
Introduction to SAP Translation – Part 3
Customer
SAP

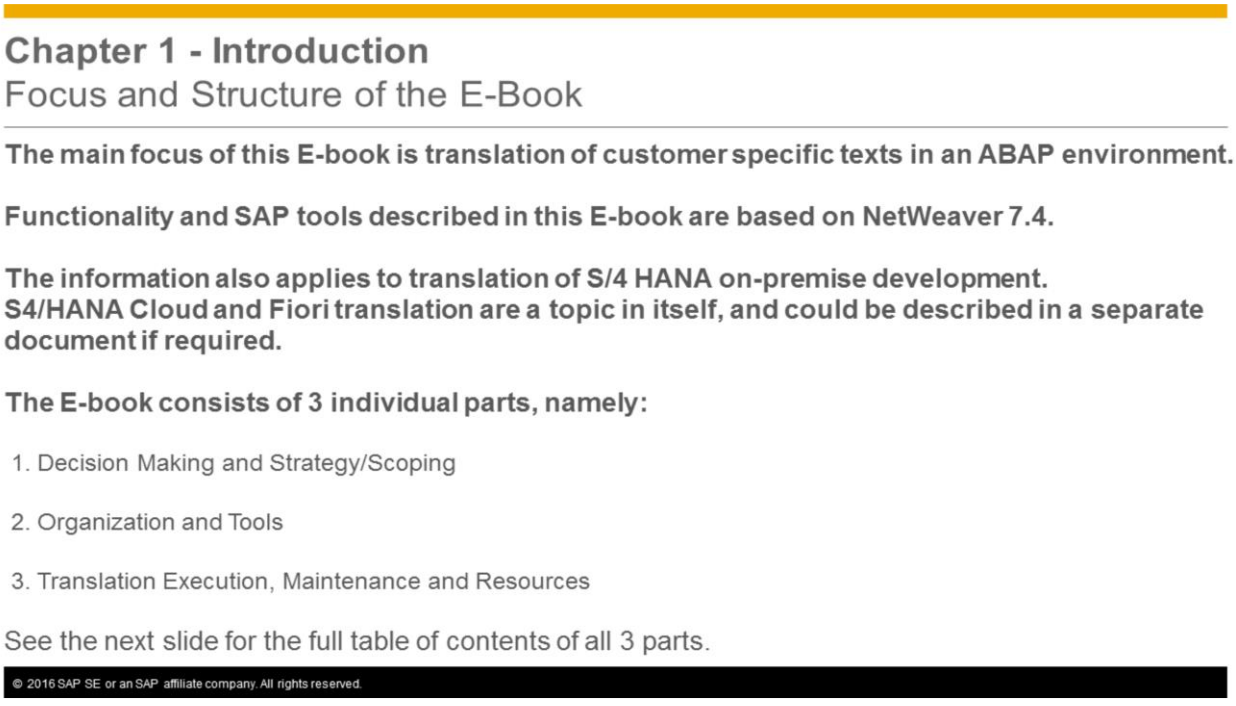


Chapter 1

Introduction: Purpose and Structure of this 3 part E-book



- The main goal of this E-book is to give an introduction into the topic of translation in SAP systems. The information is generic, but still offers an extensive overview of the most important factors to consider when deciding on a translation strategy. Thus the E-book offers a decision guide to choose the best fitting translation strategy for each customer situation.
- Here is some background information to the history of the E-book initiative, which originated from a request of the DSAG Special Interest Group for Globalization.
- Initially, the idea was to have a strong customer involvement, but understandably, time restraints on customer side prevented a high level of customer interaction.
- Since it was very important for us to offer information relating to the daily customer reality, we asked 4 of the SAP Language Service Partners to co-author the E-book based on their wide experience in SAP customer translation projects. Those partners are Lucy Software, Morphologic, text&form and Wordflow.



- This E-book primarily focuses on translation of customer developments and customer data in the ABAP environment, based on Netweaver 7.4.
- As for S/4 HANA, the information in the E-book applies also to S4/HANA on premise, the translation processes are similar to ABAP processes. If required, we can also create follow-on E-books with detailed information on certain other topics, for example translation of Cloud Content and Fiori.
- Even when limited to ABAP, the information was still extensive, and therefore we decided to create the book in 3 parts, which can also be read individually as independent E-books. The order of topics was chosen according to the usual process phases in a customer translation project:
  - Part 1: Decision Making and Strategy, plus Scoping
- These are always the first phases in a translation project, or actually, even earlier, when you ask yourself if translation is even necessary.
  - Part 2: Organization and Tools
- This part focuses on planning aspects, including terminology, and the selection of the right tool, SE63 or another tool, and elaborates on pros and cons of both options. In chapter 7 at the end of Part 2 you will find a list of non-SAP tools.
  - Part 3: Translation Execution, Maintenance and Resources
  - *includes information on the actual execution phase, when translation is being created and delivered, as well as information on activities which take place after translation delivery, such as handling upgrades and re-use of translation. The chapter also includes information about resources and translation pricing.*

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Chapter 2

Quality Assurance

Chapter 2 - Quality Assurance



QA before translation
- Source quality
- Translation Style Guide / Terminology

QA during translation
- Sample-based QA checks
- Queries

QA after translation
- LAT/UAT
- Global changes

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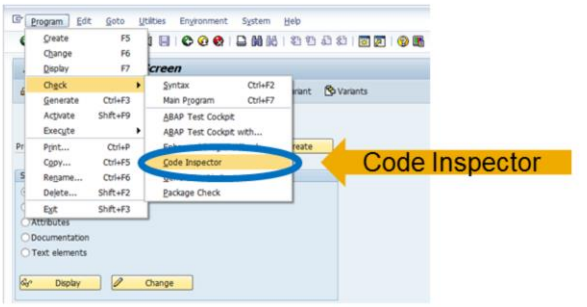
This chapter will give you an overview of the different aspects of quality assurance before, during and after the translation project. It will demonstrate how important it is to prepare for good translation quality already during development, by creating high-quality source texts. It will show how translation style guides and a well-prepared terminology can help you to reduce correction cycles later on in the process. The chapter also gives an insight into different options for sample-based quality checks and shows how queries during the project can improve quality. Furthermore, the chapter describes the process of Language Acceptance and User Acceptance tests (LAT / UAT) as a last step in the translation workflow. Finally, you will learn how to perform global changes efficiently in the system.

Chapter 2 - QA before Translation
Source Quality

Technical quality
- Internationalization (I18n) rules
- Avoid Hard-coded texts
- Avoid Abbreviations
- Provide Sufficient String Length
- Avoid Divided segments

Language quality:
- Development language quality
- UI Style Guide

SAP Source Quality Support



- Pseudo translation: helps testing ABAP internationalization aspects (SAP Note 1943470)
- UI text space calculator (SAP Note 2269873)

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- Translation quality assurance starts already during development. The quality of the source text has a significant impact on both the user experience as well as the translation quality. Source text quality assurance is an ongoing task which should be implemented already at the development stage, not just before the start of a translation project.
- There are *technical* and *linguistic* aspects of source text quality.
- The technical quality of the source text means basically that it is technically possible to create a proper target language version of a source text string. These aspects are described in the internationalization (**i18n**) rule which is the process of developing products in such a way that they can be localized easily for other languages and cultures. Using a standard SAP tool called Code Inspector can help to identify some of the technical issues in the source code.
- These are some of the important rules developers should follow:
  - Avoid hard-coded texts, as they can not be translated.
  - Avoid abbreviations. Try to design the User Interface in a way that abbreviations are not required.
  - The string length should always exceed the length of the source text. Translated strings can vary greatly in length. For example, “No” *cannot* be translated into many languages if the string length is limited to 2 characters. SAP provides a user interface text space calculator which helps developers to define the proper field length as described in SAP Note in the slide.

- Do not split a segment. Divided segments cannot be translated properly in many cases because the word order may be different in different target languages.

- SAP provides the option for a so called pseudo-translation which helps to test internationalization aspects of the ABAP software. It helps to identify the issues above during the development cycle. More details are described in the SAP Note shown in the slide.
- The language quality of the source text means that the user interface texts should be self-explaining, easy-to-read and grammatically correct. If developers are not native speakers of the development language, it is recommended to perform a language quality check already on the source texts. Using a User Interface Style Guide helps a lot to improve the user experience by applying standards for software ergonomics, text style and terminology.

Chapter 2 - QA before Translation
Style Guides and Terminology

Translation Style Guide

- Language style
- Grammar
- Punctuation
- References to UI elements
- Acronyms
- Placeholders
- Abbreviations
- Language-specific instructions
- Terminology



SAP SAPterm

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- Before a translation project starts, it is highly recommended to create a style guide for translators. This helps to create unified translations, especially in large projects where several translators are working on the same content. It also reduces the number of changes during the Language Acceptance test. A translation Style Guide typically contains both language-*independent* elements which can be applied to all target languages as well as language-*specific* elements which are relevant to a particular target language only. Therefore it is important to adapt the Style Guide for all target languages.
- Typical topics which should be covered by a translation Style Guide are shown in the list on this page.
- Depending on the number of target languages and the scale of the project, the list can be extended or reduced accordingly.
- Another important element to improve translation quality is to create a terminology database already *before* project start. In an ideal case, source terminology is already implemented for developers and is available for translators. For more details about terminology, please refer to chapter 3 in Part 2 of this E-book.

Chapter 2 - QA during Translation
Sample-based QA-checks



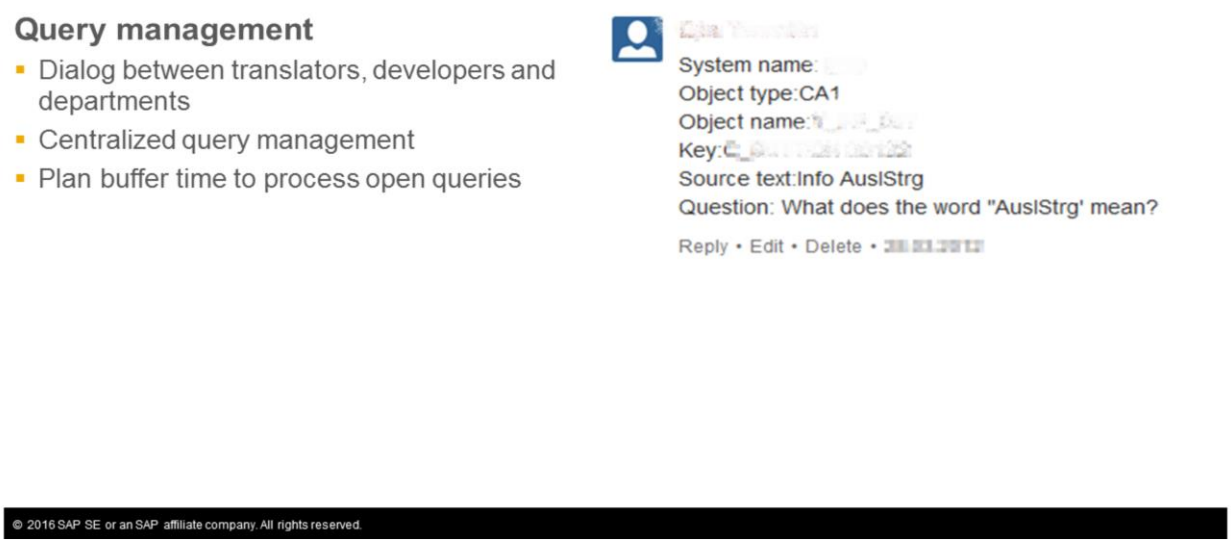
Sample-based periodical control of translation quality

- Consistency
- Language quality
- Terminology
- Productivity (transactions SLLS/TPMO)

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- Once the translation project has started, it is a good idea to implement a process to check translation quality already during translation. Especially for large-scaled projects it can avoid a lot of extra work if problems are identified already at an early stage. One best practice is to implement a periodical, sample-based control of translation quality. The sample size and control period is depending on the volume and the schedule of the project.
- The QA-checks should cover the following aspects:
  - Language quality of the translation (according to the Style Guide)
  - Consistency of translation
  - Accuracy of terminology
  - Translation productivity
- There are several options to create sample-based lots in the SAP translation environment. Your SAP translation experts or translation partner can help in creating these samples.
- Translation progress and productivity can be measured with the SAP statistics transaction SLLS and the transaction Translation Performance Monitor (TPMO).

Chapter 2 - QA during Translation
Queries



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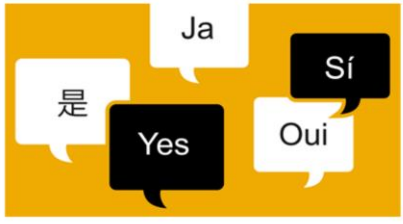
- For translators, the possibility to ask questions about source texts during translation is essential to achieve high-quality translations. Enabling queries helps translators to resolve the meaning of abbreviations and other ambiguous texts.
- In many cases the only option is to ask the developer or a consultant about the exact meaning. Translation queries also help to report issues with source texts like wrong language usage, typos or other source language related problems. The result is not only an improvement in the translation quality, but also in the source text quality.
- Query handling should be a dialog between translators, developers and business departments. If possible, the best way for handling queries is to use a central ticketing system for query management which can be accessed by all users involved. If this is not possible, or in case of smaller projects, queries can be handled in a different way, for example via Excel templates, but even in this case it is important to have clear responsibilities and agreed response times. We should calculate with some turnaround time and plan some buffer time before project close to answer open queries and implement their solutions.

Chapter 2 - QA after Translation
Language Acceptance Tests

- In-context review
- Functional test vs. translation test
- Test scripts
- Dialog between developers, testers and translators

Translation Object Detective
Finding SAP Translation Objects:
SAP Note 1884828





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- Language Acceptance Tests (LAT) are important elements of every user interface translation project. During these tests, the correctness of the translation in the on-screen display context is checked.
- In many cases, a Language Acceptance Test is part of a User Acceptance Test in which software end-users test the functionality of the software. The functionality test is *not* the main aim of a Language Acceptance Test.
- Language Acceptance Tests should be performed based on predefined test scripts. Executing the test script is typically a task of internal testers due to the fact that executing the scripts requires special authorization and knowledge.
- Due to the complexity of the SAP system architecture it can be complicated to identify the exact object related to a particular issue. For this reason, it is important to have a correct scoping, which can save a lot of time in the testing phase (see chapter 1-5 about scoping). Therefore, the testing team should always include testers, developers and translators, and the test itself should be performed in a dialog between the participants.
- It is important to know that translators can only perform corrections if the exact object type and the object ID is known.
- SAP provides the so called “translation object detective” which helps to identify these technical object data. More details about the “translation object detective” can be found in the SAP note shown in the slide.

Chapter 2 - QA after Translation
Searches and Global Changes



Tools to perform searches and global changes

- Virtual translation objects (DEMS objects)
  - TopText
  - Proposal Pool analysis
  - Text search
- Proposal Pool maintenance (transaction SLPP)
- Report RDOCFINDER



Handle with care - global changes can generate a high volume of additional translation correction work!

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- Global searches or changes are performed on the total translation volume. If these searches or changes are required during or after the translation project, there are several tools to support this process.
- The basic concepts of TopTexts and Proposal Pool mentioned here are described in more detail in chapter 2-5.
- Virtual translation objects (the so –called DEMS objects) can be used to create different types of special object lists and work lists. You can perform the following QA actions:
  - TopTexts: with TopTexts, you can create a special translation work list for frequently occurring texts. This is typically used at project start, but can also be used to perform global changes efficiently.
  - With the option “Proposal Pool analysis”, users can create special work lists based on several criteria like looking for duplicated entries, entries of a particular user, multiple translations etc.
  - Text search: with this option, users can perform searches in object lists and in the Proposal Pool based on different criteria
  - Maintaining the Proposal Pool is another efficient way to perform global changes. With a transaction called SLPP users can search and maintain entries directly.
  - A further option is the SAP standard report RDOCFINDER to search for specific texts in different object types. The advantage of this tool is that it can search in some long text objects too.

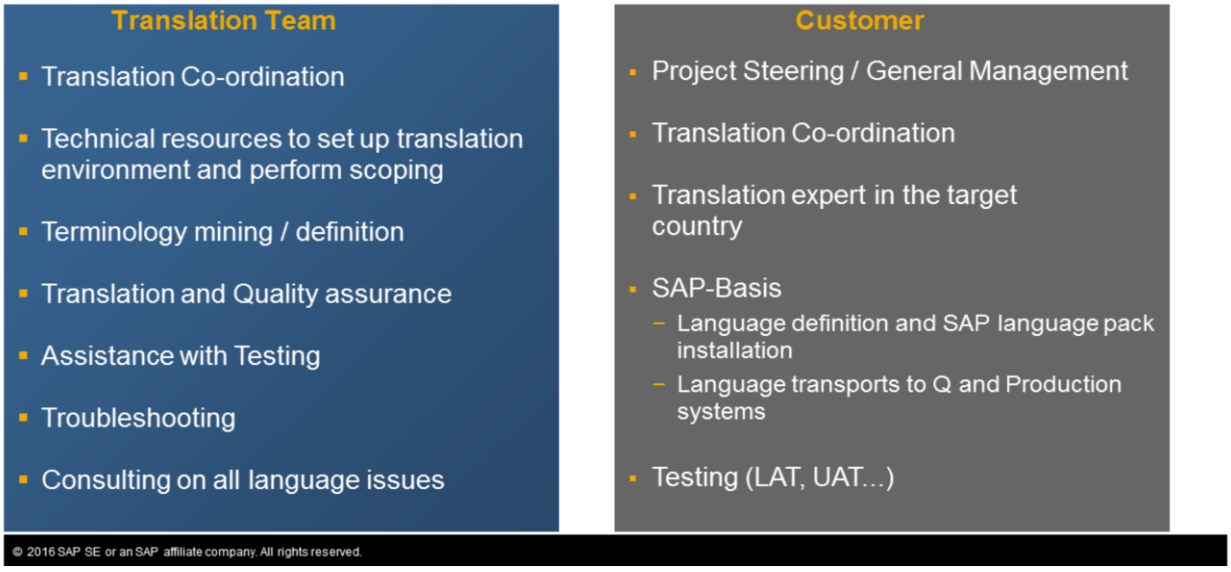
- Please note that global changes should be handled very carefully as even some small change can have a huge impact on the overall translation volume. Therefore, global changes in the Proposal Pool should only be performed by *experienced* users, and only for corrections of very serious errors.



Chapter 3

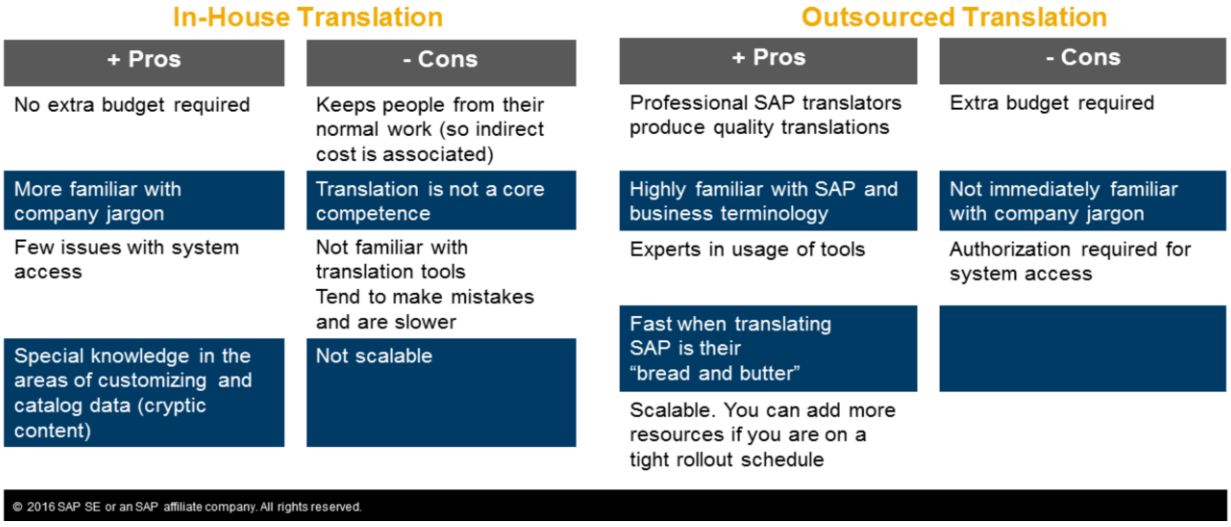
Translation Resources and Pricing

Chapter 3 - Typical Roles in an SAP Translation Project



- An SAP translation project will involve a range of different roles.
- The actual division of the work between the customer and an external translation team (if one is involved) will vary depending on the customer's know-how and organizational setup.
- It is important to note that a translation project does not JUST involve translation, but also requires various other roles such as Basis involvement, testing, troubleshooting and so on.
- These roles and activities need to be planned for from the outset.

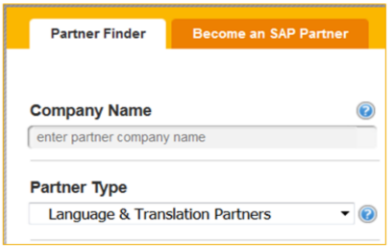
Chapter 3 - Who should Translate?



- Once you have decided to invest in translation for your
- Rollout project, the question arises whether you should use internal resources or look for external help?
- More often than not you will have pressure to reduce
- Project costs by using internal resources.
- They do not appear immediately in a cost spreadsheet. You do not need to go through a procurement process.
- However, particularly for larger projects, experience has shown that outsourcing the translation effort to SAP translation experts is the best option – that is, if SAP translation experts are not available *within* your organization.
- Internal resources are normally limited, translation is not a core competence and a qualified translation agency can produce excellent quality in a defined timeframe. The bottom line is that this allows internal staff to focus on their work, and you can rest assured that from a language perspective, your international rollout will be a success.
- The one area where internal resources are at a real advantage is when translating highly specialized customizing such as cost center names.

Chapter 3 - Checklist for Selecting Translation Vendors / External Resources

- ☑ SAP language service partner (consult the SAP Partner Finder) http://www.sap.com/partners/search/index.html
- ☑ Alternatively, individual(s) with proven SAP skills
- ☑ Experience with the source/target languages involved
- ☑ Experience in your industry (for example, automotive, pharmaceutical)
- ☑ Ability to handle the translation volume involved
- ☑ Technical ability to set up and manage translation
- ☑ References and case studies for recent similar projects



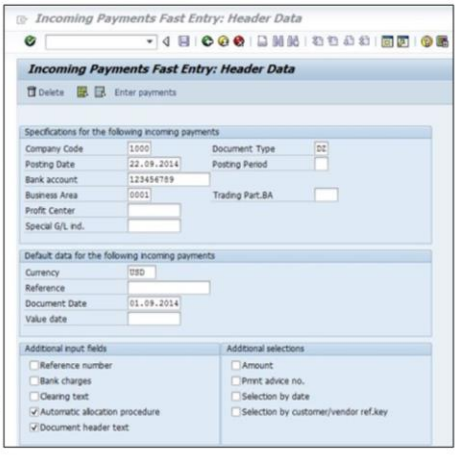
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- When selecting an external translation provider, you need to ensure you identify resources with true SAP experience and skills.
- Many agencies in the market will claim to have experience in translating in the IT sector (and this may well be true).
- However, translating SAP content, particularly the system user interface requires special skills and knowledge.
- The **SAP Partner Finder** is an excellent resource for finding suitable translation partners.
- Check not only translation skills but also the technical capabilities of your agency. Above all, ask for references and case studies of similar projects A strong track record is the best indicator of the true capabilities of any translation provider.

Chapter 3 - A Few Words on Translation Pricing (1)

Translation of SAP user interfaces within the SAP system

- UI text elements such as menu items
  - Pricing for UI text strings is a so-called “line-based” pricing (based on SAP system statistics)
  - Price is for text strings from 1-255 characters
- Pricing Models
  - **Fixed price per line** based on the translation statistics (transaction SLLS)
    or
  - **Transaction TPMO** – Translation Performance Monitor
    Staggered pricing based on translation effort. Differentiation between new and copied translations.



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- Another area where SAP translation differs from many standard translation projects is with regard to pricing.
- When translating the user interface directly in the SAP system, pricing is not word-based (as when translating documentation) but rather based on “lines”.
- There are two pricing models:
  1. A flat charge is made per line. These lines are based on the SAP translation statistics as per transaction SLLS.
  2. Alternatively, the so-called TPMO model can be chosen that is available in NetWeaver 7.0 and above. TPMO, an abbreviation of Translation Performance Monitor, is the name of the transaction with which you can measure the number of translated lines for short texts, differentiated by status (that means, created or copied).
- The advantage of TPMO is that it enables effort-based pricing. The disadvantage of TPMO is that the result is available only at the end of the translation project.
- Your SAP translation service provider will be able to provide pricing and can explain the mechanisms in detail.

Chapter 3 - A Few Words on Translation Pricing (2)

Translation of "Long Texts", such as Forms, F1 Help within the SAP system

- Typically, pricing is based on **hourly rates** as the length of the texts varies and reliable system statistics are not always available

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Please find your travel itinerary below. Kindly ensure that the information is accurate and contact us if you have any enquiries.

FLIGHT	FROM/TO	DATE	TIME	CLASS	STATUS
XX327	MANCHESTER	27JUN	10.00AM	Y	OK
	SINGAPORE	28JUN	6.20AM		
XX328	SINGAPORE	24JUL	11.50PM	Y	OK
	MANCHESTER	25JUL	6.50AM		

Personnel Area

A personnel area is an organizational entity representing an area within an enterprise defined by specific aspects of personnel administration, time management and payroll.

Personnel areas are subdivided into personnel subareas.

Translation of SAP user interfaces outside the SAP system

- Translation via externalization (export/import of the UI texts to be translated)
- Pricing is based on source words

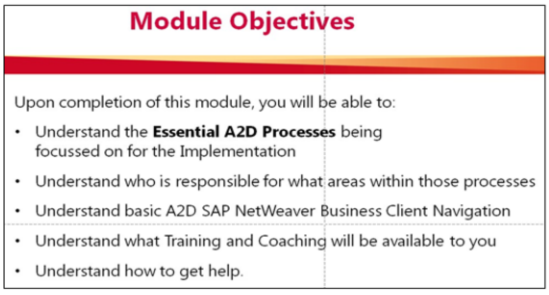
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- For longer system texts such as F1 help and forms, pricing is often based on hours as the system statistics do not provide an accurate basis for calculation. Note that transaction TPMO does not handle forms.
- If you translate SAP UI content outside the SAP system using externalization (export / import of UI texts), pricing is normally based on source *words* and not lines.

Chapter 3 - A Few Words on Translation Pricing (3)

Translation of Rollout materials

- Non-UI texts such as training materials, program documentation, change management communications
- Typically, pricing is “per word” based on the number of source text words



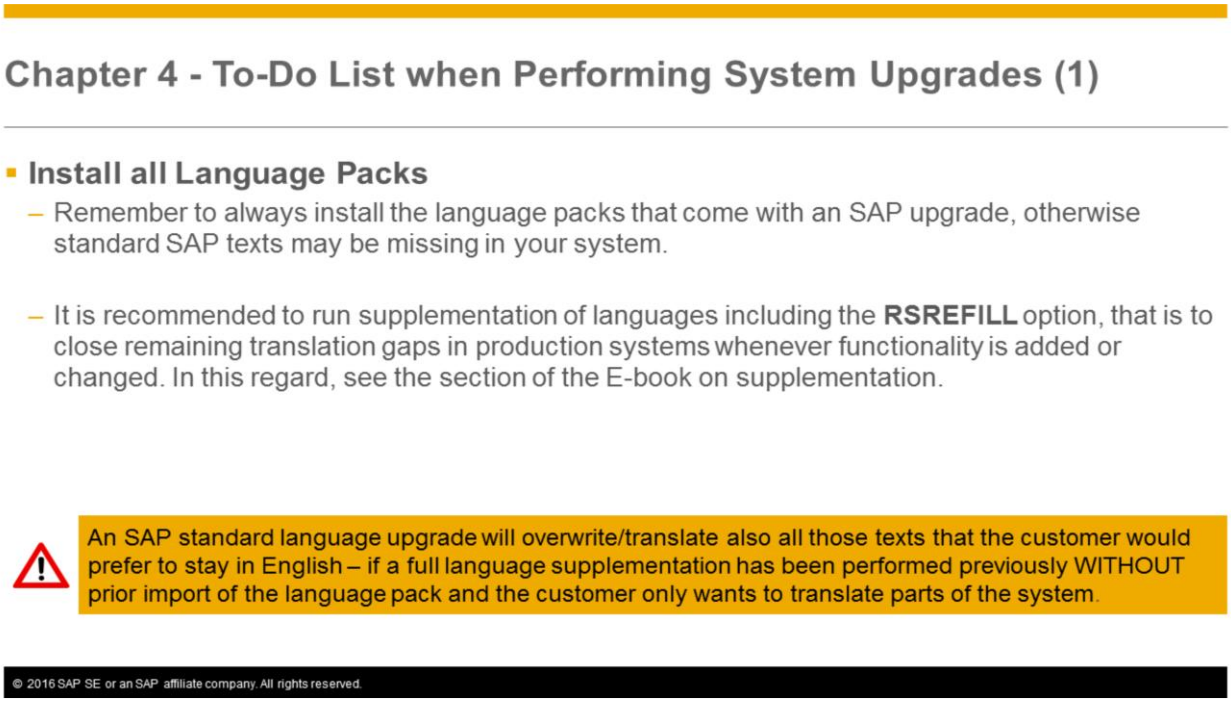
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When translating other materials that are required for an international rollout such as training materials, project communications and specifications, pricing is normally word-based (that is, based on the number of words in the *source* language).



Chapter 4

Translation and Release Upgrades



- Each time you perform an upgrade to your SAP system or install a support package, you also need to update the translations provided by SAP.
- This involves installing the appropriate language packs.
- You are also recommended to run supplementation of languages including the RSREFILL option, that is to close remaining translation gaps in production systems whenever functionality is added or changed.
- Normally these tasks are performed by the customer's SAP Basis team.
- Please note that when installing an SAP standard language upgrade, this will overwrite and/or translate all texts that you may prefer to keep in English, and have filled with English during a full language supplementation earlier. Please ask your SAP language administration experts or partners for advice for this situation.

Chapter 4 - To-Do List when Performing System Upgrades (2)

- **3rd Party Software (SAP Add-ons)**
  - If you have any additional 3rd-party software installed in your SAP system, when you receive an upgrade from the vendor, also remember to install any language packs that are delivered by the vendor.
- **Changes to SAP Standard Texts**
  - Some companies change SAP standard translations because they prefer other language variants. For example, in Canada users may prefer Canadian French to the standard SAP French from France. So they change the word for employee from “salarié” to “employé”.
  - If you have modified any SAP standard translations and wish to preserve these, before performing an upgrade, export your translations. After the upgrade re-import them. Otherwise your changes may be overwritten by the SAP standard texts again. Ask an SAP an SAP Language Service Provider offering language consulting services to assist in setting this up.

Note: In general, we would recommend NOT to make changes to SAP standard texts.
Changes require considerable effort, are costly and may result in resets after system upgrades.

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- Potentially you may also need to update translations provided by other 3rd party vendors – if you have SAP add-on software installed.
- Also, some customers modify texts provided by SAP, largely because they want to see a different translation.
- This is generally the case in countries where the local variant of a language (such as Spanish, French or Portuguese) is different to that used by SAP. An example would be Canadian French. SAP French is European French. Canadian customers may want to change certain terms on the user interface.
- If you do make changes you need to export these texts separately before performing an upgrade and re-import afterwards, otherwise your modifications may be reset to SAP standard again.
- After re-import, you are advised also to check these texts – in case SAP has changed them in any way.

Chapter 4 - Translating Customer Delta Developments (1)

Once you have performed an initial translation, you also need to regularly update translations for your own delta developments.

When translating online with SE63, and assuming you have set up worklists, the system statistics make the translation of deltas a straightforward process. **Change management** is “built in”.

This is true irrespective of whether you perform agile development with a scrum approach and highly frequent updates or if you follow a more traditional development method with yearly “releases”.

	Total	New	Modified	Translated
deDE Update 19.04.2016 14:06:35				
Lines	13.828	0	0	13.828
Objects	13	11	2	0
deDE Update 15.04.2016 12:17:17				
Lines	13.828	157	4	13.667
Objects	13	11	2	0

Translation statistics for a weekly, scrum-type delta translation effort. (161 UI lines to translate: 157+4)

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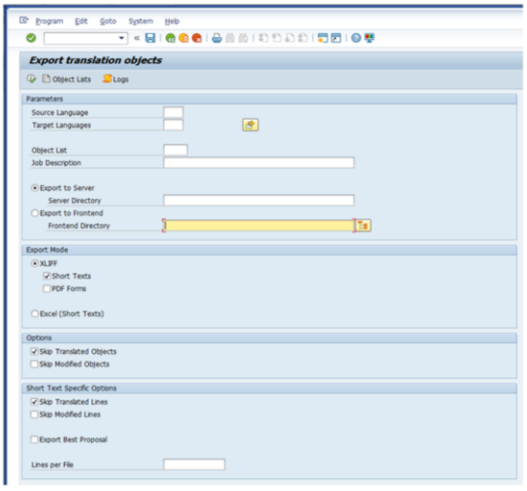
- Just as you need to ensure that your languages are up-to-date when installing SAP upgrades, you also need to ensure that translations of your own developments and customizing are kept up-to-date when you have performed delta development work and plan to go-live with a new release.
- When translating online with SE63, at any point in time you can run a system evaluation that will tell you precisely how many new texts require translation and how many texts have been modified.
- You can plan for translation on a very regular basis (for example, weekly) or before your next major release. The process is the same.

Chapter 4 - Translating Customer Delta Developments (2)

- **Delta translation when translating outside the SAP system**

  If you perform translation outside the SAP system, using externalization and export/import, when new texts are added or changes made, you can export the delta for translation (for example, just modified texts).

  After import, a new evaluation will be required to identify new texts or modified texts created since the last export.



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- If you perform translation outside the SAP system, using externalization and export/import, and new texts are added or changes made, then you can export the delta for translation (for example, just modified texts).
- After import, a new evaluation will be required to identify new texts or modified texts created since the last export.



Chapter 5

Translation and Reuse

Chapter 5 -Topic Overview

Options for translating in the SAP SE63 Environment

- Standard procedure with worklists
- Branching to SE63 from other transactions
- Direct object translation or direct callup

Actual Translation in SE63

- Short text editor
- Long text editor

Translation Re-Use

- Re-using translation within an SAP translation system
- Re-using translations across systems
- Translating non-ABAP texts & re-use
- Leveraging ABAP translation content for non-ABAP translation

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- In this chapter, we will introduce different ways to translate texts in the SAP system using transaction SE63. We will start with the simplest methods that are only recommended for very small amounts of text and work our way towards the more complex ones that take advantage of the full feature set of SE63.
- For actual work in SE63, the short and long text editor will be introduced.
- We will also show how translations can be reused.

Chapter 5 - Options for Translating in the SE63 Environment



	Strategy	Procedure	Advantages	Disadvantages
1	Translation using standard procedure - recommended by SAP	▪ Set up translation environment ▪ Create object lists ▪ Create translators and assign packages to them ▪ Translators translate objects with the help of the proposal pool	▪ Enables you to determine exactly what needs to be translated ▪ Accurate statistics enable monitoring and completeness check ▪ CAT-based features reduce volume and increase quality	▪ Customer needs to know which objects require translation ▪ (Partner) Resources required for technical support and translation coordination ▪ Translation environment needs to be configurated
2	Translation at same time as development by developer	▪ Developer uses Goto -> Translation from development transaction	▪ Quick and easy ▪ Translation takes place at the same time as development	▪ Quality problems as developers are not language specialists ▪ No version management ▪ No statistics - impossible to ensure that all objects are translated
3	Direct object translation	▪ Customer calls up object(s) directly in SE63 ▪ Different options for different object types	▪ Quick and easy ▪ Good idea for small number of objects that do not justify the setup work	▪ *Exact* object names must be known ▪ No version management ▪ No statistics - impossible to ensure that all objects are translated

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- This overview page shows different approaches for executing translation in the SAP translation environment around transaction SE63.
- In general, SAP recommends to use the standard approach using worklists. The other two approaches, both translation during development and direct object translation are only recommended for smaller volumes or for specific object types.
- If you want to know the details of each approach, please read the additional information in the following 6 pages.

Chapter 5 - Option 1: Standard Procedure Recommended by SAP
Worklists

Standard Worklist:

- Translating texts that logically belong together
- Access to the full SE63 feature set
- Recommended for any but the smallest projects
- Translation environment needs to be set up
- Call up a worklist by choosing *My worklist* in SE63
- Translation objects can be called up by double-clicking

On-the-fly worklist:

- Call up a worklist for a transport request or package
- Similar in functionality to standard worklists
- No need to set up the translation environment
- Not suitable for bigger projects

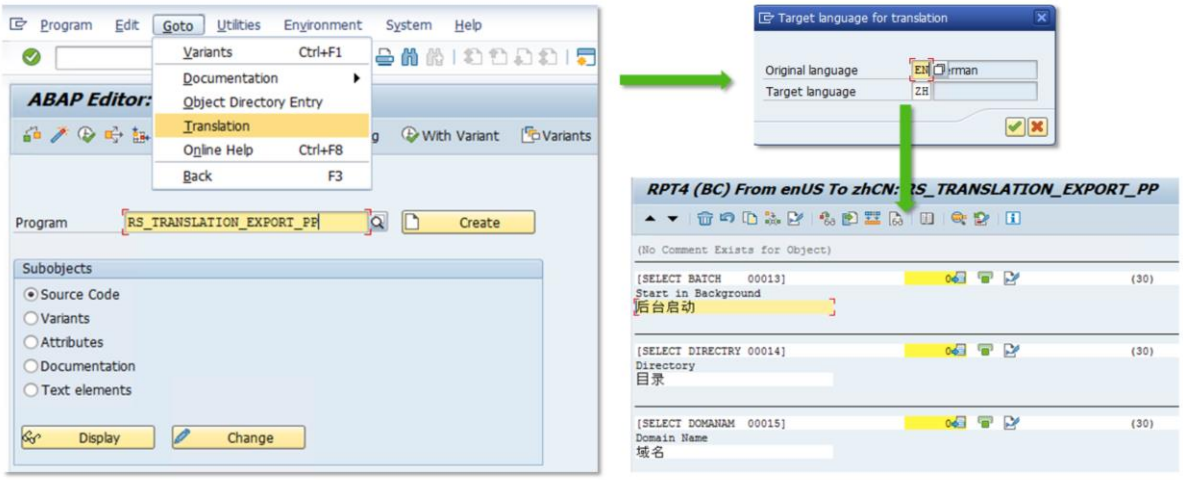


A standard worklist in SE63.

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- If you want to take advantage of all the features of SE63, the way to call up objects for translation is via a **standard** worklist, which gives translators a powerful work environment to conveniently translate the texts in the objects that logically belong together, while getting as much context for their translations as possible. Translating using worklists is the recommended approach for all large SAP translation projects. However, standard worklists do require the translation environment to be set up.
- Translators can call up a worklist by choosing *My worklist* in SE63 and selecting at least one package, assigned to them by the project manager. Once you have created a worklist, you can expand its nodes and call up translation objects by double-clicking them.
- There is also another type of worklist – the so-called **on-the-fly** worklist, which offers most of the functionality available in standard worklists, but does not require the translation environment to be set up. An on-the-fly worklist can be created based on a transport request or an entire development package, for example. It can be a good alternative to calling up objects directly, but this method is not suitable for bigger projects.

Chapter 5 - Option 2: Translation during Development
Branching to SE63 from other Transactions

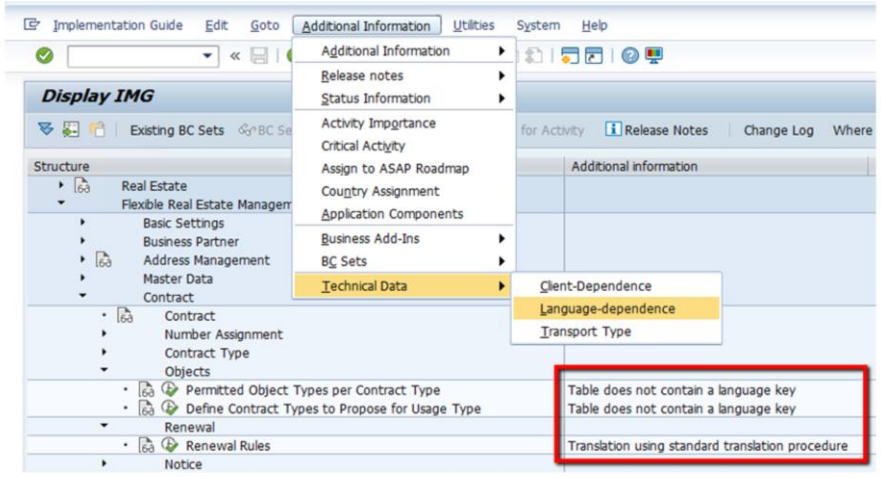


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- Another very simple way of opening an object for translation is by branching to SE63 from another transaction. This functionality is offered on many screens in development transactions, for example. On this slide, an example from transaction SE38 is shown.
- Here you can choose *Go to* and then *Translation* from the menu, select a source and target language and start the SE63 short text editor, to translate the text elements of this program.
- Again, this approach is only recommended if you only plan to translate a handful of objects.

Chapter 5 - Option 2: Branching to SE63 from other Transactions

Calling up Tables for Translating the IMG during Customizing (1)



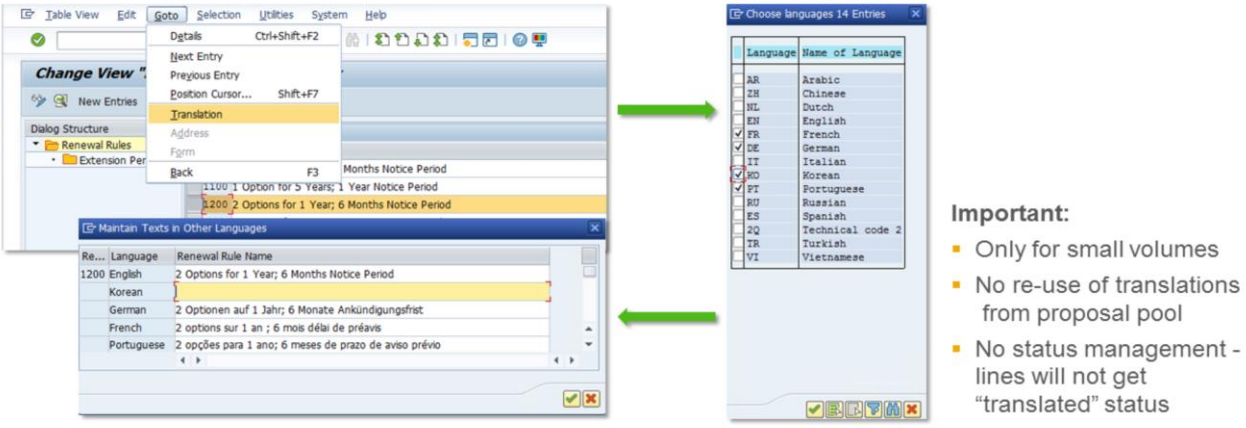
- To find out if an IMG activity includes translatable texts, choose *Additional Information* → *Technical Data* → *Language-dependence*.

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- When you need to translate entries of a customizing table, for example, you do not necessarily need to call up SE63 at all. You can perform the translation directly from the IMG activity in transaction SPRO. This is a very common use case since entries from customizing tables often need to be translated on the fly.
- To call up the SE63 short text editor from the IMG, open an IMG activity that includes translatable texts. To find out if an IMG activity has translatable texts, you can choose “Additional Information”, then *Technical Data,* and then *Language Dependence* from the menu.
- For language dependent data, this view shows *Translation using standard translation procedure.* For language independent areas, it displays *Table does not contain a language key*.

Chapter 5 - Option 2: Branching to SE63 from other Transactions

Calling up Tables for Translating the IMG during Customizing (2)

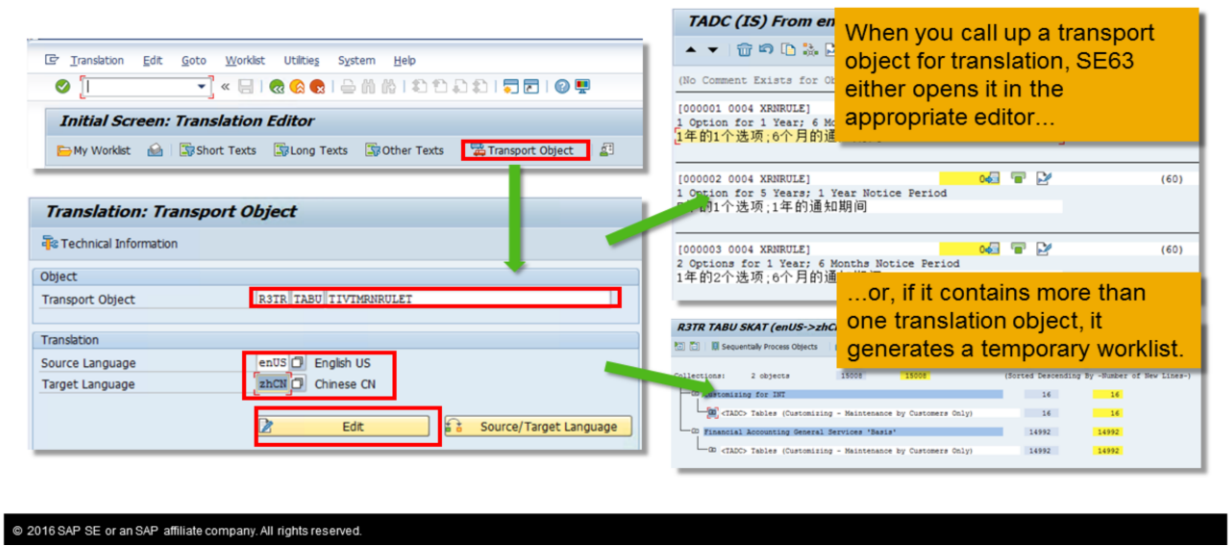


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- Once you have called up the activity, you can highlight an entry and choose *Go to* and then *Translation*. After you select one or more target languages, a window opens where you can enter your translation, for example the Korean translation that is missing in this example.
- Please note that while this method works well for translating a few customizing entries quickly, it does not scale and is not recommended if you plan to translate a large number of objects. Also, existing translations cannot be re-used, as you do not have access to the proposal pool. And finally, the individual lines that you translate will not be set to *Translated*, which means that while the translations you enter here will be displayed on the user interface, a translator calling up this table in SE63 later will not know that this text has already been manually translated.

Chapter 5 - Option 3: Direct Object Translation

Callup using the Transport Object

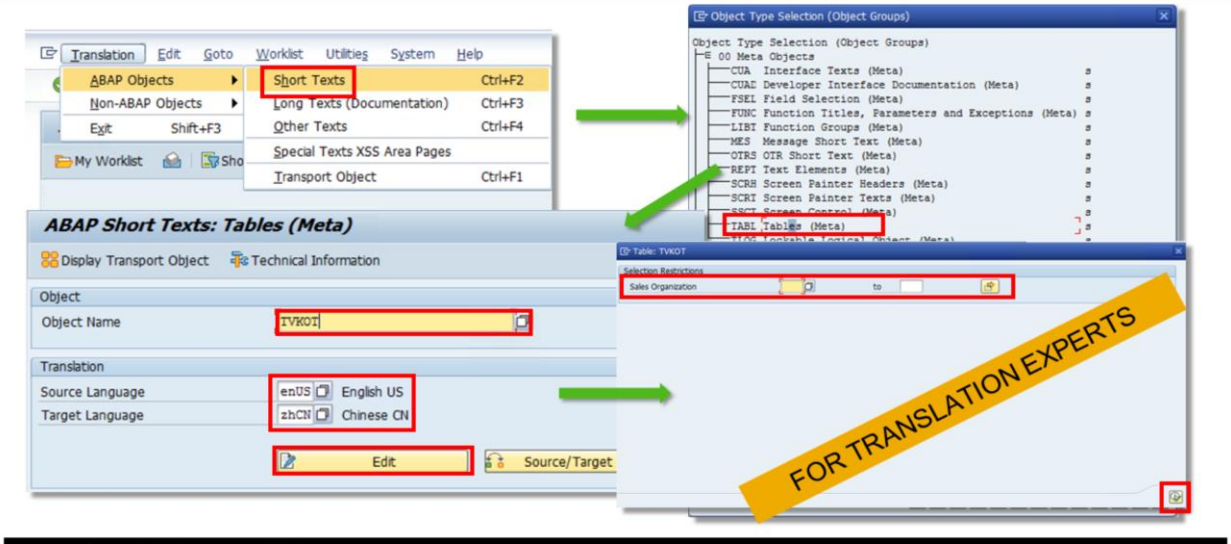


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- Any translation object can also be called up for translation directly from SE63.
- This page shows how to call up objects for translation based on the transport object.
- If you know the transport object that contains the texts you want to translate, simply choose *Transport Object* on SE63's initial screen. On the next screen, enter the three components of the transport object name, and choose *Edit*. If the transport object only contains one translation object, you will be taken to the appropriate editor directly, and if the transport object contains more than one translation object, a temporary worklist will be opened, containing all the translation objects belonging to this transport object.
- This worklist mostly works the same way as a standard worklist, which was described earlier.

Chapter 5 - Option 3: Direct Object Translation

Calling up Individual Objects for Translation from SE63

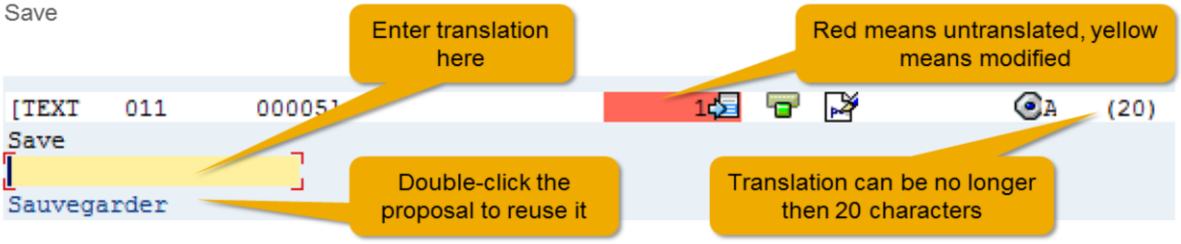


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- The second method to call up objects directly for translation is by using the object type and technical name of the object to be translated.
- This method is very useful to translators, who deal with translation objects and object types all day, but for developers or business users, the method depicted on the previous slide based on transport objects is probably more useful. For more information on direct object callup, please consult with your expert SAP translators or translation partner.

Chapter 5 - Translating in the Short Text Editor

1. Enter a translation in the translation line (untranslated, red line) OR
   review and if needed, adapt the text in the translation line (modified, yellow line)
2. Create a proposal, for example by clicking the button OR
   use an existing proposal (if available), for example by double clicking the text below the translation line
3. Save



Note: In large scale translation projects, instead of just clicking the button, different types of proposals should be created or used as needed, such as proposals that are specific to a terminology area.

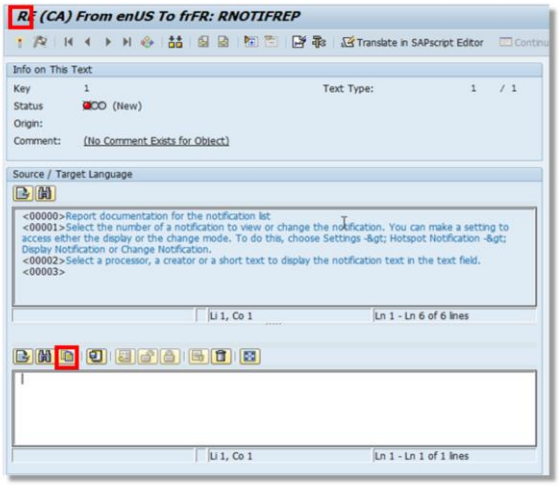
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- Whether you accessed the short text editor by branching to SE63 from another transaction, by calling up an object directly from SE63, or by opening an object from a worklist, once you are there, you will want to translate texts.
- For each line that does not have the Translated status (marked green), you need to either enter a new translation or review the translation that is already there and adapt it if needed.
- As a second step, you should create a proposal or reuse an existing proposal, which will turn the line green and give it the *Translated* status. While the translation will still be displayed on the user interface even if you do not create or select a proposal, it is a good idea to create one, mainly because the proposal can then be re-used to translate other lines. Also, if the source text is changed, the translation line's status will change to *Modified* or Yellow and the translator knows that the translation may need to be adapted. This only works if you use the proposal pool.
- The easiest way to create a proposal is by clicking the green icon. If a suitable proposal is available, it will be displayed below the translation line, and the easiest way to use it is to simply double-click it.

- In a large scale translation project, instead of just clicking the green icon every time to create a proposal, different types of proposals should be created and used depending on the situation, such as proposals that are specific to a terminology area, or proposals that are intended as translations for ambiguous source texts. To take full advantage of the proposal pool, which is maybe the most complex feature of SE63, we recommend training translators to use it correctly.
- As a final step, the object needs to be saved. Now the translation will be displayed on the end user’s screen.
- Please note that the short text editor has many other features besides the ones shown here.

Chapter 5 - Translating in the Long Text Editor

1. For untranslated (red) objects only: Copy the source text into the target text box using the icon
2. Enter a translation in the target text box (untranslated, red object) OR
   review and if needed, adapt the text in the target text box (modified, yellow object)
3. Choose the icon to save and set the object to *Translated*



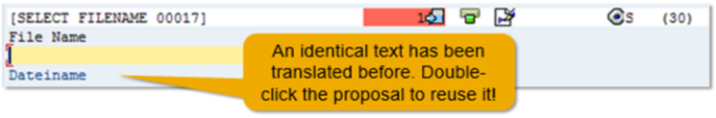
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- Similar to the short texts, long texts can also be called up in various ways, not just from the worklist.
- In the long text editor, a proposal pool is not available, which means you translate a text by simply entering your translation in the target text box and clicking the *Save Active* button, which will set it to *Translated*. If the object you want to translate has the *Untranslated* status (red traffic light), it can be helpful to copy the source text into the target text box using the *Copy Source Text* icon and then overwrite the copied text when entering your translation.
- The long text editor also has too many features to mention them all here.

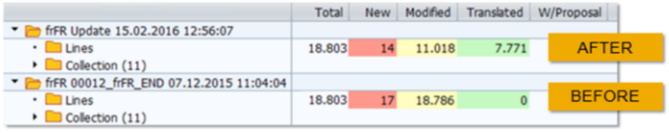
Chapter 5 - Re-use of Translations within an SAP Translation System

Proposal pool concept

The proposal pool allows translators to reuse existing translations.



Automatic distribution of frequently occuring texts



Before and after – with automatic distribution, large numbers of texts are translated automatically.

See part 2 chapter 5 - “SE63 – Main Characteristics” for details on Proposal Pool and Automatic Distribution

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- The most common forms of re-use of previously translated texts within an SAP system, are embedded in the SAP translation functionality: the proposal pool and automatic distribution of frequently occurring texts which have been translated previously.
- A detailed description of the proposal pool and automatic distribution can be found in Chapter 2-5 “SE63 – Main Characteristics” in part 2 of this E-book.

Chapter 5 - Re-using Translations across Systems

- Using proposal pool transports, entire proposal pools can be copied to other SAP systems
- Export a proposal pool on one system into a file, and import that file into another system
- You can filter on export or import according to specific criteria
- Using the same process, you can also transport fingerprints for long texts, which will give long text objects the *Translated* status (although they do not technically allow any re-use of texts)
- Third party tools exist for importing text pairs originating from outside an SAP system

Example:



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- Existing translations can also be reused across systems by taking advantage of the proposal pool transport functionality.
- Proposals can be exported from one system to a file and imported into another system, where they can be used for automatic distribution as well as to save work during regular translation.
- You can filter to export only certain kinds of proposals, and you can also apply a filter during import.
- For long texts, which do not use the proposal pool, you can transport fingerprints. Fingerprints mark long text objects as translated, and if you transport those fingerprints to another system that contains an identical long text object with an identical translation, it will be set to status *Translated*, meaning it will not have to be checked by a translator anymore.
- There are also third-party tools available for importing translations that were done outside an SAP system.

Chapter 5 - Translating non-ABAP Texts and Re-Use

The SAP system transactions LXE_MASTER & SE63, as explained in part 2 chapter 5, *SE63 - Main Characteristics*, are the tools of choice for translating ABAP content, but are not always suited for the translation of non-ABAP content

Non-ABAP content includes texts such as:

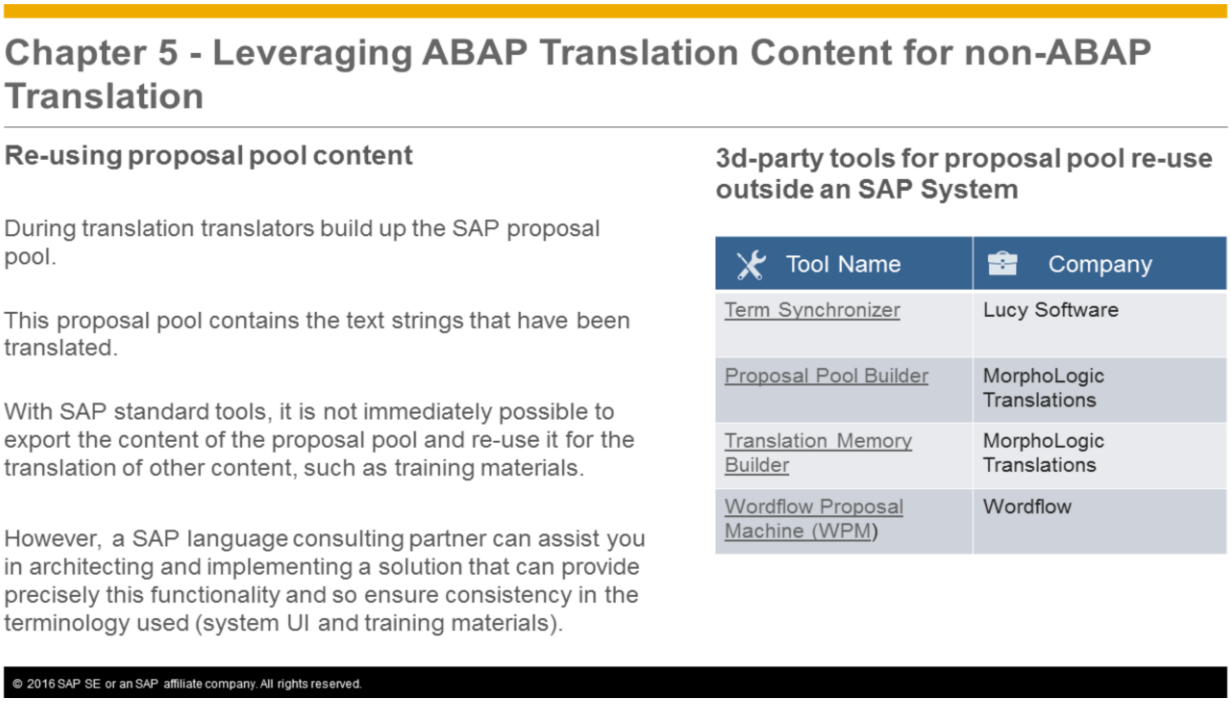
- Java texts (for example, resource bundles)
- HTML files
- XML content (for example, coming from SAP Business Objects applications)
- SAP Portal content

These texts can be exported from the SAP systems, translated using industry-standard translation environments such as SDL Trados Studio, Across, MemoQ, Transit and then re-imported.

The exact process will depend on the texts and the systems concerned and tools used.
This may also require the use of 3rd party tools.

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- Whereas the SAP system transaction SE63 is ideally suited to translate ABAP content, non-ABAP content is often best handled with other tools. There are various options, most involving export/import of content and translation with external tools.
- Export and import may involve 3rd party tools, such as those shown on the next page. The topic of exporting and importing texts, and using non-SAP tools is described in detail in chapters 6 and 7 of Part 2 of this e-book.



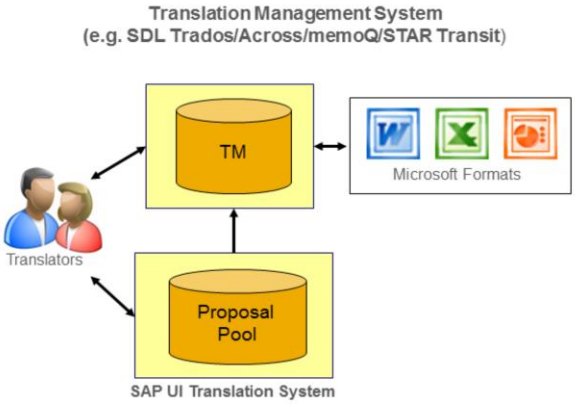
- In the course of translating ABAP content in the SAP system with the transaction SE63, professional SAP translators will build up a proposal pool as a point of reference for future translations.
- This proposal pool then contains the text strings of the system user interface that have been translated (such as menu items, names of buttons, system messages and so on).
- With SAP standard tools, it is not immediately possible to export the content of the proposal pool and re-use it for the translation of a completely different type of content, such as training materials and documentation. These texts will typically refer to the names of these menu items, buttons and so on.
- However, a SAP language service partner offering consulting services can assist you in architecting and implementing a solution that can provide functionality for export and re-use of translations created in the SAP system. This will help ensure consistency in the terminology used and will improve the end-user experience.
- SAP partner tools offering this functionality are also listed here – this is a sub-selection of the non-SAP tool list from chapter 2-7.

Chapter 5 - Leveraging ABAP Translation Content for non-ABAP Translation

Re-using the proposal pool content

Example:

The content of the proposal pool can be re-used in an industry-standard translation management system (TM) such as SDL Trados Studio, Across, STAR Transit, memoQ.



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For example, the content of the proposal pool can be re-used in an industry-standard translation environment such as SDL Trados Studio, Across, STAR Transit and memoQ.

Summary - “Introduction to SAP Translation – Part 3”

This is the end of Part 3, Translation Execution, Maintenance and Resources. We covered the following topics:

Chapter	Topic
1	Introduction: Purpose and Structure of the E-Book in 3 Parts
2	Quality Assurance
3	Translation Resources and pricing
4	Translation and Release Upgrades
5	Translation and Re-Use
Appendix	Where to find useful information on translation

You can now check the Appendix for more information, or continue with one of the next two parts of this E-book:

- Part 1 – Decision Making, Strategy and Scoping
- Part 2 – Organization and Tools

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Appendix

Where to Find Useful Information on Translation

Appendix content

- Key Terms in this E-book
- Notes on Translation
- SAP Help Portal
- SAP Language Service Partners
- Training
- Support Portal SAP Language Services
- Contacts

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Glossary of Terms around SAP translation

- The next slide lists a number of important and frequently used terms and concepts around SAP translation. An explanation of these terms can be displayed via the online SAP terminology platform SAPTERM.COM
- Call up http://sapterm.com/ by clicking the link
- Choose Look up SAP terminology
- Make sure you're searching from English
- Enter the search term in the Search For field
- Choose Search
- If more than one entry is now listed, find the entry that's assigned to BC-DOC-TTL.
- In the Definition column, click on the first line of the definition.
  The entire glossary definition is now displayed in the Definition window.

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Key Terms in this E-Book : Lookup the Definitions in sapterm.com

Terms			
Abbreviation	Long text object	Quality status	Translation data
Automatic distribution	Meta object type	Short text editor	Translation graph
Best proposal	Object group	Short text object	Translation object
Collection	Object list	Source language	Translation status
Domain	Object type	Standard worklist	Translator profile
Domain standard	On-the-fly worklist	Statistics	Worklist evaluation
Exception	Original language	System standard	Worklist pool
Externalization	Other object	Target language	
Long text editor	Proposal pool	Top text	

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SAP Notes on Translation and Globalization

SAP Notes can be accessed via https://support.sap.com/notes

The notes below contain important additional information on globalization and translation topics, and also include links to other documentation and information sources:
Notes about translation tools and processes are assigned to component BC-DOC-TTL.

Note	Topic
1375438	Globalization collection note
1714956	Using SAP translation tools for ABAP developments
195442	Language import and support packages
330104	Transport requests used for language delivery – also contains language availability data
1156507	Language supplementation, RSREFILL and client maintenance
485741	Handling customer translations in the upgrade

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SAP Help Portal

The SAP Help Portal can be accessed via http://help.sap.com

Setting Up and Coordinating Translation

Translation Tools for Translators

Click the links above, or navigate to the component "BC-DOC-TTL" on ABAP translation tools in the SAP Help Portal as described on the right.

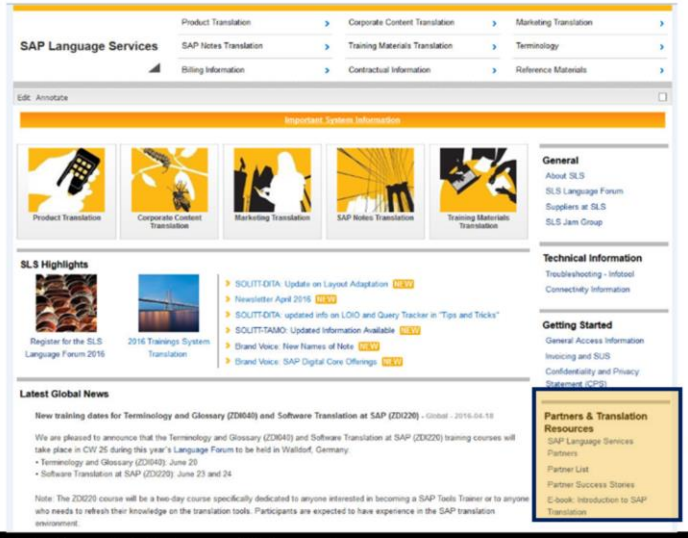
Please note that this information applies to NetWeaver 7.5 and is the most recent information. For earlier NetWeaver versions, please go to the relevant release.

Navigation:

1. Open the SAP Help Portal at http://help.sap.com/
2. Choose *Technology Platform → SAP NetWeaver → SAP NetWeaver 7.5*.
3. Scroll down to **Application Help**, and open the **Function-Oriented View**.
4. On the left side of the screen, expand *Application Server → Application Server ABAP*.
5. Choose **Other Services**.
6. Expand **Services for Information Developers and Translators**.
7. Choose **Translation Tools for Translators** or **Setting Up and Coordinating Translation**.

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Finding SAP Language Service Partners: New SAP Language Services Portal



https://translation.sap.com/ *

SAP Language Services Portal:

- Information from SAP Language Services for SAP translation suppliers (only accessible for suppliers)
- Information from SAP Language Services to SAP customers/partners on translation/partner topics:
  - Generic SAP Language Service Partner Info
  - Partner list -> recommended resource to find partners
  - Partner Success Stories
  - This E-Book

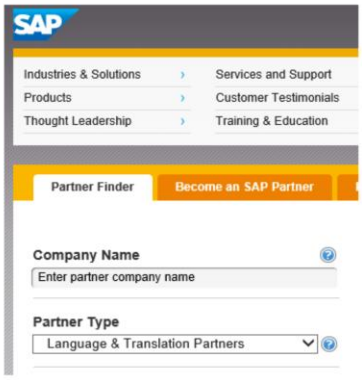
Customer-facing section

* Available from mid-June 2016

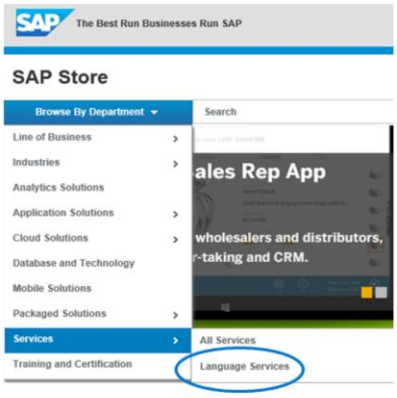
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SAP Language Service Partners in Partner Finder & SAP Store

Via the SAP Partner Finder (all)



Via SAP Store (only partners registered in SAP Store)



Want to apply to become a language service partner? Click here

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Training

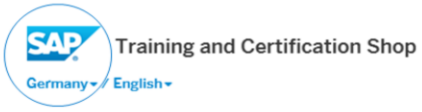
SAP offers the 3-day training course ADM340 “Setting up Customer Transation Projects”

Focus/goals:

- Understanding the translation workflow from beginning to end
- Scoping/system analysis
- Defining Translation Strategy
- Setting up systems for translation projects
- Configuring of translation environment

Target group: project leads/administrators/coordinators (*not* for translators wanting to learn to translate in SE63)

Details via this link or:search via http://training.sap.com.
Please note: change the country setting to Germany in order to find this course!!!



Location: Germany only

Frequency: 2-3 sessions per year

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Contacts



Generic information on globalization topics: globalization@sap.com

Generic information on translation topics: partnerwithsls@sap.com

Information on language service partner topics: gerdien.meijering@sap.com



Suggestions for other follow-on E-Books: gerdien.meijering@sap.com

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Thank you