

Sysfilter for Excel

MANUAL FOR THE TRANSLATION OF EXCEL® FILES WITH SYSFILTER
FOR EXCEL



User Guide

Sysfilter for Excel[®]

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2 GENERALLY

Sysfilter for Excel® is an efficient and user-friendly tool.

Sysfilter for Excel® enables you to transfer texts from your Excel files to a word processor of your choice or to XML.

You can easily select and export certain text areas.

After the texts have been edited, they will be automatically reinserted into the original document using the filter.

SYSFILTER FOR EXCEL®

- Exports texts from Excel®,
- Re-imports texts automatically to the original,
- Exports Excel® texts to other formats (XML, DOCX, DOC, RTF),
- Counts characters and lines reliably,
- Concatenates any number of files (several files are combined into one file)

Sysfilter can be used for many applications. Translators as well as technical editors and DTP specialists will benefit from its advantages and its versatility. You may use translation memory systems during the translation job without any problems.

Highlights:

TRANSLATION:

- Automatic transfer of text into XML, DOC, DOCX or RTF for MS Word and other word processors.
- Compatible with most popular translation memory systems: Wordfast, Across, Déjà Vu Atril, SDL Trados, Star Transit, MemoQ

PROJECT MANAGEMENT / TRANSLATION ENGINEERING

- Select the text from columns of your choice
- Easy and fast selection of texts from different worksheets
- Easy and fast selection of the texts with a certain background color
- Export formats (XML, DOCX, DOC, RTF)
- Texts can be imported into a new target column

3 SYMBOLS AND NOTES

It was one of our priorities to design this User Manual as clearly arranged as possible.

We have marked notes that are particularly important or useful as follows:



Notes to be observed specifically. Data security, risk of data loss, etc.



Notes to be observed.



Information on the duration of specific processes.



Useful tips for your daily work.

Enjoy reading the User Manual and working with your newly acquired Sysfilter.

Your Sysfilter Support Team

4 INSTALLATION REQUIREMENTS

To use Sysfilter for Excel® the following software needs to be installed on your computer and run without problems:

- Microsoft Excel® (2007 up to version 2016) *
- Recommended operating systems: Windows 7 or Windows 10*

Sysfilter for Excel® is for use with Microsoft's Windows operating systems (Versions: 7* - 10).

On Windows ME, 98, NT, XP and 2000 operating systems you might not be able to use the full functionality of Sysfilter for Excel®. If you have any doubts, please try out the trial version.



To guarantee full functionality we recommend that you update your Microsoft programs to the latest service releases.

Programs marked with an asterisk (*) are programs of Microsoft Corporation and **not included** in the delivery.

Required disk space: approx. 30 MB

4.1 SCOPE OF DELIVERY

The delivery of Sysfilter for Excel® includes:

- the file "setup-S4EX.....exe "
- User Guide in PDF format

4.2 LICENSE AGREEMENTS

The use of Sysfilter is governed by license agreements. You must read and agree to the license agreement terms before using Sysfilter.

During the installation process the license agreements will appear on your desktop and you will be asked to read and accept them.

4.3 INSTALLATION

Installation is very easy.



If you are an experienced user, just execute the setup file and follow the instructions on the screen.



You must have administrator rights to use this function.

Installation process in detail:

1. Extract "setup-S4....exe" from the ZIP archive.
2. Copy the file "setup-S4....exe" to a folder on your hard disk
3. Double-click on the file "setup-S4....exe" within your "Windows Explorer" to start the installation process
4. Select a language. Here you can switch the language of the Sysfilter user interface to your preferred language (German, English or Spanish). The language setting can be changed any time.
5. License Agreements
You will now be asked to accept or decline the license agreements. You will only be able to continue the installation process if you accept the license agreements.
6. Select the target folder. This folder is used to store the installation files.
7. Select the folder for the start menu.
8. Click on 'Complete' and Sysfilter for Excel® will be started. Using the Windows start menu, you can start Sysfilter at any later time.
9. After the start a Welcome Screen will be displayed.

5 ACTIVATE SOFTWARE

The full version of this program is activated with an activation key. A different software code is generated during each installation process. For detailed information about the activation please read the following chapters.



Using the activation key, you can install Sysfilter on one computer.

If you buy a full version of Sysfilter we will send you an e-mail with your activation key.

Use the "Info" command in the "?" menu to display the registration status of your software.

If you launch the unregistered version of Sysfilter for Excel® the activation screen is displayed:



You can select one of the following options:

- Test Software
- Registration
 - 1) Purchase software
 - 2) Send software code
 - 3) Activate software
- License transfer (only applicable for activated software)

5.1 EVALUATE SOFTWARE / TRIAL VERSION

You may test Sysfilter during a period of 28 days at no charge and use all functions. In the upper left corner, a counter is displayed, which indicates how long the software can be started in testing mode. After the software is activated, instead of the counter the letter "A" is displayed.



- The trial version permits you to select a maximum of 10 files.
- In the export file, the term "trial version" is inserted.
- Some functions are restricted.

5.2 REGISTRATION

If you want to use the full version without restrictions, please proceed as follows:

5.2.1 PURCHASE SOFTWARE

Click the link "Purchase software" in the activation screen. The link will lead you to the Polmann Services website where you can find detailed information about how you can order Sysfilter.



Or you can simply purchase Sysfilter by sending us an email or a fax including your order.

E-mail: sales@sysfilter.de

The current contact data is provided on our Website.

Be sure to include your name, address, and email address.

Or just order via the Online Shop on our website <http://www.sysfilter.de>

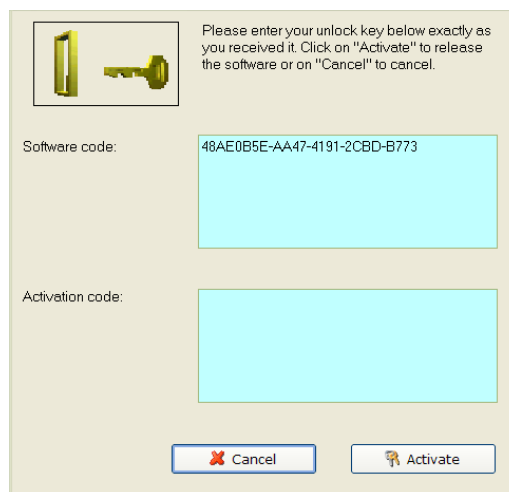
5.2.2 PLEASE SEND THE "SOFTWARE CODE" TO POLMANN SERVICES

After you have completed the ordering process, please send us the software code of your Sysfilter installation. Please click on the link "**Please send the software code**", an e-mail message will open automatically. The software code generated during installation will be displayed in the reference line. Simply send this email to key@ecm-engineering.de. Alternatively, you can copy the software code manually from the subjacent text field into an e-mail.

5.2.3 ACTIVATE SOFTWARE

After receiving your order and your software code, we will send you an activation key within 24 hours (on working days).

For software activation please click the link "Activate software" in the activation screen. The following entry box will be displayed.



The screenshot shows a software activation dialog box with a light beige background. At the top left is an icon of a yellow key. To its right, a text box contains the instruction: "Please enter your unlock key below exactly as you received it. Click on 'Activate' to release the software or on 'Cancel' to cancel." Below this, there are two input fields. The first is labeled "Software code:" and contains the text "48AE0B5E-AA47-4191-2CBD-B773". The second is labeled "Activation code:" and is currently empty. At the bottom of the dialog, there are two buttons: "Cancel" with a red 'X' icon and "Activate" with a key icon.

Enter the activation key into the field "Activation key" and click on "Activate". A confirmation message will be displayed.



The software is now activated!

After the activation process has been completed without errors, the letter "A" will be displayed in the upper left corner of the activation screen.

5.2.4 LICENSE TRANSFER (ONLY APPLICABLE FOR ACTIVATED SOFTWARE)

If you want to install and use your already activated Sysfilter software on a new PC you have the possibility to transfer your license.

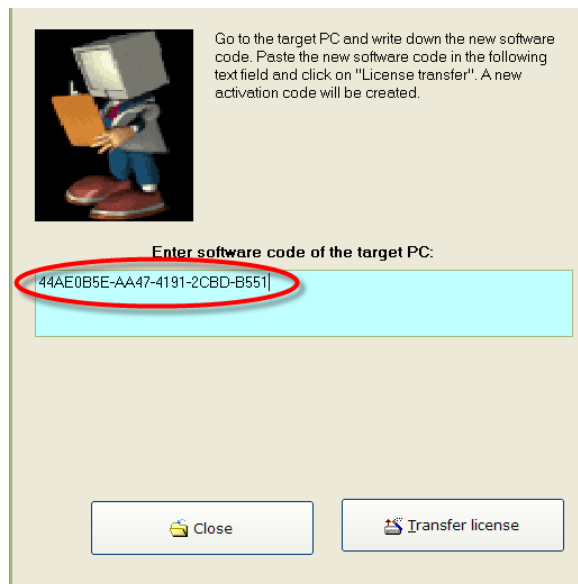


If you transfer the license, the activation on your previous computer will be deleted. The software will be changed again into the test mode.

On the target computer, the same Sysfilter version should be installed. A transfer using different versions is not supported.

To transfer your license, proceed as follows:

1. Start the Sysfilter program on your "old" computer.
2. To do so, go to the main menu and click "?" and then "Register software". The activation screen will be displayed.
3. Click the link "Transfer license".
4. Use the field "Enter software code of the target PC:" to enter the software code of the new PC.



The screenshot shows a dialog box with a cartoon character holding a clipboard on the left. On the right, there is instructional text: "Go to the target PC and write down the new software code. Paste the new software code in the following textfield and click on 'License transfer'. A new activation code will be created." Below this text is a label "Enter software code of the target PC:" followed by a text input field containing the code "44AE0B5E-AA47-4191-2CBD-B551". This code is circled in red. At the bottom of the dialog box are two buttons: "Close" and "Transfer license".

5. After that click on the "Transfer license" button.

6. The bottom text field now shows the new activation key.



7. Use this activation key to activate the software on the target PC. Note down this key or copy it into an e-mail.
8.

5.2.5 RENEWAL OF SYSFILTER SUBSCRIPTION:

To renew your Sysfilter subscription during the subscription period, proceed as follows:

- 1) In the Menu click on "?" --> "Register Software..."
- 2) Click on "Renew Sysfilter subscription"
- 3) Copy the newly released Software Key into a mail which you send to Polmann Services. We will send you an Activation Key.
- 4) Enter the Activation Key into the bottom field.
- 5) Click on the button "Activate".

--> The Software subscription has been renewed!

5.2.6 CONVERT SYSFILTER SUBSCRIPTION INTO PERMANENT LICENSE:

To convert your Sysfilter subscription into a permanent license during the subscription period, proceed as follows:

- 1) In the Menu click on "?" --> "Register Software..."
- 2) Click on "Renew Sysfilter subscription"
- 3) Copy the newly released Software Key into a mail which you send to Polmann Services. We will send you an Activation Key.
- 4) Enter the Activation Key into the bottom field.
- 5) Click on the button "Activate".

--> The software subscription has been converted into a permanent license!

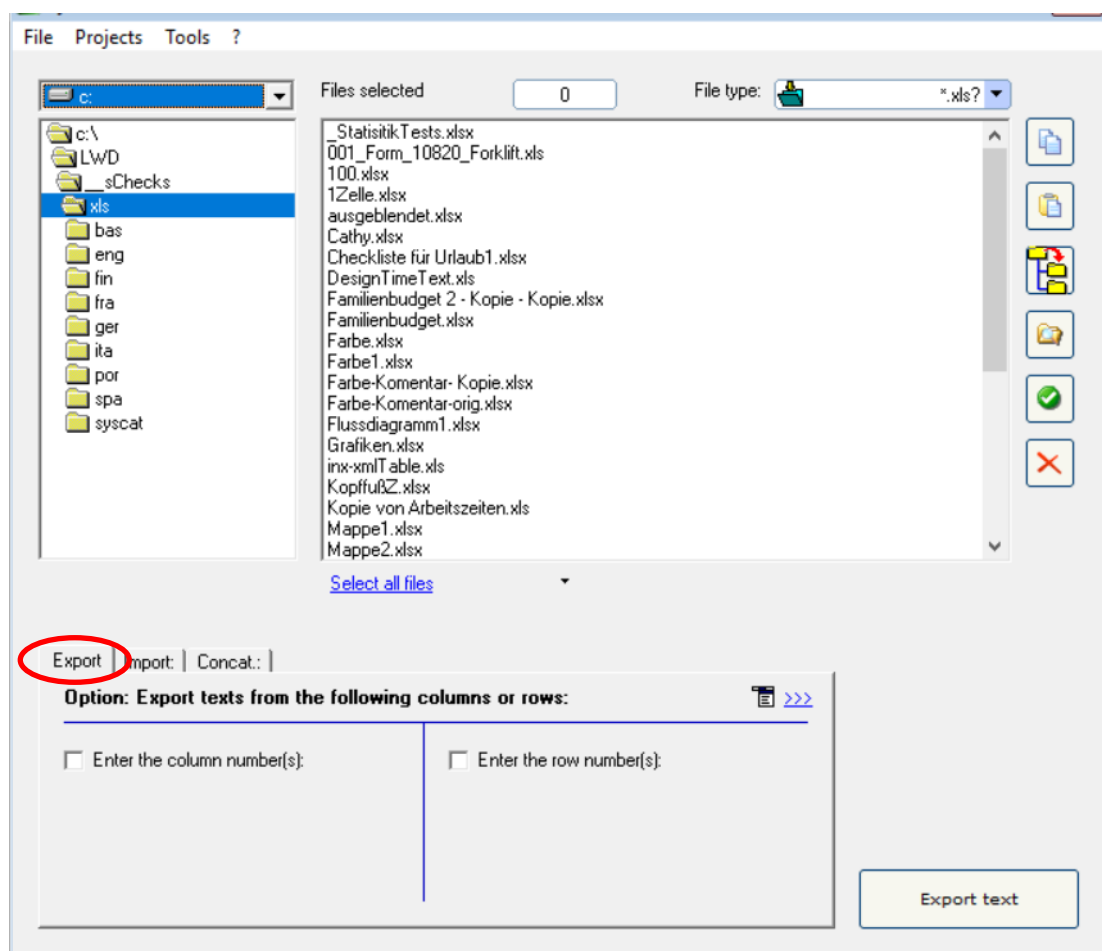
6 OPERATION

The interface of Sysfilter for Excel® is easy to use. Follow your intuition. Sysfilter for Excel® provides the following functions:

6.1 FUNCTIONS IN THE MAIN VIEW

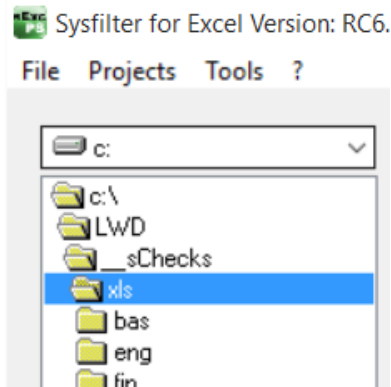
If Sysfilter for Excel® is started you will see the main view first with activated "Export" tab (see below left).

Main view with activated export options:



6.1.1 SELECTION OF DRIVES AND DIRECTORIES

Main view, top left

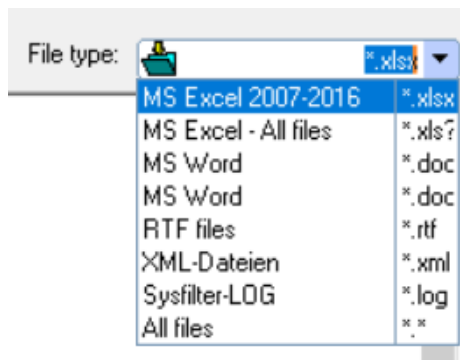


On the top left of the main view you can select the drives and directories with the files you want to edit.

6.1.2 SELECTION OF FILE TYPES

By selecting the file type, you determine which file or files you want to edit. The following options are possible:

Main view, top right



In addition to the displayed files any other files can be displayed.

Just type another extension in the text box and press "Return".

Wildcards can also be used. For example: * xxx * -> All files will be displayed which contain "xxx" in the file name.

- Click on **Excel® files (*.xlsx)**. All Excel® files are displayed in the file window.
- In order to import the files click on ***.docx, *.doc, *.rtf or *.xml**.
- To display an overview of all files select **All files (*.*)**. All files in the selected directory are displayed.

6.1.3 SELECTION OF THE FILES FOR EXPORT OR IMPORT PROCESS

Select the files you want to process. For the export process select the desired Excel® files. For the import process select the desired DOCX, DOC, RTF or XML files.

IN THIS WAY YOU CAN SELECT THE FILES:

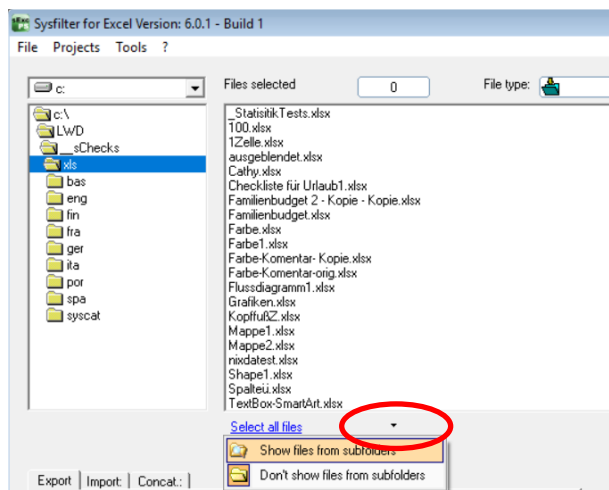
Selection of a single file: Click on the file name.

Multiple file selection: Click first file, then keep the control key pressed to select more than one file. Continuous file block: Click first file in the block. Scroll to the last file you want in the block, then hold down the shift key and click file.

If you want to edit **all files** in the directory, click on **"Select all"**.

In addition, files from subfolders can be selected.

File list (main view, center)



Files from subfolders

Files from subfolders can be selected and edited.







The update process can be cancelled clicking on "Don't show files from subfolders".



The target files are saved during text transfer in the respective folder / subfolder.

6.1.4 FILE PROCESSING OPTIONS

Main view, buttons on the right side

	Selected files will be copied.
	Files will be pasted from the clipboard into the selected directory.
	Selected files will be copied to subfolders, and new subfolders will be created (see following Chapter).
	Windows Explorer will be opened. The current directory will be selected in the Windows Explorer.
	The file list will be updated.
	The files are deleted. The program will prompt to confirm the deletion. Please note that the files will be deleted not only in the Sysfilter view, but actually from the applicable directory.

6.1.5 PROJECT MANAGEMENT: CHANGE SAVING LOCATION AND AUTOMATIC CREATION OF SUBFOLDERS

Sysfilter for Excel® is an efficient tool that provides extensive file management options for the **project management tasks**.

For instance, you need not further manually create a folder for managing different language versions for every language and copy the work files separately to such folder. Sysfilter for Excel® will create up to 20 language folders to which it copies the desired files in one operation.

How to proceed:

In the main view click on the button located on the button bar on the right side .

The window "**Create subfolders**" will open:

The **files selected in the file list** can be copied to another directory.



Window "Create subfolders"

A main folder can be selected.

Up to 20 subfolders may be created.
The files previously selected will be automatically copied to these folders.

To initiate this, activate the applicable check box and enter a folder name.

--> If the files are not to be copied, but only folders to be created, deactivate the box.

6.2 EXPORT TAB

Here you can change easy and intuitively your export settings.

- **Button: Export text**

The export task will be started.

- **Enter the column number:**

Only texts from the specified columns are exported.

Enter the corresponding column number or the range of numbers in the text field. The export files contain only texts from the selected columns.



In the lower field, the column numbers are automatically converted to the Excel® column letters.

- **Enter row number:**

Only texts from the specified rows are exported.

Enter the appropriate row number or number ranges in the text field. The export files contain only texts from the selected rows.

- **More information:**  [>>>](#)

When you click the menu icon at the top right of the tab, you are taken to the export settings. You can find more information in the chapter "Sysfilter Settings".

6.3 IMPORT TAB

- **Button: Import text**

The import task will be started.

- **Optional: Insert translations into a new target column.**

When importing, you can insert the texts or translations into different columns.

1. To do this, select the appropriate check box.
2. Select the source column.
3. On the left, enter the source column. On the right, enter the new target column.



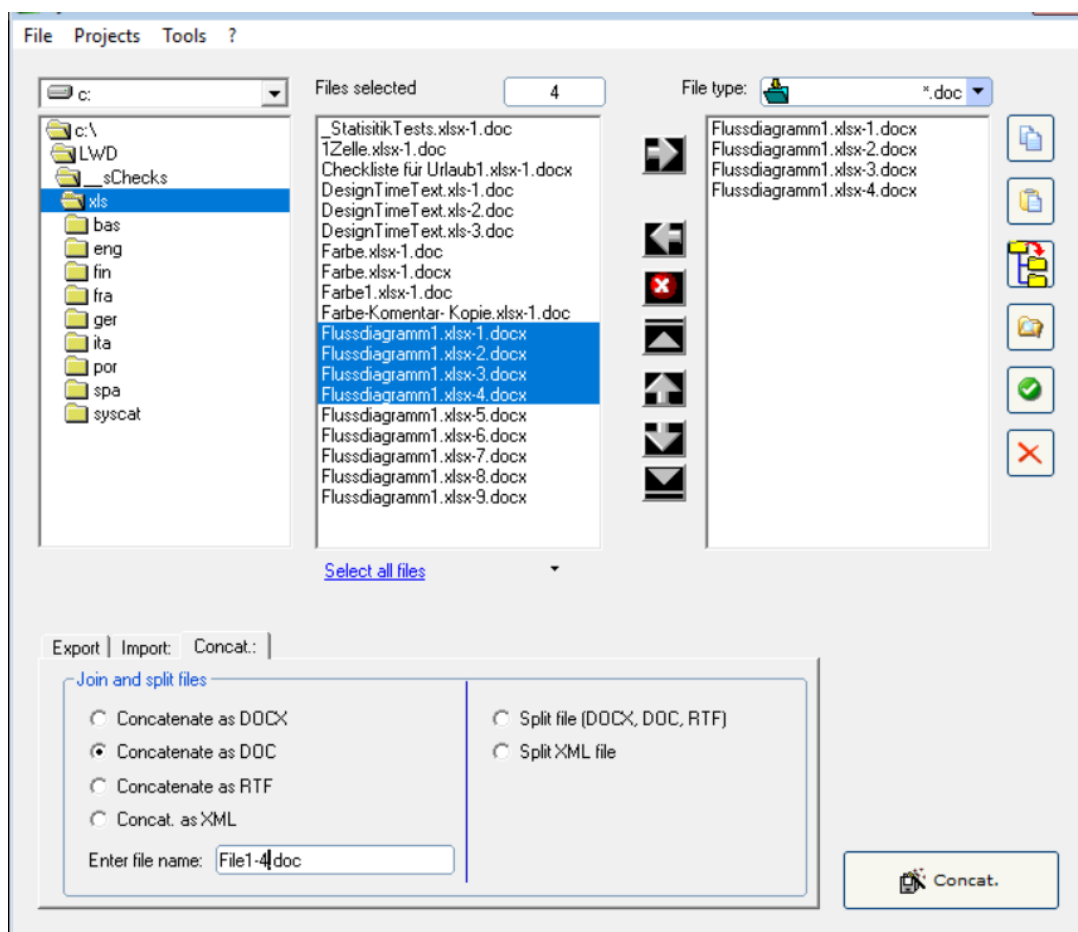
Up to 3 new target columns can be inserted per import process. The contents of the original columns are preserved.

6.4 TAB: CONCAT AND SPLIT FUNCTIONS

These functions enable you to concatenate the exported RTF, DOCX, DOC or XML files into one single file or into several batches and to split them again after translation.



This time-saving solution is especially valuable for editors or translators working on projects with large file numbers. It is no longer necessary to open and close hundreds of files. Translation, spell check or replacement of terms can be done in one single file.



[Main view, "Concat" tab: "]

6.4.1 CONCATENATING AND SPLITTING – FUNCTIONS

1. Selection of drive and directories File concatenation: Select the directory where the files you want to concatenate are located. Split: Select the directory where the concatenated file is located.

2. File list left: File selection, by default all files in the actual folder are selected, but it is also possible to specify individual files within that folder.

- Click on the file name to select an individual file.
- **Multiple file selection:** Click first file, then keep the control key pressed to select more than one file. Continuous file block: Click first file in the block. Scroll to the last file you want in the block, then hold down the shift key and click file.

3. File list, right: All files in the right-hand list box will be concatenated or split, no matter if they are highlighted or not. **In this connection, it is irrelevant whether the files have been selected or not.**

FUNKTIONEN DER BUTTONS:



Include files to right-hand list box

Remove files from right-hand list box.

Remove all files from right-hand list box. The files are not deleted, only removed from the list box.

Move selected entry to the uppermost position.

Move down selected entry (one position).

Move down selected entry (one position).

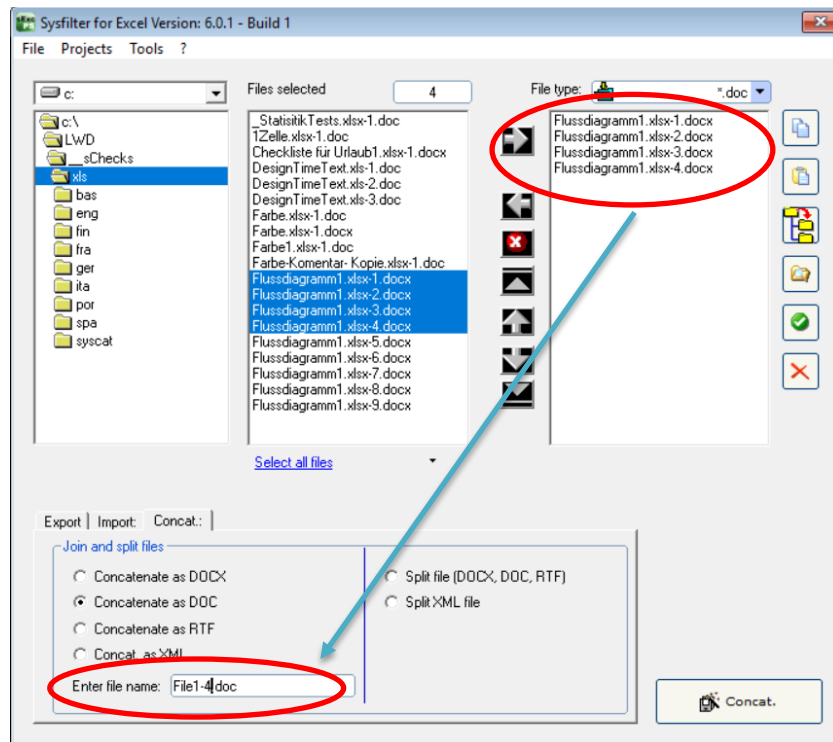
Move selected entry to the lowermost position.

Move highlighted files using the mouse:

Click one entry you want to move, then hold down the shift key while selecting further files. Continue to hold down the shift key and drag the selected files upwards or downwards in the list.

6.4.2 JOIN FILES

HOW TO PROCEED:



1. Select tab page "Concat."
2. Option: Select "Concatenate as DOCX", "Concatenate as DOC", "Concatenate as RTF" or "Concatenate as XML".
3. Move files you want to cat to the right-hand list box

Use function buttons to change file order if necessary. The sorting order of the files in the right-hand list box defines the file order of the resulting collective file.

4. You can change the file name of the resulting collective file here
5. Click on the "Concat." button.



A subfolder named "Syscat" will be created in the current folder and the generated cat file will be saved in this folder. This is the location where the batch file with the concatenated files is stored. The current directory name is proposed as file name.

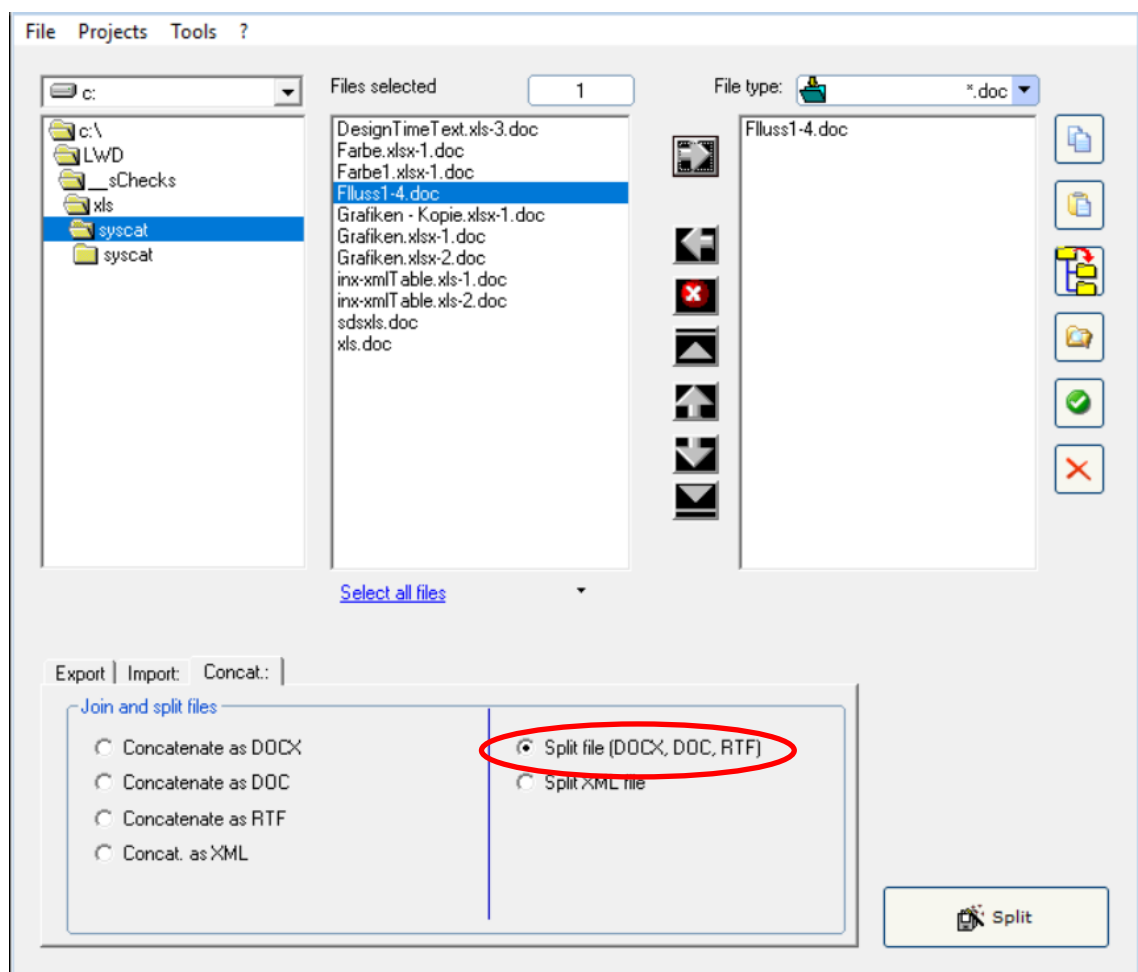


Make the concatenated files appear in the batch file in the order most meaningful for your translation project.

6.4.3 SPLIT FILES

HOW TO PROCEED:

1. Select tab page "Concat."
2. Option: **Select "Split file (DOCX, DOC, RTF)" or "Split XML file"**
3. Move files you want to cat to the right-hand list box.
4. Click the **"Split"** button.



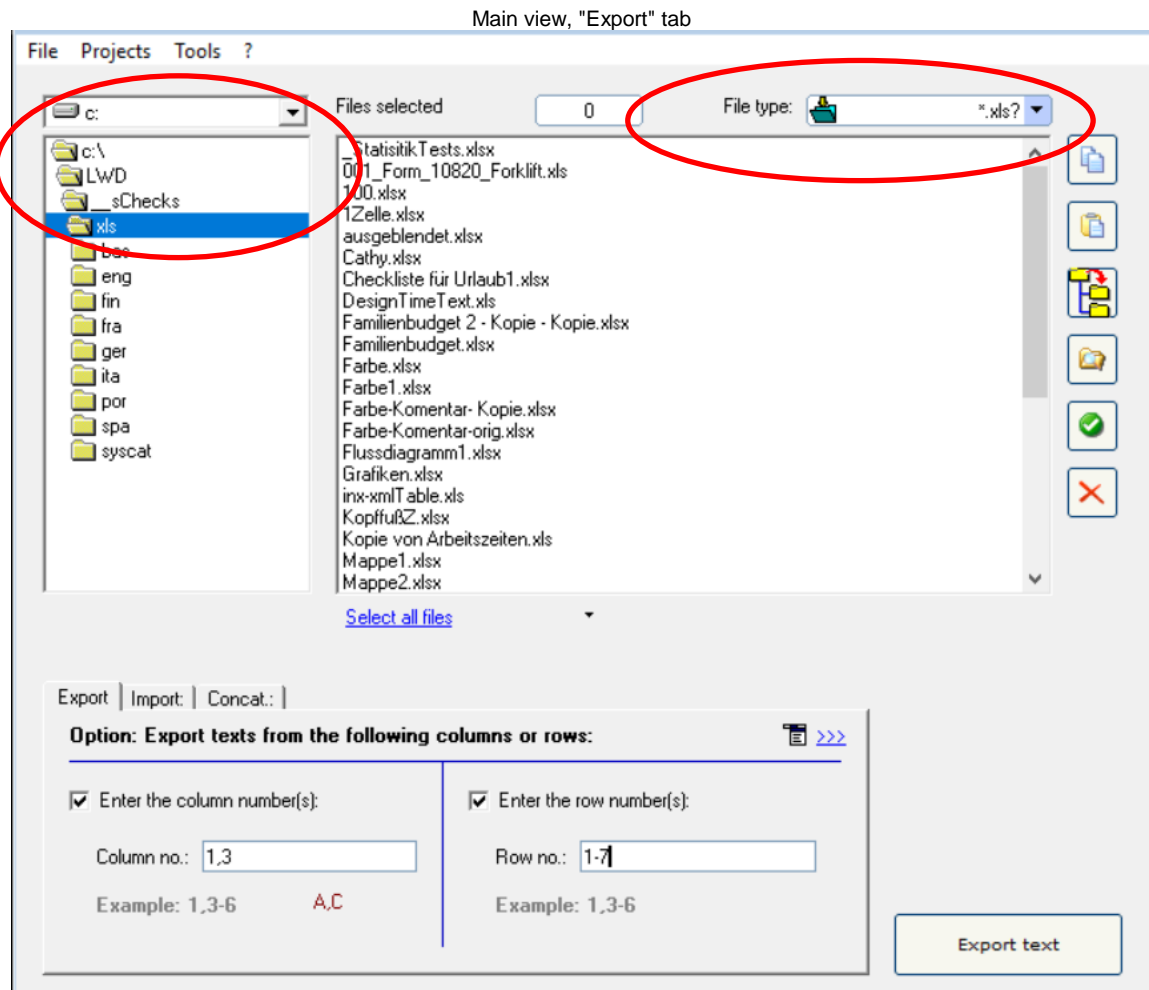
[Split files]



The files will be split and the resulting files are saved into the selected folder.

7 EXPORT PROCESS

Sysfilter for Excel® exports and imports text objects of an Excel® file.



HOW TO PROCEED:

- Select the folder in which the Excel® files are located. The Excel® files will appear.
- Select MS Excel® – All Excel® files in the dropdown combo box in the right corner." or "MS Excel 2007-2016".
- Click on ">>>" → "Format of the export file" if you want to export text from Excel® as DOCX, DOC, RTF or XML file.
- If you want to export the text of a particular column, select the "Enter column number " checkbox and enter the column number or column range.
- Highlight the Excel® files which contain texts you want to export. Click onto the **"Export text"** button to launch the export process.



There are additional options available for the export process. These can be found at:
Tools >> Options ... >> Export options.



The progress bar appears now and the export process can be monitored. **Excel® will be started in the background.** During export process you can minimize the Sysfilter window.

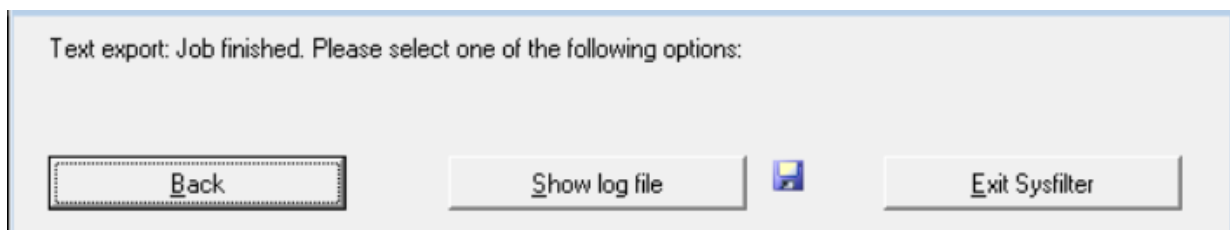


To avoid possible side effects, we recommend that you do not work on your computer during the importing and exporting process.

If you did already export the texts of a certain project and run a second export Sysfilter for Excel® will overwrite the existing files in this folder. Please make sure that you really want to overwrite the existing files before launching a second exporting process!

You should NEVER use your original files for import or export processing, only copies. Take your time to save the original files and your translated files in a separate folder!

After the export the following dialog appears:



Back to main menu

LOG file is displayed.
Information about version, file
number and settings.

Exit Sysfilter.

7.1 EXPORT RESULTS

The exported files are now in the same folder as the Excel® files.
The export file names are made up of the following components:

Document names + file extension + worksheet number + format of the export file.

EXAMPLE: EXCEL FILE NAMED "NAME.XLSX" CONSISTING OF 3 WORKSHEETS

File name (Excel®)	Export option:	Export file name
Name.xlsx - Worksheet 1 - Worksheet 2 - Worksheet 3	-> Standard settings	Name.xlsx-1.doc Name.xlsx-2.doc Name.xlsx-3.doc
	A LOG file in text format will be created automatically.	Sysfilter4Excel-Export.LOG

7.2 TRANSLATION OF THE FILES

7.2.1 EXPORT FORMAT: DOCX, DOC OR RTF

The files can be translated directly with Microsoft Word, other word processors or translation tools.

For example, with: Wordfast, Across, Déjà Vu Atril, SDL Trados, Star Transit, MemoQ



The files can be translated directly with the translation tool **Wordfast or SDL Trados** without further pre-processing. Texts that must not be edited or translated are formatted as "tw4winexternal".

7.2.2 NOTES ON THE TRANSLATION OF DOCX, DOC OR RTF USING TRADOS



USING SDL TRADOS STUDIO:

Create a project for the translation and insert the exported files.

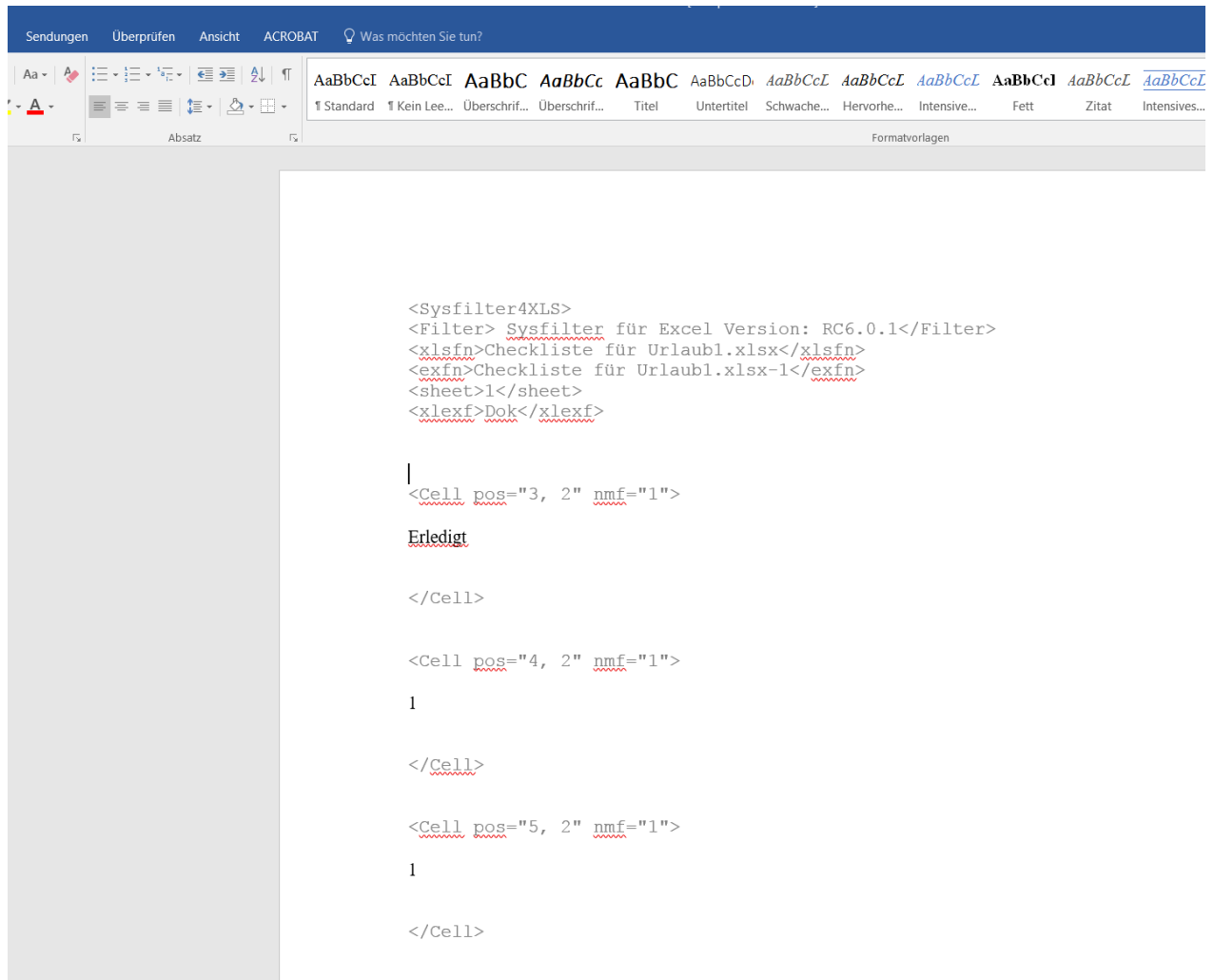
For DOCX files, there may be display problems in the SDL translation editor, in this case select the RTF or DOC format or convert the files with Microsoft Word.

USING THE TAG EDITOR:

When the files are opened directly using TagEditor or the translation editor in SDL Trados Studio, undesired side effects may occur. It is possible that the formatting will be displayed incorrectly. To prevent this, we recommend the following practices:

For TTX creation, we recommend to choose the translation function of the workbench. (Activate the check box Tools → Translate... → Options → Translation Memory Options... → "TRADOSTag XML Workflow for Workbench")

7.2.3 TAGS



Please make sure that you don't change, delete or move the texts that are formatted in grey (filter information), otherwise errors will occur during the import process after translation. The filtering information is formatted as "tw4winExternal" and encapsulated between "<" and ">".

7.3 EXPORT FORMAT: XML

The XML files are saved in UTF8 format. These files can be translated using a XML or text editor or a Translation Tool of our choice.



Text formatting is not exported!

7.3.1 TAG STRUCTURE

The following tags can contain translatable texts:

Tag (Attr.)	Origin
cell (pos)	Text from cells (Cell ID)
comment (pos)	Font Size (Comment ID)
wsn	Worksheet name
headerflh	Left header
headerfch	Center header
headerfrh	Right header
footerflf	Left footer
footerfch	Center footer
footerfrh	Right footer
shape	Image objects / Objects

7.3.2 NOTES ON THE TRANSLATION OF THE XML FILES



Tags which are located inside the start and end tag may be moved within this tag. For example: <p> und <sr>.



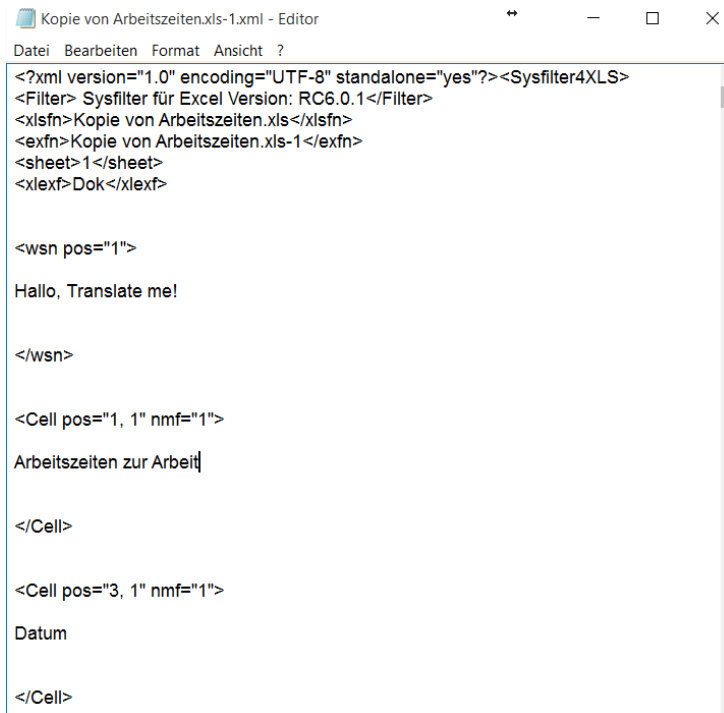
Applies to elements that do not contain text to be translated: Please make sure that you don't change or delete the XML tags, otherwise errors will occur during the import process after translation.

7.3.3 NOTES ON THE TRANSLATION OF XML FILES USING TRADOS



An INI file or SDLSetting file for the SDL Trados translation tool can be requested by e-mail.

That is how the exported XML files look like, if opened using a text editor:



```
Kopie von Arbeitszeiten.xls-1.xml - Editor
Datei Bearbeiten Format Ansicht ?
<?xml version="1.0" encoding="UTF-8" standalone="yes"?><Sysfilter4XLS>
<Filter> Sysfilter für Excel Version: RC6.0.1</Filter>
<xlsfn>Kopie von Arbeitszeiten.xls</xlsfn>
<exfn>Kopie von Arbeitszeiten.xls-1</exfn>
<sheet>1</sheet>
<xlexf>Dok</xlexf>

<wsn pos="1">
Hallo, Translate me!

</wsn>

<Cell pos="1, 1" nmf="1">
Arbeitszeiten zur Arbeit

</Cell>

<Cell pos="3, 1" nmf="1">
Datum

</Cell>
```

7.4 KNOWN ISSUES / NOTE ON FORMATTING



Most formatting is preserved when using the DOCX, DOC or RTF export format.



Comment fields in Excel do not support the following formatting:

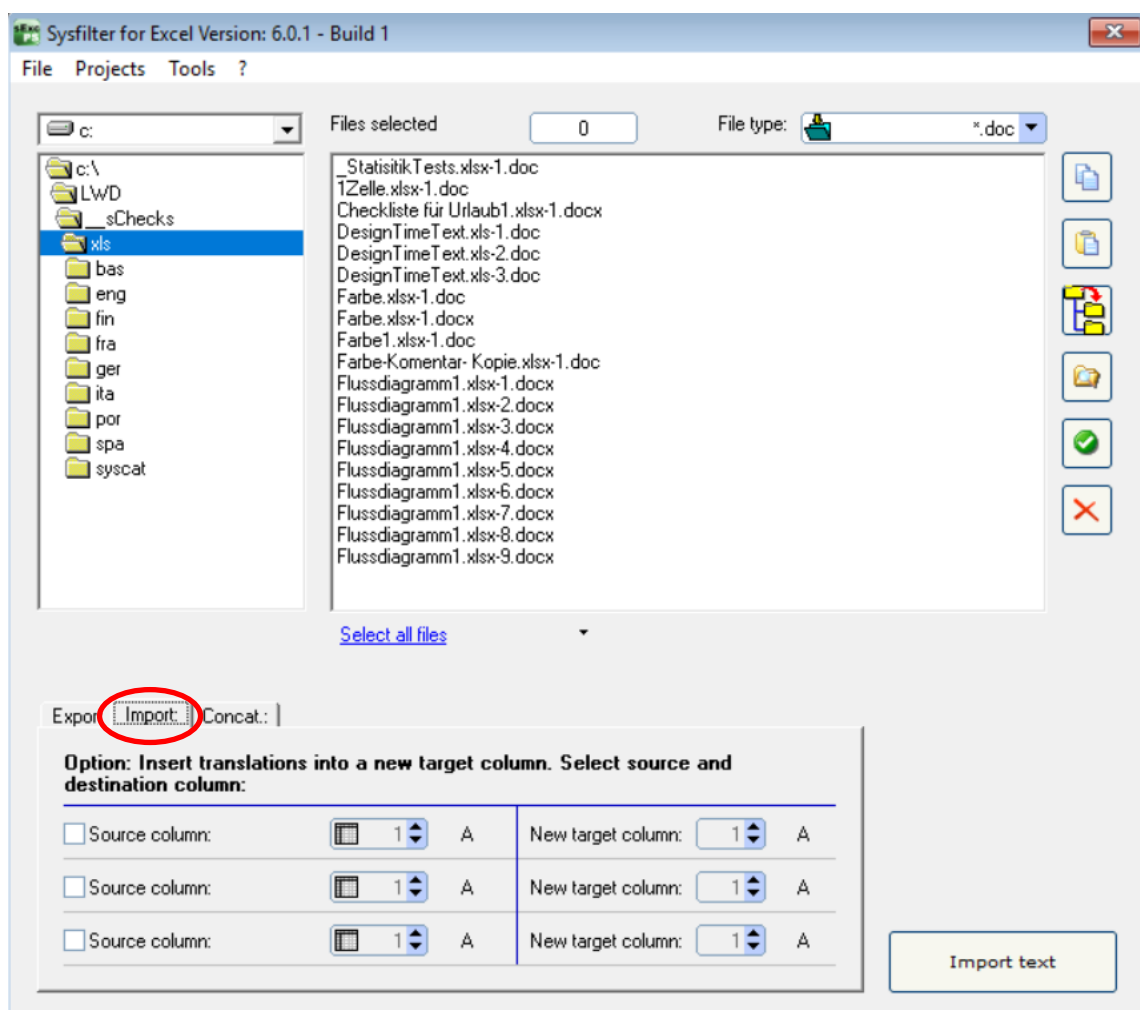
- superscript, subscript
- double underlines
- strikethrough

XML: Different text formatting is not supported within a text object.

8 IMPORT PROCESS

HOW TO PROCEED:

- Select the folder in which the translated files are located. The Excel® files will be displayed.
- Select ***.docx**, ***.doc**, ***.rtf** or ***.xml** in the drop down combo box in the right corner.
- Select the import options you want.
- Highlight the files which contain the translations. Click on the **"Import text"** button to launch the import process.



The progress bar is displayed now and the export process can be monitored. **Excel® will be started in the background.** During the export process you can minimize the Sysfilter window.

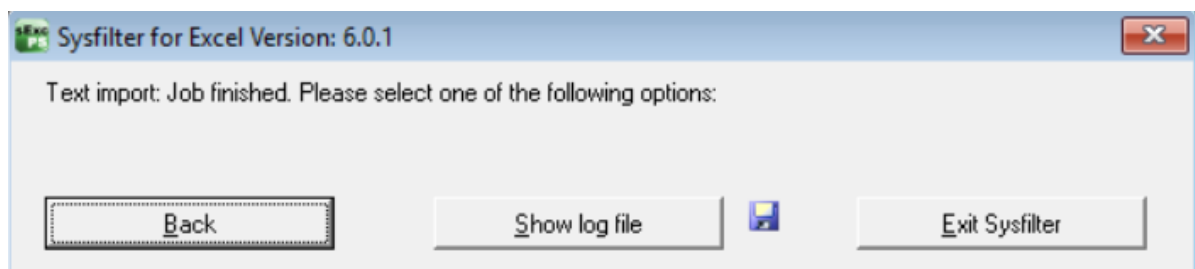


To avoid possible side effects, we recommend that you do not work on your computer during the importing and exporting process.

If you already did import a certain project and run a second import process Sysfilter will overwrite the existing files in this folder. Please make sure that you really want to overwrite the existing files before launching a second exporting process!

You should NEVER use your original files for import or export processing, only copies.
Take your time to save the original files and your translated files in a separate folder!

After import process the following dialog appears:



Back to main
view

LOG file is displayed. Information about
version, file number and settings.

Exit Sysfilter.



The Excel® files now contain the translated texts.



Remember that automated filter processes require layout control and, depending on the file structure, post layout.

8.1.1 OPTIONAL: INSERT TRANSLATIONS INTO A NEW TARGET COLUMN.

When importing, you can insert the texts or translations into different columns.

1. To do this, select the appropriate check box.
2. Select the source column.
3. On the left, enter the source column. On the right, enter the new target column.

Up to 3 new target columns can be inserted per import process. The contents of the original columns are preserved.

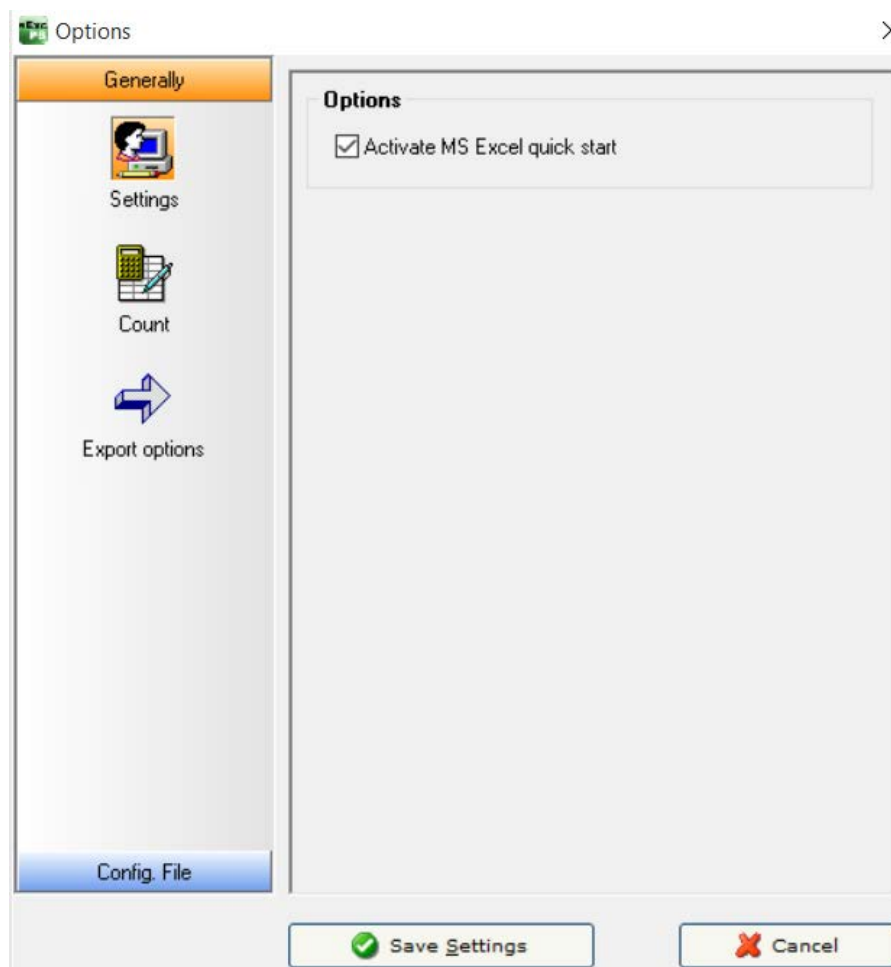
9 SYSFILTER MENU "TOOLS"

How to activate the option window:

Click on "More options" in the applicable tab of the main view

or click on the menu "Tools" ➔ "Options...".

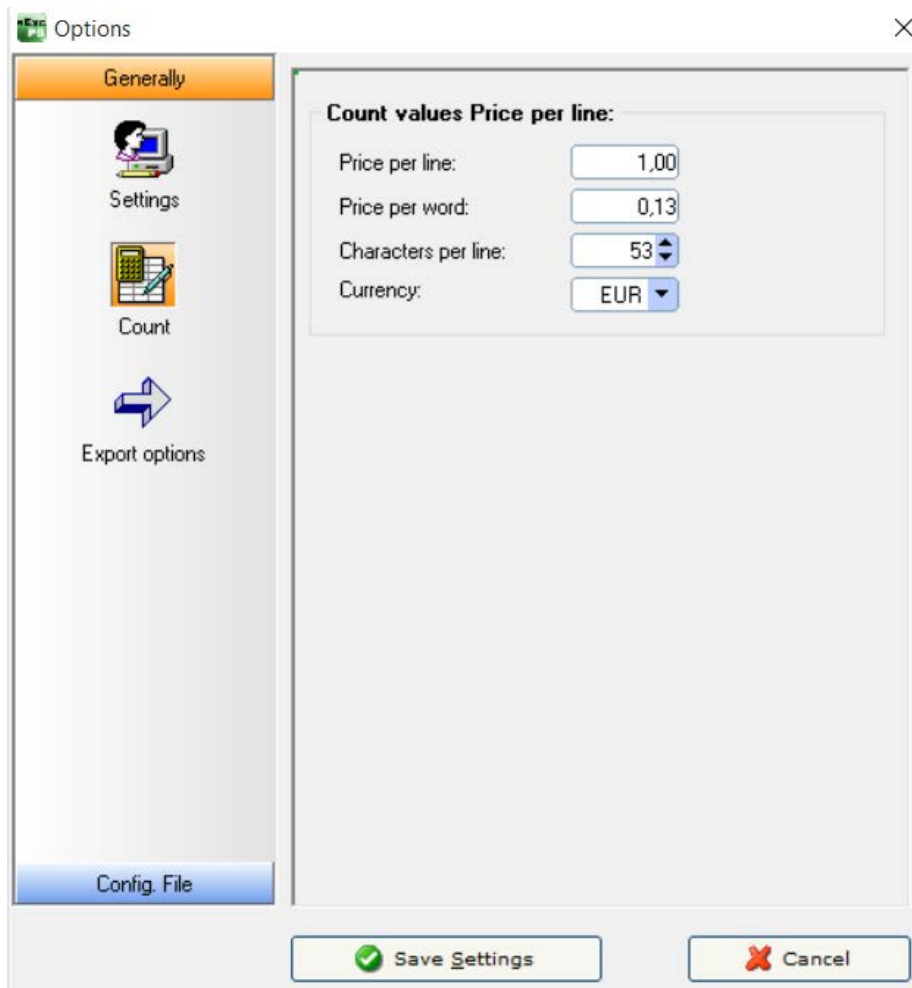
9.1 "SETTINGS"



- **Activate Excel® quick start**

If Sysfilter accesses to Excel®, the program is usually closed after the access has been made. With this option enabled, Excel® remains open and the Sysfilter processing is faster.

9.2 "COUNT"

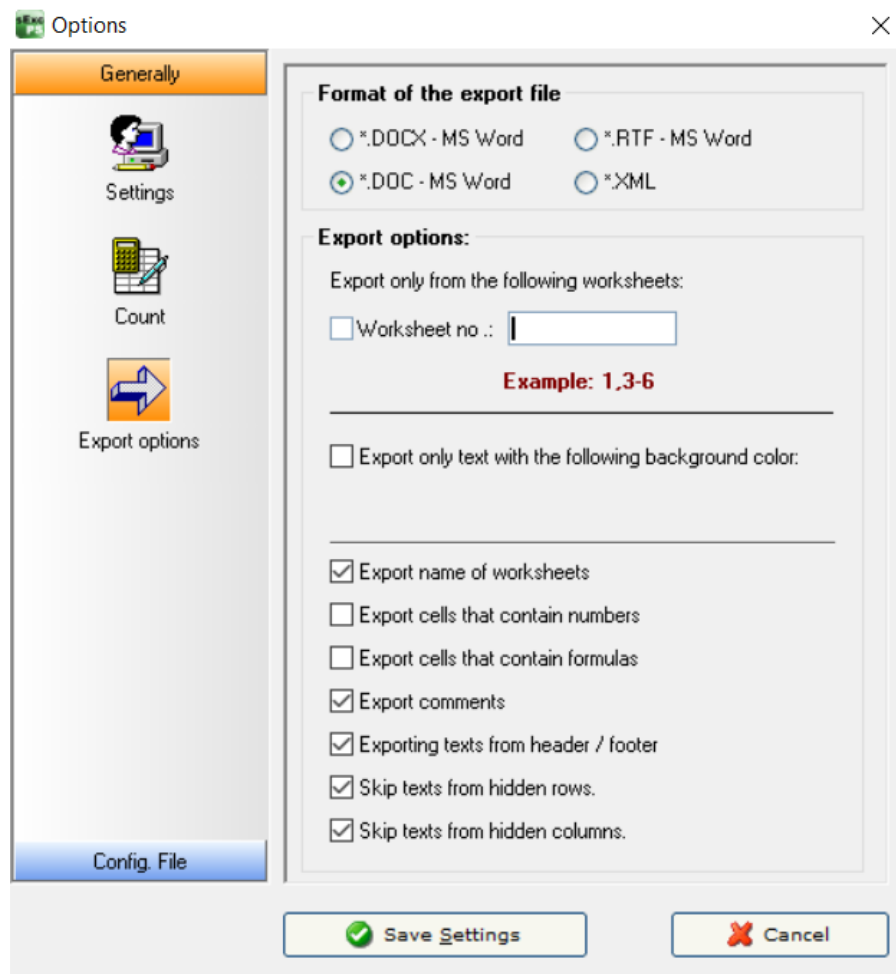


- Modify the settings of word count and price calculation according to your needs.
- The LOG file contains information about the export/import process, the total character number, the number of lines and number of words and the price calculation.



During export/import the results are written into the LOG file. To view the LOG file click onto "Show LOG file".

9.3 "EXPORT OPTIONS"



- **Format of the export file**

Here you have the option to specify the format of the export file. You have the following choices:

- | | |
|--|--|
| <input type="radio"/> *.DOCX - MS Word | Output format: DOCX |
| <input type="radio"/> *.DOC - MS Word | Output format: DOC |
| <input type="radio"/> *.RTF - MS Word | Output format: RTF |
| <input type="radio"/> *.XML (UTF8) | Output format: XML, Unicode (UTF8) format. |

- **Worksheet no.:**

Only texts from the specified worksheets are exported if the check box of "Worksheet no." is activated. In the text field, you can enter the number or number ranges of the worksheets to be exported.



Example of use:

You have an Excel® document with 100 worksheets. Only texts from the first 10 worksheets and texts from worksheet 99 should be exported.

Export options:
Export only from the following worksheets:
☒ Worksheet no. : 1-10,99
Example: 1,3-6

Enter the following in the text field: 1-10, 99

The export files contain only texts from these worksheets.



Hidden worksheets are also exported. To exclude them from the export process, specify only the worksheet numbers to be exported.

- **Export only text with the following background color**
Enable the checkbox and select the desired background color. Only texts from cells with the selected background color are exported.
- **Export name of worksheets**
Worksheet names can be exported, then edited or translated.
- **Export cells that contain numbers**
Contents from cells that consist only of numbers are exported. By default, this checkbox is disabled.
- **Export cells that contain formulas**
Contents from cells that consist only of formulas are exported. This checkbox is disabled by default.
- **Export comments**
Text of cell comments are exported.
- **Export texts from header / footer**
By default, header / footer texts are exported.
- **Skip texts from hidden rows**
By default these texts are ignored and not exported.
- **Skip texts from hidden columns**
By default these texts are ignored and not exported.

9.4 "CONFIGURATION"

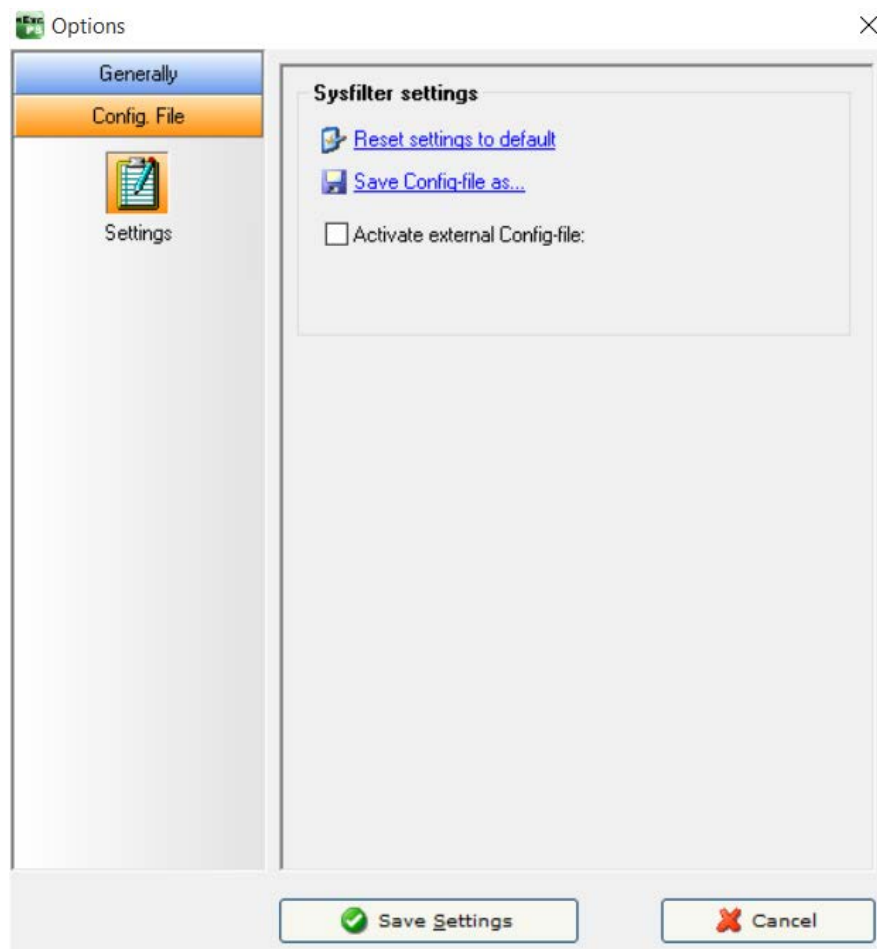
Here you can save and load the Sysfilter settings or restore the default settings.

The settings are stored in a file under the name Config.XML.

The set Sysfilter options are stored in the file "Config.XML".

This configuration file is a XML file that is stored in UTF8 format.

It is located by default in the document folder (C:\Users\Public\Documents\Sysfilter) of your system.

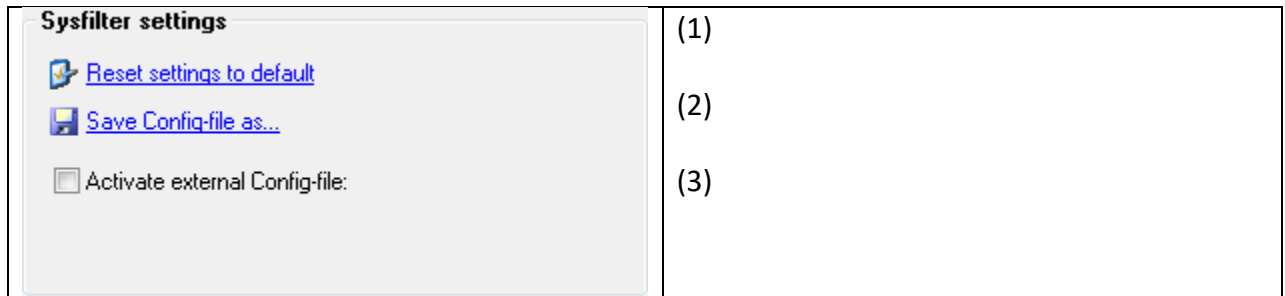


The user interface of Sysfilter permits to save the settings in the configuration file:

How to proceed:

1. Change desired options in the options area or in the main view.
2. Menu item: Select "Tools" --> "Options..."
3. Click on "Save Settings".

9.4.1 SYSFILTER - SAVE SETTINGS



(1) The XML configuration file may be stored at another location.

(2) To restore the standard settings, click on "Reset settings to default".

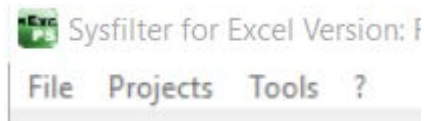
(3) **External configuration file is activated.** Whenever the program starts, Sysfilter will automatically load the external configuration file, whenever this check box is activated.



The external configuration file may, for instance, be located on a network drive and used by several users.

To prevent changes to the configuration file, the configuration file can be set read-only.

10 MENU FUNCTIONS



- **File → Quit**
- **Projects→** Saves the path settings of the last 8 filtering projects. A time-consuming search for the preceding projects on your hard disk is not necessary. Just select your project from the project list to get to the directory you want.
- **Tools→ Language.** Here you can switch the language (English, German, Spanish) of the user interface to your preferred language. This setting will be retained after closing the program.
- **Tools → Options...** This opens the option window. Settings see chapter options windows.
- **? --> Information, Software registration**

11 RECORDING OF EXPORT AND IMPORT PROCESSES IN A LOG FILE.

During export and import a LOG file is generated and saved in the current directory ("export.log" / "import.log"). The LOG file contains information about the process and of errors that may have occurred.



You should check the LOG files after each export and import.
The LOG file can be opened with any common text editor.

12 LINE/WORD COUNT

Sysfilter offers the following possibilities of text count:

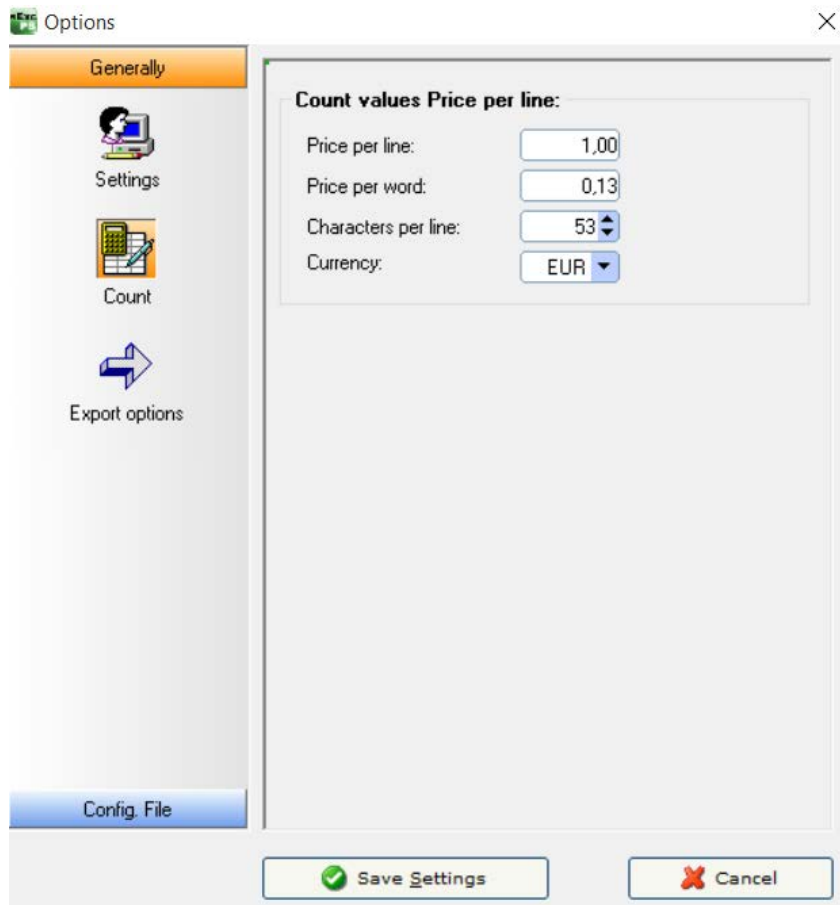
- a) Sysfilter count and calculation function for text count and price calculation.
- b) Generation of a count file without tags, which you can count with your usual counting tool.

12.1 SYLFILTER TEXT COUNT AND CALCULATION FUNCTION

Import and export process are documented in a LOG file. The log file contains information about import and export process as well as **line count**, **word count** and translation price calculation. Sometimes you might have found it difficult to calculate the translation price of a project including Excel® files. The Sysfilter count and calculation function enables you to **calculate the translation price during a simple export/import process**. A plain export/import function provides you with a basis for your quotation costing.

To use the Sysfilter count and calculation function please proceed as follows. Go to the main menu and follow the menu path Tools --> Options --> Count. The following screen will be displayed.

Option window "Count"



Modify the settings of word count and price calculation according to your needs

During export/import the counting and calculation information is written into the LOG file. To view the LOG file, click onto "Show LOG file". The LOG file contains information about the export process, the total character number, the number of lines (53 characters per line) and number of words.

The log file ("export.log/import.log") is saved in the same folder as the Excel® files. If you want to save the LOG file into a different directory, proceed as follows:
Click onto "Show log file" after the export/import is completed. Then click right mouse button. A file saving dialog will be displayed. The LOG file can be opened with any common text editor.

And that's what a Sysfilter LOG file looks like:

```
S4Excel-Export39.log - Editor
Datei  Bearbeiten  Format  Ansicht  ?

-----
Number of exported headers and footers:
                                         0
-----

*****
                        Statistics
*****

Chars Total:
                                         812

-----
Total lines: (53 Characters)
                                         15,32

-----
Total words:
                                         110

-----
Number of worksheets total:
                                         4

-----
Number of exported cells:
                                         60
-----

Number of exported comments:
                                         2

-----
Number of text boxes, SmartArt and WordArt objects:
                                         17

-----
Number of exported headers and footers:
                                         0

-----
Number of files:
                                         3

-----
Total (lines) in EUR:
                                         15,32

-----
Total (words) in EUR:
                                         14,3

*****

Warning: Please read the important note.
```

13 TECHNICAL SUPPORT

Detailed information, sample files or screen shots especially the log file will help us process your request more quickly and accurately.

Please make sure to include the following information:

Operating system:

Excel® Version:

This will make it easier for us to respond to your request.

Use the following e-mail address to get in touch with our support.

E-Mail: support@sysfilter.de



If you have any problems or questions concerning Sysfilter please first check this user guide or our support forum for help.



Time-critical support requests cannot be answered under our free support.

14 TRAINING

We will be glad to train you or your staff members. On site in your company or via the Internet by means of online sessions at your workplace. Inquire about our trainings – we will advise you.

15 NEW FEATURES

Sysfilter is continuously updated based on our tests and your suggestions. If you are already a customer, it will pay off for you to download the updated Sysfilter versions from our on a regular basis. Smaller updates are available free of charge.

16 CONTACT

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