tts

Glossary

This documentation will reveal how to use glossaries in order to facilitate the uniform use of technical terms.

tts performance suite includes a function for the creation and use of glossaries which you can use to ensure the uniform use of technical terms within your company. The Glossary function allows you to manage terminology and categorize it according to subject areas. It's also possible to create target-group-specific glossaries.

If you use e-learnings, you have the option of linking the technical terms that appear in the e-learnings and accessing them via the glossary. If you use tts performance suite to create a manual, the glossary will be attached. Both scenarios require no effort on your part as the glossaries are compiled automatically.

Maintaining glossary entries

Entries are grouped together according to subject areas via **glossary categories**.

Glossary entries can be supplemented with **search terms** to ensure that a glossary title is also found whenever synonyms for the particular term are used. If QuickAccess is used, it's also possible to supplement a glossary entry with a **QuickAccess signature**. This way, the user will automatically receive definitions and assistance that precisely refer to the input field that is currently active.

Linking

Glossary entries are automatically linked whenever a document is accessed. This involves searching all the text in the Producer document and – in the event of hits in the applicable glossaries – the creation of hyperlinks for the corresponding entries. This ensures that users always have access to an up-to-date source of reference when learning.

Target-group-specific usage

You can also assign roles to glossary categories, thereby creating glossaries that are specifically geared toward a particular target group.

The glossary function is also connected to the translation interface in tts performance suite. All entries can be exported for translation and then re-imported.

Using glossaries

The glossary function is also based on the single-sourcing principle used by tts performance suite.

Once a glossary entry has been awarded the "released" status, and a matching term is found in an e-learning, the corresponding entry will be identified via its title or additional search words and then automatically made available. When creating a manual, you can decide whether appropriate glossary entries are to be automatically added to the document.

Further help

It's possible to assign as many additional documents as you want to a glossary entry in order to provide end users with more in-depth information. These documents are merely linked, meaning that users always have access to the respective current version.

Inclusion in exported Web-Based Trainings

The glossary is also taken into consideration when exporting a Web-Based Training. You just have to select the relevant glossary categories and the tutorial will include both the glossary and text links.