# FLEx Session – Project Management

## Objectives

* To be able to change the properties of a project.
* To be able to create a new project.
* To be able to backup and restore a project.

## Project Management

This session should be presented before the participants began working on their own language projects, so that you can help them create their own projects.

Start FLEx and open Sena 3 project

### How to make changes to the writing system of a project?

* + - 1. In the File menu, point to Project Management and then click FieldWorks Project Properties.

The FieldWorks Project Properties dialog box appears.

* + - 1. Click Writing Systems tab. Explore.
* Different writing systems.
* Can be configured.
* Language – need to tell programs which language the data is using, so the data is saved with the right language. The data for each language is kept separate – not mixed up: which glosses are Portuguese and which glosses are English.
* Single language can be written in more than one script – e.g. phonetically (IPA) or orthographically. E.g. Normal English characters differs from IPA English characters, (cat vs. kæt).
* Font – to display characters. Need to have the correct font with the characters you need.
* Keyboard software – so you don’t have to carry around extra physical keyboards. Allows you to edit/enter characters. Combines multiple keystrokes to produce special characters. FLEx changes the active keyboard mode automatically for you so you can just type.
* Writing system equals specific language + script.

### Vernacular vs. Analysis?

Distinction between the writing systems that are for the language you are researching (vernacular writing systems) and the languages in which you describe it and write up your analyses (analysis writing systems). Default system is the first one on the list.

To add another writing system for the project, do the following.

* + - 1. In the Writing Systems tab of the FieldWorks Project Properties dialog box, click Add.
			2. If the writing system is on the list, select it. You are done.
			3. If not, select New.

The Select language for New Writing System dialog box is displayed. In the Search For text box, enter the name of language and click Search. Select the desired language. The Chosen Name textbox is filled in. Then click OK.

The Writing System Properties dialog box is displayed. Make any appropriate changes. Then click OK,

### How to set up a keyboard?

* + - 1. To setup MSKLC keyboard. (e.g. C:\Program Files\SIL\FieldWorks\Keyboards\IPA\MSKLC)
* Go to language bar
* Right-click Settings.
* Click Add to add dummy input language: (e.g. Icelandic, Polish or Faeroese).
* Click OK.
	+ - 1. To setup a Keyman keyboard, in the Writing Systems tab of the FieldWorks Project Properties dialog box, select Sena (Phonetic) and click Modify.

Click Keyboard tab. In System Language box, enter dummy language. In Keyman keyboard box, select a keyman keyboard.

* + - 1. Review the other tabs of the Writing System Properties dialog box.
			2. To add a new writing system, in the Writing Systems tab of the FieldWorks Project Properties dialog box, click Add

### How to create a new project?

* + - 1. On the File menu, click New FieldWorks Project.

The New FieldWorks Project dialog box appears.

* + - 1. In the Name the project box, type Test. In the Analysis language writing system box, select English. In the vernacular language writing system area, click Define New.

The Select language for New Writing System dialog box appears.

* + - 1. Complete the dialog box, choosing the desired language and click OK.

The Writing System Properties dialog box appears.

* + - 1. Complete the dialog box and click OK.

The New FieldWorks Project dialog box reappears. Click OK.

The Choose a List of Anthropology Categories dialog box appears. Click OK.

The project has been created.

* + - 1. Add a sample entry or two to check it is working.

### How to delete a project.

To delete the project you just created, do the following.

* + - 1. In the File menu, click Close.

This will close the project.

* + - 1. In the File menu, point to Project Management and then click Delete Project.

The Delete FieldWorks Project dialog box appears.

* + - 1. Select the project and click Delete. Then click Yes. Then click Close.

The project has been deleted.

### How to backup and restore a project?

To backup a project, do the following procedure.

* + - 1. On the File menu, point to Project Management and then click Back up this Project.

The Back up this Project dialog box appears.

* + - 1. In the Comment box, enter Session PM. Then click OK.
			2. Make a change to the data.
			3. On the File menu, point to Project Management and then click Restore a Project.

The Restore a project dialog box appears.

* + - 1. In Project list, select Sena 3. Then in Version list, select the correct version. Then click OK.

The Replace Existing Project dialog box appears.

* + - 1. Click Yes.

The backup copy is restored.