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eXtyles®

User  
Documentation

# Table Footnote Matching

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# Table Footnote Matching

Table Footnote Matching automates the process of matching and tagging footnote citations found in tables. This feature is especially useful for DTDs that require table footnote linking.

To ensure proper functioning of the Table Footnote Matching module, please do the following (as appropriate to your editorial style):

- Place table footnotes after the table body. Footnotes may be placed either inside a cell that spans the width of the table, or immediately after the table grid in one or more paragraphs.
- If there is more than one footnote, use a new paragraph for each footnote. If within a table cell, you may use multiple paragraphs, or one unique cell per footnote.
- Use superscript markup for footnote linking symbols (e.g. <sup>†</sup>, <sup>a</sup>, <sup>1</sup>). eXtyles does not support the use of numbers for table footnote links because superscript numbers are often used in other contexts in tables.

## Non-superscript Symbols:

Most symbols do not need to be superscript to be matched during Table Footnote Matching (e.g. \*, †, ‡). Letters, numbers, and the symbols + and # must be superscript to be matched.

- When superscript symbols or letters are used, they may be run together (e.g. <sup>ab</sup>) or comma delimited (e.g. <sup>a,b</sup>). Ranges (e.g. <sup>a-c</sup>) are not supported by eXtyles.
- Apply the correct table footer paragraph style to table footnotes. If any table footnote has two or more paragraphs, be sure to use the appropriate paragraph style for the second or subsequent paragraph.

When you have completed copy editing and styling the tables and their footnotes, select eXtyles > Advanced Processing > Table Footnote Matching. The table footnote callouts will be tagged with the appropriate character style.

In addition to linking table footnotes with their matching callouts, Table Footnote Matching performs the following tasks automatically:

- 1 Identifies all table footnotes for which there is not a matching callout.
- 2 Identifies all table footnotes for which there is not a footnote linking symbol.
- 3 Identifies all table footnotes for which there is the same linking symbol as another footnote in the same table.

## Warning

eXtyles does not warn if something that looks like a citation is found and does not have a matching table footnote. For example, if you have notes “a” and “b”, and a superscript “c” is found in the table, no warning is given.

Each of these issues, if it occurs, is automatically indicated in your document with the insertion of an author query or warning, which is displayed as a Word comment. An alert will appear after processing is complete to indicate the number of queries added. You can view queries by opening the Word Comments window from the Word View menu. If queries have not been added, an alert will appear to indicate that Table Footnote Matching completed successfully.