

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.

## Fixing Stanzas by Editing “End of Paragraph” and “Forced Line Breaks”

Typically, verse formatting issues come from the **paraphs** – which are really **end of paragraph** symbols (either ^p or \r) – that show up at the end of each line. Right now, InDesign thinks that every line break is actually a stanza break, so there's an extra space between lines.

2. Note all these extra end of paragraph symbols and delete. Text should begin at the top of the text box.

1. Turn on highlight override

3. These end of paragraph symbols are also wrong. Forced line breaks are used btwn lines in the same stanza.

Incipit lamentacio domini dalphini  
Francie pro morte uxoris sue dicte margarete<sup>1</sup>

Thee myti Makar of the major monde, mighty Creator of the greater world  
Quhilk reuly rollis thir hevinly regions round<sup>2</sup>  
About this erd, be mocione circuler, earth, in a circular motion  
Ger all the cloudis of the hevin habound, heaven overflow  
And souk up all thir watteris hal and sounde, waters whole and sound

Baith of salt sey, of burne, well and revere; Both; sea; brook; spring; river  
Syn to discende in tygglande teris tere, in trickling [and] distressing tears  
To weip with me this wofull waymentyng, weep; lamentation  
This petwys playnt of a princes but peire, piteous complaint; peerless princess

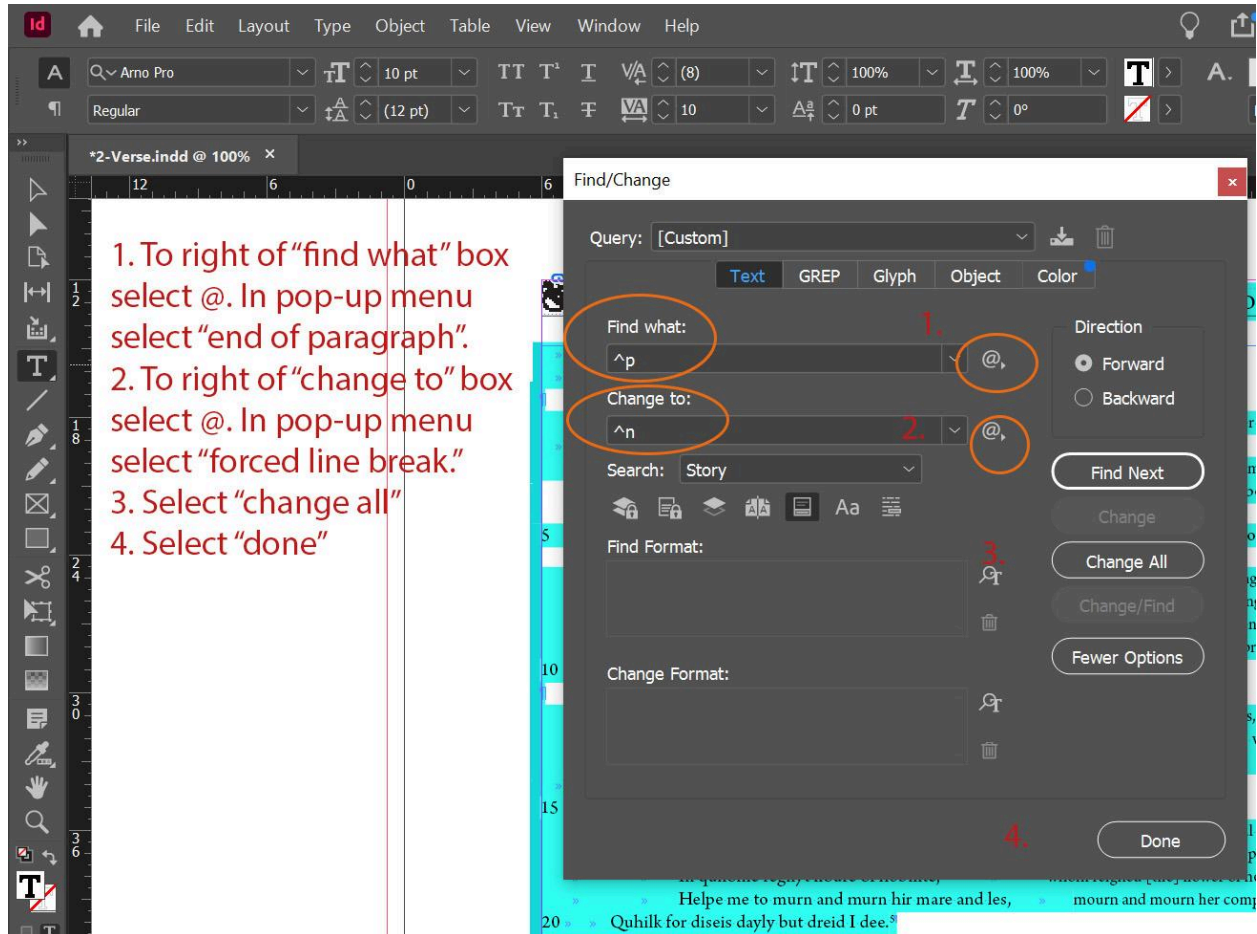
Quhilk dulfull Deed has tane till his duellyng<sup>3</sup>

Fill burnis, wellis, reveris and fontayns, Fill up brooks, springs, rivers  
Baith stankis and louchis and valeis of montayns, Both ditches; lochs; valleys  
Of cloudis of sorow, of anger and distres, With  
And baith my hart in endles wo that payns,  
For derfines and dyspyt of Deed nocht fayns,<sup>4</sup>  
Quhilk as us reft so ryal a riches. Who has stolen from us such royal riches  
Wes never yit more gret peté of a princes, pity for  
In quhome regnyt floure of nobilité; whom reigned [the] flower of nobility  
Helpe me to murn and murn hir mare and les, mourn and mourn her completely

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Turn all **end of paragraph** symbols into **forced line break** symbols:

- ❖ Ctrl+F
- ❖ A menu pops up. In the **Find What** box, select the @ to the right of the box and choose **end of paragraph**.
- ❖ In the **Change to** box, select the @ to the right of the box and choose **forced line break**. Then select **Change All**.
- ❖ This transforms all of the text into a single line group (or stanza).



## Sample verse before fixing end of paragraph symbols:

INTRODUCTION

» » Incipit lamentacio domini dalphini  
» » Francie pro morte uxoris sue dicte margarete<sup>1</sup>

» » Thee myti Makar of the major monde, » mighty Creator of the greater world  
» » Quhilk reuly rollis thir hevinly regions round<sup>2</sup>  
» » About this erd, be mocioune circuler, » earth, in a circular motion  
» » Ger all the cloudis of the hevin habound, »  
» » heaven overflow  
5 » » And souk up all thir watteris hal and sounde, »  
» » waters whole and sound  
» » Baith of salt sey, of burne, well and revere; » Both; sea; brook; spring; river  
» » Syn to discende in tygglande teris tere, » in trickling [and] distressing tears  
» » To weip with me this wofull waymentyng, » weep; lamentation  
» » This petwys playnt of a princes but peire, » piteous complaint; peerless princess  
10 » » Quhilk dulfull Deed has tane till his duellyng.<sup>3</sup>

» » Fill burnis, wellis, reveris and fontayns, » Fill up brooks, springs, rivers  
» » Baith stankis and louchis and valeis of montayns, » Both ditches; lochs; valleys  
» » Of cloudis of sorow, of angger and distres, » With  
» » And baith my hart in endles wo that payns,<sup>4</sup>  
15 » » For derfnes and dyspyt of Deed nocht fayns,<sup>4</sup>  
» » Quhilk as us reft so ryal a riches. » Who has stolen from us such royal riches  
» » Wes never yit more gret peté of a princes, » pity for  
» » In quhome regnyt floure of nobilité; » whom reigned [the] flower of nobility  
» » Helpe me to murn and murn hir mare and les, » mourn and mourn her completely  
20 » » Quhilk for diseis dayly but dreid I dee.<sup>5</sup>

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## Sample verse after fixing end of paragraph symbols:

INTRODUCTION

» » Incipit lamentacio domini dalphini  
» » Francie pro morte uxoris sue dicte margarete<sup>1</sup>

» » Thee myti Makar of the major monde, » mighty Creator of the greater world  
» » Quhilk reuly rollis thir hevinly regions round<sup>2</sup>  
» » About this erd, be mocioune circuler, » earth, in a circular motion  
» » Ger all the cloudis of the hevin habound, » Make; heaven overflow  
5 » » And souk up all thir watteris hal and sounde, » draw up; waters whole and sound  
» » Baith of salt sey, of burne, well and revere; » Both; sea; brook; spring; river  
» » Syn to discende in tygglande teris tere, » in trickling [and] distressing tears  
» » To weip with me this wofull waymentyng, » weep; lamentation  
» » This petwys playnt of a princes but peire, » piteous complaint; peerless princess  
10 » » Quhilk dulfull Deed has tane till his duellyng.<sup>3</sup>

» » Fill burnis, wellis, reveris and fontayns, » Fill up brooks, springs, rivers  
» » Baith stankis and louchis and valeis of montayns, » Both ditches; lochs; valleys  
» » Of cloudis of sorow, of angger and distres, » With  
» » And baith my hart in endles wo that payns,<sup>4</sup>  
15 » » For derfnes and dyspyt of Deed nocht fayns,<sup>4</sup>  
» » Quhilk as us reft so ryal a riches. » Who has stolen from us such royal riches  
» » Wes never yit more gret peté of a princes, » pity for  
» » In quhome regnyt floure of nobilité; » whom reigned [the] flower of nobility  
» » Helpe me to murn and murn hir mare and les, » mourn and mourn her completely  
20 » » Quhilk for diseis dayly but dreid I dee.<sup>5</sup>

» » Ger all the ayre that in the hycht above is, » Make; air; sky  
» » And all the wyndis that under the hevyv amovis, » are in motion

[Basic] (working) 1 error



## Initial Styling and Alignment

First, check the beginning and end of the text for **Incipits** and **Explicit**s.

- ❖ If there is an **incipit**, add an **end of paragraph** symbol (aka **press enter**) after the final word or punctuation of the **incipit**. This tells InDesign that that place is the end of a **Paragraph Style**.
- ❖ Click anywhere into the **incipit** and select **Incipit** from the **Paragraph Style** drop-down.
- ❖ Remove the override. Refer to Formatting Reference as needed for overrides.

Make sure there's an "end of paragraph" symbol at the end of the incipit before re-styling it.

Incipit lamentacio domini dalphini  
Francie pro morte uxoris sue dicte margarete

» Thee myti Makar of the major monde, » mighty Creator of the greater world  
» Quhilk reuly rollis thir hevinly regions round<sup>2</sup>  
» About this erd, be mocioune circuler, » earth, in a circular motion  
» Ger all the cloudis of the hevin habound, » Make; heaven overflow  
» And souk up all thir watteris hal and sounde, » draw up; waters whole and sound  
» Baith of salt sey, of burne, well and revere; » Both; sea; brook; spring; river

Incipit (Verse and Drama Template)  
✓ Verse and Drama Template  
Line Group  
**Incipit**  
Explicit  
Verse Rubric  
Dramatis Personae  
Quoted Line Group  
Quoted Line Citation  
Stage Direction

- ❖ For an explicit, add an **end of paragraph** symbol to the end of the final line (or **gloss**) of the poem.
- ❖ Click into the explicit and select **Paragraph Style: Explicit**.
- ❖ Remove the override. Refer to Formatting Reference as needed for overrides.

» Tak gud confurte and leife in hop of grace, » live in hope of grace  
» And think how scho throu vertu and gudnasse  
» Baith luffit and lovit with God and man has beyn;  
» And think how that X M yeiris that wasse, » (see t-note)  
225 » Quhen it is gane semys bot an heure of spasse,  
» Lik till a dreme that we had dremyt yestreyn. » last night  
» Gar haly kirk have mynd on hir and meyn. » Ensure that  
» Thinke on thiselfe and all thi mys amend, » make amends for your wrong-doing  
» And pray to Mary, moder virgyn cleyn, » the pure virgin mother  
230 » That for hir grace scho bryng us to gud end. Amen. » through her grace she may bring  
» Explicit consolacio racionis ad lamentantem.<sup>8</sup>

For explicits, make sure that there is an "end of paragraph" at the end of the final stanza of verse and at the end of the explicit before you re-style it.

Next, check to see if the text has any internal **Headings**.

- ❖ These may be **Fitts** or **Chapters**. Make sure there is an **end of paragraph** symbol at the end of the stanza before the heading and at the end of the heading itself. All **Headings** within **Texts** should be formatted in small caps, so use **Heading**.

The chapter title is tagged as P. Style "Heading," which applies small caps. Note that there is a single end of paragraph symbol at the end of the heading--this is correct. The end of paragraph symbol ensures separation of the Heading and Line Group P. Styles. Also, the P. Style applies the correct

spacing between P. Styles--DON'T ADD EXTRA END OF PARAGRAPH SYMBOLS!!

OTUEL A KNIGHT#

CHAPTER ONE: STUFF AND NONSENSE

fol. 268ra » Herkneth, bothe yinge and olde  
» That willen heren of batailles bolde; » Who; wish to hear

Next, some broad style adjustments. 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. Go back to the beginning of the Text.

- ❖ Set the first chunk of verse as the **Line Group Paragraph Style**.
- ❖ Clear overrides. Refer to the Formatting Reference for additional information about overrides.

Note the turquoise highlighting and the + at the end of the P. Style--that means the style is overridden. Clear the override by alt+click on the P. Style or by clicking the clear button (circled right).

» Thee myti Makar of the major monde, » mighty Creator of the greater world  
» Quhilk reuly rollis thir hevinly regions round<sup>2</sup>  
» About this erd, be mocioune circular, » earth, in a circular motion  
er all the cloudis of the hevin habound, » Make; heaven overflow  
» And souk up all thir watteris hal and sounde, » draw up; waters whole and sound  
» Baith of salt sey, of burne, well and revere; » Both; sea; brook; spring; river  
» Syn to discende in tygglande teris tere, » in trickling [and] distressing tears  
» To weip with me this wofull waymentyng, » weep; lamentation  
» This petwys playnt of a princes but peire, » piteous complaint; peerless princess  
» Quhilk dulfull Deed has tane till his duellyng.<sup>3</sup>

» Fill burnis, wellis, reveris and fontayns, » Fill up brooks, springs, rivers  
» Baith stankis and louchis and valeis of montayns, » Both ditches; lochs; valleys  
» Of cloudis of sorow, of angger and distres, » With  
» And baith my hart in endles wo that payns,  
» For derfines and dyspyt of Deed nocht fayns,<sup>4</sup>  
» Quhilk as us reft so ryal a riches. » Who has stolen from us such royal riches

This should make all of the text the correct font and will fix many of the spacing / tab issues. Unfortunately, it also removes things like italics, but you're going to have to deal with this later.

- ❖ If your text has more than one long stanza or headings which interrupt the verse, repeat these steps in each stanza.

#### Alignment Correction:

- ❖ In your first formatting run-through, you should only look for alignment issues. If your lines still look weird it is likely because there are too many or too few tabs OR because the forced line break is in a weird place. Either of these issues can create strange spacing or split a single line across multiple lines. Work line-by-line, doing the following:
  - First, make sure line numbers are flush with the left margin. You may have to delete a tab. This usually fixes the major issues in a line, so you may be able to skip the next two steps.
  - The lines with numbers automatically format the correct tabs between the line number and the start of the text. Delete or add tabs on other lines to align with these.
  - If your text has additional indentations, refer to Indentations in the Formatting Reference.
  - Delete or add tabs between the end of a line and the gloss to align the gloss with the right margin.
  - Check to make sure that the **forced line break** symbol appears after the last word on each line. This will either be the end of a line of verse or the end of a gloss. If a tab appears between the last word and the forced line break, delete it. Otherwise it can mess up the formatting.
  - Add in any stanza breaks by adding an **end of paragraph** symbol to the end of the stanza. Basically, go to the end of the last line of the stanza (or gloss, if there is one) and press enter. Then delete the forced line break symbol that is at the end of the line.

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

Folio numbers and line numbers align left and there is a single tab at the start of each line of verse. This is the standard indentation for all verse. Note, some texts may have additional indentation.

Glosses align right, and the forced line break appears either after the gloss or at the end of unglossed lines.

Note: P. Styles and alignment has been corrected but no C. Styles are applied at this stage.

OTUELA KNIGHT#			
fol. 268ra	»	Herkneth, bothe yinge and olde	
	»	That willen heren of batailles bolde;	Who; wish to hear
	»	And ye wolde a while duelle,	If; abide
	»	Of bolde batailles ich wole you telle	
5	»	That was sumtime bitwene	once
	»	Cristine men and Sarazins kene.	fierce
	»	There was sumtime a king in France;	
	»	A doughty man with spere and launce,	valiant
	»	And made Sarazins ful tame	
10	»	King Charles was his name;	
	»	And was born in Seint-Denys	Saint-Denis
	»	Nought bote a litel fram Parys,	Not far from
	»	And was a wol treu knight	well
	»	And meintenede Cristendom aright	
15	»	In his time, a king ther was,	During [Charles's] reign
	»	An hethene that uncristned was;	
	»	That was king of Lombardie,	Lombardy
	»	And was yhoten King Garsie.	named
	»	Marceile was his alen	Marceilles

- ❖ Keep the original document open as you work through the lines. This will ensure that the line numbers are correct and that you can recognize the correct line breaks and ends of stanzas.

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

- ❖ Because you deleted all the 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 line-by-line 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 if dealing with 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)
  - **Caesura** (see Formatting Reference for full instructions)
  - Check **em-dashes** (between clauses) and **en-dashes** (between number ranges) for correctness (see Formatting Reference for full instructions)

If you are working with a debate poem, or another long poem that designates speakers in the left margin, you should apply the **Person Name Small Caps** character style.

- ❖ N.B.: This is a departure from Drama, which requires the **Speaker** character style.

This is a sample of what a long-stanza text should look like before you move on to **Tagging, First Steps**.



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

Folio numbers and line numbers align left and there is a single tab at the start of each line of verse. This is the standard indentation for all verse. Note, some texts may have additional indentation.

Note: Glosses are not italicized yet because they have not yet been tagged as C. Style "Gloss"

OTUEL A KNIGHT		
fol. 268ra	Herkneth, bothe yinge and olde <sup>1</sup>	Who; wish to hear
	That willen heren of batailles bolde;	If; abide
	And ye wolde a while duelle,	
	Of bolde batailles ich wole you telle <sup>2</sup>	
5	That was sumtime bitwene	once
	Cristine men and Sarazins kene.	fierce
	There was sumtime a king in France;	
	A doughty man with spere and launce,	valiant
	And made Sarazins ful tane —	
10	King Charles was his name,	
	And was born in Seint-Denys	Saint-Denis
	Nought bote a litel fram Parys,	Not far from
	And was a wol treu knight	well
	And meintenede Cristendom aright.	
15	In his time, a king ther was,	During [Charles's] reign
	An hethene that uncristned was;	
	That was king of Lumbardie,	Lombardy
	And was yhoten King Garsie.	named
	Marsile was his also,	Marseilles
20	And manie other londes mo. <sup>3</sup>	
	A swithe gret lord he was,	such
	In his time non suych ther nas.	There was none such as him
	On Jhesu Crist ne levede he nought	did not believe
	That him hadde so dere abought.	
25	He levede al in maumetrie	idolatry
	And forsok God and Seinte Marie.	
	In alle londes there he wente	where
	He slough al that evere he hente	slew; captured
	That wolde on Jhesu Crist bileve;	
30	And tok the lond to his byheve.	benefit
	Night and day it was his thout	intent

Glosses align right and forced line breaks appear at the end of the glossed phrase or at the end of the unglossed line.

Corrected em-dash

Footnote number is tagged as C. Style "footnote number"

❖ You are now ready to move on to **Tagging, First Steps**

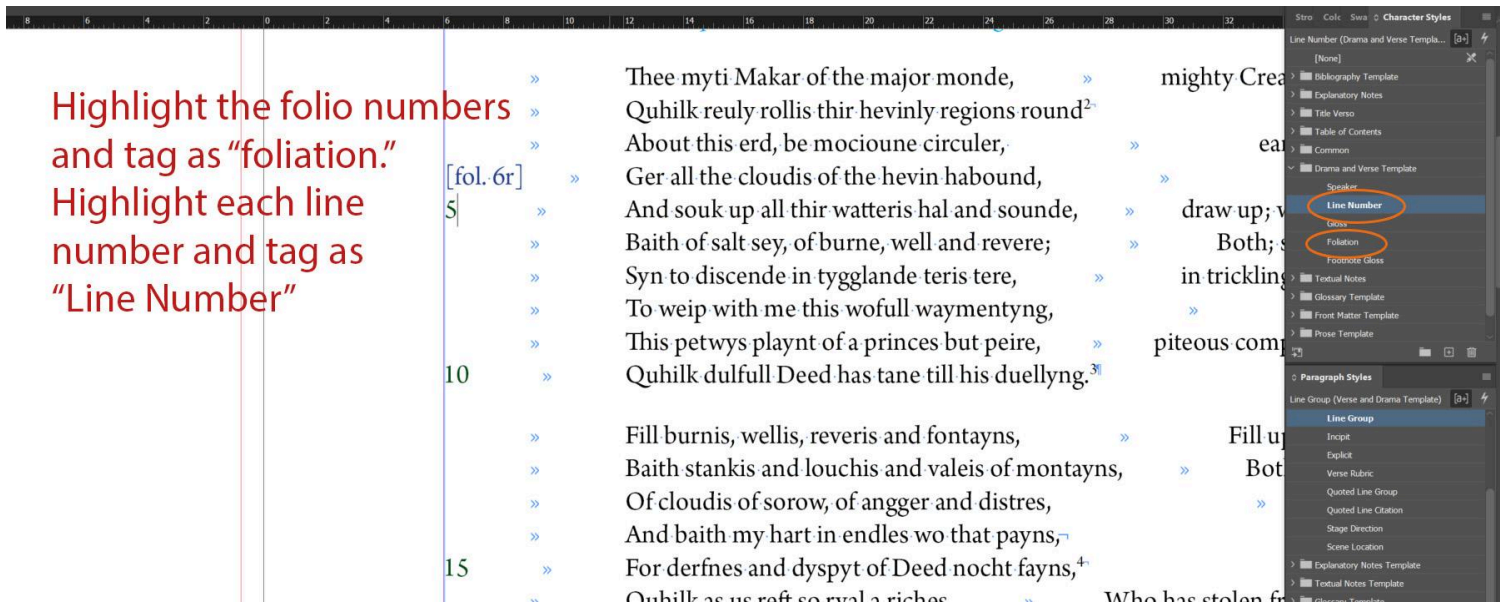
## Tagging Texts, First Steps

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

Round One:

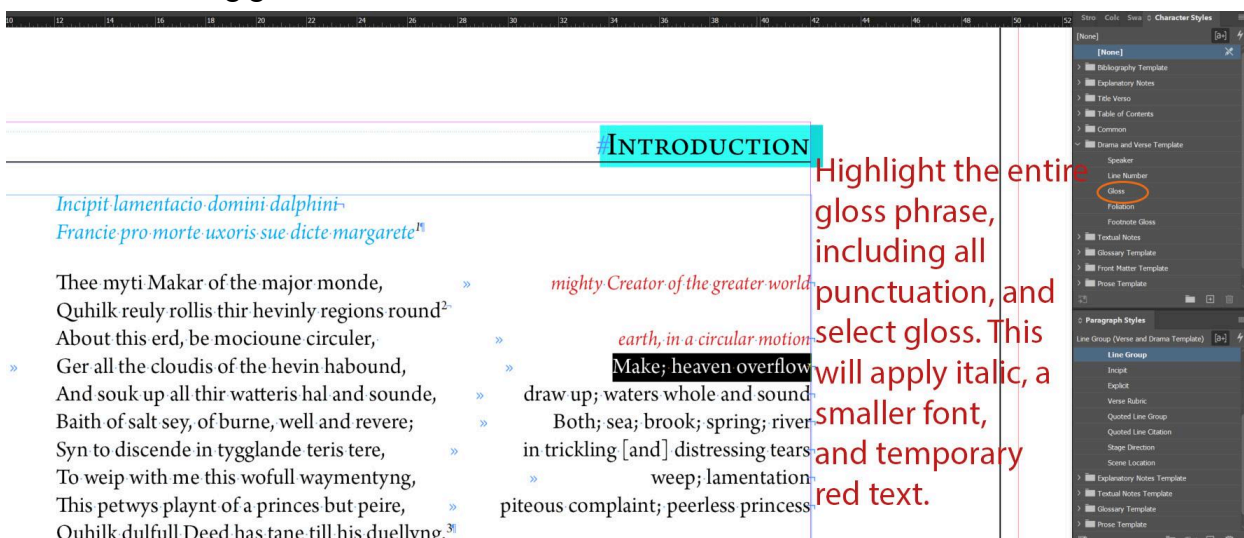
❖ Tag **Line Numbers** and **Foliation** [fol. 6r]





Round Two:

❖ Tag glosses as **Gloss**



Round Three:

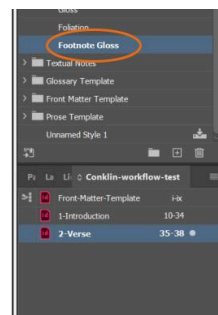
❖ Tag footnotes as **Footnote Gloss**

25 » And all thir birdis that syngand heir for luevis, » the birds; here for [their] loves.

Footnotes 1-4 have been correctly tagged with the "Footnote Gloss" C. Style. Note that in footnote 4, the line range has NOT been tagged. Footnote 5 has not yet been tagged.

- 1 \* Here begins the complaint of the lord Dauphin of France for the death of his wife, the said Margaret#
- 2 \* Who regularly rotates the spherical heavenly realms#
- 3 \* Whom distressing Death has taken to his dwelling#
- 4 \* Lines 14-15: And bathe my heart that suffers in endless woe, / [one] that does not shrink back before the severity and contempt of Death#
- 5 \* I who, without a doubt, daily die on account of distress#

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- ❖ Refer to Formatting Reference as needed for application of **em-** and **en-dashes**.
- ❖ Clear overrides. Refer to the Formatting Reference for additional information about overrides.

### Sample of Long Stanza at the end of this stage / prior to semantic tagging

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

Folio numbers and line numbers align with the left margin, and there is a single tab between each line of verse and the left margin. Note, this is the standard indentation for all verse, but a text may require additional indentation.

Folio numbers and line numbers are tagged with "foliation" and "line number," respectively.

OTUEL A KNIGHT	
fol. 268ra	Herkneth, bothe yinge and olde
	That willen heren of batailles bolde;
	And ye wolde a while duelle,
	Of bolde batailles ich wole you telle
5	That was sumtime bitwene
	Cristine men and Sarazins kene.
	There was sumtime a king in France,
	A doughty man with spere and launce,
	And made Sarazins ful tame
10	King Charles was his name,
	And was born in Seint-Denys
	Nought bote a litel fram Parys,
	And was a wol treu knight
	And meintenede Cristendom aright.
15	In his time, a king ther was,
	An hethene that uncristned was,
	That was king of Lombardie,
	And was yhoten King Garsie.
	Marsile was his also,
20	And manie other londes mo.
	A swithe gret lord he was;
	In his time non suych ther nas.
	On Jhesu Crist ne levede he nought
	That him hadde so dere about.
25	He levede al in maumetrie
	And forsok God and Seinte Marie.
	In alle londes there he wente
	He slough al that evere he hente
	That wolde on Jhesu Crist bileve,
30	And tok the lond to his byheve.
	Night and day it was his thout
	To bringe Cristendom to nout.
	In hethenesse ther nas no king
	That ne hel of him sum thing
And many other lands more.	

Glosses align right, the entire phrase is tagged as a single "gloss" tag, forced line breaks are either right after the gloss or directly at the end of unglossed lines.

Footnotes have "footnote" P. Style and "footnote gloss" C. Style applied (changes size / adds italic)

## Move on to Semantic Tagging

### Semantic Tagging

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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 nested tagging, where a person's name also includes a place. Refer to the Formatting Reference for instances of **nested tagging**.

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

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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.