



How to Add a Word or Phrase to your Glossary

This guide demonstrates how to add a word or phrase to your glossary.

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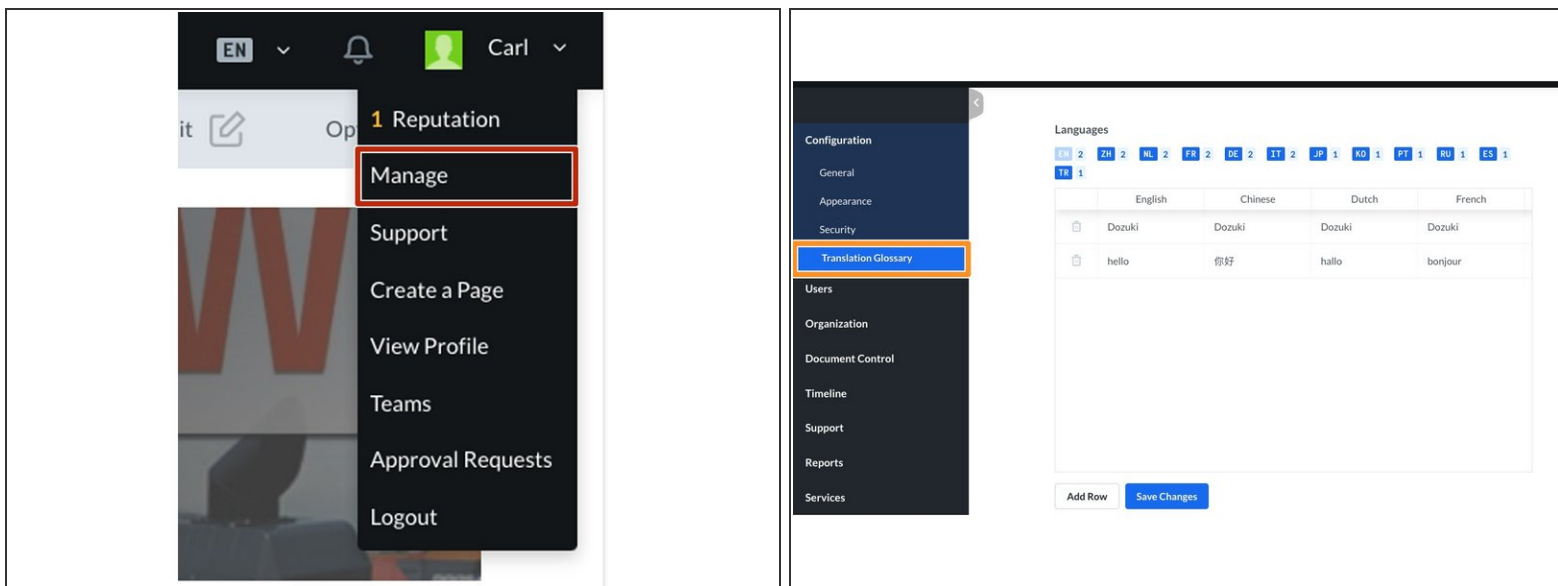


INTRODUCTION

If you find a specific word or phrase that is not translating properly you can add to the Translation Glossary.

This guide demonstrates how to add a word or phrase to your glossary.

Step 1 — How to Add a Word or Phrase to your Glossary



- Access the Management Console by selecting **Manage** from the user dropdown menu.
- Select **Translation Glossary** from the **Configuration** section listed in Manage Sidebar.
- ⓘ The Translation Glossary is used to improve the machine translations on your site.
 - ★ It does **not** serve as a complete list of words translated on your site.

Step 2

Languages

EN 2ZH 2NL 2FR 2DE 2IT 2JP 1KO 1PT 1RU 1ES 1TR 1

	English	Chinese	Dutch	French
	Dozuki	Dozuki	Dozuki	Dozuki
	hello	你好	hallo	bonjour

Add Row

Save Changes

- Click on the **Add Row** button.

Step 3

Languages

EN 2ZH 2NL 2FR 2DE 2IT 2JP 1KO 1PT 1RU 1ES 1TR 1

	English	Chinese	Dutch	French
	Dozuki	Dozuki	Dozuki	Dozuki
	hello	你好	hallo	bonjour

Add Row

Save Changes

Languages

EN 3ZH 2NL 2FR 2DE 2IT 2JP 1KO 1PT 1RU 1ES 1TR 1

	English	Chinese	Dutch	French
	Dozuki	Dozuki	Dozuki	Dozuki
	hello	你好	hallo	bonjour
	coupling			

Add Row

Save Changes

Languages

EN 3ZH 3NL 2FR 2DE 2IT 2JP 1KO 1PT 1RU 1ES 1TR 1

	English	Chinese	Dutch	French
	Dozuki	Dozuki	Dozuki	Dozuki
	hello	你好	hallo	bonjour
	coupling	耦合		

Add Row

Save Changes

- Click in the cell of the new row and add the word or phrase you would like to add the translation for.
- Continue editing that row, manually transcribing the correct translation of your word or phrase for each language, respectively.

Step 4

Languages

EN 3 ZH 3 NL 2 FR 2 DE 2 IT 2 JP 1 KO 1 PT 1 RU 1 ES 1 TR 1

	English	Chinese	Dutch	French
	Dozuki	Dozuki	Dozuki	Dozuki
	hello	你好	hallo	bonjour
	coupling	耦合		

Add Row **Save Changes**

- Once you have entered all translations, click the **Save Changes** button.

Step 5

✓ Successfully saved changes

Languages

EN 3 ZH 3 NL 2 FR 2 DE 2 IT 2 JP 1 KO 1 PT 1 RU 1 ES 1 TR 1

	English	Chinese	Dutch	French
	Dozuki	Dozuki	Dozuki	Dozuki
	hello	你好	hallo	bonjour
	coupling	耦合		

- The page will refresh and display a banner across the top, stating you have **Successfully saved changes**.
- Read [How to Manage your Glossary](#) to learn how to edit and modify your Glossary.