

Creating and translating Pages

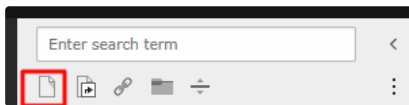
The TYPO3 CMS operates with a so called basic/default language. The basic language in all trees of the Zehnder system is english. Although most trees do not have english languages, the pages must always first be created in the basic language.

Why do I see the English language layer in my country and what does it mean? [🔗](#)

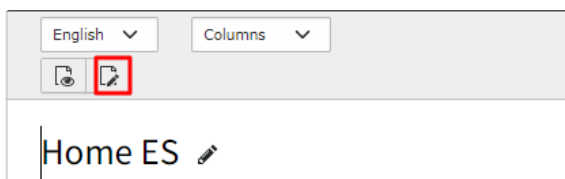
- A key aspect was the Group requirement for synergies to provide a simple copy function for pages and templates between the different trees. It's a technical prerequisite by Typo3 limited by Typo3 configs. You know, if the basic language wouldn't be strictly connected to ID=0 we would e.g. have further options. But the current solution was the only possible offered by the system to solve the requirement of sharing content
- EN as the base language is linked to limitations of the current TYPO3 version 11.
- EN is also the best common denominator due to the Zehnder MBUs and Master Language.

Use Case 1: You have got a website (=Tree) with only one language (e.g. Germany, Netherlands or Spain) [🔗](#)

1. Create new page in the website tree (two possibilities)
 - Choose icon with the page type "standard" and drag n drop it to the desired position in the tree
 - or right click on an existing page and click on create new subpage



2. Edit the page settings of the created page
 - right click on the new page and click on "edit"
 - or click on pen and paper icon under the language switch



3. Fill out the following fields in your website language (no need to use texts in the (basic) language english)
 - Page Title
 - Update URL Segment (Title will be put in to the URL)
 - Title for search engines (optional, if empty, google will use page title)
 - Description (optional, if empty google will use random text from the page content)
 - Social Media fields (optional)
 - Navigation content (optional)
 - Top Header Links
 - Feature Links
 - Header content for language and country switch
 - title

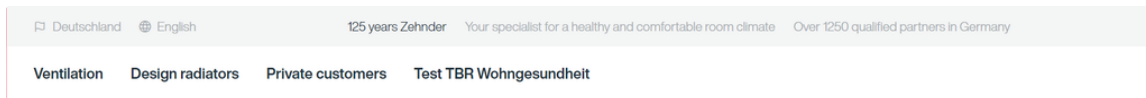
- description

4. Further important settings:

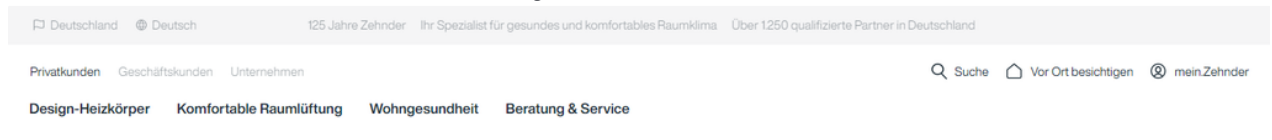
- Tab Access: decide if the page is
 - visible: if deactivated the page wont be published and is not available in the web. Editors can preview the page though, if youre logged in the backend (login with correct domain ist important)
 - enabled in menus: if deactivated, the page wont be shown in any menue (e.g. header navigation). But otherwise the page fully exists in the web. You can freely share the url of the page.

- Tab Navigation: Menu Mode three or four Levels.

If you choose three level mode only three backend levels will be displayed in the frontend menue. If you chosse four, four levels will be displayed in the frontend menue. Four level mode is for exapmple for target group contents. Note: You can create/edit as much backend levels like you want, but only max four levels are visible in the menue in the frontend.



Design three levels

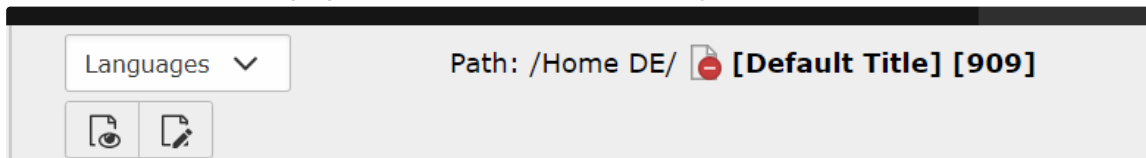


Design four levels

5. Translate your page

- Switch from coulmnns to languages in the dropdown
- Click Create a new translation of this page and choose your language (there should only be one option)
- The page settings open up again, but this time not for the basic language but for your language. Since you have already filled out the fields in the basic language with content of your language, it is sufficient to simply save once. The content of the basic language and the settings are automatically transferred.
- Now the page exists in the basic language and your language.

Note: content of the basic langauge is nowhere shown in the frontend, it just have to be there in the backend.

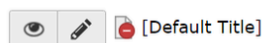


[Default Title]

Create a new translation of this page

[Default Title]

English



Content

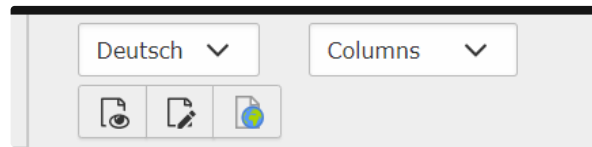
Deutsch



Content

Final Step:

Create Content on your language page (content on the english page wont be shown in the frontend). If you just want to see your language and not the basic language one, change dropdown from language to columns and choose your language

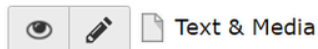


If you mistakenly created content elements on the english page, this wouldnt be a problem. You can copy all elements with one click from the basic language to other languages. For Trees which have more than one language it is even recommended to firstly create content on the basic language page and then translate the elements to other languages (see use case 2).

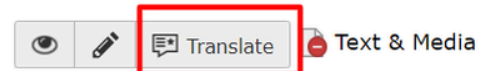
Note: there is also the option to translate elements. It doesnt mean that something is translated. It rather means that the elements which you duplicate to your language, will have a strong and fixed connection to the basic language element. If you use translate, you cant add new elements or drag n drop elements on your language page but you provide the page tht it could be exportet fpr other MBU´s. When you choose copy you are fmore fllexible to add content in your language but then you cand transfer the page in another country. TYPO3 explains this too, after you click the translate button. Keep in mind that the translate as translate function is connected with the base language so when you delete a content element in the base language it will also be deleted in you country language.

Text & Media

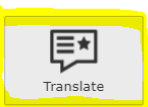
English



Deutsch

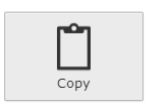


Localize page "Sandbox" into Deutsch



Translate

Translating content will create a direct connection between the original language and the language you translate to. This means that moving an element or setting meta information like start- or endtime will be taken from the original content and you will not be able to set these values on a translated content element. **Use this when your workflow demands a strict translation workflow.**



Copy

Copying content will take the content elements from the source language and create copies in a different language. This means that you will be able to move content elements around freely, but you will not have the benefit of being able to compare changes made in the source language later on. **Use this when you want to have freedom in designing your translated website.**

"Translate as Translate Mode"

Use Case 2: You got a website with more than one language (e.G. Switzerland and Belgium)

- Almost exactly the same workflow as use case 1, but you have to decide which of your languages you want to use in the basic language field.

You also should create the elements first on the basic language page, because after this step you can copy those elements to your other languages (saves alot of time!).

Example Switzerland Website:

- a. Fill out the basic language fields in the page settings with german texts/content
- b. Create the content elements on the basic language, also use the german texts
- c. Translate the page to german (dropdown) (you just need to save, because everything is transfered from the basic language)

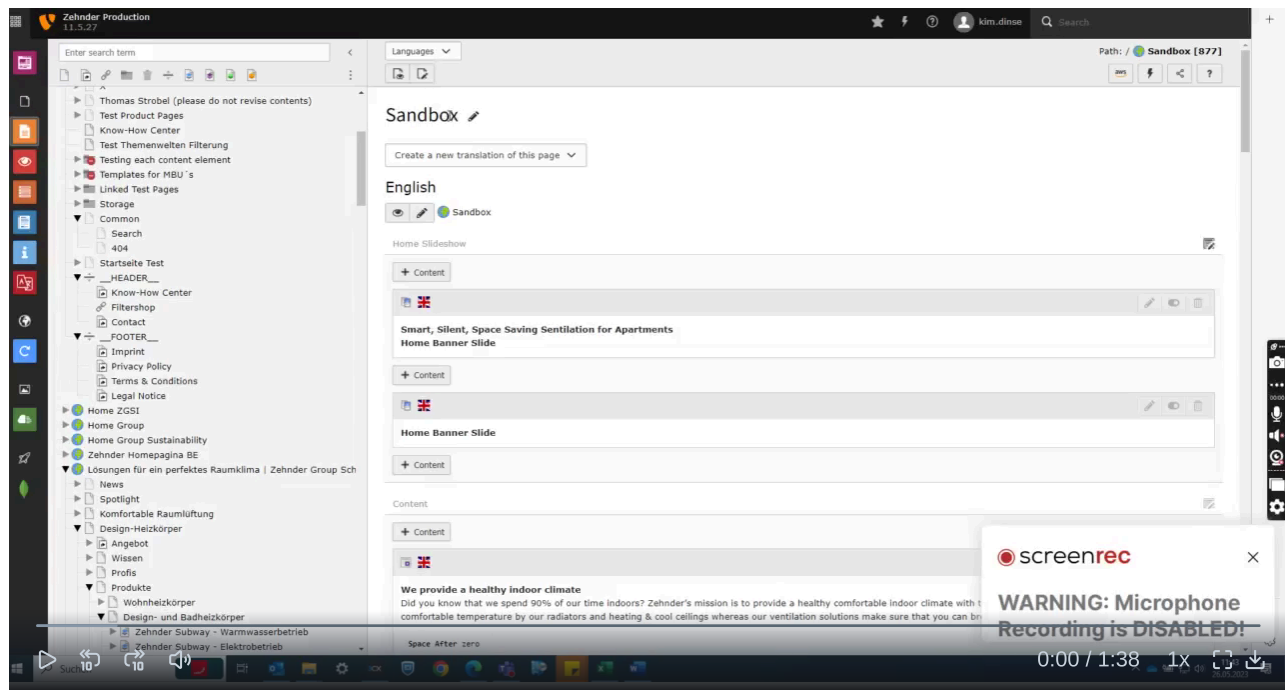
- d. Copy the elements from the basic language → german language page finished
- e. Translate the page to french (dropdown). This time you have to translate the texts and fields of the page settings to french, because otherwise there would be german texts and titles on the french CH page.
- f. Copy the elements from the basic language (or from the german page) and afterwards go into every element and translate the text to french.

→ To sum it up, it saves you time if you create the elements first on the basic language. Because then you got the option to copy elements to other languages. What remains is then only the pure translation work. Note: If you have chosen copy, you can change and add elements on the french page independently from the german page. So the german page could have a completely different structure or set of elements than the french one.

Use Case 3: You got a website with the language english [↗](#)

- **Example UK (only EN):** Just do all the steps of Use Case 1 without the translation activities (Step 5) (you have got no possibilities to translate via dropdown). The basic language english is also your english Frontend page.
- **Example Zehnder Group (EN + DE):** First configure the english page settings and create english content, then translate into other languages. If you first create elements on the basic language you can copy the elements to a different language (see section 5 in Use Case 1). What remains is then only the pure translation work.

Screen-Recording of a manual translation process:



What is Custom Value value of default language [↗](#)

Translation behavior

- ☐ Custom value
 ☒ Value of default language

Custom value

- The Custom Value field is used to customise certain content in different language versions.
- It allows text to be entered in the target language while retaining the default value for the source language.
- This is useful, for example, to customise the text of images in the different languages.
- When entering images, it is important to adjust the Custom Value field accordingly to avoid errors.

Default language value

- If this is selected. Changes can only be made in the base language layer EN.
- Automatically chosen when using the translation mode
- in the case of subsequent content adjustments, all further changes can be made here quickly in all other non-base languages with only one adjustment in EN. (translation mode required)

Dependencies of records in the base language.

It is recommended that translations of content items that require specific datasets be created in the base language. In this case, the plugins and storage folders must be provided before translation.

Some information, such as contacts, showrooms and people, is common to all languages and does not need to be translated as it is universal.

Hotspot Element: are special interactive areas on a website that contain specific actions or information. These hotspots should be defined in the base language to ensure that translations work correctly.

News Plugin/ Article: is another element that needs to be considered in translation. News articles should be created in the base language because the translation tool does not allow backwards translation. This means that it is not possible to translate from Spanish into English, for example. It is therefore advisable to write news articles in the base language and translate them into other languages as needed.

The Variant Compare: element should also be created and defined in the base language, as translation in the other direction is not possible.

It is important to be aware of these limitations of the translation tool and to create content in the correct order and language to ensure correct translation and functionality.