**(refer to 2. Initial Steps for all Documents prior to beginning the Glossary)**

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

First, **Show Hidden Characters** (ctrl+alt+i) and the **Highlight Override** feature ([a+] at the top of the Paragraph Style menu). Don't do anything before turning these on.

## Importing Word documents

Unlike most texts, you will need to import two separate Word documents for the Glossary; one for the abbreviations and one for the glossary contents.
- ❖ If the Glossary is a single document, first create two Word documents, one with the abbreviations / headnote and one with the glossary entries.
- ❖ If importing from backlog where the Word doc is already formatted in columns, you will need to undo the columns and paste into a new doc with no formatting. Otherwise the text won't roll onto text frames in InDesign
- ❖ Apply the Glossary First Page Parent Page to the first page in the Glossary InDesign document

## Abbreviations / Headnote

Place the abbreviations / headnote into the document's top text frame.
- ❖ Ctrl+shift+click into the text frame at the top of the page. This will make the textbox appear, with blue squares around the edge.
- ❖ Ctrl+D and place the word document for the Glossary Abbreviations.

You will use predominantly one **Paragraph Style** in this section:
- ❖ **Body First**: should be applied to the first paragraph that contains all the abbreviations.
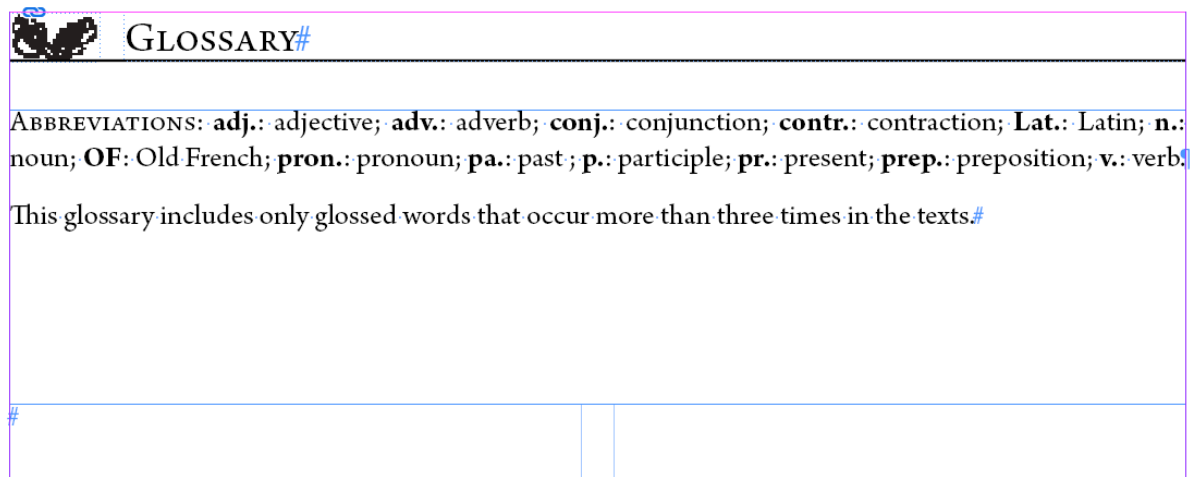- ❖ **Body Subsection**: should be applied to any text following the list of abbreviations (see picture below)

**Character Styles** will need to be applied according to these specific guidelines:
- ❖ The word "Abbreviations" should have the Small Caps Character Style
- ❖ Any abbreviations for parts of speech, including end periods, should have the Bold Character Style. There should be a colon (:) separating the abbreviation from its spelled-out parts of speech.
- ❖ Any spelled-out parts of speech should remain Regular font.

- ❖ The hidden character hashtag indicating the end of the text frame should appear immediately after the punctuation on the page. See Formatting Reference for more details.

When you have finished styling any and all text that goes into the top text frame, we'll want to get the spacing consistent
- ❖ Right click the top text frame that contains the abbreviations > Fitting > Fit Frame to Content
  - ➢ This will snap the text frame borders to as close to the content as possible

GLOSSARY#

ABBREVIATIONS: **adj.**: adjective; **adv.**: adverb; **conj.**: conjunction; **contr.**: contraction; **Lat.**: Latin; **n.**: noun; **OF**: Old French; **pron.**: pronoun; **pa.**: past ; **p.**: participle; **pr.**: present; **prep.**: preposition; **v.**: verb.

This glossary includes only glossed words that occur more than three times in the texts.#

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## Glossary Contents

Place the glossary entries.
- ❖ Ctrl+shift+click into the two-column text frame that starts partway down the page.
- ❖ Click and drag the top edge of the frame so it is flush with the bottom edge of the text frame that contains the abbreviations
- ❖ Text Frame Options: 2p0 top space
- ❖ Ctrl+D and place the word document for the glossary contents.
- ❖ If the glossary goes onto a second page, add a new page with the B2-Body Two Column Parent Page.

You will use two **Paragraph Styles** in this section:
- ❖ **Glossary Entry**: each individual entry must be tagged with this
- ❖ **Ornamental Division**: Between letters (example between A and B) you will make a dash (shift+-), then insert this paragraph style, which creates a line division between the sections

With the paragraph style applied, there should be no extra spaces between entries.

If you imported the document with most paragraph styles as **Glossary Entry**, then most should be tagged already, you just have to undo the overrides and reformat the text:

- ❖ Headwords are bolded – use Bold Character Style
- ❖ Definitions are italicized – use Italic Character Style
- ❖ Commas and semicolons separating variant headwords and different definitions should be in Regular font, not italic or bold.
  - ➢ Italicized commas are allowed if the entire phrase is a single gloss or definition rather than multiple, different definitions. Ex: "*Hezekiah, thirteenth king of Judah*" is a single gloss, so the comma is italicized. Ex: "*chance, fortune*" are 2 separate definitions for the headword so these are separated by non-italic (regular) commas
  - ➢ Make sure that there are **two spaces between the headword and the definition**.
- ❖ The part of speech (v, n, adj, etc.) are Regular font and in parentheses
  - ➢ Do not add parts of speech to backlog volumes which do not already contain them.
- ❖ Cross-references at the end of definitions should be separated from the main definition by a semi-colon and the word 'see', followed by the headword with the Bold Character Style applied to it
  - ➢ Ex.: …; see **biteche**
- ❖ Middle English phrase variants should be bolded, with a tilde (~) in place of the headword in the phrase, followed by a comma in Regular font, then the definition for the phrase variant in italics
  - ➢ Ex.: **force** (n.) *power*, *necessity*; *aggression*; **it is ~**, *it is necessary*

**abiden** *await*
**about(en)** *surrounding*
**acorden** *agree; ~ to, agree with*
**affeith, affien** *have faith*
**afor(n)hond(e)** *beforehand, previously*
**aforn** *before; ~ of, prior to*
**agast** *frightened*
**agen(e)** (adv.) *again*
**agenseien** *gainsay, speak against*
**agenstonden** *stand against*
**age(y)n** (prep.) *against*
**aknowe** *recognize; is ~, acknowledges; ben ~, admit*
**almesse** *alms, charity*
**alto** *fully*
**amatist** *amethyst*
**amonesten** (v.) *admonish*
**amyd(dis)** *in the middle of*
**anourith** *honor*
**aparayled** *prepared*
**apert** *clear, public*
**apertli** *publicly*
**appil** *apple*
**arewe** *timid*
**asau(gh)te** *assault*
**asayede** (pa.) *tested; see asayen*

**a(u)ngel(e)** *angel*
**austerité** *harshness*
**auter(e)** *altar; sacrament of the ~, Eucharist,*
  *Communion*
**avowen** *acknowledge*
**axen** *ask*

———— ¶

**bad** *bade*
**ba(i)taile** *battle*
**baptem** *baptism*
**bedis** *prayers*
**bedyng** (pr. p.) *praying; see bidden*
**be(e)st(e)** *beast*
**behoveth** *is destined, is necessary*
**beknowen** *confess*
**ben** *be, are*
**bere** (n.) *bear*
**bere** (pr.) *bear*
**beril** *beryl*
**beschut** (pa. p.) *shut in; see bischytte*
**bestis** *beasts*
**bidden** (pr.) *pray, plead*
**bie(n)** *buy; ~ agen, ransom, redeem*

## 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.