languagewire

User Guide

LanguageWire connector for Optimizely (Former Episerver)

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1. Introduction

The LanguageWire connector specifically created for the Optimizely (Former Episerver) CMS, allows this system to integrate LanguageWire Platform translations with ease.

This guide provides a simple explanation on how to access the Optimizely (Former Episerver) solution and the functional steps needed for translations handlings.

This is not a detailed operational description of the Optimizely solution as standalone, but of the management of translations through LW Connector in this CMS, as well as a depiction of most popular use cases.

It is assumed users are familiar with the tool and are trained in early stages.

1.1. Glossary

These are the relevant terms/ acronyms used in this guide together with their description.

Term/ Acronym	Description
LW	LanguageWire
CMS	Content Management System

Table 1 - Glossary/ Acronyms

2. Access the tool

Access the Optimizely CMS typing your credentials: Name and Password.

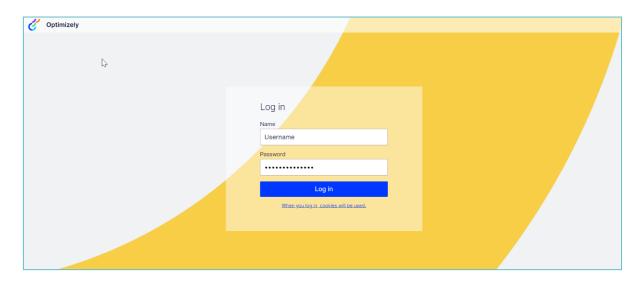


Figure 1 – Access the tool





Once you log in the Optimizely CMS, click on "Edit" on the top bar to access the available options for handling translations projects.

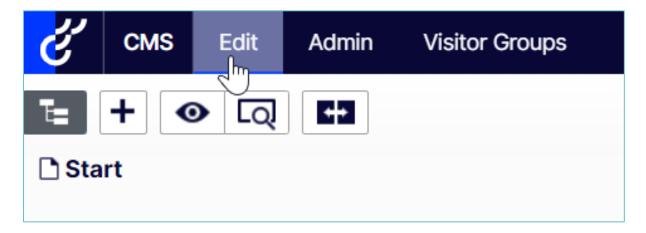


Figure 2 - Access the tool/ Edit

The LanguageWire Connector is visible on the left side rail and/or on the right side navigation menu.

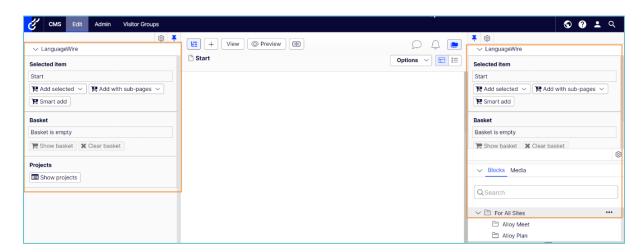


Figure 3 - Access the tool/ Edit/LW options

2.1. Add the LW Connector

The LanguageWire Connector is added in the Optimizely CMS as a gadget, if you cannot see it on the left or right side navigation menu, you should add it:

1) Open the navigation menu clicking on the left side root icon.



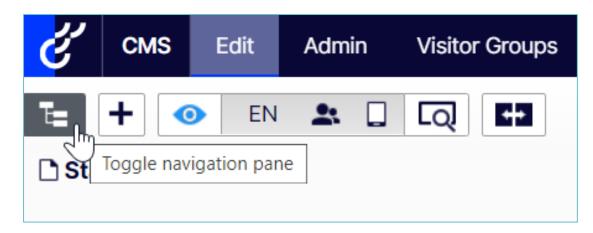


Figure 4 – Access the tool/ Navigation pan

2) Click on the "Settings" icon on top right and on "Add gadget" to enable it.

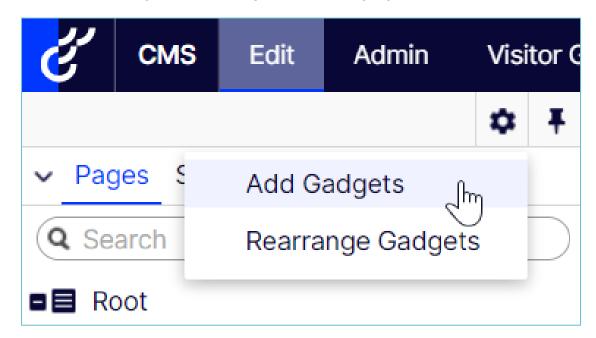


Figure 5 – Access the tool/ Edit/ Add Gadgets

3) Select the "LanguageWire" option from the list.



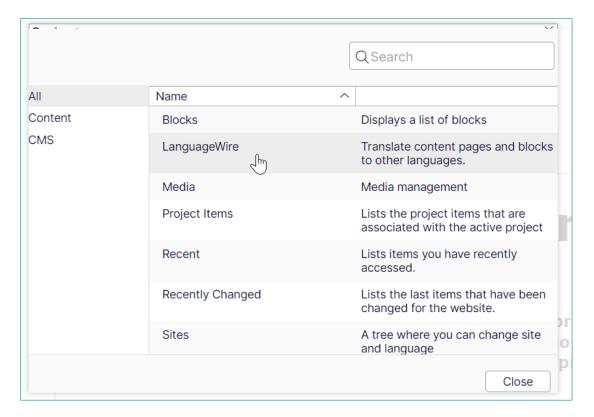


Figure 6 - Access the tool/ Edit/ Add Gadgets selector

- The gadget automatically appears on the left side navigation menu.
- You can start using it for your content translations.

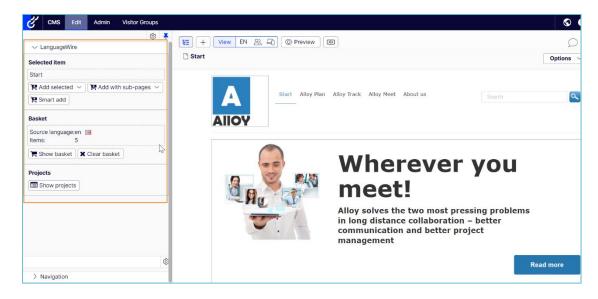


Figure 7 – Access the tool/ Edit/ LanguageWire

3. Adding content to the basket

To start including content to your translation basket via LanguageWire Connector:





Use the options "Add selected" for a single content element (with or without related items and direct items), "Add with sub-pages" or "Smart add" for an extra check on your website content.

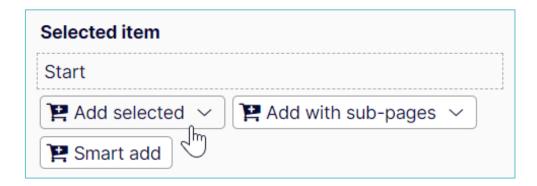


Figure 8 – Access the tool/ Edit/ LanguageWire/ Add content to basket

3.1. Add selected content and sub-pages

For simple content addings, use the options: "Add selected" and "Add with sub-pages" ("Smart add" is later explained in detail in section 3.2)

In both options, you can decide whether you would like to include (or not) related items or directly related items.

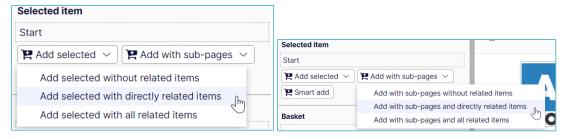


Figure 9 – LanguageWire/ Add selected option

Example: If you have selected the "Start page" and clicked this option, the full website will be added to the translation project.

"Related items" are blocks or pages that are children of a main item. Selecting content with all related items means that from the selected level to all the way down, all blocks or sub-pages will be selected and included in the basket.

Note: If a related element has other related elements, they will be added to the basket to





"Directly related items" add only the related contents from 1 level down, hence only the content that is immediately after the selected item is included.

Decide whether related or directly related items should be included or not on your basket.

When clicking on any of these options, the selected content is added to the basket and you can check the total number of selected items and the source language in the visible area.

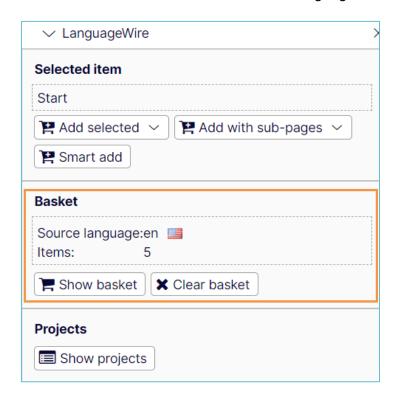


Figure 10 - Access the tool/ Edit/ LanguageWire/ Basket view

3.2. Smart add

Via the "Smart add" menu, you can either check your website for missing content, to analyse your source content for changes or add existing project content.

1) Click on "Smart add" menu.







Figure 11 - LanguageWire/ Smart add

Select the desired option for your content and click "Next"

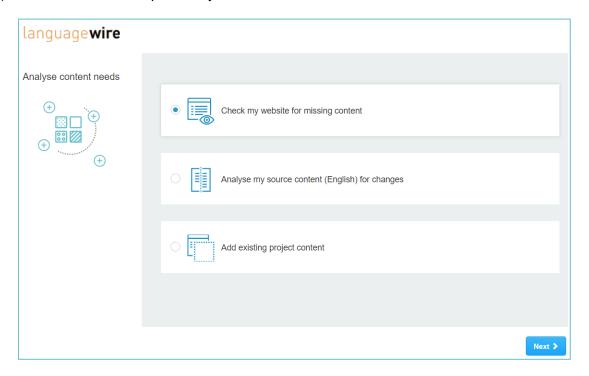


Figure 12 - LanguageWire/ Smart add/ Options

3.2.1. Check website for any missing content

The first option of the pop-up windows is useful when some of your target markets are missing translation from a master language. This feature helps finding untranslated content.

Example: Let's assume that you are looking at your Mexican market. You can use this option to run through a section (or the entire website) to determine whether there is any Spanish-Mexican translation missing from something already published in the master language.





1) Select the first option and click "Next"



Figure 13- LanguageWire/ Smart add/ Check my website

2) The Source/ Target languages are presented:

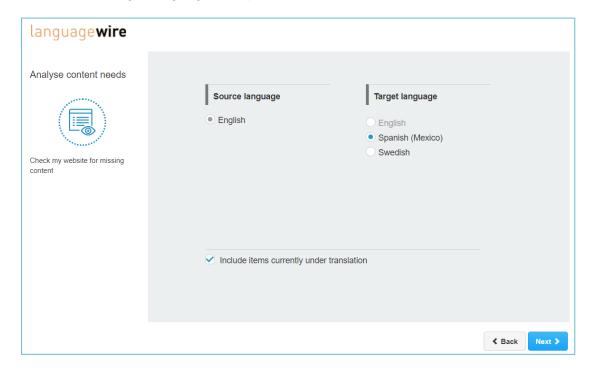


Figure 14 - LanguageWire/ Smart add/ Check my website/ Language selector

Source language: This is defined by the language version of the element you started "Smart add" with.





- Target language: Select the target language you wish to check for missing translations based on the source language. In this case Spanish from Mexico.
- Include items currently under translation: Items that are under translation in a different project can be included or excluded from the analysis results. Items found with this query will always be added to the basket with related items.
- 3) Select the target language and click "Next".
 - The system presents in a tree view the found items that are missing translations.

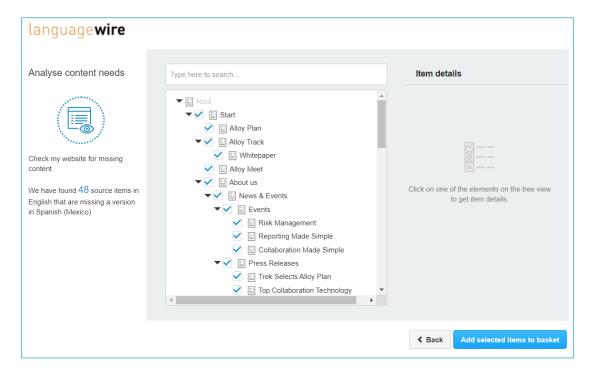


Figure 15- LanguageWire/ Smart add/ Check my website/ Tree view

- The system also indicates on the left side, the total number of source items missing translations.
- 4) Select the desired item check box from the tree view to look at its details at the right area, including a link to the content page.



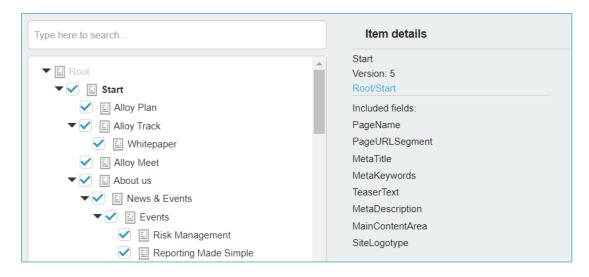


Figure 16- LanguageWire/ Smart add/ Check my website/ Tree view/ Details

In case the item is not allowed for translation, it appears in red in the list.

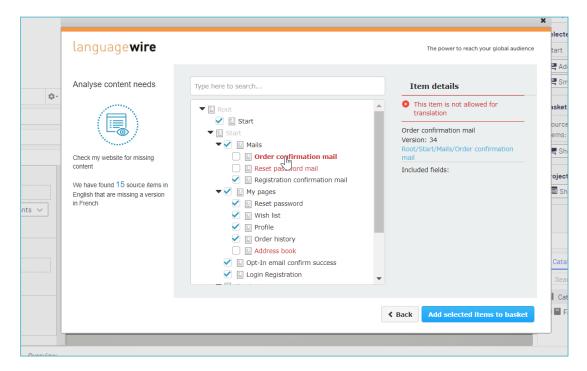


Figure 17 – LanguageWire/ Smart add/ Check my website/ Tree item details

- 5) Select from the tree the content item you wish to send to the basket for translation (uncheck it if you would not like to add it to the basket).
- 6) Click on "Add selected items to basket" to send the selected content to the Platform for translation.





3.2.2. Analyse my source content for changes¹

Select the second option of the "Smart add" if you wish to get an analysis on changes on your source content and click "Next".

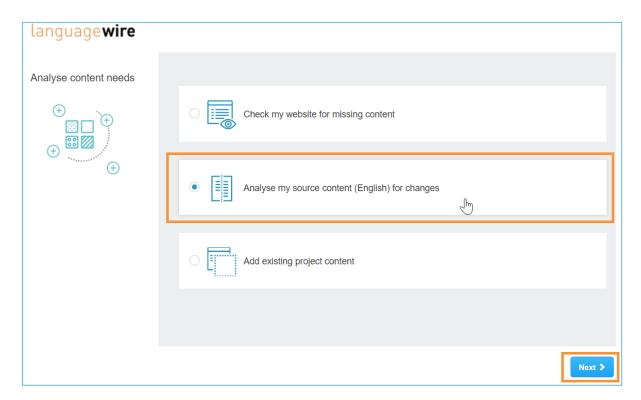


Figure 18 - LanguageWire/ Smart add/ Analise my source content

Note: The source language can be any language. The system points the content source language when presenting this menu. Example for German source language.

¹ This option will be able to find items only if the "Update modified date" is enabled for every page in the Episerver settings.



13

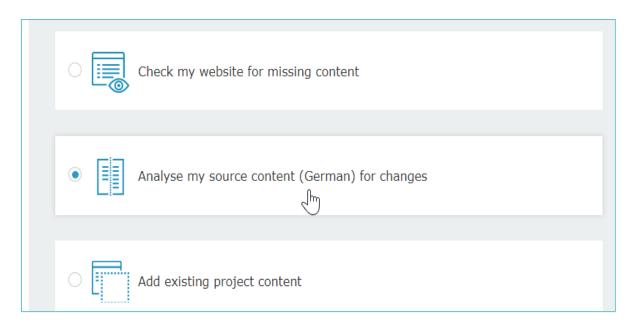


Figure 19- LW Connector/ Smart add/ Analise my source content language example

1) Select the Start date² for your project and click "Next".

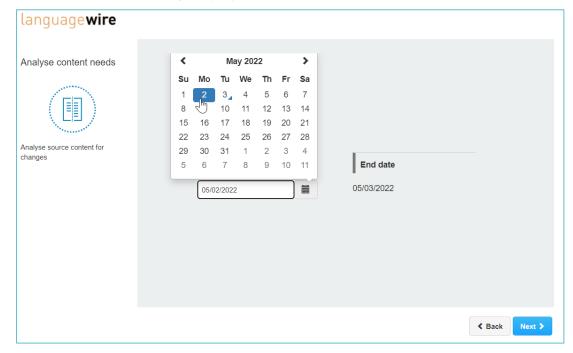


Figure 20- LW Connector/ Smart add/ Analise my source content/ Start date

The system presents in a tree view the found items and indicates on the left side, the total number of source items that have changed.



² Start date should be prior to end date.

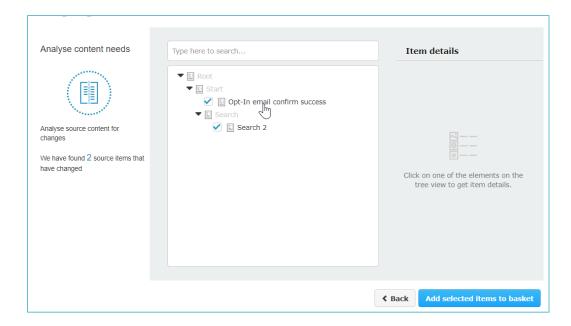


Figure 21 - LW Connector/ Smart add/ Analise my source content/ Contents tree view

Note: This option will only find results if the "Update modified date" is enabled for every page in the Episerver settings. Otherwise changes will not be tracked and the Connector will not be able to find such items.

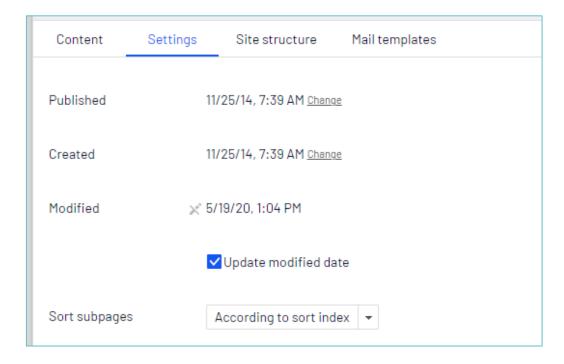


Figure 22 – LanguageWire/ Smart add/ Update modified date setting

It might be the case that for the set dates no items have changed, hence the system indicates no results are found.



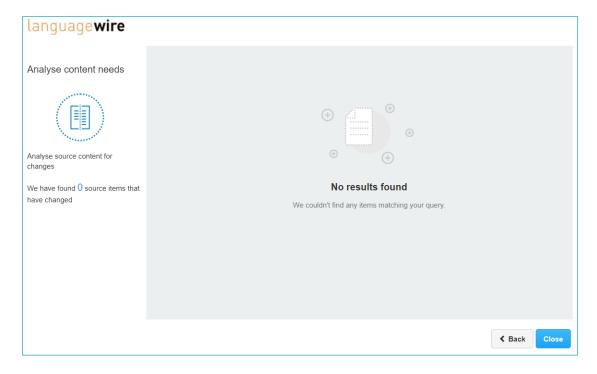


Figure 23-LW Connector/ Smart add/ Analise my source content/ No results found

- 2) Select the items from the tree view and check their details on the right area.
 - In case the item is not allowed for translation, it appears in red in the list.
 - In case you do not want to send to the basket a selected item, uncheck it.
- 3) Click on "Add selected items to basket" to send the content to the basket.

3.2.3. Add existing project content

Select the third option of the "Smart add" if you wish to add existing project content to the Platform and click "Next".



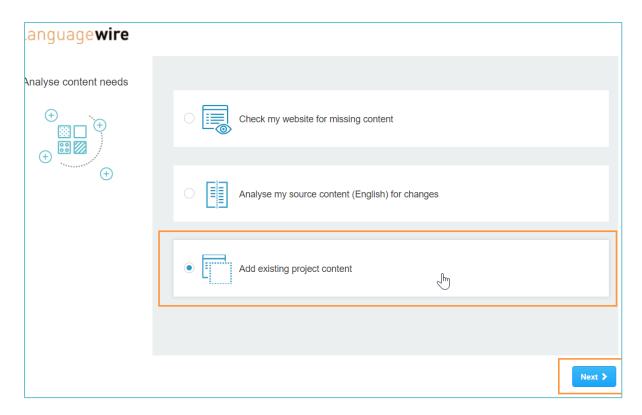


Figure 24 – LW Connector/ Smart add/ Analise my source content

1) Select the name of the existing project from the dropdown menu.

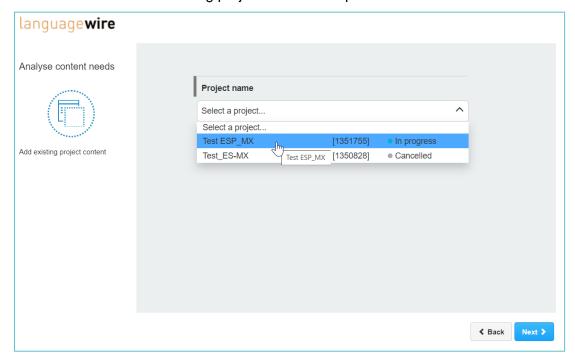


Figure 25 – LW Connector/ Smart add/ Add existing content/ Project name

- 2) Click on "Next"
 - The system presents in a tree view the found items that will be sent to the Platform.



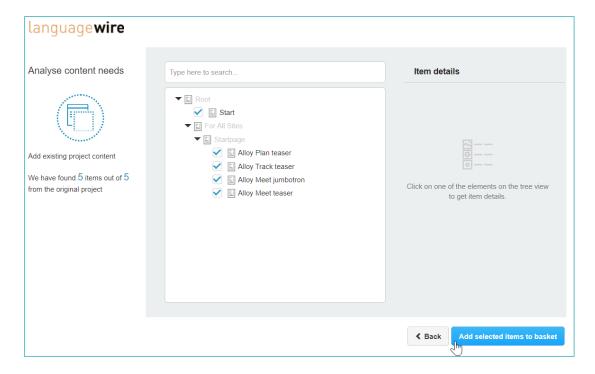


Figure 26 - LW Connector/ Smart add/ Add existing content/ Content tree view

- 3) Select the items from the tree list to check their details on the right side.
 - In case the item is not allowed for translation, it appears in red in the list.
 - In case you do not want to send to the basket a selected item, uncheck it.
- 4) Click on "Add selected items to basket" to send the content to the basket.

3.3. Basket

When you add content items to the basket, these are included in the "Basket" section, where you can see the total number of added items together with the source language indicator.



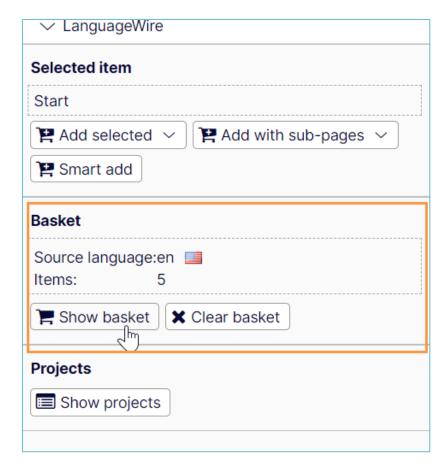


Figure 27 - LW Connector/ Add selected/ Basket view

- Click on "Show basket" to see the added content items, so you can start configuring your translation project and then confirming your order, for your project to be sent to the LW Platform. (See more details in section 4).
- Use the "Clear basket" option to remove all the previously added elements.

4. Configure your project

Once your contents are added to the basket you need to click on the "Show basket" button to see all the selected items and start configuring your project:

- Select content: In this step you can review the content before sending it to LanguageWire Platform for translations. You can check the details of each added item or remove it from the basket.
- Configure your project.
- Select the language.
- Confirm your order.
- 1) Review your content and uncheck those items you do not wish to send for translations.



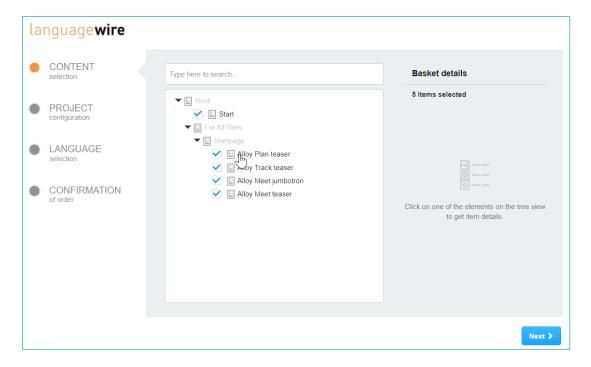


Figure 28 - LW Connector/ Basket/ Content review

- 1) Click "Next" to start the project configuration.
- 2) Type the title of your project and select the desired options:

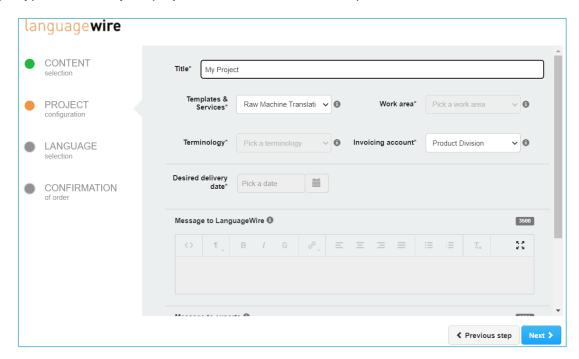


Figure 29 – LW Connector/ Basket/ Project configuration

- Title: Add a relevant project title to be able to distinguish it from others when more translations projects have been created.
- Template & services: Select the service you need and a template if needed.





- When a project template is selected, all the related data like invoicing accounts, terminologies as well as languages are also preselected and disabled. Template configuration is stored in the LW Platform, so it is always recommended to align with LanguageWire Project Manager in the use of specific templates for specific translation projects.
- Demo service: Use this option to create a test translation project. In Demo mode, you will get a translation delivered back in Optimizely, but the project is not created in the Platform. The translation is only a dummy text. Demo project will be completed in few minutes after it is created.

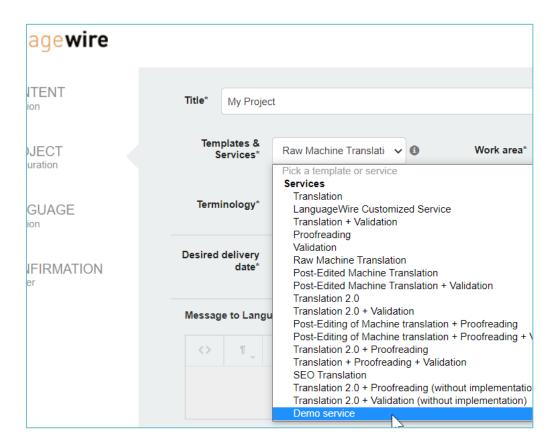


Figure 30 - LW Connector/ Basket/ Project configuration/ Template & Services

- Work area: Select a relevant work area from the list. The work areas enable LanguageWire to assign the projects to the best-suited translators based on a prequalification.
- Terminology is a list of approved translations set up in customer's LanguageWire account. Select the terminology you would like to use for the current project.
- Invoicing account: Select the invoicing account you would like to use for the current project.





- Desired delivery date: Select your desired deadline for the project. Bare in mind the number of pages you have added, and suggest a realistic deadline. Rule of thumb is that a translator can translate 2.000 words per day.
- Message to LanguageWire: This is your information to the LanguageWire Project Manager only. For example, if you want to provide some context of your project or include a link to the source website here.
- Message to Experts: Add here any instruction that translators and validators should follow for your project.

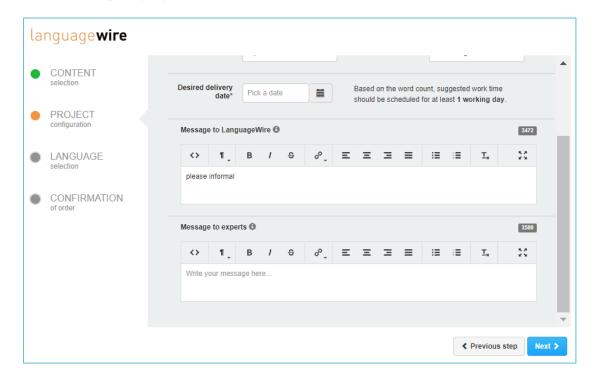


Figure 31 – LW Connector/ Basket/ Project configuration/ Message to experts

If any of the fields are left empty, the system returns an error message:

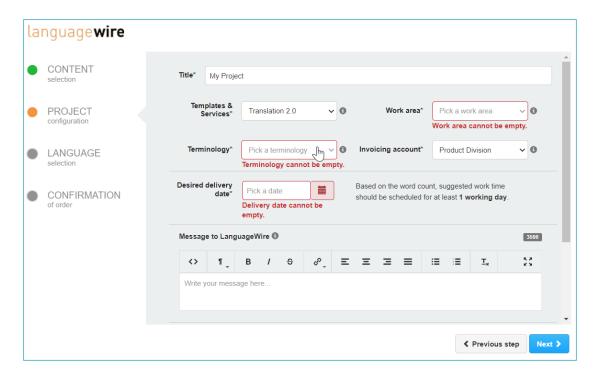


Figure 32 - LW Connector/ Basket/ Project configuration/ Errors

3) Click "Next" to verify the languages for your project.

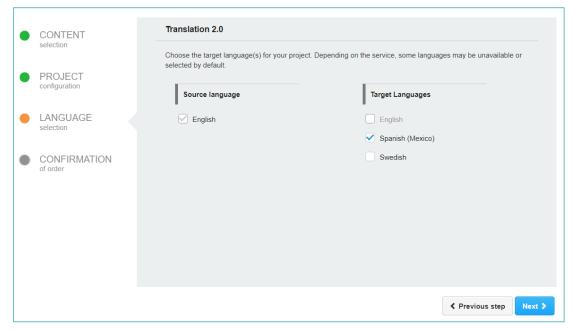


Figure 33 – LW Connector/ Basket/ Project Language selection

- Source language:
 - o Is defined by the language version of the first element added to the basket.
 - Only one source language per basket is allowed.





Target languages: You can select one or more target languages. The available languages are based on the configuration of your Connector and Optimizely instance as well as the type of LanguageWire service selected in the Project configuration step.

Note: When a project template is selected in the Project configuration step, all languages assigned to it will be preselected as they are set up on the template level in the LanguageWire Platform.

- 4) Click "Next" again to check the confirmation details of your order.
 - This is a summary screen for the project data including rough word count, which provides an estimated size of the translation project.

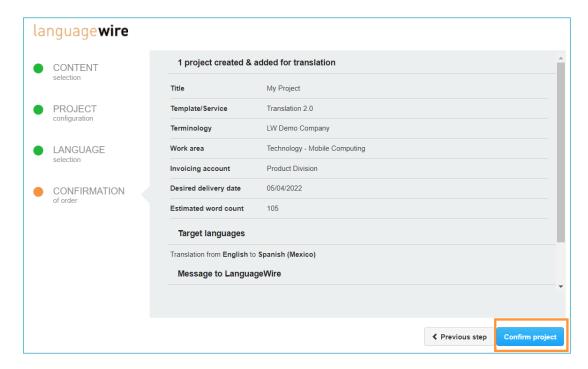


Figure 34 – LW Connector/ Basket/ Project confirmation

5) Review the information and click on "Confirm project" to send your project to LanguageWire Platform. Otherwise, go to a previous step to amend some of the fields.

5. Show projects

Click on "Show projects" to get an overview of your translation projects.



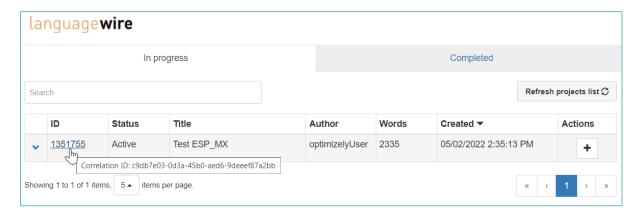


Figure 35 - LW Connector/ Show projects

5.1. In progress

The "In progress" tab is displayed by default. You can check there your active projects and all elements that were submitted for translation.

1) Click on the desired project ID to see the project details directly in the LW Platform.

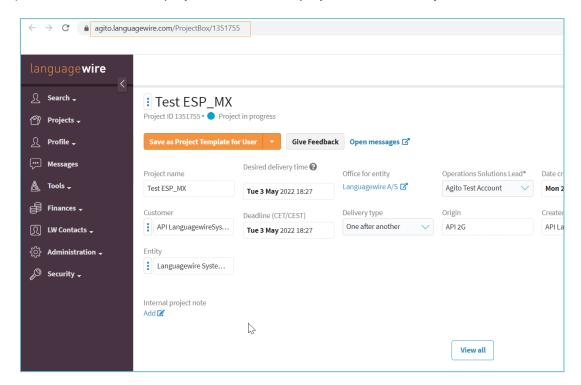


Figure 36 - LW Connector/ Show projects/ In progress/ ID

Projects that are still under creation do not have ID number assigned to them yet.



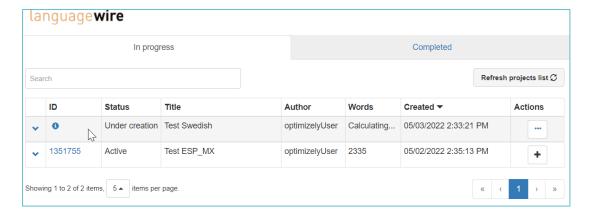


Figure 37 - LW Connector/ Show projects/ In progress/ Under creation

2) Use the left side icon next to the item ID to display the source and target languages and see the progression status.

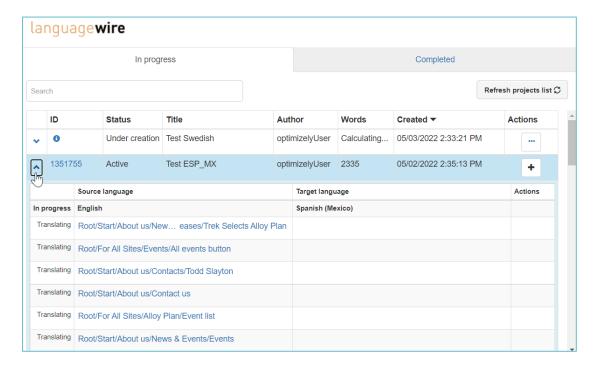


Figure 38 - LW Connector/ Show projects/ In progress/ Languages view

- You can click on the link provided to open the source language content within the Optimizely system. At this stage the target language content is not available as the project is still under translation and is not finished yet.
- 3) Click on the right side "plus" button to recreate a project.



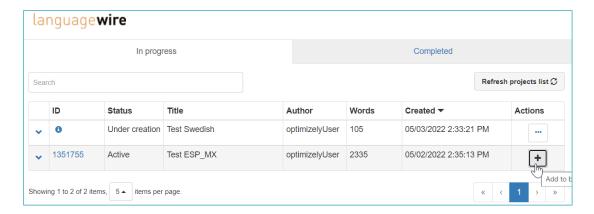


Figure 39 - LW Connector/ Show projects/ In progress/ Add to basket

The system directs you to the content selection step, for you to pick those items to add to your basket.

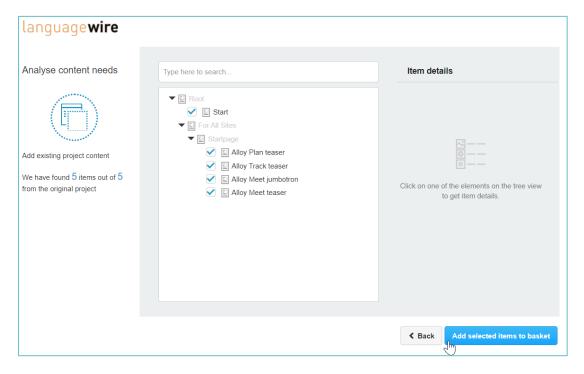


Figure 40 - LW Connector/ Show projects/ In progress/ Add to basket - items

5.2. Completed

When in "Show projects", the second tab contains both all finished projects but also those with errors.



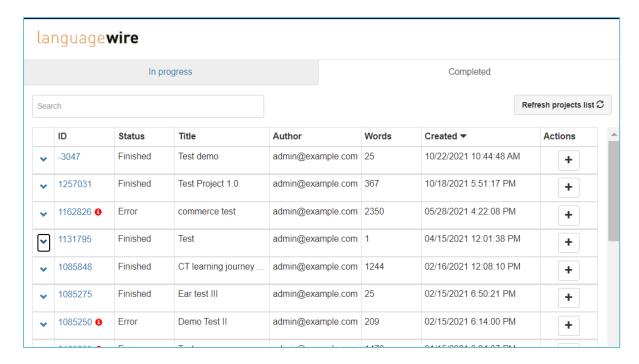


Figure 41 – LW Connector/ Show projects/ Completed

- 1) Click on the desired project ID to see the project details directly in the LW Platform.
- 2) Use the left side icon next to the item ID to display the source and target languages and see the progression status.

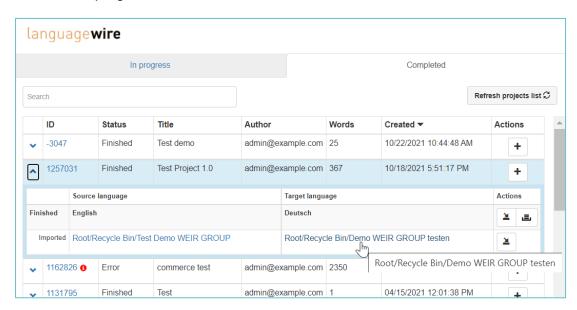


Figure 42 - LW Connector/ Show projects/ Completed/ Target language

At this stage, the project is finished, then you can check content in both source and target language by clicking on the specific links. In the example provided, content was in English and translated to Deutsch.





5.2.1. Re-import translated content

You can reimport translated content from the LanguageWire Platform creating a new language version of a source item.

- 1) Use the left side icon next to the item ID to display the source and target languages and see the progression status of a project (make sure you select a project with "Finished" status).
- 2) Click on the right side "Re-import" button .

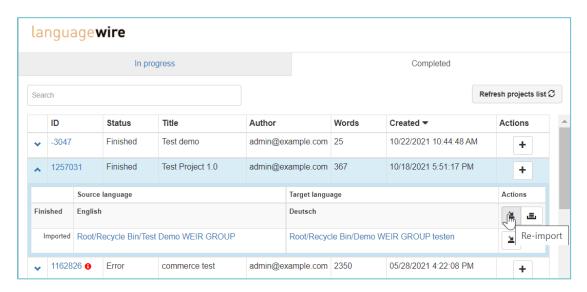


Figure 43 – LW Connector/ Show projects/ Completed/ Re-import

Note: It does not overwrite the previous version. You can re-import a single item or the whole assignment (all included items under a target language with one click).

3) Once imported, the system charges the content again and the project status transitions to "Re-imported".



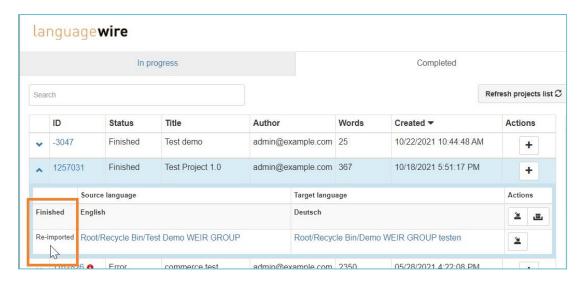


Figure 44 – LW Connector/ Show projects/ Completed/ Re-imported item

5.2.1. Create Episerver Projects

Similarly, you can create a Episerver project directly from the actions area.

Creating "Episerver project" allows you to preview the translation and publish all translated content items at once.

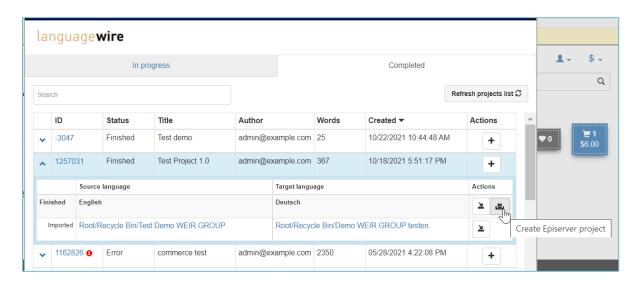


Figure 45 – LW Connector/ Show projects/ Completed/ Create Episerver project

- Use the left side icon next to the project ID to display the source and target languages and see the progression status of a project (make sure you select a project with "Finished" status).
- 2) Click on the right side "Create Episerver project" button.

It will create an "Optimizely project" that will help you with content publication and preview:

Optimizely project with have the same title as your translation project and it will include all the submitted pages.





Only one Optimizely project can be created for one target language.

5.2.2. Error messages

When a project creation fails or the translation import is not successful, the project appears in the list with "Error" status and there is a red tooltip next to the project ID.

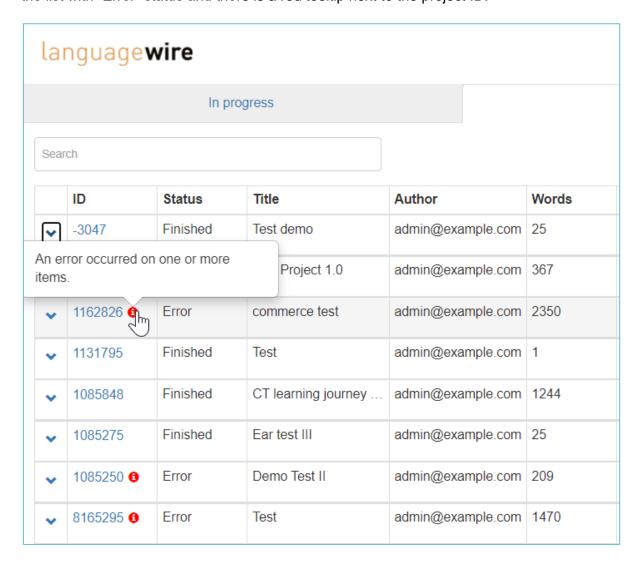


Figure 46 - LW Connector/ Show projects/ Completed/ Error status

1) Use the left side icon next to the project ID to display the source and target languages and see the error status of the project.



Figure 47 - LW Connector/ Show projects/ Completed/ Error items

2) Then, click on the "Error" icon of the affected item to check the error message.

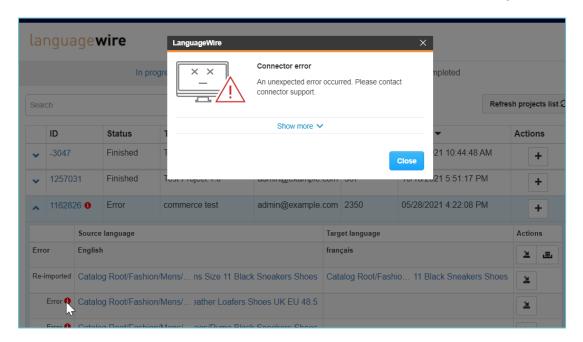


Figure 48 - LW Connector/ Show projects/ Completed/ Error items/ message

3) Send the error message to LanguageWire for further investigation.

6. Publishing translations

When a project has been translated and appears in the project "Completed" tab and marked as "Finished", you can manually publish your translation.

Example:



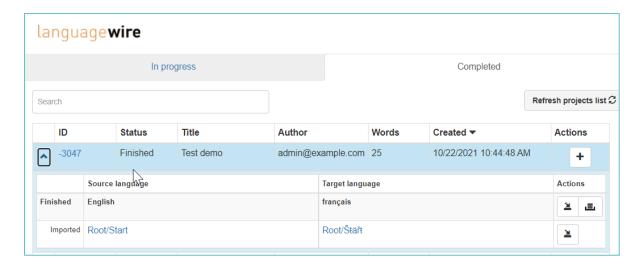


Figure 49 - LW Connector/ Show projects/ Completed/ Example of finished project

1) Click on "Publish" button at the right of screen, next to LanguageWire connector

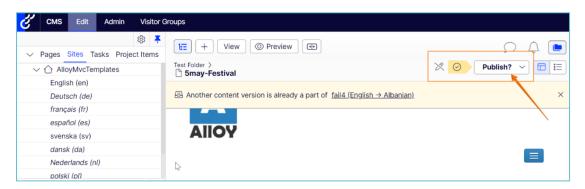


Figure 50 – Optimizely/Options menu

2) Click on "Publish changes"



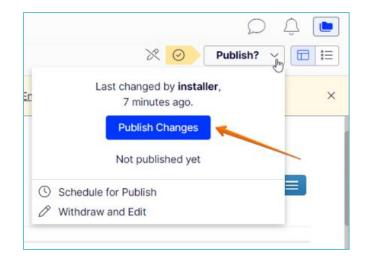


Figure 51 – Optimizely/Options menu/ Publish changes

You can see then the translated content on your website. In this example, was translated to Deutsch. Published date and time is shown at the left bottom of the application.



Figure 52 – Optimizely/Options menu/ Published Content translation

Alternatively, there is a possibility to automatically publish translations if this option is set on the connector configuration (Refer to Installation Guide for more details about configuring your connector).

This also means that creating Episerver projects is not needed if those are created only for publishing the content in bulk action.





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