

Using Context to Find Meaning (8R3)

Task: Record new and unfamiliar words into a class or personal database. Include definitions and the context clues that helped you guess the word's meaning in your entry.

Step 1: Open the template file.

Step 2: Create a new record by selecting **Edit >> New Record** from the file menu at the top of the window or clicking **Ctrl + R**.

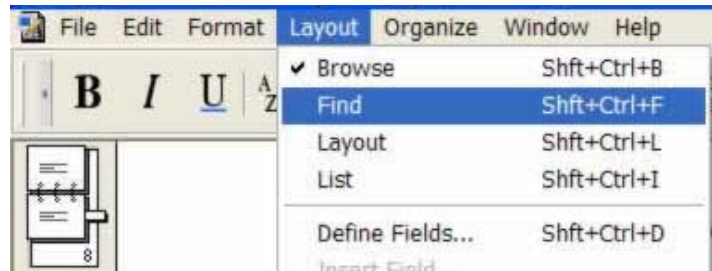
The screenshot shows a software window titled "My Personal Dictionary". The menu bar includes File, Edit, Format, Layout, Organize, Window, and Help. The toolbar contains various icons for text formatting (bold, italic, underline, font color, background color), alignment, and other functions. On the left, a vertical panel shows a rolodex icon with the number "1" and a "Records:" section displaying "3" and "Unsorted". The main area contains several text input fields with labels: "Source:", "Best Guess at a Definition:", "Definition:", "Root Word:", "Word Type:" (with a dropdown menu showing "Noun (Person, place or thing)"), and "Related words:". A cartoon illustration of a stack of books with glasses is in the top right. Five callout boxes provide instructions: 1. Points to the rolodex icon: "To browse the records, click on the pages of the rolodex. The '1' indicates that you are viewing the first record." 2. Points to the "3" in the Records section: "The number '3' indicates that there are three records in this database." 3. Points to the "Unsorted" text: "Complete one record (form) for each word in your dictionary." 4. Points to the input fields: "Click in each field and complete the information." 5. Points to the "Word Type" dropdown: "The number '3' indicates that there are three records in this database."

Step 3: Click on each field and type in the applicable information, or select from a drop down menu. **FYI: If the record turns black, click in any field to correct.**

Step 4: Save and print the record. (optional)

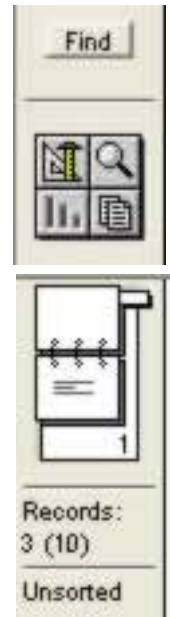
ADDITIONAL INSTRUCTIONS

Once there are several records, you may wish to search the database (e.g. to see the records entered by a certain student), as follows:



- From the File menu at the top of the window, select **Layout >> Find**.
- A blank form will appear. Type the information you are looking for in the appropriate field. For example, if you are looking for all the entries made by Erwin, type **Erwin** in the name field.

- Click the **Find** button at the left of the window.



- The program will indicate how many records were found. In this example, "3 (10)" indicates that of the 10 records in the database, 3 matched the search criteria, i.e. they were entered by the student named "Erwin".
- To browse the three found records, click on the rolodex.
- To display all the records, select **Organize >> Show All Records** from the File menu at the top of the window.

You may need to delete a record. To do so:

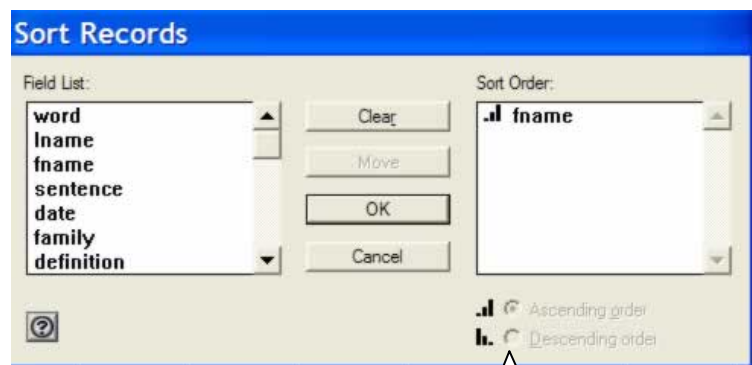
- Find the record you wish to delete. (Use the rolodex to browse, or select **Organize >> Go to Record**. A dialogue box will appear in which you can identify the number of the record you wish to see.
- From the file menu at the top of the window, select **Edit >> Delete Record**.

You may wish to view the data in the database using a different layout. One alternative is the List View. This shows all the data in each record in a columnar format. To view the data in this layout:

- From the File menu at the top of the window, select **Layout >> List**. All the data is now displayed in a layout similar to a spreadsheet. If the information in a cell is not completely visible because it exceeds the size of the cell, click on the cell and the information in the cell will be displayed.
- To return to the form view, select **Layout >> Browse** from the File menu at the top of the window.

In the List view, you can also sort the data. For example, you may wish to sort the data by student name:

- Select **Organize >> Sort Records** from the File menu at the top of the window.
- In the dialogue box that appears, select the field by which you wish to sort (e.g. fname).
- Click **Move** to move the field to the **Sort Order** window.
- Click **OK**. The data will now be sorted by the student's first name.



You can have the data sorted in **Ascending** or **Descending** order.