## --- title: Finding/Linking Entries (1A.4c)

There are three ways to find out if a term already has an entry in the glossary or not.

### Filter for “Glossary Entries”

* Change the filter from “All terms” to “Glossary Entries”.
  + *Paratext will now only list the Biblical terms that do have a glossary entry*.

### An asterisk = it has glossary entry for the current term

* No asterisk = no glossary entry linked
* Click on the Glossary tab.
* Click the dropdown arrow at the end of the citation form box.
  + *A list of all the citation forms in the Glossary appears*.
* Type the citation form to filter the list.
* If on the list, select the entry.
  + *Paratext fills in the citation form and definition fields automatically using the information from the entry in the glossary*.

### Glossary (GLO) book

* Click the book dropdown arrow and select Glossary (GLO).
  + *All of the project’s glossary entries are listed alphabetically*.
* Scroll down to where the entry should be, and verify if it is there or not.