

## Microsoft Translate



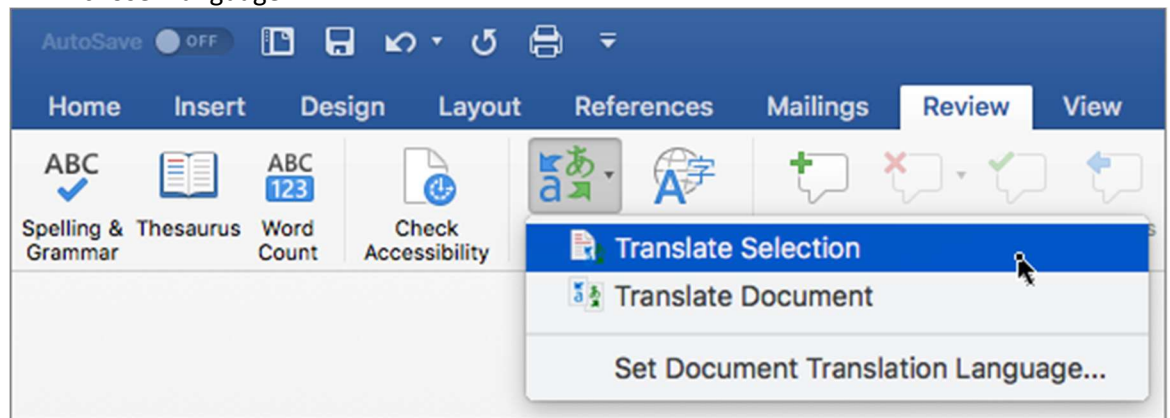
### **Does Microsoft have a translation tool?**

Yes, it does! Similar to Google, Microsoft has its own translation tool that can be used to translate text from one language to another inside different platforms such as Word.

### **How can I translate a document in Word or Word Online?**

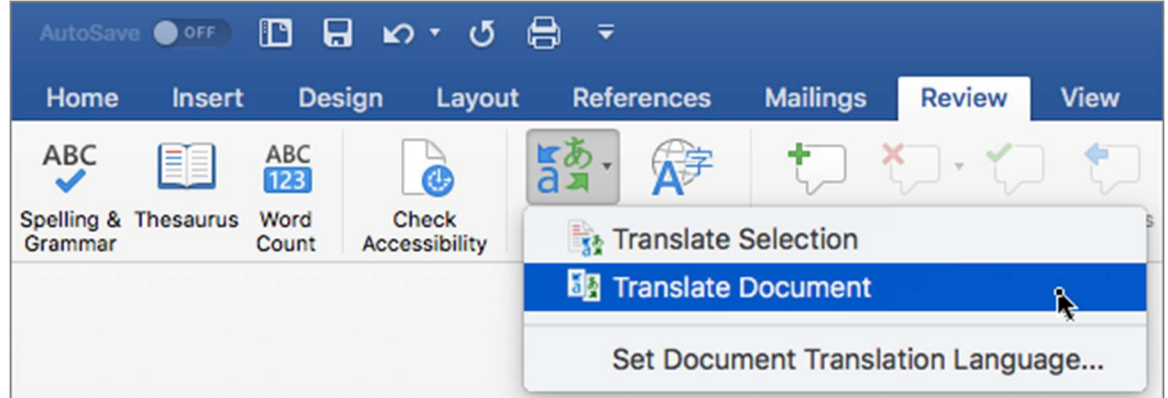
The following are steps to translate a document.

1. Open your document in Word or Word Online
2. Go to the toolbar at the top of the page and click on the “Review” option
3. After clicking on “Review,” more options will appear. Click on the “Translate” tool
4. Two options will appear: “Translate Selection” or “Translate Document”
  - a. Translate Selection
    - i. When you click on “Translate Selection,” a window will open on the right of your screen with two blank boxes. The first box should read “English (detected),” and the second box is where you select the language you would like the text to appear, such as Spanish.
    - ii. Once you have selected your target language, simply highlight the section of the document you wish to translate, and it will automatically populate into the first blank box. Then the translated version will appear in the second box in your chosen language.



- b. Translate Document
  - i. When you click on “Translate Document,” a window will open on the right of your screen with your language options. Select the “From” Language and the “To” language in order to translate your document. For example, you could translate from English to Spanish.
  - ii. Click the blue “Translate” button
  - iii. A new document will open that is complete translated into the target language. This is a separate document and any edits or changes made here will not affect your original copy.
    1. If you are working with Word, you can edit the new document and save it as a new document to your desired location.

2. If you are working with Word Online, you must click “Edit in Browser” in order to edit the document and save a copy.



**If I translate a document, does it affect my original copy?**

No, it does not. When you use the translation tool, it creates a separate copy of your document in the target language. It does not affect your original document. However, if you make changes to your original document after translating, those changes will not apply to the translated document. You will have to retranslate the document for the changes to appear in the translated version.

**How accurate is the Microsoft translation tool?**

Any computer-based translation system will not be as effective as a human, but it does do a good job. The dependability of the tool can vary depending on multiple variables, such as length and type of text translated, or type of language or lingo. Please keep in mind that it is not 100% accurate, but it is very helpful!

**Can emails be translated as well?**

Yes! When you are in your email, you have the capability to translate the email you received. When you receive an email, follow the steps below to translate it to another language.

1. Open the email
2. Go to the tool bar on the top right of the email
3. Click on the three dots to open more options besides like, reply, or forward
4. A list of options will appear. Scroll down to the bottom to click on the “Translator” tool
5. Select the language you would like the email to be translated and click translate
6. The email will appear in the window in the target language for you to read
7. Close the window when you have finished