Purpose

Use this procedure to add a glossary term to an Articulate course.

Trigger

Perform this procedure when when you need to add a glossary term.

Prerequisites

- None

Menu Path

Use the following menu path to begin this transaction:

- None

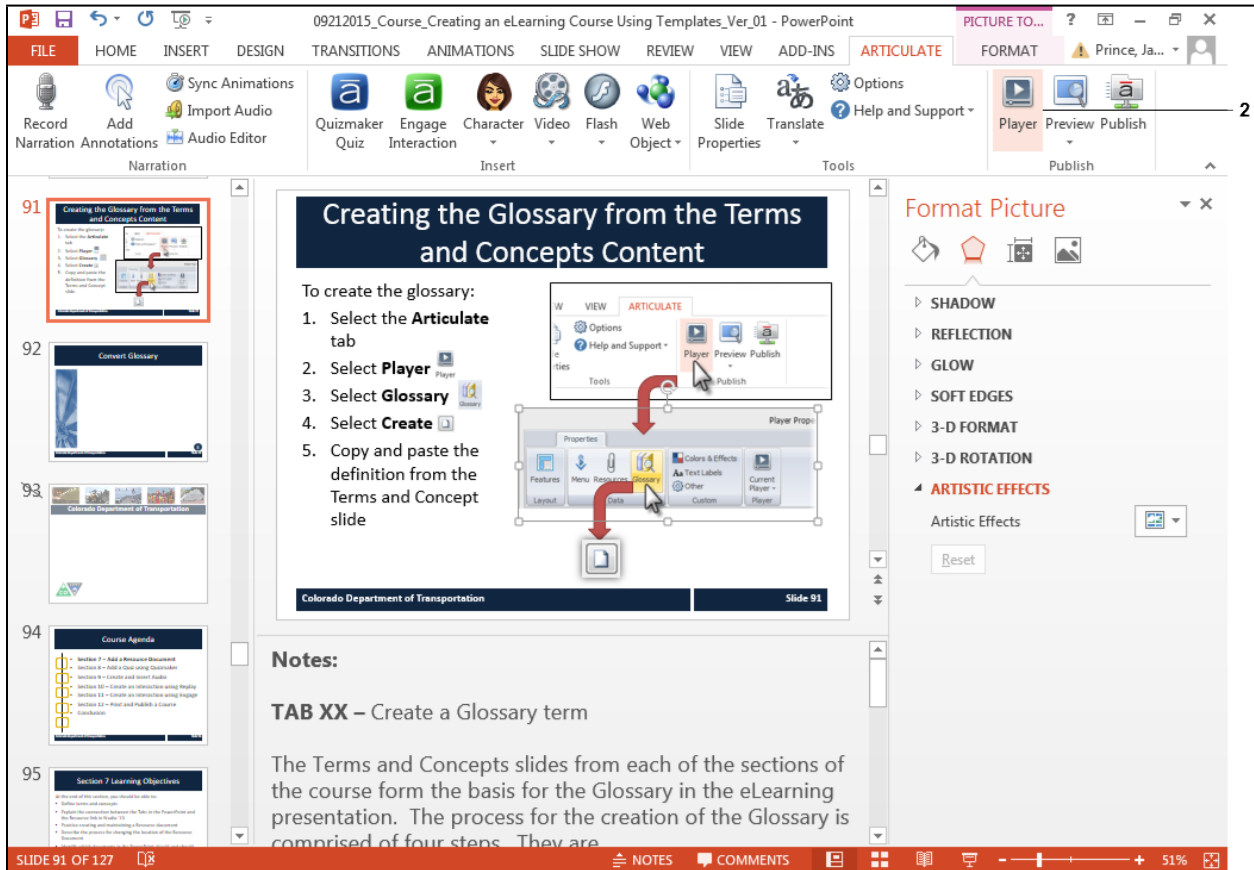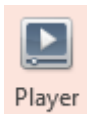**Transaction Code**

Articulate

Helpful Hints

- Once you have added the first term in the course the edit and delete buttons become active.
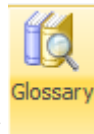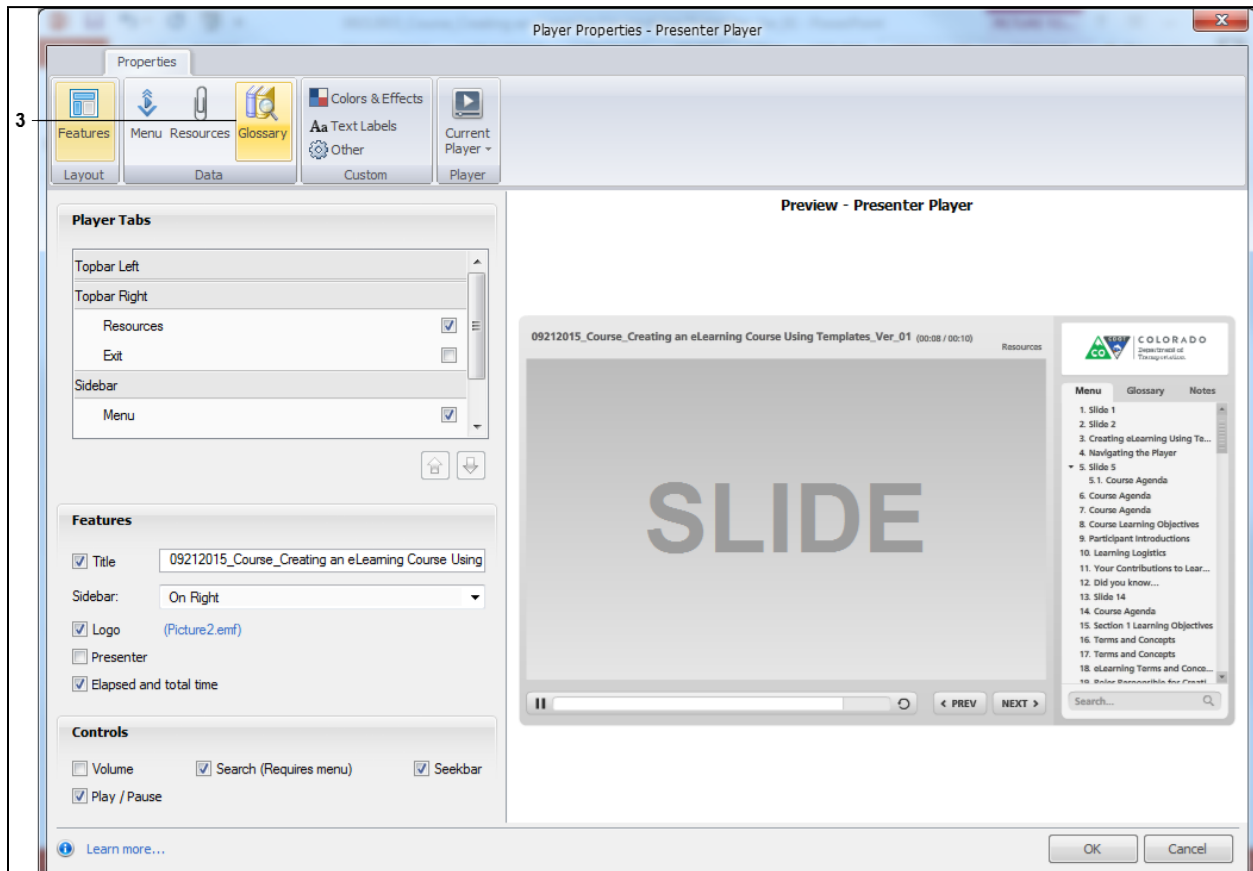
Procedure

1. Start the transaction from the Articulate ribbon of the PowerPoint you want to create the glossary.

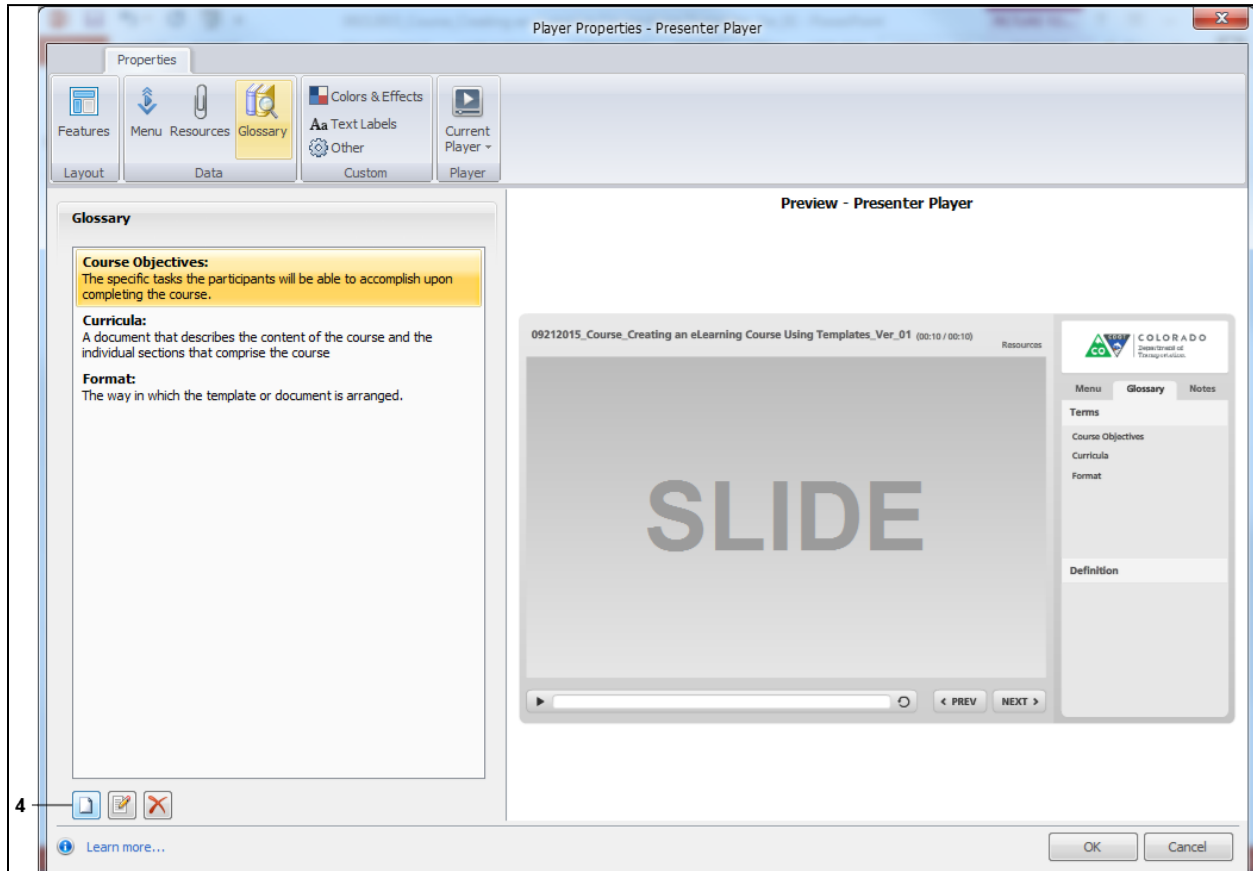**09212015_Course_Creating an eLearning Course Using Templates_Ver_01 - PowerPoint**

2. Click **Player** button　　　. The *Player Properties* screen displays.

Player Properties - Presenter Player

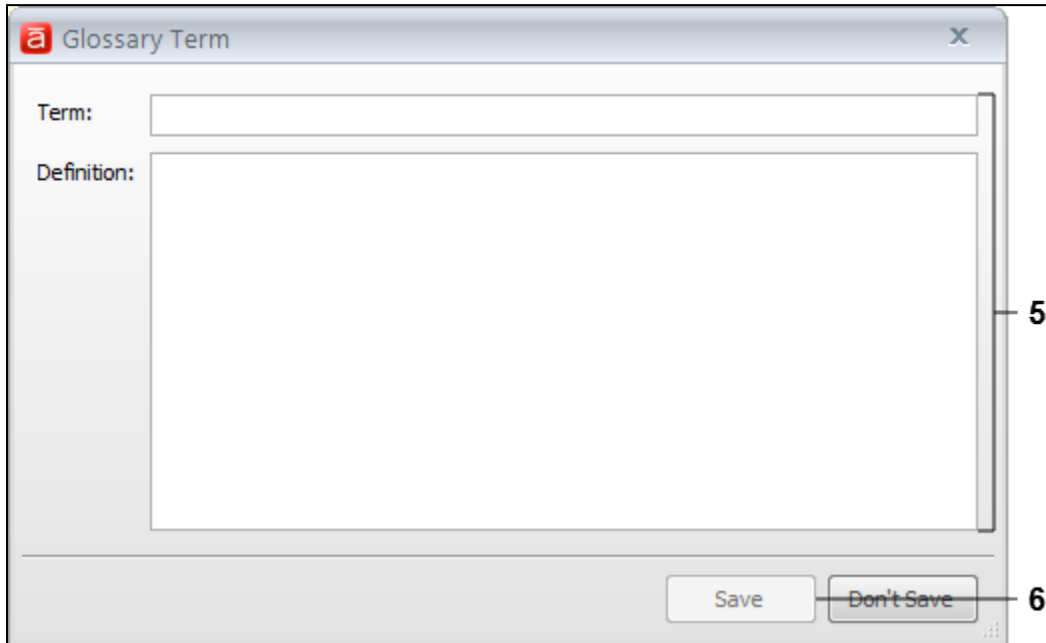**3.** Click the **Glossary** button. The *Player Properties* screen updates with the Glossary screen details.

Player Properties - Presenter Player

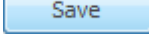**4.**   Click **Add** button [icon]. The *Glossary Term* Screen Displays.

> To the right of the **Add** button is the *Edit* and *Delete* term buttons.

Glossary Term

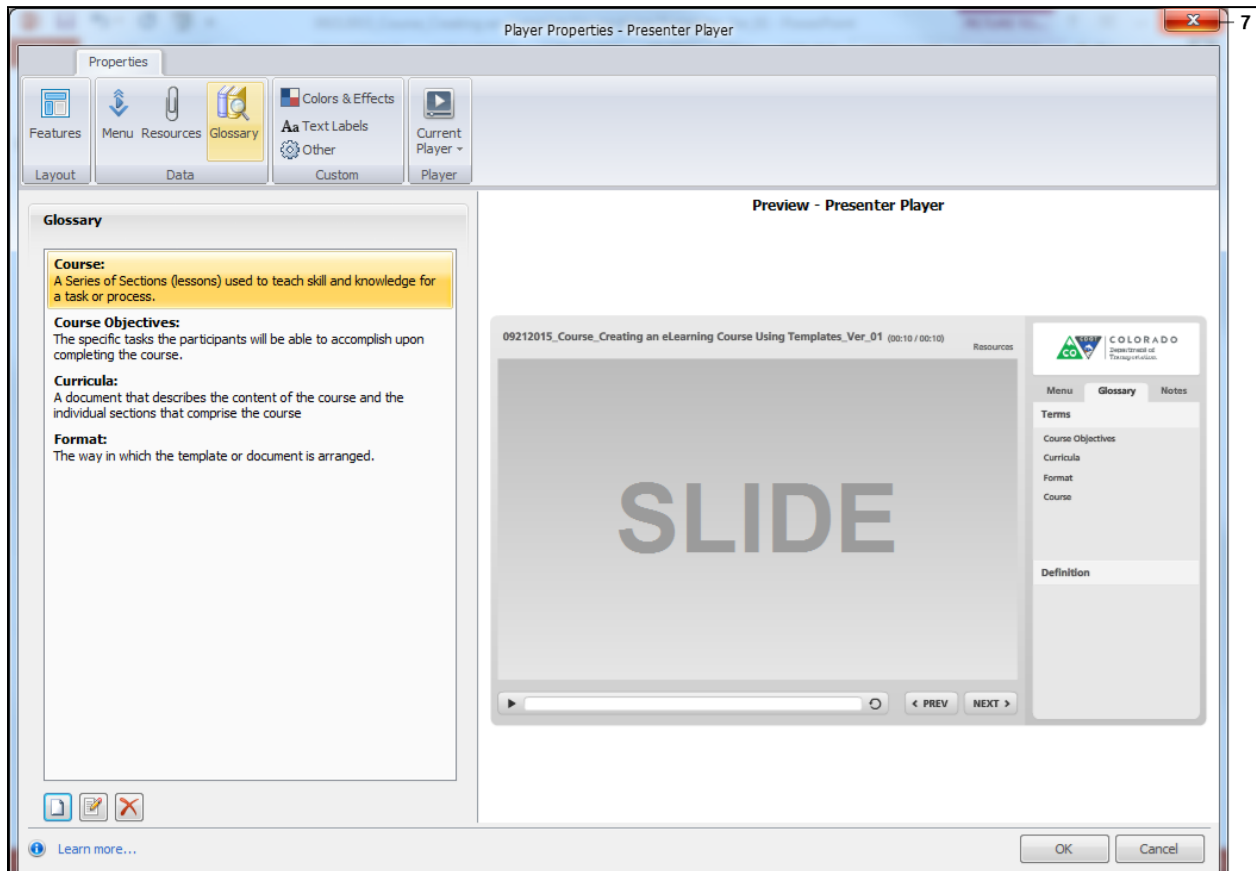**5.**   As required, complete/review the following fields:

Field	R/O/C	Description
Term	Required	A word or phrase used to describe something or to express a concept **Example:** Course
Definition	Required	A description of the term or concept. **Example:** A Series of Sections (lessons) used to teach skill and knowledge for a task or process.

6.   Click **Save** button [Save] to save your term to the Glossary. The *Player Properties* screen displays and the Glossary is now populated with the term you have added.

Repeat the steps above until you have added all of the terms and concepts for the course.

Player Properties - Presenter Player

7. Click **Exit** to ![X] to return to the presentation.

Result

You have added a term to the Articulate Glossary.