Translate

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

START TRANSLATE

1. Click the Review Tab.
2. In the Language Group, click the Translate button (see illustration below).
3. 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

1. 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.

![Translation Warning Message]

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.