



## REFERENCE vs SOURCE UPLOAD CHEAT SHEET DELIVERY NATIVE vs DELIVERY COLLATERAL

During the GlobalLink implementation stage, a number of file types were identified as potential translation source files. These source file types were configured into Project Director (PD) so that once uploaded, PD would “parse” or sift through the document for editable text. The text would then be analyzed against the translation memories. If a particular file format is not configured, PD will categorize the uploaded files as non-parsable.

**Please Note:** Do not upload reference files as source files. All files uploaded in the Upload Source Files dialog box will be translated.

If you have any technical questions, please contact: [WDC\\_support@translations.com](mailto:WDC_support@translations.com)

The below table illustrates what files should be sent for Translation as Source and what as Reference. Depending on the file/package type, a certain set of files will be sent as Delivery Native and another sent as Collateral.

FILE + PACKAGE TYPE	Source UPLOAD	Reference UPLOAD	Delivery Native	Delivery Collateral
HTML + images	<ol style="list-style-type: none"> <li>HTML</li> <li>Gtext for images to be added during preflight</li> </ol>	Linked images (JPG & PSD for editable images) in ZIP	<ol style="list-style-type: none"> <li>TXLF - bilingual format for both html and gtext</li> <li>HTML</li> <li>Gtext</li> </ol>	<ol style="list-style-type: none"> <li>Linked images in ZIP</li> </ol> <p>Please unzip them in order to get connected and visible in HTML from the same delivery.</p>
INDD + images, fonts, instructions, pdf	<ol style="list-style-type: none"> <li>IDML</li> <li>Gtext for images to be added during preflight</li> </ol>	Links (images, PSDs for editable images) fonts, instructions, pdf	<ol style="list-style-type: none"> <li>TXLF - bilingual format for idml and gtext</li> <li>IDML</li> <li>Gtext</li> </ol>	<ol style="list-style-type: none"> <li>INDD, PDF, localizable links zipped per language</li> <li>English links – one zip for All</li> <li>Used Fonts – one zip for All.</li> </ol>
Only Images (psd, eps, png, ai)	<ol style="list-style-type: none"> <li>Gtext created during preflight</li> </ol>	Images in ZIP	<ol style="list-style-type: none"> <li>TXLF - bilingual format for gtext</li> <li>Gtext</li> </ol>	<ol style="list-style-type: none"> <li>Images in ZIP (the same formats as in references and/or per client’s request)</li> </ol>
Excel XLSX (packaging, strings)	XLSX	-	<ol style="list-style-type: none"> <li>TXLF - bilingual format for XLSX</li> <li>XLSX</li> </ol>	<ol style="list-style-type: none"> <li>XLSX (renamed according to WD requirements – changing A00 to language specific code) or consolidated xlsx with all languages</li> </ol>
XML (DITA, other)	XML	-	<ol style="list-style-type: none"> <li>TXLF - bilingual format for XML</li> <li>XML after Eng QA</li> </ol>	
JSON	JSON	-	<ol style="list-style-type: none"> <li>TXLF - bilingual format for JSON</li> <li>JSON after Eng QA</li> </ol>	