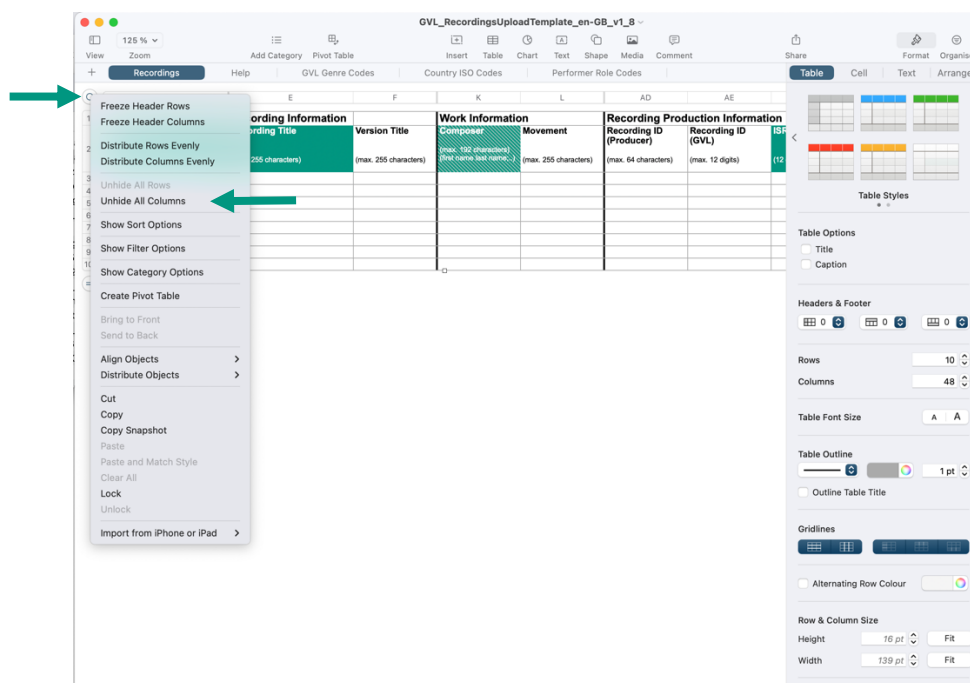


Editing GVL Upload Templates in Numbers for Mac

If you work with **Numbers for Mac** instead of Microsoft Excel, the following needs to be taken into consideration when completing and saving GVL upload templates.

Unhiding All Columns

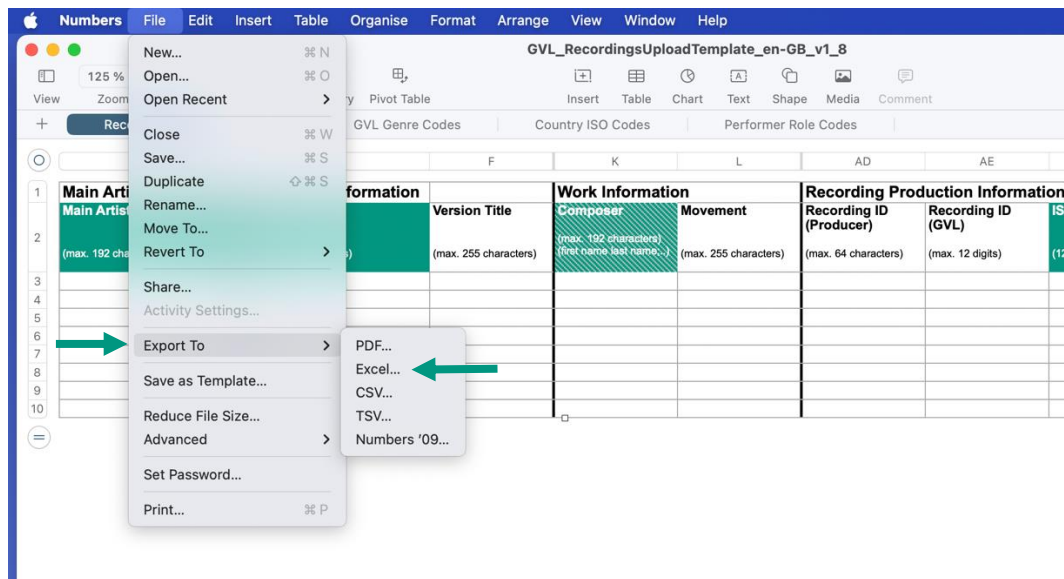
The default view of our templates is reduced to the mandatory information required by hiding optional columns. To unhide these columns in Numbers for Mac, please click any column header and then move your mouse pointer to the circular icon on the top left. With a right mouse click, open the context menu and select **“Unhide All Columns”**.



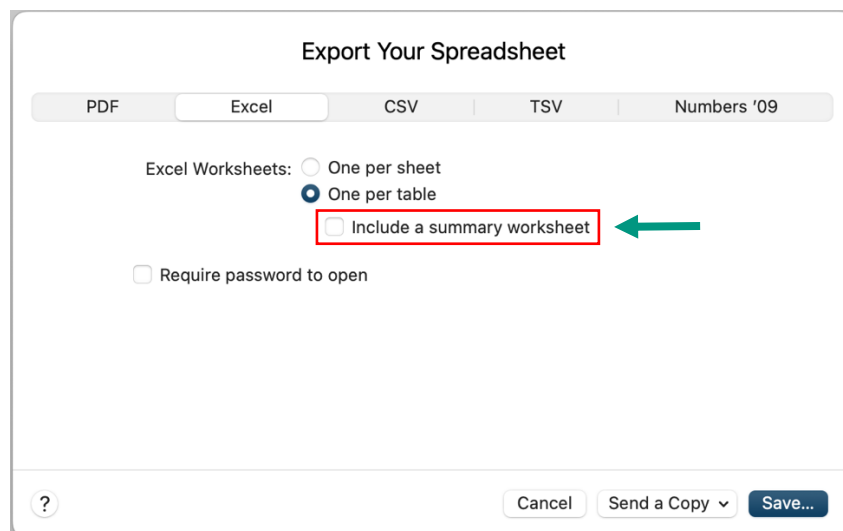
Exporting a Numbers File to Excel

GVL’s systems support Microsoft Office standards and only accept upload templates in the format **.xlsx**.

To create a Microsoft Excel file, Numbers for Mac offers an **“Export”** option available from the **“File”** menu. Select **“Export To”** and then **“Excel...”**.



A dialogue opens where it is necessary to uncheck the default setting **“Include a summary worksheet”**. If you create an Excel file including a summary worksheet, GVL’s systems are unable to accept and process your upload.



You can now click **“Save...”** to complete exporting your template. Upload your exported template in label.gvl under **“Add recordings”** > **“Upload audio”** or **“Upload video”**.