



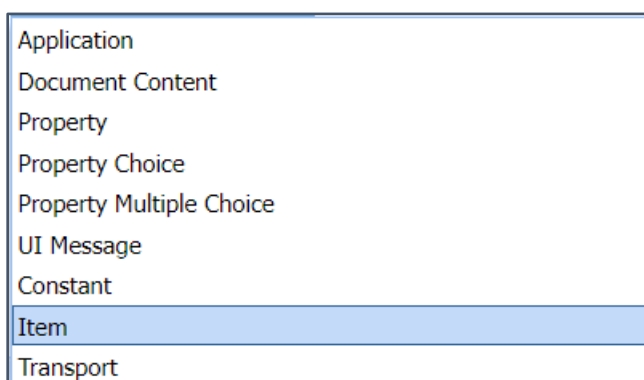
TIP OF THE MONTH



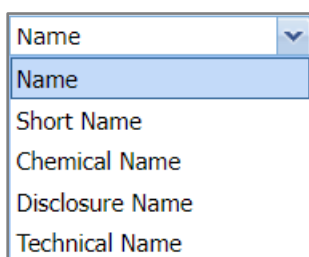
TRANSLATIONS

This guide will show you how to add translations into any existing document for another language. Please note that printing a document in another language is also dependent on the language translation being available in your Formpak system. However, some customer specific text, for example some document content, properties, property choice fields and property text are not translated. This example shows you how to enter a translation for an Item's name.

1. The translation can be easily entered by navigating to Enter Translations.
2. In the Entity box choose 'Item'. This is the collective term for Raw Materials/Formulations. You also have the option to change other content here.



3. Select 'Name' in the Attribute drop down. You also have the option to change alternative names.



4. The Reference Language can be amended to any other language you have translations for, however, 'Value in Entity' refers to the current language.
5. In 'Language to Edit' choose the language you want to enter the translation for. The first four fields are mandatory, however additional information can be added into the other fields available.
6. In Code enter the Item Code. In this example 'WAX'.

7. Select search.

The screenshot shows the 'Enter Translations - DS' form. At the top right, there are buttons for 'Search', 'Save', 'Reset', 'Cancel', and 'Help'. The 'Search' button is highlighted with a red box. Below the buttons, there is a section titled 'Enter Translations' with various input fields: 'Entity' (dropdown), 'Attribute' (dropdown), 'Reference Language' (dropdown), 'Value in Entity' (dropdown), 'Language To Edit' (dropdown), 'Code' (text), 'Reference Content' (text), 'Translation' (text), 'Creator' (text with a user icon), 'Created Date' (text with a date icon), 'Last Modifier' (text with a user icon), and 'Last Modified Date' (text with a date icon). The 'Language To Edit' dropdown is set to 'German (Germany)'.

8. Formpak will now search the system for the Item Code and generate the results as in the below example.

The screenshot shows the 'Enter Translations - DS' form with search results displayed in a table. The table has columns for 'Code', 'Reference Language', 'Language To Edit', 'Prevent Batch Update', 'Last Modifier', and 'Last Modified Date'. The 'Language To Edit' column is set to 'German (Germany)'. The 'Prevent Batch Update' column has a dropdown menu set to 'NO'.

Code	Reference Language	Language To Edit German (Germany)	Prevent Batch Update	Last Modifier	Last Modified Date
WAX	CANDLE WAX		NO		

9. Enter the translation for the Item Name into the 'Language to Edit' box. In the 'Prevent Batch Update' box select 'YES'. This is to stop the translation being overwritten if a new set of translations are imported.

The screenshot shows the 'Enter Translations - DS' form with the 'Save' button highlighted in a red box. The table from the previous screenshot is still visible, but the 'Language To Edit' column now contains the text 'KERZENWACHS' and the 'Prevent Batch Update' dropdown menu is set to 'YES'.

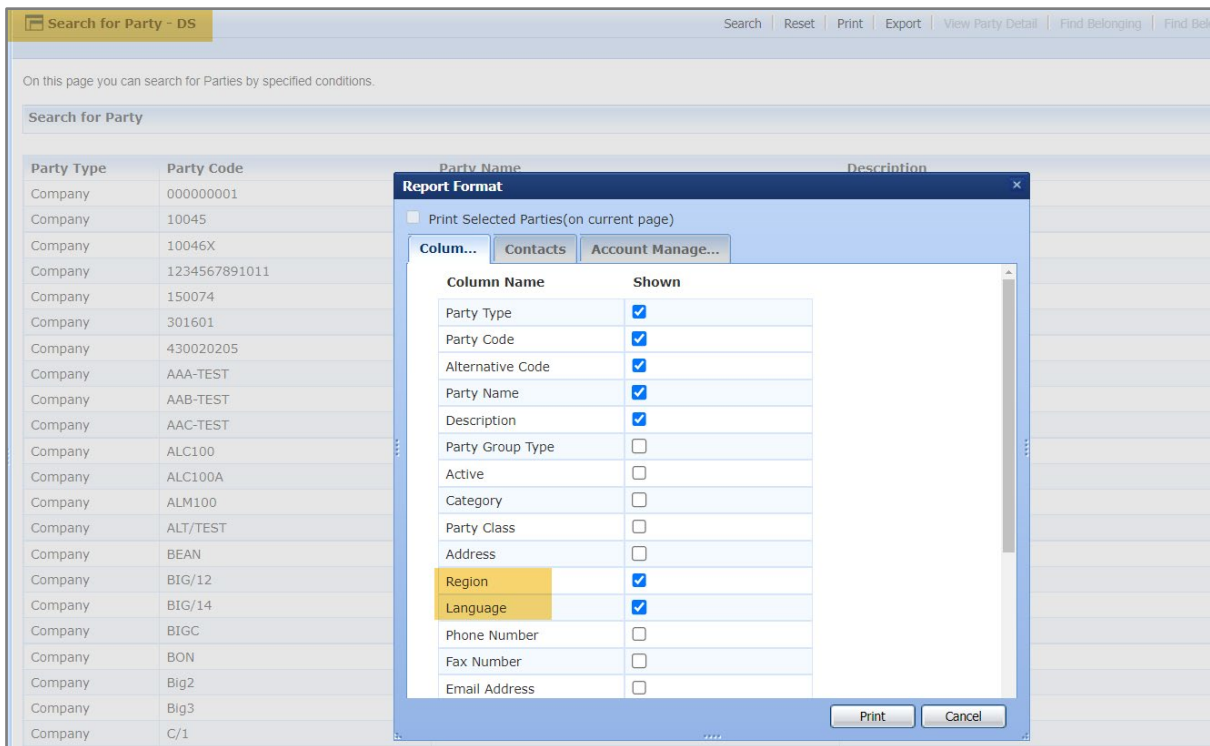
10. Click 'Save'.

For further information on adding [Property Translations please click here](#)

Mini Tip

How do I know which language translations are used?

There is a way on Formpak to determine what languages are used. This can assist when updates are required for revised document content, for example the new CLP Safety Data Sheet. If you have linked a language or/and region to your customers, you can use 'Search for Party'. Party is the collective term for groups such as customers and suppliers. Click search and this will display as a list of Parties. Click Print and the below Report Format box will appear. Select Region and Language, scroll to the bottom of the Report Format box and you can select the format of the report, for example, PDF or Excel. Select Print in the Report Format box and this will generate a report listing the Regions and Languages for each Party.



To see previous 'Tip of the Month' articles, please see [here](#).

All of our training and support material can be accessed from our **Support Centre**. The Support Centre is available 24/7 and is a great resource to use at your convenience. It includes:

- Over 100 training and support articles
- Links to training videos
- Quick Start Guides
- The Formpak Training Matrix

The Support Centre can be accessed on the Home screen of Formpak software or via the following link: https://www.formpak-software.com/Support_Centre/Pages/Support_Centre.html

Our **Support Team** are available:
Monday - Thursday: 8:30 - 17:00 (GMT)
Friday: 8:30 - 16:00 (GMT)
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The Formpak **Help Centre** is included directly in Formpak software, just press the 'Help' button to access it. The Formpak Help Centre offers explanations for each function of the application as well as a glossary of the technical terminology used.

View our **YouTube** channel with lots of helpful guides and information about Formpak
<https://www.youtube.com/user/FormpakSoftware/videos>