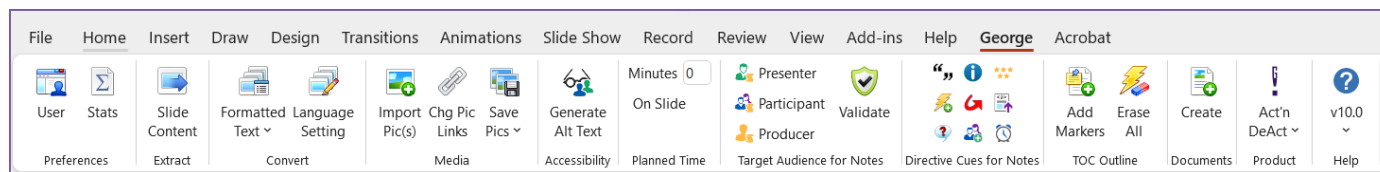


george! Translate Slide Text & Notes

Prepare to Translate Slides & Notes with george!



How this works:

You will:

- Open the PowerPoint file you need to translate
- Let **george!** know whether you are translating all slides or just certain ones
- And whether you would like to also translate your slide notes.

george! will:

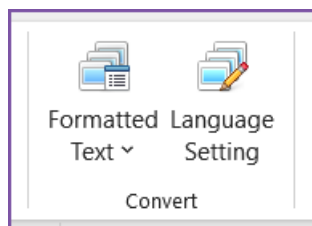
- Export the requested slide text and notes into a **new Word document**.
 - The slide text formatting is preserved.
 - The text is placed into a specially marked 2-column, multiple-row table.

You will:

- **SAVE** the new Word document.
- Use Google Translate or the translate software of your choice to convert your text.
- Use Word's "Paste unformatted" function to paste in the translated text while maintaining the PowerPoint text formatting.
- Make a **COPY** of your original slide file.
- Use **george!** to import the translated text into the **COPY** of your slide file.



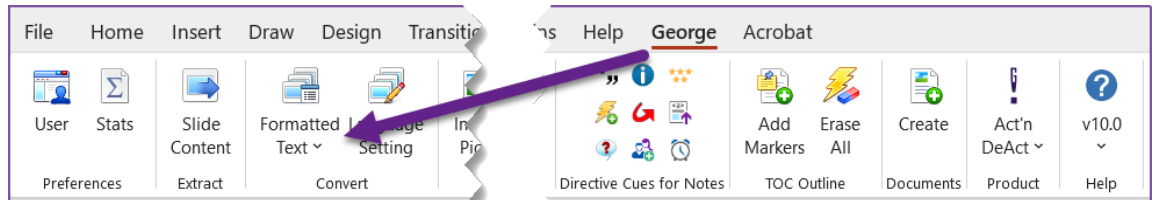
You will be using the Convert group on the george! ribbon in PowerPoint



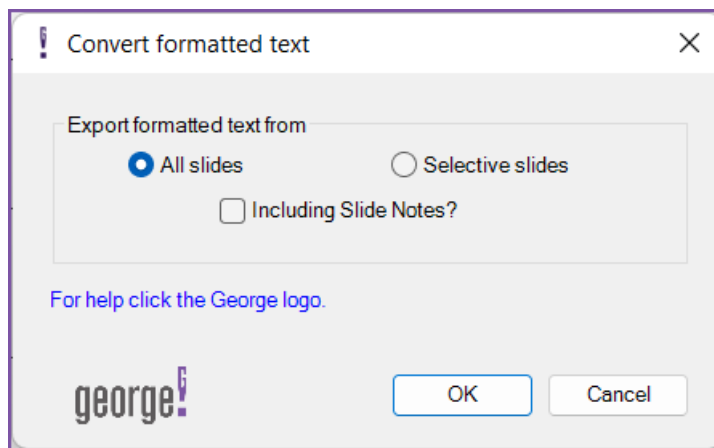
Prepare to Translate Slides & Notes with george!, continued

1

Open the PowerPoint file you need to translate & bring up the george! ribbon



- Click **Formatted Text** on the **george!** ribbon
- Select the option to **Export Formatted Text** & choose what you are translating



If you are translating only certain slides:

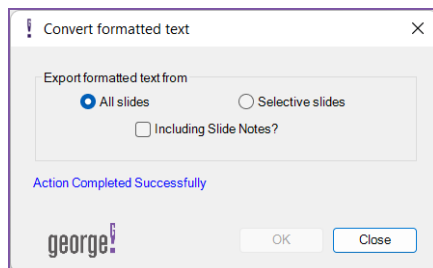
- Select the specific slides you need prior to starting the export.
 - The PowerPoint Slide Sorter view makes it easy to select specific slides.

2

After you click OK:

A Word document will be created, containing your slide text & notes – if included.

- **SAVE** the Word document & click **Close** in the Convert dialog box



Prepare to Translate Slides & Notes with george!, continued



The Word document will look strange.

- The formatting of the text will be preserved.
- The exported text will be placed into a series of specially marked 2-column, multiple-row tables in a new Word document.
- Here is an example.

george! For-PowerPoint		→	Title¶
Slide-1¶	Formatted-Text¶		
Title-1¶	Title.¶		
Subtitle-2¶	SubTitle.¶		
Slide-Notes¶	Slide-notes¶		
Slide-2¶	Formatted-Text¶		
Title-1¶	Another-Slide-Title.¶		
Content-Placeholder-2¶	•>Some-slide-text¶		
Slide-Notes¶	A-few-slide-notes¶		
	•>		

How to Run the Translate



Open Google Translate or your preferred translator

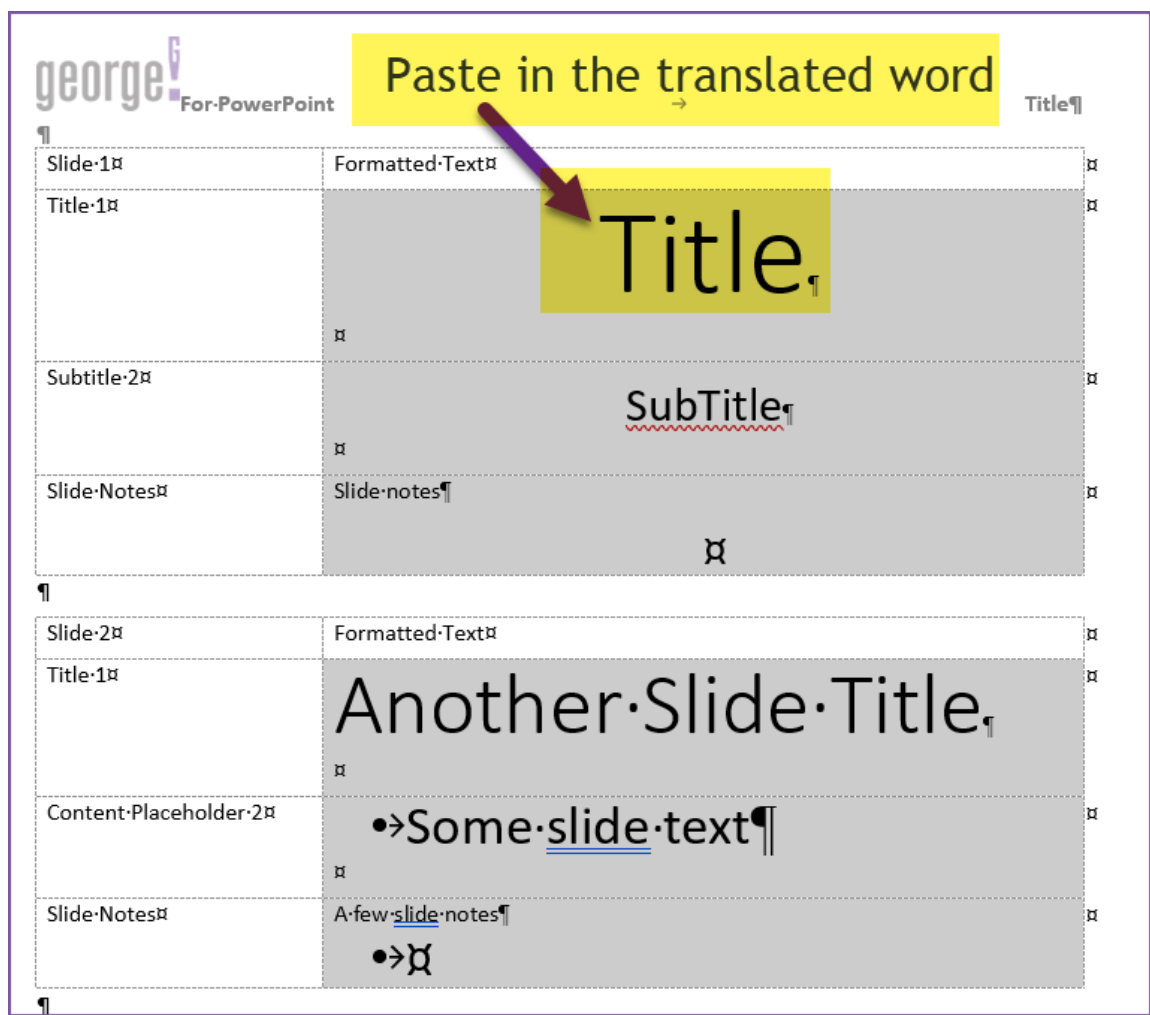
- Enter in your first words to translate & select your language
- Copy the translation



Use Word's Paste Unformatted function to paste the translated text into your Word document

Don't change the style of the text you are placing in your Word document.

Be sure to SAVE your work.



How to Import Translations back into PowerPoint



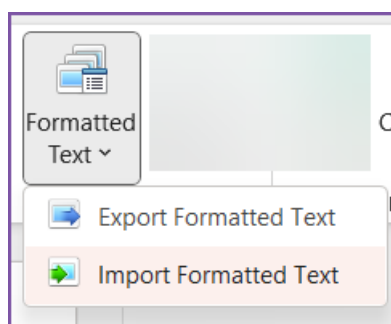
When you are ready to update your PowerPoint file:

- **Open** the converted **Word** file.
- **And open** a copy of the **PowerPoint** file you want to convert.

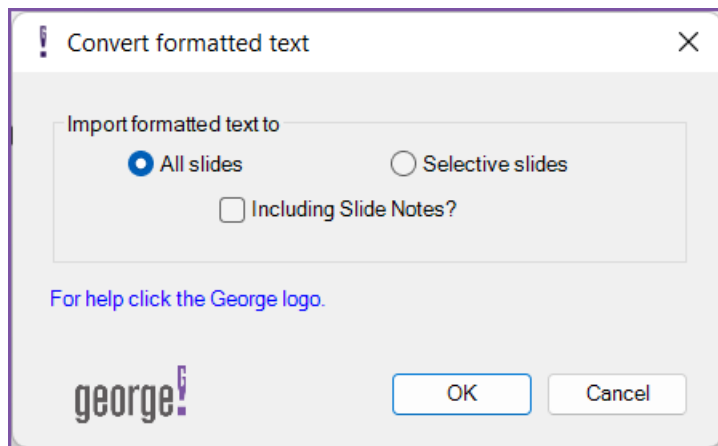


Click “Formatted Text” on the george! ribbon in PowerPoint

- Select Import Formatted Text



- Select what you are translating in the **Convert formatted text** dialog box



NOTE:

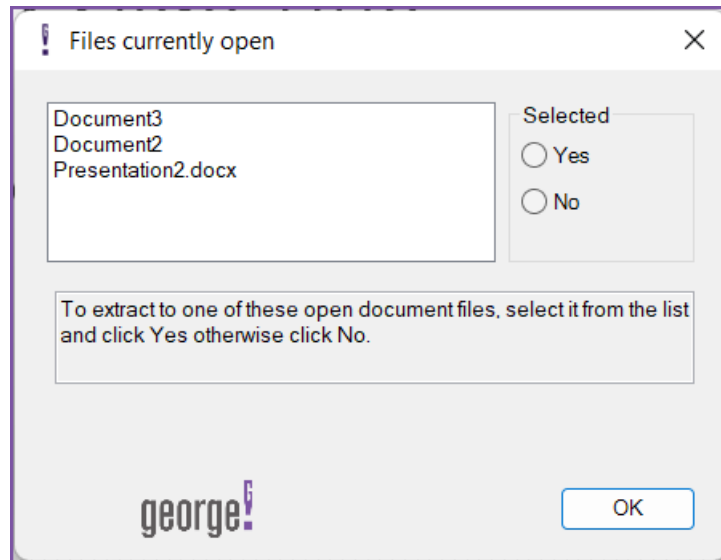
- Prior to starting a selective import, use the PowerPoint Slide Sorter view to select the specific slides to convert.

How to Import Translations back into PowerPoint

2

Once you click OK:

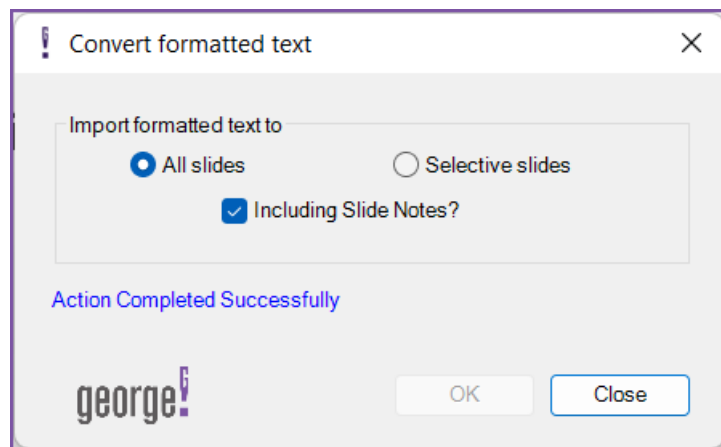
- You will see a dialog box showing the Word files you currently have open.
 - If one of the files is your translation file, select it and click **YES**.
 - If not, click **NO**, navigate to your saved translation file, select it, and click OK.



3

george! will transfer your translated text from Word to PowerPoint

- Click Close in the Convert formatted text dialog box



- You will see your translated slides.
- Be sure to **SAVE** your translated slide file.

Language Setting

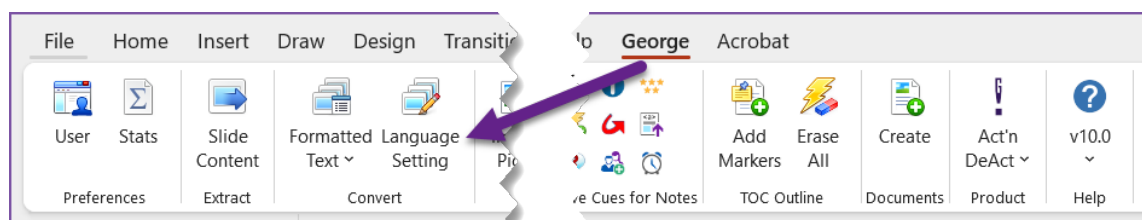


The Language setting function does not translate the text.

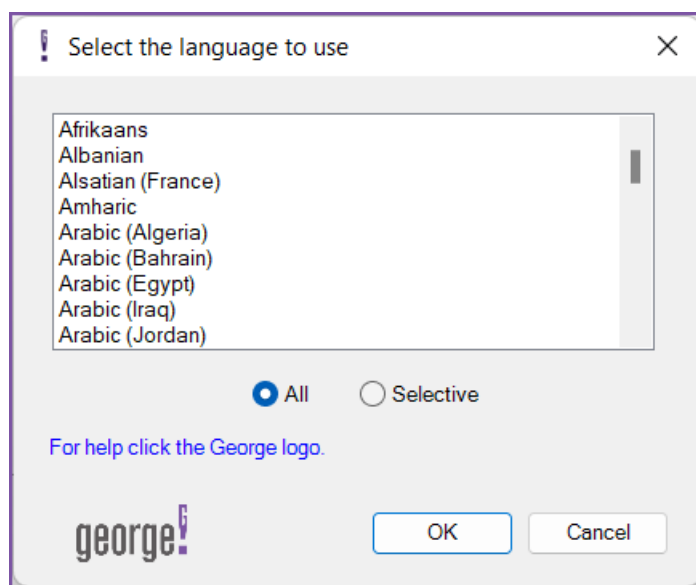
- It sets the PowerPoint proofing tool to work with the new language you have chosen.
- All other edit and proof functions remain as otherwise provided by your version of Microsoft Office PowerPoint.



To change the default language setting for all or selective PowerPoint slides in the open file:



- Click **Language Setting**
- Select the Language to use



This replaces the standard PowerPoint “one slide at a time” manual method.

NOTE:

Prior to starting a selective change, use the PowerPoint Slide Sorter view to select the specific slides to change.