



Instructions for Using the Template for the 2020 Census Print Language Guide

The 2020 Census Print Language Guide Template is a fillable pdf for use when translating language guides for additional languages beyond the 59 languages available from the Census Bureau ([2020census.gov/languages](https://www.census.gov/2020census.gov/languages)). This document provides guidelines and tips for using the 2020 Census Print Language Guide Template.

Using the Print Language Guide Template

Step 1: Refer to the English source text

The [D-G \(eng\) English print language guide](#) contains the English source text.

Step 2: Translate the English source text

Ensure translations in the non-English language are as close in meaning to the English text as possible. Use simple and direct phrases that are easily understood in that language. Do not leave text out or add additional text to the translation.

Step 3: Use the fillable pdf template

Click within each shaded area of the template to add translations. Desktop publishing applications can also be used to remove textboxes and overlay text.

Step 4: Type or paste translated text into the template

Type or paste translated text directly into the template. (See example on page 2.) Don't forget to add translations to the small textboxes with arrows.

Additional Considerations

- **Punctuation:** Use appropriate punctuation conventions for the translated language.
- **Capitalization:** Follow standard capitalization conventions for the translated language.
- **Spacing:** Spacing between paragraphs must match the English design. Adjust spacing to avoid line breaks between terms (e.g., 2020 Census, U.S. Census Bureau).
- **Abbreviations, Acronyms, and Non-Standard Terminology:** Any acronym should be written in English unless the acronym also exists in the translated language. If a standard translation does not exist, use a descriptive translation and include the English term in parentheses.
- **Spelling:**
 - If multiple spellings exist for a word in the language, select the version more widely accepted. Use this spelling throughout the document.
 - Spell out the month when translating dates.
- **Terminology:** Use plain language and avoid regionalisms. Use appropriate tones and level of formality. Ensure the intended meaning is clearly understood.
- **Formatting:**
 - Use orientation, justification, and alignment appropriate for the language. Ensure the language is formatted to enhance readability.
 - Do not alter bulleted lists. The number and order of bullets in the translation must match the English source text. Use the solid, square bullet style used in the English text.
- **Emphasis:** Use formatting (such as bolding or underlining) to emphasize words that are emphasized in English.

Using the 2020 Census Print Language Guide Template

(Note: Example shows translation from English to Spanish.)

Step 1: Refer to the English source text (English print language guide)

Complete the questions on the front page

DO NOT WRITE YOUR ANSWERS ON THIS GUIDE

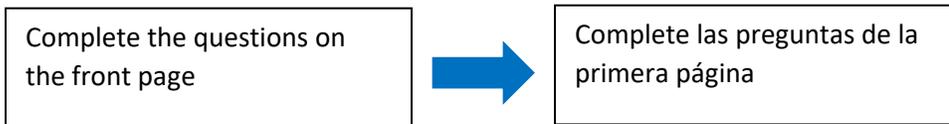
1. How many people were living or staying in this house, apartment, or mobile home on April 1, 2020?

Number of people =

Number of People

How many people were living or staying in this house, apartment, or mobile home on April 1, 2020?

Step 2: Translate the English source text



Step 3: Use the fillable pdf template

1. How many people were living or staying in this house, apartment, or mobile home on April 1, 2020?

Number of people =

Step 4: Type or paste translated text into the template

Complete las preguntas de la primera página

NO ESCRIBA SUS RESPUESTAS EN ESTA GUÍA

1. How many people were living or staying in this house, apartment, or mobile home on April 1, 2020?

Number of people =

Número de Personas

¿Cuántas personas estaban viviendo o quedándose en esta casa, apartamento o casa móvil el 1 de abril de 2020?