

Below document defines the scope of activities to be performed as part of the AutoCAD Export / Import service ordered by SeproTec specialist translations. The activities form job guidelines and provide basis for any complaints (should one fail to follow the guidelines).

#### EXPORT + MERGE\*

Yes No N/A

One Excel file (including exported text) per every AutoCAD file

The AutoCAD text layer is properly prepared

The texts (phrase, words) are not split into two segments (Excel cells)

The exported content corresponds to the text frames in AutoCAD

The superscripts, subscripts and mathematical symbols  
( $m^2$ ,  $p_1$ ,  $\rho$ ,  $\leq$ ,  $\geq$ ,  $\pm$ ,  $+$ ,  $-$ , etc.) are reproduced

#### IMPORT

The text import is complete regardless of the number of target languages

The text is entirely clear (visible) and its formatting corresponds to the source formatting

An appropriate font is used (the Project Manager must be immediately informed, should a font be unavailable) and all the characters are correctly displayed

Numerals are correct

Graphic elements remain untouched, were not moved or modified

The drawing is displayed in a scale that corresponds to the source

The PDF files generated from \*.dwg files include a reference file view;  
the PDF files are generated for preview, unless otherwise agreed

Corrections, if made correctly

#### The process is as follows:

1. Quote: \*.dwg files + reference files are sent to the Client for quotation purposes. SeproTec provides information about source and target languages along with additional instructions, and then submits a request for \*.pdf files (preview files by default; PDF files of the highest quality).
2. Based on those files Provider provides an \*.xlsx file (a work file for analysis purposes), estimates job stages, costs and schedule, and reports any possible difficulties with the job.  
Following project approval, SeproTec confirms the project to Provider.  
If the exported \*.xlsx file does not require further processing, SeproTec continues with translation.  
If the \*.xlsx file needs to be merged, Provider submits a corrected file for translation.
3. SeproTec carries out translation.
4. Upon finishing translation SeproTec provides an Excel file prepared based on the Provider guidelines.  
Provider imports translation to \*.dwg files, optimises and generates preview PDF files.

