Translating Spanish Infinitives

The Translation of a Technical Text with Omega-T using Corpora as Support Tools

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1. Abstract

The project seeks the analysis of the usefulness of linguistic corpora in relation to the translation of a text. In order to do so, the project analyses the presence of Spanish infinitives and how those translate into English. This is performed by means of a quantitative analysis of concordances of the infinitives in the technical text and in the corpora, that is, both in the British National Corpus (BNC)[1] and in the News on the Web Corpus (NOW)[2]. The data analysis follows a chartering of information in tables. The validation of the usefulness is dependent on the number of concordances in the corpora. If the strings queried displayed a high number of concordances, they were marked as valid. Otherwise, they were discarded and a new translation was presented. So as to validate whether the results were right, the Merriam Webster Learner's Dictionary[3] was used for the verification of a prescriptive use of grammar. Eventually, in spite of it being a laborious process, both the methodology and the analysis of the results seem to prove that corpora may well be a useful tool to incorporate in further research in the field of translation studies.

Keywords: Translation, Spanish Infinitives, Contrastive Linguistics, Corpus Linguistics, CAT, Technical Text

Word Count: 5,344 words.

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1   See: http://corpus.byu.edu/bnc/ Last consulted 18/05/2017.

2   See: http://corpus.byu.edu/now/ Last consulted: 19/05/2017.

3   See http://www.learnersdictionary.com Last consulted: 06/05/2017.

2. Introduction

Translating Spanish Infinitives - The Translation of a Technical Text with Omega-T using Corpora as Support Tools was created after the recollection of different ideas which emerged during the initial brainstorming of the project. At first, there existed three parallel lines which tackled the use of a translation tool, the use of linguistic corpora, and their relation with translation studies. These three areas did not seem to share common ground and presented several difficulties in their conjunction. Despite this, they have been the main research lines of the project and connections have been established between them along the research.

On the one hand, there was the election of the topic to be addressed, which was arduous. There was a preliminary idea to use Omega-T to translate a literary text due to the fact that it was thought to be more interesting than the translation of a technical text. In spite of this, it was soon discarded as an unrealistic goal, which would bring about more confusion in the selection of the topic. Consequently, a technical text was selected since it conformed to the characteristics of texts which are typically translated with Computer-assisted Translation (CAT) Tools. This issue will be discussed in due course in the methodology of the project.

On the other hand, the methodology and the analysis of the data collected during the research did not present many problems because of a previous close reading of methodologies used in different studies collected in Oakes and Ji (2012). This reading process set the basis of the research and led to a clearer layout for the research.

What the following project strives for is the description which was followed during the research, which additionally aims at the answer of whether linguistic corpora are useful in connection with the translation of a technical text. Additionally, this fact was analysed by displaying the way Spanish infinitives translate into English.

Having said all this, the only point to mention is the personal perspective of the whole

project. It is needless to say that the research which was conducted was not enough for an exhaustive project. Notwithstanding, the same line of research has proved to be satisfactory and it has thus helped to prompt the learning of the basis of a research project which may be readdressed in further studies.

3. Aims

The main aim of this end-of-postgraduate project is the analysis of the usefulness of linguistic corpora in the field of translation and the analysis of linguistic corpora as a support tool for terminological review during the translation of a technical document. The document which has been selected is a technical document of the Spanish Government, in which a user's manual and a security guide by INES (*Informe Nacional del Estado de la Seguridad*) are found. The translation will only include the first 3,017 words out of the 5,296 of which the document consists. The specific aims of the project are:

- To analyse the manner in which the Spanish infinitives in the technical text translate into English.

- To analyse the usefulness of the British National Corpus (BNC)[4] and News on the Web Corpus[5] (NOW) for consulting stylistic and terminological doubts.

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4   See: http://corpus.byu.edu/bnc/ Last consulted 18/05/2017.
5   See: http://corpus.byu.edu/now/ Last consulted: 19/05/2017.

4. Methodology

The methodology which was selected for this end-of-postgraduate project is the quantitative study by means of using Omega-T and the BNC the NOW corpora as support tools for consulting lexical and stylistic doubts.

After the review of the literature of corpus-based translation studies, a clear distinction between qualitative and quantitative methods has been observed. Many of the studies which were consulted[6] used quantitative studies of data in order to conduct their research. Therefore, a quantitative study was considered the most adequate method so as to quantify the results to which the research may lead. In the first place, the project had been conceived as a merely descriptive study of the correspondences between the Spanish and the English terms consulted during the process of translation. Nevertheless, once thoroughly analysed, the fact that this hypothetical research would not result in any conclusive results prompted the rejection of the descriptive approach.

Another aspect which was the project move towards this direction is the analysis of the typical methods which are used in corpus-based translation studies. According to Lewandowska-Tomaszczyk, many studies are divided into those which compare "two or more translations of an original text (to study stylistic differences)" (Oakes and Ji, 2012: 6), or those which compare "translations and monolingual corpora in the same language as the translation (to study linguistic features of the translation as compared to the reference text in the same language of the translation)" (Oakes and Ji, 2012: 6). In addition to this, it was considered the fact that, in case of using a monolingual corpus, such as the BNC or the NOW, the methodology ought to be focussed on the study of a linguistic feature of the translation into English. Despite the fact that the translation may not be contrasted with another translation, in this case, it may be contrasted to the

6   Ji in Oakes and Ji, 2012: 53-74, Lewandowska-Tomaszczyk in Oakes and Ji, 2012: 3-34, and Ji in Oakes and Ji, 2012: 251-274.

original text in Spanish and to the contexts in which the Spanish infinitives of the translation appear in the BNC and in the NOW with their English correspondents. The choice of this linguistic feature was determined by the fact that the infinitives are fairly frequent among technical texts according to Biber's classification of lexical and syntactic features of technical texts (Copeck et al., 1997: 398). Additionally, this choice does not aim at any sweeping argument but to the illustration and analysis of a variable of the translating process.

When it comes to the tools selected for the project, Omega-T was chosen as the computer-assisted one in order to facilitate the process of the translation of the technical text. It was considered to be an adequate tool since the program includes multiple functions including the creation of a specific glossary of the infinitives present in the document.

The steps which were taken during the process of the translation of the project are the following ones. First, the technical text was opened in Omega-T creating a new project with no Translation Memories (TMs) nor glossaries activated. Following this step, the selected fragment was first analysed so as to spot the infinitives present in the part. Afterwards, these were incorporated into the glossary of the project and later written into *Table 1*, including their original form in Spanish and their English correspondent to facilitate their analysis. Subsequently, the rest of the translation had been completed and the analysis of the data followed. The terminology was consulted in *TermCat*[7].

Finally, the analysis resulting from the translation was carried out by contrasting the Spanish infinitives first translated without help with the hits in the BNC. The terms which approximated to the ones in the context shown in the BNC were considered to be valid. Consequently, the ones which did not match the BNC were translated again according to the version in the BNC or categorised for a subsequent review of the terms. The last step before the analysis was to calculate the frequency of the infinitives per matches in the translation and per

7   See: http://termcat.cat/. Last consulted 18/05/2017.

matches in the BNC. The frequency in the text was calculated by means of calculating the percentage of the tokens in the total amount of words in the translation. The latter was calculated by calculating the percentage of tokens in the BNC out of the one million word present in the corpus. While performing the percentages and browsing the strings in the 100-million BNC, a problem aroused. Many of the strings, especially those verbs related to technological devices, did not appear to be very frequent since the corpus was designed between the 1980s and 1990s. Therefore, so as to provide a more realistic analysis of the data, another column was added into the table so as to indicate the types and the frequency in the NOW Corpus[8] (News on the Web), which offers a more updated version of the corpus due to the fact that it incorporates around 4-5 million words per day[9]. As a consequence, the aims of the project were modified accordingly in order to incorporate the NOW in the quantitative study.

8   See: http://corpus.byu.edu/now/ Last consulted: 19/05/2017.
9   See http://corpus.byu.edu/now/help/texts.asp Last consulted: 19/05/2017.

5. Analysis and Results

5.1. Analysis

The analysis of the data collected during the translation is presented by means of a table displaying the infinitives in Spanish, their correspondents in English, the frequency of the words in the translation, and the frequency of the word in the corpus. This research does not distinguish between Spanish periphrasis and plain infinitives. Therefore, in the columns of the frequency, the information is divided into the types of frequency in the source document (a search of the Spanish strings in order of appearance in the source text), in the BNC, which as it has been aforementioned has a volume of 100,000,000 words, and in the NOW, which has an extension of 4.4 billion words. Furthermore, the table also displays the collocates (one token before and one after) of each infinitive. Below, there is the organisation of the table with the data analysed. Further in the analysis, there is another table indicating the terms which were searched in the BNC and in the NOW, so as to display the differences between the strings searched in each corpora.

Spanish Original	English Translation	Types and Frequency in the translation (5,296 words)	Types and Frequency in the BNC (100,000,000 words)	Types and Frequency in the NOW (4.4 billion words)
Sin clasificar	Not classified	55/5296 (1.038%)	5/100.000.000 (0.000005)	5/4.4 billion (0.00000000125)
pueda encontrar relacionada	can be found related	4 (0.075%)	5007 (0.005007)	1184 (0.00000001184)
puede ser considerado	can be considered	9 (0.169%)	221 (0.000221)	221 (0.00000000221)
de dirigir el	of managing the	1 (0.018%)	48 (0.000048)	48 (0.00000000048)
de elaborar y	is the elaboration and	1 (0.018%)	6 (0.000006)	53 (0.00000000053)
y difundir normas	and dissemination of rules	1 (0.018%)	199 (0.000199)	199 (0.00000000199)

para garantizar la	to ensure the	1 (0.018%)	618 (0.000618)	618 (0.00000000618)
Disponer de	Making it available	2 (0.037%)	11 (0.000011)	813 (0.00000000813)
a implantar en	to introduce the	1 (0.018%)	251 (0.000251)	251 (0.00000000251)
para facilitar un	to ease/to facilitate an	2 (0.037%)	643/641 (0.000643) (0.000641)	265 (0.00000000265)
para dar cumplimiento	to comply with	1 (0.018%)	747 (0.000747)	203 (0.00000000203)
de proporcionar seguirdad	of providing safety	1 (0.018%)	747 (0.000747)	7224 (0.00000007224)
cómo acceder a	how to access X	7 (0.132%)	483 (0.000483)	7 (0.00000000007)
cómo introducir valores	how to introduce values	5 (0.094%)	x (0.000000)	12 (0.00000000012)
cómo importar valores	how to import values	13 (0.245%)	220 (0.000220)	2 (0.00000000002)
cómo importar información	how to import information	13 (0.245%)	220 (0.000220)	2 (0.00000000002)
permite conocer el	allows to know the	1 (0.018%)	722 (0.000722)	301 (0.00000000301)
para poder utilizar	in order to use	3 (0.056%)	38 (0.000038)	38 (0.00000000038)
poder utilizar X	to use X	4 (0.075%)	12060 (0.012060)	2439 (0.00000002439)
debe estar previamente	has to be previously	1 (0.018%)	4474 (0.004474)	4474 (0.00000004474)
a acceder al	to access the	7 (0.132%)	483 (0.000483)	87 (0.00000000087)
puede diferir de	could differ from	1 (0.018%)	1 (0.000001)	1 (0.00000000001)
para acceder a	in order to access	7 (0.132%)	6 (0.000006)	6 (0.00000000006)
requiere disponer de	is necessary to	2 (0.037%)	1393 (0.001393)	1393 (0.00000001393)
además haber sido	in addition to having been	1 (0.018%)	10 (0.000010)	10 (0.00000000010)
para utilizar la	to use the	4 (0.075%)	2439 (0.002439)	2439 (0.00000002439)

puede solicitar su	may request their	1 (0.018%)	29 (0.000029)	29 (0.00000000029)
podrá autenticarse en	**should** log in to	2 (0.037%)	4 (0.000004)	4 (0.00000000004)
pulsar el	click on the	14 (0.264%)	72 (0.000072)	41 (0.00000000041)
enlace "Abrir sesión"	"Login" link	4 (0.075%)	28 (0.000028)	28 (0.00000000028)
pueden encontrarse accesos	other links can be found	1 (0.018%)	1184 (0.001184)	1184 (0.00000001184)
para entrar a	to access X	3 (0.056%)	483 (0.000483)	483 (0.00000000483)
podrán acceder a	will be able to access X	7 (0.132%)	8 (0.000008)	8 (0.00000000008)
para comprobar, completar	in order to verify, to complete	1 (0.018%)	7 (0.000007)	171 (0.00000000171)
comprobar, completar y	to verify, to complete and	2 (0.037%)	1996 (0.001996)	1996 (0.00000001996)
y consultar solamente	and to consult only	4 (0.075%)	562 (0.000562)	10 (0.00000000010)
consigue autenticarse en	manages to be authenticated/to authenticate	2 (0.037%)	x /17 (0.000000) (0.000017)	x/2069 (0.00000002069)
de entrar a	when accessing X	3 (0.056%)	5 (0.000005)	385 (0.00000000385)
puede deberse a	may be due to	1 (0.018%)	162 (0.000162)	2927 (0.00000002927)
debe ponerse en contacto	should contact	1 (0.018%)	345 (0.000345)	7076 (0.00000007076)
para completar los	in order to supplement the	2 (0.037%)	5 (0.000005)	90 (0.00000000090)
permite cerrar la	closes the	2 (0.037%)	50 (0.000050)	2359 (0.00000002359)
deberá cerrar la	should close the	2 (0.037%)	18 (0.000018)	152 (0.00000000152)
y volver a	and reopen the	1 (0.018%)	6 (0.000006)	767 (0.00000000767)
a abrir la	reopen the	4 (0.075%)	6 (0.000006)	767 (0.00000000767)
puede tener acceso	may have access	7 (0.132%)	15 (0.000015)	261 (0.00000000261)

permite **filtrar** y	allows **to filter** and / allows the filter	1 (0.018%)	1 (0.000001)	1/2 (0.00000000001) (0.00000000002)
y **navegar** entre	and **to navigate** amongst/in/between	1 (0.018%)	1 (0.000001)	01/02/72 (0.00000000001) (0.00000000002) (0.00000000072)
a **acceder** a	to **access** X	7 (0.132%)	483 (0.000483)	483 (0.00000000483)
debe **tener** acceso	must **have** access	7 (0.132%)	14 (0.000014)	422 (0.00000000422)
deberá **argumentarlo** escribiendo	should **argue their case** addressing	1 (0.018%)	10 (0.000010)	3 (0.00000000003)
Para **consultar** el	To **consult** the	4 (0.075%)	102 (0.000102)	10 (0.00000000010)
que **pulsar** en	just **press** on	14 (0.264%)	1 (0.000001)	12 (0.00000000012)
enlace "**abrir**"	link "**Open**"	4 (0.075%)	28896 (0.028896)	12 (0.00000000012)
3. **Abrir** ficha	3. **Open** File	4 (0.075%)	14 (0.000014)	150 (0.00000000150)
desee **introducir** o	wishes **to introduce**	5 (0.094%)	2 (0.000001)	24 (0.00000000024)
o **actualizar** la	or **to update** the	1 (0.018%)	85 (0.000085)	485 (0.00000000485)
podrá **cambiar** a	may **change** to	1 (0.018%)	3 (0.000003)	92 (0.00000000092)
podrá **habilitar** el	may **enable** the	1 (0.018%)	13 (0.000013)	100 (0.00000000100)
deberá **ser** rellenado	is **to be** completed	9 (0.169%)	13 (0.000013)	632 (0.00000000632)
es **decir**, en	that **is**, in	3 (0.056%)	28313 (0.028313)	x (0.00000000000)
interesa **tener** siempre	**needed** always visible	7 (0.132%)	15777 (0.015777)	5 (0.00000000005)
para **hacerlo** más	to **make** it more	1 (0.018%)	110 (0.000110)	7929 (0.00000007929)
Para **ver** cada	In order **to see** each	2 (0.037%)	33 (0.000033)	4 (0.00000000004)
puede **pulsar** directamente	may **click** directly on	14 (0.264%)	72 (0.000072)	18 (0.00000000018)

correspondiente, moverse con	corresponding tab, using the arrow keys to move around	1 (0.018%)	80 (0.000080)	19694 (0.00000019694)
de avanzar y	the next	1 (0.018%)	20939 (0.020939)	190 (0.00000000190)
y retroceder pantalla	and the previous screen	1 (0.018%)	1 (0.000001)	22 (0.00000000022)
o utilizar el	or using the	4 (0.075%)	23 (0.000023)	917 (0.00000000917)
pueden ser cambiados	may be modified	9 (0.169%)	30 (0.000030)	151 (0.00000000151)
para conformar la	to shape the	1 (0.018%)	96 (0.000096)	5070 (0.00000005070)
puede gestionar varios	may manage different	1 (0.018%)	6 (0.000006)	142 (0.00000000142)
para poder recoger	so as to be able to reflect	3 (0.056%)	3175 (0.003175)	59 (0.00000000059)
poder recoger así	to be able to reflect this way	1 (0.018%)	1 (0.000001)	59 (0.00000000059)
sin afectar a	without impinging	1 (0.018%)	1 (0.000001)	84 (0.00000000084)
Al pasar el	When placing the	1 (0.018%)	1 (0.000001)	36 (0.00000000036)
pueden ser cambiadas	may be modified	9 (0.169%)	30 (0.000030)	151 (0.00000000151)
Para modificar estos	In order to modify these	2 (0.037%)	8 (0.000008)	37 (0.00000000037)
que pulsar sobre	just press on	14 (0.264%)	1 (0.000001)	12 (0.00000000012)
Hay que tener en cuenta	Take into	7 (0.132%)	834 (0.000834)	22622 (0.00000022622)
podría mostrarse en	may be shown	1 (0.018%)	28 (0.000028)	121 (0.00000000121)
para facilitar la	so as to facilitate the	2 (0.037%)	13 (0.000013)	87 (0.00000000087)
debe entenderse como	should be understood as	1 (0.018%)	12 (0.000012)	847 (0.00000000847)
el llegar al	getting to	1 (0.018%)	682 (0.000682)	43614 (0.00000043614)
deben marcarse como	should be marked as	1 (0.018%)	1 (0.000001)	30 (0.00000000030)

desea **modificar** algún	wishes **to modify** some	2 (0.037%)	1 (0.000001)	3 (0.00000000003)
que **abrirla** en	will have **to be opened** in	1 (0.018%)	1 (0.000001)	1 (0.00000000001)
puede **acceder** a	may **access** X	7 (0.132%)	6 (0.000006)	449 (0.00000000449)
con **teclear** el	to **key** the	3 (0.056%)	4 (0.000004)	30 (0.00000000030)
y **pulsar** el	and **click on** the	14 (0.264%)	41 (0.000041)	2979 (0.00000002979)
botón "**guardar**" (icono	button "**Save**" (icon	8 (0.15%)	7197 (0.007197)	13 (0.00000000013)
importante **destacar** que	important **to highlight**	1 (0.018%)	4 (0.000004)	537 (0.00000000537)
de **guardar** en	of **saving** in	8 (0.15%)	1 (0.000001)	57 (0.000000000)
no **indicar** ningún	of not **indicating** any	1 (0.018%)	1 (0.000001)	4 (0.00000000004)
podrá **encontrar** la	will be able **to find**	4 (0.075%)	18 (0.000018)	1269 (0.00000001269)
al **desplegar** la	when **displaying** the	1 (0.018%)	3 (0.000003)	7 (0.00000000007)
podrá **encontrar** la	will be able **to find**	4 (0.075%)	18 (0.000018)	1269 (0.00000001269)
de **marcar** algunos	of **marking** some	3 (0.056%)	79 (0.000079)	4 (0.00000000004)

Table 1. Charting of the data found during the translation of infinitive forms.

As it was previously mentioned, in the following table, there is the analysis of the strings searched in both corpora. The strings which were repeated and had the same collocates before and after the infinitive, sharing the same meaning, were thus eliminated from the following list. The parts of the string which are in green are the ones which were consulted in the search engine.

Strings in the BNC	**Strings in the NOW**
Not classified	Not classified
can be found related	can be found related
can be considered	can be considered

of managing the	of managing the
is the elaboration and	is the elaboration and
and dissemination of rules	and dissemination of rules
to ensure the	to ensure the
Making it available	Making it available
to introduce the	to introduce the
to ease/to facilitate an	to ease/to facilitate an
to comply with	to comply with
of providing safety	of providing safety
how to access X	how to access X
how to introduce values	how to introduce values
how to import values	how to import values
how to import information	how to import information
allows to know the	allows to know the /allow you to know the
in order to use	in order to use
has to be previously	has to be previously
to access the	to access the
could differ from	could differ from
in order to access	in order to access
is necessary to	is necessary to
in addition to having been	in addition to having been
to use the	to use the
may request their	may request their
may/**should** log in to	may/**should** log in to
click on the	click on the
"Login" link	"Login" link
will be able to access X	will be able to access X
in order to verify, to complete	in order to verify, to complete
to verify, to complete and	to verify, to complete and
and to consult only	and to consult only
manages to be authenticated/to authenticate	manages to be authenticated/to authenticate
when accessing X	when accessing X
may be due to	may be due to
should contact	should contact
in order to supplement the	in order to supplement the
closes the	closes the

should close the	should close the
and reopen the	and reopen the
may have access	may have access
allows to filter and / allows the filter	allows to filter and / allows the filter
and to navigate amongst/in/between	and to navigate amongst/in/between
must have access	must have access
should argue their case addressing	should argue their case addressing
just press on	just press on
link "Open"	link "Open"
3. Open File	3. Open File
wishes to introduce	wishes to introduce
or to update the	or to update the
may change to	may change to
may enable the	may enable the
is to be completed	is to be completed
that is, in	that is, in
needed always visible	necessary visible / needed always visible
to make it more	to make it more
In order to see each	In order to see each
may click directly on	may click directly on
corresponding tab, using the arrow keys to move around	corresponding tab, using the arrow keys to move around
the next	the next screen
and the previous screen	and the previous screen
or using the	or using the
may be modified	may be modified
to shape the	to shape the
may manage different	may manage different
so as to be able to reflect	so as to be able to reflect
to be able to reflect this way	to be able to reflect this way
without impinging	without impinging
When placing the	When placing the
In order to modify these	In order to modify these
just press on	just press on
Take into	Take into account
may be shown	may be shown

so as to facilitate the	so as to facilitate the
should be understood as	should be understood as
getting to	getting to
should be marked as	should be marked as
wishes to modify some	wishes to modify some
will have to be opened in	will have to be opened in
may access X	may access X
to key the	to key the
button "Save" (icon	button "Save" (icon
important to highlight	important to highlight
of saving in	of saving in
of not indicating any	of not indicating any
will be able to find	will be able to find
when displaying the	when displaying the
of marking some	of marking some

Table 2. Charting of the strings analysed in the corpora

The data collected in the process of the translation may well hint at the analysis of the usefulness of the BNC and the NOW while solving doubts during the translation of infinitives from Spanish into English, supposing that the most frequent collocates appearing in the BNC and in the NOW lead to the most adequate translation of the terms. The results and conclusions of the analysis will be developed in the final part of the project.

5.2. Results

5.2.1. Results of the Usefulness of Corpora

After the analysis of the translation, there emerged the fact that it could not solely be validated by means of a quantitative analysis based on the results which were obtained after the research. Once the strings were contrasted between the concordances of the BNC and the NOW, it was clear that, for some examples, the highest number of concordances was not sufficient to mark the string as correct. For instance, the strings which presented a lower rate of concordances, such

as the string "permite conocer" which was literally translated into "allows to know". At first, it seemed to be a valid option both in the BNC and in the NOW. Despite this, it was marked as an incorrect string due to the fact that the construction with the verb "allow" is much more frequent when it is used with a person "allows you to" or with a noun "allows the filter". In order to find an answer to such doubts, the Merriam Webster Learner's Dictionary[10] was consulted. In the latter case and in the following ones, a prescriptive grammar view was adopted so as to prove the fact that the translation was correct. This double-check process was used in the cases where the concordances in the BNC and the NOW were the lowest.

permite **conocer** el	allows **to know** the	1 (0.018%)	722 (0.000722)	301 (0.00000000301)

Figure 1. Example from the Concordance Search in the Corpora.

permite **filtrar** y	allows **to filter** and / allows the filter	1 (0.018%)	1 (0.000001)	1/2 (0.00000000001) (0.00000000002)

Figure 2. Example from the Concordance Search in the Corpora.

allows **to filter** and / allows the filter	allows **to filter** and / allows the filter

Figure 3. Example from the text searched in the Corpora.

Hence, the results may have indicated a correlation between the number of concordances and the correctedness of the strings analysed, in addition to contribute to validate the usefulness of the corpora when a translation is being carried out. All the results of the research were double-checked despite not having been developed thoroughly in this section since it would have resulted in a lengthy examplification of cases such as the ones forementioned. Nevertheless, a further conclusive analysis of the results was included in the following section of the project, which includes the conclusions and further research lines of the project.

10   See http://www.learnersdictionary.com Last consulted: 06/05/2017.

5.2.2. Results of the Manner in which Spanish Infinitives Translate

The results of the manner in which Spanish infinitives translate into English was challenging because of the amount of data which needed to be consulted on the corpora. Nevertheless, the results seem to be conclusive hinting at eight different manners how the Spanish infinitives may translate into English. As it has been said, the research did not distinguish between Spanish verbal periphrasis and sole inifinitives. This point may be modified in further studies.

Change applied to the string	Source string	Target String
Passive Modal Verb	debe entenderse como	should be understood as
	puede encontrar relacionada	can be found related
Gerund	de dirigir el	of managing the
Noun	de elaborar y	is the elaboration of
	y difundir	and dissemination of
To Infinitive	para garantizar	to ensure the
	cómo importar valores	how to import values
Verbal Base Form after modal verbs	puede diferer de	could differ from
	puede solicitar su	may request their
Adjective phrase	requiere disponer de	is necessary to
Imperative Verb	a abrir la	reopen the
	que pulsar en	just press on
Expression	es decir, en	that is, in

Table 3. How the Spanish Infinitives translate into English.

This table only presents some examples of the many examples which are collected in the previous tables. It was thought that recollecting all the examples was not necessary since each whole query consisted of 98 Spanish strings.

5.2.3. Results of the Usefulness of BNC and NOW

Both the BNC and the NOW have proved to be the most useful tools in order to carry out the research. The two corpora contain a great variety of texts and resources to utilise since they are the largest corpora available on the English language. The queries on the corpora were several and

thus the version of the BYC Corpora[11] needed to be upgraded. In the following chart, the number of queries is shown.

Activity See history	
Corpora used (30 days)	BNC (206), NOW (74)
Last login (before this time)	6/15/2017 9:07:17 AM (Utah time; same as Denver)
Queries	(24 hours) 0 ; (30 days) 280

Figure 4. Number of Queries on both the BNC and NOW.

As it can be seen in the figure, the number of queries on the BNC is higher due to the fact that the research was first aimed at consulting the queries only in the BNC. Despite this, the queries in this figure are not all the ones which were consulted, since the record only saves the queries in the last 30 days. Regarding the NOW, it was added to the research so as to contrast the queries in, at least, two different sources of information. Additionally, both corpora have been useful for the research and provided the basis for the data analysis satisfactorily.

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11   See http://corpus.byu.edu/. Last consulted 15/06/2017.

7. Conclusions and further research

First and foremost, the analysis of the usefulness of the corpora as a support tool for translators proved to be valid since the queries which were consulted were only due to the fact that English is not my mother tongue. In addition, this methodology helped establish a correlation between the correspondences found in the corpora and the low number of concordances with a string. This fact entailed that there were more chances to be providing an incorrect string which needed revision and thus re-writing when the BNC and the NOW had a lower number of concordances. This fact was considered to be the basic criteria so as to distinguish between a correct or incorrect string. Furthermore, this idea could be taken into consideration in further translation studies in which a bilingual corpus was used, such as the IULA Spanish-English Technical Corpus[12], or an English monolingual corpus, such as the BNC, in contrast with a Spanish monolingual corpus, such as El Corpus del Español[13]. So as to display the great variety of corpora, the analysis could even deal with a less frequent language pair such as it is the case of The Norwegian-Spanish Parallel Corpus[14].

By establishing a connection between monolingual corpora with contrastive linguistics, the analysis of the Spanish Infinitives remains. The research which was conducted on the way Spanish infinitives translate into English has been proved to be sufficient to determine eight parallel structures in the source and target text between English and Spanish. This connection may tackle a different area in further studies. For example, these could be regarding a different language pair (Spanish-Norwegian, Spanish-Italian, Spanish-French, etc.) or even different structures other than infinitives (a division between verbal periphrasis and infintives, collocations, adverbs, etc.).

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12   See https://repositori.upf.edu/handle/10230/20052. Last consulted 13/06/2017.

13   See http://www.corpusdelespanol.org/. Last consulted 13/06/2017.

14   See https://www.nb.no/sprakbanken/show?serial=oai:clarino.uib.no:nspc&lang= or
         https://repo.clarino.uib.no/xmlui/handle/11509/73. Last consulted 14/06/2017.

In relation to the different monolingual corpora, a greater variety of corpora could be incorporated. For instance, by including the Global Web-English Web Corpus (GloWbE), the Wikipedia Corpus, or the Hansard Corpus (British Parliament)[15], etc. Following a parallel research line to the one which has been used for this project, that is, those corpora could be valid so as to establish a comparison between the contexts in which a word appears in relation to their register, that is between the British Parliament Corpus or the the GloWbE, or even between the correct use of an expression used by non-native speakers which may appear in the Wikipedia Corpus in contrast to that of a string in the NEW.

In conclusion, bearing in mind all the considerations which have been developed along the project, it may be stated that the aims which were initally listed were addressed and an answer was provided to each of the research questions. By large, the research was conducted as professionally and impartially as possible in spite of having a personal interest in both the research area and the research aims. The results and the further research lines will certainly encourage me to proceed the research of corpus linguistics and the relation which is hence established between translation and contrastive studies.

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15   See http://corpus.byu.edu/ for further information on corpora. Last consulted 14/06/2017.

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10. Annexes

10.1. Translated Document

In the following pages, the document resulting from the translation is presented. The format may vary from the original document due to page distribution and formatting. Under request, both the original document and the target document may be sent on a .pdf format.

SECURITY GUIDE
(CCN-STIC-844)

INES – National Report of the State of the Security

USER'S MANUAL

Edited by:

GOBIERNO DE ESPAÑA — MINISTERIO DE LA PRESIDENCIA

National Cryptological

Centre, 2016 NIPO: 002-

16-019-4

Date of Edition: September 2016

Mr. Sergio Mugarza Gómez, from the Netaphora Estudio Tecnológico S.L.L, and Mr. Joseba Enjuto Gozalo, from Nextel S.A., have participated in the elaboration and modification of the present document and its annexes.

PROLOGUE

The massive use of the information technology and telecommunication (in Spanish TIC), in all aspects of society, has created a new space, the cyberspace, where there will be conflicts and aggressions, and where there exist cyberthreats which will attempt against national security, the state of law, the economic thriving, the welfare state and the right functioning of the society and the public administration.

The Law 11/2002, of the 6th of May, regulator of the National Cryptological Centre, charges the National Cryptological Centre the exercise of the functions in relation to security of information technology in its article 4.e), and the protection of the classified information in its article 4.f), at the same time it confers the responsibility of managing the National Cryptological Centre on the Secretary of Director State in its article 9.2f).

Assuming the knowledge and the experience of the National Cryptological Centre (in Spanish CNI) about threats and vulnerabilities in matter of emerging risks, the Centre realizes, via its National Cryptological Centre, regulated by the Real Act 421/2004, of the 12th of March, various activities directly related to the security of the ITS (TIC in Spanish), oriented towards the training of the expert personnel, towards the application of politics and security procedures, and towards the usage of the adequate safe technology.
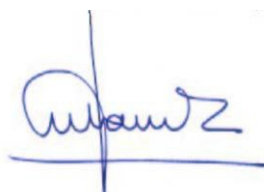
One of the most distinguished functions of the National Cryptological Centre is the elaboration and dissemination of rules, instructions, guides and recommendations to ensure the security of the systems of the IT and the communications of the Administration, materialised in the existence of the series of documents CCN-STIC.

Making a reference framework available which establishes the necessary trusty conditions in the use of the electronic media is, in addition, one of the principles which the law 1/2007, of the 22nd of June, establishes regarding the electronic access of the citizens to the public services, in its article 42.2 about the National Scheme of Security (in Spanish, ENS).

Precisely the Real Decree 3/2010, of the 8th of January, modified by the Royal Decree 951/2015, of the 23rd of October, of the development of the National Security Layout secures the basic principles and the minimum requisites as well as the security measures to introduce the systems of the Administration and promotes the elaboration and diffusion of security guides of the IT and Communication on behalf of the CNN to facilitate a better compliance of the minimum requisites.

Eventually, a series of documents CCN-STIC is elaborated to comply with missions of the National Cryptological Centre and it reflects the National Security Layout, conscious of the importance of the establishment of a referential framework in this matter which serves to support the personnel of the Administration who perform their difficult tasks, and sometimes, unrewarding task of supplying security in the ITC systems under their responsibility.

September 2016

Félix Sanz Roldán
Secretary of State
Director of the National Cryptological Centre

TABLE OF CONTENTS

1. GENERAL OUTLOOK OF THE SYSTEM

1. INES is a tool designed by the National Cryptological Centre (CCN) for data recording and for the analysis of the indicators on the Report of the National State of Security which allows you to know the status of the implementation of the National Security Layout (ENS) in the diverse Public Administrations (A.A.P.P) and whose survey is based on the CCN-STIC 824 guide.

2. In order to use INES the user has to be previously registered and authorised to access the CCN-CERT site(www.ccn-cert.cni.es), provided that the application INES is found in such site and it is only accessible for registered users.

3. This manual is centred on the use of INES for the user who introduces data related to a public organisation, being out of reach for this document the functions and the elements of the profiles of Software administrators.

4. The information in INES is classified in "Files", each file being related to a determined organisation or specific public administration organisation. The information compiled in INES has a yearly regularity, so that a distinguished file will exist for each organisation and year.

5. The user will have access to the yearly data files of the public organisation which represents. In general, users will have access to the reading/recording of the data of their organisations in the same due course, and read-only access to the data of their organisations of the previous years.

6. The information which is requested regarding the file in INES every year in relation to an organisation follows the model laid out in the Guide CCN-STIC 824, and could differ from year to year depending on the successive modifications which are introduced to the guide.

7. If any flaw is identified in the present manual may be notified at **ines@ccn-cert.cni.es** for its due correction.

2. HOW TO ACCESS INES

8. In order to access INES, it is necessary to have a valid user in the site CCN-CERT, in addition to having been authorised to use the tool INES on behalf of the public organisation represented by the user.

9. The credentials of access will be provided by the CNN depending on the type of organisation to which the user belongs. A person may request their password by email, writing to: **ines@ccn-cert.cni.es** indicating their name, surnames, ID number, corporate e-mail address (personal e-mail accounts are not valid) and organisation/department to they belong.

10. The access to the tool INES is integrated in the CCN-SERT site from August 2016, thus the user may log into INES via the site: **https://ccn-cert.cni.es/**

11. Once in the CCN-CERT site, click on the link "Log In" placed in the top right corner of the screen. Once logged in the site, the access to the tool INES is found in the menu bar "Tools", as

shows the image, although other links can be found from other screens of the site.

Figure 1. Access to Tool INES.

12.   Once clicked on the icon or link to access INES (with the session previously logged in on the site), the INES application will be launched in a new window.

13.   In this way, the accredited will be able to access INES with the authorisation to verify, to complete and to consult only the information concerning the public organisation in which they exert their functions.

14.   If the user manages to authenticate in the site CCN-CERT without problems, but when accessing the tool INES, this displays a message blocking the access which may be due to such user's lack of specific licences in INES, or their not having any public organisation assigned in INES.

15.   In this case, you should contact the support team writing at **ines@ccn-cert.cni.es** to supplement the access data.

3. USER'S INTERFACE

16. The screen which will be displayed once logged in INES with the user in a "Collaborator" mode will be similar to this:

Figure 2. Collaborator User.

17. In the heading, next to the INES logo, the online user and the "X" which closes the application are displayed. The navigation session is timed so that the navigation will be interrupted if more than an inactive hour takes place without the user's performance of any kind of action in the application. In case that the sessions times out due to inactivity, the user should close the INES window and reopen the application from the CCN-CERT site.

18. The user may have access to one or several data files, depending on the licences granted. Each file will make reference to an organisation and a year. The central part of the screen displays several files to which the user has access, provided that the user is granted more than one access.

19. In case that the user may have access to a single file, when accessing INES, the file will automatically be displayed, instead of the screen with general information.

20. The right menu allows the filter and to navigate between several files, provided that the user is granted to access more than one file.

21. If the user considers that due to the nature of their work must have access to the data of an/other organisation/s, the user should argue their case addressing ines@ccn-cert.cni.es

22. To consult the content of a specific file, click on the link "Open".
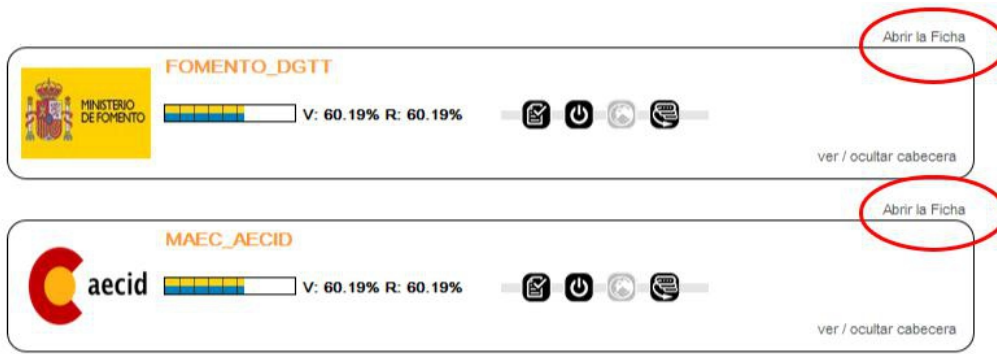
Figure 3. Open File.

23. The file will be opened as default in "reader mode", but the user who wishes to introduce or to update the data may change to "editor mode" via the button under the tabs of the file.

24. The Collaborator may enable the "editor mode" only if granted written licences assigned onto the file and the data collection campaign is on course.

25. This is the data file of an organisation, with the first screen activated. Each right row is a data field of the guide CCN-STIC-824, which is to be completed by the user.
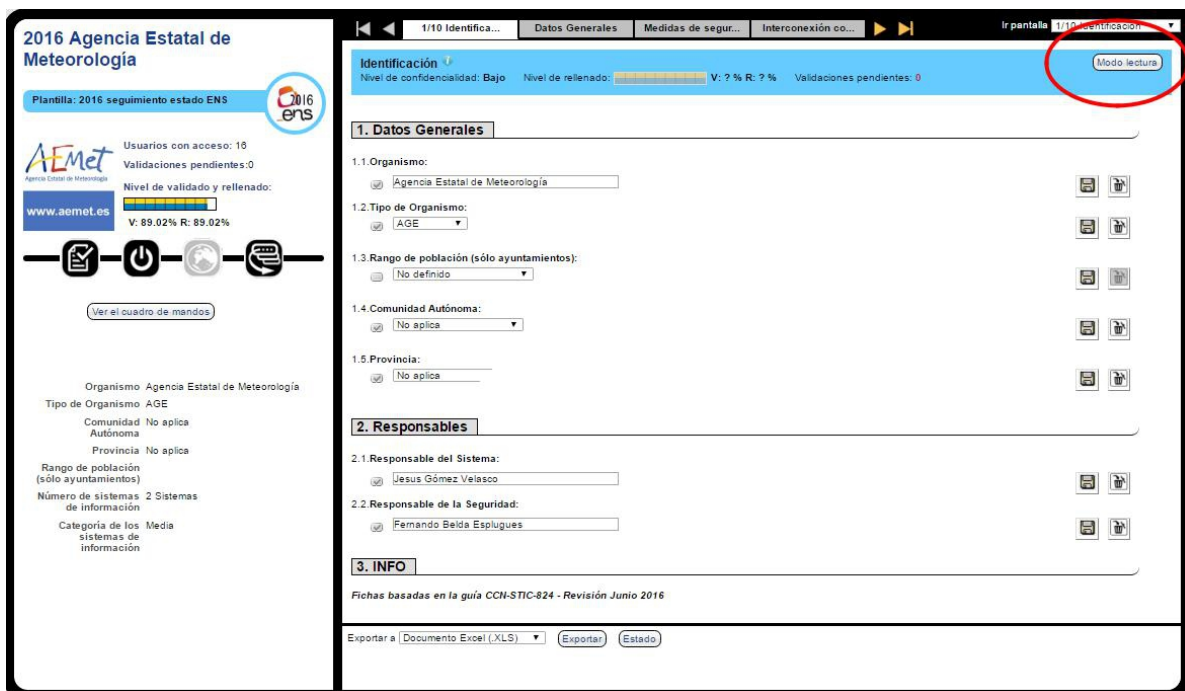
Figure 4. Change to Reader Mode to Editor and Vice-versa.

4. STRUCTURE OF THE DATA FILE

26. The form which contains the questions and fields of the form which the CCN-STIC-824 guide suggests regarding a specific public administration in a specific year is called INES "data file".

27. The different parts of the data file are:

4.1. HEADING OF THE FILE

Figure 6. Heading of the File

28. The area of the heading of the file shows the name of the file, that is, in INES, the name of the Public Administration and the year to which the data refer, the logo of the administration, and the icons of the visible characteristics.

4.2. SCREENS OR DATA "TABS".
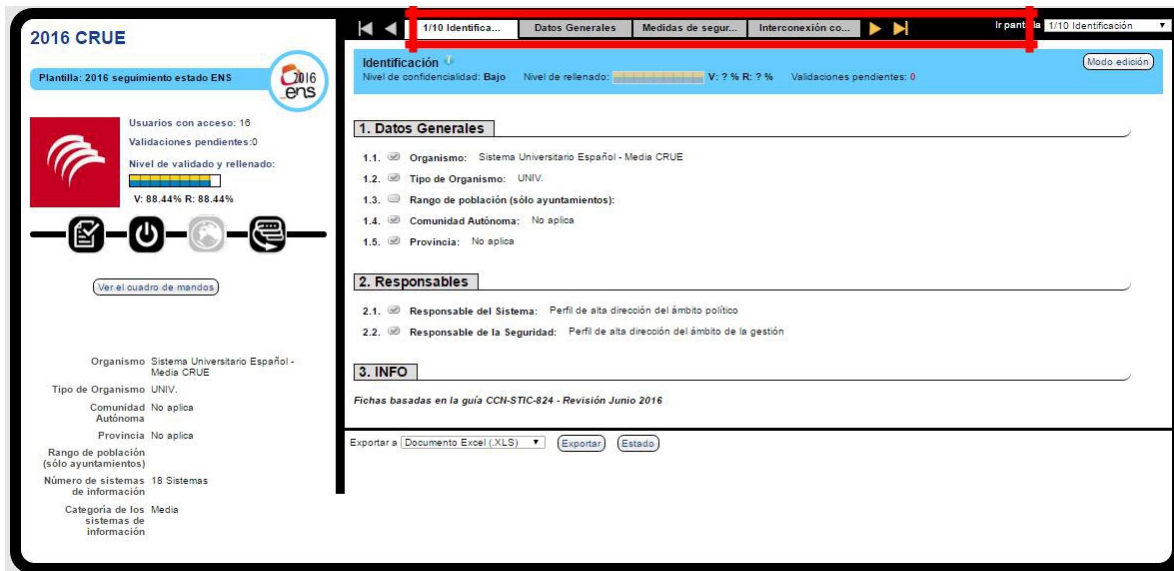
Figure 7. Screens or Data Tabs.

29. Group of screens from which the full form is subdivided to make it more user-friendly. In order to see each of the screens, you may click directly on the corresponding tab, using the arrow keys to move around, or using the drop-down menu placed on the right of the tabs, which contains a list of the existing screens in the file.

4.3. BODY OF THE FORM
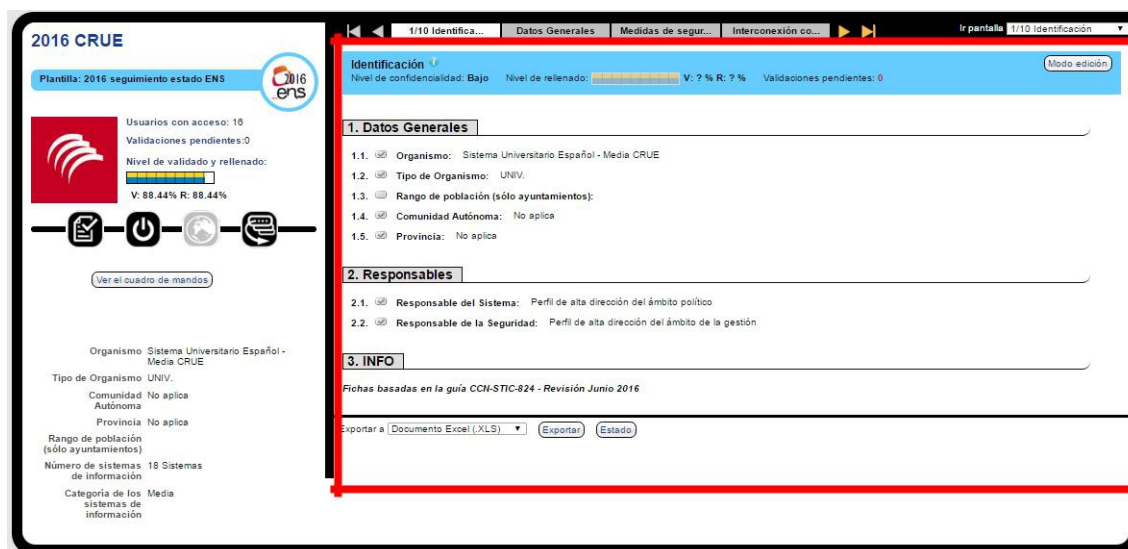
Figure 8. Body of the Form

30. Area which contains each of the fields or the questions regarding the data recording in the selected screen. Each field is represented in a separate row. The fields or questions of the form follow the CCN-STIC-824 guide, and the meaning of each of them is described in the guide, as well as in the help available online in each field, and in the specific chapter of this manual.

NOT
CLASSIFIED

4.4. NAME, LOGO, AND TYPE OF FILE
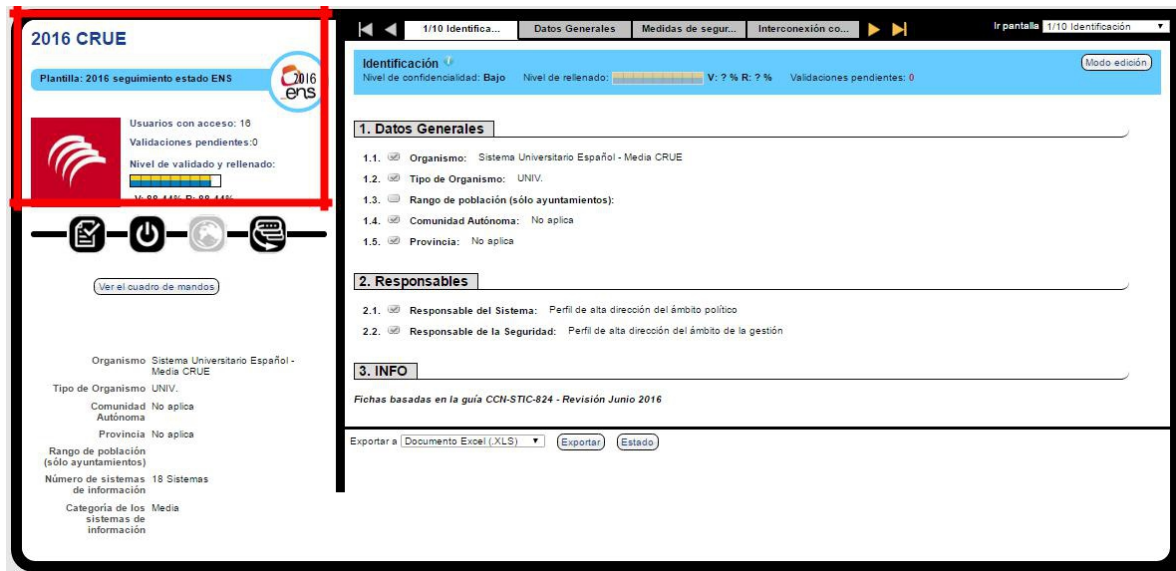
Figure 9. Name, Logo and Type of the File

31. The name of the file is in INES the denomination of the corresponding public administration (sometimes abbreviated when there are length limitations). Under no circumstances, may the name or the logo be modified by the Collaborator.

32. In addition, it is also displayed in this area the type of data template used to shape the file. INES may manage different types of templates, if necessary. INES generally uses a new type of data template every year, so as to be able to reflect the successive changes which are made on the CCN-STIC-824 guide without impinging on the compiled information during the last years.

4.5. CHARACTERISTIC ICONS OF THE FILE
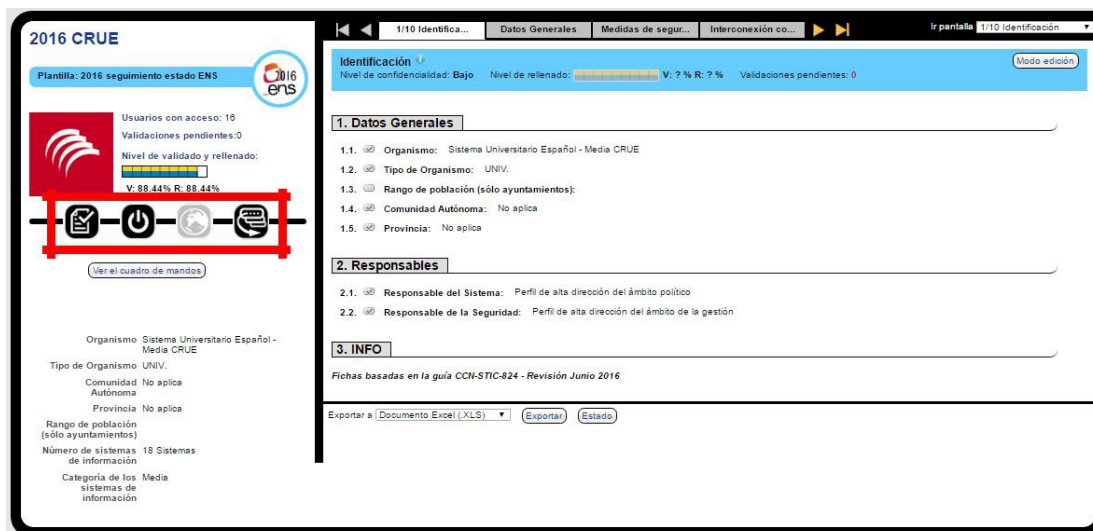
Figure 10. Characteristic Icons of the File.

33. Each file has some icons which display the status of several basic characteristics of the settings of the file. When placing the mouse on each of these icons, the meaning will be displayed. Under no circumstances, the characteristics of the file may be modified by the Collaborator.

4.6. IMPORTANT FIELDS OF THE HEADING

Figure 11. Important Fields of the Heading.

34. This area shows certain data fields which are needed visible even though the user is browsing other tabs of the file. In order to modify these values, just press on them and a tab with such field will be displayed.

4.7. LEVELS OF RECORDING AND VALIDATION

35. INES measures, while recording data, the percentages of data recording of each file, and of each individual screen within the screen.
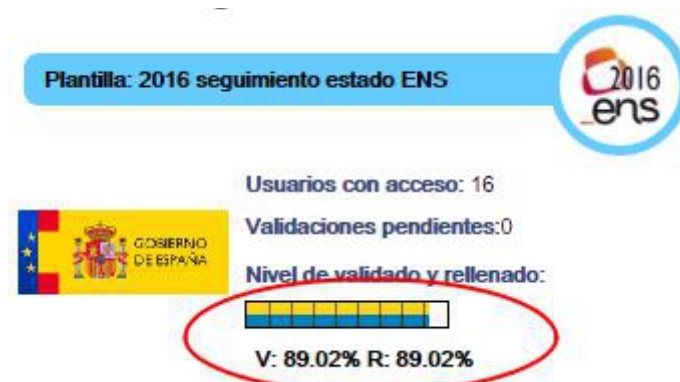
Figure 12. Levels of Recording and Validation.

36. The level of recording increases when the users introduce the values in the forms of the file. The level of validations increases when the Administrators review the changes in data and validate the updated and reviewed information.

37. Taking into account that the calculations of the level of recording are not updated in real time, the updated result may be shown deferred thus.

38. The level of recording is an informative parameter, useful in the comparative orientation and so as to facilitate the management of the process of data collection, and it should be

understood as an objective getting to the 100% of the recording of the file. The fields which are not applicable should be marked as **"N.A."** so that the information will have a correct treatment in the reports and further analytical studies.

5. HOW TO INTRODUCE VALUES MANUALLY

39. The files are opened by default in "reader mode". If some user wishes to modify some value, the edition mode on the right will have to be opened in the existing file.

NOT CLASSIFIED
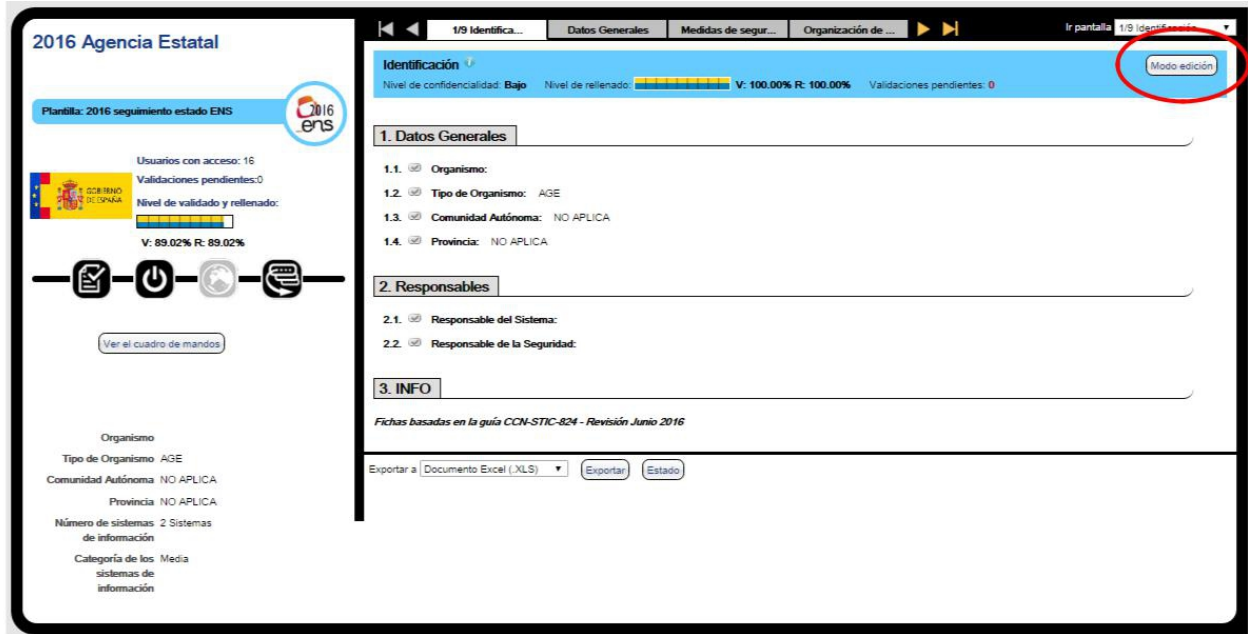
Figure 13. File in Edition Mode.

40. The same screen, launched in edition mode, will be as it follows:
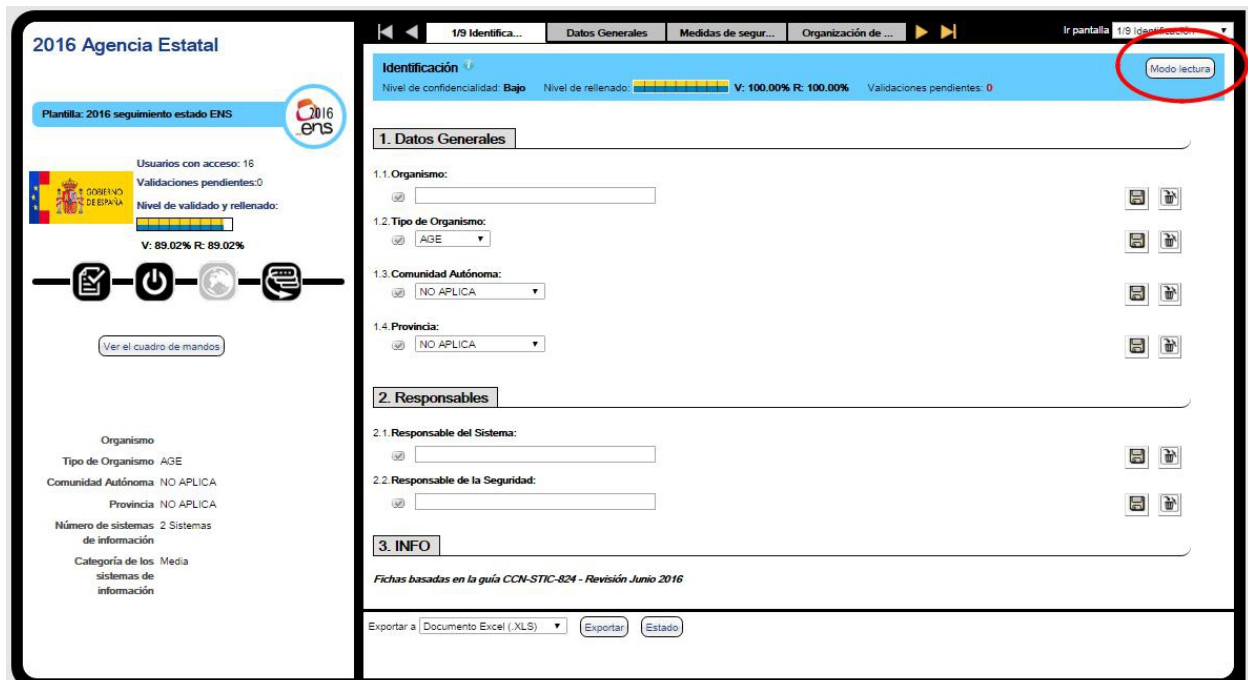
Figure 14. File in Reader mode.

41. There exists help for the recording of each field which displays an explanation for the specific question. A user may access the visualisation of the help field clicking on the name of the field. The help about the field is only available with the opened filed in editor mode.
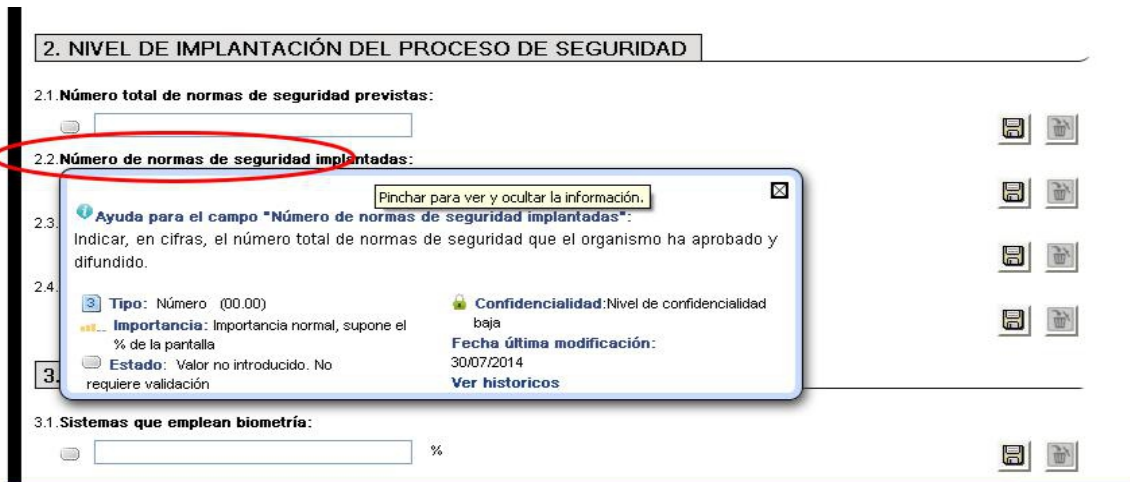
Figure 15. File in editor mode.

42. Apart from the help text, which is similar to the one explained in the CCN-STIC 824 guide, information from the context of the field is displayed, for example, the type, range of admitted values, status regarding the introduction, the percentage which it means in relation to the screen, and other meta-data related to the field.

43. For the values recording, the file launched in editor mode, it is enough to key the value in the corresponding box and click on the button "save" (diskette icon) placed

on the right of each field. It is important to highlight that if this button is not clicked on for each written field, **the value will not be saved in INES.**.
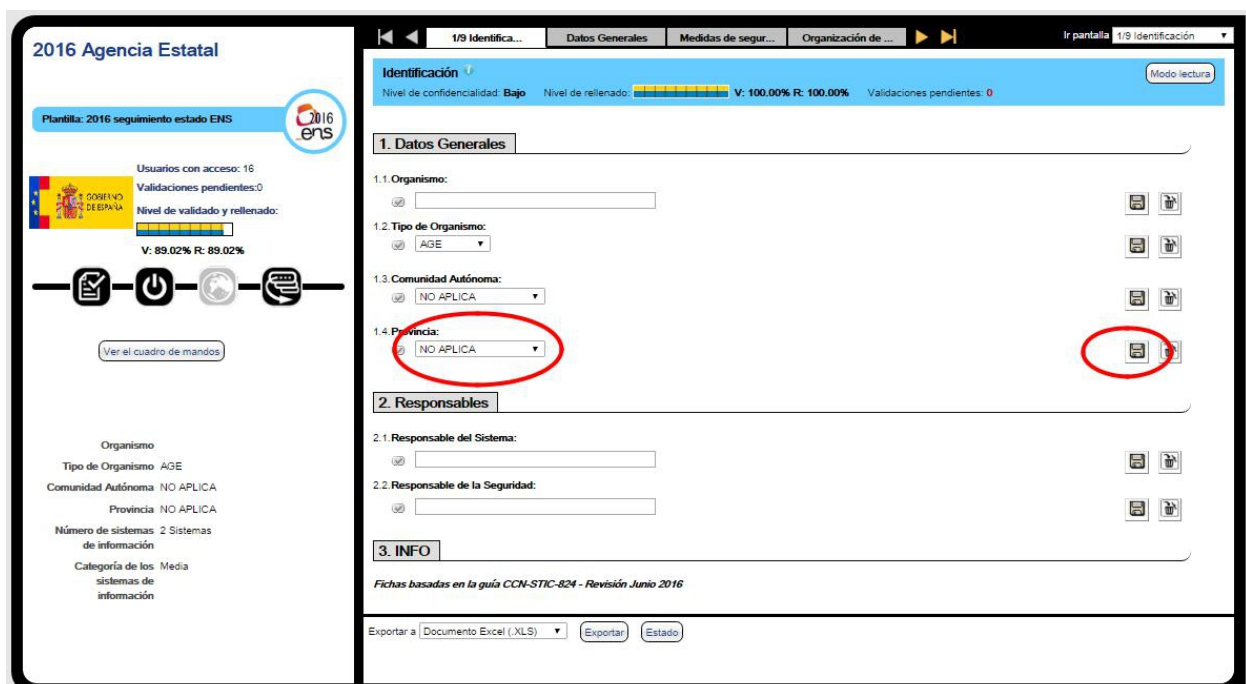
Figure 16. Action of saving in each field.

44. Some fields will possibly be marked as **Not Applicable**, with the aim of not indicating any

value for that field and achieving at the same time that the filed is marked as recorded.

45. If the field is a "drop-down" list, you will be able to find the option "Not Applicable" as one of the possible answers when displaying the list. If the field is a type of text, number or percentage, you will be able to find the option "Not Applicable" as a "check" box next to the answer box.

Figure 17. Possibility of marking some fields as not applicable.

GOBIERNO
DE ESPAÑA

MINISTERIO
DE HACIENDA
Y ADMINISTRACIONES PÚBLICAS

CCN
CENTRO CRIPTOLÓGICO NACIONAL

GUÍA DE SEGURIDAD
(CCN-STIC-844)

INES – Informe Nacional del Estado de Seguridad

MANUAL DE USUARIO

_ens
Esquema Nacional de
Seguridad

SEPTIEMBRE 2016

Edita:

GOBIERNO
DE ESPAÑA

MINISTERIO
DE LA PRESIDENCIA

Centro Criptológico Nacional,

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Los Srs. Sergio Mugarza Gómez, de Netaphora Estudio Tecnológico S.L.L, y Joseba Enjuto Gozalo, de Nextel S.A., han participado en la elaboración y modificación del presente documento y sus anexos.

LIMITACIÓN DE RESPONSABILIDAD

El presente documento se proporciona de acuerdo con los términos en él recogidos, rechazando expresamente cualquier tipo de garantía implícita que se pueda encontrar relacionada. En ningún caso, el Centro Criptológico Nacional puede ser considerado responsable del daño directo, indirecto, fortuito o extraordinario derivado de la utilización de la información y software que se indican incluso cuando se advierta de tal posibilidad.

AVISO LEGAL

PRÓLOGO

El uso masivo de las tecnologías de la información y las telecomunicaciones (TIC), en todos los ámbitos de la sociedad, ha creado un nuevo espacio, el ciberespacio, donde se producirán conflictos y agresiones, y donde existen ciberamenazas que atentarán contra la seguridad nacional, el estado de derecho, la prosperidad económica, el estado de bienestar y el normal funcionamiento de la sociedad y de las administraciones públicas.

La Ley 11/2002, de 6 de mayo, reguladora del Centro Nacional de Inteligencia, encomienda al Centro Nacional de Inteligencia el ejercicio de las funciones relativas a la seguridad de las tecnologías de la información en su artículo 4.e), y de protección de la información clasificada en su artículo 4.f), a la vez que confiere a su Secretario de Estado Director la responsabilidad de dirigir el Centro Criptológico Nacional en su artículo 9.2.f).

Partiendo del conocimiento y la experiencia del CNI sobre amenazas y vulnerabilidades en materia de riesgos emergentes, el Centro realiza, a través de su Centro Criptológico Nacional, regulado por el Real Decreto 421/2004, de 12 de marzo, diversas actividades directamente relacionadas con la seguridad de las TIC, orientadas a la formación de personal experto, a la aplicación de políticas y procedimientos de seguridad, y al empleo de tecnologías de seguridad adecuadas.
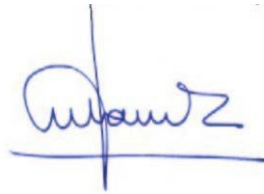
Una de las funciones más destacables del Centro Criptológico Nacional es la de elaborar y difundir normas, instrucciones, guías y recomendaciones para garantizar la seguridad de los sistemas de las tecnologías de la información y las comunicaciones de la Administración, materializada en la existencia de la serie de documentos CCN-STIC.

Disponer de un marco de referencia que establezca las condiciones necesarias de confianza en el uso de los medios electrónicos es, además, uno de los principios que establece la ley 11/2007, de 22 de junio, de acceso electrónico de los ciudadanos a los servicios públicos, en su artículo 42.2 sobre el Esquema Nacional de Seguridad (ENS).

Precisamente el Real Decreto 3/2010, de 8 de Enero, modificado por el Real Decreto 951/2015, de 23 de octubre, de desarrollo del Esquema Nacional de Seguridad fija los principios básicos y requisitos mínimos así como las medidas de protección a implantar en los sistemas de la Administración, y promueve la elaboración y difusión de guías de seguridad de las tecnologías de la información y las comunicaciones por parte de CCN para facilitar un mejor cumplimiento de dichos requisitos mínimos.

En definitiva, la serie de documentos CCN-STIC se elabora para dar cumplimiento a los cometidos del Centro Criptológico Nacional y a lo reflejado en el Esquema Nacional de Seguridad, conscientes de la importancia que tiene el establecimiento de un marco de referencia en esta materia que sirva de apoyo para que el personal de la Administración lleve a cabo su difícil, y en ocasiones, ingrata tarea de proporcionar seguridad a los sistemas de las TIC bajo su responsabilidad.

Septiembre de 2016

Félix Sanz Roldán
Secretario de Estado
Director del Centro Criptológico Nacional

ÍNDICE

3. VISIÓN GENERAL DEL SISTEMA

1. INES es la herramienta proporcionada por el Centro Criptológico Nacional (CCN) para la recogida de información y análisis de indicadores sobre el Informe Nacional del Estado de Seguridad que permite conocer el estado de implantación del Esquema Nacional de Seguridad (ENS) en las distintas Administraciones Públicas (AA.PP.) y cuyo cuestionario está basado en la guía CCN-STIC 824.

2. Para poder utilizar INES el usuario debe estar previamente registrado y autorizado a acceder al portal CCN-CERT (www.ccn-cert.cni.es), dado que la aplicación INES se encuentra situada dentro de dicho portal y es accesible solo para los usuarios registrados.

3. Este manual se centra en el manejo de INES para el usuario que introduce los datos relativos a un organismo público, quedando fuera del alcance de este documento las funciones y elementos propios de los perfiles de Administrador del software.

4. La información en INES se clasifica en "Fichas", siendo cada ficha relativa a un determinado organismo o administración pública concreta. La información recopilada en INES tiene periodicidad anual, por lo que existirá en INES una Ficha diferenciada para cada organismo y año.

5. El usuario tendrá acceso a las fichas de información anuales del organismo público al que representa. En general el usuario tendrá acceso de lectura/escritura a los datos de su organismo en el año en curso, y acceso de sólo lectura a los datos de su organismo relativos a años anteriores.

6. La información que se solicita en la correspondiente ficha de INES cada año en relación a un organismo sigue el modelo planteado en la Guía CCN-STIC 824, y pudiera diferir de año en año en función de las sucesivas modificaciones que se introduzcan en dicha guía.

7. Cualquier errata identificada en el presente manual puede ser notificada a la dirección **ines@ccn-cert.cni.es** para su corrección.

4. CÓMO ACCEDER A INES

12. Para acceder a INES se requiere disponer de usuario válido del portal del CCN-CERT, y además haber sido acreditado para utilizar la herramienta INES en nombre del organismo público al que el usuario representa.

13. Las credenciales de acceso serán suministradas por el CCN en función del organismo al que pertenezca el usuario. Una persona puede solicitar su contraseña por e-mail, escribiendo a la dirección: **ines@ccn-cert.cni.es** indicando su nombre, apellidos, DNI, email corporativo (no son válidas las cuentas de correo electrónico personales) y organismo/departamento al que pertenece.

14. El acceso a la herramienta INES está integrado en el propio portal del CCN-CERT desde agosto de 2016, por lo que el usuario podrá autenticarse en INES a través del portal: **https://ccn-cert.cni.es/**

15. Una vez en la página del portal CCN-CERT, pulsar el enlace "Abrir sesión" situado en la esquina superior derecha de la pantalla. Una vez iniciada la sesión dentro del portal, el acceso a la herramienta INES se encuentra en la barra de menú "Herramientas", tal como

muestra la imagen, aunque pueden encontrarse accesos adicionales desde otras pantallas del portal.

Figura 1. Acceso a herramienta INES.

16. Una vez se pulse el icono o enlace para entrar a INES (con la sesión de navegación iniciada previamente en el portal) se abrirá la aplicación INES en ventana aparte.

17. Las personas acreditadas de esta manera podrán acceder a INES con autorización para comprobar, completar y consultar solamente la información relativa al organismo público en la que ejerzan sus funciones.

18. Si el usuario consigue autenticarse en el portal CCN-CERT sin problemas, pero a la hora de entrar a la herramienta INES, ésta le presenta un mensaje impidiendo el acceso, puede deberse a que dicho usuario carece de permisos específicos dentro de INES, o no tiene asignado ningún organismo público dentro de INES.

19. En este caso debe ponerse en contacto con el equipo de soporte escribiendo a **ines@ccn-cert.cni.es** para completar los datos de acceso.

4. LA INTERFAZ DE USUARIO

16. La pantalla que se mostrará una vez se acceda a INES con usuario de rol "Colaborador" será similar a esta:
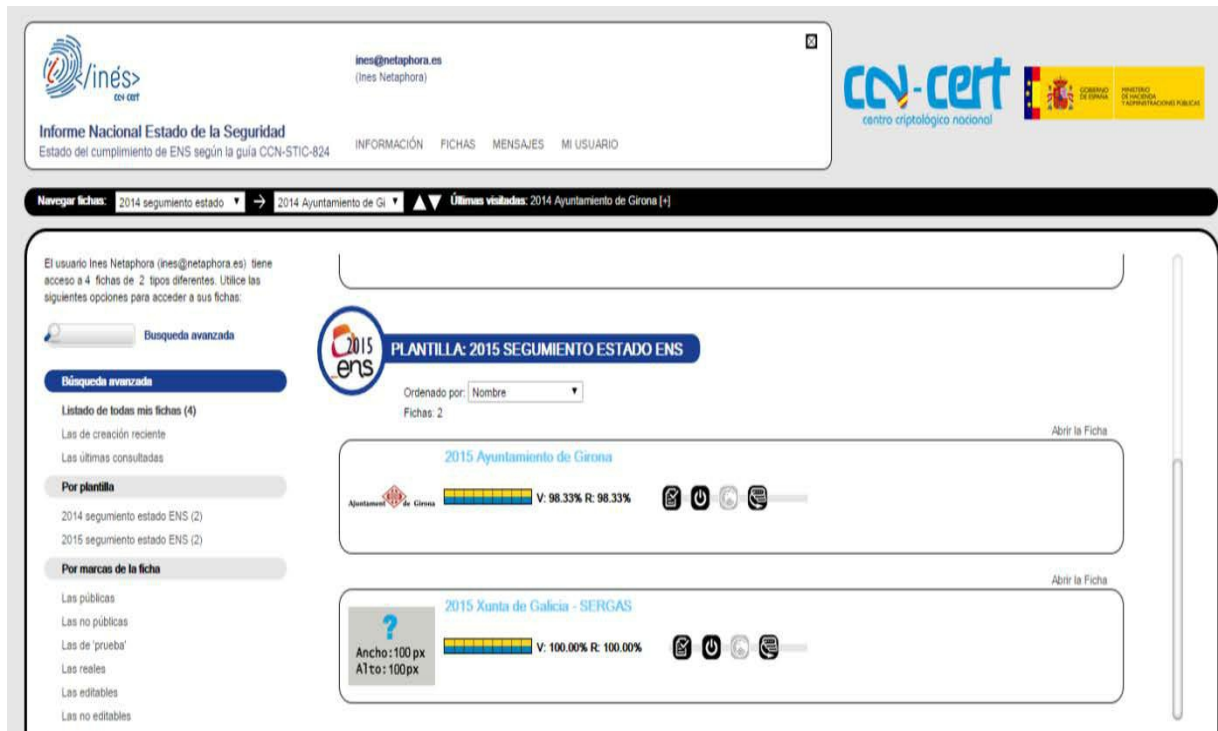
Figura 2. Usuario colaborador.

23. En la cabecera junto al logotipo de INES se muestra el usuario conectado, y la "X" que permite cerrar la aplicación. La sesión de navegación está temporizada de manera que la navegación se interrumpirá si trascurre más de una hora sin que el usuario realice ninguna acción. En caso de que la sesión caducase por inactividad el usuario deberá cerrar la ventana de INES y volver a abrir la aplicación desde el portal CCN-CERT.

24. El usuario puede tener acceso a una o a varias fichas de información, en función de los permisos que se le hayan otorgado. Cada ficha de información hará referencia a un organismo y año. La parte central de la pantalla muestra las diferentes fichas a las que el usuario tiene acceso, si es que son más de una.

25. En caso de que el usuario tuviera permiso de acceso a una sola ficha, al entrar a INES se abrirá directamente la ficha, en lugar de la pantalla de información general.

26. El menú de la derecha permite filtrar y navegar entre varias fichas, si es que el usuario estuviese autorizado a acceder a más de una ficha.

27. Si el usuario considera que por la naturaleza de su trabajo debe tener acceso a los datos de otro/s organismo/s, deberá argumentarlo escribiendo a ines@ccn-cert.cni.es

28. Para consultar el contenido de una determinada ficha hay que pulsar en el enlace "abrir"
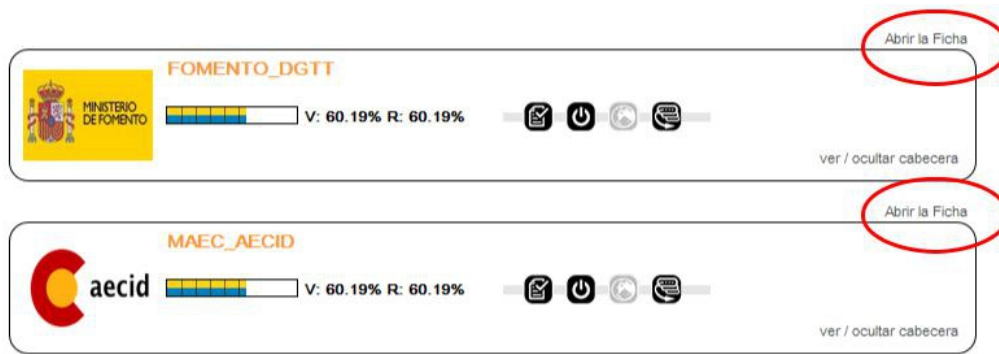
Figura 3. Abrir ficha.

26. La ficha se abrirá por defecto en "modo lectura", pero el usuario que desee introducir o actualizar la información podrá cambiar a "modo edición" mediante el botón situado debajo de las pestañas de la ficha.

27. Un usuario Colaborador podrá habilitar el modo edición sólo si tiene permisos de escritura asignados sobre la ficha y está en marcha la campaña anual de recogida de datos.

28. Esta es la ficha de datos de un organismo, con la primera pantalla activada. Cada fila de la derecha es un campo de información de la guía CCN-STIC-824, que deberá ser rellenado por el usuario.
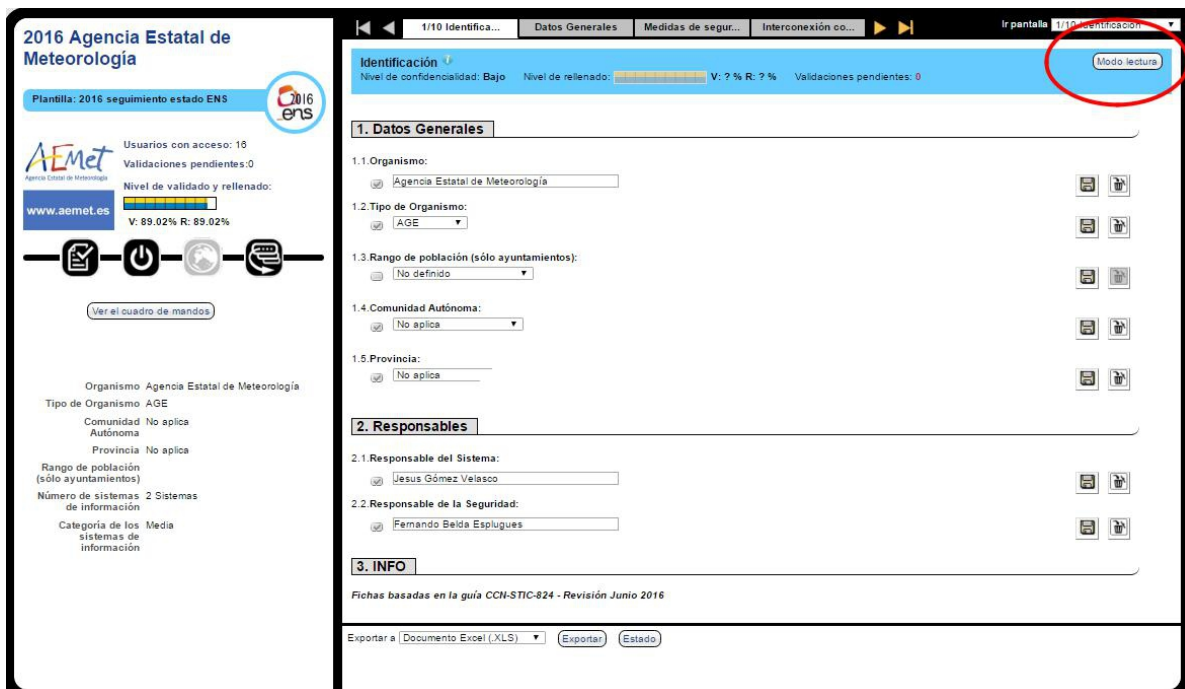
Figura 4. Cambio de modo lectura a edición y viceversa.

5. ESTRUCTURA DE LA FICHA DE DATOS

26. El formulario que contiene las preguntas y campos de formulario que propone la guía CCN-STIC-824 relativas a una determinada administración pública en un determinado año se denomina en INES "ficha de datos".

27. Las diferentes partes de una ficha de datos son:

4.1. CABECERA DE LA FICHA

Figura 5. Cabecera de la ficha.

29. La zona de Cabecera de la ficha muestra el nombre de la ficha, es decir, en INES, el nombre de la Administración Pública y año al que se refieren los datos, el logotipo de dicha administración, los iconos de las características de configuración de la ficha, y una serie de campos de información general que interesa tener siempre visibles.

4.2. PANTALLAS o "PESTAÑAS" DE DATOS

Figura 6. Pantallas o pestañas de datos.

30. Conjunto de pantallas en las cuales se subdivide el formulario completo para hacerlo más manejable. Para ver cada una de las pantallas se puede pulsar directamente en la pestaña correspondiente, moverse con las flechas de avanzar y retroceder pantalla, o utilizar el menú desplegable situado a la derecha de las pestañas, y que contiene la lista de pantallas existentes en la ficha.

4.4. CUERPO DEL FORMULARIO

Figura 7. Cuerpo del formulario.

31. Zona que contiene cada uno de los campos o preguntas de entrada de datos de la pantalla seleccionada. Cada campo se representa en una fila separada. Los campos o preguntas del formulario siguen la guía CCN-STIC-824, y el significado de cada uno de ellos se describe tanto en la propia guía, como en la ayuda disponible online en cada campo, y en el capítulo específico de este manual.

4.4. NOMBRE, LOGO, Y TIPO DE LA FICHA

Figura 8. Nombre, logo y tipo de la ficha.

33. El Nombre de la ficha es en INES la denominación de la administración pública correspondiente (en ocasiones abreviado por limitaciones en la longitud del nombre) Tanto el nombre como el logotipo no pueden ser cambiados por el usuario Colaborador.

34. También se muestra en esta zona el tipo de la plantilla de datos utilizada para conformar la ficha. INES puede gestionar varios tipos de plantillas diferentes, si fuera necesario. En general INES utiliza un nuevo tipo de plantilla de datos para cada nuevo año, para poder recoger así los cambios sucesivos que se realicen sobre la guía CCN-STIC-824 sin afectar a la información recopilada en años anteriores.

4.5. ICONOS DE CARACTERÍSTICAS DE LA FICHA
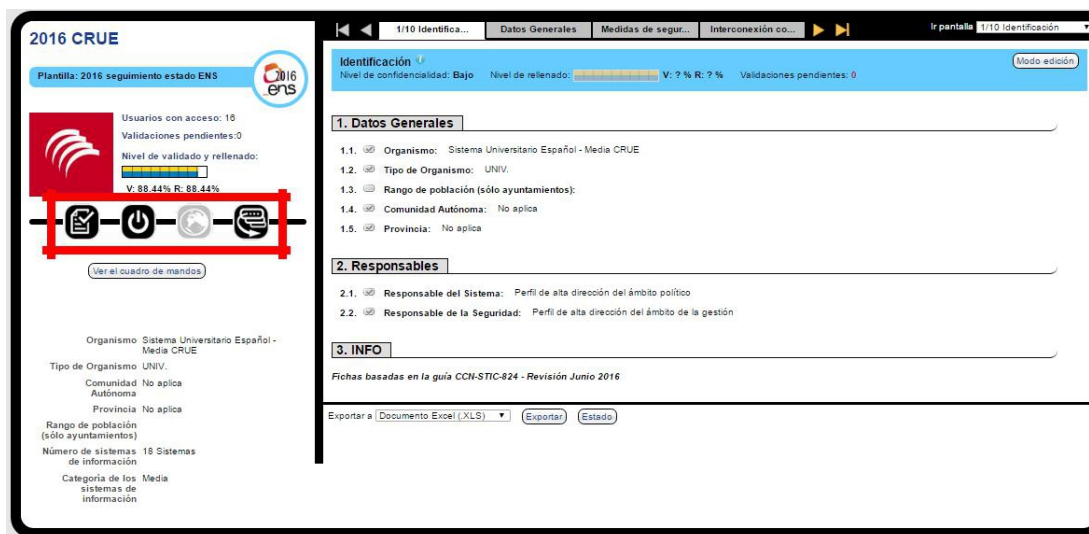
Figura 9. Iconos caracteristicos de la ficha.

34. Cada ficha dispone de unos iconos que muestran el estado de varias características básicas de configuración de la ficha. Al pasar el cursor por cada uno de estos iconos se muestra su significado. Las características de la ficha no pueden ser cambiadas por el usuario Colaborador.
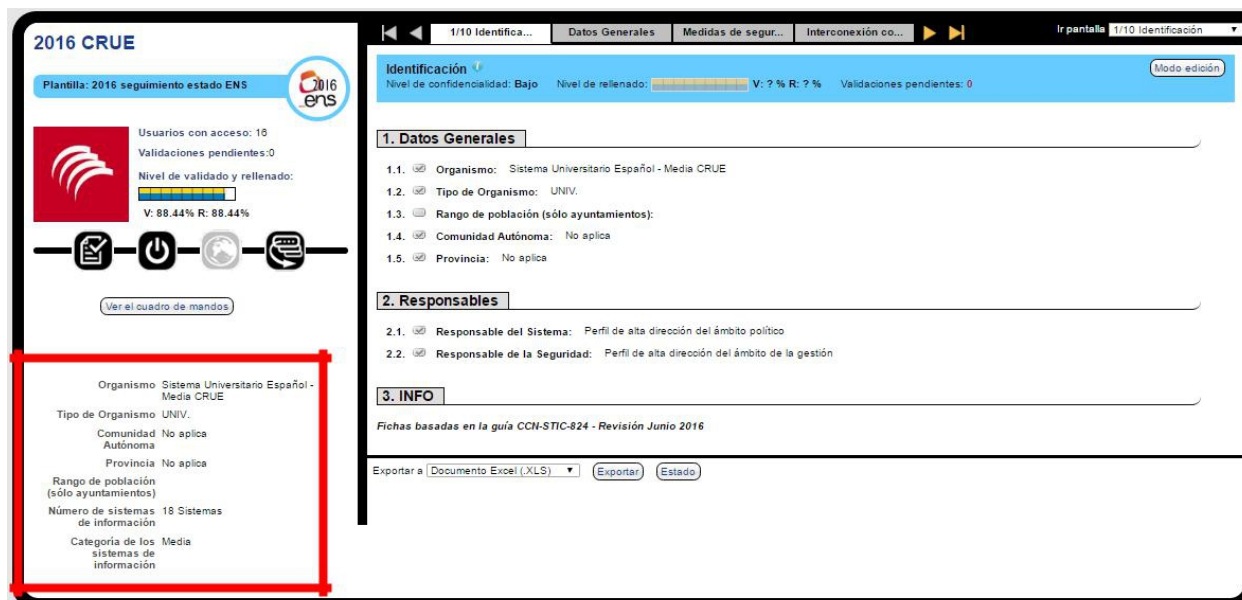
4.7. CAMPOS DESTACADOS EN CABECERA

Figura 10. Campos destacados en cabecera.

35. Esta zona muestra ciertos campos de datos que interesa tener siempre visibles aunque el usuario esté navegando por otras pestañas de la ficha. Para modificar estos valores hay que pulsar sobre ellos, y se abrirá la pestaña donde se encuentre dicho campo.

4.8. NIVELES DE RELLENADO Y DE VALIDADO

35. INES va midiendo, a medida que se introduce información, los porcentajes de rellenado de datos de cada ficha, y de cada pantalla individual dentro de cada ficha.
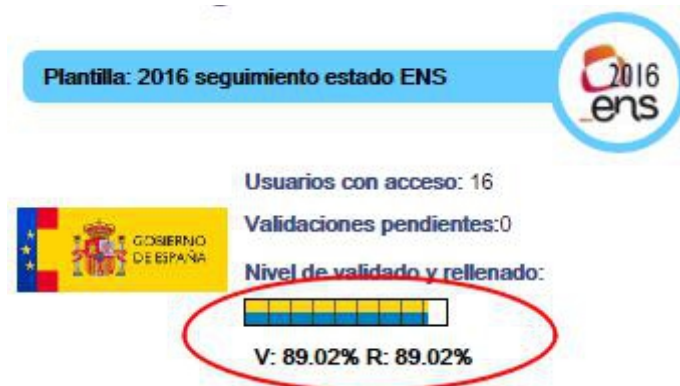

Figura 11. Nivel de rellenado y de validado.

39. El nivel de rellenado aumenta cuando los usuarios introducen valores en los formularios de la ficha. El nivel de validación aumenta cuando los usuarios Administradores van revisando los cambios de datos y dando por válida la información actualizada y revisada.

40. Hay que tener en cuenta que los cálculos de nivel de rellenado no se actualizan en tiempo real, por lo que el resultado actualizado podría mostrarse en diferido.

41. El nivel de rellenado es un parámetro informativo, útil para la orientación comparativa y para facilitar la gestión del proceso de recogida de datos, y debe entenderse como un objetivo el llegar al 100% de rellenado de la ficha. Los campos que no sean aplicables deben marcarse como **"n.a."** pues de esa manera la información tendrá un tratamiento correcto en los informes y estudios analíticos posteriores.

6. CÓMO INTRODUCIR VALORES MANUALMENTE

39. Las fichas se abren por defecto en "modo lectura". Si se desea modificar algún valor, habrá que abrirla en modo edición con el botón "modo edición" existente a la derecha de la ficha.

Figura 12. Ficha en modo lectura.

40. La misma pantalla, abierta ahora en modo edición, tendrá el siguiente aspecto:
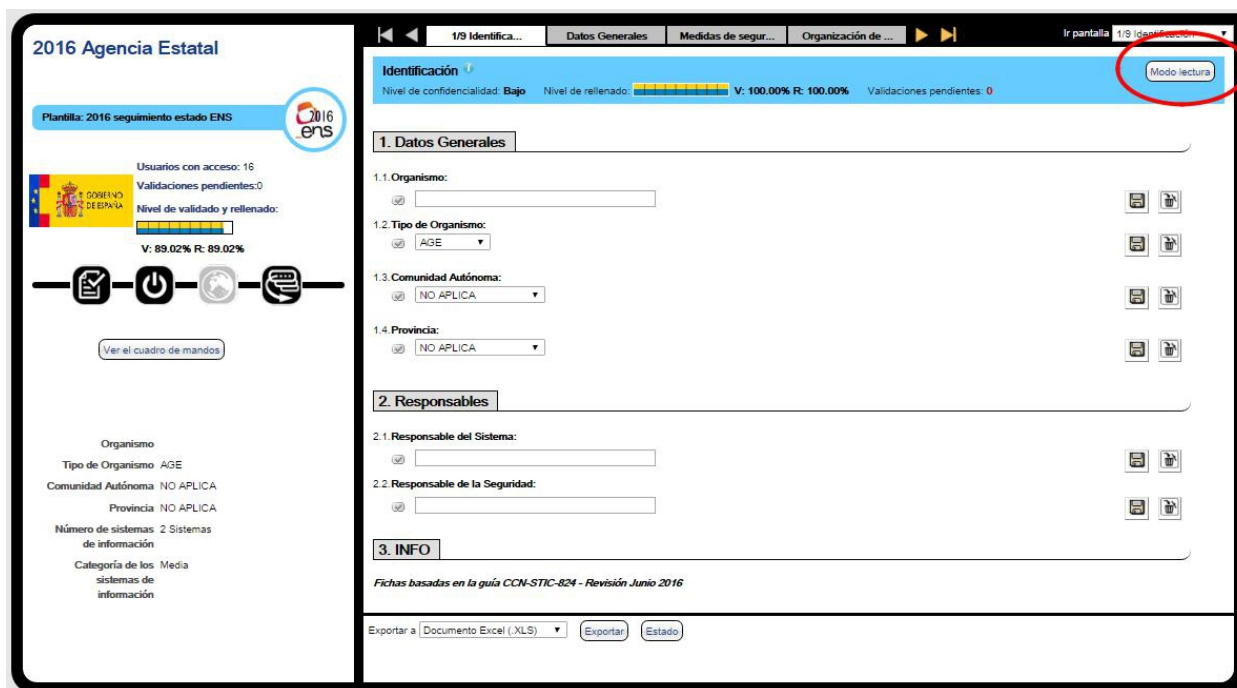

Figura 13. Ficha en modo edición.

42. Existe una ayuda para el rellenado de cada campo que muestra la explicación de la pregunta concreta. Se puede acceder a ver la ayuda de campo pulsando sobre el propio nombre del campo. La ayuda sobre el campo sólo está disponible con la ficha abierta en modo edición.
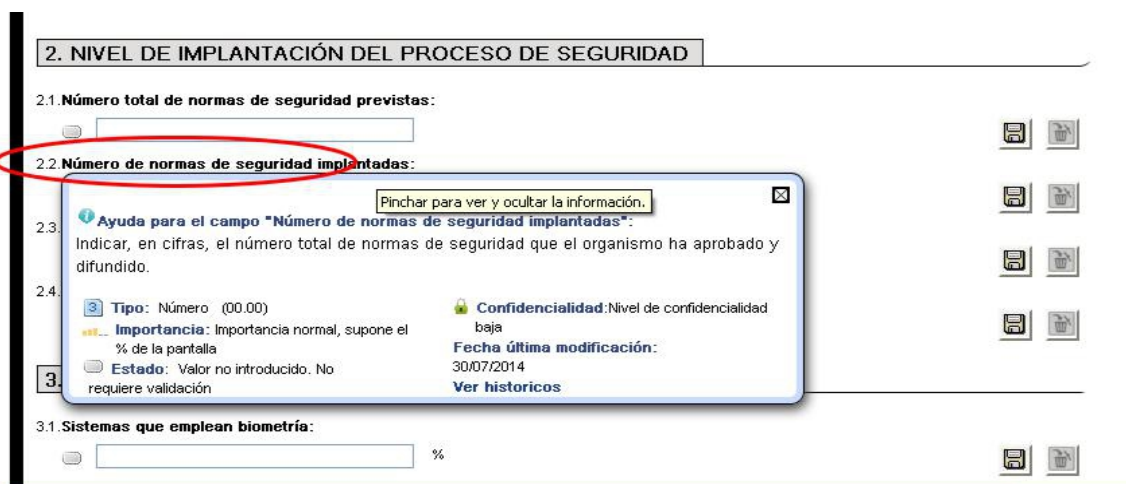

Figura 13. Ficha en modo edición.

44. Además del texto de ayuda, que es similar al que se explica en la guía CCN-STIC 824, se muestra información de contexto del campo, como el tipo, rango de valores admitidos, estado respecto a la introducción, el % que supone dicho campo respecto a la pantalla, y otros metadatos relacionados con el campo.

45. Para la introducción de valores, con la ficha abierta en modo edición, basta con teclear el valor en la casilla correspondiente y pulsar el botón "guardar" (icono de diskette) situado a

la derecha de cada campo. Es importante destacar que si no se pulsa este botón para cada campo escrito, **el valor no se guardará en INES**.

Figura 14. Acción de guardar en cada campo.

46. Algunos campos tendrán la posibilidad de ser marcados como **No Aplica**, con el fin de no indicar ningún valor para dicho campo y consiguiendo al mismo tiempo que dicho campo se contabilice como rellenado.

47. Si el campo es de tipo "desplegable", podrá encontrar la opción "No aplica" como parte de las respuestas posibles al desplegar la lista. Si el campo es de tipo texto, número o porcentaje, podrá encontrar la opción "No aplica". como un recuadro "check" junto al cajetín de respuesta.

Figura 15. Posibilidad de marcar algunos campos como no aplicable.