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.



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.

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

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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:



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

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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).

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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.

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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.

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

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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.

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