

[Solvay] Survey translation - deal with a translation file

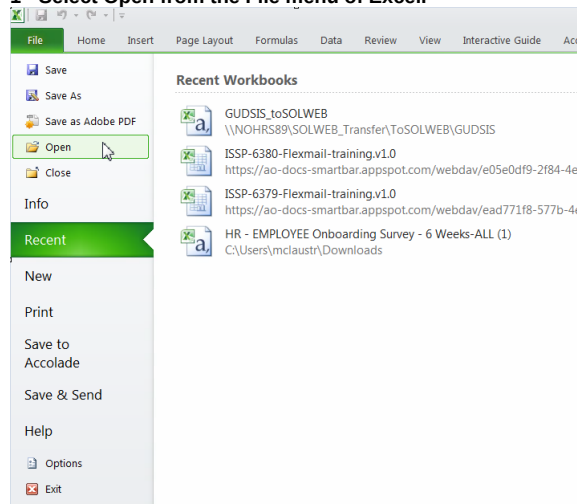
If a survey build by the Web support needs to be translated in several languages, you are asked by the Web support to enter the translation content in a standard Excel file.

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.

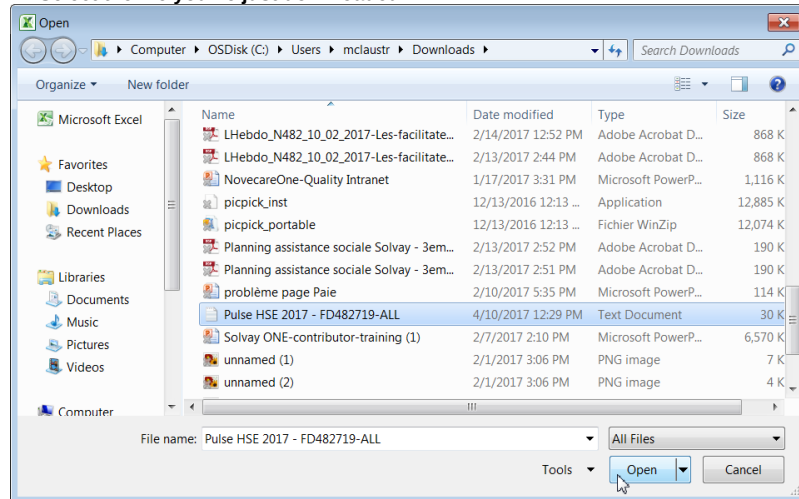
Open the translation file in Excel

1 - Select Open from the File menu of Excel.



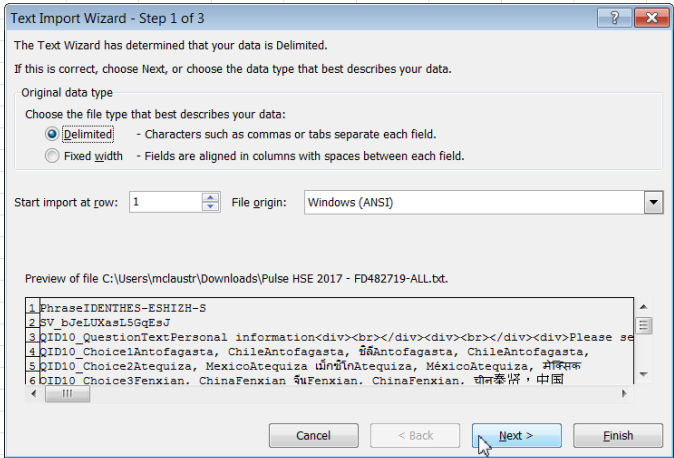
 This step may appear differently depending on the version of Excel you are using.

2 - Select the file you've just downloaded.

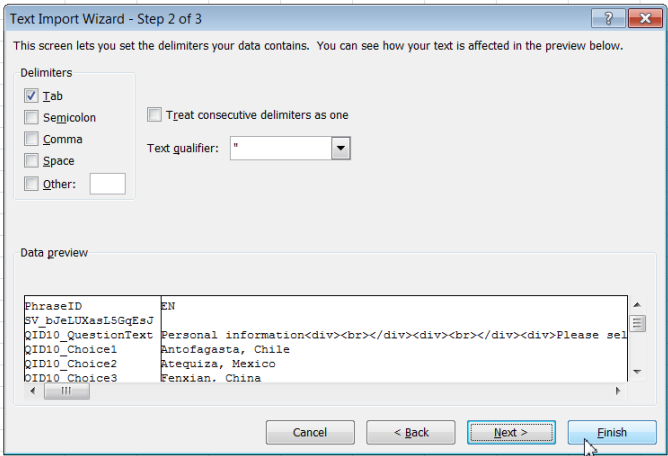


 Depending on your version of Excel, you may need to view all file types, as highlighted above, before your file will appear.

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:

Pulse HSE 2017 - FD482719-ALL - M						
File Home Insert Page Layout Formulas Data Review View Interactive Guide Accolade Acrobat						
Clipboard Font Paragraph Alignment Number Conditional Format as Table						
PhraseID						
PhraseID	EN	TH	ES-ES	HI	ZH-S	
SV_bJeLUXasL5GqEsJ						
QID10_QuestionText	Personal information Please select your location					
QID10_Choice1	Antofagasta, Chile					
QID10_Choice2	Atequiza, Mexico					
QID10_Choice3	Fenxian, China					
QID10_Choice4	Hengcheng, China					
QID10_Choice5	Oldbury, UK					
QID10_Choice6	Rayong, Thailand					
QID10_Choice7	Welland, ON					
QID10_Choice8	Charleston, SC					
QID10_Choice9	Mt. Pleasant, TN					
QID10_Choice10	Willow Island, WV					
QID10_Choice11	Stamford, CT					
QID17_QuestionText	Please provide your employment status					
QID17_Choice1	Hourly					
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.

Pulse HSE 2017 - FD482719-ALL - M							
File Home Insert Page Layout Formulas Data Review View Interactive Guide Accolade Acrobat							
Clipboard Font Alignment Number							
F26 既不同意也不反对							
	A	B	C	D	E	F	G
1	PhraseID	EN	TH	ES-ES	HI	ZH-S	
2	SV_bjeLUXasLSGqEsJ						
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, मेक्सिको	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	奥尔德里伯里, 英国	
9	QID10_Choice6	Rayong, Thailand	ระยอง	Rayong, Tailandia	เรยอง, थाईแลนด์	罗勇, 泰国	
10	QID10_Choice7	Welland, ON	เวลัน, ON	Welland, EN	Welland, पर	韦兰, 加拿大安大略省	
11	QID10_Choice8	Charleston, SC	ชาร์ลส์ตัน	Charleston, SC	चार्ल्सटन, अनुसूचित जाति	查尔斯顿, 美国	
12	QID10_Choice9	Mt. Pleasant, TN	ภูเขามะกอกเทศ	monte Agradable, TN	माउंट सुखद, तमिलनाडु	普莱蒙特山, 美国	
13	QID10_Choice10	Willow Island, WV	วิลโลว์เกาะเวสต์เวอร์จิเนีย	Willow Island, Virginia	विलो आइलैंड, वेस्ट वर्जीनिया	柳树岛, 美国	
14	QID10_Choice11	Stamford, CT	स्टาฟฟอร์ด, CT	Stamford, CT	स्टैमफोर्ड, सीटी	康涅狄格州斯坦福德, 美国	
15	QID17_QuestionText	Please provide your employment information	โปรดระบุสถานประกอบการจ้าง	Por favor proporcione su información de empleo	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 the statement "Safety is a core value of our company"	วิธีที่คุณเห็นด้วยกับคำกล่าว "ความปลอดภัยเป็นค่านิยมหลักของเรา"	¿Cómo está usted de acuerdo con la afirmación "La seguridad es un valor básico de nuestra empresa"	आप निम्नलिखित बयान से सहमत हैं कि हमें चाहिए		



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":

Welland, EN	Welland, पर	韦兰, 加拿大安大略省
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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.