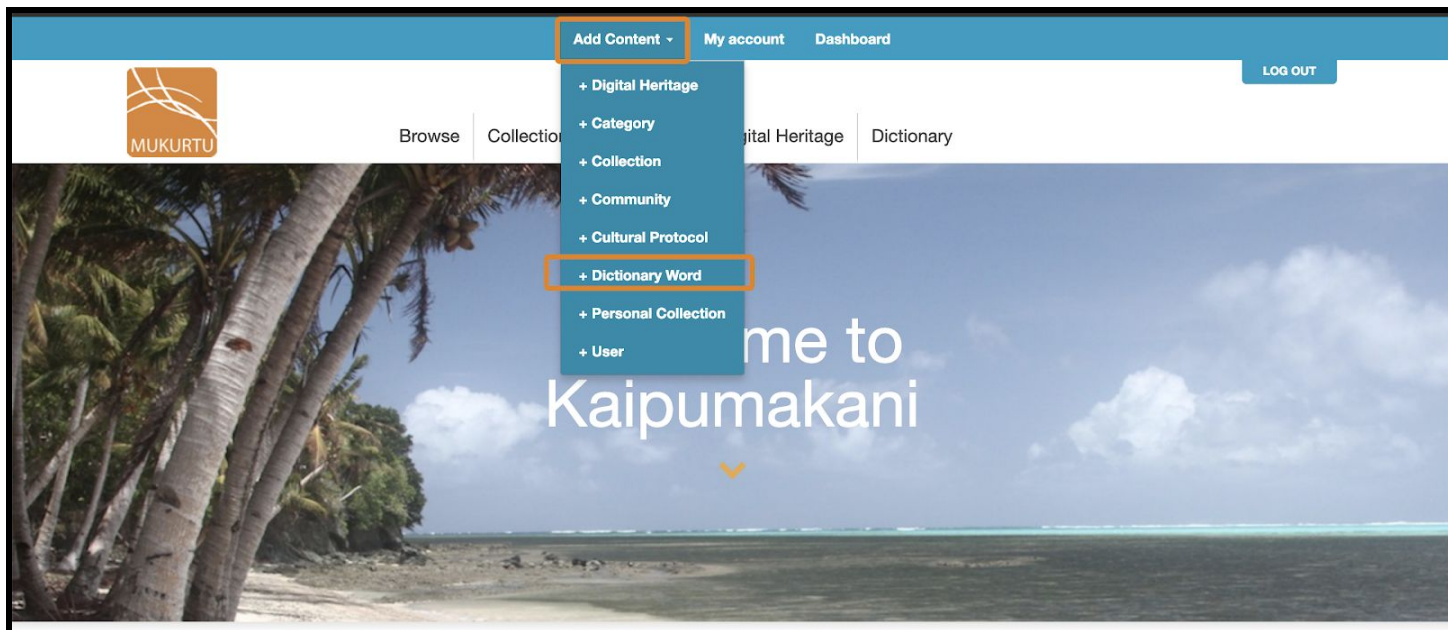


# How to Create a Dictionary Word

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

A screenshot of the 'Create Dictionary Word' form in the 'Basic' tab. The form has a 'Save' button and a 'Preview' button. The 'Basic' tab is selected, and the 'Relations' tab is also visible. The 'Term' field is highlighted with an orange box. Below it, the 'Language' field is set to 'Hawaiian'. The 'Word Entry' section contains several fields: 'Alternate Spelling', 'Source', 'Translation', and 'Pronunciation'. A 'Show row weights' link is visible on the right side of the form. The form is set against a light gray background with a dark gray sidebar on the right containing various icons.

## 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.

The screenshot shows the 'Word Entry' form on the left and a media library on the right. The form has sections for 'Recording', 'Part of Speech', 'Definition', and 'Sample Sentences'. The 'Recording' section has a play button, a 'Remove' button, and an 'Add another recording' button. The 'Part of Speech' section has a text input field. The 'Definition' section has a large text area. The 'Sample Sentences' section has a text input field, an 'Add another sample sentence' button, a 'Remove' button, and an 'Add new word entry' button. The media library on the right shows a list of assets with icons for audio, image, and video. The 'test audio.mp3' asset is highlighted with an orange box. Arrows point from the 'Recording' section of the form to the 'test audio.mp3' asset in the media library.

- **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

The screenshot shows the 'Create Dictionary Word' interface with the 'Relations' tab selected. The 'Save' button is highlighted with a green checkmark and an orange box. The 'Relations' tab is also highlighted with an orange box. The interface includes several sections for adding related content:

- Related Dictionary Words:** A drop-down menu with the placeholder text 'Choose some options'.
- Related Digital Heritage Items:** A drop-down menu with the placeholder text 'Choose some options'.
- Word List:** A drop-down menu with the placeholder text 'Choose some options'.
- Communities and Protocols:** A section containing:
  - Communities and Protocols 1:** A sub-section containing:
    - Community:** A drop-down menu with the placeholder text 'Select a community'.
    - Protocol:** A drop-down menu with the placeholder text 'Choose some options'.
  - + Add another community:** A green button to add more communities.

On the right side of the interface, there is a vertical toolbar with icons for audio, file, image, and video.

- 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.