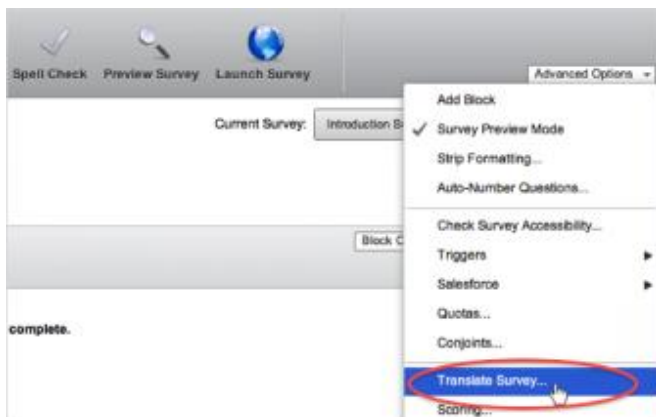


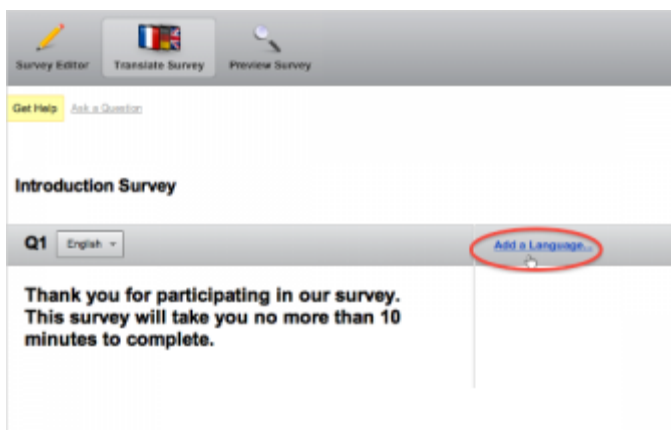
Use the Survey Translator to run your survey in multiple languages, while still having just one data set. When a participant starts the survey, Qualtrics will check the language in their browser setting and display the survey in that language if the translation is available. The participant can also choose their preferred language at the top right of every survey page.

To use Translate Survey:

1. On the gray navigation bar, click on the **Advanced Options** drop-down and select **Translate Survey**.



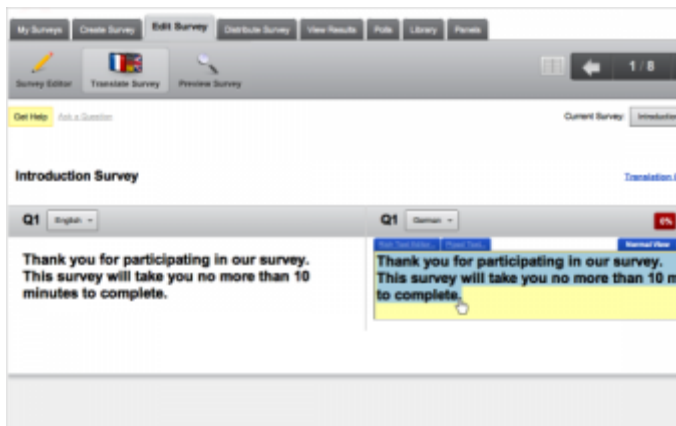
2. The first time you open the translator, you'll see the first question of your survey on the left-half of the screen, and the right-half of the screen will be blank. Above the right-half of the screen, select **Add a Language**.



3. From the **Survey Languages** list, choose the language translations to add to your survey, and click **Close**.



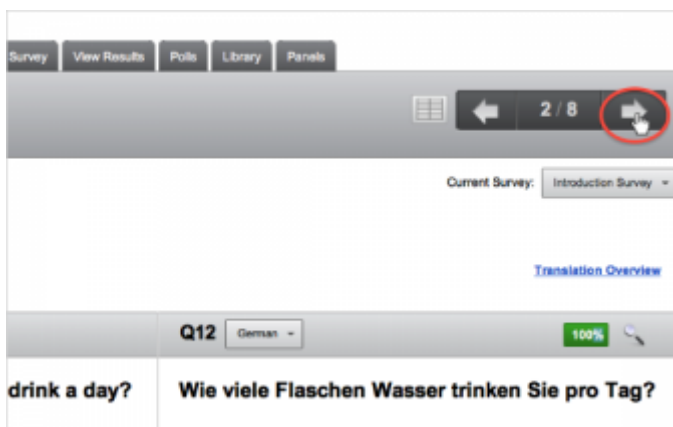
4. You will now see your default language on the left-half of the editor, and the question text on the right ready to be translated. To begin translating your first question, click on the question text or answer choices and replace the text with the translated text.



5. Alternatively, generate an automated translation of any question from Google Translate, by clicking on the **question progress box** on the top-right of your translation pane. Read the note that pops-up explaining the accuracy of Google Translate.



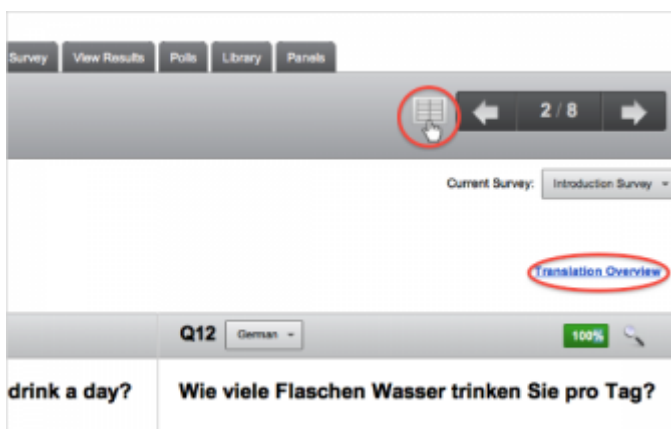
6. To switch between questions, click the left and right **Arrows** on the right side of the gray toolbar.



7. To change which translation language you are working on, click on the **Language drop-down** above your translation on the right half of the screen, and choose one of the other languages.



8. For an overview of your translation progress, click **Translation Overview** or click on the **Grid icon** next to the left and right arrows on the **gray toolbar**.



More Information

[QTips](#)

- If you need to edit the default translation on the left-half of the translator, go back to the **Survey Editor**. The translation window is reserved for editing alternate translations.
- Google Translate is quick and convenient, but being an automated service, it is not perfect. But be sure to always have a translator review any translation you receive.
- If the Default language of your survey is not the same as the default language of your account, make sure you change the language settings of your survey in Survey Options before you begin translating. This will insure the options in the Language drop down are accurate when you preview the survey.