

# Export content for sharing validation with second validator

*Instructions for sharing and completing a validation task with your team - Tarkett*

## Contents

Step by step guide .....	1
Step 1. Accept a job in the platform.....	1
Step 2. Export Download and share a file from Smart Editor.....	1
Step 3. Work with the export .....	2
3.1 Share file using Google Drive.....	3
3.2 Share file using Microsoft SharePoint.....	3
Step 4. Upload file .....	4
Step 5. Deliver .....	4

## Step by step guide

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### Step 1. Accept a job in the platform

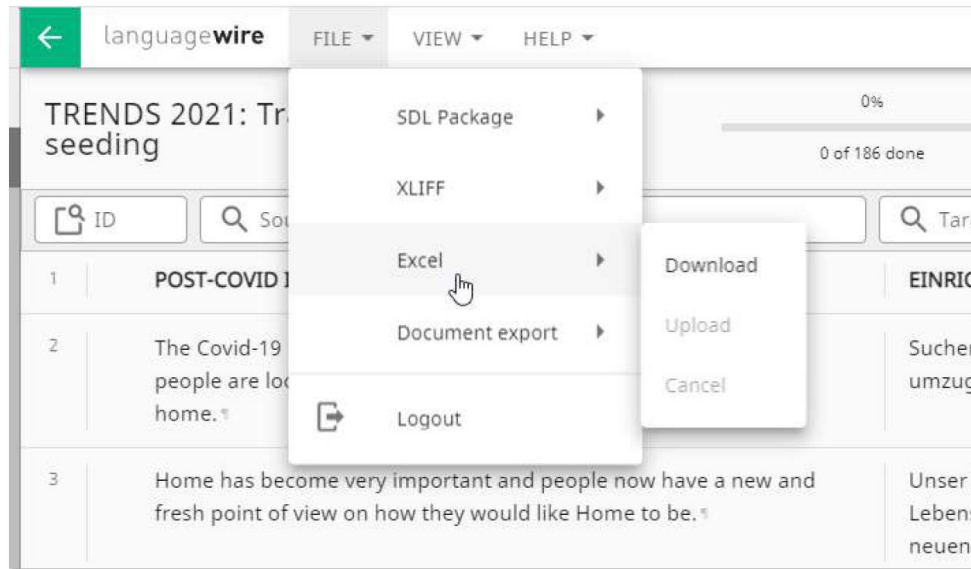
One person is assigned to and accepts the validation job in the platform (see guide on *Validation in Smart Editor*). The person assigned to manage the validation job can complete their validation in Smart Editor to take benefit of repetition tools, termbase access etc., before downloading a file and sharing it with other colleagues.

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### Step 2. Download and share a file from Smart Editor

To export an Excel file for review by an “external validator” (a person not working in Smart Editor), follow below instructions:

- a) Open the job in Smart Editor.
- b) Open the *File* menu and click *Download* under *Excel*.



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### Step 3. Work with the export

The Excel file will now contain source-target content. Any external validator needs to make their edits in the “Translated text” column (see below example).

#### NOTE!

- It is important that you do NOT remove any lines or merge or split any cells. The structure of the file needs to remain intact.
- Do not download a new file. You must download and upload the exact same file version with the identical file name to Smart Editor.
- You are not be able to edit the text in Smart Editor while an exported document is in use.
- If your content contains “tags” (placeholders for formatting instructions such as a button, text formatting, etc.) these are displayed as RED text in the Excel export. It is important to NOT remove or change the order of the tags. If you need to adjust the tags, please do this in Smart Editor (normally, the translator has already made sure the tags are displayed correctly, and in most cases, tags are untouched in the validation step).

### Example: Excel file export

ID	Status	Original text - English (United Kingdom)	Translated text - German (Germany)
1	New	POST-COVID INTERIOR DESIGN TRENDS FOR 2021	EINRICHTUNGSTRENDS FÜR 2021
2	New	The Covid-19 pandemic continues to spread across the globe and people are looking for new ways to adapt and evolve, especially at home.	Suchen Sie nach neuen Ideen, vor allem um ihre Wohnung umzugestalten und wohnlicher einzurichten?
3	New	Home has become very important and people now have a new and fresh point of view on how they would like Home to be.	Unser Zuhause ist gerade in letzter Zeit in den Mittelpunkt unseres Lebens gerückt. Viele Menschen betrachten ihr Zuhause aus einem neuen Blickwinkel.
4	New	The recent lockdowns and curfews, have contributed to this new perspective, so now people are searching for new ways to live well and feel good	Die kürzlichen Lockdowns und Ausgangssperren verstärken diese neue Perspektive, viele sehnen sich nach Wohnambiente und Wohlbefinden.
5	New	They have come to realize that their well-being is connected to the interior of their houses so they want to create spaces that can be easily transformed, on demand and as they deem necessary, whether it be an office, a playroom or a living area.	Der Einrichtungsstil wirkt sich direkt auf das Wohlbefinden aus. Also sind flexible Räume gefragt. Bei Bedarf sind diese dann einfach umzugestalten, zum Beispiel in ein Büro, ein Spielzimmer oder einen gemütlicheren Wohnbereich.
6	New	These new ways have led to a number of emerging new trends that Tarkett calls CLEAN DREAM, NATURAL BOND, BACK TO CRAFT and STREET CONNECTION.	Diese neuen Ansprüche führten zu einigen neuen Trends, die Tarkett als CLEAN DREAM, NATURAL BOND, BACK TO CRAFT und STREET CONNECTION bezeichnet.
7	New	CLEAN DREAM	CLEAN DREAM
8	New	People connected to the CLEAN DREAM trend feel their best in a space that is light, uncluttered and clean.	Menschen, die sich für CLEAN DREAM begeistern, fühlen sich in einem hellen, übersichtlichen und aufgeräumten Umfeld am wohlsten.
9	New	They need their living space to feel well balanced and bright.	Sie mögen ihren Wohnraum ausgewogen und lichtdurchflutet.
10	New	Feeling relaxed and comfortable in their home is important to them.	Entspannung und Gemütlichkeit sind ihnen sehr wichtig.
11	New	They want to create an oasis of soothing warmth, comfort and easiness, a place where they can escape their daily concerns.	Sie wollen sich eine Oase schaffen, die wohlige Wärme, Komfort und Leichtigkeit ausstrahlt, also einen Ort, an dem sie ihren täglichen Sorgen entfliehen können.
12	New	This is where they would spend most of their time so it is important for their décor to evoke feelings of safety and security.	Da sie dort die meiste Zeit verbringen, sollte die Einrichtung Gefühle von Sicherheit und Geborgenheit vermittelt.
13	New	NATURAL BOND	NATURAL BOND
14	New	People who identify with the NATURAL BOND trend are looking for a space that reflects the outdoors.	Menschen, die sich mit dem Trend NATURAL BOND identifizieren, bevorzugen natürlich und naturnah gestaltete Räume.
15	New	They want to feel connected to the environment at home, so that they can let go and enjoy nature's balance and benefits.	Sie wollen zu Hause Naturverbundenheit fühlen, um ihre Seele baumeln zu lassen. Sie genießen das Gleichgewicht und die Vorzüge der Natur.
16	New	They want to create a nest of natural materials that soothe and protect, so they can escape their daily troubles.	Sie möchten sich ein wärmendes und schützendes Nest aus natürlichen Materialien bauen, um ihren Alltagsproblemen zu entkommen.
17	New	They are also reconsidering their priorities and values, and are looking to improve the way they consume.	Sie überdenken ihre Prioritäten und Werte und versuchen, ihr Konsumverhalten stets zu ändern.

### Example: Tags

ID	Status	Original text - English (United Kingdom)	Translated text - German (Germany)
46	New	They need to feel that change is an option, and modular and reconfigurable spaces give that to them.	Sie verspüren ein Bedürfnis nach Veränderungen. Diese können sie in modularen und verwandelbaren Räumen umsetzen.
47	New	They also bounce between the need to feel relaxed and energetic, so they often adapt their daily routine.	Sie pendeln zwischen Entspannungsphasen und Aktivitäten, also stellen sie ihren Tagesablauf häufig um.
48	New	Sports, gaming and music influence their lifestyle, because it evokes feelings of delight and happiness.	Ihr Lifestyle ist von Sport, Gaming und Musik geprägt, was Glücksgefühle und Freude auslöst.
49	New	Most of their time is spent at home, so it is important for their décor to respond to their needs and reflect their happy and flexible way of life.	Da sie die meiste Zeit zu Hause verbringen, muss die Dekoration auf ihre Bedürfnisse abgestimmt sein und ihren glücklichen und flexiblen Lebensstil widerspiegeln.
50	New	*[1] These new needs have led to a number of emerging new trends and Tarkett calls this one *[1]**[4] Street Connection. *[4]*	*[1] Durch diese neuen Ansprüche entstanden einige neue Trends. Tarkett bezeichnet diesen hier als *[1]**[4] Street Connection. *[4]*
51	New	MODULAR MOVEMENT AND FREEDOM OF SPACE	MODULARITÄT UND FREIRÄUME
52	New	We are touched by the freedom of movement and we feel free when we play with a patchwork of colours and materials.	Wir können uns frei entfalten, wenn wir mit einem Mix aus unterschiedlichen Farben und Materialien experimentieren.
		We are inspired by sports icons, as well as hip hop and street art, which in turn	Wir lassen uns von Sport-Ikonen, aber auch von Hip-Hop und Street Art

### 3.1 Share file using Google Drive

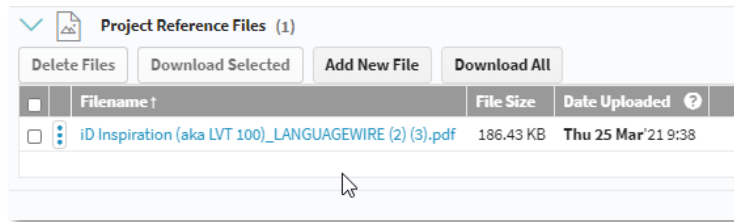
- Download Excel file from Smart Editor following steps 2–3 in this guide.
- Upload file to Google Drive and share the file with colleagues. Please
  - ensure to share instructions from “Step 3” in this guide with colleagues
  - share Project reference files from the job page, if applicable (see screenshot below).
- Complete your edits in the shared online document.
- Download the file. Please note: The downloaded file from Google Drive is saved as an (.XLSM). You must re-save the file to Excel extension (.XLSX) before you upload it to Smart Editor.
- Continue to *Step 4. Upload file* in this guide.

### 3.2 Share file using Microsoft SharePoint

- Download Excel file from Smart Editor following steps 2–3 in this guide.
- Upload file to MS SharePoint and share the file with colleagues. Please
  - ensure to share instructions from “Step 3” in this guide with colleagues
  - share Project reference files from the job page, if applicable (see screenshot below).

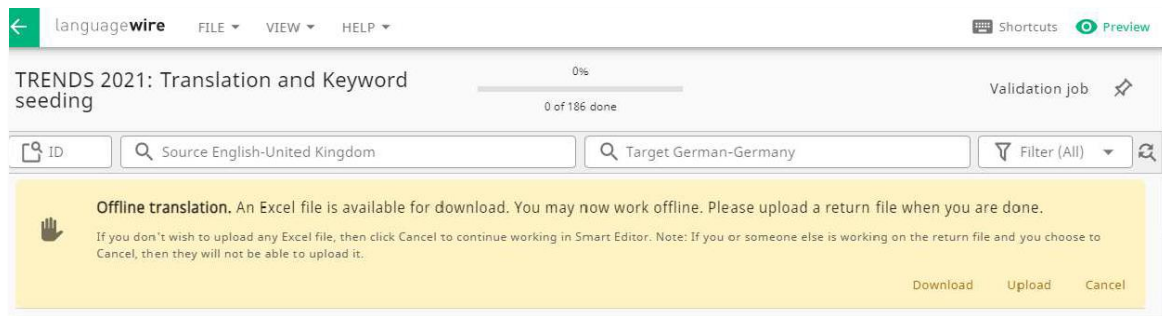
- c) Complete your edits in the shared online document.
- d) Download the file.
- f) Continue to *Step 4. Upload file* in this guide

*Screenshot: Project Reference files*



## Step 4. Upload file

When you receive the final file use *Upload* from the below Offline translation menu that is available in Smart Editor. This will import the file with all the edits.



## Step 5. Deliver

Complete the validation and go to the job in the platform (by clicking the green arrow in the top left corner) and Finish the job to deliver the validation.