

Google Translate

Instructions for Using Google Translate to translate text from one language to another.

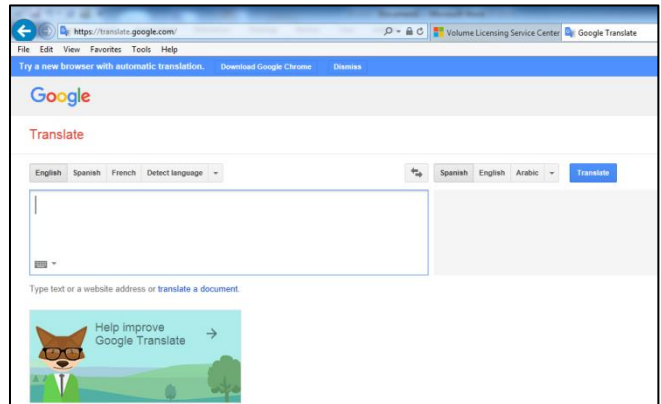
Go to translate.google.com

Open a document and highlight the text that you would like to translate.

If you are using Microsoft Word, you can quickly highlight all of the text as follows:

Press the **Control key (Ctrl)** and while holding down this key, **tap the letters A and then C**

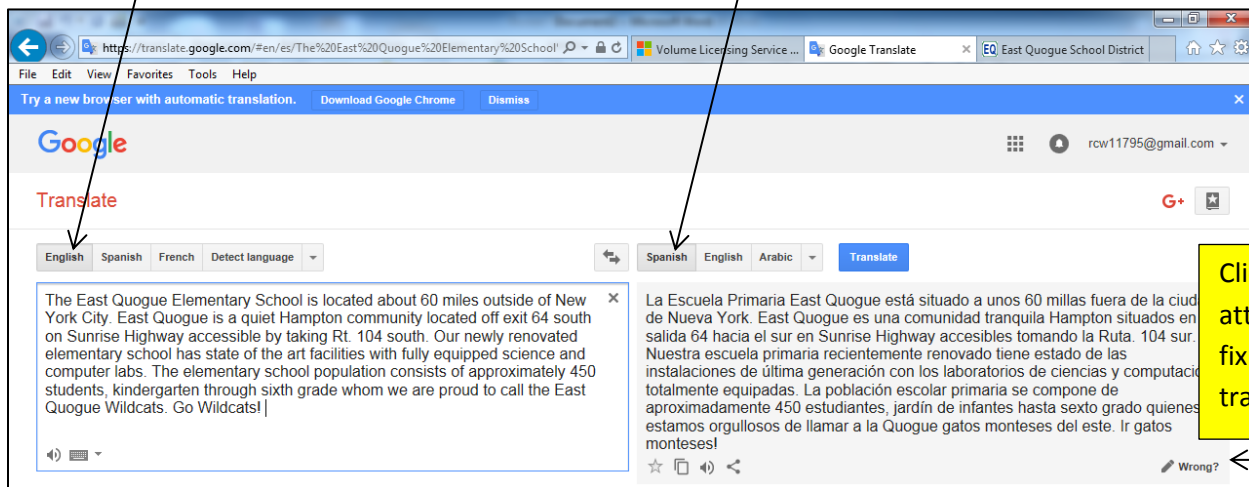
(The letter **A** highlights all text and **C** copies what is highlighted—in this case all text.)



Then go back to translate.google.com and paste the text into the open window

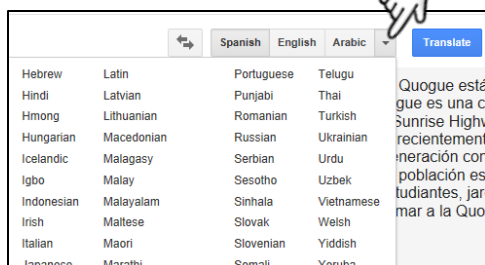
Be sure to click on **English** on the left side.

Be sure to click on **Spanish** on the right side.



Click here to attempt to fix errors in translation

Note: If you are translating other languages, you can use the drop down menu to select another languages



To move the translation over to Microsoft Word, follow these steps:

- 1 Highlight all of the translated text from Google Translate
- 2 Press **Ctrl + C** to highlight all of this text
- 3 Go back to **Microsoft Word** and press **Ctrl + V** to paste the translated text into the Word Document.