


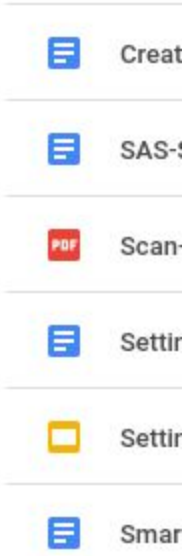
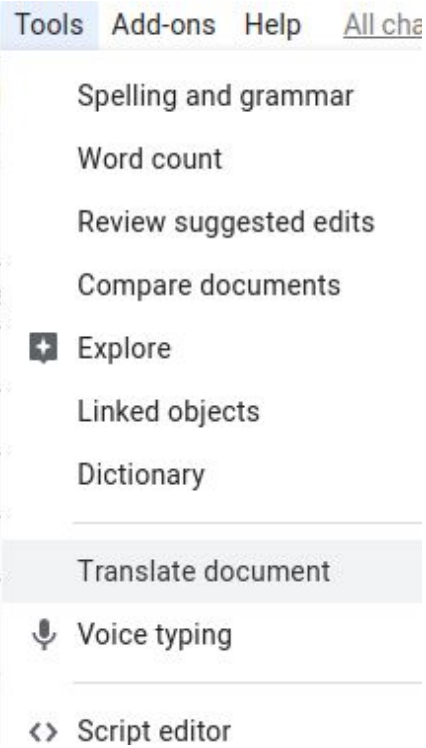




How to translate a google document into another language:

Do this	What does it look like
<p>1. On your computer open Chrome if it is not already open. The icon can be found at the bottom on your screen</p>	
<p>2. Click on the waffle in the upper right corner of the screen</p>	
<p>3. Click on Google Drive</p>	
<p>4. Locate the file you want to translate and double click open it</p>	

5. Use the **Tools** Menu and scroll down to **Translate document**



6. Rename your document and use the pulldown menu to select the language you want the document translated into then click **Translate**



7. The translated document will now open in a new tab and will appear in your google drive

