<http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage> combined with

<https://help.pentaho.com/UX_and_Documentation_Home/Common_Terminology_Conflicts>

[**1.0 Word Usage**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage)

[**A**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-a)[**B**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-b)[**C**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-c)[**D**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-d)[**E**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-e)[**F**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-f)[**G**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-g)[**H**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-h)[**I**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-i)[**J**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-j)[**K**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-k)[**L**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-l)[**M**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-m)[**N**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-n)[**O**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-o)[**P**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-p)[**Q**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-q)[**R**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-r)[**S**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-s)[**T**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-t)[**U**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-u)[**V**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-v)[**W**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-w)[**X**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-x)[**Y**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-y)[**Z**](http://iwiki.pentaho.com/display/DOC/1.0+Word+Usage#id-10WordUsage-z)

In most cases, the [Microsoft Manual of Style](https://pentaho.box.com/s/skplhks5m0qyuyaopkyo0l0ald5om2ey) and the [Hitachi Global Style and Standards](https://pentaho.box.com/s/6uw83ksd5h09bgrrjx32i8kxj64neovb) are the authority we use to determine word usage. Any exceptions or exclusion of word usage in our documentation are mentioned here. here. Remember to notify fellow documentation team members when adding words to this list.

**A**

**Abbreviation**

Do not use the following abbreviations and terms because they cause problems with translation software:

etc. – use "and so forth" or "and so on"

e.g. – use "for example" instead; do *not* use "for instance"

i.e. – use "that is" or "such as"

via – use "through"

s

**Add**

Use *Add* when adding something to a collection or list, such as in Add and Remove dialog boxes, or adding elements to a data model. Use with buttons or actions, including icons.

**Alternate**

Do not use. Use "alternative" unless you really mean "one then the other."

**Appears/Display**

Use "appears" as an intransitive verb; use "displays" as a transitive verb.

When necessary in context, you can use the passive term "is displayed." Avoid using this phrase, however, when explaining the consequences of a procedural step.

Note that the word "displays" should be followed by an object.

* The action of a transitive verb does something to something.
* An intransitive verb has no object.

Do not use "bring up" instead of "display" or "appear."

***Correct****: If you exit the program, a message appears.*

***Correct****: The console displays the* ***Settings*** *dialog box.*

***Incorrect****: This brings up the* ***Settings*** *dialog box.*

**Analyzer Report**

The proper usage is "Analyzer Report," with both words capitalized. Incorrect usage would be "Analysis Report," or any combination of the correct wording with varied capitalization.

**B**

**BA Server**

Use Pentaho Server for 7.0 or later. See **Product Names**.

**Back End**

Do not use if you can correctly use a more specific term such as server, operating system, database, or network instead.

**BI Platform, BI Server**

Use Pentaho Server for 7.0 or later. Do not use. See **Product Names**.

**Browse**

Use *Browse* when the user will be searching their file structure for specific filenames.

**Buttons**

Write, "Click **OK**" instead of "Click the **OK** button." When a button has an elipsis (...), omit the ellipsis when referring to the button, for example, "Click **Configure**," rather than "Click **Configure ...**"

**C**

**Can, Could, May, Might**

Use the verb "can" to describe actions or tasks that the user or program can do. Use "may" or "might" only to express possibility or where the result of an action is unknown, not to imply that the user has permission to do something.

***Correct****: You can use this option to force a black-and-white screen display. If you use the /b option, your code may not be portable.*

***Incorrect****: You may use the /b option to force a black-and-white display.*

In general, avoid "could".

**Cancel**

Use instead of *deselect* or *unmark*. For check boxes, use *clear*.

When referring to the **Cancel** button in a procedure or task, simply write, "Click **Cancel**." Do not write "Click the **Cancel** button."

**Can't**

Do not use. See **Contractions**.

**Check box, Checkbox**

Two words. Check boxes are *selected* and *cleared*, not checked/unchecked, marked/unmarked, turn on/turn off, or deselect. It is OK to use as an adjective, as in "checked commands."

**Choose**

Use *Choose* when the user needs to make a decision, as opposed to selecting an item from a list of options once a decision is made. The user chooses commands from the menu.

* Common usage example: "If you choose to save this data model, you can access it from your custom folder." AND "If you have not already done so, choose a schema type and then click **Next**."
* Use *Select* or *Browse* for actions. You can use this in tool tips.

**Click**

**Use *Click* instead of *Select* when referring to user action for issuing a command, such as clicking buttons. Do not use click on or click at. It is okay to write, "Click in the window." Use *Expand* to refer to the action of opening a node, rather than double-click.**

**Computer References**

When you refer to a computer in documentation, be specific about the type of computer you are discussing. For example, differentiate between whether a computer is specifically a server or a workstation.

Do not use the word machine except when describing physical machines and virtual machines.

Since the word "client" refers to software, you may refer to a client workstation.

If you are describing mobile technology, use "mobile device" on first reference; subsequently you can simply refer to the device.

**Connect**

Do not use *connect* as a synonym for *log on* or *sign in*. Do not use *connect* as a synonym for *map* or *mapping*. even though *disconnect* is the correct term for *removing a mapped network drive*. You can use *connect* to refer to the act of physically attaching a computer to a network, as in, "You can connect your server to the Internet."

**Contractions (can't, you've, it'll, and so on)**

Do not use contractions.

**Create**

Use *Create* for creating something new, such as creating a new data model.

**D**

**Data Set**

Two words, open form--not closed form. For example, “Create a table data set named PeriodSelection.”

**Delete**

Use *Delete* to refer to actions involving deleting, trashing, or purging objects, such as moving files to the Recycle Bin or to a Deleted Items folder. Use *Delete* to refer to actions resulting from pressing the Delete or Backspace key. *Delete* is not synonymous with *Remove, Cut*, or *Erase*.

**Deselect**

Do not use. See **Check box**.

**Design Tools**

Two words, open form, lowercase in text body: design tools

**Use PDI.**

**DI Platform**

Do not use. See **Product Names**.

**DI Server**

Use Pentaho Server for 7.0 or later. See **Product Names**.

**Dialog vs. Dialog Box**

Use "dialog box".

**Domain Object Authorization, DOA**

Do not use. Use "sharing" instead. Sharing is what is actually happening. For example: instead of "To set up Domain Object Authorization, click the......" say "To share files and folders with a user or role, click the....".

**Drill Down/Drill-down**

Do not use.

**E**

**Edit**

Do not use as a command to the user since the user may confuse it with the common **Edit** menu. Instead, use *Change* or *Modify*.

**Enter**

Do not use *Type* as a synonym for *Enter*, except to indicate that a user can either type or click a selection from a list in a dialog box.

***Correct****: Enter your password and then click* ***OK****.*

***Incorrect****: Type your password and then click* ***OK***.

**Ensure**

Use *Make Sure* instead.

**Exit**

Use to refer to closing a program. Do not use to refer to closing a document or window, or switching from one program, document, or window to another. For example, "Close all your documents and exit Word."

Note that the **Close** button might be used like an exit command. The action should be described as *exiting*. For example, "You can click the **Close** button to exit Outlook."

**F**

**Field**

Do not use *Field* to refer to a text-entry box. Refer to the box by its label, or if necessary, use *box* instead of field. Field is all right to use to refer to Word field codes, in a database context, and in other technically accurate contexts.

**File Name**

Two words; do not use filename.

**G**

**Gray, Grayed, Grayed Out**

Do not use to identify commands or options that are not available. Use unavailable or dimmed.

**H**

**He, She, Her, His**

Avoid specifying the gender (he/she) of users or using masculine or feminine pronouns (his/her). To avoid specifying a gender, (1) make the sentence active, (2) use gender-neutral terms such as the administrator/s, user/s, or (3) make the phrase plural so that you can use "they." Do not use plural pronouns such as they or their with singular antecedents such as user.

***Correct****: A user can change the default settings.*

***Correct****: You can change the default settings.*

***Correct****: Users can change their settings.*

***Incorrect****: A user can change his default settings.*

***Incorrect****: Everyone can change their default settings.*

***Incorrect****: Before the Administrator creates a backup, she must change the tape in the tape drive.*

**Home Page**

Two words, open form, lowercase in text body: home page

**K**

**Key Names**

When telling a user to "press" a key, format the key name in all uppercase. When telling the user to "type" a key, use lowercase bold, unless an uppercase letter is required. In general, spell key names as they appear in the list in Microsoft Manual of Style, whether the name appears in text or in a procedure. Use all caps unless otherwise noted. For example, ENTER or ESC.

Note: For ESC, do not use ESCAPE. For ENTER, do not use RETURN except for the Macintosh-specific references.

**Key Combinations and Sequences**

Use a plus sign (+) to indicate a key combination; for example, CTRL+\*. Use a comma (,) to indicate a key sequence; for example, ALT, F, D. For key combinations including shifted keys, include SHIFT and the shifted key; for example, SHIFT+\* rather than SHIFT+8 (because shifted keys are not the same on all keyboards).

***Correct****: Press Y, ALT+P*

***Correct****: Press ENTER*

For Arrow Keys and Numeric Keys; spell out plus, minus, hyphen, period, and comma. Use the term “arrow keys”, not direction keys or movement keys. For a specific arrow key, use the pointing direction.

***Correct****: The UP ARROW key.*

**Keypress/Keystroke**

Do not use *Keypress*, use *Keystroke* instead.

**L**

**Lightweight Directory Access Protocol (LDAP)**

Use LDAP.

**Linux**

**See Operating Systems.**

**Logon / Log on / Log on to** / **Logoff / Log off / Log off from**

Use to refer to creating or ending a user session on a computer, workstation, or network. For example, "Enter your password when logging on."

**Do not use the following:**

* **Login / Log in** / **Logout / Log out / Logging into** Only use if these terms appear in the UI.

See also **Connect**.

**M**

**Machine**

See **Computer References**.

**Make Sure**

Use *Make Sure* instead of *Ensure*.

***Correct****: Make sure you set the JAVA\_OPTS variable before you continue.*

***Incorrect****: Ensure you set the JAVA\_OPTS variable before you continue.*

**Mac OS, Mac OS X,**

See **Operating Systems**.

**Metadata**

One word, not hyphenated.

**Metadata data model**

Can be used as a synonym for reporting.

The term "relational" data model is preferred, unless addressing an ETL audience.

**Microsoft Active Directory**

MSAD is created by Microsoft for Windows domain networks. It is included in most Windows Server operating systems.

An MSAD controller authenticates and authorizes all users and computers in a Windows domain type network—assigning and enforces security policies for all computers and installing or updating software.

**Microsoft Windows**

See **Operating Systems**.

**Mobile Device**

See **Computer References**.

**Modify**

* Use *Modify* for edit commands.

**Mouse**

In general use, *Point To*.

Use *Click*, not *Click On*

Hyphenate *Double-Click* and *Right-Click*

Do not mice as plural; use *Pointing Devices*

**Multidimensional**

One word, not hyphenated.

**~~My Workspace~~**

~~Now called Scheduling on the User console. No longer used to refer to the Workspace tab.~~

**N**

**New**

Do not use *New* as a command, unless it's on a menu. For example, "On the **File** menu, click **New**."

**Notification Area**

Use the term *Notification Area* to refer to the area containing the clock, system shortcuts, and status notification icon at the bottom right of the Windows screen. Do not use the term *System Tray*.

**O**

**Online**

One word, not hyphenated. Be wary of context, however. For some people, online is now synonymous with "available on the Internet" rather than the more generally contrasting computerized material with hardcopy material.

**Operating Systems**

Use when referencing a technology in a support reference, such as the supporting technologies matrix. For all other technical documentation, use the following terms.

Use *Linux* instead of *Unix*.

Use *Mac OS* instead of *Macintosh OS*, *Macintosh OS X*, *Apple OS*, or *Mac OS X*.

Use *Windows* instead of *Microsoft Windows*.

Use *iOS* instead of *Macintosh Mobile OS*, or *iPhone OS*.

**Options**

Refer to items in a dialog box by their labels. If you need to provide a descriptor, then use *Option*.

**P**

**Page**

Use instead of *Window* to refer to what the user sees in a web-based application. Do not use *Perspective*.

**Pages**

Use to refer to web pages and to the various screens of a wizard.

**Pentaho support**

The word "support" in this context is lowercase. When referring to Pentaho support, hyperlink the word "support to https://support.pentaho.com," the Customer Portal page.

**Permissions**

*Permissions* are operations associated with shared resources (file, directory, printer, software feature) which are authorized by a system administrator for individual user accounts or groups.

* Permissions are *granted* or *assigned* (not *allowed*).
* Use *permissions* instead of *privileges*.
* Use initial caps for titles of specific permissions, such as, "Grant the Execute File permission to the Business Analysts group."

**Perspective**

Do not use. See **Page**.

**Pixel-perfect**

Used to describe something with a lot of visualizations (like Analyzer) that can be changed dynamically and you can see the results instantly in PUC.

You do not need to use pixel-perfect UNLESS it means the difference between PIR (Pentaho Interactive Reports) and PRD (Pentaho Report Designer). If not, do not use it.

**Plugin/Plug-in**

Hyphenated word. Plug-in.

**Print-quality**

Used to describe a report that you make in PRD (Pentaho Report Designer) to print out and/or email

**Product Names**

Do not use any abbreviated form in an external document unless specifically approved by Product Management. The following approved names are just a few examples:

* The *Pentaho Suite* includes the *Pentaho Server*, *BA components*, *DI components*, and design tools.
* *BA Repository* and *DI Repository* are data storage areas. In 6.1 and later, they are combined into the one *Pentaho Repository*. Use repository on subsequent references.
* *BA Server* is the most commonly used name of the Business Analytics Server. Use *BA Server* instead of *BI Platform*, *BI Server*. For 7.0 or later, use *Pentaho Server*.
* *Pentaho Data Integration* is the enterprise ETL toolset. If your documentation references the community edition, use the word *Kettle*.
* *DI Server* is the most commonly used name of the Data Integration Server. For 7.0 or later use *Pentaho Server*.
* *Spoon* is the GUI interface into the *DI components* of the *Pentaho Server*. *PDI client* is preferred. Be sure to reference the *Pentaho Server* and *PDI client* properly (they are currently used interchangeably in the documentation).
* *User Console* is the most commonly used name of the *Pentaho User Console*, also known as *PUC*. Use *Pentaho User Console* on first use, then you can use *PUC* or the word *console* by itself, lowercase, on subsequent references.

**Pronouns**

See **He, She, Her, His**

**Properties**

For general audiences, use *Setting* or *Value*.

For technical audiences, *Properties* refer to attributes or characteristics of an object used to define its state, appearance, or value.

Outside a programming context, use *Property* to refer to a specific element named as a property.

**Property page or property sheet**

A secondary window that displays the properties of an object or to the collection of tabs or *property pages* which make up a dialog box. Use *dialog box* or *tab* instead of *property page* or *property sheet*.

**PUC**

See **Product Names**.

**Purge**

Do not use *Purge*. Use *Delete* instead.

**R**

**Radio Buttons**

Do not use *Radio Button*. Refer to a radio button by its label.

**References**

To refer a reader to additional information, incorporate a hyperlink in context within a sentence. Consider providing links in a bullet list at the bottom of your article, such as:

* Next Steps
* Related Links
* Learn More

If you use the words "see" or "refer" to reference specific information, precede that note by the word "Please." For example: "Please see section 7."

**Relational**

Refers to a two-dimensional structure of rows and columns to store data. The metadata data model is relational model. Do not use to refer to *Mondrian*.

**Remove**

Use *Remove* for taking items off a list, such as in dialog boxes with **Add** and **Remove** buttons. Use *Remove* to refer to taking a button off a toolbar or hiding displayed data without deleting the data.

* Use as a synonym for *Unload*.
* Use as a synonym for *Uninstall* in the context of adding or removing software or hardware instead of installing and uninstalling software.

**Rename**

Use *Rename* for specific instances of renaming elements, such as renaming a file, a data model, and so on.

**Run**

Use *Run* instead of *Execute.* Even if the UI element is **Execute**, use *Run* to describe the action. Always use *Run* in the context of macros and queries.

**Run-time (adj.), Run Time (noun)**

As an adjective, use during the running of a process. For example, “The process produced a run-time error.”

As a noun, use at the time of running a process. For example, “You can add data at run time.”

**S**

**See**

See **References**

**Screen shot**

Two words. Avoid using this term. Use the term *Graphic* or *Screen Capture* instead. Do not use screen, as in "the screen below contains..." Do not use *Screen Grab*.

**Select**

Use *Select* when referring to marking text, cells in tables, and such items that will be subjected to further action, such as copying the selected text or cutting the selected cells. Use *Select* for check boxes, such as, "Select the **Include all data** check box." Do not use *Pick* or *Highlight* for select actions.

**Set up/Setup**

Use set up for the verb, as in "You must set up the database..." Use *setup* for the noun, as in "Your database setup will..."

**Setting**

Use *Setting* to refer to a specific value which the user can set, such as the specific color for a font. For example, "You can choose blue as the setting for your font." *Setting* is synonymous with *value*.

**Sign in / Sign in to / Sign-in**

Use to refer to creating a user session for an Internet account.

* You *sign in to* a MyMSN account, an Internet service provider account, or an XML web service.
* For example, *"*Sign in to your Google account and proceed to the next step."

**Sign out / Sign-out**

Use to refer to closing a user session for an Internet account.

* For example, "Sign out of Google Maps."

**Sign up / Sign-up**

Use to refer to enrolling in a service.

* "You can sign up for Internet Explorer by filling in the following information."

**Sign on / Sign off**

Use only as part of the term *single sign on* (SSO). Note that the user is still *signing in*, even though the technology is called "single sign on". Otherwise, do no use *sign on* or *sign off* unless these terms appear in the UI.

**Single Sign-On (SSO)**

Single Sign-On (SSO) is a property of access control of multiple related, but independent software systems. With this property a user logs in once and gains access to all systems without being prompted to log in again at each of them.

**Spoon**

Use *PDI client*.

**Solution repository**

Refer to it as the Pentaho solution repository if it seems ambiguous, but solution repository works most times.

**Step**

If you use a cross reference to a step in a procedure, use uppercase S for Step.

***Correct****: If you already set up a modem, go to Step 6.*

**Stop**

Do not use to refer to exiting a program.

**Superuser**

One word. Some systems have names for superusers, such as *root* or *admin*.

**Supported Technologies**

Lowercase. In the past, this was known as the Support Matrix or Supported Components.

**System Tray**

See **Notification**.

**T**

**Trash**

Do not use *Trash*. Use *Delete* instead. When referring to repositories, *Move to Trash* and *Empty the Trash* is acceptable.

**Type**

See **Enter**.

**U**

**UNIX**

UNIX is a trademarked term. It is always uppercase.

* Do not use it as a generic term as in "If you are using UNIX..."
* Do not use it in connection with products, unless the product is licensed to use the mark.
* There are detailed guidelines referring to the visual presentation, form, and manner of use of this term available from the trademark holder, The Open Group

See **Operating Systems**.

**Upgrade**

The process of moving from a major version to the next major version. For example, upgrade from 5.2 to 6.0, or 4.8 to 5.0.

**Update**

The process of updating a point version or *within* a major version. For example: 5.0.6 to 5.1, or 5.1 to 5.2.

**User, End user, End-user**

Use end-user when necessary but if possible, rephrase to make the user explicit:

***Correct****: You can make this feature available to Pentaho users by...*

***Correct****: You can publish an application so that a user who needs access...*

**User Console**

See **Product Names**.

**User name**

Two words. Use *User Name* unless referring directly to the *Username* button.

**V**

**Version Information**

Do not use *better*, *higher*, or *greater* as a term to designate system requirements or versions of a program. Use *later* instead.

**W**

**Web**

Lowercase unless it is a proper noun.

**Website**

One word.

**Windows**

See **Operating Systems**.

**Wizards**

Pentaho software includes several wizards. Use the proper name listed in the Products section of the iWiki. After you mention a specific wizard by name, you can refer to it generically as "the wizard" (lowercase).

***Correct****: "The Data Source Wizard lets you define the connection, the data model to use, and the tables and columns from the data source.*

**Workspace**

No longer used to refer to the **Workspace** tab in the User Console. It is now called **Scheduling**. Do not use *My Workspace* either.

**Workstation**

One word. See **Computer References**.

**~~Y~~**