



Codex Portal Overview

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1. Introduction

Codex deploys a cutting-edge Translation Management System (TMS) to support every aspect of the localisation process, from request through to invoicing. The application of a TMS delivers a number of client-facing benefits, including, among others:

- **On the fly access 24/7, completely free**
The system is accessible through any standard web-browser and mobile device so requestors can retain an overview of projects while on the move.
- **Ease of use, control and transparency**
The customer portal's intuitive dashboard view empowers requestors to monitor usage and account activity.
 - ✓ Reference number automatically generated and fully traceable throughout
 - ✓ Unlimited number of available language combinations and dialects to choose from
 - ✓ Frequently used languages can be saved as 'default' to save the requestor time
 - ✓ All service combinations can be ordered through the system – no multiple platforms
 - ✓ Colleagues can be copied for improved communication as with email
 - ✓ Highly secure, encrypted end-to-end file transfer method (more secure than email and FTP)
 - ✓ Multiple files and zip files can be uploaded and downloaded simultaneously
 - ✓ No upload limit and no file type limitations
 - ✓ In the event of the internet connection dropping, upload immediately resumes once the connection is re-established
 - ✓ Full audit trail of uploaded files and version for better project control
- **Streamlined reports and invoicing**
The customer portal allows requestors to run reports on all project stages, from requests through to invoices, and they can also export the results to Excel spreadsheets.

2. User Registration

Users are granted access to the system during the implementation phase and can be added/removed on an ad-hoc basis from there onwards. There are several levels of access, ranging from visibility on own projects only, to full overview of all projects submitted by all the requestors registered under the account profile.

Once a user creation request is sent to Codex, our team will grant the user the level of access agreed with the key decision makers during the implementation phase and the user will receive an email notification containing their username and password.

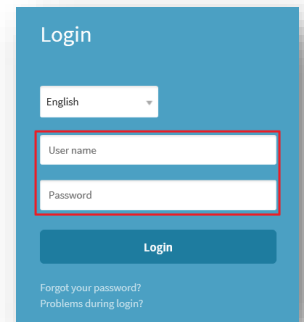
Usernames cannot be changed but we strongly recommend that users change their password after the first login to ensure optimum security and compliance with their organisation's own password policies. To change the allocated password, please access the 'Settings' section.

3. How it Works

The following provides a brief overview of the core, client-facing features available in the Codex Portal. Screenshots have been added where possible showing important functionality. Codex can clarify any queries about the Portal at any point and can also organise free demo sessions upon request.

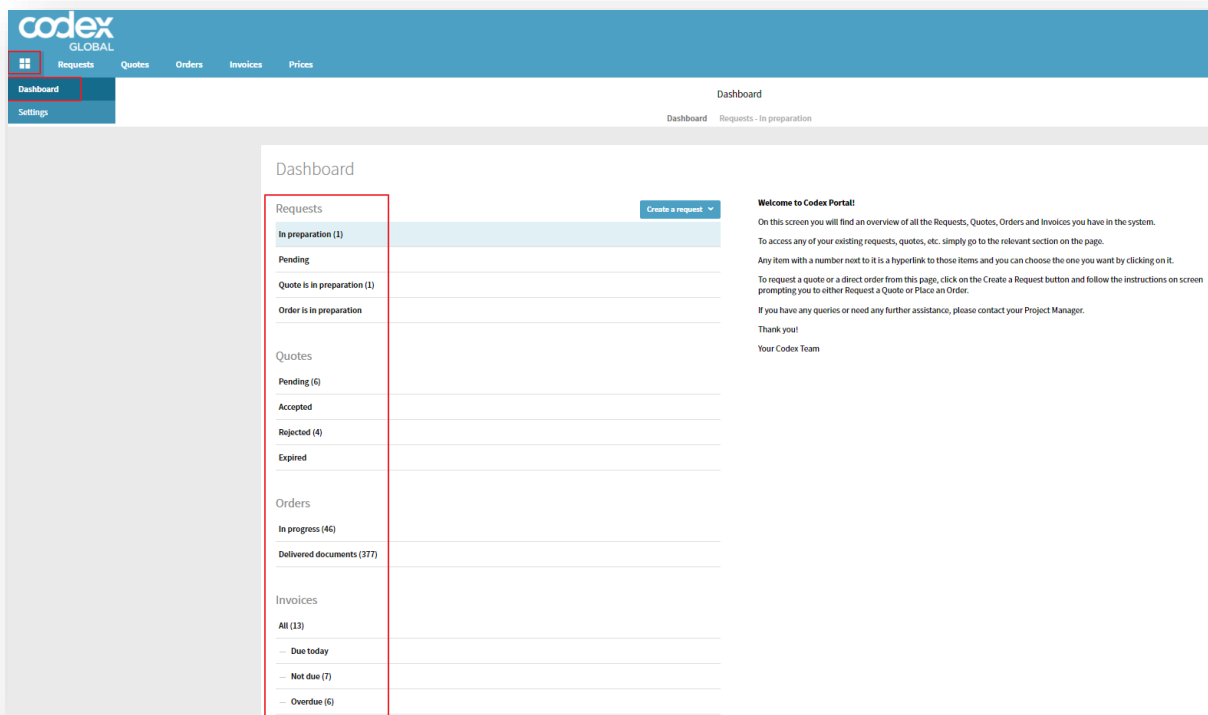
3.1 Login

Once a user has been allocated their personal login credentials, they may begin using the system immediately from any standard web-browser.



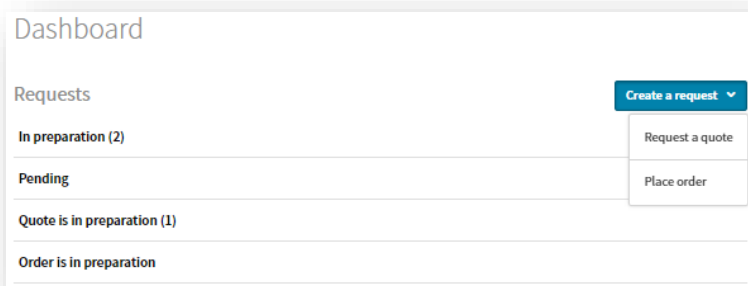
3.2 Dashboard

This screen provides an overview of all ongoing Requests, Quotes, Orders and Invoices logged on the Portal. Details of older projects can be accessed from the related tabs at the top by running a 'Status report'.



3.3 Requests

To create a new request, users can click on 'Create a request' button in the *Requests* section from the *Dashboard* and select either the 'Request a quote' option (if costs need to be approved before proceeding to production) or the 'Place order' option (if the request can proceed to production right away).



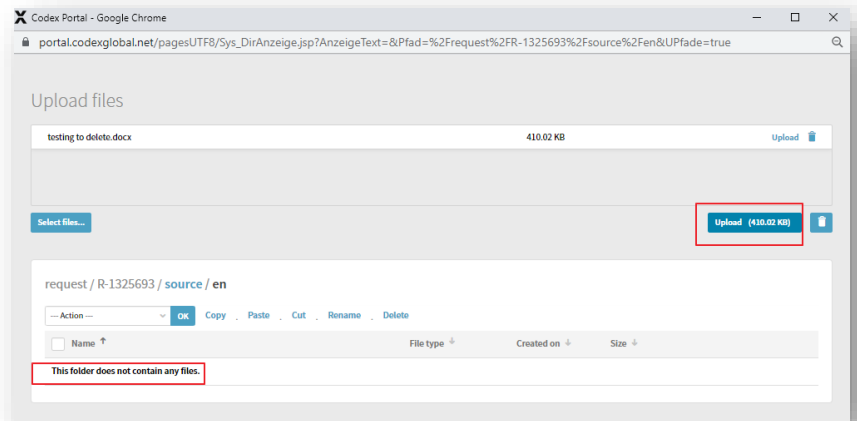
This leads the user to the *Requests* series of tabs, which has been set up to ensure that all critical information required to create a request is captured from the outset, such as:

- Project name
- Specific instructions, if any
- Services requested
- Required delivery date

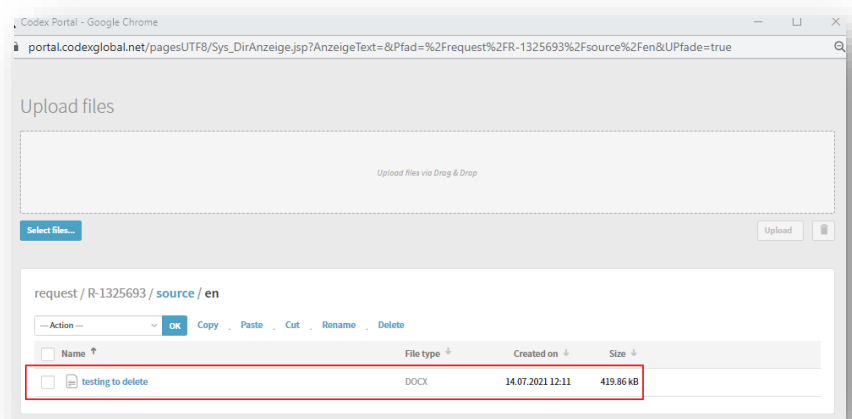
- Language combination(s)

- Source and any reference files

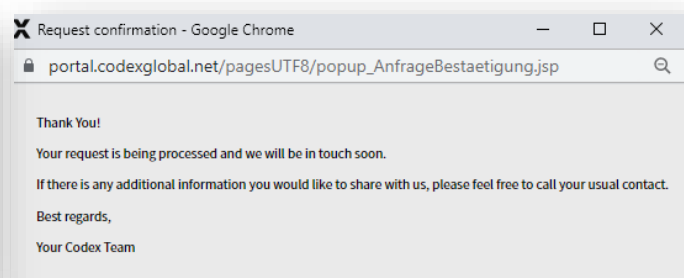
In order to upload files, the user can click on 'Select files' or drag them in the overlay window and then click 'Upload'



Once the files have been uploaded, they will appear listed in the source folder. The overlay window can now be closed.



Pressing 'Summary' and then the 'Request a quote' or 'Place order' button in the *Summary* window will trigger a confirmation message that the request is being processed and its status will change to *Pending* on the Dashboard.



Our project managers will receive a notification that a new request has been submitted and they will start processing it according to the details submitted. They will then contact the requestor via email and, depending on the type of request submitted or on any other prior arrangements, they will send either the cost estimate for approval, or the order confirmation stating that the project is proceeding to production.

3.4 Quotations

If a *Request for quote* has been submitted via the Codex Portal, our project managers will begin preparing the quote (estimate) for the project and will send it to the requestor and any other contacts who were in CC at the request stage as an attachment to an email. The quote will also be accessible to the requestor directly on the Portal.

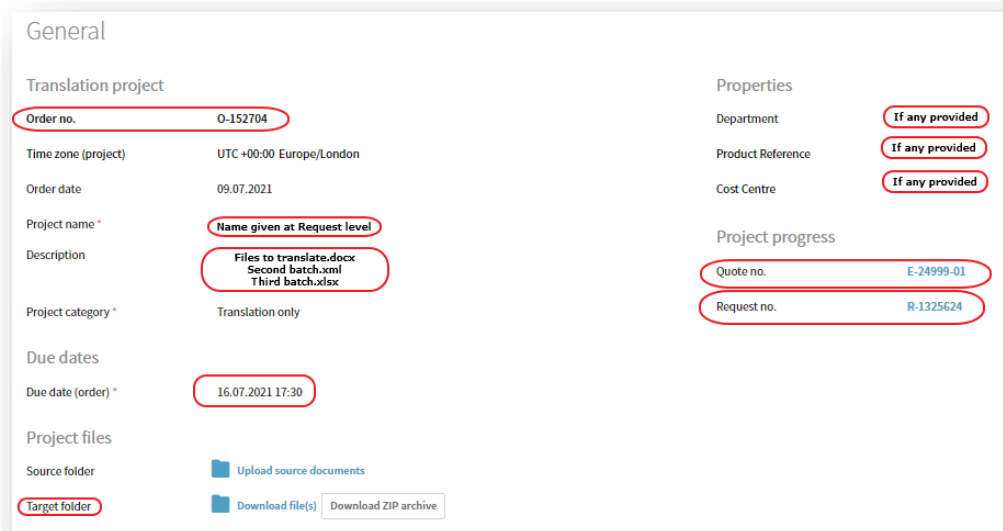
Quote Approval or Rejection – requestors can approve or reject quotes directly from their dashboard on the Codex Portal, by clicking on *Pending quotes* section and selecting either ‘Place order’ or ‘Reject quote’ from the *Status* column of the relevant quote. A notification will be sent to the project manager in charge of the quote, who will then follow the agreed process for the project. Alternatively, the requestor can approve or reject the quote by simply replying to the quotation email.

Please note the project will not be put into production without approval or go-ahead from the requestor.

3.5 Orders

When a request or a quote proceeds to production, it will be converted by our project managers into an *Order*, which will provide the requestors with all the relevant details of the project, including, among others:

- ✓ Contact details of the project manager who is handling the project
- ✓ Contact details of the requestor
- ✓ Order creation date and due date
- ✓ File names
- ✓ Request/estimate number it was converted from
- ✓ Source and target folders, storing downloadable source files and target files
- ✓ Items of the order (listing languages, services, TM breakdown and pricing, status of the item, etc.)
- ✓ Service descriptions, etc.

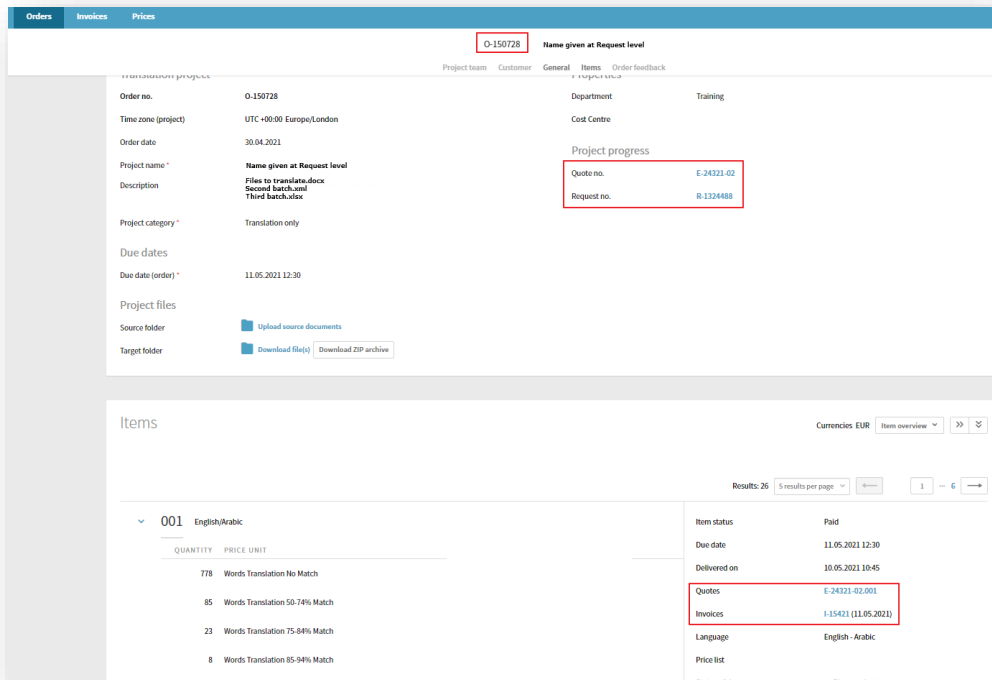


General	
Translation project	
Order no.	O-152704
Time zone (project)	UTC +00:00 Europe/London
Order date	09.07.2021
Project name *	Name given at Request level
Description	Files to translate.docx Second batch.xml Third batch.xlsx
Project category *	Translation only
Due dates	
Due date (order) *	16.07.2021 17:30
Project files	
Source folder	Upload source documents
Target folder	Download file(s) Download ZIP archive
Properties	
Department	If any provided
Product Reference	If any provided
Cost Centre	If any provided
Project progress	
Quote no.	E-24999-01
Request no.	R-1325624

As soon as every stage in the workflow has been completed, our project managers conduct a final quality assurance check using a combination of technology and manual checking before uploading the final delivery package back to the Codex Portal. The project manager in charge of the project will then send a delivery email, containing a link to the translated files and any relevant delivery notes, to the requestor and any other colleagues CC-ed in the request/quotation stage. The translated files can also be downloaded directly from the target folder of the related order on the Codex Portal.

After completion, the *Order* will be converted into an *Invoice*, which can be accessed on the Portal at any time.

All stages of each project are linked to each other and can be accessed backwards and forwards by clicking on the blue links, such as in the example below:

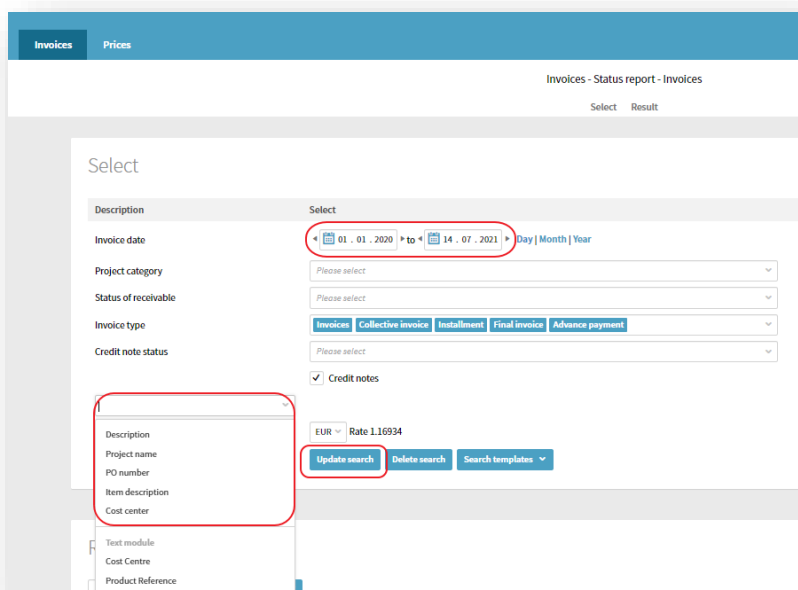


3.6 Invoicing

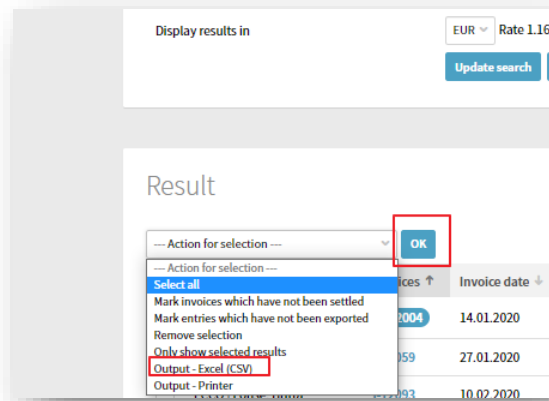
Invoicing procedures can be aligned to requestor-specific requirements and they occur either a few days after a project has been delivered, or on a monthly basis subject to prior agreement. Invoices can be individual or collective and they will list all the items, breakdowns and details from the order level. They are prepared on the Codex Portal by our project managers and are also sent via email to the relevant parties in PDF format.

Budget owners or representatives of procurement can also be granted access to the Codex Portal so that spending and cross-departmental activity can be monitored at a high-level.

There is a wide range of reporting filters including project type, language combination, date range and project status, accessible from the Invoices tab, *Status report*.

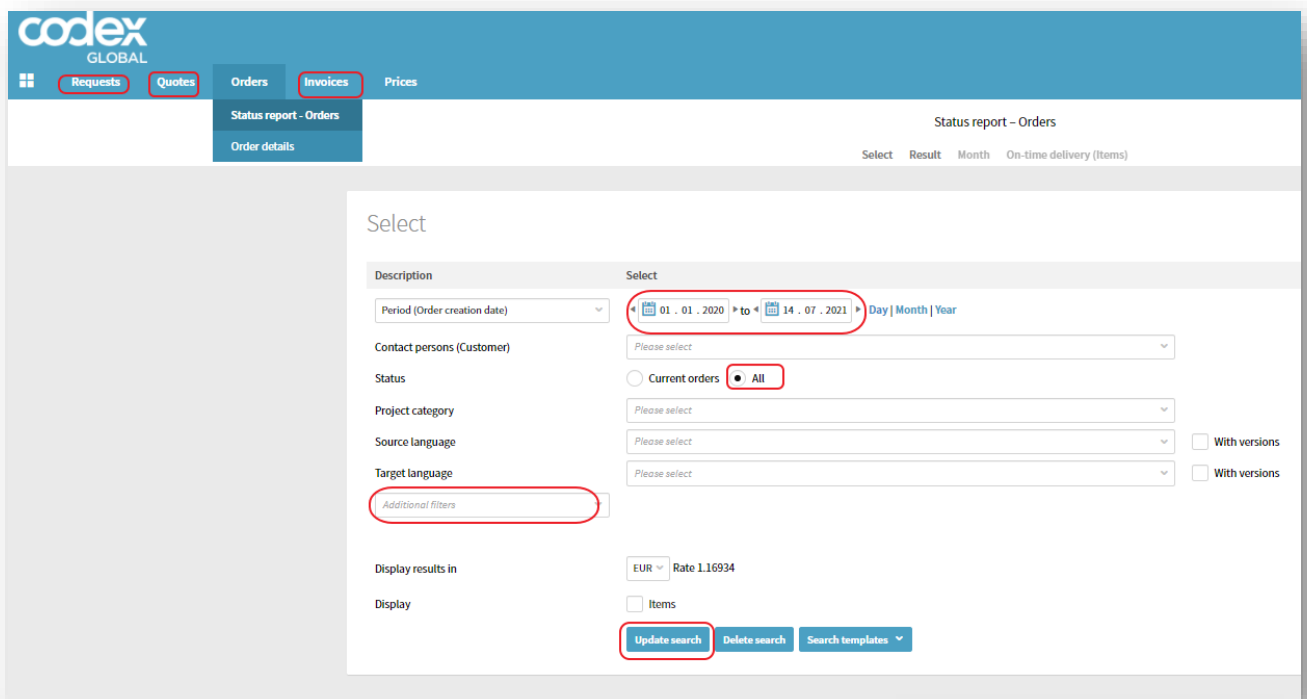


Details about invoices can be accessed by simply clicking on the blue links with I-xxx numbers or they can be fully exported to Excel by selecting all the relevant invoices and clicking 'Export to Excel':

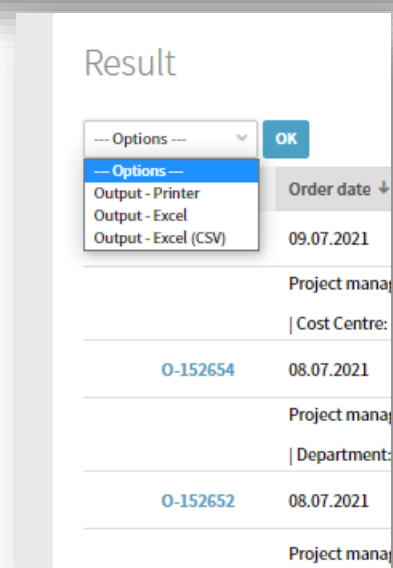


3.7 Running Reports

Reports can be run on *Requests*, *Quotes*, *Orders* and *Invoices*, by clicking the related 'Status report' button in the top bar.



Search criteria can be inserted depending on the period required, the status of the orders (*Current orders* would list only orders that have not been completed yet) and additional filters such as *project name* or *file name* (under 'Description'). The results can then be exported to Excel, as well:



4. Codex Service Offering*

Translation

All our translations are undertaken by qualified and experienced native linguists, who are selected based on the skills and subject matter expertise required for each particular project. Once the translation is completed, linguists review their own work and edit where necessary.

Proofreading

An independent native linguist will be selected based on the skills and subject matter expertise required to proofread the translation. Proofreading is generally considered to be best practice and we highly recommend it for every project.

Creative Translation

Creative Translation is a hybrid between translation and transcreation. It involves a freer and more creative approach to translating the source text, allowing to re-create a well flowing and engaging target copy which reflects the style and tone of voice of the source. Creative Translations may veer away from the structure of the source in order to ensure that the copy flows well in the target language. However, any key information contained within the source text will be included.

Transcreation

Transcreation involves a highly creative approach and seeks to adapt the ideas or concepts contained within the source copy rather than just the words. The transcreations are undertaken by native experts and take into account linguistic as well as cultural differences, resulting in a target copy that resonates with the target audience exactly as intended. By providing transcreations that are engaging as well as culturally relevant, we help emotive or creative content achieve maximum impact in the market.

The transcreation process involves creation of a creative brief by our internal team, transcreation by a native linguist, review by a second linguist and finalisation by the initial linguist, as well as two rounds of feedback implementation. Deliverables include a recommended transcreation, alternative option(s) to choose from, English back-translations and rationales.

Copywriting

Based on an initial brief, our copywriters will create the right piece that reflects the brand's requirements, always in line with the requested style and tone, as well as brand conventions and expected impact. Where applicable, suitable technology and tools may be utilised in the drafting process to reduce overall work time and costs.

Copywriting Assumptions

Copywriting work includes one (1) round of feedback implementation as standard for all deliverables. Additional rounds of feedback implementation and redrafting will be subject to an hourly charge.

Machine Translation Post-Editing

The copy is translated using a combination of a Machine Translation engine and the client's Translation Memory, after which it is post-edited by qualified and experienced native linguists. The editors are selected based on the skills and subject matter expertise required for each particular project.

Raw Machine Translation

The copy is translated using a combination of a Machine Translation engine and the client's Translation Memory, without any further editing by a qualified linguist. A basic check is performed to ensure the basic structure of the file is not altered by the Machine Translation engine. The unedited output is not stored in the customer's Translation Memory.

Search Engine Optimisation

A native linguist selected based on their subject matter expertise will perform SEO research following the briefing requirements specified by the client. This research will be tailored to include the steps that the client requires, and could include research on organic results and existing rankings, multilingual keyword research and related steps for gap analysis, linking plans, and other steps as desired. A full briefing will be confirmed with the client prior to sharing any costs, to ensure all applicable research is included within the allocated work time. Once the desired SEO research steps are complete, the results

can then be used during any subsequent Copywriting, Copy-editing or Translation stage, in order to ensure that the copy is optimised for search.

SEO Copy-editing / Translation

Using provided SEO Keywords and briefing instructions, our experienced linguists can edit the original source copy and/or adapt to the required target language to produce copy that is optimised for search on the indicated platform/domain (e.g. Google, Amazon) and the required market. All our copy-editing and translations are undertaken by experienced native linguists, who are selected based on the skills and subject matter expertise required for each particular project. All SEO copy-editing and translation work will be tailored to include the steps and criteria outlined by the client, so a full briefing will need to be confirmed prior to sharing any costs to ensure everything is included within the allocated work time.

Cultural Consultation

Evaluation of a creative concept by a native expert from a linguistic and cultural point of view. We can investigate various aspects, such as if the concept will resonate with the target audience as intended, if there are any cultural, linguistic or other obstacles, if it will transcreate well into the target language and if there are any similar communications from competitors in the market. A list of relevant questions will be defined during the briefing stage.

DTP (Typesetting)

Once the copy has been adapted into the target language(s), our typesetters will insert it back into the original artwork and ensure that the original format and layout is retained, generating print-ready materials. Artwork can be provided via Adobe suite, Figma, Canva, and other platforms, as applicable.

DTP Assumptions

The typeset files will match the style and format of the source files unless otherwise specified prior to the start of the project. Files will be delivered in the same file format as they were received unless otherwise instructed.

Changes to specification, including but not exclusively: design input, additional proofing or author's corrections or deliveries, changes to pagination, quantity or composition unless specified are charged as extra.

DTP QA

Once the typesetting stage is completed, a quality assurance stage takes place whereby a native linguist checks for any format or font related inaccuracies.

Voiceover

Codex has access to a wide range of voices across a long list of languages, accents, dialects and age frames. Our voiceover artists are either professional actors or voiceover covers for anything from dubbing to commercial campaigns. Professional voiceover artists are able to modulate their voices as requested in the brief.

Voiceover Direction

Codex will appoint a native expert to provide direction for the voiceover talent during the recording session. The Voiceover Director will ensure that the voiceover is recorded as per the preferred style and tone of voice outlined in the initial brief.

Voiceover Script Translation

A native linguist will be selected based on their experience with audio-visual content and adapt the voiceover script into the target language whilst ensuring that the translations remain in line with the timings of the source script. This approach is highly recommended for scripts that will be used for voiceover recordings and helps ensure maximum efficiency of the recording process.

Audio Editing

Editing of audio recordings to ensure correct length, speed and volume as well as synchronisation to any corresponding moving picture.

Transcription

Codex Global has an extensive pool of experts in a wide range of specialist fields. Our transcribers will produce an accurate transcript of the audio/video/handwritten materials provided, following any

conventions required for the end purpose of the transcript. Depending on the scope of the project, Transcription can be followed by other services such as Translation, Subtitling, Embedding, etc.

Subtitling

Working in a subtitling editing software, the source is adapted or edited by a native linguist and segmented in accordance with subtitling rules regarding reading speed and character limitation, whilst ensuring that the subtitles are line with the spoken content and any instructions provided. Once the subtitling is completed, the final delivery is made in .srt format.

Subtitles Embedding

The subtitles are embedded into the video for a finished product, following any additional formatting instructions provided.

Formatting

Formatting may be required when the source content is provided in a non-editable format or in a complex layout that needs recreation or adaptation before delivery.

File Preparation

File preparation may be required when the source content is provided in a non-editable format and requires conversion into a translation memory friendly format before localisation. It may also apply for highly complex files or content that require more elaborate preparation in order to be suitable for the translation memory environment.

Interpreting

Codex Global partners with professional interpreters worldwide. All our interpreters are subject matter experts. We offer various forms of interpreting such as telephone interpreting, consecutive, simultaneous, liaison, relay and whispered interpreting, suitable for both private and public sectors.

Consecutive Interpreting

Codex Global partners with professional interpreters worldwide. All our interpreters are subject matter experts. Consecutive interpreting is a mode of interpreting in which the interpreter takes notes while a speaker speaks in a given language. The interpreter then reproduces the speech in the target language at regular intervals.

Interpreting Assumptions

Where the Specified Services comprise interpreting and Codex Global is notified by the client that the Specified Services are not required anymore, Codex Global will be required to pay the interpreter and therefore reflect the corresponding charges to the client based on the following scale:

- ✓ Cancellation 30 days or more prior to the Start Date – 50% of the full charge
- ✓ Cancellation between 30 and 15 days prior to the Start Date – 75% of the full charge
- ✓ Cancellation 15 days or less prior to the Start Date – 100% of the full charge

Due to our cancellation clause, Codex can only formally book the interpreters from the moment a cost estimate is approved and candidates have been selected. Therefore, the availability of candidates may vary until costs are approved.

Any charges for travel time and expenses will be estimated and discussed with you up-front and submitted with receipts (upon request) after the interpreting assignment.

For the assignment to be a success it is imperative that the interpreter is adequately briefed, including reference material, location details and contact person at the venue.

Any reference materials sent to help the interpreter should be received at least 48 hours in advance of the assignment to allow sufficient time for review and necessary research.

Simultaneous Interpreting

Codex Global partners with professional interpreters worldwide. All our interpreters are subject matter experts. Simultaneous interpreting involves native experts reformulating a speech into a target language at the same time (or simultaneously) as the speaker of the source language. For simultaneous

interpreting, the industry standard is to allow for at least two interpreters working in pairs and switching every 20 minutes, due to the high cognitive load involved.

Interpreting Assumptions

Where the Specified Services comprise interpreting and Codex Global is notified by the client that the Specified Services are not required anymore, Codex Global will be required to pay the interpreter and therefore reflect the corresponding charges to the client based on the following scale:

- ✓ Cancellation 30 days or more prior to the Start Date – 50% of the full charge
- ✓ Cancellation between 30 and 15 days prior to the Start Date – 75% of the full charge
- ✓ Cancellation 15 days or less prior to the Start Date – 100% of the full charge

Due to our cancellation clause, Codex can only formally book the interpreters from the moment a cost estimate is approved and candidates have been selected. Therefore, the availability of candidates may vary until costs are approved.

Any charges for travel time and expenses will be estimated and discussed with you up-front and submitted with receipts (upon request) after the interpreting assignment.

For the assignment to be a success it is imperative that the interpreter is adequately briefed, including reference material, location details and contact person at the venue.

Any reference materials sent to help the interpreter should be received at least 48 hours in advance of the assignment to allow sufficient time for review and necessary research.

Remote Simultaneous Interpreting

Codex Global partners with professional interpreters worldwide. All our interpreters are subject matter experts. Remote Simultaneous Interpreting (RSI) is the process of remotely translating speech from one language to another in real-time. It's typically done through a cloud-based platform, meaning no lag, no equipment and no barriers. For remote simultaneous interpreting, the industry standard is to allow for at least two interpreters working in pairs and switching every 20 minutes, due to the high cognitive load involved.

Linguistic and Functional Testing

After localisation of a website, app or software is completed and all linguistic assets are updated, it is recommended that the content is transferred onto a staging site or proxy server so that a post localisation test can take place. This is an additional layer of checks by a native expert to ensure there are no linguistic, cosmetic or functional oversights (such as character corruption, hyphenation, layout issues or any functional bugs) left once the page or application is loaded onto the public domain. This service can be provided on third party content or as an optional service following localisation performed by Codex.

Dialect Adaptation

A native linguist adapts the style and terminology of a master language version as needed to ensure that it reflects the language and culture of a target locale.

Style Brief Creation

Style brief consists of a summary about the brand, target audience, tone of voice, and surface-level style points to provide a light overview of the brand:

- ✓ The style of the translation (formal or informal, for example), the way the translations should address the reader
- ✓ The target audience
- ✓ Things to avoid in the target language (e.g. passive voice, long sentences, embedded clauses, abbreviations, acronyms, hyphenation, inverted commas, exclamation marks, rhetorical questions, etc.)
- ✓ Any reference material that needs to be followed

Style Guide Creation

Style guides are necessary to establish:

- ✓ The style of the translation (formal or informal, for example), the way the translations should address the reader
- ✓ If sizes or measurements are to be localised
- ✓ If there are any special requirements for acronyms or capitalisation
- ✓ If there is any reference material that needs to be followed
- ✓ Consistency across product descriptions throughout all languages

Apart from the above, style guides include linguistic conventions, rules and cultural approaches, applicable to each country, hence the need of creating one style guide per language.

Glossaries – Terminology Extraction

Glossaries help ensure that approved terminology is applied consistently by linguists and reviewers throughout all content types and channels and that any forbidden terms are avoided. Glossaries help maintain consistency of the brand identity and communications.

Client approved glossaries help avoid inconsistencies caused by different stakeholders internally, as well as inconsistencies between adaptations for different departments, content types or channels, product names, etc.

The Terminology Extraction stage involves analysing the source content and identifying the regular 'key terms' used throughout brand content or communications which will be used to build the glossary.

The Terminology Extraction stage can be followed by a Terminology Management stage, which involves providing references for each key term, such as a definition, context or reference images, as applicable.

Glossaries – Terminology Management

The Terminology Management stage involves providing references for each key term, such as a definition, context, reference images, and other relevant details in relation to how that term is used in the reference content provided by the client.

Glossaries – Terminology Translation

Terminology Translation involves the translation of a pre-defined term list, either as provided by the client or as generated by Codex as part of the Terminology Extraction service. This translation will require research to identify translation trends in competitor sites or in search engines and will be performed in line with any specific instructions or reference material received from the client.

Changes Implementation

Following a client review stage, Codex will review the reviewer's suggestions and implement them onto any established Linguistic Assets, which may include Translation Memories, Style Guides and/or Glossaries. Should any changes be made in the source text post-translation, Codex can arrange for the related translations to be updated accordingly.

Back Translation

Back Translation is applied to an already completed translation. The purpose of Back Translations is to assess the accuracy of the original translation by comparing the end result against the original source document. We recommend that a minimum of 5% of the translated content is back translated, since any percentage below that would not be representative enough of the overall content. Back Translation is usually performed without the aid of a translation software and without access to the original source document.

Back Translation Verification

Once the Back Translation is completed, a reviewer will identify any relevant discrepancies between the original source and the back translation, both in the same language. Discussions with the linguist involved in the Forward (original) Translation will take place to ensure all queries are cleared. The level of detail required during the verification stage depends on the subject matter and the end purpose of the translation.

Back Translation Harmonisation

This stage involves the correction of the original translation according to the reviewer's findings during the Back Translation Verification stage.

Proofreading of Third Party Translations

Codex Global has an extensive pool of experienced proofreaders who are experts in a wide range of specialist fields. Codex will assign a native proofreader to review and correct translations performed by third parties to raise their quality to the highest possible standard.

Monolingual Proofreading

Codex Global has an extensive pool of experienced proofreaders who are experts in a wide range of specialist fields. Codex will assign a native proofreader to review and correct texts written by third parties to raise their quality to the highest possible standard.

File Engineering

The process consists of extracting and preparing localisable content from the source files so that it can be processed with Translation Memory software and packaged for translation. Once localisation has been completed, we will prepare the files for delivery, testing and validating the code to ensure it has not been corrupted during the localisation process. Any encoded files such as XML, HTML, PHP, XLIFF etc. or other complex file types such as software resource bundles and Macro-enabled or incorrectly structured MS Excel files will be subject to a pre- and post-localisation engineering process.

TM Alignment

The alignment process consists of the segmentation of previously translated materials for the creation of a Translation Memory, matching each translated segment with the corresponding source equivalent. The aligned content can then be imported into a Translation Memory for future use.

The benefits of TM Alignment include:

- ✓ Improved consistency
- ✓ Maximised TM leverage for future projects
- ✓ Lower translation costs for future projects
- ✓ Faster project turnaround times
- ✓ Incorporation of in-country reviewers' feedback

TM alignment can only be performed where the structural correspondence between source and target in the final translation hasn't been altered.

Translation Memory QA Report

Our Translation Memory quality assurance reports are especially designed to target the following:

- ✓ Inconsistencies in source content: picks up identical translations with different source segments.
- ✓ Inconsistencies in target content: picks up different translations to identical source segments.
- ✓ Numerical inconsistencies: especially useful for product codes or sequences that can be easily mistyped
- ✓ Spelling errors: an additional step of quality checks to correct any overlooked typos
- ✓ File structure inconsistency: useful for tag based content validation

Agency Certification

Upon completion of the translation, Codex Global certifies that the translation is a full and true translation of the original source copy of the document provided, and that it has been carried out by a professional linguist competent to translate in the specialism and in the requested language combination. The certified translation will be posted to the address requested.

Agency Certification – Electronic

Upon completion of the translation, Codex Global certifies that the translation is a full and true translation of the original source copy of the document provided, and that it has been carried out by a professional linguist competent to translate in the specialism and in the requested language combination. The certified translation will be provided in PDF format and a hard copy will not be produced.

Notarisation

Upon completion of the translation, Codex Global certifies that the translation is a full and true translation of the original source copy of the document provided, and that it has been carried out by a professional linguist competent to translate in the specialism and in the requested language combination with a Notary Public as witness. The notarised translation will be posted to the address requested.

Statement of Truth

Upon completion of the translation, our linguist certifies that the translation is a full and true translation of the original source copy of the document provided, and that it has been carried out by a professional linguist competent to translate in the specialism and in the requested language combination. The certified translation will be posted to the address requested.

Statement of Truth – Electronic

Upon completion of the translation, our linguist certifies that the translation is a full and true translation of the original source copy of the document provided, and that it has been carried out by a professional linguist competent to translate in the specialism and in the requested language combination. The certified translation will be provided in PDF format and a hard copy will not be produced.

Sworn Translation

All Sworn translations performed by Codex Global are undertaken by qualified and experienced native linguists. The translator(s) will be selected based upon the relevance of their skills and subject matter expertise for your particular project. Furthermore, the translator will be selected from the official list of sworn translators of the relevant country. Once the translation is completed, the translator will then review their own work, edit where necessary and provide their stamp, signature and additional notes where needed.

Transcription into Braille

Codex Global has an extensive pool of experienced transcribers who are experts in a wide range of specialist fields. Our transcribers will produce an accurate transcript of the source materials provided by the client, following any specified conventions indicated for the end purpose of the transcript. This task can either be done into Braille Grade 1 or 2. Grade 1 is the basic form of braille and is more of an instructional level than a functional level. Every letter is transcribed making the braille document longer. Grade 2 is more contracted, using combinations of letters as single characters and takes up less space on a page. It is the most widely accepted form of braille and is easier for experienced braille readers.

Project Management

A dedicated Project Manager will be appointed as your first point of contact for day-to-day production related matters. The Project Manager's duties include but are not limited to:

- ✓ Single point of contact for all projects
- ✓ Linguist testing and selection
- ✓ Management of translation assets such as Translation Memory, glossaries and style guides
- ✓ Coordination of related services such as typesetting and localisation engineering
- ✓ Managing schedules
- ✓ Regular tailored reporting
- ✓ Linguistic asset management
- ✓ Validators' feedback implementation

Phonetic transcription

Transcribing the text in the requested language using special signs to represent the different sounds made by the voice in speech. A set of symbols is used known as the International Phonetic Alphabet (IPA).

Website Audit

Evaluation of a website by experienced native linguists: the evaluation can be tailored to focus on specific areas of interest, e.g. whether the website resonates with the target audience and incites to buy, preferred payment methods, return methods, customer support, product presentation, visuals, etc.

* If you would like to request a service that is currently not available in Codex Portal, please contact your project manager