# FLEx Session - Browse

## Objectives

* To be able to select columns to be displayed.
* To be able to sort columns.
* To be able to filter entry rows.

## Browse

Start FLEx and open Sena 3 project.

## Status bar

Looking at the status at the bottom of the window, the following information appears

* Dates
* Creation date
* Last modified date - automatic date and time of last change.
* Parser status
* Filter status
* Current entry/entry count.

## Using Browse view

We want to make English the default analysis. In the File menu, point to Project Management and click Fieldworks Project Properties. Click Writing Systems tab. In the Analysis Writing Systems box, if English is not at the top, move it to the top

* + - 1. In the Lexicon area, click Browse view.

The Browse view appears

### How to set the columns in browse?

* + - 1. To choose the columns to be displayed, on the Tools menu, click Configure Columns.

The Configure Columns dialog box appears.

* + - 1. In the Current Columns box, set columns to display Headword, Lexeme Form, Glosses, Definitions and Grammatical Info (Full) using Add and Remove buttons.
			2. In the Current Columns box, click Definitions and then click Remove.

In the Current Options box, click Citation Form and then click Add.

In the Column Options box, click Number of Senses and then click Add.

In the Current Columns box, click Grammatical Info (Full) and then click Remove.

In the Column Options box, click Grammatical Info (Abbr) and then click Add.

Then click OK. Notice the changes.

Have the participants add Date Modified & Definition and remove Numbers of Senses.

* + - 1. To change the column order, on the Tools menu, click Configure Columns.

The Configure Columns dialog box appears.

* + - 1. In the Current Columns box, click Definition. The click the Up Arrow button three times.

In the Current Columns box, click Date Modified. The click the Up Arrow button twice. Then click OK. Notice the changes.

* + - 1. To change the column order, on the Tools menu, click Configure Columns.

The Configure Columns dialog box appears.

* + - 1. In the Current Columns box, click Citation Form. The click the Up Arrow button until it is at the top of the list. Then click OK. Notice the changes.

Have the participants set up the columns in the following order: Head Word, Lexeme Form, Morph Type, Glosses, Grammatical Info (Abbr), Date Created.

* + - 1. To change the writing system, on the Tools menu, click Configure Columns.

The Configure Columns dialog box appears.

* + - 1. In the Column Options box, click Definition and then click Add. Move it just after Glosses. In the Column Options box, click Definition and then in the Writing System box, select English.
			2. Add a second Definition to Column Options box, and move it after the first Definition. Then in the Writing System box, select Portuguese. Click OK.

Have the participants change the writing system of Lexeme Form to Sena and Glosses to English.

Have the participants configure columns so that Glosses is display in two writing systems.

Have the participants set up the columns in the following order: Headword, Lexeme Form, Citation Form, Glosses, Grammatical Info (Full) and Date Modified.

Resize columns using mouse

Drag columns to change order.

### How to sort a column?

* + - 1. Go to the first record.
			2. Verify the columns displayed are Headword, Lexeme Form, Citation Form, Glosses, Grammatical Info (Full) and Date Modified.
			3. Click column headers to sort.

Columns which are sorted have the blue arrow indicator.

* + - 1. Click Lexeme Form column. What happens? Click it again. What happens?
			2. Shift+click for secondary sort.
			3. Click Grammatical Info header, then shift+click Headword.

Have participants sort by date modified.

Have participants sort by gloss.

Have participants sort by gloss, then by lexeme form.

Have participants sort by grammatical info, then by lexeme form.

* + - 1. Right-click on column header to access less common sort options:
* Sorted from end – useful when looking for patterns at the ends of words.
* Sorted by length (not available everywhere)

Have participants sort by length of Glosses column.

Have the participants sort from end of Headword column

Have the participants set up the columns in the following Order: Headword, Lexeme Form, Citation Form, Glosses, Definitions, Grammatical Info (Abbr), Date Modified.

### How to apply a filter to the entries?

* + - 1. Sort by Headword.

At the Top of each column, the current filter is displayed. To change a filter, do the following

* + - 1. Select one of the following in the filter box
* Show all = no filter on that field
* Blanks = entries for which this field is empty (or blank).
* Non-blanks = entries which contain data in this field.
* Filter for = entries which satisfied a specified filter.
	+ - 1. In the filter box for Citation, select Blanks.
			2. In the filter box for Citation, select Non-blanks.
			3. In the filter box for Citation, select Show All.
			4. In the filter box for Citation, select Filter for.

The Filter for items containing dialog box appears. In the Enter text to search for box, type b. Then select Anywhere. Then click OK.

* + - 1. In the filter box for Citstion, select Filter for.

The Filter for items containing dialog box appears. In the Enter text to search for box, type b. Then select At Start. Then click OK.

* + - 1. In the filter box for Citation, select Filter for.

The Filter for items containing dialog box appears. In the Enter text to search for box, type o. Then select At End. Then click OK.

Turn off filters, by clicking Filter Off icon on toolbar.

* + - 1. In the filter box for Grammatical Info, select Choose.

The Choose Items dialog box appears. Then select Verb. Then click OK.

Turn off filters, click Filter Off icon on toolbar.

* + - 1. In the filter box for Modified Date, select Restrict.

The Restrict to items with dates dialog box appears. Select restriction and date(s). Then click OK.

Turn off filters, click Filter Off icon on toolbar.

Have participants display lexeme forms starting with bv.

Have participants display nouns only.

Have participants display nouns only for blank citation forms. Note filter indicator and count in status bar.

Have participant restrict entries modified in a given month.

Have participants to turn off all filters.

Have the participants set up the columns to display Headword, Lexeme Form, Glosses, Definitions and Grammatical Info (Full).