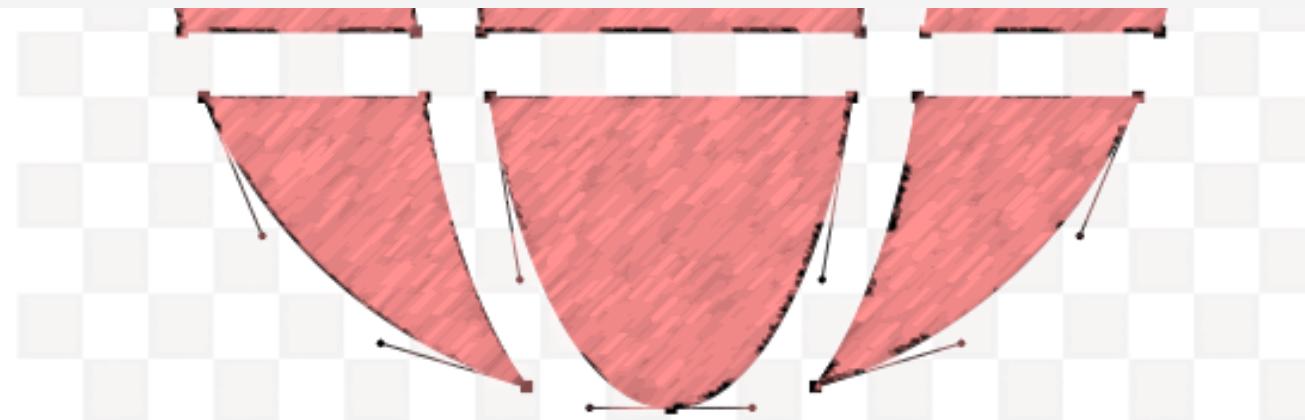
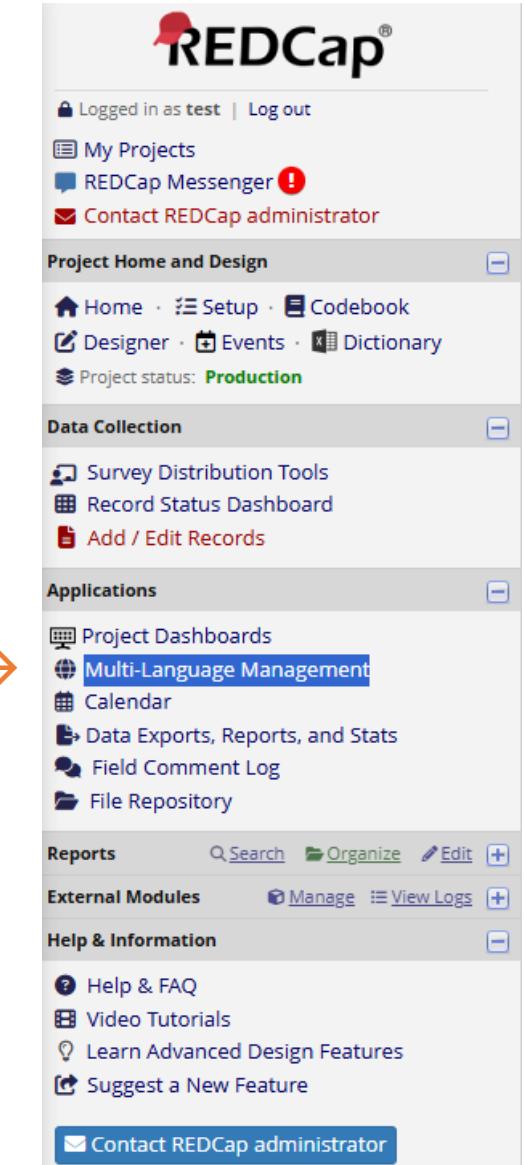


# MULTI-LANGUAGE MANAGEMENT



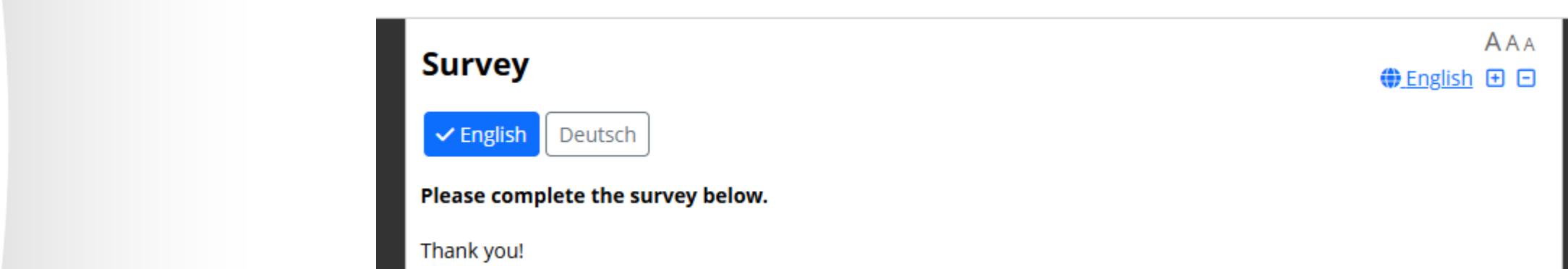
# Multi-Language Management (MLM)

- Provides the ability to present REDCap data entry interfaces (surveys, data entry forms) in multiple languages
  - Data Entry Pages, Survey Settings
  - Questions/Choices (Data Dictionary)
  - Missing Data Codes
  - ASIs and Alerts & Notifications
  - PDFs & eConsent
  - MyCap
- Compatible with piping, field embedding, branching logic, ...

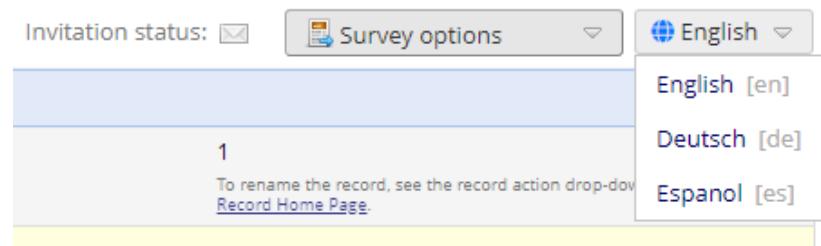


# How does it look?

- On survey pages, survey respondents will see a language selection menu:
  - Expanded on first visit (left, below survey title)
  - Condensed on later visits (top right, next to the text size controls)
  - Switching between languages happens in real-time and does not affect data entry



- Data entry users have the ability to switch among languages via the language menu at the top right of a data entry form



# How does it work? – Basic concepts

- There are **two** translation domains for each language:

## User interface translations

i.e., all the strings that are displayed by REDCap in the context of data entry or surveys. Their (project-specific) default values are set by the REDCap admin.

## Project-specific translations

i.e., 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.

*Think of these as the REDCap instance's library of UI translations that projects can use to get started*

Admins can provide UI translations in the form of  
**SYSTEM LANGUAGES**

Projects can override user interface items (when allowed by admins)

- In projects, everything is **opt-in** (i.e., MLM will only translate what is specifically enabled / provided)!

# Getting started with MLM in projects

---

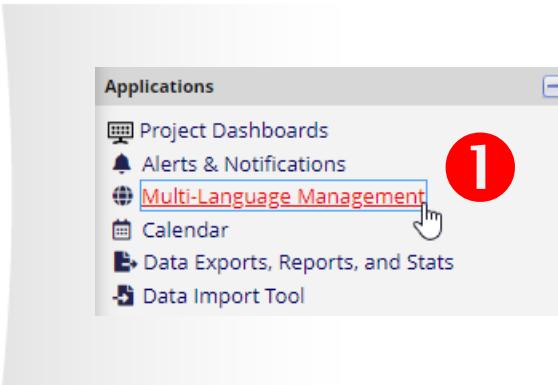
- Depending on the global MLM settings, there are up to **three** methods for initializing project languages:
  1. Initializing from the available MLM system languages (**preferred**)
  2. Importing from an existing file (.csv, .json, .ini)
  3. Building from scratch (**not recommended**)
- Set up **all languages** a user/survey respondent should be able to choose from
- Then, data dictionary (and other items) can be translated
  - Directly on the project's MLM setup page
  - Offline (by a professional translator)
    1. Export all items that need to be translated
    2. Import the translations

**Note:**

- The MLM setup page is locked in **production** projects
- In order to edit translations, switch to draft mode first
- Only one user may edit MLM settings at a time.

# Adding languages to projects (1)

1. Bring up the **Multi-Language Management** page by clicking the link in the **Applications** menu
2. Click the **Add a new language** button



**Note: Project Design user rights are required to be able to access the MLM setup page (this may change in future versions)**

**Multi-Language Management** [End Users' Guide \(PDF\)](#) [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** 2

Currently, there are no languages set up in this project.

# Adding languages to projects (2)

3. Choose one of the option to initialize a new language (depending on the availability of system languages and restrictions imposed by the REDCap admins, not all options may be available\*):

- Initialize **from available system languages**  
with or (if not enforced) without automatic updates  
*(when available, this is usually the preferred way)*
- Initialize **from a file**  
using only UI strings, project-specific items, or both
- Initialize **by creating the language from scratch**

4. Click **Continue** to proceed to the next step

\* On some installations, admins may, e.g., restrict project languages to a set of centrally maintained languages. In this case, initialization from system languages would be the only available option.

Add New Language

Initialize a new language ...

**3**  **from available system languages**

Deutsch

Keep this language updated automatically\*  
\*Note: This option may be locked by an administrator

- or -

**from a file (JSON, CSV, or INI)**

Choose File No file chosen

Include the following:

Translations of user interface items

Translations of project-specific items\*  
\*These include: fields, survey settings, ASIs, alerts, missing data code labels, ...

- or -

**by creating the language from scratch**

Cancel > Continue **4**

# Adding languages to projects (3)

5. Finally, enter (or change if not already set) the *ID\** and the *Display Name\*\**. Optionally, a *Sort Override* can be specified
6. Click the **Add Language** button to add the language to the project

Further options to control (and update) languages are available on the languages table

\* The language ID should ideally correspond to the ISO 639-1 code for that language, optionally followed by an ISO 3166-1 country code. This will facilitate automatic detection of browser language for survey respondents.

When **MyCap** is enabled, a matching ID to one of the languages supported in MyCap is essential

\*\* When AI Services are enabled, the display name and language ID will govern AI-assisted translation

Note: Please ensure you are using a Language ID from the list if you wish to utilize a specific language in the MyCap app. [\[Hide List\]](#)

You may click on the Language ID from the list below to populate in the Language ID and Language Display Name.

| ID    | Display Name         |
|-------|----------------------|
| en-US | (American) English   |
| it-IT | Italian              |
| zh-CN | Simplified Chinese   |
| hi-IN | Hindi                |
| es-ES | Spanish              |
| ar-SA | Arabic               |
| fr-FR | French               |
| bn-BD | Bengali              |
| pt-BR | Brazilian Portuguese |

| ID     | Display Name       |
|--------|--------------------|
| ur-PK  | Urdu               |
| ja-JP  | Japanese           |
| pa-IN  | Punjabi            |
| de-DE  | German             |
| ko-KR  | Korean             |
| fil-PH | Tagalog (Filipino) |
| vi-VN  | Vietnamese         |
| ht-HT  | Haitian Creole     |
| uk-UA  | Ukrainian          |

**Add New Language**

**Language ID**

de ✓

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**

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**

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)**

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

Cancel + Add Language

# Managing languages in projects (1)

1. Turn on/off languages by setting their **Active** state
2. Set a language to represent the **Base Language** or to serve as **Fallback** (this will be explained in detail later)
3. Specify, whether a it's a right-to-left (**RTL**) language
4. Enable languages for use in the **MyCap** app (check that language IDs match MyCap-supported languages). This option is only available when MyCap is in use
5. Don't forget to **save** your changes (an orange save button/orange strip signals that there are unsaved changes)

**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.](#)

[End Users' Guide \(PDF\)](#) [VIDEO: How to use Multi-Language Management](#)

| Languages | Forms/Surveys | MyCap                               | Alerts                | Misc                  | User Interface           | Settings                 | Save Changes |
|-----------|---------------|-------------------------------------|-----------------------|-----------------------|--------------------------|--------------------------|--------------|
| en        | English       | <input checked="" type="checkbox"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>5</b>     |
| de-DE     | Deutsch       | <input checked="" type="checkbox"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |              |

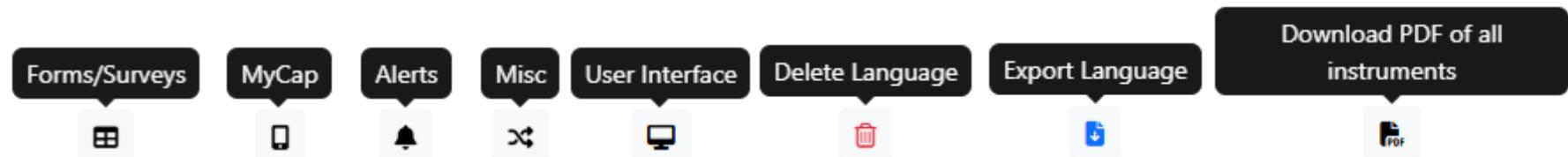
Manage the available languages in this project using the table and options below. [Learn more.](#)

+ Add a new language Export or import general settings :

| ID    | Display Name | Edit                                | Active                              | Base Language                    | Fallback                         | RTL                      | MyCap                    | Actions |
|-------|--------------|-------------------------------------|-------------------------------------|----------------------------------|----------------------------------|--------------------------|--------------------------|---------|
| en    | English      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="checkbox"/> | <input type="checkbox"/> | ...     |
| de-DE | Deutsch      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> | ...     |

# Managing languages in projects (2)

6. Use the **Action** buttons to go to editing subsection or to perform various operations on a language:



- Get to the edit screens for **Forms/Surveys**, **MyCap** (when enabled in the project), **Alerts**, **Misc** (this includes, e.g., Missing Data Codes and Protected Email Mode), and **User Interface** (this also indicates subscription and linkage status of languages to system languages: black – no linkage, red – based upon a system language, red with flash – subscribed)
- **Delete** a language
- **Export** a language (see section on exporting and importing)
- Download a translated **PDF** of all instruments

| ID    | Display Name | Edit | Active | Base Language | Fallback | RTL | MyCap | Actions |
|-------|--------------|------|--------|---------------|----------|-----|-------|---------|
| en    | English      |      |        |               |          |     |       | 6       |
| de-DE | Deutsch      |      |        |               |          |     |       |         |

# Managing languages in projects (3)

7. To edit or update a language, use the edit (  ) and update (  ) buttons

| ID    | Display Name | Edit  | Active   | Base Language   | Fallback  | RTL   | MyCap   | Actions   |
|-------|--------------|---|--|---|---|---|---|---|
| en    | English      |   |  |  |  |  |  |    |
| de-DE | Deutsch      |   |  |  |  |  |  |    |

7

## ■ Use Edit

- To change a language's ID (ISO code) or display name
- To view/edit its notes
- To change the sort order
- To control its subscription status (only available when the language was initialized from a system language); this item may be locked depending on system settings; the current subscription status is indicated at the top

Edit Language — [ en: English ] X

Automatically updated UI translations

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

**Note:** Please ensure you are using a Language ID from the list if you wish to utilize a specific language in the MyCap app. [\[Show List\]](#)

**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).

**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)**

1

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

**Subscription Status** — System Language: English

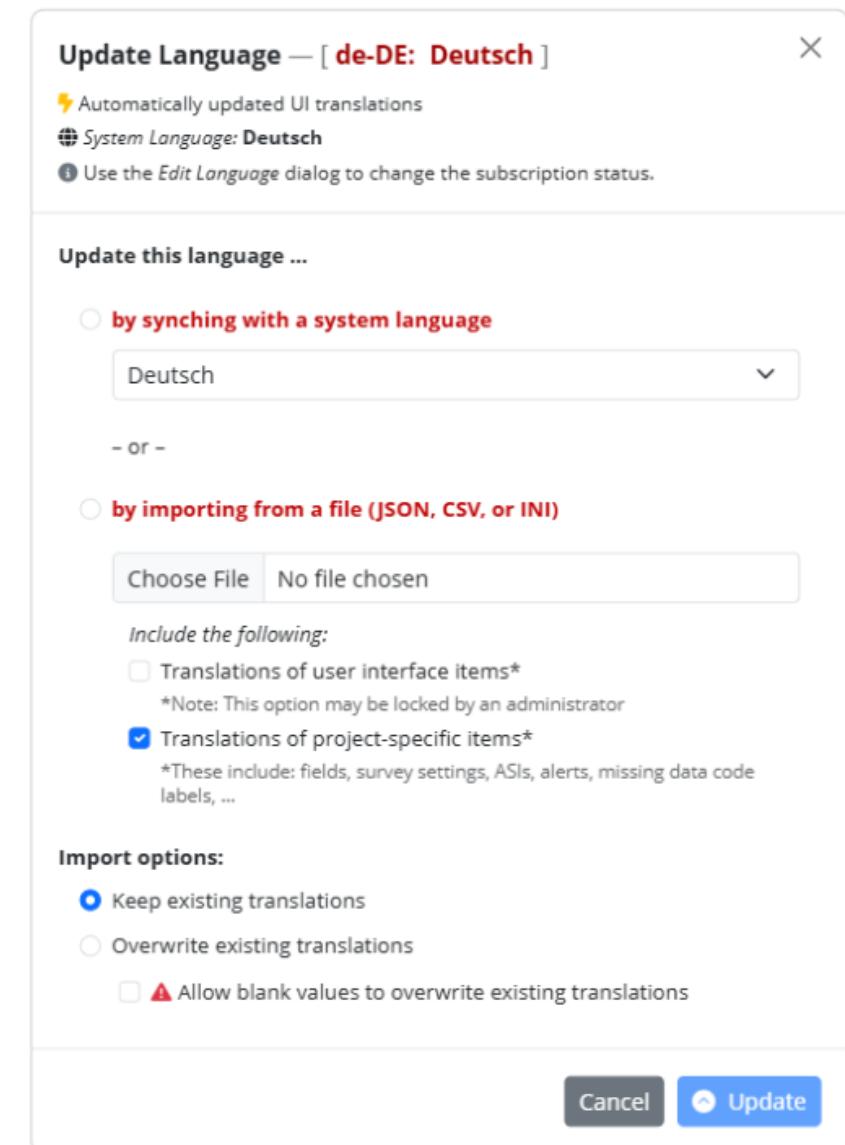
Keep this language updated automatically\*

\*Note: This option may be locked by an administrator

Cancel **Apply Changes**

# Managing languages in projects (4)

- Use **Update** to update or adding translations by importing them from a file:
  - Use any type of source file to import User Interface translations
  - Use a previous translation export from this project that has had translations added or edited
  - Unless specifically set to overwrite, imports are purely additive, and thus it is safe to import partial files, e.g., exports for a single instrument only, or files from a library with User Interface translations



# Managing languages in projects (5)

## 8. Optional: Designate a **Language preference field**.

For certain operations and under some circumstances, REDCap cannot deduce the appropriate language to use. These are essentially all server-side processes that are decoupled from direct user interaction (and availability of a browser cookie), such Automated Survey Invitations or Alerts and PDFs that are rendered with a delay. In such cases, the value of the language preference field, if available, will be used to set the language

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

### (Optional) Designate a field for storing language preference

Use this feature to set a field to serve as a source for a participant's language preference that is used whenever no other source (such as a browser cookie from a previous visit) is available. This field must be a radio or dropdown field with choices each matching a language ID from the table above. Alternatively, a text box field with no field validation can be used. The value of this field can be set manually through data entry/data import or with the @LANGUAGE-CURRENT-FORM/SURVEY action tags. When a designated field has been set, its value will dictate the language initially shown when a survey respondent visits a survey page for the first time, as well as, importantly, the language used for server-side processes where no other source of language preference is available, such as when rendering Automated Survey Invitations, Alerts, and PDFs.

8 Language preference field:

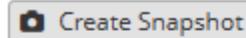
Text box fields are denoted with [T] while radio and dropdown fields are denoted with [R] and, in case they include all language keys, are highlighted with a green background.

**NOTE:** Similar to a designated email field, when this field exists on multiple events in longitudinal projects, on a repeating instrument, or on a repeating event, the field's value will be synchronized across all instances/events so that changing it in one location will change the value across all events/instances where the field appears.

# Managing languages in projects (6)

9. Use the **Create Snapshot** facility to create backups of all languages in a project
  - Snapshots can be created on demand during the development phase of a project
  - When a project is moved to PRODUCTION and each time drafted changes are committed, a snapshot is made automatically
  - Snapshots are ZIP archives of all possible exports – their individual files can be imported back
  - Snapshots can be deleted

9



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.

**Note**, when creating a snapshot, it will always reflect the currently *saved* state. Thus, any unsaved changes will **not** be included in the snapshot. Furthermore, when the project status is **PRODUCTION**, snapshots will **not** contain any drafted changes. However, each time draft changes are approved, or when initially moving to production, a snapshot is created automatically.

[Show/Hide Snapshots](#) ( Show deleted snapshots)

| Timestamp           | Created by            | Actions |
|---------------------|-----------------------|---------|
| 2025-07-07 22:18:04 | gr (Günther Reznicek) |         |

# Understanding Base Language and Fallback

| ID | Display Name | Edit | Active | Base Language                    | Fallback                         | RTL                      | MyCap                               | Actions |
|----|--------------|------|--------|----------------------------------|----------------------------------|--------------------------|-------------------------------------|---------|
| en | English      |      |        | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |         |
| de | Deutsch      |      |        | <input type="radio"/>            | <input type="radio"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |         |

The **Base Language** ...

- should **match** the project language (i.e., the language in which user interface elements, such as menus and dialog messages are displayed; this is set by a REDCap admin)
- usually (*but not necessarily*) is the language used during project design, i.e., the language used for all data dictionary items, survey settings, ASI/alert messages, missing data code labels, ...

**If this is not matching the project UI language**, then a corresponding language should be added and set as “Base Language” (but it can be set as inactive).

The **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, the Language.ini file configured for the project).

# Translating project items

1. Click on a tab or the corresponding icon in the languages table

The screenshot shows the 'Languages' section of the REDCap project settings. At the top, there are tabs for 'Languages', 'Forms/Surveys' (which is highlighted with a blue border), 'MyCap', 'Alerts', 'Misc', 'User Interface', 'Settings', and a 'Save Changes' button. Below the tabs, a message says 'Manage the available languages in this project using the table and options below.' followed by a 'Learn more.' link. The main area is a table with columns: ID, Display Name, Edit, Active, Base Language, Fallback, RTL, MyCap, and Actions. There are two rows: one for 'en' (English) which is active and set as the base language, and one for 'de-DE' (Deutsch) which is inactive. A tooltip for the 'Forms/Surveys' tab is displayed over the 'Actions' column for the Deutsch row, showing icons for edit, delete, and PDF.

| ID    | Display Name | Edit | Active | Base Language | Fallback | RTL | MyCap | Actions |
|-------|--------------|------|--------|---------------|----------|-----|-------|---------|
| en    | English      |      |        |               |          |     |       |         |
| de-DE | Deutsch      |      |        |               |          |     |       |         |

- **Forms / Surveys** (fields, survey settings, ASIs, survey queue customizations)
- **MyCap** (MyCap-related items; only shown when MyCap is enabled in the project)
- **Alerts**
- **Misc** (Missing Data Codes, PDF customizations, Protected Email customizations)
- **User Interface** – UI strings are usually set from a system language, but there can be project-specific overrides, unless such overrides have been disallowed by a REDCap admin:

This is a subscribed system language. Therefore, user interface items cannot be edited.

# Forms/Surveys (base language)

1. On each language's 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 other languages' tabs)

**Note**, a common pitfall is to forget to enable languages for individual instruments (separately for data entry forms and surveys)!

The screenshot shows the REDCap 'Languages' page with the following interface elements:

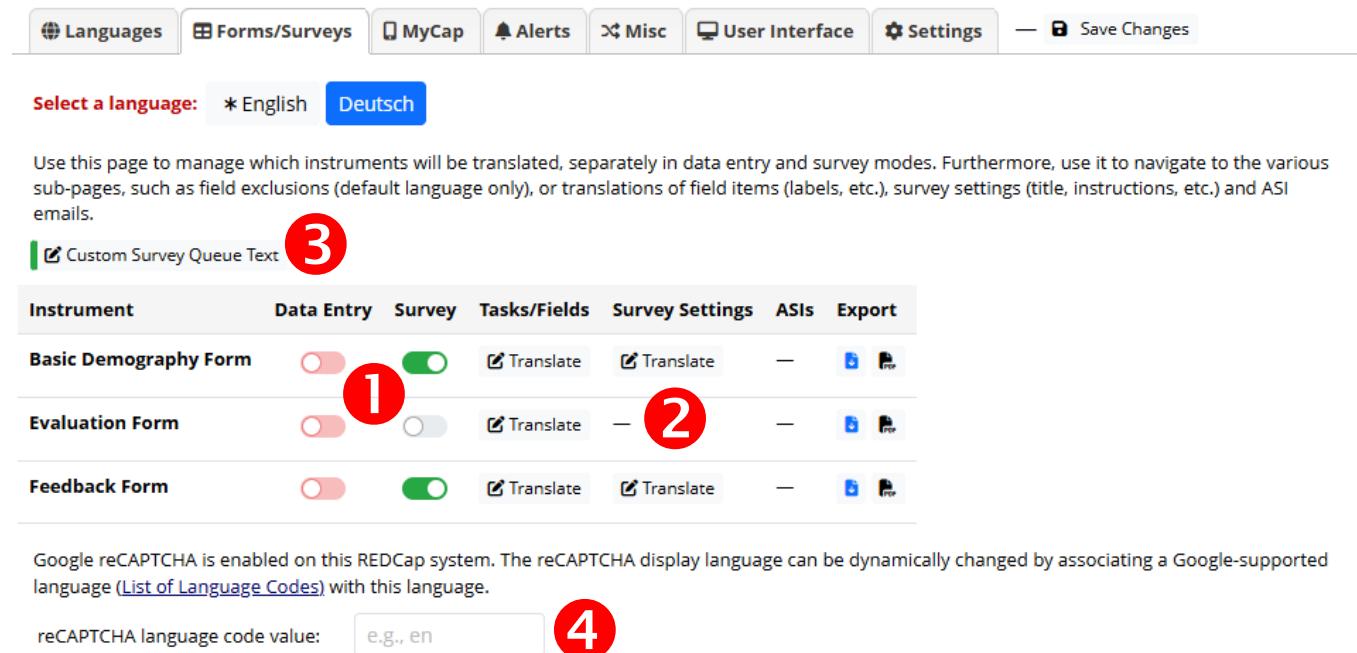
- Top Navigation:** Languages, Forms/Surveys (highlighted), Alerts, Misc, User Interface, Settings, Save Changes.
- Section Header:** Click a button below to select a language to translate:
- Language Buttons:** \* English (highlighted with red circle 2), Deutsch.
- Info Box:** This is the default language. 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.
- Instrument Table:**

| Instrument            | Data Entry                          | Survey                              | Fields                                      | Survey Settings                               | ASIs  |
|-----------------------|-------------------------------------|-------------------------------------|---|---|---|
| Basic Demography Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Exclude | <input checked="" type="checkbox"/> Translate | <input checked="" type="checkbox"/> Translate |
| Second Form           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Exclude | <input checked="" type="checkbox"/> Translate | —   |
| PDF                   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Exclude | —   | —   |
- Buttons:** A red circle labeled 1 points to the 'Exclude' checkbox under the 'Fields' column for the 'Basic Demography Form'. A red circle labeled 3 points to the 'Fields' column header. A red circle labeled 2 points to the 'English' language button.

# Forms/Surveys (other languages)

1. On each language's tab, control whether this language is available for selection, separately for data entry forms and surveys
2. Depending on whether an instrument is enabled as a survey, **Translate** buttons are available for Fields (and Tasks, if MyCap is enabled), Survey Settings, and ASIs
3. When the Survey Queue is enabled with custom texts, these can be translated here
4. For Google reCAPTCHA-enabled surveys, each language should be linked to a Google-supported language code

**Note**, a common pitfall is to forget to enable languages for individual instruments (separately for data entry forms and surveys)!



The screenshot shows the REDCap 'Languages' configuration page. At the top, there are tabs for Languages, Forms/Surveys, MyCap, Alerts, Misc, User Interface, and Settings, with 'Save Changes' on the right. Below this, a section titled 'Select a language:' shows 'English' as the default and 'Deutsch' as the current selection. A note explains the purpose of the page: "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." A green button labeled 'Custom Survey Queue Text' is highlighted with a red circle containing the number 3. The main table lists three instruments: 'Basic Demography Form', 'Evaluation Form', and 'Feedback Form'. Each row has a toggle switch for Data Entry (red for English, green for Deutsch), a toggle switch for Survey (red for English, green for Deutsch), and two 'Translate' checkboxes (both checked). The 'Evaluation Form' row is circled with a red circle containing the number 1. The 'Feedback Form' row is circled with a red circle containing the number 2. At the bottom, a note states: "Google reCAPTCHA is enabled on this REDCap system. The reCAPTCHA display language can be dynamically changed by associating a Google-supported language ([List of Language Codes](#)) with this language." A text input field for 'reCAPTCHA language code value:' with 'e.g., en' is shown, circled with a red circle containing the number 4.

| Instrument            | Data Entry | Survey     | Tasks/Fields                                  | Survey Settings                               | ASIs | Export               |
|-----------------------|------------|------------|---|---|------|----------------------|
| Basic Demography Form | OFF (Red)  | ON (Green) | <input checked="" type="checkbox"/> Translate | <input checked="" type="checkbox"/> Translate | —    | <a href="#">Link</a> |
| Evaluation Form       | OFF (Red)  | OFF (Grey) | <input checked="" type="checkbox"/> Translate | —   | —    | <a href="#">Link</a> |
| Feedback Form         | OFF (Red)  | ON (Green) | <input checked="" type="checkbox"/> Translate | <input checked="" type="checkbox"/> Translate | —    | <a href="#">Link</a> |

Google reCAPTCHA is enabled on this REDCap system. The reCAPTCHA display language can be dynamically changed by associating a Google-supported language ([List of Language Codes](#)) with this language.

reCAPTCHA language code value: e.g., en

# Forms/Surveys – Fields

1. Use the **Go to field** dropdown to quickly navigate to a specific field
2. Enter translations. When appropriate, a **Rich Text Editor** button is available
3. Indicators reflect the translation status of items/subitems (green = complete)

## Hints:

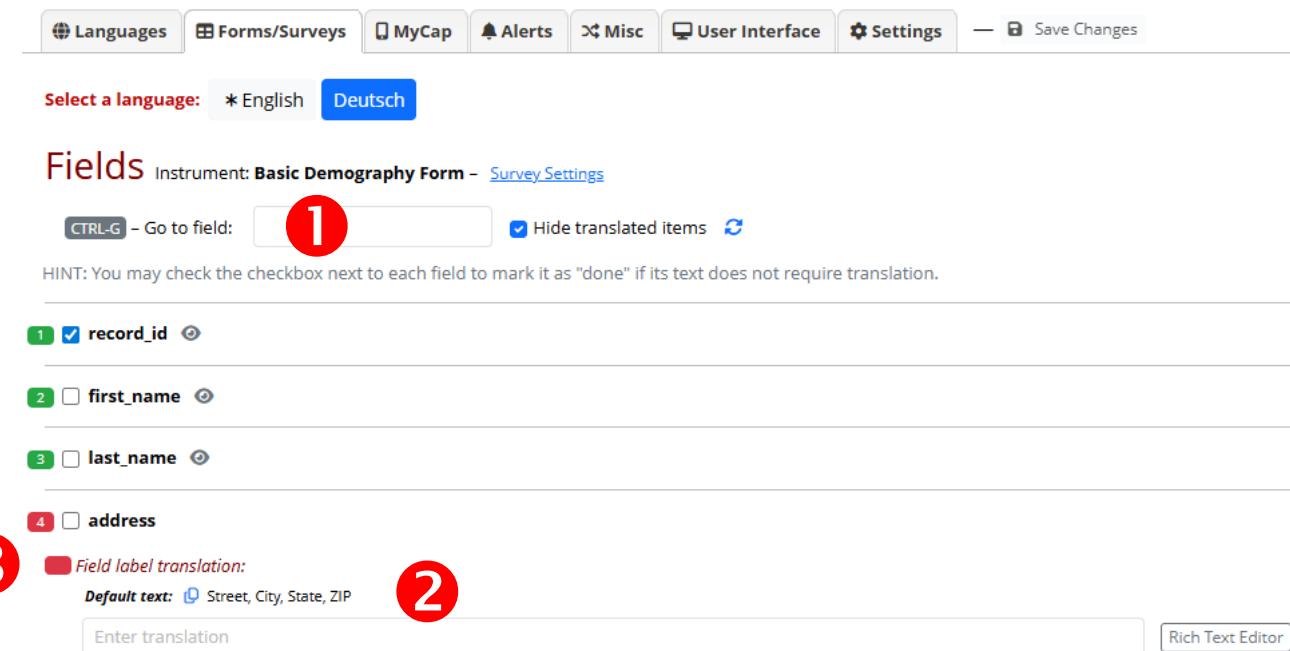
- The copy icons next to the default text can be used to quickly copy/paste them to translation tools
- In case an item changes after having been translated, this will be indicated by an orange marker



5  consent

**Field label translation:**

**Default text:**   I consent to taking part in this study  
Ich willige ein, an der Studie teilzunehmen



Select a language: \* English Deutsch

**Fields** Instrument: Basic Demography Form – [Survey Settings](#)

CTRL-G – Go to field:  1  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 <input checked="" type="checkbox"/> record_id        |
| 2 <input type="checkbox"/> first_name                |
| 3 <input type="checkbox"/> last_name                 |
| 4 <input type="checkbox"/> address                   |
| 5 <input type="checkbox"/> consent                   |
| 6 <input type="checkbox"/> Field label translation:  |
| 7 Default text:  Street, City, State, ZIP            |
| 8 Enter translation   |
| 9 Rich Text Editor  |

# Forms/Surveys – Survey settings

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

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)

The screenshot shows the REDCap Survey Settings page for the 'Basic Demography Form'. The top navigation bar includes 'Languages', 'Forms/Surveys' (selected), 'MyCap', 'Alerts', 'Misc', 'User Interface', 'Settings', and a 'Save Changes' button.

**Select a language:** \* English   Deutsch

**Survey Settings** Instrument: **Basic Demography Form** - [Fields](#)

**Survey Title and Prompts**

**Translation of the survey title:**  
Default text: Basic Demography Form 1  
Basisdemografie-Formular

**Translation of the survey instructions:**  
Default text: <p><strong>Please complete the survey below.</strong></p><p>Thank you!</p>  
Enter translation Rich Text Editor

**Translation of the survey completion text:**  
Default text: <p><strong>Thank you for taking the survey.</strong></p><p>Have a nice day!</p>  
Enter translation Rich Text Editor

# Forms/Surveys – ASIs

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

Note, ASIs for each event need to be translated separately →

**1**

ASIs Instrument: Basic Demography Form - [Fields](#) | [Survey Settings](#)

Event 1 (event\_1\_arm\_1)

Language-specific sender display name:  
Default text: [Empty](#) -

Enter translation

Translation of the email subject:  
Default text: [Screening Invitation](#)

Enter translation

Make sure to faithfully replicate →  Translation of the message body:

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

Enter translation

**2**

Rich Text Editor

# MyCap settings (1)

The screenshot shows the 'Languages' tab selected in the top navigation bar. A message at the top right says 'Nothing to translate for the **Base Language**' with a yellow arrow pointing down to a note about the base language. Below the tabs, a note states: 'This is the base language. There are no items on this tab that can be edited for the base language. Please choose another language.'

Select a language: \* English Deutsch

App Title & Baseline Date Task    About    Contacts    Links

This is the base language. There are no items on this tab that can be edited for the base language.  
Please choose another language.

For all other languages:

## my MyCap App Settings

- App title & Baseline Date Task settings
- About pages
- Contacts
- Links

# MyCap settings (2)

MyCap Tasks are translated here

The screenshot shows the REDCap MyCap settings interface. At the top, there is a navigation bar with tabs: Languages, Forms/Surveys, MyCap (which is highlighted with a yellow box and has a yellow arrow pointing down to it), Alerts, Misc, User Interface, Settings, and Save Changes. Below the navigation bar, there is a language selection section with "Select a language: \* English" and "Deutsch". A main text area explains the purpose of the page: "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." Below this text is a table with the following data:

| Instrument          | Data Entry                          | Survey                   | Tasks/Fields                                  | Survey Settings                               | ASIs  | Export |
|---------------------|-------------------------------------|--------------------------|---|---|---|--------|
| Participant Intake  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> Translate | <input checked="" type="checkbox"/> Translate | <input checked="" type="checkbox"/> Translate |        |
| Survey my           | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> Translate | <input checked="" type="checkbox"/> Translate | —   |        |
| Trail Making my     | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> Translate | —   | —   |        |
| Gait and Balance my | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> Translate | —   | —   |        |

# MyCap settings (3)

Task-specific items are treated like regular fields

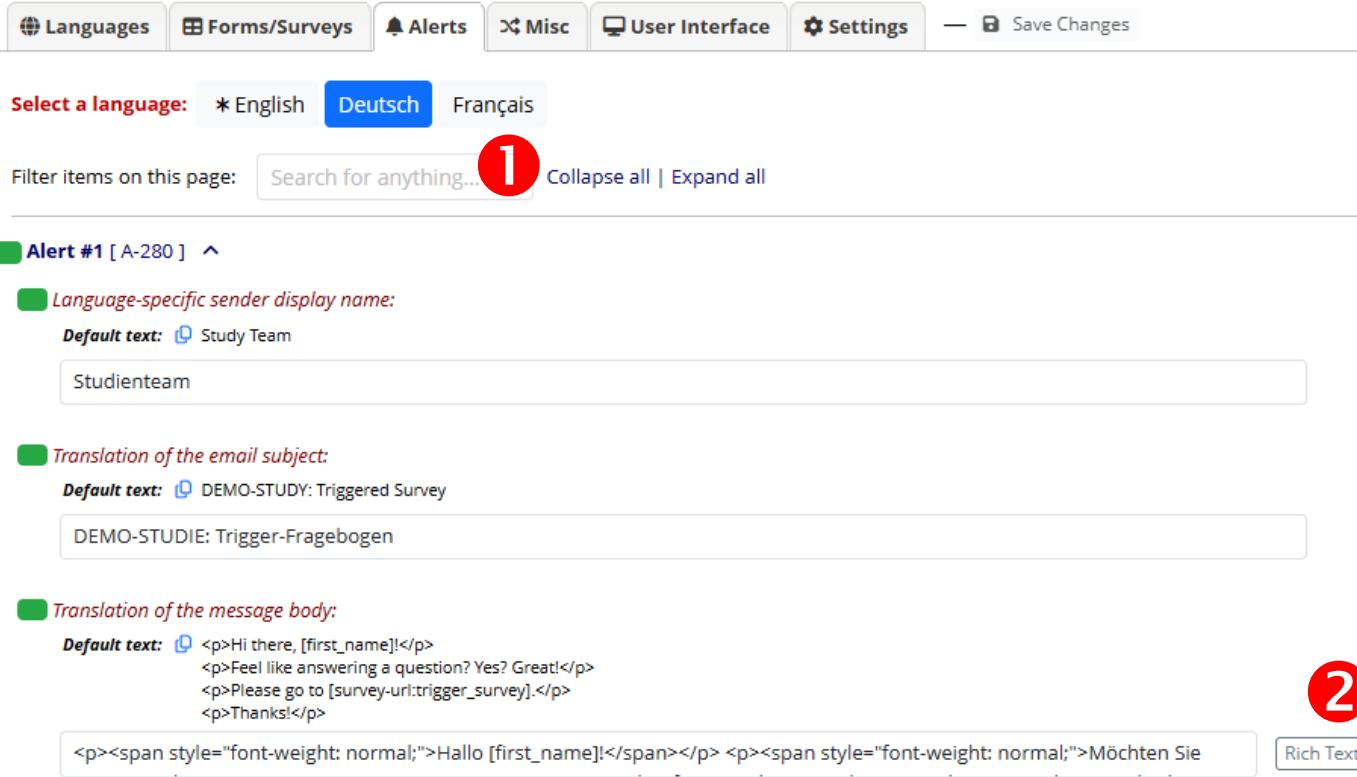
Task fields are hidden (@MC-TASK-...) (as these normally do not need to be translated)

The screenshot shows the REDCap MyCap settings interface. At the top, there is a navigation bar with tabs: Languages, Forms/Surveys, MyCap (selected), Alerts, Misc, User Interface, Settings, and a Save Changes button. Below the navigation bar, it says "Select a language: \* English Deutsch". The main section is titled "Tasks/Fields" with the instrument name "Trail Making". It includes a search bar ("CTRL-G - Go to field: [ ]") and a checkbox for "Hide translated items". A hint message states: "HINT: You may check the checkbox next to each field to mark it as 'done' if its text does not require translation." There are three fields listed: 1) "Task Title" (Default text: Trail Making, value: Trail Making DE). 2) "Intended use description" (Default text: Intended use description for trail making, value: Enter translation). 3) "Trail making instruction" (Default text: Trail making instruction, value: Enter translation). A note at the bottom states: "Note, since this instrument is a MyCap Task, the fields holding task-related data are hidden. You may still reveal them if you wish, but it is generally not recommended to not translate them." A "Reveal Task Fields" button is located at the bottom of this note.

# 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 base language's page! →



The screenshot shows the REDCap interface for managing alerts. At the top, there is a navigation bar with tabs: Languages, Forms/Surveys, Alerts (which is selected), Misc, User Interface, Settings, and a Save Changes button. Below the navigation bar, there is a language selector with English, Deutsch (selected), and Français options. A search bar labeled "Search for anything..." is followed by a red circle with the number 1. Below the search bar, there is a "Collapse all | Expand all" link. The main content area displays "Alert #1 [A-280]". Under this, there is a section for "Language-specific sender display name" with a "Default text" field containing "Study Team" and a translated version "Studienteam". There is also a section for "Translation of the email subject" with a "Default text" field containing "DEMO-STUDY: Triggered Survey" and a translated version "DEMO-STUDIE: Trigger-Fragebogen". Finally, there is a section for "Translation of the message body" with a "Default text" field containing HTML code for a welcome message and a "Rich Text Editor" button with a red circle containing the number 2.

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

# Alerts – Base language special options

1. Individual alerts can be excluded from translation
2. Since alerts may trigger under circumstances when no language can be determined automatically, 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

Select the **base language** to get to this page!

**Select a language:** \* English Deutsch Français

**This is the base language.** Items cannot be edited here, but they can be modified on the *Alerts & Notifications* page. However, you may choose to exclude individual alerts from translation here. **To start or continue translating the base 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-280 | #1    | <input type="checkbox"/> 1 | Language preference field 2 |

# Miscellaneous items

- Missing Data Codes
- PDF customizations
- Protected Email customizations

The screenshot shows the REDCap project settings interface. At the top, there is a navigation bar with tabs: Languages, Forms/Surveys, Alerts, Misc, User Interface, Settings, and Save Changes. The 'Languages' tab is currently selected. Below the navigation bar, there is a section titled 'Select a language:' with three options: English (selected), Deutsch, and Français. A note below the language selection 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.' On the left side of the main content area, there is a text box containing the message: 'For the default language, there → is nothing to translate'. To the right of this text box, there is a large arrow pointing towards the 'Missing Data Codes' section. The 'Missing Data Codes' section has a heading 'Missing Data Code Translations' and a table with three rows. The table columns are 'Code' and 'Translation'. The rows are: 1) NI, Default text: No information, Enter translation (text input field). 2) INV, Default text: Invalid, Enter translation (text input field). 3) UNK, Default text: Unknown, Enter translation (text input field).

For the default language, there →  
is nothing to translate

Tabs will only appear when  
there are customizations set  
outside of MLM. Thus, it is  
not possible to add new text  
using MLM. Only existing  
items can be translated

→

Select a language: \* English Deutsch Français

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.

Missing Data Codes

Missing Data Code Translations

| Code | Translation                                       |
|------|---|
| NI   | Default text: No information<br>Enter translation |
| INV  | Default text: Invalid<br>Enter translation        |
| UNK  | Default text: Unknown<br>Enter translation        |

# Change notification

- Whenever an underlying item changes, 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>                          |   |  | <a href="#">Export</a>        |
| Section header translation:             | Consent Document                                    | Einwilligung   | <a href="#">Accept   Edit</a> |
| Translation of the survey instructions: | ⚠ Please answer the following questions. Thank you! | ⚠ Bitte beantworten Sie die folgenden Fragen. Vielen Dank! | <a href="#">Accept   Edit</a> |
| <i>Français</i>                         |   |  | <a href="#">Export</a>        |
| Translation of the survey instructions: | ⚠ Please answer the following questions. Thank you! | ⚠ Veuillez compléter le sondage ci-dessous. Merci !        | <a href="#">Accept   Edit</a> |

[Accept all translations as still valid](#) [Okay](#)

- These items should be reviewed and edited as needed
- Still valid translations can be accepted as still being valid

# What determines the currently active\* language?

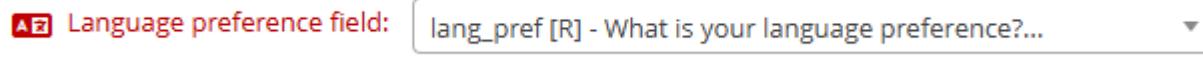
\* i.e., the language a page, email, or PDF is rendered in

Generally:

- A user's (survey respondent's) choice:
  - Set via the language selection widget (or a radio field when used with the @LANGUAGE-SET action tags)
  - On repeat visits through a cookie value (surveys, non-authenticated users) or user setting (data entry pages, authenticated users)
- For survey respondents only, upon first visits, MLM will (if not specified otherwise) try to set a language matching the preferred language set up in their browser

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

When this is not available, e.g., in a process triggered by ASI logic or a data import:

- A field in the project:
  - Set through the **Language preference field** option on the MLM setup page  
A screenshot of a software interface showing a dropdown menu for 'Language preference field'. The menu is titled 'lang\_pref [R] - What is your language preference...'. There are several other options listed in the dropdown, though they are not clearly legible.
  - Its value must correspond to the ID of an *active* language
  - It can be set manually (e.g., on an intake form) or captured into a field with the @LANGUAGE-CURRENT-FORM/SURVEY action tags
  - On data entry forms or surveys, a certain language can be forced with the @LANGUAGE-FORCE action tags

# Setting the initially displayed survey language

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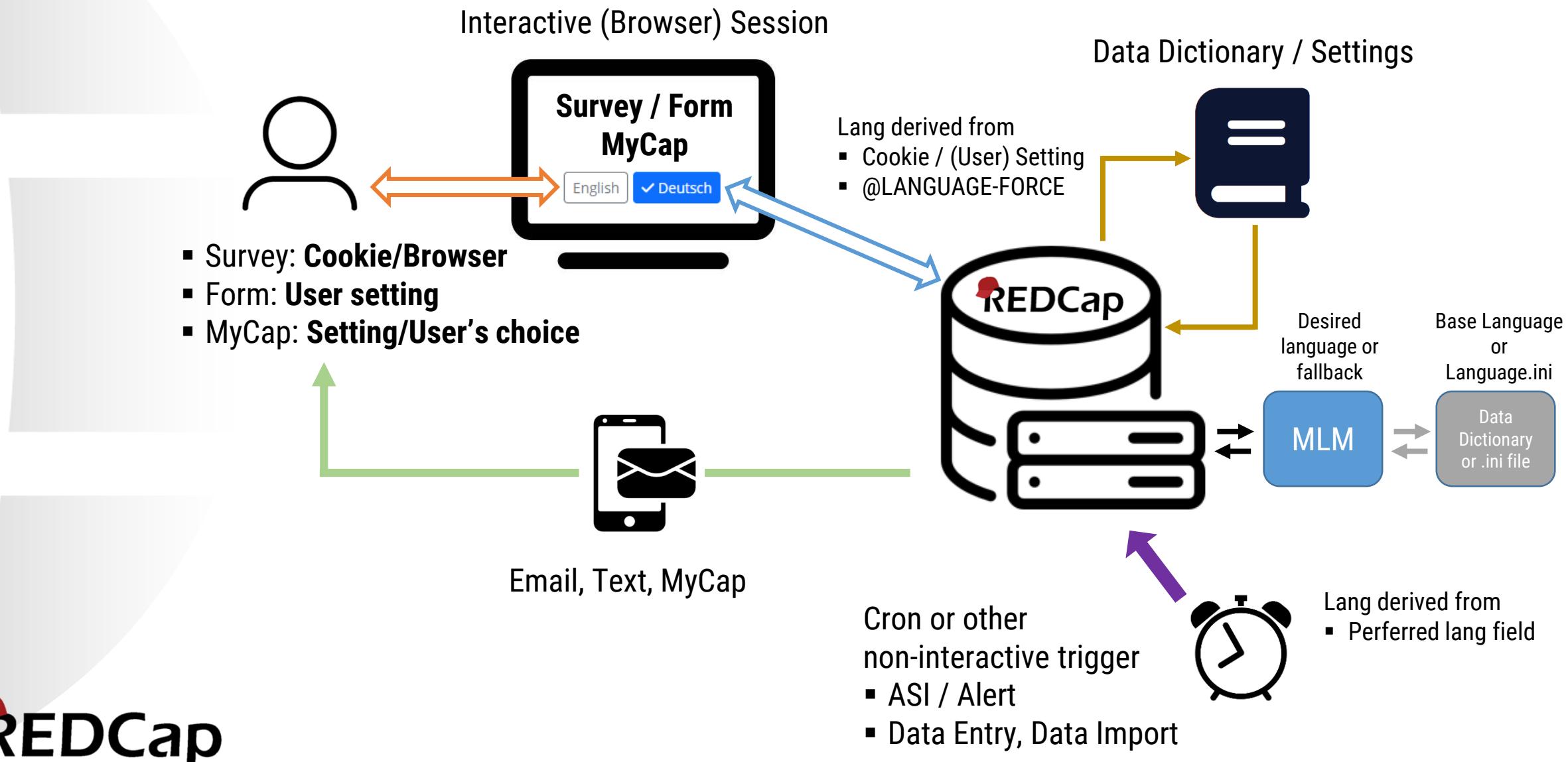
- Generally, the language displayed for survey respondents is governed by a browser cookie that is set when they (first) select a language
- For new visitors, there are several ways to control the initially displayed language
  - Add a field tagged with a **@LANGUAGE-SET** action tag\* to the survey while also populating the field with **@DEFAULT**, setting the desired language ID. This field can be hidden, but when displayed, it should be a radio field and, when capturing the language used by the survey respondent is of interest, have the **@LANGUAGE-CURRENT** action tag applied
  - By adding a parameter (**\_lang** – note the two underscores!) to the survey URL:

**💡 Tip:** It is possible to set the *initially displayed language* of a survey by supplying the URL parameter **\_lang**, which must be set to a valid (active) language id (case-sensitive!). Example: [https://redcap.server.tld/surveys/?s=ABCD1234&\\_lang=es](https://redcap.server.tld/surveys/?s=ABCD1234&_lang=es). When used, this will override both a survey respondent's previous choice (stored in a browser cookie) as well as the language preference field. The **@LANGUAGE-FORCE** action tag will still take precedence, though.

- One of the **@LANGUAGE-FORCE** action tag can be used but will prevent the survey respondent from changing the language

\* More information on MLM-related action tags is presented later

# MLM's language determination algorithm



# Exporting languages (for re-use/offline translation)

1. Click on the **Export** button in the language's row in the languages table (or on the Forms/Surveys tab for a single instrument)
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 | MyCap | Actions         |
|----|--------------|------|--------|---------------|----------|-----|-------|-----------------|
| en | English      |      |        |               |          |     |       | Export Language |
| de | Deutsch      |      |        |               |          |     |       | Export Language |

Export Language — [ de: Deutsch ]

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

*Include the following:*

②  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  
 Translations of MyCap settings

*Export Options:*

③  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** ④

# Exporting translated instrument PDFs

1. Export all (empty) instrument PDFs for a language
2. Export a translated (empty) PDF for an individual instrument
  - Note: Instruments without translations will be rendered in the default language

The screenshot shows the REDCap instrument management interface. At the top, there is a header with tabs: ID, Display Name, Edit, Active, Base Language, Fallback, RTL, MyCap, and Actions. Below this, there are two rows of language entries:

| ID | Display Name | Active                              | Base Language                    | Fallback                         | RTL                      | MyCap                               | Actions   |
|----|--------------|-------------------------------------|----------------------------------|----------------------------------|--------------------------|-------------------------------------|---|
| en | English      | <input checked="" type="checkbox"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <a href="#">Download PDF of all instruments</a> |
| de | Deutsch      | <input checked="" type="checkbox"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <a href="#"> 1</a>                              |

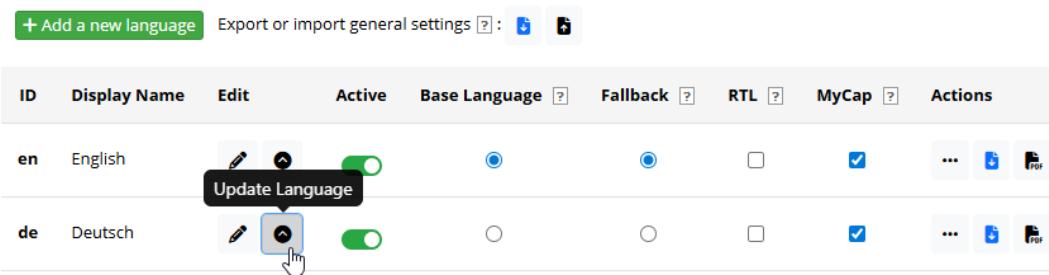
Below the table, there is a "Select a language:" dropdown with options: \* English and Deutsch. A note below the dropdown reads: "Use this page to manage which instruments will be translated, separately in data entry and survey modes. Furthermore, use it to navigate to the various sub-pages, such as field exclusions (default language only), or translations of field items (labels, etc.), survey settings (title, instructions, etc.) and ASI emails."

The screenshot shows the REDCap instrument management interface. At the top, there is a header with tabs: Instrument, Data Entry, Survey, Tasks/Fields, Survey Settings, ASIs, and Export. Below this, there are three rows of instrument entries:

| Instrument         | Data Entry                          | Survey                              | Tasks/Fields                                  | Survey Settings                               | ASIs  | Export  |
|--------------------|-------------------------------------|-------------------------------------|---|---|---|---|
| Participant Intake | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> Translate | <input checked="" type="checkbox"/> Translate | <input checked="" type="checkbox"/> Translate | <a href="#">Download PDF of instrument(s)</a> |
| Survey my          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Translate | <input checked="" type="checkbox"/> Translate | —   | <a href="#"> 2</a>                            |
| Trail Making my    | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> Translate | —   | —   | <a href="#"></a>                              |

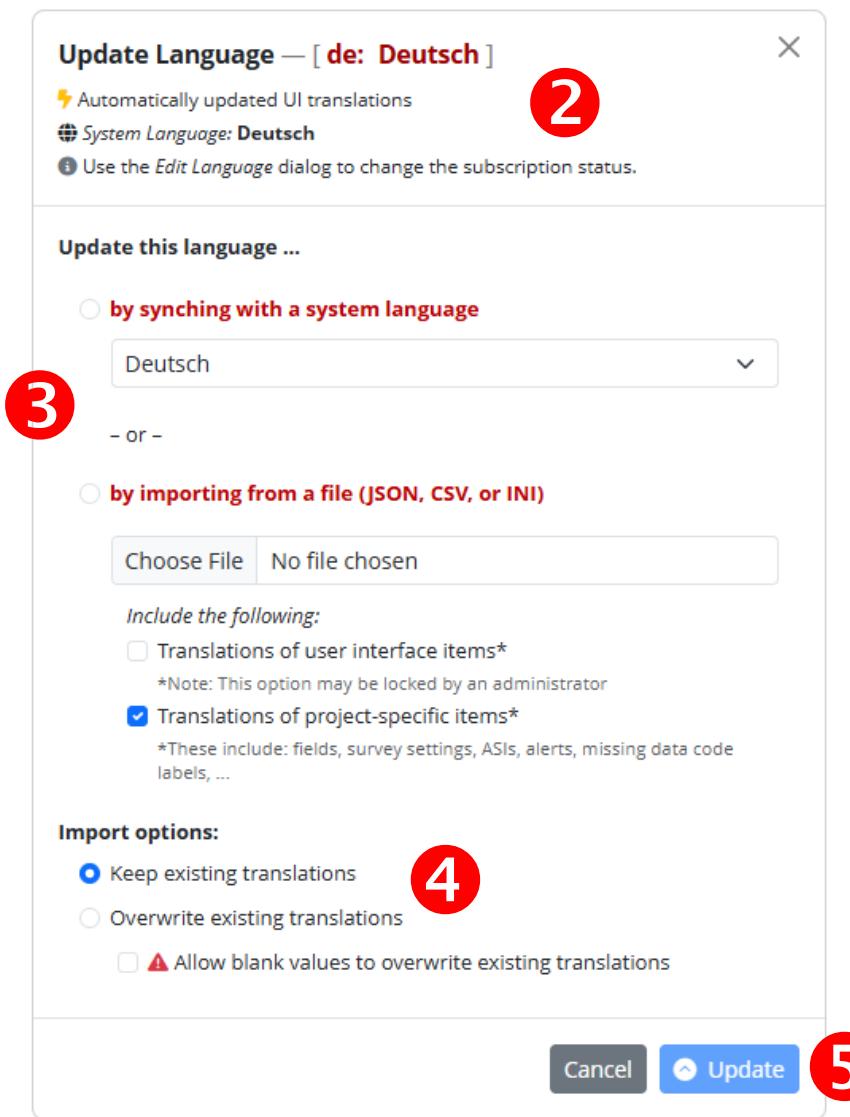
# Importing (updated) translations

1. Click the **Update Language** button in the corresponding row on the Languages tab
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 (choices may be limited depending on system settings)
4. Set import options
5. Click **Update** to perform the import (or sync) operation



|    |              | + Add a new language | Export or import general settings : |               |          |     |       |         |
|----|--------------|----------------------|-------------------------------------|---------------|----------|-----|-------|---------|
| ID | Display Name | Edit                 | Active                              | Base Language | Fallback | RTL | MyCap | Actions |
| en | English      |                      |                                     |               |          |     |       |         |
| de | Deutsch      |                      |                                     |               |          |     |       |         |

1



# Settings tab options

Several settings govern high level behaviors of MLM:

1. The option to **highlight untranslated text**

This is useful during development as a visually check for items missing translations in the set language on data entry form and surveys

2. The option to **attempt to match** the initially displayed language with the preferred language set in the user's or survey respondent's browser

3. The option to **disable** multi-language support in the project

This may be useful during troubleshooting issues, i.e., to exclude tha MLM is causing them



- 1  Highlight untranslated text on **Data Entry** pages that should be translated  
 Highlight untranslated text on **Survey** pages that should be translated

*The options above facilitate translation during project development. For **PRODUCTION** projects, it is recommended to turn off the highlight options.*

- 2  Attempt to match initially displayed language with preferred languages set in web browsers

*When this option is enabled, REDCap will try to match a user's/survey respondent's preferred language, as set in their web browser, to the languages available in this project. Note that for this to work, the languages' IDs **must** match a valid ISO code. Autodetection will only take effect in case the user has not actively chosen a language yet, i.e. on their first visit. [View list of ISO 639-1 language codes](#). [View list of ISO 3166-1 country codes](#).*

- 3  Disable (i.e. turn off) multi-language support for this project

# Action Tags (1)

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|                                 |   |
|---------------------------------|---|
| <b>@LANGUAGE-CURRENT-FORM</b>   | 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.  |
| <b>@LANGUAGE-CURRENT-SURVEY</b> | 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).  |
| <b>@LANGUAGE-FORCE</b>          | 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. |
| <b>@LANGUAGE-FORCE-FORM</b>     | Same as @LANGUAGE-FORCE, but the effect is limited to data entry forms (i.e., this does not affect surveys).  |
| <b>@LANGUAGE-FORCE-SURVEY</b>   | Same as @LANGUAGE-FORCE, but the effect is limited to surveys (i.e., this does not affect data entry forms).  |
| <b>@LANGUAGE-MENU-STATIC</b>    | 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.   |
| <b>@LANGUAGE-SET</b>            | 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).  |
| <b>@LANGUAGE-SET-FORM</b>       | Same as @LANGUAGE-SET, but the effect is limited to data entry forms (i.e., this does not affect surveys).  |
| <b>@LANGUAGE-SET-SURVEY</b>     | Same as @LANGUAGE-SET, but the effect is limited to surveys (i.e., this does not affect data entry forms).  |

# Action Tags (2)

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

- **Use case:**

To capture the language that was active on a form or survey

- **Syntax:**

These action tags do not take any parameters

- **Where to use:**

Apply to a text box field (without validation) or to a radio (or dropdown) field that has choices whose codes match the IDs of the languages

- **Example:**

|   |             |                                   |   |    |         |    |         |
|---|-------------|-----------------------------------|---|----|---------|----|---------|
| 4   | [lang_pref] | What is your language preference? | radio, Required<br><table border="1"><tr><td>en</td><td>English</td></tr><tr><td>de</td><td>Deutsch</td></tr></table> | en | English | de | Deutsch |
| en  | English     |                                   |   |    |         |    |         |
| de  | Deutsch     |                                   |   |    |         |    |         |
| Field Annotation: @LANGUAGE-SET<br>@LANGUAGE-CURRENT-SURVEY |             |                                   |   |    |         |    |         |

# Action Tags (2)

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**@LANGUAGE-SET**

**@LANGUAGE-SET-FORM**

**@LANGUAGE-SET-SURVEY**

- **Use case:**

Set the currently displayed language (on a survey or data entry form) from a field in real-time

- **Syntax:**

These action tags do not take any parameters

- **Where to use:**

Apply to a radio (or dropdown) field only. The choice codes must match the language IDs. Can be combined with a (matching) **@LANGUAGE-CURRENT-X** action tag

- **Example:**

|   |                          |                                   |   |    |         |    |         |
|---|--------------------------|-----------------------------------|---|----|---------|----|---------|
| 4   | <code>[lang_pref]</code> | What is your language preference? | radio, Required<br><table border="1"><tr><td>en</td><td>English</td></tr><tr><td>de</td><td>Deutsch</td></tr></table> | en | English | de | Deutsch |
| en  | English                  |                                   |   |    |         |    |         |
| de  | Deutsch                  |                                   |   |    |         |    |         |
| Field Annotation: <b>@LANGUAGE-SET</b><br><b>@LANGUAGE-CURRENT-SURVEY</b> |                          |                                   |   |    |         |    |         |

# Action Tags (3)

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@LANGUAGE-FORCE

@LANGUAGE-FORCE-FORM

@LANGUAGE-FORCE-SURVEY

- **Use case:**

Forces a language and disables the language selection widget.

After an initial choice on, e.g., the first survey page, you may want to lock in the survey respondent to the chosen language for the remainder of the page

- **Syntax:**

These action tags take a string parameter. Piping is supported (use :value when piping from a radio/dropdown field. The value must match one of the (active) language IDs

- **Where to use:**

Apply to any field on an instrument. On multi-page surveys, the action tag needs to be applied to all pages where its effect is desired

- **Example:**

@LANGUAGE-FORCE-SURVEY=[lang\_selection:value]

# Action Tags (4)

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## @LANGUAGE-MENU-STATIC

- **Use case:**

To permanently show the expanded language selection menu on survey pages

- **Syntax:**

These action tags take a string parameter. Piping is supported (use :value when piping from a radio/dropdown field. The value must match one of the (active) language IDs

- **Where to use:**

Apply to any field on an instrument. On multi-page surveys, the action tag needs to be applied to all pages where its effect is desired

- **Example:**

```
@LANGUAGE-FORCE-SURVEY=[lang_selection:value]
```

# Action Tags – Exemplary use case (1)

Consider a study targeted at populations speaking various languages. On the intake survey, you might want to ask candidates about their language preference before presenting consent information in this language and asking whether they are willing to participate in the study in the chosen language:

The screenshot shows a REDCap intake form titled "DEMO-STUDY - Intake Form". At the top, there is a language selection menu with "English" checked and "Deutsch" as an option. A red circle with the number "1" is placed over the "English" button. Below the menu, a message says "Please complete the survey below." and "Thank you!". In the top right corner, there are accessibility icons (AAA) and language selection buttons for English, Deutsch, and Spanish.

Below the message, there is a question: "What is your preferred language?". It includes a dropdown menu with "English" selected and "Deutsch" as an option. A red circle with the number "2" is placed over the "English" button in the dropdown. To the left of the dropdown, a blue callout box contains field annotations: "@A1 - lang\_pref", "@LANGUAGE-SET @LANGUAGE-CURRENT-SURVEY", and "\* must provide value". At the bottom of the form, there is a "Next Page >>" button.

→ Field annotations provided by the ***Admin Insights*** External Module

Note that both, `@LANGUAGE-SET` and `@LANGUAGE-CURRENT-SURVEY` have been applied to the `lang_pref` field (a radio field with the codes `en` and `de`, corresponding to the MLM language IDs)

This will sync the language menu (1) with the radio field (2)

# Action Tags – Exemplary use case (2)

Clicking “Deutsch” on the language menu (❶) will swap English strings with their corresponding German translations **AND** change the radio field to the “de” choice (❷)

Conversely, clicking the “English” radio choice (❸), will switch to the “English” language (❹).

# Action Tags – Exemplary use case (3)

Assuming the survey respondent chose “English” as their preferred language and moved to the next survey page, this is what will be displayed:

DEMO-STUDY - Intake Form

AAA  
Page 2 of 4

1

Consent

AI - consent\_de ②  
@LANGUAGE-FORCE-SURVEY="[lang\_pref:value]"

AI - consent\_en

3

English Consent Document

I consent to take part in this study

AI - consent

\* must provide value

Yes  
 No

<< Previous Page      Next Page >>

- Note that the language menu toggle is not displayed (1)
- This is due to the **@LANGUAGE-FORCE-SURVEY** action tag on the field **consent\_de** (2) It mandates the *current survey page* *only* to be rendered in English. Note that **:value** had to be added because **lang\_pref** is of type radio
- Branching logic is used to show the appropriate consent document (3)

# Action Tags – Exemplary use case (4)

Going back to the first page of the survey will re-enable the language selection (1), because there is no @LANGUAGE-FORCE-SURVEY action tag on this page

DEMO-STUDY - Intake Form

[View survey instructions](#)

Page 1 of 4

What is your preferred language?

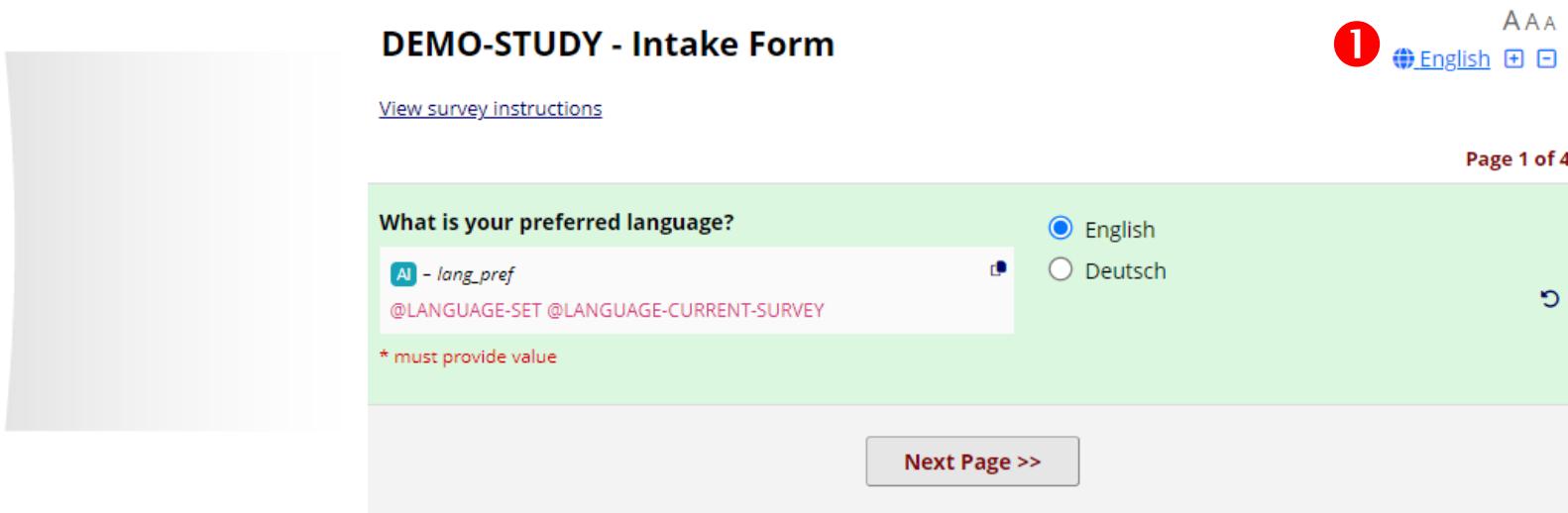
English  
 Deutsch

\* must provide value

AI - lang\_pref  
@LANGUAGE-SET @LANGUAGE-CURRENT-SURVEY

Next Page >>

1 AAA English



It is up to the project designer or study requirements, whether survey respondents should be locked into a certain language after it has been chosen initially (or preset, e.g. on a non-survey administrative form)

This behavior could be fine-tuned through the use of the @IF action tag. @LANGUAGE-MENU-STATIC could be considered for the first page of this multi-page survey, too

# Action Tags – Exemplary use case (5)

The language menu is **never** shown on the e-consent page (1), but instead, the language used on the previous page gets locked in for the e-econsent page (this is because on-the-fly swapping of the PDF's language is not supported)

## DEMO-STUDY - Intake Form



Displayed below is a read-only copy of your survey responses. Please review it and the options at the bottom.

The main content area displays the survey responses. At the top, there is a toolbar with navigation icons. Below the toolbar, the title "DEMO-STUDY - Intake Form" is displayed, followed by instructions: "Please complete the survey below." and "Thank you!". A question "What is your preferred language?" has "English" selected. The page footer indicates "Page 1".

I certify that all of my information in the document above is correct. I understand that clicking 'Submit' will electronically sign the form and that signing this form electronically is the equivalent of signing a physical document.

If any information above is not correct, you may click the 'Previous Page' button to go back and correct it.

[<< Previous Page](#)

[Submit](#)

# Action Tags – DOs and DON'Ts

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- Be specific! If language preference is collected on a survey (using **@LANGUAGE-CURRENT-SURVEY**) and multiple languages are supported in data entry mode as well, you probably do not want to have **@LANGUAGE-CURRENT-FORM** on this field as well
- Similarly, if a survey field is synchronized with the language menu (via **@LANGUAGE-SET**) and the study team has multi-lingual data entry forms, you might want to limit synchronization to surveys only. This can be achieved by selectively applying **@LANGUAGE-SET** via **@IF** and the smart variable **[is-survey]** or by using the form/survey-specific variants (**@LANGUAGE-SET-FORM**, **@LANGUAGE-SET-SURVEY**)
- There is probably rarely a reason to use **@LANGUAGE-FORCE** or **@LANGUAGE-FORCE-FORM**
- Keep in mind that **@LANGUAGE-FORCE(-SURVEY)** and **@LANGUAGE-MENU-STATIC** are limited to the currently displayed page in a multi-page survey
- When piping from a radio into one of the **@LANGUAGE-FORCE** action tags, be sure to apply the **:value** option