Note: The Picture Dictionary software refers to a Picture Dictionary activity as a “project.”

Part 1: Access the Picture Dictionary Authoring Software

This tutorial assumes you are using the installation of the Comet templates, including Picture Dictionary, hosted at Yale University. If you are at another institution, your instructions may differ.

1. To access the Picture Dictionary (PD) as an author, type the following address into your web browser:
   http://comet.cls.yale.edu/picturedictionary

2. Look for the login section of the web page (magnified below):
3. Click “Yale User” or “Non-Yale User.”
4. Then, click “Go to Login Page.”

*If you are a Yale user:*

5. Enter the appropriate information on the Yale Central Authentication Service login screen:
If you are not a Yale user:

5. Enter the appropriate information on the Non-Yale Login screen:

6. Enter your (valid) email address for your login name.
7. Choose and enter a password.
8. Click Login.

In either case, after you successfully login, you will then see the main page of Picture Dictionary:
Part 2: Register a New Picture Dictionary Project

You are now ready to register a new PD project:

1. Click on “Register New Project.”

You will then see a pop-up window:

2. Read “How registration works.”
3. Enter the necessary information (first and last name, title of project, description, and comments).
4. In the “Comments” field, please indicate what languages you will be using (e.g., “target language: Russian, translation language: English”). The administrator responsible for registering your project will set the languages of your PD accordingly.
Click “Submit.” (If “Submit” is not visible, press the tab key on your keyboard and “Submit” will appear after the “Comments” field.) You will then receive the following confirmation:

**Picture Dictionary Registration**

**Confirmation**

Your request has been received and will be forwarded to the appropriate CLS administrator.

*Please click here to close this window.*
Part 3: Be Notified of Project Registration and Log In

After a CLS administrator has received your request for and registered your new project, you will receive email notification at the address that you entered for your login name. At this point, you will be able to log in again according to the instructions described previously (see “Access the Picture Dictionary Authoring Software” above). Upon logging in, your project will be visible on the main page of Picture Dictionary under the “My Projects” heading:

<table>
<thead>
<tr>
<th>Dictionary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My Projects</strong></td>
</tr>
<tr>
<td><strong>Register New Project</strong></td>
</tr>
</tbody>
</table>

| **My Projects** |
| **PD Tutorial Test-case** | Content | Settings | Preview | Public |

In this tutorial, we show the “PD Tutorial Test-case” project as an example for you to follow, but you will be working with your own project (which, of course, will have a different name). Russian is the target language for the “PD Tutorial Test-case” project.

To the right of your project name, you will see the following:

Content | Settings | Preview | Public

The following sections of the tutorial will explain each of these.
Part 4: Select Your Project Settings

1. Click on “Settings” and you will be taken to the “Project Settings” page for your project, where you will see the Project Name and default settings for your project:

   Project Name | PD Tutorial Test-case

2. Choose which language will be used as the default for displaying the vocabulary in students’ browse and index views (students will always have the option of toggling among the options):

   Default Language Used in Browse / Index
   - Russian
   - English

3. Choose which options you want to be viewed by students. By clicking both Index and Show links to quizzes, you have enabled Picture Dictionary to generate quizzes that your students can access from the Index page automatically:

   Show
   - Browse Page
   - Index Page
   - Pronunciation (as a 3rd "View By" option in Browse / Index pages)
   - Show links to quizzes

4. If your project makes use of transliteration, decide whether you would like to use the transliteration to sort and display:

   (For Symbolic Languages)
   - Use transliteration to sort & display

5. Enter the file name of your home page image:

   Home Page Image (Public Section) | homepageimage.jpeg

6. Set the height of your page header in pixels and enter the file name for each image of the header: top right image, top left image, and background image:
7. Select default settings for how individual word entries will appear (e.g., term above/below image, image with/without term):

8. Select additional default settings for entries:
   For example, you can show (by leaving boxes blank) or hide (by clicking the box to the left of the selection) any of the following: the word, translation, audio, slow audio, pronunciation, text area #1 (for a sentence in the target language), text area #2 (for a sentence translated into English, another sentence in the target language, or a list of credits for sources used in the creation of that word page), audio for text area #1, audio for text area #2.

   Note: What you show or hide depends on the purpose of your Picture Dictionary – whether you are creating a target language/English PD, or a target language/target language PD, a PD that focuses on phonetics, or a PD that focuses exclusively on building connections between words and visuals. Based on your goals, you decide whether you’d like a particular feature hidden or shown.

9. Decide how you would like to describe this project and enter the description in the “About this Project” text area:

   The creation of this Picture Dictionary is part of an effort to create a tutorial for instructors who plan to create their own Picture Dictionary Activity.
10. Decide how you would like to credit co-creators and enter the description in the “Credits” text area:

   Credits (will show underneath Home Page image)

   Many thanks to John Doe for his generous support of this project.

11. Choose a visual format from the “Project Style” options:

   ![Project Style Options]

12. To save the setting changes that you’ve selected, click “Save.”

   ![Save Changes Button]
Part 5: Add Your Content

Creating List Groups:

After you have selected your default project settings, scroll up to the top of the page and click “Content”:

You will then see the Content page:

Before adding words to your PD, decide whether you’d like to use “List Groups” to categorize the vocabulary in your Picture Dictionary. You can create list groups such as “Themes,” “Parts of Speech,” or “Chapters.” Each list group typically contains multiple lists, for example, under “Themes” you can create lists like “Animals,” “Clothing,” or “Food.”

1. If you choose not to use list groups then skip to “Add New Word Entries.”
2. If you choose to use list groups to generate vocabulary lists by theme or unit then click on “Add New list groups” before adding new words.
3. On this page, create a name for the list group (e.g., Themes, Chapters, Parts of Speech).
4. Then choose the number of columns in which you’d like your words displayed.
5. If you’d like the list group to be displayed on the students’ view of the word page, click “Show in word page.”
6. Then click “Add.”
7. Once you have clicked “Add,” you have created a list group. Four buttons then appear:

   * Now Visible / Now Hidden – toggle between these to show or hide list groups
   * Edit – allows you to modify your list group
   * Delete – allows you to delete your list group
   * Lists – allows you to create sub-categories called “Lists”

8. Click on “Lists.”

   You will see four fields:
   * List Name – enter a list name (e.g., Animals, Chapter 1, Transitive Verbs)
9. Click on “Add.”

Now, when you add new words in the “Content” section of Picture Dictionary, you will be able to associate your words with the list groups and lists you have already created.  
Note: To learn about alternate ways to generate lists, please refer to the online help.
Adding Words:

1. To add new words to your PD project, return to the main Content page and click “Add New Word Entries.”
2. You will see the “Words: Add/Edit” page.

3. Enter a word or expression that you’d like to be included in your PD:
4. Enter the translation of the word or expression you just entered:

```
<table>
<thead>
<tr>
<th>Word/Expression</th>
<th>ананас</th>
</tr>
</thead>
<tbody>
<tr>
<td>Translation</td>
<td>pineapple</td>
</tr>
</tbody>
</table>
```

5. If you are using audio, type in the audio file location for the word audio file and for the slow word audio file (see screenshot below).

```
| Word audio file | ananas.mp3 or audio/ananas.mp3 |
| Slow word audio file | ananas_slow.mp3 or audio/ananas_slow.mp3 |
```

6. Enter a text sentence in the target language in which the word is used:
7. Then, either enter the translation of the sentence in English, or, if you are creating a target language/target language PD, enter another sentence in the target language that helps clarify contextual meanings, or use the space to credit sources used to complete this entry:

```
| Slow word audio file | ananas_slow.mp3 or audio/ananas_slow.mp3 |
| Sentence | НУ, ДАЙ-КА ЭТОТ АНАНАС! |
| Sentence (Translation) | Well, give me that pineapple! |
```

8. Enter the file name of the sentence audio file and the file name of the slow sentence audio file, if you have opted to use this feature (see screenshot below).
9. Enter the transliteration or pronunciation of the word/expression. Use the transliteration if your PD uses a symbolic language as opposed to an alphabetical language. Include a visual representation of the pronunciation as a prompt for your students (as indicated in the example below), if you so desire:

```
| Transliteration | ананас |
| Pronunciation   | ананас |
```

10. In order to include word-specific media, enter the file names of any thumbnail image files or other media files that you’d like to use with this entry (see screenshot below).

11. Select the type of media used (Image if the visual is static, Quicktime or RealMedia if you are using video):

12. If you’d like the word entered to be additionally sorted as part of a list group, select the list group to which you’d like this entry to belong:

13. Click “Add” if you are satisfied with your entries (clicking “Reset” will clear everything that you’ve entered on this screen).

14. Repeat this process until you have added all of your word/image/audio entries for your project.
Part 6: View Your Content within the Authoring Software

1. Once you have entered words/expressions, click on “View Word Entries” to view them:

You will then see a summary of the words you have thus far entered:

<table>
<thead>
<tr>
<th>Word</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visibility</td>
<td>now</td>
<td>now</td>
<td>now</td>
<td>now</td>
<td>now</td>
<td>now</td>
<td>now</td>
<td>now</td>
</tr>
<tr>
<td>Edit</td>
<td>Delete</td>
<td>Lists</td>
<td>Edit</td>
<td>Delete</td>
<td>Lists</td>
<td>Edit</td>
<td>Delete</td>
<td>Lists</td>
</tr>
<tr>
<td>ананас</td>
<td>pineapple</td>
<td>бутылка</td>
<td>bottle</td>
<td>всё</td>
<td>everything</td>
<td>дядя</td>
<td>uncle</td>
<td>кошка</td>
</tr>
<tr>
<td>свобода</td>
<td>freedom</td>
<td>трудность</td>
<td>difficulty</td>
<td>яблоко</td>
<td>apple</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Then click on “Search Word Entries”:

You will be taken to a screen where you can search for words within your PD.
Part 7: Preview Your Content as Students Will See It

1. Once you have completed adding content to your PD, click on “Preview” to see all of your content (including words that are marked “Now Hidden”), or click on “Public” to see how the project currently appears to your students.

A pop-up window will appear showing the preview or public version of your PD (the Preview version will be labeled “Preview Version”):