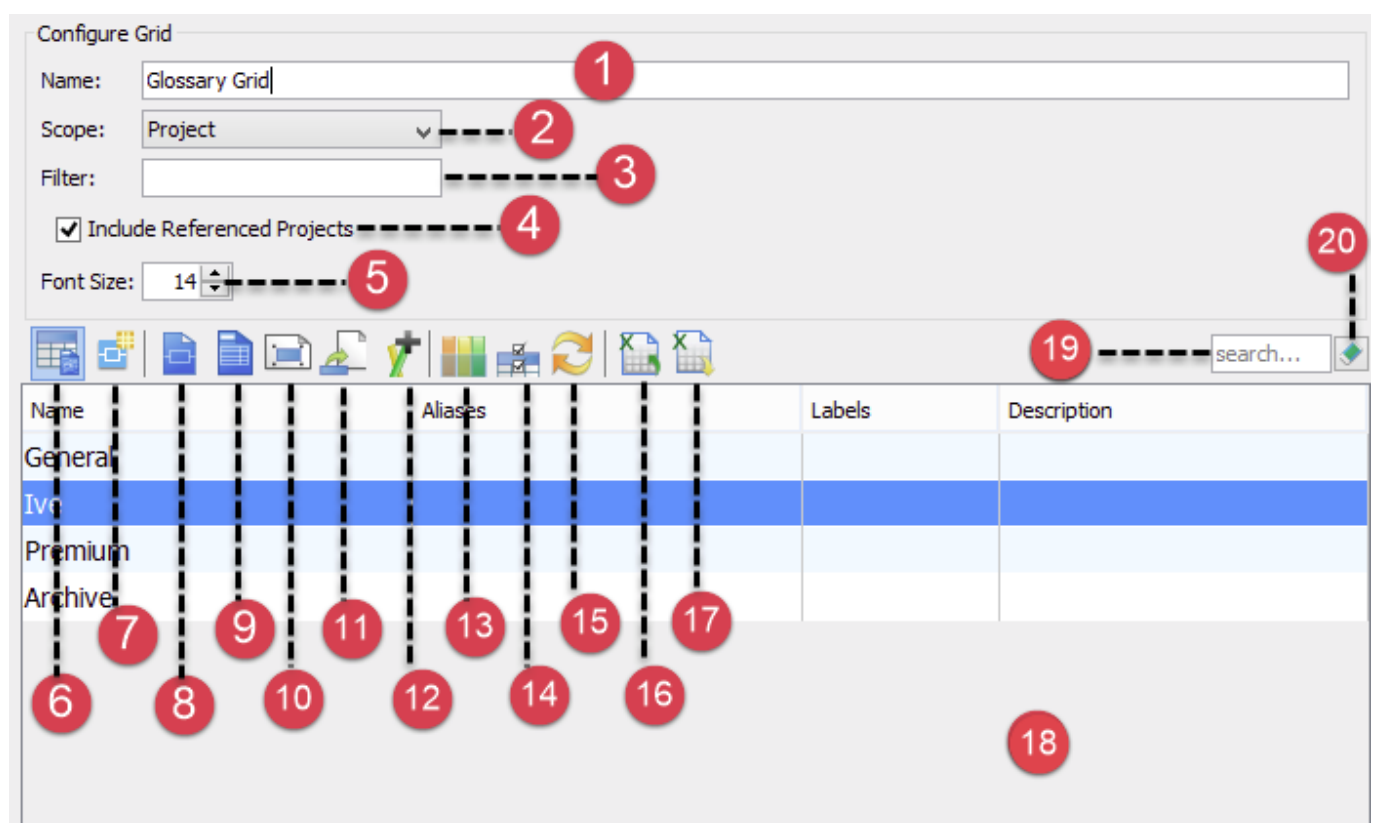# Creating a Project Glossary

[Glossary grid](#) is a table where you can identify specific glossary term. In addition, you can define aliases and enter description for the glossary term. With [Visual Paradigm](#), you can categorize the terms by defining and assigning label(s) to them.

Creating the Glossary Grid

To create a glossary, select **Modeling > Glossary** from the toolbar.

The overview of Glossary Grid

No.	Name	Description
1	Name	The name of this **Glossary Grid**.
2	Scope	The location to look for the terms to list in grid. By default, terms are found from the whole project. You can change to find terms from specific model or package, or to find only terms right at the root level. You can also restrict the scope to all diagrams, to within a specific diagram or to all terms that has not been

No.	Name	Description	
			visualized in any diagram.
3		Filter	Apply filter to grid content. Text entered here is matched against the **Name** property of terms listed in grid. terms that do not contain the entered text in their name are hidden.
4		Include Referenced Projects	Check it to list also terms in referenced projects, in **Glossary Grid**.
5		Font Size	Click to adjust the font size of text in **Glossary Grid**.
6		Configure Grid	Click to show/hide the grid configuration panel, which allows you to enter the name of grid, the model element to be listed in grid, the scope and to apply filter to grid content.
7		New Term	Click to create a term.
8		Open Term Editor	Select a term in **Glossary Grid** and click this button to open the term editor for editing it.
9		Open Specification...	Select a term in **Glossary Grid** and click this button to open its specification.
10		Show View...	Select a term in **Glossary Grid** and click this button to list the diagrams that contains the view of the selected term.
11		Visualize...	Select a term in **Glossary Grid** and click this button to show it in a new or existing diagram.
12		Add Label to Selected Term(s)	Select a term in **Glossary Grid** and click this button to add labels to it.
13		Manage Label...	Click to add/edit/delete labels.
14		Configure Columns...	Click to select the property(ies) of terms to be listed in the grid, as columns.
15		Refresh	Click to refresh the grid content by showing the most updated information of terms listed.
16		Export to Excel	Click to export grid content to Excel file.
17		Import from Excel	Click to import grid content from exported Excel file.
18		List of terms	Terms are listed here.

No.	Name	Description
19	Search	Find term(s) by entering search criteria.
20	Clear	Click to clear the text entered in **Search** box.

Creating term in Glossary Grid

To create a term in **Glossary Grid**:

1. Click on **New Term** above the **Glossary Grid**.
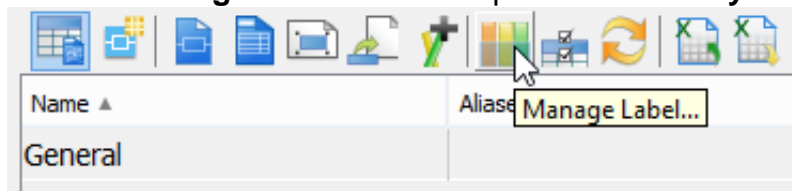2. Enter the name of term.

3. Press **Enter** to confirm editing.
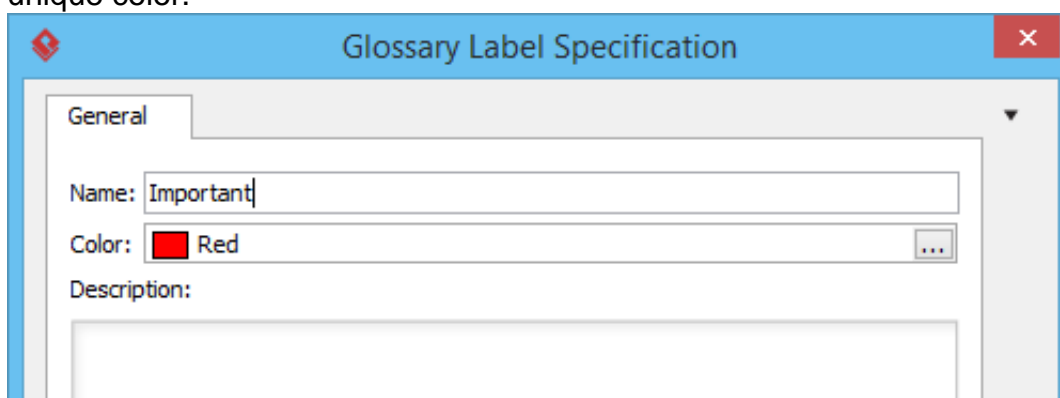
Organizing terms with labels

You can categorize the terms by defining and assigning label(s) to them.

Creating label

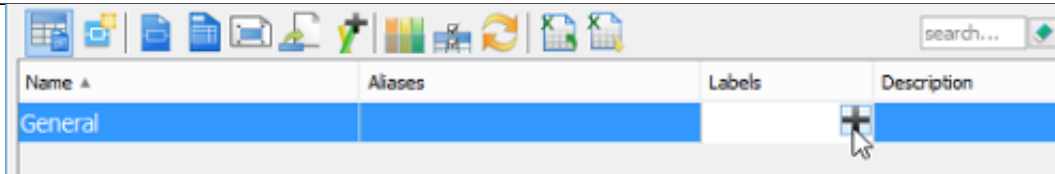1. Click on **Manage Label...** at the top of the **Glossary Grid**.

2. In the **Manage Label** window, click **Add...**.
3. In the **Glossary Label Specification** window, enter the name of label and give it a unique color.

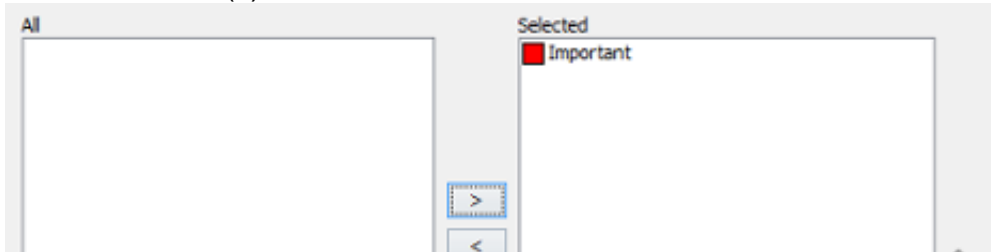4. Click **OK** to confirm editing.

Adding label to a term

1. Select the desired term in the **Glossary Grid**.
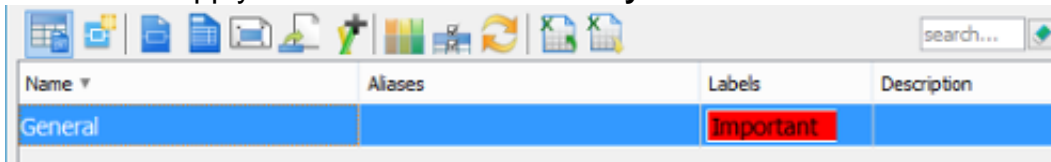2. Click the **+** button under the **Labels** column.

Note: If the Labels column doesn't appear, click **Configure columns...**, open the **Properties** tab and select it under the **Others** folder.

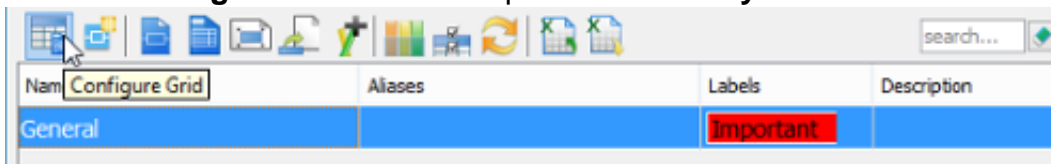3. Select the label(s) to add to the term and click **>**.

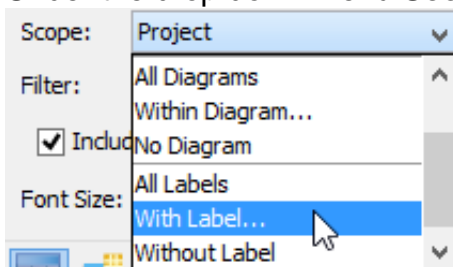4. Click **OK** to apply and return to the **Glossary Grid**.
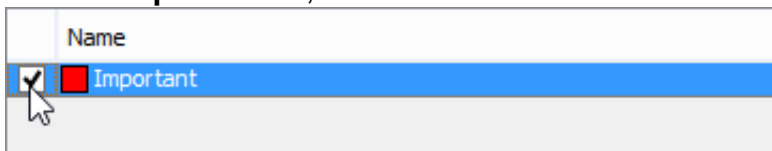

Listing terms by their label

1. Click on **Configure Grid...** at the top of the **Glossary Grid**.

2. Under the drop down menu **Scope**, select **With Label...**.

3. In the **Scope** window, select the label to be included into the scope.

4. Click **OK** to confirm and return to the **Glossary Grid**. From now on, only terms that contain the selected labels will be listed in the grid.