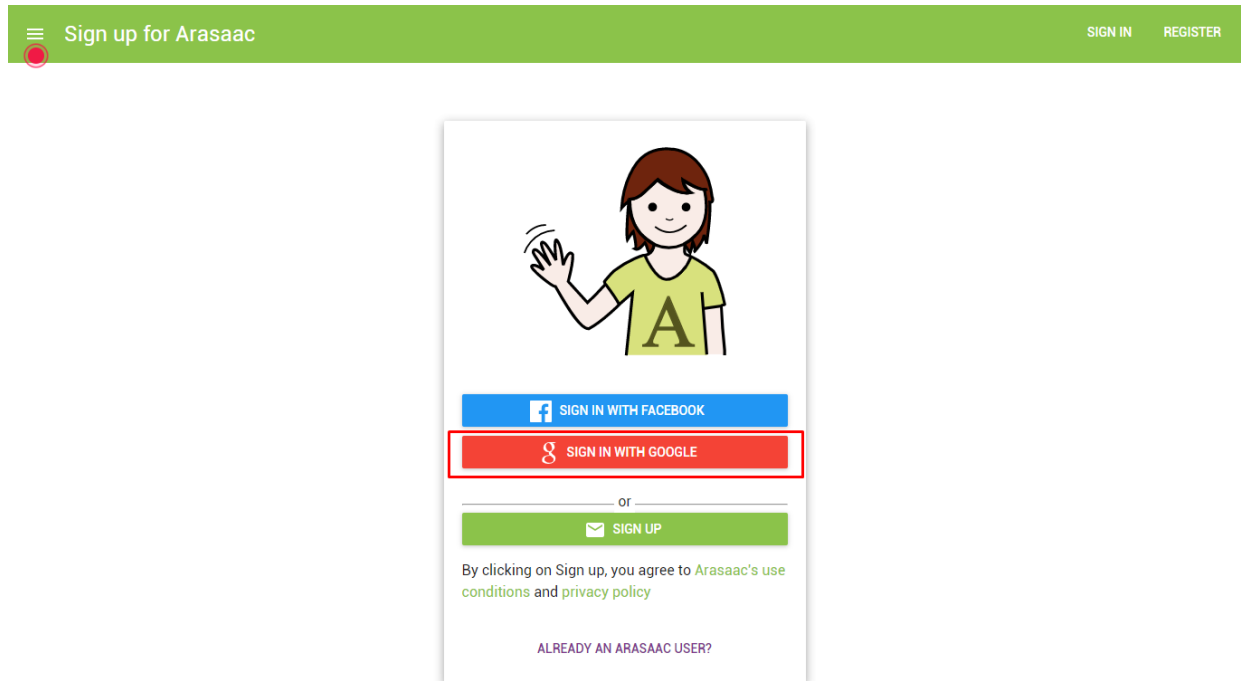


PICTOGRAMS TRANSLATOR MANUAL

1. REGISTER

In order to translate in ARASAAC it is necessary to have a user in our platform. We enter <https://beta.arasaac.org/register> and register with our Google account (or Facebook) by clicking on the button **SIGN IN WITH GOOGLE**.



The image shows the top part of the registration page. At the top is a green header bar with a hamburger menu icon, the text "Sign up for Arasaac", and links for "SIGN IN" and "REGISTER". Below the header is a white box containing a cartoon character with a large 'A' on their shirt. Under the character are three buttons: "SIGN IN WITH FACEBOOK" (blue), "SIGN IN WITH GOOGLE" (red, highlighted with a red border), and "SIGN UP" (green). Below these buttons is a link "ALREADY AN ARASAAC USER?".

We can also register using another email account by clicking on **SIGN UP** (CREATE ACCOUNT).



The image shows the registration page with the "SIGN UP" button highlighted with a red border. A red arrow points from this button to a registration form on the right. The form has a green header bar with a hamburger menu icon and the text "Sign up for Arasaac". Below the header are three buttons: "SIGN IN WITH FACEBOOK" (blue), "SIGN IN WITH GOOGLE" (red), and "SIGN UP" (green, highlighted with a red border). Below these buttons is a link "ALREADY AN ARASAAC USER?". The registration form on the right has a white background and contains the following fields: "Name" (with the placeholder "Translator name"), "Email" (with the placeholder "translator@email.com"), "Password" (with a masked password "*****"), "Company (optional)", "Website (optional)", and a "SIGN UP" button (green, highlighted with a red border). Below the form is a link "ALREADY AN ARASAAC USER?".

In this case you will receive an email to activate the account.

2. SEND US AN EMAIL

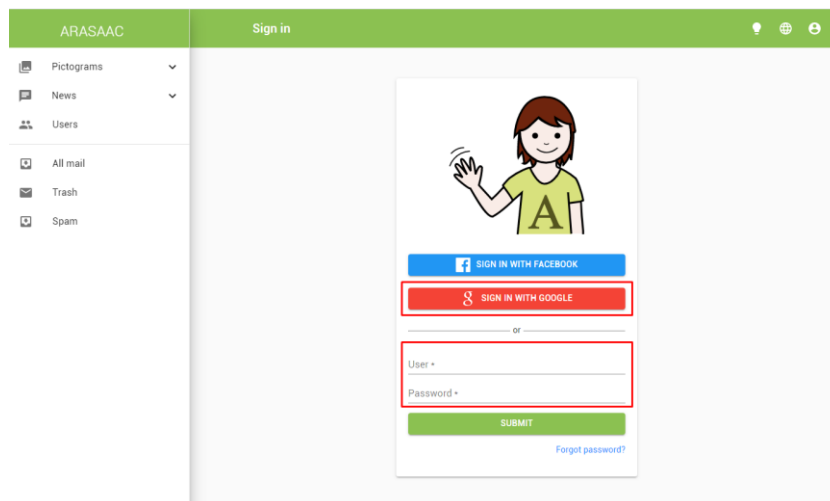
Send us an email to arasaac@gmail.com indicating us your name and surname, the email with which you have registered and what language you are going to translate in order we can give you translator permissions for this language.

3. EMAIL CONFIRMATION

Once we have given you translator permissions we will confirm it via email.

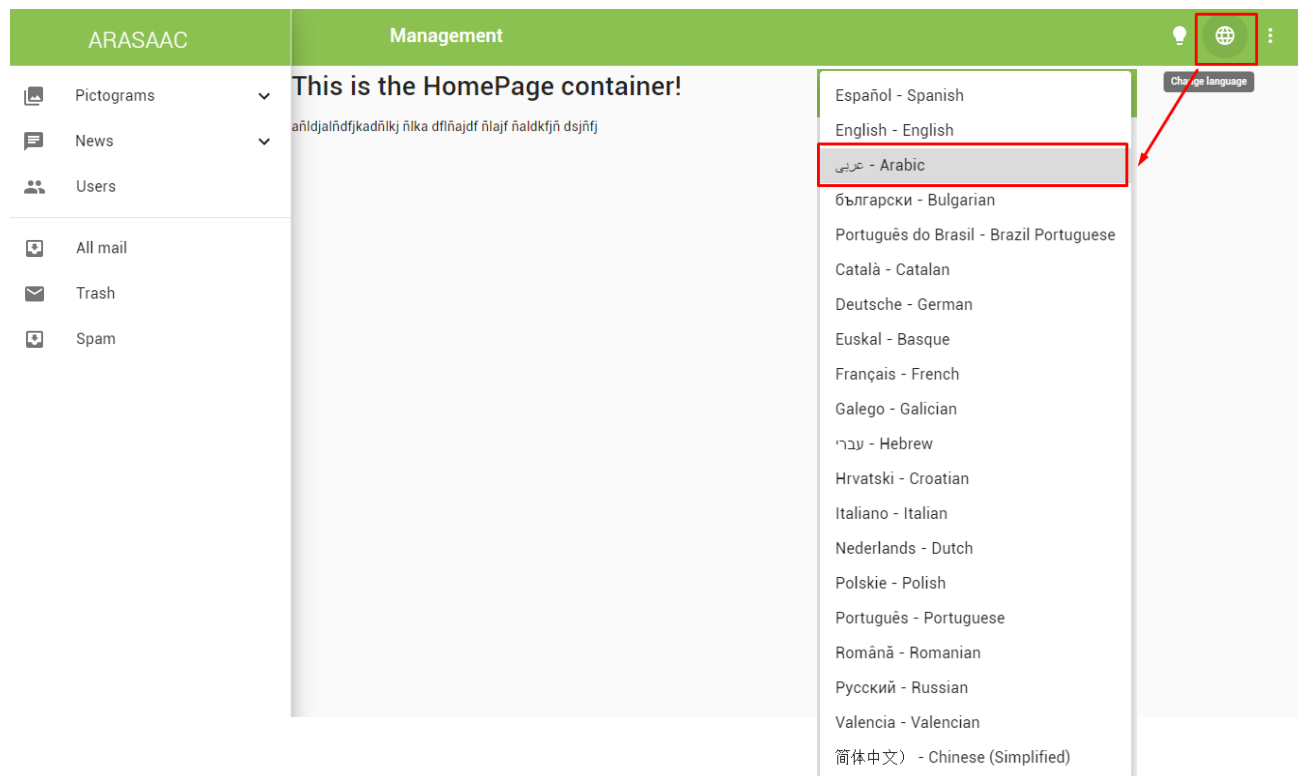
4. ACCESS AS A TRANSLATOR TO ADMINISTRATION PANEL

We access to the webpage <https://admin.arasaac.org/> with the Google user account or with the email and password with which we have registered.



5. CHANGE THE LANGUAGE TO TRANSLATE

First of all, we must change the language and select our “objective” language (the one we are going to translate). To do this, click on the language selector and select the corresponding one in the list.

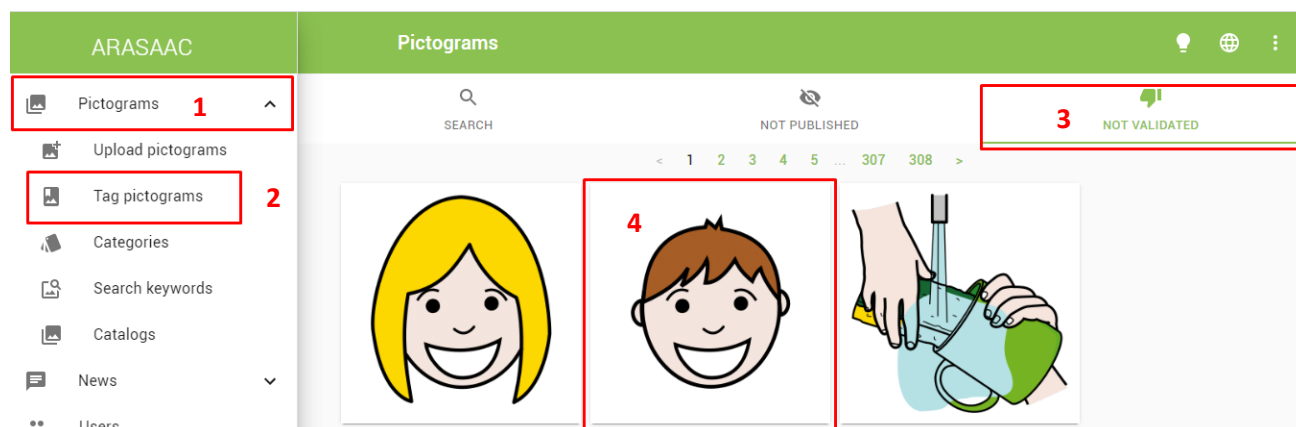


6. ACCESS TO THE PICTOGRAM CATALOG

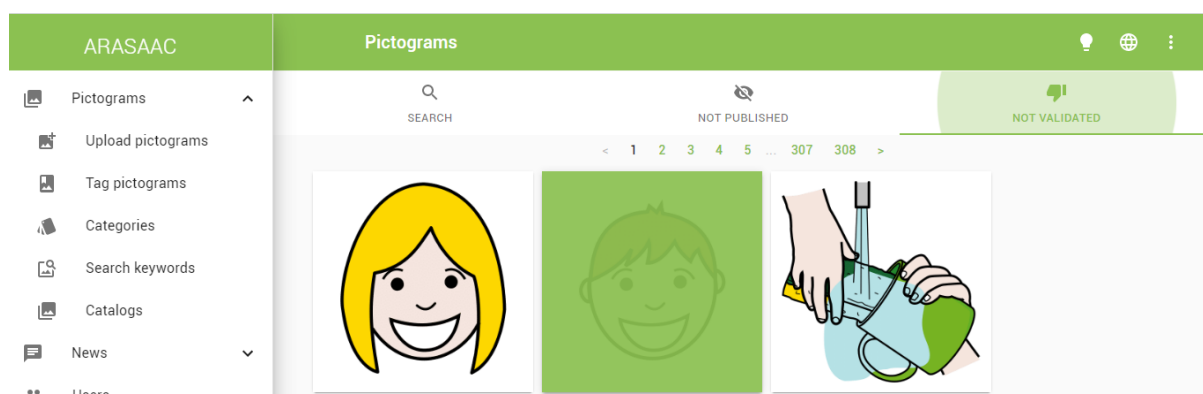
To catalog those new pictograms that need translations or to validate those that already have previous translations we go to: **(1) Pictograms**, **(2) Tag Pictograms**. Three tabs appear:

- **Search:** To search pictograms by keyword or id.
- **Not published:** The list of pictograms that, for some reason, are not yet accessible to the public (for example a series of pictograms that are being prepared for some type of event) but can be cataloged.

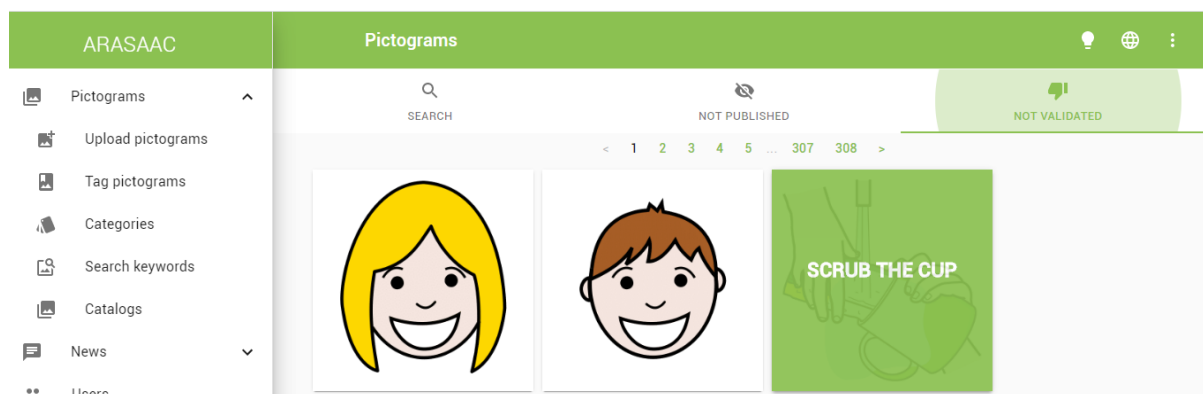
Not validated (3): All pictograms that have not yet been translated or revised. Mainly it will be the tab that most interests as a translator. The first to appear will be the most recent.



If we place the mouse on top of the pictogram we can see if it has or not a word assigned to it. As we can see, the smiling child has no word assigned so he will need us to add translations (words in your language).

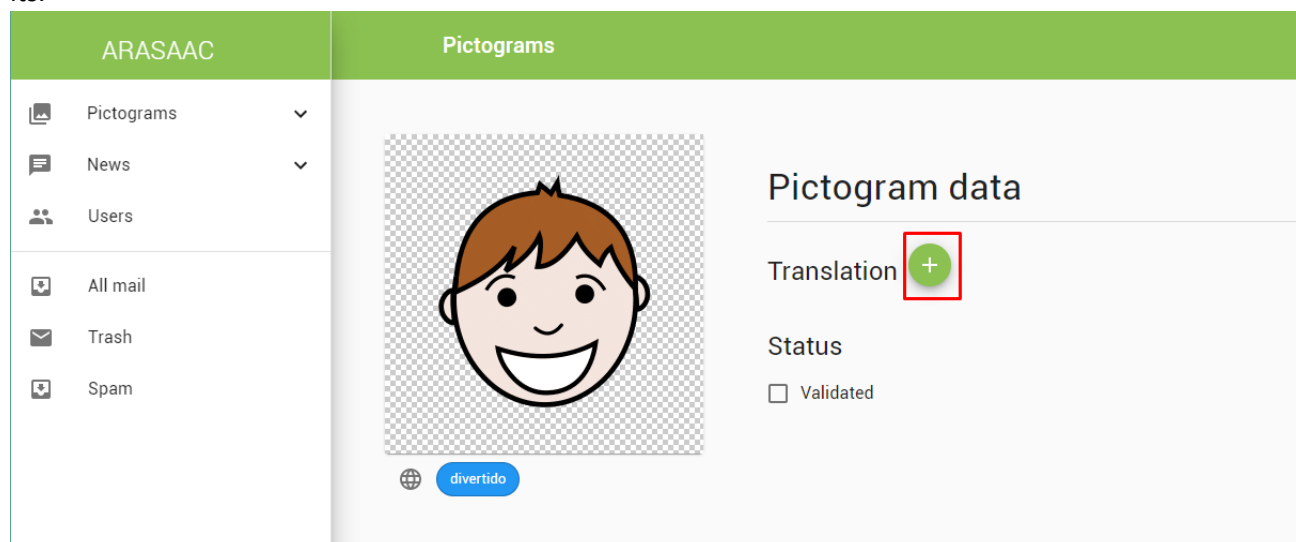


On the other hand, in the following pictogram, if we place the cursor over it, we see that the word “scrub the cup” has been added, so it’s a pictogram that we have to review the translations added and validate it.



7. ADD WORDS (TRANSLATIONS) TO A NEW PICTOGRAM AND VALIDATE IT.

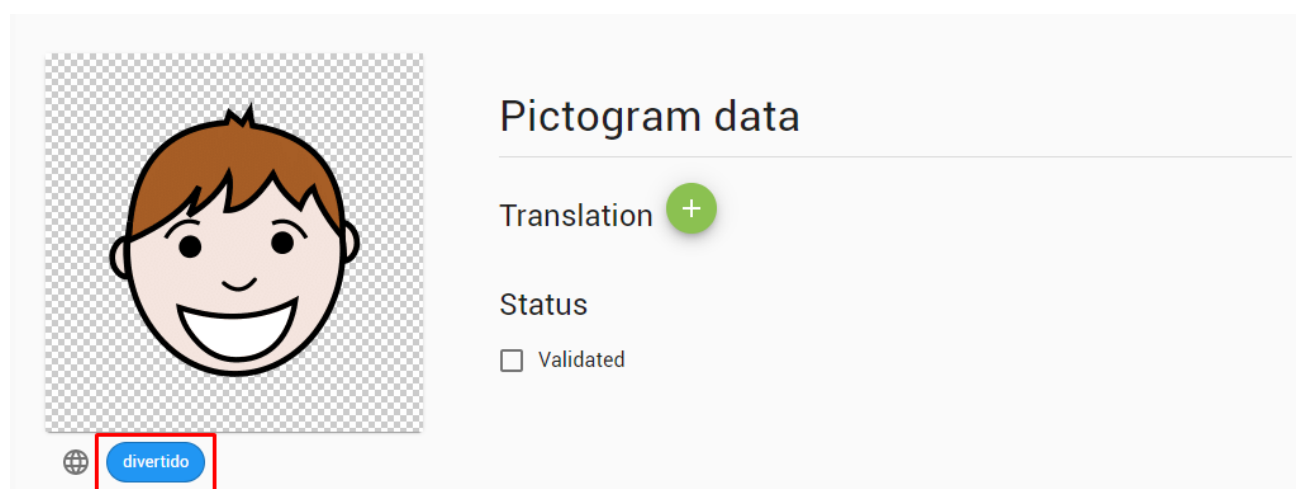
When we add a new picto to ARASAAC it is necessary to add the words that correspond to it in your language. To do this, click on the "+" sign. In this case we take the smiling children and click on it to access its.



Next we add the word or words that it needs. Click on the "+".

As "help" to the translation under the pictogram we can see the words that have been added in other languages. It is only a help (never must condition the number of translations that you must add in your).

In this case, when you translate in English, the system suggests words in Spanish. Clicking on the world ball we can see the translations in other languages.



In addition to the words, these appear colored to indicate the type of word:

1. Yellow: proper names
2. Orange: common names
3. Green: verbs
4. Blue: adjectives and adverbs
5. Rosa: Social Content
6. White: Miscellaneous

As a general rule we must add the words that the pictogram needs and that are most frequently used in the language. It is interesting that you respect the type of suggested words. If in English or Spanish (which are the main languages) the pictogram only has descriptive words (adjectives in this case) we will only translate the pictogram with adjectives in our language. Anyway, could be some mistakes in English/Spanish or if you have some doubts write us to arasaac@gmail.com and comment us.

First we add "fun" and put as a type of word "Descriptive (adj or adv)". We do not have a save button since all the changes made are "autosaved"

The screenshot shows the ARASAAC Pictograms application. On the left is a sidebar with navigation options: Pictograms, News, Users, All mail, Trash, and Spam. The main area displays a pictogram of a smiling boy's face with the word "divertido" below it. Under the heading "Pictogram data", there is a "Translation" section. It contains a table with two columns: "Word" and "Type of word". The first row has "fun" in the "Word" column and "Descriptive (adj or adv)" in the "Type of word" column. To the right of each row are two green circular buttons: one with a plus sign (+) and one with a trash can icon.

Word	Type of word
fun	Descriptive (adj or adv)

Click on the "+" again to add a new word (a new line appears)

This screenshot shows the same interface as the previous one, but with an additional empty row added to the "Translation" table. The first row remains "fun" and "Descriptive (adj or adv)". The second row has empty fields for "Word" and "Type of word". The plus (+) and trash can buttons are still present to the right of each row.

Word	Type of word
fun	Descriptive (adj or adv)

We add "funny"

The final screenshot shows the "Translation" table with two entries. The first row is "fun" and "Descriptive (adj or adv)". The second row is "funny" and "Descriptive (adj or adv)". Below the table, there is a "Status" section with a checkbox labeled "Validated" which is currently unchecked. The plus (+) and trash can buttons are visible to the right of each row.

Word	Type of word
fun	Descriptive (adj or adv)
funny	Descriptive (adj or adv)

Status
☐ Validated

In this case, being an adjective in English does not have a plural or feminine/masculine but if in your language has a plural we will add it in the "Plural word" field. If the word has masculine/feminine we add a new line (for feminine or masculine).

Important! We must not forget to add or check the type of word that corresponds according to the color classification:

1. Proper name (yellow color): includes proper names and pronouns
2. Common name (orange color): nouns
3. Verbs (green color)
4. Descriptive (blue color): adjectives and adverbs
5. Social Content (pink color): phrases made, courtesy formulas, questions, expressions,....
6. Miscellaneous (white color): includes numbers, alphabet, prepositions,...

Finally when we consider that the pictogram is well cataloged (we will always review it) and has the appropriate words click on "Validated".

The screenshot shows the ARASAAC Pictograms interface. On the left is a sidebar with navigation options: Pictograms, News, Users, All mail, Trash, and Spam. The main area displays a cartoon face of a boy with brown hair and a wide smile. Below the face is a blue button labeled 'divertido'. Underneath is the section 'Pictogram data'. In the 'Translation' section, there are two rows of data. The first row shows the word 'fun' with the plural 'fun' and the type 'Descriptive (adj or adv)'. The second row shows the word 'funny' with the plural 'funny' and the type 'Descriptive (adj or adv)'. To the right of each row are two green buttons: a plus sign and a trash can. At the bottom, under the 'Status' section, there is a checkbox labeled 'Validated' which is checked and highlighted with a red border.

8. VALIDATE THE TRANSLATIONS AND ADD PLURALS TO THE PICTOGRAM

In case that the pictogram already has previous translations we should review them:

1- If some translation is not necessary, we will delete it by clicking on the trashcan on the right. For example, if in the suggested translations in English or Spanish we see that it is only translated as an adjective and the pictogram has some translation as a noun we will delete it. In this case, "weather" is a common name because in Spanish there is only the adjective "vestoso" (windy).



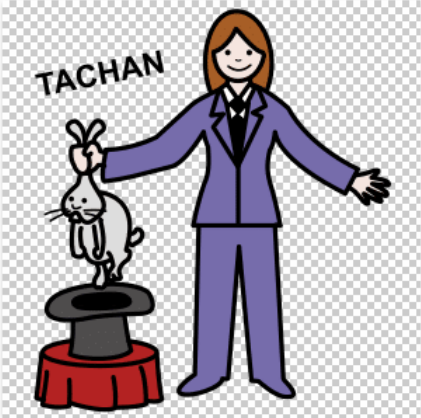
ventoso

Pictogram data

Translation		
Word	Plural word	Type of word
windy		Descriptive (adj or adv)
Word	Plural word	Type of word
weather		Common name

If any translation corresponds to a word that is rarely used, we can also delete it.

2- If the translation supports plural we will add it since, in this way, we can show the pictogram with the plural sign added in the public part of the portal.



maga

Pictogram data

Translation		
Word	Plural word	Type of word
magician	magicians	Common name

3- If we consider that the pictogram is already correctly translated and we have added the needed plurals, we will proceed to validate it (checking Validated checkbox). This will serve us, as translators, to know what pictograms are already fully translated and we don't want that appear in the tab "Not Validated".

ARASAAC

Pictograms

Upload pictograms

Tag pictograms

Categories

Search keywords

Catalogs

News

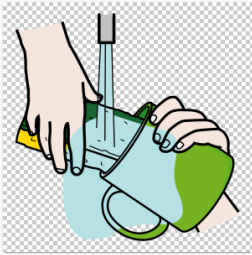
Users

All mail

Trash

Spam

Pictograms



fregar la taza

Pictogram data

Translation

Word

scrub the cup

Plural word

Type of word

Verb

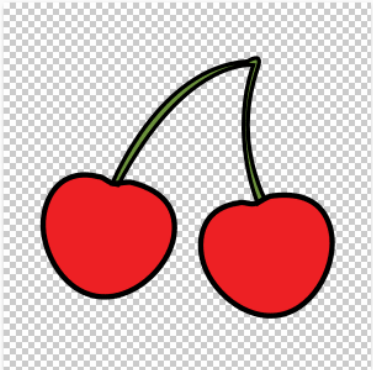
Status

☒ Validated

APPENDIX

PLURAL PICTOGRAM

If a pictogram already represents a plural concept (like this one of cherries) we must translate the pictogram already in the plural and don't write anything in "plural word". Anyway, in English or Spanish usually are translated correctly.



cerezas

Pictogram data

Translation

Word

cherries

Plural word

Type of word

Common name