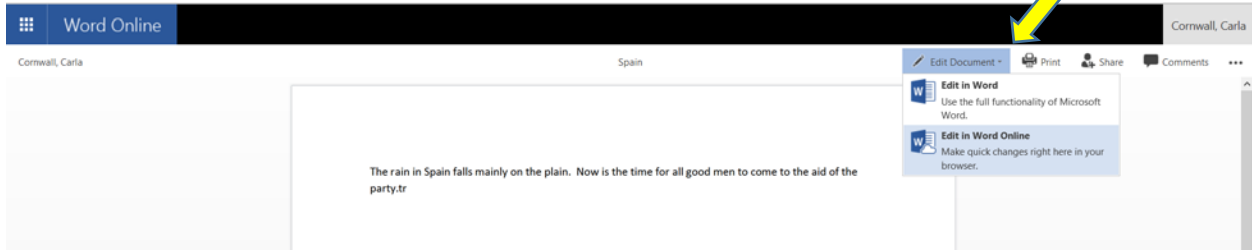
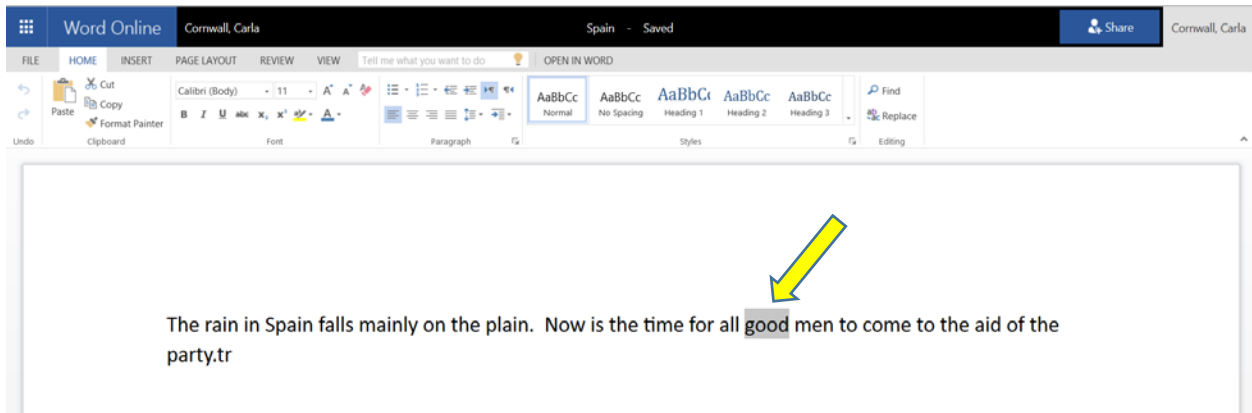


How to Use the Translator Function in Word Online Documents

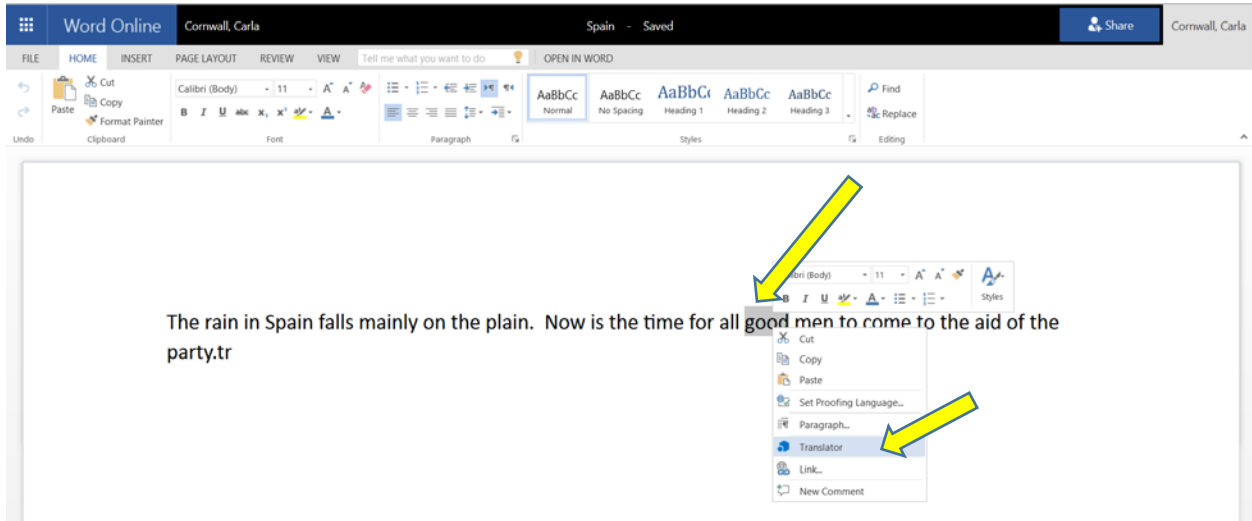
Open a document in Word Online. Click on Edit Document, Edit in Word Online.



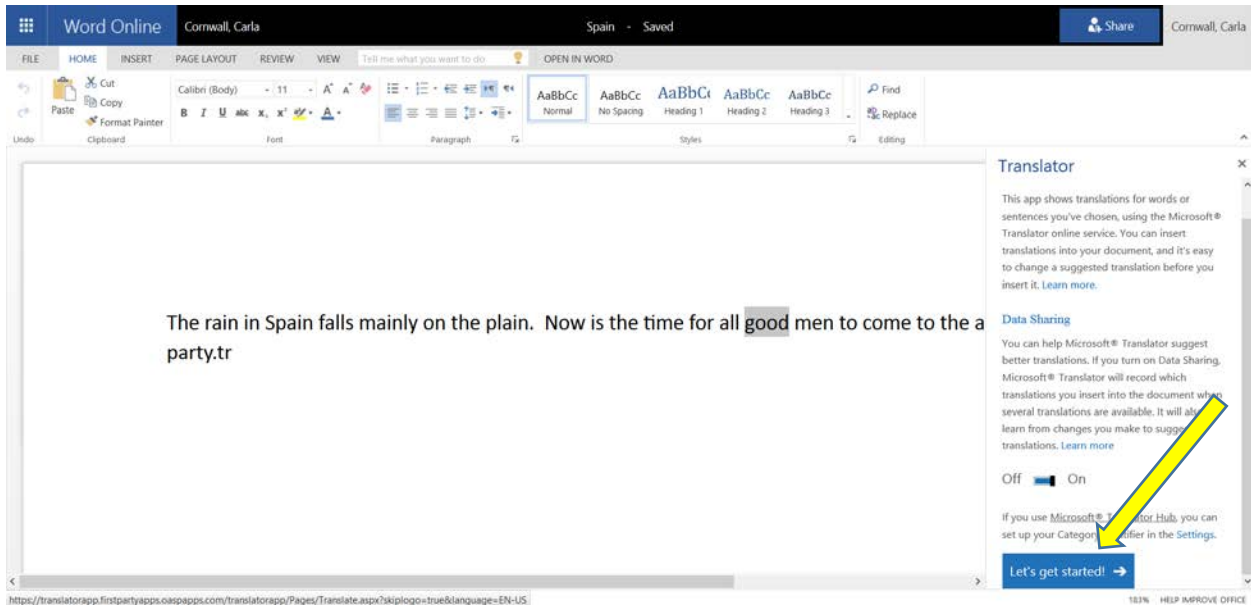
Highlight the word to translate with mouse.



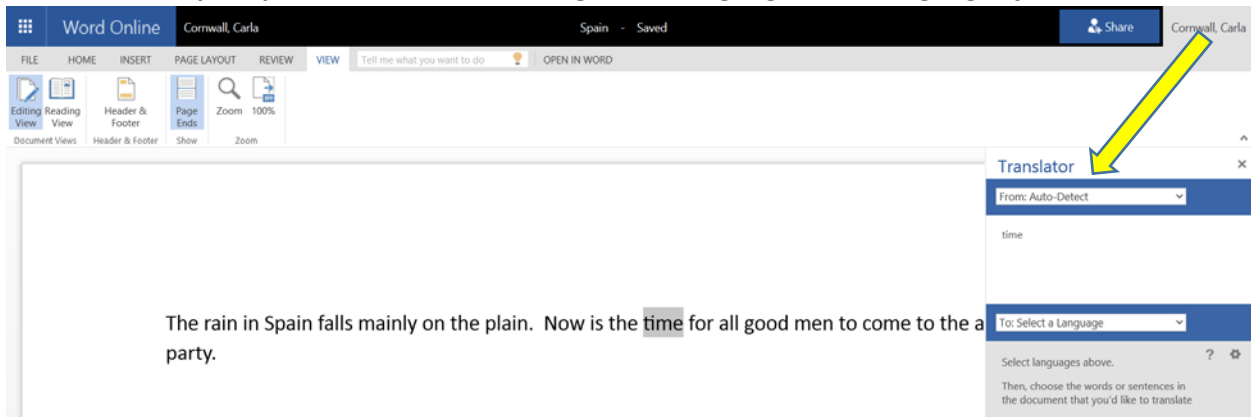
Move mouse over the highlighted word and right click. Then left click on Translator.



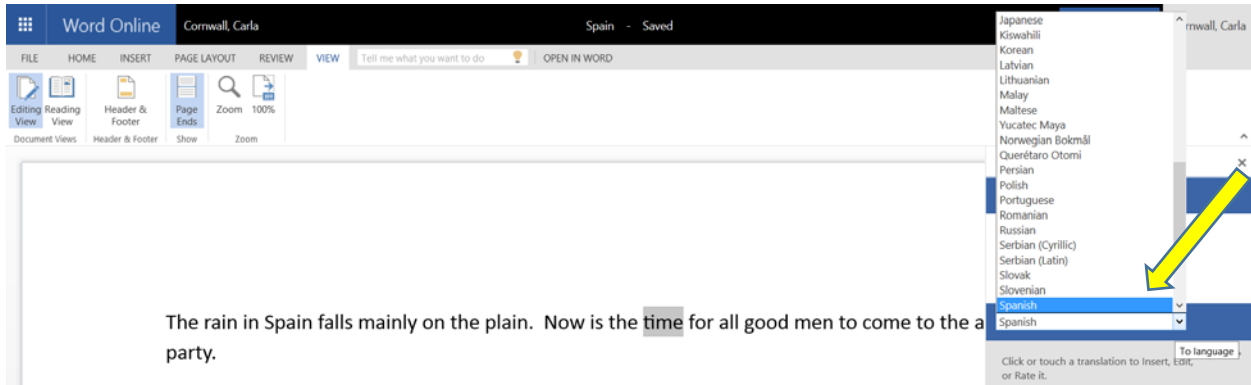
Click on Let's Get Started!



Leave the From prompt as Auto-Detect or change From language to the language of the written text.



Choose To Language from drop-down menu, and click language choice.



The translation appears below.

The screenshot shows the Microsoft Word Online interface. The title bar indicates the document is titled "Spain" and is saved. The ribbon includes FILE, HOME, INSERT, PAGE LAYOUT, REVIEW, and VIEW. The VIEW tab is active, showing options for Document Views (Editing View, Reading View), Header & Footer, Page Ends, and Zoom (100%).

The main text area contains the sentence: "The rain in Spain falls mainly on the plain. Now is the **time** for all good men to come to the party." The word "time" is highlighted in grey.

A Translator pane is open on the right side of the document. It shows the source language as "English (Auto-Detected)" and the target language as "Spanish". The word "time" is entered in the input field, and the translation "tiempo" is displayed in the output field. A yellow arrow points to the word "tiempo".

Translations by Microsoft® Translator