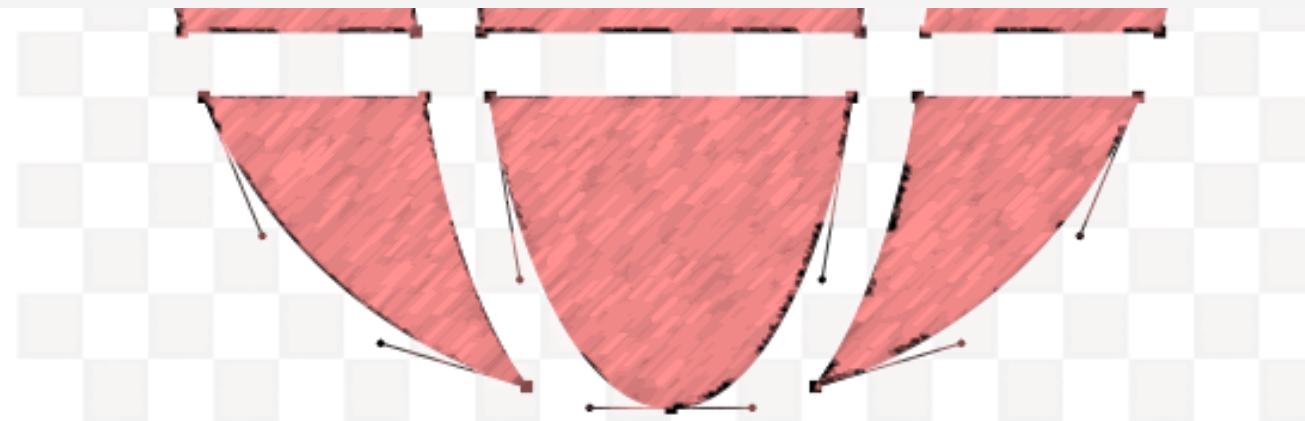
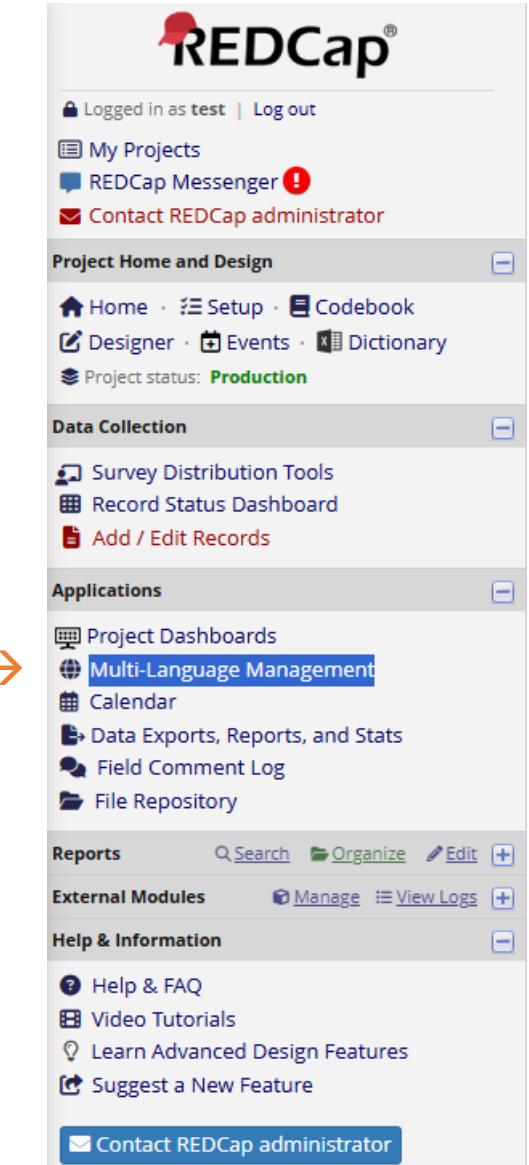


# MULTI-LANGUAGE MANAGEMENT



# Multi-Language Management (MLM)

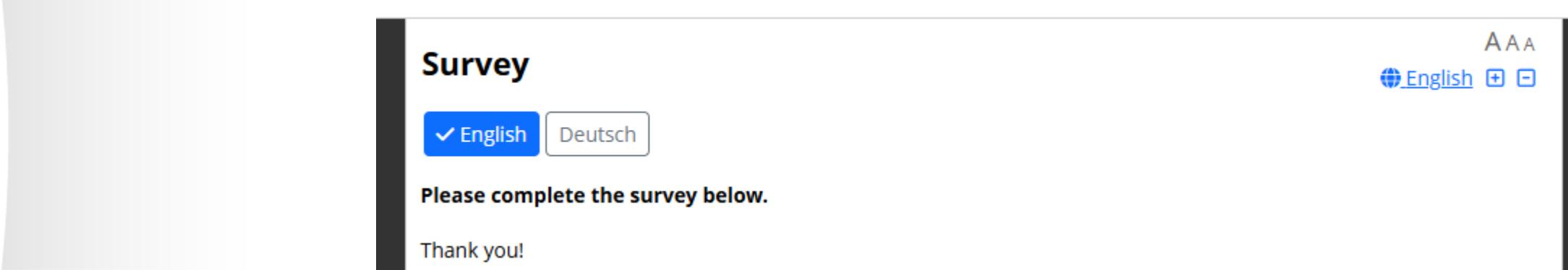
- Provides the ability to present REDCap data entry interfaces (surveys, data entry forms) in multiple languages
  - Data Entry Pages, Survey Settings
  - Questions/Choices (Data Dictionary)
  - Missing Data Codes
  - ASIs and Alerts & Notifications
  - PDFs & eConsent
  - MyCap
- Compatible with piping,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



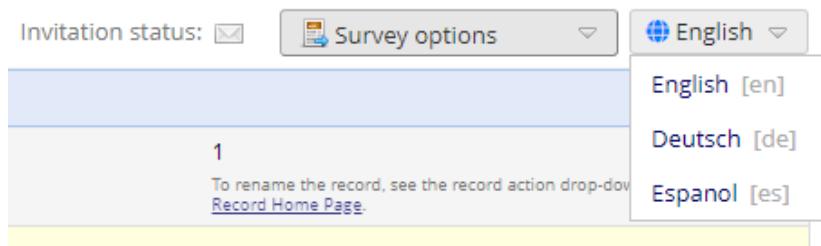
# How does it look?

---

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



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



# How does it work? – Basic concepts

---

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

## User interface translations

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

## Project-specific translations

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

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

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

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

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

# Getting started with MLM in projects

---

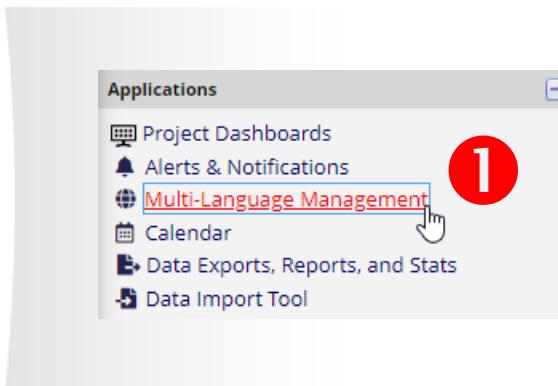
- Depending on the global MLM settings, there are up to **three** methods for initializing project languages:
  1. Initializing from the available MLM system languages (**preferred**)
  2. Importing from an existing file (.csv, .json, .ini)
  3. Building from scratch (**not recommended**)
- Set up **all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

**Note:**

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

# Adding languages to projects (1)

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



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

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

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

Languages Settings — Save Changes

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

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

**+ Add a new language** 2

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

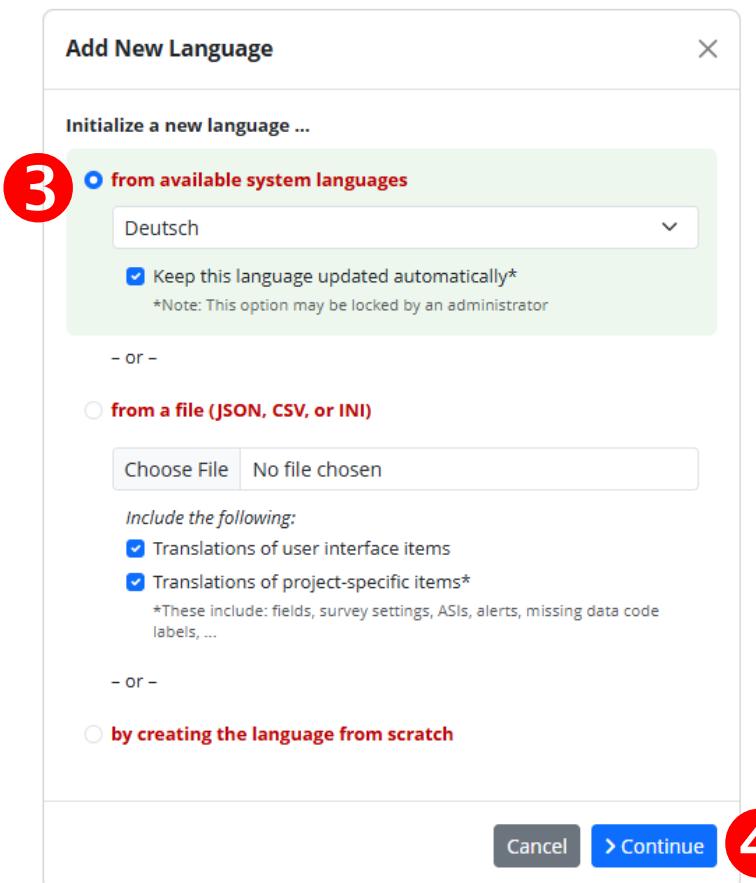
# Adding languages to projects (2)

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

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

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

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



Add New Language

Initialize a new language ...

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

Deutsch

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

- or -

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

Choose File No file chosen

Include the following:

Translations of user interface items

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

- or -

**by creating the language from scratch**

Cancel > Continue **4**

# Adding languages to projects (3)

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

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

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

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

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

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

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

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

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

**5**

**Add New Language**

**Language ID**  
de ✓

A unique identifier (case-insensitive) for this language. It is recommended to use the ISO code, such as 'en' or 'en-US' for English, or 'es' for Spanish. [Use only letters and hyphen](#) (and optionally numbers at the end). [View list of ISO 639-1 language codes](#), [View list of ISO 3166-1 country codes](#).

**Language Display Name**  
Deutsch

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)**  
2

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

**Cancel** **+ Add Language** **6**

# Managing languages in projects (1)

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

**Multi-Language Management**

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

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

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

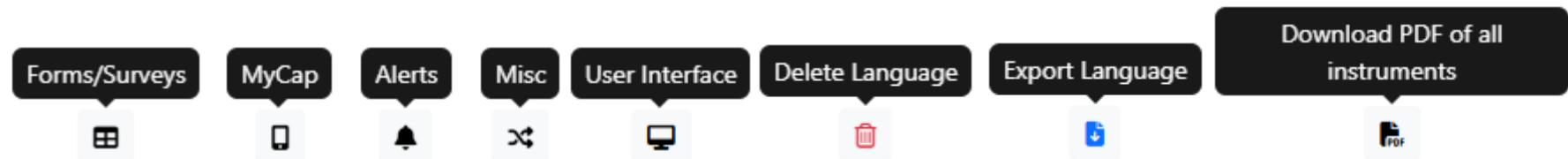
Manage the available languages in this project using the table and options below. [Learn more.](#)

[+ Add a new language](#) [Export or import general settings](#) **1** **2** **3** **4**

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

# 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	 						  
de-DE	Deutsch	 						  

7

## ■ Use Edit

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

Edit Language — [ en: English ] X

Automatically updated UI translations

**Language ID**

en ✓

A unique identifier (case-insensitive) for this language. It is recommended to use the ISO code, such as 'en' or 'en-US' for English, or 'es' for Spanish. Use only letters and hyphen (and optionally numbers at the end). [View list of ISO 639-1 language codes](#), [View list of ISO 3166-1 country codes](#).

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

**Language Display Name**

English

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

**Language Notes**

Enter any notes regarding this language

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

**Sort Override (optional)**

1

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

**Subscription Status** — System Language: English

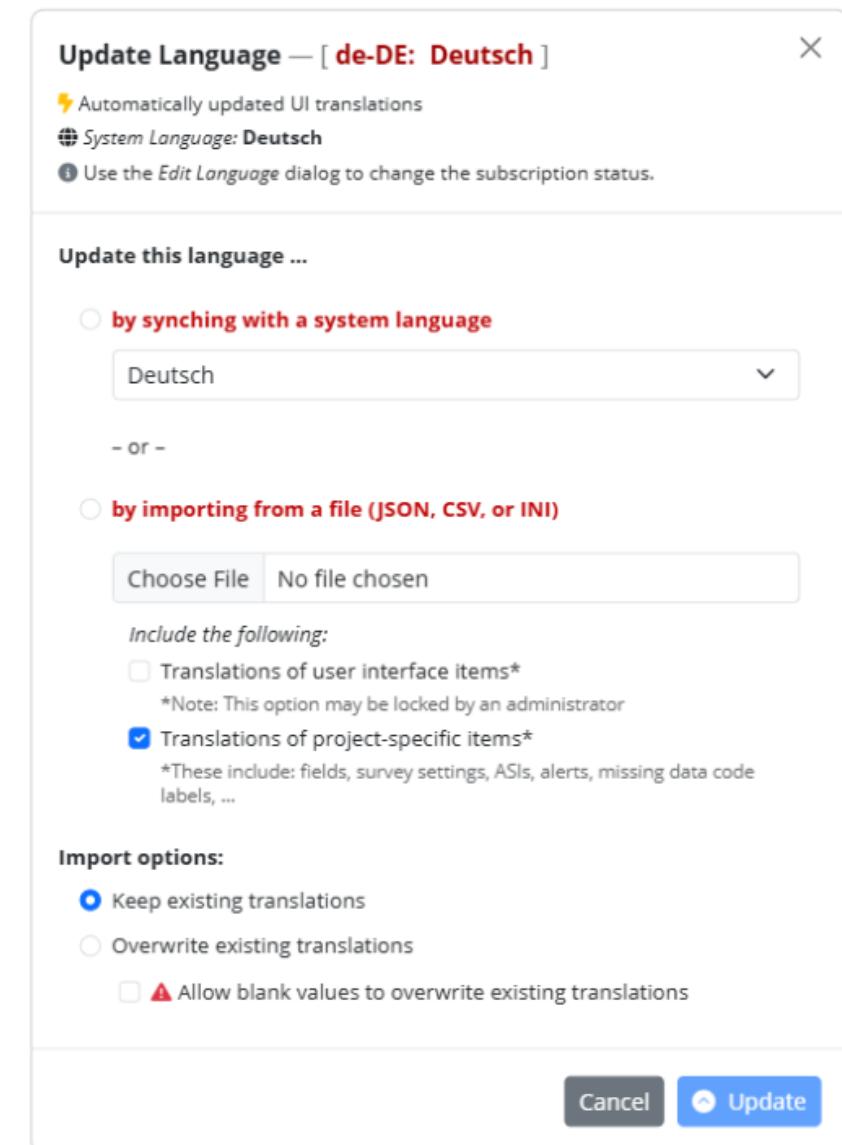
Keep this language updated automatically\*

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

Cancel **Apply Changes**

# Managing languages in projects (4)

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



# Managing languages in projects (5)

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## 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 as 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

 [Create Snapshot](#)

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 Rezniczek)	   

# Understanding Base Language and Fallback

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

## The **Base Language** ...

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

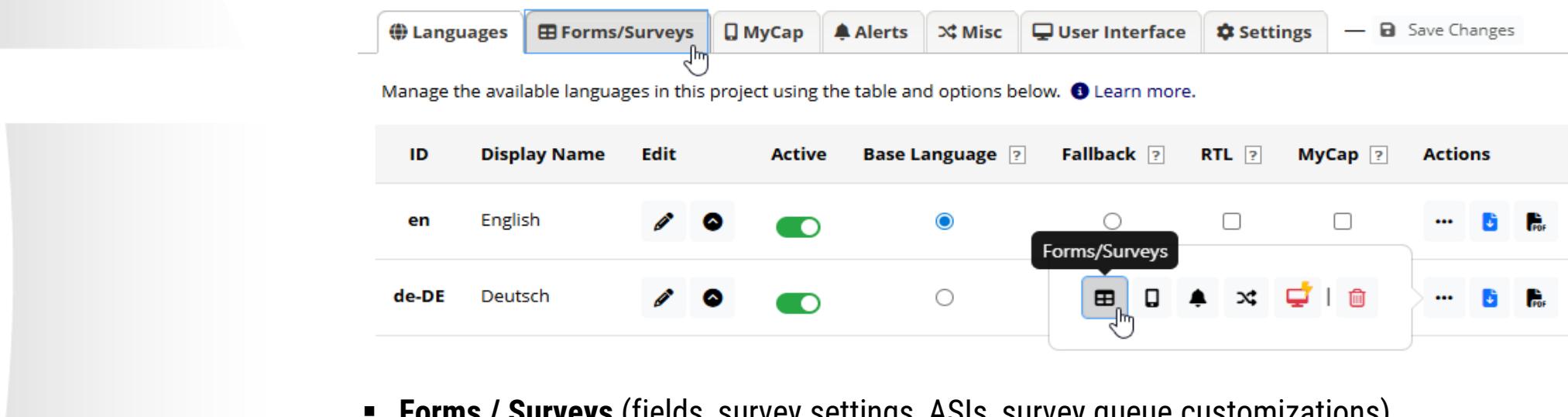
***If this is not matching the project UI language***, then a corresponding language should be added and set as “Base Language” (but it can be set as inactive).

## The **Fallback** language ...

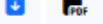
- will be used when a translation is not available in the language that currently **should** be displayed. In case the fallback translation is missing, too, the project’s base language will be used (i.e. whatever is in the data dictionary or, in case of UI strings, the Language.ini file configured for the project).

# Translating project items

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



The screenshot shows the REDCap 'Languages' interface. At the top, there are tabs: 'Languages', 'Forms/Surveys' (which is highlighted with a blue border and a cursor icon), 'MyCap', 'Alerts', 'Misc', 'User Interface', 'Settings', and a 'Save Changes' button. Below the tabs, a message says 'Manage the available languages in this project using the table and options below.' with a 'Learn more.' link. The main area is a table with columns: ID, Display Name, Edit, Active, Base Language, Fallback, RTL, MyCap, and Actions. There are two rows: 'en' (English) and 'de-DE' (Deutsch). The 'Forms/Surveys' icon (a grid with a plus sign) is highlighted with a blue box and a cursor icon. A tooltip 'Forms/Surveys' is shown above the icon. The 'Actions' column for each row contains icons for edit, delete, and PDF.

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

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

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

# Forms/Surveys (base language)

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

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

Click a button below to select a language to translate:

\* English Deutsch

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

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

Instrument	Data Entry	Survey	Fields	Survey Settings	ASIs
Basic Demography Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Exclude <span style="color: red;">1</span>	<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 <span style="color: red;">1</span>	<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)!

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.

Custom Survey Queue Text 3

Instrument	Data Entry	Survey	Tasks/Fields	Survey Settings	ASIs	Export
Basic Demography Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	—	<a href="#">Edit</a> <a href="#">Delete</a>
Evaluation Form	<input checked="" type="checkbox"/>	<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	—	<a href="#">Edit</a> <a href="#">Delete</a>
Feedback Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	—	<a href="#">Edit</a> <a href="#">Delete</a>

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

reCAPTCHA language code value: e.g., en 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

5  consent

Field label translation:   Ich willige ein, an der Studie teilzunehmen

Default text:   Ich willige ein, an der Studie teilzunehmen

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

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

CTRL-G – Go to field: **1**  Hide translated items

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

1 <input checked="" type="checkbox"/> record_id
2 <input type="checkbox"/> first_name
3 <input type="checkbox"/> last_name
4 <input type="checkbox"/> address

Field label translation:   Street, City, State, ZIP

Default text:   Street, City, State, ZIP

Enter translation

# 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 interface 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 language selector shows 'English' (marked with an asterisk) and 'Deutsch'. The main content area is titled 'Survey Settings' for the 'Basic Demography Form' instrument. It contains three sections: 'Survey Title and Prompts', 'Translation of the survey instructions', and 'Translation of the survey completion text'. Each section has a 'Default text' field and a 'Rich Text Editor' button. A red circle with the number '1' highlights the 'Default text' field for the survey title, which contains the German text 'Basisdemografie-Formular'. A red circle with the number '2' highlights the 'Rich Text Editor' button for the survey completion text section.

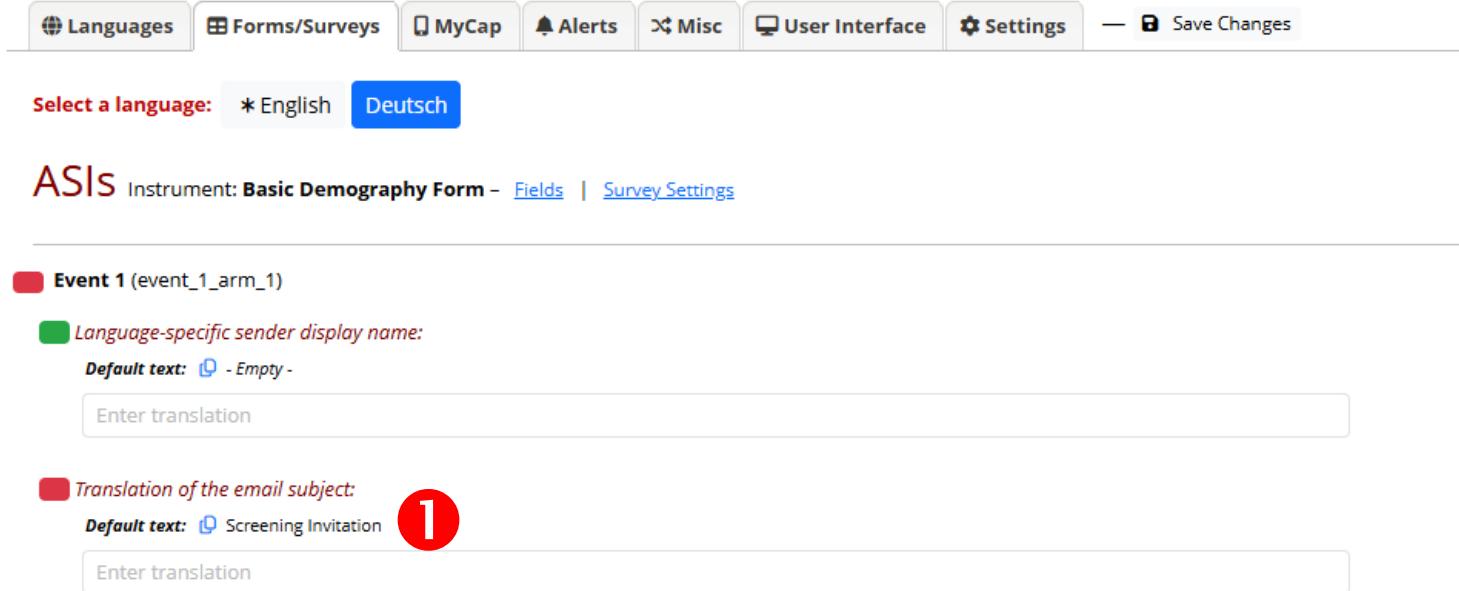
1

2

# Forms/Surveys – ASIs

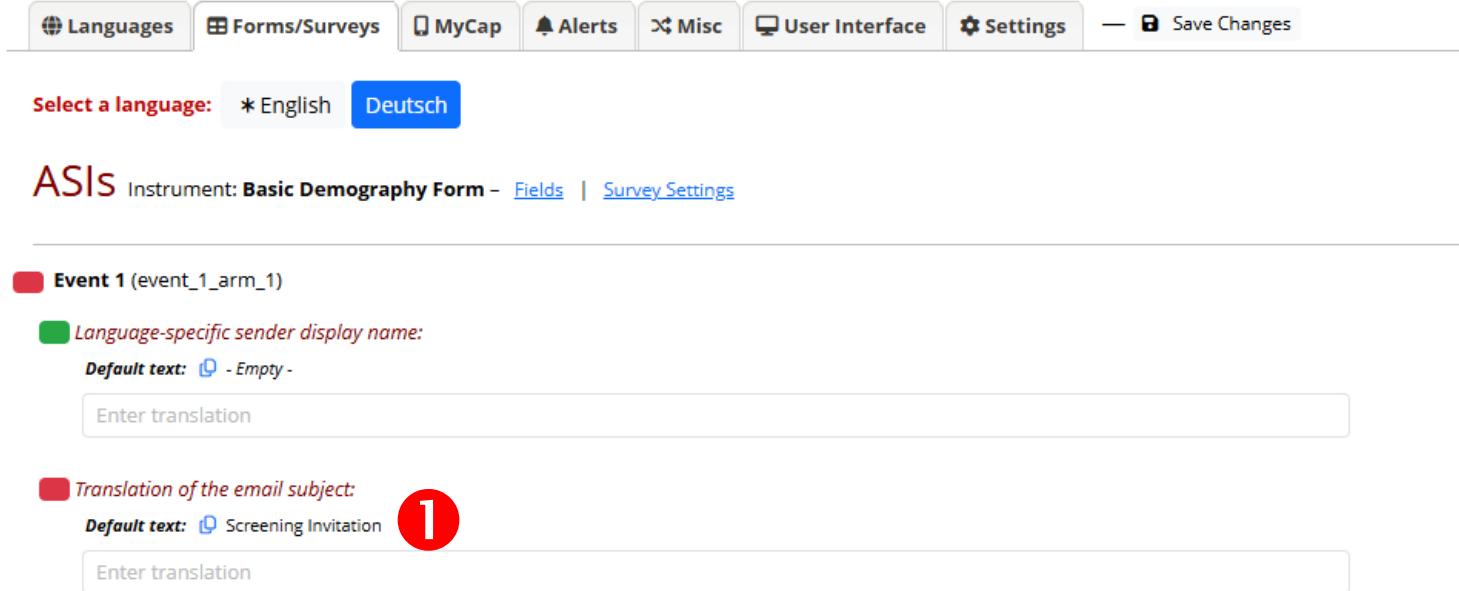
1. Translate each item
2. Use the **Rich Text Editor** for any settings supporting HTML

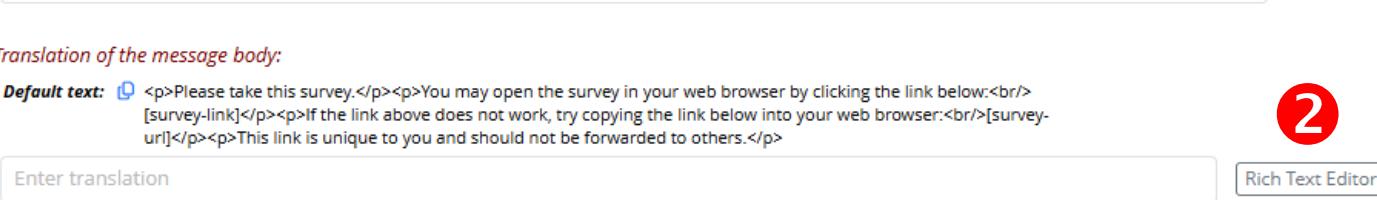
Note, ASIs for each event need to be translated separately →

**1** 

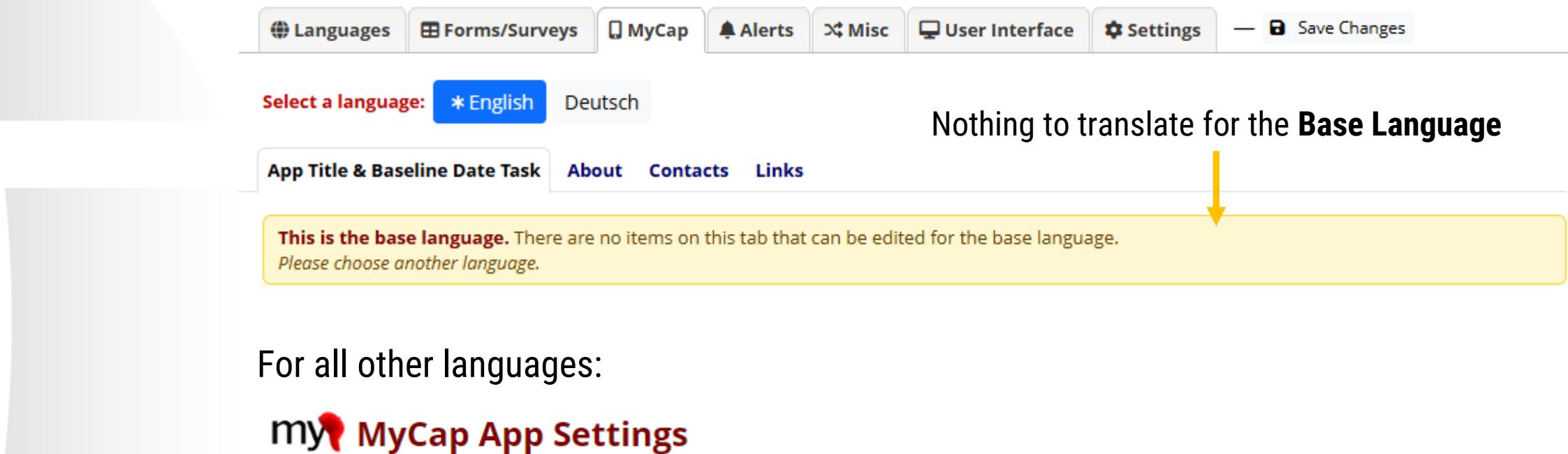
Make sure to faithfully replicate → **2** 

ASIs for each event need to be translated separately

→ **1** 

→ **2** 

# 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

Select a language: \* English Deutsch

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

# 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 (which is selected), Alerts, Misc, User Interface, and Settings. Below the navigation bar, there is a language selection dropdown with 'English' and 'Deutsch' options. The main content area is titled 'Tasks/Fields' and shows an instrument named 'Trail Making'. It includes a search bar, a 'Hide translated items' checkbox, and a hint about marking fields as 'done' if they don't require translation. The interface lists several task-related fields: 'Task: Trail Making Active Task' (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. A yellow vertical line with arrows points from the text 'Task-specific items are treated like regular fields' to the 'Task: Trail Making Active Task' field, and from the text 'Task fields are hidden (@MC-TASK-...) (as these normally do not need to be translated)' to the note at the bottom.

# 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>Hi there, [first\_name]!</p><p>Feel like answering a question? Yes? Great!</p><p>Please go to [survey-url:trigger\_survey].</p><p>Thanks!</p>

<p><span style="font-weight: normal;">Hallo [first\_name]</span></p> <p><span style="font-weight: normal;">Möchten Sie

2 Rich Text Editor

# 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 checked="" type="checkbox"/> 1	Language preference field 2

# Miscellaneous items

- Missing Data Codes
- PDF customizations
- Protected Email customizations

For the default language, there → is nothing to translate

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

→

Select a language: \* English Deutsch Français

Note that some tabs on this page, such as Missing Data Codes or Protected Email Mode, will only be shown when the corresponding features are enabled in this project. If nothing is displayed below, then there is nothing to translate here.

Missing Data Codes

Missing Data Code Translations

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

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

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

# What determines the currently active\* language?

---

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

Generally:

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

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

---

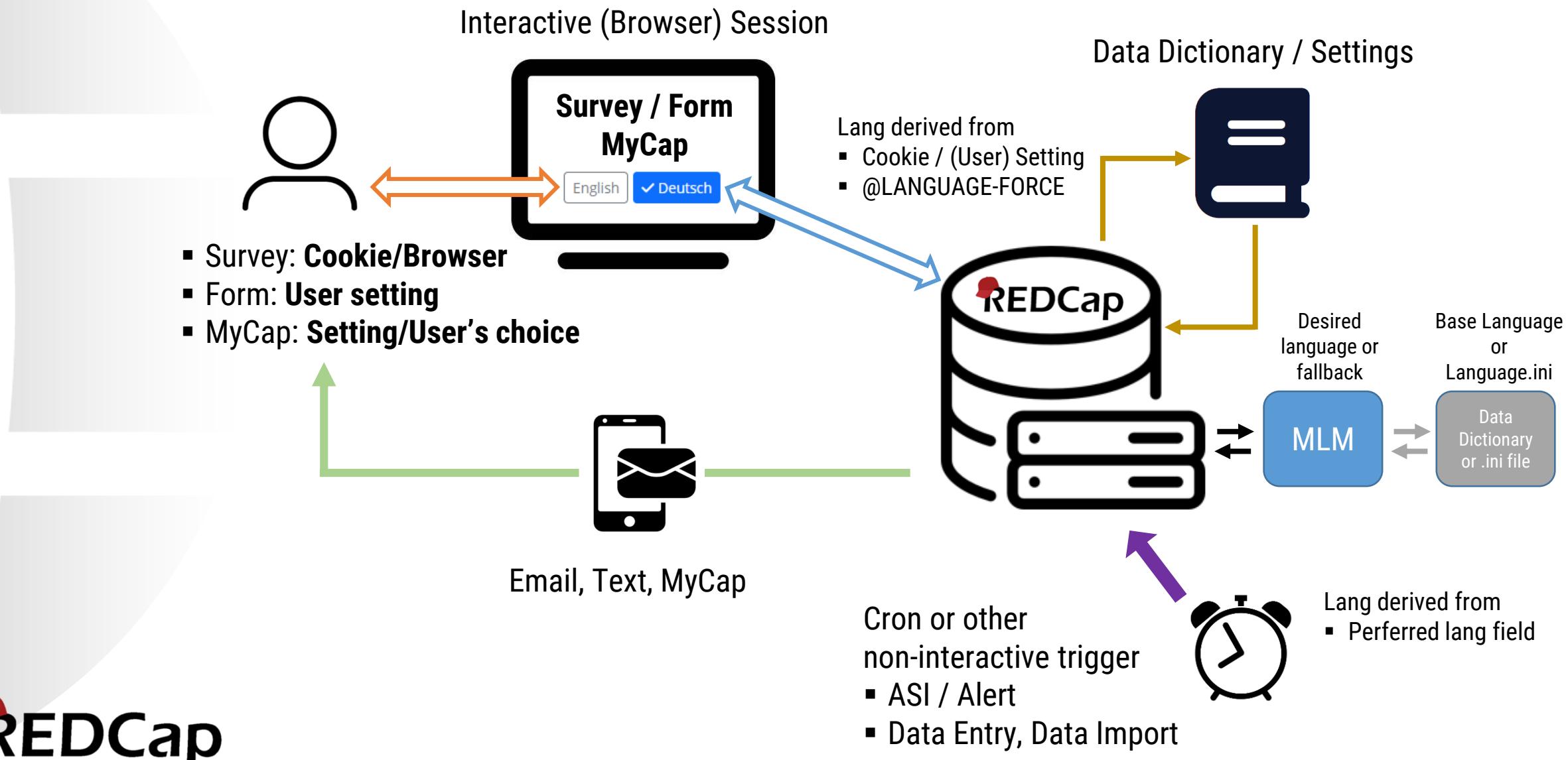
- Generally, the language displayed for survey respondents is governed by a browser cookie that is set when they (first) select a language
- For new visitors, there are several ways to control the initially displayed language
  - Add a field tagged with a **@LANGUAGE-SET** action tag\* to the survey 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](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							<b>Export Language</b>
de	Deutsch							<b>Export Language</b>

Export Language — [ de: Deutsch ]

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

*Include the following:*

②  Translations of user interface items  
 Translations of field items  
 Translations of survey settings  
 Translations of automated survey invitations  
 Translations of survey queue items  
 Translations of alerts  
 Translations of missing data code labels  
 Translations of PDF customizations  
 Translations of Protected Email settings  
 Translations of MyCap settings

*Export Options:*

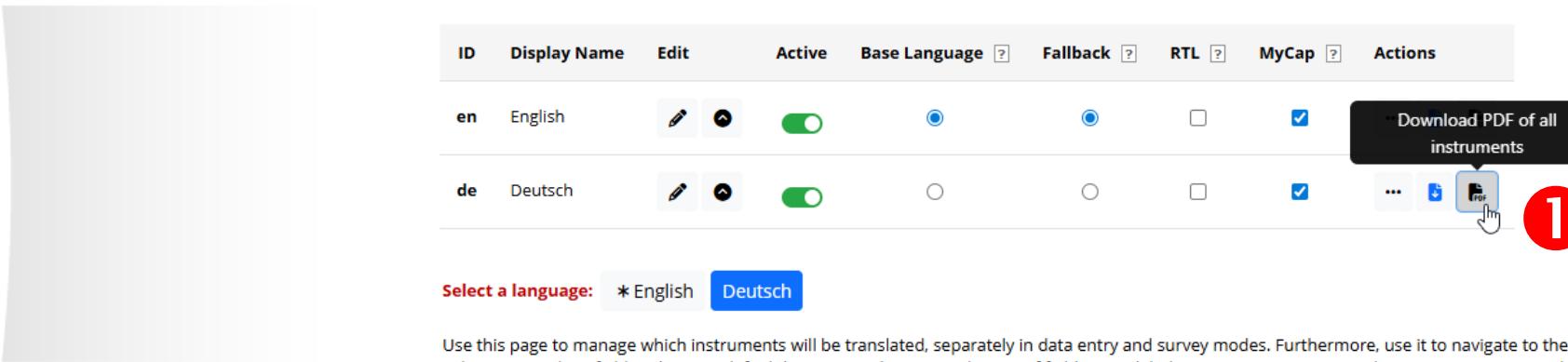
③  Include translation prompts  
 Include default values  
 Include language notes  
 JSON  
 CSV —  Comma (,)  Semicolon (;)  Tab

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

**Cancel** **Download** ④

# Exporting translated instrument PDFs

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

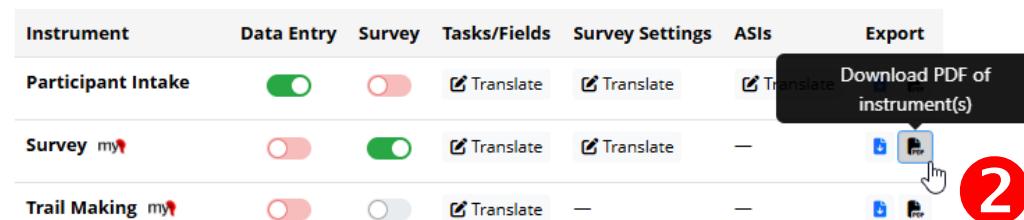


REDCap interface showing instrument translation settings. The 'Actions' column for the 'en' (English) row has a 'Download PDF of all instruments' button highlighted with a black box and a red number '1'.

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

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.

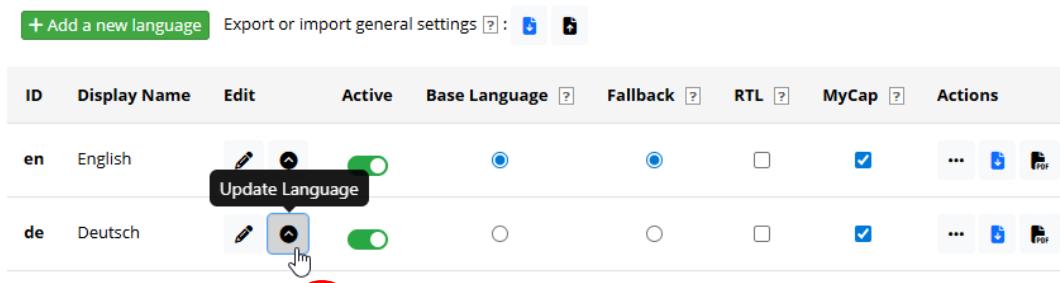


REDCap interface showing a list of instruments. The 'Export' column for the 'Participant Intake' row has a 'Download PDF of instrument(s)' button highlighted with a black box and a red number '2'.

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

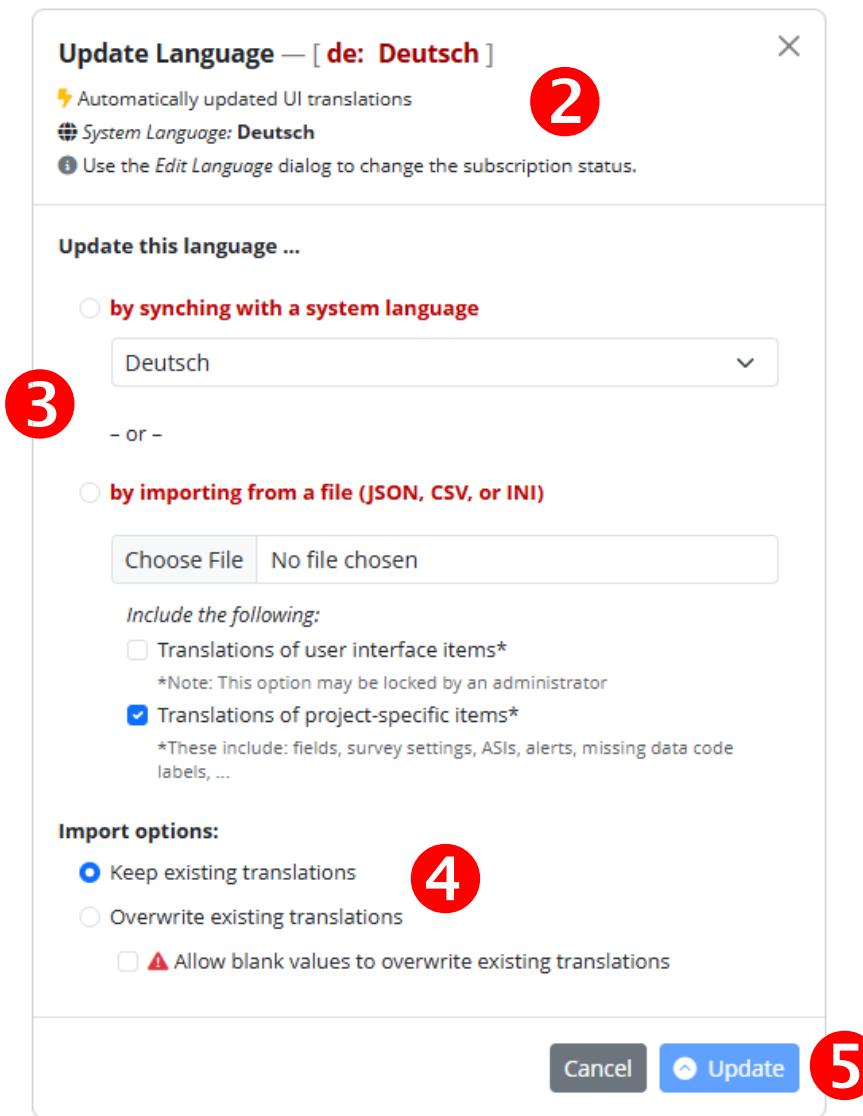
# Importing (updated) translations

1. Click the **Update Language** button in the corresponding row on the Languages tab
2. The Update Language dialog will inform about the linkage/subscription to a system language (when applicable)
3. Choose an update source and what to import (choices may be limited depending on system settings)
4. Set import options
5. Click **Update** to perform the import (or sync) operation



The screenshot shows the REDCap Languages tab. The table has columns for ID, Display Name, Edit, Active, Base Language, Fallback, RTL, MyCap, and Actions. There are two rows: 'en' (English) and 'de' (Deutsch). The 'de' row has an 'Update Language' button highlighted with a red circle containing the number 1.

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



# Settings tab options

Several settings govern high level behaviors of MLM:

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

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

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

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

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

# Action Tags (1)

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

# Action Tags (2)

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**@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	<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: <b>@LANGUAGE-SET</b> <b>@LANGUAGE-CURRENT-SURVEY</b>							

# 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:

**DEMO-STUDY - Intake Form**

English  Deutsch 1

Please complete the survey below.

Thank you!

AAA  
 English English ⊕ ⊖

What is your preferred language?

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

\* must provide value

English  Deutsch 2

Page 1 of 4

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→ 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!

Page 1 of 4

What is your preferred language?  English  Deutsch

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

\* must provide value

[Next Page >>](#)

AAA  
English Deutsch 2

Teilnahme an der DEMO-STUDIE

English  Deutsch 2

Bitte beantworten Sie die folgenden Fragen.

Vielen Dank!

Seite 1 von 4

Welche Sprache bevorzugen Sie?  English  Deutsch 2

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

\* erforderlich

[Nächste Seite >>](#)

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

**Teilnahme an der DEMO-STUDIE**

Deutsch 3

Bitte beantworten Sie die folgenden Fragen.

Vielen Dank!

Seite 1 von 4

Welche Sprache bevorzugen Sie?  English  Deutsch 3

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

\* erforderlich

[Nächste Seite >>](#)

AAA  
English Deutsch 4

**DEMO-STUDY - Intake Form**

Please complete the survey below.

Thank you!

Page 1 of 4

What is your preferred language?  English  Deutsch

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

\* must provide value

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# 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  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

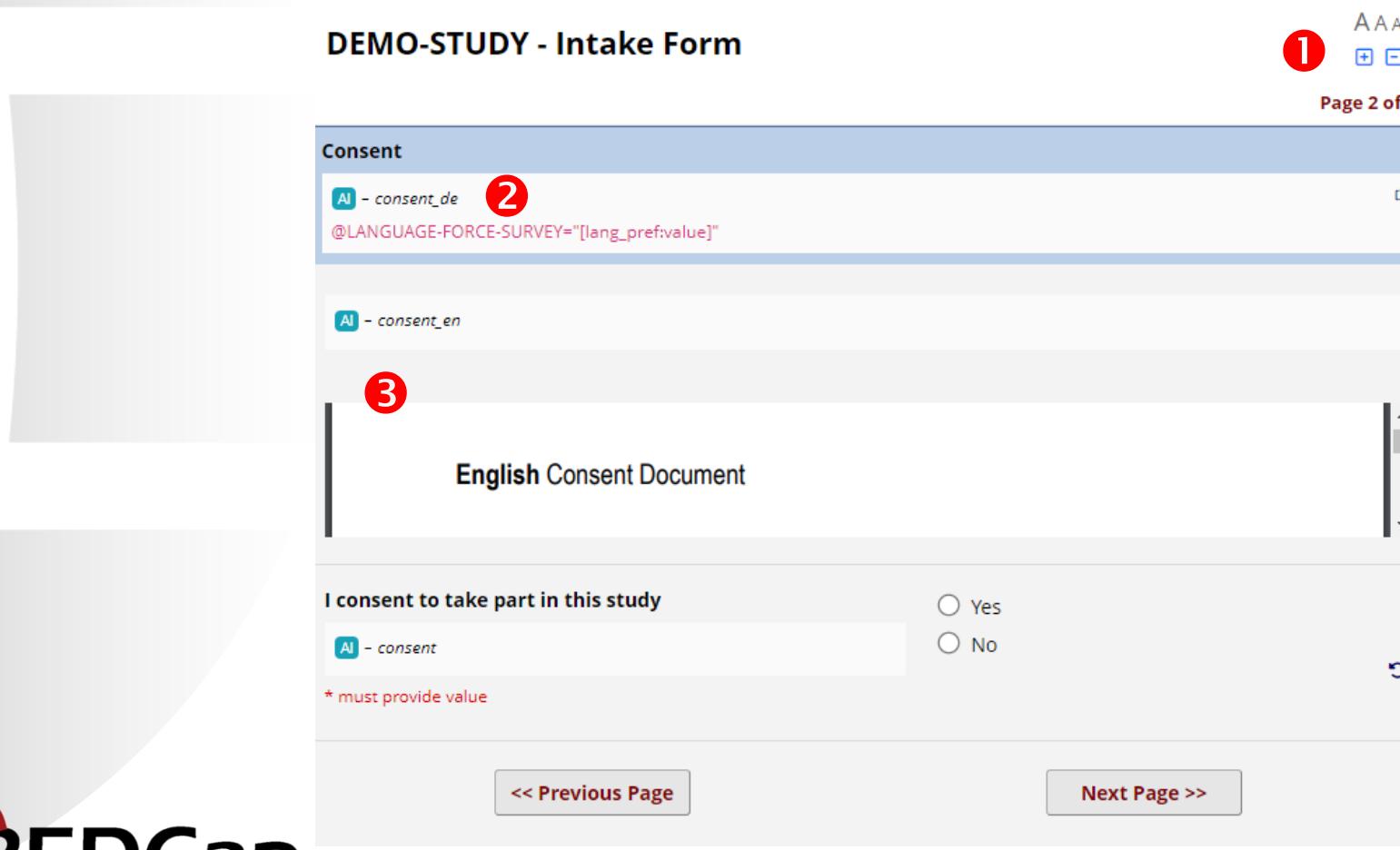
AI - consent

\* 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](#)

1 AAA

Page 1 of 4

What is your preferred language?

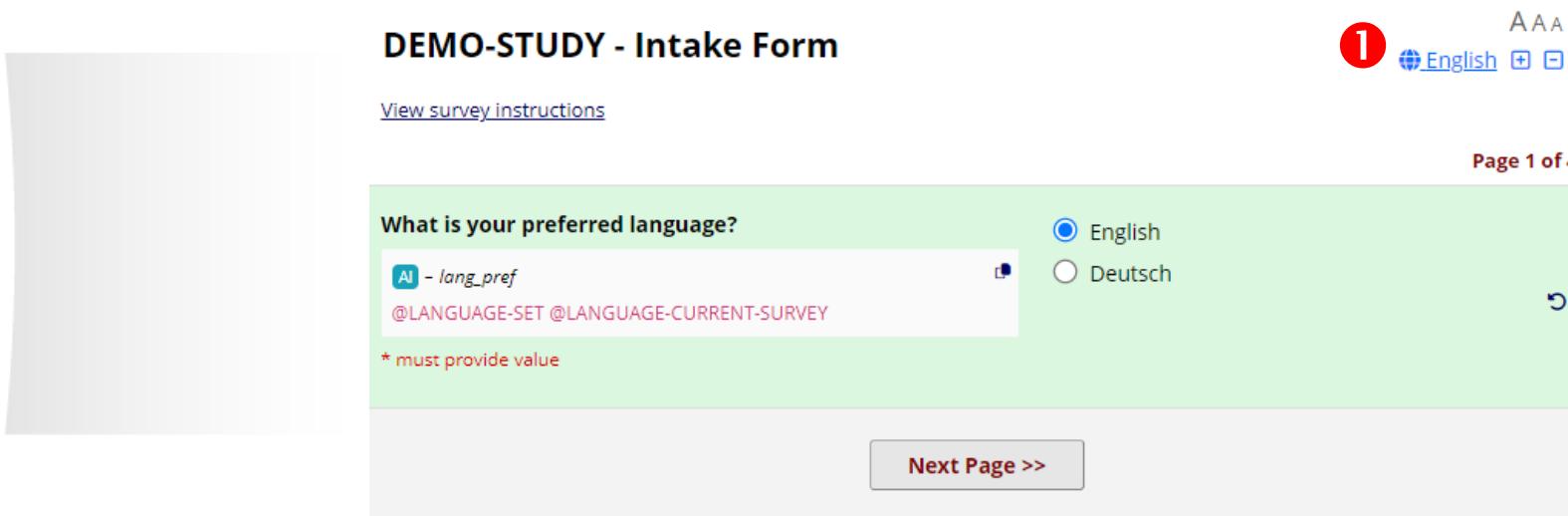
English

Deutsch

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

\* must provide value

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

Page 1

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

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

<< Previous Page

Submit

# Action Tags – DOs and DON'Ts

---

- 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