## **Google Translate Tool**

How to Translate a Document with Google Translate

1. In a Web browser, go to translate.google.com.



2. To upload a document to translate, click *Documents* 

3. Choose the language you want to translate the document into. You can click the down arrow to select more languages.



4. Click Browse and find the file that you want to upload.





- 5. Select the file and Click Open. The document will upload.
- 6. Click Translate

