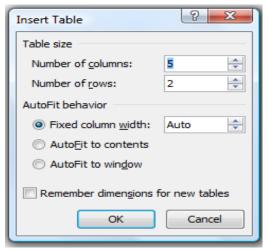
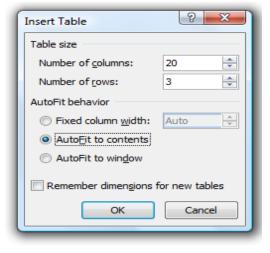
The followings are the steps through which we can make the template for putting the linguistic DATA for various kinds of linguistic analysis.



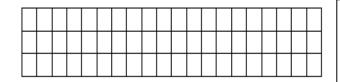
1. This is the first step. Go to INSERT and opt for 'insert ta ble' that y ou se e i n t he pic ture highlighted (in yellow color).



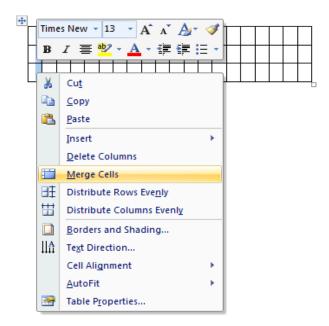
2. In the next step, you will get this sub-menu as 'insert table'



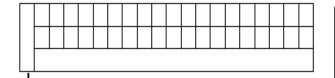
- 3. We must cu stomize the variables of inserttable and there are three simple things to do:
- a. no of columns: 20
- b. no of rows: 03
- c. AutoFit to contents



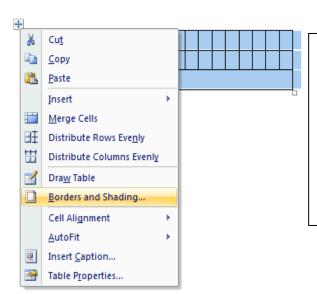
4. We get this kind of table at the fourth step.



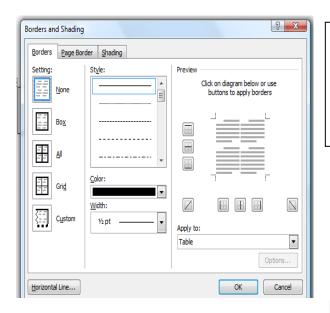
- 5. We must do two things at this stage:
- a. Select the first row of boxes and right-click the mouse; you will get the sub-menu as shown in the picture on the left-hand side. Select the option merge cells. This will help you to put a number for your sentence, this is an important aspect of making the 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.



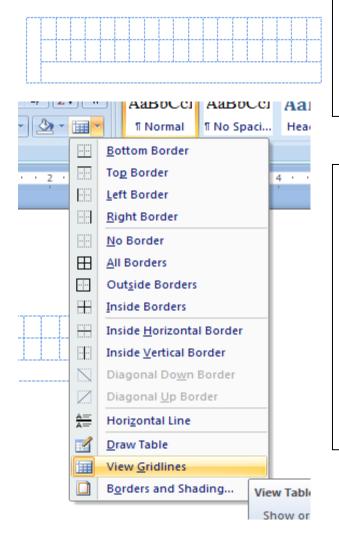
6. We get this kind of table at this stage.



7. In the next step, we select the whole table (this is easy, when you move your cursor near the table, a square box keeps popping up, if you click on that, 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.In the eighth step, you get this sub-menu when you select 'Borders and Shading'. In this you have to c hoose a nop tion, NONE which is the first option on your left as it can be seen in the picture.



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 a nywhere you need to put data in your work.

HAPPY DATA FEEDING

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