## THE SCHOOL DISTRICT OF

Google Documents: Translating into other languages



## How to translate a google document into another language:

Do this	What does it look like
<ol> <li>On your computer open Chrome if it is not already open. The icon can be found at the bottom on your screen</li> </ol>	
<ol><li>Click on the waffle in the upper right corner of the screen</li></ol>	
3. Click on Google Drive	
<ol> <li>Locate the file you want to translate and double click open it</li> </ol>	<ul> <li>Creat</li> <li>SAS-:</li> <li>Scan-</li> <li>Settir</li> <li>Settir</li> <li>Smar</li> </ul>

5. Use the <b>Tools</b> Menu and scroll down to <b>Translate document</b>	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
<ol> <li>Rename your document and use the pulldown menu to select the language you want the document translated into then click <b>Translate</b></li> </ol>	Translate document ×
	Create a translated copy of the current document
	New document title
	Spanish Translated copy of SDP Parent/Stuc
	Spanish 💌
	opunon
	Cancel Translate
7. The translated document will now	
open in a new tab and will appear in your google drive	Spanish Translated copy c
	Spanish Translated copy of SDP Parent/Student Translating