tolingo

Instructions

WordPress: Website text translation –
in just 4 easy steps

You can export all the text on your website easily and without any text going missing by creating an XLIFF export and sending this to tolingo, your translation agency. All hidden content that is relevant for search engine optimisation, for example, is also included in full. In contrast to manually copying out text, XLIFF export offers the advantages of error-free, fast and complete data transfer, including correct links to sub-pages. You can import the translated data later just as easily (also in several languages).

The XLIFF export also provides access to the translation memory created by your translation agency. The translation memory recognises identical and similar passages of text and terminology from previous translation projects and automatically suggests these again in subsequent projects. This makes future translations faster, allows a consistently high quality to be achieved and saves you, the client, money thanks to the streamlined process.

Note on implementation
We recommend that you have all the steps carried out by experienced WordPress developers in your content management system.

1. **Install plug-in**
   We recommend that you use the WPML plug-in to successfully export your data. WPML is one of the most professional plug-ins for this purpose. It is easy to use and inexpensive. The plug-in and the available price packages and features can be found here: **https://wpml.org/de/purchase/**

2. **Set languages**
   - During installation, the WPML plug-in guides you through a setup assistant. You need to set the basic settings for multilingualism and the target languages of your home page here. You can, for example, set the target language using a subdomain (de.domain.de), an extended link structure (www.domain.de/en/) or dynamic links (www.domain.de/seite.php?=EN).
   - When setting the target languages, ensure that you integrate them via the page menu.
   - You also define which format the menu will be displayed in for selecting the target language and how it will be integrated on the page here.
   - You can also define whether new pages which are added in the target language should be visible to users straight away or whether you wish to review them in-house before publication.
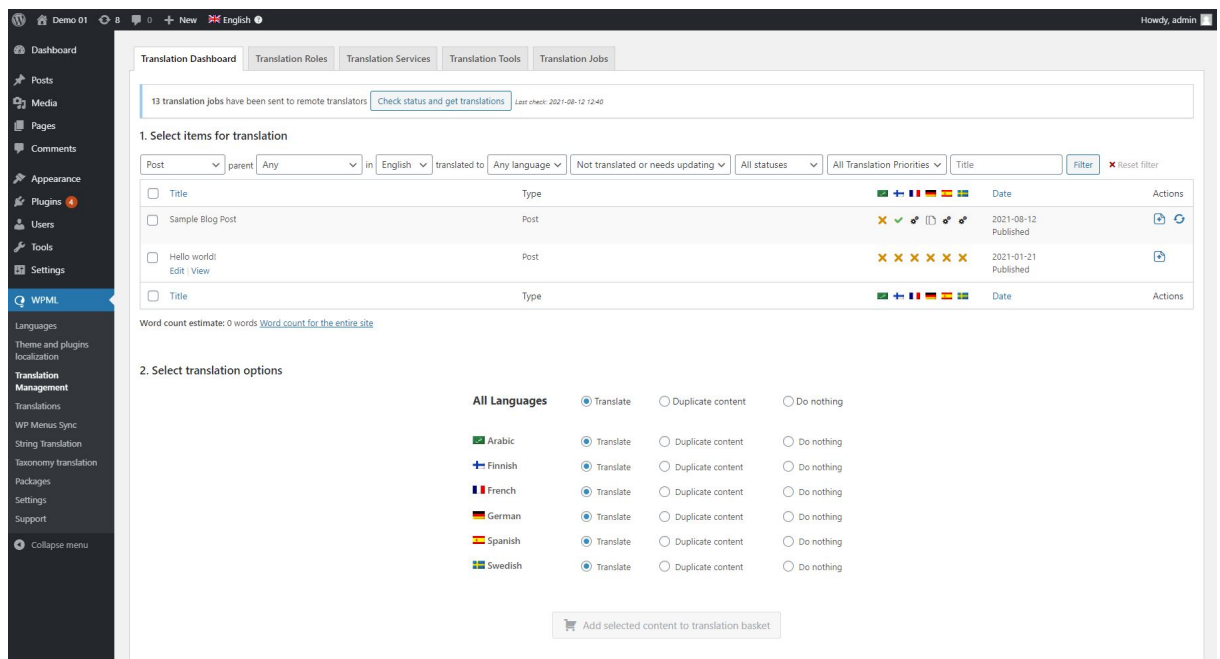
Figure 1

3. Prepare export

- In the **Translation management** tab, select which text you wish to have translated into which
  language. You can only select target languages which you have already set up in your WPML plug-in for the home page. Please also consider the sublanguage (e.g. UK English or US English). Then click on "Add to translation cart" (Fig. 1).
- As yourself as a translator in the **Translator** tab. Enter your WordPress username here to be assigned as a translator. If no users have yet been added for the translations, you can easily add a new user here too (Fig. 2 and 3).
- Select the source and target languages, then click on "Local – your own translator".
- In the **Translation management** tab, you can now choose the "Send for translation" option for all items
  in the translation cart. This will assign the translations to you as translator so that you can then download the text for translation.
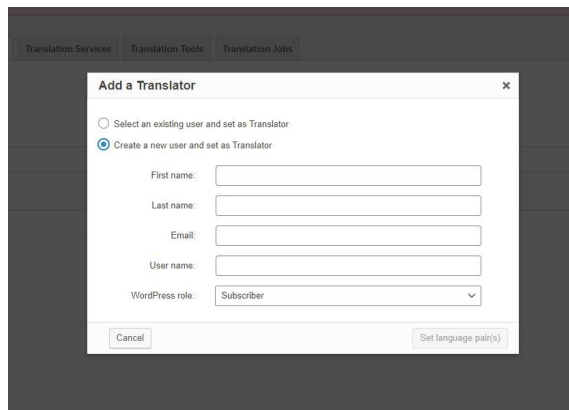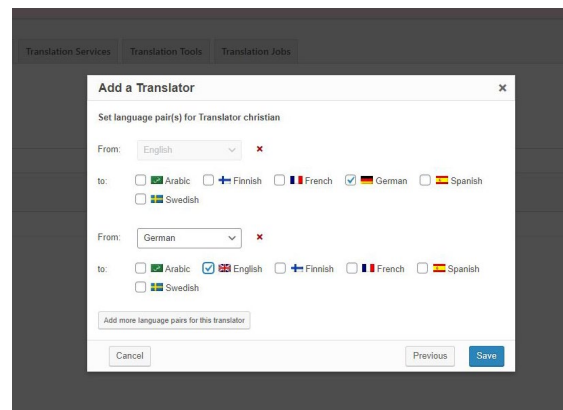
Figure 2

Figure 3

4. Carry out export

- Click on the **Translation** tab to access the export dialogue for translators. The overview will display the text you have assigned yourself in the previous step.
- If you have assigned the text to another user, they need to use their own login details to log in to WordPress to export the files.
- Click the checkbox to select the text you wish to export. Then select the export format (Fig. 4).
- Please choose "EXPORT XLIFF 1.2" and click "Apply" to confirm.
- The export will start automatically and will be saved as a ZIP file in your browser's download folder.
- As soon as your translation is complete, the relevant file will be sent back to you in the same format. You can upload this directly to WordPress.

Attention!

Text embedded in graphics cannot be exported. It is best to copy this kind of text manually into another document and send this document to us separately.
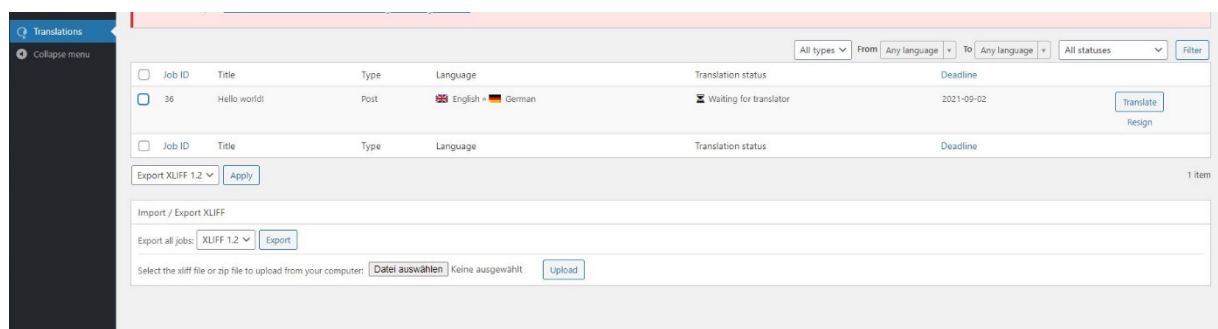

Figure 4

5. Check export

- Depending on the setting that has been selected, the text is then visible online straight away. Alternatively, you can also hide the text in the outset, have it checked in-house and publish it later.
- Check the formatting of the target text too as, depending on the target language, the amount of text may have increased or decreased. This may mean that graphics and paragraphs have moved.
- You should also check hyperlinks and references in case these refer to other target languages.

Do you have any questions?

We are happy to help. It is best to contact your personal account manager.
Alternatively, please also feel free to use our general contact details:

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