



wpml **manual**

A guide for site owners and translators.

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WPML is a tool for creating a complete multilingual WordPress website. Site admins can use it to manage translations and translators, and translators will find it easy to submit translations to the website.

This user guide will introduce both site owners and translators to WPML. It will help you to use the translation module and tools to create a seamless WordPress multilingual website.

WPML for Site Owners

WPML makes it possible for you to translate your WordPress website. Using the plugin you can translate all of the different parts of your website, both front and back. This part of the manual will show you how to add translators to your site, and send content to them for translation.


- A translator is: a WordPress user who you give translation privileges to.
- Any WordPress user can be a translator, even a subscriber.
- A translator doesn't edit your content in the WordPress post and page editor, but uses WPML's translation editor.

To follow this guide you'll need to have the core WPML plugin (WPML Multilingual CMS) and WPML's Translation Management module installed. You can find these in the Downloads section of your WPML account.

	WPML Multilingual CMS Deactivate Edit Configure	Multilingual CMS. Documentation. Version 2.4.3 By ICanLocalize Visit plugin site
	WPML Translation Management Deactivate Edit Configure	Manage the translation process for WPML. Documentation. Version 1.2.9 By ICanLocalize Visit plugin site

Create a WordPress User

Your translator needs to be a WordPress user. To create a WordPress user navigate to Users > Add New.



Add New User

Create a brand new user and add it to this site.

Username <i>(required)</i>	<input type="text" value="Translator"/>
E-mail <i>(required)</i>	<input type="text" value="translator@email.com"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Website	<input type="text"/>
Password <i>(twice, required)</i>	<div><input type="password" value="....."/> <input type="password" value="....."/></div>

Medium

Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &).

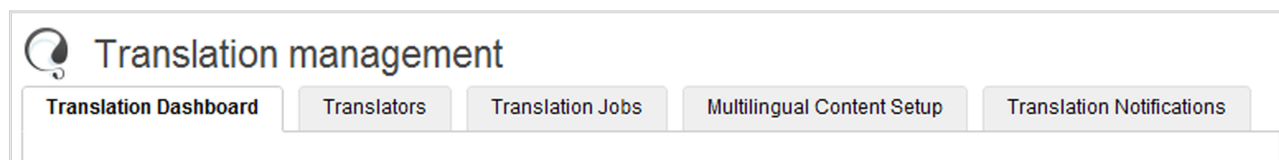
Send Password? ☒ Send this password to the new user by email.

Role ▼

[Add New User](#)

Create a Translator

Once your WordPress user is created you can set them up as a translator. Navigate to WPML > Translation Management > Translators. Click Add Translator.



Select the languages you would like the translator to translate between. To add your own translator select Local and then find the username of the translator that you would like to add.

Select translation service
☒ Local - Your own translators

To add translators, they must first have accounts in WordPress. Translators can have any editing privileges, including subscriber.

If you want to apply different languages to a translator just click on the language pairs link underneath the translator's name.

Current translators	
Name	Languages
translator Remove Language pairs	German to English
Name	Languages

To Set up from the Translation Management Settings

If you are just translating posts and pages then you can skip this step, but for more complex multilingual CMS you may want to setup WPML to translate custom post types, custom taxonomies and custom fields. There are two ways to do this:

1. From the Translation Management settings
2. From the custom post type editing screen

Setup from the Translation Management Settings

This method is useful if you have lots of custom post types, taxonomies and custom fields, and you want to get an overview before deciding what to translate.

To do this navigate to WPML > Translation Management > Multilingual Content Setup.

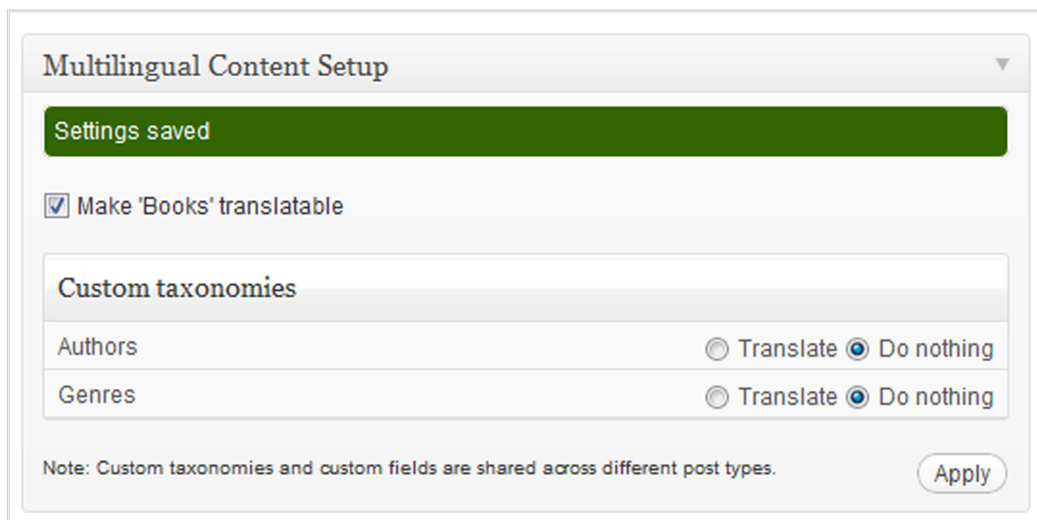
Scroll down to select custom fields custom post types and custom taxonomies for translation. If you want to create a complex multilingual CMS you can use the WP Types and Views plugins which we've created from the ground up to work with WPML.

Custom posts	
Types Groups	<input type="radio"/> Translate <input checked="" type="radio"/> Do nothing
Listings	<input checked="" type="radio"/> Translate <input type="radio"/> Do nothing
Rooms	<input type="radio"/> Translate <input checked="" type="radio"/> Do nothing
Views	<input type="radio"/> Translate <input checked="" type="radio"/> Do nothing
View templates	<input type="radio"/> Translate <input checked="" type="radio"/> Do nothing
<input type="button" value="Save"/>	

To Set Up Your Content

Setup from the Custom Post Type Editing Screen

If you only have one or two custom post types you may want to set them up to be translated from the post editing screen. Underneath the main text area is a meta box with the heading Multilingual Content Setup. Here you can set both content type, associated taxonomies and custom fields as translatable.



The screenshot shows the 'Multilingual Content Setup' meta box. At the top, there is a green notification bar that says 'Settings saved'. Below this, there is a checkbox labeled 'Make 'Books' translatable' which is checked. Underneath is a section titled 'Custom taxonomies'. It contains two rows: 'Authors' and 'Genres'. Each row has two radio buttons: 'Translate' and 'Do nothing'. For 'Authors', 'Do nothing' is selected. For 'Genres', 'Do nothing' is also selected. At the bottom of the meta box, there is a note: 'Note: Custom taxonomies and custom fields are shared across different post types.' and an 'Apply' button.

Custom taxonomies	
Authors	<input type="radio"/> Translate <input checked="" type="radio"/> Do nothing
Genres	<input type="radio"/> Translate <input checked="" type="radio"/> Do nothing

Note: Custom taxonomies and custom fields are shared across different post types.

Apply

To Set Up Your Content

Custom Fields Translation

Custom fields are the boxes that appear on the post editing screen. They're used to attach meta data to your content which can then be used and manipulated on your website.

You can configure how WPML deals with custom fields under your translation management screen under the Multilingual Content Setup tab.

Custom fields translation	
description	<input type="radio"/> Don't translate <input type="radio"/> Copy from original to translation <input checked="" type="radio"/> Translate
keywords	<input type="radio"/> Don't translate <input type="radio"/> Copy from original to translation <input checked="" type="radio"/> Translate
title	<input type="radio"/> Don't translate <input type="radio"/> Copy from original to translation <input checked="" type="radio"/> Translate

There are three options for your custom fields:

- **Copy** - use this to synchronize between values in different languages. A unit of measurement field, for example, would be the same in all languages
- **Translate** - the field will appear in the translation editor as a text field. This is useful for product descriptions, for example
- **Do nothing** - the field will not appear in the translation editor, nor will it be synchronized. Use this if a custom field does not need to appear in different languages.

To Set Up Your Content

Enable Manual Translation

You can choose to let your translators edit content through the WordPress admin screen. This will mean that they can add translations manually on the post and page admin screen.



To enable translators to do this navigate to WPML > Translation Management > Multilingual Content Setup

The first meta box is called “How to translate posts and pages.” To enable your translators to translate via the post admin screen you should check the “Create translations manually” radio button.




Send Content for Translation

Now you have set up your translators you can send content to them for translation.

To do this navigate to WPML > Translation Management > Translation Dashboard

This area provides you with an overview of what you have to be translated, and which translations are complete.

Start by selecting the piece of content you would like to send for translation.

	Title	Date ↓	
<input checked="" type="checkbox"/>	Home	2012-02-16	

If you have a specific translator in mind, select them or leave blank to send a notification to all available translators. The translator who assigns the job to himself will be the person to carry out the translation.

Translation options

French

☐ Translate by

First available (Local) ▼

[Manage translators](#)

|

☒ Do not update

|

☐ Duplicate content

Spanish

☐ Translate by

First available (Local) ▼

[Manage translators](#)

|

☒ Do not update

|

☐ Duplicate content

Macedonian

☐ Translate by

First available (Local) ▼

[Manage translators](#)

|

☒ Do not update

|

☐ Duplicate content

[Send documents](#)

The content will be sent to either the translator that you selected, or to all translators of the chosen languages.

You can also duplicate content from this screen. Duplicating content means that the untranslated content will be displayed on different versions of your site. This means that if you have content that you want to create across all of the different versions of your site you only have to create it once then duplicate it. Whenever you edit the original version the duplicated content is updated as well.

Manage Translations

Once the job has gone to your translator you can keep track of what's going on by visiting WPML > Translation Management > Translation Jobs.

Here you'll find the job queue and the status of the translations. You can also reassign a translation job to another translator, or cancel the assignment for a specific translator.

<input type="checkbox"/>	Job ID	Title	Language	Status	Translator
<input type="checkbox"/>	5	Football World Cup	English » German	Waiting for translator	First available (Local) ▾
<input type="checkbox"/>	4	Football World Cup	English » French	Waiting for translator	First available (Local) ▾
<input type="checkbox"/>	3	Light in August	English » German	Waiting for translator	First available (Local) ▾
<input type="checkbox"/>	2	Light in August	English » French	Waiting for translator	First available (Local) ▾
	1	Hello world!	English » German	Complete	admin
<input type="checkbox"/>	Job ID	Title	Language	Status	Translator

Using Desktop CAT Tools

Your translators may be using their own Computer Assisted Translation (CAT) tools. This will let them translate offline using tools that they are familiar with.

In this mode, WPML will prepare translation packages in XLIFF format and email them to your translators. When they're complete, the translators can upload the translated XLIFF files either individually or in a batch.

XLIFF format is the preferred method of receiving and sending content by many freelance translators and translation agencies.

To create XLIFF files, you will need to install the WPML XLIFF module which you can find in your WPML account under Downloads.

Note: if you are going to translate using ICanLocalize, this module is not needed. WPML includes a streamlined interface directly to ICanLocalize's translation server.

Enable XLIFF Files

To enable XLIFF files in notification emails navigate to WPML > Translation Management > Translation Notifications.

Check the box that says “Include XLIFF files in notification emails.”

Notify translator about new job:
☒ Notify immediately
☐ No notification
☒ Include XLIFF files in notification emails

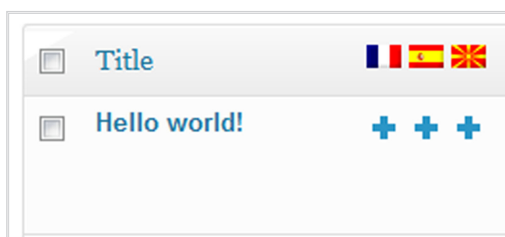
Now your translators will receive an XLIFF file which they can import into their CAT, translate and then upload to your WordPress website.

Creating Translations Manually

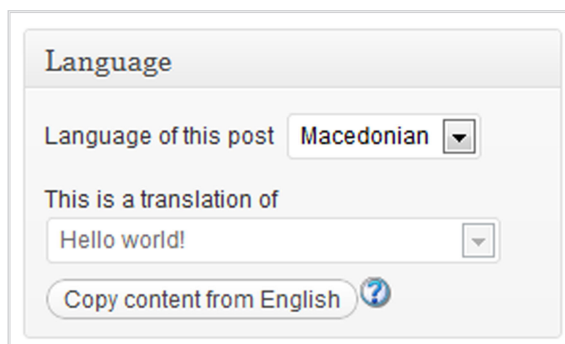
If the site owner has enabled you to, you may be able to translate the content manually through the site administration.

To manually add a translation to a post or page, navigate to your posts or page admin screen. You'll see a list of pages.

To add a translation to a page, click on the blue cross.



The above screenshot shows the blue cross underneath Macedonian. By clicking on the cross, you are taken to the page edit screen, with the language set to Macedonian.



Add your translation to the text area and when you're happy click Publish.

Your translation will be available on the front end of your site.

Creating Translations Manually

Copy content from original

You may want to copy the original content over when you start translating. This will let you start your translation with the original content. This button is only available when you have not yet added content or saved the page.



The screenshot shows a 'Language' settings panel. It includes a dropdown menu for 'Language of this page' currently set to 'German'. Below that, it says 'This is a translation of' followed by a text field containing 'Roadmap'. At the bottom, there is a button labeled 'Copy content from English' with a help icon to its right.

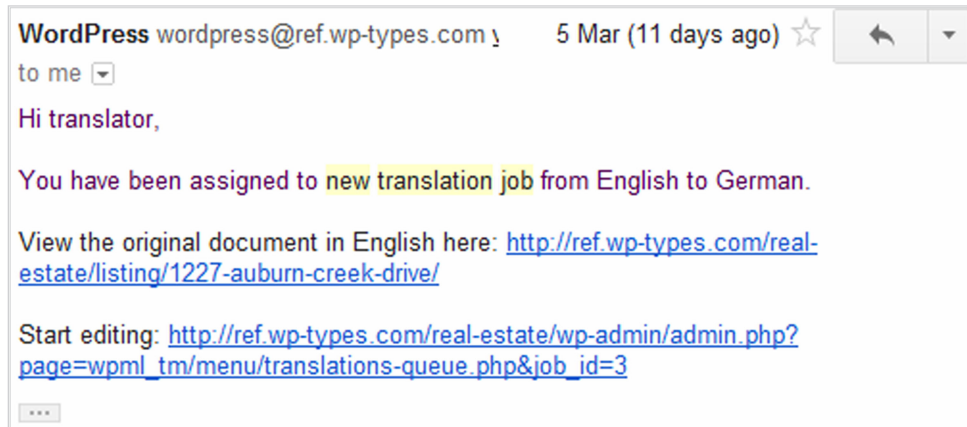
Using the Translation Editor

WPML uses the Translation Assistant that was developed for ICanLocalize. Using the translation editor, a translator is directed to the WordPress website where they can add the translation directly to the site and then send it for review or publish it straight away.

This section of the manual will guide you through using the Translation Assistant.

Check Your Email

The site owner administrates translations through the WordPress admin area. Once they have assigned a translation to you, you will receive an email telling you that a translation has been added to your queue.



There are three links in the body of this email. These will take you to:

- The original document
- Directly to the translation editor
- Your translation queue

Click on the third link, to go to your translation queue.

The Translation Queue

The translation queue gives you a quick overview of the translations that are available for you to do. You have a number of options here:

- Edit the document in the translation editor
- View the original document
- Resign from the job

<input type="checkbox"/>	Job ID	Title	Language		Status	
<input type="checkbox"/>	7	Documentation Writing	English » French	edit View original !	Waiting for translator	Resign
<input type="checkbox"/>	5	Football World Cup	English » German	edit View original	Waiting for translator	
<input type="checkbox"/>	4	Football World Cup	English » French	edit View original	Waiting for translator	
<input type="checkbox"/>	3	Light in August	English » German	edit View original	Waiting for translator	
<input type="checkbox"/>	2	Light in August	English » French	edit View original	Waiting for translator	
<input type="checkbox"/>	Job ID	Title	Language		Status	

Note: a red exclamation mark means that the translation has been assigned specifically to you.

Adding a Translation

To add a translation to the site click on the edit link. This will take you to the translation editor.

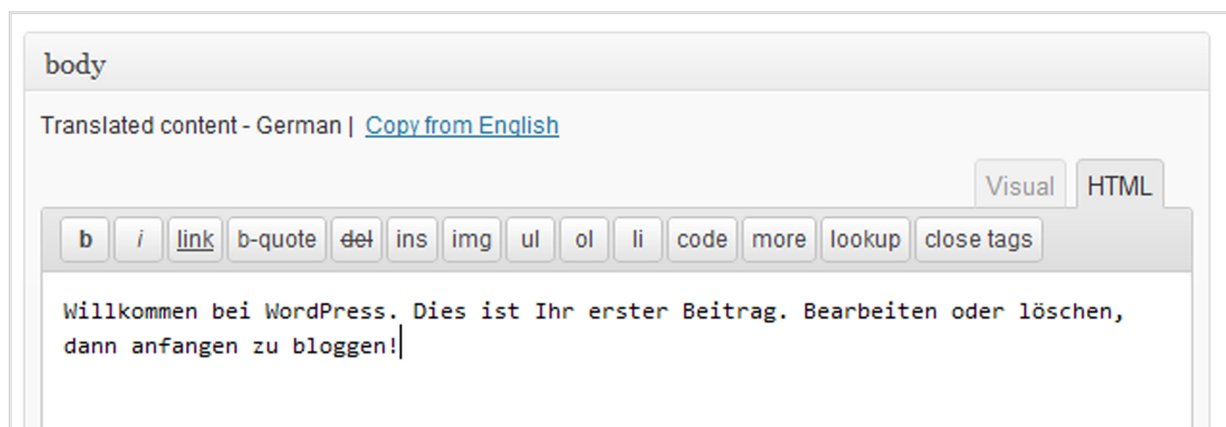
You'll see a number of different boxes depending on the content type. This will be set by the site owner. Each box will contain two main areas - an area for adding a translation, and the text to be translated.

Add your translation to the first box. You can also copy the original text into the field should you need to. Check the "The translation is finished" box when it is complete.



The screenshot shows a translation editor interface for a 'title' field. It contains two main sections: 'Translated content - German' and 'Original content - English'. The German section has a text input field with 'Hello Welt' and a checked checkbox labeled 'This translation is finished'. The English section has a text input field with 'Hello world!'. A link 'Copy from English' is visible between the two sections.

Now you can move on to the next box. Again, add the content and check the "The translation is finished" box when you are completed.



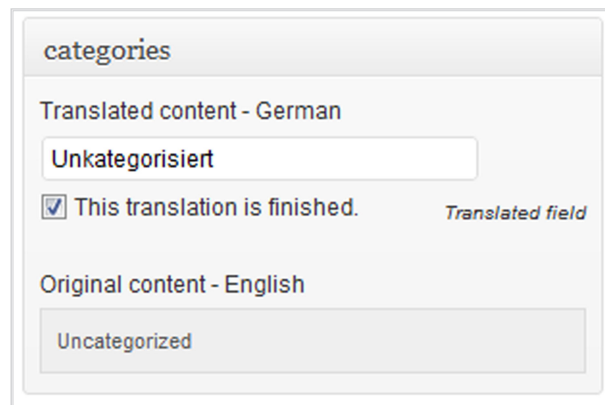
The screenshot shows a translation editor interface for a 'body' field. It features a 'Visual' editor with a toolbar containing buttons for bold, italic, link, quote, delete, insert, image, list, code, more, lookup, and close tags. The German section contains the text 'Willkommen bei WordPress. Dies ist Ihr erster Beitrag. Bearbeiten oder löschen, dann anfangen zu bloggen!'. The English section is empty. A 'Copy from English' link is also present.

Continue with your translation until it is complete.

Adding a Translation

Note: if you have a long translation that will take more than one session to complete, just leave the “the translation is finished” box unchecked so that you can save your translation and return to it again.

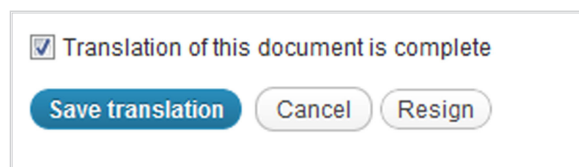
Before you finish you can classify your content. The site admin will have created the correct taxonomies for you to use. Select the appropriate term and translate as necessary.



The screenshot shows a form titled "categories". It contains two sections: "Translated content - German" and "Original content - English". In the German section, there is a text input field containing "Unkategorisiert" and a checked checkbox labeled "This translation is finished." with the text "Translated field" to its right. In the English section, there is a text input field containing "Uncategorized".

When you are finished check the “Translation of this document is complete” box (you will not be able to check this box until you have marked each of the areas for translation as finished).

Click Save translation.



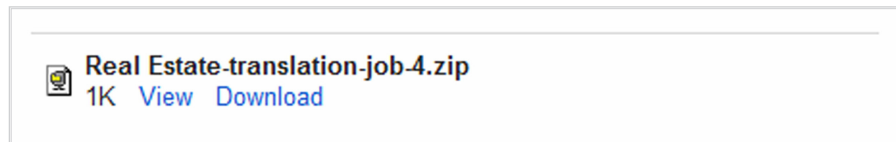
The screenshot shows a form with a checked checkbox labeled "Translation of this document is complete". Below the checkbox are three buttons: "Save translation" (highlighted in blue), "Cancel", and "Resign".

Your translation is now marked as complete in your translation queue.

Translating Using your Desktop CAT

The site administrator may have enabled you to use your own Desktop CAT to carry out your translations. This means that you can translate offline, using your own software.

If your site admin has enabled this you'll receive an XLIFF file along with your notification email.



Open this file and translate it using your favorite CAT tool.

When you're done click on the return URL in the notification email. This will take you to your translation queue.

You'll see a box for uploading an XLIFF or ZIP file.

A screenshot of a web form titled 'Import XLIFF'. Below the title, there is a text input field with the placeholder text 'Select the xliif file or zip file to upload from your computer:'. To the right of the input field are two buttons: 'Browse...' and 'Upload'.

Upload the file to add the translations to the website.

Note: if you need help using different CAT tools there are a number of guides on the WPML website.

Professional Translation by ICanLocalize

There are lots of places to find translators. Websites such as Elance and Proz can put you in touch with translators through the web. However, it's possible to get access to professional translators from your WordPress admin area.

ICanLocalize offers high-quality professional translations. It's a self-service system so you put out the advert to the translators and they'll let you know if they can take on the job.

All of ICanLocalize's translators have either a degree in translation, an MA or PhD in their source language, or have passed their ATA tests. They also have to pass rigorous internal testing.

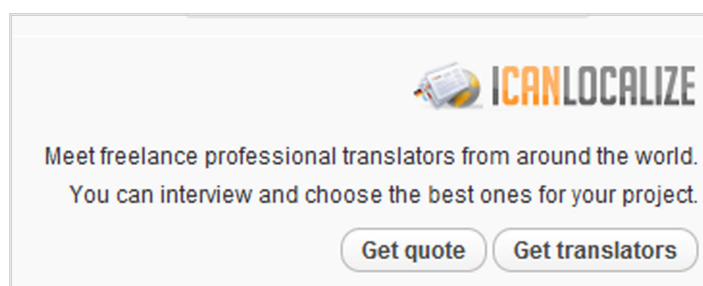
ICanLocalize guarantees the quality of the work - if you're not happy it will be fixed; if it can't be fixed your payment will be refunded.



[Visit ICanLocalize to get started with WordPress translation](#)

Send Documents for Translation from the Translation Dashboard

On the Translation Management Dashboard you'll see the ICanLocalize logo. From here you can get a quote or put up a job advert.




Get a Quote

To get a quote click on the “Get Quote” button.

Then select the languages you wish to translate between.

Translation Languages

I need translation from English 

to these languages:

☒ German

☒ Spanish

Continue

Choose the content types.

Content Types

Your site includes different kinds of content items. Choose which types to include in the quote.

To get the word count of specific documents, use the [Translation Dashboard](#).

	Type	Number of items	Number of words
<input checked="" type="checkbox"/>	Posts	20	978
<input checked="" type="checkbox"/>	Pages	5	352

Back Continue

To Get a Quote

You can either produce a quote or save for later.

Summary

You have selected the following content:

- 20 Posts with 978 words
- 5 Pages with 352 words

[Back](#) [Produce Quote](#) [Save for later](#)

If you click Produce Quote you'll be taken to a page with a complete quote for the work you need done. This will be based on a generic quote of 0.07 USD per word. The final price may be different depending on the translator you employ.

Description: **20 Posts with 978 words, 5 Pages with 352 words**

Volume of work: **1330 words***

Cost of translation

Language pair	Cost per word (USD)	Total cost (USD)
English » French	0.082	109.06
English » German	0.082	109.06
Total		218.12*

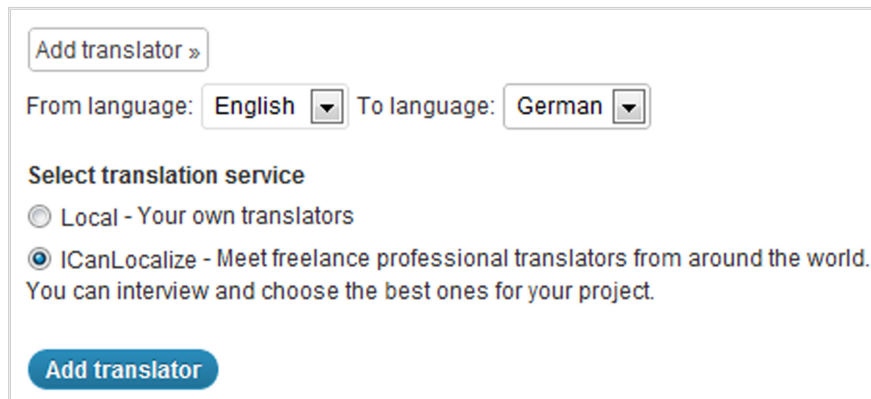
Note: our system uses an advanced translation memory. The final volume and cost may go down if we find repeating texts.

Our translators can handle around 1,500 words per day. The quote will include an estimate of how long the translation should take.

Add an ICanLocalize Translator

To find an ICanLocalize translator click on the Get Translators button on the translation management dashboard. This will direct you to Translation Management > Translators.

Click Add Translator and select the ICanLocalize radio button.



Add translator »

From language: English To language: German

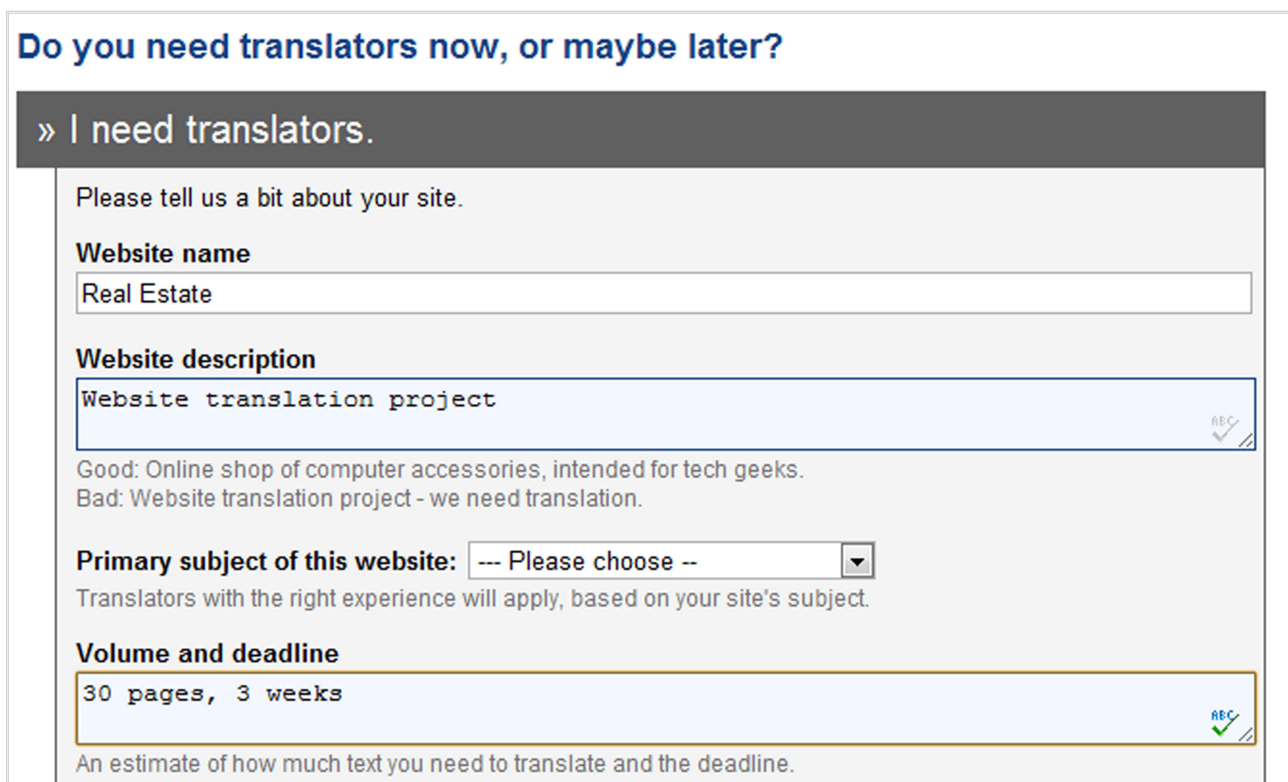
Select translation service

☐ Local - Your own translators

☒ ICanLocalize - Meet freelance professional translators from around the world. You can interview and choose the best ones for your project.

Add translator

You'll be redirected to ICanLocalize where you can fill in your project details and create an account.



Do you need translators now, or maybe later?

» I need translators.

Please tell us a bit about your site.

Website name

Real Estate

Website description

Website translation project

Good: Online shop of computer accessories, intended for tech geeks.
Bad: Website translation project - we need translation.

Primary subject of this website: --- Please choose --

Translators with the right experience will apply, based on your site's subject.

Volume and deadline

30 pages, 3 weeks

An estimate of how much text you need to translate and the deadline.

Add an ICanLocalize Translator

You can send the invite to all translators who are qualified to translate between your selected languages, or you can invite specific translators.



★★★★★

Invite

brittak, Germany Jobs in progress: 2 | [View profile](#)

I am a native German speaker (based in the UK) and a full-time translator with five years experience. Besides my qualification as a foreign language correspondent I have served a professional training in IT systems. I guarantee a prompt delivery, but also highest quality and accuracy. My expertise include: Mobile Apps, Games, IT, Hardware, Software, Communications, Electronics, Media, Internet, Business, Marketing, etc.

"Great Work!" Magmic

"Awesome work! Thanks a lot!" Jerome.T1

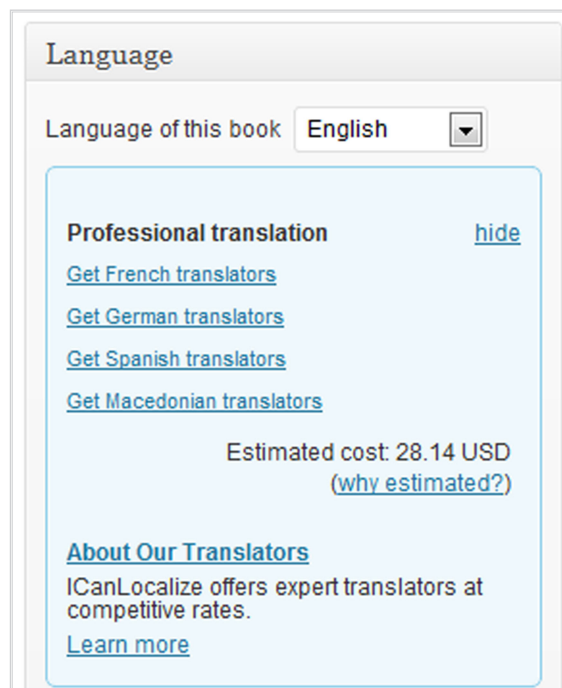
"Great work.
Brittak does always a good job and is a pleasure to work with her !" piff

[65 more recommendation\(s\)](#)

Translators will bid on your job so you can choose the bid that suits your needs. Once you've accepted the bid they'll be able to start translating the documents you have sent for translation.

Get a Quote and Find Translators from the post Edit Screen

You can also send content for translation from the post editing screen. Once you've created a post, page or custom post type a quote will automatically appear in the Language meta box. You can also click the link to find professional translation for your content.



ICanLocalize grants you with a \$30 (USD) coupon for free professional translation. You can use this coupon to translate anything, between any language, by the translators that you choose. To receive your coupon please type wpml.org/?page_id=7394.

For more information about WPML visit <http://wpml.org>



Thank you for reading