

# **How to prepare DITA content for localization**



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# Chapter 1. Writing with localization in mind

## Translation-friendly text

Learn a few tips to make your text easier to translate and less likely to cause translation errors.

### Clarity

A text that is easy to understand is usually also easier to translate. To make your writing clearer, use these tips:

- Avoid overly long sentences and paragraphs.
- Repeat important words to avoid misunderstanding.



~~If the shaft of your wand breaks, you can get a new **one** online.~~



If the shaft of your wand breaks, you can get a new **wand** online.

- Don't describe more than one action in a sentence unless writing about strictly related actions.
- Use words such as "and," "then," "but," "a," "the," "this," and "that" to make your message clear.

### Grammar

You can make your text easier to understand by using certain grammatical forms. To make your writing clearer, follow these rules:

- Express actions with verbs, not nouns.



~~Applying excessive force can lead to **rupture** of your wand.~~



If you apply excessive force, your wand can **break**.

- Use active voice.

- Split clusters of nouns into smaller logical units.



~~magic wand cleaning center~~



center for cleaning magic wands

## Formating

Search your text for unintended linebreaks and punctuation marks (such as periods in place of commas). Translation tools may misinterpret such characters and split sentences into separate units. This can lead to translation errors and inconsistencies.

Avoid using pagebreaks and empty lines to layout your document. The same content can have a different volume in different languages.



### Important:

When localizing a DITA project, always send the translators your source files rather than the output (such as PDF or HTML files).

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### Related information

[Localization-friendly images \(on page 4\)](#)

[Project structure \(on page 6\)](#)

## Non-translatable content

Learn about types of content that you may wish to leave untranslated.

### Types of non-translatable content

When you plan the localization of your project, it is important to identify content that should be left untranslated. Here are a few examples of such content:

- proper names, such as brand names
- contact details
- code blocks
- UI text (if the UI is not localized)
- legal text (may need to be handled separately)

**Tip:**

You can use [glossaries \(on page 3\)](#) to identify content that must be left untranslated.

## UI text

If your project contains references to UI text, it is important to consider whether the UI is translated and if so, into which languages. If the UI is not localized, you should instruct translators on how they should approach UI text. For example, you may want them to provide a translation in brackets.

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### Related information

[Localization-related attributes \(on page 8\)](#)

[Localization-friendly images \(on page 4\)](#)

[Glossaries \(on page 3\)](#)

## Glossaries

Learn the benefits of using glossaries in your localization process.

### Consistency

Glossaries are the easiest way to improve consistency of translated text. Different translators (or even the same translator at different times) can translate the same term in various ways. Giving them a glossary of approved translations can increase the consistency of terminology in one project or different projects concerning the same product.

**Note:**

Most CAT tools enable automatic terminology checks to ensure a translator has used terms from the glossary. Although such checks are less useful in languages in which the same word can have various grammatical forms .

### Non-translatable text

Glossaries can also specify text that should not be translated, such as brand names.

### Forbidden terms

If you don't want a given term to be translated in a particular way, a glossary is also a good place to specify that. For example, the word "pacemaker" can be translated into Polish as "rozrusznik", but you may want translators to use the less colloquial "stymulator" instead.

## Context

Glossaries can also provide context for each term, such as its definition.

## Format

Glossaries (called term bases) can be developed directly in a CAT tool. Most CAT tools have their own term base format, but you can use a universal format called TermBase eXchange (TBX) to exchange term bases between different tools.

You can also prepare a glossary as a CSV file in a spreadsheet editor and then import it into a CAT tool.

Figure 1. A simple bilingual glossary developed in a spreadsheet editor

	A	B
1	<b>English</b>	<b>Polish</b>
2	curse	klątwa
3	magic	magia
4	magic wand	magiczna różdżka
5	spell	czar
6	spell book	księga czarów
7	wand	różdżka
8	wizard	czarodziej

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### Related information

[Non-translatable content \(on page 2\)](#)

## Localization-friendly images

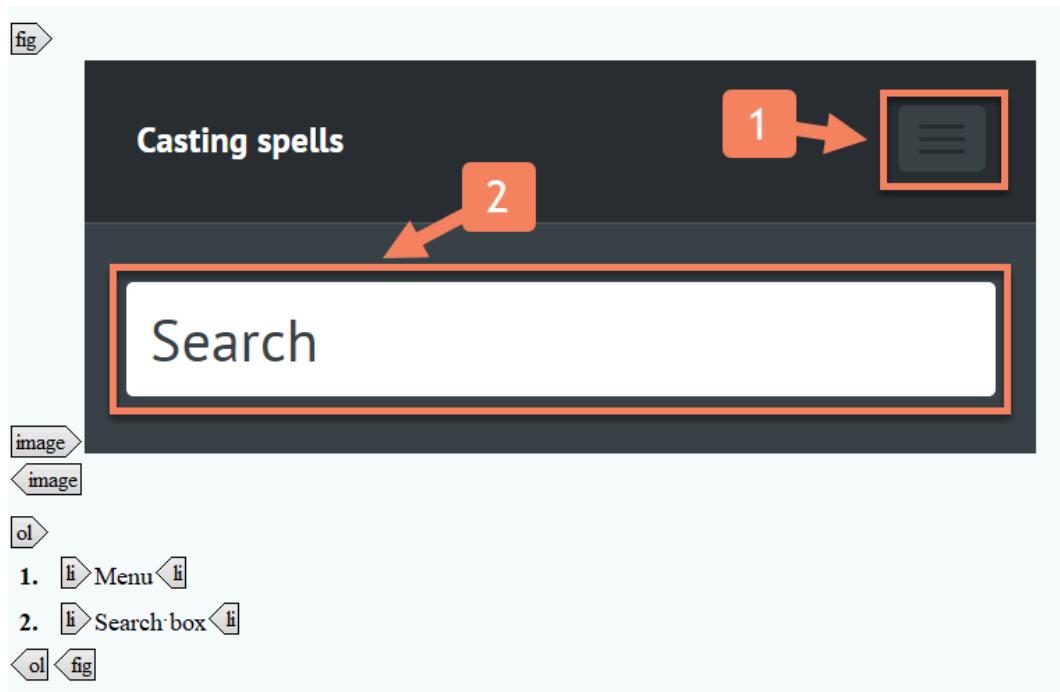
Learn a few tips to make images in your project easier to localize.

### Image format

If your images contain text that needs to be localized, avoid using bitmaps, such as JPG or PNG files. Instead, use SVG files. Most CAT tools can translate text embedded in SVG files.

### Callouts

To simplify the localization process, avoid using descriptions within images. Instead, use numbered callouts and explain them under the image.SS



## UI screens

If your documentation contains user interface (UI) screens, it is important to consider whether the UI is going to be localized. You may need to plan for additional steps to prepare UI screens in target languages.

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### Related information

[Translation-friendly text \(on page 1\)](#)

[Non-translatable content \(on page 2\)](#)

# Chapter 2. Preparing content in oXygen

## Project structure

Learn how to organize your project to make localization easier.

### Folder structure

A logical folder structure will make localization easier. Do not keep all your files in one folder. Instead, create separate folders for your topics, images, and other content.



#### Tip:

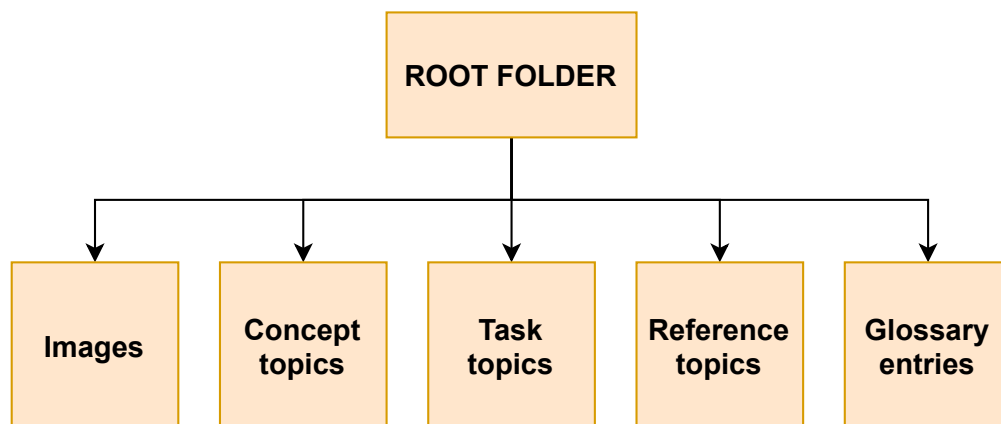
To avoid publishing problems, always store your DITA maps at a level above your topics and images.

### Prefixes vs. folders

It is common practice to prefix topic names with "c\_", "t\_", "r\_" and "\_g" for concepts, tasks, references, and glossary entries, respectively. For example:

- **c\_magic\_wand.dita**
- **t\_how\_to\_cast\_a\_spell.dita**
- **r\_wand\_specifications.dita**
- **g\_wand\_shaft.dita**

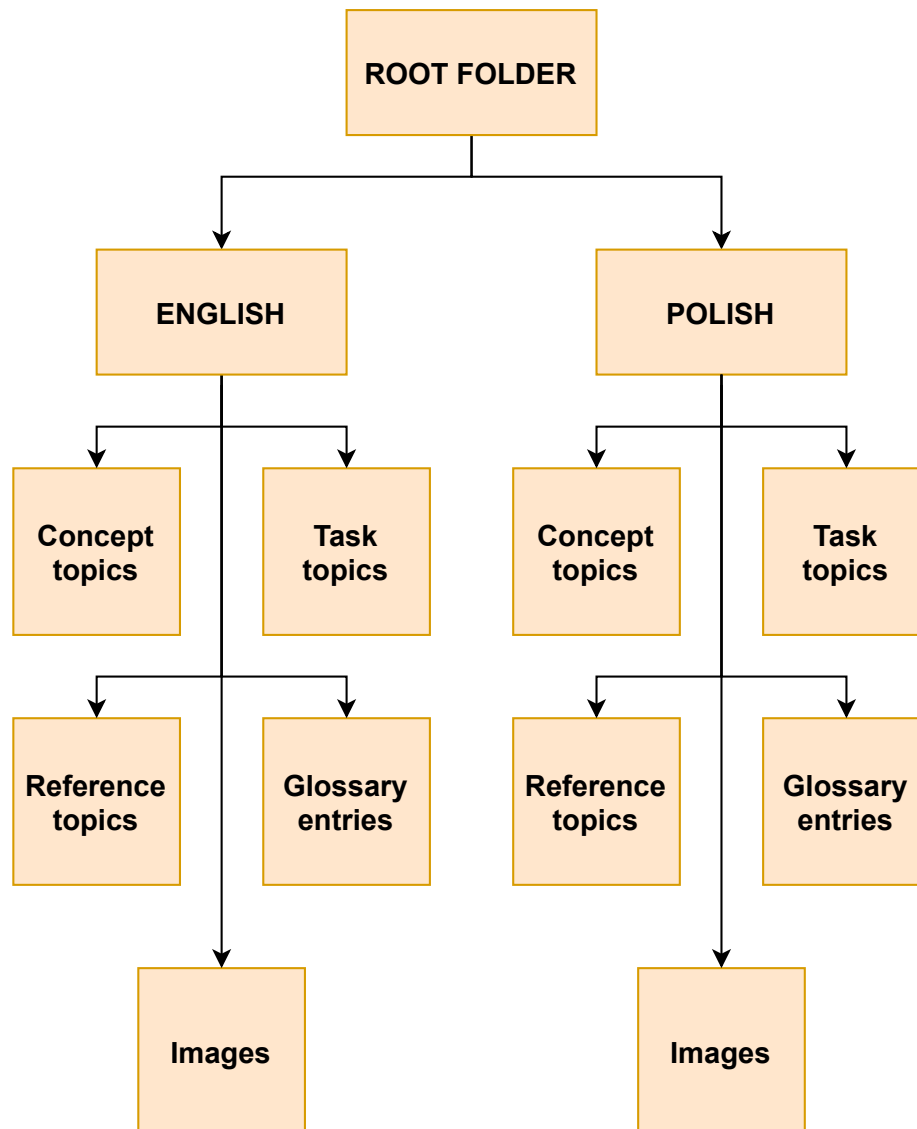
For larger projects, it may be useful to create separate folders for topics of each type (that is concepts, tasks, references, and glossary entries). This will make managing the project easier.





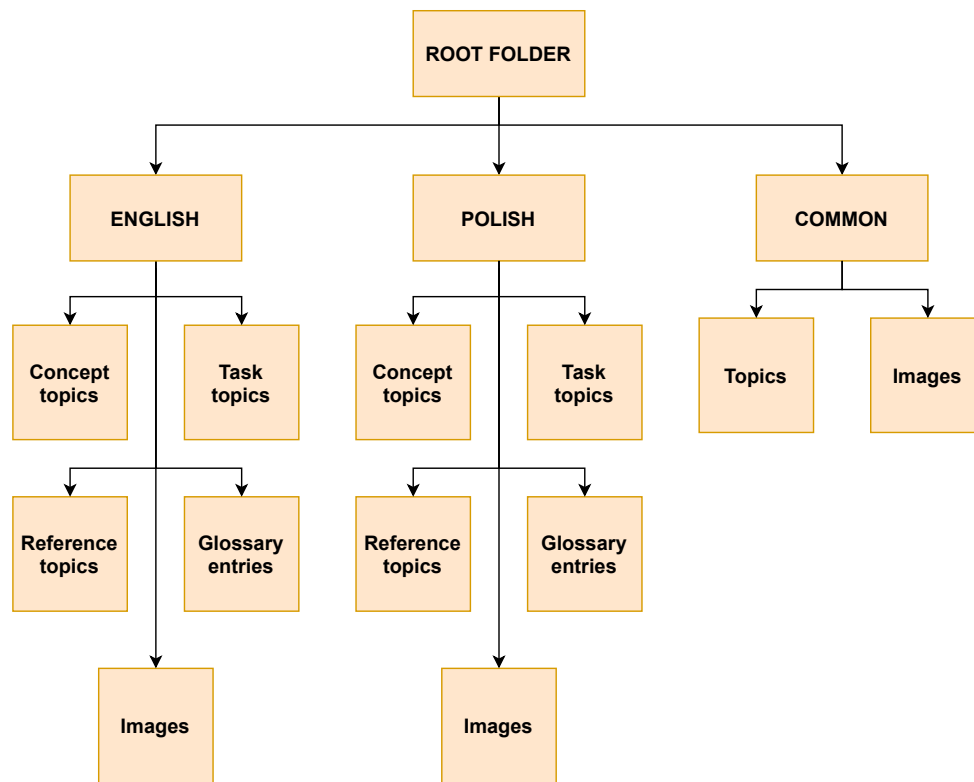
## Language versions

To make the localization process easier, create a separate subfolder for each language version. Each subfolder should have the same structure.



## Untranslated files

Some files, such as images and other content, will be shared among language versions. They don't need to be translated. It's a good idea to keep files you don't want to translate in a separate folder.



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#### Related information

- [Translation-friendly text \(on page 1\)](#)
- [Localization-related attributes \(on page 8\)](#)
- [Content reuse \(on page 9\)](#)
- [Importing a DITA project into memoQ \(on page 11\)](#)

## Localization-related attributes

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#### Related information

- [Non-translatable content \(on page 2\)](#)
- [Project structure \(on page 6\)](#)
- [Text sorting \(on page 8\)](#)

## Text sorting

## Related information

[Localization-related attributes \(on page 8\)](#)

# Content reuse

## Conrefs

## Keys

## Related information

[Resolving conrefs and keyrefs \(on page 9\)](#)

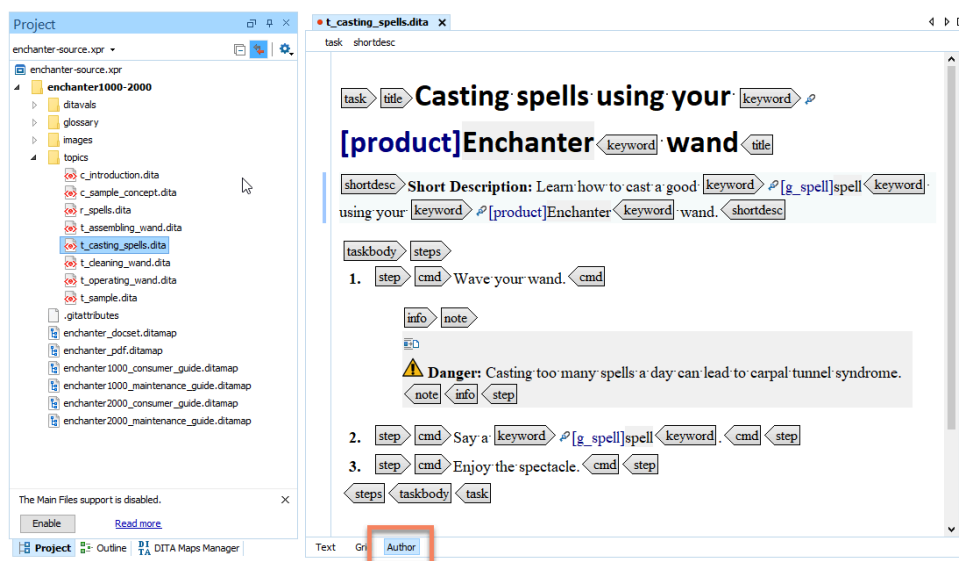
[Project structure \(on page 6\)](#)

# Resolving conrefs and keyrefs

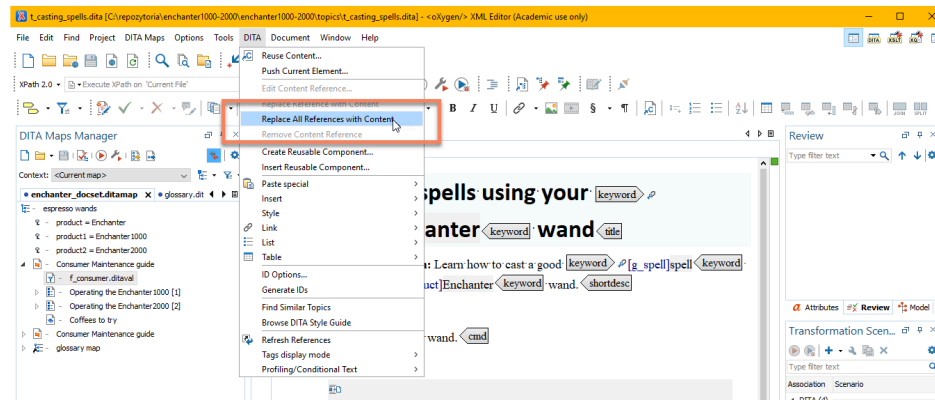
Learn how to quickly replace content references and key references with content.

When preparing your project for localization, it may be useful to replace content references (conrefs) and key references (keyrefs) with appropriate content. To resolve all conrefs and keyrefs in a topic, follow these steps:

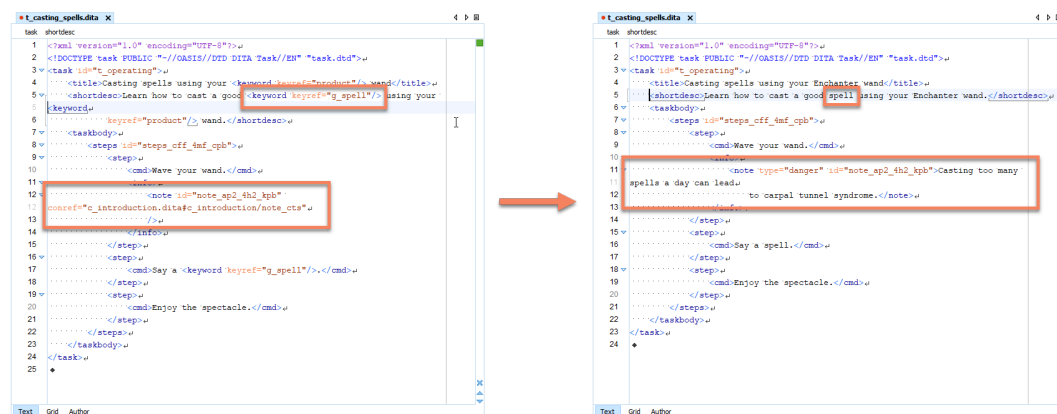
1. Open a topic containing references and switch to the **Author** mode.



## 2. Go to **DITA > Replace All References with Content**.



All references in the topic are replaced with relevant content.



## Related information

[Content reuse \(on page 9\)](#)

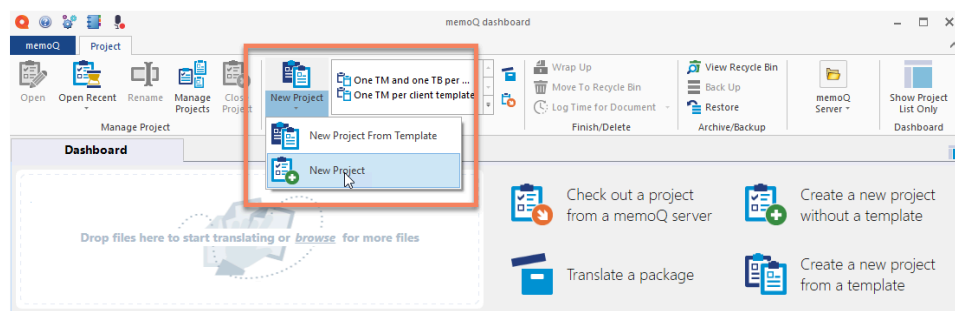
# Chapter 3. Translating content in memoQ

## Importing a DITA project into memoQ

Learn how to import your DITA project into memoQ while preserving the project's folder structure.

When translating a DITA project, it is important to preserve the relationships between files. To import your project into memoQ without losing the project's folder structure, follow these steps:

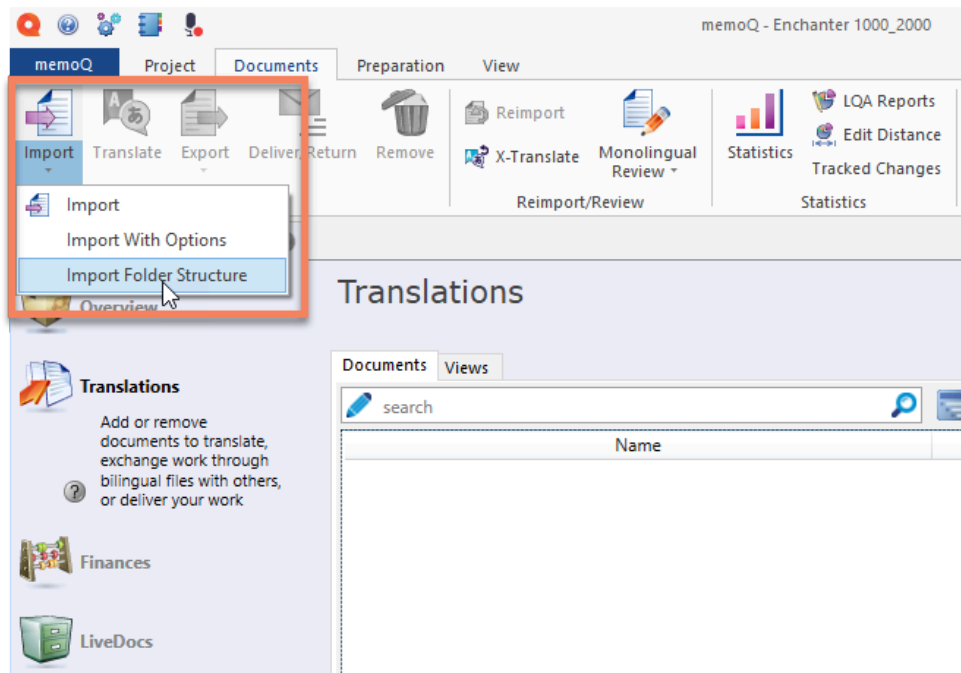
1. Go to **Project > New Project > New Project**.



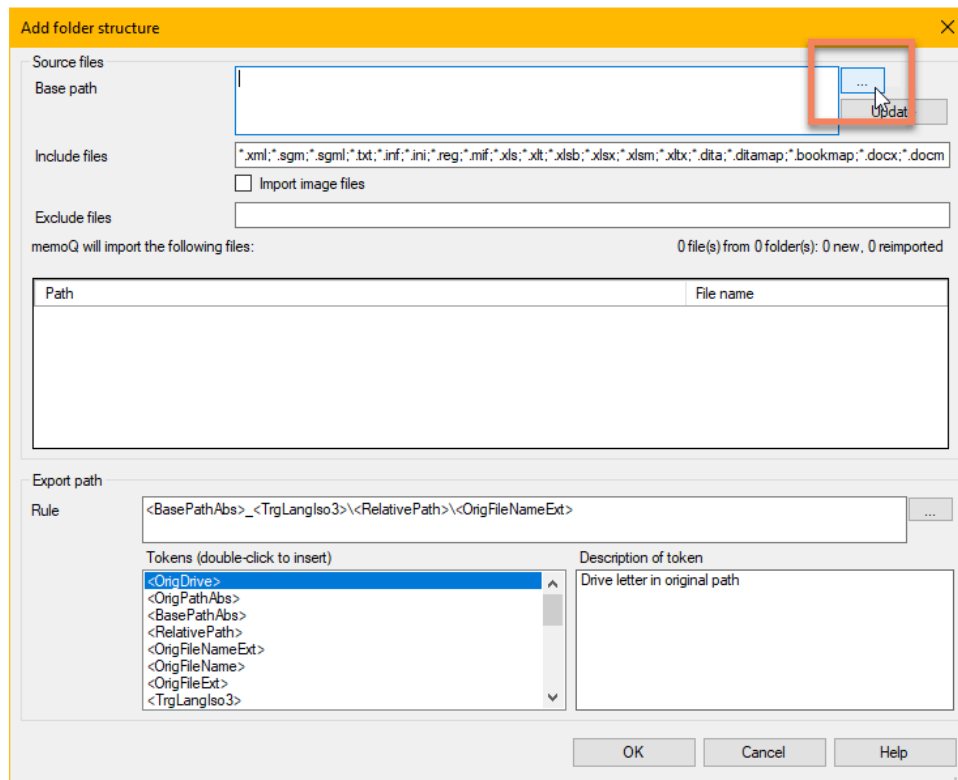
2. In the **New memoQ project** dialog, enter the **Name** of the project.
3. Choose a **Language pair**.

A screenshot of the 'New memoQ project' dialog box. The 'Project information' section is active, showing fields for Name, Language pair, Project, Domain, Description, Project directory, Created by, Created at, Deadline, and checkboxes for 'Record version history for translation documents' and 'Connect to a content source'. The 'Name' field is filled with 'Enchanter 1000\_2000'. The 'Language pair' dropdown is open, showing 'English-Polish' as the selected option. The 'Project directory' field is filled with 'C:\Users\lukas\OneDrive\Dokumenty\My memoQ projects\Enchanter 1000\_2000'. The 'Created by' field is filled with 'John Doe' and the 'Created at' field is filled with '23 kwietnia 2021'. The 'Deadline' field is filled with '2021-04-23 17:25'. The 'Next >' button is highlighted.

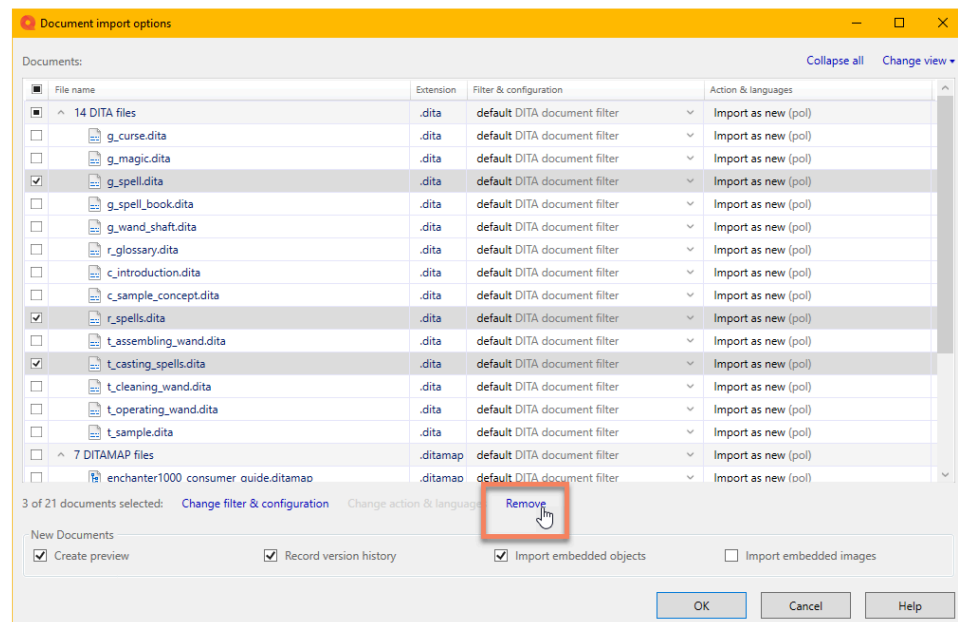
4. Enter the **Client** and any optional details, then click **Next**.
5. Skip the **Translation documents** step.
6. In the **Translation memories** step, choose or create a translation memory.
7. In the **Term bases** step, choose or create a term base.
8. Click **Finish**.
9. Go to **Documents > Import > Import Folder Structure**.



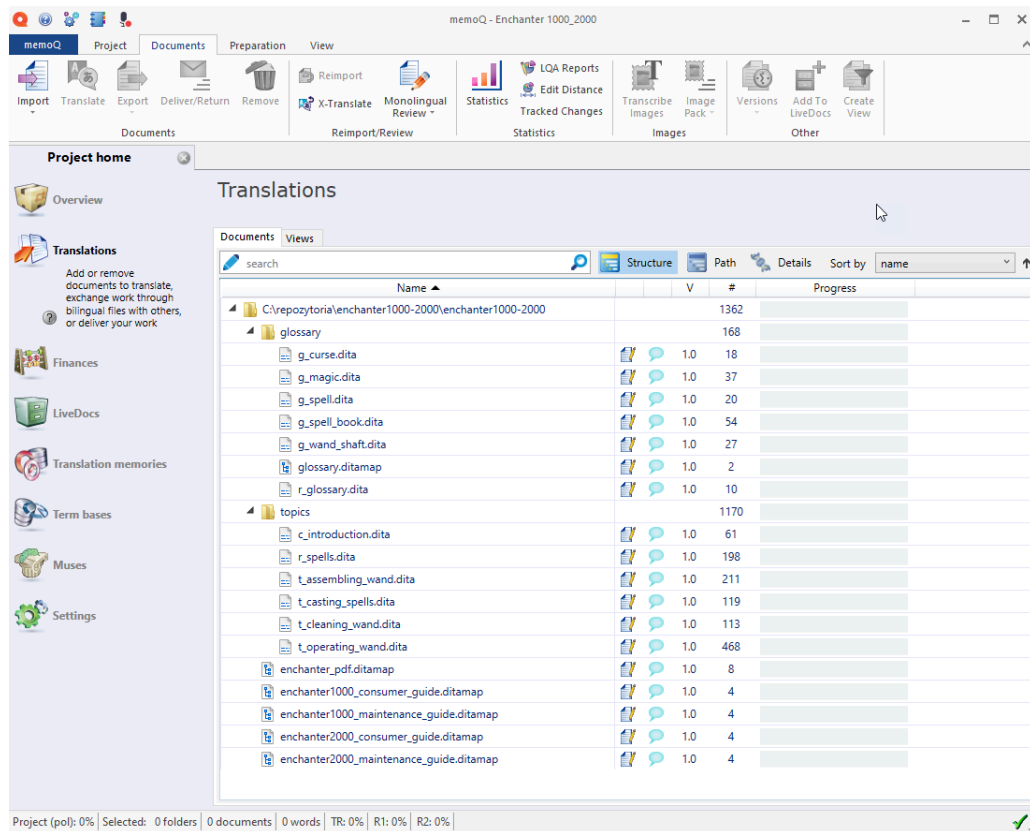
10. Click ... next to the **Base path** field, choose the folder where your project is located, and click **OK**.



11. In the **Document import options** dialog, remove any files you don't want to translate.



Project files are ready for translation.

**Tip:**

To export a translated project, right-click on the root folder and choose **Export > Export (Stored Path)**.

**Related information**

[Project structure \(on page 6\)](#)

[Translating repetitions \(on page 14\)](#)

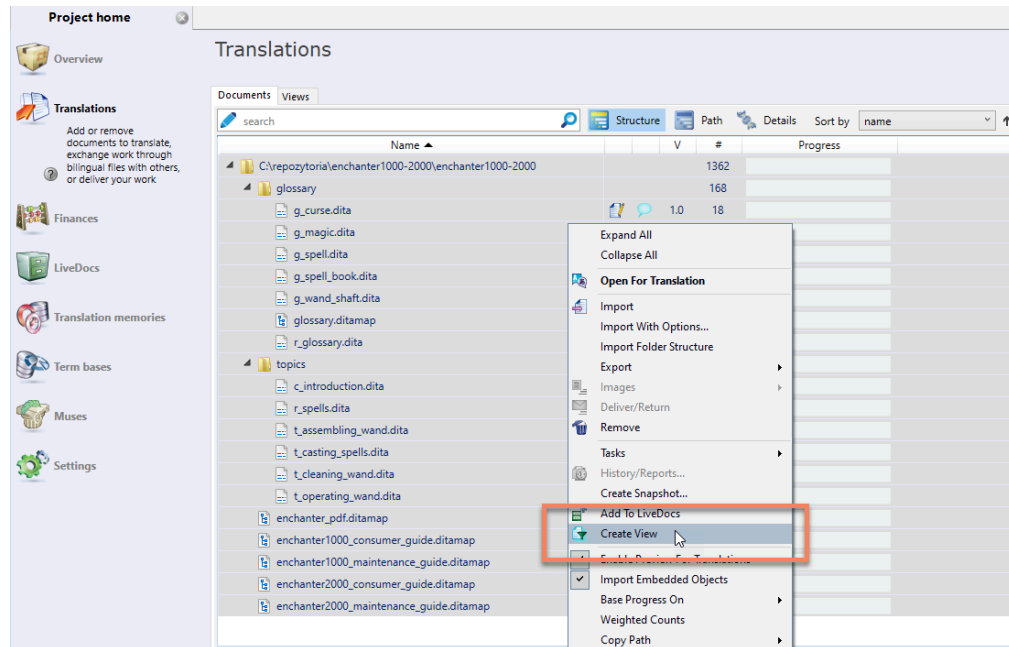
## Translating repetitions

Learn how to simplify your translation process in memoQ by creating a view containing only repetitions.

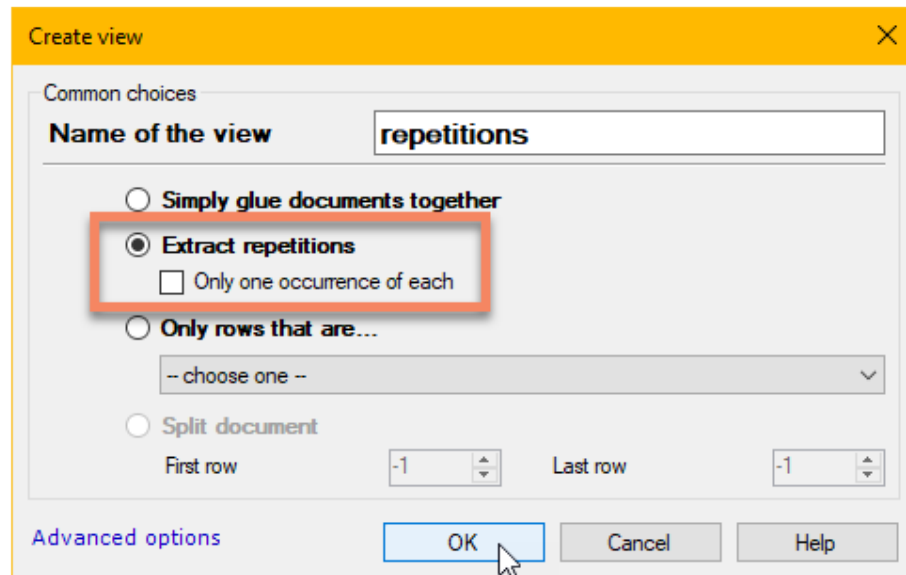
If your DITA project contains a lot of repetitive content, it may be useful to include all repetitions in one view. In order to create a view containing all repetitions, follow these steps:

1. Go to **Project home > Translations** and select all files.
2. Right-click the files and choose **Create View**.

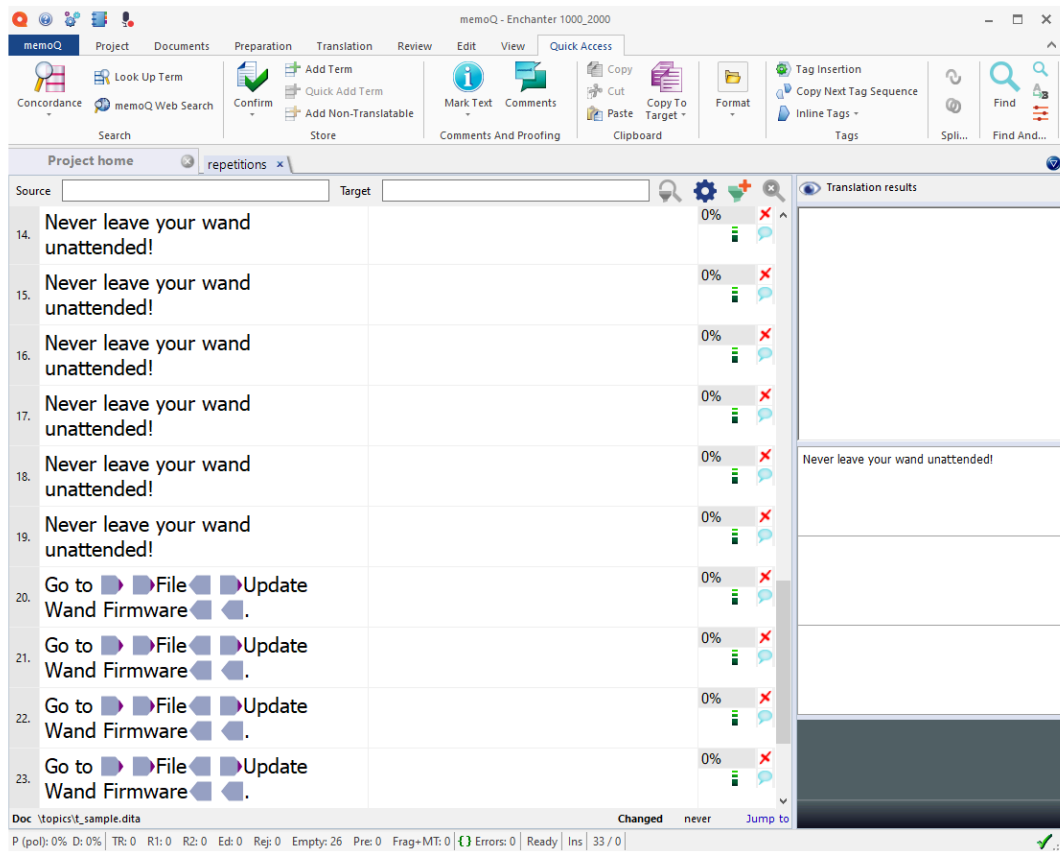




3. In the **Create view** dialog, enter the **Name of the view**, select **Extract repetitions**, and click **OK**.



You can work on a view containing all repeating segments in your project.



## Related information

[Importing a DITA project into memoQ \(on page 11\)](#)