

Survey Crafter Walkthrough

Summary:	Translating your survey into other languages such as Spanish, French, German and Dutch so you can simultaneously administer your survey in more than one language and analyze the results together.
Walkthrough:	SCWT-SCP330-0410301
Applies to:	Survey Crafter Professional 3.3.0 or later
Topic:	Surveys
Last Updated:	Tuesday, April 13, 2004
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 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. Create a new blank survey in the same study.
 4. Copy the contents of your original survey into the new blank survey.
 5. Translate the new survey into another language.
 6. If you want to print the translated survey, print the survey.
 7. If you want the translated survey to go on the web, configure and publish the survey.
 8. Repeat steps 2 through 7 as necessary to translate the original survey to other languages.
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Notes

These instructions assume you are using Survey Crafter Professional 3.3.0 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, Dutch, Italian and Portuguese. Survey Crafter Professional comes with spelling dictionaries for English, Spanish, French, German and Dutch.

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.

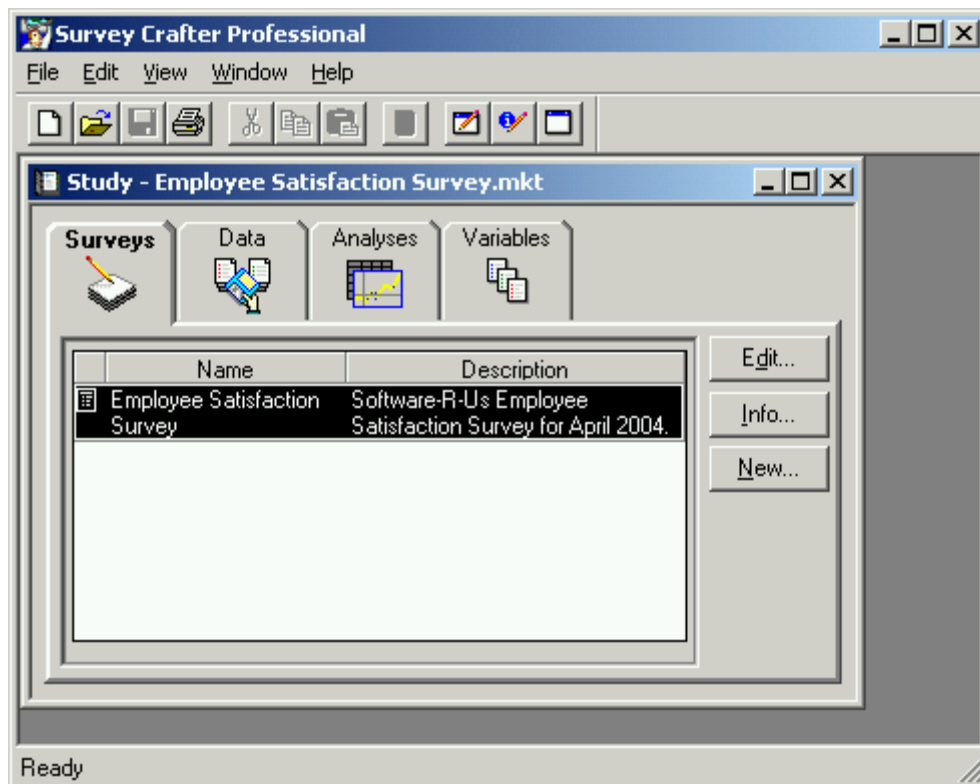


Figure 1: Survey Crafter Professional's Study window

Step 2

Click on the survey you want to translate and click on the Edit button on the Surveys tab of the Study window.

Survey Crafter Professional displays the Survey Designer window.

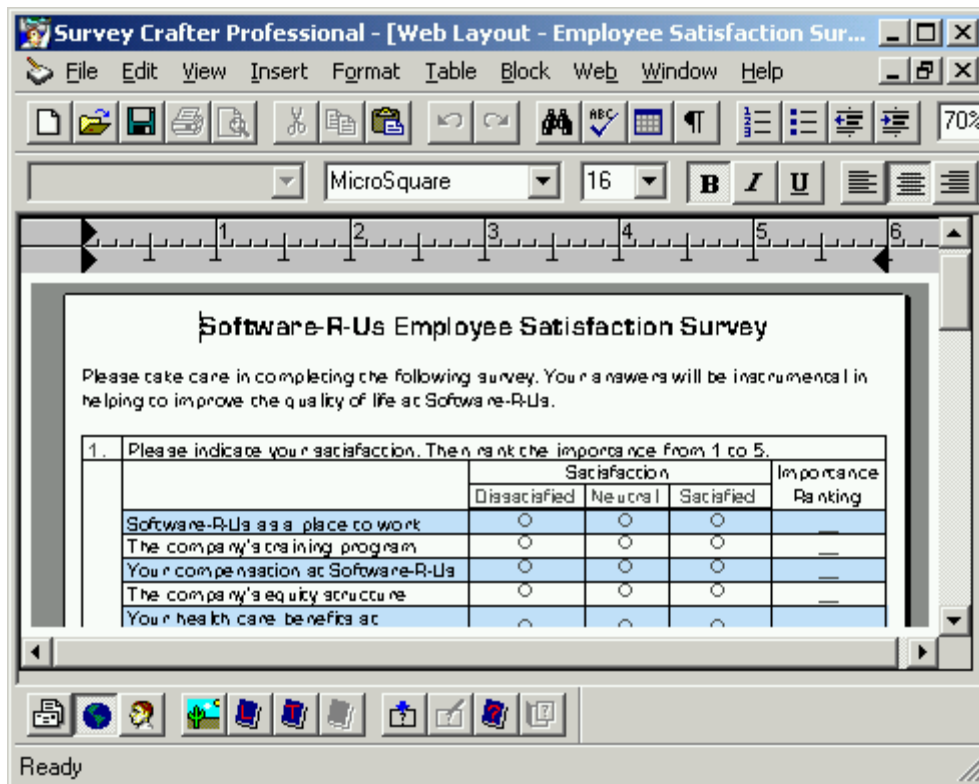


Figure 2: Survey Crafter Professional's Survey Designer window

Note: Once you copy a question block from one survey into another in the same study, Survey Crafter Professional no longer allows you to change the structure of the question block. You can continue to change the layout, words and images. However, you cannot change the number of prompts, the type of question(s) in the block, and so on.

If you need to change the structure of a question block in your original survey, you will need to first delete the copies of the question block in the other surveys, modify the original question and then copy and paste the original question back into the other surveys.

To reduce the chances that you will need to copy and paste question blocks after you have created the translated surveys, finalize your original survey before proceeding to the next step.

Step 3

Do the following:

- Choose "Study - ..." from Survey Crafter Professional's Window menu.
- Click on the New button on the Surveys tab of the Study window.

Survey Crafter Professional displays Step 1 of 3 of the New Survey Wizard dialog box.

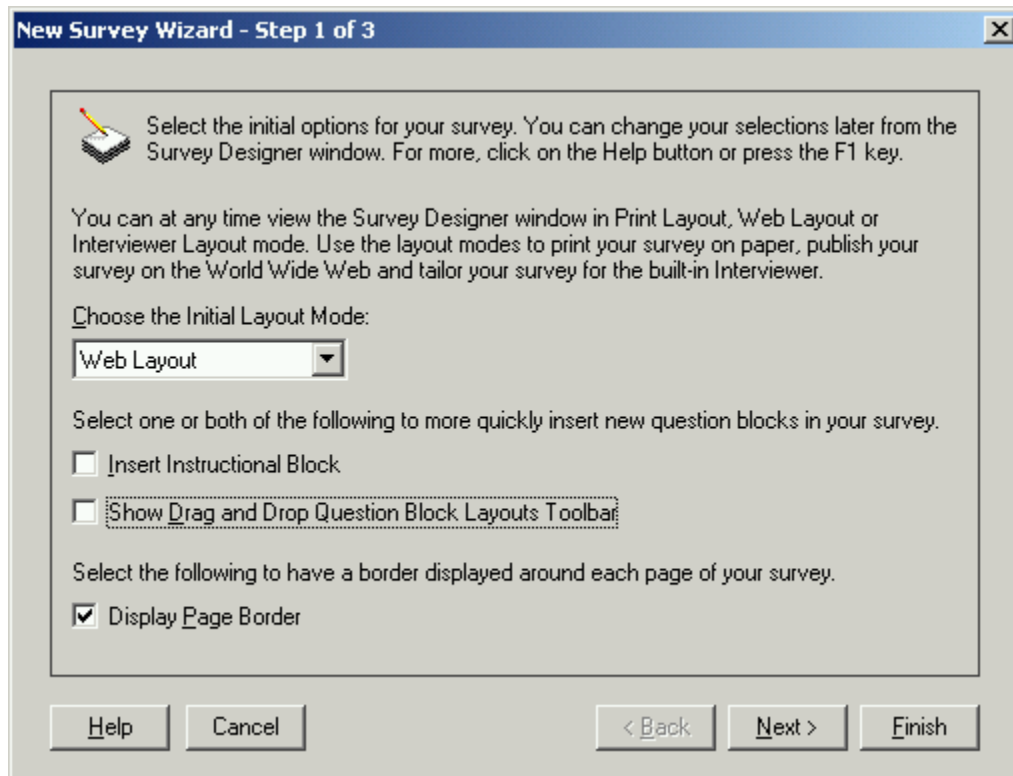


Figure 3: Step 1 of 3 of the New Survey Wizard dialog box

Step 4

Do the following:

- Choose the initial layout mode for the new survey.
- Clear the “Insert Instructional Block” check box.
- Clear the “Show Drag and Drop Question Block Layouts Toolbar” check box.
- If you want, click to select the “Display Page Border” check box.
- Click on the Next button.

Survey Crafter Professional displays Step 2 of 3 of the New Survey Wizard dialog box.

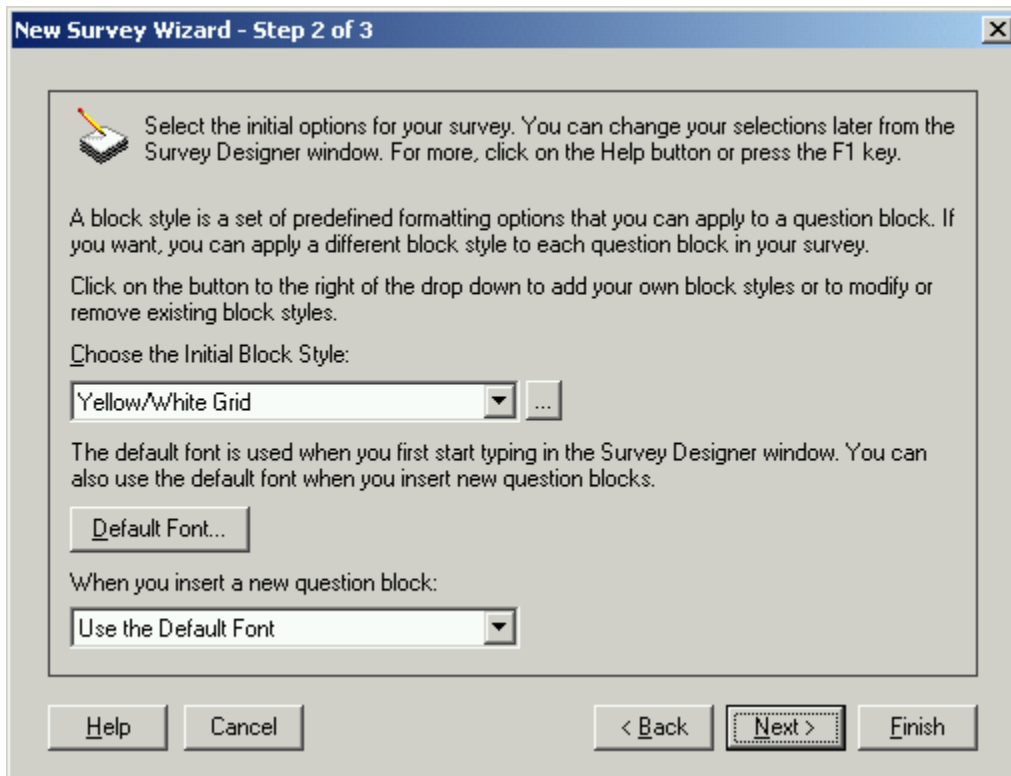


Figure 4: Step 2 of 3 of the New Survey Wizard dialog box

Step 5

Do the following:

- Choose the initial block style.
- Click on the "Default Font" button, select the font settings and click on the OK button.
- Choose the option you prefer for new question blocks.
- Click on the Next button.

Survey Crafter Professional displays Step 3 of 3 of the New Survey Wizard dialog box.

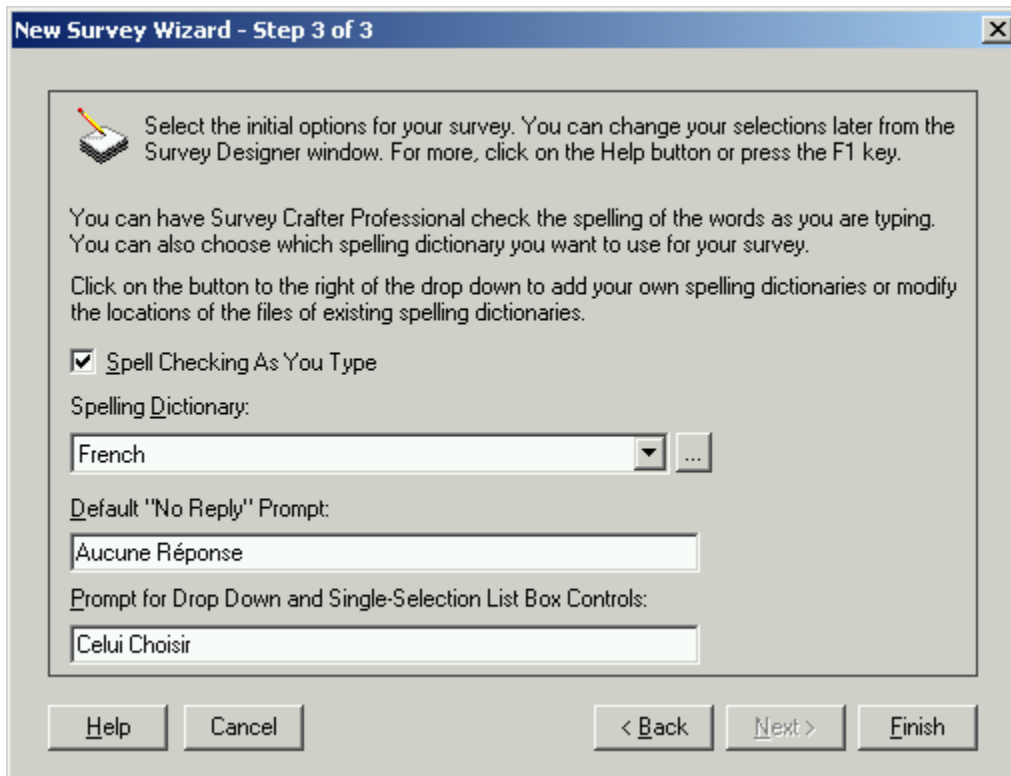


Figure 5: Step 3 of 3 of the New Survey Wizard dialog box

Step 6

Do the following:

- Choose the spelling dictionary you want to use.
- Enter the appropriate “No Reply” prompt for the language of the new survey.
- Enter the appropriate drop down prompt for the language of the new survey.
- Click on the Next button.

If the spelling dictionary you selected is not installed, you can install it later using the Add/Remove Programs applet of the Control Panel.

Survey Crafter Professional displays the Survey Information dialog box.

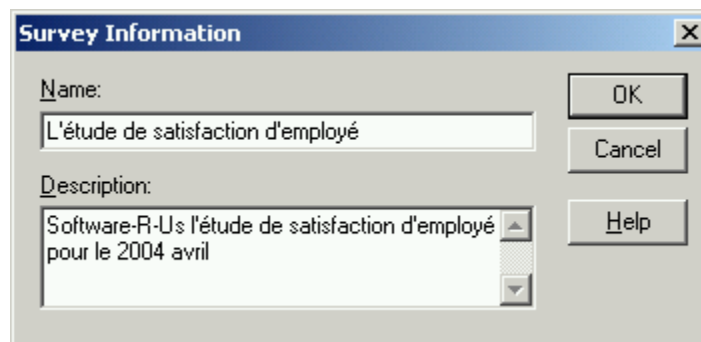


Figure 6: The Survey Information dialog box

Step 7

Do the following:

- Enter the name of the survey. You may want to translate the name of the original survey.
- Enter the description of the survey.
- Click on the OK button.

Survey Crafter Professional displays the Survey Designer window.

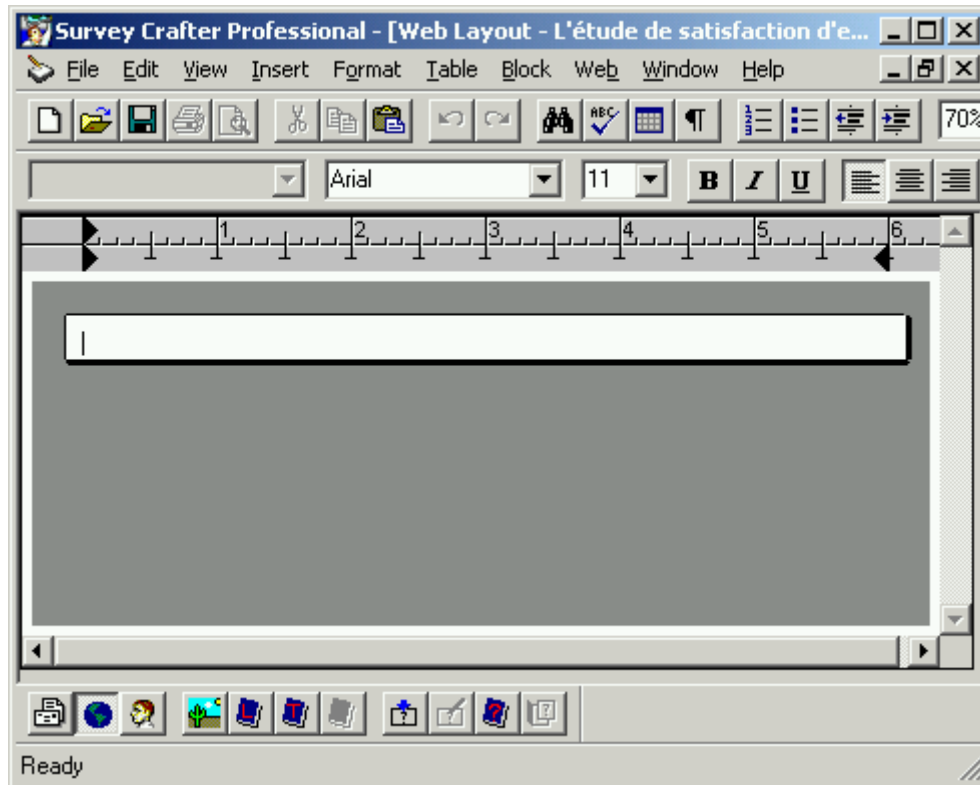


Figure 7: The Survey Designer window

Step 8

Do the following:

- If you want to print the translated survey, choose Print Layout from Survey Crafter Professional's View menu, choose Page Setup from Survey Crafter Professional's File menu, select the same options as you have for the original survey and click on the OK button.
- If you want to publish the translated survey on your web server, choose Web Layout from Survey Crafter Professional's View menu, choose Page Setup from Survey Crafter Professional's File menu, select the same options as you have for the original survey and click on the OK button.

Step 9

Do the following:

- Choose the original survey from Survey Crafter Professional's Window menu.
- Choose Select All from Survey Crafter Professional's Edit menu.
- Choose Copy from Survey Crafter Professional's Edit menu.
- Choose the new survey from Survey Crafter Professional's Window menu.

- Choose Paste from Survey Crafter Professional's Edit menu.

Survey Crafter Professional displays the contents of the original survey in the new survey's Survey Designer window.

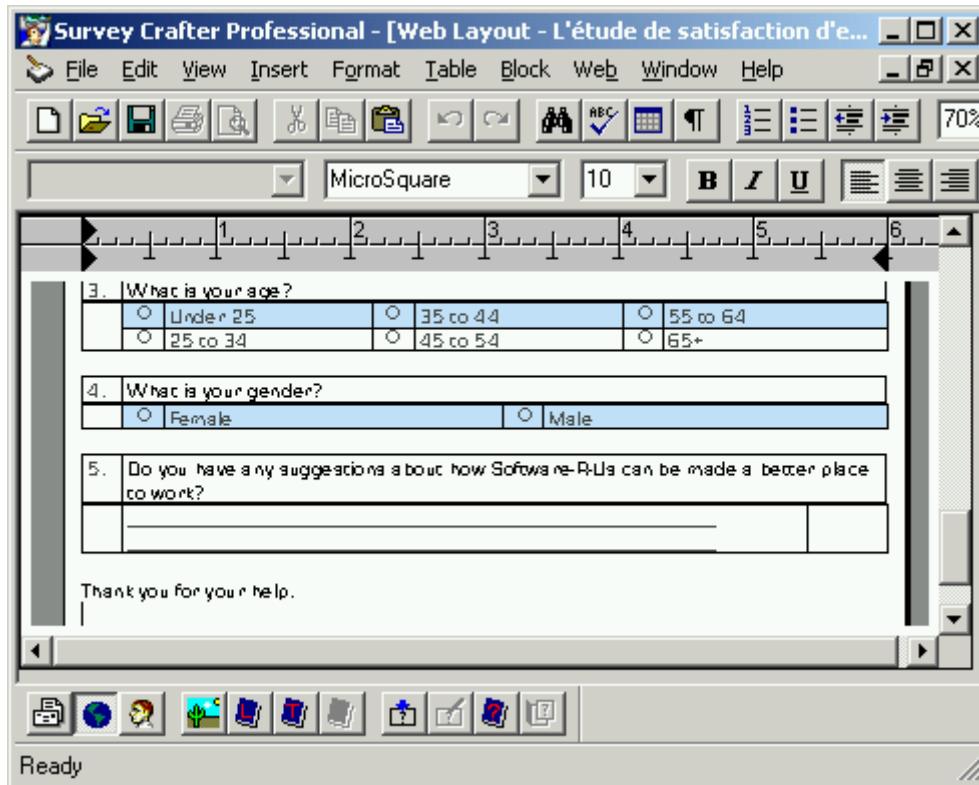


Figure 8: The Survey Designer window

Step 10

Do the following:

- Scroll the Survey Designer window to the beginning of the survey.
- 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 24.

Step 11

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.

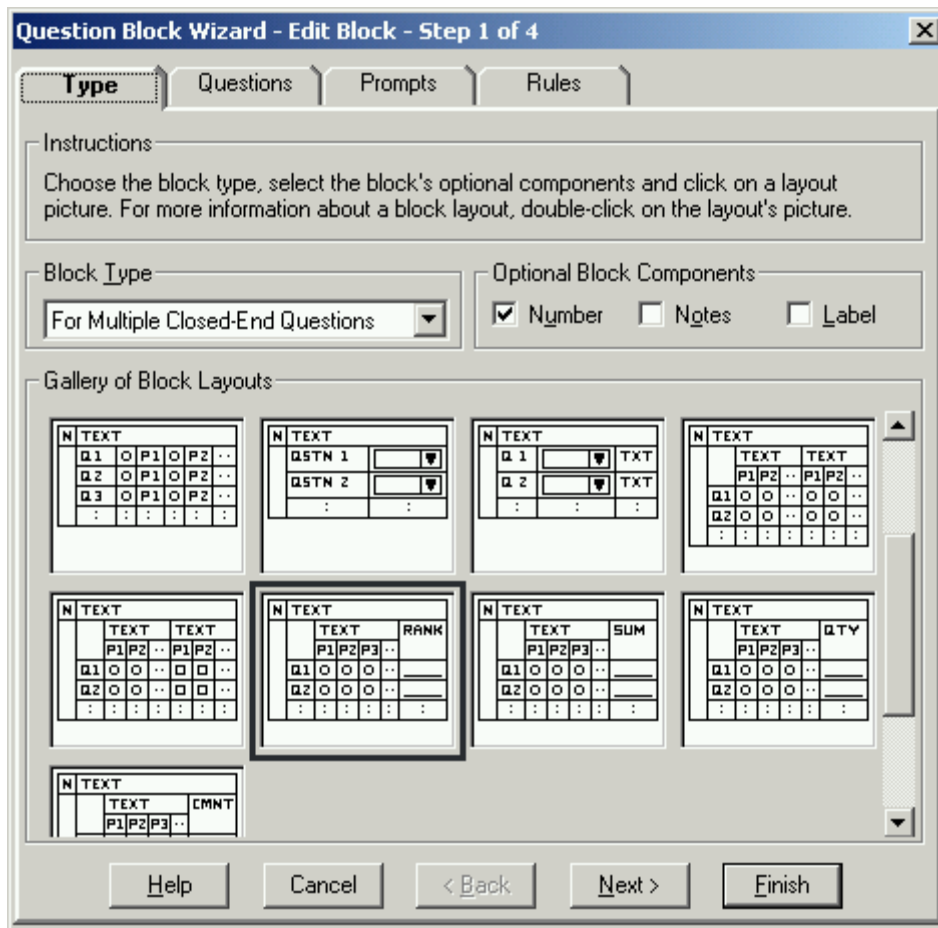


Figure 9: The Type tab of the Question Block Wizard dialog box

Step 12

If available, click on the Questions tab of the Question Block Wizard dialog box. Otherwise, skip to step 17.

Survey Crafter Professional displays the Questions tab of the Question Block Wizard dialog box.

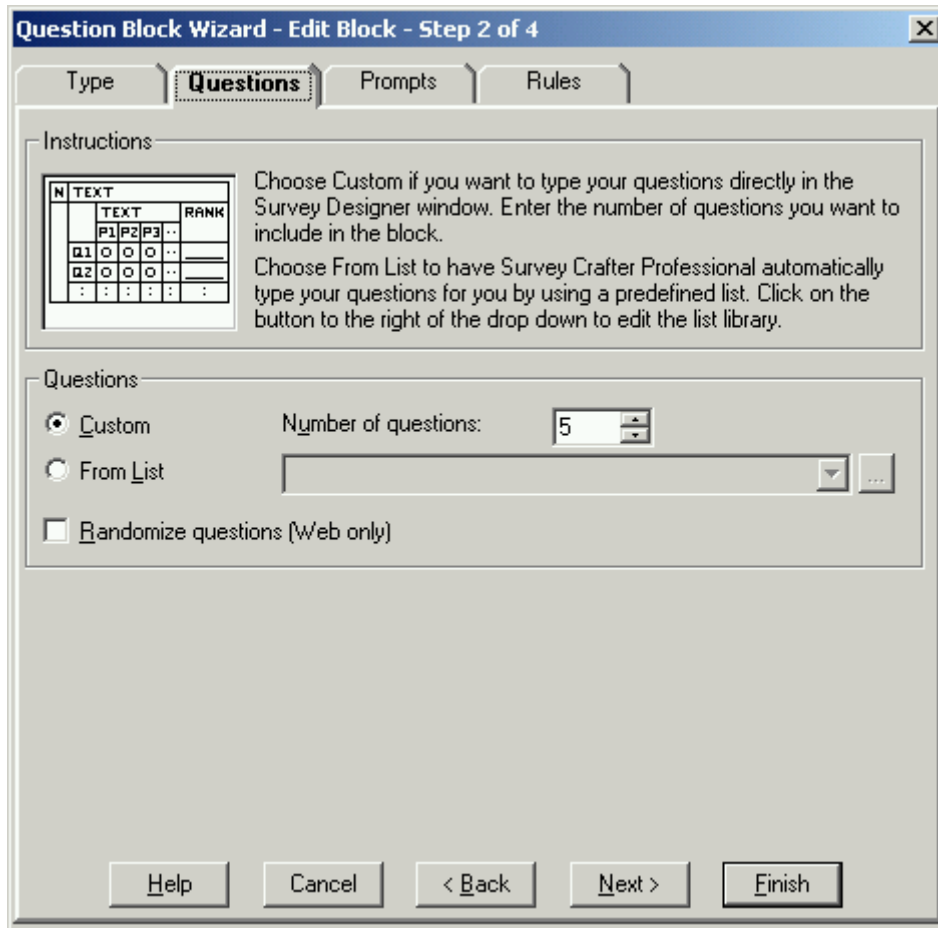


Figure 10: The Questions tab of the Question Block Wizard dialog box

Step 13

If "From List" is selected, click on the "..." button to the right of the drop down. Otherwise, skip to step 17.

Survey Crafter Professional displays the List Library dialog box.

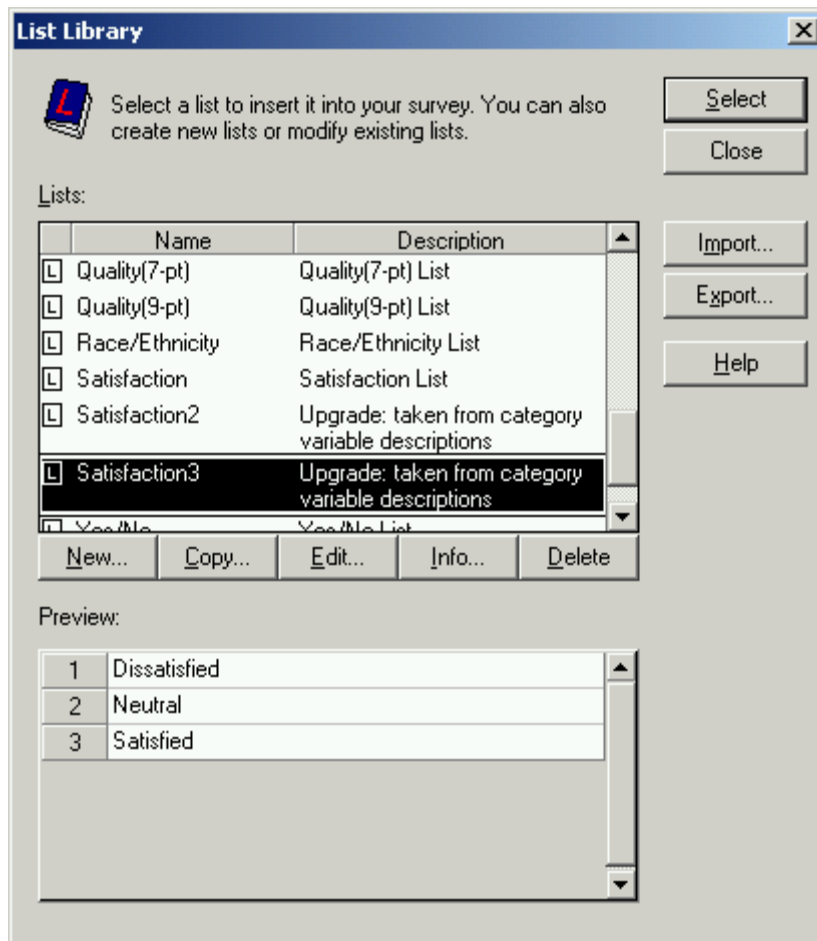


Figure 11: The List Library dialog box

Step 14

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.

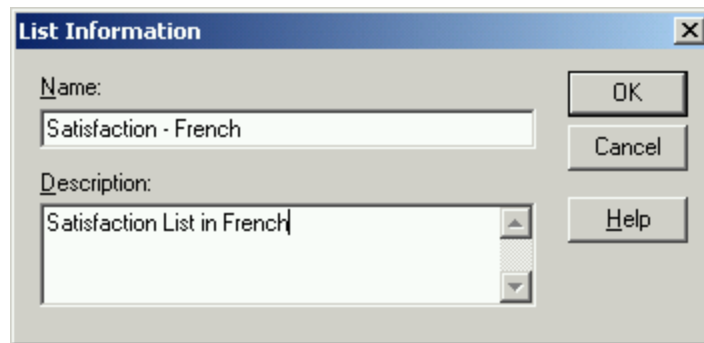


Figure 12: The List Information dialog box

Step 15

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.

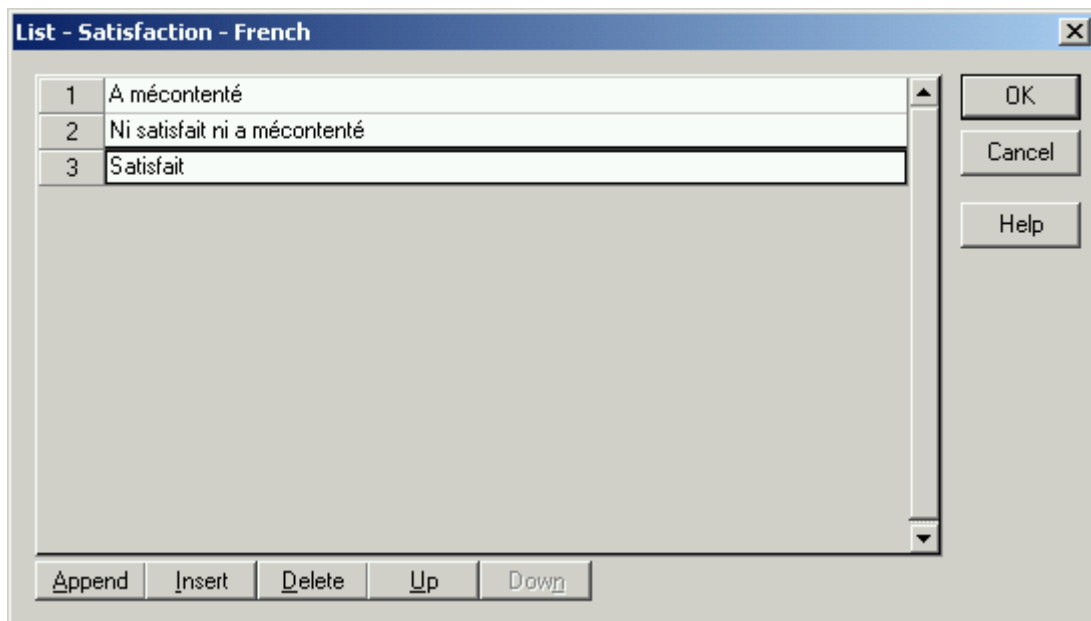


Figure 13: The List dialog box

Step 16

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 17

If available, click on the Prompts tab of the Question Block Wizard dialog box. Otherwise, skip to step 22.

Survey Crafter Professional displays the Prompts tab of the Question Block Wizard dialog box.

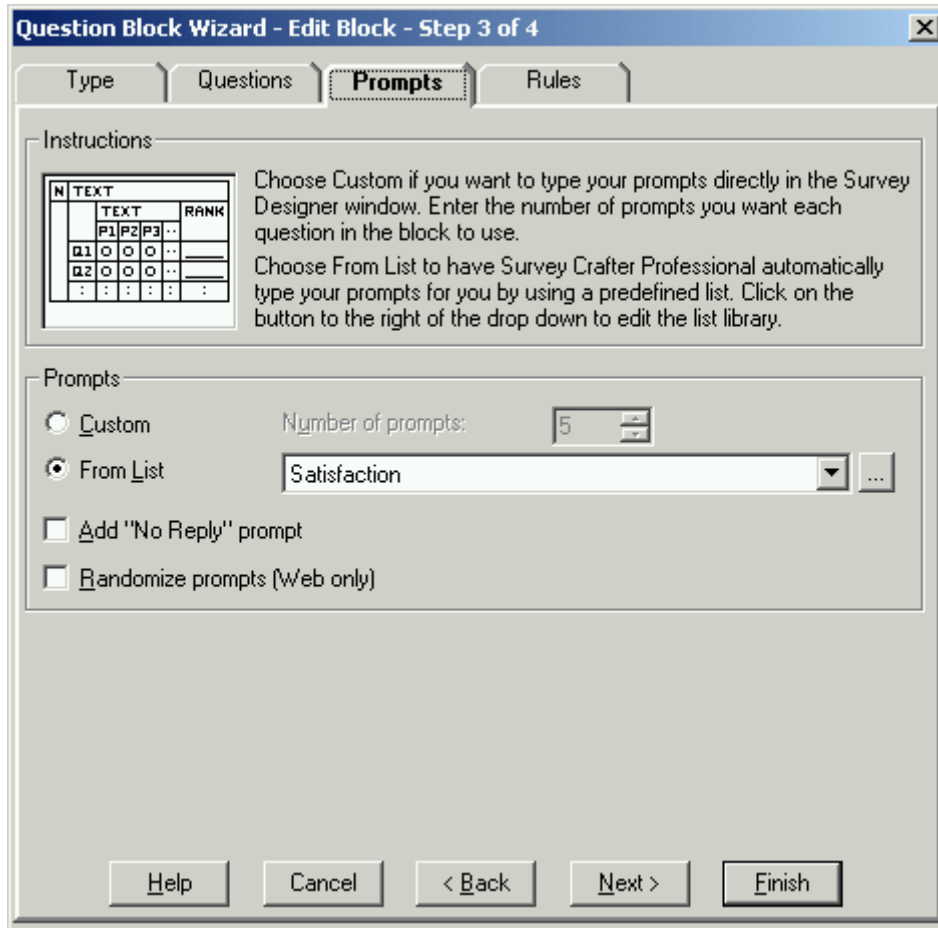


Figure 14: The Prompts tab of the Question Block Wizard dialog box

Step 18

If "From List" is selected, click on the "..." button to the right of the drop down. Otherwise, skip to step 22.

Survey Crafter Professional displays the List Library dialog box.

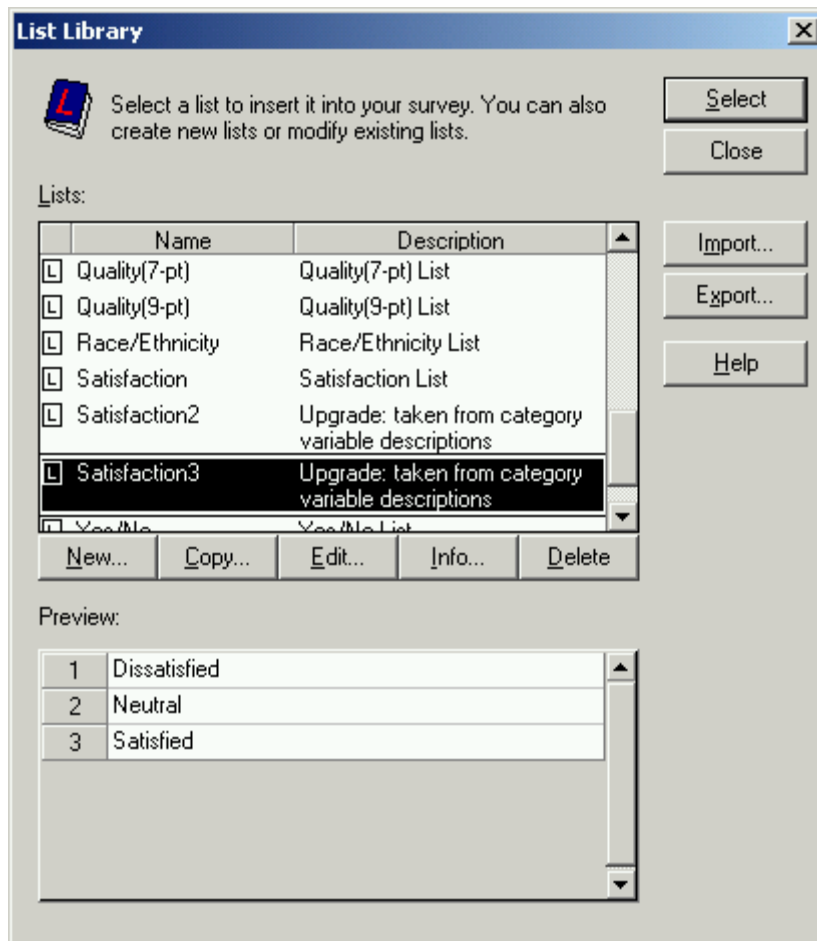


Figure 15: The List Library dialog box

Step 19

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.

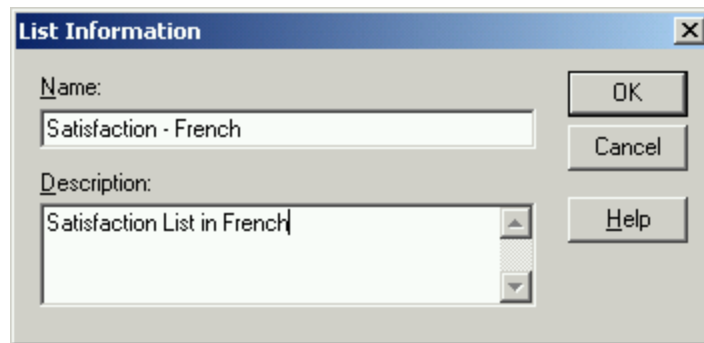


Figure 16: The List Information dialog box

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.

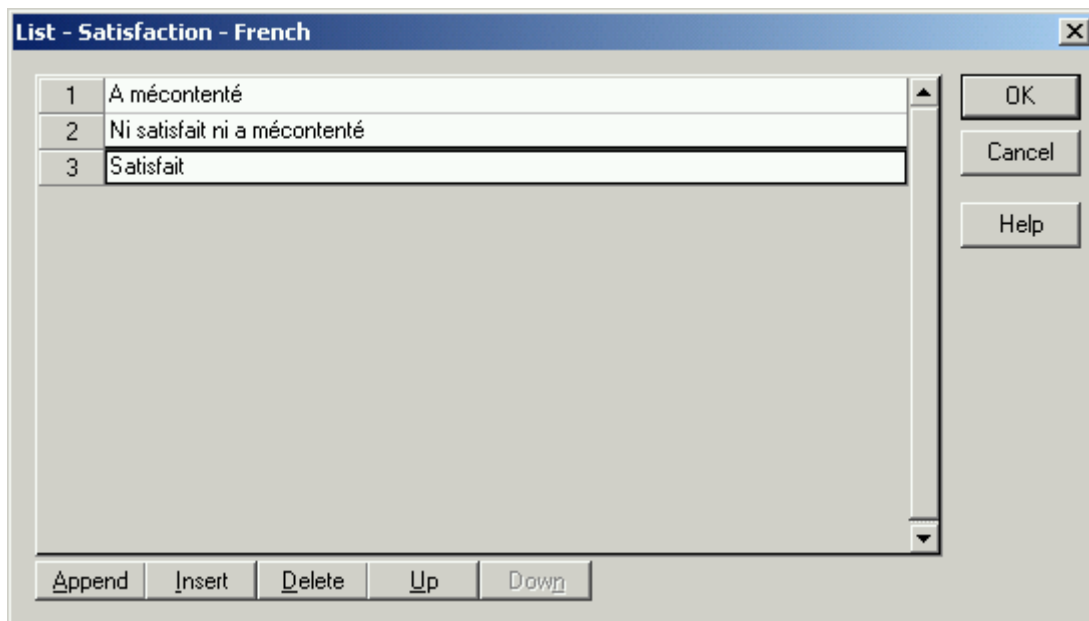


Figure 17: The List dialog box

Step 21

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 22

If available, click on the Prompts 2 tab of the Question Block Wizard dialog box and repeat steps 18-21. Otherwise, proceed to the next step.

Step 23

Repeat steps 10 - 22 until you have translated the entire survey.

Step 24

If you want to print the translated survey, do the following:

- Choose Print Layout from Survey Crafter Professional's View menu.
- Choose Print from Survey Crafter Professional's File menu.

Step 25

If you want to publish the translated survey on your web server, do the following:

- Choose Web Layout from Survey Crafter Professional's View menu.
- Choose Web Survey Setup from Survey Crafter Professional's Web menu.
- Visit each tab of the Web Survey Setup dialog box, setting the options as you did for the original survey.
- In the Processing tab, use different file names for the HTML and configuration files than you used for the original survey.
- If you do not make any changes to the number of questions or rearrange the questions, you can have the translated survey use the same data file as the original survey. If you are unsure, use a different filename for the data file than you used for the original survey.
- When done, click on the Finish button.

When you are ready to publish the translated web survey, choose Publish Web Survey from Survey Crafter Professional's Web menu.

Step 26

Choose Save from Survey Crafter Professional's File menu.

Step 27

Close the Survey Designer window and repeat steps 3 - 26 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.