Getting Started with Cog – Quick Reference Guide

Manually enter word lists

If you have not entered your words (phonetic transcriptions) in WordSurv or Excel, you can manually enter word lists.

1. Click **Add a new variety** (below **Common tasks**). Type a name. Click **OK**. Repeat for each variety.
2. Click **Add a new meaning** (below **Common tasks**). Type the gloss and, *optionally*, the category (if you enter categories, use a name or abbreviation convention consistently). Repeat for each meaning.
3. Enter words into the **Word lists** table:
   - Double click an empty cell. Select your IPA keyboard, if it is not already selected. Type the word.
     If a variety has multiple word forms for a single meaning, enter them all in the same cell, separated by a comma (**,**). For a two-word meaning, separate them with a period (**.**). Repeat this step for each variety and meaning.

Import a word list from WordSurv 6

1. Open the database in WordSurv 6.
2. On the **File** menu, click **Export/Survey/To XML File**.
3. Choose the survey, and then click **Export**.
   Remember where you saved the XML file.
4. Open a new project in Cog. Name and save the project.
5. In **Word lists**, click **Import word lists** (below **Other tasks**).
6. Select **WordSurv 6 XML (*.xml)** in the file type drop-down box at the bottom right of the dialog box.
7. Navigate to the directory with the XML file. Select it and then click **Open**.

Import a word list from WordSurv 7

1. Open the database in WordSurv 7.
2. On the **File** menu, click **Export/Survey/CSV**.
   Remember where you saved the CSV file.
3. Open a new project in Cog. Name and save the project.
4. In Word lists, click **Import word lists** (below **Other tasks**).
5. Select **WordSurv 7 CSV** in the file type drop-down box at the bottom right of the dialog box.
6. Navigate to the directory with the CSV file. Select it and then click **Open**.

Import a word list from Excel

You can import a word list from a Microsoft Excel® spread-sheet. Here is one possible spreadsheet format:

	gloss1	gloss2	gloss3
	cat1	cat2	cat3
variety1	word1	word2	word3
variety2	word4	word5	word6
variety3	word7	word8	word9

If a variety has multiple word forms for a single meaning, enter them all in the same cell, separated by forward-slashes (/).

When your word list is complete and organized, do these steps:
1. In Excel, save the word lists sheet as **Unicode Text**.
   Click **Yes** if Excel asks you if you want to keep the workbook in this format since it does not support certain features.
   Remember where you saved the text file.
2. Open a new project in Cog. Name and save the project.
3. In **Word lists**, click **Import word lists** (below **Other tasks**).
4. Select **Tab-delimited Text** in the file type drop-down box at the bottom right of the dialog box.
5. Navigate to the directory with the text file. Select it and then click **Open**.
6. In the **Text Import** dialog box, select the format of your word lists and whether your word lists includes categories. Then, click **Import**.

Export word lists from Cog

1. Click **Word lists**.
2. Click **Export word lists** (below **Other tasks**).
   Remember where you saved the *tab-delimited* text file.
3. From Excel, open the text file, following the steps in the **Text Import Wizard** to import the file. Open the file again and try different settings in the wizard if it does not look right.

The **Compare** tab has three methods for cognate identification.

Comparing with the Blair method

1. Click the **Compare** tab, and then click **Settings**.
2. Click the **Method** control (below **Likely cognate identification**) and then select **Blair**.
3. Here is a brief overview of setting you can choose:
   - **Ignore regular insertions/deletions** indicates that segments that are inserted or deleted 3or more times are ignored.
   - **Regular consonants are category 1** (exact matches, similar vowels, similar consonants that correspond 3 or more times, inserted or deleted segment that occurs 3 or more times).
   - **Ignored correspondences** allows you to add or import a table of segment correspondences you want Cog to ignore.
   - **Similar vowels** and **Similar consonants:**
     If you *increase* these threshold values, *more* vowels or consonants will be considered similar.
     Correspondences tables store added or imported segments that correspond.
     The check-box controls help preclude the need for you to list all possible segment-to-cluster or cluster-to-cluster correspondences.

     Refer to **Cog Help** (on the **Help** menu) for more details about setting up this and the other available methods.