



BigTranslation®

Swift translations by
committed & native professionals

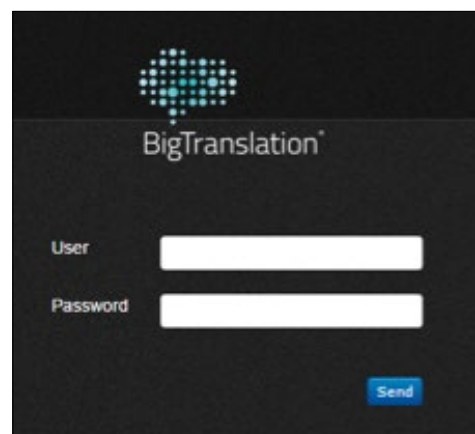
TRANSLATOR'S GUIDE



BIGTRANSLATION TRANSLATOR'S GUIDE

1. LOG IN

Please go to <http://platform.bigtranslation.com/login.php> and introduce your user name and password.



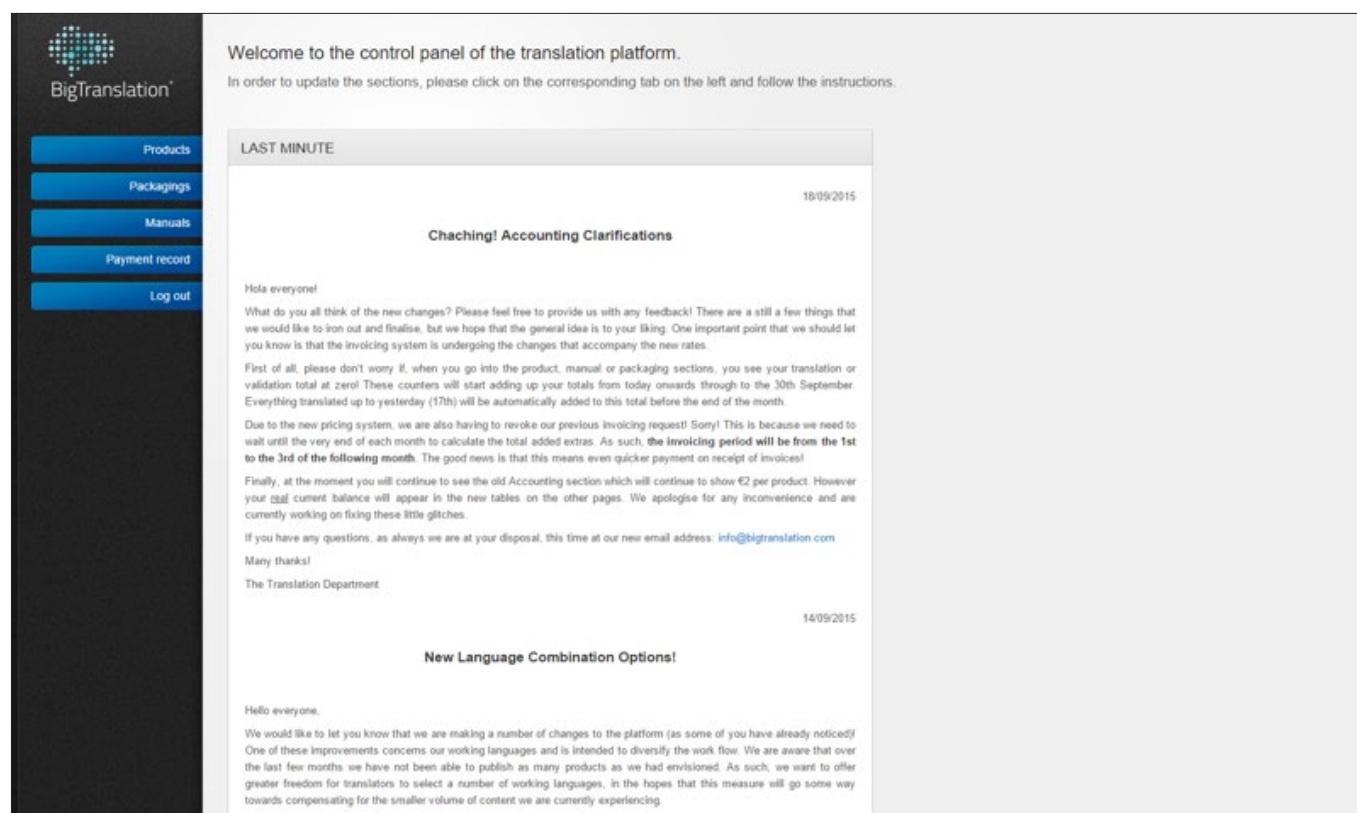
BigTranslation[®]

User

Password

2. INTERFACE

Then, you will see the following screen:



Welcome to the control panel of the translation platform.
In order to update the sections, please click on the corresponding tab on the left and follow the instructions.

LAST MINUTE

18/09/2015

Chaching! Accounting Clarifications

Hola everyone!

What do you all think of the new changes? Please feel free to provide us with any feedback! There are still a few things that we would like to iron out and finalise, but we hope that the general idea is to your liking. One important point that we should let you know is that the invoicing system is undergoing the changes that accompany the new rates.

First of all, please don't worry if, when you go into the product, manual or packaging sections, you see your translation or validation total at zero! These counters will start adding up your totals from today onwards through to the 30th September. Everything translated up to yesterday (17th) will be automatically added to this total before the end of the month.

Due to the new pricing system, we are also having to revoke our previous invoicing request! Sorry! This is because we need to wait until the very end of each month to calculate the total added extras. As such, **the invoicing period will be from the 1st to the 3rd of the following month.** The good news is that this means even quicker payment on receipt of invoices!

Finally, at the moment you will continue to see the old Accounting section which will continue to show €2 per product. However your real current balance will appear in the new tables on the other pages. We apologise for any inconvenience and are currently working on fixing these little glitches.

If you have any questions, as always we are at your disposal, this time at our new email address: info@bigtranslation.com

Many thanks!

The Translation Department

14/09/2015

New Language Combination Options!

Hello everyone,

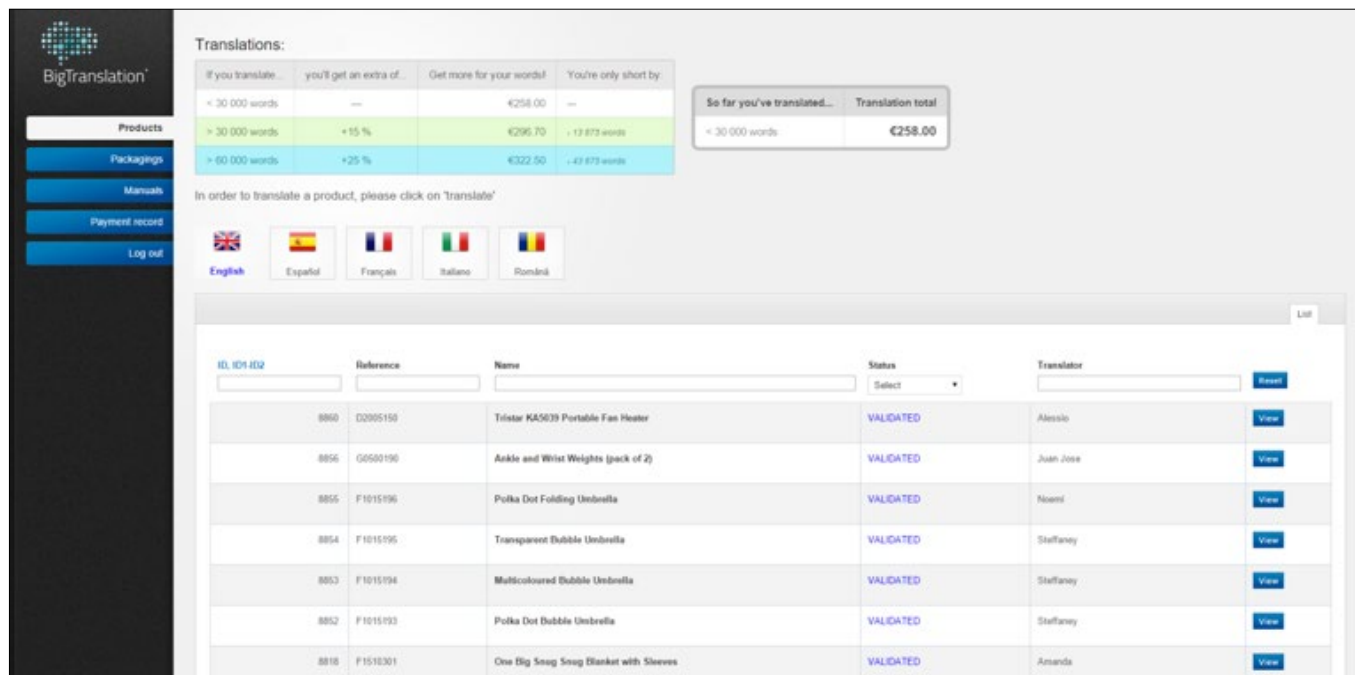
We would like to let you know that we are making a number of changes to the platform (as some of you have already noticed)! One of these improvements concerns our working languages and is intended to diversify the work flow. We are aware that over the last few months we have not been able to publish as many products as we had envisioned. As such, we want to offer greater freedom for translators to select a number of working languages, in the hopes that this measure will go some way towards compensating for the smaller volume of content we are currently experiencing.

From here, you will have four options at your left:

- **Products.** Click here to go to Products translations.
- **Packagings.** Click here to go to Packagings translations.
- **Manuals.** Click here to go to Manuals translations.
- **Payment record.** Click here to view your moneybox, i.e., how much you have been paid so far ('paid translations' tab) and how much is owed to you in a particular moment ('pending translations' tab), for example, at the end of the day.
- **Packages.** Click here to go to the section where additional texts are uploaded from time to time (instruction manuals, packages of products, publicity banners, etc.). Each time a package relevant to your language combination is uploaded, you will receive an automatic email alert in the email you provided us with.
- **Log out**
- **Last minute.** In the middle of the page, you will see a section called 'Last Minute'. Here, we will upload and update important messages concerning invoices, promos, important events, etc. At first, we used to send this kind of information through email but we thought this would be more convenient for you, since you would not be bothered so often by us. Unlike packages, every time we upload a new message, you will not receive any automatic alert. However, you will see everything as soon as you access your account, since this appears on the front page.

3. TRANSLATION VIEW

When you click on the products tab, you will be redirected to a page similar to this one:



Translations:

If you translate ...	you'll get an extra of ...	Get more for your words!	You're only short by:
< 30 000 words	---	€258.00	---
> 30 000 words	+15 %	€295.70	+ 12 873 words
> 60 000 words	+25 %	€322.50	+ 43 873 words

In order to translate a product, please click on 'translate'

English Español Français Italiano Română

So far you've translated... < 30 000 words
Translation total €258.00

Translations List

ID, ID1-ID2	Reference	Name	Status	Translator	
8860	D2005198	Tristar KA5039 Portable Fan Heater	VALIDATED	Alessio	View
8856	G0502190	Ankle and Wrist Weights (pack of 2)	VALIDATED	Juan Jose	View
8855	F1015196	Polka Dot Folding Umbrella	VALIDATED	Noemi	View
8854	F1015195	Transparent Bubble Umbrella	VALIDATED	Steffany	View
8853	F1015194	Multicoloured Bubble Umbrella	VALIDATED	Steffany	View
8852	F1015193	Polka Dot Bubble Umbrella	VALIDATED	Steffany	View
8818	F1518301	One Big Snugg Snugg Blanket with Sleeves	VALIDATED	Amanda	View

Depending on your source and target languages, you will see different flags above. This screen shot has been taken from an account of someone having English as source language, Romanian as target language and Italian Spanish and French as reference languages.

Let's have a look at each part:

ID-ID1-ID2

Right now there are more than 2,000 products, and each of them has been assigned a different ID. They tend to be consecutive but you will find gaps between them sometimes. You can order them increasingly or decreasingly just by clicking on the title "ID- ID1- ID2". You can also look for a particular item (for instance, '4531'), or a range of products by writing them separated by a hyphen (for instance, '4545-4580'). If you select a range of products, you will be able to see how many items there are really in it by scrolling down the mouse. At the bottom of the page you will see the number in brackets.

In this column you might find 'No traducir' ('Do not translate') in some products. Please skip them.

REFERENCE

This is just a code assigned to each product in order to retrieve them easily but you will probably never use it.

NAME

This is the name with which each product will be shown on the website. You can also look for an item here. For example, imagine that you are looking for any product related to 'sushi'. Then you write 'sushi' in this field and you will be shown all titles containing that word.

STATE

We will see this more thoroughly later on, but in order to understand what this field means, you have to know that the translation process will be the following:

- 1) First, the translator takes an item for himself/herself.
- 2) Then, s/he translates it and marks it as 'finished'.
- 3) Then comes the validator check it. If it is fine, s/he will validate and then publish it.

If it is not, s/he will mark it and choose the corresponding incidence(s)* from a pull-down list in order to notify the translator. Then, s/he will have to come back and correct it. Obviously, we do not cover all languages here in-house, so we will not be able to check the content, but that's why we count on professional translators like you. However, we will have to make sure that you have respected certain rules common to all languages. We will go into detail about it later.

*These are the incidences you might find:

- **Fields to be filled in** – If you left some fields in blank or in the original language. This does not happen too often but sometimes it is easy to forget to create the url-key in the target language or to fill the keywords box, for instance.
- **Children attributes missing** – Sometimes one translates the product but forgets to translate the children (or some of them).
- **Content missing** – If you did not translated the whole content.
- **Check format (capital letters in title, bullet lists, words in bold, links, etc.)** – If there is a problem in the visual appearance of the text.
- **Check technical details of the product (weight, measures, power, etc.)** – If the details of the product do not coincide in the original and target language.
- **Delete references to BigBuy in CSV field** – If you forgot to did it.
- **Rubbish code inside** – If there is invisible rubbish code in either Description or CSV.
- **Not translated** – In case you marked it as finished but you forgot to translate it.

Now, coming back to the point, here in **'State'** you have a pull-down menu with different options to refine your search:

'Translating' retrieves the products that are being translated.

'Translated' retrieves the products that have been marked as 'finished' by the translator.

'Validated' retrieves the products that have been validated in-house but not published yet.

'Published' retrieves the validated products that have been published in our website or are ready for us to publish them when we open the catalogues in your languages.

'Original modified' retrieves the products where there has been a modification in the original (changes in measures, weights, colours, features, etc.) and therefore need to be updated in all languages. Whenever this happens, you will see a red message at the front page of the product list saying 'These products have been modified. Please update them in your language: X, Y, Z', being 'X', 'Y' and 'Z' the items you need to search and update, for example.

'Not selected' retrieves the products that are free from the whole catalogue, pending for translation.

TRANSLATOR

In this field you can retrieve the products that have been translated by a particular translator. You can combine this field with the previous one if you want to know how many products you have in each state in order to see if you left any in the 'translating' stage. You can do it by choosing 'Translating' in the state pull-down menu and by writing your name in the translator field.

TRANSLATE/VIEW

Click on the 'Translate' button in order to translate a button. Click on the 'View' button in order to have a look at other colleagues' work. This is essential when you join a language where they have already been working for a while. Please have a look at some items previously done by your colleagues in order to get an idea of how it should look, and see how to maintain consistency with the structures and phrases used repeatedly.

If you don't see the 'Translate' button, it is possibly because you are looking at someone else's articles. As a safety measure, the platform is programmed to show just the 'View' button of the items that have already been translated to avoid that anyone else takes others' work.

In order to retrieve the items pending for translation (the ones that haven't been assigned to anyone yet), please click on 'Not selected' on the State column. Then you will be able to see both buttons on each and translate all the products you want.

4. LET'S TRANSLATE!

Now that we are familiarized with the interface, let's go straight to the point: how to translate products. First, click on the flag of your target language above. Once you have selected it, you will see a slight white frame around it. Then click on 'Translate'. Before starting translating, you have to assign that product to you by clicking on the green button 'I get it'. Do not forget to do it, because otherwise it will not let you save your translation at the end and you will lose your work!

You can assign to you up to 3 items at a time to 'book' them for you and avoid anyone else taking it. However, please avoid taking them for you and then forgetting to translating them for a long time because we will have to release them in the end so that someone else can do them. Once a translator has taken a product for him/her, nobody else will be able to take it anymore. In other words, it works on a first-come-first-served basis.


In order to finish a translation and leave it for validation, you have to mark it as finished at the bottom. However, you can save every now and then by clicking on 'Save', either at the beginning or at the bottom of the page.

Then, coming back to the translation, you just have to replace the source text you see on the screen with your translation. You can directly overwrite the source text or copy the translation below and then delete it instead.

IMPORTANT: In principle, the text in the pale yellow box should match, by default the source text you are presented with in the white box to the right. However, in some cases you will see they are slightly different.

These are the different parts you will find on this screen:

- **ID & Reference:** it will appear automatically, so you do not have to change anything.
- **Name:** to be translated. Here you have to keep in mind one important thing: never write a hyphen. The database interprets hyphens as a separation between different products. Let's take as an example an electric blanket. The electric blanket itself would be the parent product. But let's say that there are 10 different designs of this blanket (red, pink, yellow, tiger pattern, etc.). Then, internally, each of these features would be separated from the parent product with a hyphen ('Electric blanket', 'Electric blanket-Red', 'Electric blanket-pink', 'Electric blanket-Yellow', etc.). Therefore, you cannot use any hyphen in this field in order to avoid confusion in the database. This can be weird sometimes, because there are words that would be written with a hyphen normally ('E-cigarette', for example), but you have to avoid it and leave a blank instead ('E cigarette').


Translator / Status: TRADUCIENDO /

Cepillo Eléctrico con Aire Caliente Tristar HD2362
 Parent product
Logs

Exit Save


ID	Reference	So far you've translated...	You've earned an extra of...	words total
8497	C0540001	< 30 000 words	—	€4.88

Name

EN

ES

Tristar HD2362 Electric Hair Brush with Hot Air
 Cepillo Eléctrico con Aire Caliente Tristar HD2362



Description

EN

ES

Buy **small electrical appliances** at **wholesale price** from BigBuy!
 Not yet a **distributor**? Check out the information on our **dropshipping shops**! You can sell a variety of products in your own e-commerce without having to stock them. Products like the Tristar HD2362 electric hair brush with hot air, ideal for combing and drying the hair

¡Compra **pequeños electrodomésticos** a **precio mayorista** en BigBuy! ¿Aún no eres **distribuidor**? ¡Solicita ya información sobre las **tiendas dropshipping**! Podrás vender en tu propia e-commerce gran variedad de productos sin almacenar stock, como el **cepillo**

File Edit Insert View Format Table Tools

Formats B I

- **Description:** to be translated. This is the text that will appear on our webpage. Here, you will find a few repeated features:

Continuous repetition of certain words. Of course we could use pronouns instead, but we tend to repeat words in different texts on purpose in order to improve our web positioning or search engine optimization (SEO), that is, our position in the results of the search engines. The result is not particularly elegant from the literary point of view, but effective. Keep in mind that our aim is not to teach Spanish, Slovenian or Danish language but to reach our target clients and sell. Being in the first or two first pages increases your possibilities to be found and therefore to boost your sales.

Certain words in bold. Please put in bold some words in the text you consider important regarding web positioning (for example, the title if you repeat it, the name of the object, etc., in general, things that you consider that people would write on Google when looking for that product).

Links to BigBuy/wholesale/wholesale price/dropshipping/dropshipping shop or any other Company is necessary but not in bold.

Most importantly, **never** use a semicolon ‘(;)’ Semicolons break the internal order of the code, so please avoid them!

IMPORTANT: BE CAREFUL WITH COPY-PASTE & RUBBISH CODE!

We advise you to work directly on the platform in order to avoid invisible rubbish code (it usually comes from Translation Programs). Rubbish code also breaks up the internal order of the platform and creates a great chaos.

However, if you feel more comfortable working with Word and then transferring your translations to the platform, you can do it as long as you make sure to copy-paste first your text from Word into Notepad or similar editors and from then you copy-paste again your text to the platform's editor. The fact of pasting your text in Notepad first deletes all rubbish code.

Please do not forget to do so in any article because otherwise we have to discover first where the rubbish code is and it takes us a considerable time to delete it manually.

Please see Annex 2 of this document for more information ('ANNEX 2: RUBBISH CODE').

- **CSV Description:** this is the text we are going to export to our distributors abroad. It has to be very different (and generally shorter) than the first one. Under no circumstance should it contain any reference to BigBuy/wholesale/dropshipping and such terms.

Why is this important? Well, keep in mind that our dropshipping distributors, a relatively new business model. At the moment we have clients (mainly e-commerce distributors) all over Europe with their own online shops that buy merchandise from us and sell it to their clients (the final clients). We provide them with products, websites, translations, IT support and much more under the condition that we cannot make any publicity whatsoever of us to their final clients. That is why it is so important to make sure to delete all allusions to BigBuy, dropshipping or wholesalers in the CSV Description.

- **Meta-urlkey:** you just have to delete the one that comes by default in your source language and then it will generate automatically when you save your translation. Basically, it takes the title you wrote above and puts it there separating each word with hyphens.

- **Meta-title:** 'Buy XXX at Wholesale Price | Dropshipping'. You just have to establish a standard sentence for that to be used consistently. You will just then simply have to replace the XXX with the corresponding product.

- **Meta-description:** 'Buy XXX at Wholesale Price | Dropshipping Wholesaler | Enjoy our best Sales'. Just find a standard sentence for that (copy-paste every time) and just replace the XXX with the product.

- **Meta-keywords:** Just write some words you think that people could write when they are looking for that product. For instance, imagine that you have translated a H&S Shampoo. You could then write something like: 'H&S, H&S shampoo, Head & Shoulders, shampoo, anti-dandruff shampoo', etc. Obviously, some products will inspire you more ideas than others. Therefore, the amount of words strongly depends on the product concerned, ranging from two to ten on average.

ANNEX 1: RUBBISH CODE

Rubbish code is created 99% of times because the text has not been created on the platform but on Word and then dragged to the platform without copy-pasting before in Notepad or similar editors.

Very often, you will notice at first sight if an article contains rubbish code because you will appreciate a different type or size of typewriting even in the same text. Then, in order to check, you will have to go to the editor's toolbar, click on 'Tools' and then 'Source code'. You will then see a window with the text in code.

Almost all cases of rubbish code are created by segments containing 'font-size: 12 px' (except in the last sentence of the Description, where there is always font-size: 14 px' –there it is allowed) and containing letter types coming from Word ('Verdana', 'Arial', etc.).

Example:

```
<p><strong>Kupite I Joy Rebel Tablet 7" po najboljoj cijeni.</strong> Predstavljamo Vam ovaj fantastičan <strong>tablet</strong> veličine sedam inča koji možete pokloniti voljenima ili sebi kako biste sve informacije uvijek imati nadohvat ruke.</p>
<p><strong>Ekran:</strong></p>
```

```
<ul>
```

```
<li><span style="font-size: 12px;">Ekran na dodir: 7" / 17,7 cm</span></li>
```

```
<li><span style="font-size: 12px;">Kapacitivni multitouch 5 točaka</span></li>
```

```
<li><span style="font-size: 12px;">Rezolucija: 800 x 480 pxx</span></li>
```

```
</ul>
```

If you ever come across such thing, you can try to delete it by yourself if you are a little bit familiarized with internal code. Simply select with the mouse the wrong segments (for example, in the previous example, the parts in yellow), delete and save. However, if you are unsure about it, please leave it as it is so that we can handle it in-house. But in order to make sure not to create any rubbish code, please work directly on the platform's editor or, in case you drag your text from somewhere else (Word, etc.), do not forget to clean it first in an editor such Notepad. Thank you very much!

ANNEX 2: FIELDS AND SUMMARY

1. TITLE

- Please make sure that there are no hyphens (-) in it unless they are used to separate parents and children in the children tab.
- Please make sure that in general each word starts with a capital letter.
- Please make sure the original name of the product has not been translated. For example, imagine that one of our products is called 'Super Turbo Mix Ultra Power Mixer'. In this case (which might be a little bit exaggerated but it is just for you to see it), the only thing to be translated would be 'mixer', since it is the product itself. The rest of the title would be the name, and thus it should not be translated into any language.

2. DESCRIPTION

- Please make sure there's no rubbish code inside.
- Please make sure the links to BigBuy/wholesale/wholesale price/dropshipping/dropshipping shop are not in bold.
- Please make sure the links to the website of the products (if any) are in bold.
- Please check that there are no 'X', 'XX' or 'XXX' at the end of the text. We do not still know where it comes from but quite often we find in many languages such things at the end of the text (might this come from Trados?). Please delete them if you see any.

3. CSV DESCRIPTION

- Please check again there is no rubbish code inside (even more important here).
- Please make sure the links to the website of the products (if any) are there and in bold.

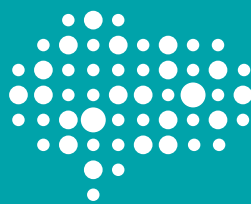
4. METAURL-KEY

- Please make sure the content of this field matches what is written in the title field. It can happen that the translator translates the title but then forgets to update the metaurlkey.

5. META-TITLE, META-DESCRIPTION AND METAURL-KEY

Please make sure they are completed in the corresponding language. Translators rarely leave them in the original language or forget to fill them but it can happen.

Thank you for your reading!



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