

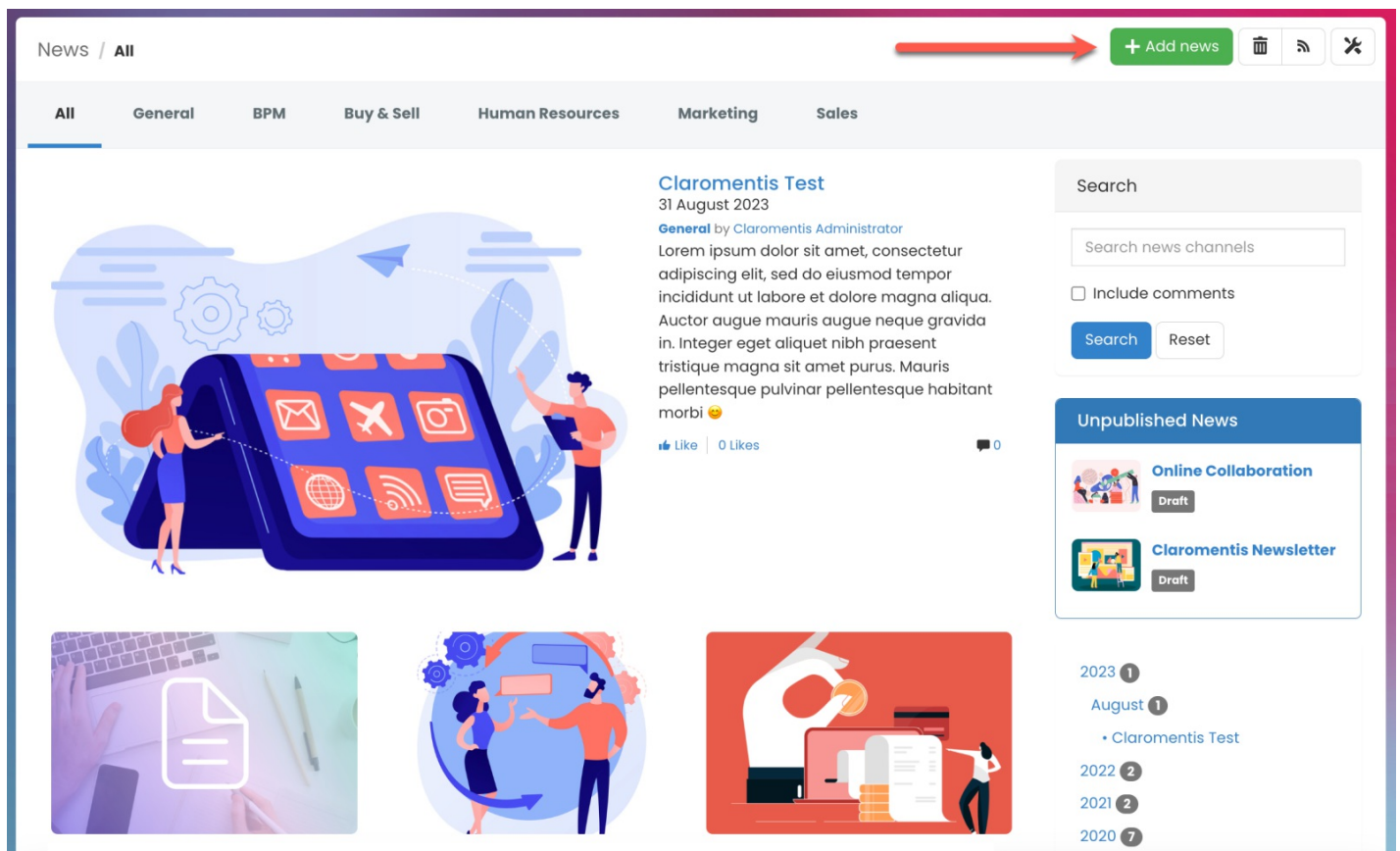
# How to Create a Multilingual News Article

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 red arrow points to a green button labeled '+ Add news'. Below this, a navigation bar includes categories: All, General, BPM, Buy & Sell, Human Resources, Marketing, and Sales. The main content area features a large illustration of a smartphone with various icons, and a news article titled 'Claromentis Test' dated 31 August 2023. The article is categorized as 'General' and is authored by 'Claromentis Administrator'. The text is a placeholder Lorem Ipsum. Below the article, there are three smaller illustrations: a hand holding a document, two people in a meeting, and a hand holding a coin. On the right side, there is a search bar, a section for 'Unpublished News' with two draft items ('Online Collaboration' and 'Claromentis Newsletter'), and a date filter showing '2023' with a count of 1, and 'August' with a count of 1, and a sub-item 'Claromentis Test'.

**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 X<sub>2</sub> X<sup>2</sup> 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 




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:

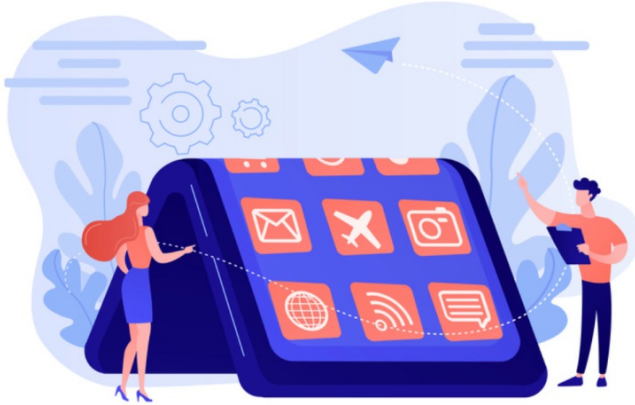
NEWS / General / Article details + Add news   

# 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

**Title** French



**Tags** Add

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

  Delete image



**Short Summary** [SOURCE]


**B** *I* U **T** ~~X~~ ~~X~~ EMAIL 

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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**

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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**

Congue eu consequat ac felis donec et odio. Scelerisque varius morbi enim nunc faucibus a pellentesque. Amet nulla facilisi morbi tempus iaculis urna id. Morbi blandit cursus risus at ultrices. Blandit massa enim nec dui nunc. Porta nibh venenatis cras sed felis eget velit aliquet sagittis. Facilisi morbi tempus iaculis urna id volutpat lacus laoreet non. Accumsan lacus vel facilisis volutpat est velit egestas dui. Facilisi cras fermentum odio eu feugiat pretium nibh ipsum consequat. Sagittis eu volutpat odio facilisis. Sit amet risus nullam eget felis eget nunc lobortis mattis. Proin libero nunc consequat interdum varius. Vitae sapien pellentesque habitant morbi tristique senectus et netus. Mollis aliquam ut porttitor leo a diam sollicitudin tempor id. Arcu odio ut sem nulla pharetra diam sit amet. Enim neque volutpat ac tincidunt. Nulla pharetra diam sit amet nisl suscipit adipiscing. Ut tristique et egestas quis ipsum suspendisse ultrices gravida.

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

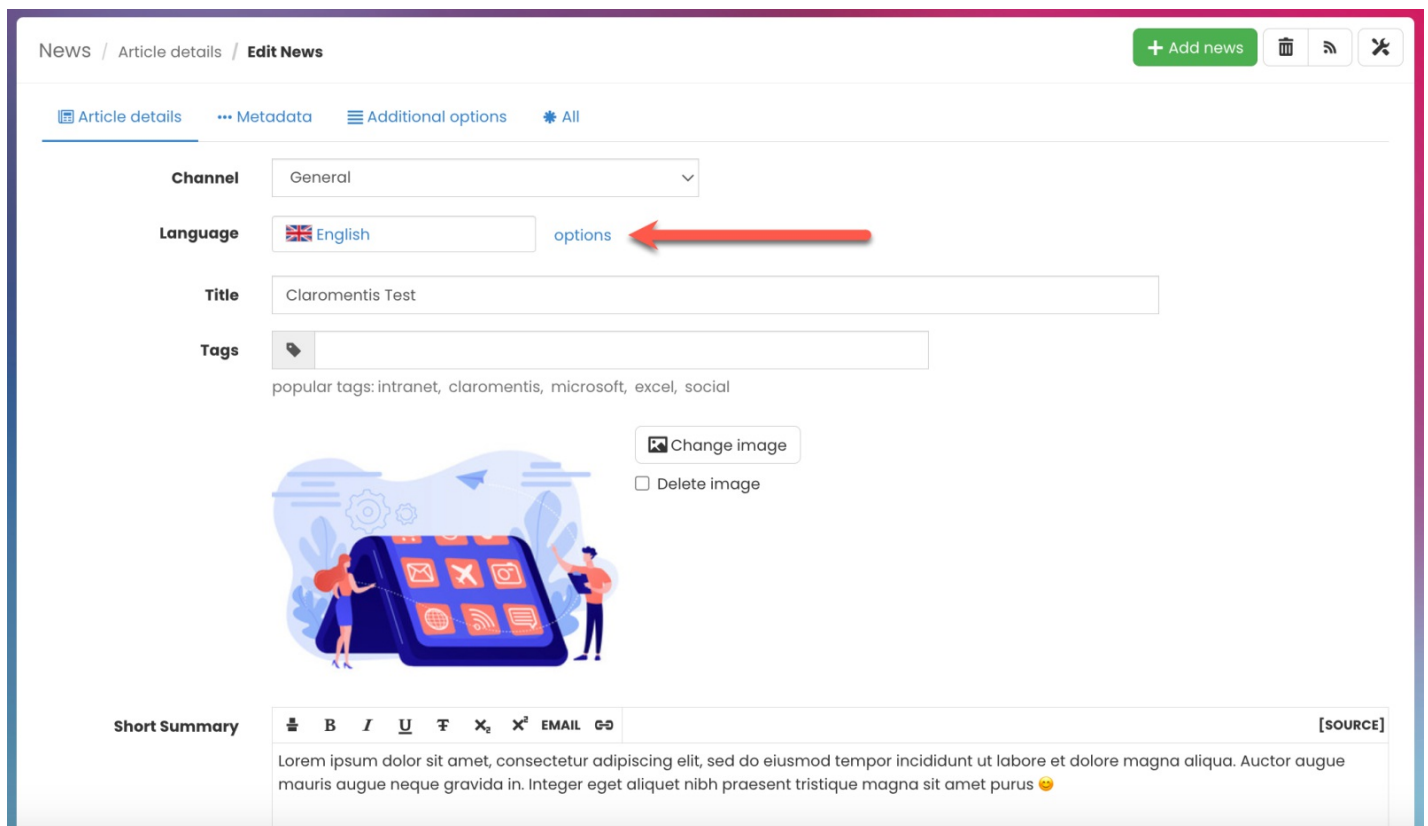
Additional languages can be added using the method above.

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 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 'Channel' field is set to 'General'. The 'Language' field is set to 'English' with a red arrow pointing to the 'options' link next to it. The 'Title' field contains 'Claromentis Test'. The 'Tags' field has a search icon and a list of popular tags: 'intranet, claromentis, microsoft, excel, social'. Below the tags, there is an illustration of a person interacting with a large smartphone displaying various icons. To the right of the illustration are buttons for 'Change image' and 'Delete image'. At the bottom, there is a 'Short Summary' section with a rich text editor containing the 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 😊'. The editor includes standard text formatting tools and a '[SOURCE]' link.


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**

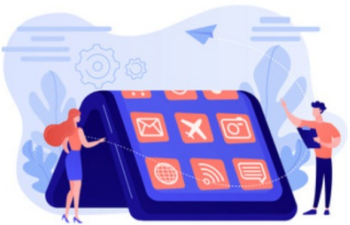
**Language**  [options](#)


**Set current content to**   

**Title**

**Tags**

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

   Delete image

**Short Summary**  **B** **I** **U** **F** **X<sub>2</sub>** **X<sup>2</sup>** 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](#).