Navigation Sheet – Multi-Language Management

Compliance & Data Office

Research Support and External Relations

Karolinska Institutet

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Introduction

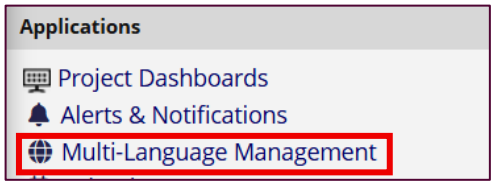
Multi-language support in REDCap works by providing translations for each display item, i.e., field labels, choice labels, and user interface elements. Translations for each supported item can be set in the Multi-Language Management (MLM) module. In case an item is not translated, the item will be shown in the language defined as *base language*, or, if not set there either, the default text will be used.

The base language is defined as the project-level or system language, which at KI is English and cannot be changed. This is why English should be added as a language choice in MLM even if you do not use English in your project (more information on this can be found later on in this guide).

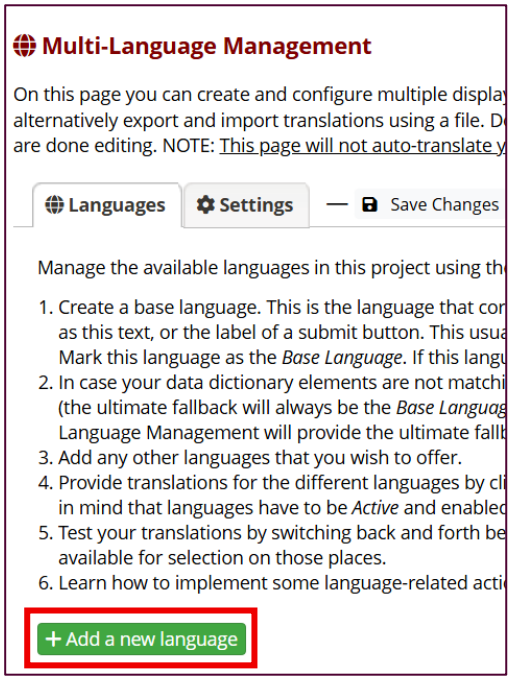
In addition to translating your surveys and forms into different languages, MLM enables you to create language specific link-extensions to be able to create several public survey links that default to each different language defined in MLM.

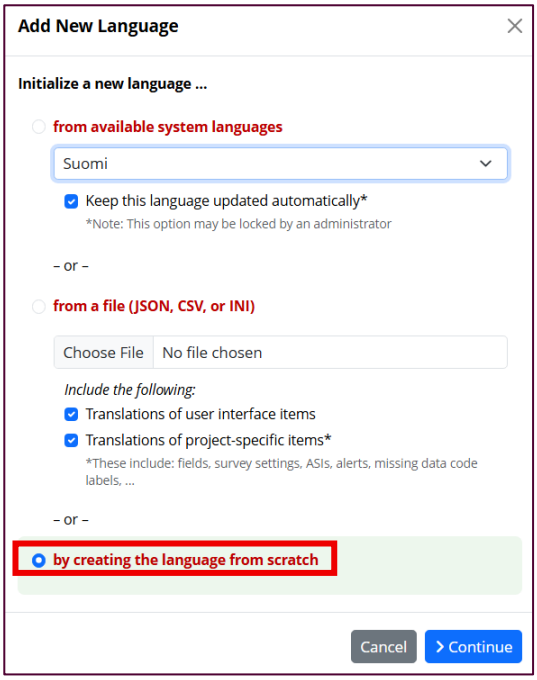
Adding the base language (English)

Navigate to the Multi-Language Management (MLM) module. You will find this on the left-hand side of your project under Applications.

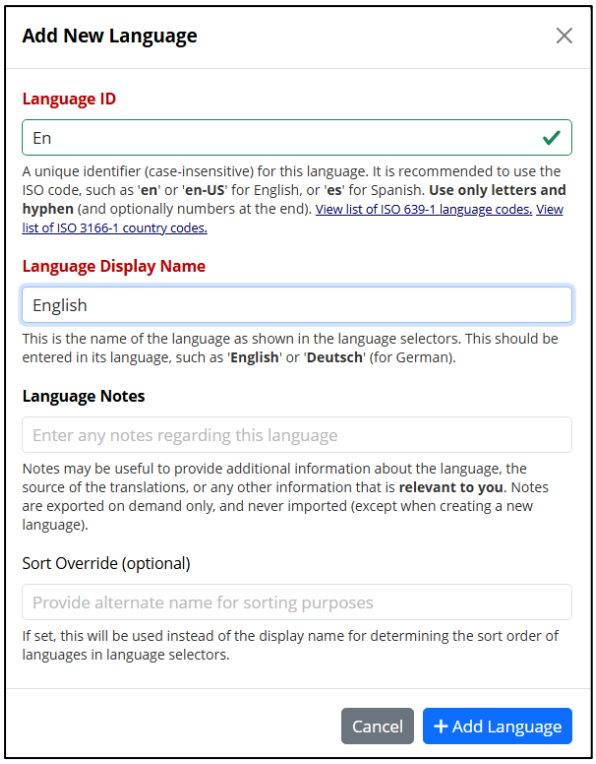


Create your base language, which should be English even if you don't use English for your forms or surveys. English serves as the reference for the other languages. Click on "+ Add a new language" and then "by creating the language from scratch".

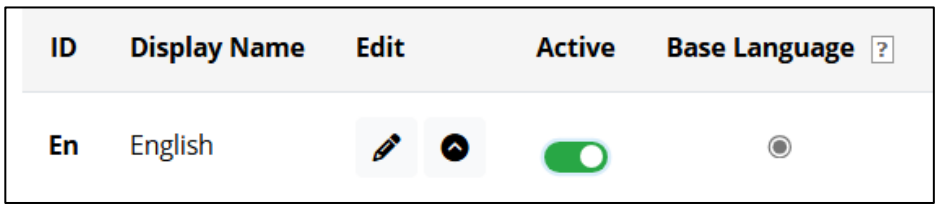




Fill out a Language ID (e.g. "En") and a Language Display Name and then click "+Add Language".



If you use English for forms and/or surveys in your study, it should be set as "Active". If not, English should be set as inactive (i.e. "Active" should not be green). **English should always be set as the "Base Language".**



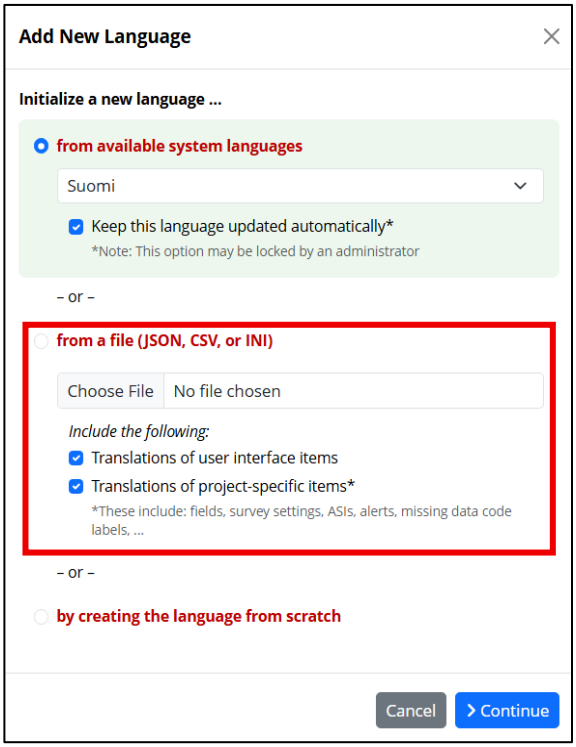
If you use English in your study, we recommend adding your variables and questions in English in *Online Designer* and your translations of these variables under each relevant language in the MLM module.

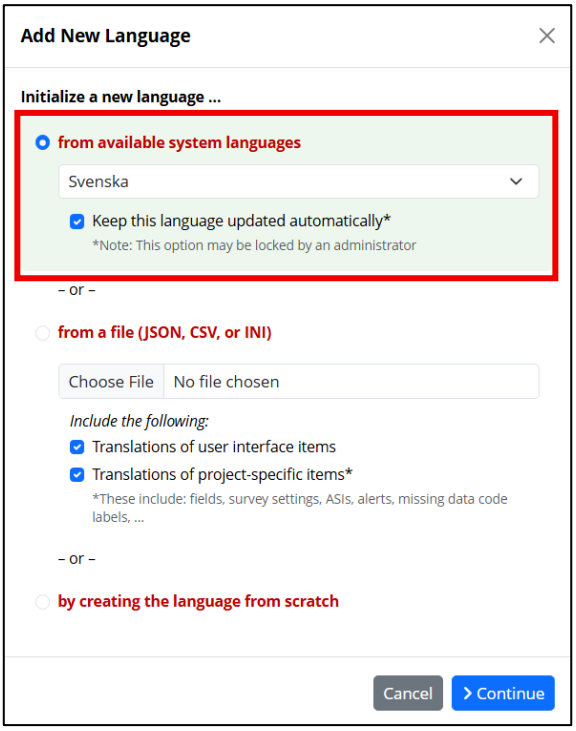
If you do not use English in your study and your main language is, for example, Swedish, you can add your variables in Swedish to *Online Designer*. You then still need to add translations for buttons and other user interface items for Swedish in the MLM module (see below, "Activating and translating languages").

Adding other languages

After adding your base language (English), you can add any other languages you wish to have within your project. There are three ways to add languages in REDCap.

1. If you want to add Swedish or Finnish, you can import the language files that we have made available in KI's REDCap system. In these files, most interface and setting texts have already been translated for you.





2. If you have made a language file on another project and saved it on your computer, you can reuse that file by importing it to your new project.

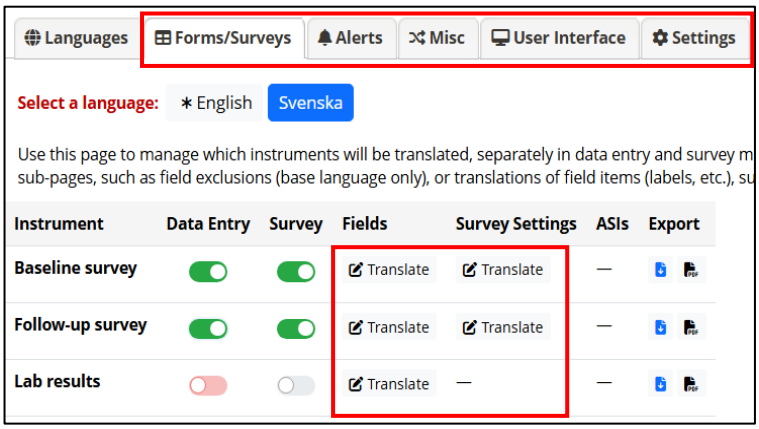
3. Languages other than Swedish and Finnish or where you do not have a language file from a previous project have to be created from scratch just as you did when setting up English as your base language. When creating a language from scratch, you will have to add all translations yourself, including user interface items and settings.

Activating and translating languages

Once you've added your languages, you need to activate them.

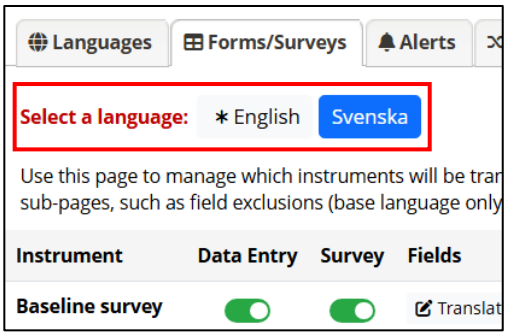


Now you can translate your default text by navigating between the different tabs on top. You can translate text in forms and surveys as well as alerts, miscellaneous items, user interface text, and other settings.

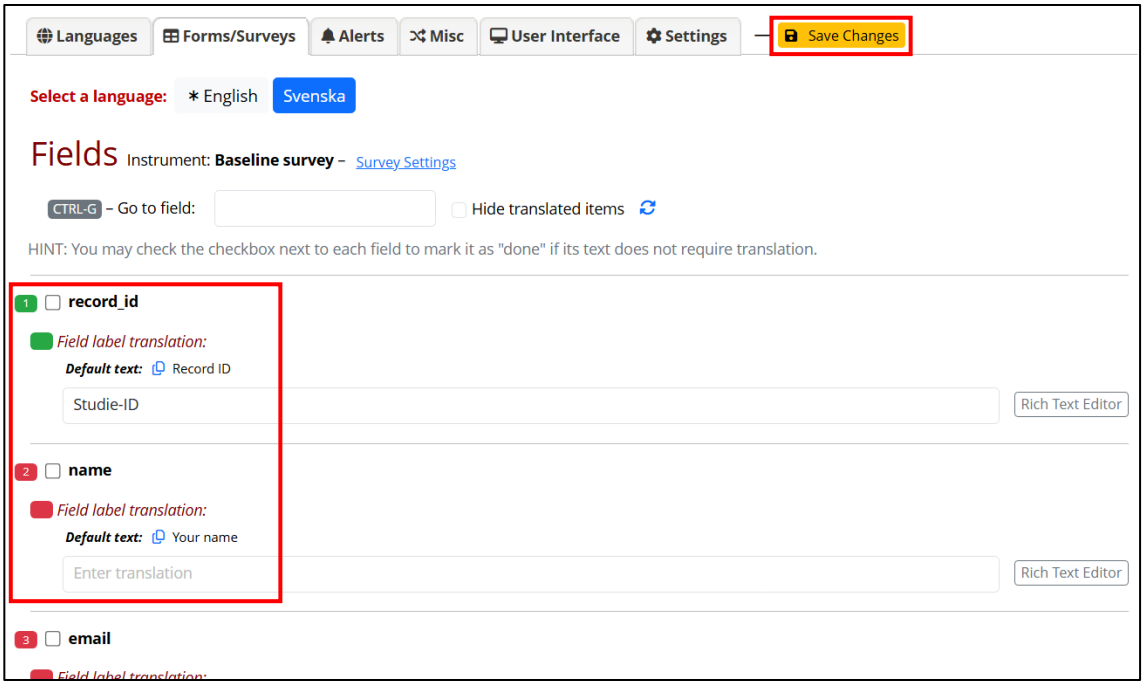


You also need to activate your instruments for translations (under "Forms/Surveys"). If you wish to translate the fields and settings for your forms and surveys, you then click on "Translate" for each specific setting.

Make sure you work within the correct language tab. Your base language (English) cannot, and does not need to be, translated within the MLM-module, only additional languages can be translated within MLM.



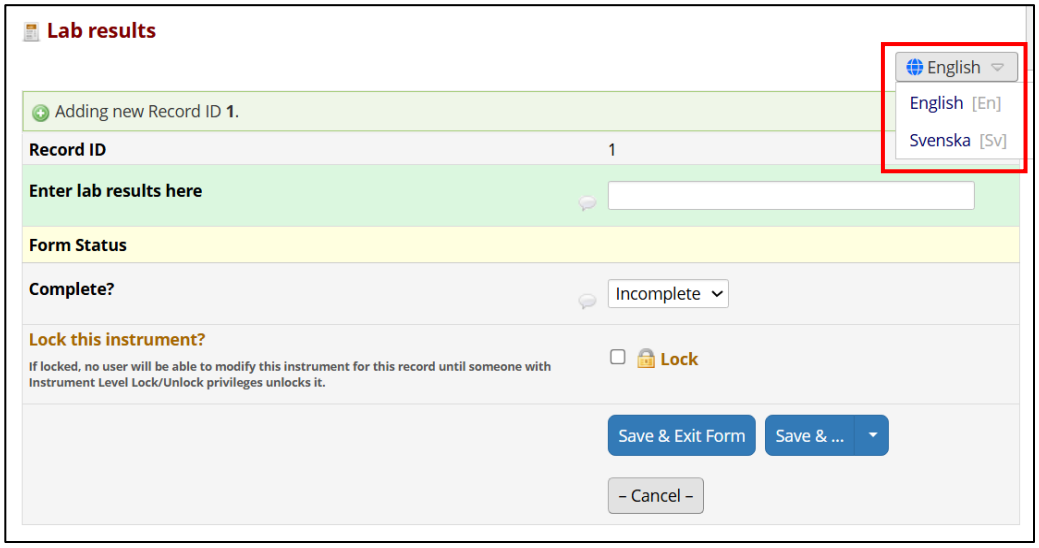
All fields missing translations will be marked in red. Once a translation has been added, the field turns green. Every time you add new translations or make any changes in the MLM, you will need to **save your changes before leaving the MLM module.** Unsaved changes are lost and have to be redone.



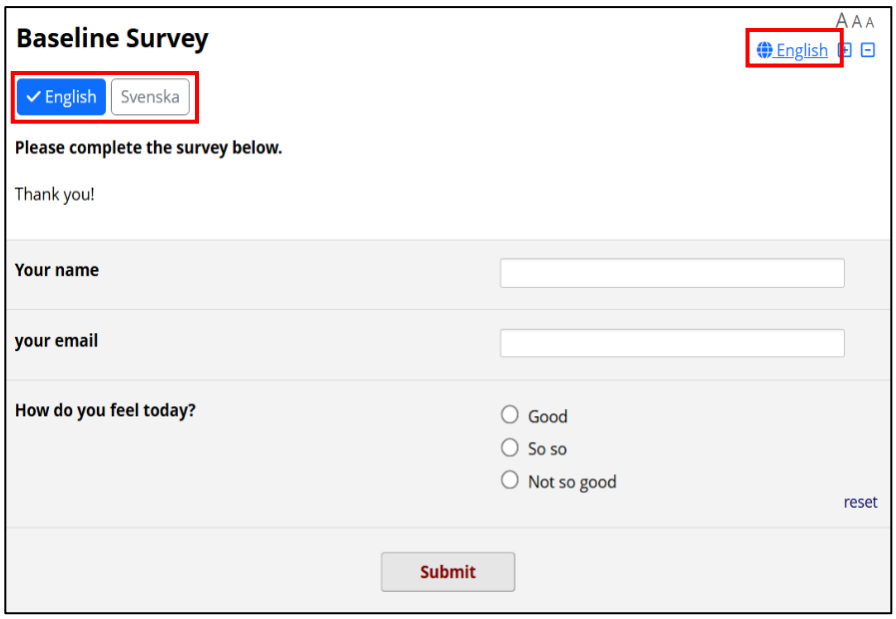
Testing/Checking your translations

Test your translations in both data entry- and survey view. Note that only active languages will be available for selection.

To check translations in the data entry view (the view signed-in users see), go to *Add/Edit Records* in the left-hand-side menu and add a new record. Then click on the grey circle for the instrument you want to check and toggle the language setting in the upper right corner.



In the survey view (the view participants see), the language setting also appears in the upper right corner of the screen. After clicking on it, a menu with all available language options becomes visible as seen below.



Action Tags & language preference field

Action Tags

REDCap offers several Action Tags to set and force language choices on forms and surveys. Most commonly, the below listed Action Tags are added to radio button or dropdown fields.

Add	@LANGUAGE-CURRENT-FORM	Allows you to capture the currently used language in projects where multilingual data is enabled on data entry forms. The @LANGUAGE-CURRENT-FORM action tag can be used on fields of type 'Text Box' (no validation), and 'Drop-down List', or 'Radio Buttons' (these need to have choices whose codes correspond to the IDs of the defined languages - e.g., 'en'). This action tag is only active on data entry forms and will always, when possible, set the field's value to the currently active language. However, it has no effect when viewing survey responses.
Add	@LANGUAGE-CURRENT-SURVEY	Same as @LANUGAGE-CURRENT-FORM, but works only on survey pages. For multi-page surveys, @LANGUAGE-CURRENT-SURVEY needs to be used on a field of each page where capture of the language is relevant (e.g. for performing branching).
Add	@LANGUAGE-FORCE	When used on a field, the data entry form or survey on which the field is located will be rendered in the specified language (which must have been set up using the Multi-Language Management feature). The format must follow the pattern @LANGUAGE-FORCE="???", in which the ID of the desired language should be inside single or double quotes - e.g., @LANGUAGE-FORCE="de". Piping is supported - e.g., @LANGUAGE-FORCE="[field_name]" (if the source field is a radio field, make sure to add the *:value* qualifier). When the language is forced successfully (i.e., it exists and is active), the language selector is hidden. This action tag is evaluated when the form or survey loads. Using this together with @LANGUAGE-CURRENT-FORM/SURVEY on the source field for @LANGUAGE-FORCE may be used to 'lock in' a user to their selected language.
Add	@LANGUAGE-FORCE-FORM	Same as @LANGUAGE-FORCE, but the effect is limited to data entry forms (i.e., this does not affect surveys).
Add	@LANGUAGE-FORCE-SURVEY	Same as @LANGUAGE-FORCE, but the effect is limited to surveys (i.e., this does not affect data entry forms).
Add	@LANGUAGE-MENU-STATIC	When this action tag is present on any field of a survey page and Multi-Language Management is active with at least two active languages, the language selection menu will remain visible at all times (i.e., it will not collapse after a language button has been clicked) on this survey page.
Add	@LANGUAGE-SET	When used on a Drop-down or Radio Button field only, this action tag will allow the field's value to control the currently shown language (in the same way as switching the language via the buttons at the top of the page). Tip: When used in a survey, this field could be prepopulated (and thus auto-selected) by embedding a participant's language ID in the survey URL itself (for details, see the FAQ's "How to pre-fill survey questions" section).
Add	@LANGUAGE-SET-FORM	Same as @LANGUAGE-SET, but the effect is limited to data entry forms (i.e., this does not affect surveys).
Add	@LANGUAGE-SET-SURVEY	Same as @LANGUAGE-SET, but the effect is limited to surveys (i.e., this does not affect data entry forms).

@LANGUAGE-CURRENT-FORM/SURVEY: Does not set a language but only captures what language a user or participants are viewing the form/survey in at the time of data collection.

@LANGUAGE-FORCE: This Action Tag forces a specified language for the current form/survey page and hides the language toggle in the upper-right corner so that the language can no longer be changed. This Action Tag can be combined with @LANGUAGE-CURRENT-FORM/SURVEY.

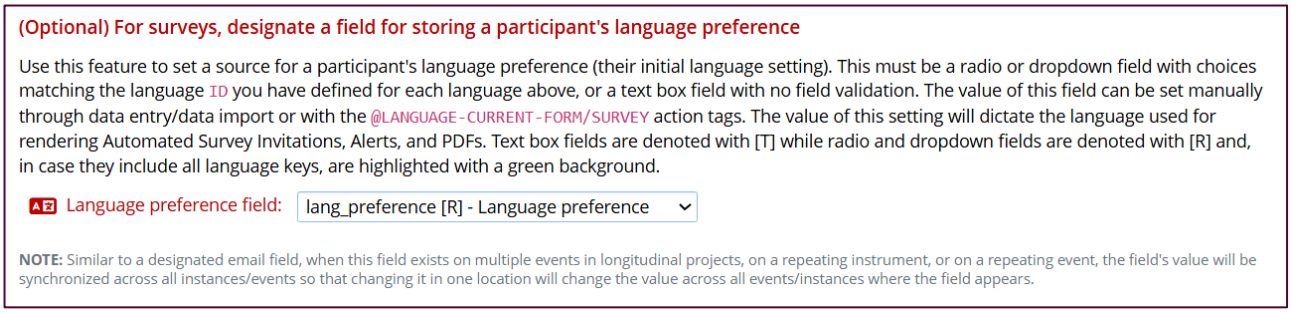
@LANGUAGE-MENU-STATIC: Keeps the language selection toggle visible at all times on survey pages.

@LANGUAGE-SET: Works just as the toggle in the upper-right corner and controls the currently shown language. Here, the language selection is not locked in but can be changed back and forth. When using this Action Tag in a survey, the field can be auto-populated with the additional Action Tag @DEFAULT.

All the above Action Tags can be combined to dynamically control and capture language preferences on both forms and surveys.

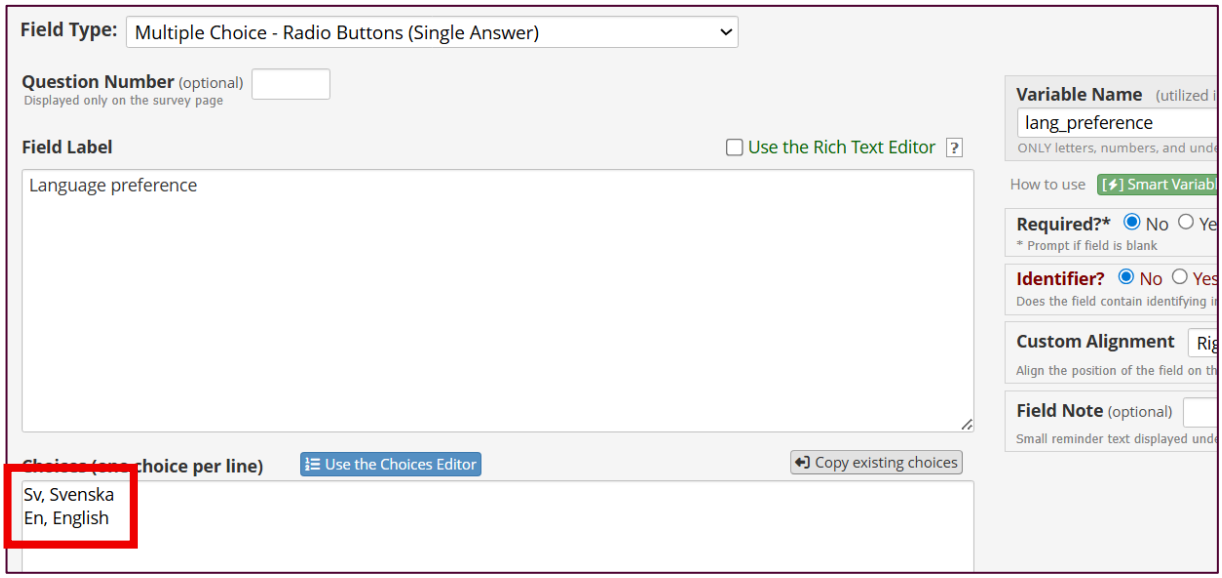
Language preference field

Under the "Languages" tab in the MLM module, you can set a language preference field.



This field is usually a radio button or dropdown field whose choices must match the language IDs defines in the MLM module.

If used, for example, on a survey page, the participant's language choice in this field determines not only the current survey language but also what languages future surveys are rendered in, including survey links and email texts that are automatically scheduled and sent by REDCap's ASI function (Automated Survey Invitations), provided valid translations have been added via MLM.



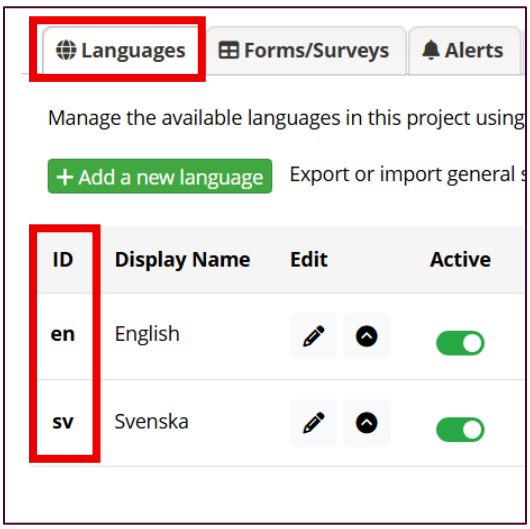
The language preference field can be combined with the above Action Tags to dynamically capture and define language choices across surveys.

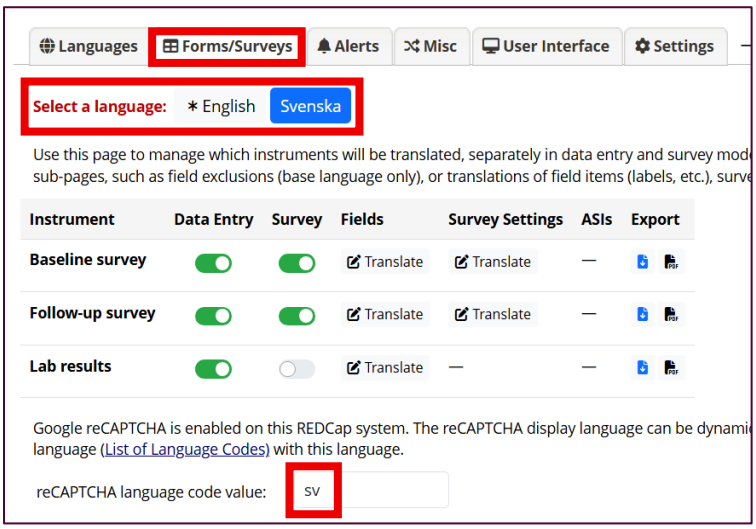
Choosing public link display language

Under the "Forms/Surveys" tab in the MLM module, it is possible to create link-extensions for public survey links in order to render the public survey in a specific language based on the link extension. This enables you to distribute several versions of the public survey link where each link opens the survey in a specific language by default.

(For more information on what the Public Survey Link is, take a look at KI's guide on surveys and invitations here).

Add your language ID (note: case-sensitive!) in the box next to "reCAPTCHA language code value:" under the tab "Forms/Surveys" in the MLM module. You have to do this for each language you want the public survey to be available in.





Once set up, simply add "&__lang=xx" (where "xx" is the relevant language ID, e.g. "sv") to the public survey link. Note that two underscores are needed before "lang" for the links to work.

Test that the link works in your browser before distributing it.

You can even create QR-codes for these language-specific public survey links with an online QR-code generator. Note that the QR-code that REDCap provides for your public survey link under *Survey Distribution tools* is not language specific.

Tips & Tricks

- Make sure to work in the correct language tab when adding translations in MLM.

- Make sure to click on “Save changes” in the upper right corner of MLM after making any changes.

- Always test your translations in a private/incognito browser window to avoid the language choices to be influenced by previously saved cookies or settings.