How to send corrections

Clear corrections are applied once, correctly, in every language. This guide covers what a correction round needs and what counts as a new change.

What to send

Text changes	As tracked changes in the Word, bilingual or CAT file, not as PDF comments.
Layout issues	A bad line break or a misplaced image, as comments on the draft PDF.
One batch per language	All corrections for a language in one round, from one reviewer. A second batch is a new round.
Exact location	Page number and element for every correction, so nothing lands in the wrong place.

Correction or new change?

Correction	New change, quoted separately
An error made in production: missing text, a typo introduced in layout, a broken style.	New or reworded text after the wording was signed off.
Text that differs from the approved translation.	An updated source file, added pages or a new layout request.

What happens after you send them

1	**Checked on arrival**	Every correction is read first. Anything unclear is asked back once, in one message.
2	**Applied at source**	Changes go into the layout file, never into the PDF.
3	**Checked again**	Every corrected page is compared with the correction list.
4	**Draft for sign-off**	A new draft PDF goes back for sign-off, when the round requires it.
5	**Delivered**	Final files for that language, rebuilt from the corrected source.

Accessible PDF?

Each correction round also repeats remediation and the accessibility check for that language. Sending one complete batch keeps this to a single round.

Timing

The turnaround for each round is confirmed when it starts. It begins once the complete batch for a language, and the order for that round if one is needed, have arrived.

Unsure whether it is a correction?

Ask before sending. A quick check saves a round.

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