




Smart Terms for Confluence: Your full guide



An illustrated guide



to help every new user understand how
to build, configure, and use glossaries in Confluence.

To help new Confluence users quickly understand:

- What is Smart Terms?
- How global and space glossaries work?
- How to configure Smart Terms the right way?
- How to start adding terms and activating highlighting?
- How Smart Terms stands apart from other tools?

Who Needs This?

Smart Terms is perfect for:

- Teams with complex documentation
- Organizations using terminology across multiple spaces
- Companies that need consistency in definitions
- Writers, analysts, engineers, product teams, support teams
- Anyone who wants shared understanding across Confluence & Jira

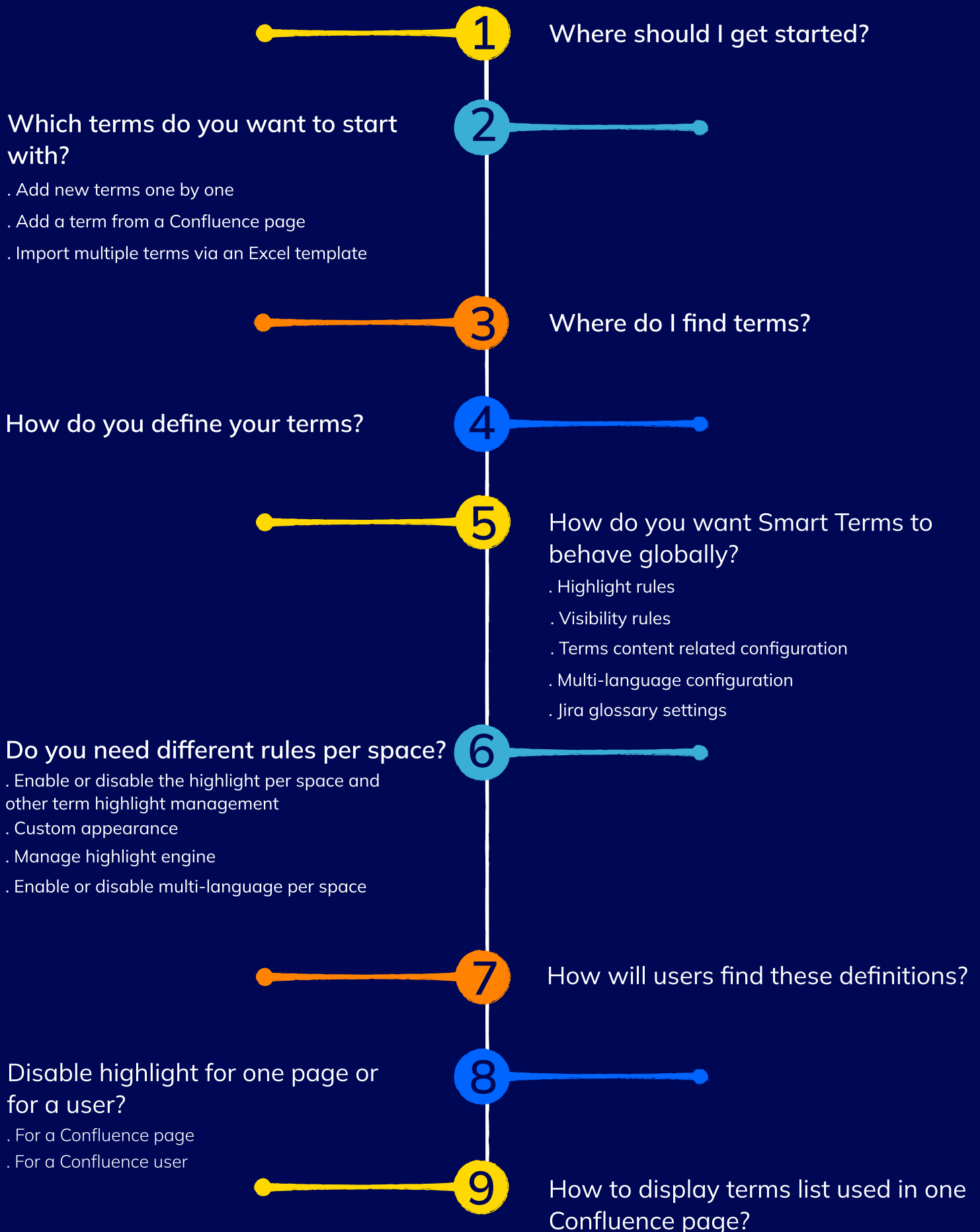
Smart Terms is not just a glossary app

It is a terminology management system built for teams that care about clarity and alignment.

What makes Smart Terms different?

- Global Glossary for organization wide governance
- Space Glossaries for local or team-specific terms
- Advanced highlighting engine across Confluence
- Page Definitions macro to display terms used on any page
- Rich term metadata (synonyms, relations, descriptions...)
- Modern UX with term viewer & editor
- Smart Terms for Jira FREE to unify terminology across tools
- Better than lightweight glossary tools & Rovo-style extractors (Because Smart Terms manages definitions, it doesn't just detect words.)

Your questions are answered!



STEP 1

Where should I get started?

In Confluence, you shall find two types of glossaries: Global and Spaces glossaries.

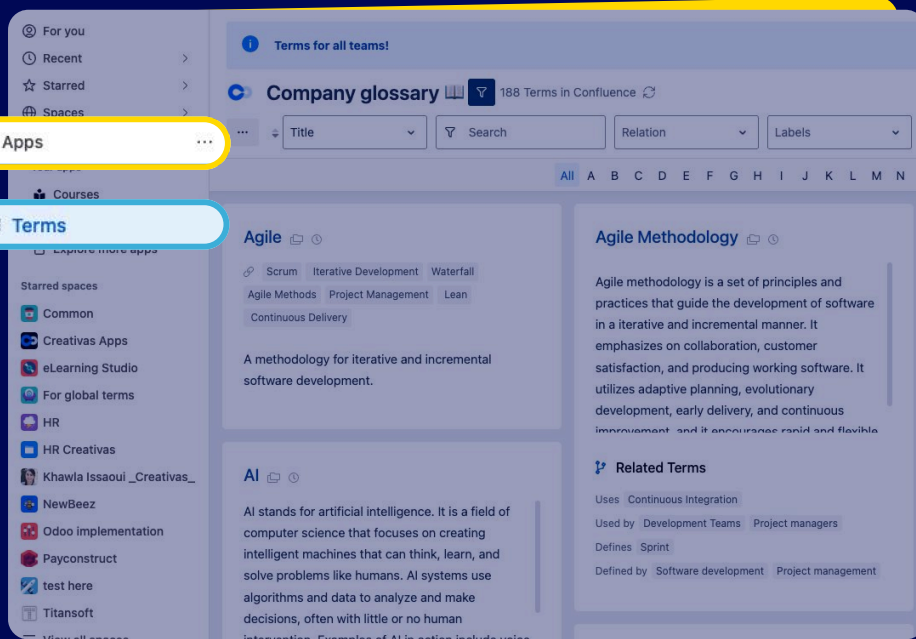
Global Glossary: It gathers terms created across different spaces

Navigate to Confluence apps

1

Open Terms

2



Space Glossary: Shows only terms created and belong to that space

Navigate to a space

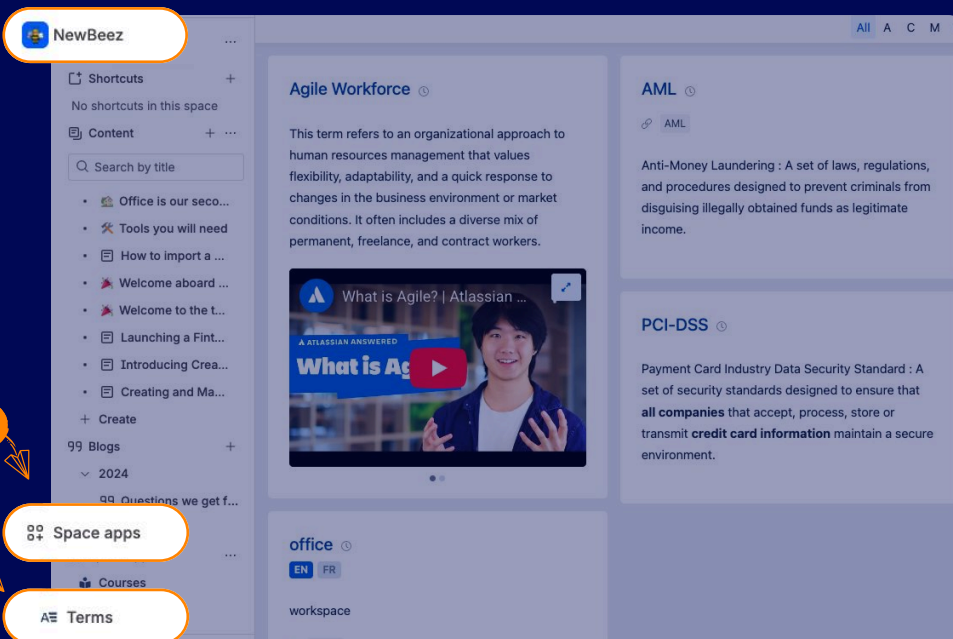
1

Go to space apps

2

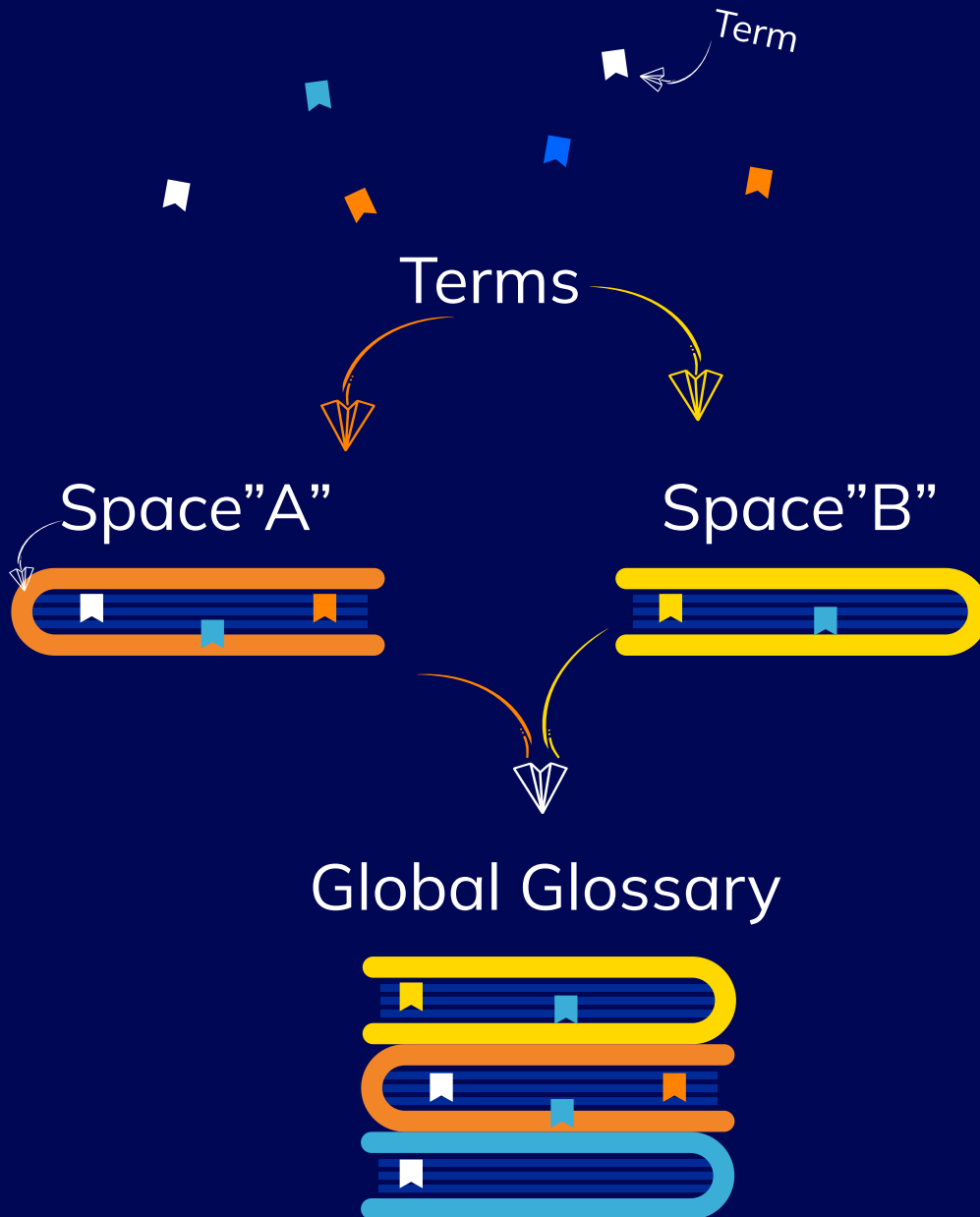
Open Terms

3



STEP 1

Where should I get started?



PS: Only users with view permissions of space A can view terms created in that space in the global glossary.

STEP 2

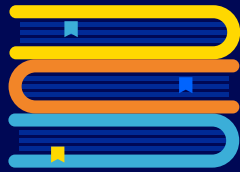
Which terms do you want to start with?

- Will you add terms manually or import them? -

Add new terms one by one

either in

Global Glossary



You need to select a space where you want to create the term

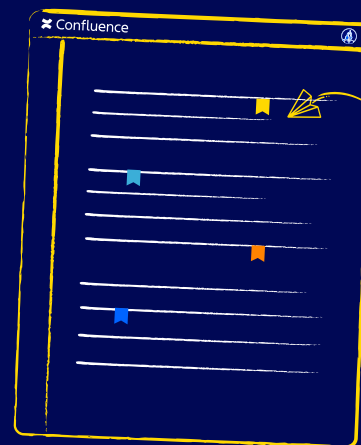
Space "A"



The term will be created automatically in the same space.

Add a term from a Confluence page

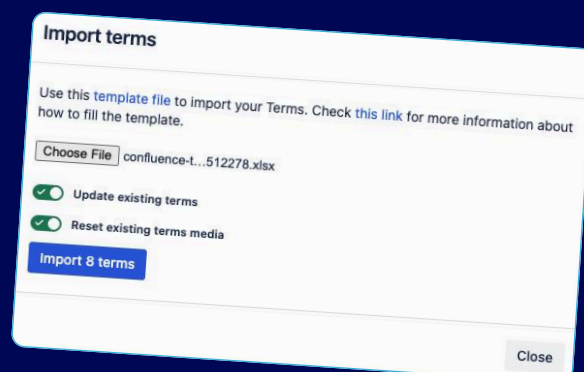
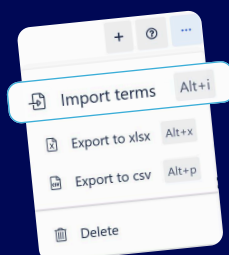
Term will be created in the same space where the page is saved



Inline term

Import multiple terms via an Excel template

'This option is only available through the Space glossary'



STEP 3

Where do I find terms?

- It is easy to find the created term-

- 1 First way is through the global glossary from the Confluence menu bar.
- 2 Use filters to find the term or keep scrolling to find them all, or under any Space Glossary you will be able to do the same (Check step1).
- 3 Click on any term to open “term viewer”, it will allow you to check all details added to the term.

Term Viewer

The screenshot shows the 'Term Viewer' interface for the term 'Application programming interface'. The interface is divided into several sections, with annotations pointing to specific elements:

- Space name:** Points to the 'Knowledge Base / Terms' breadcrumb.
- Term title:** Points to the title 'Application programming interface'.
- Term definition:** Points to the definition text: 'In computer programming, an **application programming interface (API)** is a set of subroutine definitions, communication protocols, and tools for building software. In general terms, it is a set of clearly defined methods of communication between various components. A good API makes it easier to develop a computer program by providing all the building blocks, which are then put together by the programmer. An API may be for a web-based system, operating system, **database system**, computer hardware, or software library. An API specification can take many forms, but often includes specifications for routines, data structures, object classes, variables, or remote calls.'
- Selected language:** Points to the 'English (EN)' dropdown menu.
- Edit term:** Points to the edit icon (pencil) and the three-dot menu.
- Related media:** Points to the media section showing a video 'What is an API?' and a diagram 'API'.

Other visible elements include:

- Labels:** A box containing the label 'coding'.
- Related vocabulary:** A section with 'Acronyms' (API) and 'Antonyms' (CONNECTORS).
- Related Terms:** A section showing relationships: 'Artificial Intelligence 23' used by 'Application programming interface' and 'Programmatic Interface' defined by 'Application programming interface'.

STEP 4

How do you define your terms?

By opening the term editor, you will be able to add or update your term definition (You can also use AI to generate the definition), and other related content.

This editor can be opened from different places: Glossary view, term viewer...

AI definition

Term title

Definition

Term languages

Term history

Knowledge Base / Terms / Application programming interface

Application programming interface

Definition

Normal B I U S " </> A [Icons]

In computer programming, an application programming interface (API) is a set of subroutine definitions, communication protocols, and tools for building software. In general terms, it is a set of clearly defined methods of communication between various components. A good API makes it easier to develop a computer program by providing all the building blocks, which are then put together by the programmer. An API may be for a web-based system, operating system, [database system](#), computer hardware, or software library. An API specification can take many forms, but often includes specifications for routines, data structures, object classes, variables, or remote calls.

Media [Icons]

What is an API? [Video thumbnail]

API [Diagram thumbnail]

English (EN) [Dropdown]

Glossary index letter A

Custom letter

Labels +

coding x

Related vocabulary +

Acronyms API x

Antonyms CONNECTORS x

Related Terms +

Artificial Intelligence 23 Used by

Programmatic Interface Defined by Application programming interface

Highlight options

Enable highlight

Highlight globally

Add Media

Make term highlighted globally (Check step5: Highlight rules)

How do you want Smart Terms to behave globally?

-Have you configured the Global Settings yet?-

Highlight rules

Smart Terms configuration

Highlight Options Appearance Highlight Engine Languages Glossary Terms AI Engine Jira Indexes

Exclusive glossary ☐ Disable highlight
Disable highlight feature in all spaces

Globalization rules ☒ Enable global glossaries
Make the terms of these glossaries highlightable across spaces
For global terms x Common x

☒ Enable the option to make individual terms global
Restrict this option to specific spaces. Keep empty to enable this option in all spaces
Space

Disable glossary terms ☐ Disable glossary terms
The terms of these glossaries will not be highlighted

Browser extension ☐ Disable highlight through browser extension
Only use 'Terms Highlighter Macro' or the 'Modal Highlighter' to highlight content

Save

Smart Terms configuration

Highlight Options Appearance Highlight Engine Languages Glossary Terms AI Engine Jira Indexes

Preview
Turn **Confluence** into a seamless Wiki experience with a **Smart glossary** and a powerful definition engine

Background color

Text color

Style ☐ Underlined ☐ Bold ☒ Italic

Advanced ☐ Custom CSS

Reset the default appearance

Save

Visibility rules

Smart Terms configuration

Highlight Options Appearance Highlight Engine Languages Glossary Terms AI Engine Jira Indexes

Highlight Engine ☒ Auto highlight
Highlight terms on page load
☐ Highlight on mouse hover
If disabled, the click action triggers the highlight
☒ First term only
Highlight only the first term occurrence
☐ Highlight substrings
The term "lor" inside "lorem" will be marked

Sensitivity ☐ Case Sensitive
Whether to search case sensitive
☐ Diacritics sensitive
If diacritic characters should be ignored. For example "döner" would not match "doner"

Content and titles ☒ Highlight headings
Whether to highlight terms in content headings
☐ Highlight pages titles
Highlight terms in pages titles
☒ Highlight links
Whether to highlight terms in links

Macros ☐ Highlight code blocks
Whether to highlight the 'Code Block' macro

Blogs ☒ Highlight blogs
Whether to highlight terms in blogs

Save

How do you want Smart Terms to behave globally?

Terms content related configuration

Smart Terms configuration

Highlight Options Appearance Highlight Engine Languages Glossary **Terms** Engine Jira Indexes

Media ☒ Disable Embed
Disable Embed Code media type

Labels ☒ Disable label creation
Assign only existing labels to terms

Related vocabulary

acronyms ☒

synonyms ☒

antonyms ☒

plurals ☒

types ☒

Idioms ☐

Homonyms ☐

Slang ☐

학 ☐

Show more

Related terms ☒ Disable related terms
Disable term relations across all spaces

Multi-language configuration

Smart Terms configuration

Highlight Options Appearance Highlight Engine **Languages** Glossary Terms AI Engine Jira Indexes

Multi-language ☒ Enable multi-language
Enable multi-language support for terms and highlight

Languages

Default language
The main language of the glossary
English (EN)

Available languages
Available languages for terms translation
中文 (ZH) × 日本語 (JA) × Français (FR) × Español (ES) × Deutsch (DE) ×

Highlight options

☒ Highlight all translations
☐ Only highlight terms in the user language

☒ Always display the term title in the default language
Applicable when the term is displayed in a non default language

☒ Always show available translations
Show language codes when translations are available

Save

How do you want Smart Terms to behave globally?

Jira glossary settings

Smart Terms configuration

Highlight Options
Appearance
Highlight Engine
Languages
Glossary
Terms
AI Engine
Jira
Indexes

Highlight

☒ Enable highlight in Jira

The browser extension is required to highlight terms in Jira

Glossaries

Make the terms of these glossaries highlightable in Jira

Onboarding
HR Creativas
NewBeez

Save

Install for free from Atlassian Marketplace

ATLASSIAN Marketplace

Smart Terms for Jira (Glossary)

by Creativas

Enhance your **Jira** experience with clear and instant definitions

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RUNS ON ATLASSIAN

Check this guide to get started easily.

STEP 6

Do you need different rules per space?

-Does your team require Space Configuration overrides?-

Some configurations are also available through the space settings under App Links, Smart Terms.

Enable or disable the highlight per space and other term highlight management

← Space settings

HR Creativas

Q Jump to setting...

Automation

Content manager

Space details

General

Space access

Content

Look and feel

Integrations

App links

Smart Terms

Save

Smart Terms

Highlight Options Appearance Highlight Engine Languages Glossary

Exclusive glossary ☒ Disable highlight
Disable highlight feature in this space

Highlightable terms ☒ Disable global terms
Prevent global terms from being highlighted

Include terms of these spaces
Include terms from specific glossaries to be highlighted

Space For Migration x

Exclude terms of these spaces
Exclude terms from being highlighted (useful to exclude global glossaries or global terms)

HR x

Custom appearance

Smart Terms

Highlight Options Appearance Highlight Engine Languages Glossary

Custom appearance ☒ Enable custom appearance
Overrides the global configuration options

Preview
Turn **Confluence** into a seamless Wiki experience with a **Smart glossary** and a powerful definition engine

Background color

Text color

Style ☒ Underlined ☒ Bold ☒ Italic

Advanced ☒ Custom CSS

Reset the default appearance

Save

Do you need different rules per space?

Manage highlight engine

Smart Terms

Highlight Options

Appearance

Highlight Engine

Languages

Glossary

Custom Engine

☒ Enable custom Highlight Engine
Overrides the global configuration options

Highlight Engine

☒ Auto highlight
Highlight terms on page load

☒ Highlight on mouse hover
If disabled, the click action triggers the highlight

☐ First term only
Highlight only the first term occurrence

☐ Highlight substrings
The term "lor" inside "lorem" will be marked

Sensitivity

☐ Case Sensitive
Whether to search case sensitive

☐ Diacritics sensitive
If diacritic characters should be ignored. For example "döner" would not match "doner"

Content and titles

☒ Highlight headings
Whether to highlight terms in content headings

☐ Highlight pages titles
Highlight terms in pages titles

☐ Highlight links
Whether to highlight terms in links

Macros

☐ Highlight code blocks
Whether to highlight the 'Code Block' macro

Blogs

☒ Highlight blogs
Whether to highlight terms in blogs

Save

Enable or disable multi-language per space

Smart Terms

Highlight Options

Appearance

Highlight Engine

Languages

Glossary

Multi-language

☐ Disable multi-language
Disable multi-language support for the glossary and the terms editor of this space

Save

A SaaS company uses Confluence across the whole company.

They maintain one Global Glossary managed by documentation leads, this is where all the official, organization-wide terms live using Smart Terms for Confluence app.

But three teams have specific needs:

- The Product Team needs terms like “Release Candidate,” “Feature Flag,” and custom definitions that do not apply to the rest of the company.
- The Support Team uses different versions of certain terms (ex: “Incident” vs “Ticket”) and needs them highlighted differently in their space.
- Accounting Team wants to disable the highlight in their space.

A single source of truth for company-wide terminology.

What happens here:

- Central glossary
- Standard definitions
- Powerful highlight behavior
- Follows Confluence permissions
- Company-wide alignment

Space Glossaries (Team Level)

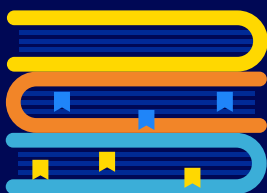
Purpose:

Allow teams to customize glossary behavior without affecting others.

What happens here:

- Add space terms
- Override specific global settings
- Turn highlighting ON/OFF per space
- Add alternate definitions
- Control visibility for that team

Confluence Global Glossary



🚩 : Feature Flag 🚩 : Release Candidate 🚩 : Item 🚩 : Incident

Global Glossary settings

- Highlight: Enabled ✓
- Custom Appearance: Custom CSS
- Highlight on mouse hover: Enabled ✓
- Case sensitive: Enabled ✓
- Highlight Headings: Enabled ✓
- First term only: Enabled ✓

Enable the option to make individual terms global.

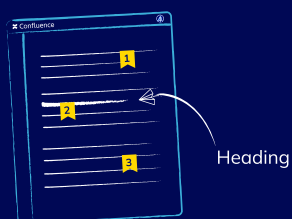
Space" Product"



🚩 : Feature Flag 🚩 : Release Candidate

Space Glossary settings

- Highlight: Enabled ✓
- Custom Appearance: Yellow highlight with bold text
- Highlight on mouse hover: Disabled ✗
- Highlight Headings: Enabled ✓
- First term only: Enabled ✓
- Highlight globally enabled for 🚩 Feature Flag



Heading

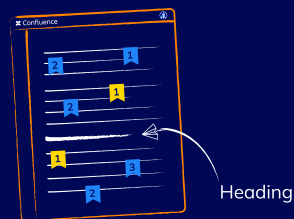
Space" Support"



🚩 : Item 🚩 : Incident

Space Glossary settings

- Highlight: Enabled ✓
- Custom Appearance: Blue highlight with underlined text
- Highlight on mouse hover: Enabled ✓
- Case sensitive: Enabled ✓
- Highlight Headings: Disabled ✗
- First term only: Disabled ✗



Heading

Space" Accounting"



Space Glossary settings

- Highlight: Disabled ✗



How will users find these definitions?

When navigating Confluence pages, defined words will be highlighted (global and space configuration will apply), by clicking or hovering over the highlighted term, a popup with all details will open.

If a related vocabulary is also detected in the page content, it will also be highlighted.

Application programming interface

API CONNECTORS

In computer programming, an **application programming interface** (API [1,2]) is a set of subroutine definitions, communication protocols, and tools for building software. In general terms, it is a set of clearly defined methods of communication between various components. A good API makes it easier to develop a computer program by providing all the building blocks,

coding

Used by Artificial Intelligence 23

Defined by Programmatic Interface

with APIs and Connectors

and integration have become more than
n teams rely on a complex ecosystem of
effectively, and respond to change. At the

Application Programming Interface

ams Care?

iles and protocols that allow different
slator between applications — enabling
how the details of each other's internal

cture. They are the **backbone of**
n agile environment where sprints are
ckly, the ability to connect and streamline
lucose manual work.

m customer support queries, pulling real-

Highlighted
term

Highlight pop up

STEP 7

How will users find these definitions?

Related vocabulary

Related vocabulary highlight

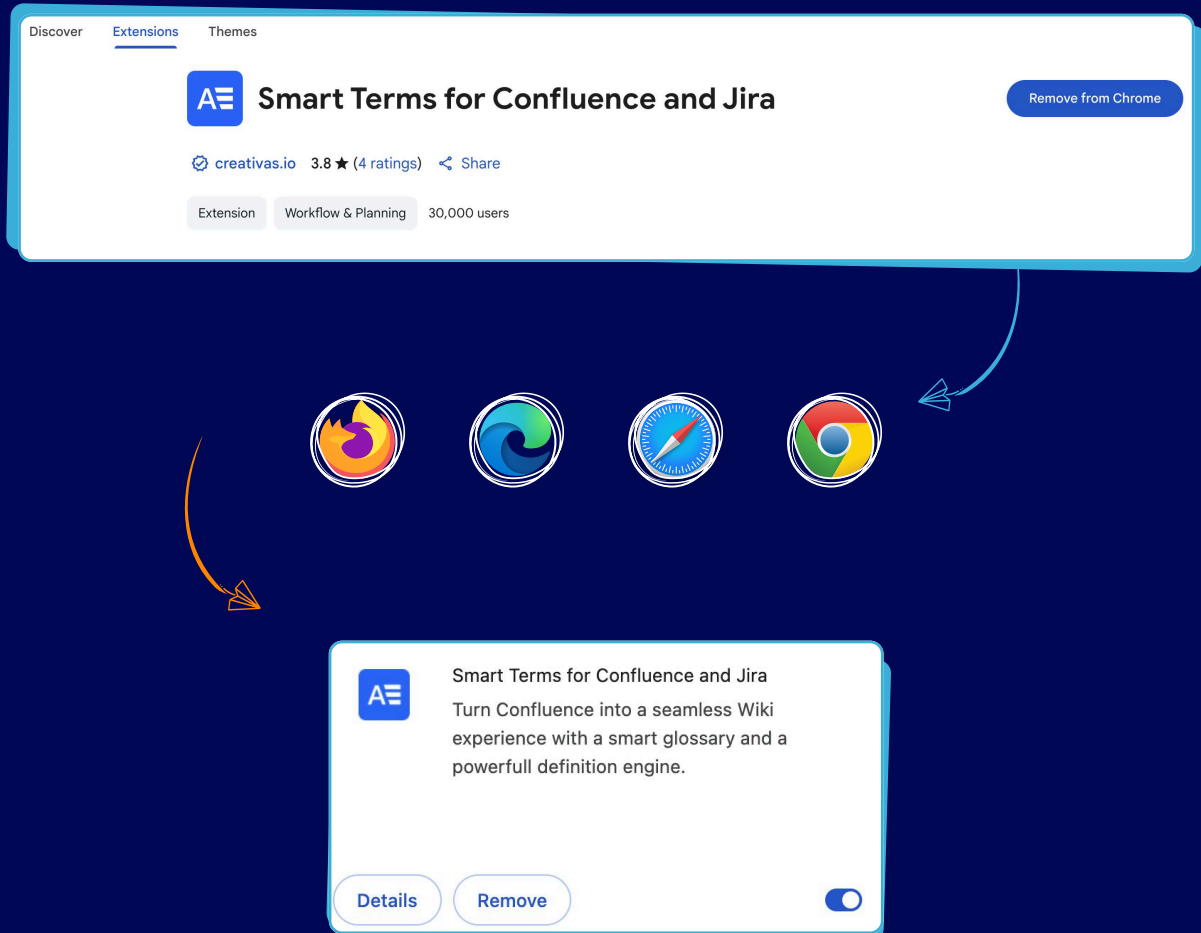
The screenshot shows a glossary entry for 'Application programming interface'. The title is 'Application programming interface' with a folder icon and a clock icon. Below the title is a tag 'API' in a dark box with 'CONNECTORS' next to it. The main text defines an API as a set of subroutine definitions, communication protocols, and tools for building software. It mentions that a good API makes it easier to develop a computer program by providing all the building blocks. The text is partially highlighted in yellow. Below the text are tags: 'coding', 'Used by Artificial Intelligence 23', and 'Defined by Programmatic Interface'. At the bottom is a video player with the title 'What is an API?' and a play button. The video player has a blue background and a white play button. The video player is partially highlighted in yellow. The entire screenshot is annotated with arrows and text labels: 'Related vocabulary' points to the 'API' tag, 'Related vocabulary highlight' points to the '(API)' tag, and 'Highlight pop up' points to the yellow highlight on the video player.

Highlight pop up

STEP 7

How will users find these definitions?

Smart Terms for Confluence extension



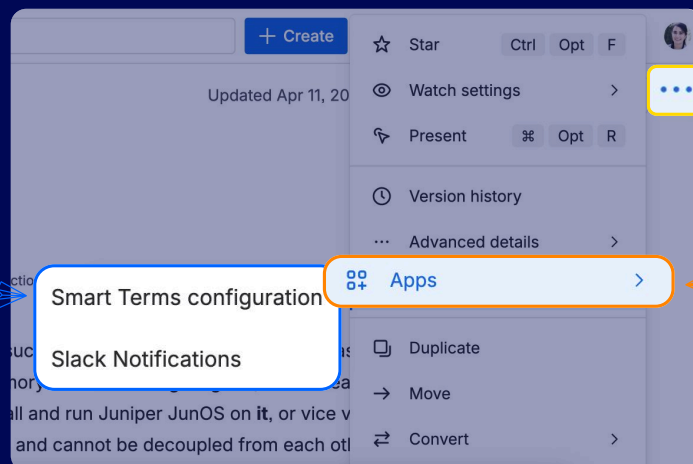
Enable Smart Terms for Confluence extension to activate Live Highlight on your Confluence pages.

PS: Installing Smart Terms browser extension is mandatory for Confluence Cloud users to allow the live highlight. Check [this link](#) for other highlight options: Modal Highlight and highlighter macro.

Disable highlight for one page or for a user?

Yes that's possible

For a Confluence page:



Open Smart Terms configuration

Open page actions

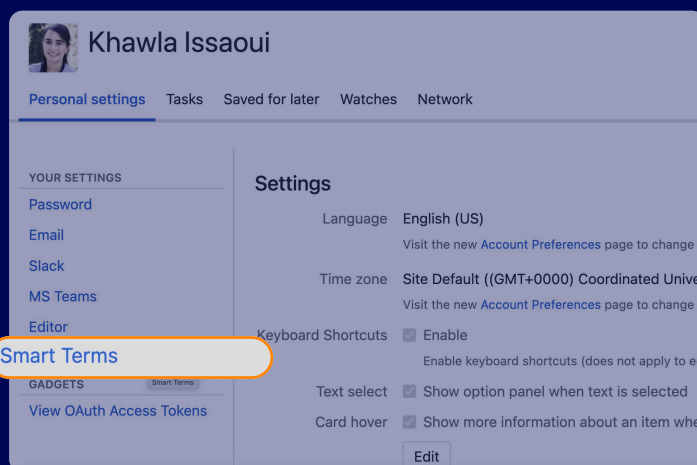
Select apps

Toggle to disable the highlight for the selected page

Smart Terms configuration

☒ Disable highlight
Disable highlight feature on this page

For a Confluence user:



Open personal settings/ Smart Terms

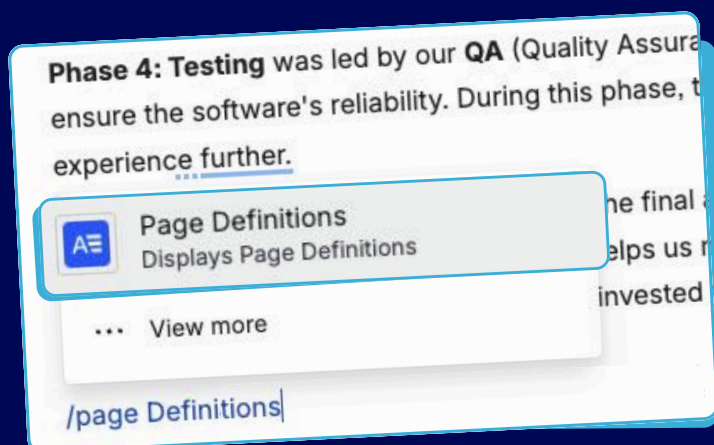
Toggle to disable highlight for this user

Highlight options

☒ Disable highlight
Disable highlight feature on all pages

How to display terms used in one Confluence page?

Short answer is the Page Definitions macro, which allows adding all highlighted words under one table on the same page.



Add the macro to a Confluence Page

Display the list of terms used in the Confluence page

The screenshot shows a Confluence page with the results of the Page Definitions macro. The macro has created a table with three entries, each containing a term, its definition, and a list of acronyms.

EN	Application Programming Interface	(API)	An Application Programming Interface (API) is a set of protocols, tools, and definitions for building software and applications. It allows different software systems, platforms, and programming languages to communicate with each other and share data and functionality. Essentially, an API acts as a middleman between two software systems, allowing them to interact and exchange information in a standardized way. This enables developers to create new applications by leveraging the features and data of existing systems without having to build everything from scratch. APIs are commonly used in web development, mobile app development, and integration of different software systems. They play a crucial role in enabling the seamless functioning and connectivity of various digital platforms and services.	Acronyms	API
EN	Minimum Viable Product	CA development technique in which a new product or website is developed with sufficient features to satisfy early adopters. The final, complete set of features is only designed and developed after considering feedback from the product's initial users.	Acronyms	MVP	
EN	ROI	ROI (Return on Investment) is a performance measure used to evaluate the efficiency of an investment or to compare the efficiency of a number of different investments. It measures the amount of return on an investment relative to the cost of the investment. In other words, it shows the percentage of profit or loss generated by an investment in relation to the initial investment cost.	The formula for calculating ROI is: $(\text{Gain from Investment} - \text{Cost of Investment}) / \text{Cost of Investment}$. The result is expressed as a percentage. A positive ROI indicates a profitable investment, while a negative ROI indicates a loss. ROI is commonly used in business and finance to assess the success of a particular investment and to make decisions about future investments. It can also be applied to personal finance, such as evaluating the return on a real estate purchase or stock investment.		