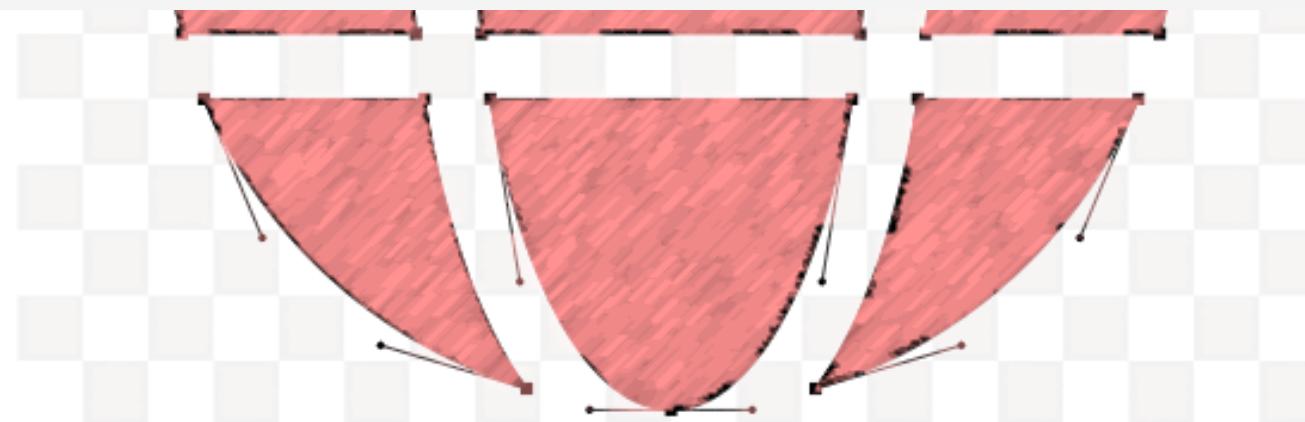
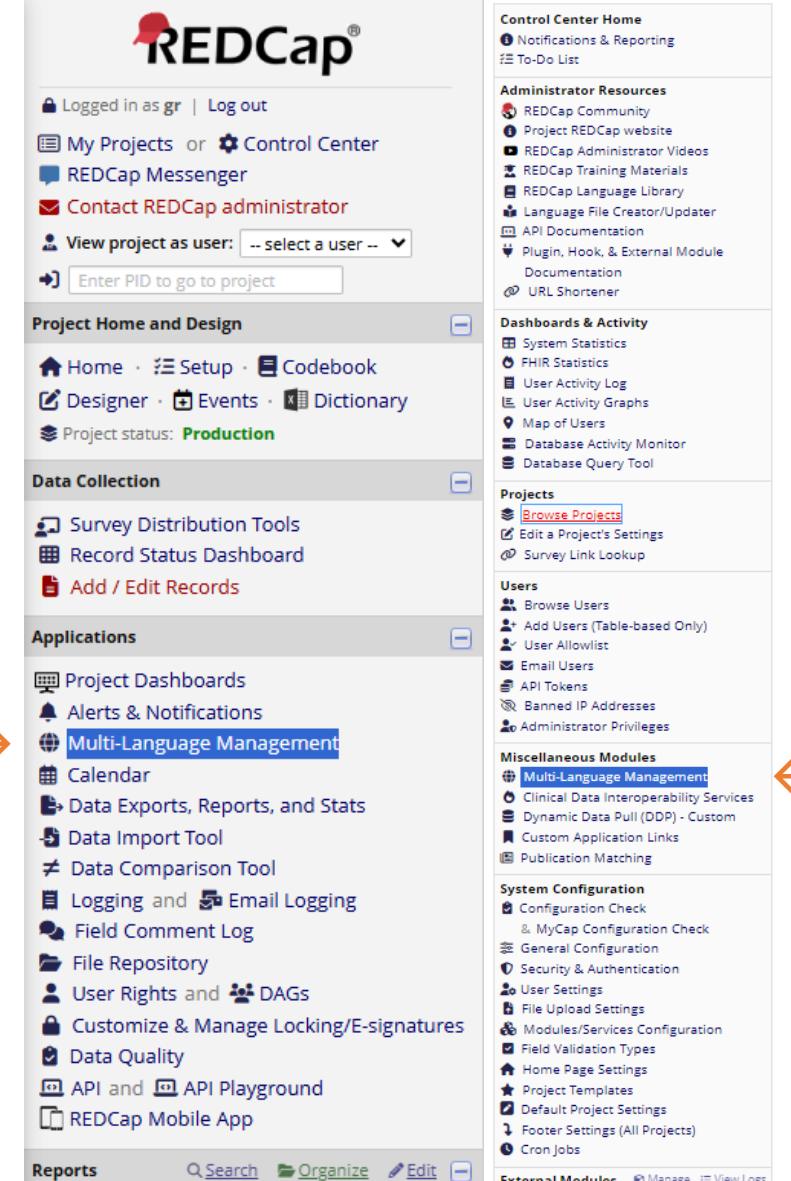


MULTI-LANGUAGE MANAGEMENT



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, ...



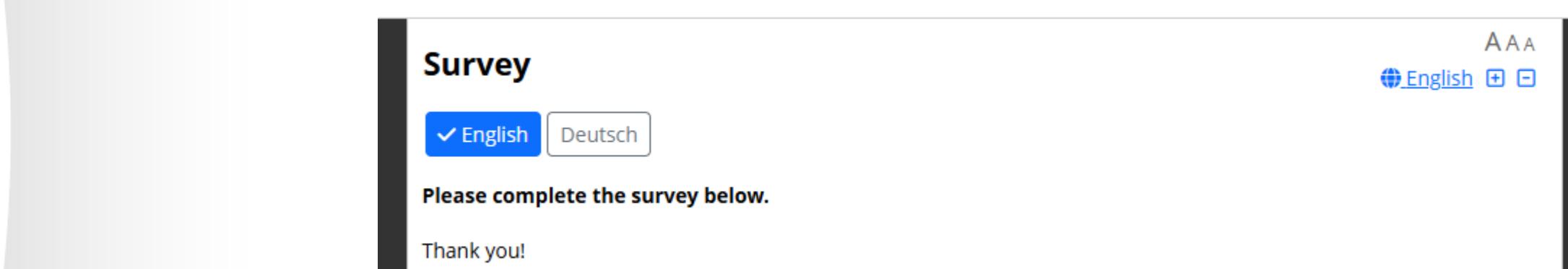
The screenshot shows the REDCap Control Center Home page. At the top, there are links for 'My Projects' and 'Control Center'. Below that is a search bar labeled 'Enter PID to go to project'. The main content area is divided into several sections:

- Project Home and Design**: Includes links for 'Home', 'Setup', 'Codebook', 'Designer', 'Events', and 'Dictionary'. It also shows 'Project status: Production'.
- Data Collection**: Includes links for 'Survey Distribution Tools', 'Record Status Dashboard', and 'Add / Edit Records'.
- Applications**: Includes links for 'Project Dashboards', 'Alerts & Notifications', 'Multi-Language Management' (which is highlighted with a blue border), 'Calendar', 'Data Exports, Reports, and Stats', 'Data Import Tool', 'Data Comparison Tool', 'Logging and Email Logging', 'Field Comment Log', 'File Repository', 'User Rights and DAGs', 'Customize & Manage Locking/E-signatures', 'Data Quality', 'API and API Playground', and 'REDCap Mobile App'.
- External Modules**: Shows 'Multi-Language Management' listed under 'Miscellaneous Modules'.

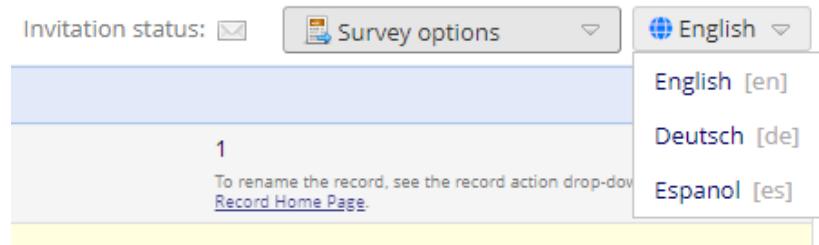
On the right side, there is a sidebar with various links categorized under 'Administrator Resources', 'Dashboards & Activity', 'Projects', 'Users', 'Miscellaneous Modules', and 'System Configuration'. Two orange arrows point from the text 'Multi-Language Management' in the first bullet point to the 'Multi-Language Management' link in the Applications section and the 'Miscellaneous Modules' section of the sidebar.

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



Basic concepts (1)

- There are **two** primary translation components for each language:

User interface language

i.e., all the strings that are displayed by REDCap in the context of data entry or surveys, the default values of which originate from a Language.ini file (as set in Control Center or Project Settings)

→ Translations can (should!) be provided as **SYSTEM LANGUAGES** by admins (configured in Control Center)

Project-specific language

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.

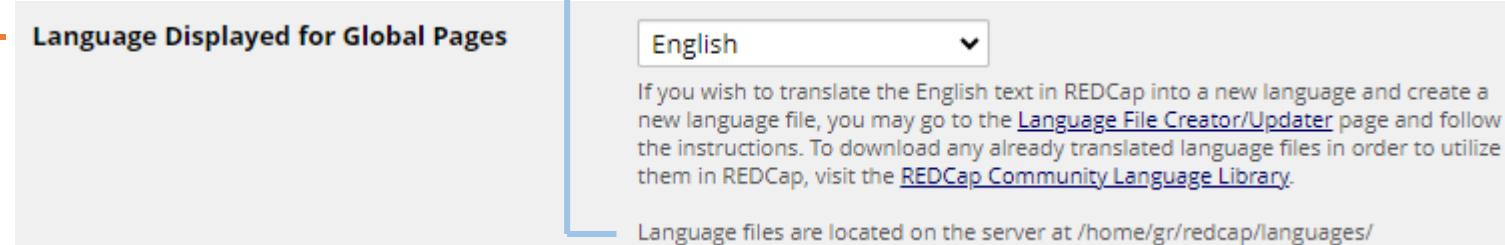
Projects can override user interface items (unless disallowed by global MLM settings made by admins)

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

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

Basic concepts (2)

- Do not confuse REDCap languages with MLM languages.
 - REDCap language files contain ALL strings used by REDCap to render its UI
 - Currently, there are >14,000 unique strings
 - They are packaged in **.ini files** (e.g., English.ini is the default, built-in file)
 - REDCap language files and templates for translation can be generated on the **Language File Creator/Updater** page →
 - The built-in English.ini will always be loaded
 - Language files set in **General Settings** (or **Edit a Project's Settings**) will override the built-in strings
 - Language .ini files must be manually copied to a specific location on the server's file system

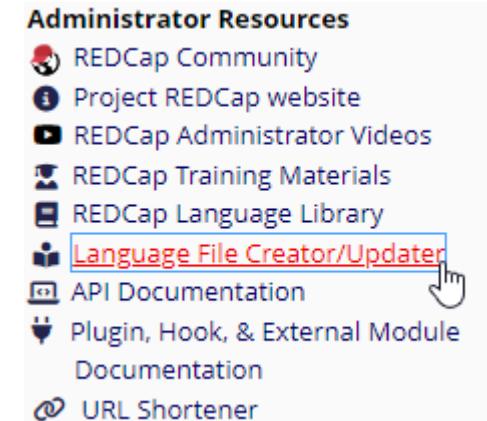


Language Displayed for Global Pages

English

If you wish to translate the English text in REDCap into a new language and create a new language file, you may go to the [Language File Creator/Updater](#) page and follow the instructions. To download any already translated language files in order to utilize them in REDCap, visit the [REDCap Community Language Library](#).

Language files are located on the server at `/home/gr/redcap/languages/`



Basic concepts (3)

- MLM, in contrast, provides the ability:
 - To translate the subset of the REDCap UI strings that make up **Data Entry** and **Survey Respondent-facing elements*** (using the **User Interface** tab)

The screenshot shows the REDCap Multi-Language Management page. At the top, there is a navigation bar with tabs: Languages, Forms/Surveys, MyCap, Alerts, Misc, User Interface (which is highlighted in blue), Settings, and Save Changes. Below the navigation bar, the main content area has a title "Multi-Language Management". A callout bubble points from the "User Interface" tab in the navigation bar to the "User Interface" section of the content. The content area contains text about creating and configuring display languages, exporting and importing translations, and saving changes. It also includes links to an End Users' Guide (PDF) and a video tutorial.

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](#)

- To translate all the project-specific content (data dictionary, survey instructions, alerts and ASI email texts, ...)
- For **end users** (data entry personnel, survey respondents), to choose at will from the available languages
 - This means that ALL languages that should be available for the user must be added to MLM, including the language the project is set up in!

* Currently, these consist of ~570 strings from the language file

This guide ...

... covers setup of MLM and configuration options in two parts:

For

Admins (Control Center)

- Adding and managing System Languages
- What non-project pages are supported by MLM
- Global settings and admin-only project-level overrides

For

Project Designers

- Adding and managing languages in a REDCap project
- Translating items
- Project settings
- Import / export of translation
- Snapshots
- Action tags

Part 1

CONTROL CENTER SETUP

What are “system languages”?

System languages are the languages that are set up via the Multi-Language Management page in the **Control Center**

- They provide translations for the **stock user interface** strings
- They are **the best way** to initialize a new language in a project

And last but not least:

- They provide a language choice for survey respondents on **general pages** (i.e., pages that cannot be linked with a specific project)
 - Generic survey endpoint (access code page)
 - Error messages
- Thus, they should ideally constitute a **superset of all** (relevant) project languages

Setting up system languages (1)

1. Go to the Control Center and bring up the Multi-Language Management page
2. Click the Add a new language button
3. Choose how to initialize the new language:
 - Based on an already set up language
 - From a file (**recommended**)
 - MLM JSON or CSV file (e.g., from the MLM Translations Repository)¹
 - Language.INI (e.g., from the REDCap Consortium Language Library)²
 - Or by creating it from scratch

1

Miscellaneous Modules

- [Multi-Language Management](#)
- [Clinical Data Interoperability Services](#)
- [Dynamic Data Pull \(DDP\) - Custom](#)
- [Custom Application Links](#)
- [Publication Matching](#)

Multi-Language Management

On this page you can create and configure multiple display languages available on this REDCap installation that are available for projects to use for their User Interface translations. When used in a project, user interface translations defined here will be copied to the project and can be freely customized there. 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.

For more details on how MLM operates, please see the [Manual \(PDF\)](#) (opens in new tab).

[Languages](#) [User Interface](#) [Usage](#) [Settings](#) [Save Changes](#)

System languages can be defined below, after which they will become available to import into any project for the User Interface translations only. Modifying any languages on this page will not affect existing projects but only project created hereafter. The default language is the language that is shown when no user language preference is found.

2

[+ Add a new language](#)

Currently, there are no system languages configured.



(1) https://redcap.vumc.org/surveys/?_report=7LEEXCTLYA7TJDJ3 (2) https://redcap.vumc.org/surveys/?_report=WDKFTYERTCM8MJ8J

3

Add New Language

Initialize a new language ...

from available system languages

English

- or -

from a file (JSON, CSV, or INI)

Choose File No file chosen

- or -

by creating the language from scratch

[Cancel](#) [Continue](#)

Setting up system languages (2)

4. Set a language ID and display name

- Optionally provide some notes
- Optionally set a sort override (by default, languages are sorted by display name when shown in various places, such as the languages table on the setup page or the language menu on MLM-supported non-project pages)

5. Finally, add the language

■ Note:

- Language IDs should ideally match standard language (and country) codes to facilitate automatic language detection from users' browsers
- Links to helpful Wikipedia pages are provided

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](#).

4

Language Display Name

Espanol

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.

5

Cancel **+ Add Language**

Setting up system languages (3)

6. Once the new language has been added to the table, set whether the language is **Active**, **Visible**, **the Base Language**, **Initial**, or a **RTL** (right-to-left) language (such as, e.g., Arabic or Hebrew)
7. Finally, save the changes

Multi-Language Management

On this page you can create and configure multiple display languages available on this REDCap installation that are available for projects to use for their User Interface translations. When used in a project, user interface translations defined here will be copied to the project and can be freely customized there. 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.

For more details on how MLM operates, please see the [Manual \(PDF\)](#) (opens in new tab).

Languages **User Interface** **Usage** **Settings** **Save Changes** **7**

System languages can be defined below, after which they will become available to import into any project for the User Interface translations only. Modifying any languages on this page will not affect existing projects but only project created hereafter. The default language is the language that is shown when no user language preference is found.

+ Add a new language **6**

ID	Display Name	Edit	%	Active	Visible	Base Language	Initial	RTL	Actions
en	English		92.9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
de	Deutsch		96.9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	

***** **Active** = The language is available for selection on non-project pages seen by survey respondents

Visible = The language is listed as an available system language when initializing a language in a project

Base Language = This is the language that corresponds to the language of the `Language.ini` file set in *General Configuration*

Initial = This is the language that should be displayed initially when visiting a multi-lingual non-project page

Setting up system languages (4)

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

ID	Display Name	Edit	%	Active	Visible	Base Language	Initial	RTL	Actions
en	English	 	92.9						  
de	Deutsch	 	96.9						  

8

- Use **Edit** to change a language's ID (ISO code) or display name, to view/edit its notes, or the change the sort order
- Use **Update** to update or adding translations by importing them from a file:
 - Use any type of source file as described previously
 - Unless specifically set to overwrite, imports are purely additive, and thus it is safe to import files from a library to get new translations even when custom modifications to existing strings have been made

Edit Language — [en: English]

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](#).

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.

Cancel **Apply Changes**

Update Language — [en: English]

Update this language ...

by importing from a file (JSON, CSV, or INI)
Choose File No file chosen

Import options:

Keep existing translations

Overwrite existing translations

Allow blank values to overwrite existing translations

Cancel **Update**

Translating user interface strings

1. Go to the User Interface tab
2. Select the language to edit
3. Use sub-tabs and the search field to find the string you want to edit
4. Enter the translation

For untranslated strings (empty input fields), the default text will be shown

Tip: If only a few items are missing, check "Hide translated items" and activate the "All" tab

Multi-Language Management

On this page you can create and configure multiple display languages available on this REDCap installation that are available for projects to use for their User Interface translations. When used in a project, user interface translations defined here will be copied to the project and can be freely customized there. 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.

For more details on how MLM operates, please see the [Manual \(PDF\)](#) (opens in new tab).

The screenshot shows the 'Multi-Language Management' page with the following numbered steps:

1. The 'User Interface' tab is selected in the top navigation bar.
2. The 'Deutsch' button is highlighted in blue, indicating it is selected. Other language options shown are English, Français, and Italiano.
3. The 'Common' tab is selected in the sub-navigation bar. A red circle with the number 3 is placed near the 'Common' tab.
4. A text input field contains the German word 'Sprache ändern' (Change language). A red circle with the number 4 is placed near this field.

The page also includes a 'Search for anything...' input field, a 'Hide translated items' checkbox, and a 'Controls & Display Elements' section with a 'Change language' tooltip and a 'Default text' dropdown set to 'Change language'.

AI-assisted translation

When both, REDCap AI Services and the “Auto-translate text on the MLM setup page” feature are enabled, all MLM setup pages where translations can be entered will contain the “Auto-translate” widget:

The screenshot shows a button labeled "Auto-translate all items on this page:" followed by a pink button with the text "Translate using AI". A red circle with the number "1" is overlaid on the "Translate using AI" button. Below the button, a message box displays the text "Translating 1 piece(s) of text on this page. This could take a few minutes. Please wait..." with a circular progress icon.

1. Click the “Translate using AI” button to translate all not yet translated items that are visible on the given page
 - Use the “*Hide translated items*” checkbox and/or the tabs and filters to limit the amount of strings that are sent to the AI service

→ Translations will be entered automatically

Notes and limitations:

- AI prompts cannot be modified
- Only the default texts are sent to the AI service – no other context
- The AI service gets instructed to translate to the “display name” of the language. Thus, it is vital that the display name is set to something meaningful
- Due to this, for the time being, better results can probably be obtained by submitting MLM export files with translation prompts to external AI-assisted translation services, especially when they support structured JSON output
- **Always have a person sufficiently proficient in the language check any AI-generated translations!**

Usage: Gain insights into projects' use of MLM

1. Go to the Usage tab
2. Use search to limit the projects
3. See project stats:

- **INI:** The name of the Language.ini file used by the project
- **Languages/Active:** The numbers (and names, when hovering over each number) of total languages set up and active languages, respectively
- **MLM Status** – see legend

Tip: Project titles link to project home pages, PIDs link to the project settings page

The first column shows the project's status (development, production, ...)

Multi-Language Management

On this page you can create and configure multiple display languages available on this REDCap installation that are available for projects to use for their User Interface translations. When used in a project, user interface translations defined here will be copied to the project and can be freely customized there. 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.

For more details on how MLM operates, please see the [Manual \(PDF\)](#) (opens in new tab).

The screenshot shows the MLM Usage page with a table of projects. The table has columns: Project Title, PID, INI, Languages, Active, and Status. A legend for MLM status icons is provided at the bottom left, mapping icons to statuses: Deactivated by user (red person), Enabled by admin (green person), Deactivated by admin (red person), and Debug mode turned on (blue person). A red circle with the number 1 points to the 'Usage' tab in the top navigation bar. A red circle with the number 2 points to the search bar containing 'MLM Dem'. A red circle with the number 3 points to a tooltip for a language entry showing 'de Deutsch en English fr Français'. A red circle with the number 4 points to the 'Languages' icon in the legend.

Project Title	PID	INI	Languages	Active	Status
MLM Demo	33	2	de Deutsch en English fr Français	2	*
MLM Demo	217	3	de Deutsch en English fr Français	2	*

Showing 1 to 2 of 2 entries (filtered from 85 total entries)

Legend for MLM status icons:

- ⌚ Deactivated by user
- 👤 Enabled by admin
- ⌚ Deactivated by admin
- 👤 Debug mode turned on

Global settings (1)

1. **Highlight** translation fallbacks. When enabled, items not translated to the currently active language will be **highlighted** on non-project pages that support translation, such as, e.g., the survey access page

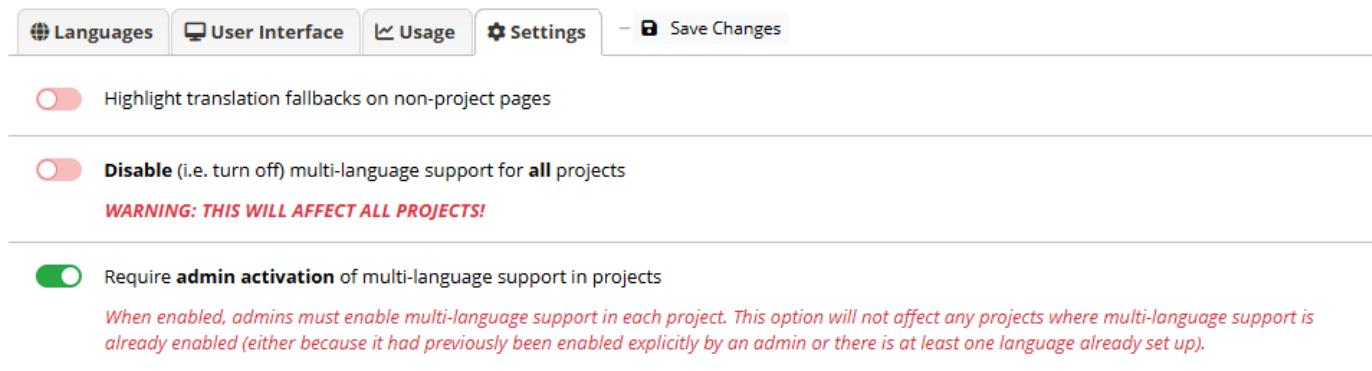
2. **Disable** Multi-Language Management globally. When switched on,
 - MLM will be disabled entirely (in all projects and on all non-project pages)
 - the MLM link will be removed from projects and the MLM setup page in projects will be inaccessible (even for admins)

3. **Admin activation**, when switched on, will require an admin to activated MLM in each project on that project's MLM setup page

Multi-Language Management

On this page you can create and configure multiple display languages available on this REDCap installation that are available for projects to use for their User Interface translations. When used in a project, user interface translations defined here will be copied to the project and can be freely customized there. 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.

For more details on how MLM operates, please see the [Manual \(PDF\)](#) (opens in new tab).



The screenshot shows a user interface for managing multi-language settings. At the top, there is a navigation bar with tabs: Languages, User Interface, Usage, Settings, and Save Changes. Below the tabs, there are three numbered steps:

- 1 **Highlight translation fallbacks on non-project pages**
- 2 **Disable (i.e. turn off) multi-language support for **all** projects**
WARNING: THIS WILL AFFECT ALL PROJECTS!
- 3 **Require **admin activation** of multi-language support in projects**
When enabled, admins must enable multi-language support in each project. This option will not affect any projects where multi-language support is already enabled (either because it had previously been enabled explicitly by an admin or there is at least one language already set up).

Global settings (2)

4. **Disable project language initialization from a file** removes the option to set up new languages by importing from files
5. **Disable project language initialization from scratch** removes the option to add new project languages from scratch
6. **Force subscription** to system language updates, when enabled, will ensure that project languages based on a system language will receive updates to user interface strings automatically
7. **Disable UI overrides** in subscribed system languages, when enabled, will prevent users from editing and thereby overriding user interface items

- 4 **Disable project language initialization from a file**
 - 5 **Disable project language initialization from scratch**
 - 6 **Force subscription** to system language updates
 - 7 **Disable UI overrides** in subscribed system languages
- These options control how users can add new languages to projects and whether they are allowed to make changes to user interface strings. These options can be overridden for specific projects in these projects' Multi-Language Management settings.*

Note: These settings can be overridden in individual projects:

*Override language creation, forced subscription, and UI override system settings. To **allow** these options, check the following (note, reload this page after saving to reflect any changes):*

- Initialize from file Initialize from scratch
 Optional subscription UI overrides

Global settings (3)

8. Debug mode, when enabled, will cause result in rich diagnostic output to the browser console on supported non-project pages



Debug mode (status messages will be output to the browser console)

To enable diagnostic output on project pages, **Debug mode** must be turned on in individual projects

Note:

- Debug mode *should not be turned on in production environments* unless needed for debugging purposes
- Only admins can turn on/off Debug mode in projects

Best practices I

- As admin, decide on a support model for MLM, e.g.,
 - Turn off MLM server-wide
 - No specific support – do not add (visible) system languages unless you are prepared to maintain them
 - Provide some starting languages (“System Languages”), as opt-in for projects – do maintain these languages!
 - Tightly manage the languages available on your REDCap instance and disallow projects to create their own languages
 - Keep in mind that some pages, like the survey access page, have no project context and thus providing multiple language for this is the admin’s responsibility.
- Then, set up MLM accordingly

Best practices II – System languages (1)

MLM-provided system languages ..

- are languages that are configured through the **Multi-Language Management** setup page in **Control Center**, which can be made available for projects
- provide translations for the **stock data entry / survey UI** strings covered by MLM
- when provided (by admins), are **the best way** to initialize a language inside a project (Make sure to provide your system's base language as a 100% full translation, too!)
- provide a language choice for survey respondents on **general pages** (i.e. pages that cannot be linked with a specific project)
 - Generic survey endpoint (access code page)
 - Error messages

→ Thus, the languages configured in CC MLM *ideally* constitute a **superset** of all languages used in projects

Best practices II – System languages (2)

Active = Available in the language switcher on non-project pages

Visible = Available as starter languages when setting up MLM in projects

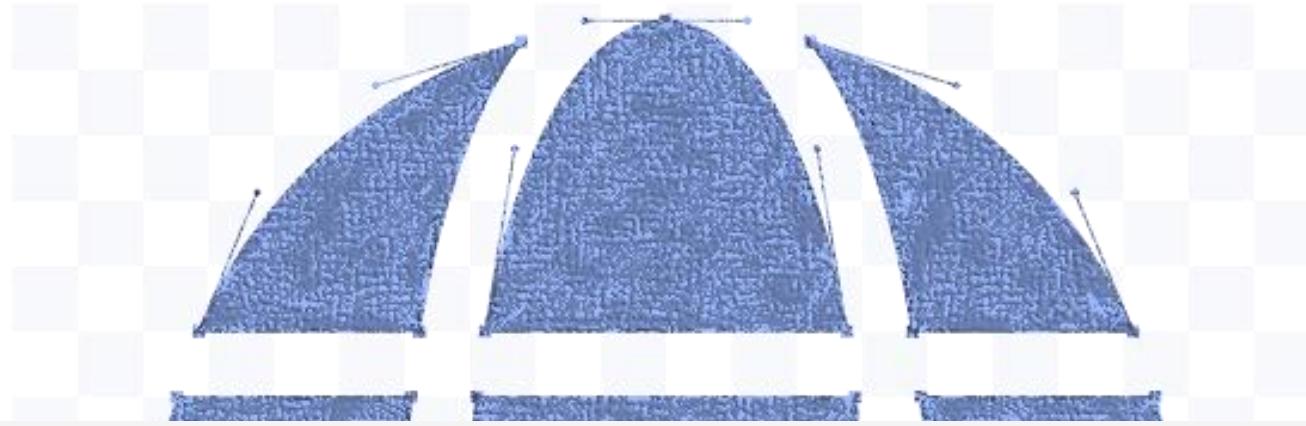
The language corresponding to the language of the Language.ini

System languages can be defined below, after which they will become available to import into any project for the User Interface translations only. Modifying any languages on this page will not affect existing projects but only project created hereafter. The default language is the language that is shown when no user language preference is found.

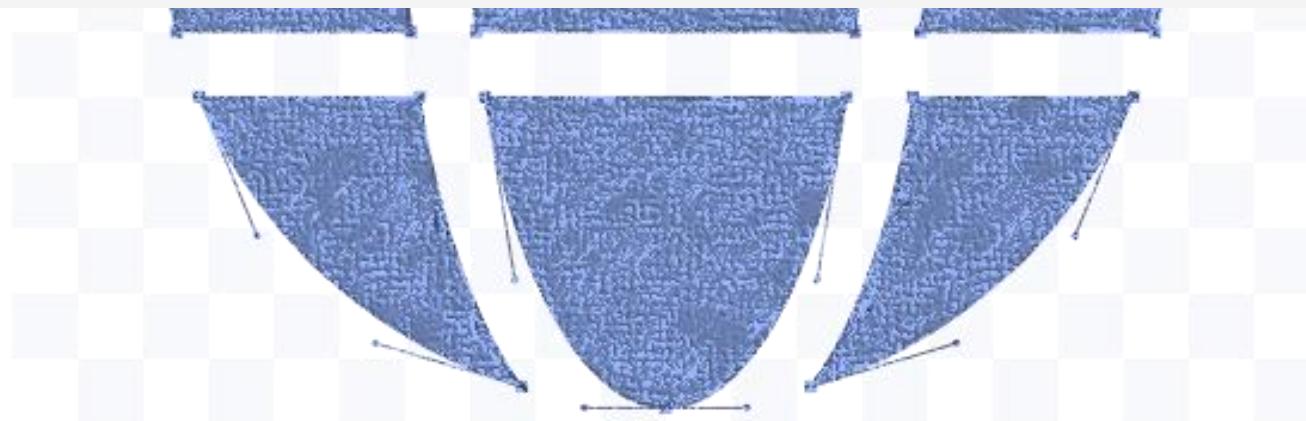
+ Add a new language

ID	Display Name	Edit	%	Active	Visible	Base Language	Initial	RTL	Actions
en	English		59.4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
de	Deutsch		98.8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	
fr	Français		85.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
it	Italiano		48.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	

Part 2



USING MLM IN PROJECTS



Getting started with MLM in projects

Depending on the REDCap instance's settings, there may be up to **three** methods for initializing languages within projects:

1. Initializing from the available SYSTEM LANGUAGES (**preferred**)
2. Importing from an existing file (.csv, .json, .ini)
3. Building from scratch (**not recommended**)

Then, data dictionary (and other items) can be translated

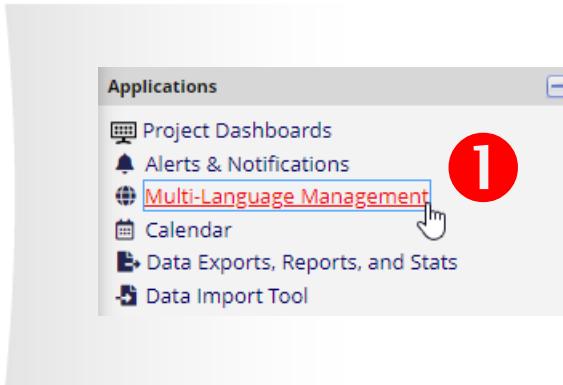
- On the project's MLM setup page
- Offline (by a professional translator):
 1. Export the items to be translated
 2. Import the translations

Note:

The MLM setup page is locked in **production** projects. Switch to draft mode first to unlock it. Furthermore, 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

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](#) [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

5

6

Add New Language

Language ID

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 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](#)

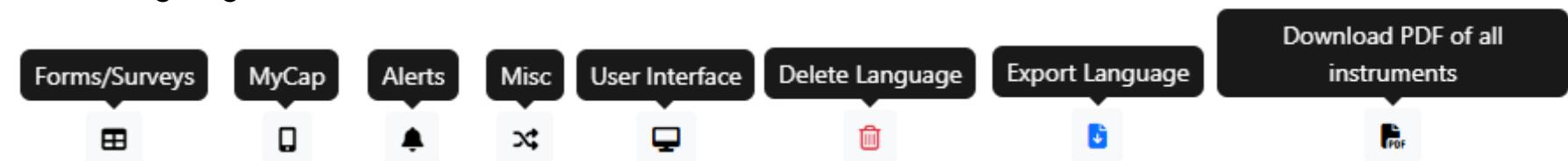
[Languages](#) [Forms/Surveys](#) [MyCap](#) [Alerts](#) [Misc](#) [User Interface](#) [Settings](#) — [Save Changes](#) **5**

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

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

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							
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	 	<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="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	  

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

✓

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

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.

Subscription Status — System Language: English

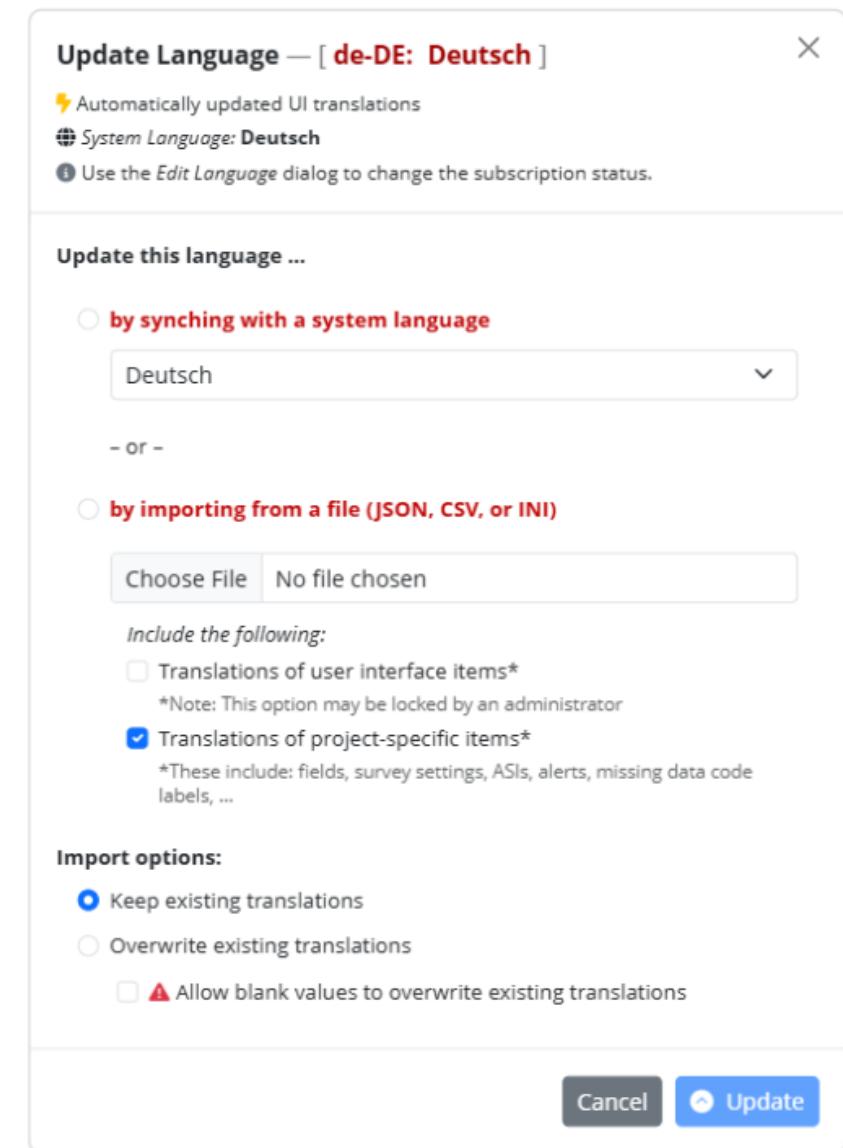
Keep this language updated automatically*

*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 (as set on the *Edit Project's Settings* page)
- 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', and 'Settings'. Below the tabs is a button for 'Save Changes'. A note below the tabs says: 'Manage the available languages in this project using the table and options below.' with a link to 'Learn more.' The main area is a table of languages:

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

A callout bubble points to the 'Forms/Surveys' tab at the top of the table, and another callout bubble points to the 'Forms/Surveys' icon in the first row of the table.

- **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)!

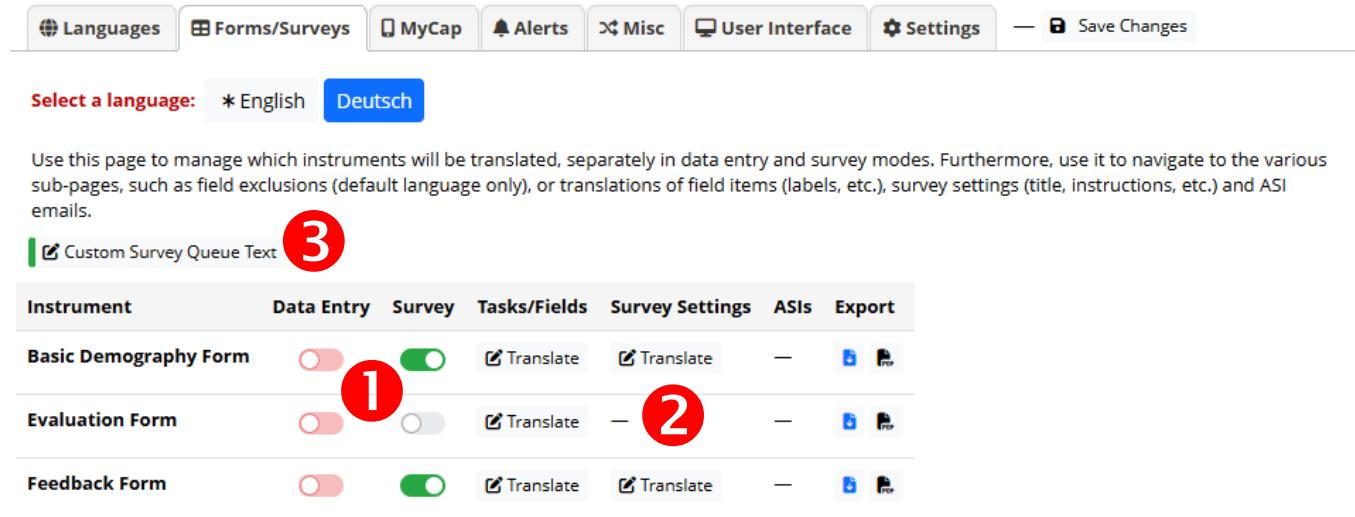
The screenshot shows the 'Languages' tab selected in the top navigation bar. Below it, a message says 'Click a button below to select a language to translate:'. Two buttons are shown: 'English' (highlighted with a red circle labeled '2') and 'Deutsch'. A yellow callout box next to the English button contains the text: '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.' At the bottom, there are tabs for 'Instrument', 'Data Entry', 'Survey', 'Fields', 'Survey Settings', and 'ASIs'. Under 'Fields', three rows are listed: 'Basic Demography Form' (with a red circle labeled '1' over its 'Exclude' toggle), 'Second Form' (with a red circle labeled '3' over its 'Survey Settings' link), and 'PDF'.

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	—	—

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' 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 the tabs, it says 'Select a language: * English Deutsch'. A note explains the purpose of the page. The main area has a table with columns: Instrument, Data Entry, Survey, Tasks/Fields, Survey Settings, ASIs, and Export. Three rows are listed: 'Basic Demography Form' (Data Entry toggle off, Survey toggle on, both Translate buttons checked), 'Evaluation Form' (Data Entry toggle off, Survey toggle off, both Translate buttons checked), and 'Feedback Form' (Data Entry toggle off, Survey toggle on, both Translate buttons checked). Red circles with numbers 1, 2, and 3 point to the Survey toggles for Evaluation Form, the Survey Settings row, and the Custom Survey Queue Text link respectively. Red circle 4 points to the 'reCAPTCHA language code value:' input field at the bottom.

Instrument	Data Entry	Survey	Tasks/Fields	Survey Settings	ASIs	Export
Basic Demography Form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Translate	<input checked="" type="checkbox"/> Translate	—	Link
Evaluation Form	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Translate	—	—	Link
Feedback Form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Translate	<input checked="" type="checkbox"/> Translate	—	Link

Custom Survey Queue Text 3

Instrument Data Entry Survey Tasks/Fields Survey Settings ASIs Export

Basic Demography Form 1 2

Evaluation Form

Feedback Form

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 4

Forms/Surveys – Fields

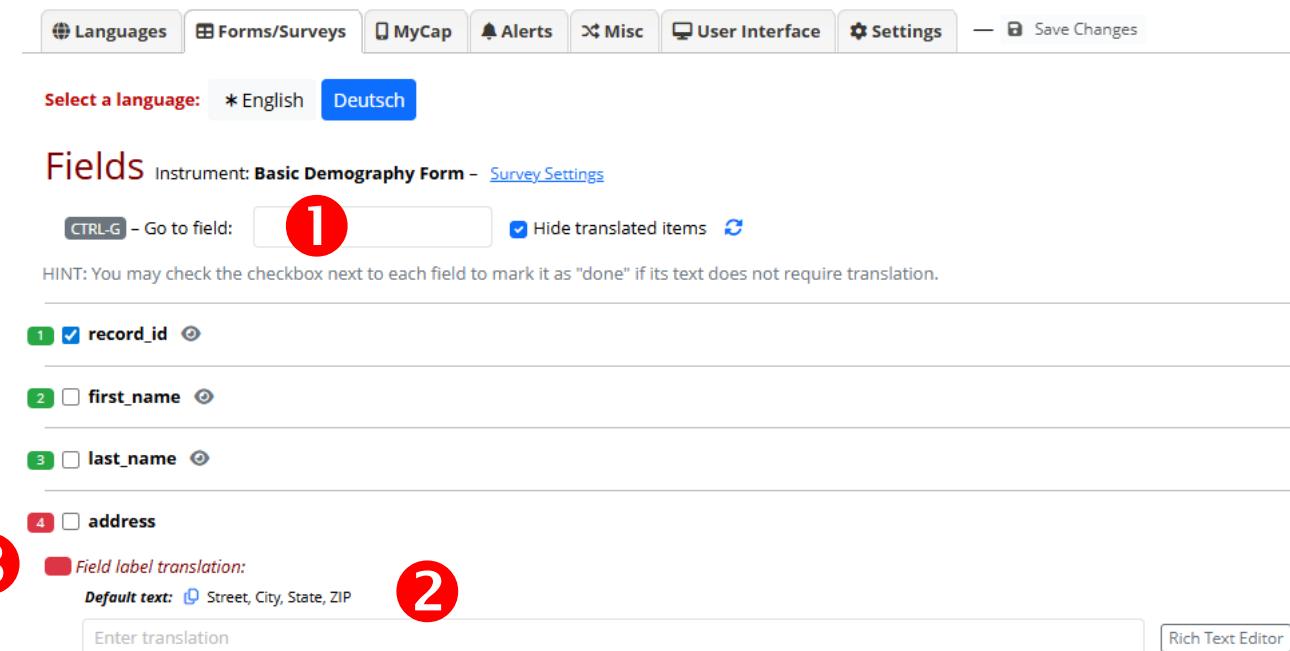
1. Use the **Go to field** dropdown to quickly navigate to a specific field
2. Enter translations. When appropriate, a **Rich Text Editor** button is available
3. Indicators reflect the translation status of items/subitems (green = complete)

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



A screenshot of a REDCap survey form. At the bottom left, there is a field labeled "consent" with a green checkmark icon and a checkbox. Below it, there is a "Field label translation:" section with a green checkmark icon and a yellow "Default text:" section containing the text "I consent to taking part in this study". A red arrow points from the text "orange marker" in the hints section to the yellow "Default text:" section.



A screenshot of the REDCap "Fields" page. The top navigation bar includes links for Languages, Forms/Surveys (selected), MyCap, Alerts, Misc, User Interface, Settings, and Save Changes. The main content area shows a table of fields for the "Basic Demography Form". The first column contains numbers 1 through 4, the second column contains field names, and the third column contains their respective status indicators. A red circle with the number 1 is over the first row (record_id). A red circle with the number 2 is over the second row (first_name). A red circle with the number 3 is over the third row (last_name). A red circle with the number 4 is over the fourth row (address). The "first_name" and "last_name" rows have green checkmarks in the status column, while "record_id" has a blue checkmark and "address" has a red checkmark. The "address" row also has a "Field label translation:" section with a red checkmark icon and a "Default text:" section with a blue checkmark icon. A red circle with the number 2 is also over the "Default text:" section of the "address" row. A "Rich Text Editor" button is located at the bottom right of the page.

	Fields	Instrument: Basic Demography Form – Survey Settings
1	record_id	<input checked="" type="checkbox"/> record_id
2	first_name	<input type="checkbox"/> first_name
3	last_name	<input type="checkbox"/> last_name
4	address	<input checked="" type="checkbox"/> address Field label translation: Default text: Street, City, State, ZIP

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. A note at the top says 'Select a language: * English Deutsch'. The main section is titled 'Survey Settings' for the 'Basic Demography Form - Fields'. It contains three translation sections:

- Translation of the survey title:** Default text: Basic Demography Form (marked with a red circle labeled '1'). Translation input field: Basisdemografie-Formular.
- Translation of the survey instructions:** Default text: Please complete the survey below. Thank you! (marked with a red circle labeled '2'). Translation input field: Enter translation.
- Translation of the survey completion text:** Default text: Thank you for taking the survey. Have a nice day! (marked with a red circle labeled '3'). Translation input field: Enter translation.

Each translation section has a 'Rich Text Editor' button at the bottom right.

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 →

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

The screenshot shows the REDCap interface for managing ASIs. At the top, there's a navigation bar with tabs: Languages, Forms/Surveys (which is selected), MyCap, Alerts, Misc, User Interface, Settings, and Save Changes. Below the navigation bar, it says "Select a language: * English Deutsch". The main content area is titled "ASIs Instrument: Basic Demography Form - Fields | Survey Settings". There are three sections for ASIs:

- Event 1 (event_1_arm_1)**: A red square icon next to the section title. Below it, there's a green square icon followed by the text "Language-specific sender display name:" and "Default text: 📩 - Empty -". There's a text input field labeled "Enter translation". A red circle with the number "1" is placed to the right of the "Default text" line.
- Translation of the email subject:** A red square icon. Below it, there's a green square icon followed by the text "Default text: 📩 Screening Invitation". There's a text input field labeled "Enter translation".
- Translation of the message body:** A red square icon. Below it, there's a green square icon followed by the text "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-url]</p><p>This link is unique to you and should not be forwarded to others.</p>". There's a text input field labeled "Enter translation". A red circle with the number "2" is placed to the right of the "Default text" line.

At the bottom right of the interface, there's a "Rich Text Editor" button.

MyCap settings (1)

Languages Forms/Surveys MyCap Alerts Misc User Interface Settings — Save Changes

Select a language: * English Deutsch

Nothing to translate for the Base Language

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 'Forms/Surveys' tab selected in the navigation bar. Below it, a section titled 'Select a language:' shows English as the current language. The main content area is titled 'Manage instrument translations' and contains a table for translating tasks/fields across different instruments.

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	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." Below this, there are three fields: "Task Title" (Default text: Trail Making, value: Trail Making DE), "Intended use description" (Default text: Intended use description for trail making, value: Enter translation), and "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! →

Select a language: * English Deutsch Français

Filter items on this page: Search for anything... 1 Collapse all | Expand all

Alert #1 [A-280]

Language-specific sender display name:
Default text: Study Team
Studienteam

Translation of the email subject:
Default text: DEMO-STUDY: Triggered Survey
DEMO-STUDIE: Trigger-Fragebogen

Translation of the message body:
Default text: <p>Hallo [first_name]</p>
<p>Möchten Sie</p>

2

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!

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 Multilingual Management (MLM) interface. At the top, there is a navigation bar with tabs: Languages, Forms/Surveys, Alerts, Misc, User Interface, Settings, and a Save Changes button. Below the navigation bar, a message says "Select a language: * English Deutsch Français". A note below 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." An arrow points from the text "For the default language, there → is nothing to translate" to the "Missing Data Codes" tab. Another arrow points from the text "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" to the "Missing Data Codes" section. The "Missing Data Codes" section contains a table with three rows:

Code	Translation
NI	Default text: ⓘ No information Enter translation
INV	Default text: ⓘ Invalid Enter translation
UNK	Default text: ⓘ Unknown 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>			Export
Section header translation:	Consent Document	Einwilligung	Accept Edit
Translation of the survey instructions:	⚠ Please answer the following questions. Thank you!	⚠ Bitte beantworten Sie die folgenden Fragen. Vielen Dank!	Accept Edit
<i>Français</i>			Export
Translation of the survey instructions:	⚠ Please answer the following questions. Thank you!	⚠ Veuillez compléter le sondage ci-dessous. Merci !	Accept Edit

[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

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
 - 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

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

Setting the initially displayed survey language

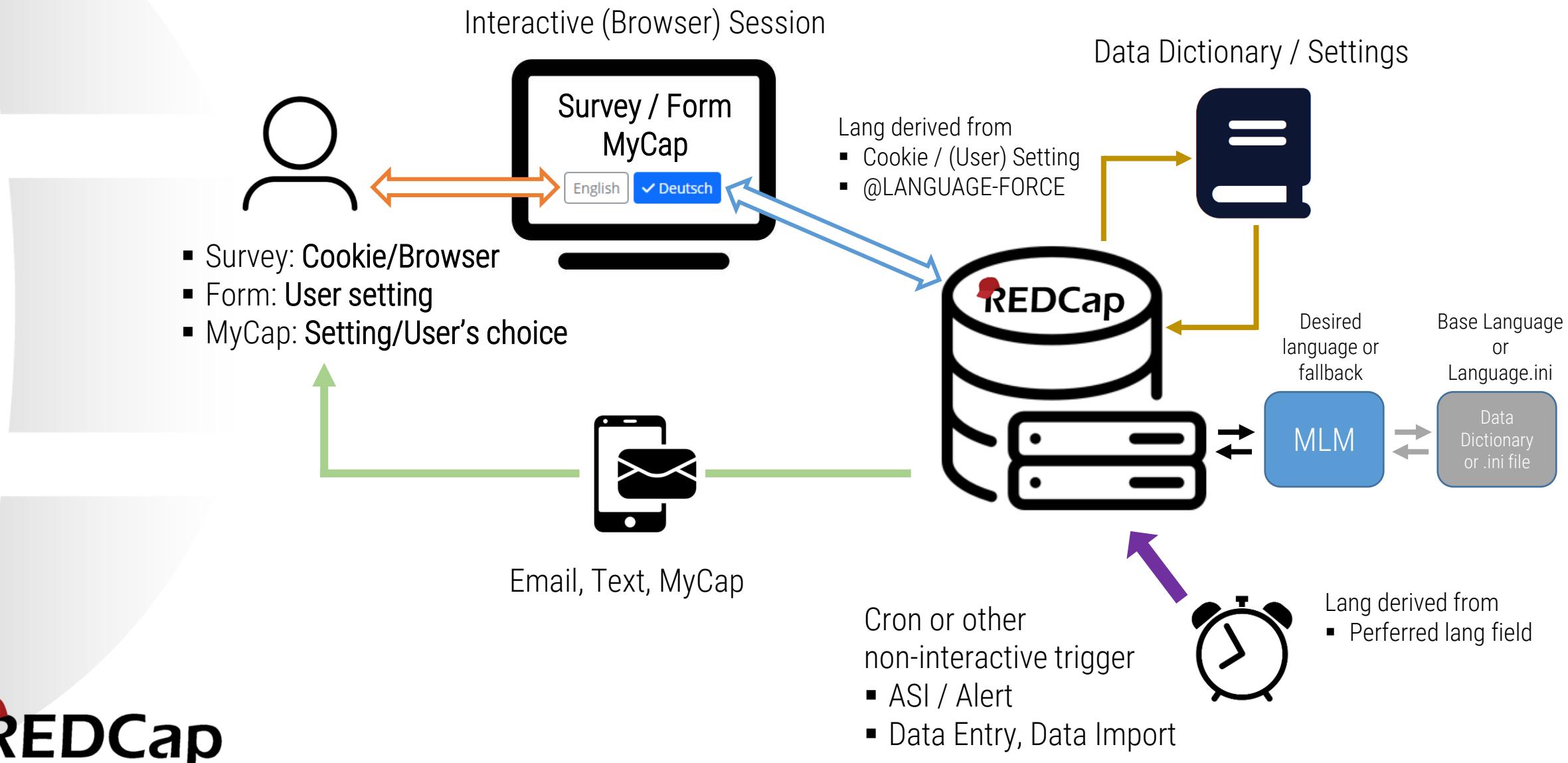
- Generally, the language displayed for survey respondents is governed by a browser cookie that is set when they (first) select a language
- For new visitors, there are several ways to control the initially displayed language
 - Add a field tagged with a @LANGUAGE-SET action tag* to the survey while 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. 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

The dialog box has the following sections:

- Include the following:** A list of checkboxes for various items:
 - Translations of user interface items (checked)
 - Translations of field items (checked)
 - Translations of survey settings (checked)
 - Translations of automated survey invitations (checked)
 - Translations of survey queue items (unchecked)
 - Translations of alerts (checked)
 - Translations of missing data code labels (checked)
 - Translations of PDF customizations (checked)
 - Translations of Protected Email settings (checked)
 - Translations of MyCap settings (checked)
- Export Options:** A list of checkboxes and radio buttons:
 - Include translation prompts (checked)
 - Include default values (checked)
 - Include language notes (unchecked)
 - File format radio buttons: JSON (selected), 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.
- Buttons:** Cancel (gray) and Download (green).

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 instruments: 'en English' and 'de Deutsch'. Each row has edit icons, an active toggle switch (which is green for both), and a 'Download PDF of all instruments' button. A red circle with the number '1' is overlaid on the 'Download PDF of all instruments' button for the 'de Deutsch' row. Below the instruments, there is a 'Select a language:' dropdown with 'English' and 'Deutsch' options, where 'English' is selected. A descriptive text at the bottom explains the purpose of the page.

Select a language: * English Deutsch

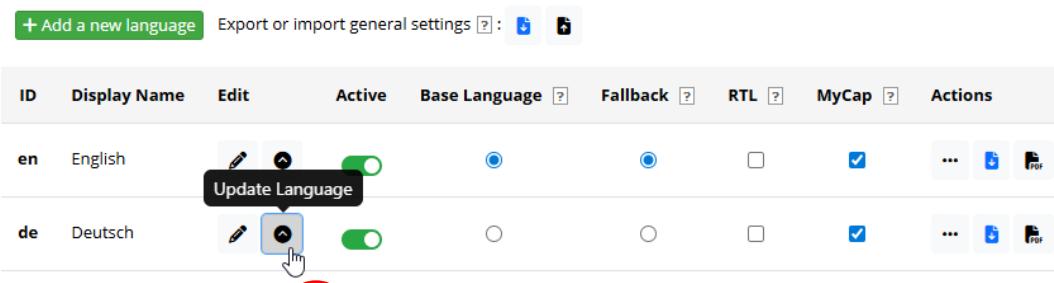
Use this page to manage which instruments will be translated, separately in data entry and survey modes. Furthermore, use it to navigate to the various sub-pages, such as field exclusions (default language only), or translations of field items (labels, etc.), survey settings (title, instructions, etc.)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

The screenshot shows the REDCap instrument management interface for the 'Participant Intake' instrument. It includes tabs for Data Entry, Survey, Tasks/Fields, Survey Settings, ASIs, and Export. Under the Export tab, there is a 'Download PDF of instrument(s)' button. A red circle with the number '2' is overlaid on this button. The 'Survey' and 'Trail Making' instruments are also listed below, each with their own set of controls.

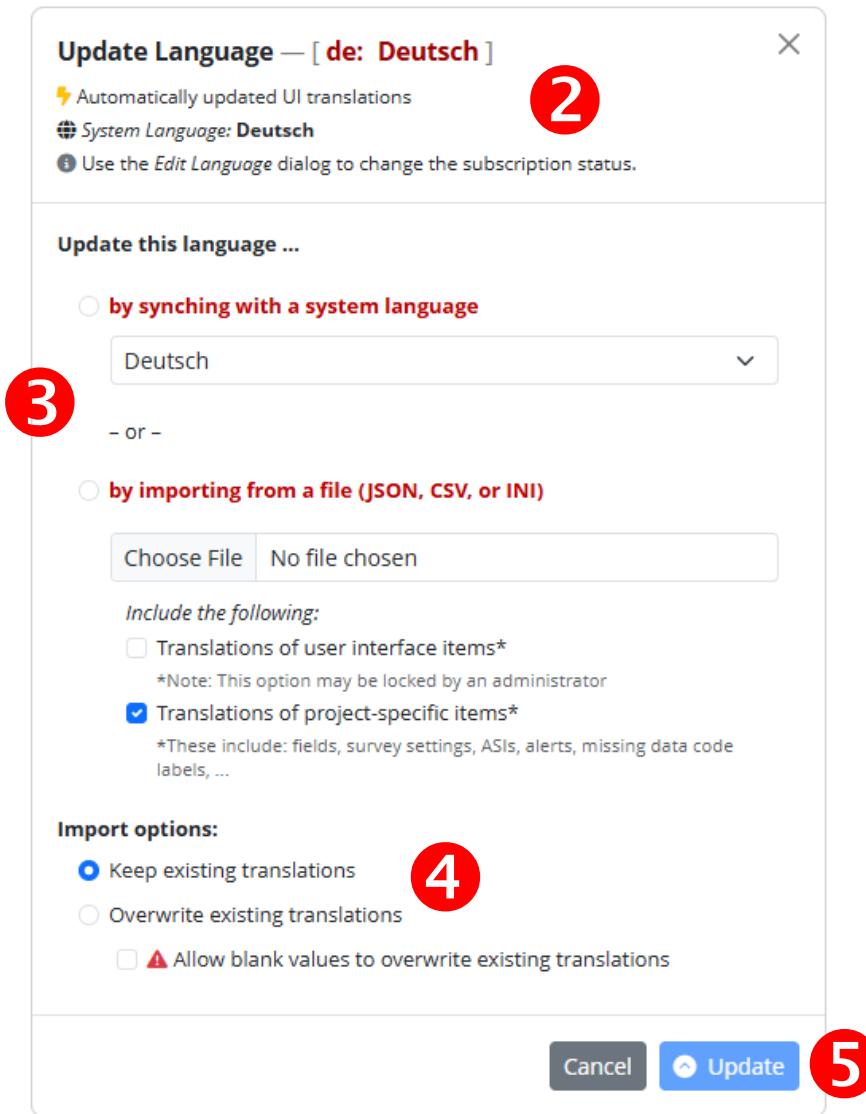
Instrument	Data Entry	Survey	Tasks/Fields	Survey Settings	ASIs	Export
Participant Intake	Green toggle	Red toggle	<input checked="" type="checkbox"/> Translate	<input checked="" type="checkbox"/> Translate	<input checked="" type="checkbox"/> Translate	Download PDF of instrument(s)
Survey my	Red toggle	Green toggle	<input checked="" type="checkbox"/> Translate	<input checked="" type="checkbox"/> Translate	—	Download PDF of instrument(s)
Trail Making my	Red toggle	Grey toggle	<input checked="" type="checkbox"/> Translate	—	—	Download PDF of instrument(s)

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 synch) operation



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



Update Language — [de: Deutsch] X

Automatically updated UI translations (2)

System Language: Deutsch

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

Update this language ...

by syncing with a system language

Deutsch

- or -

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

Choose File No file chosen

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 (4)

Overwrite existing translations

Allow blank values to overwrite existing translations

Cancel Update (5)

Settings tab options (1)

Users (with *Project Design* rights) have access to the following settings:

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

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

This may be useful during troubleshooting issues, i.e., to exclude the 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

Settings tab options (2)

Admins have access to the following additional settings:

4. Option to **Enable** multi-language support when access to Multi-Language Management is set to require **admin activation** in the Control Center
5. Option to **Disable and hide** Multi-Language Management in the project
6. Option to enable **Debug mode**, which outputs rich diagnostic information to the browser console

Admin-only settings

4

Enable multi-language support for this project

Note, since there already is at least one language defined, **multi-language support will remain available** irrespective of the state of this switch. However, unless switched on, once all languages are deleted, the Multi-Language Management menu link will be hidden and users will be locked out of the Multi-Language Management page.

5

Disable and hide multi-language support for this project

Turning on this option will hide the Multi-Language Management menu link and prevent access to Multi-Language Management for users even when there are languages defined.

*Override language creation, forced subscription, and UI override system settings. To **allow** these options, check the following (note, reload this page after saving to reflect any changes):*

Initialize from file Initialize from scratch Optional subscription UI overrides

6

Debug mode (status messages will be output to the browser console)

Action Tags (1)

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

Action Tags (2)

@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	[lang_pref]	What is your language preference?	radio, Required <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 @LANGUAGE-CURRENT-SURVEY							

Action Tags (3)

@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)

@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 bar with "English" checked and "Deutsch" uncheckable. A red circle with the number "1" is placed over the "English" button. Below the language bar, the text "Please complete the survey below." is displayed. A "Thank you!" message follows. In the top right corner, there are three icons: a magnifying glass, a blue globe, and a square.

On the right side of the page, there is a header "AAA" and a link "English" with a globe icon. Below the header, the text "Page 1 of 4" is shown.

The main content area contains a question "What is your preferred language?" with two radio buttons: "English" (checked) and "Deutsch". A red circle with the number "2" is placed over the "English" radio button. To the left of the question, there is a callout box containing field annotations: "A1 - lang_pref", "@LANGUAGE-SET @LANGUAGE-CURRENT-SURVEY", and "* must provide value". A "Next Page >>" button is located at the bottom of this section.

A blue bracket on the left side of the page groups the language selection bar and the language question, with an arrow pointing to the text: "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 (1) will swap English strings with their corresponding German translations **AND** change the radio field to the “de” choice (2)

DEMO-STUDY - Intake Form

English Deutsch 1

Please complete the survey below.

Thank you!

What is your preferred language?

AI - lang_pref @LANGUAGE-SET @LANGUAGE-CURRENT-SURVEY

English Deutsch

* must provide value

[Next Page >>](#)

AAA

[English](#) Deutsch

Bitte beantworten Sie die folgenden Fragen.

Vielen Dank!

Welche Sprache bevorzugen Sie?

AI - lang_pref @LANGUAGE-SET @LANGUAGE-CURRENT-SURVEY

English Deutsch 2

* erforderlich

[Nächste Seite >>](#)

Conversely, clicking the “English” radio choice (3), will switch to the “English” language (4).

Teilnahme an der DEMO-STUDIE

Bitte beantworten Sie die folgenden Fragen.

Vielen Dank!

Welche Sprache bevorzugen Sie?

AI - lang_pref @LANGUAGE-SET @LANGUAGE-CURRENT-SURVEY

English Deutsch 3

* erforderlich

[Nächste Seite >>](#)

AAA

[Deutsch](#) English 4

Please complete the survey below.

Thank you!

What is your preferred language?

AI - lang_pref @LANGUAGE-SET @LANGUAGE-CURRENT-SURVEY

English Deutsch

* must provide value

[Next Page >>](#)

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

1 AAA
Page 2 of 4

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

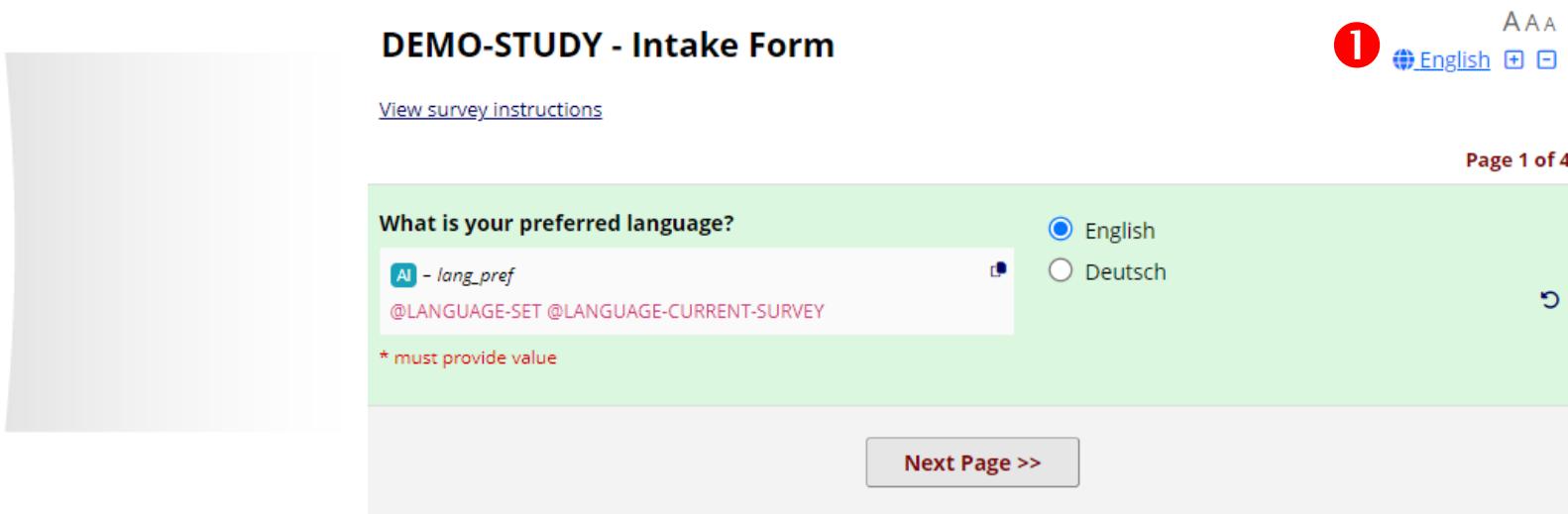
What is your preferred language?

English
 Deutsch

* must provide value

AI - lang_pref
@LANGUAGE-SET @LANGUAGE-CURRENT-SURVEY

Next Page >>



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

1
AAA
+ -
Page 4 of 4

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

DEMO-STUDY - Intake Form

Please complete the survey below.
Thank you!

What is your preferred language? English

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

- 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