

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

How to Create a Multilingual News Article

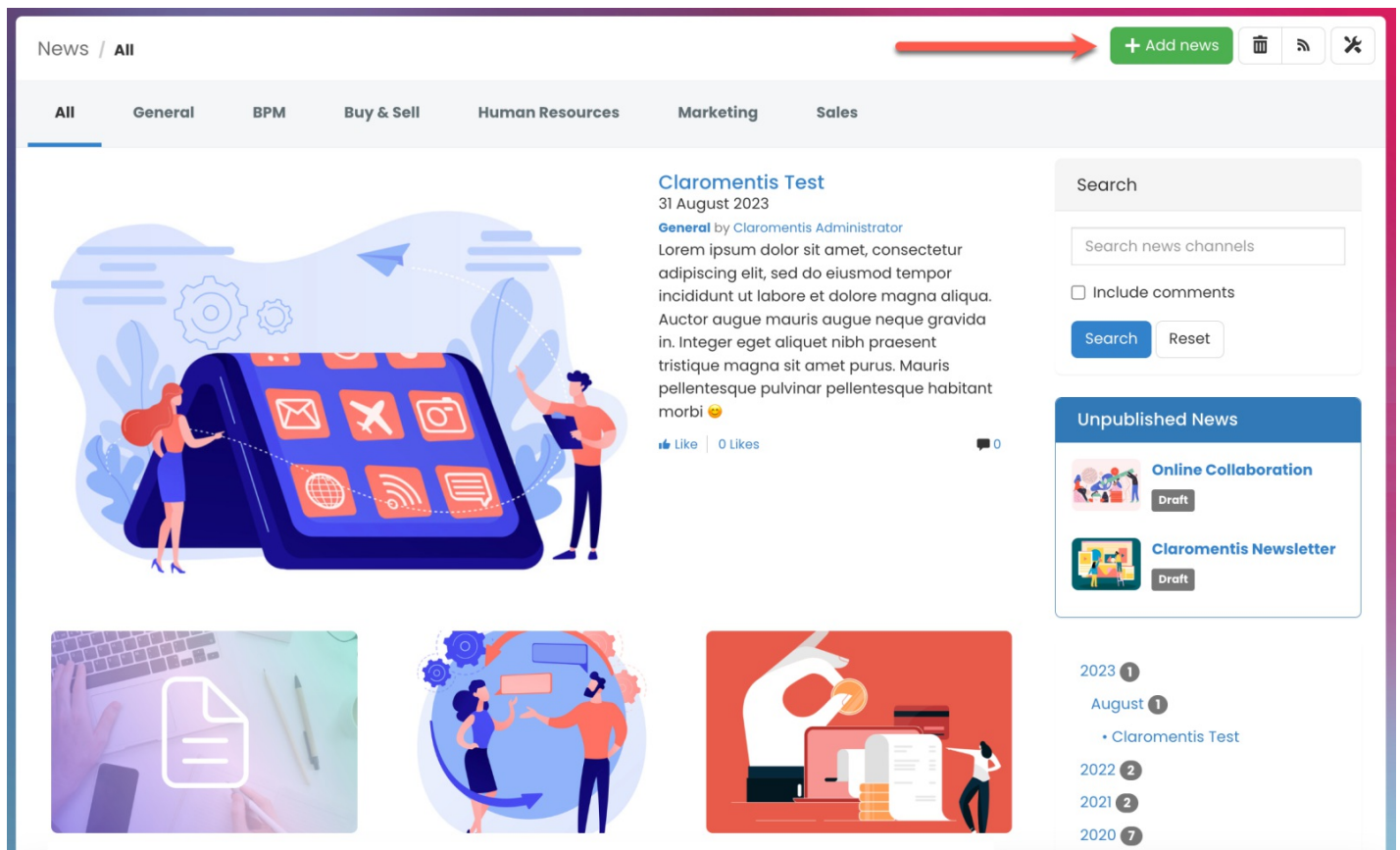
News application admins can add/edit language versions of the same article using the News application in Claromentis.

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 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 To the right of the article is a search bar and a section for 'Unpublished News' containing 'Online Collaboration' and 'Claromentis Newsletter', both marked as 'Draft'.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 interface also features a navigation menu with categories like 'All', 'General', 'BPM', 'Buy & Sell', 'Human Resources', 'Marketing', and 'Sales'.

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 [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 


Styles Normal Font Font Size  

Conque 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:

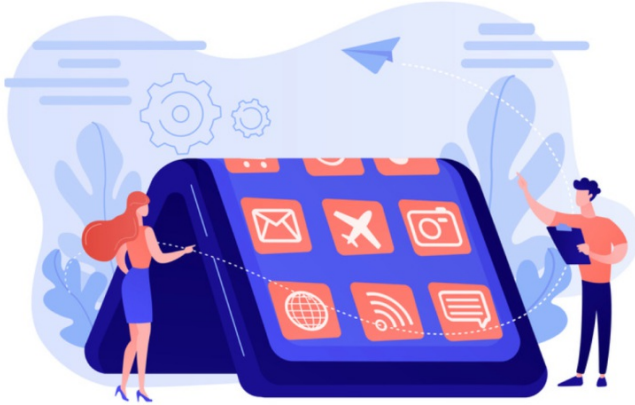
News / General / **Article details** + Add news   

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](#)

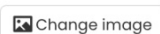
Channel General

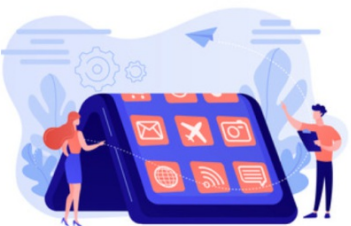
Language English options









Title English (default)

Tags French Add

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

 Delete image



Short Summary        EMAIL  [SOURCE]

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. Mauris pellentesque pulvinar pellentesque

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 x₂ x² I_x [List] [Align] [Text] [Image] [Table] [Link] [Media] [Code] [Quote] [Undo] [Redo] [Fullscreen] [Print] [Help]

Styles Normal Font Font Size

body p

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] [Align] [Text] [Image] [Table] [Link] [Media] [Code] [Quote] [Undo] [Redo] [Fullscreen] [Print] [Help]

Styles Normal Font Font Size

body p

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

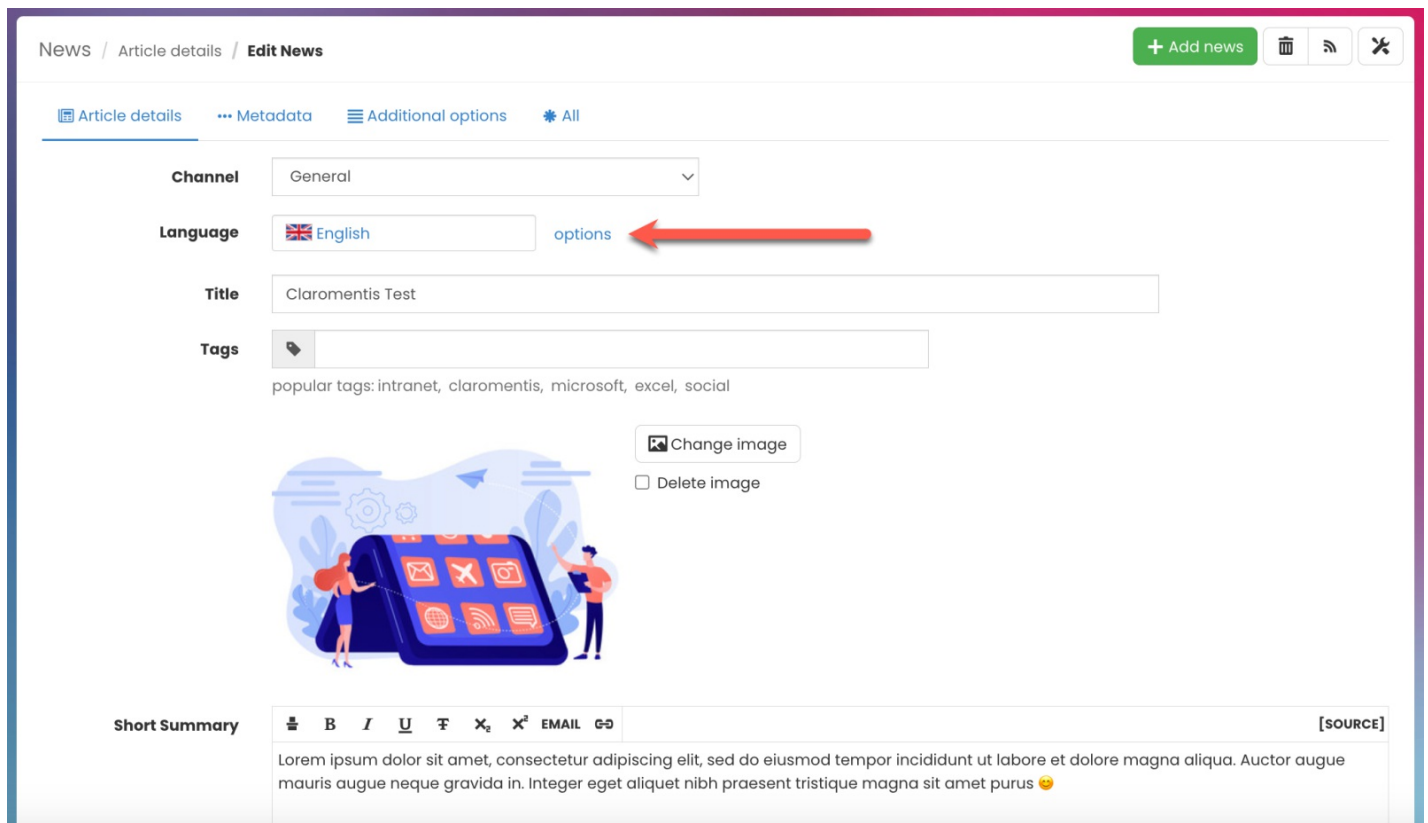
Additional languages can be added using the method above.

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

Default language of news article

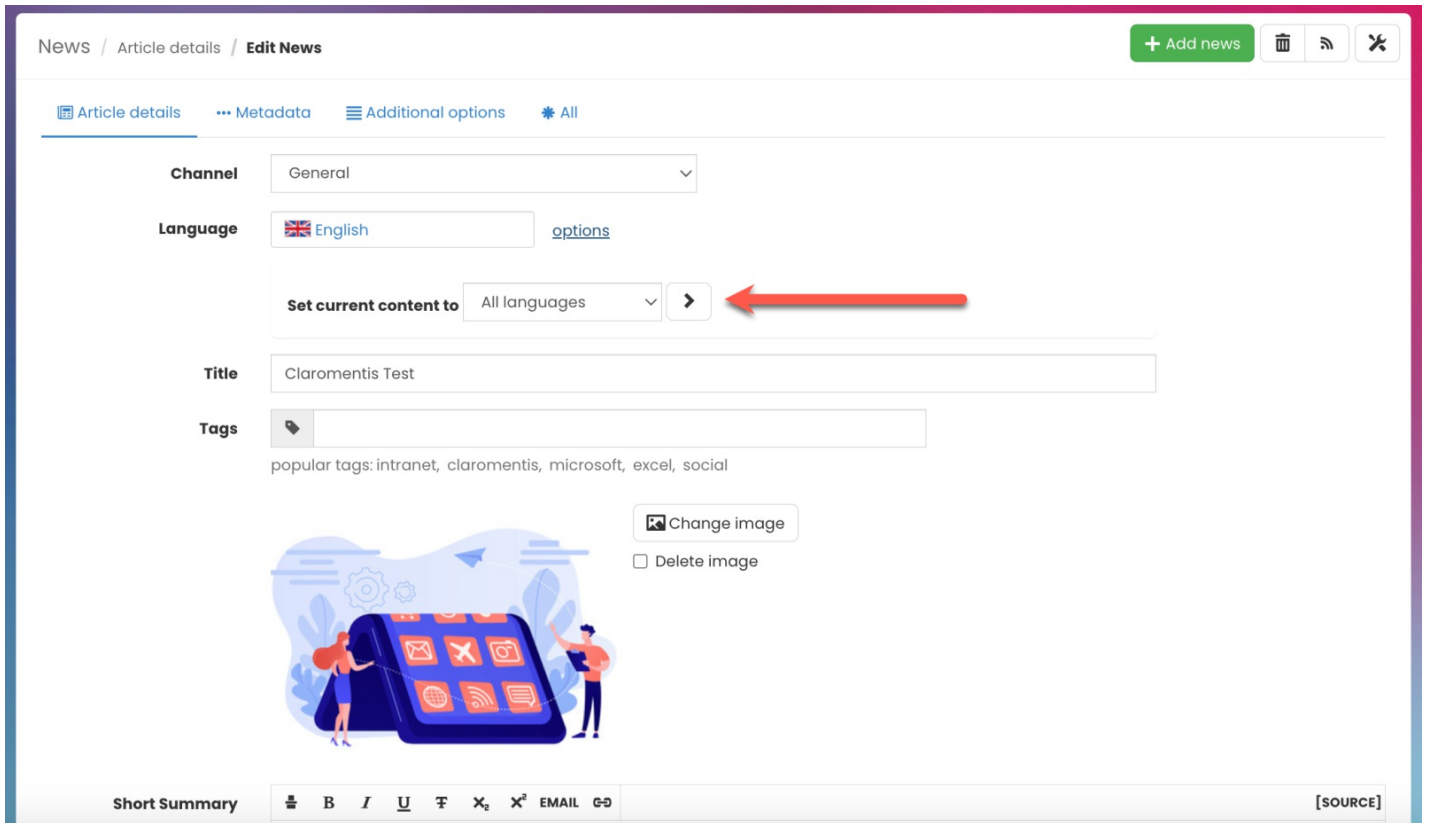
You can change the default language of your news article.

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



The screenshot 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 'Tags' field, there is a list of 'popular tags: intranet, claromentis, microsoft, excel, social'. To the right of the 'Language' field, there is a blue 'options' link, which is highlighted by a red arrow. Below the 'Language' field, there is a large illustration of a smartphone with various icons on its screen, and two people interacting with it. 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, and email, followed by a '[SOURCE]' link. The text in the summary reads: '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 😊'.

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



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' is set to 'General'. The 'Language' is set to 'English' with a link to 'options'. Below this, there is a 'Set current content to' dropdown menu set to 'All languages' and a right-pointing arrow button, which is highlighted by a red arrow. The 'Title' field contains 'Claromentis Test'. The 'Tags' field is empty, but it shows '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 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](#).