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| **What language barrier? Find improved tools for translation in Word**  Word 2010 has great tools for anyone who’s ever worked with someone—a coworker, customer, or entire market segment—who speaks a language different than their own. And when working in a second or third language, it really helps to have easy translation options readily available.  **Using Translation Tools in Word 2010** | |
| Translate a word, phrase, whole paragraphs, or even the entire document into a different language with Word 2010’s translation tools. | |
| *Step by Step:* |  |
| 1. Start with a Word document you’d like to translate, and decide how much you need translated. |  |
| 1. On the **Review** tab of the Ribbon, in the **Language** group, click **Translate**. You see the following options: **Translate Document**, **Translate Selected Text**, and **Mini Translator**.  * **Translate Document** takes you out of Word and into the browser, where you see an instant machine-generated translation of your document. |
| * The **Translate Selected Text** option opens the Research pane that you may know from earlier versions of Word. You see translations in the Research pane and can easily change translation languages for the selection. | |
| * Finally, the improved **Mini Translator** allows you to point to a word and view an instant translation in a screen tip.   To enable the Mini Translator, on the **Review** tab, click **Translate** and then click **Mini Translator**. You will be automatically prompted to select a translation language. | |
| **Note**: Get extra help from the Mini Translator for English as a second language. Click the green arrow icon, as shown in this image, for English text-to-speech playback of your selected term. | |

Check out the translation tools in Excel 2010, OneNote 2010, PowerPoint 2010, Publisher 2010 and Outlook 2010 to help you overcome communication barriers today!