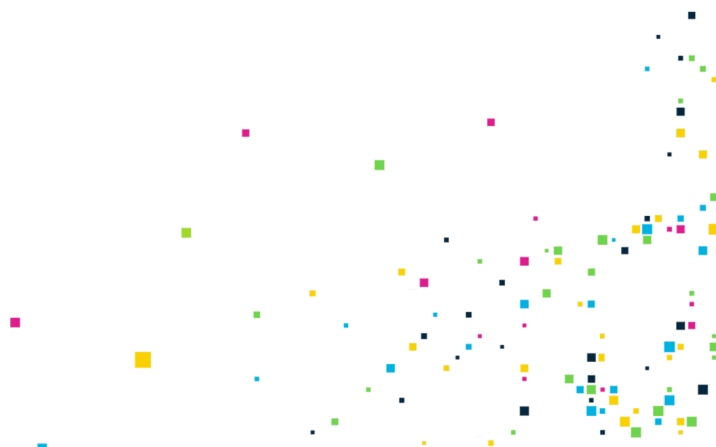




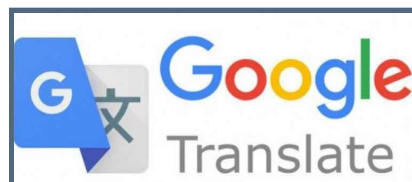
Translation

This module will take a look at using Translation Services that are available using the Google Translate application on both desktop or laptop computers and mobile devices. It will also cover the use of Tarjimly, another tool that can be used for translation services.



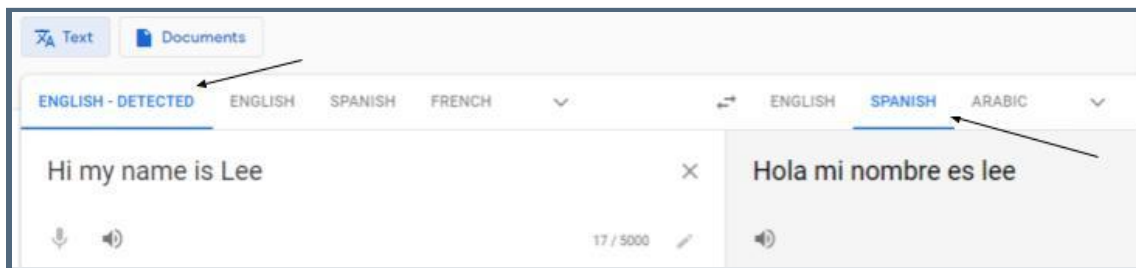
Using Google Translate In a Web Browser

To access Google Translate, go to translate.google.com in a website browser such as Chrome, Edge, Firefox, Bing, or DuckDuckGo.



Google Translate

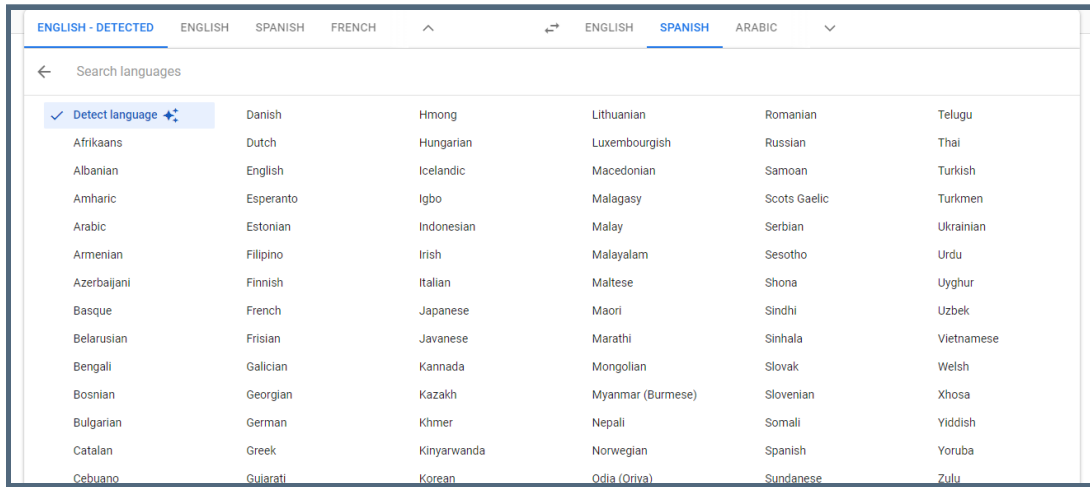
On the left, you can select the languages you want to translate from (your current language) and, on the right, the language you would like to translate to (your target language). Click on the downward facing arrow to open up the full list of languages that are available.



To translate a sentence, choose the language you want to translate and then choose the language you want to translate to.

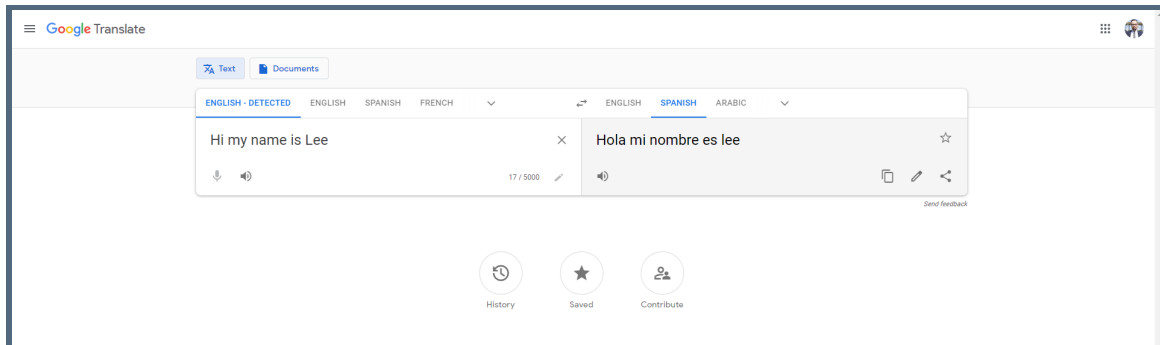


There are many languages to choose from. See below for an example of the screen that shows the full list of languages available:



Choose the drop down arrow to access the full list of languages to translate from.

Once you have chosen your current language and target language, you can type or copy and paste text into the input boxes to receive your translation. The translation will be provided as soon as you enter your text.



Example of how the translation will look.



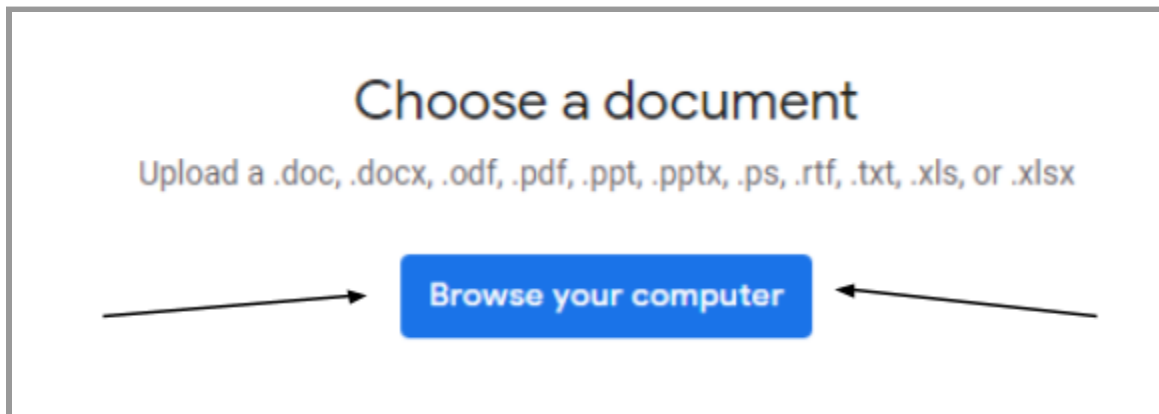
Using Google Translate to translate documents

Click on the Documents tab in the top left corner:



To translate a document, select the document button.

Click on “Browse your computer” and your File Explorer window will open for you to select a document from.



Next step is to select a document from your computer.

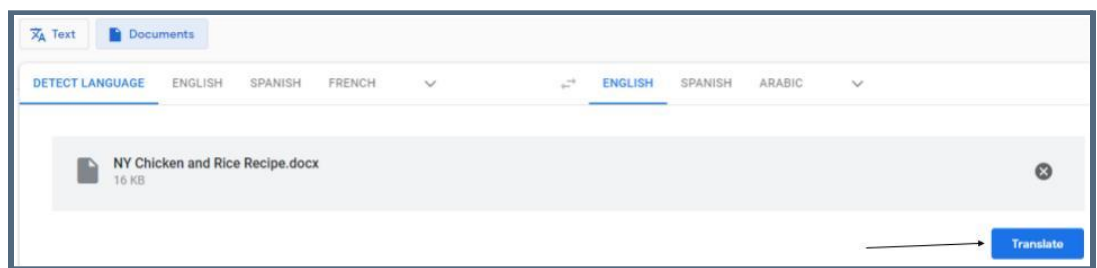


You can upload a document of many different file types to translate.

Allowed file types include:

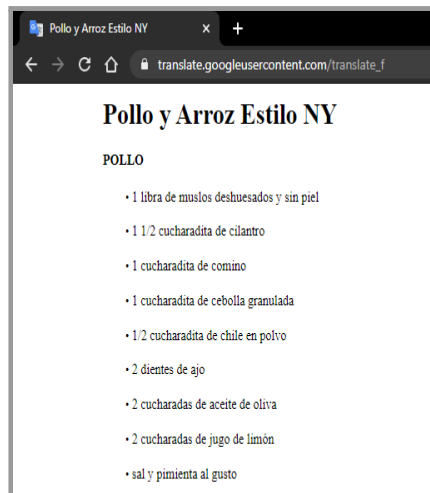
- Microsoft Word Documents (.doc, .docx, .odf)
- PDF Documents (.pdf)
- PowerPoint Slides (.ppt, .pptx)
- Text Files (.rtf, .txt)
- Excel Spreadsheets (.xls, .xlsx)

Upon upload completion, your file will appear in the translate area and you will need to click the blue “Translate” button.



After the document has been uploaded, click Translate.

After clicking on the “Translate” button, your document’s translation will appear within a new tab in your web browser.



Translation example in Google Translate



Please note that you will be receiving a translation of the original text in your browser window. A new version of the original document has not been created. If you want to create a new document using your translated text, you need to copy the translated text and paste it into a new document by using a Word Processing application such as Microsoft Word or Google Docs.

If you are attempting to translate a PDF document, the translator application will not produce a new PDF document, instead you will receive translated text within a new tab in your web browser window.

Using Google Translate on a Mobile Device

Google Translate also provides translation services from a mobile application for both Android and iOS devices.

The application can be downloaded online at:

[Google Translate in the Google Play Store](#)

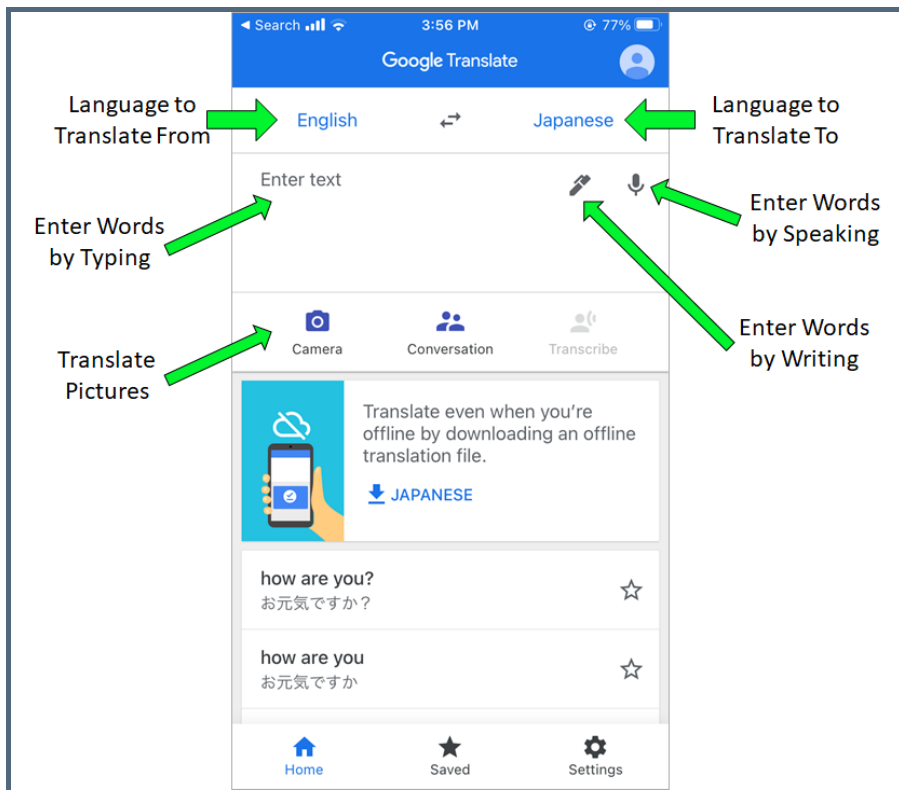
[Google Translate in the iOS App Store](#)

Translating Text

Tap “Enter text” to begin typing and Google Translate will automatically begin translating what you type.

You can speak to enter words by tapping the Microphone Button. You can draw words by tapping the Pen Button and using your finger or a stylus. You can hear how the translated word or sentence sounds by tapping the Speaker icon.



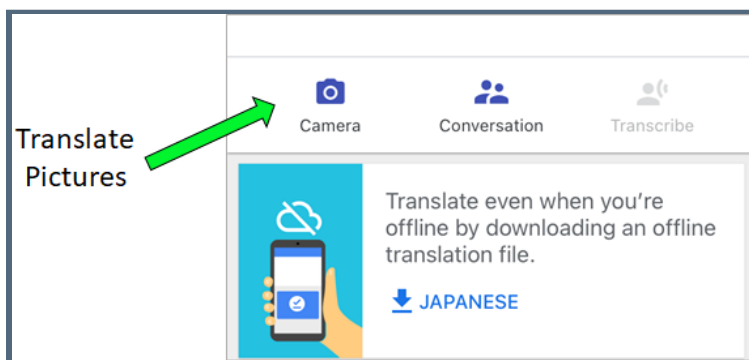


Translating text in Google Translate

Using Google Translate with Images

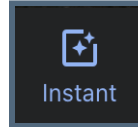
Google Translate also allows you to translate the words displayed within pictures.

Take a picture using the camera by tapping the Camera Button from the home screen.



To translate a picture, choose the camera icon

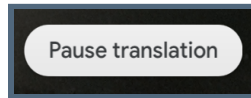
To translate the words right away, select the “Instant” button. In Instant mode, the application will translate text that is within the view of the camera.



Instant Translate icon

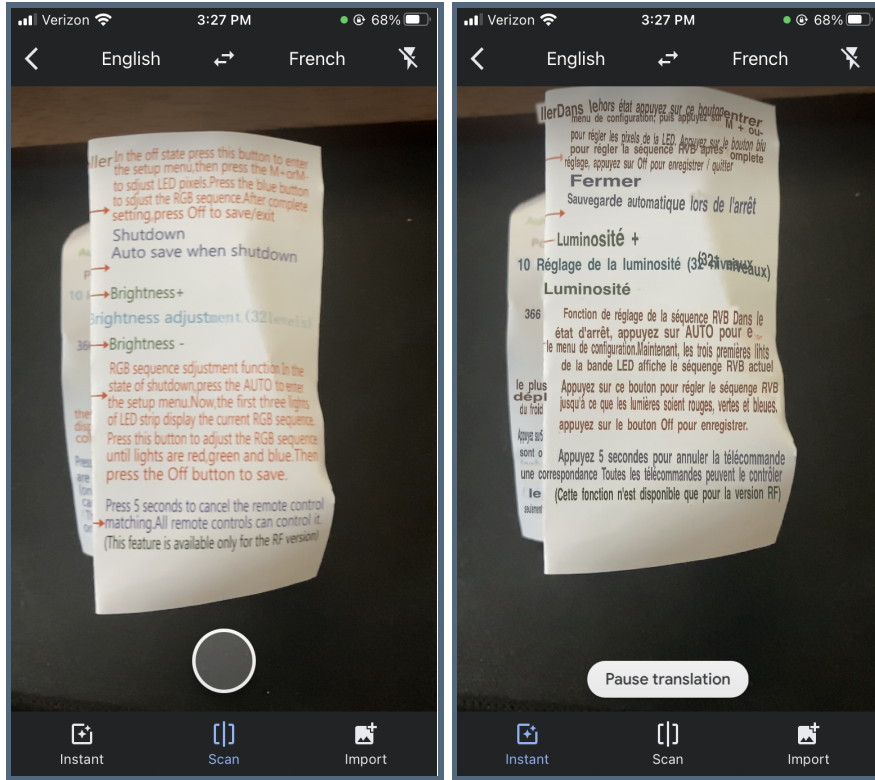
If you move the phone’s camera off of the text you want translated, the translation will stop.

You can keep the text you want translated on the screen by tapping “Pause Translation.”



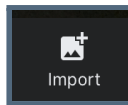
Pause the translation

You can then move your phone without losing your translation until you want to continue and translate more text. To move on in your translation, click “Continue Translation.”



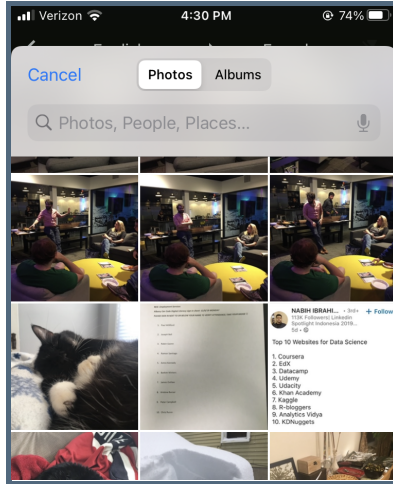
Importing a photo to be translated

You can also translate a photo that is already saved to your phone using the “Import” button:



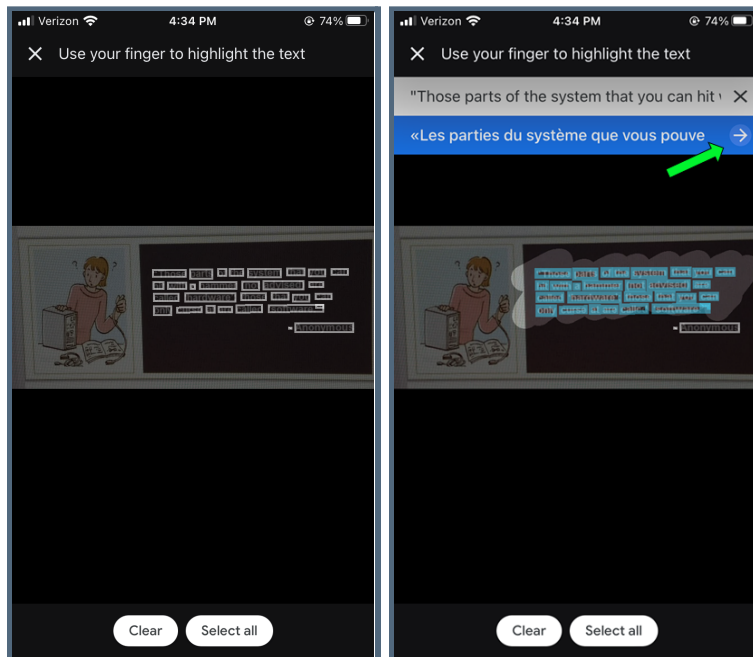
Import button in Translate

Upon pressing the Import button, you will be asked to select the photo that you would like translated that is already stored within your phone’s photo collection. Tap the photo to select what you want translated.

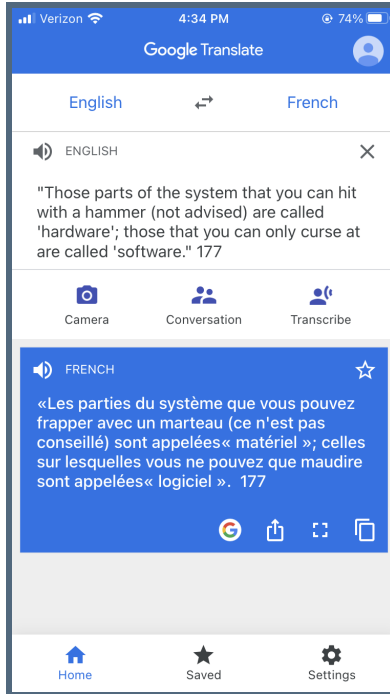


Selecting an image to translate

Use your finger to highlight the text you choose to translate and click the blue arrow button to see the full translation:



Highlight a text and view the full translation



Translated paragraph

Using the Tarjimly App for Translation Services



Tarjimly



Tarjimly is an application that can be used by those who need translation services when a professional certified translator is not available. Volunteers sign up to be translators and individuals who need translation services can utilize these volunteer services on demand. Tarjimly is only available on Android and iOS mobile devices.

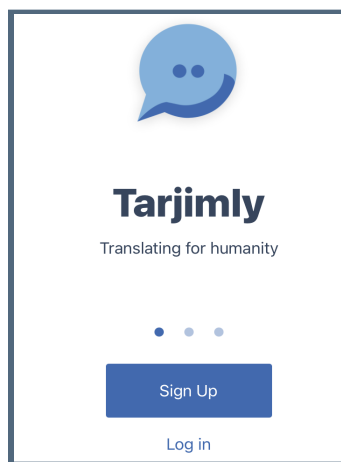
<https://www.tarjim.ly/en>

Tarjimly connects the individual and the translator and they can text, send voice notes and documents, and even start a phone call. Tarjimly interpreters are volunteers. For situations requiring confidentiality, medical concerns, or legal appointments, a certified interpreter or translator should be used instead. Tarjimly interpreters are best used when it is not possible to hire a certified interpreter because of time or cost.

To Download the Tarjimly application visit these links or search “Tarjimly” in the Google Play Store or the App Store:

[Tarjimly on Google Play](#)

[Tarjimly on iOS App Store](#)



First page of Tarjimly

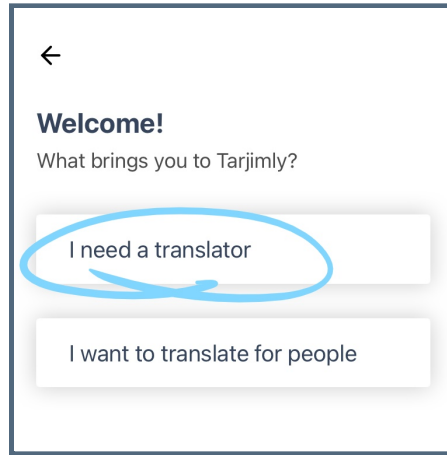


When first using Tarjimly, you will be asked to create an account. Click the blue “Sign Up” button to start.



Sign up button

If you need an interpreter, select “I need a translator.”



Choosing need a translator

You can then either:

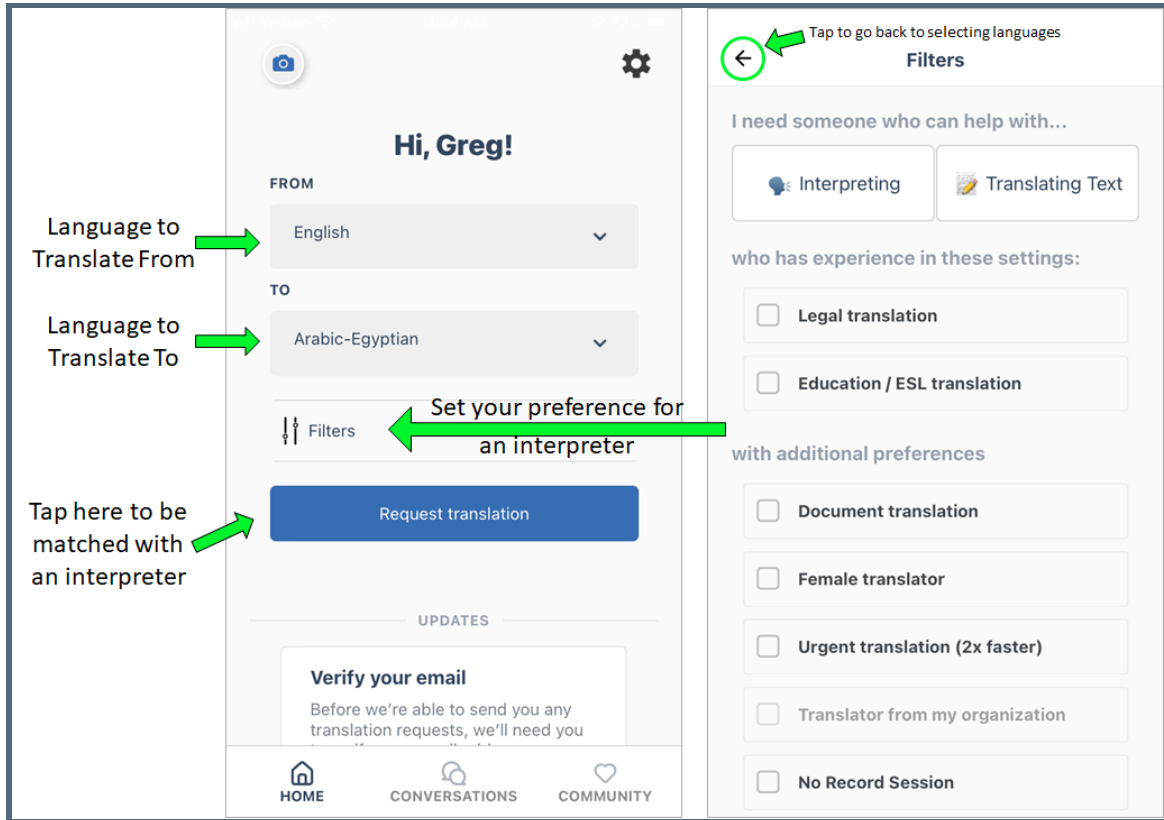
- Sign up with an account you already have (such as Facebook or Apple); or
- Create a new account with Tarjimly, using an email address and password to sign in



Creating an Tarjimly account

To request a translator or interpreter:

- ★ Open the app and select your current language and your target language
- ★ Click on filters to select your needs and preferences
- ★ Click the black arrow to return to the main screen
- ★ Click “Request translation” and Tarjimly will try to match you with the best interpreter for your needs



Translating in Tarjimly

If there is any concern around your private information or sharing possible sensitive documents, here is a link listing the [use cases for Tarjimly](https://www.notion.so/Tarjimly-Use-Cases-bd42bf0335bd4b13a95aa79bf84df005#080dd013d5b46d2bdbf1495c11f8039).¹ This describes what you should and should not use Tarjimly for.

¹<https://www.notion.so/Tarjimly-Use-Cases-bd42bf0335bd4b13a95aa79bf84df005#080dd013d5b46d2bdbf1495c11f8039>

