

Fusion 3.0 Integration In Microsoft Excel

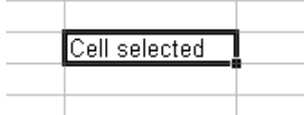
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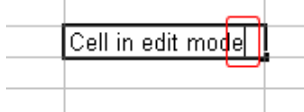
Fusion 3.0 integrates into Microsoft Excel to enable translators to work directly within Excel, without having to convert the workbooks into a different format for translation and then back into Excel. The Fusion interface for Excel is different from the Fusion interface in Microsoft Word, due to limitations of the inner workings of Excel. This document describes in detail how to work with the Fusion interface for Excel. For other information about Fusion Translate, please refer to the Fusion Manual.

IMPORTANT NOTE: Throughout this document, the term “Select” is used. Excel does not permit macro execution in edit mode, which means that when you select any object, you must ensure to only select the object itself and not enter any editable zone. If you do the Fusion buttons will appear to have no effect, and actions from the Companion will give you an error message. You can determine if you have entered an editable zone if the cursor is flashing at the text insertion point.

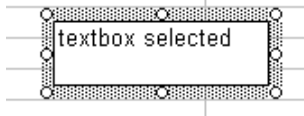
For cells: if you have selected a cell (clicked on it once only), its borders will be outlined with a thick black line, and there is no cursor in the cell:



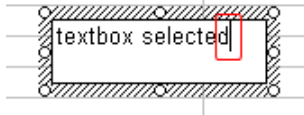
If you are in edit mode (double-clicked it), the cell's borders will be outlined with a thinner line, and the cursor will be flashing at the insertion point:



For comments/textboxes: There is no cursor in the box, and the box is outlined with a dotted pattern:



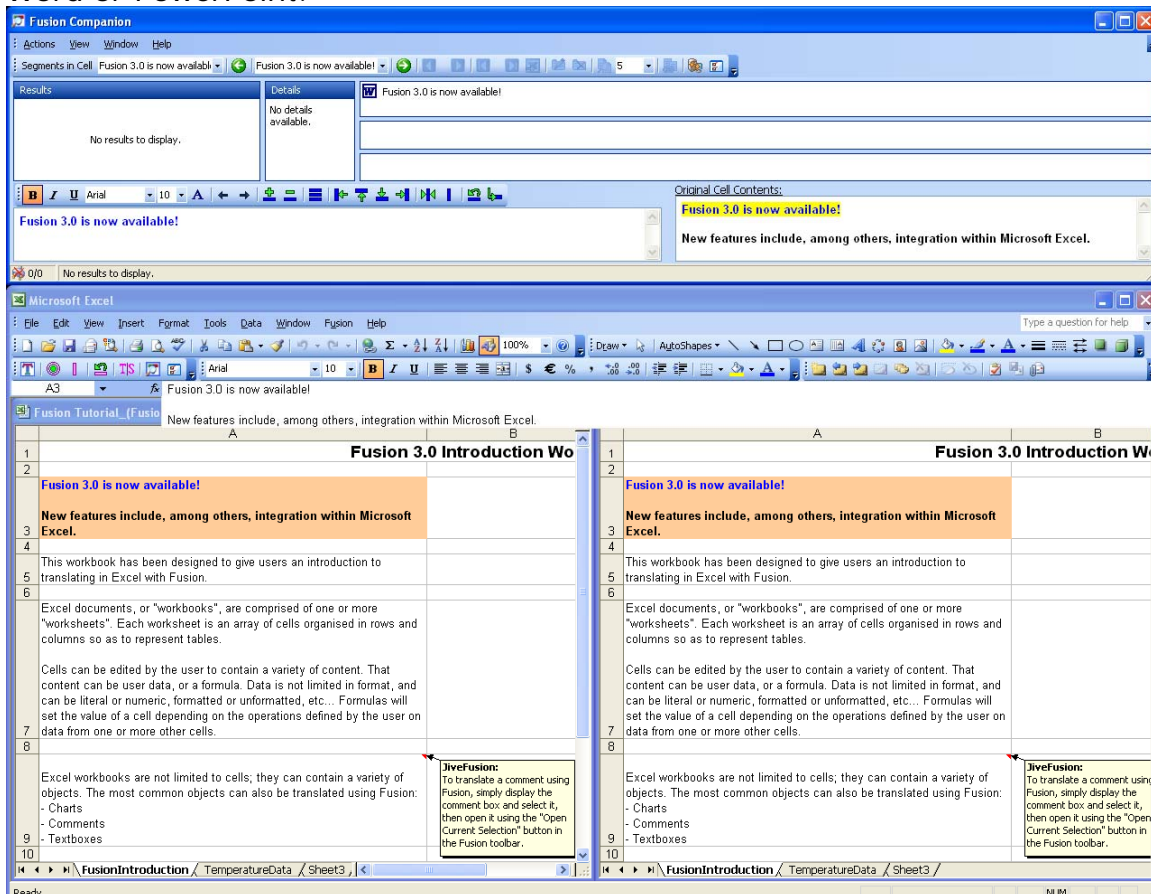
If you are in edit mode, the cursor will be flashing at the insertion point and the box is outlined with a line pattern:



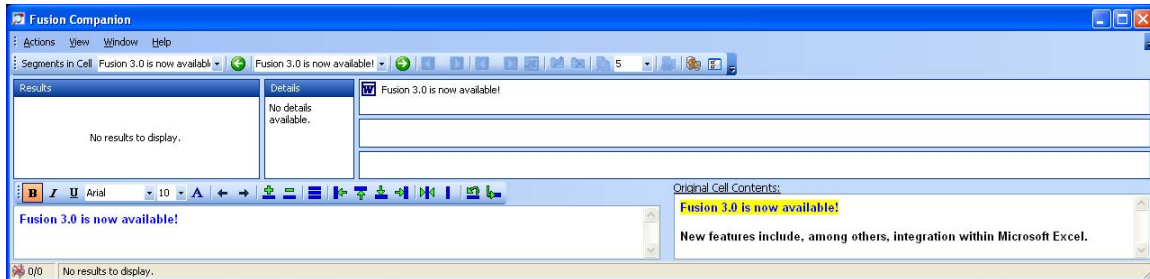
I- Overview

The interface for Microsoft Excel has been modified from the interfaces for Microsoft Word and PowerPoint. This is due to the fact that Excel does not permit macro execution while in edit mode (for example, when the user is modifying the text content of a cell). For this reason, the translation of Excel workbooks is done "cell-by-cell". This means that each cell is handled and treated individually, each sentence of a cell being of course translated independently.

In order to be able to manipulate the content of cells with Fusion, the content is copied in a new Excel panel on the companion where the translator can work on each sentence separately. The Companion offers the work area, while the Excel workbook is displayed underneath as would be the case with Word or PowerPoint.



From the Excel panel on the companion, the translator has access to all the Fusion functions, including "Expand", "Copy Source to Target" etc...



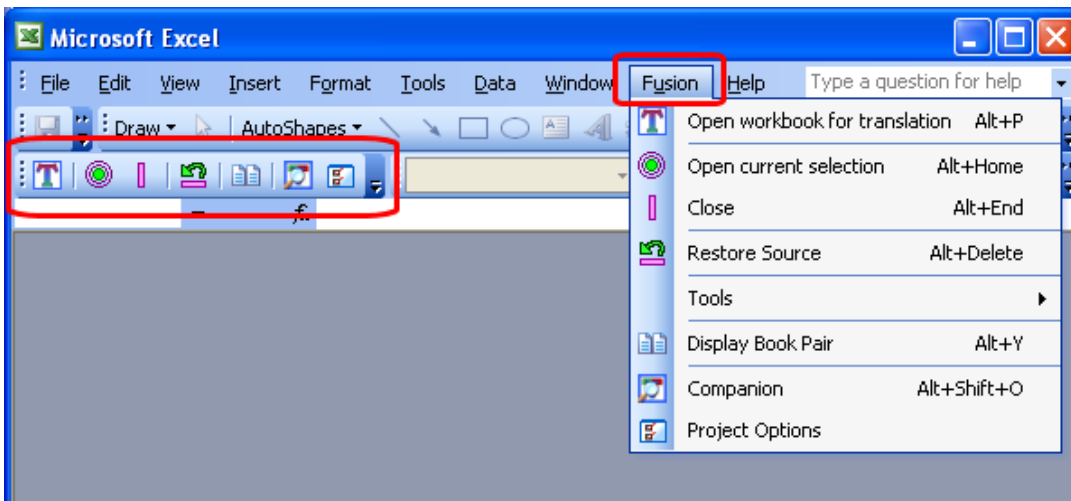
Once each sentence in the cell has been translated, the translator can move on to the next one using the "Navigation Buttons" in the Excel Panel. In addition to cells, charts (both embedded charts and chartsheets), textboxes and comments can be translated with Fusion.

Another major difference from Word is the fact that Excel (like PowerPoint) does not contain a facility for hidden text (although it is possible to hide rows, columns, worksheets...). What this means is that we opted to work with 2 copies for the duration of the translation of a file: The first one is the original workbook, and the second the translated copy, where your translations are kept as you progress through the translation of the document. When you start translating a workbook for the first time, Fusion will create a copy which will be the translated copy. The translated copy is created in the same directory as the original workbook; both copies must be kept in the same directory for the duration of the translation, although they can be moved without problem. During translation, the two can be displayed side-by-side, giving you a quick visual reference of the source and target workbooks if needed.

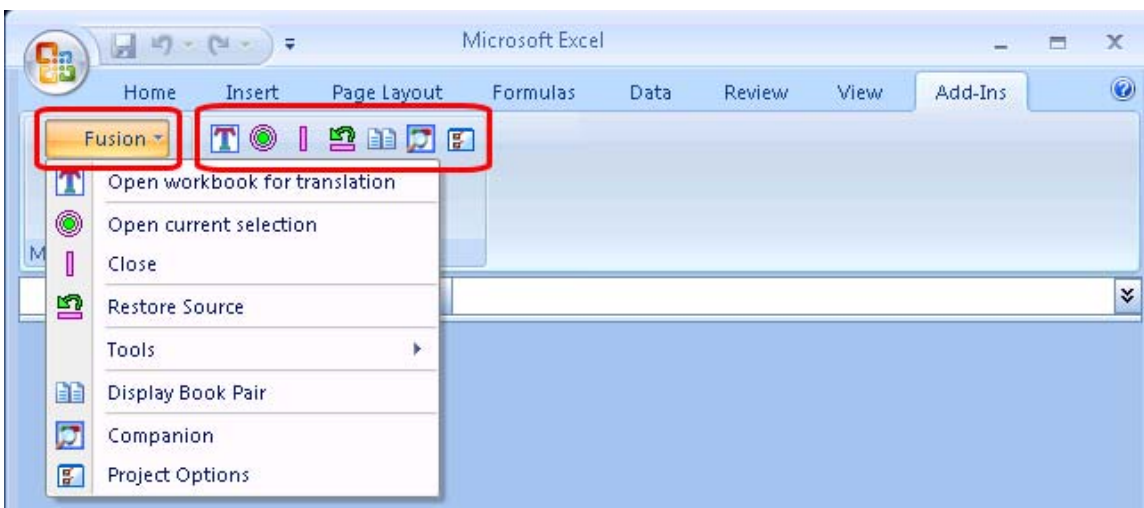
When the translation of a workbook is complete, the workbook is passed through the "Cleanup" as normal, and the cleaned copy can be sent to your client.

II- Excel Interface












During the installation of Fusion, an add-in is installed for Microsoft Excel which creates the Fusion interface for Excel. The interface consists of a toolbar and menu:



In Office 2007, these are located under the "Add-ins" ribbon:



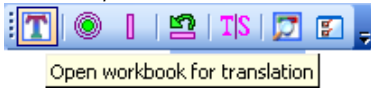
The available functions are listed in the following table. For more information on each function, refer to the appropriate section of this manual.

Button	Function	Description
	Open workbook for translation	Opens the workbook you wish to translate and its translated copy
	Open current selection	Opens the currently selected object and sends it to the Companion for translation
	Close	Close the currently open object
	Restore source	Restores the currently open object to the state of the original
	Display book pair	Minimizes all Excel workbooks, and displays the original workbook and the translated copy, or only the translated copy depending on your settings
	Companion	Brings up the Companion window if it is minimized
	Project Options	Brings up Fusion's Project Options window
	Analyse	Brings up Fusion's Analyse window and adds the active workbook to the list
	Pretranslate	Brings up Fusion's Pretranslate window and adds the active workbook to the list
	Cleanup	Brings up Fusion's Cleanup window and adds the active workbook to the list
	Word count	Brings up the word count window for the active workbook

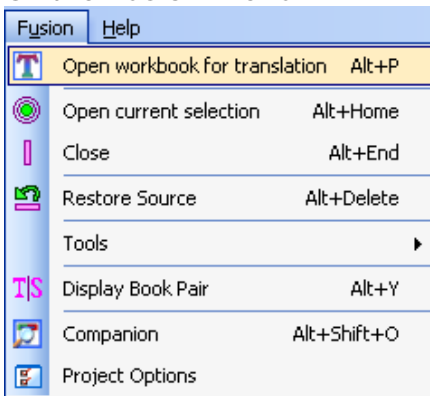
III- Opening A Workbook For Translation

When translating an Excel workbook, Fusion works with a pair of files: the original workbook and the translated copy (which is created the first time you start translating a workbook).

Whether a workbook is being translated for the first time or it is being re-opened, the operation is the same: click the “Open workbook for translation” button, either from the Fusion toolbar:

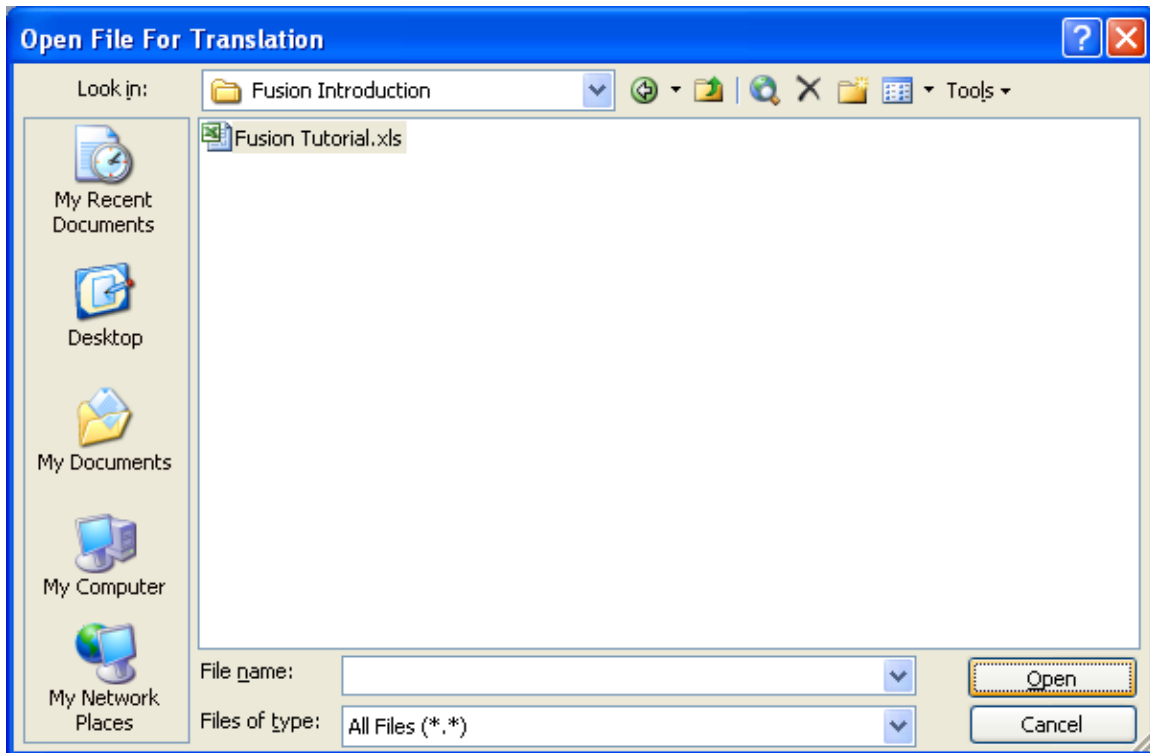


Or the Fusion menu :



Or by using its assigned keyboard shortcut: 'Alt+P'.

An “Open File” dialog will then appear. Select the document you wish to translate then click ‘Open’:



If this is the first time the workbook is opened for translation, Fusion will create a copy, which will carry the same name as the original, plus the “_(Fusion)” suffix (without the quotes). For example, if the original workbook was named “Fusion Tutorial.xls”, the translated copy would be called “Fusion Tutorial_(Fusion).xls”.

Once you have clicked “Open”, Fusion will open the original workbook and the translated copy in Excel. Depending on your settings, either both will be displayed side-by-side, or the translated copy will be maximized within the Excel window (for more details, see the [Options](#) section).

NOTE: You must use the “Open workbook for translation” function whenever you want to translate the workbook, even if both the original and the translated copy have already been opened ‘normally’ in Excel, in order to “register” them with Fusion. If you attempt to use a translation function without a pair of documents registered, a message will remind you to open a workbook for translation before proceeding.

Once a workbook is open for translation, you can start translating it. See the [Translating A Workbook](#) section for more details.

There is no special function for closing a workbook that has been opened for translation. When you are done translating, simply save and close your workbooks. If you wish to switch to translating another workbook, first close

the currently open one, then open the next one via “Open workbook for translation” as detailed above.

NOTE: Upon closing the original workbook, Excel will prompt you to save it, even if you have not made any modifications to it. This is due to the fact that Fusion highlights the currently open object in the original workbook as you translate, then removes the highlighting when the object is closed.

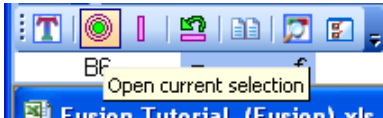
IV- Translating A Workbook

Once a workbook has been opened for translation, you can start translating its contents. Fusion can translate the cells, comments, textboxes and charts contained in a workbook. If a cell is opened, you can generally navigate to the next cell directly through the navigation buttons in the Companion (see the [Companion](#) section for more details). Other objects need to be selected and opened individually.

A- Opening Objects

To translate an object using Fusion, first make sure that there is no other object open with Fusion in the workbook. If there is, finish translating that object first.

Select the object you wish to translate, then click the “Open current selection” button on the Fusion toolbar or the Fusion menu:



Or use its allocated keyboard shortcut: ‘Alt+Home’.

If the function is successful, the object and its corresponding original will be highlighted in Excel. Also, the contents of the object will be sent to the Companion where you can translate it. For more details on translating an object in the Companion, see the [Companion](#) section.

NOTE: Fusion will only allow you to open an object if its contents are valid for translation with Fusion.

Valid objects must:

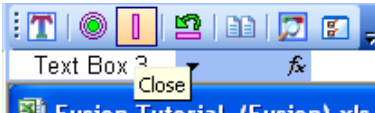
- Contain no formula
- Be non-empty
- Contain text which has at least one valid segment (for example, if a cell contains the value “123” and you have set the Fusion Project Options to skip sentences that contain only numbers, the cell will not be valid)

If the object you try to open is not valid, a message will warn you that the object cannot be opened and will prompt you to open another, valid one.

B- Closing Objects

Once an object is open, it will usually be translated in the Companion. From the Companion, the translation can be sent to the translated copy and the object closed.

You can also close an open object from within Excel by clicking the “Close” button on the Fusion toolbar or the Fusion menu:



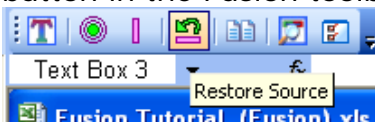
Or by using its allocated keyboard shortcut: ‘Alt+End’.

When an object is closed from Excel, the object contents are kept as they are currently: the translation that is currently in the Companion is NOT sent to Excel and is NOT saved in Fusion.

C- Restoring Objects

Once an object is open, you can restore it to the state of the original. The object will be closed, and the contents of the original object (on the original workbook) restored to the translated copy.

You can restore an object from within Excel by clicking the “Restore Source” button in the Fusion toolbar or the Fusion menu:



Or by using its allocated keyboard shortcut: ‘Alt+Delete’.

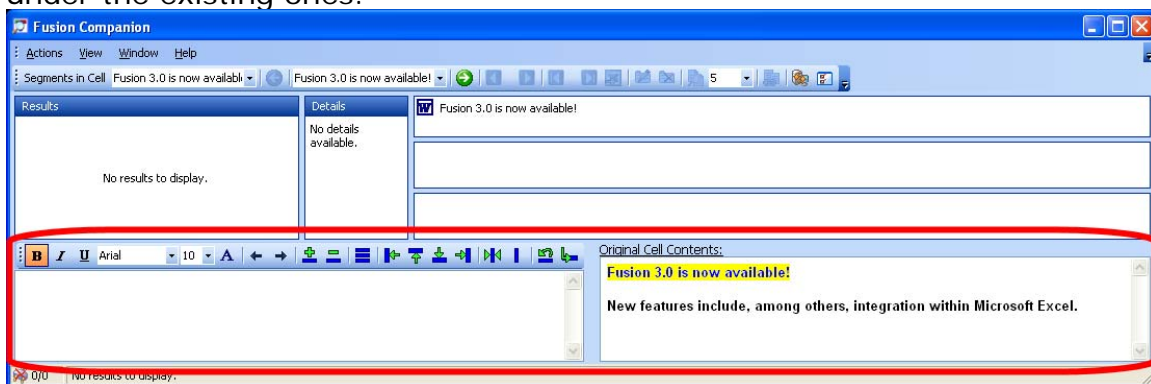
When an object is restored (either from Excel or from the Companion), the translation that is currently in the Companion is discarded and NOT saved in Fusion.

V- Companion

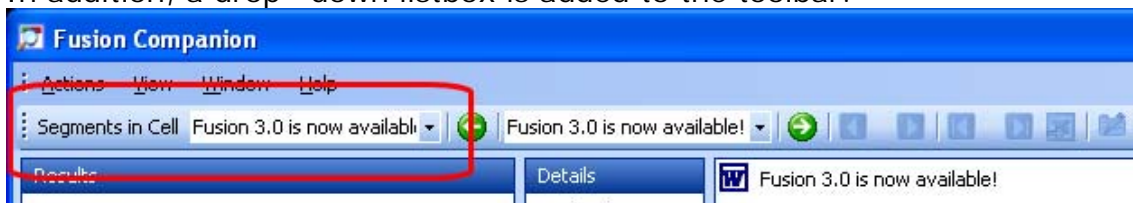
As mentioned earlier, a new panel is displayed in the Companion when working with Excel. It is in this Excel panel that you will enter the translation for each segment in the object (cell, chart, comment or textbox) that is currently open. Once you have fully translated the object, you will close it, and possibly save its results in Fusion, then move on to the next one. The process is similar to the one used for working in Word, but you use the Companion’s Excel panel as an editor rather than excel.

A- Interface

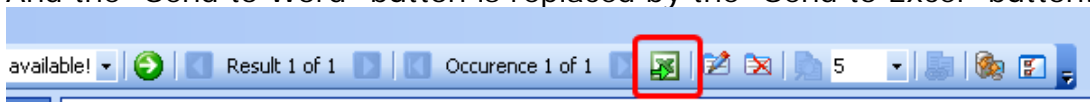
When you open an object from Excel, the Companion will display a new panel under the existing ones:



In addition, a drop—down listbox is added to the toolbar:



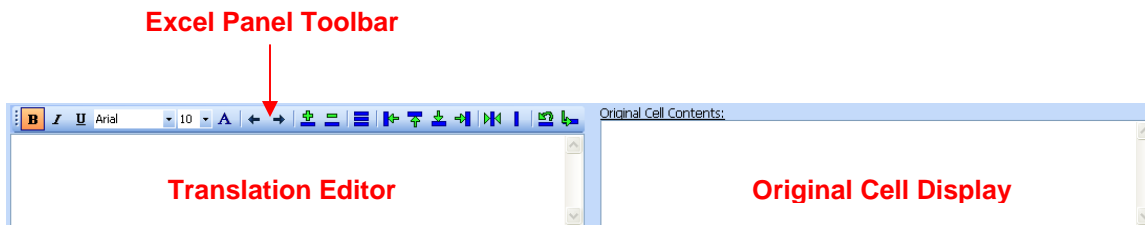
And the “Send to Word” button is replaced by the “Send to Excel” button:



1- Excel Panel




The Excel panel contains 3 main elements:
 On the right-hand side is the “Original Cell Display”. This is where the original contents of the object currently open are displayed.
 On the left-hand side is the “Translation Editor”, where you can enter or modify a sentence’s translation.

On top of the “Translation Editor” is the Excel panel toolbar, which gives you the formatting functions as well as the tools to translate the currently open object.



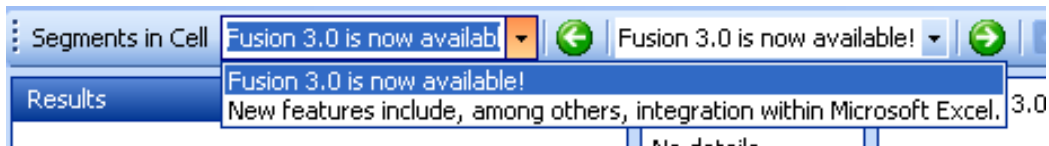
The following table contains a list of the buttons available on the Excel panel toolbar:

Button	Function	Description
	Bold	Sets the selected text in the Translation Editor to BOLD
	Italic	Sets the selected text in the Translation Editor to <i>ITALIC</i>
	Underline	Sets the selected text in the Translation Editor to <u>UNDERLINED</u>
	Font listbox	Sets the selected text in the Translation Editor to the selected font
	Font Size listbox	Sets the selected text in the Translation Editor to the selected font size
	Font Colour	Sets the selected text in the Translation Editor to the selected font colour
	Previous segment	Activates the previous segment in the object
	Next segment	Activates the next segment in the object
	Expand	Adds the next segment to the current one so they can be translated as one
	Shrink	Removes the last sentence from the current (expanded) segment
	Show all segments	Displays all the translated segments in the Translation Editor
	Close/Save & Left/Get	Saves and closes the currently open cell, then opens the next valid cell to the left
	Close/Save & Up/Get	Saves and closes the currently open cell, then opens the next valid cell up
	Close/Save & Down/Get	Saves and closes the currently open cell, then opens the next valid cell down
	Close/Save & Right/Get	Saves and closes the currently open cell, then opens the next valid cell to the right
	Close/save	Saves and closes the currently open object

	Close	Closes the currently open object without saving
	Restore Source	Restores the currently open object to its original state
	Copy Source to Target	Copies the original text into the currently active segment

2- Segments Listbox

The segments listbox contains a list of each segment in the currently opened object (the list is adjusted when segments are expanded or shrunk). You can select the segment you wish to translate from this list rather than use the "Previous Segment" or "Next Segment" arrows on the toolbar.



B- Translating An Object

Once an object has been opened in Excel, its contents have been sent to the Companion where you can translate them.

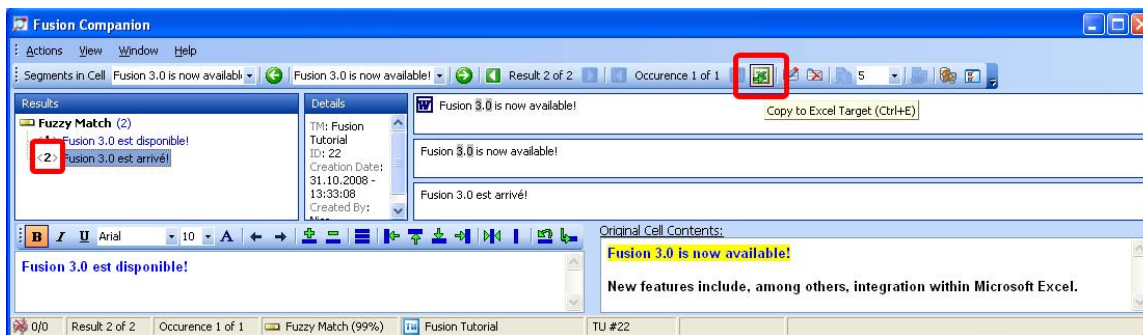
The "Original Cell Display" will display a copy of the original contents, complete with formatting (**NOTE:** if the current object is a chart, the original cell display contains the chart as a picture, not as text).

The first segment in the object is automatically activated. The results returned by Fusion for this segment, if any, are displayed in the Companion as normal. If the current object is not a Chart, the active segment is highlighted in the original cell display.

1- Exact And Fuzzy Matches

If any exact or fuzzy match was returned for the active segment, it will automatically be set as the translation for the segment and will be displayed in the "Translation Editor". If no exact or fuzzy match was returned, the translation will be empty unless you selected the "Copy source to target when no exact or fuzzy match are found" option in the Project Options.

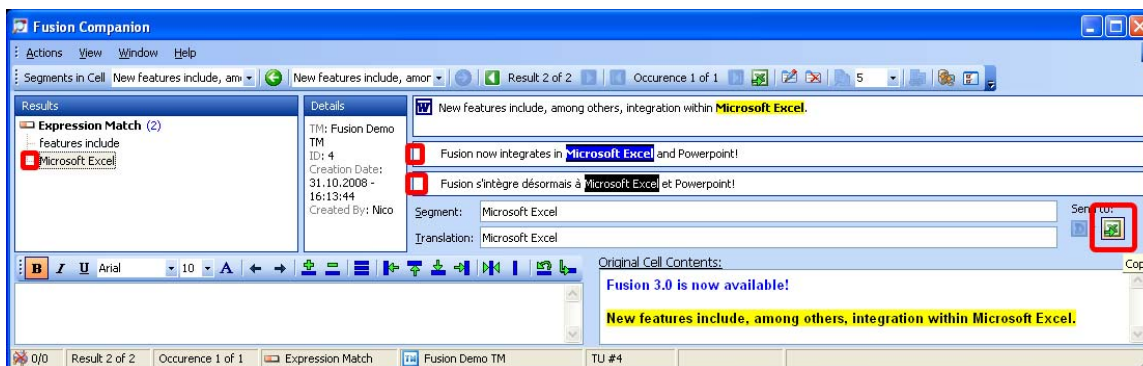
You can enter or modify the translation as needed in the translation editor. To use any of the results returned by Fusion, select it in the results list and click the "Send to Excel" button:



2- Expression Matches

If any expression match was returned for the active segment, you can send it to your translation as you would if you were working with Word:

- Select the result in the results list
- Highlight the corresponding sections in the source and target boxes
- Click the “Send to Excel” button



If you haven't already entered a translation, Fusion will apply “Copy source to target” and replace the source expression with the selected target expression.

3- Translating Segments

Once an object is open in the Companion, you translate each segment separately. When the object is opened in the Companion, the first (valid) segment is set as the active segment: its results are displayed in the Companion, and the segment is highlighted in the original cell display (unless the active object is a chart).

Enter the translation for the active segment in the translation editor, using the results returned by Fusion as needed.

a- Formatting


Fusion will automatically attempt to match the formatting of the original segment. However, you can modify the formatting as needed using the formatting buttons available in the Excel Panel Toolbar: bold, italic, underlined, font, font size, and font colour:

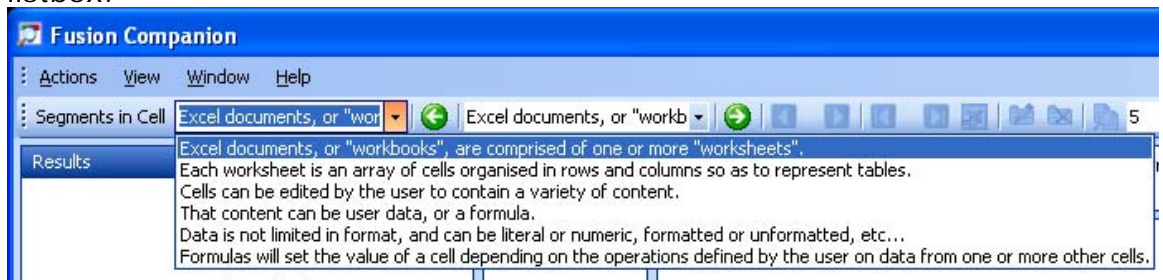


NOTE: when the active object is a chart, the formatting entered in the Companion is discarded. Instead, the original formatting is applied when the text is copied to the translated chart.

b- Selecting A Segment

You can navigate from the active segment to another in one of two ways:

- By using the “Previous Segment” and “Next Segment” button on the Excel panel toolbar:

- By selecting the segment you wish to activate in the segments listbox:



When a new segment is activated, its results are displayed in the Companion, and the segment is highlighted in the original cell display (unless the active object is a chart). If an exact or fuzzy match exists, or if the “Copy source to target when no exact or fuzzy match are found” option is selected, or if you already entered a translation for that segment, its translation will be inserted in the translation editor.

c- Expand / Shrink

If you wish to join two or more consecutive segments in order to translate them as one sentence, use the “Expand” button:



Fusion will make a new search for the expanded segment and display the results in the Companion. The expanded segment will be highlighted in the original cell display, and the segments listbox will be updated to reflect the change. The expanded segment is then translated normally.

There is no limit to the number of segments that can be expanded, the entire cell (or comment or textbox) can be translated as one sentence if needed.

Expand cannot include segments from objects other than the currently opened one.

To remove the last segment from an expanded sentence, use the “Shrink” button:



The current, expanded sentence will be shrunk by one segment, and the last segment will be restored to its order within the object. Fusion will display the result for the shrunk sentence and the highlighting will be updated in the original cell display.

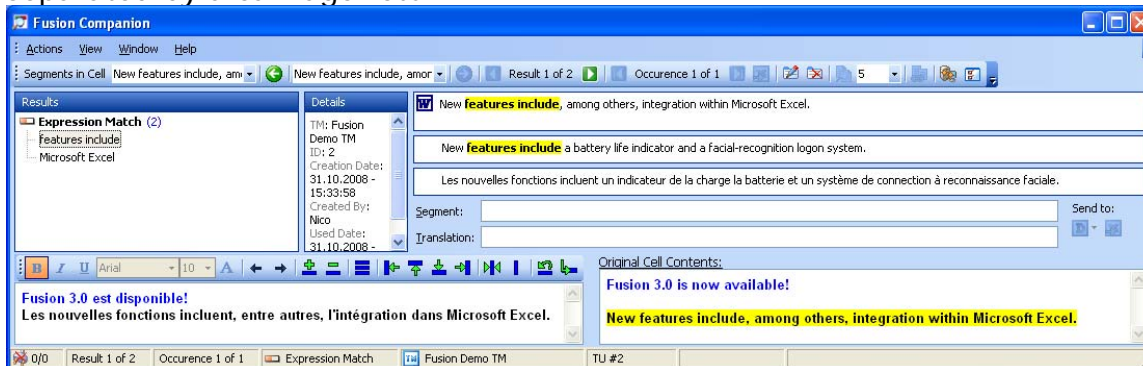
Shrink has no effect if the active segment was not expanded.

d- Displaying The Entire Object

You may wish to see the entire translation for the object up to this point. To do so, click the “Show all segments” button:



The translation editor will then display all the translated segments, each separated by a carriage return:



When displaying all segments, you cannot edit any of the segments. To return to a particular segment, select it using the methods described in “Selecting a Segment”

4- Closing Objects

Once you have translated each segment in the current object, you must close it in order to send the translation to Excel. When closing an object, you have the option to Save your translations in the TM you have selected for updating.

When closing a segments, the translation is sent to the translated copy in Excel, and the highlighting is removed from both the original workbook and the translated copy.

NOTE: Make sure that you have entered a translation for each segment before closing an object.

e- Close

To Close the open object, simply click the "Close" button:



f- Close/Save

To Close and save the open object, simply click the "Close/Save" button:



The object will be closed and, in addition, any segment which contains a translation will be saved in Fusion according to your settings.

g- Restore Source

At any point, you can restore the open object to its original state by clicking the "Restore Source" button:



The object will be closed, and the contents of the original object restored to the translated copy. The translation that is currently in the Companion will be discarded and NOT saved in Fusion.

h- Opening The Next Cell

When the open object is a cell (not a comment, textbox or chart), you have the possibility to close and save the current cell, then open the next available cell up from/down from/to the left of/to the right of the current cell. To do so, simply click the appropriate "Navigation Button" on the Excel panel toolbar:



Fusion will find the next cell in the selected direction in the row/column and open it normally.

When searching for the next cell, Fusion will jump over empty cells, or cells that are not valid (see the [Opening Objects](#) section for more details). If Fusion reaches the end or start of the row/column, a message will appear in the Excel toolbar to inform you, and no cell will be open:

There are no valid cells to the left in the row . Cannot open left cell!

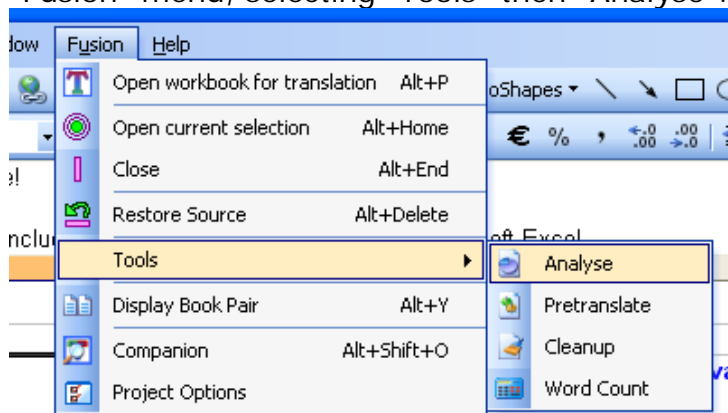
If no cell is found in the selected direction, you can then try to open a cell in another direction, using any of the navigation buttons. Alternatively, select one manually in Excel and open it from Excel with the "Open current selection" button.

VI- Tools

In Excel, you have access to the Fusion functions Analyse, Pretranslate and Cleanup. In addition, Fusion provides a basic Word Count function.

A- Analyse

Fusion allows you to carry out an Analysis on Excel workbooks. You can launch the Analyse window either from Fusion, or from Excel by clicking the "Fusion" menu, selecting "Tools" then "Analyse":

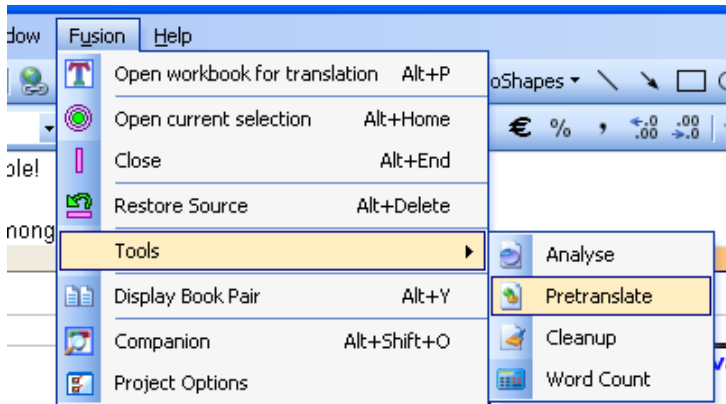


NOTE: There must be an open workbook in Excel in order to launch an analysis from Excel. If no workbook is open, a message will prompt you to open a workbook before calling Analyse.

If Analyse is called from within Excel, the active workbook will be automatically added to the list of files to analyse.

B- Pretranslate

Fusion allows you to carry out a Pretranslate on Excel workbooks. You can launch the Pretranslate window either from Fusion, or from Excel by clicking the "Fusion" menu, selecting "Tools" then "Pretranslate":

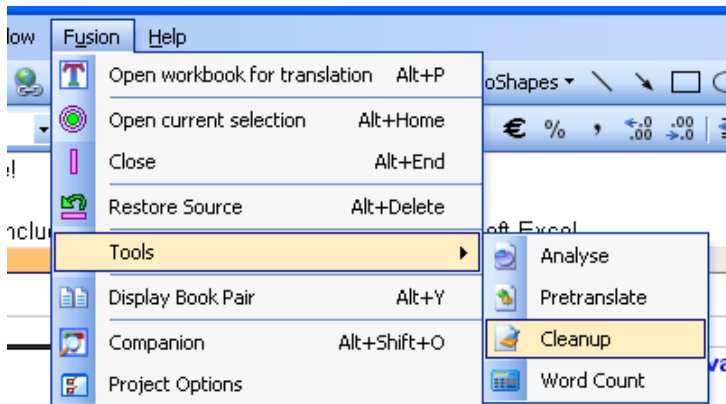


NOTE: There must be an open workbook in Excel in order to launch a pretranslation from Excel. If no workbook is open, a message will prompt you to open a workbook before calling Pretranslate.

If Pretranslate is called from within Excel, the active workbook will be automatically added to the list of files to pretranslate.

C- Cleanup

Fusion allows you to carry out a Cleanup on translated Excel workbook pairs. You can launch the Cleanup window either from Fusion, or from Excel by clicking the "Fusion" menu, selecting "Tools" then "Cleanup":

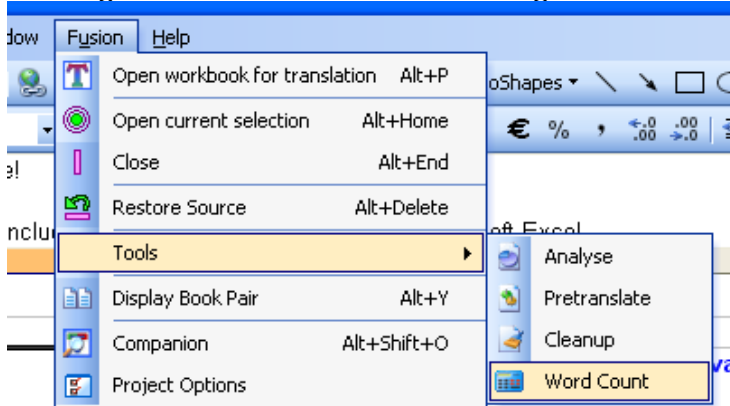


NOTE: There must be an open workbook in Excel in order to launch a cleanup from Excel. If no workbook is open, a message will prompt you to open a workbook before calling Cleanup.

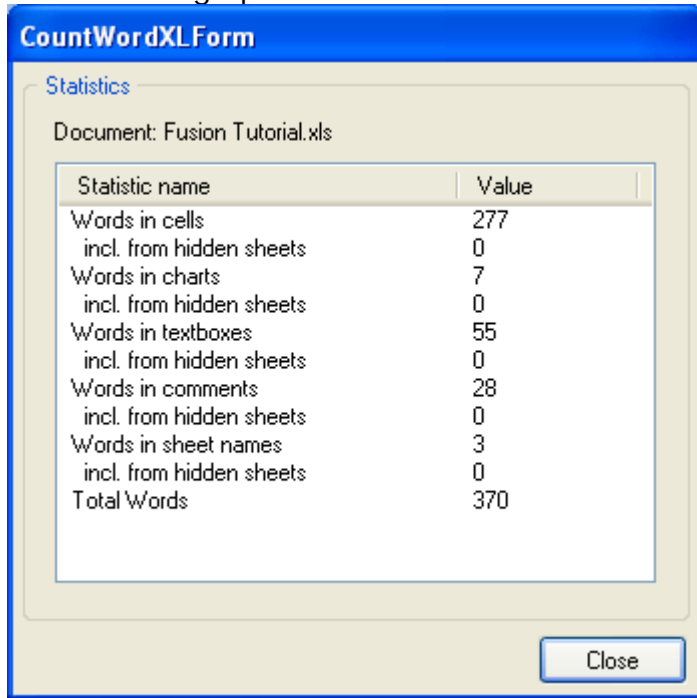
If Cleanup is called from within Excel, the active workbook will be automatically added to the list of files to clean.

D- Word Count

Fusion offers a basic Word Count function in Excel. You can access it by clicking the "Fusion" menu, selecting "Tools" then "Word Count":



This will bring up the Excel Word Count window:

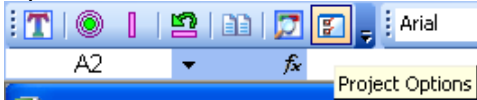


The window shows you an estimate of the number of words in the active workbook, detailed by sections: cells, charts, textboxes, comments, and worksheet names. For each section, the number of words coming from objects on hidden worksheets is also included. Only valid object are taken into account in the word count.

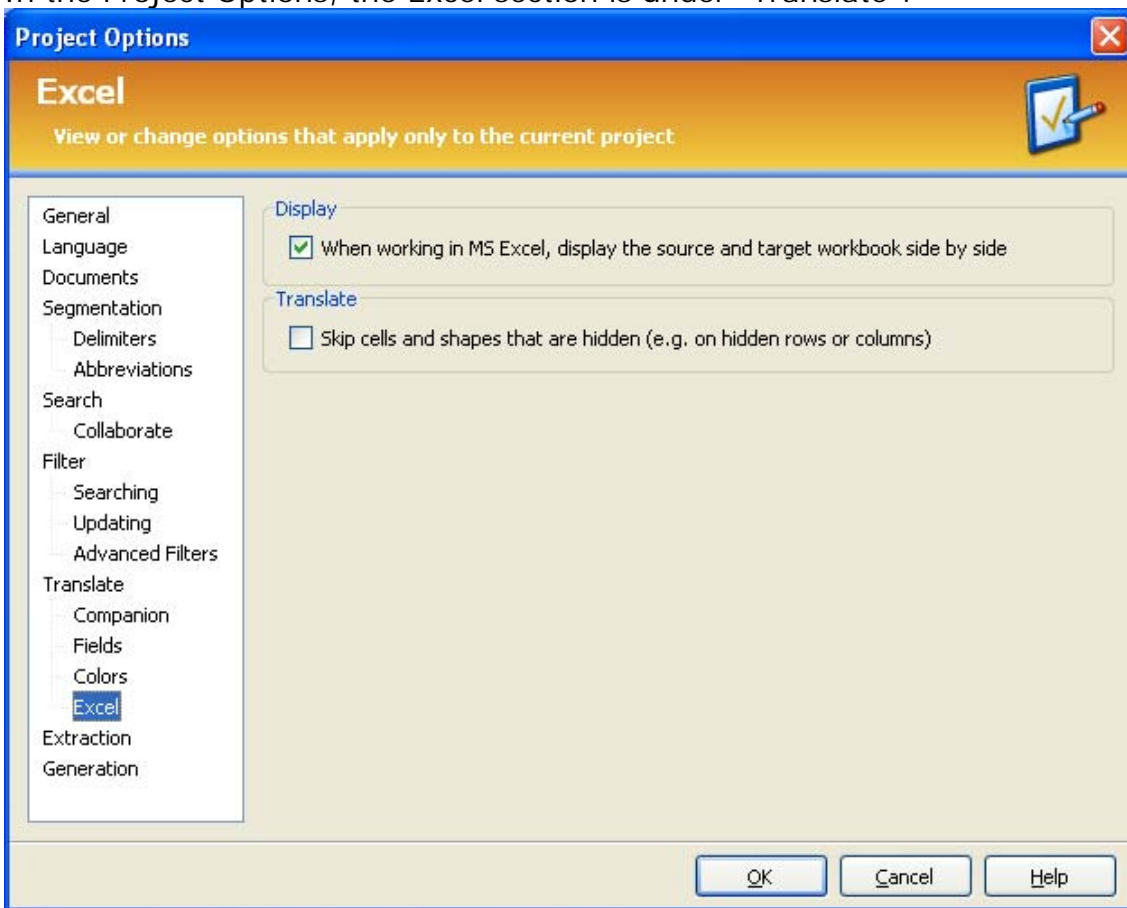
NOTE: The word count function only provides an estimate. For the purposes of this function, any group of characters, alphanumeric or other, separated by spaces is counted as a word. For example, numbers, or codes such as <#?%> would count as words. For a more precise word count, use the Analyse function on the workbook.

VII- Excel Options

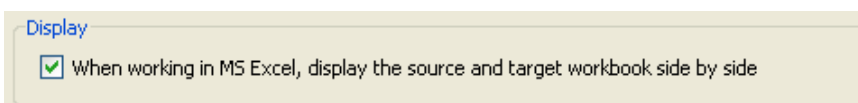
A new section has been added in the Fusion Project Options, which contains the options specific to translating Excel workbooks. You can open the Project Options window from Fusion, or from within Excel by clicking the “Project Options” button on the Fusion toolbar or menu:



In the Project Options, the Excel section is under "Translate":



A- Display Source And Target Workbooks



Under "Display", you can select to display the original workbook, or source workbook, next to the translated copy, or target workbook, when translating in Excel. If the option is not selected, only the translated copy is displayed in Excel (the original workbook is opened by not displayed automatically by Fusion).

B- Skip Hidden Objects



When translating (or analyzing, pretranslating or cleaning up) a workbook, it is possible that some rows or columns have been set to "Hidden" by the workbook's creator. This option will let you decide whether to skip or handle objects that are hidden.

1- Manual Translation

During the translation of an Excel workbook, this option will determine whether cells that are on hidden rows or columns are skip when automatically opening the next cell (see the [Opening The Next Cell](#) section for more details). If you have opted not to skip hidden cells, the cell will remain hidden in the workbook but will be opened in the Companion where it can be translated normally. If you have opted to skip hidden cells, Fusion will treat the cell as invalid and will keep looking for the next one in the selected direction.

Objects other than cells must be selected manually in order to be opened with Fusion. For those, you will need to unhide the rows or columns that make it hidden and select it in order to be able to open it in Fusion.

2- Analyze, Pretranslate And Cleanup Processes

The option to skip hidden object applies to the Fusion processes (Analyze, Pretranslate and Cleanup). If you have opted skip hidden objects, only the visible objects in the workbook will be treated during the process.

If you have opted not to skip hidden objects, all objects that contain valid text in the workbook, including all valid objects on hidden worksheets. However Fusion will not modify the hidden settings of either worksheets, rows or columns.