<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* is the authority we use to determine word usage. If however, there is an exception to what this guide suggests, or it it is not covered in this guide, we document the preferred words here. Remember to notify fellow Documentation Team members when adding words to this list.

Add words alphabetically.

**A**

**Abbreviations and Foreign Terms**

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"

**Add** -- *verb*. (No MSTP info.) 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.

* UX Usage: 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.

Avoid: This brings up the Settings dialog box.

**Analyzer Report**

An interactive report that can be created within Pentaho User Console. 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**

See **Product Names**.

**Back End**

Open form**;** not closed: backend.

**BI Platform, BI Server**

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

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

* UX Usage: May be used on a button or could be represented as an icon.

**Buttons**

Write, "Click OK" rather than "Click the OK button." Where 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**

User 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.

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

In general, avoid "could" because it is seldom necessary.

**Cancel** -- *verb*. 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**

See **Contractions**.

**Check box**

Check box is two words.

Use "select" and "clear," or "enable" and "disable."

Correct: Select or clear the check box.

Correct: Enable or disable the check box.

Avoid: Turn on / turn off the check box.

Avoid: Tick / untick the check box.

Avoid: Mark / unmark the check box.

Avoid: Check / uncheck the check box.

Avoid: Select / deselect the check box.

**Check**

Do not use as a verb when referring to a check box in a dialog box; use select or clear instead. Do not use as a noun to mean check mark. It's OK to use as an adjective, as in "checked commands."

**Check box** -- *noun*. Two words. Check boxes are *selected* and *cleared*, not checked/unchecked, marked/unmarked, turn on/turn off, or deselect.

**Choose** -- *verb*. 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.

* 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**."
* UX Usage: Use *Select* or *Browse* for actions. You can use this in tool tips.

**Click, Choose, Select**

Use "click" or "choose" rather than "select" to refer to a user choosing or selecting a command or option. If you use "choose," the user chooses commands from the menu. If you use "click," the user clicks commands on the menu. Use "expand" to refer to the action of opening a node, rather than double-click.

See **Page** for information about describing how to link to a different view of a web-based application.

**Click** -- *verb*. Use *Click* instead of *Select* when referring to user action for issuing a command, such as clicking buttons.

* Most common click commands can be shortened to just the option or button name, such as "On the File menu, click **Open**." AND "In the Choose a schema type dialog box, select a schema type  and then click **Next**."
* Do not use *click on* or *click at*. It is okay to write, "Click in the window."
* Note that *Click* is a transitive verb, so it requires an object.
* UX Usage: Do not use on buttons or other action based UI elements. You can use this in tool tips.

**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.

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.

**Do not use the following:**

* **Connect** -- *verb*. 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)**

Contractions can make documentation seem more informal and accessible. Avoid using contractions in documentation because it creates problems with translation software.

Avoid forming a contraction for Pentaho or any other company name, or a particular feature. Try to rephrase the sentence instead. Using a contraction may infringe trademark usage guidelines for other companies.

**Create** -- *verb*. (No MSTP info.) Use *Create* for creating something new, such as creating a brand new data model.

* UX Usage: Use *New* for actions and buttons instead, but can be used for descriptions or tool tips.

**D**

**Data Set**

Two words, open form--not closed form. For example:

Create a table data set named PeriodSelection.

**Delete** -- *verb*. 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*.
* UX Usage: Use with buttons or actions, including icons.

**Deselect**

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

**Design Tools**

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

**DI Platform**

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

**DI Server**

See **Product Names**.

**Dialog vs.Dialog Box**

The correct usage is "dialog box"; however, engineers tend to use "dialog." Using "dialog" is incorrect, particularly if you are directing your text to end users not coders.

**Dialog box vs. Dialog**. *noun* / *modifier*. For most audiences, use *dialog box*. For an audience of exclusively software developers, you can use *dialog*.

**Domain Object Authorization, DOA**

Do not use. Use "sharing" instead, because that 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** (noun)

**Drill-down** (verb, adjective)

To drill down means to move from summary information to detailed data by focusing in on something. In a GUI-environment, "drilling-down" may involve clicking on some representation in order to reveal more detail.

Note that the *Microsoft Manual of Style* recommends that you avoid using this term in documentation, as it is considered slang.

**E**

**Edit** -- *verb*. 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*.

* UX Usage: Use with buttons or actions, including icons.

**Enter vs Type**

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 vs Make sure**

See **Make sure vs Ensure**

**Exit** --  *verb*. 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** -- *noun*. Do not use 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**

File name is open form; do not use filename.

**File Name** -- *noun* and *adjective*. Two words. Use when referring to the name of a file.

**FileName** -- *adjective* and maybe a *noun*. One word. Use when referring to a programming term, such as "the FileName property". Note the capitalization.

**G**

**Gray, Grayed, Grayed Out**

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

**Guidepost**

Pentaho's installation and configuration guides incorporate a helpful "You Are Here" graphic that acts as an intuitive information map by informing readers about their progress, and how much work is left in a process. We call that graphic a "guidepost," and the steps that a reader performs are called "stops."

Do not use the word "graphic" or "image" after the word "guidepost."

Example: Please go to the next stop on the guidepost.

Note: You should insert the word “guidepost” as the image attribute (the <alt> tag).

**H**

**He, She, Her, His**

Avoid specifying the gender (he/she) of users or using masculine or feminine pronouns (his/her). This draws attention to an unnecessary detail in your sentence and causes problems for localization. To avoid specifying a gender, make the sentence active, use a gender-neutral term (the administrator), or make the phrase plural so that you can use "they." However, do not use a plural pronoun such as they or their with a singular antecedent such as user.

Correct: A user can change the default settings.

Correct: You can change the default settings.

Correct: Users can change their settings.

Avoid: A user can change his default settings.

Avoid: Everyone can change their default settings.

Avoid: 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 caps. 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.

**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 • Press ENTER \*Arrow Keys and Numeric Keys\* Spell out plus and minus, hyphen, period, and comma. For general reference, use the term the arrow keys. Don't use direction keys or movement keys. For a specific arrow key, use, for example, the UP ARROW key. Use the and key except in key combinations.

**Keypress/Keystroke**

Do not use keypress, use keystroke instead.

**L**

**Lightweight Directory Access Protocol (LDAP)**

LDAP is is an application protocol for accessing and maintaining distributed directory information services over an Internet Protocol (IP) network.

**Linux**

**See Operating Systems.**

**Login, Logout (noun)**

**Login, Log out (verb)**

**Logging in, Logging out (verb, gerund)**

Although the *Microsoft Manual of Style* recommends using “Log on” (two words), we feel it important to reflect words as they actually appear on our GUI. A case in point is the PUC screen, which uses the word “Login” (one word) as both a noun and a verb.

Until Pentaho login screens change, our style is to use “Login,” one word, whether as a noun, verb, or adjective.

If you need to use the gerund form, use “Logging in” (two words).

Do not use the word “into” when describing login procedures.

Examples

The login dialog box appears.

Login with your user name and password.

Logging in activates your profile.

**Logon / Log on / Log on to** -- *noun* or *adjective* / *verb* / *verb*. Use to refer to creating a user session on a computer, workstation, or network.

* For example, "Enter your password when logging on."

**Logoff / Log off / Log off from** -- *noun* or *adjective* / *verb*/ *verb*. Use to refer to ending a user session on a computer, workstation, or network.

**Do not use the following:**

* **Login / Log in** -- *noun* or *adjective* / *verb*.  In Documentation, only use if these terms appear in the UI.
* **Logout / Log out** -- *noun* or *adjective* / *verb*. In Documentation, only use if these terms appear in the UI.

**M**

**Machine**

Do not use. See **Computer References**.

**Make sure vs Ensure**

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.

**Macintosh OS, Macintosh OS X**

See Operating Systems.

**Metadata**

One word, not hyphenated.

Correct: metadata

Incorrect: meta-data

**Metadata data model**

Can be used as a synonym for reporting.

We prefer to use the term "relational" data model, 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** -- *verb*. Use *Modify* for edit commands. *Modify* is synonymous with *Change*.

* Use *Change* over *Modify* because change is one syllable and its implication is more universal -- small, large, or complete changes: "Change the template for your report."
* *Modify* connotes a small change or tweak. It may make sense to use modify as in, "Modify the header of your report."
* UX Usage: Do not use in the UI use *Edit* instead.

**Mondrian**

Can use as a synonym for analysis and reporting in the schema workbench documentation.

We prefer to use the term "multidimensional" (one word) data model, unless addressing an ETL audience.

**Mouse**

In general use, point to

Use *click*, not *click on*

Hyphenate *double-click* and *right-click*

Avoid mice as plural; use *pointing devices*

**Multi-Dimensional**

Refers to multi-dimensional data models which contain more than two dimensions. In Pentaho, Mondrian is a multi-dimensional data model.

**My Workspace**

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

**N**

**New** -- *adjective*. (No MSTP info.) Do not use *New* as a command, unless it's on a menu, like "On the File menu, click **New**."

**Notification** -- *noun*. Need more detail here. What is Notification referring to here?

**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**

Is 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**

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** -- *noun*. Refer to items in a dialog box only 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."

You can guide a user through navigation by saying, "Click **Administration** in the upper-right corner."

**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 you mention Pentaho support, insert a hyperlink for the word "support," which leads to the Contact Support page on InfoCenter.

**Permissions** -- *noun*. *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.

-We do not need to use pixel-perfect UNLESS it means the difference between PIR and PRD. If it has nothing to do with that, we should not need to use it

**Print-quality**

Used to describe a report that you make in PRD to print out and/or email

**Product Names**

Do not use any abbreviated form in an external document unless specifically approved by Product Management. Here is a list of approved names.

-The Pentaho Business Analytics Suite includes BA and PDI.

-BA Repository and DI Repository are data storage areas. You can use the word "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, or anything referring to "Pentaho Server" or "Pentaho Platform".

-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.

-Spoon is the GUI interface into the DI Server. Be sure to reference the DI Server and Spoon 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. Do not use "PUC" in documentation, except in file names. You can use the word "console" by itself, lowercase, upon subsequent references.

**Pronouns**

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

**Properties** -- *noun*. 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** -- *noun*. Refers to the secondary window that displays the properties of an object or to the collection of tabs or *property pages* which make up a dialog box.

* For general audiences, use *dialog box* or *tab* instead.

**PUC**

See **Product Names**.

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

**R**

**Radio buttons** -- *noun*. Due to problems with worldwide audiences, avoid using the term or modifier, *radio button*. It is okay to use in content for software developers.

**References**

When you want to refer a reader to additional information, consider incorporating a hyperlink in context within a sentence. This approach lets knowledgeable readers skip the link, while providing additional resources for those who want to know more.

Beyond creating inline-enrinched content, consider providing links in a bullet list at the bottom of your article, such as:

-Next Steps

-Related Links

-Learn More

If you choose to 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** -- *verb*. 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.
* UX Usage: Use with buttons or actions, including icons.

**Rename** -- *verb*. Use *Rename* for specific instances of renaming elements, such as renaming a file, a data model, etc.

* UX Usage: Use with buttons, tips or actions.

**Run** -- *verb*. Use *run* instead of *execute* for general audiences.

* 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)**

Adj.— During the running of a process. Example: The process produced a run-time error.

N—At the time of running a process. Example: You can add data at run time.

**S**

**Security**

The four most common types of security for the Pentaho user are known as

-Pentaho Security

-Lightweight Directory Access Protocol (LDAP)

-Microsoft Active Directory (MSAD)

-Single Sign-On (SSO)

**See**

See **References**

**Screen shot**

Two words. Consider rephrasing to avoid using this term. For example, use the term graphic or screen capture instead.

Do not use screen, as in "the screen below contains..."

Avoid screen grab.

**Select**

Use *select* to refer to marking text, cells, and similar items that will be subject to an action. Avoid *highlight*.

**Select** -- *verb*. 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.
* UX Usage: Use for buttons or other actions where a user needs to make selections.

**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** -- *noun*. Use *setting* in content for a general audience to refer to a specific value which the user can set, such as the specific color for a font.

* Example: "You can choose blue as the setting for your font."
* Synonymous with *value*.

**Share** -- *verb*. Need more detail here. Is this a Share feature so users can share content with other users?

**Sign in / Sign in to / Sign-in** -- *verb* / *verb* / *adjective*. 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** -- *verb* / *adjective*. Use to refer to closing a user session for an Internet account.

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

**Sign up / Sign-up** -- *verb* / *adjective*. Use to refer to enrolling in a service.

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

**Do not use the following:**

* **Sign on / Sign off** -- *verb*. 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.

**Solution repository**

This is the RDBMS that holds the artifacts created by Pentaho servers and design tools, including reports, dashboards, charts, data models, properties files, and alike. Refer to it as the Pentaho solution repository if it seems ambiguous, but solution repository works most times. If you have any question, search the content to see how this term is used.

**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** -- *verb*. Do not use to refer to exiting a program.

**Subway Sign/Stop**

See **Guidepost**.

**Superuser**

A security user type. Specifically, the top-level user with security access to all software features. Some systems have names for superusers, such as *root* or *admin*.

**Supported Tecnologies**

The preferred name of the list of technologies and components that we officially support. In the past, this was known as the Support Matrix or Supported Components.

**System Tray**

See **Notification**

**T**

**Trash** -- *verb*. Do not use *Trash*. Use *Delete* instead.

* UX Usage: Use with buttons or actions, including icons.

**Move to Trash** -- *verb*. Used in repositories.

* UX Usage: Use with buttons or actions, including icons.

**Empty the Trash** -- *verb*. Used in repositories.

* UX Usage: Use with buttons or actions, including icons.

**Type**

See **Enter vs Type**

**U**

**UNIX**

UNIX is a trademarked term. It is always uppercase.

* Do not use it as a generic term, for example, "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 for more detail.

**Upgrade** – used for the process of moving from 1 major version to the next major version, i.e., from 5.2 to 6.0, or 4.8 to 5.0.

**Update** – used for the process of updating *within* a major version. Example: 5.0.6 to 5.1, or 5.1 to 5.2, etc.

Anthony D’s input:

* We are going to work with legal upstairs and get everybody to agree on the correct term to use for what situation.

Once the Legal/Support team figures this out, we can come up with a game plan and update this section in a more formal manner.

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

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

You can make this feature available to Pentaho users by...

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

**User Console**

See **Product Names**.

**User Names**

Two words.

Correct: user names

Incorrect: usernames

**Username** -- *noun*. May use *Username* as a button label. When writing, use *user name* unless referring directly to the button.

**User name** -- *noun*. When writing, use *user name* unless referring directly to the 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**

Lower-case unless it is a proper noun according to the Microsoft Manual of Style. It currently appears as both upper- and lower-case in our documents.

**Website**

Closed form; not two words.

**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).

Example: "The Data Source Wizard lets you define the connection, the data model to use, and the tables and columns from the data source. This wizard is accessible in the User Console from many different places."

**Workspace**

No longer used to refer to the Workspace tab in the User Console. It will be called Scheduling from now on. Do not use My Workspace either.

**Workstation**

One word. See **Computer References**.

**Y**

**You Are Here**

See **Guidepost**.

***Pending* -Other**

**Schedule**

**Perspective**

**Report**  
**View**

**Database**

**Data source** Sandra will have plenty to say on this particular topic right here

**Check box vs Checkbox**

**Computer/Machine/Client/Host**

**Dialog Box vs. Dialog**

**Data Set**

**Drill Down/Drill-Down**

**DI vs. PDI**

**File Name vs. filename**

**Grayed out**

**Key combinations and sequences ([ALT]+C)**

**Import / Exportvs. Upload/Download**

**Online**

**Plugin/Plug-in**