

# Translate Documents Using Google Translate

You can translate documents up to 10 MB in any of these formats: .docx, .pdf, .pptx, .xlsx. PDF files must be 300 pages or less. To translate more documents or larger documents, [learn about the Cloud Translation API](#)<sup>1</sup>.

**Important:** Document translation isn't available on smaller screens or mobile (cell phones). You can find text in images and scanned .pdf pages in the output document but they aren't translated.

1. In your browser, go to [Google Translate](#)<sup>2</sup>.
2. At the top, click **Documents**.
3. Choose the languages to translate to and from.
4. To automatically set the original language of a document, click **Detect language**.
5. Click the blue **Browse your computer** button.
6. Select the file you want to translate.
7. Click **Translate** and wait for the document to finish translating.
8. Click **Download translation** to download your translated document.
9. Get more information at [Translate documents & websites - Computer - Google Translate Help](#)<sup>3</sup>.

# Translate Documents using Microsoft Translator

1. Open document in Word.
2. Select **Review > Language > Translate > Translate Document**.
3. Select a language to conduct the translation.
4. Select **Translate**. A copy of the translated document will open in a separate window.
5. Select **OK** in the original window to close translator.
6. Get more information at [Microsoft Translator for Personal Use - Microsoft Translator](#)<sup>4</sup>.

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<sup>1</sup> <https://cloud.google.com/translate>

<sup>2</sup> <https://cloud.google.com/translate>

<sup>3</sup> <https://support.google.com/translate/answer/2534559?hl=en&co=GENIE.Platform%3DDesktop&oco=1>

<sup>4</sup> <https://www.microsoft.com/en-us/translator/personal/>