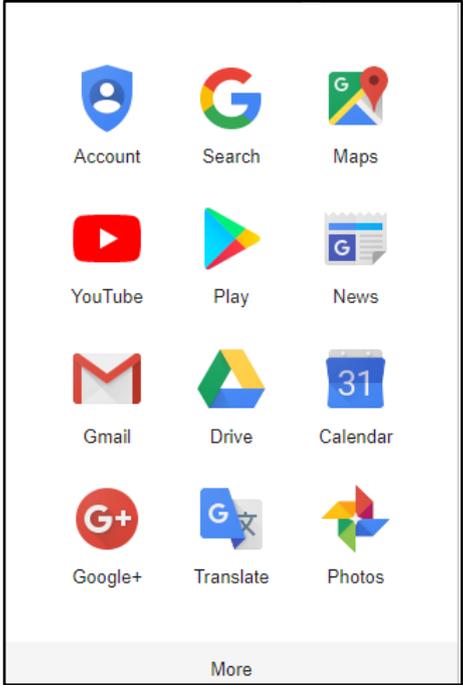
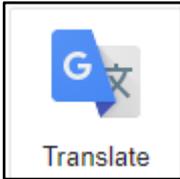
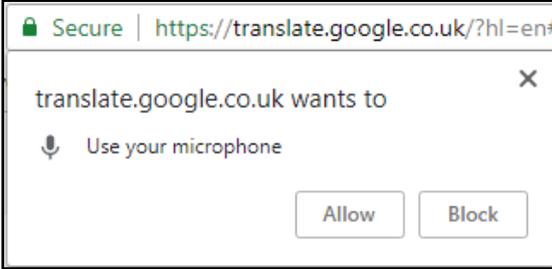
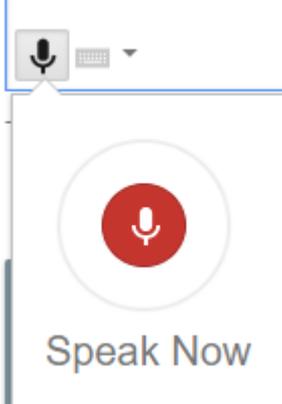


Session Booklet – Google Translate

Google has many other accessible functions, some you can access without the need for an account. Many of you already have accounts, probably without realising. If you have a Gmail account you will automatically have access to these additional functions.

Google Translate		
1	Our first step is to go to Google. If Google is not your search engine then type this web address into your address bar: www.google.co.uk	
Knowledge check – Can you name any other search engines?		
2	Locate the 9 squares at the top right of the page.	
3	<p>Select the 9 squares to view a list of additional functions.</p> <p>Select More at the bottom of the list to display additional options.</p> <p>Some of these options require you to have a Google account.</p> <p>If you have a gmail account that is part of Google so you automatically have a Google account.</p>	
Knowledge Check – What other options are available? Name five.		

4	Locate translate and click on it.	
5	<p>Two boxes will be displayed.</p> <p>In the box on the left Type: Hello my name isinsert your name.</p> <p>Tablet users use your device in landscape rather than portrait.</p>	
6	<p>In the box on the right is the translation into Spanish.</p> <p>Select the drop down arrow to see a selection of languages</p>	
7	Select Latin from the list	
Knowledge check – How many different languages can you translate into?		
8	<p>Locate the Speaker symbol located under where you typed, “Hello my name is”.</p> <p>Click on the speaker, Google will read out what you typed.</p>	
9	Locate the speaker on the translated version to hear what was typed, in the selected language.	

10	<p>You can also say what you want to be translated.</p> <p>Using the box on the left select the microphone symbol next to the speaker.</p>	
11	<p>Google translate will ask for permission to use your microphone.</p> <p>Select Allow</p>	
12	<p>Once the microphone is selected you will see the speak now box.</p> <p>All nearby conversations will be heard and can provide a confusing translation.</p> <p>Speak clearly. Say hello my name is..... Once you have spoken click on the microphone again to turn the microphone off. What you said will have been translated.</p>	
13	<p>Have a go yourself either typing what you want to translate or use the microphone. Try different languages.</p>	
14	<p>Tablet users or mobile phone users you could download the App "Google translate" from your App store. This will give you the option of photographing a word that you want translating. This is especially useful if you are abroad and need to translate a restaurant menu.</p>	
<p>Knowledge check – Is the Google Translate App free?</p>		

<p>15</p>	<p><u>Additional activities</u></p> <p>There are other symbols on the translation.</p> <p>If you click on the pieces of paper the translated text will be copied.</p> <p>You can then paste this text elsewhere.</p> <p>Open a new internet tab,click in the address bar. Press and hold the ctrl button now press the letter V the translated text will be pasted into the address bar.</p> <p>The Star will save the translation as a favourite translation . (This will be possible if you have a Google account).</p>	
<p>15</p>	<p>If you have a document that requires translation this is possible by uploading your document to translate a document.</p>	