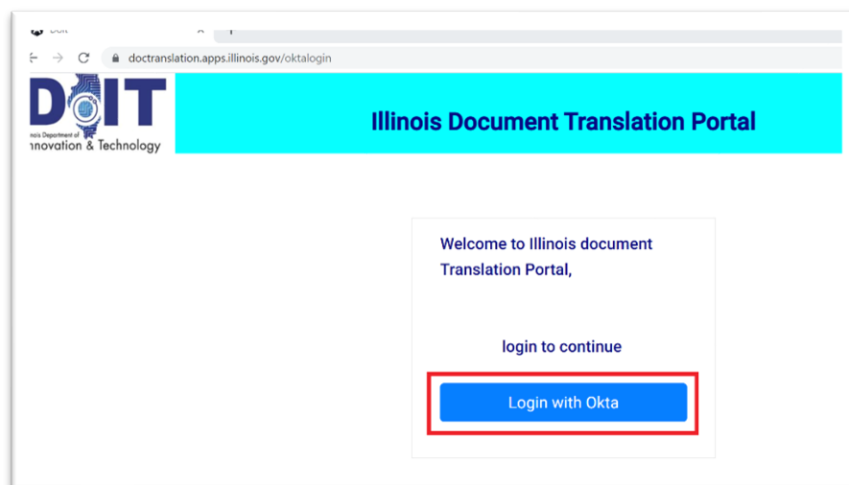


Illinois Document Translation Portal: User's Guide

Overview

The Department of Innovation and Technology is pleased to offer the Illinois Document Translation Portal (IDTP). This web-based service utilizes Google Machine Learning technology and allows agencies to quickly translate English documents into foreign languages. The portal accepts most common document types and can perform translations in seconds. This guide provides all the information you need to get started. [Getting Started](#)

- 1) Login to the Portal:
 - a. Navigate to: <https://doctranslation.apps.illinois.gov/>
 - b. Click on **Login with OKTA button**.



- c. Enter your Active Directory Credentials and click **Sign In button**.

ILLINOIS.gov

Sign In

Username
First.Last@illinois.gov

Password
.....

Remember me

Sign In

Need help signing in?

- 2) Upon login you will be on the primary user interface. Click on the **Upload** button to translate your first document.

Illinois DOT | quantiphi | Translation Solutions

Log Out

DOIT
Illinois Department of Innovation & Technology

Please upload a document by clicking upload button.

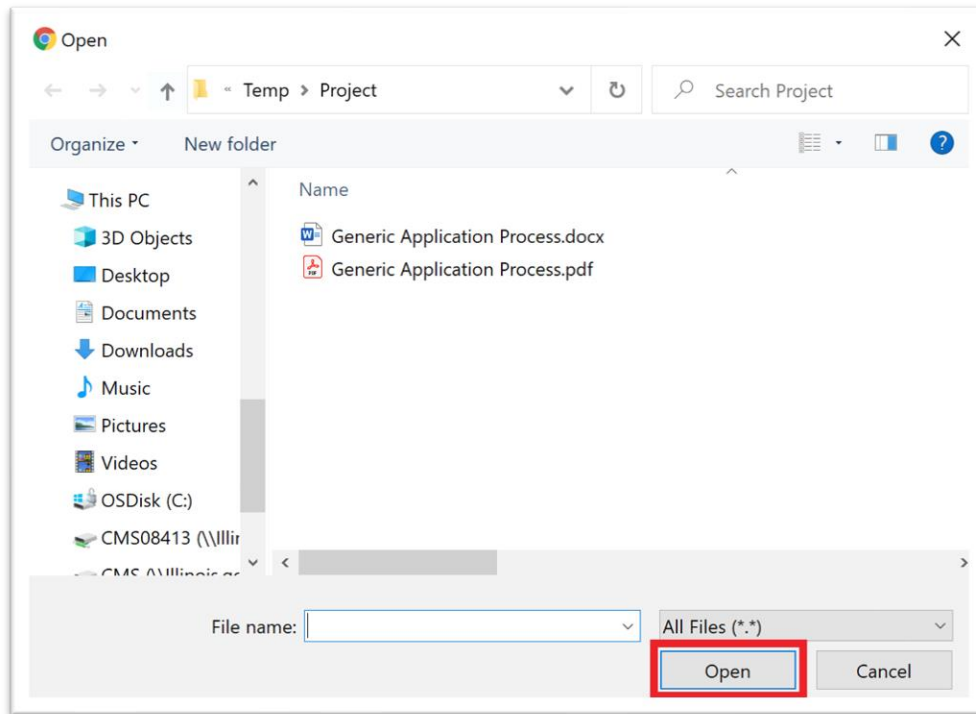
Upload

FROM English TO Select Language Translate

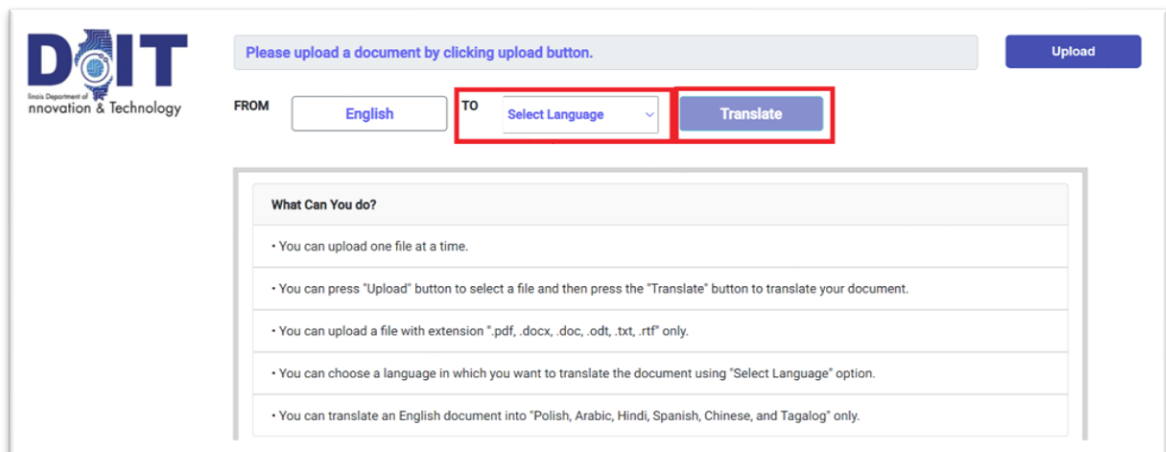
What Can You do?

- You can upload one file at a time.
- You can press "Upload" button to select a file and then press the "Translate" button to translate your document.
- You can upload a file with extension *.pdf, .docx, .doc, .odt, .txt, .rtf* only.
- You can choose a language in which you want to translate the document using "Select Language" option.
- You can translate an English document into *Polish, Arabic, Hindi, Spanish, Chinese, and Tagalog* only.

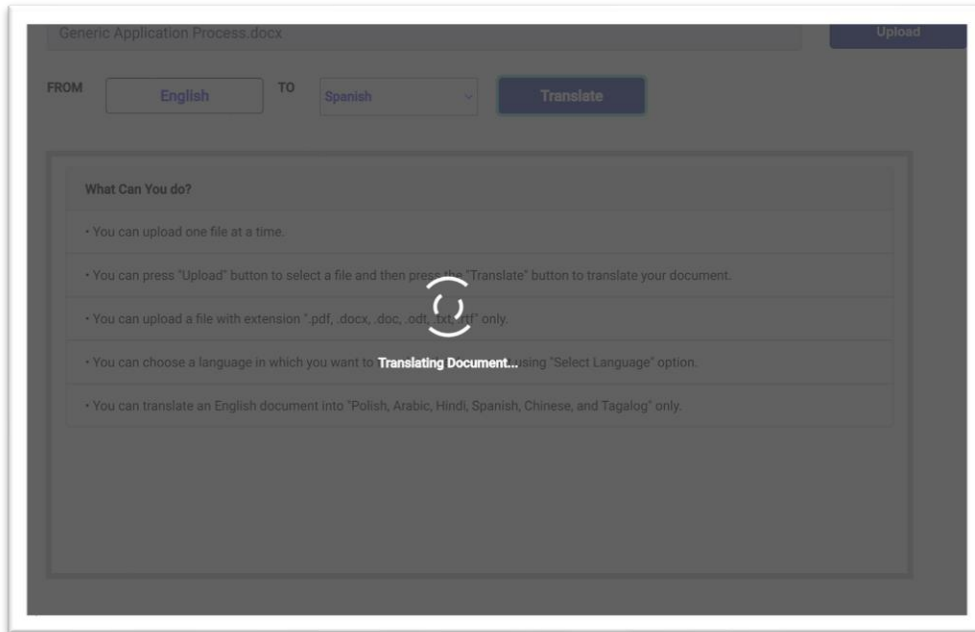
3) Select which document from your computer you would like to upload and click the Open button.



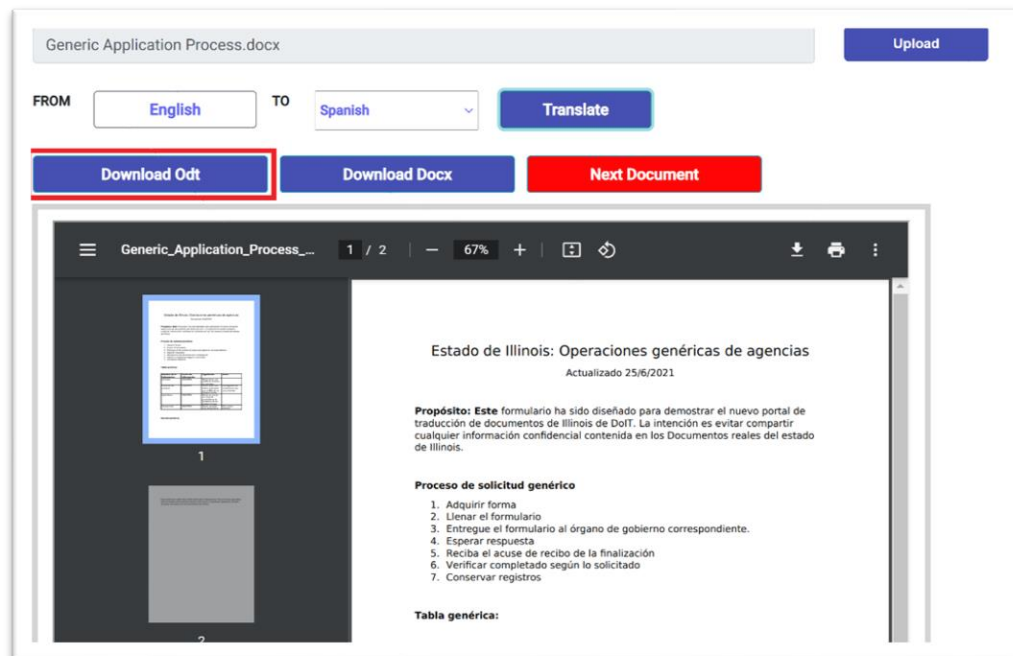
4) Select which language you wish to translate to from the drop-down menu and click on **Translate** button.



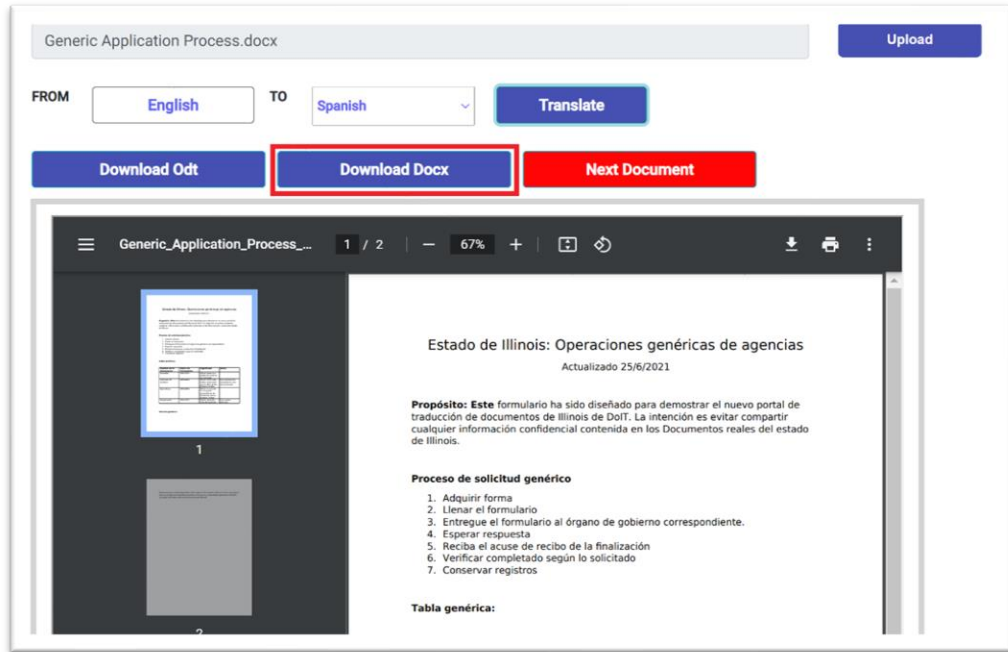
- 5) While translating, the screen will gray out and not be available. Translations take from several seconds, to several minutes depending how large the source document is.




- 6) When completed your translated document will be presented with several output options:
- You can Download the translated document as an **ODT File** by selecting the **Download ODT button**.

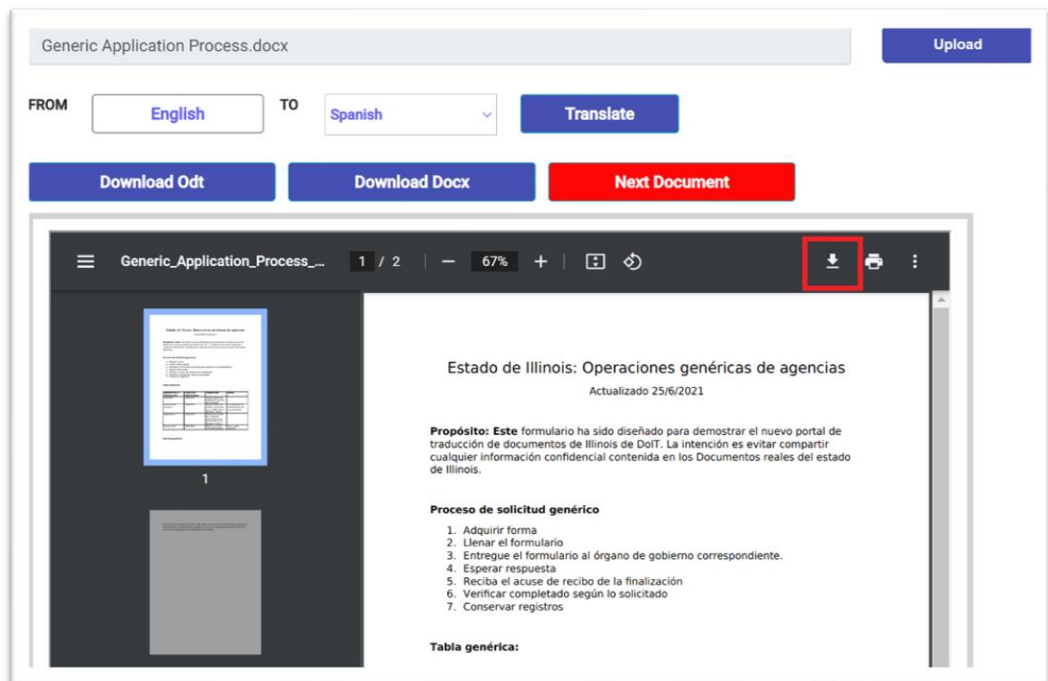


- b. You can save as a Microsoft word file by selecting **Download DOCX** button.

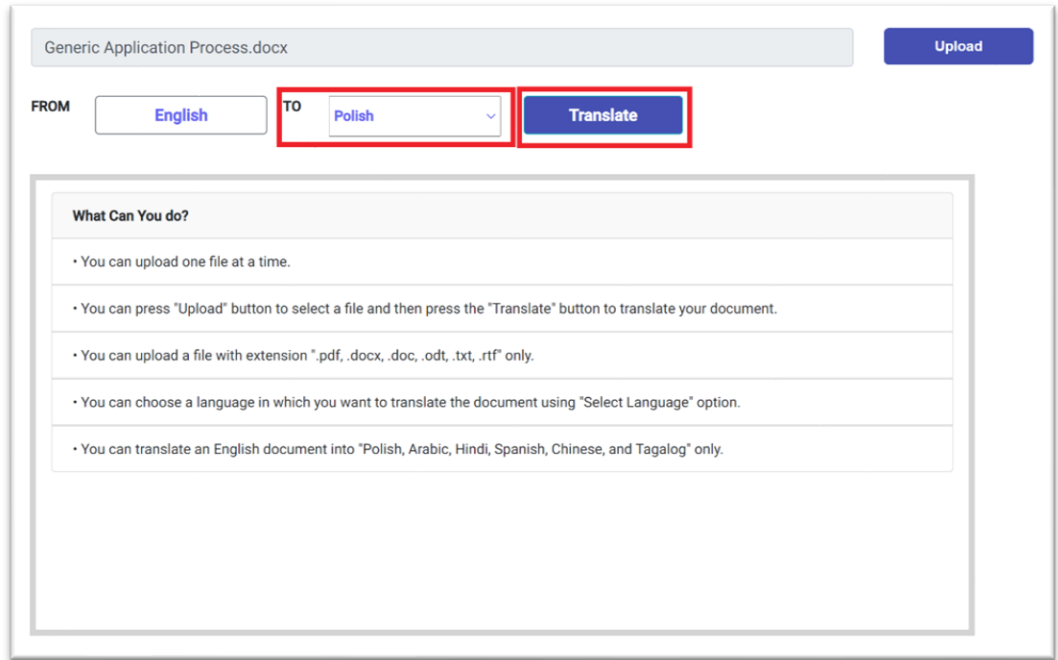


Note: If your source document is a PDF, the DOCX option will not be available

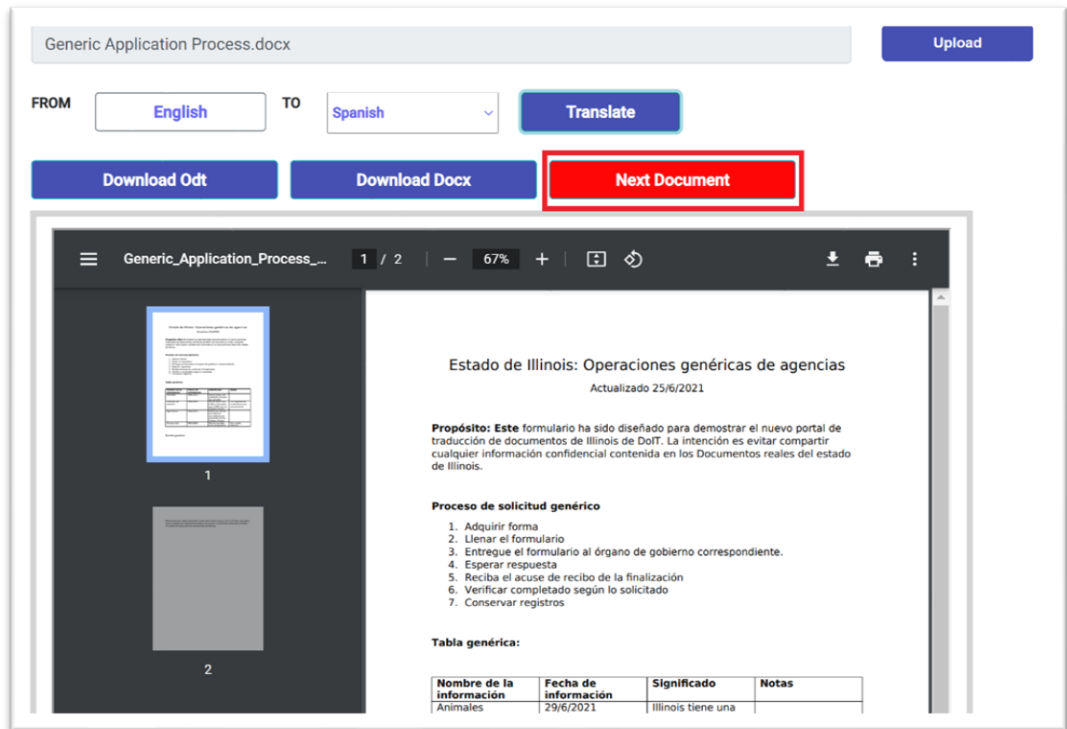
- c. You can download as a **PDF** by clicking the **Download button**  in the preview window.



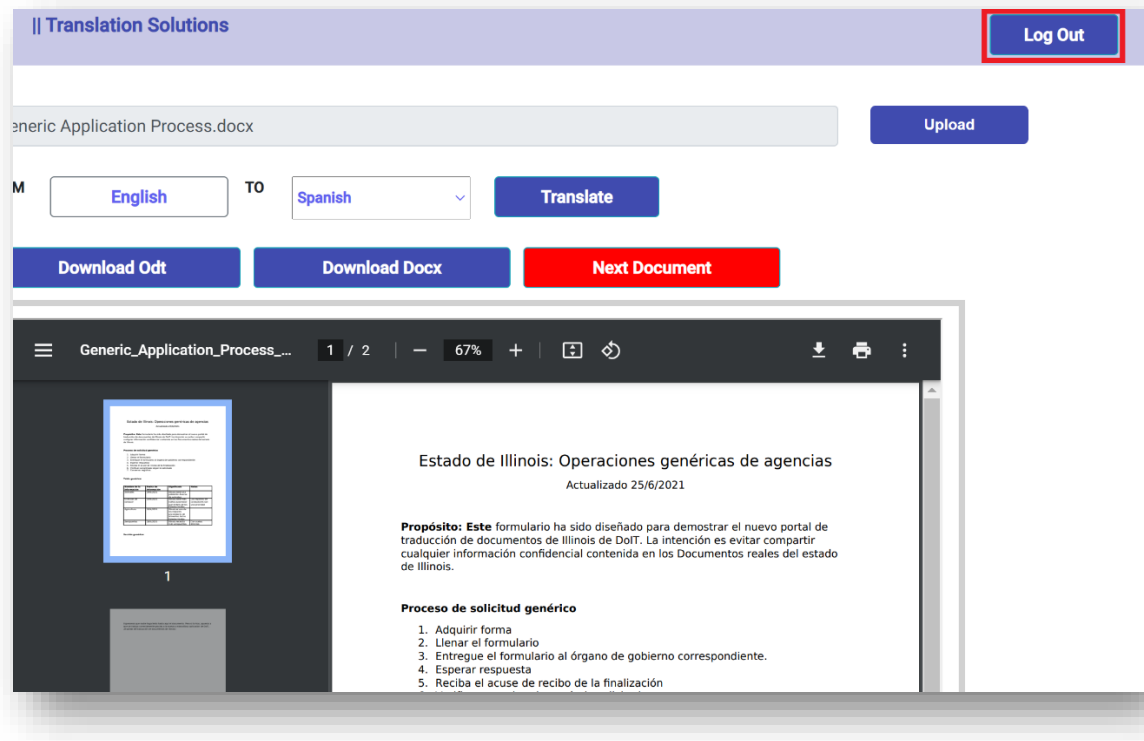
- d. You can select a different language from the “To” dropdown menu and click **Translate** button again.



- e. Translate another document by clicking **Next Document** button.



7) When completed translating documents, click on **Logout** button in the upper right-hand corner.



Additional Resources

[DoIT Services Page](#)

[FAQ](#)