

# eZ Publish Translators Guide

This guide will explain the usage of the translation manager extension for the eZ publish content management system.

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## ***Short Introduction Into the eZ Publish Backend***

- [Login page](#)
- [Overview](#)

## ***Configuring SDL Trados***

If you are using the translation manager the first time, you will need to apply the Trados definition files to your Trados installation to properly display our XML output.

You can acquire a download package including the definition files at <http://admin.example.com/tm/download/trados>. The package itself is in the compressed format “tgz” ( tar + gzip ).

Inside the file you find two Trados settings file:

- “ez-translation.ini”: Translation of standard web pages
- “ez-gui.ini”: Translation of user interface string (e.g. web site buttons, etc.)

To setup this file with Trados go through the following steps:

1. Open the TagEditor
2. Select Tools > DTD Settings from the menu.
3. Press the “Add” button.
4. Select the “ez-translation.ini” file and confirm.
5. Repeat steps 3 and 4 for the “ez-UI.ini” file.

The setup is now complete.

## Receiving Email Notifications

In order to receive email notifications for translation jobs from the system, it is necessary to change your notification settings in eZ publish.

1. Login to the backend.
2. Select “My account”.
3. Select “My notification settings”.
4. Check the “Translation Checkbox” in the “Collaboration Notification” box
5. Press “Apply changes” to confirm.

**eZ publish** version 3.8.4

Search   ☐ All content ☐ Current location [Advanced](#)

[Content structure](#) [Media library](#) [User accounts](#) [Webshop](#) [Design](#) [Setup](#) **[My account](#)**

[Extract](#) [Admin](#) [Translation manager](#)

> Notification settings

**My account**

- [My drafts](#)
- [My pending items](#)
- [My notification settings](#)
- [My bookmarks](#)
- [Collaboration](#)
- [Change password](#)
- [My shopping basket](#)
- [My wish list](#)

**Edit mode settings**

Locations: on

**My notification settings**

☐ **Receive all messages combined in one digest**

**Receive digests**

☐ Daily, at

☐ Once per week, on

☐ Once per month, on day number

If day number is larger than the number of days within the current month, the last day of the current month will be used.

**Collaboration notification**

Choose which collaboration items you wish to get notifications for.

☐ Approval

☒ Translation

**My item notifications [0]**

You have not subscribed to receive notifications about any items.

**Current user**

xrow GbR

- [Change information](#)
- [Change password](#)
- [Logout](#)

**Bookmarks**   
**Clear cache** 

All caches

**Quick settings** 

- ☒ Debug output
- ☐ Debug redirection
- ☐ Template debug
- ☒ Inline template debug
- ☒ List of used templates
- ☒ SQL debug output

Siteaccess:

## Content Publishing

The publishing process involving the translators work  
Creation of new content in source language by the editor  
Translation by the translator  
Approval by a second translator or the translator him/herself  
Publishing of content in all languages

During the publishing process you will be notified via email that new content awaits your translation. That is time the editor has assigned you to translate new content in one or more target languages.

The email includes a link directly to the corresponding translation job in the eZ publish backend.

## Translation

To view your current active translation jobs that need your attention you will need to login into eZ publish. After you are logged in you need to go to “Dashboard” in the top navigation bar.

The following screen you see is the “Collaboration summary” which lists all open jobs in the system. Among those jobs you will probably find open translation jobs. For example: #2 hasn’t been translated yet. If you click on the link you will get to the full view of the translation collaboration.

The screenshot displays the eZ publish web interface. At the top, there's a blue header with a logo on the left, a 'Logout fr@ez.no' link, and a search bar labeled 'Search in all content'. Below the header is a navigation bar with tabs: 'Dashboard' (selected), 'Content structure', 'Media library', 'User accounts', 'Setup', 'Translation manager', and 'eZ Find'. The main content area has a breadcrumb 'You are here: Collaboration'. On the left, a sidebar shows a 'Dashboard' section with links: 'Change password', 'Collaboration' (highlighted), 'Dashboard', 'Edit profile', 'My bookmarks', 'My drafts', 'My notification settings', and 'My pending items'. Below this is a 'Site structure' section with a tree view showing 'Top Level Nodes', 'eZ', 'Media', and 'Users'. The main content area is divided into two columns. The left column has a heading 'Item list' and a table with two columns: 'Subject' and 'Date'. The table contains two entries: 'Translation collaboration #2 awaits your translation' (dated 23/03/2011 10:11 am) and 'Translation collaboration #1 was approved for publishing' (dated 23/03/2011 8:30 am). The right column has a heading 'Group tree' and a section titled 'Groups' containing 'Translation Inbox (1)' and 'Translation Archive (1)'.

Subject	Date
<a href="#">Translation collaboration #2 awaits your translation</a>	23/03/2011 10:11 am
<a href="#">Translation collaboration #1 was approved for publishing</a>	23/03/2011 8:30 am

**Group tree**


**Groups**

- [Translation Inbox \(1\)](#)
- [Translation Archive \(1\)](#)

In the translation collaboration screen you have the following options before you upload the translated XML file back into the system:

- Download the untranslated XML file for each target language.
- Upload the translated XML file for this translation job.
- Leave a comment for all participants. They will receive an email and they will also be able to see the message in this screen.

- The object list will show you if your work for each content object is completed or not. Additionally you can also open the translation interface that will give you an overview over each language you had been assigned to and the option to preview and confirm your translations. The preview option might be not available for every content object because of missing frontend design files.
- After you have uploaded your translations you need to confirm each single object or use the “confirm all” button.



Logout  
fr@ez.no

Search in all content

Dashboard
Content structure
Media library
User accounts
Setup
Translation manager
eZ Find

You are here: [Collaboration](#) / Translation

### Dashboard

- [Change password](#)
- [Collaboration](#)
- [Dashboard](#)
- [Edit profile](#)
- [My bookmarks](#)
- [My drafts](#)
- [My notification settings](#)
- [My pending items](#)

### Site structure

- Top Level Nodes
  - eZ
  - Media
  - Users

## Translation

Deadline

Day 30

Month 03

Year 2011

Collaboration ID

2

Process ID

2

A content object collection awaits translation before it can be published.

- If you want to leave a message for all current invited participants, you may insert it here and press "Add comment" for submission.
- "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 and all translations that might have been received.
- The content objects need your translation before it can be published.

Comment:

Approve

Discard draft

Add Comment

German

Download

Translation file:

Durchsuchen...

Upload

### Participants

Translator

[Florian Röllig](#)

### Objects

Object name	Section	Class	Your work	Language	Status	Options
<a href="#">Presales Consultant</a>	Standard	Article	not completed	German	Untranslated	<a href="#">Translation Interface</a>
<a href="#">Careers</a>	Standard	Sub category	not completed	German	Untranslated	<a href="#">Translation Interface</a>
<a href="#">Privacy</a>	Standard	Sub category	not completed	German	Untranslated	<a href="#">Translation Interface</a>
<a href="#">Management Team</a>	Standard	Sub category	not completed	German	Untranslated	<a href="#">Translation Interface</a>
<a href="#">Contact Information</a>	Standard	Sub category	not completed	German	Untranslated	<a href="#">Translation Interface</a>

German

Confirm all

When you have pressed the button “Translation Interface” you can see a screen with following options which will give you an overview over each object and its translation assigned to you:

- View the object in source language.
- View the object in selected target language.
- Confirm translation of the object for selected language.

After upload and confirmation of your translations the status for each object has turned to “confirmed” and your work status is “completed”. You have now successfully translated one or more content objects. You may logout now and wait for your next assignment.

### ***Approval***

The approval process is very similar to the Translation process. Once a Translation has been confirmed the workflow could lead into an approval event where a second translator has to approve all translation that has been done by the first translator.

### ***End***

In the end when the first translators confirmed and the second approved the work. The items are send back to the editor or directly to publishing.

## ***Glossary***

### **eZ Publish**

An enterprise content management system

### **Content Object / Object**

A container defined by a certain definition that holds information and assets.

### **Translation manager**

An eZ publish extension which optimizes the translation workflow and integrates SDL Trados for translation.