

# **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 \(on page 3\)](#)

[Organizing your project structure \(on page 5\)](#)

## Non-translatable content

### UI strings

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### Related information

[Localization-related attributes \(on page 5\)](#)

[Localization-friendly images \(on page 3\)](#)

[Glossaries \(on page 2\)](#)

## Glossaries

## Related information

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

# Localization-friendly images

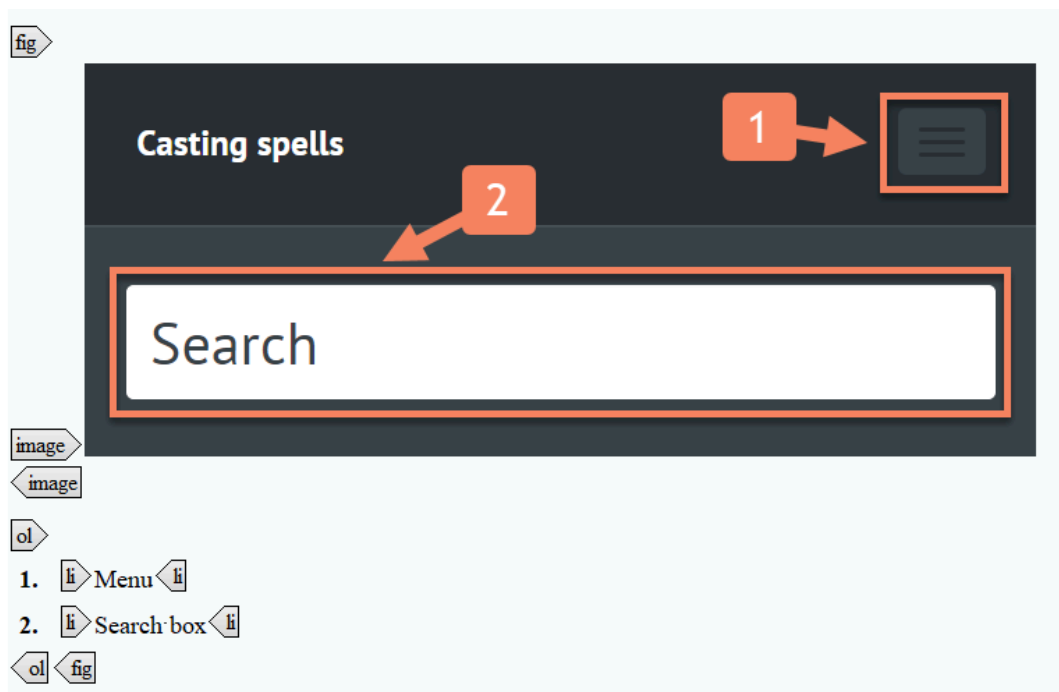
Learn a few tips to make images in your project easier to localize.

## 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



## UI screens

If your documentation contains user interface (UI) screens, it is important to consider whether the UI is localized. If that is the case, you need to plan additional steps to prepare screenshots of the UI translated into target languages.

### **Related information**

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

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

# Chapter 2. Preparing content in oXygen

## Organizing your project structure

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### **Related information**

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

[Content reuse \(on page 5\)](#)

[Importing a DITA project into memoQ \(on page 8\)](#)

## Localization-related attributes

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### **Related information**

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

[Text sorting \(on page 5\)](#)

## Text sorting

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### **Related information**

[Localization-related attributes \(on page 5\)](#)

## Content reuse

### **Conrefs**

### **Keys**

### **Konkeyrefs**

### **Conditional text**

## Related information

[Resolving conrefs and keyrefs \(on page 6\)](#)

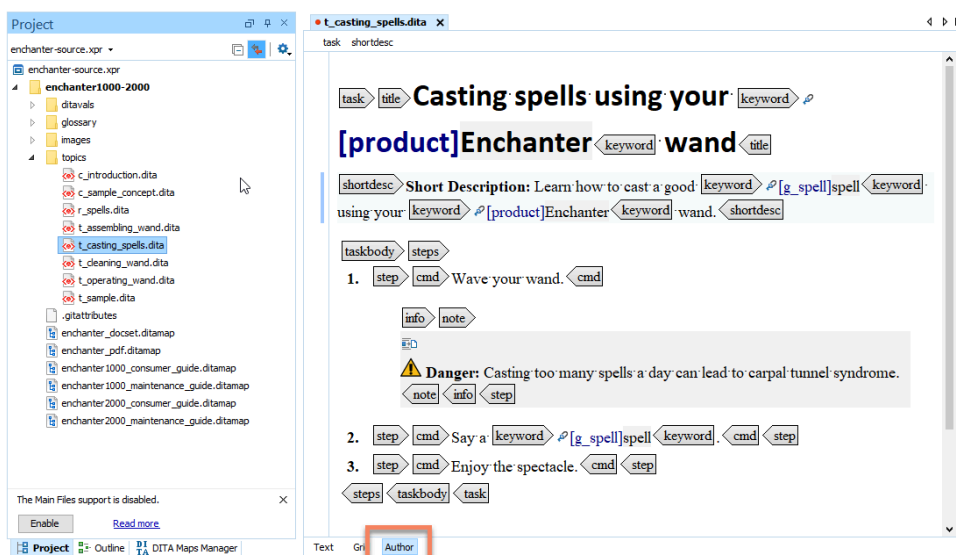
[Organizing your project structure \(on page 5\)](#)

# Resolving conrefs and keyrefs

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

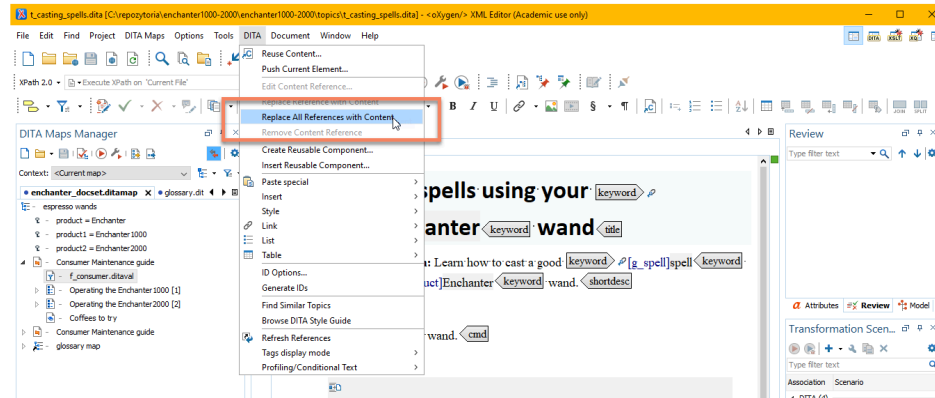
When preparing your project for localization, it may be useful to replace content references (conrefs) and key references (keyrefs) with appropriate content. To resolve all conrefs and keyrefs in a topic, follow these steps:

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

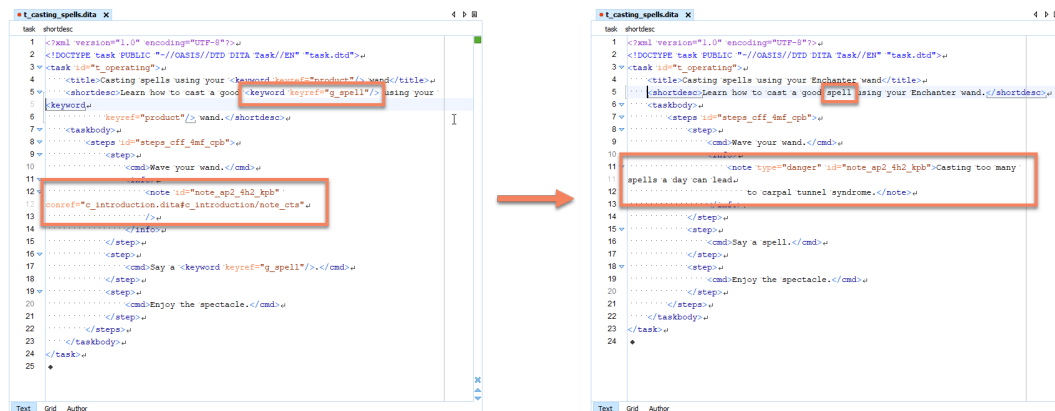




## 2. Go to DITA > Replace All References with Content.



All references in the topic are replaced with relevant content.



## Related information

[Content reuse \(on page 5\)](#)

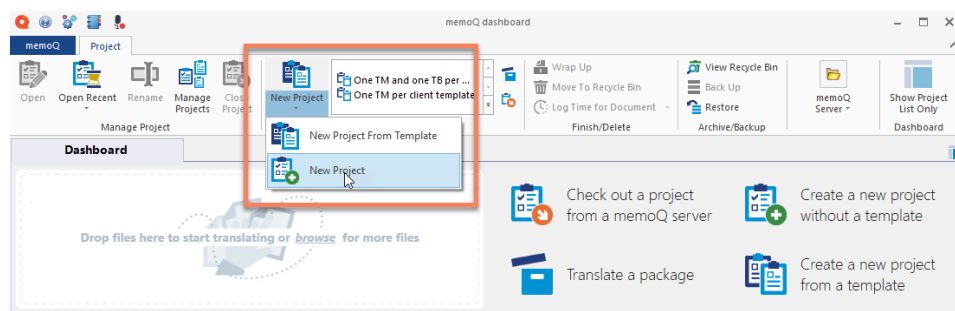
# Chapter 3. Translating content in memoQ

## 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:

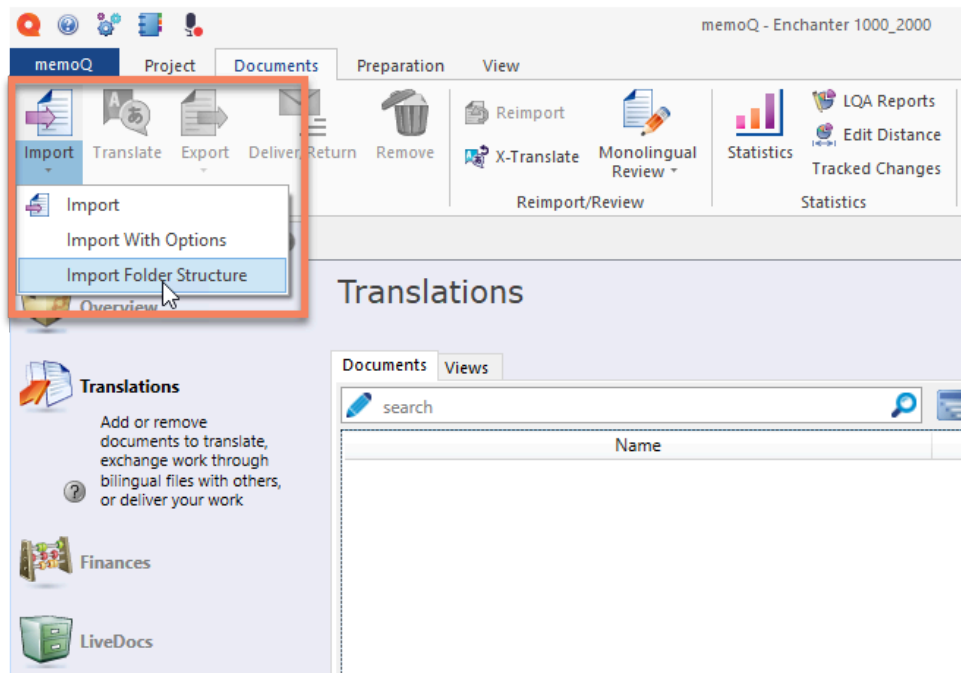
1. Go to **Project > New Project > New Project**.



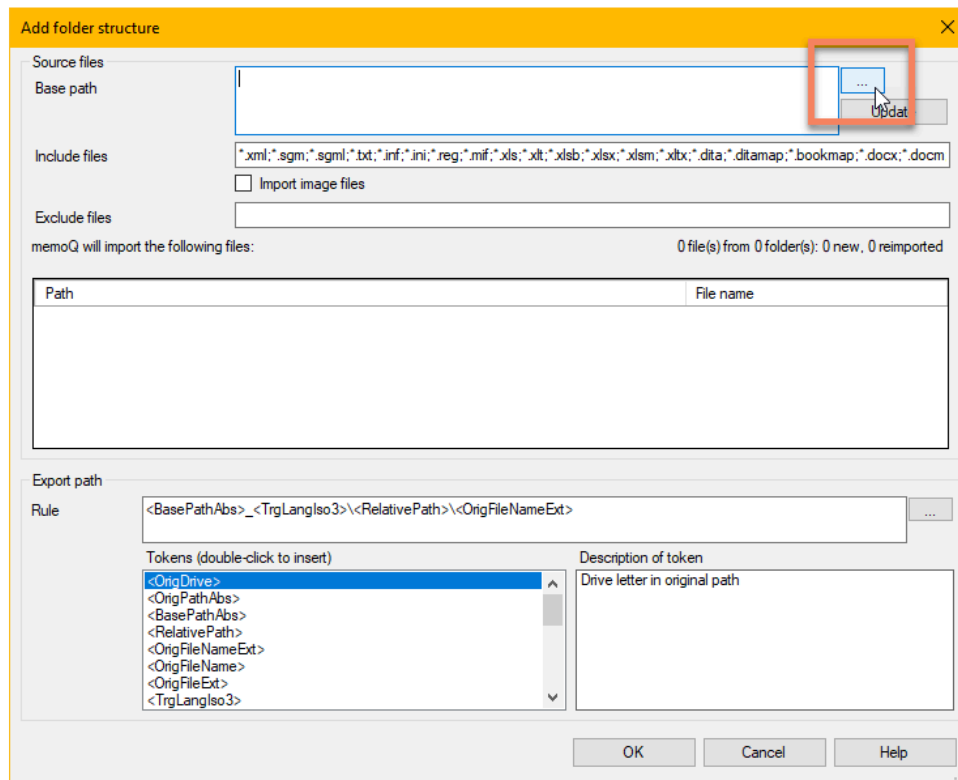
2. In the **New memoQ project** dialog, enter the **Name** of the project.
3. Choose a **Language pair**.

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 'Store job details in Language Terminal', '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 options like 'English-Polish', 'English (United Kingdom)-Polish', and 'Polish-English'. The 'Created by' field is filled with 'John Doe' and the 'Created at' field shows '23 kwietnia 2021'. The 'Next >' button is highlighted.

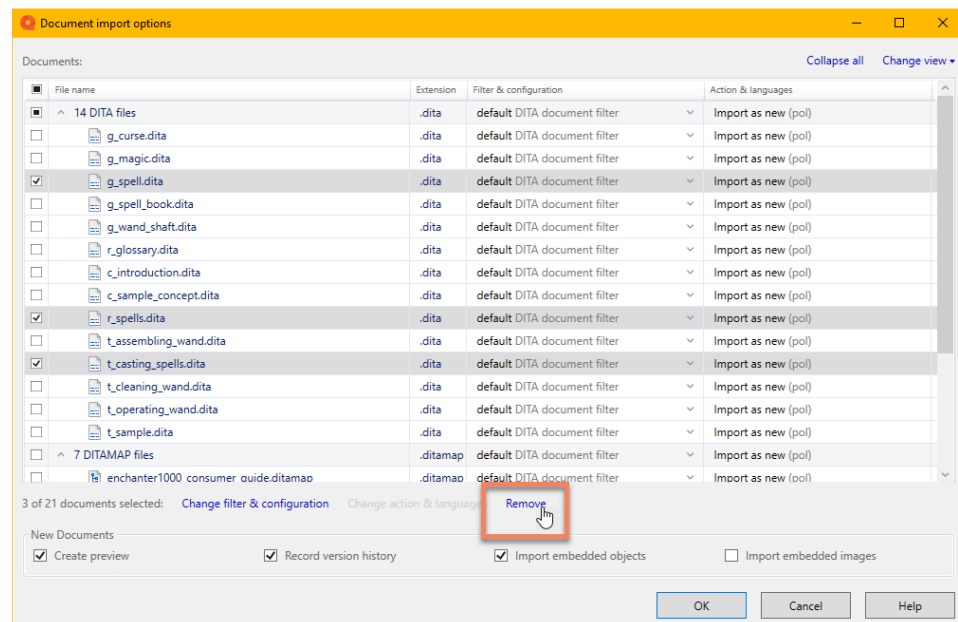
4. Enter the **Client** and any optional details, then click **Next**.
5. Skip the **Translation documents** step.
6. In the **Translation memories** step, choose or create a translation memory.
7. In the **Term bases** step, choose or create a term base.
8. Click **Finish**.
9. Go to **Documents > Import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



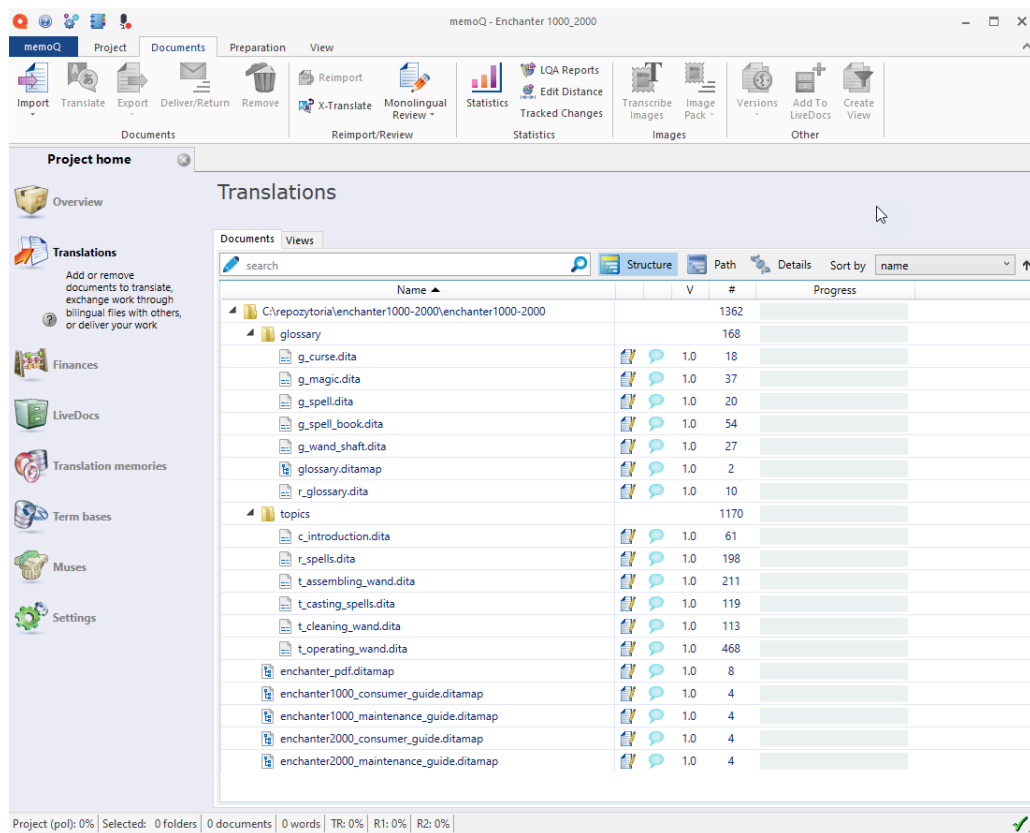
10. Click ... next to the **Base path** field, choose the folder where your project is located, and click **OK**.



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**

[Organizing your project structure \(on page 5\)](#)

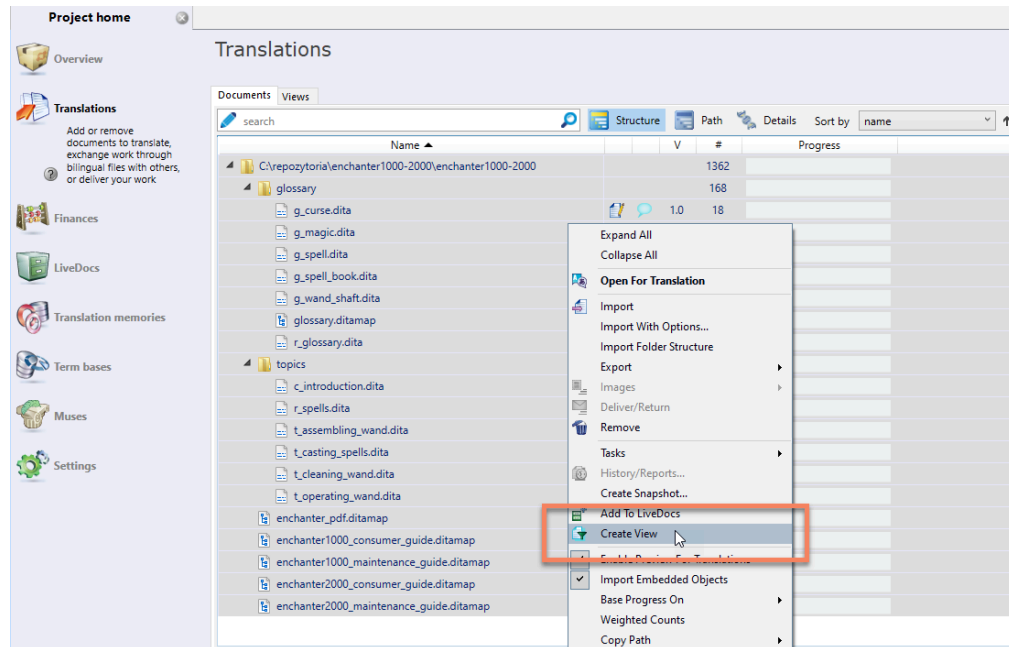
[Translating repetitions \(on page 11\)](#)

## Translating repetitions

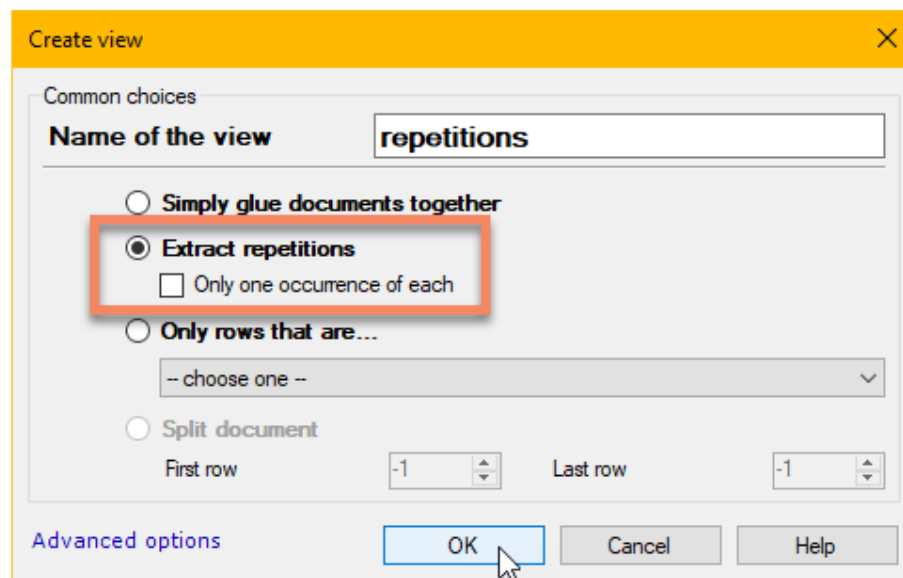
Learn how to simplify your translation process in memoQ by creating a view containing only repetitions.

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:

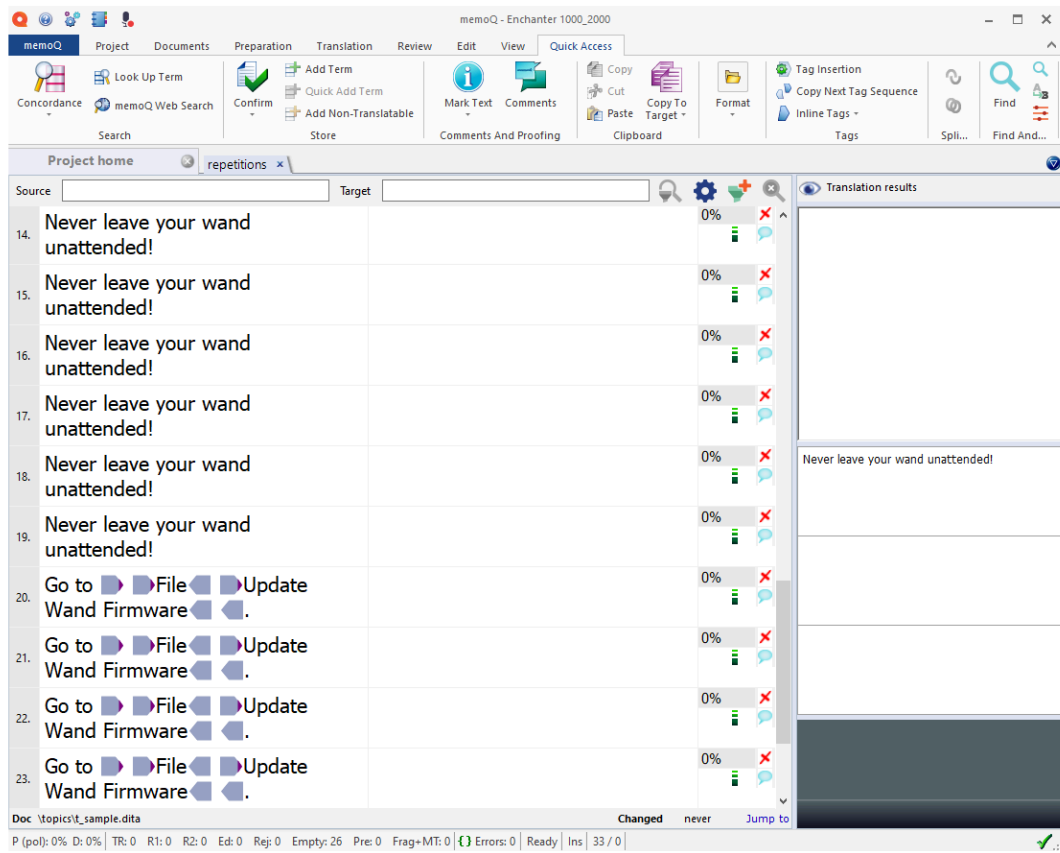
1. Go to **Project home > Translations** and select all files.
2. Right-click the files and choose **Create View**.



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 \(on page 8\)](#)