BUILDING MULTILINGUAL WEBSITES

Need a nudge to tackle your client's multilingual project?
We'll take you through step-by-step, the process of launching, setting up, and handing over your clients' multilingual project. Use this checklist as a guide and tick off each step once you've completed it. Let's make your multilingual project a success for you and your client!

WHAT TO CONSIDER BEFORE LAUNCHING THE PROJECT

Determine with your customer which languages they want to add to their website

Discuss with your client the URL structure they would like to have on their future multilingual website

◆ i.e. Subdomains: fr.mywebsite.com or Subdirectories: mywebsite.com/fr

Ask them if they already have a basis of translated content (potentially from another website) or if they are starting from scratch

Now you have all the information you need to start the project.

LAUNCHING THE PROJECT AND INITIAL SETUP

GETTING STARTED
Sign up or add a new project within your existing account and follow the steps to integrate Weglot on your customer project

TRANSLATIONS
Go on your Weglot Dashboard > Translations > URLs > ↻ to generate all the translations so you can start editing them

TRANSLATION LIST
Let's make sure that the content is well-translated, starting from the homepage. Translations > Click on the language to edit > Click on "/" on your left

◆ If you're happy with the automatic translations provided, click on 'Mark as reviewed' on your right

◆ If you want to modify the translation, edit it just like on any word processor

VISUAL EDITOR
Review the content in a live preview of the translated website via Translations > Visual Editor > Start Editing

◆ If you're unhappy with a translation, click on the pencil icon to edit it.

GLOSSARY
In most cases, your client won't want to translate the name of its company but you won't want to manually edit it on the whole site either. Click on Translations > Glossary > Add glossary rule > Never Translate > Type the name of your client. It will now create a rule across the whole website

LANGUAGE SWITCHER DESIGN
Now finalize the UX of the multilingual site by designing and placing the language switcher as you wish. Settings > Language Switcher

WEGLOT

for Agencies & Freelancers

Continue to review and update the translated content on your customer website.

We recommend **focusing on the most important pages first,** the ones that drive the most traffic and/or conversions.

Once you finish these steps, you can share the project with your customer! **Congrats on all the great work.**

ONBOARD YOUR CLIENT ON THEIR PROJECT
Depending on the collaboration you would like to have with your client

Invite your client to the project
`Settings` > `Team` > `Add member`

◆ You can invite them as a Manager or a Translator (not included in all plans)

Encourage them to visit the **Weglot Academy** to learn more about the different features that Weglot has to offer

And that's it!
You're now ready to continue to use Weglot on all your upcoming projects.

At Weglot, it's important that we support the great work agencies and freelancers produce for their clients. To help give a complete understanding of our software, we provide exclusive resources based on your team needs:

▽ Check **Weglot FAQ for Agencies & Freelancers**
◇ Discover **Weglot for Agencies & Freelancers**
◁ Chat with your dedicated team at **thibaud@weglot.com**
Start your new multilingual project using Weglot

RESOURCES

2

WEGLOT

for Agencies & Freelancers