

WORD SEARCHING TIPS

Word processing documents supplied on the Gurbani-CD may not be as versatile in doing searches as some other sophisticated data bases. However, after attaining a sound knowledge of good searching techniques described in this section, such documents can prove to be of an immense value for search purposes. In fact in many ways, the word or phrase searches using Microsoft Word (or other similar word processor) can be very powerful.

Almost all good word processors have “Find” feature to search words, phrases and characters. This discussion is limited to Microsoft Word 6 and 7 only, both of which have extremely sophisticated “Find” features. However, those who use word processors other than Microsoft Word 6 and 7 will also benefit from this discussion. Here the discussion is limited to word or phrase finding techniques without using any special attributes.

To be able to do searches effectively, it is essential for one to understand that in any given word processing document:

- 1 Words are made by combining alphabet characters.
- 2 Words are usually separated by space characters, but not all the time. For example, words can instead be separated by a slash character, a colon, a coma, a period or a quote character etc.
- 3 There are many formatting characters embedded in the written text that are usually not visible but can be made visible. Such formatting characters are treated as any other character for “Find” purposes. Such characters are:
 - a line break character (typed with shift+return keys).
 - a paragraph defining character (typed with return key).
 - a page break character.
 - a section break character (done with the Insert > Break command).
 - A space character that is normally used for separating the words can also be a non-breaking (special) space character.
- 4 For “Find” purposes some characters are treated as complete words on their own by Microsoft Word and thus are also treated as word separators. Such examples are: &, @., ^.

The text of Siri Guru Granth Sahib on Gurbani-CD is written in such a way that:

- Most of the Siri Guru Granth Sahib documents in Gurmukhi (& Hindi) are optimized to do word searches of text from Siri Guru Granth Sahib. Each word in these documents is separated on its left and right side with a space character.
- “Sentence by Sentence SGGS in Gurmukhi with Page Line Raag Aut.doc” document is most suited for doing Word and Phrase searches. The text in this document is arranged in a format to make it easier to do scholarly work. In this document each sentence from Siri Guru Granth Sahib is arranged as a single line (in few instance in

double line) paragraphs. Each line/paragraph is labeled with the page number, line number, Raag and Author for easy reference. A similar document for Hindi text is also available.

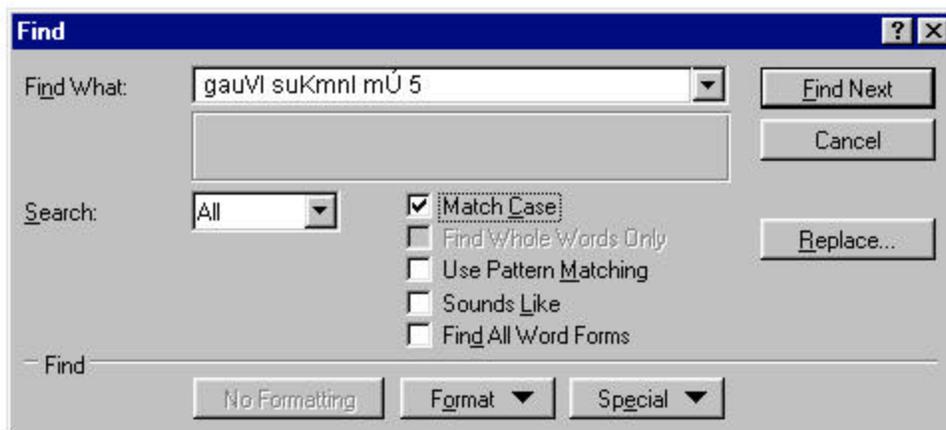
- In the "All Siri Guru Granth Sahib in Gurmukhi, with Index.doc" or "Siri Guru Granth Sahib in Gurmukhi, without Index.doc" documents there is usually a line break character or in some cases a paragraph defining character at the end of each line. If the line in question flushes on the right edge of the main body text, the character is a line break character (most probably); otherwise, it is a paragraph defining character.
- In the "All_SGGS.doc" or "SGGS.doc" documents there is also a page break character at the end of each page.
- Some characters of Gurmukhi alphabet that have been used in the Gurbani text as parts of words are treated as complete words by Microsoft Word. Such words are: @ ` \ | & ¶ ^ ® (special ® that goes under k). The English equivalents of these characters are: @ ` \ | Ø ^ ® &.

Once above basic facts are grasped, one should find it easy to apply some of the search hints given below.

SEARCHING WORDS

A. To do a word search:

- Select the "Find" command from the "Edit" menu.



- Type the word needed to be searched in the "Find What" dialogue box. Make sure it is typed in correctly according to the GurbaniAkhar key map. Use upper and lower case as needed. (NOTE: If you already know the location of the word in the document, you can copy that word from the document and paste in the "Find What" space).
- Type a space character on each side of this correctly spelled word.
- **Check** the "Match Case" box. All other attributes such as "Find Whole Words", "Use Pattern Matching" or "Sounds Like" should be **unchecked**. No unintended formatting attribute should be selected. Click on the "Find Next" button.

It should be remembered that checking the matching case is very important when doing searches from the Gurmukhi or Hindi documents as the upper and lower case characters are very distinct in these documents.

B. **For scholarly searches** it is very important to understand that in Siri Guru Granth Sahib, a word that phonetically sounds as one, may be spelled in many different ways. For example word ਨਾਨਕ has also been written as ਨਾਨਿਕ, ਨਾਨਕਾ and ਨਾਨਕਹ[And some other similar words are: ਨਾਨਕਾ ਨਾਨਕਿ, ਨਾਨਕਾ[A document named “All_Word.doc” is included on the Gurbani-CD to help the users in this regard. This document has approximately 30,000 words taken from Siri Guru Granth Sahib that are alphabetically arranged according to the Gurmukhi alphabet. This can be very useful for doing word searches in the SGGS documents. By opening and viewing this document, one can make sure that the word actually exists and one can also look up at all the variations of a particular search word. To do the search, one can copy the word from this document and paste it in the “Find” dialogue window thus making sure that the search word is spelt correctly according to the text of Siri Guru Granth.

COUNTING WORDS

It is like finding words with a slight difference. You need to execute “Replace” command from the “Edit” menu instead of the “Find”. Type the words as for word searches but in the “Find What” as well as in “Replace With” areas. Then click the “Replace All” button. At the end of the ‘search + replace’ with similar words, the document remains the same. However, at the end of the procedure execution the Microsoft Word will inform you as to how many words were replaced. That is your word count.

FINDING PHRASES OR COMBINATION OF WORDS (partial phrases)

Full phrase or partial phrase searches are done like single word searches. The ease with which the phrase or partial phrase search can be done depends on the presence or absence of the embedded formatting characters in that particular phrase. If no embedded formatting characters exist, as in the “Sentence by Sentence SGGS in Gurmukhi with Page Line Raag Aut.doc” document, then simply typing in the phrase correctly would be enough to execute the search. If however, embedded formatting characters do exist, then one has to make absolutely certain that all such visible or invisible character /characters are typed in as well.

FINDING PARTIAL WORDS

Partial words can be searched like whole words. Care should be taken not to type the space character on the side of the partial word and not to select “Whole Words” attribute.

Your Sewadar

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