Clay Tablet Translation Connector for Adobe Experience Manager

User Guide

Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

April 08, 2014

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Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 2

April 08, 2014

Contents

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 3

April 08, 2014

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway   Page 4

Version 2.0.2.7   April 08, 2014

1 Welcome to the Clay Tablet Translation Connector for Adobe Experience Manager

Welcome to the Clay Tablet Translation Connector for Adobe Experience Manager, Special Edition for use with Lionbridge Freeway ("Connector"). The Connector enables you to automate sending and retrieving content from your Adobe Experience Manager CMS directly to and from Freeway. This dramatically reduces the effort required to create, maintain, and publish Web content in multiple languages.

1.1 The Translation Lifecycle

The *translation lifecycle* is the broad process of selecting content, sending it out for translation, and then receiving the translated content back from translation.

This set of steps usually fits inside a larger, more general process called the *content lifecycle*, which is the process of creating, reviewing, editing, approving, and publishing content.

When you consider the translation lifecycle and the content lifecycle together, you have the *global content value chain*, which is the strategy for managing multilingual content.

Remember that localizing content is a subset of steps in the broader content lifecycle. This will improve your focus on key localization considerations, improve processes, and keep all content stakeholders included, and together, this results in better content management.

1.2 How the Connector Helps You Manage Your Translation Lifecycle

The Clay Tablet Translation Connector for Adobe Experience Manager ("Connector") is a plug-in module for Adobe Experience Manager. It provides a range of features and user interface enhancements in Adobe Experience Manager that enable you to select, send, monitor, and retrieve content for translation into any language Adobe Experience Manager supports.

These features automate the process, which dramatically reduces the effort and time required for the export and re-importation of content that needs to be localized. This is very helpful when translating large volumes of content or ensuring that translated content is quickly re-imported to meet deadlines.

When you use the Connector, you manage your translation lifecycle entirely from within the Adobe Experience Manager CMS:

1. The Connector exports your content from Adobe Experience Manager in XML format and delivers these content files to the central, hosted Clay Tablet Platform.

2. The Clay Tablet Platform delivers your content to Freeway, based on routing rules that your company chooses and Clay Tablet Technologies implements.

3. When the translated content is ready, the Clay Tablet Platform retrieves it from Freeway and delivers it to the Connector.

4. The Connector automatically re-imports the content into the correct location in Adobe Experience Manager.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway   Page 5

Version 2.0.2.7   April 08, 2014

You can then review, revise, reject, or publish the translated content as needed.

Note: Neither the Connector nor the Clay Tablet Platform performs any translation. Similarly, Clay Tablet Technologies does not provide any translation services. These are provided by Lionbridge.

1.3 Using this Guide

Purpose of this guide

This guide describes how to use the Clay Tablet Translation Connector ("Connector") for Adobe Experience Manager (AEM) to manage your translation lifecycle. It describes how to send AEM components for translation and receive them back from translation.

Note: This guide describes using both the AEM Touch-Optimized UI and the Classic UI. The terminology in this guide is for classic devices, such desktops and laptops, although it is also relevant to mobile devices, such as tablets. For detailed information about the UIs and views, as well as differences in terminology depending on device types, refer to the AEM documentation, available at http://helpx.adobe.com/marketing-cloud/experience-manager.html?t2.

Who should use this guide

This guide is intended for content editors, project, marketing, localization or translation managers, or others who are responsible for creating, editing, or approving content for translation that resides in your AEM CMS. This guide is also useful for translation providers who receive content from your AEM CMS, because it describes your company's translation management process.

What your company setup should be

This document assumes that:

- Your company already has a functioning instance of AEM.

- The Clay Tablet Translation Connector for AEM ("Connector") has been implemented, configured, and tested on your AEM CMS.

- Clay Tablet Technologies has set up the Clay Tablet Platform to send content to your translation providers.

- Lionbridge is your company's translation provider, and Freeway is already set up for your company.

What you should already know

This document assumes that:

- You are familiar with the Connector's configuration for your AEM CMS, and the reasons for choosing certain configuration options. This is important because your company's configuration determines which features are available.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway   Page 6

Version 2.0.2.7   April 08, 2014

- You have a strong working knowledge of the AEM Content Editor.

- You are familiar with your company's translation process and requirements.

- You have valid user credentials to log into AEM.

- You have the required permissions to access the Connector functionality described in this guide.

  Note: Not all the features described in this guide may be available. Feature availability depends on both your company's Connector setup and the roles to which you are assigned. If you cannot access functionality that you need, contact your company's AEM administrator.

How this guide is organized

This guide contains the following chapters:

Chapter	Description
"Welcome to the Clay Tablet Translation Connector for Adobe Experience Manager" on page 5	A brief description of the Clay Tablet for AEM solution and how it fits into the translation lifecycle. It also includes information about this guide and Clay Tablet Technologies Support contact information.
"Getting Started with the Clay Tablet Translation Connector for Adobe Experience Manager" on page 9	How to get started and an overview of the Clay Tablet Translation Connector for AEM interface and key features.
"Sending Content for Translation" on page 13	How to use the Clay Tablet Translation Connector for AEM to send out content for translation.
"Monitoring Translation Status and Jobs" on page 60	How to monitor the translation status of content that you sent out for translation.
"Post-Translation Tasks" on page 66	How to perform post-translation tasks, including relocking unlocked components, updating the translation memory, and viewing log files and reports.

How to find out more about Clay Tablet Translation Connector for AEM

For information on installing and configuring the Clay Tablet Translation Connector for AEM, read the *Clay Tablet Translation Connector for Adobe Experience Manager Installation and Configuration Guide, Special Edition for use with Lionbridge Freeway*.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Page 7

Version 2.0.2.7

April 08, 2014

Documentation conventions

This guide uses the following conventions:

Convention	Description
Bold	Highlights screen elements such as buttons, menu items, and fields.
`Courier`	Highlights input, file names, and paths.
Italics	Highlights terms for emphasis, variables, or document titles.
>	Indicates a menu choice. For example, "Select **Admin Tools > Configuration**."

1.4 How to Contact Clay Tablet Support

Email @: support@clay-tablet.com

Telephone: +1-416-363-0888 option "3"

2 Getting Started with the Clay Tablet Translation Connector for Adobe Experience Manager

The Connector supports all web browsers that Adobe Experience Manager (AEM) supports.

It supports Adobe Experience Manager (AEM) versions 5.6.1 and higher.

To access the Connector:

1. Log into AEM.

2. Do one of the following:

   ▦ In the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**.

   ▦ In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane.

   ▦ In your Web browser, navigate to `/content/ctctranslation/status.html` on your AEM instance.

2.1 Key Features

The Clay Tablet Translation Connector for AEM (the Connector) has the following key features:

- "Multiple Ways to Send Content for Translation" on page 9

- "Optimizing Translation" on page 10

- "Selecting a Translation Provider" on page 10

2.1.1 Multiple Ways to Send Content for Translation

There are four ways to collect and send content for translation using the Connector:

- There are the following multiple ways to send pages out for translation:

   ▦ Send one or more pages for translation from the AEM Sidekick. Depending on your company's configuration, you can send pages only to the Translation Queue, or you can choose whether to send them to the queue or directly out for translation. Your company's configuration also determines which translation settings you can edit from the Sidekick. For details, see "Sending Content for Translation from the AEM Sidekick" on page 13.

   ▦ If you are using AEM's translation workflow feature to automatically create new pages in the language branches of your site, the Connector can automatically send these new pages to the Translation Queue. For details, see "Sending Content to the Translation Queue Using Workflow" on page 40.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway   Page 9

Version 2.0.2.7   April 08, 2014

▦ Send multiple content items using the Bulk Translation wizard. You can filter to exclude content, and send out requests for translations of one target language at a time as a separate translation job with its own deadline. For details, see "Sending Content for Translation Using the Bulk Translation Wizard" on page 31.

▦ If you roll out files, the Connector can automatically send them to the Translation Queue, using the default translation settings configured for your company. For details, see "Sending Files to the Translation Queue When You Roll Out Files" on page 49.

■ Depending on your company's Connector configuration, you may be able to send content out for translation either immediately or via a queue.

▦ Send content immediately to the translation provider.

▦ Send content via the Translation Queue, which enables you to group items together by project, priority, target language, and require additional approval. For details, see "Submitting Content for Translation from the Translation Queue" on page 52.

2.1.2 Optimizing Translation

The Optimize Translation feature helps you reduce translation costs, by reducing the quantity of content that Connector sends to translation providers. It sends *only* changed content fields out for translation. To do this, it checks each component in the source version of the page for any content changes, and it sends only changed components out for translation. If a component was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation.

However, this feature needs Connector translation backup data, and it increases the Connector processing time before sending out the items for translation.

This feature can be configured for your company and separately for the Bulk Translation wizard. You can also specify it by selecting the **Use Local TM** check box when you send individual pages to the Translation Queue or when you send out pages out directly for translation.

2.1.3 Selecting a Translation Provider

If your company has multiple translation providers, your company's Connector setup may enable you to select which one to use when you send out items for translation.

This feature is available:

■ when sending files directly out for translation from the AEM Sidekick wizard user interface, as described in "Sending Content to the Translation Queue Using Workflow with Sidekick" on page 40.

■ in the Translation Queue, as described in "Submitting Content for Translation from the Translation Queue" on page 52.

■ in the Translation Job page of the Bulk Translation wizard, as described in "Sending Content for Translation Using the Bulk Translation Wizard" on page 31.

2.2 The Connector at a Glance

You access the Clay Tablet Translation Connector for AEM ("Connector") from the Clay Tablet Connector rail. Do one of the following to open the rail:

- If you are using the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**.

- In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane.

- In your Web browser, navigate to `/content/ctctranslation/status.html` on your AEM instance. This opens the Translation Status page, which is the default page in the Connector.

You access Connector features from the Navigation tab on the left.
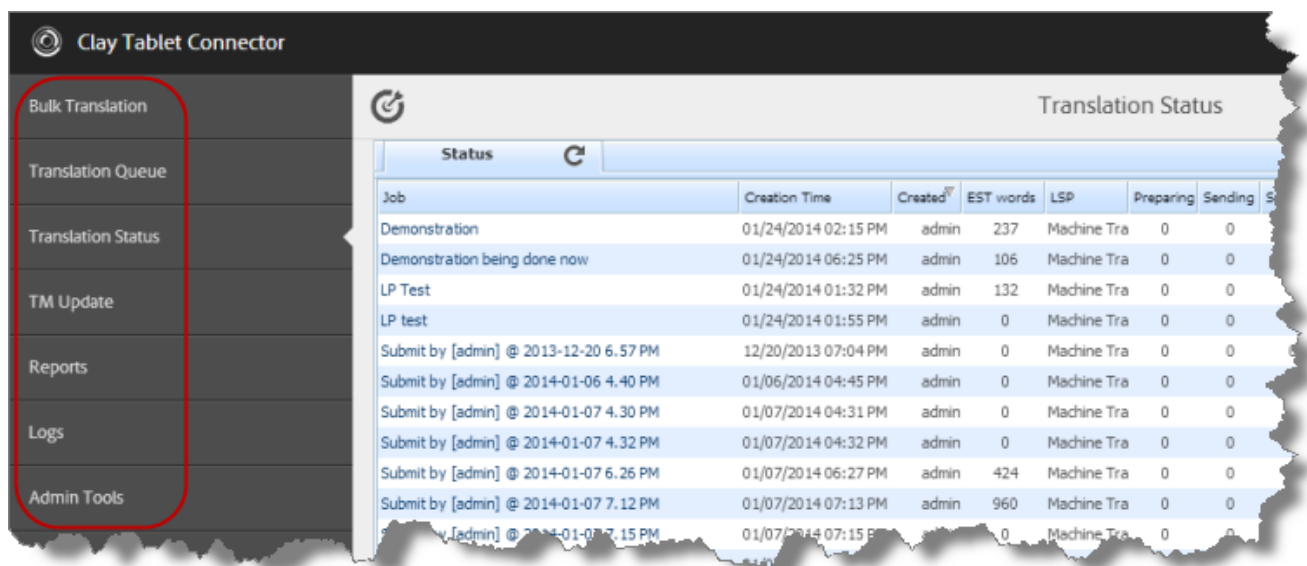
Note: The **Admin Tools** console is described in the *Clay Tablet Translation Connector for Adobe Experience Manager Installation and Configuration Guide, Special Edition for use with Lionbridge Freeway*.

The Connector has additional features that you access from within AEM. For example:

- Connector functionality on the Page tab of the AEM Sidekick supports sending pages for translation and sending updated translated content to a translation memory.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 11

April 08, 2014
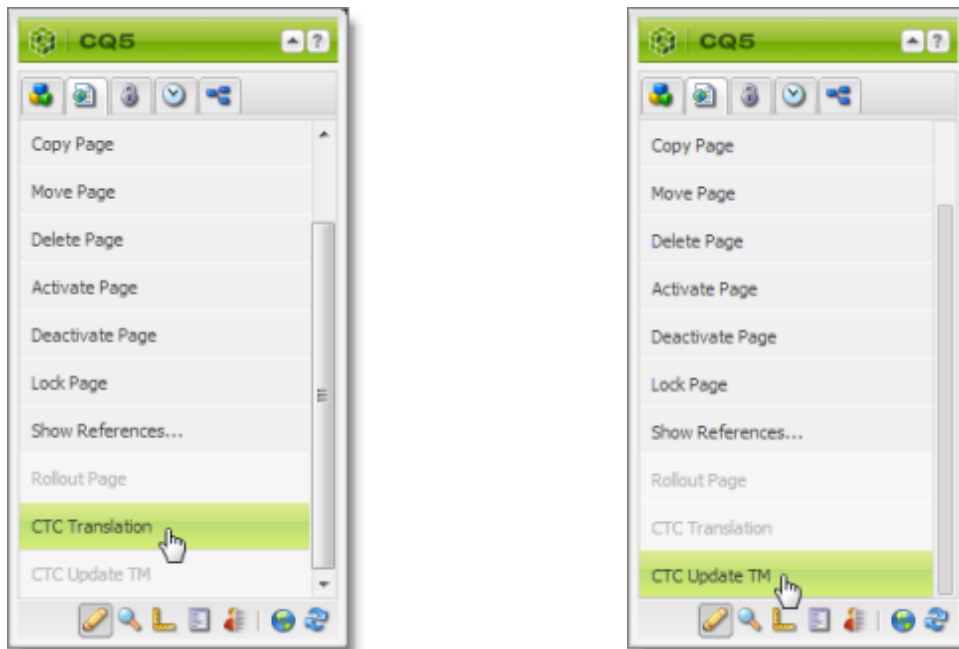
- Connector functionality can be integrated with the rollout feature, which is accessible either from the Blueprint Control Center or the Rollout button on the Pages tab of the Sidekick.

- There are custom Connector workflows you can use within AEM with the following functionality:

  - to lock components after translation and restore their original inheritance

  - to send out files for translation while rolling out files

  - to extend AEM's translation workflow feature, which automatically creates new pages in the language branches of your site, by automatically sending out these pages for translation

These workflows are available in the Workflow tab of the AEM Sidekick.

3 Sending Content for Translation

When the Connector sends out a page for translation, the Connector actually sends out the *components* in that page for translation. There are several possible component configurations:

- a component may be synchronized to a Blueprint page

- a component may be in a live copy page

- a component may exist on a page that has no relationship to MSM (Multi Site Manager)

Determine how your components are configured before deciding how to send out pages for translation. The Connector supports multiple ways of sending out pages for translation.

Recommendation: Consult the AEM documentation to learn about the MSM, Rollout, and translation workflow features. Learn how pages and their components are locked and synchronized. The Controller uses many of these features, and extends them to enable sending pages and their components for translation.

Your system may be configured to use these features in very specific ways. You must be aware of these page relationships and processes before sending content for translation. Otherwise, unexpected outcomes may occur.

There are four ways to collect and send content for translation using the Connector:

- "Sending Content for Translation from the AEM Sidekick" on page 13

- "Sending Content for Translation Using the Bulk Translation Wizard" on page 31

- "Sending Content to the Translation Queue Using Workflow" on page 40

- "Sending Files to the Translation Queue When You Roll Out Files" on page 49

For an overview and comparison of these methods, see "Multiple Ways to Send Content for Translation" on page 9.

The owner of the translation budget can review and approve the content that has been identified as requiring translation, and can send it out for translation. For details, see "Submitting Content for Translation from the Translation Queue" on page 52

3.1 Sending Content for Translation from the AEM Sidekick

If you are using the AEM Classic UI, you can send individual pages of content for translation directly from the AEM Sidekick.

Tip: This method is ideal for ad-hoc translations or for sending small amounts of content for translation.

1. Double-click a page to open it with Sidekick, which is a floating toolbar.

2. In Sidekick, click the Page tab .

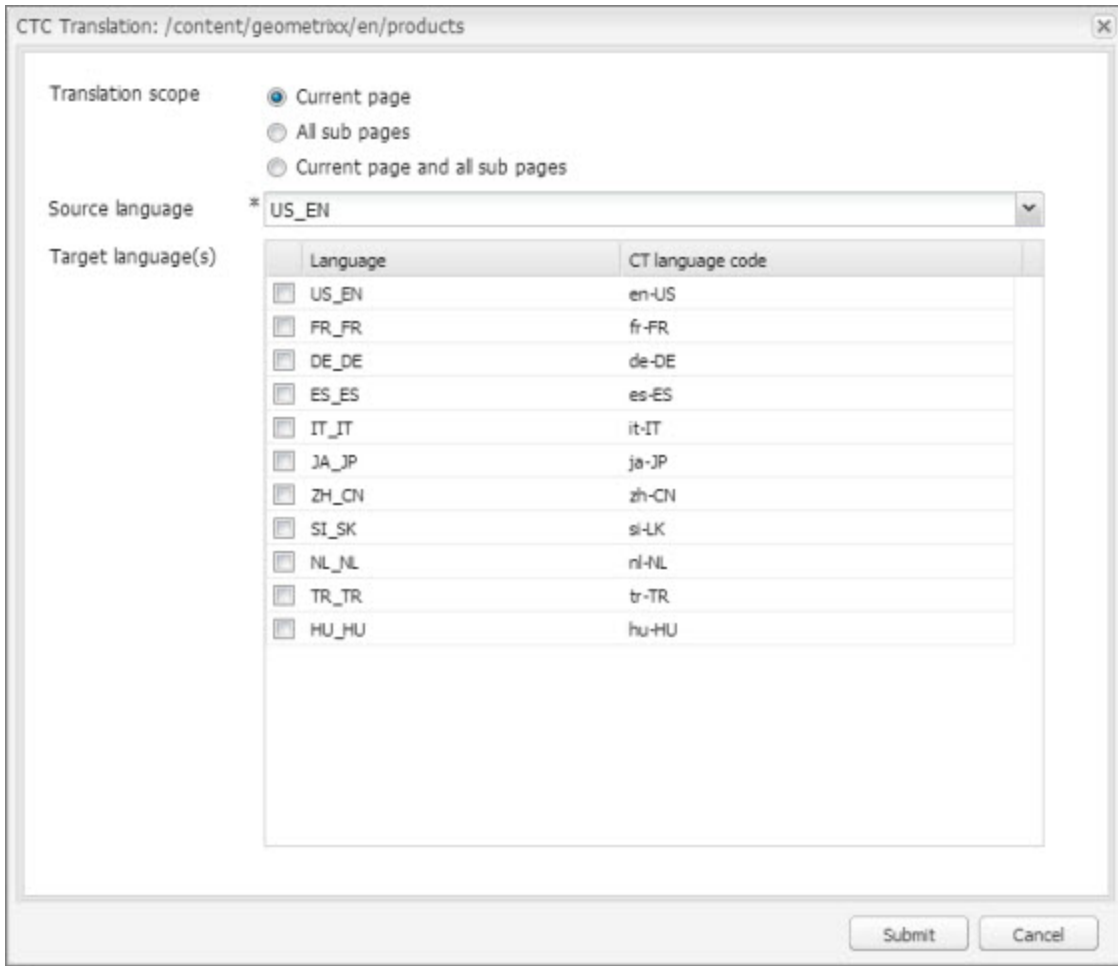3. In the Page tab, scroll down and click the **CTC Translation** option.
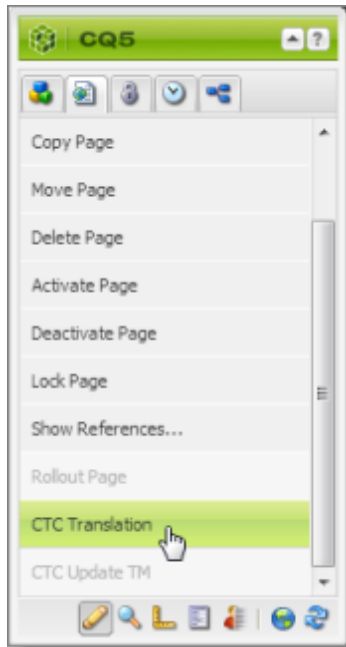
The Connector's Sidekick translation request interface opens. One of four possible Sidekick user interfaces is displayed, depending on your company's configuration: there are two single-page (simple) interfaces and two multiple-page (wizard) interfaces.

4. Use the following table to determine which user interface is displayed for your company:

Submit button/Next button	Multiple Check Boxes Are Displayed for Advanced Translation Options	For detailed instructions, see...
Submit button	no	"Sidekick - Simple UI" on page 14
Submit button	yes	"Sidekick - Simple UI with Options" on page 16
Next button	no	"Sidekick - Wizard" on page 19
Next button	yes	"Sidekick - Wizard with Options" on page 24

3.1.1 Sidekick - Simple UI

You use this interface to submit content to the Translation Queue only.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 14

April 08, 2014

1. Enter the following information about the translation options:

Option	Description
Translation scope	Determine the scope of the pages to send for translation. This is one of the following: ■ **Current page:** The Connector sends the current page for translation. ■ **All sub pages:** The Connector sends all the sub-pages for translation. It does not send the current page. ■ **Current page and all sub pages:** The Connector sends the current page and all its sub-pages for translation.
Source language	Select the source language to send for translation.
Target language(s)	Select one or more target languages to send for translation.

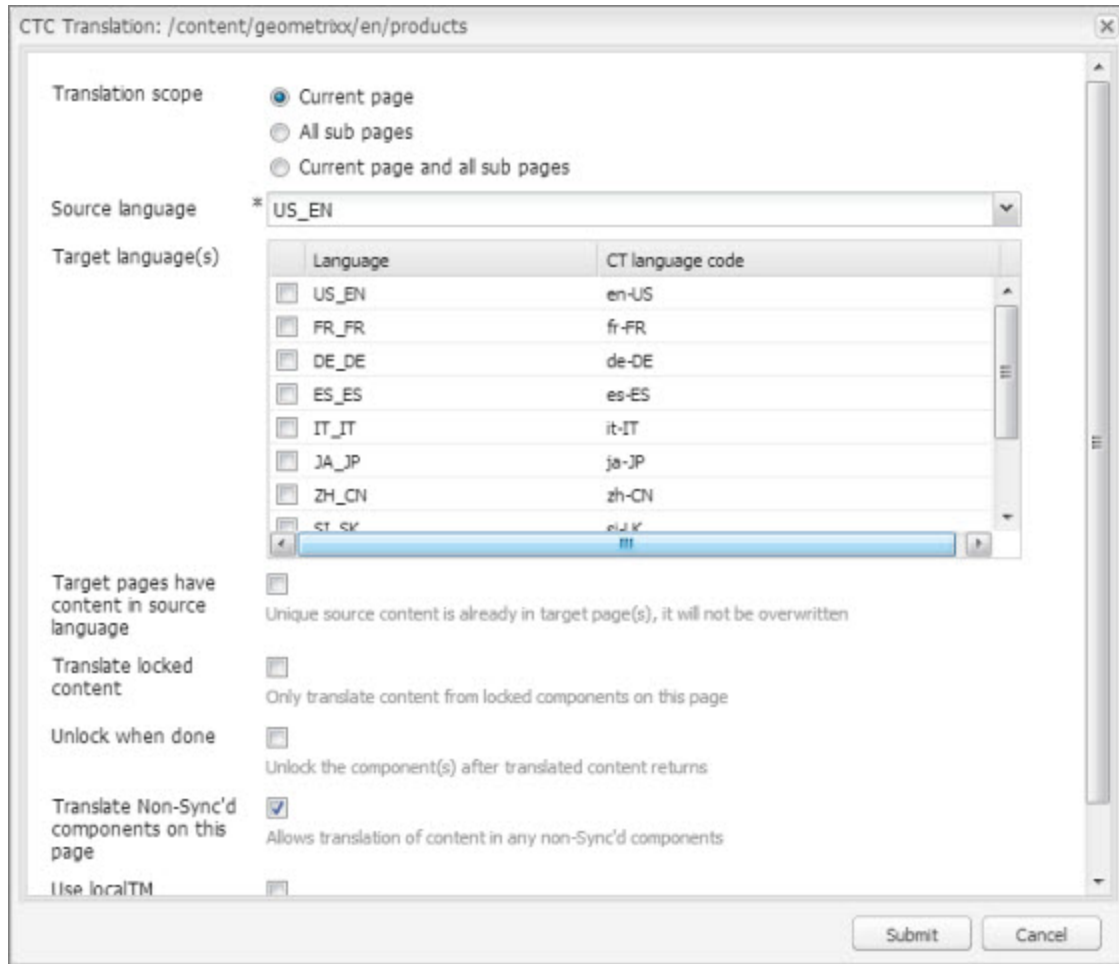2. Click **Submit** to send the content to the Translation Queue.

    A message box opens, confirming that the page or pages have been added to the queue.

3. Click **OK** to close the message box.

Important: You must access the Translation Queue and approve the pages you want to send out for translation. For detailed instructions, see "Submitting Content for Translation from the Translation Queue" on page 52.

3.1.2 Sidekick - Simple UI with Options

You use this interface to submit content to the Translation Queue only.

1. Enter the following information about the translation options:

Option	Description
Translation scope	Determine the scope of the pages to send for translation. This is one of the following: ■ **Current page:** The Connector sends the current page for translation. ■ **All sub pages:** The Connector sends all the sub-pages for translation. It does not send the current page. ■ **Current page and all sub pages:** The Connector sends the current page and all its sub-pages for translation.
Source language	Select the source language to send for translation.
Target language(s)	Select one or more target languages to send for translation.
Target Pages Have Content In Source Language	This option is relevant when the target pages are MSM (Multi Site Manager) live copy pages, which means that AEM automatically updates a target page when the corresponding source page changes. It prevents the Connector from overwriting unique source content that already exists in the target pages. This is useful when you are sending a page for translation that has been used in the past to push content to other pages, and includes target page content which has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs. Select this option when you *do not* want the Connector to overwrite components in the target pages that include regionalized content with the newly translated content. ■ If this check box is selected, the Connector *does not* overwrite unique source content that already exists in the target pages. ■ If this check box is cleared, the Connector *does* overwrite unique source content that already exists in the target pages.
Translate Locked Content	This option enables users to send out only content from locked components for translation. ■ If this check box is selected, users can send out content for translation only if it is from a locked component. ■ If this check box is cleared, users can send out content for translation whether or not it is from a locked component **Note:** Locked components have an inheritance relationship between a source Blueprint page and the connected live copy page. When sending content for translation using Sidekick, users can choose whether to send for translation the content from locked components, which is inherited from a Blueprint component. This is useful if, for example, the page has both global and regional information and you only want to translate (replace) the global content that is created via a Blueprint page. In this scenario, suppose that the regional content on the page is manually translated in house, and that it has not changed. You would not want to tamper with it. However, using the same scenario, the global content from head office *has* changed and needs translation. You would select this check box to separate the content and localize only the new, inherited content.

Option	Description
Unlock When Done	This option automatically unlocks a component after translated content returns. Suppose you send a page for translation that has been used previously to push content to other pages, and it includes target page content that has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs, so you select the **Target Pages Have Content In Source Language** option, which prevents the Connector from overwriting those regionalized target pages with newly translated content. If following that translation, you want to treat the resulting translations as regional, and you no longer want to inherit content from the Blueprint pages, select this check box. **Warning:** This breaks the inheritance between the component and its Blueprint page, so that it no longer inherits new content. However, you can use the `CTCRestoreOriginalSync` workflow to relock the component and recreate the inheritance. For details, see "Relocking Unlocked Components" on page 66. ■ If this check box is selected, the Connector automatically unlocks a component after translated content returns. ■ If this check box is cleared, the Connector does not automatically unlock a component after translated content returns.
Translate Non-Sync'd Components on this page	This option enables users to send content for translation even if it is not synchronized. This means it *does not* have a relationship to a Blueprint page, so it cannot be synchronized with it. This can happen if you are not using the MSM (Multi Site Manager) feature of AEM, or if this is a page with regionalized content that does not inherit content from a Blueprint page. ■ If this check box is selected, users *can* send out content for translation if it does not have a relationship to a Blueprint page. ■ If this check box is cleared, users *cannot* send out content for translation if it does not have a relationship to a Blueprint page.
Use local TM	This feature determines whether to check each component in the source version of the page for any content changes, and send only changed components out for translation. If a component was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation. This feature reduces the quantity of content that the Connector sends to translation providers, which reduces your cost. However, it needs the Connector translation backup data, and it increases the Connector processing time before sending out the items for translation. ■ If this check box is selected, the Connector checks whether content was already translated before sending it out for translation. ■ If this check box is cleared, the Connector sends out content for translation without checking whether it has already been translated.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 18

April 08, 2014

Note: Your company's Connector configuration determines the default settings of these last five options. For more information, refer to the *Clay Tablet Translation Connector for Adobe Experience Manager Installation and Configuration Guide, Special Edition for use with Lionbridge Freeway*.

2. Click **Submit** to send the content to the Translation Queue.

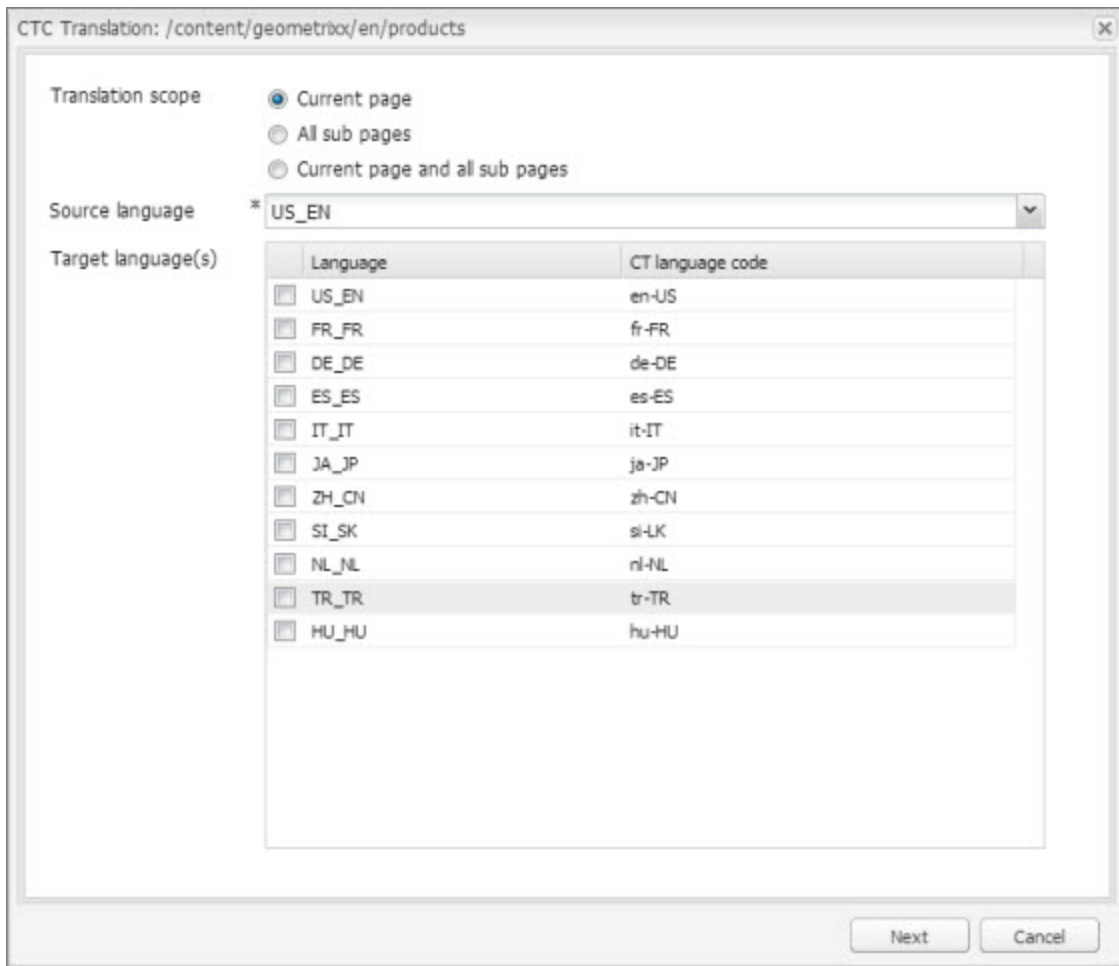   A message box opens, confirming that the page or pages have been added to the queue.

3. Click **OK** to close the message box.

Important: You must access the Translation Queue and approve the pages you want to send out for translation. For detailed instructions, see "Submitting Content for Translation from the Translation Queue" on page 52.

3.1.3 Sidekick - Wizard

You use this interface to submit content to the Translation Queue or directly for translation.

Note: Depending on your user permissions or your company configuration, you may not be able to send out content directly for translation.

1. Enter the following information about the translation options:

Option	Description
Translation scope	Determine the scope of the pages to send for translation. This is one of the following: ■ **Current page:** The Connector sends the current page for translation. ■ **All sub pages:** The Connector sends all the sub-pages for translation. It does not send the current page. ■ **Current page and all sub pages:** The Connector sends the current page and all its sub-pages for translation.
Source language	Select the source language to send for translation.
Target language(s)	Select one or more target languages to send for translation.

2. Click **Next**.

   The second page of the wizard opens.

The following options are available:

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use
with Lionbridge Freeway
Version 2.0.2.7   Page 21

April 08, 2014

Option	Description
Source language	The source language you selected in the previous page of the wizard. Read-only. To change this value, click **Back**.
Target languages	The target languages, including the number of target languages, you selected in the previous page of the wizard. Read-only. To change this value, click **Back**.
Deadline (MM/DD/YYYY)	The requested translation deadline. This is the date when you expect the translated content to return. Type the delivery date in the field in `MM/DD/YYYY` format. This information is sent to the translation provider as metadata of the translation package. **Recommendation:** Discuss with your translation provider whether to use the information in this field.
Page Path/Status	This list displays the path and the name of all pages you are sending for translation.
Submit Translation	Indicate where to submit the specified pages for translation. This is one of the following: ■ **Add to queue:** The Connector adds the specified pages to the Translation Queue. **Important:** You must access the Translation Queue and approve the pages you want to send out for translation. For detailed instructions, see "Submitting Content for Translation from the Translation Queue" on page 52. ■ **Send as a new job:** The Connector immediately sends out the specified pages for translation as a new translation job, according to your company's routing rules and the options you specify below. **Note:** This option is available only to users with permission to send pages directly out for translation.
Job Name	Your name for this translation job. This information is sent to your translation provider. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.
Job Description	Your description for the translation job. This information is sent to your translation provider. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.
Notification Emails	Enter one or more email addresses that will receive notification when the content leaves AEM and when it returns to AEM. Use a comma to separate multiple email addresses. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.

Option	Description
In-country Reviewer	Optional. This is generally the name of the localization reviewer, which is stored in the `InCountryReviewer` attribute in the XML sent to the translation provider. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.
Content Type	You can tag the content in a translation job as a specific content type. Depending on your company's configuration, the Clay Tablet Platform may send the content to a specific translation provider based on the content type. Select one of the following content types: ■ Marketing ■ Technical ■ Legal **Note:** You may see different content types if your company has configured custom content types. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.
Choose LSP	Select the translation provider for your translation job. Your Connector administrator specifies the default translation provider. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.
Freeway Project Name	The name of the project in Freeway. Relevant only if `Freeway` is selected in the **Choose LSP** box, above.
Freeway PO Reference	The purchase order reference number for Freeway. Relevant only if `Freeway` is selected in the **Choose LSP** box, above.
Special Instruction	Any additional instructions for Freeway. Relevant only if `Freeway` is selected in the **Choose LSP** box, above.
Freeway Analysis Codes	The analysis codes for the translation. Relevant only if `Freeway` is selected in the **Choose LSP** box, above. You can specify the analysis codes listed below.
Region	The region relevant to the content. Your Lionbridge setup determines which regions are displayed in the list.
Department	The department relevant to the content. Your Lionbridge setup determines which departments are displayed in the list.
Priority	The priority relevant to the content. Your Lionbridge setup determines which priorities are displayed in the list.

3. Click **Submit** to submit the specified pages either to the Translation Queue or directly to translation, as you indicated above.

4. If you submitted the pages directly for translation, a message box opens, confirming that you want to send out the translation job. Click **OK** to proceed.

5. The wizard page displays a green box in the **Status** column, indicating that the translation submission was successful.
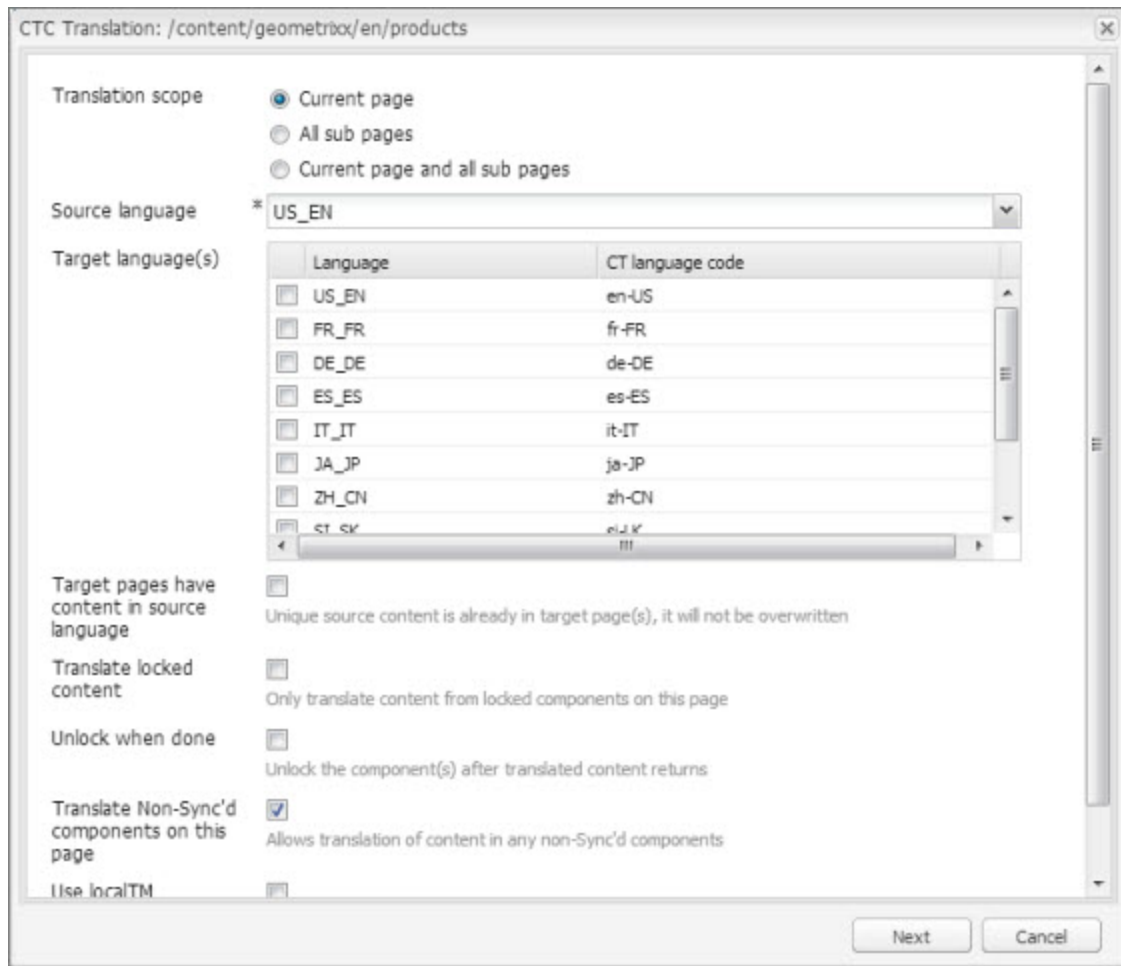
6. Click **Close** to close the wizard.

For information about the events that occur when the Connector sends out content for translation, see "Sending Content for Translation" on page 13.

Tip: You can monitor the translation progress from within the Connector. For detailed instructions, see "Monitoring Translation Status and Jobs" on page 60.

3.1.4 Sidekick - Wizard with Options

You use this interface to submit content to the Translation Queue or directly for translation.

Note: Depending on your user permissions or your company configuration, you may not be able to send out content directly for translation.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Page 24

Version 2.0.2.7   April 08, 2014

1.   Enter the following information about the translation options:

Option	Description
Translation scope	Determine the scope of the pages to send for translation. This is one of the following: ■ **Current page:** The Connector sends the current page for translation. ■ **All sub pages:** The Connector sends all the sub-pages for translation. It does not send the current page. ■ **Current page and all sub pages:** The Connector sends the current page and all its sub-pages for translation.
Source language	Select the source language to send for translation.
Target language(s)	Select one or more target languages to send for translation.
Target Pages Have Content In Source Language	This option is relevant when the target pages are MSM (Multi Site Manager) live copy pages, which means that AEM automatically updates a target page when the corresponding source page changes. It prevents the Connector from overwriting unique source content that already exists in the target pages. This is useful when you are sending a page for translation that has been used in the past to push content to other pages, and includes target page content which has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs. Select this option when you *do not* want the Connector to overwrite components in the target pages that include regionalized content with the newly translated content. ■ If this check box is selected, the Connector *does not* overwrite unique source content that already exists in the target pages. ■ If this check box is cleared, the Connector *does* overwrite unique source content that already exists in the target pages.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 25

April 08, 2014

Option	Description
Translate Locked Content	This option enables users to send out only content from locked components for translation. ■ If this check box is selected, users can send out content for translation only if it is from a locked component. ■ If this check box is cleared, users can send out content for translation whether or not it is from a locked component **Note:** Locked components have an inheritance relationship between a source Blueprint page and the connected live copy page. When sending content for translation using Sidekick, users can choose whether to send for translation the content from locked components, which is inherited from a Blueprint component. This is useful if, for example, the page has both global and regional information and you only want to translate (replace) the global content that is created via a Blueprint page. In this scenario, suppose that the regional content on the page is manually translated in house, and that it has not changed. You would not want to tamper with it. However, using the same scenario, the global content from head office *has* changed and needs translation. You would select this check box to separate the content and localize only the new, inherited content.
Unlock When Done	This option automatically unlocks a component after translated content returns. Suppose you send a page for translation that has been used previously to push content to other pages, and it includes target page content that has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs, so you select the **Target Pages Have Content In Source Language** option, which prevents the Connector from overwriting those regionalized target pages with newly translated content. If following that translation, you want to treat the resulting translations as regional, and you no longer want to inherit content from the Blueprint pages, select this check box. **Warning:** This breaks the inheritance between the component and its Blueprint page, so that it no longer inherits new content. However, you can use the `CTCRestoreOriginalSync` workflow to relock the component and recreate the inheritance. For details, see "Relocking Unlocked Components" on page 66. ■ If this check box is selected, the Connector automatically unlocks a component after translated content returns. ■ If this check box is cleared, the Connector does not automatically unlock a component after translated content returns.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway   Page 26

Version 2.0.2.7   April 08, 2014

Option	Description
Translate Non-Sync'd Components on this page	This option enables users to send content for translation even if it is not synchronized. This means it *does not* have a relationship to a Blueprint page, so it cannot be synchronized with it. This can happen if you are not using the MSM (Multi Site Manager) feature of AEM, or if this is a page with regionalized content that does not inherit content from a Blueprint page. ■ If this check box is selected, users *can* send out content for translation if it does not have a relationship to a Blueprint page. ■ If this check box is cleared, users *cannot* send out content for translation if it does not have a relationship to a Blueprint page.
Use local TM	This feature determines whether to check each component in the source version of the page for any content changes, and send only changed components out for translation. If a component was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation. This feature reduces the quantity of content that the Connector sends to translation providers, which reduces your cost. However, it needs the Connector translation backup data, and it increases the Connector processing time before sending out the items for translation. ■ If this check box is selected, the Connector checks whether content was already translated before sending it out for translation. ■ If this check box is cleared, the Connector sends out content for translation without checking whether it has already been translated.

Note: Your company's Connector configuration determines the default settings of these last five options. For more information, refer to the *Clay Tablet Translation Connector for Adobe Experience Manager Installation and Configuration Guide, Special Edition for use with Lionbridge Freeway*.

2. Click **Next**.

The second page of the wizard opens.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway   Page 27

Version 2.0.2.7   April 08, 2014

The following options are available:

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use
with Lionbridge Freeway
Version 2.0.2.7   April 08, 2014

Page 28

Option	Description
Source language	The source language you selected in the previous page of the wizard. Read-only. To change this value, click **Back**.
Target languages	The target languages, including the number of target languages, you selected in the previous page of the wizard. Read-only. To change this value, click **Back**.
Deadline (MM/DD/YYYY)	The requested translation deadline. This is the date when you expect the translated content to return. Type the delivery date in the field in `MM/DD/YYYY` format. This information is sent to the translation provider as metadata of the translation package. **Recommendation:** Discuss with your translation provider whether to use the information in this field.
Page Path/Status	This list displays the path and the name of all pages you are sending for translation.
Submit Translation	Indicate where to submit the specified pages for translation. This is one of the following: ■ **Add to queue:** The Connector adds the specified pages to the Translation Queue. **Important:** You must access the Translation Queue and approve the pages you want to send out for translation. For detailed instructions, see "Submitting Content for Translation from the Translation Queue" on page 52. ■ **Send as a new job:** The Connector immediately sends out the specified pages for translation as a new translation job, according to your company's routing rules and the options you specify below. **Note:** This option is available only to users with permission to send pages directly out for translation.
Job Name	Your name for this translation job. This information is sent to your translation provider. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.
Job Description	Your description for the translation job. This information is sent to your translation provider. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.
Notification Emails	Enter one or more email addresses that will receive notification when the content leaves AEM and when it returns to AEM. Use a comma to separate multiple email addresses. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway
Version 2.0.2.7

Page 29

April 08, 2014

Option	Description
In-country Reviewer	Optional. This is generally the name of the localization reviewer, which is stored in the `InCountryReviewer` attribute in the XML sent to the translation provider. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.
Content Type	You can tag the content in a translation job as a specific content type. Depending on your company's configuration, the Clay Tablet Platform may send the content to a specific translation provider based on the content type. Select one of the following content types: ■ Marketing ■ Technical ■ Legal **Note:** You may see different content types if your company has configured custom content types. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.
Choose LSP	Select the translation provider for your translation job. Your Connector administrator specifies the default translation provider. Required and relevant only when `Send as a new job` is selected in the **Submit Translation** field, above.
Freeway Project Name	The name of the project in Freeway. Relevant only if `Freeway` is selected in the **Choose LSP** box, above.
Freeway PO Reference	The purchase order reference number for Freeway. Relevant only if `Freeway` is selected in the **Choose LSP** box, above.
Special Instruction	Any additional instructions for Freeway. Relevant only if `Freeway` is selected in the **Choose LSP** box, above.
Freeway Analysis Codes	The analysis codes for the translation. Relevant only if `Freeway` is selected in the **Choose LSP** box, above. You can specify the analysis codes listed below.
Region	The region relevant to the content. Your Lionbridge setup determines which regions are displayed in the list.
Department	The department relevant to the content. Your Lionbridge setup determines which departments are displayed in the list.
Priority	The priority relevant to the content. Your Lionbridge setup determines which priorities are displayed in the list.

3. Click **Submit** to submit the specified pages either to the Translation Queue or directly to translation, as you indicated above.

4. If you submitted the pages directly for translation, a message box opens, confirming that you want to send out the translation job. Click **OK** to proceed.

5. The wizard page displays a green box in the **Status** column, indicating that the translation submission was successful.

6. Click **Close** to close the wizard.

For information about the events that occur when the Connector sends out content for translation, see "Sending Content for Translation" on page 13.

Tip: You can monitor the translation progress from within the Connector. For detailed instructions, see "Monitoring Translation Status and Jobs" on page 60.

3.2 Sending Content for Translation Using the Bulk Translation Wizard

The Bulk Translation wizard enables you to select, send, and receive large quantities of content for translation in only a few clicks.

This is useful for quickly sending out entire sections, sites, or content trees for translation into one or more languages. Each group of pages you send out for translation is a separate job. You can specify different settings and create a different deadline for each job.

You access the Bulk Translation wizard from the Clay Tablet Connector rail or directly from your Web browser address bar.

When you use the Bulk Translation wizard, you can submit content either to the Translation Queue or directly to translation.

Note: Depending on your user permissions or your company configuration, you may not be able to send out content directly for translation.

1. Do one of the following to open the Bulk Translation wizard:

    ⁙ If you are using the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**. Then, click **Bulk Translation** in the Clay Tablet Connector rail.

    ⁙ In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane. Then, click **Bulk Translation** in the Clay Tablet Connector rail.

    ⁙ In your Web browser, navigate to `/content/ctctranslation/bulktrans.html` on your AEM instance.

    The **Settings** page of the Bulk Translation wizard opens.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 31

April 08, 2014

2. In the **Settings** page, you choose the following settings:

Setting	Description
Source Language	Select the source language for translation. The Connector will send pages in this source language for translation.
Target Language	Select the check boxes for all the target languages into which you want to translate the source content. The list displays all the languages that are set up in AEM. To select all available languages, select the **All** check box.
Translate/Update Only	For each language you select, choose one of the following options: ■ `Translate`: This creates a copy of all the source nodes and pages in the target. The Connector sends all pages in the source site structure for translation. ■ `Update only`: This updates existing target pages only. The Connector does not create new pages in the target structure. If there is a *new* source page, (without corresponding target page), then the Connector does not send that page for translation.

3. Click **Next**.

   The **Pages** page opens.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway   Page 32

Version 2.0.2.7   April 08, 2014

4. In the **Search from Site Path** field, specify the highest root folder of all source pages to send for translation. Either:

   ▦ Click the arrow at the end of the field 🔽 , navigate to that path, select it, and click **Select**.

   ▦ Type the path in the following format: `/content/geometrixx/en`.

5. Optional. In the **Modification Filter From** field, enter the earliest modification date for which to include pages. Enter the date in the `YYYY-MM-DD` format. In the **To** field, enter the latest modification date for which to include pages. To apply this filter to the pages that the search agent will collect, select the **Apply Modification Filter** check box. If you use this option, only pages that were changed in the specified date range are included.

6. In the **Search Using Agent** field, select an agent to collect pages to send for translation. Select a custom agent or one of the following pre-configured agents from the list:

   ▦ `Get current page`: The agent collects the root page of the path specified in the **Search from Site Path** box, above.
   ▦ `Get all children pages`: The agent collects all children pages of the path specified in the **Search from Site Path** box, above. It does not collect any pages in the root path.

▦ `Get current page and all children pages`: The agent collects the root page and all children pages of the path specified in the **Search from Site Path** box, above.

Note: For information on creating a custom agent, refer to the *Clay Tablet Translation Connector for Adobe Experience Manager Installation and Configuration Guide, Special Edition for use with Lionbridge Freeway*.
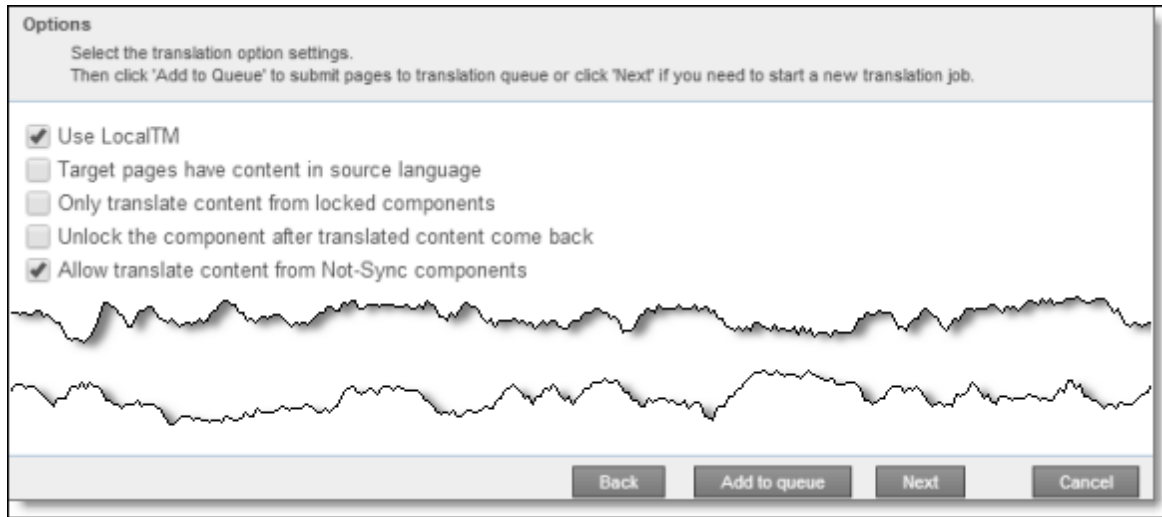
7. Click **Add**.

    The specified agent collects all pages that match the search criteria. By default, the check box for each page is selected. The following information is displayed about each page:

Column	Description
Path	The path to the page to send out for translation.
Content	The type of content to send out for translation. Supported values are all the types of nodes included in your company's website.
Template	The AEM template used to create the page.
Modification	▪ The date and time when the page was last modified, in the following format: `YYYY-MM-DD kk:mm:ss`, where `kk` is the hour represented by a 24-hour clock. ▪ The `(m)` following the date and time indicates that the page was modified. The username of the user who last modified the page is displayed in parentheses, for example, `[admin]`.

Note: You can repeat steps 3 to 6 to perform multiple searches and add multiple sets of pages with different root folders to the list of pages to translate.

8. Clear the check boxes of any pages you *do not* want to send out for translation. Ensure that the check boxes are selected for any pages you want to send out for translation.

9. Use the following features to modify the list of pages to send out for translation:

    ▦ To remove any pages from the list whose check boxes are not selected, click **Re-count**.

    ▦ To select the check boxes for all the pages in the list, click **Select all**.

    ▦ To clear the check boxes for all the pages in the list, click **Unselect all**.

    ▦ To remove all the pages from the list, even if the corresponding check boxes are selected, click **Clear**.

10. Click **Next**.

    The **Options** page opens.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway
Version 2.0.2.7

Page 34

April 08, 2014

11. Enter the following information about the translation options:

Note: Your company's configuration determines the default value of each option.

Option	Description
Use Local TM	This feature determines whether to check each component in the source version of the page for any content changes, and send only changed components out for translation. If a component was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation. This feature reduces the quantity of content that the Connector sends to translation providers, which reduces your cost. However, it needs the Connector translation backup data, and it increases the Connector processing time before sending out the items for translation. ■ If this check box is selected, the Connector checks whether content was already translated before sending it out for translation. ■ If this check box is cleared, the Connector sends out content for translation without checking whether it has already been translated.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 35

April 08, 2014

Option	Description
Target pages have content in source language	This option is relevant when the target pages are MSM (Multi Site Manager) live copy pages, which means that AEM automatically updates a target page when the corresponding source page changes. It prevents the Connector from overwriting unique source content that already exists in the target pages.
	This is useful when you are sending a page for translation that has been used in the past to push content to other pages, and includes target page content which has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs. Select this option when you *do not* want the Connector to overwrite components in the target pages that include regionalized content with the newly translated content.
	▪ If this check box is selected, the Connector *does not* overwrite unique source content that already exists in the target pages. ▪ If this check box is cleared, the Connector *does* overwrite unique source content that already exists in the target pages.
Only translate content from locked components	This option enables users to send out only content from locked components for translation. ▪ If this check box is selected, users can send out content for translation only if it is from a locked component. ▪ If this check box is cleared, users can send out content for translation whether or not it is from a locked component
	Note: Locked components have an inheritance relationship between a source Blueprint page and the connected live copy page. When sending content for translation using Sidekick, users can choose whether to send for translation the content from locked components, which is inherited from a Blueprint component. This is useful if, for example, the page has both global and regional information and you only want to translate (replace) the global content that is created via a Blueprint page. In this scenario, suppose that the regional content on the page is manually translated in house, and that it has not changed. You would not want to tamper with it. However, using the same scenario, the global content from head office *has* changed and needs translation. You would select this check box to separate the content and localize only the new, inherited content.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Page 36

Version 2.0.2.7

April 08, 2014

Option	Description
Unlock the component after translated content come back	This option automatically unlocks a component after translated content returns. Suppose you send a page for translation that has been used previously to push content to other pages, and it includes target page content that has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs, so you select the **Target Pages Have Content In Source Language** option, which prevents the Connector from overwriting those regionalized target pages with newly translated content. If following that translation, you want to treat the resulting translations as regional, and you no longer want to inherit content from the Blueprint pages, select this check box.
	Warning: This breaks the inheritance between the component and its Blueprint page, so that it no longer inherits new content. However, you can use the `CTCRestoreOriginalSync` workflow to relock the component and recreate the inheritance. For details, see "Relocking Unlocked Components" on page 66.
	■ If this check box is selected, the Connector automatically unlocks a component after translated content returns.
	■ If this check box is cleared, the Connector does not automatically unlock a component after translated content returns.
Allow translate content from Not-Sync components	This option enables users to send content for translation even if it is not synchronized. This means it *does not* have a relationship to a Blueprint page, so it cannot be synchronized with it. This can happen if you are not using the MSM (Multi Site Manager) feature of AEM, or if this is a page with regionalized content that does not inherit content from a Blueprint page.
	■ If this check box is selected, users *can* send out content for translation if it does not have a relationship to a Blueprint page.
	■ If this check box is cleared, users *cannot* send out content for translation if it does not have a relationship to a Blueprint page.

12. Do one of the following:

   ▦ If you want to send the selected pages to the Translation Queue instead of sending them out directly for translation, click **Add to queue**. The Translation Queue opens. For details, see "Submitting Content for Translation from the Translation Queue" on page 52.

   ▦ To immediately send out the selected pages for translation, click **Next**.

      ▦ If multiple translation providers are configured for your company, the **LSP** page of the wizard opens, as described below.

Select the translation provider for this translation job from the list. If you select `Freeway`, the following additional fields are displayed:

Field	Description
Project Name	The name of the project in Freeway. Available only if `Freeway` is selected in the **Choose LSP** box, above.
PO Reference	The purchase order reference number for Freeway. Available only if `Freeway` is selected in the **Choose LSP** box, above.
Special Instruction	Any additional instructions for Freeway. Available only if `Freeway` is selected in the **Choose LSP** box, above.
Analysis Code	The analysis codes for the translation. Available only if `Freeway` is selected in the **Choose LSP** box, above. You can specify the following analysis codes: ■ **Region:** The region relevant to the content. Your Lionbridge setup determines which regions are displayed in the list. ■ **Department:** The department relevant to the content. Your Lionbridge setup determines which departments are displayed in the list. ■ **Priority:** The priority relevant to the content. Your Lionbridge setup determines which priorities are displayed in the list.

Click **Next** to open the Translation Job page of the wizard.

▦ Otherwise, the Translation Job page of the wizard opens directly.

13. In the **Translation Job** page of the wizard, enter the following information about the files to send out for translation:

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway   Page 38

Version 2.0.2.7   April 08, 2014

Option	Description
Deadline	The requested translation deadline. This is the date when you expect the translated content to return. Type the delivery date in the field in `MM/DD/YYYY` format. This information is sent to the translation provider as metadata of the translation package. **Recommendation:** Discuss whether to use this feature with your translation provider(s).
Translation Notes	Enter any additional information about this translation job. This information is sent to the translation provider as a comment in the metadata of the translation package.
Content Type	You can tag the content in a translation job as a specific content type. Depending on your company's configuration, the Clay Tablet Platform may send the content to a specific translation provider based on the content type. Select one of the following content types: ■ Marketing ■ Technical ■ Legal **Note:** You may see different content types if your company has configured custom content types.
Quote	Select this check box to inform the translation provider that you want to receive a quote before the translation process starts.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 39

April 08, 2014

Option	Description
Job Name	Your name for this translation job. By default this includes the username, date, and time when you created the job, for example: `Submit by [admin] @ 2013-12-20 6.57 PM`. This is stored in the `CQJobName` attribute in the XML sent to the translation provider.
Job Description	Additional information about this job. This is stored in the `CQJobDescription` attribute in the XML sent to the translation provider.
Notification Emails	Enter one or more email addresses that will receive notification when the content leaves AEM and when it returns to AEM. Use a comma to separate multiple email addresses.
In-country Reviewer	Optional. This is generally the name of the localization reviewer, which is stored in the `InCountryReviewer` attribute in the XML sent to the translation provider.

14. Click **Start Translation**.

    The **Job Details** tab of the **Translation Status** page opens, where you can monitor the progress of your translation job. For details, see "Monitoring Pages in a Translation Job" on page 64.

For information about the events that occur when the Connector sends out content for translation, see "Sending Content for Translation" on page 13.

3.3 Sending Content to the Translation Queue Using Workflow

You can send content to the Translation Queue using the `Sample_CT_Workflow_Translation` workflow. For detailed integration instructions, refer to the *Clay Tablet Translation Connector for Adobe Experience Manager Installation and Configuration Guide, Special Edition for use with Lionbridge Freeway*.

There are two ways to send content to the Translation Queue using workflow:

■ from Sidekick, as described on page 40

■ from the Inbox, as described on page 45

Important: You must access the Translation Queue and approve the pages you want to send out for translation. For detailed instructions, see "Submitting Content for Translation from the Translation Queue" on page 52.

3.3.1 Sending Content to the Translation Queue Using Workflow with Sidekick

To send content to the Translation Queue while using workflow from Sidekick:

1. Double-click a page to open it with Sidekick, which is a floating toolbar.

2. In **Sidekick**, click the **Workflow** tab .

3. In the **Workflow** tab, select the `Sample_CT_Workflow_Translation` workflow from the **Workflow** list, and then click **Start Workflow**.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway
Version 2.0.2.7

Page 40

April 08, 2014
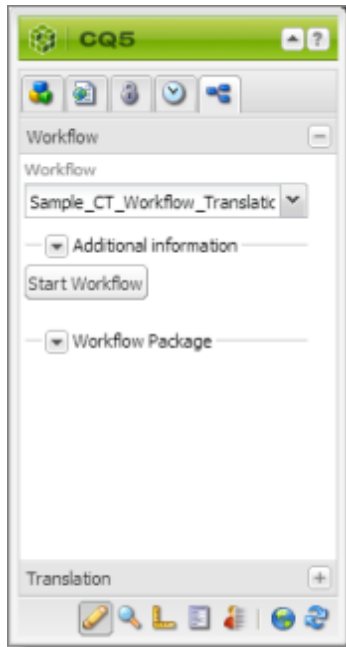
Note: If the `Sample_CT_Workflow_Translation` workflow is not available for selection from the **Workflow** list, then it is not integrated. For detailed integration instructions, refer to the *Clay Tablet Translation Connector for Adobe Experience Manager Installation and Configuration Guide, Special Edition for use with Lionbridge Freeway*.

The **Workflow** tab refreshes.

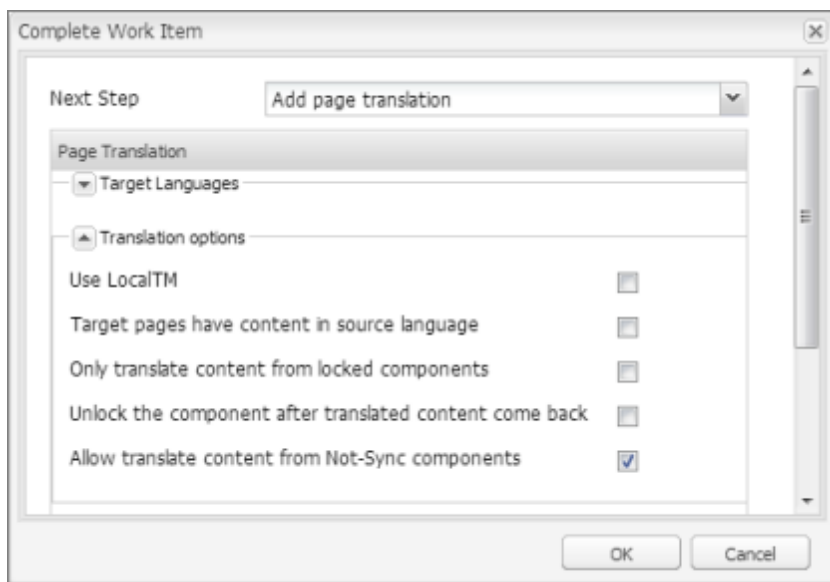The **Current Step** is `Translation setting`.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 41

April 08, 2014

4. Click **Complete**.

   The **Complete Work Item** dialog box opens.
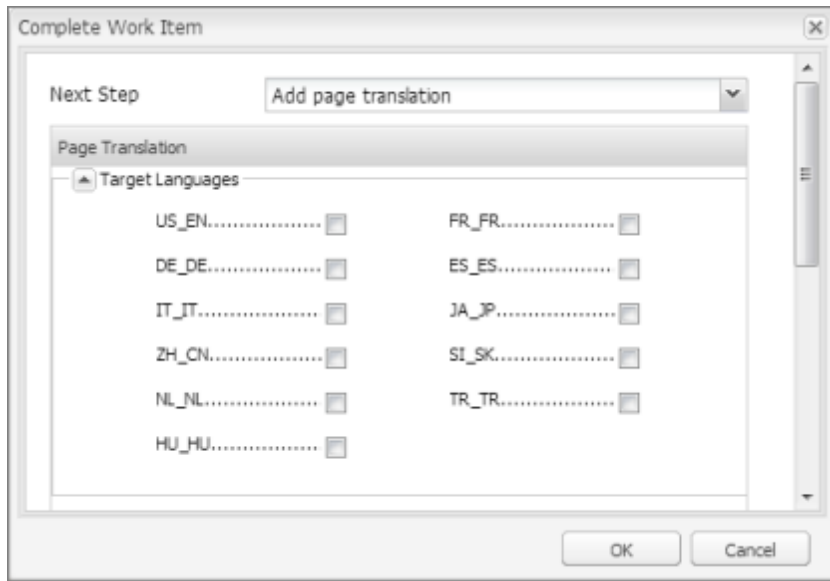
   The **Next Step** is `Add page translation`.

5. In the **Target Languages** section, select the check boxes for the target languages into which to translate the content.

6. Click the Collapse icon ▲ to hide the **Target Languages** section. Alternatively, you can scroll down in the dialog box.

7. If the `Simple UI with all options` or the `Wizard with all options` setting is specified for your company, then the Translation Options section is displayed.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use   Page 42
with Lionbridge Freeway

Version 2.0.2.7   April 08, 2014

If the **Translation options** section is displayed, you can specify the following options:

Notes: The default settings for these options are specified in the **Translation Default Settings** section in the Configuration page. For details, refer to the *Clay Tablet Translation Connector for Adobe Experience Manager Installation and Configuration Guide, Special Edition for use with Lionbridge Freeway*. Depending on your company's configuration, some of the options described below may not be available:

Option	Description
Use Local TM	This feature determines whether to check each component in the source version of the page for any content changes, and send only changed components out for translation. If a component was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation. This feature reduces the quantity of content that the Connector sends to translation providers, which reduces your cost. However, it needs the Connector translation backup data, and it increases the Connector processing time before sending out the items for translation. ■ If this check box is selected, the Connector checks whether content was already translated before sending it out for translation. ■ If this check box is cleared, the Connector sends out content for translation without checking whether it has already been translated.
Target pages have content in source language	This option is relevant when the target pages are MSM (Multi Site Manager) live copy pages, which means that AEM automatically updates a target page when the corresponding source page changes. It prevents the Connector from overwriting unique source content that already exists in the target pages. This is useful when you are sending a page for translation that has been used in the past to push content to other pages, and includes target page content which has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs. Select this option when you *do not* want the Connector to overwrite components in the target pages that include regionalized content with the newly translated content. ■ If this check box is selected, the Connector *does not* overwrite unique source content that already exists in the target pages. ■ If this check box is cleared, the Connector *does* overwrite unique source content that already exists in the target pages.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 43

April 08, 2014

Option	Description
Only translate content from locked components	This option enables users to send out only content from locked components for translation. ■ If this check box is selected, users can send out content for translation only if it is from a locked component. ■ If this check box is cleared, users can send out content for translation whether or not it is from a locked component **Note:** Locked components have an inheritance relationship between a source Blueprint page and the connected live copy page. When sending content for translation using Sidekick, users can choose whether to send for translation the content from locked components, which is inherited from a Blueprint component. This is useful if, for example, the page has both global and regional information and you only want to translate (replace) the global content that is created via a Blueprint page. In this scenario, suppose that the regional content on the page is manually translated in house, and that it has not changed. You would not want to tamper with it. However, using the same scenario, the global content from head office *has* changed and needs translation. You would select this check box to separate the content and localize only the new, inherited content.
Unlock the component after translated content come back	This option automatically unlocks a component after translated content returns. Suppose you send a page for translation that has been used previously to push content to other pages, and it includes target page content that has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs, so you select the **Target Pages Have Content In Source Language** option, which prevents the Connector from overwriting those regionalized target pages with newly translated content. If following that translation, you want to treat the resulting translations as regional, and you no longer want to inherit content from the Blueprint pages, select this check box. **Warning:** This breaks the inheritance between the component and its Blueprint page, so that it no longer inherits new content. However, you can use the `CTCRestoreOriginalSync` workflow to relock the component and recreate the inheritance. For details, see "Relocking Unlocked Components" on page 66. ■ If this check box is selected, the Connector automatically unlocks a component after translated content returns. ■ If this check box is cleared, the Connector does not automatically unlock a component after translated content returns.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 44

April 08, 2014

Option	Description
Allow translate content from Not-Sync components	This option enables users to send content for translation even if it is not synchronized. This means it *does not* have a relationship to a Blueprint page, so it cannot be synchronized with it. This can happen if you are not using the MSM (Multi Site Manager) feature of AEM, or if this is a page with regionalized content that does not inherit content from a Blueprint page. ■ If this check box is selected, users *can* send out content for translation if it does not have a relationship to a Blueprint page. ■ If this check box is cleared, users *cannot* send out content for translation if it does not have a relationship to a Blueprint page.

8. If the **Translation options** section is displayed, click the Collapse icon ▲ to hide it. Alternatively, you can scroll down in the dialog box.

9. Optional. In the **Comments** section, enter any additional information about this workflow step. This is stored in AEM.

10. Click **OK**.

    The Connector sends the content to the Translation Queue.

    Important: You must access the Translation Queue and approve the pages you want to send out for translation. For detailed instructions, see "Submitting Content for Translation from the Translation Queue" on page 52.

3.3.2 Sending Content to the Translation Queue Using Workflow from the Inbox

To send content to the Translation Queue while using workflow from the Inbox:

1. Do one of the following to open the Inbox:

    ▦ If you are using the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Tasks** section, click **Inbox**.

    ▦ In the Classic UI of AEM, click **Inbox**.

    ▦ In your Web browser, navigate to `/inbox.html` on your AEM instance.

    The **Inbox** opens and displays workflow items.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway
Version 2.0.2.7

Page 45

April 08, 2014
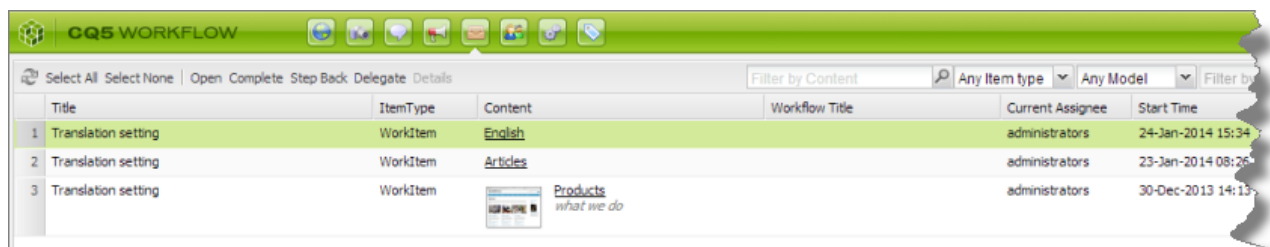
2. Select a workflow item, right-click, and select **Complete** from the context menu.

   The **Complete Work Item** dialog box opens.
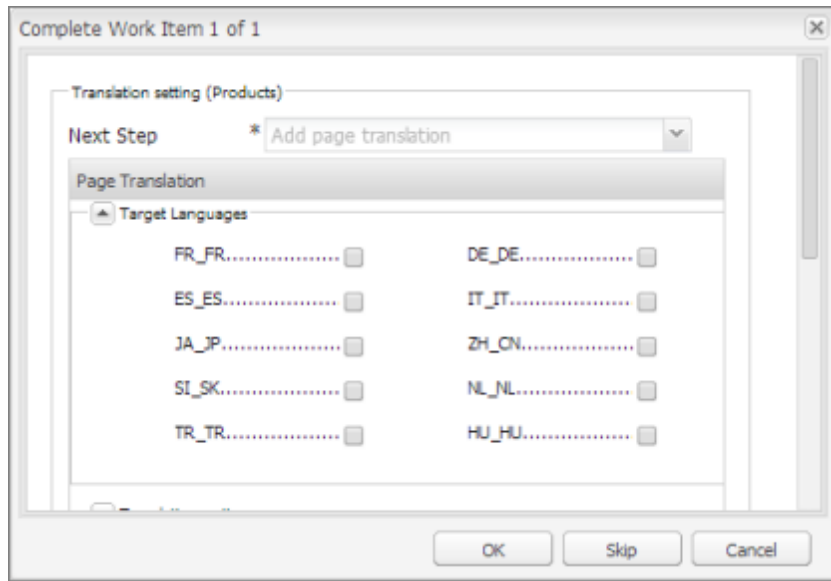
   The **Next Step** is `Add page translation`.

3. In the **Target Languages** section, select the check boxes for the target languages into which to translate the content.

4. Click the Collapse icon to hide the **Target Languages** section. Alternatively, you can scroll down in the dialog box.

   The **Translation Options** section is displayed.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway   Page 46

Version 2.0.2.7   April 08, 2014

Notes: The default settings for these options are specified in the **Translation Default Settings** section in the Configuration page. For details, refer to the *Clay Tablet Translation Connector for Adobe Experience Manager Installation and Configuration Guide, Special Edition for use with Lionbridge Freeway*. Depending on your company's configuration, some of the options described below may not be available:

Option	Description
Use Local TM	This feature determines whether to check each component in the source version of the page for any content changes, and send only changed components out for translation. If a component was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation. This feature reduces the quantity of content that the Connector sends to translation providers, which reduces your cost. However, it needs the Connector translation backup data, and it increases the Connector processing time before sending out the items for translation. ■ If this check box is selected, the Connector checks whether content was already translated before sending it out for translation. ■ If this check box is cleared, the Connector sends out content for translation without checking whether it has already been translated.
Target pages have content in source language	This option is relevant when the target pages are MSM (Multi Site Manager) live copy pages, which means that AEM automatically updates a target page when the corresponding source page changes. It prevents the Connector from overwriting unique source content that already exists in the target pages. This is useful when you are sending a page for translation that has been used in the past to push content to other pages, and includes target page content which has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs. Select this option when you *do not* want the Connector to overwrite components in the target pages that include regionalized content with the newly translated content. ■ If this check box is selected, the Connector *does not* overwrite unique source content that already exists in the target pages. ■ If this check box is cleared, the Connector *does* overwrite unique source content that already exists in the target pages.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 47

April 08, 2014

Option	Description
Only translate content from locked components	This option enables users to send out only content from locked components for translation. ■ If this check box is selected, users can send out content for translation only if it is from a locked component. ■ If this check box is cleared, users can send out content for translation whether or not it is from a locked component **Note:** Locked components have an inheritance relationship between a source Blueprint page and the connected live copy page. When sending content for translation using Sidekick, users can choose whether to send for translation the content from locked components, which is inherited from a Blueprint component. This is useful if, for example, the page has both global and regional information and you only want to translate (replace) the global content that is created via a Blueprint page. In this scenario, suppose that the regional content on the page is manually translated in house, and that it has not changed. You would not want to tamper with it. However, using the same scenario, the global content from head office *has* changed and needs translation. You would select this check box to separate the content and localize only the new, inherited content.
Unlock the component after translated content come back	This option automatically unlocks a component after translated content returns. Suppose you send a page for translation that has been used previously to push content to other pages, and it includes target page content that has been changed, for example, regionalized. In this scenario you do not want to overwrite the regionalized content as the translation process occurs, so you select the **Target Pages Have Content In Source Language** option, which prevents the Connector from overwriting those regionalized target pages with newly translated content. If following that translation, you want to treat the resulting translations as regional, and you no longer want to inherit content from the Blueprint pages, select this check box. **Warning:** This breaks the inheritance between the component and its Blueprint page, so that it no longer inherits new content. However, you can use the `CTCRestoreOriginalSync` workflow to relock the component and recreate the inheritance. For details, see "Relocking Unlocked Components" on page 66. ■ If this check box is selected, the Connector automatically unlocks a component after translated content returns. ■ If this check box is cleared, the Connector does not automatically unlock a component after translated content returns.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 48

April 08, 2014

Option	Description
Allow translate content from Not-Sync components	This option enables users to send content for translation even if it is not synchronized. This means it *does not* have a relationship to a Blueprint page, so it cannot be synchronized with it. This can happen if you are not using the MSM (Multi Site Manager) feature of AEM, or if this is a page with regionalized content that does not inherit content from a Blueprint page. ■ If this check box is selected, users *can* send out content for translation if it does not have a relationship to a Blueprint page. ■ If this check box is cleared, users *cannot* send out content for translation if it does not have a relationship to a Blueprint page.

5. Click the Collapse icon ▲ to hide the **Translation options** section. Alternatively, you can scroll down in the dialog box.

6. Optional. In the **Comments** section, enter any additional information about this workflow step. This is stored in AEM.

7. Click **OK** to send the content to the Translation Queue.

> **Important:** You must access the Translation Queue and approve the pages you want to send out for translation. For detailed instructions, see "Submitting Content for Translation from the Translation Queue" on page 52.

> **Note:** To save your changes without sending the content to the Translation Queue, click **Skip**. You can return later to send the content to the queue.

3.4 Sending Files to the Translation Queue When You Roll Out Files

If your Connector is appropriately configured, then when you roll out files, the Connector automatically sends them to the Translation Queue using your company's default translation settings.

This feature is available only if either the CTCRolloutTranslation workflow is part of your rollout config, or the **Catch rollout pages to [Rollout] Queue** check box in the **Translation Setting** section of the **Configuration** page is selected. For more information on configuring this feature, refer to the *Clay Tablet Translation Connector for Adobe Experience Manager Installation and Configuration Guide, Special Edition for use with Lionbridge Freeway*.

3.4.1 AEM's MSM and the Rollout Process

AEM includes the powerful Multi Site Manager (MSM), which facilitates managing multiple versions of web sites. The versions may be region specific, for example, a car company may have a different English version of its web site for each English-speaking country where it sells cars. Typically, one version of the site is considered the "source" site. Content in each target website may have different kinds of relationships to the version in the "source" site:

- Some content may be common to all web sites, such as the car company's history.

- Some content may be a mix of common and specific. For example, the company may sell the same cars in many countries, but the cars may have slightly different features in some countries, depending on local regulations.

- Some content may be specific to a specific version of the site, such as information about car dealerships in a particular country.

Rollout is a process that propagates the changes made from the source (blueprint) to the target (live copy). When you *roll out* a site, AEM copies the *blueprint* (source) to the *live copy* (target). If the components are *locked*, then whenever the source content changes, AEM automatically updates the target content.

The following AEM concepts are helpful to understanding MSM and rollout:

Concept	Description
Blueprint	A source template for multiple pages, which can be *rolled out*.
Live copy	A copy of an existing page or Blueprint, which is the target. AEM can automatically update the live copy when changes occur to the source.
Locked	Specifies the inheritance relationship between the target and the source. When the source changes, AEM automatically updates a locked component in the target. In the car company example, this is useful for pages that have the same content in all versions, such as information about the history of the company.
Unlocked	Specifies the inheritance relationship between the target and the source. When the source changes, AEM does not update an unlocked component in the target. In the car company example, this is useful for regionalized pages that should not be updated, such as a list of local car dealerships.

For more information about these features and the rollout process, refer to the AEM user documentation, available at: http://dev.day.com/docs/en/cq/current/administering/multi_site_manager.html.

3.4.2 Why Integrate the Connector with Rollout

The Connector extends the MSM functionality by adding the translation component to the rollout feature. This facilitates using rollout not only to manage multiple region-specific sites, but also to manage multiple language-specific sites. The following table describes the advantages of using the Connector with rollout:

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 50

April 08, 2014

	Using Rollout	**Not Using Rollout**
Process	Roll out pages, which automatically sends them to the Translation Queue.	1. Roll out a same-language version. 2. Translate copied version.
Number of steps	One step.	Two steps.
link between source and content	Source and target can be linked, so when source is updated, changes are automatically sent to the Translation Queue.	No linkage between source and target.

3.4.3 How the Connector Fits into MSM and Rollouts

The Connector does not have its own user interface during rollout: when you roll out content, you use AEM's rollout interface. The Connector manages the translation during the rollout based on your company's settings for the following options:

- AEM only translate content from locked components
- Target pages are MSM live copy pages/Target Pages Have Content In Source Language
- Unlock the component after translated content come back
- Allow translated content from Not-Sync components

For information on configuring these options, refer to the *Clay Tablet Translation Connector for Adobe Experience Manager Installation and Configuration Guide, Special Edition for use with Lionbridge Freeway*.

1. Access the Rollout feature in one of the following ways:

   ▦ To roll out one or more pages, in the Blueprint Control Center, navigate to the top-level page in the source language to roll out, and select **Rollout** from the context menu.

   ▦ To roll out specific components on a page, click the **Rollout Page** button in the **Page** tab in **Sidekick**. This is available only from a source language page.

2. Specify which pages or components to roll out.

3. Select the check boxes corresponding to the live copy path for the target languages to roll out.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 51

April 08, 2014
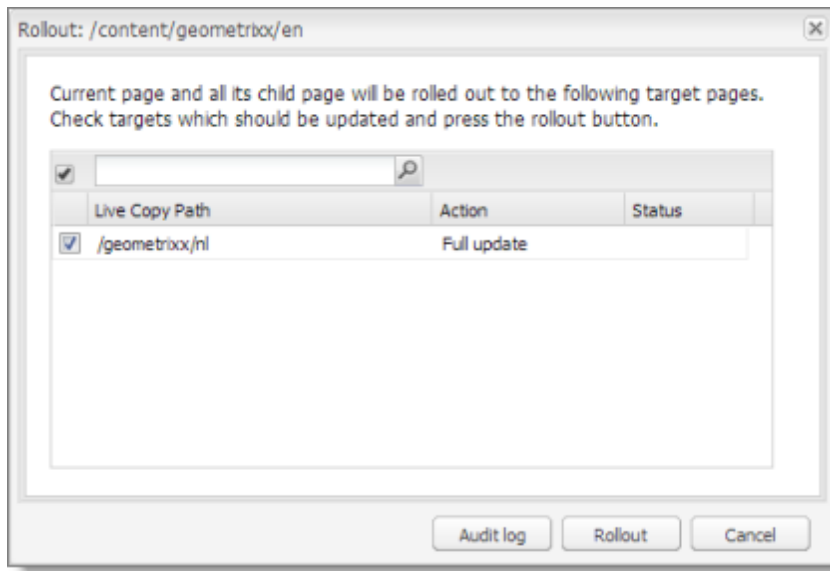
4. Click **Rollout**.

The Connector automatically sends the specified content to the Translation Queue. After translation, the translated content will be the target content.

Note: You must access the Translation Queue to complete sending out files to your translation provider. For details, see "Submitting Content for Translation from the Translation Queue" on page 52.

For detailed instructions on using the rollout feature and accessing the Blueprint Control Center, refer to the AEM user documentation, available at: http://dev.day.com/docs/en/cq/current/administering/multi_site_ manager.html.

3.5 Submitting Content for Translation from the Translation Queue

The goal of the Translation Queue is to control translation costs and the translation process. This design assumes that the person with the authority to send content for translation from the Translation Queue manages the translation budget of the organization.

You can send out one, multiple, or all items from the Translation Queue at one time.

You submit content for translation from the Translation Queue in the following scenarios:

■ You submit content from the Sidekick, either if you are using the Simple UI, or if for the **Submit translation** option you select `Add to queue` when using the wizard. For details, see "Sending Content for Translation from the AEM Sidekick" on page 13.

■ You click **Add to queue** in the Pages page of the Bulk Translation wizard. For details, see "Sending Content for Translation Using the Bulk Translation Wizard" on page 31.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway
Version 2.0.2.7

Page 52

April 08, 2014

■ You use workflow to send content for translation. For details, see "Sending Content to the Translation Queue Using Workflow" on page 40.

■ You roll out pages in AEM and your Connector is configured to "catch" these pages and send them to the Translation Queue. For details, see "Sending Files to the Translation Queue When You Roll Out Files" on page 49.

■ Users belong to a group where they are allowed to submit content only to the Translation Queue. They are not allowed to send out content directly for translation.

Submitting content to the Translation Queue before sending it out for translation has the following advantages:

■ You may not want to send out each page individually as soon as you finish reviewing it. The Translation Queue facilitates your management of reviewed pages, so that you do not forget about sending individual reviewed pages for translation.

■ Your translation provider may prefer receiving fewer but larger batches of pages to translated, rather than individual pages, as it facilitates project preparation, resource assignment, and file analysis.

■ If you want to translate many pages into multiple languages, but you want to translate into only one target language at a time, this is a good way to manage that process.

■ The Translation Queue manager may want to route jobs to certain translation providers.

■ The Translation Queue manager may want to add job-specific metadata, such as a purchase order number.

If you or your colleagues have added pages to the Translation Queue, you must access it and approve the pages you want to send out.

Note: If you do not approve pages in the Translation Queue, the Connector does not send them out for translation.

To submit one or more pages from the Translation Queue for translation:

1. Do one of the following to open the Translation Queue:

    ▦ If you are using the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**. Then, click **Translation Queue** in the Clay Tablet Connector rail.

    ▦ In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane. Then, click **Translation Queue** in the Clay Tablet Connector rail.

    ▦ In your Web browser, navigate to `/content/ctctranslation/queue.html` on your AEM instance.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway
Version 2.0.2.7

Page 53

April 08, 2014
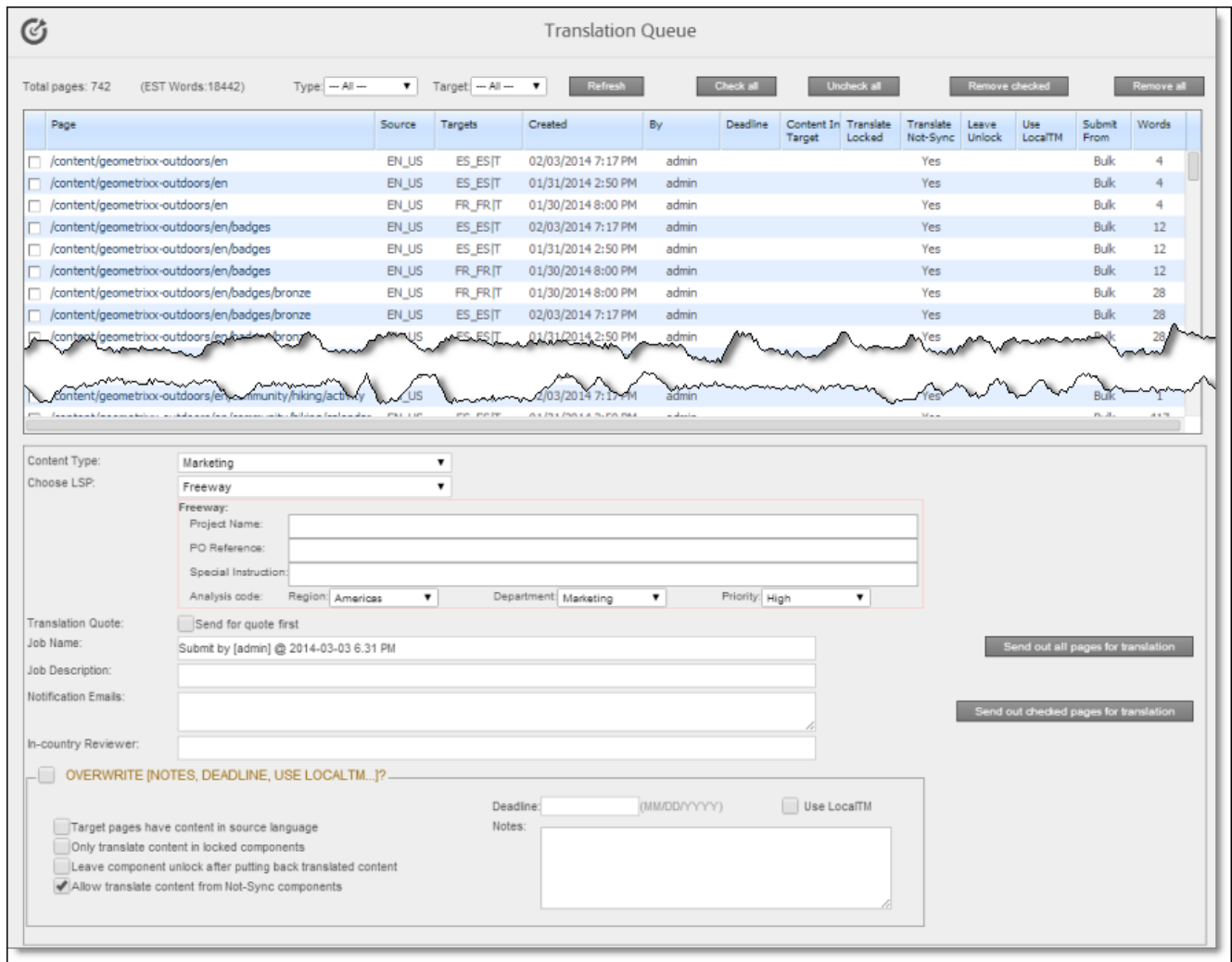
The following information is displayed about pages in the Translation Queue:

Column	Description
Page	The path and name of the page to send for translation.
Source	The language code of the source language of the page to send for translation.
Targets	The language codes of the target languages into which to translate the content item.
Created	The date and time when the page was created, in the following format: $MM/DD/YYYY\ h:mm\ AA$, where AA is two upper-case characters reflecting a.m. (after midnight) or p.m. (after noon).
By	The username of the user who submitted this page to the Translation Queue.
Deadline	The requested date for receiving the translated page back from the translation provider, in the following format: $MM/DD/YYYY$.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use
with Lionbridge Freeway
Version 2.0.2.7

Page 54

April 08, 2014

Column	Description
Content In Target	Indicates whether the **Target Pages Have Content In Source Language** option is specified for this page.
	This option is relevant when the target pages are MSM (Multi Site Manager) live copy pages, which means that AEM automatically updates a target page when the corresponding source page changes. It prevents the Connector from overwriting unique source content that already exists in the target pages.
	■ If this column has a value of `Yes`, the Connector *does not* overwrite unique source content that already exists in the target pages.
	■ If this column is blank, the Connector *does* overwrite unique source content that already exists in the target pages.
Translate Locked	Indicates whether the **Translate Locked Content/Only translate content from locked components** option is specified for this page.
	This option enables users to send out only content from locked components for translation.
	■ If this column has a value of `Yes`, users can send out content for translation only if it is from a locked component.
	■ If this column is blank, users can send out content for translation whether or not it is from a locked component
Translate Not-Sync	Indicates whether the **Translate Non-Sync'd Components/Allow translated content from not-sync components** option is specified for this page.
	This option enables users to send content for translation even if it is not synchronized. This means it *does not* have a relationship to a Blueprint page, so it cannot be synchronized with it. This can happen if you are not using the MSM (Multi Site Manager) feature of AEM, or if this is a page with regionalized content that does not inherit content from a Blueprint page.
	■ If this column has a value of `Yes`, users *can* send out content for translation if it does not have a relationship to a Blueprint page.
	■ If this column is blank, users *cannot* send out content for translation if it does not have a relationship to a Blueprint page.
Leave Unlock	Indicates whether the **Unlock When Done/Unlock the component after translated content come back** option is specified for this page.
	This option automatically unlocks a component after translated content returns.
	■ If this column has a value of `Yes`, the Connector automatically unlocks a component after translated content returns.
	■ If this column is blank, the Connector does not automatically unlock a component after translated content returns.

Column	Description
Use Local TM	Indicates whether the **Use Local TM** option is specified for this page. This feature determines whether to check each component in the source version of the page for any content changes, and send only changed components out for translation. If a component was previously translated and it has not changed, then the Connector does not send it for translation again: Instead, it uses the stored translation. This feature reduces the quantity of content that the Connector sends to translation providers, which reduces your cost. However, it needs the Connector translation backup data, and it increases the Connector processing time before sending out the items for translation. ■ If this column has a value of `Yes`, the Connector checks whether content was already translated before sending it out for translation. ■ If this column is blank, the Connector sends out content for translation without checking whether it has already been translated.
Submit From	How the page was submitted to the Translation Queue. This is one of the following: ■ `Bulk`: The page was submitted to the queue from the Bulk Translation wizard. ■ `Sidekick`: The page was submitted to the queue from the Sidekick. ■ `Rollout`: The page was submitted to the queue from a rollout.
Words	The number of words in the file to translate. If the **Use Local TM** check box is selected, this does not include words that were already translated.

2. Optional. You can filter which pages are displayed in the list.

   ▦ **Display only pages submitted to the queue using a certain method.** From the **Type** dropdown list, select how the pages were submitted to the Translation Queue, and then click **Refresh**. The submission type is one of the following:

   ▦ `Bulk items`: The list displays only pages that were submitted to the queue from the Bulk Translation wizard.
   ▦ `Rollout items`: The list displays only pages that were submitted to the queue while rolling out pages in AEM.
   ▦ `Sidekick items`: The list displays only pages that were submitted to the queue from Sidekick or using workflow.

   ▦ **Display only pages submitted to the queue for translation to a specific target language.** From the **Target** dropdown list, select the target language specified in the translation request. In the dropdown list, target languages for translations in the queue are displayed in black. Target languages that are set up in the system, but that are not specified in translations currently in the queue, are displayed in grey, and they are not available for selection. Then click **Refresh**. The list updates and displays only pages with the specified requested target language.

   Tip: This is useful if you want to send out pages only for translation to a specific target language.

3. Optional. Select the check boxes of the pages to send out for translation. The Connector will send out these pages for translation as a single translation job. This step is required only if you do not want to send out all the pages for translation.

4. Enter the following settings for the translation job:

Setting	Description
Content Type	You can tag the content in a translation job as a specific content type. Depending on your company's configuration, the Clay Tablet Platform may send the content to a specific translation provider based on the content type. Select one of the following content types: ■ Marketing ■ Technical ■ Legal **Note:** You may see different content types if your company has configured custom content types.
Choose LSP	If multiple translation providers are defined for your company, select the translation provider to whom you want to send this translation job. If you select `Freeway`, the following additional Freeway-specific fields are displayed:
Project Name	The name of the project in Freeway. Available only if `Freeway` is selected in the **Choose LSP** box, above.
PO Reference	The purchase order reference number for Freeway. Available only if `Freeway` is selected in the **Choose LSP** box, above.
Special Instruction	Any additional instructions for Freeway. Available only if `Freeway` is selected in the **Choose LSP** box, above.
Analysis Code	The analysis codes for the translation. Available only if `Freeway` is selected in the **Choose LSP** box, above. You can specify the following analysis codes: ■ **Region:** The region relevant to the content. Your Lionbridge setup determines which regions are displayed in the list. ■ **Department:** The department relevant to the content. Your Lionbridge setup determines which departments are displayed in the list. ■ **Priority:** The priority relevant to the content. Your Lionbridge setup determines which priorities are displayed in the list.
Translation Quote	Select this check box to inform the translation provider that you want to receive a quote before the translation process starts.
Job Name	Your name for this translation job. By default this includes the username, date, and time when you created the job, for example: `Submit by [admin] @ 2013-12-20 6.57 PM`. This is stored in the `CQJobName` attribute in the XML sent to the translation provider.
Job Description	Additional information about this job. This is stored in the `CQJobDescription` attribute in the XML sent to the translation provider.
Notification Emails	Enter one or more email addresses that will receive notification when the content leaves AEM and when it returns to AEM. Use a comma to separate multiple email addresses.

Setting	Description
In-country Reviewer	Optional. This is generally the name of the localization reviewer, which is stored in the `InCountryReviewer` attribute in the XML sent to the translation provider.

5. Optional. You can overwrite translation settings that were specified when the pages were originally submitted to the Translation Queue. Some of the settings described below may not be available, depending on your company's configuration.

   a. In the **Overwrite** section, if you want to overwrite any translation settings for the pages to send out for translation, select this check box.

   b. In the **Overwrite** section, select or clear the check boxes for the individual settings, as described below.

Translation Setting	Description
Target pages have content in source language	See the description of **Content in Target**, above.
Only translate content in locked components	See the description of **Translate Locked**, above.
Leave component unlock after putting back translated content	See the description of **Leave Unlock**, above.
Allow translate content from Not-Sync components	See the description of **Translate Not-Sync**, above.
Deadline	The requested date for receiving the translated page back from the translation provider, in the following format: `MM/DD/YYYY`.
Use Local TM	See the description of **Use Local TM**, above.
Notes	Enter any additional information about this translation job. This information is sent to the translation provider as a comment in the metadata of the translation package.

6. Send out the pages to the translation provider. Do one of the following:

   ▦ To send all pages in the Translation Queue to the translation provider, click **Send out all pages for translation**.

   ▦ To send the selected pages in the Translation Queue to the translation provider, click **Send out checked pages for translation**.

   A message box opens, confirming that you want to send the files for translation.

7. Click **OK**.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway   Page 58

Version 2.0.2.7   April 08, 2014

The Connector starts preparing to send the files for translation. The **Job Details** tab of the **Translation Status** page opens, where you can monitor the progress. For details, see "Monitoring Pages in a Translation Job" on page 64.

For information about the events that occur when the Connector sends out content for translation, see "Sending Content for Translation" on page 13.

4 Monitoring Translation Status and Jobs

You can view the status of your translation jobs from the **Translation Status** page. The Connector updates the status at different milestones in the translation process.

■ You can view the translation status of all translation jobs together in the **Status** tab, as described on page 61.

■ You can view the translation status of individual pages within a translation job in the **Job Details** tab, as described on page 64.

For a list and description of translation statuses, see page 60.

4.1 Translation Statuses

Pages have one of the following translation statuses:

Translation Status	Description	Percentage Translation Complete
Preparing	The Connector is preparing to send out the item to the translation provider.	0%
Sending	The Connector is sending out the item to the translation provider.	1%
Sent out	The Connector sent the item to the translation provider. **Note:** This status is relevant only if a quote was *not* requested for the translation job.	2%
Sent out for quote	The Connector sent the item to the translation provider and requested a quote. **Note:** This status is relevant only if a quote was requested for the translation job.	2%
Sent to translator	The Connector completed sending out the item to the translation provider. **Note:** This status is relevant only if a quote was *not* requested for the translation job.	5%
Sent to translator for quote	The Connector completed sending out the item to the translation provider and requesting a quote. **Note:** This status is relevant only if a quote was requested for the translation job.	5%

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway
Version 2.0.2.7

Page 60

April 08, 2014

Translation Status	Description	Percentage Translation Complete
Quote approved	You approved the quote, so the translation provider can start translation. **Note:** This status is relevant only if a quote was requested for the translation job.	7%
In Translation	The translation provider has received the item for translation and has not yet returned the translated item. **Note:** `Started translation process` is displayed in the **Job Details** tab of the **Translation Status** page.	10%
Received	The Connector received the translated item back from the translation provider. This is displayed in green in the **Job Details** tab of the **Translation Status** page.	90%
Completed	The Connector has returned the translated item to AEM. This is displayed in green in the **Job Details** tab of the **Translation Status** page.	100%
No Translation Required	There are no components to translate in the page. (The components may have been excluded from translation by your company's configuration, or they may have been translated already, if the **Use Local TM** option is specified.)	100%

4.2 Monitoring Jobs

You monitor translation jobs in the **Status** tab of **Translation Status** page.

▶ Do one of the following to monitor the status of jobs sent for translation:

- If you are using the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**. Then, click **Translation Status** in the Clay Tablet Connector rail.

- In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane. Then, click **Translation Status** in the Clay Tablet Connector rail.

- In your Web browser, navigate to `/content/ctctranslation/status.html` on your AEM instance.

This tab displays the following information about each translation job:

Information	Description
Job	The name of this translation job. By default this includes the username, date, and time when the job was created, for example: `Submit by [admin] @ 2013-12-20 6.57 PM`.
Creation Time	The date and time when the job was submitted, in the following format: `MM/DD/YYYY h:mm AA`, where `AA` is two upper-case characters reflecting a.m. (after midnight) or p.m. (after noon).
Created	The username of the user who created and submitted this translation job. By default, jobs in this tab are sorted by username.
Est. Words	The estimated number of words to translate in the translation job.
LSP	The translation provider to whom the Clay Tablet Platform sends the translation job.
Preparing	The number of pages in this job that the Connector is currently preparing to send out for translation.
Sending	The number of pages in this job that the Connector is currently sending out for translation.
Sent out	The number of pages in this job that sent out for translation.
In trans	The number of pages in this job that are currently being translated by the translation provider.
Received	The number of pages in this job that the Connector has received back from translation.
Completed	The number of pages in this job that the Connector has returned to AEM.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway   Page 62

Version 2.0.2.7   April 08, 2014

Information	Description
Quote	This column is relevant only if you requested a quote from the translation provider when you submitted the job for translation. This has one of the following values: ■ `Waiting`: This is displayed after sending the job to the translation provider while waiting for a quote. ■ **Approve**: This is displayed after the translation provider sends your company the quote. Click this to approve the quote, so that the translation provider can start the translation. ■ `Approved`: This is displayed after you approve the quote. **Note:** This feature is available only if your translation provider and its translation management system support the quotation process and Clay Tablet provides integration.
Error	If there is an error with the job, then the number of errors is displayed in red. Click the number to open another tab, displaying the error details.
TM updating history	■ Hold your mouse over the TM icon 📋 to view the following information about updates to the translation memory from this translation job: 　▦ the name of the update 　▦ the target language in which content was updated 　▦ the date and time when the content was updated 　▦ the username of the user who updated the content 　▦ the number of updates that the user sent to the translation memory ■ Click the TM icon 📋 to view these updates in the TM Updates tab of the TM Update page. For details, see "Viewing Updates to Translation Memory" on page 71.

By default, the jobs are displayed alphabetically by the value in the **Created** column.

Actions

You can perform the following actions in the **Status** tab of **Translation Status** page:

▸ To refresh the jobs displayed in the list, click the Refresh icon 🔄 .

▸ To reverse the sort order or to sort the jobs by another column, click the column heading. The triangle on the right side of the column indicates if the column is sorted in ascending 🔺 or descending 🔻 order.

▸ To view detailed information about each page in a translation job, do one of the following:

　▦ Click the job in the **Job** column.

　▦ Click the **Job Details** tab, if it is already open. The job that is already open is highlighted in orange.

　For details, see "Monitoring Pages in a Translation Job" on page 64.

▸ To approve a quote that the translation provider sent, click **Approve**. A message box confirms that you approved the quote. To avoid receiving these messages in the future, select the **Prevent this page from creating additional dialogs** check box. Click **OK** to continue.

Note: Available only if you requested a quote from the translation provider when you submitted the job for translation. This feature is available only if your translation provider and its translation management system support the quotation process and Clay Tablet provides integration.

▸ To export a report about a translation job to a Microsoft Excel file (`.xls`) file, in the **Report** column, click **Export**. The Connector downloads the file to your computer.

▸ To delete the translation job, so that the Connector does not send it to the translation provider, click **Delete**. A message box opens, confirming that you want to delete this translation job. Click **OK** to continue.

▸ To update the translation memory for this job based on translated pages that you updated, click **Update TM**. For detailed instructions, see page 70.

Note: Relevant only if you already updated the translated content of one or more pages in the translation job.
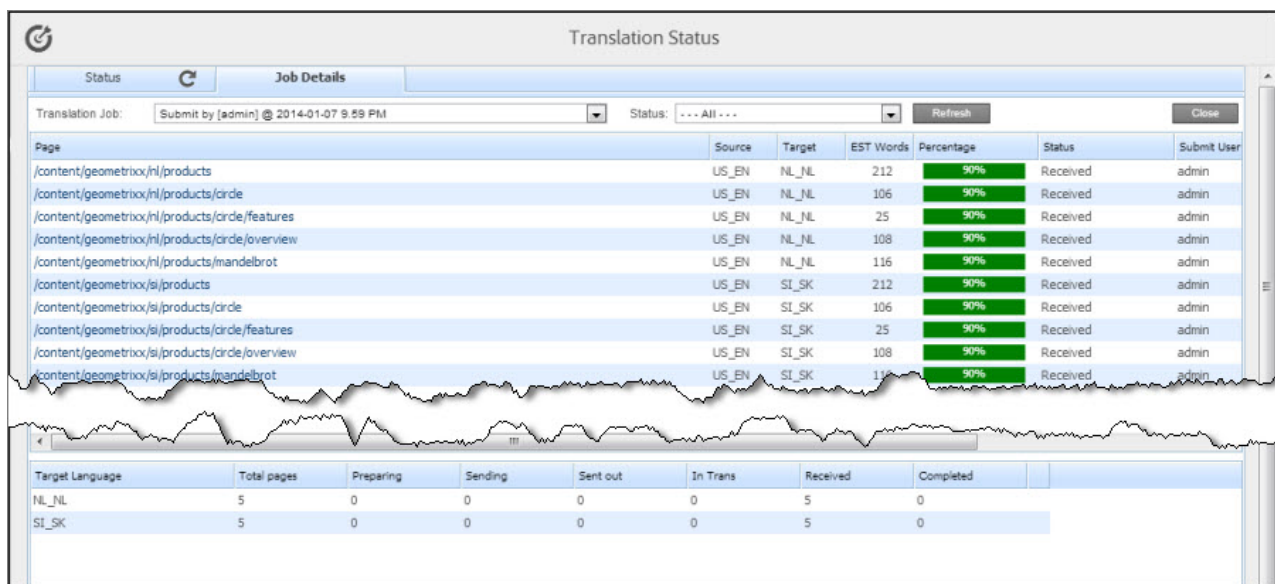
4.3 Monitoring Pages in a Translation Job

You monitor the status of individual pages in a translation job in the **Job Details** tab of the **Translation Status** page.

1. Open the **Status** tab of the **Translation Status** page, as described in "Monitoring Jobs" on page 61.

    This tab displays the status of jobs that were sent for translation.

2. Click a job to view detailed translation- status information for each page in the job in the **Job Details** tab, which displays information for each page in the job.

Note: The **Job Details** tab opens automatically when you send a job for translation from the **Translation Queue**, described on page 52, or from the **Bulk Translation** wizard, described on page 31.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 64

April 08, 2014

This page displays the following information about each page in the translation job:

Column	Description
Page	The path and the name of the page sent for translation.
Source	The language code of the source language of the page sent for translation.
Target	The language codes of the target languages into which to translate the content item. **Note:** When the Connector is preparing to send out the page for translation, multiple target languages are grouped into a single row. After the page is sent for translation, each target language is displayed in a separate row.
Est. Words	The estimated number of words to translate in this page.
Percentage	A percentage indicating how much of the content item has been translated. This is based on the translation status, which is described in "Translation Statuses" on page 60.
Status	For a list and description of translation statuses, see page 60.
Submit User	The username of the user who submitted this page for translation.

3. Optional. You can filter which pages are displayed in the list.

   ▦ From the **Translation Job** dropdown list, select the translation job whose pages you want to view in the list.

   ▦ From the **Status** dropdown list, select the status of the pages to display in the list. For a list and description of statuses, see page 60.

The bottom of this page displays a summary of the status of pages by target language.

▶ To update the translation status of the displayed pages, click the **Refresh** button.

▶ To view information about other translation jobs, click the **Close** button or click the **Status** tab. For details, see "Monitoring Pages in a Translation Job" on page 64.

5 Post-Translation Tasks

In general, you use the AEM workflow to review, approve and publish translated content.

After the translation is complete, you can perform the following additional optional tasks:

Task	Description	Details
relock unlock components	If you set your translation setting to unlock translated components after they return from translation, you can use the `CTCRestoreOriginalSync` workflow to restore the components' original inheritance.	page 66
update translation memory for a single page	If an in-country reviewer updates your translated content, you can send these updates to the translation memory, so that they will be available to the translation provider for subsequent translations.	page 68
update translation memory for multiple pages		page 70
view updates to translation memory	You can review and update translated content and then send these updates to the translation memory, so that they will be available for future translations.	page 71
view reports	Open the **AEM Reports** folder in the **Tools** console.	page 73
view log files	View log files to troubleshoot and to optimize your installation.	page 74

5.1 Relocking Unlocked Components

If you set your translation setting to unlock translated components after they return from translation, you can use the `CTCRestoreOriginalSync` workflow to restore the components' original inheritance. This translation setting is one of the following:

Option Name	User Interface
Unlock When Done	**Sidekick** (simple UI with options and wizard with options)

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 66

April 08, 2014

Option Name	User Interface
Unlock the component after translated content come back	**Sidekick** workflow
Leave Unlock	**Translation Queue** (columns)
Leave component unlock after putting back translated content	**Translation Queue** (**Overwrite** section)
Unlock the component after translated content come back	**Bulk Translation** wizard, **Options** page
Unlock the component after translated content come back	**UI and Default Settings** section of the **Configuration** page (used for rollout)

In general you set this option when you use roll out a site, AEM copies the blueprint (source) to the (target), as described in "Sending Files to the Translation Queue When You Roll Out Files" on page 49.

To relock unlocked components and restore their inheritance relationship:

1. Ensure that you are using the AEM Classic UI.

2. Double-click a page to open it with **Sidekick**, which is a floating toolbar.

3. In **Sidekick**, click the **Workflow** tab ![icon] .

4. In the **Workflow** tab, select the CTCRestoreOriginalSync workflow from the **Workflow** list, and then click **Start Workflow**.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 67

April 08, 2014
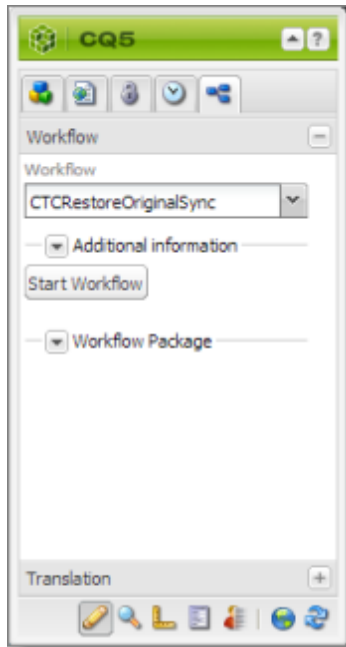
5.2 Updating Translation Memory for a Single Page

After translated content returns from the translation provider to AEM, you can review the translation and update it. You can then send these updates to the translation memory, so that they will be available to the translation provider for subsequent translations.

If you are using the AEM Classic UI, you can update translated content and send these changes to the translation memory using Sidekick.

Tip: If you update translated content in multiple pages of a translation job, or if you are not using the AEM Classic UI, you can send all the updates to the translation memory in a single action using the **Update TM** button in the Status tab of the Translation Status page. For details, see page .

1. Double-click a translated page to open it with **Sidekick**, which is a floating toolbar.

2. Update the translated content.

   a. Click in a text frame to edit the translated content.

   b. Enter your changes.

   c. When you are done, click **OK**.

3. Reload the page in your browser window.

4. In **Sidekick**, click the **Page** tab 🖼 .

5. In the **Page** tab, scroll down and click the **CTC Update TM** option.
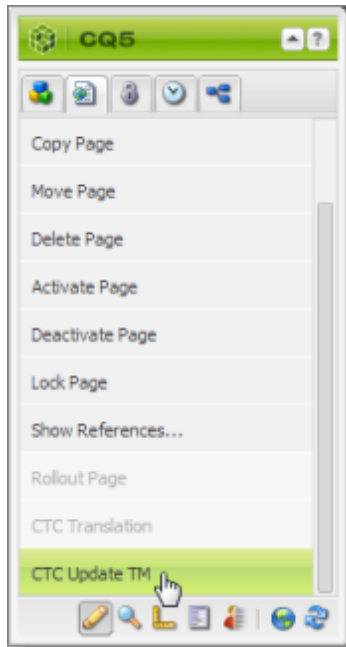
The **Update Remote TM** dialog box opens, displaying the paragraph you edited.
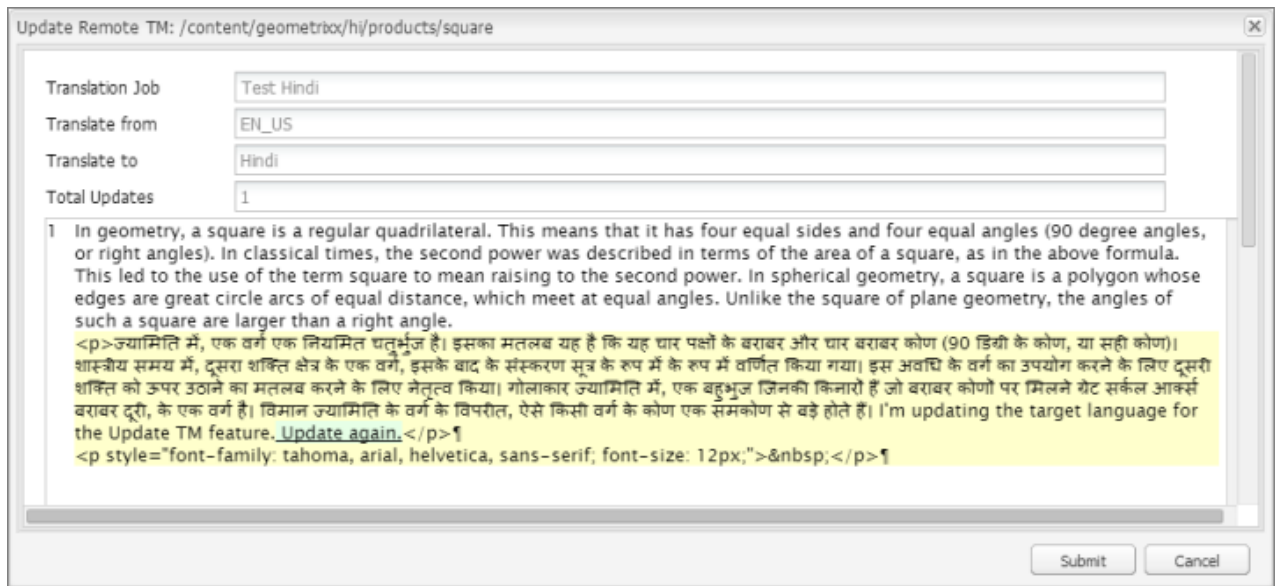
The following information about the translation is displayed in read-only fields at the top of the dialog box:

Field	Description
Translation Job	The name of the translation job in which this page was sent out for translation.
Translation from	The language code for the source language that was translated.
Translation to	The language code for the target language of the translation.
Total Updates	The number of times that this content has been updated.

The large text box below these fields displays the content:

- The source-language content is displayed on top, with no background.

- The translated content is displayed on a yellow background.

- Your changes to the translated content are displayed on a green background.

6. Click **Submit**.

   A message box opens, confirming that the content has been sent to the translation memory.

7. Click **OK** to close the message box and the dialog box.

5.3 Updating Translation Memory for Multiple Pages

After translated content returns from the translation provider to AEM, you can review the translation and update it. You can then send these updates to the translation memory, so that they will be available to the translation provider for subsequent translations.

You can send updates for multiple translated pages from the **Status** tab of **Translation Status** page.

1. Update one or more translated pages in AEM that were part of a single translation job.

2. Do one of the following to open the **Status** tab of **Translation Status** page:

   - If you are using the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**. Then, click **Translation Status** in the Clay Tablet Connector rail.

   - In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane. Then, click **Translation Status** in the Clay Tablet Connector rail.

   - In your Web browser, navigate to `/content/ctctranslation/status.html` on your AEM instance.

For a detailed description of this page, see "Monitoring Jobs" on page 61.

3. In the **Job** column, locate the translation job with the updated translation, and click **Update TM**.

A dialog box opens, displaying all the languages in which the translation has been modified.
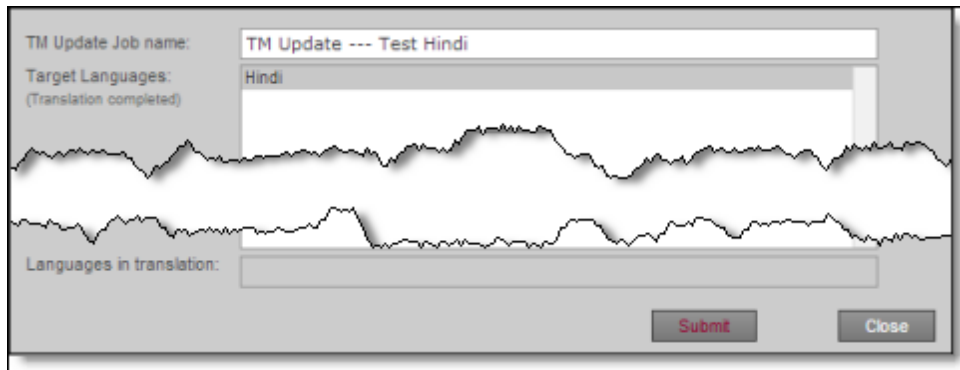
4. Click **Submit** to submit the updates to the specified target languages to the translation memory.

A message box opens, confirming that you want to send the updates to the translation memory.

5. Click **OK** to proceed.

5.4 Viewing Updates to Translation Memory

You can view your in-country reviewers' updates to your translated content that are sent to the translation memory.

To view a list of these updates:

1. Do one of the following to open the **TM Update** page:

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway
Version 2.0.2.7

Page 71

April 08, 2014

▦ If you are using the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**. Then, click **TM Update** in the Clay Tablet Connector rail.

▦ In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane. Then, click **TM Update** in the Clay Tablet Connector rail.

▦ In your Web browser, navigate to `/content/ctctranslation/updatetm.html` on your AEM instance.

The **TM Updates** tab of the **TM Update** page opens.
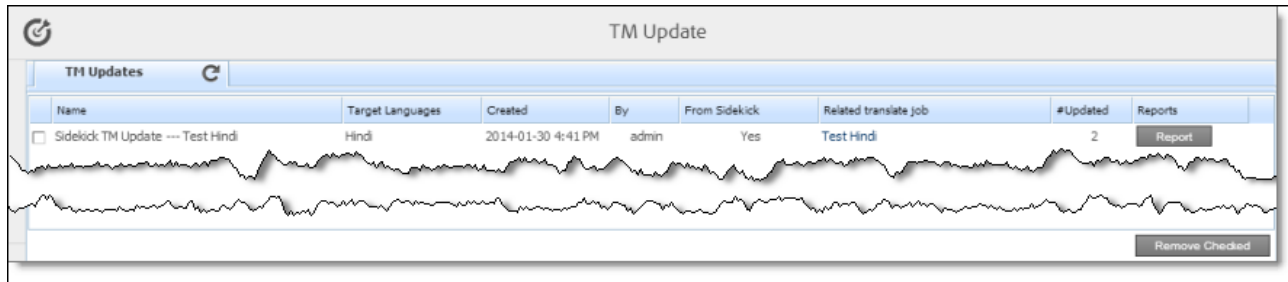
Tip: This page also opens when you click the TM icon 🔲 in the **Status** tab of the **Translation Status** page. For details, see "Monitoring Jobs" on page 61.

This page displays a list of updates to the translation memory. The page displays the following information about each update:

Column	Description
Name	The name of this update. ■ For updates sent from **Sidekick**, this is a concatenation of `Sidekick`, `TM Update`, and the name of the translation job. ■ For updates sent from the **Translation Status** page, this is a concatenation of `TM Update` and the name of the translation job.
Target Language	The language code of the target language of the page that was updated.
Created	The date and time when the page was last updated, in the following format: `MM/DD/YYYY h:mm AA`, where `AA` is two upper-case characters reflecting a.m. (after midnight) or p.m. (after noon).
By	The username of the user who updated the page and sent the update to the translation memory.
From Sidekick	Indicates whether the user sent the update to the translation memory from **Sidekick** or from the **Translation Status** page. It has the following values: ■ `Yes`: The user sent the update from **Sidekick**. ■ `No`: The user did not send the update from **Sidekick**. The user sent the update from the **Translation Status** page.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway   Page 72

Version 2.0.2.7   April 08, 2014

Column	Description
Related translate job	The name of the translation job in which this page was originally translated.
# updated	The number of updates to this page after the initial translation.

2. To view the update, click **Report** in the Reports column.

   The **Update TM Details** tab opens.
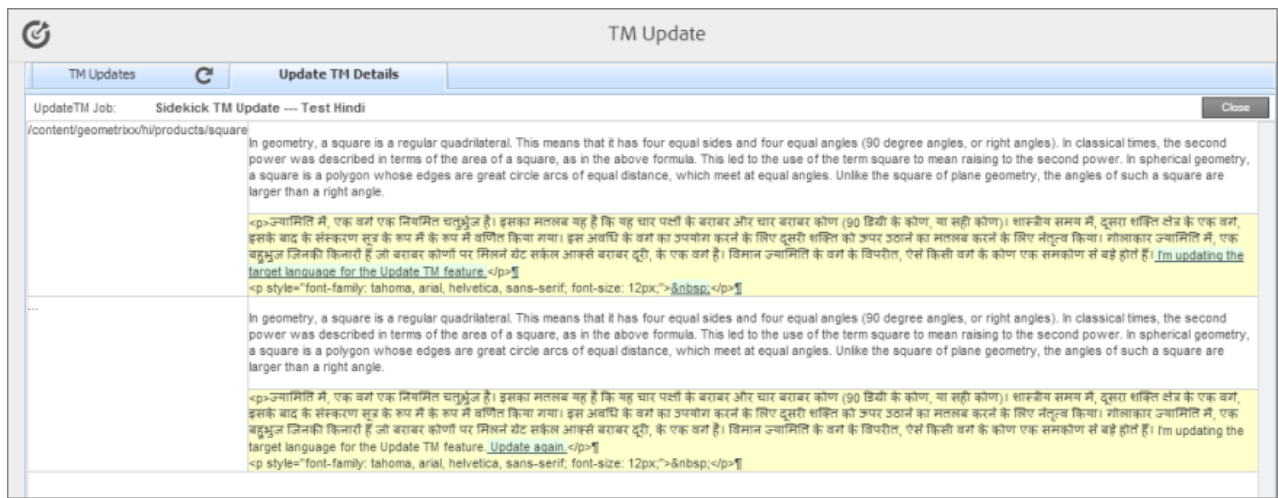
▦ The left column displays the path of the page that was updated.

▦ Each row displays a separate update.

▦ In the right column:

   ▫ The source-language content is displayed on top, with no background.

   ▫ The translated content is displayed on a yellow background.

   ▫ Updates to the translated content are displayed on a green background.

3. Click **Close** to close this tab and return to the **TM Updates** tab.

4. Optional. To refresh the list of updates, click the Refresh icon [C] in the **TM Updates** tab.

5. Optional. To remove updates from this list, select the corresponding check boxes and click **Remove Checked** at the bottom of the page.

5.5 Viewing Reports

The Connector provides a quick link to the **AEM Reports** folder in the **Tools** console.

To access this folder, do one of the following:

- If you are using the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**. Then, click **Reports** in the Clay Tablet Connector rail.

- In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane. Then, click **Reports** in the Clay Tablet Connector rail.

For information about AEM reports, refer to the AEM documentation, available at: http://dev.day.com/docs/en/cq/current/administering/reporting.html.
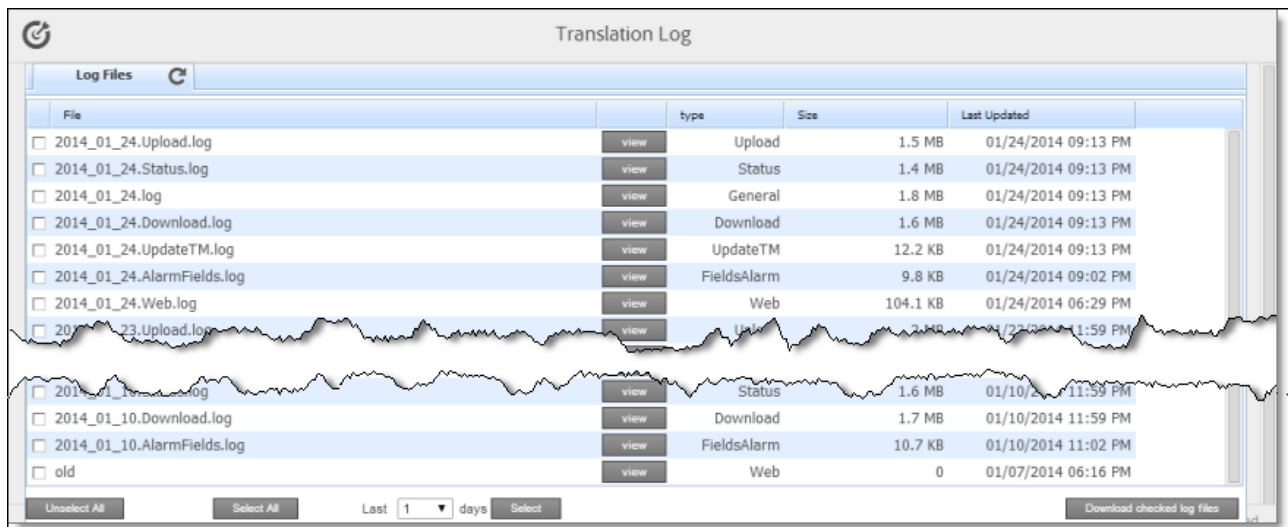
5.6 Viewing Log Files

You can view log files to troubleshoot and to optimize your installation.

To view log files:

1. Do one of the following to open the **Translation Log** page:

   - If you are using the Touch-Optimized UI of AEM, click **Tools** in the AEM rail. Then, in the **Granite Operations** section, click **Clay Tablet Connector**. Then, click **Logs** in the Clay Tablet Connector rail.

   - In the Classic UI of AEM, scroll down and click **Clay Tablet Connector** in the right pane. Then, click **Logs** in the Clay Tablet Connector rail.

   - In your Web browser, navigate to `/content/ctctranslation/ctclog.html` on your AEM instance.

   The **Log Files** tab of the **Translation Log** page opens.

This page displays a list of log files. There is a different log file for each day and type of file. The page displays the following information about each file:

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway
Version 2.0.2.7

Page 74

April 08, 2014

Column	Description
File	The name of the log file. This is made up of the date and the type of log file, in the following format: `YYYY_MM_DD.Type.log`, for example: `2014_01_24.Update.log`.
Type	The type of log file. Each type describes a different type of activities. This is one of the following: ■ `Upload`: The Connector is preparing to send files for translation. ■ `General` (type not specified in the file name): General activities, such as connecting to the database and configuring CRX access, which do not fit into other types of log files. ■ `Status`: The Connector checks for updates about translation status. ■ `Download`: The Connector receives translated files to return to AEM. ■ `UpdateTM`: The Connector updates the translation memory. ■ `AlarmFields`: The Connector checks the specified paths for new components and sends relevant email notifications. ■ `Web`: User actions, such as submitting a new translation job, removing translation files from the queue, creating translation requests based on user actions, such as in the Sidekick UI.
Size	The size of the file.
Last Updated	The date and time when the file was last updated, in the following format: `MM/DD/YYYY h:mm AA`, where `AA` is two upper-case characters reflecting a.m. (after midnight) or p.m. (after noon).

By default, the list of jobs are displayed in reverse chronological order by the value in the **Last Updated** column.

2. Click **View** to view a log file.

   The log file opens in a new tab.

   ▶ To refresh the information displayed, click the Refresh icon .

   ▶ To close the tab displaying the log file, click **Close**.

   ▶ To return to the main page and refresh the list of log files, click the **Log Files** tab.

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition for use with Lionbridge Freeway

Version 2.0.2.7

Page 75

April 08, 2014

Index

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition   Page 76
for use with Lionbridge Freeway
Version 2.0.2.7   April 08, 2014

Clay Tablet Translation Connector for Adobe Experience Manager User Guide, Special Edition   Page 77
for use with Lionbridge Freeway

Version 2.0.2.7   April 08, 2014