ESS Round 9
Verification Instructions for National Coordinators¹

Brita Dorer (GESIS, Mannheim/Germany)
Elica Krajceva (cApStAn, Brussels/Belgium)

¹ The CST requests that the following citation for this document should be used: European Social Survey (2018). ESS Round 9 Verification Instructions for National Coordinators. London: ESS ERIC Headquarters.
Contents

General Notes on the ESS Round 9 Verification Instructions ........................................... 3

Part A: Organisational aspects of the ESS Round 9 verification ........................................ 4
1. Translation and verification steps to be followed in ESS9 ........................................... 4
2. Parts of the ESS 9 Source Questionnaire subject to translation verification ................... 6

Part B: Technical aspects of the ESS Round 9 verification / Vademecum of the ESS Round 9 (T)VFF ................................................................. 7
3. General verification procedure in ESS 9 .................................................................. 7
4. Submission of translation for verification ................................................................. 8

Option 1: Submission of national translations in the “Round 9 (Translation and) Verification Follow-Up Form – R9 (T)VFF” ................................................................. 10
The Source Version Area (filled in by ESS translation team) ........................................... 10
The Translation Area (filled in by the national teams) in Purple .................................... 11
The Verification Area (filled in by cApStAn) ................................................................. 13
Verifying Shared Languages ......................................................................................... 14
Follow-up on verifiers’ interventions ........................................................................... 15
The Post-verification Area (filled in by national teams) .................................................. 15

Option 2: Submission of national translations in MS Word files ...................................... 16
Workflow and structure of the (T)VFF ........................................................................... 16
The Source Version Area (filled in by ESS translation team) ........................................... 16
The Verification Area (filled in by cApStAn) ................................................................ 19
Verifying Shared Languages ......................................................................................... 19
Follow-up on verifiers’ interventions ........................................................................... 20
The Post-verification Area (filled in by national teams) .................................................. 20

Annex 1: Definitions of Verifier Intervention Categories ................................................ 22
  Adding/Removing/Hiding Columns .............................................................................. 23
  Hiding Rows ............................................................................................................... 24
  Unhiding Hidden Column/Row ................................................................................... 24
  Freezing/Unfreezing Panes ........................................................................................ 25
  Printing Selected Columns ......................................................................................... 25
  Other Useful Tips ....................................................................................................... 26
General Notes on the ESS Round 9 Verification Instructions

In Round 9, a large number of all translated versions of the ESS Round 9 Source Questionnaire will be subject to translation verification by cApStAn.

This document is intended to guide the national teams through the verification process. It consists of two parts:
- **Part A** explains the organisational aspects of this exercise, and
- **Part B** outlines the technical environment in which the verification will take place, that is, the Excel-based “(Translation and) Verification Follow-Up Form, (T)VFF”.

Both parts are equally important and should be followed in their entirety.
Part A: Organisational aspects of the ESS Round 9 verification

1. Translation and verification steps to be followed in ESS9

National teams are asked to follow the steps below in order to translate the new items for ESS Round 9 (as described in the ESS Round 9 Translation Guidelines, available via ESS9 intranet):

1.1 Please inform the ESS translation team at GESIS (ess_translate@gesis.org) and cApStAn (ess.verif@capstan.be) – at least three weeks in advance – of the date you plan to submit your national translation(s) to cApStAn; this information should be provided by email to the ESS translation team and to cApStAn.

1.2 Please inform the ESS translation team at GESIS (ess_translate@gesis.org) and cApStAn (ess.verif@capstan.be) whether the translation(s) will be submitted for verification in the “Round 9 (Translation and) Verification Follow-Up Form - (T)VFF” (Option 1) or as a MS Word file (Option 2).

1.3 In the case of ‘shared languages’, please inform the ESS translation team and cApStAn, (a) whether and when your reconciliation steps with the other national teams using your language take place, (b) in which form these reconciliations will take place, (c) to the extent possible: when the other countries sharing this language will submit their translation(s) for verification.

1.4 Carry out Translation, Review and Adjudication (‘T’, ‘R’ and ‘A’ of the ‘TRAPD’ method) within your national team; the adjudicated version goes into the shared languages harmonisation step.

1.5 Carry out the shared languages harmonisation step using the adjudicated version:

1.5.1. Compare country versions of the same language.

1.5.2. Reconcile country versions wherever possible and appropriate.

1.5.3. Carry out an additional adjudication step within your national team to finalise your national version(s) to be submitted to cApStAn.

1.6 Submit your adjudicated translation(s) to cApStAn for verification: please send your translation(s) via email to the ESS translation team at GESIS (ess_translate@gesis.org) and to cApStAn (ess.verif@capstan.be). Elica Krajčeva will be the ESS Project Manager at cApStAn in Round 9.

1.7 Please set aside about 5-6 weeks for the entire translation verification process to be carried out. This includes: submission of your translation(s) to cApStAn, verification by cApStAn, discussions between the national team, cApStAn and the ESS translation team (and possibly ESS ERIC HQ) resulting from the

---

2 Countries should note that feedback and further discussions will need to be documented using the (T)VFF.

3 For the teams submitting their translation in the Translation Management Tool (TMT), separate Instructions have been drafted and will be shared with the respective teams.
verification interventions, and verification sign off. Note that in the case of ‘shared languages’, this process may take a little longer because the ‘central verifier’ will need to compare the interventions made for the different versions (see the sections on ‘Verifying shared languages’ included in Options 1 and 2). Therefore, please inform us as precisely as possible about your shared language harmonisation schedules so that this can be considered in the verifier’s work.

1.8 Go through all the interventions you receive from cApStAn carefully! When doing so, please keep the following in mind:

When you incorporate the comments or corrections made by the verifiers, please make sure you are consistent for all the items translated for Round 9. For instance, if you change one word or term in one instance, please make sure to change it accordingly in other places in the new items too. As not all new items of the ESS9 questionnaire are subject to verification, it may be that a verification comment is only made in one item (subject to verification) but needs to be implemented in other new items (not subject to verification) too where the same word or expression is used.

However, existing translations, that is, translations of the existing core items or repeated items from the ‘Timing of Life’ module, should NOT be changed, even if this would be consistent with verification comments from Round 9. Here it is more important to keep the time series than to be consistent within your translated questionnaire. In case of doubt, please consult the ESS translation team at GESIS (ess_translate@gesis.org).

1.9 The ‘post-verification’ version of your translation(s) will be the basis for the SQP Coding.

1.10 Follow-up carefully on the feedback resulting from SQP Coding before finalising your national version. Changes to the verified translation based on findings from the SQP Coding can be discussed with the ESS Translation Team at GESIS, cApStAn and, if applicable, with the countries sharing your language.

1.11 Pre-test the full questionnaire, using the version finalised after SQP Coding.

Regarding ‘Adjudication’: please note that additional steps taking place after initial adjudication (step 1.4) might result in new adjudication steps being necessary: comments and recommendations from the shared language harmonisation, verification, SQP coding and pre-testing steps might need to be followed-up in a new adjudication step.

1.12 Carefully proofread the final questionnaire for typos and logical errors. Ideally, have someone who has strong proofreading skills and who preferably has not read the questions yet do a final double check of the full questionnaire. Then do a final check looking at all the notes made in documentation to see that all agreed actions have been taken into account.

---

4 Please also refer to the ESS Round 9 Translation Quality Check List available via the ESS 9 NC intranet.
2. **Parts of the ESS 9 Source Questionnaire subject to translation verification**

The exact choice of items to be verified can be found in the document ‘Items selected for verification’, which can be downloaded from the ESS9 Intranet.

For any queries regarding translation verification, please refer to the ESS translation team at GESIS (ess_translate@gesis.org) or to cApStAn (ess.verif@capstan.be).
Part B: Technical aspects of the ESS Round 9 verification / Vademecum of the ESS Round 9 (T)VFF

3. General verification procedure in ESS 9

National teams following Option 1 or 2 will receive a R9 (T)VFF annotated with the verifier’s findings from cApStAn.

The verifiers will use the following four columns from these worksheets to provide their feedback on the questions:

- ‘Verifier’s version’: Verifiers will enter here a corrected version of the question when they find problems with the submitted version.
- ‘Verifier intervention category’: By attributing each intervention to a specific category, cApStAn verifiers help national teams to better understand the nature of their comments. If verifier’s interventions in the target text belong to more than one category, they will be classified accordingly in the ‘Verifier’s rationale’ column. The column ‘Verifier intervention category’ will display the one that may affect most severely the equivalence or comprehension. The Verifier Intervention Categories are explained in more detail in Annex 1.
- ‘Verifier’s rationale’: Verifiers will enter here a brief explanation as to why they think an amendment is necessary.
- ‘Follow-up required?’: Verifiers will specify whether their interventions require feedback from the NC or not:

<table>
<thead>
<tr>
<th>Verifier’s version</th>
<th>Verifier intervention category</th>
<th>Verifier’s rationale</th>
<th>Follow-up required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>verifiers will enter here a corrected version of the question when they find problems with the submitted version.</td>
<td>By attributing each intervention to a specific category, cApStAn verifiers help national teams to better understand the nature of their comments. If verifier’s interventions in the target text belong to more than one category, they will be classified accordingly in the ‘Verifier’s rationale’ column. The column ‘Verifier intervention category’ will display the one that may affect most severely the equivalence or comprehension. The Verifier Intervention Categories are explained in more detail in Annex 1.</td>
<td>Verifiers will enter here a brief explanation as to why they think an amendment is necessary.</td>
<td>Verifiers will specify whether their interventions require feedback from the NC or not:</td>
</tr>
</tbody>
</table>

In ESS Round 9, ALL verifier interventions require feedback from the national teams – except minor linguistic defects, like typos or punctuation errors, where it is clear to the verifier that they do not affect the meaning of the translation (but these changes should also be implemented).

Follow-up by the National Teams:

If feedback on a verifier intervention is required, the national teams are asked to either accept the verifier intervention or, if not, to justify why the intervention cannot be implemented in the ‘Country comment’ column.

The updated (T)VFF will then need to be sent back to the ESS translation team at GESIS (ess_translate@gesis.org) and to cApStAn (ess.verif@capstan.be). Once all issues have been resolved, the verification procedure is signed off by the ESS translation team.
4. Submission of translation for verification

In ESS Round 9 the national teams can choose whether to submit their translations using the Round 9 (T)VFF (Option 1) or using a MS Word file (Option 2). Please click on the respective Option and you will automatically be forwarded to the appropriate section within this document.

Figure 1 below shows the Round 9 verification process for both options:

---

5 As mentioned in footnote 3, in ESS Round 9, some national teams submit their translations in the Translation Management Tool (TMT). They have received a separate Instructions document, the “ESS Round 9 – Instructions for using the Translation Management Tool (TMT)“.
Figure 1: Round 9 verification process

OPTION 1
Country translates directly into the (T)VFF. For core items, translations should be identical to those in Round 8 (unless any changes have been outlined in the ‘Changes from Round 8 to Round 9’ document). For repeat items in the Timing of Life module, translations should be identical to those in Round 3 unless otherwise specified.

Country submits (T)VFF to cApStAn for verification.

cApStAn uses the (T)VFF to apply intervention categories, follow-up requirements and add any comments.

cApStAn sends (T)VFF containing all verification feedback to country.

NC provides feedback on each verifier intervention.

NC accepts intervention and changes translation (documented in (T)VFF).

NC sends (T)VFF to ess_translate@gesis.org, ess.verif@capstan.be AND to sqp.ess@upf.edu

NC rejects intervention and documents in (T)VFF, providing justification for rejection.

NC provides feedback on each verifier intervention.

NC sends updated Word document and (T)VFF to ess_translate@gesis.org, ess.verif@capstan.be AND to sqp.ess@upf.edu

SQP coding (please refer to separate guidelines available from the ESS9 Intranet pages).

OPTION 2
Country translates into Word document(s). For core items, translations should be identical to those in Round 8 (unless any changes have been outlined in the ‘Changes from Round 8 to Round 9’ document). For repeat items in the Timing of Life module, translations should be identical to those in Round 3 unless otherwise specified.

Country submits a Word document to cApStAn for verification.

cApStAn makes any suggested changes directly into the Word document, using track changes function.

cApStAn also uses the (T)VFF to apply intervention categories, follow-up requirements and adds any comments.

cApStAn sends edited Word document and (T)VFF containing all verification feedback to country.

NC provides feedback on each verifier intervention.

NC accepts intervention and changes translation (documented in (T)VFF).

NC sends updated Word document and (T)VFF to ess_translate@gesis.org, ess.verif@capstan.be AND to sqp.ess@upf.edu

NC rejects intervention and documents in (T)VFF, providing justification for rejection.
Option 1: Submission of national translations in the “Round 9 (Translation and) Verification Follow-Up Form – R9 (T)VFF”

The national teams are asked to submit their translations using the R9 (T)VFF. It will be particularly helpful for those countries working with translation templates for their entire internal translation process.

The R9 (T)VFF is an excel template, prepared jointly by cApStAn and the ESS translation team and downloadable from the ESS Intranet.

When you download it from the ESS Intranet, you will see that all sections of the ESS9 source questionnaire, the showcards and the test questions have been copied into the file, each questionnaire section corresponding to one worksheet. These worksheets are to be used for your translation. These worksheets include different columns specifically designed to allow documentation of the entire ESS9 translation history of each national version (comparable to the columns used in ESS5-8).

→ Once your translation is ready to be sent to cApStAn for verification, please submit this R9 (T)VFF file. The translation to be verified must be included in the column called ‘Version after adjudication / for verification’.

When receiving back the verification results from cApStAn, your R9 (T)VFF will include the verifiers’ comments and suggestions.

Please use the R9 (T)VFF for documenting the entire history of your translation(s) of the ESS9 questionnaire.

Workflow and structure of the (T)VFF
The (T)VFF workbook is organised in different worksheets, one for each section of the ESS Round 9 Questionnaire and the Showcards. The layout of the (T)VFF is identical to Round 8.

The Source Version Area (filled in by ESS translation team)
The first set of 4 columns - with blue column headers – have been populated with (i) the item number and type of text or entry; (ii) the English source version; (iii) the ESS annotations, such as the footnotes from the questionnaire and e.g. indications of changes between Round 8 and Round 9; and (iv) routing information (see Figure 3). These light blue columns should not be edited at all during the different steps of the process.
Figure 3: The Source Version Area of the R9(T)VFF

<table>
<thead>
<tr>
<th>ITEM NUMBER / TEXT TYPE</th>
<th>ENGLISH SOURCE VERSION</th>
<th>ANNOTATIONS</th>
<th>ROUTING (SOURCE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>STILL STAGING</td>
<td>DRAFT (DRT)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>English text area</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Translation Area (filled in by the national teams) in Purple

The columns of the translation area in the (T)VFF are reserved for the national translation teams: there are 6 columns in which you may enter the first two Translations and the comments relevant to these translations (‘T’ in the TRAPD model), 3 columns for the national version after the Review process and comments after review (‘R’ in the TRAPD model), and 3 columns for the translation agreed upon in the Adjudication step (‘A’ in the TRAPD model).

An optional column ‘Shared languages – discussion’ has been prepared for those countries sharing one language: here you can document any discussions and/or changes resulting from your shared language reconciliation steps.

Because the shared language harmonisation process should be followed by another Adjudication step, there are more columns (‘Version after adjudication / for verification’ and ‘Comments after adjudication / for verification’) where the national teams are asked to add the version (together with any comments they deem appropriate) that will actually be verified.

Countries not using a shared language are also asked to copy their translation to be verified into these two columns (‘Version after adjudication / for verification’ and ‘Comments after adjudication / for verification’).

Please note that you do not need to make comments in every cell.

Figure 4: Translation Area of the R9 (T)VFF

<table>
<thead>
<tr>
<th>COMMENTS ON TRANSLATION</th>
<th>VERSION AFTER REVIEW</th>
<th>ROUTING VERSION AFTER REVIEW</th>
<th>COMMENTS AFTER REVIEW</th>
<th>VERSION AFTER ADJUDICATION</th>
<th>ROUTING VERSION AFTER ADJUDICATION</th>
<th>COMMENTS AFTER ADJUDICATION</th>
<th>SHARED LANGUAGES / DISCUSSION</th>
<th>VERSION AFTER ADJUDICATION / FOR VERIFICATION</th>
<th>ROUTING VERSION AFTER ADJUDICATION / FOR VERIFICATION</th>
<th>COMMENTS AFTER ADJUDICATION / FOR VERIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The column ‘Comments after adjudication / for verification’ is intended for any item-related comments that you would like to i) note down for documentation purposes, or ii) bring to the attention of the verifier. Below a couple of examples of possible situations in which it would be helpful to add a comment in this column:
Example 1: The term ‘police’ has been adapted to ‘police and civil guard’ in the target version, to match the situation in the target country. If this has been agreed, but not documented in the (T)VFF, the verifier would point this out as an adaptation, possibly describing in detail why s/he thinks the adaptation is acceptable/not acceptable. If the verifier knows in advance that this has already been agreed between the NC and the ESS translation team, s/he would just select ‘OK’ (= adaptation has been correctly implemented) and leave it at that (see also Figure 5).

Example 2: There may be terms or expressions that are difficult to translate, and that have been subject to a lot of discussion during the review and adjudication processes. In such cases it is likely that the verifier in his/her turn will also stumble over the same issue, and it would be helpful if the reasoning behind the choice of word or expression was documented in the comment column, as it may not be obvious to the verifier at first sight.

Figure 5: Example of a documented adaptation

<table>
<thead>
<tr>
<th>Version after review</th>
<th>Comments after review</th>
<th>Version after adjudication / for verification</th>
<th>Comments after adjudication / for verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wir haben heute eine Sitzung</td>
<td>Wir haben heute eine Sitzung</td>
<td>Wir haben heute eine Sitzung</td>
<td>Wir haben heute eine Sitzung</td>
</tr>
<tr>
<td>Wir haben heute keine Sitzung</td>
<td>Wir haben heute keine Sitzung</td>
<td>Wir haben heute keine Sitzung</td>
<td>Wir haben heute keine Sitzung</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
<td>Wir haben heute eine Sitzung oder mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
<td>Wir haben heute eine Sitzung und mehr</td>
</tr>
<tr>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
<td>Wir haben heute eine Sitzung, mehr</td>
</tr>
<tr>
<td>Wir have...</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The purpose of documenting adaptations and other translation decisions in the ‘Comments after adjudication / for verification’ column is not only to document such issues, but also to provide the verifier with all the relevant background information s/he will need for the verification assignment, to avoid unnecessary comments and changes.

- If you don’t need a particular column, for example because there’s no ‘shared languages’ process, you can always hide or remove these columns.
- You can also add columns, if this helps your national translation processes.
- It is also possible to broaden columns and rows so that all text is visible.
- However, please do not add or delete rows as in the case of copy/pasting or merging different versions this will make it impossible to clearly match cells of the source and target language!
- Annex 2 presents a Quick Reference Guide to Excel Features that can be helpful if you are not too familiar with Microsoft Excel® (MS Office 2007).
The column ‘Comments from the Pre-test’ can be used to document any findings or results from your national pre-tests (‘P’ in the TRAPD model) that relate to translation into the respective language version.

**Before submitting the (T)VFF for verification, make sure that...**

- ...the adjudicated version of the questionnaire items (at least of those items that are subject to verification) is in column ‘Version after adjudication / for verification’.
- ...you have documented all agreed adaptations and other relevant issues related to these items in the ‘Comments after adjudication / for verification’ column.

**The Verification Area (filled in by cApStAn)**

cApStAn verifiers will see the source version, the translated version for verification, and any item-related comments copied from the translation area. Verifiers will make a sentence-by-sentence comparison of the ‘Version after Adjudication/for Verification’ against the English source version, but will not take into consideration the intermediate stages of the translation process. Verifiers will document their work in the first three columns on the left side of Figure 6: the ‘Verifier’s version’, the ‘Verifier intervention category’ (column with drop-down menus) and the ‘Verifier’s rationale’ column.

The verifier will be asked to enter text in every cell of the ‘Verifier’s version’ column: if the item does not need to be corrected or if the verifier doesn’t wish to make any suggestions, s/he will merely copy/paste the Version after Adjudication / for Verification translation in that column and select the ‘OK’ category from the scroll-down menu in the ‘Verifier intervention category’ column. If a correction needs to be made, the verifier will:

a) highlight the cell and indicate edits by using a different font colour;

b) select an appropriate verifier intervention category from the drop-down menu in the ‘Verifier intervention category’ column; and

c) as far as possible, write a brief descriptive and explanatory comment in the ‘Verifier’s rationale’ column (see Figure 6 below).

*Figure 6: Verification Area of the R9 (T)VFF (reserved for cApStAn)*
Note that not all interventions call for a comment. Straightforward issues (typos, punctuation issues, maybe some grammar issues) can go without a comment.

A list of the verifier intervention categories is available in Annex 1.

**Verifying Shared Languages**

Like in Round 7 and 8, in Round 9 a “central verifier” will review the verification feedback for each of the shared language versions, and echo in other versions those corrections that apply. Such suggestions can, however, only be implemented if the survey instruments have not yet been finalized in the countries that first submitted their translations for verification.

**Examples:**

If the two verifiers for the Dutch language (for Belgium and the Netherlands) come up with different verification comments or suggestions for the same issue, the central verifier would point out these differences, comment on them and suggest a more harmonised version – as long as it is possible and appropriate to use one version that fits all three national contexts.

Or, if a verifier spots a linguistic issue or deviation from the source that was not identified in the other verified versions but applies to them too, the central verifier will suggest reflecting it in all the versions.

Please note in the context of shared languages:

a) The ESS does not have a deliberate policy of harmonising shared languages; the ‘as close as possible, but as distant as necessary’ line should be followed in both the Translation as well as the Verification steps.

b) However, wherever a closer harmonisation is possible, this should be attempted both in the Translation and in the Verification steps.

c) With the sometimes staggered submission of national versions for verification, some of the shared languages issues will only be reflected post-hoc. Therefore, in Round 9, it would be highly useful if **countries sharing languages tried submitting their translations for verification at rather close points in time.**

Please inform the ESS translation team at GESIS and cApStAn as soon as possible when your translations will be read for verification, and, in the case of shared languages (if possible) also of (i) your shared languages arrangements and (ii) likely submission dates of the other countries fielding in these languages.

The ‘central verifiers’ will carry out their work in the two columns called ‘Central verifier’s version’ and ‘Central verifier’s comment’:

In the ‘Central verifier’s version’, the ‘central verifier’ will write down his/her suggested version for this shared language – provided that there is one such version – and in the ‘Central verifier’s comment’ s/he briefly comments on the different versions of this shared language, that s/he has received up to this date.
Follow-up on verifiers’ interventions

Before the verification feedback is delivered to the national teams, cApStAn in co-operation with the ESS translation team will label the verifiers’ interventions that need follow-up in the ‘Follow-up required?’ column, as shown in Figure 7 below.

In ESS Round 9 all verifier interventions will require follow-up, except minor corrections like typos, punctuation or spelling mistakes.

The (T)VFF with these 4 columns filled in by cApStAn will be delivered to the country.

The Post-verification Area (filled in by national teams)

Once the (T)VFF is returned to you, complete with verifier feedback in every row, please review each of the verifier interventions carefully. For those interventions that are not labelled as requiring follow-up you may decide to accept/reject the change as you see appropriate – but of course we recommend correcting any typos, punctuation and spelling mistakes detected by the verifiers.

Figure 7: Post-Verification Area of the R9 (T)VFF (reserved for National Coordinators/national teams)

<table>
<thead>
<tr>
<th>CENTRAL VERIFIER’S VERSION (for Shared Languages only)</th>
<th>CENTRAL VERIFIER’S COMMENT (for Shared Languages only)</th>
<th>FOLLOW-UP REQUIRED?</th>
<th>COUNTRY COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For each suggestion that ‘Requires follow-up’ NCs are asked to add a follow-up in the ‘Country comment’ column: either write ‘OK’, if you agree with the change, or provide a justification if you wish to reject the change.

It is important not to edit the verifier’s version in the ‘Verifier’s version’ columns!

Once you have processed all the comments and added either ‘OK’ or a comment for each ‘Requires follow-up’, please send the annotated (T)VFF to: ess_translate@gesis.org and ess.verif@capstan.be

Once all discussions on ‘follow-up’ between national teams, cApStAn and the ESS Translation Team have been finished, the verification process is complete. Now, the full post-verification version should be copied to the ‘Version after verification—for SQP’ column– and then used for the SQP coding together with the other translations that were not subject to verification.
Option 2: Submission of national translations in MS Word files

In Round 9 national teams can send their translation(s) to cApStAn in MS Word format. The translated questionnaire will thus have the form of a ‘running text’ and not of a template. Please add comments about any agreed adaptations or other translation issues that you wish to bring to the verifier’s attention in the R9(T)VFF, column ‘Comments after adjudication / for verification’. The R9 (T)VFF is available on the ESS Intranet.

➔ Once your translation is ready to be sent to cApStAn for verification, please submit your MS Word file (mandatory), as well as the (T)VFF (if you have inserted comments for the verifier’s attention) to the ESS translation team at GESIS (ess_translate@gesis.org) and cApStAn (ess.verif@capstan.be).

When receiving back the verification results from cApStAn, you will RECEIVE TWO FILES: the MS Word file with the verifier’s comments made in track change mode. In addition, you will be sent a R9 (T)VFF by cApStAn (even if you did not submit this format) where all the verification intervention categories have been applied and comments are explained in more detail.

Make sure to go carefully through BOTH documents: if there is e.g. a minor, recurring punctuation issue, it will be corrected systematically in track changes in the Word file but may elicit only a single generic comment in the R9 (T)VFF. However, all significant verifier interventions will be documented in the R9 (T)VFF.

Workflow and structure of the (T)VFF

The (T)VFF workbook is organised in different worksheets, one for each section of the ESS Round 9 Questionnaire and the Showcards. For most parts the layout of the (T)VFF is the same as in Round 8.

If you submit your ESS9 translation for verification in MS word, only the ‘Comments after adjudication / for verification’ column is likely to be used by you initially, where you may add any comment that the verifier(s) should be aware of when verifying your translation.

Please note that the R9(T)VFF is the preferred documentation grid for your ESS9 translation(s), even if you do not use it for your translations. So please continue documenting your R9 translation history in this R9 (T)VFF!

The Source Version Area (filled in by ESS translation team)

The first set of 4 columns - with blue column headers – have been populated with (i) the item number and type of text or entry; (ii) the English source version; (iii) the ESS
annotations, such as the footnotes from the questionnaire and e.g. indications of changes between Round 8 and Round 9; and (iv) routing information (see Figure 3). These light blue columns should not be edited at all during the different steps of the process.

**Figure 3: The Source Version Area of the R9(T)VFF**

<table>
<thead>
<tr>
<th>ITEM NUMBER / TEXT TYPE</th>
<th>ENGLISH SOURCE VERSION</th>
<th>ANNOTATIONS</th>
<th>ROUTING (SOURCE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>STILL (EMP)</td>
<td>(THAT EMP)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>And again on an open-ended way, how much does your remaining population think about police and current political issues?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(open-ended question)</td>
<td>(open-ended)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>It allows people and current political issues, to make the experience and what, people connected with police share.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(open-ended)</td>
<td>(open-ended)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(open-ended)</td>
<td>(open-ended)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(open-ended)</td>
<td>(open-ended)</td>
<td></td>
</tr>
</tbody>
</table>

An optional column ‘Shared languages – discussion’ has been prepared for those countries sharing one language: here you can document any discussions and/or changes resulting from your shared language reconciliation steps (see Figure 4).

**Figure 4: Translation Area of the R9 (T)VFF**

The column ‘Comments after adjudication / for verification’ is intended for any item-related comments that you would like to i) note down for documentation purposes, or ii) bring to the attention of the verifier. Below a couple of examples of possible situations in which it would be helpful to add a comment in this column:

**Example 1:** The term ‘police’ has been adapted to ‘police and civil guard’ in the target version, to match the situation in the target country. If this has been agreed, but not documented in the (T)VFF, the verifier would point this out as an adaptation, possibly describing in detail why s/he thinks the adaptation is acceptable/not acceptable. If the verifier knows in advance that this has already been agreed between the NC and the ESS translation team, s/he would just select ‘OK’ (= adaptation has been correctly implemented) and leave it at that (see also Figure 5).

**Example 2:** There may be terms or expressions that are difficult to translate, and that have been subject to a lot of discussion during the review and adjudication processes. In such cases it is likely that the verifier in his/her turn will also stumble over the same issue, and it would be helpful if the reasoning behind the choice of word or expression was documented in the comment column, as it may not be obvious to the verifier at first sight.
Figure 5: Example of a documented adaptation

<table>
<thead>
<tr>
<th>Version After Review</th>
<th>Comments After Review</th>
<th>Version After Adjudication / For Verification</th>
<th>Comments After Adjudication / For Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wie viel Zeit verbringer Sie an einem gewöhnlichen Werktag insgesamt damit, tankzuplen?</td>
<td>Wie viel Zeit sehen sie an einem gewöhnlichen Werktag fern?</td>
<td>Weniger als eine 1/2 Stunde</td>
<td>We have decided to use minutes because</td>
</tr>
<tr>
<td>Bitte sagen Sie es mir anhand von Liste 1</td>
<td>Bitte beantworten Sie mit Hilfe von Karte 1</td>
<td>Weniger als 30 Minuten</td>
<td></td>
</tr>
<tr>
<td>Keine Zeit</td>
<td>Keine</td>
<td>Weniger als 30 Minuten</td>
<td></td>
</tr>
<tr>
<td>Weniger als eine 1/2 Stunde</td>
<td>Weniger als 30 Minuten</td>
<td>Weniger als 30 Minuten</td>
<td></td>
</tr>
<tr>
<td>1/2 bis zu 1 Stunde</td>
<td>Weniger als 30 Minuten</td>
<td>Weniger als 30 Minuten</td>
<td></td>
</tr>
<tr>
<td>1/2 bis zu 1 Stunde</td>
<td>Weniger als 30 Minuten</td>
<td>Weniger als 30 Minuten</td>
<td></td>
</tr>
<tr>
<td>Mehr als 1, bis zu 1 1/2 Stunden</td>
<td>Mehr als 1, bis zu 1 1/2 Stunden</td>
<td>Mehr als 1, bis zu 1 1/2 Stunden</td>
<td></td>
</tr>
<tr>
<td>Mehr als 1 1/2, bis zu 2 Stunden</td>
<td>Mehr als 1 1/2, bis zu 2 Stunden</td>
<td>Mehr als 1 1/2, bis zu 2 Stunden</td>
<td></td>
</tr>
<tr>
<td>Mehr als 2, bis zu 2 1/2 Stunden</td>
<td>Mehr als 2, bis zu 2 1/2 Stunden</td>
<td>Mehr als 2, bis zu 2 1/2 Stunden</td>
<td></td>
</tr>
<tr>
<td>Mehr als 2 1/2, bis zu 3 Stunden</td>
<td>Mehr als 2 1/2, bis zu 3 Stunden</td>
<td>Mehr als 2 1/2, bis zu 3 Stunden</td>
<td></td>
</tr>
<tr>
<td>Mehr als 3 Stunden</td>
<td>Mehr als 3 Stunden</td>
<td>Mehr als 3 Stunden</td>
<td></td>
</tr>
<tr>
<td>Weiß nicht</td>
<td>Sch weiß nicht</td>
<td>Brackets not needed</td>
<td></td>
</tr>
</tbody>
</table>

The **purpose of documenting adaptations and other translation decisions** in the ‘Comments after adjudication / for verification’ column is not only to document such issues, but also to provide the verifier with all the relevant background information s/he will need for the verification assignment, to avoid unnecessary comments and changes.

- If you don’t need a particular column, for example because there’s no ‘shared languages’ process, you can always hide or remove these columns.
- You can also add columns, if this helps your national translation processes.
- It is also possible to broaden columns and rows so that all text is visible.
- However, **please do not add or delete rows** as in the case of copy/pasting or merging different versions this will make it impossible to clearly match cells of the source and target language!
- **Annex 2** presents a Quick Reference Guide to Excel Features that can be helpful if you are not too familiar with Microsoft Excel® (MS Office 2007).

The column ‘Comments from the Pre-test’ can be used to document any findings or results from your national pre-tests (‘P’ in the TRAPD model) that relate to translation into the respective language version.

Before submitting the Word file accompanied by the R9 (T)VFF for verification, make sure that you have documented all agreed adaptations and other relevant issues related to the items that you would like to provide to the verifier(s) in the ‘Comments after adjudication / for verification’ column.
The Verification Area (filled in by cApStAn)

cApStAn verifiers will compare the target version submitted in Word format to the source version and make a sentence by sentence comparison against the English source version, taking into account the annotations and any item-related comments the national team has added in the (T)VFF.

Verifiers will make their interventions directly in the Word file using the MS Word Track Changes facility, and document their work in the two columns that you can see on Figure 6: the ‘Verifier intervention category’ (column with drop-down menus) and ‘Verifier’s rationale’. They may also use the ‘Verifier’s version’ column, but this is optional, as the necessary changes will be implemented in the Word file.

As far as possible, the verifiers will write a brief descriptive and explanatory comment in the ‘Verifier’s rationale’ column, as shown in Figure 6 below. Note that not all interventions call for a comment. Straightforward issues (typos, punctuation issues, maybe some grammar issues) can go without a comment.

A list of the verifier intervention categories is available in Annex 1.

Figure 6: Verification Area of the R9(T)VFF (reserved for cApStAn)

Verifying Shared Languages

In Round 9, a “central verifier” will review the verification feedback for each of the shared language versions, and echo in other versions those corrections that apply. Such suggestions can, however, only be implemented if the survey instruments have not yet been finalized in the countries that first submitted their translations for verification.

Examples:

If the two verifiers for the Dutch language (for Belgium and the Netherlands) come up with different verification comments or suggestions for the same issue, the central verifier would point out these differences, comment on them and suggest a more harmonised version – as long as it is possible and appropriate to use one version that fits all three national contexts.

Or, if a verifier spots a linguistic issue or deviation from the source that was not identified in the other verified versions but applies to them too, the central verifier will suggest reflecting it in all the versions.

Please note in the context of shared languages:
a) The ESS does not have a deliberate policy of harmonising shared languages; the ‘as close as possible, but as distant as necessary’ line should be followed in both the Translation as well as the Verification steps.

b) However, wherever a closer harmonisation is possible, this should be attempted both in the Translation and in the Verification steps.

c) With the sometimes staggered submission of national versions for verification, some of the shared languages issues will only be reflected post-hoc. Therefore, in Round 9, it would be highly useful if countries sharing languages tried submitting their translations for verification at rather close points in time. Please inform the ESS translation team at GESIS and cApStAn as soon as possible when your translations will be ready for verification, and, in the case of shared languages (if possible) also of (i) your shared languages arrangements and (ii) likely submission dates of the other countries fielding in these languages.

The ‘central verifiers’ will carry out their work in the two columns called ‘Central verifier’s version’ and ‘Central verifier’s comment’:

In the ‘Central verifier’s version’, the ‘central verifier’ will write down his/her suggested version for this shared language – provided that there is one such version – and in the ‘Central verifier’s comment’ s/he briefly comments on the different versions of this shared language, that s/he has received up to this date.

Follow-up on verifiers’ interventions

Before the verification feedback is delivered to the national teams, cApStAn, in co-operation with the ESS translation team, will label the verifiers’ interventions that need follow-up in the ‘Follow-up required?’ column, as shown in Figure 7 below.

In ESS Round 9 all verifier interventions will require follow-up, except minor corrections like typos, punctuation or spelling mistakes.

The Post-verification Area (filled in by national teams)

Once the (T)VFF is returned to you, complete with verifier feedback, please review each of the verifier interventions carefully. For those interventions that are not labelled as requiring follow-up you may decide to accept/reject the change as you see appropriate – but of course we recommend correcting any typos, punctuation and spelling mistakes detected by the verifiers.

For each suggestion that ‘Requires follow-up’ NCs are asked to add a follow-up in the ‘Country comment’ column: either write ‘OK’, if you agree with the change, or provide a justification if you wish to reject the change.

It is important not to edit the verifier’s version in the ‘Verifier’s version’ columns!
Once you have processed all the comments and added either ‘OK’ or a comment for each ‘Requires follow-up’, please send the annotated (T)VFF to: ess_translate@gesis.org and ess.verif@capstan.be.

Once all discussions on ‘follow-up’ between national teams, cApStAn and the ESS Translation Team have been finished, the verification process is complete. The translations resulting from the verification process will then be used for the SQP coding together with the other translations that were not subject to verification.
### Annex 1: Definitions of Verifier Intervention Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OK</strong></td>
<td>No intervention is needed. The verifier has checked and confirms that the text element or segment is equivalent to source, linguistically correct, and – if applicable – that it conforms to an explicit translation/adaptation guideline.</td>
</tr>
<tr>
<td><strong>ADDED INFORMATION</strong></td>
<td>Information is present in the target version but not in the source version, e.g. an explanation between brackets of a preceding word.</td>
</tr>
<tr>
<td><strong>MISSING INFORMATION</strong></td>
<td>Information is present in the source version but omitted in the target version.</td>
</tr>
</tbody>
</table>
| **CONSISTENCY**                  | 1. **Within-item consistency**: repetitions or literal matches and/or synonymous matches that occur in the source version of an item should reflect the same pattern in the target version. If a word or expression is used consistently across the source questionnaire, the same level of consistency should be reflected in the translations, unless fluency is affected.  
   2. **Across-item consistency**: unless fluency is affected, recurring elements such as response categories or prompts that occur in a number of items should always be translated the same way, measurement units should be written the same way, etc. |
| **ADAPTATION OR CULTURAL ISSUE**  | An adaptation is an intentional deviation from the source version made for cultural reasons or to conform to local usage. They should be agreed by the ESS translation team at GESIS and the ESS ERIC HQ at City University London. An adaptation or cultural issue occurs when an adaptation would be needed but was not made, or when an inappropriate or unnecessary adaptation was made. |
| **MISTRANSLATION**               | A wrong translation, which seriously alters the meaning. A mistranslation should always be reported with an explanatory back-translation and/or accompanied by an English rendition of what the incorrect target version says. Note: a vague or inaccurate translation should rather be classified as a Register/Wording issue (or sometimes a Grammar/Syntax issue). This category may cover cases where the source has been misunderstood, but also copy/paste errors that unintentionally result in a wrong text element or segment. |
| **REGISTER / WORDING ISSUE**      | 1. **Register**: difference in level of terminology (scientific term >= familiar term) or level of language (formal >= casual, standard >= idiomatic) in target versus source.  
   2. **Wording**: inappropriate or less than optimal choice of vocabulary or wording in target to fluently convey the same information as in the source. This category is used typically for vague or inaccurate or not quite fluent translations. |
| **GRAMMAR / SYNTAX ISSUE**        | 1. **Grammar**: grammar mistake in the target language, e.g. wrong subject-verb agreement, wrong case (inflected languages), wrong verb form.  
   2. **Syntax**: syntax-related deviation from the source that affects fluency, or other syntactic problems due e.g. to overly literal translation of the source; any syntax error in the target language. |
| **MINOR LINGUISTIC DEFECT**       | Typo or other linguistic defect (spelling, grammar, capitalization, punctuation, etc.) that does not significantly affect comprehension or equivalence. |
| **LEFT IN SOURCE LANGUAGE**       | A text element or segment that should have been translated was left in source language.              |
| **ANNOTATION NOT FOLLOWED**       | An explicit translation/adaptation guideline for a given text element or segment given in an annotation was overlooked or was not addressed in a satisfactory way. |
| **ALERT NOT REFLECTED**           | A late change made to the source questionnaire – released as an ‘Alert’ – has not been reflected in the target version. |
| **LAYOUT / VISUAL ISSUE**         | A deviation or defect in layout or formatting: disposition of text and graphics, item labels, numbering/lettering of questions and, response categories, styles (**boldface**, underlining, **italics**, UPPERCASE), legibility, tables, number formatting (decimal separators, “five” versus “5”), etc. This category will only be used if submitted translations are already formatted. |

This document provides instructions for essential Excel features. Note that the menu items in your screen may differ from the ones shown in the screenshots depending on the version of MS Excel and on the language version used. The screenshots in this document originate from the English version of Excel 2007.

Adding/Removing/Hiding Columns

Columns can be added, removed and hidden, as needed.

To remove, add or hide a column, select the column you wish to remove or hide, or the column next to which you wish to add a new column by clicking on the column’s letter in the title bar:

When right-clicking the selected column, the following menu appears:

Select Delete to remove the selected column.
Select Hide to hide the selected column.
Select Insert to add a column on the left side of the selected column. Note that the formatting of the added column will automatically be copied from the column on its left side, so it may not look the same as the column you previously selected. To copy the formatting from another column into the new column, first select the column that has the desired formatting. Then select the format painter in the toolbar, then select the new column. The formatting is automatically copied to the new column.
Hiding Rows

Rows can be hidden as needed. Please do not add or remove any rows, otherwise it will be extremely difficult to match source and target version cells when copy-pasting.

To hide a row, select the row you wish to hide by clicking on the row number:

When right-clicking the selected row, the following menu appears:

Select *Hide* to hide the selected row.

**Unhiding Hidden Column/Row**

To unhide a column or a row that was hidden previously, first select the columns/rows around the hidden column(s)/row(s). When right-clicking on the selected area, the following menu appears:

Select *Unhide* from the list, and the hidden column(s)/row(s) reappear.
Freezing/Unfreezing Panes
This functionality allows you to ‘freeze’ headings so that these will stay visible at all times, even when scrolling the document downwards or to the right. In the (T)VFF, the title area (rows 1-8) has been ‘frozen’. However, this setting can also be adjusted.

To Unfreeze the pane, click on any cell in the document. Then select the Freeze Panes button under the View menu bar

and unfreeze the pane by clicking Unfreeze Panes. When you now scroll the file downwards, the title area does not remain visible.

To freeze a pane, select the first cell in the upper left corner of the area that you don’t want to include in the ‘frozen’ area. For example, if you want to freeze columns A-B and rows 1-3 so that these are always visible, you should click on cell C4. Then proceed as described above: select the first option under Freeze Panes, which now reads Freeze Panes.

Printing Selected Columns
To print the contents of one column only (or several adjacent columns), first select the desired column(s), then click on the Windows icon in the upper left corner of the screen, and select Print, and then Print. The following window opens

Select Selection under Print what.
To preview the area to be printed, click on Preview, then select OK.
To print the contents of several columns that are not located next to each other, first hide all columns that are between the columns you wish to print so that the columns to be printed appear next to each other. Then proceed as described above.

**Other Useful Tips**

**Adding line break inside a cell**

To add a line break (start a new line) inside a cell place the cursor where you would like to add the line break. Then press Alt+Enter. This moves the cursor to the next line within the cell.

![Adding line break](image)

**Copying text to a cell so that the formatting settings remain the same**

When copying text from e.g. a Word file into the Excel, the result may look like this

![Copy result](image)

when it should rather look like this:

![Copy result](image)

To avoid this problem when copying text, copy it to the text entry field at the top of the screen, not directly to the cell:

![Text entry field](image)

OR

double-click the cell (so that the cursor appears inside the cell), and then copy the text.

![Double-click cell](image)

OR

If the text has already been copied, you can copy the formatting settings from some other cell that has the desired formatting, by selecting the cell from which you wish to copy the formatting settings, then pressing the format painter button in the toolbar, and then selecting the cell to which the settings should be applied.