

[Solvay] Survey translation - deal with a translation file

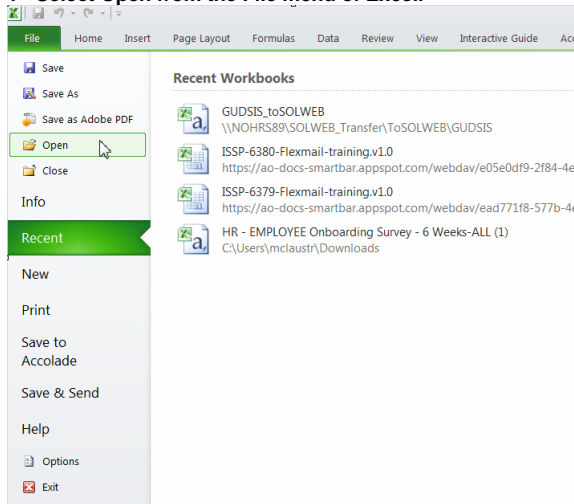
If a survey build by the Web support needs to be translated in several languages, you are asked by the Web support to enter the translation content in a standard Excel file.


This file is not a classical "XLS" file, but a Unicode Text (Excel) format. Only this format ensure to preserves non-ASCII characters (for example, or ñ) when saved in Excel.

This file will open in a text editor by default. Follow the steps below to properly open it in Excel.

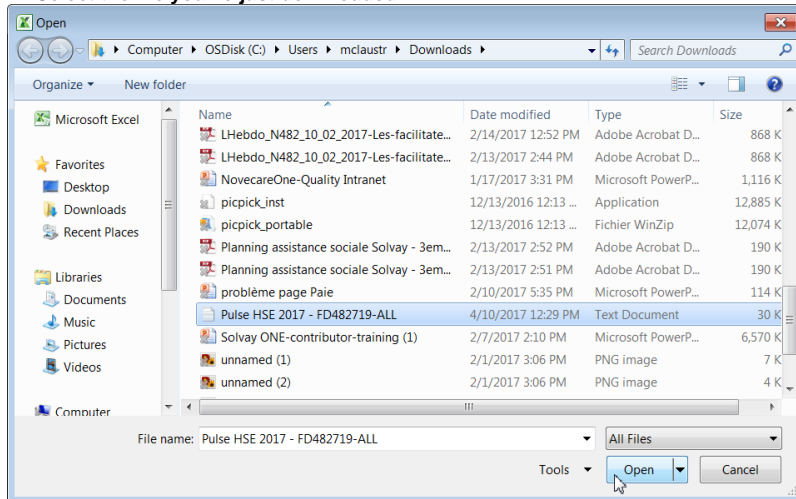
Open the translation file in Excel


1 - Select Open from the File menu of Excel.



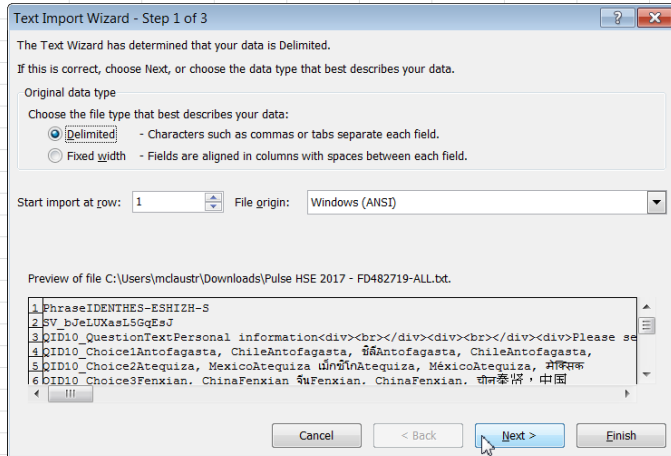
 This step may appear differently depending on the version of Excel you are using.

2 - Select the file you've just downloaded.

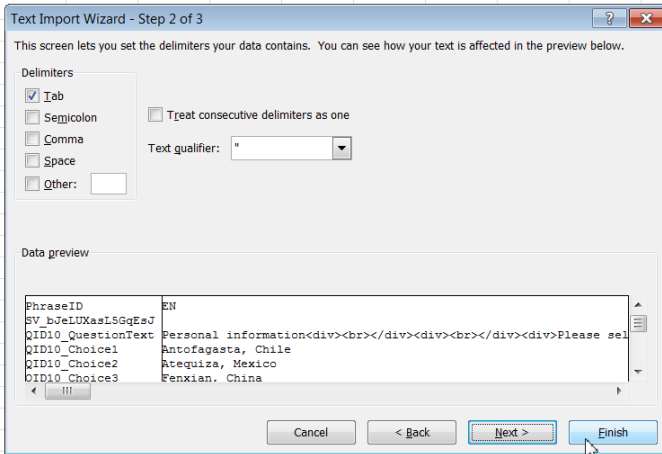


 Depending on your version of Excel, you may need to view all file types, as highlighted above, before your file will appear.

3 - Wait until a Text Import Wizard appears, then select Delimited.



4 - Select Tab as the delimiter and press Finish.



Using the translation file

This file have the following layout in Excel:

	A	B	C	D	E	F
1	PhraseID	EN	TH	ES-ES	HI	ZH-S
2	SV_bJeLUXasL5GqEsJ					
3	QID10_QuestionText	Personal information<div> </div><div> </div><div>Please select your location</div>				
4	QID10_Choice1	Antofagasta, Chile				
5	QID10_Choice2	Atequiza, Mexico				
6	QID10_Choice3	Fenxian, China				
7	QID10_Choice4	Hengcheng, China				
8	QID10_Choice5	Oldbury, UK				
9	QID10_Choice6	Rayong, Thailand				
10	QID10_Choice7	Welland, ON				
11	QID10_Choice8	Charleston, SC				
12	QID10_Choice9	Mt. Pleasant, TN				
13	QID10_Choice10	Willow Island, WV				
14	QID10_Choice11	Stamford, CT				
15	QID17_QuestionText	Please provide your employment status				
16	QID17_Choice1	Hourly				
17	QID17_Choice2	Salaried				

A row is provided for each item to be translated, with a column for the language downloaded.

1 - Fill-in the translations in each cell for each language column.

	A	B	C	D	E	F
1	PhraseID	EN	TH	ES-ES	HI	ZH-S
2	SV_bjeLUXasL5GqEsJ					
3	QID10_QuestionText	Personal information	ข้อมูลส่วนบุคคล	Informacion personal	व्यक्तिगत जानकारी	
4	QID10_Choice1	Antofagasta, Chile	Antofagasta, ชิลี	Antofagasta, Chile	Antofagasta, चिली	安托法加斯塔, 智利
5	QID10_Choice2	Atequiza, Mexico	Atequiza, เม็กซิโก	Atequiza, México	Atequiza, เม็กซิโก	阿雷基扎, 墨西哥
6	QID10_Choice3	Fenxian, China	Fenxian, จีน	Fenxian, China	Fenxian, चीन	奉贤, 中国
7	QID10_Choice4	Hengcheng, China	Hengcheng, จีน	Hengcheng, China	Hengcheng, चीन	恒昌, 中国
8	QID10_Choice5	Oldbury, UK	Oldbury, สหราชอาณาจักร	Oldbury, Reino Unido	Oldbury, ब्रिटेन	奥尔德里, 英国
9	QID10_Choice6	Rayong, Thailand	ระยอง	Rayong, Tailandia	เรยอง, थाईแลนด์	罗勇, 泰国
10	QID10_Choice7	Welland, ON	เวลลัน, ON	Welland, EN	Welland, पर	韦兰, 加拿大安大略省
11	QID10_Choice8	Charleston, SC	ชาร์ลส์ตัน	Charleston, SC	ชาร์ลส์ตัน, अनुसूचित जाति	查尔斯顿, 美国
12	QID10_Choice9	Mt. Pleasant, TN	ภูเขาเพลซันท์, เทนเนสซี	monte Agradable, TN	माउंट सुखद, तमिलनाडु	普莱蒙特山, 美国
13	QID10_Choice10	Willow Island, WV	วิลโลว์เกาะเวสต์เวอร์จิเนีย	Willow Island, Virginia O	विलो आइलैंड, वेस्ट वर्जीनिया	柳树岛, 美国
14	QID10_Choice11	Stamford, CT	स्टामฟอร์ด, CT	Stamford, CT	स्टैमफोर्ड, सीटी	康涅狄格州斯坦
15	QID17_QuestionText	Please provide your emp	โปรดระบุสถานะการจ้าง	Por favor proporcione s	अपने रोजगार की स्थिति	
16	QID17_Choice1	Hourly	ทุกชั่วโมง	Cada hora	घटेवार	管理人员
17	QID17_Choice2	Salaried	มีเงินเดือน	Asalariado	वेतनभोगी	操作人员
18	QID1_QuestionText	How do you agree with	วิธีที่คุณเห็นด้วยกับคำส	¿Cómo está usted de ac	आप निम्नलिखित बयान	

The structure of the file mustn't be updated (no columns, lines or cells adding / removing).
 The identifiers (1st raw and 1st column) mustn't be updated.
 The reference language (2nd column) shouldn't be updated (the changes will not be taken in account).

2 - When finished, save the file as normal, keeping this "Unicode Text (Excel)" format.

If the following dialogu appears, press "Yes":

Microsoft Excel

Pulse HSE 2017 - FD482719-ALL.txt may contain features that are not compatible with Unicode Text. Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

Yes No Help

3 - Attach the completed file to a response to your survey request ticket.