

Translating PTA Newsletters

Version 1.0 - 1/24/2021

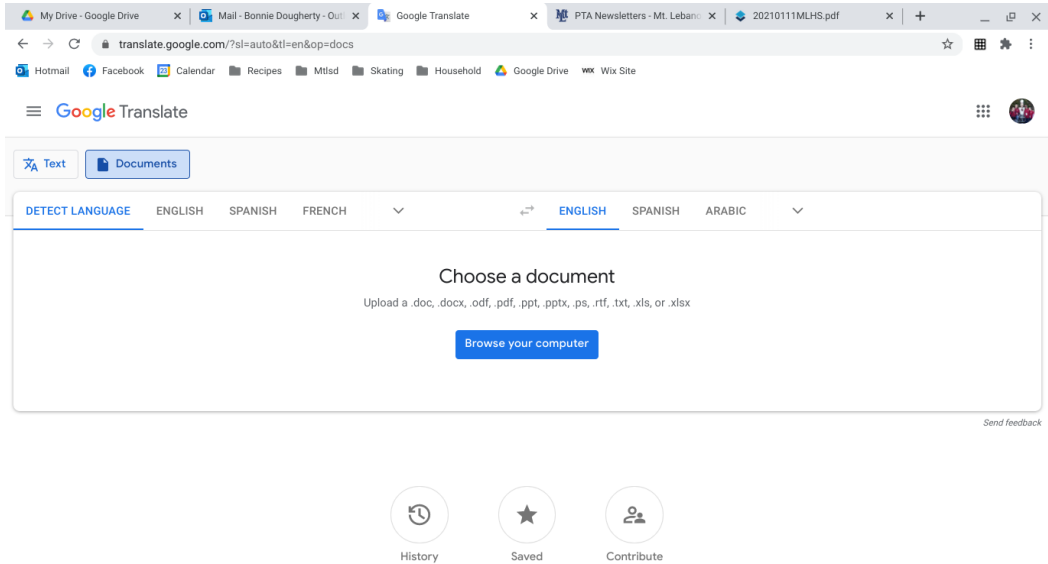
- Go to <https://www.mtlsd.org/family/pta-newsletters>
- Click on the newsletter that you wish to download

The screenshot shows a web browser window with the URL [mtlsd.org/family/pta-newsletters](https://www.mtlsd.org/family/pta-newsletters). The page header includes the user name "Bonnie Dougherty" and navigation links for "DISTRICT" and "SCHOOLS". The main navigation bar lists "ABOUT US", "DISTRICT", "ACADEMICS", "SCHOOLS", "FAMILY", and "COMMUNITY". The "Family" section is active, displaying a sidebar with links for "School Safety", "New Students", "Kindergarten", "Home Education", "Homeless", and "Dashboard". The main content area is titled "PTA Newsletters" and lists newsletters for three schools: Mt. Lebanon High School (January 11, 2021), Jefferson Middle School, and Mellon Middle School (January 3, 2021; January 11, 2021; January 17, 2021).

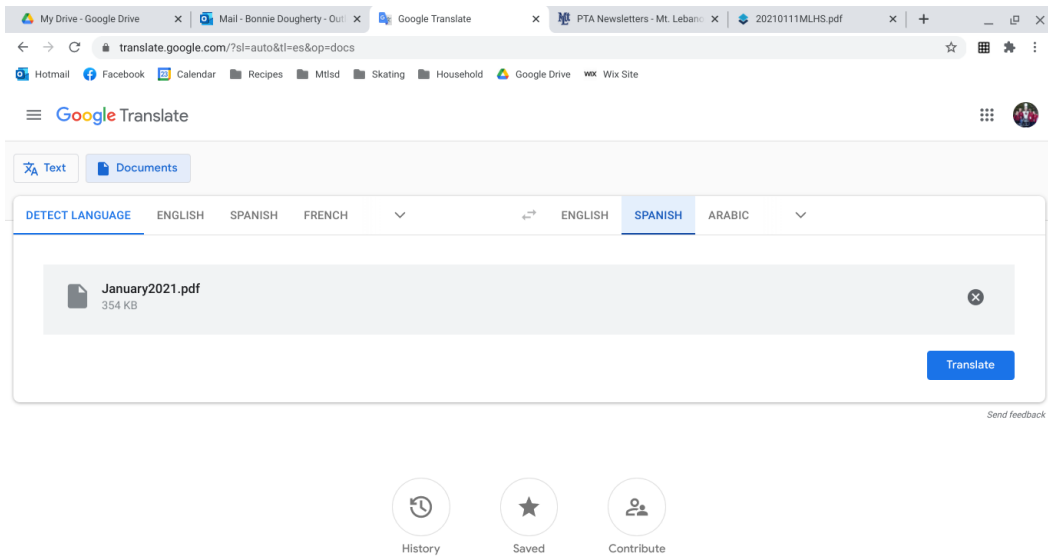
- Click the “download” icon to download the newsletter to your hard drive

The screenshot shows a PDF viewer displaying the "20210111MLHS.pdf" file. The document content includes the text "Originally delivered on 1/10/2021 7:57 pm" and "MTLHS PTSA Newsletter [January, 2021]". Below this is a photograph of Mt. Lebanon High School. Underneath the photo, the text reads "MT LEBANON HIGH SCHOOL PTSA" and "LEBO HIGHLIGHTS - January, 2021". At the bottom of the page, it says "In this issue:". The PDF viewer interface includes a toolbar with icons for zooming, rotating, and printing.

- Go to <https://translate.google.com/> and click on Documents



- Browse your computer to select a document and select the language (press the arrow to display additional languages). Press “TRANSLATE”



- The translated document will appear in your browser.
- To save a PDF version of this translated document, click on the three dots in the upper right hand corner of your screen, select “PRINT” and when you are prompted, choose “Print to PDF” under printer selection.

