



RUBRIC[®]

A better localization experience.



LOCALIZATION KIT PREPARATION CHECKLIST

Your localization kit includes materials Rubric will need to expedite your localization project or proposal. Use this list when evaluating your localization and when building the kit that you will provide to Rubric.

General

- Include instructions for the Rubric localization team regarding requirements and expectations. Specify the project deadlines as well as the deadline for submission of a localization proposal.
- Zip the Localization Kit files, maintaining the directory structure. This enables the localizer to:
 1. Avoid the time-consuming task of recreating directory structures
 2. Build the software product (if necessary)
 3. Seamlessly share files with your departments
 4. Maintain version control in case file names are duplicated within a file set
 5. Perform proper QA checks
 6. Replicate the source directory with the target-language directory when shipping the localized version.
- Include a bill of materials in the Localization Kit.
- Include the prior version source code as well as target-language files when building an update/revision kit.
- Include any existing corporate or product glossaries—preferably but not necessarily bilingual—that define commonly used terms.
- Specify if you require a Translation Memory deliverable, and if so, in what format (e.g., TRADOS).
- Include any existing Translation Memories you already have.
- Include your opinion regarding the quality of any existing Translation Memory. For example, should your Rubric localization team “blindly” use an existing Translation Memory, or should we perform an up-front review of its quality?
- Include existing linguistic style guides for the target languages.
- Verify that none of the files in the Localization Kit is corrupt.
- Verify that no files are missing.
- Verify that extraneous files are not accidentally included in the Kit.
- Verify that each file is included in its most current version.
- Specify the version number in the Kit.
- Clearly identify culturally specific elements (e.g., clipart, sound, video).
- Outline your required deliverables in the final hand-off.



Software

- When Rubric is to build the application, include all of the files necessary for building the product.
- Include the executable.
- Include the installer files.
- Specify the programming language(s), compilers and tool chains used to develop the software.
- Specify the platform(s) on which the software runs.
- Explain the basic architecture of the product (e.g., client/server, Linux, UNIX back-end/HTML front-end, etc.).
- Verify that the software builds properly on a clean machine (one without any added software outside the development tools).
- Verify that the software builds properly on the target OS.
- Verify that there is no hard coding of:
 1. Text
 2. Screen elements
 3. Keyboard commands
- In the case of localization into a double-byte language (e.g., Japanese, Korean, Chinese), verify that the software can accept MBCS (multi-byte character set) input as well as support its output.
- Document and test each variant of dynamic dialogs.
- “Confirm that concatenation of text and/or user interface elements have been removed.
- Confirm that text, accelerators and shortcut key combinations can be entered using international keyboard layouts.
- If localizing a Microsoft Windows application, confirm that it accommodates large as well as small fonts.
- Document the level of internationalization testing that has been conducted.

Graphics

- Include the native application graphics, not their exported (GIF, JPEG, etc) formats.
- Specify the source application(s) used to generate the graphics, including platform and version number.
- Link graphics rather than embedding them.
- When graphics must be embedded, include the individual graphics in the localization kit.
- Specify whether you or Rubric are responsible for capturing screens.
- For screen captures, specify the computer configuration and software settings, such as color depth and screen resolution.

Help/Documentation

- Include the source application files.
- Include a compiled version of the Help (e.g., WinHelp) and the final output of any on-line documentation (e.g., PDF).
- Specify the applications and tools used to create your Help and documentation, including platform and version number.
- Outline any HTML or XML generation or filtering process.
- Map any duplication between file types (Microsoft Word, HTML, etc.) and explain the correlation between these files.
- Use relative paths for HTML links, if possible.
- Verify that all tags are complete.
- Verify that all links work properly.
- Verify that linked text is consistent.
- Specify any font requirements.
- Specify required output formats (localized source application files, HTML, PostScript, PDF, etc.).
- Specify the platforms, browsers, browser versions, etc., on which the Help and on-line documentation must be tested.



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