



TRANSLATION OF WEB SITES

INTRODUCTION

The translation of a set of pages in HTML format into other languages to put them on an Internet server requires the right kind of co-ordination between your Company, the Page Designer (the person or company that designs the web site) and TRINOR. This document describes the process that TRINOR has found most efficient to do this work. First, however, there is a brief description of the structure of a web site.

STRUCTURE OF A WEB SITE

A web site usually consists of two basic types of files:

- 1) Text pages in HTML format
- 2) Background images, buttons, illustrations and other decorative elements (usually in GIF format, although other formats such as JPEG, PNG-8 and PNG-24 are commonly used)

The background images, buttons, and illustrations we see on HTML pages are elements that are not contained in these pages but for which, when the page is downloaded, the “browser” (the program we use to surf the Internet) receives instructions about where it should look for these elements are where they should be put on the page we are looking at. This explains why we can see how the page takes shape before our eyes.

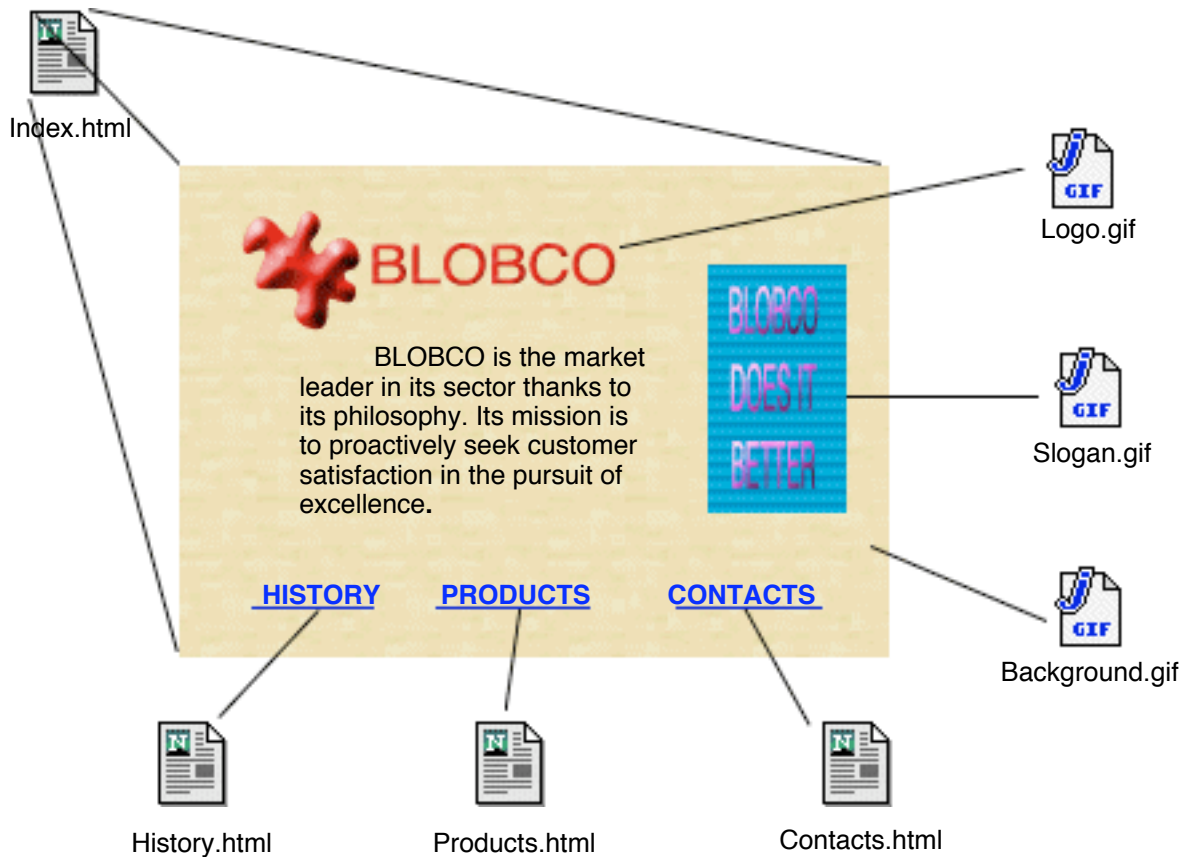
In addition to instructions which tell the browser to show certain pictures in certain locations on the page, HTML pages include another kind of instruction, which tells the browser to open (go to) other HTML pages. These instructions are activated by clicking on certain buttons or texts that usually appear underlined.

We will now show you an example of a very simple web site. It consists of:

- An **Index** page
- Three pages with the **History**, **Products** and **Contacts** of the company.

The pages include a **Background**, the company **Logo** and an **Illustration** including a text with the company's marketing **slogan**.

The illustration below shows the page containing the index and the different links to other files:



When the browser opens (downloads) the page **Index.html**, it receives instructions from this page to place the background image (**Background.html**) and the two illustrations (**Logo.gif** and **Slogan.gif**) in the right place on the page.

This page also includes an introductory text and three links to other pages (the underlined texts "HISTORY", "PRODUCTS" and "ADDRESSES"). When you click on those links, the browser receives instructions to close the Index page and open the page linked to the text you have clicked (**History.html**, **Products.html** or **Contacts.html**).

Each of these pages will also be linked to various GIF files and other pages, including a link back to the index page.

TRANSLATING THE WEB SITE

When you translate a web site you have to create a brand new set of files in the other language. In our example, if we wanted to translate the web page into Spanish, we would need to create four new HTML pages and a new Spanish version of the picture **Slogan.gif**:

Original files in English

Index.html
History.html
Products.html
Contacts.html
Slogan.gif

New files in Spanish

Index-spa.html
History-spa.html
Products-spa.html
Contacts-spa.html
Slogan-spa.gif

In addition to translating the text on each new page, it is also necessary to update links, because now we want to call up **Slogan-spa.gif** from **Index-spa.html** and when we click on the new texts "HISTORIA", "PRODUCTOS" and "CONTACTOS", we want to go to the pages **History-spa.html**, **Products-spa.html** and **Contacts-spa.html**, respectively.

If necessary, TRINOR can deliver the translations in HTML format, although it is always better for the person who designed the web site originally (the **Designer**) to do this.

At some point, it will be necessary to have the texts to be translated in a text file. Translators need to use a word processing application such as Word or WordPerfect to be able to do their job properly. Thus, either the Designer or TRINOR will need to capture the original texts from the web page and save them in a text file. Although TRINOR can capture the texts from an existing web site sent to us or downloaded by us, it is always better for the Designer to do this, so he or she can identify each text in the most helpful way for importing the texts back into html files.

Normally, the designer will identify each text with the name of the original page or some other way. It is important for us to know which texts are identifiers which should not be translated (for example, on a separate paragraph, in red, underlined text). It is important to remind the Designer that we also need the texts which appear within pictures, such as the file **Slogan.gif** in the example, taking into account the issues mentioned below.

Taking the above into consideration, the following table shows the steps we would take to translate your web site:

Action	Done by
<p>1) Preparing the original web site in English (the Designer should be told if the site is going to be produced in more than one language). The design and composition stages of the English version should be completed before starting translation.</p>	Designer
<p>2) Sending TRINOR the entire original web site (alternatively, you can tell us where to find it in the Internet and we will download the pages). It is essential that we have all the files to be able to determine the context of the texts to be translated, even if you have already sent the texts in a text file as well.</p>	Designer
<p>3) Sending TRINOR all texts from pages, buttons and illustrations in a text file. It is essential to identify each texts so it can later be imported into the right place. We also need to know the purpose of each button with texts, because sometimes they are only single words in order to find the best possible translation For example, when you translate the word "Previous" into German, we need to know whether it refers to a previous page, a previous section, etc.</p>	Designer
<p>4) Translation of texts in HTML pages. The translation is done by the translator using a word processor, because one cannot work directly in HTML. This part of the process generally involves consultations on the content, and it helps if the Customer can assign a contact person to sort out any queries on content.</p>	TRINOR
<p>5) Translation of the texts in buttons and illustrations, and sending the entire texts to the Designer. It helps if we wait until all the web page texts are translated before doing this. This way we can choose the most suitable translation for these short texts on the basis of the context.</p>	TRINOR
<p>6) Insertion of translated texts in the new HTML pages. Although TRINOR can do this, it will always be more efficient, quick and economical for the Designer to do it.</p>	Designer or TRINOR

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- 7) **Final revision of the structure of the new pages.** This is the revision of attachments, links, etc. to ensure that the ‘mechanical’ aspects of the site work properly. Designer
- 8) **Final revision of the content of the new pages.** This revision is done when the new version is ready to be uploaded, and helps to ensure that there are no errors. Often a web site is uploaded to a restricted directory so we can check it before it is made public. TRINOR

If you have any queries on this process please contact Saulo Matute, the partner responsible for Design and Systems in TRINOR:

(webs@trinor.com)