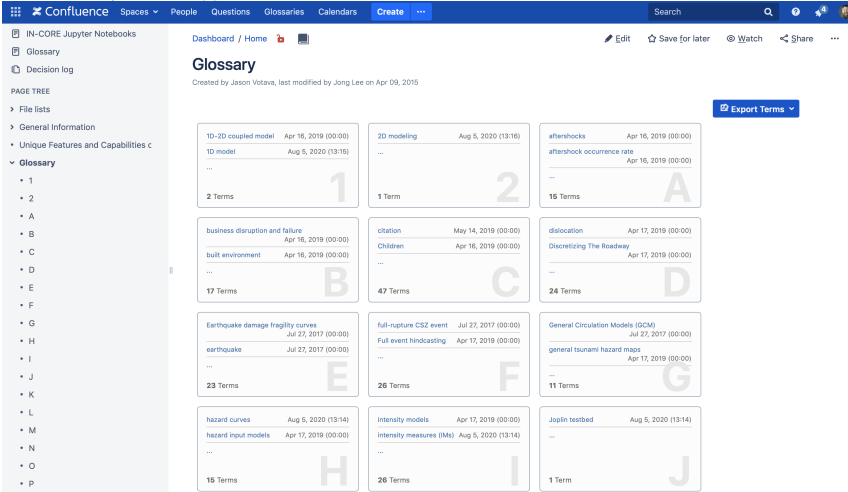


Adding a new term to glossary

1. The glossary is now part of Confluence, so you will no longer need to log into a separate service.
 - a. If you can edit wiki pages, then you may add terms to the glossary.
 - b. To gain access to edit the wiki you will need an account on IN-CORE
 - i. Instructions on creating an account: <https://incore.ncsa.illinois.edu/doc/incore/account.html>
2. In the navigation menu on the wiki there is a direct link to the Glossary
 - a. You may also go to this web address: <https://opensource.ncsa.illinois.edu/confluence/display/INCORE1/Glossary>
 - b. The Glossary should appear as such



- c. Note that there is no "Add Term" button on the main page
3. To add a term choose the letter that the term begins with
 - a. Verify that the term doesn't already exist
 - b. If the term is not in the Glossary then click the "Add Term" button at the top of the letter page
 - i. A popup window will appear with fields matching the glossary
 - ii. This will only let you add terms that start with the letter from which you selected Add Term

Add term

Title

Definition

Labels
Separate items with white space.

Synonym(s)
A comma (',') between each item.

Abbreviation(s)

Add term Cancel

- iii.
- iv. Fill out the fields
 1. Definition can have rich text, formatting, and links
 2. All other fields are simple text
- v. Select the Add term button at the bottom of the popup window
4. Verify that the term appears in the Glossary