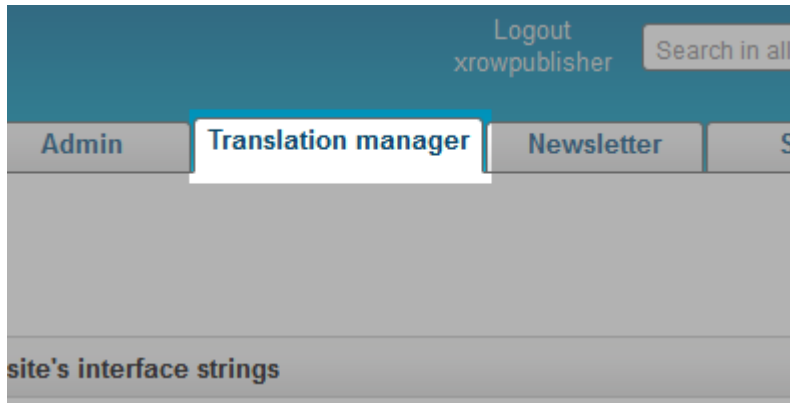
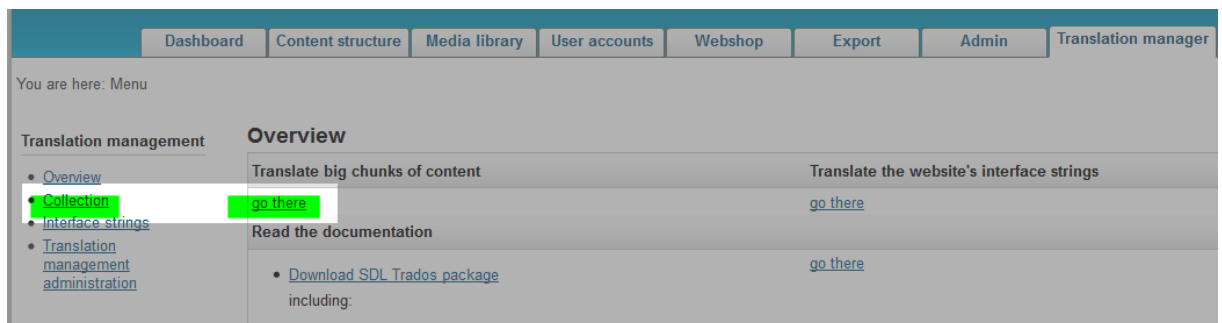


Step by step tutorial for Publishers

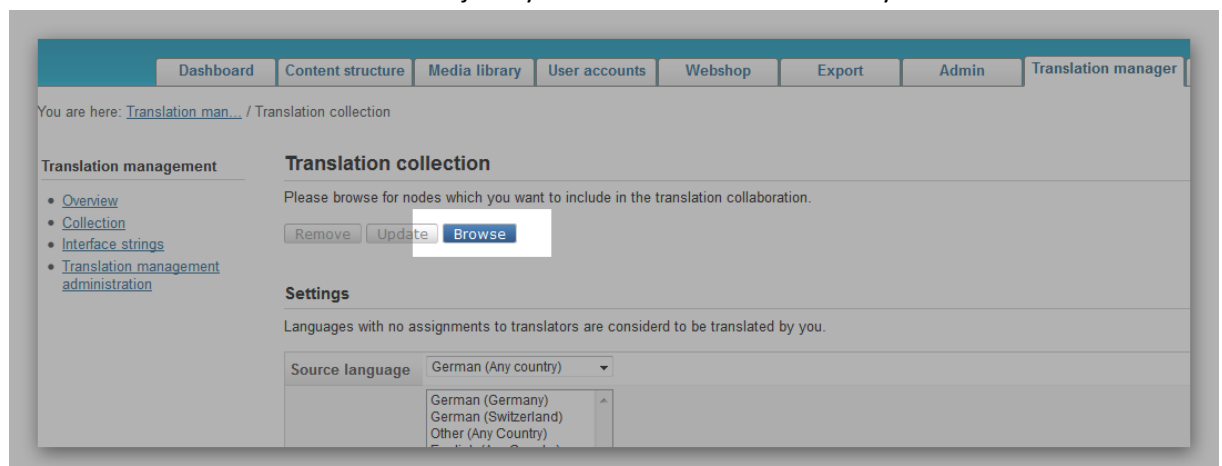
1. Publish an eZ object as usual or use later an already existing object
2. Access the Translation Manager interface



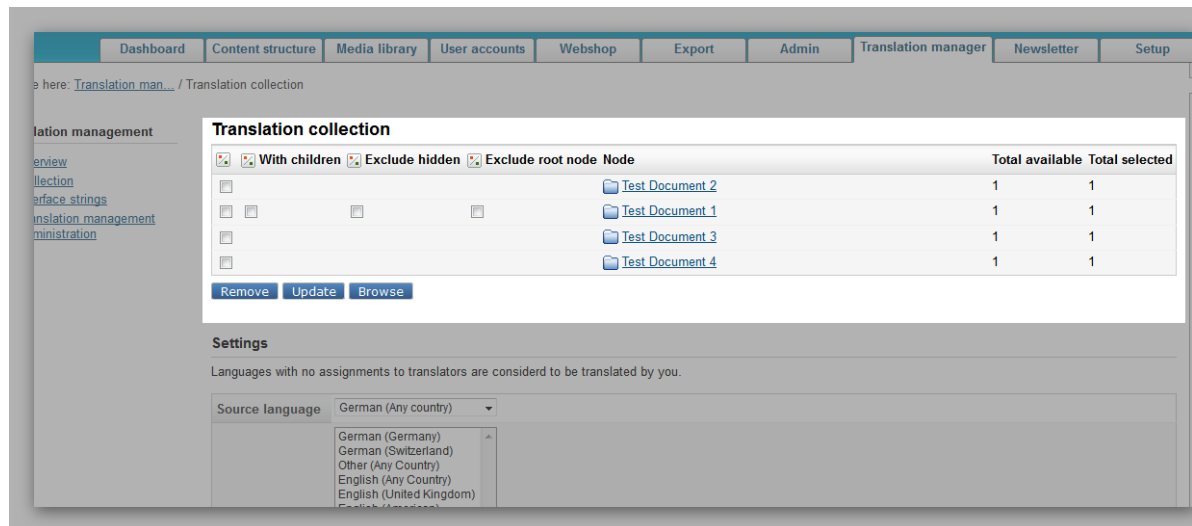
3. Navigate to the translation interface by clicking one of these links (see image)



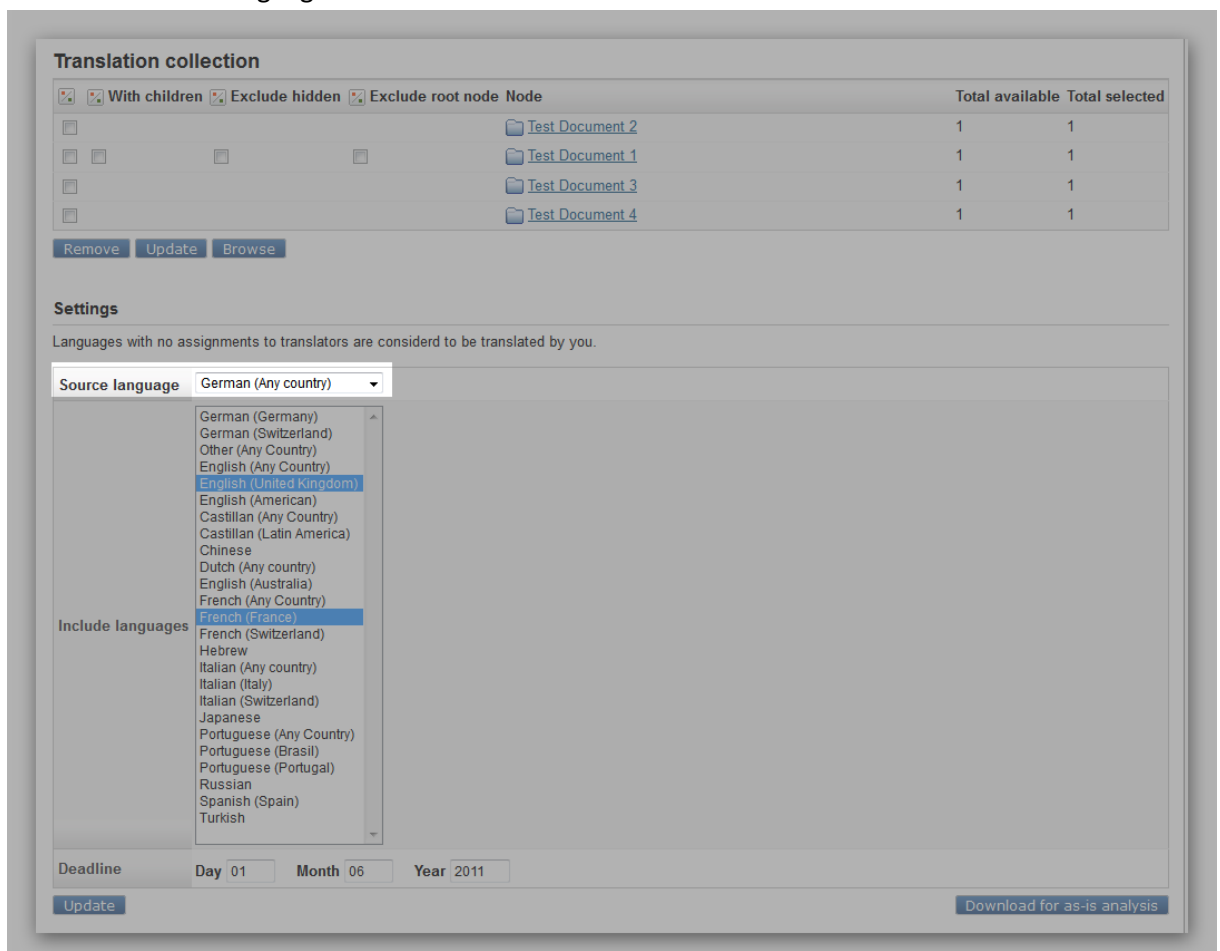
4. In the next window browse for the objects you want to have translated by the translators



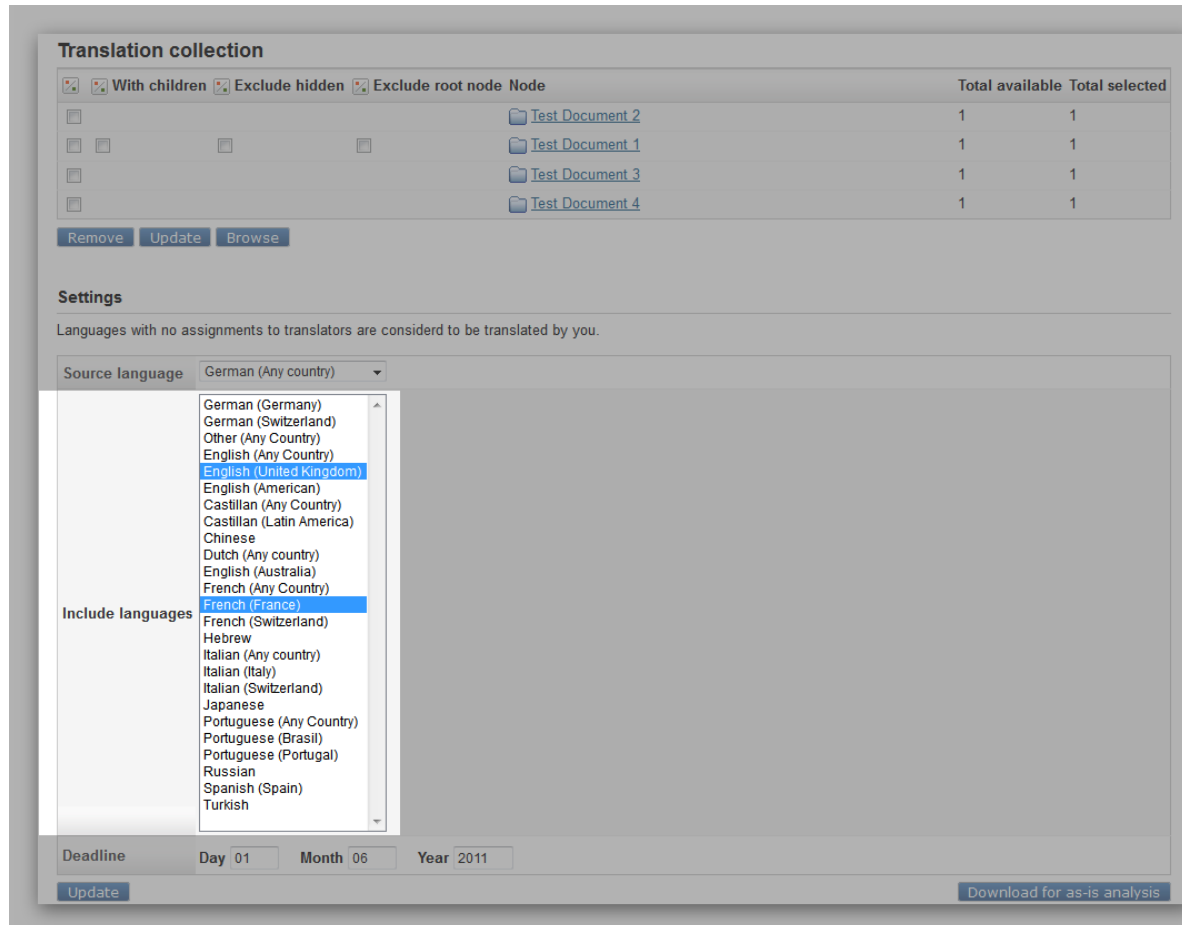
5. After you browsed and selected the items that should be translated you'll get back to the translation interface, which will look this way (see image).
 - a. You can refine your selection. When you select „with children“ also the objects under the selected node will be translated.
 - b. When you select „exclude hidden“ hidden nodes will not be translated.
 - c. When you select „exclude root node“ only the objects under the selected node will be translated, not the selected node
 - d. When you want to remove an item click the leftmost checkbox and press „Remove“



6. Select the source language of the items that should be translated



7. Select the language the objects should be translated to
 - a. You can select more than one language by pressing + clicking the desired language
 - b. Define a date until the translators and checkers should have finished their work



8. After selecting the languages the window will update and display a list of translators and checkers.
 - a. When the window does not refresh you can optional click „update“. (see orange circle on image in step 9)
9. Select in the Lists you see your desired translators and translation checkers. You can select one translator and checker for each language. Clicking the checkbox „Accept automatically“ will publish the object after the checker approved the translator’s draft. Leave it blank if you

later want to view, edit and accept the translation personally.

The screenshot shows a web-based translation management interface. At the top, a dropdown menu for 'Include languages' is open, listing various languages and regional variants. Below this, there are input fields for 'Day', 'Month', and 'Year' to set a deadline, with an 'Update' button. A section titled 'Translators and translation checkers' contains two columns for 'English (United Kingdom)' and 'French (France)'. Each column has a list of translators and a list of translation checkers, with checkboxes to select them. At the bottom, there is an 'Accept automatically' checkbox and a 'Translate' button.

Include languages

German (Germany)
German (Switzerland)
Other (Any Country)
English (Any Country)
English (United Kingdom)
English (American)
Castilian (Any Country)
Castilian (Latin America)
Chinese
Dutch (Any country)
English (Australia)
French (Any Country)
French (France)
French (Switzerland)
Hebrew
Italian (Any country)
Italian (Italy)
Italian (Switzerland)
Japanese
Portuguese (Any Country)
Portuguese (Brasil)
Portuguese (Portugal)
Russian
Spanish (Spain)
Turkish

Deadline

Day 01 Month 06 Year 2011

Update

Translators and translation checkers

	English (United Kingdom)	French (France)
Translators	<div>Björn Dieding xrow translator xrow translator 1 xrow translator 2</div>	<div>Björn Dieding xrow translator xrow translator 1 xrow translator 2</div>
Translation checker	<div>Nadine Seuffert L. S. xrow checker Björn Dieding</div>	<div>Nadine Seuffert L. S. xrow checker Björn Dieding</div>
Accept automatically	<input type="checkbox"/>	

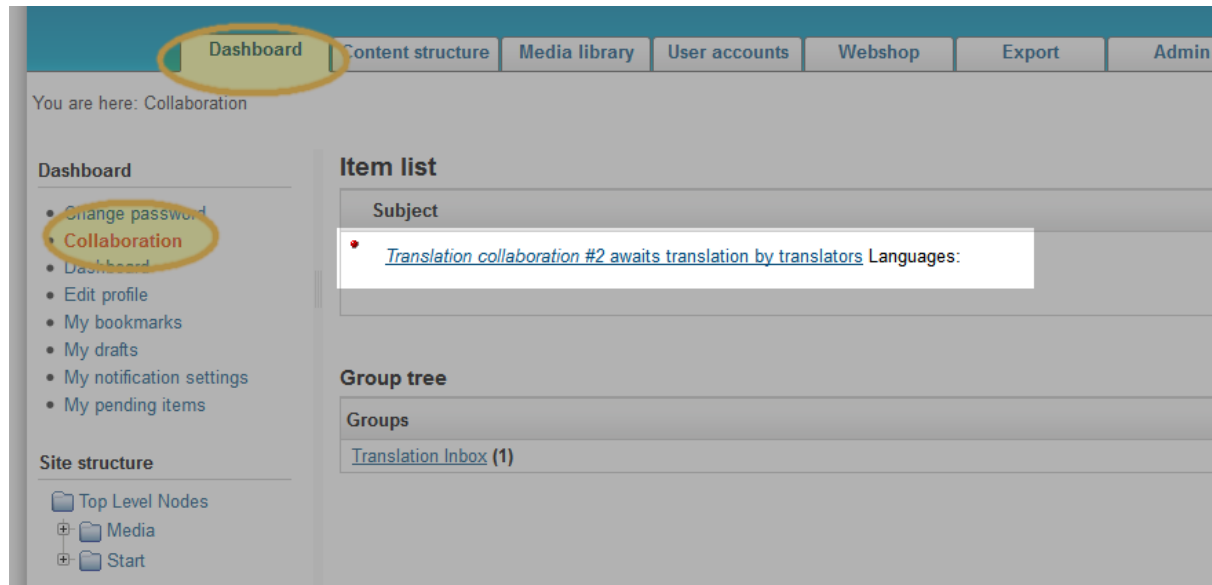
Translate

10. Click „Translate“ when you finished all selections.

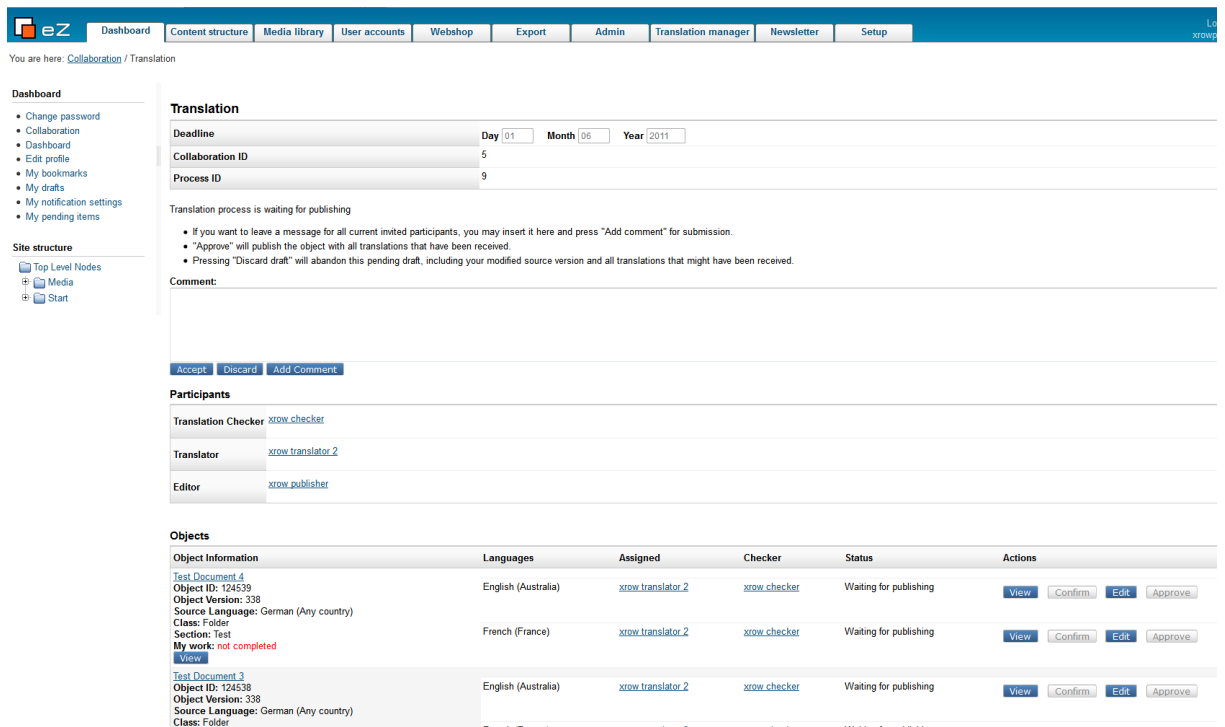
11. After clicking continue you can observe the translation status in the „collaboration interface“

- You can access it by clicking the tab „Dashboard“ at the top and then „Collaboration“ in the left menu (see orange circles in the image).

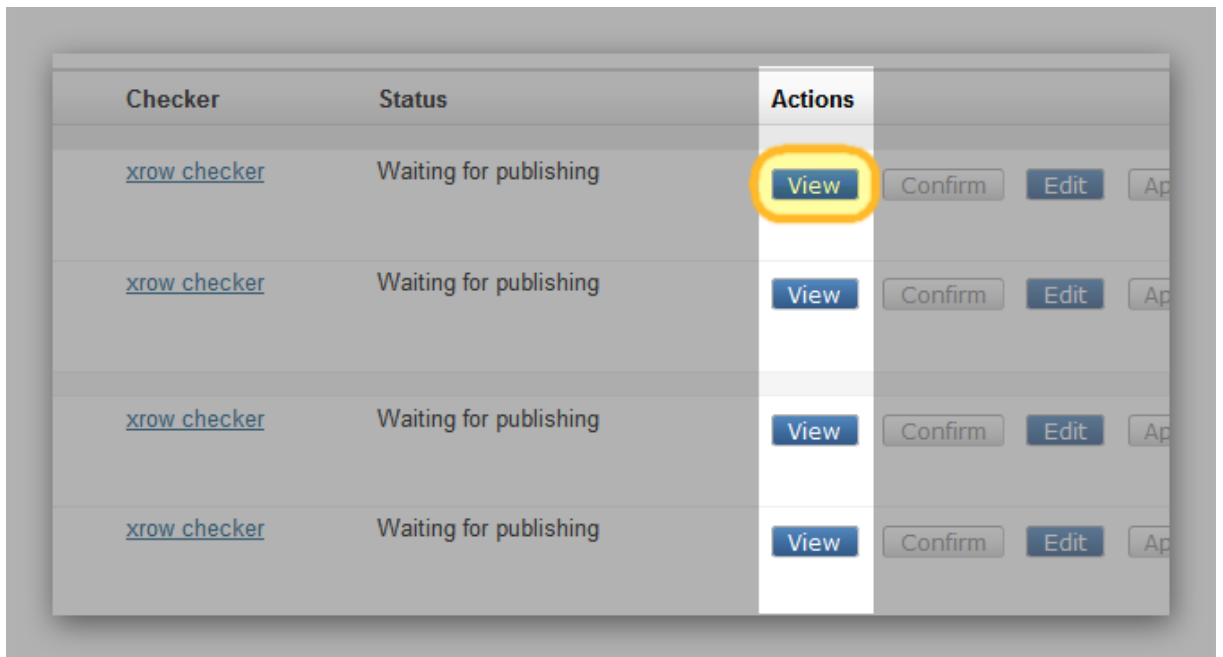
- b. Click the link „Translation collaboration (and so on)“ to get a more detailed overview.



12. Your work is done for the moment – You will get a new collaboration, when translators and translation checkers finished their work.
13. When you get your notification navigate to the interface by clicking the link of your new collaboration. (like image in step 11)
14. You will now get to this window.

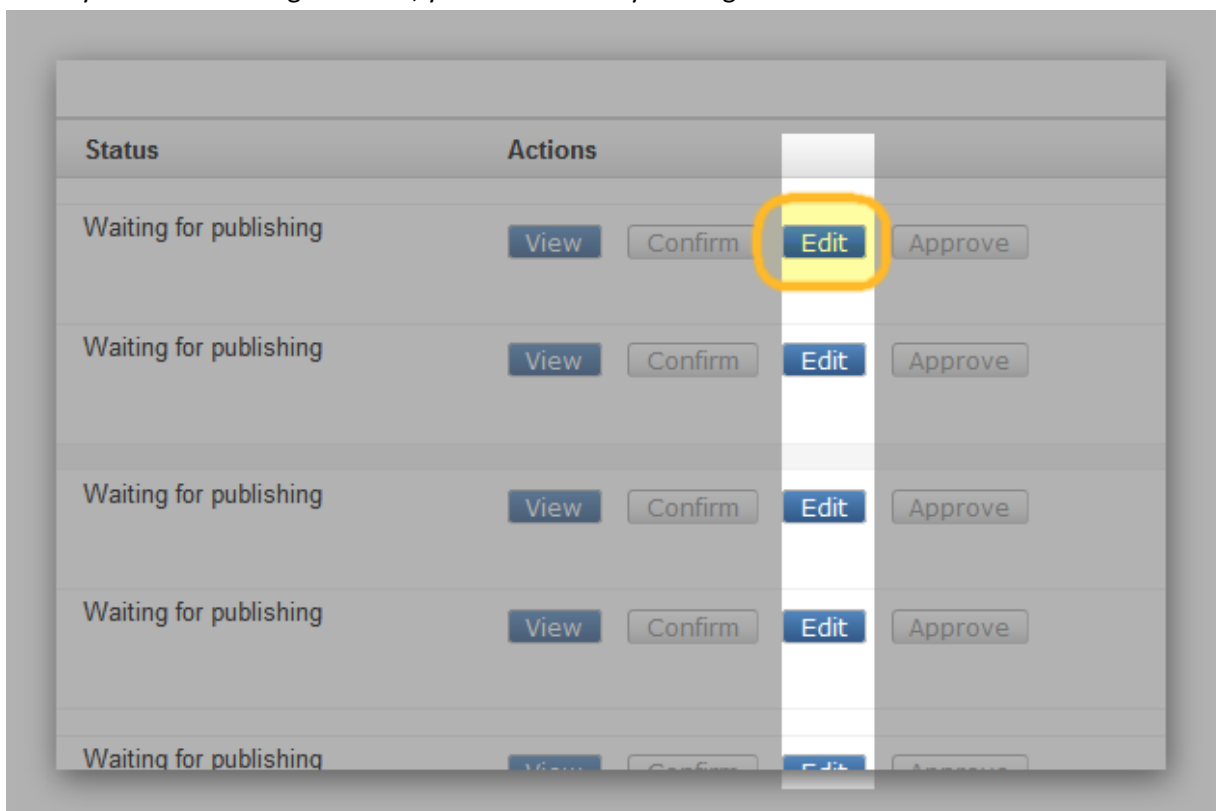


15. You can now view each item by clicking the View button. It will open in a new window, so you can close it when you examined the item.



Checker	Status	Actions
xrow checker	Waiting for publishing	View Confirm Edit Ap
xrow checker	Waiting for publishing	View Confirm Edit Ap
xrow checker	Waiting for publishing	View Confirm Edit Ap
xrow checker	Waiting for publishing	View Confirm Edit Ap

16. When you want to change an item, you can do this by clicking the edit button.



Status	Actions
Waiting for publishing	View Confirm Edit Approve
Waiting for publishing	View Confirm Edit Approve
Waiting for publishing	View Confirm Edit Approve
Waiting for publishing	View Confirm Edit Approve
Waiting for publishing	View Confirm Edit Approve

- a. Edit the object, click “Store draft and exit” and navigate back to the collaboration.
(see Step 11 a)

17. Repeat steps 15 and 16 for each line.
18. When all items are correct you can publish the translation by clicking “Accept”. Otherwise you can discard it by clicking “Discard”.
 - a. When you discarded the translations start again at step 1.
 - b. When you accepted it your items are published and your work is done!

Translation Checker	xrow checker
Translator	xrow translator 2
Editor	xrow publisher

Object Information	Languages
Test Document 4 Object ID: 124539 Object Version: 338	English (Australia)

Optional: You can leave all the time a message for all “Participants” you see in the participant list. Simply type in a message and press “Add Comment”.

The screenshot shows a web interface with a comment box and a participant list. The comment box is highlighted with a yellow border and contains the text "Type your message here |". Below the comment box are three buttons: "Accept", "Discard", and "Add Comment". The "Add Comment" button is also highlighted with a yellow border. Below the buttons is a section titled "Participants" which contains a table with one row: "Translation Checker" and a link "xrow checker".

- If you want to leave a message for all current invited participants, you may insert it here and press "Add Comment".
- "Approve" will publish the object with all translations that have been received.
- Pressing "Discard draft" will abandon this pending draft, including your modified source version.

Comment:
Type your message here |

Accept Discard **Add Comment**

Participants

Translation Checker	xrow checker
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