

HELP SHEET

Online/Electronic Forms and Questionnaires

- Online forms/questionnaires should be treated in the same way as paper ones by ensuring that they are bilingual.
- Every form and questionnaire produced by the University to be distributed in Wales should be bilingual.
- This includes forms for the public in general, prospective students and job applicants.
- Every form and questionnaire that is distributed internally i.e. to staff and students, should be bilingual.
- Any relevant explanatory material should also be bilingual.

Technical Points

- When designing an online form/questionnaire it is important to consider the need for a Welsh version from the beginning. This can save time and technical problems later on.
- It is good practice to give the translator access to the draft online form/questionnaire so that s/he can see the text to be translated in context.
- When translating 'yes' and 'no' remember to check that the Welsh is correct as there is more than one way of saying this in Welsh.
- Somebody who understands Welsh will need to check that the whole form/questionnaire works online.
- Using screenshots can be useful when checking the Welsh side.
- The Welsh Language Development Officer can offer support with the coordination of the translation and with the checking of the online form.

The following vocabulary and phrases may be useful when drawing up an online form/questionnaire.

Please enter your username	Rhowch eich enw defnyddiwr
Please enter your password	Rhowch eich cyfrinair
Logout	Allgofnodi
You have completed this step	Rydych wedi cwblhau'r cam hwn
Please fill in the application form carefully.	Llenwch y ffurflen gais yn ofalus
You will be able to review your application details before final submission	Bydd modd i chi adolygu a newid y manylion ar eich cais cyn ei gyflwyno'n derfynol.
Final submission.	Cyflwyniad terfynol.
Submit	Cyflwyno
Thank you for completing this questionnaire	Diolch am lenwi'r holiadur hwn
Timeout	Terfyn amser
Approximatelyuntil you are timed out due to inactivity	Tua ar ôl hyd nes y daw eich amser i ben o ganlyniad i anactiffedd
Please enter an up to date email address.	Rhowch gyfeiriad e-bost cyfredol.
Incorrect details.	Manylion anghywir.
Review and submit application	Adolygu a chyflwyno cais
Remember: You will be logged out after xx minutes of inactivity	Cofiwch: Byddwch yn cael eich allgofnodi os nad ydych yn defnyddio'r safle am xx munud.

