How to translate Criteria score reports using Google Translate

Need to view Criteria reports in a language other than English? You can use the Google Translate browser extension in Google Chrome to convert the live (browser-based) version of a Criteria Score report into a language of your choice.

While these instructions outline adding the Google Translate extension to the Google Chrome browser, there are also add-ons available for other browsers.

Please note that any translations are performed by Google Translate or a similar translation tool, which means Criteria cannot verify the accuracy of the resulting translation.

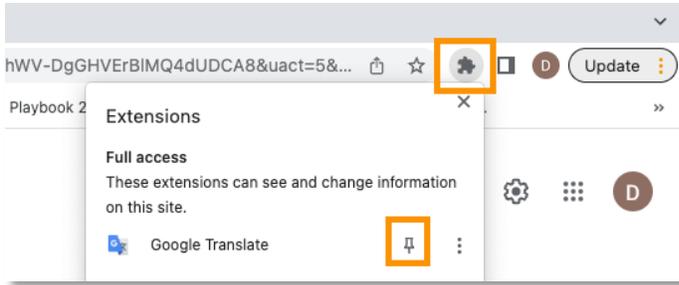## Step 1: Install the Google Translate extension in Google Chrome

1. In Google Chrome, go to the Chrome Webstore and search for the Google Translate extension.
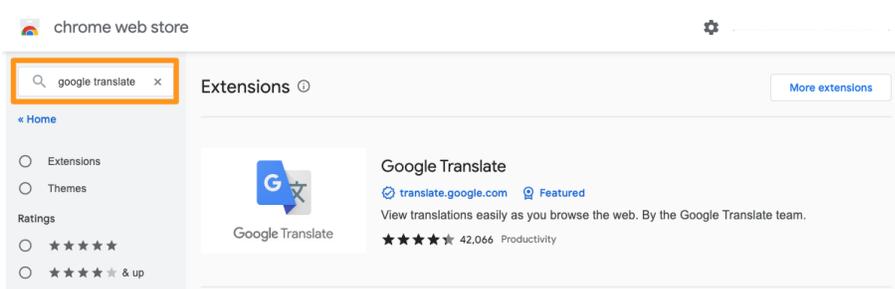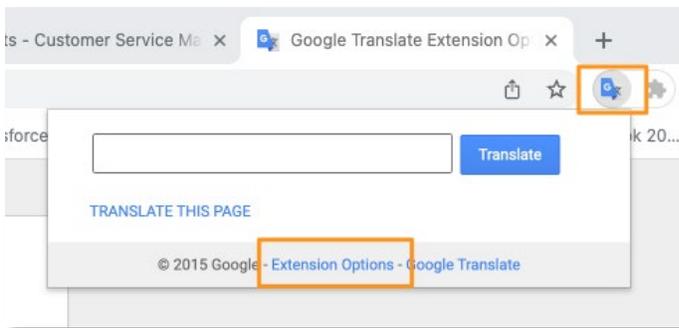

2. Select the extension and click **Add to Chrome**.

3. Pin the Google Translate extension to your toolbar by clicking the jigsaw icon and selecting the pin icon.
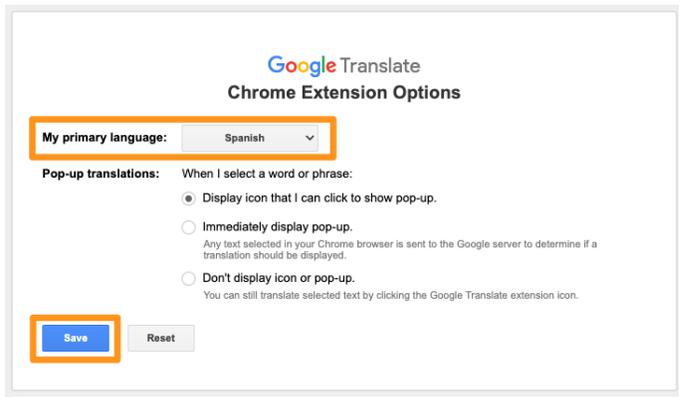
Step 2: Change the default language in Google Translate

1. Click the Google Translate icon in your Chrome toolbar and select **Extension Options**.

2. Click the **My primary language** dropdown and select the language you want to view results in, then click **Save**.


Step 3: View and translate the report in the Criteria platform

1. Log in to the Criteria platform or your ATS and navigate to the candidate results or report you want to translate.
2. Click the Google Translate icon in your toolbar and select **Translate this page.**
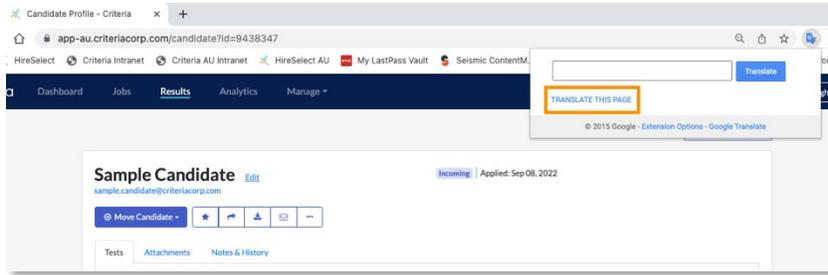
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3. View the results in the language you selected as your default. In this example, the default language for Google Translate has been set to Spanish.
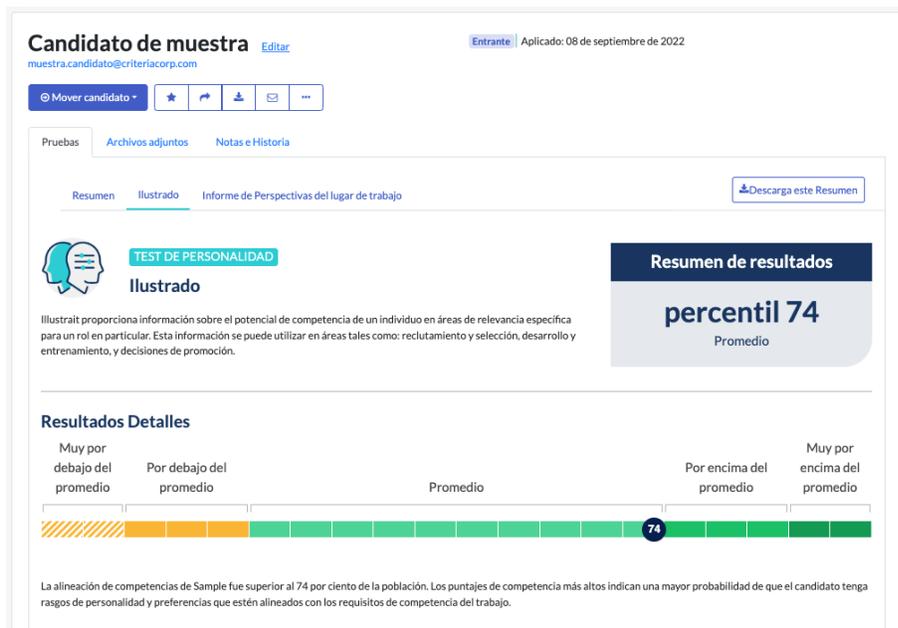

4. You can continue to view additional results in your selected language in the Criteria platform. To save reports as a PDF, follow the instructions below.

Step 4 (Optional): Save report as a PDF

Because Google Translate only translates the language on a webpage, if you need to save a translated version of the report, you'll need to use the Print function.

1. On your keyboard, press CTRL P (Windows) or Command P (Mac)
2. In the Print modal that appears, check or update these settings:
   - **Destination**: Save as PDF
   - **Headers & Footers**: Unchecked
   - **Background Graphics**: Checked

*If the preview is not appearing in color, change the **Destination** to your printer and change the **Color** setting to Color. Then change the **Destination** back to Save as PDF.*

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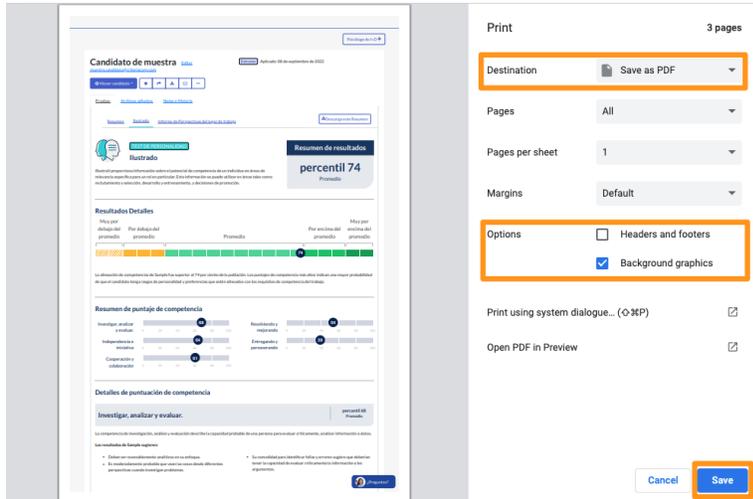
3. Click **Save** to download your report.

Using a browser other than Google Chrome?

Most common browsers such as Safari, Edge and Firefox offer a similar translation process, either using Google Translate or another comparable tool. If you use a browser other than Chrome, we recommend searching for how to translate online pages using the browser of your choice and following those instructions.

Some of the more common tools for different browsers include:

- [Firefox – Google Translate](#)
- [Microsoft Edge – Microsoft Translator](#)
- [Safari – Translate a web page](#)

As with Google Translate, the translation service is responsible for providing the translated content and Criteria is not able to verify the accuracy of any translations provided.