

## Desktop Publishing (DTP) for InDesign and PPTX Files

### **What Does DTP Mean for Your Translation?**

Desktop publishing (DTP) is a recommended formatting step used for documents created in Adobe InDesign or PowerPoint/Google Slides, such as brochures, letters, flyers, or other designed materials.

When content is translated, text length often changes. DTP ensures the translated content:

- Fits correctly within the original layout
- Maintains brand and design consistency
- Is ready for professional use or distribution

DTP takes place after translation and focuses on layout and formatting, not language changes.

### **When Should I Use DTP?**

DTP is recommended if:

- Your file was created in Adobe InDesign, PowerPoint, or Google Slides
- Layout, spacing, or branding is important
- The document contains images, diagrams, charts, etc.
- The document will be shared externally or printed

Because DTP impacts cost, it must be **intentionally selected** during job setup and is not applied automatically to every file.

### **How Is the DTP Workflow Set Up?**

The DTP workflow is not enabled by default. To make DTP available in your Translation Portal, email [support@jeenie.com](mailto:support@jeenie.com) to request access.

Once enabled, DTP becomes an available option you can choose when submitting individual jobs. You will not need to contact support again to apply DTP in the future.

### **How Is DTP Priced and How Long Does It Typically Take?**

- DTP is billed **hourly**, in addition to translation costs.
- The current rate is **\$78 per hour**.
- As a general estimate:
  - ~1 hour per 10 pages for standard layouts
  - ~1 hour per 5 pages for dense text or complex layouts

Some languages may require additional time due to layout expansion. You'll always be able to review costs before authorizing the job.

## How to Prepare InDesign Files for Translation

To ensure accurate translation and proper formatting, InDesign files must be submitted as a complete packaged file. Your package must include:

- The InDesign file (.indd)
- An IDML file
- All linked images
- All fonts used in the document
- A reference PDF showing the intended final layout

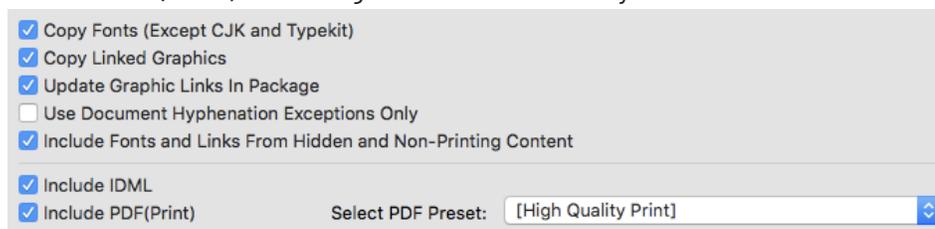
Submitting the full package allows the formatting team to correctly apply translated text and restore the layout after translation.

### Step 1: Package Your InDesign project:

1. Open your InDesign (.indd) file and confirm it is final and ready for translation.
2. Select **File > Package**. InDesign will run a check to make sure there are no errors (missing links, fonts, etc.).



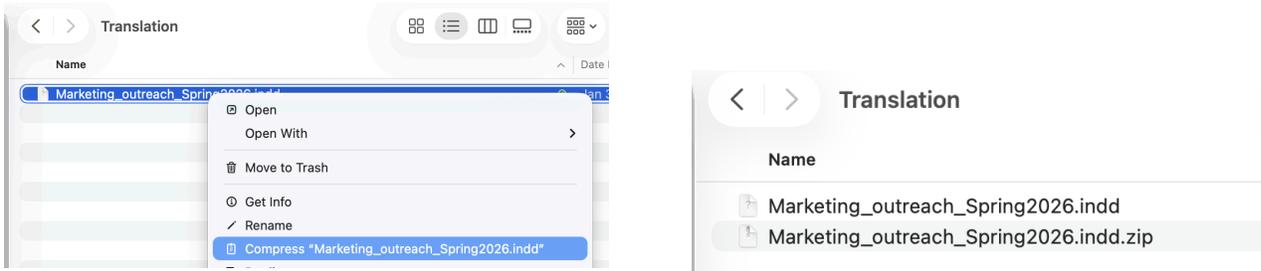
3. Click on **Package** and select the following options:
  - Copy Fonts (except CJK and Typekit)
  - Copy Linked Graphics
  - Update Graphic Links In Package
  - Include Fonts and Links From Hidden and Non-Printing Content
  - Include IDML
  - Include PDF (Print) reflecting the final intended layout



4. Enter a name for the package folder and click on **Package**.
5. The folder should now be created and contain all the necessary files.

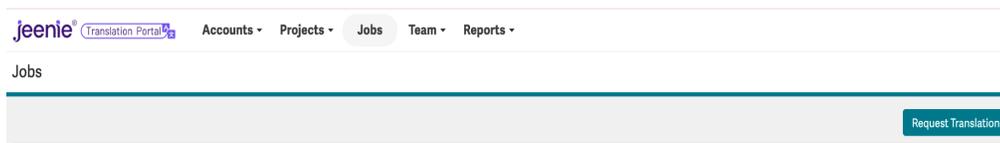
### Step 2: Extract Embedded Text from Illustrator or Photoshop Images

1. If your InDesign project contains images with embedded text, that text must be extracted or transcribed into an editable document for translation, which can add time to the project. Identifying embedded text early helps avoid delays.
2. Compress the InDesign DTP package folder to a ZIP file on your computer.



### Step 3: Request a Translation for a DTP File

1. Log in to your Translation Portal account.
2. Create a job in the Translation Portal by clicking **Jobs** and **Request Translation**



3. Fill out the job details and upload the IDML file .
  - a. The job name should include "DTP". DTP will take place after the translation is complete.
  - b. Click **Save Job and Continue**.

Request Translation

Step 1 Step 2

Job Name \*  Project

Files \* 1 selected Select files

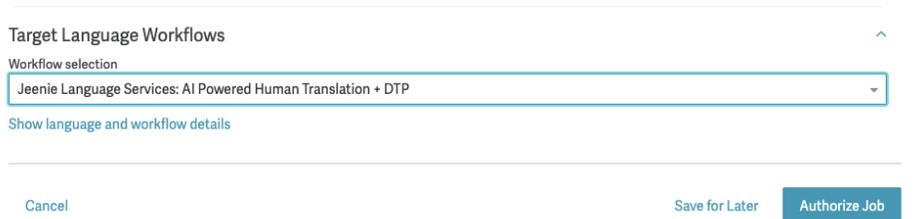
x

Description

Language Groups  Target Languages \*  x

Cancel Save Job and Continue

4. In the next screen, select AI Powered Human Translation + DTP in the workflow selection and then click **Authorize Job**.

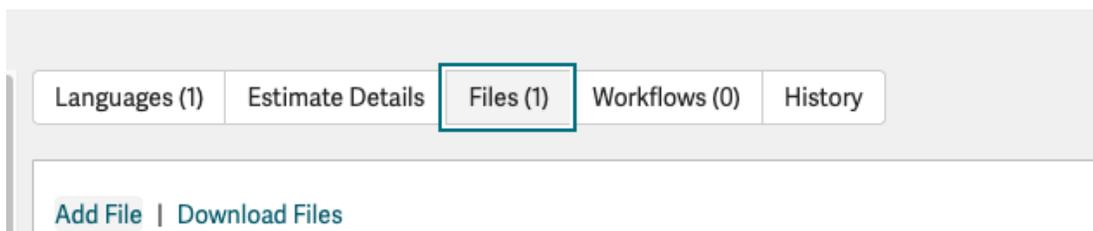


Note:

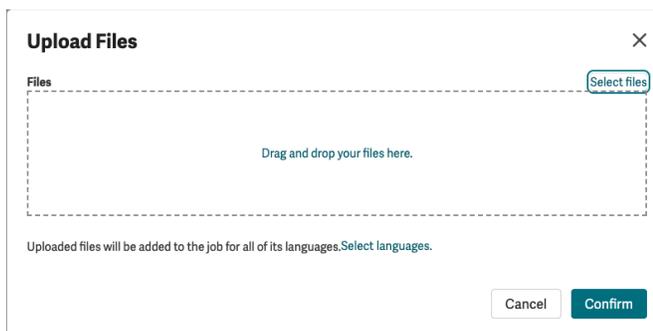
- DTP requests must be uploaded as jobs.
- The IDML file is a stripped-down version of the INDD file, usually under 1 MB in size.
- There is a size limit of 30 MB for IDMLs in the Jeenie Translation Portal.
- If your IDML is too large, please check out [this article for tips on reducing IDML file size](#).

4. The compressed ZIP file or DTP package must be uploaded as a job attachment. This will allow the DTP team to download the required files when the content is in the DTP step of the workflow.

- Click on **Files** -> **Add File**



- Upload the DTP file and select **Confirm**



#### **Step 4: Final Delivery**

Once the translation and DTP are complete:

- The finalized files will be uploaded directly to your job as attachments.
- You'll receive the translated InDesign package and reference files.
- The files will be ready for use, distribution, or print.

#### **Need Help?**

If you're unsure whether DTP is needed or if you have questions about preparing your files, please contact **support@jeenie.com** before submitting your request. We're happy to review your files and recommend the best approach.