Editing – class 2

Open Kurs > angielski > editing > Emma (your file from last class)

GAPPING A TEXT (for a cloze test)

1. Go to the last two paragraphs. Select several words to be gapped by double-clicking on them while holding the Ctrl button.

2. For the words selected use Italics character style by clicking I button in Narzędzia główne or using the Ctrl + I keys.

3. Select the whole two paragraphs

4. Zamień (Ctrl+H – OR far right in Narzędzia główne) > place cursor in Znajdź, make sure the field itself is empty > Open “Więcej”

5. Choose: Formatuj (bottom left of the window):
   Styl czcionki: „kursywa” (No1 in Fig.3)

6. Zamień wszystko. DO NOT search the rest of the document, only the paragraphs selected.
7. **Cursor between brackets in gap 1**, Menu *Wstaw > Szybkie części > Pole > choose ListNum* from the list and other settings as shown below.

8. Now between the brackets in the first gap you will most likely see either 1) or 1. (with a dot). This depends on what your current default formatting of the numbered list is. Whichever it is, you want to keep the number only, without a punctuation symbol. Here is how you can do it: Select the newly imbedded field and right-click on it. In the options that open, go to *Numerowanie* and then *Definiuj nowy format numeracji* (No 1). Remove the dot after the model number. Then, choose the formatting which looks like that in the big circle below at № 2 (no punctuation added).

Copy the inserted number and paste into the other brackets in the series of gaps in your text.

**HYPERLINK**

In a new line write: *Everything Jane Austen*. Then select that text and right click on it – one of the options will be *Hiperłącze*. Alternatively, you can use menu *Wstawianie > hiperłącze*. In the window that opens find a field where you need to give the URL and paste this link:

http://www.pemberley.com/

**NEW SECTION**

1. *Układ strony > Znaki podziału > Podział sekcji > Następna strona*

2. In the new page, double click at the very top of the page. Header editing functions will be
activated. Click “Połącz z poprzednim” to turn OFF header continuity. The new header should be empty now, and the previous section should still keep “Emma Chapter VI” as its header.

**MULTI-LEVEL LIST (LISTA WIELOPOZIOMOWA)**

1. Open this link: [http://www.bartleby.com/222/1000.html](http://www.bartleby.com/222/1000.html)

2. Select text from “WORKS” to the bottom of the list

3. *Wklej specjalnie: Tekst niesformatowany (!)*

4. Show non-printing characters 📑. Delete empty paragraphs from the list. Also, there MAY be four unnecessary spaces in front of each line (different computers do different things here :)). If so, remove them by using Zamień in Narzędzia główne (Ctrl+H) and typing four spaces into Znajdź and leaving Zamień empty. Make sure there is no formatting defined – the settings for “Kursywa” and “Nie kursywa” may have remained from your previous operation. Use “Bez formatowania” for both fields - just in case. Choose Zamień wszystko.

5. Select the whole list (cursor at the beginning, then Shif+Ctrl+End). Next find and apply formatting shown below:

6. Now you should have this:

   ![Image of formatted list]

   The first two lines are what we want, the first (1.) and second (a.) level of our list. Points from 2 to 8 should make the third level (i., ii. , iii., etc).

   In order to make it so, select these lines and press the Tab key twice or click the tab icon in Narzędzia główne:

7. Divide the whole list into appropriate levels by using tabs.

8. After point 2 (BIOGRAPHY AND CRITICISM) apply level 3 formatting (Tab twice), for all the lines. For the first line there turn off the list formatting by clicking 📑.
9. Insert a new section on a new page again (Układ strony>Wybierz znaki podziału, etc.)

10. Double click on the new page below the header. Go to Układ strony (Page formatting).
    Change page orientation from Pionowa (Portrait) into Pozioma (Landscape). If you have
    performed the instructions in above correctly, page orientation should not change for pages
    above this one.

**TABLE**

1. Open this site: [http://www.fantasticfiction.co.uk/a/jane-austen/](http://www.fantasticfiction.co.uk/a/jane-austen/)

2. Copy the “Jane Austen’s novels” list (with the heading) as far as “Persuasion (1817)”

3. **Wklej specjalnie > Tekst niesformatowany**

4. Select the pasted text again > Wstawianie > Tabela > Konwertuj tekst na tabelę

5. **Select the table.** Remove remaining right brackets by “Znajdź i zamień” (ctrl+H)

6. Add a new row between 1st and 2nd (e.g. select 2nd row, right click, find Wstaw>Wiersze
   powyżej)

7. Select 1st row, right-click > Komórka > Scal. Align Center (Ctrl+E)

8. In the new row add “Title” in the left cell and “Year” in the right cell.

9. Select 1st and 2nd row, go to Style and choose Tytuł książki or any other style you like for the
   table headings. Then select the table, go to paragraph formatting (Narzędzia główne >
   Akapit). Set single line spacing, remove all space before and after paragraph.

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Separatory tekstu: Inny: [ ] – type the left bracket symbol into the window, as shown
above). In this way you can use the format of the text (brackets) to automatically divide
the source text into separate columns in the table.
**SORTING**

Go to Narzędzia główne. Find sorting (experiment!)

Select rows 3-8 > Sortuj według > kolumna 1 > tekstowy > rosnąco
Select rows 3-8 > Sortuj według > kolumna 2 > numeryczny > malejąco
Select rows 3-8 > Sortuj według > kolumna 2 > numeryczny > rosnąco

**ADVANCED TABLE FORMATTING**

1. Add a new column on the left, merge all the cells in it into one. Write “BIBLIOGRAPHY”. Select the column and change text orientation as shown here:

2. Select BIBLIOGRAPHY, go to Czcionka > Odstępy między znakami.

3. Adjust the width of the new column by dragging its right-hand border line with the mouse. Right-click in the cell to adjust the text in the cell to the center:

4. Borders and shading. Use tools in Obramowanie i cięciowanie to obtain the following:

   To change the width of a line you need to select a whole cell (or group of cells) for which you want to introduce the change (not just the text in it), then select the width that you need (e.g. 1 pt), and finally click on the appropriate line in the line formatting window (left, right, middle, top or bottom). Also, set paragraph formatting (i.e. Odstępy & Interlinia) for the table text to minimum values. Text alignment – left (apart from the top heading).

5. Align the table to the center of the page in Właściwości tabeli.

   WELL DONE! 😊