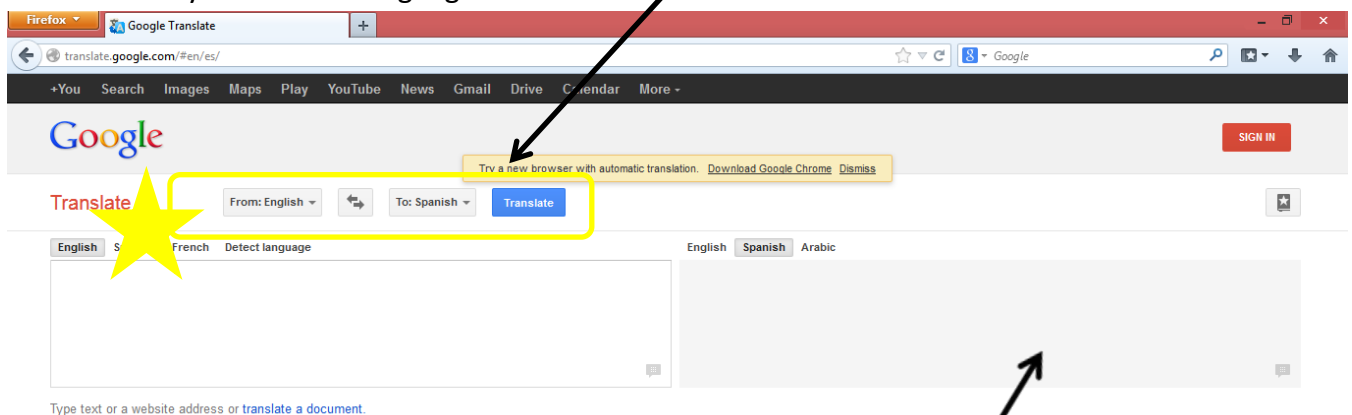**Steps to using Google Translate**

1. Highlight content in a Word Document that you want translated.

2. Right click and select copy.

3. Open Google Translate at www.translate.google.com

4. Make sure in the "FROM" box at the top it says English and the "TO" box says whatever language you want it translated into. If not, there is an easy pull down arrow to help you select your needed language.

5. Right clik and paste your content into Google Translate

6. Click Translate

7. Your new language content will show up on the right side of the screen.

8. Highlight the content

9. Right click and copy

10. Open a blank Word Document

11. Right click and paste your new language content into the Word document