



# QUICK GUIDES

Revision in eLUNa:  
QG for TRANSLATORS

## OVERVIEW



This quick guide sets out the steps you need to follow to complete your translation in eLUNa in order to enable revision within the interface.

## GETTING STARTED



Translate your document in eLUNa keeping in mind that you will finish your translation within the interface, and that the reviser will be able to see the references you used, the changes you made and the terminology detected.

## STEP BY STEP



1. Translate your document in eLUNa. Use comments only to point things out that are not registered by the system.
2. Use the **Preview** function for your final reading. The Preview is editable, and any change you make will be reflected in the final translation.
3. When you finish the translation, go to **Document information** and click on **Ready for revision**.
4. Go to the **Export** menu and click on **Docx with comments** to download your translation.
5. Upload your translation to gDoc or DCPMS as usual.



Note that you will not be able to make any more changes to the translation after clicking on **Ready for revision**, unless the translation is returned to you by the Reviser.

## LOOKING FOR MORE?



Watch the [video](#) or read the [User Guide chapter on revision](#).