

Add a document manually

We add reviews and cochrane.org pages automatically to Phrase for translation when they are first published and updated.

If you want to translate a document that is not on Phrase automatically, you can add it manually.

1. Email the Cochrane Support Team (support@cochrane.org). They can set up a dedicated Phrase project for you to add documents manually.

2. Go to that project, and click on the "New" button in the Jobs section to add a new job.

This will open a window where you can upload documents and create a new job, see the image below. Use the "Browse" button to select the file you want to translate from your computer. Depending on the file type you want to upload, you can determine the import settings. If you want to upload a Word document, for example, click on MS Word and check the default settings, and adapt them if needed. You can find details on the import settings for different file formats here: <https://support.phrase.com/hc/en-us/sections/5709618056604>. If you need help with import settings, contact support@cochrane.org.

Projects / Manually uploaded documents Spanish / Create job

The screenshot shows the 'Create job' form in the Phrase interface. At the top, there is a file selection area with a red box around the 'File' tab, 'Choose Files' button, and 'No file chosen' text. Below this is a button labeled 'Add from online repository'. The main form is divided into three sections: 'Translation', 'Editing', and 'Final review'. The 'Translation' section is active and contains a 'Target language' dropdown set to 'Spanish (es)', a 'Pre-translate' checkbox, a 'Due' date field, and a 'Notify providers' checkbox. The 'Editing' section is collapsed. The 'Final review' section is also collapsed. A red box highlights the 'Create' button at the bottom left of the form.

3. Then click "Create".

4. Assign and translate the job in the different workflow steps as you would usually do.

5. When you set the last workflow step to "Completed", you can download the completed job to your computer. Select the completed job, click on the "Download" button, and select "Completed file".