

Translating Our Website and Documents

[Traduire notre site Web et nos documents](#)

[Tradiksyon sit entènèt nou an ak dokiman yo](#)

[Traduzindo nosso site e documentos](#)

[Traducir nuestro sitio web y nuestros documentos](#)

[Перевод нашего веб-сайта и документов](#)

[翻译我们的网站和文件](#)

Norwell Public Schools Website

STEP ONE: Open the Norwell Public Schools website in a browser:

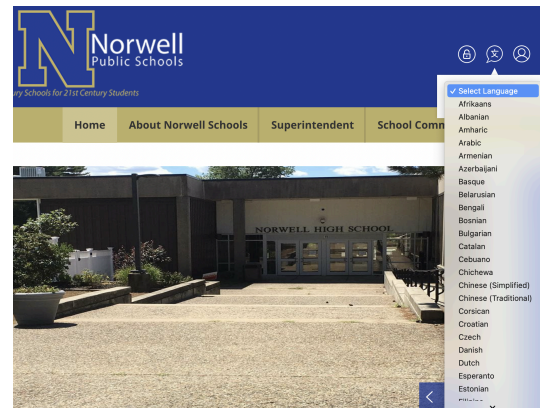
[Click to open Norwell Public Schools Website](#)



STEP TWO: Find the drop down at the top of the page to Select Language.

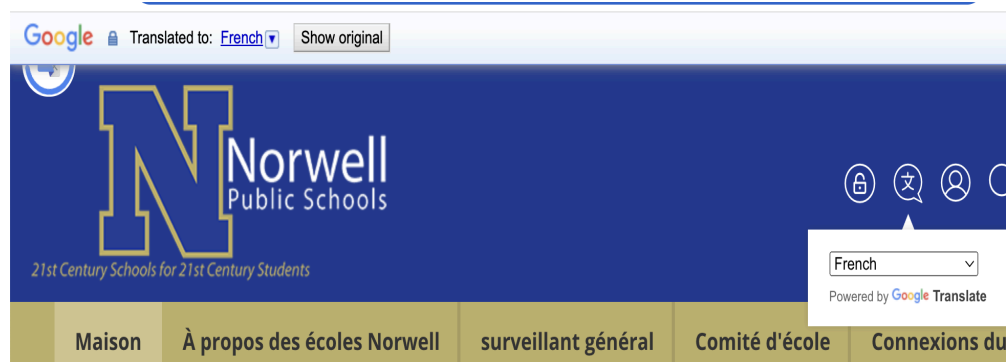


STEP THREE: Click the select Language drop down and choose the language you want:



STEP FOUR: The web browser then be translated into the language you selected.

If you need to translate back english: use the drop down at top left.



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to the

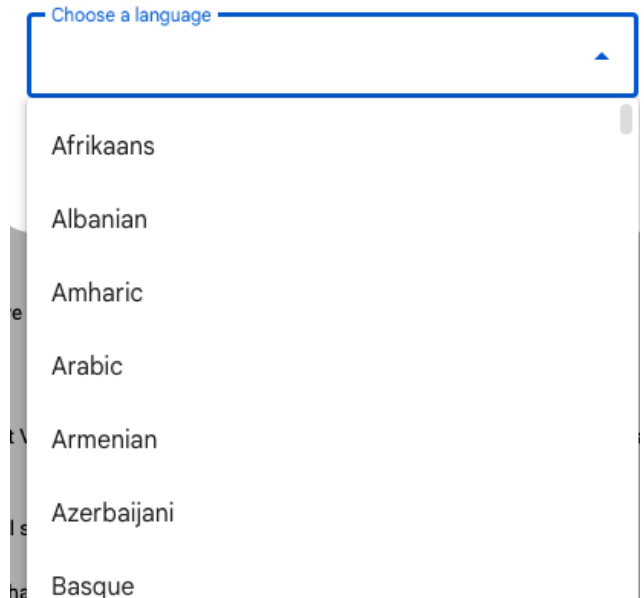
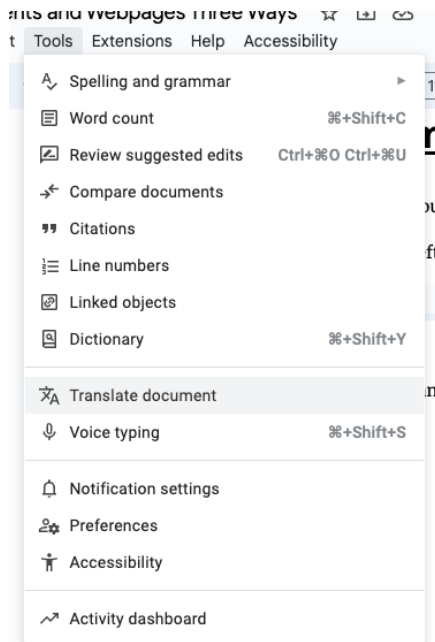
Google Documents

STEP ONE: Open the document you wish to translate

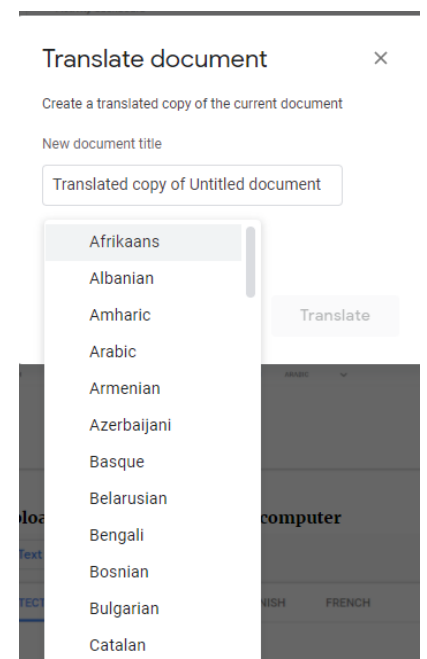
STEP TWO: Go to file at the top left corner



STEP THREE: Go to Tools then translate

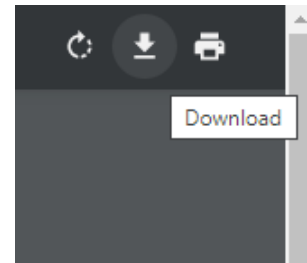


STEP FOUR: once you click translate this box will pop up, click the language you want then hit translate. It will automatically save a copy into your drive.

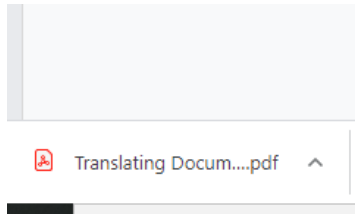


PDF Documents

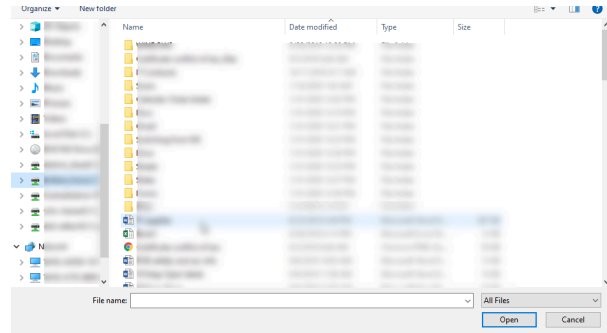
STEP ONE: Open the PDF you wish to translate, you will then need to download that document by clicking the arrow in the top right corner.



STEP TWO: The page will then either show up at the bottom of your screen as seen below:

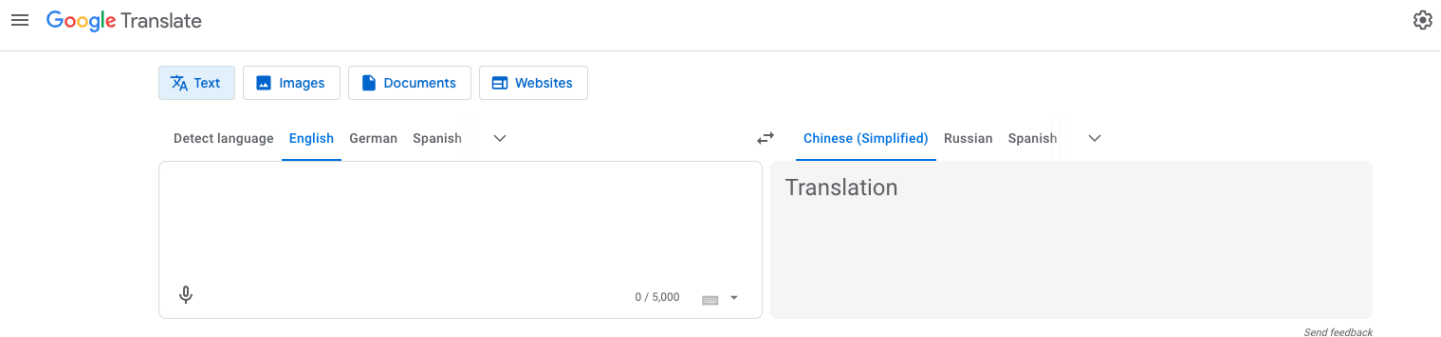


OR: it will show up in your downloaded files

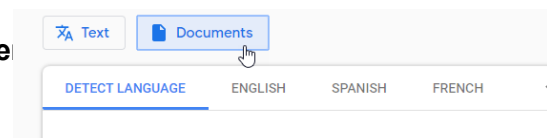


STEP THREE: Open Google Translate in browser: <https://translate.google.com/>

STEP FOUR: Select Documents.



STEP FIVE: Select upload a document from your computer

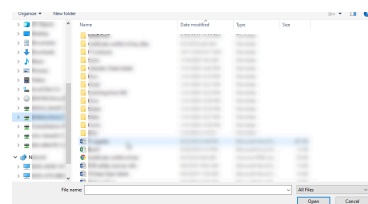


Click browse your computer.

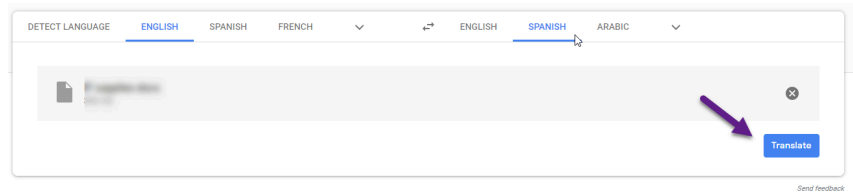
Choose a document
Upload a .doc, .docx, .odf, .pdf, .ppt, .pptx, .ps, .rtf, .txt, .xls, or .xlsx

Browse your computer

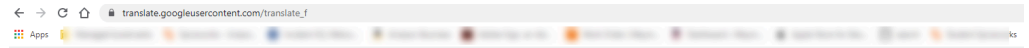
Choose your document and click open:



Choose your language and hit translate:



THE document will then be translated and show up as a tab in your browser:



Cargar un documento para traducir

Paso uno : Necesitarás buscar el traductor de Google en tu navegador:

Paso dos: Puede pegar / escribir lo que le gustaría traducir en el cuadro que dice ingresar texto o puede hacer clic en google translate (imágenes arriba en púrpura).

Si pega en el cuadro: deberá cambiar el idioma al que está traduciendo y desde el que se muestra a continuación.

Si elige subir al sitio web: una vez que haga clic en el enlace del sitio web, aparecerá

Luego, elegirá cargar un documento desde su computadora:

Tendrá que hacer clic en navegar por su computadora

Elija su documento y haga clic en abrir:

Elija su idioma y presione traducir: