

Wordfast Project Delivery Checklist

1. Spellcheck has been run.
2. Transcheck has been performed, including terminology, tag and source/target consistency checks. Errors have been fixed.
3. The TM has been updated by confirming all segments in the TXLF Editor view or using the Project Cleanup tool.
4. Tracked changes have been turned off and all changes have been accepted.
5. If text was hidden to exclude from translation, ensure all text is now unhidden.
6. No comments remain in the file.
7. All project-specific and general reference material has been consulted and used.
8. Text is translated in full, no other language present (unless functional, e.g. publication titles).
9. There are no omissions (with special attention to footnotes, embedded charts, tables, rollover text / screentip of hyperlinks).
10. Table of contents has been updated.
11. Layout of the original text has been preserved (numbering, fonts, styles etc.) and images are displayed correctly.
12. Translation is delivered in the required format.
13. Files to be sent using the client's preferred method of transferring files (email, FTP, etc.).
14. Client's instructions have been followed for file names.
15. Language extension in the file name corresponds to the target language in the document.
16. If Microsoft Word document, language has been set to the target language (Microsoft Word) and spell-check has been completed.
17. The author and company in the document properties have been deleted or replaced with your name/company.
18. If you can think of anything else to add to this checklist, please post in the [Wordfast Users Facebook group](#)!