A Guide to Toolbox for Language Workers

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Important Note: It is strongly advised to use a Windows device when using Toolbox rather than a Mac. Toolbox is software designed specifically for Windows, and as of October 2023 there is no dedicated Mac version. The only way to use Toolbox using a Mac device is via emulator software like Crossover or MacWine, which can cost money in the case of Crossover, or be unreliable in the case of MacWine. Lastly and very importantly, the final stage of a Toolbox project where all of the dictionary is converted into a formatted Word document ***can only be performed on a Windows device and does not work at all on a Mac***

device. For this reason, even if the project is run successfully using an emulator on a Mac device, the final publishing stages will still require a Windows machine.

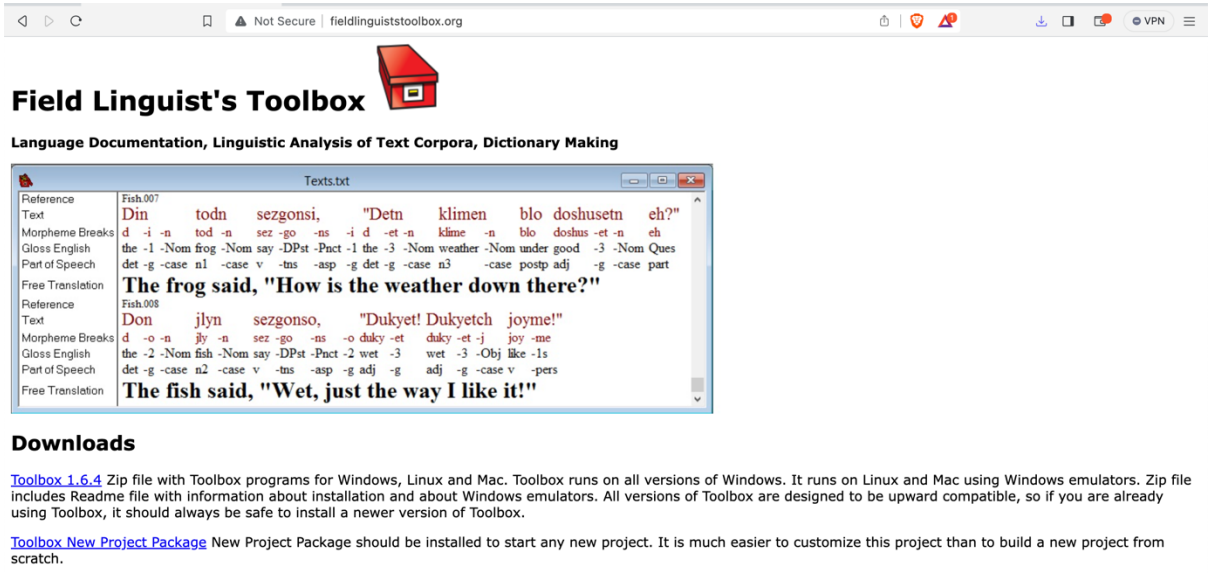
Introduction

Toolbox is a powerful, easy to use, and free piece of software designed to create dictionaries and wordlists. Toolbox is a simple and customisable way to create databases of lexical items and easily categorise them in a variety of useful ways. There is a full and detailed Toolbox manual produced by the programmers available here, however the guide you are reading now covers just the important parts that will get you on your way and creating your dictionary project.

PART 1: Starting a Toolbox Project

STEP 1:

Download both the *Toolbox* zip file and the *Toolbox New Project Package* from www.fieldlinguiststoolbox.org. The Toolbox zip file will have the version number at the beginning of its name (as of October 2023 this is *Toolbox 1.6.4*).



STEP 2:

Unzip the two downloads using your preferred unzipping method. In most cases this will simply mean double clicking on them. You can then move the unzipped files to the location of your choice and delete the original .zip files. It is advised that once you have the files in the place you want them, that you don't move them and always work from the one location. It is also advised not to store the files on a removable drive and work on them directly from there, as this can lead to data corruption problems. For this tutorial all files will be assumed to be on the desktop

Each Toolbox project actually consists of several files, the most important of which are the .prj file and the Dictionary.txt file.

- *Toolbox Project.prj* The Project File: Found in *Desktop/Toolbox New Project/Settings*
  The Project File contains all of the settings for the project: how it is arranged, templates, font colours, etc. You cannot open this file outside of Toolbox, and it is best left alone. There are a lot of other files that. Do various things in the Settings folder, but as long as they are in the folder and functioning, you will not have to worry about them.
- *Dictionary.txt* The dictionary file: Found in *Desktop/Toolbox New Project*
  The Dictionary file contains all of the data that you enter into the Toolbox. As this file is a simple .txt file, it is viewable and editable outside of Toolbox.

STEP 3:

Set the name of the .prj file. Go to *Desktop/Toolbox New Project/Settings* and rename your .prj file to your project name. It is best to avoid spaces or special characters and just go with something simple, as complex names can cause problems down the line.

STEP 4:

Open Toolbox. Click on *Toolbox164.exe* in *Desktop/Toolbox164* if you are using a Windows device. If you are using a Mac device, you will need to install *ToolboxMacWine164.exe* using the method used by your chosen emulator. Each emulator has its own steps, so you will need to work out how to install Toolbox for the emulator that you choose.

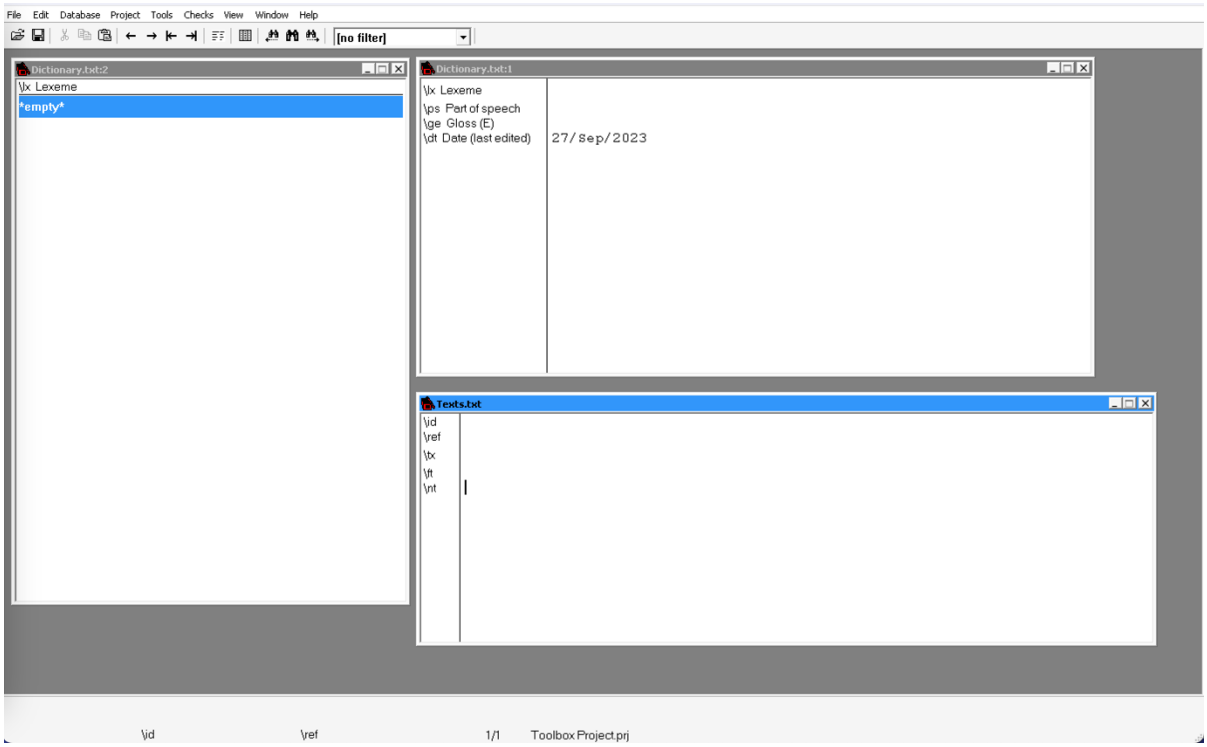
STEP 4:

Open the project. Click on *Project>Open* and select the .prj file.

STEP 5:

At this stage you will have one of two screens in front of you:

1) Toolbox has several windows open, likely one called *Dictionary.txt:1*, one called *Dictionary.txt:2*, and one called *Texts.txt*. If this is the case, you are all set up and you can skip to STEP 6.



2) If you instead have the *Cannot find file* error, you will need to specify where the relevant *Dictionary.txt* is, which should be in *Desktop/Toolbox New Project*. Simply click *OK* and select the *Dictionary.*txt file from *Desktop/Toolbox New Project*, then select *Open*.

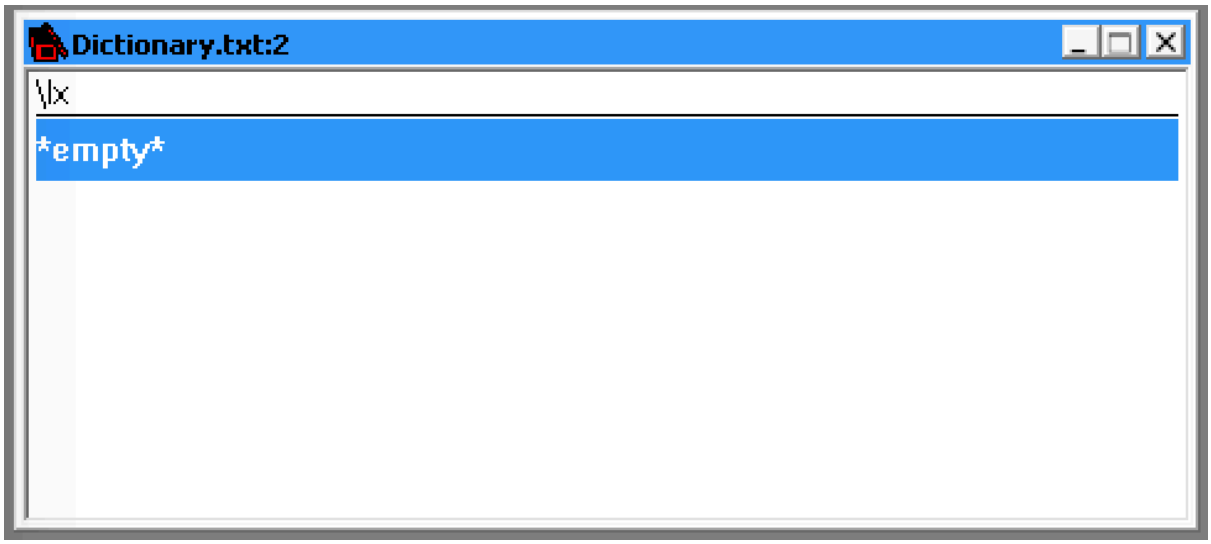
This error happens sometimes, and it is just Toolbox making absolutely sure that the right *Dictionary* file is being used with the right *Project* file. You should now have several windows open, likely one called *Dictionary.txt:1*, one called *Dictionary.txt:2*, and one called *Texts.txt*.

STEP 6:

For the purpose of this tutorial, you can close the *Texts* window by clicking the *X* in the corner.

STEP 7:

Arrange the windows. You will see that one Dictionary.txt window has the text:
\lx
empty

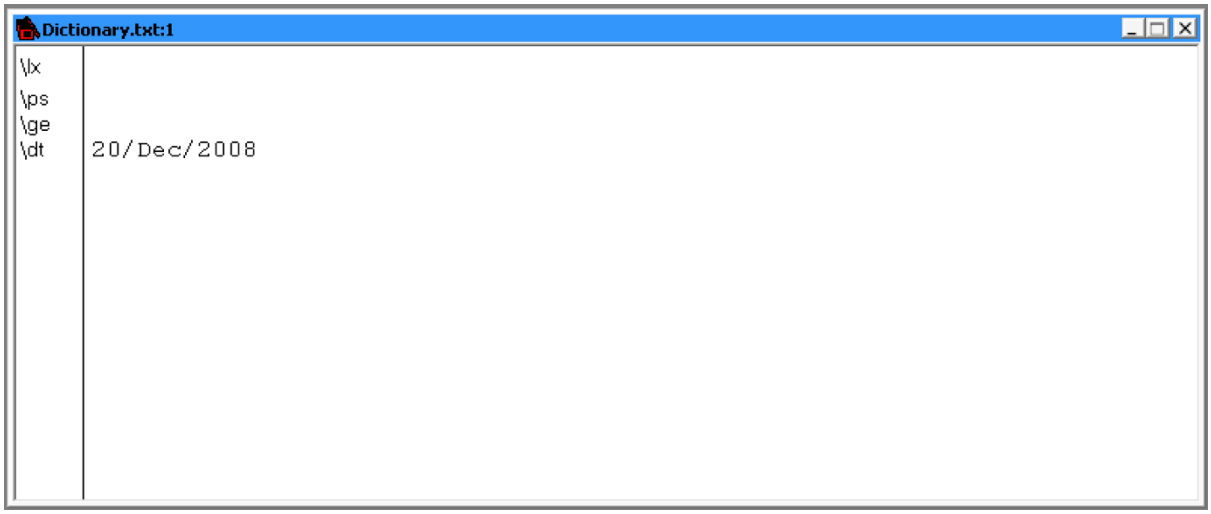


This window is in the *browsing view* where you can see all of the entries catalogued at once when you start entering items into the database. This is where you can select an entry to have a look at it, and compare entries against each other.

The other entry should have the text:

\lx
\ps
\ge
\dt 20/Dec/2008

This is in the *entry view* where all of the information for one entry at a time is viewable. This is where you will enter, edit, and remove information.

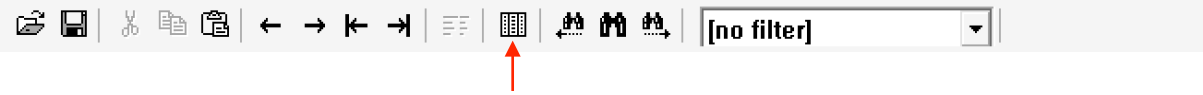


You can keep both of these windows open and even open more windows by clicking on *View>Side Browse*. You can also close all of the windows except for one (at least one has to be open). Each window can also be minimised or maximised in the standard way with the buttons in the top right corner. Some people like to work with several windows open, while others prefer a single window at all times. You will find which method works best for you.

You can switch between the *browsing view* and the *entry view* in three ways:

- Click *View>Browse* to toggle between the two view settings.

- Use the *Alt+R* shortcut.
- Click the *Browse View* button on the toolbar.



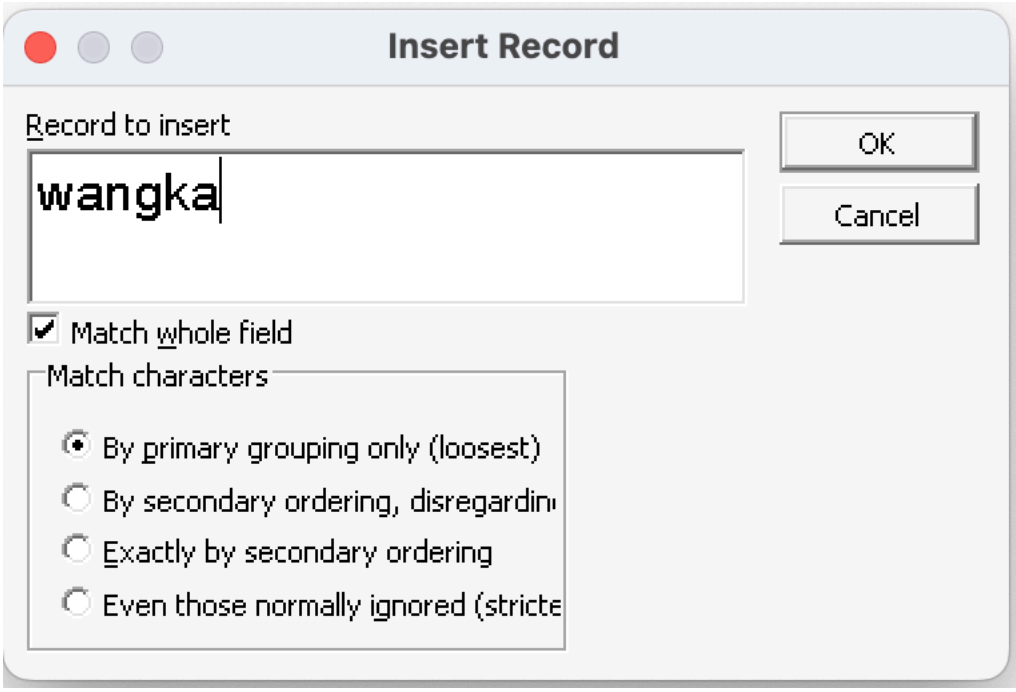
PART 2: Making Entries

STEP 1:

Creating an entry. When you are ready to enter your first item, you can do so in two ways:

- Use the *Alt+N* shortcut.
- Select Database>Insert Record

The Insert Record window should appear. Enter the entry heading into the text field. For most dictionary projects, this will be a dictionary entry like the citation form for a noun, verb, suffix, etc. We will use the example *wangka*.



Select *OK* or press *Enter*.

You will now be in the *entry view* for this entry. If you toggle back to *browsing view,* you will see that the entry is there as well. You can open the *entry. View* for this entry by double clicking it. You can only select one entry at a time to do this, which means that if you need a side-by-side comparison of two entries, you will need to use multiple windows.

STEP 2:

Enter your data. Each Toolbox entry is made up of fields, with each field having its own purpose. On the left of every field is a two-character code beginning with \. These codes are called *backslash* codes. The most essential field is the *lx* (or Lexeme) field, which is where the heading for that entry is found. You cannot delete an \lx field, nor can you have two in an entry, but you can edit the text from any *lx* field. At the end of every entry is the *dt* field (Date (last edited)). This is an automatic code which generates today's date whenever an edit is made to an entry. If this field is accidentally deleted, don't worry,

Toolbox will recreate it for you automatically when you select *save* or switch to another entry or view setting.

There are dozens of other fields available, which can be entered simply by starting a new line of text at the end of another field by pressing enter, and either typing the full code in, e.g., *ge*, or just typing \ and finding the code from the dropdown menu. These fields can be entered as many times as you like, and none of them are obligatory. They are however extremely useful. For a full list of these codes, please see the end of this guide.

As you use Toolbox, you will soon learn which backslash codes are most useful for you, and what the purpose of each one is.

There are three different view options for backslash codes, depending on how much information you need while using them. Under *View*, there are the three options:

- Markers - just the short backslash codes for each field in the entry
- Field Names - just the full names of each field in the entry
- Both Markers and Names - Both the short backslash codes and full names of each field in the entry

Additionally, also under *View* is *Marker Hierarchy* which shows you where each field sits in relation to each other. This element of Toolbox is of particular importance for the exporting of the Word document of the dictionary. For example, *Gloss*, *Definition,* and *Source* are all under *Part of Speech* so they will come after *Part of Speech* in the dictionary automatically.

Classic Backslash code sequence

It is a good idea to try to keep fields in their hierarchy order within every entry and especially in a consistent order between entries. This will save you a lot of time at the exporting phase and make your dictionary a lot neater. A suggested order that has been proven to make the exporting process easier is provided below.

\lx Lexeme (obligatory)
\ps Part of speech
\ge Gloss
\re Reversal (as many as needed)
\sd Semantic domain (as many as needed)
\lc Lexical citation (if taken from a written source)
\so Source (as many as needed)

\mr Morphemic Representation (as many as needed)
\lc Lexical citation for the above \mr (if taken from a written source)
\so Source for the above \mr (as many as needed)

\xv Example sentence (as many as needed)
\xm Example morpheme breakdown for the above \xv
\xg Example English gloss for the above \xg
\xe Example free translation for the above \xv
\lc Lexical citation for the above \xv (if taken from a written source)
\so Source for the above \xv

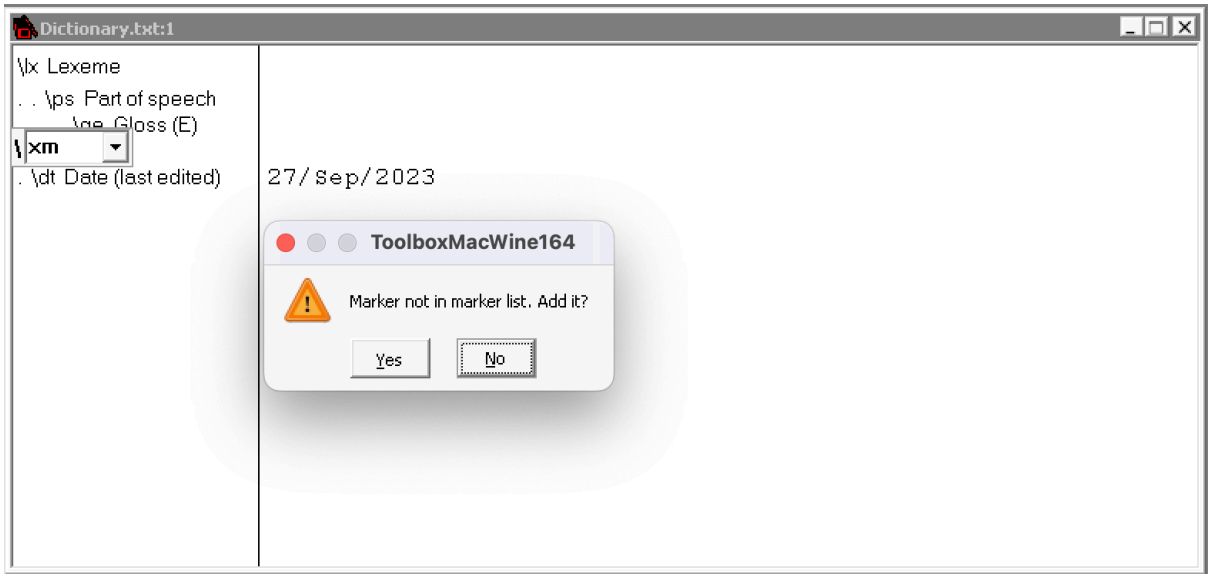
\dt Date (generated at the end automatically)

PART 3: Creating new backslash codes.

Occasionally, you will find that you need a field that isn't covered by any of the existing codes. Fortunately it is quite simple to create a new code. It's important to keep in mind that there is already a good number of useful backslash codes, so before creating a new code it's helpful to check to make absolutely sure that there isn't one with that purpose already.
The *\xm* and *\xg* codes are a retired from Toolbox so are no longer default in the programme, but they have nevertheless been found to be useful, so we suggest creating them. For this section we will create the \xm Example morpheme code.

STEP 1:

On a new line, type*\xm* as though you are creating a field with that code. You will see that it doesn't come up as a suggestion from the dropdown menu, and when you press *Enter*, will produce a popup which reads 'Marker not in marker list. Add it?'

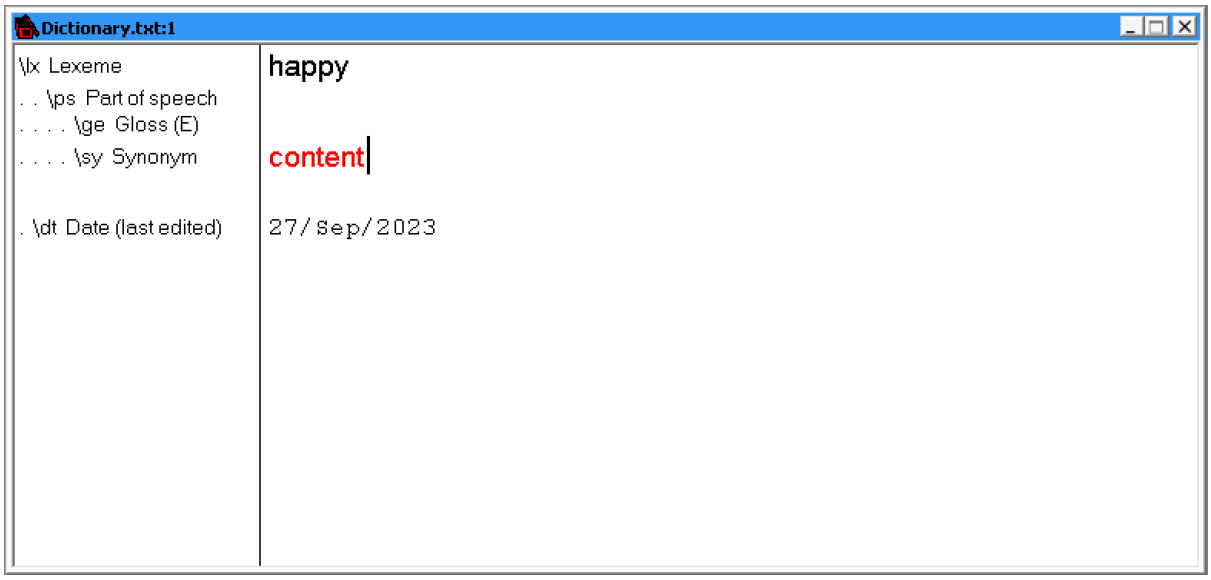


STEP 2:

Click *Yes.* This brings up the *Marker Properties: New Marker* popup. Here you can specify the backslash code and field name, as well as where it sits in the hierarchy of fields.

PART 4: Setting Fonts

One handy feature of Toolbox is the ability to customise the look of each field. This can be very useful, and you will likely develop your own style for how you like to lay everything out. There are two main ways to set the font for a backslash code: Setting a font for a specific backslash code, or setting a font for an entire language. Please note that these settings only apply to the fields as they appear in Toolbox, not in the exported Word document.



Setting a Font for a Specific Backslash Code

This allows you to specify a font for every instance of a specific backslash code, e.g., you may wish to highlight every synonym, and change the font for *sy* to red.

STEP 1:

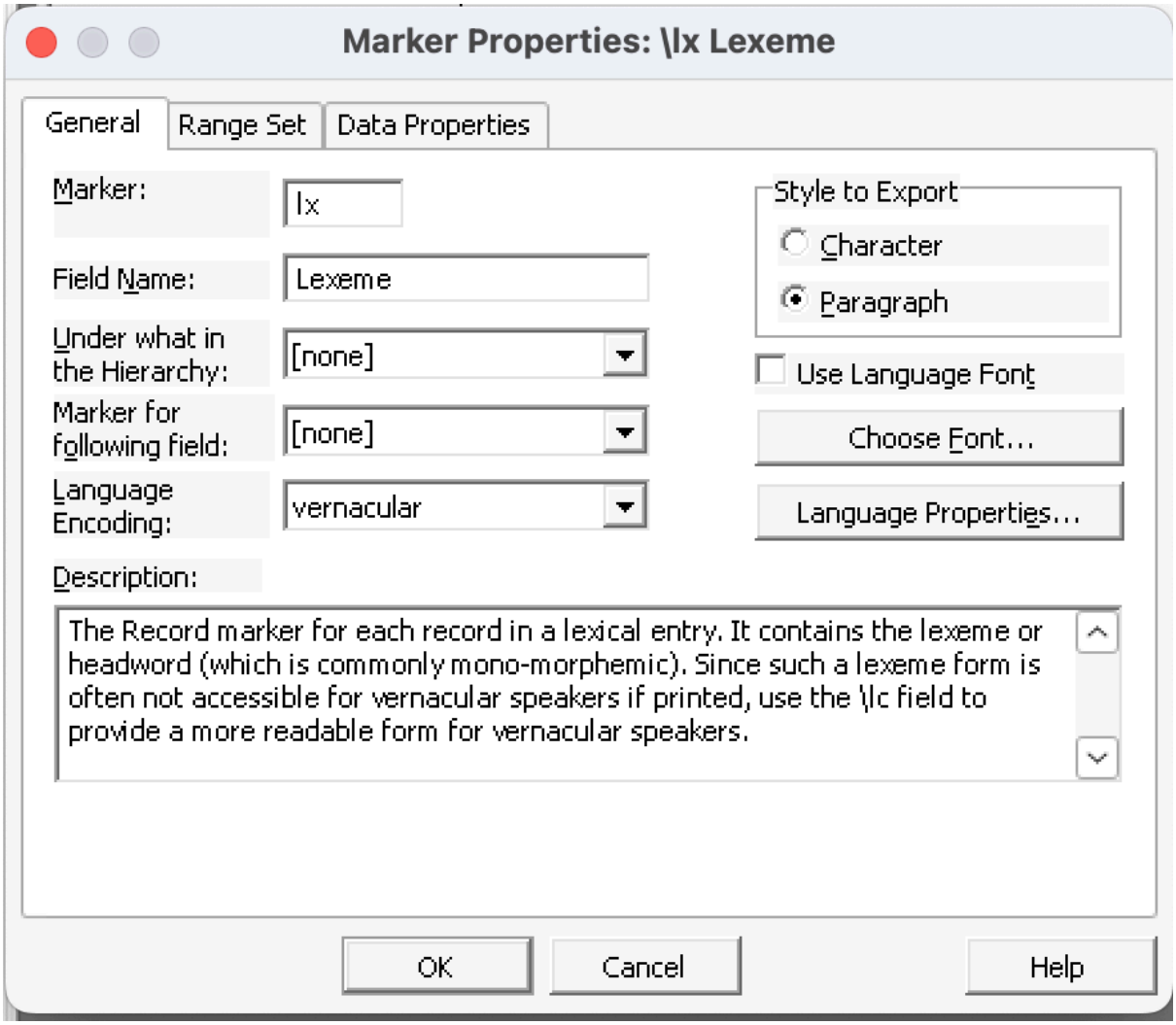
Select *Database>Properties* to open the *Database Type Properties* popup.

STEP 2:

Select the backslash code that you want to change and click *Modify.*

STEP 3:

Make sure that *Use Language Font* is not selected. When this is not selected, the button *Choose Font* will become available.



STEP 4:

Change the font settings to the desired options and select *OK* on each popup to close them.

Setting a Font for a Language

This option can be handy if you simply want each language to stand out against each other and you can easily tell which is which at a glance.

STEP 1:

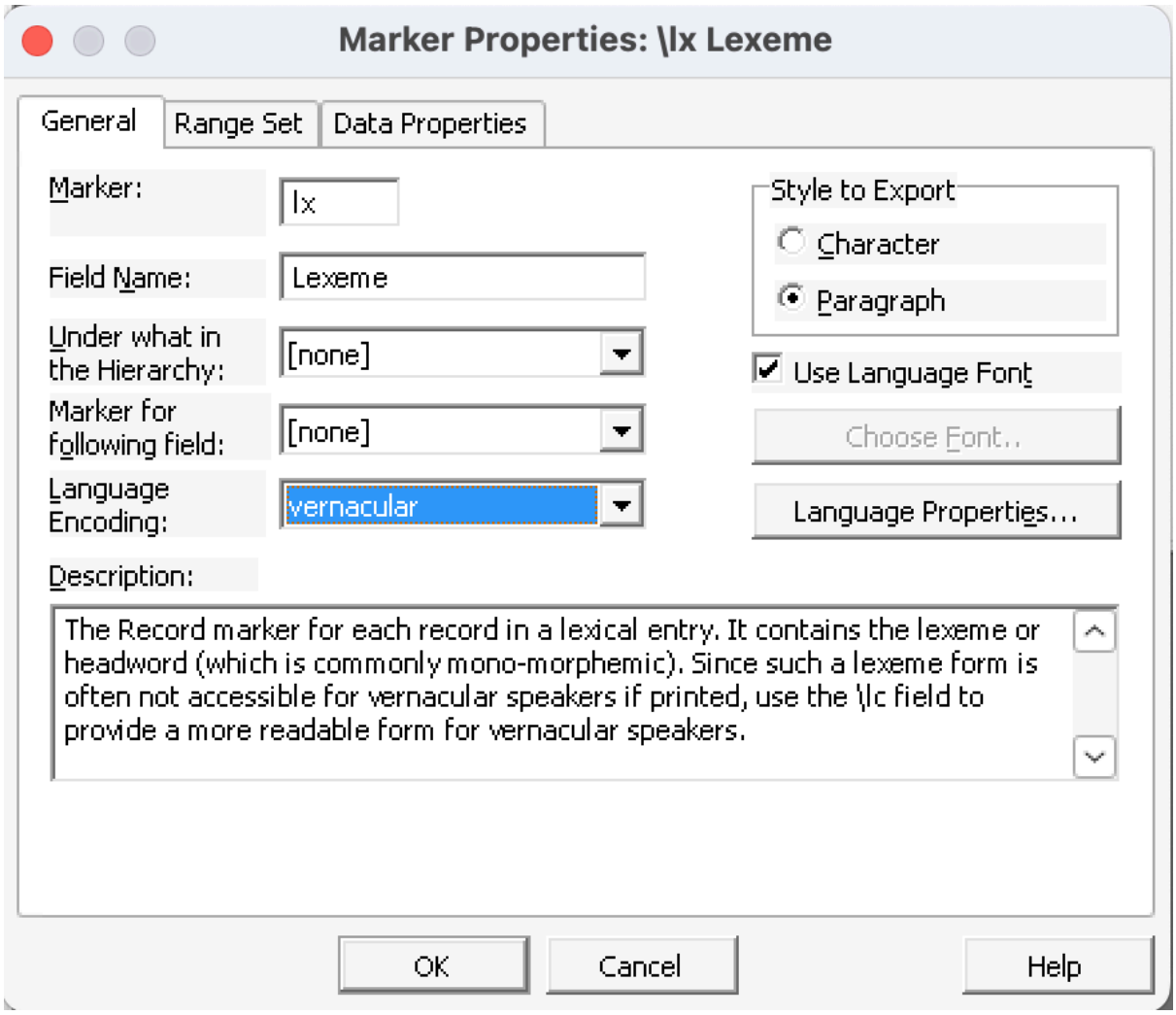
Select *Database>Properties.*

STEP 2:

Select any backslash code that always contains data from the language font you want to set, and select *Modify.* For example, *Definition* will likely be in English, while *sy* will likely be in the target language. You can specify that this particular backslash code always contains information from one language or another by checking the *Language Encoding* dropdown menu. Generally the default is that the target language is under *Vernacular*.

STEP 3:

Make sure that *Use Language Font* is selected. When this is selected, the button *Choose Font* will be greyed out.



STEP 4:

Select *Language Properties*.

STEP 5:

Select the *Options* tab.

STEP 6:

Select *Choose Font*

STEP 7:

Change the font settings to the desired options and select *OK* on each popup to close them.

STEP 8:

Ensure that every backslash code that you want to confirm to this setting has *Use Language Font* selected, and that any that you would like a special font setting for does not.

Backslash Codes

Compulsory Codes - Every entry must have one of each

\lx	*Lexeme*	the main headword for the entry - cannot be deleted. The *Lexeme* will be the heading for that entry in the *Language>English* section of the dictionary. Only one *lx* field is possible in an entry.
\dt	*Date (last edited)*	date the entry was last edited - if deleted will automatically be regenerated. You can add extra *dt* fields manually, but there is no reason to do this.

Most Common Codes - non-obligatory but very useful and may be used as many times as needed in an entry.

Each field should have just one example in it, rather than listing them with commas, e.g.: *re happy*

re content

Is better than using: *re happy, content*

This way, each code will be organised by the software properly and will save headaches later.

\ps	*Part of speech*	grammatical category, e.g. noun
\ge	*gloss (English)*	the simplest paradigmatic definition of the entry. This is not a gloss in the sense used in linguistics of a morpheme-by-morpheme analysis, but a lexicographer's gloss with the simplest English translation. E.g. if an entry was the Ngaanyatjarra *wantingu* the *gloss (E)* would be *left* rather than *leave+PAST*. If a space is required in the gloss, i.e., the translation uses more than one English word, underscores are used rather than spaces as a quirk of Toolbox's deeper coding. E.g., *red_kangaroo* would be used rather than *red kangaroo.*
\re	reversal (English)	The headword for the entry in the English>Language section of the dictionary. Multiple *re* fields can be used for an entry, and are even encouraged for the benefit of the reader/learner, e.g. *pukurlpa* could have the *re* entries *happy, content, joyous, pleased*, etc. In essence, try to have an *re* field for any possible translation that a reader might use to find a definition.
\de	Definition (English)	The dictionary definition of the entry. This will be used in the Language>English section of the dictionary, and can be as detailed as possible. It can be a good idea to have a simple, short definition in the first sentence, followed by more detailed information afterwards; this way readers who just

		need a quick definition as well as readers who want more information can both access the dictionary with ease.
\mr	Morphemic form	If the *Lexeme* has a set of paradigmatic forms, use this to list each of them, with the description and if preferred the English translation as well. E.g., for the Ngaanyatjarra verb *ninti*-: \mr *nintilku, FUT, will give* \mr *nintila, IMP, give it!* etc…
\va	Variant form	A variant form of the *Lexeme*, i.e. stable alternative versions of the same headword, e.g. for the English suffix *-ing*, a *va* could be *-in'*. Every variant listed should also have its own entry with all other *variants* listed, e.g. *-in'* would have *va -ing* and vice versa.
\sy	Synonyms	A synonym of the *Lexeme*. Every synonym listed should also have its own entry with all other *synonyms* listed, e.g. the English lexeme *big* might have *sy large* and vice versa.
\an	Antonyms	An antonym of the *Lexeme*. Every antonym listed should also have its own entry with all other *antonyms* listed, e.g. the English lexeme *big* might have *an small* and vice versa.
\cf	Cross-reference	Cross-references to other related *lexeme* entries that the reader might find handy. It is preferable to list *each* cross-reference in its own *cf* field, e.g., a headword for the English noun *fire* could have the cross-references: \cf *kindling* \cf *spark* \cf *bake* \cf *ash* The exported Word document will list these cross-references as a single list headed by *See*, i.e.: See *kindling*, *spark*, *bake*, *ash*
\nt	Notes (general)	An all-purpose text field for making working notes. These are generally assumed to be there only for the language workers producing the dictionary, and not for the reading audience.
\hm	Homonym number	If the headword lexeme has the same phonological form as another lexeme with an unconnected meaning, the *hm* field allows you to specify their sequence in the dictionary. In the exporting phase, the software will coordinate these different entries under the one heading. E.g. for the two English lexemes with the form *calf,* one entry would contain: \lx calf \hm 1 \de A young or baby cow And another entry would contain: \lx calf \hm 2 \de The back of a person's lower leg Toolbox will recognise this and coordinate these entries as follows in the exported document:

calf[1] *noun*

A young or baby cow

calf[2] *noun*

The back of a person's lower leg

\lc	Lexical citation	The original spelling/transcription of the headword. This is mainly of use when using written historical records. E.g. an entry meaning *fire* transcribed using the dictionary orthography as *kala* may have been written in an old wordlist as *gullah*, which would be in the *lc* field.
\sd this	Semantic domain	The broad category that any entry falls under, e.g. *Animals, Time, Value, Motion, Pronouns and Demonstratives.* Many entries will fit very neatly into several *Semantic Domains,* and it's perfectly fine to apply more than one. On the other hand, sometimes it can be difficult to find exactly what *Semantic Domain* to place a lexeme under. The *Semantic Domains* listed at the end of this guide aren't set in stone, but have proven very useful to a lot of linguists, so you will likely develop a list that is finetuned for your own work over time. The point of field is to later export themed wordlists, e.g., a vocabulary list of everything related to insects. For a full list of the standard *Semantic Domains* used by GALCAC, please see the list at the end of this document.
\sn	Sense number	If the headword lexeme has several clearly connected but separable meanings within the same grammatical category, the *sn* field allows you to specify their sequence in the dictionary. In the exporting phase, the software will coordinate these different entries under the one heading. E.g. the English lexeme verb *play,* might contain: \lx play \sn 1 \de to engage as a competitor in a sport or competition \sn 2 \de to perform on a musical instrument Toolbox will recognise this and coordinate this entry as follows in the exported document: **play** *verb* **1** to engage as a competitor in a sport or competition **2** to perform on a musical instrument
\ee	Encyclopaedic Info	Additional cultural, historical, social, or otherwise information that is related to the theme of the entry.

<u>Example Codes</u>

These codes work best together as a set of four and provide a convenient way to organise and represent detailed interlinearised utterances on multiple connected levels. NB:

The *xm* and *xg* codes are retired from standard Toolbox downloads at present, and must be added to a project using the process described in *PART 3: Creating new backslash codes.*

\xv	Example (vernacular)	Example sentence in Language. This should be a full, grammatical, multimorphemic sentence from natural speech.
\xm	Example morpheme	A morphemic breakdown of the sentence in *xv* above. Standard Leipzig glossing rules are encouraged, however it is necessarily to avoid using hyphens to separate connected morphemes, and instead use a plus symbol, as a quirk of Toolbox's deeper coding. E.g. *wanti+ngu* should be used rather than *wanti-ngu.*
\xg	Example English gloss	A morpheme-to-morpheme breakdown of the morphemes in *xm* above. Standard Leipzig glossing rules are encouraged, however it is necessarily to avoid using hyphens to separate connected morphemes, as a quirk of Toolbox's deeper coding, and instead use a plus symbol. E.g. *walk+PAST* should be used rather than *walk-PAST.*
\xe	Example (English)	The example sentence from the above *xv* translated into English. This should be a full, grammatical, natural sentence.
\so	Source	The reference for the information recorded. This is naturally essential for any serious linguistic work involving multiple sources. The *so* code can and should be used after every example, etc.

Other backslash codes

The following codes have not been regularly used by the author, but may be of use for specific projects. For a complete rundown of these codes, see the Toolbox manual at www.fieldlinguiststoolbox.org/ToolboxReferenceManual.pdf

\1i 1st plural incl. form
\pn part of speech (natnl)
\2p 2nd plural form
\3p 3rd plural form
\gn gloss (national)
\4p pl. non-human form
\ph phonetic form
\rn reversal (national)
\cr cross ref. (regional)
\dn definition (national)
\rd reduplication form
\rf reference to notebooks
\ve variant (English)
\vn variant (national)
\vr variant (regional)
\mn main entry form
\ce cross ref. (English)
\lf lexical function

\cn cross ref. (national)
\lv lexeme ref'd by lexical fnct
\le lexical fnct (English)
\ln lexical fnct (national)
\lr lexical fnct (regional)
RESERVED FIELDS
\uv usage (vernacular)
\se subentry
\ue usage (English)
\un usage (national)
\ur usage (regional)
\ov only (vernacular)
\gv gloss (vernacular)
\oe only (English)
\gr gloss (regional)
\on only (national)
\rr reversal (Regn)
\or only (regional)
\we word-gloss (Engl)
\ev encyclo. (vern)
\wn word-gloss (Natn)
\wr word-gloss (Regn)
\en encyclo. (Natnl)
\dv definition (vern)
\er encyclo. (Regnl)
\dr definition (Regn)
\bw borrowed word
\lt literal meaning
\et etymology
\xr example (Regnl)
\eg etymology (gloss)
\pd paradigm set
\es etymology (source)
\pdl paradigm label
\ec etymology (comment)
\pdv paradigm form (vernac)
\pde paradigm gloss (Engl)
\is index of semantics
\pdn paradigm gloss (Natn)
\th thesaurus
\pdr paradigm gloss (Regn)
\bb bibliographic ref.
\sg sing. noun form
\sc scientific name
\pl plural noun form
\tb table/chart
\1s 1st singular verb form

\pc picture
\2s 2nd singular verb form
\np notes on phonology
\3s 3rd singular verb form
\ng notes on grammar
\4s sing. non-human form
\nd notes on discourse
\1d 1st dual verb form
\na notes on anthro.
\2d 2nd dual verb form
\ns sociolinguistics
\3d 3rd dual verb form
\nq questions
\4d dual non-human form
\st status
\1p 1st plural form
\1e 1st plural excl. form

Semantic Domains

1. Nouns

    - Animals, Body Parts, Products
    - Artefacts and Human-Made Constructions
    - Amphibians
    - Aquatic
    - Birds
    - Ceremony and Dreaming
    - Direction and Location
    - Elements
    - Food, Drink, Fire, and Cooking
    - Healing, Sickness, and Ailments
    - Human Body Parts and Products
    - Insects
    - Language about Language
    - Names and Placenames
    - People and Kinship
    - Plants, Trees, and Shrubs
    - Reptiles and Snakes
    - Time

2. Descriptors

    - Colour, Pattern, and Texture
    - Manner and Posture
    - Mood and Character

- Number and Quantity
- Size, Shape, and Weight
- Sounds
- State
- Value

3. Verbs

    - Bodily Functions
    - Holding and Transfer
    - Impact and Violence
    - Motion
    - Stative Verbs
    - Vocalising and Thought

4. Other

    - Interjections
    - Interrogatives
    - Particles
    - Pronouns and Demonstratives
    - Suffixes

PART 4: Filters

Filters are a handy way to focus in on just one set of entries that have a common feature. You might want to just show the entries that have *Birds* as a semantic domain, so you can create a quick list of all the bird entries for example.

STEP 1:
Click *Database>Filtering*

STEP 2:
Click *Add*.

STEP 3:
Under *Filter Name* type a name for your filter. Here as an example we will create one called *Birds*.

STEP 4:
Select *Marker Text* and *Insert*

STEP 5:
Click *Marker* and select the field that you want to filter. For *Birds* we'll select *Semantic Domain*.

STEP 6:

Under *Text:* type the text that you want the filter to find. Here we'll type *Birds*.

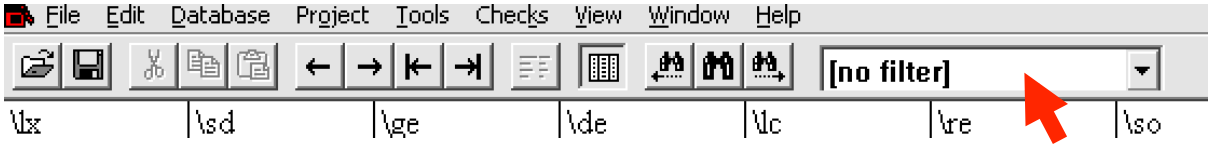
STEP 7:

If you want to get into the more complicated filters with multiple restrictions like 'Every Bird but *not* from Daisy Bates sources', you can get into the *And, Or*, options, but that's a bit advanced we won't go into that here - it's pretty much the same process but you add multiple lines of the filter.

STEP 8:

Click *OK* and then *OK* to close the filtering menu.

STEP 9: To apply your filter, go to the *Filters* drop-down menu at the top of the screen and select your filter. Once you have selected your filter you will see that only the entries that fulfil that restriction are visible. To turn off all the filters, select *no filter* again.



PART 5: Exporting

Once you're ready to print your dictionary, it's time for the export process. Toolbox allows you to customise your export in a lot of ways, and probably the best way to get exactly what you want is to play around with it and fine tune the settings to suit your needs. The exporting process using all of the Toolbox exporting tools can only be successfully achieved on a Windows device and Apple devices will produce a much simpler document that requires a great deal more work on your behalf. For this reason we strongly advice that you always export on a Windows device. We'll just do a simple export here.

STEP 1:

Click *File>Export*

STEP 2:

Make sure that *Multi-Dictionary Formatter* is selected under *Export Process*.

STEP 3:

Click *Modify*

STEP 4:

The *Format* setting specifies whether this an English>Language list or a Language>English list that you are exporting.

Select *English* for an English>Language list, or
Select *Diglot* for a Language>English list.

STEP 5:

Type the name of the dictionary or anything else you would like on every page in the area *Title in the footer of the document*.

STEP 6:

To specify which fields you would like to be exported, click *Select Options* and then click *Select Fields to be excluded*. Add or remove any fields you do or don't want to be seen, e.g. you likely want *Definition* to be seen by the reader, but not *Notes* if they are written just for you. Click *OK* to get out of *Select Fields to be excluded* and then *OK* to get back to the *Create an exported copy of file* menu.

STEP 7:

If you are happy with the settings, click *OK*. This will open the settings menu again in case you want to do any final adjustments, and then click *OK* once more.

STEP 8:

This will open a save menu where you can set the location and name of the export file as usual on your device.

STEP 9:

Click *OK*, and Toolbox will export your document.

STEP 10:

An MDF reminder will appear, reminding you that there is more formatting required to complete the document.

STEP 11:

Your exported document will have been created. Open the document and see if it has printed the fields and formats that you required. If not, simply re-export and change the settings. You will likely have to do this a few times while you get used to the exporting process.

STEP 12:

On a Windows machine, open the document and follow the prompts to run the macros. This step *only* works on Windows machines and *will not work* on an Apple device. The macro will flesh out the formatting of the document and make it really start to look like a professional dictionary!

STEP 13:

The rest of the editing and formatting is up to you. One handy thing to know is that each field is given its own *style*, found under the *Styles* menu in Word. If, for example, you want every definition to be in blue, you can simply change that *style* to be a blue font and apply it to all instances of that style. We won't go into styles here, but there are many resources online that can assist you.