

Using Microsoft Word for Writing Papers in Linguistics

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Goals of the workshop

- Demonstration of Microsoft (MS) Word features that are useful for writing papers in linguistics
- I assume MS Word version 2002. Earlier versions such as Word 97 and Word 2000 may differ slightly in the arrangement of menus, toolbars, etc.
- Handout contains explicit procedures and examples for practicing at home
- Also, try practicing on your own with these free online tutorials, which cover many features of MS Word that we are unable to look at today:

MS Word 2002 Tutorial

<http://www.microsoft.com/enable/training/word2002/>

MS Word 97 Tutorial

<http://www.baycongroup.com/wlesson0.htm>

MS word 2000 and 2002 Tutorials

<http://tutorials.findtutorials.com/index/category/102>

MS word 2000 and 2002 Tutorials

<http://tutorials.esmartweb.com/>

1. Linguistic symbols and phonetic fonts in Microsoft Word

- Links to online resources for phonetics font and linguistic symbols:

Linguist List Fonts Page

<http://linguistlist.org/sp/Fonts.html>

Summer Institute of Linguistics (SIL) Encore IPA Fonts¹

<http://www.sil.org/computing/fonts/encore-ipa.html>

SIL Unicode IPA Font

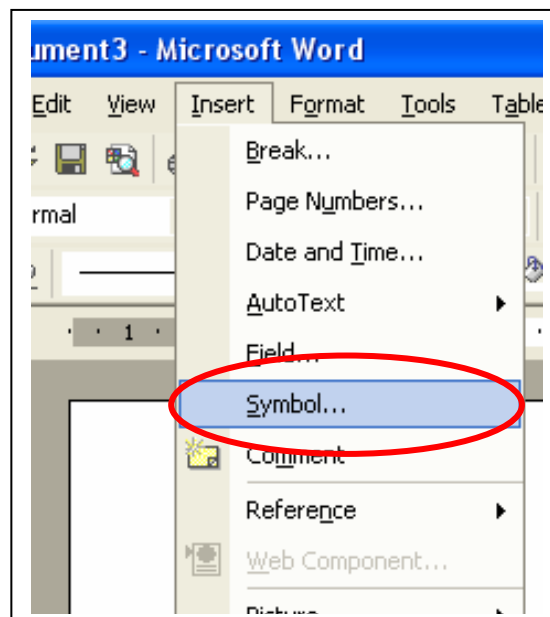
http://www.sil.org/computing/fonts/ipa_unicode/

- Your version of MS Word may come with some useful fonts pre-installed. The most common of these that I use for linguistics papers are Symbols and Wingdings.

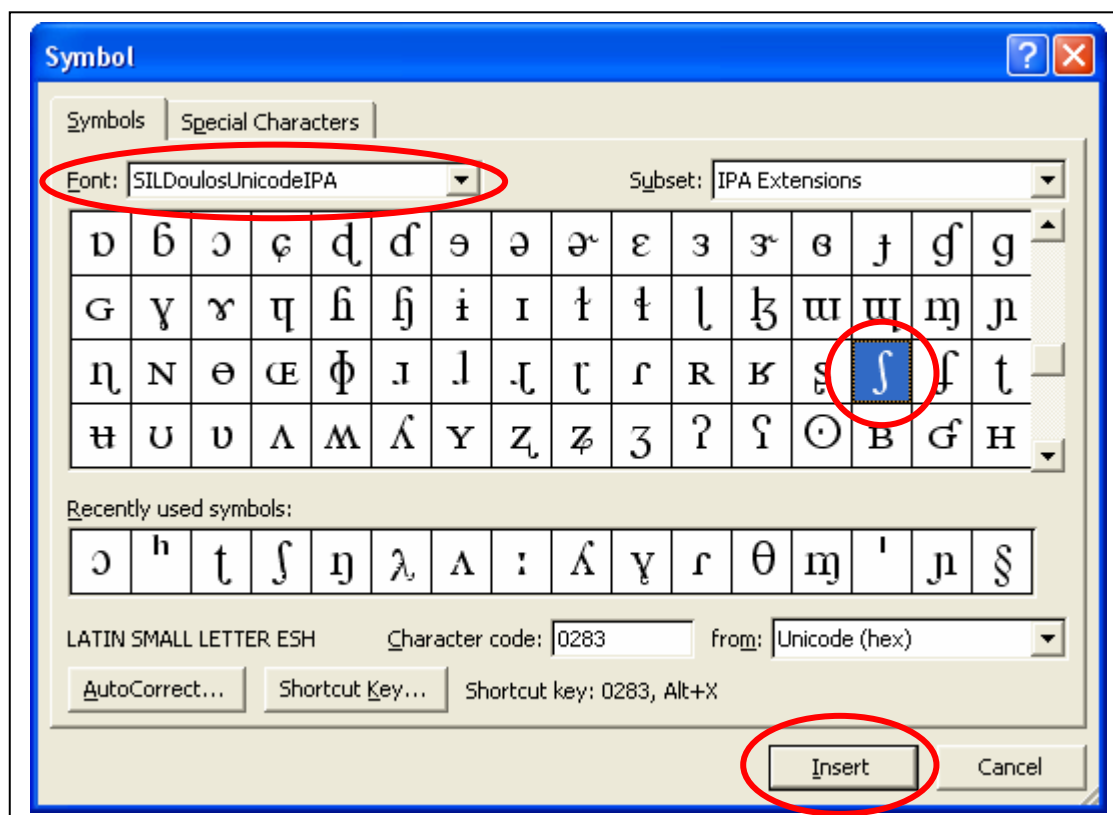
¹ I've noticed a problem with the SIL Doulos IPA93 fonts in the Microsoft Windows XP operating system: Each time I restart the computer, I have to reinstall the font again. If you have XP and experience the same problem, I suggest using the SIL Unicode IPA font, which doesn't seem to "disappear" after rebooting the computer.

- How to insert symbols in MS Word:

1. Click the **Insert** menu → Select **Symbol...**

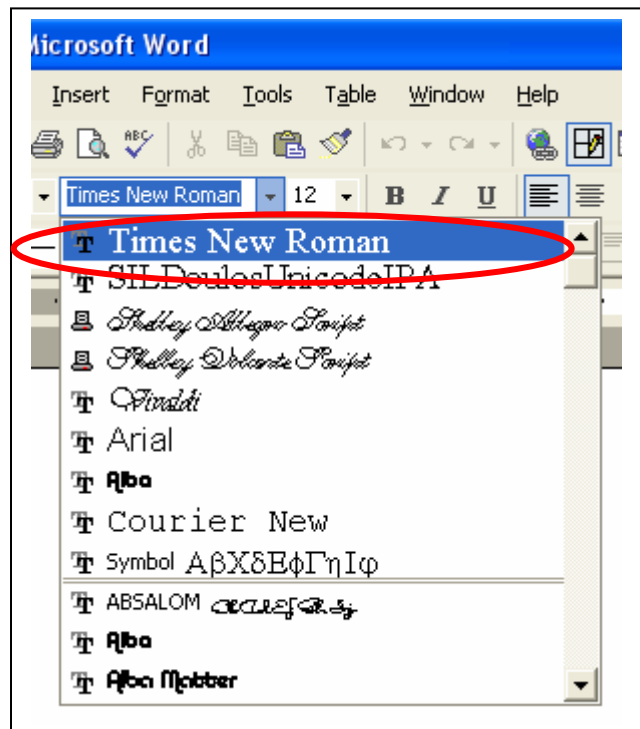
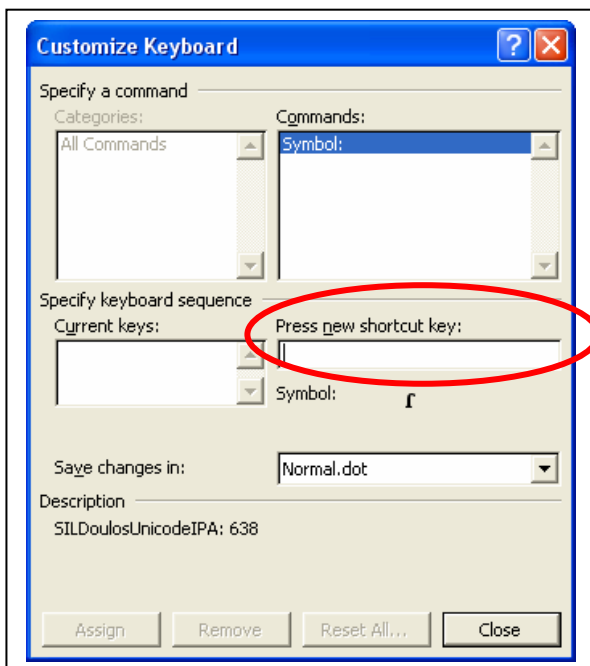


2. Select the desired font from the **Font** pull-down menu → Click on the desired symbol → Click **Insert**



3. If there are symbols that you need to insert very frequently, it's best to assign them symbol to shortcut keys. Click on **Shortcut Key...** in the bottom left of the **Symbol** window (see step 2 above) → Press the combination of keys that you want the symbol assigned to (the most available combinations are usually ALT and ALT+SHIFT plus your key selection) → Click **Close**

4. To change the current font while typing a MS Word document, select the desired font from the pull-down menu in the formatting toolbar:



- To practice at home:

1. Install the SIL Unicode IPA font from http://www.sil.org/computing/fonts/ipa_unicode/
2. In MS Word, use the **Insert** → **Symbol...** feature to recreate the following phonetic transcriptions:

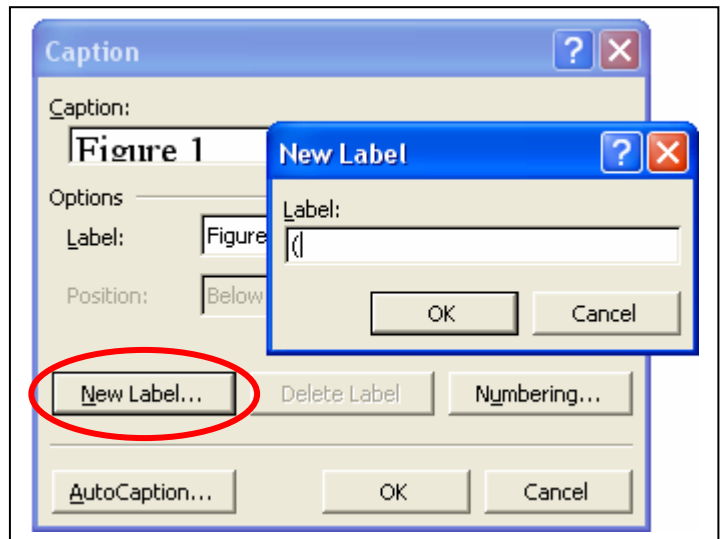
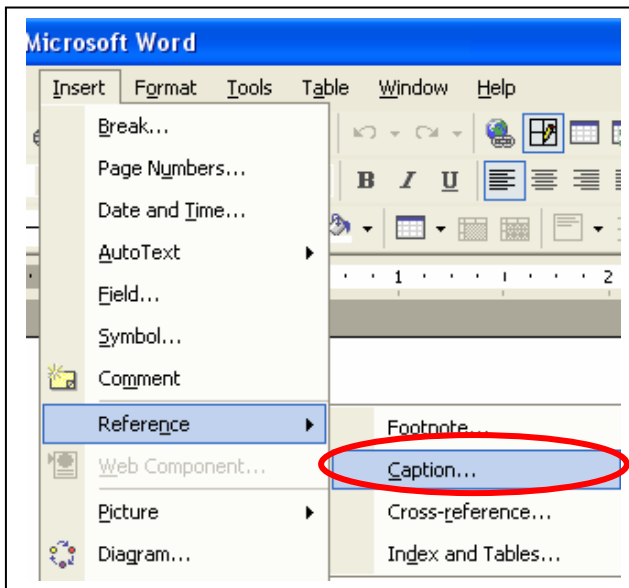
ai lʌv maɪkɹəsɔft pɹɔdɔks
tew k a'θer ma'jana una la'βor

3. Assign the SIL Unicode IPA font symbol **r** to the key combination ALT+R and recreate the following using the Times New Roman font:

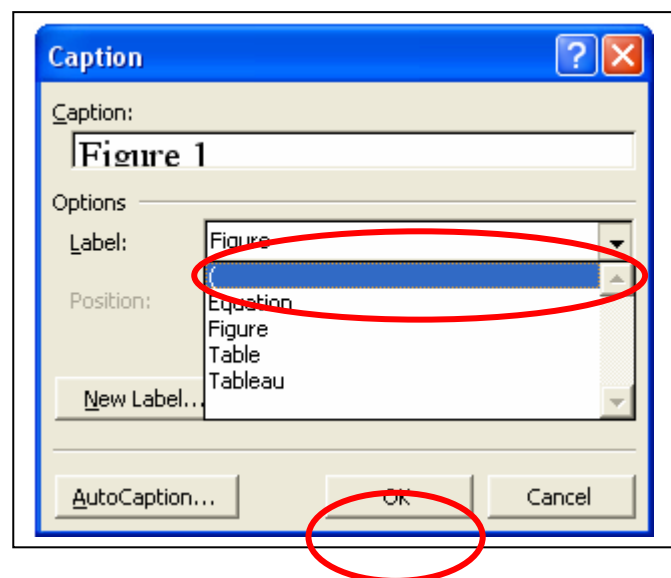
Harris (1983) argues that /r/ is the only rhotic phoneme in Spanish and that surface trills are actually /rr/ in underlying representation.

2. Captions and cross-references in Microsoft Word

- Linguistic data are often displayed in the form of numbered items such as:
 - (1) Yesterday John could lift 500 pounds.
 - (2) *Could yesterday John lift 500 pounds?
 - (3) Yesterday, could John lift 500 pounds?
- To be able to insert numbered items like this, you must first define a new **Caption**:
 1. Click **Insert** → **Reference** → **Caption...**
 2. Click **New Label...** → Type only the left parenthesis → Click **OK**, then **OK** again



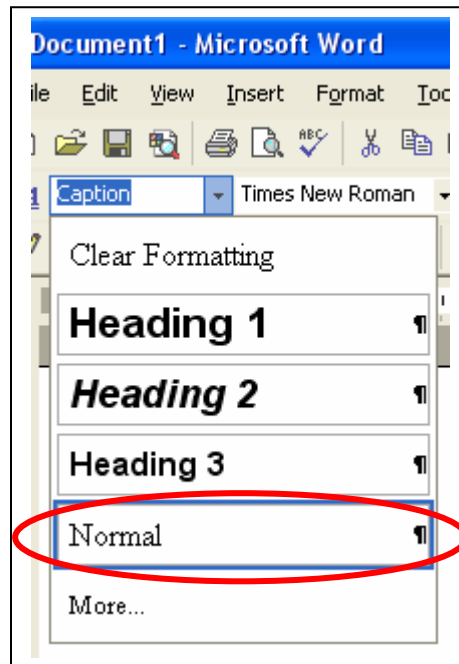
- From now on when you want to insert a numbered item:
 1. Click **Insert** → **Reference** → **Caption...**
 2. Select the left parenthesis from the **Label:** drop-down menu
 3. Click **OK** to insert the left parenthesis (which will be followed by a number) in your document
 4. You have to remove the space between the left parenthesis and the number, and you have to add the right parenthesis yourself.



- The first time you insert a numbered item as a **Caption**, it will probably appear in a different style (boldfaced, larger font, different font from the default Times New Roman font, etc.) To change the style back to normal, select the line of text with the cursor...

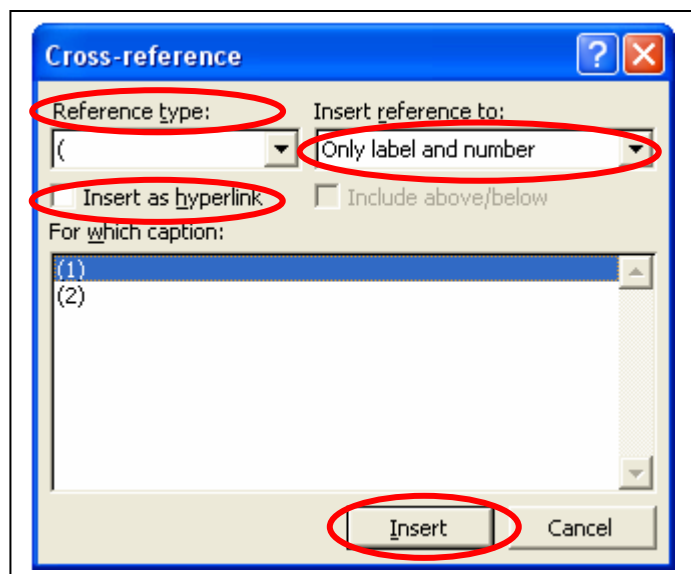
①

then select **Normal** from the style drop-down menu in the formatting toolbar.



- The advantage of doing numbered items as **Captions** is that if you insert a number before or after another one or move them around, they automatically change to the right number in the right order.
- To refer to a specific numbered item in the text of your paper, you need to insert a Cross-Reference:

- Click **Insert** → **Reference** → **Cross-reference...**
- Select the left parenthesis under the **Reference type** pull-down menu
- Unclick **Insert as hyperlink**
- Select **Only label and number** from the **Insert reference to:** pull-down menu
- Select the **Caption** you want to insert
- Click **Insert**

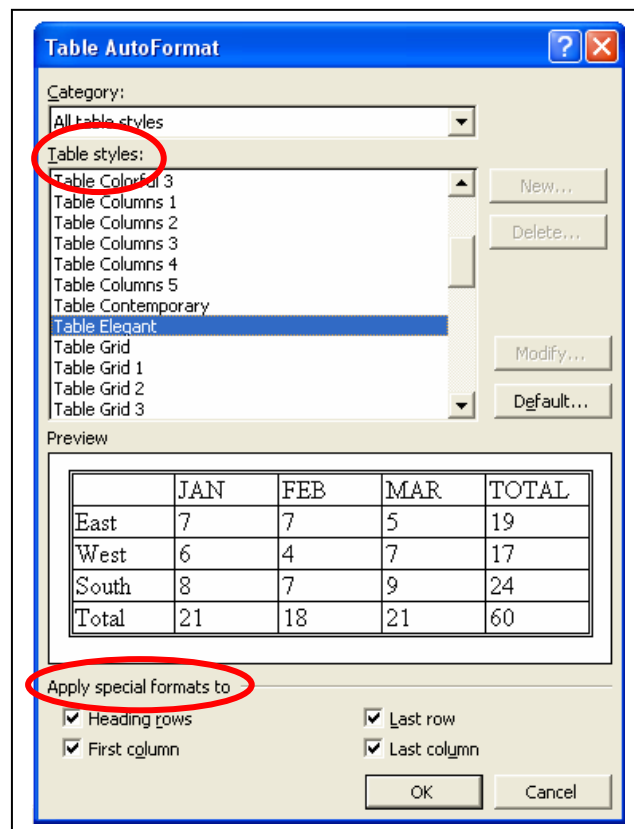
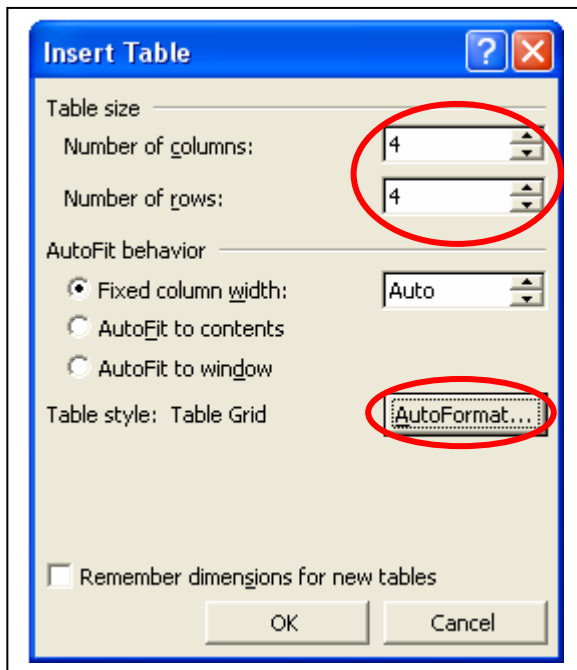


- With many captions and cross-references in a document, sometimes the numbering does not update automatically. Here's a shortcut for updating the entire document: Press **CTRL+A** to select all text in the document, then press **F9** to update.
- To practice at home:
 - Use the **Insert** → **Reference** → **Caption...** feature to recreate the three numbered items at the beginning of this section.
 - Use the **Insert** → **Reference** → **Cross-reference...** feature to type the following text:

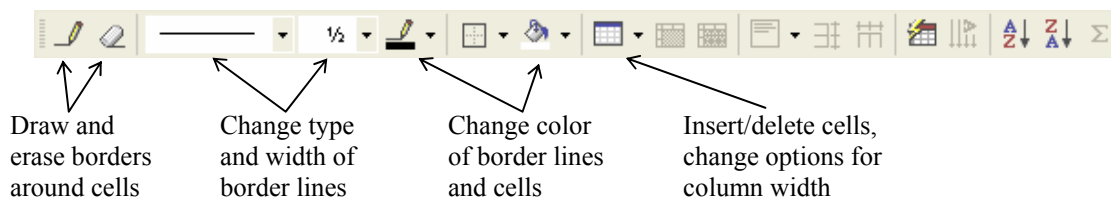
The example in (1) is a declarative. Wh-movement in (2) is ungrammatical, while (3) shows that the auxiliary must immediately precede the subject.

3. Tables in Microsoft Word

- How to insert and format a Table:
 1. Click **Table** → **Insert** → **Table...**
 2. Specify the number of columns and rows
 3. Click on **AutoFormat...**
 4. Select a style from the **Table styles** drop-down menu
 5. Select any special formatting at the bottom, then click **OK**



- After creating a table, you can modify rows, columns, or the entire table as follows:
 1. Select the desired row or column with the cursor
 2. Click **Table** → **Insert** or **Delete** and select rows, columns, table, etc.
 3. Click **Table** → **Merge Cells** to combine two or more cells into one, or **Split Cells** to divide one cell into many
- To change the appearance of lines between table cells, click **View** → **Toolbars** and make sure **Tables and Borders** is checked. The following features of the toolbar are especially useful:



- To practice at home, try recreating this Optimality Theory tableau using the **Table Elegant** style (Note: Thicker border lines and a dashed line have been added between some cells, and some cells are shaded. The pointy hand is part of the Wingdings font—see Section 1 on inserting symbols.)

/pakla/	Onset	NoCoda	*Complex
☞ pa.kla			*
pak.la		*!	
pakl.a	*!	*	*

4. Syntactic trees and other diagrams with Drawing tools

- Click **View** → **Toolbars** and make sure **Drawing** is checked. The following features of the toolbar are especially useful:

The image shows the Microsoft Word Drawing toolbar with several annotations:

- Select drawn objects by clicking on them:** Points to the **Draw** button.
- Insert lines with or without arrows at the end:** Points to the **Line** and **Arrow** buttons.
- Insert square, circle, and textboxes:** Points to the **Square**, **Circle**, and **Text Box** buttons.
- Change color of fill-in space, lines, and text:** Points to the **Fill Color**, **Line Color**, and **Text Color** buttons.
- Change type and width of lines and arrows:** Points to the **Line Style** and **Arrow Style** buttons.

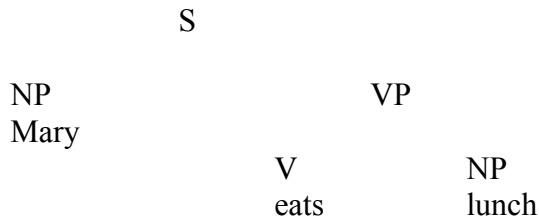
Two expanded menus are shown below the toolbar:

- Draw menu:** Includes Group, Ungroup, Regroup, Order, Grid..., Nudge, Align or Distribute, Rotate or Flip, Text Wrapping, Reroute Connectors, Edit Points, Change AutoShape, and Set AutoShape Defaults.
- AutoShapes menu:** Includes Lines, Connectors, Basic Shapes, Block Arrows, Flowchart, Stars and Banners, Callouts, and More AutoShapes...

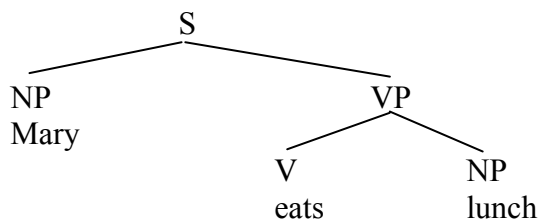
Create pre-defined objects such as lines, brackets, geometric shapes, etc.

Change the grouping, alignment, and other properties of drawn objects.

- To draw a syntactic tree, type the categories and words in the correct position using TAB and spaces:



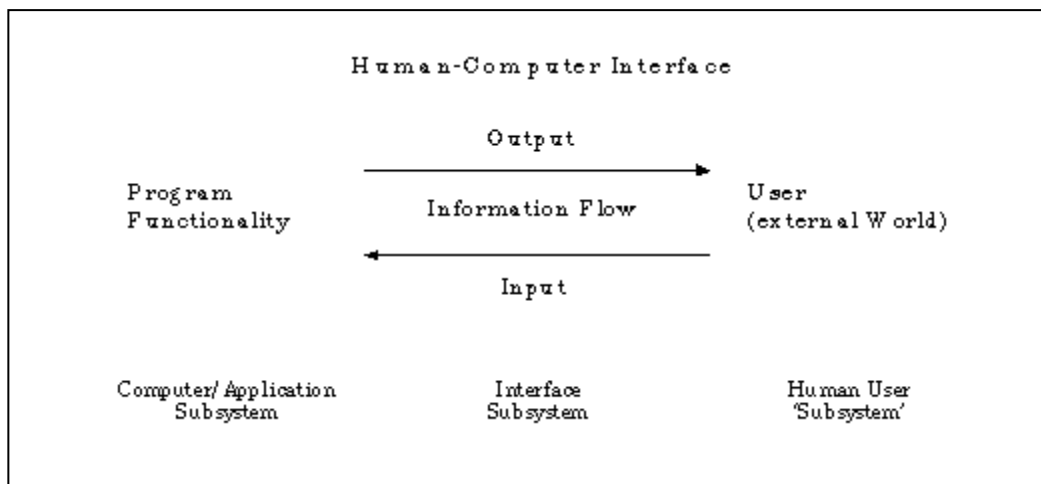
- Using the Drawing toolbar, go back and add in lines without arrows:



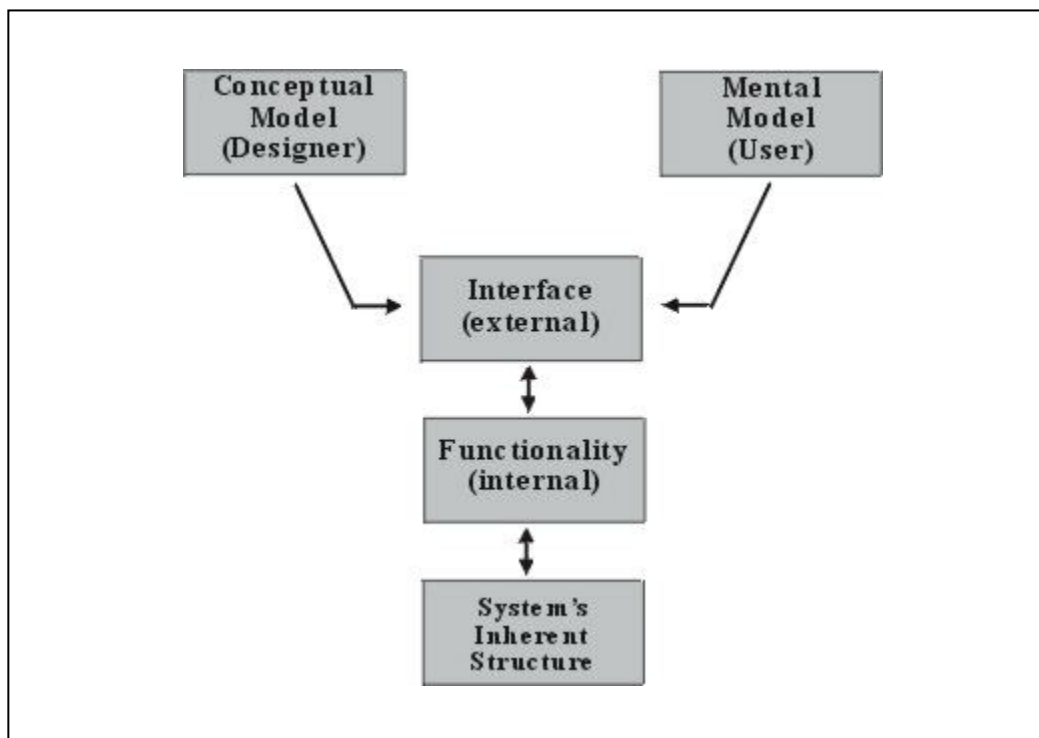
- To make diagrams, use the Drawing toolbar (1) to insert squares, circles, and textboxes and add lines and arrows to connect objects; (2) change the type and width of lines and arrows as necessary.



- To practice at home, use the Drawing tools, try to duplicate the following two diagrams.²



² Images from Plass, Jan L. 1998. Design and Evaluation of the User Interface of Foreign Language Multimedia Software: A cognitive approach. Language Learning and Technology 2.1: 35-45. [Available online: <http://llt.msu.edu/vol2num1/article2/>]



5. Images in Microsoft Word

- To take screen and window captures in Windows operating systems and insert them into your Word document:
 1. To copy the entire screen as it appears on your monitor, press PRINT SCR(EEN) key.
 2. To make a copy of the active window in a Microsoft Windows operating system, press ALT+PRINT SCREEN.
 3. To paste the image into your document, click **Edit** in MS Word and then **Paste**.
- To save images from the web and insert them into your Word document:
 1. In your Internet browser, place the cursor over the image you want to save and click the right mouse button.
 2. To copy and insert the image directly into your document, select **Copy** from the pop-menu. In MS Word, click **Edit** and then select **Paste**.
 3. To save the image to your computer, select **Save Picture As...** from the pop-up menu. Save the image file to the desktop or to the folder of your choice.
 4. To insert an image that you have saved on your computer into your document, position the cursor at the desired location in the document. In MS Word, click **Insert** → **Picture** → **From File**. Select the image and click **Insert**.