# FLEx Session – Bulk Edit

## Objectives

* To be able to use the Bulk Edit facility to make global changes to the lexicon.

## Bulk Edit

An idea for greater efficiency is to be able to edit the same field in lots of entries. Bulk Edit allows editing numerous entries or senses in one operation.

Start FLEx and open Sena 3 project

* + - 1. On File menu, point to Project Management and click Fieldworks Project Properties. In the FieldWorks Project Properties dialog box, click on the Writing System tab. Set English as Default Analysis Writing System.
			2. In Lexicon area, click Bulk Edit Entries.

### How to find all entries with spaces and mark them as phrases?

* + - 1. Configure columns as Lexeme Form, Citation Form, Morph Type, Status, Glosses, Definition and Grammatical Info (Abbr).
			2. Click List Choice tab. Filter for space anywhere in Lexeme Form field. In Target Field box, select Morph Type. In Change To box, select Phrase. Click Preview.

Check results and then click Apply.

Clear filter.

Have the participants add Tentative to Status field for phrases.

### How to copy all glosses into blank definitions?

* + - 1. Click Bulk Copy tab. Filter for blanks in Definition column. In Source Field box, select Glosses. In the Target Field box, select Definition and select Do nothing. Click Preview.

Check results. Then click Apply.

Clear filter.

Have the participants add Lexeme Form to blank Citation Form.

### How to copy selective items into a field?

* + - 1. Configure Columns to display Reversal field. Click Click Copy tab. .

Filter for space anywhere in Definition column. In Target Field box, select Reversals. Click on words for reversal.

Discuss Copy options. Discuss If the target is not empty option.

Have the participants select several words for reversals.

### How to change a grapheme to something else?

* + - 1. Click Bulk Replace tab. This copies the content of one field into another field. Configure Columns if necessary. Filter for ai at end in Lexeme Form field. In Target Field box, select Lexeme Forms. Change ai to ei using Setup button. Click Preview.

Check your results and then click Apply.

Clear filter.

 Have the participants replace ch with sh in the Lexeme Form.

Then have the participants replace ch with sh in the Citation Form.

### How to delete the content of a selected field at one time?

* + - 1. Click Delete tab. This allows you to delete several entries or senses at one time, or the contents of a selected field. This requires care.

Filter for non-blanks in Status field. In Items to delete box, select Status. Click Preview

Check the results and click Apply.

Have the participants delete all non-blanks in the Reversal field.