



Language Service:

# Linguistic Asset Management

## What we offer

**Cost-effective reuse and centralized, real-time access.**  
Lingotek's cloud-based translation management system (TMS) gives our professional Language Services teams access to translation memory (TM) vaults, glossaries, and style guides, so they have all of your linguistic assets at their fingertips.

## Translation Memories

- Easy upload of your existing TM.
- Creation of new TM vaults--databases of translations.
- Lingotek TM Alignment Service: Creates TM from documents that were translated without the aid of a CAT tool.
- Combination of linguistic & engineering resources based on the source & target content files.
- TMS supports CSV, TMX, XLIFF, & XLS.
- Cloud-based storage for easy management & access.
- Download your TM at any time.
- Updated automatically during the translation process.
- TM is always accurate & up to date.
- TM can be leveraged immediately.

## Glossary

- Team collaboration to create a master list of key terms.
- Creation of a bilingual glossary for each target language.
- Imported into the Lingotek TMS for automated use.
- Includes useful metadata like gender, context, part of speech, etc.
- Key term consistency across content is guaranteed.

## Style Guide

- Collection of locale-specific guidelines:
  - Date, time, units of measure, & punctuation, etc.
- Company-specific preferences:
  - Tone, formal, or informal pronoun usage
- Industry-specific terms, acronyms
- Technical terms, short phrases, taglines
- Guidelines for file formats, designs, layouts, & character counts
- Stores your unique terminology for easy access

## Benefits

- Increases the speed of translation.
- Improves operational efficiency.
- Guarantees effective & accurate translation.
- Only pay for new translation.
- Leverages TM to improve quality, save time, & money.
- Ensures consistent style & brand messaging.



THE TRANSLATION NETWORK

www.lingotek.com

Translation Software:  
sales@lingotek.com  
+1 801 662 0050  
(877) 852-4232 opt 2 - Toll free

Translation Services:  
services@lingotek.com  
+ 1 801 331-7777 opt 1  
(877) 852-4231 opt 1 - Toll free

Support:  
support@lingotek.com  
+ 1 801 331-7777 opt 3  
9 am - 6 pm MDT

United Kingdom Office:  
1 Bell Street, Maidenhead,  
Berkshire, SL6 1BU  
United Kingdom  
+44 (0)1628 421525  
sales@lingotek.com