

Since 1966



# PTSGI

## 統一數位翻譯

Global Leader in Professional Translation

**President Translation**

**PTSGI.com**  
h12ei.com





# Company Profile





# Recognition

JTF

Japan Translation Federation



ATA

American Translators Association

The only Taiwanese translation service provider with these five memberships



TAAT

Translation & Attestation Association of Taipei



GALA

Globalization and Localization Association



TAC

Translators Association of China





# Organizational Chart

Board of Directors  
of PTSGI

General Manager

Executive  
Managers Council

Sales

Marketing

Assign

MIS

Technical  
Writing

Finance

Secretary

HR

GRM

Tokyo

Hong Kong

Taichung

Kaohsiung

Taipei

Shanghai

Beijing

Shenzhen

Seoul

Singapore

Bangkok

Jakarta



# Our Services



Professional Document Translation

Consecutive/Simultaneous Interpretation

Notary Service

Patent Translation

Multilingual Games Translation

Technical Writing

Multimedia Subtitling and Dubbing

Multilingual Website

Multilingual Software Translation


Large-scale Project Management



# Data of Completed Projects

## Professional Document Translation

Number of words translated	Completed projects	Clients served
More than 2.7 billion words	Over 1 million	More than 50,000



## Multilingual translation of software and applications

Number of words translated	Completed projects	Clients served
More than 35 million words	More than 15,000 cases	More than 2,000 clients




## Multilingual Website

Number of words translated	Completed projects	Clients served
More than 30 million words	More than 6,000 cases	More than 1,000 clients



## Consecutive/Simultaneous Interpretation

More than	Completed projects	Clients served
95% satisfaction	More than 7,000	More than 2,000



## Multilingual Translation of Games

Number of words translated	Completed projects	Clients served
More than 250 million words	More than 9,000 cases	More than 1,000 clients



## Technical Writing

Number of words translated	Number of words translated	Clients served
More than 250 million words	More than 130,000 cases	More than 2,000 clients





# Service Advantages

Well-equipped Software  
and Hardware

Strict quality control under  
ISO 9001 and ISO 17100

Extensive project  
management experience

Confidentiality

Worldwide online  
service

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Over 50 years of  
experience and  
services

Our professional  
team is worldwide

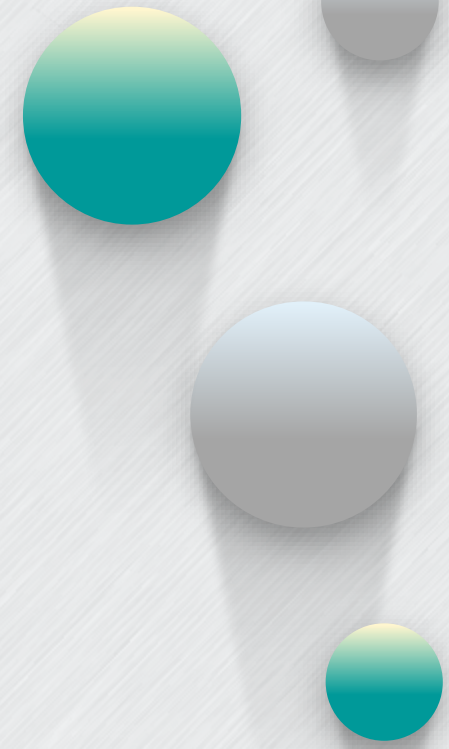
Mature skill in  
software use

Help to create a  
glossary

Total solution  
services



# Project Workflow







# Quality Control

The Six PTS Gateways and the Four Main Checks





# Quality Control Report

錯誤類型 Error Category	項目 Item	說明 Description
正確性 Accuracy	漏譯 Omission	原文中的句子或單詞有遺漏或未翻譯，包括不當刪除 The translator must not omit or fail to translate a word, phrase, or sentence (including inappropriate deletion of content).
	多譯 Addition	原文中不存在的句子或單詞，但譯者多加字句 The translator must not add an extra word, phrase or sentence that does not exist in the original document.
	誤譯 Wrong Translation	翻譯錯誤，與原文意思不符 The translator must not inaccurately translate a word, phrase, or sentence.
	數字 Numbering	所有數字是否均與原文相符 The numbers must exactly match the original content.
一致性 Consistency	交互參照 Cross-References	原文中關於參照章節、其他文章或檔案的指示，其連結的翻譯內容是否與原文一致 The translated content must adhere to the original content based on the instructions provided (chapters, other articles, documents).
	索引/目錄 Index/Table of Contents	索引/目錄內容的翻譯、頁碼和本文頁碼一致 The translation of the index/table of contents and page numbers must adhere to the original content.
	一致性 Consistency	相同的專有名詞及相同的句子重複出現時的一致性 The terminology must remain consistent throughout the document.
各國標準 Country Standard	單位、度量等 Measurement Units	適用於當地的單位、時間、度量等等 The appropriate unit of measurements (time, length, weight etc) must be employed.

語言 Language	標點符號 Punctuations	句號、逗號、頓號、引號、破折號等運用是否適切，以及是否符合各語言的標點符號使用方式 Appropriate punctuation marks must adhere to the requirements of each language.
	文法 Grammar	語法句構是否正確 The grammar must be correct.
	流暢性 Fluency	文筆流暢，避免過於直譯；文中的介係詞與連接詞，包括其他詞類（形容詞、副詞……等）的運用是否適切 The translation must be fluid and not translated directly from the original content; appropriate grammar is essential (prepositions, conjunctions, adjectives, adverbs etc).....
	錯別字 Typo	鍵入錯別字 The document must not contain any spelling mistakes (be sure to turn on the spell check).
風格 Style	風格 Style	是否符合PTSGI一般的Guideline或客戶提供的Style Guide The translation must fulfill PTSGI Guidelines or Style Guide provided by client.
專有名詞 Terminology	專有名詞 Terminology	專有名詞含數種意思時，務必依前後文選擇最符合原文的翻譯 The translator must use the most appropriate professional/technical term if the term possesses multiple meanings.



排版格式 Formatting	字型 Font	字型、字體大小與行間距是否正確 The font type, font size and line spacing must be appropriate.
	連結 Link	交互參照及索引目錄連結是否存在且正確 Cross-references, index, and table of contents links must be accurate
	Tag 錯誤 Tag Error	確認譯文Tag與原文是否相符 The translated document's tag and original content must be exact.
	圖片 Pictures	圖片位置是否與原文一致，或依客戶要求置換 The position of pictures must exactly match the original content or the client's request.
	亂碼 Corrupt tags	文字是否有出現亂碼 The translated document must not contain "Corrupt tags".
	特殊符號 Special Symbols	特殊符號是否正確顯示(®、™、©等等) Special symbols must be correctly displayed (®, ™, © etc).
空格 Spacing	中、英數字之間是否有空格，字與字之間的空格是否適當，並刪除不必要的空格 The Chinese and English characters and numbers must have the appropriate spacing, (unnecessary spacing should be deleted).	
特殊文字格式 Style and Formatting	格式設定是否正確(如上下標、粗/斜體、顏色、大小等) The format setting must be appropriate (e.g. header/footer, bold/italic, color, font size etc).	





# Security Control

Confidential File and normal file are saved separately; there are Identification code and password set for access control.



An information security management is set to control the internet and intranet.



Education and training is conducted to broadcast confidential information regularly.



All print material will be destroyed after checking, proofreading or any other purpose. (by a recycling company).



Staff includes each translator and product manager are agree to observe Confidentiality.



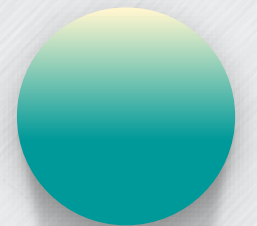
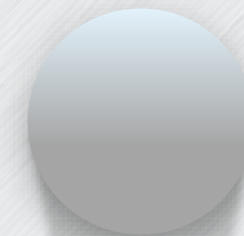
# Human Resources

	Full Time	Freelancer
Translators & QA	Over 70	11267
Technical Writer	5	9
Graphic / Art Designer	3	21
Software Engineer	14	8
Assign. Project Manager	55	0
Sales. Project Manager	59	0
Others	79	0



# Hardware Resources

Number of PCs	400
Number of MACs	10
Number of Servers	40
Number of Printers	25 Laser Printers 6 Inkjet Printers(Color)
Number of Scanners	8
Storage Device	NetApp NAS (RAID 6 / Snapshot Backup)
Backup Device	LTO Tape / IDC (Internet Data Center) remote backup and server redundancy



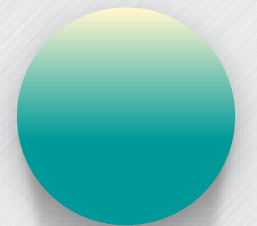
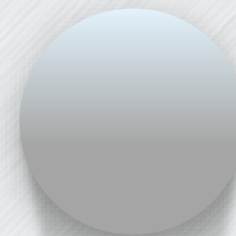


# Software Resources- Part 1

<b>CAT Tool</b>
SDL Trados
SDL Passolo
Memsource
Kilgray MemoQ
Across
Star Transit
Wordfast

<b>Software Localization</b>
Alchemy CATALYST
RC-WinTrans

<b>Help Authoring tool</b>
Adobe RoboHelp





# Software Resources- Part 2

## Desktop Publishing Tool 1

Microsoft Office

Adobe Illustrator

Adobe InDesign

Adobe Framemaker

QuarkXPress

Adobe Photoshop

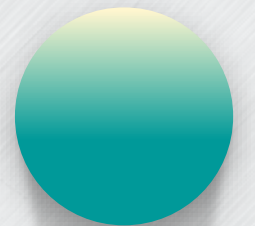
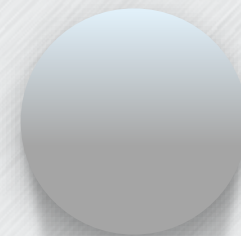
Corel Draw

Autodesk AutoCAD

## Operating System

Windows

Mac





# Why Choose Us-PTSGI ?

## Experience

Established in 1966 with half a century experience

## Reputation

One of the top 10 language service providers in Asia

## Diversity

More than 100 language pairs (such as, China Simplified Chinese, Arabic, Japanese, Korean, French, Spanish, etc.)

## Confidentiality

All PTSGI employees have signed confidentiality agreement and keep all information secret

## Professionalism

Our workflow includes translation, glossary database building and editing. Its details could be found [here](#)





# Our Valuable Clients


THANK YOU

