

# A QUICK GUIDE TO

# TRANSLATE

## WHAT IS MICROSOFT TRANSLATE?



Microsoft Translator **helps bridge communication gaps** and is good for **Modern Languages Students** to practice speaking fluently.

Use the Translator app on any device to start and join a translated conversation!

## CONVERSATIONS

To use the app's conversation mode, tap the microphone and speak. The Translate app will automatically recognize the language being spoken and display what's been said on one side, and the translation on the other.



**Start**  
Click on "Start conversation", log in and enter your name and language.



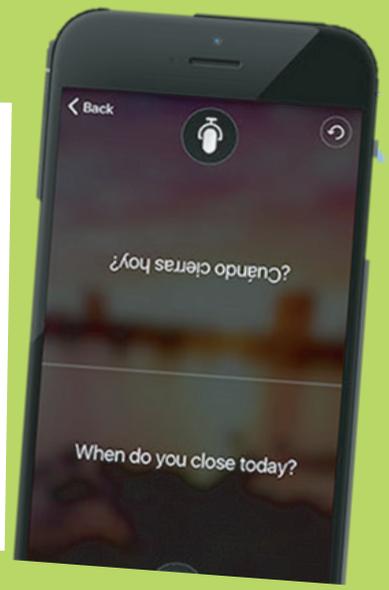
**Share**  
Share the conversation code with other participants, who can join using the Translator app or website.



**Speak**  
Speak or type in your language to communicate with other participants in the conversation. Other participants will see your messages in their own language.

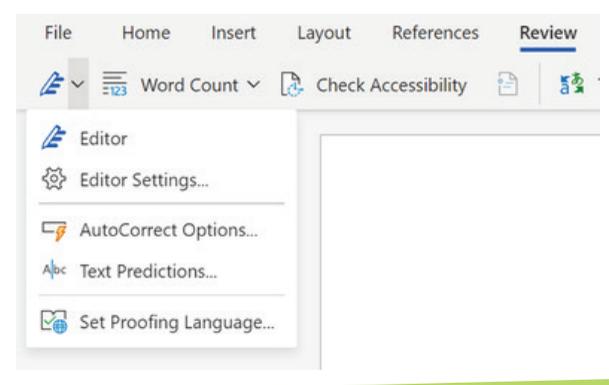
## ONE-ON-ONE CHATS

Use the microphone or split-screen microphone to translate between two languages using a single device. Speak two languages into one microphone for one-on-one conversations.



## SET PROOFING LANGUAGE

In Word, click or tap where you're going to add text, or select the text that you want to mark as a different language. On the Review tab, select Editor > Set Proofing Language.



## TRANSLATE IN WORD

Select Review Tab  
>  
Translate  
>  
Translate Document.



WHERE CAN I USE TRANSLATE?



ACCELERATE LEARNING WITH THE RIGHT TOOLS:  
FIND ADDITIONAL QUICK GUIDES TO GET STARTED  
LETSTALK@OLIVEFOREducation.IE