

# UNIQUODER 1.0 manual

Program: 7 January 2001 – Östen Dahl

Modifications: 12 December 2004 – Hans-Jörg Bibiko

If you see a square or nothing here instead of a Cyrillic character: ж, you need to download a Unicode-compliant Times New Roman font with the WGL character set from Microsoft's web site) in order to read this file properly.

## ***What you need***

To install and use UNIQUODER you need

*for Windows:*

- an unzipping utility (PKUNZIP.EXE, Winzip or some similar program)
- Microsoft Windows 95 or later
- Microsoft Word 97 or 2000
- at least one Unicode-compliant font covering the relevant code pages (see Fonts page on the UNIQUODER web site for tips where to get them)

*for Mac:*

- Mac OSX 10.1 or higher
- Microsoft Word 2004 (Version 11) or higher  
**(This Add-In doesn't work with Microsoft Word X for Mac, because this version doesn't support Unicode!)**

Note: many (perhaps most) recent fonts are Unicode-compliant but are usually restricted to the WGL character set which does not contain IPA extensions and most diacritics. There are also fonts such as Lucida Sans Unicode that do contain those characters but where other characters are missing. UNIQUODER will not work properly with those fonts.

## ***Security issues***

UNIQUODER makes use of macros -- small programs that can be created within Word (see Word Help section "Using macros to automate tasks"). Macros constitute a security problem since that they can be misused for storing viruses -- malignant programs that damage the contents of your hard disk and copy themselves to other computers. Macro viruses have created quite serious problems in recent years. Needless to say, the UNIQUODER macros do not have any detrimental effects. However, you should be aware of the security issues involved in using macros.

You should have proper virus protection installed in your computer. See to it that it is updated and that it includes protection against macro viruses.

As a precaution, you should only install copies of UNIQUODER that you have downloaded from the UNIQUODER website.

Recent versions of Microsoft Word give a warning when you try to open a file that contains macros. Such a warning does not mean that the file is infected by a virus, just that it contains macros for one reason or another. Since UNIQODER.DOT does contain macros, you may get this warning. You have to press "Enable macros" to make UNIQODER work.

### ***Installing and uninstalling UNIQODER***

#### **Installing UNIQODER in Word**

1. Extract UNIQODER.DOT from the sitx/zip-file into a suitable folder.

Note: You may place UNIQODER.DOT anywhere but if you want it to be loaded automatically when you start Word you should put in Word's start-up folder  
*for Windows:*

Program Files/Microsoft Office/Office/Startup

*for MAC:*

Macintosh HD:Applications:Microsoft Office 2004:Office:Startup:Word

The folder names can differ. To locate or change your Startup setting, click Options on the Tools menu, and then click the File Locations tab.

2. Start Word.

If the Uniqoder Toolbar isn't visible then

3. On the Tools menu, click Templates and Add-Ins.

4. Click Add, switch to the folder that contains the template or add-in you want, click it, and then click OK.

#### **Uninstalling UNIQODER from Word**

If you have stored UNIQODER.DOT in Word's startup folder, simply remove it from there. Otherwise:

1. On the Tools menu, click Templates and Add-Ins.

2. Under Global templates and add-ins, click "UNIQODER.dot", and then click Remove.

### ***Loading UNIQODER***

If you did not place UNIQODER.DOT in the start-up folder, you must load it after starting Word:

1. On the Tools menu, click Templates and Add-Ins.

2. Under Global templates and add-ins, select the check box next to the name "UNIQODER.dot".

### ***Unloading UNIQODER***

1. On the Tools menu, click Templates and Add-Ins.

2. To unload UNIQODER but leave it in the Global templates and add-ins box, clear the check box next to "UNIQODER.dot".

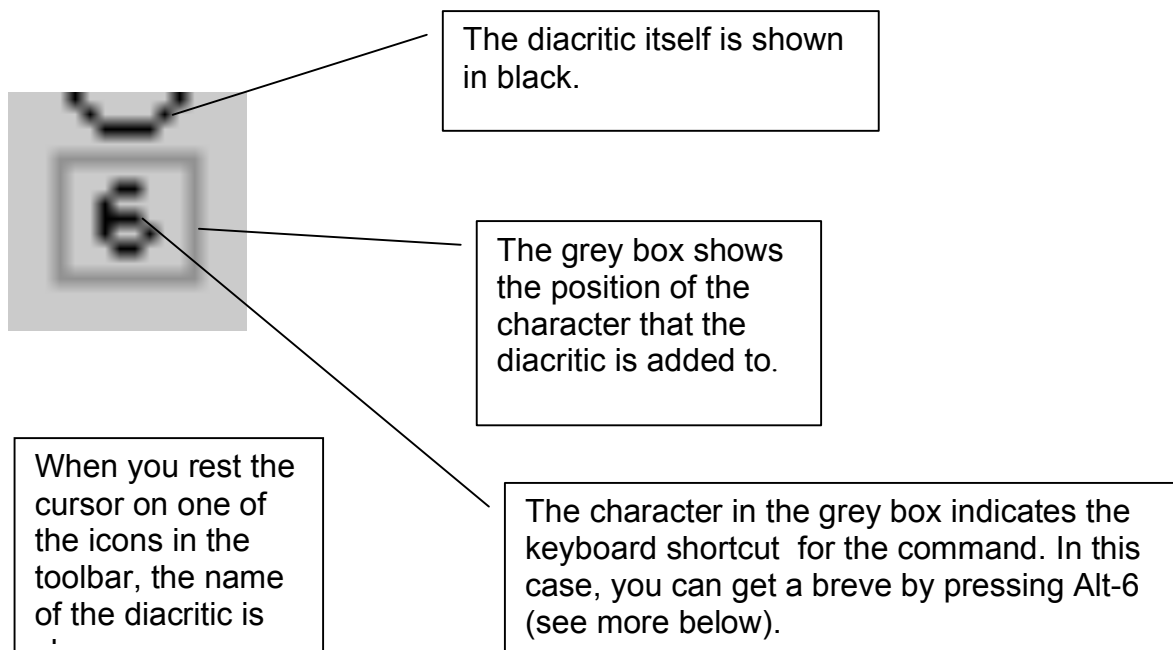
## Using UNIQODER

### The UNIQODER screen elements

UNIQODER contains three extra toolbars. When you load UNIQODER, you will see the toolbar **Diacritics** arranged vertically/horizontally to the left/top on the screen. The two further toolbars "More diacritics above" and "More diacritics below" are displayed by clicking the icons X and Y respectively.


### What the toolbar icons mean


The following picture shows what an icon on the **Diacritics** toolbar looks like.







### Entering characters with diacritics

This is best described by some examples



To enter **ö**, that is, o with a breve, first press the O key, then click on  on the **Diacritics** toolbar.

To enter **Ö**, that is, capital O with a breve, pressing the O key while holding down Shift, then click on  on the **Diacritics** toolbar.

To enter **ṑ**, that is, p with an inverted breve, first press the P key, then click on  on the **Diacritics** toolbar to display the More diacritics above toolbar (if it is not already in view), then find the invertedbreve  icon and click on it.

To enter **Z̆**, that is, capital Z with a breve below, press the Q key holding down Shift, then click on  on the **Diacritics** toolbar to display the **More diacritics below** toolbar (if it is not already in view), then find the **brevebelow** icon  and click on it.

What about characters with more than one diacritic? Just the same:

To enter Ū, that is, u with a breve and an ogonek, first press the U key, then click on , and then finally on  on the **Diacritics** toolbar.

**Note:** the order is the opposite to what you normally do in Windows to get an accented character on the international keyboards -- there you press the key for the accent before the key for the main character.

Notice: you must choose a Unicode font containing the character in question before entering it, otherwise you will just get a square instead of the character on the screen.

### Keyboard shortcuts

For the diacritics on the **Diacritics** toolbar keyboard shortcuts have been added. They are all combinations of Alt and some characters, in most cases the number keys -- which one is indicated in the grey boxes on the **Diacritics** toolbar. Thus, an alternative method to get some of the examples above is as follows:

To enter ō, that is, o with a breve, first press the O key, then press the 6 key holding down Alt.

To enter Ŏ, that is, capital O with a breve, pressing the O key while holding down Shift, then press the 6 key holding down Alt.

There are no shortcuts for the diacritics on the other toolbars. You may easily create them by using the **Tools**→**Customize** command in Word.

- On some international keyboards, the shortcuts may not always be the ones that are shown. For instance, on the Swedish/Finnish keyboard, the shortcut for ogonek is Alt-§ rather than Alt-/.

### Entering UNICODE characters that are not on the keyboard

You will find most characters that you need under the Unicode menus. The characters are sorted according to the character they are based on or are otherwise associated with. Thus, you will find **Ǽ** (!turned a) under the A menu, **δ** (!delta) under the D menu and so on.

To enter a character, simply click the corresponding item on the menu.

Notice: you must choose a Unicode font containing the character in question before entering it, otherwise you will just get a square instead of the character on the screen. (If you do, you can get it right by selecting the square and choose the correct font in the usual way.)

### Entering upper case characters

Many of the UNICODE characters are defined for both upper and lower case (e.g. **P** and **Ɔ** (phook)).

Most of the time the special characters that you will need will be lower case. For reasons of space, the menus do not in general contain upper case characters. Exceptions are the capital Greek letters that have a deviant form from the corresponding Latin ones such as  $\Delta$  and  $\Sigma$ . It is however relatively easy to change a lower case character into an upper case character using the Word **Format Change Case** command or its shortcut Shift-F3. (It is certainly still easier than finding the character you want in Word's Symbol table!).

If the character in question is the first in the word (as upper case letters often are), it is usually sufficient to press Shift-F3 after entering the lower case character. If it is not the first letter in the word, you had better first select the letter with the cursor (or use Shift-LeftArrow), then press Shift-F3. Thus:

To enter **Ɔ** (phook) as the first letter of a word, choose the **Unicode N-Z+** menu, then the **P** submenu, then click **!phook**, then press Shift-F3.

To enter **Ɔ** (phook) elsewhere, choose the **Unicode N-Z+** menu, then the **P** submenu, then click **!phook**. Select **Ɔ** with the cursor or press Shift-LeftArrow, then press Shift-F3.

You may also use the Autotext entry for the upper case character directly (see below "Using the Autotext entries directly").

### **Advanced topics**

#### Customize UNICODE

Since UNIQODER itself is basically the result of customizing Word, customizing UNIQODER to fit your whims and wishes is no problem. Here is the way to do it:

1. Check first that you have a backup copy of the file UNIQODER.DOT.
1. Unload UNIQODER (see above: "Unloading UNIQODER").
2. Open UNIQODER.dot for editing: use the ordinary Open File command. (You must choose "Document Templates" or "All files" under "Files of type:" to see UNIQODER.dot. You must also have chosen the right folder, of course.)
3. Any toolbar that you want to customize must be visible at this point (use View Toolbars if it is not).
3. On the Tools menu, click Customize, and choose the Commands tab. Check that "UNIQODER.dot" is chosen under "Save in:".

To edit any item on a menu or toolbar, right-click (left-click for lefties) the item. This opens a menu which allows you to delete or rename the item, to edit the button etc. Please consult the Word help file to find out how to do these things.

To move an item to a new position, just drag it to where you want it.

Exit Customize by clicking Close. Do not forget to save the customized version of UNIQODER.DOT!

## How it really works

UNIQUODER systematically exploits the Word Autotext function (see Word Help section "Use shortcuts to insert frequently used text and graphics").

Each UNICODE character defined in UNIQUODER has its own AutoText entry, stored in UNIQUODER.DOT. The menu commands just invoke those entries. The toolbar buttons for diacritics are a bit smarter. They start a macro that first looks for an AutoText entry for the combination of the preceding character and the diacritic. If it does not find such an entry, it simply adds the diacritic. If the preceding character is a space, it adds the corresponding "Space Modifying Character". If the preceding character is an **i**, it is replaced by a dotless **ı** when adding a diacritic above.

## UNIQUODER naming conventions

In the Unicode system, each character has a two-byte code but also a descriptive name such as "LATIN SMALL LETTER A WITH CIRCUMFLEX" for **â**. In UNIQUODER, these rather pompous names are abbreviated for convenience. All UNIQUODER names start with an exclamation mark **!** except upper case letters that start with two exclamation marks. **â** is thus called **!acircumflex** and **Â !!acircumflex**. (The IPA characters that are essentially smaller variants of upper case letters have been given double names to make things easier -- **!smallb** and **!!smallb** thus refer to the same letter **B**.)

Some characters appear in two versions, one as a diacritic (character block "Combining Diacritical Marks") and another as an independent character (the character block confusingly called "Spacing Modifier Letters"). In UNIQUODER, these are distinguished by adding the prefix "mod" to the latter. **^** thus appears both as **!circumflex** (diacritic) and **!modcircumflex** (independent). However, on the toolbars, the names of these characters appear without diacritics (e.g. **circumflex**). (This is because they refer to macros rather than to Autotext entries.)

The letter **ı** is called **!scripta** rather than **!alpha** to avoid confusion with the Greek letter **α**.

Notice that the characters **!epsilon** and **!opene** are different in some fonts and the same in others.

## Using the Autotext entries directly

There is an alternative way of entering Unicode characters -- by using the Autotext entries directly. For instance, to enter the **schwa** character you do as follows:

1. Type **!schwa**. (Don't forget the exclamation mark!)
2. Press F3.

The advantage of this method is that you do not have to use the mouse. But you have to know the UNIQODER name of the character.

The method also has its restrictions. The Autotext function works only with whole words. That is, if you have defined an Autotext entry "xyz" it will work if you type "blah blah xyz"+F3 but not if you type "blah blahxyz"+F3. However, you may "cheat" by delimiting the Autotext string by characters that Word regards as word delimiters, such as "!". This is one reason why all UNIQODER character names start with a "!" (another motivation is to avoid naming conflicts). But if you type a UNIQODER Autotext entry in the middle rather than at the end of a word, it won't work.

You may also create your own Autotext entries for characters and combinations of characters that you use often (see Word Help section "Use shortcuts to insert frequently used text and graphics").

### ***Known compatibility problems***

If you use other Word add-ins at the same time as UNIQODER, there may be conflicts. Some add-ins wipe away any other custom menus from the menu bar before adding their own, which means that the two UNIQODER menus just disappear. Possible but somewhat cumbersome remedy: unload both UNIQODER and the competing add-in (see above: "Unloading UNIQODER"), then open UNIQODER.dot for editing, then use the Tools→Customize tool to move the UNIQODER menus to a suitable toolbar, where they will be safe for other add-ins. (Tip: give the menus shorter names to make them take up less space.)

### ***Character blocks covered by UNIQODER***

There should be a complete set of Autotext entries for the following character blocks; however, not all characters appear on the menus and/or toolbars.

- Latin-1 Supplement
- Latin Extended-A
- Latin Extended-B
- IPA Extensions
- Spacing Modifier Letters
- Combining Diacritical Marks
- Greek
- Latin Extended Additional