

## **Documents - Guidance**

### **Source texts**

Source text should be agreed prior to sending for translation.

Longer source texts, such as Annual Report, may be agreed by the Council prior to translation.

Posters and signage texts to be agreed by Clerk with reference to the Council if considered necessary.

### **Translation**

Short texts, such as posters by Cllrs (with back up of professional translator if Cllrs not available)

Longer text professional translator

### **Editing**

For longer texts it may be sensible for text to be proofed/edited prior to commencement of design and layout.

### **Design/Layout**

For smaller documents such as posters etc layout should be decided by the designer.

For larger documents such as the Annual Report, Council input will be sought on style prior to the design work commencing. However, as with all larger documents some discretion must be allowed to the designer.

Once layout is agreed, unless major issues are highlighted by the designer, design changes will not take place due to time considerations.

### **Proofreading**

Proof reading of composed document, for print issues such as accidentally dropped text and not for preferential changes.

In any of the above if a serious typo is spotted at any stage then that should, of course, be dealt with