

How to Translate Training Content

TRANSLATE TRAINING
CONTENT (POWERPOINT,
WORD, PDF) INTO MULTIPLE
LANGUAGES

An Explanation



All training material of the Scouts4GreenApp Curriculum is available in English. To use it for national training, you are free to adapt and translate it. To make this easy, you can apply AI for automated translations. This handout shows you how.

POWERPOINT PRESENTATIONS

Built-in PowerPoint Translation

Translate Specific Text:

- Open your PowerPoint file.
- Highlight the text box or content you want to translate.
- Go to the Review tab and select Translate.
- Choose the target language and click Insert to replace the text with the translation.

Translate the Entire Presentation:

- Use AI add-ins such as Plus AI or SlideSpeak.
- Install the add-in from the Home tab or Add-ins menu.
- Choose the language and select "Translate" or "Rewrite all slides."
- The tool will translate all slides and preserve your layout and design.

Using Copilot (Microsoft 365):

- Click the Copilot button from the Home tab.
- Select your target language and click Translate. The entire presentation will be translated automatically.

Using Online Tools

Google Translate:

- Go to Google Translate (web).
- Select the "Documents" tab and upload your PowerPoint file (.ppt or .pptx).
- Choose source and target languages, then click Translate.
- Download the translated file and review for formatting issues.

Translation Management Systems:

- For frequent or bulk translation, use tools like Centus or Pairaphrase.
- These platforms allow you to upload presentations, auto-translate, and then refine translations while preserving formatting.

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WORD DOCUMENTS

Built-in Translator:

- Open your document.
- Go to the Review tab and select Translate.
- Choose to translate the whole document or selected text.
- Pick your target language and insert the translation.

Online Translators:

- Upload your Word document to Google Translate's "Documents" tab or similar services.
- Download the translated version and check formatting.

Add-ins and AI Tools:

- Use add-ins like MTrans for Office, which support bulk translation and maintain formatting.

PDF DOCUMENTS

Online PDF Translators:

- Use online tools (e.g., Google Translate, DeepL, or dedicated PDF translation services).
- Upload your PDF, select the target language, and download the translated version.
- Note: Formatting may require manual adjustment after translation.

Convert PDF to Word First:

- Convert your PDF to Word using Adobe Acrobat or free online converters.
- Translate the Word file as above, then save/export back to PDF.

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TIPS FOR EFFECTIVE TRANSLATION

- **Preserve Formatting:** Use tools/add-ins that maintain slide or document layout to minimize reformatting work.
- **Review and Edit:** Always review automated translations for accuracy and clarity, especially for technical or specialized content.
- **Glossaries:** For consistent terminology, create a glossary of key terms and share it with translators or use tools that support glossaries.
- **Dual Language Slides:** For mixed-language audiences, consider displaying both languages side-by-side on slides.
- **Data Security:** Use reputable translation tools that ensure your data is handled securely and confidentially.