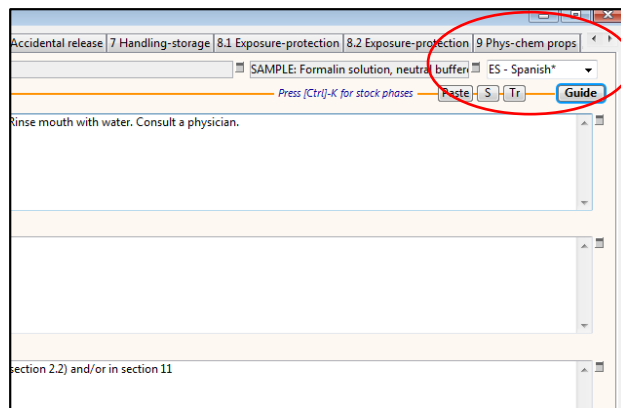


Creating a non-English SDS in SDScribe™

(For users with a foreign-language license. Without the license, you can still perform all of the steps listed below; however, the program will only generate a demonstration SDS, consisting of the first couple of pages.)

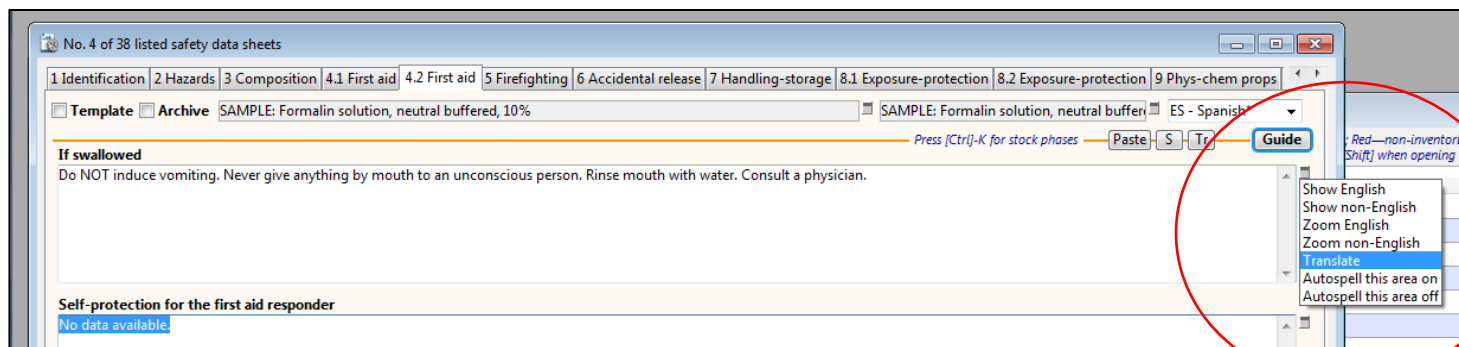
1. Select the desired language for the SDS to be generated, from the menu in the upper right section of the entry form.



Language selector

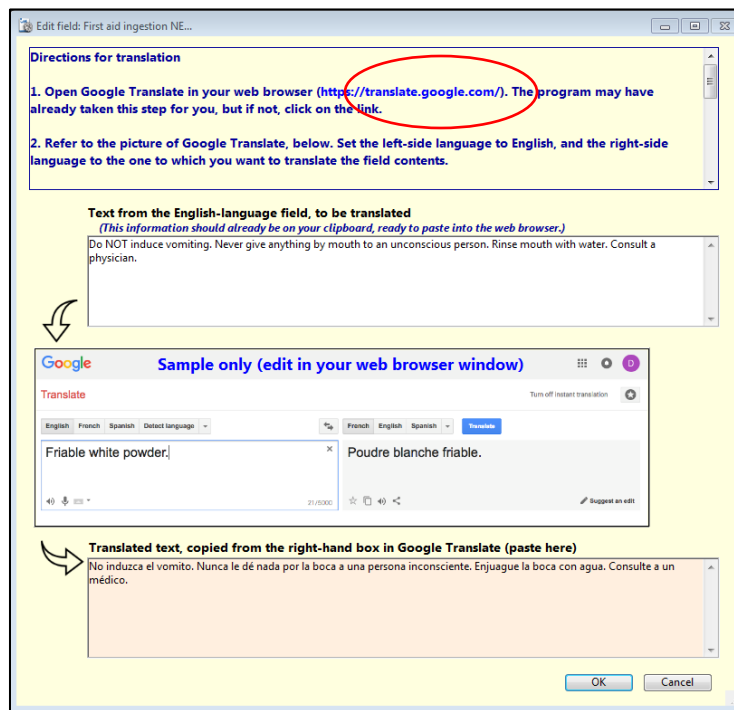
2. For translation of field (section) contents: On each entry area (field) which you would like to translate, click on the zoom box immediately to the right of the field and select Translate from the pop-up menu.

NOTE: If you want to simultaneously view all fields which can be translated, click on the "Tr" button at upper right on the form.

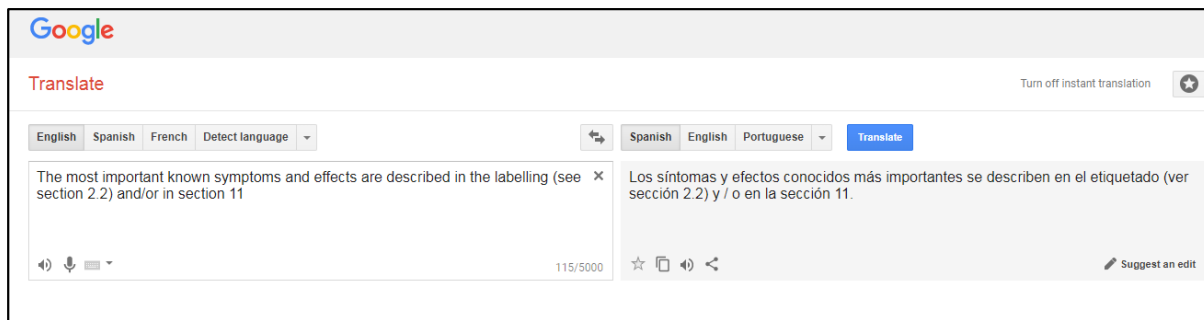


Translating the "If swallowed" field on the tab, "First aid".

3. The SDScribe™ Translate window will appear. The SDScribe™ may also open your web browser program (Internet Explorer, Google Chrome, etc.) to the Google Translate web site. If your web browser does not open automatically to Google Translate, click on the hyperlink shown in the Directions section of the SDScribe™ Translate window.



SDScribe™ Translate window (click on the Google Translate link if Google Translate is not already open in your web browser).



Google Translate web site.

4. In Google Translate (in your web browser), above the *left*-hand box, select English as the language to be translated *from*.

5. In Google Translate, above the *right*-hand box, select the desired language to be translated *into* (e.g., French, Italian, Spanish).

6. Paste the English-language text from the SDScribe™ Translate window (white box) into the *left*-hand box of Google Translate.

NOTE: The English-language text should already be on the clipboard, so you should be able to directly right-click into the left-hand box of Google Translate, and select "Paste" from the contextual menu. Or click into the left-hand box, and use your keyboard to paste, [Ctrl]-v.

7. Google Translate will display the translated text in the *right*-hand box. If you see an ellipsis (...) in the right-hand box initially, Google Translate is still working, and you may need to wait a few more seconds.

8. Copy the translated text from the *right*-hand box in Google Translate to the clipboard, by dragging your cursor over the text and selecting "Copy" from the contextual menu. Or use [Ctrl]-c on your keyboard.

NOTE: Ensure that you highlight only the translated text in the box, and not labels or other information

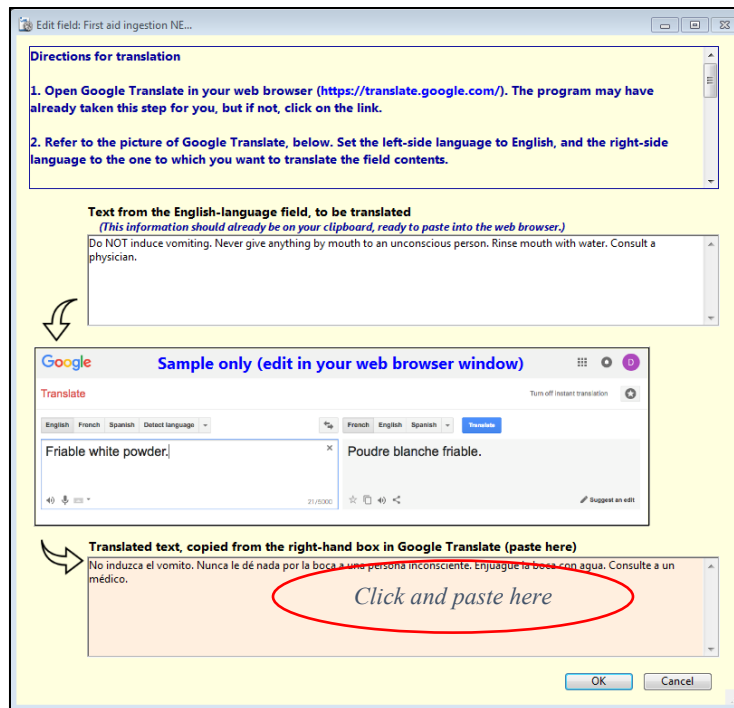
adjacent to the translated text.

- Back in the SDScribe™ Translate window, paste the text into the pink-beige box near the bottom, using the keyboard [Ctrl]-v.

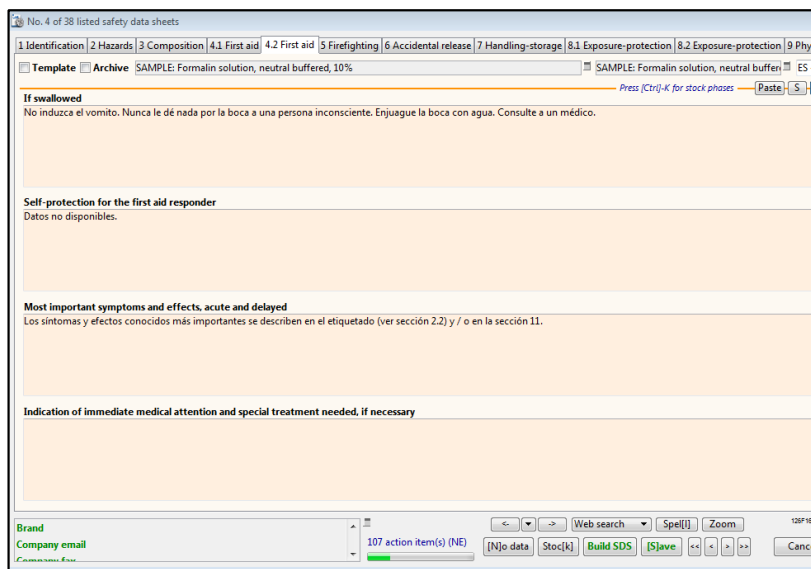
NOTE: the right-click contextual menu "Paste" option is not available for this action.

- Click on the OK button to dismiss the SDScribe™ Translate window. You should then see the non-English (translated) text on the entry form.

NOTE: If any fields do not contain translated text, then SDScribe™ will use the English field contents instead.



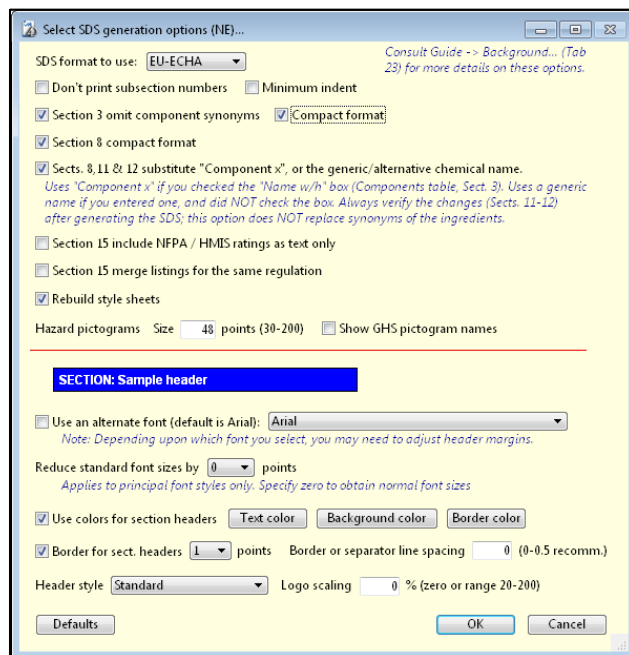
SDScribe™ Translate window (pasting translated text).



SDScribe™ entry form after using the Translate form. Showing non-English fields.

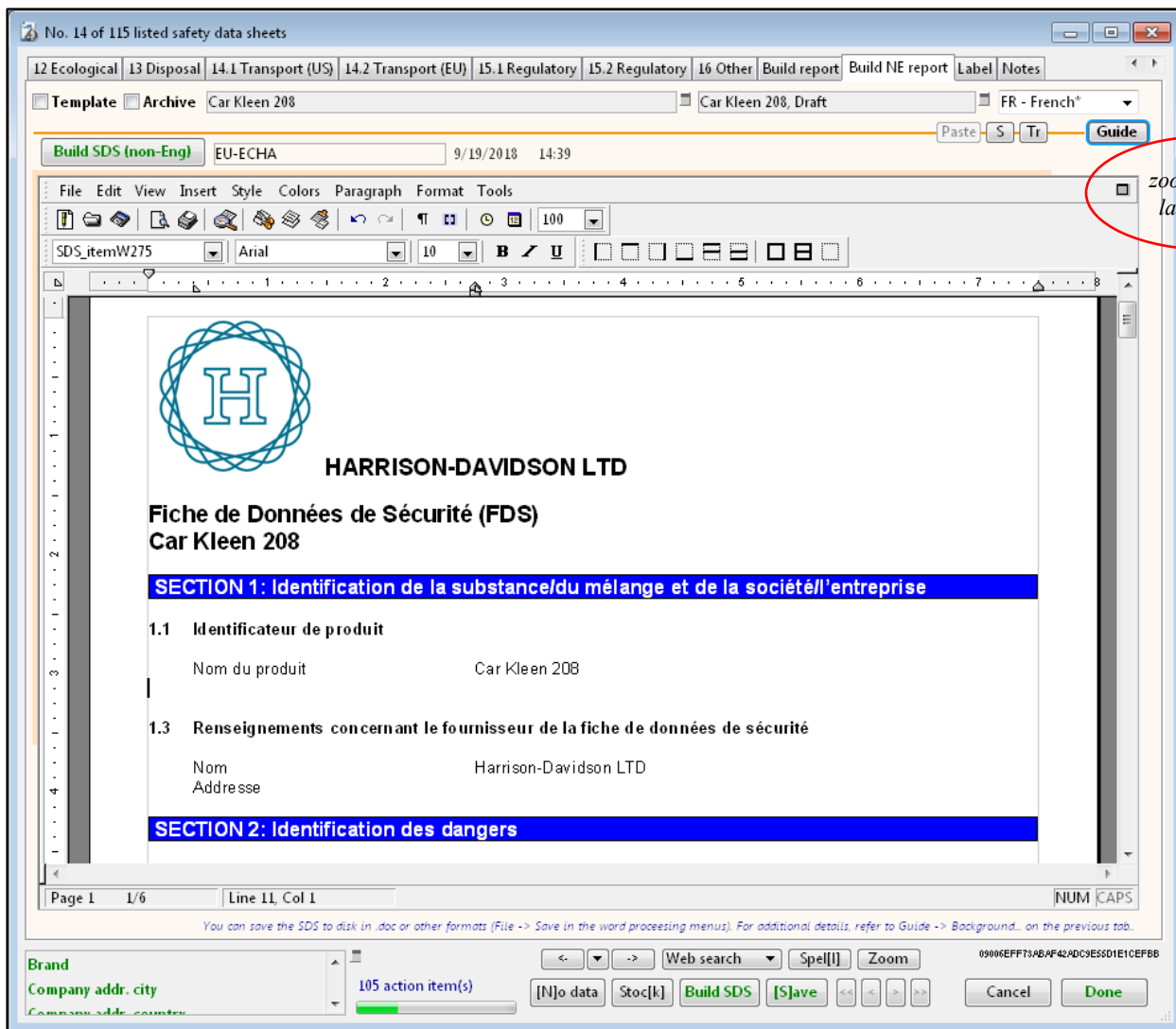
- Once you have translated all fields from the English text, to generate the translated SDS, go to the "Build NE report" tab. Click on "Build SDS (non-English)" button. If you already have an existing SDS or other text in the word processor area, a confirmation dialog will appear, asking whether it should overwrite the existing SDS. Click on the OK button to overwrite the existing SDS.

The "Select SDS generation options (NE)..." dialog will appear. You can customize or select the default options. Click on the OK button to close the dialog and generate the SDS.



SDScribe™ "Select SDS Generation Options (NE)..." dialog

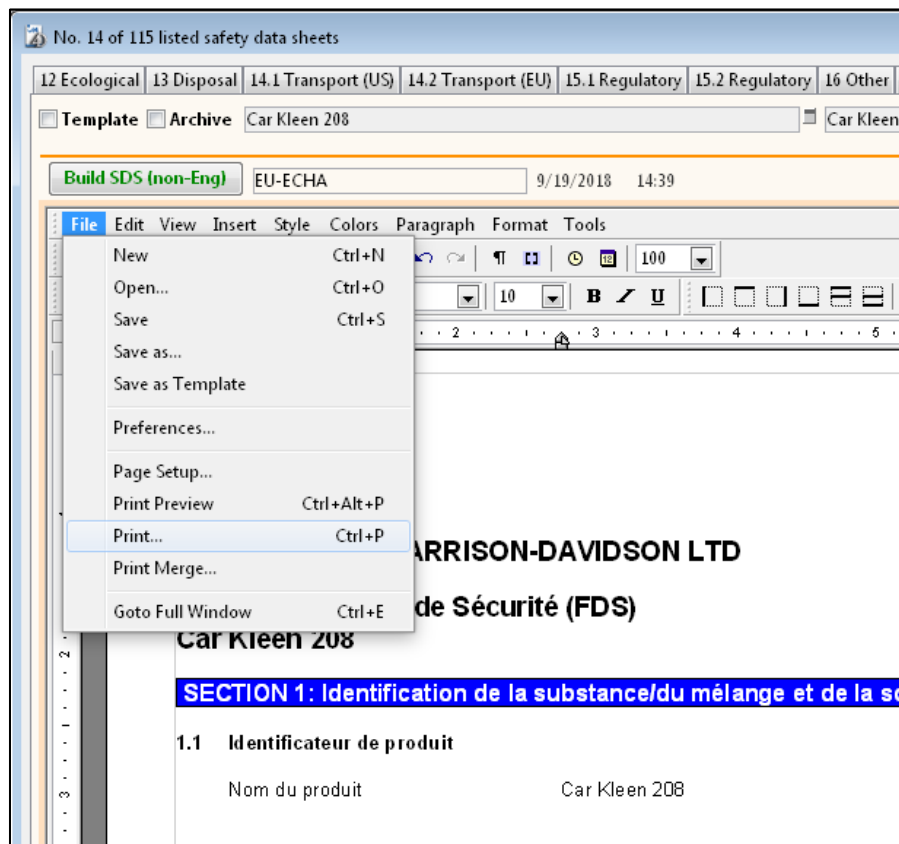
- The non-English SDS should appear in the word processing area, below the "Build SDS (non-English)" button. There is a "zoom" box at the upper right corner of the word processing area, which will allow you to see more of the SDS without scrolling. When generating a non-English SDS ("Build NE report" tab), the program will take the non-English field contents where available; otherwise, it will use the English-field contents.



Generated non-English SDS.

13. When you click on the Done button, the program will return to the browse window. It will save the generated SDS with the SDS record itself.
14. You can print the generated SDS directly from the word processing window, by File -> "Print..." from the word processor menus. If you have a PDF print driver installed on your computer (Win2pdf or similar), you can also generate the pdf and save it to disk.

If you wish, you can also save the SDS as a word processing document on disk (File -> "Save as..." from the word processor menus. If you select the ".doc" format, then the file on disk will be Microsoft Word-compatible.



Printing and/or saving (to a file on disk) the generated SDS.

General notes

There are three aspects of translation for an SDS in the program:

1. Hazard classifications, hazard (H-) statements, and precautionary (P-) statements
 - a. The program maintains internal lists of hazard classifications for four non-English languages at present: French, Italian, Spanish, and Simplified Chinese.
 - b. The program has hazard statement and precautionary statement listings in the "Phrase Translations" section, for approximately 23 languages.
 - c. Some hazard and precautionary statements require user completion. For example, the user might need to specify a type of emergency medical aid to seek, or the type of organ that exposure to a substance will damage. In this case, you can make use of the "Description (click translate**)" column to create the necessary non-English customizations.
 - d. You can also customize precautionary statements in another language, using File -> "Customize P-statements" from the SDScribe™ main menus.
2. Titles for SDS Sections 1-16, and for subsections
 - a. The program maintains internal lists of section titles in French, Italian, Spanish, and Simplified Chinese. The lists include section titles for both the UN and ECHA formats.
3. Individual field contents
 - a. Many (but not all) fields have non-English equivalents directly behind them. Clicking on the "Tr" button (at upper right on the SDS entry form) will reveal fields with non-English equivalents, by displaying them all at once. The non-English fields have a pink-beige background color.
 - b. Using a web-based conversion tool like Google Translate, you convert the English text into the non-English language, and then paste it into the non-English field.