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Index of Demo Movies

The following Demo Movies are available to demonstrate many of the features of Language Explorer (FLEX).

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Send Project for the First time (Send/Receive 2)	**Send Project for the First time (Send/Receive 2) (4:31)
Add Member to a Project (Send/Receive 3)	Add Member to a Project (Send/Receive 3) (1:59)
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Audio

Summary	Video
Adding and Using an Audio Writing System	Adding and Using an Audio Writing System (3:28)

FLEx summaries – Introduction

1 Quick tour

1 FLEx Quick Tour (2:19)

The tools in Language Explorer are organised in **areas**. In each area there are a number of tools or views. This list changes depending on which area you are currently in.

Area	This is where you...	Various Views/Tools for...
Lexicon	maintain your lexical database.	Built-in dictionary styled editor, Bulk editing tools Special view for entering in semantic domains.
Text & words	enter and interlinearise texts.	Concordance search tools, examine analyses.
Grammar area	enter and organise grammar information and rules	Category edit - manage the list of grammatical categories. Add inflectional rules by creating templates. Compile into grammar sketch.
Lists	maintains the various lists used to classify and categorise items	Add/Edit items in lists

2 Browse vs edit panes

2 FLEx Pane Layout (0:52)

Many views contain both Browse and Edit panes. The browse pane shows many records whilst the edit pane allows you to work on one record in detail.

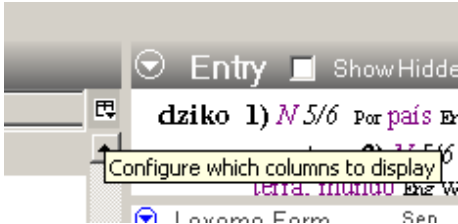
Either pane can be **minimised** (by dragging the divider) and later easily **restored** (by clicking on the grey bar).

3 Customise the columns

3 FLEx Configure Columns (1:25)

In Lexicon area, lexicon edit view

- Use the configure column **button** (to the right of the last browse column)



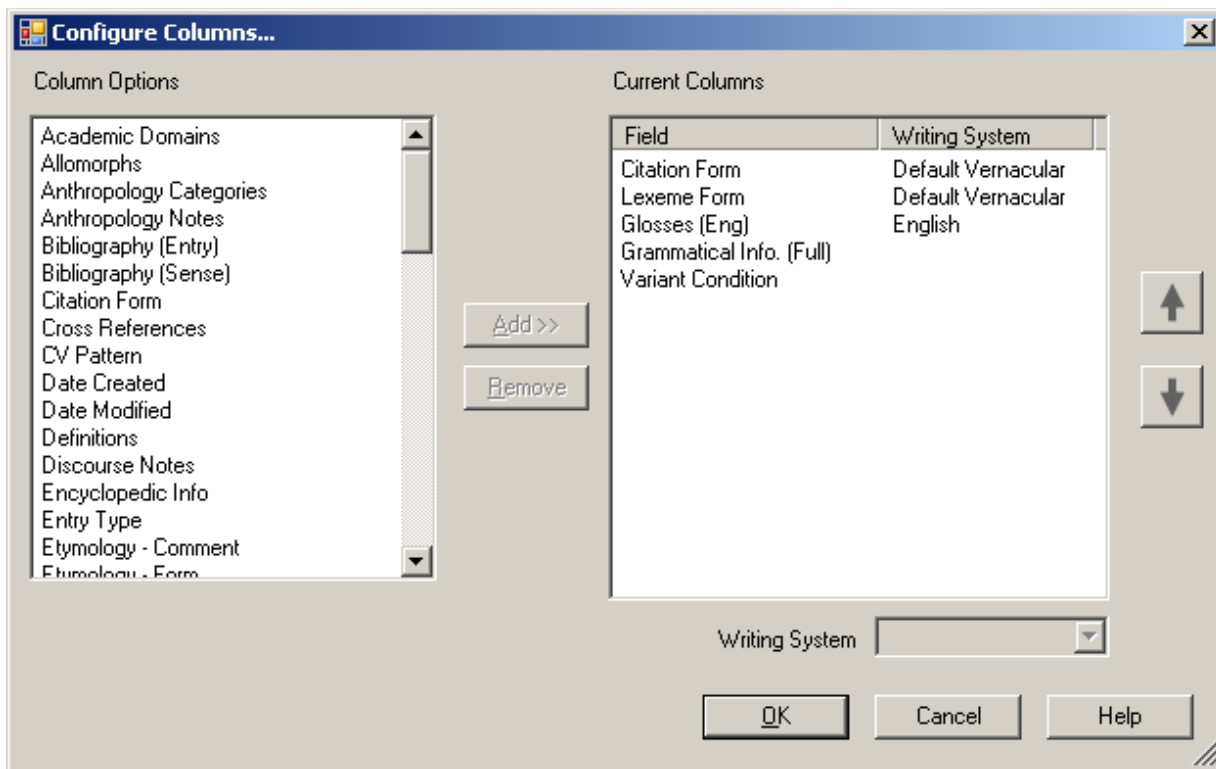
Reorder columns

In Lexicon area, lexicon edit view

- **Reorder** the columns by dragging column headings

More options

- From the **Tools** menu choose **Configure columns**, then
- Add or remove columns as necessary
- Reorder columns using the arrows buttons
- Choose systems as necessary
- Click **OK**.



4 Filtering

4 FLEx Filtering (1:32)

Browse views have filter options provided in the chooser menu below the column headings.

Standard Filters

In Lexicon area, lexicon edit view

- Use the drop-down menus below the column headings

||| Show all | turns off filter | | Blanks | entries missing data | | Non-Blanks | entries which contain data |
| Filter for... | custom filter |

Turn off filter

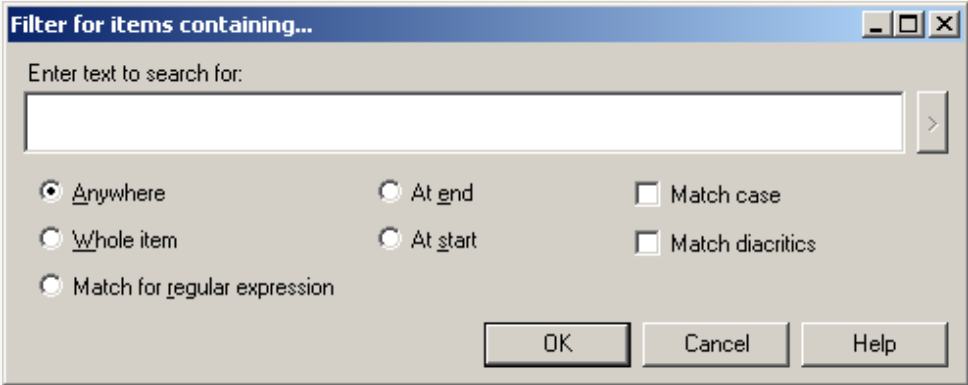
In Lexicon area, lexicon edit view

- Choose the **“Show All”** filter
or
- Click the **Turn off filter** button
(useful if you have more than one filter set)

Is filter active? Chooser is yellow and Status bar is also yellow telling results of filter.

5 Special Filters

5 FLEx Special filters (1:55)

In order to ...	Choose ... from the filter drop down list then ...
To see empty fields	Choose Blanks
To specify custom filter	<p>Choose Filter for and fill in the dialog box</p> 
Is filter active?	Chooser is yellow and Status bar is also yellow telling results of filter.
Spelling errors	If spelling dictionaries have been installed then there will be an additional filter "spelling errors" which shows the red squiggly lines below words that are not in the dictionary
For Items entered from a list	Choose the " Choose " filter and a list is displayed. In the chooser, click for individual items, or ctrl+click for it and all its sub-items.
Date fields	Choose the date filter and then Restrict , use calender to choose date

In order to ...	Choose ... from the filter drop down list then ...
Pre-configured filters	some fields have preconfigured filters, eg Yes/No, or number fields greater > 0...

6 Filtering with regular expressions

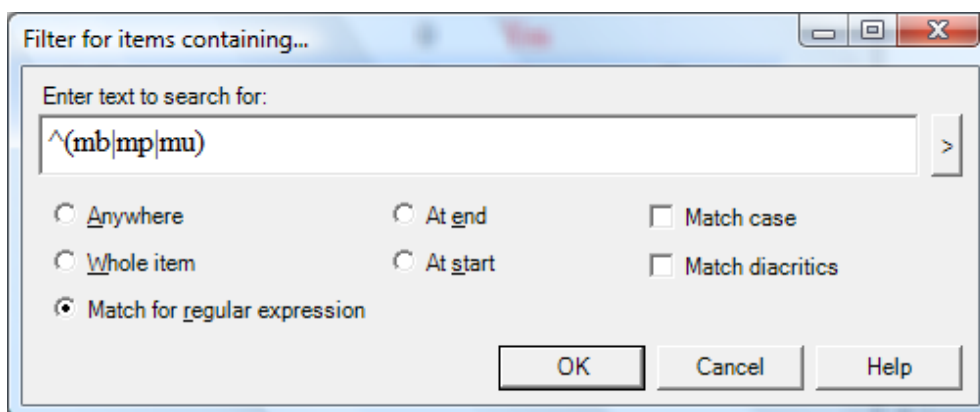
6 FLEx Filtering with Regular Expressions (2:09)

For more flexibility in filtering you can use what it called a **regular expression**. For example, to find all lexeme forms beginning (**\b**) with either mb or (|) mp or (|) mu.

Filter with regular expressions

In the most areas, and most views (e.g. lexicon. Texts & Words)

- Choose **Filter for...** from a browse filter menu
- Click the **Match for regular expression** radio button
- Either type in the desired regular expression or use the helper
- Click **OK**



TIP

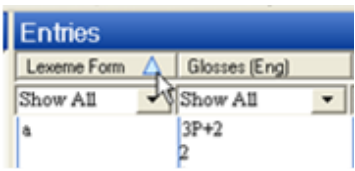
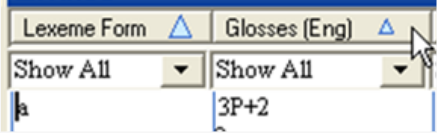
It looks more complicated than it really is. Use the **Regular Expression Help** link at the bottom of the helper menu to learn more or copy and paste examples. Also look on the web for more help. (Note FLEx uses the .NET variety of regular expressions).

Some useful regular expressions:

Expressions	to find
\^(mb mp mu)	find either mb or mp or mu at the start
\^(see saw seen)	find the verb 'see' glossed in either past or present tense
I you she he we they	find a verb glossed with a person marker
yo#	find all words ending with 'yo'

7 Sorting

7 FLEx Sorting (1:05)

Primary order - Click on the column header	
Secondary order - Shift+click on another column header (Note: the arrow is smaller)	
Sort from the end - Right-click on the column header	select Sorted from End

NOTE

When sorting on a field which can be repeated in an entry (e.g. glosses) then the number of rows (bottom right) changes to the number of **senses** and not the number of **entries**. And shown in

status bar with green highlighted section.

FLEx summaries - Lexicon

Customising the Entry Pane

8 To see fields that are hidden

8 FLEx Showing Hidden Fields (1:36)

In the Lexicon area, lexicon edit view

- Click **Show Hidden fields** checkbox (at the top of the pane) *All the field are displayed*
- Click on the desired field *The context menu button is displayed.*
- Click the menu button to left of the field
- Choose **Field Visibility**
- Choose as appropriate
- Click the **Show Hidden fields** checkbox again

To hide fields

- Click in the field
- Click the button to left of the field,
- Choose **Field Visibility**
- Choose as appropriate (either Normally hidden, unless non-empty or Normally hidden)

9 Fields to insert

9 FLEx Fields to insert (0:23)

Some fields don't display until you add an object. There are various items on the **Entry** menu (and the main **Insert** menu). For example pronunciation.

10 Writing System Visibility

10 FLEx Writing System Visibility (0:56)

If your project has more than one vernacular or analysis writing system, and you do not expect to fill in all the fields with all the writing systems, you can save vertical space by configuring the display of writing systems in fields.

For example, to only see English in a field,

- Click on the field
- Click the context menu at the left
- Choose writing systems
- Deselect a writing system (e.g. Portuguese)
 - The writing system is removed from the field.*



TIP

The choice was between always display the label and only display if there is data present.

11 Add Custom Fields

11 FLEx Adding Custom Fields (1:22)

You can add custom fields

- From the **Tools** menu, choose **Configure** then **Custom Fields**
- Click the **Add** button.
- Give the new custom field a name
- Choose section (eg sense)
- Choose writing system(s). *The new field should be displayed at the bottom of the section.*

12 Adding an Entry

12 FLEx Adding a Lexical Entry (1:24)

In the lexicon area, either

- Click the **add entry** button on the toolbar
or
- From the **Insert** menu, choose **Entry**.

- Type the lexeme.
As you type the lexeme the similar entries pane shows any similar entries
- Type the gloss (similar entries are also shown)
- Choose a category.
- Click **Create**.
The entry is created and displayed.

New Entry

Entry Properties
Lexeme Form:
ntsi

Morpheme Type: stem Complex Form Type: <Not Applicable>

Gloss
Por
Eng
Inflectional Affix Gloss Builder

Grammatical Info.
Category:
<Not sure>

Similar Entries

Headword	Allomorphs	Glosses
kuntsi		atrás
ntsikana		rapariga
ntsiku		dia
ntsimá		massa

[Go to similar entry](#)

Create Cancel Help

If the Entry already exists

- Use the **Go to similar entry** link
jumps to the entry so you can edit it

13 Finding an entry

13 FLEEx Find a Lexical Entry (0:41)

To move to another entry that is not displayed on the screen use the find function:

Find an entry

In the lexicon area, either

- Click the **Find** button on the toolbar
or
- From the **Edit** menu choose **Find lexical entry...**
- Type all or part of the entry
[Matches are displayed as you type].

If entry is displayed

- Select the entry in the list
- Click **go to**

If entry is not displayed

- Click **Create...** to add the missing entry.

14 Adding Homograph entries, adding senses

14 FLEx Homographs and Senses (1:51)

When two words have the same form for the lexeme, they should be added as **separate entries** (ie homographs) if their meanings are not related or as **different senses of the same entry** if their meanings are closely related.

To add a homograph entry

In the lexicon area, lexicon edit view

- Add the new entry as normal (see add an entry above for more help)
[a similar entry is displayed]
- Ignore the similar entry and go ahead and create the new entry.
- Homograph numbers are added automatically

To add a sense

In the lexicon area, lexicon edit view

- Click in the sense section
- Click **Insert Sense**
[a second sense is added]
- Fill in the details for the new sense

To reorder senses

- Click the menu button for the sense
- Choose Move Sense Up or Move sense Down

15 Add Grammatical Info [POS]

15 FLEx Add Grammatical Info (1:16)

Select the grammatical info in the sense section

- Scroll down to see the Sense section
- Drop down the Grammatical Info list
- Choose the desired category.

If you add another sense (by clicking on **Insert Sense** it will have the same grammatical category.

To change the category

- Drop down the list of Grammatical Info
- Choose as appropriate.

Grammatical Info. in a sense points to a group of fields at the bottom of the entry called Grammatical Info. Details.

- Click Show Hidden Fields to see other fields.

16 Specifying Gender using Inflection Features

16 FLEx Specifying Gender using Inflection Features (1:56)

The Inflectional features field is where you can specify gender or noun class. You first add the features and once they are added you can then use the appropriate feature in the entry.

Insert a feature to the project

In any area,

- From the **View** menu, choose **Grammar**, then **Inflection Features**.
- From the **Insert** menu, choose **Feature**
A special catalog is displayed.
- Click on the + beside noun-related
- Click on the + beside noun agreement
- Click on the + beside gender (or noun class) as appropriate
- Click in the desired check boxes.
- Click Add
- Go back to the Lexicon.

Add a feature to an entry

In the lexicon area, lexical editor view

- Display the noun entry
- Click the drop down arrow in the Inflection features field
- Choose the desired feature
- Refresh the screen (F5) *The feature is displayed in the grammatical info field.*

17 Showing Inflection Features in Dictionary View

17 FLEx Showing Inflection Features in Dictionary View (0:35)

- From the **Tools** menu, choose **Configure** then **Dictionary**
- Click to expand the **Senses** section
- Expand **Grammatical Info**
- Select **Inflection features**
- Click **OK** *The feature is displayed in the dictionary display preview.*

18 Adding an Example Sentence

18 FLEx Adding an Example Sentence (0:30)

To add an example sentence

- click on the Example field
- Type the example sentence *A translation and a reference field are also added.*
- Fill in those fields as needed.

19 Finding an Example Sentence

19 FLEx Finding an Example Sentence (1:20) Alternatively, you can use the concordance feature to find a suitable example sentence.

- Click in the Example field
- Click the blue context menu
- Choose **Find example sentence** *A concordance of the sense is displayed**
- Select the sentence(s) you wish to add.
- Click **Add** *The sentence is added. If a free translation was provided it is added as well.*



TIP

This tool is reliant on you having worked through the interlinear text and approved the analysis as using either sense 1 or 2 of the entry.

20 Adding entries for affixes

20 FLEx Adding Affix Entries (2:01)

Adding an entry for a derivational affix

In the lexicon area, lexicon edit view

- Create a new entry
- Type a hyphen – then the affix
[the morpheme type immediately changes to suffix]

- Fill-out the **affix type** (i.e. derivational)
- Fill-out the **Attaches to category** as appropriate
- Fill-out the **Changes to Category** as appropriate
- Type in a gloss
- Click **Create**

Adding an inflectional affix

In the lexicon area, lexicon edit view

- Create a new entry
- Type a hyphen – then the affix
[the morpheme type immediately changes to suffix]
- Fill-out the affix type (i.e. inflectional)
- Fill-out the attaches category as appropriate
- Then use the **Inflectional Affix Gloss Builder** to help with an appropriate gloss (see below)

Using the Inflectional Affix Gloss Builder

- Click the **Inflectional Affix Gloss Builder** ** link
- Click the + beside the appropriate section (e.g. *noun-related*)
- Click the + beside the appropriate sub-section (e.g. *noun agreement*)
- Click the + beside the appropriate sub-sub-section (e.g. *number*)
- Click the **radio button** beside the appropriate item
- Click the **Insert** button to add it to the selected gloss
- Repeat as necessary
- Click **Accept Gloss** [the gloss is entered]
- Click **Create**
[the entry is created and displayed.]



TIP

Note The advantage of using the glossing builder is that the glosses are consistent and the inflection features are added. See Grammatical Info. Details.

21 Add an allomorph

21 FLEx Adding Allomorph (1:09)

In the lexicon area, lexicon edit view

- Click in the **Alternate Forms** section
- Click on the **Insert Allomorph** link *New fields are added**.
- Type in the form
- Fill-out an environment to restrict the allomorph *If there are existing environments you can click the*

...

Otherwise type or use the context menu (to the left) to enter the environment

(e.g. /x_#)



TIP

Using the context menu helps you get the Environment slash the right way around. The environment controls the allomorph for the morphological parsers.

22 Adding Lexical Relations

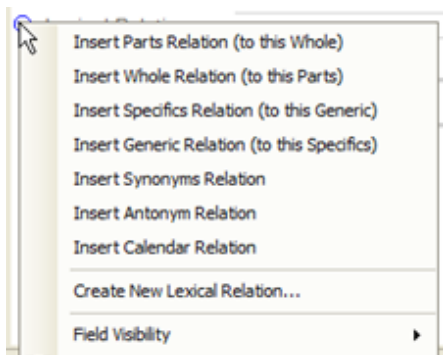
22 FLEx Adding Lexical Relations (2:11)

Language Explorer has some built-in lexical relations and you can add your own.

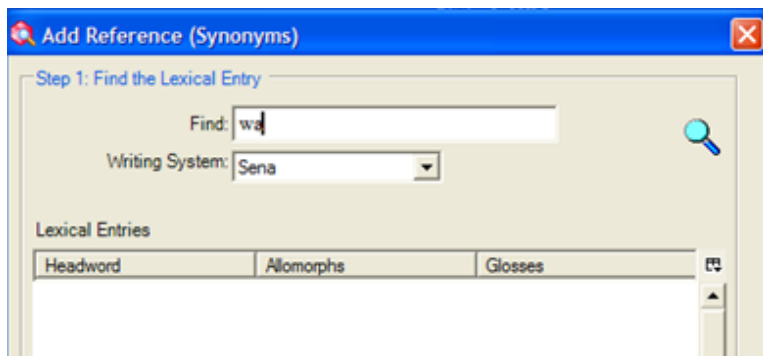
Use one of the built-in lexical relations

From the Lexicon area, lexicon edit view

- Use the context menu button on the lexical relations field



- Select the desired relation (e.g. Insert Synonyms Relation)



A dialog is displayed.

- Type the second entry in the **Find** A list of entries is displayed
- Click on the desired entry.
- Click **Add** The lexical relation is added to both entries.



TIP

The link is maintained even if the other entry is edited. Some lexical relations allow you to add more than one entry to the relation.

23 Specifying the Components of Complex Forms (Making Subentries)

23 FLEx Specifying the Components of Complex Forms (Making Subentries) (1:44)

In this version of FLEx, the way you specify complex forms and variants has changed. The new fields provide more flexibility but may seem slightly more complicated. Improvements are needed in the future.

How to specify a complex form

If a lexeme contains more than one morpheme you can specify what its components are.

Characteristics of the components of a complex form

In the lexicon area, the Edit lexicon view

- Show the entry to edit.
- In the components field, click the ellipsis button (far right) check
- Search for one of the components.
- If the entry is found you can click **OK**.
- You can add another component by repeating the action.
- If the entry was not found, you can add it by clicking on **Create**

check

More fields are added to the entry.

- Click in the field **Complex form type**
- Check the desired type (or add as needed).
- Click **OK**

check

NOTE

You don't have to add an entry for all the derivatives that are possible, only those whose component meanings are not predictable.

24 Add a Variant

24 FLEx Add a Variant (1:07)

In the lexicon area, lexicon edit view

- Go to the entry
- Scroll down and click in the Variants section *The Insert Variant command is displayed.*
- Click the Insert Variant link
The Find Variant dialog is displayed.

- Type in the form of the variant *Existing entries are listed.*
- Choose an existing entry or click **Create** *The variant is added.*
- Set the variant type(s).
- Turn off the "Show Minor Entry" as necessary.



TIP

You can turn off the "Show Minor Entry" if the entries would be near each other in the dictionary. ::

25 Specifying a Complex Form is also a Variant (1:01)

25 FLEx Specifying a Complex Form is also a Variant (1:01)

The new way we specify variants and complex forms, allows us to have an entry marked up as both.

- Go to the entry which has been set up as a complex entry.
- Click on the **Entry** menu
- Choose **Lexeme Form is a variant**
Several fields are added.
- Click the ellipsis icon *The Choose lexical sense or entry dialog is displayed.*
- Type the lexical entry
- Click **OK**



TIP

In dictionary view it will be treated primarily as a variant.

26 Displaying Complex Forms in Dictionary View

26 Displaying Complex Forms in Dictionary View (1:48)

Entries which are complex forms have an additional field which allows you to reduce where the entry is displayed in dictionary views. This field is called "Show Subentry under" since it controls which entry this appears under as a sub-entry in root-based view.

The entries in **Show Subentry under** have to be components.

Select a component

- Right-click on the component. *A menu is displayed*
- Select **Show subentry under this component**.

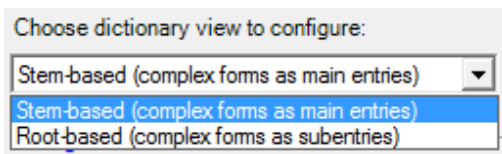
Alternatively

- Click on the button on the right *The choose where to show subentry" dialog is displayed.*

Configure dictionary

In the lexicon area, lexicon edit view

- On the **Tools** menu choose **Configure Dictionary**
- Select **Root-based**
- Click **OK**



Stem-based = separate entries

Root-based = sub-entries

27 Using Collect Words

27 Using Collect Words (Formerly Categorized Entry) (3:11)

Using Collect Words (formerly Categorised entry) is a special tool for efficiently entering words which were elicited in semantic domains at a workshop. (see the Dictionary Development Process on the sil.org website).

Entering words by semantic domain

In the lexicon area, Collect Words view

- Select the desired semantic domain in the centre pane (e.g. 2.1.1. Head)
- In the upper right pane you can configure it to hide the questions and answers to save space
- In the lower right pane enter words for the selected semantic domain.
[While you enter them Language Explorer makes new entries]
- Using the keyboard, type enter for a new row
- Then type the word then press tab then type the definition.

Entry Show Hidden Fields

Kopf head (sem. domains: 2.1.1 - Head.)

Lexeme Form	Ger Kopf
Morph Type	stem
Citation Form	Ger
Entry Type	Main Entry
Note	Eng
Summary Definition	Eng
Sense 1	
Gloss	Eng
Definition	Eng head
Grammatical Info.	< Not Sure >
Example	
Semantic Domains	2.1.1 - Head

The new entry created contains the information entered: i.e. lexeme form, definition and semantic domain (as shown above).

- If a matching entry is found, Language explorer just adds the semantic domain to the entry.
- If the definition does not match, then Language Explorer adds a second sense with the new domain.



TIP

In this way Language Explorer does not add duplicates when you use categorised entry. You will still need to review the entries made after using Collect Words. But you should always check the entries made after using Collect Words.

FLEx summaries - Bulk Edit

Bulk edit tools allow you to make changes to numerous selected records at the same time. There are several bulk edit views. It is now possible to use the Bulk Edit Entries tool to work on entry level fields, sense level fields, Example sentences, Allomorphs and Pronunciation. There is also a bulk edit view for reversal entries, and one in the texts and words area for bulk edition of wordforms. Bulk edit views provide different editing options on tabs.

28 Bulk Edit: List Choice

28 Bulk Edit: List Choice (2:01)

List choice is for fields where the data comes from a list or a fixed set of choices. For example, grammatical category, entry type and morph type.

Bulk edit a field with list choice

In the lexicon area

- Click the **Bulk Edit Entries view**
- Click on the **List choice** tab
- Ensure the desired target field is displayed in one of the columns (if not configure columns)
- Set a filter as necessary to display the desired records
- Choose the **target field**
- Choose the **Change to** value
- Click **Preview**
- Review the changes
- Click **Apply** to make changes

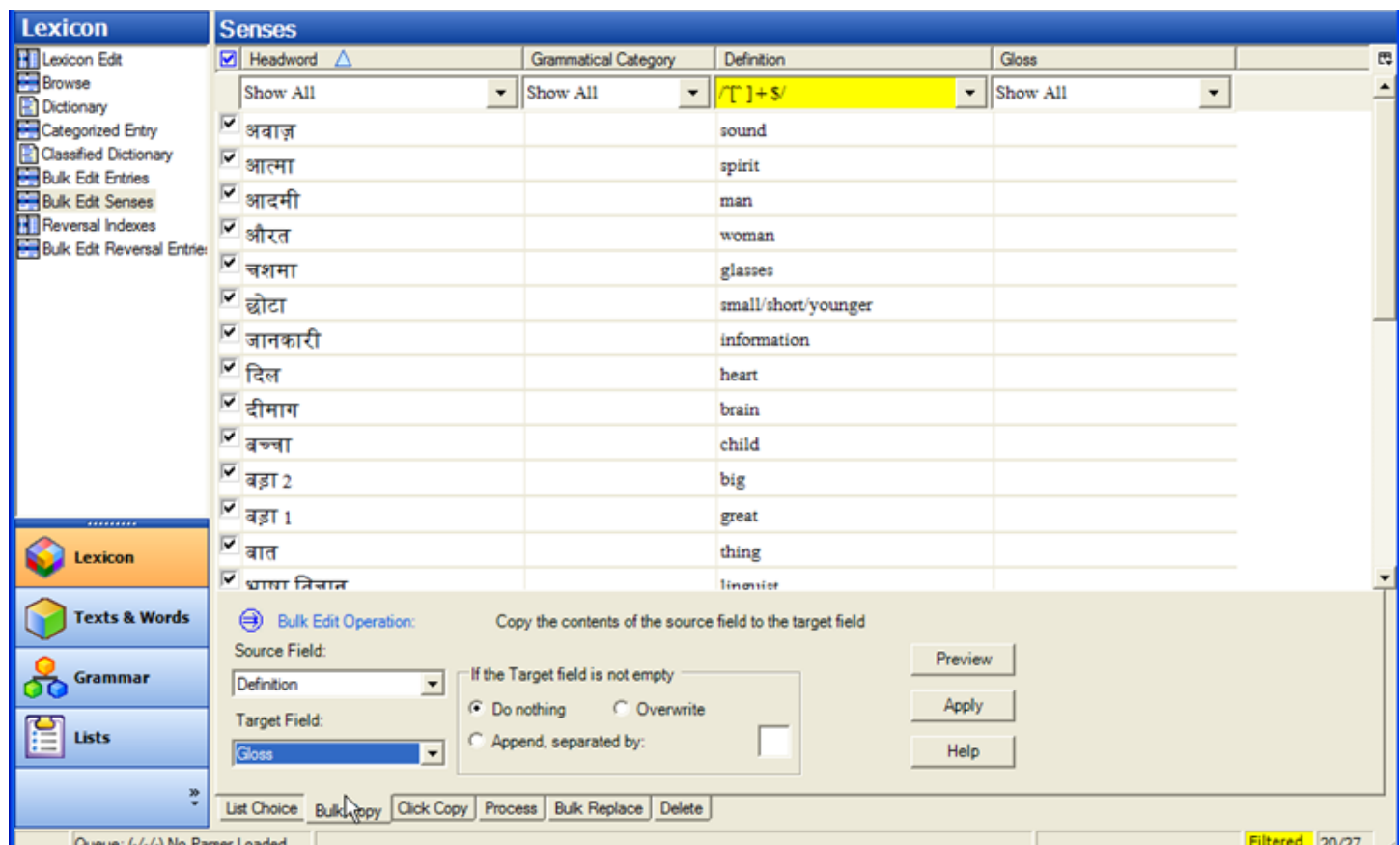
NOTE

It is useful to have a preview before you make any changes. It is also a good idea to make a backup first.

29 Bulk Edit: Copy

29 Bulk Edit: Bulk Copy (1:02)

Bulk copy is for copying data from one field to another. For example, copy the one word definitions to the gloss field.



Bulk edit a field with Bulk Copy

In the lexicon area

- Click the **Bulk Edit Entries** view
- Click on the **Bulk copy** tab
- Ensure the desired source and target fields are displayed in the columns (if not configure columns)
- Set a **filter** as necessary to display the desired records
- Uncheck any records you don't want copied
- Choose the **Source field**

- Choose the **Target field**
- Click **Preview**
- Review the changes and make further adjustments by deselecting any others don't want copied
- Click **Apply** to make the changes

30 Bulk Edit: Click Copy

30 Bulk Edit: Click Copy (1:18)

Click copy is an unusual tool in which anything you click is copied to a designated field. For example, you can set the reversal as the target and click on anything in the definition field to make reversal entries.

Lexicon

- Lexicon Edit
- Browse
- Dictionary
- Categorized Entry
- Classified Dictionary
- Bulk Edit Entries
- Bulk Edit Senses
- Reversal Indexes
- Bulk Edit Reversal Entries

Senses

Headword	Grammatical Category	Definition	Reversals
Show All	Show All	Show All	Show All
आत्मा		spirit	spirit
आदमी		man	man
औरत		woman	woman
चशमा		glasses	glasses
छोटा		small/short/younger	small, short, younger
जानकारी		information	information
जानना	Verb	to know	know
जांच करना	Verb	to investigate	
दिखाना	Verb	to show	
दिल		heart	
दीमाग		brain	
देखना	Verb	to look	
पढ़ना	Verb	to read	

Bulk Edit Operation: Click on any word to copy it to the target field

Target Field: Reversals

Copy:

- ☒ Word
- ☐ String, reordered at word clicked

If the Target field is not empty:

- ☒ Append, separated by: .
- ☐ Overwrite

Buttons: List Choice, Bulk Copy, Click Copy, Process, Bulk Replace, Delete, Help

Bulk edit a field with Click Copy

In the lexicon area

- Click the **Bulk Edit Entries** view
- Click on the **Click copy** tab
- Ensure the desired source and target fields are displayed in the columns
(if not configure columns)
- Set a **filter** as necessary to display the desired records
- Choose the **Target field**
- Click on any word in the source field and the word will be added to the target field.



NOTE

If the target field isn't empty it adds the word separated by commas. To change this set the options in the *If the Target field is not empty* section.

String, reordered at word Clicked

Another option is under "Copy", instead of just copying the Word you can choose "String, reordered at word clicked".

In the lexicon area, Bulk Edit Entries view

- Click on the **Click copy** tab
- Ensure the desired source and target fields are displayed in the columns
(if not configure columns)
- Set a **filter** as necessary to display the desired records
- Choose the **Target field**
- Click on any word in the source field
The word clicked on is added first followed by a comma and the rest of the definition.



TIP

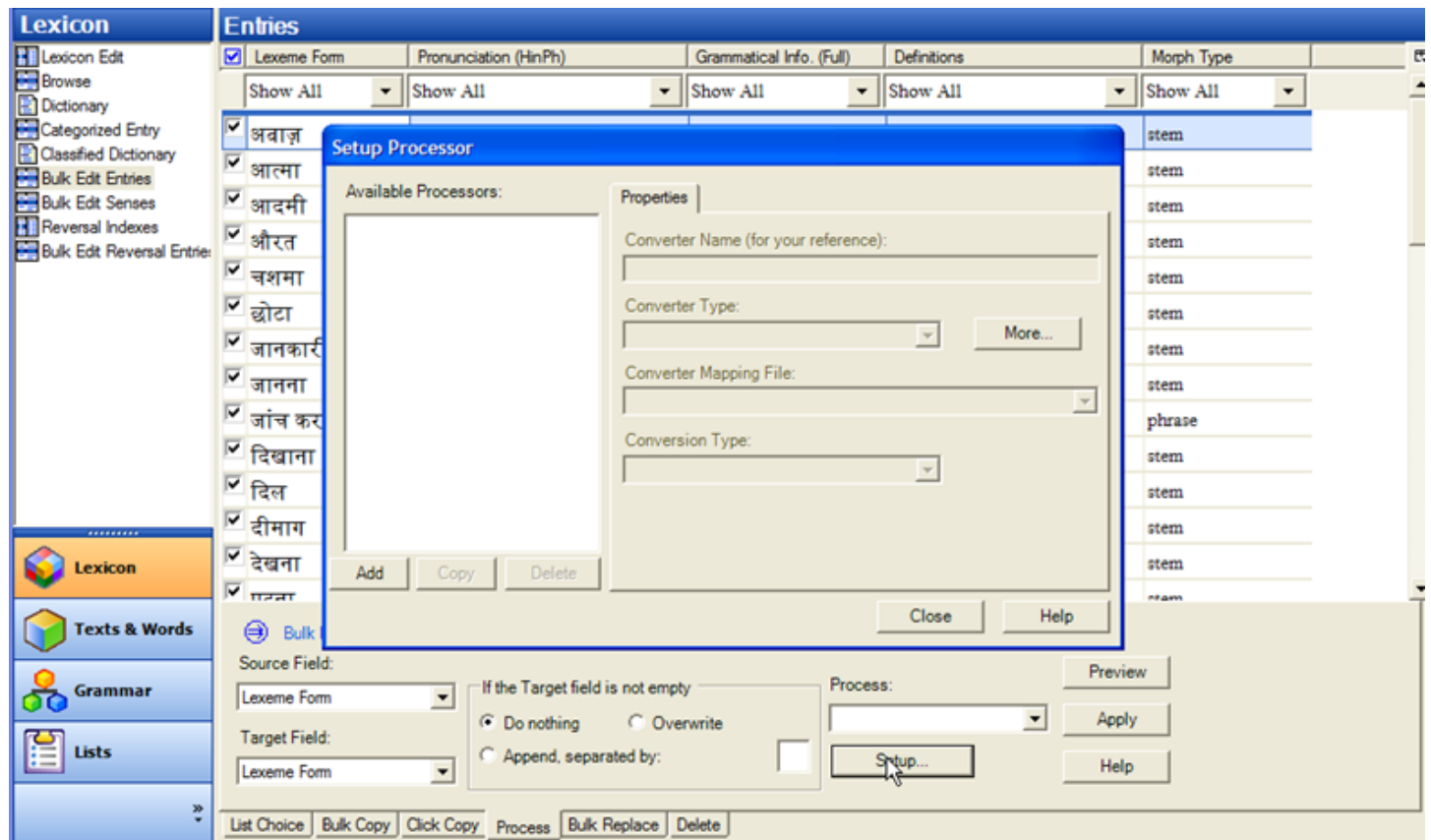
Keep in mind that anything you click on will be added. In this view the check boxes don't have any value.

31 Bulk Edit: Process

31 Bulk Edit: Process (1:48)

The Process tab allows you to apply a process to a field which is then saved into either the same or a different field.

Processes supported in this tool include encoding converters such as TECKit mappings and consistent changes tables.



####Bulk edit a field with a Process Prepare the TECKit or changes table, add a column (and writing system) as needed.

In the lexicon area, Bulk Edit Entries view

- Click on the **Process** tab
- Select the added column as the target field

Setup the process

- Click the **Setup** button
- Click **Add**
- Type a name for the new converter
- Then select the **TECKit** file

- Then select the converter type (e.g. Unicode to and from Unicode)
- Click **Close**

Apply the process

- Ensure the desired source and target fields are displayed in the columns (if not configure columns)
- Choose the **Source field**
- Choose the **Target field** (with correct writing system)
- Click **Preview**
- Review the results
- Click **Apply**

32 Bulk Edit Replace

32 Bulk Edit Replace (1:05)

Bulk replace allows you to search for a certain string and replace it in a selected field. For example replace "to" in verb definition.

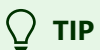
- Choose the **Replace** tab
- Select the target field.

Setup the search/replace

- Click **Setup**
- Type the find text (e.g. to)
- Type the replace text (or leave empty to delete)
- Click **OK**

Replace

- Click **Preview**
- Carefully review the results.



TIP

It is usually a good idea to use a filter when doing one of these bulk operations to be carefully but it is not entirely necessary.

33 Bulk Edit: Delete

33 Bulk Edit: Delete (1:13)

Bulk Delete allows you to delete the contents of a field in the selected entries. It can also delete entire entries or entire senses. If you have a field selected it will delete the contents in that field.

*In the lexicon area, **Bulk Edit Entries** view*

To delete the contents of a field

- Click on the **Delete** tab
- Select the field.
- Remove (uncheck) rows you don't to affect.
- Click **Preview**

To delete the actual entry

- In the item to deleted, choose **Entries (row)**
- Click **Delete**

A message is displayed warning that it delete the selected items.



TIP

This can be a useful way to delete records that you imported that didn't import correctly and then reimport etc.

FLEx summaries - Interlinear texts

34 Interlinear Texts Overview (1:39)

34 Interlinear Texts Overview (1:39)

Add a new text

In the Text & Words area

- Click on the **Insert** menu and choose the **New Text** option
- Type the title
- Type or paste the text itself into the baseline tab

There are several other tabs

Labels	Purpose
Info	this allows you to record the metadata for the text
Baseline	used to type/paste text
Gloss	Display preconfigured interlinear to write glosses and save it as a category
Analyse	The preconfigured analysis allows you to work on dividing words into morphemes, to select and create the appropriate entries in the lexicon.
Tagging	The interlinear view allows you to add basic tags at the clause level for a word or set of words.
Print	Interlinear view for print text (configure as needed)
Text Table	use to prepare a discourse chart

35 Texts Interlinearizing (1:49)

Analyse a text

In the Text and Words area, interlinear text view

- Click **Analyze** tab *The words which have already been analysed are highlighted in blue and need to be approved.*

Approver the words highlighted in blue

- Click in the word to approve
- Click the tick or press **Enter** *The blue highlighting is removed.*

Analyse a word

- Click in the word to analyse
- Click the down arrow to the left of the **LexEntries** line
- If there is no existing analysis then choose **Create new entry** (otherwise choose an existing analysis)
- Fill-out the **gloss**

Add an existing grammatical category

- Click on **category** drop-down list
- Either: Choose from the list

Add a new category

- If the category is not on the list
- Click **More** *A catalog is displayed.*
- choose the desired category as necessary
- click **Add**

Create the new lexical entry

- Click **Create**
[all the lines are filled in]

- Approve the analysis by clicking one of the check marks.



TIP

You can approve wordforms individually by clicking on the check mark, or all the same wordforms by clicking the check mark with a plus sign.

Confirm a suggested analysis

In the Text and Words area, Interlinear view and analysis tab

- Click on the blue suggested analysis
- Either: Click the green check mark
Or: use a shortcut key such as ENTER
- Any changes are saved automatically
(use UNDO if don't want it saved)

36 Breaking Words into Morphemes (Interlinearizing)

36 Breaking Words into Morphemes (Interlinearizing) (1:29)

Break word into morphemes by directly typing

In the Text and Words area, Interlinear view and analysis tab

- Click in the morpheme line of the word to be analysed
- Type in a hyphen at the morpheme break

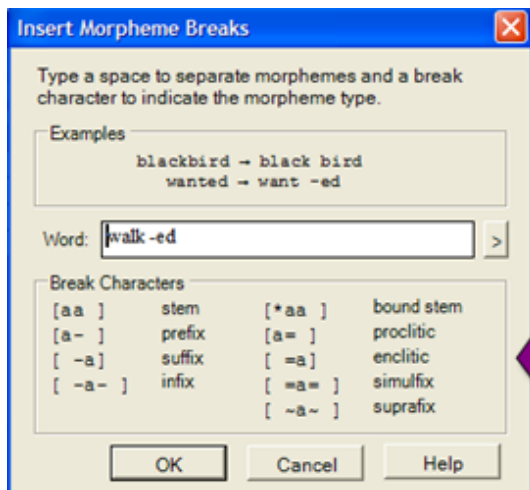
TIP

The dialog provides more information about what the morpheme break characters are.

In the Text and Words area, Interlinear view and analysis tab

- Click in the morphemes line of the word to be analysed

- Click on the menu button in the morphemes line of the word to be analysed



- Separate the morphemes with spaces and add appropriate break characters (eg hyphen)
- Click **OK**

Add morphemes to the lexicon as needed

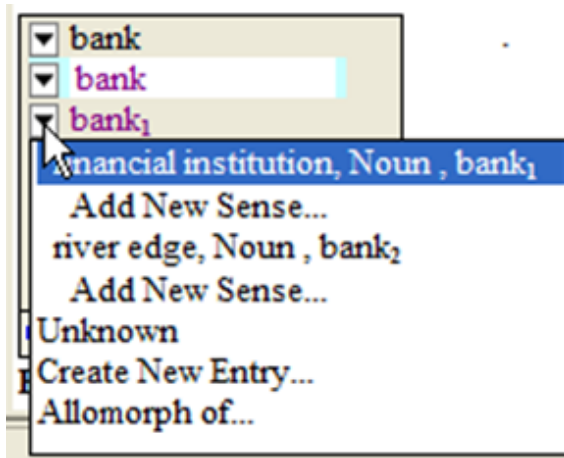
In the Text and Words area, Interlinear view and analysis tab

- Click the menu button in the Lex. Entry line
- Choose Create New Entry
- Fill-in the information as appropriate
- Click Create

Choosing a different morpheme (when multiple matches)

In the Text and Words area, Interlinear view and analysis tab

- Click in the menu button in the Lex. Entry line



- **Either:** Select the desired existing entry
- **Or:** Add a new sense by clicking Create a New Entry or sense

Complete the analysis

- Modifier the word gloss as needed.
- Approve the analysis

37 Adding an Allomorph (Interlinearizing) (0:50)

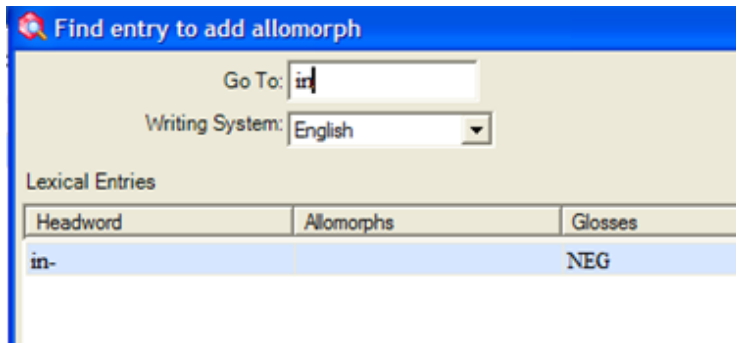
37 Adding an Allomorph (Interlinearizing) (0:50)

It is sometimes necessary to add a morpheme as an allomorph of an existing lexeme.

Add an allomorph to an existing entry

In the Text and Words area, Interlinear view and analysis tab

- Click in the word to be analysed
- Break the word into morphemes (see above)
- Use the option in the lex entries menu which says **Allomorph of**
- In the *Find Entry to add allomorph* dialog, search for the existing entry



- Continue the analysis adding any missing entries as required.

38 Analyzing a Variant (Interlinearizing) (0:47)

38 Analyzing a Variant (Interlinearizing)** (0:47)

- Click on the word to analyze
- Click on the menu button in the **Lex.Entry**
- Choose **Variant of** *The Find entry to add a variant appears.*
- Type the lexeme

If the entry is found

- Click on the **Variant Type** list.
- Choose the type of variant (for example, irregular inflected form, "Past").
- Click on **Add a variant**.

If the entry is not found

- Click on the **Create Entry** button.

39 Analyzing a Phrase (Interlinearizing)

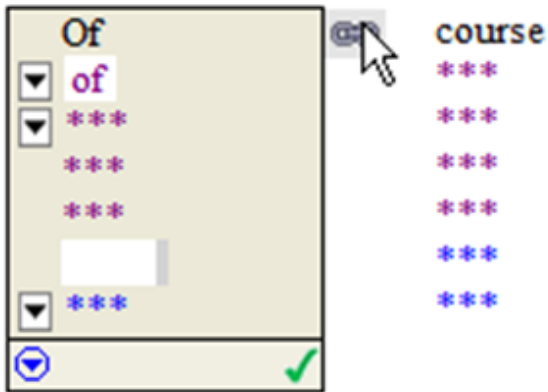
39 Analyzing a Phrase (Interlinearizing) (0:54)

To join two words into one group for a single analysis we use the make phrase button. If you later change your mind about joining them you can split them up with the break phrase button.

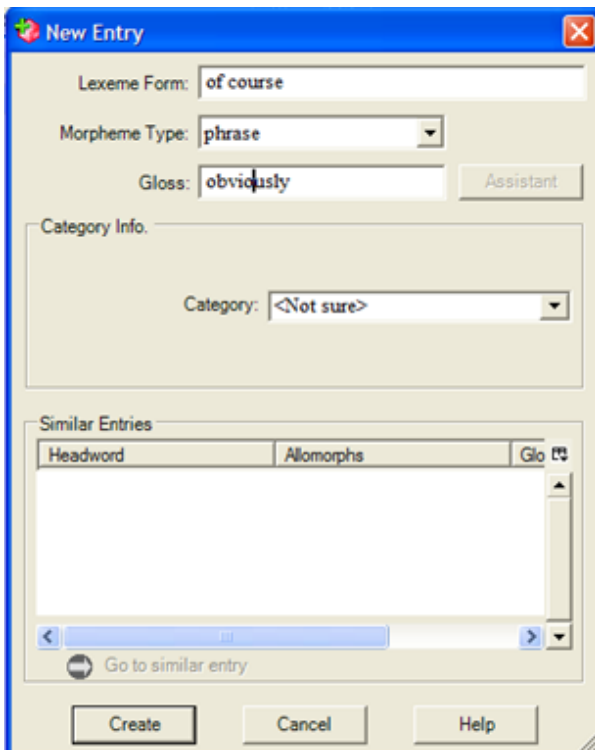
Add join two orthographic words for a single analysis

In the Text and Words area, Interlinear view and analysis tab

- Click in the first word of the phrase
- Click on the **make phrase** button



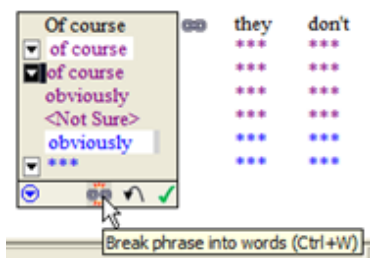
- Now make a single lexical entry for them



Add split a phrase into two orthographic words

In the Text and Words area, Interlinear view and analysis tab

- Click in the phrase
- Click on the break phrase button



40 Interlinear Texts Update to match Lexicon (0:53)

40 Interlinear Texts Update to match Lexicon** (0:53)

If you edit a lexical entry that is referenced by a word analysis, the interlinear text is automatically updated with the change.

Editing a lexical entry

- Right-click on the parse.
- Choose **View lexicon entry**. *The lexicon entry is displayed.*
- Make a change to the entry
- Click **Text and Words** to return to the text.

The text is updated with the change.

42 Using the Gloss Tab and Configuring Interlinear (:57)

42 Using the Gloss Tab and Configuring Interlinear (:57)

Like the Analyse tab the Gloss tab provides an interlinear view. But it is preconfigured for adding word glosses, word categories and free translations. You can change it by using the Tools-Configure Interlinear and make it either simpler or more complicated.

In the Gloss or Analysis tab, you can change the line spacing configuration.

Modify the configuration

- In the **Tools** menu, choose **Configure** and then ***Interlinear**. *The Interlinear configuration dialog box is displayed.

Delete lines

- Click on the line in the list of displayed lines.

- Click **Delete**.
- Click **OK**.

Show rows

- Click on the row in the list of available rows.
- Click **Add**.
- Click **OK**.

The gloss tab works exactly the same as the analysis tab, but with fewer lines displayed.



TIP

You can also use the **Enter** key to move from word to word.



CAUTION

In FLEx 9.1 the dialog has changed. Use the check boxes in the various rows and columns to display a row in a particular writing system. To hide a row that uses a particular writing system, uncheck the checkbox in that column.

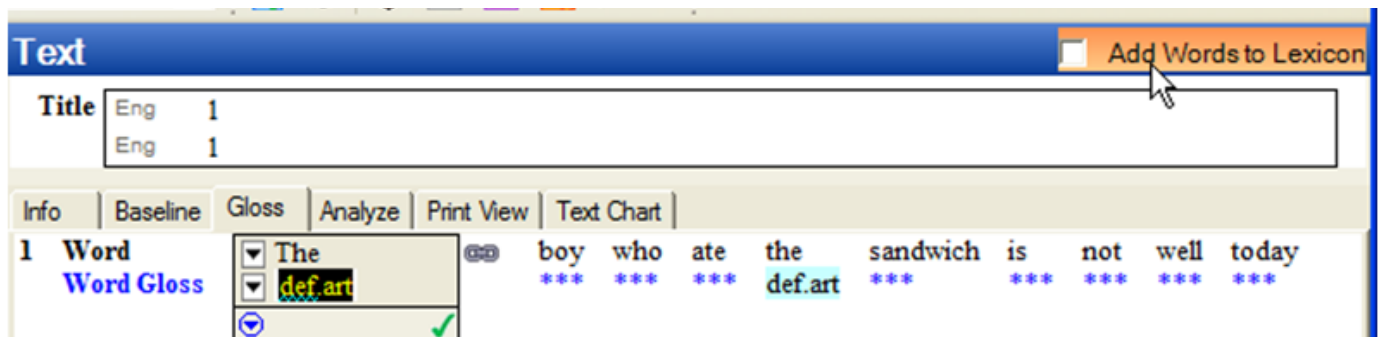
43 Add Words to Lexicon Option (1:23)

43 Add Words to Lexicon Option (1:23)

Turn on special mode to add words

In the Text and Words area, Interlinear view and gloss tab

- Click in the word to be analysed
- Click in the box beside "Add Words to Lexicon"



Add words to the lexicon

In the Text and Words area, Interlinear view and gloss tab

- Click in the word to be analysed
- Type in the Word gloss and press **Enter**
[entries are created in the lexicon with the word gloss as the lexical gloss as well]

44 Using the parser (3:27)

44 Using Parser (3:27)

Language Explorer also has a morphological parser which is controlled by options in the parser menu. The parser attempts to suggest or predict analyses based on the entries in the lexicon and the rules and **facts??** in the grammar area. If you don't use the parser you will still see analyses that you have entered previously suggested for you in blue. These blue suggestions are limited to words you have analysed previously.

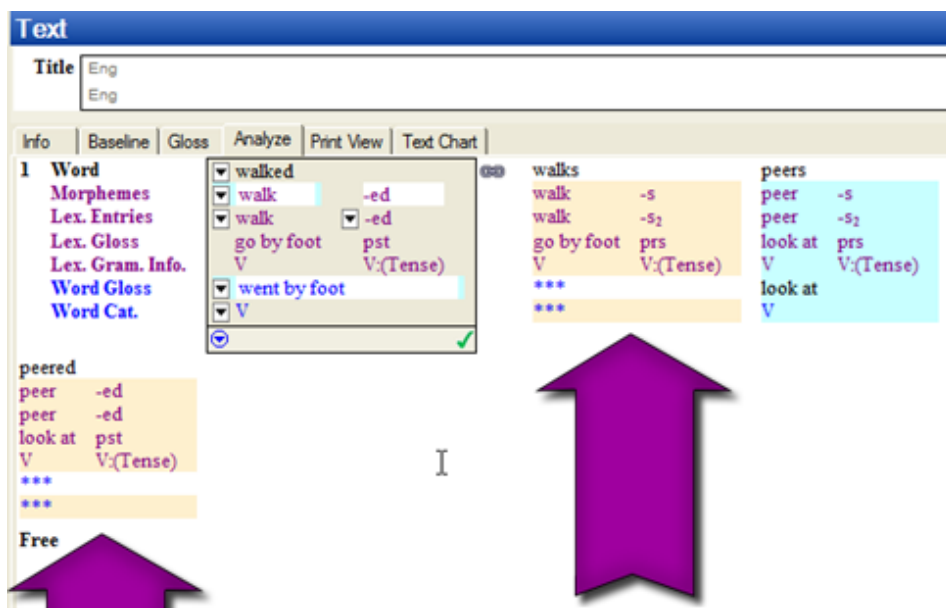
In contrast the morphological parser can suggest analyses for words you have not encountered before. And it can make a suggestion/prediction as long as it can find the morphemes in the lexicon and the grammar rules allow it.

Start the parser

In the Text and Words area, Interlinear view and analyse tab

- From the parser menu choose Parse all words
- You can follow the parser's progress on the status bar
- *The screen does not update. So go to the list area and return.*

- Now you can see suggestions made by the parser highlighted in orange.



- Parser suggestions do not include a word gloss or word category
- You can edit and approve these suggestions as usual.



TIP

The quality and quantity of the parser's suggestions depend entirely on your lexicon and grammar.

45 Words Analyses View

45 Word Analyses View (1:08)

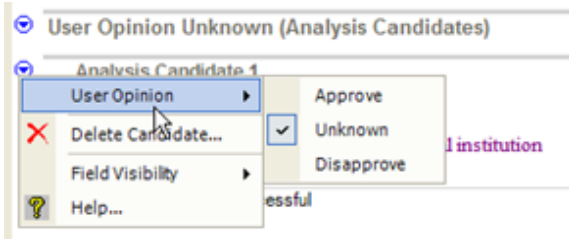
All the words that are in texts are listed in the Words Analyses view. There is a column which shows how many occurrences there are in the entire text corpus. You can also show other columns including the number of analyses you have approved for each word and the number of analyses that the parser has predicated for each word. This view is useful for reviewing the various analyses for each word.

Analyses that are suggested by the parser are first put in the user opinion unknown section since it is only an analysis candidate. You can state that you approve this analysis.

Approve an analysis candidate (as suggested by the parser)

In the Text and Words area, Word analyses view

- Browse the word to be analysed
- In the analysis pane find the analysis candidate
- Click on the Analysis candidate menu button
- Choose User Opinion, then approve



It is then moved up into the user approved analyses section.

46 Assigning analyses

46 Assign Analyses (1:03)

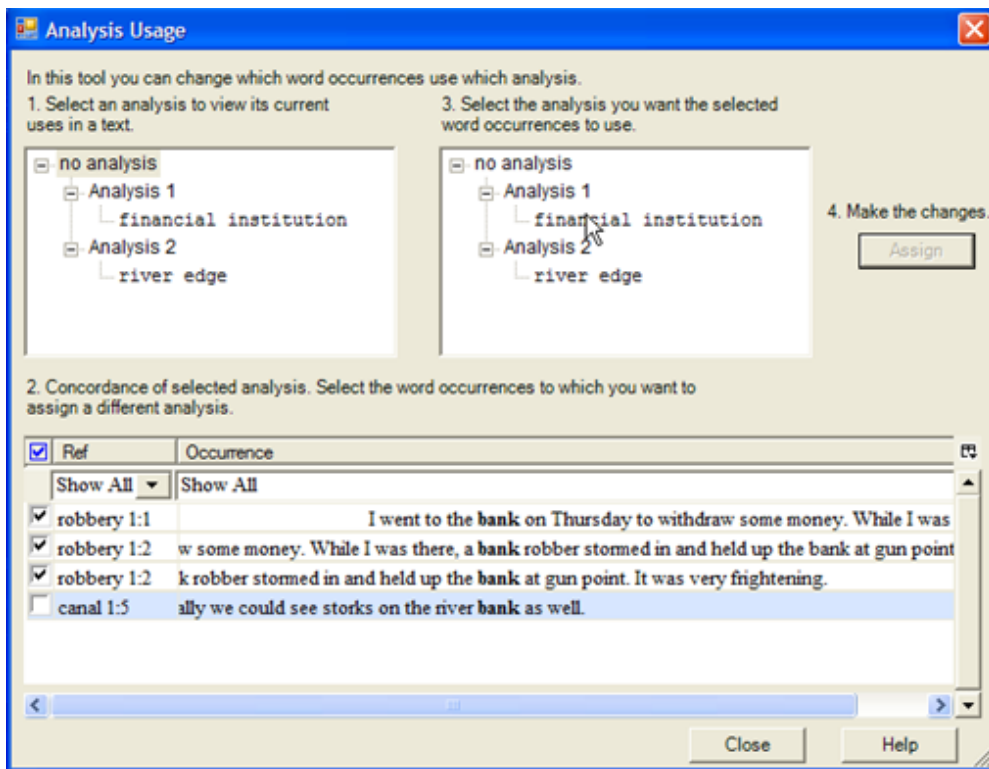
The Word Analyses view has a tool which allows you to assign analyses to any number of occurrences in texts. By using the assign analysis tool I can specify which analysis is the right one for these other occurrences that I haven't worked on in the texts.

In the Text and Words area, Word analyses view

- Browse for the word to be analysed
- Click on the Assign Analysis command (at the top right of the window)



The Analysis Usage dialog is displayed.



- Select the occurrences that relate to one of the analysis.
- Click on the word gloss for the desired analysis
- Click the **Assign** button.
- Select the occurrences that relate to the next analysis
- Click on the word gloss for the analysis
- Click the **Assign** button.
- Click **Close**



TIP

This can help you work efficiently.

Adding an inflectional template

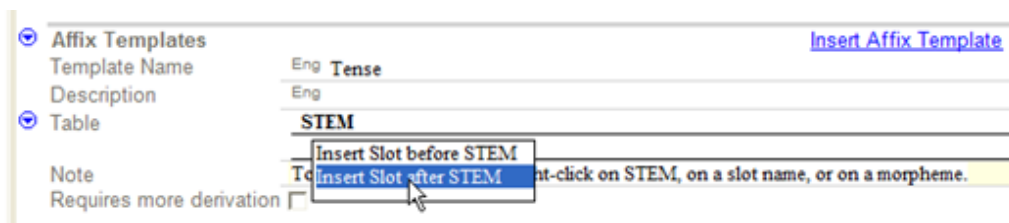
47 Adding an Inflection Template (3:23)

If you use the morphological analyser, you should see predicted or suggested analyses. These suggested parses reveal what your lexicon and grammar currently allow for that word. If a suggested parse is wrong, it tells us that the grammatical area rules and lexicon need to be tightened up. The parser is only the engine, the accuracy of its results depends entirely on the content of your grammar and lexicon.

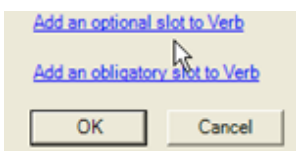
Add a template

In the Grammar area, Category Edit view

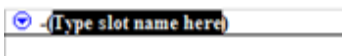
- Select the desired grammatical category
- From the Insert menu choose Affix template
- Type in a name for the template (e.g. Tense)
- Use the context menu beside stem to insert slot after STEM



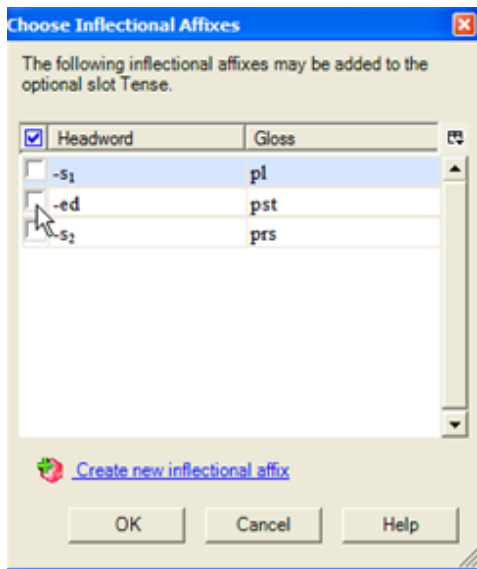
- Choose whether the slot is optional or obligatory



- Type a name for the slot



- Then use the blue context menu to "Add inflectional morphemes to" this slot.
- Click on the affixes that can fill the slot.
- Click OK



Start the parser

- Return to the Text & Words area,
- Choose the Word Analysis view
- From the Analyzer menu, choose **Analyze Current Word**. *The parser may take a few seconds to update.*
- Go back to the Text & Words, Analysis view and start the parser, then click refresh to see the results. The invalid parse should not be produced.

::tip The invalid parse should not be produced because the new template excludes this particular combination of affixes. :::

48 Try A Word (Testing Parser Output) (2:14)

48 Try A Word (Testing Parser Output)** (2:14)

In the previous video, we saw that unconstrained allomorphs were part of the reason why invalid parses were suggested. Although adding the template stopped the invalid analysis, we did not prevent the two time affixes from being freely interchangeable with their normal forms. The Parser menu has a **Try Word** tool that lets you see how the grammar rules and lexicon parse words.

In the Text and Words area, Word analyses view.

Try a word

- From the Parser menu, choose Try a Word.

- Type the word you want to check
- Click **Try**. *The results show whether grammar rules prevent affixes from being parsed.*

Constrain the affix with environments

- Click on the affix (in the results)
- Drag the box out of view. *The allomorph is selected.*

Add an environment

Either type the environment in the field. **Or** click on the ellipsis button to see the existing environments. *The environment selection dialog box appears.* **Either** Click on the environments you need. **Click in front of Environment and choose** Check All**).

- Click **OK**.

Retest the word

- Return to the **Try Word** window,
- if necessary, type the word
- Click on **Try Word**. *The results are displayed. If successful, the analyses are not incorrect.*
- Try other words.

49 Concordance tools

49 Concordance (1:42)

The concordance tool allows you to specify a string for the concordance tool to search on. You can also specify which line the string should occur in.

For more specific searches such as the specific entry or sense, use the show concordance commands which are on the right click menus on items you may want to concord on.

Use concordance view

In the Text & Words area, Concordance view

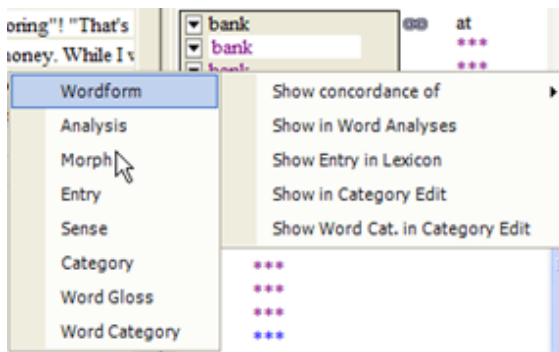
- Type in the text to search for
- Specify the line to search in

- Click **Search** A concordance is displayed for any occurrence of the specified string.

Use the "show concordance" command

In the Text & Words area, Concordance view

- Right-click an entry in the *Lex entry* line
- Choose **Show concordance of**
- Then choose **Entry**



A concordance of just that entry is displayed, not a concordance of any occurrence of the specified string.



TIP

Only occurrences that have been approved are shown (not proposed occurrences).



INFO

In other views of Language Explorer there are also jump commands. For example, in the Lexicon area, lexicon edit view, under the entry context menu. Also in the sense context menu.

50 Text Chart (Discourse Analysis)

50 Text Chart (Discourse Analysis) (3:50)

The Text Chart tab allows you to chart discourse constituents. To provide more room for the chart I suggest you minimise the texts pane and the areas bar by dragging the dividing lines. The text is displayed along to button of the window along with glosses if they are available.

Move words to chart

- Click **a word or words** of the text as displayed below chart
- Click on the buttons which correspond to column heading *The word(s) are move to the chart and the next word is selected.*



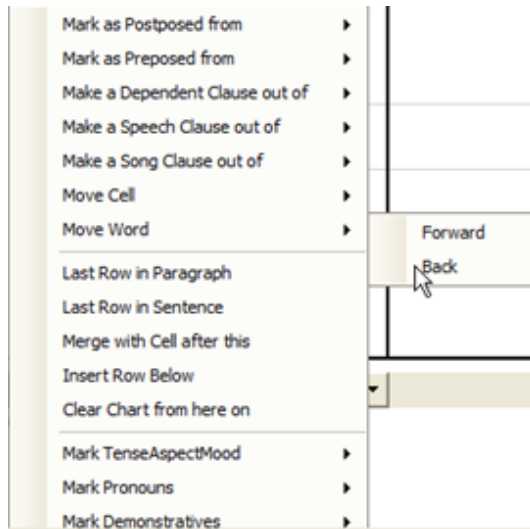
TIP

To move more than one word into a single cell by clicking on the right most word then click the column heading button. Or simply click the button many times.

Add new row to chart

- Choose a column which is to the left of the word previously charted word.

Move contents of cell to another cell



- Click on the cell menu button
- Choose **Move Word** or **Move Cell**
- Choose **Forward** or **Back**



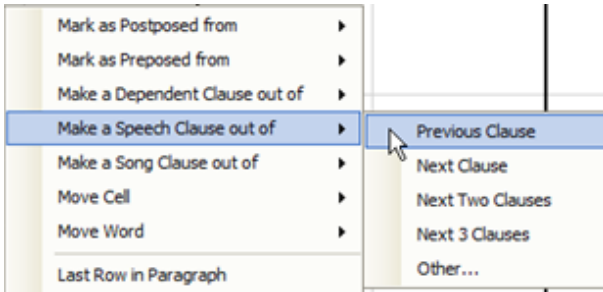
TIP

Use CTRL+← to repeat the move.

Mark a speech clause

- Select the place where the speech is the object of the sentence.
- Click the cell button
- Select "make speech clause out of"

- Click “next clause” as appropriate.



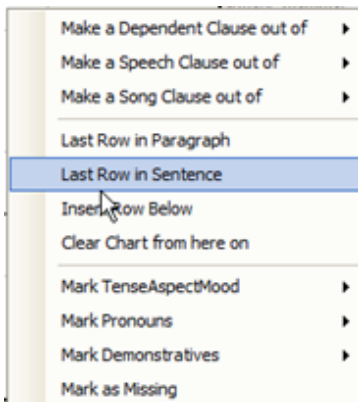
Mark item is not in usual place

- Click the cell button
- Choose “Mark as Postposed from”
- Choose “Outer” or “Inner”

Designate where the sentence breaks come

so that the line numbering is appropriate.

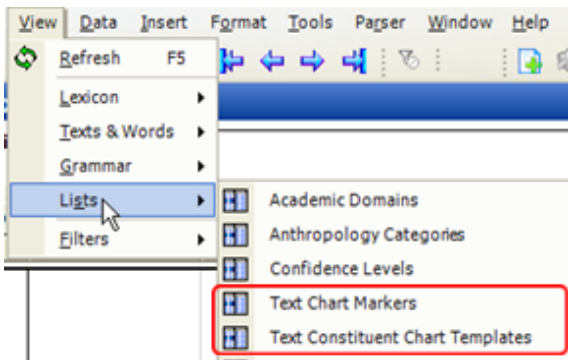
- Click on the first column
- Click the cell button
- Choose **Last Row in Sentence** or **Last Row in Paragraph** as appropriate.



Changing chart headings and built-in markers

(If this is necessary, change these before you start the table.)

- From the View menu, choose Lists,
- Choose **Text Chart Markers** or
- Choose **Text Constituent Chart Templates** to change the chart headings



51 Edit Chart Template (Discourse Analysis)

51 Edit Chart Template (Discourse Analysis) (1:32)

In the lists "Text Constituent Chart Template." you can edit the default template. You can't at this time add new template.

Rearrange columns in a section

- click on a column name
- right-click and select Move Up (or Move Down) *This will change the order of the columns in your discourse chart.*

Add a column to the chart

- Choose the section in which you want to add the column
- From the Insert menu choose Sub item (or use the toolbar)
- Type a name for the column (in the right pane)

You can also rename columns

- Click on the item in the list
- Edit the Name in the right pane.

CAUTION

The most important thing to bear in mind is that you **should not reorder or delete** columns **after** you have started charting!

TIP

However, you can **rename or insert columns** without damaging the charted text.

53 Enabling Spell Checking for the Vernacular Language

53 Enabling Spell Checking for the Vernacular Language (2:09)

To use the spell checker function for a minority vernacular language,

- From the Tools menu, choose Spelling
- Choose **Show Vernacular Spelling Errors** *This creates the folder and files needed to do spell checking.*

Populate the new spelling dictionary

Either *In the Text & Words area, Words analyses view*

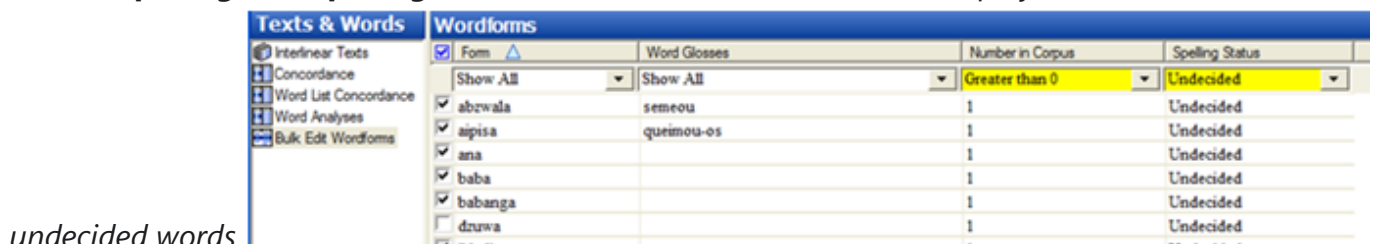


- Change the "Spelling Status" to "Correct "

Or

Change spelling status using Bulk Edit

- From the **Tools** menu,
- choose **Spelling-Edit spelling Status...** *Bulk edit wordforms view is displayed and filtered to show*



- Filter for undecided words
- Deselect any you don't want to mark as incorrect



- In Change to, choose **Correct**
- Click Preview
- Click Apply
- Go back and check a text *Fewer words will be marked as incorrect.*

Add word to dictionary

- Right-click on a word with a red squiggly line
- Choose **Add to spelling dictionary** *The spelling status for that word is also marked as correct.*

54 Help training

54-help training (2:13)

To find more complete and comprehensive help on using the language explorer, a help file has been provided. Unfortunately all of it is in English.

Fields: Help is available on every Blue context menu. Every **dialog box** has a Help button

Using the Help file

- From the **Help** menu, choose **Language Explorer**
- Click on **Search**
- Type in what you want help on
- Click **List topics**
- Click on **Index**
- Type in what you want help on
- Find a topic in the list
- Click **Display**

- Click on **Contents**
- Expand **Using Tools**
- Expand the book for the area
- Expand the book for the view

Help menu > Training

- student manual (step by step to the basic features)
- instructor guide (guide instructors in using book in class)

Help menu > Resources

- in depth guide on various technical topics.

55 User Group (:24)

55 User Group (:24)

Google Group

- There is a Google Group called FLEx list. You can participate through n this group by email or you can look at the discussion on the web. You can look at all the discussion without joining the group.

The group is good if you have questions or suggestions for future development.

FLEx summaries - Send/receive

Introduction to Send/Receive (Send/Receive 1) (1:12)

Introduction to Send/Receive (Send/Receive 1) (1:12)

The send/receive feature of FLEx allows different people working on different computers to all make edits to the same FLEx database. It can be done via the Internet, USB key, ChorusHub. Even if you are the only user it can be useful to help you easily work on more than one computer e.g. a desktop at work and a laptop at home.

Send/Receive using the Internet also provides an off-site back of your entire project.

Before you begin with Send/Receive

1. Choose which location you will use

- USB Flash Drive
- Internet
- Chorus Hub

2. If there are copies on various computers.

Identify the most up-to-date and start the Send/Receive with that version.

Send Project for the First time (Send/Receive 2) (4:31)

Send Project for the First time (Send/Receive 2) (4:31)

There are several one-off steps to setting up Send/Receive for the very first time.

Internet access For this example, there is only one user so there is only one live copy of the project.

1. Visit the website of the Internet server **languagedepot.org** *The instructions are written on the initial page of the website.* a. Setup user account on language depot.

- Click register
- Fill-in the fields *The log-in screen is displayed, with a message about an email to activate the account.*
If you haven't received the email. Contact the site administrators and they will activate it for you. b.

Request the creation of a special project for you FLEx project on the language depot site. You should do this for each FLEx project you want to send/receive.

- Wait for a response saying that the project has been created.

2. Send the project for the first time.

- in FLEx, from the Send/Receive menu, choose **Send this Project for the first time..**



TIP

This command only needs to be used for the very first time.

Initially we see a long set of instructions and warning.

- since this is the only copy, click **OK (I have the master project.)**

3. Enter setting for Send/Receive over the Internet

- Click the Settings link (at bottom right)
- Enter the Project ID (from email from languagedepot administrator)
- Enter the log-in details (that you created on the languagedepot site)
- You can show the characters of the password to make sure you typed it correctly
- Click **OK** *The Internet button becomes enabled*

4. Send/receive

- Click **Internet** *The progress is shown** When complete a jingle is heard and a check mark is displayed at the top of the screen*.*



INFO

This project is now ready on this computer for ongoing syncing with send/receive. And someone else on another computer can receive the project and join in the work.

:::caution Don't re-use an important password as other people may get to see it. :::

Add Member to a Project (Send/Receive 3) (1:59)

Add Member to a Project (Send/Receive 3) (1:59) Another user can now receive the project if they use the same languagedepot logon details the send/receive. However it may be a good idea to add a

second account for other team members so that not everyone has access to the admin. You don't need to have separate accounts for each person.

Create another account

- Go to the languagedepot.org site
- Click Register
- Fill-in the fields

After it has been created and verified you need to log back in as administrator to add the new user as a contributor.

- Click Sign-in
- Click Search to find the project
- Click on Project name to go to the project
- Click the Settings tab
- Then the Members tab
- Find the new user name in the "New Member" drop down list. (it is a long list!)
- From the Role drop down list, choose **Contributor**
- Click **Add***The two users are shown.*

Get Project from Colleague (Send/Receive 4) (1:30)

Get Project from Colleague (Send/Receive 4) (1:30) To work on a project on a different computer

- Click on Send/Receive (with other FLEx users)
- Choose **Get project from colleague**



TIP

This is also available from the startup dialog for quick access.

- Choose the location from which to get the project (e.g. Internet)
- Enter the settings (to confirm you are a legitimate user)
- You can use the same login as before.
- type the project name
- Click **Download***The progress is shown, a jingle is sounded when finished.*


- Click **OK***The project is now synchronised on both computers. ∴* You can both edit and use Send/Receive project to send the project back and forth. ∴

FLEx summaries - Audio writing system

Adding and Using an Audio Writing System (3:28)

[Adding and Using an Audio Writing System](#) (3:28)

Add an audio writing system

- Format > Writing systems**
- In the "Vernacular Writing Systems" section click on **Add**.
- Select **Writing System of the language** you are currently working in,
The "Writing System Properties" dialog box appears with the new writing system added.
- From the **Variant Name** drop-down list, select **Audio**.
- Adjust the abbreviation (e.g., SokA) to distinguish this system from others.
- Click **OK**.
- Click **OK** in the next dialog box.
The screen is updated to show the new writing system.
- Press **Refresh** 
The writing system is activated. You can see that the new vernacular writing system is displayed.

Use the audio writing system

To record something

- Click and hold the red record button as described in the long tooltip.
Once the recording is done, there is a play button (triangle) instead of the record button (circle).

Deleting audio

- Click on the delete button.
The recording is deleted.

Record (live) audio of sample sentences

- Click and hold the red button.
- Say the phrase.
- Release the button.

The playback button appears.



Add an existing file

- Press **Shift** and click the circle.
A dialog box will appear.
- Navigate to where you saved the file.
- Click **Open**. *The play button appears.*



TIP

So you can either record live by holding down the record button, or you can hold down the "Shift" key and open a file that I have pre-recorded.