

# Fusion 5.5 – Getting Started Guide



**This guide applies to:**

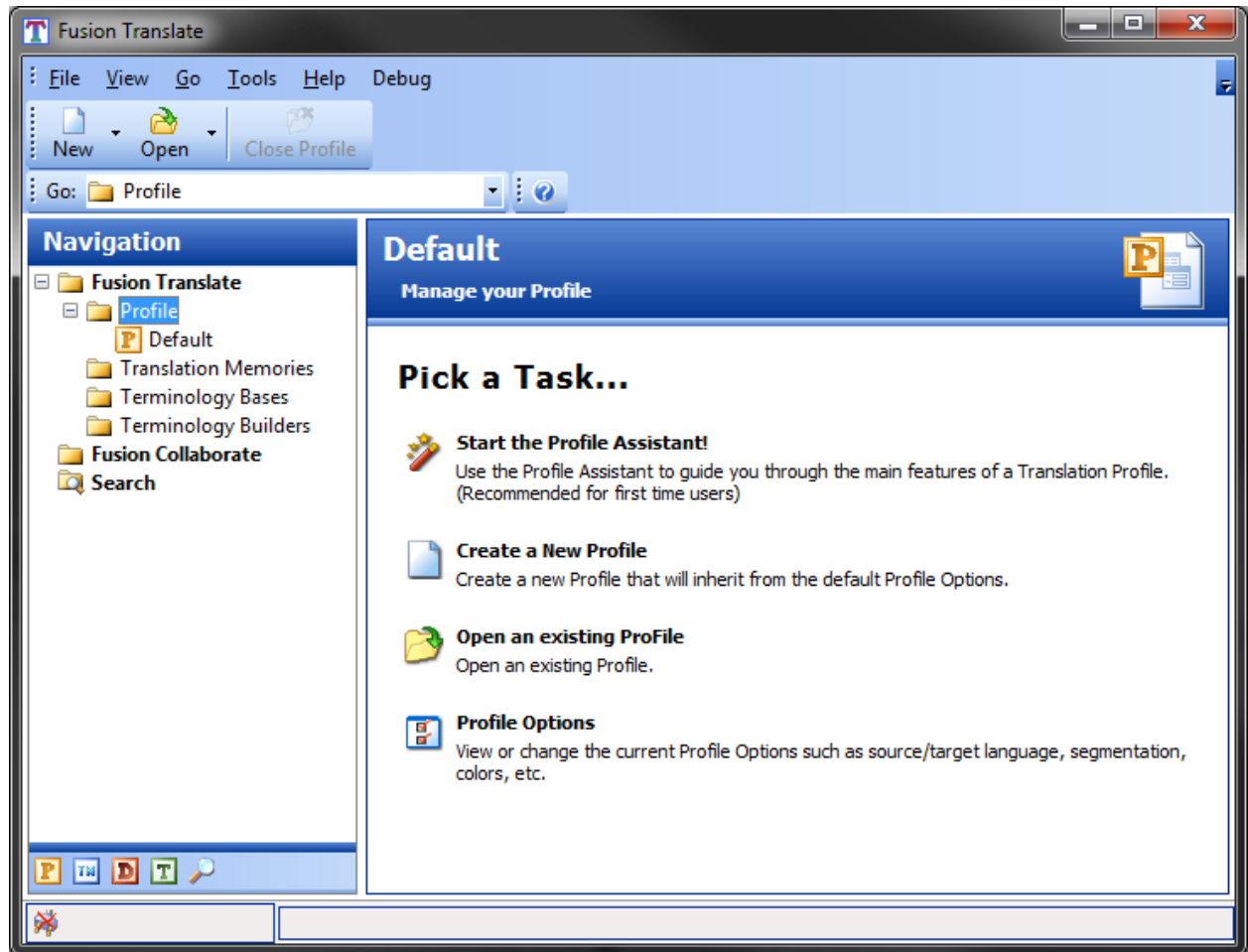
**Fusion One**

## Table of Contents

|                                                         |    |
|---------------------------------------------------------|----|
| Startup and connection to the server .....              | 3  |
| Creating a New Profile .....                            | 7  |
| Creating a New Translation Memory.....                  | 9  |
| Selecting the working Translation Memories .....        | 12 |
| A.    Selecting the Translation Memories to search..... | 12 |
| 1.    Selecting the TMs.....                            | 12 |
| 2.    Ordering the TMs.....                             | 14 |
| B.    Selecting the Translation Memory to update .....  | 16 |
| Translating a Word Document .....                       | 18 |
| A.    Start translating.....                            | 18 |
| B.    Basic Fusion functions in Microsoft Word.....     | 18 |
| C.    Advanced Functions in Microsoft Word .....        | 19 |
| Fusion Options.....                                     | 21 |
| A.    Segmentation.....                                 | 21 |
| 1.    Adding and Removing Delimiters .....              | 21 |
| 2.    Adding and Removing Abbreviations .....           | 26 |
| 3.    Applying Changes.....                             | 30 |
| Cleaning up a translated document .....                 | 32 |
| Updating the document after a client change.....        | 38 |

## Startup and connection to the server

1. Launch Fusion by clicking the Fusion icon on your desktop.  
The Fusion window will appear:



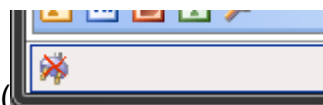
2. **NOTE: This step is only relevant if you work in a 'Client/Server' mode. Skip it if you are not**

In Fusion, check your connection to the server

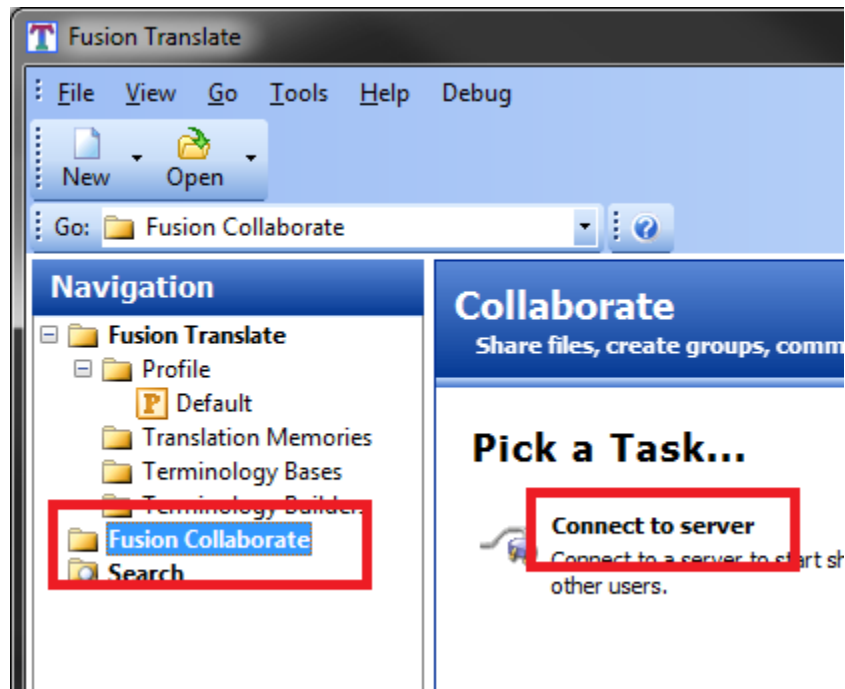
- a. A connection indicator is located on the bottom left-hand corner of



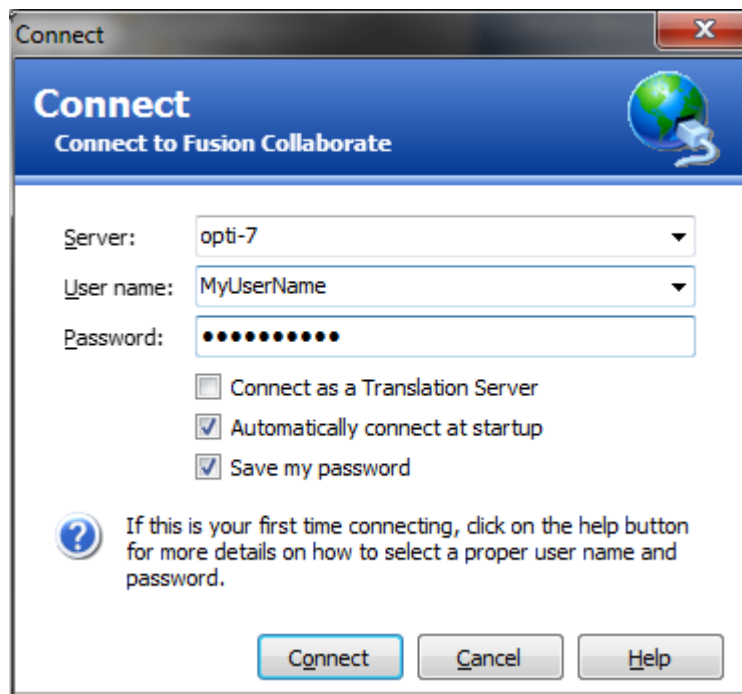
the window



- b. If you are not connected ( ), click the **Fusion Collaborate** link on the left-hand side, then click **Connect to server**



c. The connection options are as follows:

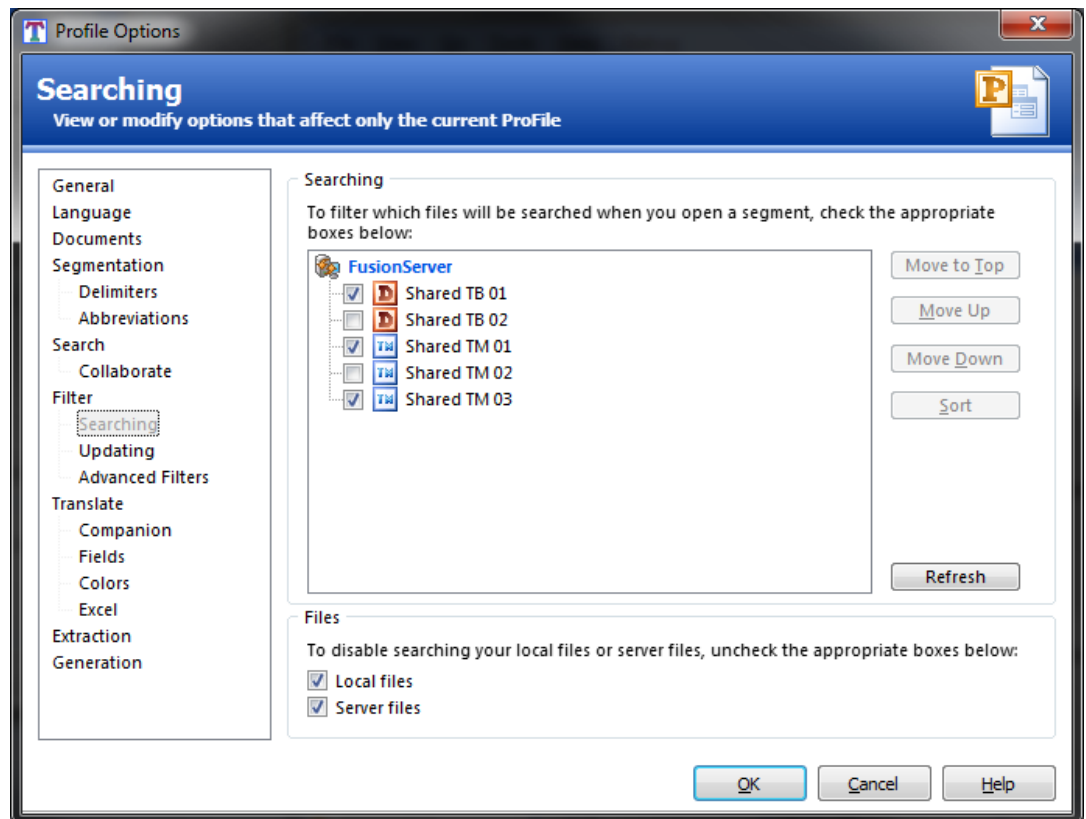


- i. Server : your server IP or name
- ii. Username : Fusion username, as decided by you or your administrator

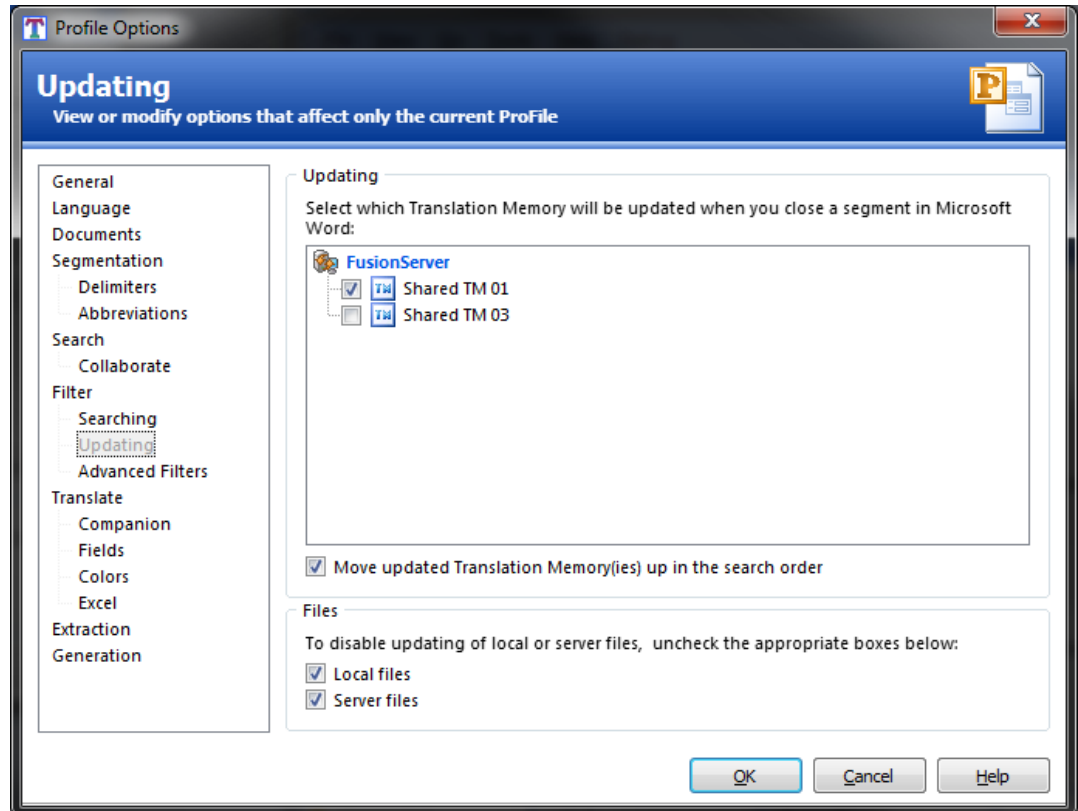
- iii. Password : Fusion password, as decided by you or your administrator
- iv. Connect as Translation Server : This option should **NOT** be checked
- v. Automatically connect at startup : Check this option if you want Fusion to connect to the server automatically when it is started. Use it in connection with 'Save my password'
- vi. Save my Password : Check this option if you want Fusion to remember your password

Once you have entered your connection details, click 'Connect'.

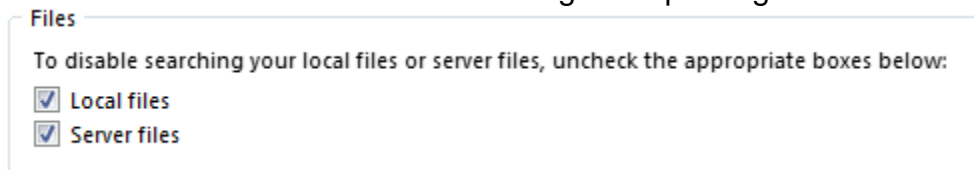
3. Check the Search and Update options
  - a. In Fusion, under the 'Tools' menu, click 'Profile Options'
  - b. In the 'Filter' section, select 'Searching' to specify the Translation Memories (TMs) that will be searched



- c. Still under 'Filter', select 'Updating' to specify the TM that will be updated



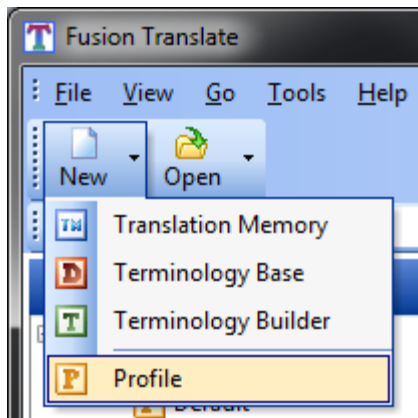
- d. Searching : you can select as many TMs as you wish, both locally and on the server
- e. Updating : you can select up to one TM to be updated both locally and on the server
- f. You can also choose filters for searching and updating



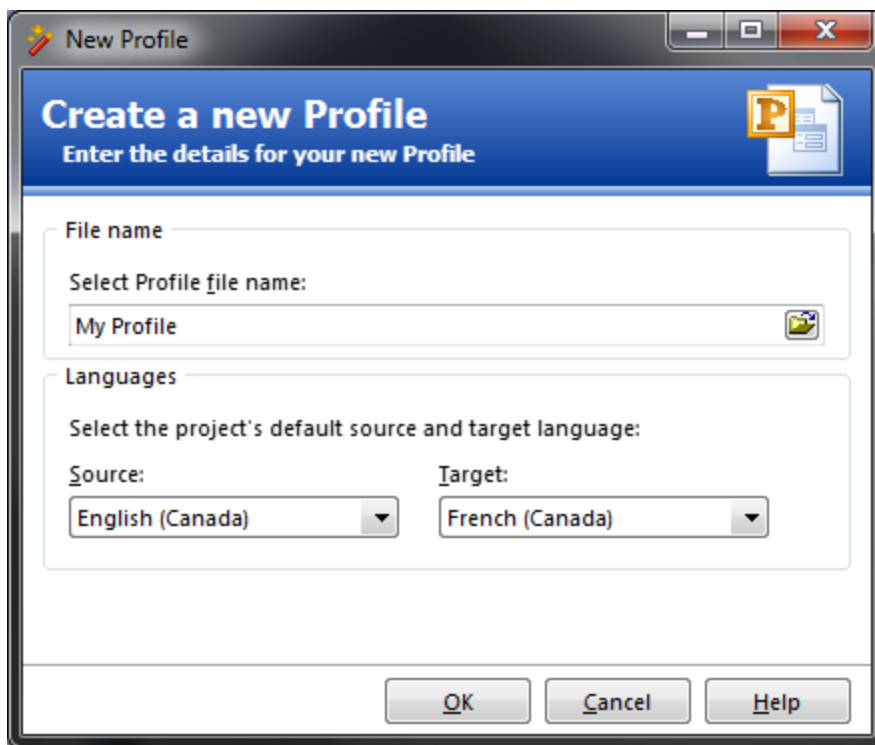
## Creating a New Profile

In Fusion, a Profile refers to a group of settings. You should create your own Profile rather than use the default one, as the default Profile has some limited capabilities.

1. Click the 'New' button on the Fusion main toolbar, and select 'Profile':

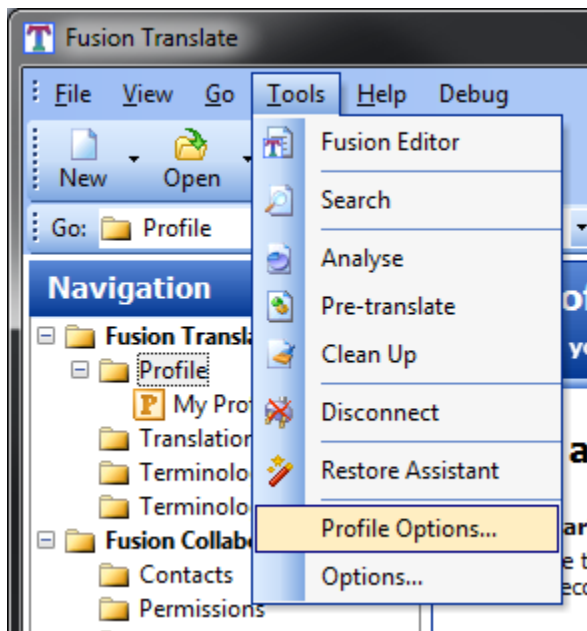


2. Enter a name for the Profile, and choose the language pair that is associated with the Profile:



3. Click 'OK'

Your Profile has now been created and is open in Fusion. To access and change your Profile options, click the 'Tools' menu in Fusion, then select 'Profile Options'.

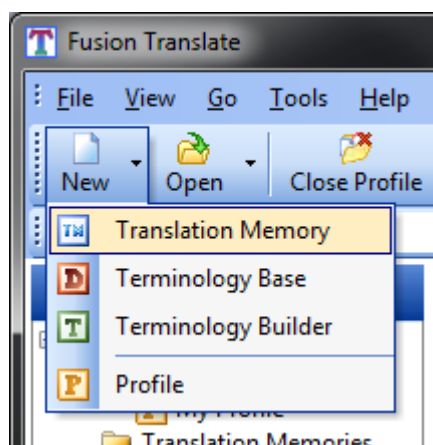


## Creating a New Translation Memory

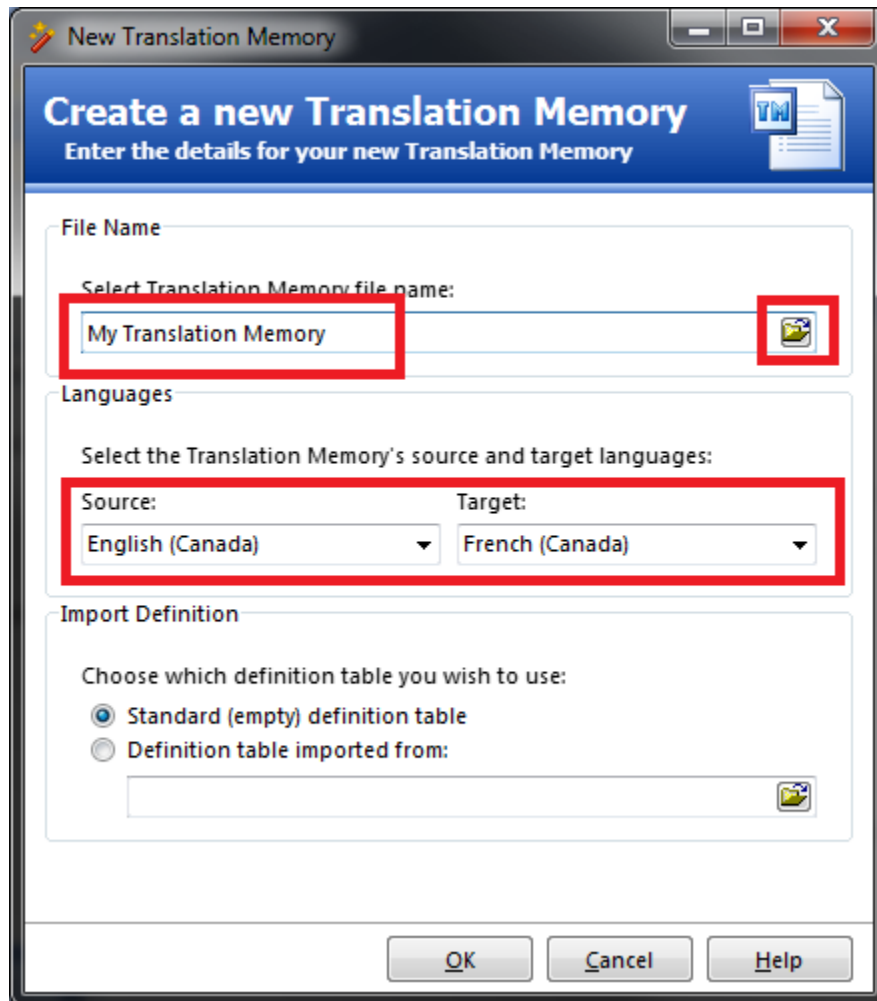
**IMPORTANT NOTE:** This section is targeted at users that work independently, or have a specific need to create a local Translation Memory. If you work connecting to a server within your company, chances are you will NOT need to create your own local Translation Memories.

In order for you to save the text you are translating and its translation, you must create one (or more) Translation Memory, or TM.

1. Click the 'New' button on the Fusion main toolbar, and select 'Translation Memory':

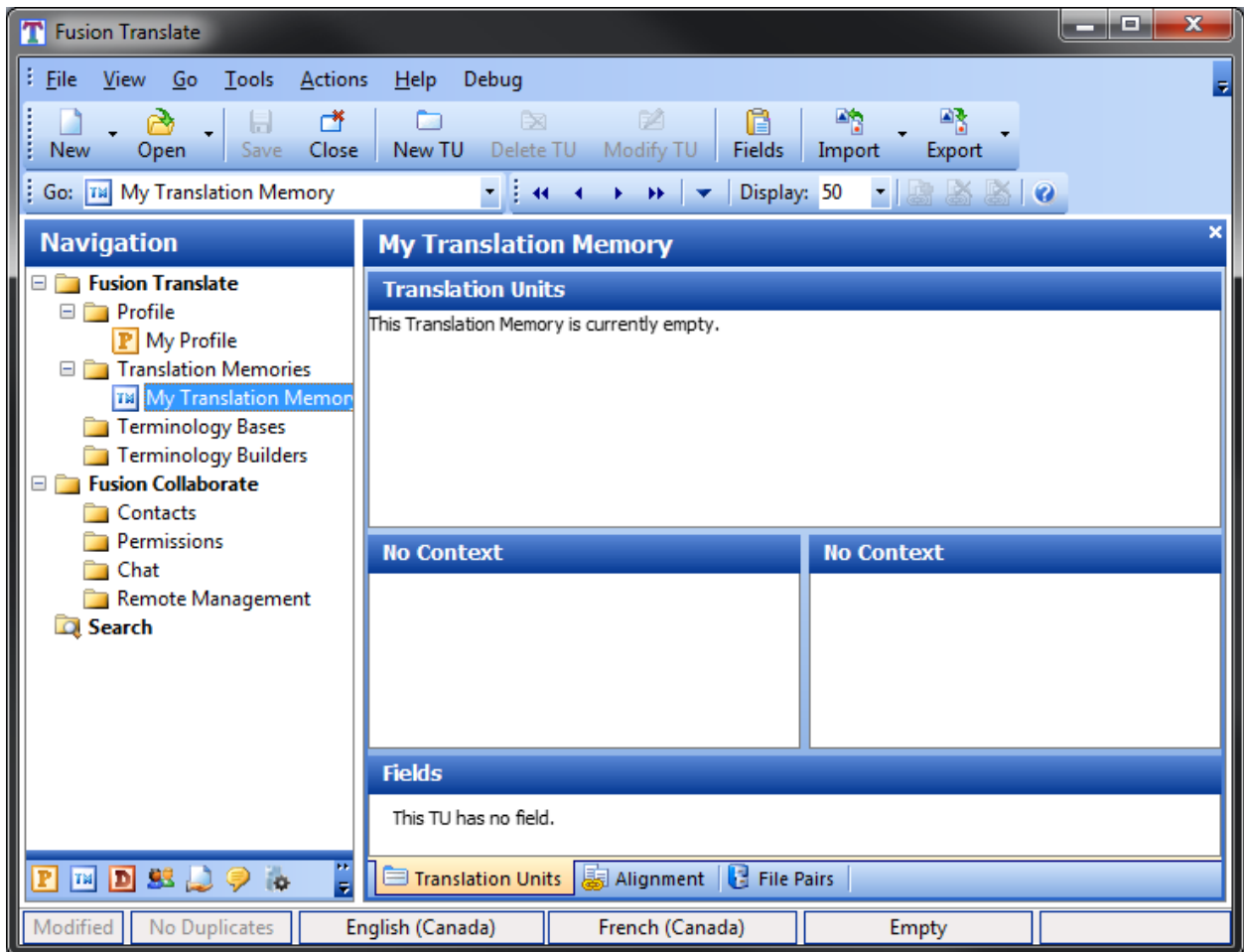


2. Type a name for your TM (you can also select a location on your hard drive(s) to store the TM, using the 'Browse' button. If you don't the TM will be stored under the default folder in Fusion Translate: 'My Documents\Fusion Translate\Translation Memory\'), then select the language pair that will be applied to the TM:



3. Click 'OK'.

Your TM has now been created and is open. For the time being, it is empty. It will populate as you update it with your translations.



It has also been added to the list of searched resources. To modify your search and update criteria, see the 'Filter' section in the Profile options.

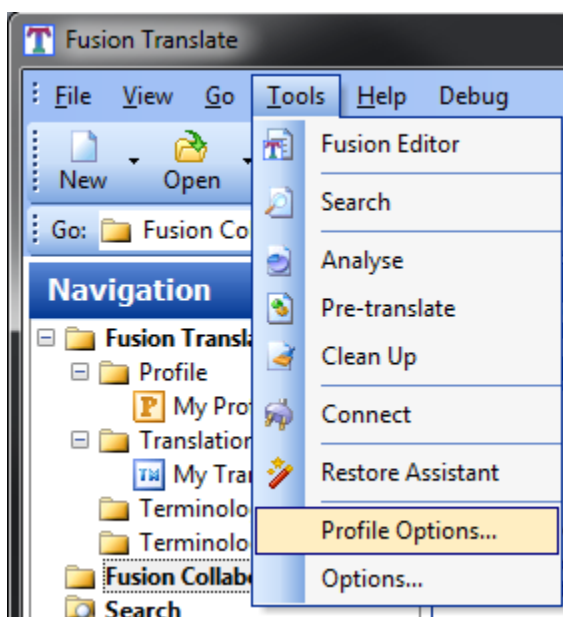
## Selecting the working Translation Memories

### A. Selecting the Translation Memories to search

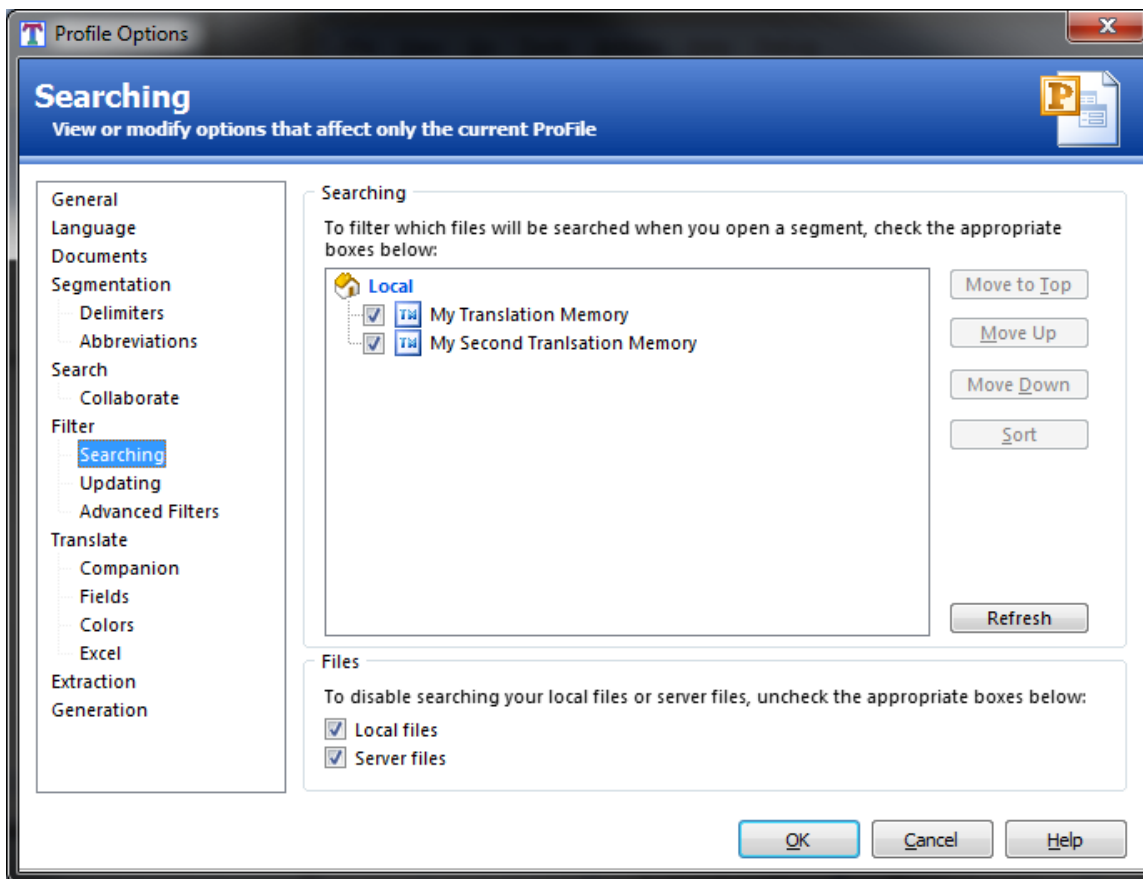
Fusion allows to search multiple Translation Memories (TMs) at the same time. When a segment is opened, it is compared against each of the TMs that you have selected and returns the matches it finds in each.

#### 1. Selecting the TMs

You can search any of the TMs you have opened locally (and/or, if you are working in client-server mode, any of the TMs that are shared to you). To select the TMs, open the 'Profile Options' window via the 'Tools' menu:

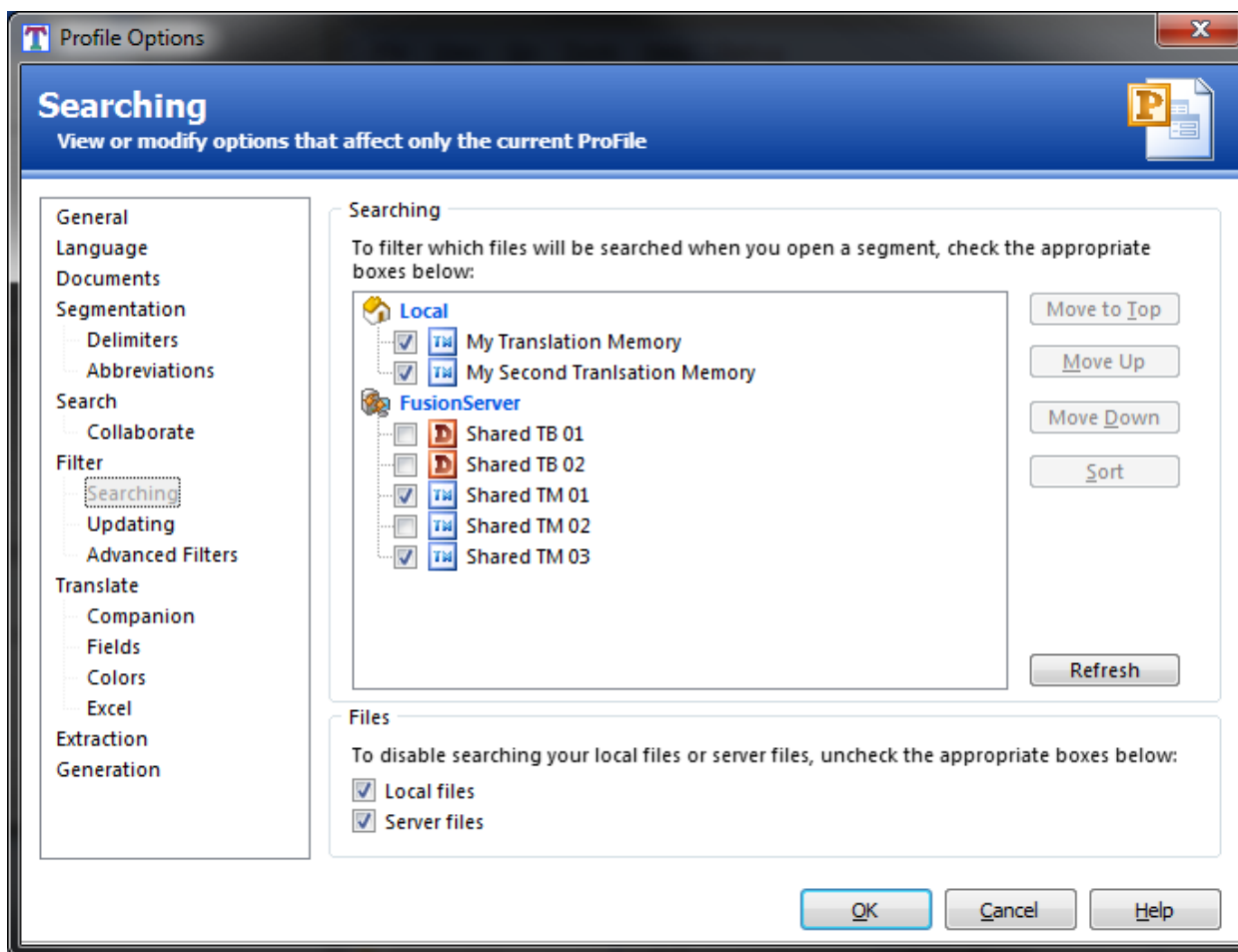


On the 'Profile Options' window, select the 'Filter – Searching' section:



All the TMs that are open on your machine are listed. Select the TMs you wish to search by checking their checkbox, uncheck the others.

If you are connected to a server, the TMs shared to you will be visible under the server's name:

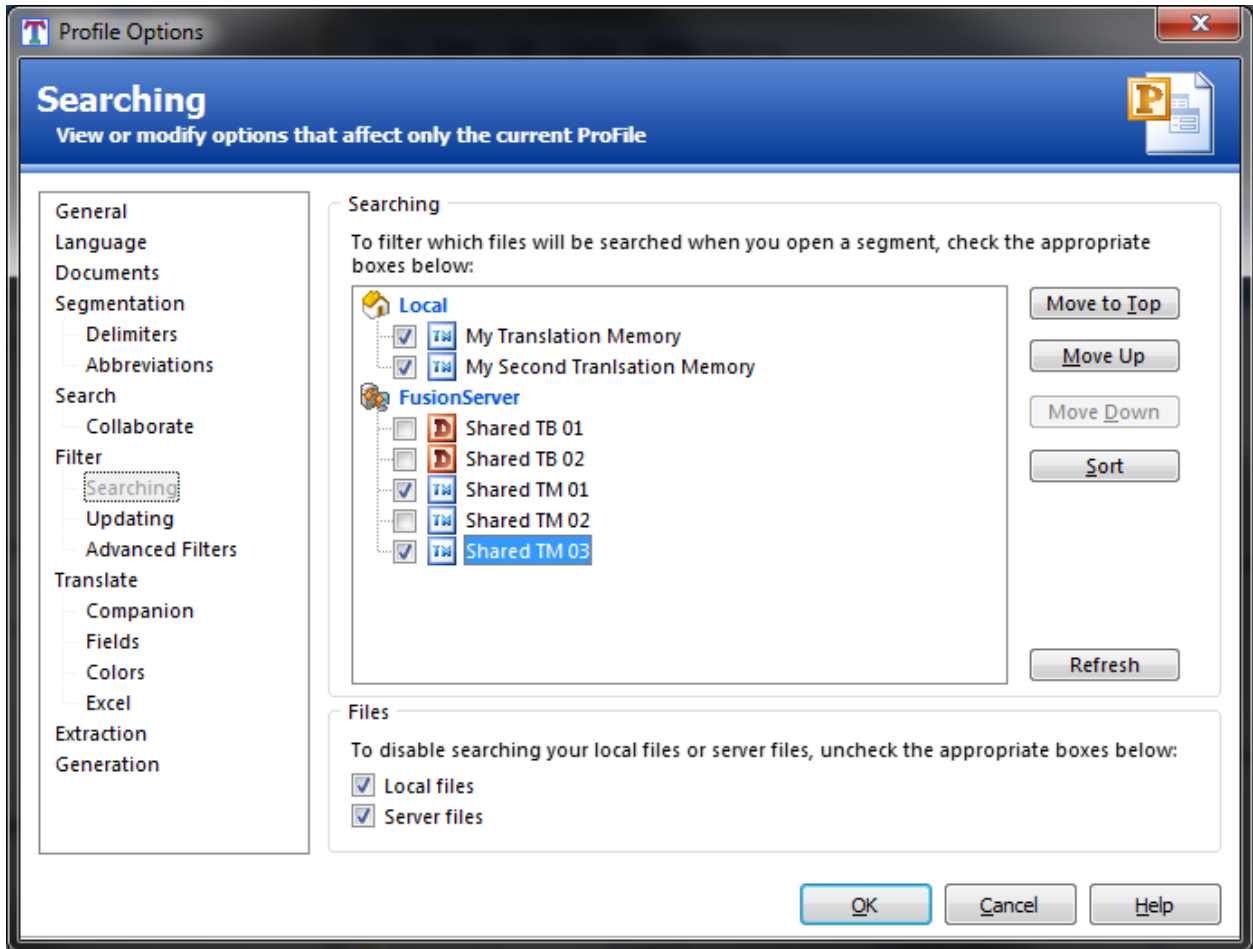


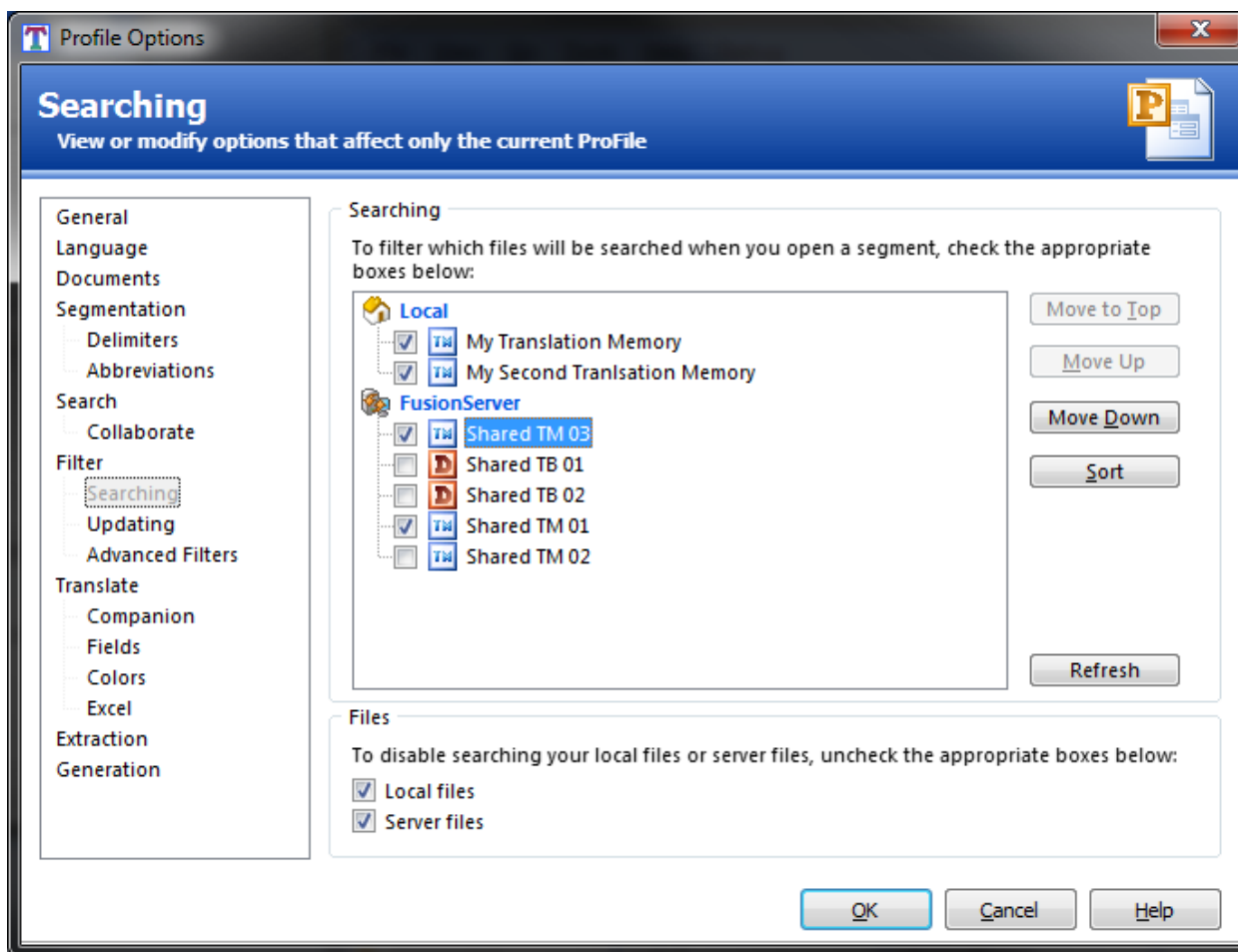
In this case, the server's name is "Fusion Server, and grants you search permissions on 3 TMs, and 2 Terminology Bases (TBs, not discussed in this introductory guide). Simply select the TMs and TBs you wish to work with on the current document by checking their checkbox:

## 2. Ordering the TMs

The order in which you search your TMs is important as it determines the order in which the matches found by Fusion are returned to you: for each result type (exact, fuzzy or expression), the results from the first TM/TB are returned first, those from the second TM/TB are returned second, and so on...

If you are searching more than one TM/TB, you can order them by using the 'Move Up', 'Move Down' and 'Move to Top' buttons. Simply select the TM you wish to move so it is highlighted, then click the appropriate button:





(After 'Move to Top')

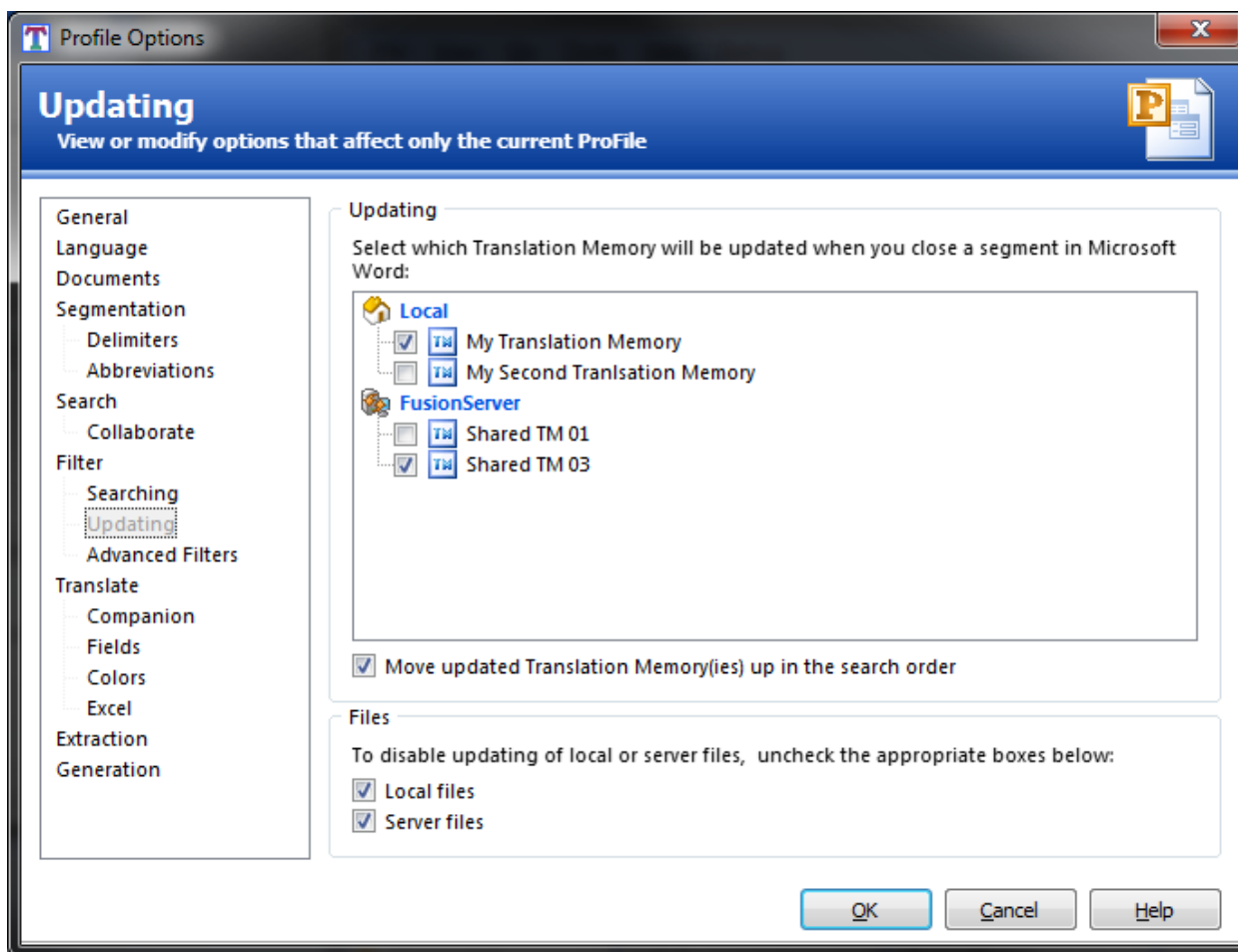
Note that the ordering of the local TMs/TBs and server TMs/TBs is independent.

Once you have selected and ordered the TMs and TBs, it is time to select the TM you wish to update.

## B. Selecting the Translation Memory to update

When working with Fusion, you can update a local TM (and/or, if working in client-server mode, a remote TM) with the translations you enter. The updating takes place in real-time, so the translations you enter at the start of a document are available to you as you go through the rest of the document.

To select the TM you wish to update, open the "Profile Options" window if it isn't already, then go to the 'Filter—Updating' section.



The TMs open locally (and, if working in client-server mode, the TMs shared to you with Update permissions) are listed. Select the one you wish to update by checking its checkbox.

When connected to a server, you can select a server TM to update, as well as a local one:

**NOTE:** Make sure you search the TM you are updating, otherwise the translations you entered at the start of the document will not be returned to you as you progress through your document.


Once you have made your selection, save your changes by clicking 'OK'. This will close the 'Profile Options' window and return you to the Fusion window.

## Translating a Word Document

### A. Start translating


1. Open the document to be translated in Microsoft Word
2. Locate the Fusion ribbon:



3. Position your cursor on the first sentence to be translated, then click the 'Close/Save & Next/Get' button (  - Alt+Down)
4. Two translation boxes appear : enter your translation in the second box



**Training**








**Formation**

5. When you have finished typing the translation, click the 'Close/Save & Next/Get' button again (  - Alt+Down); this will update the TM selected for updating with your translation

### B. Basic Fusion functions in Microsoft Word

These are the most common functions accessible via the Fusion ribbon:

| Button                                                                              | Command/function           | Description                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Close/Save & Next/Get      | Closes the segment and saves the translation in the specified TM, then opens the next segment then searches for potential matches in the TMs and Dictionaries and returns them in the target translation box. |
|  | Closes/Save & Previous/Get | Closes the segment and saves the translation in the specified TM, then opens the preceding segment then                                                                                                       |

|                                                                                   |                         |                                                                                                                                                           |
|-----------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                   |                         | searches for potential matches in the TMs and Dictionaries and returns them in the target translation box.                                                |
|  | Close/Save              | Closes the current segment and saves it to the specified TM.                                                                                              |
|  | Restore Source          | Restores the original source segment                                                                                                                      |
|  | Add as New translation  | If you wish to create a new translation in the TM being updated, rather than update the existing one, use this function <b>before</b> closing the segment |
|  | Search highlighted Text | Searches for the highlighted text in the Companion, without opening a segment                                                                             |
|  | Expand                  | Expands the size of the current source segment to include the next sentence. The segment cannot be expanded beyond a paragraph                            |
|  | Shrink                  | Shrinks the current segment, getting rid of the last sentence. The segment cannot be shrunk if it contains only one sentence                              |
|  | Copy Source to target   | Copies the source segment to the target translation box                                                                                                   |

**NOTE:** The following sections in a document must be 'entered' manually in order to translate them, Fusion will not automatically enter these sections unless you click inside them : footnotes, endnotes, comments, textboxes, headers and footers.

## C. Advanced Functions in Microsoft Word

**Transfer footnotes** : in the target translation box, position your cursor where you want the first footnote (i.e. the first one to appear in the source) to be positioned, then press Alt+1. Repeat for each subsequent footnote, using the appropriate number for the footnote (Alt+2, Alt+3... etc)

**Transfer Images** : in the target translation box, position your cursor where you want the image to be located, then click Alt+Shift+Y. Repeat for each image in the segment. (Also in the 'Fusion' ribbon under 'Copy -> More -> Copy Image/Object')

**Transfer hyperlinks** : in the target translation box, position your cursor where you want the hyperlink to be located, then click Alt+Shift+H. Repeat for each hyperlink in the segment. (Also in the 'Fusion' ribbon under 'Copy -> More -> Copy Hyperlink')

**Transfer Field Codes** : in the target translation box, position your cursor where you want the field code to be located, then click Alt+Shift+L. Repeat for each field in the segment. (Also in the 'Fusion' ribbon under 'Copy -> More -> Copy Field')

**Add as new translation** : It is possible, and likely, that you will have to translate a sentence for which a translation already exists in the TM. In that case, you have 3 options:

- You can use the translation that already exists if it is correct and suits your context. To do so simply select the appropriate result from the companion then move to the next segment.
- You can modify the existing translation and overwrite it in the TM, correcting an mistakes you find. To do so, select the appropriate result from the companion, modify the translation in the target box, then click 'Close/Save & Next/Get'.
- You can enter a new translation and also keep the existing one, rather than overwriting it. To do so, type your translation in the target box, then go to the Fusion menu and click 'Add as new translation'. Existing translations for the sentence will be kept and yours will be added to the TM.

## Fusion Options

### A. Segmentation

Fusion makes use of delimiters and abbreviations to segment sentences: when a delimiter character is found which is not preceded by an abbreviation, the sentence is segmented at that point.

For example, a full stop '.' followed by a space is one of the default delimiters in English. 'MR' is listed in the default abbreviations list for English. As a result, these sentences get segmented as follows:

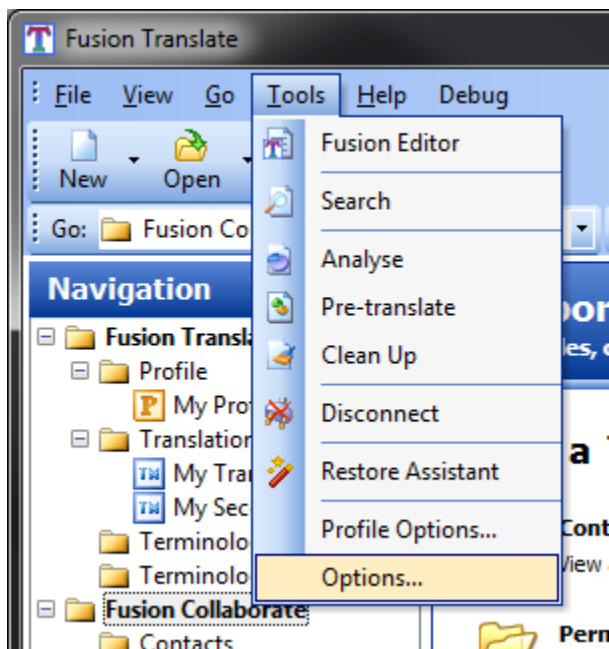
"Today is Monday. The weather is nice." gives 2 segments: "Today is Monday." and "The weather is nice."

"Mr. Jones is late. We will start without him." gives 2 segments: "Mr. Jones is late." and "We will start without him."

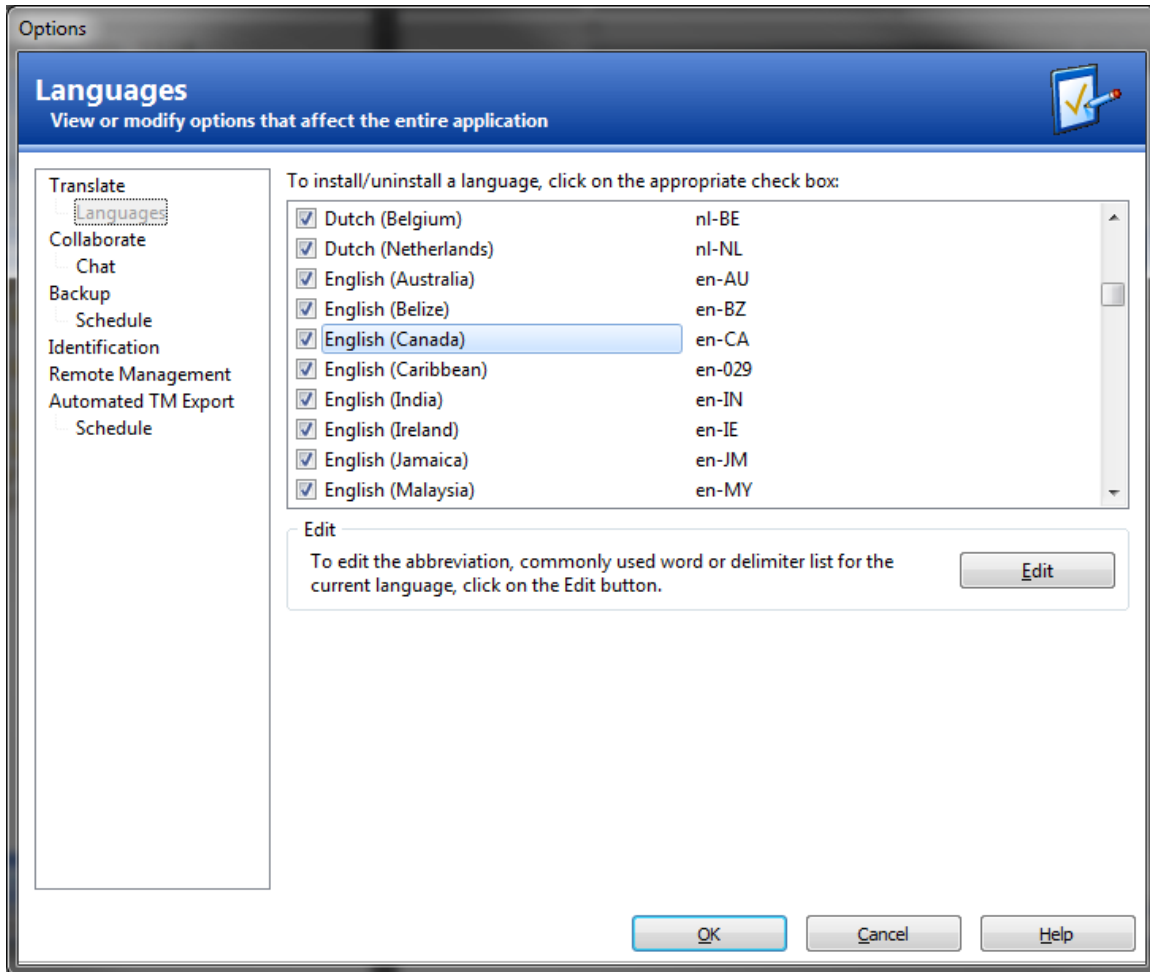
Note that the segmentation rules must be applied for the source language.

#### 1. Adding and Removing Delimiters

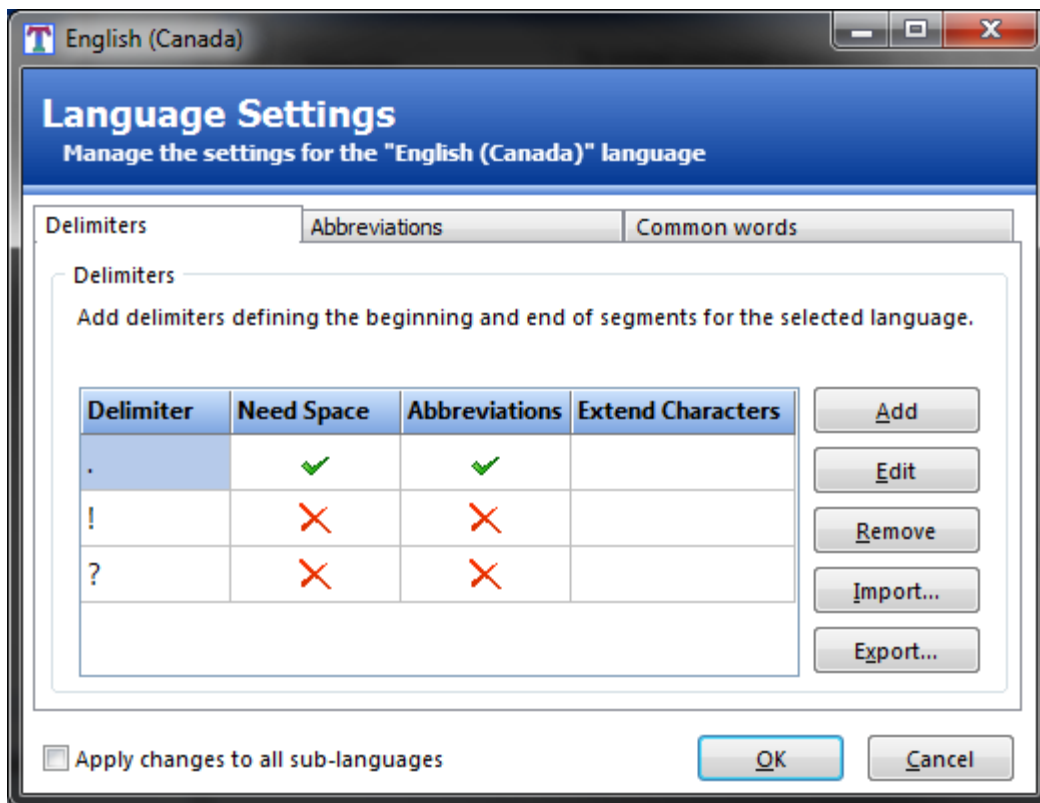
You can access and modify the delimiters list for each language from the Options window. In Fusion, select the 'Tools' menu and choose 'Options':



This brings up the Options window. Navigate to the 'Language' section, then highlight the appropriate language and click 'Edit':



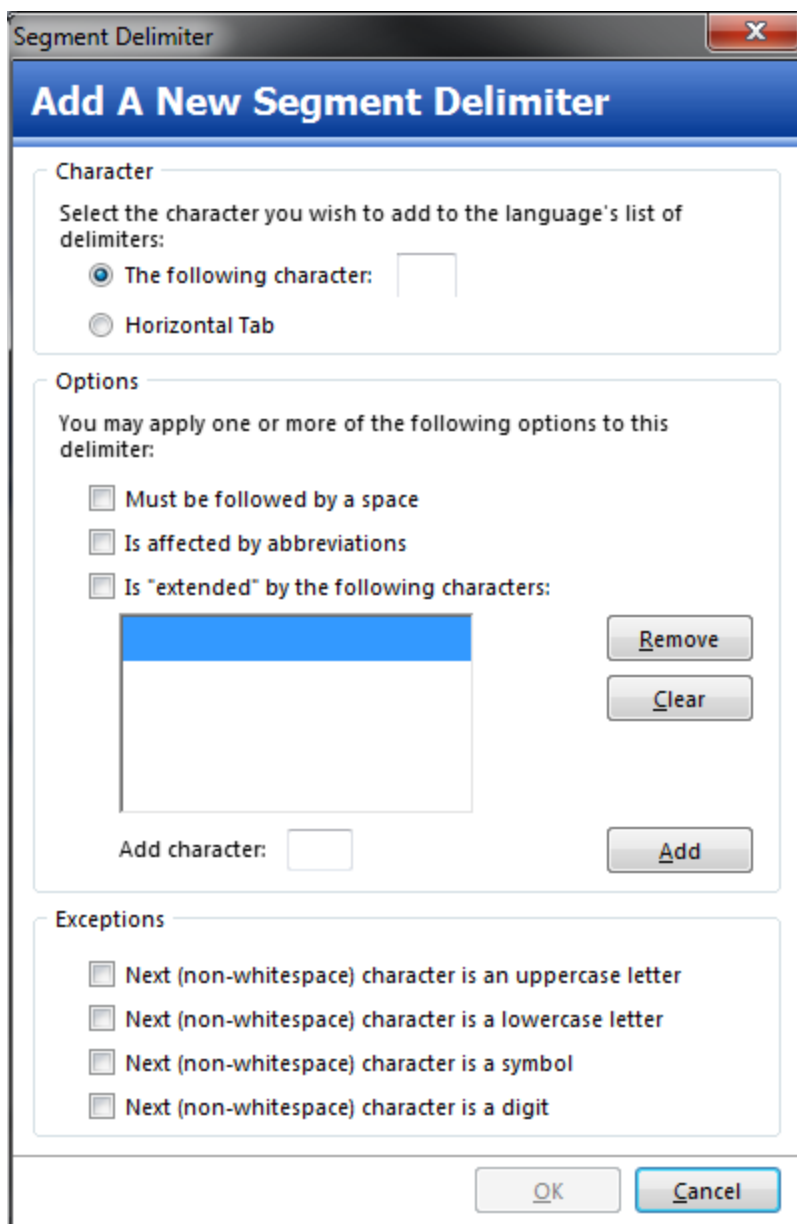
The Language Settings window will appear, displaying the details of the language you selected:



On the 'Delimiters' tab, you can see and modify the delimiters list for this language. In the example above, you can see the default list for Canadian English. If you translate a Word document that was created in Canadian English, these delimiters will apply:

- Full stop '.', followed by a space
- Exclamation mark '!', without the need to be followed by a space
- Question mark '?', without the need to be followed by a space

To add a new delimiter, click the 'Add' button:



**Segment Delimiter**

### Add A New Segment Delimiter

**Character**

Select the character you wish to add to the language's list of delimiters:

☒ The following character:

☐ Horizontal Tab

**Options**

You may apply one or more of the following options to this delimiter:

☐ Must be followed by a space

☐ Is affected by abbreviations

☐ Is "extended" by the following characters:

Add character:

**Exceptions**

☐ Next (non-whitespace) character is an uppercase letter

☐ Next (non-whitespace) character is a lowercase letter

☐ Next (non-whitespace) character is a symbol

☐ Next (non-whitespace) character is a digit

Enter the delimiter character you wish to add, and select the appropriate settings that will define when the chosen character will act as a delimiter.

For example, if we wanted to define the colon ( : ) character to act as a delimiter, with the condition that it must be followed by whitespace, and that is not affected by abbreviations, we would fill the form as follows:

Segment Delimiter

X

Add A New Segment Delimiter

Character

Select the character you wish to add to the language's list of delimiters:

☒ The following character:

:

☐ Horizontal Tab

Options

You may apply one or more of the following options to this delimiter:

☒ Must be followed by a space

☐ Is affected by abbreviations

☐ Is "extended" by the following characters:

Remove

Clear

Add character:

Add

Exceptions

☐ Next (non-whitespace) character is an uppercase letter

☐ Next (non-whitespace) character is a lowercase letter

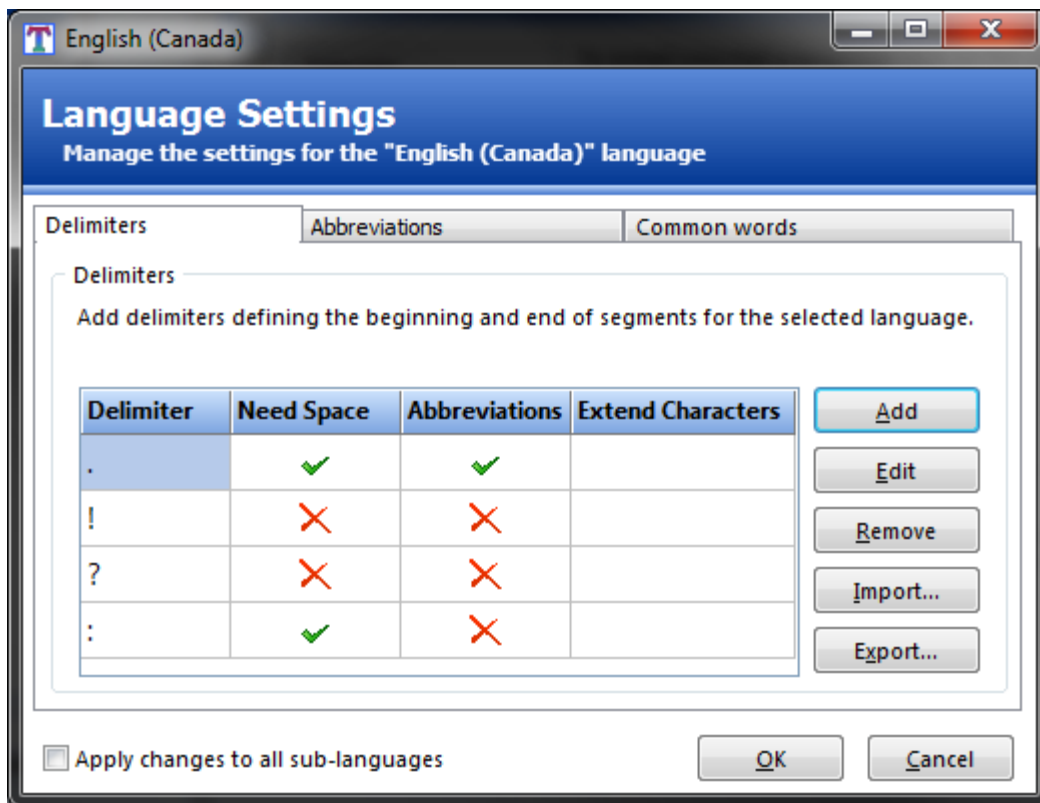
☐ Next (non-whitespace) character is a symbol

☐ Next (non-whitespace) character is a digit

OK

Cancel

When done, click 'OK'. Your delimiter is now added to the list.

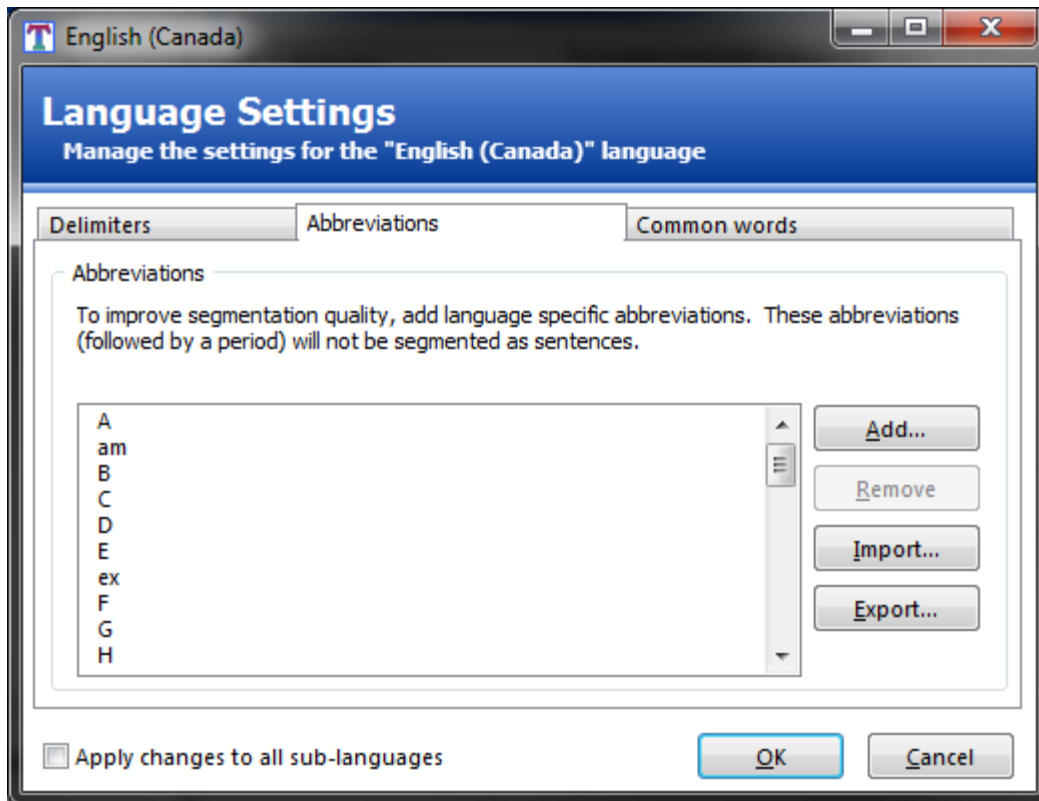


**NOTE:** you can only add single characters as delimiters

To remove an existing delimiter, select it in the list, then click the 'Remove' button.

## **2. Adding and Removing Abbreviations**

The list of abbreviations is also available from the segmentation window, on the 'Abbreviations' tab:



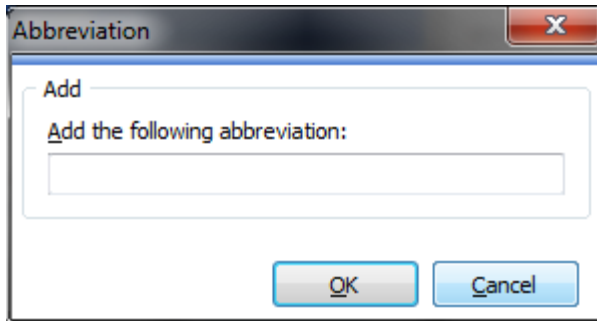
Abbreviations are words which, when followed by a segmentation delimiter that is affected by abbreviations, do not cause segmentation. The case (uppercase or lowercase) of the abbreviation does not matter. A default list exists for some languages. For example, using the delimiters shown above, the following sentences would get segmented as follows:

“Mr. Jones is late. We will start without him.” gives 2 segments: “Mr. Jones is late.” and “We will start without him.”

“Finally, put some fruits, e.g. strawberries, on top. Your cake is now finished.” Gives 2 segments: “Finally, put some fruits, e.g. strawberries on top.” And “Your cake is now finished.”

**Explanation:** in the second example, the first segmentation character found is the first ‘.’ after e: “... e.g. ...”. However, it is not followed by whitespace (which the full stop delimiter requires), so there is no segmentation at that point. The second segmentation character is another ‘.’, this time followed by a space. However this time, the word preceding it is “g”; “G” being in the list of abbreviations, there is no segmentation at that point. Finally, there is a ‘.’ followed by a space after “top”, which is not in the abbreviations list. Segmentation takes place at that point.

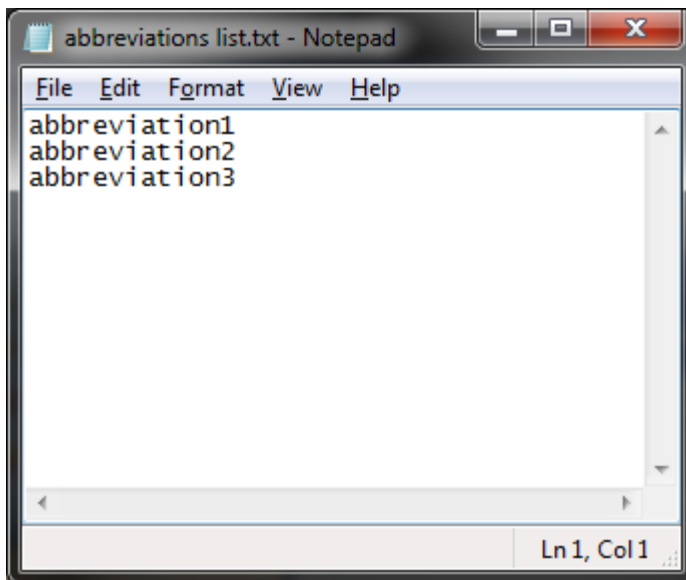
To add an abbreviation to the list, click the ‘Add...’ button:



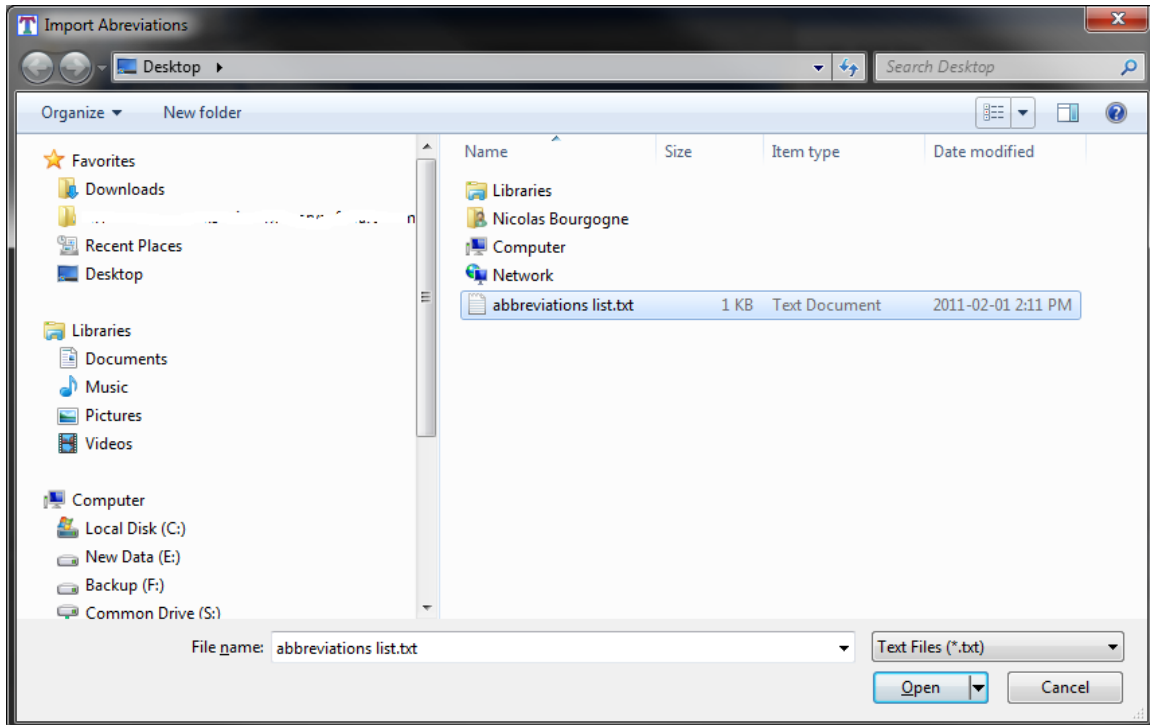
Enter your abbreviation in the field provided (remember, case does not matter), then click 'OK'. Your abbreviation has been added to the list.

To remove an abbreviation, select it in the list then click the 'Remove' button.

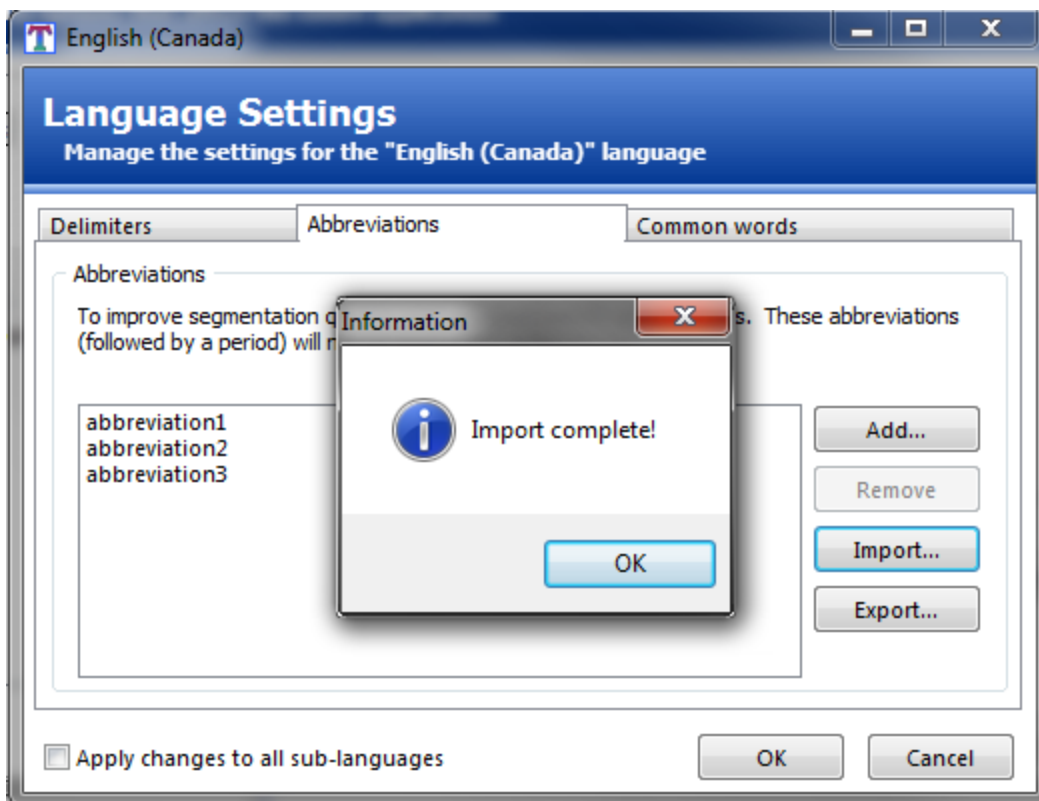
You can also import precompiled lists in .txt format. The .txt file must contain one abbreviation per line. For example:



To import the list, click the 'Import' button:



Select the .txt file that contains your list of abbreviations, then click 'Open'. When the import is complete, you will see the following message:





Importing a list removes all the existing abbreviations!

You can also export your list of abbreviations to a .txt file which follows the format described above. This can be useful to make sure that everyone within an organization uses the same list of abbreviations, and hence receives the same results from Fusion.

To export your list, simply click the 'Export' button, then select a name for the file you wish to export to, then click 'Save'.

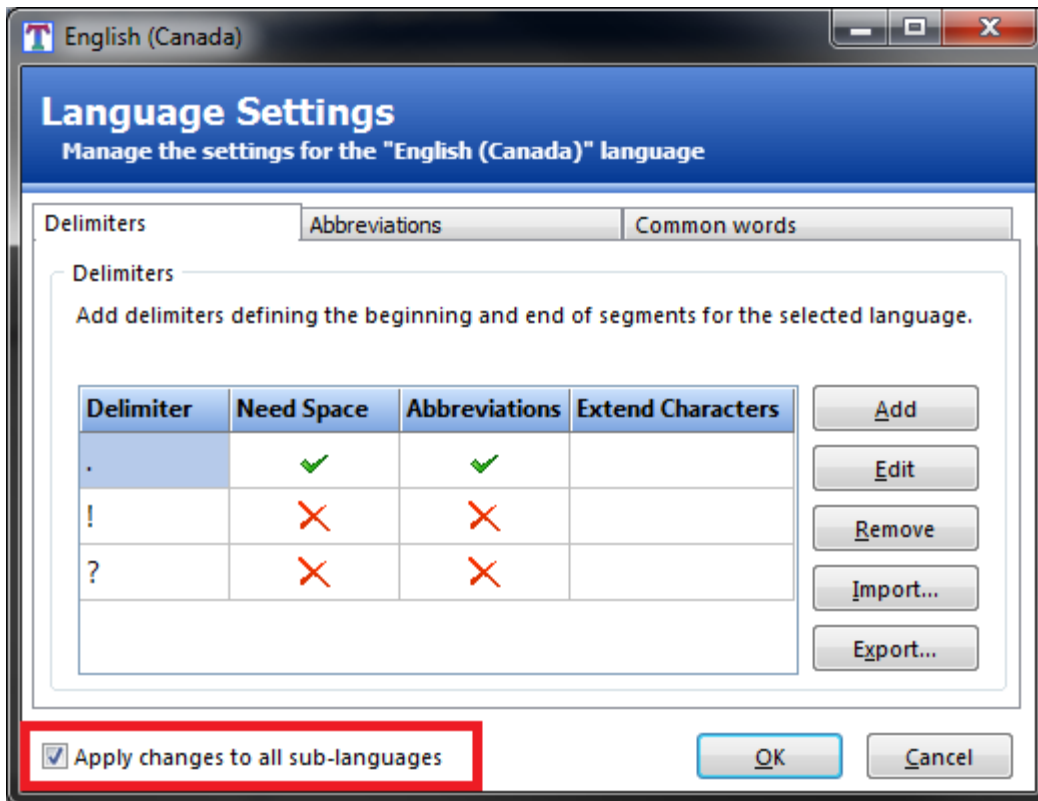
Exporting your list does not modify it in any way.

### **3. Applying Changes**

After you have made changes to the delimiters and/or abbreviations lists, you need to apply your changes. You have the possibility to apply those choices to all the locales of the main language you selected, or simply to the regional locale you initially selected.

In our example, we selected Canadian English (English (Canada)). We can decide to either apply our changes only to Canadian English, or to all locales of English listed.

If you wish to apply the changes to all the locales of your language, make sure to check the 'Apply to all sub-languages' checkbox:

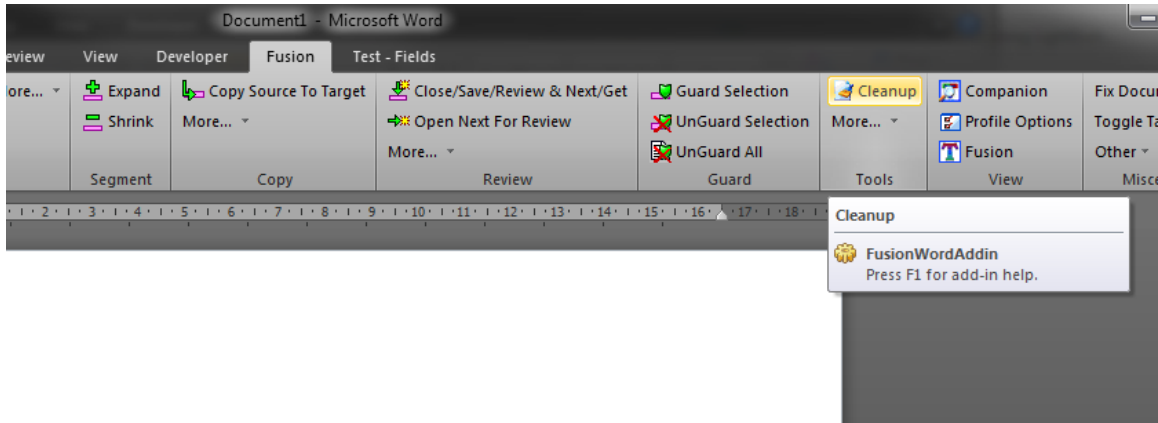


Otherwise, make sure it is not checked.

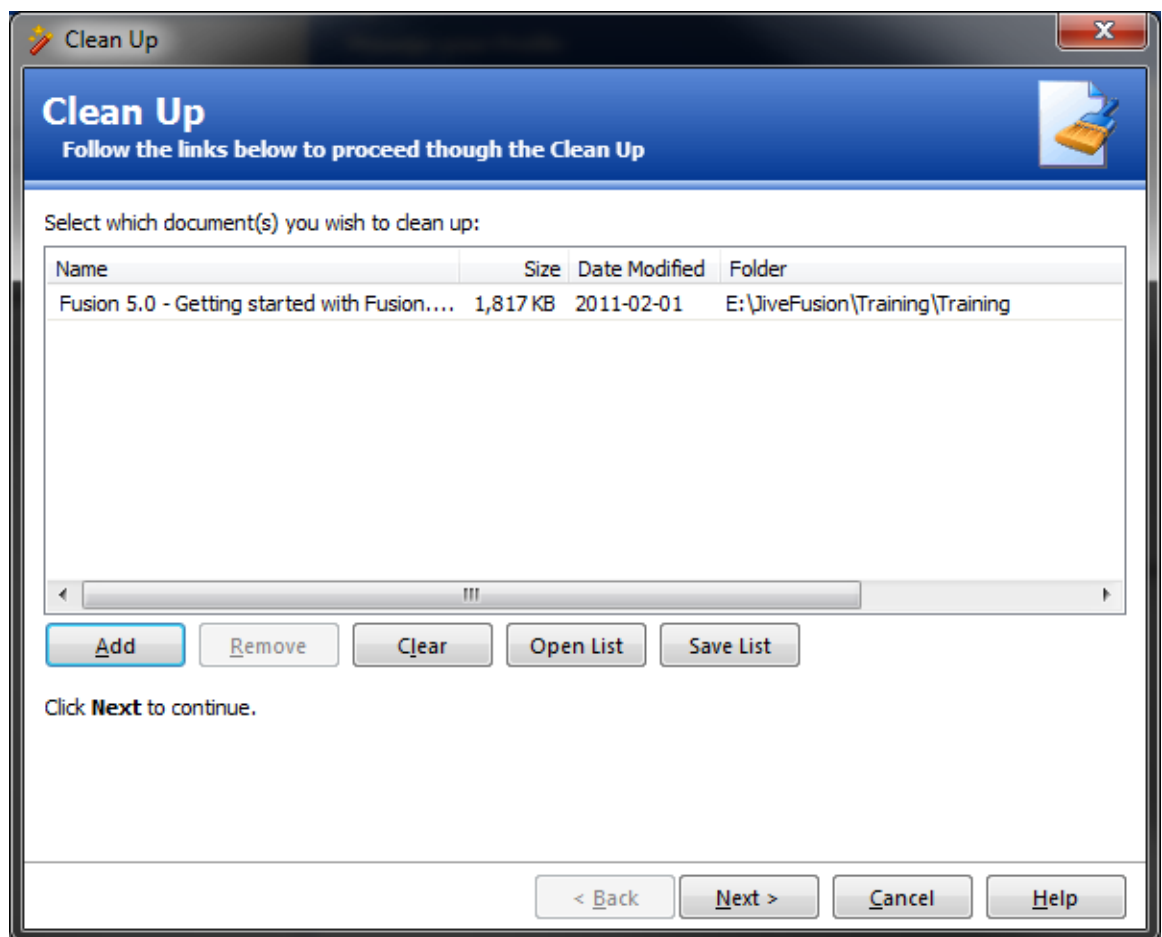
Then click 'OK'. Your changes have now been saved.

## Cleaning up a translated document

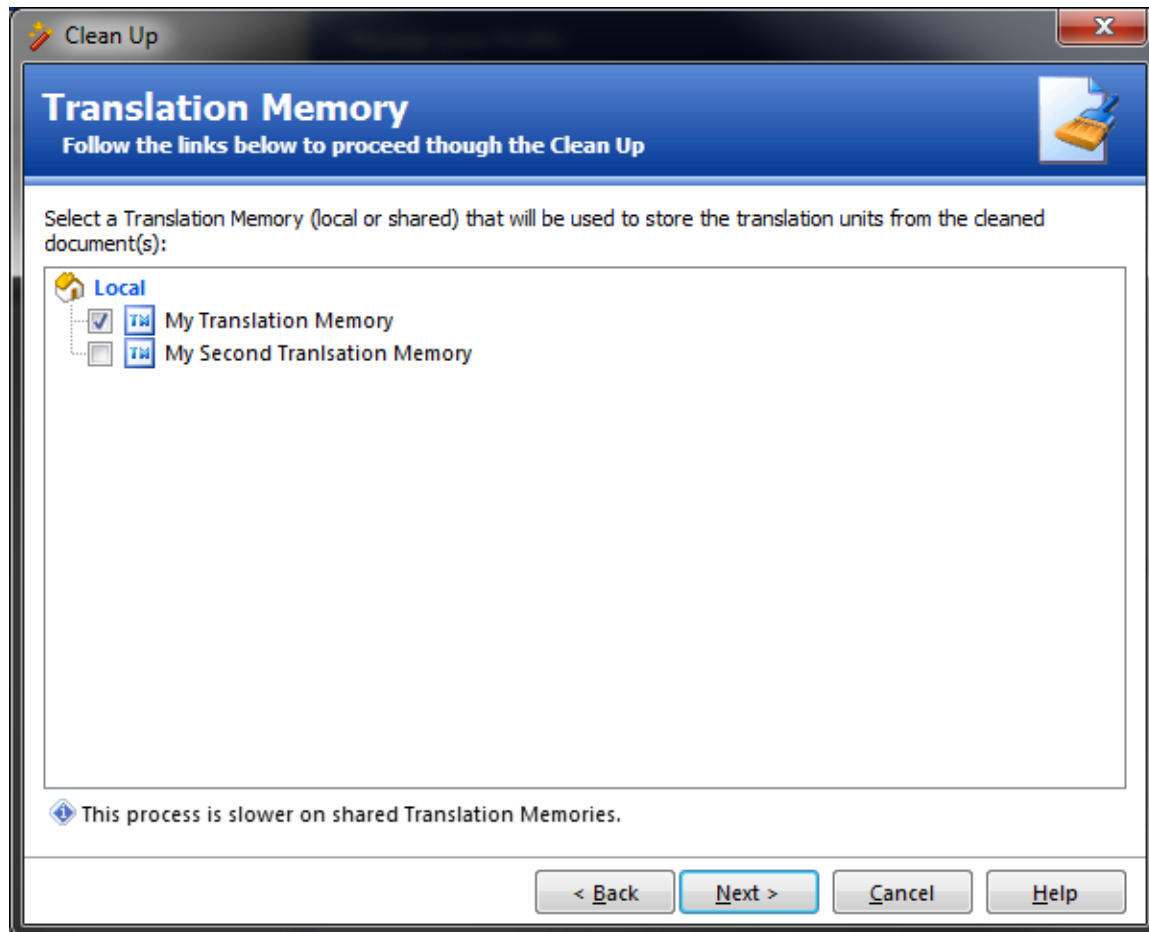
1. In Microsoft Word, open the 'Fusion' ribbon then select 'Cleanup' from the 'Tools' group



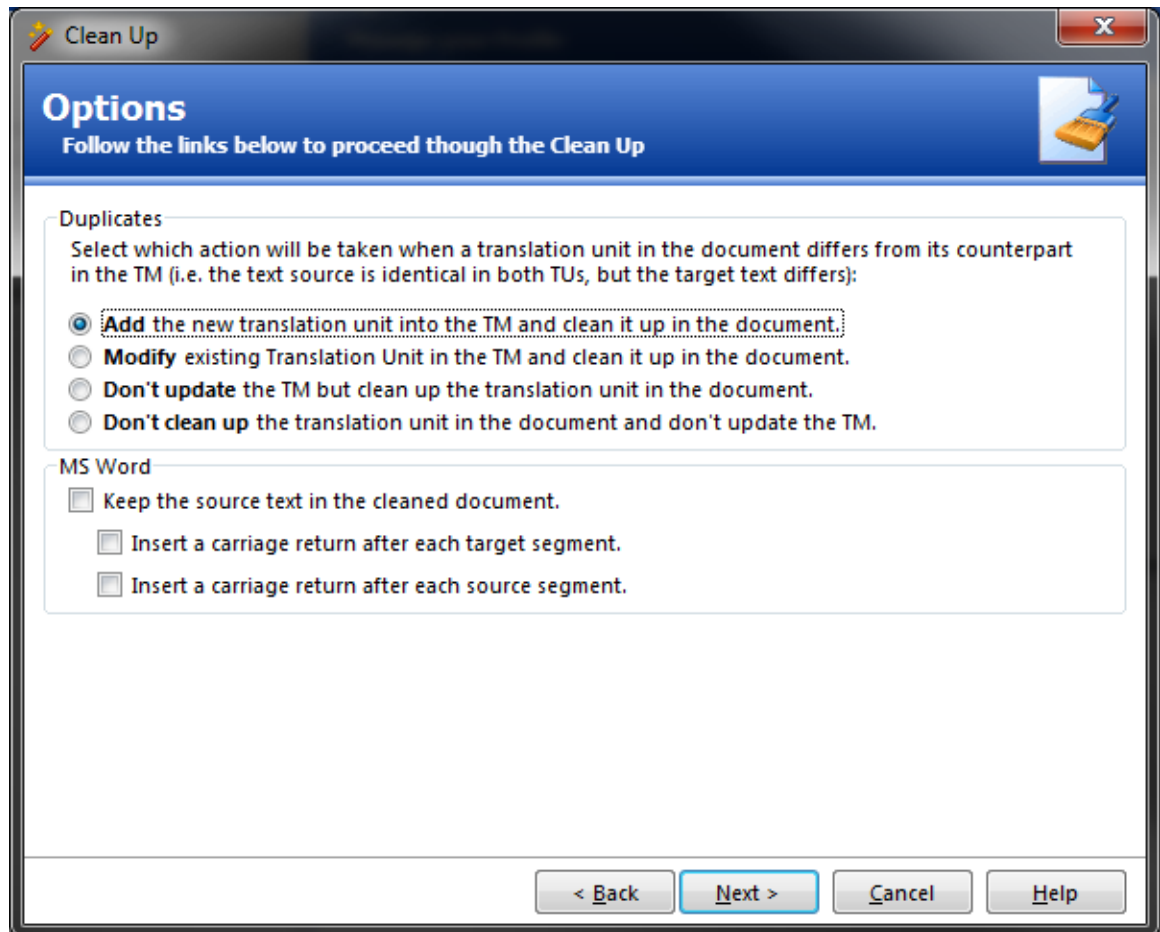
2. A dialog will appear, click 'Next'



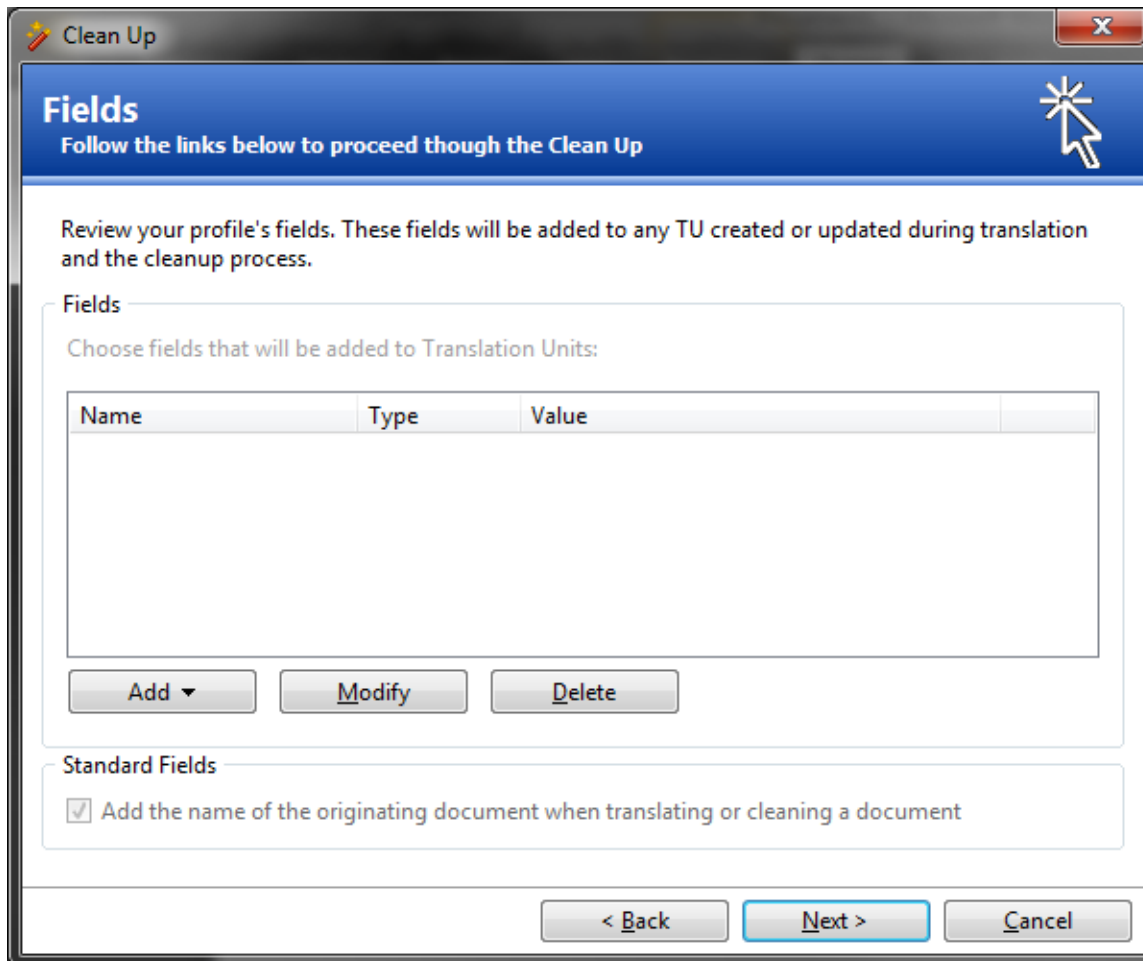
3. Select the TM into which you want to clean up the document (this will usually be the same one that was being updated during translation)



4. Select the following option you prefer for handling duplicates (when a translation appearing in the document being cleaned differs from the existing translation in the TM). Most people use “Add” so that both translations will exist in the TM, giving the translator more choices nexttime they come across the same sentence. Then click 'Next' to proceed:



5. The Profile Fields are added to TUs created or modified during the cleanup. In this window you can modify your current Profile Fields as needed (for more information on the Profile Fields, refer to the Fusion User Guide)



**Clean Up**

**Fields**  
Follow the links below to proceed through the Clean Up

Review your profile's fields. These fields will be added to any TU created or updated during translation and the cleanup process.

Fields

Choose fields that will be added to Translation Units:

| Name | Type | Value |
|------|------|-------|
|      |      |       |

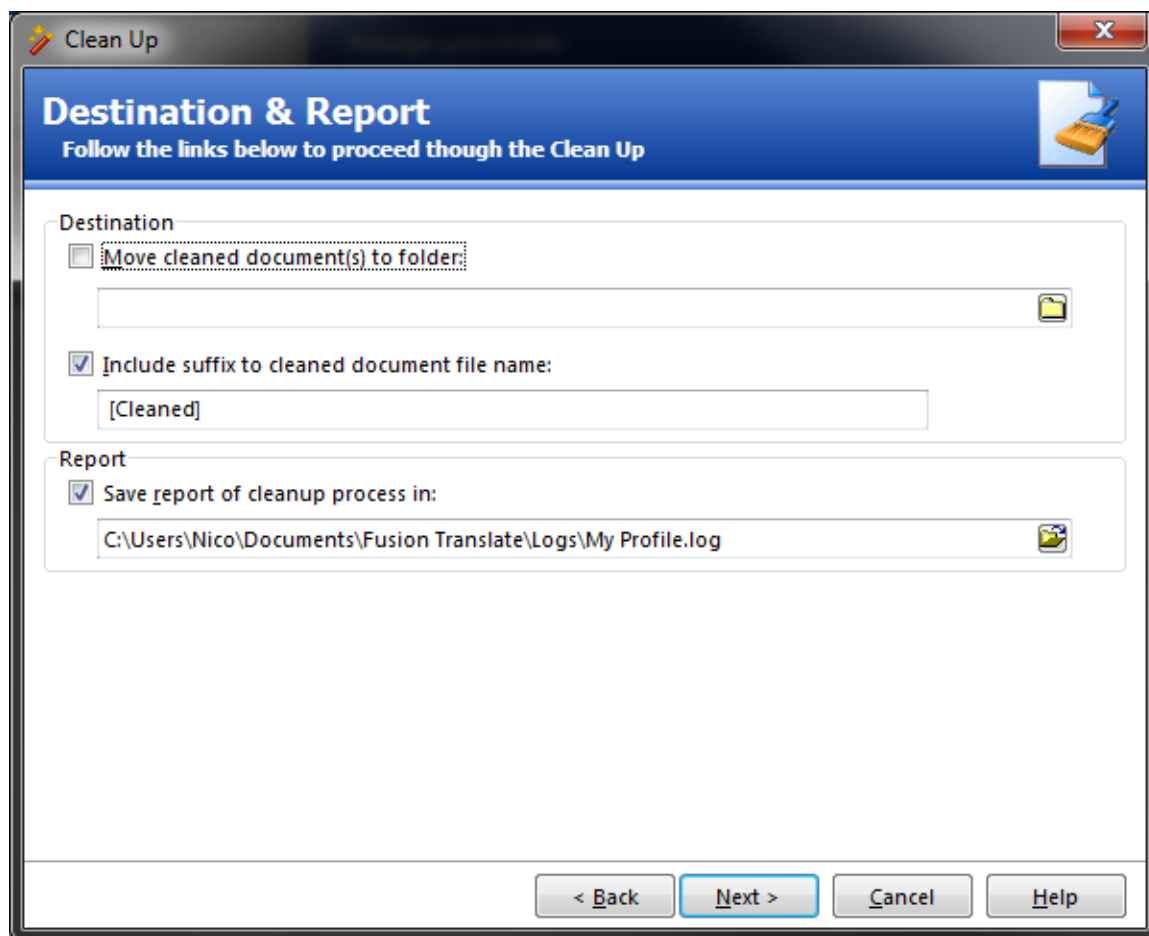
Add ▼    Modify    Delete

Standard Fields

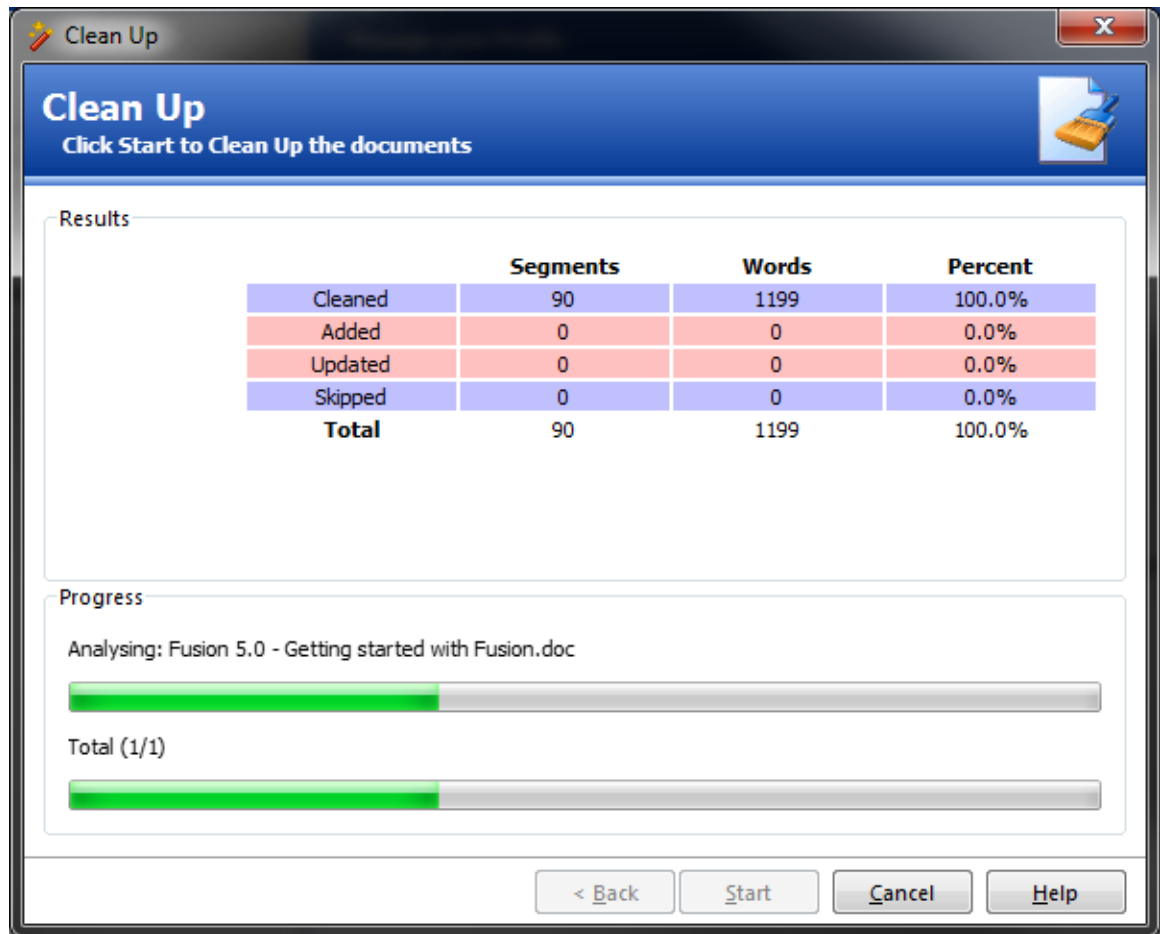
☒ Add the name of the originating document when translating or cleaning a document

< Back    Next >    Cancel

- You can specify a location on your hard drive or network to save the cleaned document, or opt to keep the cleaned copy in the same folder as the work copy, as well as a suffix for the file name. You may also specify a location on your hard drive or network to save a report of the clean up statistics:



7. Click on 'Next'
8. Click on 'Start' to launch the clean up. The statistics will be displayed as the clean up advances:

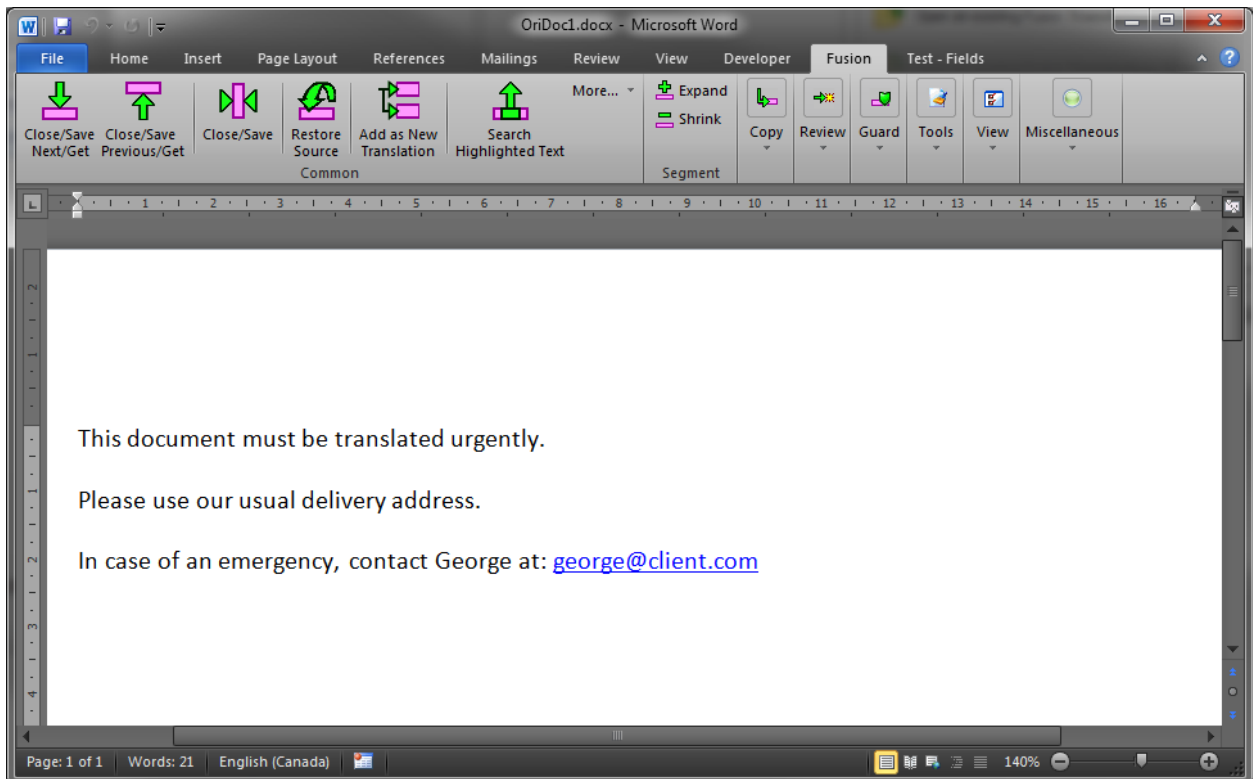


- Once the process is finished, click 'Finish' to close the clean up window

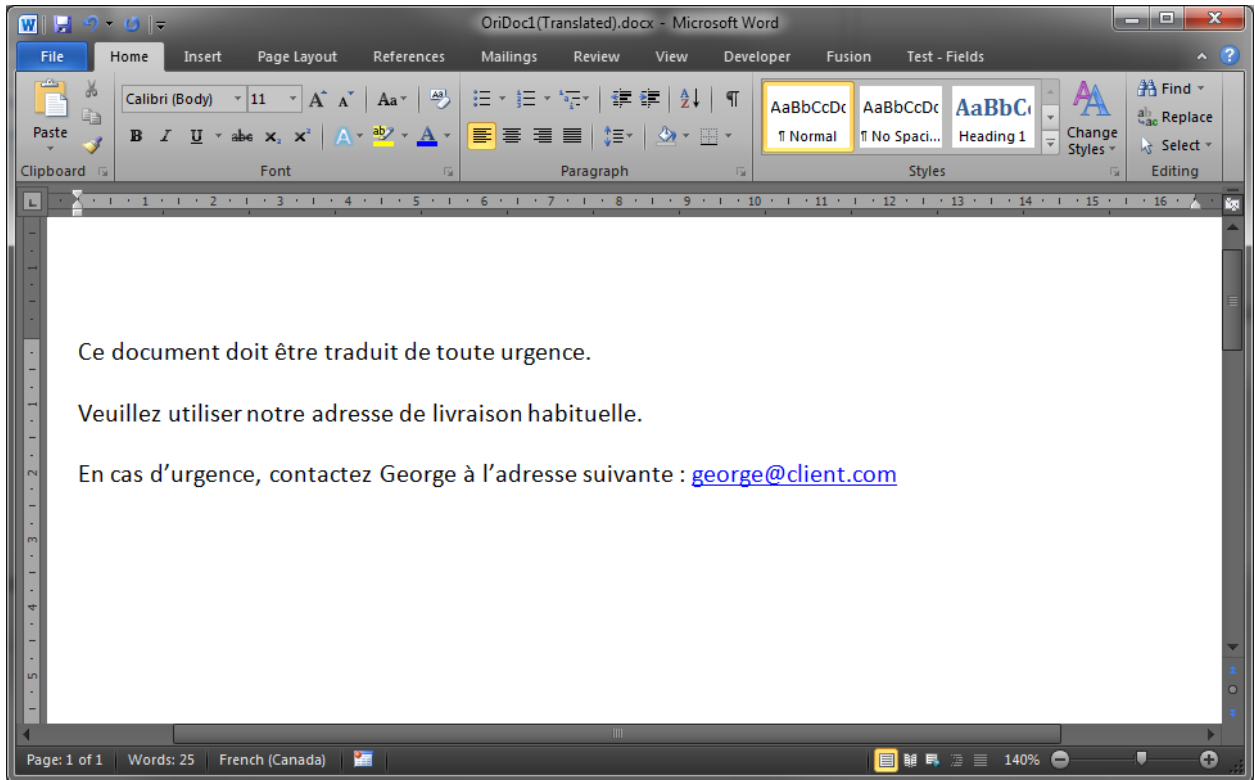
## Updating the document after a client change

It can happen that a client makes changes to an original document after it has been translated and delivered. Here is an example of how to work in such a case.

Assuming we had received an original document from our client named OriDoc1.doc. The document was as followed:



After translation, the document now reads:



Let's imagine the client wishes to change the sentence "In case of emergency, contact George at: [george@client.com](mailto:george@client.com)" to "For any information, contact George at: [george@client.com](mailto:george@client.com)".

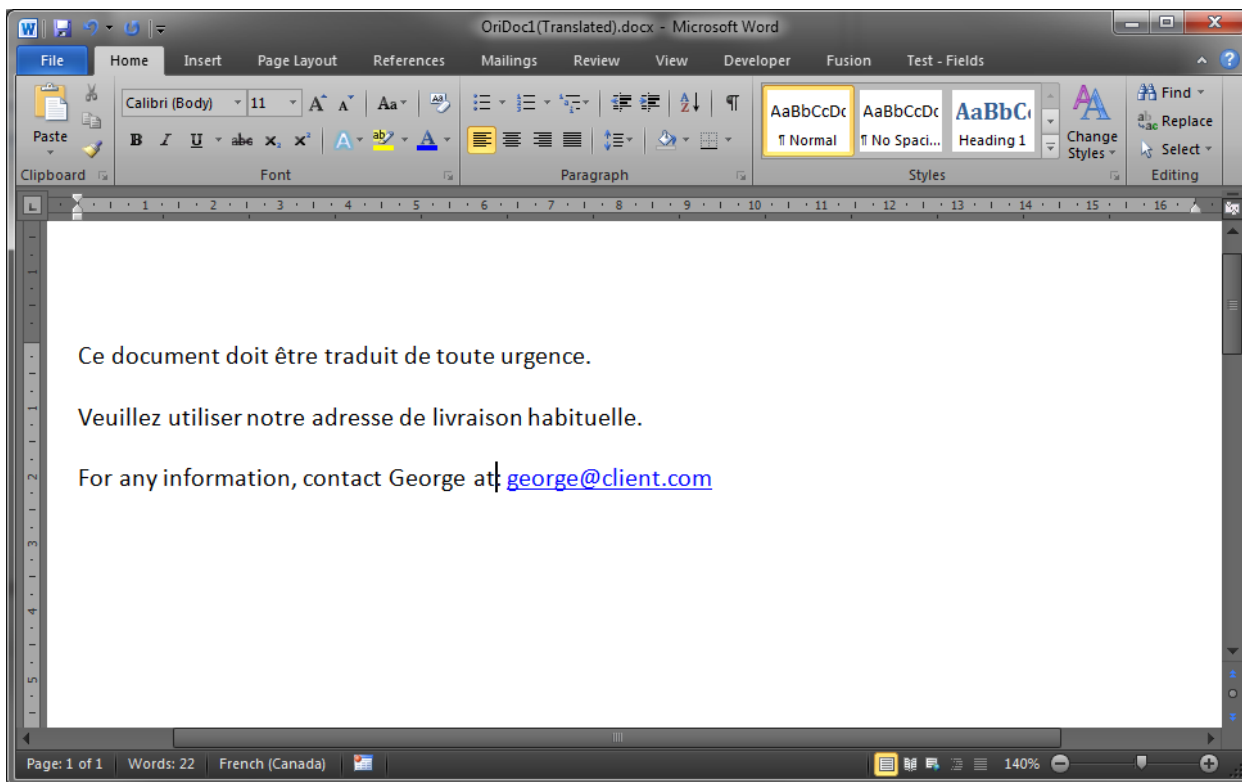
One way to deal with this situation is to take the translated document, then replace the original translated text with the modified source text. In our case, replace:

"En cas d'urgence, contactez George à l'adresse suivante : [george@client.com](mailto:george@client.com)"

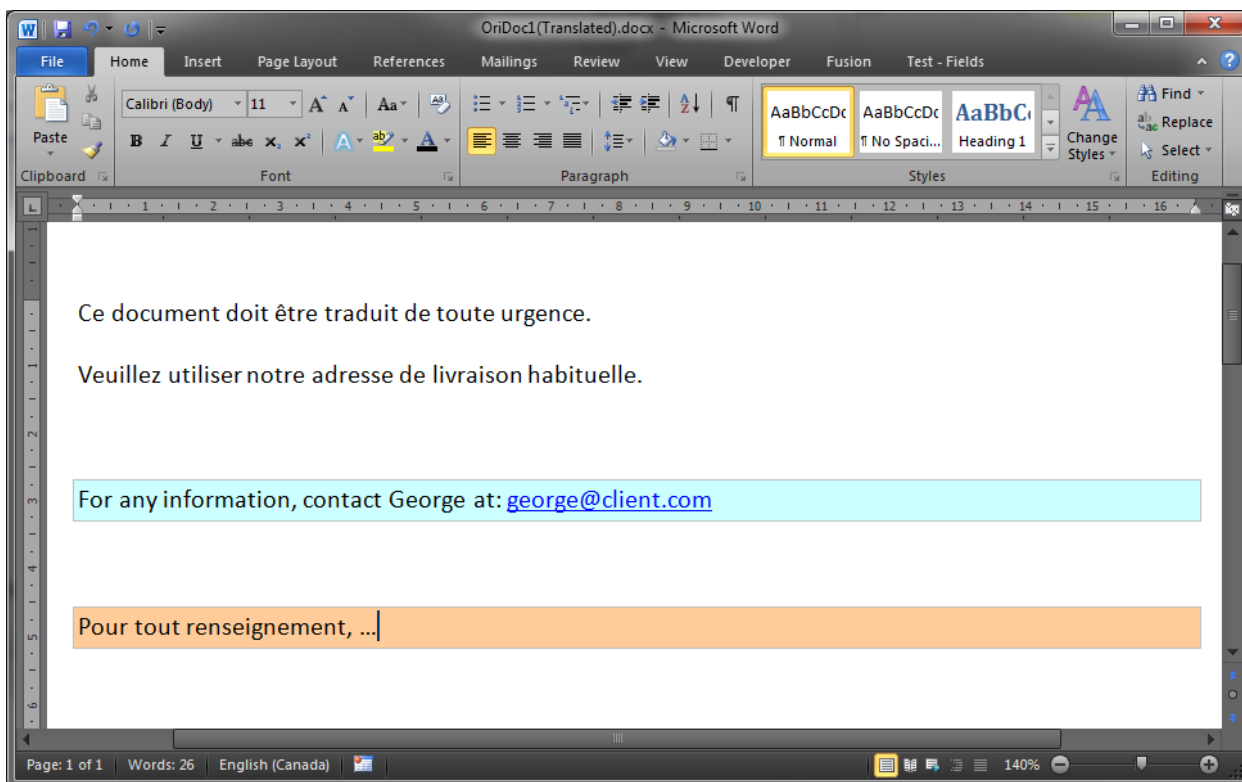
with:

"For any information, contact George at: [george@client.com](mailto:george@client.com)".

The document then looks like this:



Translate the segment normally:



Once translation is finished, proceed to your normal revision cycle, then clean up the document once more. The clean up process only handles segments that have been translated, and in our case will ignore the unmodified French segments!

The document will then be ready to be delivered to the client (again).

