



# GRN Translation User Guide

Thank you for assisting with the GRN translation projects.

## Introduction

This tutorial gives you an introduction how to use Pootle to translate text used by [5fish](#) and the [GRN Website](#) from English into other languages.

If you have any troubles or further questions please contact [Support](#).

## What is Pootle?

Pootle is a web app used by many organisations, including GRN, for localising (translating) their software.

## Types of Users (do I need to register?)

We greatly appreciate anyone who wants to assist us with translation, and want to make it as easy as possible for you to assist us, so you don't have to register in order to suggest translations.

However, registering has some benefits. We have three types of users on our server: anonymous, registered and approved translators. Let's see how they differ.

### 1. Anonymous translators

Being an anonymous translator is suited to those who want to try some translation before registering or if you just want to point us to a mistake on the web site. Every time you suggest strings anonymously, you will have to provide an answer to a simple (CAPTCHA) question - this is to prevent spam.

### 2. Registered translators

You may want to register at Pootle server for your convenience. This way you can specify which languages and projects you are interested in, and you will no longer be shown the CAPTCHA when suggesting strings.

### 3. Approved translators

Approved translators are those with extended permission. This is the most satisfying level as you can directly submit your own translations, and you can also review (apply or reject) suggestions provided by other translators.

## Setting up an account

Go to <https://pootle.globalrecordings.net/> and click on the **Register** link in the top right corner.

In the registration form, enter a username, e-mail address and type the password twice:

Once you have completed these fields, click **Register** button, and answer an “Are you Human” question (this is to prevent spammers from mass-creating account).

You will then be sent an email to confirm your identity. Please click on the link in this email and your account will be activated.

Now you can log in to your account (use the **Log In** link in the top right corner).

Leave the interface language as English. You will set up the languages that you would like to translate into later.

Once you are logged in select the **Settings** tab to edit your preferences.

Our suggestions are to:

Leave the number of rows as 9

Leave the interface language blank

Select the language(s) you would like to translate into

Select the projects that you would like to translate. They are listed in priority order.

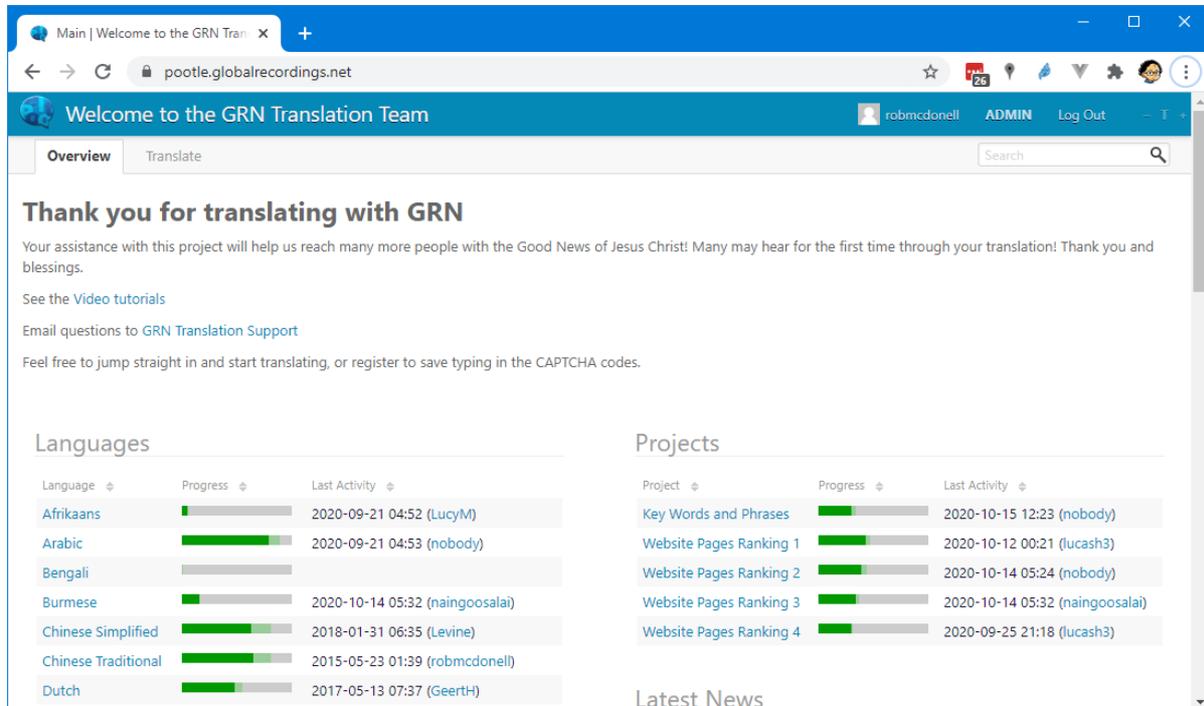
Leave the alternative source languages blank

Once you've finished with selecting languages and projects, click **Save** button. You can later change these preferences at any time.

Congratulations! You are now ready to start translating!

## Choosing a Language, Project & File to translate

When you open the Welcome screen, you will see the list of Languages on the left, and the list of Projects on the right.



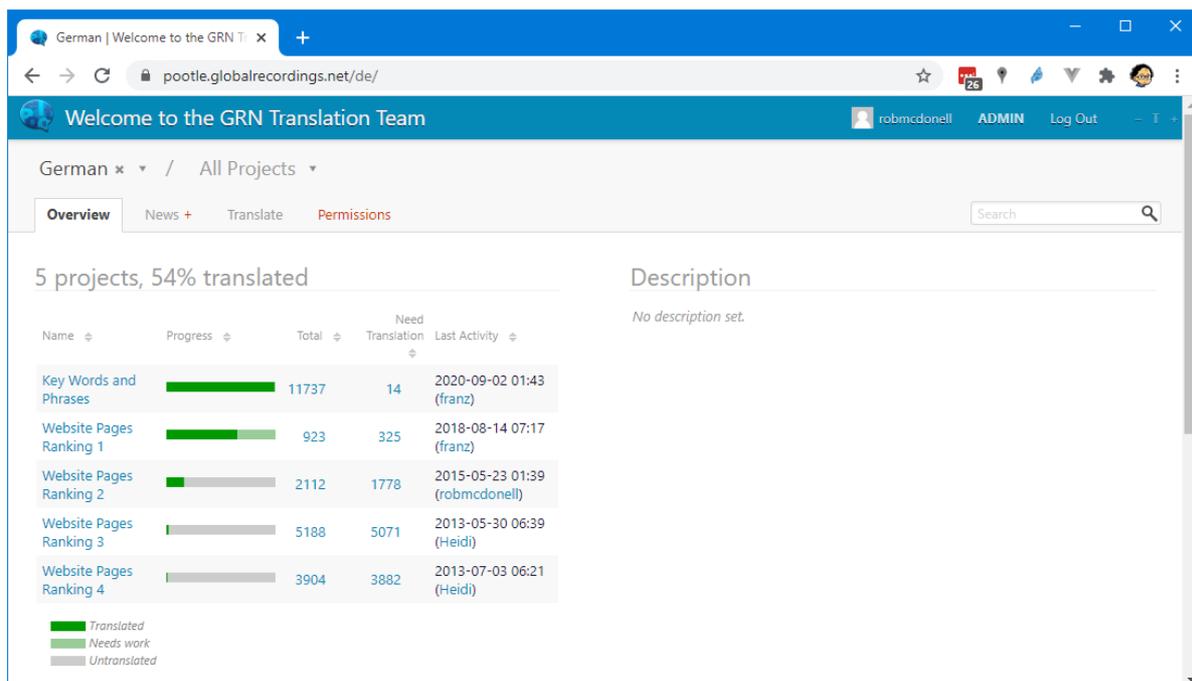
The screenshot shows the 'Welcome to the GRN Translation Team' interface. The main heading is 'Thank you for translating with GRN'. Below this, there are links for 'Video tutorials' and 'GRN Translation Support'. The 'Languages' section lists various languages with progress bars and last activity dates. The 'Projects' section lists several projects, including 'Key Words and Phrases' and 'Website Pages Ranking 1-4', each with a progress bar and last activity date. A 'Latest News' section is also visible at the bottom.

Language	Progress	Last Activity
Afrikaans	<div style="width: 10%;"></div>	2020-09-21 04:52 (LucyM)
Arabic	<div style="width: 20%;"></div>	2020-09-21 04:53 (nobody)
Bengali	<div style="width: 0%;"></div>	
Burmese	<div style="width: 5%;"></div>	2020-10-14 05:32 (naingoosalai)
Chinese Simplified	<div style="width: 30%;"></div>	2018-01-31 06:35 (Levine)
Chinese Traditional	<div style="width: 25%;"></div>	2015-05-23 01:39 (robmcdonell)
Dutch	<div style="width: 15%;"></div>	2017-05-13 07:37 (Geerth)

Project	Progress	Last Activity
Key Words and Phrases	<div style="width: 10%;"></div>	2020-10-15 12:23 (nobody)
Website Pages Ranking 1	<div style="width: 20%;"></div>	2020-10-12 00:21 (lucash3)
Website Pages Ranking 2	<div style="width: 15%;"></div>	2020-10-14 05:24 (nobody)
Website Pages Ranking 3	<div style="width: 10%;"></div>	2020-10-14 05:32 (naingoosalai)
Website Pages Ranking 4	<div style="width: 5%;"></div>	2020-09-25 21:18 (lucash3)

Each row provides a link to that Language or Project, a translation progress indicator and the name of the last user who worked on it. (Click on the Home button if you cannot see this screen).

Click on a Language to see all of its Projects:



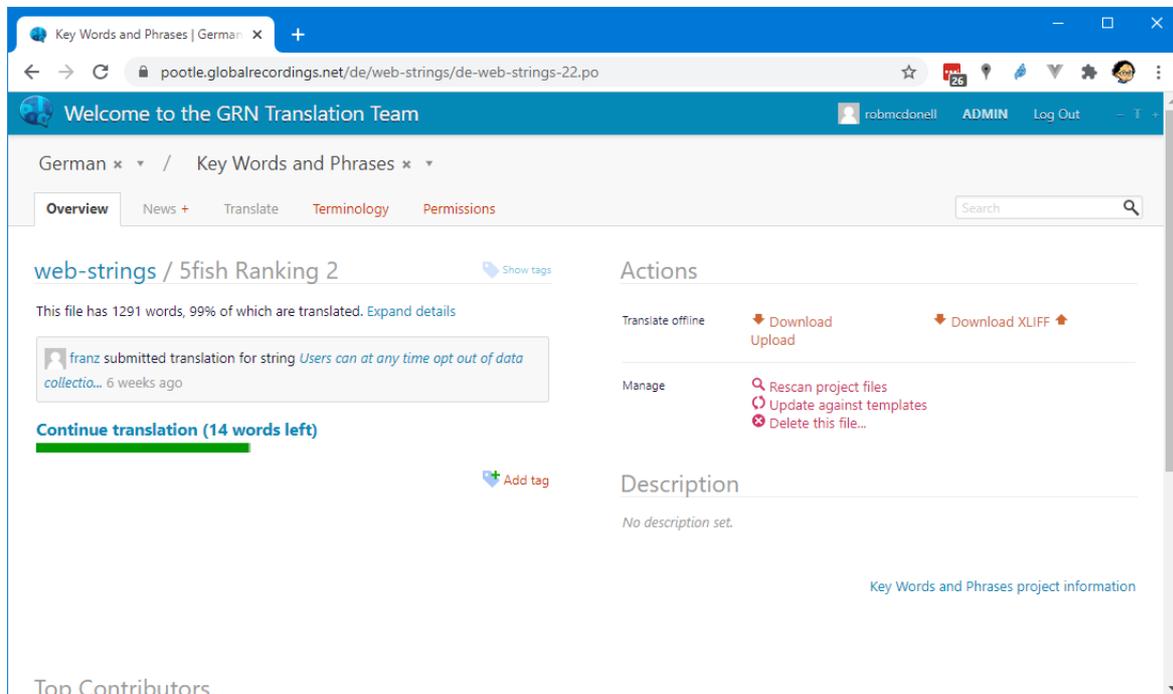
The screenshot shows the 'German' language page. The main heading is '5 projects, 54% translated'. Below this, there is a table listing projects with their names, progress bars, total word counts, need for translation, and last activity dates. A legend at the bottom indicates the status of the projects: Translated (green), Needs work (light green), and Untranslated (grey).

Name	Progress	Total	Need Translation	Last Activity
Key Words and Phrases	<div style="width: 10%;"></div>	11737	14	2020-09-02 01:43 (franz)
Website Pages Ranking 1	<div style="width: 20%;"></div>	923	325	2018-08-14 07:17 (franz)
Website Pages Ranking 2	<div style="width: 5%;"></div>	2112	1778	2015-05-23 01:39 (robmcdonell)
Website Pages Ranking 3	<div style="width: 10%;"></div>	5188	5071	2013-05-30 06:39 (Heidi)
Website Pages Ranking 4	<div style="width: 15%;"></div>	3904	3882	2013-07-03 06:21 (Heidi)

Click on a Project from the list. Projects are in order of priority, so it's generally best to start at the top.

For each Project you will then see a list of Files available for translation. Each of these Files may contain a list of words, phrases, titles or whole articles.

Click on a File to start translating it.



## Translating a File

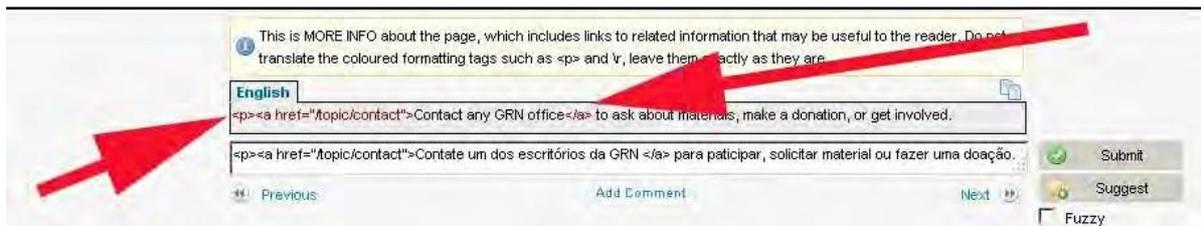
Once an individual entry has been selected you can begin translating:

If there are any coloured computer characters such as `<p>` we suggest you start by clicking on the copy symbol:



This will copy the English text into the white box below ready for translation.

Do not translate any coloured text such as `<p>` – this is for computers. Only the black text should be translated.



There is no need to translate word for word. Instead try to translate the meaning in everyday language.

Once you are happy with the translation press “Submit” or “Suggest”

Submit inserts it directly onto the website.

Suggest saves your work, but it is not uploaded until you or someone else checks and validates it by clicking on “Submit”.

If you are not able to finish a translation, click “Suggest” and then it will be saved so that you can come back later and complete it.

## Glossary

### Add Comment

Useful if you are suggesting a phrase, rather than submitting it, as you can explain why you are not confident enough to submit it yourself.

### Back/Next

Takes you to the previous or next phrase for translation. If you have entered a file via the "Summary" column where it says XXX words need attention, then "Next" takes you to the next word or phrase requiring attention, and skips those already translated.

*Note:* any text you have entered will be lost if you have not already clicked on "Suggest" or "Submit".

### Copy

This will "Copy" the English phrase into the white box ready for translation. It's a helpful way to get the computer characters in without having to type them all in.

### Fuzzy

If the "*Fuzzy*" field is marked it means that Pootle has made a partial translation based on similar phrases already existing in the project. When you translate a phrase you must also unmark the "*fuzzy*" field to finalise your translation.

### Submit

To upload your translation, you must click on the "*Submit*" button. Clicking on "Next" will lose any work if you have not previously clicked on Submit or Suggest. You may "*Submit*" a number of times and each time it submits what is currently in the white translation box to replace anything that was previously there.

### Suggest

Click on "*Suggest*" if you are not confident of your translation and you would like another translator to validate it before uploading it. It is also useful if you are unable to complete a translation to ensure that your current work has been saved so that you can complete it later.