

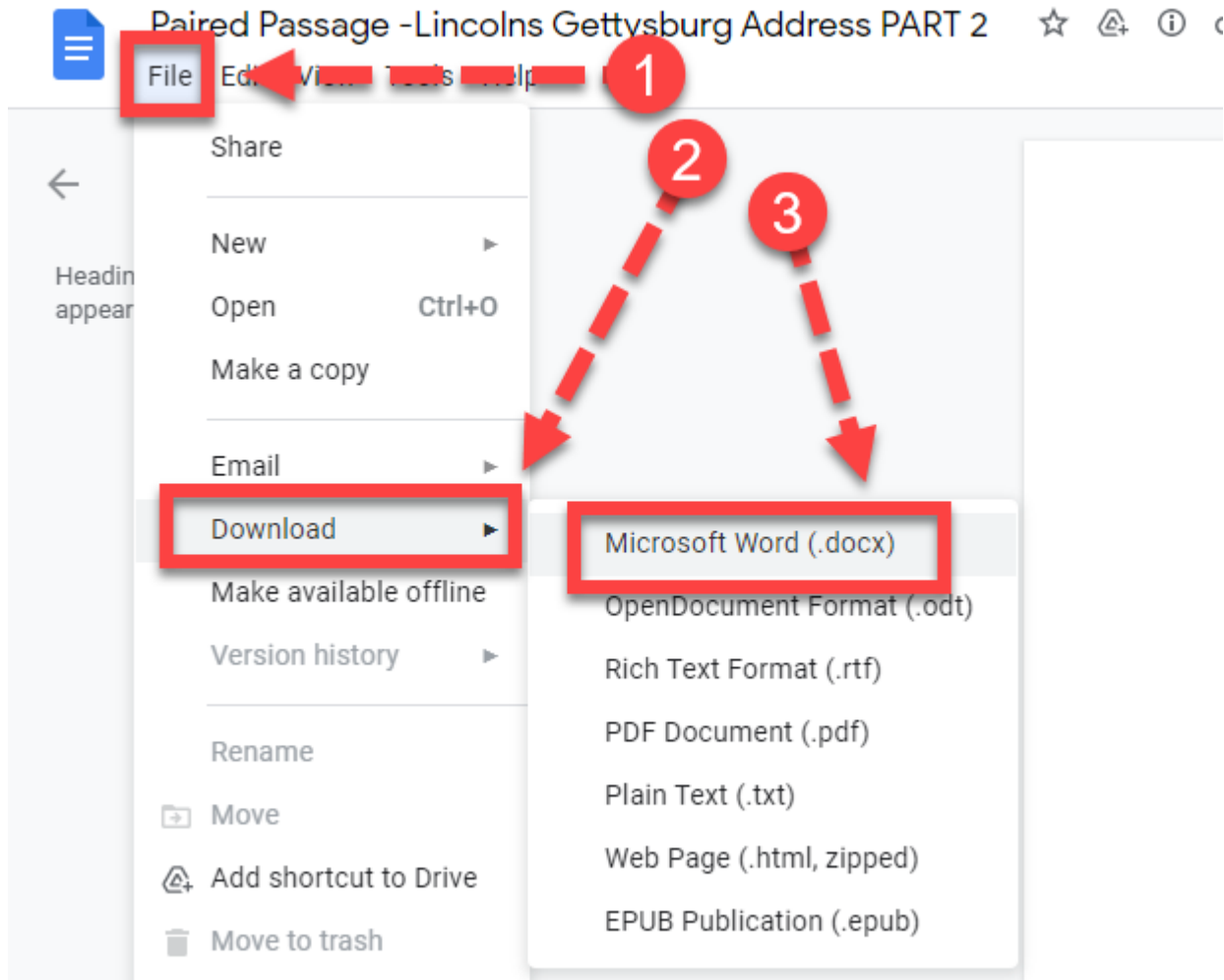
Translating a Document using Microsoft Word

This tutorial covers translating text using Microsoft Word. If you are translating a Google Doc, see part A. If you are translating a PDF, see part B. If you are translating a Word document, see part C.

PART A: Google Doc to Microsoft Word

In order to translate a Google Doc, you will first need to download it as a Microsoft Word document.

1. On the Google Doc, click File
2. Then click Download
3. Then click Microsoft Word (.docx)

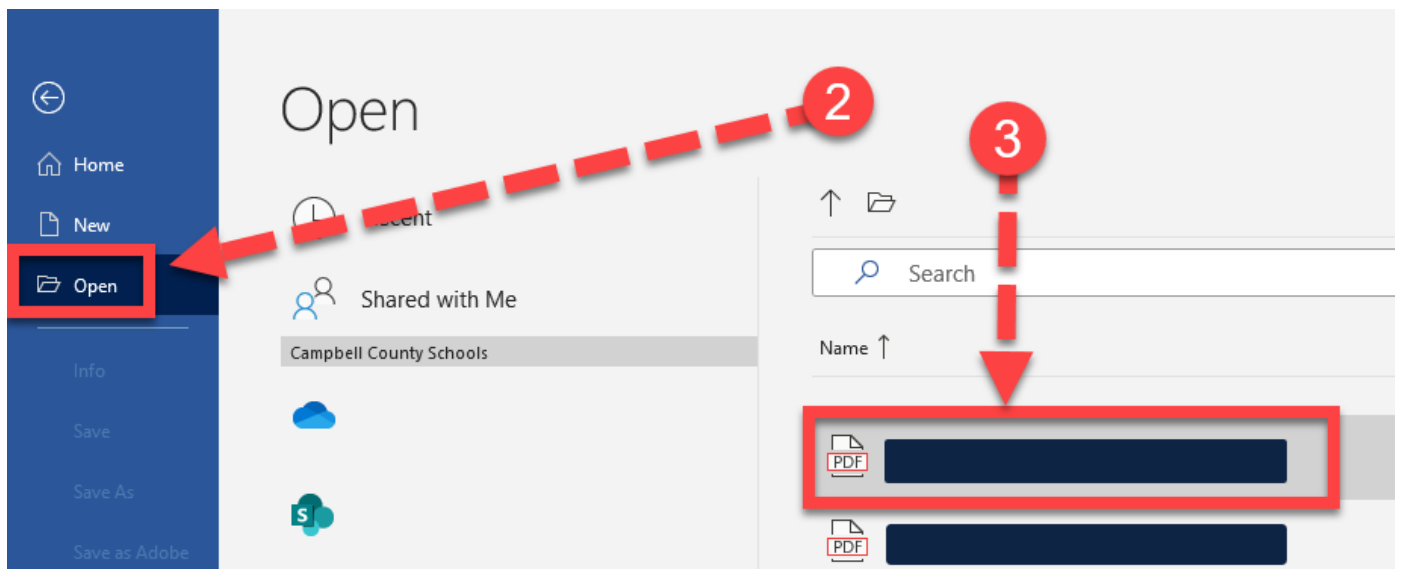


4. Open the Word document.
5. Proceed to Part C of this tutorial.

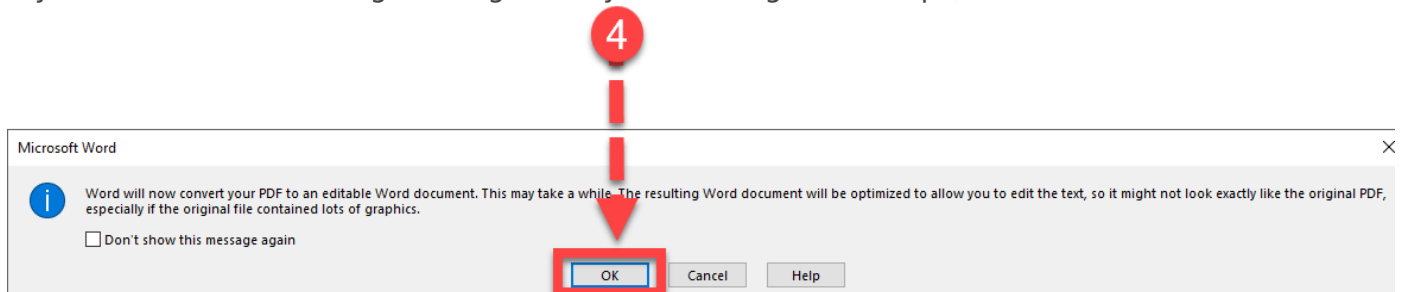
PART B: PDF to Microsoft Word

In order to translate a PDF, you will first need to convert it to a Microsoft Word document.

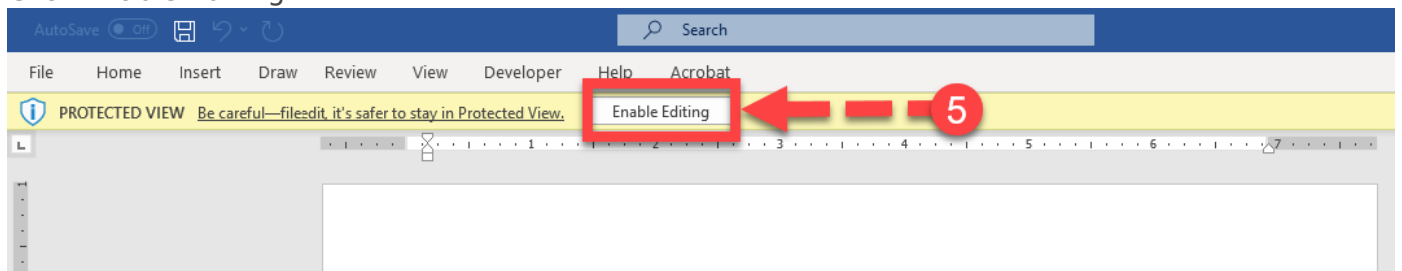
1. Open Microsoft Word
2. Click Open
3. Find and open the PDF file



4. If you receive the following message at anytime during these steps, click OK



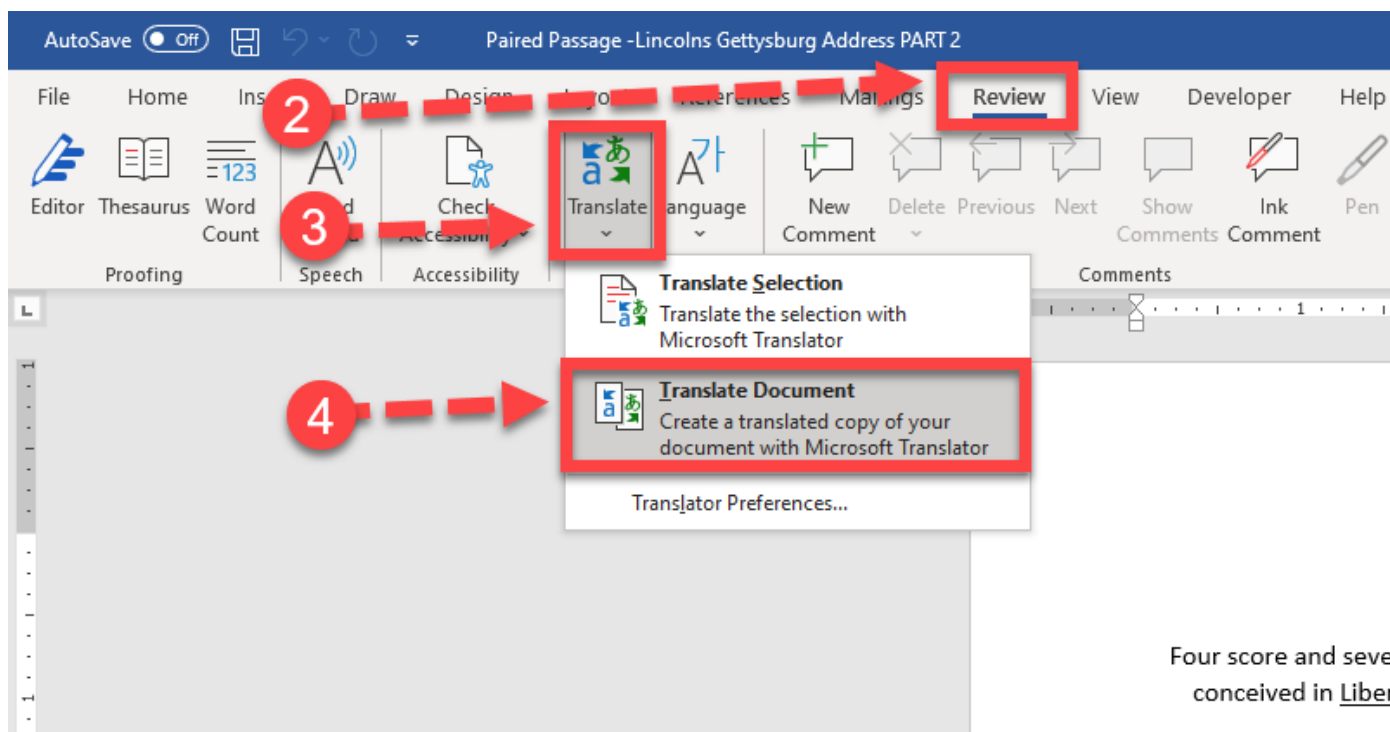
5. Click Enable Editing



6. Proceed to PART C of this tutorial.

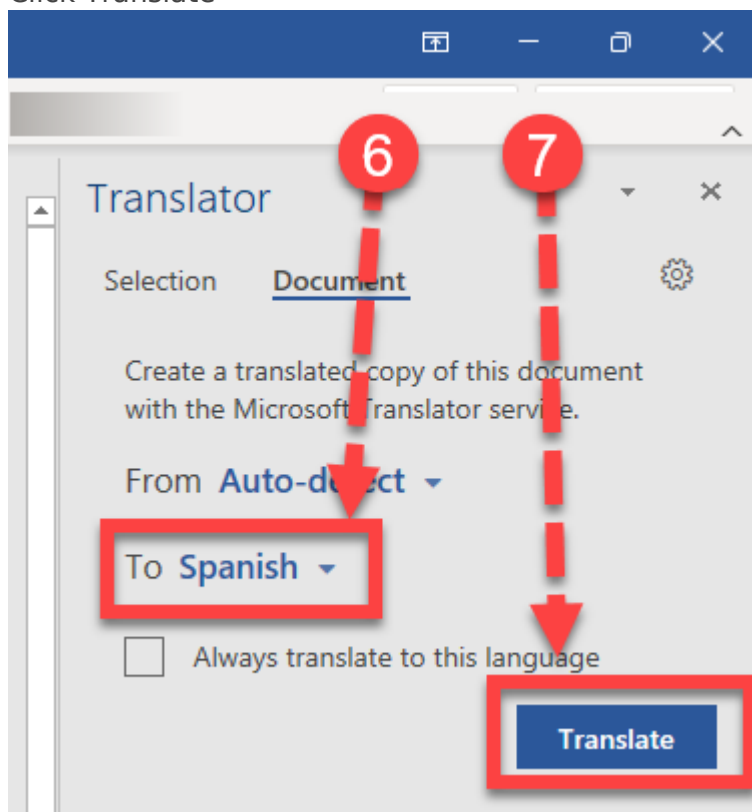
PART C: Translate a Microsoft Word document

1. Open Word
2. In the ribbon, click Review
3. Then click Translate
4. Then click Translate Document



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5. A new box will appear on the right side of the window.
6. Set the "To" translate language
7. Click Translate



8. A new Word document will open with the translated text

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