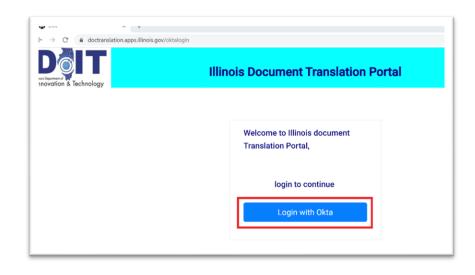


Illinois Document Translation Portal: User's Guide

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: <u>https://doctranslation.apps.illinois.gov/</u>
 - b. Click on Login with OKTA button.



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

ILL NOIS.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.

	Please upload a document by clicking upload button.	
pormer of Technology	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.

💿 Open				×
← → × ↑ 🖡 « Temp	> Project	ٽ ×	🔎 Search Project	
Organize • New folder			== •	
 This PC 3D Objects Desktop Documents Downloads 	Name Generic Application Proce		^	
 Music Pictures Videos OSDisk (C:) CMS08413 (\\llir 				
File name	5	~		>
			Open	Cancel

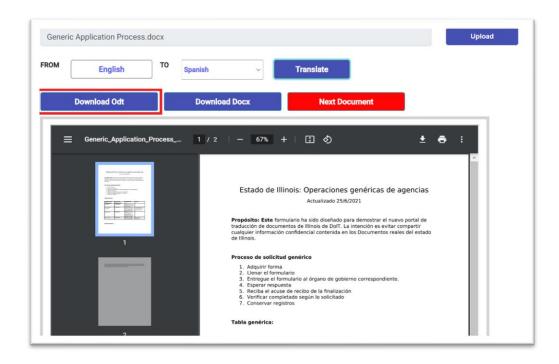
4) Select which language you wish to translate to from the drop-down menu and click on **Translate button.**

	Please upload a document by clicking upload button.
nnovation & Technology	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.

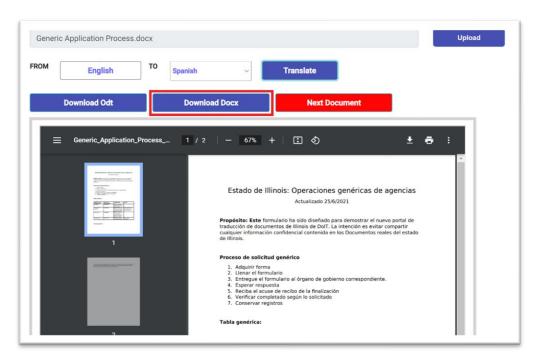
5) While translating, the screen will gray out and not be available. Translations take from several seconds, to several minutes depending how large the source document is.

Gene	ric Application Process.docx.
ROM	English TO Spanish V Translate
W	/hat Can You do?
	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, .x.gr" only.
	You can choose a language in which you want to Translating Document using "Select Language" option.

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

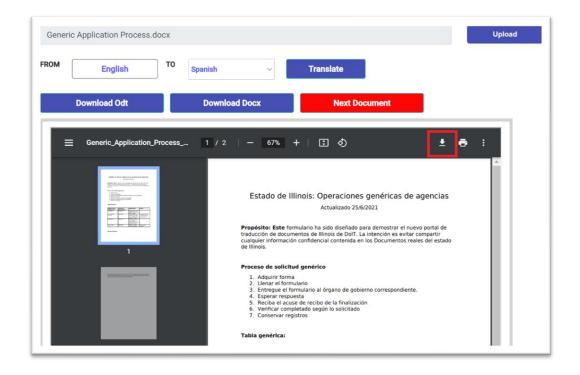


b. You can save as a Microsoft word file by selecting **Download DOCX** button.



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

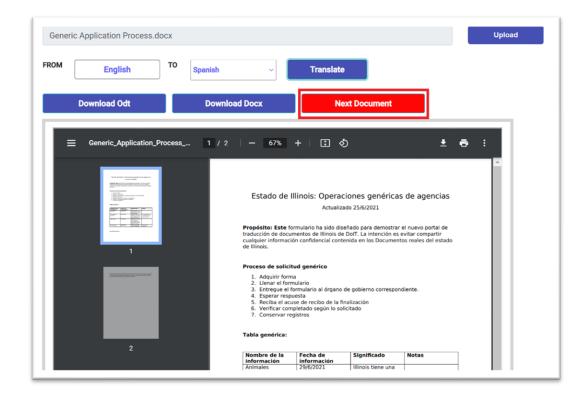
c. You can download as a **PDF** by clicking the **Download button** in the preview window.



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

Generic Application Process.docx	Upload
ROM English To Polish ~ 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.	

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



- || Translation Solutions Log Out Upload eneric Application Process.docx то м English Translate Spanish \sim **Download Odt Download Docx** Next Document Generic_Application_Process_... 1 / 2 | - 67% + | 🕃 🔊 ± 🖶 : Estado de Illinois: Operaciones genéricas de agencias Actualizado 25/6/2021 Propósito: Este formulario ha sido diseñado para demostrar el nuevo portal de traducción de documentos de Illinois de DoIT. La intención es evitar compartir cualquier información confidencial contenida en los Documentos reales del estado de Illinois. Proceso de solicitud genérico Adquirí forma
 Llenar el formulario
 Entregue el formulario ol órgano de gobierno correspondiente.
 Esperar respuesta
 Reciba el acuse de recibo de la finalización
- 7) When completed translating documents, click on **Logout** button in the upper right-hand corner.

Additional Resources DoIT Services Page

FAQ