

aaif – USER’S MANUAL

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Editing *aaif*-Documents Using Word



The template *aaif.dotm* enables the creation of TEI-corresponding (“Text Encoding Initiative”, www.tei-c.org) XML-corpus documents (according to the version P5) via Microsoft Word. It offers users the opportunity to annotate texts while not engaging with the XML-structure of the final document. The relevant passages are directly annotated in Word by the use of templates or

by the insertion of text blocks.

1. Basics for the Use of Document Templates in Word

A document template can be used for the **creation of new files**. By double clicking on this template (*aaif.dotm*) (or opening it in Word), a document based on it is created. As a result, the template itself remains unchanged while all its contents and functions can be integrated into the new document.

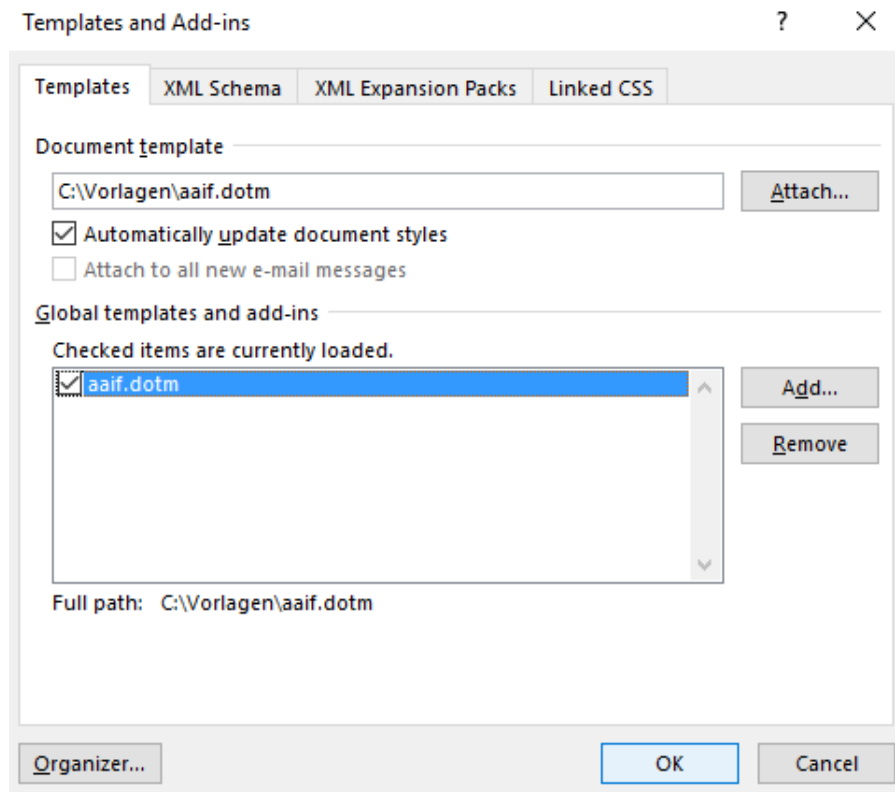
For the comfortable use of document templates, please follow these steps:

1. If it does not exist yet, create the folder “Templates” (in German: “Vorlagen”) on your disc drive (*Laufwerk*) C:\.
2. Copy the file *aaif.dotm* in this folder.
3. To enable the use of the contained **macros**, it is further necessary to define this file as a save storage place: *File* → *Options* → *Trust Center* → *Trust Center settings* → *Trusted locations* → *add new locations* → select the desired file
 - a. Confirm all changes by clicking on *Ok / Save*.
4. It is now possible to use the document template *aaif.dotm* (and others saved in the same location) via *file* → *new* → *my templates*.



If the document template is to be applied to an already opened document, select: *File* → *Options* → *Add-ins* → *Manage* → *Templates* → *Go* → add the desired template via *Attach*.

Do not forget to select the option *automatically update document styles*. (See screenshot below)



Documents based on *aaif.dotm* offer the following features:

- They provide users with an **additional menu item** (*AAIF*) which contains the necessary functions for the creation of TEI-documents (most of these functions can also be accessed via **key sequences**).
- They offer **special templates** that can be chosen to annotate text passages according to the project requirements (NB.: Via paragraph formats, the whole text of a paragraph can be changed to the foregoing font formatting with only one click. Similarly, font formatting can easily be adapted later on.)

2. Transferring Texts to Word Documents

Open the original text and select the passage that is to be transferred. **Copy** it to the clipboard: *Home* → *Copy* (or key sequence: STRG + c).

Either open a new word document based on the document template *aaif.dotm* or use an already existing one. Insert the copied text, **BUT:** Do not use *Home* → *Insert* (or the key sequence STRG + v)! To erase all existing formatting from the text, select: *Home* → *Paste* → *Paste Special* → *Unformatted Text*. (!) This is necessary to avoid future errors during the conversion.



If an error message occurs when using the document template, it is presumably caused by the standard security settings concerning macros. If an error occurs, change the security settings (*Menu → Extras → Macro → Security*) from *high* to *medium* and re-start word. Now you can decide whether you want to activate macros when opening documents. (Macros are necessary for documents based on the document template *aaif.dotm*).



2.1. Integrating External Documents

The menu item *AAIF → Integrate external document* represents a powerful tool for the rough formatting of texts. However, this function **affects all texts** in the opened document – any prior editing is therefore erased!

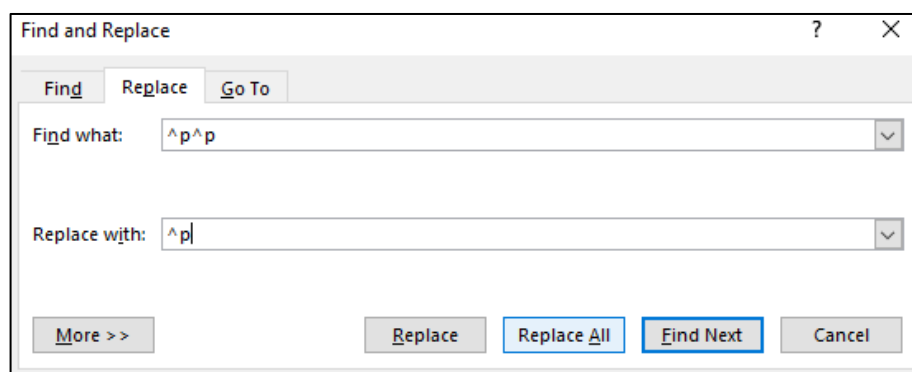


The use of this function results in:

the deletion of all superfluous paragraph marks.

the formatting of the whole text as primary text.

Double paragraph marks can also be **deleted manually**: Use the key sequence STRG + SHIFT + * (or the symbol in *Home*) to see all formatting marks and check whether there is any superfluous line switching. These can either be deleted manually or in an automatized way via *Home → Replace* (or the key sequence STRG + h): the character string “^p^p” is to be replaced with “^p” (*Replace all*) [see Screenshot below].



2.2 Inserting Sentence Marks

If sentence boundaries are to be read mechanically, it is necessary to **mark end punctuation** in a way that distinguishes them from e.g. abbreviation points. Paragraph beginning and end are automatically recognized as sentence boundaries and do therefore not require marking. To ensure this, it is possible to select *AAIF → Insert sentence marks in entire document* OR *Insert sentence marks in current paragraph* (=key sequence STRG + s,e). The second option restricts the function to the paragraph near the cursor. The sentence marks appear in the Primary text as follows:



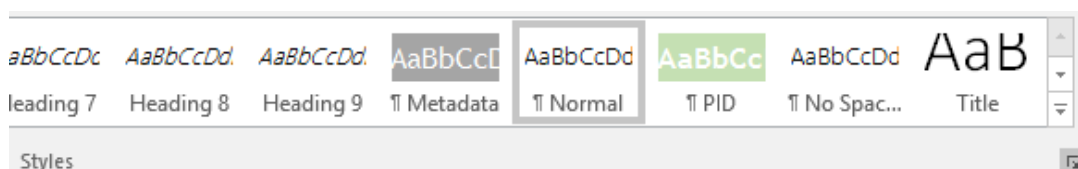
pre lume. **¶** Și rămîne darul cu bunătățile și pururea află omului cela bunul întru inemă, ca și păsările în verdeața cîmpului. **¶** Și-ș arată darul său liubovul,

While exceptions (e.g. points in common abbreviations) are already included, it is recommended to **check this process manually** and edit the document (via Copy&Paste) if necessary. Additionally, sentence marks can be deleted via: *AAIF* → *Remove sentence marks in entire document*.

3. Text Structuring via Styles

There are multiple ways to use templates in a time-saving manner. In the document template *aaif.dotm*, all templates can be accessed via key sequences (see Appendix 2).

To apply a style to a paragraph, click in the text and select the desired format. The following styles are available once the arrow at the right bottom has been selected (see below):



1 KorpusID	Basis_sh3;sp
2 ResplD	KG;1
3 BibID	Sh3rk17#111
4 Comment	Comments can be added here
5 Meaning of syntagma	Meaning of syntagma can be added here
6 Primary text	Pero fue buscando si avería a esto alguna escusaçión; ¶ et non la fallé, et menbróme el dicho de [s::un omne::mss] que [v::comía::comer::is] [a::feo::feo::auvnmnn] et era tragón, et dixéronle que comía mal et feo, et él dixo: - Así comían mis padres et mis abuelos.



Please consider that the corpus-ID (i.e. the clear labelling of the corpus incl. the language, cf. pt. 1) can only be allocated **once** per word-document.

The label of the editor incl. cycle details (ResplD, pt. 2), the bibliographical marking (BibID, pt. 3) as well as the meaning of the syntagma (pt. 5) **apply to all following text elements** until a new label is attributed (this way, multiple data can be attributed to one BibID). These IDs can be defined independently from one another and thus be changed as often as required.

1. **CorpusID** (only at beginning of the document)

Key sequence: ALT + k, i

Content: Clear Corpus-ID

Do not insert a blank space after the semi colon.

The Corpus ID can only be **attributed once** per document.

2. **RespID** (only at beginning of the document)

Key sequence: ALT + r, i

Content: Clear Editor Name; Editing cycle

Do not insert a blank space after the semi colon.

3. **BibID** (counts for all the following quotations / annotated syntagmas until next BibID)

Key sequence: ALT + b, i

Content: Label of the bibliographical citation;

Use hashtag # to indicate page number/verse [optional]

Do not insert a blank space after the semi colon.

4. **Comment** [optional]

Key sequence: ALT + a, n

Content: free text for internal purpose

Comments can be inserted at any space in the word-document and will be ignored during the TEI-conversion.

5. **Meaning of Syntagma** [optional]

Key sequence: ALT + b, s

Content: Meaning, additional information (i.e. etymology, diminutive)

Do not insert any blank spaces after the semi colon. The meaning only applies to one following syntagma.

6. **Primary Text**

Key sequence: ALT + p, t

Content: This is the actual text. For every quotation / annotated syntagma, the whole paragraph counts as the wider context that will further be displayed in the corpus search mask. However, not every paragraph of the primary text has to contain an annotated syntagma. So, in order to separate text parts without annotated syntagmas, just insert a new line (paragraph mark ¶).



Do not insert any new lines within one text unit (the context of one annotated syntagma). Each paragraph mark indicates the beginning of a new quotation. A paragraph within a quotation can be inserted via the key sequence SHIFT KEY + RETURN.

4. Adding Attributions

To **mark the phrase containing the syntagma**, click at the beginning of the phrase and select: *AAIF* → *Insert KWIC Opener* (key sequence: STRG + k,o). This function places the beginning point of the phrase (i) at the cursor's position. Similarly, the end point of a phrase (b) is marked with the function *Insert KWIC Closer* (key sequence: STRG + k,c).

An opened phrase has to be closed **within the same sentence** to avoid a flawed conversion of the TEI-document (no sentence mark within a phrase).



In order to ignore certain parts of the phrase (e.g. parenthetical sentences, irrelevant words), mark them and apply the format "suppressed text" (key sequence ALT + u,d).

In the search mask, the [phrase within the KWIC-Marks] will be displayed as the short quotation of the search results. The long quotation corresponds to the whole paragraph.

The attribution itself functions intuitively by means of pop-up frames. The following opportunities exist:



The following blank space must **NOT** be marked. However, this may happen automatically when double clicking on a word. In this case, the mark has to **be erased manually**.

A document sample (including all possible attributions) is provided in the **Appendix 3**.

A complete list of all possible categories (incl. examples) is provided in **Appendix 4**.

4.1. Attributing Adverbs

1. Select the word within the text (**only the word, excluding** any preceding/following blank spaces).
2. Select: AAIF → *Attribute Adverb* (key s.: STRG + t, a).
3. Enter the *Lemma* (i.e. basic form of the adverb; if the lemma is identical with the form of the example, this space can be left empty; by default form = lemma),
4. Choose the *Morphosyntactic Structure* (adjective, derived [+ how]), the *Inflection* (uninflected/masculine singular, [in-]audibly inflected, gender + number), the *Attribution target* (verb etc.) and the *Semantic classification* (manner, location etc.)
5. Tick *Coordination* if the adverb is combined with (one) further adverb(s) modifying the same verb (e.g. *il chante **bas et triste***). If the adverb is *modified* (e.g. *très bas*) or *reduplicated* (e.g. *bas, bas*) or part of a prepositional phrase (e.g. *en serio*), select these options as well.

After confirming the details, the adverb will be coded as follows:

el dicho de [un omne que comía [a::feo::feo::auvnmnn]] et era tragón

- The **square brackets** indicate the beginning and end of the annotation respectively. The letter “a” as well as the **yellow** background colour indicate that it is an **adverb**.
- This is followed by the originally selected word preceding the lemma and the annotated codes.

4.2. Attributing Verbs

1. Select the word within the text (**only the word, excluding** any preceding/following blank spaces).

2. Select: *AAIF* → *Attribute verb* (key s.: STRG + t, v).
3. Enter the *Lemma* (i.e. basic form of the verb; if the lemma is identical with the form, this space can be left empty; by default lemma = form)
4. Choose the *Syntactic construction* (transitive, intransitive or reflexive). *Part of the text* offers the choice between “yes” and “no”.
5. Tick *Coordination* if the verb is modified with a further verb/further verbs (e.g. “il chante et il parle bas”).

After confirming the details, the verb will be coded as follows:

el dicho de [un omne que [v::comía::comer::is] [a::feo::feo::auvnmnn]] et era tragón

- The **square brackets** indicate the beginning and end of the annotation respectively. The letter “v” as well as the **green** background colour indicate that it is a **verb**.
- This is followed by the originally selected word preceding the lemma and the annotated codes.

4.3. Attributing Subjects

1. Select the word within the text (**only the word, excluding** any preceding/following blank spaces).
2. Select: *AAIF* → *Attribute subject* (key sequence: STRG + t, s).
3. Choose the *Gender* (feminine, masculine, neuter, undefined) and the *Number* (singular, plural, undefined).
4. When clicking on *Overt subject*, the subject can be defined as part of the sentence containing the syntagma (“yes”) or not (“no”). The latter is the case in pro-drop languages where there may be no explicit subject.

After confirming the details, the subject will be coded as follows:

el dicho de [s::un omne::mss] que [v::comía::comer::is] [a::feo::feo::auvnmnn]] et era tragón,

- The **square brackets** indicate the beginning and end of the annotation respectively. The letter “s” as well as the **orange** background colour indicate that it is a **subject**.
- This is followed by the initially selected word.

4.4. Further Attributions

Further attributions can be selected when clicking on *AAIF*. These are:

- **Attribute preposition** ([p::]): Enter the *Lemma* and if the preposition is contracted to the adverb, than tick “contracted”. Don’t forget to choose “part of prepositional phrase” when tagging the adverb.



e.g. Spanish *en serio* > [p::en::en::n] [a::serio::serio::auvnmnp]

e.g. Portuguese *decerto* > [p::de::c] [a::decerto::certo::auvnmnp]

- **Attribute Article** ([at::]): Complete the fields *Gender*, *Number*, and, *Part of Text*.

e.g. Spanish *a la ligera* > [p::a::a::n] [at::la::fsn] [a::ligera::ligero::afvnmnp]

- **Attribute Possessive** ([pv::]): Define *Gender*, *Number*, and *Person*.

e.g. Spanish *a mis solas* > [p::a::a::n] [pv::mis::up1] [a::solas::solo::axvnmnp]

4.5. Changing and Removing Attributions

To erase an already existing attribution, insert the cursor in **the preceding text** and select *AAIF* → *Remove attributes of next annotation* (key sequence: STRG + r,m).

Likewise, attributions can be adapted by selecting *AAIF* → *Change attributes of next annotation* (key sequence: STRG + c,n), via the pop-up frames.

For both options, the cursor has to be placed somewhere before the annotation, do not select the text part.

5. TEI-Conversion

By selecting *AAIF* → *Convert to TEI* the document can be converted into a mechanically useable **XML-document**. The document will then be saved a second time in the doc-format before closing automatically. In the meantime, the TEI-equivalent will be positioned in the same file as an xml-file.

An example for a TEI-convertible document can be found in the **Appendix 3**.

6. Appendix

Appendix 1: Recommended Work Procedure

1. Create a **new document** based on the document template *aaif.dotm* or open an already existing one and apply the aaif.dotm template.



2. **Insert data** into the document



3. Select text (passages) and **format** as primary text.



4. Erase superfluous **paragraphs** (automatized procedure).



5. Insert **sentence marks** automatically, **check** the result and edit if necessary.



6. Insert metadata, fill in the form and add **meta-information** (about the corpus, editor, cycle and bibliographical data) before each quotation.



7. **For each syntagma**

- a. define the phrase (beginning **and** end)
- b. suppress unnecessary text [optional]
- c. indicate verb(s), adverb(s), subject(s), preposition(s), possessive(s) and/or article(s)
- d. indicate meanings [optional] – to be placed before the quotation



8. Insert comments [optional]



9. **Conversion:** *AAIF* → *Convert to TEI*.



Appendix 2: Most Important Key Sequences

General Commands

[STRG] + a	Select all
[STRG] + c	Copy
[STRG] + x	Cut
[STRG] + v	Paste
[STRG] + h	Search / Replace

Styles for Paragraphs

[ALT] + p , t	Format: Primary Text
[ALT] + k , i	Format: Corpus-ID
[ALT] + r , i	Format: Editor&Cycle (RespID)
[ALT] + b , i	Format: Bibliographical Data (BibID)
[ALT] + b , s	Format: Meaning of Syntagma
[ALT] + a , n	Format: Comment
[ALT] + u , d	Format: Suppressed Text

Commands for Text Annotations

[STRG] + s , e	Automatically insert sentence marks of a paragraph
[STRG] + k , o	Mark beginning point of a phrase
[STRG] + k , c	Mark end point of a phrase
[STRG] + t , a	Attribute adverb...
[STRG] + t , s	Attribute subject...
[STRG] + t , v	Attribute verb...
[STRG] + t , r	Attribute article...
[STRG] + t , o	Attribute possessive...
[STRG] + t , p	Attribute preposition...
[STRG] + r , n	Delete attributions of the following annotation
[STRG] + c , n	Change attributions of the following annotation

Appendix 3: Sample Document and List of categories

Basis_sh3;sp

KG;1

Sh3rk17#111

Pero fue buscando si avería a esto alguna escusaçión, et non la fallé, et menbróme el dicho de [s::un omne::mss] que [v::comía::comer::is] [a::feo::feo::auvnmnn] et era tragón, et dixéronle que comía mal et feo, et él dixo: - Así comían mis padres et mis abuelos.

#146

Et fiziéronlo así et, quando fueron çerca del león, [v::fue::ir::is] [s::la liebre señera::fss] muy [a::paso::paso::auvmmnn]. Et el león [era] sollón et muy sañudo, et levantóse, et començó de andar et de catar a diestro et a siniestro fasta que vido la liebre venir, et díxole: - ¿Dónde venís et dó son las bestias? Et por qué me mintieron el pleito que avían comigo puesto?

E como subitamente don Pedro de Velasco, con grande ynpetu mudasse la horden de su batalla, porquel sol dañasse a los enemigos, [s::el arçobispo::mss] [p::de::de::n] [a::subito::subito::auvntnp] [v::proveyo::proveer::is] de manera que aquello no oviesse lugar. E don Enrique, fijo del almirante, e Fernando de Fonseca, con tan grande animo firieron los enemigos, que fue cossa maravillosa; los quales pelearon con el duque de Alburquerque, el qual se ovo muy valientemente en la batalla, e con algunos nobles que en su compañía vinian.

#181

Lo malo es que con esta vida temo materializarme demasiado; me parece sentir alguna sequedad de espíritu durante la oración; mi fervor religioso disminuye; la vida vulgar va penetrando y se va infiltrando en mi naturaleza. Cuando rezo padezco distracciones; no pongo en lo que [s:::ush] [v::digo::decir::ts] [p::a::a::n] [pv::mis::up1] [a::solas::solo::axvnmnp], cuando el alma debe elevarse a Dios, aquella atención profunda que antes ponía.

#302

Además, no le gustaba la poesía; prefería las novelas en que se [v::pinta::pintar::rs] [s::todo::mss] [p::a::a::n] [at::lo::nss] [a::vivo::vivo::auvnmnp], y tal como pasa.

ADVERB (yellow colour)				
place	main category	selectable options	code	examples
1.	Morphosyntactic Structure	adjective	a	volar [a::alto::alto::auvnlInm]
		noun	n	pasarla [a::bomba::bomba::nfvmnInn]
		derived -mente	m	[a::exactamente::exacto::munnsnn] cuatro metros
		derived -ește	e	iară [a::românește::român::euvnmnn]
		derived -ly	l	to run [a::quickly::quick::luvmnInn]
		derived -iş	i	[a::fățiș::fățiș::iuvnmnn]
		derived -ul	u	[a::dreptul::drept::uuvnmnn]
		derived -one/oni	o	(a) [a::bocconi::bocca::ouvmnInn]
		other	O	any other category [a::word::lemma::Ouvnmnn]
2.	Inflection (inaudible-audible for French; specific categories for other languages)	uninflected /m.sg.	u	volar [a::alto::alto::auvnlInn]
		audible inflection	a	vivre [a::saine::sain::aasnmmnn]
		inaudible inflection	i	je m'en vais [a::seule::seul::aisnmnn]
		Feminine Singular	f	con [a::sola::solo::afnnsnn] una palabra de tu boca
		Neuter Singular	n	just in case an [a::example::example::anvnmnn]
		Masculine Plural	p	los [a::firmes::firme::apnmnn] enamorados
		Feminine Plural	x	las aves vuelan [a::altas::alto::axvnlInn]
		Neuter Plural	z	just in case an [a::example::example::azvnmnn]
3.	Attribution target	Verb	v	volar [a::alto::alto::auvnlInn]
		Verb and Subject	s	vivre [a::saine::sain::aasnmmnn]
		Verb and Object	o	los martirios los paga [a::caros::caro::aponmnn]
		Sentence	S	Verdad sea que, [a::cierto::cierto::auSndnn], duele
		Adverb	A	[a::harto::harto::auAnqnn] duramente...
		Adjective	a	hombres [a::harto::harto::auanqnn] sabios
		noun or syntagma without verb-reference	n	con [a::sola::solo::afnnsnn] una palabra de tu boca
		other	O	just in case an [a::example::example::azOnmnn]
4.	Modified	no	n	volar [a::alto::alto::auvnlInn]
		yes (muy, tan, très...)	m	volar muy [a::alto::alto::auvmInn]
5.	Semantic classification	Manner	m	vivre [a::saine::sain::aasnmmnn]
		Quantity/Intensity	q	hombres [a::harto::harto::auanqnn] sabios
		Time	t	más [a::presto::presto::auvmtnn] cae que sube
		Location	l	volar [a::alto::alto::auvnlInn]
		Discourse	d	Verdad sea que, [a::cierto::cierto::auSndnn], duele
		Specification	s	con [a::sola::solo::afnnsnn] una palabra de tu boca
		Undefined/other	u	just in case an [a::example::example::azOnunn]
6.	Reduplication	no	n	volar [a::alto::alto::auvnlInn]
		yes (tag only one)	r	l'â dditta propiu [a::chiara::chiaro::afonmnn] chiara
7.	Part of prepos. phrase	no	n	volar [a::alto::alto::auvnlInn]
		yes (tag also preposition)	p	[p::en::en::n] [a::serio::serio::auvnmnp]
extra	Coordination	yes (tag both)	C	volar [a::alto::alto::CauvnlInn] y [a::lento::lento::Cauvnmnn]
extra	Lemma	default: lemma = form. If not so, type in lemma (uninflected / masc. sg., modern orthography)		[a::exactamente::exacto::munnsnn] [a::sola::solo::afnnsnn] [a::Çierto::cierto::auSndnn]

VERB (green colour)				
to be tagged if Attribution Target of Adverb is <i>Verb</i> , <i>Verb+Subject</i> or <i>Verb+Object</i>				
place	main category	selectable options	code	examples
1.	Syntactic construction	Transitive Intransitive Reflexive	t i r	los va a [v::pagar::pagar::ts] caros [v::vuelan::volar::is] altas je m'en [v::vais::aller::rs] seule
2.	Part of text	yes no (tag blank space and type in lemma)	s h	[v::vuelan::volar::is] María camina rápido; ... y Pedro lento. > María camina rápido; ... y Pedro [v:::caminar::ih] lento.
extra	Coordination	two coordinated verbs, tag both	C	más presto [v::cae::caer::Cis] que [v::sube::subir::Cis]
extra	Lemma (infinitive form, modern orthography)	type in if lemma ≠ form. Default : lemma = form.	-	[v::vuelan::volar::is]

Subject (orange colour)				
to be tagged if Attribution Target of Adverb is <i>Verb</i> , <i>Verb+Subject</i> or <i>Verb+Object</i>				
place	main category	selectable options	code	examples
1.	Gender	Masculine Feminine Neuter Undefined	m f n u	[s::Pedro::mss] camina rápido [s::mi madre::fss] [s::example::nss] [s::example::uus]
2.	Number	Singular Plural Undefined	s p u	[s::Pedro::mss] [s::mi madre y mi hermana::fps] [s::example::uus]
3.	Overt Subject = Part of text	yes no (no overt subject in pro-drop languages; tag blank space)	s h	[s::Pedro::mss] ... después [s:::fsh] vino a por mí tan [a::derecha::derecho::afsnmnn] que ...

Preposition (blue colour)		
to be combined with an Adverb for example: Spanish <i>en serio</i> , <i>a malas</i> , <i>de seguro</i> , ...		
type in if lemma ≠ form. Default : lemma = form.	tratar [p::en::en::n] [a::serio::serio::auvnmnp] ... [p::a::a::n] [a::malas::mal::axvnmnp] andan ... [p::de::de::n] [a::seguro::seguro::auSndnp]	
1. contracted	no (default)	[p::de::de::n] [a::seguro::seguro::auSndnp]
	yes (contracted, univalarized preposition; tag blank space; type in correct adjective and preposition lemmata)	rum. <i>disegur</i> = [p:::de::c] [a::disegur::segur::auvnmnp]

Article (purple colour) to be combined with an Adverb and a Preposition for example: Spanish <i>a la mera de ahí, pintar al vivo</i>				
place	main category	selectable options	code	Examples
1.	Gender	Masculine Feminine Neuter Undefined	m f n u	[at::los::mpn] [p::a::a::n] [at::la::fsn] [a::mera::mero::afOnunp] de ahí [p::por::por::n] [at::lo::nsn] [a::serio::serio::aunmnp] [at::the::uun]
2.	Number	Singular Plural Undefined	s p u	[at::la::fsn] [at::los::mpn] [at::the::uun]
3.	Contraction	no yes - <i>tag blank space as Article; type in correct preposition lemma</i>	n c	[p::a::a::n] [at::la::fsn] [a::mera::mero::afOnunp] al pronto > [p::al::a::n] [at:::msc] [a::pronto::pronto::auntnp] un retrato que Francisco Losa hizo [v::pintar::pintar::ts] [p::al::a::n] [at:::msc] [a::vivo::vivo::aunmnp] en vna lamina

Possessive (pink colour) to be combined with an Adverb and a Preposition for example: Spanish <i>a mis solas</i>				
place	main category	selectable options	code	examples
1.	Gender	undefined Masculine Feminine Neuter	u m f n	[p::a::a::n] [pv::mis::up1] [a::solas::solo::axvnmn] [pv::mon::ms1] [pv::sa::fs3] [pv::nostru::np1]
2.	Number	Singular Plural Undefined	s p u	[pv::sa::fs3] [pv::nostru::np1] [pv::su::uu3]
3.	Person	1 st 2 nd 3 rd	1 2 3	[pv::mon::ms1] [pv::tus::up2] [pv::sa::fs3]