Add Passages

A **passage** is a quote from a text that explains the term, or shows how the term is used.

You can add passages to a definition or an entire term. Passages can also include citations from Mandala Sources.

Add a passage to an entire term

1. Open the term in the editor view
2. Click **Passages**, then **New Passage**
   - The passage form will open

3. Enter the text of the passage
4. Click **Create**
   - The new passage will open; you can then add a citation to the passage

Add a passage to a definition

1. Open the term in the editor view
2. Click **Definitions,** then the **View icon** next to the definition that needs a passage
   - The view icon looks like a magnifying glass

   - The full definition will open

3. Click **Passages**, then **New Passage**
   - The passage entry form will open

4. Enter the text of the passage
5. Click **Create**
   - The new passage will open; you can then add a citation to the passage