How to Manually Translate Guides

This guide demonstrates how to manually translate a guide.

Written By: Dozuki System
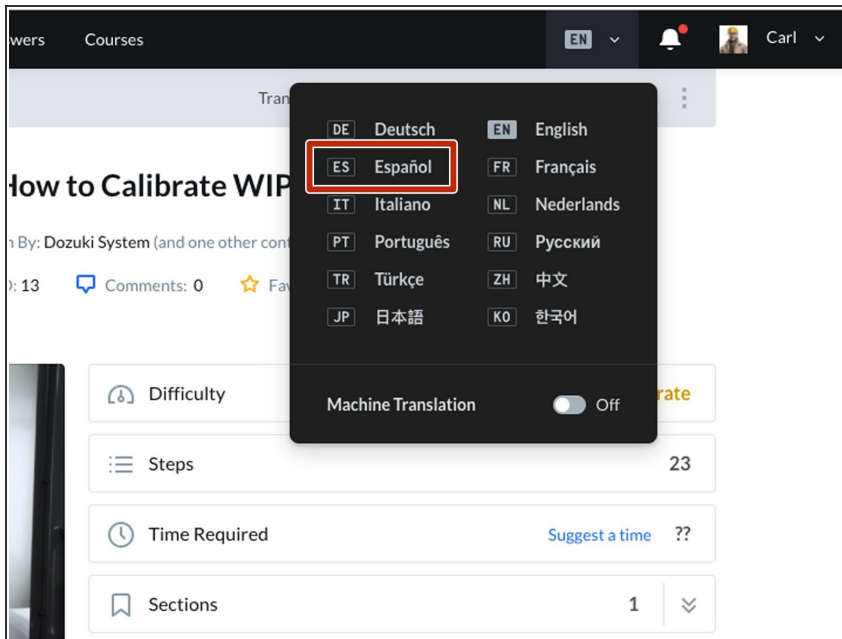

This document was generated on 2022-04-28 02:55:39 PM (MST).

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.

This document was generated on 2022-04-28 02:55:39 PM (MST).

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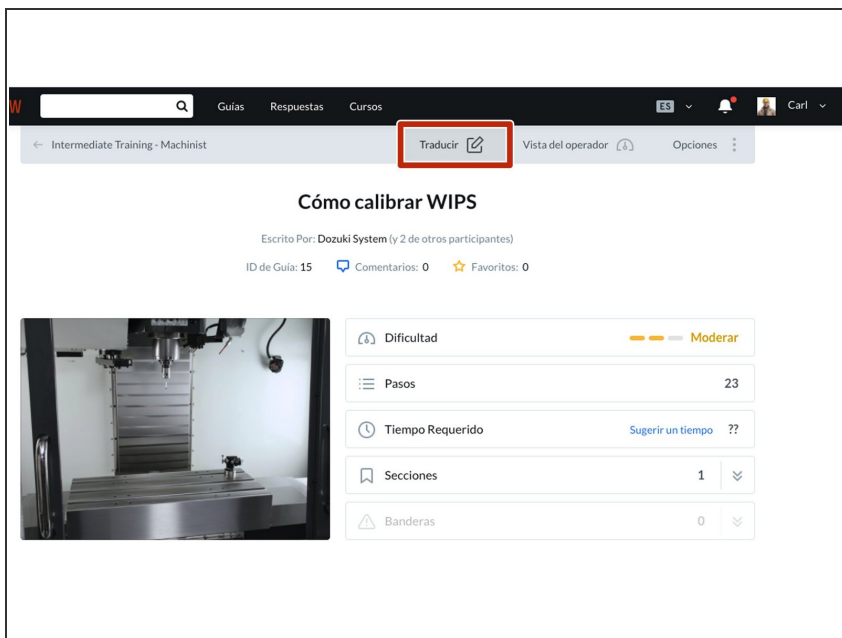
- Click **Translate** in the subheader.
  - ⓘ Seen here in Spanish, *Traducir*.

Step 3

- The page will refresh and display the Translation Page.
  - (i) 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.

This document was generated on 2022-04-28 02:55:39 PM (MST).

© 2022   help.dozuki.com/   Page 4 of 9
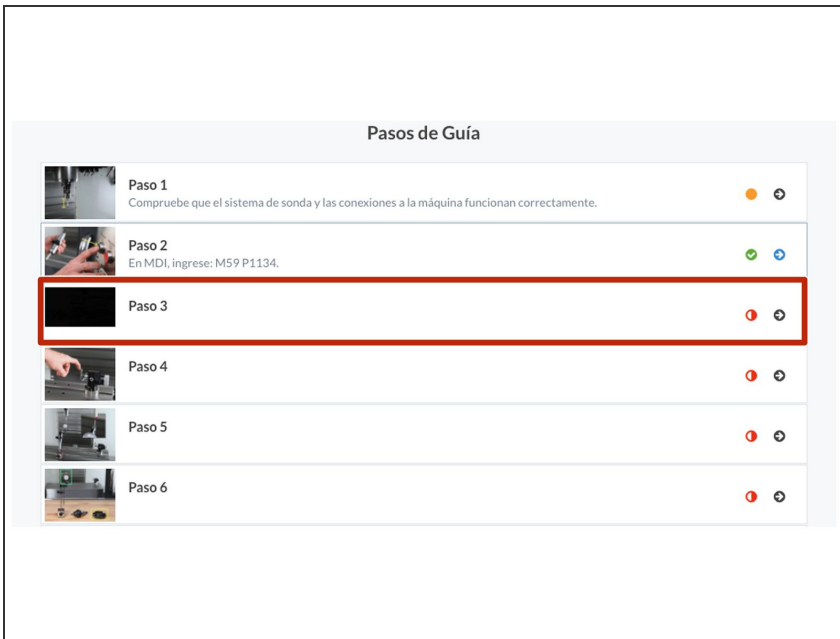
Step 4

- 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.
  - ⓘ Here in Spanish, *Guardar Cambios*.

This document was generated on 2022-04-28 02:55:39 PM (MST).

© 2022 | help.dozuki.com/ | Page 5 of 9
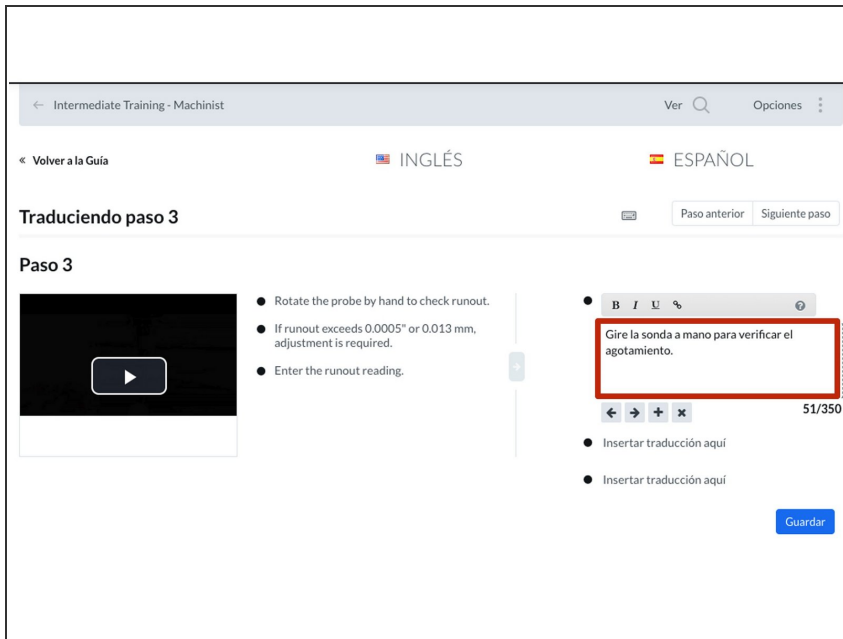
Step 6 — Translating Guide Steps

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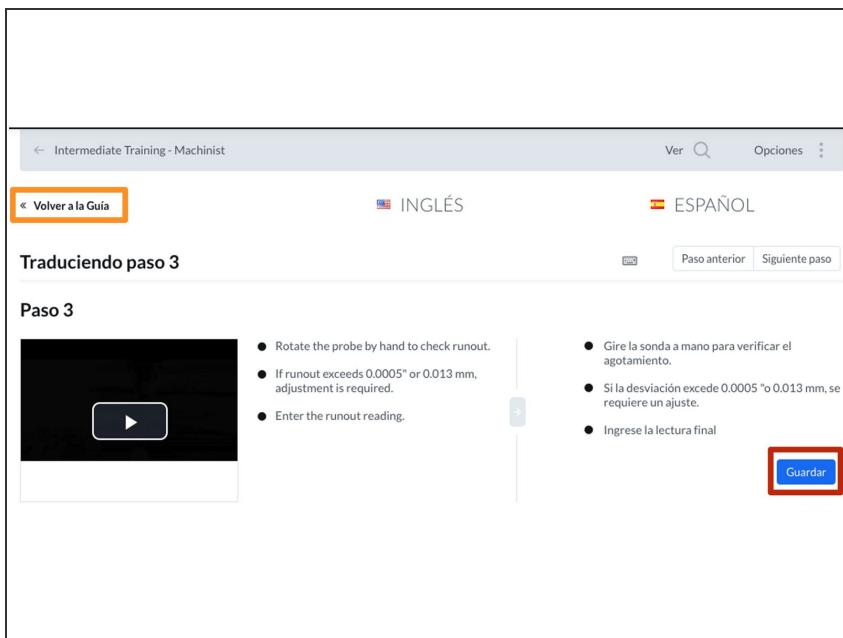 - (i) Steps do not need to be translated in order.

Step 7
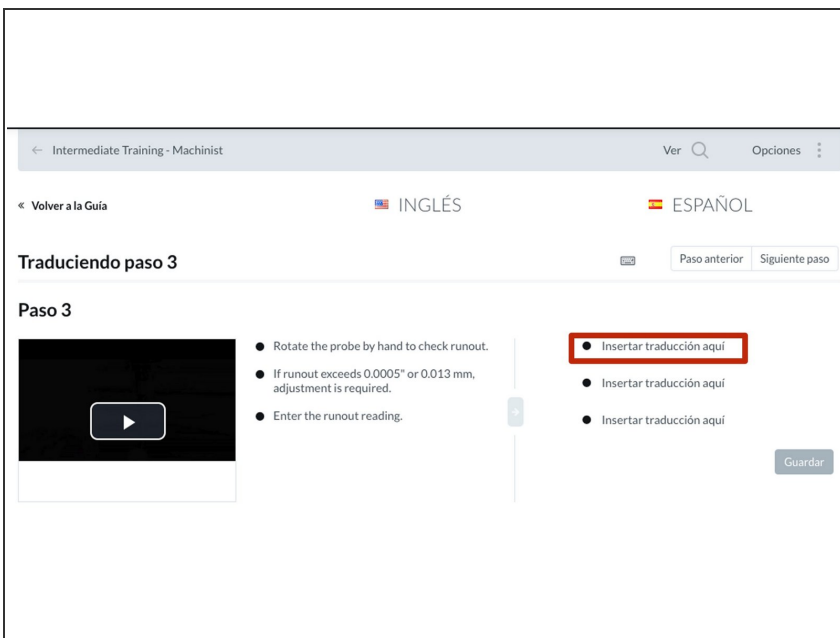
- Click **Insert Translation Here** to open the text box.
  - (📌) Here in Spanish, *Insertar traduccion aqui*.

This document was generated on 2022-04-28 02:55:39 PM (MST).

© 2022 | help.dozuki.com/ | Page 6 of 9

Step 8

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

Step 9

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

This document was generated on 2022-04-28 02:55:39 PM (MST).

Step 10

- Repeat the process for each step in the guide.

Step 11

- 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 a green marker will be displayed to the right of the step number and title.

This document was generated on 2022-04-28 02:55:39 PM (MST).

Step 12
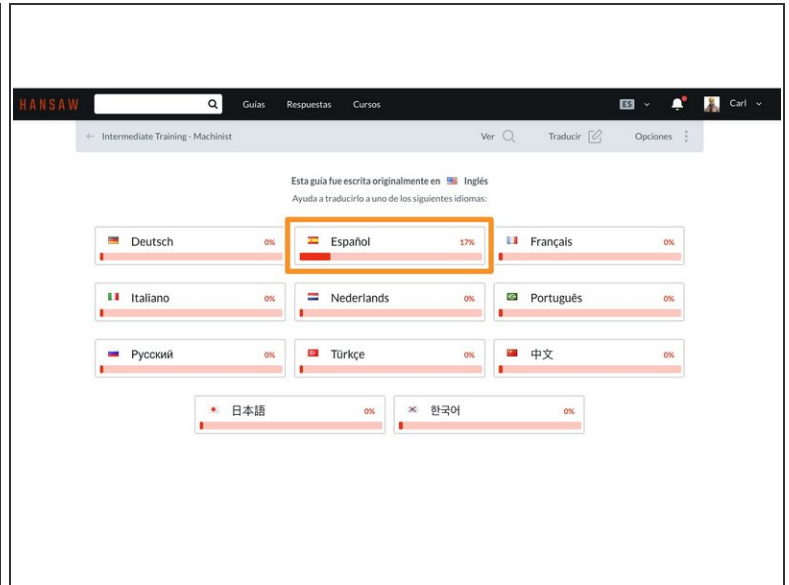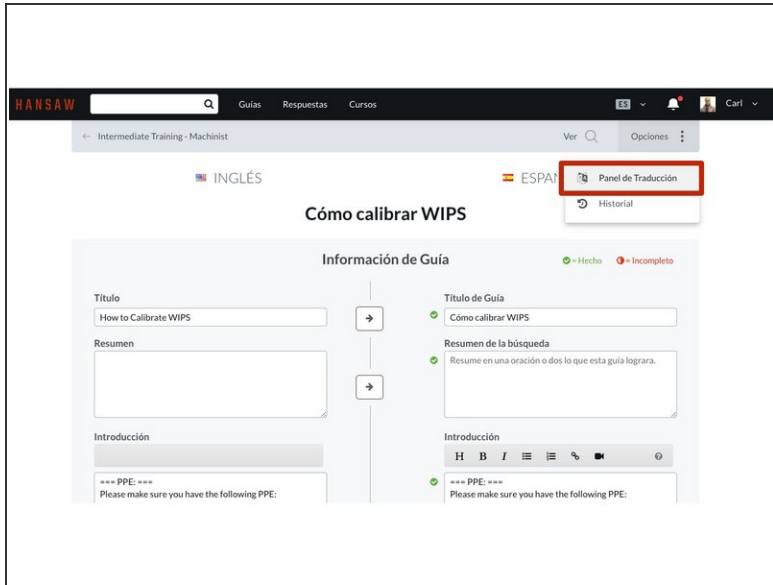
ⓘ The entire document does not need to be translated at once.

📌 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.

ⓘ Here in Spanish, *Panel de Traduccion*.

● The Spanish translation of the guide shown is 17% complete.

This document was generated on 2022-04-28 02:55:39 PM (MST).