

MWE Tool - How To Annotate

Welcome to the MWE Tool, designed to help users annotate multiword expressions (MWEs) efficiently. This document will guide you through the process of using the tool from uploading or selecting a project to annotating and downloading your work.

Getting Started

1. Register into the portal as an Admin or Annotator

- **For Admins:**
While registering select role as Admin and fill all other necessary credentials
- **For Annotators:**
While registering select role as Annotator and make sure you select organisation and language as required by your admin

2. Login and Access

- After logging into the interface, you'll be taken to the **Projects Page** where you can either:

For Admins:

- **Upload a New Project:** You can upload a project of your language and assign it to the annotator
- File type can be a raw txt file and please consider to use this sentence delimiters (?, ! , | , | |) . If you happened to not find any pf these please use your own languages's sentence delimiters and then upload them to the tool
- **Select an Existing Project:** You can also choose a project that has already been uploaded.

For Annotators:

Select an Existing Project: You can also choose a project that has already been uploaded.

3. Navigating to a Project

- Once you've selected or uploaded a project, click on the desired project. This will take you to the **Annotate Sentence Page**.

4. Working with Projects

1. Viewing and Selecting Sentences

- On the **Annotate Sentence Page**, you will see a list of segmented sentences that are ready for annotation.
- Click on any sentence to start working on it.

2. Annotating a Sentence

- Once you're viewing a sentence, follow these steps to annotate it:
 - **Select Words:** Click and select at least two words from the segmented sentence.
 - **Click on Annotate:** After selecting the words, click on the **Annotate** button to proceed.

3. Choosing Annotation Type

- A **dropdown menu** will appear below, allowing you to select the **annotation type** for the selected words.
- Once you've chosen the appropriate annotation type, click **Add** to apply the annotation.

4. Managing Annotations

- As you annotate, you can see the list of annotated words on the right-hand side of the screen.

For Annotators:

- **Delete Annotations:** Remove specific annotations from this list.
 - **Reset Annotations:** Clear all annotations if needed.
 - **Edit Annotations :** Can edit annotated words if needed
- Continue annotating until you're satisfied with the sentence.

5. Submitting Annotations

- Once all annotations for a sentence are complete, click **Submit** to save your work.

Downloading Annotations

- When you've finished annotating the entire project, return to the **Projects Page**.
- To download your annotations, simply click on the **Download** icon next to the relevant project.

Continuous Improvement

We are continuously working on improving the MWE Tool based on user feedback. Feel free to share your suggestions for better functionality and usability.

By following these steps, you'll be able to use the MWE Tool effectively for annotating multiword expressions. If you have any questions or need further assistance, please contact our team.