Using the Translate button within Microsoft Office

The **Translate** button within Microsoft Office allows you to translate words, paragraphs or entire documents using machine translation software. As of 21 February 2014, the Welsh language was added as an option, so this guidance will walk you through the process of configuring and using this feature.

This guidance has been written with Microsoft Office 2010 in mind. If you have a different version of Microsoft Office, please visit Microsoft's site for users.

NOTE. The quality of machine translation is not perfect and today does not deliver the same level of quality achieved by human translation. However, the language system provides a means to achieve a level of understanding and enable more people to communicate bilingually, as well as saving time and reducing costs for professional translators. The objective is not to replace the need for formal communication and documents to be translated professionally, but to provide another tool to extend bilingual communication where it might not otherwise have been possible.

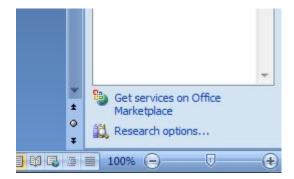
Configuring for the first time

To get started, follow the steps below:

Step 1: Open Microsoft Word 2010, select the Review tab and click Research



Step 2: In the pane that appears on the bottom right, select **Research Options**.



Step 3: When the following appears, select Add Services

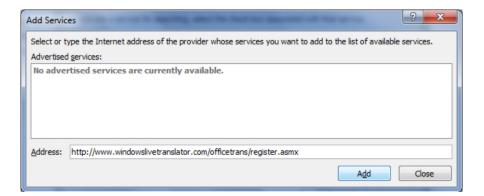


Cynulliad National Cenedlaethol Assembly for Cymru Wales

🔲 Hangui word Komanization (Korean)	
Local Address Search (Korean)	
Thesaurus: English (U.K.)	
Thesaurus: English (U.S.)	
Thesaurus: French (France)	
Thesaurus: Spanish (International Sort)	
Translation	
Research Sites	
Add Services Update/Remove Parental Control	
ОК	Cancel

Step 4: When the **Add Services** box appears, cut and paste the following into the Address field and click **Add**

http://www.windowslivetranslator.com/officetrans/register.asmx



Step 5: When the following appears, select Continue.

Microsoft® Translator Setup		2	x
Introduction			
Welcome to Microsoft® Translator.			
	Continue	Cancel	



Step 6: On the following screen, all boxes are grayed out (which is normal) so simply select **Install** to continue.

Microsoft® Translator Setup	? ×
Confirmation and Options	
You are about to add Microsoft® Translator to the Re Queries to all services installed by this provider will be http://www.microsofttranslator.com/officetrans/http	e sent to: <u>query.aspx</u>
Adding these services will allow external content to b inside the Research task pane. Information from the links to external content. To activate a service for searching, select the check l	se services may include
service. Services:	
Arabic - Bulgarian (Document)	
🗌 Arabic - Bulgarian (Text)	
Arabic - Catalan (Document)	
Arabic - Catalan (Text)	
Arabic - Chinese Simplified (Document)	27
- and the obtained manality of the set	*
In	stall Cancel

Step 7: Select **OK** twice. The Translation module is now installed within the following Microsoft Office applications:

- Outlook, Word, Excel, PowerPoint, OneNote and Visio



Setting Welsh as the Translation language

The next step is to configure it for the Welsh language.

On the **Review** tab, select the **Translate** button and select **Choose Translation** Language

ato	F	<u>米</u>	X,		
Translat	e Language	New Comment	Delete	Previous	Next
Translate Document [English (U.S.) to Arabic] Show a machine translation in a Web browser.					
Translate Selected Text Show a translation from local and online services in the Research Pane.					
 Mini Translator [Bulgarian] Point to a word or select a phrase to view a quick translation. 					
Choose Translation Language					

When the following box appears, please select you preferred language for translation:

Translation Language C	Options	? <mark>X</mark>
at Choose tra	anslation languages	
Choose Mini Trans	lator language	
The Mini Tra	a French (France) Instations is sent over the Internet in unencrypted HTML format to a machine translation Anslator will remain on every time the application is used. translation languages	T provider.
Translate <u>f</u> rom:	English (U.S.)	
Translate t <u>o</u> :	Arabic	•
	ОК	Cancel

You are now ready to begin using the various Translation options. For further guidance on how to use each of the options, please visit the following **Microsoft guidance page**

