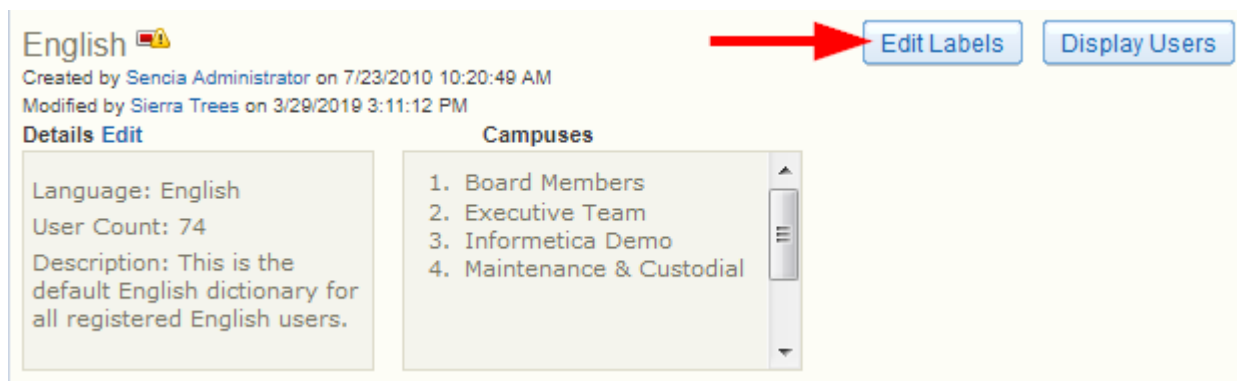# Edit Dictionaries

New labels are periodically added due to new development. Site Managers are responsible for keeping the dictionary labels tailored to their liking.
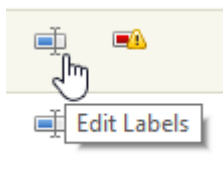
Select an edit method below.

Edit a Label in One Dictionary

1. Navigate to Dictionaries .

2. Select **Edit Labels** for the dictionary that contains the labels you want to update.

Edit Labels from detailed view.

Edit Labels from list view.

3. Optionally use the Filter Options to find a specific label. If you cannot see the menu, show the Tool Panel .

- **Variable label contains**: Enter a word contained in the system label (e.g. "product" will present a list of system labels containing the term product). Variable labels are static and cannot be updated.

- **isplay text contains**: Enter a word contained in the text for the label (e.g. enter the term "course" to view a list of labels using the term "course"). Display text can be uddated.

4. Optionally select **Export Dictionary in CSV** from the Tool menu. This can help you translate the labels or send the file off to someone else to translate. If you cannot see the menu,

show the Tool Panel .

5. Select **Save and Finish** at the bottom of the page to keep the changes or **Cancel** to return to the dictionaries page without saving the changes. Saved changes are immediately visible in the system. You can save your work and return to updating the labels later.

Edit One Label in all Dictionaries

1. Navigate to Dictionaries .

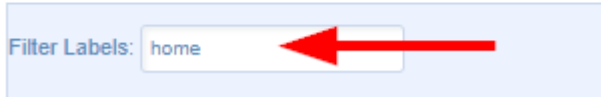2. Select **Update by Label** in the Tools menu. If you cannot see the menu, show the Tool

Panel .

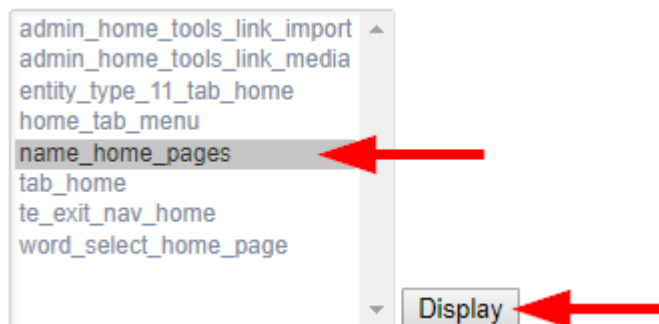3. Enter the exact label or a term used in a label into the **Filter Labels** field.

4. Select the label from the filtered list and then select **Display** to list the selected labels for

editing. Use ctrl+click to select mulitple filters or shift+click to select all filters.

5. Enter the terms into the Label Text fields (see a Edit Label in One Dictionary above).

Variable Label	Dictionary	Language	Label Text
name_home_pages	English	English	Home Pages
name_home_pages	Español	Spanish	Páginas inicio
name_home_pages	Français	French	Les pages d'accueil

6. Select **Save and Finish** at the bottom of the page to keep the changes or **Cancel** to return

to the dictionaries page without saving the changes. Saved changes are immediately

visible in the system. You can save your work and return to updating the labels later.

> Use the dictionary filter tool in one dictionary to find the system label that you need and then copy/paste it into the Filter Labels field (see Edit a Label in One Dictionary).

Find Missing Labels

Site Managers can filter dictionary labels to view only the lables that are not defined.

1. Navigate to Dictionaries .

2. Select the **Show Missing** icon for the applicable dictionary.

3. Enter a new term for each label displayed (see a Edit Label in One Dictionary above).

4. Select **Save and Finish** at the bottom of the page to keep the changes or **Cancel** to return to the dictionaries page without saving the changes. Saved changes are immediately visible in the system. You can save your work and return to updating the labels later.
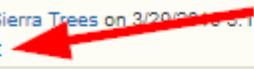
Edit Dictionary Name or Description

A dictionary name or dictionary description can be updated at any time.

1. Navigate to Dictionaries .

2. Select a dictionary name or Details Edit to change the name or description of the selected dictionary.

Edit name or details from detailed view.

Edit name or details from list view.

3. In the edit screen, enter the new name and/or descripton into the fields. Descriptions can

be 255 characters long.

4. Select **Save** to keep the changes or **Cancel** to return to the dictionaries page without saving the changes.