



## BLUF Multilingual text guide

BLUF is a club that has members around the world, speaking many different languages. This guide explains how we should enter and update information in the system, to ensure the best possible experience for all our users.

At present, BLUF support four official languages: English, German, French and Spanish. The primary language is English.

The site provides tools to allow for the correct display of information to visitors, whether members or non-members, based on their choices:

**If a member is logged in to the site**, where possible we will display information in the language selected in their preferences; if information is not available in that language, it will be displayed in English.

**If a member is not logged in to the site**, where possible we will display information in the language they have chosen using the language chooser on each page or by detecting the languages supported by their browser. If information is not available in that language, it will be displayed in English.

To make all this happen, is it important that when you enter information into the system - whether it's news, events, magazine article, or just about anything else, you adhere to the guidelines. This ensures a) that the system can display the correct thing to visitors and b) that other volunteers can easily add translations, or update information.

### The basics of BLUF data entry

The most important thing to remember is that information **MUST** always be entered in English first, even if you are adding information in another language too, and even if it's for a country where English is not the first language.

English is the primary language of our members, and also the primary language for the BLUF system. Entering information in a different language with no alternatives, or not correctly marked up, creates extra work for other volunteers, and will result in worse experience for visitors to the site.

### Multilingual text

In most areas of BLUF - articles, events, news, plus listings (clubs, educators, photographers, shops, venues) multilingual text is supported. This means that when entering information, you can include codes that divide your text into more than one language. For example:

```
[en]  
We will meet at noon  
[fr]  
Nous nous rencontrerons à midi
```

## BLUF Multilingual Guide (revision 2)

In the example, when the text is displayed to a member using the site in English, they will see the message "We will meet at noon," but if someone is using the site in French, they will instead see "Nous nous rencontrerons à midi"

The code between the square brackets is the two letter language code: en for English, de for German, fr for French, and es for Spanish.

If a visitor is using a language that BLUF supports, but is not included in the text, then the whole text is shown, including the headings.

### Titles or names in multilingual text

The latest update allows for alternative titles to be specified within each language section, which will replace the title or headline where appropriate. To do this, add a line that starts with the language tag, following it with an = and then the new title, before the closing bracket. For instance

```
[fr=Événement BLUF pendant la Fierté Paris]
```

This can come anywhere in the document, but it's easiest to put it immediately after the start of the language section. So, in the example, the French section would read

```
[fr]
[fr=Événements BLUF pendant la Fierté Paris]
Il y aura quelques événements ...
```

Titles and headlines are used principally for articles, news and events (and when automatic translation is used, they will only be generated for these types of information).

### Unsupported languages

If you wish to add content that is in an unsupported language (eg Dutch, Portuguese, Polish) you should add it after the English content. Please **DO NOT** put it as the first section, because the result will be that on pages that show an extract from an article, users will probably see that language, regardless of the one they have chosen.

You can add an additional section at the end of text, using the dummy language code [zz] and then the non-supported language.

This will then be displayed after the primary language. So, for example, if you enter

```
[en]
This is the English version

[fr]
Version Française

[zz]
Nederlandstalige versie
```

A French or English user would see their own language, followed by the Dutch text. A user of one of the other languages not marked up would see the plain marked-up text.

If using auto-translation, please see the note in that section about unsupported languages.

## Adding translations to existing text

Members with 'translate' permission on their BLUF account will see a translate icon appear next to items such as news and events on the site, allowing them to go directly to the translations screen (after verifying their Admin permissions) to add a translation.

This means that even if you can't add translations yourself, other volunteers can add extra languages for you, fairly easily. If you have permission to do this, the section 'The translation screen' below explains how.

## Viewing items that need translating

If you have translate permission on your BLUF account, you can also review recently updated item to see which ones need translations added. From the main Admin screen, choose the Admin menu, and then Translate.

When the page appears, select one of the categories of information, such as News, and click Retrieve. The list will show all the items in that category that have been updated in the last 30 days, like this example:

| id  | Name  | Markup      | Edit original                       | Add languages                            | Auto translate                      |
|-----|---|-------------|-------------------------------------|--|-------------------------------------|
| 566 | A creative start to 2021                        | en de fr es | <input type="button" value="EDIT"/> | <input type="button" value="TRANSLATE"/> | <input type="button" value="AUTO"/> |
| 346 | Joe Harnett - A Tribute and Celebration of Life |             | <input type="button" value="EDIT"/> | <input type="button" value="TRANSLATE"/> | <input type="button" value="AUTO"/> |
| 562 | Daniel Dumont, 1959-2020                        |             | <input type="button" value="EDIT"/> | <input type="button" value="TRANSLATE"/> | <input type="button" value="AUTO"/> |
| 561 | Triggered!                                      |             | <input type="button" value="EDIT"/> | <input type="button" value="TRANSLATE"/> | <input type="button" value="AUTO"/> |
| 560 | BLUF merchandise: a note on Brexit              | en de fr es | <input type="button" value="EDIT"/> | <input type="button" value="TRANSLATE"/> | <input type="button" value="AUTO"/> |

Note that the 'Auto' button will only appear for users who have an additional permission, as auto-translation costs money.

The column labelled 'Markup' shows which languages an article is available in. If nothing is shown, then the article is in one language (which should be English), and is shown in that version to all users of the site.

The Edit button will allow you to amend the original version of an article, if you have the appropriate permission. To add a new language to an item, click the Translate button.

## The translation screen

**BLUF Paris : Events calendar 2021**

\*\* SAVE THE DATE IN 2021 \*\* ♦ Virtual meetings : - 16th January 2021. - 13th March 2021. - 29th May 2021. ♦ In person meeting : - 8- 10th October 2021. BLUF Paris Team: @44@, @264@, @548@ et @1302@.

**Translation**

This text is currently marked up for the following languages: en de fr es  
Click the button to select the translation you want to add or edit.  
This will load the current saved version of that language, if available.

German

French

Spanish

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**Translation**

Enter or edit text in the space below, and then click Save. Remember to use correct BLUF markdown for links, other content and member names.  
To specify an alternate heading or title for this language, specify the language in square brackets, followed by an = and then the title, eg [fr=Fierte Paris]

[de=BLUF Paris : Veranstaltungskalender 2021]

\*\* SAVE THE DATE IN 2021 \*\*

♦ Virtuelle Treffen :  
- 16. Januar 2021.  
- 13. März 2021.  
- 29. Mai 2021.

♦ Persönliches Treffen :  
- 8- 10. Oktober 2021.

SAVE

At the top of the page, you'll see the full text of the original (note that to save space, blank lines will usually not be shown, and Markdown formatting is not processed).

To the right, you can see which translations are included, and there is a radio button each for German, French and Spanish. Selecting one of these buttons will determine which translation you are adding to the article, and if a section in that language has already been added, it will be loaded into the editor for you.

if you have started editing a section, and want to revert to the previously saved version of that language, selecting a different language, and then switching back will load the previous translation.

*Note that you do not need to add the language tag when writing a translation on this page. The system will add it for you.*

However, if you want an alternative heading for the translated item, you should enter that, using the correct formatting, eg

```
[fr=Calendrier 2021]
```

## Auto translation

If you have appropriate permissions, you can also have text translated automatically, using the DeepL translation service. To do this, click the Auto button from the list of items, and a modified version of the translation screen will appear, with this section will appear below the editor:

### Auto translation

Auto translation uses the [DeepL](#) service, which is NOT free. To add auto translations to this text, tick the languages required, and then click Translate. You should ensure the original text is error-free first. **Current usage 51671 out of 1000000 (5.17%).**

*NOTE: Title translations will be created only for articles, events and news. If other items require alternate titles, add them manually afterwards.*

German       French       Spanish

[TRANSLATE](#)

Tick the boxes for the translations required - any new translations will over-write existing versions for that language - and then click the Translate button. It take several seconds for DeepL to process all the translation requests.

The system will automatically add title codes for articles, events and news. If a title is needed for other content, you should manually update it after the automatic translation has been done.

In the panel, you can see the current usage, which is represented in terms of characters. Most translatable items are quite small, so won't have much impact. However if the quota is exceeded, items cannot be translated, and an error will be displayed when the translation is requested. The quota resets once a month.

NOTE: If a text has an unsupported language marked with the [zz] tag, you should remove that before using auto translation, because of the way the language extraction works.

Copy and paste the additional language to a safe place, perform the auto-translation, and then add it again by editing the original item.