

**E-cigarette Pack Translation Guide – TPackSS Indonesia, Wave III**

1. Open the pack folder that is associated with the pack's unique ID.
2. Identify all pictures that contain non-English text (most likely Bahasa).
3. Open the Google Translate app on your mobile phone. Once you open the app, select the Camera option. Once you select it, the app will access your camera. Please be sure that you are translating from either "Indonesian" or "Detect the language" to English.
4. Hold your device so that the image you are translating is within the camera frame. You will see text boxes popping up over the top of the words in the image that are being translated. You will find that moving your device forward, back and side to side will shift the translation showing. Find an optimal angle at which all necessary parts of the pack image are translated and press the capture/camera button at the bottom of the screen to capture the translation.
5. The app will translate the text that appears on the pack. Enter the English translation into the corresponding column of the master list spreadsheet. The picture with "\_4" ending should go into the "Picture 4" column, and so on. Ensure that all texts are translated.
6. Record exactly what you see on the translated image into the master list excel sheet, under the corresponding unique ID and face of the pack that you are translating. **Be sure to enter all text in the translated phrase, including English and non-English words in the translation. Add quotation marks to the text that is originally in English. Also try your best to maintain line breaks in the translation**
  - 6a. **Only translate the packaging that would be visible to the consumer if the pack were on the shelf.** For example, the box of a liquid bottle is contained inside a box or if there is no box, the liquid bottle itself.
    - If the outer pack is transparent and the bottle inside is visible, only translate the text on the outer packaging.
    - Only translate from the photos where the bottle is not wrapped in cellophane/plastic.
  - 6b. **DO NOT** translate the tax stamp, inserts, or any detachable items.
  - 6c. If part of the text is covered by the tax stamp, onserts or any stickers, translate the non-English words visible in the picture, type them in the cells, and add "Partially covered". There is no need to translate text obscured by the attached item(s).
7. If the non-English text is unreadable by the App due to the font style (e.g., artistic or letters separated not in a common way) or for some other reasons, **type it as is on the app and enter the translation as it appears on the app.**
8. Some pictures might need a photo retake, including those with incomplete text due to photo angle, too small text, or blurry photos.
  - **Type in "retake" if the picture needs a retake and highlight these cells in yellow.** **DO NOT** leave it blank. **Type the reason** why it needs a retake, such as "image not in focus", "text not centered" etc.
9. If there is no non-English word in a picture, type in "N/A" in the corresponding cells.

10. If a non-English text is visible in the additional picture(s) (Picture 19, 20, etc) of the pack, enter the picture number(s) to the “Additional picture(s)…” column.