

## **Import glossary terms**

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If you already have a list of terms you'd like to add to your glossary, you can choose to import those terms in bulk, saving you time from having to create them each individually. To do so, you'll need the terms in a CSV file that includes columns for:

- The glossary term: the word or phrase you want to define
- An alternate title (in the interface, this is called the display title): If you want to display a phrase with an acronym or other prohibited punctuation, you'll need to use a display title. While you don't have to use a display title, the import won't succeed without having an alternate title column present.
- The term's definition

To add multiple glossary terms at once:

- 1. In the left navigation, go to Glossary. The Glossary page opens.
- 2. Select Import Terms.

Select Import Terms to begin the import process

The Import Glossary Terms from CSV modal opens.

3. Select Example Glossary CSV to download a sample CSV file you can use as a template.

Example Glossary CSV

- 4. Use the template as a model; replace the terms, display titles, and definitions there with your own.
- 5. Once your CSV has all your glossary terms in it and you've saved it, repeat the steps above and select **Choose** File to add your file.
- 6. Once you choose your file, the modal updates to display the file name.
- 7. If your CSV contains a header row, like our sample CSV file, check the box to **Skip the first row of the CSV** under **Import Options**. If your CSV file has no header row, leave this box unchecked.



**Don't start out with empty rows** Be sure that the first two rows of your CSV are not empty. (If they are, the importer won't "see" any data and won't import anything!)

- 8. If this is your first time adding terms, you can choose either the Update or Skip option.
- 9. If you already have glossary terms, you'll need to tell the importer what you want it to do if your CSV contains terms that match terms you already have:
  - a. Select **Update existing terms with the new definitions** to overwrite the existing definition with the term's definition in your CSV file.
  - b. Select Skip existing terms to keep the existing definition you have for the term
- 10. Once you've made your selections, select Import Terms.
- 11. If we're unable to import your glossary terms due to an invalid character, a message will be displayed with the rows that threw the error. Refer to Troubleshooting glossary term imports if you run into this issue.
- 12. If we're able to import the CSV file, a progress bar displays while the import processes. Depending on the size of your glossary, this may appear for a split second or up to a minute.
- 13. Once the progress bar disappears and redirects you back to the Glossary page, your terms have been imported.

Glossary terms will automatically be displayed in alphabetical order, with terms beginning with numbers appearing first. When your glossary gets larger, you can use the search feature to quickly find a term.