

Language, Conference and Publishing Services Department

Guide for translators

All you need to know!

May 2015

In-house translation

1) Asking for a translation: go to Antonella Romeo's office (4J50, ext. 8081) or Sarah Eymann's office (4J56, ext. 8914). They will assign you a document and give you a hard copy (or some pages if it is too long).

This is what the routing sheet looks like:

	JobSys Routing sheet	Target language
	Job No. 15125 Approval Date 23-01-2015 No. Words 9483 Deadline 05-02-2015	
Category of text CB: Constituent bodies	CB Cg-17 E Contact Person Department	
CORR: Correspondence	Item No. 7.2 DRAFT 1 A. ALEXIEVA ASGO	
MISC: Miscellaneous HR: Human Resources	Monitoring and Evaluation Comments / Instructions	
Etc.	Annexes 1 and 2 are already translated, to be taken from EC-66/Doc. 4.8.2 REV 1, draft 1 (page 5)	
	A C E F R S 18012 words already translated	
	Translation Revision Text-processing Proof-reading	
-	Quality-check Reproduction	
To be completed	Name Date Given Date Returned No.Words	
by you	Translation	
	Text-processing	
Language Support	Proof-reading	 Initials of LSU officer who pre-
Unit (they check for		treated the text
previously existing translations)	LOU COMMENTS: AR To be transladed in house	
	AFT Already Existing Text: most of the te already been translated and is availab Multitrans textbase. You may also see MET, Minimum Ex	ble in our
	a lot of new text.	

The contact person should only be contacted in case of substantive doubts and with copy to the Document and Publications Management Unit (Muriel Oshry/Nathalie Gentet: <u>dpmu@wmo.int</u>) so that they can inform the other languages and the English original can be corrected.

2) Once you are back in your office and ready to start translating, the first thing you have to do is accept the assignment on our document management system: JobSys.



You'll find the icon on the desktop or you can access it following this address: <u>http://apps.intranet.wmo.int/jobsys/login.php.</u>

This is the welcome page:

x sy2dot 🙀		
← → C 🗋 apps.intranet.wmo.int/jobsys/login.php		술 🔳
🛗 Apps 🗋 WMO Login 🙀 JobSys 🐡 MultiTrans Web Log in 🗋 Welcome	page	
jobsys LCP Job Management System	JobSys Authentication Username Password	Login

Log in with the same username and password you use to start your computer.

🧑 JobSys	×						ر ف		
> C 🗋 ap	ps.intra	net.wmo.int/j	jobsys/sea	rch.php?c	quickSearch=151	25		☆ =	
Apps 🕒 WMO Login	i 🙀 Jobs	Sys 🐔 MultiTran:	s Web Log in	Welcome	page				
dnesday, 11 March	1 2015							Log out	Search fo
👌 jobs	<mark>ys</mark> и	CP Job Manage	ment Syster	n		<	15125	P	your job.
Job Request	Searc	h Tasks	Help						
Job Number	15125				Job Title	Ĺ			
Status	Select.			•	Department	Select		•	
Contact Name	Select.			•	Job Creator	Select		۲	
Reference No.					Item No.				
WMO No.					Circular No.				
Category	Select.			•					
Deadline	dd-mm-	уууу							
Number of word		-							
Creation dates	dd-mm-	yyyy - dd-m	іт-уууу						
Reset								Search	Click on the jo
Job						No.	_		to open it.
 Category No. 	Dept	Item			Title	words	Deadline	Status	1
5125 CB	ASCO	Cg-17/7.2	Monitori	ng and Eva	luation	9207	05-02-2015	In progress	\geq
±			- Ô			No. wore	ls: 9207, Recor	ds found: 1	

Once you're logged in, search for your assignment by typing the job number:

				1)	Click on Tasks	S.	
Wee	dnesday, 11 March 2015						Log out
(jobsys LCP Job Ma Job Request Search Job number:	Tasks Help	2) Click or assigned Spanish tr	(in this exa			Job number
3) Type the	Status: Created by: Jpdated by:	In progress Teresita CONCEPCION on 23-01-2015, 15:30 Muriel OSHRY on 27-02-2015, 11:37		ОМРО ву	Nathane GENTET	2015, 15:32 on 26-01-2015, 11:05	
number of		Arabic	Chinese	English	French	Russian	Job Details Tasks Spanish
words you've	Translation			Lightin	new		new
been assigned.	Revision Text-processing			done	new		
	Proof-reading Quality-check			done	new		
K	New Assignment Task Language Ne. words * Comments	Translation English - Spanish 1471		Stat	us new		
	* Required fields				lick on Take. Y ⁄ith Jobsys.	′ou're done	Take

3) To find the electronic version of the original text, go to:S:\language_streams\Jobs to be done

anize 🔻 词 Open Burn New folder				•
Favorites	Name *	Date modified	Туре	Size
Tesktop	🔒 Arabic	1/18/2015 2:14 PM	File folder	
🍌 Downloads	Chinese	11/11/2013 4:02 PM	File folder	
🔚 Recent Places	English	9/17/2012 11:47 AM	File folder	
	EXCHANGE FOLDER	1/18/2015 12:28 PM	File folder	
Documents	French	1/30/2015 1:30 PM	File folder	
Music	lobs to be done	3/11/2015 11:34 AM	File folder	
Pictures	JOBS_FROM_DEPT	1/18/2015 11:32 AM	File folder	
Videos	🔒 Russian	1/18/2015 2:57 PM	File folder	
	3 Spanish	1/18/2015 11:33 AM	File folder	
Computer	1999_en.doc	1/31/2008 3:06 PM	Microsoft Word 97	78,620 KE
Windows (C:) GD Drive (D:)	button8.jpg	3/29/2007 4:15 PM	JPEG image	5 KE
🖵 DATA (\\CUMULUS-LX) (G:)	EC-LX-g_wp10-5_a.doc	6/25/2008 8:02 PM	Microsoft Word 97	134 KE
DATA (\\CUMULUS-LX) (K:)	PLANOGRAPH 2015_Contracts.xlsx	2/25/2015 5:04 PM	Microsoft Excel Wor	73 KE
(\\CUMULUS-LX\USR1\USERS) (M:)				
POR_USER (\\CUMULUS-LX\DATA\SHARED\WP51) (Q:)				
LSP (\\CUMULUS-LX\LSP\SHARED\DEPT) (S:)				

In that folder you'll have to select the corresponding category of text according to the routing sheet:

Name ^	Date modified	Туре	Size	
Constituent_bodies	2/5/2015 11:40 AM	File folder		
Dorrespondence	1/18/2015 1:54 PM	File folder		
Design_graphics	9/17/2012 11:51 AM	File folder		
퉬 Human_Resources	10/14/2013 12:55 PM	File folder		
퉬 Miscellaneous	1/28/2015 11:07 AM	File folder		
Non-constituent_bodies	3/11/2015 11:14 AM	File folder		
Publications	1/18/2015 2:10 PM	File folder		
퉬 WEB	3/6/2015 9:59 AM	File folder		

See our example:

USP (\\CUMULUS-LX\LSP\SHARED\DEPT) (S:)) • language_streams • Jobs to be done • Constituent_bodies • Cg-17 • 😰 Search Cg-17	
rganize 🔻 👿 Open 💌 Print Burn New folder)= 🔹 🔳 🤅
🔶 Favorites	Name ^	Date modified
🧫 Desktop	Cg-17-d06-5-IPPI-draft1_en_LSU-RU.docx	1/14/2015 5:37 P
퉬 Downloads	Cg-17-d06-5-IPPI-draft1_en_LSU-ZH.docx	1/14/2015 5:20 F
📳 Recent Places	Cg-17-d06-6-OTHER-PARTNERSHIP-draft1_en.docx	12/11/2014 9:24
	Cg-17-d06-6-OTHER-PARTNERSHIP-draft1_en_LSU-AR.docx	12/12/2014 3:34
libraries	Cg-17-d06-6-OTHER-PARTNERSHIP-draft1_en_LSU-ES.docx Original text	12/12/2014 3:28
Documents Music	Cg-17-d06-6-OTHER-PARTNERSHIP-draft1 en LSU-FR.docx	12/12/2014 3:32
Pictures	Cg-17-d06-6-OTHER-PARTNERSHIP-draft1 en LSU-RU.docx	12/12/2014 3:29
Videos	Cg-17-d06-6-OTHER-PARTNERSHIP-draft1 en LSU-ZH.docy	12/12/2014 3:33
	Cg-17-d07-2-MONITORING-AND-EVALUATION-draft1_en.docx	1/27/2015 3:28
Computer	Cg-17-d07-2-MONITORING-AND-EVALUATION-draft1_en_LSU-AR.docx	2/4/2015 3:15 P
Windows (C:)	Cg-17-d07-2-MONITORING-AND-EVALUATION-draft1_en_LSU-ES.docx	2/4/2015 3:08 P
🔮 CD Drive (D:)	Cg-17-d07-2-MONITORING-AND-EVALUATION-draft1_en_LSU-FR.docx	2/4/2015 2:58 P
	Cq-17-d07-2-MONITORING-AND-EVALUATION-draft1 en LSU-RU.docx	2/4/2015 3:04 P
(\CUMULUS-LX\USR1\USERS) (M:)	Cg-17-d07-2-MONITORING-AND-EVALUATION-draft1_en_LSU-ZH.docx	2/4/2015 3:19 P
FOR_USER (\\CUMULUS-LX\DATA\SHARED\WP51) (Q:)	Cq-17-d07-3-RISK-MANAGEMENT-draft1_en.docx	2/17/2015 7:40
LSP (\\CUMULUS-LX\LSP\SHARED\DEPT) (S:)	Cq-17-d07-3-RISK-MANAGEMENT-draft1 en LSU-AR.docx	2/17/2015 2:05
	Cg-17-d07-3-RISK-MANAGEMENT-draft1_en_LSU-ES.docx	2/17/2015 2:13
Network		2/17/2015 2:09
	Cg-17-d07-3-RISK-MANAGEMENT-draft1_en_LSU-FR.docx Cg-17-d07-3-RISK-MANAGEMENT-draft1_en_LSU-FR.docx Pre-treated originals	2/17/2015 2:10
	Cq-17-d07-3-RISK-MANAGEMENT-draft1_en_LSU-ZH.docx for each language	2/17/2015 2:08
	Cq-17-d07-4-CONFERENCE-SERVICES-draft1 en.docx	1/8/2015 3:54 P
	Co-17-d07-4-CONFERENCE-SERVICES-draft1 en LSU-AR.doc	1/14/2015 10:27
	Cq-17-d07-4-CONFERENCE-SERVICES-draft1 en LSU-ES.docx	1/14/2015 11:5
	Cg-17-d07-4-CONFERENCE-SERVICES-draft1_en_LSU-FR.docx	1/14/2015 10:20
	Cg-17-d07-4-CONFERENCE-SERVICES-draft1 en LSU-RU.docx	1/14/2015 11:42
	Cg-17-d07-4-CONFERENCE-SERVICES-draft1_en_LSU-RO.docx	
	Cg-17-d07-4-CONFERENCE-SERVICES-draft_en_LSU-2H.docx Cg-17-d07-5-LANGUAGES-AND-PUBLICATIONS-draft1_en.docx	1/14/2015 12:21 1/8/2015 2:00 P
	Cg-17-du7-5-LANGUAGES-AND PUBLICATIONS-draft1_en.docx	1/8/2015 2:00 P
	4	

(Check the "Guide for WMO MultiTrans Users" on how to deal with pre-treated texts.)

4) Then you have to find the correct template that you will use for the translation (constituent body document, circular letter, fax, individual letter, vacancy notices, etc.). For Arabic see M. Mourad and Seham Al Kahaleh, offices 4L35 and 4L36. For Chinese see Li Fengqi, office 4J54. For English see C. Abel, office 4C46. For French see E. Masse and R. Mouizi, offices 4C46 and 4J52. For Russian see T. Alexandrova and M. Gavrilova, office 4J58. For Spanish see Elena Vicente and Fabián Rubiolo, office 4L34.

And you're ready to go!

5) Please save your translation in the corresponding "Translation" folder for your language stream while you are working on it. Keep the original file name and make sure to change the ending in order to reflect the language by adding "_ar;_zh;_en;_fr;_ru;_es" accordingly.

S:\language_streams\YOUR LANGUAGE\Translation\...(corresponding category) e.g.:

Translation				
G U ISP (\\CUMULUS-LX\LSP\SHARED\DEPT) (S:)	\star language_streams \star Spanish \star Translation \star	🗸 🗸 🗸 🗸	Translation	<u></u>
Organize 🔻 📜 Open Burn New folder				• 🔟 🔞
☆ Favorites	Name *	Date modified	Туре	Size
🧮 Desktop	Constituent_bodies	2/10/2015 8:46 AM	File folder	
Downloads	\mu Correspondence	1/18/2015 12:10 PM	File folder	
🗐 Recent Places	Design_graphics	9/17/2012 12:05 PM	File folder	
2	Miscellaneous	3/10/2015 2:13 PM	File folder	
Libraries Documents	Non-constituent bodies	3/12/2015 7:45 AM	File folder	
Music	Publications	1/18/2015 12:24 PM	File folder	
Pictures	Team work	3/9/2015 1:37 PM	File folder	
Videos	Web	3/6/2015 10:09 AM	File folder	
	1141_RA III-16_es_1ªVersn_me.docx	3/4/2015 5:43 PM	Microsoft Word Doc	712
Computer	Final Rpt_AR IV_2013_Job13558_es.doc	12/20/2013 2:51 PM	Microsoft Word 97	1,851
Windows (C:)	IronPort Icon.nal	1/10/2011 8:59 AM	NAL File	3
La CD Drive (D:)	Salle 2 Live Stream (Original Track)	5/23/2013 11:58 AM	Shortcut	2
	B Sale 2 Live Sa call (original fracty	3/23/2013 11:30 AM	Shortcort	2
DATA (((CUMULUS-LX)(K:))				
FOR_USER (\\CUMULUS-LX\DATA\SHARED\WP51) (Q:)				
LSP (\\CUMULUS-LX\LSP\SHARED\DEPT) (S:)				
Network				

If you need to consult the reference documents in their original format, go to the "**References**" folder (S:\linguistic_support\REFERENCES) where all documents are stored according to the previously-mentioned categories.

Don't forget to contact your colleagues if you have any doubts!

6) When you have finished your translation, go back to Jobsys. Go to the job in question (search for it or go to tab *Tasks>In progress*):

	Wednesday, 11 March 2015				1) Click on	Tasks.	
	jobsys LCP Job.	Management System					Job number
	Job Request Search	Tasks Help		2) Click hei	re to open th	ne task.	
	Job number: Status: Created by: Updated by:	15125 In progress Teresita CONCEPCION on 23-01-2015, 1: Muriel OSHRY on 27-02-2015, 11:37	5:30	Approved by: DMPU by:		rE on 23-01-2015, 15:32 ENTET on 26-01-2015, 11:05	Job Details Tas
	7.9	Arabic	Chinese	English	French	Russian	Spanish
	Translation				new		progress
	Revision						
B) Type the	Text-processing			done	new		
umber of	Proof-reading			done	new		
vords you	Quality-check						
•	Job Number: 15125 Translation	Spanish					
ave	Person	Date Taken	Date Done	Deadline	Words	Status	Task Type
anslated.	YOUR NAME HERE	24-02-2015		05-02-2015	1471	progress	Internal
	Task	Translation		Pers	on	YOUR NAME HERE	
K	Language	English - Spanish		Statu	us	progress	
1	Words Taken *	1471		Take	n On	24-02-2015, 16:53	
	Words Done *	0		4) Click or	Dono and	the status of	
	Comments						
	Assigned By	YOUR NAME HERE on 24-02-2015, 16:53	3			o "done" like	
	* Required fields			the Englis	h one.		
	Remove			L			Save D

(Tip: if you have translated all the text, you can double click on the field *Words Done* and it will automatically copy the number of words from *Words Taken*.)

7) If your work is revised, give back the routing sheet (and all other papers attached) to Antonella or Sarah, so that they can assign the revision.

If your work is not revised, take the routing sheet (and all other papers attached) to the corresponding Pool. (Arabic: M. Mourad and Seham Al Kahaleh, offices 4L35 and 4L36) (Chinese: DPMU – M. Oshry/N. Gentet, offices 4C42 and 4L41) (English: C. Abel, office 4C46) (French: E. Masse and R. Mouizi, offices 4C46 and 4J52) (Russian: T. Alexandrova and M. Gavrilova, office 4J58) (Spanish: Elena Vicente and Fabián Rubiolo, office 4L34)

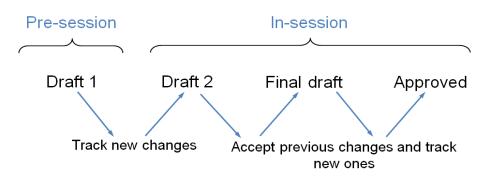
8) You can find the revisions <u>with track changes</u> in the **TRACK** folder of each language stream:

S:\language_streams\YOUR LANGUAGE \Text-processing\TRACK

9) You can find the texts finalized by the Pool inside the "**Text-processing**" folder of each language stream:

S:\language_streams\YOUR LANGUAGE\Text-processing

In-session workflow



During constituent body meetings, translators work on different versions of the document:

- Draft1 (pre-session): document to be entirely translated. You can find it in *Jobs to be done*, as usual.
- Draft2: document that has to reflect modifications made to Draft1. These modifications must be visible (track changes) in all languages. (Please make sure that you work on the final version of Draft1.)
- Draft3/Final Draft/Approved: at this stage you have to accept previous changes and track new ones. (Please make sure that you work on the final version of the previous draft.)

You can find the final version on the **website of each conference**, which you can access via the WMO homepage (<u>http://www.wmo.int</u>), section "Events".

Forthcoming sessions: 17 th session of the World Meteorological Congress (<u>http://cg-17.wmo.int/</u>)
<u>67th Executive Council (http://ec-67.wmo.int/)</u>
$\leftrightarrow \rightarrow \mathbf{C}$ [] cg-17.wmo.int
🗰 Apps 🔱 Google Advanced Sea 🕢 Welcome homepage 🕒 WMO Login 📑 Provisional Programm 🍯
Cg-17 Click on your language
رالوتائق 文件 Documents (in English) Documents (en français) Документы Documentos

 Once you finish inserting the changes, you should save the file (Draft2/Draft3/etc.) WITH TRACK CHANGES in S:\language_streams\YOUR LANGUAGE\Translation\Constituent_ bodies\SESSION FOLDER.

REMEMBER: you can find the **final versions** of the document on the **conference's website**, which you can access via the WMO homepage (<u>http://www.wmo.int</u>), section "Events". **Use these versions** when reflecting changes!! (and not the versions saved in *Translation*).

TRACK CHANGES

Configuration of MS Word 2010

You must configure your MS Word software in order to open and print any document according to the adopted format.

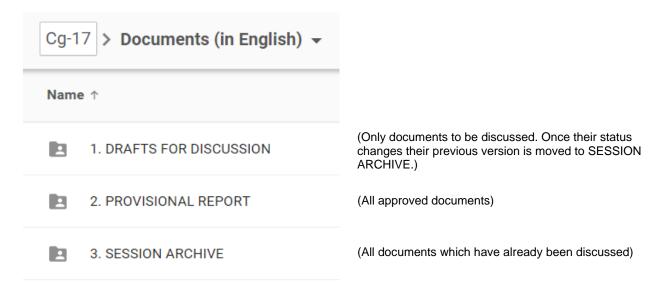
Procedure:

- 1. Open MS Word and create a new document.
- 2. Go to Tools, Options, then to the tab "Track Changes".
- Set "Insertions" with <u>underline and green</u> <u>colour</u>, "Deletions" with strikethrough (e.g. <u>strikethrough and red colour</u>, "Changed lines" with "Right border", set also "Use Balloons (Print and Web Layout)" with "Never".

Track Changes Opt	tions			? ×
Markup				
Insertions:	Underline	•	Color:	Green 💌
Deletions:	Strikethrough	•	<u>C</u> olor:	Red 💌
Changed lines:	Right border	•	<u>C</u> olor:	Auto
		_		
Comments:		-		
-	By author	<u> </u>		
Moves Track moves				
Moved from:	Double strikethrough	-	Color:	Green
Moved to:	Double underline	-	<u>C</u> olor:	Green
Table cell highlightin	IQ			
Inserted cells:	Light Blue	-	Merged cells:	Light Blue
Deleted cells:	Pink	•	Split cells:	Light Blue
Formatting				
Track formatti	ng			
Eormatting:	(none)	•	Color:	Auto 💌
Balloons				
Use <u>B</u> alloons (Prin	t and Web Layout):		Never	-
Preferred width:	3"	×	Measure in:	Inches 🔻
Margin:	Right	Ŧ		
✓ Show lines cor	-			
Paper orientation	in printing:		Preserve	
			ОК	Cancel

Ex. The Council <u>was informedrecalled</u> that the primary objective of the Tropical Cyclone Programme (TCP) is to reduce, to a minimum, the loss of life and damage caused by tropical cyclones to a minimum through establishment of national and regionally coordinated systems leading to <u>early timely</u> delivery of forecasting and warnings services to users <u>so that they can take protective measures</u> with multi-hazard approach.

Constituent body website



FILE NAMING STANDARDS

It is recommended that the following file naming standards (including key words) be applied, in all languages, for files posted on the Web.

Cg-17-d10-3-SOP-draft1_en

Cg-17-d10-3-SOP-draft2_en

Cg-17-d10-3-SOP-draft3_en

Cg-17-d10-3-SOP-final-draft_en

Cg-17-d10-3-SOP-approved_en

Cg-17-d04-2-2(4)-REV1-IMOP-draft1_en

Cg-17-d04-2-2(3)-add1-MANUAL-ON-WIGOS-draft1_en

Cg-17-d13-5-CORR-1-REVISIONS-FINANCIAL-REGULATIONS-draft1_en