

Working with embedded index in MS Word

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What is embedded index?

- Index entries entered into document file
- Indexing can be done before page proofs are ready
- Future revisions do not require re-indexing of the entire text
- Cambridge University Press

WordEmbed: about

- Macros for MS Word
- Created by James Lamb: <https://jalamb.com/wordembed>
- CUP XML function
- Cost £80 GBP, one time payment
- Can be installed on several computers

WordEmbed: workflow

- Select a name, phrase, paragraph, page(s) and create tag by using Ctrl+Shift+\
- Create index entry in your indexing program and enter tad number as locator
- Continue through the document
- When finished, edit index in your indexing program
- Create RTF file

WordEmbed: screenshots

I. 'Law as Collective Commitment'

As its [designation suggests, law as collective commitment is structured around the notion of commitment, which indeed serves to interconnect and justify its six core features] The first of these is effectiveness. Law being institutional entails it being conscious, wilful, intentional, the product of rational reflection, a deliberate creation of the human intellect. But it is not just any kind of intention. It is intention that is particularly reliable insofar as it is realized [through collective *enforcement*]: law making pertains not just to contemplating or wishing for a certain state of affairs but also to committing to deploying the means to make that state of affairs happen. The second core feature of law under law as collective commitment is its [argumentative quality], its being an exchange of reasons, a justificatory debate. It indeed follows from law being a commitment, enforceable intention, that the officials have an obligation both to support their enforcement decisions with arguments that the citizens can accept as valid and to debate with them what those arguments might be. Since law as collective commitment further specifies that the arguments being exchanged [must be coherent] as well as public, moreover, these qualities here appear as respectively third and fourth features. Legal arguments must be coherent both in the sense of being comprehensible and in the sense of not clashing with one another; they [must be public] both in the sense of being transparent and in the sense of reflecting the commitments of the entire community rather than the private convictions of

Comment [-WE2]: 17.120

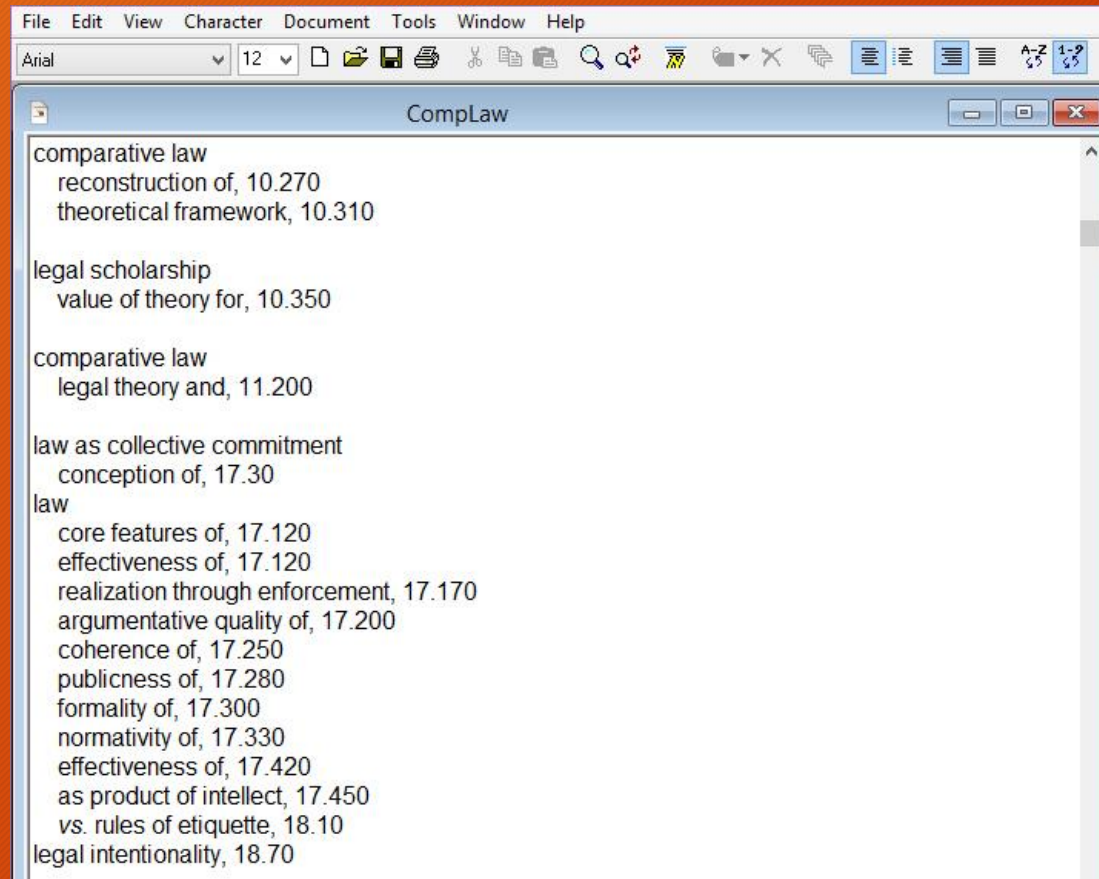
Comment [-WE3]: 17.170

Comment [-WE4]: 17.200

Comment [-WE5]: 17.250

Comment [-WE6]: 17.280

WordEmbed: screenshots



WordEmbed: embedding

- Preparing prepositions for sorting
 - anything in the RTF file, which is surrounded by { } will appear in the heading but not sort, and anything surrounded by ~ ~ will sort, but not appear in the heading
- In RTF file, replace
 - "=in " with "={in }"
 - "=on " with "={on }"
 - "=as " with "={as }"
 - "=on " with "={on }"
- Execute embedding

WordEmbed: editing

- Checking for errors
 - WordEmbed Locator not found: 166.110
 - WordEmbed Locator not found: 122.10
 - etc.
- Re-run embedding, make sure it is clean
- Check and correct page ranges if needed
 - scholarly studies, 2, 3, 7-8, 8, 10, 117
- Format index using MS Word tools
 - Right-click on index, select Edit field
 - Select style, number of columns, font, etc.

WordEmbed: problems

- Embedding can be done only once
 - If changes in index are made, it should be re-embedded
- WordEmbed does not work with notes
 - notes should be added manually
- Embedding process is time consuming
 - editing and embedding process takes about 25-30% of time

Index manager: about

- Embed index in MS Word and InDesign
- Developed in Germany by Johannes Munk and Katharina Munk
- Uses internal indexing platform
- License cost: \$117 USD for 3 months; \$399 USD annually
- Help and tutorials: <http://index-manager.net/en/>
- Sales representative in North America: Pilar Wyman

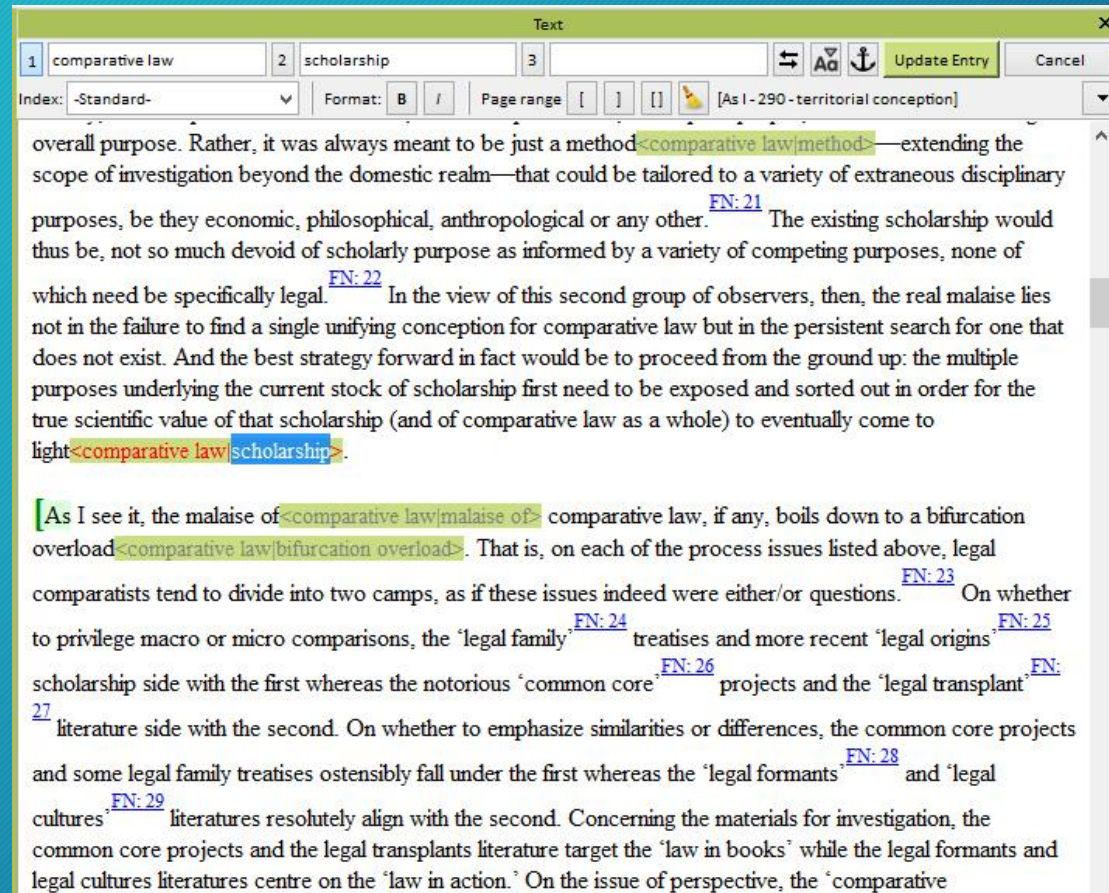
Index manager: workflow

- Import files into Index manager
- Create index
- Edit index
- Export file with index (index is embedded in MS Word file)



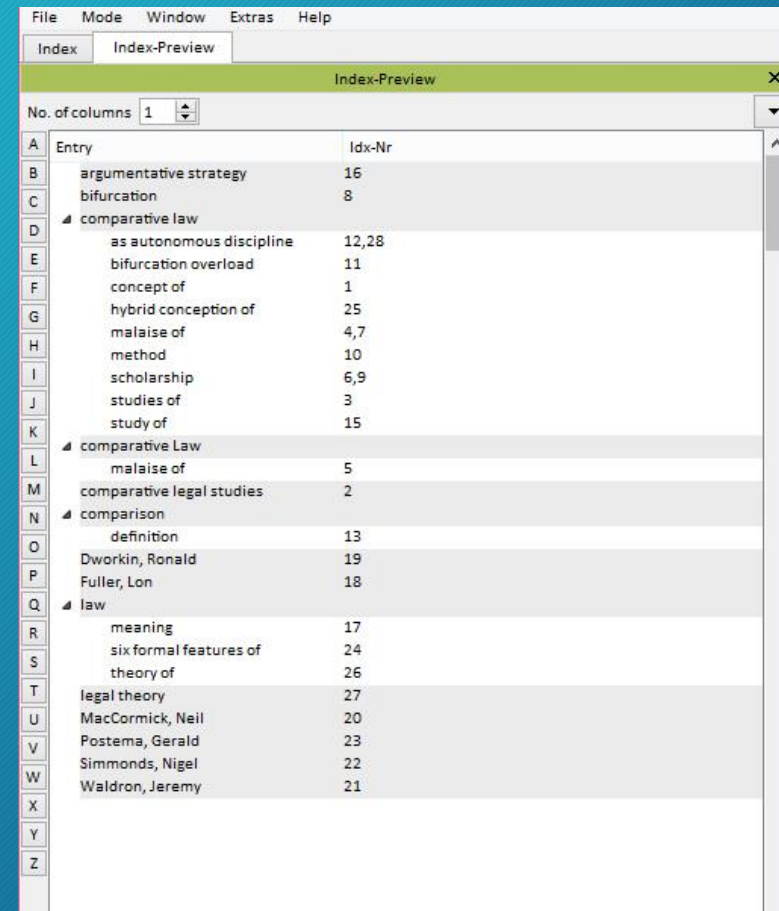
Index manager: indexing

- Select word or phrase
- Create entry and subentry
- Select “[“ and “]” to create page range
- Select “Cross-reference” window to create cross-references
- Select “Structure” window to work with different chapters



Index manager: editing

- Select index preview window
- Edit headings and subheadings in index-preview
- To edit locators, change index entries in the text



	Entry	Idx-Nr
A		
B	argumentative strategy	16
C	bifurcation	8
D	▾ comparative law	
E	as autonomous discipline	12,28
F	bifurcation overload	11
G	concept of	1
H	hybrid conception of	25
I	malaise of	4,7
J	method	10
K	scholarship	6,9
L	studies of	3
M	study of	15
N	▾ comparative Law	
O	malaise of	5
P	comparative legal studies	2
Q	▾ comparison	
R	definition	13
S	Dworkin, Ronald	19
T	Fuller, Lon	18
U	▾ law	
V	meaning	17
W	six formal features of	24
X	theory of	26
Y	legal theory	27
Z	MacCormick, Neil	20
	Postema, Gerald	23
	Simmonds, Nigel	22
	Waldron, Jeremy	21

Index manager: exporting

- Select File->Export
- Select “Attach index” option
- Click Export
- Open Word file and update index

The screenshot shows the Index Manager application with the 'Export' dialog box open. The dialog box contains a table of files and several options.

File name	Imported	Edited	Created	Date last changed	
Chap 0-Prologue.docx	27	0	0	2017.11.19 11:50:27	222
Chap 1-Law.docx	15	1	0	2017.11.19 11:50:27	167

Options:

- Create fresh work file
- Attach index (.docx amp; docm only)
- XML indent
- Registername in 1. Eintragungsebene

The 'Export' button is highlighted in yellow.

the epistemological issue of the proper perspective from which to engage foreign legal systems and aims to show that, while comparative law as comparative collective commitment entails that outsiders contribute valuable insights to the local understanding of legal systems, such contributions necessarily proceed from a movement of back and forth between the foreign (external) and local (internal) perspectives on the understanding in question.

Index manager: problems

- Imports only .docx and .docm files, not .doc or .rtf
- Does not allow enlarge font in text window
- Does not work with notes
- Prepositions are not excluded from alphabetization
- To run spell checking requires exporting index to external text (.txt) file