



How to Manually Translate Guides

This guide demonstrates how to manually translate a guide.

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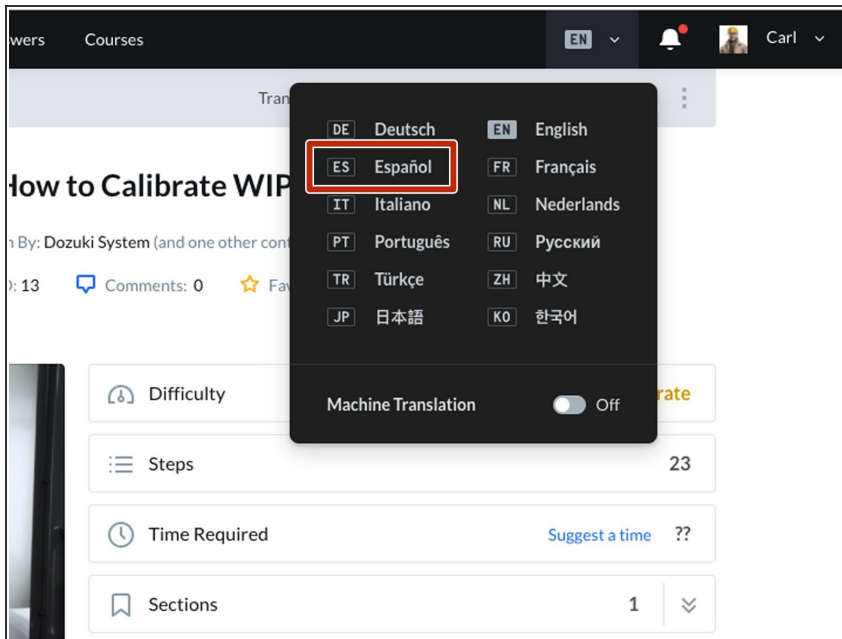


INTRODUCTION

This guide demonstrates how to manually translate a guide.

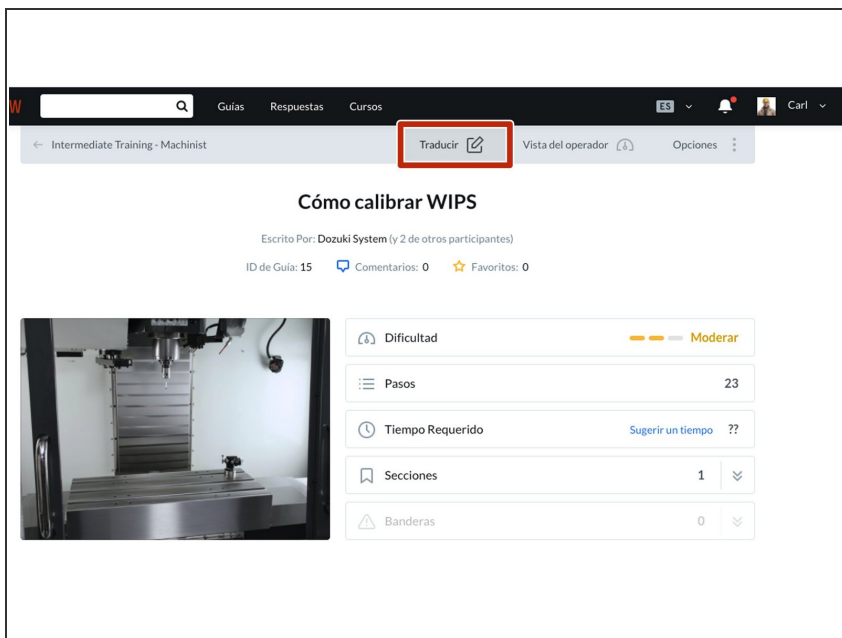
PLEASE NOTE: This feature is only accessible for sites that do not use the Version Control feature.

Step 1 — How to Manually Translate Guides



- Open the guide you would like to Manually Translate.
- Expand the **Language Menu** from the site header and select the language you want to manual translate to.



Step 2



- Click **Translate** in the subheader.
- Seen here in Spanish, *Traducir*.

Step 3

The screenshot displays a web-based translation interface for a guide titled "How to Calibrate WIPS". The interface is split into two main columns: "INGLÉS" (English) on the left and "ESPAÑOL" (Spanish) on the right. A central vertical bar with arrows indicates the flow of the guide. The English side shows the original text, including a title, a summary, and an introduction with a list of items (Gloves, Helmet, Hat, Eye Protection) and a supporting document link. The Spanish side shows the translated text, with a status indicator "Hecho" (Done) in green and "Incompleto" (Incomplete) in red. The Spanish text is currently empty, indicating the translation process is ongoing.

- The page will refresh and display the Translation Page.
-  The translation will start with the introduction.
- The left side of the page displays the guide's current language.
- The right side of the page displays the language to which the guide will be translated.
-  If you exit out of the Translation Page, you will need to repeat Steps 1 and 2 to resume translating the guide.

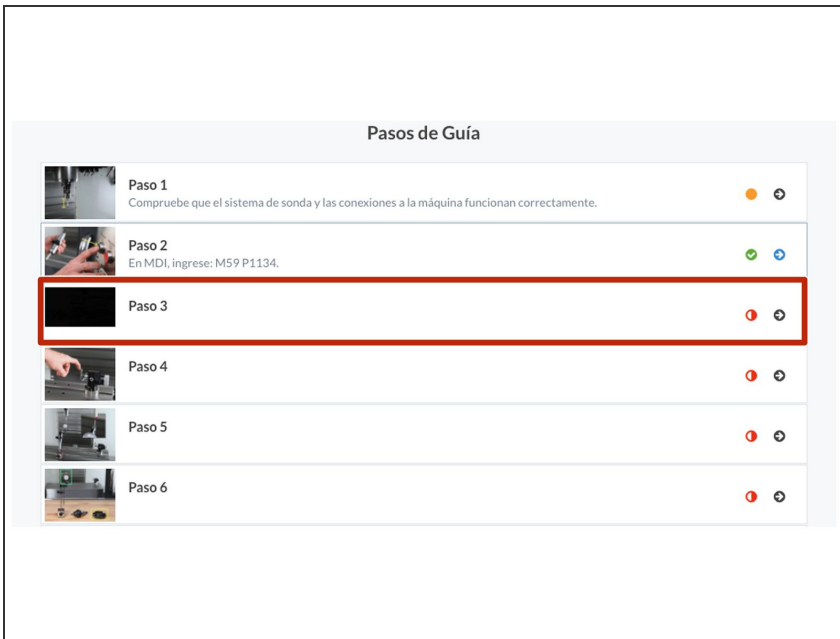
Step 4

- To start translating, enter the translation of each section into the text boxes on the right side of the page.
- Those sections not yet translated will have the marker on the left of the text box that is a half filled red circle.
- While translating a section, the marker on the left of the text box changes to an orange marker.
- When the translation for a section is complete, the marker on the left of the text box changes to a green marker with a check.

Step 5

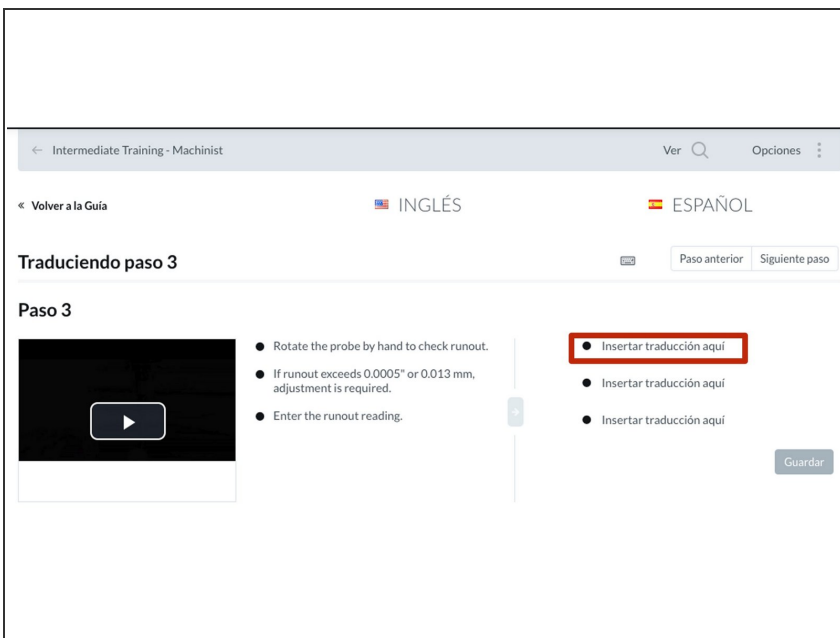
- When finished translating the introduction, click on the **Save Changes** button.
- i* Here in Spanish, *Guardar Cambios*.

Step 6 — Translating Guide Steps



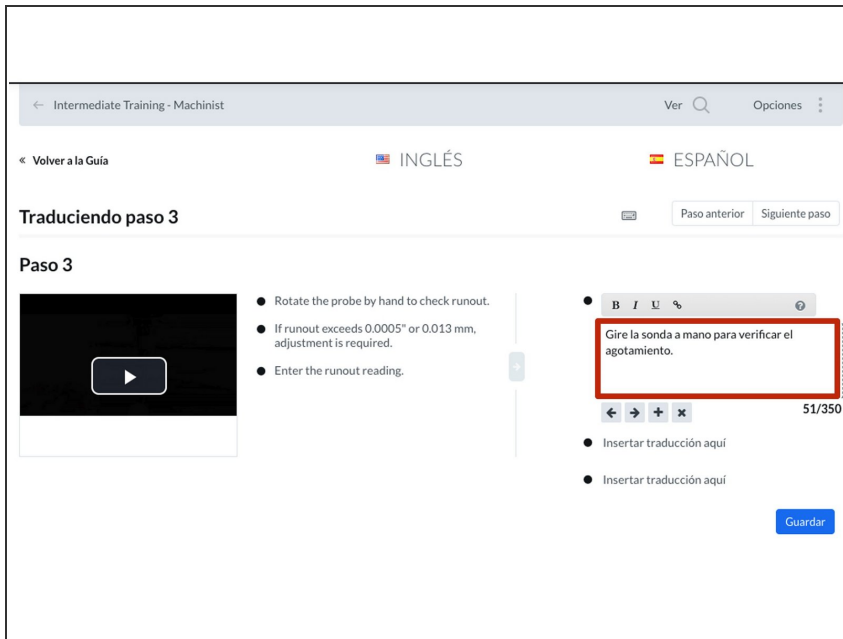
- Click on a step to translate it.
- ❗ The steps are listed below the Introduction edits on the Translation Page.
- ❗ Steps do not need to be translated in order.

Step 7



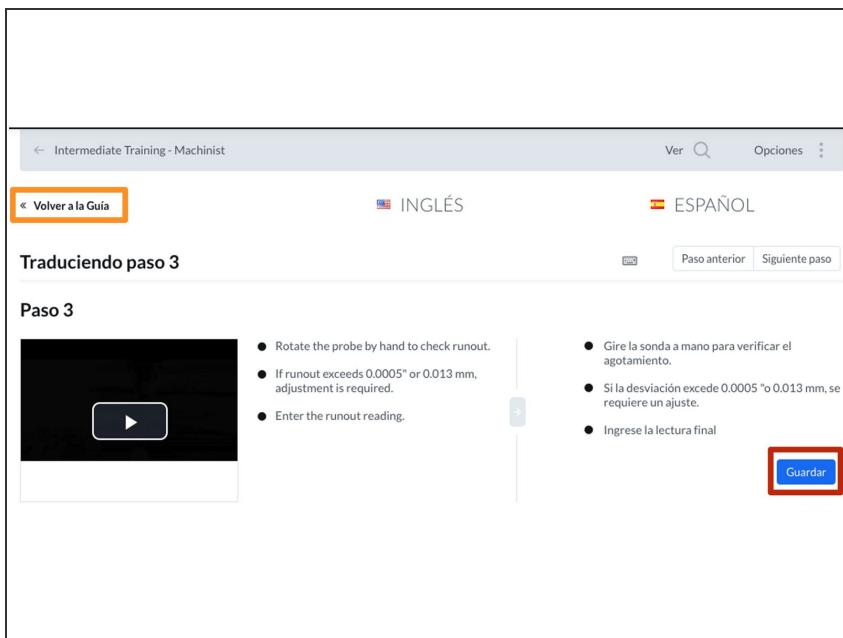
- Click **Insert Translation Here** to open the text box.
- 📌 Here in Spanish, *Insertar traducción aqui*.

Step 8



- Enter the translation of the corresponding bullet into the text box.

Step 9



- When you complete the step translation, click **Save**.
- Here in Spanish, *Guardar*.
- After you save the changes, click the **Back to Guide** button to return to the Translation Page.
- Here in Spanish, *Volver a la Guía*.

Step 10















- Repeat the process for each step in the guide.

Step 11

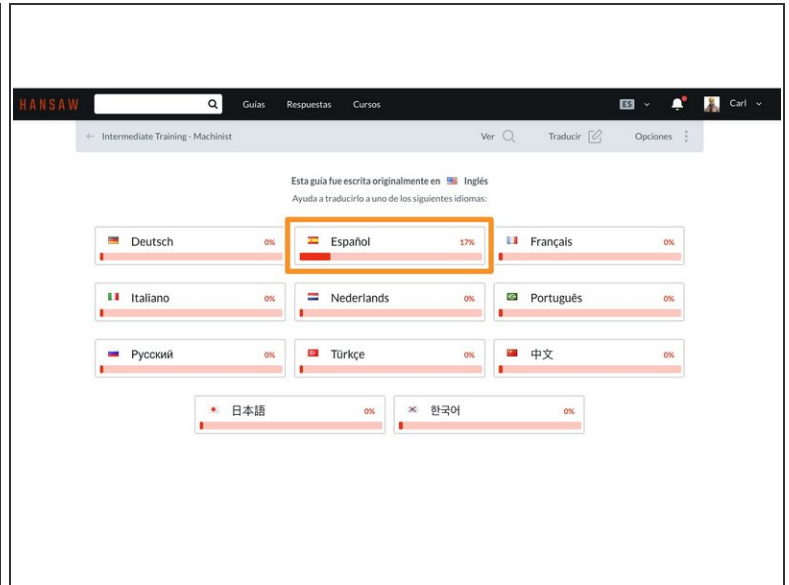
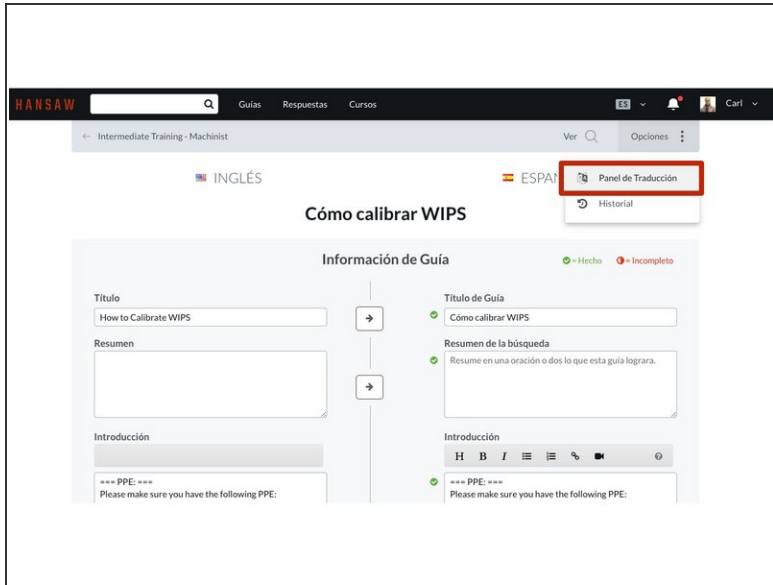
Cancel Guardar Cambios

Pasos de Guía

	Paso 1 Compruebe que el sistema de sonda y las conexiones a la máquina funcionan correctamente.	
	Paso 2 En MDI, ingrese: M59 P1134.	
	Paso 3	
	Paso 4	
	Paso 5	
	Paso 6	

- Those steps not yet translated will display a red half filled circle to the right of the step number and title.
- When a step's translation is incomplete, there will be an orange marker displayed to the right of the step number and title.
- When a step's translation is complete, a green marker will be displayed to the right of the step number and title.

Step 12



- i The entire document does not need to be translated at once.
- ★ Any translations made will be saved and can be accessed at a later date for completion.
- The progress of all translations are displayed on the **Translation Panel**, found under options in the sub-header of the page, while in the Translation Screen.
- i Here in Spanish, *Panel de Traducción*.
- The Spanish translation of the guide shown is 17% complete.