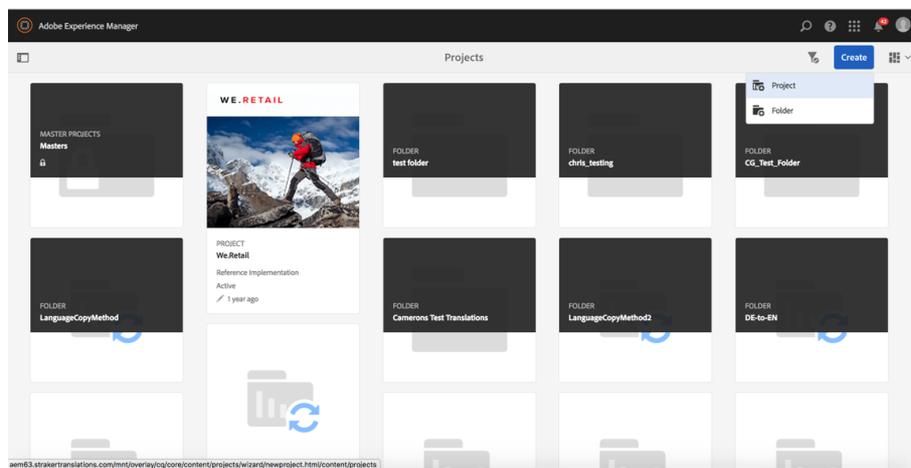


Translation Submission Process

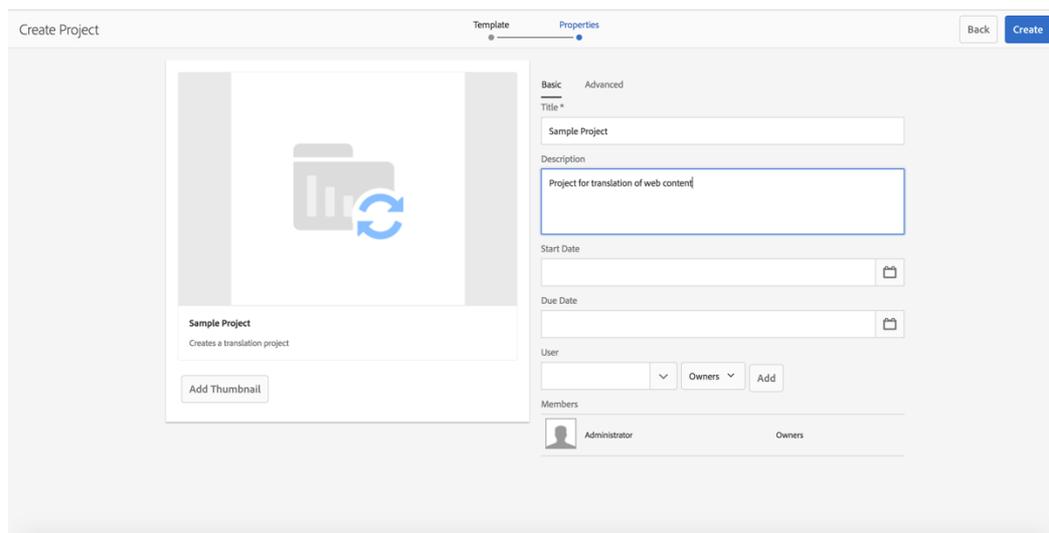
Once you have the connector configured to your specifications in AEM, you can now begin submitting content through to our translation platform. Remember, if you were using sandbox mode, you will need to edit the connector settings and move it into a live state.

Submission and Import of Content

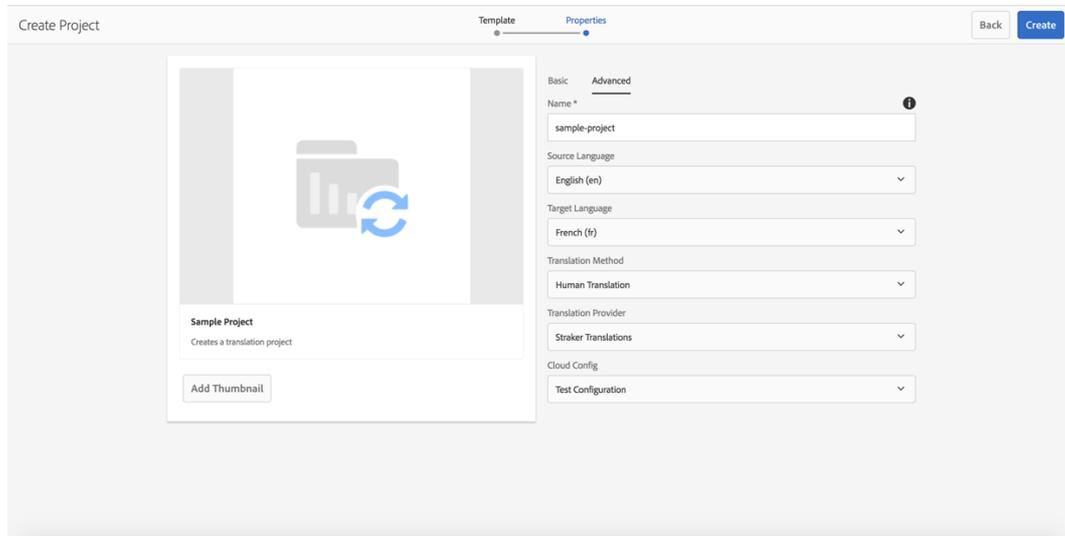
1. Start by accessing the Touch UI and selecting the “Projects” icon to navigate to the projects screen. Here you will have the option to either create a folder or a new project. Creating a folder and managing your translation projects within folders is a nice way to ensure your front page doesn’t become quickly cluttered with several ongoing translation projects or other project types in progress. To start a translation project, click “Create” at the top right of the screen and click “Project”.



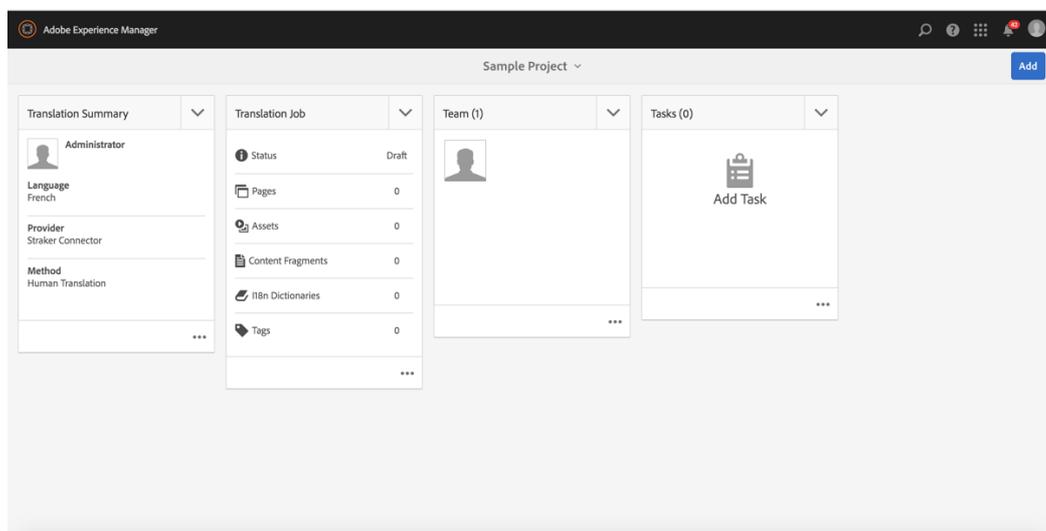
2. Click on “Translation Project” to begin setting up your translation project. You will navigate to a new UI where you will have the option to fill out basic information of the project. Only the title is a required field with other information being optional. The start and due dates are determined by the quote provided from us once your content has reached your system, so the dates shown on this form are optional.



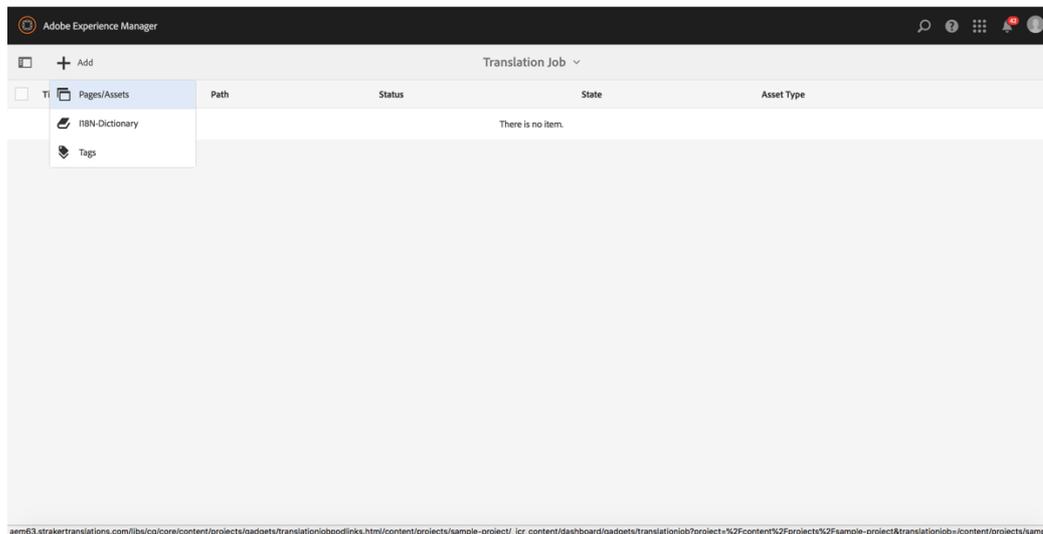
You can switch to the advanced fields to setup language pairs and ensure you are using the right connector. Each project can only be associated with one target language. If you have content that needs to be translated into multiple languages, a project will need to be created for each language. If the Straker Connector is not selected by default, you will find it by switching the “Translation Method” to Human Translation and then selecting the “Translation Provider” as Straker Translations. If you have setup multiple configurations with our connector you can select what configuration to use for the project.



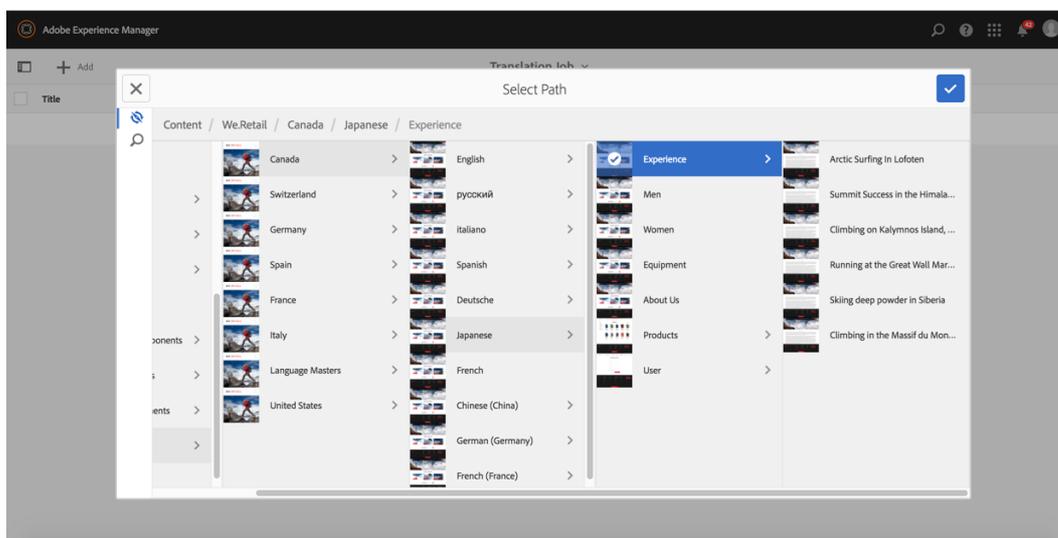
3. You can then click “Create” at the top right of the screen to create your project. You will notice you are taken to a new page with four tiles. A Translation Summary which contains the information of the project you just setup. A Translation Job which is where you can add all the content you wish to send for translation. A Team tile for administrative purposes in assigning team members to a project. And a Task tile for creating customized tasks for the project. You can create several translation jobs within a project if you have a continuous flow of content coming in for translation.



- Click the three dots at the bottom of the Translation Job to begin adding content for translation. You will enter a new blank page with an “+ Add” button at the top left. Click this to begin adding content. You can opt to select Pages/Assets, Dictionaries or Tags. You will then need to select the content you would like to translate.

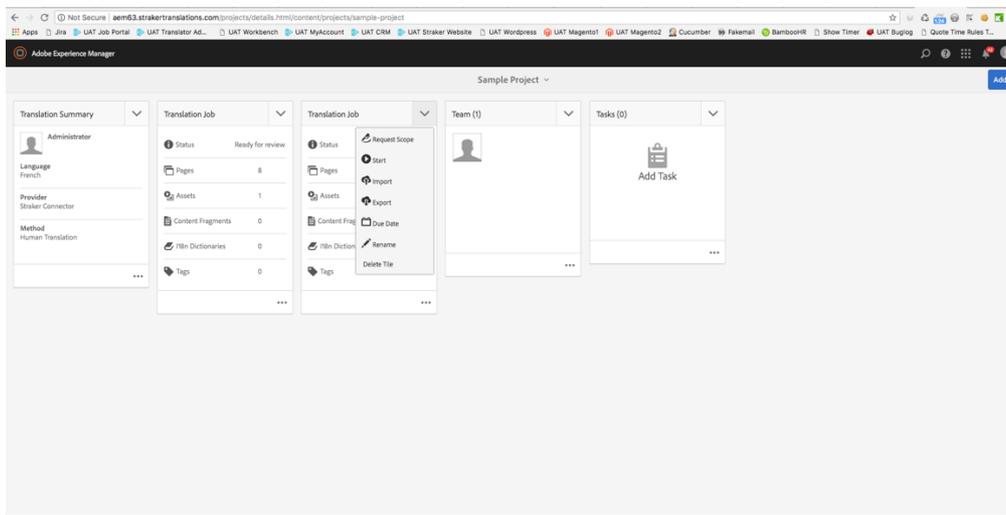


You can navigate down your site’s structure to select the content you wish to translate. You are able to select several items if necessary. Click the “Tick” icon at the top right when you have finished selecting content.



If you do not have the relevant language copy of the content you wish to translate, you can select content in the original page it lives in. When selecting such content, AEM will ask you if you would like to create a language copy for translation or simply overwrite the content that is currently there.

- Once you are happy with the content selected for translation, you can navigate back to the projects page by clicking on the translation job title in the top center of the page and moving up one level. Once done You can click on the dropdown arrow at the top of the translation job tile and opt to start the job. There are also options available to rename each Translation Job tile if you have multiple ongoing jobs that you would like to distinguish from each other.



Once this is done, the job will now be sent through our connector and to our platform for translation. We will get back to you with a quote and timeframe for your content. In AEM you will notice the status will change from Draft > Committed For Translation > Submitted > Translation In Progress > Ready For Review.

- Once the translation is completed, it will be automatically reimported into AEM and ready for review. You can now re-enter the tile and preview pages that have had translations completed to view the translated content. At this point you can begin to manipulate the content as you please and publish at your leisure.