

(refer to 2. Initial Steps for all Documents prior to beginning the Index of Proper Names)

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 most likely need to import two separate Word documents for the Index of Proper Names; one for any headnote explaining the contents of the index and one for the index contents.

- ❖ If the Index of Proper Names is a single document, first create two Word documents, one with the headnote and one with the index entries.
- ❖ Apply the IP - Index of Proper Names Parent Page to the first page of the InDesign document

Headnote

Place the 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 Abbreviations / Headnote.

You will use predominantly two **Paragraph Styles** in this section:

- ❖ **Body First**: should be applied to the first paragraph.
- ❖ **Body Subsection**: should be applied to any text following

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

Index Contents

Place the index 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
- ❖ Right click > Text Frame Options > Inset Spacing for Top should be set to 2p0
 - N.B.: If you have to set this manually, make sure that all other inset spacing remains 0p0
- ❖ Ctrl+D and place the word document for the index contents.
- ❖ If the index 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:

- ❖ **Index of Proper Names 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 styles applied, there should be no extra spaces between entries.

If you imported the document with most paragraph styles as **Index of Proper Names 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
 - Translated forms should be Bold Italic Character Style
- ❖ There should be a colon between the Headword and its location
- ❖ Location information should be in roman
- ❖ Cross-references at the end of entries 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**
- ❖ For an example, refer to Fein-Owl’s Index of Proper Names

Some backlog editions contain Indexed Glossaries of Proper Names. These are a combination of glossaries and indexes, so we will adapt the entries and treat them as best we can like we do glossary entries.

- ❖ Headwords should be bolded
- ❖ 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
- ❖ If present, the part of speech (v, n, adj, etc.) are Regular font and in parentheses
- ❖ There should be two spaces between the headword/part of speech and its definition
- ❖ 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*

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.