

# **Fusion 3.0 Revision Process with Fusion**

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## Overview

During the revision of Word documents that have been translated with Fusion, changes may need to be done to the translation chosen by the translator, to the original text, or even both.

There are two main approaches to modifying a document translated with Fusion:

- By opening the appropriate segments with Fusion and entering the modifications as needed
- By entering the modifications directly into the document

Both approaches are valid, and will result in the Translation Memory being updated to contain the modifications eventually. The choice on how to proceed will be determined largely upon your personal preference or workflow.

### **IMPORTANT NOTE:**

The segments tags are vital to Fusion once a segment has been translated. Fusion implements a tag protection functionality on computers on which Fusion has been installed to try and prevent tags to be mistakenly damaged by the users. On computers where Fusion is not installed, that protection is not present. It is also possible to damage the tags even when the protection is active.

**JiveFusion strongly recommends that any revision be done using Fusion** to minimize the chances of tag damage. In the cases where Fusion is not used for revision, users should be particularly careful not to delete any part of the tags. Tags can be recovered in case of problems, but the process is manual and can take unnecessary time, especially on large documents where the damage is important.

## Revision

### A. Revision using Fusion

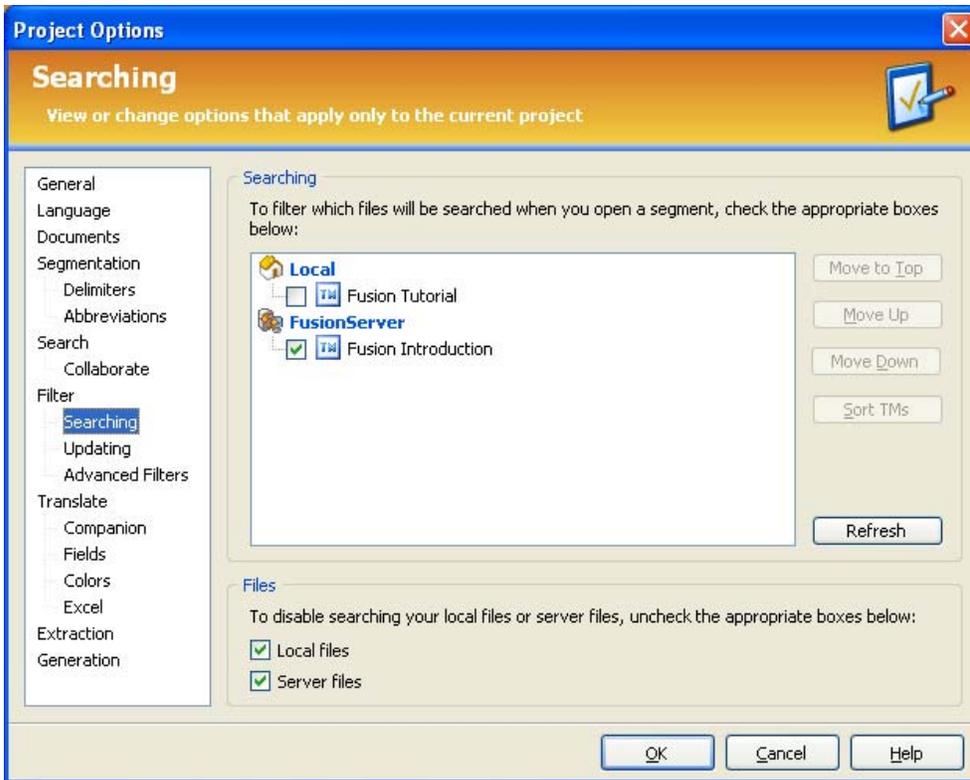
When working with Fusion, the reviser has the possibility to update the Translation Memory while he/she enters the corrections in the document.

When a correction needs to be entered, be it to the original text or the translation, the reviser opens the appropriate segment. With the segment opened, the reviser can then type over the portion to be changed. Once the corrections have been made, the reviser can then close the segment.

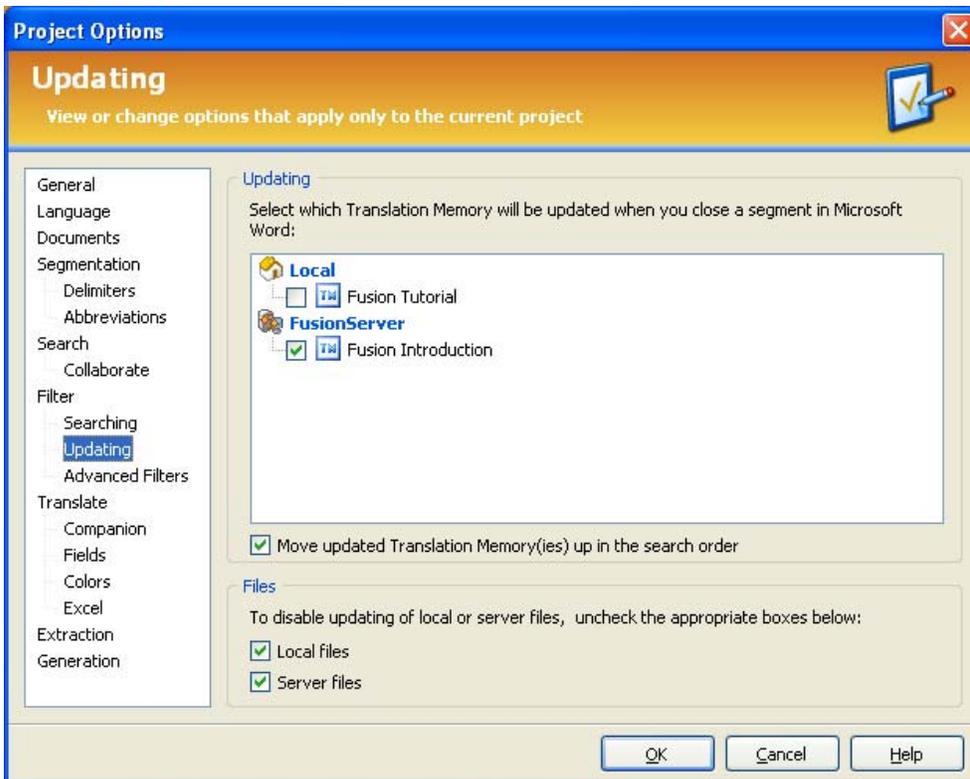
If a sentence needs to be removed from the document entirely, for example after a client requested a change to the document, the reviser should open the appropriate segment, then use the 'Restore Source' function (to remove the translation and the Fusion tags from the sentence), then finally delete the sentence.

When the reviser enters a correction to a sentence, he/she has the choice to update the Translation Memory right away or not. If they choose to update the translation Memory, they have the usual option of either overwriting the original Translation Unit which contains the original translation, or to create a new Translation Unit.

When updating after a correction, the reviser will usually want to update the same Translation Memory that the translator used initially (although this is certainly not mandatory). This will allow the reviser to overwrite the incorrect Translation Unit created by the translator if need be. To do so, the reviser should make sure that the Translation Memory used by the translator is selected both for 'Searching' and 'Updating' in the Project Options. For example, say the translator used the Translation Memory called 'Fusion Introduction', the reviser needs to make sure that 'Fusion Introduction' is checked in both sections:

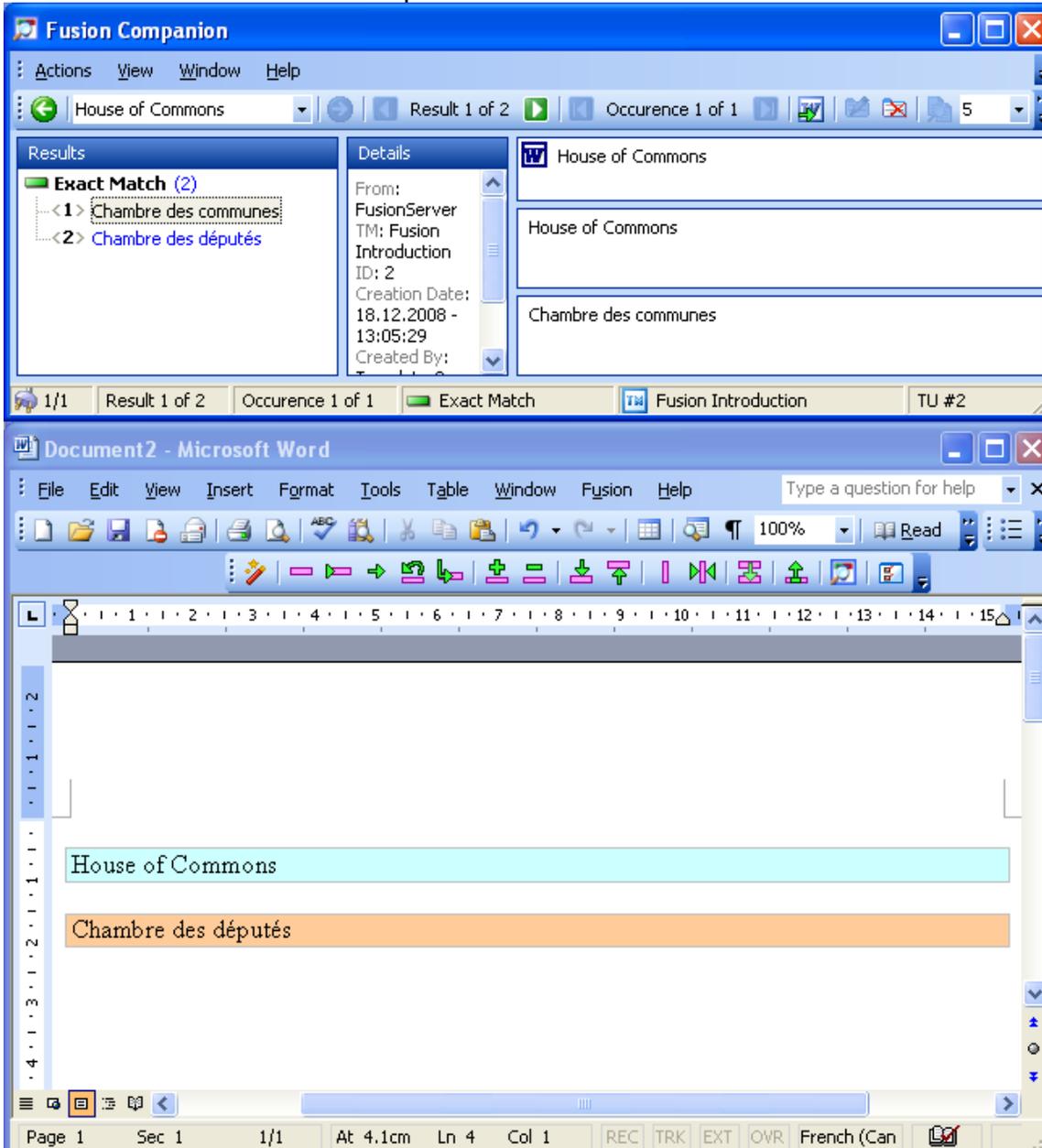


And



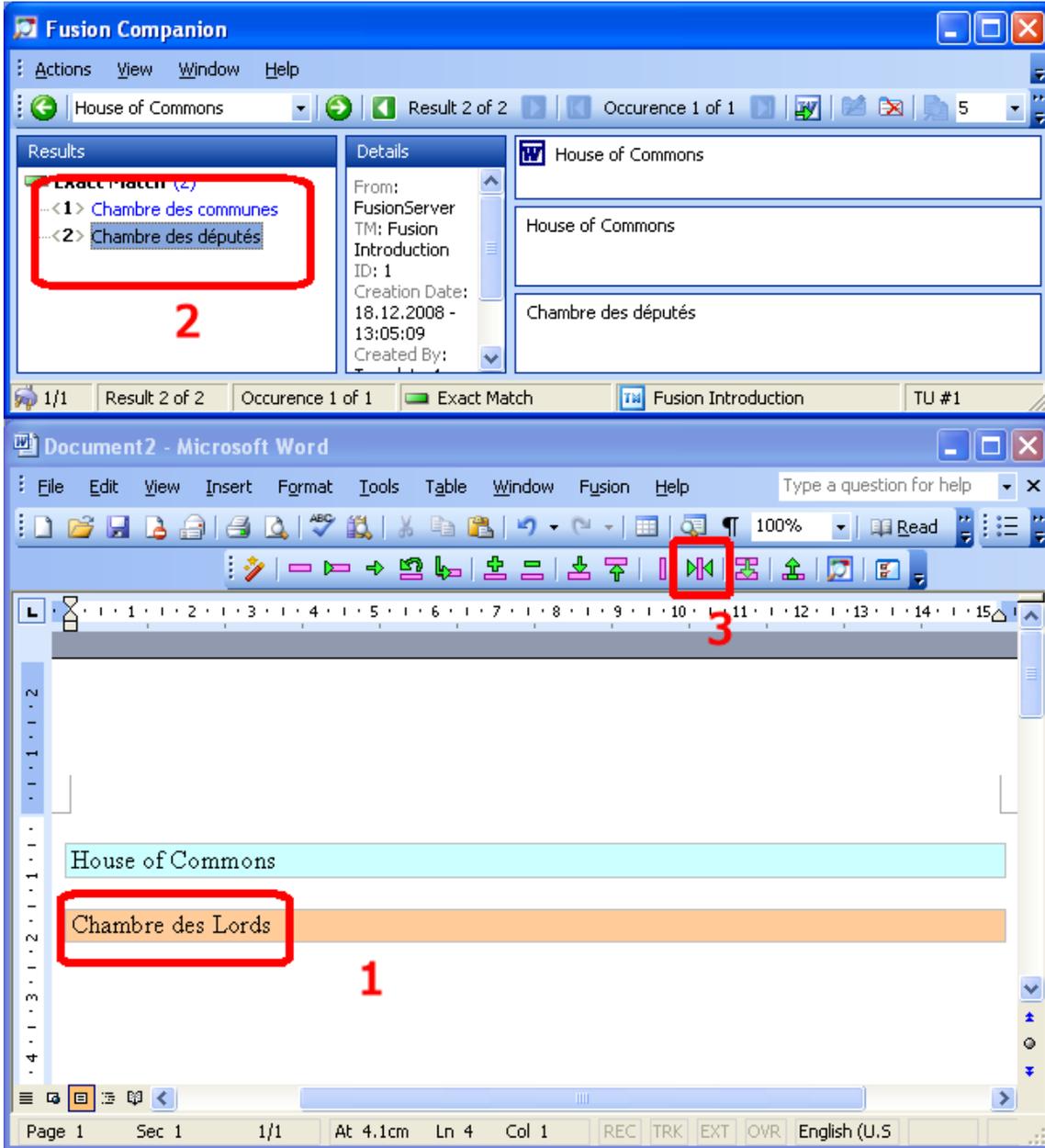
If the reviser opts to overwrite the existing translation, he/she must make sure to select the appropriate result in the Companion, then enter its correction and close/save the current segment.

For example, in the following document, the translator has translated 'House of Commons' to 'Chambre des députés':

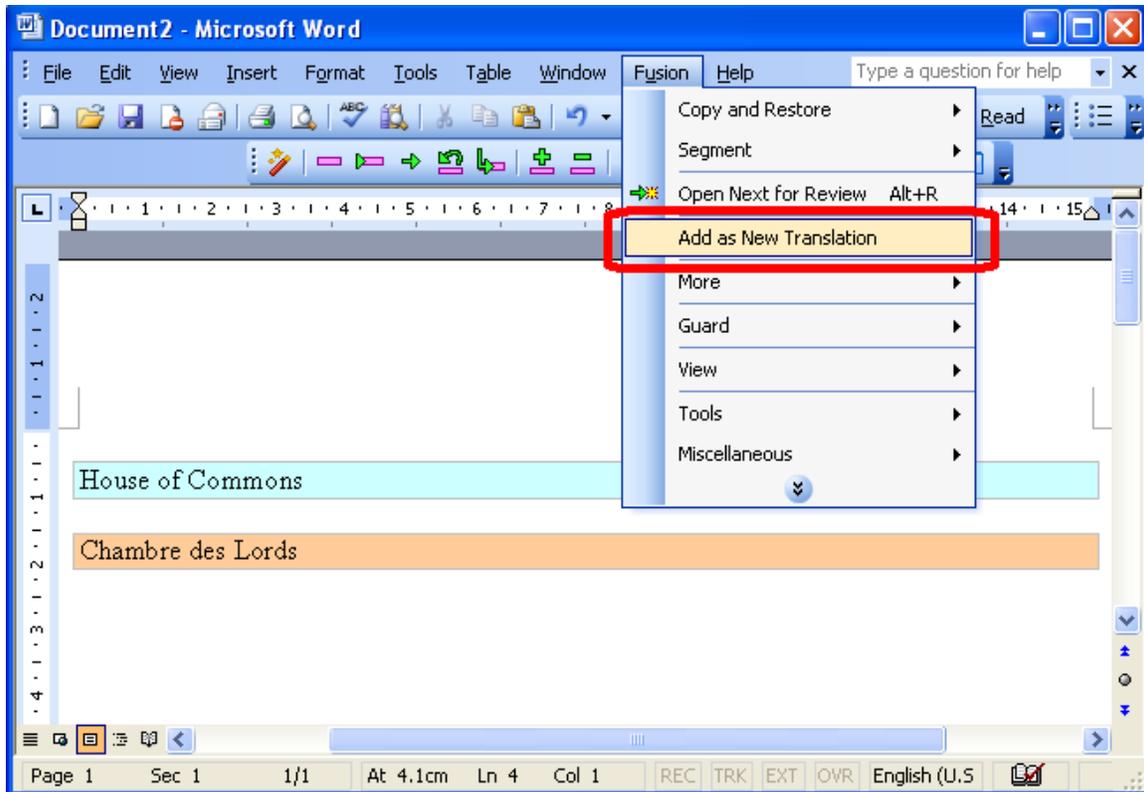


The reviser decides that the correct translation in this case is 'Chambre des Lords'. The reviser enters its correction. Then, before closing and saving the segment, the reviser makes sure to select the appropriate result in the Companion – in our case, there are two results, 'Chambre des communes' and

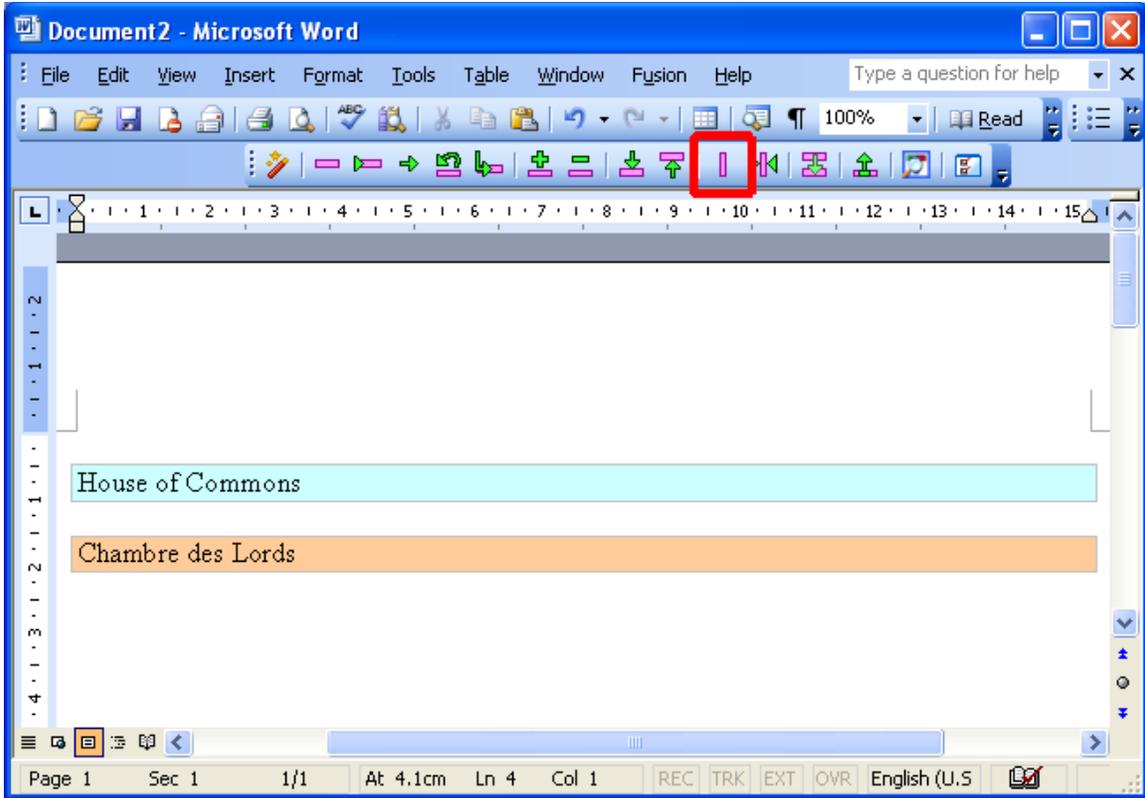
'Chambre des députés' - then clicks the 'Close/Save' button in the Fusion toolbar to overwrite the Translation Unit:



If the reviser opts to create a new Translation Unit instead of overwriting the existing one (either because the existing one is relevant or doesn't exist anymore), he/she can use the 'Add as new translation' function, available in the Fusion menu, then click 'Close/Save':



If the reviser opts not to update the Translation Memory, he/she simply enters the correction, then closes the segment without saving by clicking the 'Close' button:

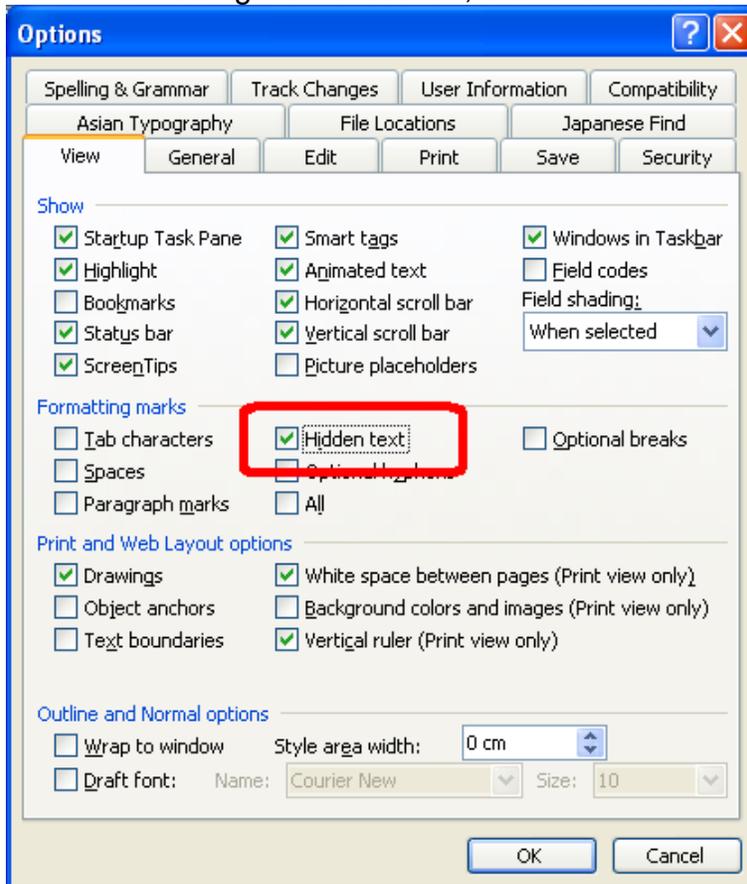


## B. Revision without using Fusion

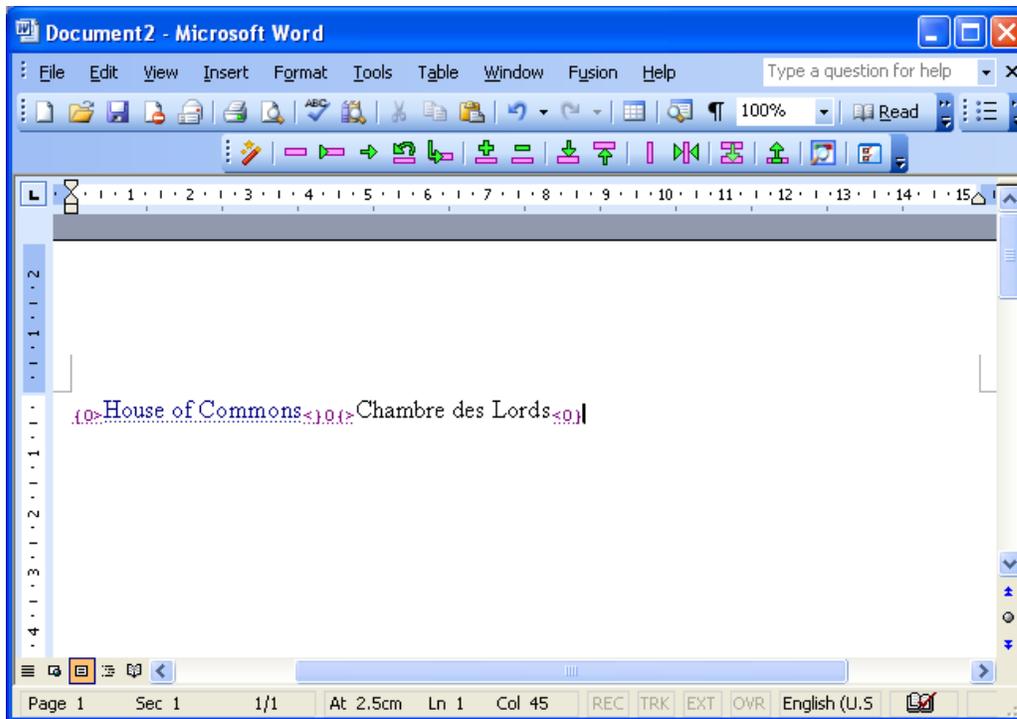
The revision can be done without using Fusion, be it because the reviser does not have Fusion, or for any other reason.

In this case, the corrections entered by the reviser will not be entered in the Translation Memory until the document is Cleaned with Fusion.

To enter its modifications, the reviser simply overwrites the existing text in the document. If the reviser needs to modify the original text, he/she will need to set Word to display hidden text, as Fusion sets the original text ( and the segment tags) to 'Hidden'. To display hidden text in a Word document, go to the 'Tools' menu and select 'Options'. The options window will come up. On the 'View' tab, in the 'Formatting Marks' section, click the 'Hidden Text' checkbox:



Then click 'OK' to validate your choice. The reviser will now be able to see he Fusion segments fully, including the tags and the original text:



If the reviser needs to remove a whole sentence out of the document, he/she must make sure to delete the Fusion tags surrounding the sentence (without damaging the tags from the surrounding segments of course).

### **C. After Revision – Cleanup**

Once the revision is complete, the document is ready to be cleaned using the Fusion Cleanup function. The document can be cleaned in the same Translation Memory that was used during translation/revision, or a different one. If the reviser did not update while revising, it is usual to clean in the original Translation Memory in order to ensure that any corrections are entered.

Remember that a document can be cleaned several times (as long as you do not overwrite it during the Cleanup process).