



Add a new glossary term

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You can add glossary terms and definitions individually or [in bulk](#).

To add a single glossary term:

1. In the left navigation, go to **Glossary**. The Glossary page opens.
2. Select **+ Add Term**. The **Add new glossary term** modal opens.
3. Enter the word that you want to appear in the glossary as the **Term name**. If you're using **automatic highlighting**, this term is what you want the highlighting to match on.
4. *Optional:* If you want to display a longer or alternate version of the **automatic highlighting** term in your glossary, enter it in the **Display title**. This won't impact the automatic highlighting, but does allow you to include characters like parentheses or punctuation that's prohibited in the term. For example, if we have a term for SSO, we might set a display title of "Single Sign-On (SSO)" to explain the acronym. Refer to [When should I use display titles?](#) if you're unsure whether you need or want a display title.
5. *Optional:* If you're using **automatic highlighting** for glossary terms but you don't want this term to be automatically highlighted, check the box to **Disable highlighting for this term**. Refer to [Disable highlighting for a glossary term](#) for more information on using this setting.
6. Enter the **definition** you'd like displayed with that term. The definition can contain basic text formatting and hyperlinks. Refer to [Glossary formatting](#) for more information.
7. Once you've added your term, display title (if using), and definition, select **Add Term**.

Sample new glossary term entry for "parliament"

8. Your term will now appear in the glossary. If you have **automatic highlighting** turned on and you didn't disable highlighting for this term, the term will also be highlighted.