

Filling out the Base Table:

This instruction follows with the 2008ALEBasetable.xls (Excell document).

1. Preliminary remarks:

- Please have the ZRCola-font installed when rendering your data.
- In the first four columns you will find network point encoding. Please, don't make any changes in them: I need them for reference purposes.

2. Descripton of the ALEBasetable: sheet *basetable1*

[ALEpointcodeOLD]

This is a composition of the traditional ALE point codes, starting with a country code, when necessary followed by an extra number for different languages or language groups. Finally the point number is added, so that you get e.g. Netherlands = 18, Frisian is .1 and than 5 points for Frisian, thus: 18.1.101 - 18.1.105.

[ALEpointcodeNEW]

THIS column contains the new point codes. They are made up from the following elements:

- 2 character country encoding, using the usual Internet abbreviations (nl = Netherlands, fr = France, ru = Russia, etc.).
In the traditional ALE numbering, identical numbers were used for German places in West- and East-Germany, with different country codes (21 = DDR, 22 BRD). So both countries had a place 001. Now they have the same country code (DE) and the place number for the places in the former DDR have been enlarged with 400, so 001 is now 401, etc. In the traditional ALE place codes (previous column) you still find the original code (21.0.001, etc.).
- 1 character language group encoding. This information is drawn from the printed ALE-basemap. I have tried to find 1 character encodings for every group. You find the legend of the codes in the sheet *Language Groups*. Most abbreviations are quite obvious (R = Romance, S = Slavic, etc.). In some other cases I had to use a 'trick' like E = Basque (*Euskadi*). For 4 small language groups beginning with the letter 'A', I applied a two-letter abbreviation, like Am = Armenian, Ab = Abkhazo-Adyge, etc.

If you find and mistake in the point encoding (wrong country, wrong language group?) please report it to me seperately but don't make changes in the table.

[Language Group]

This is the same catogorization as used in the previous column, reflecting the language group markers in the ALE basemap.

[Official placename]

This is the name as it is officially used in the administration of the country. The names have been taken from the indexes in the commentary volume ALE I-6. Some diacritics are missing, but will be added at the Fryske Akademy. If you don't use this column, you may delete it.

[Minority Language Placename]

For many places there are variant names in use among the speakers of autochtonous linguistic minorities, like in Southern Tirol: *Bressanone* / *Brixen*. You are all kindly requested to fill out and

send to me any place names in minority languages. If you don't use this column, you may delete it.

[language]

The assignment to specific languages is in some cases rather a political than a linguistic matter. I will take the information from the pages XXVII-XXX from the commentary volume of ALE I-6. For the moment, I have chosen to leave this information out from the table.

In the following columns, you can fill out your data. **YOU CAN ONLY GIVE ONE FORM PER SHEET.** So if there are multiple answers for one point, you write the primary form in sheet 'Basetable1', any secondary form in 'Basetable2', etc. For cases with more than 2 forms per point, please make an extra copy of the sheet. The result of this approach is that 'Basetable1' will be maximally filled out, the others will largely remain empty.

[Spelling]

Here you can give the respective form in a normalized spelling, as provided by the data files.

[Phonetics]

Here you write the phonetic form as provided by the data files (use the ZRCola-font)

[Classification]

In the datasheets prepared for volume 7 that were sent to me, two parallel types of classification have been applied:

- 1) the type with multiple digits, like **1.1.1**, **2.1.3**, etc.
- 2) a symbolcode from the ALE instruction booklet, like **22039**, **23000**, etc.

So far there is no fixed rule for what level of encoding is used for motivation or etymology. In the first type of encoding, you might decide to use the first number for motivation, thus: **1....** motivation 1, **2....** motivation 2, etc. and use the other digits for differences in e.g. compounding, etymology, etc. The same is often done with the symbol numbers, e.g. the symbol 'family' of **220..** is used to designate one motivation group and the sub-symbolization is used for etymological differences, etc.

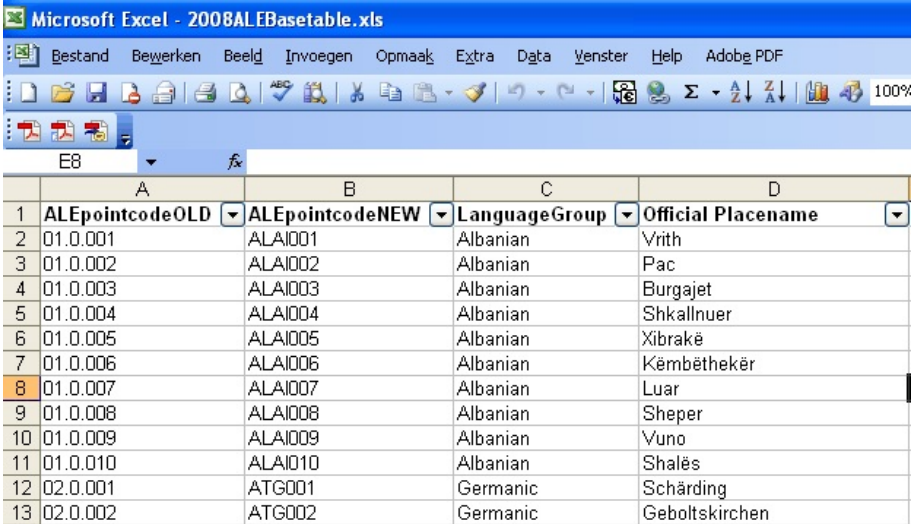
In the internetmaps we have the possibility to show multiple representations. I can make one map concentrating on motivation, another one that stresses the aspect of etymological relationships, one more that shows the difference between inherited words and loanwords, etc. Normally speaking, I can combine two aspects in one map: one aspect will always be visually dominant. The symbols on the internet maps will be a subset of the symbol library that was used for the printed Polygraphico maps, merely the basic forms. These will be combined with colour. I will make a first design and will discuss that with the author and make adjustments following the discussion.

I have given two examples of possible classifications in the sheet "Classification Examples". In both of them you may either use classification codes or circumscriptions. To be able to make a legend for the map, I need some circumscription, so if you use numerical codes for the classification, I would like to receive a separate table with the circumscription for the applied codes.

Appendix I:

The use of Excel (procedures are similar for other spreadsheet programs.)

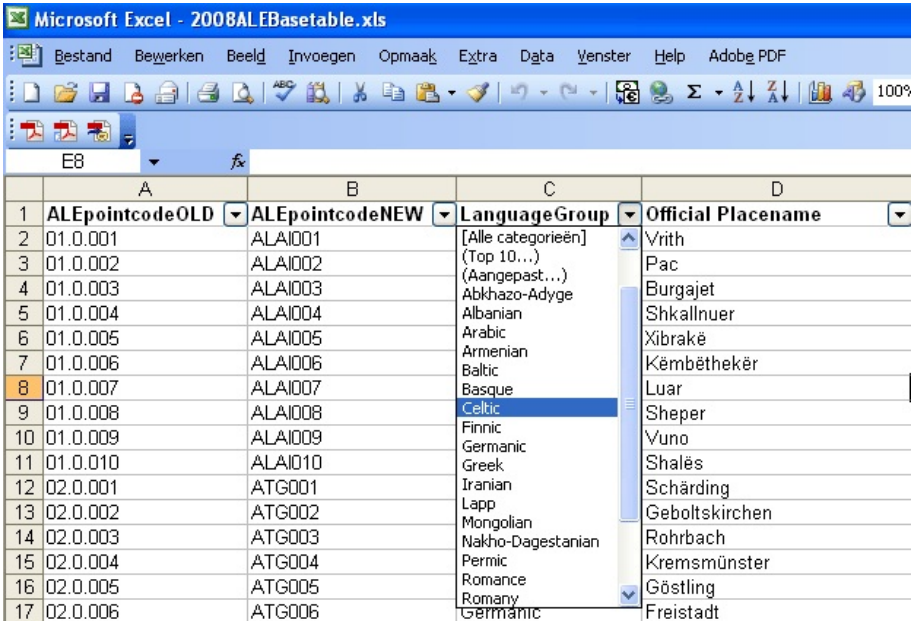
The data filter has been activated in the header of the columns (screenshot 1). This gives you the possibility to work with subselections of the list. This can be practical when filling out the sheet or when working on the interpretation. In the following example we make a subselection for the Celtic points in Great-Brittain.



	A	B	C	D
1	ALEpointcodeOLD	ALEpointcodeNEW	LanguageGroup	Official Placename
2	01.0.001	ALAI001	Albanian	Vrith
3	01.0.002	ALAI002	Albanian	Pac
4	01.0.003	ALAI003	Albanian	Burgajet
5	01.0.004	ALAI004	Albanian	Shkallnuer
6	01.0.005	ALAI005	Albanian	Xibrakë
7	01.0.006	ALAI006	Albanian	Këmbëthekër
8	01.0.007	ALAI007	Albanian	Luar
9	01.0.008	ALAI008	Albanian	Sheper
10	01.0.009	ALAI009	Albanian	Vuno
11	01.0.010	ALAI010	Albanian	Shalës
12	02.0.001	ATG001	Germanic	Schärding
13	02.0.002	ATG002	Germanic	Geboltskirchen

Screenshot 1: XLS-table with *autofilter* headings

To select the Celtic points all together, you can use the Languagegroup-column. When you clic the small black triangle at the right site of the column header, you will see a drop down menu. There you can select the language group 'Celtic':



	A	B	C	D
1	ALEpointcodeOLD	ALEpointcodeNEW	LanguageGroup	Official Placename
2	01.0.001	ALAI001	[Alle categorieën]	Vrith
3	01.0.002	ALAI002	(Top 10...)	Pac
4	01.0.003	ALAI003	(Aangepast...)	Burgajet
5	01.0.004	ALAI004	Abkhazo-Adyge	Shkallnuer
6	01.0.005	ALAI005	Albanian	Xibrakë
7	01.0.006	ALAI006	Arabic	Këmbëthekër
8	01.0.007	ALAI007	Armenian	Luar
9	01.0.008	ALAI008	Baltic	Sheper
10	01.0.009	ALAI009	Basque	Vuno
11	01.0.010	ALAI010	Celtic	Shalës
12	02.0.001	ATG001	Finnic	Schärding
13	02.0.002	ATG002	Germanic	Geboltskirchen
14	02.0.003	ATG003	Greek	Rohrbach
15	02.0.004	ATG004	Iranian	Kremsmünster
16	02.0.005	ATG005	Lapp	Göstling
17	02.0.006	ATG006	Mongolian	Freistadt
			Nakho-Dagestanian	
			Permian	
			Romance	
			Romany	
			Germanic	

Screenshot 2: selection list in *autofilter* dropdown menu.

Now you will only see the points for Celtic languages, irrespective of country (screenshot 3).

	A	B	C	D	E
1	ALEpointcodeOLD	ALEpointcodeNEW	LanguageGroup	Official Placename	MinorityPlacename
774	08.7.701	FRC701	Celtic	Briec	Brieg
775	08.7.702	FRC702	Celtic	Guiclan	Gwiglann
776	08.7.703	FRC703	Celtic	Langonnet	Langoned
777	08.7.704	FRC704	Celtic	Plougrescant	Plougouskant
778	08.7.705	FRC705	Celtic	St_Nicolas_du_Pelem	Sant-Nikolaz-ar-Pelem
779	08.7.706	FRC706	Celtic	St_Jean_Brévelay	Sant-Yann-Brevele
863	09.1.101	GBC101	Celtic	Trefor	
864	09.1.102	GBC102	Celtic	Llanfiar_Tallhaearn	
866	09.1.104	GBC104	Celtic	Boncath	
867	09.1.105	GBC105	Celtic	Melltym	
868	09.1.106	GBC106	Celtic	Llanddwywe	
869	09.1.107	GBC107	Celtic	Ilanrhystud	
870	09.1.108	GBC108	Celtic	Llansawel	
871	09.1.109	GBC109	Celtic	Felindre	
873	09.1.111	GBC111	Celtic	Llanfair_Caereinion	

Screenshot 3: selection of 'Celtic' points.

To further reduce the subselection to the Celtic points in Great-Brittain only, you can use the country codes in the beginning of the place codes in column ALEpointcodeNEW. Please select the autofilter option ('adjusted') (screenshot 4):

	A	B	C	D
1	ALEpointcodeOLD	ALEpointcodeNEW	LanguageGroup	Official Placename
863	09.1.101	GBC101	Celtic	Trefor
864	09.1.102	GBC102	Celtic	Llanfiar_Tallhaearn
866	09.1.104	GBC104	Celtic	Boncath
867	09.1.105	GBC105	Celtic	Melltym
868	09.1.106	GBC106	Celtic	Llanddwywe
869	09.1.107	GBC107	Celtic	Ilanrhystud
870	09.1.108	GBC108	Celtic	Llansawel
871	09.1.109	GBC109	Celtic	Felindre
873	09.1.111	GBC111	Celtic	Llanfair_Caereinion
876	09.1.114	GBC114	Celtic	Penderyn
877	09.1.115	GBC115	Celtic	Llantrisant
894	09.3.216	GBC216	Celtic	Brue
895	09.3.217	GBC217	Celtic	Assynt
896	09.3.218	GBC218	Celtic	Eriskay
897	09.3.219	GBC219	Celtic	Horgabost
898	09.3.220	GBC220	Celtic	Uig
899	09.3.221	GBC221	Celtic	Camus_Cross

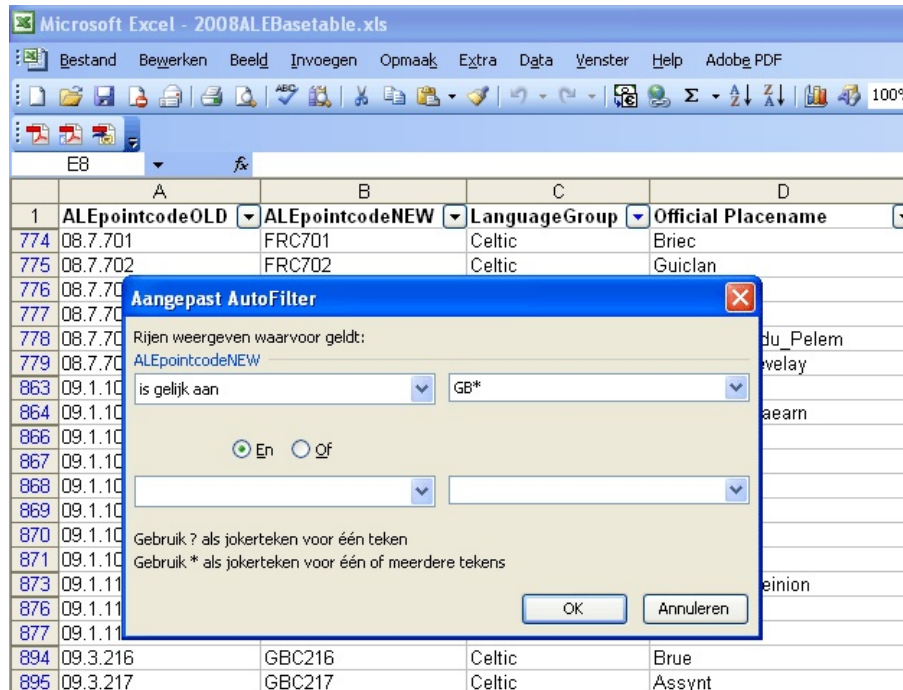
Screenshot 4: making a subselection, using wildcards (!).

No you get the AutoFilter adjustment window (screenshot 5). You can apply wildcards in the definition of filters:

* = zero or more characters

? = only one character

Using the option “is gelijk aan” (English: ‘equals’) you fill out ‘GB*’, meaning every string beginning



Screenshot 5: making a subselection, using wildcards (II).

with 'GB'. The result of this selection is shown in the next screenshot 6:

	A	B	C	D
1	ALEpointcodeOLD	ALEpointcodeNEW	LanguageGroup	Official Placename
863	09.1.101	GBC101	Celtic	Trefor
864	09.1.102	GBC102	Celtic	Llanfilar_Tallhaearn
866	09.1.104	GBC104	Celtic	Boncath
867	09.1.105	GBC105	Celtic	Melleteyrn
868	09.1.106	GBC106	Celtic	Llanddwywe
869	09.1.107	GBC107	Celtic	llanrhystud
870	09.1.108	GBC108	Celtic	Llansawel
871	09.1.109	GBC109	Celtic	Felindre
873	09.1.111	GBC111	Celtic	Llanfair_Caereinion
876	09.1.114	GBC114	Celtic	Penderyn
877	09.1.115	GBC115	Celtic	Llantrisant
894	09.3.216	GBC216	Celtic	Brue
895	09.3.217	GBC217	Celtic	Assynt
896	09.3.218	GBC218	Celtic	Eriskay
897	09.3.219	GBC219	Celtic	Horgabost
898	09.3.220	GBC220	Celtic	Uig
899	09.3.221	GBC221	Celtic	Camus_Cross
900	09.3.222	GBC222	Celtic	Killin
901	09.3.223	GBC223	Celtic	Lochgair
902	09.3.224	GBC224	Celtic	Golspie
903	09.3.225	GBC225	Celtic	Drimmin_Morvern
904	09.3.226	GBC226	Celtic	Muasdale_Kintyre
905	09.3.227	GBC227	Celtic	Rathlin
906	09.3.228	GBC228	Celtic	St_Kilda
907	09.3.229	GBC229	Celtic	Isle_of_Man

Screenshot 6: making a subselection, using wildcards (III).

You may further limit the selection e.g. by using clever combinations of country and language group codes in the column ALEpointcodeNEW:

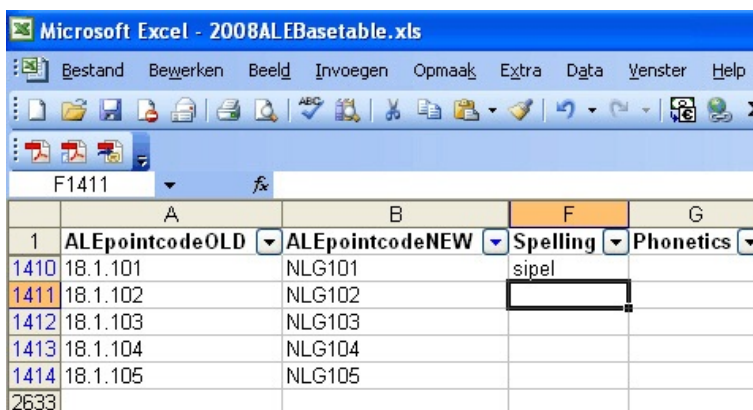
Some more examples of filters are:

- IEC* = the instances of Celtic in Ireland
- ITS* = Slavic points in Italy
- ??E* = All the Basque points
- FRE* = The Basque points in France
- ESR2* = The Catalan points in Spain, as the Catalan points are in the range 200-225, where the Galician and Spanish/Castilian points range from 1-130.

Filling the spreadsheet

When filling out the data, you don't have to type every item in every record separately.

Spreadsheets like Excel offer fast ways to enter series of data. I give an example where only the Frisian points from the Netherlands have been selected. This is done by applying the filter "NLGI*" in the first column (NL = Netherlands, G = Germanic languages = both Dutch and Frisian, I* because the Frisian points cover the range 101-105). The columns with the language group and the placenames have been masked:



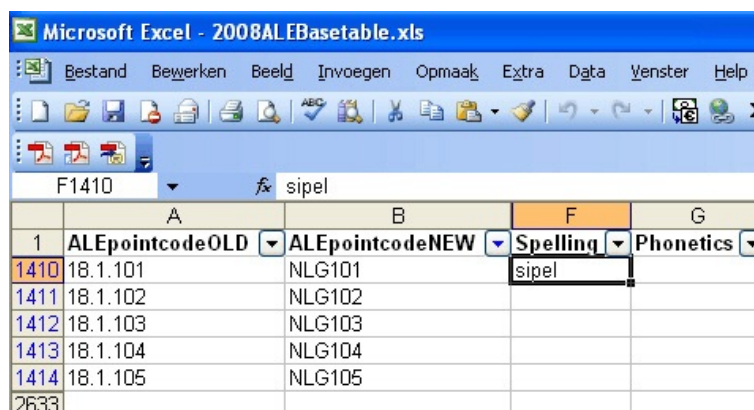
	A	B	F	G
1	ALEpointcodeOLD	ALEpointcodeNEW	Spelling	Phonetics
1410	18.1.101	NLG101	sipel	
1411	18.1.102	NLG102		
1412	18.1.103	NLG103		
1413	18.1.104	NLG104		
1414	18.1.105	NLG105		
2633				

Screenshot 7: repeating an input form.

Repeating the previous field is very simple:

You select the field underneath the previous one where you want to repeat the content, you press CTRL-' (so CTRL-key + the key for the apostrophe) and the form will be copied from above.

Very often, many points share the same form. To copy all those forms down, you apply the following procedure. You type the first of a series of identical data in the first field.

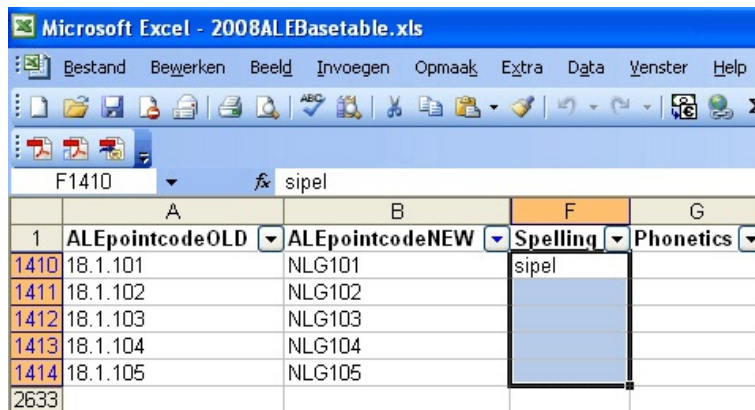


	A	B	F	G
1	ALEpointcodeOLD	ALEpointcodeNEW	Spelling	Phonetics
1410	18.1.101	NLG101	sipel	
1411	18.1.102	NLG102		
1412	18.1.103	NLG103		
1413	18.1.104	NLG104		
1414	18.1.105	NLG105		
2633				

Screenshot 8: copying an input value downwards (I)

In the next step you press the SHIFT-button and select the last field of the series.

The result is shown in the screenshot 9:



Screenshot 9: copying an input value downwards (II)

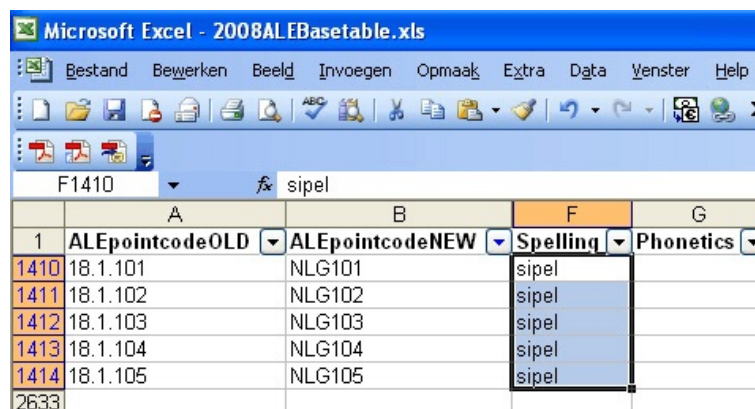
In the next step, you go to the 'Edit'-menu in the menu-bar on the top:

In the Edit-menu, you select the option of 'Conduct' and there the suboption 'Down'.



Screenshot 10: copying an input value downwards (III)

The result of the action appears in screenshot 11:



Screenshot 11: copying an input value downwards (IV)

If you have a long list of identical entries, with a few exceptions in between, it may be faster to copy the most frequent one down to all fields and subsequently replace the exceptions by their correct forms.