USER GUIDE

MADCAP CENTRAL

Translation Guide

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CHAPTER 1

Introduction

Translation is the process of converting text from one language to another. Central supports the translation of content into various languages by letting you create and send projects out for translation directly in Central. You can select to integrate the translation project with MadTranslations (the translation services division of MadCap Software), or to send it to a third-party translator. In addition, you can manage and monitor the status of a package or branch during the process. When you receive the translated project back, you can review it, and link to the translation branch for building and publishing output with Central.

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CHAPTER 2

General Information Translation

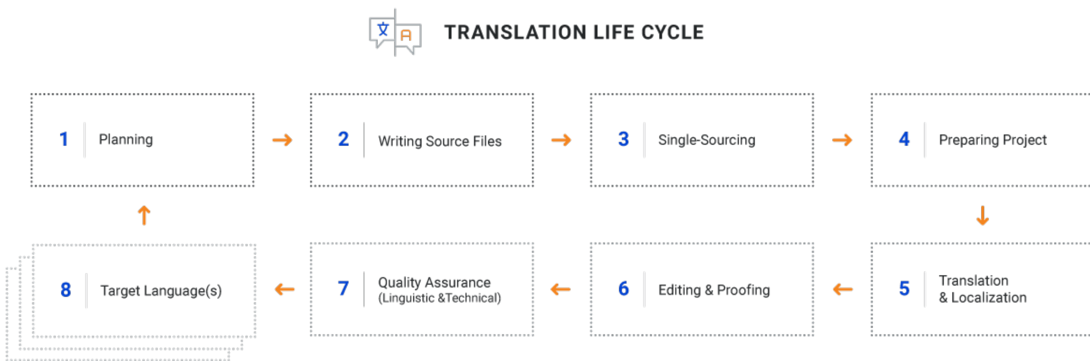
There are various pieces of general information you should know if you plan to use this feature.

This chapter discusses the following:

Translation Life Cycle

From the beginning to the end of the translation life cycle, a project requires a lot of communication and collaboration with others involved with the translation process for successful results.

Members of a translation team can include, but are not limited to, single or multiple authors, product managers, language service providers (LSPs) or translators, and in-country reviewers (ICRs). Each member who is a part of the project contributes to the overall translation life cycle.



Translation Best Practices

Preparing documentation for translation and localization might be daunting at first, but there are best practices you can implement to make the task easier, cost effective, and ready for an efficient translation. An overarching point to keep in mind as you write, is to keep the project and content as simple as possible. If the original content is clean and of high quality, then the translation and localization will most likely be clean and of high quality.

Content Strategy

Content strategy has different meanings for different people, but let's think of it as a way to connect project goals to audience needs. For a translation project, language is just another factor in the overall content strategy. This involves making workflow and content choices throughout the translation life cycle. Upfront planning is essential for efficient translations and for keeping costs down. The objective is to create translation-ready content, which can save you time and money, and increase the overall readability and quality of your target translations.

Project Planning

Take the time to define and document your project's scope to meet your end goal in the most effective way possible. By asking and answering questions such as the following, your project and the best way to implement it, will start to take shape.

- What is the source language, and what are the languages needed?
- What do the published outputs need to look like?
- What content is needed, and what content should be shared?
- What should the project structure look like, so it is easy to translate?
- How should the project be prepared for translations?
- What translation workflow will move through the company?
- Who is the translator and what is the budget for translations?
- Are the translation and review processes accounted for in the schedule?

TIP From the beginning, think if your project needs to be translated now, or if the need could come up later. It is better to plan for it (even if it has a remote chance of happening), rather than not giving it any thought at all and having to backtrack or start over.

Communicating With Translators

Communication is key! You want your project to get translated without delays or difficulties, and translators want to provide you with accurately translated files. One way to achieve quality translation results is to establish a healthy relationship with your language service provider (LSP) or translator.

- Learn about your translator.
- Communicate with the translator about the process (e.g., services provided, scheduling, pricing, updates, formatting).
- Talk with the translator about the structure of your project.
- Provide context to the translator (e.g., reference materials, glossary terms, abbreviations).

Optimizing Content With Single-Sourcing

Single-sourcing features such as topic-based authoring, snippets, variables, and conditions are beneficial when translating content. They optimize content in the following ways: writing content once and reusing it across your project, translating only the source files regardless of how many times you reuse it, producing multiple outputs, simplifying maintenance, and promoting content quality control. Single-sourcing lets the source language project work for you.

Snippets

- Do not use snippets in partial sentences. This can cause problems in translation because translators see each part of the sentence separately. Each snippet is its own file in a long list of other files, making it difficult for translators to know its context.
- Snippets are best for single elements, rather than using as a variable that fits into a sentence, unless the variable does not change (e.g., product name, brand name, or proper noun).

Variables

- Keep variables simple. Translators see variables embedded in sentences, and not the context of the variable.
- Avoid using common nouns, or generic terms as variables (e.g., device, machine, instruction guide, manual).
- Only use variables for proper nouns, dates, version numbers, addresses, or non-textual information for targets.
- Avoid using inline variables. It is better to put a condition on a whole sentence. Using inline variables can present improper conjugation and noun-verb agreement problems for languages that are gender-specific.

Conditions

- Avoid conditions that change sentence structure; meaning do not put more than one condition in a single sentence. Instead, write two simple sentences and condition each. For some languages, the grammar and word form can change depending on singular vs plural elements, the gender of the noun, or verb tense, etc.

Tag Placement

As you can imagine, a lot of tags applied to content intended for translation can reduce content clarity and increase its complexity. Translators have to work around tags, but authors can help the efficiency of translations by optimizing tag placement.

- Reduce the use of, or avoid using inline tags (e.g., no closed tags in the middle of a word).
- Turn hyperlinks into cross-references when possible. Cross-references are easier to handle, and require less integration.
- Avoid inline styles. Create style classes in the stylesheet instead.

Writing Guidelines

When content is translated to another language, it is important to write source files with the cleanest and simplest language possible. This is advantageous because the quality of translated output depends directly on the quality of the source files.

> TIP The following guidelines are intended for all authors, but they also assume English as the source language and offer tips on avoiding translation issues based on English quirks. If you are using a primary language other than English, it is recommended to find translation guidelines that apply specifically to your source language.

- Simple Sentence Structure Keeping sentences concise increases readability and reduces word count. In addition, writing as clearly as possible in your source language can affect the quality of machine translation.
  - Write in a direct, active voice.
  - Avoid repetition.
  - Avoid ambiguous content.
  - Avoid noun strings, idioms, gerunds, and cultural references.
  - Use standard word order (e.g., subject, verb, object).
  - Establish consistent naming conventions.
  - Use consistent terminology.

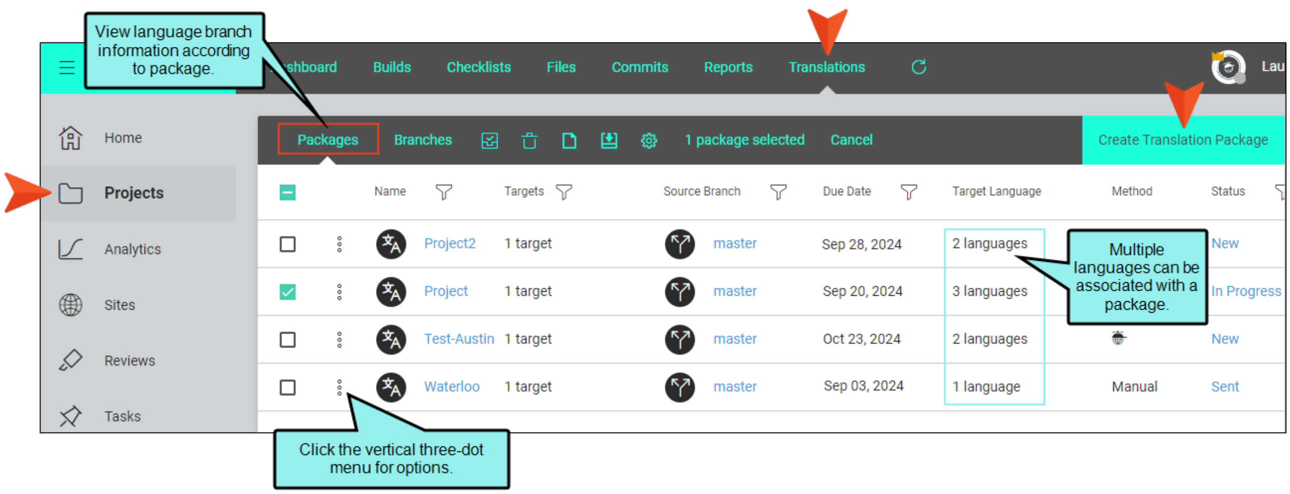
  > NOTE When writing for a software user interface (UI), the UI labels can influence terminology.

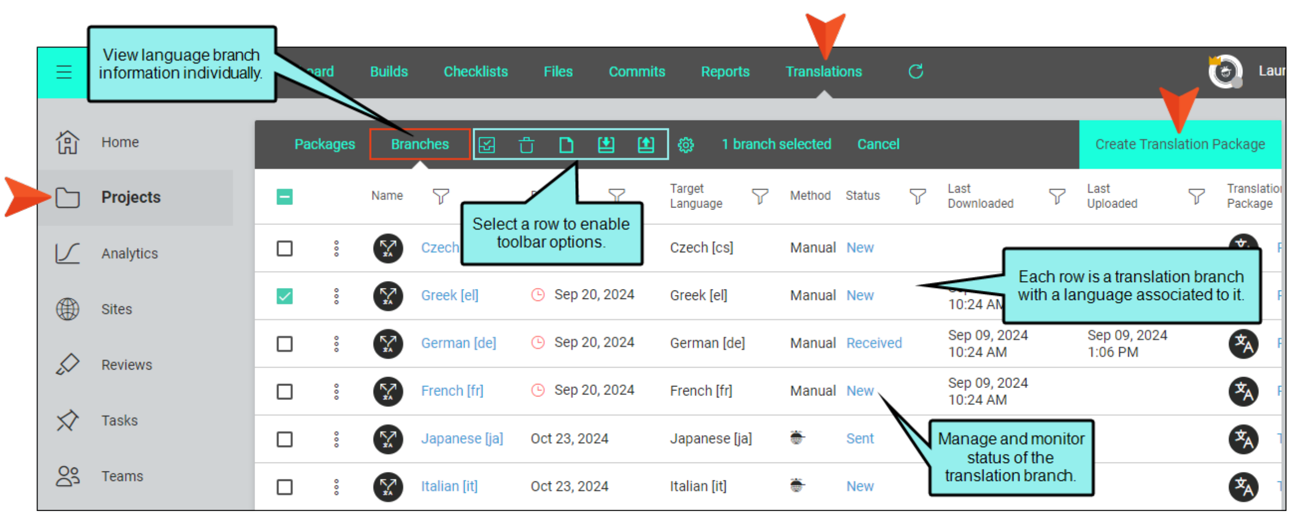
- Mitigate Errors The content should be clean; meaning that the content data should be error-free. Since translations are essentially a copy of the original project in a different language, errors could carry over into the new translated project.
    - Make sure the project is technically complete (e.g., fix broken links, references, condition tags, formatting, missing files).
    - Make sure the project is grammatically correct (e.g., watch for bad punctuation, awkward sentence segmentation).
    - Make sure files are logically structured and complete in the project.
- International Formats Depending on where you are in the world, different standards exist for writing measurements, temperatures, phone numbers, currency, dates. etc.
    - Spell out the name of the month for clarity on international dates (e.g., 05/11/2020 might reference May, or November).
    - Use metric for units of measure. Most of the world uses the metric versus the imperial measurement system. If your source language is accustomed to the imperial system it might be worth adopting the metric system to simplify the translation process (eliminating the need for excessive conditions).

Translations Main Page

The main page for translations gives you control over your multilingual projects. The Translations page includes two grids, Packages and Branches. Functionally, the grids do the same things, but they each provide a different way to view the translation project. Which grid you work with depends on personal preference.

When you create a translation package it can contain one or many branches depending on the number of languages selected for translation. Every branch that displays in the Branches grid has a unique language associated with it.





Since the Translations page is part of Central's projects you can easily access other features such as project files, checklists, and builds.

EXAMPLE Packages vs. Branches

You create four translation packages where each one includes five different languages for translation. In Packages, the grid groups target languages with a particular package. In Branches, the grid lists all the translation branches individually. In this case, 20 branches can be a lot to sift through, so it might be cleaner to manage them as packages.

Methods for Translation

This feature requires you to communicate with a language professional, such as a translator or language service provider (LSP). During the conversation, you can ask about pricing, services, scheduling, process, and more. From Central, you can use the MadTranslations service or a third-party service.

MadTranslations

The easiest approach to getting material translated into another language is engaging MadTranslations. Since translation in Central is integrated with MadTranslations, much of the process is automatically handled for you.

Pros
MadTranslations offers complete end-to-end translation and localization services for any supported language.
The status of your translation project is automatically updated in Central, and you receive a fully functional project to build and publish.
This is a great option if you want to be guided through the translation process, and want it all done for you.
MadTranslations has an International Organization for Standardization (ISO) certification.

Cons
Full-service might sound costly but it proves to be more cost effective considering quality translation services and industry professionalism in return.

WORKFLOW

1. **Author** Creates a translation branch in Central's Translation wizard. This includes selecting the MadTranslations service and agreeing to the Terms and Privacy statement.
2. **MadTranslations** Sends a pricing quote to client.
3. **Author** Rejects or approves the quote. When approved, the translation begins.
4. **MadTranslations** Sends the translated material back to Central (which notifies the author). The status is updated in the Translation grid. The translated branch overwrites the existing branch.
5. **Author** Coordinates any review of the translated content (if necessary), then generates and publishes output.

> NOTE If required by the client, MadTranslations can also provide translation memories (i.e., TMX files) created during the project. A translation memory system is a database that consists of content in a source language next to the translated content in one or more target languages.

Third-Party

Your project will get packaged for your translator. This method is more hands on as it requires you to manually initiate steps in the translation process.

Pros
Translators are able to work with branches containing files packaged by Central, and use in a computer-assisted translation (CAT) tool.
Translated project files are easily integrated back into Central.

Cons
The translator needs to use a CAT tool that is familiar with Flare-based project files (e.g., MadCap Lingo). If not, additional steps outside of the Central workflow may need to be implemented to get translation files in a readable format (e.g., XLIFF); this type of conversion can be done with Lingo.
The author needs to manually download the project for translation, upload the translated project, and update the project status in Central's interface. The timing of these actions might require communication with your translator.

WORKFLOW

1. Author Creates a translation branch in Central's Translation wizard. This includes selecting the manual translation process in Central.
2. Author Once the Create button is selected the branch displays in the Translation grid.
3. Author Communicates with a translator, downloads the translation branch, and sends it to the translator.
4. Translator Uses a CAT tool that can work with Flare project files to translate the content.
5. Translator Communicates with the author that the project is completed, and provides the author with the translated branch of the project.
6. Author Uploads the translated branch, and updates the status manually.
7. Author Coordinates any review of the translated content (if necessary), then generates and publishes output.

WARNING When you send a translation branch to a translator, it is a full project (i.e., a ZIP file that includes a language branch with all the project files). Talk to your translator about what CAT tool is used to translate files because you need to make sure it can read Flare-based project files. If not, try these workarounds.

- The author or translator can use Lingo to import the Flare-based files and export them as XLIFF files, a common format for CAT tools.
- The translator can view the files in their rawest form of HTML.

What's Noteworthy?

NOTE Translators can only send a full project back. They cannot reword and resend a particular file back (e.g., topic file, variable file).

CHAPTER 3

Process for Translation

Certain tasks must be completed in order when using this feature.

This chapter discusses the following:

Creating a Translation Branch

A Git branch is a pointer to a snapshot of your changes, or you can think of it as a variation from the original or main state of your files. Adding a branch lets you create a new development area for your work (e.g., when documenting a new feature, rewriting large sections of a topic, or making structural changes).

A translation branch is simply another development area for work specifically tied to the translation part of your project. Once created, a translation branch is available anywhere other project branches might be available in Central.

Permission Required?

Translation is an activity available to users with the Author status. You must have the following permission setting in Central:

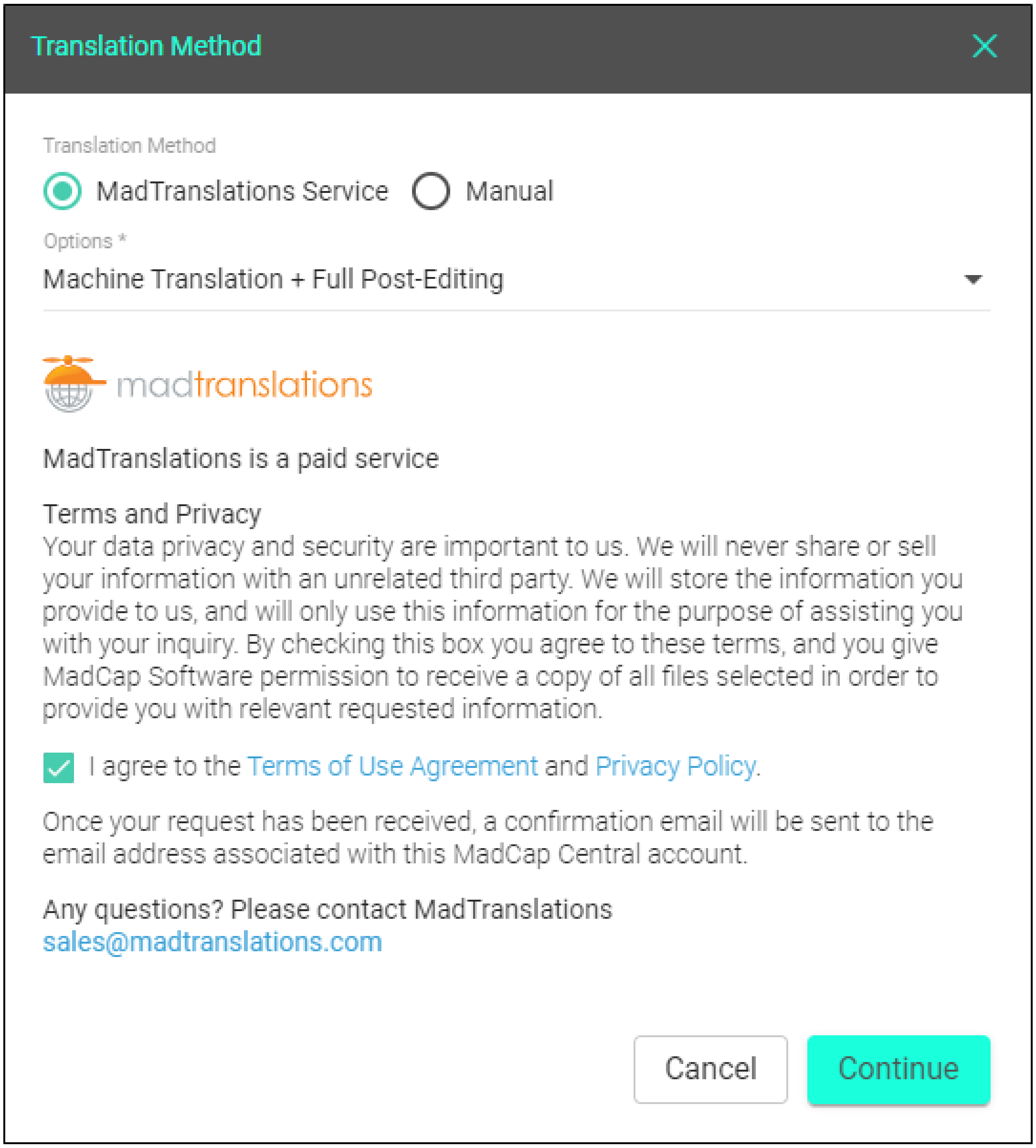
Manage Translation Package

How to Create a Translation Branch

1. On the left side of the interface, click **Projects**.
2. Select a project in the grid to open it.
3. At the top of the interface, click **Translations**. The Translations page displays (it might be empty if no translation branches have been created yet).
4. In the toolbar, click **Create Translation Package**.

> NOTE A Translation Method dialog displays for the first translation project to set up your preferred method. After initial setup, the wizard defaults to that method and subsequently starts at the Settings screen. You can, however, go back and edit the translation method.

5. In the Translation Method dialog, select **MadTranslations Service** or **Manual**.

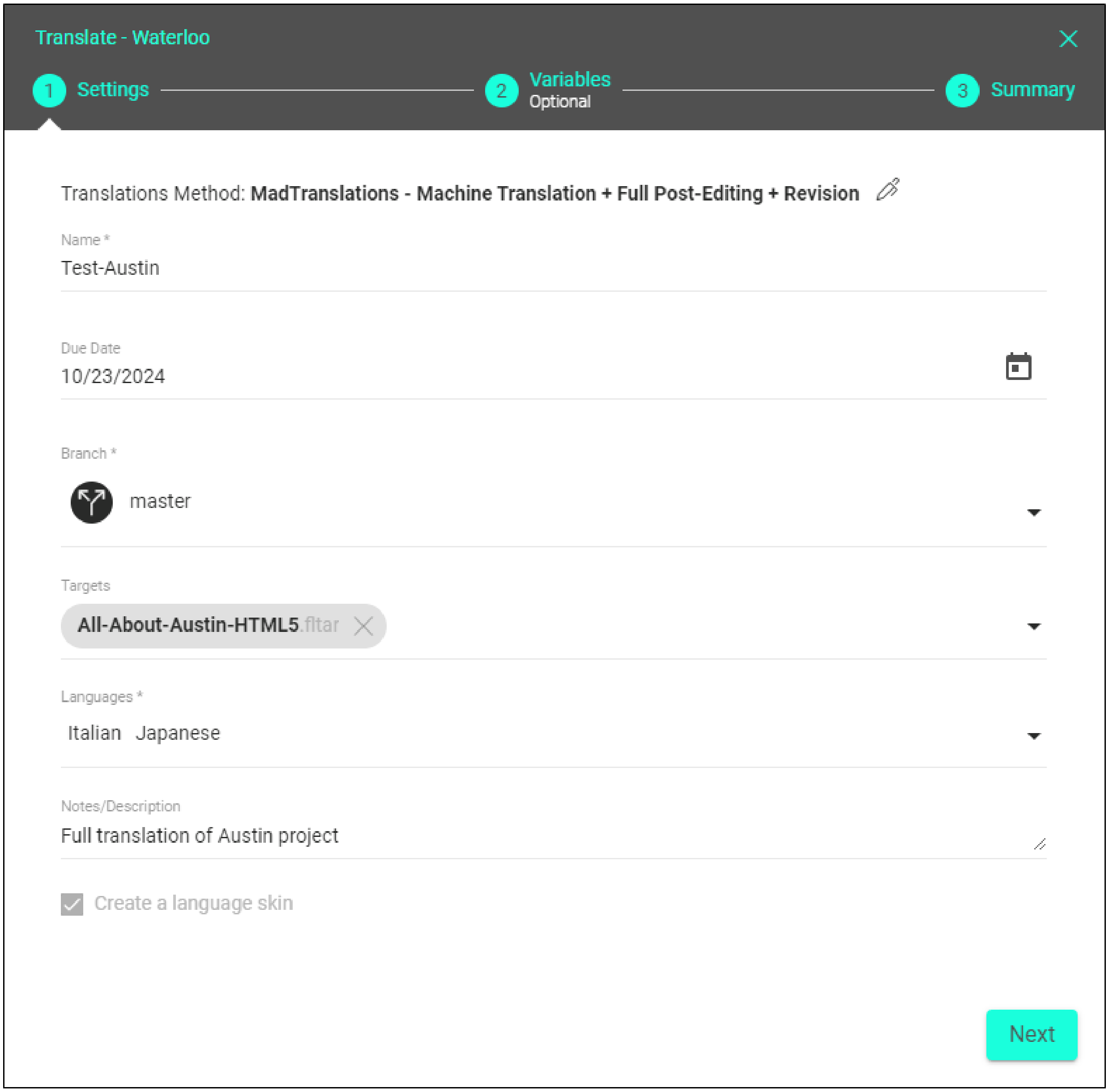


- If selecting MadTranslations Service, choose an option from the drop-down:
    - **Translation Only** Human translation without the use of machine translation suggestions.
    - **Translation + Revision** Human translation and second human performs revision. Sometimes required for medical or regulated content.
    - **Machine Translation + Full Post-Editing** Human translator reviews machine translation suggestions and edits what is necessary and accepts accurate machine translations.
    - **Machine Translation + Full Post-Editing + Revision** Machine Translation + Full Post-Editing and then a second human linguist performs revision.

    > NOTE Machine translation is translation of text by a computer or translation program. It allows for a quick translation of a large amount of content using an automated translation system, and then makes any necessary updates to the translation (e.g., using a termbase to replace certain words, fixing translations that are not accurate in context).

    Then select **I agree to the Terms of User Agreement and Privacy Policy**, and select **Continue**.
- If selecting Manual, click **Continue**.

6. In the Settings screen, your Translation Method of choice displays at the top. You can select to edit the method type.



Enter the following:

a. Enter a **Name** for the new translation branch.

b. (Optional) Enter a **Due Date** for when the translation branch is due. Or, on the right-side, click to select a date.

c. Enter a **Branch**, or select a branch from the drop-down. This is the branch that you want the new translation branch to be created from (e.g., master, release).

d. (Optional) From the **Targets** drop-down, select the target for the translation branch (e.g. HTML5, PDF output types). Regardless of whether or not a target is selected, the ZIP file that will be sent to the translator will include the whole project. If no targets are selected, all the existing targets in the project will be translated. If one or more targets are selected, the translator will only use those targets, and all associated files, when importing the project to their translation tool (e.g., Lingo).

e. From the **Languages** drop-down, select the language(s) to translate your project to.

f. (Optional) Enter **Notes/Description** for the translation branch.

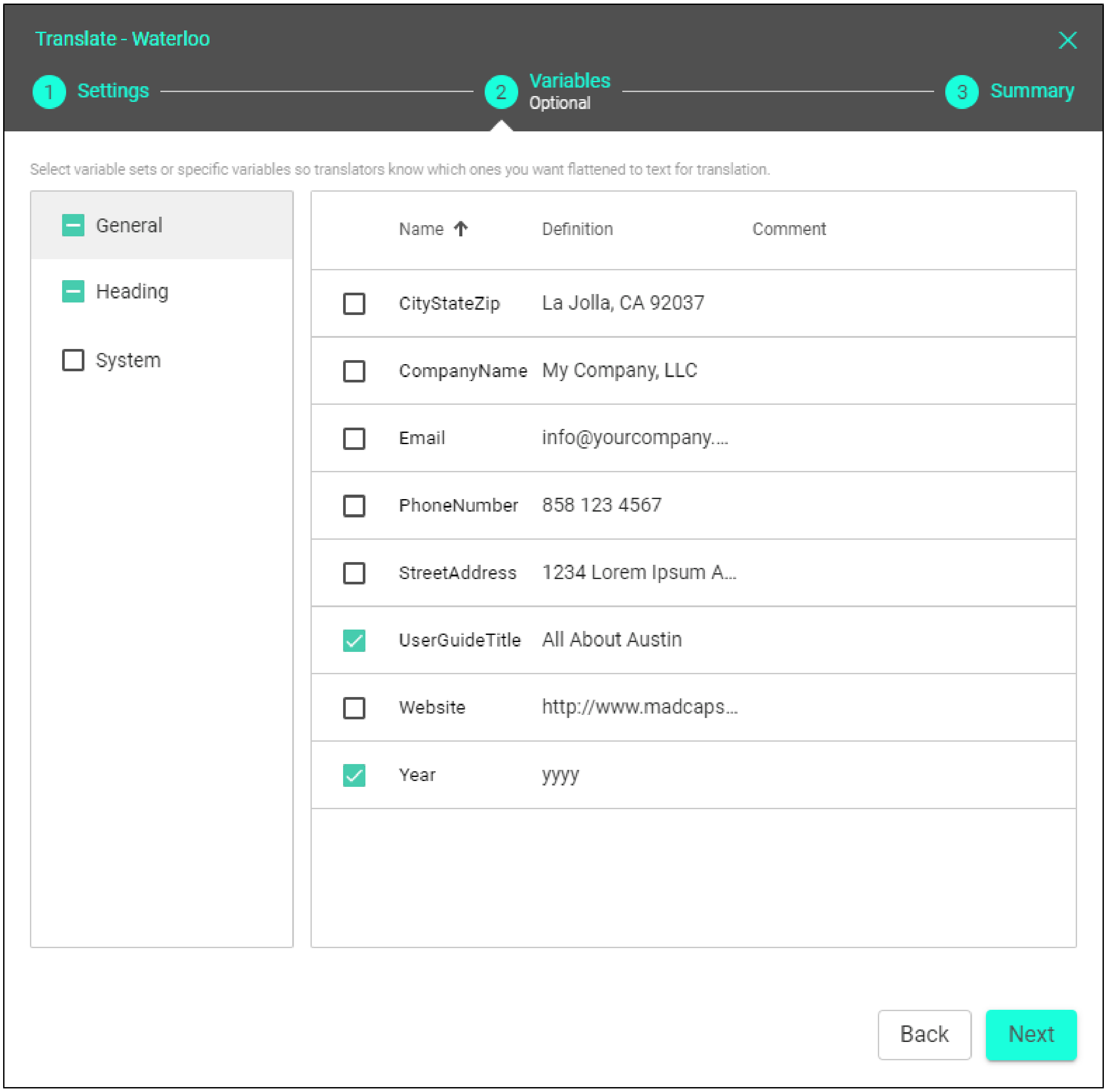
g. (Required for MadTranslations, Optional for Manual) Select **Create a language skin** for the target language. When selected, the translator will know to translate the language skin file that you want to display as the interface for online output. If this is not selected, the output for the interface will display with its default values for the language.

7. Click **Next**.

8. (Optional) In the Variables screen, select variables (i.e., variable sets or specific variables) so translators know which ones you want flattened. Click **Next**.

   To be clear, Central is not flattening variables. In this screen, you are just selecting variables or variable sets to alert your translator that you want them flattened during the translation process. Flattening a variable converts it to text. If you flatten a variable, it is no longer a variable. When you get the translated project back, it will just be text in the topic. If you do not flatten a variable it will appear as tags to the translator.

   You might use this feature if a variable definition has different meanings in the translation language, depending on the context. If variables are not flattened, the translator can only translate the variable with a single term, and it is used everywhere that the variable is inserted. If variables are flattened, the translator can translate each term separately.


Translate - Waterloo
1 Settings
2 Variables
Optional
3 Summary
Select variable sets or specific variables so translators know which ones you want flattened to text for translation.
General
Heading
System
Name
Definition
Comment
CityStateZip
La Jolla, CA 92037
CompanyName
My Company, LLC
Email
info@yourcompany....
PhoneNumber
858 123 4567
StreetAddress
1234 Lorem Ipsum A...
UserGuideTitle
All About Austin
Website
http://www.madcaps...
Year
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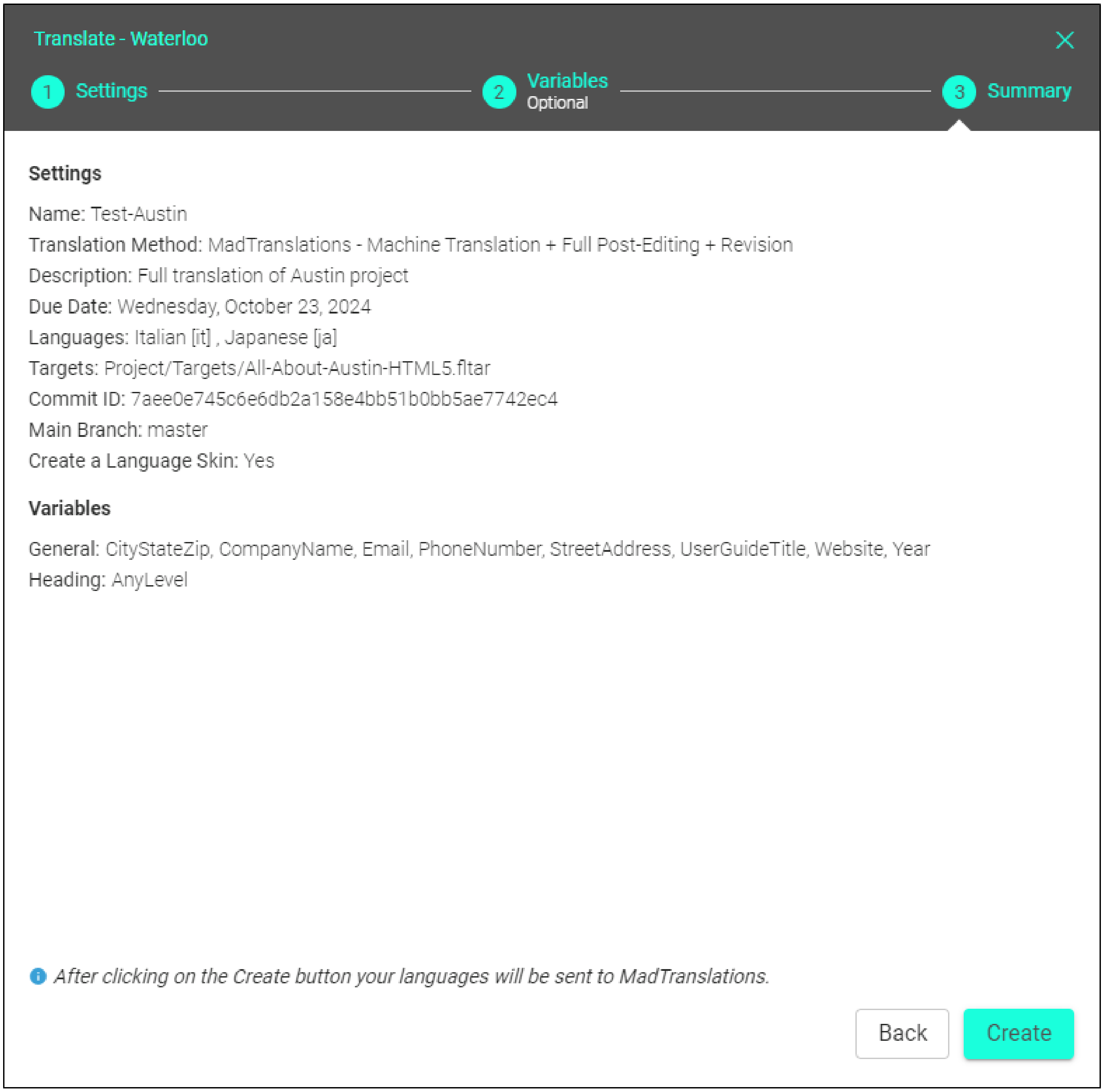
Next

9. Click **Next**.

10. In the Summary screen, review your settings and variables. If you need to adjust anything, click **Back** to revisit previous screens.



11. Click **Create**. When completed, view the **Projects > Translations** page.

> NOTE If you select a translation package or branch row in the grid, that enables toolbar options. Options are also in the vertical three-dot menu. One option found in the context menu but not in the toolbar is View Profile. This opens the Profile dialog where you can see branch information, do minor edits, and click to jump to other Central pages.

> NOTE Language abbreviations are hard coded in front of the name. For example, if you enter the name My-Translation, and select French as the language to translate to, the branch name becomes "lang/fr/My-Translation." With multiple languages, multiple branches are created. For example, if you select French and German, the branches created are "lang/fr/My-Translation" and "lang/de/My-Translation." The naming allows for easier identification, and because these are branches, you can go into Projects > Files, and see the translation branches along with other project branches.

Sending and Receiving a Translation Branch

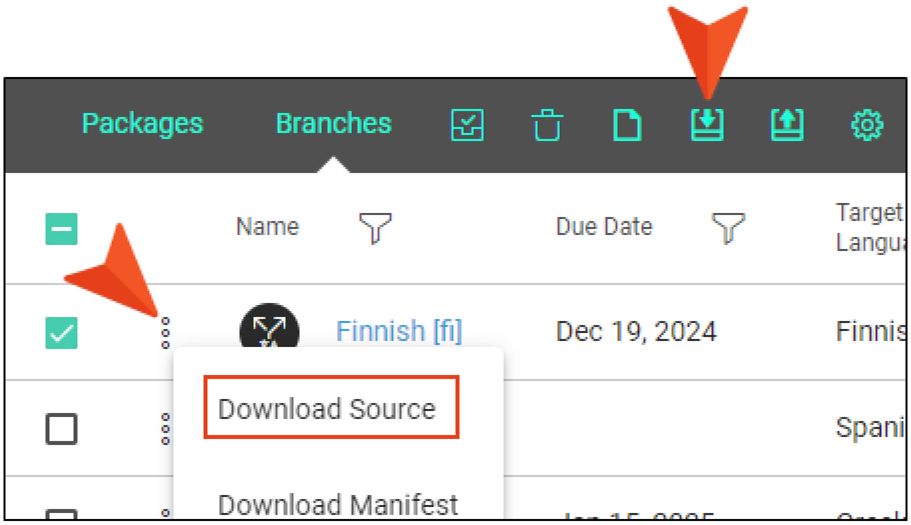
Depending on your preferred Translation Method, the process for sending a branch out for translation, and receiving it back is different.

- **MadTranslations** (*Automatic Process*) Once you create a translation branch using the wizard, your project information is sent to MadTranslations automatically. They will send you a pricing quote, and upon your approval the translation begins. When complete, the translated branch is automatically delivered to Central (overwriting the existing translation branch) and you will see its updated status in the grid.
- **Third-Party** (*Manual Process*) If you are using the Manual translation method, you need to initiate the process in order to get the files to your translator. You can do this from the grid once the translation branch is created and displays there.

How to Manually Send a Translation Branch to a Third-Party

1. On the left side of the interface, click **Projects**.
2. Select a project in the grid to open it.
3. At the top of the interface, click **Translations**. The Translations page displays.
4. From the **Packages** tab or **Branches** tab, click the check box next to the package or branch you want to send.
5. From the toolbar, select . This creates a copy of the language branch and downloads it to your local PC as a ZIP file.

Alternatively, you can click the vertical three-dot menu and select **Download Source**.



6. Send the ZIP file to your translator. You can send the ZIP file via email, FTP, or whatever other way works between you and your translator. Be aware that there might be a file size limit for an email attachment.

   Alternatively, you could pay for another seat on your license for the translator to interact directly with Central.

> NOTE Download Source Flare Project (.zip) is intended for clients using the Manual translation method. However, it is available if you are using the MadTranslations method; only to use in an unlikely event that would require you to manually send it to MadTranslations.

How to Manually Receive a Translated Branch From a Third-Party

Your translator should communicate with you when the translated branch is complete.

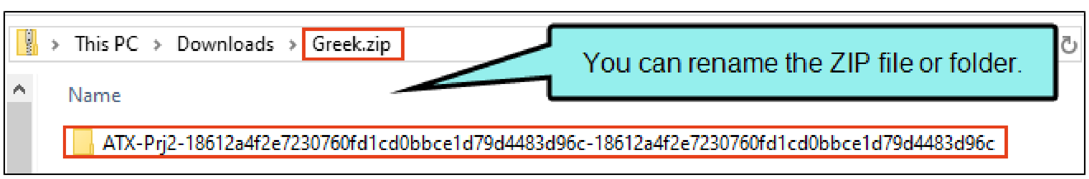
1. On the left side of the interface, click **Projects**.
2. Select a project in the grid to open it.
3. At the top of the interface, click **Translations**. The Translations page displays.
4. From the **Branches** tab, click the check box next to the branch you want to upload.
5. From the toolbar, select . In the dialog, navigate to and select the received translated project.

   Alternatively, you can click the vertical three-dot menu and select **Upload**.

   The translated branch is uploaded back into Central (replacing existing files).

What's Noteworthy?

TIP After you download the source Flare project, you might notice a long string of characters appended to the project folder name. You or the translator can rename the folder or the ZIP file name to something shorter, or to anything that makes sense to you.



The only files that need to stay the same in the translated project are the Flare project name (<name>.flprj) and the file names within the project.

NOTE The status of your project is not automatically updated in the grid if you are using the Manual translation method.

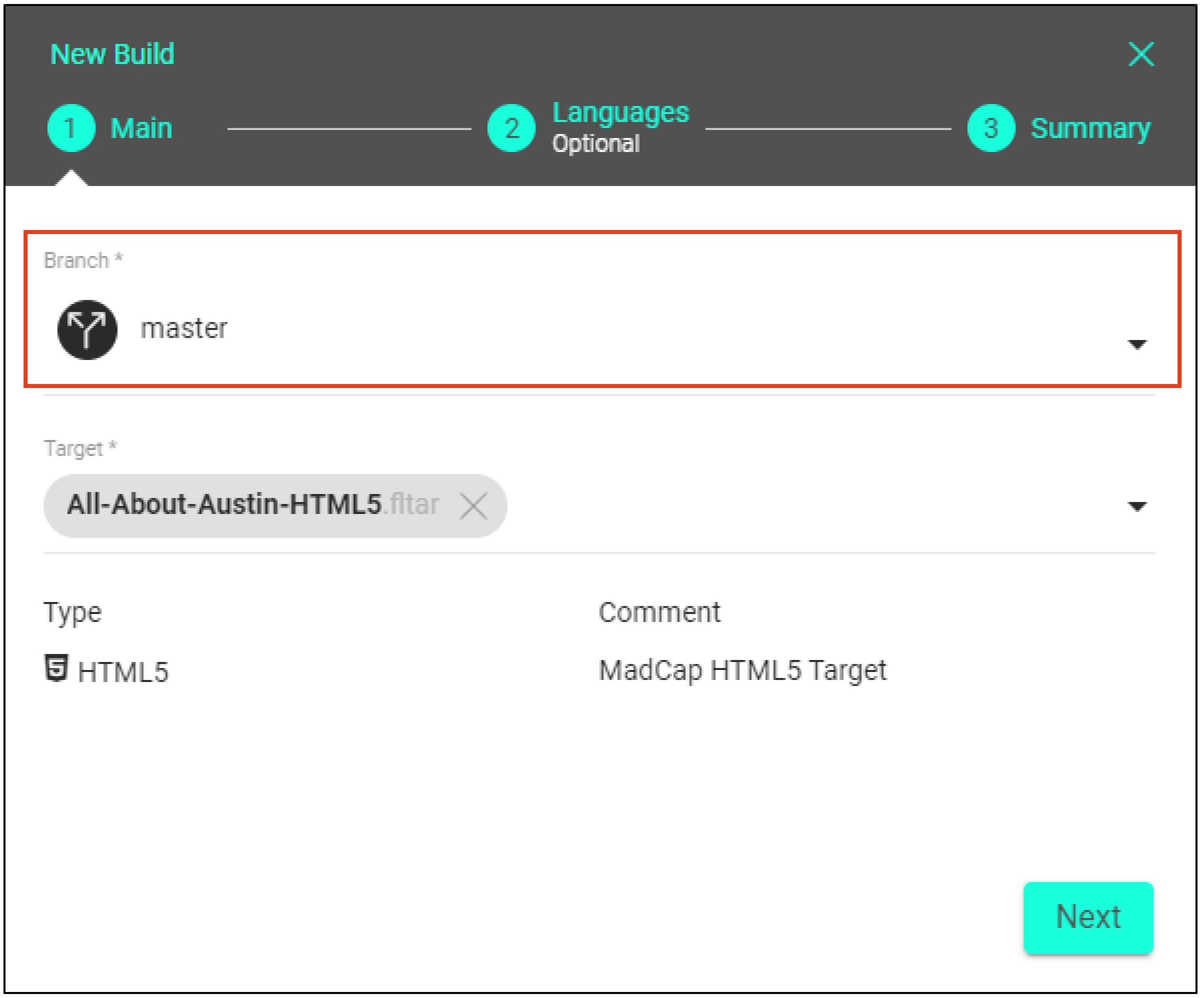
Generating Translated Output

One of the advantages of using Central for your translation needs is that you can easily create single language output (i.e., one target is generated for each language) or multilingual output (i.e., one target is generated for multiple languages). The actual structure of the output does not change, but you can compile multiple languages when you build the output.

How to Generate Multilingual Output

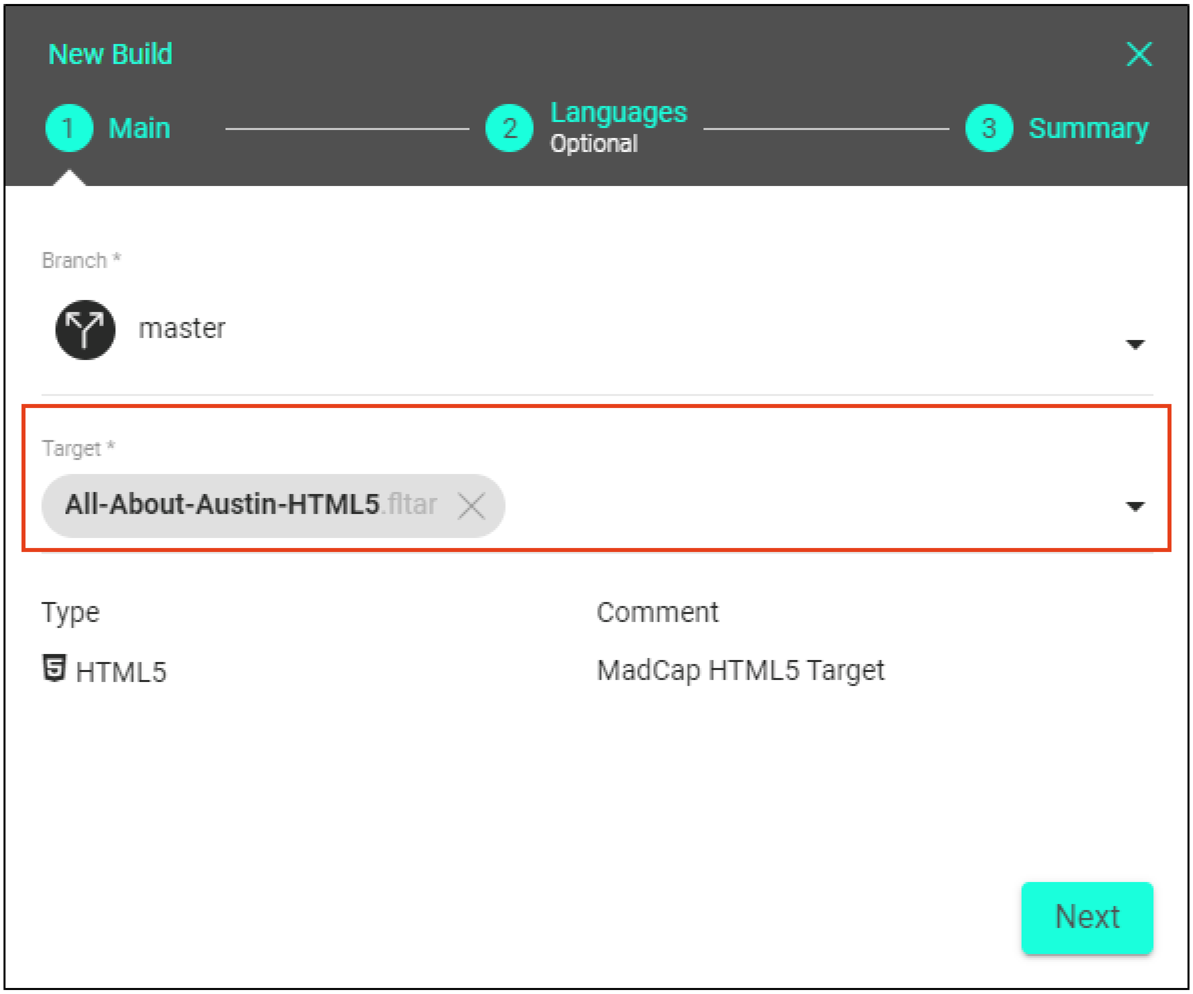
1. Select **Projects** on the left side of the interface, then click a project name to open it.
2. At the top of the page, click **Builds**.
3. In the upper-right, click **Create Build**. The New Build wizard opens.

4. From the **Branch** field, you can select the appropriate branch. If you do not select a branch, it defaults to building from the master branch.



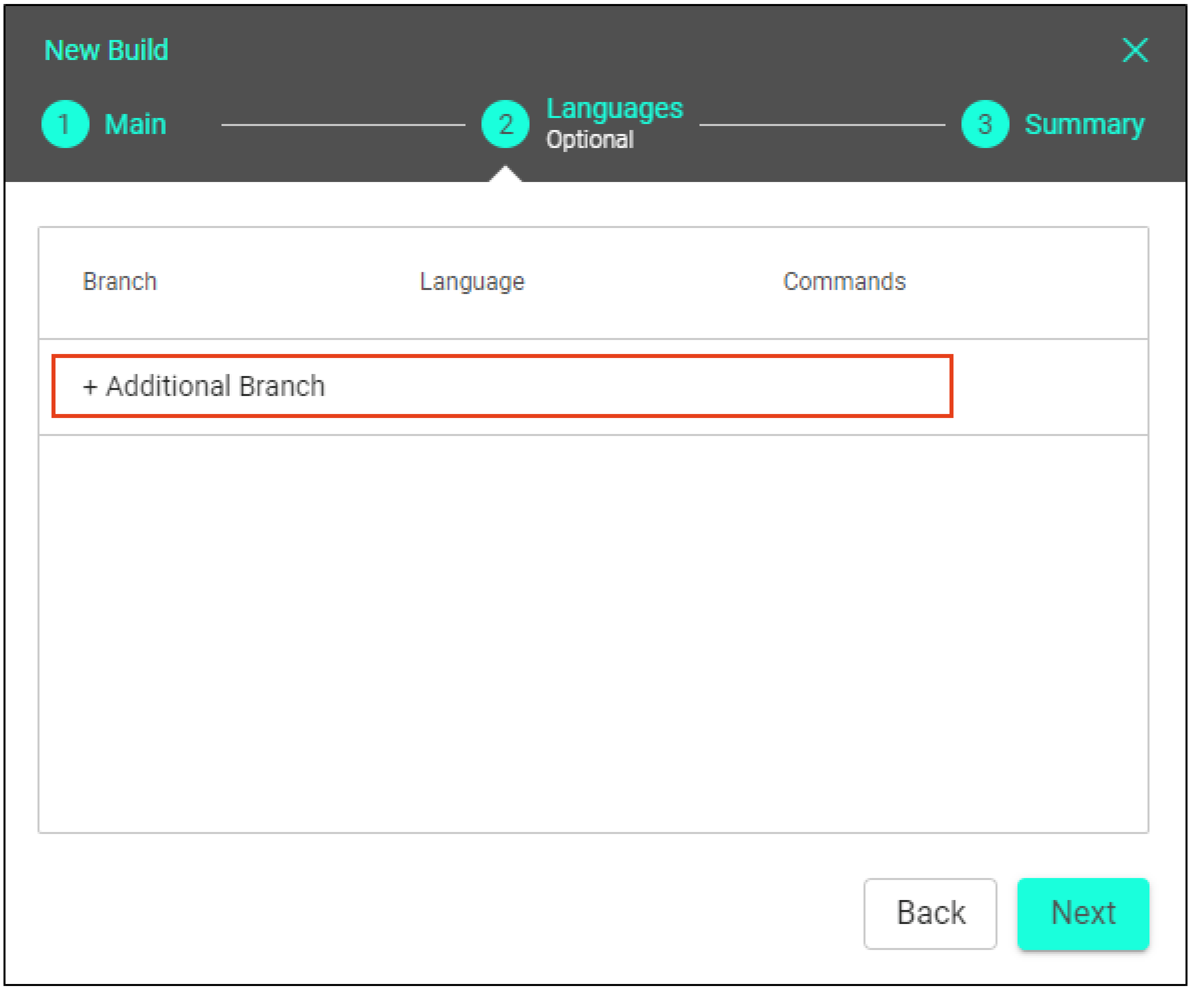
NOTE You can select any type of branch in the Main screen, meaning that the wizard lets you select a source branch or language branch. However, with multilingual output, it is recommended that you select the source branch first (if you are including it in the output) and then any language branches on the next page of the wizard.

5. From the **Target** field, select the target(s) you want to build.



6. Click **Next**.

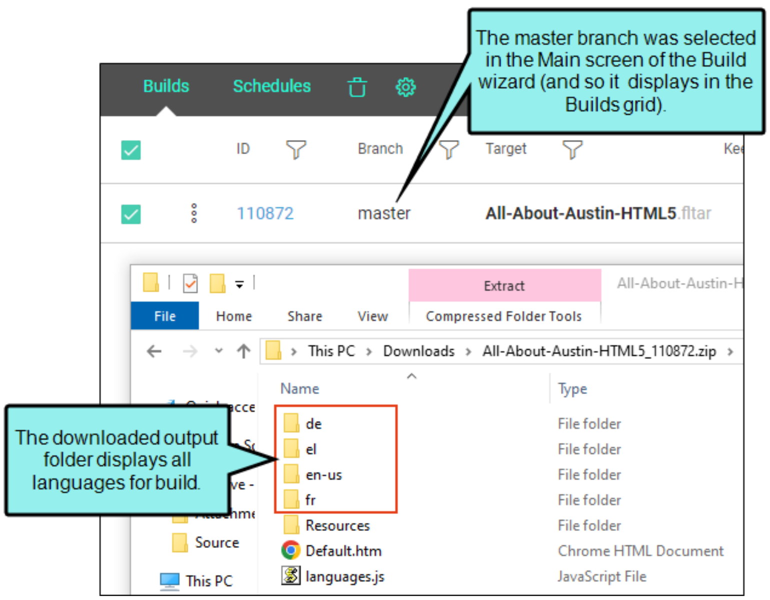
7. (Optional) For multilingual output, select **+ Additional Branch**.



The Add Language dialog opens.

a. From the **Branch** drop-down, select a branch to add.

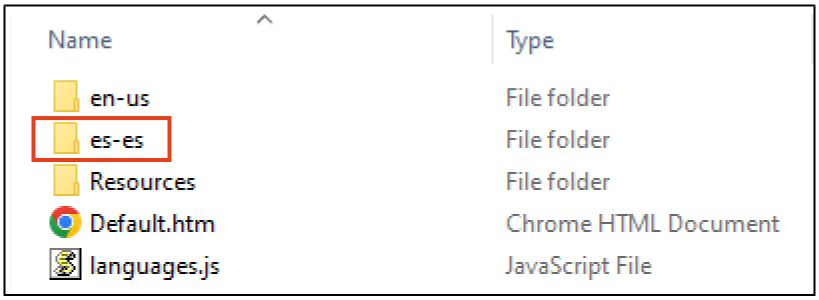
> ☆ EXAMPLE The Build wizard is flexible as to what branch you select and where. For example, you have a source branch (e.g., master) in your original language and two translated branches (e.g., lang/de/project, and lang/cs/project).
>
> From the Main screen you can select the master branch (most likely, and recommended), and in the Languages dialog you can select the two translated branches. Alternatively, from the Main screen you can select a language branch, and in the Languages dialog you can select the source branch and the other language branch.
>
> Keep this in mind, when a multilingual build is complete, only one branch displays in the Builds grid, and it is the branch you selected in the Main screen. If you download and view the output folder, it includes all the languages selected.



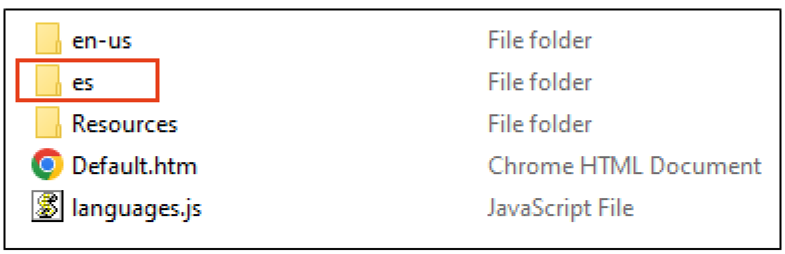
b. From the **Language** drop-down, verify or select the correct language.

EXAMPLE The Language drop-down will most likely auto-populate since it reads the language code from the branch. The exception to this is if you select a source branch (e.g., master) in the Add Language dialog. You would have to select a language.

You can also edit the auto-populated selection. For example, you have a translation branch named lang/es-es/<project> for the Spanish (Spain) dialect. If you download and view the output folder, the language folder is named for the dialect (e.g. es-es).

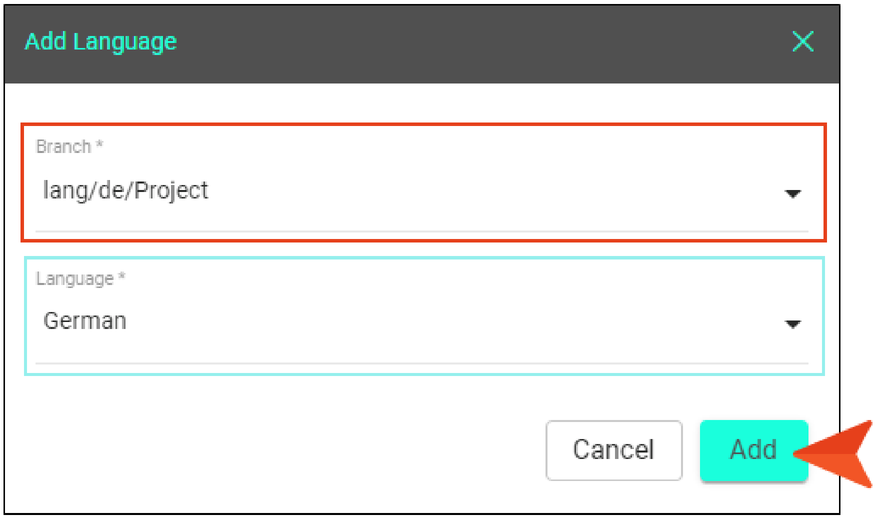


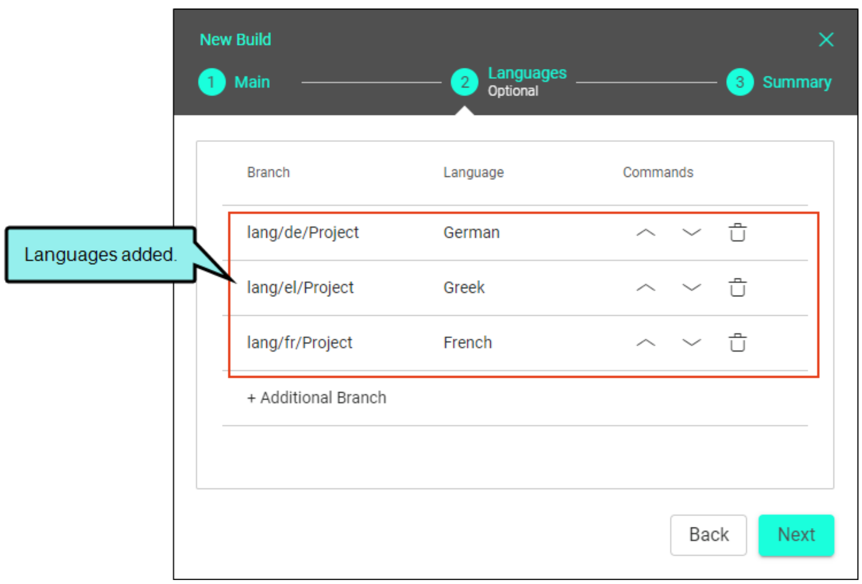
But you only want the folder to simply read "es" for Spanish. If you update the selection to Spanish, the folder corresponds.



c. Click **Add**.

Do the above for each language you want to add for the output.



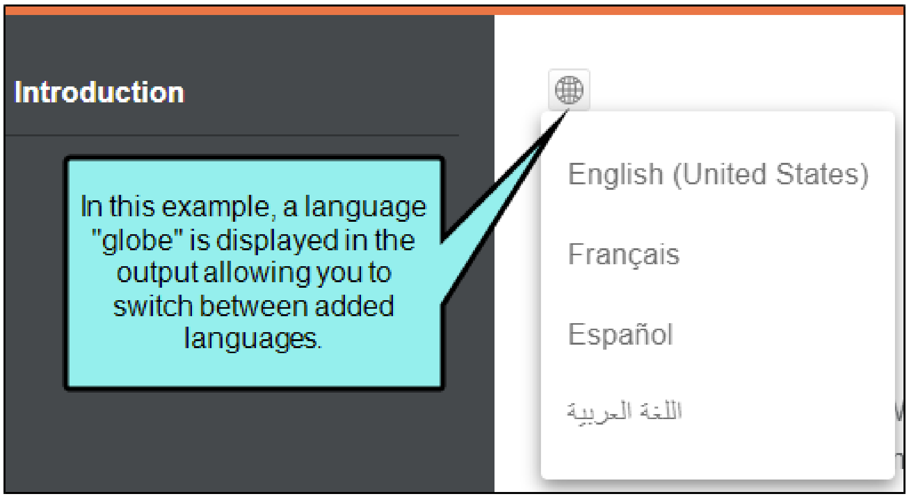


8. Click **Next**.
9. Review a summary of your build options, and click **Build**. If you need to adjust the options, select **Back**.

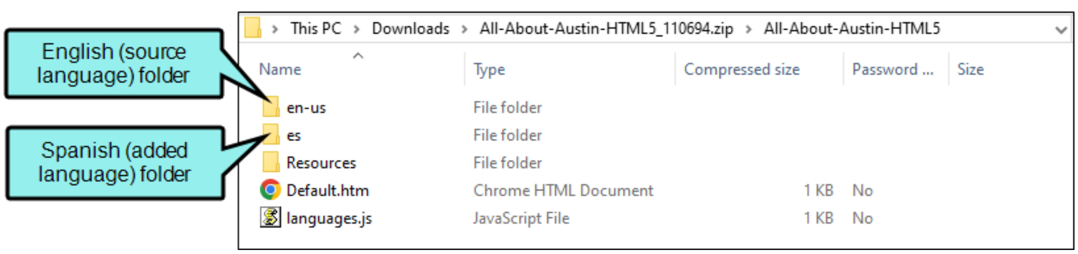
   A row is added to the Builds grid.

What's Noteworthy?

TIP If you used Flare to author the original project, you can edit some files in Flare in order to view multilingual output in a browser (i.e., switch between added languages in HTML5 output manually). This includes adding a Toolbar skin component with a Select Language button, then tying it to a Topic Toolbar proxy in a template page. See Flare's Online Help.

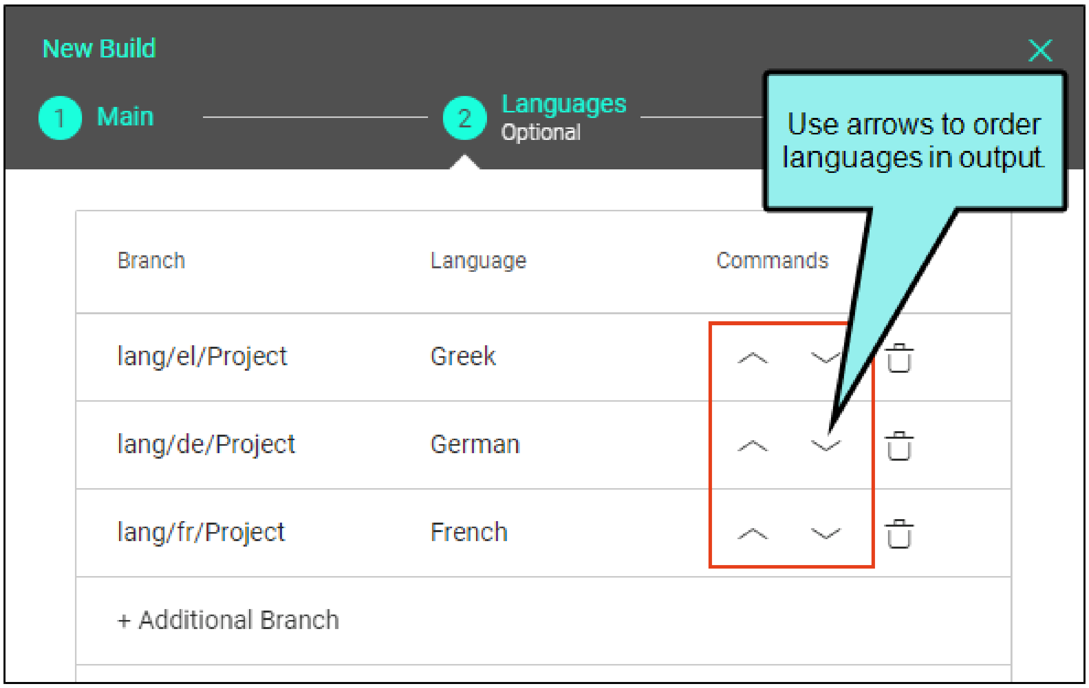


NOTE You can easily view multilingual output in Windows. From the **Build** row, select the vertical three-dot menu and click **Download**. Then, in Windows Explorer, click to open the project's ZIP file. Notice folders for each language compiled for output.

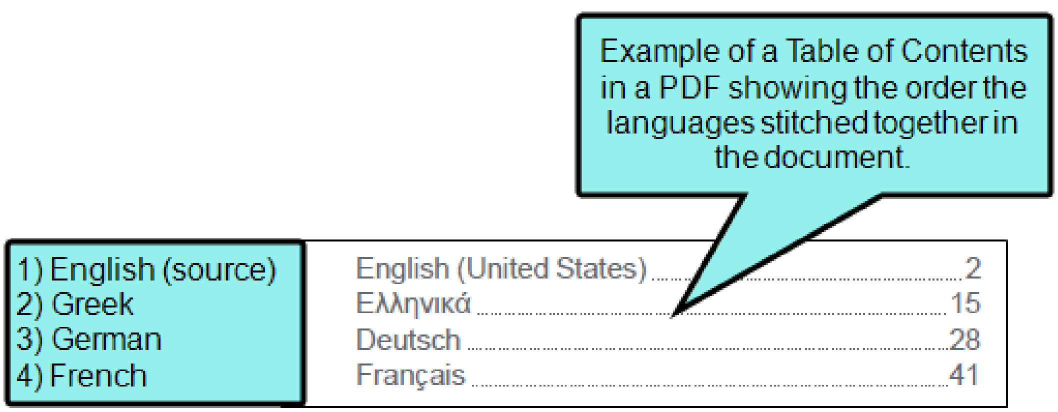


You can link to a target language folder as a way to view the output (e.g., via URL).

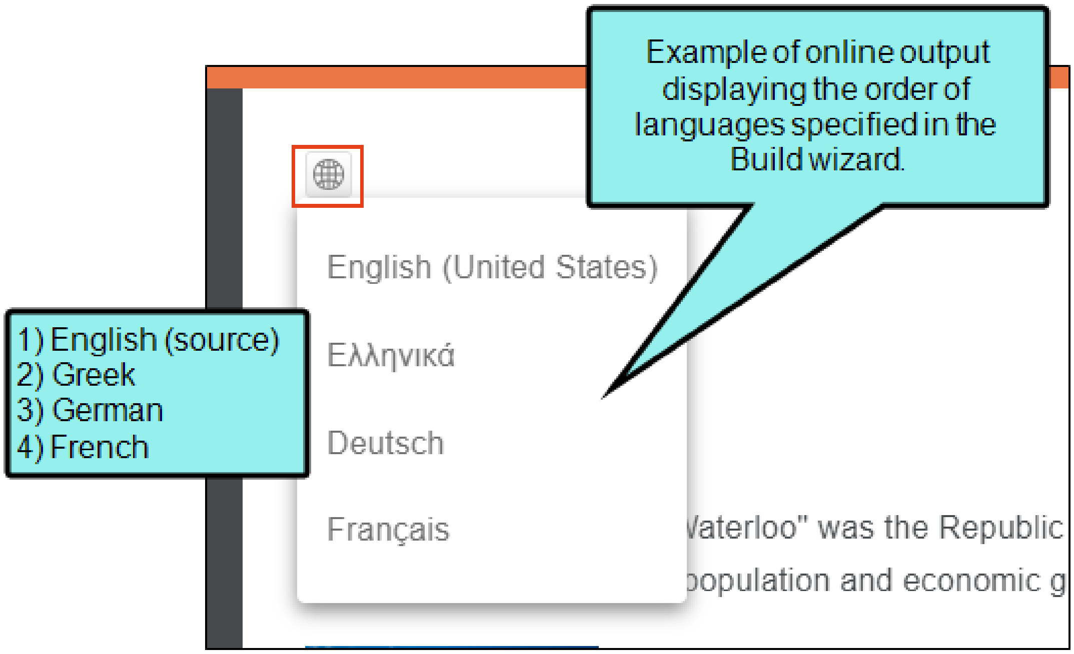
NOTE If you are compiling multilingual output for online (e.g., HTML5) or print-based (e.g., PDF) targets, the order of how languages display online or how they are stitched together in a PDF depends on the order you picked them in the Add Language dialog. You can use the up and down arrows to reorder added languages after the source language.



For example, a PDF displays the order of languages (specified in the Build wizard).



If you have configured your project to include a Select Language button in a toolbar for online output, the browser displays the order of languages (specified in the Build wizard).



NOTE Central lets you schedule targets to be generated automatically.

Once you have created a build schedule you can edit it. From the **Build** row, select the vertical three-dot menu and click **Edit**. The Build Schedule profile opens where you can make changes and **Save**. You can also delete the schedule.

NOTE If using Flare 2024 r2 and beyond regarding translation:

If you have existing Flare projects that are already uploaded to Central, you can keep using established multilingual connections (i.e., in the target, linking to other language projects). Central can read existing language projects that were set up using Flare. However, if you want to use Flare to manage any new multilingual builds, be aware that there is a linking limitation. Central will not be able to locate the connection that might be established in a multilingual target in Flare. But you can still use Central for hosting, or to manage source files.

If you want to use Central to manage your new translation projects and multilingual builds, then you must set it up and generate builds in Central. Central's translation feature offers a streamlined interface for adding languages to your project.

CHAPTER 4

Other Activities for Translation

In addition to the main activities, there are some other tasks you might perform regarding this feature.

This chapter discusses the following:

Editing Translation Files

You might ask yourself, what happens if I need to make edits to the translation files? The short answer is that Central does not facilitate the editing process. You will need to contact and work with your translator about your editing needs.

How Do I Edit Files Using MadTranslations?

Since MadTranslations is a full service provider, they will communicate with you and guide you through the entire translation process—including what to do if editing at any stage in the process is needed.

The following are a few editing scenarios you might encounter:

- **Before a quote is approved** Once you click the Create button at the end of the wizard, MadTranslations receives the translation package to prepare a quote. If you made a mistake or want to change a setting, you will most likely have to restart the process for a new quote.
- **Quote is approved, but edits are needed before completion** If you need to make edits to your content after a translation branch is sent to MadTranslations (and before completion), you will most likely need to cancel the existing branch and create a new branch to send.
- **Translation is complete but edits are needed** After you receive a completed translated project, MadTranslations will retain all of your files. A re-uploaded branch will replace the existing branch. Once you "Approve" the translated project, then no more edits can be made for that branch.

MadTranslations uses a translation memory system. It stores source language content and previously translated content. If rework is needed they will most likely tap into this database.

How Do I Edit Files With a Third-Party Translator?

Communicate with your translator about an editing process that will work for both of you. There are various ways a reviewer and translator can exchange updates. The workflow is up to you, but the following points might get you started.

- The reviewer can build a PDF of the translated branch and make annotations in the PDF regarding any changes. The reviewer will have to deliver those edits to the translator (e.g., via email).
- The reviewer can build a PDF or an online version of the translated branch and make a list of edits in a separate document (e.g., Word, Notepad). The reviewer will have to deliver those edits to the translator (e.g., via email).
- The reviewer has a license seat with Central. The reviewer can review the translated content in the Files editor, make edits or annotations where text needs more work, and save the changes. If the reviewer wants to send the edits to the translator, the reviewer will need to create a new translation branch but base it on the previously translated (or edited) branch.

  > NOTE The current branch uploaded (that the reviewer can view, edit, or annotate) can be overwritten if another upload occurs on that branch.

- The reviewer and translator have a license seat with Central. The reviewer can review the translated content in the Files editor and make annotations where text needs more work. The translator could go in after the review and clean up the files with annotations.

  > NOTE Edits done in the Files page will be disregarded if another upload occurs, and edits will not be retained in the translator's translation tool or in translation memory.

- The translator could set the reviewer up with access to the translation tool that is used for translation (e.g., memoQ, Trados Studio, Smartcat). If applicable, the reviewer could provide comments in the portal for the translator.

Your translator should retain all your files (i.e., in a translation memory system), so a re-translation of the entire project should not be necessary. Only the files that require editing should be affected.

What’s Noteworthy?

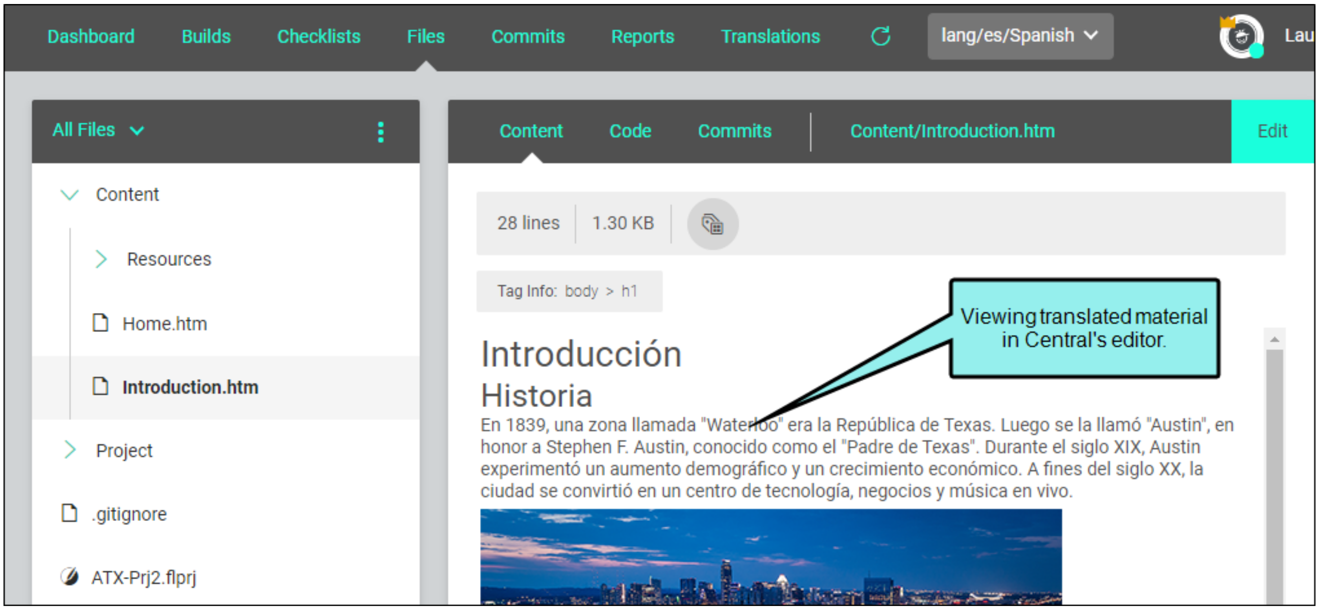
WARNING You can view, edit, and author files in the Files page, but use caution if the files belong to a translation package. For example, if you have received the translated project back, and you know you will not be receiving any more changes from the translator, then it might be fine to make a few edits in the Files page.

But, if you know that more updates could come from the translator, the branch you are reviewing will be replaced with new files once a newer version of the branch is received via an uploaded .zip file. In this case, it is not recommended to make changes locally because your edits in the Files page will be disregarded since the upload overwrites the branch.

If you need make edits to translated content, consult with your translator.

Viewing Translated Files

When a translated branch is returned, you can view any translated file within the project using the Files page (Projects > Files).



NOTE Central supports bi-directional languages, meaning that right-to-left (RTL) and left-to-right (LTR) text can display in the editor.

Deleting a Translation Branch

Translation packages or branches can be deleted if they are no longer needed.

How to Delete a Translation Package or Branch

1. On the left side of the interface, click **Projects**.
2. Select a project in the grid to open it.
3. At the top of the interface, click **Translations**. The Translations page displays.
4. Click the check box next to the package or branch you want to delete.
5. In the toolbar click .
6. In the field in the dialog, type `delete`.
7. Click **Delete**.

Setting Translation Status

Depending on your preferred translation method, status updates behave differently.

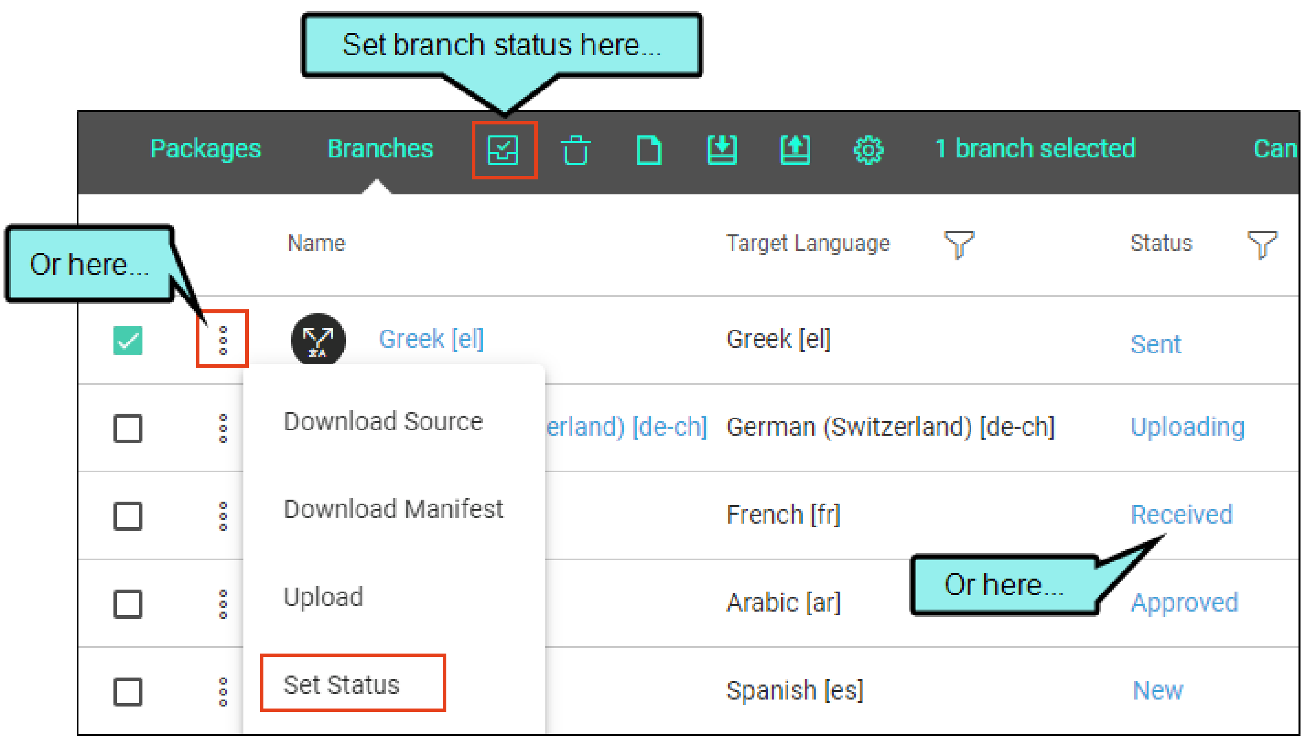
- MadTranslations (*Automatic Process*) Updates to the grid Status column will happen automatically at different stages in the translation process.
- Third-Party (*Manual Process*) The status of your project is not automatically updated in the grid if you are using the Manual translation method.

How to Set Translation Status

In the Packages tab or Branches tab, make sure the Status column displays in the grid. You can select to customize the grid.

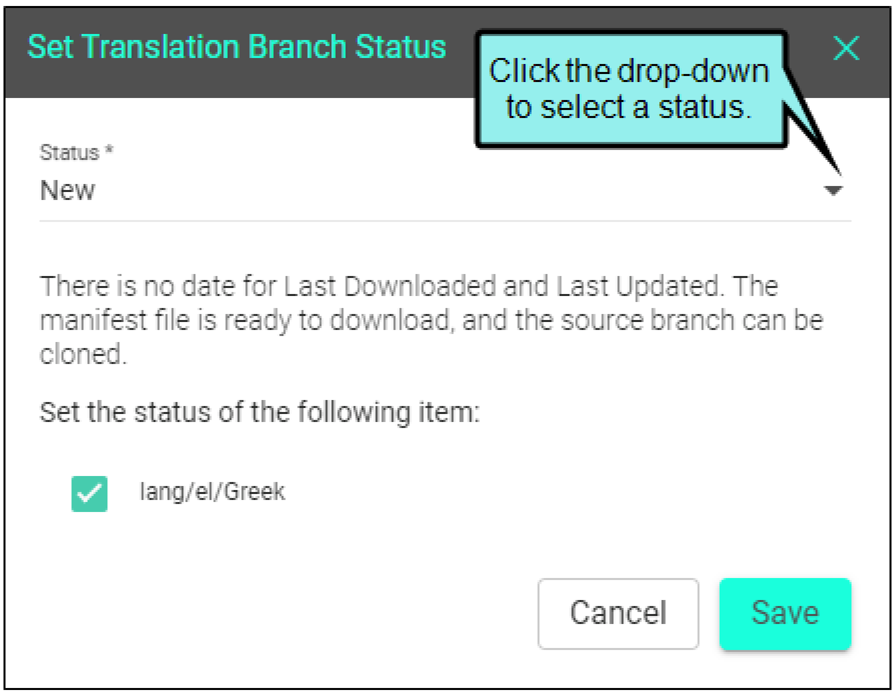
With an item selected you can update the status in the following ways.

- From the toolbar, click .
- From the vertical three-dot menu, select **Set Status**.
- In the **Status** column, click the current status.



The Set Translation Branch Status dialog opens for you to update the status. The branch status definitions are:

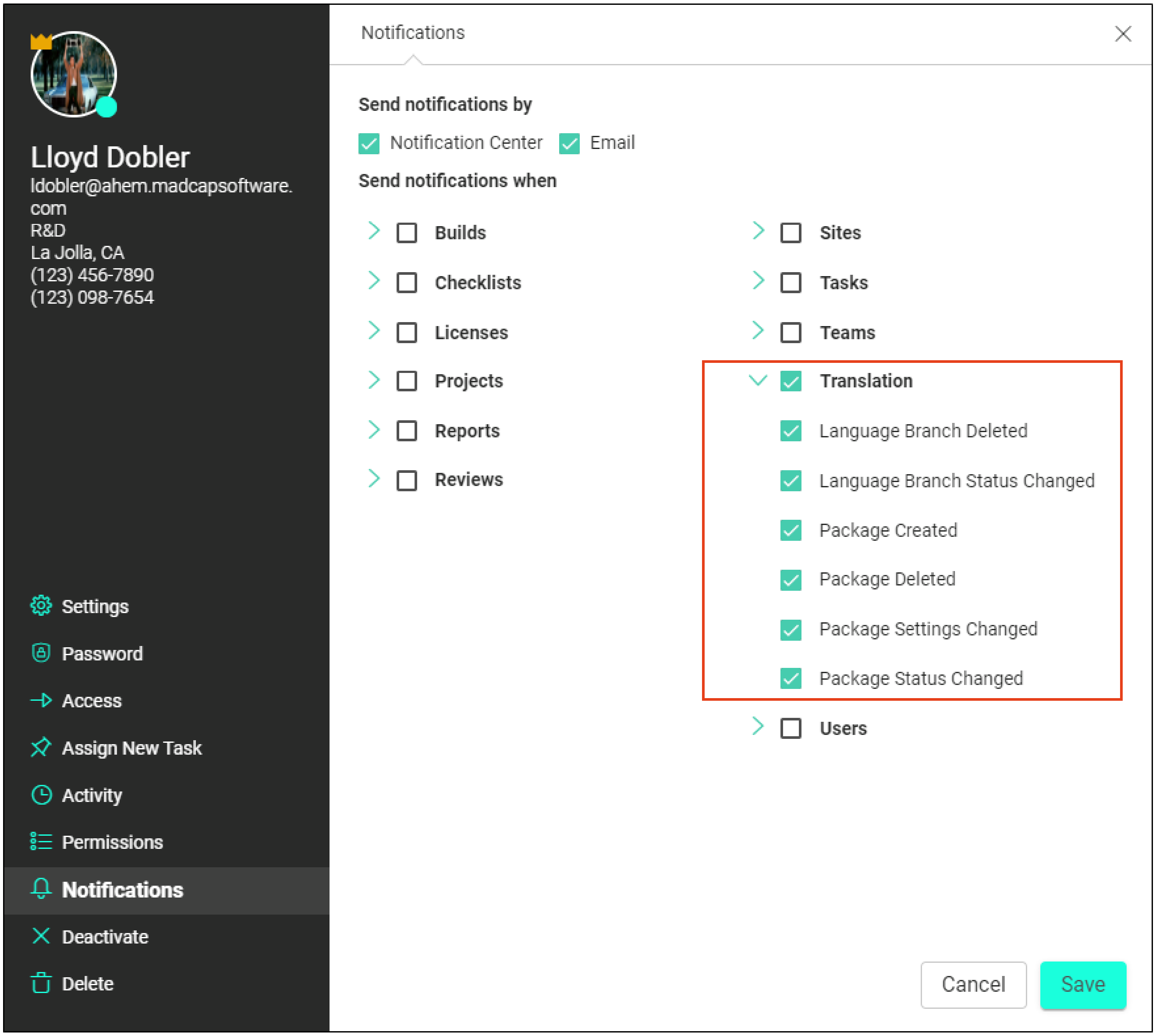
- New There is no date for Last Downloaded or Last Uploaded. The manifest file is ready to download, and the source branch can be cloned.
- Sent The source branch is downloaded and sent to the language service provider. The translated ZIP file can be uploaded when received.
- Received The translated ZIP is uploaded and merged into the project and is ready for approval.
- Approved The translated material is received and reviewed.
- Canceled No other translation process can be run (e.g., clone, upload).



NOTE The manifest file is all the metadata from the language code. Translators use the manifest file. The metadata is also used to populate the translation profile dialog.

Setting Notifications for Translations

In your account settings, you can choose when to be notified for specific activities. The user who is notified depends on the activity. For more information, see the online Help.



PDFs

The following PDFs are available for download from the online Help.

- *AI Assist Guide*
- *Analytics Guide*
- *Authoring Guide*
- *Branding Guide*
- *Building Output Guide*
- *Checklists Guide*
- *Conditions Guide*
- *Getting Started Guide*
- *Images and Multimedia Guide*
- *License Management and Purchasing Guide*
- *Links Guide*
- *Projects Guide*
- *Reports Guide*
- *Reviews Guide*
- *Security Whitepaper*
- *Sites Guide*
- *Snippets Guide*
- *Source Control Guide*
- *Targets Guide*
- *Tasks Guide*
- *Topics Guide*
- *Translation Guide*
- *Users and Teams Guide*
- *Variables Guide*
- *What's New Guide*
- *Widgets Guide*