From: Whitbey, Diane
To: CityClerkOffice
Subject: FW: Question regarding translation on website
Date: Thursday, April 10, 2025 9:42:55 AM

Talor et al:

FYI…

From: Ramirez, Edgar <ERamirez@nlr.ar.gov>
Sent: Thursday, April 10, 2025 8:19 AM
To: Whitbey, Diane <DWhitbey@nlr.ar.gov>
Subject: RE: Question regarding translation on website

Diane,
Not so easy…

There is no easy way to do it in the PDF format, because it was not built for such tasks. If you only have access to the PDF then export it to another format (like Word), translate it there and then create a new PDF. If you can get the original file used to create the PDF then use it for the translation, and then create a new PDF when done.

But, if you have the original agenda in Word, you can do it from there as well…instructions below. hope it helps.

To translate an entire English Word document to Spanish, go to the Review tab, select Translate, then choose Translate Document and select Spanish as the target language.
Here's a more detailed breakdown:

- **Open your Word document** .
- **Go to the Review tab** .
- **Click on Translate** .
- **Select "Translate Document"** .
- **Choose "Spanish" (or your desired language) as the target language** .
- **Click "Translate"** .
- A new document with the translated text will open.

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