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## Overview

LexEdit is a lexicon maintenance tool which allows you to create and maintain lexicons for use with WebAnchor. Lexicons allow you to customize WebAnchor's output and are essential for accurate indexing, especially if you index technical or field-specific documents. Because you can create multiple lexicons, you can maintain different lexicons for each of the types of documents you index. You can create those lexicons entirely within LexEdit, or you can import a text list you have created in another text editor or word processor. LexEdit also allows you to export your lexicon to a text file so that you can view it in a text editor or print it.

## New Features and Changes in LexEdit 2.0

You will also notice several changes in LexEdit from version 1.0:

Updated Interface

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### Updated Interface

If you have used version 1.0, you will notice quite a difference in the interface. The main screen now contains all the options previously available in the Edit window, and a toolbar has been added to make the most frequently used items easily accessible.

### New Lexicon Format

The format of the user lexicons has been changed. Lexicons created in previous versions of LexEdit will need to be converted using the Convert utility available in the installation directory.

### Compile

The **Compile** command in the **File** menu allows you to compile your user lexicons to a format that WebAnchor can process more quickly during indexing. Compiled lexicons are read-only, so they cannot be opened or edited, and they have a .LDB extension. Compiled lexicons can be loaded and unloaded just like regular user lexicons.

### Exporting Lexicons

The Export Lexicon command in the File menu replaces Export Short Format and Export Long Format. User lexicons are now exported with a .TXT extension .

### Searching

The Search feature allows you to find and/or retrieve values for individual words in the primary lexicon and in other user lexicons. This replaces Get and Find functions.

### Compound Words

Multiple words, terms, and phrases, referred to in this manual as *compound words*, can be entered into user lexicons and will be recognized by WebAnchor. Defining compound words in your dictionaries can greatly increase the accuracy of your output, though it will increase processing time.

### Unknown Word Lists

When the Unknown Word feature is enabled, unknown words are now written to a text file,

rather than a lexicon, and can be imported using **Import List**.

### **Loading Lexicons**

The Options menu and the commands once contained there are now controlled from the Create Index dialog, allowing you to load and unload regular and compiled lexicons without having to open LexEdit.

## Getting Help

[User's Guide](#)

[Online Help](#)

[Readme Files](#)

[Customer Support](#)

### User's Guide

The User's Guide provides coverage of all the basic LexEdit functions as contained in this help facility.

### Online Help

This online help facility is a convenient and easy-to-access source for the same information contained in the manual. Clicking on **Help** from the main LexEdit menu will bring up this manual, from which you can scan the Contents, keyword search, or consult the Help glossary for the specific help you need.

### Readme Files

Since the documentation must go to the printer several weeks before the software itself is in its final form, there may be changes in the software that are not covered in the *User's Guide*. These late changes, and any other additions to the *User's Guide*, will be covered in the readme file. You will be given the option of reading the WebAnchor readme file immediately after installation. If you do not read it then, you can open it later in Notepad or in any text editor, including the DOS Edit program.

### Customer Support

At Iconovex we attempt to provide our customers with as much help as possible. If you have any questions about using LexEdit, or if you have a technical problem you can't solve, please call us at (800) 943-0292. Our technical support staff will be happy to assist you.

You can also contact us by:

Fax: (612) 896-5101  
U.S. Mail: 7900 Xerxes Ave. So.  
Suite 550  
Bloomington, MN 55431  
E-mail: [techsupp@iconovex.com](mailto:techsupp@iconovex.com)  
WWW: <http://www.iconovex.com>

## Registration

Please take a few moments to fill out your registration card and send it in. As a registered user, you will be entitled to receive technical support and upgrades. We are continually working to upgrade the quality of the dictionaries that WebAnchor uses to make its indexing decisions, and

these dictionary upgrades will also be sent out periodically to registered users. If you have any questions regarding registration, please call us at (800) 943-0292.

## Opening LexEdit

Though you can open LexEdit directly from the WebAnchor submenu, it operates as a stand-alone utility. You do not need to have WebAnchor open in order to create or edit a user lexicon.



## What is a Lexicon?

As used in this guide, the term lexicon refers to a list of words to which indexing values have been added. WebAnchor has its own primary lexicon and bases its indexing decisions in large part on the values assigned in that lexicon. Entries cannot be deleted from (or added to) the primary lexicon, though you can override values in the primary lexicon by entering a word, with the desired values, into a user lexicon.

A user lexicon is a supplemental lexicon in which you assign the values in order to modify the indexing decisions WebAnchor makes. This assures that terms you consider important get indexed and that terms you consider unimportant get suppressed. A well-constructed user lexicon can greatly improve your output, especially when dealing with technical and specialty terms or common usage terms that take on special meaning in your particular field.

## How Can a Lexicon Improve My Output?

By default, most words which are not recognized by the main lexicon will be considered significant and will therefore be indexed. This may not be desirable in all cases. If, for instance, you are processing documents describing major surgical procedures, the names of some of the specialized tools related to such procedures may not be recognized by the main lexicon. But you will probably not want these tools indexed. You can prevent terms from being indexed in most cases by entering them in a user lexicon and assigning them a low indexing value.

In other circumstances a word with a common meaning may have special significance for you. For example, if you are processing a suite of documents about desert water management techniques, you may wish to index every instance of *rain*. In this case you would enter *rain* in your lexicon with a high value. This will be effective, even though *rain* is also in the primary lexicon, because the program will read the user lexicon before looking in the primary lexicon. Keep in mind that some words, such as *rain* in this example, can function as several parts of speech. (*Rain* can function as either as a noun or a verb.) When entering such words in a user lexicon you must remember to indicate this multiple functionality or the syntactic analysis will be thrown off.

## Using the LexEdit Toolbar

The toolbar on the LexEdit main screen includes buttons for the most common functions you will use to create and edit lexicons. If you prefer, you can use the mouse or keyboard shortcuts to select items from the menus.

[Click here](#) to see the LexEdit toolbar.

## LexEdit Toolbar

Click on any toolbar item to get more information.



The New Lexicon button opens a new user lexicon.

The Open Lexicon button opens an existing user lexicon.

The Save Lexicon button saves any changes made to the current lexicon.

The First button brings up the first word in the current lexicon.



The Previous button moves to the entry prior to the currently displayed word in the Word box.

The Next button moves to the entry immediately following the currently displayed word in the Word box.

The Last button brings up the last word in the current lexicon.

The Search button calls up the Search dialog box, where you can search for partial or whole words in the current user lexicon or in the primary lexicon. Values for search terms found are displayed in the Search dialog.

The Update button will add a word to a lexicon as well as save any changes made to the values associated with an existing word.

The Delete button removes the entry in the Word field from the current lexicon.

The Help button calls up the Help Contents.

## Creating a New Lexicon

Creating a user lexicon is as simple as typing in entries, marking the index values for those entries, and assigning the appropriate values that define the entries. But before creating a lexicon, you will need to consider what you want to appear in your index. You should also determine if there are words in your document that WebAnchor will not recognize. Once you have created your lexicon, you will then need to load it in WebAnchor.

First you will need to determine what words you do want to appear in the output and those you don't. Run WebAnchor on a few of your documents and view the output; given the proper indexing level, many of the terms you consider important will be in the output already. Make note of important terms that don't appear or unimportant terms that do appear in the output (you may wish to save the index as a separate file for future reference). If you already have a list of important terms that should appear in your indexes, you can also import this list into a lexicon.

Many documents can contain terms that will not be recognized during processing. Enable the Unknown Words feature before run-time to write a list of these unknown words to a text file. This list can be imported into LexEdit, allowing you to apply the appropriate values to the unknown words and thereby increase the accuracy of the output.

Once you have created a lexicon and want to use it to customize your output, you will need to load that lexicon. If you want to increase the processing speed of WebAnchor, compile your lexicon (see [Compiling a User Lexicon](#)) and then load that compiled version. Once your lexicon has been loaded, you then need to re-run WebAnchor to produce a new index reflecting the new indexing values you have supplied.

[Click here](#) to see the LexEdit main screen.

### To create a new lexicon:

1. In the LexEdit toolbar, click the **New Lexicon** button.
2. In the Word box, type first entry you want added to the lexicon.

Compound words, hyphenated words, and words containing apostrophes can be added to a lexicon as well. Separate compound words with a space. See [Value Fields for Compound Words](#) for a complete discussion on entering compounds into a lexicon. Singular and plural forms of nouns and each tense of verb forms will need to be added separately. See [Suffix](#) for more information.

3. Fill in the Value Fields for the new entry:
  - a. First determine the importance you would like attached to the entry by choosing an Index value.
  - b. Choose the appropriate Part of Speech.  
Only one Part of Speech can be applied to a word.
  - c. If the new entry is a noun, indicate the appropriate suffix from the Suffix drop-down list.  
See [Overview](#) for more information on determining these three values. If you wish to see the values associated with a word in the primary lexicon, click the **Search** button. Values retrieved from a search can then be applied to a word in a user lexicon by clicking **Select** in the Search dialog (see [Searching for Words in Lexicons](#)).
4. Click the **Update** button to write the word and its associated values to the lexicon.
5. Continue adding other words to the lexicon if you wish.



6. When you are finished, load the lexicon in WebAnchor. You then need to rerun WebAnchor to see how your lexicon alters your output.

## Editing Lexicons

Lexicons will sometimes need to be tweaked to get the desired results in the final index. After editing the lexicon, run WebAnchor again to see the effects of your changes and then add and delete words and change the values of words as necessary. If you are compiling your lexicons, you will also need to recompile the lexicon before running WebAnchor; changes made to a regular lexicon are not automatically made to the compiled version.

**Note:** Lexicons created in LexEdit 1.0 can also be opened and edited, but you will first need to convert them to a new format using the Convert utility (see [Convert](#)).

### To add words to a lexicon:

Words can be added to an existing lexicon just as they are added to a new lexicon. Follow the instructions provided in the previous section.

### To delete a word from a lexicon:

1. Open the Lexicon containing the word you wish to delete.
2. In the Word box, type the word you would like to remove from the lexicon.

You can also use the **Next** and **Previous** buttons or **Search** button to find a word in a lexicon. See [Searching for Words in Lexicons](#).

3. When the word is displayed in the Word box, click **Delete**.

Once a word is deleted, it cannot be retrieved; if you change your mind, you will need to re-enter the word and its values.

### To change the values of a word or words in a lexicon:

1. Open the Lexicon containing the word you wish to edit.
2. In the Word box, type the word you wish to change.

You can also use the **Next** and **Previous** buttons or **Search** button to find a word in a lexicon. See [Searching for Words in Lexicons](#).

3. Make the desired changes to the Index value, Part of Speech, and Suffix fields.
4. Click **Update** to write these new values to the lexicon.

## Searching for Words in Lexicons

As you create a lexicon, you may wish to look for a particular word in order to determine if you have already included it in the lexicon. You may also want to consult the primary lexicon to see what values are associated with a word there.

The LexEdit **Search** feature allows you to search the current (open) lexicon or the primary lexicon for a particular word or words or for a partial word or words. When searching the primary lexicon, you also have the option of retrieving a search word and its values into the main window, where you can add the word to the user lexicon you are editing.

[Click here](#) to see the Search dialog box.

### To search for a word:

1. If you wish to search a specific user lexicon, open that lexicon.
2. In the toolbar, click the **Search** button.
3. In the Search dialog box:
  - a. Type the word or partial word you wish to search for.
  - b. In the Lexicons box, choose the lexicon you wish to search. If User Lexicon is checked, LexEdit will search the current user lexicon for the word. If Primary Lexicon is checked, LexEdit will search the primary lexicon.
  - c. Mark Whole Word if you want LexEdit to only search for whole word matches. This means a search on *house* will return values for that word, but will not consider *houseboat* a potential match. If this option is left unmarked, LexEdit will search for any word beginning with the letters you enter. *Red*, for example will return the word *red* as well as *Red Sea*, and *redden*.
4. Click **Search**.

LexEdit will return the word, if it exists, and its values into the Search dialog. If you are searching for a partial word, LexEdit will return the first word beginning with the letters you indicated.

If you are searching the primary lexicon, you may see a Part of Speech drop-down list. This means there is more than one part of speech that can be applied to the word you searched for. Select the value that is most appropriate for your document(s), to see the corresponding Index value (and Suffix value) for the entry. See "Words Having Multiple Parts of Speech" below for more information.

If you are doing a partial word search and wish to repeat the search to find the next lexicon entry beginning with the same letters, click **Search Again**.

5. To retrieve the word and its values to the main screen, click **Select**.
6. Words retrieved from a search may be added to the current lexicon by clicking **Update**.

**Note:** Simply adding a word from the primary lexicon to a user lexicon will not change your output if you retain the same values. You can edit any of the Value Field information for a word added from a search, but for words retrieved from the primary lexicon we recommend that you change only the Index value.

### Related Topics:

[Words Having Multiple Parts of Speech](#)



## Words Having Multiple Parts of Speech

In some cases a search may return more than one part of speech for a given word, often when the word has a meaning as a common noun and another as a proper noun. The word *bill*, for instance, is listed in the primary lexicon as both a verb/noun and as a name. In this case a drop-down list box will appear instead of a static text entry for Part of Speech (see Figure 2). Use the down arrow to open the list and view the possible parts of speech. When you select an alternate part of speech, the appropriate Index value and suffix (if applicable) for that Part of Speech will be displayed.

[Click here](#) to see an example of multiple parts of speech in the Search dialog box.

### **Related Topics:**

[Multiple Parts of Speech in the Search dialog box.](#)

## Multiple Parts of Speech in the Search dialog box.

Search Results		Search Results	
Word:	BILL	Word:	ARCHITECTURE
Part of Speech:	Names Names	Part of Speech:	Noun (singular)
Index:	Verb/Noun (present tense)	Index:	Sometimes
Suffix:		Suffix:	<none>

Figure 1. (Left) Word in primary lexicon with multiple parts of speech.  
(Right) Word in primary lexicon with one part of speech.

## Copying a Lexicon

The **Save As** option allows you to save the current lexicon under a new name. You may wish to use this feature to compare the index output derived from various Value Field settings. For example, you could compare how setting the Index value for several words at Sometimes versus Rarely affects the occurrence of those words in the output.

### To rename a lexicon:

1. Open the lexicon you wish to copy.
2. Choose **File** ⇒ **Save As**.
3. In the Save As window type a filename.
4. Click **OK**.

## Deleting a Lexicon

Both regular and compiled lexicons can be deleted from within LexEdit. This is different from unloading lexicons; deleting a lexicon will actually remove it from your hard drive.

### To delete a lexicon:

1. Choose **File** ⇒ **Delete**.
2. In the Delete window, select the type of lexicon you wish to delete in the List Files of Type box.
3. In the File Name box, type the name of the lexicon you wish to remove. Or locate that lexicon using the directory browser and select the lexicon.
4. Click on **OK**.
5. In the confirmation box click **Yes**.

**Note:** If you choose to use the same filename for a regular lexicon and its compiled version, be sure to select the correct lexicon Type when deleting a lexicon. Regular lexicons have a .DLX extension, compiled lexicons have an .LDB extension.

## Compiling a User Lexicon

You can increase the processing speed of WebAnchor by compiling your user lexicons. These lexicons will be written with an .LDB extension and are a read-only format; they can be loaded and deleted like regular user lexicons, but cannot be opened, edited, or exported.

**Note:** Changes made to a regular user lexicon (.DLX) are not automatically written to the compiled version of a lexicon. In order to apply those changes to the compiled version, you must recompile the lexicon.

### To compile a user lexicon:

1. Open the lexicon you wish to compile.
2. Choose **File** ⇒ **Compile**.
3. In the Compile Lexicon dialog, indicate the name you to give the compiled lexicon and the directory in which you wish to have it saved.
4. Click **OK**.
5. When prompted, click **OK**.



## Loading Your Lexicon

After creating and/or modifying a lexicon to your specifications, you will need to instruct WebAnchor to use your lexicon and its index values when indexing. You can load either the regular lexicon or a compiled version of the lexicon, but WebAnchor will be able to process your document more quickly if you load the compiled version. If you chose to use the same name for both the regular and compiled version of a lexicon, be sure to load the lexicon with the .LDB extension rather than the .DLX extension.

## Overview

As you create and edit your lexicons, you may wish to combine an entire lexicon with another or just add several words from one lexicon into another without having to enter each word and its values all over. In some cases it may also be more convenient to compile a text list of control terms from other sources and then import the list into a lexicon. In LexEdit, you are able to import user lexicons as well as ASCII text files into new or existing user lexicons. If you wish, you can also export a lexicon itself to a text file so that you can view or print it in a text editor.

## Importing Lexicons

The *Import Lexicon* function allows you to merge user lexicons. You can apply the values attached to words in the import lexicon or you can edit these values when importing words individually. Lexicons created in versions earlier than LexEdit 2.0 will need to be converted using the Convert utility. See [Convert](#).

[Click here](#) to see the Import Options dialog box.

[Click here](#) to see the Import dialog box.

### To import a lexicon into a lexicon:

1. Open the lexicon (or create a new lexicon) into which you wish to import another lexicon.
2. Choose **File** ⇒ **Import Lexicon**.
3. In the Import From dialog, select the lexicon you would like to import.
4. Click **OK**.  
**Note:** If you did not open a new or existing lexicon, LexEdit will assume that you want to create a new lexicon and will open the Import To dialog box. In this dialog, enter a name for the new lexicon. You will then be presented with the Import Options dialog.
5. In the Import Options: Lexicon dialog, you can choose whether to add entries all at once or one at a time and to be prompted when duplicates are found:
  - Mark **Add All** to add the entire lexicon to the current lexicon without viewing the terms individually. You will be returned to the main LexEdit screen when all of the words have been imported.
  - Mark **Prompt on Duplicates** to have LexEdit prompt you whenever a duplicate of a word in the current lexicon is found in the import lexicon.  
If this is not marked, values for any duplicate words in the current lexicon will automatically be overwritten by the values in the import lexicon.
6. Click **OK**.  
If you have not chosen the **Add All** option, the Import dialog opens and the first word in the import lexicon and its values are displayed.
7. You may choose to add or skip the current import word:
  - Choose **Add** to add the currently displayed word and its values to the user lexicon. If you wish, you may edit these values before you add the word to the current lexicon.  
If you checked **Prompt on Duplicates**, a warning box will ask if you wish to update the values of any duplicate words found in the import lexicon. Choosing **Yes** will update the word in the user lexicon with the values currently assigned to it in the Import window. Choosing **No** will leave the values assigned to the word in the user lexicon unchanged.
  - Choose **Skip** to skip the current word without writing anything to the user lexicon and to present the next word in the import lexicon for consideration.
  - Choose **Cancel** to stop the import process and close the import window. Any words added to the lexicon prior to cancelling will remain in the lexicon.
8. When LexEdit indicates that importing is complete, click **OK**.  
**Note:** Imported words are automatically alphabetically sorted into the current lexicon; consequently, if you import a list into an existing lexicon without editing the Value Fields, or if

you use Add All, you will need to go through the entire lexicon to find and evaluate the words you have just imported.

## Importing Text Files

Word lists that you have created outside of LexEdit as well as unknown word lists can be imported into LexEdit as text files. Once a list is imported, words in that list can then be assigned values so they can be indexed accurately. During importing, you can also assign any values that you wish to an entire set of words by enabling the Template or you can import the words one at a time and assign values to them manually.

The only difference between importing a text file and a lexicon is the functionality of the template and the use of default values. By marking Enable Template in the Import Options dialog, you can set values for the whole import list. If you do not enable the template, the default values will be imposed on each imported word (see [Default Values](#)). These rules also apply to the Prompt on Duplicates checkbox. If you have this option marked and you choose to update a duplicate word found in the current lexicon, values selected in the template will be applied to the word when the template is enabled and default values will be applied when the template is not enabled. If this option is unmarked, the template or default values will be applied automatically.

In order to import text files, lists must be saved as text-only files, one term (whether single word or compound word) per line, with a carriage return at the end of each line. You can include as many words as you wish in this list. Once you have created a text list, follow the instructions for [importing lexicons](#), choosing **Import** ⇒ **List** instead of **Import**

⇒ **Lexicon**.

## Using the Import Template

The template allows you to preset the index values that will be assigned to a word list. This is especially convenient if you are importing a list, such as a list of names or acronyms, in which all of the words will be assigned the same value.

If you are importing a list of words of differing values, set the template for the values you expect to be most common. These values can be changed as you import individual words or after the words are imported into the lexicon.

[Click here](#) to see the Import Options dialog box.

[Click here](#) to see the Template dialog box.

### To enable and set values for a template:

1. Open the lexicon into which you wish to import a list.
2. Choose **File** ⇒ **Import List** and select the list to import.
3. Click **OK**.
4. In the Import Options dialog, mark **Enable Template**.
5. Click the **Template** button.
6. In the Template dialog, set the values you think most appropriate for the list you will be importing.

These values will be written to each word that is imported into the current lexicon, and can be edited as you import a list. If you wish to have the default values written to each imported word in a bare word list (such as in a list you have created with no Value Field information or in an Unknown Word list), make no changes to the settings in this dialog.

7. Click **OK**.

**Note:** Once template values are set, the template will retain these values until you change them again.

### Related Topics:

[Default Values](#)

## Default Values

If you do not assign any index values in the template, default values are assigned whenever you import a bare word list (e.g., a list of words with no values assigned to them). Those default values are: *singular noun*, *suffix (none)*, and *usually index*.

## Exporting a Lexicon

You can convert a lexicon to a format that can be viewed or printed in a text editor by reexporting the lexicon to a text file. This text file is referred to as a *short format list* and contains all of the words in the lexicon and the value fields attached to each word. The Part of Speech value is represented by mnemonic codes in short format lists; refer to [Short Format Codes](#) for an explanation of these codes.

### To export a lexicon:

1. Open the lexicon you wish to export.
2. Choose **File** ⇒ **Export**.
3. In the File Name box, type the name wish to assign to the exported lexicon and indicate a directory to export the lexicon to.
4. Click **OK**.  
The lexicon will be exported to the directory you chose and will have a .TXT extension.



## Overview

Applying accurate values to words in a lexicon is important in achieving the best output. This chapter provides an explanation of each of the Value Fields as well as details on how personal and geographical names and compound words are affected by the values you choose.

### **Related Topics:**

[Index](#)

[Part of Speech](#)

[Suffix](#)

[Additional Notes For Choosing Value Fields](#)

## Index

Generally the Index value you choose should reflect how often you would like a term to appear in your output. If you want to have a term indexed in virtually all instances, regardless of the context in which it appears, choose Always. If you want to suppress all instances of the term, choose Never. Values in between these two extremes represent relative increments in the significance assigned to a word for indexing purposes. Some exceptions to this general rule apply when ranking personal names (see [Values Fields for Personal Names](#)).

The Index values are fairly straightforward and self-explanatory, but a few notes on usage may help you get the results you want.

**Always** Ranking a noun Always forces it to be indexed in *virtually* all circumstances, regardless of the context in which it appears. As in the case of Never, this extreme valuation should be used with care and only in instances where you are willing to sacrifice evaluation of contextual significance. If you wish to index all instances of a term, regardless of context, include that word in a concordance file.

**Usually** Words ranked at this level will be indexed most of the time at most indexing levels and are less likely to be suppressed because of context than words ranked at Often.

**Often** Words ranked at this level, and above, will be more likely to become the headword in an index entry. Consider the sentence John has a good heart. If *heart* was ranked Often rather than Sometimes, the sentence would produce an index entry heart. The sentence John went in for heart surgery would produce an index entry heart surgery. (Note that the Index level applied to *heart* here has somewhat overridden the context in which *heart* appears; this is probably not a case where you would really want to index *heart*.)

**Sometimes** Words ranked at this level will be indexed whenever they occur with another noun or adjective of equal or greater value. Thus *heart*, if ranked at this level, would not be indexed if it appeared in the sentence "John has a good heart." It would be indexed if it appeared in the phrase "John went in for heart surgery," and in this case it would be indexed as "Surgery, heart."

**Rarely** Words ranked at this level will almost never show up in an index. The exception would be if they are embedded in the middle of a high-value phrase, in which case they may be pulled up as part of the phrase.

**Never** This will have the effect of suppressing a word so that it is never indexed. This should be used carefully with nouns and verbs, however, since a noun or verb ranked like this will also have the effect of breaking up or suppressing the phrase it is embedded in. It is preferable to use the Rarely button on most words you consider unimportant and Never only in extreme cases.

## Part of Speech

Choose a Part of Speech that represents how a word is used in your documents. Occasionally you may find a word which does not fit neatly into any of the syntax categories we have provided (*Xerox* is a company name, but it may also appear in some documents as a verb) or in none at all (*Desert* can be an adjective as well as a verb and a noun). In such cases you should choose the category which most closely fits the way the word is commonly used in your documents (more than one of these syntax categories cannot be attached to words defined in user lexicons). See "Compound Words" below for details on determining part of speech for entries containing more than one word.

### **Related Topics:**

[Stemming](#)

[Examples of Part of Speech](#)

## Stemming

WebAnchor does not perform automatic stemming of words in user lexicons, so you will need to enter the appropriate part of speech for each form of any word you wish to have contribute to indexing. For example, raising the value on *consult* will not raise the value of *consults*, *consulting* or *consulted*. You will need to manually add each of these terms to your lexicon to ensure that they are given the index value you desire. This requires more effort when building your lexicon, but it also gives you more control over the resulting index, especially in the case of verbs that also function as nouns.

Verbs, though they do not become primary index words themselves, contribute to the overall value of a phrase and therefore help to determine which phrases are analyzed for indexing purposes. You may decide, for instance, that *rains*, because it can function as a general noun – as in "spring rains" – is of more value than *raining* or *rained*. By raising the value of *rains* but not of *raining* and *rained*, you can bring up more nouns and noun phrases associated with *rains* but suppress those nouns and noun phrases associated with *raining* and *rained*.

## Examples of Part of Speech

If your grammar is a bit rusty, refer to the following examples to help you choose a part of speech for your lexicon entries. Or you can use the Search feature to look up the word (or a similar word) in the primary lexicon to see what part of speech is assigned there.

Part of speech	Example
Acronyms and Abbreviations	IBM/TNT, intl/mpg
Adjective	slippery
Adverb	swiftly
Animal/Vegetable/Mineral	jaguar, eucalyptus, coal
Geographical Names	Nile/Canada
Human Agency and Titles	Capt. or Captain, Lt. or Lieutenant
Names	Robertson/Vallejo, Jim
Noun (plural)	automobiles
Noun (singular)	automobile
Noun/Adjective	adamant
Verb (ed)	incited
Verb (ing)	inciting
Verb (present tense)	incite/incites
Verb/Adjective (ed)	prepared/simulated
Verb/Adjective (ing)	encouraging
Verb/Adjective (present tense)	short
Verb/Noun (ing)	hunting/ swimming
Verb/Noun (present tense)	stock/desert

## Suffix

The Suffix value need only be applied in certain situations where a distinction needs to be made between a singular noun and a plural noun, as shown in the examples below. In the case of penny, *y* is considered a suffix since it must be removed before adding *ies* to form the plural. With words such as *wrenches*, which can be both a noun or a verb, the suffix *es* needs to be applied in any case where at least one sense of the word can be a noun, e.g., Verb/Noun, Noun/Adjective, etc.

Where a suffix ending does not apply to the Part of Speech chosen, e.g., a verb or adjective, the suffix endings will not be available. The allowable endings are enumerated in the drop-down list:

Endin	Example
-------	---------

**g**

es wrenches, boxes

ies pennies, entries,  
companies

s budgets, records

y penny, canary

## **Additional Notes For Choosing Value Fields**

Values Fields for Personal Names

Value Fields for Geographical Names

Value Fields for Compound Words

### **Values Fields for Personal Names**

The Personal Names option in WebAnchor turns on and off the indexing of personal names, but this option will only be effective when personal names are recognized as such; where a personal name is also a common noun, such as *Glover*, you will need to enter that word into a lexicon as a name in order for it to be recognized. First names should be assigned a Sometimes indexing value. Last names should be assigned Usually. Names which can be either first or last names should be treated as first names. This will assure that personal names will be rotated around the last name for index entries such as "Johnson, Fred" or "Luke, Paul."

**Note:** If you define a word as a name, each instance of that word will be treated as you defined it, whether it is a name or other part of speech.

### **Value Fields for Geographical Names**

The Geographical Names option in WebAnchor turns on and off the indexing of certain geographical names (see details below), but as with personal names, this option is only effective when WebAnchor recognizes a geographical name as such. Where a geographical name is also a common noun – a town named Mountaintop, for instance – you may need to enter that word in a lexicon and identify it as a geographical name.

The Geographical Names option does not affect all geographical names. Names of monuments (the Parthenon), historical sites (Troy), and most topographical features (Mount Fuji) are indexed regardless of the Geographical Name option setting. Most geopolitical names – names of cities, states, countries – are affected by this option. When you add geographical names to a lexicon you can control whether or not they will be affected by this option through the Index value you assign them. Geographical names that are ranked Sometimes will be indexed (or not indexed) exclusively on the basis of the grammatical context in which they appear and without regard for the Geographical Names option setting. Geographical names that are ranked Usually will be indexed when the Geographical Names option is on and will be suppressed when that option is off.



## Value Fields for Compound Words

In LexEdit, compounds are a group of two or more words that together act as or represent a single thing or concept, such as *Insurance Companies*. The Index value and Part of Speech you choose should apply to the compound as a whole. The Suffix, if applicable, should reflect the suffix ending of the final word in the compound.

**Note:** Compound words will appear in your output exactly as you have entered them in the lexicon. If *John Smith* is entered as a compound it will be indexed as "John Smith" and not rotated.

Example	Values Assigned
Budget cuts	Part of Speech: Noun (plural). Suffix: -s.

## The LexEdit Main Window

Click on any dialog item to get more information.

The screenshot shows the LexEdit main window with a purple title bar labeled "LexEdit - <untitled>". The menu bar includes "File", "Edit", and "Help". The toolbar contains icons for a lightbulb, a document with a magnifying glass, a document with a refresh symbol, navigation arrows (back, forward, double back, double forward), a pencil, a plus sign, a minus sign, and a question mark. The main area features a "Word:" label followed by an empty text input field. Below this, there are three sections: "Index" with radio buttons for "Always", "Usually" (selected), "Often", "Sometimes", "Rarely", and "Never"; "Part of Speech" with a dropdown menu showing "Noun [singular]"; and "Suffix" with a dropdown menu showing "<none>". The LexEdit logo is centered in the main area. The status bar at the bottom shows "NUM" and "1:39 PM".

**Word**

Type the word you wish to update or add to the lexicon in this box. A word is not updated or added to the lexicon until you click the **Update** button.

**Index**

The Index value, in combination with the context in which a word appears in a document, defines how often a word will be indexed in your documents.

For details on selecting the appropriate Index value for word, see [Index](#).

## **Part of Speech**

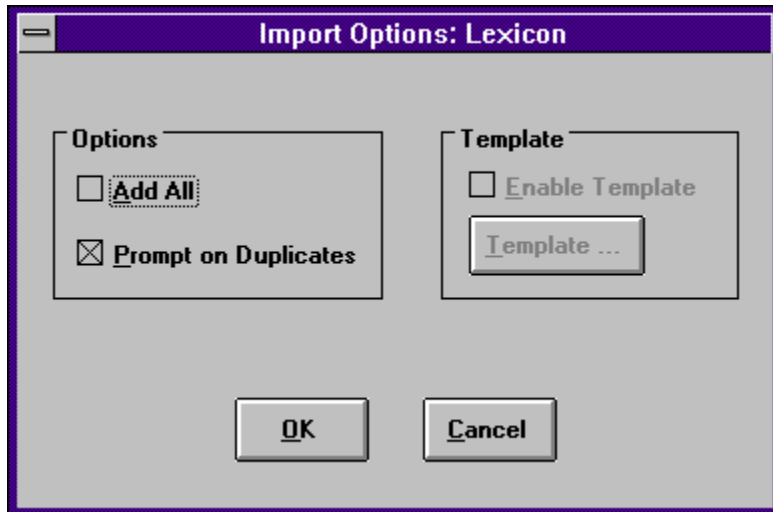
The part of speech you choose represents how a word is used in your documents. If you find that a word does not fit neatly into any of the syntax categories we have provided, choose the category which most closely fits the way the word is commonly used in your documents (more than one of these syntax categories cannot be attached to words defined in user lexicons). Examples are provided in [Part of Speech](#).

**Suffix**

The Suffix value need only be applied in certain situations where a distinction needs to be made between a singular noun and a plural noun. For details on choosing the appropriate suffix for a word, see [Suffix](#).

## Import Options Dialog Box

Click on any dialog item to get more information.



## Options

**Add All** adds the entire import word list or import lexicon to the current lexicon. If you are importing a list, you also have the option of enabling the template. When the template is enabled, the values assigned there will be applied to all the import words; if the template is not enabled, the default values will be applied to all the words in the import list. You will be returned to the main LexEdit screen when all of the words have been imported.

When **Prompt on Duplicates** is marked, you will be prompted whenever a duplicate is found in the import lexicon or list. If this is not marked, values for any duplicate words in the current lexicon will automatically be overwritten by the values in the import lexicon or list.

## Template

Marking **Enable Template** will write the template values to each word in the import list (the template can only be enabled when importing word lists). If this checkbox is not marked, the default values will be written to the words in the import list. When importing words individually, you can edit the values for a word before adding it to the current lexicon.

Clicking **Template** will open the Template window where you can indicate the Value Fields you want to apply to each word when importing a list.



## The Template Dialog Box

Click on any dialog item to get more information.

**Template**

**Index**

- Always
- Usually
- Often
- Sometimes
- Rarely
- Never

**Part of Speech**

Noun (singular) ↓

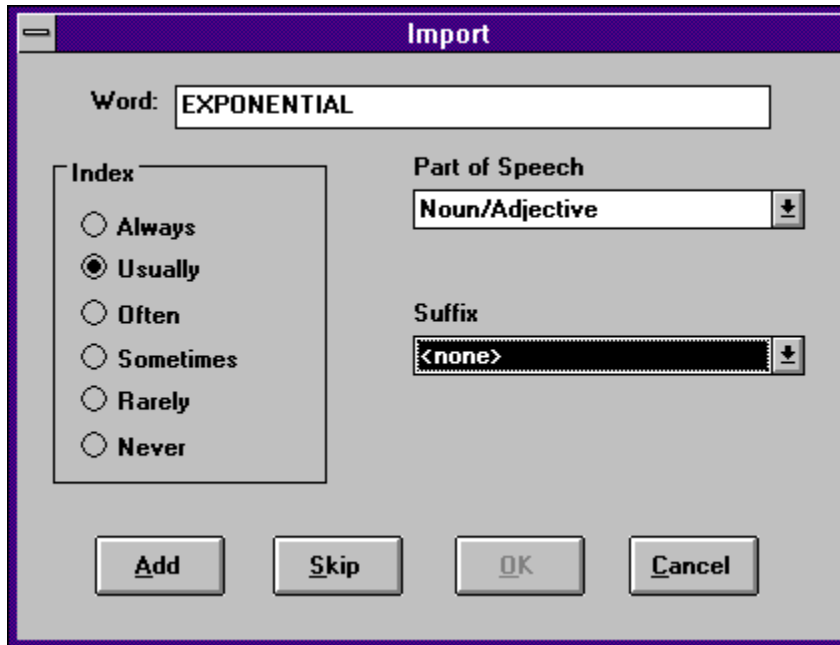
**Suffix**

<none> ↓

**OK**      **Cancel**

## Import Dialog Box

Click on any dialog item to get more information.



The image shows a dialog box titled "Import" with a purple header bar. Inside the dialog, there is a text field labeled "Word:" containing the text "EXPONENTIAL". Below this, there are three main sections: "Index", "Part of Speech", and "Suffix". The "Index" section contains a list of radio buttons: "Always", "Usually" (which is selected), "Often", "Sometimes", "Rarely", and "Never". The "Part of Speech" section has a dropdown menu showing "Noun/Adjective". The "Suffix" section has a dropdown menu showing "<none>". At the bottom of the dialog, there are four buttons: "Add", "Skip", "OK", and "Cancel".

Word: EXPONENTIAL

Index

- Always
- Usually
- Often
- Sometimes
- Rarely
- Never

Part of Speech

Noun/Adjective

Suffix

<none>

Add Skip OK Cancel

**Word**

Displays a word from the list or lexicon you are importing.

**Value Fields**

The Index, Part of Speech, and Suffix displayed are the values attached to the current import word. The values function the same as in the LexEdit main screen and are described in full in the [Overview](#) chapter. You can choose to edit the values attached to a word before adding it to the current lexicon.

**Add**

Adds the word in the Word box and its values to the user lexicon.

If you checked Prompt on Duplicates in the Import Options dialog, a warning box will ask if you wish to update the values of any duplicate words found in the import list or lexicon. **Yes** will update the word in the user lexicon with the values you have indicated in the import window. If you have enabled the template when importing a list, the values defined in the template will be applied, or, if the template is not enabled, the default values will be applied to the list. **No** will leave the values in the user lexicon unchanged.

**Skip**

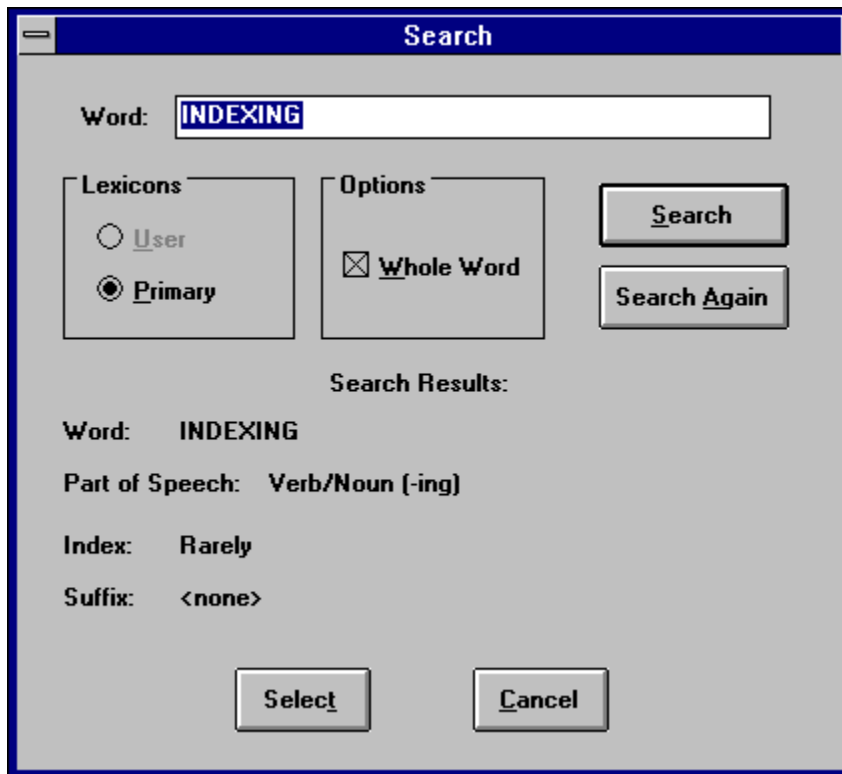
Choosing this button skips the current word in the Word box without writing anything to the user lexicon and presents the next word in the import list for consideration.

**Cancel**

Choosing **Cancel** stops the import process and closes the import window. Any words added from the import list or lexicon prior to cancelling will remain in the current lexicon.

## The Search Dialog Box

Click on any dialog item to get more information.



The image shows a screenshot of a software dialog box titled "Search". The dialog box has a blue title bar with a minus sign on the left. Inside, there is a text input field labeled "Word:" containing the text "INDEXING". Below this are two panels: "Lexicons" with radio buttons for "User" and "Primary" (selected), and "Options" with a checked checkbox for "Whole Word". To the right of these panels are two buttons: "Search" and "Search Again". Below the panels is the "Search Results:" section, which displays the following information: "Word: INDEXING", "Part of Speech: Verb/Noun (-ing)", "Index: Rarely", and "Suffix: <none>". At the bottom of the dialog are two buttons: "Select" and "Cancel".

**Search**

Word:

**Lexicons**

User

Primary

**Options**

Whole Word

**Search Results:**

Word: INDEXING

Part of Speech: Verb/Noun (-ing)

Index: Rarely

Suffix: <none>



**Word**

In this box, indicate the word or partial word you wish to search for.

## **Lexicons**

Choose the lexicon you wish to search. If you select **User Lexicon**, LexEdit will search the current user lexicon for the word in the Word box. If you select **Primary Lexicon**, LexEdit will search for the word in the primary lexicon.

## Options

Mark **Whole Word** if you want LexEdit to search only for whole word matches of the word in the Word box. If this option is unmarked LexEdit will search for any word beginning with the letters in the Word box.

**Search**

Click this button to search for the word you have typed in the Word box.

**Search Again**

Click this button to search for the next occurrence of the partial word you have typed in the Word box.

## **Search Results**

When LexEdit finds a match for the search term in the Word box, it will display the Value Fields (Index, Part of Speech, and Suffix) attached to the word it retrieved. If you are searching the primary lexicon, you may see a Part of Speech drop-down list. This means that the word is listed in the primary lexicon with more than one part of speech. See [Words Having Multiple Parts of Speech](#) for more information.

**Select**

Retrieves the word displayed in the Word box and its values to the main LexEdit screen. You can then add this word to the current lexicon by clicking **Update**.

## Increasing WebAnchor Processing Speed

If you intend to run larger documents, you should compile any user lexicons you have loaded with your projects (See Compiling User Lexicons). You can also experiment with the Cache and LDB Cache sizes to try to increase WebAnchor's processing speed. These can be edited in the BIF file using WordPerfect's BIF Editor. To edit the Cache, open the BIF Editor and in the ICONOVEX group open the LEXICON section and the CACHE item. Type in or use the spinner control to indicate the level you desire. The default Cache size is 1000, which is best for small to medium documents. You may be able to increase speed slightly by lowering this value to 500. To edit the LDB Cache, open the BIF Editor and in the ICONOVEX group open the LEXICON section and the LDB CACHE item. Type in or use the spinner control to indicate the level you desire. The default LDB Cache size is 2000. Provided you have sufficient RAM available, you may be able to increase processing speed with a value of 3000.



## Short Format Codes

When you export a lexicon to a short format list, codes are written to replace the parts of speech attached to the words in the exported lexicon. These codes are defined below.

*Table 1. Short Format Codes for Part of Speech Values.*

<b>Part of Speech</b>	<b>Short Format Code</b>
Adjective	ADJ
Adverb	ADV
Geographical Names	GEO
Ing Verb	PPT
Ing Verb/Adjective	PTA
Ing Verb/Noun	PTG
Name Acronyms and Abbreviations	IBM
Noun/Adjective	NNA
Past Tense Verb	PAV
Plural Noun	PNN
Present Tense Verb	PRV
Past Tense Verb/Adjective	PVA
Present Tense Verb/Adjective	VBA
Present Tense Verb/Noun	VCN
Personal Names	NAM
Singular noun	SNN
Subject Acronyms and Abbreviations	TNT

## Convert

If you wish to edit a lexicon created in version LexEdit 1.0, you will first need to convert the lexicon to a new format using the Convert utility. This utility is located in the directory or folder where you installed WebAnchor.

### **To convert a lexicon to the new LexEdit format:**

1. Open Convert by double-clicking on it in or selecting it from the Iconovex program group.
2. Click **Old Lexicon** and in the Old Lexicon dialog locate the lexicon you wish to convert.
3. Click **OK**.

The location of the old lexicon you chose is written in the text box to the right of the Old

Lexicon button.

4. Click **New Lexicon** and in the New Lexicon dialog choose a directory and type a filename, for the new lexicon.

If you wish to save this lexicon to the same directory as the old lexicon, the new lexicon name must be different from the old lexicon name.

5. Click **OK**.

The location you chose for the new lexicon is written in the text box to the right of New Lexicon.

6. Click **Convert**.

7. To close Convert, select **File ⇒ Exit**.

