

## **MS Word 2007 Translate Text**

Word 2007, you can translate words or phrases from one language to another language.

1. Select (highlight) the word or phrase that you wish to translate.
2. Click Review and in the Proofing group, select Translate.
3. In the Research box that opens on the right side of the screen select Translation. The from list should say English(U.S.). Click the down arrow in the TO list and select the language you want.
4. Click Start Searching.
  
5. To just view the translation of a word, click Review and in the Proofing group, select Translation Screen Tip, select the language you want, then hover the mouse over the word for the translation.
6. To disable the Translation Screen Tip, in the Proofing group, click the Translation Screen Tip button and select Turn Off Translation Screen Tip.

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