

# 5. How to Manage Texts

The **Texts** section is where you handle longer content blocks—like notification bodies, modal descriptions, or legal disclaimers—that may require multiple fields (Title, Description, custom Properties) per language.

## Edit an existing text

1. To translate lengthy elements (e.g., notifications), navigate to **Client Area > Texts**. You will find a list of all the available texts in the system.
2. Click the ⇨ **Edit icon** on the card you want to modify.
3. Select your target language in the drawer's **Language** selector
4. **Clone translations from**  
To copy all existing text from another language into your current locale (without translating), open the “Select” dropdown, pick the source language (e.g. English), and click **Clone**. This instantly duplicates those fields as-is.
5. **Translating flow**  
To programmatically generate translations, click **Translate** in the drawer header, then choose your provider (OpenAI, etc.) from the **Integration** dropdown. The system will pull translated strings and populate every field.
6. **Update fields:**  
**Title:** A concise headline or name for this text block.  
**Description:** Rich-text body (you can format, insert links, tables, etc.).  
**Properties:** Any custom JSON nodes or metadata your UI may consume.
7. **Save** your changes. The card will immediately reflect the updated Title/Description for that language

**Tip:** Cloning and translating are independent—feel free to clone first and then auto-translate, or translate first and use cloning to reset individual entries.

## Search for a text

**Filter by label or content:** Type part of a **Unique label**, **Title**, or **Description** into the **Search...** field above the cards to narrow down the list.

## Add a new text and its translations

“ **Developer note:** Before end users can see this text in the UI, your front-end code must reference the new **Unique label**.

1. Click on the **Add Text** button in the upper right corner.
2. **Define the Unique label**  
Enter a machine-friendly identifier (e.g. `deposit.termsNotice`) and toggle **Locked** if you want to prevent accidental deletion.
3. **Configure Properties** (optional)  
If your UI reads structured metadata, fill in any JSON nodes here.
4. **Select Language and Fill Content**  
Click the language tabs (En, Es, Ru, Pl) to switch between locales.  
For each, enter **Title** and **Description**.
5. **Save** to add the new card to the grid

By default, new texts are created as **Locked**—they cannot be deleted. To unlock a text:

1. Go to the text editing tab.
2. Uncheck the **Locked** checkbox.
3. Click **Save**.

## To delete text

Make sure it is not locked.

**Click the  Delete** on the unlocked card and confirm the prompt.

## Best Practices & Tips

1. **Consistent Labeling**  
Group related texts under a common prefix (e.g. `notification.email.*`, `modal.confirmation.*`) for easier searching and organization.
2. **Lock Critical Texts**  
Keep frequently used or legal-critical messages locked to avoid accidental deletion.
3. **Use Clone for Speed**  
Cloning from your default locale saves time and ensures you don't forget fields.
4. **Review AI Translations**  
Always proof AI-generated translations for tone, context, and placeholders.
5. **Coordinate with Developers**  
Ensure any new labels are wired into your UI code—otherwise, the text won't show up even though it exists here.

With these steps and tips, you can keep your long-form UI content fully localized, well-organized, and under strict change control—ensuring a consistent experience across all languages and regions.

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