

FatWire | Content Server 7

Version 7.0.2

Internationalization Settings Guide

Document Revision Date: Nov. 5, 2007



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Document Revision Date: Nov. 5, 2007

Product Version: 7.0.2

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About This Guide

This guide provides instructions for configuring Content Server to support multi-language operations. For example, it shows you how to set properties that determine character encoding, install language packs, and localize site components.

Who Should Use This Guide

This guide is written for installation engineers, developers, and administrators of Content Server systems. Users of this guide must be familiar with databases, application servers, web servers, and browsers; with file system encodings and product-specific property files and tags. For CS-based operations, users of this guide must also be familiar with Content Server's interfaces, such as Advanced, Dash, and InSite, as well as clients, such as CS-Desktop and CS-DocLink.

How This Guide Is Organized

This guide is divided into the following parts:

- [Part 1, “UTF-8 Support”](#) explains how to configure your environment to support the UTF-8 character encoding used by Content Server.
- [Part 2, “Installing and Configuring Language Packs”](#) explains how to install one or more CS language packs and set the default language on your CS system. It also explains which custom CM site components (such as asset types, subtypes, and so on) you can localize and how to localize them.

Related Publications

The FatWire library includes publications written for Content Server developers and administrators. The publications are provided as product manuals with your Content Server installation. They are also posted on the Web at the following URL:

<http://e-docs.fatwire.com/CS>

The documentation website is password-protected; you will need to obtain a password from FatWire Technical Support. For Technical Support contact information, see the following website:

http://www.fatwire.com/Support/contact_info.html

Other publications, such as white papers, provide information about Content Server's feature set and its business applications. To obtain these publications, contact sales@fatwire.com.

Part 1

UTF-8 Support

This part describes the steps necessary to configure your environment to support the UTF-8 character encoding used by Content Server.

This part contains the following chapters:

- [Chapter 1, “Configuring Your Environment”](#)
- [Chapter 2, “Areas to Watch Out For”](#)

Chapter 1

Configuring Your Environment

This chapter describes how to configure your environment to enable multi-language operations in Content Server.

This chapter contains the following sections:

- [CS-Specific Settings](#)
- [Internet Explorer Settings](#)

CS-Specific Settings

Note

If none of the properties and variables described below are set, the `cs.contentType` property defaults to `text/html`. The character set of the output now defaults to default system encoding.

cs.contentType Property

`cs.contentType` is a system-wide (global) property that defines the outgoing character encoding. By default, the property is set to `text/html; charset=UTF-8`. If you need a specific encoding, change the value. For example, if you want the outgoing encoding to be Shift JIS, set this property to `text/html; charset=Shift_JIS`. Content Server Explorer depends on this setting to display data correctly.

cs.contentType Variable (Set in SiteCatalog resargs1)

The `cs.contentType` variable enables you to control the outgoing encoding on a page-by-page basis. The value should be set in the same way as the `cs.contentType` property, as shown in “[cs.contentType Property](#).” This variable overrides the value defined in `cs.contentType` property.

Note that pages under WebServices are set to `cs.contentType=application/xml; charset=UTF-8`.

charset hidden Variable in Forms

If you are using forms to input international data, make sure that you set this input type variable at the very beginning, after the form declaration. For example, if you expect the user to use non-ASCII data, make sure that the form looks similar to the following:

```
<form action='ContentServer' method='get'>
<input type='hidden' name='_charset_'/>
<input type='hidden' name='pagename'
  value='<%=ics.GetVar("pagename")%>'/>
<input type='text' name='name' value='<%=ics.GetVar("name")%>'/>
<input type='submit'/>
</form>
```

One point to note is that the `_charset_` hidden variable without a value works only on the Internet Explorer browser.

Preferred Encoding

When Content Server needs to consume HTTP requests with certain encodings (Cp943C for example) that are closely related to a more widely used encoding (Shift_JIS), it is not sufficient to merely rely on the `_charset_` hidden variable alone. Internet Explorer, when it encounters a `_charset_` value set to Cp943C, changes it to Shift_JIS. This forces Content Server to read all data in Shift_JIS. To overcome this, a special names property syntax is used:

```
cs.contentType.<charset>=<preferred_encoding_for_this_charset>
```

For example, in relation to the scenario described above, this property would be specified as follows to indicate to Content Server to use Cp943C:

```
cs.contentType.Shift_JIS=Cp943C
```

Note that this property structure is necessary only in special circumstances such as the one described above, where the behavior of Internet Explorer conflicts with and changes the value of `_charset_` value.

Encoding Specified in XML or JSP Elements

The encoding in the `<?xml` line of an XML element specifies the encoding of the `.xml` file on disk. The same is true of JSP. The encoding specified in the page directive specifies two things. The first is the encoding of the `.jsp` file on disk. The second is the outgoing encoding of the evaluated JSP element. This gets converted to the encoding of the enclosing JSP, or in the XML case, the outgoing encoding of the page (content-type). So `cs.contentType` can be used to indicate that the outgoing page will have a specific encoding, like Shift-JIS, but a JSP can output UTF-8, and the UTF-8 will get converted to Shift-JIS into the output stream of the page response. An example on how to specify the encoding is:

- XML: `<?xml version="1.0" encoding="UTF-8"?>`
- JSP: `<%@ page contentType="text/html; charset=UTF-8" %>`

Using SetVar Tag

You can also control the outgoing page encoding by using the `SetVar` tag in JSP and XMLs. The catch in using the tag is that it must be set before anything is streamed out.

In JSPs we can do:

```
<cs:ftcs>
<ics:setvar name="cs.contentType" value="text/html; charset=UTF-8"
/>
...
</cs:ftcs>
```

In XML, you have the following options:

```
<ftcs>
<setvar name="cs.contentType" value="text/html; charset=utf-8"/>
...
</ftcs>
```

The second option is to use the `ics.streamheader` XML tag, but again this must be done before anything is streamed, and only in XML.

```
<ftcs>
<ics.streamheader name="Content-Type" value="text/html;
  charset=utf-8"/>
...
</ftcs>
```

Using HTTP META tag

If the encoding is specified by any of the methods above, then the META tag has no effect. Otherwise, the browser tries to display the data in the encoding specified by the META tag.

Internet Explorer Settings

IE 6 and above by default have all the languages installed. If you are unable to see text in a particular language, you most probably need to enable it in your browser.

To view content in different languages

1. Go to **Tools > Internet Options > General** tab.
2. Click on **Languages** on the bottom right of the page.
3. Click **Add** to add more languages to the list of languages already displayed in the box.
4. Click **OK**.
5. Close and reopen Internet Explorer. You should now see the content in your specified language if the web page so provides.

Chapter 2

Areas to Watch Out For

The following section lists several features in Content Server with specific internationalization requirements. The features are:

- [Files Stored on the File System](#)
- [Attribute Editor](#)
- [eWebEditPro](#)
- [XML Post](#)
- [Catalog Mover](#)
- [Content Server Explorer](#)
- [CS-Desktop and CS-DocLink](#)
- [Content Server's Interfaces](#)

Files Stored on the File System

Many indirect files are stored on the file system because of the `url` column references. The files are identified in this section.

XML and JSP Files

See “[Encoding Specified in XML or JSP Elements](#),” on page 11.

HTML Files

The HTML files are read using the `file.encoding` Java parameter value. The data in the file also depends on the way it was stored initially.

SystemSQL Queries

SystemSQL uses a `url` column to point to a file on the file system that holds a SQL query. When this file is loaded, it is assumed that the encoding of the file is the Java default encoding (`System.getProperty("file.encoding")`). There are several possible ways to create the SystemSQL queries (CSE, text editor, Content Server application). It is probably best to always stick to ASCII7 when creating queries, since any data is typically merged using variable replacement at run time.

Page Cache Files Referenced from the SystemPageCache table

For page cache files, we manage the page cache file so that the encoding of the file is UTF-8. Since we write and read this file only through Content Server, it can be managed this way.

Attribute Editor

You have two ways to specify the text for an attribute editor:

- Type in the text in the text area provided. The form post will determine the encoding.
- Use the **Browse** button to select a text file. The text file encoding should match the encoding specified in `xcelerate.charset` encoding.

Article Bodies, Flex Assets, User-Defined Assets

The article bodies are stored on the file system using the `file.encoding` Java property value.

eWebEditPro

The version of eWebEditPro bundled with Content Server ships preconfigured for UTF-8 support.

To manually set eWebEditPro to use UTF-8, change the value for `charencode` from `charref` to `utf-8` in the file `eWebEditPro/config.xml`. For details, refer to this URL: http://www.ektron.com/support/ewebeditprokb.cfm?doc_id=1229

XML Post

When posting non ASCII files using XML Post, the java file encoding must match the encoding of the file. For example, if you are posting a Japanese file (stored as UTF-8) to a UTF-8 system, then one of the following should be set before the XML Post command is run:

- The system locale must be set to UTF-8.
- The option of `-Dfile.encoding=UTF-8` must be specified in the XML Post command.

Similarly, if the file is stored as Shift_JIS, then the corresponding system locale should be set or the `java file.encoding` option must be specified.

Content Server supports the encoding in the `<?xml` line, as the first line in the posted XML file. This overrides everything else as far as the encoding in which the `.xml` file is read.

Catalog Mover

Edit the catalog mover `.bat` (or `.sh` on UNIX) file and modify the java command to include the `file.encoding` parameter with a value that reflects the correct encoding needed to display the characters stored in the catalogs. This step can be avoided if the default encoding of the file system matches that of the data stored in the catalogs.

Content Server Explorer

Content Server Explorer requires that `cs.contenttype` property in `futuretense.ini` be set to the correct value. If you are viewing simple ASCII characters, nothing needs to be done. However, for viewing complex characters, such as Japanese, you need to set `cs.contenttype` to one of the following:

- `text/html;charset=SJIS`
- `text/html;charset=UTF-8`

Also, users may need to load font support for Japanese and various other character sets in order to have them display correctly. To do this in Windows 2000 for example, go to **Settings > Control Panel > Regional Options**. In the first tab, **General**, select the languages you want to support from the list titled “Language settings for the system.” Click **Apply** then **OK**. At this point you will be required to put in the Windows installation CD.

CS-Desktop and CS-DocLink

The CS-Desktop and CS-DocLink clients support the character sets supported by Windows. In order to enable a specific character set in CS-Desktop or CS-DocLink, first enable it in Windows. (For instructions, see the Microsoft Windows documentation.)

Content Server's Interfaces

The user's machine must be able to support the characters that are to be displayed in Content Server's interfaces. For languages other than English, the user needs to make sure of the following:

- The appropriate fonts to display the characters are installed.
- For a Windows machine, the locale and language settings must support the characters coming through. For example, for the interfaces to be able to display Japanese characters, Windows must first be configured to display those characters. (For instructions on configuring Windows to support the target language, see the Windows documentation.)
- For a UNIX machine, the locale (`LANG` and `LC_ALL` environment variables) must be appropriately set.
- The browser's encoding must be correctly set.

Single-Language Restrictions

Although you can configure a multi-lingual management system, certain parts of the user interface can be displayed in one language only.

For example, the names of tables and columns in the Content Server database as well as individual items such as categories and source codes can have one name only. This means that although much of the text on an individual Content Server form can be displayed in multiple languages, items such as field names and asset type names can be displayed in one language only.

Following is a list of items in CS that can have one name only, which means that they can be displayed in one language only:

- Asset type names
- Field names
- Asset names
- Categories
- Source codes
- Tree tab names
- Site names
- Names of workflow building blocks (actions, e-mail objects, conditions, states, steps, processes)
- Role names
- Start menu items—both Search and New

On a system that supports two or more languages, you must determine which language is going to be used by the majority of content providers and then use that language to name your sites, tabs, asset types, and so on.

Functional Restrictions

Content Server has the following functional restrictions for international use:

- The Property Editor supports ASCII only.
- Decimal numbers must be entered in US format (“.” decimal separator).

Part 2

Installing and Configuring Language Packs

This part shows you how to install and configure one or more language packs on your Content Server system, and how to localize custom site components once language packs are installed.

This part contains the following chapters:

- [Chapter 3, “Installing Language Packs”](#)
- [Chapter 4, “Localizing Custom Site Components”](#)

Chapter 3

Installing Language Packs

Language packs are used to localize Content Server's interfaces (but not the user-provided content) into the currently supported languages. Language packs must be installed after the Content Server suite of products has been installed, verified, and configured with internationalization settings that support the language packs.

This chapter shows you how to install and configure language packs on your CS system. It contains the following sections:

- [Overview](#)
- [Installing a Language Pack](#)
- [Setting the Default Language](#)

Overview

If Content Server is installed without language packs, its interfaces will be displayed in the English language. Displaying the interfaces in a different language requires:

1. Localizing the Content Server installation as shown in the preceding chapters.
2. Installing language pack(s) for the required language(s) and setting the default language, either globally, or on a per-user basis.
3. Localizing Content Server's CM sites, which involves localizing components listed in the table below. Instructions for localizing each component are provided in the corresponding section.

To localize...	...see these sections	Page
Asset Types	Descriptions Categories Subtypes Named Associations Start Menu Items Sources	page 31 page 31 page 32 page 33 page 34 page 35
Roles	Roles	page 36
Publishing Components	Delivery Types Destinations	page 37 page 37
Navigational Components	Tree Tabs (Advanced Interface Only) Setting the Default Language	page 39 page 27
Workflow Components	Workflow Actions E-Mail Objects Workflow Functions Workflow Processes	page 40 page 40 page 41 page 41
Site Content	Site Content	page 43
Sample Sites	Sample Sites	page 44

Installing a Language Pack

Note

- Before installing language packs, refer to [Part 1, “UTF-8 Support,”](#) to make sure your environment has been configured for UTF-8 support.
- If you are installing language packs on a clustered installation, perform the steps in this section for each member of the cluster.

To install Content Server language packs

1. Decompress the language pack archive (named *Language.zip*) to a temporary directory.
2. Change to the temporary directory and start the language pack installer:
 - On Windows: `csLangPackInstall.bat`
 - On Unix: `csLangPackInstall.sh`
3. In the “Welcome” screen, click **Next**.



4. In the “FatWire License Agreement” screen, select the **I accept** radio button and click **Next**.



5. In the “Content Server Directory” screen, enter the full path and name of the directory where Content Server is installed, then click **Next**.



- In the “Select Components to Install” screen, select the **Language Pack Installation v7.0.2** check box and click **Next**.



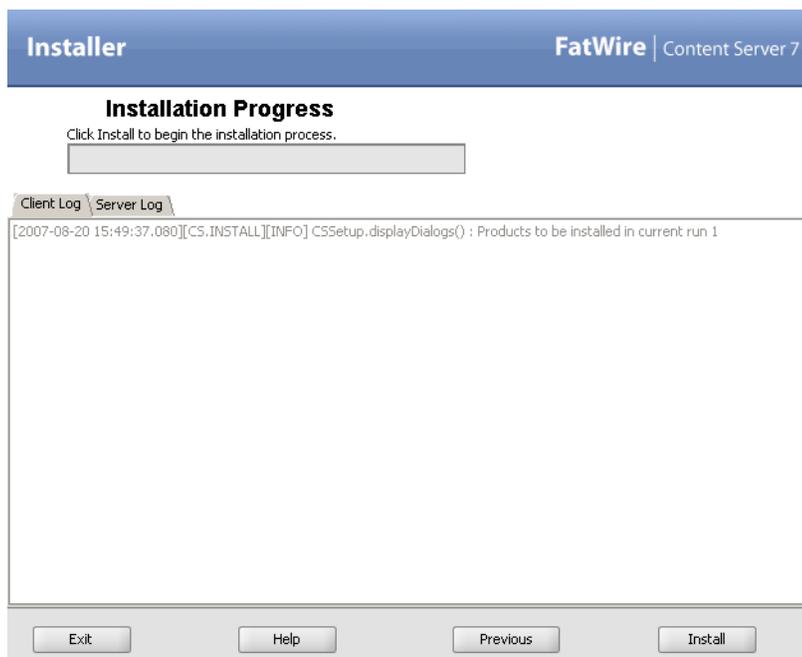
- In the “Clustering” screen, select the type of Content Server installation on which you are installing the language pack, then click **Next**:
 - For a standalone installation, select **Single Server**
 - For a member of a cluster, select **Cluster Member**



- When the “Before You Proceed” screen appears, follow the instructions shown (referring to [Part 1, “UTF-8 Support”](#)), then click **Next**.



- In the “Installation Progress” screen, click **Install** and allow the installation process to run to completion.



10. When the “Installation Actions” pop-up dialog appears, do one of the following:
 - If you are using WebLogic, WebSphere, or Sun JES, redeploy the CS application, restart the application server, and click **OK**.
 - For all other supported platforms, restart the application server and click **OK**.
11. When the installer prompts you to restart the application server, do so, then click **OK**.
12. When the “Installation Successful” dialog box appears, click **OK**.
13. In the installer window, click **Exit**.
14. In the confirmation dialog, click **OK** to exit the installer.
15. The language pack installation is complete. Repeat [steps 1–14](#) for each additional language pack you want to install.
16. Set the default language for your CS system (or for individual CS users, if you choose to) to that of one of the language packs you just installed, by following the steps in [“Setting the Default Language.”](#)

Setting the Default Language

After you have installed the desired language pack(s), you can switch Content Server user interfaces to the desired language. You can do so in one of the following ways:

- **Replace the current default language with another language.** You do so by modifying the existing default language entry in Content server’s Locale Manager to reflect the newly installed language pack. This language will become the new default language globally on your CS system. You will **not** be able to set a different default language for individual users.
- **Add another language and set it as the new default language, either globally, or on a per-user basis.** Create a new language entry in the Locale Manager for each language pack that you have installed. This option allows you to select a default language for individual users that is different from the global default language that you select in the Locale Manager form.

To replace the existing default interface language with another language

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, double-click **Locale**.
4. In the “Locale Manager” form, click the **Edit** (pencil) icon next to the locale whose description you want to localize.
5. In the **Language** field, replace the value with an appropriate translation.
6. When you are finished, click **Save**.

To add another interface language and set it as the new global default language

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, double-click **Locale**.

4. Click **Add New**. A new set of fields appears in the form.
5. Fill in the **Language** and **Locale** fields according to the installed language pack(s).
6. If you want to set the new language as the global default language on your CS system, select the **Default** radio button next to the language.
7. Click **Save**.
8. If you have installed more than one language pack, repeat [steps 5–7](#) to add language entries for the remaining language pack(s).

Chapter 4

Localizing Custom Site Components

This chapter makes specific recommendations for localizing custom components of a CM site in Content Server.

This chapter contains the following sections:

- [What You Can Localize](#)
- [Asset Types](#)
- [Roles](#)
- [Publishing Components](#)
- [Navigational Components](#)
- [Workflow Components](#)
- [Site Content](#)
- [Sample Sites](#)

What You Can Localize

This chapter shows you how to localize the custom components of your site. You can localize the following:

- Asset type descriptions ([page 31](#))
- Asset categories ([page 31](#))
- Asset subtypes ([page 32](#))
- Named associations ([page 33](#))
- Start menu items ([page 34](#))
- Sources ([page 35](#))
- Roles ([page 36](#))
- Publishing delivery types ([page 37](#))
- Publishing destinations ([page 37](#))
- Tree tabs ([page 39](#))
- CS interface components (once language packs are installed) ([page 40](#))
- Workflow actions ([page 40](#))
- Workflow e-mail objects ([page 40](#))
- Workflow functions ([page 41](#))
- Workflow processes ([page 41](#))
- Site content ([page 43](#))
- Sample sites ([page 44](#))

You localize site components by translating the language they use into the target language. With most site components, you have the choice to either overwrite their language with the appropriate translations, or create new components that use translations of the language found in your existing workflow processes.

Note

- Depending on the site component, you may or may not have the choice to either overwrite the component with a translation, or add another, localized instance of the component. (Some components can only be overwritten.)
- Some site components are critical to the proper functioning of your CS system. Before you overwrite any site components with translations, read the corresponding section to familiarize yourself with the scope and function of that component.
- The procedures in this chapter assume that you are logging in to your Content Server system as the `fwadmin` user (default password `xceladmin`). If there is another user with administrative privileges on your system that you would like to use, log in as that user when prompted by each procedure.

Asset Types

Localizing asset types involves localizing some or all of the following values, depending on the asset type definition:

- [Descriptions](#)
- [Categories](#)
- [Subtypes](#)
- [Named Associations](#)
- [Start Menu Items](#)
- [Sources](#)

Descriptions

You can localize the descriptions of your asset types by translating them into the target language.

Note

For asset types created with AssetMaker, you must translate the values of the `DESCRIPTION` and `INSTRUCTION` tags for each property in the asset descriptor file. For instructions, see “Asset Descriptor Files” in the *Content Server Developer’s Guide*.

To translate (overwrite) asset type descriptions

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand the **Asset Types** node.
4. Under **Asset Types**, navigate to the desired asset type and double-click it.
5. In the “Asset Type” form, click **Edit**.
6. In the “Edit Asset Type” form, replace the contents of the **Description** and **Plural Form** fields with the appropriate translations.
7. Click **Save**.

Categories

You can translate the descriptions used in your asset categories in one of the following ways:

- Add translations of existing categories.
- Overwrite the language in your existing categories with the appropriate translations.

To add translations of existing categories

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.

3. In the **Admin** tab, expand the **Asset Types** node.
4. Under **Asset Types**, navigate to the desired asset type and expand it.
5. Under the selected asset type, expand **Categories** and double-click **Add New**.
6. In the “Add New Category” form, enter a localized description and appropriate category code.
7. Click **Add New Category**.

To translate (overwrite) descriptions of existing categories

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand the **Asset Types** node.
4. Under **Asset Types**, navigate to the desired asset type and expand it.
5. Under the selected asset type, expand **Categories** and double-click the desired category.
6. In the “Category” form, click **Edit**, then enter a localized description and the appropriate category code.
7. Click **Save**.

Subtypes

You can translate the language used in your asset subtypes in one of the following ways:

- Add translations of existing subtypes.
- Overwrite the language in your existing subtypes with the appropriate translations.

To add translations of existing subtypes

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand the **Asset Types** node.
4. Under **Asset Types**, navigate to the desired asset type and expand it.
5. Under the selected asset type, double-click **Subtypes**.
6. In the “Subtypes for Asset Type” form, click **Add New Subtype**.
7. In the “Add New *Asset Type* Subtype” form, enter a localized subtype name and select your site from the list of sites.
8. Click **Add New Subtype**.
9. Repeat [steps 5–8](#) for each additional subtype you want to create.
10. Repeat [steps 4–9](#) for each additional asset type whose subtypes you want to localize.

To translate (overwrite) existing subtypes

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).

2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand the **Asset Types** node.
4. Under **Asset Types**, navigate to the desired asset type and expand it.
5. Under the selected asset type, double-click **Subtypes**.
6. In the “Subtypes for Asset Type” form, click the **Edit** (pencil) icon next to the desired subtype.
7. In the “Edit Subtype” form, replace the value of the **Name** field with the appropriate translation.
8. Click **Save**.
9. Repeat [steps 5–8](#) for each additional subtype you want to create.
10. Repeat [steps 4–9](#) for each additional asset type whose subtypes you want to localize.

Named Associations

You can translate the language used in your named associations in one of the following ways:

- Add translations of existing named associations.
- Overwrite the language in your existing named associations with the appropriate translations.

To add translations of existing named associations

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand the **Asset Types** node.
4. Under **Asset Types**, navigate to the desired asset type and expand it.
5. Under the selected asset type, expand **Asset Associations** and double-click **Add New**.
6. In the “Add New Association” form, fill out the required fields. Enter a localized name and description into the **Name** and **Description** fields.
7. When you have filled out the form, click **Add New Association**.
8. Repeat [steps 5–7](#) for each additional named association you want to create.

To translate (overwrite) the existing named associations

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand the **Asset Types** node.
4. Under **Asset Types**, navigate to the desired asset type and expand it.
5. Under the selected asset type, double-click **Asset Associations**.
6. In the “Associations for Asset Type” form, click the **Edit** (pencil) icon next to the desired association.

7. In the “Edit Association” form, replace the values of the **Name** and **Description** fields with the appropriate translations.
8. Click **Save**.
9. Repeat [steps 5–7](#) for each additional named association you want to create.

Start Menu Items

Each asset type can have up to four start menu items, allowing users to do the following:

- Create new assets
- Search for assets
- Use CS-Desktop
- Use CS-DocLink

You can translate the language used in your start menu items in one of the following ways:

- Add translations of existing start menu items.
- Overwrite the language in your existing start menu items with the appropriate translations.

Note

When you configure a start menu item, you are required to select the roles that will have access to that start menu item. If you plan to localize roles on your site, you should do so before performing the steps in this procedure. For instructions on localizing roles, see [“Roles,” on page 36](#).

To add translations of existing start menu items

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand the **Asset Types** node.
4. Under **Asset Types**, navigate to the desired asset type and expand it.
5. Under the selected asset type, expand **Start Menu** and double-click **Add New**.
6. Fill out the “Start Menu” form as follows:
 - a. In the “Type” drop-down list, select the type of start menu item you are creating.
 - b. In the **Sites** field, select the site in which the start menu item should appear.
 - c. Enter a localized name and description into the **Name** and **Description** fields.
 - d. Select the roles that will have access to this start menu item.

Note

The fields that appear in the **Default Values** drop-down menu cannot be translated because they are derived from column names in the selected asset type’s database table.

- e. When you are finished, click **Save**.
7. Repeat [steps 5–6](#) of this procedure for any additional start menu items for the selected asset type, as appropriate for your site.
8. Repeat [steps 4–7](#) of this procedure for any additional asset types, as appropriate for your site.

To translate (overwrite) existing start menu items

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand the **Start Menu** node.
4. Under **Start Menu**, expand the type of the start menu item you want to localize.
5. Under the selected type, navigate to and double-click the desired start menu item.
6. In the “Start Menu” form, click the **Edit** (pencil) icon.
7. Replace the contents of the **Name** and **Description** fields with the appropriate translations.
8. Click **Save**.
9. Repeat [steps 2–8](#) for each additional start menu item that you want to localize.

Sources

You can translate the language used in your sources in one of the following ways:

- Add translations of existing sources.
- Overwrite the language in your existing sources with the appropriate translations.

To add translations of existing sources

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand the **Sources** node.
4. Under **Sources**, double-click **Add New**.
5. In the “Add New Source” form, enter a localized source and description.
6. Click **Add New Source**.
7. Repeat [steps 4–6](#) for each additional source you want to create.

To translate (overwrite) existing sources

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand the **Sources** node.
4. Under **Sources**, navigate to and double-click the desired source.
5. In the “Source” form, click the **Edit** (pencil) icon.

6. Replace the contents of the **Name** and **Description** fields with the appropriate translations.
7. Click **Save**.
8. Repeat [steps 4–7](#) for each additional source you want to localize.

Roles

You can translate the language used in your user roles in one of the following ways:

- Add translations of existing roles.
- Overwrite the language in your existing roles with the appropriate translations.

To add translations of existing roles

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand the **Roles** node.
4. Under **Roles**, double-click **Add New**.
5. In the “Add New Role” form, enter a localized name and description for the new role.
6. Click **Add New Role**.
7. Repeat [steps 4–6](#) for each additional localized role you want to create.

To translate (overwrite) the descriptions of existing roles

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand the **Roles** node.
4. Under **Roles**, double-click the desired role.
5. In the “Role” form, click the **Edit** (pencil) icon.
6. Replace the contents of the **Description** field with an appropriate translation.
7. Click **Save**.
8. Repeat [steps 4–7](#) for each additional role you want to localize.

Publishing Components

You can localize the following publishing-related components:

- [Delivery Types](#)
- [Destinations](#)

Delivery Types

You can localize your delivery types by translating their names and descriptions into another language.

To translate (overwrite) names and descriptions of publishing delivery types

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand **Publishing**, then **Delivery Types**.
4. Under **Delivery Types**, double-click the desired delivery type.
5. In the form that appears, click the **Edit** icon.
6. Replace the values of the **Name** and **Description** fields with the appropriate translations.

Note

Do **not** change the value of the **Delivery Elements Path** field.

7. Click **Save**.
8. Repeat [steps 4–7](#) of this procedure for other delivery types that you want to localize.

Destinations

You can translate the language used in your publishing destinations in one of the following ways:

- Add translations of existing destinations.
- Overwrite the language in your existing destinations with the appropriate translations.

To add translations of existing destinations

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand the **Publishing** node.
4. Under **Publishing**, expand **Destinations**.
5. Under **Destinations**, double-click **Add New**.
6. Enter a localized name in the **Name** field, and fill out all other fields as necessary.
7. Click **Save**.

8. Configure the destination for your site, as described in the *Content Server's Administrator's Guide*.
9. Repeat [steps 5–8](#) for each additional destination you want to create.

To translate (overwrite) the names of existing destinations

1. Log in to the Advanced interface as the fwadmin user (the default password is xceladmin).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand the **Publishing** node.
4. Under **Publishing**, expand **Destinations**.
5. Under **Destinations**, navigate to and double-click the desired destination.
6. In the “Publish Destination” form, click the **Edit** (pencil) icon.
7. Replace the values of the **Name** field with an appropriate translation.
8. Click **Save**.
9. Repeat [steps 5–8](#) for each additional destination you want to localize.

Navigational Components

You can localize the following aspects of Content Server's interfaces:

- [Tree Tabs \(Advanced Interface Only\)](#)
- [Interface Language](#)

Tree Tabs (Advanced Interface Only)

You can translate the language used in the tree tabs in Content Server's Advanced interface in one of the following ways:

- Add translations of existing tree tabs.
- Overwrite the language in your existing tree tabs with the appropriate translations.

Note

When you configure a tree tab, you are required to select the roles that will have access to that tree tab. If you plan to localize roles on your site, you should do so before performing the steps in this procedure. For instructions on localizing roles, see [“Roles,” on page 36](#).

To add translations of existing tabs

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, double-click **Tree**.
4. In the “Tree Tabs” form, click **Add New Tree Tab**.
5. In the “Add New Tree Tab” form, do the following:
 - a. Enter a localized title and tooltip description into the **Title** and **Tooltip** fields.
 - b. Select the CM site in which this tab will appear.
 - c. Fill in the remaining required fields. (Required fields are marked with an asterisk.) For information about these fields, see “Creating Tree Tabs” in the *Content Server Administrator's Guide*.
 - d. When you are finished, click **Save**.

To translate (overwrite) existing tree tabs

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, double-click **Tree**.
4. In the “Tree Tabs” form, navigate to the desired tree tab and click its **Edit** (pencil) icon.
5. In the “Edit Tree Tab” form, replace the contents of the **Name** and **Tooltip** fields with the appropriate translations.

6. Click **Save**.
7. Repeat [steps 4–6](#) for each additional tree tab you want to localize.

Interface Language

After you have installed the desired language pack(s), you can switch Content Server user interfaces to the desired language, either globally, or on a per-user basis. For instructions, see “[Setting the Default Language](#),” on [page 27](#).

Workflow Components

The following workflow components can be localized:

- [Workflow Actions](#)
- [E-Mail Objects](#)
- [Workflow Functions](#)
- [Workflow Processes](#)

Workflow Actions

You can translate the descriptions of workflow actions. Do **not**, however, translate the element names and arguments.

To translate (overwrite) the descriptions workflow actions

1. Log in to the Advanced interface as the fwadmin user (the default password is xceladmin).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand the **Workflow Actions** node.
4. Under **Workflow Actions**, expand the type of workflow action you want to localize.
5. Under the selected action type, navigate to and double-click the desired workflow action.
6. In the form that appears, click the **Edit** (pencil) icon.
7. Replace the contents of the **Description** field with an appropriate translation.

Note

Do **not** modify the contents of the **Element Name** or **Arguments** field.

8. Click **Save**.
9. Repeat [steps 4–7](#) for each additional workflow e-mail object you want to localize.

E-Mail Objects

You can translate the descriptions, subjects, and message bodies of workflow e-mail objects. Do **not**, however, translate the names and variables.

To translate (overwrite) workflow e-mail objects

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand the **E-Mail** node.
4. Navigate to and double-click the desired workflow e-mail object.
5. In the “Workflow E-mail” form, click the **Edit** (pencil) icon.
6. Replace the contents of the **Description**, **Subject**, and **Body** fields with the appropriate translations.
7. Click **Save**.
8. Repeat [steps 4–7](#) for each additional workflow e-mail object you want to localize.

Workflow Functions

You can translate the descriptions of workflow functions. Do **not** translate anything else.

To translate (overwrite) descriptions of workflow functions

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Admin** tab.
3. In the **Admin** tab, expand the **Functions** node.
4. Navigate to and double-click the desired workflow function.
5. In the “Function” form, click the Edit (pencil) icon.
6. Replace the contents of the **Description** field with the appropriate translation.

Note

Do **not** modify the contents of the **Function** field.

7. Click **Save**.
8. Repeat [steps 4–7](#) for each additional function you want to localize.

Workflow Processes

You can translate the language used in your workflow processes in one of the following ways:

- Add translations of existing workflow processes and required components.
- Overwrite the language in your existing workflow processes and their components (states, and steps) with the appropriate translations.

To add translations of existing workflow processes

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Workflow** tab.

3. Create the localized workflow states on which the localized workflow process will be based. For instructions, see “Setting Up the States” in the *Content Server Administrator’s Guide*.
4. Create the localized workflow process and the required workflow steps. For instructions, see “Setting Up the Workflow Processes” in the *Content Server Administrator’s Guide*.
5. Repeat [steps 3–4](#) for each additional workflow process you want to create.

To translate (overwrite) existing workflow processes

1. Log in to the Advanced interface as the `fwadmin` user (the default password is `xceladmin`).
2. In the tree, select the **Workflow** tab.
3. Localize the workflow states on which the workflow process is based:
 - a. In the **Workflow** tab, expand the **States** node.
 - b. Recreate the states used by the process that you want to adapt. You can do either of the following:
 - Translate the description, but not the name, of each existing state.
 - Add new states that are translations of existing states.

For instructions, see “Editing Workflow Processes” in the *Content Server Administrator’s Guide*.

4. Localize the process name, description, and steps.
 - a. In the **Workflow** tab, expand **Processes**.
 - b. Under **Processes**, navigate to and double-click the desired workflow process.
 - c. Modify the selected workflow process as follows:
 - 1) Adapt the process to use the localized states that you created in [step 3](#).
 - 2) Translate the name and description of the process into the target language.
 - 3) Translate all steps in the workflow process into the target language.
 - d. When you are finished, click **Save**.

5. Repeat [steps 3–4](#) for each additional workflow process that you want to localize.

Site Content

Content Server supports creating, managing, and publishing content in multiple languages. When you configure a site for multilingual support, users in that site gain the ability to assign locale (language version) designations to new and existing assets, and to create translations of assets. Creating translations of assets involves creating a copy of the original asset with a new language designation, and then manually translating its content into the target language.

Note

The locale designations that users assign to assets are not related to the interface language entries in the Locale Manager form described in “[Setting the Default Language](#),” on page 27.

You also have the option to create site-specific delivery rules for multilingual content that determine which language versions of assets will be shown on the online site, and what to do if a visitor’s request is for a language version in which the content does not yet exist.

Configuring a site for multilingual support can be performed independently of or in tandem with the localization steps described in this chapter. For more information on multilingual content support, see the following:

- For information on creating and managing multilingual assets, see one of the Content Server user’s guides.
- For information on setting up your site for multilingual support, see “Configuring Sites for Multilingual Support” in the *Content Server Developer’s Guide*.

Sample Sites

If you installed one or more sample sites on your CS system, follow the guidelines below when localizing the sample sites.

- **Subtypes.** The asset subtypes included with sample sites are specific to those sample sites. If you modify these subtypes, the sample sites will not work correctly. Instead, you should create new, localized subtypes.
- **Start menu items.** If you do not need to preserve the existing sample start menus, you can replace their names and descriptions with the appropriate translations. Otherwise, create additional, localized start menu items based on the existing ones.
- **Tree tabs.** The tabs that appear in the tree in the Advanced interface when sample sites are installed are specific to those sample sites. If you translate the names of these tabs, the sample sites will not work correctly. Instead, create additional, localized tree tabs based on the existing ones.
- **Roles.** Sample sites come with sample roles that are assigned to sample users to control their privileges. If you translate the names of these roles, the sample sites will not work correctly. Instead, create additional, localized roles based on the existing ones, then assign them to the appropriate users.
- **Workflow actions.** Sample workflow processes included with sample sites are based on sample workflow actions also included with sample sites. You can translate the descriptions of these actions. Do **not**, however, translate the element names and arguments.
- **Workflow e-mails.** Sample sites come with sample e-mail objects that are used by sample workflow processes. You can translate the descriptions, subjects, and message bodies of these objects. Do **not**, however, translate the names and variables.