

Guide: How to Translate Documents and Webpages

This guide provides simple ways learners can translate documents, webpages, and online course materials into their preferred language using built-in browser tools and free translation resources.

1. Translating a Website or Webpage

- 1 Open the webpage in Google Chrome or Microsoft Edge.
- 2 Right-click anywhere on the page.
- 3 Select “Translate to [Your Language]”.
- 4 Choose your preferred language if prompted.
- 5 The webpage should refresh with translated text.

Tip: If the translation option does not appear automatically, look for the translation icon in the browser address bar.

2. Translating a PDF or Document

- 1 Open Google Translate in your web browser.
- 2 Select the “Documents” option.
- 3 Upload your file (PDF, Word document, etc.).
- 4 Choose the language you would like the document translated into.
- 5 Click “Translate” to view the translated version.

Note: Some formatting may change slightly after translation. Always review translated materials carefully.

3. Translating Course Content

Some course materials may already be available in translated formats. However, learners may still encounter certain system messages, resources, or documents that remain in English while translation updates are ongoing.

- Use your browser’s translation feature while viewing course pages.
- Use a document translation tool for downloaded files or PDFs.
- Contact support if you encounter unclear or missing translations.

Helpful Translation Resources

Tool	Purpose
Google Translate	Translate webpages, text, and documents

Microsoft Edge Translate	Built-in webpage translation
Google Chrome Translate	Built-in webpage translation
DeepL Translator	Natural-language document translation

We are continuing to improve language accessibility and appreciate your patience as additional translated content becomes available.