IGF Website Translation Process

This guide aims to give information regarding how to collaborate in translating the IGF Website Content. It is open to IGF Community as translators and to MAG Members and representatives as reviewers.

Process

The IGF appreciates volunteers to translate content, whenever available to do so, as part of an ongoing and collaborative translation effort. The collaboration of MAG members and representatives is required to approve the translations. The involved languages are the UN official ones: **Arabic, Chinese, English, French, Russian and Spanish**.
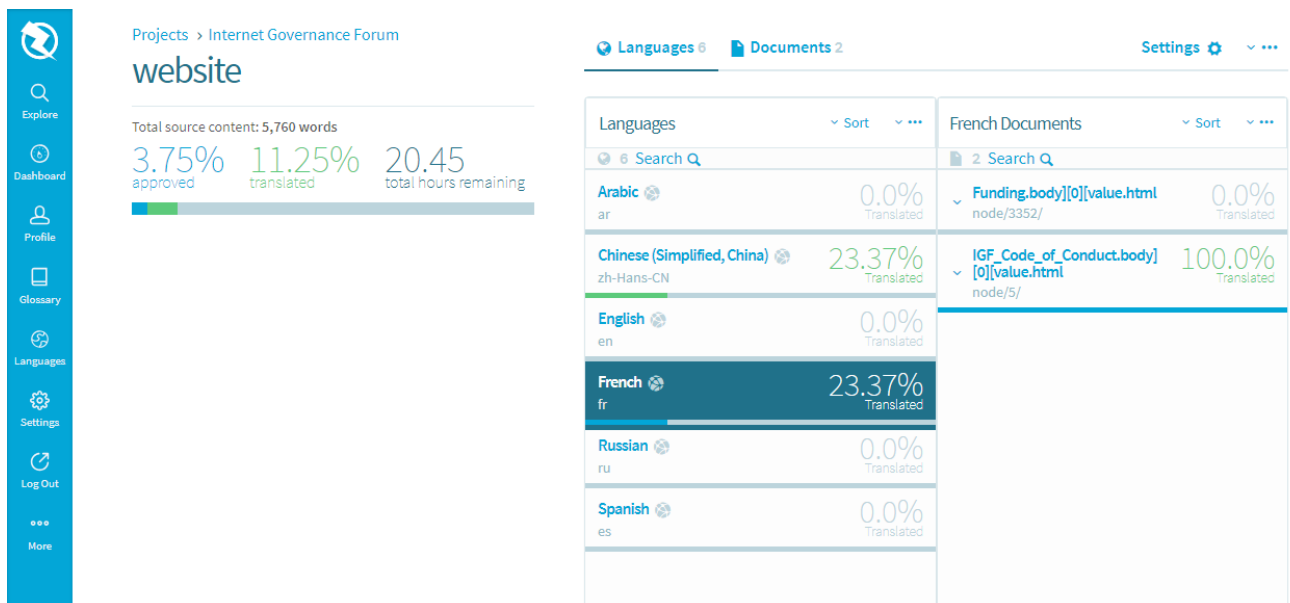
To participate in the translation, any native speaker of any of the above languages (except English) that also understands English can participate. To do so, the collaborator has to:

- Go to the open source translation platform https://translate.zanata.org and click on Sign Up to create an account
- Contact the IGF Secretariat at igf@un.org to notify the participation and the target language.
- The IGF Secretariat will respond with the acknowledgment.

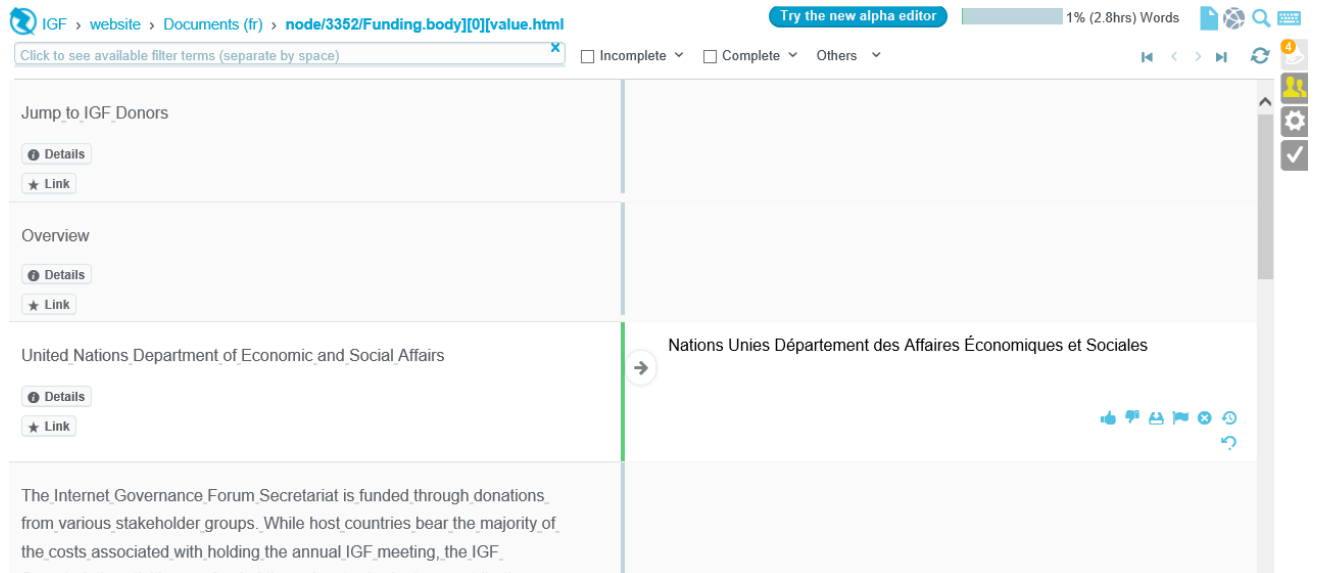The above process is done only once. After that, the collaborator can participate.

- **To translate content**, any translator will be able to login to https://translate.zanata.org and see the available content to translate from English to her/his selected language at https://translate.zanata.org/iteration/view/IGF/website
- On that page, the translator selects her/his translation destination language: a list of available pages of the IGF Website to be translated to that language appears.

See figure below:

- The collaborator can click on any of the pending pages and will access an interface with the English text on the left side, and a blank space in the right. Simply, the translation has to be set in the right side and saved. The translated content passes then to the state "Translated".

See figure below:

- **To review translated content**, the reviewer has to log in to https://translate.zanata.org and select at https://translate.zanata.org/iteration/view/IGF/website the destination language. They will see the available content to be reviewed, from English.
- By clicking on the content, they can review and approve the translation, or parts of it. The reviewer may indicate that some content needs to be translated again. Or just correct and approve.
- The IGF Website will automatically fetch approved translated content and incorporate it. This means that any page that has been processed for a language, it will be presented in that language (instead of English) for a user navigating in that said language.
- The IGF Secretariat will make available content to be translated periodically (on new content and updates). It is therefore appreciated if the collaborators could check the platform periodically, their time permitting. As the translation process is based on voluntary (and appreciated) activity, the higher number of collaborators join the project, the most smoothly, widely and rapidly the content of the IGF Website can be made available in six UN official languages.