

**FREE
EBOOK**

TRANSLATE YOUR WEBSITE IN 3 STEPS

with OKODIA & WPML



PRACTICAL GUIDE FOR DUMMIES



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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.**

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	Más popular Multilingual CMS	Multilingual Agency
Controles de traducción estándar: <small>Traducción de contenido usando el editor de WordPress</small>	✓ Ilimitado	✓ Ilimitado	✓ Ilimitado
Editor de traducción avanzado: <small>Uso del editor de traducción de WPML, con sistema lado a lado</small>	✗	✓	✓
Traducción automática: <small>Ahorre el 50% de su tiempo comenzando con la traducción automática</small>	✗	90.000 créditos de traducción	180.000 créditos de traducción
Traducción de cadenas: <small>Traducción de cualquier tipo de texto proveniente de cualquier tema o plugin</small>	✗	✓	✓
Administración de traducciones: <small>Trabaje con su equipo de traductores o servicios de traducción</small>	✗	✓	✓
Soporte de Page Builders: <small>Traduca fácilmente sus diseños de Elementor y otros creadores de páginas</small>	✗	✓	✓
Soporte de e-commerce: <small>Traducción completa de los sitios de WooCommerce y las extensiones populares</small>	✗	✓	✓
Soporte de Full Site Editing: <small>Traducción de encabezados, pies de página, plantillas y mucho más de Gutenberg</small>	✗	✓	✓
Sitios web	1 producción 3 desarrollo	3 producción 9 desarrollo	∞ Ilimitado
Soporte y actualizaciones	1 año	1 año	1 año



100% of the cost of the plugin deducted from your translations.

**Please see the terms and conditions.

You need to click on the link above, since that link number is required for us to deduct the amount of the plugin purchase.

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:

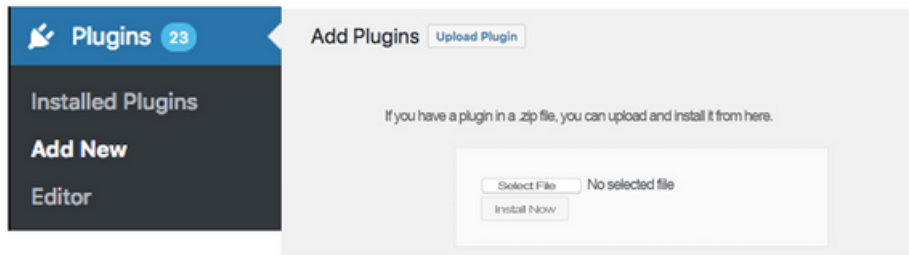
1. Log in using your WPML.org account.
2. Go to the Downloads section.
3. You can install all the WPML components you need. You can also install the WPML Multilingual CMS plug-in and get the remaining components directly in WordPress. Make sure that you've installed at least:

- 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.

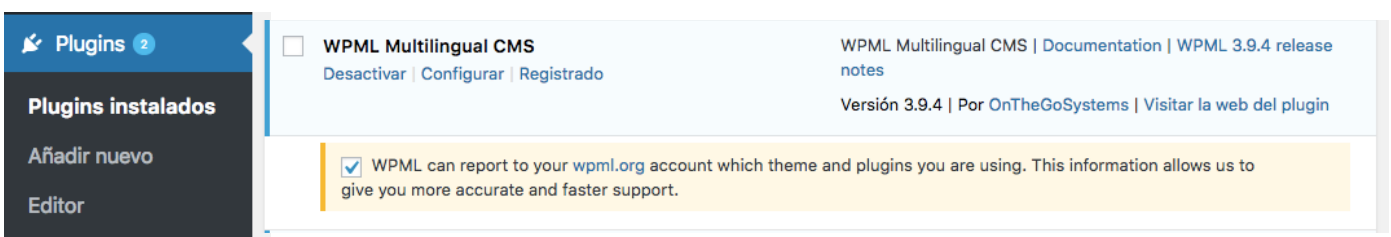
4. Open the ZIP files. A directory will be created.



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.

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.

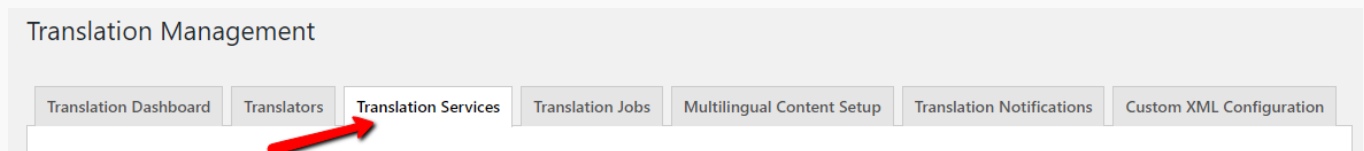
If not all of them are installed and activated, start a session using your wpml.org account and download and install them before continuing.

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.

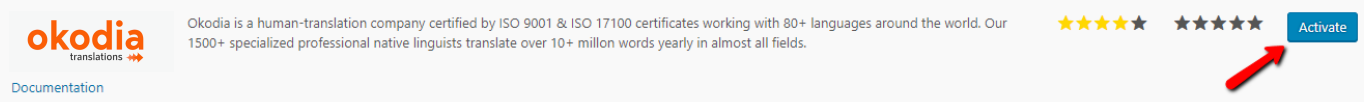
The image shows a screenshot of the Okodia website. At the top, there is a navigation bar with the Okodia logo and links for 'Customer Area', 'Blog', and '020 8097 0747'. Below the navigation bar, there are links for 'TRANSLATION SERVICES', 'TRANSLATION SERVICES PROVIDER', 'OKODIA GROUP', and 'DOWNLOADS'. The main content area features a section titled 'Okodia Translation Services' with a 'REQUEST QUOTE' button. Below this, there is a section with a woman's profile picture and the text 'Do you need a translation price quote?'. This section has a 'REQUEST YOUR PRICE QUOTE HERE' button, which is highlighted with an arrow. Below this is a 'Get a free quote' section with a 'REQUEST YOUR QUOTE NOW HERE!' button. This section has a form with fields for 'Name*', 'Mail*', and 'Query', and a 'REQUEST IT NOW' button, which is also highlighted with an arrow.

After submitting your request, a member of the Okodia team will check all your information and contact you to discuss your project requirements in detail. Once your project has been seen, Okodia will email you a unique API token. You will need this API token to connect with Okodia through WPML. Log in to your WordPress website, visit the admin page of WPML-> Translation Management and click on the "translation services" tab.

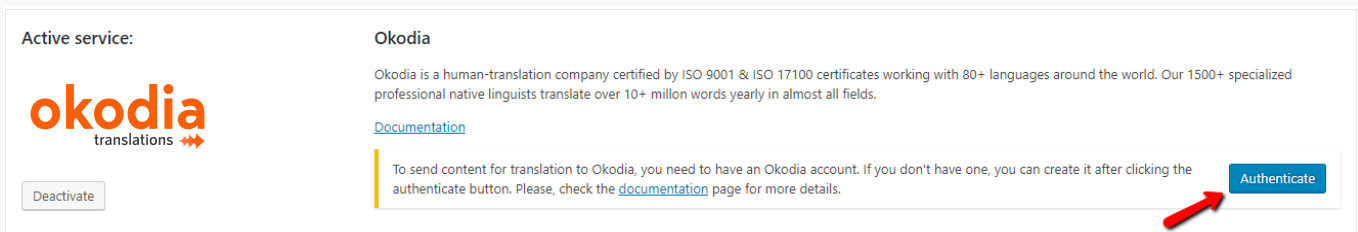
Start a session on your WordPress website, go to the WPML administration page-> Translation Management and click on the "Translation Services" tab.



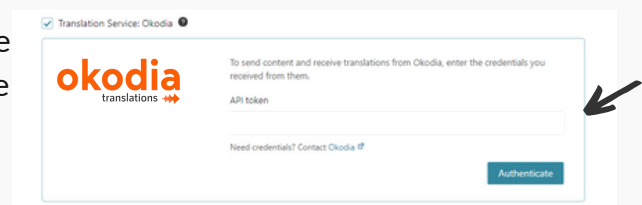
Go to Available Translation Services and click on Activate to activate Okodia.



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 can paste or enter your Okodia API token. After entering the token, click the Submit button.

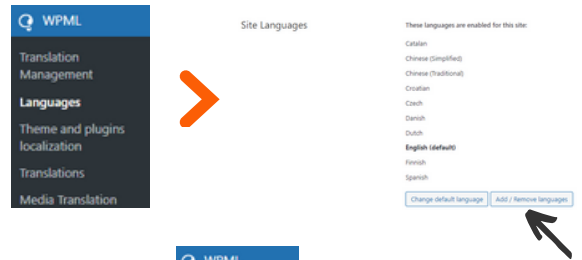


Congratulations! Your Okodia account is now linked to your WordPress account.

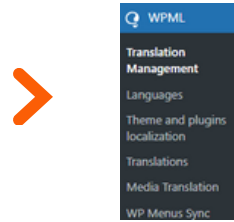
You are now ready to send content for translation.

3.2 - SEND THE TEXTS TO REQUEST A QUOTE

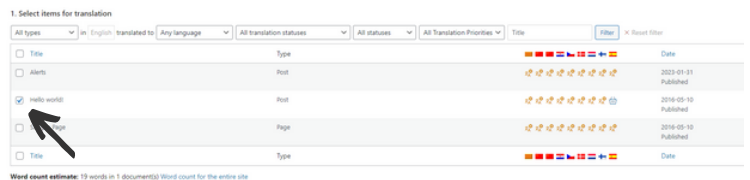
Before sending a text you want to have translated, you must have enabled your website in the language you want to translate into. You can do this from the menu on the left > **WPML > Languages > Website languages > Add language.**



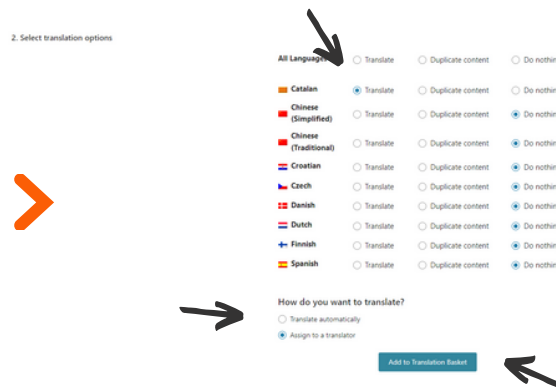
To send pages or posts to be translated, go to the “Translation Management” module, which you will find in the menu on the left. **WPML > Translation Management.**



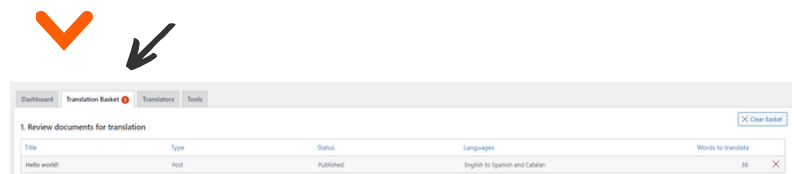
Select the pages or posts you want to translate by clicking the checkboxes in the first column.



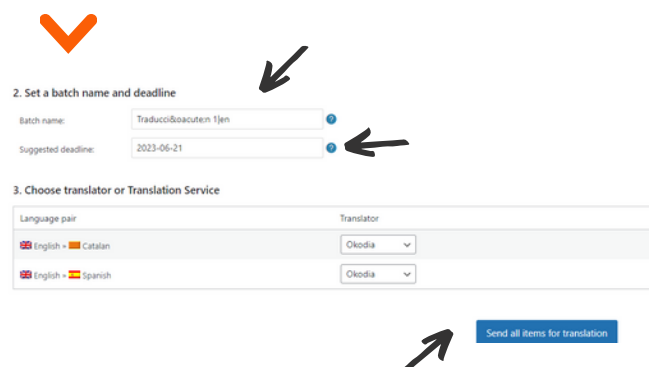
Next, select the target languages by checking the boxes corresponding to the language you want to translate the content into. Also choose between assigning the job to a translator or automatic translation. Once you have done this, check the “Add to basket” option.



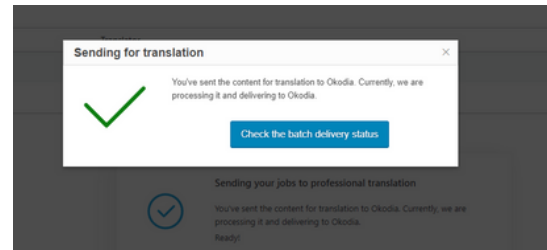
In the top menu an option called “Translation basket” will flash. If you click on this tab, you will see a list of all the pages or posts (jobs) you added to the basket, as well as the languages these items will be translated into.



Here you can check the content you want to translate and delete any pages that you mistakenly added. In this tab you will also have to assign a name to the batch of jobs that you are sending to be translated, as well as a delivery date. When you're ready, simply click the “Send all items for translation” button and Okodia will receive the entire package automatically.

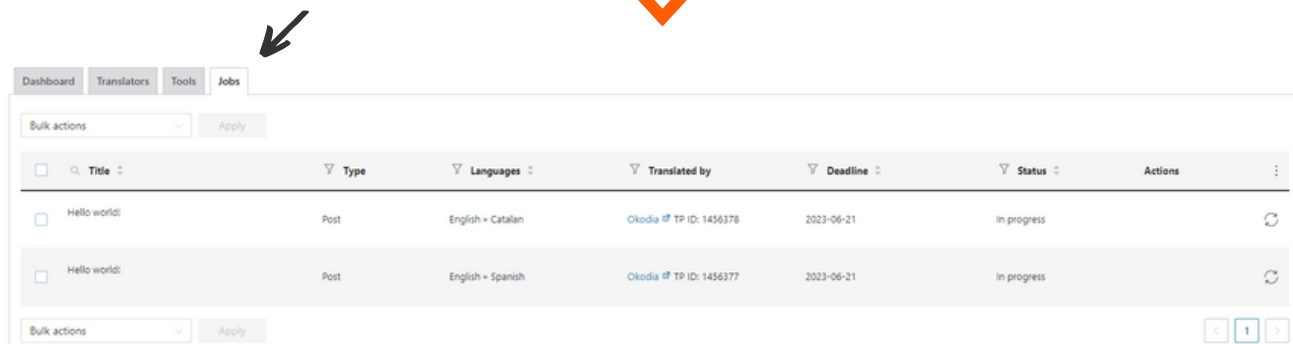


When the contents of the translation basket have been successfully sent to Okodia, you will see a confirmation message, as shown in the image below.

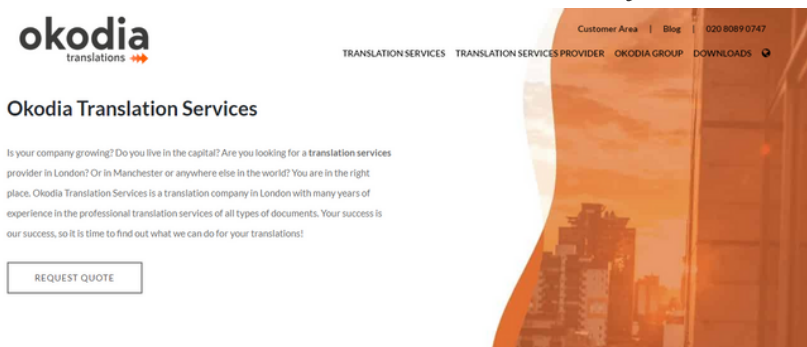


Okodia's team will then contact you to complete the order and start the translation.

In the top menu, under "Jobs", you can check the status of your requests.



In addition, in the Okodia "Customer Area", which you can access through here, you can check the status of your translations, as well as other details such as the invoices. *The credentials to log in to your customer area can be requested from the sales department by sending an email to sm@okodia.es.



Okodia will send you the quote for the translation job by email. Once approved, the translators will get to work on it.

3.3-YOUR TRANSLATIONS AVAILABLE IN YOUR WORDPRESS:

Depending on your settings, the translations will be delivered automatically or can be fetched manually from your WordPress admin panel.

To verify your settings, open **WPML > Settings** and go to the option to select the “get translation” mode and check the desired option.

▼

Translation pickup mode

How should the site receive completed translations from Translation Service?

Translation Service will deliver translations automatically using XML-RPC

The site will fetch translations manually

[Save](#)

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.

▼

Job ID	Title	Language	Status	Deadline	Translator
Translation Batch sent on 2018-01-15 18:31:29					
Batch Name: Okodia demo site WPML					
4	Sample Page	English - German	Complete	2018-01-17	Okodia
3	Sample Page	English - French	Complete	2018-01-17	Okodia
Job ID	Title	Language	Status	Deadline	Translator

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.

▼

Translation Management

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

2 translation jobs have been sent to remote translators [Check status and get translations](#) Last check: never

[Open the content updates log](#)

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:

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

2° 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:

WPML Multilingual CMS WPML Multilingual CMS. [Documentation.](#)
[Deactivate](#) | [Edit](#) | [Configure](#) Version 3.1.7 | By [OnTheGoSystems](#) | [Visit plugin site](#)

You need to have a valid subscription in order to get upgrades or support for this plugin. [Purchase a subscription or enter an existing site key.](#)

Follow the link to register by clicking on “Purchase a subscription or enter an existing site key”, where you'll see the following information:

WPML - The WordPress Multilingual Plugin

Already bought? [Register WPML](#)

Multilingual CMS
The complete package, good for any multilingual site, including also multilingual WooCommerce support.

[Multilingual CMS for life - \\$195 \(USD\)](#) [Multilingual CMS - \\$79 \(USD\)](#)

Multilingual Blog
The basic WPML version, good for multilingual blogs.

[Multilingual Blog - \\$29 \(USD\)](#)

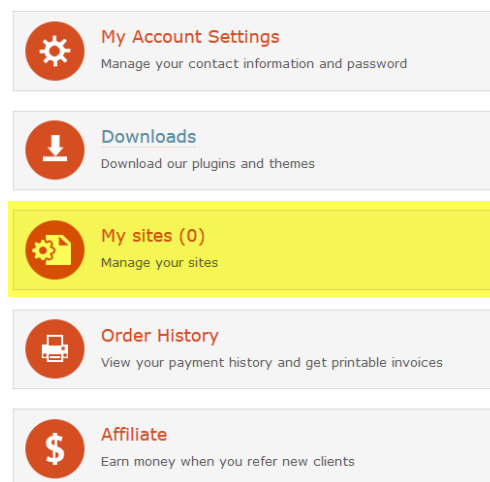
Click on the blue “Register WPML” button and go to the next step in this eBook.

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

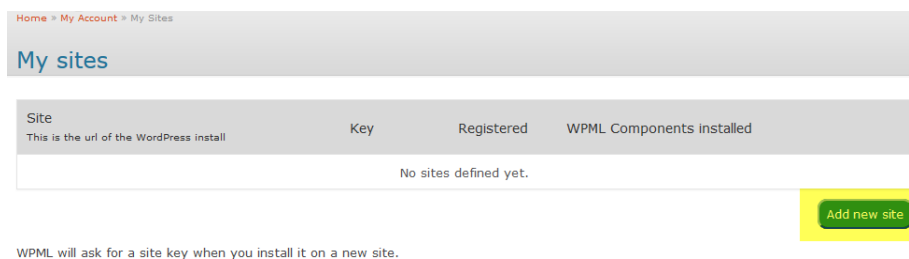


You should:

- 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':

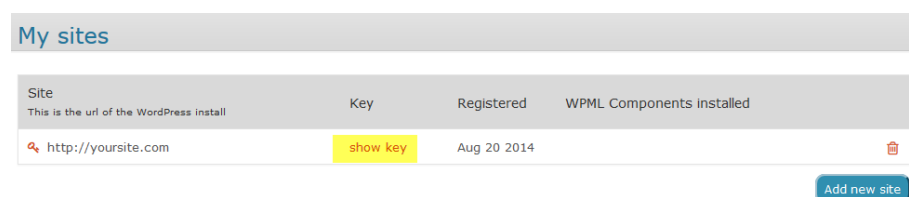


Now click on the button to add a new site:



WPML will ask for a site key when you install it on 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.

WPML - The WordPress Multilingual Plugin

1. Go to your WPML account and add this site URL: <http://layouts2.local:8080> 2. Enter your site key

Multilingual CMS
The complete package, good for any multilingual site, including also multilingual WooCommerce support.

[Multilingual CMS for life - \\$195 \(USD\)](#) [Multilingual CMS - \\$79 \(USD\)](#)

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

WPML is registered on this site. Your Lifetime account gives you updates for life.

Multilingual CMS
The complete package, good for any multilingual site, including also multilingual WooCommerce support.

Downloads:

Plugin	Current version	Released	Installed version
<input checked="" type="checkbox"/> WPML Multilingual CMS	3.1.7	August 20, 2014	3.1.7
<input checked="" type="checkbox"/> WPML String Translation	2.0.7	August 20, 2014	2.0.7
<input type="checkbox"/> WPML Translation Management	1.9.6	August 20, 2014	
<input type="checkbox"/> WPML Sticky Links	1.3.5	August 20, 2014	
<input type="checkbox"/> WPML Translation Analytics	1.0.6	August 20, 2014	
<input type="checkbox"/> WPML CMS Nav	1.4.5	August 20, 2014	
<input type="checkbox"/> WPML Media	2.1.6	August 20, 2014	
<input type="checkbox"/> WPML XLIFF	0.9.6	August 20, 2014	
<input type="checkbox"/> GravityForms Multilingual	1.2	April 29, 2014	

Activate after download

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



YOUR
PROFESSIONAL
TRANSLATION
AGENCY

**CONTACT US TODAY, AND
START TO SELL MORE**

okodia
translations 

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