



User Guide

Ubiquus translation services in WPML

Version 1.0

ubiquus

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User Guide V1.0

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<MANDATORY>

Audit of your website by WPML

Before you proceed in using WPML plugin, it is mandatory to have your website audited by WPML.

1 – Please go to <https://wpml.org/home/translation-ready-review/?tsName=Ubiquis> to complete a very simple questionnaire.

The screenshot shows a form titled "Website details" with the following sections:

- A link for your site:** A text input field.
- What version of WordPress does your site use?:** A dropdown menu.
- Which theme does your site use?:** A dropdown menu.
- What plugins does your site use?:** A large text area.
- Do you have separate development, staging and production versions of your site?:** Radio buttons for Yes, No, and I don't know.
- Is multi site configuration being used?:** Radio buttons for Yes, No, and I don't know.
- Is custom code used on your site?:** Radio buttons for Yes, No, and I don't know.
- Site Content:**
 - What is the main language of the site content?:** A dropdown menu.
 - Into which other languages are you planning to translate the site?:** A text input field.

Note: the questionnaire refers to the following terms.

WordPress Multisite: Multisite is a type of WordPress installation that allows you to create and manage a network of multiple websites from a single WordPress dashboard.

2- WPML will audit the website to ensure the website is suitable for multilingual content. They should be able to get this done within 48 hours. This is a free service.

Installing WPML on your website



If you do not already have WPML, **download the “Multilingual CMS”** version via the link that contains Ubiquis identifier (called a tsid):

<https://wpml.org/purchase/?tsid=00f941032a272372a9aaa2485f8d1786>

This will ensure Ubiquis is the default Language Service Provider selected in WPML.

Note : WPML documentation about installation: <https://wpml.org/faq/install-wpml/>

Getting your website WPML-ready

Understanding how WPML works and how it will have a global impact on your website

Before being able to send translation projects to Ubiquus, you will have to read WPML literature about:

- Getting started: <https://wpml.org/documentation/getting-started-guide/>
- Managing translation roles: <https://wpml.org/documentation/translating-your-contents/working-with-translation-managers/>
- Choose your [site's languages](#)
- Customize and add [language switchers](#) to your site
- Etc.

Note: Ubiquus has partnered with WPML to provide language services within WPML plugin. WPML support teams must be your main point of contact for any questions regarding how the plugin is set up and functions.

Setting up the plugin for XLIFF files transfer

Process explained

WPML plugin will send XLIFF files to Ubiquus to translate your content. XLIFF files are standard bilingual files used in the translation industry.

WPML offers several XLIFF options. Be sure to read the [configuring XLIFF File Options Generated by WPML](#) article to configure them correctly.

Ubiquus will translate offline and upload the completed translations to WordPress through a separate interface. Contrary to [a translation managed internally](#), Ubiquus translates offline, using our own tools and do not need access to your WordPress back-end.

Here is the high-level process we will continue to detail in this document:

1. Set up Ubiquus as your translation service in WPML.
2. Enable sending XLIFF files attached to translator notification emails.
3. Go to WPML->**Translation Management** and send jobs to Ubiquus.
4. WPML sends notification emails to Ubiquus.
5. Ubiquus translates your XLIFF files without getting access to your WordPress back-end.
6. When we are done, we upload the translation to WPML that will deliver it to your WordPress back-end.
7. WPML creates the translations on your site and sends you a notification email, saying that the work has been completed.

Setting up Ubiquus as your translation service

Once WPML has validated the compatibility of your plugins, theme and versions with WPML plugin, you need to establish a secure connection between your WordPress website and Ubiquus. You need to select Ubiquus from the list of available **Translation services**.

Go to this page for more information: <https://wpml.org/translation-service/ubiquus/>

Installing WPML plugins

To send the content for translation to Ubiquus, please ensure that you have the following plugins installed on your website:

- WPML Multilingual CMS – the core plugin
- WPML Translation Management – this plugin will allow you to connect to Ubiquus
- WPML String Translation – this plugin will allow you to translate interface strings

You can download them from your wpml.org account after having bought the [plugin](#).

Select Ubiquus as a translation service in WPML

Register with WPML

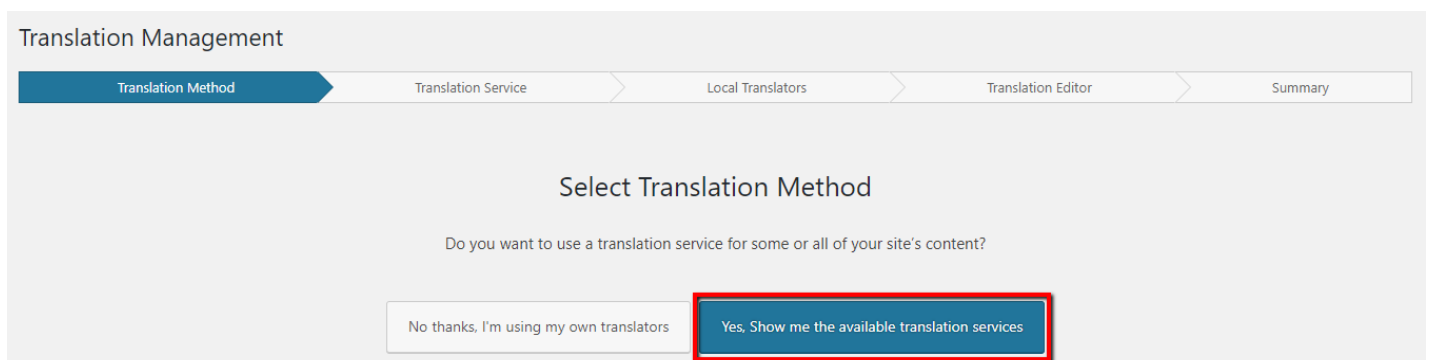
To be able to select Ubiquus as your translation service provider, you must [register](#) with WPML. The entire process takes only a few minutes.

If you need any help with the WPML plugin configuration, go through WPML [getting started guide](#) or simply ask a question on their [support forum](#).

Activate Ubiquus as your translation service

To connect WPML to Ubiquus, all you need is the **API Token that will be provided by Ubiquus**.

- Go to **WPML -> Translation Management** to select your translation method. Click the button **Yes, show me the available translation services**.

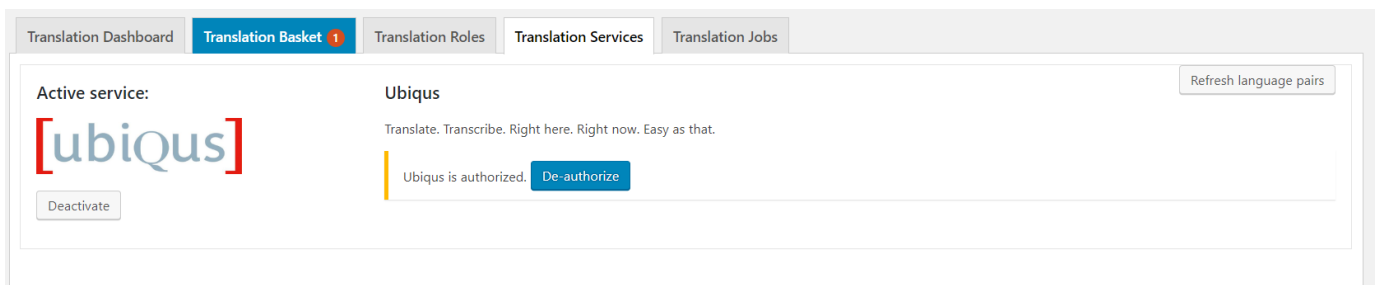


The screenshot shows the 'Translation Management' interface. At the top, there is a progress bar with five steps: 'Translation Method' (highlighted in blue), 'Translation Service', 'Local Translators', 'Translation Editor', and 'Summary'. Below the progress bar, the main heading is 'Select Translation Method'. Underneath, the question 'Do you want to use a translation service for some or all of your site's content?' is displayed. There are two buttons: 'No thanks, I'm using my own translators' and 'Yes, Show me the available translation services'. The 'Yes' button is highlighted with a red border.

- Find Ubiquus on the list of translation services and click **Activate**.

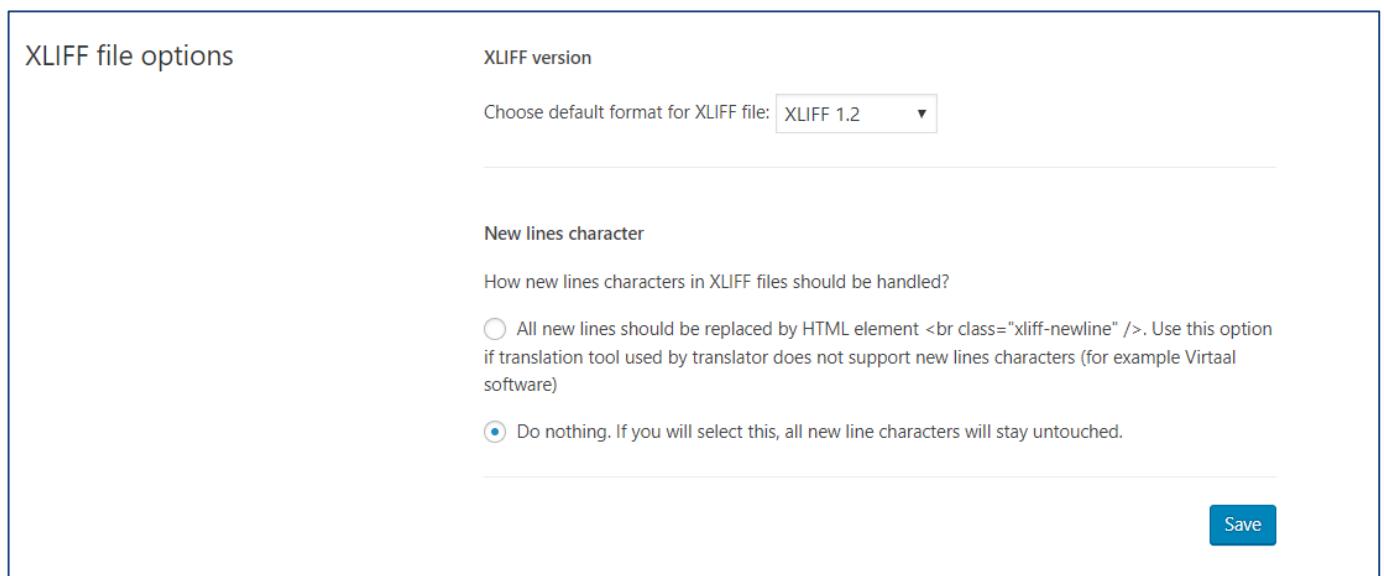
- In the next screen, click **Yes, I already have an account** and enter the **API Token** provided by Ubiquus on the following screen.

As a result, you should see that Ubiquus is an Active service in the **Translation Services** tab.



Configuring WPML to send XLIFF files

Once you have installed the **Management translation** module, go to the **WPML-> Settings** page and scroll down to XLIFF file options to check the default file format is XLIFF 1.2 (or newer version) and that the *Do nothing* radio button is ticked.



Receiving completed translations

As soon as a translation job is finished by Ubiquus, it will be ready to be delivered to your website.

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

To check your configuration, go to **WPML -> Settings**, locate the **Translation Pickup mode** section and verify the selected 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](#)

1 translation job has been sent to remote translators [Check status and get translations](#)

Last check: never

[Open the content updates log](#)


- When automatic delivery is selected, translations will be delivered to your website automatically as soon they are complete. At any time, you can [check the status of translation jobs](#).
- If you choose the option to fetch translation manually, you can download completed translations from the **WPML -> Translation Management** page. Click the **Check status and get translations** button at the top of the page.

Translation Management

[Translation Dashboard](#) | [Translation Roles](#) | [Translation Services](#) | [Translation Jobs](#)

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

[Open the content updates log](#)



Sending contents for translation


Refresh language pairs

*After setting up your languages in WPML, please inform Ubiquus of the language pair you will be using in your website (by email to your Account Manager).
 What language will be used to write your website and in which language you want it translated?*

Then, if need be, Ubiquus will update your WPML account with the required languages. Once we confirmed your required languages exist on our side, press the **Refresh language pairs** button in the **Translation Services** tab.

[Translation Dashboard](#) | [Translation Basket 1](#) | [Translation Roles](#) | [Translation Services](#) | [Translation Jobs](#)

Active service: **Ubiquus** [Refresh language pairs](#)

 Translate. Transcribe. Right here. Right now. Easy as that.

Ubiquus is authorized. [De-authorize](#)

[Deactivate](#)

Now, you are ready to send content for translation.
 For detailed steps, please visit WPML [dedicated documentation page](https://wpml.org/documentation/translating-your-contents/):
<https://wpml.org/documentation/translating-your-contents/>

Using Translation Management

Translation management dashboard

Click WPML > >**Translation management**. Four different tabs are displayed.

Translation Dashboard screen includes sections for **content filter**, **content list**, and **translation controls**.

1. Use the filter to choose which content to show in the list.
2. Select content that needs to be translated from the list.
3. Choose which languages to translate into (or [duplicate](#)).
4. Add to the translation basket.

The screenshot shows the 'Translation Management' interface with the following elements:

- 1. Select items for translation:** A filter bar at the top with dropdowns for 'Page', 'parent', 'Any', 'in', 'English', 'translated to', 'Any language', and 'All translation statuses'. Below it are 'All statuses', 'All Translation Priorities', 'Title', 'Filter', and 'Reset filter' buttons.
- 2. Content list:** A table with columns for checkboxes, Title, Type, flags, Date, and Notes. Three items are checked: 'About Us', 'Our Services', and 'Testimonials'.
- 3. Select translation options:** A section titled 'All Languages' with radio buttons for 'Translate', 'Duplicate content', and 'Do nothing' for 'French' and 'German'.
- 4. Add selected content to translation basket:** A blue button with a shopping cart icon and the text 'Add selected content to translation basket'.

You can repeat this process several times before actually sending the content for translation. In this way, you can collect content from different parts of the site and send it for translation in one batch.

When you have finished adding content to the basket, click on the **Translation Basket** tab. This is similar to the checkout step on eCommerce sites.

Translation Basket

Review the content you are sending for translation, choose Ubiquus as the translator, give the batch a name, set a deadline, and then send for translation.

To get an estimate of how much content you are sending for translation, use the WPML’s [website word count](#) tool.

Translating Strings

You will usually send content that needs to be translated from the **Translation Dashboard**. However, you may need to translate texts that do not belong to any specific page. For example, you may need to translate widget titles or the site’s tagline.

To do this, use [WPML’s String Translation](#)

String translation

Select which strings to display: All strings Select strings within domain: Widgets (6)

Select strings Translation Priority: All Translation Priorities Search for: Exact match

[Languages of domains](#)

<input checked="" type="checkbox"/>	Domain	Context	Name	View	String	Status
<input checked="" type="checkbox"/>	Widgets		widget title		🇬🇧 Meta	Not translated translations
<input checked="" type="checkbox"/>	Widgets		widget title		🇬🇧 Categories	Not translated translations
<input checked="" type="checkbox"/>	Widgets		widget title		🇬🇧 Archives	Not translated translations
<input checked="" type="checkbox"/>	Domain	Context	Name	View	String	Status

Translation options

Translate to French
 Translate to German

Add to translation basket

Checking the status of translation jobs

You can check the status of jobs that you have sent for translation.

The **Translation Dashboard** shows status icons next to each page.

Translation Management Screen Options ▾











Translation Dashboard | Translators | Translation Services | Translation Jobs

1. Select items for translation

Page ▾ parent Any ▾ in English ▾ translated to Any language ▾ All translation statuses ▾







All statuses ▾ All Translation Priorities ▾ Title Filter

[How to translate](#)

<input type="checkbox"/>	Title	Type		Date	Notes
<input type="checkbox"/>	About Us	Page		2018-06-05 Published	
<input type="checkbox"/>	Our Services	Page		2018-06-05 Published	
<input type="checkbox"/>	Testimonials	Page		2018-06-05 Published	
<input type="checkbox"/>	Privacy Policy	Page		2018-06-05 Draft	
<input type="checkbox"/>	Title	Type		Date	Notes

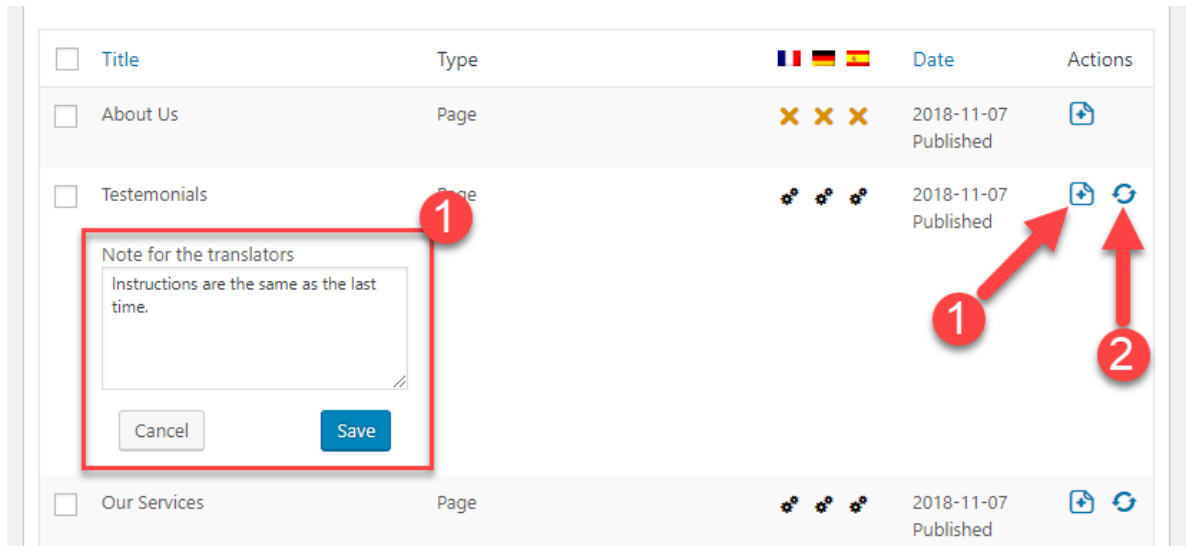
Word count estimate: 0 words [Word count for the entire site](#)

TRANSLATION STATUS ICONS IN THE TRANSLATION MANAGEMENT DASHBOARD

Icon	Translation status
	The content is not yet translated
	The content is already translated and the translation is up-to-date
	The content is translated, but the translation needs updating
	The content is translated, needs an update, and a new translation is already in progress
	This icon is displayed only for translation jobs done by local translator. If it is shown it means that translator has not yet started to work on this translation job.
	The content of the translated post is duplicated from the default language.

Hover over these icons to see their meaning.

Depending if you have already sent the page for the translation you will see one or two **Actions** icons:



1. You can attach a **Note for the translators** into the text field by clicking on the icon marked with the **plus** sign. A note is then entered into a text field.
2. The **Check status and get translations** icon is displayed when the translation job by Ubiquus is in-progress.

For more details, go to the **WPML → Translation Management** page and click the **Translation Jobs**. There you will see a list of all the jobs.