

Images

All images need to be properly linked in InDesign documents, not just copied and pasted in, which is what will happen when you import a document with an image in it. This may only be relevant for backlog, since per new submission guidelines, volumes editors should be submitting Word Documents and image files separately. Still, it's good to be able to recognize the difference between an image that's been imported correctly and one that is just copied.

See the images below for the difference.

This is what an image looks like when it's just been copied and pasted in:

images, depict the dead and the living as dancing within architectural spaces, thus creating a doubling effect for a viewer observing the mural within its architectural space. The *danse macabre* thus becomes, she argues, a "multimedia artistic installation."



This is what an image looks like when it's been properly imported:

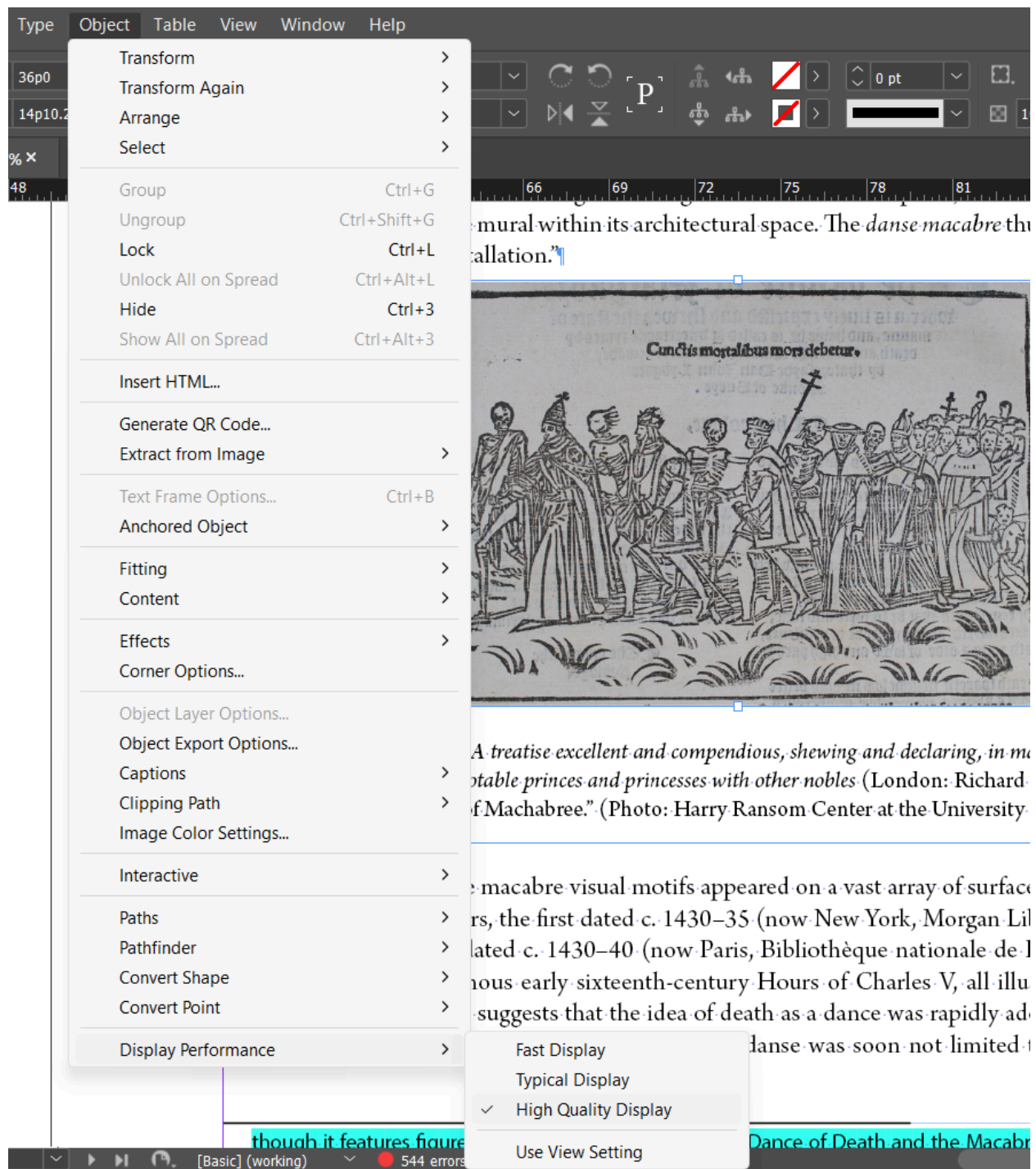
a “multimedia artistic installation.”



Figure 1. fol. 1v; A treatise excellent and compendious, shewing and declaring, in maner of tragedye, the falles of sondry most notable princes and princesses with other nobles (London: Richard Tottell, 1554; STC 3177). “The daunce of Machabree.” (Photo: Harry Ransom Center at the University of Texas)

Notice how the image and the caption are in their own textboxes. Also note the symbol in the upper-left corner – this means that the image actually lives in a separate folder for images within the ID folders and that the document is actually pulling the image from that location. This means that if you move that folder or delete it, the image will also disappear.

Also, once you start importing images, you may need to change your InDesign settings so that you see the correct resolution. If the images are pixelated, it’s likely because your display resolution is on a low setting in order to improve performance. While formatting images, it’s a good idea to set the object display on high (see image below), which will show you what the images will actually look like in print.



****All images should be added to the Table of Contents immediately after you have inserted them.**

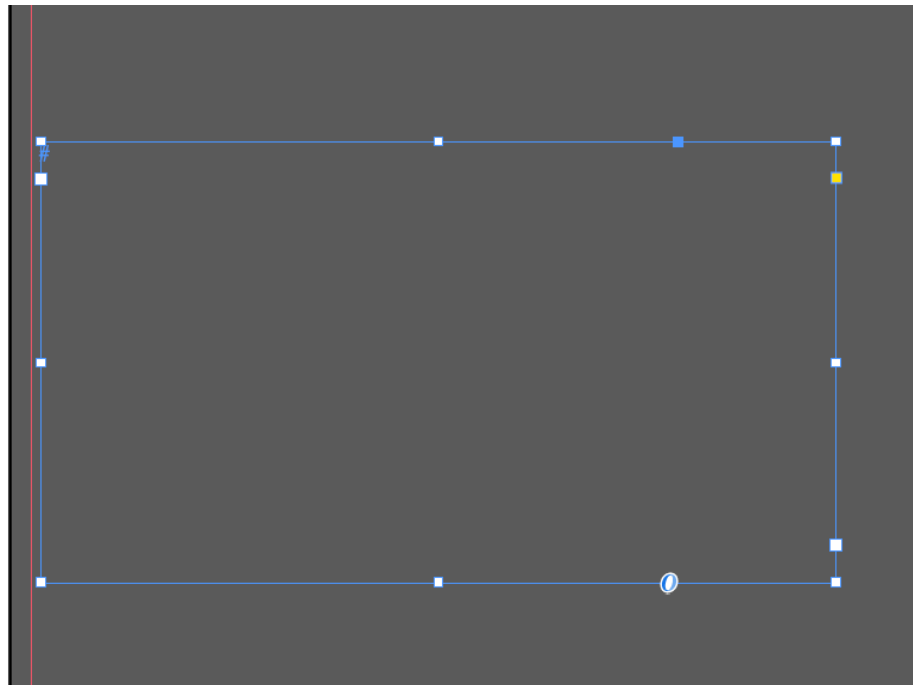
Images with surrounding text on the same page

Format the text you are working on up until you reach the place where the image needs to be inserted. The volume editor will mark this with [PLACE ILLUSTRATION 1 HERE].

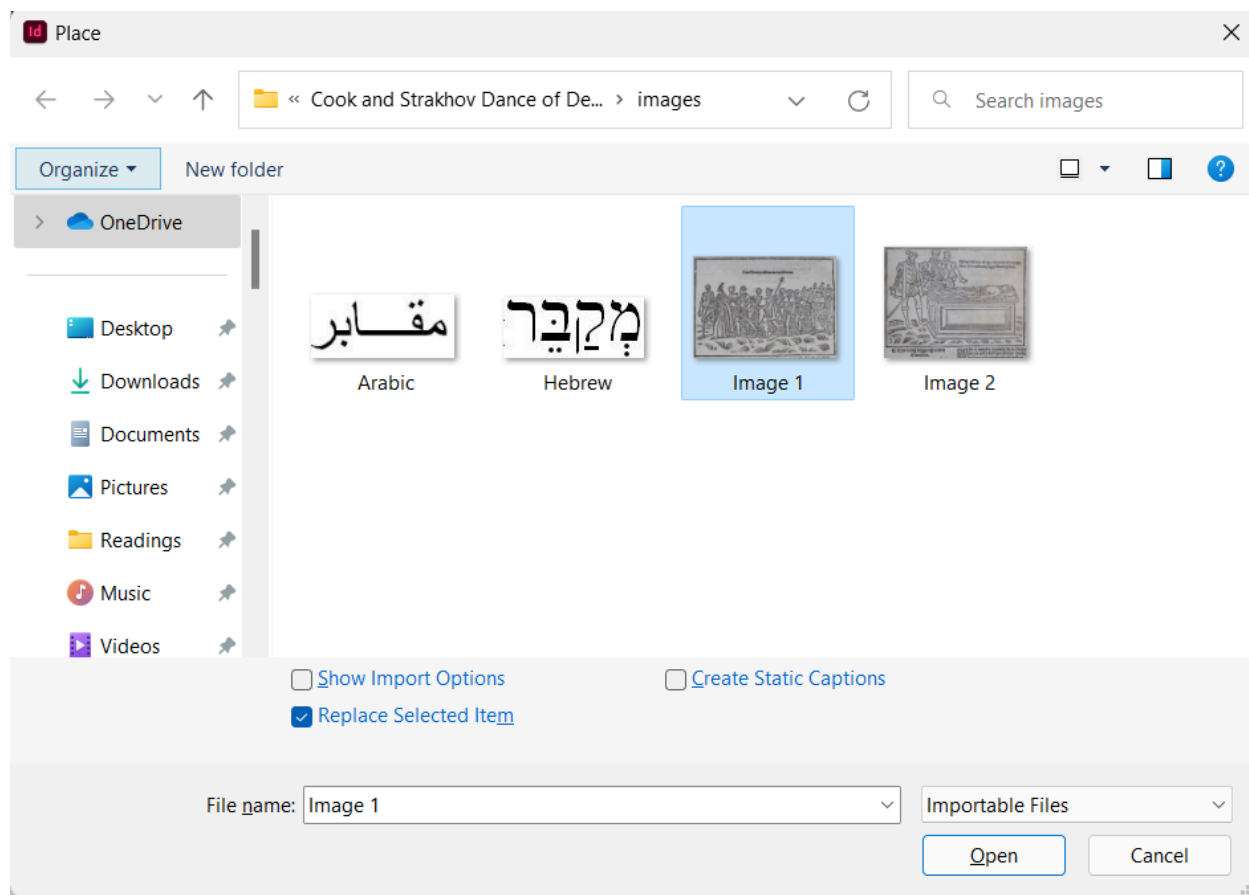
For backlog, it's fine if you leave imported images in place in the document until you get to them. After formatting the image and importing it as described below, make sure to delete the placeholder image.

- ❖ Using the text tool ([T] in left menu), draw a text frame off to the side of the page you are working on.
 - Note, if you try to create a new frame directly on top of where you want to place it in the text, it will be difficult to format because the text will just run behind your new text frame.
- ❖ Switch to the Selection Tool and click on the text frame, which will cause the boxes at the edge of the textbox to light up.

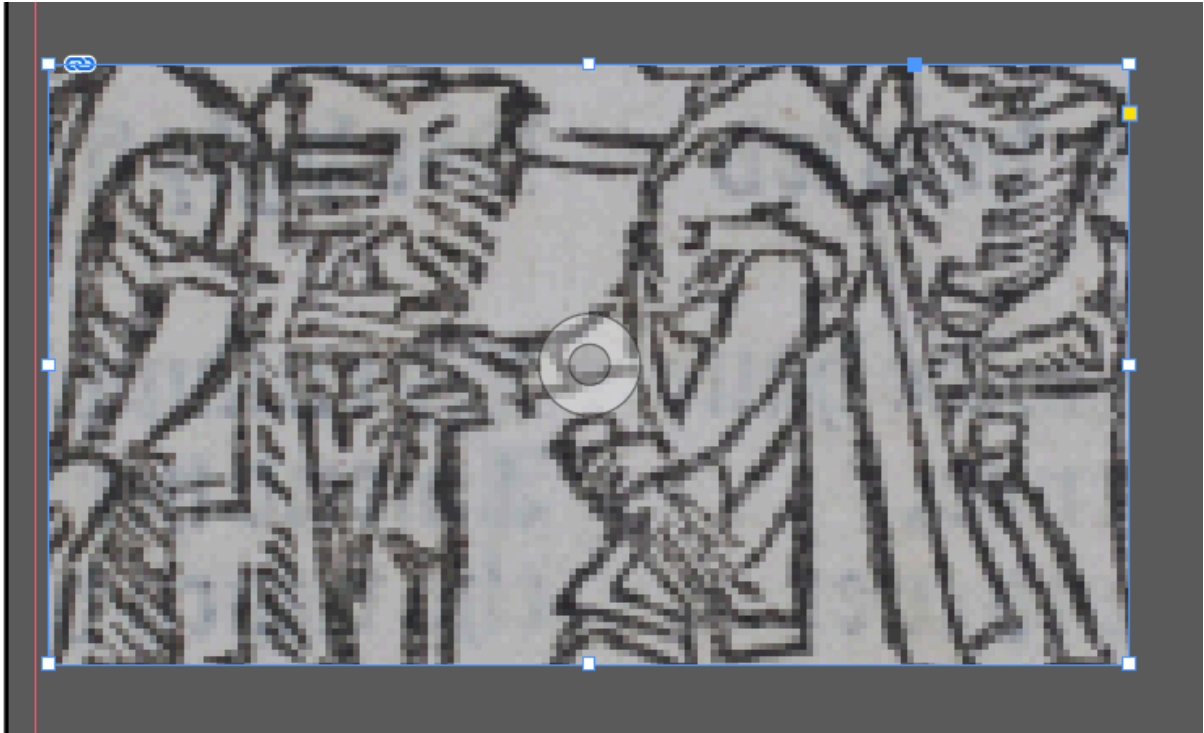
ng a kinetic
nse macabre
ibling effect
,she argues,



- ❖ Place the image inside the text frame in the same way that you place documents, Ctrl+D.
- ❖ When File Explorer pops up, go to the image folder – this should be in the editor's Creative Cloud folder, in a folder called “Images for ID” – and select the image you want to import. Make sure the title of the image matches the description in the volume editor's insertion note.

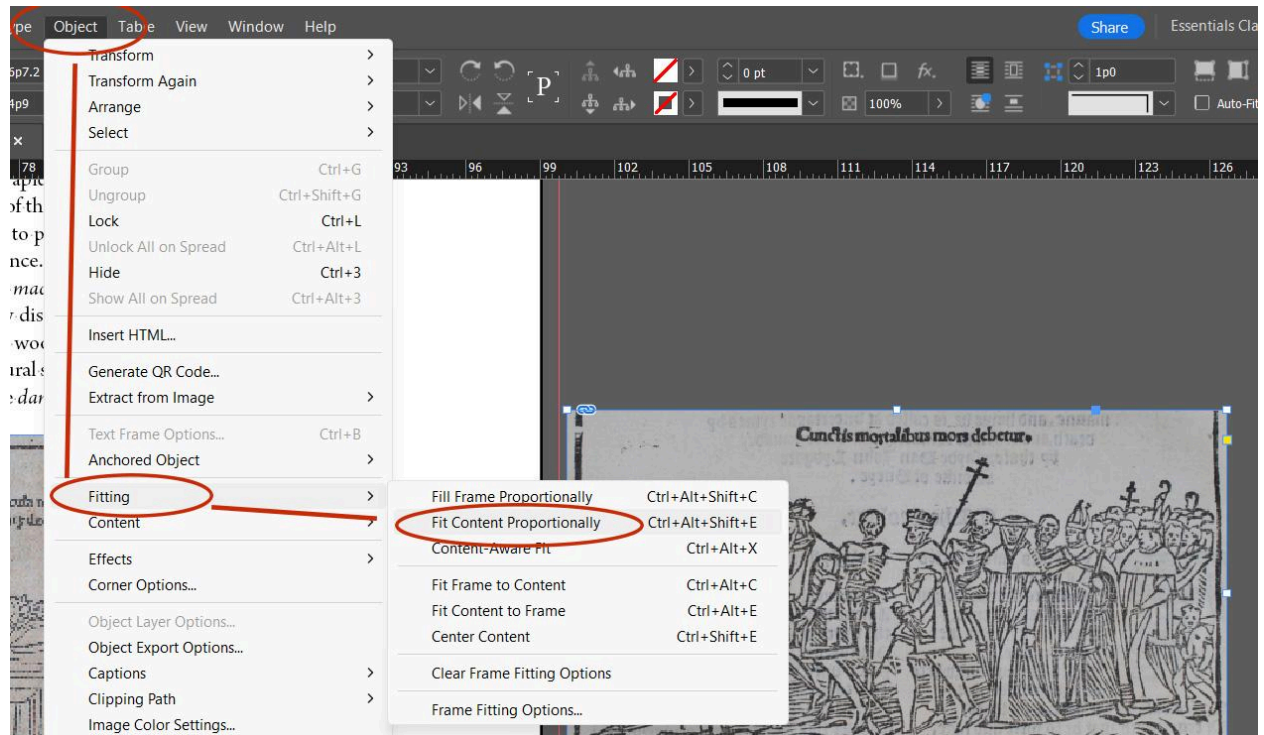


The image will likely import strangely, see below:



The image has imported correctly, despite its appearance. The link in the upper left corner means that it's correctly linked. You will need to resize the image in order to make it display properly.

- ❖ Select the image and go to Object → Fitting → Fit Content Proportionally.

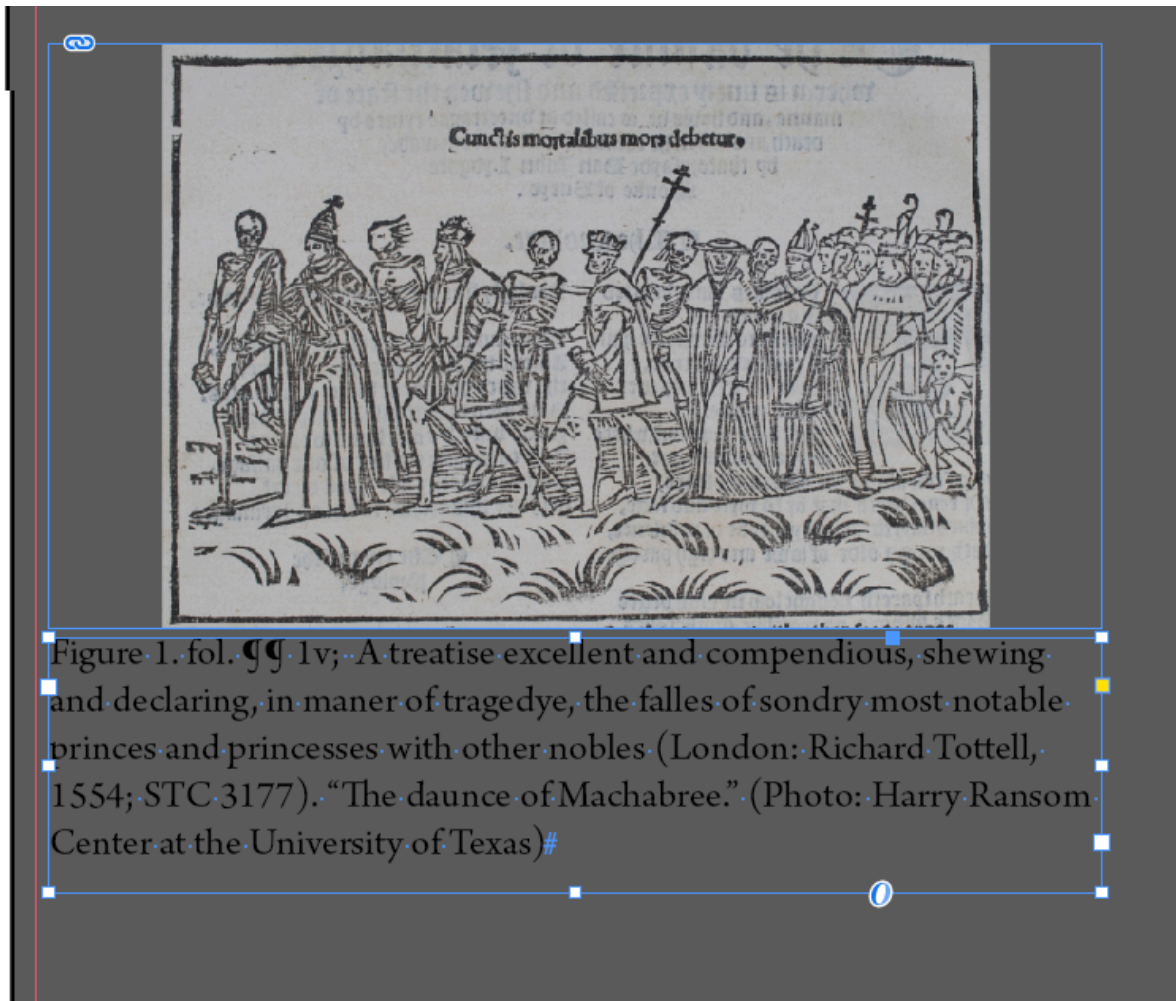


This will cause the full image to display in the textframe (see below). If you adjust the size of the textframe (which you will do when you place it on the page), you will need to redo the fitting steps, as the image will not adjust automatically.



Image Caption

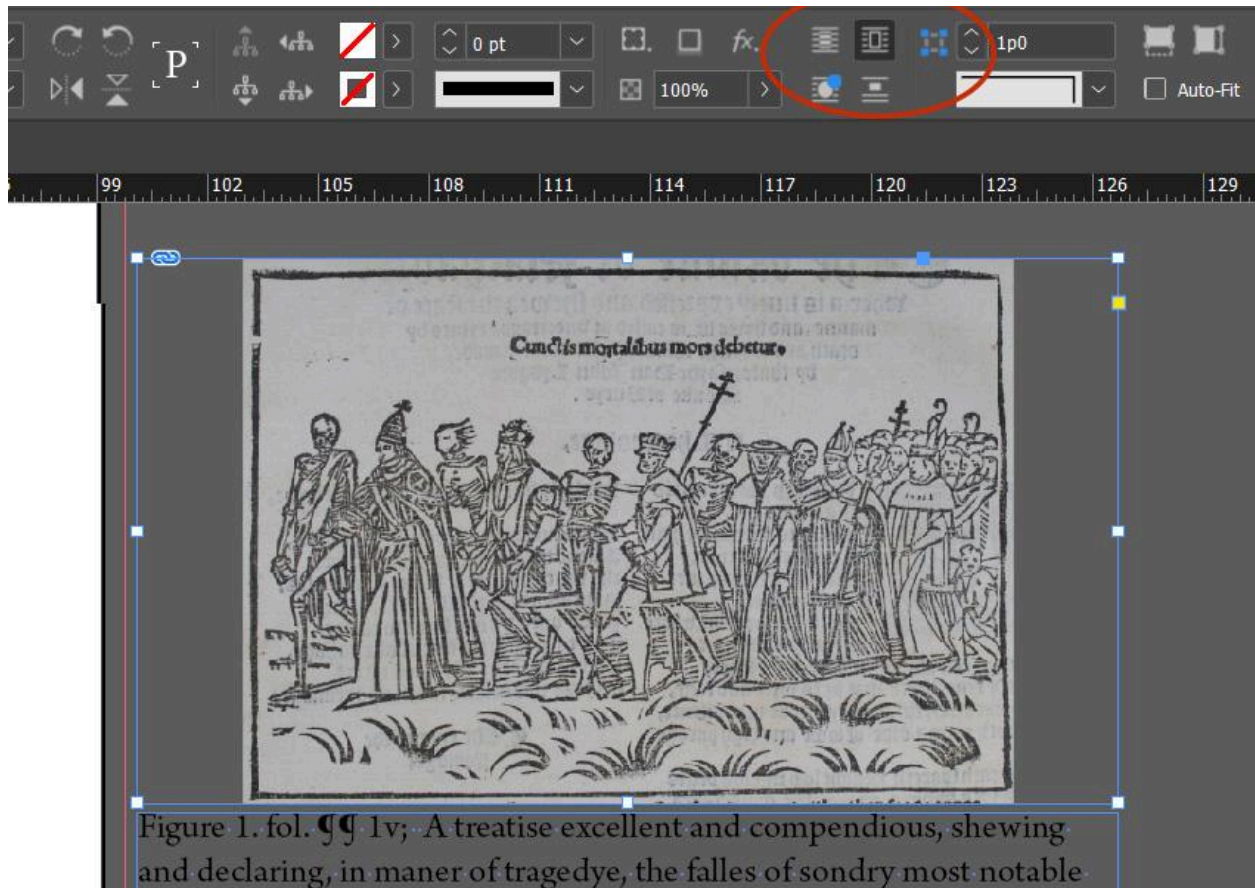
- ❖ Make a second text frame, for the caption to the image. This should be roughly the same length of the image text frame, though you will also resize this when placing it on the page.
- ❖ Copy and paste the caption text into the new text frame.
- ❖ Resize the text frame as needed so that the caption is not overset.



Move the image and caption onto the page

You will need to move each text frame separately.

- ❖ First, check the text-wrap settings on the image and caption text frames. You will need to change the settings so that the text on the page wraps around the new text frames. Otherwise, the new text frames will just be superimposed over the text on the page.
- ❖ Use the Selection tool to click into the image box
- ❖ In the top menu, select the "Wrap around bounding box" setting, which will cause external text to wrap around this box.
- ❖ Repeat for the caption.



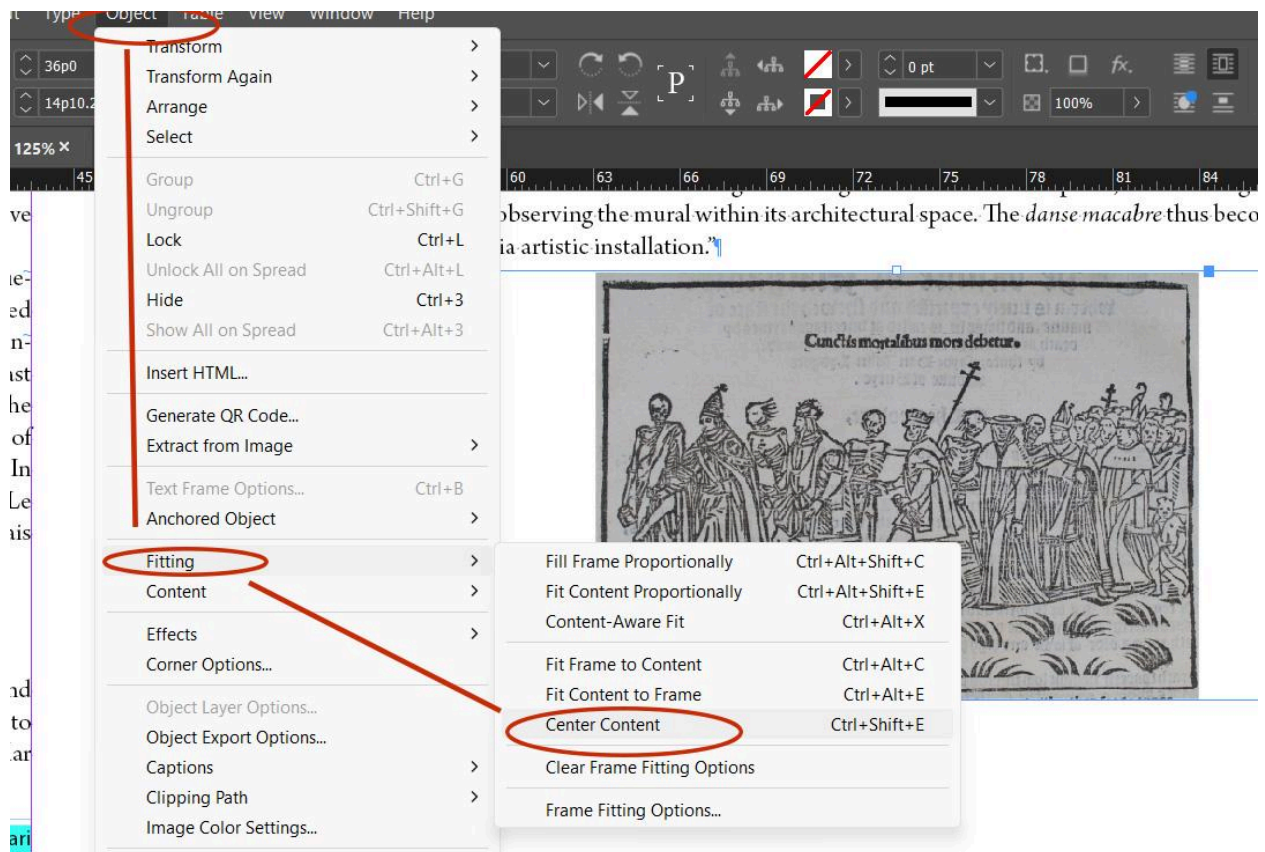
- ❖ Using the selection tool, click anywhere into the image text frame.
- ❖ Drag the image onto the page.
- ❖ Use the Word Document to determine where the volume editor wants this image placed.
- ❖ Extend or decrease the vertical margins until they align perfectly with the page margins. The margins will turn light green when they are perfectly overlapped.

a “multimedia artistic installation.”



At this point, you may also need to center the image.

- ❖ Go to Object → Fitting → Center Content



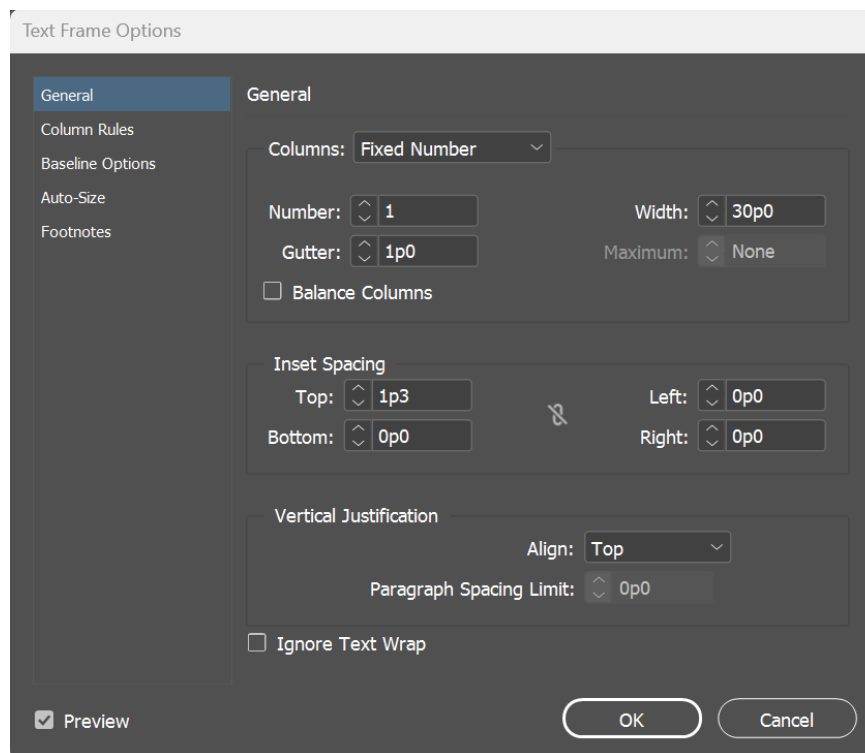
Once the image is set, repeat these steps with the caption.

- ❖ The top of the caption text frame should align perfectly with the bottom of the image textframe.

In order to make sure that there's enough space between the caption and the image, you need to adjust the text frame spacing.

Adjust Text Frame Spacing:

- ❖ 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 1p3 spacing
 - Set the Bottom to 1p3 spacing



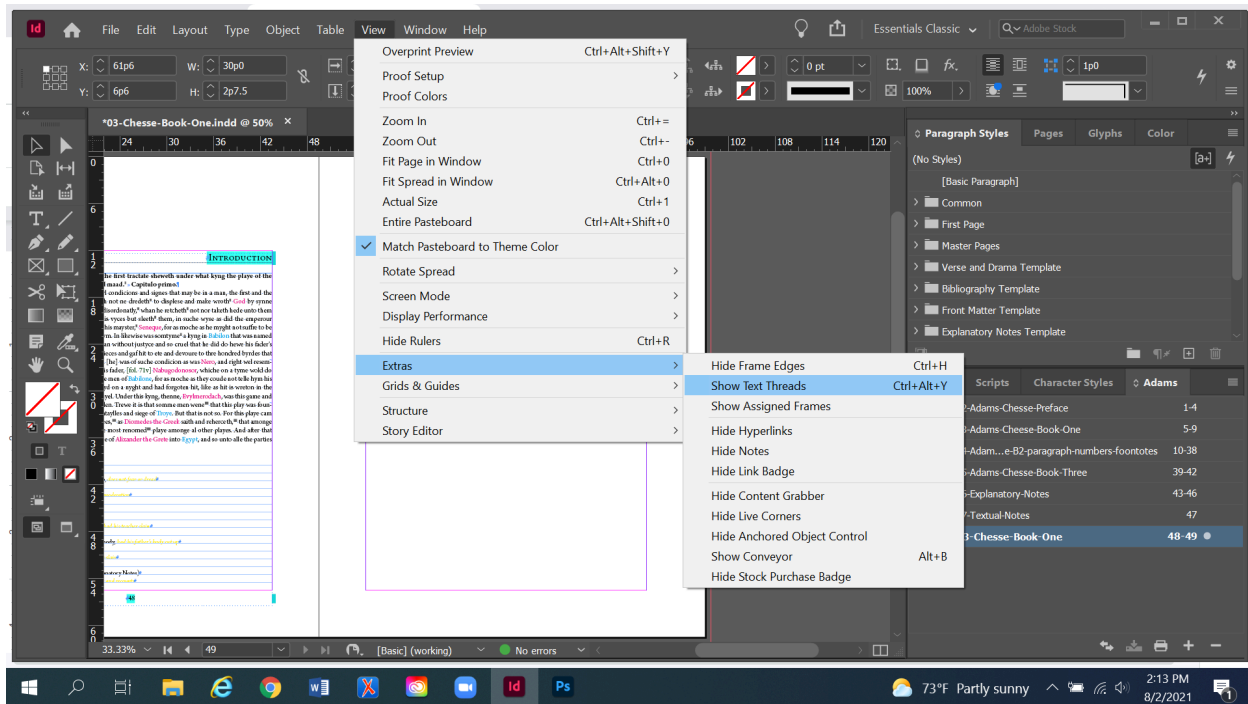
After completing the image and caption adjustments, check with Managing Editor for approval about placement and size and adjust accordingly. Be sure to add the image to the Table of Contents, along with the page number.

Full-Page Image at the end of a document

For full-page images, format the entire text up to the page on which the image will appear. For that page, you first need to unthread that text frame from the text frames that came before this one.

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

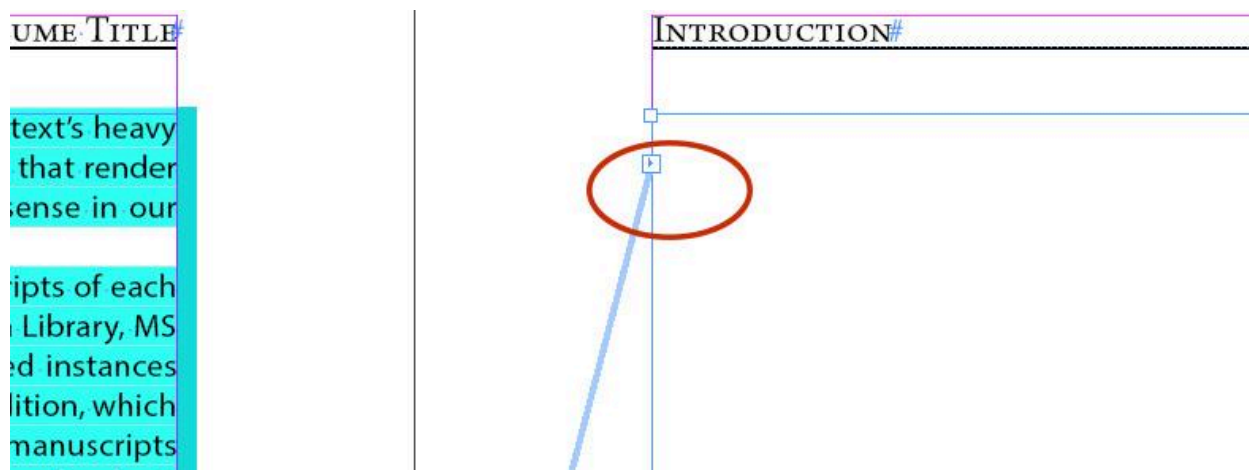
- ❖ View → Extras → Show Text Threads



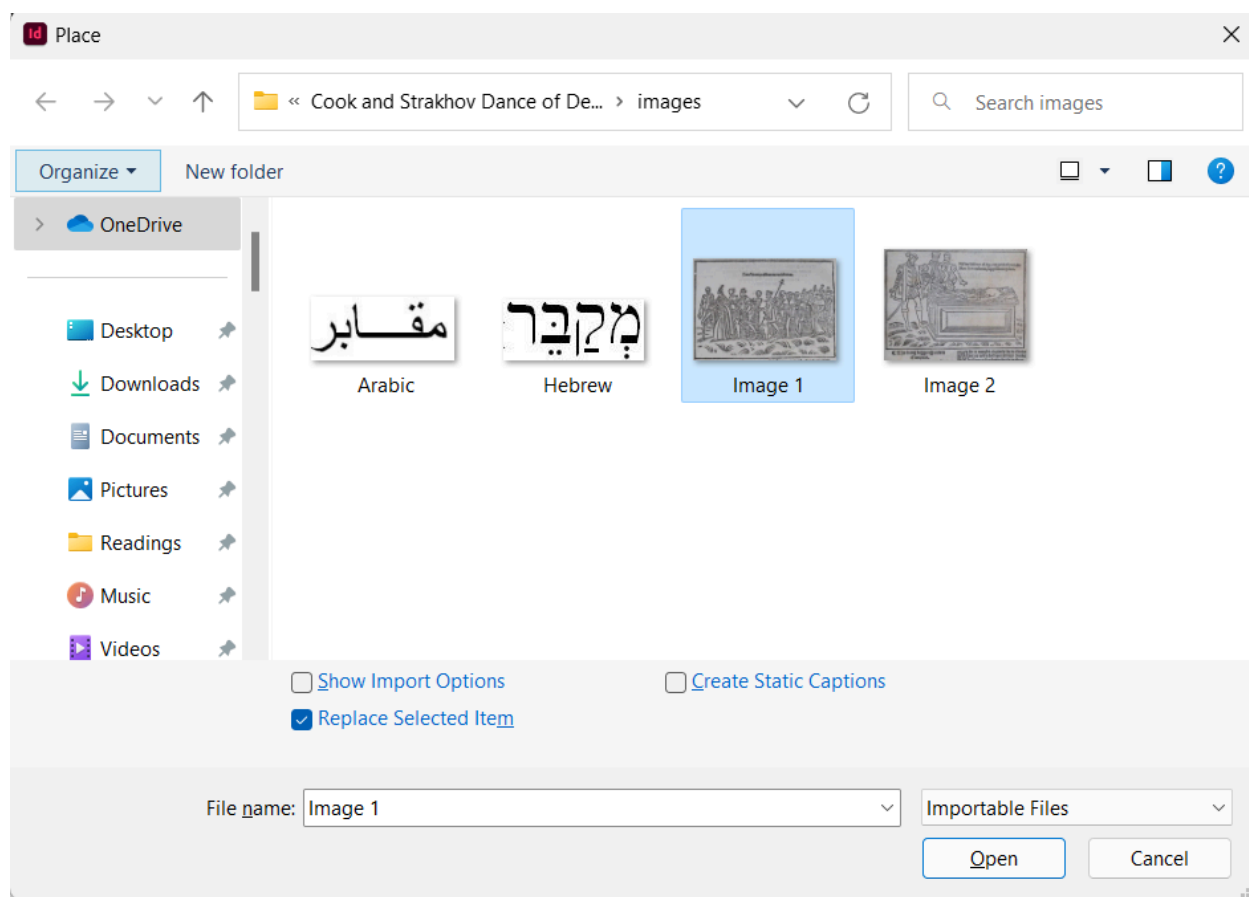
- ❖ After this setting is turned on, InDesign will show that frames have been threaded together by showing a blue line connecting the bottom of one frame to the top of the next frame. This thread only becomes visible if you are using the Selection Tool and have clicked onto a particular text frame.

Un-threading a frame

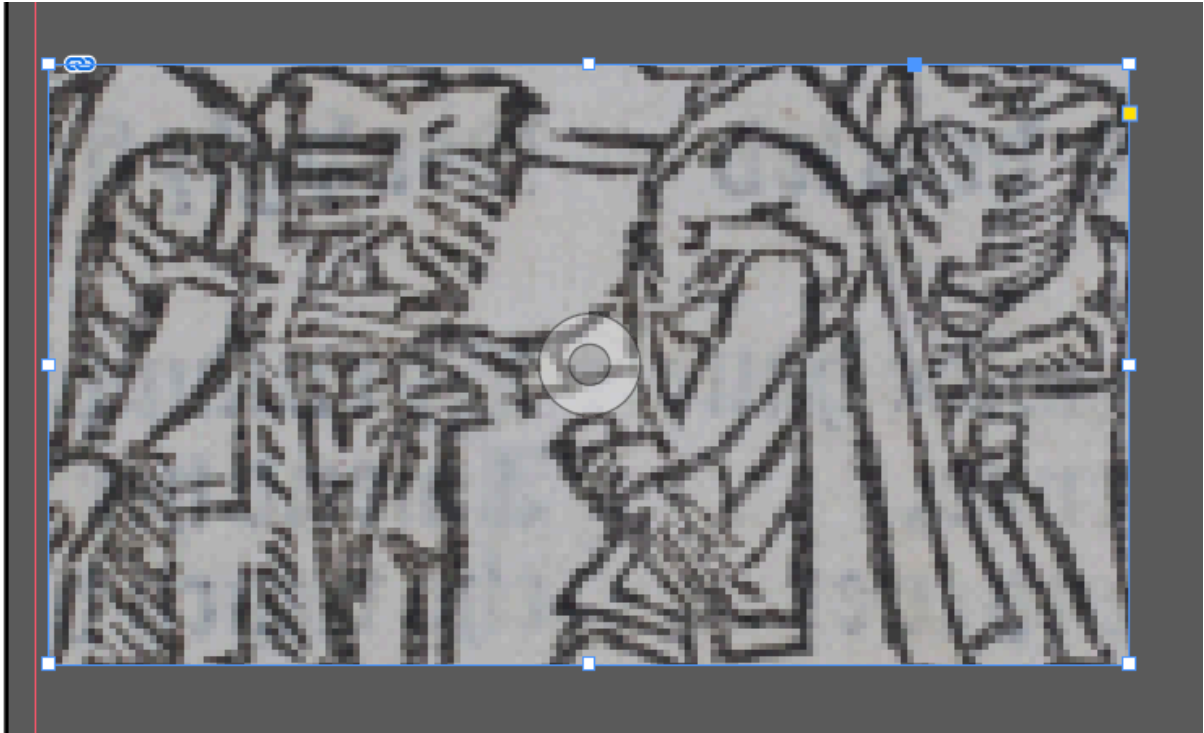
- ❖ With the Selection tool, click into the “in-port,” (circled below) and then click into the blank page
- ❖ You will know if the text frame is un-threaded if there is no longer a blue line connecting to the in-port on this text frame.



Place the image inside the text frame in the same way that you place documents, Ctrl+D. When File Explorer pops up, go to the image folder and select the image you want to import.

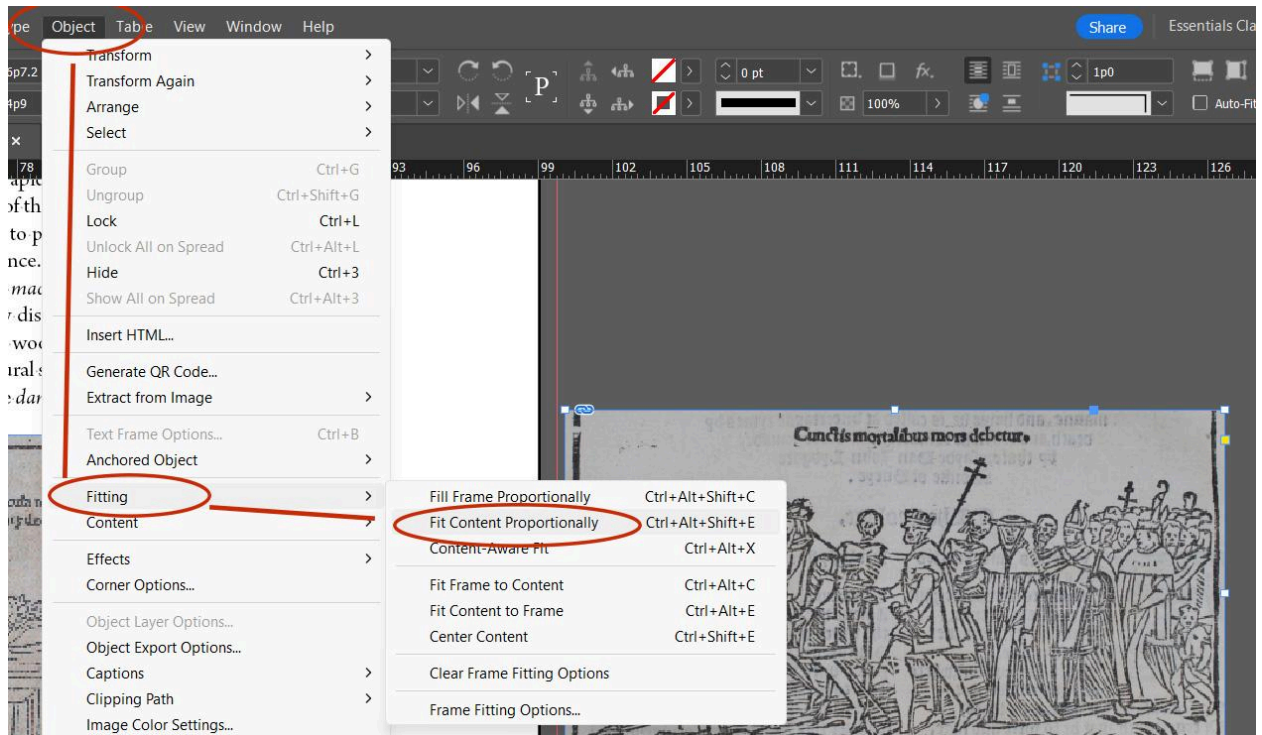


The image will likely import strangely, see below:



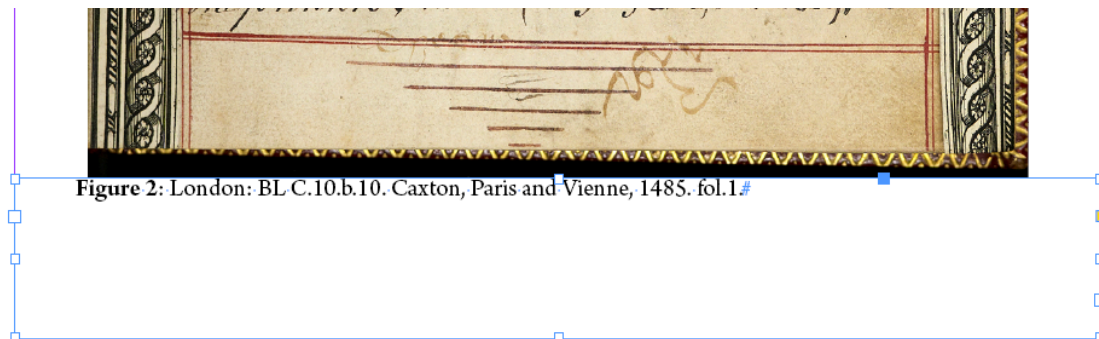
The image has imported correctly, despite its appearance. The link in the upper left corner means that it's correctly linked. You will need to resize the image in order to make it display properly.

Make sure you have the image selected and go to Object → Fitting → Fit Content Proportionally.



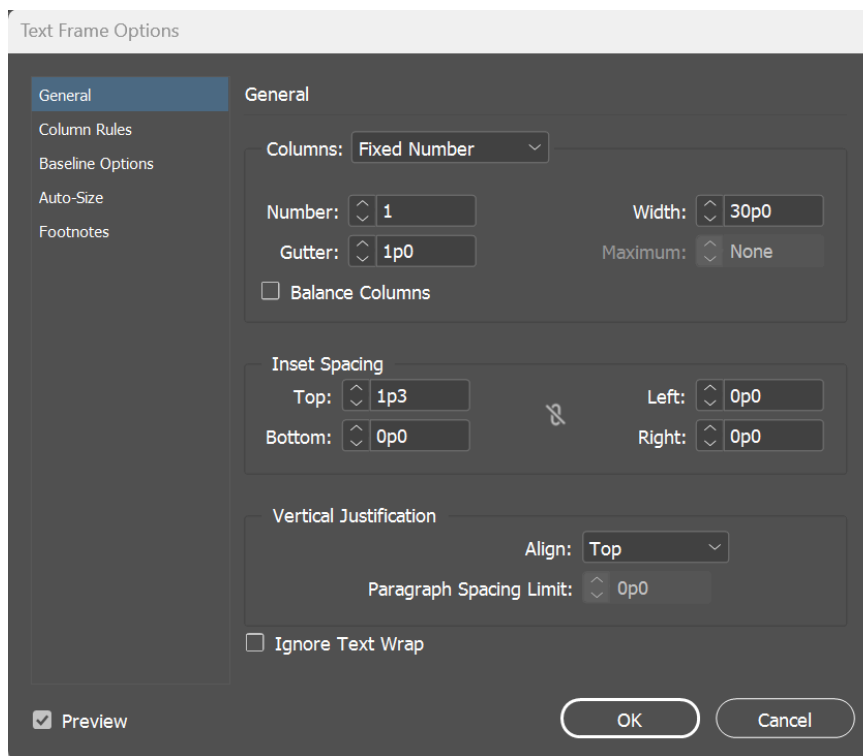
This will cause the full image to display in the text frame (see below). If you adjust the size of the text frame (which you will do when you place it on the page), you will need to go through the fitting steps again, as the image won't automatically adjust.

To add a caption, you will need to click onto the bottom of the text frame and drag it partway up the page. Then draw a new text frame from the bottom margin of the page up to the bottom of the image textbox. Then copy and paste the caption in.



Adjust Text Frame Spacing:

- ❖ 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 1p3 spacing



This is what the bottom of the full-page image should look like, once the captions have been added and the text frame adjusted:

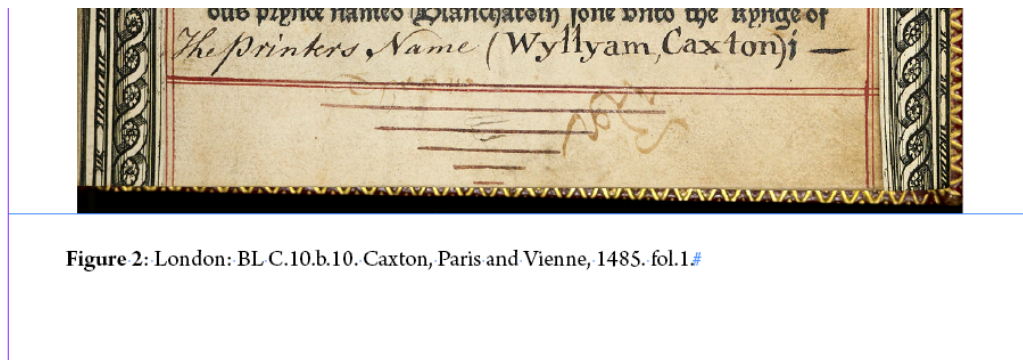


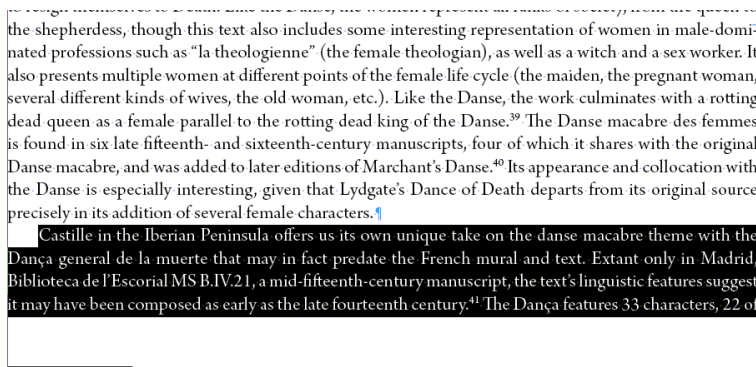
Figure 2: London: BL C.10.b.10. Caxton, Paris and Vienne, 1485. fol.1#

Check with Managing Editor about the appearance of the image and caption before moving on. This is especially important if the image is on a full page that is not the last page of an InDesign document. Be sure to add the image to the Table of Contents, along with the page number.

Full Page Image in the middle of a document (essentially, with text on pages around it)

To insert an image into the middle of an introduction, you first need to cut all of the text after the image in order to un-thread the text frames. Click into the text frame before the first letter of text in the text frame in which you want to insert the image. If the text on that page is a continuation of a paragraph from a previous page, click into the previous text frame, at the start of that paragraph.

- ❖ ctrl+shift+END will select all of the text following the area you have selected. See image below



own independent danse macabre was also painted on a wall with woodcuts. Unsurprisingly, middle-class urban dwellers and other versions, related to this, dated in mid-fifteenth-century. Most famous within the modern audiences, are Hans Holbein the Younger's *The Alphabet of Death* in c. 1526. Not long after, he designed a woodcut by Hans Lützelburger, *The Dance of Death*, first published in 1533. In this way, the theme of the danse macabre tradition thus

- ❖ Cut all of that text.
- ❖ Make a new text frame off to the side of the book in which to temporarily store the cut text

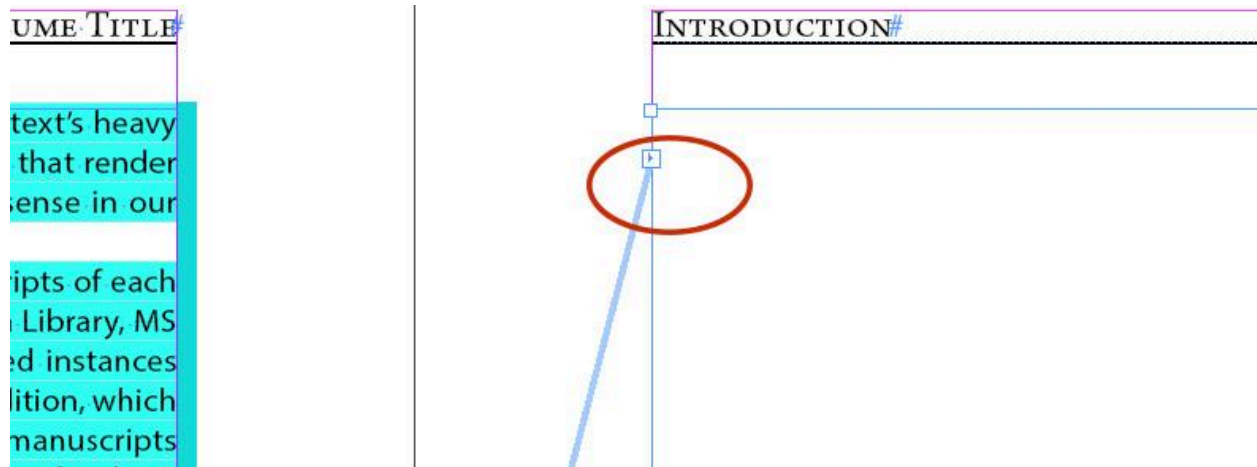
Castille in the Iberian Peninsula offers us its own unique take on the danse macabre theme with the Dança general de la muerte that may in fact predate the French mural and text. Extant only in Madrid, Biblioteca de l'Escorial MS B.IV.21, a mid-fifteenth-century manuscript, the text's linguistic features suggest it may have been composed as early as the late fourteenth century.¹

¹ Kurtz (Dance of Death and the Macabre Spirit, pp. 147–49) and Clark (Dance of Death in the Middle Ages and Renaissance, pp. 41–42) suggest it is contemporary to its manuscript, thus postdating

Once the text has been cut, use the selection tool to un-thread the text frame following your last frame with text in it.

Un-threading a frame

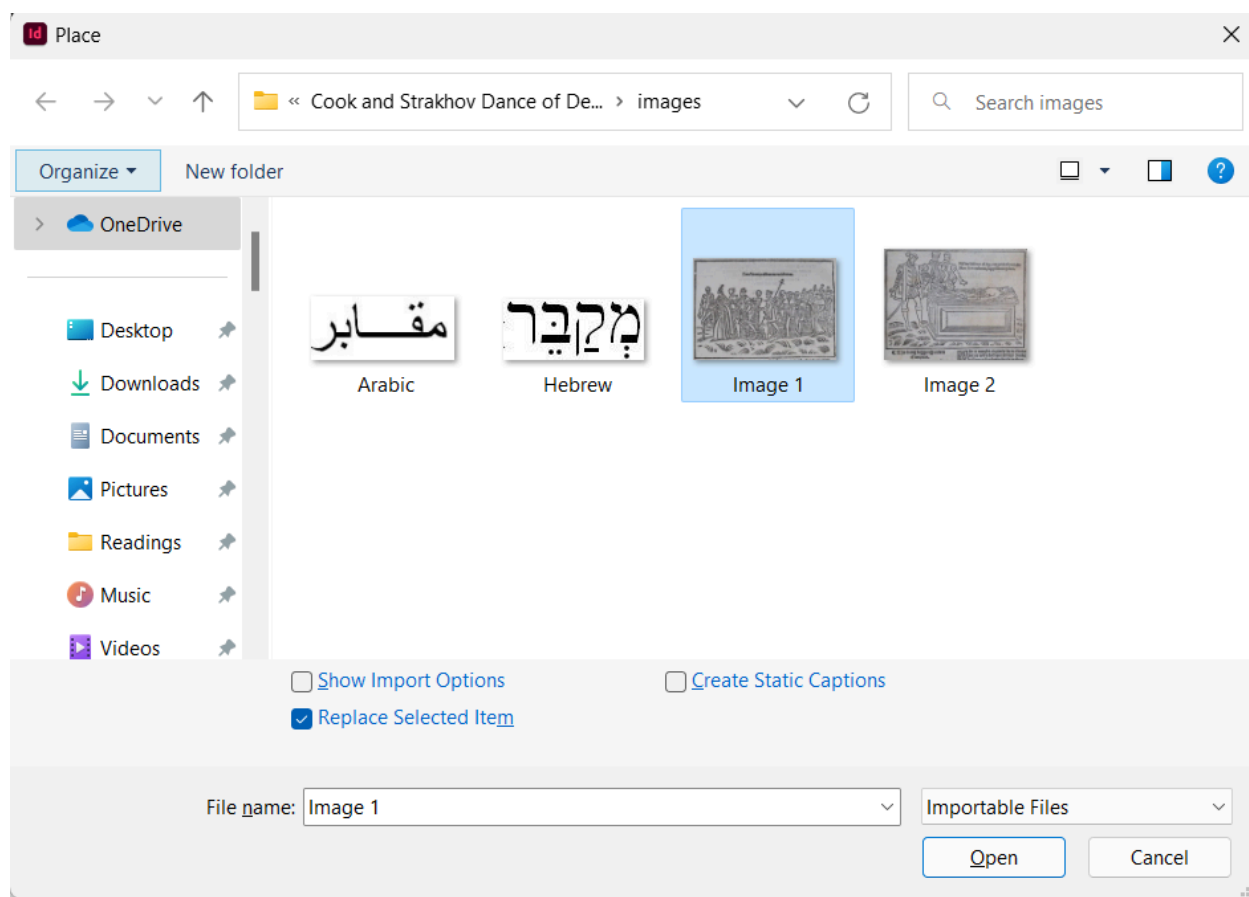
- ❖ With the Selection tool, click into the “in-port,” of the text frame you want to un-thread (circled below) and then click into the blank page



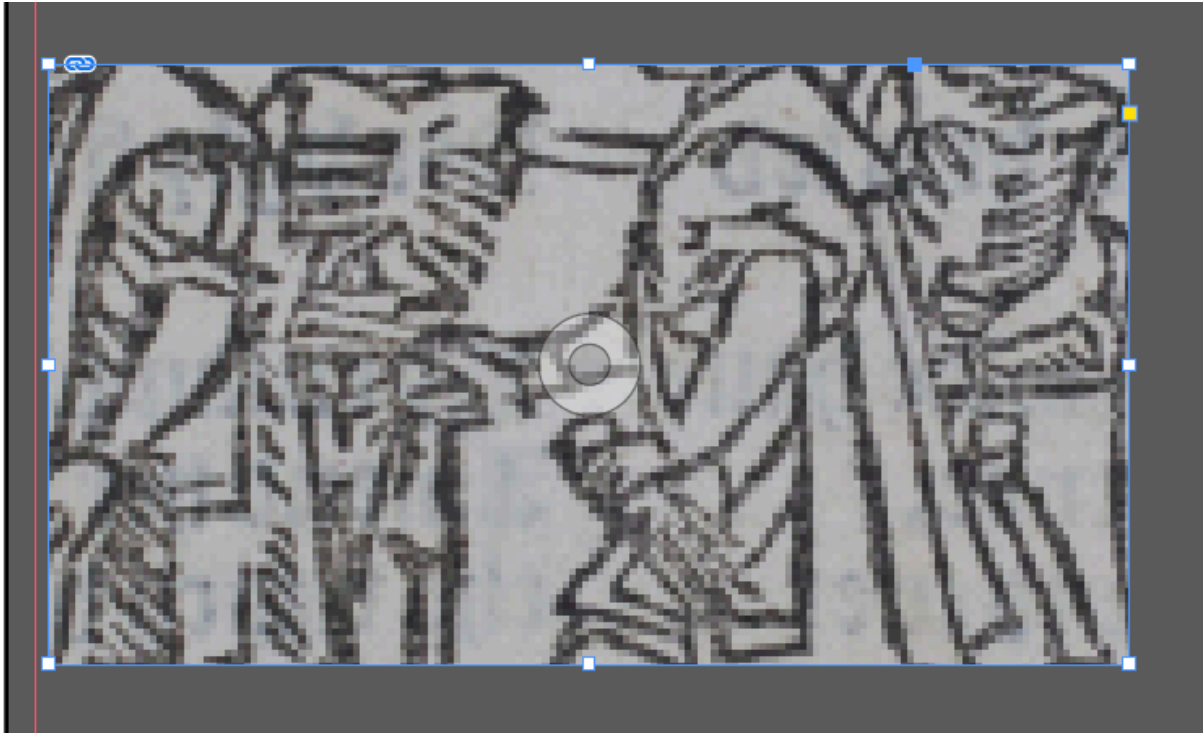
- ❖ You will know if the text frame is un-threaded if there is no longer a blue line connecting to the in-port on this text frame.
- ❖ You also need to un-thread this text frame from the following frames. Click into the “out-port” (looks like the in-port but is in the lower right corner of the text frame) and then click into the text frame that you want to insert the image into.
- ❖ Click into the text frame. If there are no blue threads connected to it, you can see that it's been disconnected from the text frames around it.

Insert the full-page image

Place the image inside the text frame in the same way that you place documents, Ctrl+D. When File Explorer pops up, go to the image folder and select the image you want to import.

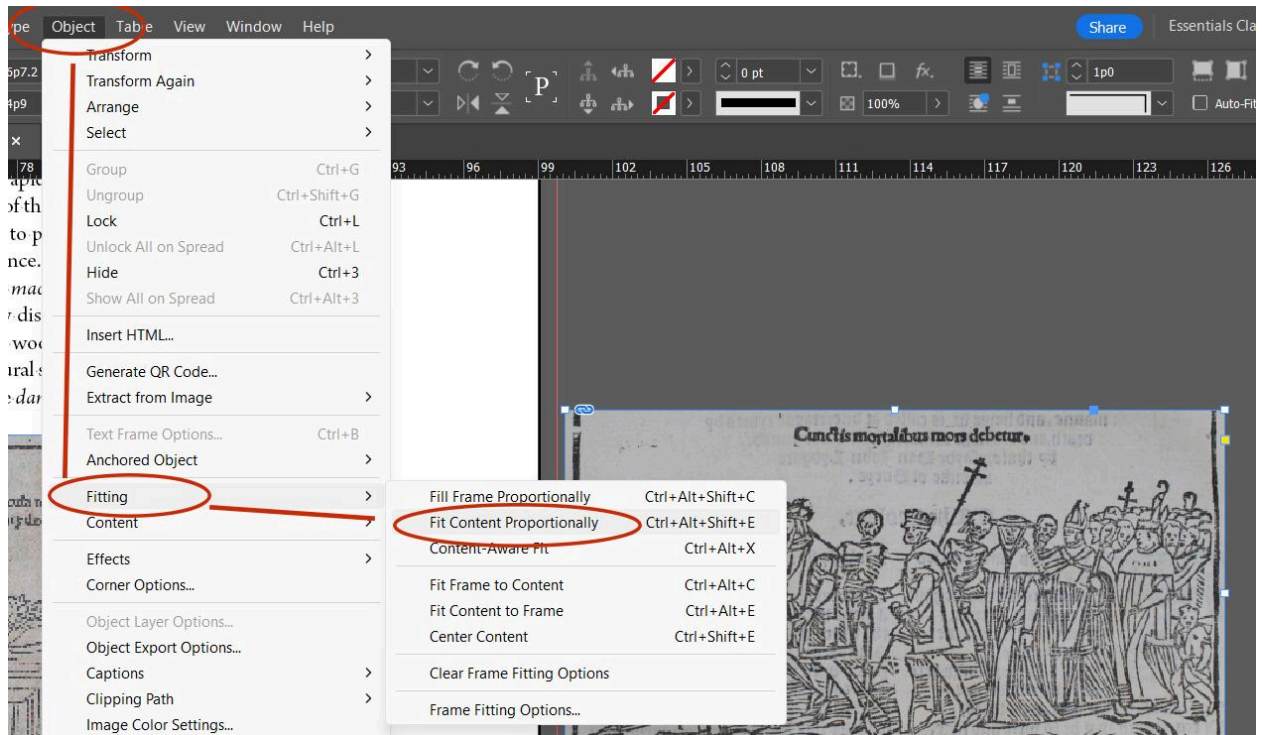


The image will likely import strangely, see below:



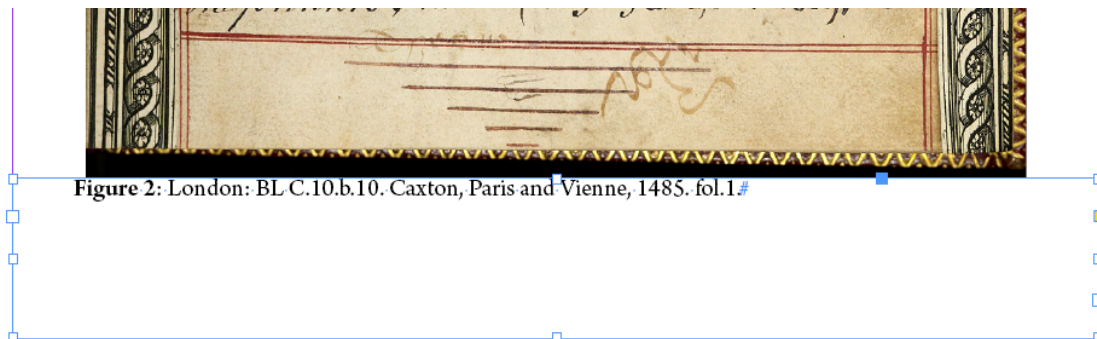
The image has imported correctly, despite its appearance. The link in the upper left corner means that it's correctly linked. You will need to resize the image in order to make it display properly.

Make sure you have the image selected and go to Object → Fitting → Fit Content Proportionally.



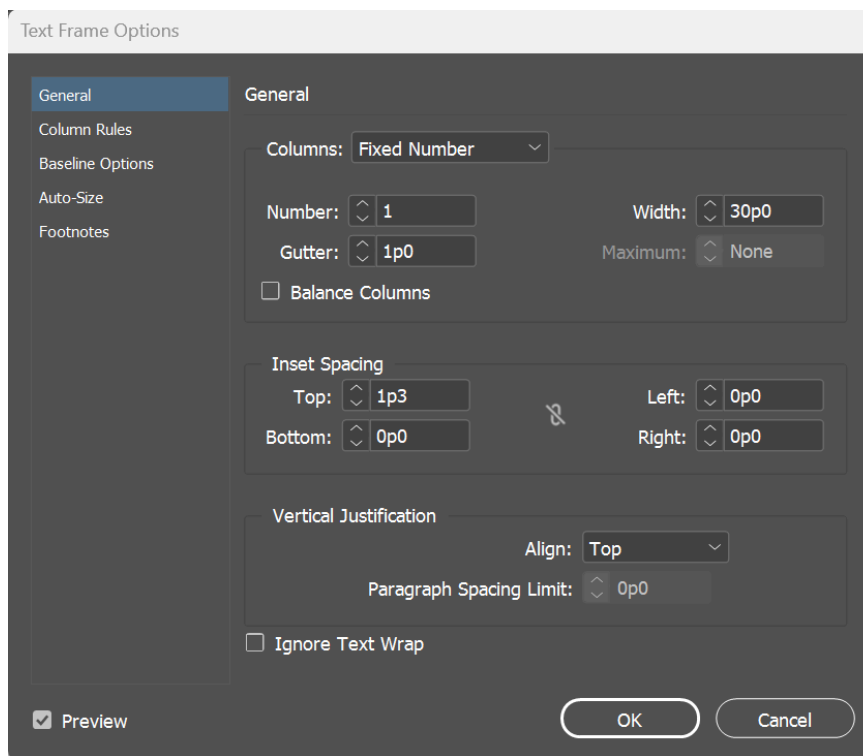
This will cause the full image to display in the textframe (see below). If you adjust the size of the textframe (which you will do when you place it on the page), you will need to go through the fitting steps again, as the image won't automatically adjust.

To add a caption, you will need to click onto the bottom of the textframe and drag it partway up the page. Then draw a new textframe from the bottom margin of the page up to the bottom of the image textbox. Then copy and paste the caption in.



Adjust Text Frame Spacing:

- ❖ 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 1p3 spacing



This is what the bottom of the full-page image should look like, once the captions have been added and the text frame adjusted:

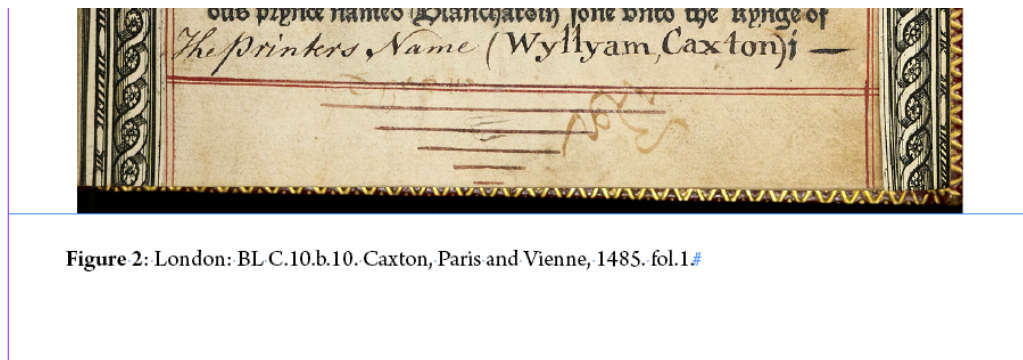


Figure 2: London: BL C.10.b.10. Caxton, Paris and Vienne, 1485. fol.1#

Check with Managing Editor about the appearance of the image and caption before moving on. This is especially important if the image is on a full page that is not the last page of an InDesign document. Be sure to add the image to the Table of Contents, along with the page number.

Add the text back to the text frames around the image

- ❖ In the text frame where you stored your leftover text, click into it and ctrl+shift+END. With the selection tool, click into your temporary storage text frame and hit “backspace” to delete it.
- ❖ Delete all of the text frames following the one in which you will insert the image.
- ❖ Add one page after the text frame page. Paste the text you saved into this new text frame, NOT into the text frame where you originally cut the text. If you paste it into the original text frame (the one before the image), this will push your image all the way to the end of the document, which is super annoying.
- ❖ Once you have copied the text in, you can re-thread the text frames before and after the image text frame by clicking into the out-port of the text frame before the image and into the in port of the text frame following the image.

Before the text frames are threaded together: (note the gap below this final paragraph):

le macabre, and was added to later editions of *Marchant's Dance*. Its appearance and connotation with *Danse* is especially interesting, given that Lydgate's *Dance of Death* departs from its original source solely in its addition of several female characters.¶

Oosterwijk, "Of Dead Kings," pp. 140–45 and, for a reading of the Morgan Library Book of Hours alongside Lydgate's *Dance*, see Kinch, *Imago Mortis*, pp. 185–226. The Book of Hours of Charles V, or Madrid, Biblioteca nacional de España, Cod. Vit. 24–3, is available fully digitized at <http://bdh.bne.es/bnearch/detalle/lh0000051953>.

See Kurtz, *Dance of Death and the Macabre Spirit*; Clark, *Dance of Death in the Middle Ages and the Renaissance*; Oosterwijk, "Of Corpses, Constables and Kings," pp. 67–76; Gertsman, *Dance of Death in the Middle Ages*; and Oosterwijk, "Money, Morality, Mortality."

See Harrison, "La Grant Danse Macabre des Femmes," and Becker, "La danse macabre au féminin." For an edition, see *The Danse Macabre of Women*, ed. Harrison, pp. 46–133.

The *Danse macabre des femmes* is found with the *Danse* in: Paris, Bibliothèque nationale fonds français 995, fs. 23v–43r; Paris, Bibliothèque nationale fonds français 1186, fs. 98v–108r; Paris, Bibliothèque nationale fonds français 25434, fs. 61r–79v, and Paris, Bibliothèque nationale nouvelles acquisitions françaises 10032, fs. 224r–38r; as well as separately in Paris, Bibliothèque de l'Arsenal MS 3637, fs. 26r–30v and The Hague, Minklijke Bibliotheek, MS 71.F.49, fs. 285r–93v. *Marchant* included it in his editions of 1486, 1491, and 1492.

After the text frames are threaded together: (note how the image text frame isn't threaded and the text from the page before the image goes to the end of the page)

- It may have been composed as early as the late fourteenth century. The Dança features 33 characters by 22. On
- Oosterwijk, "Of Dead Kings," pp. 140–45 and, for a reading of the Morgan Library Book of Hours alongside Lydgate's Dance, see Kinch, *Image Mortis*, pp. 185–226. The Book of Hours of Charles V, or Madrid, Biblio-
 - See Kurtz, *Dance of Death and the Macabre Spirit*; Clark, *Dance of Death in the Middle Ages and the Renaissance*; Oosterwijk, "Of Corpses, Constables and Kings," pp. 67–76; Gertsman, *Dance of Death in the Middle Ages*;
 - See Harrison, "La Grant Danse Macabre des Femmes," and Becker, "La danse macabre au féminin." For an edition,
 - The Danse macabre des femmes is found with the Danse in: Paris, Bibliothèque nationale fonds français 995, fols. 23v–43r; Paris, Bibliothèque nationale fonds français 1186, fols. 98v–108r; Paris, Bibliothèque nationale fonds français 25434, fols. 61r–79v, and Paris, Bibliothèque nationale nouvelles acquisitions françaises 10032, fols. 224r–38r; as well as separately in Paris, Bibliothèque de l'Arsenal MS 3637, fols. 26r–30v and The Hague, Koninklijke Bibliotheek, MS 71 E 49, fols. 285r–93v. Marchant included it in his editions of 1486, 1491, and 1492.
 - Kurtz (*Dance of Death and the Macabre Spirit*, pp. 147–49) and Clark (*Dance of Death in the Middle Ages and Renaissance*, pp. 41–42) suggest it is contemporary to its manuscript, thus postdating the Danse macabre, while Gertsman (*Dance of Death in the Middle Ages*, p. 3) suggests it predates it, being c. 1400. Victor Inf...

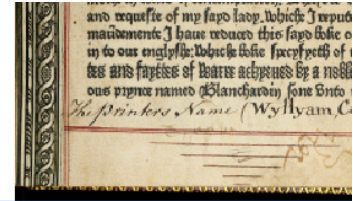


Figure 2: London: BL.C.10.b.10. Causton, Paris and Vienne, 1485. fol. 10v.

24# : VOLUME TITLE

Whom it shares with the Danse (and Lydgate's Dance), like the pope, emperor, cardinal, king, knight, squire, archbishop, bishop, merchant, usurer, etc. Speakers engage in the now familiar dialogue with Death, except that here each speaker's words are enclosed by opening and concluding addresses from Death. Other than some of its characters, however, and its dialogic structure, the Dança is a completely independent work that demonstrates some thematic overlap, but no textual parallels with the French text or Lydgate's translation. It further reveals its adherence to its own specific sociocultural context by including a rabbi and an

INTRODUCTION

late medieval death poetry suggests that the most private experience is most public.

JOHN LYDGATE'S DANCE OF DEATH: ORIGINS AND CONTEXT

Like the French Danse macabre, John Lydgate's Dance of