Survey Crafter, Inc.

Survey Crafter Walkthrough

Summary:	Translating your survey into other languages such as Spanish, French, German, Italian, Portuguese and Dutch so you can simultaneously administer your survey in more than one language and analyze the results together.
Walkthrough:	SCWT-SCP500-1735601
Applies to:	Survey Crafter Professional 5.0.0 or later
Topic:	Surveys
Last Updated:	Friday, December 22, 2017
More Info:	Click here for more walkthroughs

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Synopsis

This article describes a procedure for translating your survey into other languages such as Spanish, French, German, Italian, Portuguese and Dutch.

When you are done, you will be able to simultaneously administer the original and all of the translated surveys. Since the translated surveys will use the same variables as the original survey, you will also be able to analyze the results together.

Briefly, the following procedure has you do the following:

1. Use Survey Crafter Professional's Survey Designer window to create your survey.
2. Finalize your survey.
3. Use the Copy Survey Wizard to copy the original survey to a new one in the same study.
4. Translate the new survey into another language.
5. Repeat steps 3 and 4 as necessary to translate the original survey to other languages.

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Notes

These instructions assume you are using Survey Crafter Professional 5.0.0 or later.

To determine what version of Survey Crafter Professional you are using, choose About Survey Crafter Professional from Survey Crafter Professional's Help menu.

These instructions also assume you are translating your survey into single-byte languages that read from left-to-right. Survey Crafter Professional's Survey Designer window does not support single-byte languages that read from right-to-left or multiple-byte languages.

Examples of single-byte languages that read from left-to-right are: English, Spanish, French, German, Italian, Portuguese and Dutch. Survey Crafter Professional comes with spelling dictionaries for these languages.

Examples of single-byte languages that read from right-to-left are: Hebrew and Arabic. Examples of double-byte languages are Chinese, Japanese, and Korean.
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Walkthrough

Step 1

Start Survey Crafter Professional and open the study file that contains the survey you want to translate.

   Survey Crafter Professional displays the Study window.
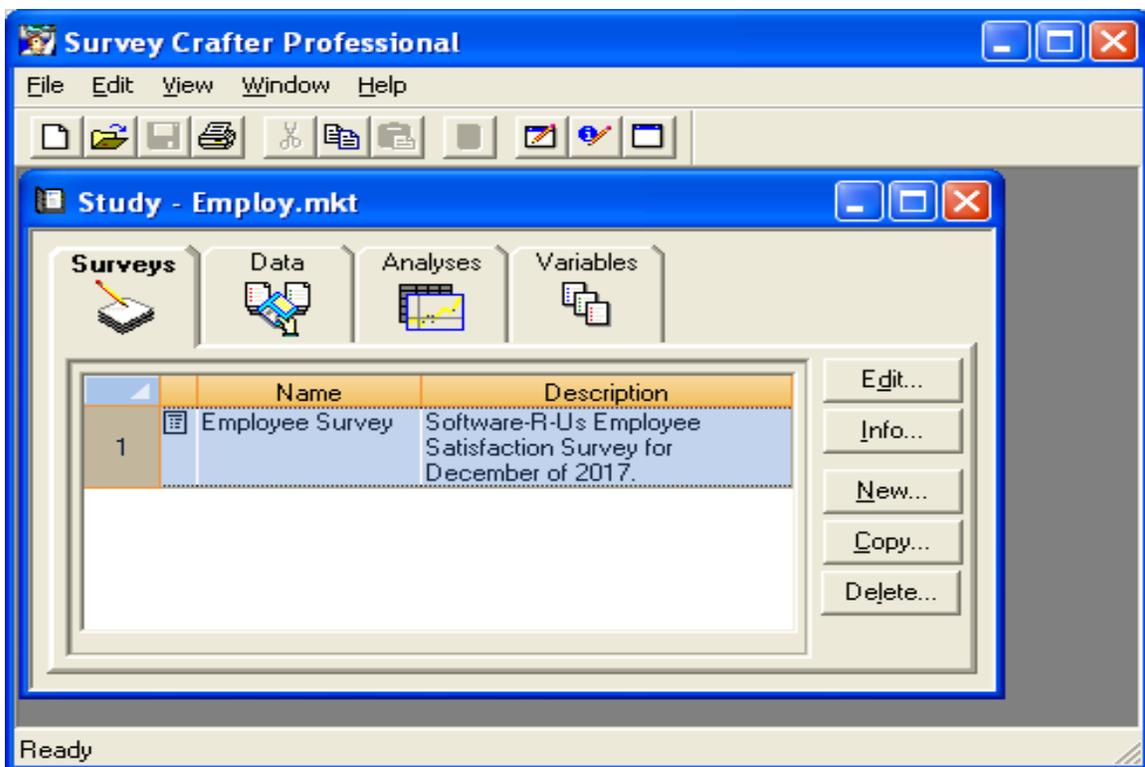
Figure 1:   Survey Crafter Professional's Study window

Step 2

Click on the Copy button on the Surveys tab of the Study window.

Survey Crafter Professional asks you to confirm that you want to make a copy of the selected survey.

Figure 2:   Survey Crafter Professional's confirmation dialog box

Step 3

Click on the Yes button.

Survey Crafter Professional displays Step 1 of the Copy Survey Wizard.
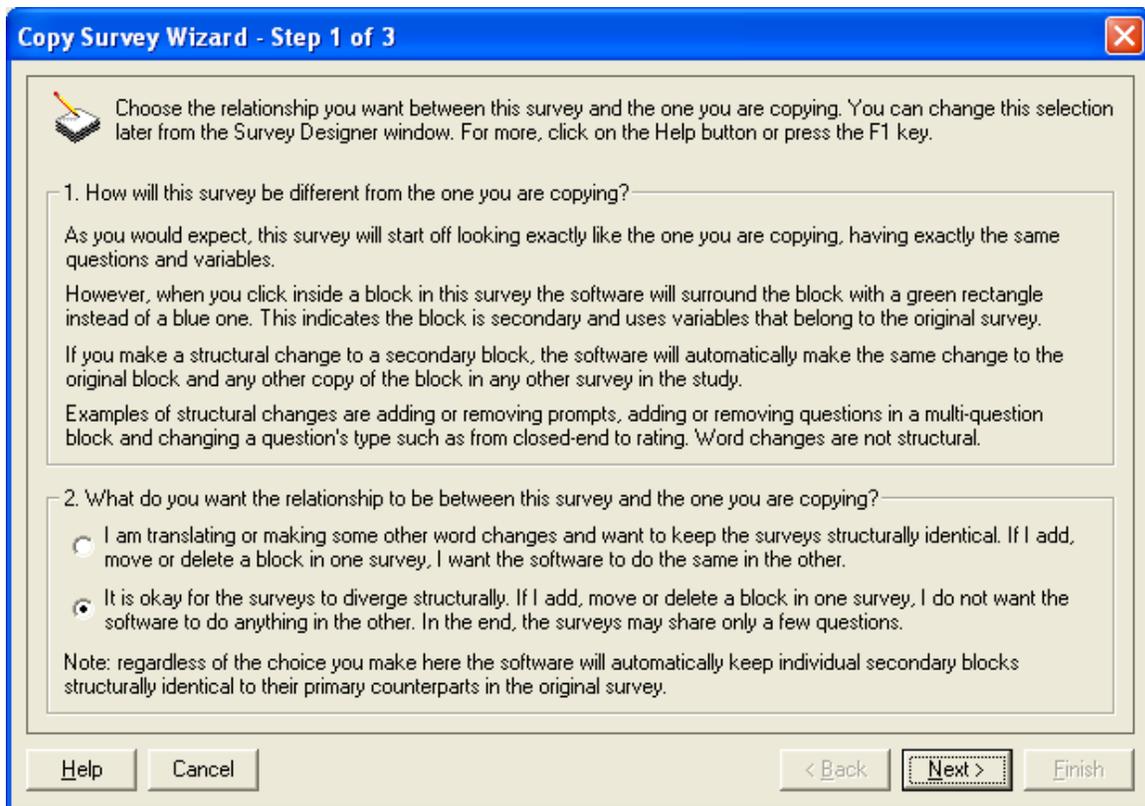
Figure 3:   Step 1 of the Copy Survey Wizard

Step 4

Do the following:
- Read the first section of the step.

- If you want your translated survey to be structurally identical to the original, click to select the first option in the second section. Otherwise, if you want to allow the surveys to contain different questions or the same questions in a different order, click to select the second option.
- Click on the Next button.

Survey Crafter Professional displays Step 2 of the Copy Survey Wizard.
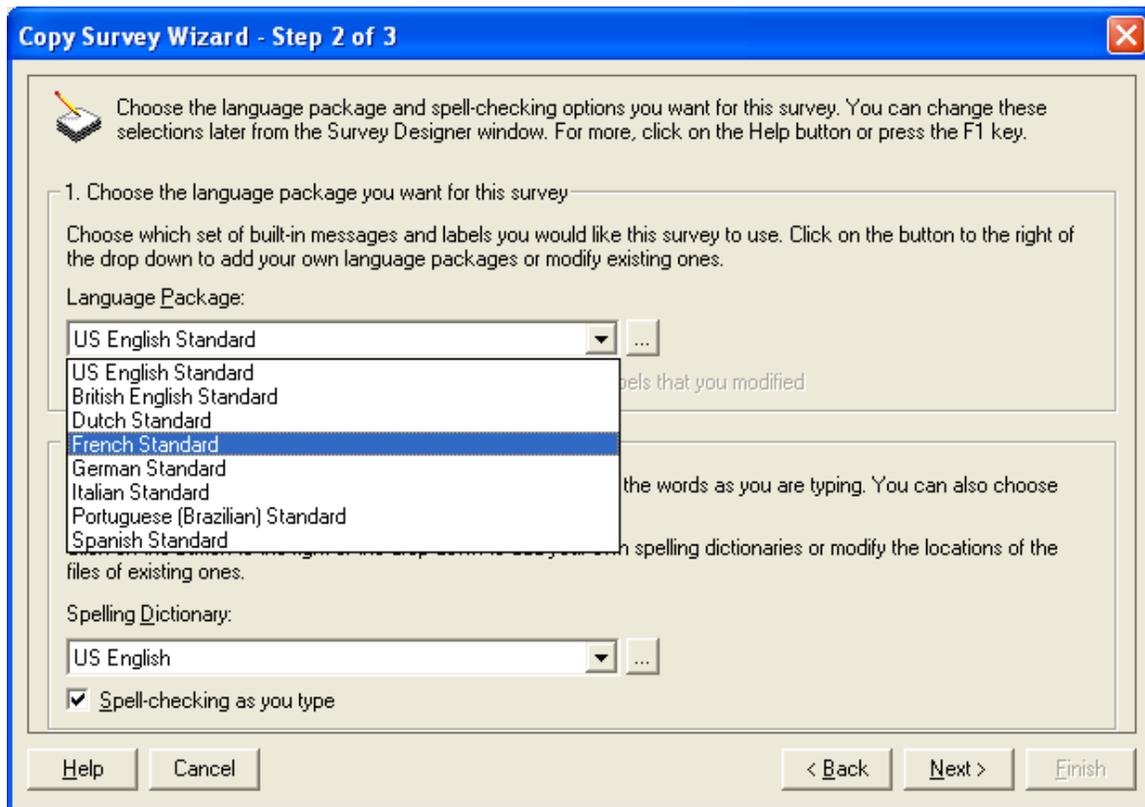
Figure 4:   Step 2 of the Copy Survey Wizard

Step 5

Do the following:
- Choose the language package you would like the new survey to use.
- If you want, click to select the check box "Apply the language package to messages, headings and labels that you modified" to have any customized messages you may have in the original survey replaced by translations of the default messages.
- Choose the spelling dictionary you would like the new survey to use.
- If this is the last step, click on the Finish button and skip to step 7. Otherwise, click on the Next button and proceed to the next step.

Survey Crafter Professional displays Step 3 of the Copy Survey Wizard.

Figure 5:   Step 3 of the Copy Survey Wizard

Step 6

Do the following:
- Modify the file and/or path names of the HTML and configuration files to make sure the new survey has its own versions of these files on the web server.
- If you chose in Step 1 to have the software help you maintain structurally identical surveys, you can leave the path and file name of the data file as it is. Otherwise, modify the file and/or path name of the data file to make sure the new survey has its own version of the file on the web server.
- Click on the Finish button.

Survey Crafter Professional displays the Survey Information dialog box.
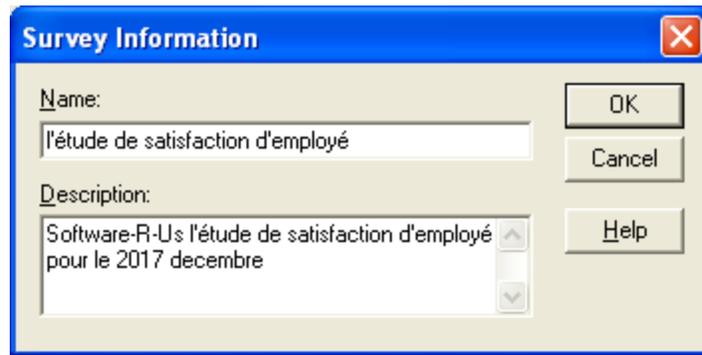
Figure 6:   The Survey Information dialog box

Step 7

Do the following:
- Modify the name of the survey.
- Modify the description of the survey.
- Click on the OK button.

Survey Crafter Professional displays a copy of the contents of the original survey in the new survey's Survey Designer window.
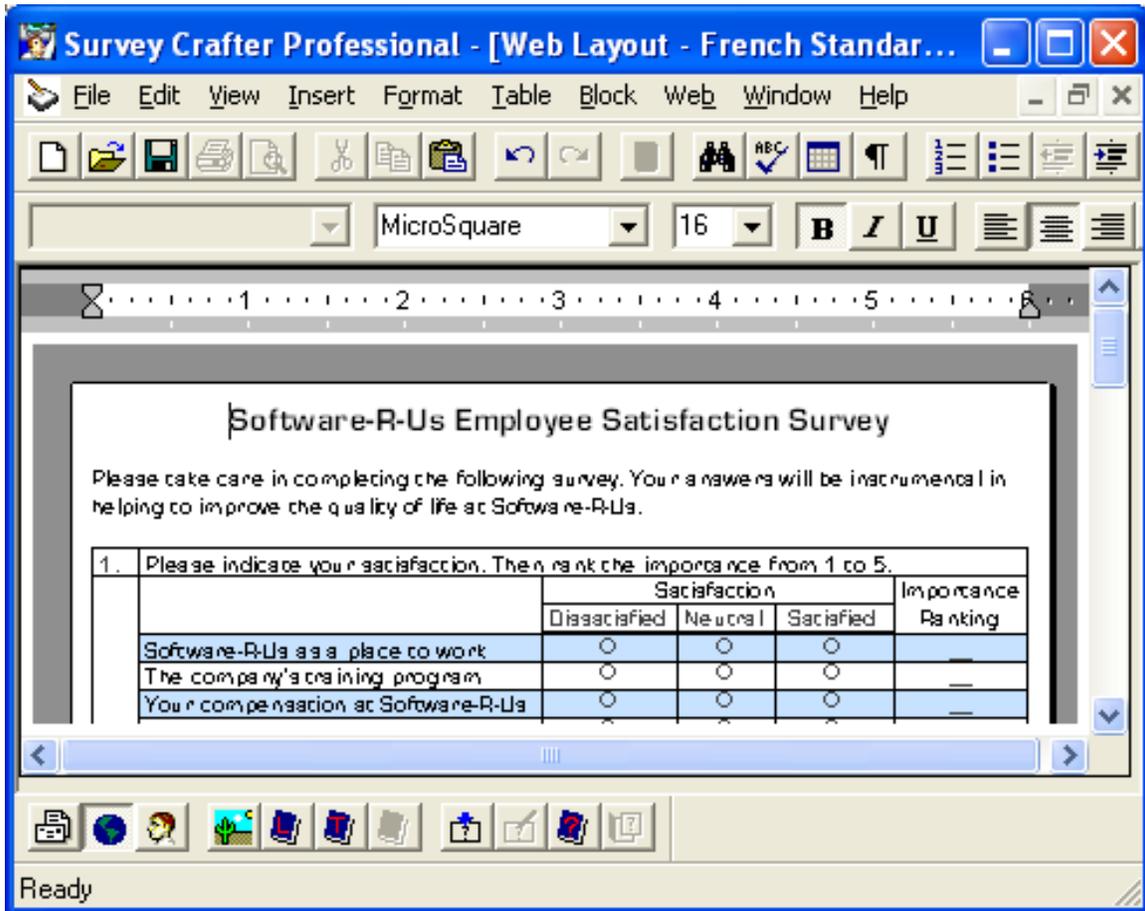
Figure 7:The Survey Designer window

Step 8

Do the following:

- Type the translated text in place of the original text in the Survey Designer window.

  If you cannot type to translate some of the text in a question block, the question block may be using a list. Proceed to the next step.

  If you are able to translate all of the text in the survey, skip to step 22.

Step 9

If you cannot type to translate some of the text in a question block, right-click inside the question block and choose Edit Block from the pop-up menu.

Survey Crafter Professional displays the Type tab of the Question Block Wizard dialog box.
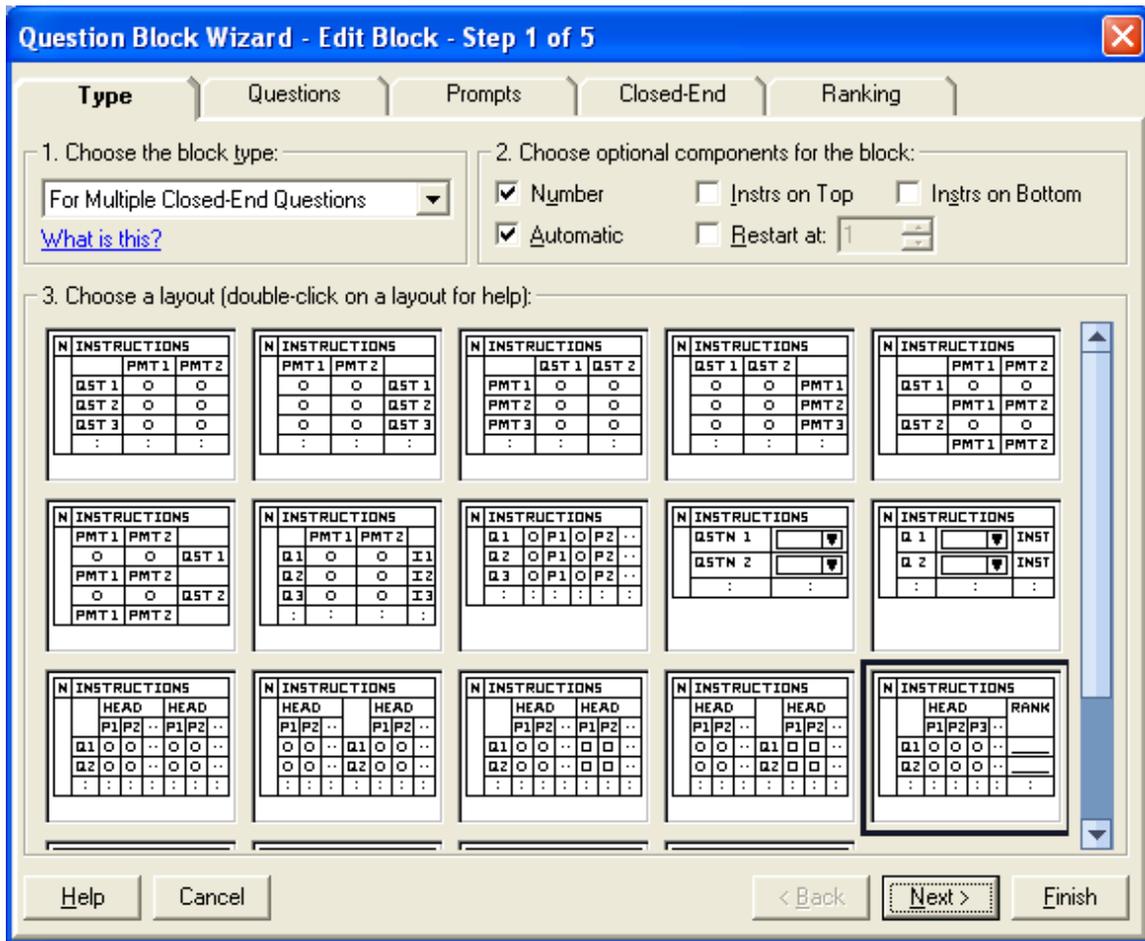
Figure 8:   The Type tab of the Question Block Wizard dialog box

Step 10

If available, click on the Questions tab of the Question Block Wizard dialog box. Otherwise, skip to step 15.

Survey Crafter Professional displays the Questions tab of the Question Block Wizard dialog box.
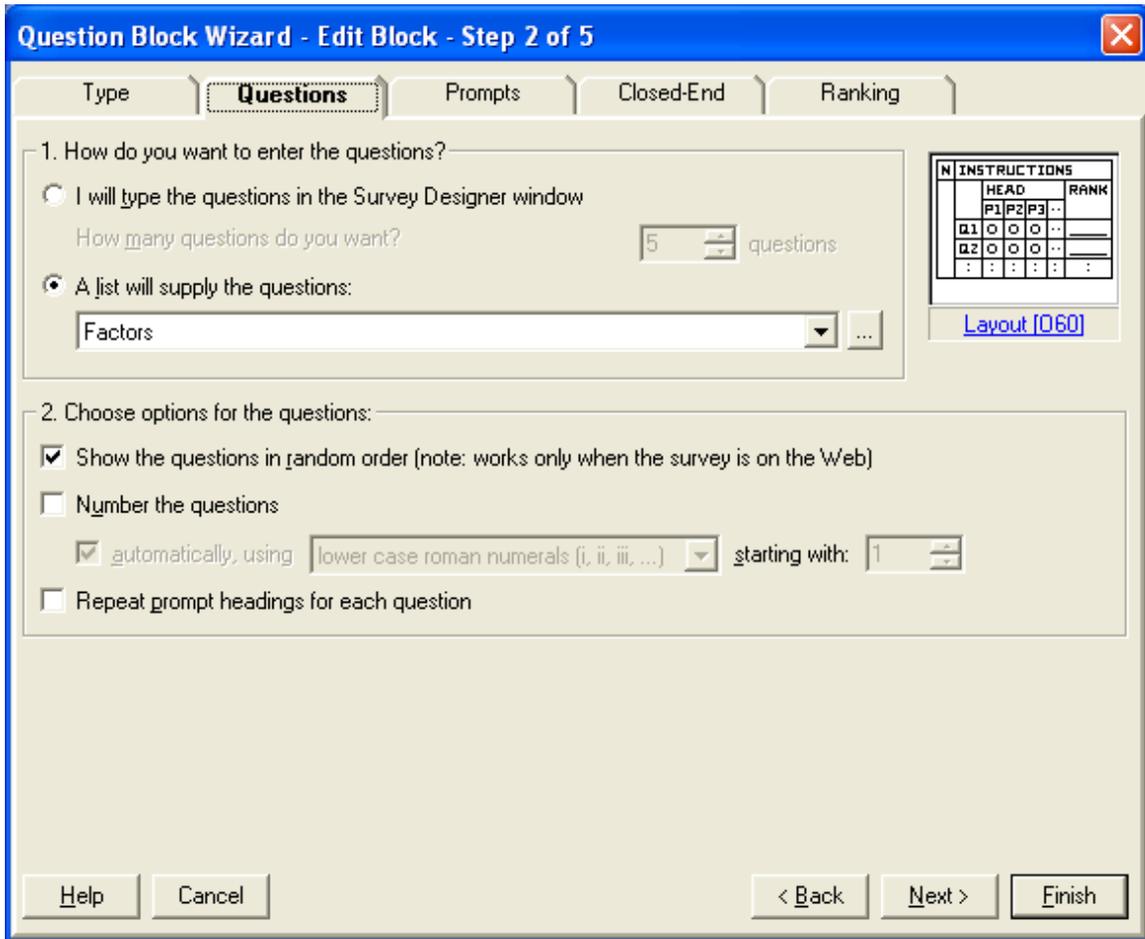
Figure 9:   The Questions tab of the Question Block Wizard dialog box

Step 11

If "A list will supply the questions" is selected, click on the "..." button to the right of the drop down. Otherwise, skip to step 15.

Survey Crafter Professional displays the List Library dialog box.
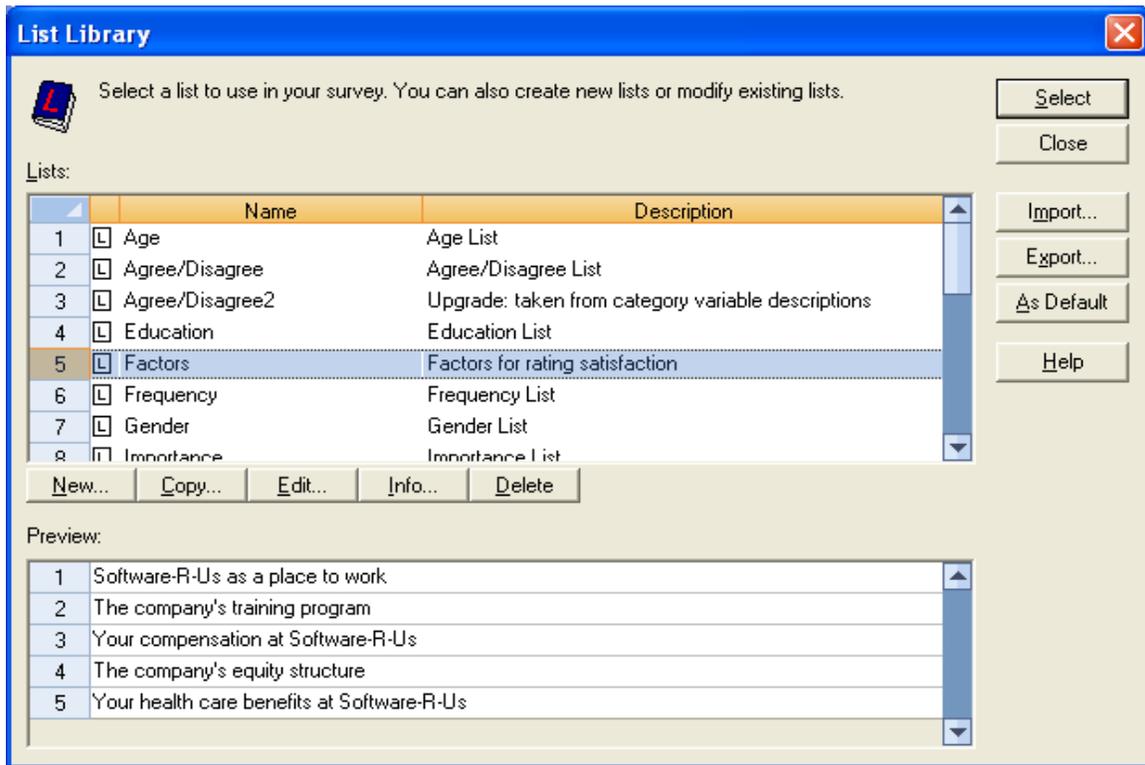
Figure 10: The List Library dialog box

Step 12

Do the following:
- Make sure to *not* change which list is selected.
- Click on the Copy button below the list of lists.

    Survey Crafter Professional displays the List Information dialog box.

Figure 11: The List Information dialog box

Step 13

Do the following:
- Change the name of the list to reflect the translation.

- If you want, change the description to reflect the translation.
- Click on the OK button.

    Survey Crafter Professional displays the List dialog box.
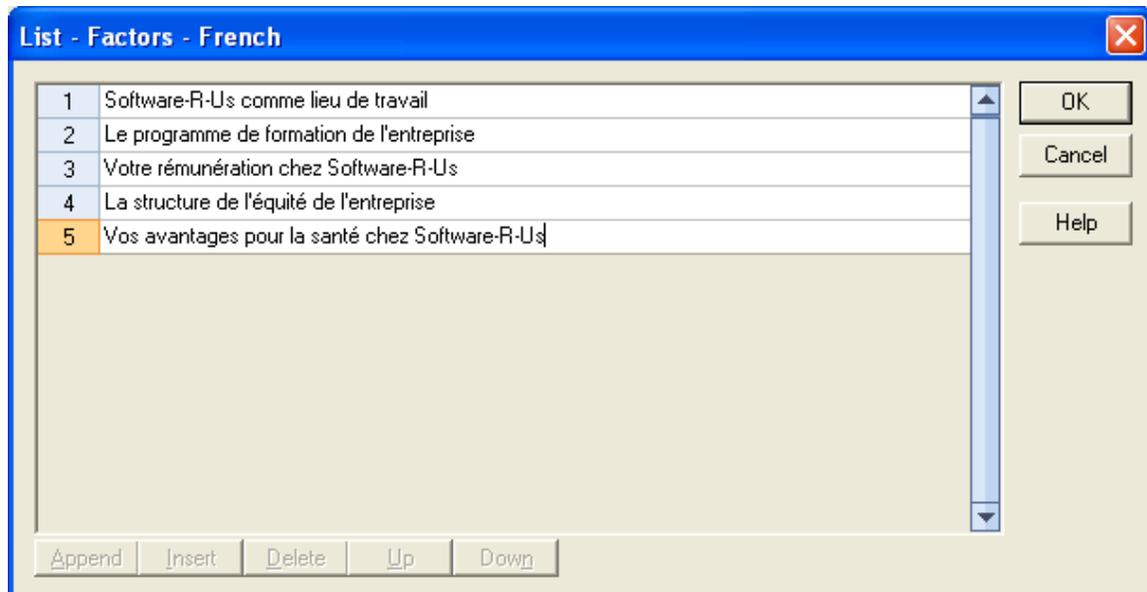
Figure 12: The List dialog box

Step 14

Do the following:
- Translate each item in the list.
- Do not append, insert, delete, or move any of the items.
- Click on the OK button.
- Click on the Select button on the List Library dialog box.

Step 15

If available, click on the Prompts tab of the Question Block Wizard dialog box. Otherwise, skip to step 20.

Survey Crafter Professional displays the Prompts tab of the Question Block Wizard dialog box.
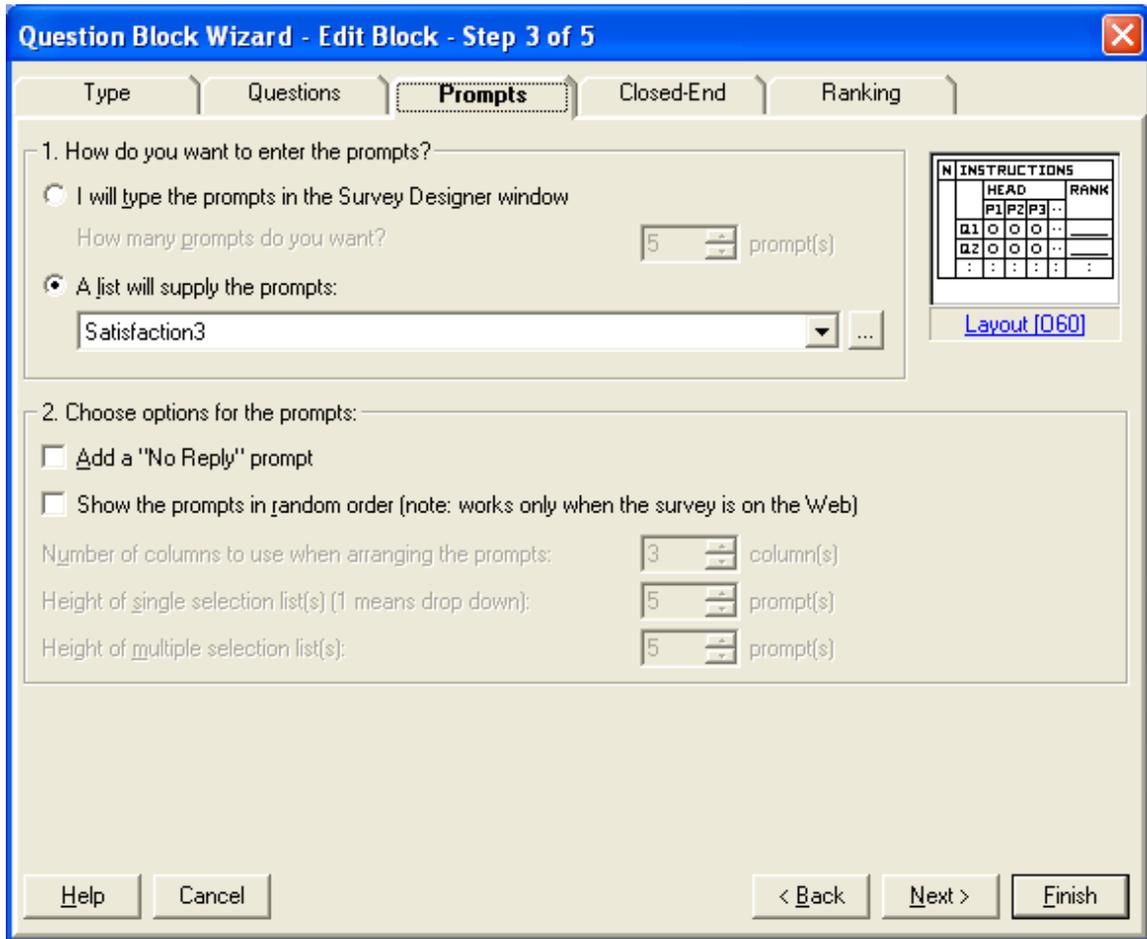
Figure 13: The Prompts tab of the Question Block Wizard dialog box

Step 16

If "A list will supply the prompts" is selected, click on the "..." button to the right of the drop down. Otherwise, skip to step 20.

Survey Crafter Professional displays the List Library dialog box.
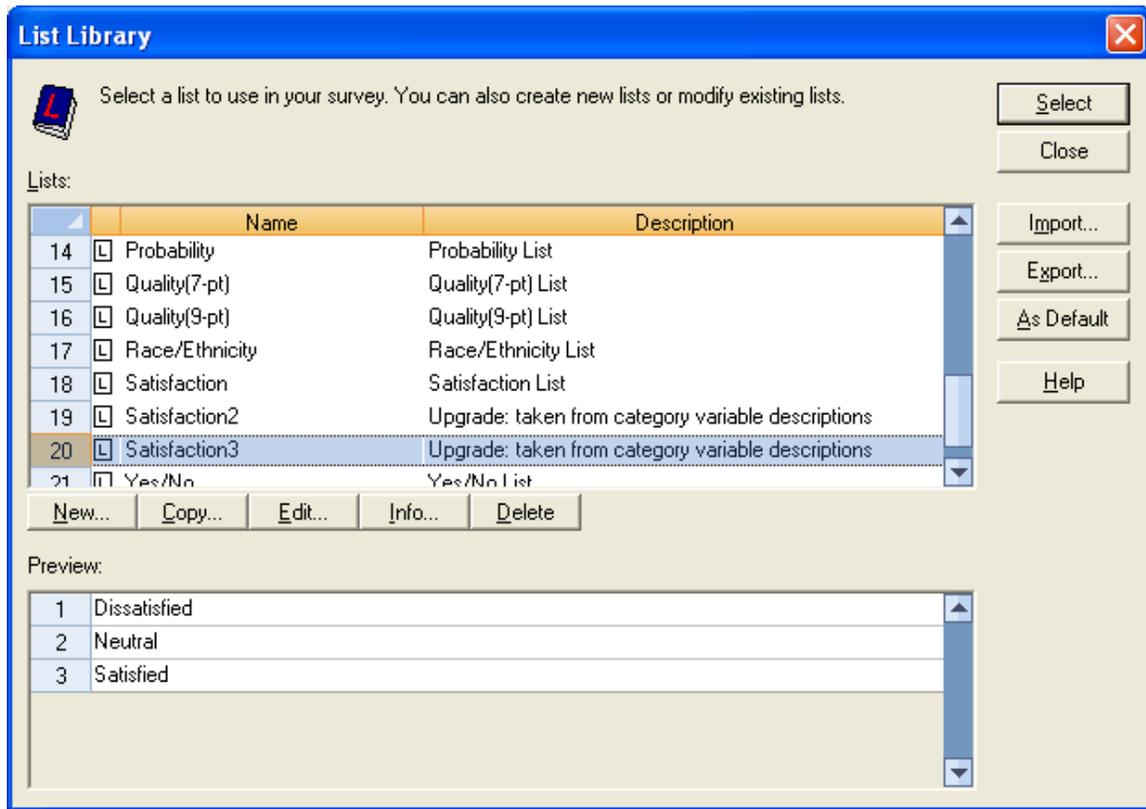
Figure 14: The List Library dialog box

Step 17

Do the following:
- Make sure to *not* change which list is selected.
- Click on the Copy button below the list of lists.

Survey Crafter Professional displays the List Information dialog box.

Figure 15: The List Information dialog box

Step 20

Do the following:

- Change the name of the list to reflect the translation.
- If you want, change the description to reflect the translation.
- Click on the OK button.

    Survey Crafter Professional displays the List dialog box.
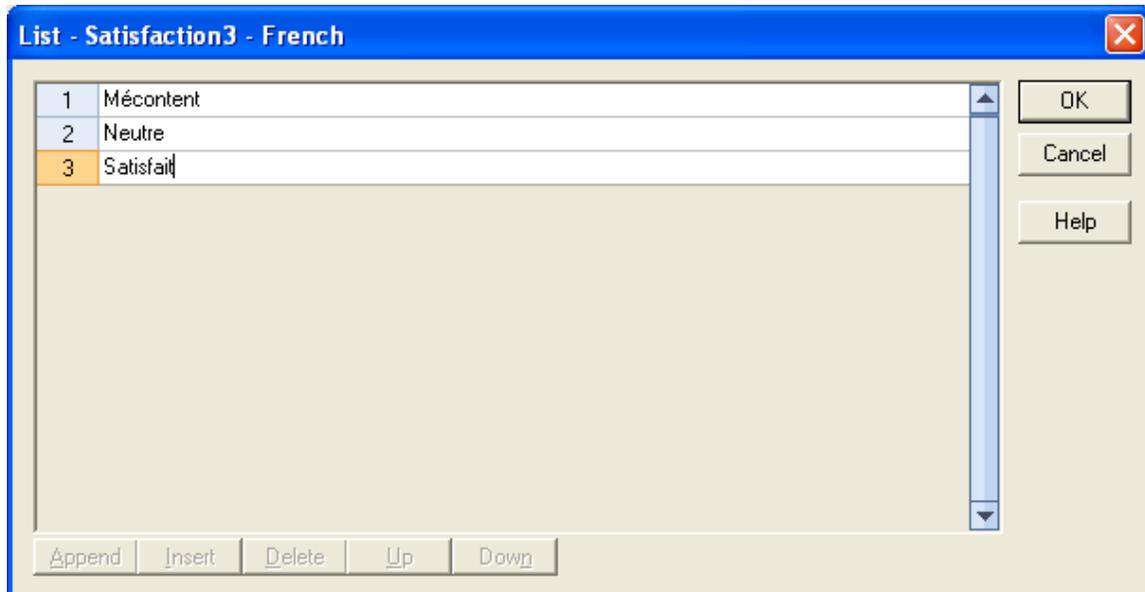
Figure 16: The List dialog box

Step 19

Do the following:
- Translate each item in the list.
- Do not append, insert, delete, or move any of the items.
- Click on the OK button.
- Click on the Select button on the List Library dialog box.

Step 20

If available, click on the Prompts 2 tab of the Question Block Wizard dialog box and repeat steps 16-19. Otherwise, proceed to the next step.

Step 21

Repeat steps 8 - 20 until you have translated the entire survey.

Step 22

Choose Save from Survey Crafter Professional's File menu.

Step 23

Close the Survey Designer window and repeat steps 3 - 22 to translate the original survey into another language.

    When you are done, your study will contain the original survey and all of the translated surveys. Since each translated survey uses the same variables as the original survey, you will be able to analyze the data from all of the surveys together.