

Pre-Localization Readiness Checklist for Articulate 360

Course Information

- Course Title:
- Original Language:
- Target Languages:
- Project Lead:
- Target Completion Date:

Content Preparation

- All idioms, slang, and culture-specific references have been identified and flagged
- Course has been reviewed for potentially sensitive cultural content
- Text is separated from images wherever possible
- All on-screen text is accessible in Articulate's translation interface (not embedded in graphics)
- Variables are used for repeated text elements
- Placeholders have been created for content that will vary by region (dates, currencies, etc.)
- Content has been finalized and approved in the source language
- All references to measurements, dates, and times use a consistent format
- Examples and scenarios are culturally neutral or have been flagged for adaptation

Technical Preparation

- All source files are backed up before beginning localization
- File naming conventions have been established for different language versions
- Text boxes and layouts have extra space to accommodate text expansion (20-30%)
- Fonts selected support special characters in all target languages
- Source files are well-organized with clear slide/scene names in Storyline
- Variables and references are properly structured for localization
- All interactive elements (buttons, hotspots, etc.) can accommodate longer text
- Right-to-left language support has been tested (if applicable)
- All media files (audio, video) are organized and accessible

Resource Readiness

- Translation glossary has been created for key terminology
- Style guide exists or has been created for each target language
- Sufficient budget has been allocated for translation and review
- Team members responsible for each language have been identified
- Review and approval process has been established
- Timeline for each language has been created with realistic milestones
- QA testing resources have been identified for each language

Articulate 360 Specific

- For Storyline: Text has been placed in the Notes field for complex slides to provide context
- For Storyline: Player text has been identified for translation
- For Rise: Block structure is consistent and well-organized
- For Rise: Course has been duplicated for each target language
- Character names and personalities have been reviewed for cultural appropriateness
- All layers and states with text content have been identified for translation
- Interactive assessments have been reviewed for cultural relevance

Final Checks

- Source content is completely finalized with no pending changes
- All stakeholders have approved the source content
- Project timeline has been communicated to all team members
- File access permissions have been set up correctly
- Backup and version control systems are in place

Checklist Completed By: _____

Date: _____

Notes/Comments: