



TERMINOLOGY MANAGER FOR CONFLUENCE CLOUD

# Glossary

## Quick tour

Every word your teams use, explained on the page where they read it.

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### IN THIS TOUR

**0** Before you start

---

**1** Find a word

---

**2** Highlight terms as you read

---

**3** The Glossary button

---

**4** Look up one word

---

**5** Add a word

---

**6** Open a term

---

**7** Review a term

---

**8** Translate a term

---

**9** Put the glossary into your pages

---

**?** When a word isn't found

---

# 0 Before you start

## USE CASE

What can Glossary do for me?

There is nothing to set up. If your site has the app, you can use everything below.

| I WANT TO...                                           | GO TO                     |
|--------------------------------------------------------|---------------------------|
| Find what a word means                                 | <a href="#">Section 1</a> |
| See every term highlighted as I read                   | <a href="#">Section 2</a> |
| See the terms on one page, without installing anything | <a href="#">Section 3</a> |
| Check one word I just read                             | <a href="#">Section 4</a> |
| Add a word to the glossary                             | <a href="#">Section 5</a> |
| Put a glossary into a page I write                     | <a href="#">Section 9</a> |

# 1 Find a word

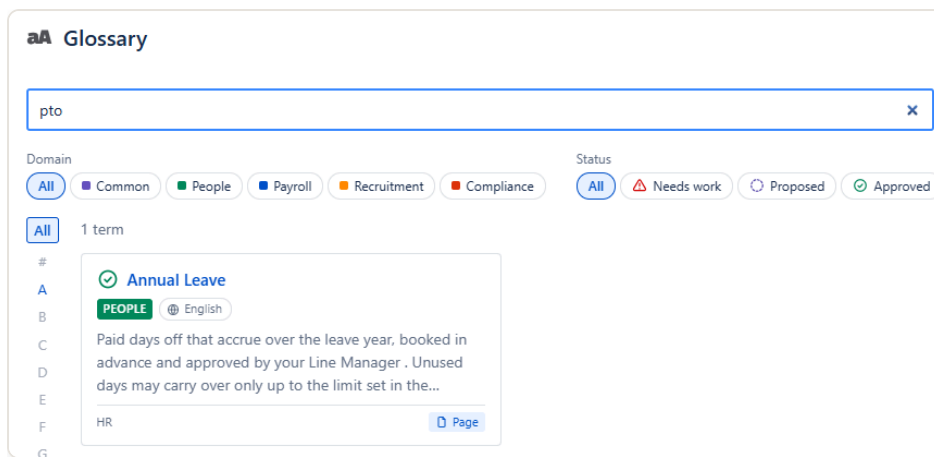
## USE CASE

I keep hearing this word. What does it mean here?

Open **Apps** → **Glossary** in the top bar.

— The glossary: every term, with its domain, status and language.

- **Search** looks at names, synonyms and abbreviations. Typing `pto` finds *Annual Leave*, because *PTO* is its abbreviation.
- **Filter** by domain, status, space or language.
- **Jump to a letter** with the A–Z list on the left.



— Searching “pto” finds Annual Leave through its abbreviation.

Click a term to read it in full.

#### **TIP**

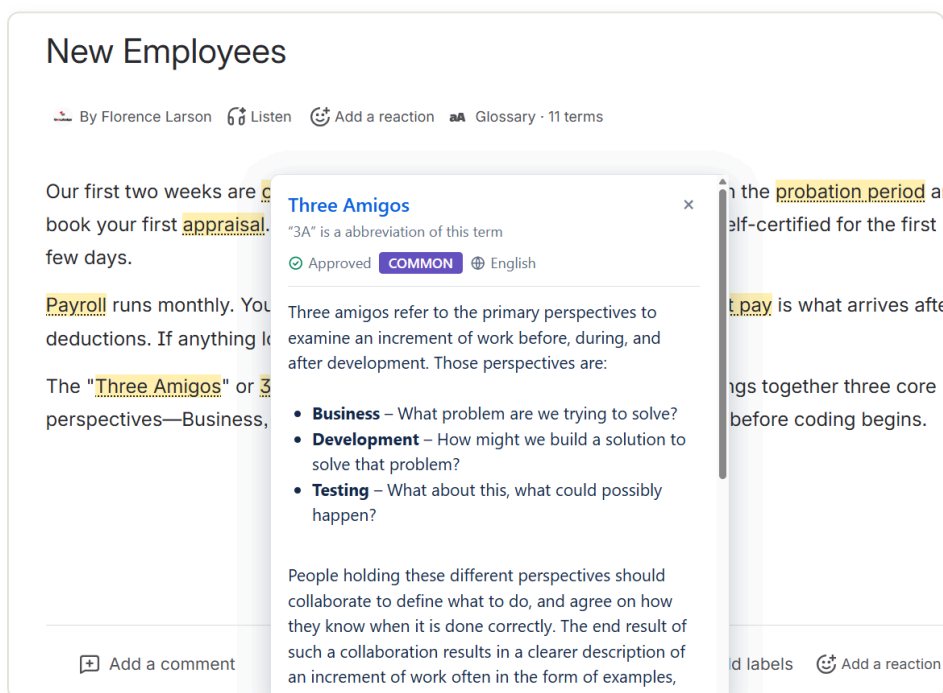
Each space also has its own glossary. Open **Glossary** in the space sidebar to see only that space’s words.

## **2** Highlight terms as you read

### **USE CASE**

I want every term on every page explained, without doing anything.

Install the free **Glossary — Live Highlight for Confluence** extension for Chrome. From then on, every glossary term in the page you are reading is highlighted. Click one to read what it means.



— Live Highlight: terms are marked in the page itself. Clicking “3A” shows Three Amigos, and says 3A is its abbreviation.

To set it up:

1. Open [Glossary — Live Highlight](#) in the Chrome Web Store and click **Add to Chrome**.
2. Open any Confluence page. That's it: no account, no sign-in, nothing to configure.

What you will notice:

- Terms have a **coloured background and a dotted underline**. The underline means “click me”.
- The card shows the **definition, status, domain and language**, and tells you when the word you clicked is a synonym or an abbreviation.
- When one word means **two different terms**, the card says so and lets you choose.
- It stays out of your way: nothing is marked while you edit, in code, or inside links.

#### i TIP

Click the extension's icon in the toolbar to see which terms are on the page. Just added a term and can't see it? Click **Refresh glossary**.

#### i PRIVATE BY DESIGN

The extension reads the glossary as you, from your own Confluence. You only ever see terms you already have access to, and nothing is sent anywhere else.

#### i CUSTOM DOMAIN

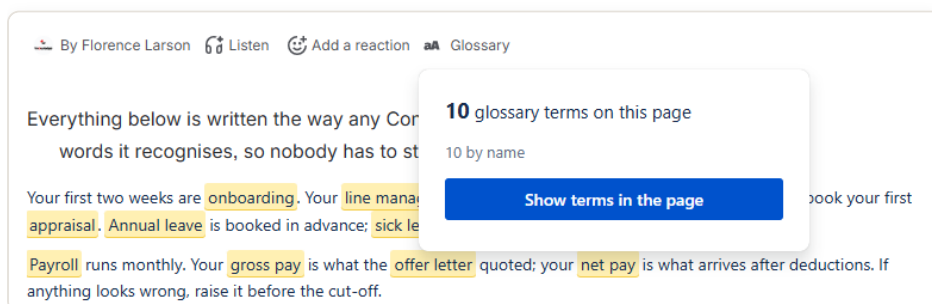
If your Confluence is not on `something.atlassian.net`, click the extension's icon on any Confluence page and choose **Enable on this site**.

## 3 The Glossary button

### USE CASE

What jargon is on this page? I don't want to install anything.

Under the page title, click **Glossary**.



- The Glossary button counts the terms on the page.

Click **Show terms in the page**. You get a copy of the page with every term marked. Click a mark, or a term in the list, to read its definition.

### Welcome to the team

A copy of the page with its terms marked. Select a mark to read its definition.

Everything below is written the way any Confluence page is. The glossary marks the words it recognises, so nobody has to stop and ask.

Your first two weeks are **onboarding**. Your **line manager** will walk you through the **probation period** and book your first **appraisal**. **Annual leave** is booked in advance; **sick leave** is self-certified for the first few days.

**Payroll** runs monthly. Your **gross pay** is what the **offer letter** quoted; your **net pay** is what arrives after deductions. If anything looks wrong, raise it before the cut-off.

**Terms used on this page**

All terms

Probation Period

PEOPLE
English

An initial period of employment during which either side may end the contract with a shorter **Notice Period** than usual.

Length is set in the contract and is commonly three or six months.

Synonyms: probationary period

Human resources [Page](#)

— The marked copy of the page, with the definition on the right.

#### i TIP

Once someone has opened it, the button shows the count, for example **Glossary · 11 terms**. You can see at a glance whether a page uses glossary words.

## 4 Look up one word

### USE CASE

I just need this one word.

1. On any page, **select** the word with your mouse.
2. In the small menu that appears, choose **Look up in glossary**.

You get the definition right there, without leaving the page.

Not in the glossary yet? The lookup offers to **add it**. That is how a glossary grows from the pages people actually read.

## 5 Add a word

### USE CASE

Newcomers keep asking what this means. Let's write it down once.

In the glossary, click **Add term**.

First, choose where the term lives:

|          | GLOSSARY ENTRY                        | CONFLUENCE PAGE                                                                                   |
|----------|---------------------------------------|---------------------------------------------------------------------------------------------------|
| Best for | Most words: a name and what it means. | Words that need room, discussion or an owner.                                                     |
| You get  | Speed. Edited right in the glossary.  | Everything a Confluence page has: images, tables, comments, @mentions, watchers and page history. |

Then fill in the form. Give it a **Title** and a **Space**. Everything else is optional.

The fields that matter most are **Synonyms**, **Abbreviations** and **Grammatical forms**. They are how the word is found in search and on pages. In the example below, *Three Amigos* is also found as *3A*, *the Triad* and *Specification Workshop*. Separate several with commas.

— The New term form, filled in for *Three Amigos*.

#### **i TIP**

As you type the title, the form shows words that already exist under that name, so you do not create a duplicate by accident.

## **6** Open a term

### **USE CASE**

I want the full story of a word, and to keep it right.

Every term has its own page: the definition on the left, **Term information** on the right.

## Three Amigos

Three amigos refer to the primary perspectives to examine an increment of work before, during, and after development. Those perspectives are:

- **Business** – What problem are we trying to solve?
- **Development** – How might we build a solution to solve that problem?
- **Testing** – What about this, what could possibly happen?

People holding these different perspectives should collaborate to define what to do, and agree on how they know when it is done correctly. The end result of such a collaboration results in a clearer description of an increment of work often in the form of examples, leading to a shared understanding for the team.

It's also good practice to review increments of the product that have been implemented to make sure it's correct from those different perspectives.

The concept of three amigos intends to balance between no collaboration between people with different perspectives and involving an entire team in discussing all the details of every increment of work.

[Delete](#)[Edit term](#)

### Term information

|               |                           |
|---------------|---------------------------|
| Status        | APPROVED                  |
| Language      | English                   |
| Domains       | COMMON COMPLIANCE         |
| Labels        | agile software            |
| Synonyms      | Story Kick-Off, the Triad |
| Abbreviations | 3A                        |
| Forms         | Specification Workshop    |

### Term workflow

No status changes recorded yet.

— A term: the definition, and its status, language, domains, labels, synonyms and forms.

- **To change it:** click **Edit term** (glossary entry), or **Edit** the page as usual (Confluence page). A term page also has a pencil on the Term information panel for its details.
- **To delete it:** click **Delete**.

## 7

## Review a term

### USE CASE

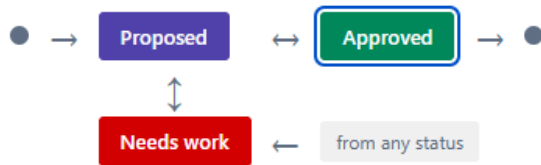
A word should be agreed before it becomes official.

Every term has a **status**: *Needs work*, *Proposed* or *Approved*.

1. Open the term and click the **pencil beside the status**.
2. Choose the new status and, if you like, say why.

## Change status

Moving a term records who moved it, when, and why.



Comment — optional, 55 characters

Why is it moving?

Needs work

← Proposed

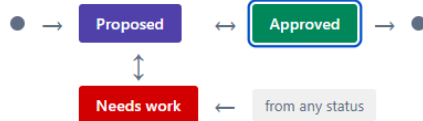
Close

— Moving a term to a new status. The comment records why.

Every move is recorded. Click the **workflow icon** to see who moved the term, when, and why.

## Term workflow

Where this term sits in the workflow, and everywhere it has been.



### Transitions history

| Order | Transition            | User            | Date          | Comment                                            |
|-------|-----------------------|-----------------|---------------|----------------------------------------------------|
| 1     | Proposed → Needs work | Florence Larson | 8 minutes ago | Drafted from the 2026 comp review. Wording to fix. |
| 2     | Needs work → Proposed | Florence Larson | 8 minutes ago | Handbook wording applied. Added two synonyms.      |
| 3     | Proposed → Approved   | Florence Larson | 7 minutes ago | Agreed with People Ops. Bands overlap - now said.  |

— The workflow and the full history of a term.

### i TIP

If the pencil is greyed out, you are not allowed to make that move. Your administrator decides who can approve terms.

## 8 Translate a term

### USE CASE

We say the same thing in more than one language.

On a **term page**, find the **Translations** panel:

1. Click **Manage translations**.
2. Search for the same term in the other language, and link it.

Both terms now list each other. Readers only see translations in spaces they can open.

## 9 Put the glossary into your pages

### USE CASE

I'm writing a page. I want readers to understand it without clicking.

Edit your page, type **/** and search for **Glossary**.

### Glossary highlighter

Write your text **inside** the macro. Terms are marked for every reader, and clicking one opens its definition right below.

Everything below is written the way any Confluence page is. The glossary marks the words it recognises, so nobody has to stop and ask.

Your first two weeks are **onboarding**. Your **line manager** will walk you through the **probation period** and book your first **appraisal**. **Annual leave** is booked. **Glossary: Onboarding** **ive** is self-certified for the first few days.

**Payroll** runs monthly. Your **gross pay** is what the **offer letter** quoted; your **net pay** is what arrives after deductions. If anything looks wrong, raise it before the cut-off.

**"onboarding"**

**Onboarding**

**RECRUITMENT** English

Everything that happens between someone accepting an offer and being fully productive in their role — paperwork, equipment, access, introductions and early training.

Onboarding starts before the first day. Right-to-work checks and equipment ordering happen during the **Notice Period** at the previous employer.

Synonyms **induction** Forms **onboard, onboarded**

Human resources [Page](#)

— The highlighter macro: terms marked in place, with the definition of "onboarding" open.

### Glossary terms on this page

Add it at the end of a page. It lists every term the page uses, and it prints and exports with the page.

## Terms used on this page

10 GLOSSARY TERMS ON THIS PAGE

[Onboarding](#)

[Line Manager](#)

[Probation Period](#)

[Appraisal](#)

[Annual Leave](#)

[Sick Leave](#)

— The terms-on-this-page macro at the end of a page.

### i TIP

This macro reads the **published** page. Publish first, then look.

## Glossary list terms

A live list of terms, such as a team glossary page. Choose a space, and filter by status, domain or language if you like. New terms appear on their own.



## When a word isn't found

**One rule explains almost everything:** a term is found only when its **whole name**, or one of its other names, appears as **whole words**.

| YOU EXPECTED...                                        | WHY NOT                                                                    | FIX                                                               |
|--------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------|
| <i>Product final</i> found where a page says "product" | Only part of the name is there.                                            | Add <i>product</i> as a synonym, or create a <i>Product</i> term. |
| <i>bill</i> found inside <i>billing</i>                | Whole words only.                                                          | Add <i>billing</i> as a grammatical form.                         |
| <i>invoices</i> found in "Invoices are due"            | Other names match the case you typed them in. Only the title ignores case. | Add <i>Invoices</i> too.                                          |
| <i>IT</i> found in "it"                                | Acronyms always match case, on purpose.                                    | Nothing to fix.                                                   |
| A new term highlighted by the extension                | The extension keeps its list for 30 minutes.                               | Click <b>Refresh glossary</b> in the extension.                   |
| Nothing highlighted in one space                       | An administrator can switch highlighting off per space.                    | Ask your administrator.                                           |

For everything else, see the [User guide](#).