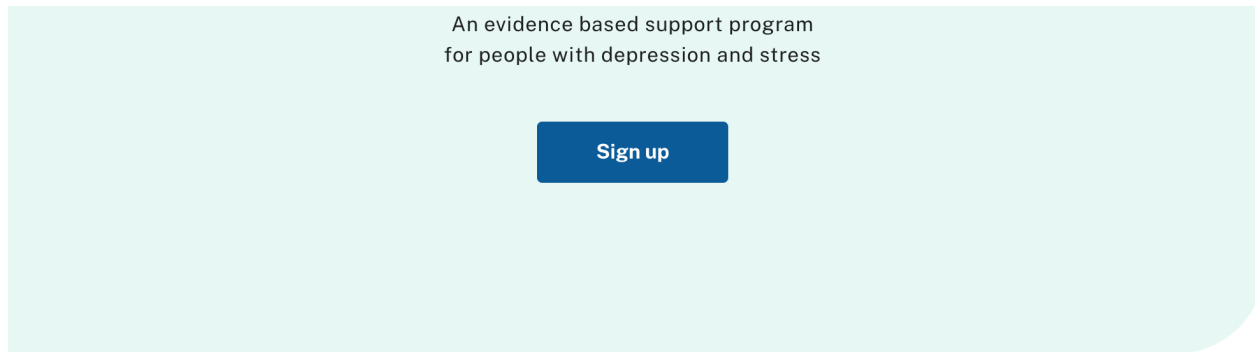


# Guide: SbS for Translators

## Logging in



### Log in

Select how you want to log in:

or

In order to access the translations admin interface, you need to log in:

1. Go to <https://whostepbystep.org/>
2. If you haven't signed up then go through the signup process by clicking 'Sign up'
3. If you have already signed up then click 'Email' button on the bottom of the screen to log in

## Log in

Email

Password

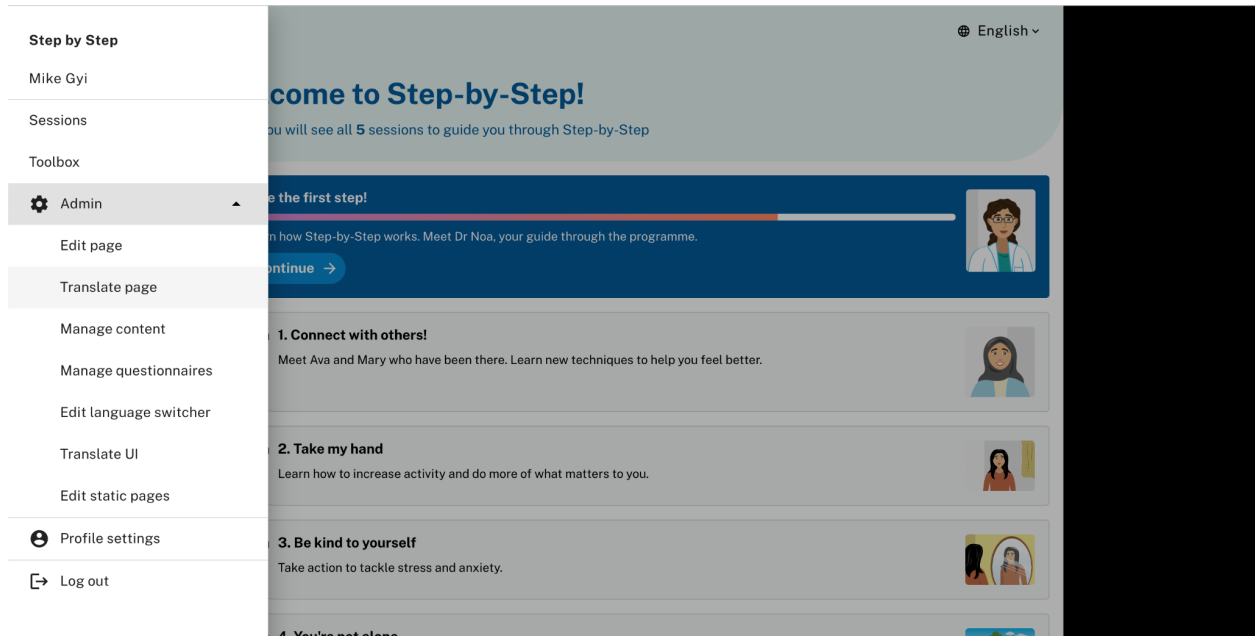


[Reset Password](#)

Log in

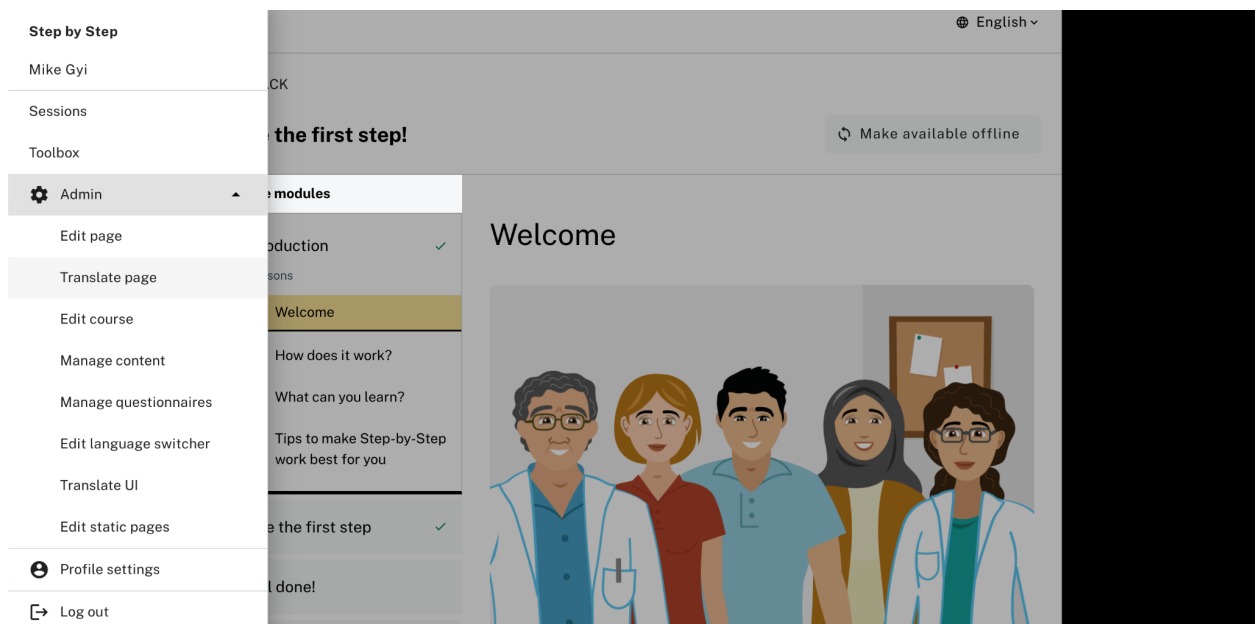
4. This will open the login dialog above
5. Type in the email address you signed up with
6. Click the 'Log In' button.
7. If you have previously logged in but you have forgotten your password, use the 'Reset Password' link and follow the instructions on screen.

## How to access the translations admin interface



1. Once you have logged in, click the menu button in the top left corner
2. Click the 'Admin' option to reveal two translate options: '**Translate Page**' and '**Manage Content**'.
3. These buttons provide two different ways to access the translations interface.

## Accessing the translation interface from a page

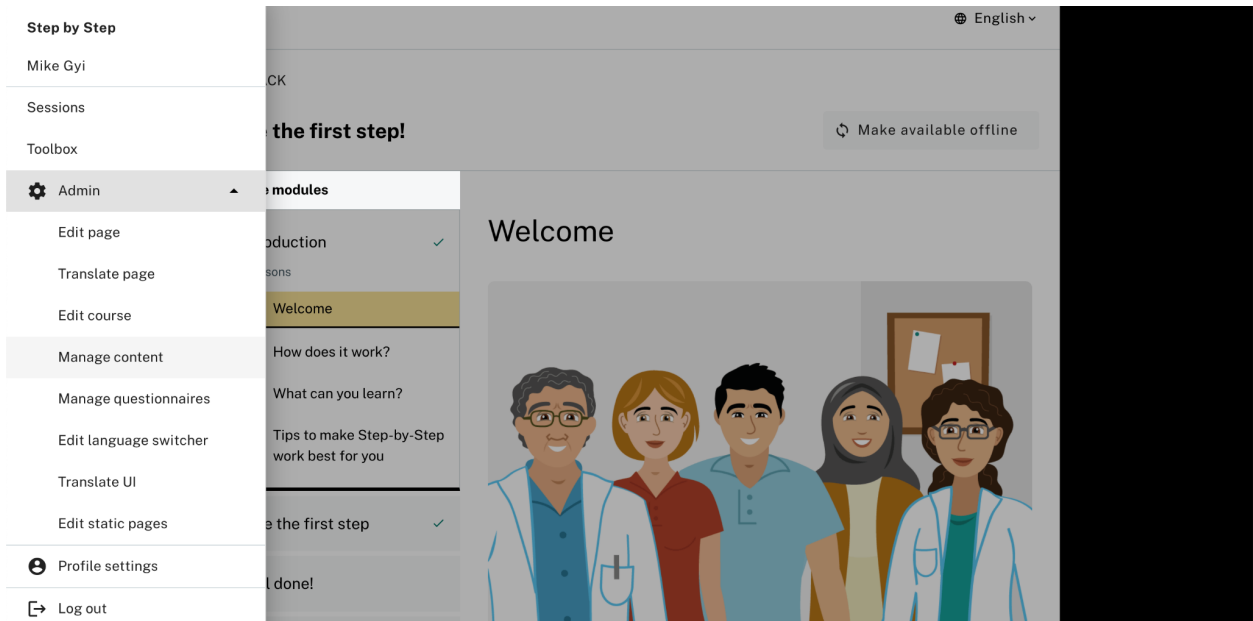


4. Click 'Translate Page' to see translation options for the page that you are currently viewing.
5. This will take you to the translation options panel for this page.

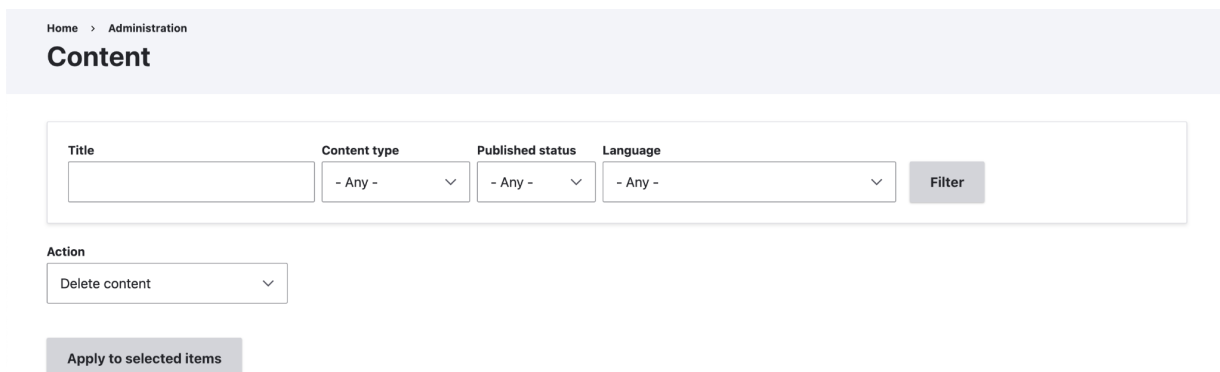
Home > Welcome			
Language	Translation	Status	Operations
English (Original language)	<a href="#">Welcome</a>	Published	<button>Edit</button>
Arabic	n/a	Not translated	<button>Add</button>

6. On the translations option panel for the page, you will be able to see the published and translation statuses for this page. The example above shows that the English page has been published and it has not yet been translated into Arabic.
7. Click the 'Add' button on the appropriate language line to add a translation of this page. This will open the translation interface for the page.

## Accessing the translation interface from the content management screen



1. From any page on the site, click the 'Admin' button at the top of the screen to open the dropdown menu.
2. Click the 'Manage content' option to open the content management screen



3. The content management screen will open with a set of search and filter options at the top.
4. You can search by page title, content type, language, or published status

## Content

Title

Content type

Published status

Language

Filter

Action

Delete content

Apply to selected items

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	<a href="#">Welcome to Step-by-Step! - Arabic</a>	Sessions page	Bistra Atanasova	Published	01/10/2022 - 17:09	<div>Edit</div> <div>Translate</div>
<input type="checkbox"/>	<a href="#">Welcome to Step-by-Step!</a>	Sessions page	Bistra Atanasova	Published	12/22/2021 - 07:26	<div>Edit</div>
<input type="checkbox"/>	<a href="#">Requesting an E-helper</a>	Questionnaire	Bistra Atanasova	Published	12/22/2021 - 07:25	<div>Edit</div>

5. The labels in each column show the page title +language, the type of content, the language it is to be translated into, and the status of the page translation.
6. Click on the title of any page to see the user-view of the page.
7. Click on the arrow next to the 'Edit' button on the right hand side and then 'Translate' to open the translation interface for a specific page and follow the page translation steps in the next section.

## Translating sessions (**important** to do first)

This is important to do because otherwise the app will show an error screen to the user in some scenarios.

## 1. Filter the content type screen by session

Home > Administration

### Content

Title  Content type  Published status  Language

Action  
Delete content

Content type dropdown menu:

- ✓ - Any -
- Activity: audio
- Activity: checklist
- Lesson
- Questionnaire
- Session**
- Sessions page

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	<a href="#">إخذي الخطوه الأولى</a>	Session	Mike Gyi	Published	02/02/2022 - 15:07	<input type="button" value="Edit"/> <input type="button" value="v"/>
<input type="checkbox"/>	<a href="#">1. Connect with others!</a>	Session	Bistra Atanasova	Published	01/27/2022 - 14:17	<input type="button" value="Edit"/> <input type="button" value="v"/>
<input type="checkbox"/>	<a href="#">Take the first step!</a>	Session	Bistra Atanasova	Published	01/27/2022 - 14:17	<input type="button" value="Edit"/> <input type="button" value="v"/>

## 2. Click 'Translate' on a session using the drop down

<input type="checkbox"/>	<a href="#">Take the first step!</a>	Session	Bistra Atanasova	Published	01/27/2022 - 14:17	<input type="button" value="Edit"/> <input type="button" value="v"/>
<input type="checkbox"/>	<a href="#">2. Take my hand</a>	Session	Bistra Atanasova	Published	01/27/2022 - 14:17	<input type="button" value="Edit"/> <input type="button" value="v"/>
<input type="checkbox"/>	<a href="#">3. Be kind to yourself</a>	Session	Bistra Atanasova	Published	01/27/2022 - 14:17	<input type="button" value="Edit"/> <input type="button" value="v"/>
<input type="checkbox"/>	<a href="#">4. You're not alone</a>	Session	Bistra Atanasova	Published	01/27/2022 - 14:17	<input type="button" value="Edit"/> <input type="button" value="v"/>
<input type="checkbox"/>	<a href="#">5. Remember: change takes time!</a>	Session	Bistra Atanasova	Published	01/27/2022 - 14:17	<input type="button" value="Edit"/> <input type="button" value="v"/>

## 3. Click 'Add' to add a translation for that session

Home > 4. You're not alone

### Translations of 4. You're not alone

Language	Translation	Status	Operations
English (Original language)	<a href="#">4. You're not alone</a>	Published	<input type="button" value="Edit"/>
Arabic	n/a	Not translated	<input type="button" value="Add"/>

## 4. Now you can translate all the sections of the session - see next section "Translating module titles"

## Create Arabic translation of 4. You're not alone

Title \*

4. You're not alone

Info Parts Settings

Image \*

S4\_20.png (80.2 KB) Remove

Alternative text \*

Ava\_friends

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Cover image for better course representation.

Description

Learn to accept help from others and provide support.

Published

Last saved: 01/27/2022 - 14:17

Author: mike.gyi+49@hey.com

☒ Create new revision

Revision log message

Briefly describe the changes you have made.

Translation

Do not flag other translations as outdated

## Translating module titles

Apply to selected items

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	<a href="#">Grounding Exercise</a>	Activity: audio	<a href="#">Mike Gyi</a>	Published	01/11/2022 - 13:53	Translate
<input type="checkbox"/>	<a href="#">Welcome to Step-by-Step!- Arabic</a>	Sessions page	Bistra Atanasova	Published	01/10/2022 - 17:09	Edit
<input type="checkbox"/>	<a href="#">Welcome to Step-by-Step!</a>	Sessions page	Bistra Atanasova	Published	12/22/2021 - 07:26	Edit
<input type="checkbox"/>	<a href="#">Requesting an E-helper</a>	Questionnaire	Bistra Atanasova	Published	12/22/2021 - 07:25	Edit
<input type="checkbox"/>	<a href="#">What can you learn?</a>	Lesson	Bistra Atanasova	Published	12/13/2021 - 10:24	Edit
<input type="checkbox"/>	<a href="#">1. Connect with others!</a>	Session	Bistra Atanasova	Published	12/08/2021 - 12:13	Edit
<input type="checkbox"/>	<a href="#">Take the first step!</a>	Session	Bistra Atanasova	Published	12/08/2021 - 12:09	Edit
<input type="checkbox"/>	<a href="#">Grounding Exercise</a>	Activity: audio	Evgeniy Maslovskiy	Published	12/08/2021 - 12:07	Translate
<input type="checkbox"/>	<a href="#">Breathing Exercise</a>	Activity: audio	Evgeniy Maslovskiy	Published	12/08/2021 - 12:04	Translate

1. Select 'Translate' on a Session in the content management page



Home > Take the first step!

Language	Translation	Status	Operations
English (Original language)	<a href="#">Take the first step!</a>	Published	<button>Edit</button>
Arabic	n/a	Not translated	<button>Add</button>

2. Choose the language you wish to translate to and click the ‘add’ or ‘edit’ button.

Home > Take the first step! > Translations > Add > Add

**Warning message**

Fields that apply to all languages are hidden to avoid conflicting changes. [Edit them on the original language form.](#)

Title \*

Take the first step!

Info

Parts

Settings

Show row weights

Part

Session part

Title \*

Introduction

Session part

Title \*

Take the first step

**Published**

Last saved: 12/08/2021 - 12:09

Author: mike@elisewest.design

☒ Create new revision

Revision log message

Briefly describe the changes you have made.

**Translation**

Do not flag other translations as outdated

3. On the ‘Edit Session’ screen, select the ‘Parts’ tab.

Show row weights

Part

Session part

Title \*

My edited title

Session part

Title \*

Take the first step

Session part

Title \*

Well done!

Create new revision

Revision log message

Briefly describe the changes you have made.

Translation

Do not flag other translations as outdated

4. Scroll down to the module title you wish to translate and click in the text field
5. Add in the translated title in place of the original language text.
6. Click 'Save (this translation)' to save.

## Translating a page

Home

>

Tips to make Step-by-Step work best for you

Title

Tips to make Step-by-Step work best for you

Show row weights

Sections

Lesson: Section

4

Collapse

Content

+

Section: Image wit... tips

Edit

+

Section: Text

We know this is a lot to take in, so here are some tips to...

Edit

+

Section: List (bulle... ol, Complete sessions in a quiet place, if possible. This ...

Edit

+

Section: Text

Now we're ready to introduce you to Dr Noa. She is goi...

Edit

Add item

to Content

Published

Last saved: 11/17/2021 - 13:59

Author: bistra

☒ Create new revision

Revision log message

Briefly describe the changes you have made.

1. After selecting 'Add' for a new translation you will be taken to the translation interface for the page you wish to translate.

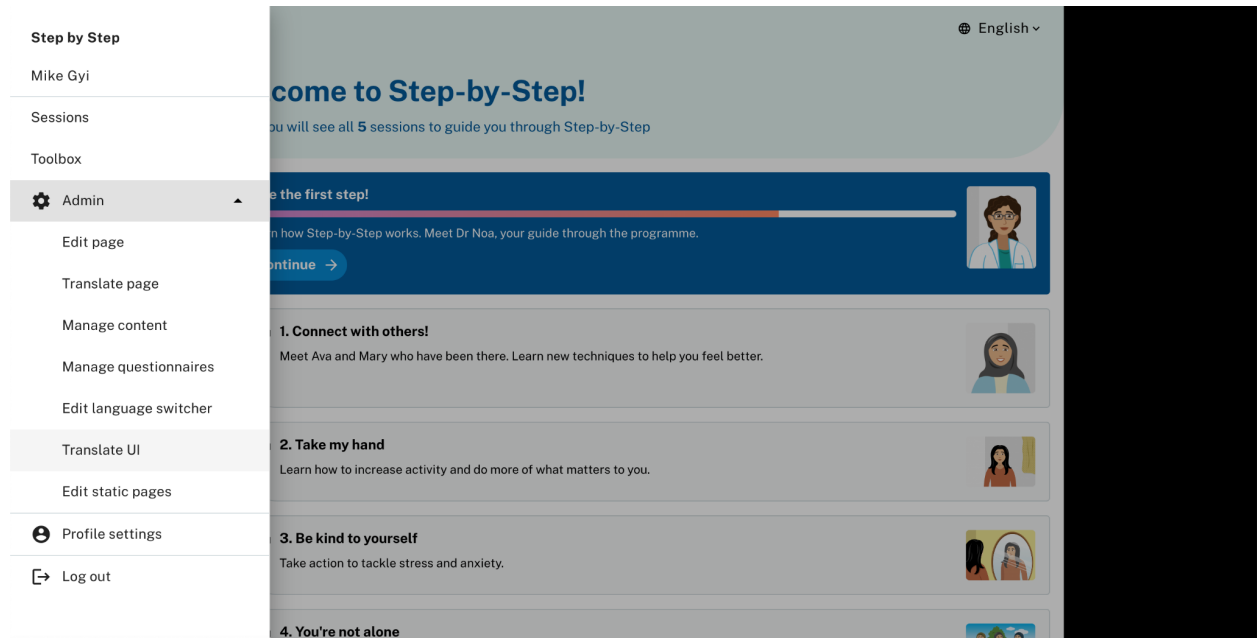
2. The translation interface for the page allows you to edit each content item for the page. The page is made-up of content paragraphs of different types. Standard text blocks are the most common, and other types include images (which have captions and alt text), bullet lists, headings, highlighted text etc.  
As a translator, you will see the English version of each content paragraph, which you will replace with the translated text for each item.
3. To edit the text in each block and add the translated text, click on the text you want to edit. You can now type or paste in your translated text. Be sure to replicate any text formatting in your translated version, such as bold or italic words.
4. At the top of each paragraph, on the right hand side is a 'Collapse' button. Clicking the button will collapse the content paragraph down to the paragraph title. This can be helpful when working on long pages. There is also a 'Collapse' button for each lesson section, which works in the same way.

The screenshot displays a user interface for editing a list item. At the top, there is a text input field. Below it, a section header reads "Section: List (bulle..." with a "Collapse" button to its right. Under the heading "Type\*", a dropdown menu is set to "Numbers". The "Items\*" section contains a text editor with a rich text toolbar (bulleted list, numbered list, bold, italic, underline, strikethrough, link, unlink, source) and a text area containing the sentence: "Complete sessions in a quiet place, if possible. This should be somewhere you feel comfortable and calm." A small "About text formats" link is located at the bottom right of the text area. Below the main editor, a second, smaller text editor is visible, containing the text: "Try to finish one session a week. Remember, a session is made up of 2-3 parts so that you can do them over a few days."

5. When you are ready to save your translation, use the large 'Save' button at the bottom of the page. You should save your work regularly to ensure that you don't lose it.
6. When you click 'Save' it'll automatically publish the translation and be made public

## Translating UI

Many parts of the application are not translatable via the methods above. Therefore you'll need to search for them via the 'Translate UI' menu item.



1. To translate text that are not sessions, pages, lessons etc. then select the 'Translate UI' menu item

Source string	Translation for Arabic
Page title	عنوان الصفحة
Main page content	محتوى الصفحة الرئيسية
Primary tabs	التبويبات الأساسية
Secondary tabs	التبويبات الفرعية
Tabs	علامات التبويب
Powered by Drupal	يستخدم دروبال
Tools	...

2. You'll find the english on the left hand side and a text field on the right hand side where you can input your translation
3. Click next page and fill in all the text box on all the pages

Save translations

## Final check

Now you should have translated all required sections. However, it's important to go through the app looking for non-translated pieces of text and then use this document to find out how to translate them.

## How to add a new language

To add a new language you need to contact the development team you are working with. It is not possible to add a new language through the admin panel. This needs to be done by a developer.