transifex

Getting Started as a Localization Manager

START

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Set up your Projects

Set up Your Projects

Create an Organization

First things first: you need to create an organization within Transifex – this is where all your translation management activity will happen. Transifex is set up as a directory of projects, projects contain resources.

Read more about creating an organization and organization structure **here.**

Create a Project

Next, create your first project by following **these steps.**

File-Based And Live Projects

- **File-based project** works with files (e.g. .po, .yml, .strings) – where you upload the files to Transifex, get them translated within Transifex, then pull them back to your development environment.

- **Live project** is a java-script-based approach, great for translating not too dynamic websites – where Transifex identifies the strings to translate on the front end and serves the translations back to your website.

Source And Target Languages

When choosing a **source language**, make sure that you stay consistent across all your projects: e.g. if you choose generic "en" in your first project, choose it in all subsequent projects that you or your team members create later on. This will help such great features as **Translation Memory** and **Glossary** work fine and be shared across all your projects.

When choosing **target languages**, our recommendation would be to choose a locale-specific target language (e.g. es_ES vs es). Unless you have a particular reason to use generic language codes, it's better, for the sake of clarity,

to specify the locales, especially for the dialects such as French (France and Canada), Spanish (Spain and Latin America), Portuguese (Portugal and Brazil), and Chinese (Simplified and Traditional).

With target languages, similarly to source languages, make sure to stay consistent when adding languages across your projects in Transifex: if you chose "es" for Spanish-Spain, stick to it across all your projects.

Upload Content

There are a few ways to move your content to Transifex for translation:

- **Uploading the files into projects manually**
- **API**
- **CLI Client**
- **Integrations with the tools you use**

Read more about the **supported file formats.**

If you get file upload errors for a supported format, you can send a sample of the file to **support@transifex.com** and we can help assess why the upload failed and provide further recommendations.

A few things to keep in mind:

- The source file you upload should only have source strings in it, not translations. After adding your source content to Transifex, you'll be able to to **upload existing translations.**

- If you have an existing TM, make sure to **upload the TM** to leverage it in all translation work.

Project Workflows

Project Workflows

A translation project can be roughly divided into a few steps: pre-translation step, translation, review, and proofreading. Please note that a project workflow applies to an individual project, so you would need to set up project workflows for each project you have in Transifex.

Pre-translation

In Transifex, you can do some pre-translation work, to *save time and money.* The two options available are:

- **Translation Memory (TM) Fill-up** - if there are 100% matches in the TM, they will automatically be filled up in the new untranslated strings (read more **here**).

- **Machine Translation (MT) Fill-up** - run an MT translation (from Google or Microsoft) on your untranslated content (read more **here**).

Pre-translation tasks automatically run when you upload new resources or update existing ones.
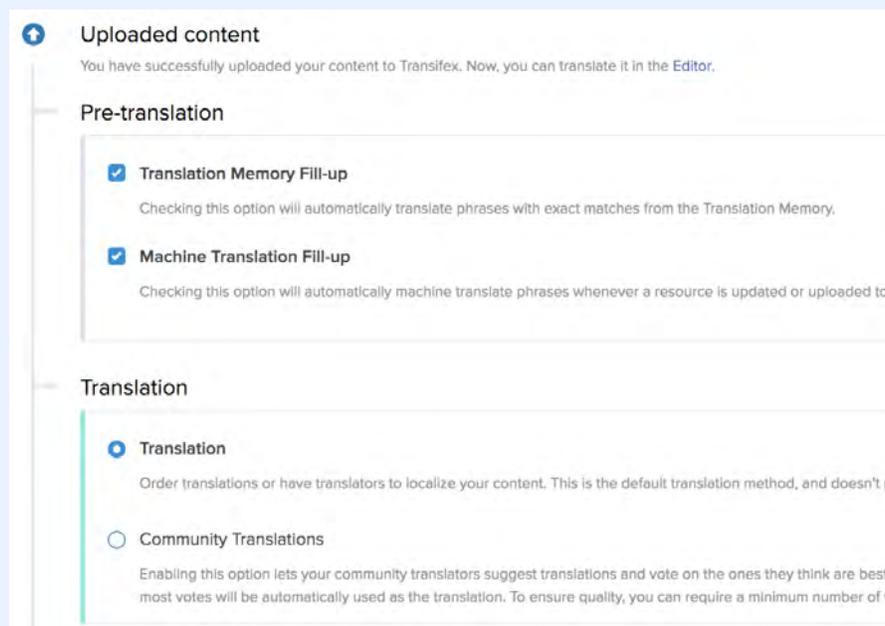
Translation

Translation in Transifex can be done by vendors and freelance translators, by in-house translators, by the community - or a mix of different methods.

Read here about how to set up your Translation Team.

Review and Proofreading

After the translation is done, it is recommended to have the translation reviewed, to ensure the quality. By default, a review step is included into the project workflow in Transifex.

There might be different scenarios of how translation and review step work: your vendor might be doing both (so they mark the translations are translated and reviewed); or your vendor does a translation only and your in-house team member does a review step; or your in-house native speaker does a translation and your vendor's reviewer does a review.

Proofreading is the final step of a translation workflow. It is up to you to choose whether to include this 3rd quality assurance step in your workflow or not; to include it to a certain project or to all projects.
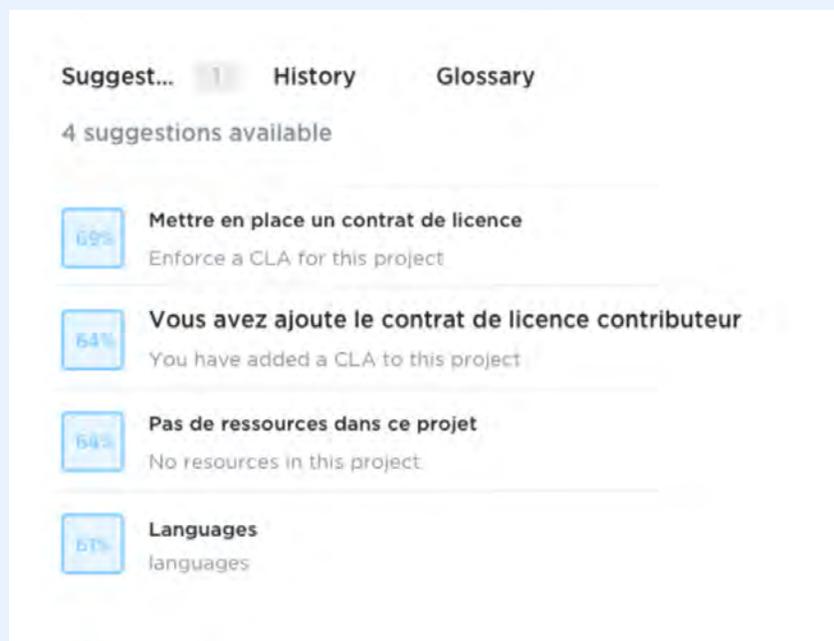
Set up Translation Memory

Set up TM

Translation Memory, or TM is a powerful tool that is an absolute must in any modern localization process. In a nutshell, Translation Memory is a database of previously completed translations. Having a TM in place helps with translation quality and consistency. It can also save you money by reducing the amount of repeat and new work a translator has to do.

Suggest...   1   History   Glossary

4 suggestions available

69%   Mettre en place un contrat de licence
       Enforce a CLA for this project

64%   Vous avez ajoute le contrat de licence contributeur
       You have added a CLA to this project

64%   Pas de ressources dans ce projet
       No resources in this project

61%   Languages
       languages

Upload a TM

If you already have a TM from previous translations, you can upload it to Transifex in the .tmx format. More about how to upload a TM can be found **here**.

If you don't have a TM but have the source files and translations, it is possible to create a TM in Transifex. Read more **here**.

Share a TM

You will also need to decide whether you want to share a TM with one, few or all your translation projects in Transifex (Instructions on how to assign a TM **here**). Our recommendation is to have one shared TM across all your projects to ensure the consistency in translations.

For example, when translating your help center articles in Project "Help Center", there is a high chance that there will be a reference to the strings in your app, e.g. "Then click on "Update your profile" and update the necessary information"; most likely the string "Update your profile" has already been translated in your app, so it should be re-used.

Provide Context

Provide Context

To ensure good translation quality, you will need to provide as much guidance and context to your translators as possible. Remember that translators are, in essence, your extended team and they have a critical mission of translating your product and all collaterals into the target language. Think about how much time your team spends on crafting the English copy; your translators are expected to accomplish the same mission of crafting the message in a different language but without this huge pool of background info that you and your team has.

Help your translators be successful; There are a few ways to do so:

- Onboarding Meeting
- Style Guide
- Glossary
- Developer Notes & Instructions
- Character Limit
- Screenshots
- Context for webapp
- Youtube Video Integration
- Comments

Onboarding Meeting

If you're just starting localizing or onboarding a new vendor/translation team, think about how little translators know about your product. They will do some initial research on what the product and company is—but it still incomparable to how much you know about your company and product.

Our recommendation is to have a meeting (online or, if possible, onsite) with your translators, talk to them about your company, your product, your user base, show the functionality. The idea is to give them as much understanding of what they're going to translate and for whom.

If a meeting is not possible, it would be helpful to record a demo of your product and distribute it among the translators.

Style Guide

It's even better when the essential information is documented and available to linguists at all times.

Some thoughts on what a style guide should include:

- Background information on your company, product, and target market

- Information about your brand's personality, tone, and voice

- Guidelines for grammar, written syntax (e.g. how should dates be written), and stylistic preferences

- Language/culture-specific information or instructions

In Transifex, you can upload a style guide to be visible to linguists at all times—read how to upload a style guide **here**.
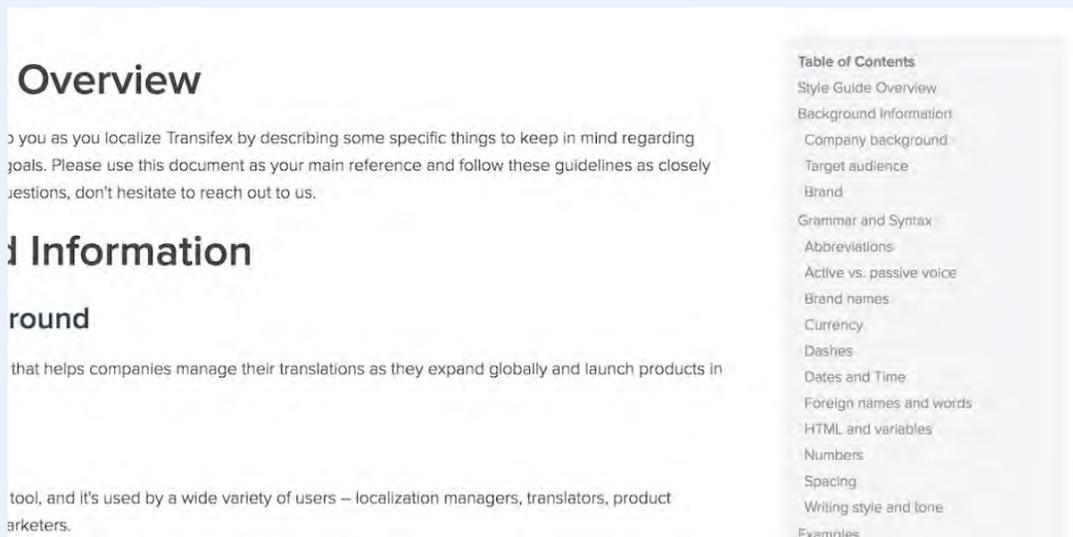
Glossary

Glossary, or a termbase, is a set of key terms that should be translated in specific way across all projects. It can include industry-specific terms, DNTs (do-not-translate terms, e.g. you want your brand name to stay in

English). It is very helpful to have a glossary in place to ensure consistency and compliance with the language you prefer.

You can work with your vendor and in-house native speakers/partners to make sure you have the most complete and accurate glossary that translators can further rely on. You can then upload the glossary to Transifex so that it is available to linguists at all times. Read more about how to **format** and **upload** a glossary in Transifex.

In Transifex, you can have different glossaries for different projects—although, as with TMs, it is recommended to have one shared glossary across all projects. Learn how to share the glossary **here**.

Developer Notes & Instructions

After providing the necessary high-level information about your company and product (i.e. style guide and glossary), next step is to provide information on a resource file and even string level.

Our recommendation is to encourage your developers to include developer notes. In Transifex, developer notes are automatically shown to linguists. Learn more about developer notes **here**.

As an alternative, you can also add String instructions. It is especially useful for short strings (e.g. [example]) and strings with placeholders (e.g. [example])

Character Limit

Depending on what you are translating, you may need to keep a translation within a specific character limit in order to not break the user interface. For instance, in menus, buttons, and mobile apps where space is constrained.

In Transifex, you can set up character limits to help translators meet this requirement – learn more **here.**

Screenshots

For better context, we highly recommend providing visual context, i.e. screenshots of your app – so that translators know exactly where a specific string appears in the UI. Learn about how to upload the screenshots **here** and how to map strings to the screenshots **here.**
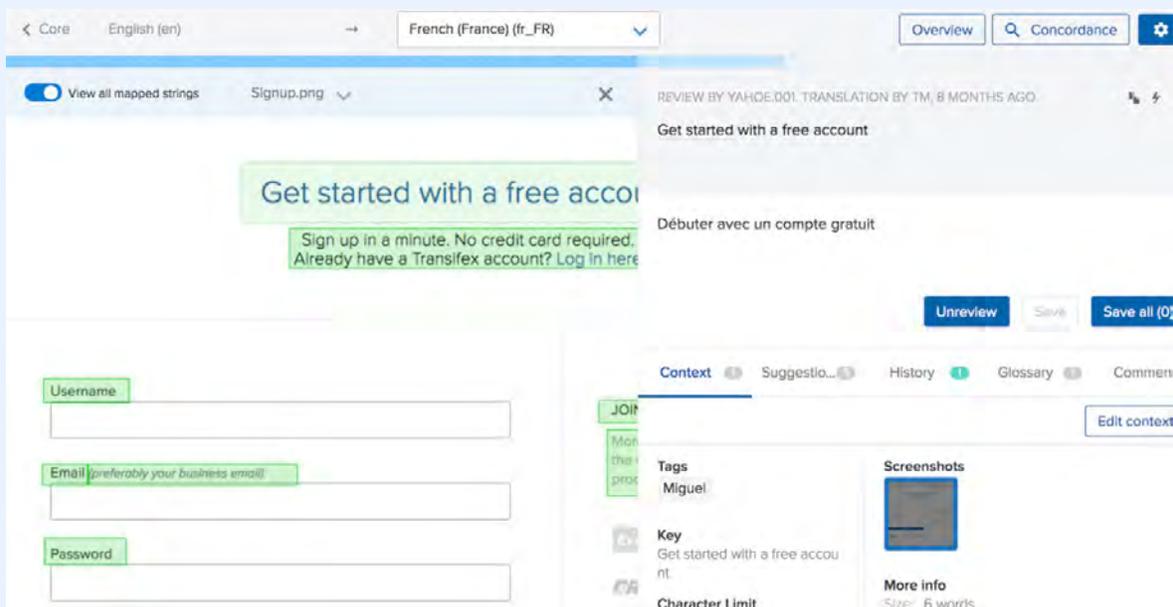
Context for webapp

For your webapp, you can provide some visual context using the **Context for files** feature. With Context for Files, you can easily link your localization project with one or more web domains. In just a couple of clicks, your translation strings will appear highlighted within your content, ready for your team to translate — within the visual context of your website and resource files.

Youtube video integration

If you're translating **subtitles** in Transifex, you can help translators see the video, and even better, where the strings appear in the video - by linking the video to the .srt file. Learn how to link the video **here**.
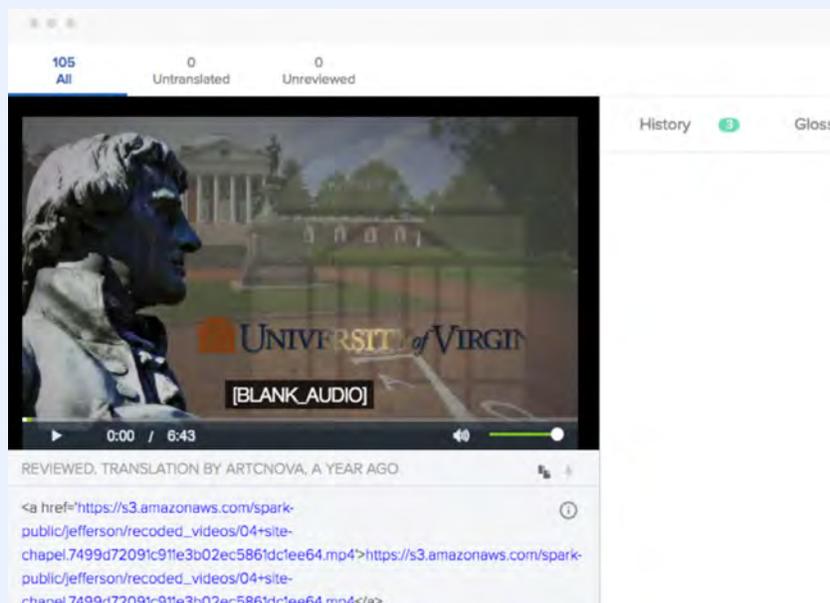
Comments

You can provide any kind of additional notes and comments in the "Comments" tab. For example, if your in-house native speaker has some feedback to the specific strings, he/she can leave there their questions or recommendations to the translation team. Learn more about the "Comments" feature **here**.
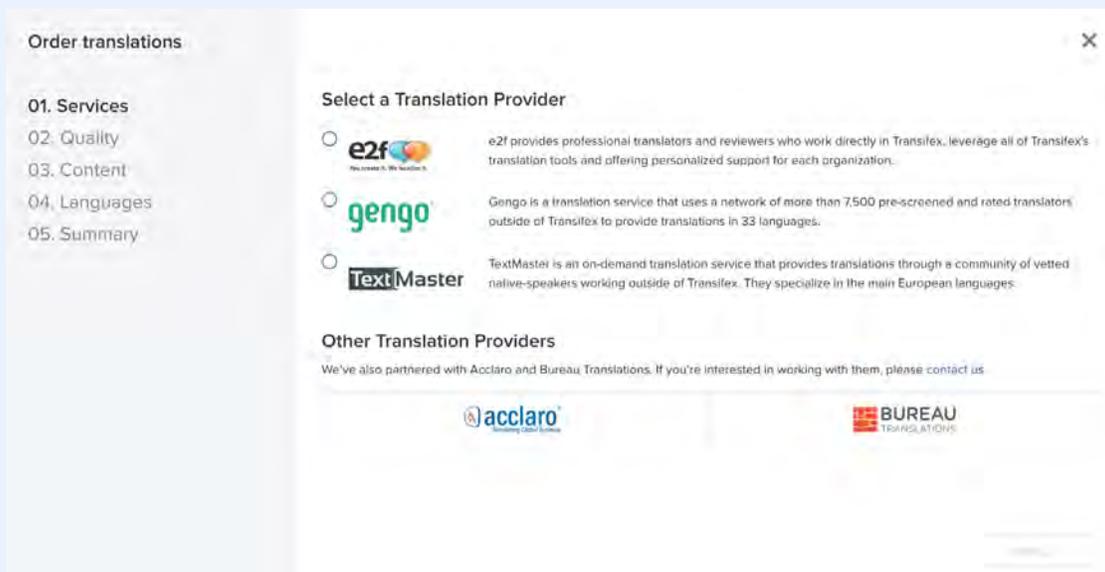
Translations

Translations

Transifex is a platform for you to manage your localization efforts and it gives you a full control of who and how will be translating your content. Let's take a look at some possible options.

Order wizard

If you need translations but are not working with any translation vendors or community translators, you can order translations from one of Transifex's translation partners. Read more about how to order translations **here**.

In-house/Freelance translators

If you have in-house or freelance translators and reviewers that you're working with, you'll need to invite them to your Translation team and give them the corresponding roles (translators or reviewers). Read more about how to assign user roles to your collaborators **here**.

Community

If you prefer working with your community, Transifex offers a few ways to do so:

- Make your project public, accept requests from the community members to join and assign them as translators and reviewers;

- Make your project private and invite your community members as translators/ reviewers;

- Enable crowdsourcing mode (learn more **here**).

LSP/Translation agency

You might partner with a translation agency to take care of your translations in Transifex. From our experience, there are two ways to work with translation agencies:

- They can work offline Transifex —they will push and pull the files from and back to Transifex;

- They work within Transifex— then they'll be able to take advantage of such features as Translation Memory, Glossary, Communication tools etc. and you'll have more control and visibility of the overall translation progress.

Mix and match

A lot of our clients mix and match these methods: for example, they do initial localization efforts with their community and have professional translators review the translations; or they have freelance translators work on their app projects, while a translation agency works on the website translation.

This is all possible by calibrating your translation teams and assigning them to corresponding translation projects within your Transifex organization.

Set Up a Team

Set Up a Team

Depending on how you choose to get your translations done, you would need to set up your Translation Team to work on the projects.

User roles

In many cases there are multiple stakeholders accessing your Transifex accounts: your developers, product managers, translators, maybe your in-house native speakers or clients. So you will need to grant different levels of access to these different people. Learn more about the various user roles in Transifex and what they can do **here**.

ORGANIZATION
Administrator

PROJECT
Maintainer

TEAM
Manager

LANGUAGE

PEOPLE
Coordinator
Reviewer
Translator

With this in mind, your next steps would be the following:

Create a team

In Transifex, you can have one team working on all projects or different teams working on different projects. With the team structure, you have a full control over who access what content.

Learn more about how to create a translation team **here**.
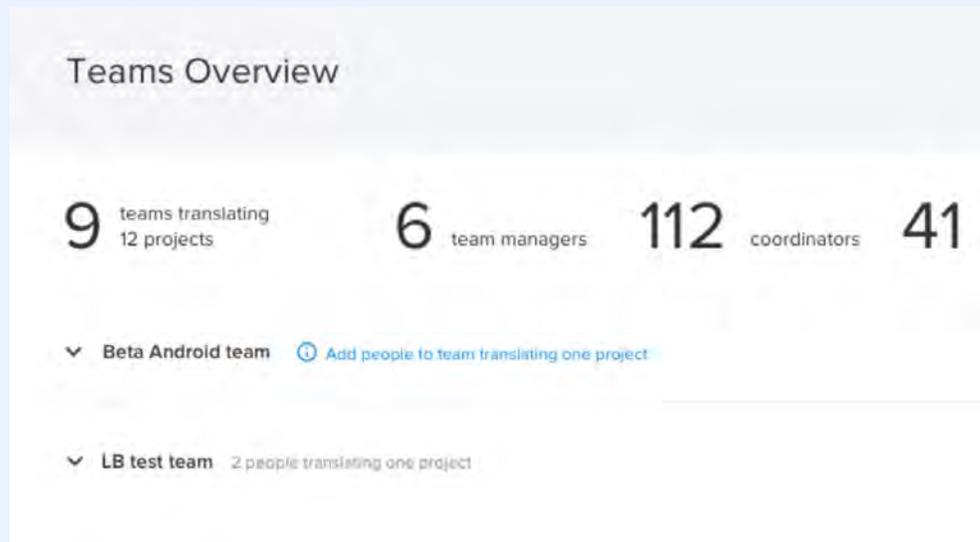
Invite collaborators

You can change the setup of your team at any time: you can remove collaborators or assign them with a different role, you can assign and **re-assign** them to a specific project or a number of projects.

With the team management feature, you have a full control on how you set up your translation team. For example:

- you can assign a vendor as a team manager (so that they can add their translators and reviewers) and add your in-house native speaker as a reviewer to this team, so that she/he can do the final review/proofreading step;

- you can have multiple vendors working on different projects (Vendor 1/ Team 1 - marketing website; Vendor 2/Team 2 - help center documents)

# Communication

Communication

During the translation process, there will be a lot of occasions for communication with your collaborators; similarly, they might need to ask you questions and clarifications.

See below the two ways to communicate with your collaborators within Transifex. We recommend discussing it with your collaborators/vendor about what communication channel would work best.

Announcements and discussions

This is probably best for "bigger" topics such as announcements about a start of the project, or a big update of the source file, or adding contextual information about the translation project. Learn more about this feature **here**.
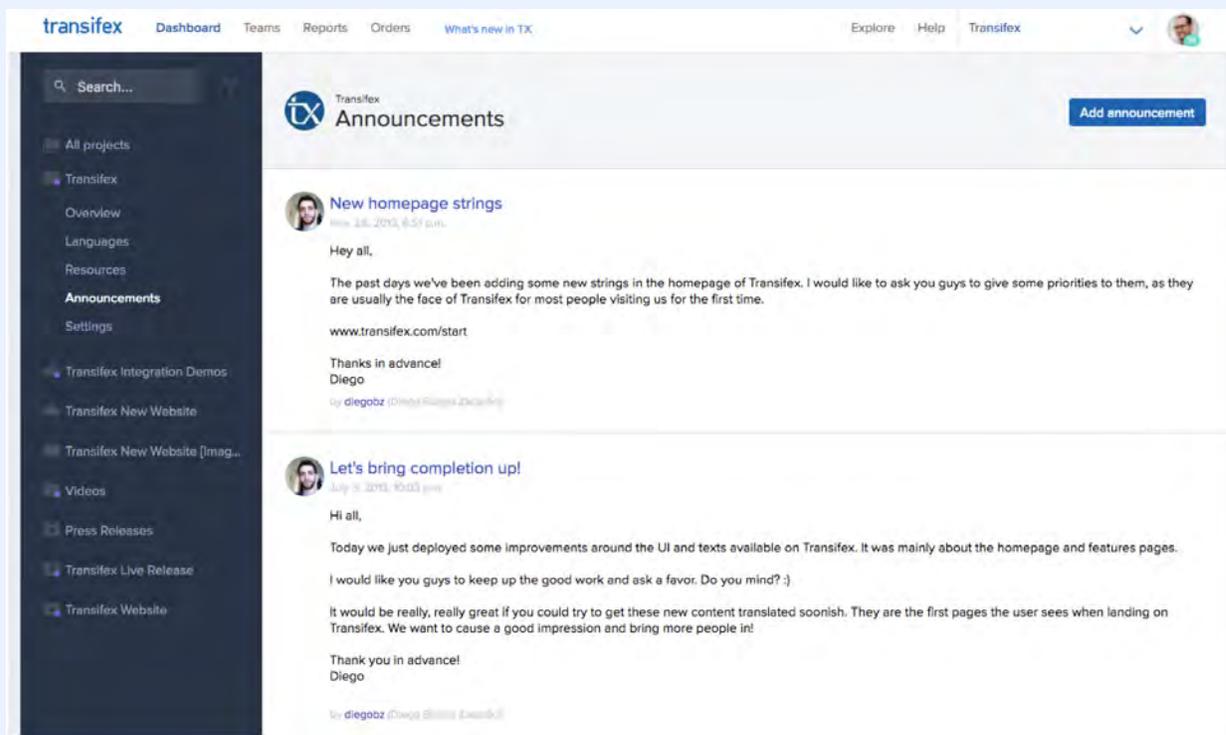
Discuss specific strings

Quite often, translators would need clarification about specific strings and will request you to provide additional information by opening an "issue" on a string level. Learn more about this feature **here**.

As mentioned, we recommend discussing the procedure with your collaborators/vendor team: should they @mention you or someone else in the organization (e.g. different project maintainers for different projects)? should they mark the issue as resolved or you will do it? should you @mention all other language translators or they're supposed to check open issues on their own?
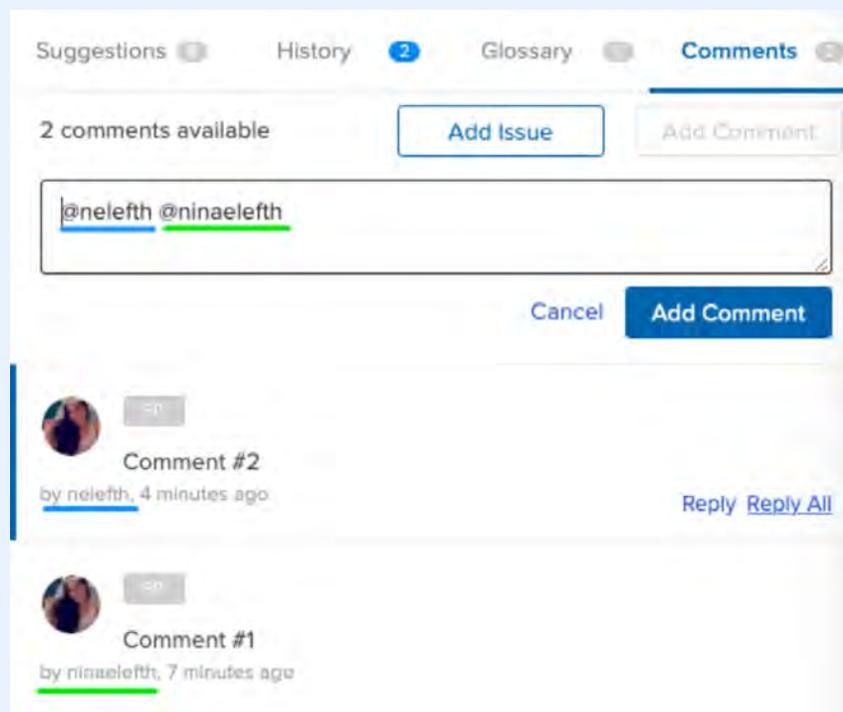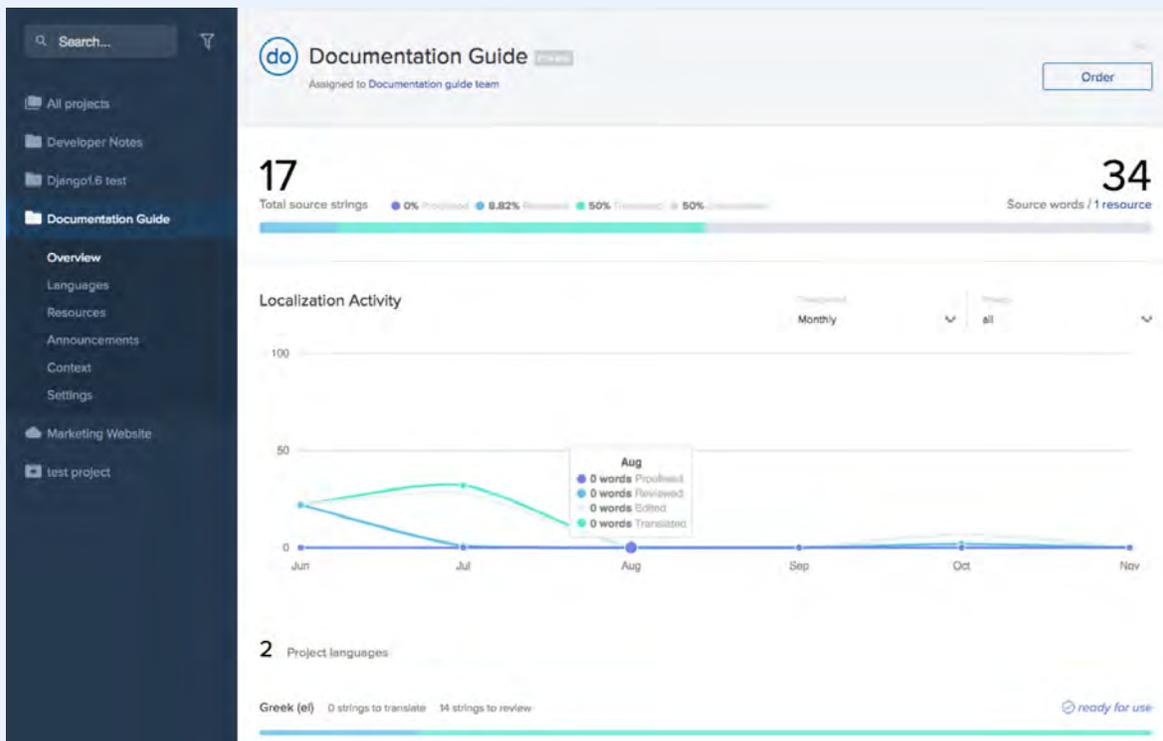
Manage Translation Process

Manage Translation Process

You have full control over the resource files and translation process in Transifex.

Seeing the progress

You can see the overall progress in your **Dashboard** in the "Overview" mode, or you can look it up in the **Progress Reports**, by resources or languages.

Notifications

You can receive notifications about:

- Messages (new discussions, announcements, issues etc.)
- Project & Language activity (file 100% translated, resources are added or removed from projects etc.)

- Team and Collaborators activity (when you're added or removed as a team manager etc.)

- Orders (order is accepted or delivered)

Learn more about notifications **here**.

Prioritize resources

You can prioritize and mark specific resource files as priority. Learn more about this feature **here**.
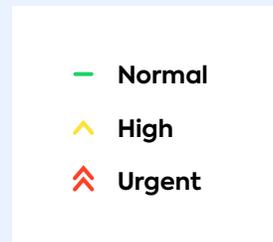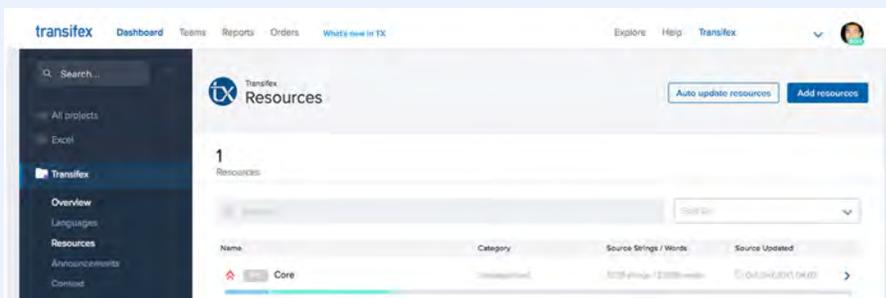

Use tags

You can use various tags for different purposes (e.g. to tag the most urgent strings for translation, or to tag the strings that need a second review). Learn more about this feature **here**.

Use filters

You can use various filters within your resource files: to filter by status (translated or not), by tags (if you applied a specific tag), by translator (if you want to see the strings translated by a specific translator) etc. Learn more about this feature **here**.
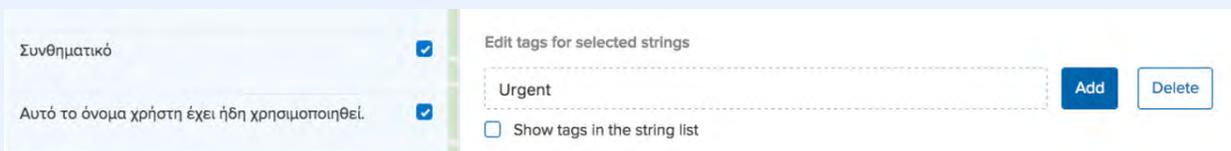
Lock strings

You can lock full resources files or individual strings and prevent them from being translated. Learn more about it **here**.

Set translation checks

You can set translation checks to ensure that the translations don't miss key elements such as a variable or a link that could potentially break your website or app. Learn more about this feature **here**.

After Translation

After Translation

So your translation is done, or at least a round of it, what's next?

Download translations

As with uploading the content, you can download your translations:

- **manually**
- **through API**
- **CLI**

Translation report

Reports in Transifex show how many words were translated, edited, and reviewed by your translators, along with the Translation Memory leverage used. Learn more about this feature **here**.
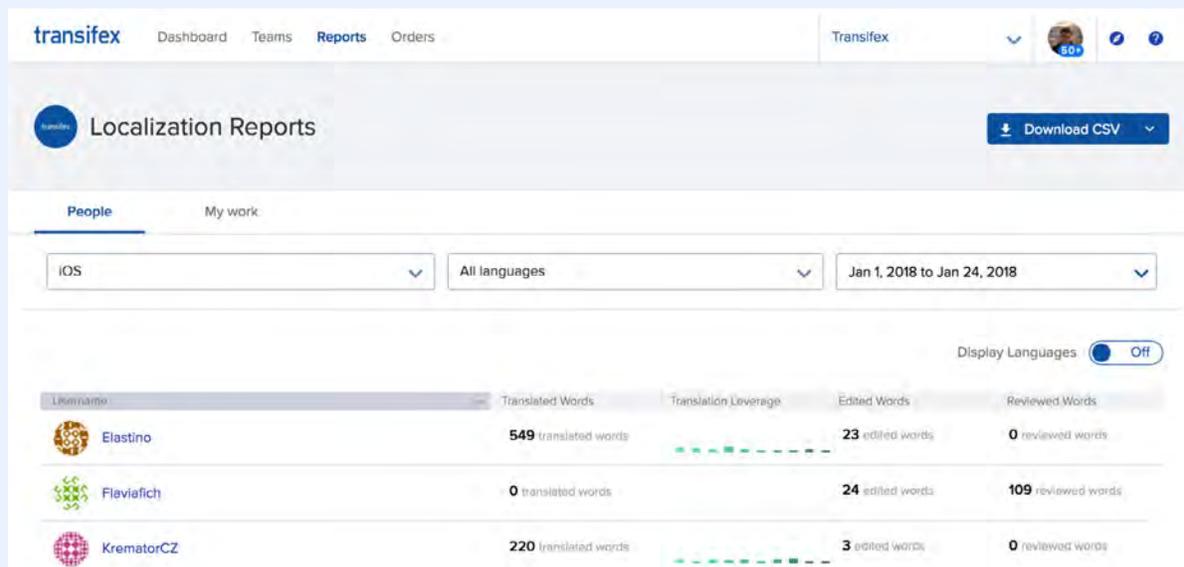

Client review/QA

If you have an in-house native speaker, or someone on your client side, or a dedicated country manager, or a language specialist (let's call them all a "client reviewer") who reviews the translations before they go live, decide about how the feedback loop will be implemented:

- Does this client reviewer make changes directly in Transifex or not?

- If he/she does, how will you make sure the corrections are implemented across all projects (for example, a client reviewer changed how a particular term was translated on your homepage – will it be updated in your app store description and app itself?)

- How do you communicate the feedback to your vendor/translators?

New translations

You're done with one round of translations but more translations are to come. When you're translating an app or website, you'll likely be adding and changing strings constantly, meaning the files with your source content will be changing too. Instead of uploading a new file and creating a new resource each time a file changes, you can simply update an existing resource. Learn more about how Transifex handles updates **here**.
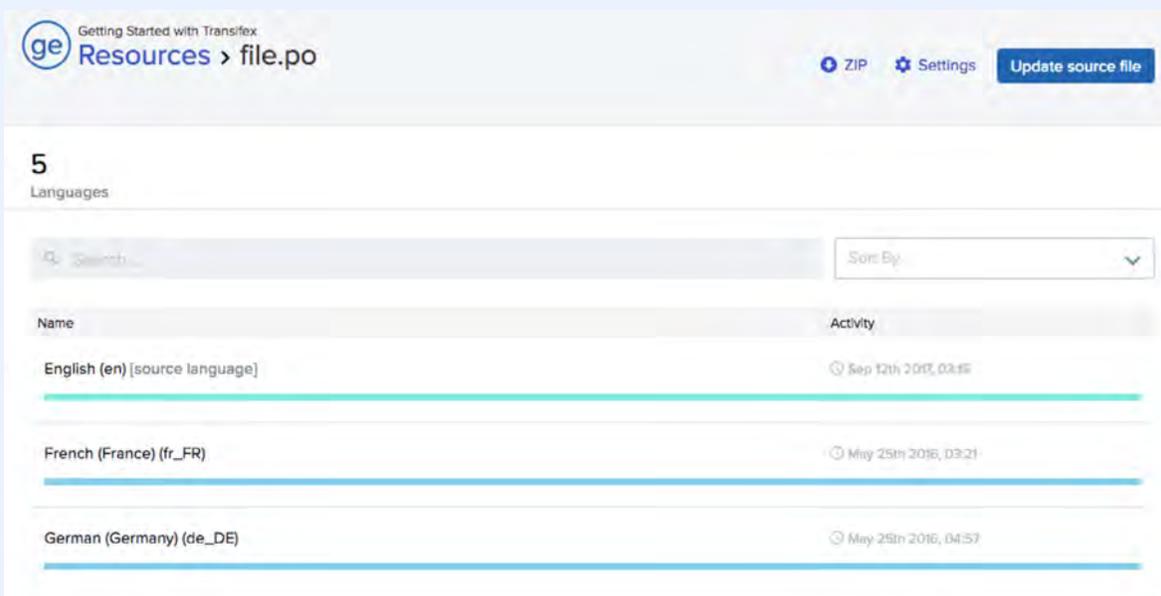
Whether your new translations are updates to the existing resource file or a completely new set of resources to translate, think about and discuss with your

translation team (vendor/translators/community/freelancers) about how they'll get to know that there is a new batch of translations available for them:

- Will you email them each time you want them to translate a specific project/resources?

- Will you make team announcements within Transifex?

- Or do you just set up a cadence for them to go to Transifex and translate whatever is available on their own?

Going Forward

Going Forward

You're done with your first projects in Transifex – congratulations!

Localization is a long journey with ups and downs and a lot of different twists.

Manage your content and workflows

Rest assured that you'll be able to manage your projects in Transifex with ease:

- you can **add new languages**
- **update** or **delete resources**
- **adjust** your translation teams

and many other things you might want to do during your localization journey.

Manage your account and subscription

Learn how to:

- **manage your subscription**
- see the **billing history**
- change your **email** or adjust your **email notifications**

We're here to help!

Transifex team is here to support you! For any questions, please feel free to reach out to **support@transifex.com**.

We're excited to have you onboard!