Frequently Asked Question (FAQ) Library

Can I include multiple language translations in my project?

Yes, REDCap includes the functionality to display REDCap webpages in multiple languages.

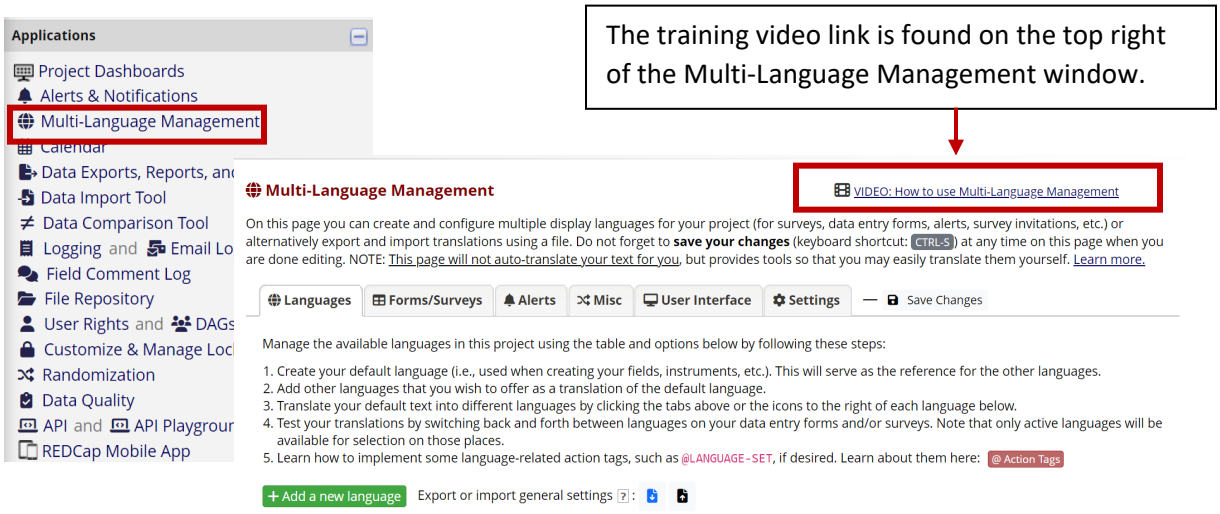
There are two primary components for each language:

1. **User interface language**:
   - Translation of the standardized REDCap messages and prompts that are common to ALL REDCap project and are encountered when entering data. Examples include: 'Next Page', 'Submit', 'Save & Exit Form'. This can be done automatically by using available translations through REDCap.

2. **Project-specific language:**
   - Translation of the content specific to your project including data dictionary items (*e.g. questions/field labels, choice labels*), survey settings (*e.g. survey title, survey instructions*), survey queue custom message, ASI, alert message subjects and contents, etc. This must be done manually or through a language file import.

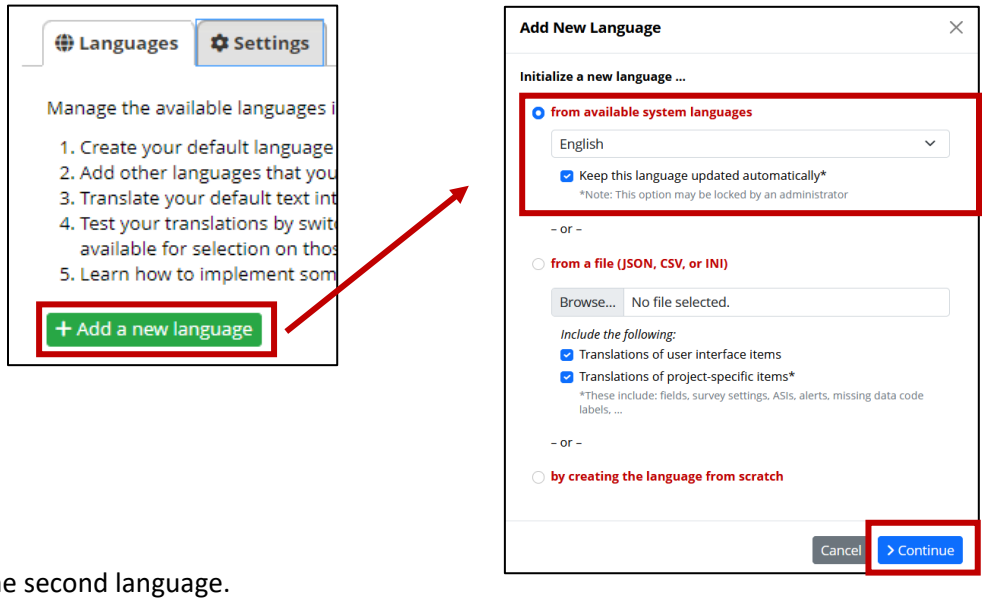
To learn how to use the Multi-Language Management feature:

Access the Multi-Language Management feature in the left navigation menu.

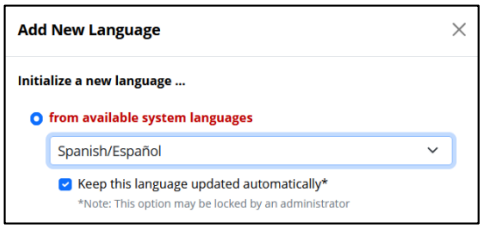


To set up the Multi-Language Management:

1. Access the Multi-Language Management feature in the left navigation menu.
2. Add the default (primary) language to your project.



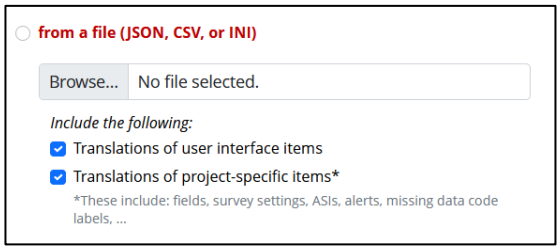
3. Add the second language.
    a. There are 3 options for adding a new language (*from an available system language, from a file, or by creating the language from scratch*). **Select one**:
        1. **Option 1**: Initializing from available MLM system languages. Use this option if you need to translate user interface items.



        a. When using this option, the system language in the dropdown menu will include the user interface translations of the language imported from the REDCap consortium library.

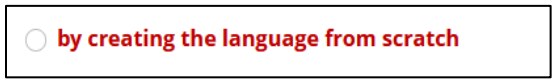
Pro Tip: If the language that you need is not available, contact your REDCap support team. They may be able to import the language from the REDCap consortium language library.

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



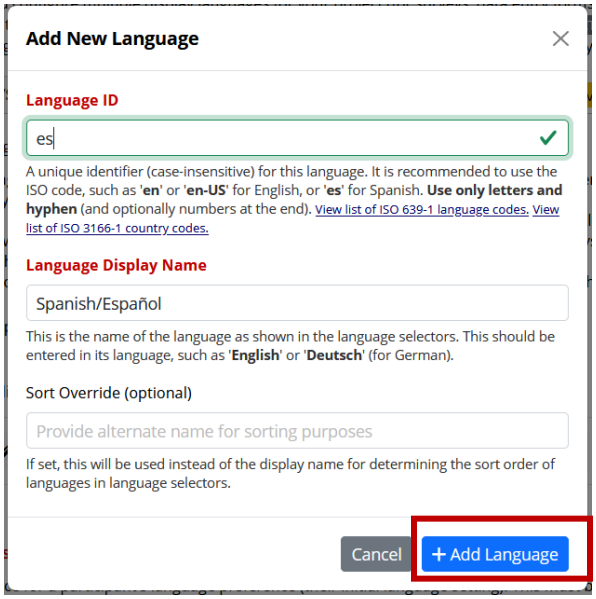
   a. If you exported the translation from another project, use this option to import the translation.

3. **Option 3:** Creating the language from scratch.



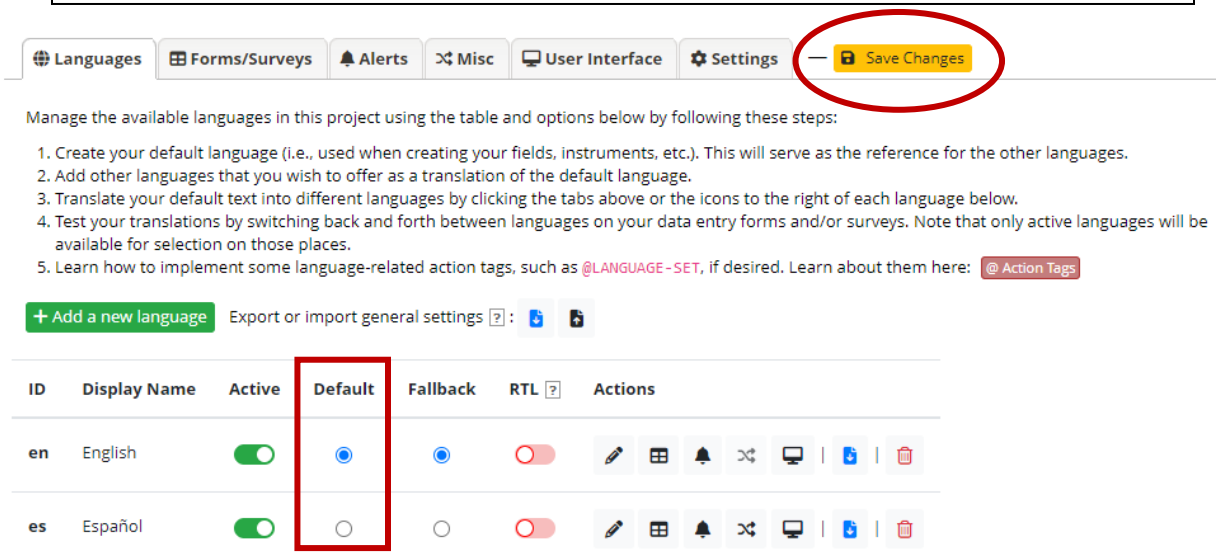
   a. If you only need to translate the data entry forms and do not need to translate the user interface language, use this option to initiate the language.

b. Enter the language ID and click 'Add Language'.



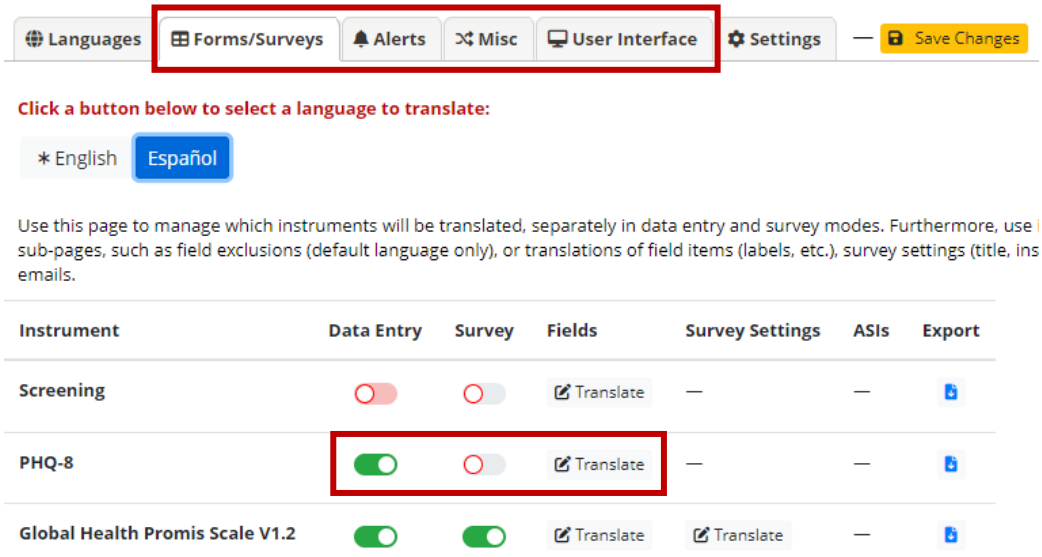
4. Repeat the above steps to add additional languages as needed.
5. Review and configure the options for each language by selecting:
    i. **Default**: This setting specifies the default project language when entering data.
    ii. **Fallback**: Specifies the language to be used when an item does not have a translation.
    iii. **RTL**: This setting tells REDCap that the language should be displayed 'right to left'.

Pro Tip: Remember to save with each step or you will lose your configurations and translations. REDCap indicates your work is unsaved with a gold 'Save Changes' button on the right side of the multi-language window.



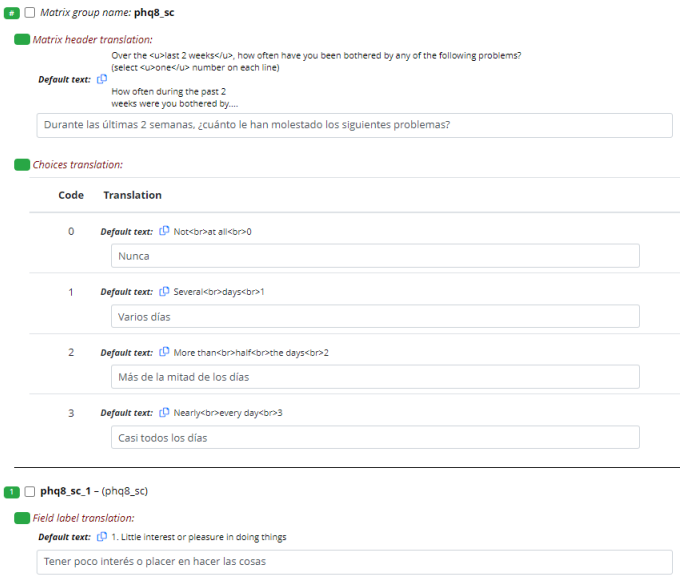
6. Once you have finished adding languages, click each tab (Form/Surveys, Alerts, Misc, etc.) to refine the translation settings.

   a. Note: If you initiated the language using Option 1 (*Initializing from available MLM system languages*), user interface text translations will be available automatically.



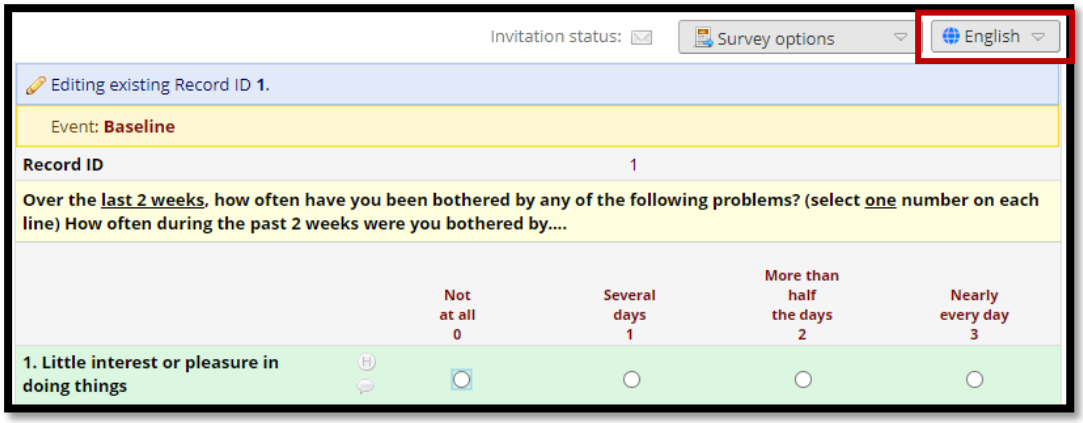
7. To enter translations for project-specific fields, click **'Translate'** next to the instrument name.

8. Enter translations for each item.

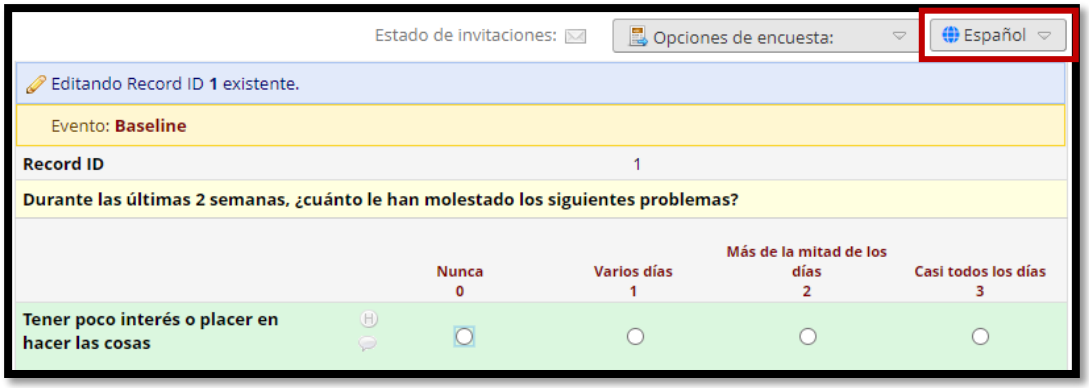
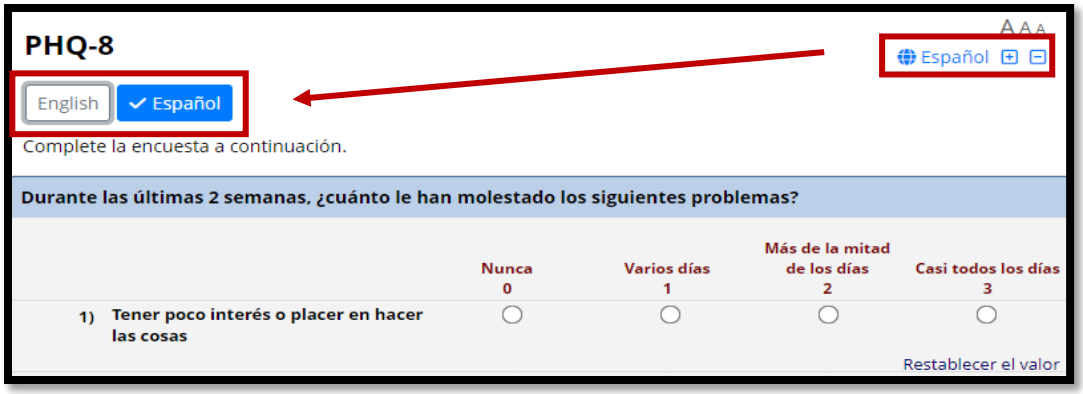


9. Once you have completed your configuration and translations, the language options can be toggled in the upper right window:

Data Entry Form in English:



Data Entry Form in Spanish:



Survey in Spanish: