

MULTILIZERTM

G L O B A L L O C A L I Z A T I O N



Language Manager 4.0

Translator's manual

MULTILIZER™

Language Manager - Translator's Manual

March 1999

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1

Introduction

When you read this manual, you have probably obtained a MULTILIZER Dictionary that should be translated. This manual includes the information you need to do the translation work.

In addition, this manual gives you hints to speed up the translation work with Language Manager.

A word about MULTILIZER

MULTILIZER is a software developer's tool for software localization: the developer might have created software in English and wants it to work in Swedish, for example. So he or she has sent you a *MULTILIZER package* to help you translate the software.

MULTILIZER is based on the unique MULTILIZER Dictionary-Translator Architecture. The core of it is the *Dictionary*, which contains the software's words and phrases and other country-specific information. The dictionary is maintained by both developers and translators. The developer uses it for localization programming, in order to make the software multilingual. The translators use Language Manager to complete the translation.

Language Manager – the translator's tool

When the developer wants to have the software's words and phrases translated, he uses Language Manager to create a *MULTILIZER package*. The package includes:

- Language Manager itself
- A dictionary (including the words and phrases to be translated and empty columns for other languages, which will include the translations done by you)
- Language Manager tutorial
- Glossaries (the glossaries include ready-to-use translation data, which is used to speed up the translation work)

Language Manager is an easy-to-use tool for completing the translation work. Consider the following benefits:

- Glossary-based pre-translation speeds up your work: there are standard glossaries, which speed up the translation of commonly used user interface strings and error messages.
- Store translations for instant re-use: Language Manager also works as translation memory.
- Glossaries and translation memory ensure linguistic consistency.
- If a word or phrase exists multiple times, you translate it just once.
- Since the translations are maintained in a standard format dictionary, the dictionary integrity is preserved: in practice this means that the translations you complete are in

the same format as the developer uses in the programming. This means increased time savings.

- You can compose characters with diacritics.
- You can view the picture where the string to be translated is located, so you can check the translation's context.
- The words and phrases are divided in logical sections (e.g., the texts of one Window view are shown as one section), which helps to show the context. In addition, it helps you to complete the translation work systematically.

Conventions used in this book

Fonts

The following typographical conventions have been used in this book.

Names of windows, menu options and key buttons are printed in **bold Sans serif**.

Texts for figures and references to chapters and sections in this guide are shown in *italic Sans serif*.

Symbols



The more info symbol is used when there is additional information available either in this document, in Language Manager online help or on the MULTILIZER Web pages at: <http://www.multilizer.com>



The note symbol is used to emphasize certain tasks or issues which are of importance in the current topic.



The text marked with the Tip symbol gives useful hints, which may simplify tasks described in the current chapter.



This symbol is used in describing different character sets. Character sets are one central factor to be taken into consideration when localizing software.

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Installation

Before you can start doing the translation, you have to install the MULTILIZER package. You do this simply by running the installation package.

If you received the package by email, you may have the following file included as an email attachment: `swedish.exe`. Save this file into a temporary directory, e.g., `c:\temp`. If you haven't got any file like this, please ask the sender of the dictionary for assistance.

Once you have the file saved on your computer, you have to run installation.

Example: Choose from the Windows Start menu **Run...** Type, e.g., `c:\temp\swedish.exe` in the **Open** field (It is assumed that you saved the `swedish.exe` into the `c:\temp` directory). If this doesn't work, please ask an experienced computer user for assistance.



NOTE!

If the MULTILIZER package was created on Windows 95/98 it is not a single EXE file but one EXE file and several data files. In this case copy all files to the same directory and run the EXE file.



MORE INFO

If you don't succeed in starting the MULTILIZER Package setup, please ask for assistance from one of the following persons:

1. The sender of the MULTILIZER Package
2. The local computer support staff
3. MULTILIZER linguist support: `linguist@multilizer.com`

The setup program

Once the setup program is run, the installation is very easy and straightforward. Normally you can proceed just by clicking next in every dialog box.

On starting the setup, the following dialog box appears:

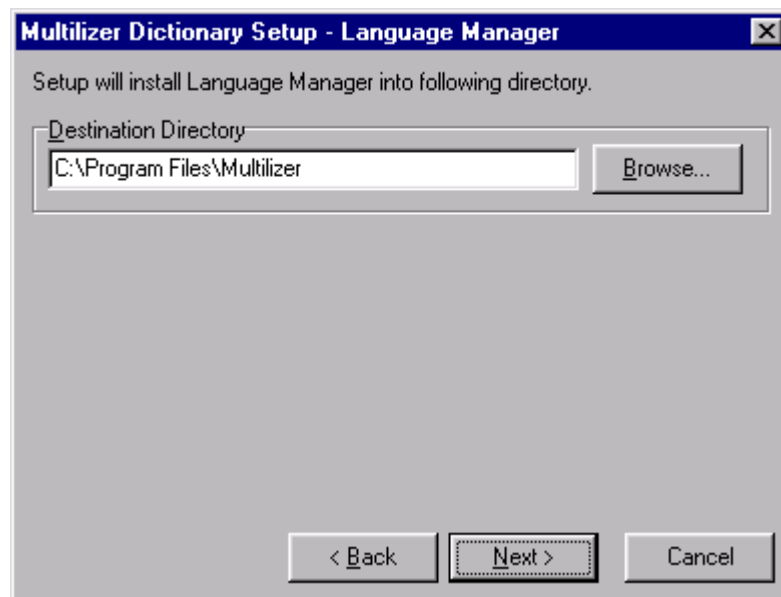


The dialog box above tells you

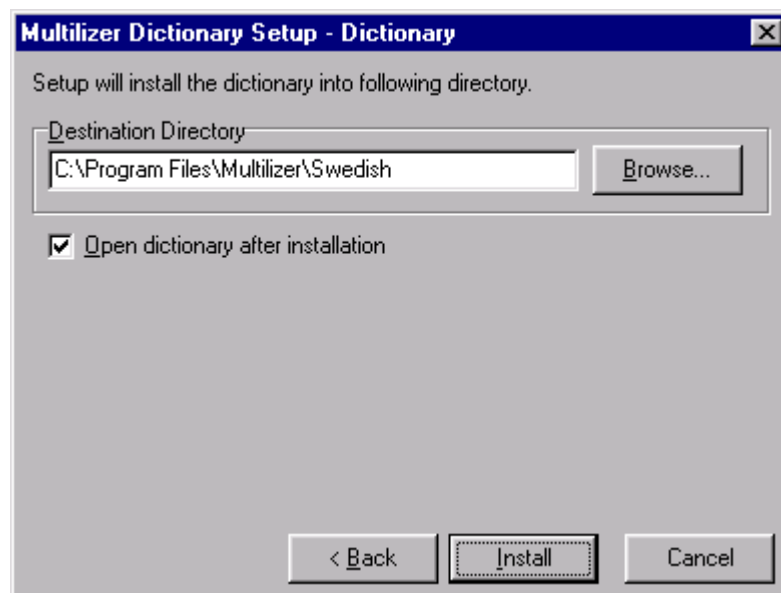
- The project name (in the Description field).
- The author of the dictionary (most likely the person who sent the dictionary to you)
- The creation date of the MULTILIZER package.

Proceed by pressing the **N**ext button.

The next dialog box lets you specify where to install the Language Manager utility. Normally you can install it on the proposed destination directory and proceed by pressing the **N**ext button.



If you have installed MULTILIZER packages earlier, it is recommended that you install Language Manager in same directory as before.



The final step is to specify in which directory the dictionary will be saved. Normally you can proceed by pressing the **Install** button. This starts the installation. If you have checked the 'Open dictionary after installation' option, Language Manager will be started immediately after setup.



If you have earlier installed dictionaries on the computer, make sure that you don't overwrite them. If you choose Browse in the *MULTILIZER dictionary setup – dictionary* dialog, you can see if there are other dictionaries in the destination directory for the dictionary.

After successful installation, the following dialog box appears:



If you chose to open the dictionary after installation, pressing OK starts Language Manager immediately.

The setup program also creates a program item in the Windows Start Menu. It lets you conveniently start Language Manager any time.

3

Language Manager workspace

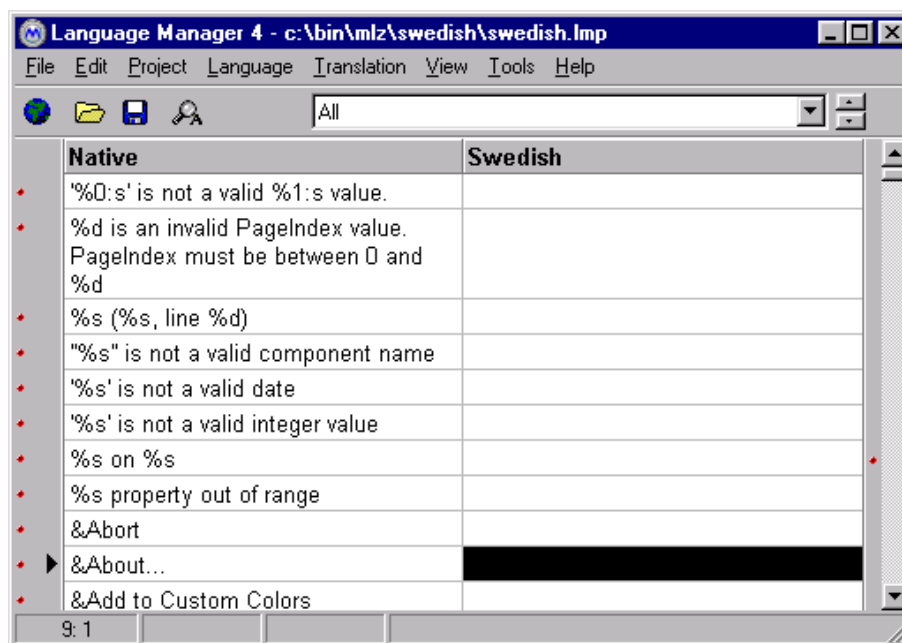
This chapter introduces the Language Manager workspace. Subsequent chapters refer to the different parts of the workplace, with the names introduced in this chapter.

When you start Language Manager and load the dictionary to be edited, you get into the Language Manager workspace. It shows the native language along with the languages that you are to add as target languages.

The native language is the language in which the software was developed. In the picture below, the software was developed in English and the target language will be Swedish. If you are supposed to translate the software into multiple languages, there are additional columns.

The central parts of the user interface are the:

- Tool bar
- Left Flag bar
- Right Flag bar
- Status bar
- Grid



The workspace of Language Manager.

The toolbar

The toolbar contains a number of speed buttons. These let you apply the most often needed functions quickly. The buttons are as follows:



Change the Language Manager active language. Language Manager itself is an example of multilingual software localized with MULTILIZER. The globe button lets you choose the active language of the software.

You can also use **Tools | Options...** to change the active language.



Open a Language Manager project.

Corresponds to **File | Open...** The shortcut **Ctrl+O** does the same thing.



Saves the current Language Manager project.

Corresponds to **File | Save**. The shortcut **Ctrl+S** does the same thing.



Opens the Find dialog box, where you can specify a string to be searched from this dictionary.

Corresponds to **Edit | Find...** . The shortcut **Ctrl+F** does the same thing.

By choosing Edit | Find Again you can perform the same search again. F3 does the same.



The *Page Selector* combo box lets you filter out the strings to be shown. If this is *All* then all the strings in the dictionary are visible. If you select any other option, only the strings belonging to the selected group/form/dialog are shown.

You can choose 'Dictionary Languages', for example, which lets you see the language names included in the dictionary.

The Page Selector is very useful in big projects. Also, if the same string exists in several places in the program source, the hint showing the place may become too big. In this case it's very easy to select only a certain part of the strings to be shown.



Steps to the next or previous page. You can use either this or the Page Selector to change the active page.



Shows or edits the page information. This is visible only if there is additional information belonging to the selected page.

Left Flag bar

There is a flag bar located on the left margin of the Language Manager's workspace. It shows properties of the string extracted from the program source and its corresponding equivalents in other supported languages.

The Flag bar is intended to show quickly at least the following:

- If all the translations for that particular word are completed.
- If the word is included in the Custom Glossary.
- If there are words in the dictionary which cannot be found in the program source.
- That you can access a pop-up menu containing row-specific commands
- That you get information on the native string's location in the program source.

The following flags can be found on the flag bar:



Two blue flags indicate that the native language column's string is not found in the source code. It is likely that the application doesn't use the string any more.



The green flag indicates that the string exists in the Custom Glossary.



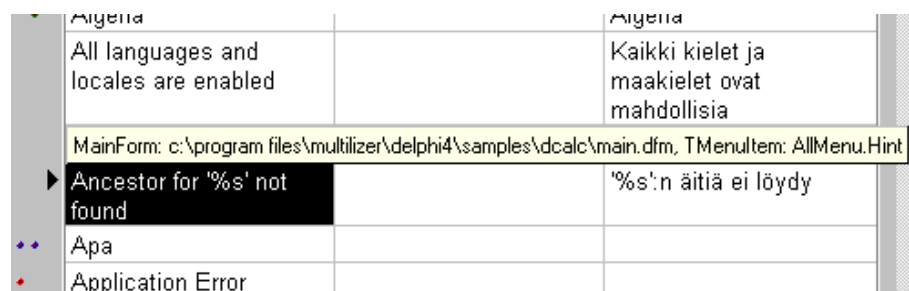
The row is incomplete. You have not filled in all the cells of the row: the translations are incomplete.

By pressing the right mouse button on the flag bar you get a popup menu that lets you add the current translation to the Custom Glossary. This is the same as the shortcut **Ctrl+M** or **Translation | Add to Glossary**.



It is extremely useful to add translations to the Custom Glossary. Whenever you are satisfied with the translation, add it to the Custom Glossary for instant re-use in any future projects. The Custom Glossary entries are used in automatic pre-translation.

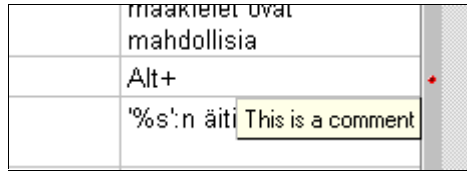
If you move the cursor on the flag bar, Language Manager pops up a hint window with the native string's location in the program source.



A hint showing where the native string resides in the program source.

Comment bar

The developer may attach a comment on a row. There exists a comment if there is a red dot on the right side of the row. If you move the cursor onto the comment bar, a hint appears showing the comment.



A custom comment

The Status Bar

The status bar shows the selected cell, the dirty flag and the message area.

The dirty flag tells if the dictionary has been modified or not.

In the message area you get helpful messages concerning the use of the right mouse button.



The Status bar

The Grid

The Grid is the area of Language Manager where editing is done. The grid consists of columns and rows. The intersection of a column and a row is called a cell.

Columns

The native strings extracted from the program source are in the left column. This is called the native language column. Subsequent columns contain translations of the native language.

Rows

Each row contains one string extracted from the program source and the existing translations of it.

Cells

The intersection of a row and a column is called a cell. Besides being the editing area for strings, the cells contain color codes to let the user see at once some key features of the string in the cell.

Cell colors are used to indicate some key characteristics of the string. Color coding is applied to the cell background as follows:

- Normally the cell color is white.

- If the string length exceeds a user-specified amount, the cell background is blue. The more the length differs from the native string's length the darker the shade of blue.
- If the system can't input the character used by the language, all the cells of that language (the whole column) are grayed. For example you need the Japanese version of Windows to input Japanese.
- The cells are light gray if the string is marked not to be translated. In this case, the whole line is gray.

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Editing translations

Editing translations is easy. The workplace is organized in such a way that you can always see the native language of the software along with the translations.

You have two possibilities for editing strings: you can either edit them in the cell or you can open an edit window. The choice is yours.

Using the cell area

Strings are easy to edit in the cell area. You can start editing the contents of a cell by double clicking the cell with the mouse, pressing the **F2** key, or simply starting to type.

You can stop editing the contents of a cell by clicking outside the cell with the mouse or by pressing the **F2**, **UP**, **DOWN** or **TAB** key. If the native cell contains line feeds you have to press the **Ctrl+UP**, **Ctrl+DOWN** or **Ctrl+TAB** keys.

Pressing **ENTER** stops editing and moves the cursor to the next cell if the native cell doesn't contain line feeds. If it does then pressing **ENTER** adds a line-feed to the cell. Press **Ctrl+ENTER** to stop editing and moving to the next cell.

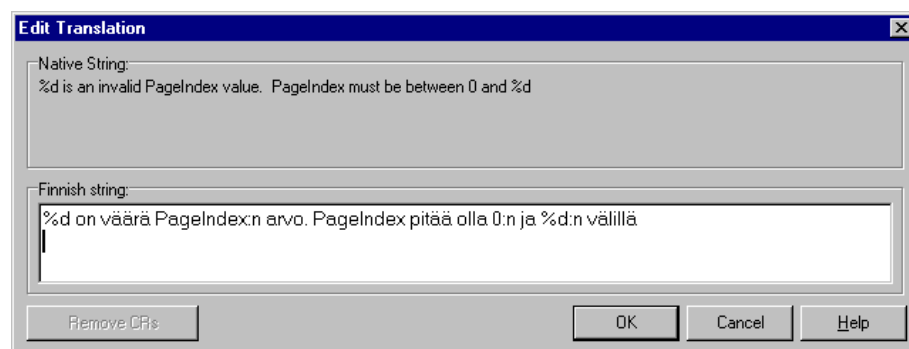


If you work with a language using the Latin alphabet with many diacritics, you may find string composing useful. It helps you enter diacritics in an intuitive way, if your keyboard doesn't include full support for the language. (More: *Character composing*, p. 15)

Edit Window

In the grid you can also edit longer strings due to the multi-line wrapping of the cell contents. If you prefer to edit longer strings in a separate window, you can do it easily by opening an edit window.

You open the edit window by choosing **Edit | Cell...** from the menu, or with the shortcut **Ctrl+E**. You should not be editing a translation in the cell when you open the edit window.



Long strings are easy to edit in an edit window.

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Working with Language Manager

Automated tasks

It is recommended that you begin the translation work by applying the automated tasks. The automated tasks are the pre-translation and applying the same translation to all appearances of the same Native string.

Glossary-based pre-translation

The pre-translation is based on glossaries. To check which glossaries you have in use, choose **Tools | Glossaries...** from the menu. Depending on the target language, it makes sense to use just the glossaries that match your current need.

In addition you may also check if your personal custom glossary is in use, if you have used it before: **Tools | Custom Glossary...**

When you are sure that the glossaries you need are in use, you can run the automatic pre-translation: **Project | Translate | Using Glossaries...** Depending of the amount of translation in the dictionary files, the translation can take a while to complete. In the status bar you will see the progress of the pre-translation process.

If there are several translations for the same word, Language Manager will ask you to select the translation to be used.


Translation of duplicates

There are certain strings that are repeated many times. Typical strings in this category are, e.g., the 'OK' and 'Cancel' button texts. By choosing **Project | Translate | Duplicates** you can apply the same translation to all appearances of the string.

Although the same strings may have different translations, it makes sense to translate the duplicates at the beginning. The translations can easily be corrected afterwards.

Standard translation

After automatic translations, the rest of the translations need to be completed manually. One of the most commonly used approaches is to proceed page by page (by using Page Selector).

Always remember to check if there is any additional information belonging to the current page. If there is, the  button appears on the right side of the Page Selector.

In addition to the extra information related to the active page, there can be remarks attached to certain items. So remember also to look for the red dot at the right margin.



Remember that by pressing the right mouse button on the flag bar, you get a popup menu that lets you add the current translation to the Custom Glossary. This is the same as the shortcut **Ctrl+M** or **Translation | Add to Glossary**. The Custom Glossary entries are used in automatic pre-translation in new projects, saving your time in the future.

The standard translation work takes most of the time, so the more you use the Custom Glossary, the more it helps you.

Finishing the work

When you are finished with the translation, you still have to send the translations back to the developer.

Choose **File | Send to | Developer...**

The following dialog box appears, telling you which file you have to send to the developer.



The following two chapters will give more information on

- Special features of Language Manager intended for translators (*Advanced features*, p. 14) and
- Certain issues on software translation (*Further translation concerns*, p. 16).

6

Advanced features

Pre-translation

MULTILIZER pre-translation technology helps translators to a fast start. Using pre-translation, you can achieve significant time savings.

The automatic pre-translation is based on glossaries. There are two types of glossaries: the custom glossary and read-only glossaries. The latter can be divided into two subcategories: the system glossary and other glossaries.

Custom glossary

The custom glossary is a MULTILIZER glossary file that can be updated by the translator for instant re-use of the translations done in earlier projects. It is the basis for translation memory.

System glossaries

System glossaries are those glossaries that ship with Language Manager. The system glossaries include translations for most common GUI (Graphical User Interface) elements in 18–24 languages.

In addition there are extended system glossaries in 9 languages, containing translations of common system strings (error messages etc.).

Other glossaries

If you have translation data in another format than MULTILIZER glossaries, i.e., you have translations acquired without Language Manager translation memory, you can leverage your valuable translations into Language Manager projects.

Language Manager can use many glossary formats based on text files. To use them, choose **Tools | Glossaries....** In the dialog box that appears, choose **Add...** and choose the **type** of dictionary you wish to use. It is recommended that this be done by an experienced computer user.



TIP!

Many tools used for translation and glossary maintenance let the user export the data into text files. Check from the manual if this is possible with your tool. If it is, you most likely can use the data in Language Manager.



MORE INFO

If you need more information about importing your translation data into Language Manager, contact MULTILIZER linguist support at: linguist@multilizer.com.

Translation memory

Most of the time is spent on doing manual translation work, looking up words in a dictionary or typing words.

These routines can be automated better the more you use MULTILIZER translation memory. The translation memory is based on adding translations into the Custom Glossary.

There are three ways to add a translation into the Custom Glossary:

- Press **Ctrl+M**.
- Choose from the menu **T**ranslation | **A**dd to **G**lossary.
- Press the right mouse button on the flag bar to get a popup menu that lets you add the current translation into the Custom Glossary.

You benefit from the translation memory every time you choose **P**roject | **T**ranslate | **U**sing **G**lossaries. The translation work is automated, with your translations being re-used.

Character composing

Typing accented characters can be a problem, especially if a English language keyboard is used. Even in non-English, language-specific keyboards, only a subset of the characters can be typed. Often that involves the use of 2 or 3 keystrokes. Another approach is to copy and paste from the Windows Character map or to type the character's code from the numeric keypad with Alt-codes.

Language Manager includes the possibility to 'compose' characters by typing very clear and easy-to-remember characters.

You enter character composing mode by pressing the right Control key. Then you enter two characters, in order to obtain the special character. E.g., Push right control and then 'c' and ','. This gives you the 'ç', often needed in French and Portuguese.



If you don't remember these sequences, press the down button to get a list of available compose keys. You can also check them from **T**ools | **C**ompose **s**trings. Here you can customize the character composing sequences, as well.

7

Further translation concerns

There are major differences between the translation of words and phrases in software and conventional translation work. The clearest differences are the following:

- There are a lot of one-word translations to do. The strings to be translated are mostly very short.
- The GUI (Graphical User Interface) elements have standard and mostly explicit translations.
- Strings may include characters and codes that have a special purpose in the context of the software functionality.
- The GUI may require a certain maximum length of translations.

In addition, there are many other features that can be derived from those mentioned above. Language Manager includes many features that help you do the translation work.

Translation memory

Since most of the software's strings are short, translation memory provides the most accurate approach to automating the translation work. (In document translation, machine-translation may be the most suitable.)

The translation memory of Language Manager is based on glossaries, which you can maintain. Due to the nature of software translation, you can achieve significant time savings if you save your translations for future use.

System glossaries

The glossaries shipping with Language Manager are called System glossaries. These include *de facto* standard translations for common GUI elements. So the use of System glossaries ensures that many of your software's standard strings get translated correctly. This increases the quality of the localization and the whole software.

Characters with a special purpose

Depending on the programming language and the programming technique that the developer has used, the strings in the dictionary may include special characters.

Example string	Explanation
Cannot create file %s	<p>%s is used to denote a string inside another string.</p> <p>E.g., if 'temp.txt' is assigned to %s, the software would show the following: 'Cannot create file temp.txt'</p> <p>So, %s must exist also in the translation.</p>
%s (%s, line %d)	<p>This is like the example above. There can be multiple special characters in one string to be translated.</p> <p>If you have to change the order of the special characters in your translation, inform the developer of this.</p>
%0:s (%1:s, line %2:d)	<p>If the code is property internationalized there should not be a string like in the above row but like in the left. As you can see, every variable has been indexed so you can freely change the order of variables.</p>
&File	<p>The & sign is used in menu items and button captions to show the hotkey, i.e., the character that is underlined and is used to trigger the menu.</p> <p>In the example at the left, the text would be shown as File in the menu. It's up to you to decide which hotkey you want to use in the translation.</p>
CODEBASE_ENUM	<p>This kind of dictionary items can normally be left untranslated. The developer might be using it in a way related to software functionality.</p> <p>Normally the developer should mark strings that need no translations. These strings appear on a gray background in the dictionary.</p>

**TIP!**

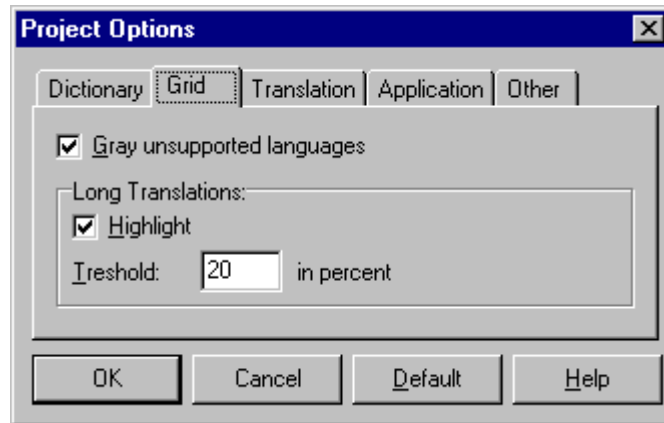
Remember to check the possible comments that are attached to the dictionary item. If there's a comment available, there is a red dot at the right margin in the workspace.

Maximum length of translations

One common issue is the length of the strings to be translated. The string layout in the original software may tolerate only slight changes in string length. Therefore the translator has to pay special attention to this.

Language Manager helps in showing possible troublesome translations: it makes the cell background darker the more the translation's length exceeds the native string's length.

You can define the allowed threshold for showing color codes for the string length change: select **Project | Options...** and set the grid properties.



In the Project options dialog box you can specify whether to use color coding to show cell properties.

If applicable, check if there are screen shots attached to the page, where the long string length difference appears. In addition, check if the developer has added a comment to the string.



TIP!

If you think there might be layout problems in the software with the translation, please let the developer know about it. Add your own comment about this in the dictionary.