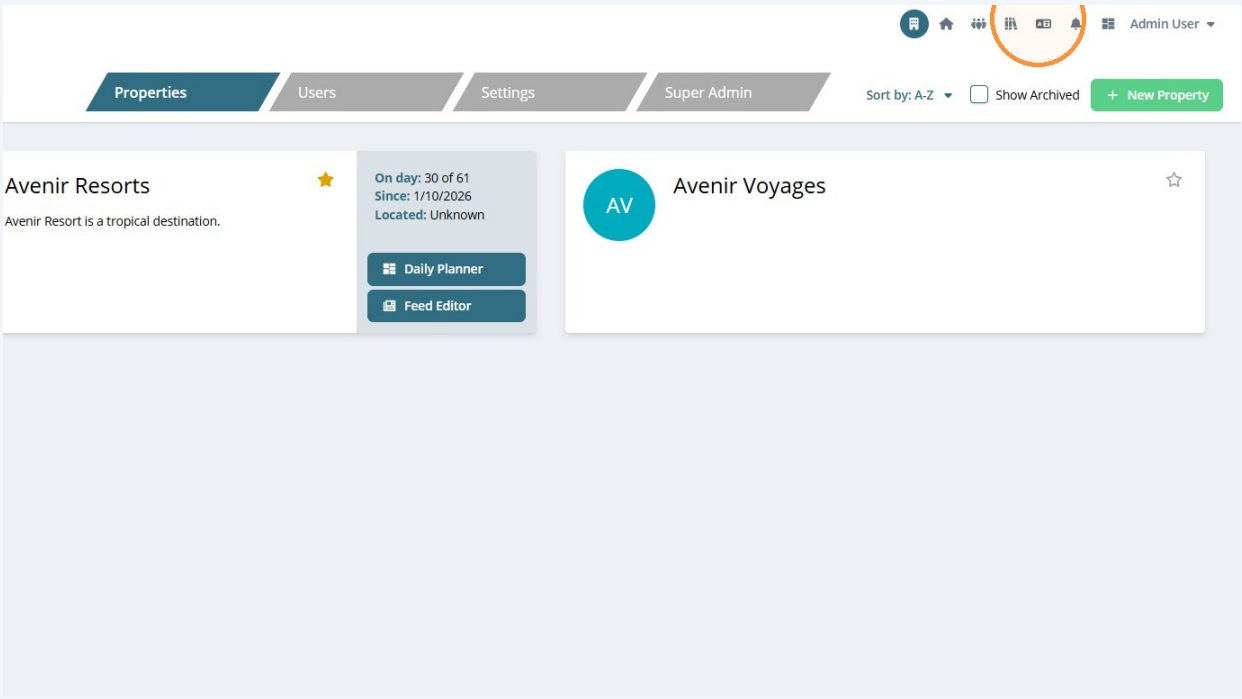
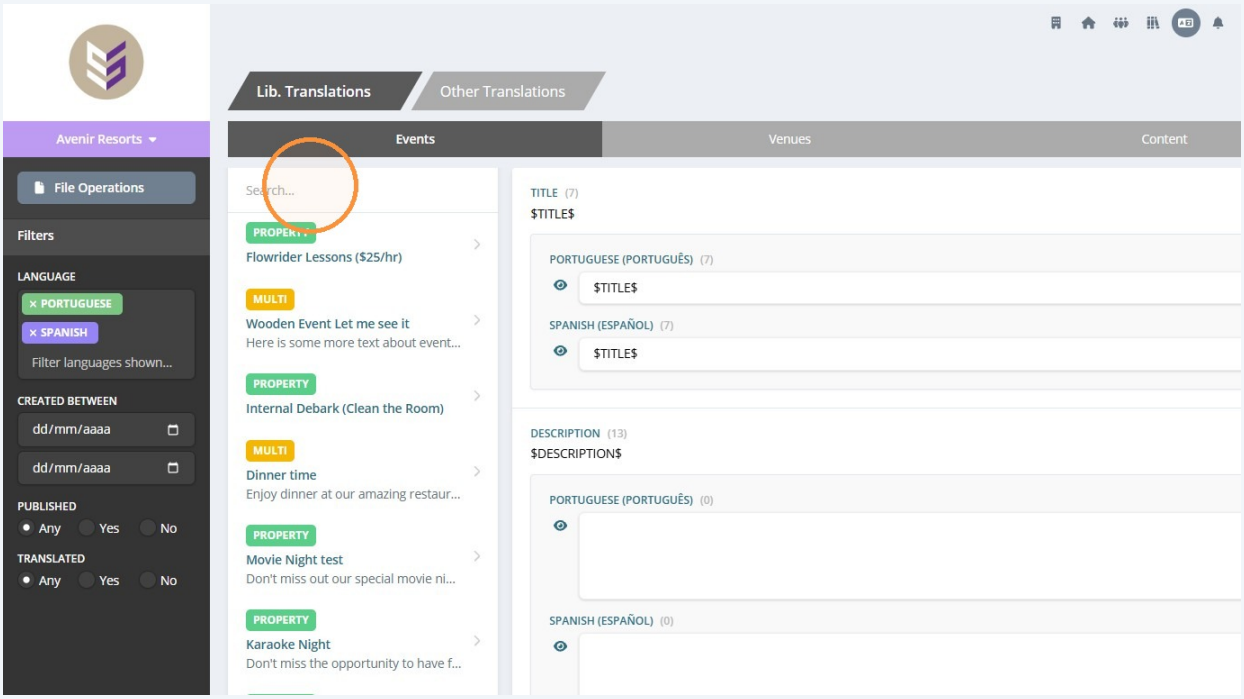
# How to add translations?

In this guide, we'll show you how to add translations to Events, Venues, and Content in GO, including images and other brand-related information. You'll also learn how to select the translated language in the Feed Editor and export your Print Program in the desired language.

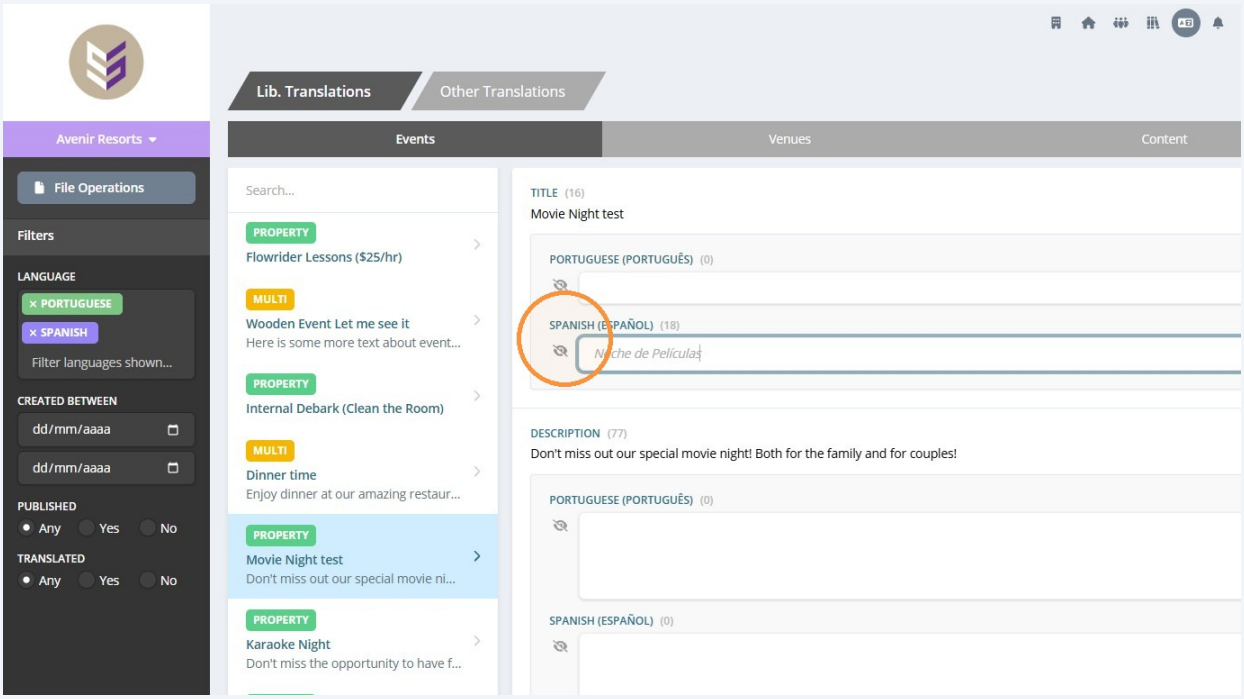
1 From your **GO URL,** click the **Translations icon** in the top-right corner of the page.



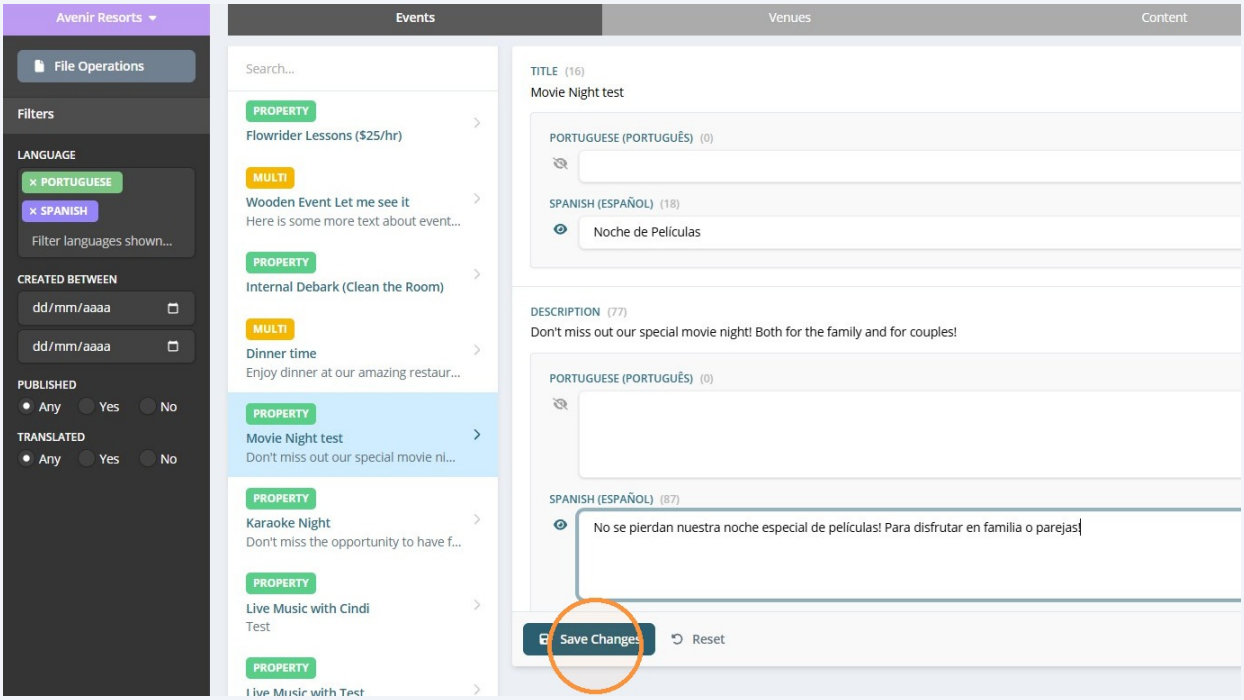
## 2 Click on the **"Search..."** field and enter the name of the event you want to translate.



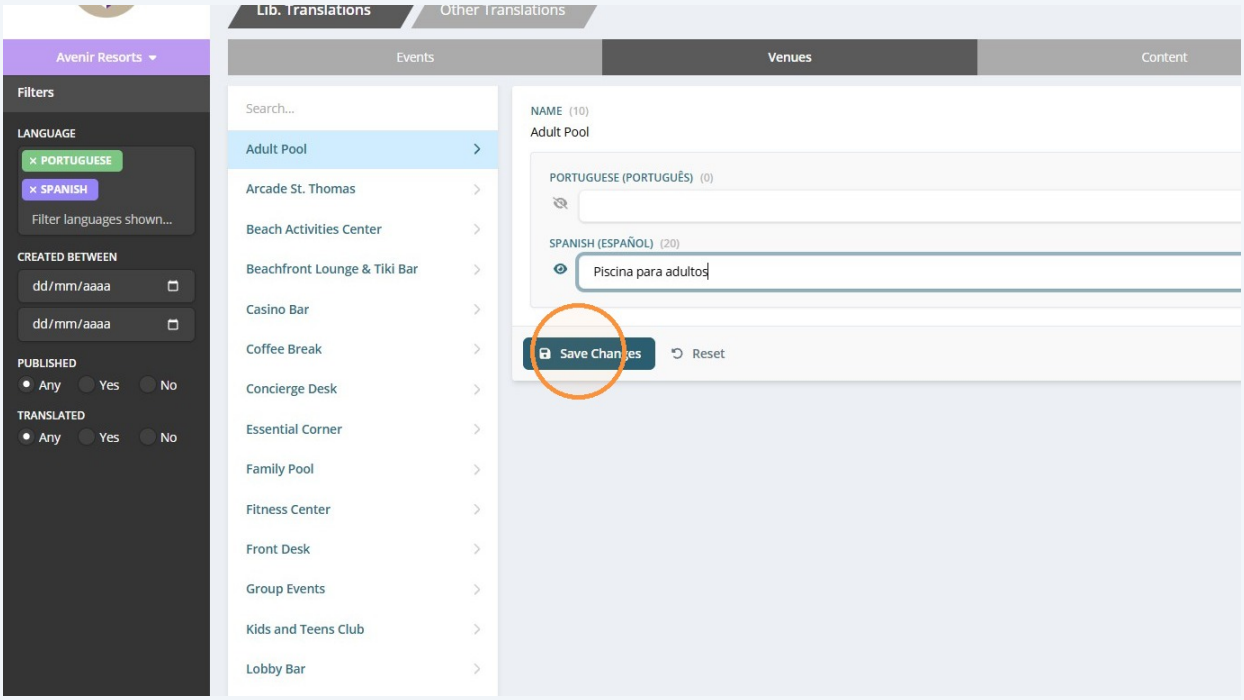

## 3 Click the **Eye icon** to make the translation visible.



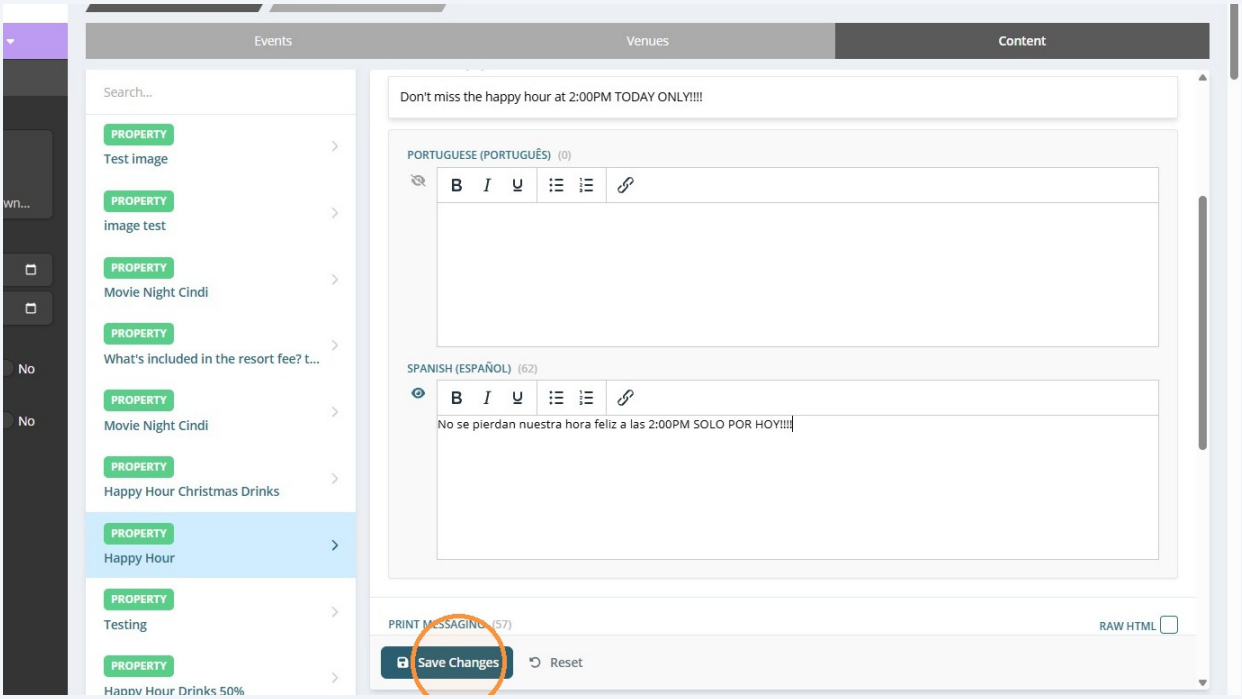
**4** Once you've added the translations, click **Save Changes** to apply and save them.




**5** **Venues** are displayed in English by default, but you can translate them if needed by following the same process as for Events.



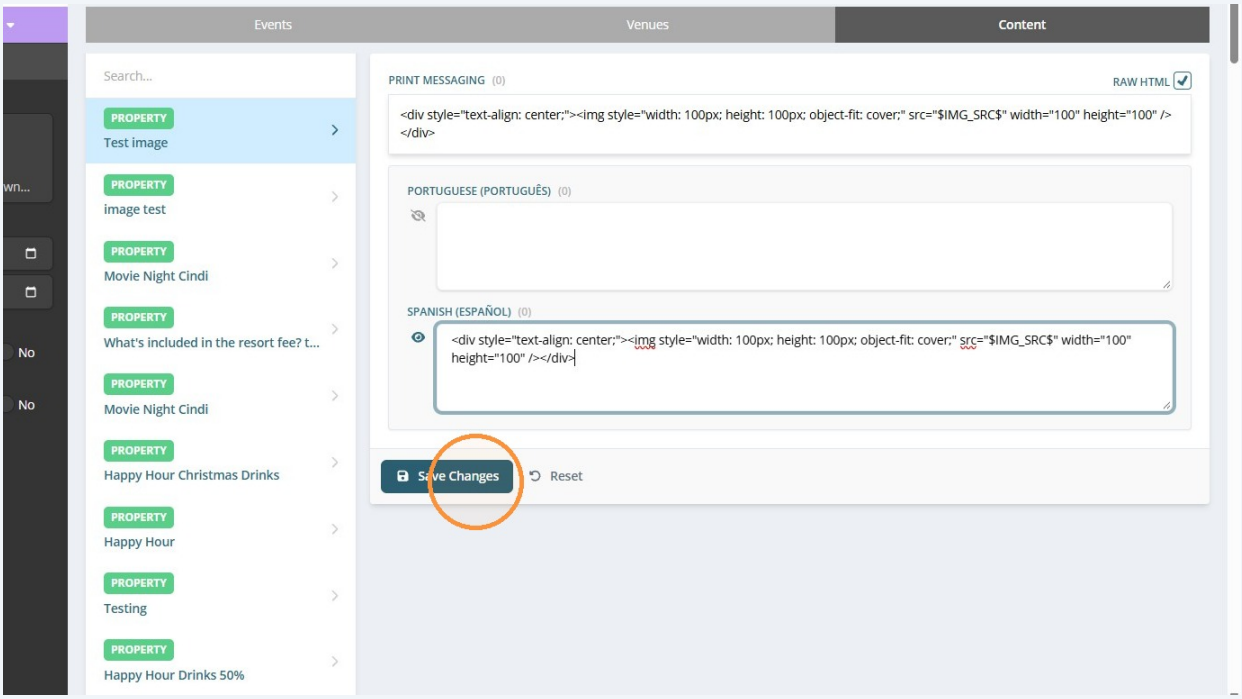
6 For Content, follow the same translation steps as described above.



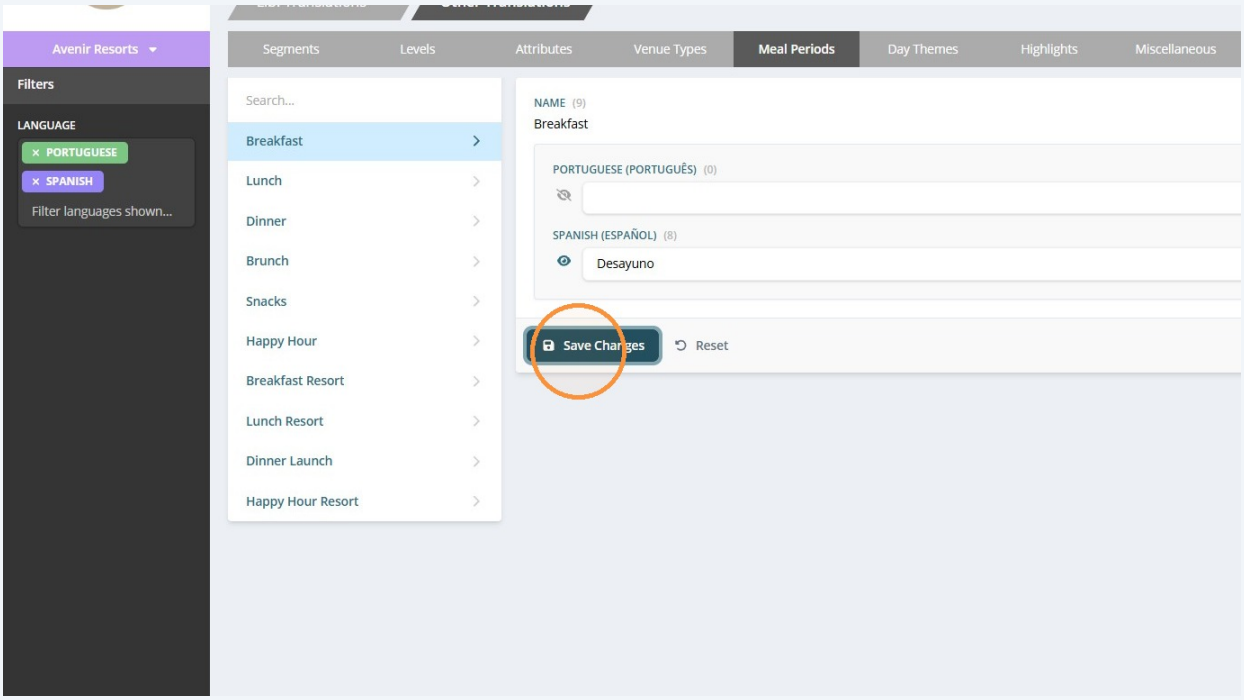

**Note:** If the original text contains a merge variable (e.g. $NAME$) , please leave the text within the "S" symbols unchanged in all translations.

7 For images to appear in the translated version of the Print Program, you'll need to add the HTML code to the translation box.

Search for the images you want to "translate," click on Show HTML, copy the code, and paste it into the translation box.




8 Under the **Other / Brand Translations tab**, you can translate items such as Meal Periods by following the same steps described above.



9

In the **Feed Editor,** you'll find a box at the bottom where you can select the languages in which the Print Program will be displayed.

If any section of the Print Program appears blank, it means the translation is missing.

To export the translated version of the Print Program, simply follow the same steps you would use for the main language.

