

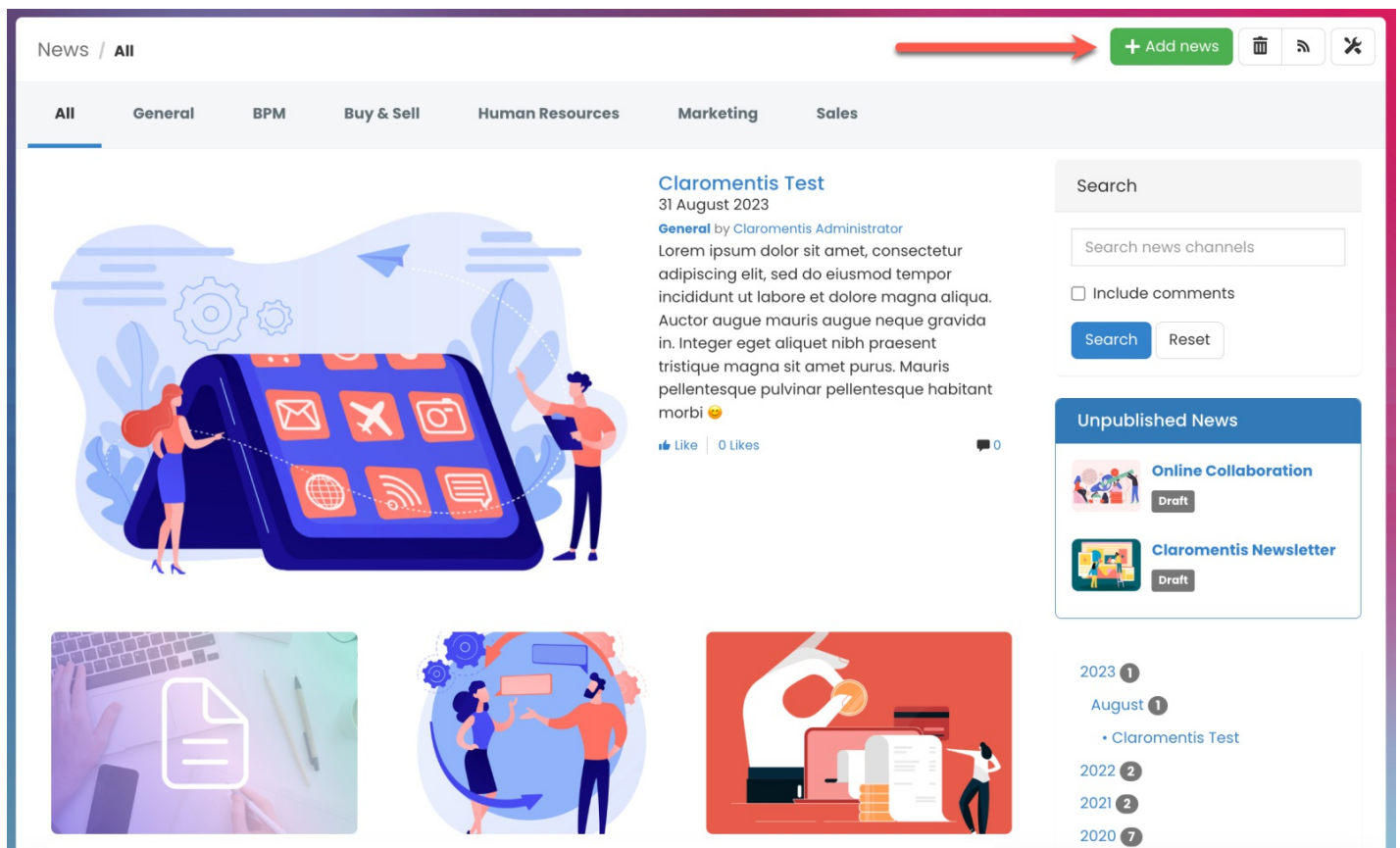
How to Create a Multilingual News Article

News application admins can add/edit language versions of the same article using the News application in Claromentis. The same principle can be applied in our [Knowledge Base](#) application.

The below steps are outlined in the video above.

Creating news articles in several languages

1. Start by creating a news article using **+ Add news**.






The screenshot displays the Claromentis News application interface. At the top right, a green button labeled '+ Add news' is highlighted with a red arrow. Below the navigation bar, a news article titled 'Claromentis Test' is shown, dated 31 August 2023, with a 'General' category and a 'Claromentis Administrator' author. The article text is a placeholder Lorem Ipsum. To the right of the article is a search bar and a section for 'Unpublished News' containing 'Online Collaboration' and 'Claromentis Newsletter', both marked as 'Draft'. At the bottom right, a date filter shows '2023' with a count of 1, and 'August' with a count of 1, with 'Claromentis Test' listed under August. The main content area features a large illustration of a woman and a man interacting with a large smartphone displaying various icons, and three smaller illustrations below it: a hand holding a document, two people in a meeting, and a hand holding a coin over a laptop.

Reminder: If you do not see the option to create a news article, it is likely you do not have permission to do so. Please reach out to your internal News application admin for assistance.

2. Set the **Default Language** for the article.

Click the Language field to view a list of available languages.

News / Add News Article + Add news   

Article details Metadata Additional options All

Channel


Language

Title


Tags popular tags: intranet, claromentis, microsoft, excel, social

Short Summary **B I U T X₂ X² EMAIL G** [source]

The summary will be displayed at the top of the article, article preview and Pages component

Content 

3. Fill in the rest of the article information and click **Submit news** to publish.


Content 

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Link For external Links include the whole path. E.g. <https://www.claromentis.com>. For internal links use a relative path E.g. </intranet/gallery/>

Comments Enable Disable

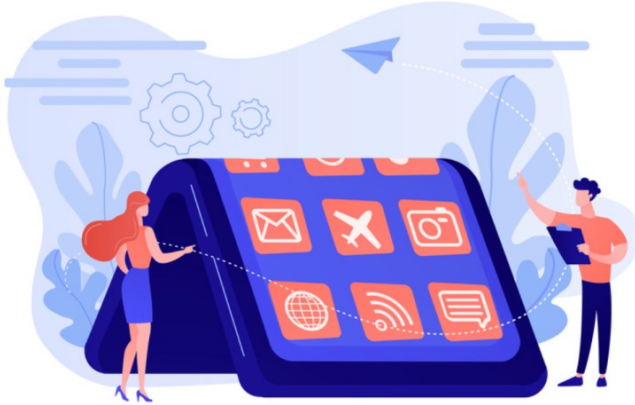


For more information on creating news articles, check out our guide [Creating news articles](#).

4. Once you have created a piece of news, you can add more languages by clicking on the 'Edit' button:

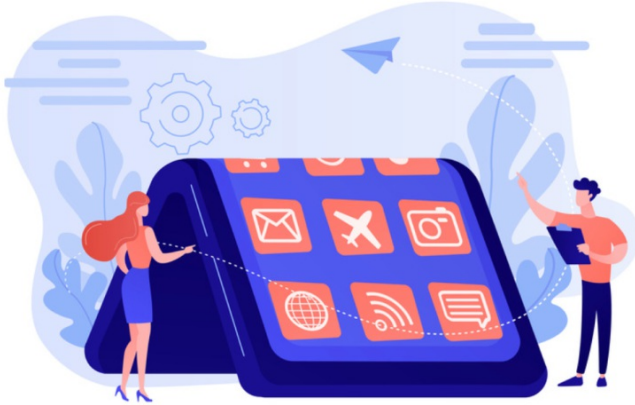
NEWS / General / Article details + Add news   

Claromentis Test

General | 31 August 2023 by Claromentis Administrator 




Related news

Nothing found



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5. Select the Language drop-down again to choose the language you wish to create and click **Add**.

NEWS / Article details / Edit News + Add news   

Article details Metadata Additional options All

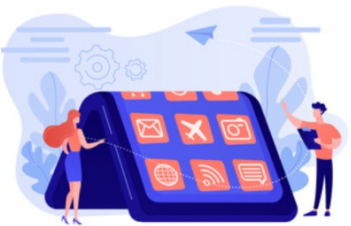
Channel General

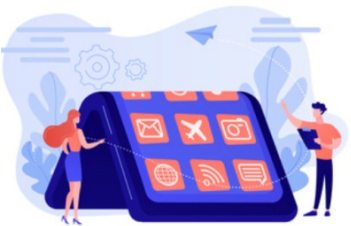
Language English options
English (default)

Title French [input field] ←

Tags Add [input field] ←

popular tags: intranet, claromentis, microsoft, excel, social

 Delete image



Short Summary [source]

B I U T X₂ X² EMAIL G→
[input field]

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6. Begin manually translating the content of your news article.

The title and content of the news from the main language will be copied to represent a new language (i.e. French version).

Short Summary
[SOURCE]

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The summary will be displayed at the top of the article, article preview and Pages component

Content

Source

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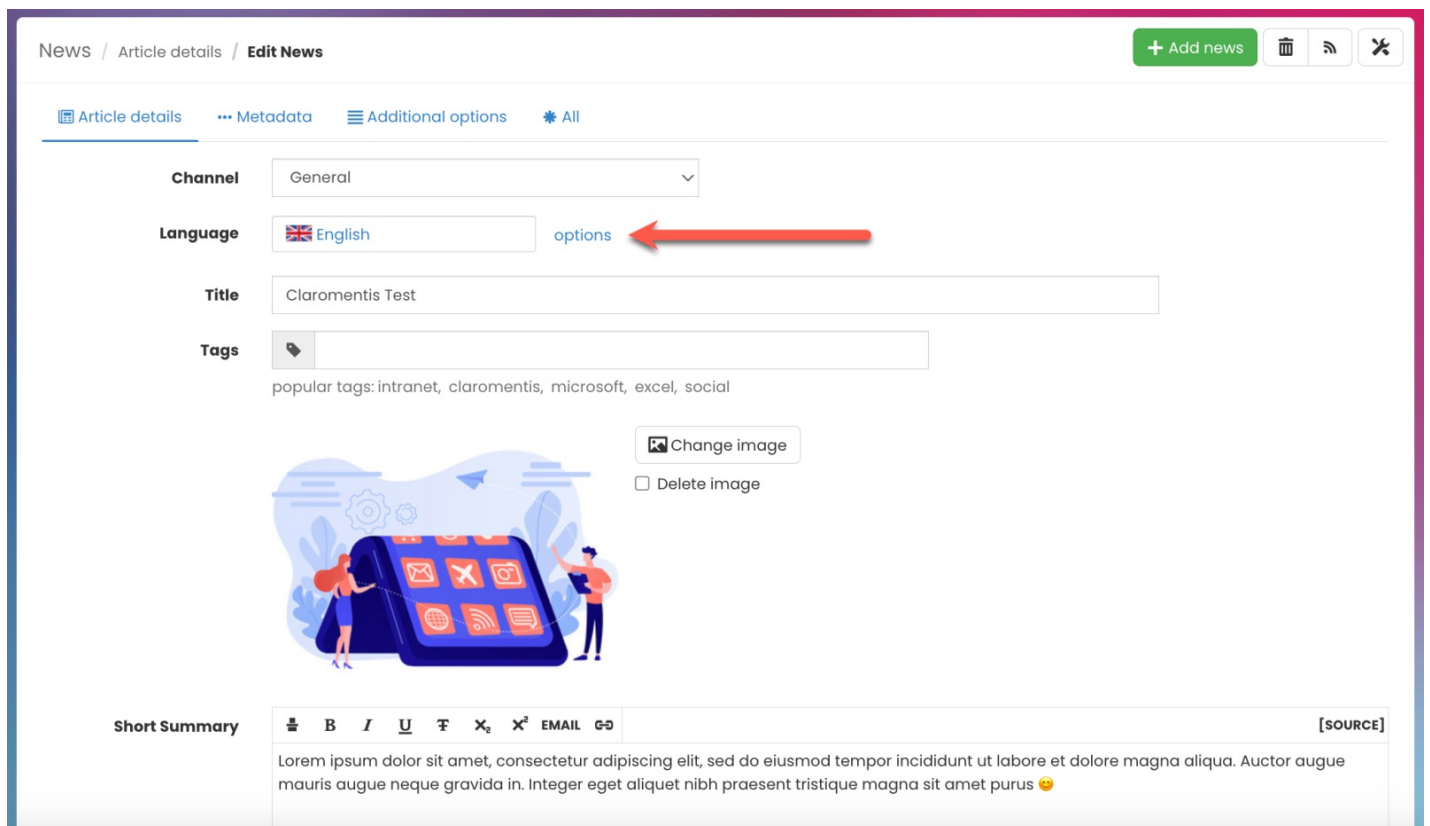
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Default language of news article

You can change the default language of your news article.

1. Select **Options** next to the Language field.






The screenshot shows the 'Edit News' interface. At the top, there is a breadcrumb trail: 'News / Article details / Edit News'. On the right, there are buttons for '+ Add news', a trash icon, a RSS icon, and a close icon. Below the breadcrumb, there are tabs for 'Article details', 'Metadata', 'Additional options', and 'All'. The 'Article details' tab is active. The form contains the following fields:

- Channel:** A dropdown menu with 'General' selected.
- Language:** A text input field containing 'English' with a UK flag icon. To its right is a link labeled 'options', which is highlighted by a red arrow.
- Title:** A text input field containing 'Claromentis Test'.
- Tags:** A text input field with a tag icon. Below it, a list of popular tags is shown: 'intranet, claromentis, microsoft, excel, social'.

Below the tags, there is an illustration of a person interacting with a large tablet displaying various icons. To the right of the illustration are two buttons: 'Change image' and 'Delete image'.

At the bottom, there is a 'Short Summary' section with a rich text editor toolbar containing icons for bold, italic, underline, text color, background color, link, and unlink. The text area contains the placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Auctor augue mauris augue neque gravida in. Integer eget aliquet nibh praesent tristique magna sit amet purus 😊'. A '[SOURCE]' link is visible on the right side of the text area.


2. Select the language you wish to set as the default language.

NEWS / Article details / **Edit News** + Add news   

[Article details](#) [Metadata](#) [Additional options](#) [All](#)

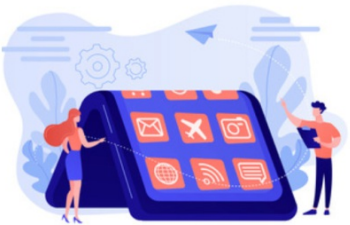
Channel


Language [options](#)

Set current content to 

Title

Tags
popular tags: intranet, claromentis, microsoft, excel, social

 Delete image

Short Summary **B** **I** **U** **F** **X₂** **X²** EMAIL  [SOURCE]

Reminder: Depending on the user's language settings, for instance 'French', news articles will display in the language accordingly by default (if available). The user can switch and view the content in another available language if they wish.

For more information on setting language settings, check out our guide on [People: My Settings](#).