



GIS Terminology Checker Process

Notices

© 2026 Avaya LLC. All Rights Reserved.

You may, at your own risk, assemble a MyDocs collection solely for your own internal business purposes, which constitutes a modification to the original published version of the publications. Avaya shall not be responsible for any modifications, additions, or deletions to the original published version of publications. You agree to defend, indemnify and hold harmless Avaya, Avaya's agents, servants and employees against all claims, lawsuits, demands and judgments arising out of, or in connection with, your modifications, additions or deletions to the publications.

A single topic or a collection of topics may come from multiple Avaya publications. All of the content in your collection is subject to the legal notices and disclaimers in the publications from which you assembled the collection. For information on licenses and license types, trademarks, and regulatory statements, see the original publications from which you copied the topics in your collection.

Except where expressly stated by Avaya otherwise, no use should be made of materials provided by Avaya on this site. All content on this site and the publications provided by Avaya including the selection, arrangement and design of the content is owned by Avaya and/or its licensors and is protected by copyright and other intellectual property laws including the sui generis rights relating to the protection of databases. Avaya owns all right, title and interest to any modifications, additions or deletions to the content in the Avaya publications.

Contents

Chapter 1: Introduction	3
Overview.....	3
Content improvement tools.....	3
What's new with terminology checker and custom dictionary.....	4
Chapter 2: Roles and responsibilities	6
Core team and responsibilities.....	6
Delivery schedule.....	6
Chapter 3: Rules and process	7
Implementation.....	7
Vale extension rules.....	7
Custom rules.....	8
Approval.....	8
Development and Testing.....	8
Chapter 4: Applying rules	9
Add rules to the environment.....	9
Synchronizing the rule files to your system.....	9
Chapter 5: Terminology Checker installation	11
Setting the HTTP(S)/WebDAV preferences on Oxygen XML Author.....	11
Installing the Terminology Checker add-on from Oxygen XML Author.....	11
Chapter 6: Terminology checker and custom dictionaries configuration	13
Specifying the path to rule files in Oxygen XML Author.....	13
Specifying the path to custom dictionaries for Spell Check in Oxygen XML Author.....	13
Specifying the path to custom dictionaries for the AutoCorrect feature in Oxygen XML Author.....	14
Chapter 7: Team's Contribution	15
Verifying the content.....	15
Your contribution to Terminology Checker and Spell Checker.....	15
Chapter 8: Tips	17
Instructing the Spell Checker to check the whole topic.....	17
Configuring Oxygen XML Author to ignore spell check of certain elements.....	18

Chapter 1: Introduction

Overview

Avaya GIS Authoring environment provides the following tools and customization to help develop consistent and comprehensible content.

Terminology Checker

Terminology Checker is a content optimization tool writers use to check content quality. The checker measures how well your content complies with the Avaya Customer Documentation Style Guide. It provides a report that you can use to improve your content.

The tool runs as a plug-in within Oxygen XML Author.

Custom Dictionary

Custom Dictionary, Avaya's customized dictionary terms for use with Spell Checker.

Autocorrect

This feature automatically and seamlessly corrects words that are frequently misspelled while typing in the editor.

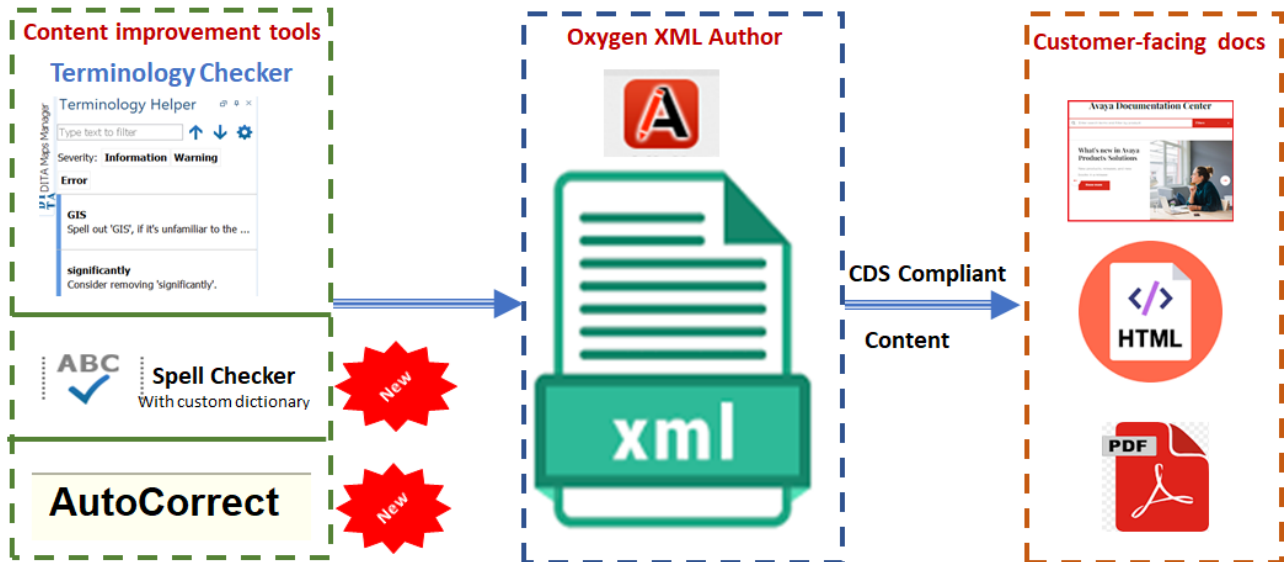
Benefits

With this automation:

- Authors have immediate feedback while they develop content, saving rework and reviewing iterations.
- Editors can spend less time on common style issues and focus on other content aspects, such as comprehensibility, conciseness, clarity, and flow.
- Localization costs are significantly reduced due to fewer rework cycles.
- Avaya customers experience more consistent and comprehensible product documentation.
- The team's efficiency and customer satisfaction improve.

Content improvement tools

The diagram shows tools that are available with Oxygen XML Author that help writers create content that complies with Avaya Customer Documentation Standards.



What's new with terminology checker and custom dictionary

December 2023 Update

New rules, features, and enhancements in this release:

- Introduced the following new Vale rules:
 - Passive voice: If possible, rewrite in active voice. Passive voice is acceptable if the reader does not need to know who performs the action.
 - Recommendations: Avoid using 'it is recommended' or 'is recommended'. Where possible, use the imperative form. If you must specify that the information is a recommendation, use Avaya recommends.
 - a.m./p.m. or am/pm: Both a.m./p.m. and am/pm are correct, but using periods is preferred. Regardless of which form you use, be consistent. Add a space after the time.
- Added new terms to the custom dictionary to improve Spell Checker and AutoCorrect.

July 2023 Update

New rules, features, and enhancements in this release:

- Introduced the following new Vale rules:
 - Emotive words: Avoid words that convey emotions, such as amazing, happy, and superior.
 - Subjective words: Avoid expressions that convey personal beliefs or feelings, such as easy, reliable, and robust.
 - Inclusive words: Avoid words and phrases that are considered discriminatory, offensive, and hurtful, such as blacklist, whitelist, and master.

- Hyphenate terms: Added terms that require a hyphen, such as add-on and right-click.
- Do not hyphenate terms: Added terms that do not require a hyphen, such as autodial and resize.
- Added new terms to the custom dictionary to improve the Spell Checker.

March 2023 Update

New rules, features, and enhancements in this release:

- Introduction of new terminology and style checks.
 - Wordy introductions: Catch sentences that start with but, it is, there are, and other wordy phrases.
 - Words that convey uncertainty: Avoid vague words such as generally, most, and should.
 - Internet slang: Colloquial terms such as FYI are ambiguous and difficult to translate.
 - Pronouns: Use gender-neutral pronouns such as they/them or mention the role instead.
 - US English spelling: Provide US English spelling for terms written in British English form.
- Enhancement of the Terminology Helper messaging by adding links to the Avaya GIS Customer Documentation Standards in rule files.
- Publication of the GIS Terminology Checker Process Document. Use this document to learn more about the processes for developing the terminology checker, reporting issues, and providing feedback and suggestions.
- Introduction of the Custom Spell Check Dictionaries. In addition to the default Spell Check dictionaries, an additional dictionary is now provided to cover industry, brand, and other words according to Avaya standards.

 **Note:**

Writers must perform a one-time setting in Oxygen XML Author to use the custom dictionaries.

- Introduction of the Custom Dictionary for the AutoCorrect feature. Provide additional corrections as words are typed to help enforce US English spellings and GIS style.

 **Note:**

Writers must perform a one-time setting in Oxygen XML Author to use the custom dictionaries.

Chapter 2: Roles and responsibilities

Core team and responsibilities

Core team

- GIS Information Architects: Kavitha Samudrala and Lawallambok Wahlang
- Editor: Parama Roy Chowdhury
- Writers: Khadija Abdullah

Responsibilities

The core team:

- Decides which rules to add or update
- Tests the rules
- Fixes issues within the rules
- Performs user acceptance testing
- Incorporates the feedback
- Decides the delivery timeline
- Gets the changes pushed to the RWS server so that the new and updated rules are available to the GIS team in Oxygen XML Author.

Delivery schedule

New rules or updated rules will be pushed to the system by the vendor RWS every quarter.

Chapter 3: Rules and process

Implementation

The new Terminology Checker plug-in and its style rules leverage the most competitive industry offerings, such as Microsoft and Grammarly, and are customized to enforce Avaya standards.

To implement this checker, we used a combination of rules:

- Used existing Vale rules with the terminology checker. Vale is an open-source tool that brings your editorial style guide to life.
- Created our custom rules for the terminology checker.

Vale extension rules

The current implementation of the terminology checker supports the following Vale extension points:

Check	Implementation
existence	Adverbs.yml, AMPM.yml, Anthropomorphism.yml, Avoid.yml, Emotive.yml, Ordinal.yml, PassiveVoice.yml, Pronouns.yml, Recommendations.yml, SentenceSpacing.yml, Slang.yml, Subjective.yml, UserFocus.yml, Vague.yml, WordyIntro.yml
substitution	Contractions.yml, DoNotHyphenateTerms.yml, Foreign.yml, ForeignAbbreviations.yml, HyphenateTerms.yml, Inclusivity.yml, InputOutput.yml, ProhibitedTerms.yml, SpellingUSEnglish.yml, TermsError.yml, VersusInHeading.yml, Wordiness.yml
conditional	Acronyms.yml

Custom rules

Certain terms do not fit in Vale YAML files and require additional details or custom messages. Such terms are maintained in a separate XML file, ComplexTerms.xml.

Approval

A steering committee or terminology administrators must approve proposed terms, rules, or features. This team also approves the proposed new terms and any requested changes to existing terms. Those terms or rules are discussed with the editor for standards compliance.

Development and Testing

After the requested rules are approved for implementation, the team creates or updates the rule and tests the solution. The rule is tested rigorously before pushing to production.

Chapter 4: Applying rules

Add rules to the environment

If your rules and fixes are tested, approved, and ready for pushing to the production environment, Information Architects raise a request for RWS Professional Service to push the rule files to your authoring environment.

RWS pushes the new rules and custom dictionary files to your authoring environment (DEV or PROD). RWS will setup the configuration on your environment that will synchronize the files to the following location on your computer when new files or updated files are added:

- Terminology Checker

- C:\Users\\Documents\OxygenXMLAuthor\Avaya

- C:\Users\\OneDrive - Avaya\Documents\OxygenXMLAuthor\Avaya

- Spell Checker

- C:\Users\\AppData\Roaming\com.oxygenxml.author\spell\Avaya

- AutoCorrect

- C:\Users\\AppData\Roaming\com.oxygenxml.author\autocorrect\Avaya

 **Important:**

Do not manually add rule files to the Avaya folder.

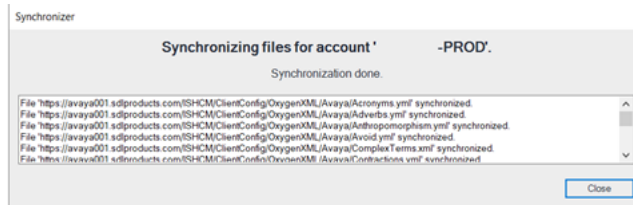
Synchronizing the rule files to your system

Procedure

1. Close Publication Manager and Oxygen XML Author if already opened.
2. Restart Publication Manager.

A synchronization dialog box shows that RWS has automatically pushed the new rule files to the folder in your system.

Applying rules



3. Check if the rule files and dictionaries are available in one of the following locations:

- **Terminology Checker:**

- C:\Users\\Documents\OxygenXMLAuthor\Avaya
- C:\Users\\OneDrive - Avaya\Documents\OxygenXMLAuthor\Avaya

- **Spell Checker:**

- C:\Users\

- **AutoCorrect:**

- C:\Users\

Chapter 5: Terminology Checker installation

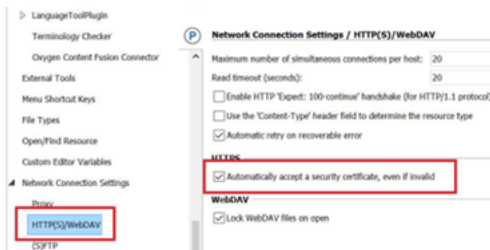
Setting the HTTP(S)/WebDAV preferences on Oxygen XML Author

About this task

You must set the network connectivity preferences and install the Terminology Checker plug-in only once. When new rules are added, and existing rules are updated, the files are automatically copied to your local folder.

Procedure

1. Open Oxygen XML Author.
2. From the menu, click **Options > Preferences** to open the Preferences dialog box.
3. Click **Network Connections Settings > HTTP(S)/WebDAV** and select the **Automatically accept a security certificate, even if invalid** check box.



4. Click **OK**.

Installing the Terminology Checker add-on from Oxygen XML Author

Procedure

1. Open Oxygen XML Author, and click **Help > Install new add-ons** to open an add-on.

Terminology Checker installation

2. In **Show add-ons from**, enter or paste `https://www.oxygenxml.com/InstData/Addons/default/updateSite.xml` or select it from the drop-down menu.
3. Select the **Terminology Checker** add-on and click **Next**.
4. Read the end-user license agreement, select **I accept all terms of the end-user license agreement**, and click **Finish**.
5. Restart the application.

On the left pane, the Terminology Helper dialog box lists all errors with suggested words and comments.



Chapter 6: Terminology checker and custom dictionaries configuration

Specifying the path to rule files in Oxygen XML Author

About this task

You must perform this setting once in Oxygen XML Author. If the rule files are updated in future releases, RWS automatically pushes the new rule files to the folder in your system.

Procedure

1. Open Oxygen XML Author.
2. Click **Options > Preferences** to open the Preferences dialog box.
3. Click **Plugins > Terminology Checker**.
4. In **Additional terminology folder**, browse to one of the following folder locations:
 - C:\Users\\Documents\OxygenXMLAuthor\Avaya
 - C:\Users\\OneDrive - Avaya\Documents\OxygenXMLAuthor\Avaya
5. Restart Oxygen XML Author.

Specifying the path to custom dictionaries for Spell Check in Oxygen XML Author

About this task

You must perform this setting once in Oxygen XML Author. If the dictionaries are updated in future releases, RWS automatically pushes the new files to the folder in your system.

Procedure

1. Open Oxygen XML Author.
2. Click **Options > Preferences** to open the Preferences dialog box.

3. Go to **Editor > Spell Check > Dictionaries**.
4. In the **Include dictionaries and term list from** option, browse to the following folder location:

```
C:\Users\
```
5. Click **Apply**.
6. Click **OK**.
7. Restart Oxygen XML Author for the spell checker to start using the new dictionary.

Specifying the path to custom dictionaries for the AutoCorrect feature in Oxygen XML Author

About this task

You must perform this setting once in Oxygen XML Author. If the dictionaries are updated in future releases, RWS automatically pushes the new files to the folder in your system.

Procedure

1. Open Oxygen XML Author.
2. Click **Options > Preferences** to open the Preferences dialog box.
3. Go to **Editor > Edit Modes > Author > AutoCorrect > Dictionaries**.
4. In the **Include dictionaries from** option, browse to the following folder location:

```
C:\Users\
```
5. Click **Apply**.
6. Click **OK**.
7. Restart Oxygen XML Author for the AutoCorrect feature to start using the new dictionary.

Chapter 7: Team's Contribution

Verifying the content

About this task

When you open or check out a topic with Oxygen XML Author, it flags content that does not meet the defined Avaya Customer Documentation style. You can step through the flagged content and resolve the issues in the topic.

! Important:

Always run the terminology checker on topics before sending them for SME or Editorial review.

Procedure

1. Check out or open the topic that you want to verify in Oxygen XML Author.

On the left pane, Terminology Helper lists errors, warnings, and additional information.



2. Fix the errors as suggested, and consult the editor when in doubt.
3. Click the Spell Checker and navigate through the errors and fix the issue.

Your contribution to Terminology Checker and Spell Checker

You can do the following to help us:

- Check the terminology checker suggestions whenever you add or edit content in Oxygen XML Author.

- Report issues and request enhancements.
- Propose new terms or rules to be added to the collection of rules for the terminology checker.

Use the following guidelines to contribute to the Terminology Checker project.

Do you have a question?

Use the [GIS Information Architect Yammer forums](#) for questions and discussions. Use the INFOSOLUTIONS JIRA to track bugs and feature requests.

Found a bug?

While creating or editing content in Oxygen XML Author, create an INFOSOLUTIONS JIRA ticket if you notice that the terminology checker:

- Flags a term that this tool shouldn't be flagging.
- Does not flag a term that has been discouraged in Avaya Customer Documentation Standards (CDS).
- Provides ambiguous or incorrect suggestions.
- Notice any other terminology checker-related issues.

When creating a JIRA, select **Terminology Checker/Spell Checker** as the component and provide the error details in the description.

Need a new feature or enhancement?

Create an INFOSOLUTIONS JIRA. When creating a JIRA, select **Terminology Checker/Spell Checker** as the component and describe your feature and possible solution in the description.

Want to discuss with the Technology Checker core team?


You can post a question or open a discussion about a rule or discrepancy in Confluence at [Terminology checker](#).

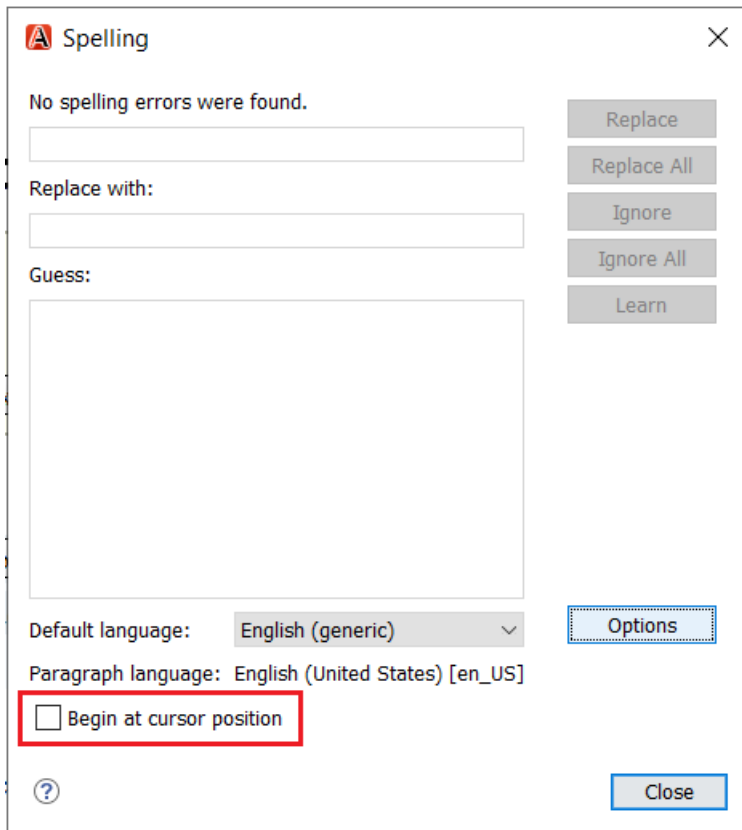
The Technology Checker core team and the entire GIS team can view your question and involve in the discussion. You can respond to others' questions.

Chapter 8: Tips

Instructing the Spell Checker to check the whole topic

Procedure

1. Check out or open a topic in Oxygen XML Author.
2. Click .
3. In the Spelling dialog box, ensure **Begin at cursor position** is unchecked.



4. Click **Close**.

Configuring Oxygen XML Author to ignore spell check of certain elements

About this task

You notice that Oxygen XML Author highlights or underlines product names or trademarks, even if those terms were reused from the common product names file.

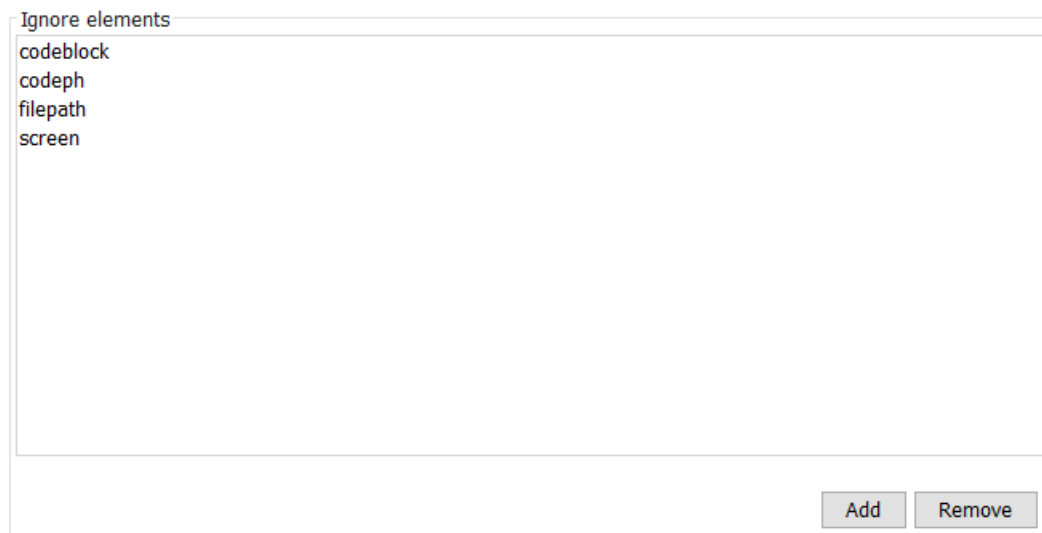
For example, check the term OneCloud in the following screenshot.

system to another. product Avaya tm OneCloud™ tm product

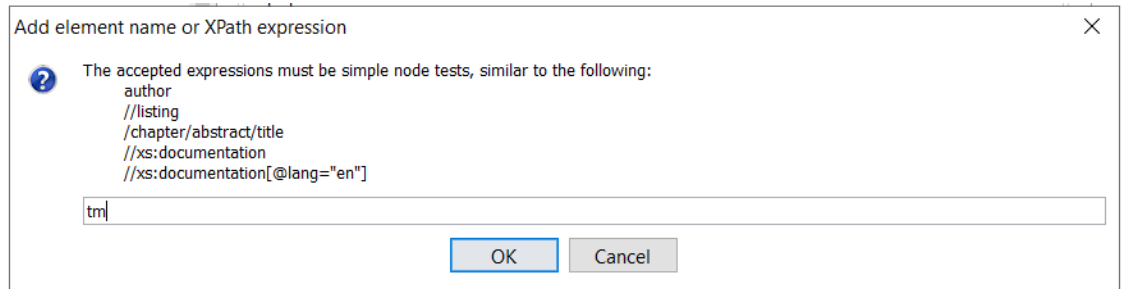
To fix this, set your Spell Checker preferences to ignore those elements.

Procedure

1. Open Oxygen XML Author.
2. Click **Options > Preferences** to open the Preferences dialog box.
3. Expand **Editor** and select **Spell Check**.
4. Add the **product** and **tm** elements in the Ignore elements section.
 - a. Click **Add**.



- b. In the Add element name or XPath expression, enter `tm` or `product` and click **OK**.



5. Click **OK**.
6. Check your content, and you will notice that the dotted red line highlighted for OneCloud now disappears.

system to another. **product** Avaya **tm** OneCloud™ **tm** **product**

Index

A

Add rules to the environment [9](#)

C

Custom rules [8](#)

G

Grammarly style [7](#)

H

HTTP(S)/WebDAV preferences on Oxygen XML Author [11](#)

I

Install new add-ons [11](#)

Installing the Terminology Checker [11](#)

M

Micro Soft style [7](#)

N

Network Connections [11](#)

O

Oxygen's add-on [3](#)

R

report Terminology Checker enhancements [15](#)

report Terminology Checker errors [15](#)

Rule

 development [8](#)

 test [8](#)

S

synchronization [9](#)

Synchronizing the rule files [9](#)

T

Terminology Checker [3](#)

 delivery schedule [6](#)

V

Vale rules [7](#)

Verifying the content using Terminology Checker [15](#)