

Creating A Multilingual Form in InfoCapture

Creating a form in Infocapture with multiple language options is possible.

Depending on the user's language settings, translated phrases for the form labels and options can be provided.

Follow this guide on how to start creating multi-language forms.

- 1. Adding localisation key in the InfoCapture Projects
- 2. Providing language translations in the Localisation Panel

If you are new to InfoCapture form creation please check the basic form creation guide.

# Adding Localisation Keys

### 1. Project Name

Navigate to Admin > InfoCapture and edit the project properties by updating the Project name using a localisation key format.

This is to ensure there are no duplicate keys as the localisation key must be unique and provide a default phrase when there is no translation.

@{ic.form.projectname.title|Title Here}

#### Edit project properties

Use these options to define the project's primary settings. From here the project can be renamed, enabled and disabled.

Project name

@{ic.form.sample.title|Multi-language Sample Form}

Describe its purpose

Demonstrating multi-language form capabilities in InfoCapture

This text is for admin only and it won't be visible to the users.

Project status

Active

Project in Testing status means it's Active (visible to the users) without email notification being sent.

e.g. a localised Project Name in infocapture for an example "Multi-language Sample Form"

Change Icon

@{ic.form.sample.title|Multi-language Sample Form}

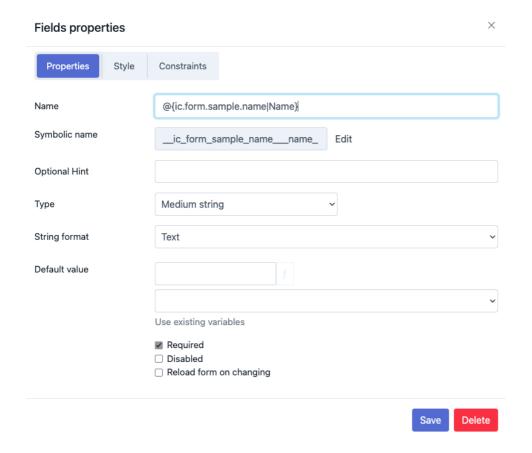
Note: Currently only the InfoCapture Project Name can be localised.

#### 2. Form Label

Edit the form and instead of regular field names use the localisation key format here are some examples.

Download a sample Multi-lingual Infocapture Project

Name	@{ic.form.sample.name Name}
Email	@{ic.form.sample.email Email}
Subject	@{ic.form.sample.subject Subject}
Message	@{ic.form.sample.message Message}
Work Location	@{ic.form.sample.worklocation Work Location}
Department	@{ic.form.sample.department Department}
Mobile	@{ic.form.sample.mobile Mobile}



## 3. Select options

It is possible to provide translation options in Select, Multi-select, Checkbox, Multi-checkbox and Radio buttons

Here is an example:

## Fields properties **Properties** Style Constraints Name @{ic.form.sample.worklocation|Work Location} Symbolic name Edit \_ic\_form\_sample\_worklocation\_wc Optional Hint Type Select Values @{ic.form.sample.worklocation.home|Home},#v001 @{ic.form.sample.worklocation.office|Office},#v002 ☐ Use advanced UI for selecting elements Default value @{ic.form.sample.worklocation.home|Home} ~ Show "Please select..." as default Required Disabled ☐ Reload form on changing

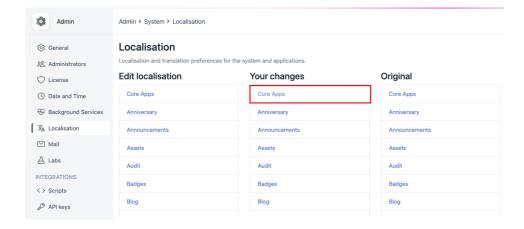
**i Tips:** It's handy to collect all the localisation keys whilst building a project into notepad / textpad for adding language translation in Step 2.

Delete

# Adding Language Translations

1. Navigate to Admin > System > Localisation

Under the 'Your changes' section, click on Core Apps:



2. Right-click in the blank area and click Add phrase

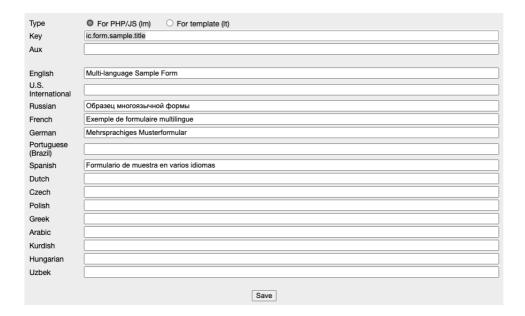


3. Edit Phrase and enter the localisation Key with all required translations

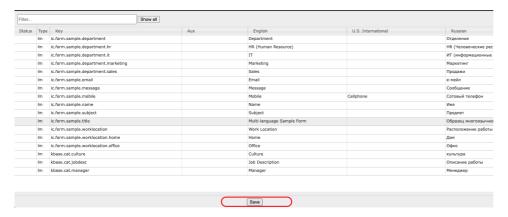
The key is already created, just copy/paste the part that is required

e.g. @{ic.form.sample.name|Name} key is ic.form.sample.name

Repeat the process for all localisation keys until every field in your form is represented and has the correct translations.



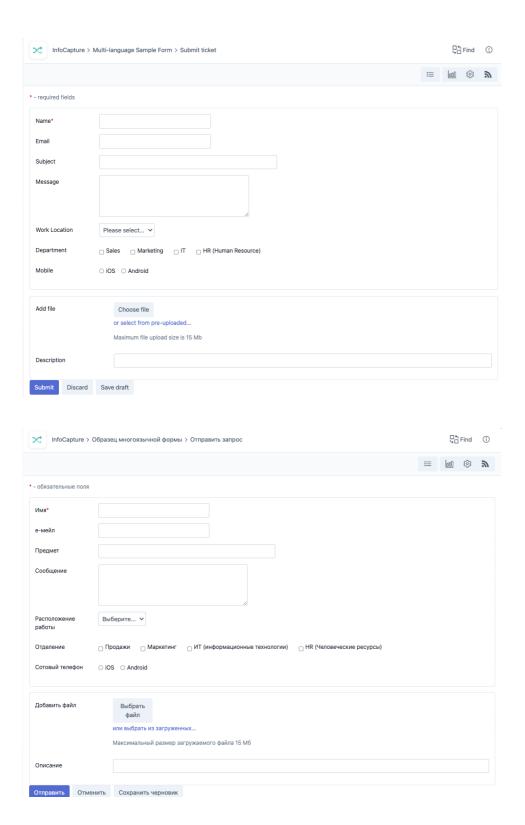
4. Click 'Save' at the bottom of the screen to apply.



### **Test & Troubleshoot**

Test the localisation works by changing your language in My Settings and accessing the form.

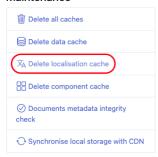
Here is an example of the same form in English and Russian.



# **Deleting localisation cache**

Localisation is heavily cached for the system performance. If you have just made changes and the changes haven't been reflected in the system, clear your localisation cache in Admin > System > Labs and check again.

#### Maintenance



Last modified on 7 August 2024 by Hannah Door

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Tags: multilingual