Appendix

Education Information Service Manual

Guidance on how to access educational information by using the Chrome browser translation function

Check the home newsletter and guidance issued by the education office or school in multiple languages.
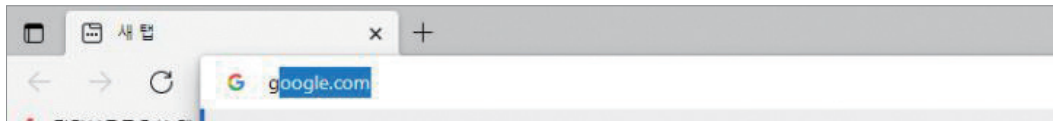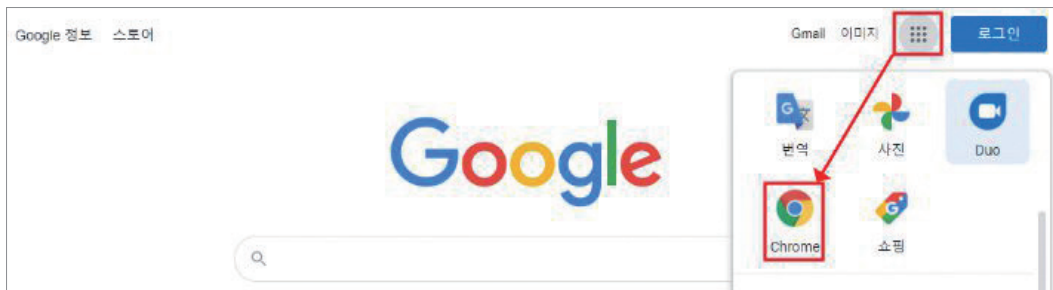
Using on Desktop

1. Get ready to use Chrome

If you already have chrome installed, proceed to step 2.

01 Go to the Google site in your browser(enter google.com in the address bar)
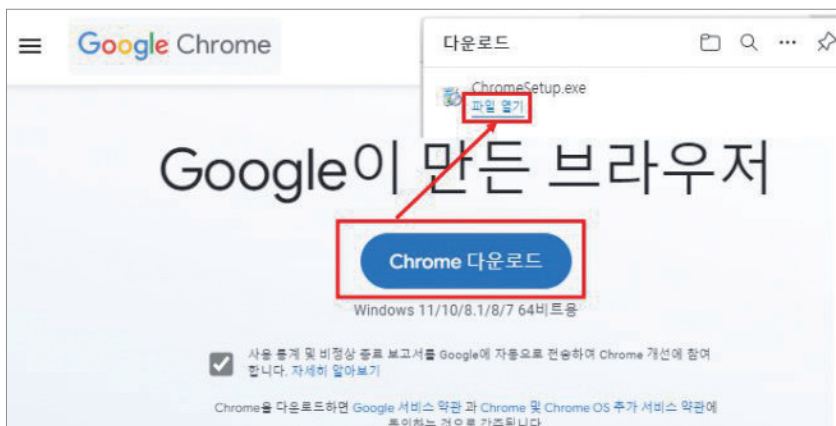

02 Click the top right of the Google site ⠿ and click Chrome(⬤) icon

03 Download Chrome and open file(run)
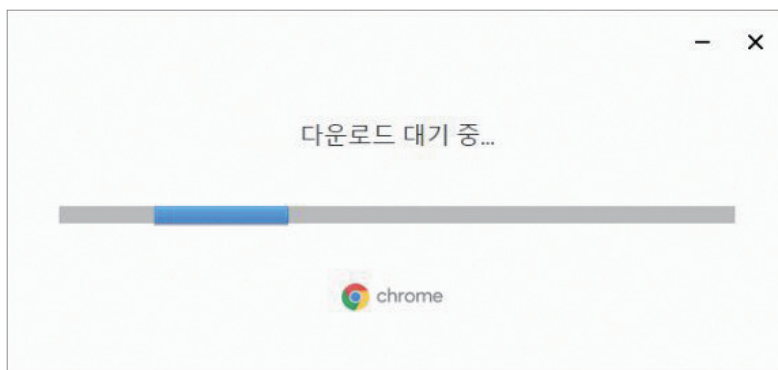

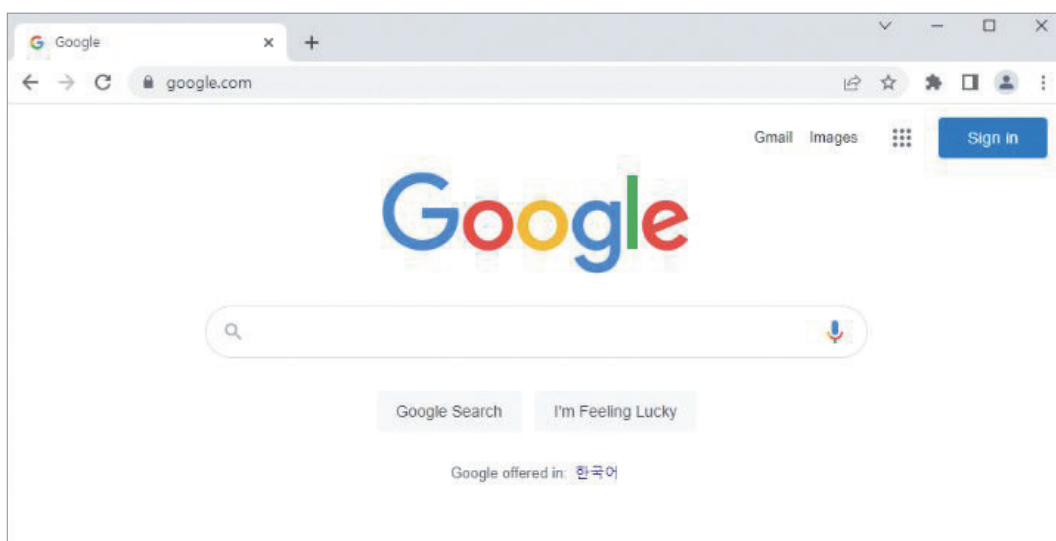⚠️ **Depending on your browser, the location of opening file may be different**

Appendix

51
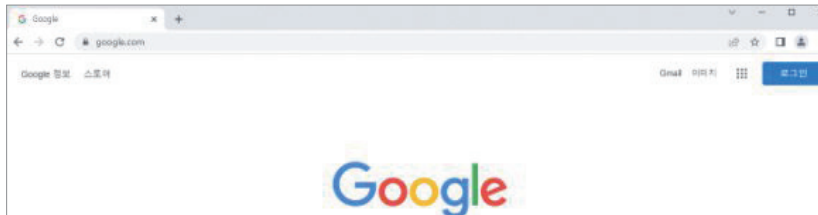
04 Installation

05 Installation complete

⚙ 2. Setting up Chrome translation

- It is based on the Korean version of Chrome(v.106).
- If there is already a translation icon(G☆)in the address bar, proceed to step 3.

1. Run Chrome

- Select the Chrome icon(🔴) on the desktop to run.

2. Show translation icon

- After accessing any website, right-click on the empty space and run Translation

- The menu appears when you click on an empty space on the site.(Images and text do not appear when you right-click)
- Translated words may appear differently depending on the PC settings.(Displayed as translates to ☐☐☐)
- When you run Translation, the translation icon appears on the right side of the address bar.
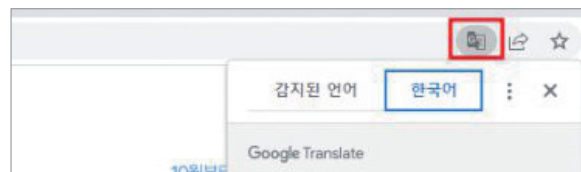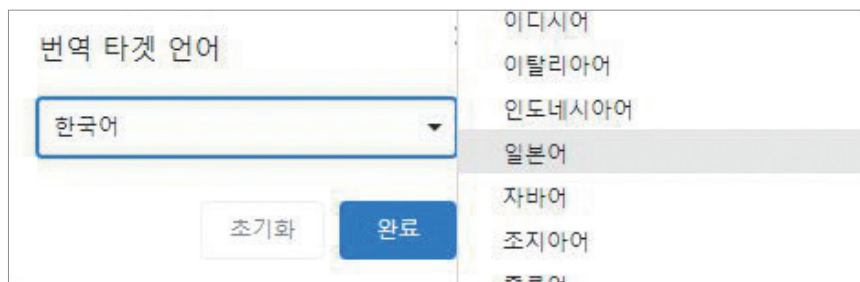
3. Set language for translation

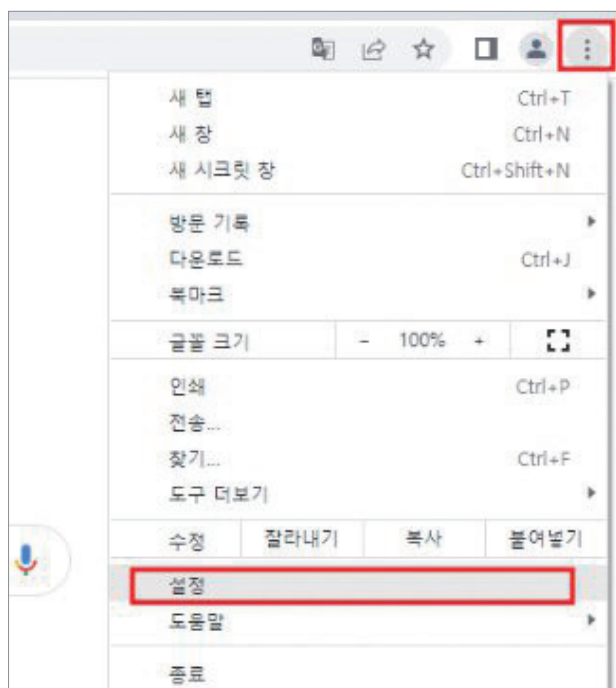**01** Click the translation option to select another language.
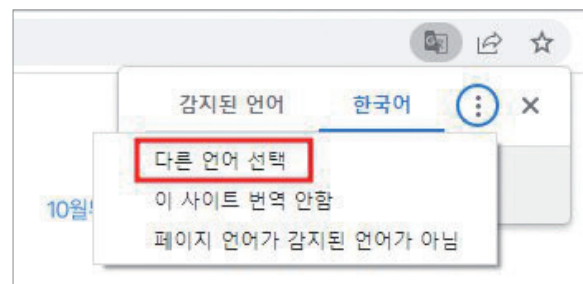
02 After selecting the desired language for the translation target, press the Translation button.

4. Check screen settings (provides translation option for pages in this language)

01 Enter the Chrome settings screen (top right icon (⋮) → Settings)

02 After selecting a language, check the "provide translation option for pages in this language" activation.

⚠ **If this option is not activated, the translation icon (🔷) may not be visible in the address bar.**

03 Set to always show the translation option selected in the Korean language. (click (⋮)Korean)

⚠ **If the language does not have the phrase "This page is translated into this language", check item 3 again.**

Appendix
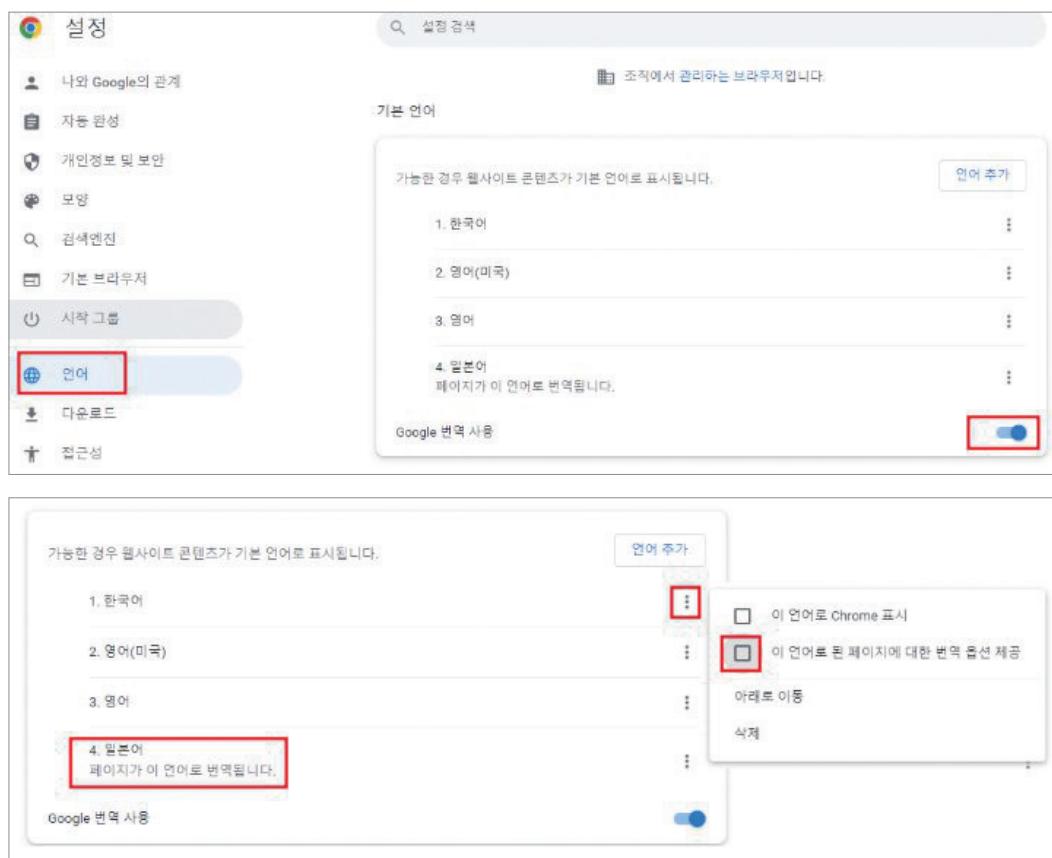
04 If you set the above settings, the translation option will be activated even if you enter the Korean website.

55

⚙ 3. Using Translation function

1. Acces the website

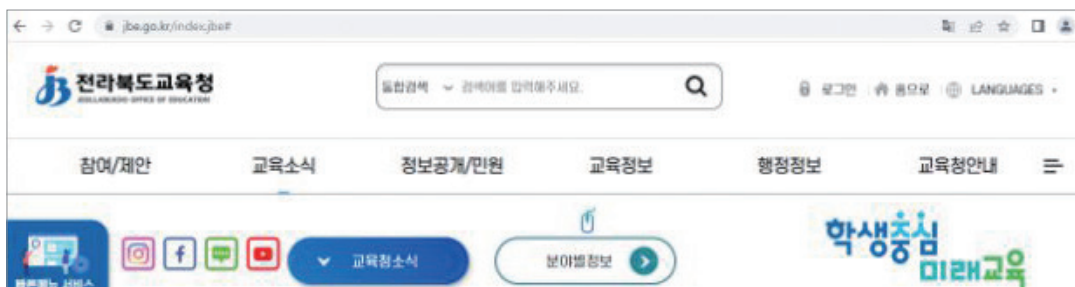- ·Access the school/institution website by searching the search site or directly entering the address

2. Activate Translation

- ·Click the address bar translation icon (🅖) → click the language

❗ **If the icon is not visible, right-click on an empty space and click Translate.**
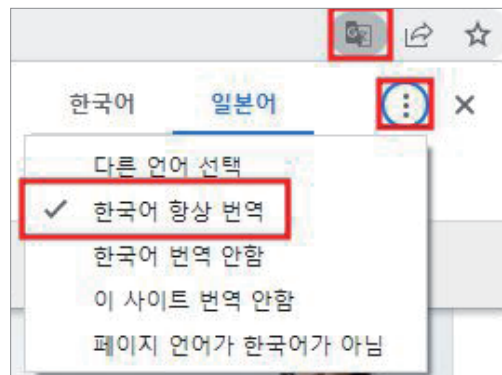
❗ **Images are not translated.**

TIP

Use Always Translate Korean

click the translation icon (🅖) – Settings ⋮ – Always Translate Korean

(If you activate the corresponding function, it will be translated into the corresponding language without pressing the icon.)
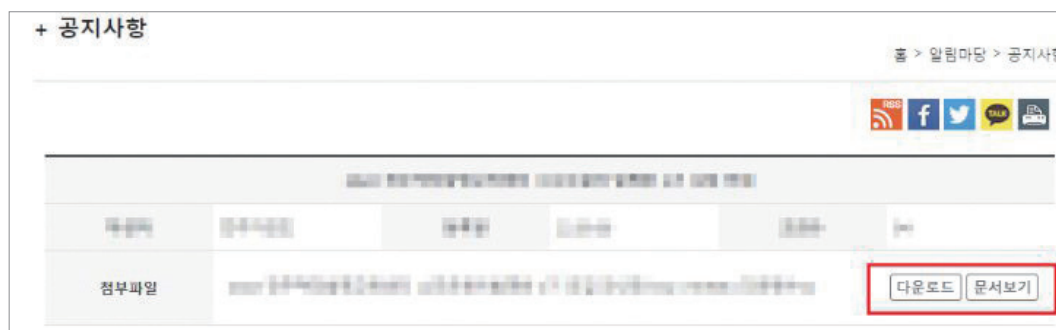

❗ **The translation function is disabled on the first page, so please access any website.**

3. Translate attached files
(Websites without document conversion functions are not available)

**01** After accessing the institution/school website, select a post with attachments

⚠️ **Most institution/school websites have a document conversion function. If you press the corresponding button, such as the document view button or the magnifying glass button next to attached file name, the file is displayed on the web sreen. You can use the translation function by using the function displayed on the web screen.**

02 Select View Attached Files on Web Screen button

⚠️ **In the case of web screen viewing, it can be expressed in various ways. (Ex, document view, magnifying glass icon, quick view, etc.)**

03 Click the Convert webpage document button
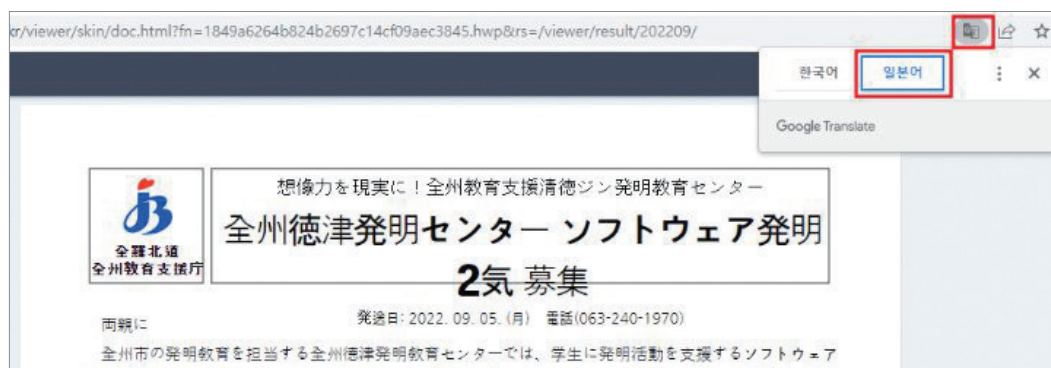
⚠️ **In the case of pdf documents, the translation function cannot be used in the same way as images.**

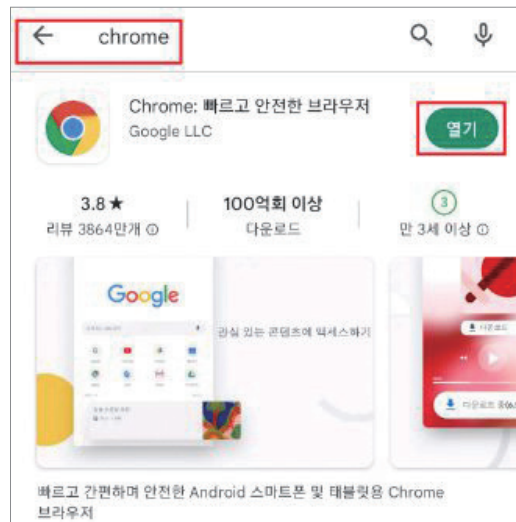Appendix

📱 Using on Mobile

1. Get ready to use Chrome

If you already have Chrome installed, proceed to step 2.

| Android | Search chrome in google store
(For Android, it may be installed by default.) |

⚠ **If it is not installed by default, click the "Install(설치)" button to install it.**

| iPhone | Search for Chrome in the App Store – download(받기) |

⚠ **You must get the Google Chrome app, not the Google app.**
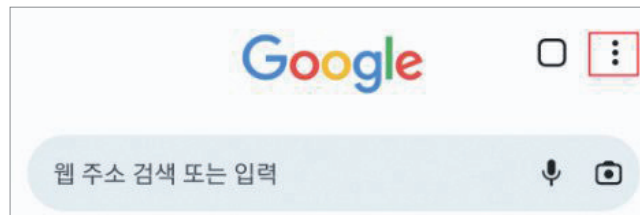
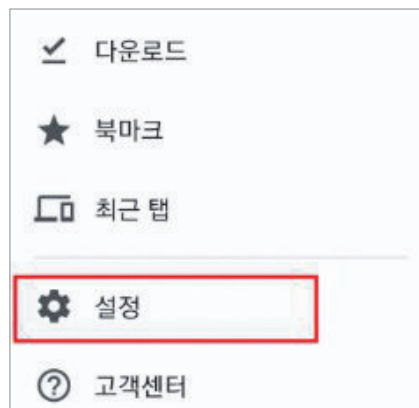## 2. Setting up Chrome Translation

1. Run Chrome

- Select the Chrome icon ( ) on the app list screen to access.

2. Activate translation function

01 Touch the settings icon (⋮) on the top right

02 Touch the settings menu

03 Touch the language menu

04 Touch Advanced menu in translation settings

05 Touch the translation target language to set the desired language

06 Change the language you won't be asked to translate to another language
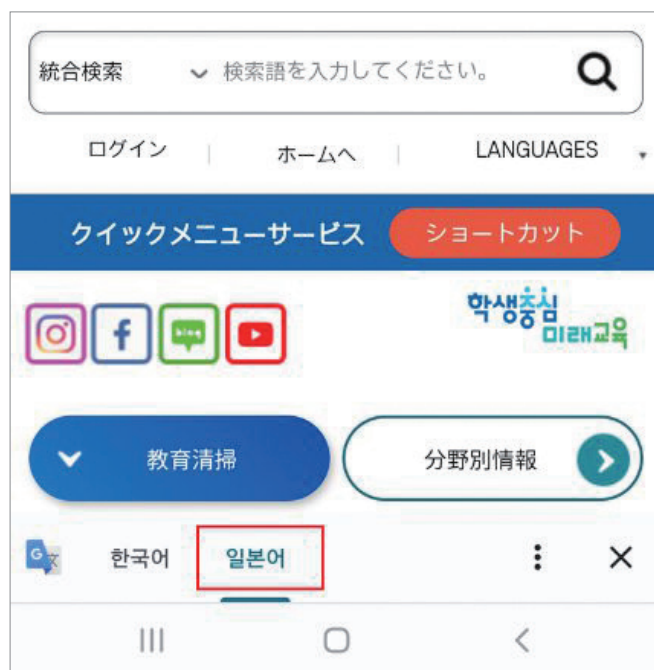Touch the language you do not want to translate
→Add language(language you want)→Delete Korean

3. Using translation function

· Access the institution/school website → activate the translation function
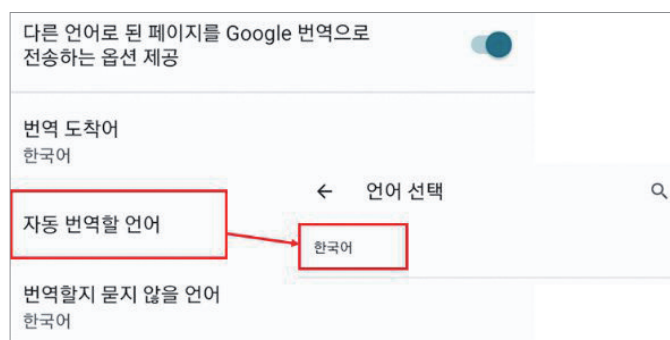 at the bottom

TIP

Use Always Translate Korean

Upper right setting button ⋮ → Settings ⚙ → Language menu

**Set Korean for automatic language translation
in the translation settings**

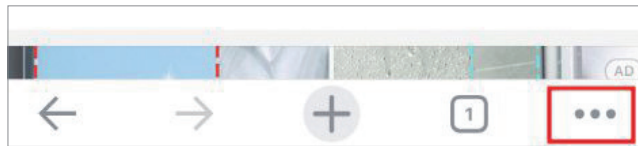⚠ **If you activate this function, sites recognized as Korean will always
be translated.**

iPhone

1. Run Chrome

· Select the Chrome icon (🔴) on the app list screen to run it.

2. Activate translation function

01 After accessing any webpage, touch the more icon (•••)

02 Touch the translation menu

북마크 ☆

읽기 목록에 추가 ☰+

번역 🄶

데스크톱 사이트로 보기 🖥

페이지에서 찾기... 🔍

⚠ **The translation function is disabled on the first page, so please access any webpage.**

03 Confirm activation of translation function

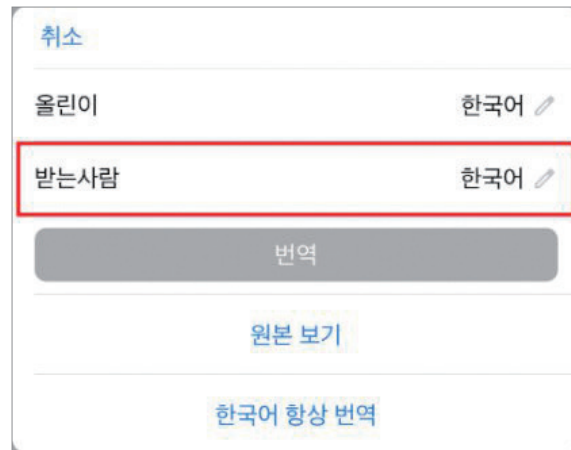🔒 m.daum.net

페이지 번역됨
출발어: 한국어, 도착어: 한국어   ⚙   원본 보기

3. Translation language settings

01 Touch the settings button (⚙)

(If the settings button disappears, click the settings button (⚙) after touching the translation icon (G文))

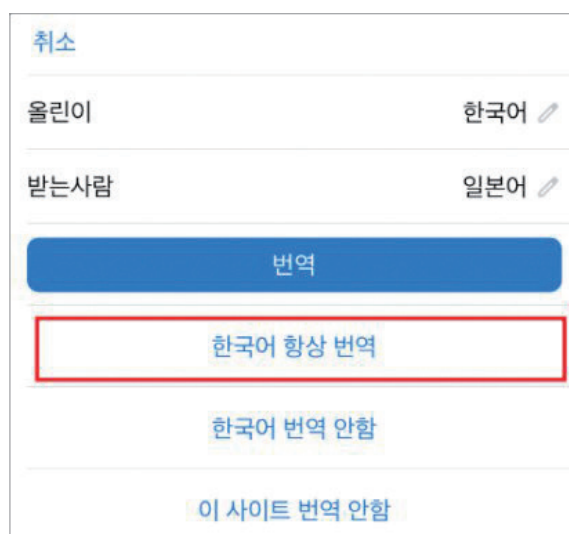**02** Touch the recipient(받는사람)

03 Select the language

04 Touch the translation button

취소

올린이   한국어 ✎

받는사람   일본어 ✎

번역

원본 보기

한국어 항상 번역

TIP

Use Always translate Korean

After setting up the translation, touch the translation icon ( )
and then click the settings button( ) that appears,
touch Always Translate Korean

🔒 m.daum.net

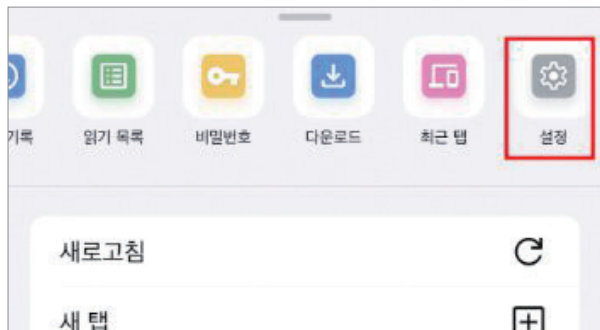페이지 번역됨
출발어: 한국어, 도착어: 한국어   ⚙   원본 보기

취소

올린이   한국어 ✎

받는사람   일본어 ✎

번역

한국어 항상 번역

한국어 번역 안함

이 사이트 번역 안함

Note │ **Check if the translation icon (🅖🄰) does not appear**

01 Touch the More icon(•••) at the bottom right

02 Touch the More Settings button at the bottom right

03 Touch Language button

04 Provide Korean translation option and confirm activation of the page translation icon

Appendix

65