BOSS
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How to use translation apps

Name:

Leeds
Older
People's
Forum

Ways you can use Google Translate:

1.Translate written documents

The camera on your Google search bar can be used to translate printed documents and letters. It will also read back to you in any language

2. Translate websites

Set up your phone to translate most websites into any language

3. Keyboard

Set up your keyboard to use in any language

What would you like to learn to do?

Notes:

Exercise 1: Set up Google Translate

Google Translate can be used to speak and type to translate words into most languages.

1. Download Google Translate from the App or Play store

How to download an app

1 Go to your App store or Play store on   Google. (Your App store should be on your
  home page - if it isn't, move it)

2. Search for 'Google Translate' in the search box.

3. Tap 'Install' or 'Get'. Wait for it to download. Press 'skip' if it asks you to add your payment
   details - you don't need to do this for free apps.

4. Go to your home screen and find where the app has downloaded to. Move the app if you
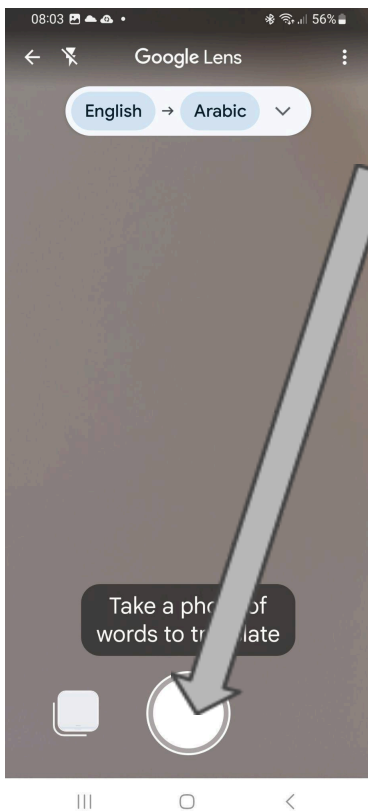   prefer.

Notes:

3.

Exercise 2: How to translate forms, leaflets and letters

1. Open Google and look for the camera on the search bar. It's the square image on the right. If you are using an Apple phone you will need to download Google from the Play store.

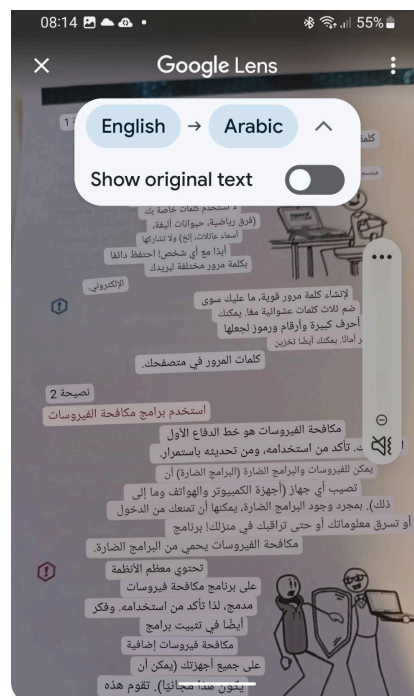2. Tap on the camera and you will see the following:

Tap on the language at the top to choose the language you want to translate from and to

Hold your camera over a document . Make sure you can see all of the document on your screen

Tap the circle at the bottom and try not to move your camera

The words will translate for you

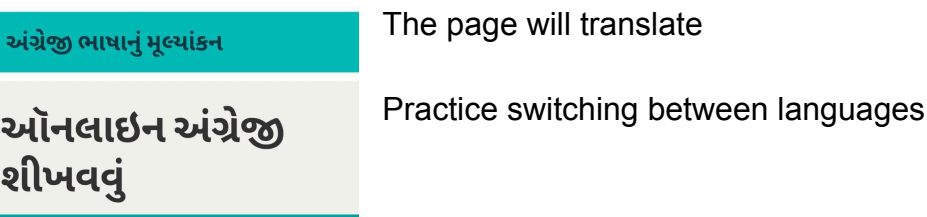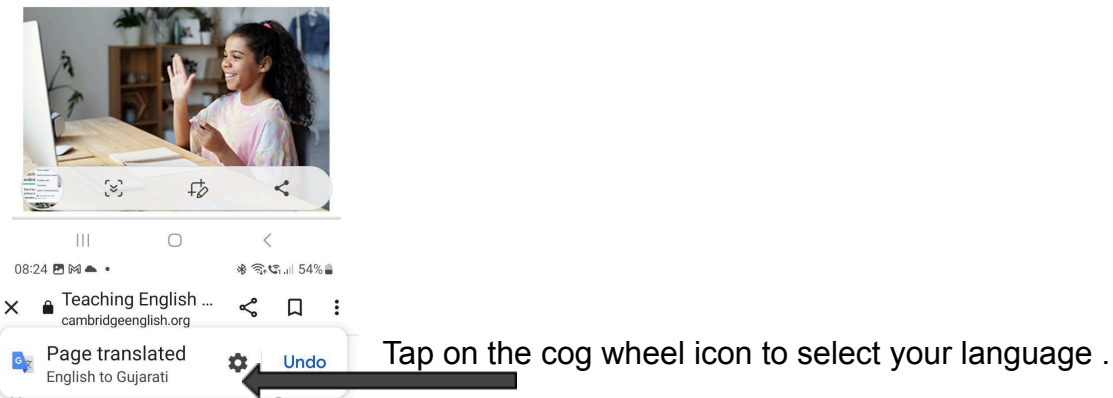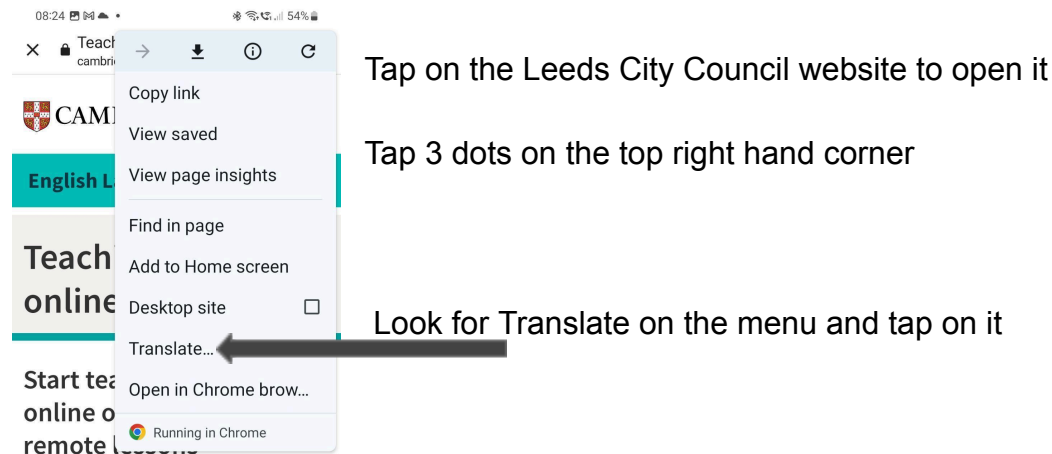Look at the menu options at the bottom of the screen.

You can

Select and copy the text, listen to the text and share the text.
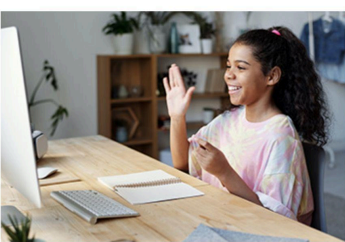
What can you do?
Try it out.

4.

Exercise 3: How to translate a website into other languages using Google

Open Google, tap the search bar and type in **Leeds City Counci**l

Tap on the Leeds City Council website to open it

Tap 3 dots on the top right hand corner

Look for Translate on the menu and tap on it

Tap on the cog wheel icon to select your language .

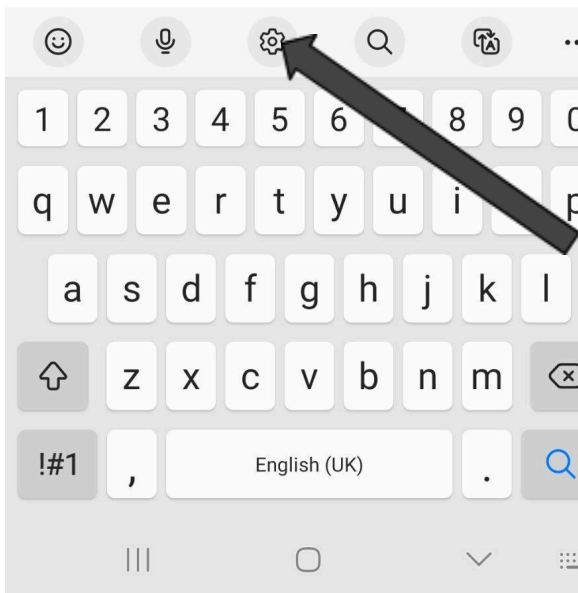The page will translate

Practice switching between languages

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Exercise 4: How to change your keyboard language

You may want to send messages in another language to family and friends. You can set up your keyboard to switch between two languages.

Android phones

Please note these instructions may vary depending on your phone. You may need to write down extra instructions.

1. Tap on Google and open up your keyboard

2. Tap the settings icon on the keyboard. (The cog wheel above the number 5.)

3. Tap languages and types

4. Tap manage input language

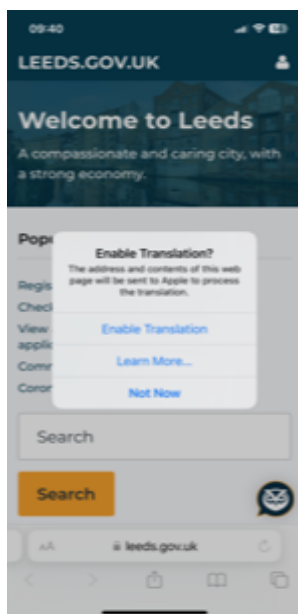5. Search for your language and slide to blue. (You can select more than one language.)

To change languages on your keyboard Swipe the space bar from left to right

Apple phones - how to add a second language

1. Tap on settings app

2. Scroll down and tap on 'General'

3. Select 'Language & Region

4.Tap on "Add Language"

5.Select Your Second Language
Scroll through the list and select the second language you want to add to your device. Choose which language you want as your primary language

6. Confirm Your Selection
Your device is now set up with two languages. You can switch between them by going back to 'Language & Region' in the Settings and selecting the desired language

Apple phones - how to translate a website

Go to Safari - type in **Leeds City Council** website

Look at the bottom left of your screen to find the translate icon (see below). Tap it

Tap 'enable translation' and your website will translate

7.

How to change your keyboard into your preferred language

Open your keyboard. Look for the language icon see image below:

Tap on the icon and you will have the option to switch the language on your keyboard.

Extra Practice.

1. Open up Google Translate. Practice speaking into it and let it translate for you. Try having a conversation in pairs.

2. Find a leaflet. . Use Google Lens to translate it and read back to you

3. Type something into Google Translate and let it translate for you into your chosen language.

Notes: