

DeepL User Guide

INTRODUCTION

PROCEDIN recommends using DeepL as a translation tool for its materials. DeepL is one of the most accurate free translation tools available and has an excellent track record in terms of privacy. This guide will help you use DeepL for translating PROCEDIN content. Follow these steps to get started and get an optimal translation.

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1 GETTING STARTED

STEP 1: ACCESS DEEPL

1. Open your web browser and go to DeepL's website:
<https://www.deepl.com>

2. You can use DeepL for free, but for advanced features, consider subscribing to DeepL Pro.



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TRANSLATING TEXT

STEP 1: ENTER TEXT

1. On the DeepL homepage, you'll see two main text boxes.
2. Type or paste the text you want to translate into the left text box.

STEP 2: SELECT LANGUAGE

1. DeepL will automatically detect the language of the text.
2. Select the target language from the dropdown menu above the right text box.

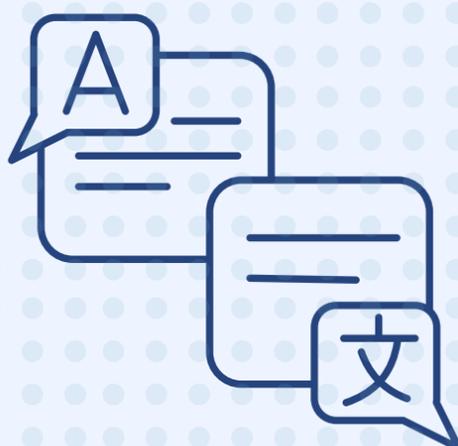
STEP 3: VIEW TRANSLATION

1. The translated text will appear in the right text box.

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TRANSLATING DOCUMENTS

Should you wish to translate any graphics, roadmaps, or other documents on the website, you can follow these steps to download the material you want and translate it using DeepL. Keep in mind that you will need to create an account to translate documents, and there is a limit of 3 documents in the free version of DeepL. Another factor to keep in mind is that the lay-out of the translated documents may have changed. If you are disturbed by this, consider using the steps described earlier instead.



STEP 1: UPLOAD DOCUMENT

1. Click on the “Documents” tab next to the “Text” tab.
2. Drag and drop your document into the designated area or click “Browse your computer” to select the file.

STEP 2: SELECT LANGUAGE

1. Choose the target language for the document translation.

STEP 3: START TRANSLATION

1. Click on “Translate” to start the translation process. Depending on the size of the document, this may take a few minutes.

STEP 4: DOWNLOAD TRANSLATED DOCUMENT

1. Once the translation is complete, download the translated document.

4 TIPS AND TRICKS

1. Use Formal/Informal Settings: DeepL allows you to choose between formal and informal translation tones.
2. Review and Edit: Always review the translated text for context accuracy and make necessary edits.
3. Glossary Feature: Use the glossary feature to ensure specific terms are translated consistently.



5 FAQs

Q1: IS DEEPL FREE TO USE?

- Yes, DeepL offers a free version with limitations. In the free version, you can translate text unlimitedly. For advanced features, such as translating more than three documents, consider DeepL Pro.

Q2: CAN I TRANSLATE LARGE DOCUMENTS?

- Yes, DeepL allows document translation. However, there is a file size limitation on the free version and DeepL only allows the translation of 3 documents for the free version.

Q3: HOW ACCURATE IS DEEPL?

- DeepL is known for its high accuracy, but always review translations to ensure context and nuance are preserved.

Q4: IS MY DATA SAFE WITH DEEPL?

- DeepL is GDPR compliant and adheres to European data security standards. For sensitive documents, consider using Pro.

CONCLUSION

By following this guide, you should be able to efficiently use DeepL for translating content within the Urban Agenda E-learning modules. For further assistance, refer to DeepL's Help Center or [contact our team](#).

