

# Vejledning i valg af sprog og oversættelse

Dette er en kort vejledning i at anvende sprog på de sider man opretter i Drupal. Der vil være nogle få ting, der er gode at få sat når man opretter en side. Det vil gøre det lettere at håndtere siden senere i forbindelse med at få den oversat.

Vejledningen vil vise et eksempel på at oprette en side.

1. Gå til liste over indholdstyper via knappen "+ Tilføj indhold"

Tilbage til site Administration Genveje sort Udvikling Meddelel

Indhold Struktur Udseende Udvid Indstillinger Oversættelse Personer Rapporter Hjælp

Hjem > Administration

# Indhold

Indhold Blokke Kommentarer Filer Media

Overblik Modereret indhold

+ Tilføj indhold

Titel Indholdstype Publiceringsstatus Sprog

- Enhver - - Enhver - - Enhver - Filter

Titel Indholdstype Forfatter Status Opdateret Sprog Handler

2. Vælg indholdstype for den side, der skal oprettes. I eksemplet vælges typen artikel.

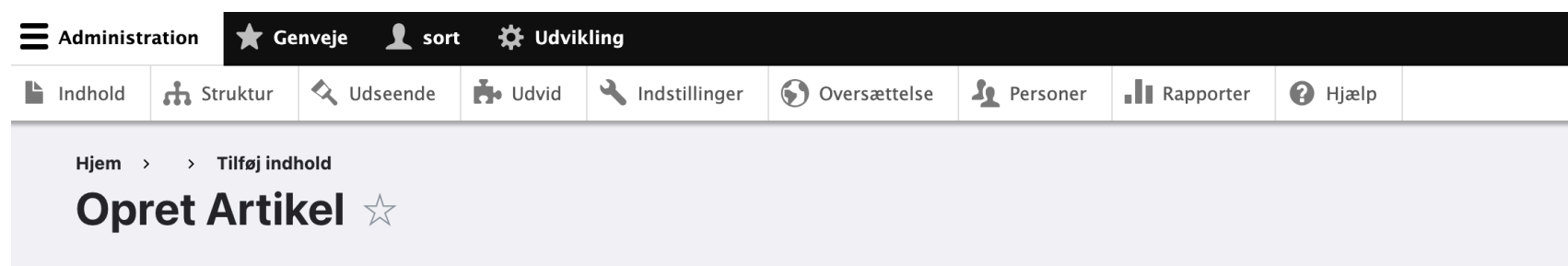
The screenshot shows a CMS administration interface. At the top, there is a navigation bar with a hamburger menu icon and the word "Administration". To its right are four items: a star icon followed by "Genveje", a person icon followed by "sort", and a gear icon followed by "Udvikling". Below this is a secondary navigation bar with icons and labels for "Indhold", "Struktur", "Udseende", "Udvid", "Indstillinger", "Oversættelse", "Personer", "Rapporter", and "Hjælp". Below the navigation bars is a breadcrumb "Hjem >" and a large heading "Tilføj indhold" with a yellow star icon. Below the heading is a list of content types, each with a blue chevron icon and a description. The first item, "> Artikel", is circled in red. The other items are "> Event", "> Grant", and "> Kaltura\_article".

Hjem >

## Tilføj indhold

- > **Artikel**  
Brug *artikler* til tidsfølsomt indhold som nyheder, pressemeddelelser eller blogindlæg.
- > **Event**  
Use *events* for time controlled content, ie. webinars, seminars, conferences, workshops, training courses, etc.
- > **Grant**  
Use *grants* for grants and funding applications.
- > **Kaltura\_article**

# 3. På siden “Opret artikel” skal man nu vælge sprog.



Her vælges dansk. De andre felter udfyldes som normalt med dansk tekst. Og gem siden.

**Titel\***  
Helle Zinner Henriksen er ny bestyrelsesformand i DeIC

**Index\***  
 Job listing  
 News  
 Press release  
 Use case  
Used to index, filter and sort content to various lists.

**Lead (Redigér resumé)**  
Rektorkollegiet har pr. 12. august 2025 udpeget professor (MSO) Helle Zinner Henriksen fra Copenhagen Business School som formand for DeIC's bestyrelse for en et-årig periode.

Ingen HTML-tags tilladt.  
Linjer og afsnit omrykkes automatisk.  
Web- og e-mail-adresser omdannes automatisk til links. [Om tekstformater](#)

**Image**  
Ingen elementer valgt.  
Tilføj media  
Der er et medieelement tilbage.

**Sprog**  
DA

**Paragraphs**  
Tilføj Columns to Paragraphs

**Tags**  
Taxonomy term tree



Vælger man ikke dansk, men fx. “Ikke angivet” vil det ikke være muligt at oversætte siden.

4. Vælg "Oversæt" fra rediger menuen. Alternativt gå ind og rediger den nye side. Vælg "Oversæt"

The screenshot displays the CMS administration interface for content management. The top navigation bar includes links for 'Tilbage til site', 'Administration', 'Genveje', 'sort', and 'Udvikling'. Below this, a secondary menu contains 'Indhold', 'Struktur', 'Udseende', 'Udvid', 'Indstillinger', 'Oversættelse', 'Personer', 'Rapporter', and 'Hjælp'. The main content area shows the 'Indhold' section with sub-tabs for 'Indhold', 'Blokke', 'Kommentarer', 'Filer', and 'Media'. A '+ Tilføj indhold' button is visible. Below this is a filter section with fields for 'Titel', 'Indholdstype', 'Publiceringsstatus', and 'Sprog', along with a 'Filter' button. The main table lists content items with columns for 'Titel', 'Indholdstype', 'Forfatter', 'Status', 'Opdateret', 'Sprog', and 'Handlinger'. The first item, 'FileSender – uundværlig i forskernes hverdag', has its 'Redigér' button circled in red, and a context menu is open over it, showing options like 'Klon', 'Oversæt', 'Slet', and 'Udvikling'. The 'Oversæt' option is highlighted. At the bottom, a page header for 'Helle Zinner Henriksen er ny bestyrelsesformand i DeiC' is shown, with a 'Redigér' button and a secondary action bar containing 'Vis', 'Redigér', 'Slet', 'Versioner', 'Udvikling', 'Klon', and 'Oversæt'. The 'Oversæt' button in this bar is also circled in red.

<input type="checkbox"/>	Titel	Indholdstype	Forfatter	Status	Opdateret	Sprog	Handlinger
<input type="checkbox"/>	<a href="#">FileSender – uundværlig i forskernes hverdag</a>	Artikel	<a href="#">sort</a>	Udgivet	2 sep 2025 - 11:38	DA	<a href="#">Redigér</a> <a href="#">Klon</a> <a href="#">Oversæt</a> <a href="#">Slet</a> <a href="#">Udvikling</a> <a href="#">Redigér</a>
<input type="checkbox"/>	<a href="#">Bombeflyet fra Anden Verdenskrig, der kostede mere end atombom- ben</a>	Artikel	<a href="#">sort</a>	Udgivet	2 sep 2025 - 10:38	DA	

# 5. Vælg sprog og anmod om oversættelse

Vælg først det sprog der skal oversættes til og tryk herefter på "Request translation"

(Hvis man er i gang med at lave oversættelser til flere sider, kan man også lægge denne "request" i indkøbskurven)

The screenshot shows a web application interface with a navigation bar at the top containing 'Administration', 'Genveje', 'sort', 'Udvikling', and 'Meddelels'. Below the navigation bar is a menu with options: 'Indhold', 'Struktur', 'Udseende', 'Udvid', 'Indstillinger', 'Oversættelse', 'Personer', 'Rapporter', and 'Hjælp'. The main content area displays the title 'Translations of Helle Zinner Henriksen er ny bestyrelsesformand i DeiC' with a star icon. Below the title is a menu with options: 'Vis', 'Redigér', 'Slet', 'Versioner', 'Udvikling', 'Klon', and 'Oversæt'. The 'Oversæt' option is selected. Below the menu is a section titled 'Handlinger' containing a blue button labeled 'Request translation' and a grey button labeled 'Tilføj til indkøbskurv'. To the right of the buttons is the text 'There are 0 items in the [translation cart](#).' Below this is a table with the following columns: 'Sprog', 'Oversættelse', 'Status', 'Pending Translations', and 'Handler'. The table has two rows: one for 'DA (original sprog)' and one for 'Engelsk'. The 'Request translation' button and the 'Sprog' column of the table are circled in red.

<input checked="" type="checkbox"/>	Sprog	Oversættelse	Status	Pending Translations	Handler
<input type="checkbox"/>	DA (original sprog)	<a href="#">Helle Zinner Henriksen er ny bestyrelsesformand i DeiC</a>	Ikke udgivet	Kilde	<a href="#">Redigér</a>
<input checked="" type="checkbox"/>	Engelsk	n/a	Ikke oversat	Ingen	<a href="#">Tilføj</a>

# 6. Send oversættelse til provider

Dette er en oversigtside der viser de jobs, der er oprettet og som skal sendes til DeepL. Man kan lige tjekke her at det er det rigtige sprog der oversættes til. Tryk på "Submit to provider" for at sende oversættelsen.

The screenshot shows a web application interface for managing translation jobs. The top navigation bar includes links for "Tilbage til site", "Administration", "Genveje", "sort", and "Udvikling". Below this is a secondary navigation bar with "Indhold", "Struktur", "Udseende", "Udvid", "Indstillinger", "Oversættelse", "Personer", "Rapporter", and "Hjælp". The main content area displays a breadcrumb trail: "Hjem > Administration > Oversættelse > Job overview". The title of the job is "Helle Zinner Henriksen er ny bestyrelsesformand i DeIC (DA to Engelsk, Unprocessed)". A status message indicates "One job needs to be checked out." Below this is a form for "Etiket" (Label) with a text input field and a note: "You can provide a label for this job in order to identify it easily later on. Or leave it empty to use the default one." The job details section shows "Kildesprog" (Source language) as "DA" and "Target language" as "Engelsk". It also displays "Total words" as 84 and "Total HTML tags" as 4. The "Configure provider" section shows "Udbyder" (Provider) set to "DeepL API Free" with the DeepL logo and a note: "The configured provider that will process the translation." Below this is a section for "Indstillinger for checkout" (Checkout settings) with a note: "The DeepL API Free translator doesn't provide any checkout settings." At the bottom, there are three buttons: "Submit to provider" (highlighted with a red circle), "Save job", and "Slet" (Delete). A legend at the bottom right indicates the job state: "I gang" (In progress), "Skal gennemses" (Needs review), and "Inaktiv" (Inactive).

Navigation: Tilbage til site, Administration, Genveje, sort, Udvikling, Meddelelser

Menu: Indhold, Struktur, Udseende, Udvid, Indstillinger, Oversættelse, Personer, Rapporter, Hjælp

Breadcrumbs: Hjem > Administration > Oversættelse > Job overview

## Helle Zinner Henriksen er ny bestyrelsesformand i DeIC (DA to Engelsk, Unprocessed)

☆

✓ **Statusmeddelelse**  
One job needs to be checked out.

**Etiket**

You can provide a label for this job in order to identify it easily later on. Or leave it empty to use the default one.


Kildesprog	Target language*	Total words	Total HTML tags
DA	Engelsk	84	4

^ **Configure provider**

**Udbyder\***

DeepL API Free

The configured provider that will process the translation.



^ **Indstillinger for checkout**

The DeepL API Free translator doesn't provide any checkout settings.

**Submit to provider** **Save job** **Slet**

**Job items**

Etiket	Type	Words
Helle Zinner Henriksen er ny bestyrelsesformand i DeIC	Indhold (Artikel)	84

State: I gang Skal gennemses Inaktiv

# 7. Gennemse oversættelse

Dette er også en oversigtsside. Tryk på linket "reviewed" for at gennemse det oversatte. Den engelske tekst skal godkendes for at kunne publiceres.

The screenshot shows a Drupal translation management interface. At the top, there is a navigation bar with tabs for 'Manage', 'Shortcuts', 'sort', and 'Devel'. Below this is a secondary navigation bar with icons for 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'Translation', 'People', 'Reports', and 'Help'. The main content area displays the title 'Translations of Helle Zinner Henriksen er ny bestyrelsesformand i DeiC' with a star icon. Below the title are several action buttons: 'View', 'Edit', 'Delete', 'Revisions', 'Devel', 'Clone', and 'Translate'. Two status messages are shown in dark boxes with green checkmarks. The first message says 'Status message: The translation job has been submitted.' The second message says 'Status message: The translation of [Helle Zinner Henriksen er ny bestyrelsesformand i DeiC](#) to Engelsk is finished and can now be [reviewed](#).' The word 'reviewed' in the second message is circled in red. Below the status messages is an 'Operations' section with a 'Request translation' button and an 'Add to cart' button. A message indicates 'There are 0 items in the [translation cart](#).' At the bottom, there is a table with columns for 'Language', 'Translation', 'Status', 'Pending Translations', and 'Operations'.

<input checked="" type="checkbox"/>	Language	Translation	Status	Pending Translations	Operations
<input type="checkbox"/>	EN	n/a	Not translated	▲	<a href="#">Add</a>
<input type="checkbox"/>	DA (Original language)	<a href="#">Helle Zinner Henriksen er ny bestyrelsesformand i DeiC</a>	Not published	Source	<a href="#">Edit</a>

# 8. Godkend oversættelse

Tjek om oversættelsen er ok og gem det endelige resultat. Ændr evt. status fra kladde til publiceret.

The screenshot shows a web application interface for managing translations. At the top, there is a navigation bar with 'Tilbage til site', 'Administration', 'Genveje', 'sort', and 'Udvikling'. Below this is a breadcrumb trail: 'Hjem > Administration > Oversættelse > Job overview > Helle Zinner Henriksen er ny bestyrelsesformand i DeIC'. The main title is 'Job item Helle Zinner Henriksen er ny bestyrelsesformand i DeIC'. Below the title, there are several metadata fields: 'Kilde' (Helle Zinner Henriksen er ny bestyrelsesformand i DeIC), 'Kildetype' (Indhold (Artikel)), 'Kildesprog' (DA), 'State' (Afventer, Oversat, Reviewed, Accepteret), 'Target language' (Engelsk), and 'Last change' (man, 1 sep 2025 - 14:10). There are also fields for 'Status' (Skal gennenses), 'Job' (Helle Zinner Henriksen er ny bestyrelsesformand i DeIC), and 'Udbyder' (DeepL API Free). The main content area is divided into two sections: 'Titel' and 'Paragraphs'. The 'Titel' section shows the source text 'Helle Zinner Henriksen er ny bestyrelsesformand i DeIC' and the target text 'Helle Zinner Henriksen is new chairman of the board in DeIC'. The 'Paragraphs' section shows the source text 'Professor (MSO) Helle Zinner Henriksen fra Copenhagen Business School har overtaget posten fra John Renner Hansen med ambitionen om at styrke samarbejdet mellem universiteterne og sikre en robust digital infrastruktur til gavn for de danske forskningsmiljøer. Helle Zinner Henriksen har mange års erfaring med digital forskning og strategisk ledelse i forbindelse med implementering af offentlige digitale infrastrukturer. Som formand for DeIC's bestyrelse vil hun arbejde for at udvikle de optimale betingelser for en robust forsknings infrastruktur.' and the target text 'Professor (MSO) Helle Zinner Henriksen from Copenhagen Business School has taken over the position from John Renner Hansen with the ambition to strengthen collaboration between universities and ensure a robust digital infrastructure for the benefit of Danish research environments. Helle Zinner Henriksen has many years of experience in digital research and strategic leadership in the implementation of public digital infrastructures. As chair of DeIC's board, she will work to develop the optimal conditions for a robust research infrastructure.' At the bottom, there is a 'Current source state' dropdown set to 'Kladde' and a 'Translation state' dropdown set to 'Kladde'. A 'Save as completed' button is circled in red, along with 'Gem', 'Validate', 'Validate HTML tags', 'Gennemse', and 'Abort' buttons.

# 9. Afslut

Sidste side viser at oversættelsen er accepteret. Man skal lige huske at begge sider skal være publiceret.

The screenshot shows a web interface for a translation management system. At the top, there is a navigation bar with options like 'Tilbage til site', 'Administration', 'Genveje', 'sort', and 'Udvikling'. Below this is a secondary navigation bar with icons for 'Indhold', 'Struktur', 'Udseende', 'Udvid', 'Indstillinger', 'Oversættelse', 'Personer', 'Rapporter', and 'Hjælp'. The main content area displays a breadcrumb trail: 'Hjem > Administration > Oversættelse > Job overview'. The title of the page is 'Helle Zinner Henriksen er ny bestyrelsesformand i DeiC (DA to Engelsk, Færdig)'. There are two dark green status messages: 'Statusmeddelelse' with a checkmark, stating 'Validation completed successfully.' and another stating 'The translation for Helle Zinner Henriksen er ny bestyrelsesformand i DeiC has been accepted as Helle Zinner Henriksen is new chairman of the board in DeiC.' Below these is an 'Etiket' (Label) field containing the text 'Helle Zinner Henriksen er ny bestyrelsesformand i DeiC'. A table provides summary statistics for the job, including source language (DA), target language (Engelsk), provider (DeepL API Free), total words (84), total HTML tags (4), and creation time (man, 1 sep 2025 - 14:09). There are three expandable sections: 'Job items', 'Provider information', and 'Translation Job messages'. The 'Translation Job messages' section contains a table with columns for 'Oprettet', 'Element', 'Meddelelse', and 'Navn'. At the bottom, there are 'Save job' and 'Slet' buttons, and a legend for job states: 'I gang' (blue), 'Skal gennemses' (yellow), and 'Inaktiv' (red).

Tilbage til site Administration Genveje sort Udvikling Meddelelser

Indhold Struktur Udseende Udvid Indstillinger Oversættelse Personer Rapporter Hjælp

Hjem > Administration > Oversættelse > Job overview

## Helle Zinner Henriksen er ny bestyrelsesformand i DeiC (DA to Engelsk, Færdig)

✓ Statusmeddelelse  
Validation completed successfully.

✓ Statusmeddelelse  
The translation for [Helle Zinner Henriksen er ny bestyrelsesformand i DeiC](#) has been accepted as [Helle Zinner Henriksen is new chairman of the board in DeiC](#).

Etiket

You can provide a label for this job in order to identify it easily later on. Or leave it empty to use the default one.

Kildesprog	Target language	Udbyder	Total words	Total HTML tags	Oprettet
DA	Engelsk	DeepL API Free	84	4	man, 1 sep 2025 - 14:09

Job items

Provider information

The translator does not provide any information.

Translation Job messages

Oprettet	Element	Meddelelse	Navn
man, 1 sep 2025 - 14:13	<a href="#">Helle Zinner Henriksen er ny bestyrelsesformand i DeiC</a>	The translation for <a href="#">Helle Zinner Henriksen er ny bestyrelsesformand i DeiC</a> has been accepted as <a href="#">Helle Zinner Henriksen is new chairman of the board in DeiC</a> .	<a href="#">sort</a>
man, 1 sep 2025 - 14:13		The translation job has been finished.	<a href="#">sort</a>
man, 1 sep 2025 - 14:10	<a href="#">Helle Zinner Henriksen er ny bestyrelsesformand i DeiC</a>	The translation of <a href="#">Helle Zinner Henriksen er ny bestyrelsesformand i DeiC</a> to Engelsk is finished and can now be <a href="#">reviewed</a> .	<a href="#">sort</a>
man, 1 sep 2025 - 14:10		The translation job has been submitted.	<a href="#">sort</a>

Save job Slet

State: I gang Skal gennemses Inaktiv