TRANSLATE YOUR
WORDPRESS
in 3 STEPS

with ATLS and WPML

atls

CONTENTS

1. WHAT IS WPML?

WPML is the leading translation plugin from WordPress. It offers multi-language translation options that enable a website to replicate its contents in all the necessary languages in a fast and user-friendly way.

No technical or programming skills are required to use WPML. The same person who manages the contents of the website can easily install it and make the contents multilingual, without the need for a programmer or computer specialist.

**It should be noted that WPML is not owned by ATLS,
which in this case is only acting as a translation partner.**

2. INSTALLING WPML ON YOUR WEBSITE STEP-BY-STEP

In order to use our translation services to turn your website into a multi-language website, you need to:

Check whether your website is compatible with WPML

Before downloading the plugin, the WPML team should confirm that your WordPress site is ready to be translated. By clicking on this link, you will be sent to a form in which you will be asked to provide your website's URL and your contact details. A WPML technician will then analyse the website's compatibility with WPML and send you a report within 24 hours, letting you know if everything is in order and the translation

1. Create a user account in AT-WPML and request a token.

2. Download the WPML plugin from our website and install it in your WordPress content manager.

3. Enter your token when requested by the WPML plugin to authorise the connection with our services.

4. Translate your WordPress.

2.1. CREATE YOUR USER ACCOUNT ON AT-WPML

1

Go to **"Register"** and fill in the fields requested.

2

Fill in the requested fields in your profile.

3

Choose the source language of the website and the language(s) into which you would like to translate. Once you specify the source and destination languages, click on "Next".
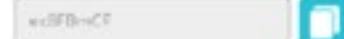
4

A screen will then open where you can download WPML and install it in your CMS. At the same time, we provide you with a token on screen so that you can connect to our translation services using the plugin. This token is disabled. We will send you an email once we enable it.

Once you install the plugin and copy the token, click on **"View my orders".**

5

Once you send in the content you want translated, you can view its status in the **"Order history"** section.

2.1. CREATE YOUR USER ACCOUNT ON AT-WPML

1. Download the plugin from the official WPML page through our website. This will make ATLS the default translation provider.

   If you previously installed the WPML plugin, you will have to go to **"Translation services"** and find us in the list of providers.

   Before you proceed, make sure that the following components are installed and activated on your website:

   - WPML Multilingual CMS: the main plugin.

   - WPML translation management: it will let you connect to ATLS.

   - WPML chain translation: it will let you translate interface chains.

   - Log in to your WPML.org account and download and install them before continuing.

2. Once you create your account, you have to register your website in WPML: **Home/Account/ Sites.** Click on **"Add new site"** and add the URL of your website. A key will be created automatically that you have to enter into your WordPress when installing the plugin.
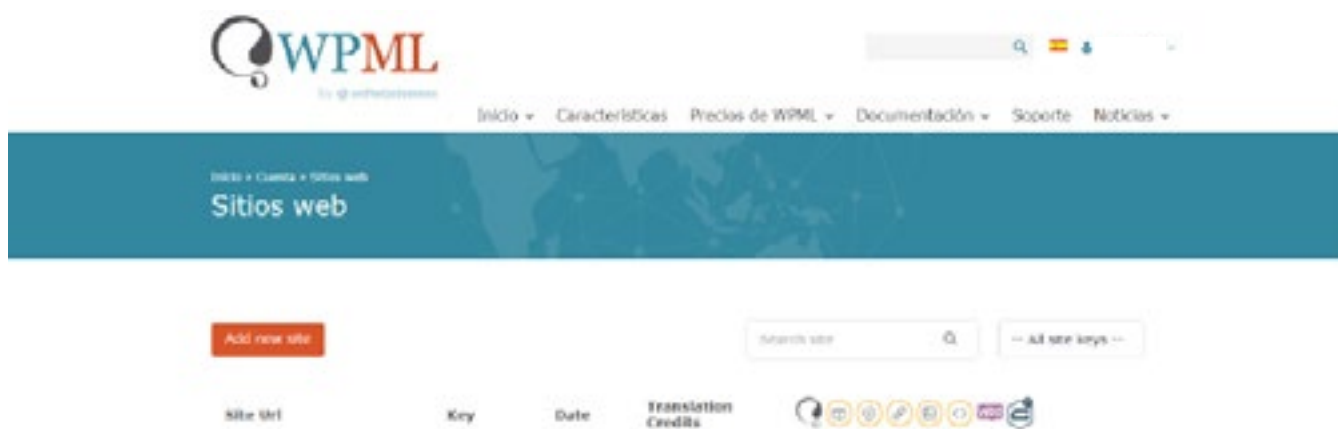
2.2 DOWNLOAD AND INSTALL THE PLUGIN

3. Download the plugin. Open the ZIP files. A directory will be created.

4. Upload the uncompressed directories to the ../wp-content/plugins directory of your website. Go into Wordpress on your website, go to the left menu and click on the **"Add new"** button.

Once on this page, click on the **"Upload plugin"** button and drop in the downloaded ZIP files.

5. Activate the plugin. In the **"Plugins"** menu, select the **"Installed plugins"** option and click on the **"Activate"** option that is shown under the name of the WPML Multilingual CMS plugin:

6. Follow the steps indicated by the plugin itself to finish activating it.

2.3 PLUGIN SETTINGS BEFORE YOU START TRANSLATING

You must **determine the URL for each language**. You have a few different options here. With this plugin, you can set up URLs in three different ways:

- Option 1: Choose a country domain: http://mycompany.fr

- Option 2: Choose a subdomain: http://fr.mycompany.com

- Option 3: Choose a subdirectory:

The following options can be set up for the language selector:

- **Where to show it**

  You can decide whether to include it in the WordPress menu, in any of your theme's widgets or in the footer. **We recommend putting it in the menu and in the footer.** This makes the selector visible on all pages and in different locations.

- **How should it appear?**

  You can choose the order in which the languages are displayed, as well as the **selector style:** as a drop-down menu or as a list of languages. In terms of elements you can include, you can put the country **flag** and the **language name.**
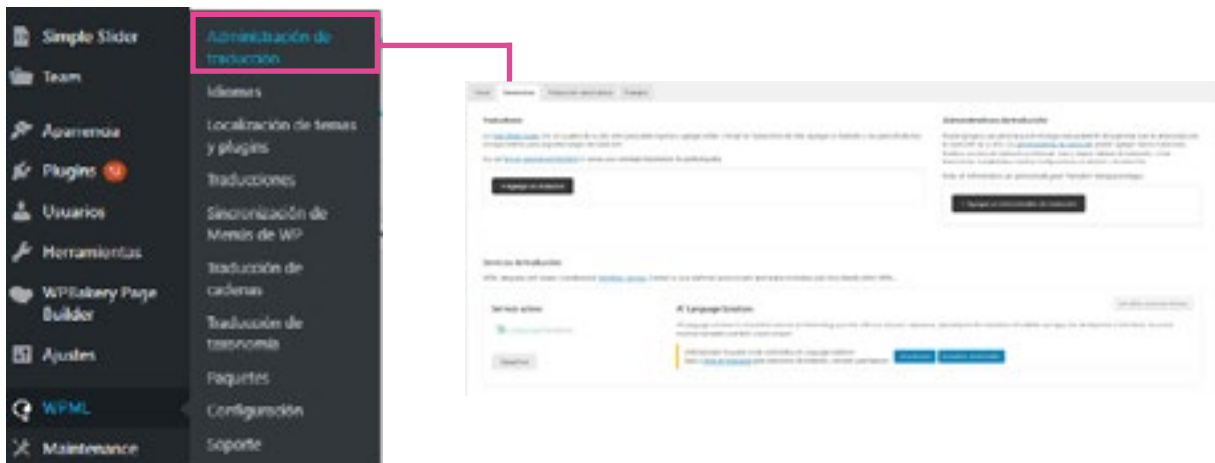
2.4 CONNECT THE PLUGIN WITH OUR TRANSLATION SERVICES

Once the plugin is installed and set up, connect your WordPress to our translation services website.

To do so, sign in to your WordPress, click on the WPML plugin and follow these steps:

1. Click on **"Translation management"** and from the upper menu, access **"Translators"/"Translation services"**.

2. Scroll to **"Partner Translation Services in Spain"** and click on **"Activate"** to select ATLS as the translation company.

3. Once the service is activated, click on the **"Authenticate"** button. You will need the token that we sent you. A pop-up window will open where you can copy your token from ATLS. After inserting the token, click on the **"Send"** button.

Congratulations! Your ATLS account is now connected to your WordPress account.

We are ready to receive your content to be translated.

2.5 SET THE LANGUAGES IN YOUR WORDPRESS

To translate the content of your WordPress, you have to configure the same languages that you chose in our application. To do so, follows these steps:

Go to the **"Languages"** section of the plugin. Go to **"Website languages"** and select the languages into which you want to translate your website.

Remember, once again, that they must be the same as the ones you chose in our application.

2.6 HOW DO I SEND MY WORDPRESS FOR TRANSLATION?

1. To send pages to be translated, go to the section **"Translation management".** Select the pages you wish to translate by ticking the checkboxes in the first column. Next, select the target languages by ticking the boxes and click on the button **"Add to translation basket"**.

2.5 CONFIGURE THE LANGUAGES IN YOUR WORDPRESS

1. Go to **"Translation management"** and click on the blinking **"Translation order"** tab at the top of the page (this tab only appears when you complete step 1), called the translation basket. Clicking on this tab will show a list of all the pages or those that you added to the basket, as well as the languages to which these elements will be translated.

2. Here, you can verify the content you want to translate, delete any pages that you incorrectly added and change the batch name. This name will be displayed in the **"Translation jobs"** tab and will help you find your projec.

When everything is ready to translate, simply click on the **"Send all the elements to translate"** button to automatically send the entire package to ATLS.
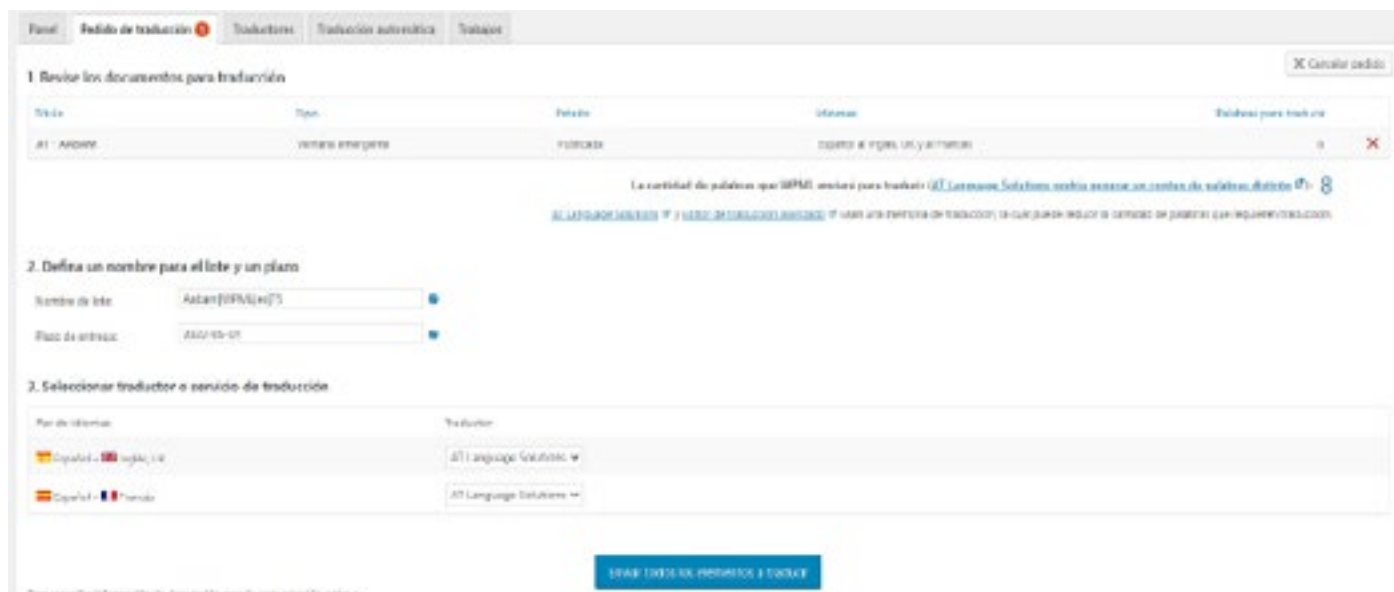
Once the content of the translation basket has been correctly sent to ATLS, you will see a confirmation message, as shown in the following image.

2.7 DOWNLOAD TRANSLATIONS DIRECTLY TO YOUR

As soon as the translation is finished, we will deliver it automatically to your website. You will immediately receive an email informing you that the translation is ready to be downloaded in the WPML plugin.

To download the translations, go to **"Translation management"**, **"Translation panel"**, **"Jobs"**, and click **"download translations"**.

The translated content will then appear as if by magic on your website!

2.8 TRANSLATE WEBSITE MENUS

There are two options for translating website menus.

- **OPTION 1: manual translation**

    Go to **Appearance: > Menus.**
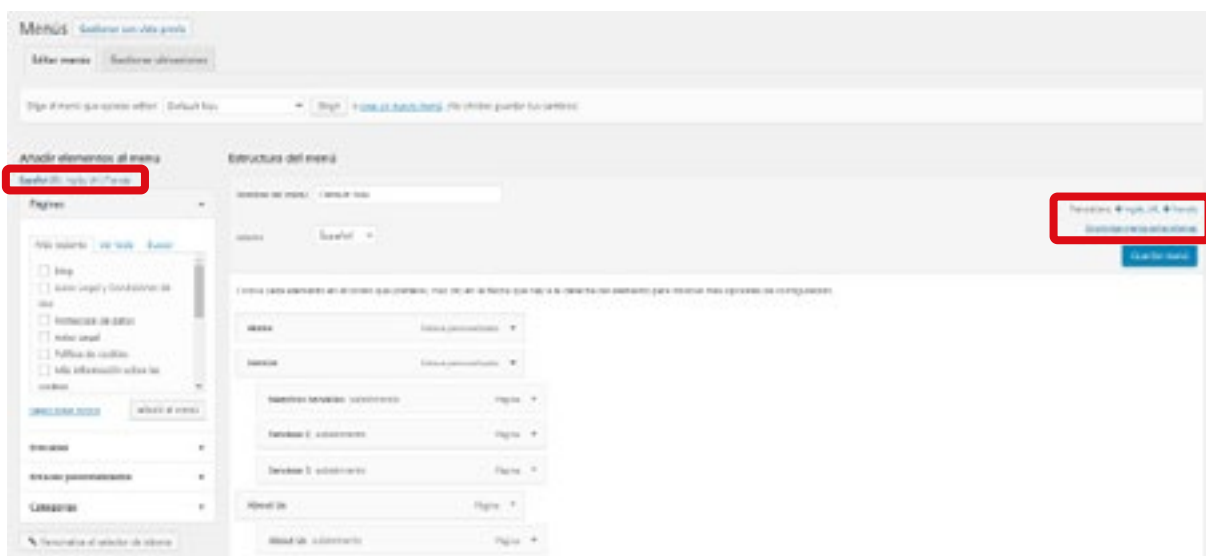
2.8 TRANSLATE WEBSITE MENUS

To translate this menu, click on the icons next to the other languages. This creates a new menu associated with the translation of the original menu.
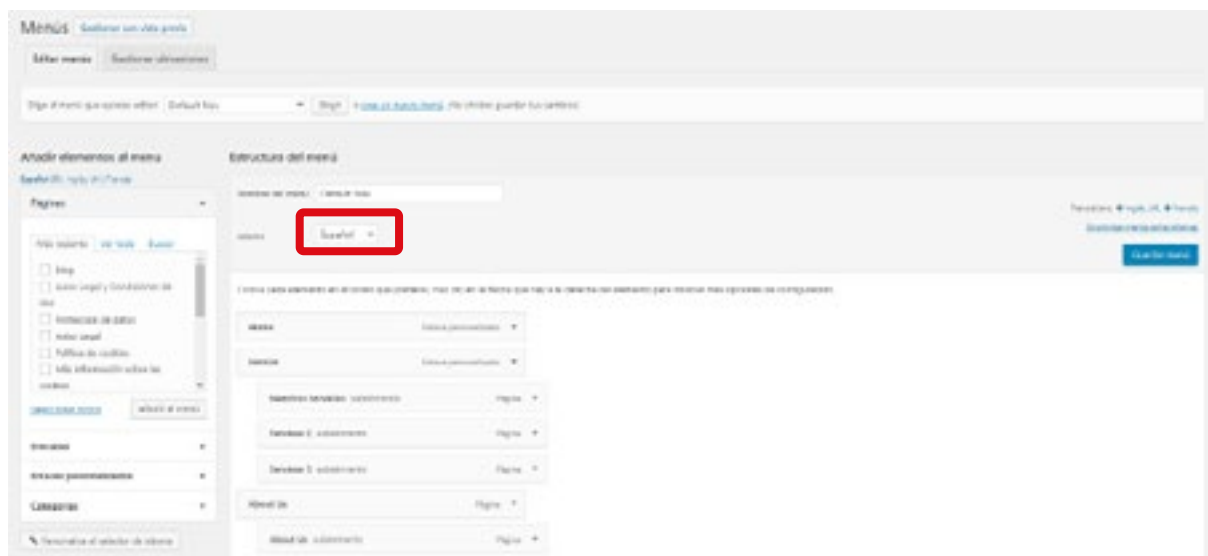
You can now add pages and categories to the translated menu.

OPTION 2: automatic menu synchronisation

The menu synchronisation tool is designed to keep menus in different languages synchronised. This is done by adding or removing elements from the translated menus. Any manual editing that you do to the translated menus is maintained through the synchronisation process.

To use the menu synchronisation system: WPML / WPML menu synchronisation.

WPML will display the information. You can see which entries were added or removed from the translated menus. Click on the **"Synchronise"** button to perform the selected operations. Everything that you add to the translated menus manually will be stored.

View translated menus

Within the theme, you can specify the menu in the pre-determined language. WPML connects to the menu system automatically and displays the corresponding menu in the current language.

2.9 HOW DO I ENABLE NEW LANGUAGES FOR TRANSLATION?

To activate new languages, remember that you will need to do so both on our application and your WordPress site.

Log into our platform and enable all the languages you wish to add.
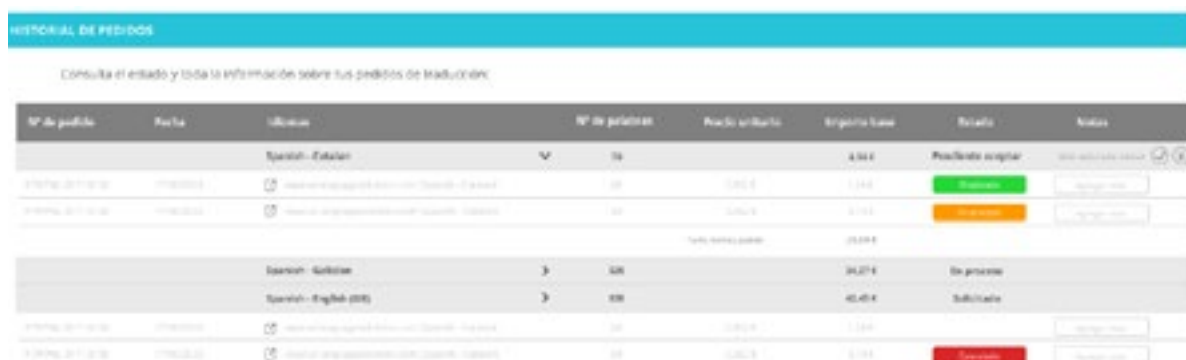
Then go to the plugin and enable the same languages in WPML/Languages/Add Languages.
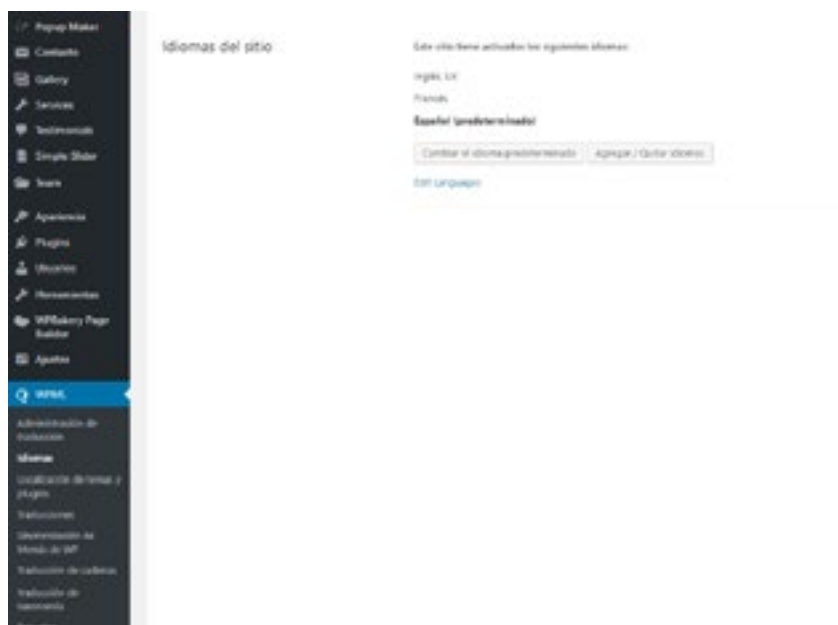
3 HOW DO I VIEW THE STATUS OF MY ORDERS?

To see the orders you have placed, open the ATLS application:

Go to the **"Order history"** section. Here you will see the orders you have requested along with their cost and status.

3   HOW DO I VIEW THE STATUS OF MY ORDERS?

> **!** You can cancel an order provided its status in displayed as **"Requested"**. Just click on the icon next to it to delete it.
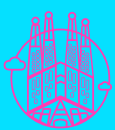
4   WPML CONTACT

The WPML plugin is not owned by ATLS, which in this case only acts as translation partner. In this regard, if you have any queries about installing or operating the plugin, you must contact WPML directly through the customer support section.
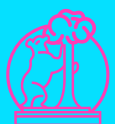
Likewise, at ATLS, we will do our best to help you with everything that we can.

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