



*“Maximizing Opportunities
and
Minimizing Losses”*

VISUAL AssuranceTM

A tool to assess, report and monitor Internal Control

Multilingual Guide

Version 2.2

“Supporting Excellence in Corporate Governance”

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Translation Instructions

The translation may be broken down into the following sets:

Multilingual files

LOCALE.TXT
LANGUAGE.TXT
TRANSLAT.TXT

Help file

VA.HLP

Manuals

INSTALLATION GUIDE
ADMINISTRATOR GUIDE
AUTHOR GUIDE
PLANNER, ASSESSOR, REVIEWER and AUDITOR GUIDE

Installation scripts

Multilingual Files

This set is made up of three files, LOCALE.TXT, LANGUAGE.TXT and TRANSLAT.TXT.

LOCALE.TXT

This file must not be changed.

LANGUAGE.TXT and TRANSLAT.TXT

1. Install the VA Multilingual utility and execute VAMULT.EXE.

NOTE:

1. This is a 32bit utility and will not execute under Windows 3.1/3.11.
2. Although the VAMULT screens, menus etc are in English, VAMULT does take account of the machines regional settings. Hence the correct language characters will display in the translated column.
2. The first time VAMULT is executed, or if the TXT files are deleted, you will be prompted to select the translation language. If there are existing TXT files and you want a different language, select the menu command Edit->Change language. From the "Select Language" dialog, select your required language from the pull-down list and then click the <OK> button.
3. VAMULT's main screen has two columns, namely "Native" and the name of your selected language. The "Native" column, which is NOT editable, contains a list of

the items that need to be translated. The selected language column is editable and should be used to hold a translation of the items in the "Native" column.

4. The usual editing commands (cut, copy and paste) are available. These commands are on the toolbar, main menu and the right mouse click pop-up menu. Additional commands are on the Edit menu. Although the "Native" column is not editable, items may be copied from it and pasted into the selected language column.
5. Before you exit VAMULT or once you have completed the translation, click the "Save" icon to save your changes. Your changes are saved in files LANGUAGE.TXT and TRANSLAT.TXT. Also note that each time a "Save" is performed, a backup of file TRANSLAT.TXT is made (TRANSLAT.BAK). If the "Save" icon is clicked twice in succession then file TRANSLAT.TXT and TRANSLAT.BAK will be identical.
6. Once the translation is complete, copy files LOCALE.TXT, LANGUAGE.TXT and TRANSLAT.TXT into the directory/folder in which the VA application was installed. DO NOT remove or make changes to the LOCALE.DEV, LANGUAGE.DEV or TRANSLAT.DEV files. These files are part of the VAMULT.EXE utility.

Translating Issues:

1. Any percent characters (e.g. %s, %d etc) existing in the "Native" column MUST be present in the translation column. They are replaced by values at run time.

Examples:

This is page %d of %d	may become	This is page 1 of 10.
%s the following Assessment	may become	Copy the following Assessment
		OR
		Move the following Assessment

2. The "&" character is a special character that is used to underline the letter that will be used as a short cut on menus and buttons. Reproduce this character against the same letter, if possible.

Examples:

&Expand to	becomes	<u>E</u> xpand to	at run time.
S&PELLING	becomes	S <u>P</u> elling	at run time

3. Each menu item should have a different short cut letter.
4. The "|" character is a special character that is used to separate button hints and their longer status bar helps. The short translation is on the left and the long is on the right. Reproduce this character between the short and long translations.

5. Items with a "~" between the words are used as titles to grid columns. The "~" acts as a carriage return and wraps the word after the "~" to the next line. You should limit the number of "~"s used (no more than two).
6. The following abbreviations are used and ideally need to remain short as they are used where there is limited width available:

Comm	Communication
Mon	Monitoring
Rev	Revision

7. Do not use "Tab" characters in your translation. The tab is used as a special character by the multilingual part of VA2. It separates the various languages.
8. What is the context of "By"?
Typically a date or a name follows the "By" on the screen. Think of the "By" as "Performed by ...". For example "Performed by 20th August 1998" or "Performed by John Smith". Obviously we have not included the word "Performed" on the screen, the context of the display gives it this meaning.
9. What comes after the "by" in "Anchor by"?
Typically after "Anchor by", the words following will be "Entity" or "Knowledgebase". As these are not part of the string, you would not easily be able to reconstruct the whole sentence.
10. What comes after the "for" in "Filter(s) defined for"?
Words such as "Area", "Objective" etc. will follow. You will not be able to reverse the order of this wording.
11. What comes after the "as" in "Move as"?
The "Move As" is a title to a radio button group. This group comprises buttons such as "First in Group" and "Last in Group". As a result there is no complete sentence to change.
12. What substitutes the %s in "This import will create a new Assessment for %s"?
The %s is substituted by the name of the Entity (e.g. "ABC Company").
13. All three "Multilingual Files" are required when distributing a multilingual version of VA. Furthermore, files LANGUAGE.TXT and TRANSLAT.TXT must come from the same translation set.
14. With the " Multilingual Files" in place, test VA taking account of the following:
 - The words on buttons display correctly.
 - The words on the screens are correctly positioned and not too long.
 - The grid column titles display correctly.
 - The menus are correct and those with short cut underscores are correct.
 - Reports print as expected.

In order to test VA you need to place the " Multilingual Files" in the VA directory

and edit the VA2.INI file, adding the following line to the [ENV] section:
ShowMultiLingual=Y

Help File

Kilclare will supply RTF files if these are of any use.

Manuals

Deloitte & Touche LLP have these files in Microsoft Word 97 format.

Installation Scripts

These files only need translation if you require that the installation program be in the selected language. Kilclare will supply these files if required.

These script files include other languages and must be treated with care. For example if they are imported into and saved by MS Word then some of the unicode characters of the other languages may not be saved correctly. It is your responsibility to ensure that your word processor/editor handles unicode characters correctly.

To translate the script files you need to do the following:

1. Take a copy of each of the lines that start with, "Text=", "Title=", "Message=" or "Description=" and place it immediately below the original line.

If multiple consecutive lines start with one of these descriptors then copy all the lines and place them immediately below the last original line.

2. Before the "=" insert a space followed by your language name.

Example of steps 1 and 2 above:

Message=This program requires a 32 bit version of Windows.

Message=

Message=Please refer to your Windows documentation for details.

Message=

Message English=This program requires a 32 bit version of Windows.

Message English=

Message English=Please refer to your Windows documentation for details.

Message English=

3. Translate the text to the right of "English=".

Return the translated files to Kilclare so that we may create a custom Master Installation CD for your language.

Kilclare will charge \$300 for the work required in creating a Master Installation CD for your language. Air or ground mail shipping costs are included in this charge. Courier shipping costs are additional and are approximately \$60.00.