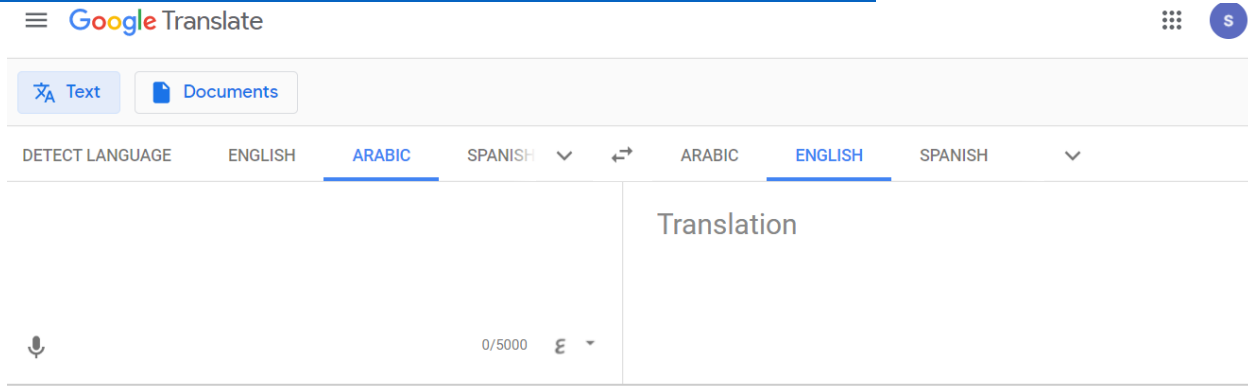# Using Translation Tools

Using Google Translate webpage

- **Reverse translate** ⇄
  - This is a valuable tool to check the quality of the translation. Some words don't translate with the same meaning.
  - Example - "Today is Tuesday" translates to Tagalog as "Now its Tuesday"
- **Translate a webpage**
  - Copy web address – in new language click link for translated page
  - Hover cursor over text to see original text
- **Translate documents:** pdf, word

Using Google Translate on Mobile Devices

- **Chrome Browser on mobile device**
  - When you highlight text, the option to translate pops up.
  - Translate webpage – click on three dots beside web address – select translate or share (to translate app)
- **Tap to Translate:** translating text in another app
  - Highlight text and select copy
  - Google Translate icon will appear on the side of your screen – tap to translate
  - If the icon does not appear check the Settings in the Google Translate app (make sure Touch to Translate is enabled)

Google Translate App

- **Camera:** Use the camera to translate the classroom whiteboard, a sign or printed document
- **Conversation Mode:** Translates back and forth between two languages
- Multiple ways to enter text – voice, keyboard, handwriting, camera
- **Phrasebook:** save favourite words/phrases, use to check translation ahead of time
  - This is helpful for text you may use often. It also allows you to pick the words that translate best ahead of time. Using reverse translate allows you to check how well your word choice translated.
- **Offline Mode:** select languages to download for offline availability

- **Dictionary/Thesaurus:** after entering text (typed or spoken) app provides alternate translations, definition and synonyms

Office 365

Using Translator in Word Documents: Translation Tools are under **Review** Tab

- **Translate Selected Text: 1.** Highlight text. 2. Click *Review Tab.* Under Review tab select translate and language. Reverse translate is also available. 3. Click *Insert* to change English text to translated text. To keep both versions, click on document and press enter before clicking Insert.
- **Translating document:** Under Review tab, select *translate* and then *document* (default is *selection*). The translated document can be downloaded, edited or saved. To save click *edit in browser* and it will automatically save a copy.

Word Online: translation tools under Review Tab
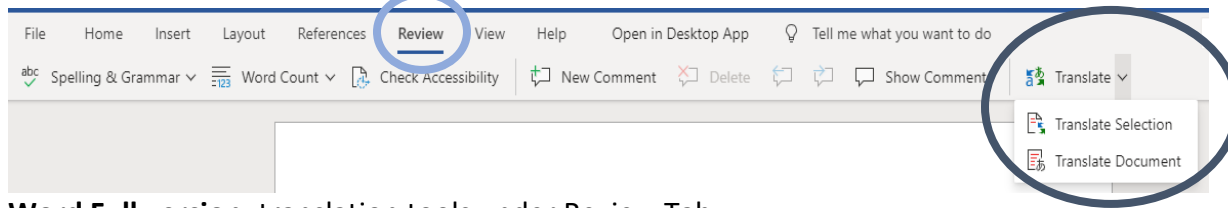
Word Full version: translation tools under Review Tab
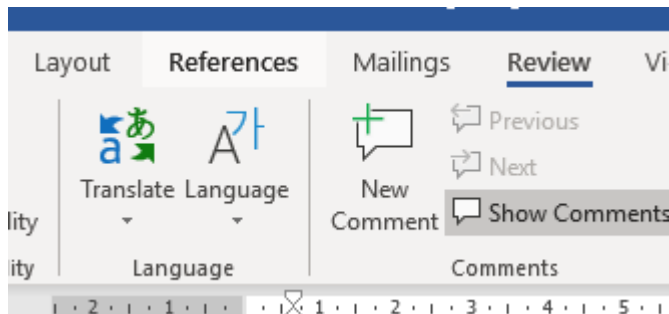
PDF documents

- Use Google Translate webpage to upload and translate document
  https://translate.google.com/#view=home&op=translate&sl=ar&tl=en

PowerPoint

- Translate tools under Review Tab
- Can only translate highlighted text

Online Language Keyboards

- **Computer** – search for a online keyboard in desired language – keyboard appears on the screen and is operated by clicking the "keys" with the mouse
- **Arabic** online keyboard http://www.arabic-keyboard.org/
- **Mandarin/Cantonese** online keyboard https://www.branah.com/chinese