

## TRANSLATION OF NATURALLIANCE MULTILINGUAL ONLINE PORTAL (2023)

Welcome to the Naturalliance back-office, or back to it if you set a password for it long ago. Please go straight to <https://staging.naturalliance.org/editor/login.aspx> or to <https://staging.naturalliance.org> and click **Editor Login**. A click on 'Translations' (**red-ringed** in the column on the left) gives this screen:

The last link below 'Translations' takes you to preview changes you may make to the 'Site', which has the red 'Editor' button at top right to take you back to the place you left in the editor. Below the blue box on the right of the central column with English **Text to translate** is a box to choose **Language to translate into**. When you have selected a language, you can enter the translation in the box below that.

On the right of the central column is a pull-down menu (**green ring**) for the **Resource Set** for a part of the site to translate; by default it is the 'Contact' page but here shows 'Editable Page Links'. Below is a list of **Elements to translate** for that **Resource set**. Elements are in red if not yet translated (under the **blue ring**), and green if changed in the English since first being translated.

Scroll down this page for buttons to 'Save', 'Next Untranslated', 'Next Changed', 'Progress' and 'Excel'. When a translation is ready, press **Save**. You can check 'Progress' for the language and for the site as a whole; the 'Next Untranslated' and 'Next Changed' buttons are handy for finding where you last worked or made edits to the site. The 'Excel' button, which outputs in CSV format a file of all the text for translation, is for administration use. In difficulty, please contact Robert Kenward (reke@ceh.ac.uk).

Things to note are:

1. Please use CAPITAL letters and leave empty lines where they occur.
2. Do press the button to **Save** your work regularly; if you wait more than half an hour without doing anything, the system will log you out; **BEWARE** of possible loss of unsaved text.
3. Please don't translate stuff in square brackets e.g. [applicationtitle], [emailaddress]; please copy-paste these and bullets (•) or © from here or the blue box (you can use Ctrl-C to copy, Ctrl-V to paste).
4. We need to keep the language simple, for ordinary people down to 16 years old rather than experts, so please avoid technical terms and jargon if you can.
5. You can preview any page by clicking on the 'Site' link, or the links to specific pages that list at the bottom of each editor page, then return using the red 'Editor' button at top right.
6. If you select a page that is not yet ready and get an error, use the 'back'(<) button on your browser.
7. Please don't use any unusual characters that are not already in the text (e.g. the '/' character, or '&nbsp;'), as these special characters may cause problems when your work goes on screen.
8. If an element has no text to translate, please just enter a space or two, **Save**, and select the next one.