

# OLD ENGLISH.dot (Template for Microsoft Word)

## WORD TEMPLATES

The fundamental idea behind templates is that template is a version of the document that never changes: you always have a clean source for producing new documents. It follows that opening a template in Word should only be done when you are modifying a master that will serve as a source for all future documents.

All templates can be used by simply double-clicking on the template. This will automatically produce a new document from the template without changing the original.

Word has a number of predefined template groups. Within each group there are a number of templates. When you select a template, Word opens a new document window and you will have a fresh document exactly as it was designed to look.

## THE OldEngl.dot TEMPLATE

The OldEngl.dot template facilitates the task of typing Old English into the computer.

To use OldEngl.dot file you must have ALPHABETUM font installed on your computer.

The keyboard shortcuts assigned to Old English characters present in the ALPHABETUM font are listed below.

In order to access to these shortcuts (macros) you must install the file OldEngl.dot first, id est you must copy this template to your template folder.

## INSTRUCTIONS FOR INSTALLING OldEngl.dot

The following directions should help you to get it set up correctly.

The chart below shows the default location for the template folder where you must put this template via Copy and Paste commands from the Edit menu in Windows after selecting the file.

<b>Word 97</b>	C:\Program Files\Microsoft Office\Templates
<b>Word 2000 &amp; XP</b> , on any standard version of Windows	C:\Windows\Application Data\Microsoft\Templates
<b>Word 2000 &amp; XP</b> , in Windows 98 or ME <i>with User Profiles enabled</i>	C:\Windows\Profiles\YourUserName\Application Data\Microsoft\Templates
<b>Word 2000 &amp; XP</b> , in Windows NT 4 <i>with User Profiles enabled</i>	C:\Winnt\Profiles\YourUserName\Application Data\Microsoft\Templates
<b>Word 2000 &amp; XP</b> , in Windows 2000 or XP <i>with User Profiles enabled</i>	C:\Documents and Settings\YourUserName\Application Data\Microsoft\Templates

### IMPORTANT:

**1** - If you don't see this folder it may be hidden. In which case open your *Folder Options* from the *Tools* menu in the Explorer window. Click on the *Tools* tab. Check the *Show hidden files and folders* button, then Click OK.

**2** - If you find that you do not have the folder as listed above, you can check your default User Template location as follows:

Choose **Tools / Options** from the Tools menu in Word.

Select the **File Locations** tab.

Click once to select the **User Templates** listed under Locations, there you can see the path name where you need to save the files.

## INSTRUCTIONS FOR OPENING DOCUMENTS BASED ON OldEngl.dot

Run Word. From the File menu select New. If running Word 2002 the New Document options appear in the task panel on the right side of your screen. Under **New from template**, choose the **General Templates...** option. The Templates dialog box appears.

- Click the tab corresponding to the type of template you want to use, normally **General** tab.
- Click once on **OldEngl.dot**.
- Click the **OK** button.

If running Word 2000 by selecting File/New you should see a list of available templates and OldEngl.dot should be among them (if it was copied to the correct location), select it and press OK.

Select ALPHABETUM. A new document based on Old English template is ready to use.

If you always start new documents this way, then your installation is complete. However, keeping the macros in one template limits you to using those macros only when using that particular template.

If you want the macros to be available every time you start Word, you must copy the macros into your usual (=by default) template (named normal.dot) so that they will be available to all documents, but the cautious may wish to make a back-up of the normal template.

## CREATING SHORTCUT KEYS

If you do not like the keys that are assigned to different characters, you can modify the template or even add more shortcut keys according to your tastes if desired. It is easy to redefine them.

Here's the process:

1. Browse to the folder containing the OldEngl.dot (see above)
  2. Right mouse click on OldEngl.dot to open it (don't open via double click or File/New)
  3. In the font box choose ALPHABETUM.
  4. Open the menu item INSERT>SYMBOL
  5. If the special characters are available, a second box called "subset" appears.
  6. Choose Private Use Area or other block in this subset box. – click on the down arrow on the right to get a list of blocks, and select it. You should then see all the characters you need.
  7. Hunt and highlight the character of your choice, then click on Shortcut-key button. The *Customize keyboard* window should appear on your screen.  
You will see on the bottom right of the window a box marked “**Save Changes In**”.  
Make sure it reads ‘OldEngl.dot’.
  8. To add a new key, click in the “**Press New Shortcut Key**” box. Press the keys you want and consider more convenient for the character (e.g. ALT and E [press ALT first] or ALT+SHIFT+e). You should see the key combination appear in the *Press New Shortcut Key* box.  
If you are happy with the keys, click on **Assign**.  
Then, click on “**Close**”.
- Repeat this process (steps 7 and 8) for all characters you want to assign shortcut keys.
9. If any keys are already assigned to a character, they will appear in the **Current Keys** box. If you wish to remove any previously assigned keys, click on **Remove**.
  10. When you have finished, close the window and save the changes.

Below is a list of the default key assignments:

I hope these macros are helpful. If there are any problems or glaring errors then please get in touch, though it may take me a while to respond (so be warned).

Problem: I press one of the keys shown in the instructions, but either nothing happens or the computer beeps at me.

Solution: The macros were assigned to keys on a US International keyboard - it may well be that you will need to reassign the keys to suit your own keyboard layout.

## LISTING OF SHORTCUT KEYS USED IN OldEngl.dot TEMPLATE

**If you press simultaneously      You will get**

Control + Shift + A	→	Ǻ
Control + Shift + C	→	Ĳ
Control + Shift + D	→	Ð
Control + Shift + E	→	Ē
Control + Shift + G	→	Ĝ
Control + Shift + H	→	ĥ
Control + Shift + M	→	Ɔ
Control + Shift + P	→	Ɔ
Control + Shift + S	→	ſ
Control + Shift + W	→	Ƶ
Control + Shift + X	→	Æ
Control + Shift + Y	→	ȳ
Control + Shift + 9	→	3

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Alt Gr + d	→	ð
Alt Gr + f	→	ƒ
Alt Gr + g	→	ĝ
Alt Gr + h	→	ĥ
Alt Gr + p	→	Ɔ
Alt Gr + r	→	ƀ
Alt Gr + s	→	ſ
Alt Gr + t	→	τ
Alt Gr + w	→	Ƶ
Alt Gr + x	→	æ
Alt Gr + y	→	ȳ
Alt Gr + 9	→	3

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Alt + d	→	ð
Alt + f	→	ƒ
Alt + 7	→	7

ALPHABETUM font <http://www.typofonts.com/alphabetum.html>

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