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## 1. Introduction

Microsoft Excel is the most common format for managing translatable text and its translations, especially in website and software localization. Website content, software strings, database records and other localizable text can be easily transferred into Excel before it is translated into multiple languages. However, such Excel files are often very large and need to be distributed among several translators in order to be translated on time. This is difficult because every row can have different number of words, from a dozen words to thousands of words, and splitting the file into parts with an equal number of rows will result in very different word counts in each part. **Excel File Splitter** is a special program that makes it very easy to split Excel files into multiple parts based on word count or character count, and to re-join these parts after translation.

[Excel File Splitter](#) automatically calculates how many rows must be copied into each part in order to achieve the desired word count or character count. Obviously, the number of words or characters in each part will not be the same because each row has different size and it is not possible to split an individual row into parts, but the size of each part will be very similar.

## 2. Capabilities

Excel File Splitter can do the following:

- Split any number of Excel files into multiple parts.
- Specify which columns do not require translation and therefore should not be considered when splitting into parts.
- Specify which columns contain HTML code which must be counted differently than regular text.
- Specify the header rows. You can choose whether to include these header rows in every split part or to include them in the 1st part only.
- Indicate the number of equal parts which must be produced.
- Specify whether to split based on word count, character count, or number of characters with spaces.



- Re-join translated parts to produce a complete file which can be returned to the customer.

## 3. Additional use cases

Excel File Splitter may be used to produce quick word counts in order to estimate the translation effort.

## 4. Installation of Excel File Splitter

### 4.1. Quick installation using the setup program

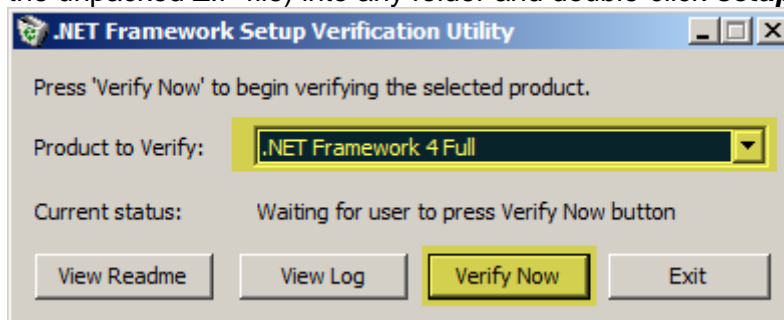
For quick installation of Excel File Splitter, run “ExcelFileSplitter\_Installer\_ **version\_number**.exe” ([download the latest version](#)) and follow the prompts. You must have administrator rights in order to run the setup program.

To update the program, close it if it is running, and then run the setup program and follow the prompts.

### 4.2. Manual installation

If you do not have administrator rights or need to install the program for several users, use “ExcelFileSplitter\_ManualInstall\_ **version\_number**.zip” ([download the latest version](#)):

- Unpack the ZIP file into any folder. This folder must be located within a directory to which the user has ‘read’ access rights, for example c:\Users\<user-name>\Documents, or inside a Local Area Network directory with ‘read’ access permissions.
- **The program requires .NET Framework 4.** Most probably, this package is already installed on your computer, however it is better to verify whether it is present before you start using the program. To do this, unpack *netfx\_setupverifier.zip* file (located inside the unpacked ZIP file) into any folder and double-click *setupverifier2.exe*.



In the dialogue that opens, choose “.NET Framework 4 Full” from the dropdown list and click *Verify Now* button. If you see a message “Product Verification Succeeded”, .NET Framework 4 is already installed on your computer. Otherwise you need to download and install it at the following link:

<https://www.microsoft.com/en-US/download/details.aspx?id=17718>

To update the program close it if it is running, and then copy the contents of the updated ZIP file into the program folder, overwriting the existing files.

## 5. Program requirements

- Microsoft Excel must be installed on the computer.
- Each user must have ‘read’ access rights to the directory where the program is installed.

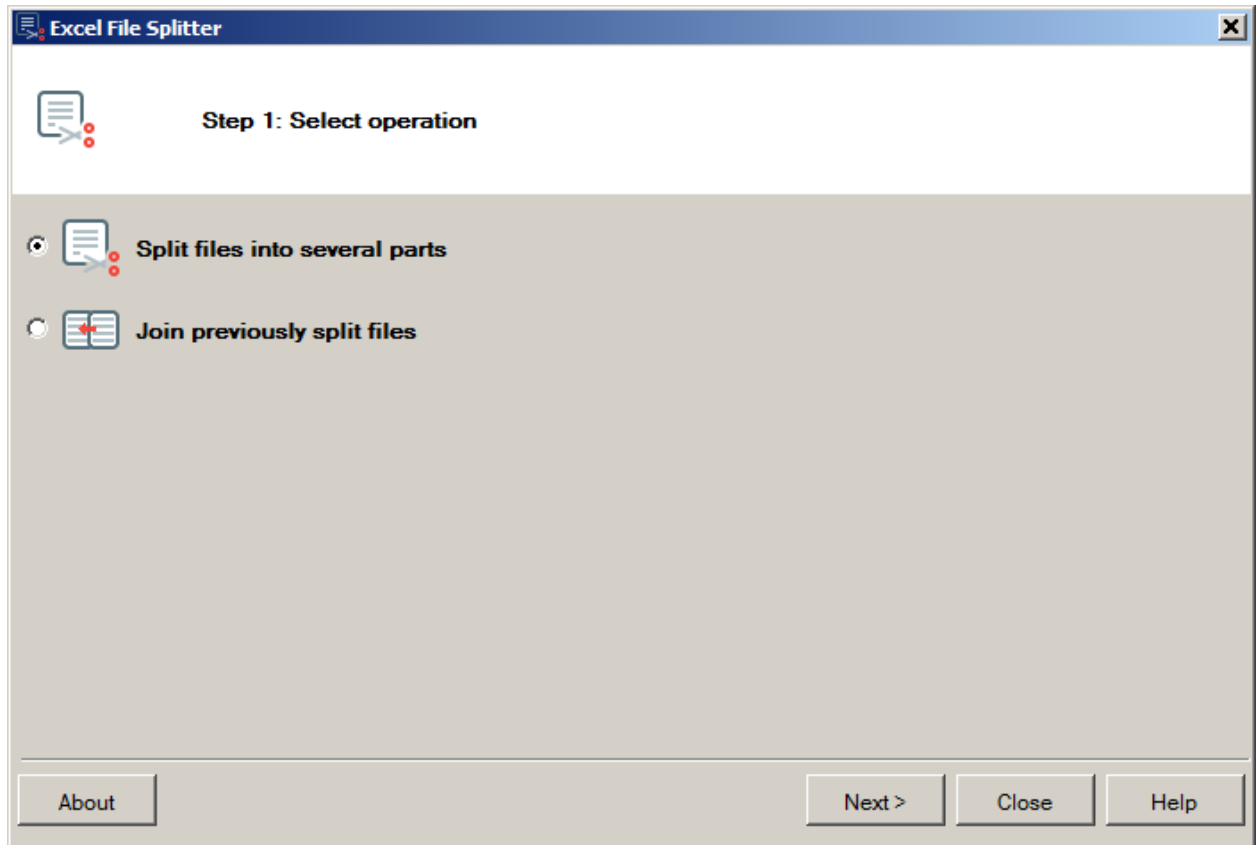


## 6. Step-by-step guide

Below you will find a quick explanation how to split and re-join Excel files with Excel File Splitter.

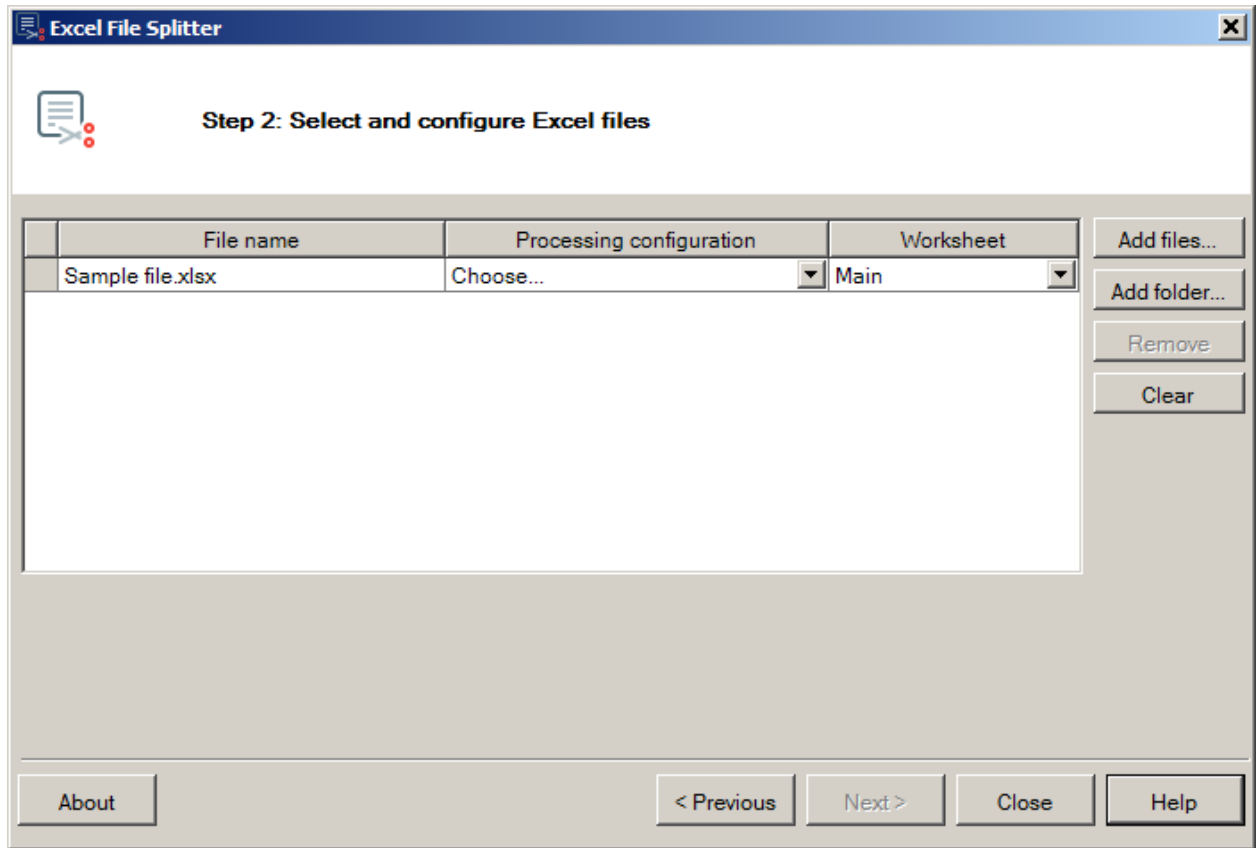
### 6.1. Splitting a file

1. To split file(s), select **“Split files into several parts”** and click *Next*:

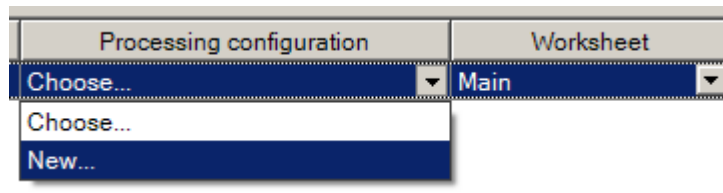


2. **Add files** that you would like to split by clicking *Add Files* button (to select individual Excel files) or *Add Folder* button (to select a folder containing the Excel files that you need to split).

When the files are added to the list, select the sheet you want to split from the *Worksheet* column. If the translatable text is found in several sheets, read [this note](#).



For each file, you must specify how to process the selected sheet. To do this, click the dropdown list in *Processing Configuration* column and choose *New...*:



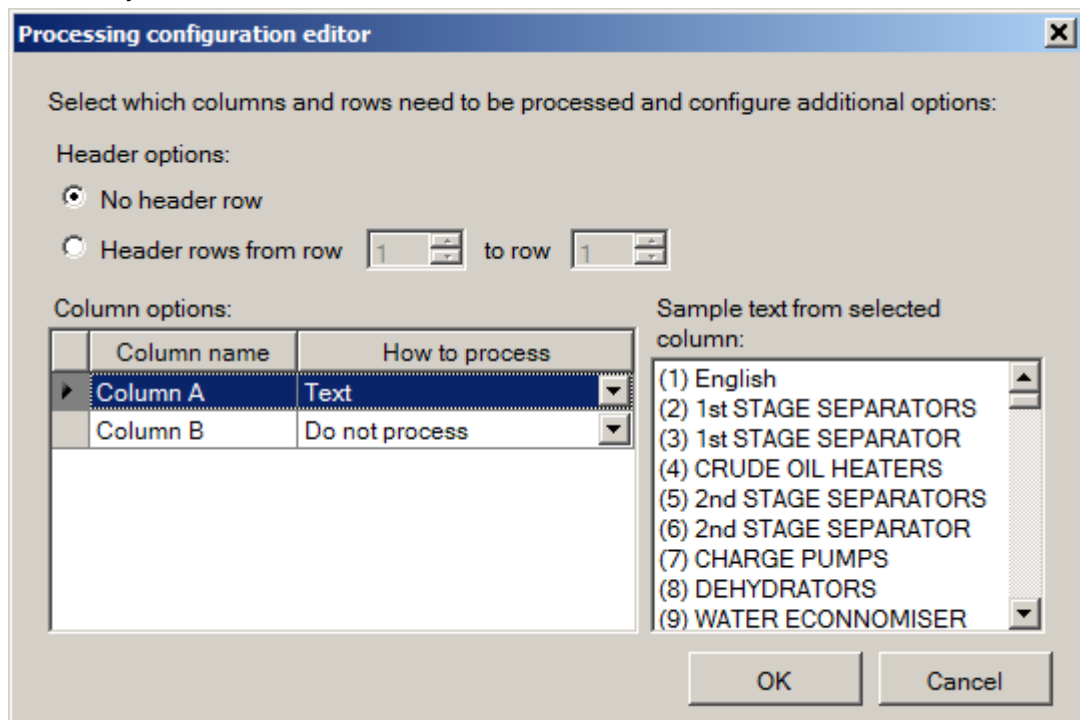


### 3. Create a processing configuration for the selected sheet.

If the sheet contains header rows which do not require translation, indicate which rows must be ignored, using the preview to see the actual text in each row within a specific column.

For each column, specify one of the following: “Text” if the column must be translated and contains regular text, “Text + HTML” if the column must be translated and contains HTML code, or “Do not process” if the column must not be translated. Excel File Splitter automatically detects columns that contain embedded HTML, so “HTML + Text” is automatically selected for these columns.

Click *OK* when you are done.



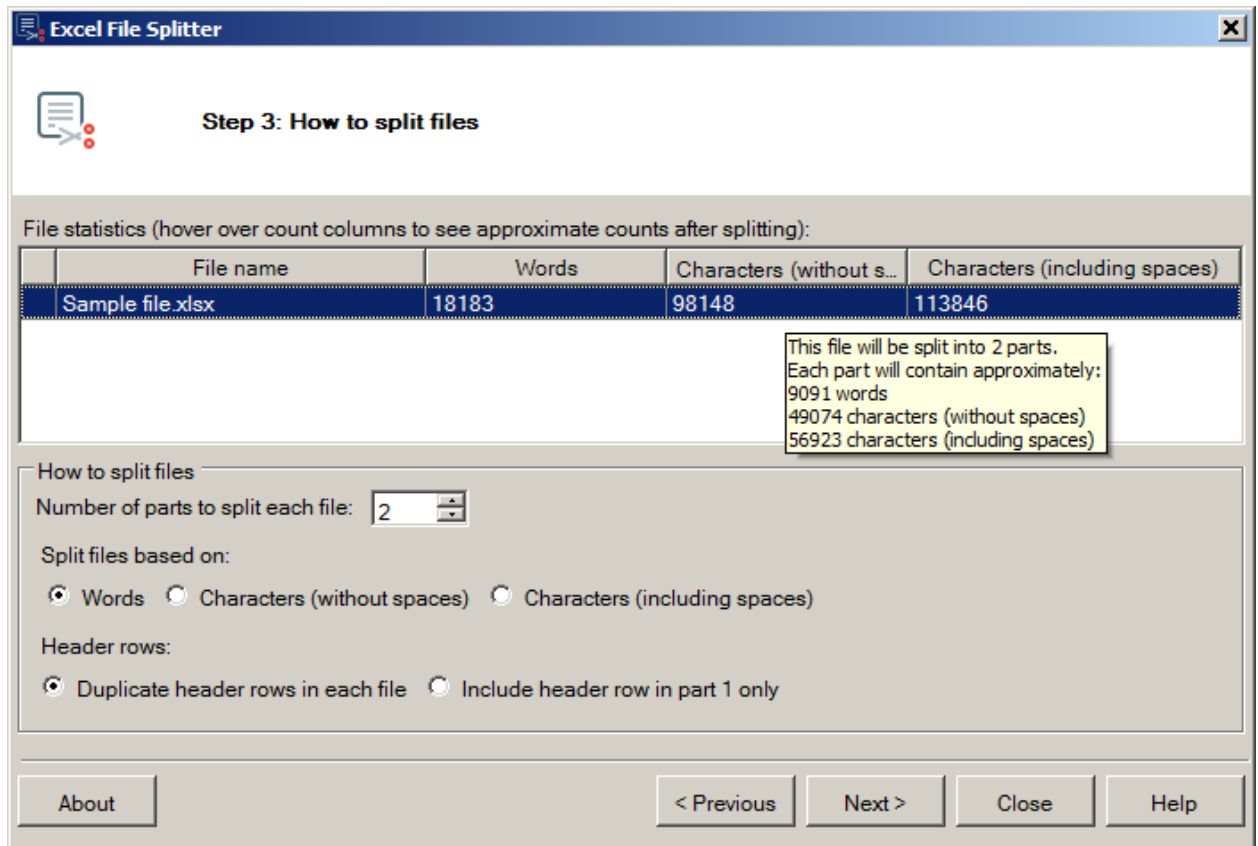
If you have selected several files and they all contain identical column structure, there is no need to create a new processing configuration: simply select a configuration which you already created.

If you need to make changes to the processing configuration for a specific file, you will need to choose *New...* again.

Click *Next* after you have configured all the files.



4. **Configure splitting options:** specify the number of parts for each file, which units (words, characters, or characters with spaces) must be used to determine the size of each part, and whether to keep header rows in part 2 and subsequent parts.

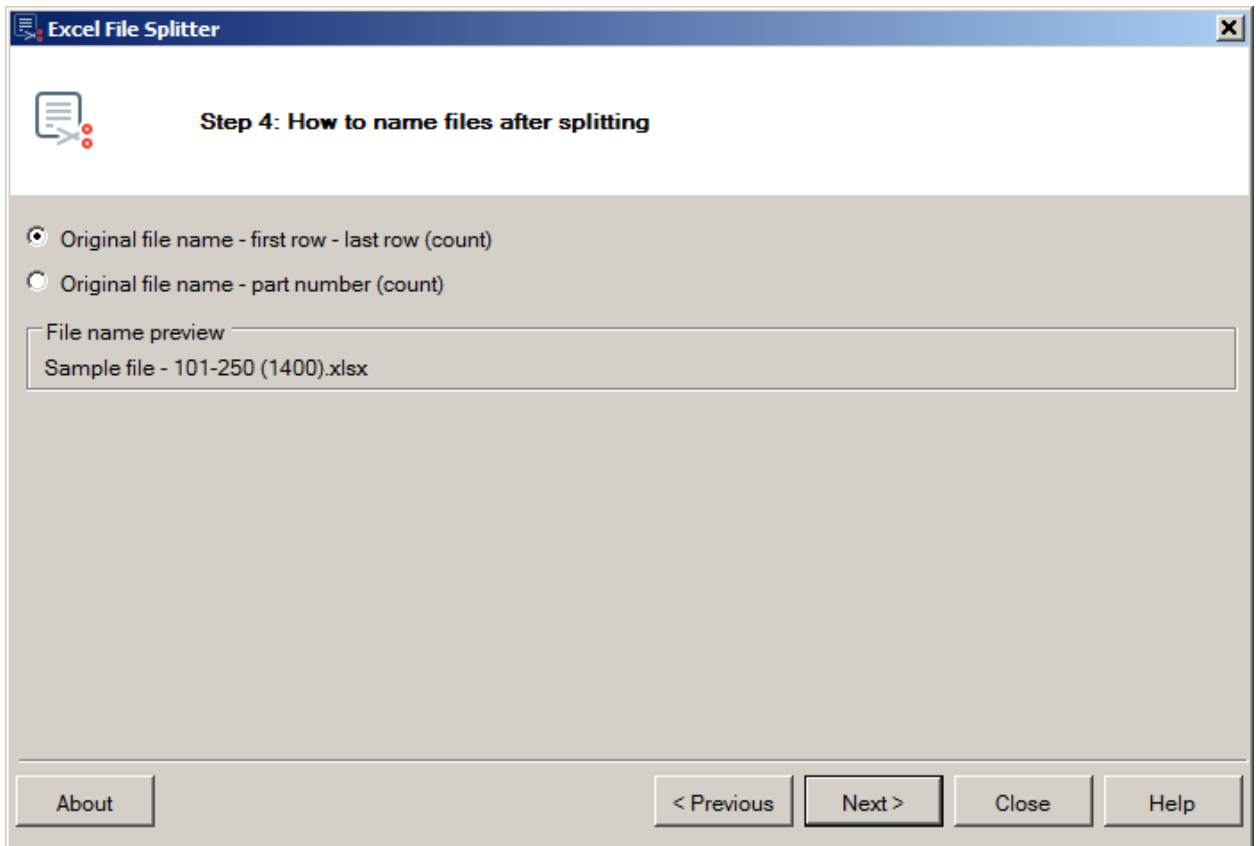


The file list shows the number of words, characters and characters with spaces for each file, so you can use this information to determine the number of parts. You can hover the mouse over a file to see the approximate size of each part after the file is split.

Click *Next* to advance to the next step.

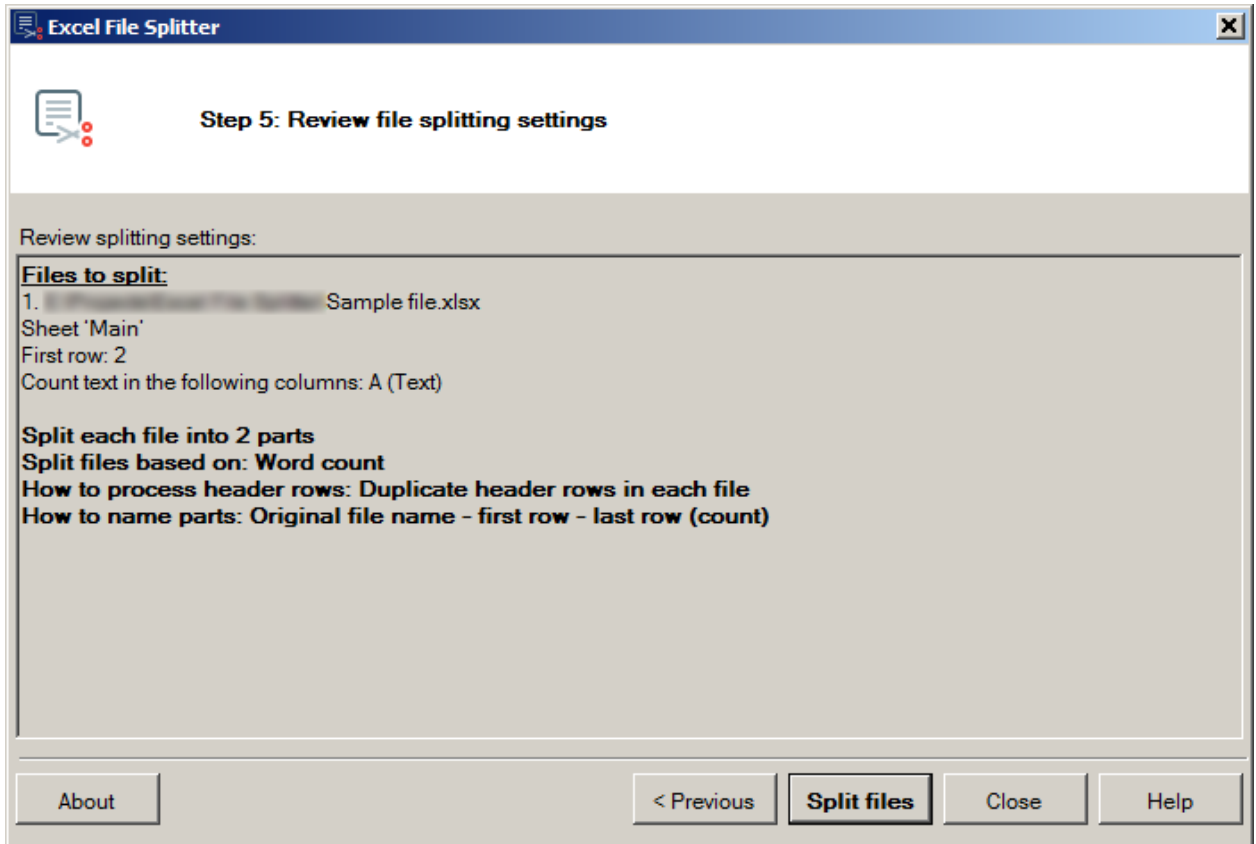


5. **Specify how to name the parts:** choose from one of the suggested options for naming the generated parts. Then click *Next* to go to the next page.





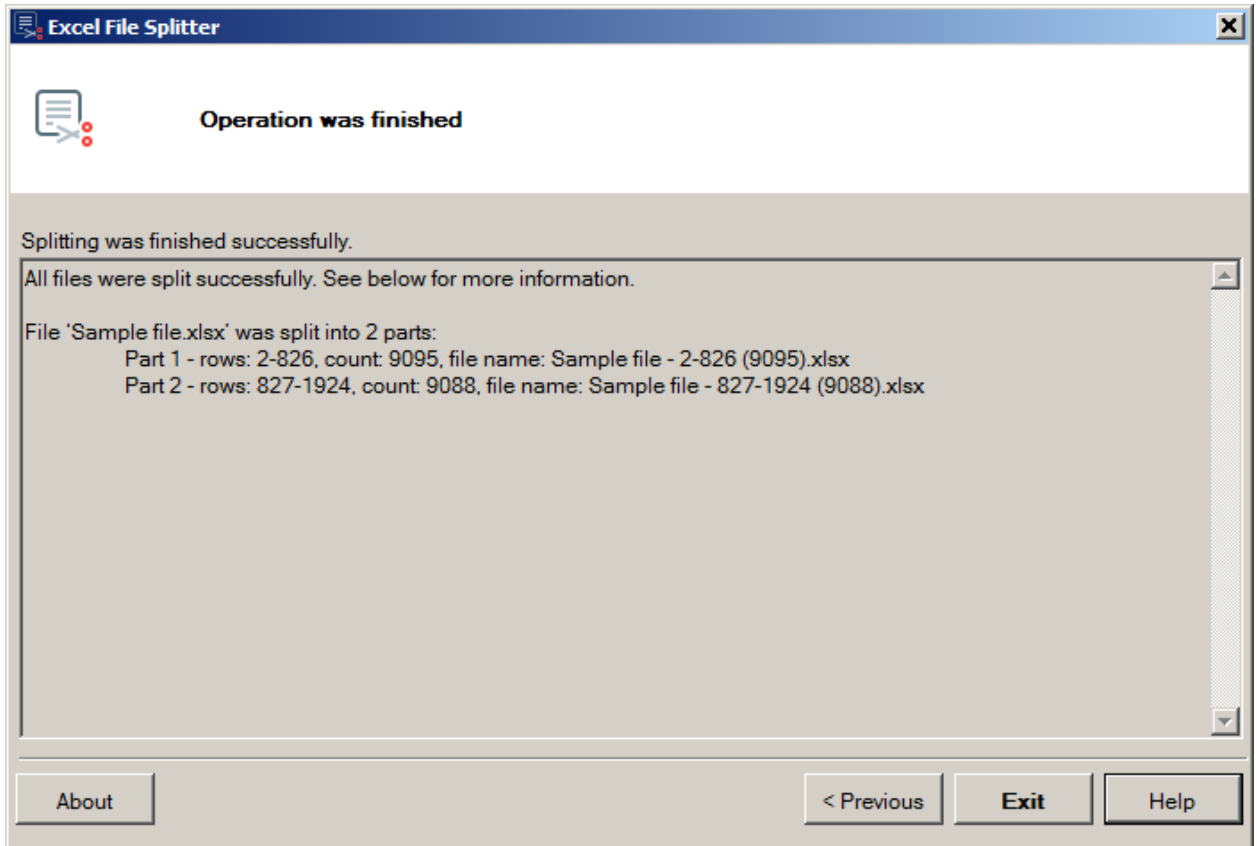
6. **Review how the files will be split:** check whether all the settings are correct before splitting the file(s). Click *Split Files* button to finish the operation:







7. **Check the results of the splitting operation:** review the results of the operation on the final page.



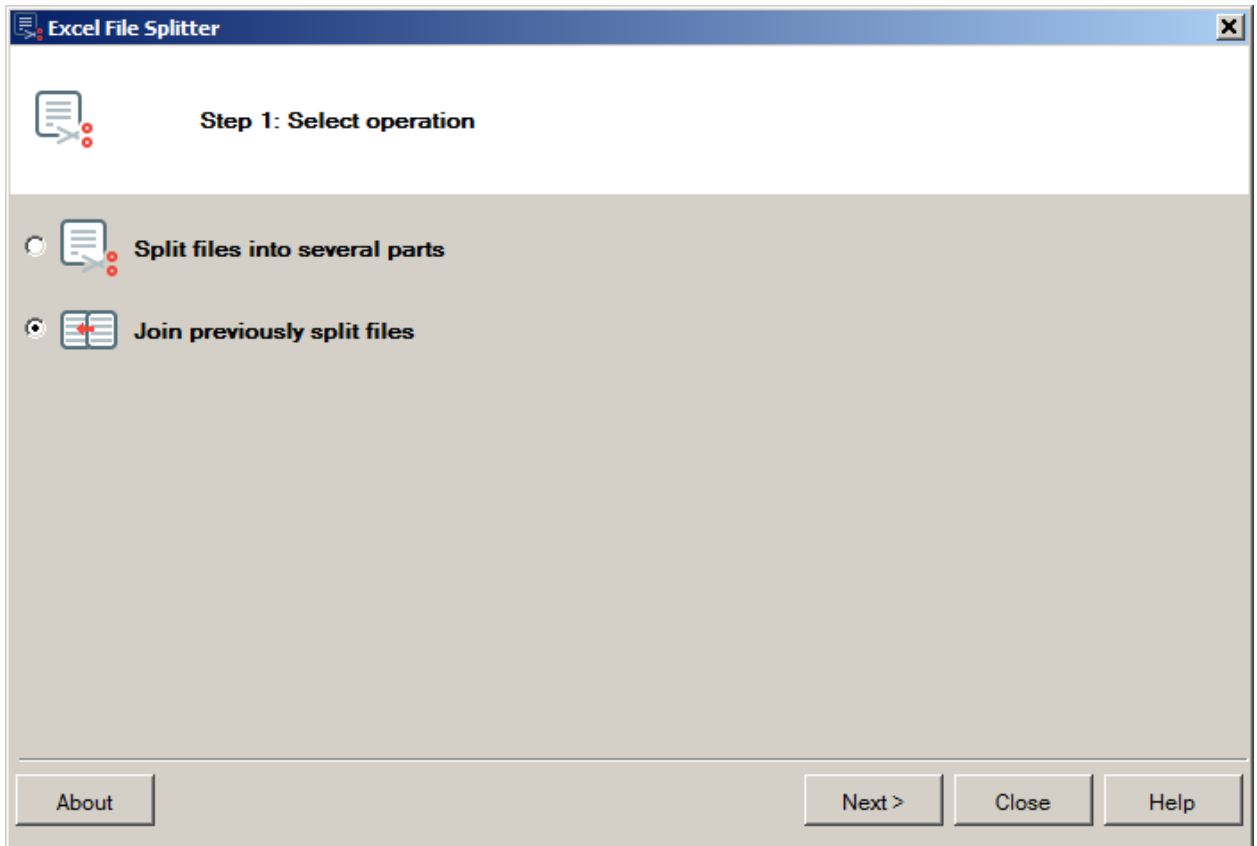
If any problems were encountered during splitting, they will be described on the final page of the wizard.

At any step, you can go back to the previous step to change some parameters.



## 6.2. Joining previously split files

To join previously split file(s) after the parts have been translated, **select “Join previously split files”** and click *Next*:





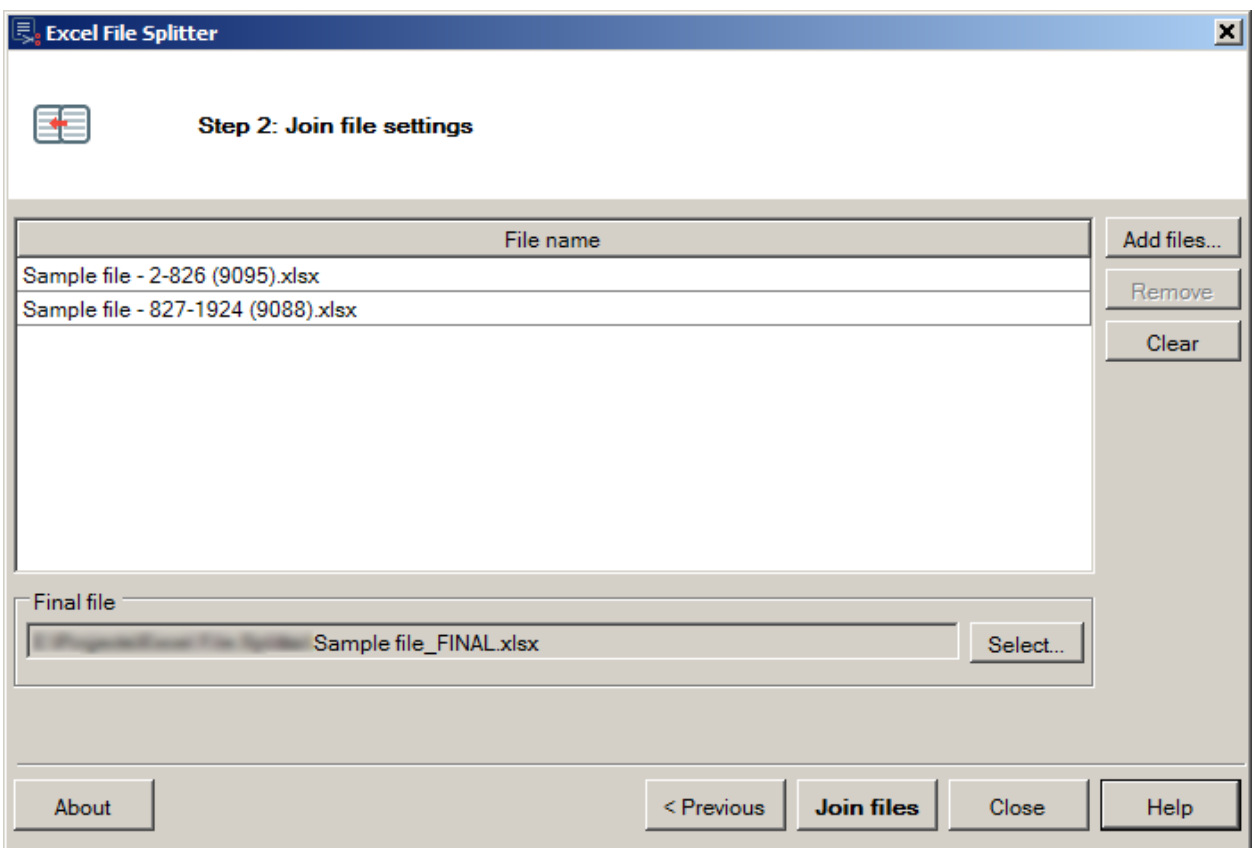
## 2. **Select all the translated parts** using the *Add Files* button.

As you add the files, they will be sorted automatically based on the information stored inside the files. At this time Excel File Splitter can only join files which were produced by the splitting operation, and you will see a warning message if you try to join files which were produced manually.

When you add the files, the program will automatically suggest the location and name of the final file. If you would like to change the suggested path, click *Select* button.

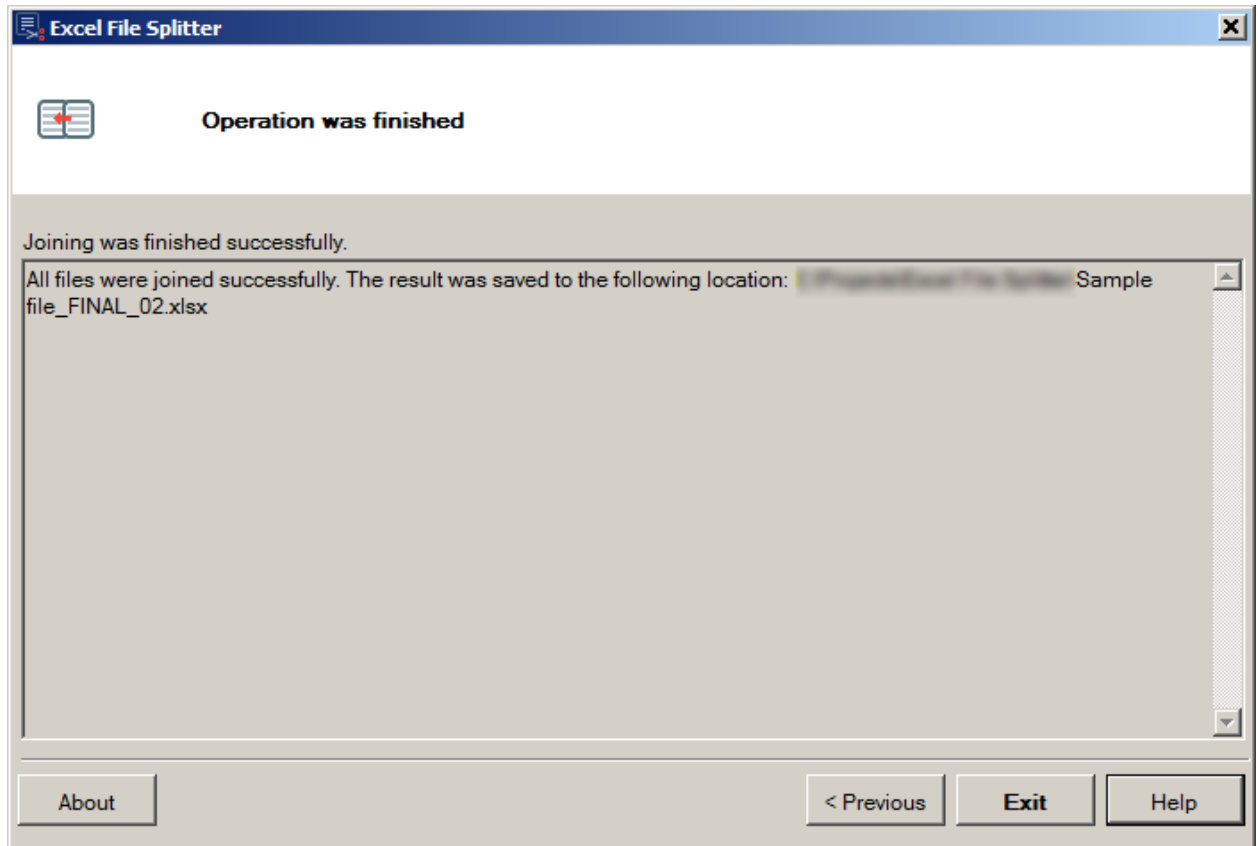
You must select all the parts of **one** previously split file. If you want to create several final files which were split before translation, you will need to repeat the operation for each group of parts.

Click *Join Files* button after all the parts have been added:





3. **Check the results of the joining operation:** review the results of the operation on the final page.



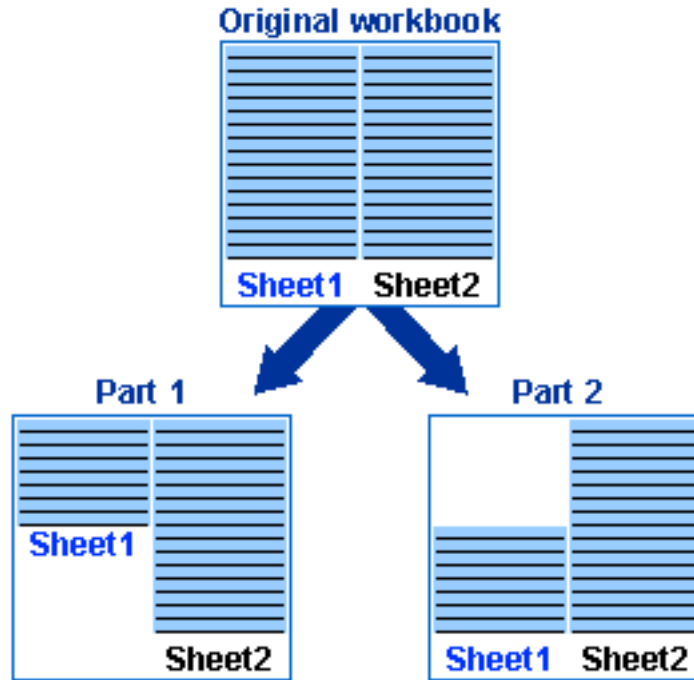
If any problems were encountered during splitting, they will be described on the final page of the wizard.

## 7. Current limitations

Currently, Excel File Splitter has a number of limitations, most of which will be addressed in future versions:

1. **Only one sheet per workbook:** you can select only one sheet which contains the translatable rows for splitting. When Excel File Splitter splits the file into parts, it will split this sheet among all the parts, but all the other sheets will be copied to each part without modification.

For example, if your workbook contains 2 sheets, Sheet1 and Sheet2, with 100 rows in each sheet, and you choose to split Sheet1, Part 1 will contain Sheet1 (with rows 1 through X) and exact copy of Sheet2, and Part 2 will contain Sheet1 (with rows X+1 through 100) and exact copy of Sheet2 (see the schematic below):



2. **Filtered or invisible rows:** if the sheet you want to split contains filtered rows, i.e. rows that are not visible because they do not meet the conditions of the current filter, or rows that are not visible because their height was set to 0, these rows will still be considered when calculating the number of words or characters in order to decide how to split rows among several parts. So, the file will be split as though these rows were visible. However, these rows will remain hidden.

To find out whether the current workbook contains filtered rows, pay attention to the following:

- a. Blue row numbers: if a sheet is filtered, row headers will be blue:

4	12185
6	12187
7	12188
14	12195
15	12196

- b. Special dropdown lists will be displayed in the header row of the sheet:

	A	B
1	id1	id2

Invisible rows are more difficult to spot. You will see that some row numbers are missing in the row headers:

6	Note 1
8	Note 2



It will be possible to ignore filtered and invisible rows in the next version of Excel File Splitter.

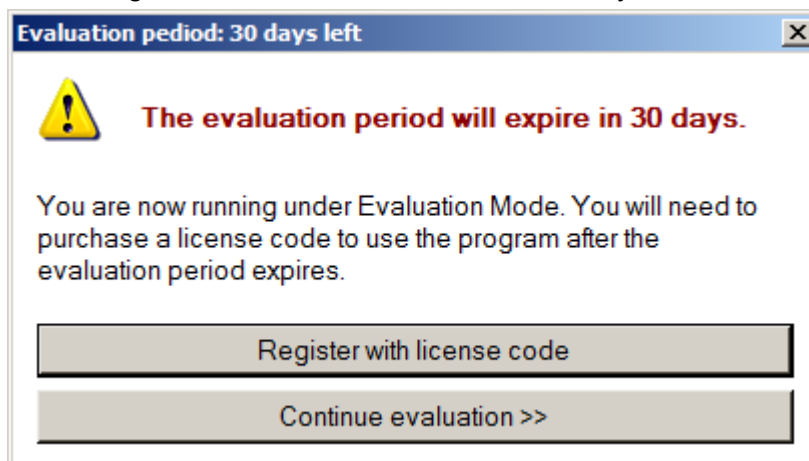
3. **Equal parts:** currently, it is only possible to split a file into equal parts. So, if the original sheet contains 10,000 words, and you split into 3 parts, each part will contain approximately 3333 words. More options will be added in a future version of the program.
4. **Equal number of parts for all selected files:** if you select multiple files, each file will be split into the same number of parts. Capability to configure how to split each file will be added in the future.
5. **Regular word-breaking rules:** if you deal with a language that does not have visible word boundaries, e.g. Chinese or Thai, you will need to select *Characters* in *Split Files Based On* section of Step 3. Future versions of the program will detect a language like Chinese or Thai and suggest you to select *Characters* instead of *Words*.
6. **Join previously split files only:** the program can only join files which were produced by Excel File Splitter as a result of a splitting operation. If you split a file manually, the program will not be able to re-join it. This capability will be added in a future version of Excel File Splitter.

## 8. Program registration

When you open the program for the first time it starts in evaluation mode. During the evaluation period (30 days) you may use the program without any limitations. To use it after the evaluation period expires, you must register the program using a license code. You can purchase a license code through [the website](#) or by contacting us at [support@translatortools.net](mailto:support@translatortools.net).

When you purchase a license and receive a registration email, register the program in one of two ways:

1. Click "Register with license code" button when you see the evaluation period notification:



The registration dialogue will appear on the screen. Copy the license name and the license code into relevant fields of the dialogue, and then click "Register and activate license" button:



License registration

Click the button below to purchase a personal license code:

Obtain license code

Please enter the license details:

Name / e-mail:

License code: [Paste](#)

[Report an issue](#)

Register and activate license Cancel

2. Click *About* button to open the About dialogue, then click *Register the Program* button and enter the license details in the License Registration dialogue.

According to the license agreement the program may be used on several computers. Individuals may use the program on 3 devices that they own, while corporate users are limited to one work computer and two additional portable computers (laptops) (for more details, see [the license agreement](#) web page). When you enter license details, the program contacts the server and the license is activated on the current device provided that the number of currently activated devices is below the above limit. If you plan to change a work computer or re-install the operating system, you must deactivate the license on the current device so that you are able to activate it on a new device. To deactivate a license, click *About* button to open the About dialogue and then click *Deactivate license*.

If it is not possible to deactivate a license on a specific device, contact us at [support@translatortools.net](mailto:support@translatortools.net).