

newsletter vol.01 *fun* NOTE

Arc Communications Inc.



## Greetings

Time passes so quickly. Nearly six months have already gone by since we began anew as Arc Communications upon the October 1, 2005 transfer of business from IDS Corporation. While the business we are involved in – translation and localization, Web and cross-media production, technical writing, and temporary staff dispatch and referral – remains the same as when we were a part of IDS, I find it fascinating that we now look at our services from a different perspective and pursue further added value under this new corporate vessel of Arc Communications. With the newly launched temporary staffing business growing rapidly, I cannot help but sense that there are many companies seeking flexible, talented human resources. Arc Communications will continue to play its part in promoting the “communication” that will enable organizations to carry out their activities smoothly.

Mariko Ohsato  
Representative Director (CEO), Arc Communications Inc.

### The Board of Directors



Akiko Kimoto  
Yoko Mase  
Yuko Smita  
Mariko Ohsato

## Our Projects

### Translation Services

#### Japanese to English IT-related Translation Projects

In the past, translations from English to Japanese were the mainstream in the software industry. Recently, however, we are seeing an increasing amount of translations from Japanese into English. We strive to further enhance quality by utilizing the respective strengths of our translators: Native English-speaking translators for their strengths in written English expression, and Japanese translators for their capabilities to improve accuracy and reduce variations in word choice and styles.

**Infoteria Corporation:** We translated “ASTERIA Jissen Guide (Practical Guide to Using ASTERIA),” published by Shoeisha Co., Ltd., into English. ASTERIA is a non-coding integrated platform that incorporates databases, the Web, email, etc., through a graphical user interface (GUI). Arc Communications translated this book while carrying out tests using actual equipment.

**Major Consulting Firm:** We completed the English translation of a 1,500 page long specification sheet in just two months. In order to curb any variations in the quality of the translations done by the total of 10 translators involved, a glossary and style guideline was created in a short amount of time under the supervision of a chief linguist. Furthermore, we created a system for feeding back information related to inconsistencies that were discovered during the actual translation process.

### Web Production

#### Projects in the Academic Field

**Renewal of the Tokyo Institute of Technology “21st Century COE Program, ABSSS” Website:** We received this website production request from Professor Kyoichi Kijima of the Tokyo



<http://www.absss.titech.ac.jp/>

Institute of Technology, which is entered in the FY2004 Ministry of Education, Culture, Sports, Science and Technology 21st Century COE Program. The order received was that (1) we express the collaboration between the eight projects, three approaches and members involved and (2) we make a strong appeal of the effectiveness of this research and the validity of its being selected to participate in the 21st Century COE Program. The results of ABSSS Program evaluation by 21st Century COE Program overseers are to be announced in October. We sincerely hope that the ABSSS Program will see good results in the evaluation.

**The Japanese Biochemical Society Website:** This was a request



<http://www.jbsoc.or.jp/>

to renew the website of The Japanese Biochemical Society, an organization that aims for progress in and spread of biochemistry, in order to increase the number of members and revitalize the society. We handled not only the renewal of the design and content

of the website but also took charge of all matters related to Web operation, including acquiring a domain name, transferring the server, etc. After completing the site renewal, we proposed a Web system for accepting membership applications as well as for personnel recruitment, and we are currently in the process of creating the system.

## News

### Arc Named HP's Preferred Vendor for the Second Consecutive Time

Arc Communications has once again been certified an HP preferred vendor by Hewlett-Packard in FY2005, which we consider to be a great honor. We believe that we were recognized for our swift response, despite time differences, and the quality of our services in localization, with a focus on those for healthcare measuring equipment.

### Arc Translators of the Year

Translation project managers get together and look back on the past year to select Translators of the Year from among all of the translators who did wonderful work for us. This has been carried out every year since the time that we were a part of IDS, and we plan to keep up this tradition. The Translator of the Year Award for 2005 go to the following people, with much appreciation on our part for their superb job.

- Gold : Prize: Maho Marcus
- Silver : Prize: Asayo Takasaki
- Bronze Prize : Tomoko Jerace Hirata

With the cooperation of these and many other translators, Arc has been able to kick off a good start for the company. Many thanks to everyone, and we look forward to working with you again this year.

### This and That about Our Interns

Our three student interns will be going out into the world in April. Sayuri Ochi will be joining Itochu, Meina Shiga will start working for The Bank of Tokyo-Mitsubishi UFJ, and Kentaro Ono will be coming aboard Arc Communications. We asked Ms. Ochi and Ms. Shiga about what they remember the most in working for us as interns. Ms. Ochi said that she was surprised that we

changed the seating in our office more than ten times. She said that she started finding it fun every time she came to the office after an absence to figure out where her desk was (really?). When she first came to work for us at IDS, she was seated by the president's office, and she had the special privilege of kindly being taught many things (even tips on using Excel) by IDS president Mr. Kumagai. Ms. Shiga, meanwhile, said she was surprised by how quickly snacks were consumed at our company! Every time we received boxes of sweets as gifts and left them in the cafeteria space for people to eat, she said that the boxes turned empty in almost no time at all. Ms. Shiga says that being an easygoing type person, she missed out on eating such goodies on more than one occasion (our sincere apologies; it seems that the Arc spirit of completing anything swiftly is a bit too widespread!). These two always had smiles on their faces regardless of their assigned task, and they were also noted for the detailed attention they gave to matters. We look forward to great success in your new work!

### Office Renewal

The Moriden Building, where our office is located, renovated the building interiors late last year. The walls have been redone, and the hallways are now carpet-covered with stylish lighting overhead. It feels almost as if we've wandered into a different office when we step inside, and everyone is delighted! The lights and water taps are equipped with sensors, and they turn on and off on their own, to our surprise (nothing extraordinarily new today, you say?). Unfortunately, our desks and filing cabinets now look old in comparison, and we have been left no choice but to make efforts to make things look nicer by keeping our work areas tidy. If you are ever in the neighborhood, please do drop by our office and take a look at our new surroundings.



## Editor's Note

Did you enjoy our first issue of "fun NOTE"? We hope that it has brought you some added amusement during this season of cherry blossoms. In the age of the Internet in which we can be digitally connected to virtually anywhere in the world, we have opted to deliver our newsletter to you in analog format, via paper. I was given this important task of putting Arc Communications' first newsletter together, but I must say that it was an enjoyable experience. As a result, perhaps, of everyone's day to day operational expertise, the delivery date management and writing skills of every single Arc staff member were just about perfect! I only had to go through just a bit of editing frenzy. (Editor)