

# WPML workshop - exercises

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## Installing WPML core plugin

In this exercise you will install and activate your WPML plugin.

Instructions:

1. Log in to your WPML account. <https://wpml.org/my-account/>
2. Go to the 'Downloads' section.
3. Download 'WPML Multilingual CMS'. Don't unzip the file.
4. Login into your WordPress site
5. Go to Plugins->Add new->Upload plugin, locate your WPML zip file you downloaded in step 2., install it and activate it.

Your WPML plugin is now installed and ready to be used.

More info: <http://wpml.org/faq/install-wpml/>

## Registering your site

In this exercises you will register your WPML. This way WPML will check for updates automatically.

Instructions:

1. In your WordPress Plugins panel below your 'WPML Multilingual CMS' plugin locate a link saying: "Purchase a subscription or enter an existing key". Click it.
2. On the next panel locate a blue button which says: "Register WPML". Click it.
3. Go to your [WPML account](#) to add your site:
  - a. From your WPML account select 'My sites' section.
  - b. Press a blue button which says: 'Add new site'.
  - c. Enter your site URL to add it.
  - d. Show and copy your the key attached.
4. Go back to your WordPress site and enter your site key.

Your WPML is registered on your site now. It will automatically check for updates. You will also be able to install its different WPML components (add-ons) on your sites (we will use 'WPML media' and 'WPML String' add-ons in next exercises).

## Doing basic set up

In this exercise you will set up your WPML plugin.

Instructions:

1. In your WordPress dashboard go to WPML. You will see an automatic guide which will assist you to do the basic setup quickly.
2. Please choose English as your primary language, Vietnamese as your second language.
3. When configuring your language switcher, please include it in your sidebar and also in your Footer.

Please note that you can change your setting later (and you'll do it in the next exercise).

Now your site is ready to work in two languages: English and Vietnamese.

## WPML set up - a step further

In this exercise you will change some of your WPML default settings: the structure of your URLs and your Admin language.

### 1. **Setting up Language URL format**

Go to WPML->Languages. Locate 'Language URL format' section. Set your site to be displayed with different languages in directories.

## 2. **Setting Admin language**

Go to WPML->Languages. Locate 'Admin language' section. Set your site default admin language to Vietnamese.

## Switching between languages from your WordPress Dashboard

In this exercise you will learn how to switch between your different language version when you work in your WordPress Dashboard.

1. In your WordPress Dashboard go to Posts.
2. Look at your upper admir bar. Next to your + New button, you should see British flag followed by 'English' string. It indicates that you work with your English version of your posts.
3. Hover your mouse on that button. You will see Vietnamese beneath followed by 'All languages'. Click Vietnamese. You've been switched to Vietnamese posts.

Note:

Look at this flag whenever you are not sure which language version you are currently working with. Doesn't matter you edit your page, post, category or menu. This flag will always indicate the version of the element you're working with.

## Translating pages

In this exercise you will translate your WordPress pages and learn basic translation options and features.

### **Before you start**

For the first exercises we will use the Twenty Twelve WordPress default theme. Go to Appearance->Themes and active it.

You will also need a few example pages first. In your WordPress dashboard, please go to Pages and add four pages in English and publish them (as you normally do in WordPress).

- Home
- Gallery
- About us
- Services
- Blog
- Contact

For the contents, put whatever you want to.

For **Gallery** page insert a few pictures. You can use this free image stock:

<https://unsplash.com/>

Go to your WordPress Settings->Reading and select:

- your Home page for Front page
- your Blog page for Posts page

Ignore the message indicating of missing translations, you will add them later. Save Changes.

In the next steps you will translate the pages to Vietnamese.

## Translating pages using ‘Translate’ option

### i. Adding translation manually

In this exercise you will translate your first page.

There are two places you can add your translation to a page:

- from within **All pages** panel
- from within a **single page edit** screen

In both cases you need to press the plus (+) button

1. Locate your Home page (in English) and press + button to translate it. A new edit screen will open.
2. Enter your page title in Vietnamese and type your Vietnamese translation for your page body. Publish your page.
3. View your page. Use language switcher (you should have it in your footer) to test if you can switch between your pages in English and Vietnamese.

### ii. Using “Copy content from...” feature

In this exercise you will learn how to use ‘Copy content from original’ feature.

This WPML feature simplifies the process of translation and lets you use the original content for further edition.

1. Locate your ‘About us’ page (in English) and open it to edit.
2. Use + button to translate it.
3. Locate the “Copy content from English” button, press it. Now your page has been populated with your original translation. You can edit it now to update with Vietnamese translation.
4. Publish your page with Vietnamese translation.

## Using 'Duplicate' option

### iii. Keeping pages synchronized with 'Duplicate' option

1. Locate your Gallery page (in English). Open it to edit. make sure you have some pictures there.
2. In the 'Translate yourself' section on the right, check the Duplicate field. A 'Duplicate' button will appear beneath. Press it to duplicate your Gallery page.
3. You will not see any difference, but WPML just created a duplicate of your Gallery page. If switch to 'All Pages' view you will see that Gallery page was marked with pencil icon under Vietnamese flag.
4. Now both English and Vietnamese copies of Gallery pages are identical and will be synchronized. Let's check this.
5. Go to your Gallery page (English version) to edit. Apply some changes (for example remove one image). Update your page.
6. Now switch to front-end view and check if the changes made in English version have been reflected in your Vietnamese version of your gallery.

Note:

To keep pages synchronized you always need to edit the original page.

Further reading:

<http://wpml.org/documentation/translating-your-contents/displaying-untranslated-content-using-content-duplication/>

### iv. Using 'Translate independently' feature

For your duplicated pages, you may suddenly feel a need that you prefer to maintain your content independently. This is when you will need to use 'Translate independently' option.

1. Locate your Gallery page (in Vietnamese) again and open it to edit.
2. On the right sidebar locate the 'Translate independently' button. Click it.
3. Now your Vietnamese page with your Gallery will be translated independently. Let's check this.
4. Make sure you have still open your Vietnamese version for edition. Apply a few changes (add some picture for examples). Update your page.
5. View your page in the front-end. And the switch to English. They should display different content now.

## Translating menus

1. In your Wordpress Dashboard go to the Appearance->Menus and create a new menu (in English) containing the following pages:
  - a. Home
  - b. Gallery
  - c. About us
  - d. Contact
2. Save the menu and set it as your primary menu in Manage Location tab
3. Go back to Edit Menu tab and locate “Synchronize menus between languages” link. Click it.
4. WP Menu Sync panel will appear. WPML is going to map your existing pages automatically and create a new menu for you. Press Sync button to proceed.
5. On the next screen check the pages which you want to include in your translated menu. If you want to select all, check the box next to the ‘Language’ item in the first row. Apply changes.

Your menu was translated. Visit your site to make sure it works fine.

## Translating posts

1. Make sure you’re working with English version (look at your flag at the upper toolbar in your WordPress Dashboard).
2. Go to Posts->Add new and add a new post in English. Assign it to ‘Advanced’ category (you can create this category using ‘+ Add New Category’ link on the right).
3. Publish your post.
4. Translate your post in the same way you translated your pages. Don’t bother about translating the category yet.
5. Check if your post translation works fine and is displayed correctly from within the site front-end.

## Translating categories

1. Make sure you’re working with English version (look at your flag at the upper toolbar in your WordPress Dashboard).
2. Go to Posts->Categories.
3. Locate your ‘Advanced’ category and open to edit.
4. Locate Translate box near the bottom of the page. Press ‘add’ link.
5. Enter Vietnamese translation for this category, both: category name and slug. Press ‘Add New category’.

## Translating tags

Add some tags to your posts. Translate them the same way you translate your categories.

## Translating site title and description

To translate your site title and description you will need 'WPML String translation' add-on.

1. In your WordPress Dashboard go to Plugins. Locate 'WPML Multilingual CMS' plugin.
2. Click 'Registered' option below the plugin name.
3. Check the download box next to the 'WPML String Translation'. Check the 'Activate after download' field next to the Download button as well. Press 'Download' button. 'WPML String Translation' add-on will be installed and activated.
4. Go to WPML->String Translation
5. From the 'Select strings within context' dropdown list select WP. The list of your strings will be limited. Now you will easily notice the 'Blog Title' and 'Description' strings.
6. Click on 'translation' link next to the 'Blog Title'. Enter Vietnamese translation, mark it as completed and save your changes.
7. Visit your site to verify if it works fine.
8. Follow the same steps to translate your blog tagline.

## Translating widgets

In this exercise you will translate some widgets. Let's create a few at first.

1. Go to Appearance->Widgets
2. Locate the Main sidebar widget area. Drag your 'Search' widget, enter your title there. Drag your 'Recent Posts' widgets as well. Save them both.
3. Go to WPML->String translations.
4. In the String translation panel, locate the 'Select strings within context: ' dropdown list and select 'Widgets'.
5. Your string list will be limited to widgets only. Enter your widgets translation the same way you used for translation Blog title and Tagline.

## Translating images (introduction to 'WPML Media' add-on)

**Before you start.**

You will need a post with a few pictures, including alternative texts and captions.

1. Create a new blog post (in English).
2. Add a few pictures to your post. Don't forget to fill in the title and alternative texts for your pictures.

### **Installing Media Translation add-on**

Translating images means providing their titles, captions and alternative texts and captions for each language. To translate your images you will need WPML Media add-on.

1. In your WordPress Dashboard go to Plugins. Locate 'WPML Multilingual CMS' plugin.
2. Click 'Registered' option below the plugin name.
3. Check the download box next to the 'WPML Media'. Check the 'Activate after download' field next to the Download button as well. Press 'Download' button. 'WPML Media' add-on will be installed and activated.

### **Duplicating images for translation**

1. Go to WPML->Media translation.
2. Check all options in the first section (below the blue Start button). Press Start.

All your existing WordPress images have been successfully duplicated for translations. Note that is it not of same as creating the physical copies of images, so no need to worry about the disk storage.

On the same screen you can also decide how to handle new images.

### **Translation image titles, captions and alternative texts**

1. Go to Media->Library.
2. Switch to Vietnamese version (using the flag on your upper toolbar)
3. Click to open first image from the list
4. Edit its title, caption and alternative text fields.
5. Press right arrow to proceed with the next images.

### **Inserting images with translation**

Now, when your images have been translated you can insert them into your translated posts.

1. Locate your post with images (in English) you created at the beginning of this exercise.
2. Translate your post to Vietnamese using Translate option.



3. Add the same images which were included in your original post. When you use 'Add media' button you will see translated images. Selected them and save changes.

## Theme localization

Also strings provided with your theme need to be translated. Here are some examples:

- in category
- comments
- read more
- by
- author

Some themes (including Twenty Twelve theme) are provided with translations but for most cases you will have to translated the theme dependent string yourself.

On this exercise you will translate theme dependent strong.

Now we will switch to a different theme (called Discovery) which doesn't include Vietnamese translations.

1. In your WordPress Dashboard go to Appearance->Themes.
2. Click 'Add new' to search for a new theme called Discovery (By Ossie Heffell).
3. Activate the Discovery theme.
4. In your WordPress Dashboard go to Posts and view one of your post in Vietnamese. You will see a few strings which are displayed in English (for example: by, comment, bookmark, etc). These string come with your Discovery theme and can be translated with WPML.
5. Go to WPML->Theme and Plugins localization
6. Check 'Translate by WPML' option and Save your changes.
7. Scroll down to 'Strings in the theme' section.
8. Locate 'View all the theme's texts' button and press it.
9. You have been moved to 'String translation' panel. You can translate your theme dependent strong here.
10. Locate and translate a few strings, for example:
  - 'by'
  - 'Bookmark the'
  - Leave a Reply
11. View your post again to verify if your theme dependent strings work fine.

Additional notes:

Discovery theme home page: <https://wordpress.org/themes/discovery>

## Translating theme options

If you work with 'ready to use' themes, you will quickly find that most of them are provided with so called custom options. Here are some examples:

- sliders
- extra messages on home page

Sometime it might be tricky to know how to translate them. For such cases an extra xml file is required, called wpml-config.xml and should be provided by the theme author.

In this exercise you learn how to translate custom theme options.

You will use **Discovery** theme again.

As you can see here this theme was certified to be WPML fully compatible.

<http://wpml.org/theme/discovery/>

If you want to look how wpml-config.xml file looks like, download this theme (<https://wordpress.org/themes/discovery>) to your disc and open the file with a text editor.

1. Make sure you have the Discovery theme activated.
2. Go to your Pages, locate Home page and open to edit.
3. In your Template section assign 'Custom Home Page' template to your home page.
4. Now in your WordPress Dashboard go to Appearance->Customise.
5. Locate 'Custom Homepage - featured text area' and enter your text (for example: 'We are the best' in English). Save the changes.
6. Visit your home page to make sure your text is displayed there.
7. Now go to WPML->String translation.
8. From the 'Select strings within context' dropdown list select admit\_texts\_theme\_discovery. Your strings list will be limited to strings coming from the wpml-config.xml file.
9. Locate the [theme\_mods\_discovery]featured\_textbox string and enter Vietnamese translation. Mark your translation as complete and save your changes.
10. Visit your home page in Vietnamese to verify if your custom text has been translated.

Note:

Detailed documentation related to file wpml-config.xml is here:

<http://wpml.org/documentation/support/language-configuration-files/>