



Managing Translation in Microsoft® SharePoint®

It is a little known fact that Microsoft SharePoint includes easy-to-use tools for managing document translation. And it is even less widely known that Doc-To-Help's integration with SharePoint gives you access to these features. You can store your content (created in Microsoft Word, Doc-To-Help's editor, or HTML) in a SharePoint Translation Management Library and use SharePoint's built-in tools to manage localization. When a document is translated, it will automatically synchronize with the appropriate project and all you need to do is generate output. Since SharePoint has free versions (and most companies already have it), you get a low-cost and easy way to manage the translation process.

This article explains how Translation Management Libraries work and how you can use Doc-To-Help and SharePoint together.

SharePoint's Translation Management Features

The genius of SharePoint's translation management features is in their simplicity. There are four elements, the Translation Management Library, Translation Workflow, Translators List, and Translation Tasks.

- **Translation Management Library:**
Libraries are a common element in SharePoint. They are essentially lists of files in folder accompanied by management tools. Translation Management Libraries are a type of library designed for translation management. They store a version of each file in each language to which you would like to translate. They also display metadata for each document, such as status (not started, in progress, complete), who is responsible for translating it, and checked in/out status.
- **Translation Workflow:**
SharePoint workflows route documents through processes such as approval workflow, review/comment, and sign-off procedures. Workflows can be created from scratch, but SharePoint includes a few out of the box. One of these is a Translation Workflow included in the Translation Management Libraries. The Translation Workflow automatically creates a copy of

SharePoint Really is Easy

The common myth about SharePoint is that it is hard to implement, impossible to use, and costly to own. On the contrary, implementation is an easy wizard driven process, it is end-user focused, and it even has a free version.

Read "SharePoint Mythbusting" on the Doc-To-Help team blog to learn more about why you should use SharePoint. (<http://ow.ly/2lvo3>)

the source document for each language and assigns translation tasks to translators.

- **Translators List:**

A Translators List is the list of people responsible for translations and the language(s) for which they are responsible. The Translators List controls which languages will be used in the translation process. If the language is present in the Translators List, it will be included in the workflow.

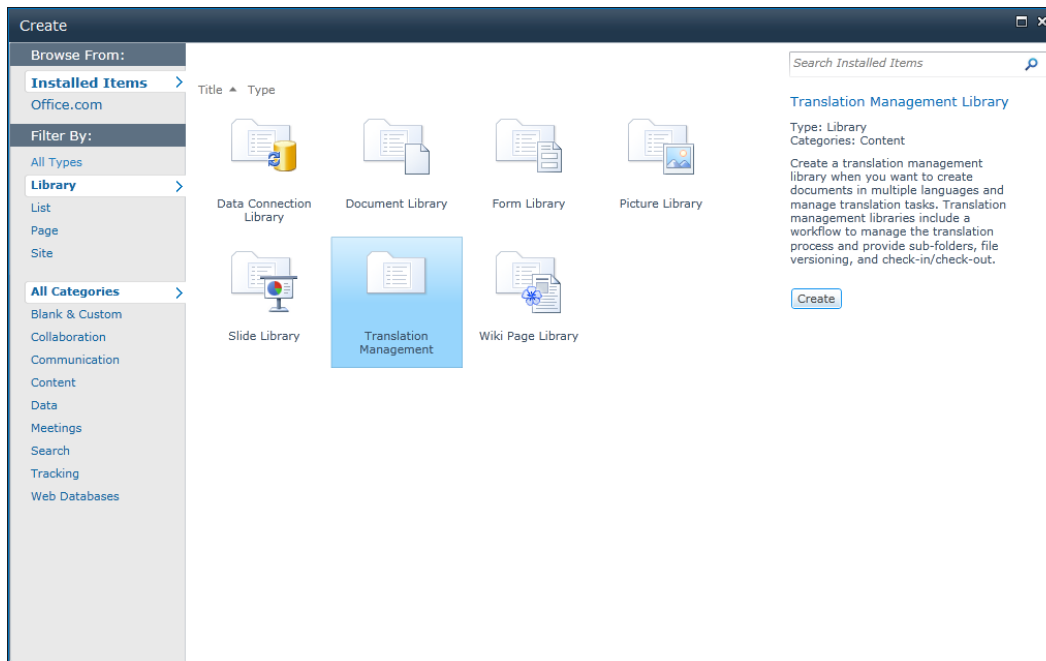
- **Translation Tasks:**

Translation tasks are assigned to each translator by the Translation Workflow. This list is created automatically.

How It All Works Together

The Translation Management Library lies at the center of the translation management process in SharePoint. Setting up a Translation Library generally involves three tasks (SharePoint will guide you through the process):

1. Create a Translation Management Library. This one of the standard library types.



2. Add the Translation Management Workflow. This workflow is built-in, but you can create your own if you wish. This workflow will create language specific documents and assign translation tasks.

Content Type Select the type of items that you want this workflow to run on. Content type workflows can only be associated to a list content type, not directly to the list.	Run on items of this type: All (Selecting a different type will navigate you to the Add a Workflow page for that content type.)
Workflow Select a workflow to add to this document library. If the workflow template you want does not appear, contact your administrator to get it added to your site collection or workspace.	Select a workflow template: Disposition Approval Three-state Translation Management Approval - SharePoint 2010 Description: Manages document translation by creating copies of the document to be translated and assigning translation tasks to translators.
Name Type a name for this workflow. The name will be used to identify this workflow to users of this document library.	Type a unique name for this workflow: NewWorkflow
Task List Select a task list to use with this workflow. You can select an existing task list or request that a new task list be created.	Select a task list: Tasks Description: Task list for workflow.
History List Select a history list to use with this workflow. You can select an existing history list or request that a new history list be created.	Select a history list: Workflow History Description: History list for workflow.
Start Options Specify how this workflow can be started.	<input checked="" type="checkbox"/> Allow this workflow to be manually started by an authenticated user with Edit Item permissions. <input type="checkbox"/> Require Manage Lists Permissions to start the workflow. <input type="checkbox"/> Start this workflow to approve publishing a major version of an item. <input checked="" type="checkbox"/> Start this workflow when a new item is created. <input checked="" type="checkbox"/> Start this workflow when an item is changed.

Next Cancel

Note that you can choose to automatically start the workflow when a new document is added to the library or when a document in the library changes.

3. Designate or create a translators list. Not only does this list assign translators for each language, but it also designates the translated languages for the associated process. In the example below, the Translation Management Library will support translating from English (the source language) to Spanish and French (the translated languages).

Translating From	Translating To	Translator	Edit
English	Spanish (Spain)	TADER1\kathy	
English	French (France)	TADER1\sally	
+ Add new item			

Once these items are assembled, the site will be ready to manage translations. When a document is added to the library, a copy for each target language will be created and email notifications will be sent to each translator. The translators then complete their tasks. When all tasks are complete, the library owner will receive notification.

Type	Name	Language	Modified By	Checked Out To	Source Document Version	Translation Status	NewWorkflow
Source Document : OutOfTheBox.doc (3)							
	OutOfTheBox	English	COMPONENTONE\DanB				In Progress
	OutOfTheBox - French (France)	French (France)	System Account			Not Started	
	OutOfTheBox - Spanish (Spain)	Spanish (Spain)	System Account			Not Started	
Source Document : SoftwareDocumentation.doc (3)							
	SoftwareDocumentation	English	COMPONENTONE\DanB				In Progress
	SoftwareDocumentation - French (France)	French (France)	System Account			Not Started	
	SoftwareDocumentation - Spanish (Spain)	Spanish (Spain)	System Account			Not Started	

[Add new item](#)

A typical translation library with language specific copies of each source document.

When a new document is added or an existing document is changed, the process kicks off again. This gives you a great way to make sure localized content stays in step with source content.

It is also important to note that these libraries will retain the version histories for each document.

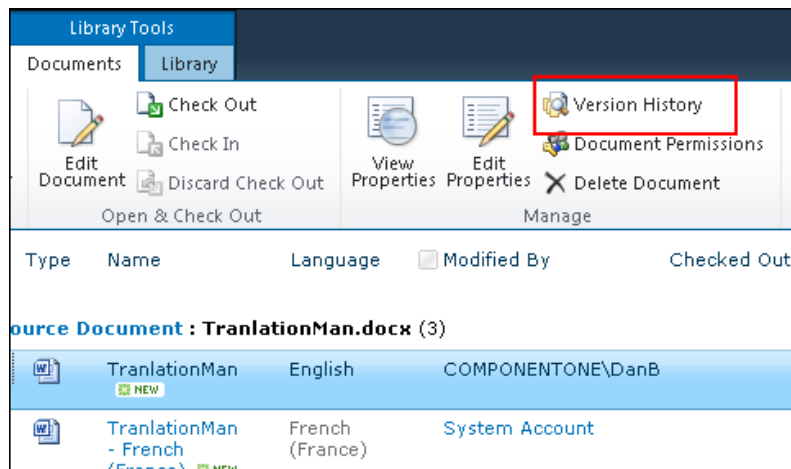
Comparing Versions

Version comparison is critical to most translation efforts. Best practices dictate that we should only translate content that has been changed since the last translation. Imagine the amount of time that can be wasted if a translator has to guess what has changed or if they need to translate the entire document just for a new version.

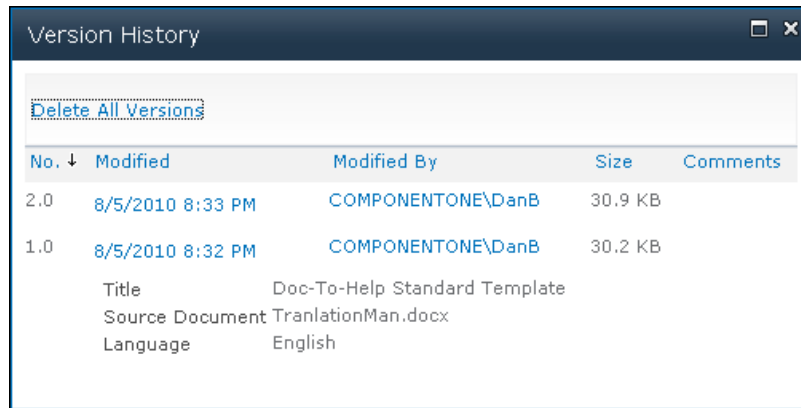
There is good news for Microsoft Word (or any Office application) users. SharePoint track version history and its integration with Word can report where changes occur between versions.

How to View Compare Versions When Using Word

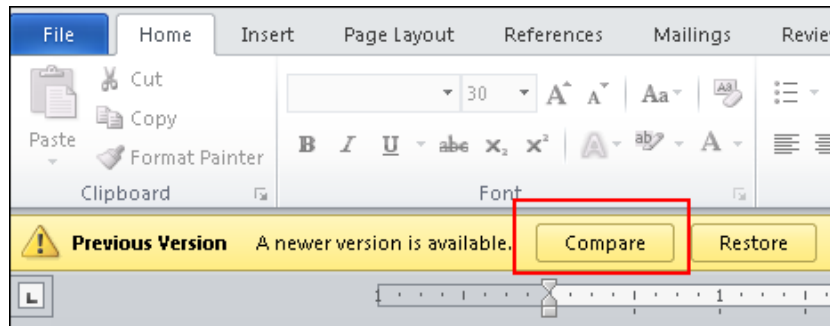
Viewing a version comparison is easy. In the SharePoint library, select a document and click on the version history button.



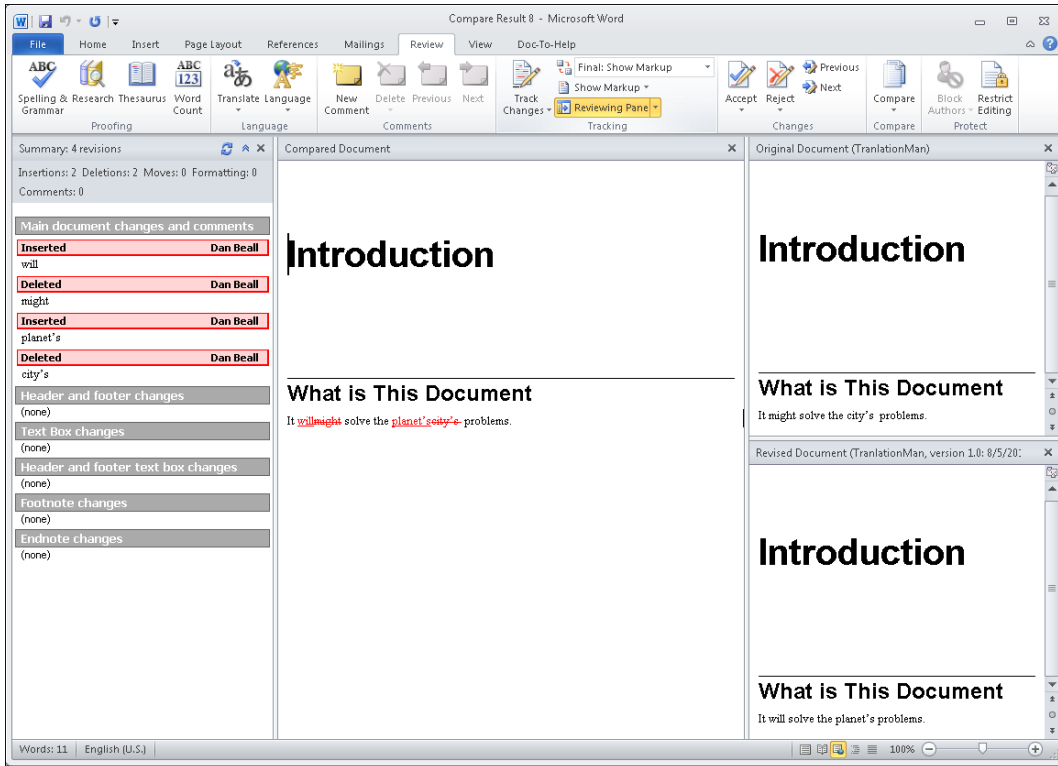
The version history will appear.



Open and older version of a document and Word will prompt you compare the old version with the new one.

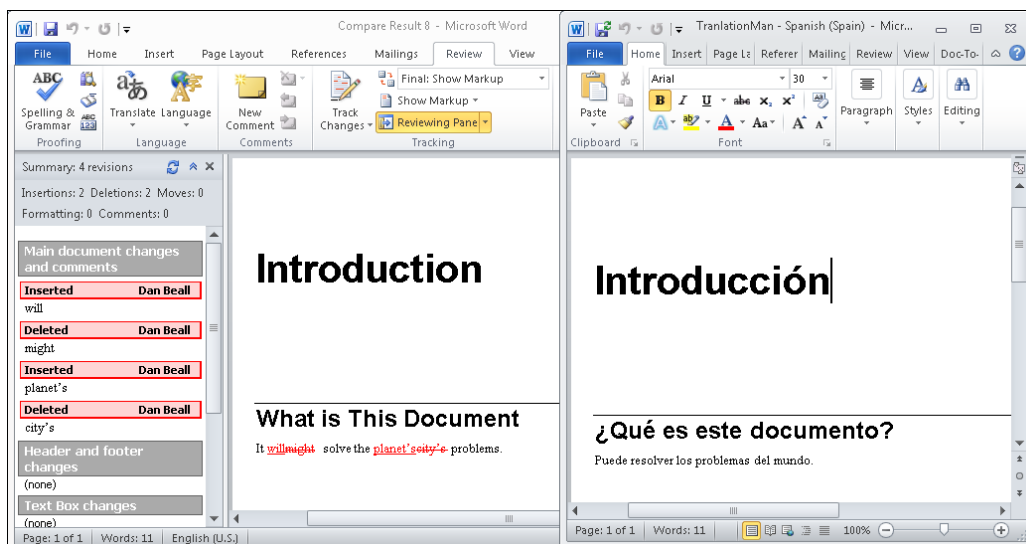


When you click the Compare button, a special view opens that shows what has changed in a few different ways.



From right to left: a summary of changes, the familiar “Track Changes” view, and the two versions compared side by side (or over-under in this case).

Now, a translator can look at this view side-by-side with the translated document to identify and translate only what needs updated.



In this example, it is easy to tell that only two words need to be translated.

How Doc-To-Help and SharePoint work Together

Doc-To-Help's integration with SharePoint allows you to leverage SharePoint's Document Libraries and all its related content management features. Since the Translation Management Library is one of these features, you can take advantage of it when using Doc-To-Help. Doc-To-Help's localization features, described below, and SharePoint combine to provide a very easy and efficient translation workflow.

Doc-To-Help's Features

Doc-To-Help provides features that help you designate specific content for specific uses. You can use these features to manage content in multiple languages. They include:

- **Conditional tags:** Doc-To-Help allows you to tag content with an attribute that describes it. You would use these tags to designate a document's language.
- **Configurable/storable targets:** In Doc-To-Help, a target is best described as a template used to produce outputs. These templates store information such as output type (i.e. NetHelp, HTML Help, PDF), theme, and language. Ideally, you would create a target for each language you need to produce.
- **Conditional builds:** For each target, you can specify which content to use (through conditional tags).
- **Language compatibility:** Doc-To-Help can produce output in any language supported in Windows. This includes right to left languages and Unicode.

These features give you a one-click process to build any language you need. You just select the output you wish to build, and Doc-To-Help will use the appropriate templates and the appropriate content.

How SharePoint Fits In

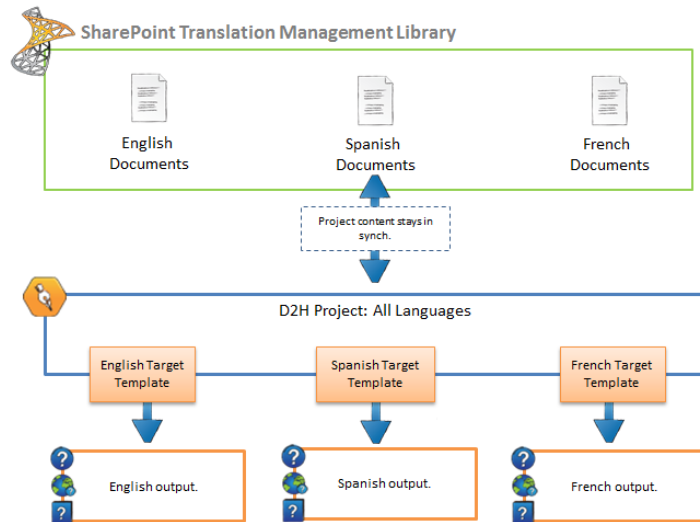
Doc-To-Help does a great job of helping you organize your translated content and generate localized outputs, but SharePoint will help you manage the translation process.

A typical process looks like this:

1. Doc-To-Help user creates a project in the source language.
2. The source documents are uploaded to a SharePoint Translation Management Library.
3. The Translation Management Library creates copies of each document for each language specified to and kicks off the Translation Workflow.
4. The new documents are downloaded to the Doc-To-Help project and kept in synchronization from that point forward.

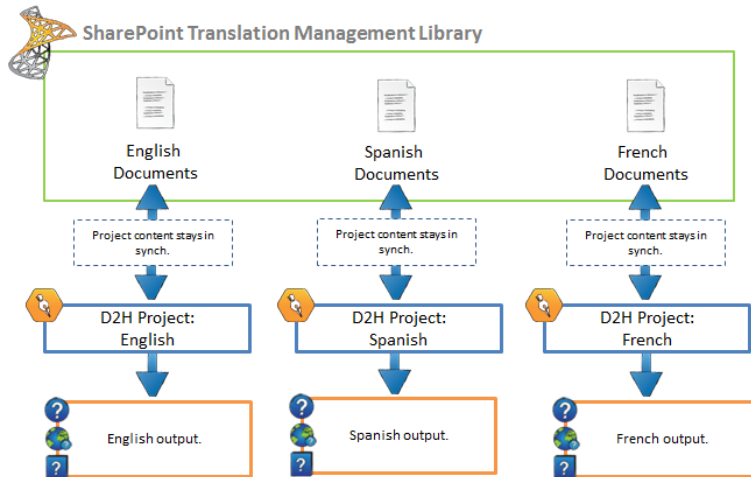
To learn more about how this integration works, read the "Microsoft® SharePoint® Gives You a Realistic Approach to Content Management" white paper. (<http://ow.ly/2nxJV>)

When it is time to produce output, conditional tags and localized targets will make it easy to produce output with only the appropriate language.



In this example, one Doc-To-Help project is used and conditional tags help map the content to the appropriate output.

Alternatively, one project per language can be created. Each project would only use the documents written in the appropriate language.



In this example, separate projects are created for each language. Each is synchronized to the Translation Management Library.

The first example is recommended, but both will work.

Additional Resources

- Microsoft® SharePoint® Gives You a Realistic Approach to Content Management (<http://ow.ly/2nxJV>): White paper describing SharePoint's content management features and Doc-To-Help's SharePoint integration.
- SharePoint Foundation Download (<http://ow.ly/2nxM0>): Download the free version of SharePoint.
- How to Create a Translation Management Library (<http://ow.ly/2nxNe>): Microsoft's instructions on how to use Translation Management Libraries. Note that these instructions are for SharePoint 2007, but the steps are generally the same.
- Download Doc-To-Help (<http://ow.ly/2nxVw>): Download a trial of Doc-To-Help.