



		Review selection in Editor	
Farida:␣		Cut	n't·have·hopes,·we·do
Alex·Crawford:␣		Copy	ate·which·has·stripped
		Paste Options:	mage·of·what·they·war
			every·day.·It·is·a·count
			ho·defy·the·ban·live·in·
			d·are·you?°␣
Afghan·girl:␣		Insert	me·and·find·us.°␣
Alex·Crawford:␣		Delete Cells...	oul·to·meet·the·women
		Merge Cells	to·exist.°␣
Mahboub·		Border Styles	ween·life·and·death.·E
Seraj:␣		Text Direction...	
Alex·Crawford:␣		Table Properties...	ntry·where·there· <u>hasn'</u>
			ifferent·guys·with·guns

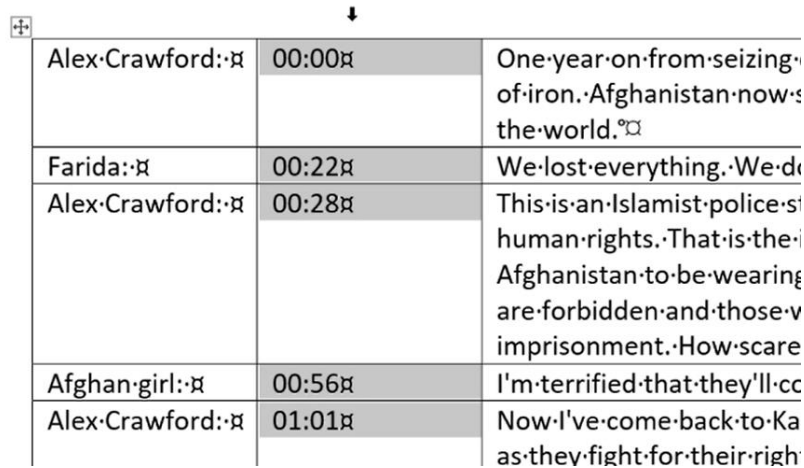
Column Management in Word Tables: Shifting and Merging Columns when reorganising existing transcripts.

Andrea Alemanno

What's this manual for?

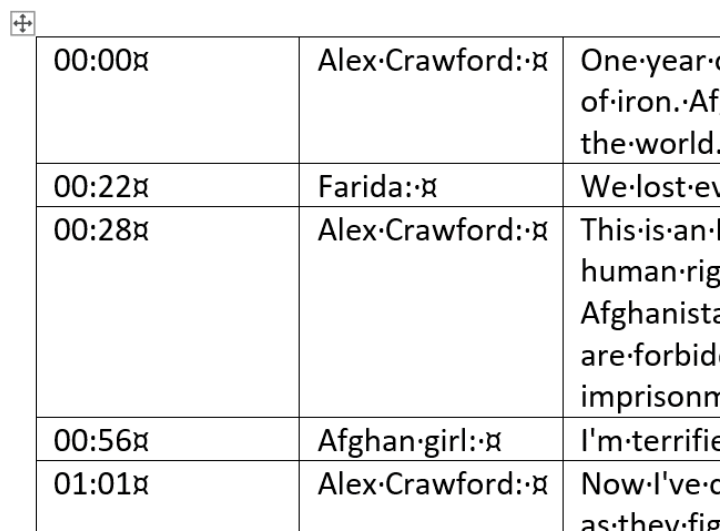
This manual is a step-by-step guide on how to shift the position of columns in Word tables and on how to merge cells. This has to be done when a transcription already exists but has not yet been converted into a Word Table in its final form ready for pasting into the OpenMWS Excel template.

Step 1: When shifting the position of a column, the first thing to do is to select it in its entirety. To do so, you must click the TOP LINE of the column you want to move, where a little black downward arrow will appear.



Alex·Crawford:·ꠤ	00:00ꠤ	One·year·on·from·seizing· of·iron·Afghanistan·now·s the·world.ꠤ
Farida:·ꠤ	00:22ꠤ	We·lost·everything·We·d
Alex·Crawford:·ꠤ	00:28ꠤ	This·is·an·Islamist·police·s human·rights·That·is·the· Afghanistan·to·be·wearing are·forbidden·and·those·v imprisonment·How·scare
Afghan·girl:·ꠤ	00:56ꠤ	I'm·terrified·that·they'll·cc
Alex·Crawford:·ꠤ	01:01ꠤ	Now·I've·come·back·to·Ka as·they·fight·for·their·righ

Step 2: Once the column has been selected, place the mouse inside the first cell of the selected column and drag it to the left (or to the right, depending on the position you want). The two columns have now swapped places, with the first in second position and the second in first position.



00:00ꠤ	Alex·Crawford:·ꠤ	One·year· of·iron·Af the·world.
00:22ꠤ	Farida:·ꠤ	We·lost·ev
00:28ꠤ	Alex·Crawford:·ꠤ	This·is·an·l human·rig Afghanista are·forbid imprisonn
00:56ꠤ	Afghan·girl:·ꠤ	I'm·terrifie
01:01ꠤ	Alex·Crawford:·ꠤ	Now·I've·c as·they·fi

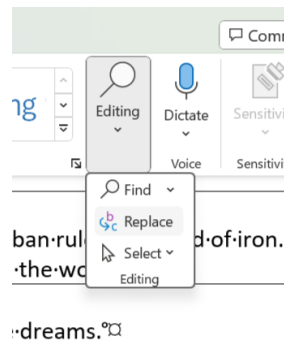
Step 3: Now merge the cells so as to link the name of the speaker with what s/he says. Select the cells to be merged and then right-click; select and click “Merge cells”: the two cells will be merged.

Alex Crawford:	One year on from seizing control of Afghanistan, the Taliban rule with a rod of iron. Afghanistan now suffers under one of the most repressive regimes in the world.
Farida:	We lost everything. We don't have hopes, we don't have dreams.
Alex Crawford:	This is an Islamist police state which has stripped women of their most basic human rights. That is the image of what they want the women of Afghanistan to be wearing every day. It is a country where schools for girls are forbidden and those who defy the ban live in fear of beatings and imprisonment. How scared are you?
Afghan girl:	I'm terrified that they'll come and find us.
Alex Crawford:	Now I've come back to Kabul to meet the women who refuse to be silenced as they fight for their right to exist.
Mahbouba Seraj:	For us it's the question between life and death. Either we are going to die or we are going to live.

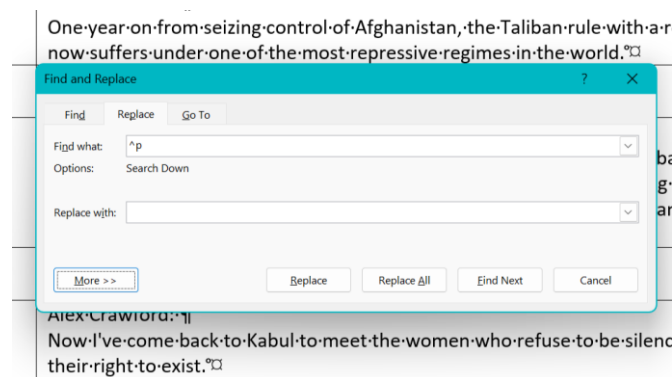
Step 4: Repeat this process for every cell you need to merge. Once finished your table will look like this:

00:00	Alex Crawford: One year on from seizing control of Afghanistan, the Taliban rule with a rod of iron. Afghanistan now suffers under one of the most repressive regimes in the world.
00:22	Farida: We lost everything. We don't have hopes, we don't have dreams.
00:28	Alex Crawford: This is an Islamist police state which has stripped women of their most basic human rights. That is the image of what they want the women of Afghanistan to be wearing every day. It is a country where schools for girls are forbidden and those who defy the ban live in fear of beatings and imprisonment. How scared are you?
00:56	Afghan girl: I'm terrified that they'll come and find us.
01:01	Alex Crawford: Now I've come back to Kabul to meet the women who refuse to be silenced as they fight for their right to exist.
01:09	Mahbouba Seraj: For us it's the question between life and death. Either we are going to die or we are going to live.

Step 5: Finally, you need to replace the pilcrow/paragraph symbol (¶): the final text needs to include the name of the speaker + colon (:) + space + what the speaker says. To do so, head to “Editing” (top right in the Word document) then click “Replace.”



In “Find what”, write: ^p, then leave “Replace with” a blank space and hit “Replace all.”



Finished! Your Word Table looks like this and is ready to be copied and pasted , one column at a time, into your Excel sheet. Alternatively, you can add two blank columns between the first and second columns. In this way, the entire Word Table can be pasted directly in one go into the corresponding Transcript Sheet columns – Columns C, D, E and F – in the Excel template for OpenMWS.

00:00	Alex Crawford: One year on from seizing control of Afghanistan, the Taliban rule with a rod of iron. Afghanistan now suffers under one of the most repressive regimes in the world.
00:22	Farida: We lost everything. We don't have hopes, we don't have dreams.
00:28	Alex Crawford: This is an Islamist police state which has stripped women of their most basic human rights. That is the image of what they want the women of Afghanistan to be wearing every day. It is a country where schools for girls are forbidden and those who defy the ban live in fear of beatings and imprisonment. How scared are you?
00:56	Afghan girl: I'm terrified that they'll come and find us.
01:01	Alex Crawford: Now I've come back to Kabul to meet the women who refuse to be silenced as they fight for their right to exist.
01:09	Mahbouba Seraj: For us it's the question between life and death. Either we are going to die or we are going to live.
01:56	Alex Crawford: I've never been to this country where there hasn't been guys with guns everywhere. They're just different guys with guns now. Every time I come to Afghanistan I'm excited at coming but there's also a really heavy feeling of dread. I was in the country the week before the Taliban seized power. The West had abandoned its 20-year commitment to