


**T****ILET**

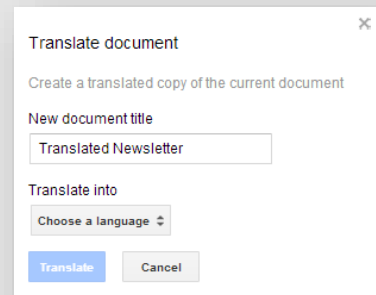


**T****R****I****N****I****N****I****N****G**

### Did you know...

You can natively translate a Google Doc into 64 possible languages?

1. In the Google Doc you want to translate, go to the 'Tools' menu, and select 'Translate Document.'
2. Type in the new document title, choose a language, and click 'Translate.'
3. A translated copy of your document will be created in your Google Drive.



As with any translation tool, never blindly translate your text, especially if it's for something particularly important. With that said, this tool has greatly improved over the years and continues to do so.

Remember...all 'Toilet Trainings' & 'Tech Tip Videos' are archived at  
[InstructionalTech101.weebly.com](http://InstructionalTech101.weebly.com)  
OR use the QR Code on your smartphone to access.