Step 1

All of the headwords and variants (if applicable) beginning with the letter ‘a’[[1]](#footnote-1) are copied manually into an Excel Spreadsheet. Each page in He Pātaka Kupu has a separate worksheet with name = page number.

What can go wrong?

1. Incorrect spelling of one or more words
2. Omit one or more words
3. Incorrect order of one or more words
4. Incorrect variant of one or more words
5. Duplicate headword / variant combinations
6. Word on wrong page

Step 2

Manually count the number of headword / variant combinations on each page of He Pātaka Kupu and write that number at the top of the page.

Step 3

Run Python code to pull the data from Excel into a Python dictionary [[2]](#footnote-2) (This code prevents duplicates being added to the Python dictionary (v. above). If duplicates are discovered the process is halted, error messages given and

1. Actually ‘a’, ‘ā’, ‘A’ and ‘Ā’ [↑](#footnote-ref-1)
2. Python dictionaries are unsorted [↑](#footnote-ref-2)