

1. Translator receives assigned Akvopedia pages in English to translate, listed in the Google Sheet document.



2. Translator reads the [Akvopedia Translation Guide.pdf](#) to get started with the translation. View the [Rooftop rainwater harvesting - highlight sample.pdf](#) to see a sample of the text (highlighted) that needs translating. This code is found in the *Edit* tab of the page [Rooftop rainwater harvesting](#).



3. Translate the page. When finished, email Winona, at winona@akvo.org, with 2 links: your finished translated page & the original English page from Akvopedia. Update Google Sheet.

4. Winona checks for errors, then connects translated page to English page through language flag bar (located in the upper right corner of each article page).



5. Winona emails translator if any corrections need to be made, otherwise you'll receive a confirmation that the translated page has been connected and published.



6. All translated pages might get proofread by other translators, which may result in changes in the future. To be notified if a page is changed, click "watch this page" checkbox at the bottom of any page when in *Editing* mode.



7. Translator is ready for more assigned pages.