TRADOS

T-WINDOW FOR POWERPOINT

USER GUIDE

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TRADOS T-WINDOW FOR POWERPOINT

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Without you, we would not be looking through our first Translation Window into the future. Thanks!

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CHAPTER 1

ABOUT TRADOS T-WINDOW FOR POWERPOINT

This chapter contains an overview of TRADOS T-Window for PowerPoint. It includes a user profile, system requirements and installation requirements, and provides a roadmap to the other features found in the User Guide.

INTRODUCTION

TRADOS T-Window for PowerPoint represents a unique new concept in the history of the TRADOS fine translation tool set. The T-Window is a translation environment which provides all the powerful language processing features of TRADOS Translator's Workbench while also giving the translator full access to the formidable formatting features of Microsoft PowerPoint.

PowerPoint (PPT) presentations normally rely heavily on sophisticated formatting, so for a translation environment to be useful, the translator must be able to see what the impact of the translation on the text will do to the visual aspect of the segment.

Translation memory technology is an essential part of the professional translator's tool kit and TRADOS Translator's Workbench is widely recognised as the world leader in this field. Used by thousands of professional translators across the world, every day, in industry, education and wherever translation of technical reference material is taking place, TRADOS Translator's Workbench provides the ultimate in state of the art translation memory technology.

TRADOS T-Window for PowerPoint is the only translation environment that allows the translator to fully access a translation memory database whilst working directly within PowerPoint.

ABOUT THIS USER GUIDE

Chapter 1 contains general information about getting started with TRADOS T-Window for PowerPoint. It includes system requirements and installation instructions.

Chapter 2 includes a tutorial which will help you to explore the main features of TRADOS T-Window for PowerPoint immediately.

Chapter 3 explains some of the project management features of TRADOS T-Window for PowerPoint and guides you through the translation workflow recommended for translating PowerPoint presentations. It also includes a troubleshooting section.

NOTE

This User Guide assumes that the user is familiar with the basic features of both PowerPoint and TRADOS Translator's Workbench. For new users of TRADOS Translator's Workbench, we recommend that you first work through the TRADOS T-Window for PowerPoint self-running demo which is available from the TRADOS Web site: http://www.trados.com.

TRADOS T-Window for PowerPoint provides context-sensitive on-line help which may be accessed at any time while translating. A TRADOS T-Window for PowerPoint Essentials Guide is also available from the TRADOS Web site: http://www.trados.com.

USER PROFILE

T-Window for PowerPoint is specifically aimed at translators who are translating PowerPoint presentations. Until now there was no way to effectively harness translation memory technology while translating directly in PowerPoint. TRADOS T-Window for PowerPoint is most useful where PowerPoint presentations which require translation are updated frequently. TRADOS T-Window for PowerPoint allows the translator to efficiently reuse previous translations through TRADOS Translator's Workbench.

SYSTEM REQUIREMENTS

The minimum specification to be able to run TRADOS T-Window for PowerPoint is a PC with a Pentium processor and at least 32 MB RAM. SVGA graphics card and mouse are strongly recommended.

PLATFORM INFORMATION

Windows 95, 98 and NT 4.0 with Service Pack 3 or later are supported.

Although TRADOS T-Window for PowerPoint is a Windows application, Microsoft PowerPoint 97 files from any platform supported by PowerPoint can be translated, so long as they are opened in PowerPoint 97 on a Windows platform. No distinction is made between them.

LANGUAGES SUPPORTED

Translation into all Western and Eastern European languages supported by PowerPoint are supported by T-Window for PowerPoint.

TRADOS TRANSLATOR'S WORKBENCH VERSION

TRADOS T-Window for PowerPoint is a TRADOS Translator's Workbench API application which is designed to run with version 2.2 or later of TRADOS Translator's Workbench. If you are working with Version 2.0, download the latest release from the TRADOS Web site (http://www.trados.com). If you are working with a 1.x version of TRADOS Translator's Workbench, contact your local TRADOS office to obtain an upgrade.

MICROSOFT POWERPOINT VERSION

TRADOS T-Window for PowerPoint requires Microsoft PowerPoint 97. If you are working with presentations which originated in an earlier version of PowerPoint, open and save them in PowerPoint 97 before proceeding with translation.

DONGLE PROTECTION

TRADOS T-Window for PowerPoint is copy protected. It uses a form of copy protection known as a dongle or security key. The dongle is a little device that you insert in the parallel port on your computer. TRADOS T-Window for PowerPoint will check that the dongle is attached. If the dongle is not attached, the application will run in demo mode only. Since TRADOS T-Window for PowerPoint can be used only in conjunction with TRADOS Translator's Workbench, the dongle ID number is added to your Translator's Workbench dongle. If you have an existing TRADOS Translator's Workbench licence and you then purchase TRADOS T-Window for PowerPoint, you will need to upgrade your TRADOS Translator's Workbench dongle so that it will also recognise T-Window.

Dongle Upgrade Procedure

If you have purchased TRADOS Translator's Workbench and TRADOS T-Window for PowerPoint at the same time, you can ignore the following instructions as your dongle is already enabled for both products.

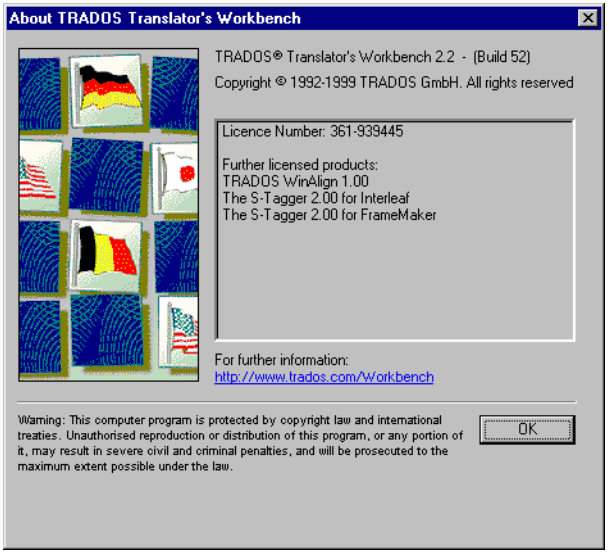
There are two possible dongle upgrade scenarios:

- TRADOS Translator's Workbench 1.x Users. If you are using version 1.x, you will need a new dongle. Contact your local TRADOS office to obtain an upgrade.

- TRADOS Translator's Workbench 2.x Users. TRADOS T-Window for PowerPoint will run on the same dongle as TRADOS Translator's Workbench. However, you must program your existing dongle so that it recognises TRADOS T-Window for PowerPoint.

Follow the instructions below to upgrade your dongle:

1 Launch TRADOS Translator's Workbench. Select About from the Help menu. Licence information is displayed. Note this number: it is necessary for upgrading your dongle.



2 Send your licence number to your local TRADOS office via e-mail. You will receive an executable file, `dongle.exe` which will reprogram your existing dongle to recognise T-Window for PowerPoint. If you wish to upgrade more than one licence, contact your local TRADOS office for batch dongle upgrade procedures.

3 Exit Translator's Workbench. Run the `dongle.exe` file. A DOS box opens and informs you that your dongle is being reprogrammed. When the process is complete check that your dongle has been upgraded. To do this, launch Translator's Workbench and select About from the Help menu and ensure that

TRADOS T-Window for PowerPoint has been added to the list of Further licensed products.

DEMO MODE

When TRADOS T-Window for PowerPoint is running in demo mode, you can only translate small files containing no more than three slides.

INSTALLING TRADOS T-WINDOW FOR POWERPOINT

If you have received a disk set, run the `setup.exe`. If you have downloaded the application from the TRADOS Web site, unzip the file and run the `setup.exe`.

NOTE

Before you start translating, make sure that you have installed version 2.2 of TRADOS Translator's Workbench. Also check that you have PowerPoint 97 installed.

Once you have installed TRADOS T-Window for PowerPoint, you are ready to begin translating.

DIALOG LANGUAGE

You can select the dialog language of T-Window for PowerPoint by selecting the Dialog Language option from the Trados menu in PowerPoint. You can dynamically switch between English, French, German or Japanese.

CHAPTER 2

TRANSLATING WITH T-WINDOW

This chapter will show you, using a brief tutorial, how to get started with translating your Microsoft PowerPoint presentations using TRADOS T-Window for PowerPoint.

The second part of the chapter describes the interface between TRADOS Translator's Workbench and TRADOS T-Window for PowerPoint. Some translation procedures are presented.

TUTORIAL - GETTING STARTED

Before starting this TRADOS T-Window for PowerPoint tutorial, you will need to have TRADOS Translator's Workbench (version 2.2 or later) installed on your computer as well as TRADOS T-Window for PowerPoint, Microsoft PowerPoint 97 and MultiTerm '95 Plus!. MultiTerm '95 Plus! is the terminology database from TRADOS, which allows you quick access to all your terms. If it is not installed on your computer, you can still use TRADOS T-Window for PowerPoint, but you will not be able to avail of the powerful terminological benefits of MultiTerm.

Once you have installed the relevant applications, following the directions in the installation routines, you should launch the products in the following order:

1 MultiTerm '95 Plus!

2 TRADOS Translator's Workbench

3 TRADOS T-Window for PowerPoint

NOTE

You must start TRADOS Translator's Workbench 2.2 before your first use of TRADOS T-Window for PowerPoint.

MULTITERM

Launch MultiTerm '95 Plus! and open the database `guidemo.mtw` which you will find in the directory into which you installed MultiTerm.

Choose Create Fuzzy Index from the File menu. This may take a few moments to complete. You will be alerted when the fuzzy index is created. If you do not create a fuzzy index, Translator's Workbench will not automatically suggest terms from your MultiTerm glossary which appear in your text for translation.

TRADOS TRANSLATOR'S WORKBENCH

Open TRADOS Translator's Workbench and open the sample translation memory `twinsample.tmw` which you will find in the `samples` directory in the directory into which you installed TRADOS T-Window for PowerPoint. In the View menu of TRADOS Translator's Workbench, set the Zoom to 60%. If the Zoom remains at 100%, Translator's Workbench will display the actual font size of the segment in its Source Window. The sample presentation contains segments in large font sizes. For optimum viewing of these segments, you should set your Translator's Workbench Zoom to 60%.

TRADOS T-WINDOW FOR POWERPOINT

Launching TRADOS T-Window for PowerPoint will also launch PowerPoint 97, unless PowerPoint is already open. When you work with TRADOS T-Window for PowerPoint, you work in Microsoft PowerPoint for all activities other than the actual translation of the segments and application of any formatting to the new translated segments.

The only differences you will see between your normal installation of PowerPoint and PowerPoint with TRADOS T-Window for PowerPoint are the Flagman button on the standard toolbar and the Trados menu in the menu bar. TRADOS T-Window for PowerPoint features can only be accessed when there is a PowerPoint presentation open.

NOTE

The standard toolbar must be visible before you will see the TRADOS Flagman on your screen.

SAMPLE FILE

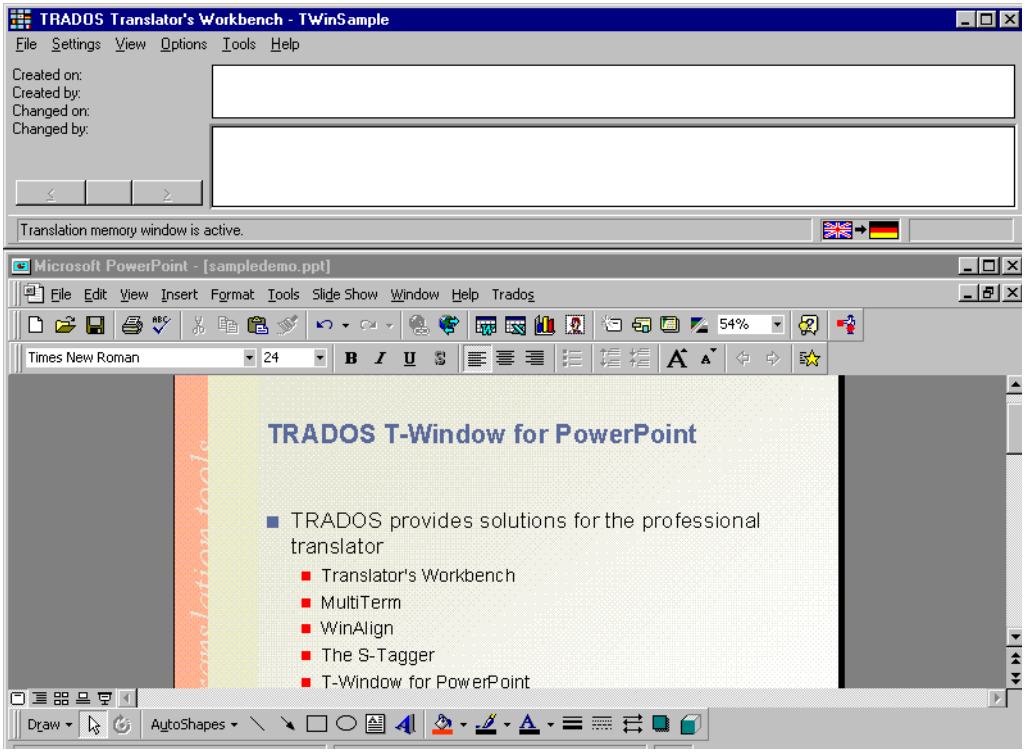
Open the sample file `twinsample.ppt` which you will find in the `samples` directory in the directory into which you installed TRADOS T-Window for PowerPoint. Save the file with a new name, into the directory of your choice.

NOTE

The demo version of TRADOS T-Window for PowerPoint will only allow you to translate presentations which contain three slides or less. If you have an existing presentation that you wish to try out, open the presentation, choose Slide Sorter from the View menu, and copy three of the existing slides into a new presentation.

ARRANGING THE WINDOWS

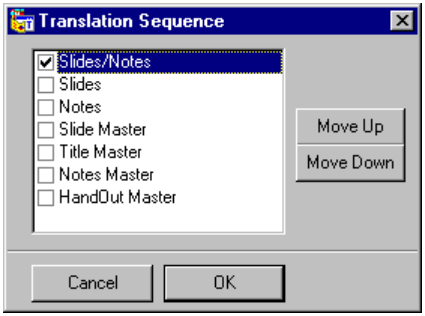
Arrange the TRADOS Translator's Workbench window and the PowerPoint window so that you can see the source and target windows of TRADOS Translator's Workbench at the same time as the PowerPoint presentation.



TRANSLATION SEQUENCE

Before we start translating the sample slide, we should set our Translation Sequence. The Translation Sequence option allows you to choose in which order you wish to translate the various items within a PowerPoint presentation. We will choose to translate first a slide, followed by the notes on the Notes page for that slide.

Choose Translation Sequence from the Trados menu on the menu bar. A dialog box will appear, where you check the items you wish to translate and the sequence in which you wish to translate them.



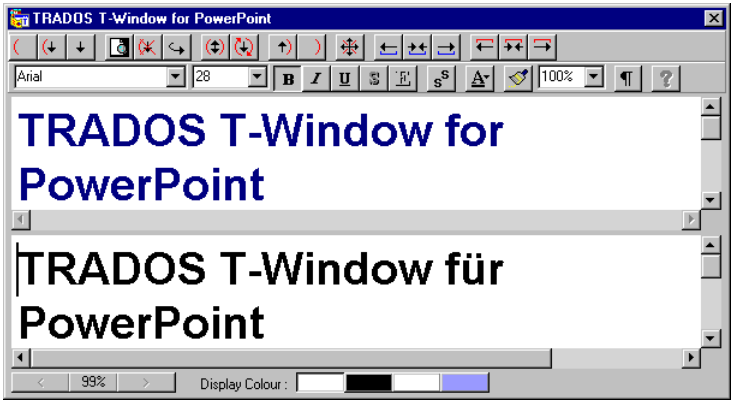
Check the box beside the Slides/Notes option and click OK. TRADOS T-Window for PowerPoint will now start the translation sequence with the first slide and then continue to the Notes page for the first slide, if there is any text on the Notes page. The second slide will be presented for translation after the notes for the first slide.

STARTING TO TRANSLATE

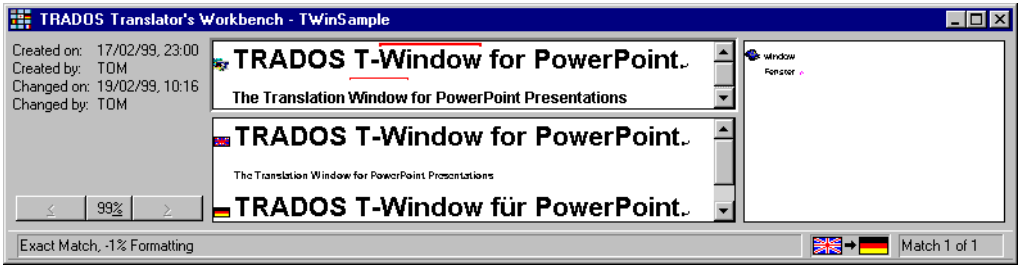
To start translation of the PowerPoint slide, click on the Flagman button on the standard toolbar, or choose Open/Get from the Trados menu. Clicking on the Flagman button is the same as selecting Open/Get from the Trados menu. You should choose Open/Get rather than just Open as this will ensure that the translation memory is searched for the first segment without further prompting.

Notice that the TRADOS T-Window for PowerPoint interface with TRADOS Translator's Workbench is very similar to the TRADOS Translator's Workbench interface when working with either Word or TagEditor. This familiar interface ensures that experienced TRADOS Translator's Workbench users will transition smoothly and instantly feel at home. See the TRADOS T-Window for PowerPoint on-line help for a list of keyboard shortcuts for the Translator's Workbench toolbar.

A certain amount of activity will then take place on your screen. This is TRADOS T-Window for PowerPoint re-arranging the windows to ensure maximum visibility. The translation window will then appear on your screen. If you are using the `twinsample.ppt` file and the `twinsample.tmw` along with the `guidemo.mtw` files for this tutorial, you will see that the translation window looks something similar to the illustration below:



The TRADOS Translator's Workbench window should look something similar to the illustration below:



In the TRADOS Translator's Workbench window, we can see that there are two parts to this segment, whereas in the T-Window we can only see the first part of the segment. To see both parts of the segment, we will do two things. First we will show the invisibles, so that we can see the non-breaking

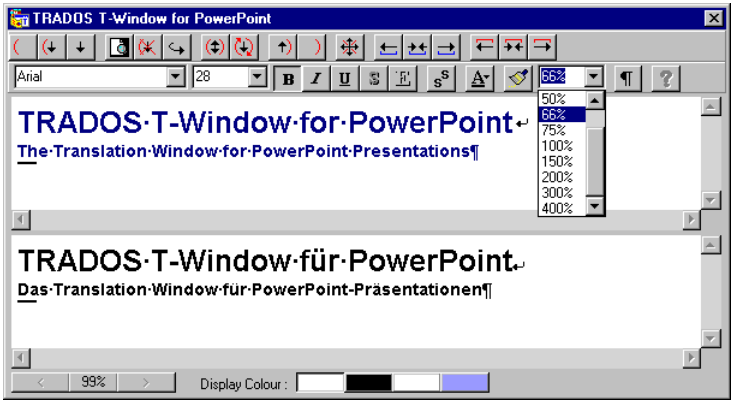
carriage return symbol, and then we will change the percentage zoom so that the entire segment is presented in the T-Window.

SHOW ALL ¶

Click on the Show All button to reveal or hide non-printing characters. You will find it particularly useful when the source PowerPoint text contains tabs, manual line breaks or extra carriage returns. These are not visible in PowerPoint and are often used to achieve text manipulation which you may need to replicate in the translated text.

ZOOM

When you click on the Zoom button, a drop-down list appears from which you can choose the percentage size you wish to display the text in the T-Window at. We will choose 66%, and our T-Window will now look similar to the illustration below:



PERCENTAGE MATCH

On the bottom left of the T-Window you will see three buttons. These buttons display the percentage to which the segment which was found in the new source window matches a segment found in the translation memory.

In this example, we can see that the match is 99%. If we look at our TRADOS Translator's Workbench window, we will see that the status bar displays the text "Exact Match, -1% Formatting". This tells us that the text is identical, but a penalty has been applied, because the formatting of the two segments is different. We can see that this is so, as the text in the source window is blue and the text in the target window is black.

We will wish to accept the translation, but we also wish to change the colour of the new segment from black to blue.

CHANGING FORMATTING ATTRIBUTES

There are two ways in which we can change the colour of the new target segment. We can either select the text in the target window and apply the correct colour to it that way, or we can use the Format Painter to automatically apply the source's formatting to the target.

TEXT COLOUR

Select all the text in the target window and click on the Text Colour button. Clicking on the Text Colour button activates the palette of the colours you can apply to text in the target window.

Please note that the colours in the palette will always be the palette of colours already defined in the PowerPoint presentation you are editing. If you wish to use a colour not present in the palette, close T-Window and define the new colour in PowerPoint before returning to T-Window. You can then apply the new colour to the target segment.

FORMAT PAINTER

The format painter allows you to replicate text attributes from the source segment to the target segment. This is the recommended way to apply formatting attributes from the source to the target text. To use the Format Painter:

1 Select some text in the source segment which contains the attribute(s) you wish to replicate.

2 Click on the Format Painter button.

3 Using the left mouse button, click and hold at the beginning of the text to which you wish to apply the attributes. Drag the mouse until you reach the point where you wish to stop applying the formatting. Release the mouse button.

The formatting of the source segment will now be applied to the text in the target segment.

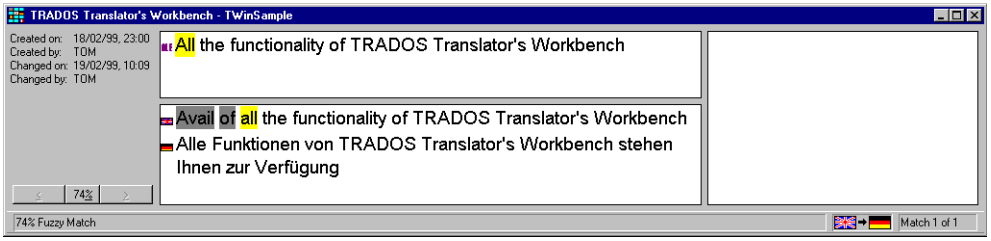
ACCEPTING THE TRANSLATION

Now that we are happy with this translation, we will save the translation unit to the translation memory by clicking on the Set/Close button and proceed to the next segment by clicking on the Open/Get button. The Set/Close Next Open/Get command sends the formatted, translated segment to the translation memory database along with the source segment, for storage for future use, and goes forward in the presentation to the next segment. It then performs the Open/Get command on the new segment.

Click on the Set/Close Next Open/Get button . TRADOS T-Window for PowerPoint will move down through the slide and find the next segment for translation.

A FUZZY MATCH

In our sample file, the next segment that TRADOS T-Window for PowerPoint finds is a Fuzzy Match. A Fuzzy Match is a segment in the translation memory which is similar but not identical to the source segment. Translator's Workbench assigns a percentage value to the level of similarity between the source segment and the segment in the translation memory.



In this case, the Fuzzy Match is a 74% match. In the TRADOS Translator's Workbench window, we can see which parts of the Fuzzy Match stored in the translation memory (TM) differ to the segment displayed in the source window. The words "Avail of" are in the segment stored in the translation memory, but not in the new source segment.

We make the decision that the segment stored in the TM is the better one in this circumstance, and so we will accept the translation. However, since this translation will now be somewhat longer than the original source segment, we will first preview the translation in the PowerPoint file.

PREVIEW THE TRANSLATION

When the translation of a segment results in a new segment which is longer or shorter than the original sentence, you may wish to look at how the translated slide will be affected by the change in length.

To preview a translation, click on the Preview button on the toolbar . The Preview button allows you to check, for example, whether it would be desirable to change the point size or, perhaps, insert manual line breaks in order to achieve a better fit before updating the translation memory and moving on to another segment.

You may need to move the T-Window around the screen a little bit, in order to view the slide. This will depend on the size of your screen.

When you are satisfied that the length of the new translation, and any formatting you have applied, are correct, click the Set/Close Next Open/Get button.

SAVING THE PRESENTATION

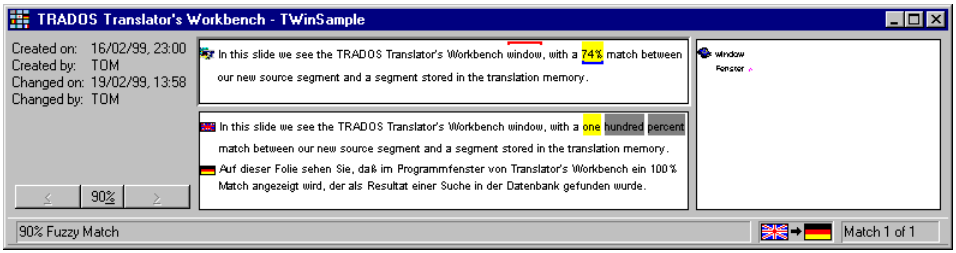
Each time you click on the Set/Close or Set/Close Next Open/Get buttons in T-Window, you are saving the translated segment to the translation memory. You should also frequently save your presentation in PowerPoint. You can save your presentation from within T-Window by using the keyboard shortcut [Ctrl]+[S].

NOTES PAGES

When you select to translate Notes pages as well as slides by choosing Slides/Notes or checking the Notes option in the Translation Sequence dialog box, TRADOS T-Window for PowerPoint will move to the Notes page when all the elements on the slide that are translatable have been translated. If you have chosen Slides/Notes in the Translation Sequence dialog box, TRADOS T-Window for PowerPoint will present the Notes page after each slide if there is any translatable text on it.

TERMS AND PLACEABLES

In our example, there is text on the Notes page and TRADOS Translator's Workbench has identified the segment as a 90% match. When you look at the TRADOS Translator's Workbench window, you will see that the source window contains the new source segment, with some additional formatting applied to it aside from the yellow and grey shading which indicate the differences in the text between the source and target segments:



INSERTING TERMS

In this illustration, we see that the word "window" has a thick red overline. This line indicates that "window" is stored in the MultiTerm database as a Term. You can see the term and its translation in the Term window. If there was more than one identified term in the segment, the other terms would have a thinner red overline. The thick red overline indicates the Current Term. To place the Current Term in the target segment, click on the Get Current Term button. You will see that TRADOS Translator's Workbench has inserted the term in the target segment at the cursor position. If the source segment contains more than one term, you can place these terms in the target segment by clicking on the Get Previous Term or the Get Next Term buttons depending on whether the other terms occur before or after the Current Term.

INSERTING PLACEABLES

We can also see from this illustration that the number "74%" has a thick blue underline applied to it. This indicates that the number is the Current Placeable. Placeables are items which TRADOS Translator's Workbench has identified as non-translatable items but which must be "placed" in the target segment. Numbers, dates and hyperlinks are all recognised as being Placeables.

In our example. the previous translator has used the figures 100% in the translation instead of spelling out the numbers. We will use the same style, but need to replace the 100% with the 74%. We could just copy the numbers from the source window, but TRADOS T-Window for PowerPoint offers you a faster and more efficient method of doing this.

Select the text "100%" and click on the Get Current Placeable button. You will see that TRADOS Translator's Workbench has inserted the correct text in the target segment, replacing the original 100%. The other buttons, and , activate the Get Previous Placeable and Get Next Placeable respectively. You would use the Get Previous Placeable and Get Next Placeable buttons if there was more than one placeable in the source segment.

COMPLETING THE TUTORIAL

Click on the Set/Close button to stop translating for the moment. You will be able to carry on where you left off by choosing Open at Last Edited from the Trados menu when you are ready to resume.

We have completed the tutorial section of this User Guide. You should now be able to continue translating the sample file using TRADOS T-Window for PowerPoint and TRADOS Translator's Workbench with confidence. The rest of this chapter will give you an overview of the features of TRADOS T-Window for PowerPoint which we did not discuss during the tutorial. The User Guide for TRADOS Translator's Workbench and the on-line help file will give you more information about the powerful tools available to you when you use TRADOS Translator's Workbench, no matter what format the files you are translating are presented in.

INTERFACE WITH TRANSLATOR'S WORKBENCH

The Workbench toolbar which acts as an interface between TRADOS T-Window for PowerPoint and TRADOS Translator's Workbench is very similar to the interface between Word and TRADOS Translator's Workbench. The traditional source and target edit fields are replaced by the T-Window. The interface is designed in this way so that experienced TRADOS Translator's Workbench users will transition smoothly and instantly feel at home when they start using TRADOS T-Window for PowerPoint.

The table below lists each component of the Translator's Workbench toolbar, along with a brief explanation of its function.

NOTE

While the T-Window is active you cannot access the Translator's Workbench functions except via the T-Window.

KEYBOARD SHORTCUTS

Icon	Action	Shortcut	Explanation
	Open/Get	Alt+Num 7	Opens the current segment, searches for potential matches in the translation memory and transfers the translation — if any — to your document.
	Restore Source	Alt+Delete	Undoes the last translation and restores the original source sentence. This is useful if you would like to get your source text back without having to enter a translation.
	Copy Source	Alt+Num 0	Copies the source sentence to the target field. This button is helpful if the target sentence is very much the same as the source sentence.
	Set/Close Next Open/Get	Alt+Num +	Closes the currently open translation unit, saves it in the translation memory, opens the next sentence and transfers the translation — if any — to your document.
	Translate to Fuzzy	Alt+Num *	Translates all 100% matches automatically, starting from the currently open translation unit, and stops at the next fuzzy match.
	Set/Close	Alt+Num 1	Closes the currently open translation unit, saves it in the translation memory, opens the next sentence and transfers the translation — if any — to your document.

Icon	Action	Shortcut	Explanation
	Concordance	Alt+Num 8	Searches the translation memory for selected text. If Translator's Workbench can find the same or similar text, it will open a Concordance window showing all matching translation units.
	Get Previous Placeable	Alt+Ctrl+Num 4	Copies the previous placeable to the target field at the cursor position.
	Get Current Placeable	Alt+Ctrl+Num 2	Copies the current placeable to the target field at the cursor position.
	Get Next Placeable	Alt+Ctrl+Num 6	Copies the next placeable to the target field at the cursor position.
	Get Previous Term	Alt+Num 4	Transfers the translation of the previous term from the MultiTerm database to the target field.
	Get Current Term	Alt+Num 2	Transfers the translation of the current term from the MultiTerm database to the target field.
	Get Next Term	Alt+Num 6	Transfers the translation of the next term from the MultiTerm database to the target field.

TRANSLATOR'S WORKBENCH TOOLBAR DIFFERENCES

There are some differences between the Translator's Workbench toolbar as it appears in Word or TagEditor and the toolbar that appears in T-Window. Certain Word-specific aspects of the Word Workbench toolbar are not relevant to the T-Window for PowerPoint translation environment. For example, Tag Protection is not available for the simple reason that no tags are visible in the PowerPoint presentation, so there is no necessity to protect them. Nor is Shrink Segment functionality available in T-Window. The nature of PowerPoint translation segments is such that they tend to exist as self-contained units, for example bulleted lists. While there may be a requirement to expand a segment where you wish to merge two points of a bulleted list in the translated text, there is no corresponding need for a shrink segment feature. Some features have been added in the T-Window Workbench toolbar, for example the Flagman button and the Preview button.

Flagman Button

After you install T-Window for PowerPoint, the Flagman button is added to PowerPoint's standard toolbar. Clicking on the Flagman button sets the translation process in motion. In addition to launching T-Window for PowerPoint it also activates the Open/Get procedure and presents the first text for translation in the target field of T-Window for PowerPoint.

Experienced Translator's Workbench users will be familiar with the Flagman button in Word, where its functionality is slightly different. Clicking on the Flagman button in Word hides or displays the Translator's Workbench toolbar.

Preview Button

The Translator's Workbench toolbar in T-Window also includes a Preview button which allows the translator to preview a segment in PowerPoint before accepting it. For more information, see "Preview the Translation" on page 2-9.

Expand Segment

This command expands the current source segment by one sentence. During translation, you may decide to translate two source sentences with one target sentence. A segment cannot be expanded past a paragraph end marker (¶).

Activate the Expand Segment command by using the keyboard shortcut [Alt]+[Ctrl]+[Num 3].

NOTE

There is no menu option or button for the Expand Segment command, it may only be activated by using the keyboard shortcut.

POWERPOINT TRADOS MENU

When you install TRADOS T-Window for PowerPoint, a Trados menu is added to the PowerPoint menu bar which contains the following items:

Menu Item	Explanation
Open	Opens the current sentence and searches for potential matches in translation memory.
Open/Get	Opens the current segment, searches for potential matches in the translation memory and transfers the translation — if any — to your document.
Open at Last Edited	Opens the segment after the one you last edited. See "Open at Last Edited" on page 2-16.
Translation Sequence	Allows you to choose the order in which you translate the various items within a PowerPoint presentation. See "Translation Sequence" on page 2-5.
Presentation Statistics	Scans the presentation and creates a statistics file which contains useful information about your presentation. See "Presentation Statistics" on page 3-2.
Extract Text	Exports the translatable text from a presentation to a text file. See "Extract Text" on page 3-3.
Remove Source Segments	Removes source segments from your presentation after translation. See "Post-Translation Processing" on page 3-6.

Open at Last Edited

Open at Last Edited is found on the Trados menu in the PowerPoint menu bar. It opens the segment immediately after the one you last translated. When you choose Open/Get, T-Window for PowerPoint will open either the first segment in the order specified in the Translation Sequence or the text currently selected. Open at Last Edited means you do not have to scroll through all the slides you translated previously.

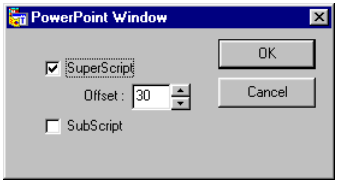
T-WINDOW FORMATTING TOOLBAR

The T-Window formatting toolbar includes many of the same items as appear on the PowerPoint formatting toolbar. It allows the translator to apply formatting to the translated segment from within the T-Window.

Most of the buttons found in the T-Window main toolbar offer the standard text formatting functions. There are some additional buttons which have slightly different functionality in T-Window.

Superscript/Subscript

Clicking on the SuperScript SubScript button activates a settings dialog box:

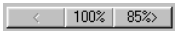


Select the text you wish to format in the T-Window. Check the SuperScript or SubScript checkbox depending on whether you wish the text to appear as a superscript or a subscript. Use the Offset box to determine how far away from the previous text the superscript or subscript will appear.

Show All ¶

Click on this button to reveal non-printing characters. You will find it particularly useful when the source PowerPoint text contains tabs, manual line breaks or extra carriage returns. These are not visible in PowerPoint and are often used to make text fit into a space in a particular way. You may need to delete these items or replicate them.

Fuzzy-Match Information



These buttons replicate the fuzzy-match information and options displayed by Workbench and have the same functions.

Display Colour

The Display Colour option allows you to change the background colour of the T-Window to optimally display the text segment for translation. For more information, see "Display Colour" on page 2-19.

TRANSLATING TEXT TYPES USING T-WINDOW

There are several different text types found in PowerPoint presentations. This section looks at some of the translation issues presented by these text types.

- Regular text - Standard text format
- Bulleted lists - Text found in bulleted lists
- Text objects - Text found in WordArt or grouped text objects
- Master Text - Text found on PowerPoint's Master Slide

BULLETED LISTS

Most PowerPoint presentations will include a bulleted list. How text from bulleted lists appears in the T-Window's target field depends on the way in which the PowerPoint presentation was authored. If the bullet was inserted using PowerPoint's Bullet option on the Format menu, then only the text will appear in the target field. However, if the bullet was manually inserted, the bullet will form part of the target segment in T-Window.

TEXT OBJECTS

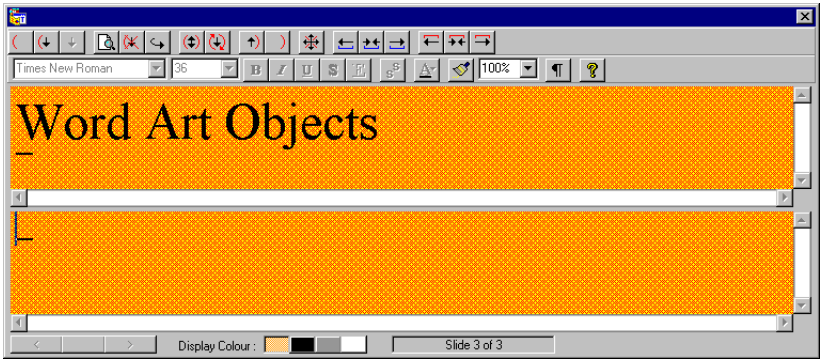
TRADOS T-Window for PowerPoint will process all text objects found in a PowerPoint presentation, including text in grouped objects and WordArt objects. Where a slide contains multiple text objects, T-Window presents the text object that appears on the top left side of the slide for translation first. When this has been translated, T-Window presents the text objects for translation in the order in which they occur on the slide from top left to bottom right.

Grouped objects are where one or more items have been combined so that you can work with them as if they were one single object. TRADOS T-Window for PowerPoint makes text stored in grouped objects available for translation.

WordArt objects are drawing objects which were created using the WordArt tool on the Drawing toolbar. Although PowerPoint does not treat them as text, TRADOS T-Window for PowerPoint presents any translatable text from WordArt objects for translation in the T-Window.

To edit WordArt directly in PowerPoint, double-click on the WordArt object and the Edit WordArt Text dialog appears. You edit the text, format it if required and click OK.

T-Window does not present WordArt text for translation in the Edit WordArt Text dialog. Instead, the WordArt text appears in the T-Window.



In the example above, the text for translation "Word Art Objects" appears in the source field. You enter the translation in the target field. Click on Set/Close and you can view the WordArt object in your presentation.

TRANSLATING POWERPOINT MASTER TEXT

In PowerPoint, the Master slide contains text which appears on all slides, handout pages or notes pages. There are four Master views:

- Slide Master - Contains the layout of all the main slides in a presentation. May contain text for translation.
- Slide Title - Contains the layout for the title slide in a presentation. May contain text for translation.

- Handout Master - Contains the layout for slides when they are printed out as handouts. The Header and Date/Time Areas may contain text for translation.

- Notes Master - Contains the layout for notes pages when presentations are printed out. The Header, Date, Footer and Number Areas may contain text for translation.

T-Window for PowerPoint presents all PowerPoint Master Text for translation. Simply select the order in which you wish to translate this text by selecting the Translation Sequence option from the Trados menu in PowerPoint.

NOTE

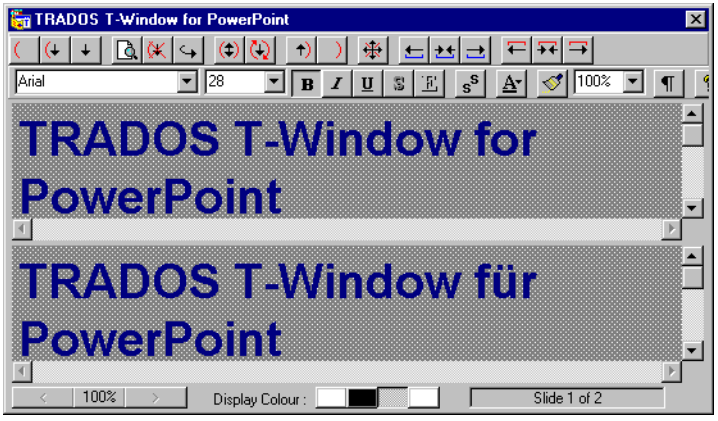
Placeholder text which appears on the Master slide (for example, "Click to edit Master title style") will not be presented for translation in T-Window.

NON-TRANSLATABLE OBJECTS

TRADOS T-Window for PowerPoint will not process graphics which contain text for translation. Where graphics contain text for translation, this text must be translated using an alternative method. Similarly, linked or OLE objects cannot be processed using TRADOS T-Window for PowerPoint.

DISPLAY COLOUR

TRADOS T-Window allows you to change the background colour of the T-Window. Sometimes a text object will have a background colour which is the same as the text colour. T-Window presents the text with the object background colour by default. For example, an object's background colour may be white and the text colour may be yellow. In this case, you will give the text a different background colour to be able to see it better. The Display Colour offers four choices of background against which to display the text. Select the display colour by clicking on one of the Display Colour buttons.



The first Display Colour button displays the text for translation against the default colour background for the PowerPoint presentation. The second button displays the text against a black background. The third button displays the text against a grey background, as illustrated in the example above. The fourth button displays the text against a white background. The black, grey and white buttons always appear. The colour of the first button is determined by the default background in the PowerPoint presentation.

FONT MANAGEMENT

You can change the font typeface and size of the translated text by selecting a font and size from the fromatting toolbar in T-Window for PowerPoint. Only fonts already stored on your system are available for selection.

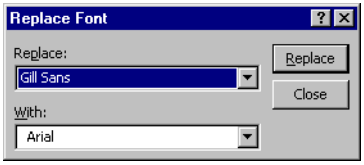
Missing Fonts

If you open a presentation and find that T-Window cannot open it because of missing fonts, you must do one of the following things:

- Obtain the font from the person or place you obtained the presentation, or,
- Change the font using the Replace Fonts feature in PowerPoint

To replace fonts in PowerPoint, follow the instructions below:

1 Select Replace Fonts from the Format menu in PowerPoint. The Replace Fonts dialog appears.



The Replace drop-down list shows a list of fonts contained in the presentation. Any fonts that are missing are preceded by a question mark. The With drop-down list contains a list of all the fonts on your system.

2 To replace a missing font, select the font you wish to replace from the Replace drop-down list with a font on your system which you select from the With drop-down list. In this case, Gill Sans is being replaced with Arial.

SPELL-CHECKING

The current version of T-Window for PowerPoint does not include interactive spell-checking. To check the spelling in your presentation during translation, carry out the following steps:

1 Exit T-Window and save your presentation.

2 Select Language from the Tools menu in PowerPoint. Select the language into which you are translating from the list in the Language dialog. Click on the Default button.

- Select Autocorrect from the Tools menu in PowerPoint. Customise the settings to suit your text. Ensure that any spelling errors that PowerPoint detects are displayed. Select Options from the Tools menu in PowerPoint. Go to the Spelling tab and ensure that the Hide Spelling Errors check box is not checked. Any text containing spelling errors in your presentation should now appear with a wavy red line underneath it.

To correct spelling errors and update your translation memory click on some text with a wavy red line. Click on the Flagman icon or select Open/Get to open the segment in the T-Window. Correct the spelling error and click on Set/Close. The spelling error has now been corrected and the translation memory has been updated. Repeat this process until all spelling errors have been corrected.

NOTE

It is important that you carry out this process. Otherwise the translation memory will contain spelling errors.

NOTE

The update translation memory option available in the Word and Translator's Workbench interface is not available in T-Window, due to differences in how Word and PowerPoint function.

TIPS AND TRICKS FOR TRANSLATION

This section includes some basic tips and tricks for translation.

COPY SOURCE

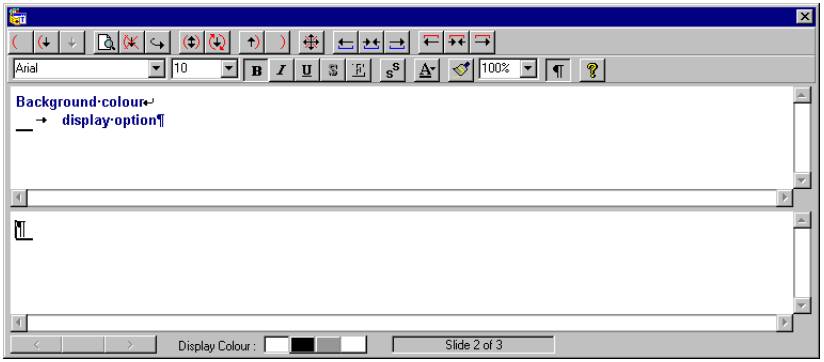
Use the Copy Source on No Match option from Translator's Workbench so that when no match is found in the translation memory the source segment is automatically copied to the target field. The translator then simply overwrites the text in the target field. To activate Copy Source on No Match select Translation Memory Options from the Options menu in Translator's Workbench. Go to the General tab and check the Copy Source on No Match checkbox. See the Translator's Workbench User Guide for more information on Translation Memory options.

TRANSLATOR'S WORKBENCH FORMATTING PENALTIES

Formatting is a key feature of PowerPoint presentations. It is extremely important that all formatting is rendered correctly in the translated presentation. T-Window's formatting features allow you to preserve all of the original PowerPoint presentation features. In addition, you may wish to set higher Translator's Workbench translation penalties when translating PowerPoint presentations than when translating Word documents or tagged text documents. See the Translator's Workbench User Guide for more information on setting translation penalties.

POWERPOINT FORMATTING

Sometimes PowerPoint formatting can cause problems for displaying segments for translation in T-Window. For example, if tabs have been used to make text fit better in a text box in PowerPoint, the segment will be broken up by tabs when it appears in the T-Window which would reduce the likelihood of an identical match being found in the translation memory.



In the case of the example this example, a tab has been inserted between the text "Background colours" and "display options". Clicking on the Show All button in the T-Window formatting toolbar will display all invisibles like tabs and hard returns. If you are translating presentations into many different languages, you should clean up the presentations prior to commencing translation. See "Presentation clean up before translation" on page 3-5.

REVISING TRANSLATED SEGMENTS

Once you translate a segment in T-Window, the translation memory is updated with the new translated segment and a copy of both the source and target segment is retained in the PowerPoint presentation. The source segment text remains invisible and the target segment text is displayed in the presentation. If you wish to change some target text in the presentation, you should always do this using T-Window.

1 In PowerPoint, place your cursor in the text segment you wish to change. Activate T-Window for PowerPoint. Open the segment in T-Window using the Open/Get command by either clicking on the Flagman button or by selecting Open/Get from the Trados menu in PowerPoint.

2 Edit the translated text in the T-Window target field as required. Save the translated segment to the translation memory by clicking on the Set/Close button. If you wish to proceed and edit the next segment, click on the Set/Close Next Open/Get button.

3 Save your PowerPoint presentation using the keyboard shortcut [Ctrl]+[S].

REMOVE SOURCE SEGMENTS

During translation, both source and target text information is stored in the PowerPoint presentation. This enables you to make changes to translated text using T-Window. Although this information is invisible, it increases the size of the PowerPoint presentation. Once translation is complete and all changes have been implemented in the translation memory, you should remove the source segments. For more information, see "Post-Translation Processing" on page 3-6.

CHAPTER 3

TRADOS T-WINDOW FOR POWERPOINT

TRANSLATION WORKFLOW

This chapter examines the translation workflow associated with T-Window for PowerPoint. Features associated with managing the T-Window translation workflow are also included, together with a troubleshooting section.

TRANSLATION WORKFLOW

The translation workflow for T-Window for PowerPoint depends on many factors. For example, the number of languages into which you are translating and the size and complexity of the PowerPoint presentations. One possible workflow follows. You may wish to tailor the workflow to suit your own requirements. The workflow consists of three stages:

- Stage 1: Evaluation - assessing the translation work to be done
- Stage 2: Translation - translating the PowerPoint text
- Stage 3: Post-Translation Processing - removing source segments

Each of these stages will be examined in detail.

EVALUATION

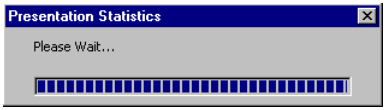
Before you begin translating, it is useful to quantify the amount of work that has to be done and exactly what is required to complete the task. T-Window for PowerPoint provides several features which aid you in this process. The Presentation Statistics feature tells you what types of text are found in your presentation. This allows you to choose the most efficient way of translating them. The Extract Text feature allows you to export the text from your presentation into a text file which is suitable for analysis using the TRADOS Translator's Workbench Analyse feature.

Presentation Statistics

Presentation Statistics quickly scans the presentation and creates a statistics file which contains useful information about your presentation. This statistics file is placed in the same directory as your presentation. It will have the same base name as your presentation with the extension `.ppt-TTWin.txt`. Follow the instructions below to obtain statistics on your presentation.

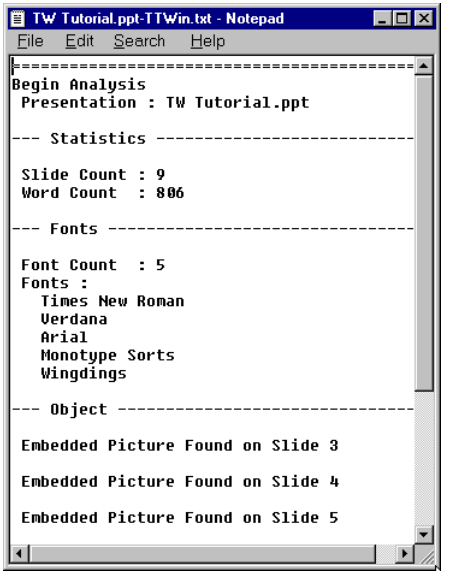
1 Open your PowerPoint presentation. Launch T-Window.

2 Select Presentation Statistics from the Trados menu in PowerPoint. A progress indicator appears briefly on your screen.



3 T-Window has created a statistics file in the same directory as your presentation.

4 Open the statistics file in Notepad or another text editor.



The text file contains the following information: the name of the presentation, the number of slides, the total word count for translation, a list of the fonts used in the presentation file and a list of external objects in the file.

Once you have obtained the presentation statistics, you may wish to carry out the following preparation:

- Ensure that you have all the fonts installed on the computer on which you will be carrying out the translation.

- Assess if there is any text for translation in the external objects. T-Window for PowerPoint does not present any text contained in external objects for translation.

Extract Text

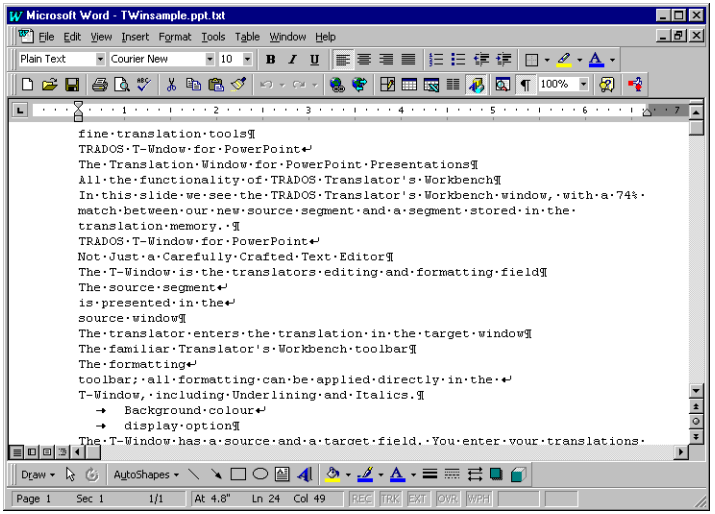
You may wish to analyse the text in the PowerPoint presentation against an existing translation memory to assess how much leveraging can be achieved. The PowerPoint file format `.ppt` is not one of the formats recognised by the Translator's Workbench Analyse feature. T-Window's Extract Text command exports the translatable text from a PowerPoint presentation to a text file which can be analysed against a translation memory.

1 Select Extract Text from the Trados menu in PowerPoint. A progress indicator appears briefly on your screen.

2 T-Window for PowerPoint creates a text only file which contains all the available text for translation. The file has the same base name as your presentation with the extension `.txt`.

3 Open the text only file in Word or Notepad.

4 If you wish to analyse the text against an existing translation memory, open the text-only file in Word, save it out as `.rtf` and run TRADOS Translator's Workbench Analyse feature.



TIP

Compare the text contained in the text-only file against a hard copy printout of your PowerPoint presentation. Text not found in the text-only file is not PowerPoint text and therefore is not available for translation in T-Window. Use the file to assess where hard returns or tabs will split the translation segment. Use this information to clean up your PowerPoint presentation before starting translation.

Word Counts

Different applications have different methods of counting words. As a result, you will rarely find two separate applications generating the identical word count for the same text or document. This also applies to T-Window. The total word count in a presentation generated by T-Window's Presentation Statistics command may differ slightly from the word count from the Translator's Workbench analysis of the text file generated using Extract Text. Word counts carried out using Word would also yield different results. However, the word counts should not differ by a large percentage. Select the word counting utility that fits your own translation process.

Fonts

Before starting to translate, ensure that all the fonts contained in the presentation for translation are correctly installed on your computer. Sometimes the language into which you are translating may contain characters that are not supported by the original font in the source presentation. Where this occurs, use the T-Window formatting toolbar to apply the correct font to the target text. T-Window will always apply the default formatting from the source text to the target text.

Presentation clean up before translation

Before sending your presentation out for translation, scroll through it and look for formatting which may cause problems during translation.

Examples of this type of formatting are:

- Tabs used instead of indenting text
- Many cosmetic hard returns which split translation units

It is a good idea to clean up your presentation before sending them to translation. Taking these steps in the source language presentation will mean that each translator will not have to carry out the same task for each language into which the presentation is being translated.

TRANSLATION

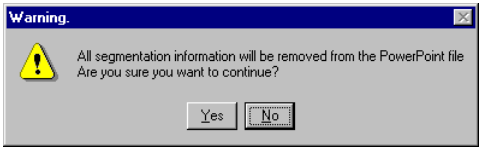
The translation phase of the T-Window workflow has already been examined in detail in Chapter 2. The following list contains some of the steps which form part of the translation workflow.

- Saving. The translator should save their presentation frequently. See "Saving the Presentation" on page 2-10.
- Spell-checking. Once the translation phase is complete, the translator should spell-check the translated presentation. See "Spell-checking" on page 2-20.
- Revising translated segments. Where changes need to be made to the translated presentation, they should be made using T-Window. See "Revising Translated Segments" on page 2-23.

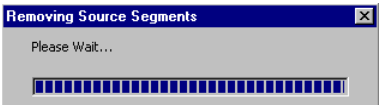
POST-TRANSLATION PROCESSING

During translatio,n both source and target text information is stored in the PowerPoint presentation. This enables you to make changes to translated text using T-Window. Although this information is invisible, it increases the size of the PowerPoint presentation. Once translation is complete and all changes have been implemented in the translation memory, you are ready to remove the source segments.

1 Exit the T-Window. Select Remove Source Segments from the Trados menu in PowerPoint. A warning message appears.



2 If you are sure that you do not wish to make any further changes to the translated presentation, click Yes. A progress bar appears briefly on your screen.



Now all source segments have been removed from your presentation.

WARNING!

Removing source segments from your presentation cannot be undone. Make sure that you are satisfied that your translation is complete before running the Remove Source Segments command.

TROUBLESHOOTING

While using T-Window for PowerPoint, you may run into a some issues. The following section will help you deal with problems quickly and efficiently.

NO ACTIVE PRESENTATION

There is no presentation open. You must open a presentation before you will be able to start translation using T-Window.

NO ACTIVE TRANSLATION MEMORY

There is no translation memory open. You must open a translation memory in Translator's Workbench before attempting to start translation in T-Window.

PROCESSING SPEED

When you are running MultiTerm '95 Plus! in conjunction with T-Window for PowerPoint, the translation sequence and screen refresh may be less than optimal.

MISSING FONTS

If you do not have all the fonts contained in a presentation on your machine, T-Window will not be able to present any text for translation. For more information, see "Missing Fonts" on page 2-7.

SEGMENT NOT FULLY DISPLAYED

T-Window only displays part of the text for translation. Adjust the font display size using T-Window's Zoom button on the T-Window formatting toolbar. By setting the Zoom to a lower percentage, T-Window will display the entire segment.

ENTIRE SLIDE NOT DISPLAYED

Not all of the slide is displayed in PowerPoint. Adjust the PowerPoint Zoom to display the whole slide on screen. To set the Zoom in PowerPoint, either select Zoom from the View menu or select the zoom percentage from the drop-down zoom percentage list in the standard toolbar.

OLE SYMBOL

The first time you open a segment in T-Window, the source segment displays in the Translator's Workbench Source Window preceded by an OLE symbol. Exit T-Window and re-open the segment. You will now find that the OLE symbol has been replaced by the familiar T-Window icon.

COLOUR DISPLAY IN TRANSLATOR'S WORKBENCH

The colours displayed in the Translator's Workbench Source and Target Window are different to the colours displayed in T-Window for PowerPoint. This will happen, sometimes, because Translator's Workbench uses only 16 colours, whereas PowerPoint can display thousands.

GLOSSARY

TRANSLATION MEMORY TERMINOLOGY

If you are an experienced Translator's Workbench user, most of the terminology in this User Guide will already be familiar to you. However, if you are new to TRADOS Translator's Workbench and the other fine translation tools from TRADOS, you will find this terminology list helpful. For a full explanation of all Translator's Workbench terminology, please refer to the documentation shipped with TRADOS Translator's Workbench.

100% MATCH

A 100% match represents an exact match between the current segment (the new segment in the source window) and at least one other segment stored in the translation memory (TM).

C

CLOSE

Closes the currently open translation unit without saving the translation in translation memory and ends translation mode. This is useful if you would like not to save your current translation to TM. If the target field is empty, Translator's Workbench will restore your original source text in the same way as Restore Source.

CONCORDANCE

After selecting a word or other sentence part in your word processor, use the Concordance command to search the translation memory for the selected text. If Translator's Workbench can find the same or similar text, it will open a Concordance window showing all matching translation units.

COPY SOURCE

Copies the source sentence to the target field. This button is helpful if the target sentence is very much the same as the source sentence.

E

EXPAND SEGMENT

Expands the current source segment by one sentence. During translation, you may decide to translate two source sentences with one target sentence. This is what the Expand Segment command is there for. A segment cannot be expanded past a paragraph end marker (¶). In this case, a beep sounds and Translator's Workbench displays the message "Cannot resize segment".

After resizing the segment, you may want to search the translation memory for a potential match. To do this, press the shortcut [Ctrl] + [Alt] + [·]. If Translator's Workbench can find a match, it will transfer the target segment to the Translation Window.

F

FUZZY MATCH

A fuzzy match is where the TM has found a segment in its database which is similar but not identical to the current segment. You can set the percentage of fuzzy matching yourself. A segment stored in the TM may match the new segment exactly, except for the formatting. In that case, a formatting penalty would be applied and the 100% match would become a fuzzy match.

G

GET CURRENT PLACEABLE

Copies the current placeable (tag, graphic, field, hyperlink or other non-translatable element) to the target field at the cursor position. You recognise the current placeable element by the bold blue bracketed underlining.

GET CURRENT TERM

Transfers the translation of the currently highlighted term (bold red bracketed line) to the target field.

GET NEXT PLACEABLE

Copies the next placeable (tag, graphic, field, hyperlink or other non-translatable element) to the target field at the cursor position. You recognise placeable elements by a blue bracketed underlining.

GET NEXT TERM

Transfers the translation of the next term to the target field.

GET PREVIOUS PLACEABLE

Copies the previous placeable (tag, graphic, field, hyperlink or other non-translatable element) to the target field at the cursor position. You recognise placeable elements by a blue bracketed underlining.

GET PREVIOUS TERM

Transfers the translation of the previous term from the MultiTerm database to the target field.

GET TRANSLATION

Transfers the translation currently displayed in Workbench's Translation Memory window to your document. This is useful if you would like to transfer a fuzzy match other than the one initially suggested by the Open/Get function.

O

OPEN (IN TRADOS MENU OR TOOLBAR)

Opens the current sentence and searches for potential matches in translation memory. When you are using Translator's Workbench, the term Open refers to the translation unit rather than the translation memory.

OPEN/GET

Opens the current segment, searches for potential matches in the translation memory and transfers the translation — if any — to your document. This refers to the command Open Translation Unit and Get Best Match From Translation Memory.

PLACEABLE

A placeable refers to a part of a segment which has been identified as a non-text item, for example, a number or a hyperlink. It does not require translation, but it must be 'placed' in the correct location in the target segment.

R

RESTORE SOURCE

Undoes the last translation and restores the original source sentence. This is useful if you would like to get your source text back without having to enter a translation.

S

SEGMENT

A segment is a piece of text which in itself represents a logical unit. A segment is most often a sentence, but can also be another part of speech or a heading.

SET/CLOSE

Closes the currently open translation unit, saves it in translation memory, opens the next sentence and transfers the translation — if any — to your document. This command will also close the translation window.

SET/CLOSE NEXT OPEN/GET

This command means that you wish to confirm the translation and move on to the next sentence. It closes the currently open translation unit, saves it in the translation memory, opens the next sentence and transfers the translation — if any — to your document.

SOURCE

Refers to the original language segment or the source language window.

T

TARGET

Refers to the language the text is being translated into.

TRANSLATION UNIT

Refers to a segment and its corresponding translation as they occur in the TM database.

TRANSLATE TO FUZZY

Translates all 100% matches automatically, starting from the currently open translation unit, and stops at the next fuzzy match.

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