OpenOffice.org

OpenOffice.org 2.0

Localizing Documentation

Contents

General Notes

Who Should Read This Guide?

This guide describes the rules for localizing the documentation set for OpenOffice.org 2.0. Only those procedures and rules that are specific to OpenOffice.org documentation are addressed.

The guide should be read by TLIS localization managers, localization vendors, and anyone that is involved in the localization process.

Changes To OpenOffice.org 1.x

> *Note*:
> This guide does **not** apply to OpenOffice.org versions prior to 2.0.

Beginning with OpenOffice.org 2.0, the source file format for the online help files and for the documents (except for the Developer's Guide, see Chapter 4: *Localizing OpenOffice.org Documents* on page 15) has changed with the following consequences:

- **New XML syntax for help source files**
  The help source files use a new XML syntax that is well-defined and specified. The XML Specification and the corresponding DTD is available from documentation.openoffice.org[1]. Localization guidelines for the Help content are found in Chapter 2: *Localizing Online Help* on page 7.

- **Internal Usage of LingTool for Help Localization**
  LingTool is used internally to localize online help content. The database only contain those parts of the XML help files that are relevant to localization (see Chapter 2: *Localizing Online Help* on page 7).

- **Help Compilation integrated into Product Build Cycle**
  The compilation of the binary help files that in the past was performed by Tech-Pubs is now integrated into the usual product build cycle. A new OpenOffice.org build will contain the help at the state of the last update from LingTool. Therefore, TechPubs no longer provides *zip* packages with interim help files.

- **New Help File Extension xhp**
  The extension of the new help files is **.xhp**

- **New SGML syntax for document source files**
  Since the document source files are using Solbook SGML the established proc-

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[1] http://documentation.openoffice.org/source/browse/documentation/help2/helpers/

esses for localizing documents (like Solaris documents) can be utilized. The process of localizing Solbook documents is not covered by this guide.

- **Automated Guide Layout and Production**
  The guides can be produced using the IP tool set. You do not need to manually layout the guides.

Comments And Suggestions

Please send any comments and suggestions for this document and the processes described to Frank Peters (fpe@sun.com).

Localizing Online Help

XML Format Basics

Beginning with OpenOffice.org 2.0, the online help files use a new XML format that is defined on documentation.openoffice.org[2]. For localization, any localization relevant element is extracted from the source files into the localization database LingTool.

XML Terms

Since you are dealing with XML files and parts of XML files you should be familiar with the basic concepts of XML before you start localization. It is not necessary to be an XML specialist, but you should be familiar with the following terms

- **Element**
  An XML element is a logical xml fragment that is surrounded by tags, e.g. `<paragraph role="heading">Paragraph Content</paragraph>`

- **Tag**
  A tag is the delimiter of an element and is enclosed in brackets: `<>`. Most elements have an *opening* tag at the beginning and a *closing* tag at the end. The opening tag *may* contain attributes, for example `<paragraph role="heading">` in the example above. The closing tag always starts with a slash `/` and does not contain attributes, for example `</paragraph>` in the example above.
  Some tags don't have any content, for example `<br></br>`. These are sometimes also written as one standalone tag, for example `<br />`.

- **Attribute**
  An attribute might appear in the opening or standalone tag of an element and is used to further specify the element, e.g. `role` in the example above. An attribute always is associated with a value, e.g. `"heading"` in the example above.

Localized Content

The strings that you localize for the online help are extracts of the actual help files so you are not required to be familiar with the complete XML Help DTD.

A localizable element in a help XML file is designated by the `xml-lang` attribute. Every element that contains such an attribute must in general be localized. Some of these elements also contain an attribute `localize`. If this attribute is set to `false` the element does not need localization. Usually, the LingTool process takes care of that for you.

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[2] http://documentation.openoffice.org/source/browse/documentation/help2/helpers/

The LingTool process extracts all elements that need to be localized (that is, the elements with the `xml-lang` attribute that don't contain a value of `false` for the attribute `localize`) and submits them into the LingTool database.

> *Note*:
> Only the element *content* is submitted to the LingTool database. You don't have to worry about element tags. For example, from the XML element `<paragraph xml-lang="en-US">`Paragraph Content`</paragraph>` only the element content (underscored) is submitted to LingTool.

Nested Elements

Frequently, element content contains other (nested) elements. In this case, you *must* copy the nested element tags and attributes *exactly* as they are in the source string. The chapter *Elements* below lists elements and how they need to be handled.

Elements

The following elements are part of the OpenOffice.org 2.0 help files. This section describes rules to handle these elements if they appear inside strings in LingTool.

Some characters of the element tags (<,>,/,") are masked with backslashes, for example, `<ahelp hid="123">...</ahelp>` is written as `\<ahelp hid=\"123\"\>...\<\/ahelp\>`.

The **Element** row shows the name of the element. The **Attributes** row lists the attributes that can appear in the opening tag. The **Description** row gives a short description of the element meaning. The **Rule** row tells you how to localize this element. The **Example** row gives an example for localization; <mark>bold text with background</mark> must be localized or adjusted, the other text must be copied unchanged.

Element	ahelp
Attributes	hid, visibility
Description	Contains text for the extended tip that is displayed in OpenOffice.org.
Rule	• Localize element content. • Copy element tags exactly.

Example	Source:
	`\<ahelp hid=\"123\"\>`This is the text`\<\/ahelp\>`
	
	Localized:
	`\<ahelp hid=\"123\"\>Dies ist der Text\<\/ahelp\>`

Element	alt
Attributes	xml-lang, id, localize

Element	`alt`
Description	Contains an alternative description for a graphical element.
Rule	• Localize element content • Localize `xml-lang` attribute value to match your language • Copy the rest of the element tags

Example	Source:
	`\<alt xml-lang=\"`en-US`\"`
	`id=\"alt_id123\"\>`Image`\<\/alt\>`
	
	Localized:
	`\<alt xml-lang=\"`de-DE`\"`
	`id=\"alt_id123\"\>`Bild`\<\/alt\>`

Element	`bookmark_value`
Attributes	`-none-`
Description	Contains text for index entries as displayed on the Index tab page of the Online Help viewer. Usually, multiple elements appear in one string. *Note*: `bookmark_values` are used to define two-level index entries. You can add or remove as many `bookmark_value` elements from a string as you deem necessary for your language. If you add a `bookmark_value` ensure that you use a semicolon to separate the two index levels and always add the tags correctly, for example `\<bookmark_value\>my;bookmark\<\/bookmark_value\>`. If you remove existing `bookmark_values` ensure that you always also move the opening (`\<bookmark_value\>`) and closing (`\<\/bookmark_value\>`) tags completely.
Rule	• Localize element content • Use a semicolon to separate the index levels. Use a standard semicolon only (no UTF8 special character). • Copy element tags exactly. • Add or remove elements as required by your language.

Example	Source:
	`\<bookmark_value\>`Editing;Help Files`\<\/bookmark_value\>`
	
	Localized:
	`\<bookmark_value\>`Editieren;von Hilfedateien`\<\/bookmark_value\>`

Element	br
Attributes	`-none-`
Description	Inserts a manual line break. The element is empty.
Rule	• No localization necessary • Copy the element tags exactly
Example	Source: `\<br\/\>` Localized: `\<br\/\>`

Element	caption
Attributes	`xml-lang, id, localize`
Description	Contains text for an image caption or table caption.
Rule	• Localize element content • Localize `xml-lang` attribute value to match your language • Copy the rest of the element tags

Example	Source:
	`\<caption xml-lang=\"en-US\" id=\"cp_id123\"\>Image Caption\<\/alt\>`
	
	Localized:
	`\<caption xml-lang=\"de-DE\" id=\"cp_id123\"\>Bildbeschreibung\<\/alt\>`

Element	caseinline
Attributes	`select`
Description	Contains an alternative for a switched text fragment.
Rule	• Localize element content • Copy the element tags exactly

Example	Source:
	`\<caseinline select=\"WIN\"\>Content for Windows OS\<\/caseinline\>`
	
	Localized:
	`\<caseinline select=\"WIN\"\>Inhalt für Windows-Systeme\<\/caseinline\>`

Element	comment
Attributes	`-none-`
Description	Contains comments by writers including comments to localizers.

Element	comment
Rule	- No localization necessary - Remove that element

Example	Source:
	`\<comment\>Preliminary version\<\/comment\>`
	
	Localized:
	`removed`

Element	defaultinline
Attributes	`-none-`
Description	Contains the default alternative for a switched text fragment.
Rule	- Localize element content - Copy the element tags exactly

Example	Source:
	`\<defaultinline\>`Default Content`\<\/defaultinline\>`
	
	Localized:
	`\<defaultinline\>`Standardinhalt`\<\/defaultinline\>`

Element	embedvar
Attributes	`href, markup`
Description	Embeds an element from somewhere else as specified by the `href` attribute. The element is empty.
Rule	- No localization necessary - Copy the element tags exactly
Example	Source: `\<embedvar href=\"text/swriter/12345.xhp\"\/\>` Localized: `\<embedvar href=\"text/swriter/12345.xhp\"\/\>`

Element	emph
Attributes	`-none-`
Description	Contains text to be emphasized
Rule	- Localize element content - Copy the element tags exactly

Element	emph

Example	Source:
	`\<emph\>`Important Notice`\<\/emph\>`
	
	Localized:
	`\<emph\>`Wichtiger Hinweis`\<\/emph\>`

Element	image
Attributes	`src, width, height, id`
Description	Designates an image. The element does not contain localizable content. However, the element might contain nested elements for alternative text (`alt`) or a caption (`caption`). These elements must be localized.
Rule	• Localize element content (nested elements `alt` or `caption`) • Copy the element tags exactly

Example	Source:
	`\<image src=\"icon.png\" id=\"img_id123\"\>\<alt id=\"alt_id123\"\ xml-lang=\"`en-US`\"\>`Alt Text`\<\alt>\<\/image\>`
	
	Localized:
	`\<image src=\"icon.png\" id=\"img_id123\"\>\<alt id=\"alt_id123\"\ xml-lang=\"`de-DE`\"\>`Alternativtext`\<\alt>\<\/image\>`

Element	item
Attributes	`type`
Description	Contains specially formatted text as designated by the `type` attribute.
Rule	• Localize element content • Copy the element tags exactly

Example	Source:
	`\<item type=\"menuitem\"\>`File - Open`\<\/item\>`
	
	Localized:
	`\<item type=\"menuitem\"\>`Datei - Öffnen`\<\/item\>`

Element	link
Attributes	`href, name, type, target`
Description	Designates a hyperlink to another help file or to the WWW as specified by the href attribute.

Element	link
Rule	- Localize element content - Localize the `name` attribute - Copy the rest of the element tags exactly

Example	Source:
	`\<link href=\"text/swriter/123.xhp\" name=\"`Name of the link`\"\>`Using Headings`\<\/item\>`
	
	Localized:
	`\<link href=\"text/swriter/123.xhp\" name=\"`Name des Links`\"\>`Überschriften verwenden`\<\/item\>`

Element	object
Attributes	`type, id, data, height, width`
Description	Designates a generic object (unused). This element is empty.
Rule	- No localization necessary - Copy the element tags exactly
Example	Source: `\<object id=\"obj_id123\" \/\>` Localized: `\<object id=\"obj_id123\" \/\>`

Element	switchinline
Attributes	`select`
Description	Designates a switched text fragment. The element does not contain localizable content but contains nested elements with localizable content (`caseinline` and `defaultinline`)
Rule	- Localize element content (nested elements `caseinline` or `defaultinline`) - Copy the element tags exactly

Example	Source:
	`\<switchinline select=\"SYS\"\>\<caseinline select=\"WIN\"\>`Text for Windows OS`\<\/caseinline\>\<\/switchinline\>`
	
	Localized:
	`\<switchinline select=\"SYS\"\>\<caseinline select=\"WIN\"\>`Text für das Windows-System`\<\/caseinline\>\<\/switchinline\>`

Element	`variable`
Attributes	`id, visibility`
Description	Defines a text fragment that can be reused.
Rule	• Localize element content • Copy the element tags exactly

Example	Source:
	`\<variable id=\"var_id123\"\>`<mark>To be reused</mark>`\<\/variable\>`
	
	Localized:
	`\<variable id=\"var_id123\"\>`<mark>Zur Wiederverwendung</mark>`\<\/variable\>`

Variables

Some variables are used for values that are dynamically replaced when the online help is compiled. If you come across the following variable strings, copy them exactly:

```
%PRODUCTNAME
%PRODUCTVERSION
$[officename]
$[officeversion]
```

> *Note*:
> Do not confuse these variables with the XML element named `variable`.

Localizing OpenOffice.org Documents

Currently, only the **Developer's Guide** must be localized in the OpenOffice.org sxw file format.

Localization Format And Prerequisites

Material that Sun provides:

- The guide in `sxw` (OpenOffice.org 1.x) format

- All graphics that are contained in the guide in different formats (`gif`, `png`, or `tif`). The graphics are linked to the guide file.

- This localization guide.

Material that you provide:

- An installed copy of **OpenOffice.org 1.x** in the language of your choice to localize the OpenOffice.org source file.

- An installed copy of **OpenOffice.org 2.0** in the localization language so that you can take screen captures as well as for reference purposes. Depending on the stability, you can also use the OpenOffice.org 2.0 version as your editing tool. However, please remember that the OpenOffice.org 2.0 version you get still is in Beta state.

- An image processor for localizing graphical content.

Localization Flowchart

Follow these steps when localizing a OpenOffice.org guide:

STEP 1: **Create a backup of the original document**

STEP 2: **Localize the graphical elements**
Some graphical elements can serve as a reference when you localize the text. To ensure consistency, localize graphics first.

STEP 3: **Localize the text content**
Use the standard word-processing features of OpenOffice.org to localize the text content.

STEP 4: **Localize special content**
Some special elements such as *field values*, *keywords*, *headers*, and

footers need special treatment (see below: *Special Treatment Sections* and *Localizing Special Elements*).

STEP 5: **Layout the Document**
Do the final layout after you have localized the content.

STEP 6: **Update all dynamic content**
To ensure that table of contents, indexes, and cross-references show the correct page numbers, *update all dynamical content* after you localize and lyout the document.

STEP 7: **Create PDF (optional)**
Use the PDF export command in OpenOffice.org to create the final PDF document.

> *Note*:
> The Developer's Guide does not need to be delivered in PDF format. You can still create PDF files for your own reference purpose.

Special Treatment Sections

Copyrights And Trademarks

You usually find this section starting on the second page of a guide (directly after the title page). This section has legal relevance. Depending on the requirements for your language the section might need to be updated or localized. *If you are in doubt please check back with the Sun Localization manager*.

Table Of Contents (TOC)

The table of contents at the beginning of the guide is *created dynamically* from the headings in the guide and does *not need to be localized*.

➜ To update a TOC in OpenOffice.org Writer, choose **Tools - Update - All Indexes and Tables** from the menu.

Indexes

Indexes, such as a table index, a figure index, or an alphabetic keyword index, are *created dynamicaly* from the information in the guides and do *not need to be localized*.

➜ To update the indexes in OpenOffice.org Writer, choose **Tools - Update - All Indexes and Tables** from the menu.

> *Note:*
> The keywords or index entries in the text content of a guide *need* to be localized. See *Localizing Special Elements* for more information.

Localizing Special Elements

Index Entries Or Keywords

Some documents contain index entries (keywords) for the index at the end of the document. These index entries are hidden in the normal document view. To show all special content in a document choose **View - Field Shadings** from the OpenOffice.org menu.

Most of the index entries are anchored to a word in the text, the corresponding word is highlighted with a gray shade, for example

```
Vergleichsoperatoren
```

Some index entries are not anchored to a specific word. These index entries are designated by a small gray rectangle.

To Localize Words That Serve As Index Entry Anchors

Ensure that you do not accidentally delete an existing index entry that is anchored to a word when you delete or overwrite the word.

1. Place the cursor **after** the first letter of the original word:

   ```
   V|ergleichsoperatoren
   ```

2. Delete until the end of the word:

   ```
   V
   ```

3. Insert the localized term.

   ```
   VComparison Operators
   ```

4. Place the cursor **after** the first letter of the original word.

   ```
   V|Comparison Operators
   ```

5. Press **Backspace** to delete the first letter.

   ```
   Comparison Operators
   ```

6. Ensure that the word is still highlighted in gray.

To Localize Index Entries

Localize index entries only *after* you localized the rest of a guide. They can be localized one after another. The easiest way to do this is:

1. Choose **View** from the menu and ensure that **Field Shading** is selected.

2. Click in front of the first term in the document that contains an index entry.

3. Choose **Edit - Index Entry**.

4. In the dialog that appears, edit the index entry.

5. Use the arrow buttons in the dialog to browse through all index entries of the document.

Cross References

Some documents contain terms that are used as anchors for cross references. You *do not need* to localize reference *names* (such as the names in the list of references when you choose **Insert - Fields - Other - References**).

Ensure that you do not accidentally delete the anchor for the cross reference when you replace the corresponding term. A term that has a cross reference anchor is highlighted with a gray shade.

Follow the same procedure as described for index entries under *To Localize Words That Serve As Index Entry Anchors* above.

Page Headers And Footers

Ensure that you also localize page headers or footers. Headers and Footers frequently contain fields.

Fields

Fields are used throughout a document as placeholders for values. Fields have gray backgrounds and are commonly used as document title and product names. The content of a field must be localized. To edit the content of a field, choose **Insert - Fields - Other** and click the **Variable** tab. YOU must check this dialog and localize any field values that appear there.

To view the changes that you made in the document, choose **Tools - Update - Fields**.

Layout And Production

The localized guide must be formatted according to Sun style rules. Use the source document of the guide as a formatting reference.

Page Format

Use the same page format as the source document.

Font Family, Fomnt Size, And Paragraph Layout

Font usage strongly depends on language. You must select font and font size that is appropriate for your language. Ensure that the font is available to Sun.

You must specify the following layout parameters based on the requirements of your language. See the Sun Localization manager for more information,

- Font family
- Font size
- Line Spacings
- Paragraph Spacings

- Bold/italic markup (if bold/italic typeface is not available/common in your language this must be replaced by other markup)

Do not change the following layout parameters unless you are asked to by Sun:

- Page Size

- Left and Right Margins

- Table Layout

- Footer and Header Sizes and Margins

- Chapter Start Page Layout

Title Page

The title page contains text frames with the document title, Sun's address, the document part and revision number, and the release date. Only the document title needs to be localized.

You also need to replace the part number with the part number for your language. If you haven't received a part number, ask the Sun TLIS manager.

> *Note*:
> The strings "Part No." and "Revision", as well as the release date do *not* need to be localized.

Localizing Graphics

Depending on the document, the following graphical formats can be present:

- `tiff` - Solbook documents

- `gif` - OpenOffice.org documents
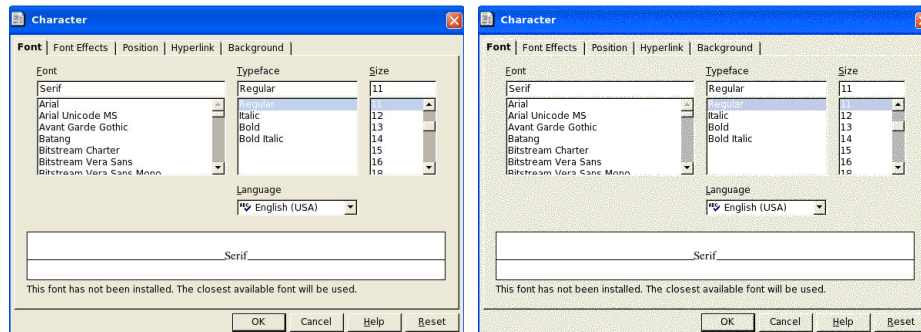
- `png` - OpenOffice.org documents and Online Help

For Solbook documents, the instructions to localize graphics are in the `figures` subdirectory. For the other documents, the localization instructions for graphics are provided with the graphics.

When you localize a graphic, the following rules apply:

- **Keep the image file format**
  The localized graphic must be in the same format as the graphic in the source document.

- **Localize the source file of a graphic**
  You might receive two variants of a graphic, namely the source file in eps or psd format, and the converted graphic that appears in the document. In this case, localize the source image and convert the graphic to the format that is used in the document.

- **Do not change size and resolution of a graphic in the Online Help**
  For the Online Help, the localized graphic must be the same size and resolution as the original image. For other documents, you can adjust the **size** if necessary, but *not* the **resolution**. The resolution of a graphic is defined in dpi units.

- **Prevent dithering artifacts in gif images**
  Images in `gif` format have a color depth of 256 only. If you take a high-color screenhot and convert it to `gif`, ensure that the main colors do not contain dithering artifacts:

correct dithering   *incorrect dithering*

- **Use the correct operating system and style/theme**
  The localization guide specifies the theme that you need to use. Under Windows XP, use the standard Windows XP Blue theme.

- **Use the correct build**
  Ensure that you use a current OpenOffice.org 2.0 build to take the screen shots. If UI terms change after you take the screen shots you need to retake any affected screen shots.

Index

Element