TRANSLATE WORD TEXT OR DOCUMENTS

How to use Word to translate text into a language of your choice.

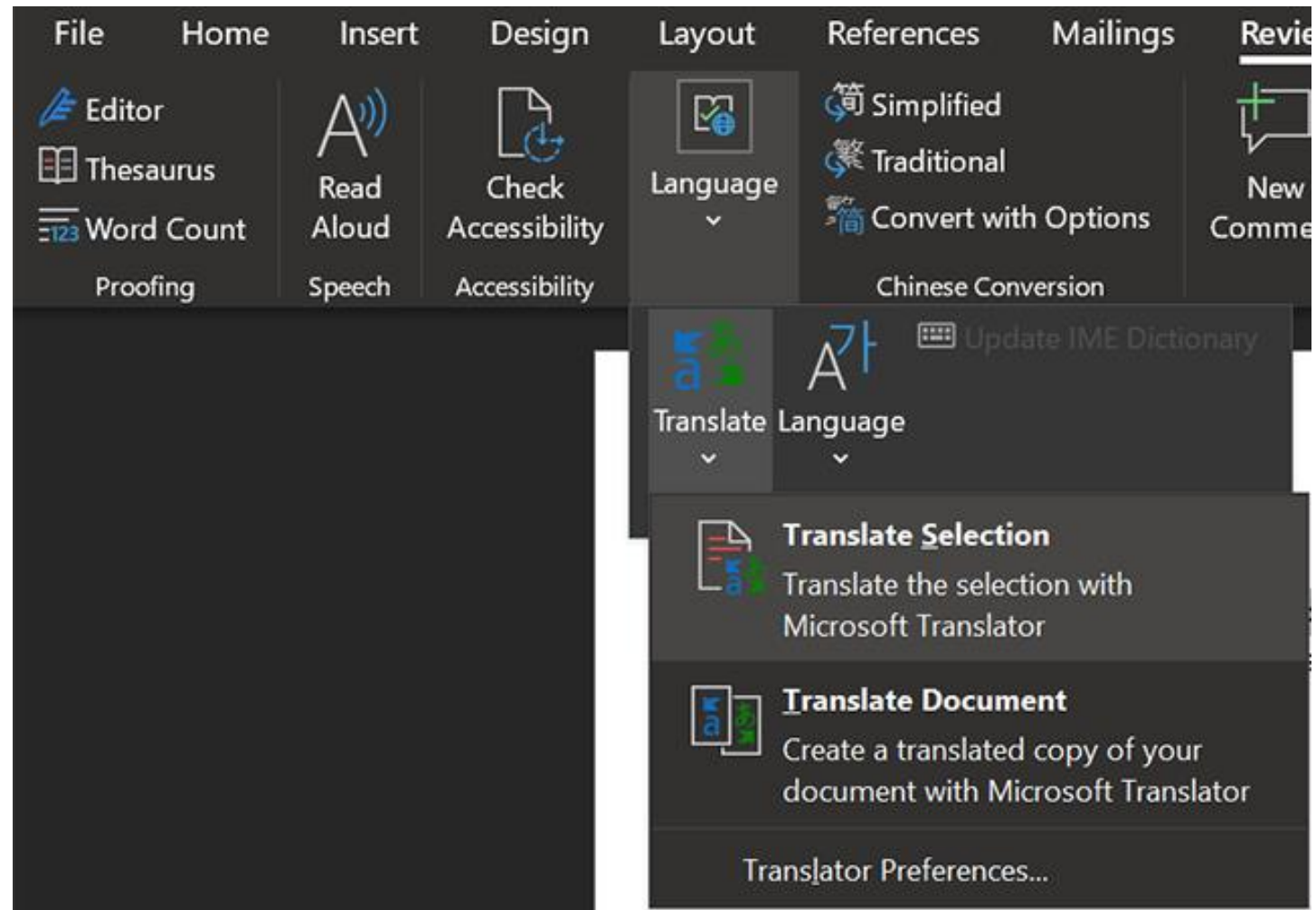**1. How to Translate Selected Text in Word**

If you're only looking to translate certain text or parts of your Word document, you can take advantage of a Word feature that translates only the selected word or text block. This won't touch any other parts of the document.

You can access this selective translation feature by doing the following:

Launch your document in Microsoft Word.

- Find the text YOU want to translate in your document and highlight it using your cursor.
- Switch to the **Review** tab at the top of your screen. Here, select **Language** then click **Translate**, followed by **Translate Selection**.

File	Home	Insert	Design	Layout	References	Mailings	Revie

- Editor
- Thesaurus
- Word Count

Proofing

Read Aloud

Speech

Check Accessibility

Accessibility

Language

簡 Simplified
繁 Traditional
繁簡 Convert with Options

Chinese Conversion

New Comme

Translate Language

⌨ Update IME Dictionary

Translate Selection
Translate the selection with Microsoft Translator

Translate Document
Create a translated copy of your document with Microsoft Translator

Translator Preferences...

A new window with your translations will open on the right side of the screen. In most cases, Word can detect your source language, so all you need to do is select the target language.

Once your text is translated and you're happy with it, click **Insert** to add the translated text into your document.

At the bottom of the translation window, you can view more details about your selected text and words. This includes **the definition of a word**, what it means and its part of speech.

When you've finished translating your text, click **X** in the translation window to close it and get back to your document

How to Translate a Whole Document in Word

If you're looking to translate your entire Word document to another language, there's a feature for that as well. This doesn't require you to select anything in your document; it takes the contents and translates them to your chosen language.

A great aspect of this Word feature is that it won't overwrite your original document. It stays the same, while Word creates a new document for your translated version. This makes sure you preserve the original file.

You can utilize the full document translation feature in Word as follows:

Open your document with Word.

Click the **Review** tab at the top, choose **Language;** select **Translate;** and click **Translate Document.**

On the window on the right, select the source and target language for your document. Then click on **Translate** to start translating your document.
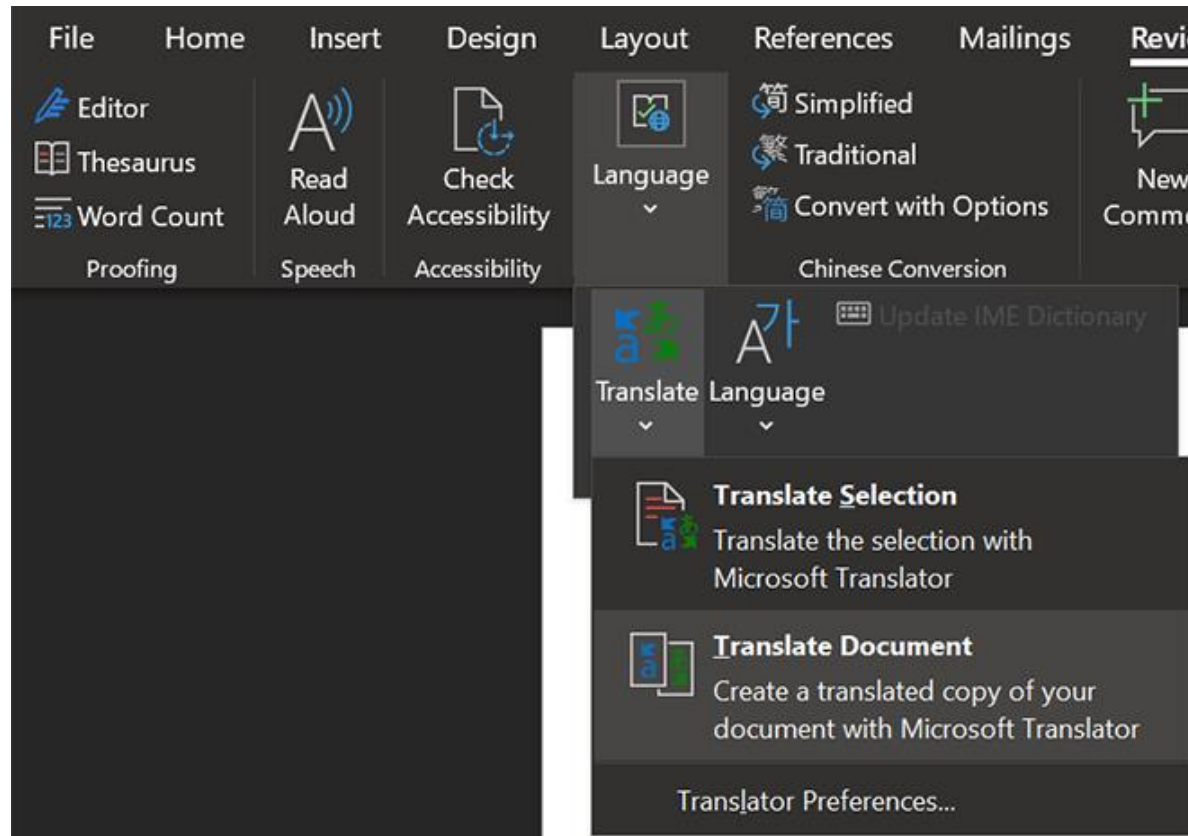
On the window on the right, select the source and target language for your document. Then click on **Translate** to start translating your document.

Word will create and open a new document with your translated text in it. You can save this document by clicking the save icon as normal.