

The very first steps (not mentioned in the Self-training manual)

1. enter all letters you want to use that are not in the Standard Roman Alphabet (e.g. ÿ)
 - in the menu click on *Project*, choose *Language Encodings*
 - click on the language that has additional letters (probably the vernacular), click the *Modify* button
 - on the *Sort order* tab, choose the order you prefer, click on *Modify*, enter the letters into the alphabet, then click on the *Case, Punct* tab and enter the letters there, too
 - do the same for each language you want to use (the regional or national language may use special characters, too)
2. change the keyboard settings to meet your keyboard
 - in the menu click on *Project*, choose *Language Encodings*
 - click on the first language that is listed and click the *Modify* button
 - click on the *Options* tab and choose your keyboard in the *Keyboard* field
 - repeat for each language
3. if you use characters others than hyphens to separate morphemes (e.g. = to mark clitics)
 - click on a text file
 - in the menu click on *Database*, choose *Properties*, click on the *Interlinear* tab
 - click on the first process (tx mb Parse), click the *Modify* button
 - In the *Morpheme Break Characters* field enter =

How to create a glossing dictionary

- before you use a glossing dictionary, consider whether using formulas could be a better solution (see Toolbox Self-training manual, pp. 109-116)
- if formulas don't work for you

1. create a new dictionary

- in the menu click on *File*, choose *New*, enter the name of your new dictionary (e.g. GlossingDictionary) and save it, choose MDF as a database type

2. make a new entry, in the lexeme field, insert something is recognizable for you, but won't appear in your normal texts (because TB recognizes it as a normal entry), e.g. ...LEXEME...

- add a field `\a` and type the problematic word form
- add a field `\u` directly under `\a` and gloss manually
- if this is not precise enough to solve your problem (e.g. because of homophones), you can enter the content of the `\ge` field in `{ }` directly after the morpheme, e.g. `ni-{1SG} chupa`



3. link the dictionary to your texts

- click on a text file again
- in the menu click on *Database*, choose *Properties*, click on the *Interlinear* tab
- click on the first process that is listed, click on the *Modify* button
- click on the *Lexicon* button, choose your dictionary in the *Available Databases* field and insert into the *Databases to Search* field
- repeat for the other processes

Several people working on one project

- do the pre-settings on one computer and then copy the whole project for the others
- easy exchange of files (copy and paste)
- it is best, if everyone uses his/her own dictionary (maybe in addition to a common one) to enter new morphemes
- above is a description how to link several dictionaries for the segmentation process
- merge your dictionaries from time to time (better by hand than with the merge function of Toolbox!)