



BigTranslation®

Swift translations by  
committed & native professionals

## VALIDATION GUIDE



## BIGTRANSLATION VALIDATION GUIDE

Welcome to the BigTranslation validation guide! In order to help you get to grips with what is involved in the validation of the texts on the platform, we have drafted this short handbook covering the main requirements and outlining how to tackle any issues you may encounter. Validation essentially involves you taking on the role of a proofreader to revise your colleagues' translations and validate them so that they can be published.

### HOW TO VALIDATE

Firstly, you will have your account settings changed on the BigTranslation platform, to enable you to edit and validate those texts that have translated by your colleagues into the language you have been assigned to validate.

You will not see anything different very different on your platform, except that a table containing a validation total will appear next to the table containing your translation total.

The validation procedure is very simple:

1. Click on the flag of the language you want to validate.
2. Retrieve the products pending validation by clicking on Translated in the drop-down status menu. These are the products that have already been translated by your colleagues (you will see the translator's name to the right of each one) and that require proofreading and validation.
3. Go into each of the products as you usually do to translate them (by clicking on the Translate button on the right). However, to validate, you do not need to click on the I'll take it button once you go into the text (clicking on it can cause accounting problems regarding the original translator). In the log for that text, you will appear as the validator automatically, so we are easily able to keep track of how many and which texts to reimburse you for in the Accounting section.
4. Proofread and check the text, editing as necessary to make sure both the content and formatting is correct.
5. Once you have finished proofreading and checking the text, click on Checked and validated translation in the Actions section, just below the last box (Meta-keywords) and, very importantly, click on Save after that. If you click on Checked and validated translation and exit without saving, you will not have validated that item and any changes you may have made will be lost.

We ask you to use your common sense and your knowledge as a translator, along with our guidelines, to edit any small errors in the text as you would when revising any other text.

However, if you come across a problem you cannot solve on your own, or that would be very time consuming, please report it as an issue. In order to do so, click the corresponding issue(s) in the Problems section (just below Actions) and click on Save.

You will find the following possible issue:

- Fields to be filled in
- Content missing
- Check format (capital letters in title, incorrectly formatted bullet lists, words not in bold, links missing, etc.)
- Check technical details of the product (weight, measures, power, etc.)
- Delete references to BigBuy in CSV field
- Rubbish code inside
- Not translated

In this case, the item will not be validated but will be marked in red with an issue for its translator to correct. Once the translator corrects it, you will be able to go into that product again, unclick the issue, and validate it as with any other product. However, you will not receive any alert when the translator modifies the article, so you will have to check the text to see if it has been corrected the next time you log into the platform.

You have the option to write additional comments if you deem it necessary in the Remarks field (at the bottom of the page, below Problems). The translator will be able to see what you write if you add a comment and mark the product with an issue. If you do not mark it with an issue, the translator will not receive any notification. However, we do ask that translators always review their validated texts regardless, in order to see any alterations that the validator has made and benefit from any comments left. If there is something specific and important about which you wish to advise a colleague, you can always get in touch with us here and we will let them know to either check a certain product or make them directly aware of an issue.

## **WHEN PROOFREADING PLEASE BEAR IN MIND THE FOLLOWING:**

### **1. NAME**

- Please make sure that there are no hyphens (-) in the title
- Please make sure that each word which would usually be capitalized in a title is capitalized here.
- Please make sure that the brand or model has not been translated.

### **2. DESCRIPTION**

- Please make sure there is no rubbish code inside (see Annex 1).
- Please check that there are no 'X', 'XX' or 'XXX' at the end of the text. We do not know where it comes from but we sometimes find such things at the end of the text. Please delete them if you see any.

### **3. CSV DESCRIPTION**

- Please check again that there is no rubbish code inside (especially important in this field).

### **4. SHORT DESCRIPTION, META-TITLE AND META-DESCRIPTION**

- Please make sure they are completed in the corresponding language. The guidelines for your language will outline the exact wording required here.

### **5. META-URLKEY**

- Please make sure the content of this field matches what is written in the Name field. It can happen that the translator translates the title but then forgets to leave the Meta-urlkey field blank. To update this, it needs to be deleted out and when the text is saved, it will be automatically updated.

## **WHAT TO DO IF A CERTAIN ERROR IS CONSTANTLY REPEATED**

If you notice that a particular translator constantly repeats the same mistake, please report some examples as an issue and explain it briefly in the Remarks box (something like 'the problem is X, please correct/avoid it in your future translations), or simply let us know and we will let him/her know.

## ANNEX 1: RUBBISH CODE

When Rubbish code is present, 99 % of the time it is because the text has not been translated directly on the platform but in Word or another program and then pasted onto the platform. If a translator prefers to do this, the rubbish code can be avoided by copying and pasting the translation into Notepad or similar first, and then recopying and pasting onto the platform. Most translators are aware of and are careful to avoid it, but it can be overlooked.

In order to check for rubbish code, you will need to go to the 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 `<span>` sometimes followed by either a font size or other information or by a segment containing `<div>`. When you see any segment like this, please delete it out.

Example:

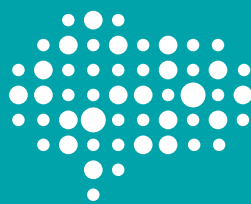
```
<p><strong>Kupite I Joy Rebel Tablet 7" po najboljoj cijeni.</strong> Predstavljamo Vam ovaj fantastičan <strong>tablet</strong> veličine sedam inča koji možete pokloniti voljenima ili sebi kako biste sve informacije uvijek imati nadohvat ruke.</p>
<p><strong>Ekran:</strong></p>
<ul>
<li><span style="font-size: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

If you are unsure about deleting out the rubbish code, please leave it as it is, report it as an issue in the problem list and save so that either the translator knows to go back and alter the text or we can handle it here in-house.

Thank you for your reading!



Should you have any questions, please contact us at:  
**info@bigtranslation.com**



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[www.bigtranslation.com](http://www.bigtranslation.com)