Navigation Sheet – Multi-Language Management

Compliance & Data Office

Research Support Office
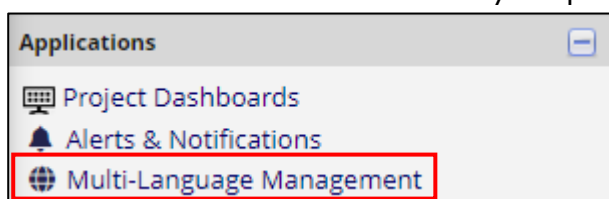
Karolinska Institutet

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 fallback, or, if not set there either, the default text will be used.

The default language is defined as the one that has been used to set up the project's data dictionary (what is shown in the Online Designer). A default language must always be defined.

Instructions

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

2. Create your default language (i.e., used when creating your fields, instruments, etc.). This will serve as the reference for the other languages. Click on Add a new language.

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Fill out a Language ID and a Language Display Name and then click "+Add Language".

Add New Language

Language ID

en

A unique identifier (case-insensitive) for this language. It is recommended to use the ISO code, such as '**en**' or '**en-US**' for English, or '**es**' for Spanish. **Use only letters and hyphen.** View list of ISO 639-1 language codes

Language Display Name

English

This is the name of the language as shown in the language selectors. This should be entered in its language, such as '**English**' or '**Deutsch**' (for German).

Sort Override (optional)

Provide alternate name for sorting purposes

If set, this will be used instead of the display name for determining the sort order of languages in language selectors.

Import from file or system   Cancel   + Add Language

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3. Add other languages that you wish to offer as a translation of the default language. If you have made a language file in another project and saved it on your computer, you can reuse that file by importing it to your new project.

Add New Language

Language ID

Enter a unique ID for this language

A unique identifier (case-insensitive) for this language. It is recommended to use the ISO code, such as 'en' or 'en-US' for English, or 'es' for Spanish. **Use only letters and hyphen.** View list of ISO 639-1 language codes

Language Display Name

Enter a display name

This is the name of the language as shown in the language selectors. This should be entered in its language, such as '**English**' or '**Deutsch**' (for German).

Sort Override (optional)

Provide alternate name for sorting purposes

If set, this will be used instead of the display name for determining the sort order of languages in language selectors.

Import from file or system   Cancel   + Add Language

If you want to add a Swedish language file, you can import the file that we have made available in the REDCap system, where most interface and setting texts have been translated.

4. Once you've added your languages, you need to activate them, and you can also choose to change the default language if needed.

5. Now you can translate your default text by navigating between the different bars on top. You can translate text in forms and surveys as well as interface text, alerts and setting information. You then need to activate your instruments for translations. If you wish to translate the fields and settings for the forms and surveys, you then click on "Translate" for each specific setting.

6. All fields missing translations will be marked in red. Every time you add new translations or make any changes in the MLM, you will need to save your changes before navigating to another module.

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7. Test your translations by switching back and forth between languages on your data entry forms and/or surveys. Note that only active languages will be available for selection on those places.

8. You can also use language-related action tags if desired. When using the @LANGUAGE-SET action tag, you can add your language choices as a multiple-choice field in your instrument.

9. If you want one of the languages in the multiple-choice list to be set as the default language choice, you can add the @DEFAULT action tag.