Localization and translation

This documentation shows what the difference between localization and translation is and how you can perform these operations.

tts performance suite differentiates between localization and translation. The term "translation" is used whenever the same content needs to be translated 1:1 into a different language. Whereas the term "localization" is used whenever the content also has to be adapted to reflect a different situation. Process descriptions involving taxation rules are an obvious example of this distinction. A lesson on this topic not only needs to be translated, but also localized to reflect the reality on the ground in a different country.

Both scenarios can be easily mastered thanks to the variant creation function in tts performance suite. Since a document always features only one language, both translation and localization can be carried out in the respective matching document.

The translation of text from Producer documents is done via an interface. There are two formats for the export and import:

- XLIFF format: The XLIFF format is suitable for translations done with the help of translation software (e.g. SDL Trados).
- WordML (XML format): The WordML format is suitable for translations done directly in Word. The WordML format has a tabular structure. The left side of the table is for the text in the source (original) language, whereas the right side is for the text that has to be translated into the target (new) language.

1   Translating metadata

Metadata are translated via the **Translations** function group on the **Tools** tab.
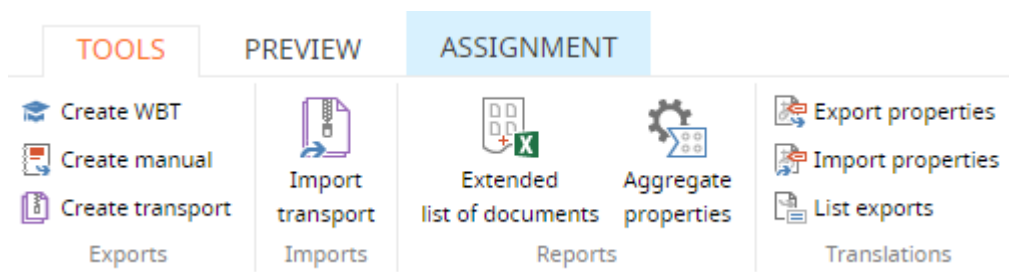
The translation process involves three steps:

1. Exporting the metadata
   All exported metadata are blocked against further change so that no changes can be made to the data during the translation process.

2. Translation of the exported text

3. Importing the metadata
   All the metadata that were blocked during the export procedure are released again.

Since several translation processes may be taking place simultaneously, you can access a helpful overview of all exports.

1.1 Exporting the metadata

Metadata export

Exports the metadata from the source language for external translation into an XLIFF or XML-formatted file.

☑ recursive processing (includes all subobjects)

☐ include document metadata

◉ XLIFF format ○ WordML (XML format)

☐ Export empty metadata

English (US) ▾ Language to translate from

German (Germany) ▾ Language to translate into

OK   Cancel

When exporting, you need to select the appropriate position in the tree structure from which you wish to have text translated. You can also export the actual object for translation, or in other words all associated subobjects. If you want, you can also include all metadata for the documents in the subobjects in the export procedure.

You then need to select the export format, along with the source and target languages.

🖊 When dealing with a tree structure, the text in all elements is read-out of the structure in the source language and inserted into the appropriate fields for the target language during the import procedure. The element is then multilingual. Documents, on the other hand, always have only one language, as indicated by their content. In the case of documents,   only those documents whose language matches the target language are taken into account. Such documents, for example those which were created as a variant, still need to be translated. The text in the title or description is regarded as source text that still has to be translated.

🖊 Empty metadata can also be exported. Selecting the same language as both the source and target language makes it much easier to subsequently add missing information across the entire structure.

1.2 Importing the metadata

Import texts from XLIFF/WordXML file

Select all meta attributes you would like to overwrite.

Import process ID: 99606

Courses, Human Resources (HR), 11.08.2017, (LiegmannLa), English (US)->German

Course category: Human Resources (HR)

Property	Current content	Translated content	☑
Description:	Courses for Successfactors	Kurse zu Successfactors	
Title:	Human Resources (HR)	Human Resources (HR)	

Course: Introduction to SuccessFactors [308]

All text that you want to import can be checked beforehand. If you want, you can deselect individual properties via the checkmark on the right.

Metadata are automatically entered into the corresponding speech fields after the import. The following applies for structural elements: The translated text is inserted into the appropriate fields for the target language during the import. The element is then multilingual. Documents, on the other hand, always have only one language. This explains why no new language is created here – instead, the translated text is directly imported into the appropriate text fields.

List of export processes

Export overview

Select all export processes you would like to undo.

List of my export processes

☐ courses, Human Resources (HR), 11.08.2017, (LiegmannLa), en-us->de-de

List of further export processes

Delete exports   Cancel

The list of export processes displays both your own and all other export processes. This provides a great overview of all translation activities in the system.

The list of export processes can also be used to discard exports. The blocked metadata are released again whenever an export is undone.

tts

2 Translating text from Producer documents

Metadata are translated

- via the **Translation** function group on the **Translation** tab in the **Document Editor**. The text in the document that is currently open can be exported from the Document Editor.
- via the **Translation** function group on the **Maintenance** tab in the **Local Workspace**. The text in all selected documents can be exported from the Local Workspace.
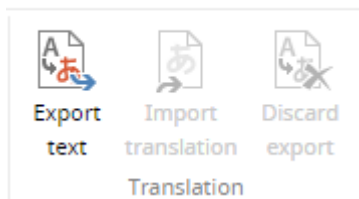
The translation process involves three steps:

1. Exporting the document metadata and text
   The document is marked as being translated. A corresponding message appears when the document is opened.

2. Translation of the exported text

3. Importing the document metadata and text
   The mark indicating that the document is currently being translated is then removed.

2.1 Exporting the document metadata and text

Export to XLIFF/XML format

Export all text in the current language for translation.

Export settings

Format:	○ XLIFF format
	◉ WordML (DOCX format)
WordML:	◉ No screenshots
	○ Export screenshots from the e-learning simulation
	○ Export screenshots and images (media objects) from the documentation
	○ Export screenshots and images (presentation objects) from the Guide
Primary medium:	E-learning ▼

☐ Only export the primary medium
☐ Export texts from the other medium per step

Location

Please select the target file: ✔ C:/Users/LiegmannLa/ttkf/tt-dokument_43ef8kf8.dc [...] [✎]

☑ Open exported document(s)

[OK] [Cancel]

Export settings

Format

Here you can select the export format – either XLIFF format or WordML (XML format). Whenever the WordML export format is set, you can also specify whether the export is to include no screenshots, just the screenshots from the e-learning or the screenshots from the documentation, including presentation objects.

✎ Screenshots can be really helpful for the translation process as they help the translator to recognize the context of the text that has to be translated, such as the exact name of an object.

Primary medium

Here you can select which medium – e-learning, documentation or guide – is to be exported first. The system then checks which additional text also appears in the other two media. This is then added to the export, unless the "Only export the primary medium" option is selected.

✎ tts performance suite gives users the option of using the same text in the e-learning and documentation. This is then only listed once in the translation export.

Only export the primary medium

When this option is selected, only the medium that has been defined as the primary medium will be included in the export.

Export texts from the other medium per step

If this option is activated, text will be exported on a step-by-step basis. This means that the text of the first step in all three media will be exported first, followed by the text from the second step etc.

Location

Selecting the target file

Here you can select the location in the file system where the exported files are to be saved.

Open exported document(s)

When the WordML format is selected, you can specify whether the generated file is to be opened directly for viewing after the export. This option is only available when just a single document is exported.

2.2   Importing the document metadata and text

The **Import translation** function allows you to load the translated text back into the system. A dialog appears to confirm the successful import or to indicate any errors that may have occurred.