

## TRANSLATION GUIDE CMS CONTENT

### ENGLISH → SECONDARY LANGUAGE

The Content Management System (CMS), is the platform on which your website was designed. You will have access to modify text and images for example. It also allows you to manage the different versions of the website according to the language selected.

The addition of the secondary language to the website will be supported by our team. When working on a website in more than one language, visual consistency and content must be maintained. The content of the website should be translated into other languages as it appears in the English version. To facilitate this process, the content in the English version is exported in Excel files for you to fill in the translations.

You will receive two files:

- *hotel-CMS name - includes the other website content*
- *hotel-Unit name - includes the content of the unit*

The below image shows a view of the document. You can see the different sheets/tabs below and the different columns highlighted in blue and green.

Notes:

- Fill in the exact same file that you received, do not create a new file, change the file type or change the file name.
- Don't remove any hidden cells or change the format of the file.
- You can ignore the Blocks & List states tab
- You will be translating not only the page content itself, but also the page names, meta content, page slugs, buttons...
- If the cell only contains Lorem ipsum, you don't have to translate it. Lorem ipsum is test content that is displayed to fill a space that has no content yet.

Services			
Block Name	CMS field label	content - en	content - it
Page introduction	Title	Dur Services & Amenities	
Page introduction	Subtitle	All inclusive hotel services in Barcelona city	
Page introduction	Content	<p>&lt;p&gt;'Our guest is the king' This has been par excellence our motto all throughout our hotelier tradition. To honor this, we endeavor to provide our guest a personalized treatment, close and committed affections. We wish you a pleasant stay within us, enjoying our all inclusive services.&lt;br /&gt;</p> <p>&lt;br /&gt;</p> <p>We are not luxury guesthouses, but two charming all-inclusive hotels full of personality, attentive staff and located in the best spots of the center of Barcelona. Right next to the main buildings, streets, squares, restaurants and shops that are the true essence of Barcelona. Everything you need and want, within walking distance of Hotel Continental in Barcelona.&lt;/p&gt;</p>	
		24h Concierge service	
List icons	Title (leave empty if no title)		

Annotations in the image:

- COLUMN WITH ENGLISH TEXT**: Points to the 'content - en' column.
- COLUMN TO ADD TRANSLATED CONTENT**: Points to the 'content - it' column.
- SHEETS/TABS**: Points to the 'Services' tab in the Excel interface.

## STEPS TO FOLLOW TO PLACE THE TRANSLATED CONTENT

1. Review all the tabs of the document that have content that needs to be translated and identify the columns you will be working with. These will only be the ones with headings in blue and green.

<b>Blue Column</b>	<ul style="list-style-type: none"> <li>✓ This column shows the English content.</li> <li>✓ It should NOT be modified; it will only be used for your reference and to identify the content to be translated.</li> <li>✓ Includes the codes that provide the content format, so they must be copied and located in the same place within the translated content.</li> </ul>
<b>Green Column</b>	<ul style="list-style-type: none"> <li>✓ This column will be used to add the content translated in the other language.</li> <li>✓ It should be filled in with the translated content of what was listed in the blue column of the same row.</li> <li>✓ You should Include all the codes listed in the blue column in the same order that they were placed.</li> </ul>

In this image, you can see how the content columns are displayed in the document, they similar on all the sheets.

Special offers			
Block Name	CMS field label	content - en	content - it
Page introduction	Title	STAY WITH US BEFORE EMBARKING ON YOUR CRUISE!	
Page introduction	Subtitle	Th Ba	
Page introduction	Content	<p>spe promotions and offers in Barcelona!</p>	

CONTAINS THE ENGLISH  
CONTENT - DO NOT  
MODIFY!

ADD THE TRANSLATED  
CONTENT - INCLUDING  
CODES!

- Carefully review each *tab* of the document to identify the rows that have content that needs to be translated.
- Add the translated content into the corresponding cells. Check that the selected cell corresponds to the row of English content that you are translating so it goes in the correct place. Make sure you include the same content that is displayed in English and that you include the codes.
- Identify the codes that appear in each space accompanying the content in English. The codes that are included allow that content to remain the same format (underlined texts, lists) so that the consistency of the website is maintained no matter the language in which it is being displayed. Some examples of codes you will find are: <p> </p>, <h3> </h3>, </a>, </u>, <br/>, (h1), (h2), <p><strong>, <ul>, <li>, among others.

It is highly recommended to copy the content from the source content column (with the blue heading) to the target language column (green heading), and then just replace the text without modifying the html tags and code.

To do this:

- Select the source language cell with just one click, then hit copy, and paste in the relevant cell.
- If you double click on the source language cell, a warning message will display indicating that it's a protected sheet and you want to avoid this.

In this image, you can see how the codes are displayed in the content:

Special offers			
Block Name	CMS field label	content - en	content - it
Page introduction	Title	STAY WITH US BEFORE EMBARKING ON YOUR CRUISE!	<div> Add the text in the correct cell within the corresponding codes: </div> <p>&lt;p&gt;Translated Text...&lt;/p&gt;</p>
Page introduction	Subtitle	The best hotel deals in the center of Barcelona	
Page introduction	Content	<p>Book with Hotel Continental and get special discounts. Find out which are our promotions and offers in Barcelona!</p>	
Module offer	text to show when list of properties is displayed	Available in selected properties	

5. Save your changes and submit the completed document so we can assist you in uploading the information.

## RECOMMENDATIONS

- Work on the tabs of the document in order, thus ensuring that you complete all cells that are needed.
- Work on one document first and then the other to ensure that everything is completed.
- Don't unprotect any of the sheets as they are protected on purpose.
- Don't remove any hidden cells or add new columns or rows.
- Don't copy and paste directly from word, use a text editor.**
- Make sure to save your changes.
- The codes are of vital importance to maintain the consistency of the content.
- The first tab (Page CMS) includes the slugs/URLs of the pages which should also be translated. For non-Latin languages, you can add the translations for the slugs, but with no accents or non-Latin characters. We recommend to copy and paste the copy of the EN column (without the first blue row) for non-Latin languages.
- The last tab (Locales) may have some default translations depending on the type of site and language. You can override these if you wish. If they are blank, they need to be filled in.
- You will also see photo or image sheets where you should add the translations for the alt text and captions that have been added.