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Translating e-mail

Globalink Power Translator Pro includes a separate utility for translating text messages directly in your e-mail application. This utility is designed to be a timesaving application that gives you immediate access to translations as you create and receive e-mail messages.

Once you have [started the translation utility](#), you can begin translating your [incoming](#) and [outgoing](#) e-mail. You can translate text that is in English, Spanish, French, German or Italian, depending on the languages you installed in the Globalink Power Translator Pro installation. The translation utility will translate up to 32K of text, about 10 pages.

Starting the translation utility

The e-mail translation utility is installed with the required program files during the installation of Globalink Power Translator Pro. After installation, the translation utility icon will appear on your desktop.

To start the translate utility, select the icon labeled *Translation Utility* from the Globalink program group in the Windows 95 Start menu (for NT, click on the *Translation Utility* icon in the Globalink program group). You will notice that the translation utility icon appears in the upper right corner of the active window on the title bar.

The translation utility icon appears in applications where the utility can translate text. The utility checks all applications and will not appear in a window in which it can not translate text. In Windows 95, the icon will disappear if no windows are active.

Options

To access the translation utility options, left mouse click on the translation utility icon in the menu bar. A menu will drop down. This menu lets you select the direction to translate text, translate a document or selected sentence(s), access the Help files, and view copyright and product information. You can also use the drop down menu to close the application.

Menu option commands:

- Direction** Click on Direction to select the language direction for translating.
- Document** Click on Document to translate the entire document in the active window.
- Selection** Click on Selection to translate only the text you have highlighted.
- Help Topics** Click on Help Topics for help about using the translation utility.
- About** Click on About to view information on the product version number and copyright information.

Translating incoming e-mail

When you receive an e-mail message that is in a foreign language you can quickly get a draft translation in English by following these steps:

1. [Start the translation utility.](#)
2. Open the e-mail message.
3. Click on the translation utility icon in your e-mail title bar and select *Direction*. The *Select Translator* dialog box appears. From this list, select the language pair and direction to translate the text in your e-mail message. Click *OK*.
4. Click on the translation utility icon again, and select *Document*.

Note: The translation utility overwrites any data on the clipboard at the beginning of the translation procedure.

5. Once complete, the translated text appears in a separate window. You then have four options: *Replace*, *Copy to Clipboard*, *Print*, or *Cancel*.

Replace - If you select *Replace*, the new translation will be inserted into your original mail message, overwriting the original text.

Note: If you have changed the text that is selected in your original e-mail message, **Replace** will paste over the newly selected text.

Copy to Clipboard - If you select *Copy to Clipboard*, the translated text will be copied to the Windows Clipboard. You can then paste this text into an e-mail message or into another document. Your original mail message is unedited.

Print - If you select *Print*, the translation will print to your printer as unformatted text.

Cancel - Select *Cancel* to return to the original mail message as it was before translation.

6. You may continue to use the translation utility on additional e-mail messages, or exit the translation utility. To exit the translation utility, click on the icon in the mail title bar. From the drop down menu select *Exit*. This will close the utility and the translation engine, and the icon will no longer appear on the active window title bar.

Note: It is important that you **Exit** the translation utility after you are done using the application. The translation utility uses the **Globalink Power Translator Pro engine (Barcserv)**, which is running in the background as you use the translation utility. **If you do not Exit the utility, the engine (Barcserv) will continue to run and use your system resources.**

Translating outgoing e-mail

When you want to send an e-mail message to someone in their native language, follow these steps:

1. [Start the translation utility](#)
2. Create your e-mail message in your e-mail program.
3. Click on the translation utility icon in your e-mail title bar and select *Direction*. The *Select Translator* dialog box appears. From this list, select the language pair and direction to translate the text in your e-mail message. Click *OK*.
4. Click on the translation utility icon again, and select *Document*.

Note: The translation utility overwrites any data on the Clipboard at the beginning of the translation procedure.

5. Once complete, the translated text appears in a separate window. You then have four options: *Replace*, *Copy to Clipboard*, *Print*, or *Cancel*.

Replace - If you select *Replace*, the new translation will be inserted into your original mail message, overwriting the original text.

Note: If you have changed the text that is selected in your original e-mail message, Replace will paste over the newly selected text.

Copy to Clipboard - If you select *Copy to Clipboard*, the translated text will be copied to the Windows Clipboard. You can then paste this text into another e-mail message or into another document. Your original mail message is unedited.

Print - If you select *Print*, the translation will print to your printer as unformatted text.

Cancel - Select *Cancel* to return to the original mail message as it was before translation.

6. You may continue to use the translation utility on additional e-mail messages, or exit the translation utility. To exit the translation utility, click on the icon in the mail title bar. From the drop down menu select *Exit*. This will close the utility and the translation engine, and the icon will no longer appear on the active window title bar.

Note: It is important that you Exit the translation utility after you are done using the application. The translation utility uses the Globalink Power Translator Pro engine (Barcserv), which is running in the background as you use the translation utility. If you do not Exit the utility, the engine (Barcserv) will continue to run and use your system resources.

Since the translations produced by the translation utility are drafts, we recommend that you [attach a copy of the original message](#) along with the translation.

Attach a copy of the original message

There are two methods to include a copy of your original text with your translation.

1. After you select *Copy to Clipboard*, return to your original message, place your cursor at the start of the original text and select *Paste* from the application *Edit* menu (or press *Ctrl-V*). This will place the translated text into your e-mail message with a copy of your original message below the translation.
2. After your message is done translating, click on the original e-mail message window to make it the active window. Place your cursor at the start of the original text. Then, return to your translated text window and select *Replace* from the translated mail window. The translated text will appear in your e-mail message with a copy of the original text below it.

Additional Notes

The Globalink translation utility is designed to be a shortcut to translating text you receive or send through e-mail. The utility uses the Globalink Power Translator Pro server and dictionaries for these translations. As with all of your machine translations you will experience a range of translation quality results. Because human language is complex, your results will vary depending on the source text for each translation. Therefore, consider your translations as drafts which enable you to quickly, inexpensively, and easily handle day-to-day business communications in foreign languages.

With e-mail, it is very important to consider the source text that you are translating. Due to the nature of e-mail, as an informal means of communicating, the source text will be more casual and less structured. There are two things you can do to enhance the quality of your translations when using the Globalink translation utility:

1. Review your writing before translating an outgoing e-mail message. If you review your message for spelling, punctuation and grammar, you will have better results when translating the text into a foreign language. It is also a good idea to attach the original text to your translated message. This gives the recipient a reference for the tone and content of the original message.
2. Translate the text in Globalink Power Translator Pro. You can type or copy/paste your original message into Globalink Power Translator Pro and translate it interactively. This will allow you to select more appropriate words during translation. This is especially helpful for words that have several meanings and rely on context for definition.

If you are looking for more than a quick "gist" of a message content, you should copy and paste any foreign language text you receive into Globalink Power Translator Pro and use the interactive utility. This will allow you to select appropriate words and get a better translation of the message in English.

