

# Instructions for translating text on Google Docs

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Google Docs now supports a document translation tool, in addition to the dictionary tool on Google Docs. With this Google Docs translation tool, you can switch to the many different languages ??the app supports. Then you have a brand new Docs document in the new language we have translated into. The following article will guide you to use the text translation tool on Google Docs.

## How to translate text on Google Docs

### Step 1:

First, you open the Google Docs document that you want to translate into another language. At the Docs interface, click on **the Tools item** above the interface as shown.

Picture 1 of Instructions for translating text on Google Docs

### Step 2:

Displaying the list of tools on Google Docs, we click on **the Document Translation tool** .

Picture 2 of Instructions for translating text on Google Docs

### Step 3:

Now the user clicks on **the Select language button** and selects the language you want to translate the text into in the list of languages ??displayed below as shown.

Picture 3 of Instructions for translating text on Google Docs

After selecting the language, **click Translate** to proceed with translating the document into another language.

Picture 4 of Instructions for translating text on Google Docs

### Step 4:

Google Docs will create a copy of the document in the new language we have selected. Each language will create a different document copy for you to easily use the document as well as compare or serve a certain purpose.

### Picture 5 of Instructions for translating text on Google Docs

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