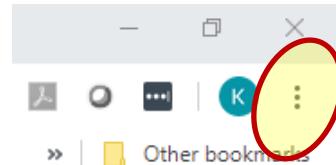


# How To Translate Any Webpage in Google Chrome

\*\* This can be used to translate Skyward pages such as Family Access, New Student Enrollment Applications, and Online Forms.\*\*

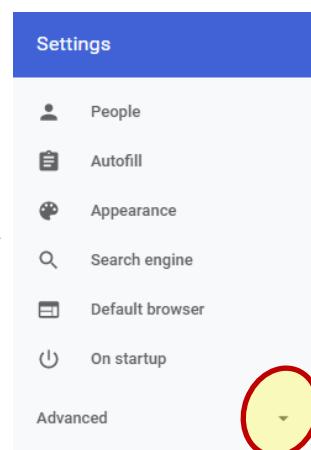
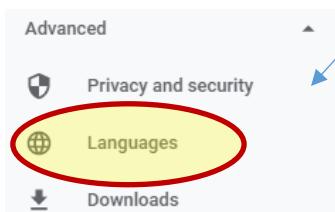
If you use Google Chrome  as your web browser, you can select language settings that will allow you to translate any webpage into any language by simply right-clicking and choosing Translate. These instructions will show you how to change your Google Chrome settings to make this option available.

1. Open Google Chrome and click on the “3 dots” in the upper right corner of your screen.

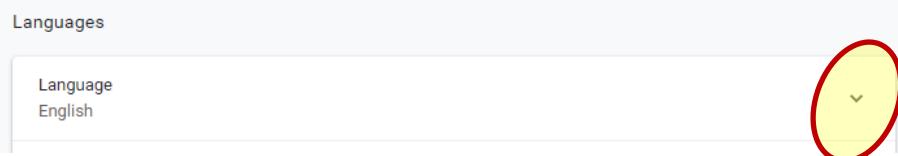


2. From the drop-down box, click **Settings**.

3. In the left menu, click the down arrow next to Advanced. Of the options listed under Advanced, click on **Languages**.



4. At the top/center of your screen, you should see “Language English”; click the down arrow on the right side of this box.



5. Once this box expands, you should see an option in the middle of the page that says “Offer to translate pages that aren’t in a language you read”. If the slider on the right is gray, click on it to turn it on (blue).

Offer to translate pages that aren't in a language you read



6. Your settings are saved and you may exit out of this screen.

7. Open any website, right click anywhere on the screen. A box will pop up with several options listed; click on “Translate to {language}”. Mine said “Translate to English” the first time I did it, but click it anyway.

8. A box will pop up at the top of your screen; click the “Options” button. In the “Translation Language” dropdown, select the language you wish to translate to. Click the “Translate” button.

9. To go back to the original language of the webpage or to select a different language, click the  icon, which appears in the address bar at the top of the webpage. You can choose “Show Original” to go back to English or choose “Options” for other choices.