

## GOOGLE CHROME TRANSLATION

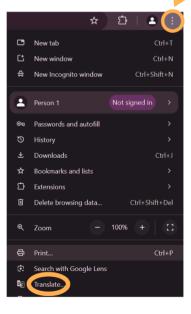
United Way of Greater New Haven for United Way of Greater New Haven Funding Opportunity Applicants

United Way of Greater New Haven utilizes Formstack to create online application forms for all funding opportunities. Utilizing the web browser Google Chrome, applicants can translate our online applications and respond to United Way funding opportunities in their preferred language. Instructions on how to do so can be found below. Please be aware that utilizing this process shares your data with Google, as translation is done via Google Translate.

If you already have the web browser Google Chrome, and your language is set to one other than English, Google Translate may send a pop-up window prompting you to translate the form. In that case, you will not need to complete the following steps.

## **Awarded funding?**

If an applicant is awarded funding, all future documentation will be distributed and completed in English. Additional supports may be available dependent upon the funding opportunity.



## S T E P S

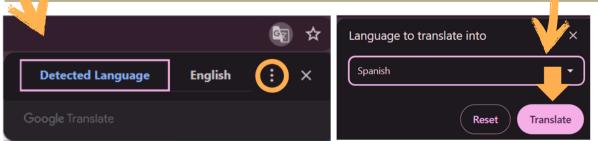
Download and install the web browser Google Chrome if you do not already have access to it. Instructions for how to do so for different computer types can be found <u>here.</u> (To translate web browser download instructions, scroll to the bottom of the page and select another language from the 'Language' button.)

Open a new window in Google Chrome, and navigate to the online United Way of Greater New Haven application. The link to the application can be found on our website and in the application preview.

Once the application is open in Google Chrome, select the three dots at the top, right-hand corner to open Google Chrome's menu. Scroll down and select 'Translate.'

Google Chrome will show you the language it is detecting on the page in the window that pops up. Select the three dots in the top, right-hand corner of the window and scroll until you select your preferred language.

Once you have selected the language you want the form translated into, click 'Translate.' The application form should show in your preferred language. You will now be able to read and respond to the form in the language you are most comfortable in.



## May look different

If you have Google Chrome's Google Translate settings turned on to translate for a specific language, steps 4 and 5 may appear different. You may be shown the language the page is in in the top right corner, with the option to click your preferred language next to it. The page will then be translated.