

Translating the instructions of the System for Community Liaison (SYCL)

When you log in to the portal, you should see a list of subjects in blue on the left side (the first column), one of which will be [Translations](#). If you do not see that screen, you may have entered the site editor and need to click Admin at top right. Please click on [Translations](#) to see the screen below.

1. In the middle column at the top are a number of 'Resource Sets'. You can select them by clicking on an arrow to the right there, and then clicking on the list shown. The 'Elements to translate' are listed, and again one can be selected. In this case the Resource Set is the "About" page and the "Link Text" would be the element to translate as listed at the top of the third column.
2. In the right-hand column, below the "Link Text" is a window containing all translations of that Element. Clicking and dragging a bar on the right shows all the others, with [en](#) for English first.
3. In the next right window down, ensure that Language to translate into is yours; you can also select it by clicking the blue link on the left in the window above (e.g. [bg](#) for Bulgarian).
4. The bottom right window is the Translation to work on.
5. It is easy then to edit and change the text in the bottom window. Then, AND THIS IS VERY IMPORTANT TO REMEMBER, press the 'Save' button on the left below the columns. The bottom right will only show 'Ready' after a save, otherwise it will show 'Text changed'.
6. Text Elements in the middle columns are red if untranslated and green if changed; if working with part-translated material it is easiest to use the "Next Untranslated"/"Next Changed" button (see 7).
7. At the bottom are buttons to 'Save', 'Autotranslate', 'Next Untranslated', 'Next Changed', to see 'Progress', and to 'Export' or 'Import'. 'Autotranslate' gives a poor quality translation, so please do not just accept it! When 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 stopped or any edits made to the site.

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Translations

Select a resource set such as a page then select elements within the set to translate. Elements that are shown in red have not been translated into the specified language. Click **Save** to save each change before moving on to the next element.

Resource set: About	Text to translate: Link Text en: About bg: Относно el: Περίπου et: Rohkem teavet fr: A propos it: Su
Elements to translate: Link Text Main Content Page Title Right Content	Language to translate into: Russian (ru)
	Translation: Узнать больше

Ready

8. You can ignore the ‘View Site’ and ‘View Central’ buttons. The ‘Export’ button creates a file “SYCL_Translations_English_(en).csv” into the Download folder used by your browser (use the ☰ button to find or change it). If you click this, the comma-separated-values (csv) will load into Excel. You will need to adjust column widths to read them properly. It is possible to create a file of translations in Column D and use Import to read them back in. However, this is quite challenging, so please contact me (reke@ceh.ac.uk) for instructions if you wish to try it.
9. The easiest translation approach is to translate direct into the Translation box on the page above at least for the very many instructions that are no more than a single sentence. For longer text, which could be lost through an internet glitch before you press ‘Save’, it works well to copy the English text into Notepad, do the translation there and paste back into the box.
10. When translating, please be very careful with the following:
 - a. Please do not translate anything in square brackets, e.g. [sitetitle], [emailaddress].
 - b. Please keep all the instructions for HTML (Hyper-Text Mark-up Language); for example, for “central.

Tip: Keep” translate only “central.”, “Tip:” and “Keep ”, leaving “.

” and “” in place between them. “ ” and “” are also HTML.
 - c. Please don’t use any characters that are not already in the text (e.g. the ‘/’, ‘<’, ‘>’ or ‘&’ characters, as these special characters will cause problems in HTML when your work goes on screen.
 - d. Please use CAPITAL letters where these occur, leave empty lines where they occur and copy-paste bullets where they occur;
 - e. If you select a page that is not yet ready and get an error, use the 'back'(<) button on your browser;
 - f. 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.

TIP:

There is some really long text in a few elements, for instance the Main Content in both Privacy and Terms resource sets. The text is important and there is lots of HTML formatting in it, to give bold sub-headings, lines empty except for the dummy character “ ”, and even bullet points. You can see this by selecting English (en) in the translation box. The easiest way to a good translation here is:

1. Copy the English text in the lower box (e.g. highlight it all and press Ctrl-C).
2. Select the language into which you wish to translate.
3. Paste the English text into the box (e.g. use Ctrl-V).
4. Translate the bits that are not [sitetitle], [emailaddress], , (gives bold) etc.
5. SAVE frequently in case you get an internet glitch.

Finally, appended to these instructions (the last page) is some more information on SYCL site structure (see also illustration and explanation and at <http://sycl-uk.sycl.net>) and a glossary that gives may help with some of the translation.

SEE NEXT PAGE FOR CREATING DEMO SITES IN YOUR COUNTRY FROM SYCL-UK

CREATING SITES IN YOUR COUNTRY FROM EXAMPLES IN ENGLISH (e.g.SYCL-UK)

Sites like the one in English at <http://sycl-uk.sycl.net> are intended to make illustration, explanation and use of SYCL as easy as possible. The News section will contain Hints and Tips to help people get the very best from their sites. They are intended to help country coordinators avoid questions from users. Sites for running conservation projects may have some pages which are direct translations, and some in which national aspects, such as funding opportunities or legal advice, differs from the English site.

Translation in each case will be page by page or, to be precise, column by column because there are separate text boxes for each column. The process is like 1-5 on the previous page, but you need to be in **Site Editor** and to **Change Site** (red-ringed buttons) between Copy and Paste operations as follows:

1. Change to the English site (upper red ring)
2. Click the **HTML button** on the Editor for the column (lower red ring)
3. Select the entire text in the HTML Source Editor (blue) and copy it (e.g. use Ctrl-C)
4. Change Site to the one on which you want the text
5. Paste the English text into the Editor box there (e.g. use Ctrl-V).
5. Translate the bits that are not [sitetitle], [emailaddress], , (gives bold) etc.
6. SAVE frequently in case you get an internet glitch.

The screenshot shows the SYCL website editor interface. The browser address bar displays www.sycl.net/editor/edit_classifieds.aspx. The page title is "SYCL-UK Working with your SYCL Site". The "Change Site" button is circled in red. The main content area is titled "Edit Classifieds" and contains several form fields: "Menu Link Text" (Classified Training Page), "Link Position" (Left Menu), "Page Title" (Classified & Unclassified Matters - the SYCL Training Page), "Page Image" (SiteSettings-Tanglewood.jpg), "Image Width" (Full Column Width), and "Image Text" (Please click to enlarge, back-arrow to restore). The "Main Content" area has a rich text editor with a toolbar and a "HTML" button circled in red. An "HTML Source Editor" window is open in the foreground, showing the HTML source code for the page. The source code includes a paragraph of text and an anchor tag for an image. The "Update" and "Cancel" buttons are visible at the bottom of the HTML Source Editor window.

APPENDIX: SYCL SITE STRUCTURE AND GLOSSARY

The web-sites which form the networked System for Community Liaison have pages with three levels of complexity. The simplest pages (Home, About, Terms and Conditions, Privacy Policy) have scope for one image (the full width or half width of a central column) and paragraphs of accompanying text. More complex pages (News, Calendar, Regular Events, Routes and Gallery) can have series of items containing image and text content, either following introductory image and text or replacing it. The most complex pages (Downloads, Links, Classifieds and More Links) can have those items divided into sections. On all pages there is a narrower column for text on the right. This is all further explained in the glossary below. As the text is converted by the editor to HTML (Hyper-Text Markup Language), it can also contain links and, for the experienced editor, other sophisticated insertions.

Site	A web-site, found with a web address such as <i>www.sitename.org</i>
Place on the Web	The location on the web defined by an address such as <i>www.sitename.org</i>
Pointing at a server	The hardware that houses the site with a given web address
Page	Each separate screen view, than can be scrolled, on a site
Content	The images and text on a site , normally distributed across several pages
Right Content	The content in a smaller column on the right of a central column on each page
Caption	The text that explains an image
Home (page)	The page view obtained at the simplest address for the site
About (page)	The page describing what the content of the site concerns (is 'about')
Password	The secret string of characters used for access to a private site
Forgotten/Forgot password	A routine to be followed if the secret string of characters is not remembered
Logging out	Leaving a private site or part of the site that is accessed with a password
Publish	To make content available to anyone on the web, not merely on a private site
Make (a site) live	To make content which has been edited available to be viewed by anyone
Live page	A page that can be viewed by anyone
Central body	An organisation at higher administrative level than one running a SYCL site
Central (page)	A page on a SYCL site run by an organisation at a higher level
Live central	A central page that can be viewed by anyone on a SYCL site that is published
Item	On some pages, content can edited separately as a set of similar Items
Time (watch time or date)	Some items can have dates and times of events attached
News features	Are repeated news items , which can contain text and images, on a News page
Calendar page	Like the News page , has repeated items , including times and dates
Regular Event page	Another page that can have repeated items
Routes page	The items on this page are maps drawn on Google Earth as routes or points
Marker	Points by themselves, or along a route , can be marked with labels
Zoom to Marker/Path	The view expands or contracts to show a point or a whole route clearly
Gallery page	On which the items are collections of images, captions and an introduction
Section	It can be useful to divide many items on a page horizontally into sections
Downloads page	On which the items , in sections , are lists of many documents stored on site
Links	Are web addresses which can be visited by clicking blue, underlined text
Links page	On which the items create lists, divided into sections , of links to other sites
Classified (ad) page	On which the items can be permitted advertisements, in sections if required
More Links page	This can be used if there are too many off-site links for one Links Page
To match	To correspond with or be equivalent to
Admin	Administration
Undertakings	Commitments, which may be enforceable by law as in a legal contract
Privacy Policy	Contains undertakings not to reveal private details of those registered on a site

If you are still not clear how to translate any of the SYCL instructions, three approaches may help. One is to look at web-sites to see how they translate things like "Home Page", "About Page", "Password", "Privacy Policy" and other words used widely on web-sites. Another is to use Google-translate (put "Translate English to *Language-name*" in the Search Box). Finally, if still in doubt, please ask reke@ceh.ac.uk.