

How to Use **Microsoft Translate**



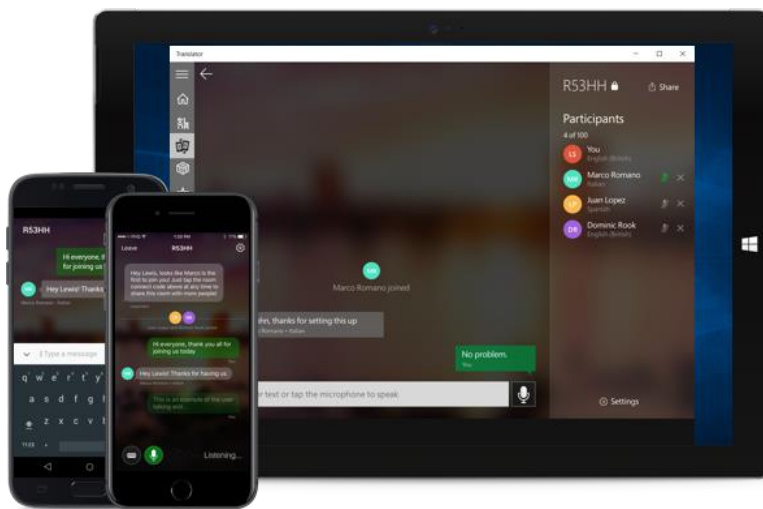
A step-by-step guide

What is Translate?

Microsoft Translator helps bridge communication gaps and is good for Modern Languages Students to practice speaking fluently.



Use the Translator app on any device to start and join a translated conversation!



Download the Microsoft Translator app for free from the app store.



Conversations

To use the app's conversation mode, tap the microphone and speak. The Translate app will automatically recognize the language being spoken and display what's been said on one side, and the translation on the other.



Start

Click on "Start conversation", log in and enter your name and language.



Share

Share the conversation code with other participants, who can join using the Translator app or website.



Speak

Speak or type in your language to communicate with other participants in the conversation. Other participants will see your messages in their own language.

One-on-one chats

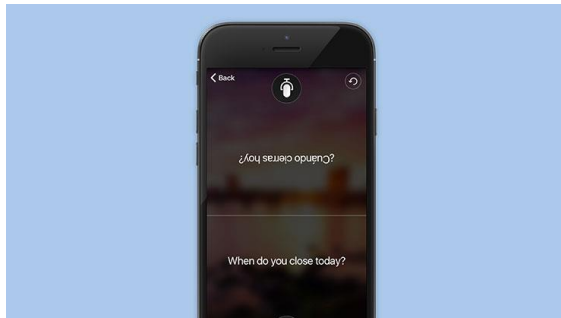
Use the microphone or split-screen microphone to translate between two languages using a single device. Speak two languages into one microphone for one-on-one conversations.

This displays a split-screen mic can be found by tapping the green microphone button.



Translate App Features

Voice

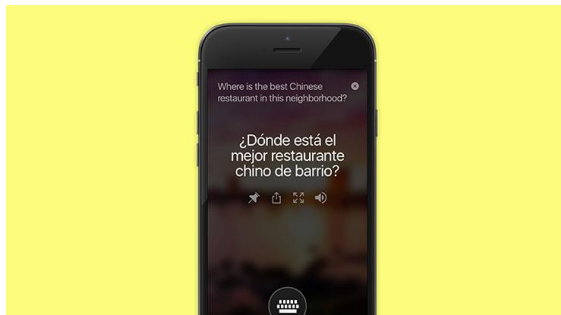


Split-screen translation
Speak two languages into one microphone for one-on-one conversations.



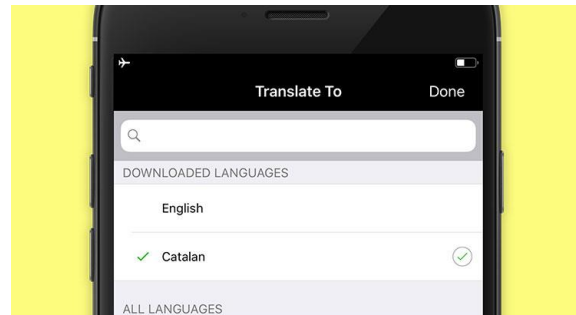
Single microphone
Tap and speak into the microphone to translate short phrases while online.

Text



Text translation

- Translate text.
- Pin translations you frequently use.
- Share translations via text, email, or on social.
- Listen to translations at three different speeds.
- Look up alternate translations and meanings of a word to find the best translation to express yourself



Offline text translation
Download offline language packs to translate text even when you're offline.

Camera

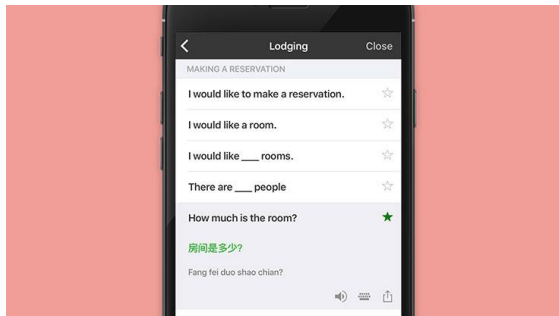


Translate text in photos
Translate the text in photos with the app's built-in camera viewer, or upload saved photos from your gallery.



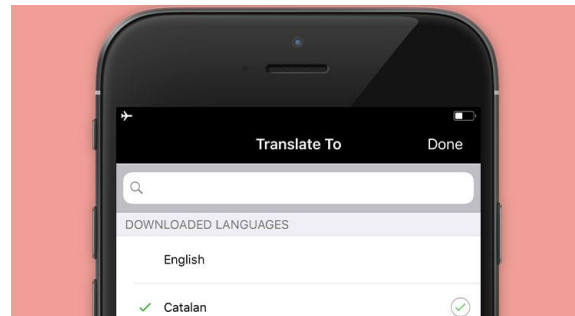
Translate text in photos while offline
Download offline language packs and use the camera feature to translate street signs and menus while traveling abroad.

Phrasebook



Phrases for travel and business

- Verified translations for travel, directions, lodging, dining, and more.
- Pronunciation guides to help you learn important phrases.
- Listen to translations at three different speeds.
- Star your frequently used translations to save in your Favourites.



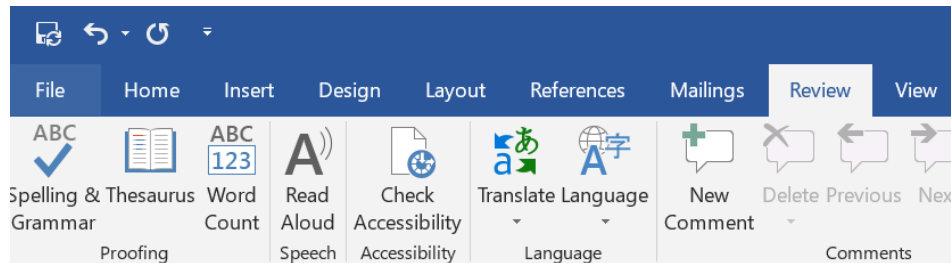
Always offline

Never worry about having internet to use the phrasebook. Over 200 phrases ready to go wherever you are.

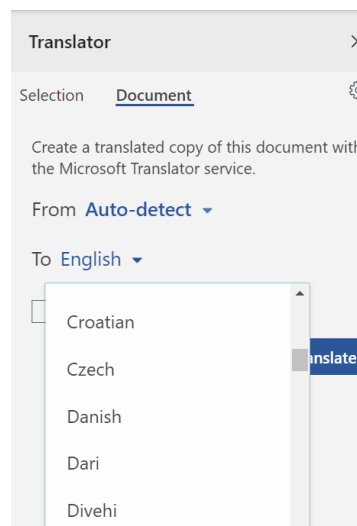
Translate in Word



1. Select **Review** > **Translate** > **Translate Document**.



2. Select your language to see the translation.



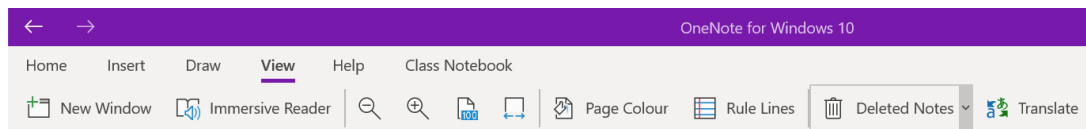
3. Select **Translate**. A copy of the translated document will be opened in a separate window.
4. Select **OK** in the original window to close translator.

Translate in OneNote

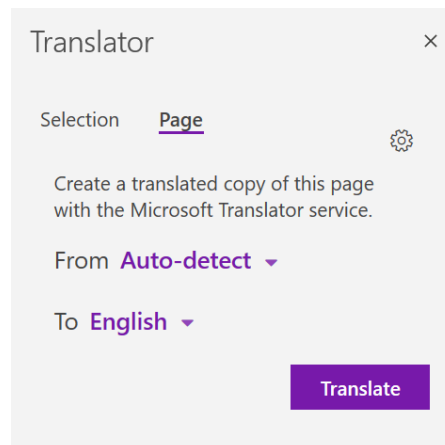


1. In your notes highlight the text you want to translate.

2. Select **View > Translate > Selection or page**



3. Select your language to see the translation.

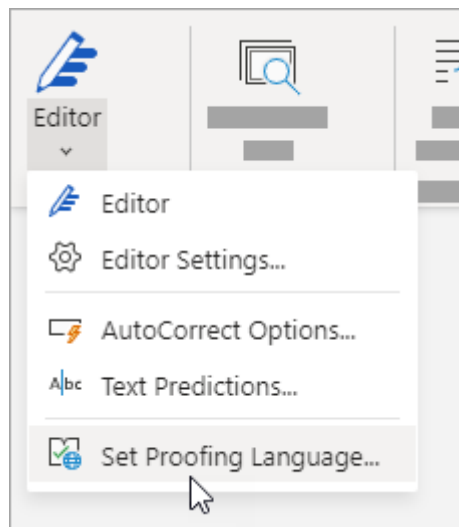


4. Select **Insert**. The translated text will replace the text you highlighted in step 1.

Set Proofing Language

You can set the display and editing or authoring languages independently from each other. For example, you may want the display language to be English, but the document you're writing or editing is in French.

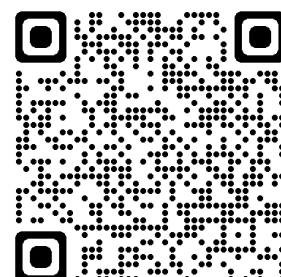
To set the **proofing tools** language in your app go to the **Review** tab > **Spelling & Grammar** > **Set Proofing Language**. In OneNote for the web this is found on the Home tab.



Things to know

- This change will only take effect from this point in the document forward.
- To apply this change to any existing text in the document, press Ctrl+A to select all of the existing text, then set the proofing language with the steps above.
- This change only affects the current document. For subsequent documents you'll need to repeat these steps.

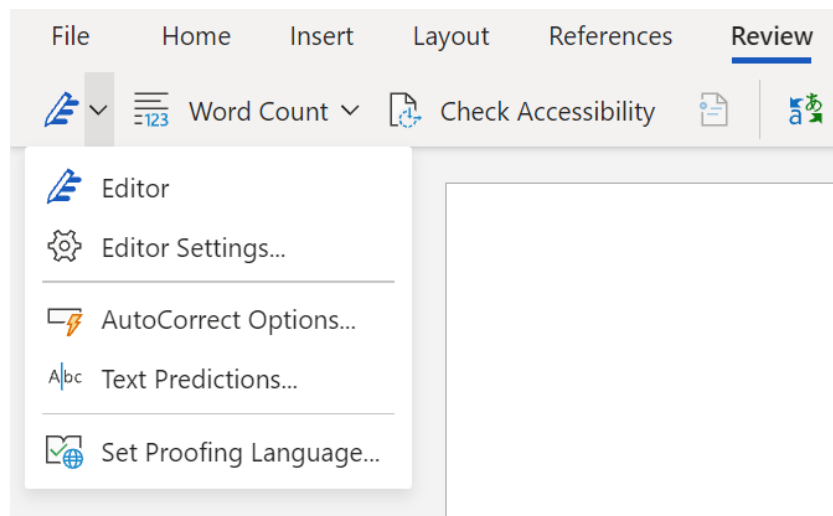
View all the supported languages by scanning to QR code.



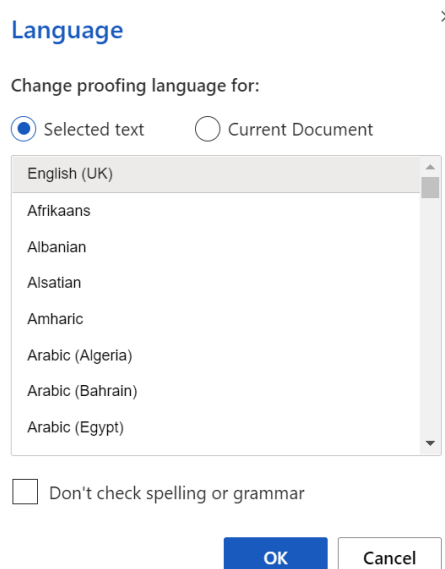
Check spelling and grammar in a different language

If you need to add text that's in a language other than the one you normally use, Office can help check spelling and grammar for you.

1. In Word, click or tap where you're going to add text, or select the text that you want to mark as a different language.
2. On the Review tab, select Editor > Set Proofing Language.



3. Scroll to the language you want to use and select it.



4. Select OK.