

Attica

THE EXPERT TEAM

translation

revision

copywriting

electronic glossaries

multilingual editing

internet publishing

graphic design

production



Attica has specialised in the production of multi-lingual documents since 1982. We work in the eleven official languages of the European Union, the

*established
1982*

*a complete
service*

*editorial
services*



Scandinavian languages and those of Eastern Europe. ATTICA have years of experience in this area and our reputation is assured.

From translation to printing
and desk-top publishing...
all under one roof



Translating a legal document, for example, into the working language of the European Union, involves an appreciation of the legal and technical niceties of national legal systems: it is far from being a simple linguistic task. Our translators need a thorough understanding of their subject matter, a familiarity with Community terminology, and access to high-performance equipment.

We translate into all the languages of the European Union (European Affairs Division) including Greek (Greek Division), the Scandinavian languages and the languages of Eastern Europe.

ATTICA are a team of highly qualified and experienced translators with special competence in European affairs, legal and economic texts, and technical documentation.

The translator's work is not only to get across ideas, but also to convey the spirit of the original text to its readers. A simple translation will often be inadequate; a whole range of other factors need to be taken into account. Above all, a translator needs a real understanding of the text in hand.

for you

We have special expertise in European affairs which complements our basic methods. Our translators are all university graduates who translate only into their mother tongue. We analyse the text, prepare special glossaries where appropriate, use the latest technologies, revise, polish, check and re-check. Regular meetings are held between teams of translators working on multi-lingual projects.

ATTICA covers the whole range of services

- translation - revision - editing - multilingual editing - computerised glossaries
- graphics - page layout - graphic design
- re-reading - proof-reading
- technical support - conversion of texts to and from any format across all platforms
- Internet publishing
- printing - distribution

Suppose your company needs to produce and publish working documents. If one day, problems of one kind or another emerge, ATTICA's expert services can come to your aid.

These problems may or may not be caused by an internal production unit, and may be of various kinds :

- a loss of terminological or stylistic consistency over a period of time ;
- a large number of typing errors in printed documents despite time and trouble spent in checking ;
- a failure to standardise presentation ;
- translations prepared without specialised equipment ;



- duplication of work ;
- the inability of small companies to keep up with the rapid advance of information technology ;
- one-off jobs complicating production methods ;
- production organised on a short-term basis ;
- inflexible production procedures with long delivery times, especially in periods of peak demand ;
- overheads that are out of proportion with the variable costs ;
- the cost of internal production, except in rare cases, is higher than the cost of using external production services.

*These problems demand a solution.
ATTICA has the answer:*

rationalisation

When production is rationalised, management improves, quality rises, delays are reduced and costs fall.

Rationalisation is the fruit of close collaboration with our clients. Before entering this close relationship with us they will have "tested" some of the services offered by ATTICA and described below.

What does rationalisation involve?

- the evaluation of your needs
- short, medium and long-term strategies for production
- the phasing in the production in a measured way
- improving production techniques and methods
- maximise the use of technology for processing multi-lingual documents
- optimise overall efficiency through the supervision and co-ordination of every phase

the a to z
of translation

THE A TO Z OF TRANSLATION :

1 In every case, we start by analysing the text (using computerised methods), and build up a computerised glossary of specialised or technical vocabulary. This glossary is constantly supplemented and updated, and enables us to guarantee consistent terminology.

2 After the preparatory work, the text is translated by an experienced translator equipped with the most up-to-date computerised aids. Regular project meetings are held between teams of translators working in different languages.

the Four Essential Steps

3 Finally, the translation is polished by a reviser who, unlike the translator, has not been “hypnotised” by the original text. His job is to spot any ambiguities or technical problems caused by the subject matter, and to iron out any stylistic infelicities.

4 As soon as the revisor - working only in his mother tongue - has finished polishing the translation, all the different language versions pass into the hands of people whose job is to put the finishing touches to the final version and to carry out a synaptic check: in other words, to make sure that the page layout is the same in the original and in each language version.

proof-
reading

PROOF- READING

our readers
just won't let those little slip-ups
through...

***A**t first sight this is a simple task, but only the experts know the pitfalls..*

We bring together the people and equipment, sound practice and all the tricks of the trade to

make sure than no errors get past the eagle eye of our proof-readers. From the title page to the last footnote, we go to superhuman lengths to avoid any little slip.

We work to the standard of one error per 40,000 characters on the first read-through.

The Two Golden Rules

1. our translators work **exclusively** into their mother-tongue ;
2. our translators have in-depth knowledge of their fields: professional experience allied to a sound university education.

The Result

- faithful translations that capture the essence of the original. A service justly appreciated by public and international organisations and businesses alike.

We are equipped with the most up-to-date technology to fulfill to the most demanding requests and follow up every job through every stage of production.

Our computer network comprises several multilingual computers for rapid processing, able to handle large volumes; multi-platform compatibility is also assured.

Dictionaries, data bases, electronic checking systems and other translation aids are there to back up our translators and facilitate text capture.

A vast range of software enables us to select the best possible presentation of documents, taking account of the needs of any given page

If the Internet is an integral part of your communications strategy, ATTICA can lend a helping hand. With many years of experience in the field of multilingual electronic publishing, we are also in a strong position to help you to get the best out of the information super-highway:

- Publish your brochure, newsletters, bulletins and other documents worldwide at low cost using ATTICA's exclusive



state-of-the-art
resources

layout and the client's wishes.

Every language, without exception: every accent, every character, in its rightful place on the same page, on the right line. Whatever the different printing options, the result is always the same: a perfect finished product.

The multitude of different systems and software is not designed to make document production easy. Whether in bits or bytes, you tell us what you want and we will do the rest, recovering or delivering text in a format accessible to your computer systems.

Our graphics and desktop publishing (DTP) department is there to help you with particularly demanding projects.



publishing

research and consultancy services ;

- An easy way to publicise all your messages;
- Establish lively and interactive communications between your company and its partners by electronic mail ;
- Develop new perspectives and reach new clients across the world ;
- Access important archives and public information sources.

Way out in front in Technology...

- the latest multi-platform computer infrastructure, specially designed and adapted to the needs of multi-language publishing.

...and on the Information Highway

- a wide range of options to suit your budget and designed to present your information on the Internet in the most attractive way.

Attica
THE EXPERT TEAM

computerised
glossaries

advanced
technology

on-line
documents

MULTILINGUAL
PRODUCTIONS

***F**or data processing (including manuscripts) our graphic designers have access to technical assistance from our linguists. That means an end to errors in photo-typeset texts.*

Graphics, images and logos are scanned and, where necessary, touched up electronically. Text, for example, can be fitted around any graphic elements. Any sort of information table can be reproduced (bar charts, pie charts, columnar graphs, etc).

We have the technology and the graphic expertise to fulfil all your requirements, from complex forms to advertising material, overnight if necessary.

We can guarantee you perfect results on camera-ready films and bromides with resolution from an economical 600 dpi up to 2750 dpi (recommended for four colour process printing). Alternatively we can carry out your printing and send it direct to its destination.

***O**ur clients want quality, but they also need value for money. Here, once again ATTICA offers an unsurpassed service.*

Our know-how allows us to work to the best possible cost price. For our clients, this means particularly advantageous rates.



***F**rom black-and-white printing to prestigious four colour process brochures, we work on the basis of cost per useable contact.*

In other words, it's our business to find the best way to guarantee the success and effectiveness of your communications media. Taking account of the various technologies available, each job is given a work profile tailored to your needs, with a significant impact on your budget.

Our experienced, specialist printing division guarantees you made-to-measure results.

From the translation and editing of texts to printing and electronic publishing: a complete range of services for everyone who needs guaranteed expert results.

The department with the latest equipment where texts speak for themselves



We know how heavy a burden on the overall budget the cost of multi-lingual publishing can be.

For ATTICA, it is as important to control price as quality.

The ATTICA Guarantee : Perfect Documents

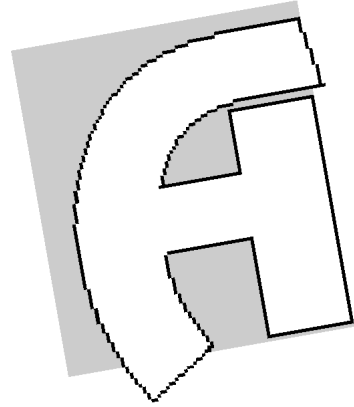
- Our production is organised in separate steps to facilitate rigorous quality control at every phase throughout production. At the end of each step, the work must completely satisfy our high standards in order to deserve our seal of approval : the ATTICA guarantee for quality documents.

***Y**ou'll be amazed by our professionalism, quality, and speed at such a low price. Contact us at 245 51 61.*

graphics

printing

completely
guaranteed



**multilingual
productions**

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