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# Workshop on using *Fieldworks Language Explorer (FLEX)*

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*FieldWorks Language Explorer (FLEX)* is a linguistic database for lexicographical and text data collection and analysis. In this workshop, we will introduce the software, beginning with the basics, though we particularly focus on creating and editing the lexicon and interlinear texts. We will introduce and orient you with how to navigate FLEX and how to create, open, and back up a project. We will also familiarize you with basic data entry tasks: creating and editing lexical entries; creating text entries and editing the baseline, glosses, and morphemes; adding lexical entries from a text; printing texts; and adding audio files and images to lexical and text entries.

**Where:**

Salt River Pima Maricopa Indian Community  
Two Waters-Building A  
Room A117 Svegī Doag (Red Mountain)

**When:**

November 2 and 3, 9:00am - 4:30pm

**Who:**

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# Topics, Goals and Tasks

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## DAY 1

**8:30 - 9:00**      **Set up and testing workstations**

**9:00 - 10:30**      **Morning session 1**

Topic: A demonstration of FLEx

Topic: Getting started in FLEx

- Opening FLEx (first time)
- Restoring a Project from a Backup
- Opening a Project
- Backing up a Project
- Basic Layout of a FLEx Screen
- \_\_\_\_\_

**10:30 - 10:45**      **BREAK**

**10:45 - 12:00**      **Morning session 2**

Topic: Tools and tasks in the Lexicon area

- Getting familiar with the Lexicon Area
- Four Ways to Add an Entry to the Lexicon
- Create a New Lexical Entry
- Tool: Lexicon Edit
- \_\_\_\_\_

**12:00 - 13:00**      **LUNCH**

**13:00 - 14:30**      **Afternoon session 1**

Task: practice data set 1

Topic: Lexicon Edit I

- Hidden Fields
- Multiple Senses & Homographs
- \_\_\_\_\_

Task: practice data set 2

14:30 - 14:45      **BREAK**

14:45 - 16:30      **Afternoon session 2**

Topic: Lexicon Edit II

- Insert Sound to Lexical Entry
- Insert Picture to Lexical Entry
- Insert Example to Lexical Entry (Overview)
- Insert New Example in Lexical Entry
- Find Example from Texts & Words
- Reversal Entries
- Linked Entries
- Lexeme Variation (writing systems and allomorphs)
- Deleting an Entry
- Browse
- Search
- Collect Words
- \_\_\_\_\_

Topic: Dictionary

- Export Your Dictionary
- Configure Dictionary
- Creating a Talking Dictionary
- \_\_\_\_\_

## Goals for Day 1:

- I can create a new database
- I can enter words into the lexicon
- I can insert media (pictures, sounds, etc.)
- I feel comfortable with the fields
- I can browse and search the lexicon
- I can export and configure my dictionary
- \_\_\_\_\_

## Things I'd like to learn to do:

**DAY 2****8:30 - 9:00****Set up and testing workstations****9:00 - 10:30****Morning session 1** Task: Finish any remaining tasks from yesterday (or just continue) Topic: Tools and Tasks in the Texts & Words area Tools in the Texts & Words Area Interlinear Texts \_\_\_\_\_ Task: practice data set 3 Topic: Interlinear Texts Create a New Text/Baseline Tab Info Tab Gloss Tab Analyze Tab Print View Tab Link to Sound File in Text \_\_\_\_\_**10:30 - 10:45****BREAK****10:45 - 12:00****Morning session 2** Topic: Tools and Tasks in the Grammar area Create a New Text/Baseline Tab Info Tab Gloss Tab Analyze Tab Print View Tab \_\_\_\_\_ Topic: Trying out some other features (generating a grammar)**12:00 - 13:00****LUNCH**

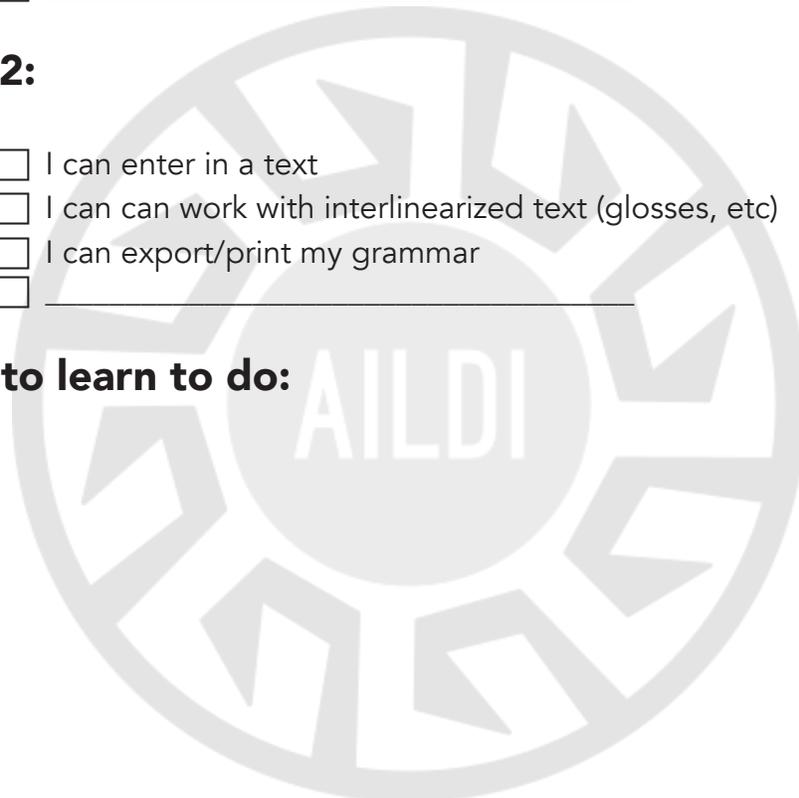
**13:00 - 16:30 Afternoon session (including break)** Topic(s):

- Questions and problems
- "Things I'd like to learn to do"
- Language and linguistics
- \_\_\_\_\_

- Free time to work on your project; individual consultations
- Sharing
- \_\_\_\_\_

**Goals for Day 2:**

- I can enter in a text
- I can can work with interlinearized text (glosses, etc)
- I can export/print my grammar
- \_\_\_\_\_

**Things I'd like to learn to do:**

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# Glossary of terms used in *Fieldworks Language Explorer (FLEX)*

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**ALLOMORPH** – A different way of pronouncing (and often spelling) a morpheme determined by the sounds nearby the morpheme. See MORPHEME.

**ANALYSIS LANGUAGE** – The language being used to talk about the vernacular language; the language that definitions and translations are written in. See VERNACULAR LANGUAGE.

**ANALYZE** – To break down a word into its morphemes and then gloss those morphemes; or simply to gloss the words. Often providing sentence translations is also part of analysis.

**AREA** – The organizing views in FLEX, these are changed by buttons in the bottom-left of the left-most navigation pane. The five areas of FLEX are: *Lexicon*, *Texts & Words*, *Grammar*, *Notebook*, and *Lists*. When you are in the view of a specific area, you will find tools associated with that area.

**BACKUP** – A backup of a project is a single file that can be given to someone else or saved in a separate location so that if your harddrive crashes, you can recover your data. When you work on your project, you are not editing the backup file; you are editing the “project” saved somewhere else in the computer.

**CONCORDANCE** – A way to search for particular words or word-parts in a collection of texts.

**CONTEXT MENU** – A selection menu that appears when you right-click on an item or when you select a blue triangle in a circle next to a field.

**DATABASE** – A database is an organized collection of data, usually - but not always - in digital format.

**DEFINITION** – The meaning of a word, sometimes along with information about how it is used. See GLOSS and SENSE.

**DIALOG (BOX)** – A Dialog (or Dialog Box) is a box that pops up separate from the main FLEX program window. Sometimes a dialog box simply contains information for you to read. Sometimes the dialog box presents you with a choice of two options. And sometimes the dialog box has fields where you can enter data. “Create a New Lexical Entry” is this last kind of dialog box.

**DICTIONARY** – A published version of your lexicon that other people can use. See LEXICON.

**FIELD** – This term refers to anywhere you can add information that will be saved in your lexicon. For example, the Definition field is where you type a definition for an entry, and “Definition” is the label of the field.

**FILTERING** – See SEARCHING vs. FILTERING

**GLOSS** – A short definition, usually only one or two words. Glosses are typically used in interlinear text, which is text on one line with word-by-word or morpheme-by-morpheme glosses on the next line. When a gloss consists of two or more words, the words are usually separated by a period rather than a space. See DEFINITION.

**KEYBOARDS** and **KEYBOARD LAYOUTS** – When we talk about “installing a keyboard,” we don’t mean the physical keyboard you touch with your fingers. Instead we mean software on your computer (a “keyboard layout”) that takes every key you type on your physical keyboard and turns it into a character on your screen. FLEX automatically turns on the correct keyboard layout based on where you are typing in the project (specifically based on the writing system associated with the field where you are typing). If you are typing a definition in English, it knows to use the normal English keyboard layout. If you’re typing a text or a lexical entry headword, it knows to switch to the native language keyboard layout. See WRITING SYSTEM.

**LEXICAL ENTRY** – A word, morpheme, or phrase and the information you have entered about it in the lexicon.

**LEXICON** – A collection of words, morphemes, and phrases, along with information about them (for example, definitions, parts of speech, examples of how to use them). See DICTIONARY.

**MENU** – The horizontal list of computer functions at the top of a window (usually beginning with File).

**MORPHEME** – A sound or sequence of sounds associated with a meaning. A word may be made up of multiple morphemes or of only one morpheme.

**PANE** – A portion of a window in a computer program. FLEX is usually divided into three panes, with the navigation pane on the far left.

**PROJECT** – This is what FLEX calls your database. Each project has its own name, and it is stored as a collection of files somewhere deep on your harddrive. There is usually no need to see all of these files.

**RESTORING A PROJECT** – Restoring a project means starting a project based on a backup file.

**REVERSAL ENTRY** – An entry reversed from its normal presentation. For example, if your entries consist of Piipaash or O’odham lexical items and English definitions, a reversal entry starts with an English equivalent, followed by the Piipaash or O’odham word. A set of reversal entries is like an index that helps people find main entries in the dictionary based on English.

**SEARCHING** vs. **FILTERING** – The Find Lexical Entry process, described here, does a straightforward search, taking you to the item you searched for. Filtering is similar to a search, but instead of taking you to a particular entry, Filtering reduces the number of visible entries to just those that meet your filter criteria (e.g. all words containing the sequence “wa”, or all nouns).

**SEMANTIC DOMAIN** – This is simply the “meaning category” a word belongs to. For example, the English word toenail is in the following semantic domains: toe, foot, human body (among others).

**SENSE** – Sometimes a single word can be used in different ways to mean different things, but the meanings are related or similar to each other. Each of these meanings would be added as a separate sense. If two words are spelled the same but mean totally different things, then they would go in separate entries.

**TASK** - The individual actions that you can do in FLEX (such as restoring a project, creating a new lexical entry, inserting an example, etc.).

**TOOL** - a view-changing selection. Tools are organization under each area. For example, the Lexicon area has the following tools: *lexicon edit*, *browse*, *dictionary*, etc.

**VARIANT** – A different way of spelling or pronouncing a word or morpheme based on dialect or individual differences. (Not the same as ALLOMORPH.)

**VERNACULAR LANGUAGE** – The language that the lexicon describes (e.g. Piipaash or O’odham). See ANALYSIS LANGUAGE.

**WINDOW** – A free-standing portion of a computer program that can be moved around, resized, or closed.

**WORD** – A unit of language that can stand on its own. When words are written, they are usually separated from each other by spaces. A word can be made up of multiple meaning parts, called morphemes. See MORPHEME.

**WRITING SYSTEM** – A set of characters and their associated sounds. FLEX allows you to set up multiple writing systems in your project so that your language can be written different ways (for example, how the community writes it and how old sources have written it). There is also an analysis writing system, which is the system used for your definitions (this is usually English). Each writing system is associated with a particular keyboard layout. See KEYBOARDS and KEYBOARD LAYOUTS.

