

Dear Client:

In our **Fall QuickNews**, we would like to discuss how your WordExpress Team handles your projects involving non-Roman characters.

Here is also a **Discount Voucher to be used on your next order!**
Please mention the **Voucher Number** when contacting the WordExpress Team.

Voucher N° 101008: 10% Seasonal Discount on Your Next Project Involving a Non-Roman Character Language
Cannot be combined with yearly discount. Expires 12/21/04

Today's Topic: How does WordExpress process projects with non-Roman characters?

by Muriel Redouté, Marketing Manager and her Department at WordExpress Corporation

With the advent of the Internet technology, doing business worldwide with many different countries has become a reality. However, the potential of simultaneously tapping into, for instance, Arabic, Chinese, Farsi, Hebrew, Hindi, Japanese or Russian, introduces whole new challenges. These languages contain non-Roman characters that can create the most unpleasant surprises on your computer screen. Just attempting to navigate through the jungle of technological incompatibility, like PC vs. Mac, numerous software applications, and countless fonts, can induce a cataclysmic migraine! Instead, why not say goodbye to unnecessary troubles, and let WordExpress be the solution in this dilemma.

We can handle all your projects with non-Roman characters, such as:

- ▶ **Written Translations**
- ▶ **Editing / Proofreading**
- ▶ **Copy Writing**
- ▶ **Layout / Desktop Publishing**
- ▶ **Multilingual Websites**
- ▶ **... and much more!**

We are able to translate your documents from any language in the world into the one you desire. Simply submit your materials to us via e-mail or fax. Then relax, sit back, and allow us to do the job for you. In order to ensure the **highest quality, we only employ experienced, professional and educated native speakers**. Furthermore, **all translations are edited and proofed several times**. Our offices are equipped with the **latest state-of-the-art hardware and software** to process all imaginable types of files, to create any desired layout, and to produce or match any fonts in non-Roman characters. And last but not least, **our IT Department makes sure that our equipment and know-how are continuously improved and streamlined**, which keeps problems to a minimum.

The final product is usually delivered in form of a PDF file, so that you will not be plagued with any technical difficulties. PDF files can be opened in Adobe Acrobat Reader, which is nowadays installed on most computers or may be downloaded for free. As the files open and view as pictures, there is no need to install complicated fonts.

Nonetheless, if you need files that can be manipulated at your computer, we can also deliver your final documents for an additional charge in any format on any version of:

- ▶ **QuarkXpress**
- ▶ **Adobe Suite**
- ▶ **Microsoft Office Suite**
- ▶ **... and many more!**

Let us remind you that **WordExpress** is in compliance with the **stringent quality standards of ISO 9001/2000**. Our **quality control processes are unmatched in thoroughness** -- our goal is always perfection.

**For a free quotation on your next project, please call us at (310) 260-7700, ext. 12,
or e-mail your request to: clients@wordexpress.net**

**Upcoming Topics: Interpreters' and Translators' Credentials
Yearly Contracts – a Win/Win Situation?**

Please send us your feedback or suggestions for future topics!