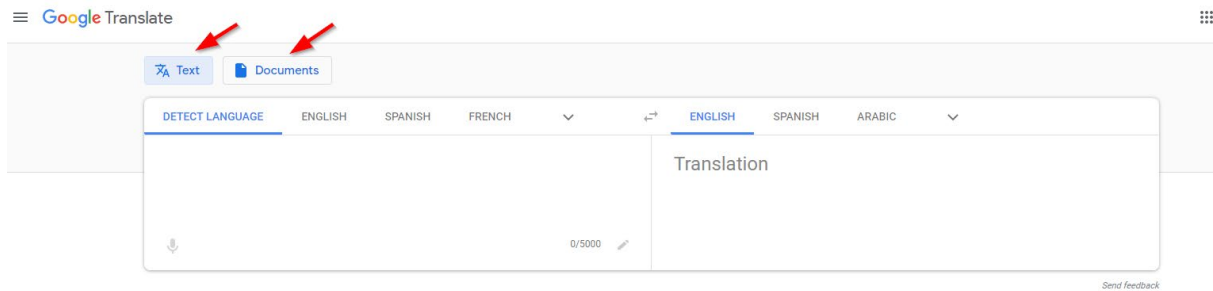


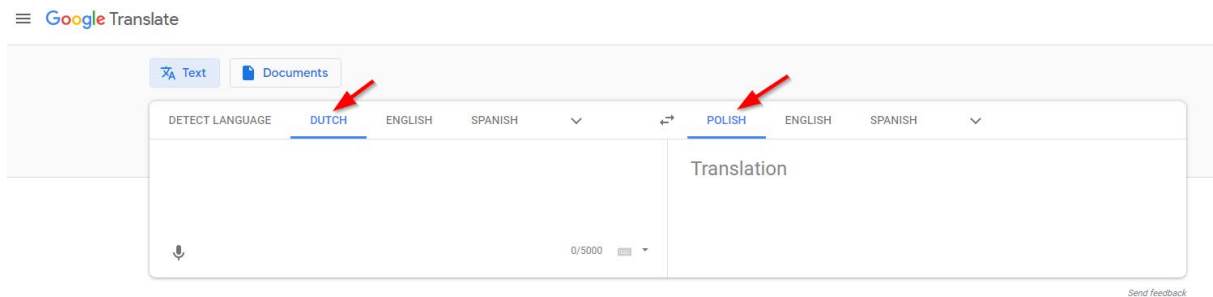
# How to translate text and documents from one language to another?

1. Surf to [translate.google.com](https://translate.google.com)

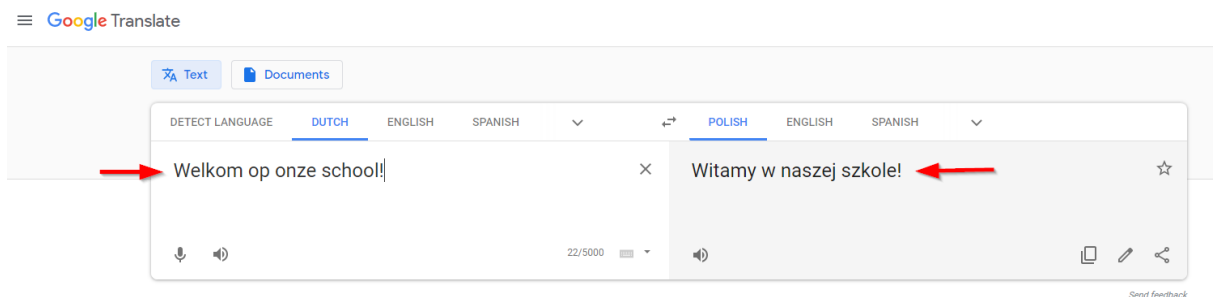
2. Choose **text** or **documents** to be translated.



3. If you want to translate **text**, choose the original language and the language you want to translate to.

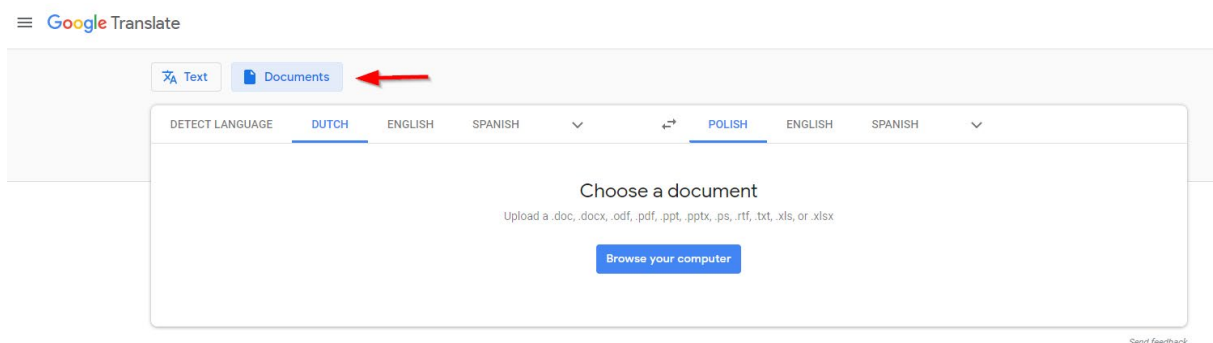


4. Enter the text you want to translate, in the first text box. The translation will appear in the text box on the right.

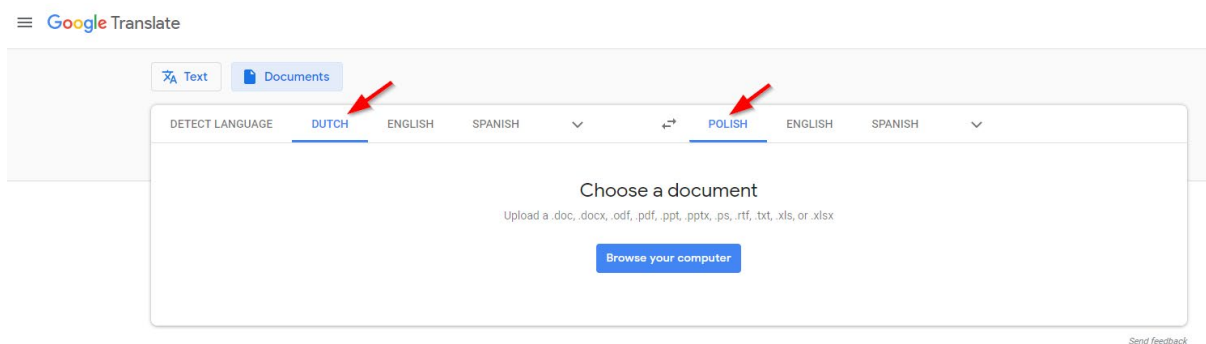


5. You can listen to the text by clicking on the small sound icon. 

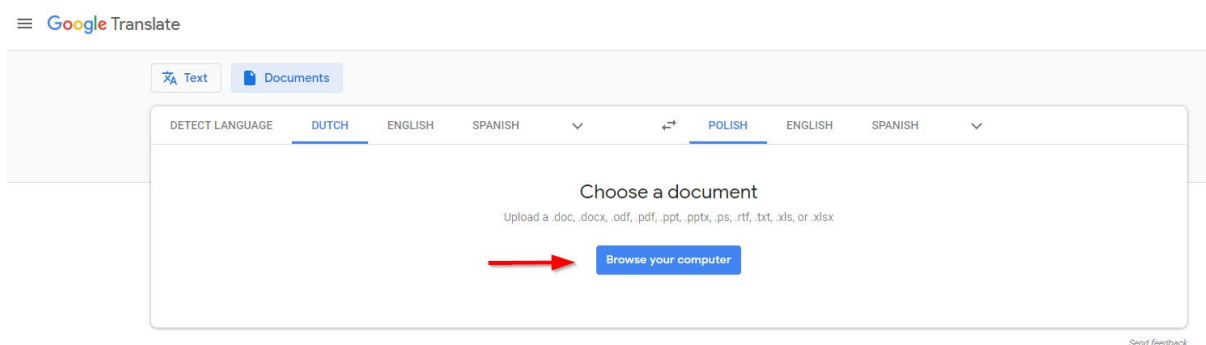
6. If you want to translate a **document**, click on 'Documents' on top of the page. Be sure to have the document saved or downloaded on your computer.



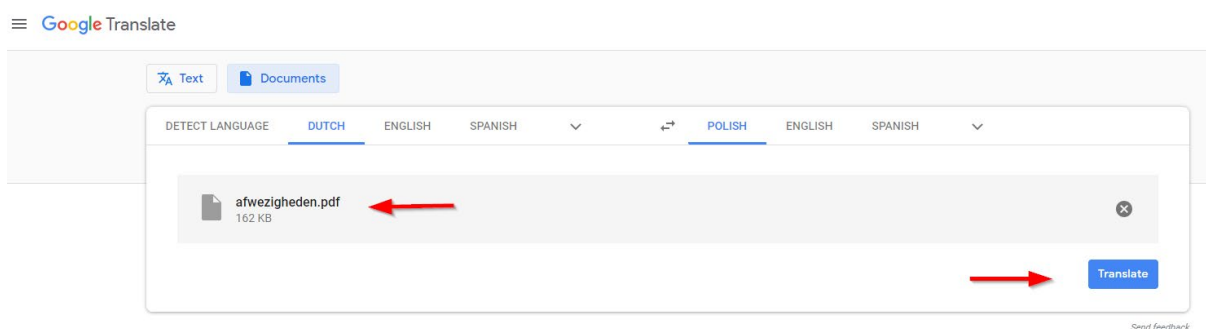
## 7. Choose the original language and the language you want to translate to.



## 8. Click on 'Browse' to choose the document you want to translate.



## 9. The document is uploaded. Click on 'Translate'.



## 10. The translation appears.

Loenhout, 1 septembrie 2016

**Subiect: Absențe**

Dragi părinți,

Fiecare copil din școala primară este obligatoriu. De aceea, se verifică dacă acestea sunt consumate suficient participa la școala. Prin urmare, absențele trebuie justificate.

Prin urmare, următoarele acorduri:

1. Dacă copilul dvs. va absenta, trebuie să anunțați școala **la începutul zilei lecției** . tu telefon pentru acest lucru către secretariatul din Kerkblokstraat: **03 690 46 55** .
2. Când copilul revine la școală, dați un certificat de absență.