

EINSTEIN Tool-Kit

Instructions for Translation

(Version 2.2, November 2012)

1. EINSTEIN Audit Guide

Original File(s):

EINSTEIN Audit Guide v2.0.odt and .pdf

Originals of figures are included as a separate file (original figures.zip). The original figures are in several formats: Excel, OpenOffice, MS-Visio, PDF, ...

Change notes for update of already existing translations:

- EINSTEIN Audit Guide v2.0 changesToFinalExcept4.odt: In this file changes with respect to Version 1.1 have been highlighted.
- EINSTEIN Audit Guide v2.0 chap4 TRACKCHANGES.odt: Changes introduced in chapter 4 of the audit guide.
- Errata Audit Guide V1.1.doc: changes from Version 1.0 to 1.1 (please note that most of existing translations have been carried out on V1.0 (except Spanish), so that these changes have still to be introduced, too.

Layout issues:

NOTE: Some figures and equations are not well reproduced when converting from the original document in Open/LibreOffice to MS Word. Although preferably the translation should be done on the OpenOffice version, if You want, you can carry out your translation directly on an existing MS-Word Version. If You do this You should check additionally that all the figures and equations are well reproduced.

What should be delivered ?

- Translated version of Audit Guide in either OpenOffice or Word format, and a pdf-Version.
- Translated originals of Figures and Tables

IMPORTANT: FINAL LAYOUT: Please check the lay-out after updating the translations (visibility of figures, page breaks, etc.)

2. EINSTEIN Parameter list and questionnaire

File(s): EINSTEIN Questionnaire V2.0.ods (Open/LibreOffice) or .xls (MS EXCEL)

Original text to be translated: Columns U, AI and AW in the sheet "ParameterList"

Space for translated text: Columns W – AE, AK – AS, and AX-BG in the sheet "ParameterList", corresponding to your language (if You want, you can delete the other ones). For additional languages, just insert a new column (best in between the others, not at the beginning or end).

Please DO NOT insert or delete ROWS in the sheets, so that we can directly copy/paste the translated columns !!!!

Change notes for update of already existing translations:

Text that still has to be revised or is missing is marked in yellow !!!!

Layout issues:

You can check how the questionnaire (sheets Q1 – Q8) looks like in Your language, selecting your language in the sheet "MENU" or setting the cell E2 in the sheet "ParameterList" to your language

(EN,BG,CZ,DE,ES,FR,PL,SI,SK).

Please check that the translated text fits within the available space and shorten if necessary.

What should be delivered ?

Spreadsheet (OpenOffice or Excel) with the translated text in the mentioned columns.

3. EINSTEIN Software Tool

Original File(s):

File(s): einstein.po

For update of already existing translations:

Existing translations are in the files XY.po where XY stands for cz, de, es, it, pl.

Just translate the lines where the field for translated text is still empty or marked as „fuzzy“

How to translate:

For translation You should use the program POEDIT (www.poedit.net) or any text-editor for GNU gettext.

The use of poedit is simple:

1. Open the file einstein.po (or open the existing translation – e.g. cz.po – and directly jump to 3 if you change an existing translation)
2. Save it as a copy, e.g. cz.po for czech, it.po for italian, ...
3. Above you have the list of text to be translated. Select one ...
4. Below you have 2 fields: the original text in english and an empty field where You can enter the translated text.

Please respect the following rules for translations:

1. Wherever You find some “strange” combinations of characters in the text, especially the following ones:

“\n” (this is a line break and should be maintained)

“%s” (this is a place-holder for some automatic text to be introduced, for example “%s” in the text “energy consumption of process %s = “ will be automatically substituted by some process name to “energy consumption of process pasteurization = “

=> do not DELETE them, this means: maintain them also in the translated text

=> maintain them on a syntactically identical place in the sentence (some languages may change the order of the words)

“%f” or “%5.2f” or similar (this is a place holder for a number)

2. Whenever possible, try not to increase too much the number of characters in the translated text with respect to the original. In many fields there is limited space available:

File(s): nacecodes.txt

You should provide us with the list of NACE codes in your language in this text format or in an EXCEL table.

File(s): unitops.xls, product_codes.xls

Please maintain the association of the codes (numbers) and the translated text. Best just add the translated text into a new column in the existing excel file.

5. EINSTEIN Standard report

File(s): EINSTEIN_Report_Master_2.0.ods (OpenOffice) or .xls (MS EXCEL)

Original text to be translated: Column U in all sheets

Space for translated text: Columns V - AC in all sheets, corresponding to your language (if You want, you can delete the other ones). For additional languages, just insert a new column (best in between the others, not at the beginning or end).

Please DO NOT insert or delete rows in the sheets, so that we can directly copy/paste the translated columns !!!!

For already existing translations

Text that still has to be revised or is missing is marked in yellow !!!!