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Working with Images of Words and Different Alphabets

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Sometimes a word or phrase will appear as an image in line with the sentence instead of typed text. This is a issue from the publisher. Words or phrases should not be formatted as images, but sometimes publishers do not follow these guidelines. When this happens you will need to transcribe the image of the term of phrase, and then apply the language style. Be sure to delete the images once you are done adding the text version.



Some languages cannot be transcribed due to the complexity of that language. An example would be Arabic. When it comes to languages like Arabic, unless you are a native speaker you cannot transcribe it correctly. In this case you would treat the image of the word like other images in the document and add Alt-Text stating it is an Arabic Word. You would then put a Producers Note at the beginning of the book to explain why you did this. If you are unsure if the language is something you can safely transcribe please contact you supervisor for more feedback.

Sometimes the terms or phrases are typed out in line with the rest of the text, but with a language that uses a different alphabet. In this case, if the text appears as typed text, and not an image, then you can simply apply a language style to it as usual.

In case you're not sure how to type in different languages, this is how you do it on a Mac [Enable keyboard layouts in different languages in Office for Mac](#) and [Windows](#).

In other cases you can use unicode to enter the characters of the language. For example, Chinese and Innuinaktun use unicode. For more information on unicode go to the [Symbols](#) page.



When in doubt, post a question on the [Production Q&A!](#)

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