

Translating in PowerPoint

Jive FUSION

This guide applies to:

Fusion One

Fusion Collaborate

Fusion integrates into Microsoft PowerPoint to enable translators to work directly within PowerPoint, without having to convert the presentations into a different format for translation and then back into PowerPoint. The Fusion integration in PowerPoint has been kept as similar as possible to the Fusion integration in Microsoft Word. However, due to limitations of the inner workings of PowerPoint, there are some differences. This document describes in detail how to work with the Fusion interface for PowerPoint. For other information about Fusion Translate, please refer to the Fusion Manual.

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I- Overview

The interface for Microsoft PowerPoint is similar to the interface for Microsoft Word. It consists of the Fusion toolbar and menu, and most of the functions available are identical to their counterparts in Word.

There are two main differences between the way Fusion works with PowerPoint and the way it works with Word. First, PowerPoint does not contain a facility for hidden text. What this means is that we opted to work with two copies for the duration of the translation of a file: The first one is the original presentation, and the second the translated copy, where your translations are kept as you progress through the translation of the presentation. When you start translating a presentation 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 presentation; both copies must be kept in the same directory for the duration of the translation, although they can be moved without problem. When the translation of a presentation is complete, the presentation is passed through the "Cleanup" as normal, and the cleaned copy can be sent to your client.

Second, because the original and the translation are kept on different files, Fusion keeps markers (invisible to the user) that map the original and translated text. A consequence of this is that the original text should not be modified by simply modifying the original presentation once the translation for the slide being modified has started. Indeed, the modifications might interfere with the markers and prevent Fusion from opening the shape being modified. More details regarding original text modification can be found in the [Modifying The Original Presentation](#) section.

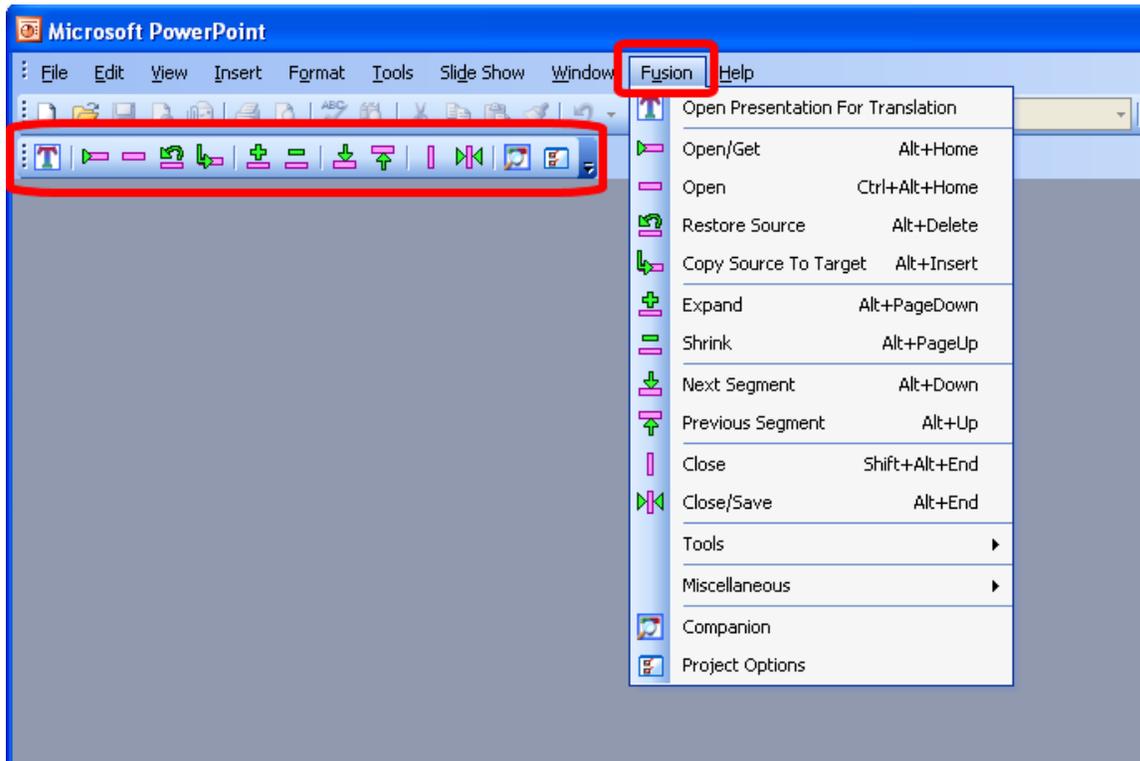
PowerPoint presentations are translated using the following sequence:

1. Open the presentation for translation
2. Navigate to the shape or segment to be translated next
3. Open the segment, and translate it
4. Close (and Save if needed) the segment
5. Navigate to the next segment (or automatically open the next/previous one) and translate it in the same manner
6. Repeat until the whole presentation is translated
7. Clean up the document

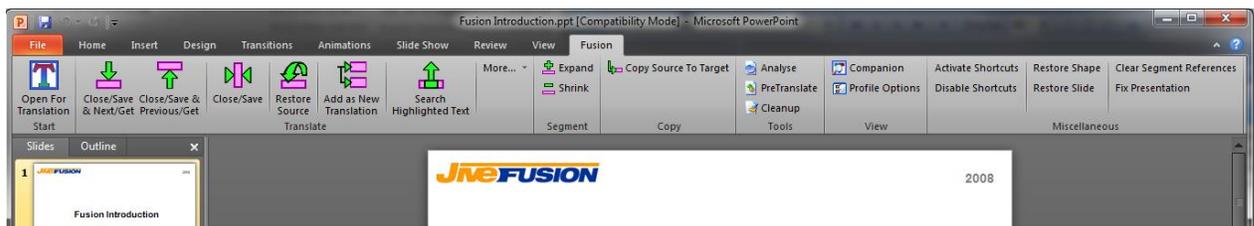
Fusion enables you to translate the shapes that contain editable text both on the slides and notes of the presentation.

II- PowerPoint Interface

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



In Office 2007, these are located under the "Fusion" ribbon:



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

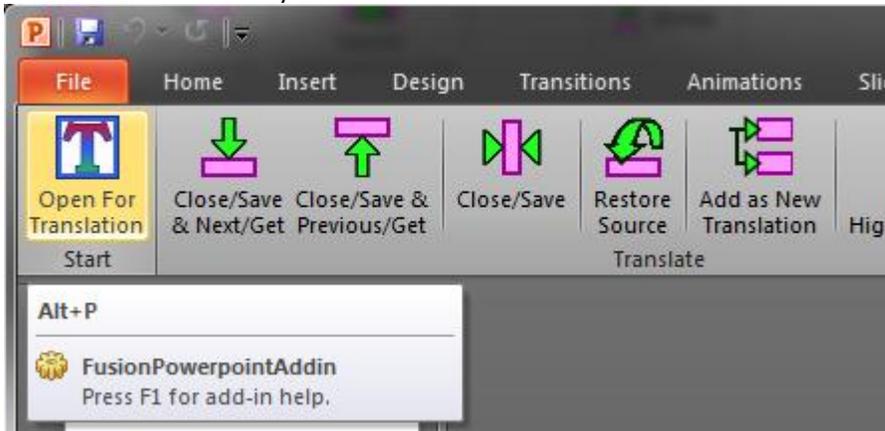
Button	Command/function	Description
	Open presentation for translation	Opens the presentation you wish to translate and its translated copy
	Open	Opens the current segment
	Restore Source	Restores the original source segment

	Copy Source to target	Copies the source segment to the target translation box
	Expand	Expands the size of the current source segment to include the next sentence in the shape
	Shrink	Shrinks the current segment, getting rid of the last sentence
	Close/Save & Next/Get	Closes the segment and saves the translation in the specified TM, then opens the next segment and returns the first Exact or Fuzzy match as the translation
	Closes/Save & Previous/Get	Closes the segment and saves the translation in the specified TM, then opens the preceding segment and returns the first Exact or Fuzzy match as the translation
	Close	Closes the current segment
	Close/Save	Closes the current segment and saves it to the specified TM
	Analyse	Brings up Fusion's Analyse window and adds the active presentation to the list
	Pretranslate	Brings up Fusion's Pretranslate window and adds the active presentation to the list
	Cleanup	Brings up Fusion's Cleanup window and adds the active presentation to the list
	Activate Shortcuts	If the Fusion keyboard shortcuts are disabled, activates them
	Disable Shortcuts	If the Fusion keyboard shortcuts are active, disables them
	Restore Shape	Restores the currently selected shape to its original state
	Restore Slide	Restores the currently selected slide to its original state
	Fix Presentation	Attempts to find possible problems with the presentation opened for translation and fix them
	Companion	Brings up the Companion window if it is minimized
	Profile Options	Brings up Fusion's Profile Options window

III- Opening A Presentation For Translation

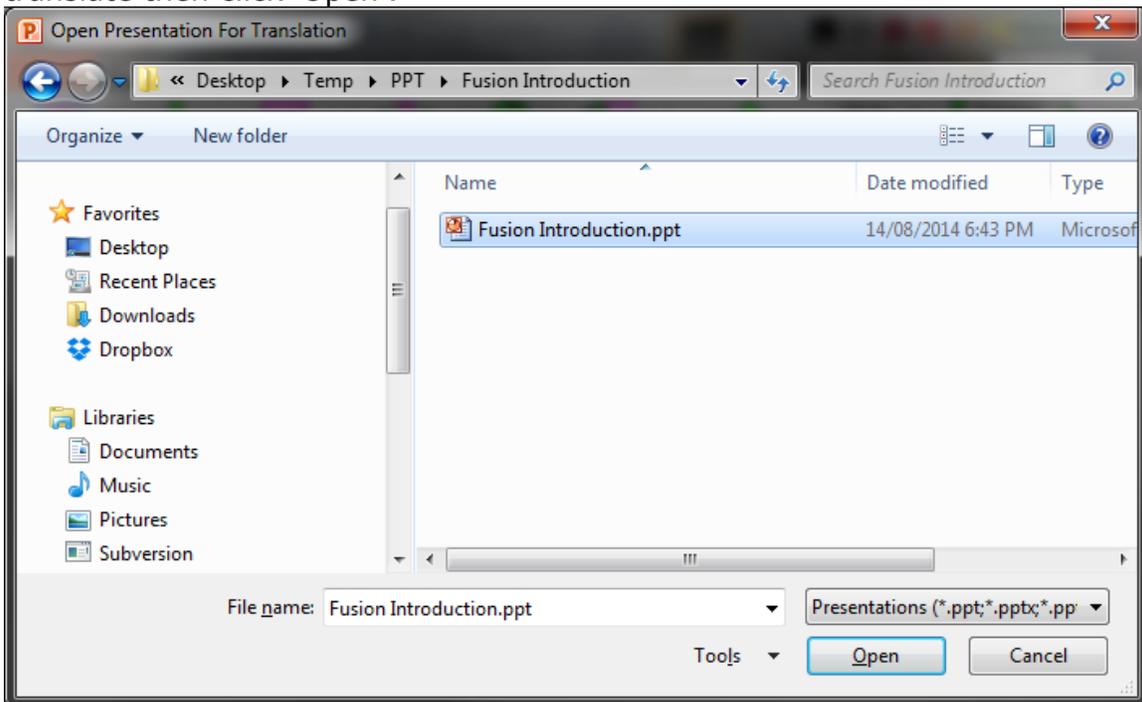
When translating an PowerPoint presentation, Fusion works with a pair of files: the original presentation and the translated copy (which is created the first time you start translating a presentation).

Whether a presentation is being translated for the first time or it is being reopened, the operation is the same: click the "Open presentation for translation" button, either from the Fusion toolbar:



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 presentation is opened for translation, Fusion will create a copy, which will carry the same name as the original, plus the “_(FusionTranslation)” suffix (without the quotes). For example, if the original presentation was named “Fusion Introduction.ppt”, the translated copy would be called “Fusion Introduction_(FusionTranslation).ppt”.

Once you have clicked “Open”, Fusion will open the original presentation and the translated copy in PowerPoint.

NOTE: You must use the "Open presentation for translation" function whenever you want to translate the presentation, even if both the original and the translated copy have already been opened 'normally' in PowerPoint, 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 presentation for translation before proceeding.

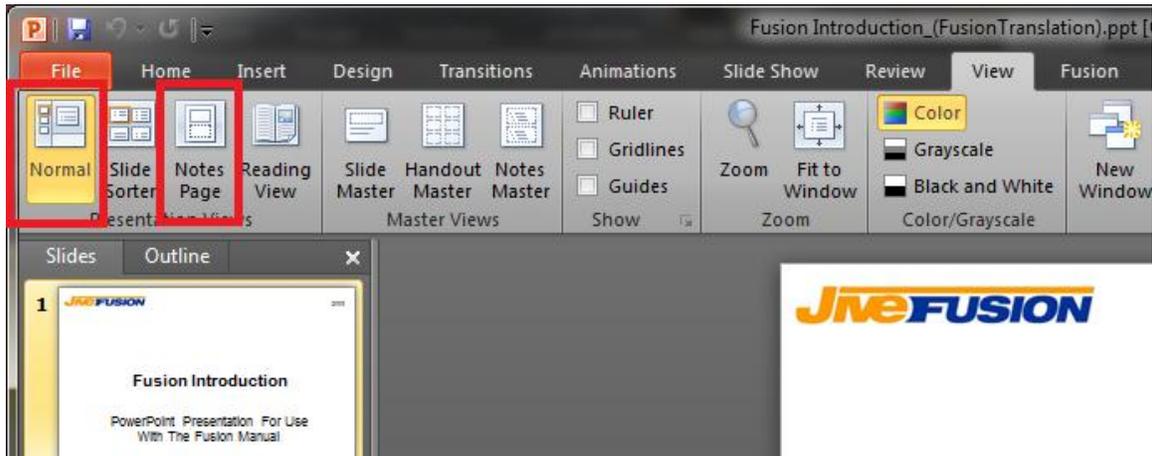
Once a presentation is open for translation, you can start translating it. See the [Translating A Presentation](#) section for more details.

There is no special function for closing a presentation that has been opened for translation. When you are done translating, simply save and close your presentations. If you wish to switch to translating another presentation, first close the currently open one, then open the next one via “Open presentation for translation” as detailed above.

NOTE: Upon closing the original presentation, PowerPoint 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 segment in the original presentation as you translate, then removes the highlighting when the shape is closed.

IV- Translating A Presentation

Once a presentation has been opened for translation, you can start translating its contents. Fusion can translate most shapes that contain editable text. You can translate shapes in the "Normal" or "Notes Page" settings of the PowerPoint 'View' menu:

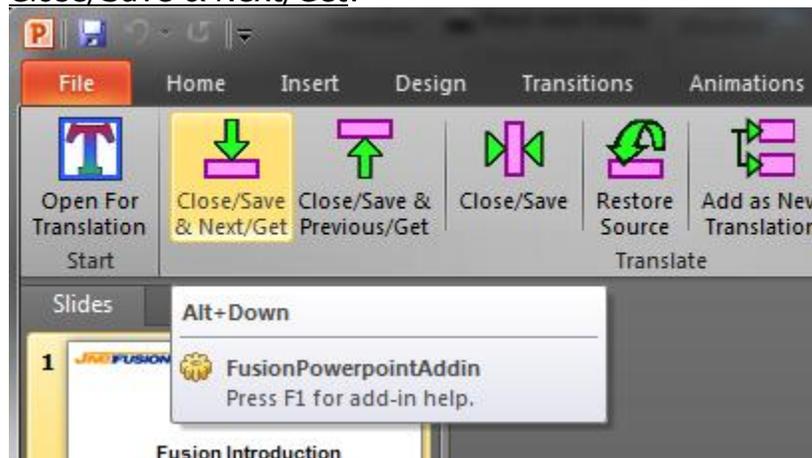


A - Opening Segments

To translate a segment (one or more sentence) using Fusion, first make sure that there is no other segment open with Fusion in the presentation. If there is, finish translating and close that segment first.

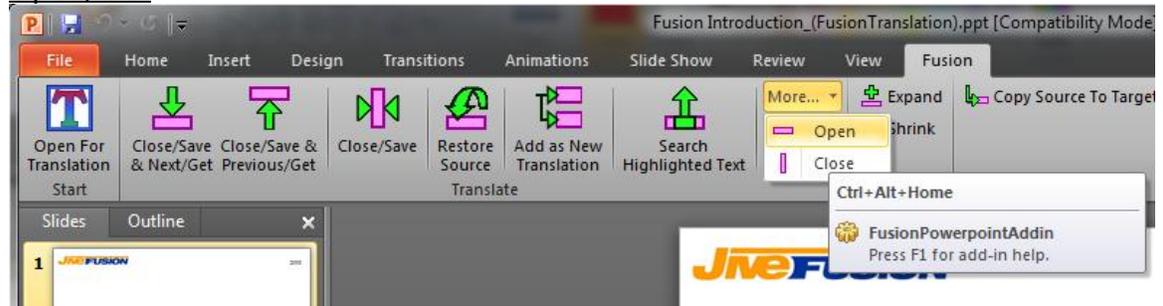
Select the slide, shape, or segment you wish to translate. Then click one of the following buttons (located on the Fusion ribbon):

- Close/Save & Next/Get:



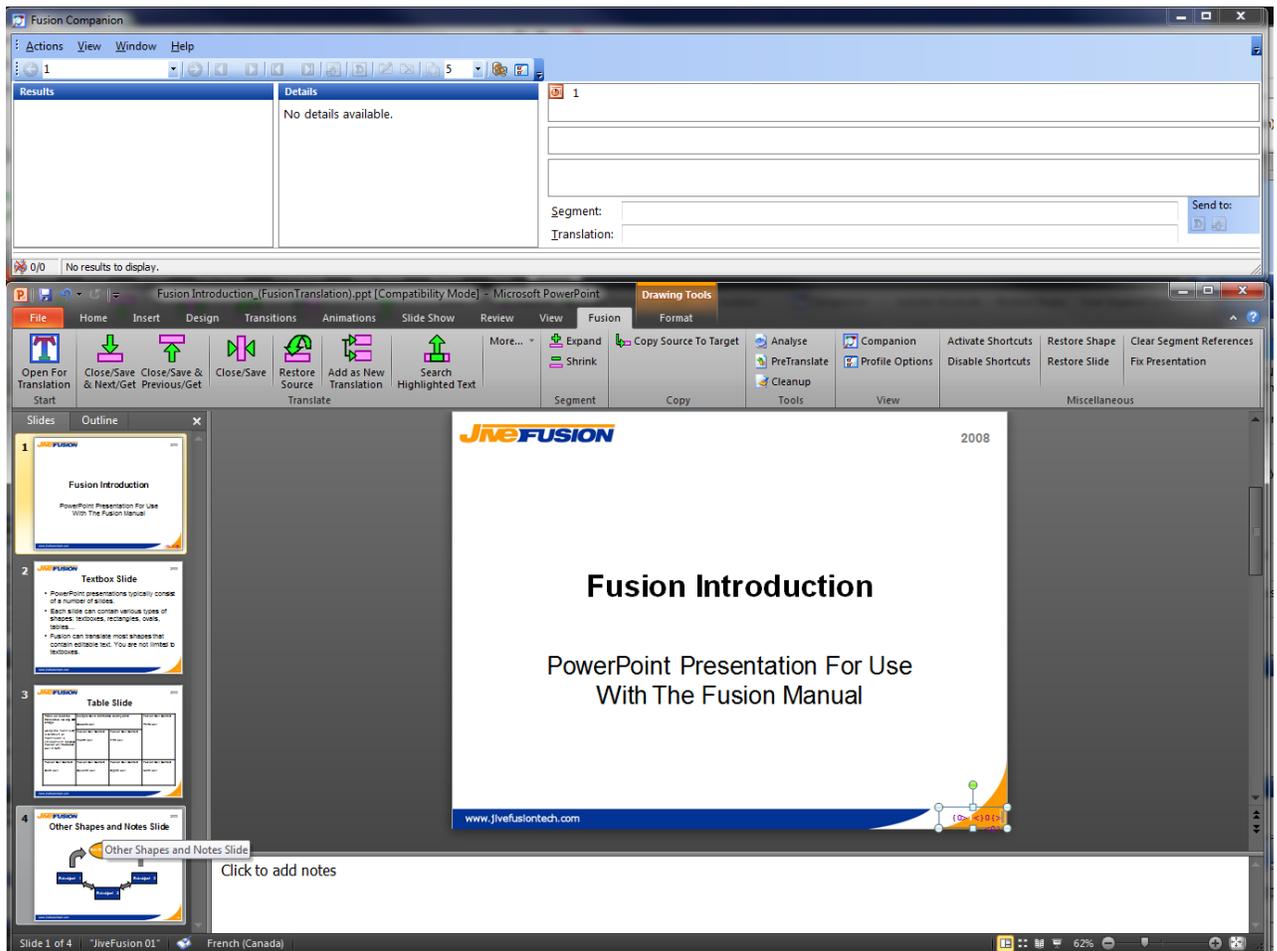
(Alt+Down): closes and saves the currently open segment (if any), then opens the next valid segment and inserts any translation returned by Fusion

- Open/Get:



(Alt+Home): opens the next valid segment, inserts any translation returned by Fusion

Fusion will search for the next valid segment, starting from the insertion point, "open" it in the presentation, and display the search results from Fusion (if any) in the Companion:



TIP: Fusion moves from shape to shape following the order in which they were created. This order will not necessarily follow the common "top to bottom, left to right" logic.

An easy way to ensure going through all the shapes on each slide and notes page is to simply select the first slide in a presentation, rather than a particular shape or segment on the slide.

See the [Next And Previous Segment](#) section for more details

Fusion will insert the usual tags: "{0>}", "<0{>" and "<0}" to delimit the source text, first, and the translation, second. If a translation is returned from Fusion, it will be automatically inserted in the translation area. Otherwise, a space will be inserted and selected:

{0>[Source Text]<0{>[Translation Area]<0}

NOTE: When no translation is returned by Fusion, a space is inserted in the translation area in order for Fusion to apply the sentence formatting to the translation area. The space is automatically selected so that you only need to start typing to overwrite it and keep the proper formatting.

Enter the translation for the segment in the translation area, then close the segment, and move to the next/previous one if needed, or manually select the next segment to translate.

B - Closing Segments

Once you have entered the translation for the opened segment, you must close the segment. Closing the segment will remove the tags and the source text from the shape, and leave only the translated text. In addition, when closing a segment, you have the option to Save your translation in the TM you have selected for updating.

To close a segment, click one of the following buttons on the Fusion toolbar or menu (or use its keyboard shortcut):

- Close/Save & Next/Get:  (Alt+Down): Closes and saves the currently opened segment, then open the next valid one in the presentation and inserts any translation returned by Fusion
- Close/Save & Previous/Get:  (Alt+Down): Closes and saves the currently opened segment, then open the previous valid one in the presentation and inserts any translation returned by Fusion
- Close/Save:  (Alt+End): Closes the currently opened segment and saves the translation in Fusion according to your settings
- Close:  (Alt+Shift+End): Closes the currently opened segment, does not save the translation

C - Next And Previous Segment

As mentioned in sections A- and B-, you can use the functions "Close/Save & Next/Get" and "Close/Save & Previous/Get" to automatically open the next/previous valid segment in the presentation.

If the currently open segment is in the middle of a shape, the next or previous segment will be opened normally. If the currently open segment is the last/first one in the shape, Fusion will automatically search for the next/previous shape that contains valid text. The order in which Fusion searches through the shapes is the internal order on the PowerPoint presentation, which is the order in which the shapes were created in the presentation. Therefore, the next shape may not be the one below or to the right of the current shape.

If the current shape is the last one on the current slide and you select to automatically open the next segment, Fusion will first check on the notes page of the current slide. If it contains valid text, the first segment will be opened, and you can translate it normally. If the notes page does not contain any valid text, or if you reach the end of the notes page, Fusion will move on to the next slide, and search for the first valid segment from there. Similarly, if the current shape is the first one and you select to automatically open the previous segment, Fusion will check for the first valid segment on the notes page of the previous slide (starting from the end). If there is no valid text or you reach the start of the notes page, Fusion will move on to the previous slide and search for the previous segment from there.

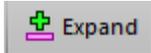
Fusion follows the same order when using the "Open" or "Open/Get" commands: from the current selection, which can be a slide, shape, or text, Fusion will search from segment to segment, then from shape to shape, and finally from slide to slide, until it finds a valid segment.

D - Other Functions

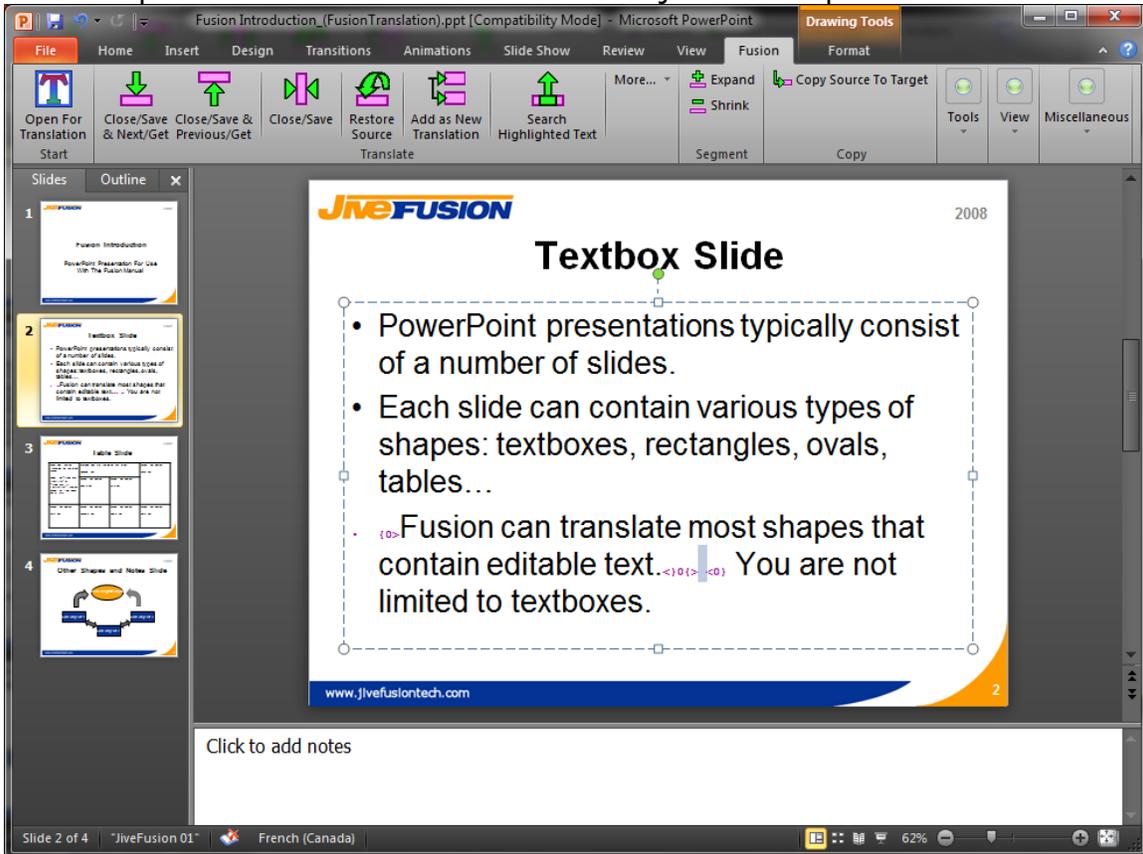
When translating a shape in PowerPoint, the following familiar functions are also available:

1 - Expand / Shrink

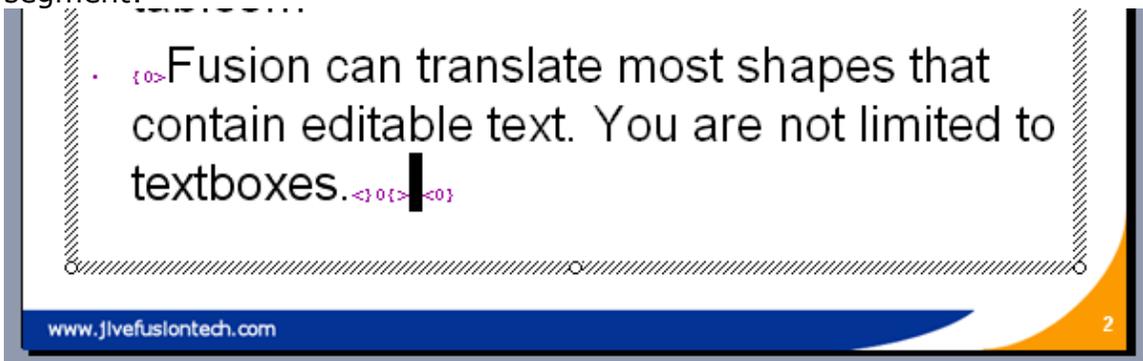
Expand allows you to append the next sentence to the segment you are currently translating, so that they will be translated together. To Expand the current segment, click the 'Expand' button on the Fusion ribbon (Segment section):



For example, in the following document, the segment 'Fusion can translate most shapes that contain editable text.' has just been opened:



Clicking the 'Expand' button will include the next sentence in the current segment:



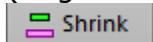
The two sentences will now be treated as one segment. Type your translation as normal in the Translation Area.

There is no limit to the number of times a segment can be expanded, except that segments cannot expand beyond one shape (i.e. you cannot expand a

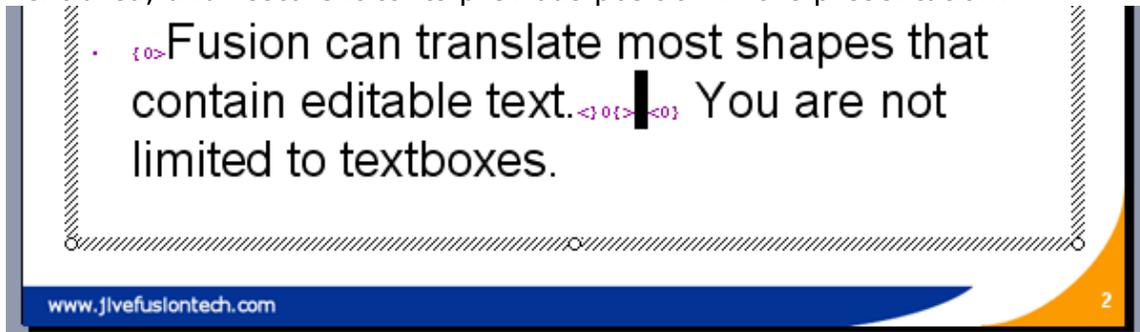
segment to include a sentence in another shape). It is therefore possible to translate a whole shape as one segment if needed.

NOTE: a segment cannot be expanded if the following sentence already contains a translation. If you wish to expand the segment, first remove the translation of the following sentence (for example using 'Restore Source') then re-open the first segment and expand it.

Shrink allows you to remove the last sentence from an expanded segment. The rest of the segment will still be expanded (if it contains more than one sentence), and the last sentence will have to be translated on its own. To Shrink the current segment, click the 'Shrink' button on the Fusion ribbon (Segment section):



For example, with the same presentation as above, the segment has been expanded to include the sentence 'You are not limited to textboxes.' . Clicking the 'Shrink' button will remove the last sentence from the Source Text area, and restore it to its previous position in the presentation:



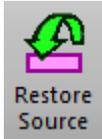
The two sentences will now be translated separately. The sentence being 'shrunk out' has no translation, even if the expanded segment has one.

A segment can be shrunk back to its original sentence, no matter how many times it has been expanded. You can only shrink an expanded segment.

2 - Restore Source

When a segment is open, it can be restored to its original state by using the 'Restore Source' function.

To Restore the current segment, click the 'Restore Source' button on the Fusion ribbon (Translate section):

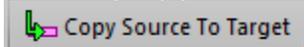


When a segment is restored, the tags and any existing translation are deleted, and the segment is restored to its original state. If an expanded segment is restored, each sentence within the segment will be treated individually again (although they can be expanded again at a later stage if needed).

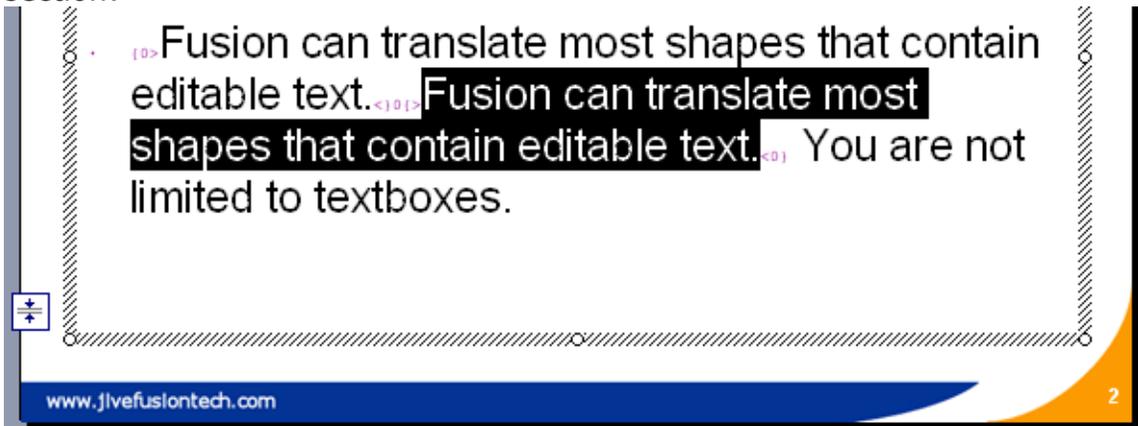
3 - Copy Source To Target

When a segment is open, you can copy the original text to the Translation Area at any time, overwriting any existing translation, using the 'Copy Source To Target' function.

To copy the source, click the 'Copy Source To Target' button on the Fusion ribbon (Copy section):



When the source is copied, the source text is inserted in the Translation Area. If any translation had been entered before, it is overwritten. For example, if 'Copy Source To Target' is used on the same segment as the previous section:



Copy Source To Target can be used on expanded segments.

E - Modifying The Original Presentation

Sometimes modifications need to be made to the original text of a presentation after the translation process has started. However, because Fusion keeps references of which sentences in the original presentation correspond to which translation in the translated copy, it is not recommended that you modify the original text by simply typing the corrections in either the original presentation or the translated copy. This could lead to a situation where the references kept by Fusion don't match the actual content of the presentations, causing errors.

If modifications need to be made, the recommended approach is as follows.

1 - Modifying Text Inside A Shape

a - Modifying a Sentence

To modify the text within a shape, open the segment that needs to be modified. Then modify the original text in the Source Text area as needed. You may enter the translation now or leave it blank and translate it later. Finally, close the segment (using either 'Close', 'Close/Save', 'Close/Save & Next/Get' or 'Close/Save & Previous/Get'). The change to the Source Text will be carried out to the original presentation.

b - Adding A Sentence To A Shape

To add a sentence to a shape, open the segment preceding the position you wish to add the sentence. In the Source Text area, enter the sentence to be inserted (without forgetting the closing punctuation), then close the segment (using either 'Close', 'Close/Save', 'Close/Save & Next/Get' or 'Close/Save & Previous/Get'). Reopen the segment; both sentences should be part of the segment, then use the Shrink function to separate the last sentence from the segment (see the [Expand and Shrink](#) section for more details). Finally, close the segment (using either 'Close', 'Close/Save', 'Close/Save & Next/Get' or 'Close/Save & Previous/Get') to register the change.

c - Removing A Sentence From A Shape

To remove a sentence from a shape, you need to group it with either the preceding or following one, using the Expand function (see the [Expand and Shrink](#) section for more details). Once the segment has been expanded, delete the sentence to be removed from the Source Text area. Finally, close the segment (using either 'Close', 'Close/Save', 'Close/Save & Next/Get' or 'Close/Save & Previous/Get') to register the change.

2 - Adding A Shape To A Slide

To add a new shape to a slide, first make sure that no segment is open. Then bring up the original presentation, navigate to the desired slide, and create your new shape fully, including any text it may contain. Save the original presentation when you have finished creating the shape. Finally, select the newly created shape in the original presentation, then restore it to the translated copy using the 'Restore Shape' function (see the [Restore Slide and Restore Shape](#) section for more details). The new shape will be copied to the translated presentation where you will be able to translate it.

3 - Adding A Slide To A Presentation

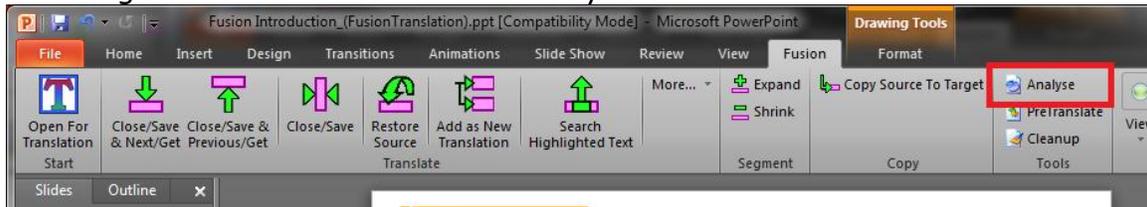
To add a new slide to a presentation, first make sure that no segment is open. Then bring up the original presentation, navigate to the desired position in the presentation, and create the new slide fully, including any shape it must contain. Save the original presentation when you have finished creating the slide. Finally, select the newly created slide in the original presentation, then restore it using the 'restore Slide' function (see the [Restore Slide and Restore Shape](#) section for more details). The new slide will be copied to the translated presentation where you will be able to translate it.

V- Tools

In PowerPoint , you have access to the Fusion functions Analyse, Pretranslate and Cleanup.

A - Analyse

Fusion allows you to carry out an Analysis on PowerPoint presentations. You can launch the Analyse window either from Fusion, or from PowerPoint by selecting the "Tools" section then "Analyse":

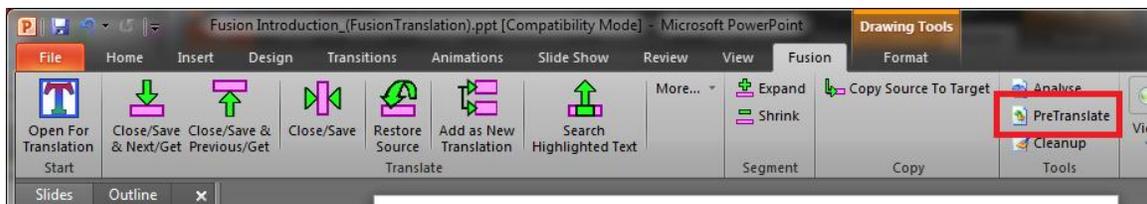


NOTE: There must be an open presentation in PowerPoint in order to launch an analysis from PowerPoint . If no presentation is open, a message will prompt you to open a presentation before calling Analyse.

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

B - Pretranslate

Fusion allows you to carry out a Pretranslate on PowerPoint presentations. You can launch the Pretranslate window either from Fusion, or from PowerPoint by selecting the "Tools" section then "Pretranslate":



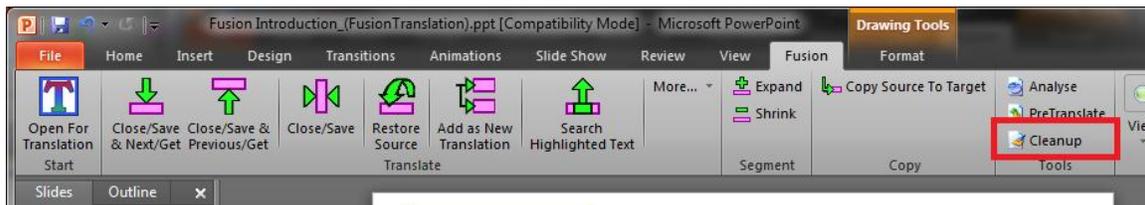
When a PowerPoint Presentation is pretranslated, Fusion automatically creates the translated copy in the folder that contains the original presentation. If a translated copy already exists, it is overwritten by the pretranslate process.

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

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

C - Cleanup

Fusion allows you to carry out a Cleanup on translated PowerPoint presentation pairs. You can launch the Cleanup window either from Fusion, or from PowerPoint by selecting the "Tools" section then "Cleanup":



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

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

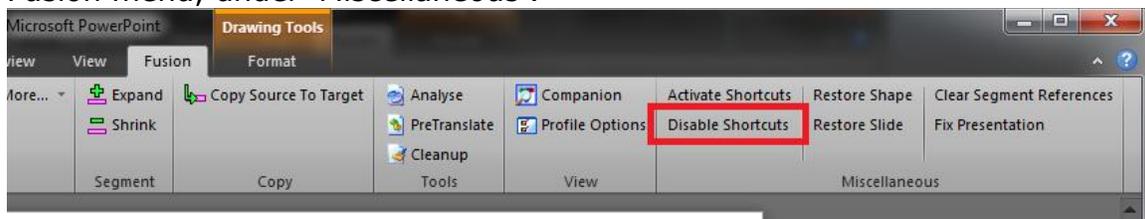
VI- Other Functions

The following functions are available in PowerPoint.

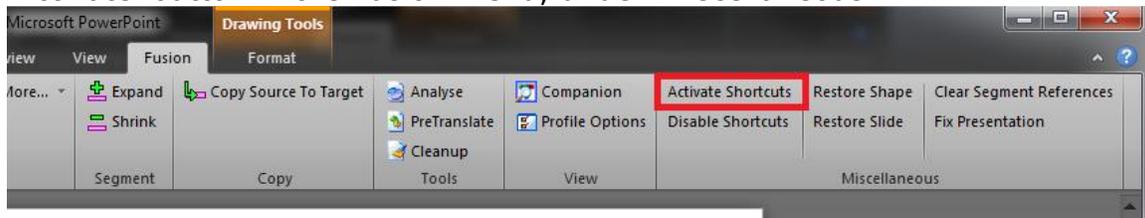
A - Activate/Disable Shortcuts

Fusion registers keyboard shortcuts for its most common functions (for example, 'Close/Save & Next/Get' is assigned the keyboard shortcut 'Alt+Down'). If you find that another PowerPoint addin uses the same shortcuts, you can switch off Fusion's shortcuts while working with the other addin. Similarly, when working with Fusion, you can activate Fusion's shortcuts and disable those of the other addin (using whatever functionality the other addin offers you).

To disable Fusion's shortcuts, click the 'Disable Shortcuts' button in the Fusion menu, under 'Miscellaneous':



To activate Fusion's shortcuts after they have been disabled, click the 'Activate' button in the Fusion menu, under 'Miscellaneous':



By default, the Fusion shortcuts are activated when the Fusion addin is loaded in PowerPoint. When the Fusion Addin is unloaded, the shortcuts are disabled.

B - Restore Slide and Restore Shape

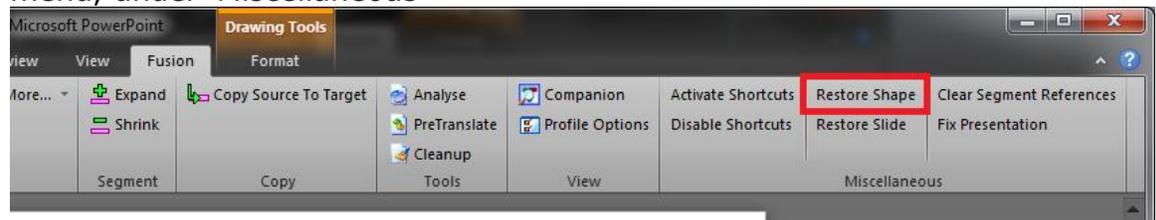
As discussed in the [Modifying The Original Presentation](#) section, Fusion is sensitive to modifications of the presentation without opening/closing segments. If Fusion tries to open or close a segment and find that the stored

information differs from the actual presentation, it may be stuck and unable to go forward.

If such a case arises, you can make use of the 'Restore Slide' and 'Restore Shape' functions. These will copy the original slide or shape (from the original document) and will replace the one currently present on the translated copy. The restored slide or shape will then contain no translation (although all the translations that were added to the TM are still in the TM, so you can get them back easily by re-opening the segments), leaving it in a state where Fusion should be able to start translating again.

To use the 'Restore Slide' or 'Restore Shape' function:

- Bring up the original presentation
- Select the slide or shape that needs to be restored
- Click the 'Restore Slide' or 'Restore Shape' button in the Fusion menu, under 'Miscellaneous'



When the function has been called, Fusion will ask you for confirmation. If you decide to proceed, Fusion will replace the translated slide or shape with the original one, and bring you back to the translated presentation so you can carry on translating.