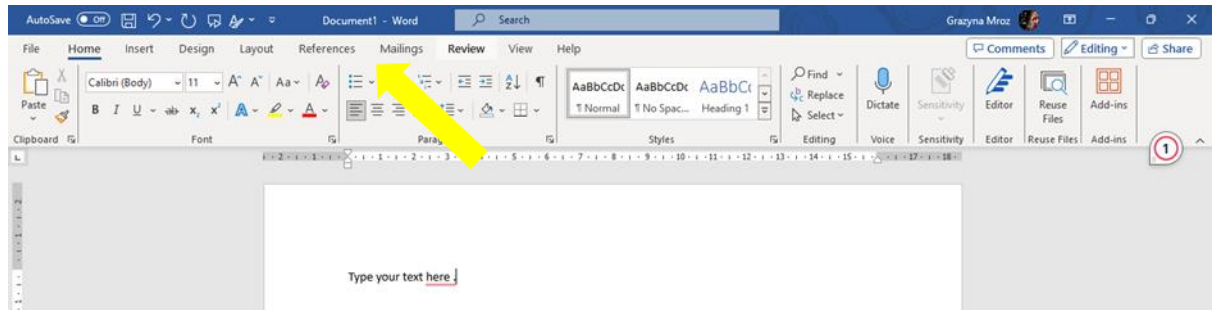


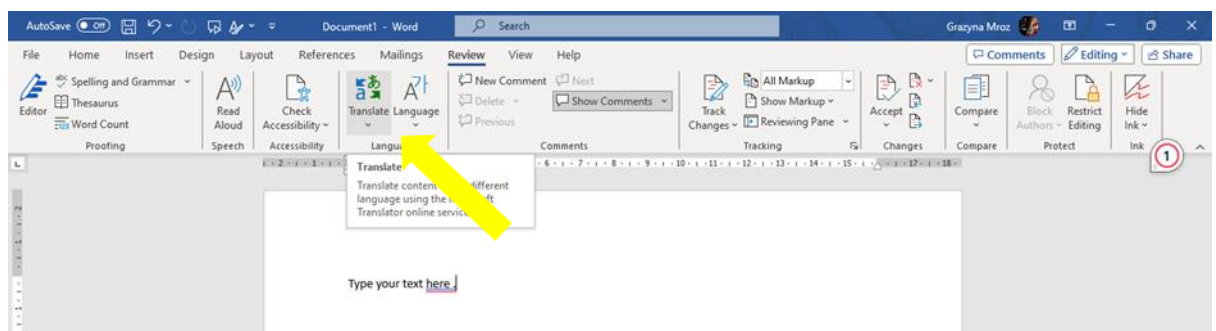
How to Translate a Word Document

Supporting Learners Service
English as an Additional Language (EAL)
2024

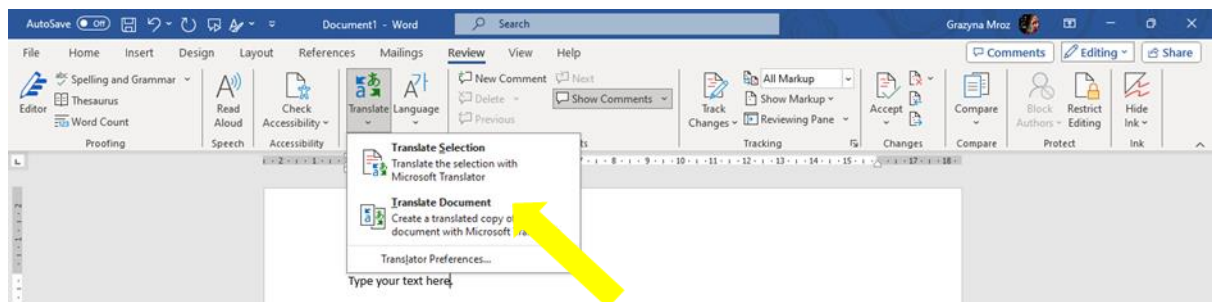
1. Open the Word document you wish to translate. Click on the **Review** in the toolbar at the top.



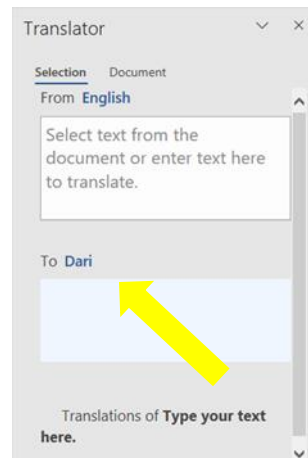
2. Select **Translate**.



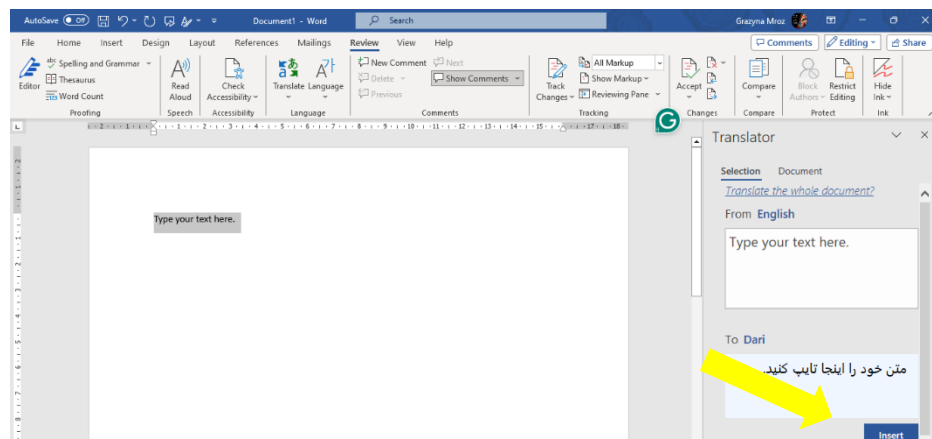
3. From the drop-down menu choose either **Translate Section** (recommended) or **Translate Document**.



4. From a pop-up menu on the right-hand side of the screen select the language you want to translate the document to.



5. Highlight the selection of the document that you want to translate, and press **Insert**.



6. The translated text will appear in the document replacing English.

