Supporting people with the digital skills to access digital translation tools

How to use this document

These resources have been collated to support you alongside Digital Communities Wales: Digital Confidence, Health and Well-being (DCW) training.

We have included webpages within this document that contain helpful information for supporting others. We have included these as links in this document. Look out for the **pink link symbol,** which you can select with your curser or finger, to open and view the link.

If you are viewing a printed resource, either type the website address into a web-browser or scan the QR code to open the webpage.

How to scan a QR code

1. Open your QR code app on your device. On many modern smart phones, this is your camera app.
2. Point the camera at the QR code and ensure all of the code is in the frame.
3. Look at your screen to see if a website link has appeared. If it has, touch it with your finger and it will open the website!

Helping people with digital translation tools

One of the benefits of being online is the growth in translation technology. Meaning that many online services can be accessed in different languages and conversations between people can be supported by apps that offer instantaneous translation.

There are a number of transferable digital skills associated with using translation tools. It is important to be aware of these when supporting someone to use a digital translator:

- Using a digital device, such as a phone or laptop.
- Downloading apps and using the official app store for a device.
- Using apps.
- Navigating a web browser, particularly web browser extensions

Providing opportunities to learn

It is important that we find opportunities to learn the transferable digital skills associated with using digital translation tools. These may only require informal support, such as showing someone a translation app. But perhaps it would be beneficial to consider what guides exist online, or what you could create, to save repeating yourself.

Exposure to translation tools can make other online opportunities possible for some, so it would be worthwhile considering how translation tools can be applied in a variety of online circumstances.

Using a device

Foundation digital skills are the skills required to use a device effectively, or to understand digital concepts, like an app or an internet browser, and how to interact with them. Use interactive features such as games to make the experience more enjoyable.

Navigating a web-browser

A web browser allows you to access different websites on your device. Most deceives will have their own web browser, depending on their operating system.

SCAN ME

www.learnmyway.com

Common useful tools, like bookmarking, using private browsing or saving passwords on your personal web browser are part of many standardised browser tools that are useful to learn. Platforms like Learn My Way, or informal demonstrations when helping someone, are great opportunities to learn these incidental skills.

Downloading apps

Apps are available on many devices, and they allow us to access an online service or shop directly. Only use the official app downloaded from your device's app store.

Translation tools

Popular **web browsers** have translation plugins you can use to automatically translate website text into your preferred language.

Google Chrome guidance

SCAN ME

https://bit.ly/4hmgoGm

Microsoft Edge guidance

SCAN ME

https://bit.ly/4jkW75t

These translator tools are built into Chrome or Edge, so you can start using them right away!

Translation apps are also popular options for many handheld devices, such as a smartphone. They can facilitate conversations, and even translate text on important documents using your device's camera.
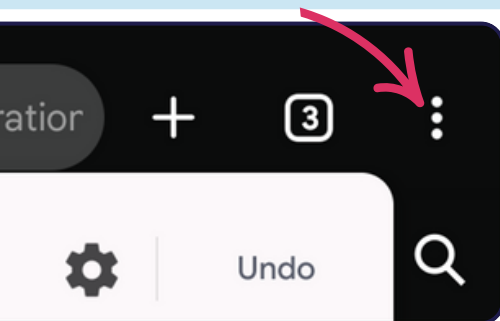
On your device's app store, search for popular translation apps such as:

- Microsoft Translator
- Google Translate.

Accessing Google Chrome translation

Before reading further, it is worth noting that different devices may operate different versions of Google Chrome, and therefore our guidance can only be taken as general steps. Use the official guides linked in this document for further information.

To access the built-in translation tool on Google Chrome, firstly, you will need to select the three dots to open your options menu on your web-browser.

ratior + 3 :

⚙ Undo 🔍

Selecting the three dots will open the options menu. Towards the bottom of the menu, you will see a **Translate** option. Select this to continue.

By selecting **Translate**, you will bring up a translation menu, allowing you to select **settings** and **more languages**.

Desktop site

Translate...

Open in Chrome browser

G Page translated
English to Albanian

More languages

Depending on the device you use, you will see slightly different options for switching between languages, but they all have the same function.
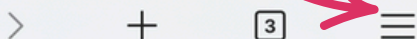
Accessing Microsoft Edge translation

Before reading further, it is worth noting that different devices may operate different versions of Microsoft Edge, and therefore our guidance can only be taken as general steps. Use the official guides linked in this document for further information.

To access the built-in translation tool on Microsoft Edge, firstly, you will need to select the web browser **settings** button, which often uses a symbol made up of three lines.
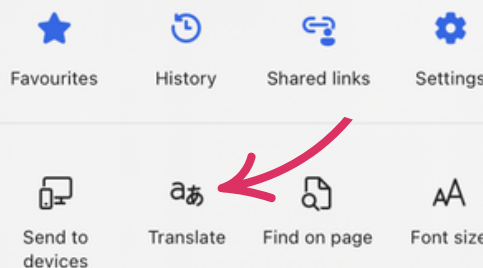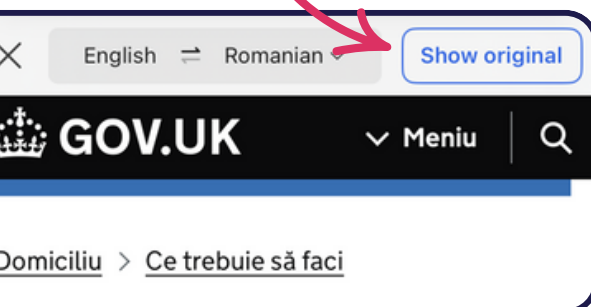
ccess to your eVisa you need to
a UK Visas and Immigration (UKVI)
t.

u have access to your eVisa, you
in to your UKVI account to view

> + 3 ≡

On settings, look for the **translate** button and select it to continue. Note you may have more than one page to navigate through.

A new menu will appear at the top of the webpage. You can select your preferred language by selecting the **show original** button.

★ Favourites   History   Shared links   Settings

a あ
Send to devices   Translate   Find on page   Font size

English ⇌ Romanian   Show original

GOV.UK   ∨ Meniu   🔍

Domiciliu > Ce trebuie să faci

Depending on the device you use, you will see slightly different options for switching between languages, but they all have the same function.
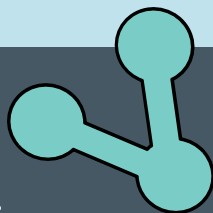
Use existing support networks

Whilst digital translation tools can be an incredibly useful resource, they are not guaranteed to be accurate. They are also not an appropriate replacement for a translator.

Our guide provides some useful starting points for talking about digital skills. Even just inspiring someone to take an interest in using digital devices more often is a great start.

There are many support networks out there that you can utilise to embed digital inclusion for the longer term. Together, we can make sustainable change and increase digital inclusion.

What next?

To find out more about our support, get in touch:

🌐 digitalcommunities.gov.wales/contact-us/ 🔗

📱 0300 111 5050   Find us on 𝕏 f 🦋