

		Yes	No	N/A
OCR				
Area recognition	Check area recognition completeness and correctness in the OCR software			
Text recognition correctness	Determine the language and check text recognition completeness and correctness (check spelling, numerals and problematic areas)			
Segmentation	Prepare the file for translation in CAT tools (ensure proper CAT segmentation)			

DOCUMENT FORMATTING

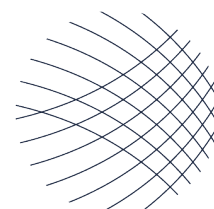
Special formatting	Reproduce superscripts, subscripts (m ² , p ₁ , etc.) and symbols (≤, ≥, ±, etc.)
Layout	Fully reproduce document layout (formatting, margins, italics, underscores, bolds, paragraph spacing, table formatting, etc.) Similar document layout

BUILDING AND OPTIMISING DOCUMENT STRUCTURE

Structure	Set headers, footers and page numbering; optimise section breaks
Styles	Fully reproduce document styling and every style formatting
Points and numbering	Automatic numbering / numbered lists / bullets Numbering / numbered lists / bullets created in a quicker or more convenient manner
Notes	Automatic notes
References	Automatic table of contents / tables / figures, automatic index Manual table of contents / tables / figures, index

ADDITIONAL GUIDELINES

Figure descriptions	Figure descriptions in text fields or a bilingual table below the image Figure descriptions in red below images
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Links	Automatic fields, references and bookmarks
Mathematical formulas	Mathematical formulas as MS Word equation objects Mathematical formulas as images
Other	Shapes, WordArts and watermarks
Additional instructions	Follow additional instructions provided by the Client or Project Manager