

INCLUDEME portal HOWTO

Translating content

Going multilingual

Translatable content

Translation of the content is mainly meant for the **managers** as the main structure of the portal is multilingual (English and German).

All managers should be aware of this and be ready to use it while adding contents to the main structure.

Some of the content types are **fully translatable**, some are not. This should be known by every manager.

Totally translatable: event, folder, news item, page, link

Not to be translated: file, image

None translatable: forum, forum folder

Totally translatable items should be created and translated without any hesitation. **None translatable** items just do not have that feature, thus they have to be added separately for different language version (you just have to be using the needed language in the portal at the moment you start adding them).

Files and **images** can be translated themselves, but **you will not be able to change the file or image that should be inside the placeholder**. Because of that all these items should be added separately for different language versions.

Translation process

The process itself is about the same for every content type.

First of all you should create the content you want and publish it (if you are not adding file or image, then the first language might be English – only then you translate it into German).

At the beginning the object is **language neutral** and is shown for all languages. This could be seen by looking at the flags to the right.

Both flags are **transparent**. If the object is translated to a language the flag becomes fully colored.



Image 1

The translation process is done with the help of translate into menu.



Image 2

In this case the content type object is **language neutral**, so you can select both languages to translate in into. If the content has been assigned a language, then only the other one will be available for translation.

Another interesting option is **manage translations**.

Change content language

Select the language you want to change the content to.



Image 3

With the help of this one you can **remove** unwanted translations for the object. But most importantly you can **assign** and **reassign** a language for the content. For that you should just select one of the options and click the **change language** button.

As soon as you have chosen a language from the menu the translation process will begin.

Bearbeite Ordner

von [Piotr Savitski](#) – Zuletzt verändert: 11.10.2006 15:46

Übersetzung von nach Deutsch

Title
English

Description
A short summary of the content

Titel ■

Beschreibung
Geben Sie eine kurze Beschreibung des Artikels ein oder formulieren Sie eine Art Einleser.

Image 4

On the **left** you should see the contents of the original content type object you are trying to translate. On the **right** you will see the fields where you can create the contents for the translated one.

At the top left hand corner you can see explanation about the language you translate form and the language you translate into. The first field should not be empty, so you should add a language there.

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von [Piotr Savitski](#) — Zuletzt verändert: 11.10.2006 15:46

Übersetzung von nach

Title

English

Description

A short summary of the content

Titel

German

Beschreibung

Geben Sie eine kurze Beschreibung des Artikels ein oder formulieren Sie eine Art Einleser.

Description field is not required

Image 5

Now that you have selected the language option and created the content you can click the **save** button at the bottom of the page. Now you can **publish** the newly created content.