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**FREE
EBOOK**

TRANSLATE YOUR WEBSITE IN
3 STEPS

with OKODIA & WPML

WPML

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1-WHAT IS WPML?

WPML stands for WordPress MultiLingual and is a component—more widely known as a plug-in—for WordPress*. In other words, a plug-in or a component expands on the core functions of WordPress. In this case, the WPML plug-in makes it possible for you to turn your website into a multilingual website quickly and easily using your WordPress website.

[If you're not familiar with the term WordPress, it's the name for the CMS (Content Management System), in other words, the program used to manage content on your website

WPML allows you to publish your website's content in different languages and translate it, aside from offering you other advanced functions to manage translations.

To use WPML, you don't need any special technical or programming skills. The person who manages the content on the website can easily install it and make the developments multilingual without the need for a programmer or computer specialist. This is why more than 400,000 websites all over the world are using **WPML: it's easy, quick and safe.**

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2-INSTALLING WPML ON YOUR WEBSITE STEP BY STEP

If you already have the WPML plug-in from other web projects, skip to Section 2.2 of this eBook. If, on the other hand, you don't have the WPML plug-in yet, you must buy it first. But rest assured as **OKODIA will refund the full cost of the Multilingual CMS version** once you accept the translation quote. If you end up deciding not to entrust the professional translation of your website to Okodia, you have 30 days to return the plug-in. The WPML developers have a refunds policy that will give you a 100% refund, no questions asked. You can find more information at: https://wpml.org/purchase/refunds-policy/

2.1. BUYING THE PLUG-IN:

You can get it from the following link:
https://wpml.org/purchase/?tsid=94ee301596730c533be57728ca1634ef

You should choose the WPML Multilingual CMS version by clicking on the red "Buy Now" button. Once you've made your selection, continue by providing your billing and payment information. You'll get your copy of WPML as soon as you complete the purchase process.

	Multilingual Blog The basic option for multilingual WordPress blogs	Multilingual CMS The complete solution for multilingual WordPress	Multilingual Agency The complete solution for agencies, building many multilingual websites
Standard translation controls Translate content using the WordPress editor	✓ Unlimited	✓ Unlimited	✓ Unlimited
Advanced Translation Editor Use WPML's side-by-side translation editor	✗	✓	✓
Automatic Translation Save 90% of your time by starting with automatic translation	✗	✓ 90,000 translation credits	✓ 180,000 translation credits
String Translation Translate any text coming from any theme or plugin	✗	✓	✓
Translation Management Work with your team of translators or translation services	✗	✓	✓
Page Builders support Easily translate your designs from Elementor and other page builders	✗	✓	✓
E-Commerce support Fully translate WooCommerce sites and popular extensions	✗	✓	✓
Full Site Editing support Translate headers, footers, templates and more from Gutenberg	✗	✓	✓
Websites	1 production 3 development	3 production 9 development	∞ Unlimited
Support & updates	One year	One year	One year

100% RETURN COST PLUGIN

**Please, consult terms and conditions

It's important for you to click on the link above, as it is only with this link that we can refund you the plug-in's purchase amount.

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2.2-DOWNLOADING AND INSTALLING THE PLUG-IN

WPML has its own installation and automatic update process. After installing the main WPML plug-in once, you can make the most of the automatic installation function of its components and get updates directly in WordPress.

If this is the first time you're installing WPML, please follow the steps below:

1. Log in using your WPML.org account.

2. Go to the Downloads section.

3. You can install all the WPML components you need. You can also install the WPML Multilingual CMS plug-in and get the remaining components directly in WordPress. Make sure that you've installed at least:

- WPML Multilingual CMS: the main component.
- WPML Translation Management: this component lets you connect to Okodia.
- WPML String Translation: this component lets you translate interface strings.

4. Open the ZIP files. A directory will be created.

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5. Upload the unzipped directories to the directly ../wp-content/plugins on your website. Log in to Wordpress on your website, go to the left sidebar menu and click "Add New" under "Plug-ins". Once you're on this page, click on "Upload New" and drag and drop the downloaded ZIP files to the file area.
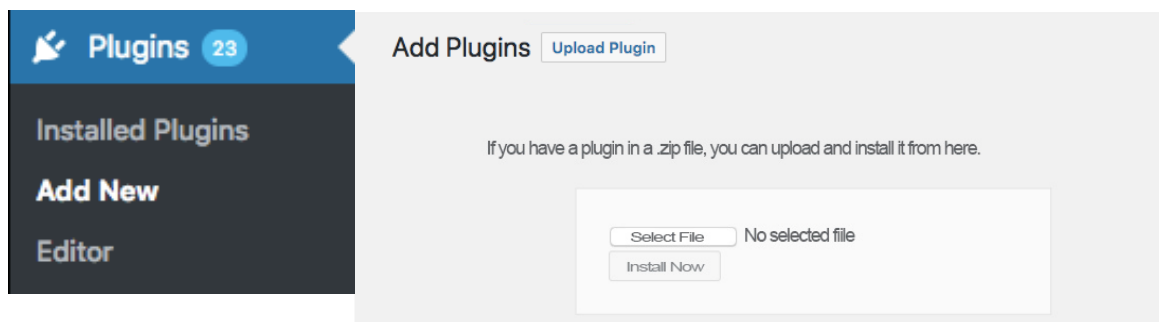
6. Activate the plug-in. Within the "Plug-ins" menu, choose the option "Installed Plug-ins" and click on the option "Activate" that is found under the name of the WPML Multilingual CMS plug-in:

7. Follow the steps indicated by the plug-in itself and complete activation.

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3-TRANSLATE YOUR WEBSITE WITH OKODIA AND WPML STEP BY STEP

3.1-CONNECT YOUR WEBSITE WITH OKODIA:

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

- WPML Multilingual CMS: the main component.
- WPML Translation Management: this component lets you connect to Okodia.
- WPML String Translation: this component lets you translate interface strings.

If not all of them are installed and activated, start a session using your wpml.org account and download and install them before continuing.

To translate your website with Okodia, you need an **AP token from Okodia** and to get it, you only have to request it through our website, by completing any contact or free quote form and stating that you need your **API token**. You can also request it by sending an e-mail.

After sending your request, a member of Okodia's team will go over your information and will get in touch with you to find out your project's requirements in greater detail. Once the member of Okodia's team has seen your project, they will send you a unique API token via e-mail. You'll need this API token to connect to Okodia via WPML.
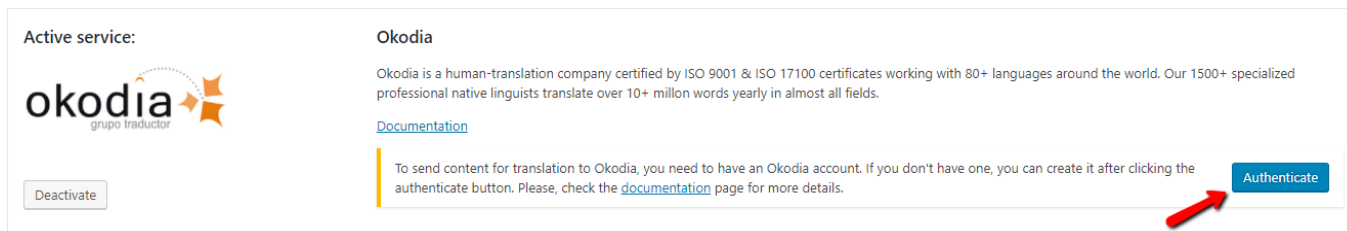
Start a session on your WordPress website, go to the WPML administration page-> Translation Management and click on the "Translation Services" tab.
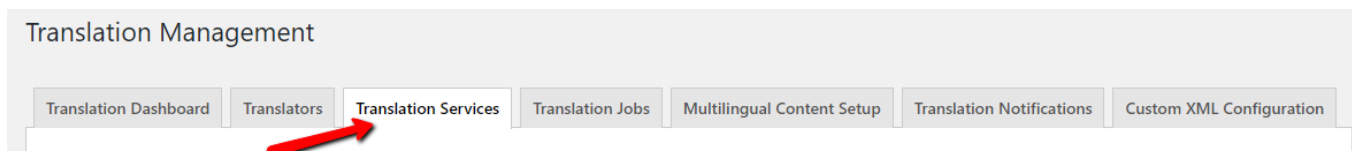
Go to Available Translation Services and click on Activate to activate Okodia.
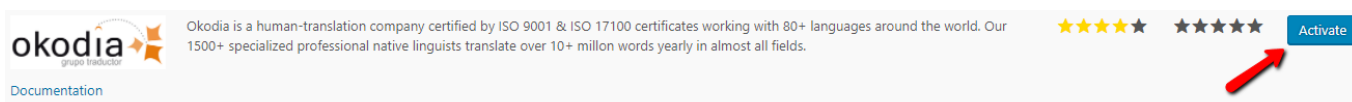
Once you've activated the service, click on Authenticate. This is where you'll need the API token you got from Okodia.

A pop-up window will appear where you'll have to past or enter your API token from Okodia. After entering the token, click on Send.

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

Now, you're ready to send content for translation.

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# 3.2-SEND THE TEXTS TO REQUEST A QUOTE

To send pages or posts for translations, go to the module Translation Management (WPML-> Translation Management).
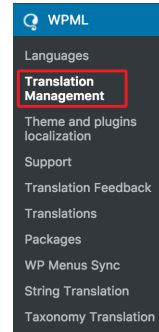
Select the pages or posts that you wish to translate by clicking on the boxes in the first column. Then choose the target languages by checking the boxes and click on Add to Translation Basket.
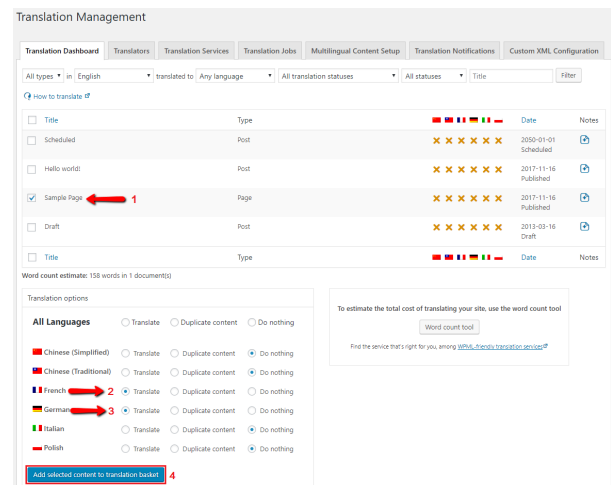
Go to Translation Management and click on the flashing tab at the top of the page called Translation Basket. By clicking on this tab, you'll see a list of all the pages or posts (jobs) that you added to the basket, as well as the languages which these items will be translated into.
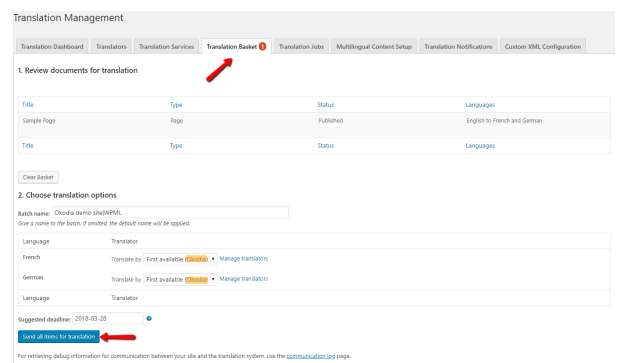
Here you can verify the content that you wish to translate, delete pages that you added by mistake and change the Batch Name for another one that may be more appropriate for you. The name of the Batch will be visible on the Translation Jobs tab and it will help you find your projects. When you're ready, simply click on Send All Items for Translation so that Okodia will automatically receive the package.

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When the contents of the translation basket have been successfully sent to Okodia, you'll see a confirmation message, as shown in the image below.

Done!

Batch # 1

Committing jobs...

Jobs committed...

You can check current status of this job in Translation Jobs tab.

Done

Send all items for translation

Click on the Translation Jobs link provided in the confirmation message or click on the Translation Jobs tab at the top of the screen. From the following administration screen, you can see the Batch that you've just sent for translation.

Translation Dashboard	Translators	Translation Services	**Translation Jobs**	Multilingual Content Setup	Translation Notifications	Custom XML Configuration

Translation jobs for: All ▼   Status: All translation jobs ▼   From: Any language ▼   To: Any language ▼

Jobs

☐	Job ID	Title	Language	Status	Deadline	Translator

Translation Batch sent on 2018-01-15 18:31:29   — Collapse

Batch Name: Okodia demo site|WPML

	4	Sample Page	English » German	In progress	2018-01-17	Okodia
	3	Sample Page	English » French	In progress	2018-01-17	Okodia
☐	Job ID	Title	Language	Status	Deadline	Translator

Cancel selected

Once your translation basket has been sent, Okodia will collect your request and send you the translation quote via e-mail.

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3.3-YOUR TRANSLATIONS AVAILABLE ON YOUR WORDPRESS WEBSITE:

Depending on your settings, the translations will be delivered automatically or fetched manually from your WordPress Control Panel.

To check your settings, open WPML-> Translation Manager and click on the Multilingual Content Setup tab. Search for the section Translation Pickup Mode and choose your preferred option.
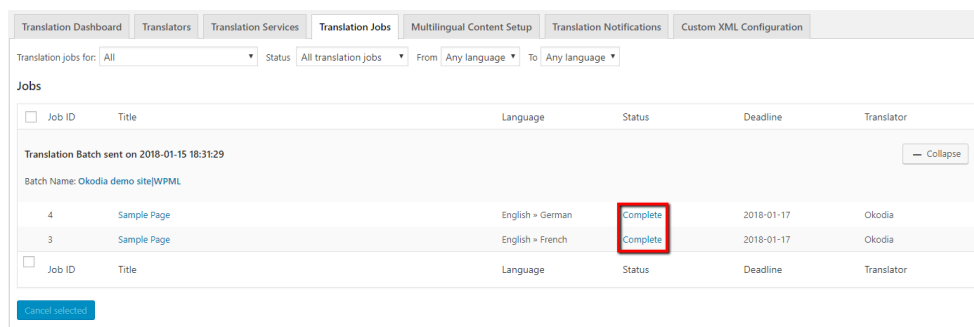

If you choose the first option, Okodia will deliver the translations automatically using the XML-RPC option which means that a translation will be delivered automatically to the website as soon as it's ready.

If you choose the second option, the completed translations can be downloaded from the Translation Dashboard (WPML-> Translation Management) using the Check status and get translations button at the top of the page.
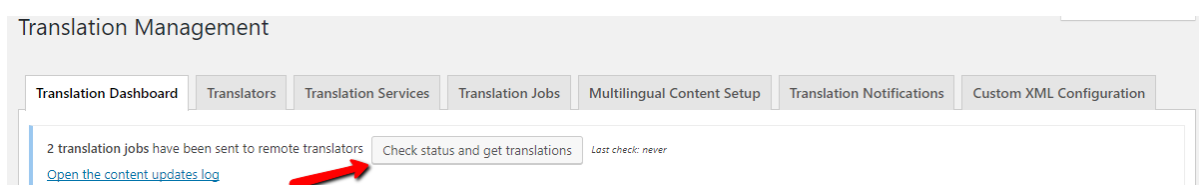
4-REGISTERING THE PLUG-IN TO RECEIVE UPDATES:

If you've gotten the plug-in for another web project, follow the steps below to install it on your current project and get automatic updates.
WPML will regularly check for updates and you can automatically install different components on your website. To do this, you should:

1º Register the WPML plug-in on your current website and link it to your account at wpml.org.

2º Activate the WPML plug-in by going to the plug-in administration page. There you'll see a message asking you to register WPML, as shown below:

Follow the link to register by clicking on "Purchase a subscription or enter an existing site key", where you'll see the following information:
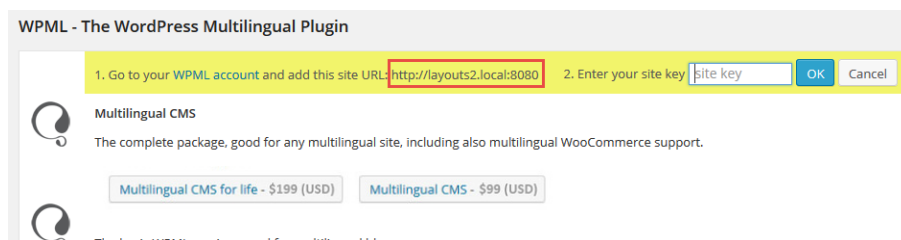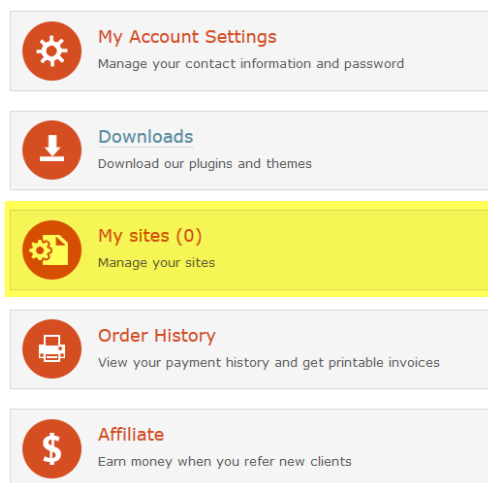
Click on the blue "Register WPML" button and go to the next step in this eBook.

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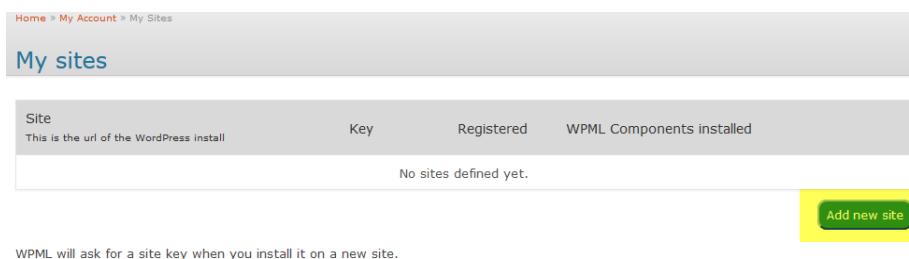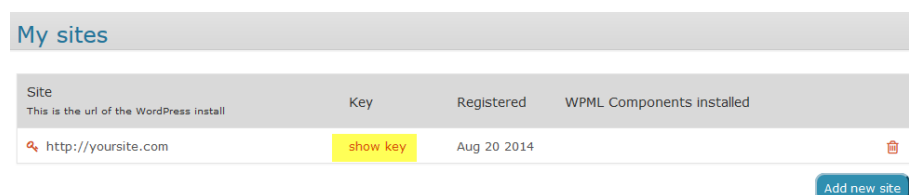By clicking on 'Register WPML' button, you'll see this window:

You should:

1° Copy the URL address of your website (the site's URL address begins with http or https).

2° Enter your site key. To get it, go to your account at wpml.org. (wpml.org account) and click on '**My sites**':

Now click on the button to add a new site:

Paste the site's URL address which you've copied during the registration process before (it begins with http or https). Your site will then be added. Click on 'show key' to see the site key.

You'll now see the site key where the text 'show key' used to be. Copy and paste it to the 'site key' field.

Now you'll see a confirmation message and the list of WPML components you can install:

From this moment on, you'll get automatic updates for WPML and its components on the registered site.

YOUR
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AGENCY

CONTACT US TODAY, AND START TO SELL MORE

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SYSTEM CERTIFICATION
ISO 9001
SGS

SERVICE CERTIFICATION
UNE-EN ISO 17100
SGS