

# User Guide

Working with More than One Language

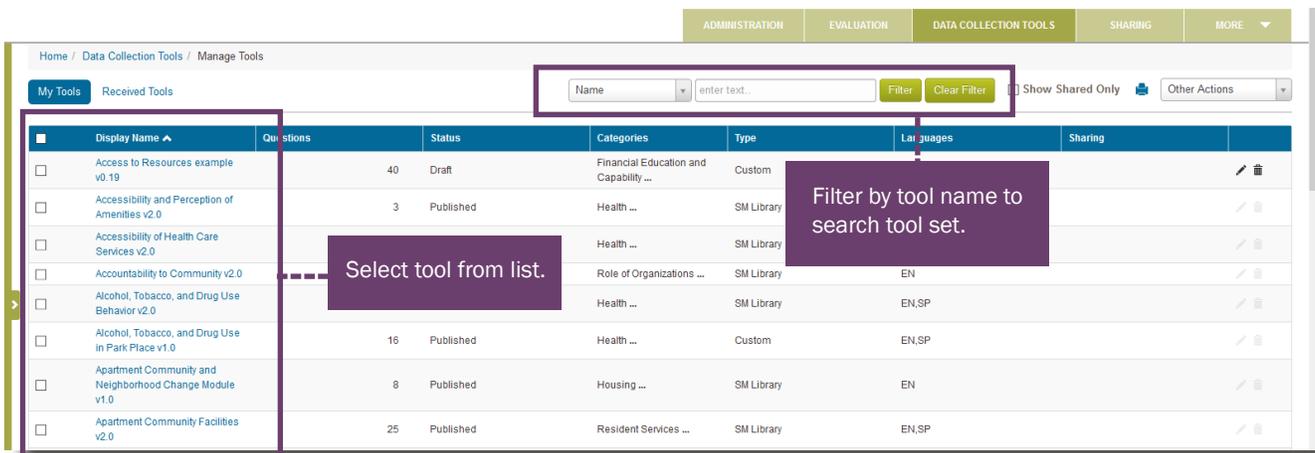
# Working with More than One Language

Most survey tools in SMDS are offered in English and Spanish. If you are customizing a tool that is offered in more than one language, you will need to update the additional language before your tool can be published. Some tools are offered in more than two languages, and the same rules apply.

- Login to SMDS.
- Place cursor over the **Data Collection Tools** link.
- Click the **Manage Tools** link.



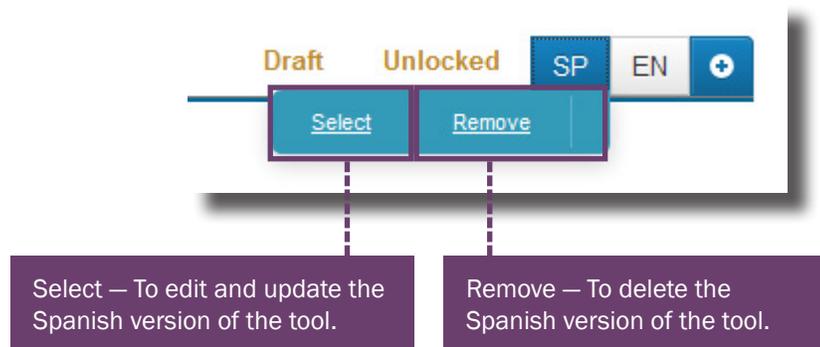
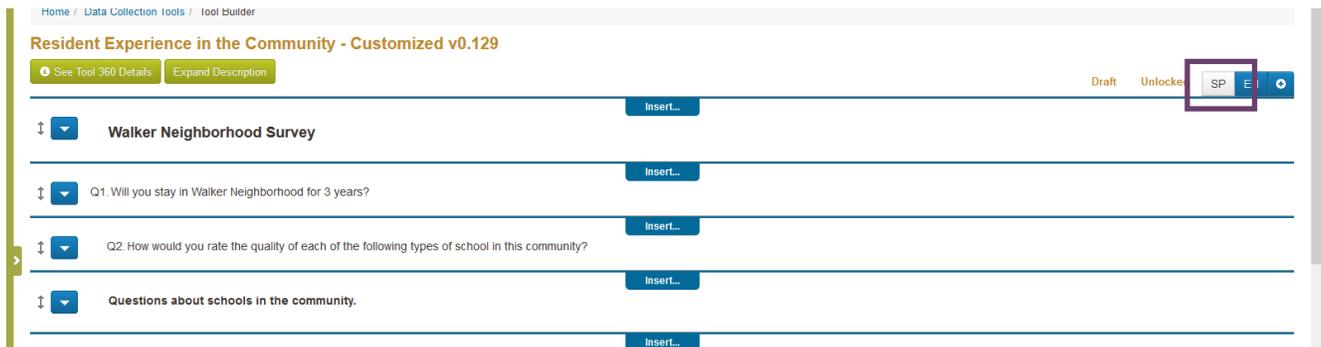
Here, you will see a list of every tool in your SMDS account. To find the tool you are customizing, select the tool directly from your tool set, or search for the tool by name. Click the name of the tool to open it in **Tool Builder**.



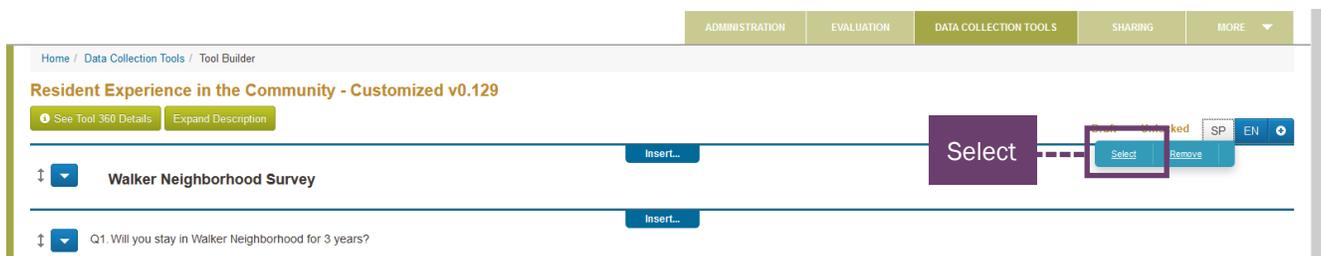
Let's look at a tool where we have made some changes in the English version. Here, we have added a question.

You can go into the Spanish version to translate the added question, or delete the Spanish version of the tool. The system will show comments to note which questions need to be translated.

- At the top of the tool, click the **SP** button.

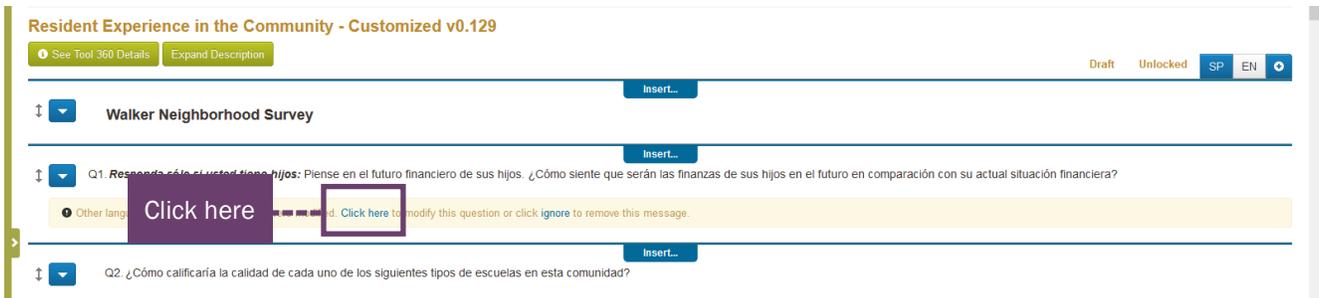


- Click the **Select** button.



The system adds comments to questions that need to be updated. When you change or add a question in one language, you need to update that question in the other language.

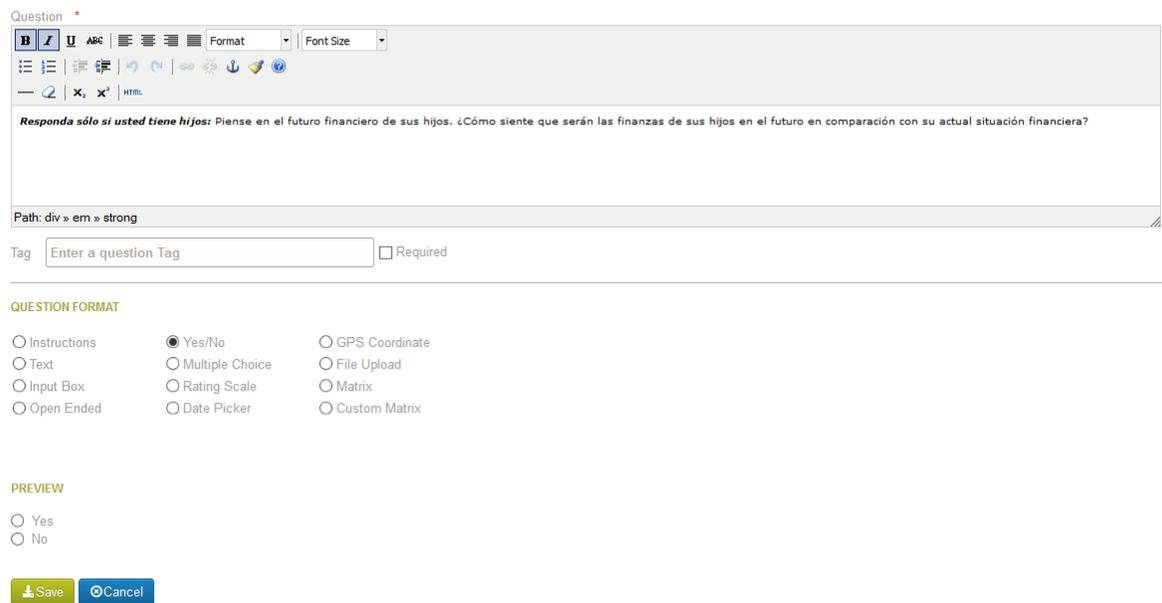
- Click the **Click Here** blue link to modify the desired question.



The screenshot shows a survey editor interface for a tool titled "Resident Experience in the Community - Customized v0.129". At the top, there are buttons for "See Tool 360 Details" and "Expand Description", and a status bar indicating "Draft", "Unlocked", and language options "SP" and "EN". The main content area displays a survey titled "Walker Neighborhood Survey". Below the title, there are two questions. The first question, Q1, is in Spanish: "Responda sólo si usted tiene hijos: Piense en el futuro financiero de sus hijos. ¿Cómo siente que serán las finanzas de sus hijos en el futuro en comparación con su actual situación financiera?". A yellow banner highlights the text "Click here to modify this question or click ignore to remove this message." with a purple box around the "Click here" link. The second question, Q2, is in English: "¿Cómo calificaría la calidad de cada uno de los siguientes tipos de escuelas en esta comunidad?".

The question dialogue box will display.

#### Edit Question



The screenshot shows the "Edit Question" dialog box. At the top, there is a "Question" label and a rich text editor with various formatting options (bold, italic, underline, text color, background color, link, unlink, insert link, insert image, insert video, insert audio, insert file, insert table, insert table of contents, insert table of contents, insert table of contents, insert table of contents). The question text is: "Responda sólo si usted tiene hijos: Piense en el futuro financiero de sus hijos. ¿Cómo siente que serán las finanzas de sus hijos en el futuro en comparación con su actual situación financiera?". Below the text, there is a "Path" field with the value "div » em » strong". There is also a "Tag" field with the placeholder text "Enter a question Tag" and a "Required" checkbox. Under the "QUESTION FORMAT" section, there are several radio button options: "Instructions", "Text", "Input Box", "Open Ended", "Yes/No", "Multiple Choice", "Rating Scale", "Date Picker", "GPS Coordinate", "File Upload", "Matrix", and "Custom Matrix". The "Yes/No" option is selected. At the bottom, there are "Save" and "Cancel" buttons.

**TIP: If you do not want to translate the added or edited questions,** you can click ignore and leave the question as-is.

- Enter the translated text into the text field.
- Click the **Save** button.

#### Edit Question

Question \*

**B** **I** **U** **ABC** **Format** **Font Size**

*Responda sólo si usted tiene hijos: Piense en el futuro financiero de sus hijos. ¿Cómo siente que serán las finanzas de sus hijos en el futuro en comparación con su actual situación financiera?*

Path: div » em » strong

Tag   Required

**QUESTION FORMAT**

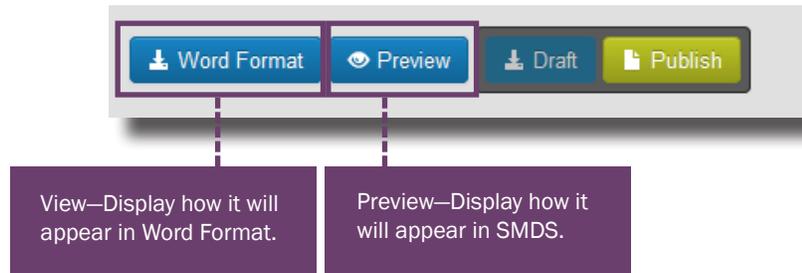
Instructions     Yes/No     GPS Coordinate  
 Text     Multiple Choice     File Upload  
 Input Box     Rating Scale     Matrix  
 Open Ended     Date Picker     Custom Matrix

**Save**

The translated question displays. This process needs to be done to every flagged question in the Spanish version.

**TIP:** This example shows English to Spanish, but if you make a change in any language, the other language (s) will need to be updated.

When you have finished making changes to your tool, review your tool in **Word** form and in **Preview** mode by using the buttons at the bottom of the screen.

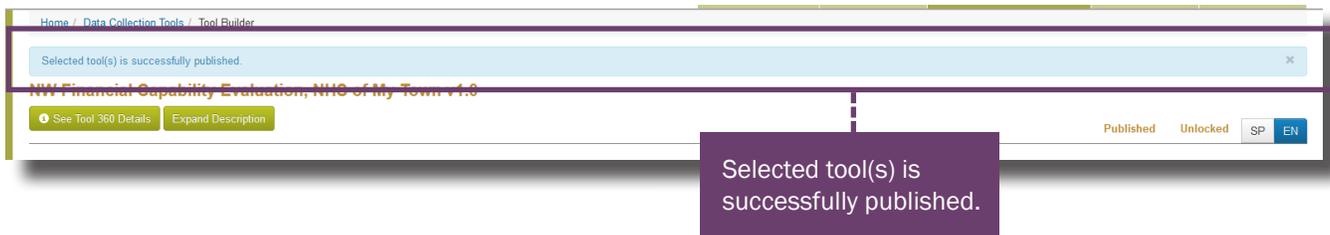


**TIP: In preview mode, be sure to test each answer option to make sure buttons are working correctly.**

- Click the **Publish** button.



The tool is successfully published.



## Need additional help?

- Click the **Help Desk** link at the top of the screen to find more guides on Customizing Tools and Question Formats. These guides are helpful resources as you work in the Tool Builder.

The screenshot shows the SUCCESS MEASURES DATA SYSTEM interface. At the top left is the logo. At the top right, it says "NEIGHBORHOOD HOUSING SERVICES OF MY TOWN" and "Elissa Schloesser". A "Help Desk" link is highlighted with a purple box and a dashed line. Below the logo, there are navigation tabs: "ADMINISTRATION", "EVALUATION", "DATA COLLECTION TOOLS", "SHARING", and "MORE". The main content area shows a table of tools under the "Manage Tools" section. The table has columns for "Display Name", "Questions", "Status", "Categories", "Type", "Languages", and "Sharing".

Display Name	Questions	Status	Categories	Type	Languages	Sharing
Accessibility and Perception of Amenities v2.0	3	Published	Health ...	SM Library	EN, SP	
Accessibility of Health Care Services v2.0	19	Published	Health ...	SM Library	EN, SP	
Accountability to Community v2.0	9	Published	Role of Organizations ...	SM Library	EN	
Alcohol, Tobacco, and Drug Use Behavior v1.0	9	Published	Health ...	SM Library	EN, SP	
Apartment Community and Neighborhood Change Module v1.0	8	Published	Housing ...	SM Library	EN	
Apartment Community Facilities	25	Published	Resident Services ...	SM Library	EN, SP	