



GRN Pootle User Guide

Thank you for assisting with the GRN translation projects! We appreciate you!

Introduction

This tutorial aims to teach you how to use Pootle to translate pages of the Global Recordings Network website www.globalrecordings.net from English into other languages.

If you have any troubles or further questions please contact [David](#).

What is Pootle?

Pootle stands for **PO**-based **O**nline **T**ranslation / **L**ocalization **E**ngine.

It's a web portal that is used by companies like Mozilla Firefox, Open Office and GRN for localising (translating) their software. [More information...](#)

Types of Users (do I need to register?)

We greatly appreciate anyone who wants to assist us with translation, and want to make it as easy as possible for you to assist us, so you don't have to register in order to suggest translations.

However, registering has some benefits. We have three types of users on our server: anonymous, registered and approved translators. Let's see how they differ.

1. Anonymous translators

Being an anonymous translator is suited to those who want to try some translation before registering or if you just want to point us to a mistake on the web site. Every time you suggest strings anonymously, you will have to provide an answer to a simple (CAPTCHA) question - this is to prevent spam.

2. Registered translators

You may want to register at Pootle server for your convenience. This way you can specify which languages and projects you are interested in, and you will no longer be shown the CAPTCHA when suggesting strings.

3. Approved translators

Approved translators are those with extended permission. This is the most satisfying level as you can:

- review (apply or reject) suggestions provided by other translators,
- submit your own translations.

Setting up an account

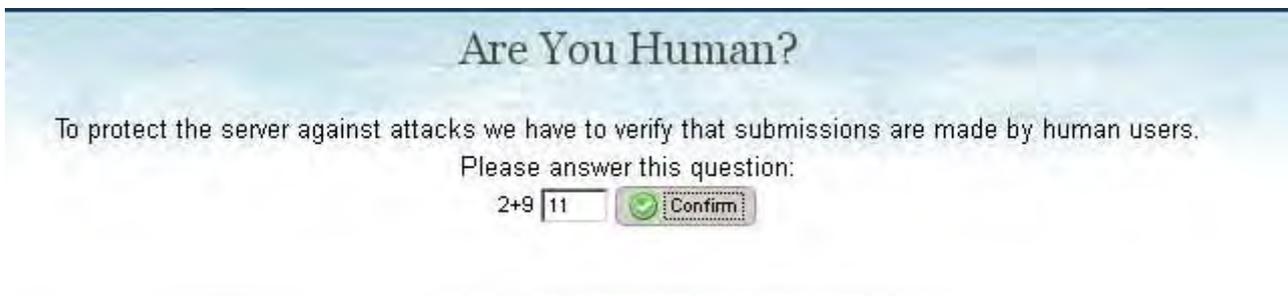
- Go to <https://secure.globalrecordings.net/pootle/> and click on the **Register** link in the top right corner.



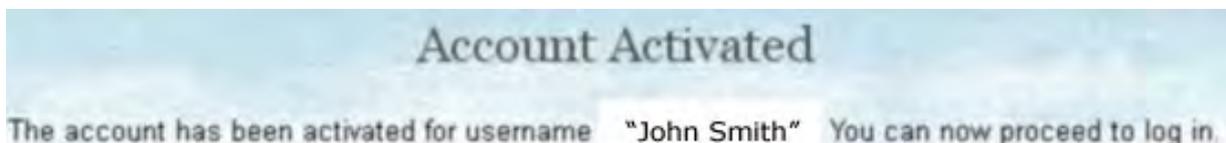
- In the registration form, enter a username, e-mail address and type the password twice:

A screenshot of the registration form titled 'Register a New Pootle Account'. The form contains the following fields: 'Username' with the value 'John Smith', 'E-mail Address' with the value 'jsmith@emailaddress', 'Password' with six dots, and 'Password (again)' with six dots. A 'Register' button with a person icon is located at the bottom right of the form.

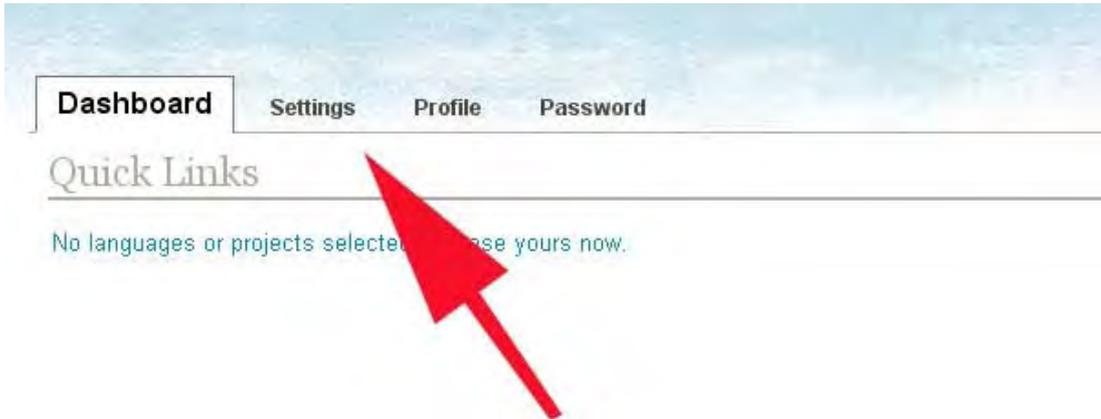
- Once you have completed these fields, click **Register** button, and answer an “Are you Human” question (this is to prevent spammers from mass-creating account).

A screenshot of the 'Are You Human?' CAPTCHA page. The title is 'Are You Human?'. Below the title, it says 'To protect the server against attacks we have to verify that submissions are made by human users. Please answer this question:'. The question is '2+9' with a text input field containing '11'. To the right of the input field is a 'Confirm' button with a green checkmark icon.

- You will then be sent an email to confirm your identity. Please click on the link in this email and your account will be activated.

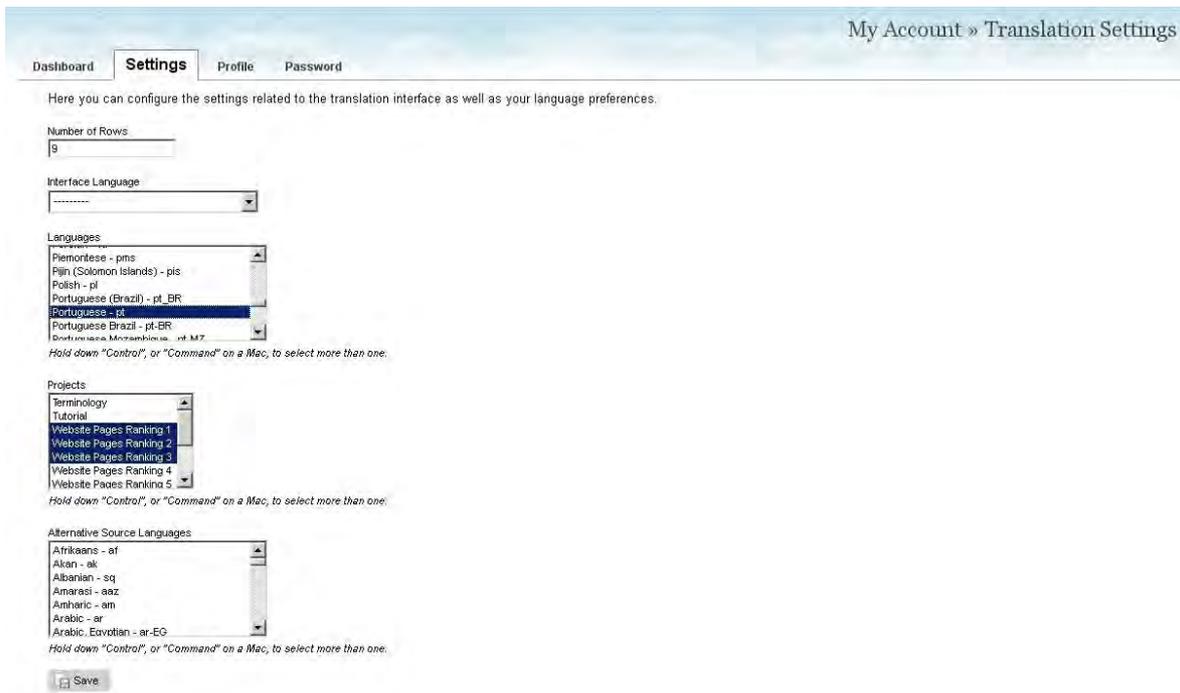
A screenshot of a confirmation message titled 'Account Activated'. The text below the title reads: 'The account has been activated for username "John Smith" You can now proceed to log in.'

- Now you can log in to your account (use the **Log In** link in the top right corner).
- Leave the interface language as English. You will set up the languages that you would like to translate into later.
- Once you are logged in select the **Settings** tab to edit your preferences.



Our suggestions are to:

- Leave the number of rows as 9
- Leave the interface language blank
- Select the languages you would like to translated into
- Select the projects that you would like to translate. Our priorities are:
 - Website Pages Ranking 1
 - Website Pages Ranking 2
 - Website Pages Ranking 3
- Leave the alternative source languages blank



Once you've finished with selecting languages and projects, click **Save** button.

You can later change these preferences at any time.

Congratulations! You are now ready to start translating!

Choosing a Language, Project & File to translate

When you open the Welcome screen, you will see the list of languages on the left, and the list of projects on the right. Each row provides a link to that language or project, a translation progress indicator and the name of the last user who worked on it. (Click on the Home button if you cannot see this screen).

Clicking on a language (below left) to see all the available projects (below right) for that language:

The left screenshot shows the 'Welcome to the GRN Translation Team' page. It features a 'Languages' table with columns for Language, Overall Completion, and Last Activity. The table lists various languages such as Afrikaans, Arabic, Chinese (Simplified), Chinese (Traditional), Dutch, French, German, Hindi, Indonesian, Japanese, Korean, Persian, Portuguese, Russian, Spanish, Tagalog, Thai, and Vietnamese. Each row includes a progress bar and the name of the last user who worked on it. A red box highlights the 'Languages' table.

The right screenshot shows the 'Overview' page for a specific project. It displays a table with columns for Name, Progress, Summary, and Total Words. The table lists various projects such as Terminology, Website Pages Ranking 1-9, and Website Strings. A red box highlights the table. Below the table, there is a 'Top Contributors' section with a table showing suggestions and reviews.

Select a project from the list (above right):

- Website Pages Ranking 1-9: These are the highest priority pages for translation (1 is highest, 9 is lowest). We suggest that you start translating pages Website Page Ranking 1.
- Website strings: These are Headings, descriptions, and other phrases used throughout the GRN website to build pages.
- Terminology: Key words that are used often can be added to this list. Then when they come up in web pages a translation is also suggested.

For the Website Pages Ranking projects you will then see a list of files available for translation. Each of these files matches a page on the website (eg pt-web_article-497.po is <http://globalrecordings.net/en/497>).

There is no need to Upload a file. Simply click on a file to translate it.

The screenshot shows the 'Overview' page for a specific project. The page title is 'Welcome to the GRN Translation Team' and the breadcrumb is 'Portuguese » Website Pages Ranking 3'. The 'Overview' tab is selected, showing a summary of the project: 1 file, 95/95 words (100%) translated, [4/4] strings. A table lists the project details, with a red box highlighting the first row: 'pt-web_article-497.po' with a progress bar and 'Complete' status. Below the table, there is an 'Upload File' section with a file input field, a 'Browse...' button, and radio buttons for 'Overwrite the current file if it exists', 'Merge the file with the current file and turn conflicts into suggestions', and 'Add all new translations as suggestions'. There is also an 'Upload to' dropdown menu and an 'Upload' button. At the bottom, there is a 'Top Contributors' section with a table showing suggestions and reviews.

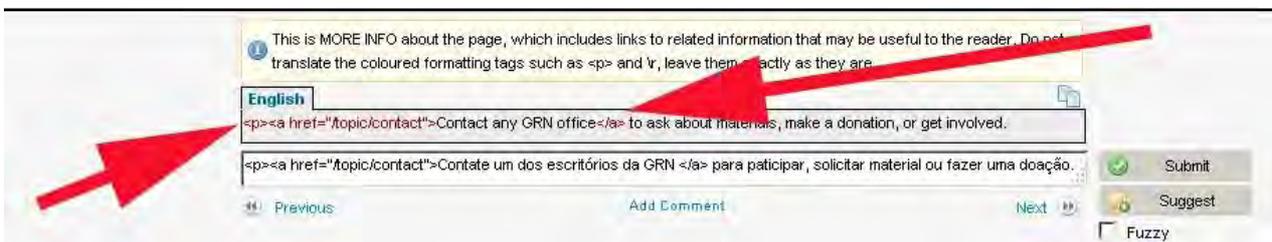
Translating a File

Once a file such as pt-web_article-497.po has been selected you can begin translating:

1. If there are any coloured computer characters such as `<p>` we suggest you start by clicking on the copy symbol:



2. This will copy the English text into the white box below ready for translation.
3. Do not translate any coloured text such as `<p>` – this is for computers. Only the black text should be translated.



4. There is no need to translate word for word. Instead try to translate the meaning in every day language.
5. Once you are happy with the translation press “Submit” or “Suggest”
 - Submit inserts it directly onto the website.
 - Suggest saves your work, but it is not uploaded until you or someone else checks and validates it by clicking on “Submit”.
6. If you are not able to finish a translation, click “Suggest” and then it will be saved so that you can come back later and complete it.

Glossary

Add Comment

Useful if you are suggesting a phrase, rather than submitting it, as you can explain why you are not confident enough to submit it yourself.

Back/Next

Takes you to the previous or next phrase for translation. If you have entered a file via the “Summary” column where it says XXX words need attention, then “*Next*” takes you to the next word or phrase requiring attention, and skips those already translated.

Note: any text you have entered will be lost if you have not already clicked on “Suggest” or “Submit”.

Copy

This will “*Copy*” the English phrase into the white box ready for translation. It's a helpful way to get the computer characters in without having to type them all in.

Fuzzy

If the “*Fuzzy*” field is marked it means that Pootle has made a partial translation based on similar phrases already existing in the project. When you translate a phrase you must also unmark the “*fuzzy*” field to finalise your translation.

Submit

To upload your translation you must click on the “*Submit*” button. Clicking on “Next” will lose any work if you have not previously clicked on Submit or Suggest.. You may “*Submit*” a number of times and each time it submits what is currently in the white translation box to replace anything that was previously there.

Suggest

Click on “*Suggest*” if you are not confident of your translation and you would like another translator to validate it before uploading it. It is also useful if you are unable to complete a translation to ensure that your current work has been saved so that you can complete it later.