

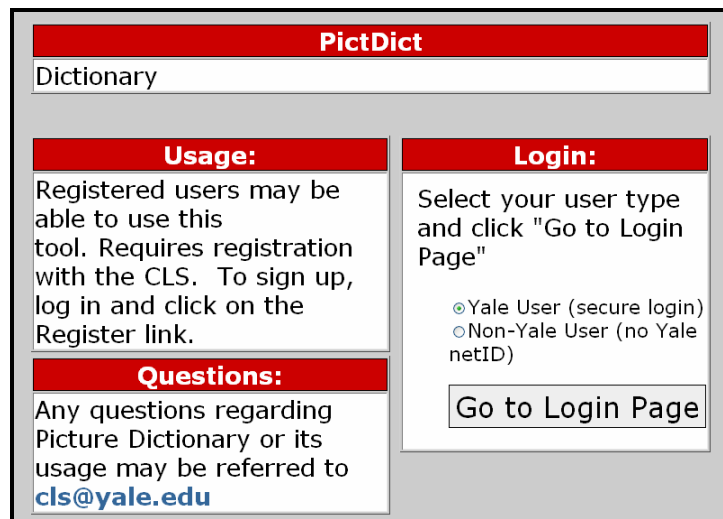
Picture Dictionary: A Tutorial

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>



The screenshot shows the PictDict web page. At the top, there is a red header with the text "PictDict". Below the header is a search bar labeled "Dictionary". The main content area is divided into two columns. The left column has two sections: "Usage:" and "Questions:". The "Usage:" section contains text about registration and login. The "Questions:" section contains text about contacting support. The right column has a "Login:" section with instructions to select a user type and a "Go to Login Page" button. The user type options are "Yale User (secure login)" and "Non-Yale User (no Yale netID)".

2. Look for the login section of the web page (magnified below):




The magnified view shows the "Login:" section of the web page. It features a red header with the text "Login:". Below the header is the text "Select your user type and click 'Go to Login Page'". There are two radio button options: "Yale User (secure login)" and "Non-Yale User (no Yale netID)". At the bottom of the section is a "Go to Login Page" button.

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:

 Yale University
Central Authentication Service

[CAS Login](#)
[CAS Logout](#)
[Feedback](#)
[Help](#)

For security reasons, quit your web browser when you are done accessing services that require authentication!

PLEASE NOTE
Before entering your NetID and password, verify that the URL for this page begins with "**https://secure.its.yale.edu**". You may also wish to click on the VeriSign logo to the right to help verify the authenticity of this page. If you have any questions or concerns, click the help link above.


Login required

You have requested access to a site that requires Yale authentication.

NetID:

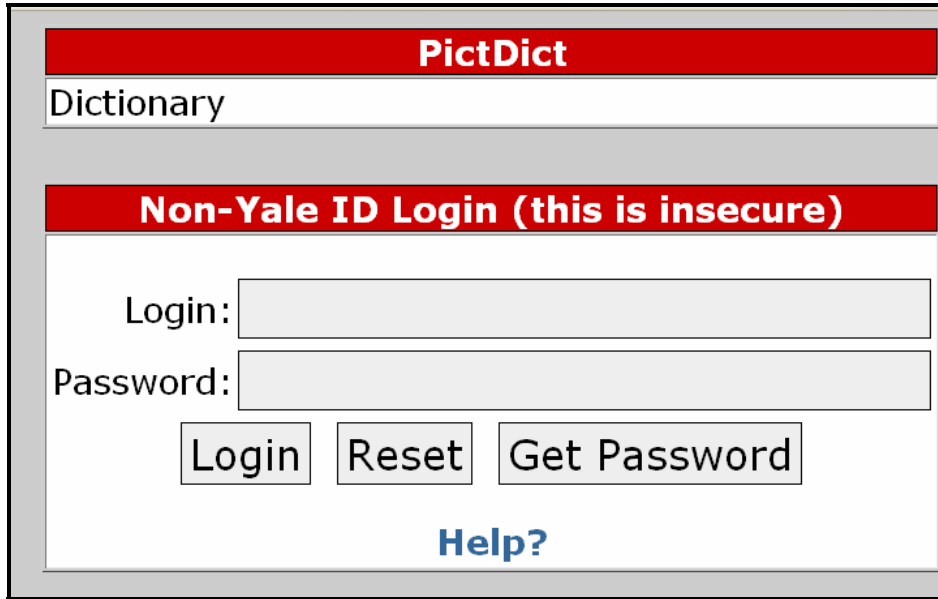
Password:

Warn me before logging me in to other sites.



If you are not a Yale user:

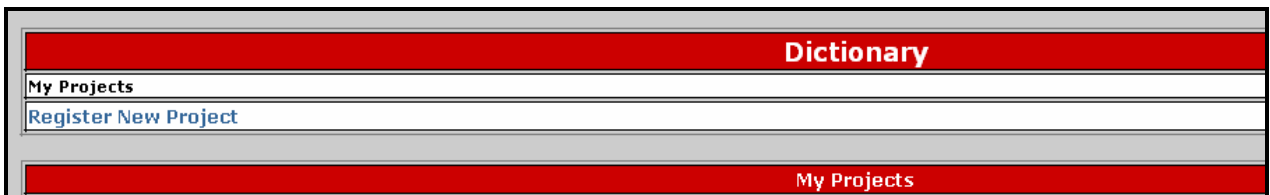
5. Enter the appropriate information on the Non-Yale Login screen:



The screenshot shows a web interface for PictDict. At the top is a red header with the text "PictDict". Below this is a white box containing the word "Dictionary". Underneath is another red header with the text "Non-Yale ID Login (this is insecure)". Below this header are two input fields: "Login:" followed by a text box, and "Password:" followed by a text box. Below the input fields are three buttons: "Login", "Reset", and "Get Password". At the bottom of the form area is a blue link labeled "Help?".

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:

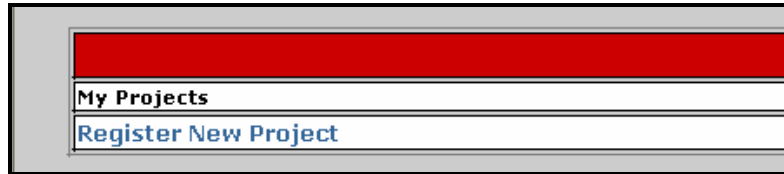


The screenshot shows the main page of the Picture Dictionary. It features a red header with the text "Dictionary". Below the header is a white box containing the text "My Projects" and a blue link labeled "Register New Project". At the bottom of the page is another red header with the text "My Projects".

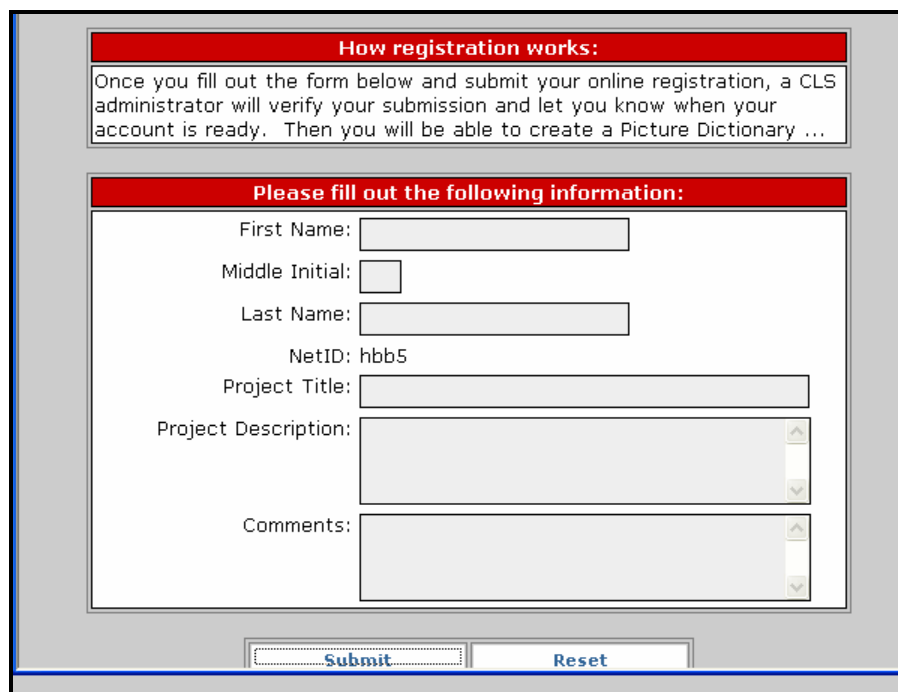
Part 2: Register a New Picture Dictionary Project

You are now ready to register a new PD project:

1. Click on “Register New Project.”



You will then see a pop-up window:

A screenshot of a registration form. The form is enclosed in a grey-bordered box. At the top, there is a red header with the text "How registration works:". Below this header, there is a text box containing the following text: "Once you fill out the form below and submit your online registration, a CLS administrator will verify your submission and let you know when your account is ready. Then you will be able to create a Picture Dictionary ...". Below this text box, there is another red header with the text "Please fill out the following information:". Underneath this header, there are several input fields: "First Name:" followed by a text box; "Middle Initial:" followed by a small text box; "Last Name:" followed by a text box; "NetID: hbb5" (pre-filled); "Project Title:" followed by a text box; "Project Description:" followed by a large text area with up and down arrows on the right side; and "Comments:" followed by a large text area with up and down arrows on the right side. At the bottom of the form, there are two buttons: "Submit" and "Reset".

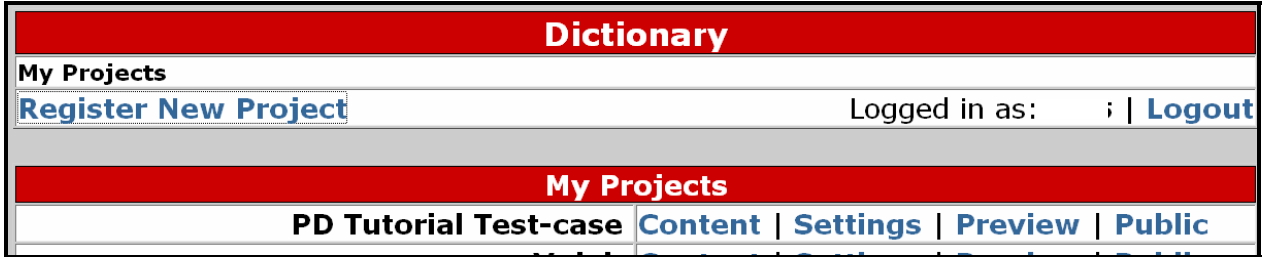
2. Read “How registration works.”
3. Enter the necessary information (first and last name, title of project, description, and comments).
4. In the “Comments” field, please indicate what languages you will be using (e.g., “target language: Russian, translation language: English”). The administrator responsible 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:



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:



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 Settings	
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):

Content Location (URL)	http://www.cis.yale.edu
Default Language Used in Browse / Index	<input checked="" type="radio"/> Russian <input type="radio"/> 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	<input checked="" type="checkbox"/> Browse Page <input checked="" type="checkbox"/> Index Page
	<input checked="" type="checkbox"/> Pronunciation (as a 3rd "View By" option in Browse / Index pages)
	<input checked="" type="checkbox"/> 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)	<input type="checkbox"/> Use transliteration to sort & display
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5. Enter the file name of your home page image:

Home Page Image (Public Section)	homepageimage.jpeg
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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:

Header	Height	<input type="text" value="78"/> px
	Image	
	Top Left:	<input type="text" value="headertopleft.jpeg"/>
	Top Right:	<input type="text" value="headertoprigh.jpeg"/>
	Background:	<input type="text" value="headerbackground.jpeg"/>

7. Select default settings for how individual word entries will appear (e.g., term above/below image, image with/without term):

Customize word page	Default Setting	
	Show Dictionary Term:	<input checked="" type="radio"/> Above picture <input type="radio"/> Below picture
	On initial load, show:	<input checked="" type="radio"/> No label <input type="radio"/> Word <input type="radio"/> Translation
	Default image (if no image specified)	<input type="text"/>
		<i>Leave blank to show white space</i>
	Labels (leave blank for default "Sentence")	
	Textarea #1:	<input type="text"/>
	Textarea #2:	<input type="text"/>

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.

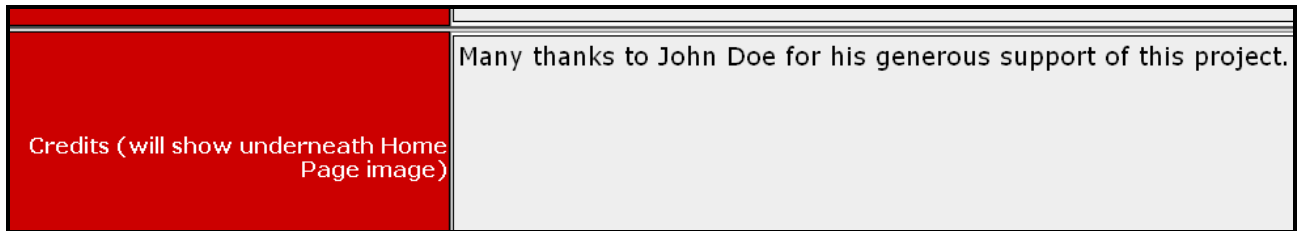
Note: What you show or hide depends on the purpose of your Picture Dictionary – whether you are creating a target language/English PD, or a target language/target language PD, a PD that focuses on phonetics, or a PD that focuses exclusively on building connections between words and visuals. Based on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

	Hide fields in word page:	
		<input type="checkbox"/> Word <input type="checkbox"/> Translation <input type="checkbox"/> Word Audio <input type="checkbox"/> Word Audio, slow <input type="checkbox"/> Pronunciation <input type="checkbox"/> Textarea #1 <input type="checkbox"/> Textarea #2 <input type="checkbox"/> Textarea #1 audio <input type="checkbox"/> Textarea #1 audio, slow

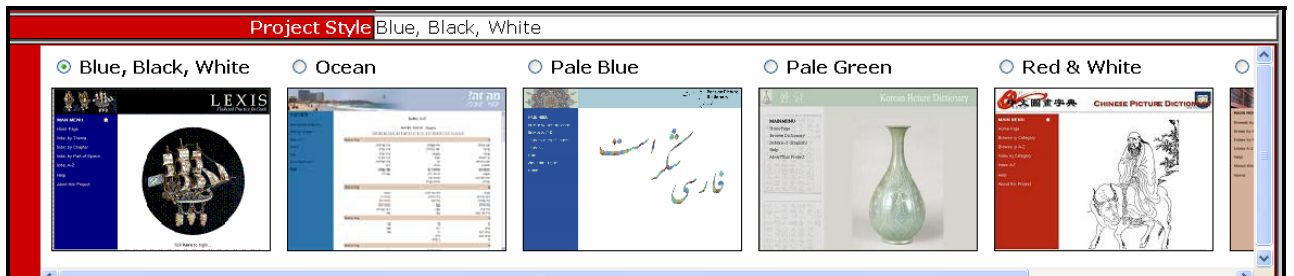
9. Decide how you would like to describe this project and enter the description in the "About this Project" text area:

About this Project (page text)	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.
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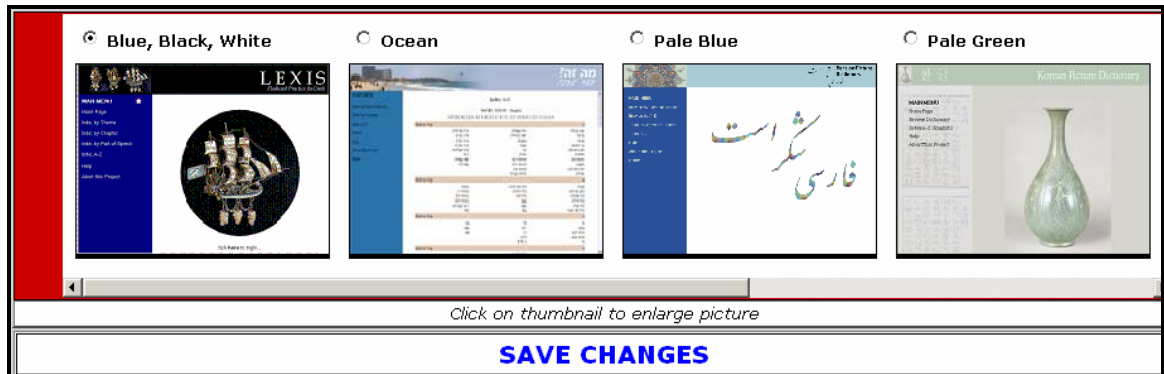
- Decide how you would like to credit co-creators and enter the description in the “Credits” text area:



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



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



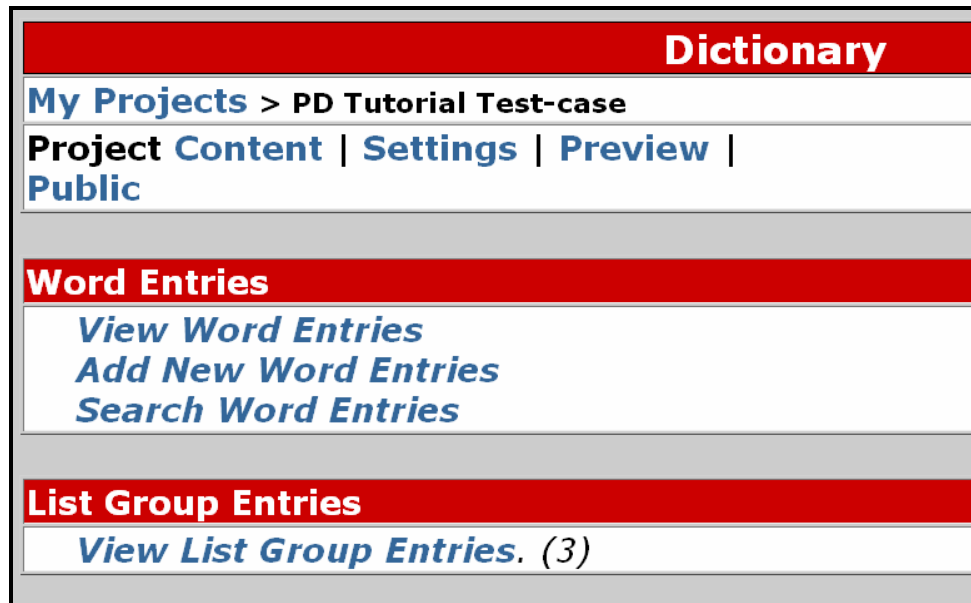
Part 5: Add Your Content

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.

Dictionary	
My Projects > PD Tutorial Test-case	
Project Content Settings Preview Public	
Word Entries	
View Word Entries Add New Word Entries Search Word Entries	
List Group Entries	
View List Group Entries. (3)	

You will be directed to a new screen.

- On this page, create a name for the list group (e.g., Themes, Chapters, Parts of Speech).
- Then choose the number of columns in which you'd like your words displayed.
- If you'd like the list group to be displayed on the students' view of the word page, click "Show in word page."
- Then click "Add."
- 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"

List Groups					
1	now Visible	Edit	Delete	Lists	Abstract Show in Word Page: True
2	now Visible	Edit	Delete	Lists	Things Show in Word Page: True

Use the form below to add a new list group:

* List Group Name:

* Number of columns (for index):

Show in Word Page:

*** Required field**

- Click on "Lists."

You will see four fields:

List Name – enter a list name (e.g., Animals, Chapter 1, Transitive Verbs)

List Caption – something descriptive for the students (use only if the list caption will be different from the list name)

List URL – a link to an external resource

List URL Caption – a short description of the link

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.

Abstract					
1	now Visible	Edit	Delete	Words	concepts
Use the form below to add a new list:					
	* List Name:	<input type="text"/>			
	List Caption:	<input type="text"/>			
	List URL:	<input type="text" value="http://"/>			
	List URL Caption:	<input type="text"/>			
		<input type="button" value="Add"/>	<input type="button" value="Reset"/>		
	* Required field				

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.

Sort By: OrderAdded W: T: Search

Words::Add/Edit

There are no entries for this section. Use the form below to add a new word:

* Word/Expression:

* Translation:

Word audio file:

Slow word audio file:

Sentence:

Sentence (Translation):

Sentence audio file:

(Slow) Sentence audio file:

Transliteration / Pronunciation:

Thumbnail file:

Media file:

Media Type: Choose a type

ListGroup::Abstract: Select [Abstract] list to add word to

ListGroup::Fruit: Select [Fruit] list to add word to

ListGroup::Things: Select [Things] list to add word to

Add Reset

* Required field

New Words Added This Session

3. Enter a word or expression that you'd like to be included in your PD:

Words::Add/Edit

There are no entries for this section. Use the form below to add a new word:

* Word/Expression: аһаһа

New Words Added This Session

4. Enter the translation of the word or expression you just entered:

Words::Add/Edit	
There are no entries for this section. Use the form below to add a new word:	
* Word/Expression:	ананас
* Translation:	pineapple

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).

Words::Existing Words	
How to edit the current selected word:	
* Word/Expression:	ананас
* Translation:	pineapple
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:

Sentence audio file:	ananas_sentence.mp3 or audio/ananas_sentence.r
(Slow) Sentence audio file:	ananas_sentenceslow.mp3 or audio/ananas_senter
Transliteration / Pronunciation:	uh-nuh-NAS
Thumbnail file:	ananasthumbnail.jpeg

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

(Slow) Sentence audio file:	
Transliteration / Pronunciation:	uh-nuh-NAS
Thumbnail file:	
Media file:	
Media Type:	Choose a type ▾
ListGroup::Abstract:	Choose a type ▾ list to add word to ▾
ListGroup::Fruit:	Quicktime to add word to ▾
ListGroup::Things:	Select [Things] list to add word to ▾
	Add Reset
	* Required field
New Words Added This Session	

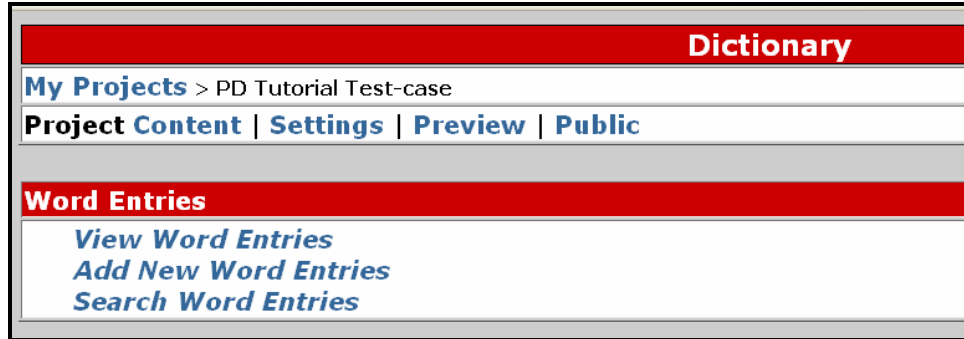
- If you'd like the word entered to be additionally sorted as part of a list group, select the list group to which you'd like this entry to belong:

ListGroup::Abstract:	Select [Abstract] list to add word to ▾
ListGroup::Fruit:	Select [Fruit] list to add word to ▾
ListGroup::Things:	Select [Things] list to add word to ▾
	Add Reset
	* Required field
New Words Added This Session	

- Click "Add" if you are satisfied with your entries (clicking "Reset" will clear everything that you've entered on this screen).
- 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

- 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:

The screenshot shows the dictionary interface with a list of words. At the top, the red header says "Dictionary". The breadcrumb trail is "My Projects > PD Tutorial Test-case > Words::Existing Words". The navigation bar includes "Project Content", "Settings", "Preview", "Public", and "Log". Below the navigation bar, there is a "1" and a search area with "Sort By:" set to "Word", and input fields for "W:" and "T:". A "Search" button is also present. The main content is a table titled "Words::Existing Words" with 8 rows of word entries.

Words::Existing Words						
1	now Visible	Edit	Delete	Lists	ананас	pineapple
2	now Visible	Edit	Delete	Lists	бутылка	bottle
3	now Visible	Edit	Delete	Lists	всё	everything
4	now Visible	Edit	Delete	Lists	дядя	uncle
5	now Visible	Edit	Delete	Lists	кошка	cat
6	now Visible	Edit	Delete	Lists	свобода	freedom
7	now Visible	Edit	Delete	Lists	трудность	difficulty
8	now Visible	Edit	Delete	Lists	яблоко	apple

2. Then click on “Search Word Entries”:

Dictionary

[My Projects](#) > [PD Tutorial Test-case](#) > Search Words

[Project Content](#) | [Settings](#) | [Preview](#) | [Public](#) Logged in as: hbb5 | [Logout](#)

INSTRUCTIONS:
Search results can be returned as an Excel spreadsheet, if you choose. Use '%' for wildcard queries. For example, if you want to find a word that starts with 'air', you would type 'air%'

Search Words

Word:

Translation:

* Required field

Quick Queries (results only in Excel spreadsheet)

[All words](#)

[Words not associated with a category](#)

[Words without sentences](#)

[Words without images](#)

[Words without transliteration \(will not show up in target language index\)](#)

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”):

