

Read the *entire* instructions before you try to follow them. Knowing where you are going will help.

Initial Styling and Alignment

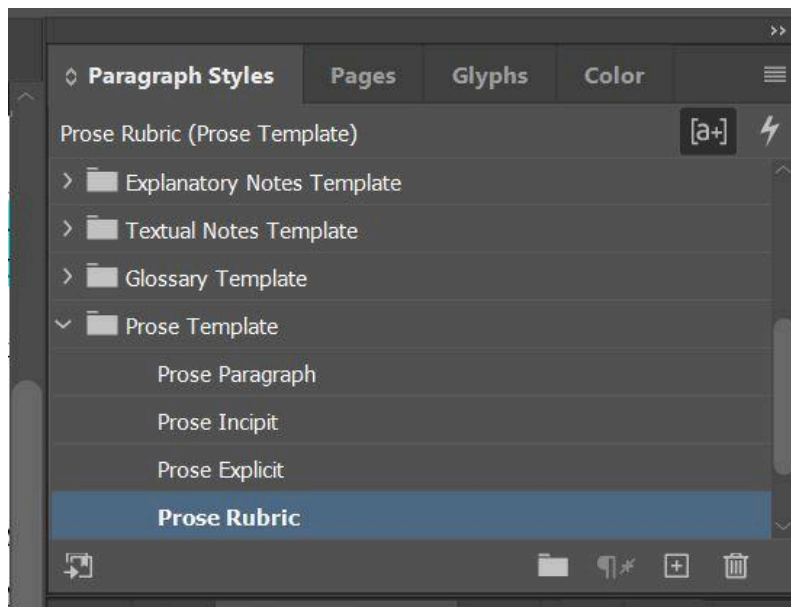
NB: If the prose text has chapters, you will want to format and tag a chapter completely before inserting the next chapter. Since InDesign gets touchy the more you edit text frames, especially with prose, it's best to have everything finished before inserting the next chapter.

First, check the beginning for **Incipits** and **Rubrics**, or chapter headings.

- ❖ These are **Paragraph Styles** that should be re-styled before you do further formatting.
- ❖ If these are present, you need to tag them using **Prose Incipit** or **Prose Rubric**, found under the Prose Template folder in the Paragraph Styles menu.

Next, check the end for **Explicits**.

- ❖ This is also a **Paragraph Style** that should be re-styled before you do further formatting.
- ❖ If present, you need to tag them using **Prose Explicit**, found under the Prose Template folder in the Paragraph Styles menu.



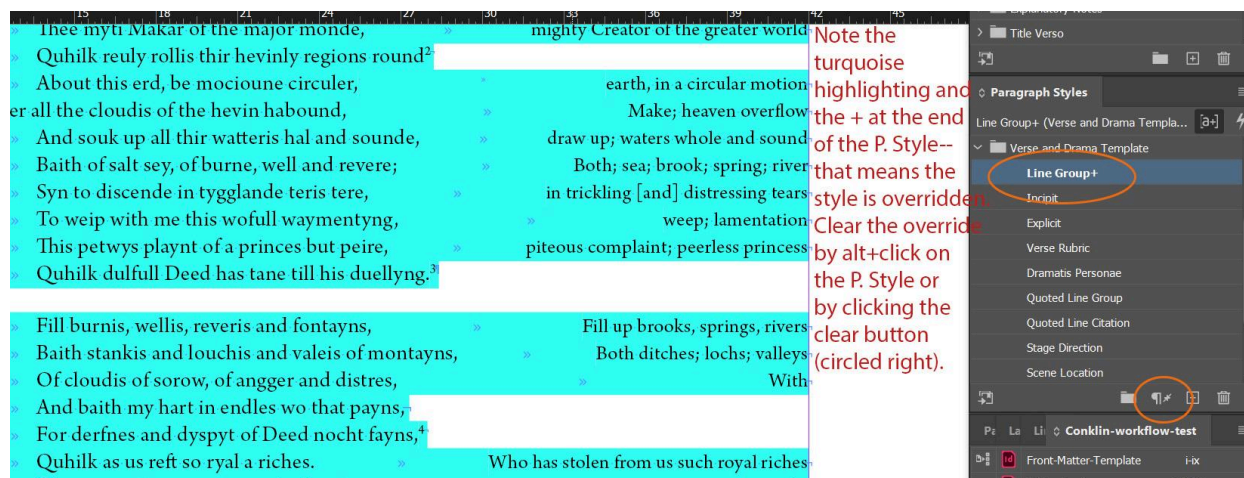
Alignment Correction:

- ❖ In your first formatting run-through, you should only look for alignment issues. Work paragraph-by-paragraph, looking for the following:
 - Make sure that there are no tabs at the beginning of paragraphs.
 - Delete any paragraph numbers from the beginning of paragraphs. Don't worry; we'll add these back to the document as the last step.

Footnotes: the **Paragraph Style** for footnotes should already be set from the Initial Steps, but double check that it applied correctly.

Next, go back to the beginning of the Text and clear all overrides. You can't tell if the text is formatted correctly until you clear overrides, and you do not want to format 5,000 lines only to discover that when you remove the override you actually have more formatting to do.

❖ Refer to the Formatting Reference for information about how to deal with overrides



This should make all of the text the correct font and, for **Prose Paragraph**, add in the necessary tab at the beginning of text blocks. Unfortunately, it also removes things like italics, but you're going to have to deal with this later.


Adding formatting back in to the **Text** (not **footnotes** or **glosses**):

- ❖ Because you deleted all the special font characteristics when you deleted the override, you now need to add those back in before you can move on to more advanced tagging. Going paragraph-by-paragraph with the original document open next to your InDesign Document, you will tag the following **Character Styles**:
 - Language tags (see Style Reference for full list, especially for French)
 - **Title** (this is very rare).
 - Any other formatting that is covered by pure formatting tags with no semantic meaning (see the Style Reference, Character Styles – just formatting)
 - Check **em-dashes** (between clauses) and **en-dashes** (between number ranges) for correctness (see Formatting Reference for full instructions)

This is a sample of what a chapter of a prose text should look like before you move on to **Tagging, First Steps**:

roduction.indd @ 125% x *03-Chesse-Book-One.indd @ 100% x

6 12 18 24 30 36 42 48

 The first line of prose begins at the top of the text box (the blue line)

INTRODUCTION

This first chappitre of the first tractate sheweth under what kyng the playe of the chesse was founden and maad.¹ » Capitulo primo.

Amonge alle the evyl condicions and signes that may be in a man, the first and the grettest is whan he fereth not ne dredeth² to displese and make wroth³ God by synne and the peple by lyvyng disordonatly,⁴ whan he retcheth⁵ not nor taketh hede unto them that repreve⁶ hym and his vyces but sleeth⁷ them, in suche wyse as did the emperour Nero, whiche did do slee his mayster,⁸ Seneque, for as moche as he myght not suffre to be reprevyd and taught of hym. In likewise was somtyme⁹ a kyng in Babilon that was named Evylmerodach, a jolye man without justyce and so cruel that he did do hewe his fader's body¹⁰ in thre hondred pieces and gaf hit to ete and devoure to thre hondred byrdes that men calle vountres.¹¹ And [he] was of suche condicion as was Nero, and right wel resem- blid and was lyke unto his fader, Nabugodonosor, whiche on a tyme wold do slee¹² all the sage and wise men of Babilone, for as moche as they coude not telle hym his dreame that he had dremyd on a nyght and had forgotten hit, like as hit is wreton in the Byble in the Book of Danyel. Under this kyng, thenne, Evylmerodach, was this game and playe of the chesse founden. Trewe it is that somme men wene¹³ that this play was founden in the tyme of the bataylles and siege of Troye. But that is not so. For this playe cam to the playes of the Caldees,¹⁴ as Diomedes the Greek saith and reherceth,¹⁵ that amonge the philosophres was the most renommed¹⁶ playe amonge al other playes. And after that cam this playe in the tyme of Alixander the Grete into Egypt, and so unto alle the parties

Footnotes have "footnote" P. style applied, but not "footnote gloss" C. style

¹ » made#

² » he fereth not ne dredeth, does not fear or dread#

³ » angry#

⁴ » not according to order or moderation#

⁵ » reche#

Move on to Tagging, First Steps

Tagging Texts, First Steps

This round requires great attention to detail. This is why it is its own step.

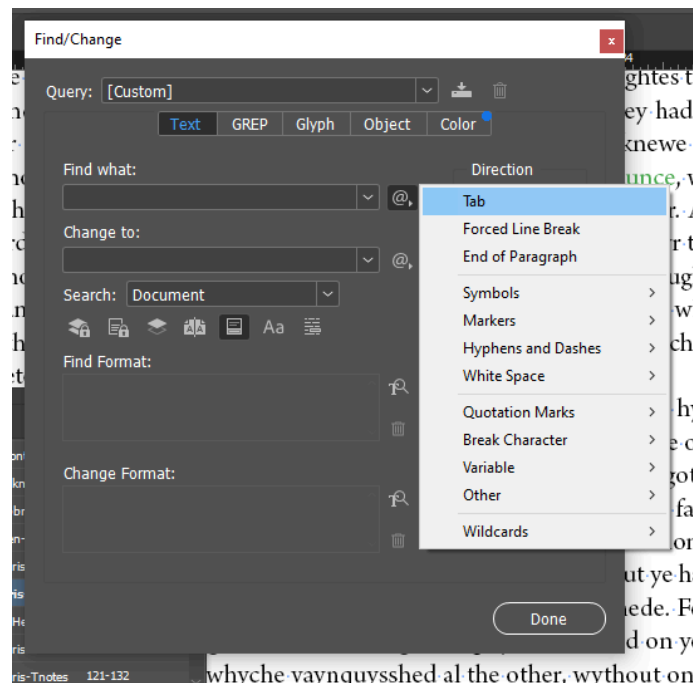
Round One:

- ❖ Tag **Foliation** [fol. 6r]
 - In prose, these will be embedded in line with the text. It will be fastest to search for '[fol.]'
 - Be sure to include any brackets surrounding the foliation in the tag

Round Two: Footnotes

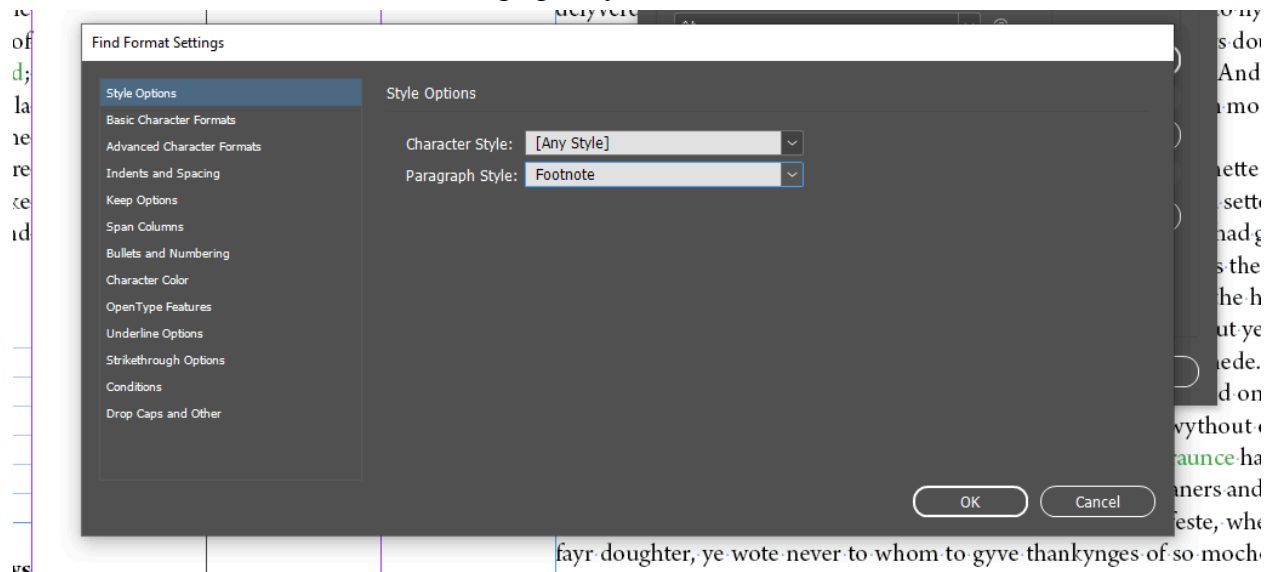
Delete any extra spaces at the beginning or the end of the gloss; there should not be any spaces in between the tab and the start of the footnote, nor any spaces at the end of the gloss.

- ❖ You can get rid of extra spaces at the beginning of the gloss using the Find / Change function in InDesign if you set specific settings to search.
 - Ctrl+F
 - Set the Find what: field to a tab and a space
 - Enter click the @ symbol to the right of the field and select tab. This will enter ^t (indicating a tab) in the Find bar. Then, enter a space following this.

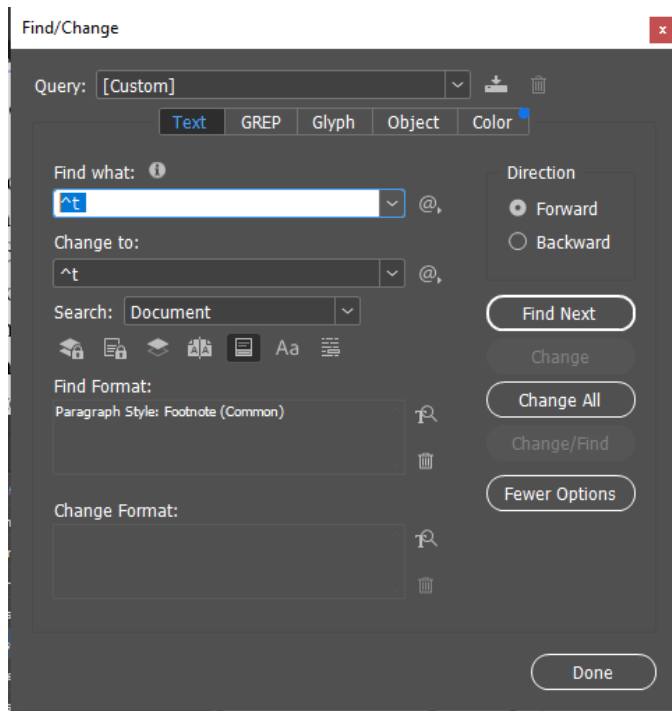


- Set the Change to: field to a tab, using the same @ symbol selection menu
- Set the Find Format: field to the Footnote Paragraph Style
 - Click into the empty field to bring up a menu labeled Find Format Settings.

- Here you can set specific Character and Paragraph Styles to search within. For the purposes of this search, you only need to specify the Paragraph Style as Footnote



Your Find/Change menu should look like this:



- Once all these settings are filled out exactly like this, click Change All. This will replace any and all Tab-Space combinations in Footnote Paragraph Styles with just Tabs.

- ❖ You will have to search for spaces at the end of footnote glosses manually, unfortunately.

After fixing the aligning, you will need to check for the following:

- ❖ Delete any periods at the end of the glosses unless the gloss is a full sentence.
- ❖ If the footnote is glossing two or more Middle English words, there should be a catchphrase followed by a comma at the beginning of the footnote
- ❖ Tag **Footnote Gloss**
 - Only the glosses themselves should be tagged in the footnotes. The gloss includes any specific abbreviations (like “i.e.” or “e.g.”) or notes about source language (like [OF damage] or [Lat.]).
 - Any catchphrases should not be tagged as **Footnote Gloss**.
 - Any foreign language phrases which are normally italicized in the text should not be italicized if they are used in a catchphrase.
 - For example:

1	* kindness#
2	* Nunc dimittis, “Now you dismiss” (see note)#
3	* declarations#

- ❖ Clear overrides. Refer to the Style Reference for additional information about overrides

This is a sample of what a chapter of a prose text should look like after you complete **Tagging, First Steps / prior to Semantic Tagging**:

Foliation has
been tagged
in line

greatest is what he fereth not ne dredeth¹ to dispise and make wroth² God by synne
and the peple by lyvynge disordonatly³, when he retcheth⁴ not nor taketh hede unto them
that reprove⁵ hym and his vyces but sleeth⁷ them, in suche wyse as did the emperour
Nero, whiche did do slee his mayster,⁸ Seneque, for as moche as he myght not suffre to be
reprevyd and taught of hym. In likewise was somtyme⁹ a kyng in Babilon that was named
Evymlerodach, a jolye man without justyce and so cruel that he did do hewe his fader's
body¹⁰ in thre hondred pieces and gaf hit to ete and devoure to thre hondred byrdes that
men calle vountres.¹¹ And [he] was of suche condicion as was Nero, and right wel resem-
blid and was lyke unto his fader. [fol. 71v] Nabugodonosor, whiche on a tyme wold do
slee¹² all the sage and wise men of Babilone, for as moche as they coude not telle hym his
dreme that he had dremyd on a nyght and had forgotten hit, like as hit is wreton in the
Byble in the Book of Danyel. Under this kyng, thenne, Evymlerodach, was this game and
playe of the chesse founden. Trewe it is that somme men wene¹³ that this play was founden
in the tyme of the bataylles and siege of Troye. But that is not so. For this playe cam
to the playes of the Caldees,¹⁴ as Diomedes the Greek saith and reherceth,¹⁵ that amonge
the philosophres was the most renomd¹⁶ playe amonge al other playes. And after that
cam this playe in the tyme of Alixander the Grete into Egypt, and so unto alle the parties

1 + much#
2 + he fereth not ne dredeth, *dispreise not fear or dread*#
3 + *unorderly*#
4 + *not according to order or moderation*#
5 + *reprove*#
6 + *reprove*#
7 + *kill*#
8 + did do slee his mayster, *had his teacher kill*#
9 + *one*#
10 + did do hewe his fader's body, *had his father's body cut up*#
11 + *vultures*#
12 + wold do slee, *would have slain*#
13 + *believe*#
14 + *the Caldeans* (see Explanatory Notes)#

Footnote gloss C. style
has been applied only to
the glosses, not to any
catchphrases,
punctuation or extra
explanatory information

Move on to Semantic Tagging

Semantic Tagging

This step is much more time-consuming and requires that you read the text for meaning. Do not use **ctrl+f** for this work; see the Formatting Reference if you have questions. Tag only the text, not the glosses or footnotes. The following tags are all **Character Styles**.

Make sure to **tag all parts of the Text**; this includes Rubrics, Incipits, Explicits, etc. if they are **in the original language**. If these appear in **Modern English**, check the Introduction to make sure that they are editor interventions and **do not tag**.

For this round, tag:

- ❖ **Person Name**

- Keep the Style Reference open while tagging.

- ❖ **Place**

- Keep the Style Reference open while tagging.

- ❖ **Date**

- Keep the Style Reference open while tagging.

You may run into issues with nest tagging, where a person's name also includes a place. Refer to the Formatting Reference for instances of nested tagging.

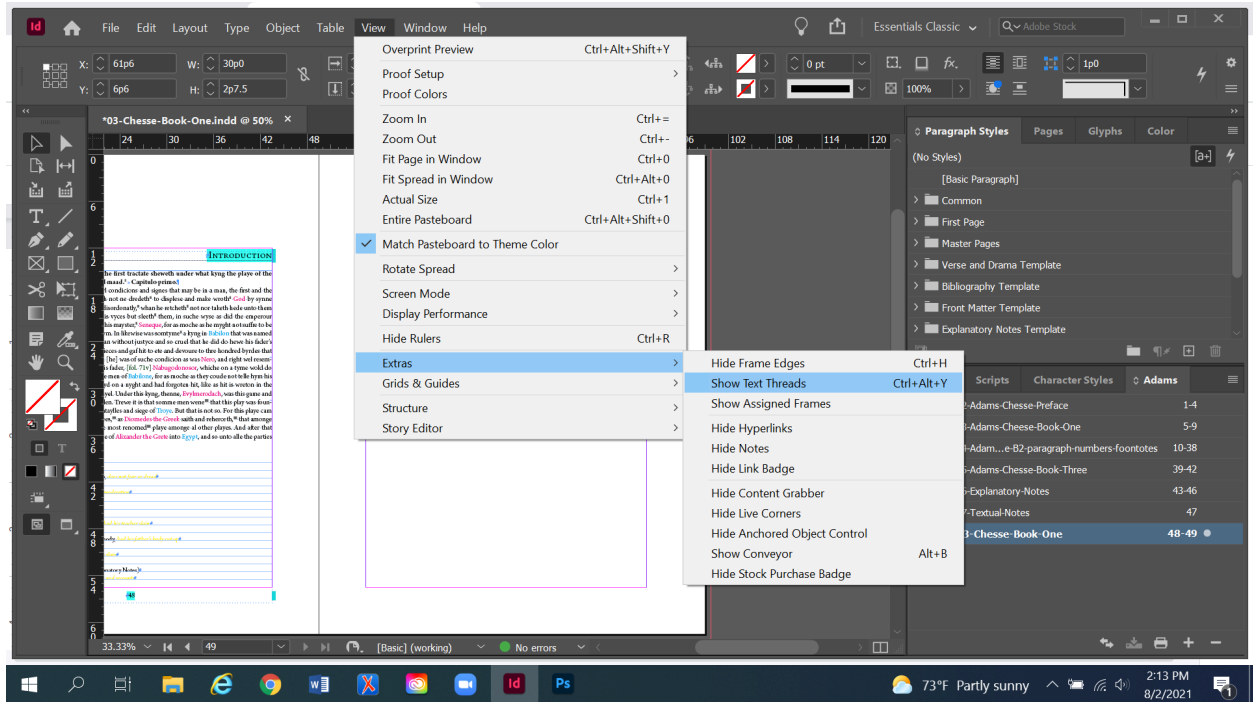
Inserting Any Following Chapters

First, make sure that the hashtag that indicates the end of the text appears after the final punctuation in the text frame of the chapter you just formatted. See Formatting Reference for more details.

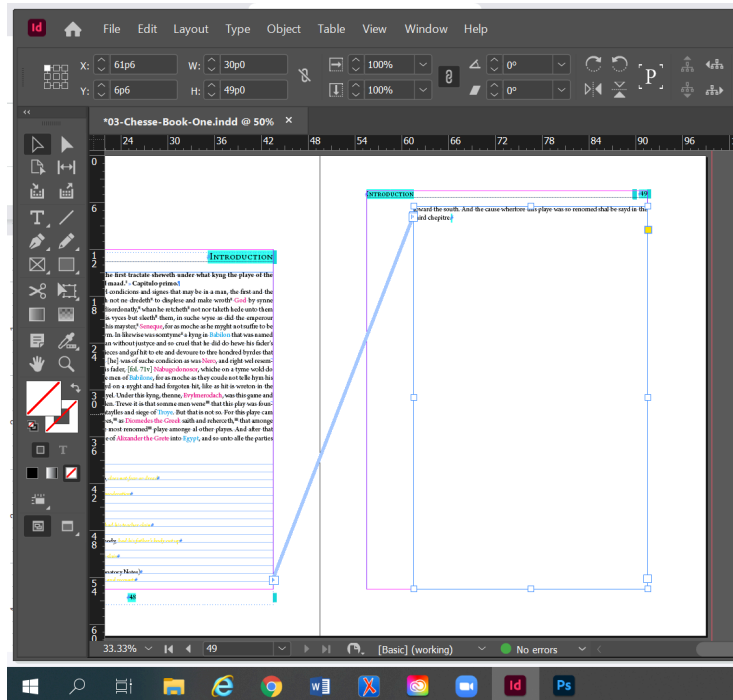
If the prose text has multiple chapters, you will need to create new text frames to insert them into below existing chapters. You want to make sure that any new text frames created stand alone and are not threaded to previous chapters.

If you want to be sure that your text frames are threaded correctly, you can turn on an option to view text threads:

- ❖ View → Extras → Show Text Threads



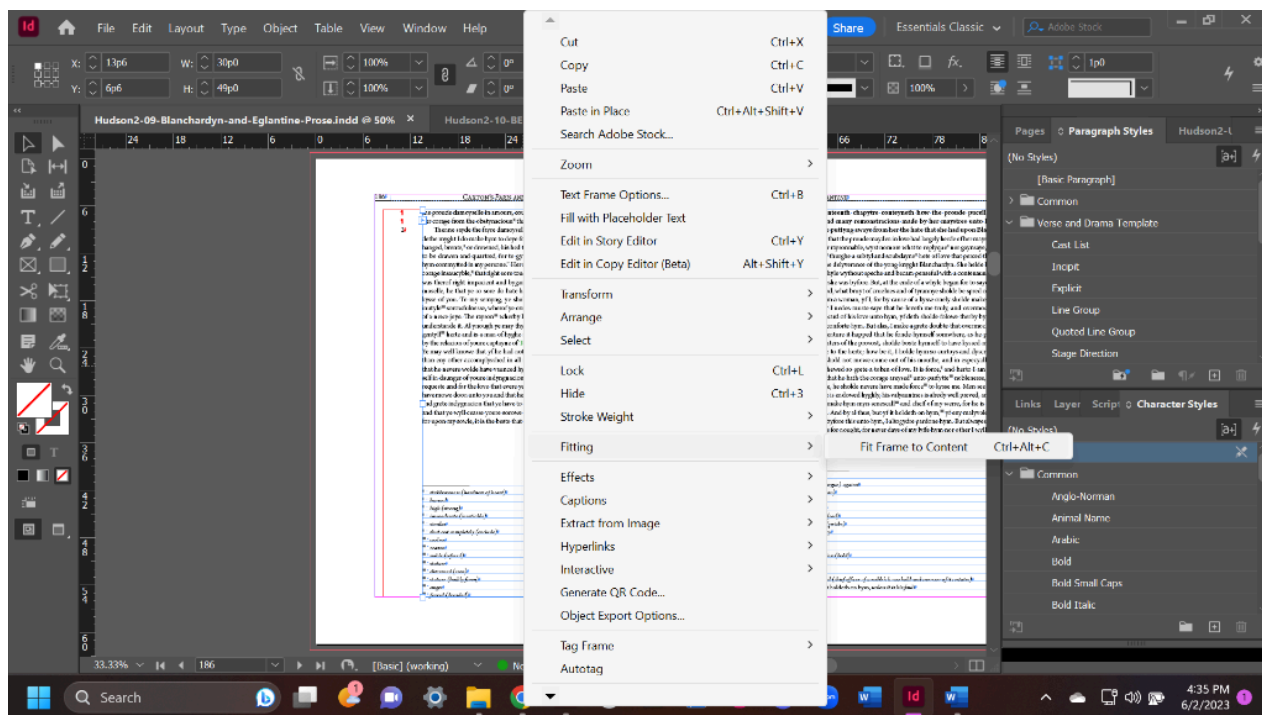
- ❖ After this setting is turned on, InDesign will show that frames have been threaded together by showing a blue line connecting the bottom of one frame to the top of the next frame. This thread only becomes visible if you are using the Selection Tool and have clicked onto a particular text frame.



Adjusting Text Frames:

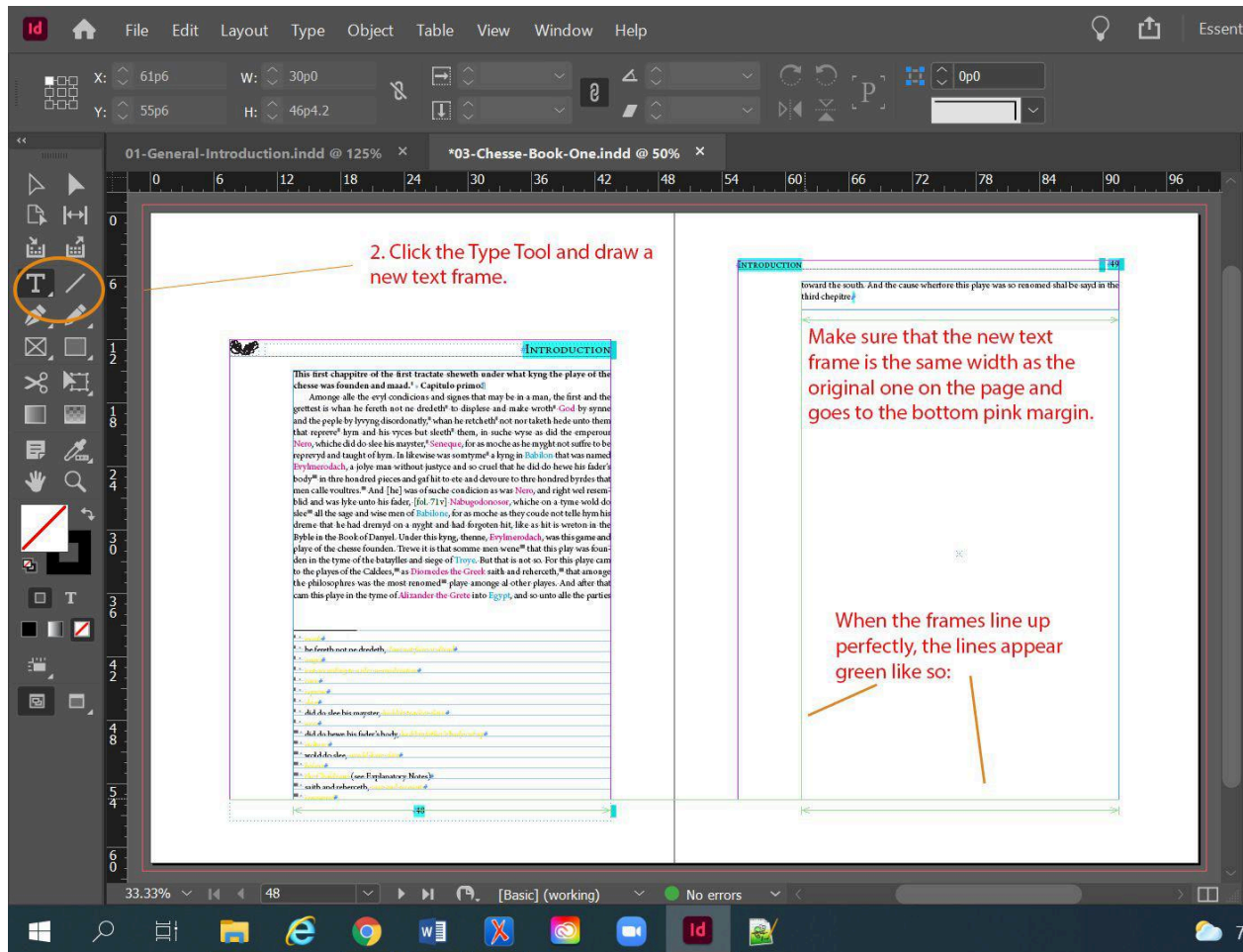
Before you create new frames, if there is a lot of blank space on the final page, you will need to adjust the size of a chapter's last text frame to make sure that text and footnotes from multiple chapters will not overlap.

- ❖ Using the Selection Tool, click on the last text frame of a chapter. Small boxes will show up at the corners and middle points of each side.
- ❖ Right click > Fitting > Fit Frame to Content
- ❖ This will automatically adjust the size of the text frame to include all text (including footnotes) without any excess white space.



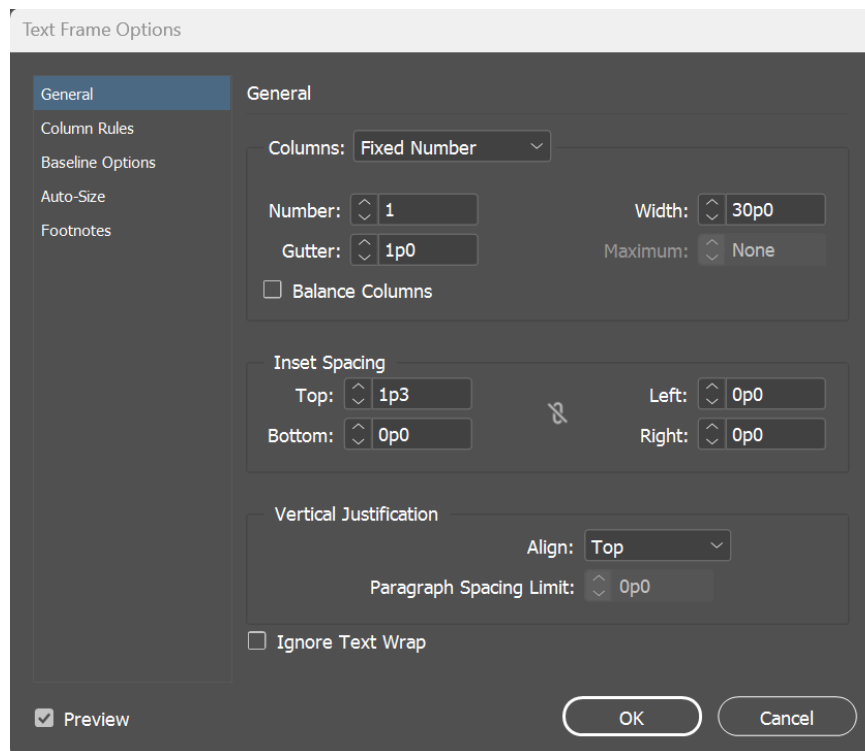
Draw a new text frame:

- ❖ Click the Type tool and draw a new text frame beneath the first text frame.
 - The easiest way to make a text frame that lines up with the first text frame evenly is to start drawing the new text frame at the bottom right corner of the margin.
 - Make sure that the sides of the frames line up evenly (see figure below).
 - This is also a finicky process because sometimes the green guidelines don't show up. You may need to draw a text frame that's not right and then have to resize it to get the green guidelines confirming that the text frame is the same width and also flush with the frame above it.



Adjust Text Frame Spacing if necessary:

- ❖ Select the new text frame using the selection tool
- ❖ Right click > Text Frame Options > General
 - Inset Spacing: Make sure to break the link in the center of the inset spacing section. We don't want all the spacings to be the same.
 - Set the Top to 3p0 spacing



N.B.: You want to make sure that the text frame isn't too small if you are drawing a new text frame near the bottom of the page. Getting a sense of when a text frame is going to be too small requires some practice formatting chapters. When in doubt, start the next chapter at the top of the next page.

Add a new text frame on a new page:

- ❖ Go to the Pages menu and add a new Prose Body page to the end of your document.
- ❖ In the InDesign Document, ctrl-shift-click inside the text frame on the new page. This will make a new text frame appear. You can tell because little squares appear in the lines at the edge of the text frame.

Afterwards, see Making New Documents and Adding Them to a Book – Prose for instructions on importing the new chapter's Word document, then return to the top of this workflow for importing the new chapter's Word document; Initial Styling and Alignment; Tagging, First Steps; and Semantic Tagging.

Repeat this process for all chapters in one InDesign document. You need to have imported, formatted, and fully tagged all chapters in an InDesign document before inserting **Paragraph Numbers**.

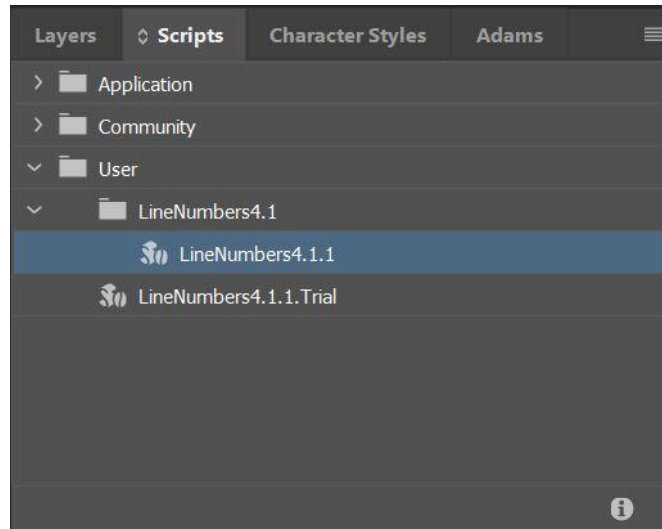
Inserting Paragraph Numbers

You will be using the **LineNumbers4.1.1** script to insert paragraph numbers alongside each chapter.

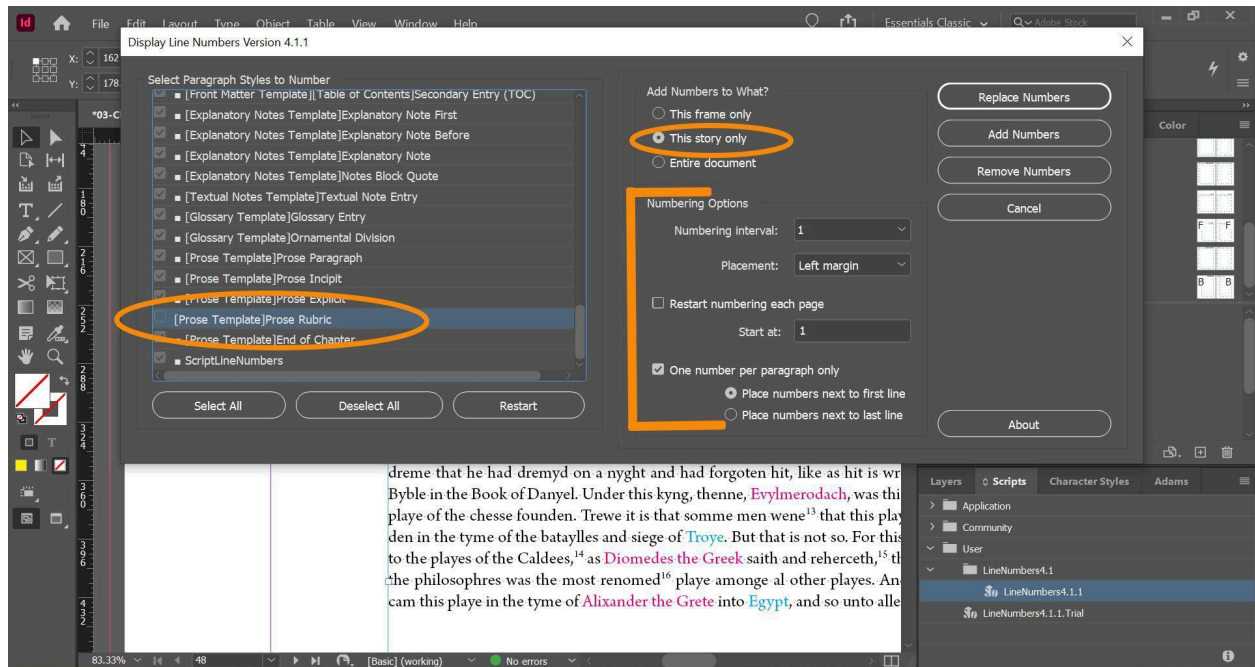
- ❖ Make sure you have the Scripts panel and the Layers panel open.
 - Scripts panel: Window → Utilities → Scripts
 - Layers panel: Window → Layers

Before you open up the **LineNumbers plugin**, use the selection tool to click into the first text frame of the chapter you would like to apply paragraph numbers to.

- ❖ To open the **LineNumbers plugin**, in the Scripts Panel:
 - Click User → LineNumbers4.1 → LineNumbers4.1.1. This opens up the plugin's menu

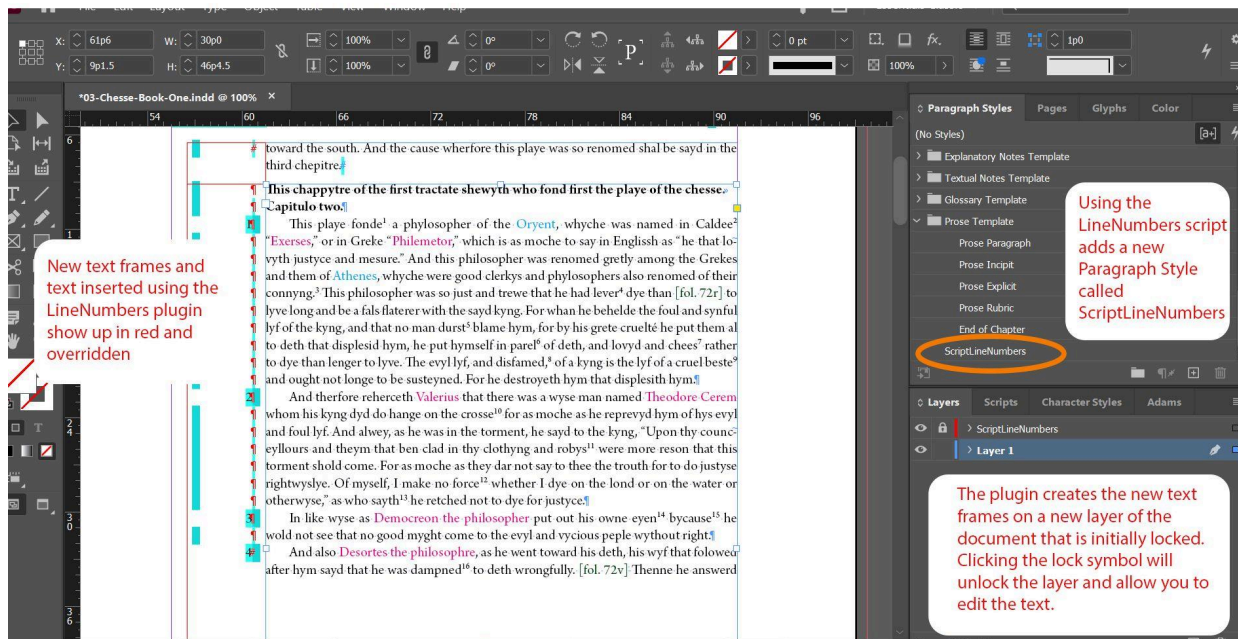


- ❖ Deselect the **Paragraph Styles** [Common]Footnote and [Prose Template]Prose Rubric by double clicking on them
- ❖ Add Numbers to What? → This story only
- ❖ Numbering options:
 - Numbering Interval → 1
 - Placement → Left Margin
 - Uncheck → Restart numbering each page
 - Check → One number per paragraph only: Place numbers next to first line
- ❖ Click Add Numbers



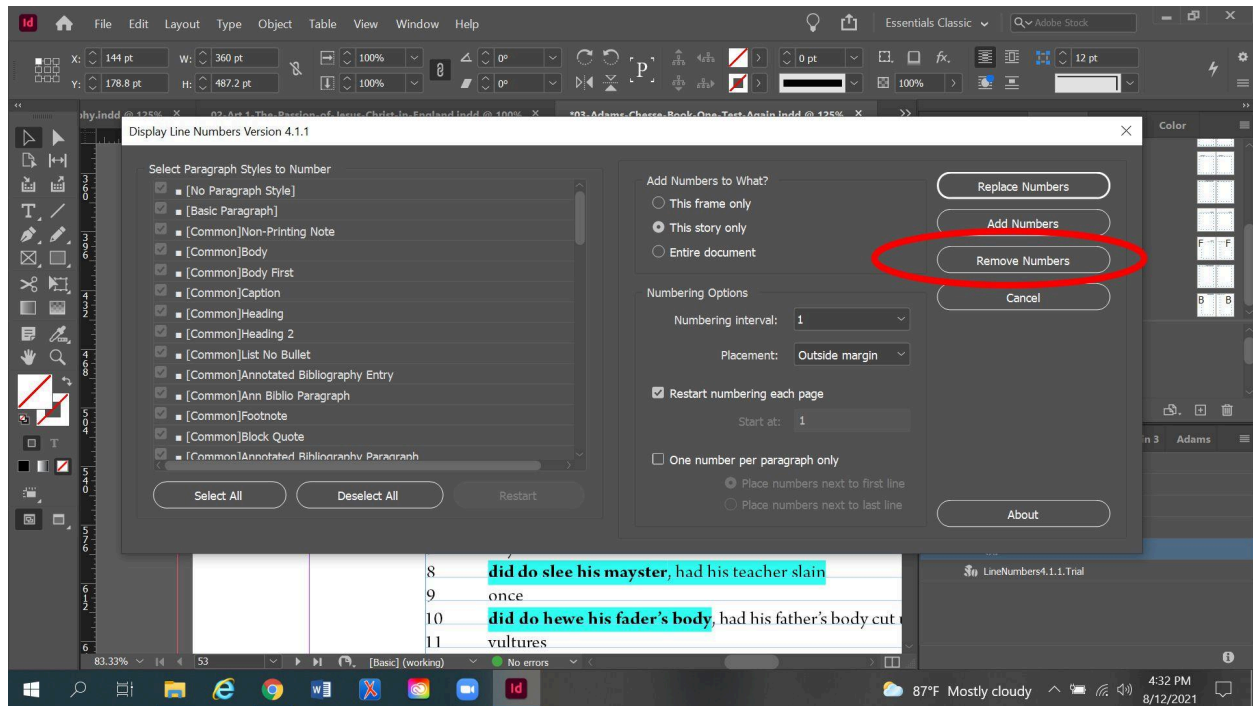
The plugin will automatically create a new text frame along the left margin of the story you have selected and autofill it with numbers alongside each paragraph. The numbers will be colored red and overridden.

This is a sample of what it will look like after you have used the LineNumbers plugin:



You'll need to repeat this process for each chapter before editing the paragraph style.

If something goes wrong and you need to delete these numbers, click into the LineNumbers4.1.1 Script Menu and click Remove Numbers..



This option will remove all paragraph number frames on that page of the InDesign document, regardless of which text frame thread they are attached to.

Final Steps: Editing LineNumbers4.1.1

Edit ScriptLineNumbers Paragraph Style to remove the red character color:

- ❖ Based on: Prose Paragraph
- ❖ Character Color: Black

Final Pagination Adjustment before Moving on to the next text in a Book

First, make sure that the hashtag that indicates the end of the text appears after the final punctuation on the page. See Formatting Reference for more details.

Pagination should be more or less set before you move onto a new document in a Book. Refer to the Formatting Reference for more information about setting pagination once your document is complete.