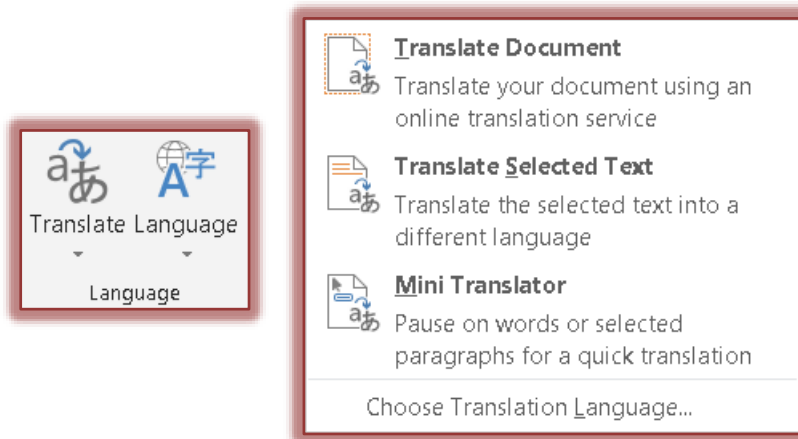


Translate

With this feature, it is possible to translate single words or short phrases by using bilingual dictionaries.

START TRANSLATE

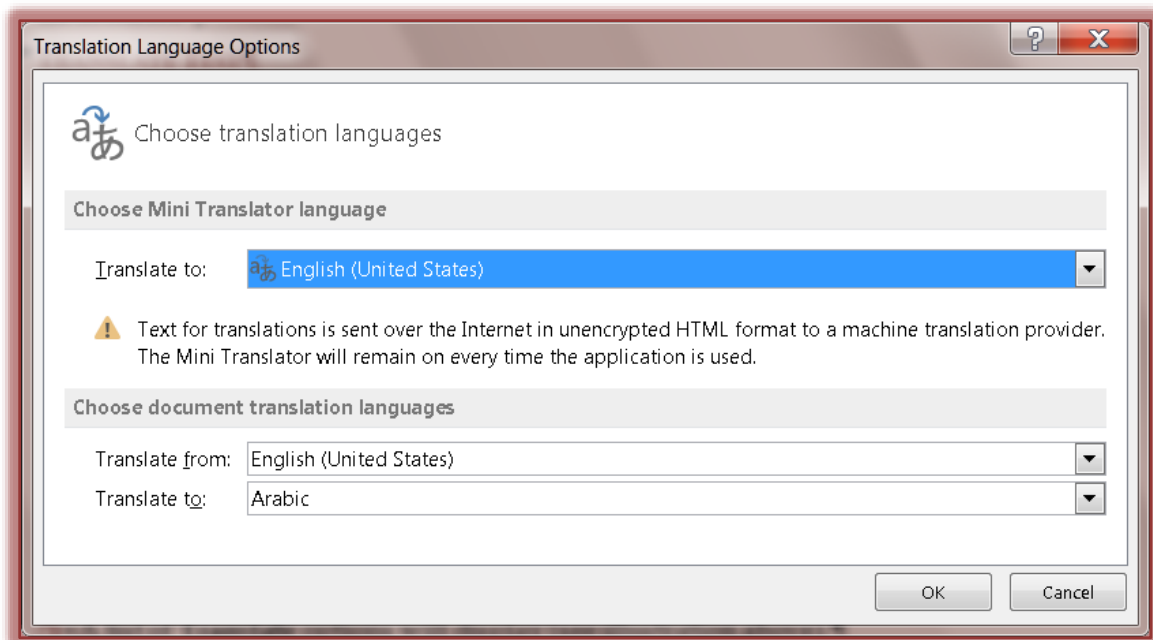
- Click the **Review Tab**.
- In the **Language Group**, click the **Translate** button (see illustration below).
or
- Right-click anywhere in the document and then click **Translate** on the shortcut menu.



- A list of **Translate** options will display (see illustration above).

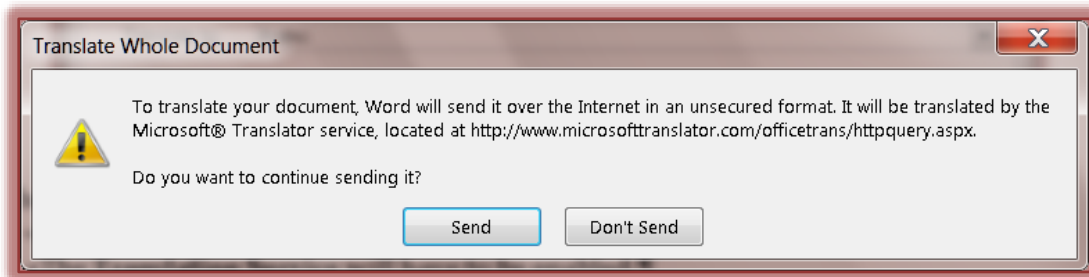
TRANSLATE DOCUMENT

- The **Translation Language Options** window will display (see illustration below).



- The first time **Translation Services** is used:
 - The **Bilingual Dictionaries** will have to be installed.
 - The **Translation Service** will have to be enabled.
- Select the options for the translation.

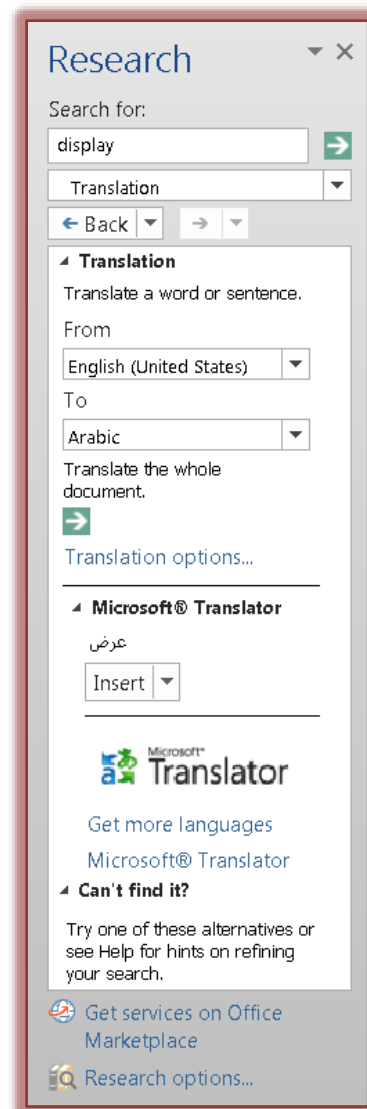
- Click **OK** to complete the process.
- The message shown in the illustration below will appear.



- Click **Send** to continue the process.
- Click **Don't Send** to discontinue the process.

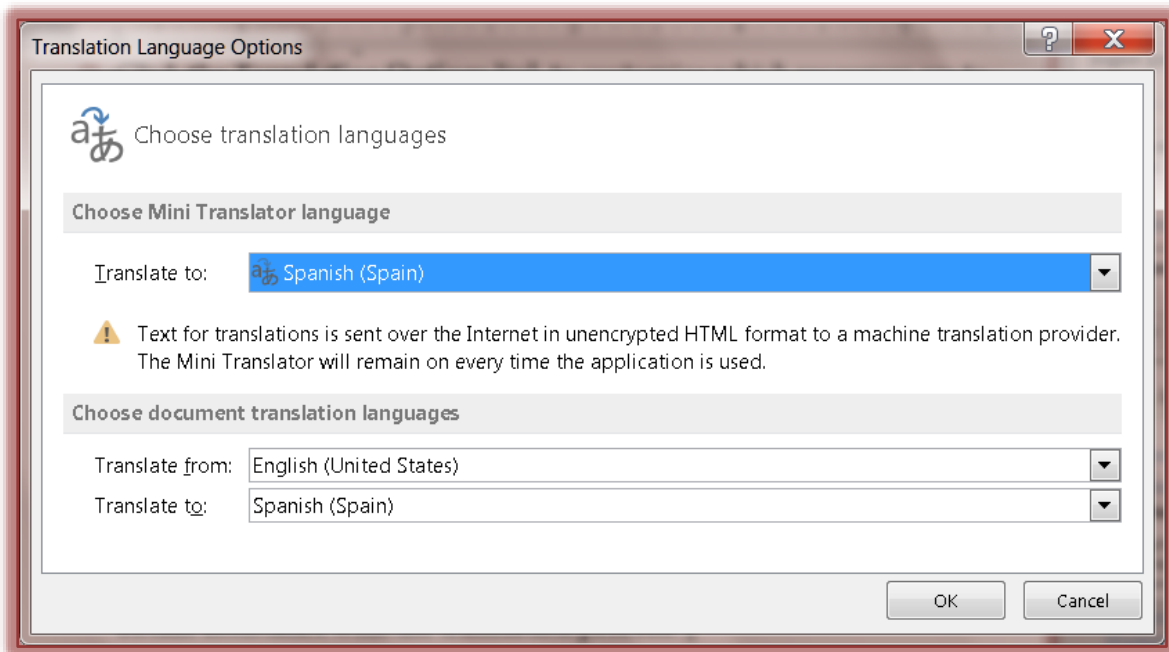
TRANSLATE SELECTED TEXT

- Select **Translate Selected Text** from the list.
- The **Research Task Pane** will display (see illustration at right).
- In the **Research Task Pane** under **Translation**:
 - In the **From** list, select the language that the word or phrase is to be translated from.
 - In the **To** list, select the language that the word or phrase is to be translated into.
- Click the **Translation Options** link to customize which resources are to be used for the translation.
- Do one of the following:
 - In the **Search for** box, input the word or phrase that is to be translated and then click the **Start searching** button. This is the green box with the white arrow (see illustration).
 - Press **ALT** and click the word that is to be looked up, to translate a specific word in the document.
 - To translate a short phrase, select the words, press **ALT**, and then click the selection.
- The results will appear in the **Research Task Pane**.
- The translation of the word or phrase will appear under **Microsoft Translator**.
- If the **Translator** does not find the word, click one of the options under **Can't find it**.
- Select any of the other options to locate additional translations or to obtain assistance with the translation process.



MINI TRANSLATOR

- Click the **Review Tab**.
- In the **Language Group**, click **Translate**.
- Click **Choose Translation Language**.
- The **Translation Language Options** window will display (see illustration on next page).
- Select the **Language** that the word is to be translated into.
- Click **OK** to exit the window.



- 📄 Click the **Translate** button again.
- 📄 Select **Mini Translator** from the list.
- 📄 Move the mouse over the word that is to be translated.
- 📄 A box with the translation will appear above the word.