



## ICD-10 Training tool translation guide

This document informs about the context, relevant steps, resources, and legal framework around the translation of the ICD-10 training tool. The relevant files will be made available after signature of a translation agreement with WHO.

**READ CAREFULLY BEFORE YOU START TRANSLATION WORK**

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## **Introduction**

The ICD-10-training has been formulated as a text document first. This document is called the storyboard. That document allows production of a print version. It also is used to verify the language version you created against the English source. It further may allow the translator to read the full English context before translating the terms of the relevant screen.

Based on that storyboard, the electronic version is authored in Lectora X. The translation file is generated from that authoring environment, in RTF format. The text in this file is formatted (e.g. style, character set, colour) and every line needs to be replaced line by line by the text in the target language. Numbered TAGs make sure the new text finds its correct place after importing the new language file to the authoring tool.

The ICD-10 training contains text, language dependent screenshots, and language independent graphics. For the translation, language dependent text needs to be translated in the translation file, and screenshots need to be replaced.

The sections “Preparatory steps”, “Translation technical instructions”, “How to capture a screenshot from the ICD-10 PDF and put it into Lectora”, and about how to handle white text in the translation file describe in detail the necessary steps to produce the your language version.



**Content of the translation package:**

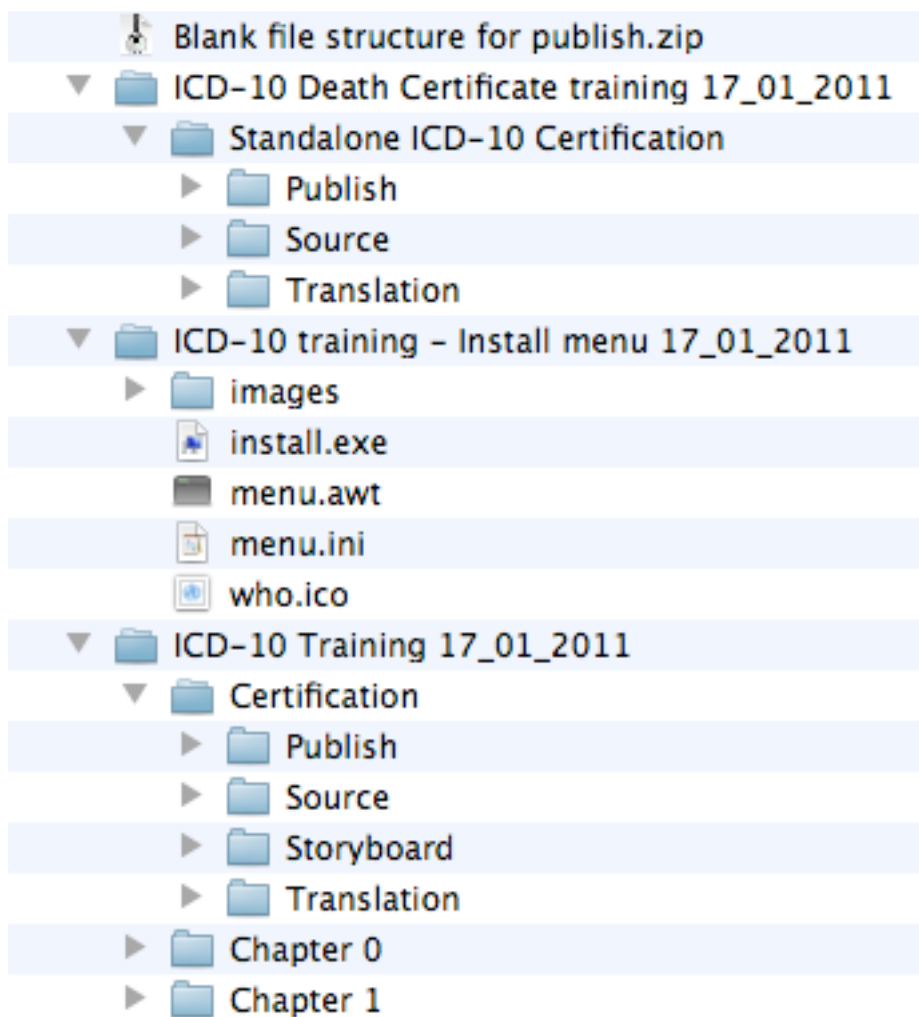
The translation package consists of main files:

- 1) Translation guide
- 2) Empty folder structure for the produced output of a translation
- 3) Installation menu and instructions
- 4) ICD-10 Training source containing
  - a) Certification of death standalone training
  - b) Full ICD-10 training

Each file as in 3a and 3b has subfolders containing

- I) Publish/Output English files of the relevant module
- II) Source file of the relevant section
- III) ICD-10 Training storyboard for print version and guiding the design of the electronic version, of the relevant section
- IV) ICD-10 Training tool translation file of the relevant module

See file structure below. The death certificate training has NO storyboard folder because it reuses relevant modules of the full training.





**Budget**

Costs for translators and editors depend largely on local settings. Accordingly, the information in this section is given in person-days, and costs have to be calculated by you.

For the translation and your budget calculation, you should take into account:

The translation file contains about 200,000 words, but with several redundancies, being instructions. A translation memory may accelerate the job. Translation takes about 6-8 person weeks

Editing of the design of screens where text length has increased will take about 21 days, if all screens need to be edited. This time does not include time to become familiar with the authoring tool.

Taking screenshots of your language version of ICD will take about 12 days, for a person familiar with taking screenshots.

Calculate some 11 days for additional editing e.g. tags, and comparison between your language version and the English version.

You may want or need to make changes to the training tool, for example to accommodate some national regulations. All planned changes need to be discussed with WHO, before the editing and translation is carried out, and need WHO permission (see also regulations outline below).





**Rules for translation - principles:**

A written translation agreement has to be signed with WHO. Please access the online form at [www.who.int/about/licensing/translation\\_form/](http://www.who.int/about/licensing/translation_form/).

The written agreement will regulate the issues around intellectual property and use of the translation and also make sure all translators are registered with WHO and can be contacted, as necessary.

The points below are meant to outline the governing principles. They do not replace the contract.

- ▶ You are allowed integrate the training tool into learning environments.
- ▶ You commit to translate and publish the tool within 1 year after signing the agreement with WHO.
- ▶ You commit to introduce necessary updates as published by WHO on its website ([www.who.int/classifications/](http://www.who.int/classifications/)).
- ▶ You don't add any advertisement to the screens or in the context of the screens.
- ▶ You may add or modify screens to accommodate your national legislation, or a special audience. Such changes need written permission by WHO prior to publication.
- ▶ The Death certification part is designed do be used independently of the full training. Other parts of the tool might be used individually, as well. In such cases, WHO requires that the introductory module is always added, and written permission by WHO is required, prior to publication.
- ▶ You may request reasonable charges that cover costs, as for producing CDs and mailing the CD versions. Commercial use of the training tool requires a separate licensing agreement with WHO, and is subject to royalties payable to WHO.
- ▶ You send to WHO the final versions of the translated source file of the training tool, the output file of the translation, and the translation file in the language of translation (and the translated story board and print version, if produced).
- ▶ WHO retains the right to re-use the translation in any format and especially to publish the translated language version online on its multilingual environment, and the copyright for the ICD-10 training tool and its translation in official WHO languages.



**Main steps for translation:**

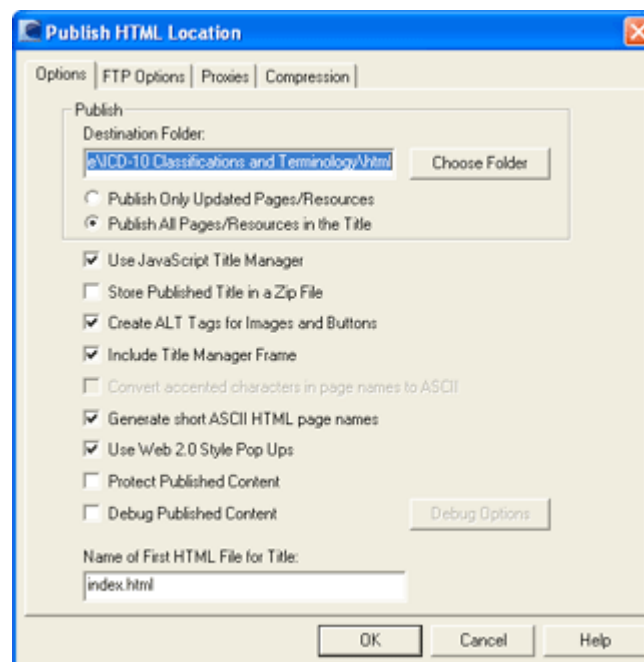
1. Make sure your budget covers all necessary steps of the translation
2. Have a copy of the authoring tool (Lectora X).
3. Have a copy of ICD-10 in PDF in your desired language that allows you to make the relevant screenshots.
4. Your editor will be familiar with the authoring tool (Lectora X).
5. Your translators will have good understanding of English, your language and ICD.
6. Your translator will reuse all texts that are part of ICD in your language version and will not re-translate such ICD-texts.
7. Be aware that the Death Certificate Training standalone version uses a set of modules that are a subset of the full training. So, you need to do the translation of these modules only once.
8. Translate the texts in the translation file (do not retranslate ICD terms and phrases, but use the existing translations in your language), import with Lectora and edit, as necessary. The “Translation technical instructions”, and “Instructions for handling white text in translation files” provide the necessary information.
9. Replace the screenshots following the instructions in the section “How to capture a screenshot from the ICD-10 PDF and put it into Lectora”, below
10. Compare the screens in your language against the screens (or the storyboard files) of the English source version, and make sure meaning and content has not been lost or changed in translation.
11. Generate output, as desired.
12. Allocate the output of the relevant module in its place in the empty file structure. Keeping the folder structure and names is crucial to have the modules properly working together.
13. Make sure you translate the user guide, the cause of death flyer (certification module) and include these translated files as pdf in the “resources” folder of your output, together with pdf versions of your language version of ICD.
14. Consider producing an installation menu and installation guide in your language.

Best you test the procedure for one chapter, before you apply it to all the other modules of the course.



## Translation technical instructions

1. Open the source file you need e.g. for Module 1 source, you open the correct .awt in Lectora. (Source files have the extension .awt.)  
To open the source file for Mod1 you open up Chapter 1 source\ICD-10Classifications and Terminology\mod1.awt
2. Then select Tools – Translation tool. Choose “Export text to a translation file”. We do not recommend checking the “Include Chapter/Section Page names” check box. There is no need to change the actual chapter names in the source file. For the selection of text, make sure the radio button for “The entire title” is checked.
3. Click OK to export the translation file, which will be an rtf.
4. Open up the rtf. All text needs translating except whatever is in red. All red text must remain untouched, as these are the anchors required for importing the file back into Lectora.
5. With the translated rtf, import it back into Lectora. You do this by going to Tools – Translation tool, checking the radio button for “Import text from a translation file” and checking “Increase text box size if needed”. Then select the appropriate translation file and click OK. This is all clearly documented in the help file for Lectora. Select “Translation” from the index.
6. Reformat the layout of the pages as appropriate. For example, where a text has become longer than the English one, you need to verify if there the design of the relevant page is still correct.
7. The translation tool will not change alt tags for images. These must be changed manually. Note that Lectora X will import translated alt tags.
8. Finally you will need to publish to html to create the html files. The settings you require for a correct html publish are shown below.



Published html files need to go in specific places as shown below. We have created an empty shell for you to publish into. It is the folder called html.

Source	HTML publish destination
<b>ICD-10 Death Certificate</b>	
ICD-10 Death Certificate	html\ICD-10 Death Certificate\html\
<b>ICD-10 Training</b>	
Certification	html\ICD-10 training\All Chapters\Certification\html\
Chapter 0	html\ICD-10 training\All Chapters\Chapter 0\html\
Chapter 1	html\ICD-10 training\All Chapters\Chapter 1\html\
Chapter 2	html\ICD-10 training\All Chapters\Chapter 2\html\
Chapter 3	html\ICD-10 training\All Chapters\Chapter 3\html\
Chapter 4	html\ICD-10 training\All Chapters\Chapter 4\html\
Chapter 5	html\ICD-10 training\All Chapters\Chapter 5\html\
Chapter 6	html\ICD-10 training\All Chapters\Chapter 6\html\
Chapter 7	html\ICD-10 training\All Chapters\Chapter 7\html\
Chapter 8	html\ICD-10 training\All Chapters\Chapter 8\html\
Chapter 9	html\ICD-10 training\All Chapters\Chapter 9\html\
Chapter 10	html\ICD-10 training\All Chapters\Chapter 10\html\
Chapter 11	html\ICD-10 training\All Chapters\Chapter 11\html\
Chapter 12	html\ICD-10 training\All Chapters\Chapter 12\html\
Chapter 13	html\ICD-10 training\All Chapters\Chapter 13\html\

Source	HTML publish destination
Chapter 14	html\ICD-10 training\All Chapters\Chapter 14\html\
Chapter 15	html\ICD-10 training\All Chapters\Chapter 15\html\
Chapter 16	html\ICD-10 training\All Chapters\Chapter 16\html\
Chapter 17	html\ICD-10 training\All Chapters\Chapter 17\html\
Chapter 18	html\ICD-10 training\All Chapters\Chapter 18\html\
Chapter 19_20	html\ICD-10 training\All Chapters\Chapter 19_20\html\
Chapter 21	html\ICD-10 training\All Chapters\Chapter 21\html\
Chapter 22	html\ICD-10 training\All Chapters\Chapter 22\html\
Confidentiality and ethics	html\ICD-10 training\All Chapters\Confidentiality and ethics\html\
Introduction to classification	html\ICD-10 training\All Chapters\Introduction to classification\html\
Quality	html\ICD-10 training\All Chapters\Quality\html\
Rules and guidelines for morbidity coding	html\ICD-10 training\All Chapters\Rules and guidelines for morbidity coding\html\
Rules and guidelines for mortality coding	html\ICD-10 training\All Chapters\Rules and guidelines for mortality coding\html\
Rules and guidelines for statistical presentation	html\ICD-10 training\All Chapters\Rules and guidelines for statistical presentation\html\
Main_Menu	html\ICD-10 training\Main_Menu\html\
Start	html\ICD-10 training\Start\
User Guide – no reset	html\ICD-10 training\User Guide\
Pdfs	
User Guide	html\ICD-10 training\ICD-10_Resources\
	html\ICD-10 Death Certificate\html\ICD-10_Resources\







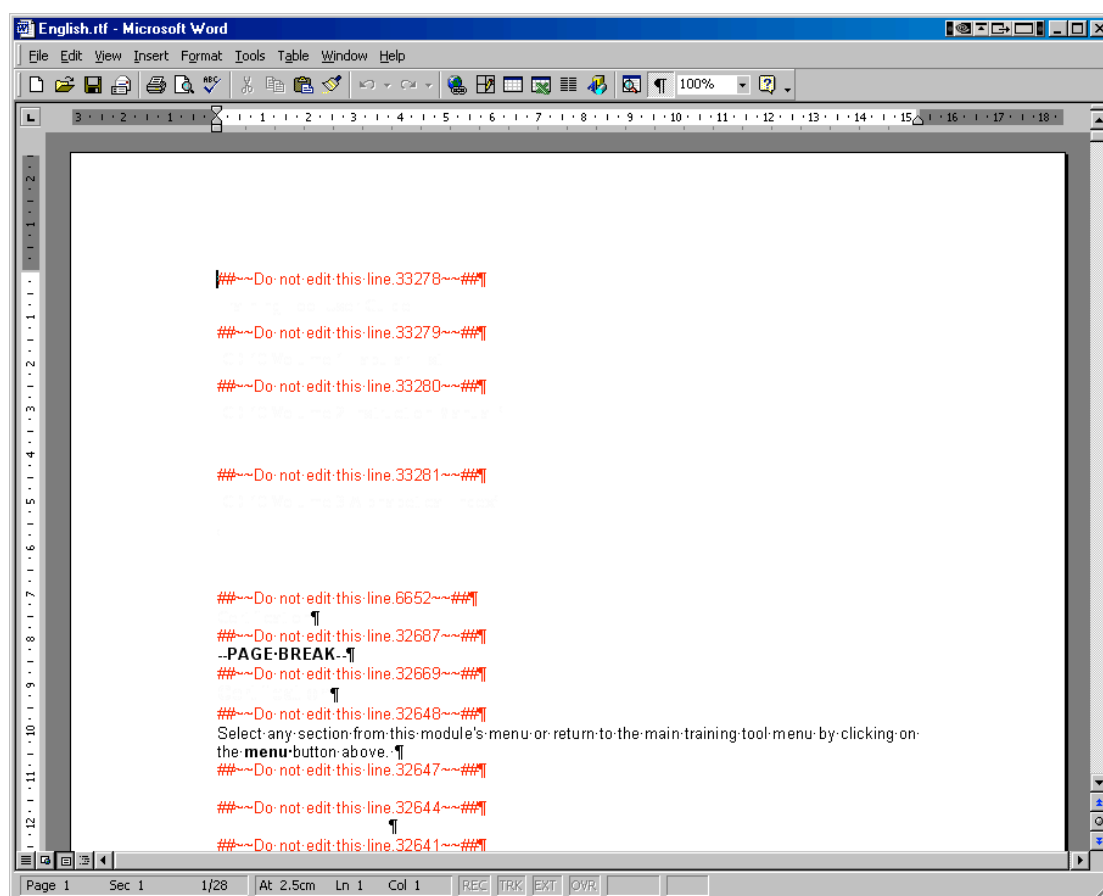


## Instructions for handling white text in translation files

The translation tool in Lectora outputs text into a Rich Text Format (rtf) file. This keeps the format of the text (including font, colour etc).

The training tool uses white text in places, particularly for titles. When viewing / editing the rtf this text is not visible. The screen below shows an rtf file; the blank spaces actually contain text.

This section explains how to change the text colour in MS Word.

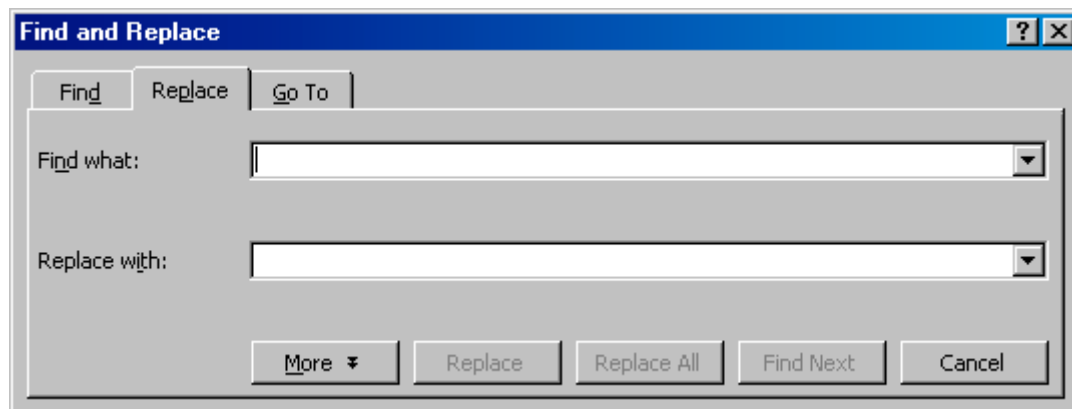


### Step 1

Select Replace from the Edit menu.

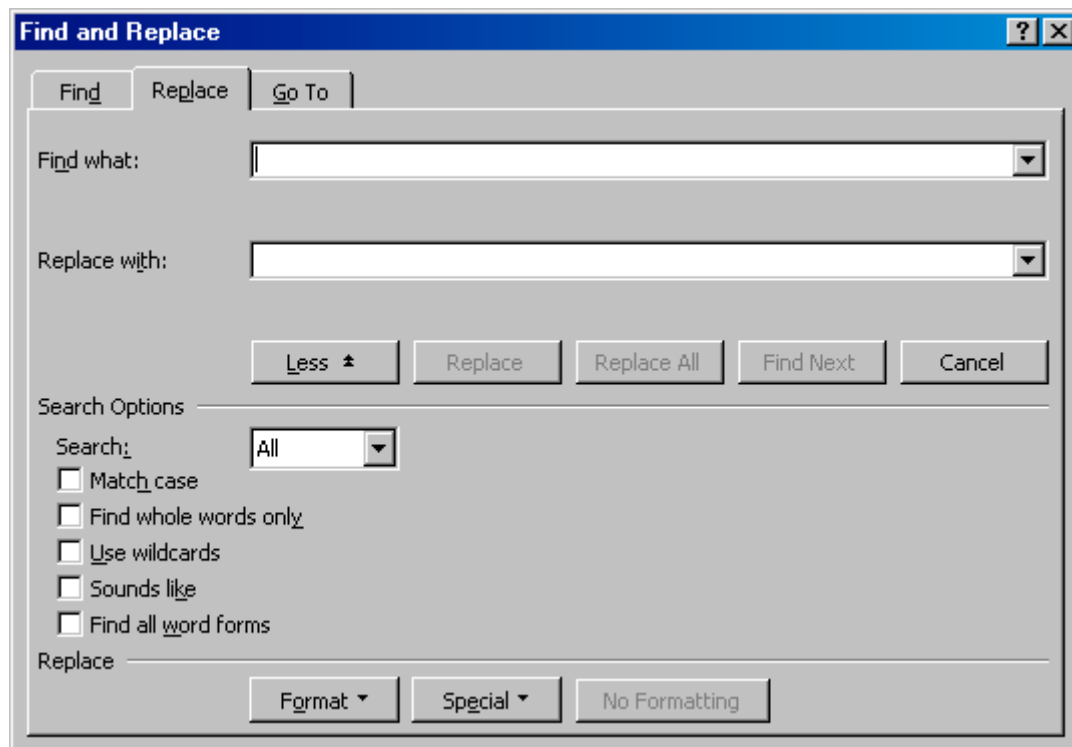
### Step 2

Place your cursor in the 'Find what:' box.



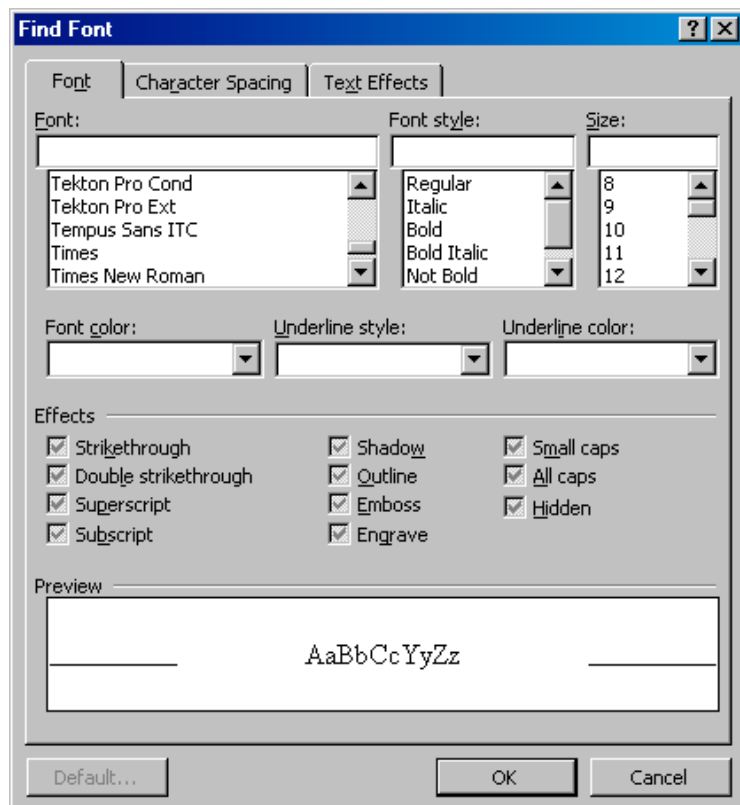
### Step 3

Click on the 'More' button



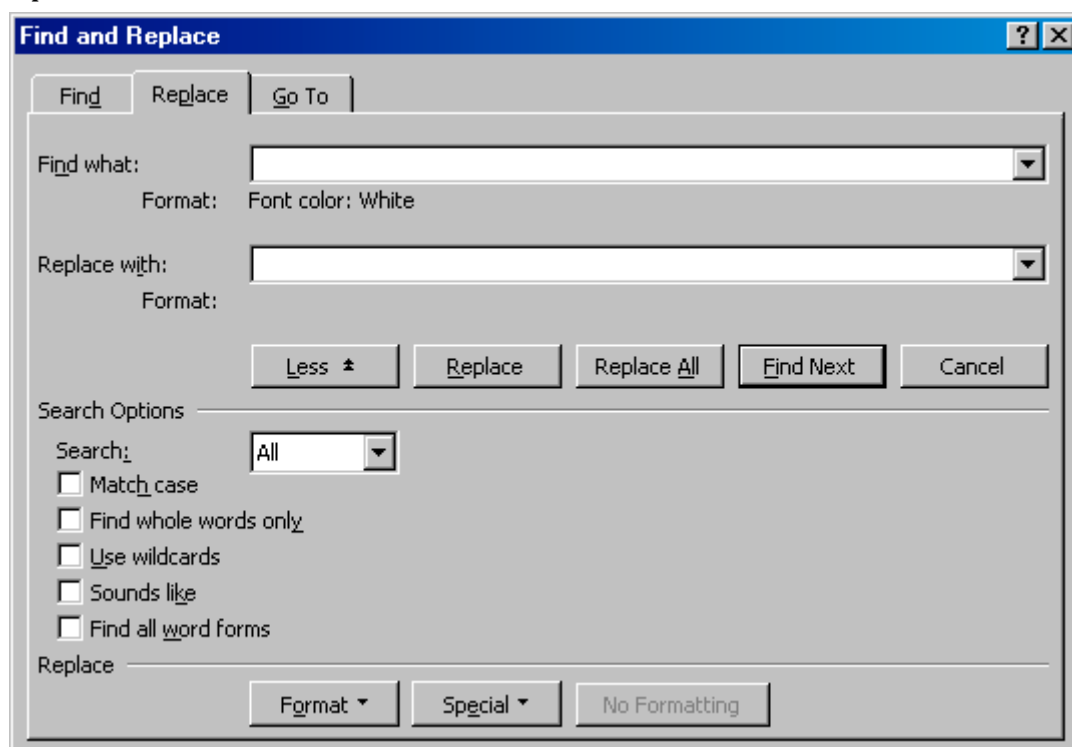
**Step 4**

Click on the 'Format' button and select 'Font'



**Step 5**

Open the 'Font color' menu and select White. Click on OK.



### Step 6

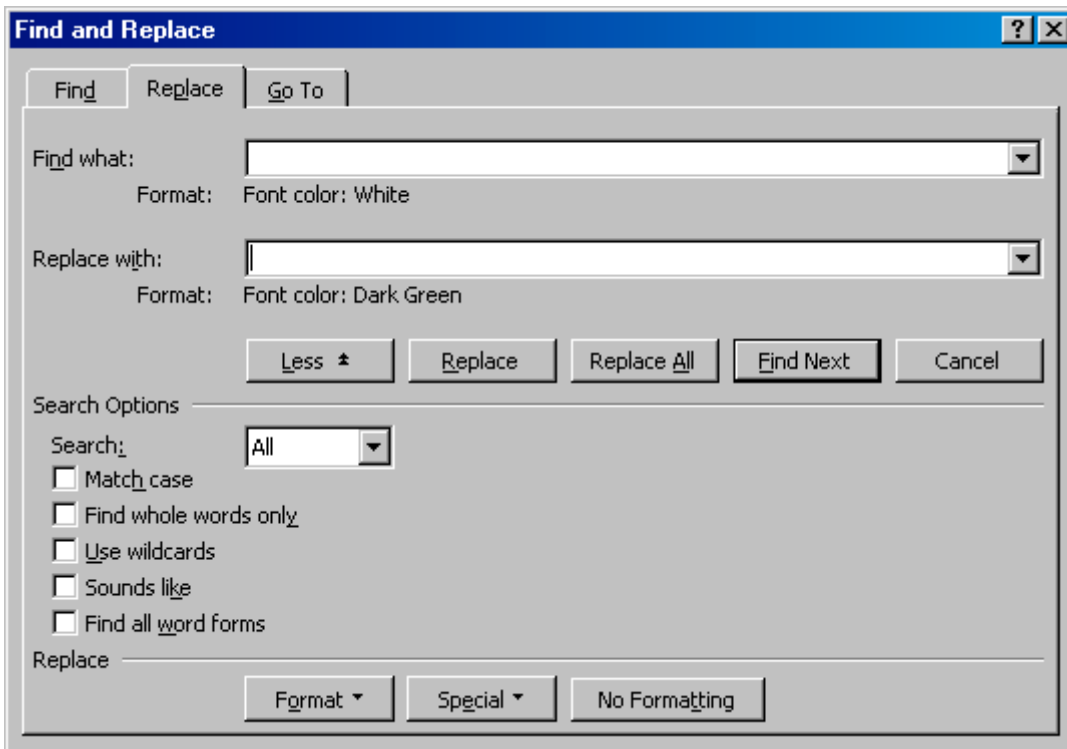
Place your cursor in the 'Replace with' box

Select Format | Font | Font color .

Select Dark Green (on the top row – TIP if you hold the cursor over a colour, the name of the colour is shown).

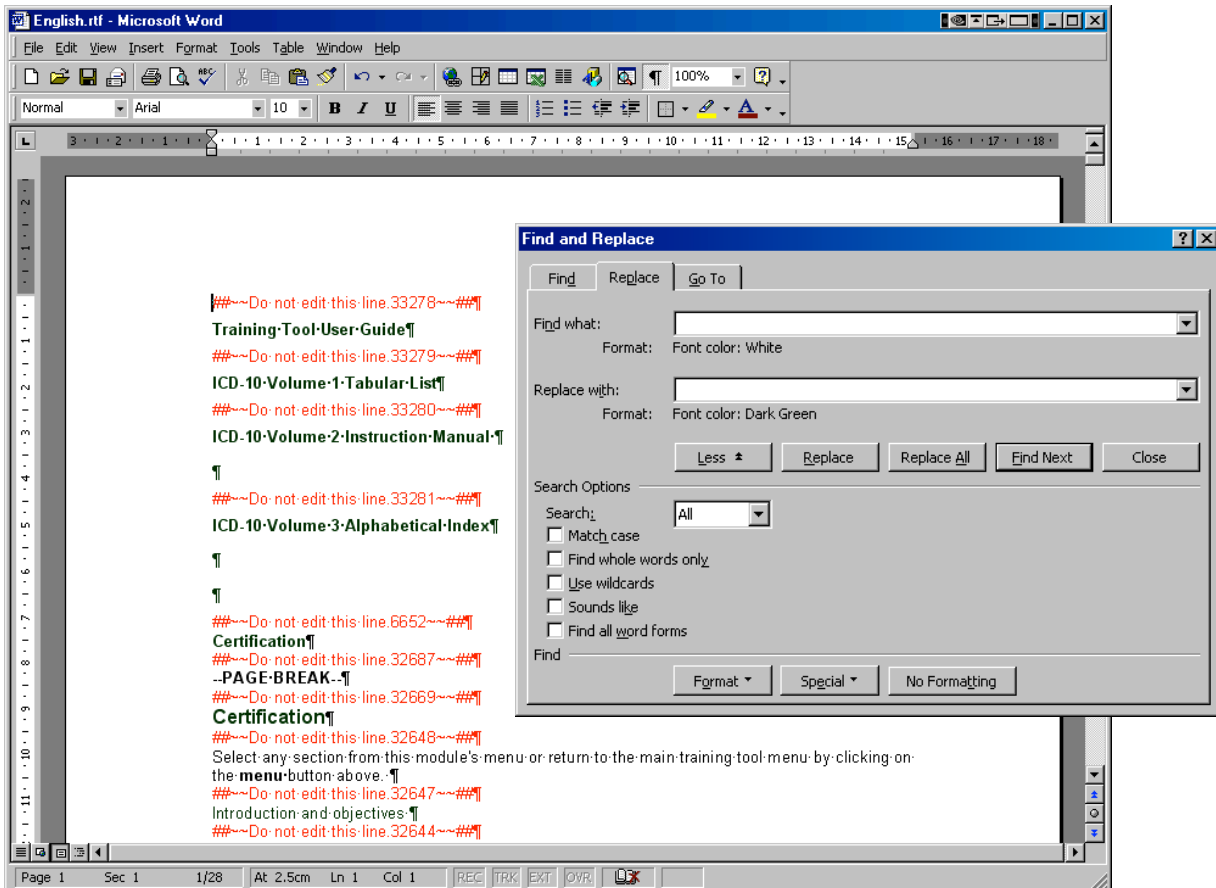
Note: Dark green has been used for readability and because the tool does not use this font colour.

Click on 'OK'



### Step 7

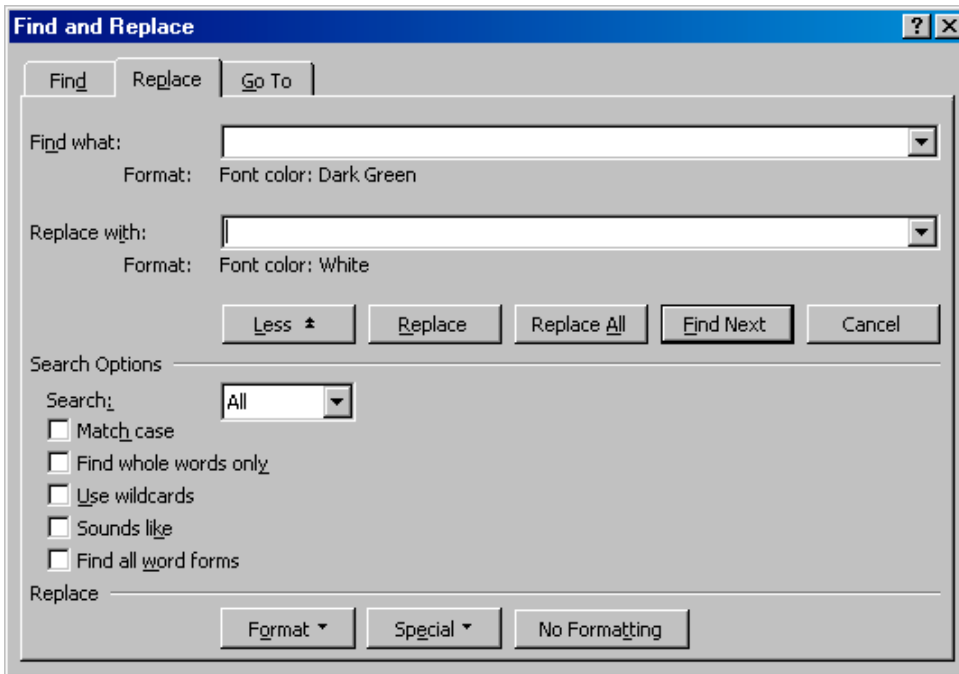
Click on the 'Replace all' button. The hidden white text can now be seen.



Note: the above steps have already been implemented in the supplied English.rtf files.

### Step 8

Once the translation is complete the Dark Green text has to be changed to White text before the translation tool is used to import the translation file into Lectora. Use the same method as above, this time replacing Dark Green text with White text.

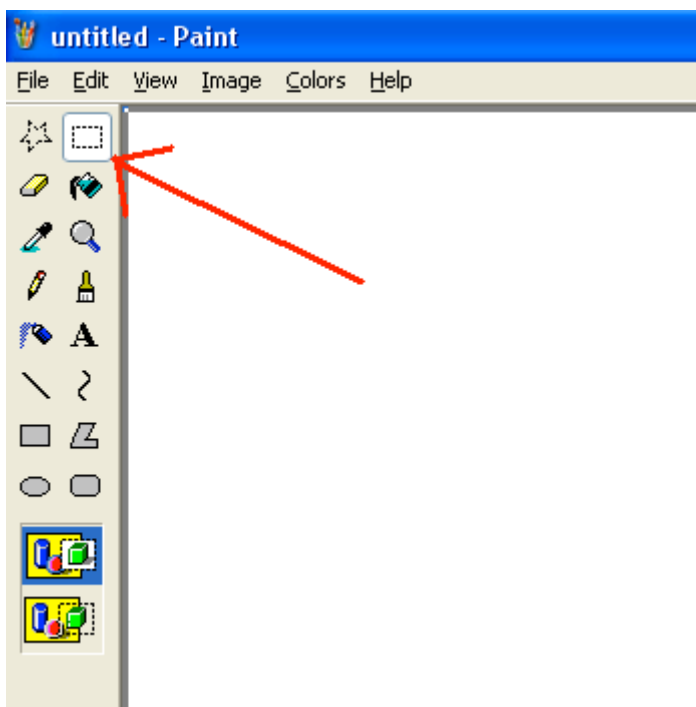




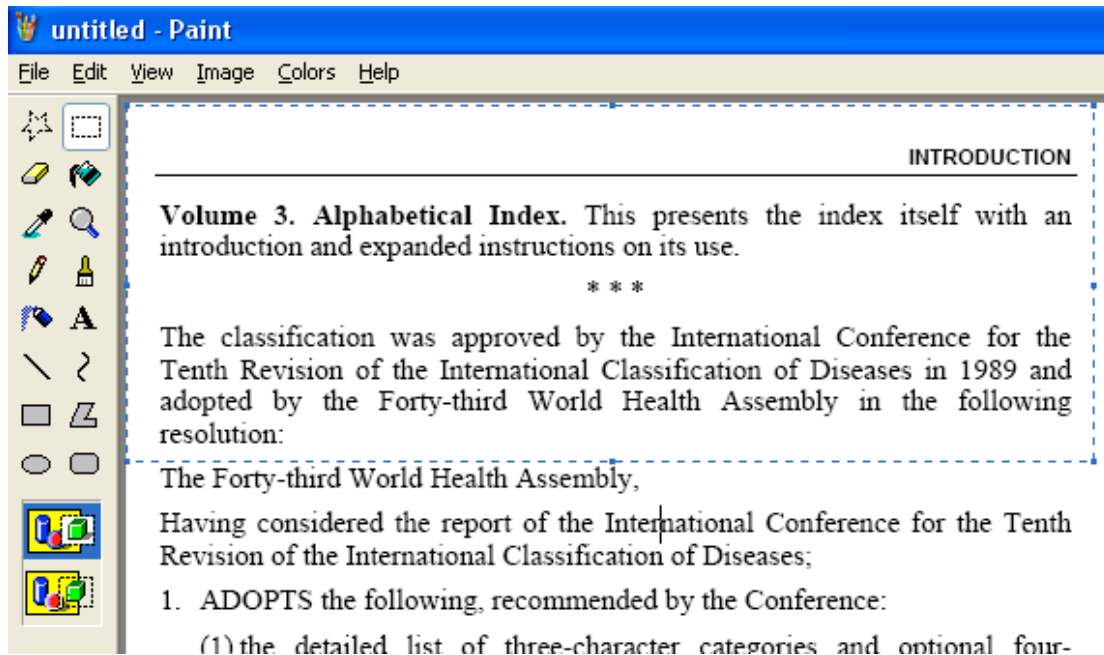
## How to capture a screenshot from the ICD-10 PDF and put it into Lectora

The current PDF cut-outs in the program have been cropped at the zoom ratio of 90%. If a particular page in the program has forced us to use a smaller cut out image we have used the ratio of 75%.

1. Have Lectora, Paint and the relevant PDF open.
2. Locate the appropriate page in the ICD-10 PDF.
3. To capture a screenshot of the PDF page you can see on your monitor, hold down the 'Alt' button and press the 'Print Screen' button (typically 'Prt Sc' on the key).
4. Maximise the 'Paint' program. Paste the screenshot capture in Paint. Do this by selecting 'Edit' > 'Paste' from the menu at the top (or by pressing 'Ctrl' and 'v' together).
5. To crop a specific part of the PDF, select the dashed rectangle button on the toolbar as shown below.



6. With this rectangle button checked, select round the part of the PDF you wish to use, holding down the left mouse button and dragging the selection box around it (release the left button when your selection is correct), leaving a slight gap around the PDF text, as shown below.



7. Select 'Edit' from the top and then select 'Cut'.
8. Select 'File' from the top then select 'New'. (A dialogue box will appear asking you if you want to save changes to the image you've got displayed currently. Select 'No'.)
9. Then paste your cropped image by selecting 'Edit' > 'Paste' from the menu at the top (or by pressing 'Ctrl' and 'v' together).
10. Save your new image out as a '.gif' into a new specified folder. (We recommend creating a new folder for your images, to keep your new images separate from the ones being replaced in the program).
11. In Lectora, import your new image replacing the old one.

Note that you may need to import a new 'blue surround' graphic if the new graphic is larger or smaller than the original English language one. These can be found in the 'page cut outs' folder. They are named according to their pixel size in width and height.