

Complete your **One-off Translation Projects** without chaos or drama



A one-off translation project doesn't mean less complexity.

When there's no defined process or proper tool, even a single project can drain time and resources. Discover how manufacturing companies with occasional translation needs create a rigorous internal process and rely on a professional translation tool to deliver high-quality translations, without the usual headaches.

Make your translation projects hassle-free



Thorough preparation

- Project expectations are set
- Source document is created with translation in mind (formatting, wording)



A purpose-built tool that supports your needs

- A cloud-based, collaboration-focused tool
- Simple to use without training
- Built for translation



Involve stakeholders

- Team members are identified and briefed prior to the kick-off



How to Get Started



Redokun helps companies manage one-off translation projects with **structure and confidence**. On the next pages, you'll discover how to complete your project without unnecessary stress or delays.

Completing Your Translation Project Fast with Redokun's **Project Pass**

Your Redokun Project Pass workspace is active for 30 days from the moment of purchase. To help you make the most of your time, we recommend preparing your translation project in advance so you can start uploading files immediately — without losing valuable days on setup. Complete the steps below before purchasing your Project Pass, then use your 30-day access purely for execution!

Phase 1: Pre-Purchase Preparation

1

Project Planning

- Define the **scope** of your project:

Source documents

Target languages

File formats

Estimated volume

- Determine your **budget**.
- Establish your **timeline** and final delivery deadline.
- Identify **key stakeholders** and confirm their availability (reviewers, approvers, etc.).
- If translating InDesign files with Redokun: confirm you can install the plugin ahead of time.

2

Content Preparation

- Finalize and **approve** the source content.
- Highlight any words that should not be translated (e.g., product names, trademarks, technical terms).
- Prepare or update your **glossary and style guide**. You can add up to 25 glossary entries per language pair.
- **Double-check formatting or design elements** to avoid issues during translation.

3

Translator Preparation

- Confirm who your **translators will be** (internal team or external vendor).
- Share **context** with them in advance:

Purpose of the content

Target audience

Brand tone

- Clarify any special requirements (e.g., localized idioms, character limits).

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Everything prepared?

You are now ready to purchase your Redokun Project Pass and get your translation project moving! As soon as you complete purchase, you can upload your files and start translating right away! (But don't forget – your workspace access clock will start ticking upon purchase!)

Phase 2: After Purchasing Your Project Pass

4

Upload & Translation

- Upload files immediately.
- Create your glossaries and upload your entries immediately.
- Invite your translators to Redokun.
 - Ensure they accept the invitation, create their Redokun accounts, and start translating!
- Monitor the dashboard daily.

5

Review & Quality Assurance

- Track translator questions and address them.
- Review for accuracy and fluency inside the Web Editor.
- Check terminology consistency, using Glossary Warning.
- Implement corrections.

6

Download & Formatting Review

- Download the document.
- Verify formatting and layout.
- Test links and interactive elements (if applicable).

Best Practices

Build your translation process in advance and follow it for every one-off project.



Even if your translation needs are occasional, having a defined internal workflow will save you significant time.

You won't need to reinvent the process each time, which reduces preparation time, minimizes mistakes, and keeps projects moving efficiently.



redokun

Redokun is a translation management system (TMS) built for companies that need to bring their documents to global markets — quickly and accurately.

Designed to handle complex, design-heavy files including Adobe InDesign documents, Redokun preserves your layout and formatting throughout the entire translation process, all through a simple and intuitive interface.

Whether you have a one-time project or ongoing translation needs, Redokun helps you build a centralized translation home base and take the stress out of the equation — with automatic text extraction, an online collaborative web editor, and automatic text re-insertion with file formatting preserved.

Learn more at  www.redokun.com

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European manufacturing marketers**

