

Multilingual Desktop Publishing (DTP)
Localization of e-Learning Content
PDF Accessibility & Remediation Services
PDF to Microsoft Word/PowerPoint/InDesign
Image Localization, Editing & Retouching
Publishing-Related Services
Audio Transcription Services



WHO WE ARE

We cater exclusively to translation agencies and localization companies worldwide. Our clients are some of the largest localization and translation agencies worldwide, which at the same time work with companies across the world, from all sectors (medicine, life sciences, automotive, energy, finance, machinery, electronics, electricity, food, furniture etc).

We are your partner in excellence. Founded in India in 2004, 'DTP LABS' started with 2 operators. In all these years, our team has grown hand-in-hand with our customers, and currently has more than 70 in-house specialists. We have scaled-up our team and production capacity, strengthening each service into a self-sufficient vertical. Our growth, both in terms of scale and the services we provide to our clients, has been organic yet rapid.

OUR SERVICES

- Multilingual Desktop Publishing (DTP)
- Localization of e-Learning Content
- PDF Accessibility & Remediation Services
- PDF to Microsoft Word/PowerPoint/InDesign
- Image Localization, Editing & Retouching
- Publishing-Related Services
- Audio Transcription Services



OUR TEAM

We have an experienced in-house team of qualified professionals. Our team includes production managers, dedicated account managers, team leaders, e-learning localization engineers, DTP operators, document conversion specialists, proofreaders and most importantly, internal quality control experts.

OUR VALUES & VISION

Our vision is to be your preferred partner for your multilingual DTP, e-Publishing, e-learning and data conversion needs. We uphold the highest standards of integrity in all of our actions. We strive to always satisfy our clients through good communication and quality. We are personally accountable for delivering on our commitments. We provide outstanding products and unsurpassed service that, together, deliver premium value to our customers. We work together, across boundaries, to meet the needs of our customers. We value our people, encourage their development and reward their performance.

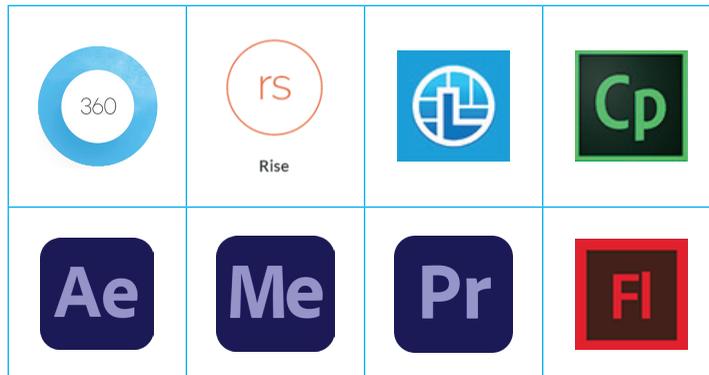


APPLICATIONS AND TOOLS

Our skilled and proficient team can handle different software applications including:



E-LEARNING TOOLS



MULTILINGUAL DTP (TYPESETTING/LAYOUT/FORMATTING IN MULTIPLE LANGUAGES)

Business around the world need to give communications in the native language of their global customers, business partners, and employees. Layout is generally the last phase of a typical translation project, and what gives it a final appearance. No matter how good the quality of the translation may be, even a small layout error can dramatically impact how users perceive the product or brand.

'DTP Labs', with production centers in Eastern Europe and Asia, provides multilingual desktop publishing Services in all World languages. We work with Western languages (like French, Dutch, German, Portuguese), languages that use non-western scripts (like Chinese, Japanese, Korean, Thai), languages that use bi-directional scripts (like Arabic, Hebrew, Urdu, Farsi) and Indic languages (like Hindi, Gujarati, Bengali, Tamil etc).

LOCALIZATION OF E-LEARNING CONTENT

Taking one's business global has its own set of challenges. E-Learning Localization, for employers, offers a time and resource efficient way to train employees for enhancement of their skills and knowledge. It is also used by organizations to train their partners and customers to increase adoption, retention, and ultimately, revenue.

We have expertise in localizing courses in almost all languages, including Western (like French, Dutch, German, Portuguese), languages that use non-western scripts (like Chinese, Japanese, Korean and Thai), and languages that use bi-directional scripts (like Arabic, Hebrew and Urdu).

We offer the following services to our clients to localize their E-Learning courseware:

- Preparing your E-Learning course for localization
- Localizing the courses using translations provided to us (including audio/video synchronization)
- e-translation services in almost all world languages.
- Bitmap and vector art localization

PDF REMEDIATION/ACCESSIBILITY SERVICES

PDF Remediation is the process of fixing accessibility errors that make it difficult or impossible for people with disabilities to read, navigate and interact with PDF files. We make your PDFs accessible to international standards, offering unrivalled expertise and experience in the industry. We are a trusted and reliable partner for PDF accessibility & remediation services.

We make your PDFs accessible and Section 508 compliant, guaranteeing that the reading order conveys the author's intent by adding suitable alt-tags to images and maintaining colour-contrast standards. We assist organisations of all verticals in attaining increased accessibility for differently-abled users.

- Interactive PDF Creation
- Tagging in InDesign
- Fixing alt tags in PDF
- Editing thorough PITSTOP
- Alt-text placement in Indesign/PDF
- Inserting Tooltips
- Compliance testing
- Fixing and verification
- Run through NVDA screen reader

PDF TO MICROSOFT WORD/POWERPOINT/INDESIGN

Adobe PDF (Portable Document Format) is a commonly-used file format in a digitally growing world. However, as PDF format is not editable, there is a need to convert pdf to Word document or any other editable format. Needless to say, PDF to Text conversion is a tedious task and the process requires a lot of time and resources. There are two options to get documents converted into an editable format: the first is to hire in-house employees and the second is to outsource it to an offshore company. As hiring an in-house team requires a significant amount of investment and the need of PDF conversions fluctuates, the best way is to outsource PDF conversion tasks. This is the reason why companies prefer to outsource PDF to Word conversions to offshore companies.

At DTP Labs, we have a team of professional document conversion specialists, who convert PDFs (both scanned and editable) to Microsoft Word efficiently and cost-effectively, with excellent quality and accuracy.

Organizations, small and medium, across translation and localization, retail & e-commerce, real estate, education, healthcare, BFSI, travel and hospitality, management & consulting, logistics & transportation, publishing and research industries have successfully reduced their costs by outsourcing their PDF conversion needs to us.

IMAGE LOCALIZATION, EDITING & RETOUCHING

We provide services such as:

- Screen capture
- Photo retouching
- Photo editing
- Bitmapping
- Vector art editing
- Image manipulation/optimization
- Image localization and vectorization

In addition to digital **image retouching services**, our expert team is also engaged in vectorizing hand-drawn clipping paths, colour correction and management, Photoshop masking, ghost mannequin, restoration, raster to vector conversion etc.

A clear and attractive image is the outcome of better editing and retouching efforts, and makes the product stand out in the market.

PUBLISHING-RELATED SERVICES

DTP LABS offers a broad range of typesetting and page design/pagination services in all languages, including Asian, European, Middle Eastern, African, Indic etc. We work with a number of publishers around the globe, and have earned an indomitable reputation for quality and reliability. We work on projects of all sizes, languages, formats and platforms. We offer dedicated personnel with a single-point-of-contact account manager. Most of our staff are certified professionals with more than 15 years of experience & technical know-how. We follow strict quality assurance processes.

Our diverse range of Desktop Publishing services includes:

- Multilingual and/or single language typesetting/pagination/layout
- Co-edition (translated) layouts
- Scanning/OCR and metadata services for archiving old books/journals
- Format conversion (conversion from PageMaker to QuarkXPress, InDesign, etc, including cross-platform)
- XML Conversion

AUDIO TRANSCRIPTION SERVICES

DTP Labs is a leading provider of audio and video transcription services. We provide high-quality transcription services to language translation companies, business organizations, schools, media, universities, law firms, and art institutes amongst others. Language customization professionals have also benefited from our accurate audio/video transcription services.

We have successfully executed several audio transcription projects for our clients. We have garnered vast experience and gained recognition in the field of transcription by creating timely delivery of accurate, reliable and readable transcripts. We are happy to share that we have the capability to convert and/or work with almost limitless variety of formats. We have a well-qualified and dedicated staff to carry out the transcribing task, and do not use software to convert your audio into text. We have a rigorous system of quality checks in place for each project to ensure uncompromising assurance of quality. Our skilled transcribers carry within their portfolio transcription services related to business, video, audio and conference calls.

We assure our clients that our deliverables are executed in a precise manner, and with optimum use of the latest in transcribing technology. While converting audio scripts into verbatim scripts we ensure that word to word transcribing is executed without diluting the message. Our transcribed material meets highest standards of sound, quality and output. Our standard and rush services are competitively priced depending upon the focus groups.

SAMPLES

STEP
2

Build Customer- or Business-Centric Views

FASE
2

Creación de vistas centradas en el cliente o en el negocio

Regardless of processing stage, the objective remains the same: to ensure service reliability. The focus, however, shifts from the individual element of failure to the comprehensive service, end-user or customer. Agile monitoring supports this shift by building customer- and business-centric views (process and IT Infrastructure) from top to bottom that:



When it comes to this new approach, think of it as **data served your way**, designed based on specific roles and dispersed to the appropriate staff accordingly—all in an effort to enable business service visibility, provide more reliable services and establish customer- and business-focused teams.



Independientemente de la fase de procesamiento, el objetivo sigue siendo el mismo: garantizar la fiabilidad del servicio. No obstante, el foco de atención se traslada del elemento de error individual a todo el servicio, los usuarios finales o los clientes. La monitorización ágil respaldó este cambio al crear **vistas centradas en el cliente y en el negocio** (el proceso y la **infraestructura informática**) de forma integrat que permiten lo siguiente:



Con respecto a este nuevo enfoque, concébralo como una **forma personalizada de acceder a los datos**, que se basa de forma predeterminada en roles concretos y se dispersa al personal adecuado en consecuencia, todo ello con el fin de impulsar la visibilidad del servicio de negocio, ofrecer servicios más fiables y establecer equipos centrados en el cliente y en el negocio.



Efficient Outsourcing

In large capital projects, the complexity of project collaboration significantly increases. You need to effectively communicate with external contractors, the public, and other stakeholders, and you may have multiple contractors working in parallel. Under these conditions, collaborative work processes are mission-critical to success.

It can be difficult to share data with your suppliers and ensure the integrity of project information. Large file transfers and stalled reviews can slow progress, and information can get lost in the shuffle.

By implementing an advanced project information management system, your organization can realize project-wide collaborative efficiencies by allowing suppliers to directly access the documents and information that they need daily. With these systems, you can allow relevant parties to securely view or edit specific project files in your connected data environment. You can then manage the review and approval process through automated workflows.



Effizientes Outsourcing

Mit großen Kapitalprojekten nimmt auch die Komplexität der Projektzusammenarbeit erheblich zu. Sie müssen effektiv mit externen Auftragnehmern, der Öffentlichkeit und anderen Akteuren kommunizieren. Möglicherweise arbeiten sogar mehrere Auftragnehmer parallel. Unter diesen Bedingungen ist Teamarbeit erfolgsentscheidend.

Manchmal ist es schwierig, Daten für Ihre Lieferanten freizugeben und die Integrität Ihrer Projektdaten zu gewährleisten. Umfassende Dateiübertragungen und blockierte Überprüfungen können den Fortschritt verlangsamen. Oft gehen dabei Daten verloren.

Durch die Implementierung eines modernen Projektverwaltungssystems profitiert Ihr Unternehmen von projektumfassenden Effizienzgewinnen bei der Zusammenarbeit, da Lieferanten so direkt auf die Dokumente und Daten zugreifen können, die sie täglich benötigen. Mit diesen Systemen ermöglichen Sie es den beteiligten Parteien, spezifische Projektdaten in Ihrer vernetzten Datenumgebung sicher aufzurufen oder zu bearbeiten. Anschließend können Sie den Überprüfungs- und Genehmigungsprozess über automatisierte Workflows verwalten.

About this clinical research study: study length

- Your participation in this clinical research study could last approximately 14 months.
- During that time, you will have regular clinic visits.

SCREENING

To make sure you can be in the clinical research study

1 clinic visit up to 6 weeks before the first treatment visit

TREATMENT PERIOD

To see how participants respond to study drug

15 clinic visits over 52 weeks

FOLLOW-UP

To check your health after stopping study drug

1 clinic visit about 4 weeks after your last dose of study drug

Notes for study staff:

- Explain the clinical research study duration and visit schedule.

এই নিদানিক গবেষণা অধ্যয়ন সম্বন্ধে: গবেষণা অধ্যয়নের সময়সীমা

- এই নিদানিক গবেষণা অধ্যয়নে আপনার অংশগ্রহণ আনুমানিক 14 মাস চলাতে পারে।
- সেই সময়, আপনাকে নিয়মিত ক্লিনিকে যেতে হবে।

ক্রিটিক:

আপনি নিদানিক গবেষণা অধ্যয়নে থাকতে পারবেন কিনা তা নিশ্চিত করতে প্রথমবার চিকিৎসার জন্য সাক্ষাৎকারের আগে 6 সপ্তাহ অবধি 1 বার ক্লিনিকে যেতে হবে

চিকিৎসার সময়কাল

গবেষণা অধ্যয়নের ওষুধ অংশগ্রহণকারীরা কেমন প্রতিক্রিয়া জানাচ্ছে তা দেখতে 52 সপ্তাহ ধরে 15 বার ক্লিনিকে যেতে হবে

ফলো-আপ

গবেষণা অধ্যয়নের ওষুধ বন্ধ করার পরে আপনার স্বাস্থ্য পরীক্ষা করতে গবেষণা অধ্যয়নের ওষুধের শেষ ডোজের প্রায় 4 সপ্তাহ পরে 1 বার ক্লিনিকে যেতে হবে

গবেষণা অধ্যয়ন কর্মীর জন্য নোটগুলি:

- নিদানিক গবেষণা অধ্যয়নের সময়কাল ও সাক্ষাতের সময়সূচী ব্যাখ্যা করুন।

ఈ వైద్య పరిశోధన అధ్యయనం గురించి: అధ్యయన నిడివి

- మీరు దాదాపు 14 నెలల పాటు ఈ వైద్య పరిశోధన అధ్యయనంలో పాల్గొనాల్సి ఉండవచ్చు.
- ఈ సమయంలో మీరు తరచుగా క్లినిక్‌ని సందర్శించాల్సి ఉండవచ్చు.

స్క్రీనింగ్

మీరు వైద్య పరిశోధన అధ్యయనంలో పాల్గొనవచ్చని నిర్ధారించుకోవడం కోసం

మొదటి విశిష్ట సందర్శన తరువాత మొదటి గరిష్టంగా 6 వారాల పాటు 1 వైద్య సందర్శన

విశిష్ట వ్యవధి

అధ్యయన బాధానికే ద్వారాలు ఎలా ప్రతిస్పందిస్తున్నారో తెలుసుకోవడం కోసం

దాదాపు 52 వారాల పాటు 15 వైద్య సందర్శనలు

ఫోలో-అప్

అధ్యయన బాధానికే తగ్గినట్లు ఆపివేసిన తర్వాత మీ ఆరోగ్యాన్ని తనిఖీ చేయడం కోసం

మొదటి విశిష్ట అధ్యయన తీసుకున్న తరువాత 4 వారాల తర్వాత 1 వైద్య సందర్శన

అధ్యయన బృందానికి గమనికలు:

- వైద్య పరిశోధన అధ్యయనం నిడివిని మరియు సందర్శనల షెడ్యూల్‌ని వివరించండి.

આ క్లినికల్ రీసర్చ్ స్టడీ విશે: స్టడీని ఎవలి

- ఈ క్లినికల్ రీసర్చ్ స్టడీలో తమారీ సహभागीగా ఆగలే 14 మహిళా సుఖి యాలి.
- తె సమయ ంరమణంలో, తమారీ నియమిత క్లినికల్ ములాకాతో లి.

స్టడీని

తమ క్లినికల్ రీసర్చ్ స్టడీలో లాగా అన్ని శిక్ష కే కే తమి తానీ ఖాతరీ కరవ మారే

సారవార మారేని ౪థమ ములాకాత ౪థిలీ 6 ఆగలేడియా సుఖి 1 క్లినికల్ ములాకాత

సారవారం ఎవలి

సహभागीతో స్టడీ డంగా పుతిసాడ కేవలి ఖాపె తే తే తాలి మారే

52 ఆగలేడియా ంరమణం 15 క్లినికల్ ములాకాత

ఆగలే ములాకాత

స్టడీ ంవ అంధ కథా ౪థి తమారీ స్వాస్థ్యని తపాస మారే

స్టడీ డంగా తమారీ తలలా డింగా లలాగా 4 ఆగలేడియా ౪థి 1 క్లినికల్ ములాకాత

స్టడీ స్టాఫ్ మారే నోటు:

- క్లినికల్ రీసర్చ్ స్టడీ విశి అనే ములాకాతను సమయపత్రక సమఖాలి.

TARIFAS RESIDENCIALES TIME-OF-USE

(según la hora de consumo)

9 PM - 4 PM

9 PM - 4 PM

4 PM - 9 PM o 5 PM - 8 PM
Horarios pico y semipico

Reduce una parte o casi todo tu consumo de energía en los horarios pico y semipico

Programa el termostato a más de **78° F**

Reduce el consumo en los ambientes que no estén ocupados

Plan: TOU-D-4-9

9 PM - 4 PM

9 PM - 4 PM o 8 PM - 5 PM
Horarios no pico y súper no pico

Buen horario para usar electrodomésticos, cargadores de vehículos eléctricos y pre enfriar el hogar

Plan: TOU-D-4

PAC 3 - PDF Accessibility Checker 3

PDF Accessibility Checker 3

Version: 3.0.7.0

Title: G21-114 TOU Migration Infographic_081221_SP

Filename: G21-114 TOU Migration Infographic_081221_SP.pdf

Language: (no language) Tags: (no tags) Pages: 1 Size: 1 MB

Summary Report

✗ This PDF file is not PDF/UA compliant.

Checkpoint	Passed	Warned	Failed
PDF Syntax	48	0	0
Fonts	12	0	0
Content	194	0	1116
Embedded Files	0	0	0
Natural Language	0	0	102
Structure Elements	0	0	0
Structure Tree	0	0	0
Role Mapping	0	0	0
Alternate Descriptions	0	0	0
Metadata	4	0	2
Document Settings	2	0	4

Sponsors: axes PDF, BITV, Access1, SZB.LIND, printsatz

TARIFAS RESIDENCIALES TIME-OF-USE

(según la hora de consumo)

9 PM - 4 PM

9 PM - 4 PM

4 PM - 9 PM o 5 PM - 8 PM
Horarios pico y semipico

Reduce una parte o casi todo tu consumo de energía en los horarios pico y semipico

Programa el termostato a más de **78° F**

Reduce el consumo en los ambientes que no estén ocupados

Plan: TOU-D-4-9

9 PM - 4 PM

9 PM - 4 PM o 8 PM - 5 PM
Horarios no pico y súper no pico

Buen horario para usar electrodomésticos, cargadores de vehículos eléctricos y pre enfriar el hogar

Plan: TOU-D-4-9

PAC 3 - PDF Accessibility Checker 3

PDF Accessibility Checker 3

Version: 3.0.7.0

Title: TARIFAS RESIDENCIALES TIME-OF-USE

Filename: G21-114 TOU Migration Infographic_081221_SP_WI

Language: en-US Tags: 3 Pages: 1 Size: 759 KB

Summary Report

✓ The PDF/UA requirements checked by PAC are fulfilled.

Checkpoint	Passed	Warned	Failed
PDF Syntax	53	0	0
Fonts	12	0	0
Content	1326	0	0
Embedded Files	0	0	0
Natural Language	104	0	0
Structure Elements	8	0	0
Structure Tree	6	0	0
Role Mapping	12	0	0
Alternate Descriptions	12	0	0
Metadata	6	0	0
Document Settings	6	0	0

Sponsors: axes PDF, BITV, Access1, SZB.LIND, printsatz

PAC Test Report



Check

Date/Time	PAC Version	Standard
2021-09-09 11:43	3.0.7.0	PDF/UA

PDF Document

Document Information				
Title	TARIFAS RESIDENCIALES TIME-OF-USE			
Filename	G21-114 TOU Migration Infographic_081221_SP_WCAG.pdf			
Language	Tags	Pages	Size	
en-US	3	1	759 KB	

Result

The PDF/UA requirements checked by PAC are fulfilled.

Checkpoint	Passed	Warned	Failed
Basic Requirements			
PDF Syntax	53	0	0
Fonts	12	0	0
Content	1326	0	0
Embedded Files	0	0	0
Natural Language	104	0	0
Logical Structure			
Structure Elements	8	0	0
Structure Tree	6	0	0
Role Mapping	12	0	0
Alternate Descriptions	12	0	0
Metadata and Settings			
Metadata	6	0	0
Document settings	6	0	0

PDF Accessibility Checker (PAC) evaluates the accessibility of PDF files according to [ISO/DIN Standard 44881-1 \(PDF/UA\)](https://www.iso.org/standard/44881.html) by using the [Matterhorn Protocol](https://www.iso.org/standard/44881.html). It checks 107 criteria that can be checked automatically.

PAC is a free checking tool of the foundation «Access for all»: www.access-for-all.ch



Zeugnis
CERTIFICADO

Für/ De: Francisca L. Biburger M. Vasconcelos

20.06.2004
geboren am/
nascida em

10a
Klasse/
Turma

Deutsch/Alemão	2	Physik/Física	2
Mathematik/Matemática	2	Ethik/Ética	2
Portugiesisch/Português	2	Geschichte/História	1
Englisch/Inglês	2	Kunst/Desenho	2
Französisch/Francês	2	Sport/Educação Física	1
Biologie/Biologia	2	Economia	2
Chemie/Química	2		

Bemerkungen/Observações:

Die Schülerin hat an der folgenden AG teilgenommen: Volleyball./A aluna participou na seguinte atividade: Voleibol.

Die Schülerin erhält für ihre Leistung ein Lob./A aluna obteve um louvor pelo seu aproveitamento.

Gemäß der Notenkonferenz vom 30. Juni 2020 / De acordo com as classificações atribuídas em Conselho de Avaliação de 30 de junho de 2020.

Die Versetzung in das Schuljahr 2020/2021 erfolgt auf der Grundlage der vom Bund-Länder-Ausschuss für schulische Arbeit im Ausland in der Kultusministerkonferenz genehmigten Versetzungsordnung sowie der Sonderbestimmungen der Kultusministerkonferenz in der Corona-Pandemie / A transição para o ano letivo de 2020/2021 decorre de regulamentação específica aprovada pela Comissão Federal que tutela as Escolas Alemãs no Estrangeiro em conferência do Ministério da Educação, bem como de decisões extraordinárias do mesmo ministério relativas à pandemia do Corona vírus.

Versäumte Tage/Faltas justificadas: 14 Verspätungen/Atrasos: 2
Unentschuldigte Tage/Faltas injustificadas: -

Porto, den 08. Juli 2020

Ried

Schulleiter/Diretor (LRSCHD)

B. Smoltschag

Klassenlehrer(in)/Professor(a) de Turma

Unterschrift des Erziehungsberechtigten
Assinatura do Encarregado de Educação



Zeugnis
CERTIFICADO

Für/De: Francisca L. Biburger M. Vasconcelos

20.06.2004
geboren am/
nascida em

10a
Klasse/
Turma

Deutsch/Alemão	2	Physik/Física	2
Mathematik/Matemática	2	Ethik/Ética	2
Portugiesisch/Português	2	Geschichte/História	1
Englisch/Inglês	2	Kunst/Desenho	2
Französisch/Francês	2	Sport/Educação Física	1
Biologie/Biologia	2	Economia	2
Chemie/Química	2		

Bemerkungen/Observações:

Die Schülerin hat an der folgenden AG teilgenommen: Volleyball./A aluna participou na seguinte atividade: Voleibol.

Die Schülerin erhält für ihre Leistung ein Lob./A aluna obteve um louvor pelo seu aproveitamento.

Gemäß der Notenkonferenz vom 30. Juni 2020 / De acordo com as classificações atribuídas em Conselho de Avaliação de 30 de junho de 2020.

Die Versetzung in das Schuljahr 2020/2021 erfolgt auf der Grundlage der vom Bund-Länder-Ausschuss für schulische Arbeit im Ausland in der Kultusministerkonferenz genehmigten Versetzungsordnung sowie der Sonderbestimmungen der Kultusministerkonferenz in der Corona-Pandemie / A transição para o ano letivo de 2020/2021 decorre de regulamentação específica aprovada pela Comissão Federal que tutela as Escolas Alemãs no Estrangeiro em conferência do Ministério da Educação, bem como de decisões extraordinárias do mesmo ministério relativas à pandemia do Corona vírus.

Versäumte Tage/Faltas justificadas: 14 Verspätungen/Atrasos: 2
Unentschuldigte Tage/Faltas injustificadas: -

Porto, den 08. Juli 2020

Ried

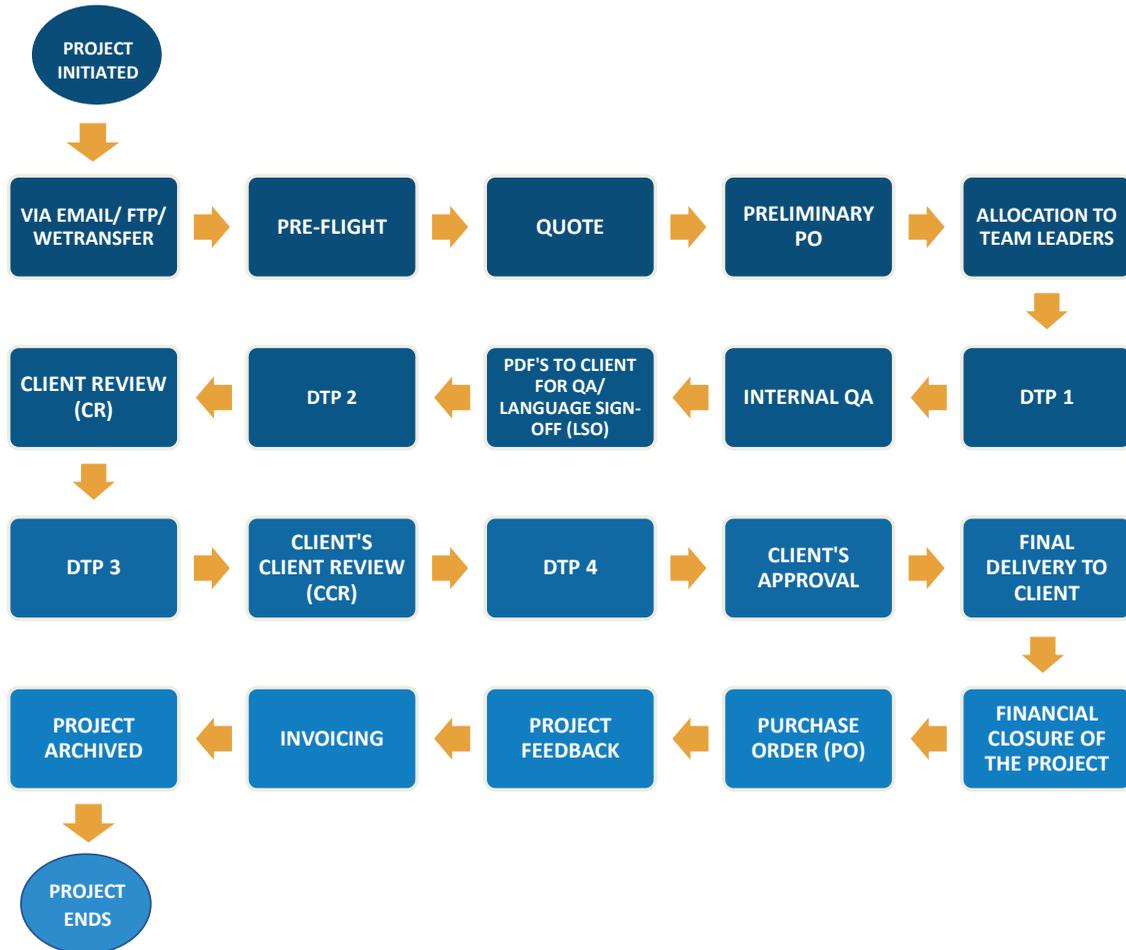
Schulleiter/Diretor (LRSCHD)

B. Smoltschag

Klassenlehrer(in)/Professor(a) de Turma

Unterschrift des Erziehungsberechtigten
Assinatura do Encarregado de Educação

WORKFLOW



CLIENTS

We have a prestigious roster of clients from across the world who have availed our range of services. We understand the basic international business processes and ensure that all projects undertaken by us are completed within the stipulated time period with complete confidentiality, accuracy and quality. Some of our clients include:



DIGIMATIC SERVICES

43, Basant Lok,
Vasant Vihar
New Delhi-110057, India

B-5, Electronic City,
Sector 18
Gurgaon – 122015, India

