

## Preparing Word Documents for Import

---

### NEW EDITIONS

#### If the Prose text has chapters:

- ❖ You will need to make **separate Word documents for each chapter**. This is true whether you are working on a new volume or on a volume from the backlog.
  - Make a new folder in the network drive
    - Name it something along the lines of Word docs for InDesign formatting
  - Copy each individual chapter into its own Word document. Make sure you name each Word document to identify which text and which chapter it contains. This will help a lot when importing text.

### BACKLOG

If you are working from the backlog, then you will need to do substantial changes when converting the WordPerfect files to Word documents:

- ❖ First, save the WordPerfect file as the most recent Word document format.
  - Make a new folder in the network drive
    - If there is a Production Files folder, create a folder called Word docs for InDesign formatting within that
    - If not, then create the Word docs folder inside the Editor's folder
- ❖ If the prose text has chapters, then you will need to make **separate Word documents for each chapter**. Make sure that you save a complete copy of the original document before you begin copying/pasting/deleting any text, so that we always keep a correct original.
- ❖ If there are any images in the documents, first check the network drive to see if we have the original images as .jpg or .png files
  - If there are no original image files, stop and check with the Managing Editor.
  - If there are original image files, go ahead and delete any images from your Word documents.

#### Foliation:

If the backlog prose text includes foliation grouped with the line numbers, you will need to add the foliation into the body of the text and remove it from the margin.

- ❖ Identify the vertical line that appears in the body of the text - this marks where the foliation change occurs.
  - If it is between words, simply copy the foliation between the two words, add brackets around it, and delete the vertical line.
  - If it is in the middle of a word, leave the vertical line in place and copy the foliation after the word. Then, add brackets around the foliation.
- ❖ Delete the foliation from the margin.

### Footnotes:

- ❖ You will need to convert all the glosses from the one footnote at the bottom of the page into true footnotes. This step is most easily done in Microsoft Word.
  - Make sure your cursor is at the end of the Middle English word/phrase being glossed. If there is punctuation after the last word, the footnote number should be after it.
  - Click the References Menu → Insert Footnote
  - Copy and paste the appropriate gloss into the new footnote.
    - Original glosses contain a catchword(s), followed by the Modern English translation. You will need to copy over any catchword of two words or longer. However, if there is just one catchword, delete it.
    - If you do preserve the catchword, double check that there is a comma separating the Middle English from the Modern English translation.
    - Make sure you delete any periods from the end of the gloss
  - When you finish each page, make sure to delete the now-empty footnote that previously held all the glosses from a page.

### Tables:

- ❖ Next, you will need to delete any tables from the document.
  - There will be multiple tables that need converting, since each page of WordPerfect will be one table.
  - Click into the text where there is a table. The Table Tools options will appear in the top Word menus.
    - Layout → Convert to Text → Separate text with Paragraph Marks → OK

03 Chesse book1 [Compatibility Mode] - Word

File Home Insert Design Layout References Mailings Review View Acrobat Design Layout Tell me what you want to do...

Table Tools

Layout

Height: 2.15" Width: Distribute Rows Distribute Columns

Convert to Text

1. Clicking this icon will select the entire table and make the table tools menu appear.

2. Click into the Layout tab of the Table Tools menu.

Click Convert to Text

**BOOK ONE**

*This first chappitre of the first tractate sheweth under what kyng the playe of the chesse was founden and maad.*

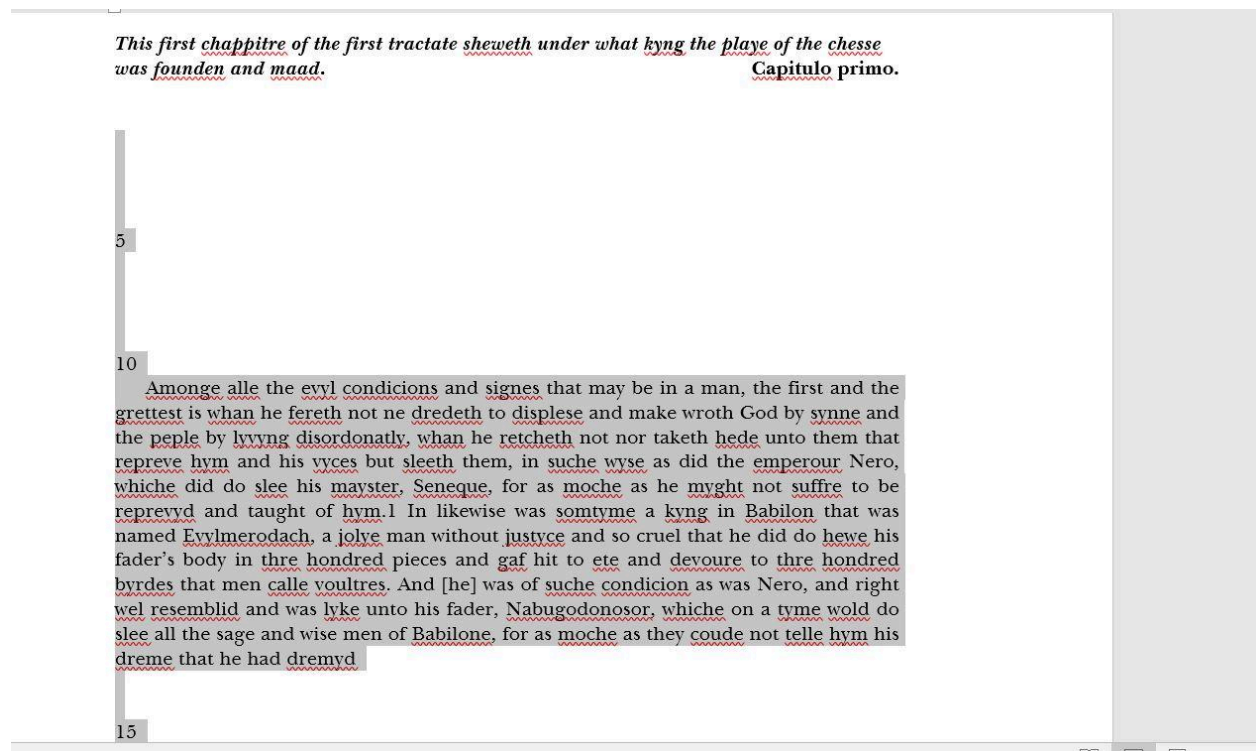
**Capitulo primo.**

Amonge alle the evyl condicions and signes that may be in a man, the first and the grettest is whan he fereth not ne dredeth to displese and make wroth God by synne and the peple by lyving disordonatly, whan he retcheth not nor taketh hede unto them that repreve hym and his vyces but sleeth them, in suche wyse as did the emperour Nero, whiche did do slee his mayster, Seneque, for as moche as he myght not suffre to be reprevyd and taught of hym. In likewise was somtyme a kyng in Babilon that was named Eyllmerodach, a jolye man without justyce and so cruel that he did do hewe his fader's body in thre hondred pieces and gaf hit to ete and devoure to thre hondred byrdes that men calle voutres. And [he] was of suche condicion as was Nero, and right wel resemblid and was lyke unto his fader, Nabugodonosor, whiche on a tyme wold do slee 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 Danvel. Under this kyng, theme, Eyllmerodach, was this

Page 1 of 6 319 of 1693 words 120%

This is a sample of what it will look like after you convert the tables:



- Delete any line numbers and extra spaces between paragraphs
  - NB: Do NOT delete foliation numbers - these will still be used.
- As you go through, make sure that you preserve paragraph formatting. Sometimes paragraphs are split between tables and need to be recombined into one paragraph.