America Amplified Translation Services Workflow

- Professionals seeking English to Spanish translation or proofing through the America Amplified service, send an email request to info@americaamplified.org.
- America Amplified creates a new Google doc and pastes in the requested text. Docs are named for the translator who will be assigned and a shortened headline.
- Once a doc is created, America Amplified adds the request into a Google Sheet tracking doc, then emails the translator and the proofreader the request with the editable Google doc link.
- America Amplified references the tracking sheet to determine the next available translator.
- Based on their preference, translators will either save an English version of the doc as a back up or leave the English text in the doc as they add the Spanish translation.
- Use the option+command+m formula (if on a mac) or control+alt+m formula (if on a pc) to add comments into the doc if you have a question for the proofreader.
- Translators will notify the proofreader to ask for review when their translation draft is ready for proofing.
- The proofreader will notify the translator when they have completed the review.
- Once the translation is completed, has been proofed and changes confirmed, the English text should be deleted from the translated doc.
- Translators will send Jennifer an email when the final translation is ready to be shared back to the original requester.
- America Amplified will send a link to the Google doc to the original requester and update the tracking sheet.
- Translators will invoice at least monthly for work completed.