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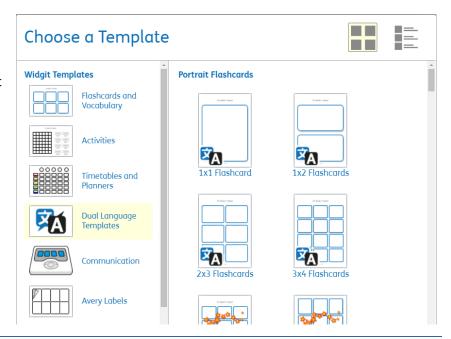
# **How to Use the Dual Language Feature**

The Dual Language Feature Pack is automatically available in Standard, Plus and Pro subscriptions. In Home and Basic subscriptions, the Dual Language Feature is available to purchase through the Extras section (see separate guide for more information on extras).

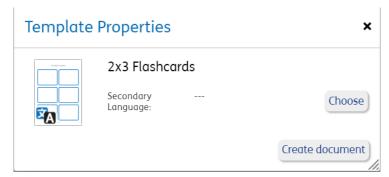
The pack contains templates that enable the creation of dual language resources with access to automatic translation.

#### **Creating a Dual Language Resource**

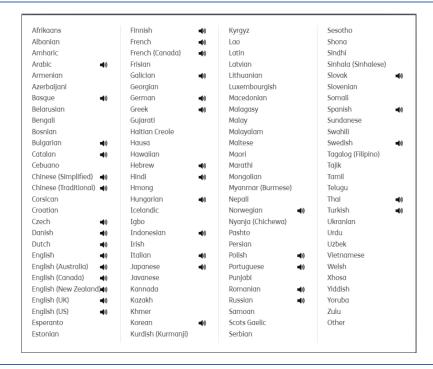
1. Click to Create from a **Template** and then select **Dual Language Templates** from the left-hand side. Next , select one of the available templates to open it in the editor.



2. You will see the **Template** Properties pop-up, where you can choose your Secondary Language. Click **Choose** to select from the full available list.



3. Click your chosen language.



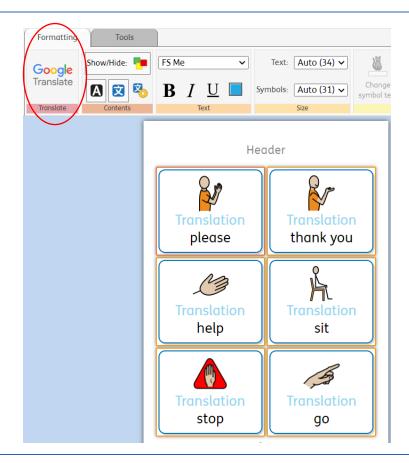
4. Click Create document.



5. You will now be in the template document. Click to fill in the required text in English. Symbolisation will automatically happen.



 Select the cells you wish to translate. In the Formatting tab, click the Google Translate button.



7. The system will translate and then add the text into the blue sections.



You can now save your document.



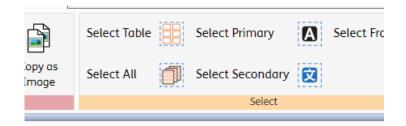
## Formatting/ Editing a Dual Language Document.

You can quickly and easily edit your document, to change the styling of the different elements.

 In the Tools Tab you can select Frames, Tables , the Primary Language or the Secondary Language , for editing.



As an example, click to Select Secondary. You will see the boxes highlighted.

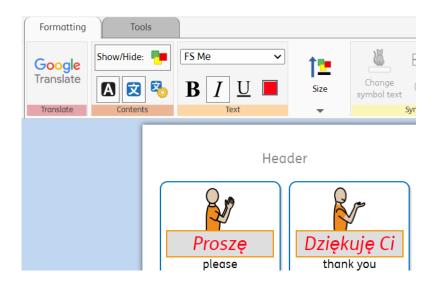


Header





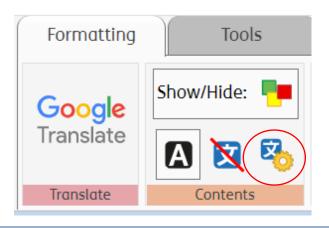
3. Click back onto the Formatting Tab to change font, size, colour etc



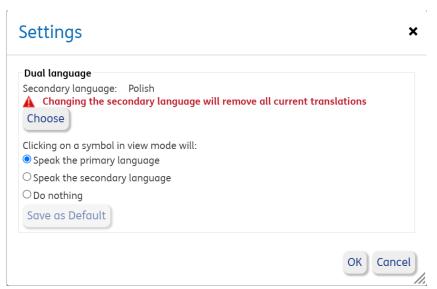
#### **Changing the Secondary Language.**

You can also quickly change the language, enabling you to create the same resource in multiple languages, with just 5 simple clicks. This is especially useful when making key cards, and classroom labels.

1. In an open document click on the Language Settings Cog.



 You will see the Settings popup. Click Choose and then select the language, as you did when creating the original resource. Click OK.



3. Click the Google Translate button to retranslate the document.



**4. Save** the document in the new language.



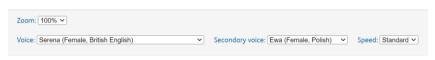
## Listen to the Text in a Dual Language Document.

It is possible to hear a document read out loud from the view screen. This could be useful when, for example, an adult is working 1:1 with a child.

 In the home screen click View to view the document.



2. At the top of the page you will see the **options** available for the voices (not every language in Google translate has a speech option). You can change any element with a **drop-down box**.



3. Click in either the Primary or Secondary Language text to hear it spoken aloud.

