**Guidelines for i18 Files**

While adding new texts to an i18 file or updating existing texts in an i18 file, make sure that you:

1. Keep your UA informed of any i18 changes; you can:

* Send a message (Teams, Skype)
* Send an email
* Add your UA as a reviewer so that notifications are received whenever any i18 changes are done

1. Specify the correct message type using the appropriate string classification type mentioned below:

|  |  |
| --- | --- |
| String Classification Types | |
| **# YMSG** | Message other than an instruction |
| **# YINS** | Instruction for a user |
| **# XTOL** | Explanatory text for an UI element, such as a tooltip |
| **# XFLD** | Label for a component other than buttons and titles; sample components: column heading |
| **# XBUT** | Button |
| **# XMIT** | Menu item, either top-level like "File" or lower-level like "Save as..." |
| **# XLST** | Item in an enumeration, such as a list or a drop-down list |
| **# XTIT** | Title or caption |
| **# XACT** | Text with explicit importance for accessibility (sounds like cross-classification since, for example, and "alt" text for a HTML-related image may be an "explanation" with special relevance for accessibility) |
| **# XLNK** | Hyperlink |
| **# XGRP** | Group header or table section header |
| **# XSEL** | Value such as a status.  For example: "In Process", "Shipped" or "Open" |

1. Specify the message key in capital letters

Examples**:**

* **CLOSE**=Close
* **STOCK\_IN\_TRANSIT**=Stock in Transit

1. Specify appropriate length in the comment line

Note

* 1. Length helps translator to translate the text within given specific length.
  2. Length should be calculated using the be calculated using [calculator](https://jam4.sapjam.com/groups/opbGwwLjMYiQk3Y0QNyC9D/overview_page/PNL6Ojfg2uBm08Kr7b3rIO).
  3. Avoid giving random length as it might lead to wrong translation or cause translation issue, which eventually results in higher translation costs

Examples:

* #XFLD,**30**: This is the column label showing the following information: Stock in Transit
* #XBUT,**16**: This is the Button inside OtherStockInformation Popup showing the following information: Close

1. Provide a detailed explanation about:

* Context in which a text is used, for example to identify if a text is used as a tool tip of any column in the list page, or if it is the label of an object page

Example:

#YMSG: **This is the error text displayed to end user if navigation to external applications have failed**

MESSAGE\_NAVIGATION\_FAILED=Navigation to this application is not supported

* Parameters used in a message/text, for example, to provide information about what type pf parameter is being passed

Example:

#XFLD,20: **This is the column label showing the following information: 0.Quantity Value 1.Unit of Measure**

QUANTITY\_INFORMATION={0} {1}

1. Segregate based on the files. This will help you find the context in which a text is being used

Example:

**#~~~~~~~~~~~~~~~~~~~~~~~~~ OtherStockInformation.fragment.xml ~~~~~~~~~~~~~~~~~~~~~~**

#XBUT,16: This is the Button inside OtherStockInformation Popup showing the following information: Close

CLOSE=Close

**#~~~~~~~~~~~~~~~~~~~~~~~~~ DocumentInformation.fragment.xml ~~~~~~~~~~~~~~~~~~~~~~**

#XFLD,30: This is the column label showing the following information: Stock in Transit

STOCK\_IN\_TRANSIT=Stock in Transit

1. Reuse the message key of a text if the same text is used more than once.
2. Quickly run a 2Q test to ensure that there are no hard-coded texts on the UI
3. Do not use the same message key to refer to different texts

Example

**STATUS**= Returnable Account Status

**STATUS** = Posting Document Status