![knowledgeowl]

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**. An area expands just below the button where you can add the details for your glossary term:

   The new term entry section

3. Enter the word that you want to appear in the glossary as the **Term**. If you're using **automatic highlighting**, this term should be what you want the highlighting to match on.

4. Enter the **definition** you'd like displayed with that term. The definition can contain basic HTML, including hyperlinks and text formatting. Refer to **Glossary formatting** for more information.

5. *Optional:* If you want to display a longer or alternate version of the **automatic highlighting** term in your glossary, enter it as a **Display Title**. This won't impact the automatic highlighting, but does allow you to include an acronym after the without impacting highlighting. 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.

6. Once you've added your term and definition, select the **Add Term** button.

7. Your term will now appear in the glossary. If you have **automatic highlighting** turned on, the term will also be highlighted.