**Localization Checklists**

**Generic**

|  |  |
| --- | --- |
| Are all the words translated? | Y   /   N |
| Is the capitalization uniform in - menu names, option names, button names, window names, and first letter of sentence? | Y   /   N |
| Are the menu options used consistently in all the documents? | Y   /   N |
| Are the shortcut keys as per the native OS? | Y   /   N |
| Have the strings been tested on the native OS? | Y   /   N |
| Are all the links working properly in the HTML files? [To be checked on an independednt system] | Y   /   N |
| Are all the images being displayed properly in the HTML files?  [To be checked on an independednt system] | Y   /   N |
| Has the formatting in the source files been retained? | Y   /   N |
| Has the formatting been retained in the HTML files with respect to the background color, font style, font size and font color? | Y   /   N |
| Are the localization guidelines followed? | Y   /   N |
| Has the product name been retained as in the source language? | Y   /   N |
| Are the full stop, semi-colon, and double quotes placed at the correct places in the text? | Y   /   N |
| Are all the files translated and completely? | Y   /   N |

**Specific**

|  |  |
| --- | --- |
| **Resource Files** |  |
| Are the keywords such as %d and \n retained correctly? | Y   /   N |
| Has the code been left untampered? | Y   /   N |
| **HELP** |  |
| Is the help file compiled correctly? | Y   /   N |
| Is the arrangement of books and topics as per the source? | Y   /   N |
| Are all the pages displayed properly from the Contents tab? | Y   /   N |
| Are all the index entries present as per the source? | Y   /   N |
| Are all the pages displayed properly from the Index tab? | Y   /   N |
| Is the look and feel of the help file same as the source help file? | Y   /   N |
| Are the titles of the HTML files translated? | Y   /   N |
| Are all the links (files linked to topics) retained correctly? | Y   /   N |
| Are all the images appearing properly? | Y   /   N |
| Has the alternative text been translated (If there are images in the HTML files)? | Y   /   N |
| Are all the tags retained correctly while creating the TOC or index? | Y   /   N |
|  | Y   /   N |
| **DTP** |  |
| Has the formatting been retained correctly? | Y   /   N |
| Is the font, font style, and font size used similar to the source? | Y   /   N |
| Is the look and feel of the document the same as the source? | Y   /   N |
| Are the headers and footers correctly translated in all the pages? | Y   /   N |
| Are the page numbers appearing properly in all the pages? | Y   /   N |
| Is the pagination  done appropriately? | Y   /   N |
| Does the TOC indicate correct topics? | Y   /   N |
| Is the index leading to correct topics? | Y   /   N |
| Is a hard copy of the document made and compared with the source? | Y   /   N |

**TRADOS Specific**

|  |  |
| --- | --- |
| **Translation Memories (TM)** |  |
| Does the TM contain terms for all the file types? | Y   /   N |
| Does the TM contain details such as file creation? If there is more than one translator for each language, are the following provided?  - the setup details,  - Do not translate list, - fonts to be specified (in case of East Asian languages), - substitution localization for date and time, segmentation rules, etc. | Y   /   N |
| Has the updated TM been received? | Y   /   N |
| Has the updated TM been sent? | Y   /   N |

This is extremely important in case of Asian and Cyrilic languages

This refers to the string files