

# Survey Crafter Walkthrough

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

# 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.

## 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.

# 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.

🗑 Survey Crafter Professional	
<u>File E</u> dit <u>V</u> iew <u>W</u> indow <u>H</u> elp	
D≊∎≝ Xtel ∎ Z♥□	
Study - Employ.mkt	
Surveys Data Analyses Variables	
Name         Description           Image: Employee Survey         Software-R-Us Employee Satisfaction Survey for December of 2017.	E <u>d</u> it <u>I</u> nfo <u>N</u> ew <u>C</u> opy Delete
Ready	

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.

Survey	Crafter Professional
2	Copying allows you to administer different versions of a survey at the same time and analyze the results together. Do you want to make a copy of 'Employee 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.

Copy Survey Wizard - Step 1 of 3	×			
Choose the relationship you want between this survey and the one you are copying. You can change this selection later from the Survey Designer window. For more, click on the Help button or press the F1 key.				
1. How will this survey be different from the one you are copying?				
As you would expect, this survey will start off looking exactly like the one you are copying, having exactly the same questions and variables.				
However, when you click inside a block in this survey the software will surround the block with a green rectangle instead of a blue one. This indicates the block is secondary and uses variables that belong to the original survey.				
If you make a structural change to a secondary block, the software will automatically make the same change to the original block and any other copy of the block in any other survey in the study.				
Examples of structural changes are adding or removing prompts, adding or removing questions in a multi-question block and changing a question's type such as from closed-end to rating. Word changes are not structural.				
2. What do you want the relationship to be between this survey and the one you are copying?				
I am translating or making some other word changes and want to keep the surveys structurally identical. If I add, move or delete a block in one survey, I want the software to do the same in the other.				
It is okay for the surveys to diverge structurally. If I add, move or delete a block in one survey, I do not want the software to do anything in the other. In the end, the surveys may share only a few questions.				
Note: regardless of the choice you make here the software will automatically keep individual secondary blocks structurally identical to their primary counterparts in the original survey.				
Help     Cancel       < Back				

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.

Co	py Survey Wizard - Step 2 of 3	×
	Choose the language package and spell-checking options you want for this survey. You can change these selections later from the Survey Designer window. For more, click on the Help button or press the F1 key.	
	1. Choose the language package you want for this survey	
	Choose which set of built-in messages and labels you would like this survey to use. Click on the button to the right of the drop down to add your own language packages or modify existing ones.	
	Language <u>P</u> ackage:	
	US English Standard 🔹	
	US English Standard British English Standard Dutch Standard	
	French Standard	
	German Standard Italian Standard Portuguese (Brazilian) Standard	
	Spanish Standard	
	files of existing ones. Spelling <u>D</u> ictionary:	
	US English	
	✓ Spell-checking as you type	
	Help     Cancel       < Back	h

Figure 4: Step 2 of the Copy Survey Wizard

### Step 5

- 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.

Copy Survey Wizard - Step 3 of 3				
Review the settings below. If you are planning to have the same web server host this survey, change the file names and/or folders in the path settings for the HTML and configuration files. For more, click on the Help button or press the F1 key.				
CGI executable program for Microsoft(r) Windows(r) platforms only				
Web Server Script URL [Example: http://www.mycompany.com/cgi-bin/scwin04.exe]:				
http://www.surveycrafter.com/scripts/scwin04.exe				
3. Full Path of the Web Survey's First Page on the Web Server [Example: c:\surveys\mysurvey.htm]:				
\\studies\2015\site\examples\sample\employ\employ.htm				
4. Full Path of the <u>D</u> ata File on the Web Server [Example: c:\surveys\mysurvey.dat]:				
\\studies\2015\site\examples\sample\employ\employ.csv				
☑ 5. Full Path of the Web Survey Configuration File on the Web Server [Example: c:\surveys\mysurvey.cfg]:				
\\studies\2015\site\examples\sample\employ\employ.cfg				
6. Base URL for Embedded and Linked Pictures [Example: http://www.mycompany.com/images/]:				
http://www.surveycrafter.com/interim2/2015/site/examples/sample/employ/images/				
Help Cancel				

Figure 5: Step 3 of the Copy Survey Wizard

## Step 6

- 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.

Survey Information	X
<u>N</u> ame: l'étude de satisfaction d'employé Description:	OK Cancel
Software-R-Us l'étude de satisfaction d'employé pour le 2017 decembre	<u>H</u> elp

Figure 6: The Survey Information dialog box

# Step 7

- Modify the name of the survey. ٠
- 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.

🕎 Survey Crafter Professional - [We	eb Layout	- Frend	h Stand	ar 🔳	
Seile Edit View Insert Format Tabl	e <u>B</u> lock V	Ve <u>b W</u> ir	ndow <u>H</u> el	P	- 8 ×
		🐴 🗸	۹ 🔜 ۲		
MicroSquare	•	16 💌	BI	Ŭ ≣	
Software-R-Us Emplo Please take care in completing the following helping to improve the quality of life at Softw	·3···· yee Satis gauvey. You∕ ware-R-Ua.	faction	Survey	rumencal in	
1 Please indicate your sectiofaction. They	v na okrha jese	oera eca. f	mm 1 ro 5		
T. Prease macade your sacis/accord. The	Se Se	aciafaction	.0.1100.2.	Importance	
	Dissaciafied	Neucral	Satisfied	Ranking	
Software-R-Lis as a place to work	0	0	0		
The company's training program	<u> </u>	0	0		
Your compensation at Software-R-Lis	L ×	<u> </u>	<u> </u>		<b>v</b>
<					

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.

Question Block Wizard - Edit Block - Step 2 of 5
Type Questions Prompts Closed-End Ranking
1. How do you want to enter the questions?         I will type the questions in the Survey Designer window         How many questions do you want?         A jist will supply the questions:         Factors
<ul> <li>2. Choose options for the questions:</li> <li>Show the questions in random order (note: works only when the survey is on the Web)</li> <li>Number the questions</li> <li>gutomatically, using lower case roman numerals (i, ii, iii,) starting with: 1 =</li> <li>Repeat prompt headings for each question</li> </ul>
<u>H</u> elp Cancel <u>Finish</u>

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.

List Library					
Select a list to use in your survey. You can also create new lists or modify existing lists.          Select a list to use in your survey. You can also create new lists or modify existing lists.       Select         Select a list to use in your survey. You can also create new lists or modify existing lists.       Select         Select a list to use in your survey. You can also create new lists or modify existing lists.       Select         Select a list to use in your survey. You can also create new lists or modify existing lists.       Select         Select a list to use in your survey. You can also create new lists or modify existing lists.       Select					
Name	Description		Import		
1 L Age 2 L Agree/Disagree	Age List Agree/Disagree List		E <u>xport</u>		
3 L Agree/Disagree2 4 L Education	Upgrade: taken from category variable descriptions Education List		<u>A</u> s Default		
5 L Factors	Factors for rating satisfaction		<u>H</u> elp		
6 E Frequency	Frequency List				
7 🕻 Gender	Gender List				
8 III Importance	Importance List	-			
New <u>C</u> opy <u>E</u> dit <u>I</u> nfo <u>D</u> elete					
1 Software-R-Us as a place to work					
2 The company's training program					
3 Your compensation at Software-R-Us					
4 The company's equity structure	4 The company's equity structure				
5 Your health care benefits at Software	5 Your health care benefits at Software-R-Us				
		-			

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.

List Information	X
<u>N</u> ame:	ОК
Factors - French	Cancel
Description:	
Factors for rating satisfaction in French	<u>H</u> elp
~	
,	

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.

List - F	Factors - French	×
1 2 3 4 5	Software-R-Us comme lieu de travail         Le programme de formation de l'entreprise         Votre rémunération chez Software-R-Us         La structure de l'équité de l'entreprise         Vos avantages pour la santé chez Software-R-Us         Vos avantages pour la santé chez Software-R-Us         Insert       Delete         Up       Down	OK Cancel Help

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.

Question Block Wizard - Edit Block - Step 3 of 5		
Type Questions Prompts	Closed-End Ranking	
<ul> <li>1. How do you want to enter the prompts?</li> <li>I will type the prompts in the Survey Designer window How many prompts do you want?</li> <li>A jist will supply the prompts:</li> </ul>	5 💼 prompt(s)	N         INSTRUCTIONS           HEAD         RANK           P1P2P3         B1000           B2000         IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
2. Choose options for the prompts: <u>A</u> dd a "No Reply" prompt     Show the prompts in <u>r</u> andom order (note: works only whe	n the survey is on the Web)	
Number of columns to use when arranging the prompts: Height of <u>s</u> ingle selection list(s) (1 means drop down): Height of <u>m</u> ultiple selection list(s):	$3 \xrightarrow{\leftarrow} column(s)$ $5 \xrightarrow{\leftarrow} prompt(s)$ $5 \xrightarrow{\leftarrow} prompt(s)$	
<u>H</u> elp Cancel	< <u>B</u> ack	Next > <u>F</u> inish

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.

		×			
Select a list to use in your survey. You can also create new lists or modify existing lists.					
Description	Import	.			
Probability List Quality(7-pt) List Quality(9-pt) List Race/Ethnicity List Satisfaction List Upgrade: taken from category variable descriptions	Export As Defau Help	alt			
Yes/No List					
Info Delete					
	ey. You can also create new lists or modify existing lists.           Description           Probability List           Quality(7-pt) List           Quality(9-pt) List           Race/Ethnicity List           Satisfaction List           Upgrade: taken from category variable descriptions           Yes/No List           Info	ey. You can also create new lists or modify existing lists.          Select         Close         Import         Probability List         Quality(7-pt) List         Quality(9-pt) List         Bace/Ethnicity List         Satisfaction List         Upgrade: taken from category variable descriptions         Yes/No List         Info         Delete			

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.

List Information	×
<u>N</u> ame: Satisfaction3 - French Description:	OK Cancel
Satisfaction list in French	<u>H</u> elp

Figure 15: The List Information dialog box

## Step 20

- 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.

L	ist - S	Satisfaction3 - French	
	1	Mecontent	
	2	Neutre	Canaal
	3	Satisfait	
			Help
			-
	Appe	end Insert <u>D</u> elete <u>Up</u> Dow <u>n</u>	

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.