

Translate a Documentation Page

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You can create a translated version of an existing document so readers can use the same guidance in another language. Keeping translations current helps ensure that each audience receives accurate, consistent documentation.

Overview

Atloria organizes your authored content in **Documents**. From a document's translation area, you can create a language-specific version of an existing page and return later to maintain it as the original content changes.

Use translations when the same document must be available to readers in more than one language. Start with a completed source document whenever possible so that you do not need to repeat translation work after major content changes.

A translated document is tied to the document you selected. Before you begin, confirm that you have opened the correct source page, including the correct version of its title, instructions, and links.



Screenshot pending: The Documents screen showing the document list and the Search documents... field.

Prerequisites

Before creating or maintaining a translation, make sure that you have:

- Access to the **Documents** area.
- An existing document to translate.
- The target language required by your organization.
- The approved translated text, terminology, and product names for that language.
- Permission to edit the selected document.

- Reviewed the source document for recent updates before revising its translation.

Step-by-Step Instructions

1. Select **Documents** from the application navigation.
2. Enter the document title or a keyword in the **Search documents...** field.
3. Open the document that you want to translate.
4. Open the document's translation screen.
5. Select the target language for the translated version.
6. Create the translated version when the translation screen prompts you to do so.
7. Enter the translated document title in the title field shown for the translated version.
8. Replace the source-language body text with the approved translated text.
9. Translate headings while preserving their original order and structure.
10. Review links in the translated content and update any link text that should appear in the target language.
11. Review button names, menu names, and field names against the application interface before translating them.
12. Save the translated version using the save action displayed on the translation screen.
13. Reopen the translated version from **Documents** to confirm that the saved content appears correctly.



Screenshot pending: The translation screen with the target-language selection, translated title, translated content, and save action.

Tips and Best Practices

- **Begin with the current source document.** Before translating, check the original document for changes to procedures, titles, screenshots, or linked pages. Translating an outdated source can produce instructions that no longer match the product.

- **Keep user interface labels accurate.** When a procedure tells readers to select a control, use the label that they see in the application. For example, retain labels such as **Documents** and **Search documents...** exactly as displayed unless your organization provides an approved localized interface term.
- **Preserve the task flow.** Keep numbered steps in the same order as the source document. Readers should be able to complete the same task in the translated version without needing to compare it with the original.
- **Use approved terminology consistently.** Use the same translation for recurring terms throughout the page. This is especially important for product areas, document types, and actions that appear across multiple user guides.
- **Review links and references.** A translated page may need translated link text, translated destination pages, or both. Do not leave a link pointing to content that is unavailable or inappropriate for the target-language audience.
- **Maintain translations after source changes.** When the original document is revised, revisit each translated version and update the affected headings, steps, notes, and links. Recheck the whole procedure when a change affects the sequence of actions.
- **Validate reader-facing formatting.** Confirm that lists, numbered procedures, warnings, and headings remain readable in the target language. Some languages require longer text, which can affect how instructions and screenshots are presented.

Related Pages

- [Manage Documents](#)
- [Create a Documentation Page](#)
- [Edit a Documentation Page](#)
- [Search Documents](#)
- [Review Document Versions](#)
- [Publish Documentation](#)

Troubleshooting

You cannot find the document to translate

Open **Documents** and use the **Search documents...** field with a distinctive word from the document title. If the document still does not appear, confirm that you have access to the correct project or ask an administrator to verify your document permissions.

You do not see a translation option for the document

Confirm that you opened an existing document rather than a new, unsaved page. If the translation option is still unavailable, verify that your role allows you to edit the document and create translated versions.

The translated version does not match the source document

Compare the translated version with the current source document section by section. Update missing headings, changed steps, interface labels, and links, then save the translation again.