Business Document Translations: Word, Excel, PPTX

This document will explain:

➔ How to optimize the outcome for your document translations: Word, Excel, PPTX
➔ What to do to avoid delays for the translation process
➔ How to prepare your documents for the best possible result

1. Business Document Translations

1.1. Uploading Word Documents

Scenario
You have a Word document that needs to be translated.

Does this Word document contain any of the following?

- (Info)graphics
- Tables
- Any design elements
  - **No to all:** Upload the document for translation as-is.
  - **Yes to any:** Some prep may be needed, please follow the instructions below based on your use case.

Instructions for uploading Word documents that require some preparation
Your document contains:

1. ***A table:***

Do you need the translation side by side with the original text in a bilingual format?

- **Yes**: Consider applying the NOTRANSLATE style – see [instructions](#) below.
- **No:**
- Ensure the table is fully editable; it can't be a screenshot or image. Avoid embedded text – this will not be ingested for translation.
- The table cannot be a linked item, meaning a table that was created in another file and is merely linked from your Word document.

2. ***An (info)graphic:***

Is the infographic fully editable, i.e. not a screenshot or image?

- **Yes**: Make sure it is not a linked item.
- **No**: Is an editable version available?

  - **Yes:** Upload this as a separate file. Note: .ai (Adobe Illustrator) files are not natively supported. Please email support@jeenie.com for assistance.
  - **No:** Flag with the Jeenie team if it needs translation. Note that this will require desktop publishing (DTP) and added lead time to enable text extraction and recreation of the original image. Please email support@jeenie.com to have the DTP workflow configured for your account and add a note to the job description for the Desktop Publishing (DTP) team.

3. An image:
Does this image contain text that needs to be translated?
- **Yes:** Do you have an editable version of the image?
  - Upload this as a separate file.
  - Note: .ai (Adobe Illustrator) files are not natively supported. Please email support@jeenie.com for assistance.
- **No:** Flag with the Jeenie team via support@jeenie.com
  - Does not need translation: Upload the file as usual.

Comments: These will not be ingested for translation by default. Copy comments to the document body to have them translated.

1.2 Uploading Excel Documents
Scenario: You have an Excel workbook that needs to be translated.

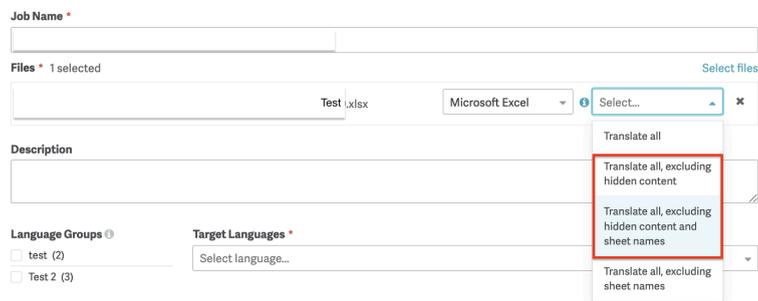**Is the text for translation on one sheet or multiple?**

Option 1: Only one sheet
Does the sheet need translation in its entirety or only partially?

Entire sheet: Upload the Excel file.

Partial sheet:
Option A: Apply the NOTRANSLATE style.

Option B: Hide the rows/columns that do not need to be translated. Choose the option Microsoft Excel in the first drop down and "Translate all excluding Hidden Content/sheet names" in the second dropdown:

Option 2: Multiple sheets

Do all the sheets need translation?
- **Yes,** all the sheets need to be translated: Upload the Excel file.
- **No,** only some sheets need to be translated: Hide the sheets you don't want to translate. (Right-click the sheet that does not need translation and select the option: "hide".)

Only partial content needs translation across multiple sheets:

If you want to only translate partial content across the multiple sheets:

Option A: Hide the rows or columns that don't need to be translated. Select "Microsoft Excel" as a file type and "Translate All, Excluding Hidden Content" when uploading the file.

Option B: Apply the NOTRANSLATE style (see [instructions below](#)) to the parts that don't need translation.

1.3 Uploading Powerpoint (PPTX) files

Scenario: You have a Powerpoint presentation (PPTX) that needs to be translated.

Checklist:

- ***Is the Powerpoint a .pptx file or does it have another file extension?***
  - If it has another file extension, save as .pptx first.
- ***Do all the slides need to be translated?***
  - **Yes:** Upload as-is.
  - **No:** Delete the slides you don't need translated.
- ***Do the notes need to be translated?***
  - **Yes:** Select "Translate Slides and All Notes" when uploading the file.
  - **No:** Select "Translate Slides" when uploading the file.
- ***Check hard returns:*** Avoid hard returns in the file that split sentences. This will cause issues for the translators and may lead to broken up translations.
  - Example:
    The fox jumped ↵ over the fence
  - ↵ symbolizes a hard return
  - The translator will see "The fox jumped" and "over the fence" as two *separate* sentences and will translate accordingly.

2. Preparation for Business Documents

2.1 NOTRANSLATE style

What is the NOTRANSLATE style:

A style applied to text that you do NOT want to translate

Which business documents support this?

Type of document	Supports NOTRANSLATE style
Word (.docx)	Yes
Excel (.xlsx)	Yes
Powerpoint (.pptx)	No

How to create and apply the NOTRANSLATE style

*Option 1:* Translation needs to appear next to the original:
Duplicate the original text you want to appear in a bilingual format. Apply the **NOTRANSLATE** style to only one instance of the text.

*Option 2:* Excluding text that does not need to be translated:
If you only want to *exclude* content for translation, there is no need to duplicate any text.

Note: only exclude *entire sentences/paragraphs*; do not exclude words in a sentence. This could lead to issues for the translator who will not be able to translate the sentences with the missing words as context.

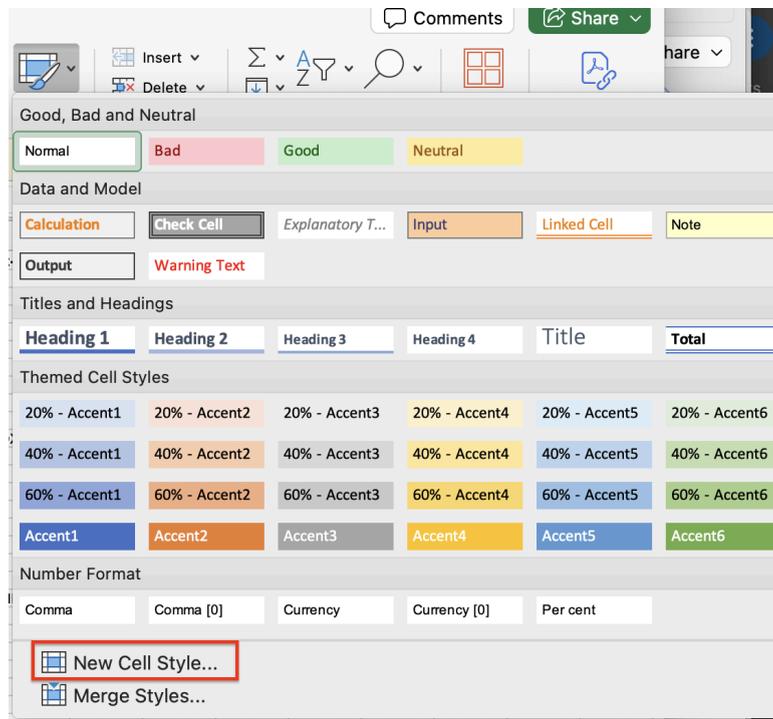- Create a new style in MS Word via the Styles Pane.
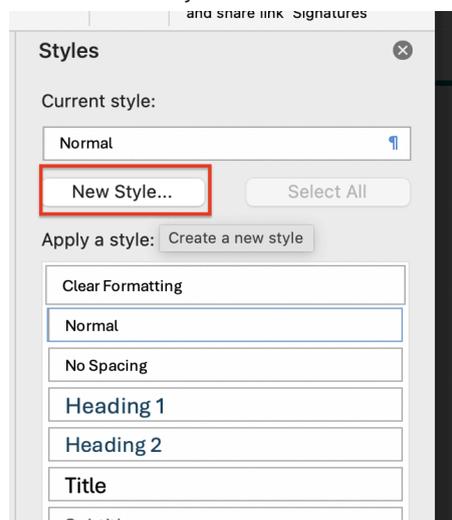
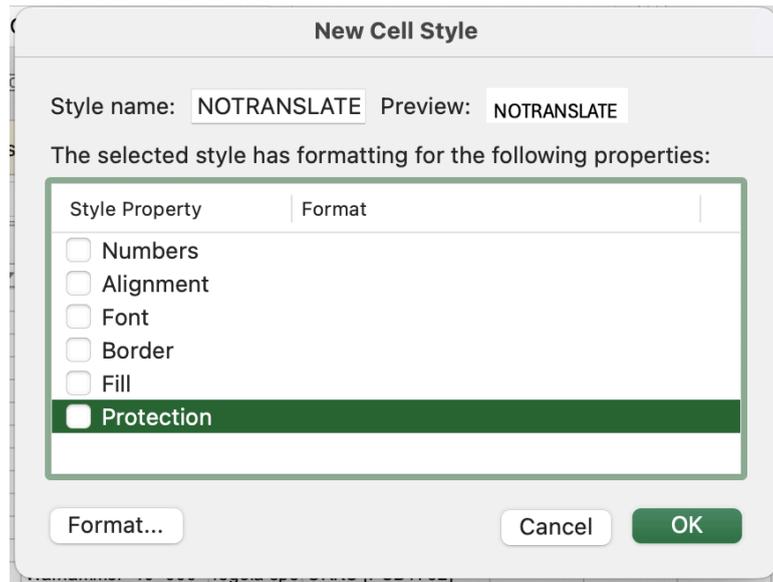- Use the name NOTRANSLATE (all capital letters, no spaces) and choose "Character" for Style Type.
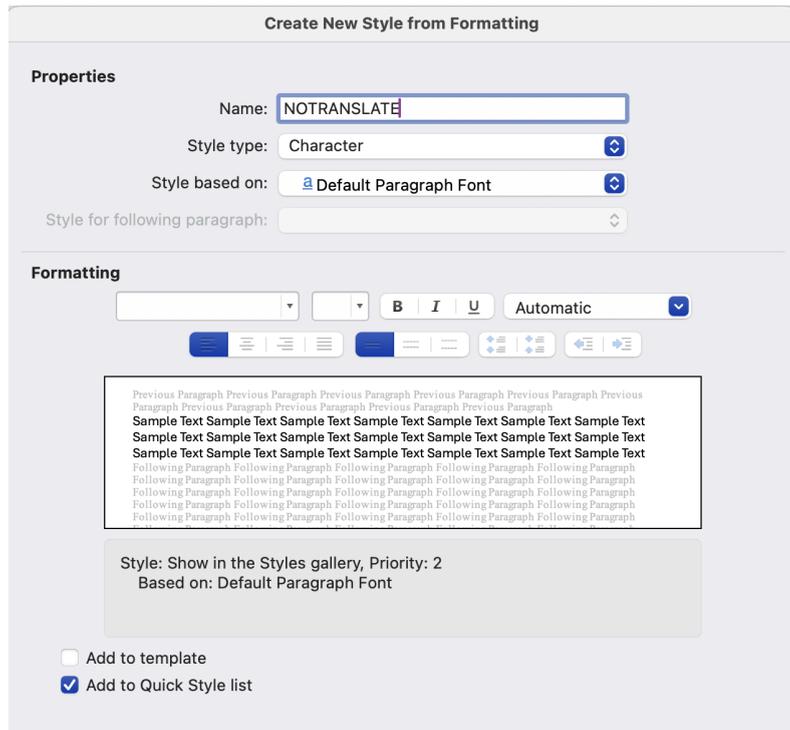
Create the style in Excel

- Create a new style via Cell Styles > New Cell Style.

- Use the style name "NOTRANSLATE" (all caps, no spaces).
- The options under "Style Properties" can be left blank.

- If you duplicated text for a bilingual output:
  - Apply the NOTRANSLATE style to the text you want to keep in the original language.

- If you want to exclude text from translation:
  - Apply the NOTRANSLATE style to the text you want to exclude from translation.

Apply the style: Select the text you want to apply the style to and select: Style > NOTRANSLATE.

2.2. Multilingual Excel template

What is a multilingual Excel template?

An option when all languages need to be in one file (source and translations side by side) when uploading an .xlsx file.
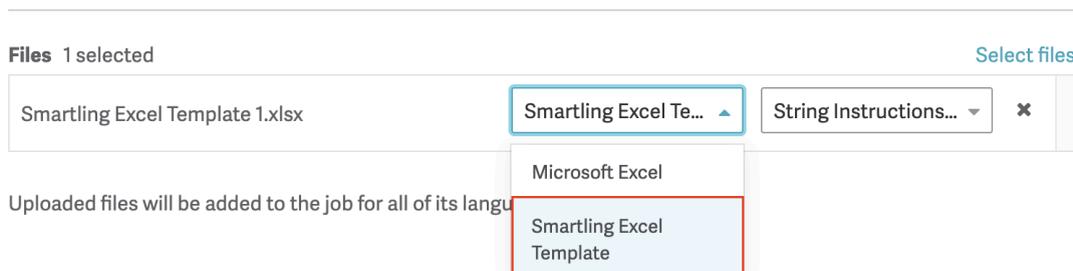
When to use it?

- Whenever you have an Excel file that needs translation and requires the translation to appear in columns next to the source text.
- For multilingual outputs that also need character limits

How to use it:

- Only use this option when the translatable content is on the **first sheet** in **column A**.
  - Hiding sheets or columns won't work for this format; only content on the first sheet and in column A will be ingested

- Make sure **no translatable content** is in the first row. This content will be seen as the header, so it will not be ingested.

	A	B	C
1	Source strings	String instructions (optional)	Character limits (optional)
2	Hello, world!	Please keep the translation as concise as possible.	25
3	Welcome to our product tour		
4	Book a demo		20

- When uploading an Excel file, choose the Option "Smartling Excel Template" to ensure that:
  - Only the content in column A on the first sheet is ingested
  - You'll have the option to add string instructions (column B only)
  - You'll have the option to add character limits (column C only)

2.3. Recommendations

For all business documents:

Check:

Tables, graphs or other design elements:
Do they need translation?
- If yes, check if they are editable.
- If the table or graph/chart/design element is not editable, obtain an editable version OR let the Jeenie team know via support@jeenie.com.

Note: A surcharge will apply for recreation of the original, which also increases the lead time.

Avoid:

1. Hard returns in the formatting that split up sentences - This causes issues for the translator and may result in partially or incorrectly translated sentences.
2. Linked graphs or charts - Ensure these elements are natively created in the Word/Excel/Powerpoint document and not linked to an external source.
3. *Excel:* Hiding content that needs translation - Hidden content will **not** be ingested.

> *If intending to hide content so it will not be translated:*
>
> Ensure all the applicable rows/column/sheets are properly hidden using the "hide" option. Minimizing rows/columns won't work.

Powerpoint/Word: Hidden slides (Powerpoint) or hidden text (Word)

> Hidden slides in Powerpoint or hidden text in Word will be ingested for translation. If they don't need to be translated, remove them from the file.

4. Using older file formats (.doc / .ppt / .xls) - This can cause issues when downloading the translations.

Note: Design elements
Does the file contain a lot of design elements, such as (info)graphics, text boxes, layers, stylized text?
Consider desktop publishing (DTP) services after translation to ensure the layout will mirror the original.
Let the Jeenie team know via email: support@jeenie.com

DTP (Desktop Publishing) Services

What is it?

DTP is a service that ensures the integrity of your document layout. It can be provided:

- **Before translation**
- **After translation**

Before translation:
DTP will be needed before the translation of scanned PDFs.

After translation:
DTP will ensure that the layout from the original document will be mirrored in the translation and that no irregularities will occur.

Type of document	DTP (Desktop publishing) needed?
PDF (Scanned)	Yes
PDF (Digital)	Yes
PowerPoint (PPTX) / Slide deck	Yes
Image (PNG, JPEG, etc.)	Yes
InDesign: IDML or INDD	Yes
Adobe Illustrator (.ai)	Yes, always contact the Jeenie team at support@jeenie.com first