

# FORMATTING OR DTP SERVICES



## WHAT IS DTP?

Desktop Publishing (DTP) is a formatting process some files must undergo in order to maintain the style and messaging of the original document. Our DTP team works in the latest software and has vast experience in foreign languages, assuring the translation will effectively mirror the original layout.



## END PRODUCT

With DTP you will receive a translation mirroring the layout of the original document. Breaks, spacing and font types, will be managed according to the special needs of a given language.

## WHEN DOES DTP APPLY?

Files that contain the following must be handled by a design team:

- Documents in InDesign, Publisher, and other graphic formats
- Text in images that is not editable
- Heavily formatted layouts (word, excel, etc.)
- Non-editable PDFs
- Powerpoint presentations
- Long Word files
- Template-based letters

## IS DTP REQUIRED ON YOUR FILE?

DTP is not a required service, but it offers many benefits. Translating files can affect the original layout, graphics, formatting, and white space. Bulleted lists, hyphenation, paragraph breaks, spacing, and other graphic design elements may also be affected. Ask your Project Manager if DTP is right for your document.