



# Multi-lingual payroll

SmoothPay provides built-in support for multi-byte (unicode) language font selection and input methods provided by your operating system (*Mac OSX and Windows*).

This facility has been developed primarily for tax reporting and payslip requirements in alternative languages.

Summary of facilities offered by multi-lingual support:

- ☐ Alternate keyboard input support for EN and other input sources (*such as Khmer, Chinese etc*) for all text fields\*
- ☐ Ability for user to display translated field labels, instead of English

This guide illustrates how (and when) to use SmoothPay's multi-lingual settings.

**Windows users:** As a general rule, alternate language input should not be used in general fields (even though input and display will work), as Windows report rendering will probably display “?” or “block” characters instead of the desired font (*works fine on Mac*). **YOU MUST TEST TO MAKE SURE!**

*\*Windows users may not be able to use alternate input/fonts in memo fields - noted for Khmer language but seems OK for other multi-byte and built-in languages (works fine on Mac)*

## Installing alternate input (keyboard) and language support for your computer

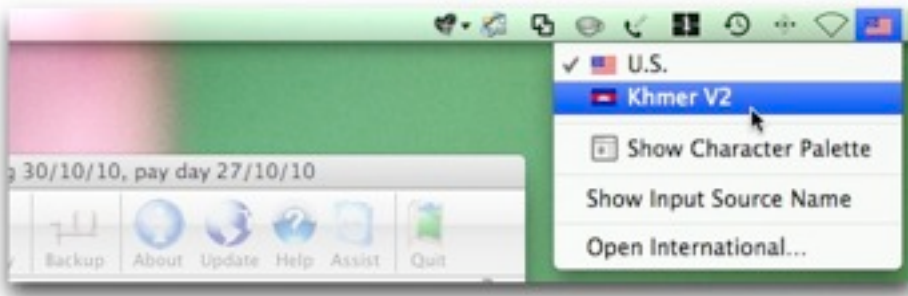
Mac computers provide support for different languages out of the box, but in some cases (like Khmer), support has to be added by installing 3-rd party unicode fonts and drivers.

For Khmer language support, please refer to our website (*the Cambodia specific download pages*) for links to recommended drivers and resources for both Windows and Mac computers, or contact the helpdesk for assistance.

For other languages, please refer to your operating system documentation for installation.



*Mac example after installation and selection of Khmer language support*



Mac example selecting an input source

Examples for Windows (*XP in this example*) users with Khmer Unicode installed:



Windows XP example after installation and selection of Khmer language support (shows here as Catalan)



Windows XP example selecting an input source

Later versions of Windows (Vista, Windows 7 etc) have built-in support for Khmer and other inputs (though may need installing from your Windows media).

## Establishing multi-lingual settings

Choose *Config..Options* - the *Region and Language Settings* section displays your current tax region, and lets you change tax region, multi-lingual settings, alternate font for your language and translation facilities for field labels:



Click **Change region and language settings** to make changes:

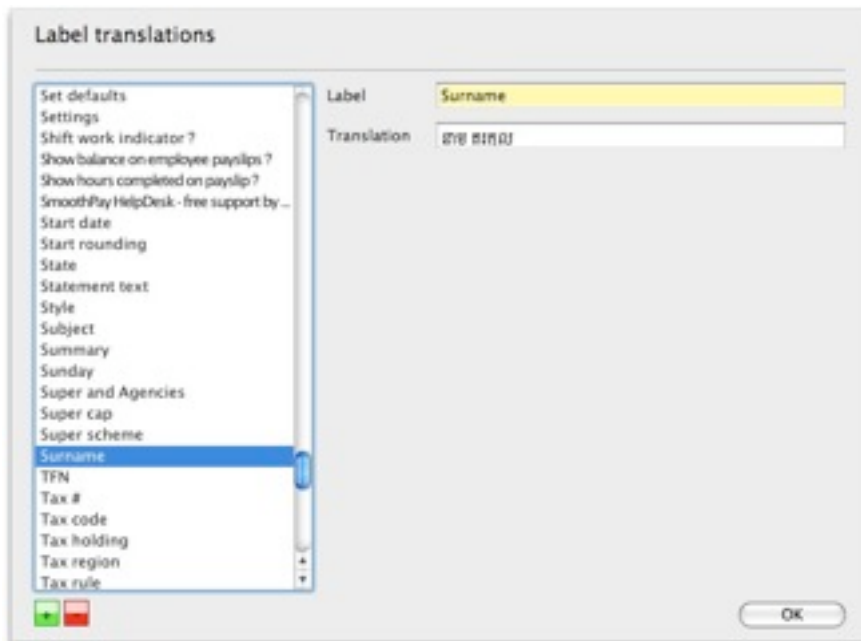
The currency editor lets you add and update currencies:



<b>Tax region</b>	The country and tax rules for payroll processing and tax reporting
<b>Set defaults</b>	Sets system default values for your country (tax region)
<b>Use alternate input language</b>	Tells SmoothPay which set of translation tables and font to use
<b>Font</b>	Lets you select the alternate font to be used for text fields
<b>Translate labels</b>	Tells SmoothPay to utilise translations for field labels (these may be supplied, or may need to be established by user)
<b>Edit translations</b>	Lets you edit field label text and it's local translation

Warning: some fonts simply replace romanised text (imagine everything displayed in WingDings - which wouldn't be very useful, unless you can read WingDings...), so use care in your font selection.

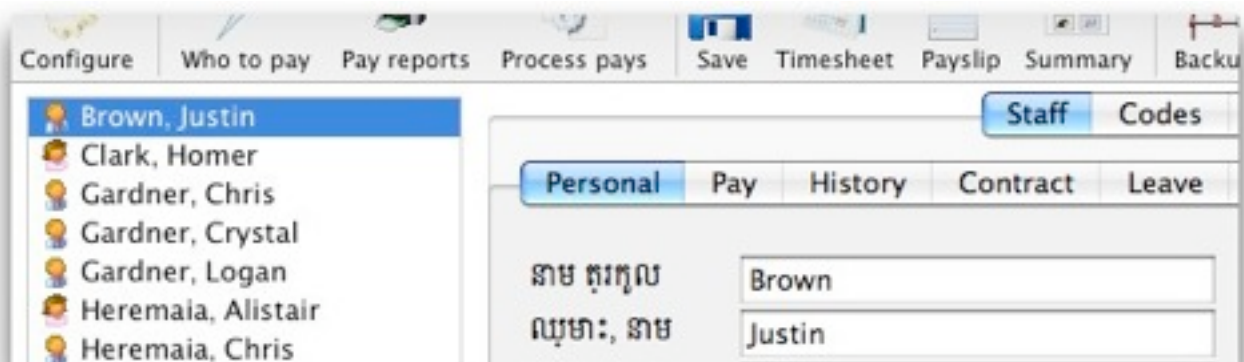
The following illustrates the Translations editor (*please call us if you would like a seed-list established to save you time*):



NOTE: You will probably need to restart SmoothPay for label translations to become effective.

If no translation is found for a label, the default (English) label is displayed.

Here's a sample where *Surname* and *First names* have translated field labels:



## Feedback

We're always keen to do better!

Any and all feedback is appreciated and if you feel we could include better examples, provide more explanation, provide references to additional information, make a process easier to use, or you spot something that isn't working the way it's supposed to - please let us know.