How to draw syntactic trees in Word 2010

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(Version 1, Aug. 2010)
Which version?

• This is for Microsoft Word 2010 (beta) for Windows 7

• Why?
  – MS Word 2003, though the best of the previous versions, is now obsolete.
  – MS Word 2007 should never have been!
  – And MS Word 2008 for Mac lacks some important features
    • for no apparent reason other than it’s not for MS Windows...

  – However, the general method outlined here applies *mutatis mutandis* to all of the above.
Insert canvas

- INSERT > Shapes > New drawing canvas
View gridlines

• Align > Grid settings
Now we have gridlines
Insert text box

• Click the [text box] button

• Draw a rectangle on the canvas

• Write text, e.g., "AdjP"
Make the box fit the text

- Left-click the lower left corner and resize the text box.
- Make it 6 cells wide; that will be sufficient for most types of phrases.
- Make it 5 cells high to make room for lowercase g, j, g, p, and y.
- Make sure the box is aligned to the grid such that the middle of the box is on one of the vertical lines.
Center text

- Right-click somewhere on the text
- Click the [center] button
Format text box

• Right-click on frame of the text box

• Choose Format shape...
Make text box transparent
Make the frame invisible
Make text box ‘tight’
Copy the text box

- Right-click the frame of the text box
- Choose Copy

- Right-click the frame of the text box again
- Choose Paste (Keep Source Formatting)

OR

- Left-click the frame of the text box
- Press [CTRL]+C to copy it
- [CTRL]+V to paste it
More text boxes

• Now the canvas looks something like this

• Paste again to get a third box

• Arrange the boxes

• Make sure that the boxes are aligned to the grid
  – (i.e. centered around one of the vertical lines)
Connecting the boxes

- Draw a line:
- INSERT > Shapes > Line
Connecting the boxes

• Click somewhere on the textbox and keep the button down

• Move the pointer to the lower left text box and four red anchor points appear

• Release the button over the top anchor

• The two text boxes are now connected

• Repeat the steps to connect the top text box to the lower right one
Copying

• Repeat the preceding steps to get this structure:

• Select all the elements
  – Click somewhere on the canvas near the drawing and draw a rectangle that contains the full set of text boxes and connector lines.
Copying

• Right-click the frame of one of the textboxes, choose Group
  – The elements are now grouped into one
Copying

• Hit CTRL+C to copy.
• Hit CTRL+V to paste.

• Move the pasted figure.
  – Note the grouped elements are manipulated as one.
  – They can be used as building blocks for more structure.
Copying

• Connect the boxes
  – Draw a line:
  – INSERT > Shapes > Line

• Rename the boxes
  – (The head symbol ° is ALT+248 on the numerical keyboard)
Removing an unwanted Spec

• Repeat the instructions for Copy/Paste to include a VP.

• If VP doesn’t have a Spec, just delete the text box.
  – Left-click on the text to activate the textbox.
  – Right-click the frame and choose Cut,
  – or hit DELETE on the keyboard.
  – Do the same for the connector line between “Spec” and “VP”.
  – Align the “VP” and “V’” boxes by moving “VP”
If the verb is transitive, $V^\circ$ needs a DP sister.

Copy one of the text boxes and rename it:
- Left-click, e.g., the frame of the "VP" box
- Hit CTRL+C, CTRL+V

Connect "V’" and "DP" with a line

Align the "DP"
Adjunct

• If the clause is modified by, say, an AdvP, we need a position adjoined to "VP".

• Copy a text box
  – Left-click, e.g., the frame of the "VP" box
  – Hit CTRL+C, CTRL+V
  – Change the text to "AdvP"

• Align it vertically with the "VP" box.

• Copy the "VP" box and place it above and between the original "VP" and "AdvP" and connect the three.
Connecting the clausal spine

• Select the entire VP.

• Move it such that
  – The topmost "VP" is vertically aligned with "T°",
  – and the lower "VP" is horizontally aligned with "T’".
  – (This can be tricky.)
Connecting the clausal spine

- The result should look like this:
Triangles

• If the internal structure of, say, AdvP is irrelevant, insert a triangle.

• Draw a triangle below AdvP
  – (We will change the size later)
Triangles

• Right-click the triangle and choose Format Shape
Format shape

• FILL > No fill
  – (unless you want a coloured triangle)
Format shape

- **LINE STYLE >**
  - Width = 0.75 pt
    - Same as the connector lines
  - Join type = Miter
    - Sharp, pointy angles

- **CLOSE**
• Place the triangle under AdvP and adjust the size
  – For example, make it the same height as the connector between "VP" and "V’"

• Put a text box under it and put in text
  – for example by copying the "AdvP" box, changing the text, and resizing the box.
  – Use italics for actual words
  – Resize the triangle to the same width as the text
Moved object

• Left-click the "DP" text box
  – Place the cursor after "DP" and hit SHIFT+ENTER.
  – Type "t".
  – Resize the text box to make the "t" visible.

• Copy the trangle and paste it below Spec-CP and change the text.

• Copy a text box and place it under the triangle and change the text.
Adding an arrow

- INSERT > Shapes > Curved Arrow Connector
Adding an arrow

- Left-click on the "t" box and drag the arrow to the "what" box
  - When the pointer is over the text box, the four anchor points become active.
  - Attach the arrow to the bottom one