

Using the Traducelo Ahora Spanish Translation Program

Family Voices of Wisconsin has received permission from the Statewide Parent Advocacy Network (SPAN), in Newark, New Jersey, to use the Traducelo Ahora software. For more information go to: www.spannj.org.

Follow these easy steps to use the Traducelo Ahora/Translation Now Spanish translation program.

Logging In

First, go to the website, **www.traduceloahora.org**. Go to top right corner of the page and click on the Registration link. Please complete the personal information. **For State/province, indicate NJ; for city indicate Newark. (PLEASE NOTE: do not put your own state or city!!!)**

When you see the area that asks for your School/Organization, scroll with your arrow and find Statewide Parent Advocacy Network in the directory. Click on Statewide Parent Advocacy Network; then enter SPAN's Project pass code **NJTRADUCELO** (all caps). For your user ID, use your email address. For your new passcode, select something that you will remember (and write it down somewhere!).

You are almost done!

When you have completed the process noted above you will receive an email from the service confirming both your User ID and your unique Passcode. Please save that email for your reference. Now you are all set!

Translating websites

You can now translate websites! Whenever you want to access an English-language website in Spanish, go to **www.traduceloahora.org**. Sign in using your User ID and unique passcode. Enter the website you want to visit on the URL link at the center of the page. Within seconds, it will be immediately translated into Spanish!

Sending emails in Spanish

You must log in to send emails to be translated. Sign into to www.traduceloahora.org using your User ID and unique passcode. To translate emails you must always copy (cc) **translate@traduceloahora.org** along with your recipients, so you should add **translate@traduceloahora.org** to your address book for easy reference. When you copy **translate@traducelorado.org** along with the person to whom you are sending the email, the recipients will receive the email in both English and Spanish. You will also receive a copy of the initial email you sent along with the text in both English and Spanish.

You will remain logged into the service unless you log off. To log on and off you must go to www.traduceloahora.org.

IMPORTANT NOTE: The Traducelo Ahora service does not translate attachments. You must copy, cut and paste the attachment, and then formulate another email to translate additional information.