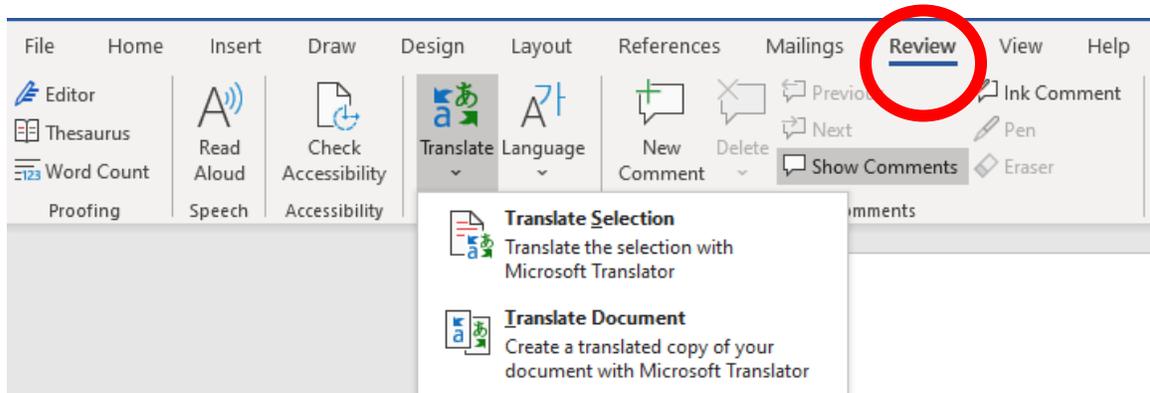


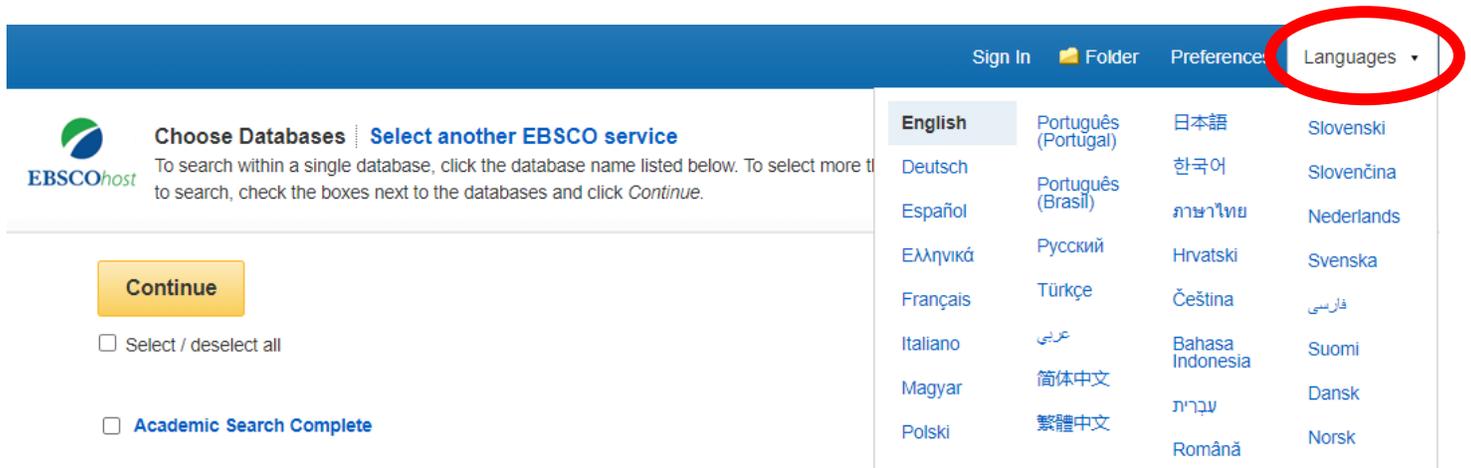
# HOW TO USE TRANSLATION TOOLS

Translate a selection or a whole file in Word, Excel, or PowerPoint by following these simple instructions:

- **Select Review → Translate → Translate Document.**
- **Select the language you need.**
- **Select Translate. A separate window will open with the translation.**

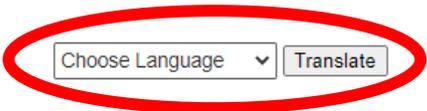


Many Databases allow you to translate the webpage or articles to a wide selection of languages. Here is an example from EBSCO (one of our most widely used databases):



Simply click on Languages on the blue bar and select the language you would like to translate to. The webpage will automatically translate to that

**You can also translate an article by choosing a language and then clicking Translate. This tool is usually found right above most articles. You can also find the Translate tool under Tools on the right-hand side of most articles.**



## A PATIENT'S QUARANTINE DIARY I SURVIVED THE CORONAVIRUS

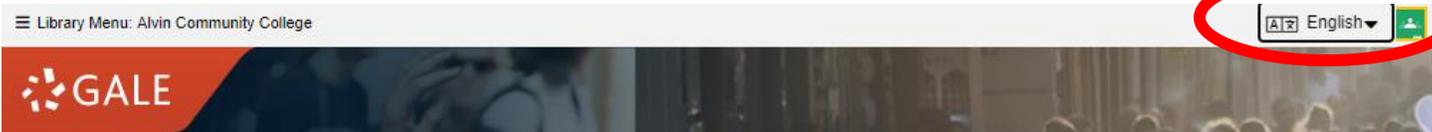


### Tools

- Google Drive
- Add to folder
- Print
- E-mail
- Save
- Cite
- Export
- Create Note
- Permalink
- Listen
- Translate



**GALE has similar translation tools. Just like in EBSCO, you can translate the webpage or translate an article by using the tools you see below.**



respiratory syndrome **coronavirus** 2 and determined that its dynamic aerosol severe acute respiratory syndrome and Middle East respiratory syndrome performed experiments only once in each of several laboratories, our findings and virion integrity for up to 16 hours in respirable-sized aerosols.

**Please contact your ACC librarians if you need additional assistance. Contact information can be found on the Library webpage.**