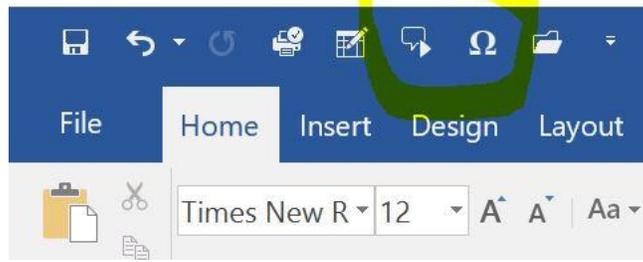




## Microsoft Word® Tips



### Proofreading Translations in Microsoft Word

You have run a spelling and grammar check on your translation, but are there still errors or awkward phrasings? MS Word can read your translation back to you with its Text-to-Speech (TTS) function so you can check it before sending it to the client. It's simple.

1. In the top left of the MS Word screen, click on the dropdown arrow to Customize the Quick Access Toolbar.
2. Towards the bottom of the options, click on More Commands, then in the middle left box, click on the Popular Commands dropdown arrow and select All Commands.
3. Scroll down to Speak, select it, and Add it to the Customize Quick Access Toolbar box on the right. Click OK.

Now, a little callout balloon appears in the Quick Access Toolbar. After adjusting your volume level on your computer, highlight the text that you want MS Word to read to you, click on the Speak Selected Text callout balloon, and MS Word reads your text to you so you can listen for errors or awkward phrasing. Voila!

This works great for English, but what about if you translate from English into German, Spanish or Japanese? MS Word will also read text in other languages when you have installed that language platform on your computer. Again, it's simple.

Do a Google search for "[Using the Speak Feature with Multilingual TTS.](#)" It takes you to the Microsoft Office support website and it leads you through a 3-step process in the downloads:

1. Determine which MS operating system and version you have (MS Word: File → Help or Account: Product Information).
2. Download the Microsoft Speech Platform for your operating system and run it.

3. Download the TTS language you want and run it. TTS Languages include: Chinese, Danish, Dutch, Finnish, French, German, Italian, Japanese, Korean, Norwegian, Polish, Russian, Spanish (Spain, Mexico, Catalan), Swedish.

The whole download & run process takes about a minute or so, and then when you highlight text, the Speak function automatically determines the correct language and reads it to you. Voila!

### **Proofreading Translations in Microsoft Excel**

The Text-to-Speech command is already included in MS Excel.

1. In the top left of the MS Excel screen, click on the dropdown arrow to Customize the Quick Access Toolbar.
2. Towards the bottom of the options, click on More Commands, then in the middle left box, click on the Popular Commands dropdown arrow and select All Commands.
3. Scroll down to Speak Cells, select it, and Add it to the Customize Quick Access Toolbar box on the right. Click OK.

Now, a little callout balloon appears in the Quick Access Toolbar. After adjusting your volume level on your computer, highlight the cells that you want MS Excel to read to you, click on the Speak Selected Text callout balloon, and MS Excel reads your text to you so you can listen for errors or awkward phrasing. Voila!

### **Adding Symbols to your Translation**

In the MS Word Quick Access Toolbar dropdown box when you have selected All Commands, scroll down to Insert Symbol from Dialog and add it to the Customize Quick Access Toolbar. An Ω (Insert a Symbol) appears in the Quick Access Toolbar. Now you can find and insert symbols to your heart's content like à, ö, ñ, £, α, ①, ☑, ▲.