



# How to Change the Language of a Guide

This guide demonstrates how to change the language of a guide page.

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## INTRODUCTION

This guide demonstrates how to change the language of a guide page.

## Requirements

You must have [Translation features](#) activated on your site to perform this function.

**You must also be have site Administrator user privileges in order to change the Language ID of a guide.**

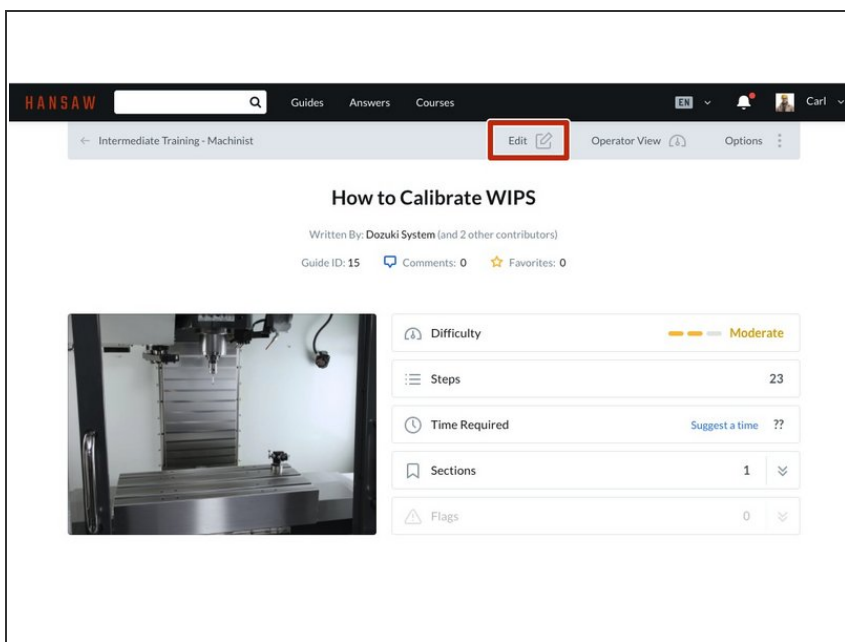
## Why is this important?

If you have [Translation features](#) activated on your site, you can create guides in multiple languages. Each guide created will then have a Language ID, which will match the language that the author was viewing the site in when they created the guide.

It is important that the Language ID of the guide matches the actual language of the written text of the guide. This ensures that your users are not confused by mis-matched language and text.

The Language ID is be noted in the corner of the guide thumbnail on that guide's category page. Your users will be able to browse your site in the language of their choosing, and guides with that Language ID will display in the category.

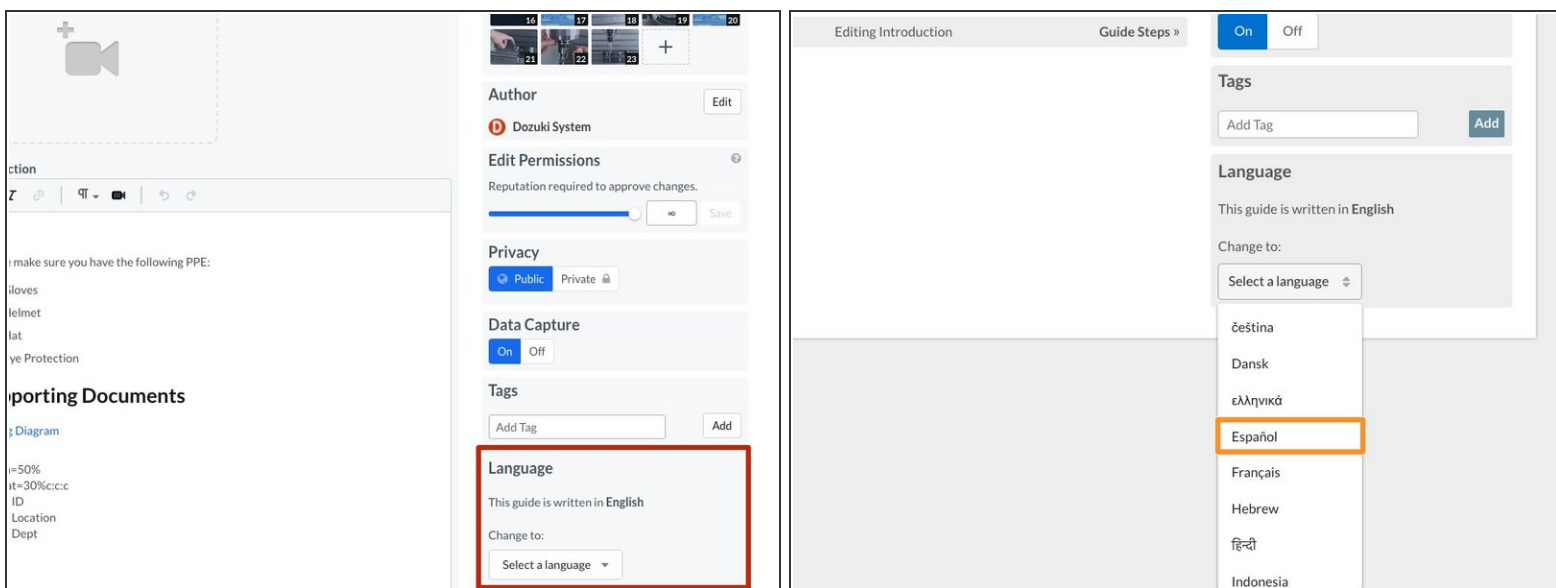
## Step 1 — Edit Guide



- Access the guide you want to change and click on the **Edit** button in the subheader.

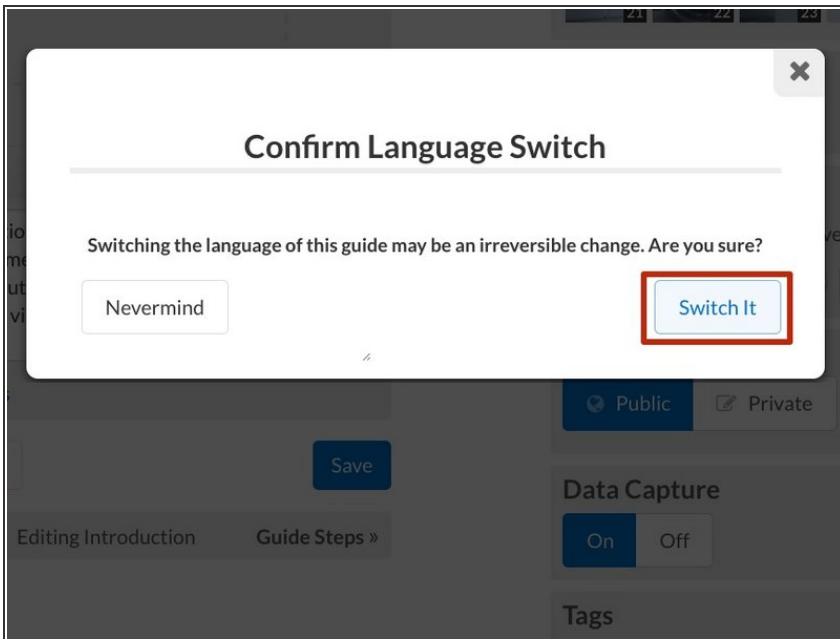
⚠ **NOTE:** You will need to be viewing the site in the language matching the guide's current Language ID in order to edit the guide.

## Step 2 — Select a Language



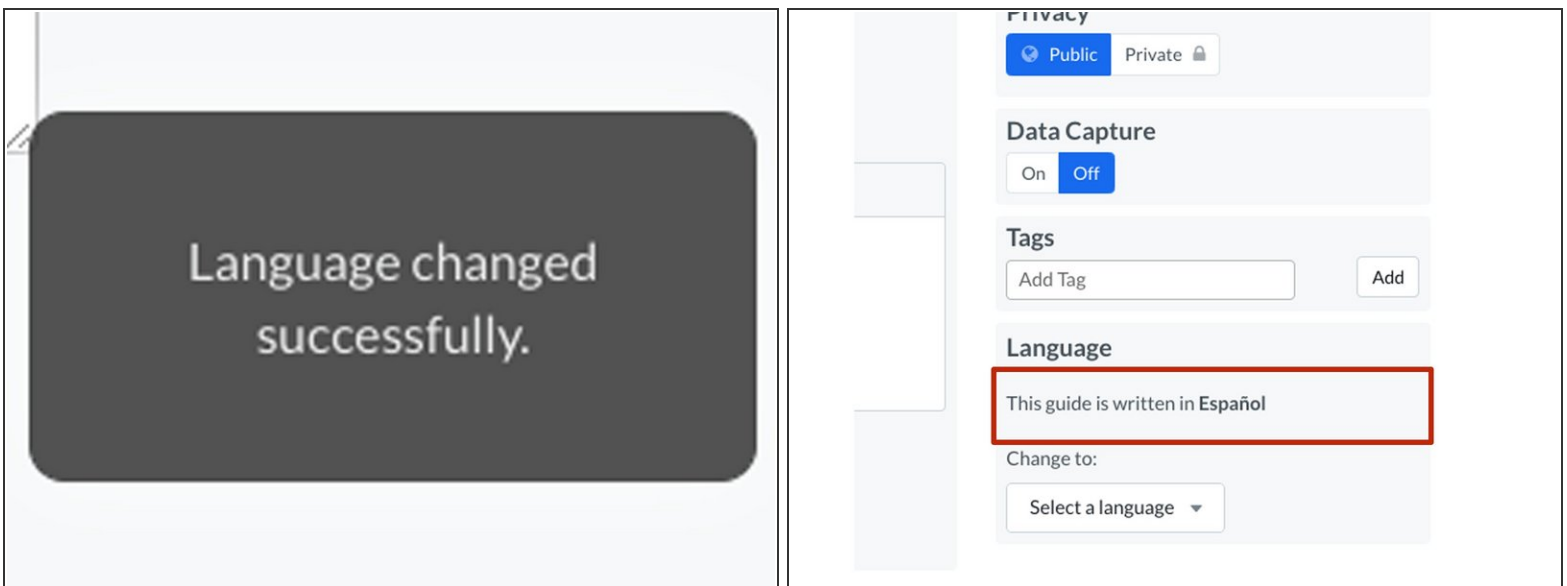
- ① The edit page will default to the **Introduction** tab.
- Scroll down to the bottom of the page to locate the **Language** section.
- Click on the **Select a Language** button, and select the language you want to assign to the guide from the drop-down menu.

### Step 3 — Confirm Language Switch



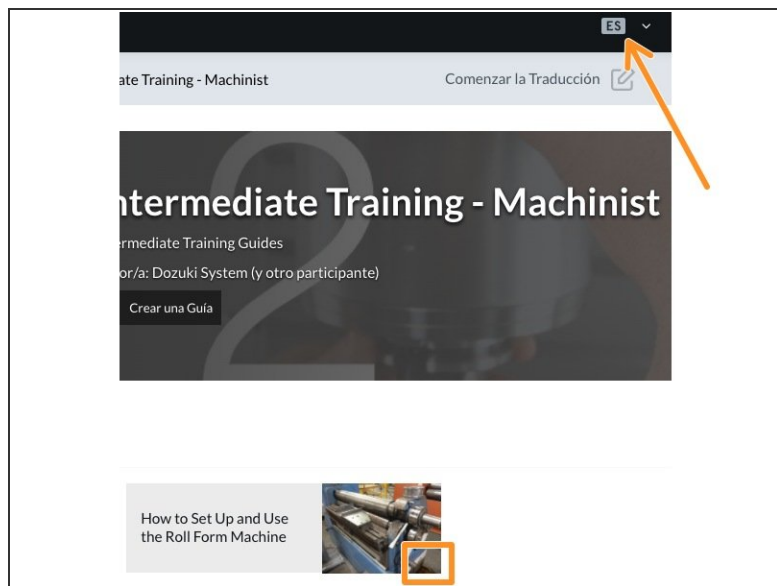
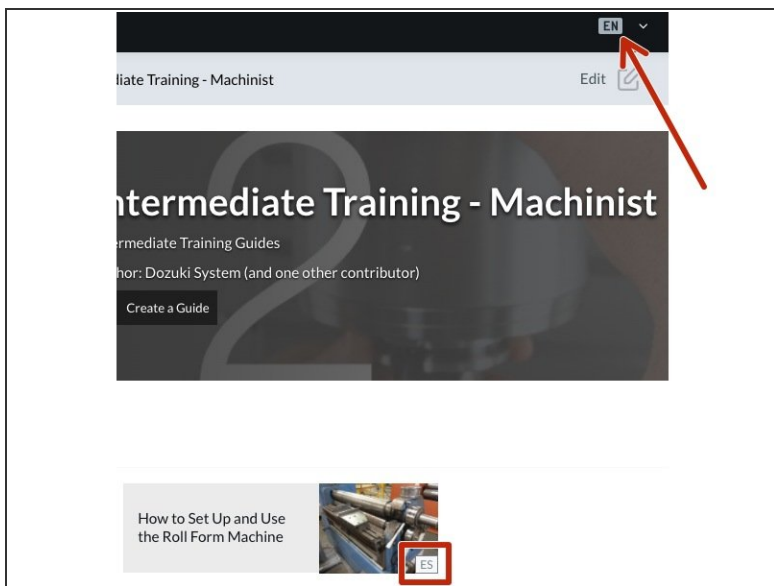
- Confirm the language switch by clicking on the **Switch It** button in the confirmation window.

### Step 4 — Verify the Language Change



- ① You should see a pop-up window displaying *Language changed successfully*, and the page will refresh.
- The change can be seen in Edit View under the Language section.
  - ① This example is in Spanish.

## Step 5



- The new guide language will also display on the guide thumbnail whenever the base language of the guide differs from the selected site language.
- If you select the guide's new language from the site language menu at the top of the page, the guide thumbnail will no longer show the language ID.