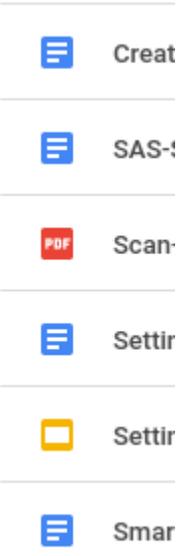
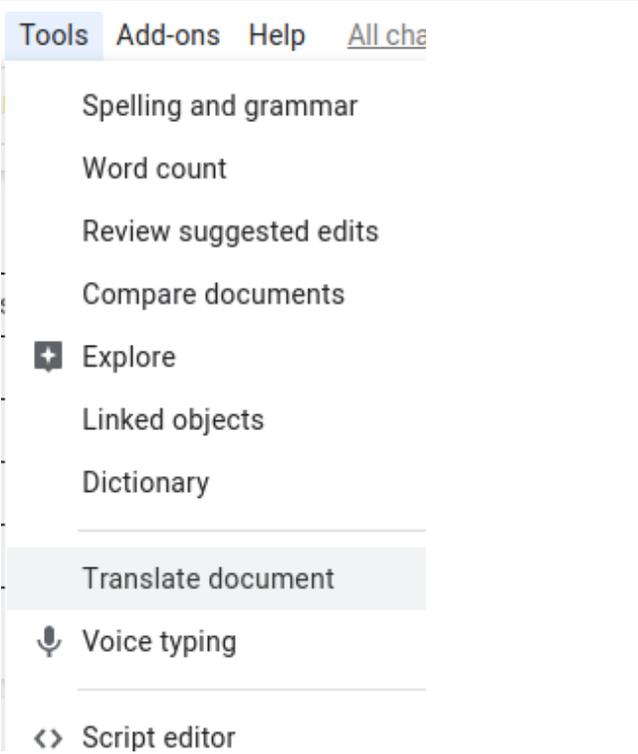




如何将一份谷歌文档翻译为另一种语言:

这样做	看起来是什么样子的
<p>1. 在你的电脑上打开 Chrome (如果它还没有被打开)。你可在屏幕底部找到该图标。</p>	
<p>2. 点击屏幕右上角的九个圆点图标</p>	
<p>3. 点击 Google Drive (谷歌硬盘)</p>	
<p>4. 找到你希望翻译的文件，双击打开</p>	

<p>5. 使用 Tools (工具) 菜单, 下滑至 Translate document (翻译文件)</p>	 <p>The screenshot shows the 'Tools' menu in Google Docs. The menu items are: Spelling and grammar, Word count, Review suggested edits, Compare documents, Explore (with a plus icon), Linked objects, Dictionary, Translate document (highlighted), Voice typing (with a microphone icon), and Script editor (with a code icon).</p>
<p>6. 重新命名你的文档, 使用下拉菜单来选择你希望文件被翻译成的语言, 然后点击 Translate (翻译)</p>	 <p>The screenshot shows the 'Translate document' dialog box. It has a title bar with a close button (X). Below the title, it says 'Create a translated copy of the current document'. There is a text input field for 'New document title' containing 'Spanish Translated copy of SDP Parent/Stuc'. Below that is a dropdown menu for the target language, currently set to 'Spanish'. At the bottom are 'Cancel' and 'Translate' buttons.</p>
<p>7. 翻译好的文件将在一个新的标签里打开并显示在你的 google drive 里</p>	 <p>The screenshot shows a new browser tab for Google Docs. The title bar says 'Spanish Translated copy c'. Below the title bar is a menu bar with 'File', 'Edit', 'View', 'Insert', and 'Form'. The main content area shows a document icon and the text 'Spanish Translated copy of SDP Parent/Student Translating ...'.</p>