



How To Prepare for a Multimedia Project

Trusted by industry leaders since 1978

Whether your technical project may involve a brochure, catalog, billboard, video or audio for either print or digital media, these clear steps will help you get the best results from your multimedia project.

1. Research, Gather Quotes and Shortlist

When exploring potential suppliers for your multimedia project, research potential translation suppliers by looking at their credibility.

Do they have testimonials from other clients? Do they have case studies? Even better if they have ISO-certified workflows.

2. Choose the Supplier

Always choose the supplier that is the best fit for you.

3. Send Your File Formats

Our Omni team works directly with your source files to minimize formatting issues and post-production effort.

Our in-house DTP team ensures every file is production-ready. Sometimes your source files aren't always available, so our team will find a turnkey solution that works for you.

4. Provide Additional Information

That includes further instructions on the project, a terminology list (glossary), style guide, deadline, and any industry-specific details.

5. Sit Back and Relax

The team will reach out if they need anything and can answer questions.