

# Translate Text Fields on a Form

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To translate text fields on a form, click the ellipsis symbol at the upper-right corner of a form, then click **Create [base language] Translation**. The fields selected by an admin in the form's settings will then automatically translate into your org's base language. For a list of supported and unsupported languages, see the [Supported Language Translations](#) article.

The screenshot shows a form titled "INC-2020-12-14-81 Health & Safety" with a status of "Triage". The "Observation Details" section contains a text field with French text. A menu is open at the top right, showing options: "Create English Translation" (highlighted with a green box), "Analyze Text", and "Delete". Other form fields include "Primary Parent Incident Type" (Staff Injury), "Business Unit" (Search), "Incident Start DateTime", "Involved Location(s)", "Involved People", "Witness Statement", and "Linked Incidents" (+ CREATE NEW).

The translation option on a form.

To view the original text before translation, click the icon beside the field.


The screenshot shows the same form, but the text in the "Observation" field is now English: "I'm Kit Stevens, a former operator at ABC Shipping Lines. On December 1, 2020, I saw my colleague Josh Lee get sick after being exposed to carbon monoxide vapours. He complained of nausea and dizziness and almost seemed to faint at some point. Josh Lee was taken to the medical compartment by Donna Martin once she realized what had happened, and Donald Summers and I were ordered to turn off our equipment and take a one-hour break outside the loading dock and in the fresh air. I didn't feel bad at any time." A tooltip above the text reads "Machine translated from French on Dec 13, 2020".

A translated field.

## Important Notes

- If the translation option is not visible on a form, it either hasn't been enabled for your org or

an admin hasn't enabled it for that form. If a particular text field hasn't been translated, it means an admin hasn't enabled translation on that field.

- Translation of large text fields (over 5000 bytes) may result in stripped whitespace. For example, if a large text field included “Bonjour monde! Avoir un bonne journee”, it may result in “Hello world!Have a good day.”
- Because rich text fields have a 20,000 character limit, a large amount of text in this field may be translated over the character limit. If this happens, the text will be reduced to the maximum limit and a notification banner is displayed.
- Once a translation is complete, it's possible to view the original text by clicking the  icon by the translated field; however, translations cannot be undone and any additions or changes to the text field are not translated.