# Language User Guide

## Language Actions

### Edit

To start this action, select the Language you need to work on, and click the ✏ button on that row.

Edits an existing Language.

When this action starts a form is displayed with the existing Language and any previous information entered.

Each field customises or controls some aspect of the Language display or behaviour.

When editing it is advisable to only change what is needed and most fields may not need to be changed. These other fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

### Search

To start this action, click the 🔍 button above the Language listing.

Allows a Search of Languages.

This allows a simple text search across all Languages.

To search a specific field select the field from the drop down list

### Adv. Search

To start this action, click the 🔍 Adv. Search button above the Language listing in the ⋮ More Menu.

Allows an Advanced Search of Languages.

The Advanced Search opens a new section at the bottom of the Languages and allows several distinct features:

- Multiple Search Lines : allows Language matches to be identified where more than one search criteria is required

- Nested Searches : allows a combination of AND and OR logic to find results

- Saved Filters : allows a search to be saved as a Filter

- Export : allows the results of the search to be exported and worked on separately

### Refresh

To start this action, click the ↻ Refresh button above the Language listing in the ⋮ More Menu.

Refresh the list of Languages.

Allows the list of records to be refreshed.

Although the records in the system will automatically update if a another Admin is using the system at the same time, the Refresh button allows the list to be manually updated.

### Export to List

To start this action, click the ☁ Export to List button above the Language listing in the ⋮ More Menu.

Export the Language results shown to a List.

An Export List can be downloaded as a CSV file, or through any number of customised Export Templates.

Export to List will begin the process of Exporting the Languages shown.

Once the data is exported it is available to download as a CSV file with all columns.

A list of Export Templates for Languages will be shown, select the Export Template to Print, Export to Document, Export to CSV or Email.

Before using a template an opportunity to amend the template is provided.

See Export Templates for more information on Managing Export Templates.

### Export All

To start this action, click the ⤓ Export All button above the Language listing in the ⋮ More Menu.

Export all the Languages to a List.

Exactly as for "Export to List" except rather than just Exporting the Language results shown, all Languages will be expored.

### Export Item

To start this action, select the Language you need to work on, and click the ☁ **Export Item** button in the ⋮ More Menu on that row.

Export only the selected Language to a List.

Exactly as for "Export to List" except rather than just Exporting the Language results shown, only the selected Language is exported.

## Choose Columns

To start this action, click the ⚙ **Choose Columns** button above the Language listing in the ⋮ More Menu.

Changes the Columns shown in the Language Listing.

The Choose Columns screen shows the Selected Columns on the left, and the Language Columns available on the right.

Drag and Drop column names between the two columns.

Alternatively double click on a column name to move it from one list to the other.

On the left the Selected Columns can be dragged up and down to change the ordering in the Language Listing.

## Manage Filters

To start this action, click the ☰ **Manage Filters** button above the Language listing in the ⋮ More Menu.

Creates custom Filters for Languages.

A Filter is a saved Advanced Search. Multiple Filters can be created for Languages.

These Filters appear at the top of the Language listing.

When the Filter is selected the results are restricted to only include those which match the Filter.

The Manage Filters action shows a list of existing Filters for Languages where these can be managed.

# Language Field Reference

## Language Switching Attributes

When using the Language Switcher Page Item, select the Attributes that contain this languages alternative version

**How to use**

E.g. On a site with English (main site) and French and German subsites, create a Page Attributes called 'French Page' and 'German Page'

Add these to a Page Attribute Set. Tick the 'French Page' attribute in this field of the French Language, and the 'German Page' in the German Language.

On the main English site, set the French and German pages in the new attribute fields on each English page.

Add the Language Switcher Page Item to the template for all sites.

When a the main site version is shown, it displays links to the French and German versions of itself.

When a subsite page is shown, the page item automatically finds its main site equivalent, and displays the same set of links.

The same approach applies to Articles and Products.

Note, when used with Pages, Articles and Products the alternatives must be of the same type, so an Article must link to an Article.

Note, only the main site needs the French and German pages. The French and German pages will refer to the main site.

Note, when no alternative is provided, the start page for the site / subsite is used.

Note, whilst the example is for an English main site, this also applies to main sites in other languages.