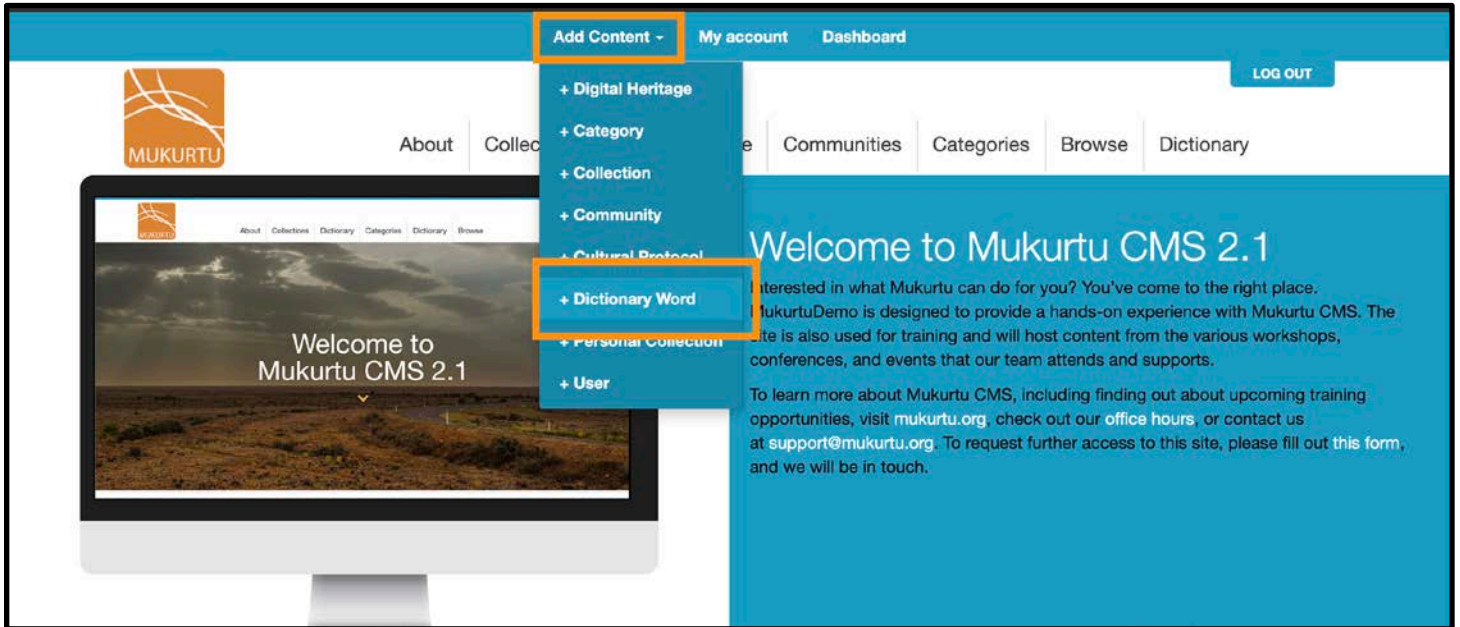


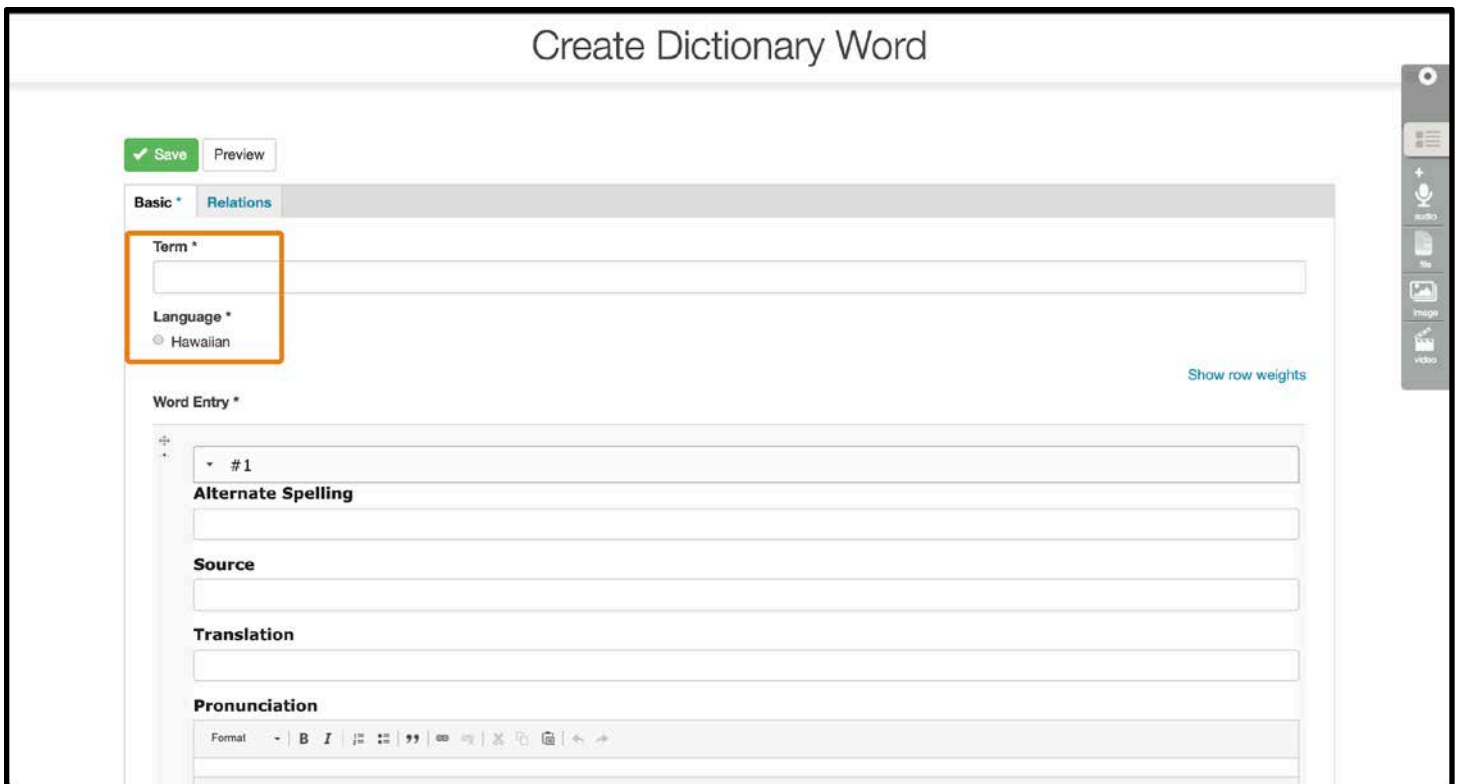
# How to Create a Dictionary Word

Dictionary words can be single, complete words, but they can also be word components (roots, affixes, etc), phrases, sentences, and other types of entries as needed.

From the navigation menu, click **Add Content** and then **+ Dictionary Word**.

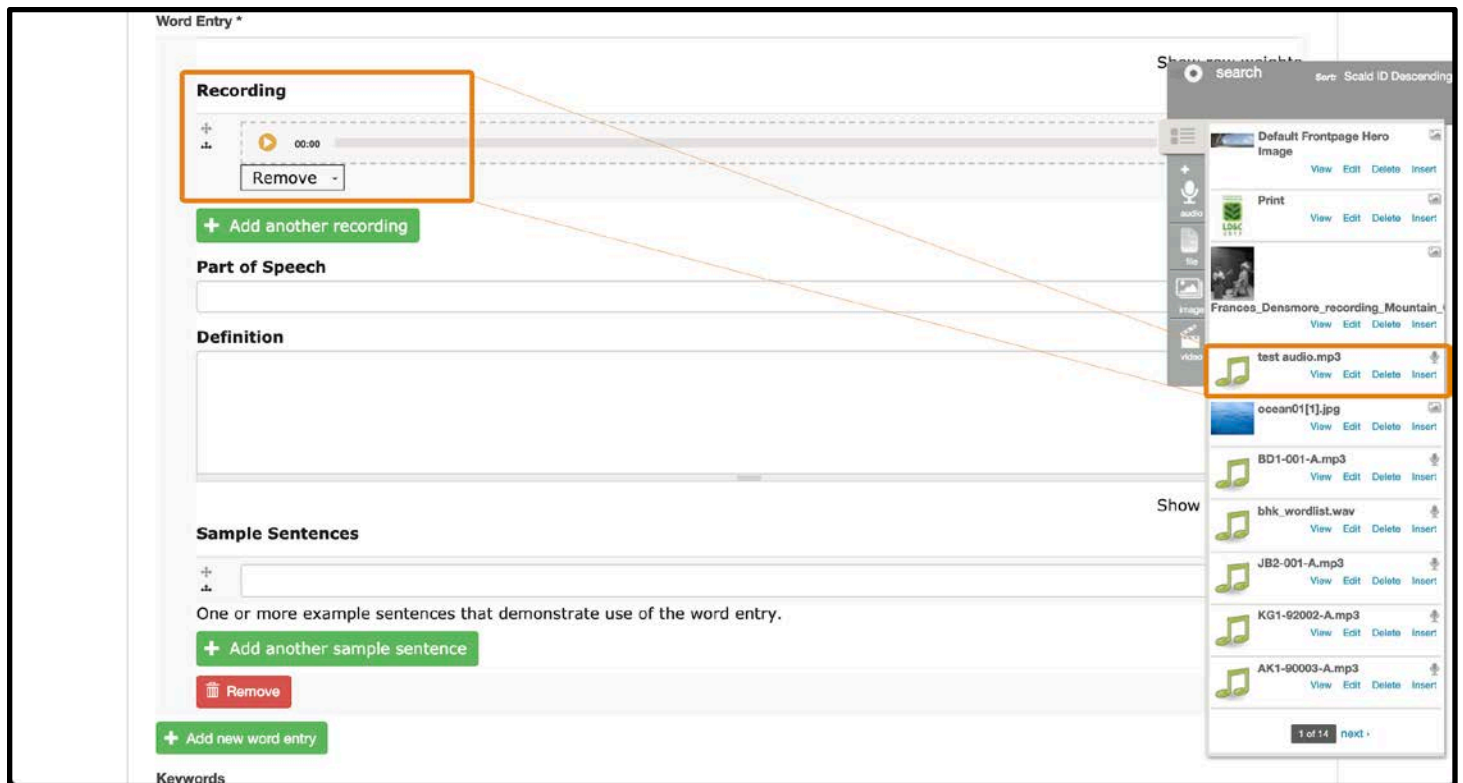


## Create Dictionary Word: Basic Tab



## Basic Tab

- **Term** should be the word in the language selected below
- Choose the appropriate **Language** for the word above from the list. Languages have to be added by site administrators.
- **Alternate Spelling** can be used to enter variant spellings, common misspellings, or other versions of the word.
- **Source** can be used to identify if the word is coming from a specific dictionary, contributed by one speaker, borrowed from another language, etc...
- **Translation** is an optional short translation into any other language.
- **Pronunciation** is a flexible field, and formatting (bold, underline, etc) can be used to best indicate pronunciation. IPA symbols can also be used.
- 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. See the handout **How to Upload a Media Asset** for more information.



- **Parts of Speech** can be selected from a list, or new terms can be added if needed.
- **Definition** is a longer field that can be used to expand on the translation, or provide additional information about an entry.
- **Sample Sentences** can be either text, audio recordings, or a mix of both. Recordings are added the same way as the **Recording** field. To add multiple sentences, press **Add another sample sentence** and repeat.
- **Keywords** help users search for and discover entries.
- To add images to the **Additional Media** field, drag them in from the media library.

## Create Dictionary Word: Relations Tab

## Create Dictionary Word

The screenshot shows the 'Create Dictionary Word' interface. At the top, there are two buttons: 'Save' (with a green checkmark) and 'Preview'. Below these are two tabs: 'Basic' and 'Relations'. The 'Relations' tab is selected and highlighted with an orange box. The main content area is divided into several sections:

- Related Dictionary Words:** A dropdown menu with the text 'Choose some options'.
- Related Digital Heritage Items:** A dropdown menu with the text 'Choose some options'.
- Word List:** A dropdown menu with the text 'Choose some options'.
- Communities and Protocols:** A section containing:
  - A header 'Communities and Protocols 1'.
  - A 'Community' dropdown menu with the text 'Select a community'.
  - A 'Protocol' dropdown menu with the text 'Choose some options'.
  - A green button with a plus sign and the text '+ Add another community'.

- 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 the handout **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.