

Link to article: <https://discover.claromentis.com/knowledgebase/articles/777>

How to Create a Multilingual News Article

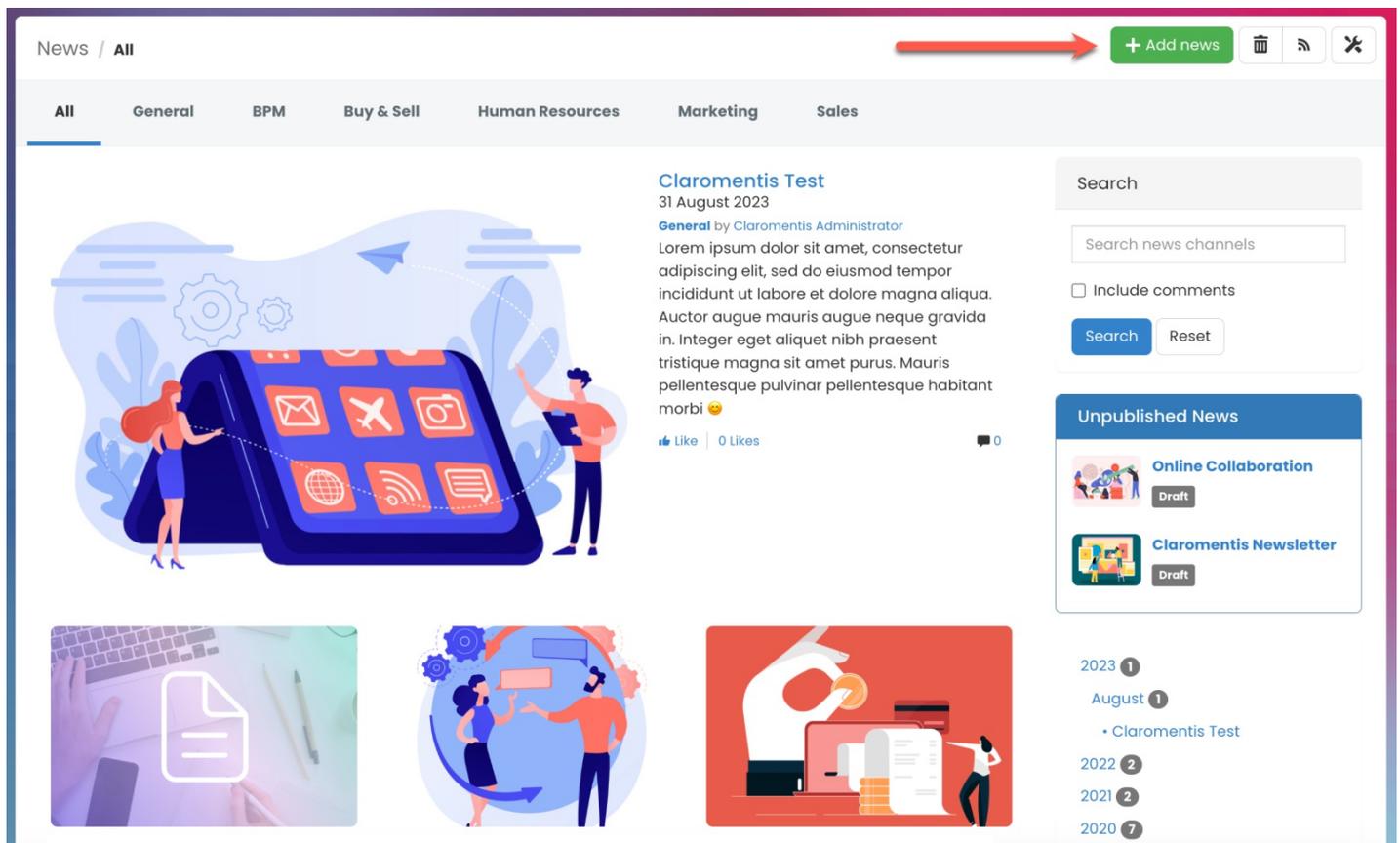
News application admins can add/edit language versions of the same article using the News application in Claromentis.

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, there is a navigation bar with the text 'News / All' and a green '+ Add news' button highlighted by a red arrow. Below the navigation bar, there are tabs for 'All', 'General', 'BPM', 'Buy & Sell', 'Human Resources', 'Marketing', and 'Sales'. The main content area features a large illustration of a woman and a man interacting with a large smartphone displaying various icons. To the right of the illustration is a news article titled 'Claromentis Test' dated '31 August 2023', written by 'Claromentis Administrator'. The article text is a placeholder Lorem Ipsum. Below the article is a 'Like' button and '0 Likes' count. To the right of the article is a search bar with the text 'Search news channels' and a 'Search' button. Below the search bar is a section titled 'Unpublished News' with two items: 'Online Collaboration' and 'Claromentis Newsletter', both marked as 'Draft'. At the bottom right, there is a date filter showing '2023' with a count of '1', 'August' with a count of '1', and a list of years from 2020 to 2023 with counts: 2022 (2), 2021 (2), and 2020 (7).

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 ~~S~~ ^{x₂} ^{x²} EMAIL  [SOURCE]

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

Content                                       

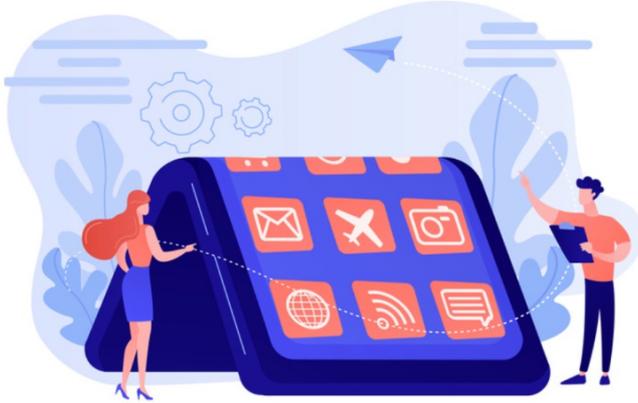
News / General / **Article details** + Add news   

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](#)

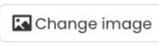
Channel General

Language English options

Title English (default)

Tags French Add

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

 Delete image



Short Summary        EMAIL  [SOURCE]

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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]

Felis donec et odio pellentesque. Tortor at risus viverra adipiscing at in. Nunc sed velit dignissim sodales. Varius duis at consectetur lorem. Sit amet aliquam id diam maecenas ultricies mi eget. Morbi tristique senectus et netus et. Nullam ac tortor vitae purus faucibus ornare suspendisse. Sed viverra tellus in hac habitasse platea. Porttitor lacus luctus accumsan tortor posuere ac. Integer eget aliquet nibh praesent tristique magna sit amet purus. Mauris pellentesque pulvinar pellentesque habitant morbi. 😊

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

Content

Source
🔍

B I U S
 x_2 x^2
 I_x
☰ ☲ ☱ ☴ ☵ ☶ ☷
🔗

Styles
Normal
Font
Font Size
🔍

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body p

Link

http://

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

Submit
Save as draft
Delete

Please note: Adding a language does not automatically translate the contents of your article. This will be done manually by the author/editor.

7. Again, **Submit news** to publish the news article.

Content

Source
🔍

B I U S
 x_2 x^2
 I_x
☰ ☲ ☱ ☴ ☵ ☶ ☷
🔗

Styles
Normal
Font
Font Size
🔍

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body p

Link

http://

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

Submit news
Save as draft

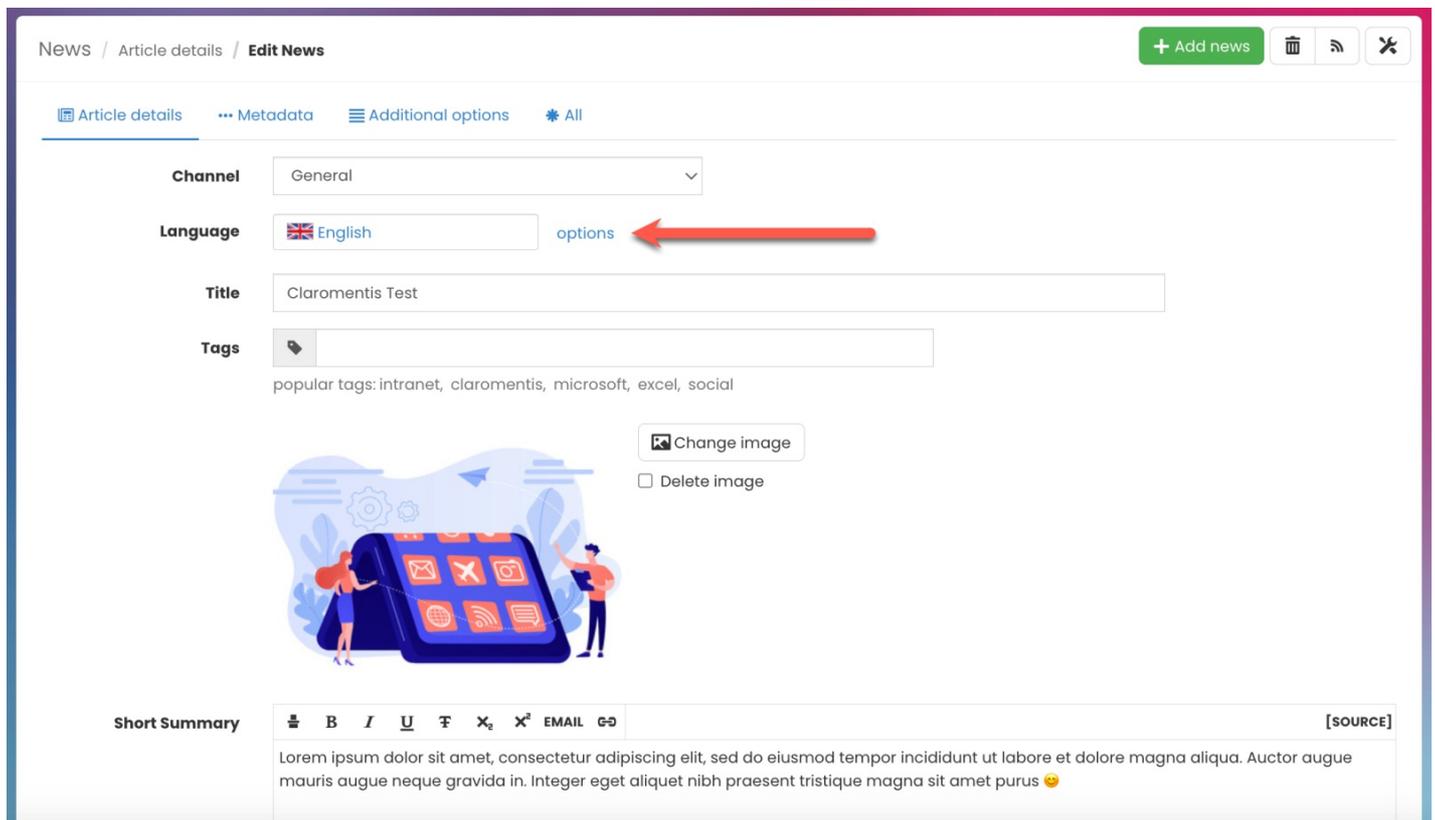
Additional languages can be added using the method above.

8. Once published, users can switch the language of the article by using any of the available **Flag** icons.

Default language of news article

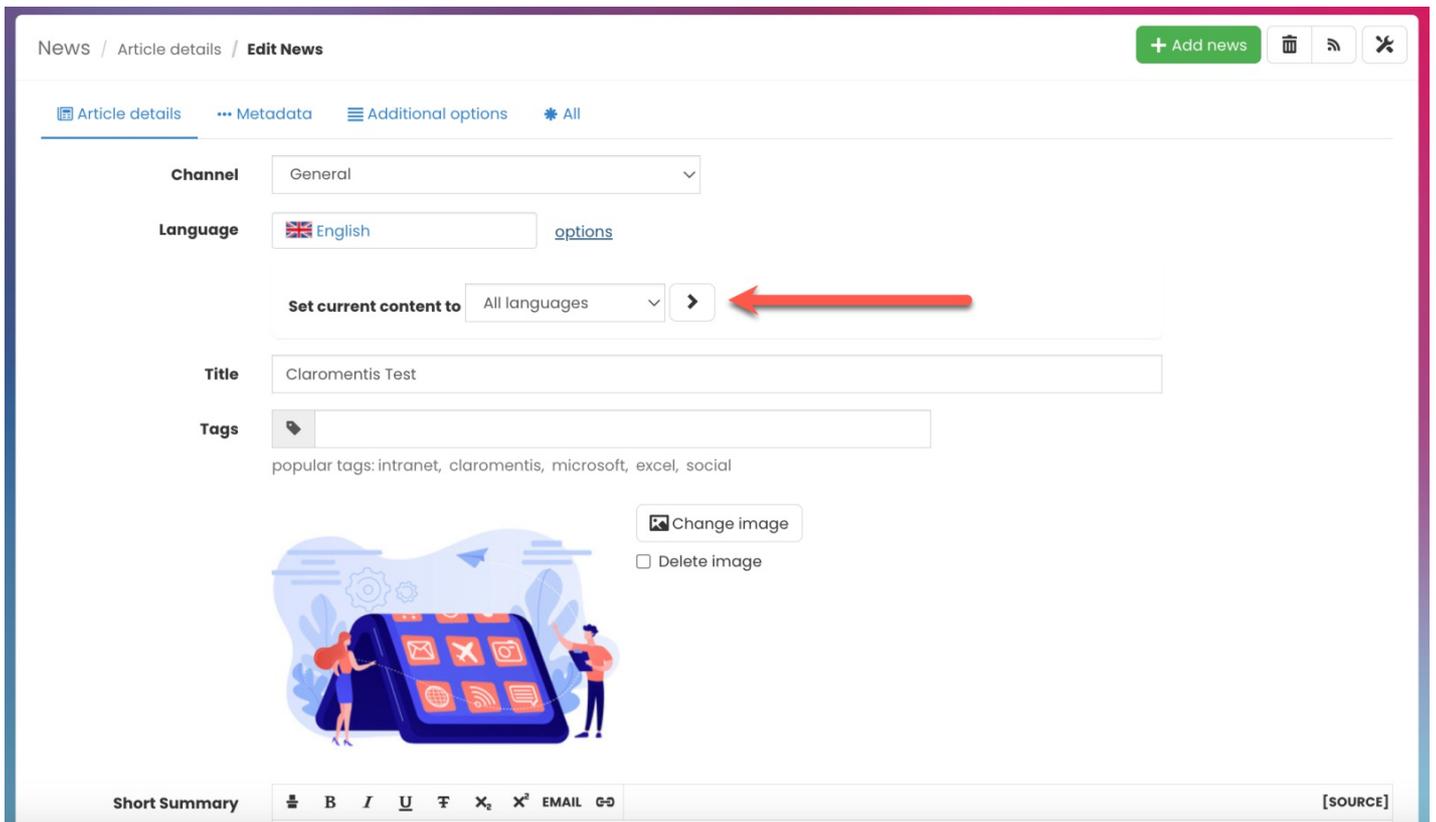
You can change the default language of your news article.

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



The screenshot displays the 'Edit News' interface. At the top, there is a breadcrumb trail: 'News / Article details / Edit News'. To the right of the breadcrumb are three icons: a green '+ Add news' button, a trash icon, and a refresh icon. Below the breadcrumb is a navigation menu with four items: 'Article details' (active), 'Metadata', 'Additional options', and 'All'. The main content area contains several fields: 'Channel' (set to 'General'), 'Language' (set to 'English' with a UK flag icon), 'Title' (set to 'Claromentis Test'), and 'Tags' (with a trash icon). Below the 'Language' field, there is a blue link labeled 'options' with a red arrow pointing to it. Below the 'Tags' field, there is a list of popular tags: 'intranet, claromentis, microsoft, excel, social'. Below the tags is a large 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, strikethrough, link, unlink, email, and go. The text in the summary is: '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 in the top right corner of the summary area.

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



The screenshot shows the 'Edit News' interface. At the top, there are navigation links for 'News / Article details / Edit News' and a '+ Add news' button. Below this, there are tabs for 'Article details', 'Metadata', 'Additional options', and 'All'. The 'Language' section is highlighted, showing a dropdown menu set to 'English' with a 'options' link. Below this, there is a 'Set current content to' dropdown menu set to 'All languages' with a right-pointing arrow button. A red arrow points to this button. Below the 'Set current content to' dropdown, there is a 'Title' field with the text 'Claromentis Test' and a 'Tags' field with a dropdown arrow. Below the 'Tags' field, there are 'popular tags: intranet, claromentis, microsoft, excel, social'. Below the tags, there is an image of a person interacting with a large tablet displaying various icons. To the right of the image, there are buttons for 'Change image' and 'Delete image'. At the bottom, there is a 'Short Summary' field with a rich text editor toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, and email. A '[SOURCE]' link is also present.

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](#).