

# **Fusion 3.0 New Features In Microsoft Word**

New functionality has been added to Fusion in Microsoft Word with the update to version 3.0. This document details the new functions available to you in the new version.

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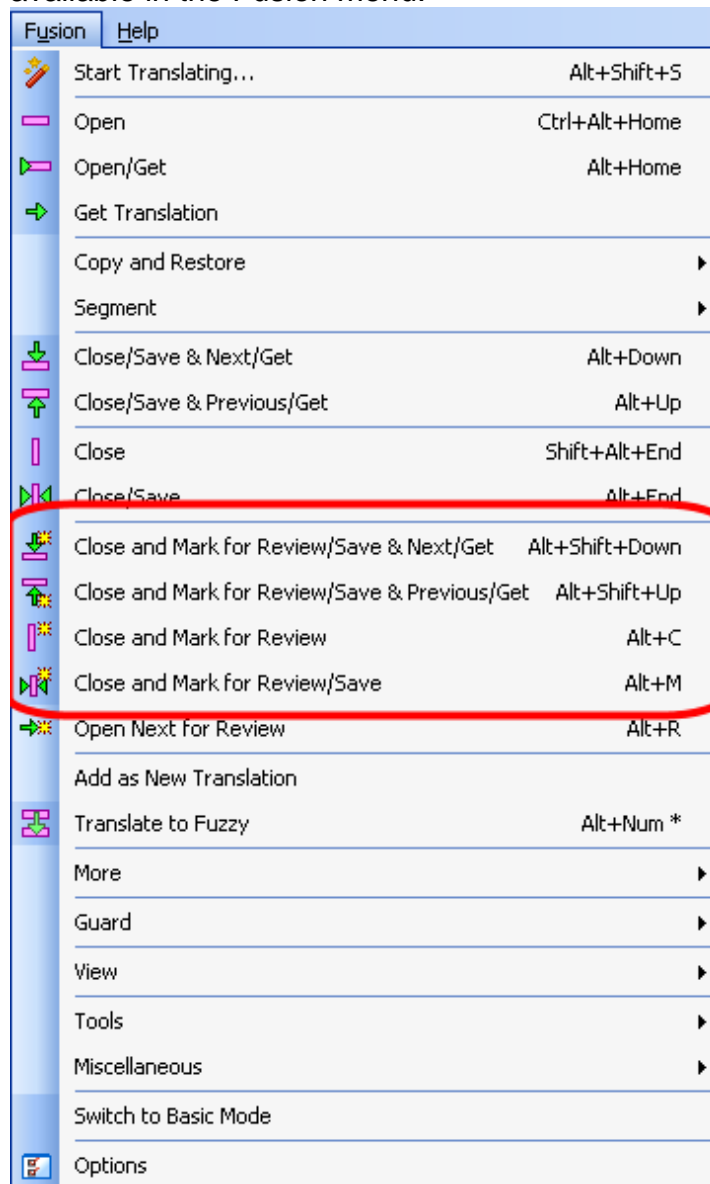
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## Marking Segments For Review

During the translation of a document, you may now mark segments 'For Review' as you close them. A new function, 'Open Next For Review', is also available which enables you to open the next segment that is marked for review in the document.

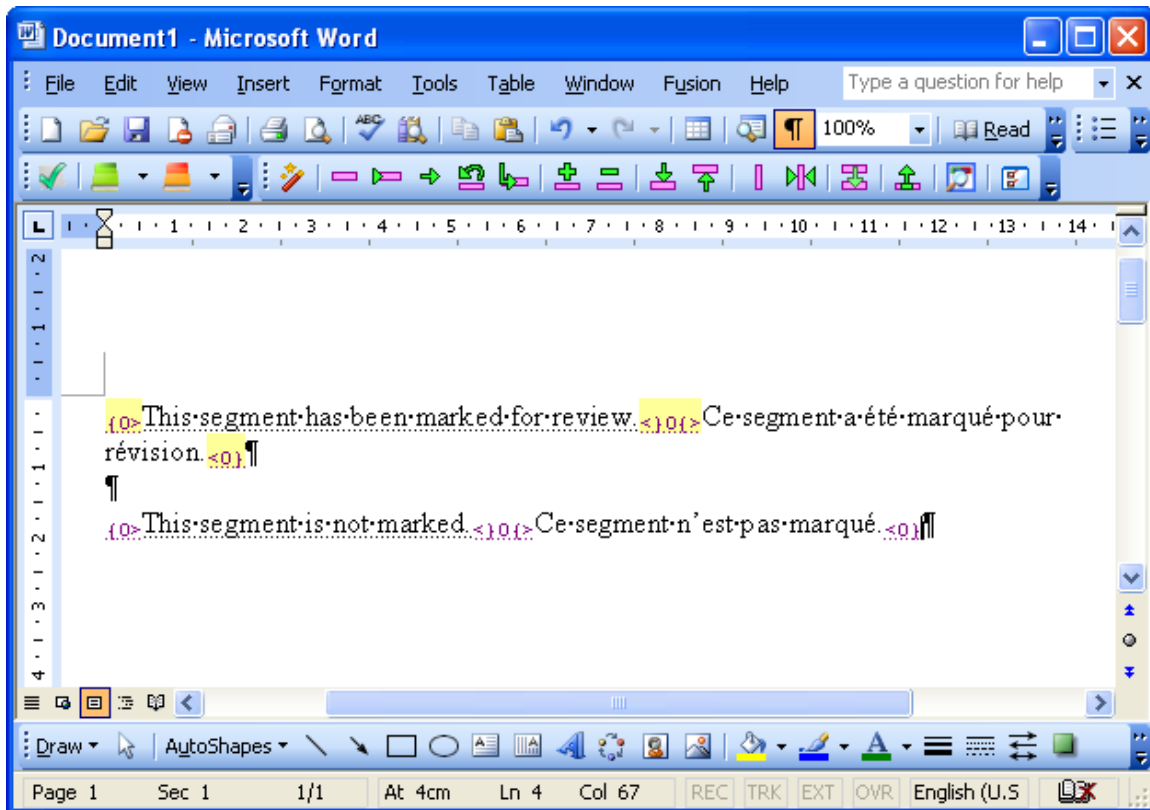
To mark a segment for review:

- Open the segment
- Enter the translation normally
- Close the segment by clicking one of the 'For Review' buttons available in the Fusion menu:



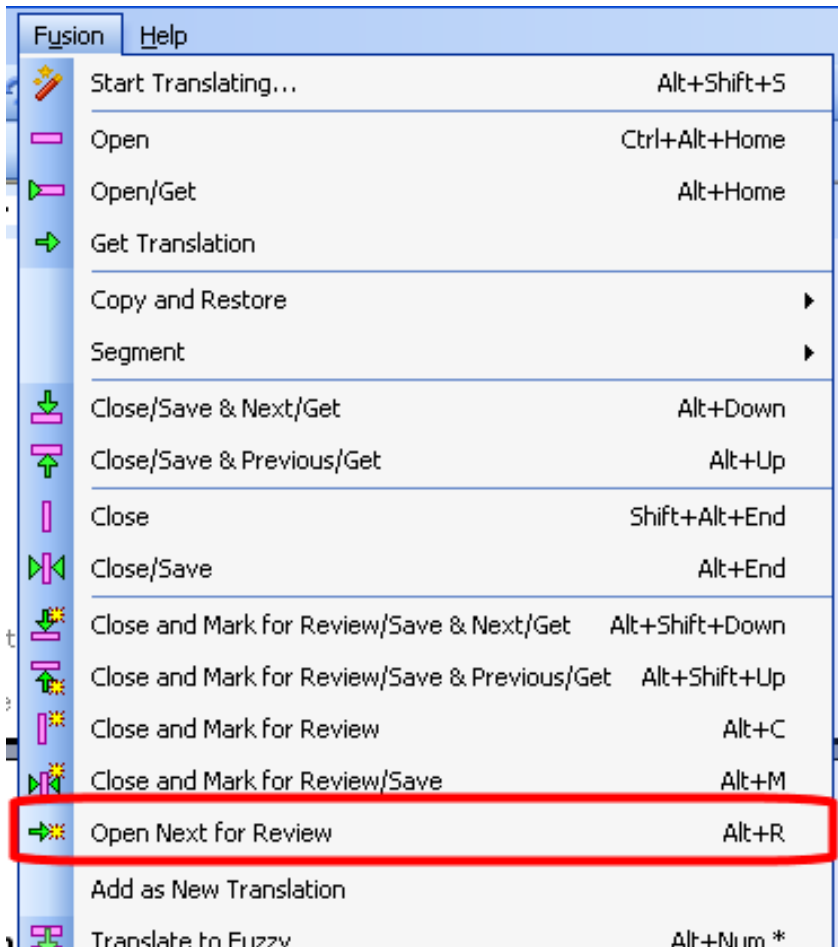
or use its corresponding keyboard shortcut

The closing function will perform as normal (i.e. it will save if it has to, and open the next or previous segment if it has to), only the Fusion tags surrounding the segment will appear differently (they will be highlighted in yellow):



**NOTE:** The Fusion tags are still set to hidden for marked segments, they will still not be displayed if your options in Word are set not to display hidden text. You do NOT need to display hidden text to make use of the 'Mark For Review' functionality.

You can call the 'Open Next For Review' function to open the next segment in your document that has been marked for review, starting from the current position in the document. To call the function, click the 'Open Next For Review' button in the Fusion menu:



Or use its corresponding keyboard shortcut 'Alt+R'

Fusion will automatically wrap around and search the beginning of the document if no marked segment is found. If a segment is found, it will be opened as if you had selected it manually and clicked the 'Open/Get' button. You can proceed and modify the translation as needed.

Once the segment is re-opened, it is no longer considered for review. If you need to mark it for review again, close it using one of the buttons shown above.

**NOTE:** No segment can be open if you want to use the 'Open Next For Review' function. If you try to call the function while another segment is open, a message will prompt you to close the open segment before proceeding.

Segments marked for review will be cleaned normally during a Cleanup.

## Guard

### 1. Guarding

Guard enables you to mark sections of a document that are not to be treated with Fusion. These sections will be tagged by Fusion (in a manner similar to segments). During the manual translation, or Analysis or Pretranslation of a document, sections marked as 'Guarded' will not be treated.

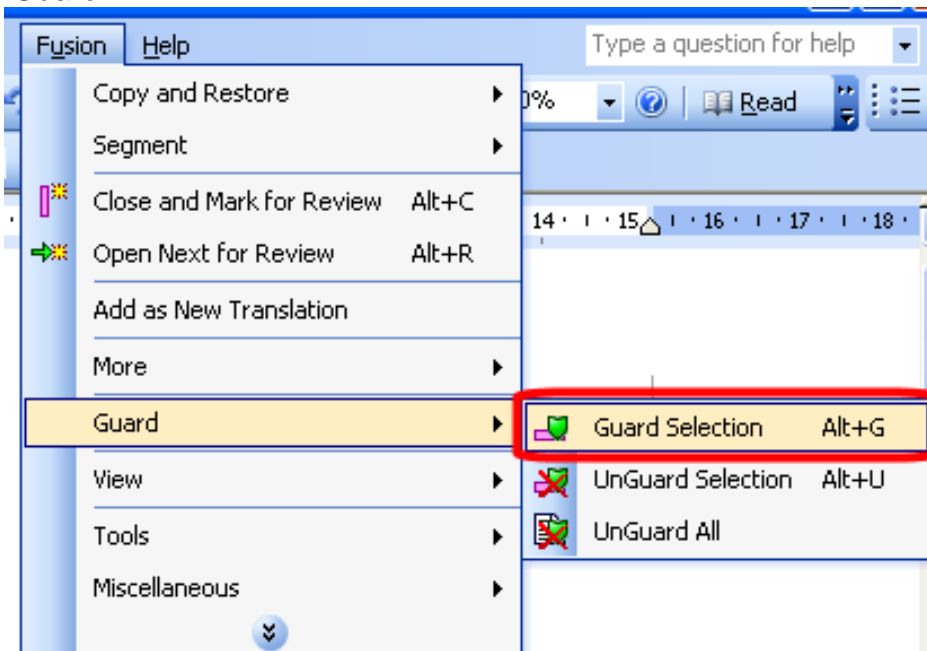
For a manual translation, this means that if the segment that you try to open is guarded, Fusion will skip it and open the next non-guarded segment it finds in the document. If none is found, the 'End of Document reached' message will be displayed in the status bar.

**NOTE:** The behaviour is similar to the segments that are skipped because of your segmentation options.

For an Analysis or Pretranslation, the guarded sections will be skipped by the process. The number of words in guarded sections will not be included in the Analysis or Pretranslation details.

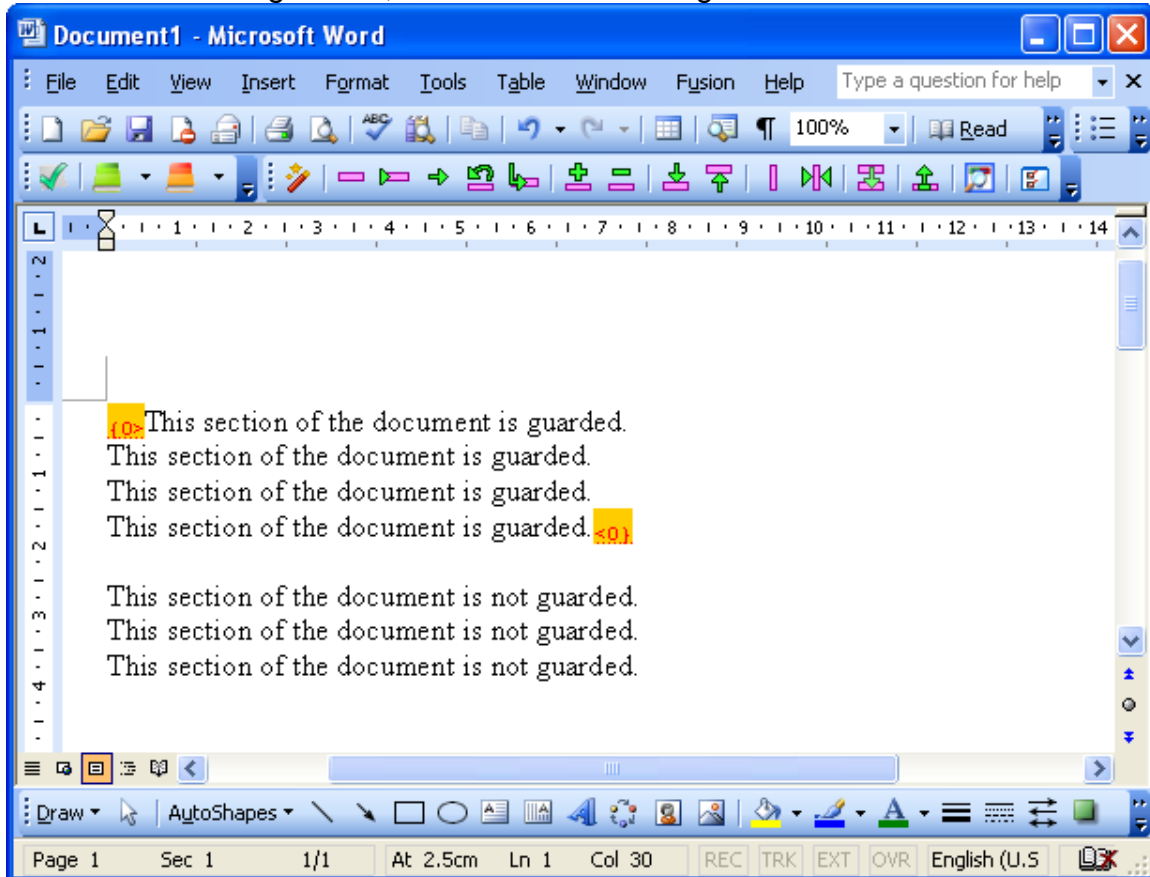
**NOTE:** If a sentence is partially guarded, it will be considered as guarded by Fusion.

To guard a section of a document, simply select the section to be guarded (i.e. highlight it), then click the 'Guard Selection' button in the Fusion Menu, under 'Guard':



Or use its corresponding keyboard shortcut 'Alt+G'.

When a section is guarded, Fusion inserts two tags that surround the section:



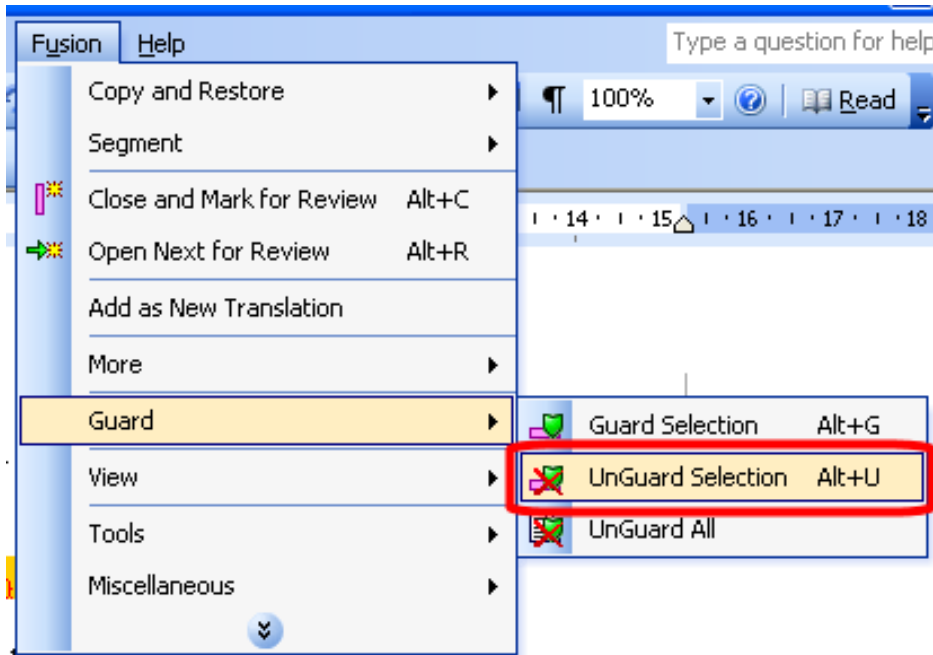
**NOTE:** The Fusion tags are set to hidden for guarded sections, they will not be displayed if your options in Word are set not to display hidden text. You do NOT need to display hidden text to make use of the 'Guard' functionality.

Guarded sections can span over several paragraphs, pages, tables... etc as needed. You can guard multiple sections of your document.

## 2. Unguarding

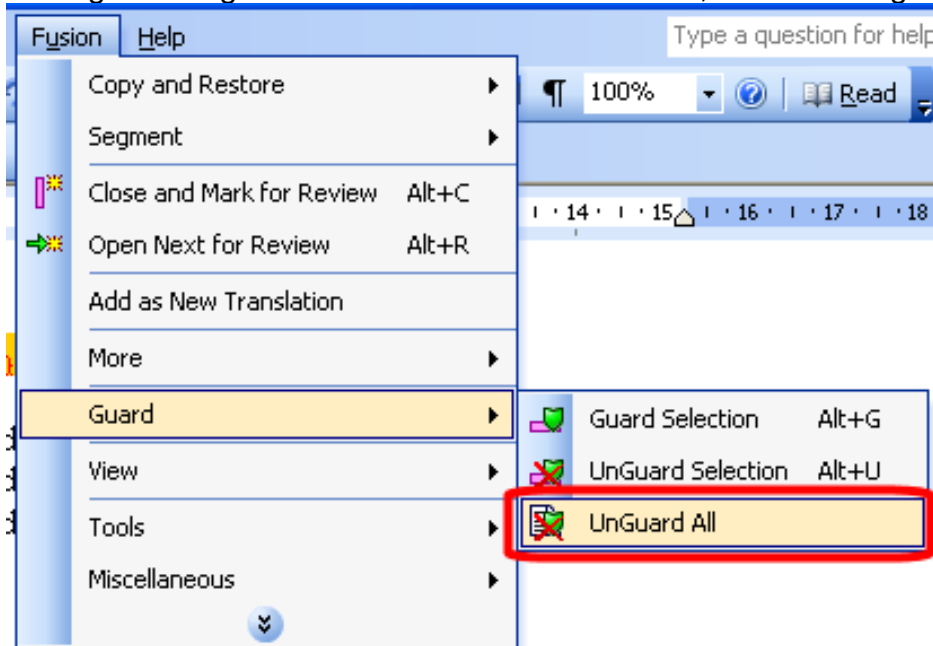
You can remove the guard from any or all guarded sections of your document at any time.

To unguard a particular section, simply place the cursor at any place inside the guarded section, then click the 'Unguard Selection' button in the Fusion menu, under 'Guard':



Or use its corresponding keyboard shortcut 'Alt+U'.

To unguard all guarded sections in the document, click the 'Unguard All' button:

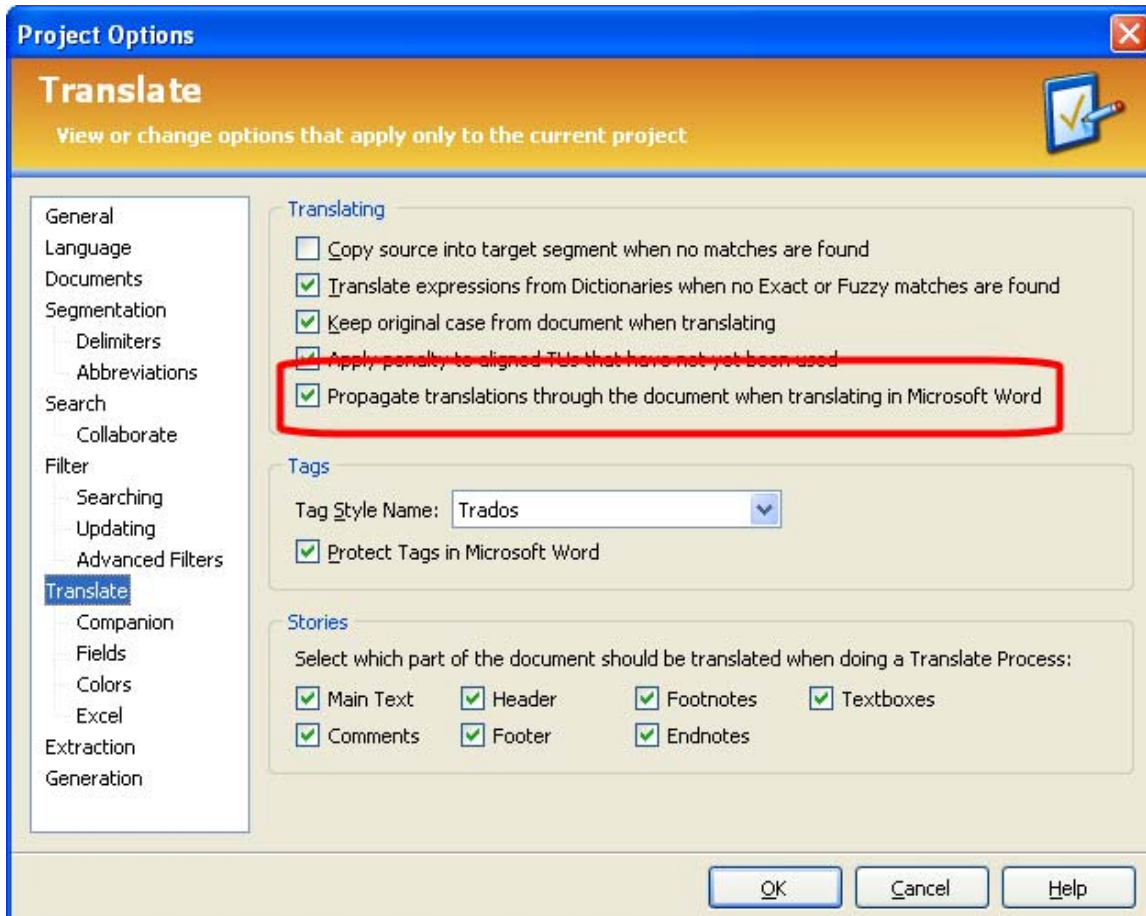


During Cleanup, the guarding tags will be removed by Fusion.

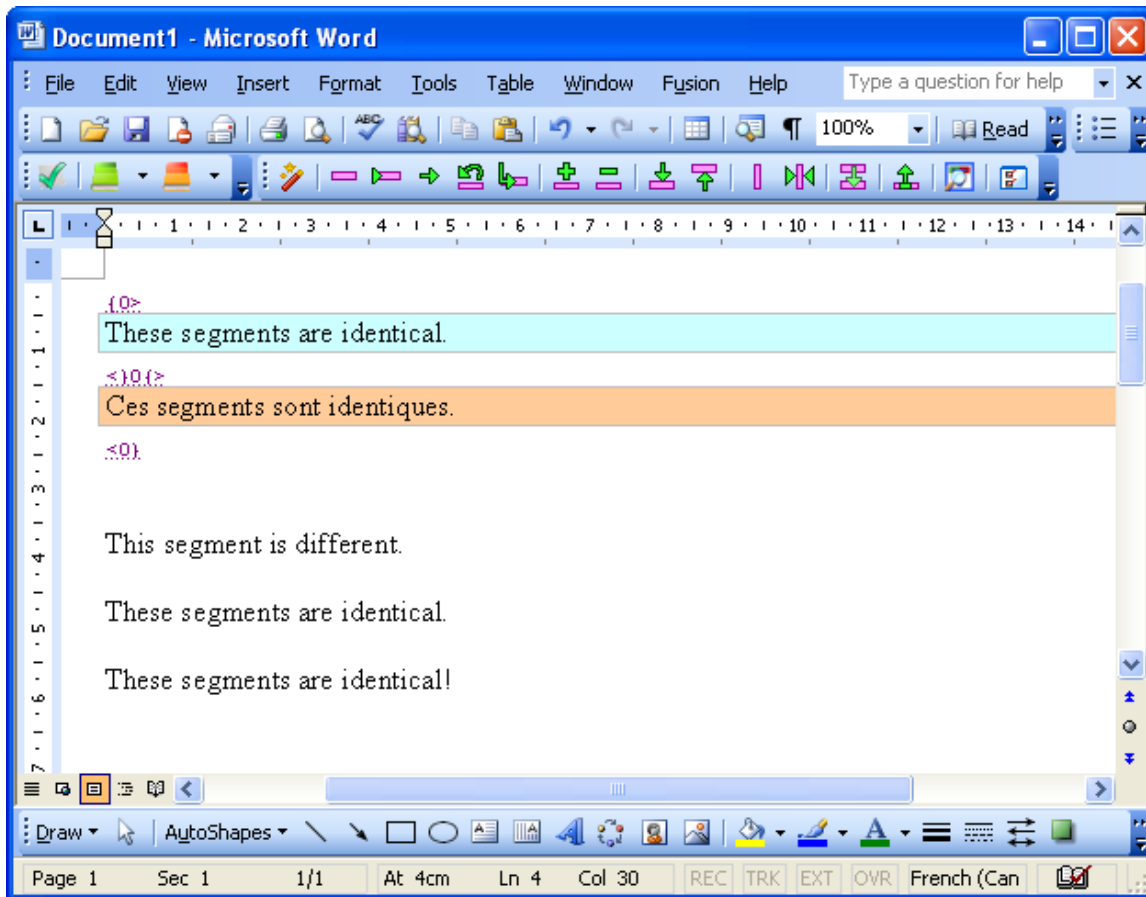
## Auto-Propagate

An option has been added in the Project Options that enables you to apply the same translation to any segment in the document that is identical to the one being translated, and that has not been translated yet. The translation is applied as the segment is closed.

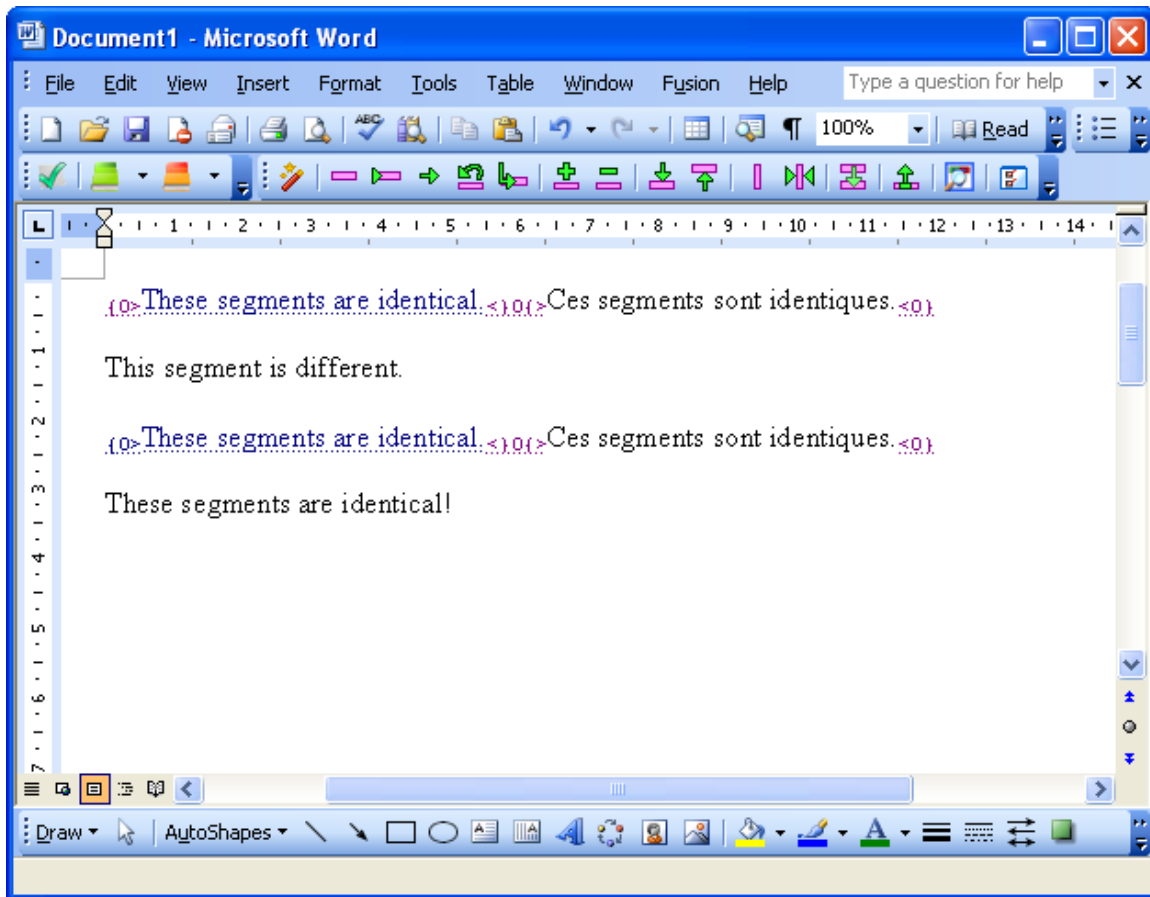
The option can be enabled or disabled from the Project Options window, in the 'Translate' section:



For example, take the following document:



Assuming the option is selected, if the first segment is opened, and a translation entered for it as shown, closing the segment will result in the translation being inserted automatically to all the segments throughout the document that contain exactly the same source and that haven't been translated yet. In our case, simply closing the segment results in the following document:



Notice that the last sentence was not automatically translated since the exclamation mark '!' differs from the full stop '.' Used in the original segment. The third sentence however, which is identical to the original segment, has been automatically translated.

**IMPORTANT NOTE:** While the option may sound tempting with large documents, the process can be extremely slow, as Fusion needs to carry out a search for each instance of the sentence on the entire document, and insert the translation. During that process, Word can appear as non-responsive.