



**TE****X****X****ONES**  
WORD SOLUTIONS

WWW.TEXXONES.COM



## **VISION**

Our vision is to become a leading and highly dependable outsourcing company providing exclusive services to clients, customers as well as individuals. We're determined to be the very best in everything we do, for our customers, for our staff and for our industry. We are constantly searching for ways to improve and develop what we do.

## **MISSION**

Our mission is to provide our clients with the best and most efficient document management solution to increase productivity, performance, and profitability. As a professional outsourcing company we value our clients and their business and try our best to exceed their expectations.

## About us

Texxones is an established outsourcing company. Head-quartered in Cairo, Egypt.

Our aim is to provide the best business process outsourcing service in our industry. We are known for our quality, creativity and excellence. One of our main objectives is to achieve our customers trust. The benefits of outsourcing are obvious:

- Time and effort saved so that you can concentrate on your core business area.
- Tasks allocated to specialists with specialized workforces that can deliver better results than non-dedicated in-house personnel.
- No need to hire and maintain full-time staff for short-term tasks
- Ability to tweak on costs and delivery schedules as per internal requirements

Texxones provides a full range of outsourcing services to worldwide customers. We fulfill all your needs related to prepress, writing and data services.

Texxones includes many services among which are:

### 1. Prepress services

- Typesetting
- Proofreading
- Copyediting
- Image manipulation
- E-publishing

### 2. Localization Services

- Translation
- Multilingual DTP
- Localization Engineering

### 3. Data Services

- Data entry
- Data capture
- Data conversion
- Data processing
- Digitization
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### 4. Writing services

- Technical writing
- Copywriting

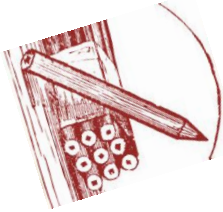


Our company has a strong team of employees and they are always increasing. In our work we use the best technology and the right human resource that leads undoubtedly to the best outsourcing services. We bring together highly talented people who offer different perspectives and innovative ideas. Our experts are updated with latest technology development. Our highly trained staff is willing to add many more services to our credit. Therefore, do not hesitate to contact us if you do not find the service you are seeking among those listed above.

Texxones provides creative, cutting edge technology solutions, enabling customers to make their enterprises, adaptable, integral and efficient. With us you can ensure best practices, skills and technology, you reduce the risk of poor performance and you can get guaranteed on-time delivery.

Texxones is not only a service provider company but also a leader in providing full outsourcing solutions to our customers. Starting with writing your document till distributing it all over the world, your document can pass through many other phases. For example, it can be translated to several languages or we can design the best layout for it then it will be ready for printing and finally distributed all over the world. Finding all these services under one roof will reduce the costs of any project for any of our lucky customers. It's worth trying our services.

# PREPRESS SERVICES



## TYPESETTING

Texxones typesetting services represent experience in Desktop publishing from several years. We can convert any manuscript document to finished source files. Whatever the kind of the order we are ready! No matter how complex or big the order is! Our outsourcing typesetting has become an inevitable option for businesses, publishers, writers and organizations to meet their increasing needs.

Our experts provide accurate DTP typesetting services, graphic designs and on line printing services. Highly skilled graphic designers and desktop publishers are at your service. Due to our skilled management, we can deliver you quality documents in very short time with proven efficiency.

Texxones typesetting service is unparalleled for speed, accuracy and cost-effectiveness. It's a commitment that we will meet your deadlines. Our services are competitively priced and we can turn work around at an alarmingly fast speed when required.



## COPYEDITING

"It's next to impossible to edit one's own writing with an objective eye"

If you have a document and you want it to be perfect, then you need to try Texxones. Our experienced copyeditors will check for errors in language, highlighting potential problem areas. They will ensure consistency throughout your document and improve your writing through copyediting.

Your manuscript may need copyediting with attention to smoother phrasing and finer points of style. Let us suggest the changes necessary to make your writing excel. We'll polish and improve your writing style. We will propose change and offer comments or explanations that will serve to improve your presentation or writing. We will help you communicate clearly and concisely.

We will:

- locate punctuation, grammar and spelling errors.
- suggest better sentence structure
- verify facts and accuracy.
- point out where your reader may not understand
- keep your copy consistent
- Suggest typography enhancements.

Using our service allows you to concentrate on the big-picture items, while we take care of the details. We are always reachable.

## PROOFREADING



If you are a writer, a foreign student or a business owner, then you are in need of skilled yet affordable proofreader to catch simple oversight in grammar, spelling or punctuation. Regardless of how well you write the meaning you are trying to convey may be diluted or lost entirely if your work is not properly edited and proofread by trained professionals. With our proofreading service you can ensure that your writing is immaculate throughout.

Proofreading is a critical step before submission or publication and our proofreading services fully prepare your book, paper or document for publication. Whether the document is an academic essay or research study, a professional paper such as a memo, an email, a proposal, or a corporate summary, or whether it is a personal note, it should be proofread before it is seen by other people.

Our editing team ensures that the client's idea is clearly communicated to the target audience. Perfection doesn't have to be expensive, our prices are highly competitive. Our prices are highly competitive. You can reach us from anywhere you have internet service. Once you find Texxones, we will offer you prompt and accurate solutions to meet your needs.

## IMAGE MANIPULATION



Image manipulation encompasses everything that can be done to a photograph.

Outsource your image manipulation needs to Texxones and rest on high quality and lower costs. We have highly qualified operators who can accept any input you will provide for image processing. Texxones has all the expertise to give your photos artistic effects or add graphic design elements to create a fun or unique gift. Texxones can make your photos look more attractive and beautiful. Outsourcing your photograph to texxones's image manipulation services will make your customers see a better view of your products, services, facilities and infrastructure.

Our photo manipulation and enhancement team manipulate images; and optimizes the color, brightness and contrast of digital images.

Entrust your images with us and feel the difference.

## E-PUBLISHING



Electronic publishing is the future of publishing. Outsourcing to Texxones is a great choice for you and your company. Texxones e-publishing service helps publishers to get their products into the market place quickly, whether in print media, electronic media or web media.

Our e-publishing service offers: digital typesetting, multi-language typesetting and web publishing. We have a dedicated team, well experienced in e-publishing content related to scientific, technical, medical, educational, literary works, manuals etc.

Every stage in e-publishing service is carefully executed by our professional experts. Our dedicated team of electronic publishing specialists makes sure that your projects get done well and on time.

# LOCALIZATION SERVICES



Localization is the process of adapting content and applications to specific languages, local markets, and cultures. As your company expands and delivers products and services to an increasing number of international markets, it is essential to localize your products and content in the global community.

We helped many leading companies localize their websites, software applications and content for multiple cultures. When you need an expert in localization services, contact the market leader- Texxones. We can help leading companies in diverse industries prepare products and content to accelerate their global growth and opportunity.

Global translation and language localization is essential to successful international growth. Our staff produces localized products specially tailored to their native culture and country.

## Types:

- Technical documentation (both online and printed)
- Software
- Online applications
- Multi-media outputs of all types
- Flash
- Websites
- Training materials
- Marketing materials
- E-learning solutions
- Business systems (ERP, CRM, database)
- Help Systems





## TRANSLATION



Translating your documentation requires more than knowledge of languages; it also requires knowledge of the technology being translated.

We provide translation into many languages, including:

- ME: Arabic, Urdu, Hebrew, Farsi;
- European: FIGS (French, Italian, German, Spanish), Turkish, Portuguese;
- Asian: Traditional Chinese, Simplified Chinese, Japanese, Korean.



**Tools:** SDLX, Star Transit, Trados, Wordfast, TagEditor, RoboHelp

## MULTILINGUAL DTP



We can provide high resolution PDF files that do not require localized DTP programs. You can view and print the files on your own computer. Outlined EPS files can also be provided so that the localized text can be enlarged, reduced and outputted without losing resolution on any computer.

We offer multilingual DTP in over 25 languages, including:

- **ME:** Arabic, Urdu, Hebrew, Farsi, ...
- **European:** FIGS (French, Italian, German, and Spanish), Russian, Greek, Turkish, Czech, Danish, Portuguese, Swedish, ...
- **Asian:** Traditional Chinese, Simplified Chinese, Japanese, Korean, Thai, Lao, Cambodian (Khmer), Malay, Indonesian, ...



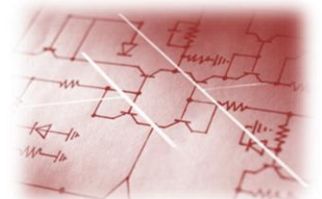
## LOCALIZATION ENGINEERING



We provide multimedia localization services to support your multilingual audio, video and animation needs, whether it's a streaming marketing Adv for your website, a training video for your overseas sales staff or an interactive Flash demo for an international tradeshow.

Our Localization Engineering (LE) team is expert in all file formats and technologies, and will work with you to localize your multimedia project for global markets. Some of the types of projects we localize include:

- Adobe Flash movies and presentations;
- Training and e-Learning applications;
- DVD production;
- Corporate videos;
- Online and computer games;
- Interactive websites with animation, audio, and video.





# DATA SERVICES



## DATA ENTRY

In the modern world data entry is the fundamental and most indispensable internal function of every business firms, organizations and service providers. Data entry is an important element of any business - important, but time consuming. Time and effort that you are putting into this process could be spent growing your business.

Texxones provides you with expert data entry services, high accuracy, quality & quick turnaround time. Our data entry service helps to convert any kind of hard copy sources. The services involve entry of data from scanned images, printed hard copies, manuscripts, web sites, e-books, business cards, catalogs and different types of forms. The data input can come from paper documents, image files, old databases, microfilms, and output could be in ASCII format, COBOL, PDF, MS Word, MS Excel, SGML, HTML, XML, or any proprietary software format.

We provide accurate data entry services for online data entry, offline data entry, document data entry, image data entry, text data entry, numeric data entry, medical data entry, survey data entry...

We undertake data entry projects of any volume. We are here ready to help you with your project. Our Goal is your complete satisfaction. Trust us for your data entry projects.



## DATA CAPTURE

Texxones are experts at capturing and transforming your information into usable data and digital images. Texxones can offer a document data capture solution, we are a qualified data entry solution provider.

Texxones include data capture services such as: forms processing, keying from images, data extraction from the web, electronic publication, file conversion and more.

Our team will process your document quickly and to the highest quality standards.

Once we have the data from pre-existing print materials, microfilm, raw manuscripts, copyedited files and printer files, one can deliver it to anyway you want it; TIFF, ASC II, EBC-IDIC, SGML, XML, MS Excel, plain comma separated files, fixed format and composed pages.

At Texxones we combine our experience and skilled operatives with the best available technologies to provide you with the most efficient solution, whilst never losing focus on dependability.

We offer the most secure, reliable and accurate multilingual data capture service anywhere in the world. Outsource your work to us and we guarantee that we will deliver good quality work accurately and efficiently.

## DATA PROCESSING



Data Processing involves all the steps that are required to convert data into electronic format. We provide all services such as data processing, word processing, check processing, survey processing, image processing and other back end office support functions. Our data processing teams deliver high quality, secure and cost effective processing solutions.

We have the competence to carry out all your data processing projects in accordance with your needs and within the deadlines that is required. We combine our experience and skilled operatives with the best available technologies to provide you with the most efficient solution. Our Data processing service has systematic procedures, with which any form of data, can be converted and processed to suit the required format.

Do not hesitate to contact us for all your data processing requirements, as we are always here to serve all of your outsourcing needs.

## DATA CONVERSION



Data conversion is the conversion of computer data from one format to another. Our data conversion is handled ensuring zero risk of data loss.

Our company is capable of handling all forms of conversions and at very reasonable prices. We have many data conversion services such as: word conversion, excel conversion, pdf conversion, HTML conversion, text conversion, XML conversion, image conversion. We utilize different quality data conversion tools to convert electronic data from its native format.

We are the most reliable data conversion service provider. We provide data conversion in all output formats. With our rich experience in data conversion projects and use of the latest technology, we can assure quality conversion.

## DIGITIZATION



Data Digitization or document digitizing is the process by which physical or manual records such as text, images, video, and audio are converted into digital formats. Digitization Service's primary mission is to convert rare materials such as rare books, manuscripts, maps, and other artifactual objects to digital formats that can be used to support research and instructional needs.

One of the main advantages of digitized data, compared to information stored in other media, is its increased and easy accessibility. Offshore Outsourcing such data Digitization activities enables a company to concentrate on its core activities while the experts can handle the conversion work efficiently, ensuring quality results.

We accept data in the forms of paper or tape and provide output in a digitized format of your choice. We have the ability to digitize large volumes with a quick turnaround time. We handle all types of documents, including books, historical documents, and microfiche/microfilm

Our Digitization capabilities ensure that you get electronic documents that can be searched, edited, re-formatted, re-used, re-purposed, indexed and organized into dynamic, live information assets.

# WRITING SERVICES

## TECHNICAL WRITING



Technical writing involves designing, writing, and organizing documents to deliver clear and consistent technical information. We write about your products in a way that your customers will not only understand, but come to you wanting more. We work within your budget, your time crunches, and relieve you of the headache of finding time to accomplish your technical documentation or online help system needs.

Our technical writers provide writing and online documentation preparation services:

- Maintenance Manuals
- Instruction Manuals
- Online help
- Research Reports
- Reference Guides
- User Manual
- Installation Manuals
- Troubleshooting Guides
- Product Brochures



Our technical writers are really technical writers. We understand the operating systems, databases, application development methodologies, and networking and internet technologies that make modern computing possible. Our writers have the technical understanding that is critical to producing accurate, high-quality documentation. With Texxones you will get technical writing for your manuals, training and marketing that maintain a high standard that makes a difference for your users.

## COPYWRITING



Choosing a professional copywriting service can make all the difference in the business world.

We write websites, slogans, email campaigns, direct mail, sales letters, ezines, corporate and sales literature, presentations, white papers, bids and tenders, case studies and staff communications. We also edit existing websites and documents.

Great copywriting combines the right voice, style, and ideas in a way that sounds great, looks great, and gets people's attention. It bridges the unseen gap between your goals and your target audience.

We offer a **full range of copywriting services** including:

- Web copy
- EBooks
- SEO web copy
- Newsletters and email marketing
- Business case studies
- Press kits
- Brochures
- Articles
- White papers and studies
- Blog posts and maintenance
- SEO/SMO press releases
- Editing and proofreading





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