



3. How to: manage translations

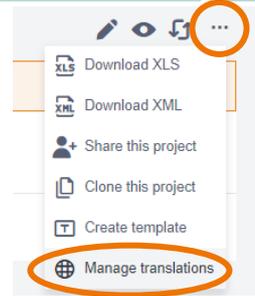
KoBoToolbox guidelines

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Adding Translations

When you are done with building your form, or when a significant portion of the form has been created, you can add (multiple) languages to it:

1. Go to the draft form's project dashboard
2. Click on the 'More Actions' icon (3 dots)
3. In the drop down menu that appears, click: **Manage Translations**



Before adding additional languages, first set your default language by filling in the 'Language name' and 'Language code' fields. If you made your form in English, your default language is English. Example: English (en).

A screenshot of a 'Manage Languages' dialog box. At the top, it says 'Manage Languages' with a close button (X). Below that, it says: 'Here you can add more languages to your project, and translate the strings in each of them. For the language code field, we suggest using the official language code (e.g. "English (en)" or "Rohingya (rhg)"). Read more.' There is a horizontal line. Below that, it says: 'Please name your default language before adding languages and translations.' There are two input fields: 'Default language name' with 'English' entered, and 'Default language code' with 'en' entered. To the right of these fields is a blue 'SET' button.

Once the default language has been set, click: **Add Language** to fill in the language name and code for the new language being added. Example: Kinyarwanda (rw).

After the new language has been added, click: **Update translations**.

A screenshot of the 'Manage Languages' dialog box. At the top, it says 'Manage Languages' with a close button (X). Below that, it says 'Current languages'. There are two entries: 'English (en) default' and 'Kinyarwanda (rw)'. Each entry has a globe icon and a trash can icon. Below the entries is a blue 'ADD LANGUAGE' button. Above the 'ADD LANGUAGE' button is a grey 'Update translations' button.

You are now in the **Translations Table** where you can write down the translation of each note, question and answer option. Click: **Save Changes** when finished. Then close by clicking on the X. If you open (a preview of) the form, you should now be able to choose your language.

Repeat these steps for any additional languages.

A screenshot of a 'Choose Language' dropdown menu. The menu is open, showing 'English' as the selected option and 'Kinyarwanda' as the option being highlighted. To the right of the dropdown is a printer icon.

Change the default language

Since the default language is the language in which your questions are shown when you view your submissions, this should be the most common language used during data collection. To change the default language:

1. Click: **Manage Translations**
2. Click: the icon that appears to the right of the intended language when your mouse hovers over it.

Manage Languages ✕

Current languages

English (en) default	 
Kinyarwanda (rw) 	  

Make default

ADD LANGUAGE