

User guide

The UOC's online machine translation service can **translate short texts or files** in a range of formats. The languages available are Basque, Catalan, English, French, Galician, German, Italian, Occitan, Portuguese and Spanish.

The translations produced should be considered to be **drafts** and **need to be carefully revised**.

To translate short texts:

1. Select the source and target languages from the dropdown menus.
2. Enter the text you want to translate in the box on the left, or copy and paste it in.
3. Click on *Translate*.
4. The translation will appear in the box on the right.

To translate files:

1. Click on the *Document* tab.
2. Drag and drop files or click on *Select files*.
The formats available are DOC, DOCM, DOCX, DOT, DOTM, DOTX, HTML, ODS, ODT, PPT, PPTX, RTF, TXT, XLS, XLSM and XLSX. All the files in a ZIP file are translated and returned in another ZIP file.
3. You can add more files by clicking on *Add more files*.
4. Confirm the source and target languages, and click on *Translate*.
5. The translation usually takes around ten seconds. Once completed, you will see it at the top of your list of translations and can choose to download or delete it.
Translations remain available for download for seven days.

If you have any issues with the service or comments on the quality of the translations, contact the **Help Service**. The steps required vary depending on your profile:

- Teaching staff: *Technical problems / Classroom tools (forums, wikis, LANGblog, etc)*
- Students: *Campus tools*
- Administrative staff: *Technology / Virtual Campus applications (classroom, teaching tools, etc...)*