Sona Vocabulary Assistant Manual

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Studying with Sona Vocabulary Assistant

This lesson shows how to open a word list for study in Sona Vocabulary Assistant.

Open Sona Vocabulary Assistant.



Double-click on the program icon for Sona Vocabulary Assistant.

000	Sona Vocabulary Assistant	
Menu		
Welcome to Sona.		
	Sona vocabulary assistant	
	Open a list	
drag	click 'Open a list' or a word list onto this space	
		1.01

In the Menu screen click on "Open a list."

Option #2: Choose "File > Open..."



Choose a list in the dialog box that appears, then click 'Open.'



Sona word lists are ordinary text files with special formatting. Such lists end in .txt and should be opened from Sona's main menu.

	Sona v	ocabulary Assistant	_
Menu		Golosa ii4 no	uns.tx
Welcome to Sona.			
	Sona voca	bulary assistant	
	Open a list	Review List Slideshow	
		Flashcards	
	click 'Open a list'	Multiple Choice	
drag	or J a word list onto this space	Memory Tiles	
		Word Scramble	
		Dictation	
		Recording Studio	
			1.01

You'll see the name of the file at the upper right. Sona Vocabulary Assistant has now generated the activities listed at right in the Menu screen.

This lesson describes how to review vocabulary and supporting materials in a word list.

After opening a word list, click on "Review List."

Menu			Golosa i2 adjectives.tx
Velcome to Sona.			
	Sona vocal	bulary assistant	
	Open a list	Review List	
		Flashcards	
	click 'Open a list'	Multiple Choice	
drag a	Or word list onto this space	Memory Tiles	
uray a	word list onto this space	Word Scramble	
		Dictation	
		Recording Studio	
			1.01

We're assuming that you've opened a word list and can see the list name at upper right, as well as a list of activities below.

Spend some time in the "Review List" screen.

word.	0	
 американский большой компьютерный интересный красивый жрасивый маленький новый плохой последний русский старый хороший этот 	4	большой ► large, big ■ Ой, какой большой! ■ И окна какие большие!
	Notes:	Ч большое, большая, большие Visit the web site of the <u>Bolshoi Theater</u> Moscow, or watch an <u>interview</u> with Maria Ryzhkina.

- 1) Click to select a word in the list.
- 2) When you see a speaker icon, click to hear the word or phrase.
- 3) Click to see a video clip.
- 4) Click to send the word as a search term to Google.
- 5) Click to enlarge the thumbnail image.
- 6) Click the underlined text to visit web links.

Not all lists will have give this much information for each item, but it's good practice to explore all the resources provided, including sounds, web links, images, video, or internet searches for more examples.

This lesson gives suggestions on how to get the most out of the Flashcard screen.

Overview of Features



- 1) Click here to hear the word or phrase pronounced.
- 2) Click here to hear the example in context.
- 3) Click here or press "f" to flip the virtual flashcard.

4) Click here or press "r" to remove a card from the virtual stack. This does not remove the item from the word list.

- 5) Click here or press "p" to return to the previous item.
- 6) Click here or press "n" to go to the next item.
- 7) Click here to hide examples in context.
- 8) Click here to switch the language you're prompted in first.

How Best to Use The Flashcard Screen

-Repeat out loud, don't just read silently to yourself.

-Be sure to work in both direction, both into and out of your target languages.

Creating and Editing Word Lists

This lesson shows how to create a new word list in Sona Vocabulary Assistant.

Choose File > New.



Go to the File menu and choose New, or press command-N (Windows: control-N).

enu > Ealt list		unsav	ed list
word			
sound 1			=
translation 1			
translation 2			
example 1		*	
ex sound 1			4
example 2		\$	
ex sound 2			4
notes			
notes sound			
image 1			
movie			H
1 of 1 🔾	 _ [* * + #	

In this screen you can type in (or drag in from a word processor or web page) the text you need for target words, translations, examples, and notes.

Type in the information for a target word.

enu > Edit list		unsaved list
word	дядя	
sound 1		
translation 1	uncle	
translation 2		
example 1	Вот мой дядя Паша.	(*)
ex sound 1		
example 2	Мой дядя самых честных правил, Когда не в шутку занемог	•
ex sound 2		•
notes		
notes sound		
image 1		
movie		
1 of 1	0	• •

Use tab to move to the next field; shift-tab to move to the preceding field.

1) Click the '+' button to add another item.

Save your work.

	New %N Open %O	
00	Open remote list ocabulary Assistant	
Menu > Edit list	Edit a list 96E	unsaved list
word	Save %S	
sound 1	Print %P	-
translation 1	Print quiz	
translation 2		
example 1		*
ex sound 1		-
example 2		٢
ex sound 2		
notes		\$
notes sound		
image 1		
movie		
5 of 5	• • • •	

It's a good idea to save your work every few minutes by choosing File > Save, or pressing command-s (Windows: control-s).

This lesson describes how to add to or make changes to an existing list.

Under the "File" pulldown menu choose "Edit a list."

Sona Vocabulary Assistant File Edit FrameChecker Text List Info 68 Register Help C: 🖂 🖂 (New XN 000 abulary Assistant 80 Open... Open remote list ... Dutch numbers.txt Menu Edit a list XE Welcome to Sona. #S Save Save as... ≋P Print... Print guiz... ulary assistant Open a list **Review List** Slideshow Flashcards Multiple Choice click 'Open a list' 10 Memory Tiles drag a word list onto this space Word Scramble **Recording Studio** 1.01

From the Menu screen, go to the File menu and choose 'Edit a list,' or press command-e (Windows: control-e).



Select an existing list and click "Open."

enu > Edit list			Golosa ii4 nouns.txt
word	дежурная		
sound 1			
translation 1	hotel floor manager		
translation 2			
example 1	А где		
ex sound 1			
example 2			
ex sound 2		3	
notes			*
notes sound			
image 1			
movie			
6 of 26			× + 📰

You can now change or add information in the list, or add new words. To type in a field, click on it, or use the tab key to move from field to field. Don't forget to save your work now and then!



You can also watch this screencast on adding examples and notes to existing lists.

This lesson describes several ways to move around between word sets while editing a list.

Click the "next item" or "previous item" buttons.

enu > Edit list		Irish directions.tx
word	ó thuaidh	
sound 1	o thuaidh.mp3	
translation 1	north	
translation 2	to the north	
example 1		(*) (*)
ex sound 1	3	
example 2		:
ex sound 2	3	
notes		:
notes sound	3	
image 1		
movie	3	
7 of 21		▲ <u>▼</u> + ≣

1) Click to go to the previous item.

2) Click to go to the next item.

You can also use keyboard shortcuts: press the down arrow for the next word; press the up arrow for the previous word.

Drag the navigation slider.

enu > Edit list	Sona Vocabulary Assistant		Golosa i8 adverbs	etc.txt
iena > can nat				CILILIA
word	даже]
sound 1	bk1_unit8_slovar.mp3	14382	2 144269	•
translation 1	evi - 6]
translation 2]
example 1	Недавно Да, и даже купила вот эту новую книгу по искусст			
ex sound 1	bk1_unit8_dialog4.mp3	17300	19637	4
example 2				
ex sound 2		1		1
notes]
notes sound		1		1
image 1				
movie		3		B
6 of 19		•	¥ 🕂 🗮]

When you drag the slider (1), a box appears with a word; release the slider when you see the word you need. This is also a handy way to go quickly to the first or last item in the list.

Click the List View button (1) to open a list of all the words in a list in a separate window.

000	Sona Vocabulary Assistant	
Menu > Edit list	t Golosa i2 adjectives.txt	
word	большой	
sound 1	bk1_unit2_slovar.mp3 🕄 127486 128107 ┥	
translation 1	large	
translation 2	big	
example 1	Ой, какой большой!	
ex sound 1	bk1_unit2_dialog2.mp3	
example 2	И окна какие большие!	
ex sound 2	bk1_unit2_dialog3.mp3 22456 23940 старый хороший	
notes	большое, большая, большие Visit the web site of the <u>Bolshoi Theater</u> in Moscow.	
notes sound	bk1_unit2_slovar.mp3 128607 131071	
image 1	Bolshoi.jpg	11.
movie		
2 of 13		

Click on a word in the List View window (2) to go to the entry screen for that word.

This lesson shows how to include notes and examples of usage in a word list.

Choose "Edit a list."



From the Menu screen, go to the File menu and choose 'Edit a list,' or press command-e (Windows: control-e).



Select an existing list and click "Open."

enu > Edit list		Golosa ii4 nouns.tx
word	дежурная	
sound 1		
translation 1	hotel floor manager	
translation 2		
example 1	А где	*
ex sound 1		
example 2		•
ex sound 2		।
notes		*
notes sound		
image 1		
movie		
6 of 26		▲ ¥ ¥

You can now change or add information in the list, or add new words. To type in a field, click on it, or use the tab key to move from field to field. Don't forget to save your work now and then!

How do I add sounds?

This lesson shows how to add sounds to your word lists. You can use one of three methods to link to an entire sound file.

		New	XN N	ulary As	sistant			
	Menu	Open remot	te list				Dutch	numbers.txt
	Welcome to Sona.	Edit a list	#E					
		Save Save as	#S					
	(3)	Print Print quiz	ЖР	lary	assis	12302		
		Open a list		Re	view List			
				Slic	deshow			
				Fla	shcards			
	d	ick 'Open a list'		Mu	Itiple Choice			
	drag a w	or ord list onto this	space	Me	mory Tiles			
				Wo	ord Scramble			
				Dic	tation			
				Re	cording Stud	io		
								1.01

Method #1: In the Edit List screen, type the name of a sound file into a sound field.

enu > Edit list		Irish directions.txt
word	ó thuaidh	
sound 1	o thuaidh.mp3	
translation 1	north	
translation 2	horm	
	to the north	
example 1		(*)
ex sound 1		3
example 2		\$
ex cound 2		
ex sound z		
notes		\$
notes sound		
image 1		
movie		
7 of 21		▲ ¥ + ₩

Click the "sound 1" field and type into it to link a sound with the target word. To link a sound with one of the examples, or with notes on usage, type into the "ex sound 1," "ex sound 2," or "notes sound" fields.

It's best to avoid using accented characters or other diacritics in the names of your media files: here we're using the sound file name "o thuaidh.mp3" for the word "ó thuaidh."

Method #2: Drag a sound file from the Finder (XP/Vista: from Windows Explorer) into the proper field.

Ś	Finder	File	Edit	View	Go	Window	Help	_	_	_	_		e- 0	
	000					Sona	Vocabular	y Assis	tant	_	_			
	Menu >	Edit lis	t								Igorot	nature.txt		
	_	_	_		_			_	_				_	
		word	libo											
		word	100	-0		0.0007					_			-
	:	sound 1				0-0.mps			3			00	0	media
	trans	slation 1	clou	d	•							14	Name	mn3
	trans	lation 7		-									pay-e	w.mp3
	trans	hation 2											odawn	2.mp3
	exa	ample 1										1	libo-o	.mp3
												- -	daya.r	np3
	ex	sound 1										- P	bou-a	n.mp3
	CA .	Jound 1									_		bilig.n	np3
	exa	ample 2											bato.n	np3
													adew	mp3
	ex	sound 2										8	trees.j	pg
										-			sun.jp	9
		notes										1	stars.j	pg
													sky.jp	9
	note	s sound							3				rocks.	jpg
													riceter	race.jpg
	i	image 1	clou	ds.jpg							S		mount	g ains ing
	_	_	_	_	_	_	_	_	_	_	_	-	mouni	ams.jpg

Use methods #1 and #2 when you want to link to entire sound file.

Method #3: Click a "choose sound file" button.

0	Sona Vocabulary Assis	stant
enu > Edit list		Igorotnature.tx
word	libo-o	
sound 1	Q	
translation 1	cloud	choose sound file
translation 2		
example 1	G	٢
ex sound 1	(2	
example 2	G	0
ex sound 2	<u>e</u>	S =
notes	(4	:
notes sound	· ·	S
image 1	clouds.jpg	N
movie		
1 0 10	0	

This brings up a dialog box in which you can choose a sound file.

- 1) Select a sound file for the target word.
- 2) Select a sound file for the first example.
- 3) Select a sound file for the second example.
- 4) Select a sound file for the notes.

To link to a segment of a sound file, see "How do I link to a segment of a sound or movie?"

This lesson shows how to link a word to an image.

From the Menu screen choose File > Edit List.



Method #1: Type the name of an image file into the "image 1" field.

00	Sona Vocabulary Assis	tant	_	_
Menu > Edit list			Ige	protnature.txt
word	libo-o			
sound 1	libo-o.mp3	3		
translation 1	cloud			
translation 2				
example 1				
ex sound 1		3		
example 2				٢
ex sound 2		٩		
notes				•
notes sound		٩		
image 1	clouds.jpg			
movie		۵.		
1 of 10	0		· · ·	
		_		

Method #2: Drag an image file from the Finder (XP/Vista: from Windows Explorer) into the "image 1" field.

Menu > Edit list					Igorotn:	00	O media	0
							Name	Date Mo
						-	talaw.mp3	Yesterd
word	libo-o		 			-	pay-ew.mp3	Yesterd
	100-0				_	-	odawn 2.mp3	Yesterd
sound 1	libo-o.mp3		٩.			-	libo-o.mp3	Yesterd
			 			-	daya.mp3	Yesterd
translation 1	cloud						bou-an.mp3	Yesterd
translation 2						-	bilig.mp3	Yesterd
			 				bato.mp3	Yesterd
example 1						-	batang.mp3	Yesterd
							agew.mp3	Yesterd
ex sound 1							trees.jpg	Aug 4,
			 				sun.jpg	Aug 4, 4
example 2					6		stars.jpg	Aug 4, 4
							sky.jpg	Aug 4, 4
ex sound 2						-	riceterrace inc	Aug 4, 4
CA Sound E			•		_		rain.ing	Aug 4, 2
notes					1		mountains ing	Aug 4, 1
							moon.ipg	Aug 4, 2
notes sound			3			2	clouds.jpg	Aug 4, 2
image 1	1	clouds.jpg			3			
movie		9	3)4Þ.
1 of 10				• •	+ 🗐	1		

00 Sona Vocabulary Assistant Menu > Edit list Igorotnature.txt word agew = 3 sound 1 agew.mp3 translation 1 sun translation 2 day tolo ay agew • example 1 -ex sound 1 example 2 ٩ ex sound 2 3 = notes This word can refer to either the sun or to mean one day. ٩ notes sound = image 1 choose image file 3 movie 20 v 3 of 10

Method #3: Click the "choose image file" button.

This brings up a dialog box in which you can choose an image file.

How do I add movies?

This lesson shows how to add links to movies that you distribute with your list. Use these methods when you want the user to have access to entire movie file.

From the Menu screen choose File > Edit List.

Method #1: Type the name of a movie file into the "movie" field.

Method #2: Drag a movie file from the Finder (XP/Vista: from Windows Explorer) into the "movie" field.

To preview the movie, click the 'preview movie' button.

000	Sona Vocabulary Assistant
Menu > Edit list	Golosa i7 relatives.txt
word	
sound 1	bk1 unit 7 slovar mn3
Journa 1	
translation 1	children
translation 2	000 дети
example 1	Сколько у них детей?
ex sound 1	
example 2	У нас трое детей.
ex sound 2	
notes	Genitive pl: пять детей. Note that the singular 'child' is root: ребёнок.
notes sound	bk1_unit_7_slovar.mp3
image 1	
movie	MVI_6342.AVI
7 of 23	

The movie opens in a separate window.

To link to a segment of a movie file, see "How do I link to a segment of a sound or movie?"

From the Menu screen choose File > Edit List.

This lesson shows how to link a word to a segment of a sound or movie file.

000	New Open	20 20 20 20 20 20 20 20 20 20 20 20 20 2	abulary Assistant	
Menu	Open remote li	st	Dutch	numbers.txt
Welcome to Sona.	Edit a list	#E		
	Save Save as	85		
	Print Print guiz	₩P	ulary assistant	
c drag a w	lick 'Open a list' or ord list onto this sp	ace	Flashcards Multiple Choice Memory Tiles Word Scramble Dictation Recording Studio	

Sona Vocabulary Assistant Manual - 36
The Edit list screen appears.

	Sona Vocabulary Assis	tant		
enu > Edit list			Golosa i8 nou	ns2.txt
word	отдел			1
sound 1	bk1_unit8_slovar.mp3	3	32175 32836	-
translation 1	department			1
translation 2				1
example 1	Мне сказали, что там открыли новый отдел.		(
ex sound 1	τ Γ	3		
example 2			(]
ex sound 2		3		
notes			0	
notes sound		3		
image 1				
movie		3		B
1 of 19	0		× • E]

🔹 Sona Vocabulary	Assistant File	Edit Frame	eChecker Te	xt Lis	t Info	Register	Help	4-
00		Son	n FrameCheck	ker				
Menu > Edit list						Golosa i	8 nouns	2.txt
word	отдел						3	
sound 1	bk1_unit8_slovar.m	p3	0	1	2175	3283	6	4
translation 1	department							
translation 2								
example 1	Мне сказали, что т	ам открыли но	вый отдел.				:	
ex sound 1					_			4
example 2							:	
ex sound 2				3				4
notes							:	
notes sound				1				-
image 1								
movie				1				Ð
1 of 19	0					+	-	

The FrameChecker utility lets you select the start and end points for a segment of a sound or movie file. In this example, we'll link the example of usage to the segment of the sound file in which it occurs so that when the student clicks on the phrase, just that portion of the sound file is heard.

The FrameChecker window opens.



Before using FrameChecker you'll need to load a sound or movie.



Drag a sound or movie file onto the black box, or click "select a file."

1) You can also select a sound or movie file by clicking "select a file" and choosing a file in the dialog box that opens.





You see the name of the file in the black box, and a set of controls appears below.

You can drag the slider in the control bar to move around in the sound or movie.



1) When you move the slider (1) or pause the sound/movie, the current frame number appears in blue (2).

When you've found the beginning of the segment you want, click the 'segment start' button or press the 's' key.



1) When you click this button, playback starts, and the current frame is stored as the starting cue for the segment.

When you come to the end of the segment, click the 'end segment' button or press the 'e' key.



1) When you click here, playback pauses and the current frame is set as the end of the segment.

The start and end points for the segment are now set.



In this screenshot the starting cue is at frame 11098, and the ending cue is at frame 13273.

Click the "preview" button or press 'p' to preview the segment.



Previewing the segment lets you make sure you're satisfied with the start and end cues.



1) Click here, or press the right arrow key, to move the start cue forward in increments of about 1/3 of a second.

2) Click here, or press the left arrow key, to move the start cue backward in increments of about 1/3 of a second.



1) Click here, or press command-right arrow (Windows: control-right arrow), to move the end cue forward in increments of about 1/3 of a second.

2) Click here, or press command-left arrow (Windows: control-left arrow), to move the end cue backward in increments of about 1/3 of a second.

Paste the settings into the Edit List screen in Sona Vocabulary Assistant and continue to the next item.



1) Click or press command-1 (Windows: control-1) to paste the filename and cue points into the sound 1 field.

1) Click or press command-2 (Windows: control-2) to paste the filename and cue points into the example sound 1 field.

1) Click or press command-3 (Windows: control-3) to paste the filename and cue points into the example sound 2 field.

1) Click or press command-4 (Windows: control-4) to paste the filename and cue points into the notes sound field.

1) Click or press command-5 (Windows: control-5) to paste the filename and cue points into the movie field.

This will automatically advance you to the next item in the Edit List screen and return you to FrameChecker to set another pair of cue points.

It's worth learning the keyboard shortcuts!

With a little practice you can zip through your list, setting cue points without lifting your hands from the keyboard. This sequence of key presses will become second nature:

- s starts playback, sets start point
- e pauses playback, sets end point
- p previews segment

if necessary: right or left arrows - adjust starting point

if necessary: cmd + right or left arrows - adjust ending point (Windows; control + right or left arrow keys)

cmd + 1, 2, 3, 4, or 5 - pastes information into Edit List, automatically advances to next item

This lesson shows how to add web links to a word list.

Under the "File" pulldown menu choose "Edit a list."

Sona Vocabulary Assistant File Edit FrameChecker Text List Info 68 Register Help C: 🖂 🖂 (New XN 000 abulary Assistant 20 Open... Open remote list ... Dutch numbers.txt Menu Edit a list XE Welcome to Sona. #S Save Save as... ≋P Print... Print guiz... Ulary assistant Open a list **Review List** Slideshow Flashcards Multiple Choice click 'Open a list' 10 Memory Tiles drag a word list onto this space Word Scramble **Recording Studio** 1.01

From the Menu screen, go to the File menu and choose 'Edit a list,' or press command-e (Windows: control-e).



Select an existing list and click "Open."

The list opens in the "Edit List" screen.

enu > Edit list Golosa ii4 nouns.t						
word	дежурная					
sound 1		3				
translation 1	hotel floor manager					
translation 2						
example 1	А где		٢			
ex sound 1		3				
example 2			(*)			
			•			
ex sound 2						
notes			(Å)			
notes sound						
image 1						
movie						
6 06 36			¥ + 📰			

Highlight the text you want to serve as a link.

enu > Edit list	Golosa ii4 nouns.tx
word	BOK3AA
sound 1	
translation 1	railway station
translation 2	
example 1	
ex sound 1	
example 2	:
ex sound 2	
notes	For information on trains from Moscow to St. Petersburg visit the site of the Ленинградский вокзад.
notes sound	
image 1	
movie	
3 of 26	

Choose "Text > Create Hyperlink." Sona Vocabulary Assistant File Edit FrameChecker Text List Info Register 4 - 🛛 📑 S. Help Bold ₩B Sona Vocabulary Ass 000 Color £L Menu > Edit list Underline ¥U ii4 nouns.txt Create Hyperlink #H Edit Hyperlink word вокзал 3 = sound 1 translation 1 railway station translation 2 example 1 ٦ 3 ex sound 1 example 2 1 ex sound 2 4 notes For information on trains from Moscow to St. Petersburg visit the site of the 0 Ленинградский вокзал. notes sound 3 4 ٩ image 1 H movie 3 2 v 3 of 26 -



The highlighted text is now underlined, showing that it is a hyperlink.

lenu > Edit list	Golosa ii4 nou	ns.txt
word	вокзал	
sound 1		4
translation 1	railway station	
translation 2		
example 1	*	
ex sound 1		=
example 2	*	
ex sound 2		4
notes	For information on trains from Moscow to St. Petersburg visit the site of the Ленинградский вокзал.	
notes sound		
image 1		
movie		H
3 of 26	· · · · ·	

Remember to choose "File > Save" to save the change. Note that in the current version of Sona Vocabulary Assistant, the link will be active in the Review List screen, but not in the Edit List screen.

Open the file from the Menu screen and click "Review List."



The link is now active in the Review List screen. Clicking the link opens the web address in the default browser.

This lessons shows where you can keep your word lists and supporting media.

Word lists are text files.



Word lists are plain text files with tagged text. They are always stored external to Sona Vocabulary Assistant. You can keep them anywhere you like on your computer, or also on a USB drive or CD.

Anyone who has struggled to open a fifteen-year old word processing document from the mid-90s knows that programs, and file formats, come and go. We feel that storing word lists in plain text files gives your lists their best chance to lead a long and productive life, whether with future versions of Sona Vocabulary Assistant, other vocabulary programs, or even future operating systems.

Media files (sounds, images, movies) are also separate files.

00	🚞 media	\bigcirc
		Q
► DEVICES	Name	Kind
	bk1_unit8_dialog1.mp3	MP3 Audio File
▶ PLACES	bk1_unit8_dialog2.mp3	MP3 Audio File
► SEARCH FOR	bk1_unit8_dialog3.mp3	MP3 Audio File
	bk1_unit8_dialog4.mp3	MP3 Audio File
	bk1_unit8_dialog5.mp3	MP3 Audio File
	bk1_unit8_slovar.mp3	MP3 Audio File
	🖬 kassa.jpg	JPEG image
	🙈 matreshka.jpg	JPEG image
	platok.jpg	JPEG image
	🕅 rynok.jpg	JPEG image
	shkatulka.jpg	JPEG image
)4 +(
	11 items, 189.26 GB available	1

Sona word lists refer to your media files, but do not incorporate them. When you distribute a list with sounds, images, or movies, be sure to distribute the media files as well.

Media files should be in a folder/directory named "media" in the same place as the word list that uses them.

00	🛄 Unit 8			\bigcirc	
		Q			
▶ DEVICES	Name	Kind	Date Modified		
	📄 Golosa i8 adj – verbs.txt	Plain text	2/24/08		
▶ PLACES	🖹 Golosa i8 adverbs etc.txt	Plain text	7/6/07		
SEARCH FOR	📄 Golosa i8 expressions.txt	Plain text	7/6/07		
	🔄 Golosa i8 nouns1.txt	Plain text	2/24/08		
	📄 Golosa i8 nouns2.txt	Plain text	3/19/09		
(Colosa n phrases.txt	Plain text	2/22/09		
	🔻 🚞 media	Folder	2/24/08		
	bk1_unit8_dialog1.mp3	MP3 Audio File	7/10/06		
	bk1_unit8_dialog2.mp3	MP3 Audio File	7/10/06		
	bk1_unit8_dialog3.mp3	MP3 Audio File	7/10/06		
	bk1_unit8_dialog4.mp3	MP3 Audio File	7/10/06		
	bk1_unit8_dialog5.mp3	MP3 Audio File	7/10/06		
	bk1_unit8_slovar.mp3	MP3 Audio File	7/10/06		
	📕 kassa.jpg	JPEG image	2/24/08		
	👻 matreshka.jpg	JPEG image	2/24/08		
	🔍 platok.jpg	JPEG image	2/24/08		
	👻 rynok.jpg	JPEG image	2/24/08		
	shkatulka.jpg	JPEG image	2/24/08		
	C	*******) 4	
	18 items, 189.26 GB av	ailable		1	

If you have several lists that use the same media files, you can keep multiple lists together, as shown here.

What are some tips for creating lists quickly and efficiently?

This lesson contains tips based on the experiences of the designer of Sona Vocabulary Assistant, Dr. Curtis Ford, who has created dozens of lists for his students and for his own study.

Enter target words and translations first.

Type in the basics of your list first, just the target words and translations.

Enter examples and notes next.

Remember that you can drag in text from other programs such as word processing documents or web browsers.

Add sounds and images when after entering text.

00	🛄 Unit 8		C
		Q	
► DEVICES	Name	Kind	Date Modified
	📄 Golosa i8 adj – verbs.txt	Plain text	2/24/08
▶ PLACES	Golosa i8 adverbs etc.txt	Plain text	7/6/07
▶ SEARCH FOR	Golosa i8 expressions.txt	Plain text	7/6/07
	📄 Golosa i8 nouns1.txt	Plain text	2/24/08
	📄 Golosa i8 nouns2.txt	Plain text	3/19/09
	📄 Golosa i8 phrases.txt	Plain text	2/22/09
	🔻 🚞 media	Folder	2/24/08
	bk1_unit8_dialog1.mp3	MP3 Audio File	7/10/06
	bk1_unit8_dialog2.mp3	MP3 Audio File	7/10/06
	bk1_unit8_dialog3.mp3	MP3 Audio File	7/10/06
	bk1_unit8_dialog4.mp3	MP3 Audio File	7/10/06
	bk1_unit8_dialog5.mp3	MP3 Audio File	7/10/06
	bk1_unit8_slovar.mp3	MP3 Audio File	7/10/06
	📕 kassa.jpg	JPEG image	2/24/08
	📰 matreshka.jpg	JPEG image	2/24/08
	🗬 platok.jpg	JPEG image	2/24/08
	🖭 rynok.jpg	JPEG image	2/24/08
	shkatulka.jpg	JPEG image	2/24/08
	C	*******)4
	18 items, 189.26 GB av	ailable	

Organize your image and sound files by putting them in a folder named "media" in the same place where your word list is saved. That makes it easy to add sounds, images, or movies by dragging the files into the Edit List screen.

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Link to segments of sound or movie files after all the words have been entered.

FrameChecker makes your workflow especially easy when your target words and definitions have already been entered in your list; by using keyboard shortcuts and letting FrameChecker auto-advance, you can link to segments for an entire list without lifting your hands from the keyboard.

Importing Word Lists

This lesson shows how to import word lists from tab-delimited text files created in a word processor. In steps 1 through 4, we'll see how to make sure that a list is saved in the proper format using Bean, a free word processor for Mac OS X (http://www.bean-osx.com).



Create or open a word list in a word processor.

Use a separate line for each new word.

Don't use the columns feature in a word processor, just use a single tab to separate items in a line. The items in each "column" should match: in this example the first "column" has new vocabulary, the second has translations, the third has the names of sound files to be included, and the last has examples of usage. Under the File menu, Choose "Save as.." Then select "Text Document (.txt)" and click "Save."

💲 Bean	File Ed	it Find	View For	nt Format	Style Wi	ndow Help	_	E: 47- (
	00	0	_	_	Untitled	_	_	0
		84	2 😥	S 🗆				a-b »
	Save	Print Ur	ido Redo	Find View	Define Get I	nfo Inspector	Picture Full Screen	Invisibles
	Page	1	Save As:	Untitled.rtfd				
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		schön	1000	(
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		die locili		Word	d 97 (.doc)	(.(u)		, i i i
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	97% —	-0-	_	Ope	nDocument (.odt)	jes:	1 //

Be sure not to save your list in .doc or .rtf format.

Be sure to save as plain text despite warnings about lost formatting.

Ame	Save as plain text?
	Saving as plain text will cause text formatting, images and document properties to be discarded. Choose 'Save As' to select another format, or choose 'Save Anyway' to save as plain text.
	Save Anyway Cancel Save As

Most word processors will remind you that saving as plain text will not preserve text formatting or other document properties.

After saving in plain text format, your list may look different.



Information about where the tab stops are set has been discarded, but that's OK! Sona List Converter just needs a tab to separate items in a word set, and line breaks to separate word sets.



Double-click on the Sona List Converter icon.

Check the settings for your list.



1) Since the order of columns in our German list was target word, translation, sound, and example, we'll choose those options in the popup menus. We leave items 5 and 6 set to "none."

2) Check the 'unicode' box for languages like Russian, Hindi, or Hebrew that do not use the Latin alphabet.

3) When this box is checked, List Converter will append " Sona" to the end of the file name; for example, when converting "German list.txt," a copy in Sona format will be saved as "German list Sona.txt."

4) When this box is checked, the folder where your converted list is saved will be opened in the Finder/Windows Explorer.

Click on "Convert."



This will bring a dialogue box where you can choose the list.

Choose the tab-delimited list and click "Open."

000	Please choose a li	st:
	🔟 🧰 German list	C search
► DEVICES	Name	Date Modified Today, 11:26 PM
► MEDIA		
		Cancel Open

Sona List Converter creates a new list in the proper format.

000	List Converter	000	🛄 German list	
Sona Vocabulary A	assistant	DEVICES PLACES	German list Sona.txt	Today, 11:58
	List Converter	▶ SEARCH FOR		
item 1 item 2	item 3 item 4		1 of 2 selected, 188 62 GB available)4 1
word 🗘 translation1 🗘	sound1 convert	none	none	70
Saved	in Sona list format as: German lis	t Sona		
⊻ unicode	☑ name new file automatically	🗹 open folder when done	1.1	

List Converter copies your list, converts it list to Sona format, appends " Sona.txt" to the name, and opens the window where the new list has been saved.

Create or open a word list in a spreadsheet program.

This lesson shows how to import word lists from tab-delimited text files created by a spreadsheet program. In steps 1 and 2, we'll see how to make sure that a list is saved in the proper format.

0	Δ	R	C	D	F	T
ĩ	schön	prettu	prettu mp3	Was für eine schöne Stadtl	-	-
2	aross	bia	gross.mp3	Berlin ist für mich zu gross.		
3	früh	early	fruh.mp3	Morgen früh kommen wir an.		+
4	das Mädchen	the girl	Madchen.mp3			
5	der Sohn	son		Wir haben einen Sohn.		T
6	die Tochter	daughter		Wir haben auch zwei Töchter.		T
7	2	1. 1920				T
8				1		T
9						Т
10		man list from	n ovcal tyt		Dala	
10	< ► ► Ger	man list from	n excel.txt)++	

The items in each column should match: in this example column A has new vocabulary, column B has translations, column C has the names of sound files to be included, and column D has examples of usage.

Under the File menu, Choose "Save as.." Then select "Text (Tab delimited)" format and click "Save."

	Save As: german list from excel.txt	
	🔳 🔟 German List imports	search
 DEVICES SHARED PLACES 	Golosa Bk 1 4th	11
Append	Format: Text (Tab delimited) file extension	ons
New Fold	er	Cancel Save


Double-click on the Sona List Converter icon.

Check the settings for your list.



1) Since the order of columns in our German list was target word, translation, sound, and example, we'll choose those options in the popup menus. We leave items 5 and 6 set to "none."

2) Check the 'unicode' box for languages like Russian, Hindi, or Hebrew that do not use the Latin

alphabet.

3) When this box is checked, List Converter will append " Sona" to the end of the file name; for example, when converting "German list.txt," a copy in Sona format will be saved as "German list Sona.txt."

4) When this box is checked, the folder where your converted list is saved will be opened in the Finder/Windows Explorer.

Click on "Convert."			
Sona Vocabulary	List Converter Assistant		
	List Conver	ter	
item 1 item 2	item 3 item	4 item 5	item 6
word 🛟 translation1 🛟	sound1 🛟 example	1 🗘 none 🗘	none 🛟
	convert		
🔲 unicode	☑ name new file automatically	🗹 open folder when done	1.1

This will bring a dialogue box where you can choose the list.



Sona List Converter creates a new list in the proper format.

			000	C Cerman List imports		
					Q	
Sona Vocabulary Assistant		 DEVICES SHARED PLACES SEARCH FOR 	german list from	n excel Sona.txt r excel.txt	Date Modifie Today, 12:2 Today, 12:2	
	List Cor	verter		2 items, 186.82 GB av	ailable) 4 Þ /i.
item 1 item 2	item 3	item 4	item 5	item 6		
word 🗘 translation1 🛟	sound1	example1 🛟	none ≑	none ≑		
Convert Saved in Sona list format as: german list from excel Sona						
unicode	🔽 name new file autor	natically 🔽	open folder when done	11		
				_	_	

List Converter copies your list, converts it list to Sona format, appends " Sona.txt" to the name, and opens the window where the new list has been saved.

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Troubleshooting

I tried choosing "File > Edit list.." but got an error message.

In version 1.0.1 and earlier, choosing "File > Edit list.." worked only from the menu screen.



You can see which version of Sona Vocabulary Assistant you have by looking at the bottom right of the menu screen. You can also check for updates by choosing "Help > Check for updates..."

If you can't get an updated version for some reason, a workaround for versions 1.01 and earlier is to be sure to return to the Menu screen before choosing "File > Edit list.."

I double-clicked a word list and just saw a window with strange codes.

Double-clicking on a word list opens the list in a word processor, rather than in Sona Vocabulary Assistant.

In the current version of Sona Vocabulary Assistant, word lists should be opened from the Menu screen in Sona Vocabulary Assistant, not from the Finder (Windows Exporer).



See also "How do I open a word list for study?" To edit a word list that already exists, see "How do I edit an existing list?"