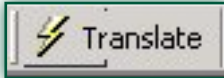
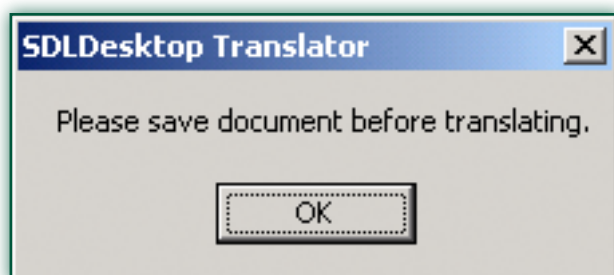


Guide to translating whole documents

1. Translating a complete document

- First save the document.
- Ensure that there is no text highlighted.
- Click on the  button.
- If you have not saved the document you will get the following message



- Once your document has been saved the complete file will be sent for translation and returned to your computer. A new file will be created and saved in the same directory as your English file and the new file will be opened. It will be given a new name with the target language you have selected being placed in front of the file name
- In the example below a document called How it works was translated into French and the resulting translated document was returned and saved as French_How it works



2. Do I have to translate whole documents every time?

No. You can highlight Paragraphs, sentences, phrases or even single words and click the translate button and you will get a translation of the highlighted section of your document. If you choose to translate your whole document you must save it first,

ensure that nothing is highlighted. When you click the translate button the translation will be saved in the same directory as your original document with the correct language prefix for the target language you have chosen.

3. Is there any limit to the size of document that I can translate?

Yes. The maximum size of document you can translate is limited to 800 Kbytes or 20,000 words. Please remember that every time you do a translation the whole document is sent to the Translation server and back again. This will slow down the return of your translation. The translation process itself is extremely fast but we have no control over the time it takes to upload and download your document. The system may time out if it is too large which is why we have put a limit on the size of document you can translate.

4. Will all the formatting in my Microsoft Word documents be preserved?

Yes. For highlighted translations and whole documents all your formatting will be preserved in the returned translation