
Glossaries

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Changing the appearance of the glossary in Word

By default the standard AuthorIT Glossary is published in Word with a glossary topic on each page. This is not very suitable as each page only has a few lines printed on it.

These instructions show you how to make the Glossary display as two columns per page in Word, with each item immediately after the previous, and with the text indented a little so that the glossary definitions are visually separated from the glossary terms.

For example,



There are a number of steps you have to do to achieve this:

- 1 Set up the new indented text styles for the glossary content.
- 2 Add the glossary styles to the Word template.
- 3 Modify the Glossary Term Template.
- 4 Modify the Glossary of Terms Template.
- 5 Modify the Glossary Section media object.

Setting up new glossary styles

You will probably need three new styles for the glossary content:

- a heading style for the glossary term
- a body text style indented from the left margin, and possibly in a slightly smaller font, and
- a list bullet style.

You can have more styles, but these three should cover most situations.



The easiest way to create new styles is to base them on existing styles that are reasonably close, then make the modifications required.

- 1 Create a new style called **Glossary Term** with the following characteristics:
 - Style Definition: **Paragraph**
 - Template: **Heading Template**
 - Document tab: Map to **Glossary Term** style
 - HTML tab: Make changes to the font size, weight, and colour, as required.
- 2 Create a second new style called **Glossary Body Text** with the following characteristics:
 - Style Definition: **Paragraph**
 - Template: **Body Template**
 - Document tab: Map to **Glossary Body Text** style
 - HTML tab: If you also want to indent the glossary content from the terms in the HTML output and make the font slightly smaller, set the font size to **x-small** and the left margin to **20px**. These settings only affect the HTML output, not the Word output - Word output is governed by the Word template.
- 3 Create another new style called **Glossary List Bullet** with the following characteristics:
 - Style Definition: **Paragraph**
 - Template: **List Template**
 - Document tab: Map to **Glossary List Bullet** style
 - HTML tab: If you also want to indent the glossary content from the terms in the HTML output and make the font slightly smaller, set the font size to **x-small** and the left margin to **20px**. These settings only affect the HTML output, not the Word output - Word output is governed by the Word template.

Adding the glossary styles to the Word template

The appearance of the glossary in Word will not reflect your settings in AuthorIT unless you also define the new styles in your book's Word template.

- 1 Open the book's AuthorIT Word template. Make sure you open the DOT file, not a DOC file based on the DOT.

The default Word template for a new book is **AuthorIT.dot** and is located in **C:\Program Files\AuthorIT <version number>\Data\Templates\Word Templates** folder). It is recommended that you don't use the default template unless you want all your books to have the same look and feel - copy this default template, modify the copy, then associate it with the book.

- 2 Add the new glossary styles to the template and define them, without applying them to the first line of the blank document.

It is assumed that you know how to do this - the aim of this procedure is not to train you in standard Word functions.

- 3 Save the DOT file changes.

Modifying the Glossary Term Template



Be careful! There is a Glossary Term Template and a Glossary of Terms Template in the Object Templates folder. You will need to modify both, but make sure you are modifying the correct one.

- 1 In the **Restricted > Object Templates** folder, open the **Glossary Term Template** (the one with  next to it).
- 2 Go to the Document tab.
- 3 Click  to the right of the **Style** field.
- 4 Select **Glossary Term** from the list of styles.
- 5 Click **OK**. If you are asked about updating other objects based on this one, click **Yes**.

Modifying the Glossary of Terms Template



Be careful! There is a Glossary Term Template and a Glossary of Terms Template in the Object Templates folder. You will need to modify both, but make sure you are modifying the correct one.

- 1 In the **Restricted > Object Templates** folder, open the **Glossary of Terms Template** (the one with  next to it).
- 2 On the Document tab, make sure that the media object is **Glossary Section** and that the two check boxes are selected. If you want the Word output to use a heading other than "Glossary of Terms", change it in the Glossary Title field.
- 3 On the HTML tab, make sure that the media object is **Glossary Section**.
Select the **Don't create definition links** option if you don't want AuthorIT to automatically create pop-up links for the first glossary term it encounters in each topic (some users find this annoying and confusing).
- 4 Click **OK**. If you are asked about updating other objects based on this one, click **Yes**.

Modifying the Glossary Section media object

- 1 In the **Restricted > Media** folder, open the **Glossary Section** object.
- 2 Check the settings and make these changes so that the settings are as follows:
 - Template: **Paper Size Template**
 - Document tab: Number of columns: **2**

Margins are based on the Paper Size Template; make sure they are all **2.5 cm**. You may need to adjust the Paper Size Template if you have a large white space left margin, or create a new one that fills most of the page with only a 2.5 cm margin around each edge.
- 3 Click **OK**. If you are asked about updating other objects based on this one, click **Yes**.

Testing the glossary in Word

The quickest way to check that your settings works as you hope is to:

- 1 Create a test book.
- 2 Add a glossary object to the book.
- 3 Create some glossary topics, applying the relevant glossary styles to the content.
- 4 Add these glossary topics to the glossary object.
- 5 Publish it to Word, then check the result.