

How to use Traducelo Ahora

Register:

1. Go to www.traduceloahora.org
2. Click *Sign in* at the top right of the page
3. Click *Registration page* near the bottom of the next page
4. Enter your information. Put Literacy Council of Northern Virginia in the *School/Organization* field. The project passcode is *vatraduceloahora*.
5. Create a User ID and password.
6. Click *Submit*
7. Please allow 20-30 minutes for your registration to process

To translate a webpage:

1. Sign in using your User ID and password
2. Enter the URL (web address) of the site you want translated.
3. Click *Translate*

To send an email:

1. Your email address must be registered through the www.traduceloahora.org website. People receiving the email do not need to be registered, but people sending or replying do in order to use the service.
2. Type out your email as you normally would. Include all recipient addresses in the **To:** and **CC:** fields.
3. Be sure to include the email address traduce@us.ibm.com in either the **To:** or **CC:** field. This step must be completed in order for the email to be translated.
4. It should take about 5 minutes for the recipients to receive the translated email, which will also include a copy in the original language.

Considerations

Web translations:

- a) can only translate HTML
- b) cannot translate text that is part of an image
- c) cannot translate MS Word or PDF documents

Email translations:

- a) Maximum length of email translation is about 30,000 characters (5-8 pages)
- b) Misspellings may cause poor translations.
- c) Copies of emails and translations are retained on IBM servers.