

## 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**

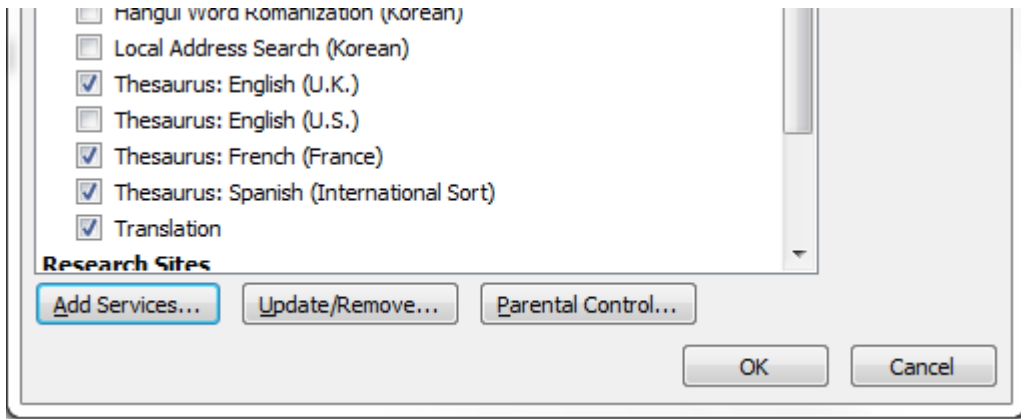


**Step 2:** In the pane that appears on the bottom right, select **Research Options**.



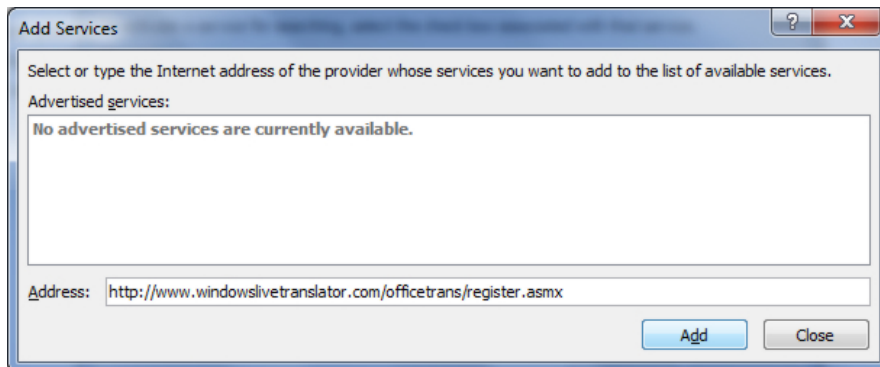
**Step 3:** When the following appears, select **Add Services**



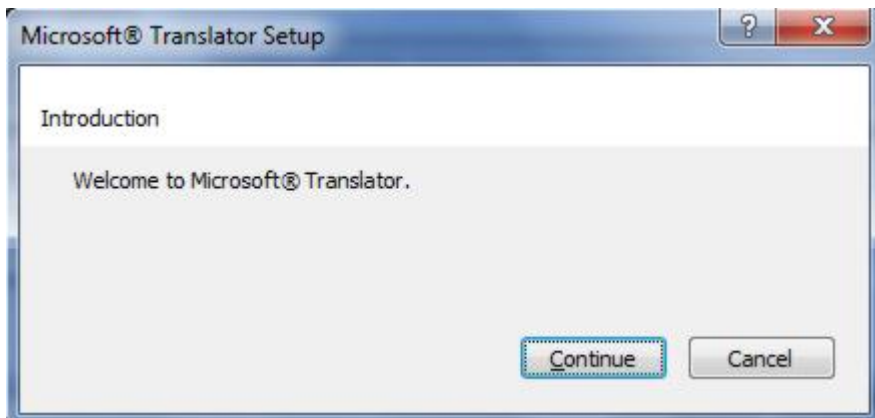


**Step 4:** When the **Add Services** box appears, cut and paste the following into the Address field and click **Add**

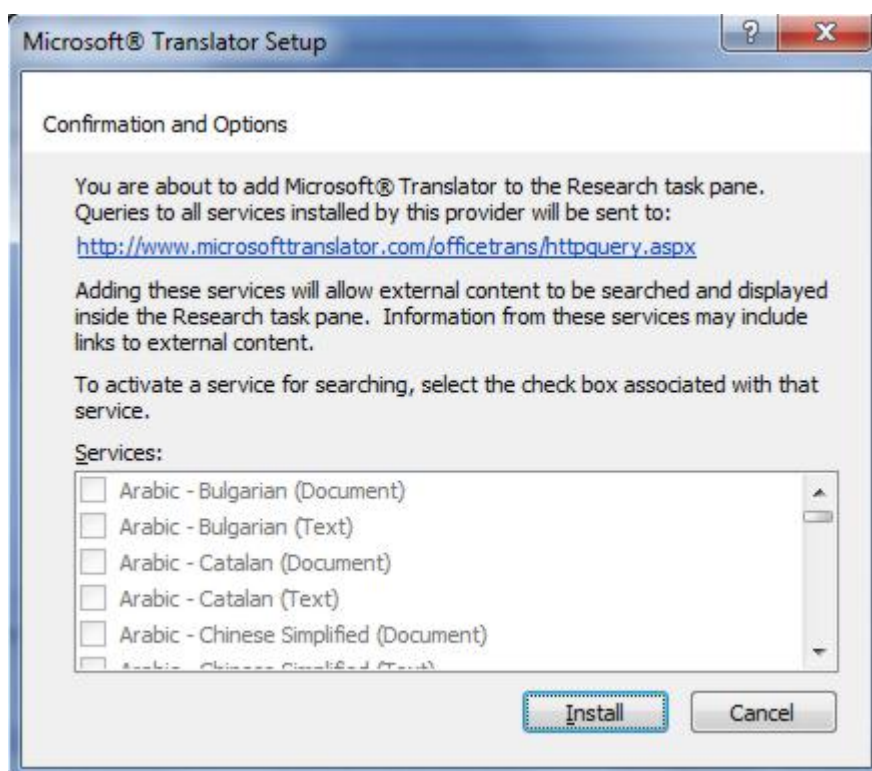
<http://www.windowslivetranslator.com/officetrans/register.aspx>



**Step 5:** When the following appears, select **Continue**.



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



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

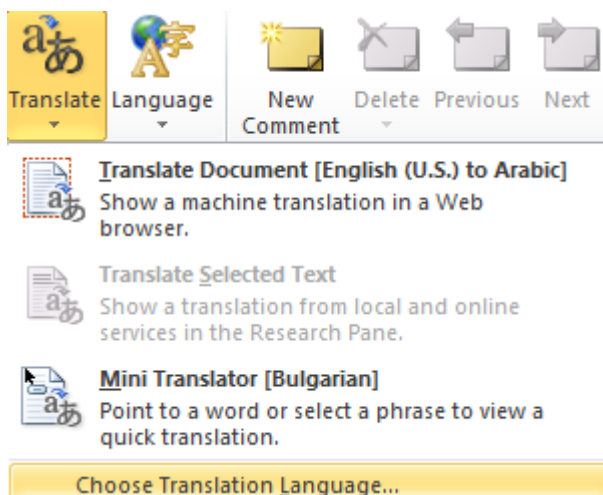
- Outlook, Word, Excel, PowerPoint, OneNote and Visio



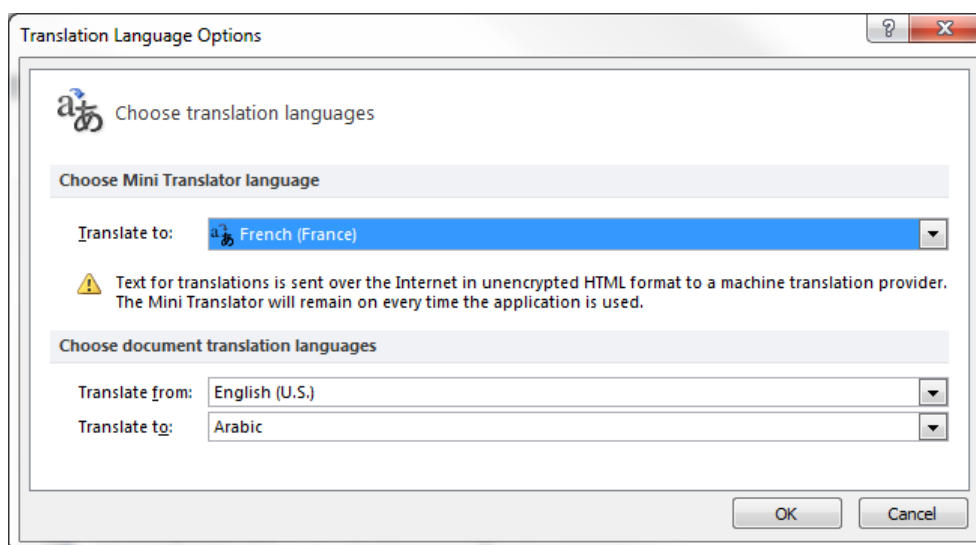
## Setting Welsh as the Translation language

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

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



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



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](#)

