Translations Guide

Please review this guide before beginning work on your translations file. If you have any questions, please contact support@trueoffice.com.

OPTION #1
Provide Translations

Translate your course using the True Office Learning Excel template.
Please note: Any errors in HTML formatting will affect the development and delivery timeline.

Translation Guidelines

- Add translations directly into the Excel file, using the English text as a guide.

- Do not edit text in columns A, B & C (hash, location & en).

- Do not use strikethrough/other formatting or attempt to track changes.

- Do not insert additional rows or columns.

- Leave all HTML formatting tags in place (i.e., <br/>, , etc.).

- All languages should be included in one Excel document.

OPTION #2
Review Translations

Review the translations file provided by True Office Learning.
Please note: Implementing changes may affect development and delivery timeline.

Review Guidelines

- Add feedback using the "comment" function in Excel to cells where you have questions or concerns about the translated text.

- Do not use strikethrough/other formatting or attempt to track changes.

- Do not insert additional rows or columns.

- Do not edit text in columns A, B & C (hash, location & en).

- All languages should be included in one Excel document.

Example of HTML Formatting

HTML formatting can be double-checked using an online verifier such as:
https://www.freeformatter.com/html-validator.html
Some of the errors it flags don't apply to our formatting, but it will help by flagging other common errors like missing a slash (/) or missing a closing tag (>).

FORMATTED ENGLISH TEXT

Anti-Corruption Laws Worldwide
Numerous laws and international anti-corruption conventions, such as the Organisation for Economic Co-operation and Development (OECD) Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, have been established to combat corruption around the world.

These laws make it illegal to make any sort of payment or give anything of value to a government official for the purpose of obtaining business, retaining business, directing business to any person, or providing any other improper advantage.

In addition, many nations have established anti-corruption laws, including:

- The UK Bribery Act

- The US Foreign Corrupt Practices Act (FCPA)

- Singapore's Prevention of Corruption Act

- The Brazil Clean Company Act

- India's Prevention of Corruption Act

- Mexico's Federal Law Against Corruption in Public Procurement

ENGLISH TEXT HTML FORMATTING

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<h1>Anti-Corruption Laws Worldwide</h1><br/>
Numerous laws and international anti-corruption
conventions, such as the Organisation for
Economic Co-operation and Development (OECD)
Convention on Combating Bribery of Foreign
Public Officials in International Business
Transactions, have been established to combat
corruption around the world.<br/><br/>These
laws make it illegal to make any sort of
payment or give anything of value to a
government official for the purpose of obtaining
business, retaining business, directing
business to any person, or providing any other
improper advantage.<br/><br/>In addition,
many nations have established anti-corruption
laws, including:<br/><ul><li>The UK Bribery
Act</li><li>The US Foreign Corrupt Practices
Act (FCPA)</li><li>Singapore's Prevention of
Corruption Act</li><li>The Brazil Clean Company
Act</li><li>India's Prevention of Corruption
Act</li><li>Mexico's Federal Law Against
Corruption in Public Procurement</li></ul>
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Core Languages

The following languages are considered Core languages. We support over 50 additional Non-Core languages. If you need the code for a language not listed here, please contact support@trueoffice.com.

CODE	ENGLISH NAME
ar	Arabic
pt-br	Brazil Portuguese
zh-hans	Chinese Simplified
nl	Dutch
fr	French
fr-ca	French Canadian
de	German
it	Italian
ja	Japanese
ko	Korean
es-419	Latin American Spanish
ru	Russian
es	Spanish

Example Translations Excel

BEFORE

	A	B	C	D	E	F	G	H	I	J
	hash	location	en	ar	de	es	es-419	fr	fr-ca	it
	5acd17e5bf4234dbb7d395460d4e76fb	CourseTitle	ANTI-CORRUPTION							
	ec3f14aeb36469ac8f96ad2d9cf477f9	SubtitleText	Corruption refers to dishonest conduct, including the							
	4bdbe54904586245c41ac2631085041b	SubtitleText	giving or receiving of a bribe.							

AFTER

	A	B	C	D	E	F	G	H	I	J
	hash	location	en	ar	de	es	es-419	fr	fr-ca	it
	5acd17e5bf4234dbb7d395460d4e76fb	CourseTitle	ANTI-CORRUPTION	مكافحة الفساد	ANTI-KORRUPTION	ANTICORRUPCIÓN	ANTICORRUPCIÓN	ANTI-CORRUPTION	ANTICORRUPTION	ANTICORRUZIONE
	ec3f14aeb36469ac8f96ad2d9cf477f9	SubtitleText	Corruption refers to dishonest conduct, including the	يشير مصطلح الفساد إلى السلوك غير الشريف، وعادةً ما يتضمن	Korruption bezeichnet unredliches Verhalten, wozu auch das	La corrupción consiste en una conducta deshonesta, como el	La corrupción hace referencia a conductas deshonestas, por ejemplo,	Le mot « corruption » fait référence à une conduite malhonnête, notamment au fait de	Le terme « corruption » désigne une conduite malhonnête, y compris	La corruzi si riferisce una conde disonesta esempio
	4bdbe54904586245c41ac2631085041b	SubtitleText	giving or receiving of a bribe.	إعطاء رشاوى أو تلقيها.	Geben oder Empfangen von Bestechungsg eldern gehört.	ofrecimiento o la aceptación de sobornos.	dar o recibir un soborno.	verser ou de recevoir un pot-de-vin.	le fait de donner ou de recevoir un pot-de-vin.	l'offerta o percezion una tange