

# Working with Artsystems Glossary


## Documents - Glossary

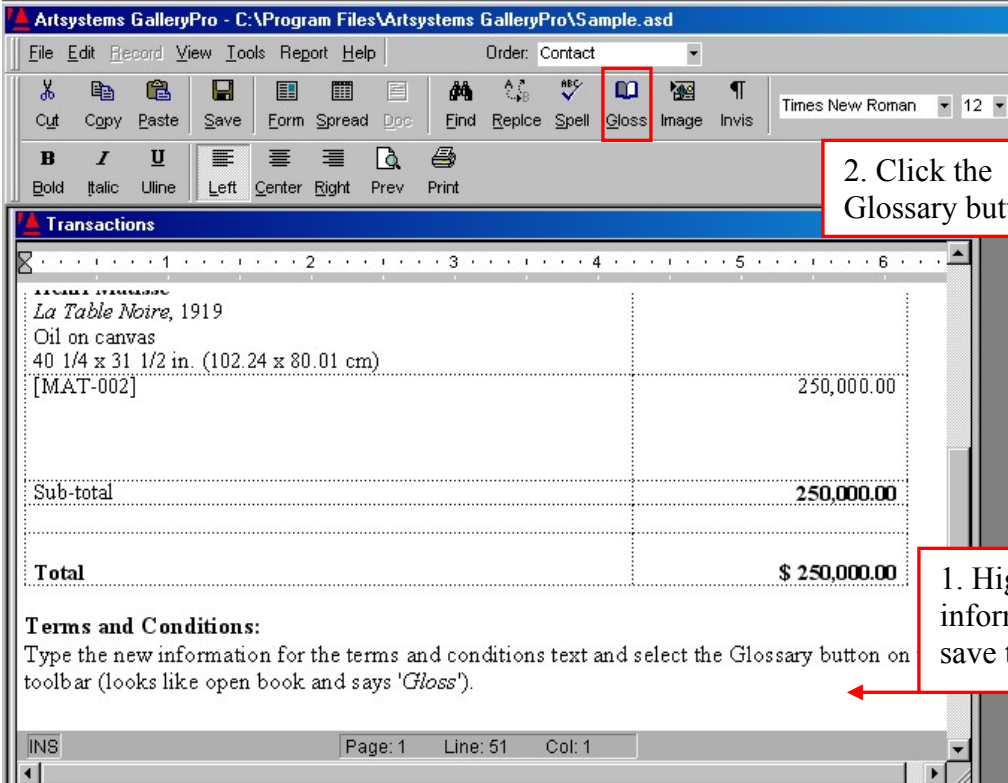
### Glossary

The Artsystems Glossary that enables the saving of frequently used text to be easily entered on editable documents time and time again without retyping. This handy feature saves time on data entry as well as provides for consistency on reports and other documents such as transactions.

### Using the Glossary

Although the Glossary feature can be used on any editable document, for demonstration purposes a Transaction Invoice is shown.

1. In **Transactions** module, open or create a new invoice, then go to the *Document View* by clicking the  button on the tool bar.
2. To save information into the **Glossary**, type the information directly onto the document, then highlight the information and select the Glossary button on the toolbar (looks like open book and says 'Gloss').

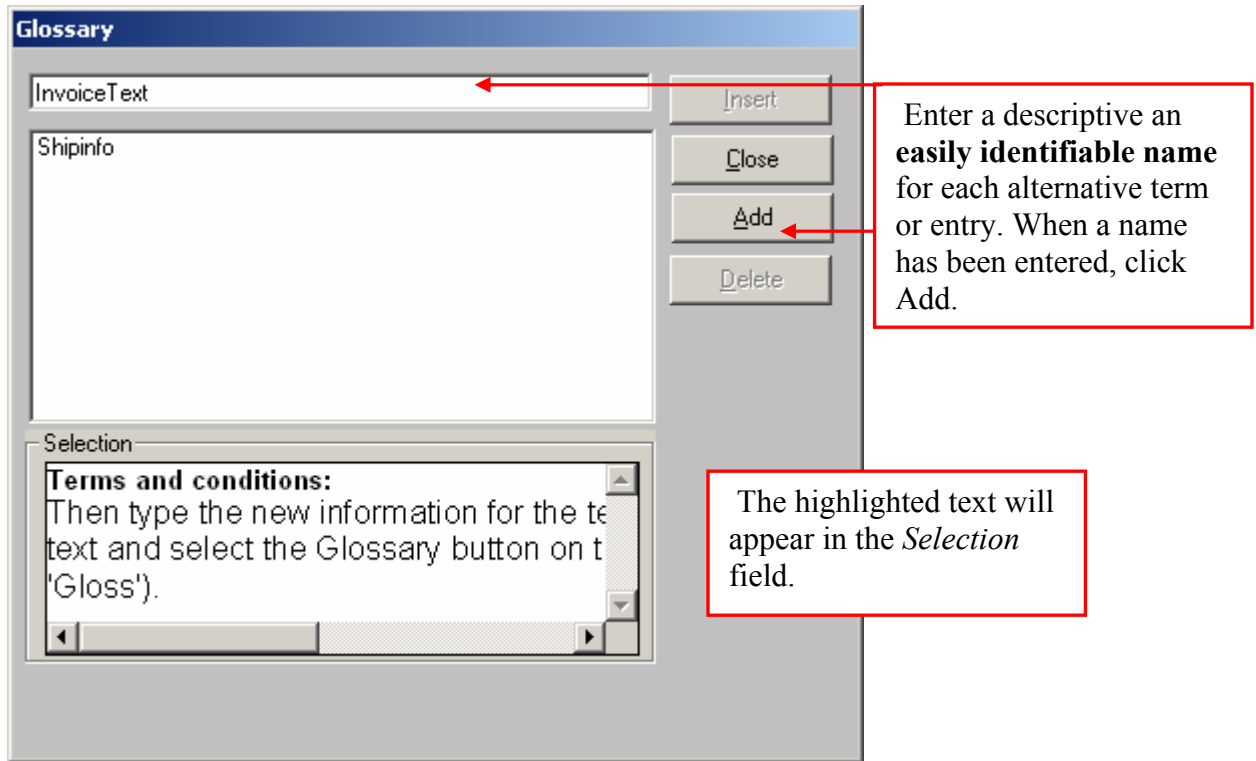


The screenshot displays the Artsystems GalleryPro interface. The title bar reads "Artsystems GalleryPro - C:\Program Files\Artsystems GalleryPro\Sample.asd". The menu bar includes "File", "Edit", "Record", "View", "Tools", "Report", and "Help". The toolbar contains various icons, with the "Gloss" button (an open book icon) highlighted by a red box. Below the toolbar, the "Transactions" window is open, showing a transaction invoice for "La Table Noire, 1919". The invoice details include "Oil on canvas", "40 1/4 x 31 1/2 in. (102.24 x 80.01 cm)", and a price of "250,000.00". The "Sub-total" is "250,000.00" and the "Total" is "\$ 250,000.00". A red box highlights the "Gloss" button in the toolbar with the annotation "2. Click the Glossary button". Another red box highlights the "Terms and Conditions" section of the invoice with the annotation "1. Highlight the information to save to Glossary". The status bar at the bottom shows "INS", "Page: 1", "Line: 51", and "Col: 1".

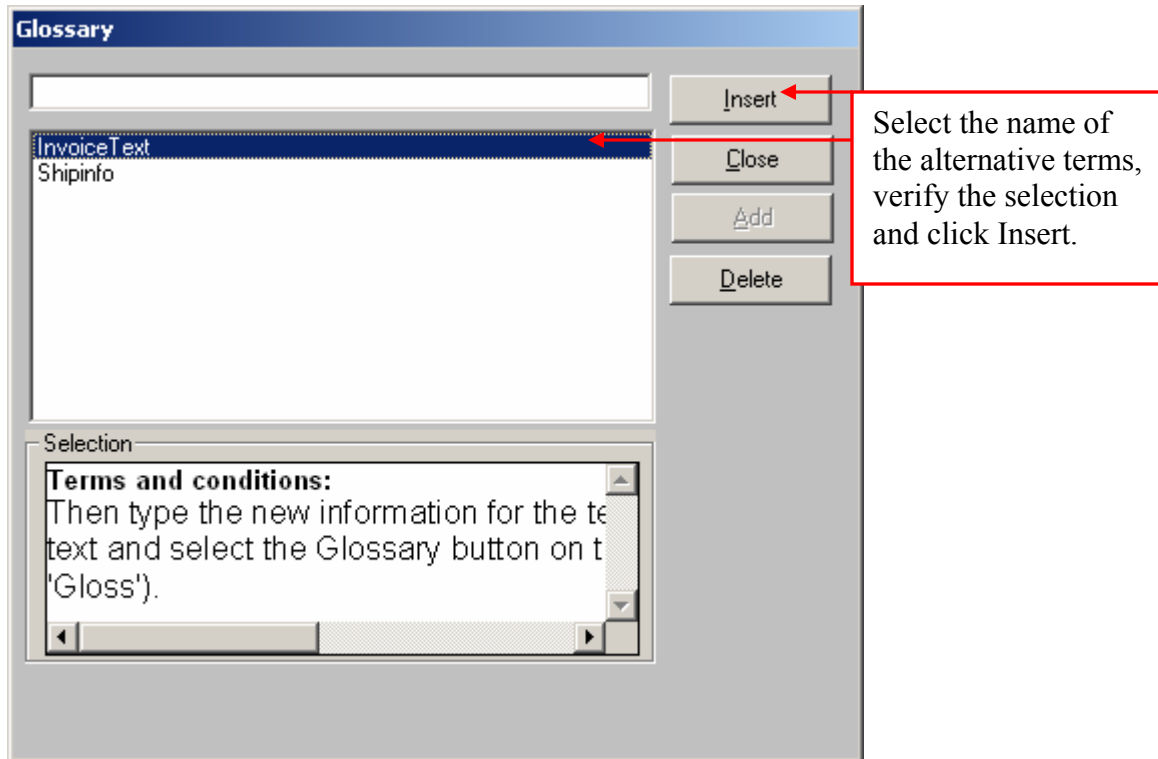
Item	Price
La Table Noire, 1919 Oil on canvas 40 1/4 x 31 1/2 in. (102.24 x 80.01 cm) [MAT-002]	250,000.00
Sub-total	250,000.00
Total	\$ 250,000.00

**Terms and Conditions:**  
Type the new information for the terms and conditions text and select the Glossary button on toolbar (looks like open book and says 'Gloss').

3. After highlighting the text and clicking the **Gloss** button, a *Glossary* window will appear. The highlighted text will appear in the *Selection* field. Enter a descriptive and **easily identifiable name** for each alternative term or entry. Select this name each time this entry is to be used



4. Once this is set up, the alternative text is available for selection whenever needed. So for the next Document that needs the alternative terms....
  - Create the Invoice as per usual.
  - Delete the regular terms that appear on the Invoice.
  - Position the cursor to where the new terms are to appear.
  - Select the 'Gloss' button on the toolbar.
  - Highlight the alternative term name
  - Select Insert



**If further assistance is needed, please contact Artsystems Support.**  
**Artsystems Support 212-620-5500 x 2**  
<mailto:Support@artsystems.com>