

## FLEx Session 2 - Filtering, Sorting

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### Opening FLEx

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Start FLEx and open Sena 3 project..

The Sena 3 project should be opened.

### Status bar

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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

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#### Adding columns to browse

In the **Lexicon** area, click **Browse**.

The Browse view appears

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

The **Configure Columns** dialog box appears.

In the **Current Columns** box, set columns to display **Headword**, **Lexeme Form**, **Citation Form**, **Glosses**, and **Grammatical Info (Full)** using **Add** and **Remove** buttons.

In the **Column Options** box, click **Definitions** and then click **Add**.

In the **Current Column** box, click **Citation Form** and then click **Remove**.

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

In the **Current Column** box, click **Grammatical Info** and then click **Remove**.

Then click **OK**.

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

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

The **Configure Columns** dialog box appears.

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

In the **Current Columns** box, click **Citation Form**. Then click the Down Arrow button until it is at the bottom of the list. Then click **OK**.

Have the participants set up the columns in the following Order: Head Word, Lexeme Form, Morph Type, Definition,

Glosses, Grammatical Info (Abbr), Date Created.

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

The **Configure Columns** dialog box appears.

In the **Column Options** box, click **Definitions** and then in the **Writing System** box, select **English**.

Add a second **Definitions** to **Column Options** box, and then in the **Writing System** box, select **Portuguese**.

Have the participants change the writing system of Lexeme Form and Grammatical Info.

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

Resize columns using mouse

Drag columns to change order.

## Sorting

In the **Lexicon** area, click **Lexicon Edit**.

The Edit view appears

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

The **Configure Columns** dialog box appears

In the **Current Columns** box, set columns to display **Headword**, **Lexeme Form**, **Glosses**, and **Grammatical Info (Full)** using **Add** and **Remove** buttons.

Click column headers to sort.

Columns which are sorted have the blue arrow indicator.

Click **Lexeme Form** column. What happens? Click it again. What happens?

**Shift+click** for secondary sort.

Have participants sort by headword.

Have participants sort by gloss.

Have participants sort by gloss, then by lexeme form.

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

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 lexeme form.

Have the participants set up the columns in the following Order: Head Word, Lexeme Form, Citation Form, Glosses, Grammatical Info (Abbr).

## Filters

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

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.

Add some words to the Citation column

In the filter box, select **Blanks**.

In the filter box, select **Non-blanks**.

In the filter box, select **Show All**.

In the filter box, 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.

In the filter box, 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.

Have participants display lexeme forms starting with br.

Have participants display nouns only.

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

Have participants turn off all filters using toolbar.

Have participant restrict entries to a given month

Have participants to turn off all filters.