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.
   or
3. Right-click anywhere in the document and then click **Translate** on the shortcut menu.
4. A list of **Translate** options will display.

**TRANSLATE DOCUMENT**

1. The **Translation Language Options** window will display.
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.
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

1. Click the Review Tab.
2. In the Language Group, click Translate.
3. Click Choose Translation Language.
4. The Translation Language Options window will display.
5. Select the Language that the word is to be translated into.
6. Click OK to exit the window.

1. Click the Translate button again.
2. Select Mini Translator from the list.

1. Move the mouse over the word that is to be translated.
2. A box with the translation will appear above the word.