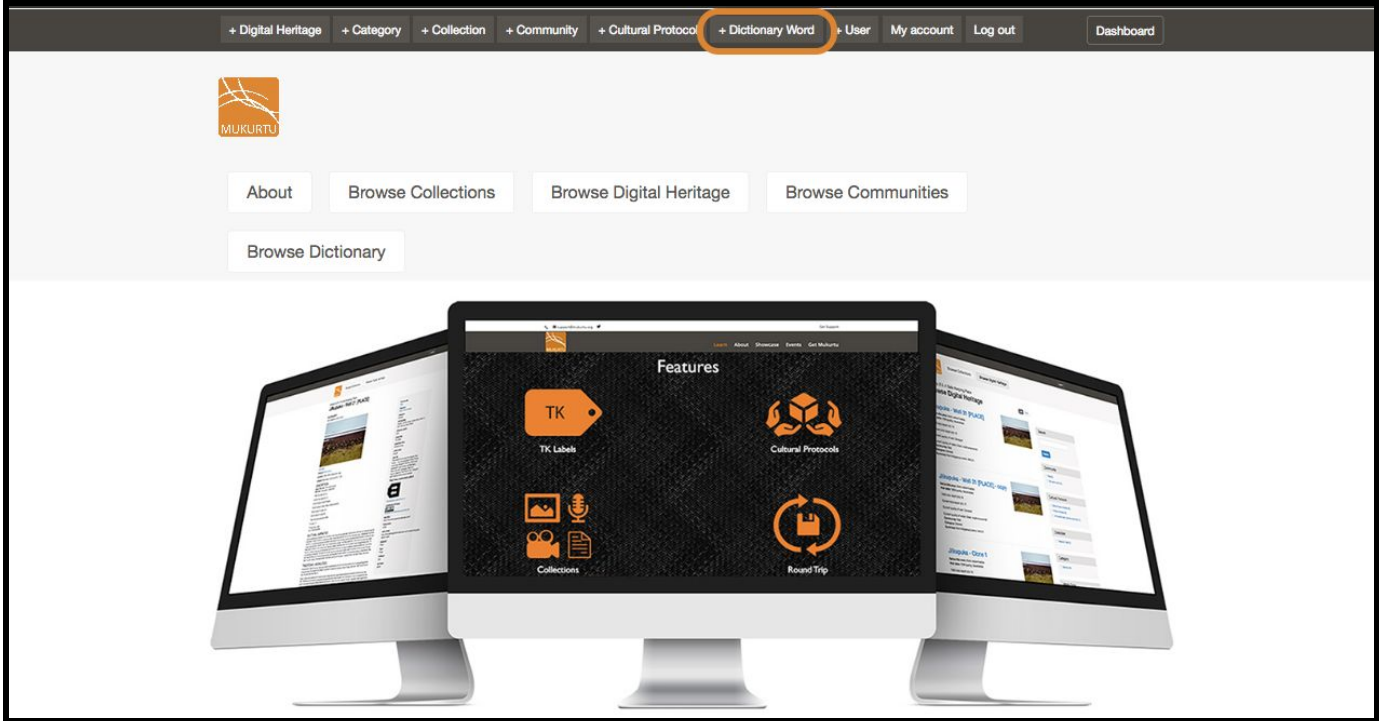


# How to Create Dictionary Entries

While the term **Dictionary Word** is used, entries can be complete words, but can also include word components (roots, affixes, etc), phrases, sentences, and other types of entries.

Click **+ Dictionary Word** in the navigation menu.



## Create Dictionary Word: Basic Tab

A screenshot of the 'Create Dictionary Word' form, specifically the 'Basic' tab. The form is titled 'Create Dictionary Word' and has two tabs: 'Basic' and 'Relations'. The 'Basic' tab is active. The form contains several input fields and sections: 'Term \*' (a text input field), 'Language \*' (a dropdown menu with 'Warumungu' selected), 'Word Entry \*' (a section containing a list of entry items, currently showing '#1'), 'Alternate Spelling' (a text input field), 'Source' (a text input field), 'Translation' (a text input field), and 'Pronunciation' (a text input field with a rich text editor toolbar). The 'Term \*' field is highlighted with an orange border. The form also includes a 'Show row weights' link and a vertical toolbar on the right side.

## Basic Tab

- **Term** is a required field, enter the word.
- Choose the appropriate **Language from the list**
- **Alternate Spelling** can be used to enter alternate ways to write the word.
- **Source** can be used if the word is coming from a specific dictionary, contributed by one speaker, originating somewhere else, etc...
- **Translation** can be the translation in English (or any another language)
- **Pronunciation** is a flexible field, and formatting (bold, underline, etc) can be used to best indicate pronunciation
- To add a **Recording**, open the media library, and either find a recording already uploaded, or upload a new recording. To add multiple recordings, press **Add another recording** and repeat the process.

The screenshot shows a web interface for adding a word entry. The form includes several fields: 'Recording' (with a 'Delete' button and 'Add another recording' button), 'Part of Speech' (a dropdown menu), 'Definition' (a large text area), 'Sample Sentences' (with a 'Delete' button, 'Add another sample sentence' button, and 'Remove' button), 'Keywords' (a text field), and 'Additional Media' (with a rich text editor). A search sidebar on the right shows a list of audio recordings. Two orange arrows point from the 'Recording' field to the search sidebar, and another arrow points from the 'Sample Sentences' field to the search sidebar.

- **Parts of Speech** can be selected from the dropdown list created by a Language Steward.
- **Definition** can be used to expand a translation, or provide additional information about an entry.
- **Sample Sentences** can be either text, or audio recording (added the same way as the **Recording** field). To add multiple sentences, press **Add another sample sentence** and repeat.
- Separate multiple **keywords** with semicolons. Keywords help users search for and discover entries.
- To add images to the **Additional Media** field, drag them in from the media library.

## Relations Tab

The screenshot shows the 'Create Dictionary Word' form in a web application. The form is divided into two tabs: 'Basic' and 'Relations'. The 'Relations' tab is highlighted with an orange border. It contains several sections for defining relationships:

- Related Dictionary Words:** A drop-down menu with '- None -' selected.
- Related Digital Heritage Items:** A text input field with the placeholder 'Choose some options'.
- Word List:** A drop-down menu with '- None -' selected.
- Communities and Protocols:** A section containing:
  - Communities and Protocols 1:** A sub-section with:
    - Community:** A drop-down menu with 'Select a community' selected.
    - Protocol:** A text input field with the placeholder 'Choose some options'.
  - Add another community:** A green button.

At the bottom of the form, there are 'Save' and 'Preview' buttons. On the right side of the page, there is a search bar and a list of search results, including items like 'banner\_gw\_landscape.jpg', 'banner\_country\_image.jpg', and 'thumb\_BRA.jpg'.

- Connect **related dictionary words** by choosing from the drop-down menu. Words will have to be created before they appear in the list.
- Connect related digital heritage items by choosing from the drop-down menu. Digital heritage items will have to be created before they appear in the list.
- Add words to Word Lists by choosing from the drop-down menu. Word Lists will have to be created before they appear in the list (see **How to Create Word Lists** for more information).
- Dictionary words can have cultural protocols attached to define use and access. By default, dictionary words are public.