Google Documents: Translating into other languages

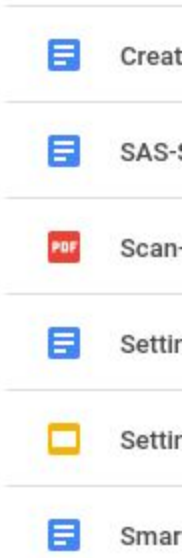THE SCHOOL DISTRICT OF **PHILADELPHIA**

How to translate a google document into another language:

Do this	What does it look like
1. On your computer open Chrome if it is not already open. The icon can be found at the bottom on your screen	
2. Click on the waffle in the upper right corner of the screen	
3. Click on Google Drive	
4. Locate the file you want to translate and double click open it	Creat SAS-S Scan- Settir Settir Smar
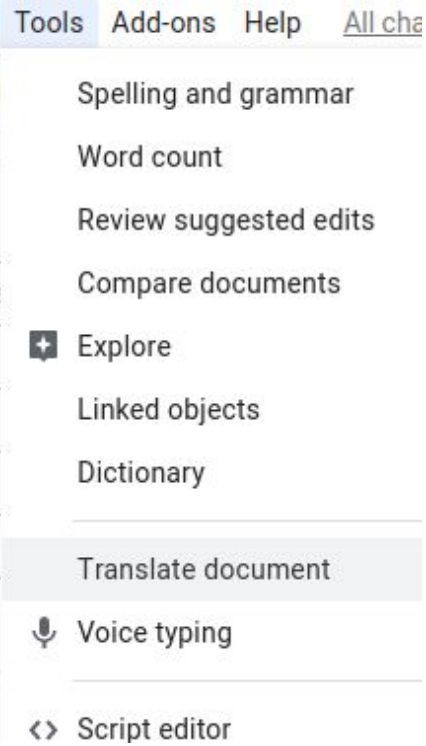
5. Use the **Tools** Menu and scroll down to **Translate document**	Tools Add-ons Help All cha Spelling and grammar Word count Review suggested edits Compare documents ✚ Explore Linked objects Dictionary Translate document 🎤 Voice typing ‹› Script editor
6. Rename your document and use the pulldown menu to select the language you want the document translated into then click **Translate**	**Translate document** ✕ Create a translated copy of the current document New document title Spanish Translated copy of SDP Parent/Stuc Spanish ▾ Cancel Translate
7. The translated document will now open in a new tab and will appear in your google drive	📄 **Spanish Translated copy o** File Edit View Insert Form; 📄 Spanish Translated copy of SDP Parent/Student Translating …