

Using DICTION

Some Basics

1. DICTION organizes its work units by Projects. Each Project contains three folders: *Project Dictionaries*, *Input*, and *Output*.
2. DICTION has three distinct windows: the Project Explorer window lists your projects, the Text Viewer window displays the text contained within each individual Input text file selected, and the Project Report Viewer window displays the results from the DICTION analysis.
3. DICTION uses a **right-click** of your mouse to display a drop-down menu of available actions for your Projects.
4. Drop-down menus will vary depending on the location of the cursor.
5. “*Drag-n-drop*” is not supported for importing files or folders.
6. Mac users with a single button mouse should hold down the Ctrl key and then click the mouse. For instructions, see <http://www.macinstruct.com/node/66>
7. Mac users can set up a Mighty Mouse for **right-click** capability. For instructions see: <http://www.macinstruct.com/node/66>

Importing Files

8. How do I get started with DICTION?
 - Click on *New Project* and give the Project a label. *<Your Project>* folder is then created that contains *Project Dictionaries*, *Input*, and *Output* and displayed in the Project Explorer window.
9. How do I add text files to be analyzed?
 - **Right-click** on *Input* and click on *Import Files* or *Import Folder*.
10. Can I add multiple files at a time?
 - Yes. Follow the standard procedure for selecting multiple files (e.g. using the control or shift keys) to identify the desired files. Then select *Open*.
11. Can I analyze multiple passages within a single text file and get multiple reports?
 - No. You need to create a single text file for each passage that you want to analyze. Otherwise, DICTION treats the multiple passages as a single passage and reports a single result.
12. Can I add more than one folder at a time?
 - Yes. Follow the standard procedure for selecting multiple folders (e.g. using the control or shift keys) to identify the desired folders. Then select *Open*.

Analyzing Texts

13. How do I analyze my text?
 - **Right-click** on *<Your Project>* or *Input* and click on *Standard Analysis* or *Power Analysis* from the drop-down menu.
14. What is the difference between *Standard Analysis* and *Power Analysis*?
 - *Power Mode* provides added speed and efficiency when working with a large number of files.

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- *Power Mode* exports the results directly to a .csv-formatted spreadsheet file, without displaying the results in the Project Report Viewer.
 - *Standard Mode* displays the results in the Project Report Viewer.
15. When is Power Mode used?
- By default, DICTION uses Power Mode for Projects with 1000 or greater number of files.
16. Can I use Power Mode for projects with less than 1000 files?
- Yes. *Power Analysis* can be used whenever you want the efficiency of exporting your results directly to .csv-formatted spreadsheet file and to do so quickly.
17. Can Power Mode be turned off?
- *Power Mode* can be turned off/on in the *Global* or *Project Settings*.
18. What do I do when the *Insistence Words* screen pops up?
- Just select each noun or noun-derived adjective and then click *OK*.
19. In going through the Insistence score decision process, should I choose to *Include* (i.e. Eligible) any word that can possibly be used as a noun regardless of the context? That is, some words can be used as both nouns and verbs (e.g. “He ate the filling.” or “She was filling the pan.”), so what should I do in those cases?
- DICTION’s rule: If the word can be used as a noun, it should be treated as a noun and selected.

Reviewing Results

20. What results are displayed in the Project Report Viewer?
- The Project Report Viewer displays the counts or scores (depending on selections made in the *Global* or *Project Settings*) for all the files that were analyzed, with each row displaying the results for each individual file.
21. How can I display the results in the Project Report Viewer?
- The results for a project are automatically displayed in the Project Report Viewer upon completion of the Standard Analysis. To display the results of a previously run project, **right-click** on the “New Output” or “Report” folder of the desired project in the Project Explorer window and select “Open.” (Note: You may have renamed these folders.)
22. Can I see more in-depth results for an individual text file?
- Yes. **Right-click** on a row in the Project Report Viewer or on the desired file listed in the expanded Output folder in the Project Explorer window to *open* a file view.
23. What is displayed in the File Report Viewer?
- The File Report Viewer displays the details of an individual passage compared to thousands of other passages, thereby giving you a “snapshot” or “preview” of what’s special about your text. Additionally, if selected in the *Global* or *Project Settings*, it displays a variety of information, including character counts and

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percentages, word counts and percentages, words used to determine the insistence score, variable scores, etc. for an individual file.

24. What is displayed in the Compare Viewer?

- The Compare Viewer can be used to compare the analysis of one text to the same or another text analyzed in a different way.

25. Can DICTION analyze texts for positive and/or negative sentiment?

- Yes, DICTION has a number of dictionaries representing positive and negative words. The Optimism variable has a number of positive word sub-components (Praise, Satisfaction and Inspiration) and also a number of negative sub-components (Blame, Hardship and Denial). You could also create custom dictionaries made up of specific positive and negative words of your choosing.

26. How can I print the contents of the Project Report Viewer, File Report Viewer or Compare Viewer?

- Click on the *Open in external spreadsheet* icon () in the Report Viewer Toolbar. After the spreadsheet program opens, utilize the *Print* function of the spreadsheet program.

Customizing DICTION

27. How can I customize DICTION for my specific research objectives?

- DICTION lets you set *Global Settings*, which would apply to all new projects, or *Project Settings*, which apply to a specific project.

28. I made my selections from *Global Settings*, but they don't seem to be working.

- All Global Settings must be selected before a Project is created.

29. How can I customize my settings for each Project?

- **Right-click** on the desired Project and click on *Project Settings* from the drop-down menu. Settings can be selected or changed at the Project level at any time.

30. Can I download a copy of DICTION's standard word lists?

- No. DICTION's standard dictionaries can only be viewed by selecting *Edit->View DICTION's Dictionaries* from the Main Toolbar. The standard dictionaries are considered proprietary and therefore cannot be exported, copied or edited.

31. Can I get a more fine-grained analysis of the text I want to analyze?

- Yes. DICTION lets you compare your text to some forty different types of discourse, including technical and business documents, entertainment texts, news reports, ads, speeches, and literary passages, from DICTION's 50,000-item sample of discourse. See the list of *Norms* under *Global* or *Project Settings*.

User-defined Dictionaries

32. How do I create a custom dictionary for my own specialized searches?

- To create user-defined Global Dictionaries, click on *Global Settings* in the Toolbar. Select the *User Dictionaries* tab and click on *Import Dictionary* or *New Dictionary* to create a new dictionary.

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- To create Project-specific dictionaries, **right-click** on <your Project> and click on *Project Settings*. Select the *User Dictionaries* tab and click on *Import Dictionary* or *New Dictionary* to create a new dictionary.
33. Can I name the dictionaries any name that I want?
- User-defined dictionary names cannot contain spaces or special characters.
34. How many custom dictionaries can I create?
- DICTION supports up to thirty user-defined dictionaries.
35. Can I add phrases to the user-defined dictionaries?
- No. DICTION only processes single or hyphenated words from its dictionaries.

Interpreting Results

36. What do the DICTION results mean?
- DICTION calculates the relative use of a given dictionary and presents that result in the output. DICTION reports either **scores** or raw **counts**, depending on what is selected in the *Global* or *Project Settings*.
 - The scores are counts that have been statistically adjusted based on the program's built-in norms. The scores are then adjusted for segment length, homographs, and kurtosis before being reported.
 - **Raw** counts are an arithmetic total of each individual instance of a word, although DICTION does slightly modify these counts to correct for homographs. For more information on DICTION's treatment of homographs, see Section 8.6 in the manual.
37. Why are DICTION's scores sometimes fractionated (e.g., a Satisfaction score of 1.75 or a Praise score of 0.48)?
- Fractionated integers or integers of less than 1 are the natural result of the statistical corrections DICTION applies to its results based on (1) extrapolations to a standard passage-size of 500 words, (2) application of the norms built-into its database of 50,000 previously processed passages, and (3) treatment of confounding homographs.
38. How do I interpret the "snapshot" view of the data in DICTION's File Report and Compare Viewers?
- DICTION gives a user a rough understanding of how their score compared to scores calculated from other texts. The output indicates with an asterisk (*) any score lying outside normal parameters (+/- 1 statistical deviation from the mean), thereby letting a user know the relative "normativity" of their score.
39. How are the "normal range of scores" in DICTION's File and Compare Viewer calculated?
- The "high" and "low" scores represent +1 s.d. and -1 s.d. from the mean. The means are derived from analyzing some 50,000 passages drawn from a wide variety of English-language texts from all sectors – business, politics, law, science, fiction, media, etc.

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Raw Scores

40. Does DICTION report raw counts for all of its variables?
- If the *Raw Score* option is selected, DICTION reports scores for its standard dictionaries and any user-defined dictionaries. Scores for its calculated variables (Insistence, Variety, Complexity and Embellishment) and the Master Variables however, do not apply since they are based on normative values.
41. Why does DICTION not report raw counts for all its calculated and Master Variables?
- Word frequencies produce notoriously high variances and flat distributions, especially when English language data in a large corpus containing multiple speakers are processed. To correct for this, DICTION extrapolates all passages to a 500-word standard, thereby normalizing the scores and permitting users to confidently compare one passage to another. The *Raw Score* option does not allow this function for Master Variables and calculated variables.
42. Why are there fractionated results when I have selected *Raw Scores*?
- The fractionated integers for *Raw Scores* are a result of DICTION's treatment of confounding homographs, which are terms denoting dissimilar ideas or objects. DICTION deals with such terms by applying different weights to a word's various meanings.
43. What results are reported for user-defined dictionaries?
- DICTION reports only the raw counts of the words in user-defined dictionaries without correcting for homographs.

Master Variables

44. How are DICTION's Master Variables calculated?
- The program begins by converting all subaltern variables to z-scores. For example, in calculating Optimism, DICTION standardizes six variables and then adds or subtracts them (e.g., [praise + satisfaction + inspiration) - (blame + hardship + denial]), adds a constant of 50, and then provides a slight statistical correction by referencing DICTION's normative databank. *The outcome is this: Any study reporting DICTION results can be directly compared to any other study reporting DICTION results, making it more dependable than programs reporting raw scores only.*
45. Why don't the calculations for the Master Variables simply add up?
- Simply adding and subtracting the raw scores doesn't work. DICTION always standardizes each score against its normative database of 50,000 texts before doing any calculations. For example, simply calculating Optimism using its formula [praise+satisfaction+ inspiration]-[blame+hardship+denial] will not give you the proper results unless standardization procedures are used.
46. Can I reformulate the DICTION Master Variables?

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- No. The formulas for the Master Variables cannot be changed. See below on creating custom complex variables.
47. Can I create my own custom complex variables?
- Yes. You can create “lexical layers” (complex variables) based on formulas of your choosing. To do so, you must first standardize the variables using a standard statistical package such as SPSS® or SAS®. Then you can use those scores to calculate your formula.
 - For example, To create a complex variable (using either DICTION's individual variables or your own dictionaries) do the following:
 1. Run your texts through DICTION.
 2. Export the DICTION results from Project Report View to a spreadsheet.
 3. Define a new concept. An example might be "Personal Happiness."
 4. Identify the new variable's components. For example: "Personal Happiness = "Self-references" + "Satisfaction."
 5. Standardize the component scores (i.e convert them to z-scores) and then combine them mathematically: $z_{\text{personal-happiness}} = z_{\text{self-reference}} + z_{\text{satisfaction}}$.
 6. By rank ordering your passages on $z_{\text{personal-happiness}}$, you can identify those passages with "high" and "low" scores.
48. What processing options should I select if want to create my own lexical layers?
- Depending on your research objectives, you select the *Long Option: Averaged, Abbreviated, Segmented, or Raw Scores* and for the *Short Option: Extrapolated or Raw Scores* to analyze your text.

To Summarize DICTION's Principles

The exact steps DICTION takes to calculate its results are part of its proprietary infrastructure but, in general, here are the overall principles guiding its calculations:

- **Component variables:** By default, DICTION reports scores, thereby letting users take advantage of its built-in norms. The scores are raw counts that have been adjusted for segment length, homographs, and kurtosis before being reported.
- **Raw counts:** DICTION also reports raw counts, which are an arithmetic total of each individual instance of a word (although DICTION does slightly modify these counts to correct for homographs).
- **Passage length:** English language variables are notoriously (and variously) skewed and hence highly affected by segment length. As a result, DICTION uses the 500-word norm in all of its calculations.
- **Master variables:** To calculate the Master Variables, DICTION standardizes the subaltern variables, applies them to the particular formula, and then adds a constant of 50.

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- **Norms:** DICTION compares a users' texts to some forty different types of discourse, including technical and business documents, entertainment texts, news reports, etc., so users can gain a "preliminary" or "snapshot" view of their data.
- **Departures:** Users can, of course, depart from DICTION's defaults by asking the program to report *Raw Scores*. Users can then "imitate" DICTION's results by performing their own standardizations and compilations. In doing so however, they will sacrifice the normative data, segment sensitivity, and statistical corrections DICTION provides by default.

Upgrading from DICTION 6

49. Can I use DICTION 6 Projects that I have analyzed in DICTION 7?
 - Yes. You can use the DICTION 7 Migration Wizard to move DICTION 6 Projects to DICTION 7.
50. Can I migrate the DICTION 6 Elephant and Global Dictionaries too?
 - Yes. Projects, The Elephant and Global Dictionaries from DICTION 6 can all be migrated to DICTION 7 using the Wizard.
51. How do I use the Migration Wizard?
 - Click on *File* in the Toolbar in DICTION 7 and select the "*Migrate DICTION 6 Projects*" to launch the Migration Wizard and follow the steps.

Backing-up DICTION 7

52. What should I do if I develop computer system problems or upgrade my computer and need to reinstall DICTION?
 - *MyCommerce*, our distribution partner, offers at the time of purchase an Extended Download Service to protect you in those circumstances. For a nominal fee, they provide you with a replacement copy of DICTION for up to two years.
53. Where do I find the instructions to utilize the Extended Download Service?
 - You can find the instructions under Download Protection on your email receipt. The email was sent from "Digitext" and the subject is: "Your Order Confirmation." If you have any problems, send an email to ordersupport@mycommerce.com or call them at 877-353-7297 or 952-646-5331.
54. If I did not purchase the Extended Download Service, can I simply copy the program?
 - No. You will need to use your back-up copy of the DICTION installation program (DictionInstall_7*.exe or DictionInstall_Macosx_7*.zip) that you downloaded and archived, per recommended, when you initially purchased the program. Click on the installation program to reinstall it on your computer.
55. Can I archive or back-up my DICTION 7 Projects?
 - Yes. Click on *File* in the Toolbar and select *Export DICTION 7 Project* to save a Project as a zipped archive on your file system.
56. Can I move my DICTION 7 Projects to another computer?

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- Yes. Click on *File* in the Toolbar and select *Import DICTION7 Project* to import the zipped archived DICTION 7 Project to another computer which has DICTION 7 installed.

Need Help

57. What happens if I have problems with my order (e.g., can't download the software or my payment is incorrect)?
- DICTION uses *MyCommerce* (formerly known as *RegNow*) to distribute the software and collect payment. If you have problems associated with your order, send an email to ordersupport@mycommerce.com or call them at 877-353-7297 or 952-646-5331.
58. What happens if I run into problems with the software after buying the program?
- The DICTION staff cannot help with research or conceptual issues, but if the program malfunctions preferably write to us at help@dictionsoftware.com with a description of your problem or question. You can also reach DICTION Support by calling (512) 394-8891 and leaving a message. Someone will return your call.
 - You may be asked to provide the diction.log file to help with assessing the problem. That file can be found in the diction folder at C:\Users\
59. Sometimes when copying in the Project Explorer Viewer or exporting a Project, I get this error: "Problems occurred copying the selected resource" or "Resource is out of sync with the file system"?
- This error may occur when the Project Explorer workspace gets out-of-sync with the underlying file system. To correct, right-click on the Project in the Project Explorer window and select *Refresh* from the drop-down menu. You should now be able to proceed with the desired action.
60. What does the error message, "An error has occurred. See error log for more details. Index: 'n,' Size: 'n' mean?"
- There must be 8 ID labels listed in the *Identifiers* under *Global* or *Project Settings*. Replace any that may be missing.
61. What does the error message, "Java heap space" mean?
- This error indicates that DICTION does not have enough available memory to implement the desired action. You should close some projects and restart DICTION to free up some memory.