

REDCap Multi-Language Management

Baylah Tessier-Sherman

REDCap@Yale Team

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YALE UNIVERSITY
SCHOOL OF
MEDICINE

Introduction and Learning Objectives

- Overview of Multi-Language Management (MLM) feature in REDCap
 - Learn how to add languages to MLM
 - Demonstrate how to add translations
 - Understand what determines the active language
 - Learn how to export and import languages
- Live demonstration
- Demonstrate a creative use case (if time allows)
- Q&A

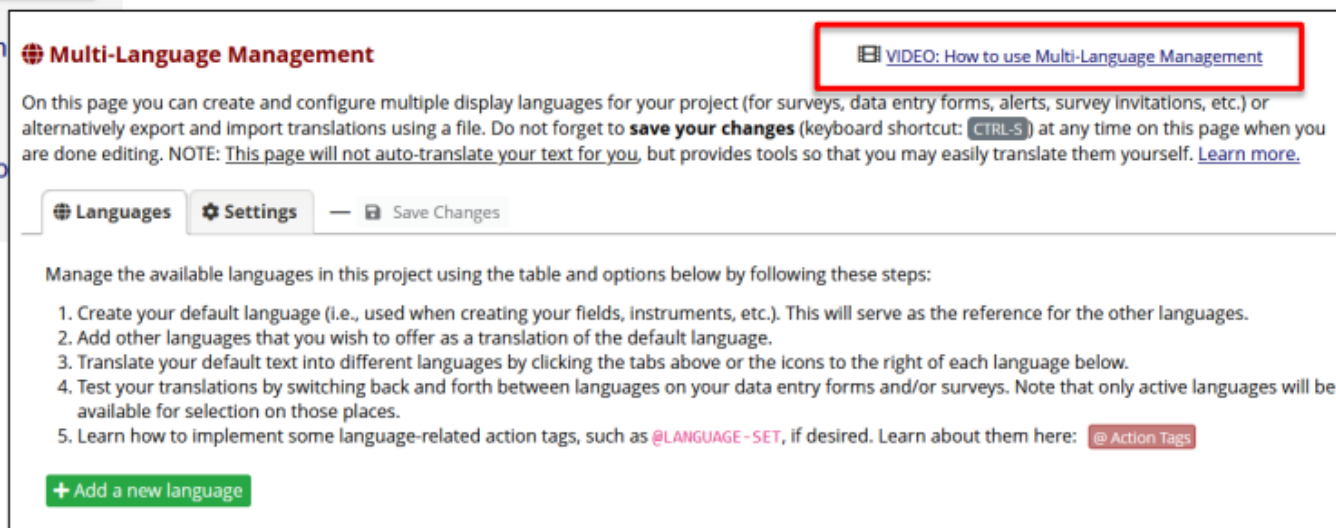
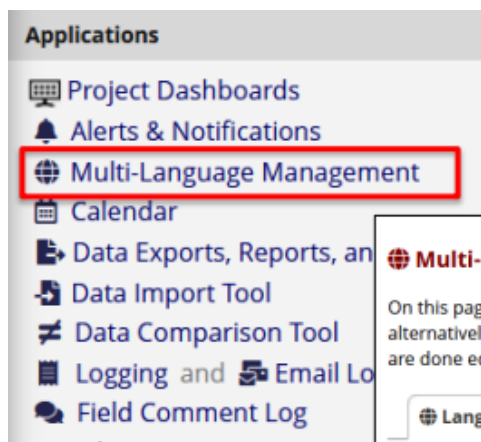
MLM Availability

Server		System Languages Currently Enabled
REDCap I and II	redcap.med.yale.edu redcap.research.yale.edu	French German Portuguese Spanish
YNHH Standard REDCap	redcapynh.ynhh.org	Arabic Chinese Spanish
YNHH 21 Part 11 Validated REDCap	redcapynh-p11.ynhh.org	N/A

If the language you need is not currently enabled, send us an email at REDCap@yale.edu, we may be able to import the language from the REDCap consortium language library.

Learning Resources

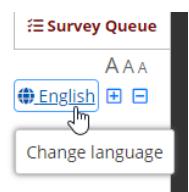
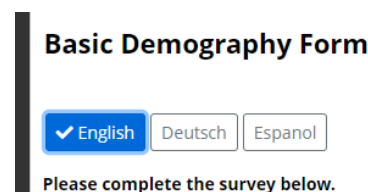
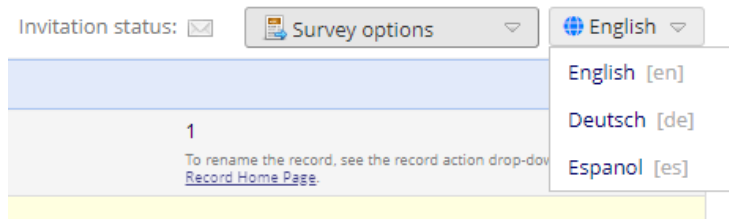
Training video link on the top right of the Multi-Language Management page



REDCap FAQ
Project Design:
Multi Language

What is Multi-Language Management (MLM)?

- Provides the ability to present REDCap data entry interfaces in multiple languages
 - Data Entry and Survey Pages, Missing Data Codes, ASIs, Alerts & Notifications, PDFs
- Compatible with piping, field embedding, branching logic
- Users and survey respondents can switch among the available languages at will



How does it work?

Basic Concepts

Two Primary Translation Components for Each Language:

1. User interface language

- ~500 REDCap messages and prompts encountered when entering data (common to ALL REDCap projects), e.g. “Next Page”, “Submit”, “Save & Exit Form”.

2. Project-specific language

- All data dictionary items (questions/field labels, choice labels, etc.), survey settings (survey title, survey instructions, etc.), survey queue custom message, ASI and alert message subjects and contents, etc.

Summary of Steps

1. Add languages

Three methods to choose from

2. Manage languages

Configure which languages should be used in which situations

3. Add translations

Enter translated material for each element

4. Test, test, test!

Beware of language cookies —————> Use a private browser window

Getting Started

Three methods for initializing project languages:

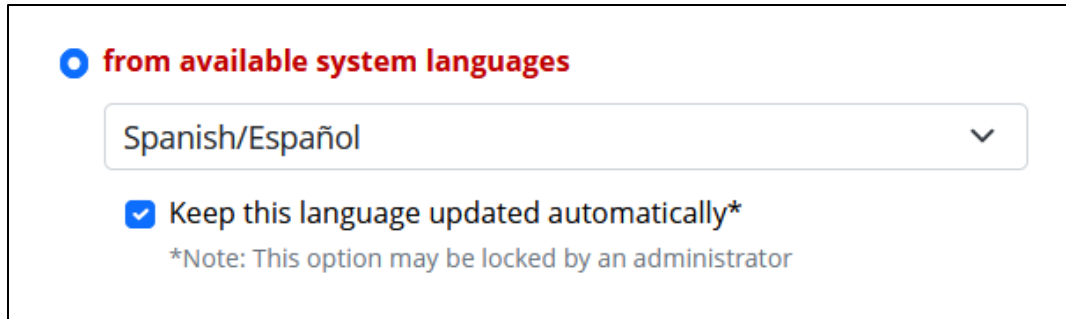
1. Initializing from available MLM system languages: User interface language is translated for you.

Use this option if your language is available!

2. Importing from an existing file, e.g. if you have a translation from another project
3. Building from scratch

Methods for initializing a new language

1. Initializing from available MLM system languages

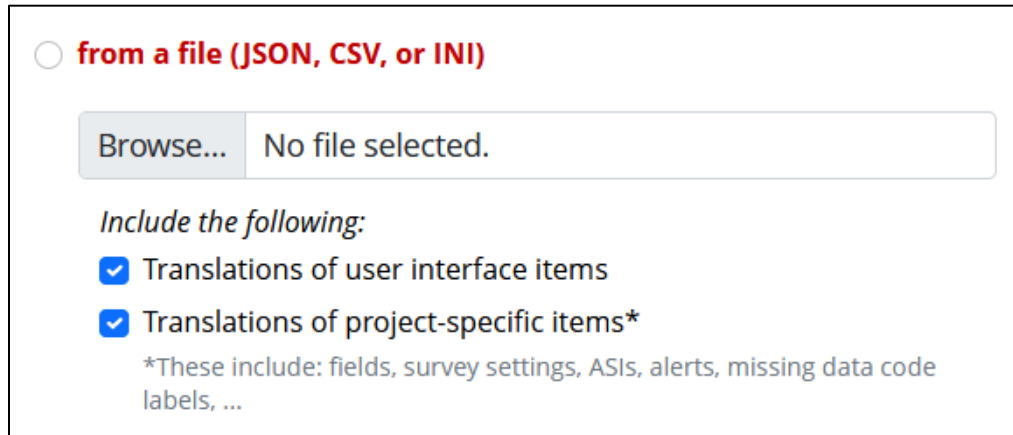


The screenshot shows a web interface for selecting a language. At the top, there is a radio button with a blue dot and the text "from available system languages" in red. Below this is a dropdown menu with the text "Spanish/Español" and a downward arrow. Under the dropdown, there is a checked checkbox with the text "Keep this language updated automatically*". At the bottom, there is a note in blue text: "*Note: This option may be locked by an administrator".

- Use this option if you need to translate user interface items.
- The system language in the dropdown menu will include the user interface translations of the language imported from the REDCap consortium library.

Methods for initializing a new language

2. Importing from an existing file (.csv, .json, .ini)



☐ **from a file (JSON, CSV, or INI)**

No file selected.

Include the following:

- ☒ Translations of user interface items
- ☒ Translations of project-specific items*

*These include: fields, survey settings, ASIs, alerts, missing data code labels, ...

- If you exported the translation from another project, use this option to import the translation.

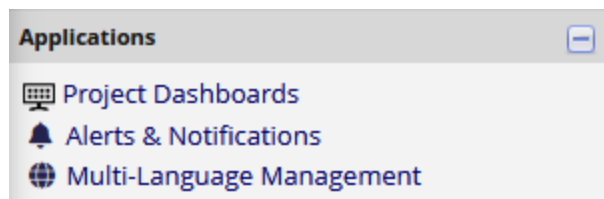
Methods for initializing a new language

3. Creating the language from scratch


☐ **by creating the language from scratch**

- If you only need to translate the data entry forms and you do not need to translate the user interface language, use this option to initiate the language.

Adding languages




Multi-Language Management

 [VIDEO: How to use Multi-Language Management](#)

On this page you can create and configure multiple display languages for your project (for surveys, data entry forms, alerts, survey invitations, etc.) or alternatively export and import translations using a file. Do not forget to **save your changes** (keyboard shortcut: **CTRL-S**) at any time on this page when you are done editing. NOTE: This page will not auto-translate your text for you, but provides tools so that you may easily translate them yourself. [Learn more.](#)

 Languages

 Settings

—  Save Changes

Manage the available languages in this project using the table and options below by following these steps:

1. Create a base language. This is the language that corresponds to the project's language, i.e. the language of the REDCap user interface elements, such as this text, or the label of a submit button. This usually also matches the language used for field labels, survey instructions, etc., but not necessarily. Mark this language as the *Base Language*. If this language matches your data dictionary language, then you might want to mark it as the *Fallback* as well.
2. In case your data dictionary elements are not matching the *Base Language*, add a matching language. You probably will set this as the *Fallback* language (the ultimate fallback will always be the *Base Language* for all user interface elements, and the data dictionary elements as set up outside of Multi-Language Management will provide the ultimate fallback for those in case the *Fallback* does not provide a value).
3. Add any other languages that you wish to offer.
4. Provide translations for the different languages by clicking the tabs above, or use the icons to the right of each language in the table shown below. Keep in mind that languages have to be *Active* and enabled for individual instruments in data entry and/or survey modes separately.
5. 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.
6. Learn how to implement some language-related action tags, such as `@LANGUAGE-SET`, if desired. Learn about them here: [@ Action Tags](#)

[+ Add a new language](#)

Adding Languages

1. Add the default language to your project.

The screenshot displays the REDCap 'Languages' settings interface. On the left, a sidebar contains a 'Languages' tab and a 'Settings' tab. Below the tabs, a list of instructions for managing languages is visible. A green button labeled '+ Add a new language' is highlighted with a red box. A red arrow points from this button to the 'Add New Language' dialog box on the right. The dialog box has a title bar 'Add New Language' and a close button. It contains a section 'Initialize a new language ...' with three radio button options: 'from available system languages' (selected), 'from a file (JSON, CSV, or INI)', and 'by creating the language from scratch'. The 'from available system languages' option is expanded, showing a dropdown menu with 'English' selected. Below the dropdown, there is a checked checkbox 'Keep this language updated automatically*' and a note: '*Note: This option may be locked by an administrator'. The 'from a file' option has a 'Browse...' button and the text 'No file selected.'. Below this, there is a section 'Include the following:' with two checked checkboxes: 'Translations of user interface items' and 'Translations of project-specific items*'. A note below these checkboxes states: '*These include: fields, survey settings, ASIs, alerts, missing data code labels, ...'. At the bottom of the dialog, there are 'Cancel' and 'Continue' buttons. The 'Continue' button is highlighted with a red box.

Adding Languages

2. Add the second language to your project.

×

Add New Language

Initialize a new language ...

● from available system languages

Spanish

▼

☒ Keep this language updated automatically*

*Note: This option may be locked by an administrator

– or –

☐ from a file (JSON, CSV, or INI)

Browse...

No file selected.

Include the following:

☒ Translations of user interface items

☒ Translations of project-specific items*

*These include: fields, survey settings, ASIs, alerts, missing data code labels, ...

☐ by creating the language from scratch

Cancel

Continue

→

×

Add New Language

Language ID

es

✓

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** (and optionally numbers at the end). [View list of ISO 639-1 language codes](#), [View list of ISO 3166-1 country codes](#).

Language Display Name

Spanish/Español

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).

Language Notes

Enter any notes regarding this language

Notes may be useful to provide additional information about the language, the source of the translations, or any other information that is **relevant to you**. Notes are exported on demand only, and never imported (except when creating a new language).


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.

Cancel

Add Language

 REDCap@Yale
Research Electronic Data Capture

SLIDE 13

Managing Languages

1. Turn on/off languages by setting their **Active** status
2. Set a language to represent **Base** and **Fallback** language status
3. Indicate if it's a right-to-left (**RTL**) language
4. Use the **Action** buttons to navigate to other tabs or perform various operations on an individual language.
5. Save!

Multi-Language Management

 [VIDEO: How to use Multi-Language Management](#)


On this page you can create and configure multiple display languages for your project (for surveys, data entry forms, alerts, survey invitations, etc.) or alternatively export and import translations using a file. Do not forget to **save your changes** (keyboard shortcut: **CTRL-S**) at any time on this page when you are done editing. NOTE: [This page will not auto-translate your text for you](#), but provides tools so that you may easily translate them yourself. [Learn more.](#)

 Languages


 Forms/Surveys

 Alerts


 Misc



 User Interface















 Settings

 Save Changes

Manage the available languages in this project using the table and options below. [Learn more.](#)

 Add a new language

Export or import general settings  

ID	Display Name	Edit	Active	Base Language ?	Fallback ?	RTL ?	Actions
en	English	 				<input type="checkbox"/>	  
es	Spanish	 		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	  

Managing Languages

Base Language:

- The *Base Language* should match the **project language** (i.e. the language REDCap user interface elements are displayed in).
- Usually is also the language used during project design, i.e. for all data dictionary items, survey settings, ASI or alert messages, missing data code labels, etc.

Fallback Language:

- Will be used when a translation is not available in the language that currently **should** be displayed. In case the fallback translation is missing, too, the project's base language will be used (i.e. whatever is in the data dictionary or, in case of UI strings, whatever language has been configured for the project by an admin).

RTL: This setting tells REDCap that the language should be displayed 'right to left'.

Managing Languages

Action Icons/Buttons on the Languages tab:

Shortcuts to MLM tabs....why?

The screenshot shows the REDCap 'Languages' tab interface. At the top is a navigation bar with tabs: Languages, Forms/Surveys, Alerts, Misc, User Interface, and Settings, followed by a 'Save Changes' button. Below the navigation bar is a text instruction: 'Manage the available languages in this project using the table and options below. [Learn more.](#)'

Below the instruction are two buttons: '+ Add a new language' and 'Export or import general settings' with associated icons. The main part of the interface is a table with the following columns: ID, Display Name, Edit, Active, Base Language, Fallback, RTL, and Actions.

ID	Display Name	Edit	Active	Base Language	Fallback	RTL	Actions
en	English			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
es	Spanish			<input type="checkbox"/>		<input type="checkbox"/>	

Four red arrows originate from the 'Actions' column of the table and point to the 'Languages', 'Forms/Surveys', 'Alerts', and 'User Interface' tabs in the navigation bar, illustrating that the icons are shortcuts to these other MLM tabs.

Managing Languages

Common pitfall:

When clicking on a **tab**, you are brought to the base language. It's easy to forget to choose the language that you're adding translation for. Using the shortcut from the individual language navigates you directly where you want to go.

Languages

Forms/Surveys

Alerts

Misc

User Interface







Settings

— Save Changes

Select a language: * English Spanish












This is the default language. Thus, items cannot be edited here, but they can be modified in the *Online Designer* (or via *Data Dictionary* upload) and the *Survey Settings* page. However, fields and individual survey settings can be set to be excluded from translation here. **If you wish to begin/continue translating the default language text, click a language button above.**

Use this page to manage which instruments will be translated, separately in data entry and survey modes. Furthermore, use it to navigate to the various sub-pages, such as field exclusions (default language only), or translations of field items (labels, etc.), survey settings (title, instructions, etc.) and ASI emails.

Instrument	Data Entry	Survey	Fields	Survey Settings	ASI Language Source	Export
Participant Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Exclude	—	—	
Screening	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 Exclude	 Exclude	Language preference field 	

Buttons on the Language Tab

The icons / buttons in the table on the **Languages** tab explained:

-  Edit the language's display name and id
-  Update a language (including importing from a file)
-  Access the Forms/Surveys tab for this language
-  Access the Alerts tab for this language
-  Access the Misc tab for this language (disabled for the Base Language)
-  Access the User Interface tab for this language (a red icon  means that the language was initialized from a system language; an additional flash  indicates that this language is “subscribed”, i.e., subject to automatic updates).
-  Export translations for this language
-  Download translated instrument PDFs for this language
-  Delete this language

Managing Languages

1. On each language tab, control whether this language is available for selection, separately for **data entry forms** and **surveys**.
2. The **base language** tab (indicated by an asterisk) is special:
3. There is nothing to translate, but fields can be excluded from translation (i.e., they won't show up on the respective tabs for other languages).

Note, a common pitfall is to forget to enable languages for individual data entry forms or surveys!

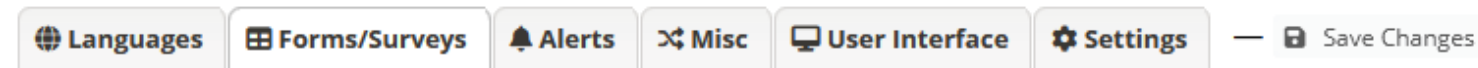
The screenshot shows the REDCap 'Languages' management page. At the top, there is a navigation bar with tabs: Languages, Forms/Surveys, Alerts, Misc, User Interface, and Settings. A 'Save Changes' button is on the right. Below the navigation bar, there is a 'Select a language:' section with buttons for '* English' (marked with a red circle '2') and 'Spanish'. A yellow warning box states: 'This is the default language. Thus, items cannot be edited here, but they can be modified in the Online Designer (or via Data Dictionary upload) and the Survey Settings page. However, fields and individual survey settings can be set to be excluded from translation here. If you wish to begin/continue translating the default language text, click a language button above.' Below this, a text block explains the page's purpose. At the bottom, there is a table with columns: Instrument, Data Entry, Survey, Fields (marked with a red circle '3'), Survey Settings, ASI Language Source, and Export. The table has two rows: 'Participant Information' and 'Screening'. The 'Participant Information' row has a green toggle for Data Entry (marked with a red circle '1'), a grey toggle for Survey, and an 'Exclude' button for Fields. The 'Screening' row has green toggles for both Data Entry and Survey, and 'Exclude' buttons for both Fields and Survey Settings. The 'ASI Language Source' column has a dropdown menu set to 'Language preference field'.

Instrument	Data Entry	Survey	Fields	Survey Settings	ASI Language Source	Export
Participant Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exclude	—	—	
Screening	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exclude	Exclude	Language preference field	

QUESTIONS?

Adding Translations

Depending on whether an instrument is enabled as a data entry form, survey, or has ASIs, corresponding **Translate** buttons are available.



Select a language: * English **Spanish**

Use this page to manage which instruments will be translated, separately in data entry and survey modes. Furthermore, use it to navigate to the various sub-pages, such as field exclusions (default language only), or translations of field items (labels, etc.), survey settings (title, instructions, etc.) and ASI emails.

Instrument	Data Entry	Survey	Fields	Survey Settings	ASIs	Export
Participant Information	<input type="checkbox"/>	<input type="checkbox"/>	Translate	—	—	Download PDF
Screening	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Translate	Translate	Translate	Download PDF
Consent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Translate	Translate	—	Download PDF

Adding Translations: Fields

1. Use the **Go to field** dropdown to quickly navigate to a specific field
2. Translate each item; use the **Rich Text Editor** for any settings supporting HTML
3. Indicators reflect the translation status of items/subitems (green = complete; red = not translated)

Navigation: Languages | Forms/Surveys | Alerts | Misc | User Interface | Settings | Save Changes

Select a language: * English Spanish

Fields

Instrument: Screening - [Survey Settings](#)

1 **Go to field:** [] Hide translated items

HINT: You may check the checkbox next to each field to mark it as "done" if its text does not require translation.

1 ☐ inc_age

Field label translation:

Default text: Are you at least 18 years of age?

2 Enter translation

3 **Choices translation:**

Code	Translation
1	Default text: Yes

Field label translation:

Default text: The next set of questions asks about your fatigue during the past week. Please answer using a scale of 1 to 7, where 1 = Disagree and 7 = Agree.

<p>La siguiente serie de preguntas se refiere a su cansancio durante la última semana. Responda utilizando una escala de 1 a 7,

Adding Translations: Survey Settings

1. Translate each item
2. Use the **Rich Text Editor** for any settings supporting HTML

The screenshot shows the REDCap interface with the 'Settings' tab selected. Under 'Select a language', 'English' is marked with an asterisk and 'Spanish' is selected. The 'Survey Settings' section for the 'Screening' instrument is displayed. It includes two sections for translation, both marked with a red square icon:

- Translation of the survey title:** The default text is 'Screening'. A text input field labeled 'Enter translation' is shown. A red circle with the number '1' is placed next to this section.
- Translation of the survey instructions:** The default text is '<p>Please complete the survey below.</p><p>Thank you!</p>'. A text input field labeled 'Enter translation' is shown, followed by a 'Rich Text Editor' button. A red circle with the number '2' is placed next to this section.

Note, there is nothing to translate for the base language (marked with an asterisk). When clicked, this will take you to the field exclusion page.

Adding Translations: ASIs

1. Translate each item
2. Use the Rich Text Editor for any settings supporting HTML

Note, ASIs for each event must →
must be translated separately

Make sure to faithfully replicate →
any piping in the translations!

Languages Forms/Surveys Alerts Misc User Interface Settings Save Changes

Select a language: * English Spanish

ASIs Instrument: **Screening** - [Fields](#) | [Survey Settings](#)

Screening (screening_arm_1) 1

Translation of the message body:

Default text: [🔗](#) <p>Please take this survey.</p><p>You may open the survey in your web browser by clicking the link below:
>[survey-link]</p><p>If the link above does not work, try copying the link below into your web browser:
[survey-ur]</p><p>This link is unique to you and should not be forwarded to others.</p>

Enter translation

Rich Text Editor

Adding Translations: Alerts

1. Use the search box to quickly find the item you would like to translate / edit.
2. Use the Rich Text Editor for any settings supporting HTML

For Alerts, there are important settings to be made on the default language's page! →

Make sure to faithfully replicate → any piping in the translations!

The screenshot shows the REDCap interface for configuring alerts in German. At the top, there is a navigation bar with tabs for Languages, Forms/Surveys, Alerts, Misc, User Interface, Settings, and a Save Changes button. Below the navigation bar, a red instruction says "Click a button below to select a language to translate:". There are two buttons: "* English" and "Deutsch". A red circle with the number "1" is placed over the search box labeled "Search for anything...". Below the search box, there is a section for "Alert #1 [A-280]". It contains three settings, each with a green square icon and a label: "Language-specific sender display name:" with a default text of "Study Team" and a text input field containing "Studienteam"; "Translation of the email subject:" with a default text of "DEMO-STUDY: Triggered Survey" and a text input field containing "DEMO-STUDIE: Trigger-Fragebogen"; and "Translation of the message body:" with a default text containing HTML pipes and a rich text editor area. A red circle with the number "2" is placed over the rich text editor area. The rich text editor contains HTML code for German text: "

<p>Hallo [first_name]</p> <p>Möchten Sie eine Frage beantworten? Ja? Super!</p> <p>Bitte gehen Sie zu dieser Webadresse: [survey-url:trigger_survey].</p> <p>Danke!</p>

Alerts – Base language special options

1. Individual alerts can be excluded from translation
2. Since alerts may trigger under circumstances when the proper language cannot be determined automatically, use this to set a Language Source for each event.
 - **Language preference field** or **User's or survey respondent's active language**
 - What to choose will depend on how the alert is triggered (generally, however, this will be “Language preference field”)

Select the base →
language to get
to this page!

The screenshot shows the 'Alerts' tab in the REDCap interface. At the top, there's a navigation bar with tabs: Languages, Forms/Surveys, Alerts, Misc, User Interface, Settings, and a Save Changes button. Below the navigation bar, there's a section for selecting a language to translate, with buttons for '* English' and 'Deutsch'. A yellow box contains a note: 'This is the default/reference language. Thus, items cannot be edited here, but they can be modified on the Alerts & Notifications page. However, individual alerts can be set to be excluded from translation here. If you wish to begin/continue translating the default language text, click a language button above.' Below this, there's a paragraph explaining the purpose of the page: 'Use this page to manage which alerts should be translated. Alerts that are turned off will not show up for (nor be translated into) other languages. Note that since alerts can be set up for various purposes and triggered in different contexts, it is not possible to automatically determine the language that should be used to render an alert. Therefore, for each alert, the source for the language information needs to be set. This can either be the 'Language preference field' (as set on the 'Languages' tab; this is the default), or the 'User's or survey respondent's active language' (as set in their profile/browser cookie).'. Below the paragraph is a table with columns: ID, Alert, Excluded, and Language Source. The table has two rows: A-1 #1 Test and A-7 #2. The 'Excluded' column has checkboxes. The 'Language Source' column has dropdown menus. A red circle with the number '1' is next to the 'Language Source' header, and a red circle with the number '2' is next to the dropdown menu for the second row.

Click a button below to select a language to translate:

* English Deutsch

This is the default/reference language. Thus, items cannot be edited here, but they can be modified on the Alerts & Notifications page. However, individual alerts can be set to be excluded from translation here. If you wish to begin/continue translating the default language text, click a language button above.

Use this page to manage which alerts should be translated. Alerts that are turned off will not show up for (nor be translated into) other languages. Note that since alerts can be set up for various purposes and triggered in different contexts, it is not possible to automatically determine the language that should be used to render an alert. Therefore, for each alert, the source for the language information needs to be set. This can either be the 'Language preference field' (as set on the 'Languages' tab; this is the default), or the 'User's or survey respondent's active language' (as set in their profile/browser cookie).

ID	Alert	Excluded	Language Source
A-1	#1 Test	<input type="checkbox"/>	Language preference field
A-7	#2	<input type="checkbox"/>	User's or survey respondent's active language

Miscellaneous items

- Missing Data Codes
- PDF customizations
- Protected Email customizations

For the base language, there →
is nothing to translate.

Sub-tabs will only show when there →
are customizations set outside
of MLM. This means, it is not
possible to add new text using
MLM, but only to replace text (with
translations).

The screenshot shows the 'Miscellaneous' settings page in REDCap. The top navigation bar includes tabs for Languages, Forms/Surveys, Alerts, Misc, User Interface, Settings, and a Save Changes button. The 'Languages' tab is active, displaying a message: 'Click a button below to select a language to translate:'. Below this are buttons for * English, Deutsch (selected), Espanol, Chinese Standard, Chinese Traditional, Japanese, and Korean. A note states: 'Note that some tabs on this page, such as Missing Data Codes or Protected Email Mode, will only be shown when the corresponding features are enabled in this project. If nothing is displayed below, then there is nothing to translate here.' Underneath the note are three sub-tabs: Missing Data Codes (selected), PDF, and Protected Email. The 'Missing Data Codes' sub-tab shows a section titled 'Missing Data Code Translations' with a table. The table has two columns: 'Code' and 'Translation'. It lists three codes: NI, INV, and UNK, each with a 'Default text' and a text input field for the translation.

Code	Translation
NI	Default text: No information provided Keine Information
INV	Default text: Invalid value Ungültig
UNK	Default text: Unknown Unbekannt


QUESTIONS?

Change Notification

- Whenever an underlying item changes (either project or user interface items), MLM will display a notification

⚠ Review Changed Items

The values of some project or user interface items have changed since translations for these were last saved. Thus, the translations might be outdated and should be reviewed.

Item	Default text	Translation	Action
<i>Deutsch</i>			 Export
Field label translation:	I consent to taking part in this study	Ich willige ein, an der Studie teilzunehmen	Accept Edit

[Accept all translations as still valid](#)

Okay

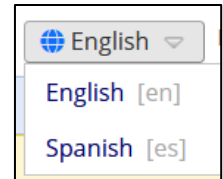
After reviewing the items, they can be edited or accepted as still being valid.

What determines the currently active* language?

* i.e., the language that a survey page, email, PDF is rendered in

Generally, it is determined by:

- A browser cookie that is set when first selecting a language.



For new visitors – or for items like ASI/Alerts immune to cookies:

- A field in the project:
 - MLM Action tags that direct REDCap to use a particular language
 - Language Preference field

Note: When testing, always test in a **fresh, private / incognito** browsing window in order to not have “tainted” cookies!

Language Action Tags

@LANGUAGE-CURRENT-FORM and @LANGUAGE-CURRENT-SURVEY

This will automatically set the language in a field to the current language selected.

Edit Field

You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the [Field Types video](#).

Field Type: Multiple Choice - Radio Buttons (Single Answer)

Question Number (optional)
Displayed only on the survey page

Field Label ☐ Use the Rich Text Editor [?](#)
Capture survey language

Variable Name (utilized in logic, calcs, and exports)
survey_lang
ONLY letters, numbers, and underscores

How to use [Smart Variables](#) [Piping](#) [Field Embedding](#)

Required?* ☒ No ☐ Yes
* Prompt if field is blank

Identifier? ☒ No ☐ Yes
Does the field contain identifying information (e.g., name, SSN, address)?

Custom Alignment Right / Vertical (RV)
Align the position of the field on the page

Field Note (optional)
Small reminder text displayed underneath field

Choices (one choice per line) [Use the Choices Editor](#) [Copy existing choices](#)
en, English
es, Spanish

[How do I manually code the choices?](#)

Action Tags / Field Annotation (optional)
@LANGUAGE-CURRENT-SURVEY
@HIDDEN-SURVEY
Learn about [@ Action Tags](#) or [using Field Annotation](#)

Language Action Tags

@LANGUAGE-SET

This will set the language of a form or survey based on a selection

Edit Field

You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the [Field Types video](#).

Field Type: Multiple Choice - Radio Buttons (Single Answer)

Field Label: Preferred Language

Variable Name: pref_lang

Choices (one choice per line): en, English
es, Spanish

Action Tags / Field Annotation (optional): @LANGUAGE-SET

Set the language preference via data import for each participant

Set the language preference for all participants via @DEFAULT

Action Tags / Field Annotation (optional)

@LANGUAGE-SET
@DEFAULT='es'

Learn about [@ Action Tags](#) or [using Field Annotation](#)

Language preference field

Optional: For surveys, designate a field for storing a participant's language preference

For certain operations and under some circumstances, REDCap cannot deduce the appropriate language to use (e.g. ASI, Alerts). In such cases, the value of the language preference field, if available, will be used to set to language.

Note: This field behaves very similar to the designated email field, i.e. it will be synchronized across all events / repeat instances.















(Optional) For surveys, designate a field for storing a participant's language preference

Use this feature to set a source for a participant's language preference (their initial language setting). This must be a radio or dropdown field with choices matching the language ID you have defined for each language above, or a text box field with no field validation. The value of this field can be set manually through data entry/data import or with the @LANGUAGE-CURRENT-FORM/SURVEY action tags. The value of this setting will dictate the language used for rendering Automated Survey Invitations, Alerts, and PDFs. Text box fields are denoted with [T] while radio and dropdown fields are denoted with [R] and, in case they include all language keys, are highlighted with a green background.













 Language preference field:

Export/Import Functions







Exporting a language:

ID	Display Name	Edit	Active	Base Language ?	Fallback ?	RTL ?	Actions
en	English	 				<input type="checkbox"/>	  
es	Spanish	 		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	  

Exporting an instrument:

Instrument	Data Entry	Survey	Fields	Survey Settings	ASIs	Export
Participant Information			 Translate	—	—	 
Screening			 Translate	 Translate	 Translate	 

Importing a language or instrument:

ID	Display Name	Edit	Active
en	English	 	
es	Spanish	 	



















Update Language

LIVE DEMO

Exporting languages (for re-use/offline translation)

1. Click on the **Export** button in the language's row in the languages table
2. Choose the items that should be included in the export
3. Choose whether to include translation prompts and/or default values, as well as the file format (JSON or CSV)
4. Click the **Download Language** button

For offline translation, include **prompts** and **default values**!
For transfers or backups, these are not needed.

ID	Display Name	Edit	Active	Base Language ?	Fallback ?	RTL ?	Actions
en	English	 					  
es	Spanish	 					  

Export Language — [es: Spanish]

Please choose what to include in the export file, and set export options.
Include the following:

- ☒ Translations of user interface items
- ☒ Translations of field items
- ☒ Translations of survey settings
- ☒ Translations of automated survey invitations
- ☒ Translations of survey queue items
- ☒ Translations of alerts
- ☒ Translations of missing data code labels
- ☒ Translations of PDF customizations
- ☒ Translations of Protected Email settings

Export Options:











- ☐ Include translation prompts
- ☐ Include default values
- ☐ Include language notes
- ☒ JSON
- ☐ CSV — ☒ Comma (,) ☐ Semicolon (;) ☐ Tab

NOTE: The export will reflect the currently **SAVED** state only. Thus, any unsaved changes will **NOT** be contained in the export file.

Cancel Download

Exporting translated instrument PDFs

Option 1: Export all (blank) instrument PDFs for a language (Languages tab)

ID	Display Name	Edit	Active	Base Language ?	Fallback ?	RTL ?	Actions
en	English	 	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	  
es	Spanish	 	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	  

1









Option 2: Export a translated (blank) PDF for an individual instrument (Forms/Surveys tab)

Note: Instruments without translations will be rendered in the default language

LanguagesForms/SurveysAlertsMiscUser InterfaceSettingsSave Changes

Select a language: * EnglishSpanish

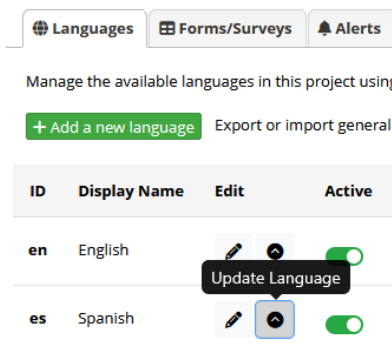
Use this page to manage which instruments will be translated, separately in data entry and survey modes. Furthermore, use it to navigate to the various sub-pages, such as field exclusions (default language only), or translations of field items (labels, etc.), survey settings (title, instructions, etc.) and ASI emails.

Instrument	Data Entry	Survey	Fields	Survey Settings	ASIs	Export
Participant Information	<input type="checkbox"/>	<input type="checkbox"/>	 Translate	—	—	<div>Download PDF of instrument(s)</div>  
Screening	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 Translate	 Translate	 Translate	 

2

Importing (updated) translations

1. Click the **Update Language** button in the corresponding row in the languages table
2. The Update Language dialog will inform about the linkage/subscription to a system language (when applicable)
3. Choose an update source and what to import
4. Set import options
5. Click Update to perform the import (or synch) operation



The screenshot shows the 'Languages' tab in the REDCap interface. It contains a table with columns: ID, Display Name, Edit, and Active. There are two rows: 'en' (English) and 'es' (Spanish). The 'es' row has an 'Update Language' button highlighted with a red circle and the number 1.

ID	Display Name	Edit	Active
en	English		
es	Spanish		

Update Language — [es: Spanish]

⚡ Automatically updated UI translations

🌐 System Language: Spanish

ℹ Use the *Edit Language* dialog to change the subscription status.

Update this language ...

☐ by syncing with a system language

Spanish

– or –

☐ by importing from a file (JSON, CSV, or INI)

Browse... No file selected.

Include the following:

☐ Translations of user interface items*

*Note: This option may be locked by an administrator

☒ Translations of project-specific items*

*These include: fields, survey settings, ASIs, alerts, missing data code labels, ...

Import options:

☒ Keep existing translations

☐ Overwrite existing translations

☐ ⚠ Allow blank values to overwrite existing translations

Cancel

Update

Other MLM settings / Translation snapshots

There are a number of options available under the **Settings** tab, such as the option to ...

1. **Highlight untranslated text** (this is useful during development as a visual check for items missing translations in the set language on data entry form and surveys)
2. Attempt to **auto-detect** the language to initially use from the browser
3. **Disable multi-language** support in the project (useful for troubleshooting)
4. **Create Snapshot** (this will archive a ZIP with export files for all languages – these can be used to restore or backup all project language)

The screenshot shows the REDCap Settings tab with the following options:

- 1** Highlight untranslated text on **Data Entry** pages that should be translated (toggle off)
- 2** Highlight untranslated text on **Survey** pages that should be translated (toggle off)
- 3** Attempt to match initially displayed language with preferred languages set in web browsers (toggle on)
- 4** Disable (i.e. turn off) multi-language support for this project (toggle off)













Translation Snapshots

A snapshot of your current translation settings (all translations and settings for all languages) can be saved and stored by clicking the 'Create Snapshot' button on this page. All snapshots can be accessed and downloaded at any time from the table below (click the 'Show/Hide Snapshots' link to toggle display of the table). There is no limit to how many snapshots can be created. Creating a snapshot can be useful to allow you to revert your translations back to a specific point in time, if desired, by downloading the snapshot (a ZIP file) and re-importing the individual files (one per language) contained in it. Note that restoring this way will be based on a *best effort* scheme, as the underlying project structure may have changed since the snapshot was created.

[Create Snapshot](#) [Show/Hide Snapshots](#) (☐ Show deleted snapshots)


Creative Use Case: Using MLM to change the options for form completion status field




1. Add the default English language
2. Choose the option 'by creating the language from scratch' for language initialization.
3. Give the new language ID and display name, e.g. custom.
4. Set both language as active and choose English as the default language

ID	Display Name	Edit	Active	Base Language ?	Fallback ?	RTL ?	Actions
custom	Custom	 		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	  
en	English	 		<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	  

Creative Use Case: Using MLM to change the options for form completion status field

4. Under 'Forms/Surveys', click translate next to the form that you would like to change the options for the form status field.
5. Find the form status field and add the new options in the translation boxes.

 *Choices translation:*

Form Status	Translation
0	<p>Default text:  Incomplete</p> <p>Missing</p>
1	<p>Default text:  Unverified</p> <p>Pending</p>
2	<p>Default text:  Complete</p> <p>Complete</p>

6. Remember to click 'Save changes' after each step.

Creative Use Case: Using MLM to change the options for form completion status field

Field Type: Multiple Choice - Radio Buttons (Single Answer)

Field Label ☐ Use default label

Language Force

Choices (one choice per line) [Use the Choices Editor](#)

en, English
custom, Custom

Action Tags / Field Annotation (optional)

@LANGUAGE-FORCE='custom'

[Learn about @ Action Tags](#) or [using Field Annotation](#)

7. Open the online designer, add the action tag @LANGUAGE-FORCE='custom' to any field on the form that you just 'translated'. Click save.
8. The 'translated' options will be shown on the form.

Form Status

Complete? Missing

Lock this instrument?

If locked, no user will be able to modify this instrument for this record until someone with Instrument Level Lock/Unlock privileges unlocks it.

[Save & Exit Form](#) [Save & ...](#)

THANKS!

Acknowledgement:

Slides adapted from 'Multi-Language Management - An End-User's Guide' by Günther Rezniczek, Marien Hospital Herne - University Hospital of Ruhr-Universität Bochum, Germany