How to Manage your Glossary

This guide demonstrates how to manage your glossary.

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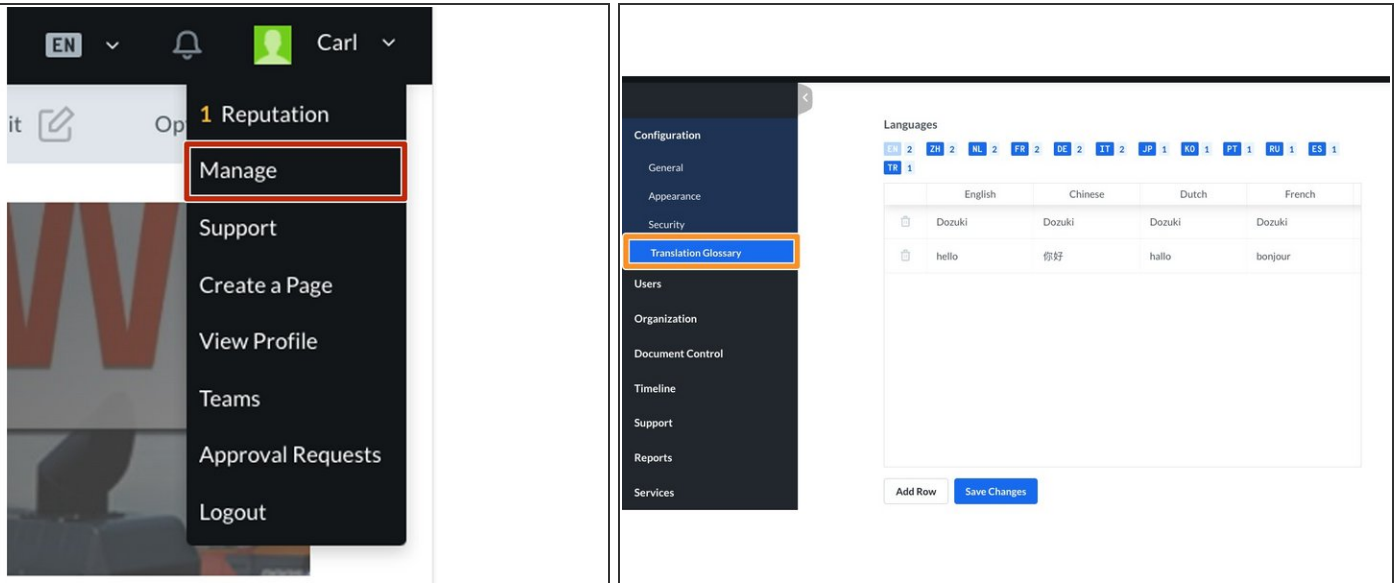
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INTRODUCTION

This guide demonstrates how to manage your glossary.

Step 1 — How to Manage your Glossary

- To begin managing the translation glossary, access the **Management Console** from the user dropdown menu.

- **Translation Glossary** will be found under **Configurations** section of the Manage Sidebar.

ⓘ The glossary is a tool used to improve the machine translations on your site.

  📌 It does **not** serve as a complete list of words translated on your site.

- If you find a specific word or phrase that isn't translated properly by the machine translation tool you can add it here as well.

  ⓘ Read [How to Add a Word or Phrase to your Glossary](#) for instructions.

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Step 2 — Modify Languages Listed for Translation

- Hide the columns with languages that you do not need your site translated into by selecting them from the language list.

- The language icon will turn grey and the column will be removed from the table below.

Step 3 — To Edit a Word or Phrase Already in the Translation Glossary

- To edit saved translation entries, select the cell you would like to edit, and modify the word that is currently listed to the proper translation.

- Click the **Save Changes** button at the bottom of the window to save your changes to the glossary.

Step 4

- The page will refresh and display a banner across the top, stating you have **Successfully saved changes**.

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