Importing files to Glossaries2Go

You may import files located in your personal cloud, such as Dropbox, Google Drive, iCloud, OneDrive, or other. File formats recognized by Glossaries2Go are xlsx (Excel) and csv. There is no limit to the number of languages that each glossary can contain. For each language, there can be up to three columns.

For Glossaries2Go to import your glossary, the language and content type of each column (term or explanation, for example) need to be specified. This specification can be either included in the original column header of your glossary or, if it isn't, then Glossaries2Go will ask you to specify them during the import process.

Column headers

You specify the language and type of each column in the first line of each spreadsheet sheet. This line contains the column headers.

Below is an explanation on how to specify the column headers in the original file, so that Glossaries2Go will be able to import the file in one go, without you having to specify the column headers in Glossaries2Go as part of the import process.

For each language, columns may be of one of three types: term, explanation, or remark.

Header for a term column:

The header for a term column should contain the two letters of the language of that column as defined in ISO 639-1. For example, the two letters for English are 'en', the two letters for Spanish are 'es', and the two letters for German are 'de'.

Below is an example of a multi-lingual glossary with a header line containing three languages English, French, and Spanish.

	A	B	C
1	en	fr	es
2	blind carbon copy	Copie conforme invisible	copia de carbón oculta
3	SIM card	carte SIM	tarjeta SIM
4	Setting up	Configuration	Configuración
5	Typing	Saisie de texte	entrada
6	Dictation	Dictée	dictar
7	Voice Control	Contrôle vocal	Control por voz
8	Searching	Recherche	Buscar
9	Sharing	Partage	Compartir
10	headset	Casque d'écoute	unos auriculares
11	File sharing	Partage de fichiers	Compartir archivos
12	voicemail	Messagerie vocale	buzón de voz

Header for an explanation column:
The header for an explanation column should contain the two letters of the language of the column, followed by the word 'explanation'.
Below is an example of an English monolingual glossary with a header line containing a term and its explanation.

en	en explanation
Acquired Heart Disease	Disease of the heart that develops after birth, due to an infection or other disease affecting the heart muscle, heart valves or coronary arteries (compare with 'Congenital Heart Disease').
Antibiotics	A medicine, which may be taken by mouth as a syrup, tablet or capsule, or may be given through a drip into a vein, to prevent or treat a bacterial infection.
Anticoagulant	A drug used to reduce blood clotting, e.g. warfarin, aspirin.

Header for a remark column:
The header for a remark column should contain the two letters of the language of the column, followed by the word 'remark', for example 'en remark' for a column containing remarks in English or 'fr remark' for a column containing remarks in French.