Translating on the African Storybook website

1. Go to www.africanstorybook.org.

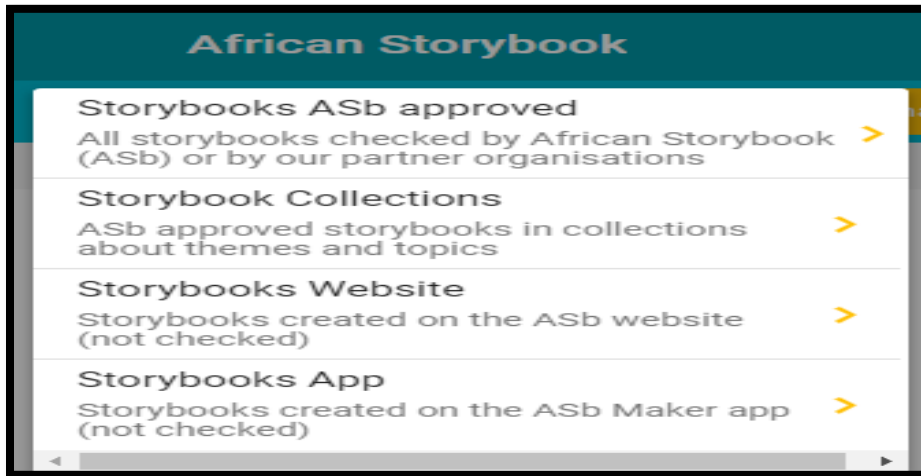2. Click on READ, and see the following four categories

Figure 1

3. Click on the first category: Storybooks ASb approved.

4. Click in the space where English is, and scroll to select the language from which you would like to translate.
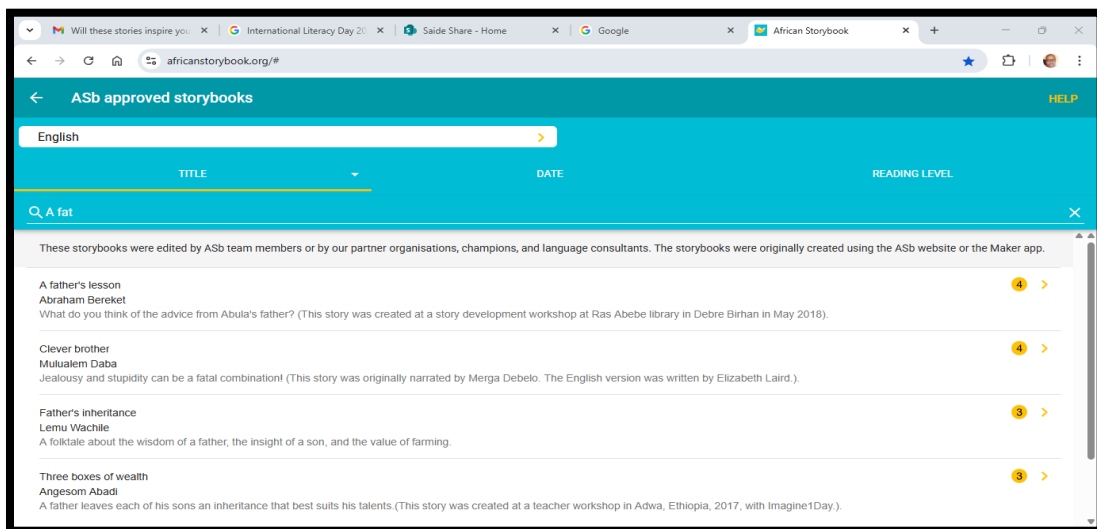

Figure 2

5. Once you get to the language of your choice, click on it to select it.

6. Click on a story title to open it – it will look like in the following image. To read it, click on the small orange arrow to go to the next page.

Figure 3

7. To ensure that the story has not already been translated into the language you want to translate in, click on the three orange lines at the top right-hand corner. Select **Translations and Adaptations** and scroll to see the different languages in which the story has been translated. If your language of choice is already there, you do not need to translate the story.

Figure 4

8. If the story is not already translated into your language of choice, select: **Translate online** or **Translate offline**, depending on your preference.
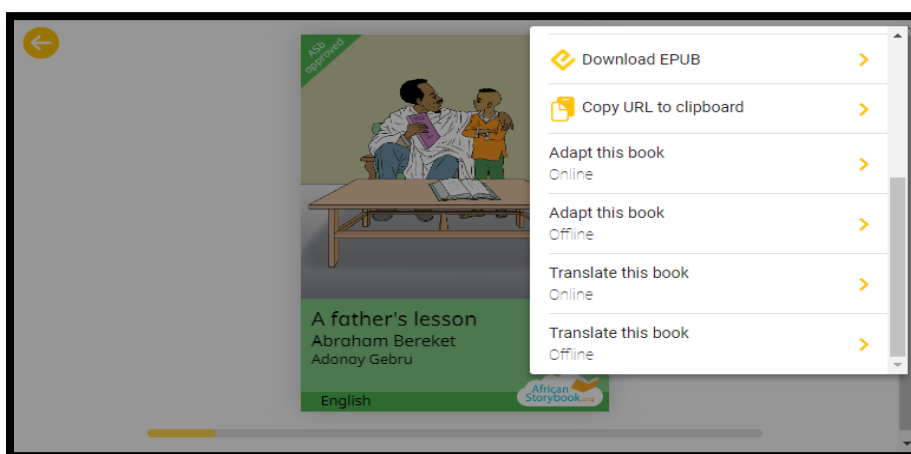

Figure 5

9. As soon as you select **Translate online,** you will be prompted to L**ogin** if you are already registered on the website. If you are not yet registered, you can **Register** at this point. Complete the registration as in the image below, then click **Continue**. You need to go to your emails immediately (the email account you used to register) and check for a link from the African Storybook. If you don't find this link in your Inbox, check the Spam Folder. Click on the link to **Login** using the password you created when you registered.

Figure 6

10. To start translating, click on the title of your selected storybook. The storybook will open as in **Figure 7**. On the right-hand side of the screen:

- Since you will be logged in, it will automatically display your name (see in Figure 7). You can add another translator by typing in their **name**. Don't use ALL Upper Case, only the first letter.
- Click where *Language* is, and scroll to **select the language** into which you want to translate. If your language is not on the website, **click + to add it**, starting with a capital letter.
- Translate **the title**, the **summary** and then translate the story **page by page and save** each time.

Figure 7

11. If you choose to translate offline, watch out for the downloaded Translation Template, click on it and **Save As a Word Document NOT as a Web page.** You can then translate in it and copy paste your translation on the website to publish it.

12. When you finish translating, use the **Quality Assurance Checklist to Preview** your translation.

13. Click **Publish** if you are happy with the quality of your translation.

14. To find your translated storybook on the website, go to READ, select: **Storybooks Website**, type in the title of your translation in the **Search for storybooks**, field and read it. Once your translation is marked 'ASb approved' you will find it under **Storybooks ASb approved**.
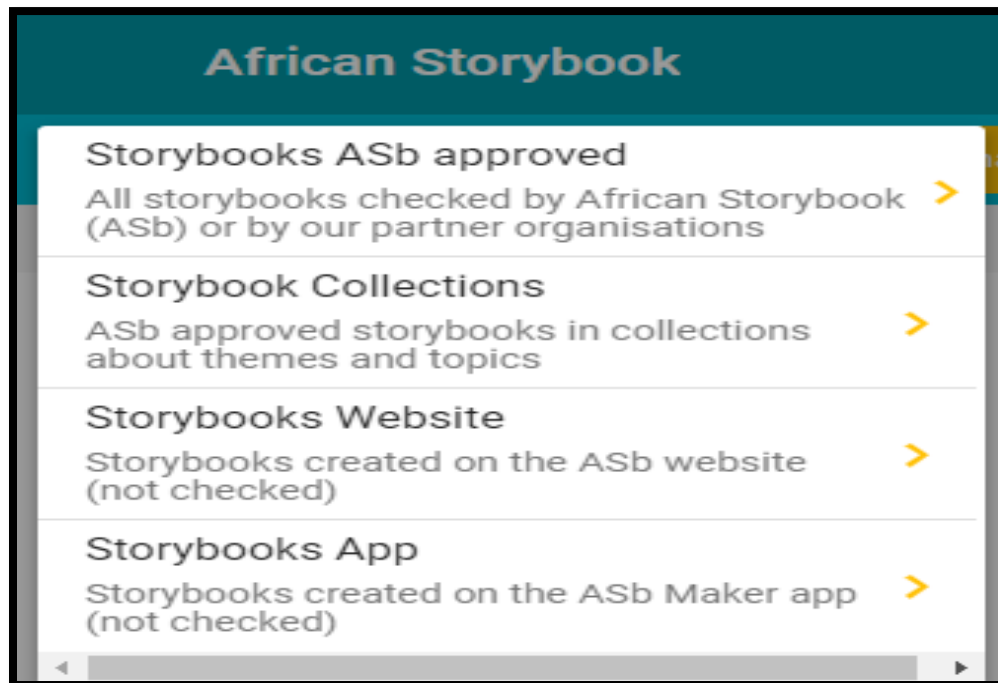

Figure 8