TRANSLATION SUPPORT

Translate a GOOGLE DOC

HOW TO: OPEN A GOOGLE DOC THEN...
- 👉Click Tools
- 👉Click "Translate Document"
- 👉Pick a Language and Click "Translate"

Translate a WORD DOC

HOW TO: GO TO translate.google.com on a computer...
- 👉Click "Translate Document"
- 👉Click "Choose File"
- 👉Find the file on your computer>OPEN
- 👉Click "Translate"

Translate a WORD/PHRASE

HOW TO: When on a computer...
- 👉Go to translate.google.com
- 👉Type the word or phrase you need translated
- 👉REMEMBER (CTL+C=COPY & CTL+V=PASTE)
- 👉Choose the language you want it translated from and to

Use DEFINITION TOOL in Google Docs

HOW TO: When you have a Google Doc open...
- 👉Click & Highlight any word on this page
- 👉Click "Tools"
- 👉Click "Definition"

Translate a WEBSITE in Chrome

HOW TO: When on a computer in the Chrome Browser...
- 👉Right click the website page
- 👉Click "Translate Page"
- 👉Copy and paste a sentence you translated into the language of your choice in the box below

HOW TO: When you have the Google Translate Chrome Extension already added
- 👉Click on the Google Translate Chrome Extension icon in the upper right of your bar
- 👉Click Translate this page
- 👉Choose your language
- 👉You can toggle back and forth between English and alternate language

CHROME EXTENSIONS you need!

Grammarly
👉Click here to the Chrome Extension
Google Translate
👉Click here to the Chrome Extension

Translate a POWERPOINT

HOW TO:
- 👉Click here to download Microsoft Presentation Translator
- 👉Once the translator has been installed (you will need admin access at school to do this) open the PowerPoint you wish to translate
- 👉Click SLIDESHOW in the top ribbon
- 👉Click Translate Slides
- 👉Translate to the Language you want the presentation translated to
- 👉It will save as a new PPT file

Translate a GOOGLE SLIDE DECK

HOW TO:
- 👉Open your Google Slide Deck
- 👉Click FILE> DOWNLOAD AS> POWERPOINT
- 👉Click here to download Microsoft Presentation Translator
- 👉Once the translator has been installed (you will need admin access at school to do this) open the Google Slide Deck conversion as a PowerPoint
- 👉Click SLIDESHOW in the top ribbon
- 👉Click Translate Slides
- 👉Translate to the Language you want the presentation translated to
- 👉It will save as a new PPT file
- 👉OPEN GOOGLE DRIVE
- 👉Click NEW>FILE UPLOAD> UPLOAD THE TRANSLATED PPT
- 👉Right click on the PPt file in your Drive> OPEN WITH GOOGLE SLIDES

Translate MULTIPLE LANGUAGES

HOW TO:
- 👉Click here for a copy of the Google Sheet Template
- 👉Make your own copy by clicking> File > Make a Copy
- 👉Add your words to the left column
- 👉Then go to the column of the language and click here to see what to do

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