

## Available Languages

TeamLab is translated to the following languages as of January 2012:

### Complete translations

- English
- German
- French
- Spanish
- Russian
- Latvian
- Italian
- Chinese Simplified
- Ukrainian
- Polish

### Partially translated languages

- Portuguese (Brazilian)
- Greek
- Turkish
- Czech

## Translating to Your Language

If you'd like to see TeamLab in your own language then you are welcome to contribute.

## System Requirements

To be able to translate TeamLab portal into your own language the following minimal requirements need to be met:

- Internet access to be able to use the **TeamLab Online Translation System** as all the translation and translation preview is done **online**.
- One of the Internet browsers:
  - **Microsoft Internet Explorer** version 8 or higher
  - **Mozilla Firefox** version 4 or higher
  - **Google Chrome** version 11 or higher
  - **Apple Safari** version 4 or higher
  - **Opera** version 11 or higher

Other browsers might work as well but have not been tested with the translation system.

## TeamLab Online Translation System

To start translating you need to undergo the following steps:

1. Make sure your language is not in the list above. If it is present but marked **partially translated** then you still can participate to finish translation into your language.
2. Write to us about your intention to translate the TeamLab portal into your language. Use the email address [documentation@teamlab.com](mailto:documentation@teamlab.com) to contact us.
3. Our manager will send you email with **Login** and **Password** for **TeamLab Online Translation System** - <http://translate.teamlab.com/>.
4. Access **TeamLab Online Translation System** using the received credentials.

**Note:** you should get to know some terminology used in **TeamLab Online Translation System** to translate TeamLab into other languages:

- **Projects** - larger parts which TeamLab portal is divided into. Most usually words and phrases from one project can be met in one bigger part of TeamLab portal - **Community**, **Projects**, **Documents** or **Talk**, for instance.
- **Modules** - smaller parts which the TeamLab portal projects are subdivided into. It is done to unite common words and phrases which meet somewhere on the same page or similar pages.
- **Keys** - the smallest unit of TeamLab portal containing words and phrases. You will be translating keys. Each key has its own name, so that it could be found using it if necessary.

5. You will be presented with the main window of the translation system:

6. In the left part you will see the modules available in the current portal project (**Common, JavaScript, UserControls, Notify, Editor** in the above example). Click them to switch between the modules containing untranslated words and phrases. You can judge whether the modules contain untranslated items or not by their color:

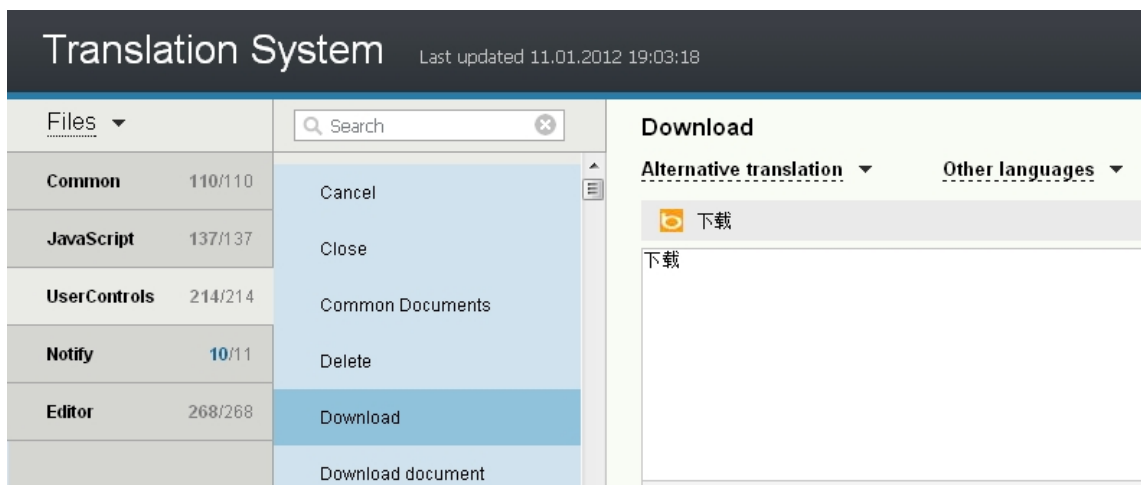
- **Translated** have the following appearance: **172/172**. No need to translate these modules.
- **Untranslated** or **Edited** have the following appearance: **85/87**. You need to translate these modules.

7. Next to the modules list is the list of the word/phrase keys available for each module. They are marked depending on their status:

- **Translated** / **Translated selected** - the current translation of the word or phrase is up to date, no need to change anything.
- **Edited** / **Edited selected** - the translation to your language is present but the English source text has been edited so the translation might need changing too.
- **Untranslated** / **Untranslated selected** - no translation for the current key is present. You need to translate the English source text into your language.

**Note:** the list of the word/phrase keys is built by the following principle: untranslated items come at the top of the list, the edited items come under them and the translated items are placed at the bottom of the list.

8. Select the untranslated or edited text with the mouse. The English source text will be shown in the upper central part:



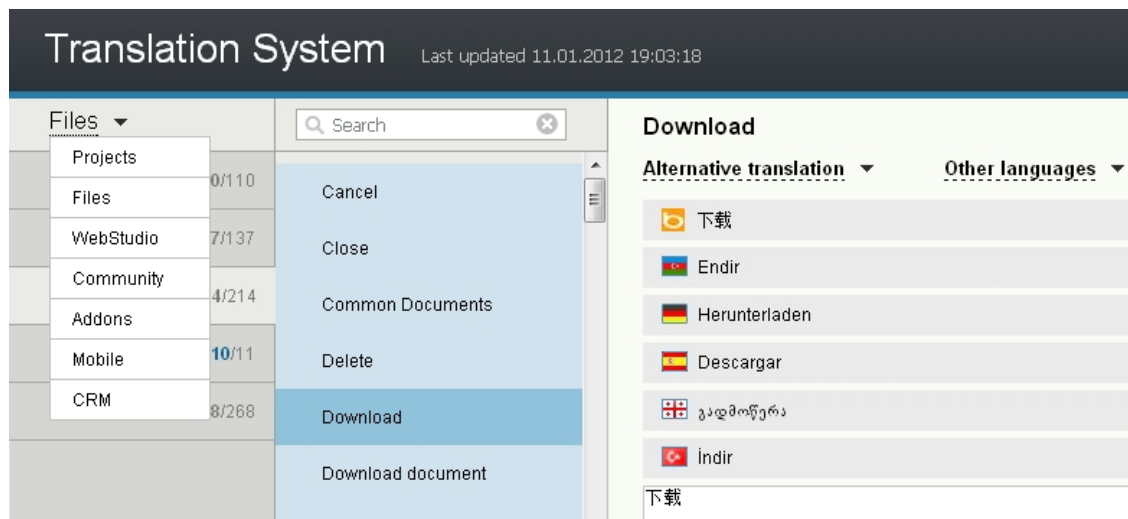
In the example above:

- **Download** - the English source text which is to be translated.
- 下載 - the translation to your language which can be edited if needed.

9. Type in your translation for the English source text and click the **Save** button under the translation field. You can also use the **Ctrl + Enter** keyboard combination to save the result.

The same way all the other words and phrases are translated.

After all the items for the current project are translated, you will need to switch to another project using the drop-down list which is situated in the upper left part of the system window:



Select another project and go through the modules to make sure there are no untranslated items in it.

## Note!

Please **DO NOT** translate the following items/characters:

- **h1.** - if you see **h1.The Document Version** then **The Document Version** is translated, **h1. is not**. The same is with **h2.** and **h3.** characters.
- **table(edit\_request).** - if you see **table(edit\_request).** - some other value can be inside the brackets - then it **is not translated**.
- **|** and words inside brackets after this character - if you see **|(edit\_request\_title). Description** then **Description** is translated, **|(edit\_request\_title). is not**.
- **\$** and words after this character - if you see **The Document Version "\$DocumentTitle"** then **The Document Version** is translated, **"\$DocumentTitle" is not**.
- **\$\_** and words after these characters - if you see **Your portal address is: "\$\_VirtualRootPath"** then **Your portal address is** is translated, **"\$\_VirtualRootPath" is not**.
- **#** and all the words after this character - if you see **#if(\$Comment != "" )** or **#end** **is not translated** at all.
- Words inside square brackets **[** and **]** - if you see **["\$ProjectTitle":"\$\_VirtualRootPath}/products/projects/projects.aspx?prjID=\$ProjectID"]** then it **is not translated** at all.

Simply copy the items containing such characters as they are to your translations observing the formatting and translate other words in the phrase. If you are not sure whether you need to translate items or not, feel free to write to us using the email address [documentation@teamlab.com](mailto:documentation@teamlab.com)

## Viewing the Translation Result

You can use a test portal in your language to view the translation results so that you could understand if the translation is correct or not and all the words and phrases are in their places and fit the place designated for them.

You will receive the address of the test portal and credentials for it in an email from us together with the credentials for the **TeamLab Online Translation System**. After you translate a word/phrase you can switch to the test portal and see the changes on it.

**Note:** it is usually possible to find translated items on the test portal using the name of the project, module or using the name of the key under the translation field.

## Helpful Hints

Below are several tips which can make your translation of the portal a little bit easier.

### Using Alternative Translation Service

You can use alternative translation service to facilitate search for the translations from English to your language. To enable it click the **Alternative translation** item and select **Bing**:



Bing suggested translation will be visible above the translation field:



If you click the alternative translation with the mouse it will be automatically copied to the translation field.

**Note:** please remember that the alternative translation is a **suggestion** only and you will need to **edit** it so that the translation was correct.

## Viewing Other Languages Translations

You will always translate from English to your own language. But if English is not your mother tongue there might be difficulties in understanding it. In case you know some other languages it can be useful to see how the word or phrase has been previously translated into the language you know better.

To enable the option that will allow you to see the translations to other languages click the **Other languages** item with the mouse. The list of available languages will be opened:



Select a language or all languages from the list. The translations to the selected languages will be visible above the translation field:

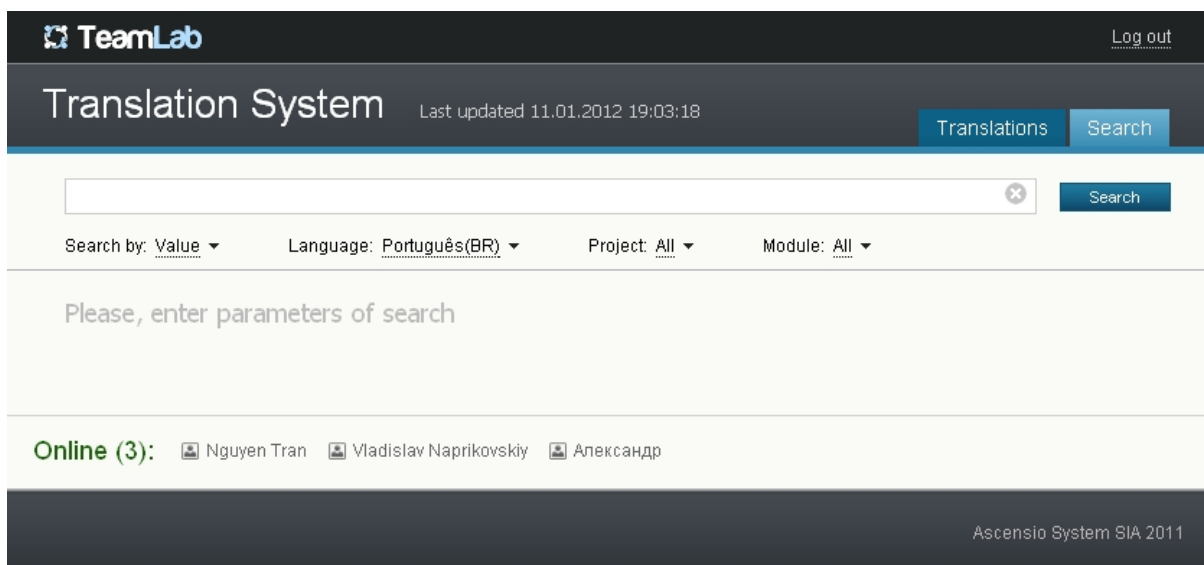


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If you click the translation into another language with the mouse it will be automatically copied to the translation field just like the alternative translation.

## Searching for Words or Keys

In case you need to find a specific word, phrase or key, you can use the search option of the translation system. Click the **Search** tab in the upper right corner. The **Search** page will be opened:



Type in the line you are looking for into the search field and set the search options:

- **Search by Value** - use this option to search for the necessary word or phrase if you know how it or part of it is written in your language.
- **Search by Key** - use this option if you know the name of the key which contains the word or phrase you need to translate.
- **Language** - if you translate to more than one language you will be able to select one of them here. In other cases only the language you translate into will be available here.  
**Note:** if you need to find some word or phrase in English use the **Search** field above the modules list at the translation page.
- **Project** - use this option to select a project in which the search will be performed. In case you leave it to default the search will be performed in all projects.
- **Module** - use this option to select a module in which the search will be performed. In case you leave it to default the search will be performed in all modules.  
**Note:** module selection is only available if you choose one of the projects. In case all projects are selected the search will be performed in all modules of all projects.

## Getting the Link for the Translated Key

If you have questions about your translation or English source text use the **Get Link** button under the translation field. After you click it a window will be opened and you will be able to copy the direct link to the key in the **TeamLab Online Translation System** so you could send it to the translation team and ask your question concerning it.

## Commenting Your Translation

If you have some comments to your translation or English source text use the **Create comment** button under the translation field to type in your comments to the translation item.

## Using the Translation Community Portal

To even more ease the work for our volunteer translators we invite all of them to the specifically created portal <http://we-translate.teamlab.com/> (the email with the portal access information is sent to every translator who wants to contribute to the TeamLab translation). There it is possible to read the latest news about the TeamLab development and translation before all other users know about them, learn about the new and edited keys which need to be translated, talk to other portal translators in real time, ask the developers and translation team various questions, take part in the contests and much more.

## Finishing Translation

When everything is translated please notify us with an email sent to the following address: [documentation@teamlab.com](mailto:documentation@teamlab.com)

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