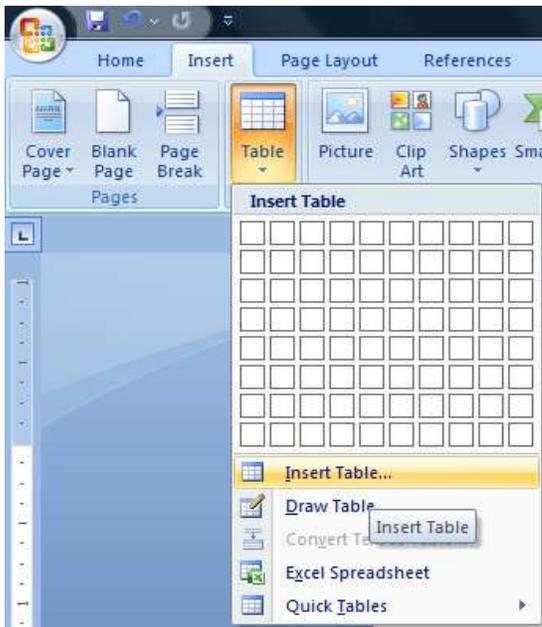
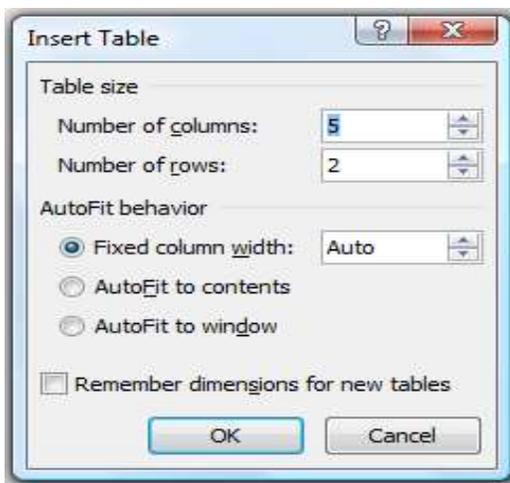


Tutorial for making the templete for computing the data for Field-Methods

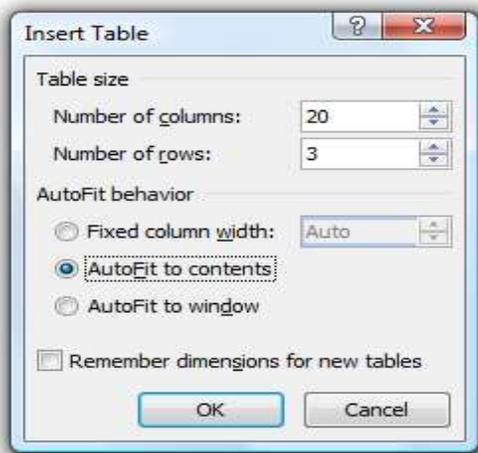
Please follow the steps to make the templete for putting the DATA in linguistics for various kinds of linguistic analysis.



1. This is the first step. Go to INSERT and opt for 'insert table', (which you see in the picture highlighted in yellow color).



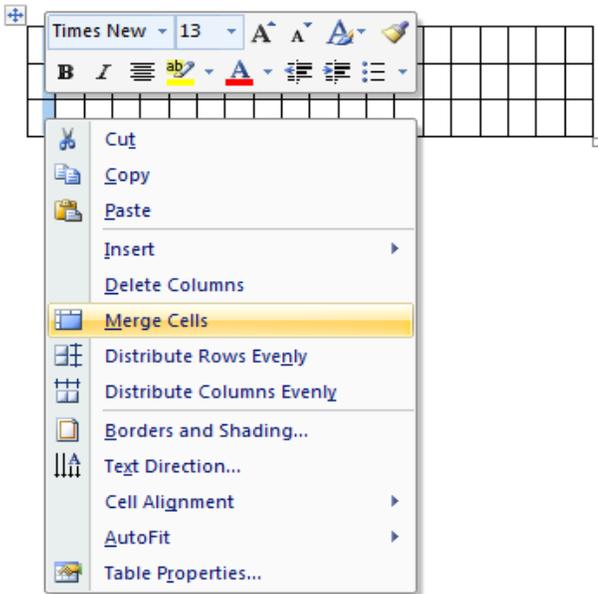
2. As the next step, you will get this sub-menu after 'insert table'



3. We must customize the variables of insert-table and there are three simple things to do:

- a. no of columns: 14
- b. no of rows: 03
- c. AutoFit to contents

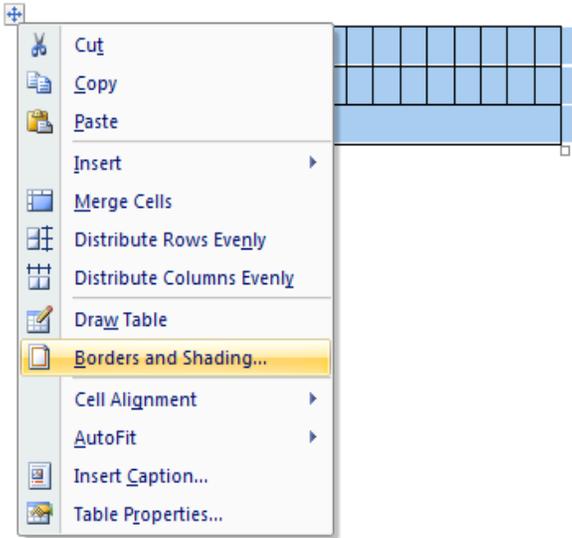
4. After the earlier step, we get this kind of table at the fourth step.



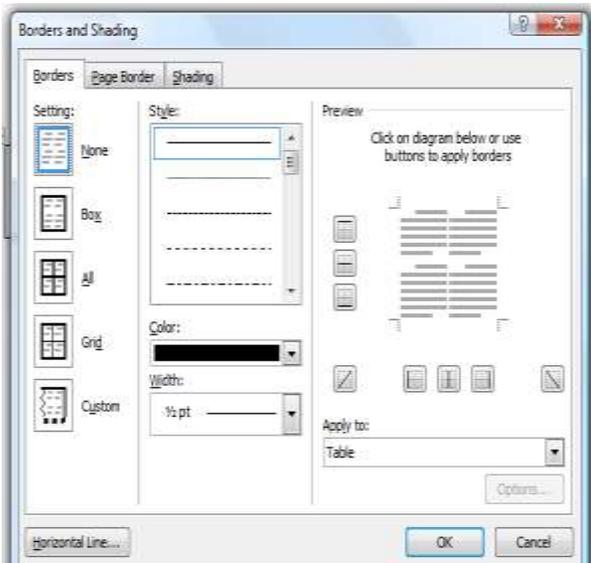
5. We must do two things in this step:

- a. Select the first row of boxes and right-click the mouse; you will get the sub-menu as shown in the picture on the left-hand side. Select the option merge cells. After we merge all the cells on the extreme left, we get the space to put a number for your sentence. This is a very important aspect of making the template.
- b. Select all the boxes in the third row and again by the right-click of the mouse you can get the option to merge all the cells. This is for the running translation of the data.

6. We get this kind of table after our sixth step.



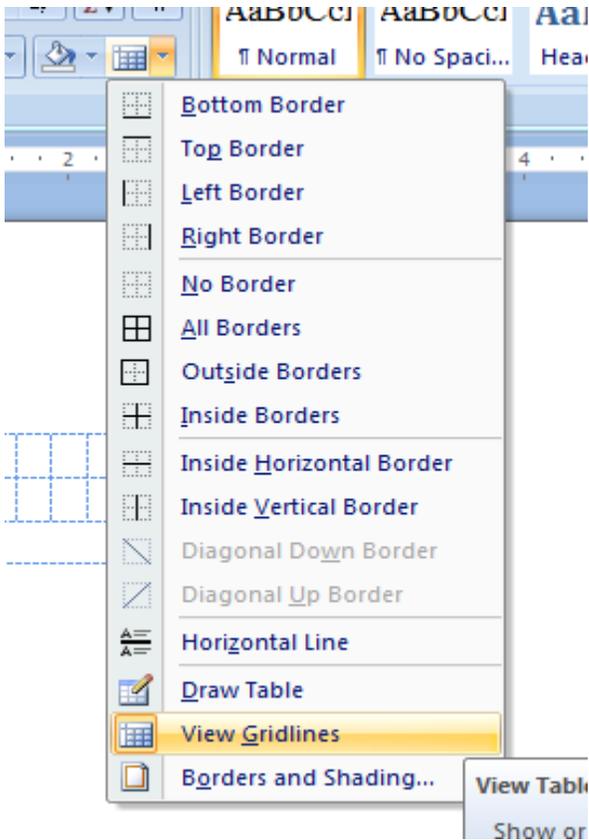
7. At the seventh step, we select the whole table (this is easy, when you move your cursor near the table, a square box keeps popping up and if you click on that box, the whole table gets selected). Once this is done, you can right-click the mouse and get the sub-menu from which you have to select 'Borders and Shading'.



8. At the eighth step, you get this sub-menu when you select 'Borders and Shading'. Please choose NONE as the option, which is the first option on your left as it can be seen in the picture, this will convert the table in the 'grid-form' which doesn't come in print as solid line.



9. At the ninth step, you get you template for putting the linguistics data for linguistic analysis. However, in one percent case, your screen might get blank as you have opted for no border and shading. But you need not worry.



10. An option that is there in your word-program is to 'hide/view the Gridlines. In case the gridlines are hidden, you have to find this (most probably next to the paint bucket) and click on it. When you click on it, you get the sub-menu and this will have an option called VIEW GRIDLINES. When you click on it, you get your table back. Click on the table and press Cont+C and you can paste it anytime and anywhere you need to put data in your work.

HAPPY DATA FEEDING

