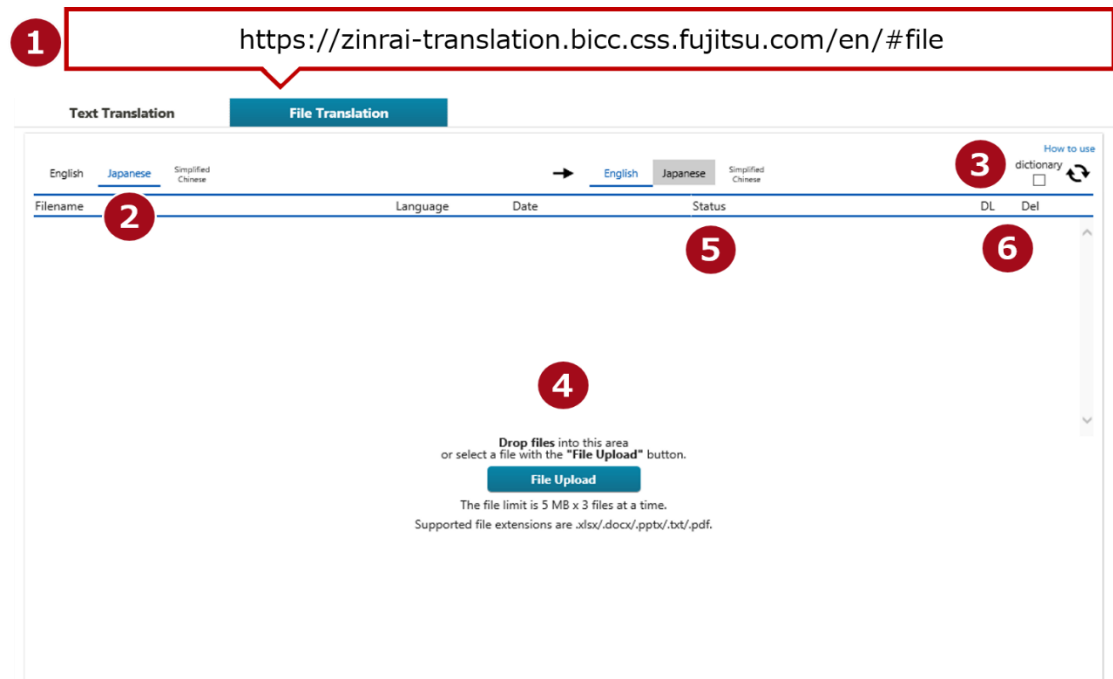


File Translation Operation Manual

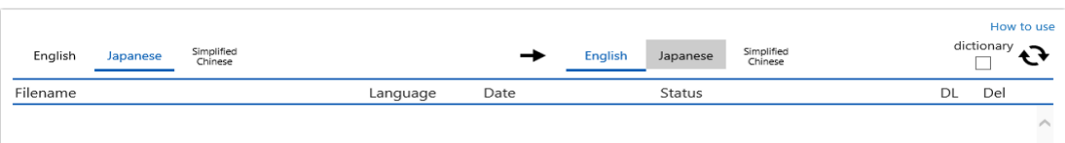


1. Access the file translation page.

<https://zinrai-translation.bicc.css.fujitsu.com/en/#file>

Or click 'Zinrai Translation Service starts here' on the Site menu.

2. Select a direction to translate.

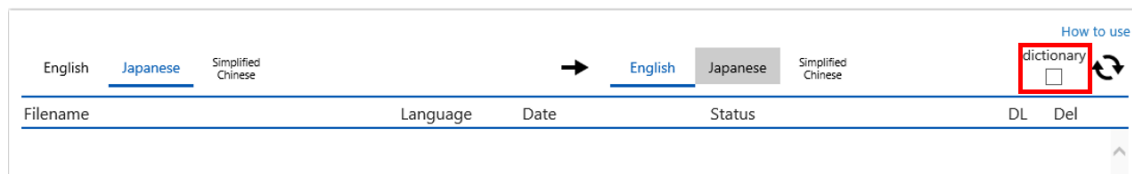


Select the source language on the left tab and the target language on the right tab. The following combinations of languages are usable currently. (Combination can not be used if it isn't in the following.)

Source Langage	Target Langage
Japanese	English
English	Japanese
Japanese	Chinese(Simplified)
Chinese(Simplified)	Japanese

3.Check 'dictionary' in the upper right to apply the dictionary.

The function of dictionary can translate specified words.



For more information on contents of the dictionary, please check have a look at the following.

->common dictionary

4. Drag and drop the file you want to translate into the center area of the page, or click the 'File Upload' button to select the file and upload it.

Files that meet the following conditions can be translated.

■ File formats

File type	Extension	Remarks
Word	*.docx	The original text format will not be kept.
Excel	*.xlsx	The original text format will not be kept.
Power Point	*.pptx	
Text File	*.txt	Character encoding: UTF-8 line feeds: LF,CF,CR/LF
PDF	*.pdf	The following type of PDF file is available. •PDF file is based on ISO (except the following) •Annotations (in default mode) •XFA form data •Attachments •Portfolios •Media (movie and sound) •3d graphics ※The result file of PDF, will be changed to Word file.

■ File Size

20MB max

■ File Pages

100 **pages max.** (In case of more than 100 pages, please split it to multiple files.)

■ The Others

After using line feed(Shift + Enter) , it will be treated as multiple sentences.

In the following case, translation will not be available. Please check your file before uploading.

- File type is not be mentioned above.
- File is protected by password.
- In one text object has more than 1000 characters.

In case you did not pay attention to the notice and failed, please do not try it again.

And, to find the reason of fail, if the file does not contain confidential information, please send it to the in-house practice support team. Thank you for your understanding and cooperation.

We will analyse the file and find out the reason.

Recipient: fj-bicc-zintran-supp@dl.jp.fujitsu.com

5.After Uploading file, translation will be start automatically.

Though the translation status will be updated automatically, you can click the 'Update Status' button at the top right of the screen to update the status by yourself.

6.When status is 'Completed', it is available to download.

*If you press download, you will see a confirmation from the browser.

Please do delete your file after translated.

Because the number of files in system is limited, please do delete your file after translated. Thank you for your understanding and cooperation.

*Additional, 12 hours later, translated files will be deleted compulsorily.

*The file will be deleted even if the status of 'Translating' continues for more than 1 hour. If the translation does not end even if it takes more than 1 hour, please divide the file and upload it.