



# How to Manage your Glossary

This guide demonstrates how to manage your glossary.

Written By: Dozuki System

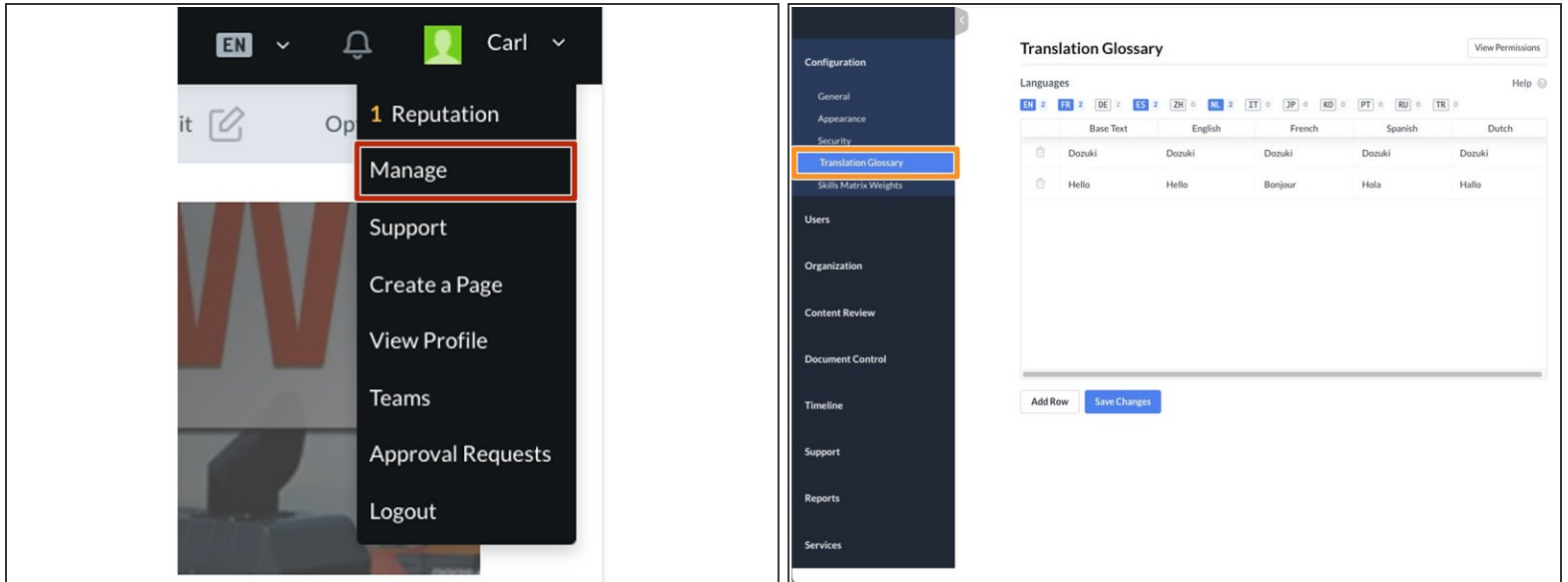


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## INTRODUCTION

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.
- ① 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.
  - ① Read [How to Add a Word or Phrase to your Glossary](#) for instructions.

## Step 2 — Modify Languages Listed for Translation

Translation Glossary

View Permissions

Languages

EN 2FR 2DE 1ES 2ZH 0NL 2IT 0JP 0KO 0PT 0RU 0TR 0

	Base Text	English	French	Spanish	Dutch
	Dozuki	Dozuki	Dozuki	Dozuki	Dozuki
	Hello	Hello	Bonjour	Hola	Hallo

Add Row

Save Changes

Translation Glossary

View Permissions

Languages

EN 2FR 2DE 1ES 2ZH 0NL 2IT 0JP 0KO 0PT 0RU 0TR 0

	Base Text	English	French	German	Spanish
	Dozuki	Dozuki	Dozuki	Dozuki	Dozuki
	Hello	Hello	Bonjour		Hola

Add Row

Save Changes

- Select the language columns that you need your site translated into by clicking the language abbreviation toggles in the list at the top of the glossary.
- The language abbreviation toggles will turn blue, and the column will appear in the table below.

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

Translation Glossary

View Permissions

Languages

EN 2FR 2DE 1ES 2ZH 0NL 2IT 0JP 0KO 0PT 0RU 0TR 0

	Base Text	English	French	German	Spanish
	Dozuki	Dozuki	Dozuki	Dozuki	Dozuki
	Hello	Hello	Bonjour		Hola

Add Row

Save Changes

Translation Glossary

View Permissions

Languages

EN 2FR 2DE 1ES 2ZH 0NL 2IT 0JP 0KO 0PT 0RU 0TR 0

	Base Text	English	French	German	Spanish
	Dozuki	Dozuki	Dozuki	Dozuki	Dozuki
	Hello	Hello	Bonjour	Hallo	Hola

Add Row

Save Changes

Translation Glossary

View Permissions

Languages

EN 2FR 2DE 1ES 2ZH 0NL 2IT 0JP 0KO 0PT 0RU 0TR 0

	Base Text	English	French	German	Spanish
	Dozuki	Dozuki	Dozuki	Dozuki	Dozuki
	Hello	Hello	Bonjour	Hallo	Hola

Add Row

Save Changes

- 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

Translation Glossary

View Permissions

✓ Successfully saved changes

Help ?

Languages

EN 2FR 2DE 2ES 2ZH 0NL 2IT 0JP 0KO 0PT 0RU 0TR 0

	Base Text	English	French	German	Spanish
	Dozuki	Dozuki	Dozuki	Dozuki	Dozuki
	Hello	Hello	Bonjour	Hallo	Hola

Add RowSave Changes

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