

WPML Translation Process

At this time (2020) we do not want to manually translate any new pages/posts. We will continue to use the Transperfect translation service for the time being. If necessary, Page/Post translations instructions are below.

Notes

- Pages, Page Blocks, and Menus all have their own localization.
- The Media Library now has a repository for each localization. Alt text can be edited per image per localization.

[Video overview](#) for making Duplicate and Translate Independent Blog Posts from US to ENC/FRCA

Translating Post-type meta data

The post type archive page meta data for the US pages is managed in the Yoast SEO plugin. The other localization's post type meta data is managed in the WPML plugin Translation Strings area.

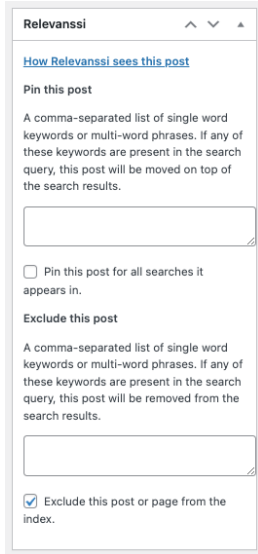
- You will only need to update the meta title and descriptions for the archive pages here. The individual post's title and descriptions are editable in the post editor.
- In String Translation search for "title-ptarchive" and "metadesc-ptarchive". In the Name column, find the post type (webinar, ebooks, etc.) you want to add/edit the translation for.
- Note: A few post type archive translations are not needed or are managed on a separate page.
 - Locations - The archive page redirects to a basic page. Meta data is managed on the page.
 - Blog - Meta data is managed on the page level.

Translating New Pages/Posts

Important Notes about Content Management and WPML limitations.

- Page block content cannot be reordered in localizations. Flexible content (Columns) and Repeaters (FAQ and Blurb). Examples: Industries landing page blurb page block, Legal columns layout. Both have since been corrected.

- Pages and Resource posts (VOD and eBook with links) need to have Relevanssi exclude from site search checked. Orbit is updating existing content.



Relevanssi

[How Relevanssi sees this post](#)

Pin this post

A comma-separated list of single word keywords or multi-word phrases. If any of these keywords are present in the search query, this post will be moved on top of the search results.

☐ Pin this post for all searches it appears in.

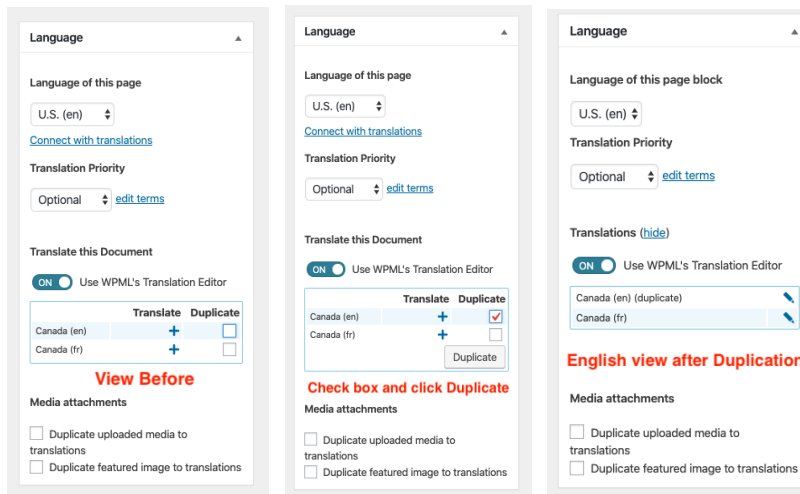
Exclude this post

A comma-separated list of single word keywords or multi-word phrases. If any of these keywords are present in the search query, this post will be removed from the search results.

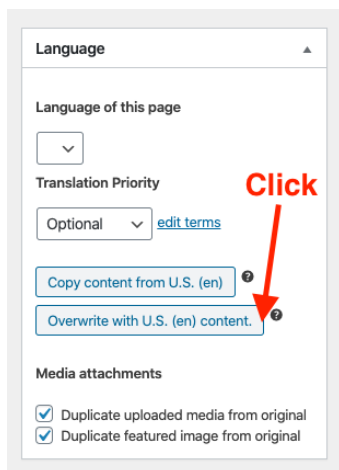
☒ Exclude this post or page from the index.

1. Create the new US English page/post with ALL content including the Yoast Meta Title/Description, Excerpts (blog), Feature Image, etc. and save as a Draft or Publish.
 - a. If this is not a new page, but an already published page that now needs translations it is fine to leave the page as Published.
 - b. For blog posts, if the US post is published when you create the duplication the FRCA post will appear on the Blog landing page in English. When you change the duplication to Translate Independant you can then set the French post to Draft, so it will not appear. When the translation content comes back from Transperfect remember to Publish this post.
2. In the right column Language box check the box (for either or both as needed) Duplicate, and then click the button that then appears also called "Duplicate". **NEVER press the "Translate +" symbols.**
 - a. **NOTE:** Currently there are no ENCA Blog posts, but if you want/need to create a new one for direct link traffic, that is possible. (As we are doing for the Jan. 9, 2020 Press Release. In this case we have set a redirect for the Category breadcrumb links to go to the US blog category page.) Otherwise there is no need to make a duplication of Blog Posts for CA EN.
 - b. **NOTE:** A Duplicate page (ENCA version) will follow the Publish or Draft status of your original US page. If you Duplicate and then Translate Independant (FR-CA version) a published page/post for French translation you will want to set that version to Draft while you await the translation service to return approved copy. This is particularly important for Blog posts as the

English version will appear on the FR Blog landing page if it is not set to Draft.



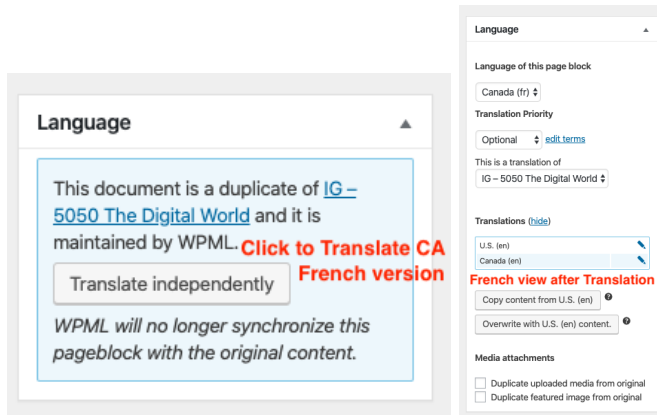
3. **WAIT 30 seconds.** This allows the WPML time to process the request. Once you see the “(duplication)” and pencil symbol(s), you will know those pages are ready to edit.
4. You can toggle to the CA pages by clicking on the flag in the Dashboard bar at the top of the edit view. (Consider opening the CA versions in a new tab.)
 - a. Initially the page will appear blank. You will need to populate the US content by clicking on the “Overwrite with US (en) content”. This will create the Duplicate versions.



5. **For CA English**, if no changes to the content are needed simply leave the page as-is. No need to “Update” the page. Be sure NOT to click on the Translate Independently button.
 - a. If the CA English page has different content than the US version follow the CA French instructions below.
6. **For CA French**, in the Language section, click on the **Translate Independently** button. Now you can replace the page content on this page with your French translation, as well as join any **translated**

pageblock content. (If you create the translate independent page blocks first, WPML will automatically join the FR pageblocks to this page when it is created. Otherwise you will need to join the FR page blocks after the fact. See addition Page Block translation instructions below.)

- a. Remember to translate the Page Title, Banner content, Yoast Meta Title and Description, and Excerpt (on Posts).



7. Remember to Save the Draft or Publish after entering new content.

Joining Page Blocks to Pages

You can only do this from the Page edit side. Not available from the Page Blocks editing in WPML

1. Go to the English US page and join the english page blocks created for this page.
2. Do the same for the CA French and CA English pages.

Translating New or Edited Page Blocks

Important note: Pageblocks that use repeaters (Blurb, FAQ, Counter) and flexible content (Columns).

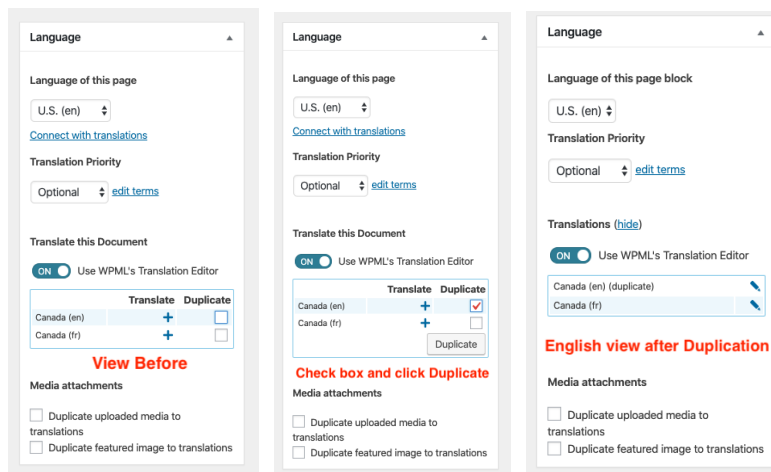
- There is a known WPML issue with this type of content configuration. When creating duplicate or translate independent versions of a repeater (or flexible content). The order of the repeater content cannot be moved or deleted or it will affect the layout of the original and other translated versions. We ran into this on the Industries page blurb page block.
- As new localization pages are created that have differing content (not directly translated content) it is recommended that those **page blocks** be created as new, unique versions in that language. (Though the page itself should be made as a translation.) Duplicating/ Translating Independently should be used when content is a direct translation or at least very close.

- Note: It is possible to manually copy/paste content into the repeaters as long as the order of the repeaters, and number of repeaters, does not change. Though this defeats the purpose of creating localized versions and utilizing translation services.
- The WPML documentation on this issue also notes a similar issue with flexible content such as our Columns page block where 1-4 columns can contain various content types. Similar to above, if new localization content is not a direct translation or requires the columns or content type of the columns to change we would recommend creating a new unique page block for that content. For example, when a 5050 Image/Text page block is created the order of the content types should not be switched from language to language. This can break the content in the original and/or localization page block.

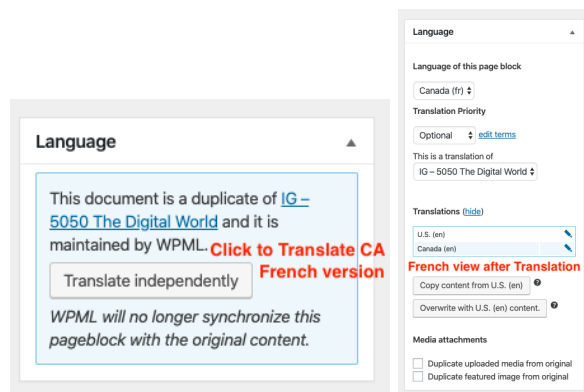
Creating new page blocks and translations

1. Create the new US English page block and publish.
2. In the right column Language box check the box (for either or both) Duplicate, and then the button that then appears also called Duplicate.

****NEVER press the Translate + symbols.**



3. **WAIT 30 seconds.** This allows the WPML time to process the request.
4. Click on the flag in the dashboard bar to switch to the CA English or French duplicated versions.
5. **For CA English**, if no changes to the content are needed simply leave the page as-is. No need to "Update" the page. Be sure NOT to click on the Translate Independently button.
 - a. If the CA English page has different content than the US version follow the CA French instructions below.
6. **For CA French**, in the Language section, click on the **Translate Independently** button. Now you can replace all the content on this page block with your French translation.



- a. **Note:** The title on the page block is for admin use only, it will not appear on the page content. You do not need to add any Yoast Meta information on page blocks.

7. Remember to Update after entering new content.

Notes: If you join or create new pages blocks after the FRCA translate independent version of the page is created you will need to go into the translation and add the translated page blocks manually. For the Duplicate ENCA pages, when you add new pageblocks to US page the pageblock will automatically appear on the ENCA page IF the pageblock has a translated version).

Additional Translation Content

Throughout the site you will see other “hard coded” text. This content is not specifically part of the page content where you would normally manage the translations. Here are some additional areas where you will need to enter translated text. You will not be able to send this content to a translation service the same way you do for pages, page blocks, and posts, though you can submit any copy directly to the translation company through their portal.

Options

The Options area houses content for various areas of the site. Each localization has its own unique Options content. Content is not specifically translated.

Strings

Some text on various pages may be hidden in WPML Strings, example: taxonomy headers “I’m interested in...”, pagination button text, Featured/Popular resource labels. These translations can be managed in WPML > String Translations.

- It can be tricky to find the exact translation you want to translate. Use the search field and filters to assist. It may help to look for those that already have FRCA translated and cross check the front end display.

Taxonomy Terms

The taxonomy terms can be found in WMPL > Taxonomy Terms > select the taxonomy (example: Industry).

- You will see a list of terms already in that taxonomy.
- The original language will be marked with a globe outline icon. Existing translations (which can be edited at any time) are marked with a pencil icon, and terms not yet translated have a plus sign.
- Click on the plus sign or pencil to add/edit a translation. You will enter the name as it will appear on the post type filter, and a slug which will appear in the URL filter parameter. (Note if you enter the Name in the slug with spaces, caps, and accent marks the system will automatically convert that into the acceptable format.)
- You may see terms that are original and unique to any taxonomy (example: Brazil has unique terms in the Topic taxonomy). But if the term is used across various languages it should be entered as a translation. This will allow WPML to attribute those taxonomy terms to any duplicated and translated post and automatically use the translated version.
- NEW taxonomy terms can be created in the post type taxonomy menu. Note: Industry, Topic, and Visibility type are shared across several resource post types. You only need to create a new term in one post type for it to appear in the other.