Translution Quick-Start Guide

The following is a quick start guide for installing, registering, activating and starting to use your Translution Product. There are four steps you need to complete:

Step A: Registration

Step B: Installation

Step C: Activation

Step D: Start to Use Translution

Note: This quick start guide covers all the basic steps to get you up and running with your Translution Product, but more detailed information can be obtained from the Translution User Manual on the download page, click here .

Known issues: For known issues as of 21 November 2005, click here.

STEP A: REGISTRATION

Translution Light Users

In order to download your Translution Software, go to WWW.Translution.com/download.aspx and click to download the product. Follow the instructions for registration. Registration is free and no credit card details are required.

Once registered, you will be sent two emails. The first email will confirm your registration details, including your user name and password. This information is required to access Translution's website to request support. The information is also required should you wish to change any of your personal information, such as your password. The second email will include an activation code for the product. As a Light user, you will be able to enjoy a fully-functional version of the Translution software free of charge for 30 days. However, when the 30-day period has expired, the functionality of your software will be reduced (go to http://www.translution.com/products/light.aspx to view the restrictions that apply). Light users can upgrade to Pro at any time by either visiting Translution's website click here, or by selecting **Tools**, **Upgrade to Pro** from the Translution Menu. Go to Step B: Installation.

Translution Pro Users

As part of the process of purchasing single or multiple user licenses for Translution Pro, the person who made the purchase will have already registered on behalf of all users of Translution Pro. This person is the Translution Pro Administrator. Following the purchase process, the Translution Pro Administrator will be sent two emails. The first email will confirm registration details, including user name and password. This information is required to access Translution's website to request support. The information is also required should the Translution Pro Administrator wish to change any personal information, such as password. The second email will include an activation code for the product, which must be entered by every Translution Pro user.

STEP B: INSTALLATION

 1) **Pre-installation checks**

a) Check that you have no Microsoft Office applications (Word, Outlook, Internet Explorer) running on your system.

2) Unpack the software

a) Go to the location of the downloaded file, TranslutionSetup (.exe file).

b) Double-click on this file name and Click on the **Next** button when the dialog box appears. This will start the installation process.

c) Follow the prompts on the Translution Installation Program. When asked to select the setup type, choose **Complete**.

   On installation there may be a delay whilst the Translution installer checks your system for existing installed software.

NOTE: The installation process will check to see if you have Microsoft .NET Framework 1.1 installed on your system. This package is required to run all applications developed using Microsoft's .NET. If it is not installed, then the installer will either, install .NET Framework 1.1 directly from the setup file, or if not present in the setup file, start downloading the .NET Framework 1.1 from the Microsoft Download Website, and then continue installation.

   If you experience problems with the download of the .NET Framework 1.1 from the Microsoft Download Website then download the Translution setup file which includes the .NET Framework 1.1.
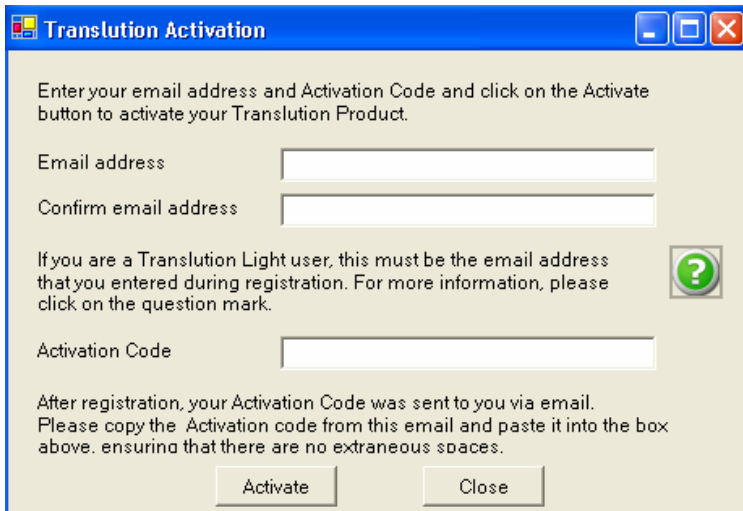
d) When installation is complete, click on **Finish**.

STEP C: ACTIVATION

Follow these steps to activate your Translution software:

a) Go to **start**, **Programs**, **Translution**, **Activation**.

The following screen will appear:

b) Enter and confirm your email address.

c) Enter or copy and paste the activation code you have received into the dialog box.

d) Click on the **Activate** button.

Please contact our support team if you need further assistance. This can be done by logging into your Translution account and requesting support.

Congratulations! You can now start to use Translution

STEP D: START TO USE TRANSLUTION

Translution Light and Translution Pro Users

You are now ready to test translations in Microsoft Outlook and to configure your Translution product so that it will automatically send translated emails when required.

To test that the installation has been successfully completed,

1) Create a new email message in the Composer Window.

2) Click on the **Translate** option in the Translution menu of the New Message screen. The following dialog will appear:
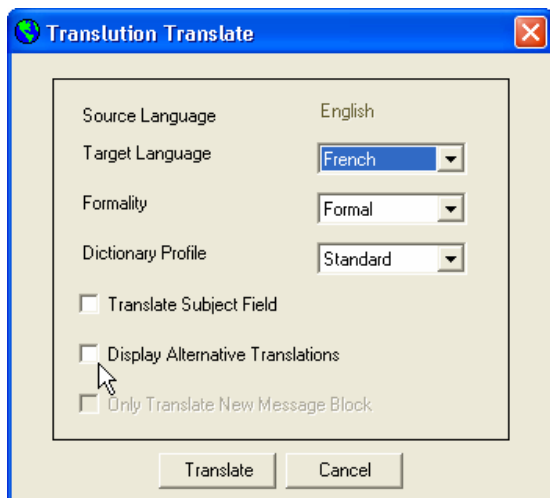
3) Select the Target Language, choice of Formality and Dictionary Profile. If you wish to have the Subject Field of your message translated, tick the **Translate Subject Field** box. If you wish to display any possible alternative translations then tick the **Display Alternative Translations** box.

4) Click on the **Translate** button and the message will then be sent to Translution Central for translation.

5) When complete, the translated message will be returned to your Inbox. This means that the software is functioning correctly.

6) If the system is not functioning correctly then please check out the list of known issues, click here, or check out the trouble-shooting FAQs on our web site, click here.

You are now ready to send emails to your foreign contacts using the translation service.

1) Select **New Mail Message**

2) Type in the email address of your contact (you must do this before the next step).

3) Select **Translution, Set Language for Recipients**. The following screen will appear:
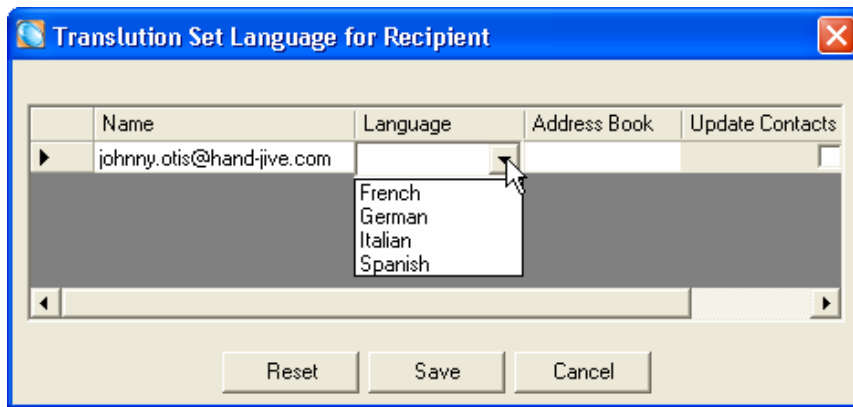
4) A drop-down list of languages is available next to your contact. Select the appropriate language for that contact. If the contact already exists in your address book, this will be reflected in the **Address Book** column. Clicking on **Update Contact** will add the language information to your Contacts address book. Remember to save your choices by pressing the **Save** button.

5) Compose your message.

6) Click on **Send** and your translated email will arrive in your contact's inbox.

The above is an on-the-fly scenario. If you wish to set up the languages for your existing contacts so that any messages you send them are automatically translated then please follow the steps below:

1) Click on **Contacts** in Outlook.

2) Select one or more Contacts.

3) Click on **Set Language** from the Translution Menu or Toolbar. The following screen appears:

4) The names of the selected contacts appear in a list. Next to each is a drop-down list of languages. Select the appropriate language for each contact.

5) When you have completed your selection, click on **Save**. Now, each time you send an email to one or more of these contacts, it will arrive translated into the appropriate language.

Please have a look at the Translution Control Centre (TCC) application. TCC enables you to select a single file or web page, multiple files or web pages and even a folder of files and web pages for translation. TCC can be opened by selecting **Start, Programs, Translution**, **Translution Control Centre**.

You should also open Word and Internet Explorer and send a document, part of a document or a web page for translation (remember to check **Properties** to verify language combinations). Use the **Job**

Status tab in TCC to monitor the progress of the translation. When translating from Word and the status changes to **Downloaded**, double-click on the row header and respond to the Translution Information prompts.

We suggest that you review Tips for Translation on the download page, <u>click here</u>. This is a short document that gives hints and recommendations on how to write your emails and documents to obtain better translations.

We also advise you to view the tutorials available in **Start, Programs, Translution**, **Tutorials**. (You must be connected to the Internet to access this feature).

One cannot over-emphasise the importance of the Translution Dictionary Manager (TDM). With the TDM, you can dramatically improve translation quality by adding your own personalised terminology and permanent Do Not Translate (DNT) words/phrases for translations. This can be launched by selecting **Start, Programs, Translution**, **Translution Dictionary Manager**.

NOTES

> **Note 1:** Check your list of installed software. Go to **Start**, (Settings), **Control Panel**, **Add or Remove Programs**. If Microsoft .NET Framework 1.1 is not installed, then please download it and install it now, <u>click here</u> to obtain a copy of Microsoft .NET Framework 1.1.
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> **Note 2:** If you have Spam blocking or filtering software that requires confirmation of acceptable email addresses, then you will need to add 'translation@translution.com' and 'admin@translution.com' into your Spam software's acceptable email address list to enable use of the translation service.

FINAL NOTE: If you are have any problems with your Translution installation and setup, please check the <u>FAQs</u> on the Translution website and if you are still having problems then contact <u>Translution Support</u> .

Known Issues

No	Description	Applies To
1	**Translution menu failure in Outlook XP (2002) when using Word Editor.** Translution menu options do not work when Word editor is being used within Outlook XP (2002).	Outlook XP (2002) users with Word as their default editor.
	Solution: Turn off Microsoft Word as your default e-mail editor for all new messages. 1. From the main Outlook window, click **Options** on the **Tools** menu. 2. Click the **Mail Format** tab. 3. Clear the **Use Microsoft Word to edit e-mail messages** check box.	
2	**Character Encoding Problem in Outlook 2000 and XP (2002)** Special characters such as (such as á, é, and è) are not	Outlook 2000 and XP (2002) users.

	correctly displayed. This is a known issue with Outlook 2000 and XP (2002).	
	Solution: Please take the following steps to correct: For Outlook XP (2002) change your Outlook encoding settings in Outlook to Unicode (UTF-8). 1. From the main Outlook window, click **Options** on the **Tools** menu, and then click the **Mail Format** tab. 2. Press the **International Options** button. 3. Uncheck the **Auto select encoding for outgoing messages** and select Unicode (UTF-8) in the **Preferred Encoding for outgoing messages** dropdown. This will be fixed in Version 1.2.2 (available December 2005).	
3	**Protected Properties Popup Appearing in Outlook XP (2002).** Due to updated Microsoft security enhancements in Office XP SP3, the Protected Properties Popup dialog appears whilst using Outlook.	Outlook XP (2002) users.
	Solution: At present please take the following steps: 1. Select 10 minutes in the dropdown. 2. Click OK. This will be fixed in Version 1.2.2 (available December 2005).	