

# The QL2 Glossary - Adding Terms

Glossary content can range from very simple to very complex including images, tables, links and other formatted elements. In this tutorial, we will cover basic content that fits within the default layout found in QL2 databases.

As with all content in QL2 reports, glossary terms consist of HTML (HyperText Markup Language). Given the following glossary content:

**Adjusted:** A watch that has compensations for temperature, positions, and isochronism.

here is the HTML required for display within a QL2 report document:

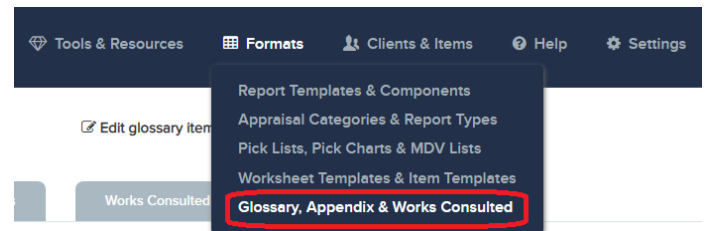
```
<p class="ql_hanging_indent ql_glossary_term"><strong>Adjusted:</strong>&nbsp; A watch that has compensations for temperature, positions, and isochronism.</p>
```

This may look complex but it is really fairly simple. It consists of a “paragraph” HTML element (<p></p>) that has some styling applied (class="ql\_hanging\_indent ql\_glossary\_term"). There is also a “strong” HTML element to apply bolding to the glossary term (<strong>Adjusted:</strong>). The “&nbsp;” portion is a special character meaning “insert a non-breaking space here”. Since HTML translates all white-space to a single space character, the “&nbsp;” is required to create the double space between the colon and the term’s definition (note the additional “normal” space character after the “&nbsp;”). We can boil this down to the following template:

```
<p class="ql_hanging_indent ql_glossary_term"><strong>Term Goes Here:</strong>&nbsp; Definition Goes Here</p>
```

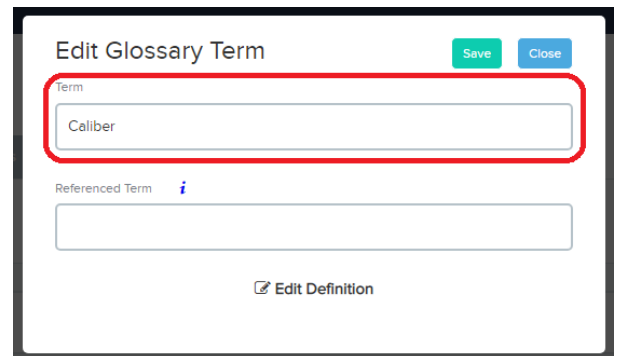
which we will use when adding our new sample glossary term below. We will be creating content for the term “Caliber”....

- To begin, navigate to Formats and then the Glossary, Appendix & Works Consulted page,

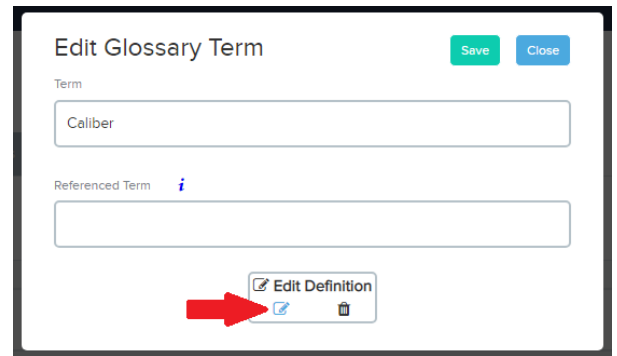


- With the Glossary Terms tab selected, click the “New Glossary Term” button to display the Edit Glossary Term dialog.

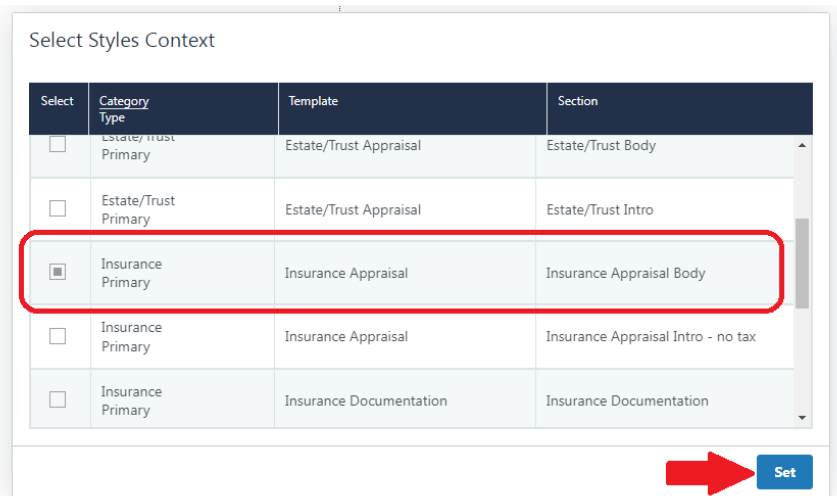
1. Enter the new glossary term in the “Term” field.

A screenshot of the 'Edit Glossary Term' dialog box. The dialog has a title bar with 'Save' and 'Close' buttons. The 'Term' field contains the text 'Caliber' and is highlighted with a red box. Below it is the 'Referenced Term' field with an information icon. At the bottom, there is a checkbox labeled 'Edit Definition'.

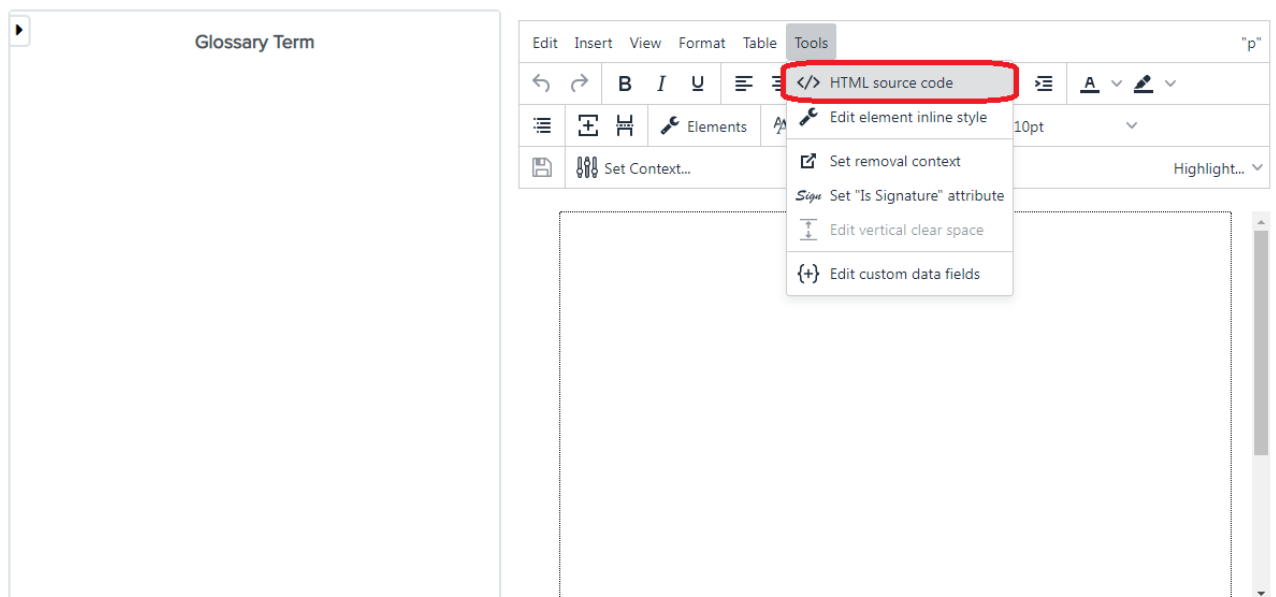
2. Hover over “Edit Definition” and click the “Edit” icon in the popup to open the Content Editor Interface in a new browser tab.



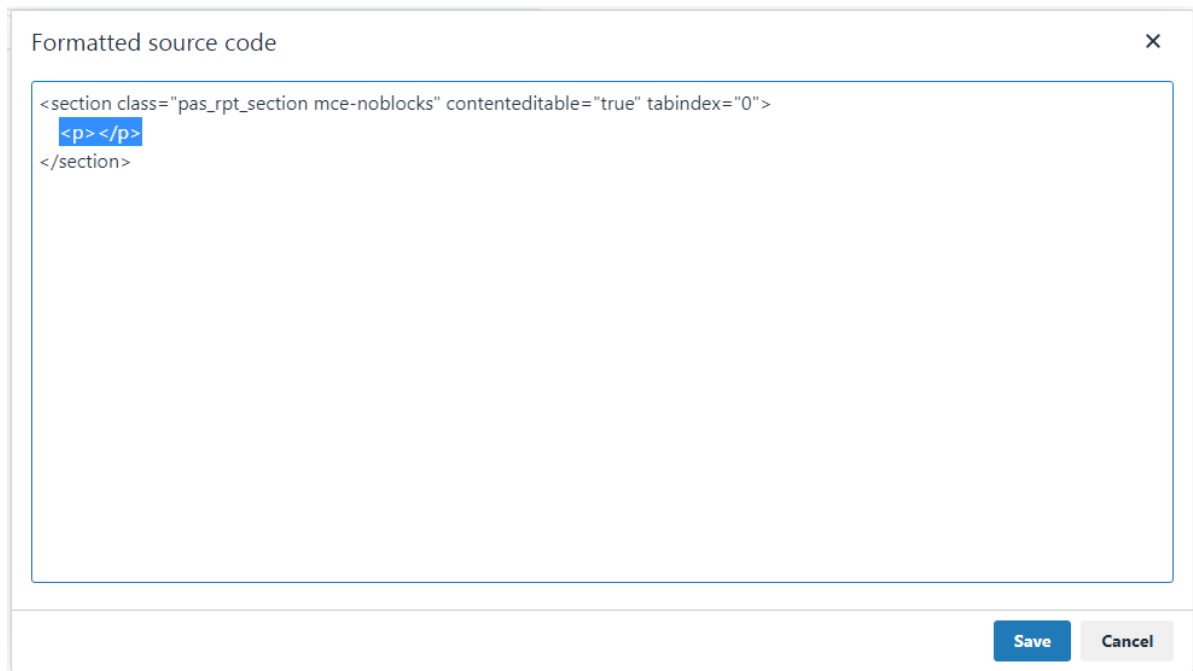
3. In the Content Editor, the first step is to select the styles context that the content will be displayed within. By default, styles are the same across all templates. However, if your templates have been customized, the styles may differ from one template to another. It is usually best to select a main template and section to make sure you are seeing an accurate representation of how the content will be styled in a report document. Scroll in the list and select the entry for “Insurance Appraisal Body” and click the “Set” button.



4. You will now have access to the Content Editor Interface. Since we already have an HTML template to work with for our glossary term, we’re going to go directly to the HTML content. Click on the “Tools” menu and select “</> HTML source code”.



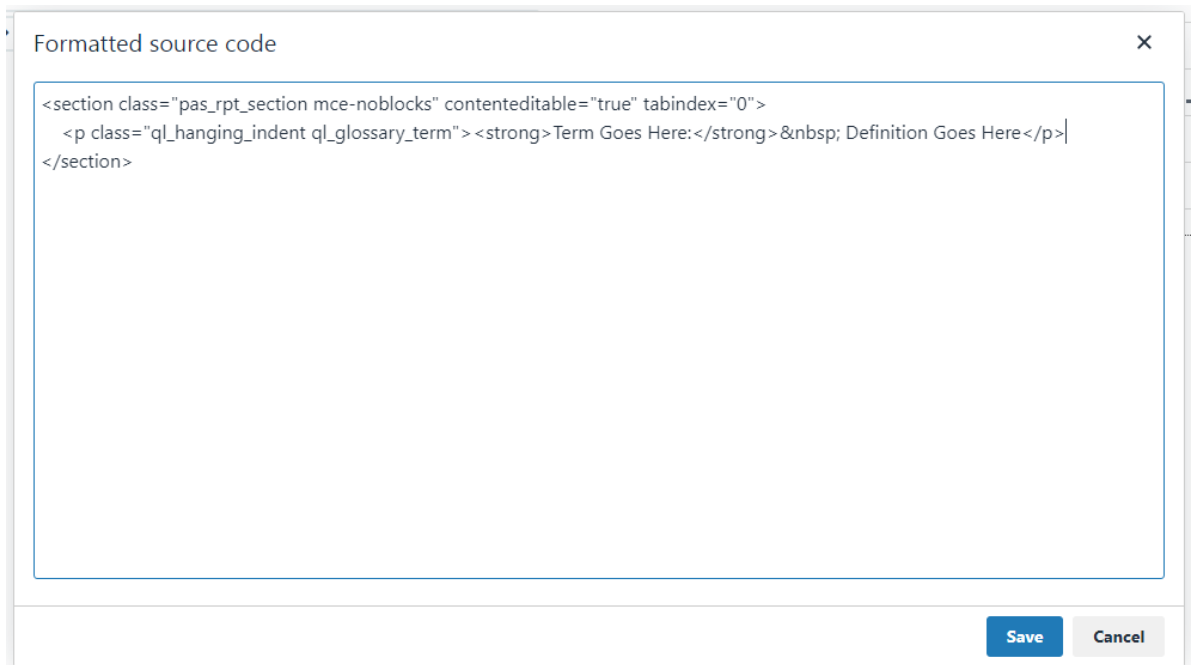
5. In the resulting dialog, highlight the default HTML paragraph element.



```
<section class="pas_rpt_section mce-noblocks" contenteditable="true" tabindex="0">
  <p></p>
</section>
```

Save Cancel

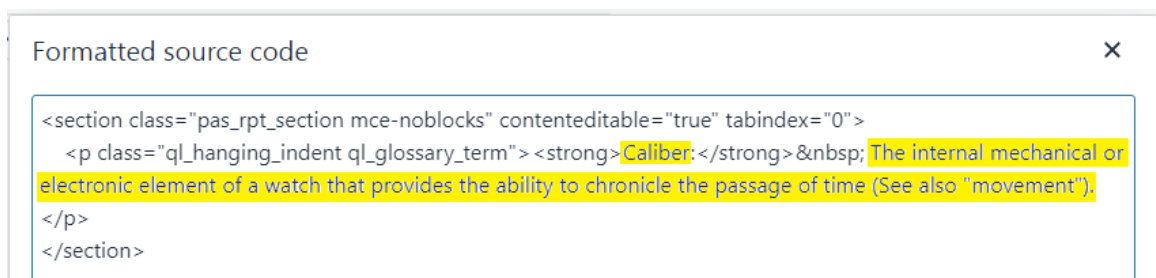
6. Copy our glossary term HTML template from above and then paste it into the dialog.



```
<section class="pas_rpt_section mce-noblocks" contenteditable="true" tabindex="0">
  <p class="ql_hanging_indent ql_glossary_term"> <strong>Term Goes Here:</strong> &nbsp; Definition Goes Here</p>
</section>
```

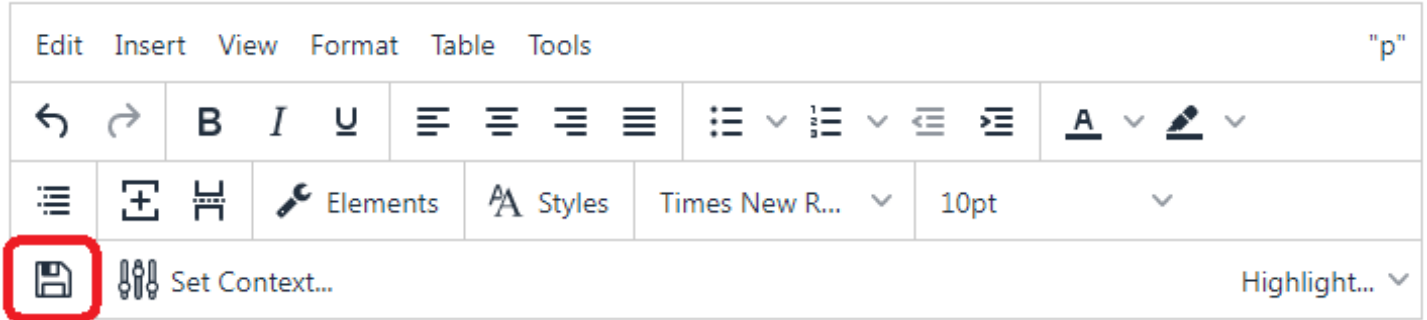
Save Cancel

7. Then edit the HTML template with the new glossary term and definition.



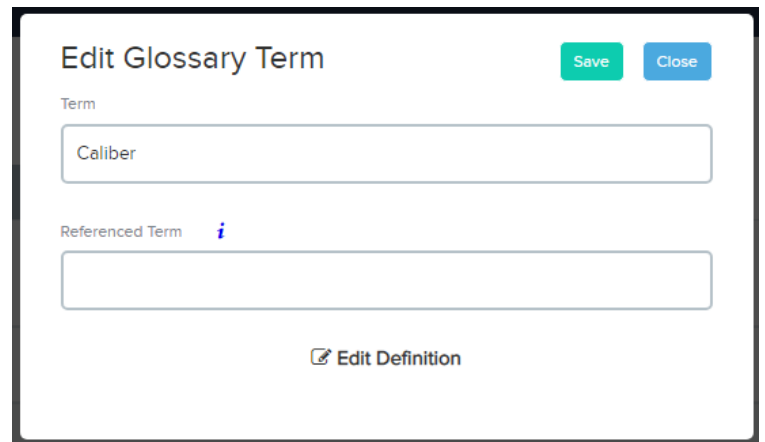
```
<section class="pas_rpt_section mce-noblocks" contenteditable="true" tabindex="0">
  <p class="ql_hanging_indent ql_glossary_term"> <strong>Caliber:</strong> &nbsp; The internal mechanical or
  electronic element of a watch that provides the ability to chronicle the passage of time (See also "movement").
</p>
</section>
```

- Click the dialog's "Save" button to see the styled content and then click the editor's "Save" icon to save the content.



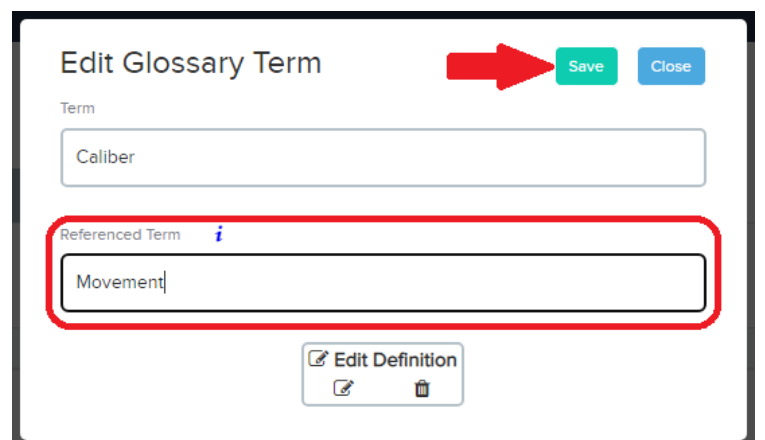
**Caliber:** The internal mechanical or electronic element of a watch that provides the ability to chronicle the passage of time (See also "movement").

- Now, close the Content Editor's browser tab to return to the Edit Glossary Term dialog on the Glossary, Appendix & Works Consulted page.



- The QL2 glossary is report specific so a term will only be included if that term actually appears within the text of the report document.

You may have noticed that our sample term's definition references the term "Movement" (the "See also..." at the end of the definition). Since "Movement" may not exist in the content of the report, we add it to the "Referenced term" field.



That way the referenced term will be added to the glossary even if that term doesn't exist within the text of the report. Once the referenced term is added, we can click the dialog's "Save" button to save the new term to the database. (One might also wish to edit the "Movement" term to include a reference to the "Caliber" term we have just created).