

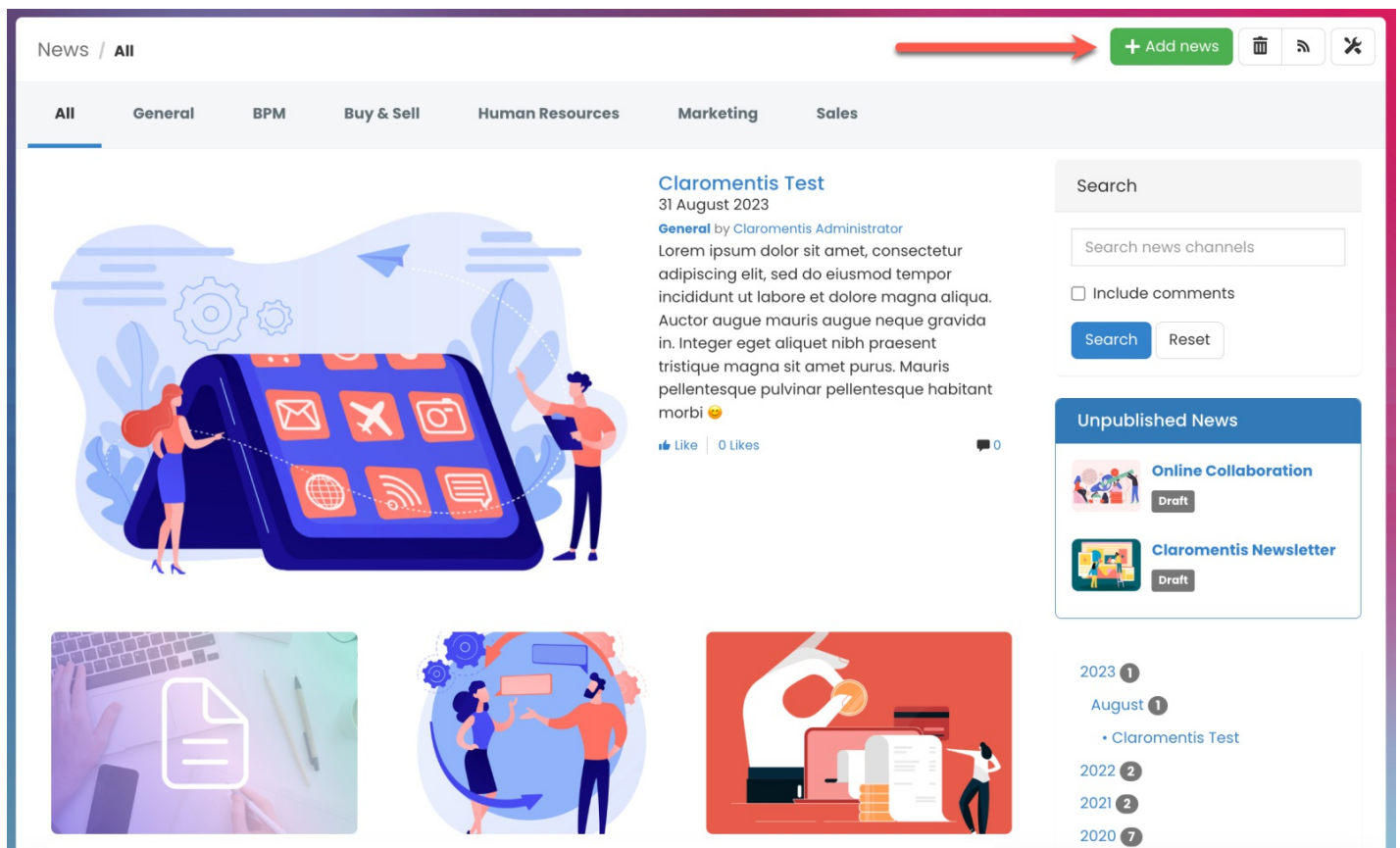
How to Create a Multilingual News Article

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 with 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, there is a news article titled 'Claromentis Test' dated '31 August 2023', authored by 'Claromentis Administrator'. The article text is a placeholder Lorem Ipsum. Below the article, there is a 'Like' button and '0 Likes' text. To the right of the article, there is a search bar with the text 'Search news channels' and a 'Search' button. Below the search bar, there is a checkbox for 'Include comments' and a 'Reset' button. Further down, there is a section titled 'Unpublished News' with two items: 'Online Collaboration' and 'Claromentis Newsletter', both marked as 'Draft'.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: 2023 (1), August (1), 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 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 


ingma phacconis iaculis. Nam portitor massa in neque aliquam. In aliquam sem ingma et morbi tincidunt egestas interdum.

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
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

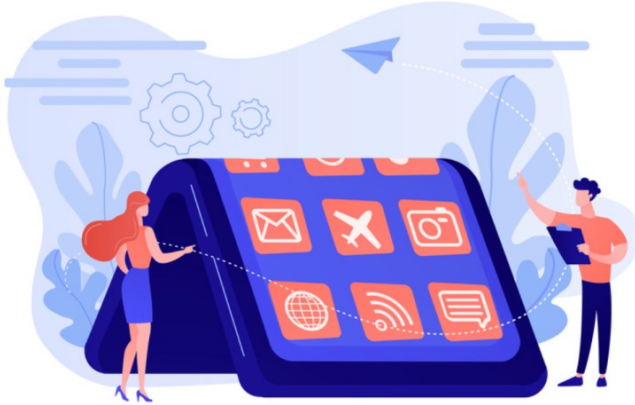
+ Add news   

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

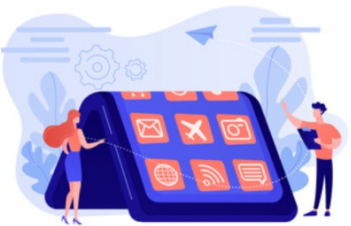
Language English options

Title French

Tags Add

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

Delete image



Short Summary B I U T X₂ X² EMAIL G→ [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 dui 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 X₂ X² I_x [List] [Table] [Image] [Video] [Audio] [Code] [Link] [Quote] [Horizontal Line] [Smiley] [Omega] [More]

Styles
Normal
Font
Font Size

body p

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 X₂ X² I_x [List] [Table] [Image] [Video] [Audio] [Code] [Link] [Quote] [Horizontal Line] [Smiley] [Omega] [More]

Styles
Normal
Font
Font Size

body p

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

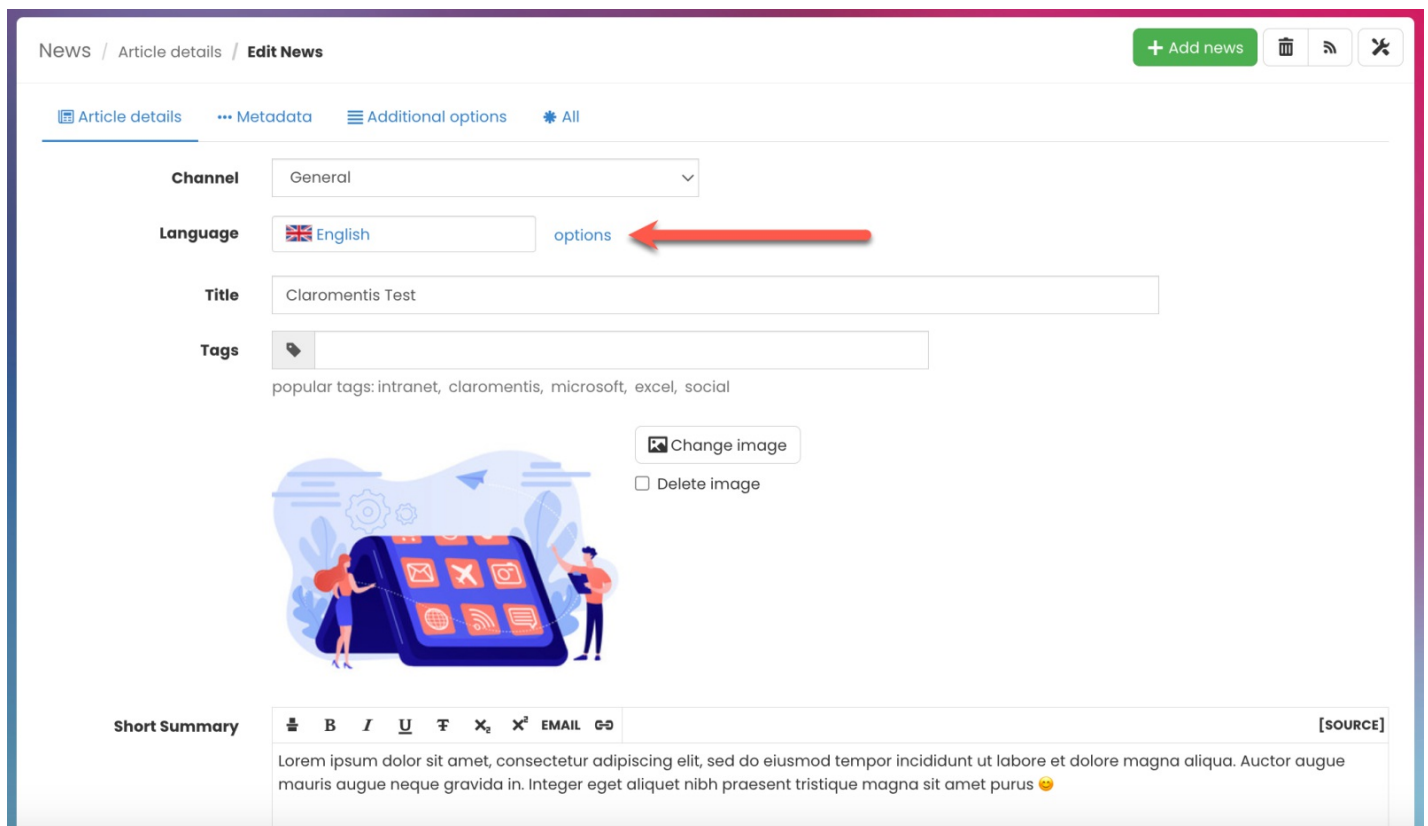
Additional languages can be added using the method above.

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 a toolbar with icons for bold, italic, underline, text color, background color, link, and unlink, and a '[SOURCE]' link on the right.


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

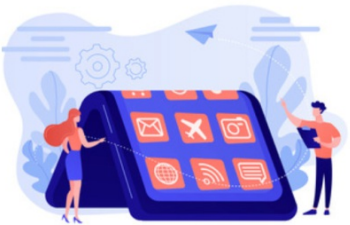
Language [options](#)


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](#).