

GAI TRANSLATE™

TRANSFORMING GLOBAL COMMUNICATIONS

HOW TO UPLOAD GLOSSARIES WITH THE EXCEL TEMPLATE

DATE: 21/03/2025

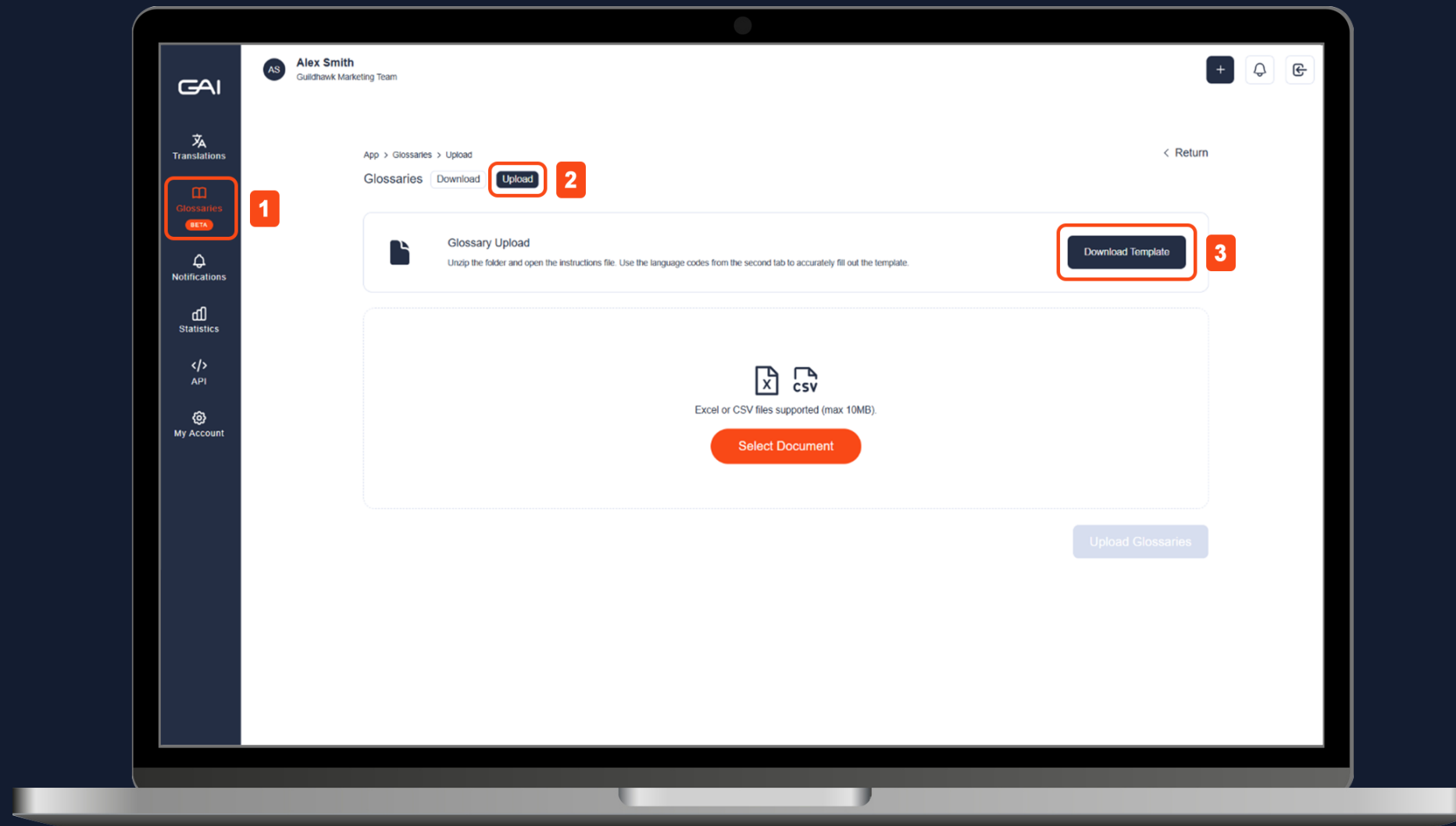
VERSION: 1 PROC REF: STA00052

TITLE: GAI GUIDE TO UPLOADING GLOSSARIES

INFORMATION CLASSIFICATION: PUBLIC



STEP 1



Go to the **GAI Translate™** platform. Select “**Glossaries**” from the left-hand menu and “**Upload**”. Then “**Download Template**”.

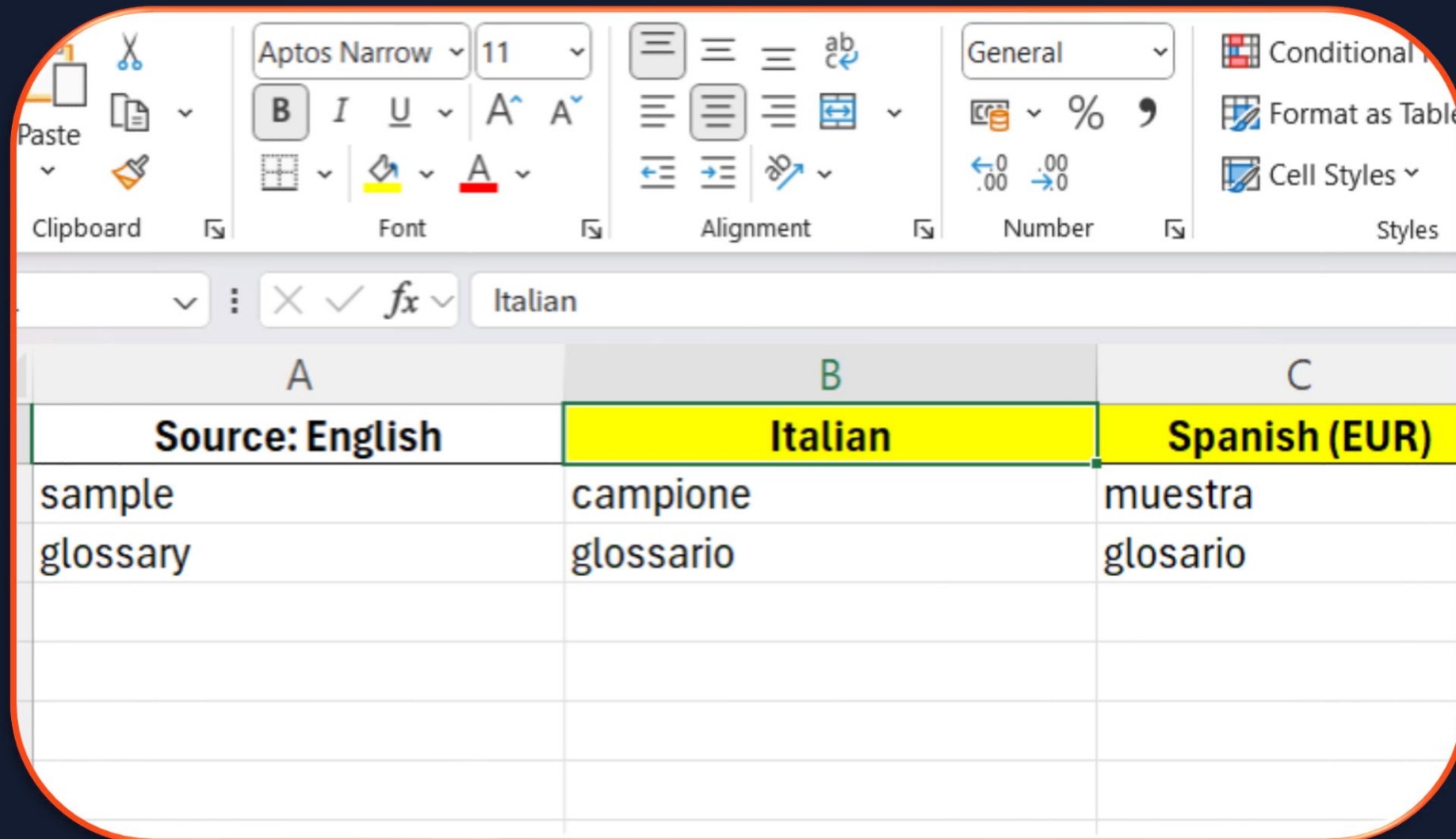
STEP 2

Open the template in **Excel**. Edit **column A1** with the name of the source language written in English. Please do not remove the word **"Source:"**.



| A | B | C |
|------------------------|----------------|----------------------|
| Source: English | Italian | Spanish (EUR) |
| sample | campione | muestra |
| glossary | glossario | glosario |
| | | |
| | | |
| | | |
| | | |

STEP 3



The screenshot shows the Microsoft Excel interface with a translation table. The table has three columns: A (Source: English), B (Italian), and C (Spanish (EUR)). The header row is highlighted in yellow. The data rows are as follows:

| Source: English | Italian | Spanish (EUR) |
|-----------------|-----------|---------------|
| sample | campione | muestra |
| glossary | glossario | glosario |
| | | |
| | | |
| | | |

Edit **column B1** and **C1** with the name(s) of the **target language(s)** written in English.

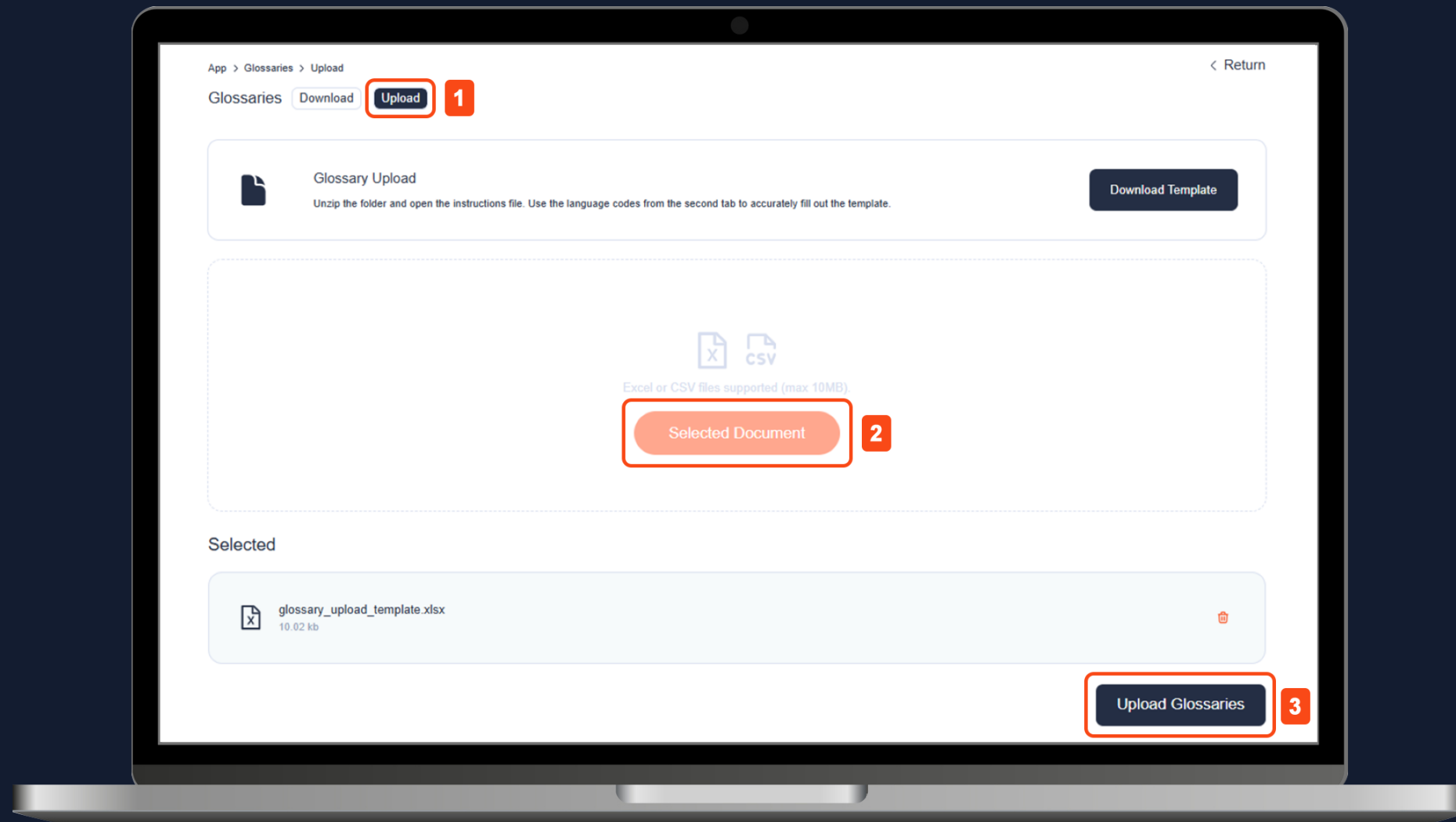
STEP 4

Enter your **source** and **target terms** and save the document. The glossary is now ready to upload to the GAI Translate™ platform.



| A | B | C |
|-----------------|-----------|---------------|
| Source: English | Italian | Spanish (EUR) |
| sample | campione | muestra |
| glossary | glossario | glosario |
| | | |
| | | |
| | | |

STEP 5



Go to the **GAI Translate™** platform. Select “**Glossaries**” from the left-hand menu and “**Upload**”. Click “**Select Document**” to choose your file and then “**Upload Glossaries**”.

LANGUAGES SUPPORTED

- Afrikaans
- Albanian
- Arabic
- Armenian
- Bulgarian
- Catalan
- Chinese – Simplified
- Chinese – traditional
- Croatian
- Czech
- Danish
- Dutch
- English
- Estonian
- Farsi
- Filipino – Latin
- Finnish
- French
- French – Canada
- Georgian
- German
- Greek
- Gujarati
- Hebrew
- Hindi
- Hungarian
- Icelandic
- Indonesian
- Irish
- Italian

LANGUAGES SUPPORTED

- Japanese
- Kazakh
- Korean
- Latvian
- Lithuanian
- Macedonian
- Malay
- Maltese
- Mongolian
- Norwegian
- Polish
- Portuguese – Brazil
- Portuguese – EUR
- Romanian
- Russian
- Serbian – Cyrillic
- Serbian – Latin
- Slovak
- Slovenian
- Somali
- Spanish – EUR
- Spanish – Latin America
- Swahili
- Swedish
- Tamil
- Thai
- Turkish
- Ukrainian
- Uzbek
- Vietnamese
- Welsh

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