

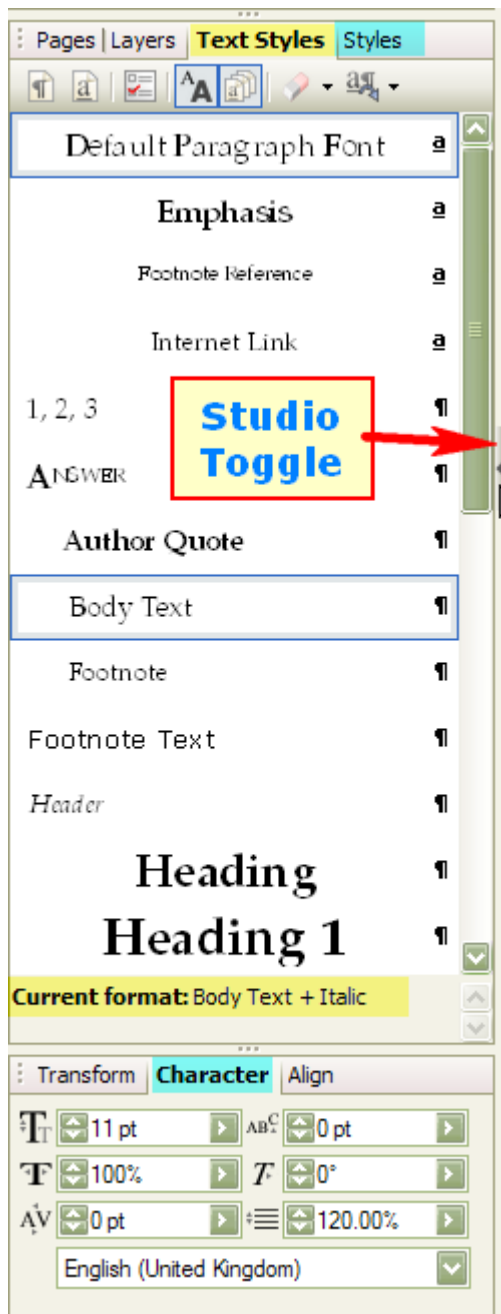
Styles

Learning to use styles is a very effective way to save time and improve the consistency of publications. A style is a group of attributes that can be applied at once, to one or more paragraphs, to selected text, or to an object. Although it may take more effort when first learning to use PagePlus (or WebPlus), it only needs to be done once. To save the style sheet for use in all other documents, go to the Tools menu, and Save Default Settings.

The Text Style tab is available in the Studio on the right of the workspace. The studio is open by default, but it can be closed by clicking the studio toggle. If it is closed, click to open it, or just hover the mouse over the button to show it temporarily. The Style tab, which is for object styles, is next to the Text Styles tab. Below them you can find the Character tab, which can be used for direct formatting.

The two types of text styles are distinguished by their icons: Character styles ^a, and Paragraph styles ¶. At the bottom of the Text Styles tab, the Current format (at the text cursor) is shown as "Body Text" + Italic. The cursor is in a body text paragraph with *italic* direct formatting applied to the current word. The toolbar at the top of the Text Styles tab offers several icons for modifying or applying styles.

A quick method for applying styles is to use the context toolbar at the top of the workspace. The first drop list on the context toolbar when the text cursor is active is a list of available text styles. The context toolbar can also be used to apply direct formatting, but direct formatting is best avoided because its more difficult to edit to make global changes later.



Text Styles

PagePlus comes with a default set of Paragraph and Character Styles. It is unlikely that any will be exactly what you want to use, and you may never use them all. Before starting work, delete any that you don't want, and modify the others to suit your needs. Open the Text Styles tab and click the drop down arrow by a style to delete it, modify it, or create a new style based on it. The style can also be updated from the current selection.

Styles based on the current style will be modified if the current style is modified. Style hierarchy makes it easy to modify the styles throughout a publication, without modifying each one.

You may wish to modify any of these settings for each paragraph style:

1. **Font**, font size, text colour, or type style.
2. **Spacing**. The space between individual letters can be condensed or expanded.

This is also called "tracking." The tracking of selected text can be adjusted in fine increments of 0.01 points by using the Format character dialogue or the Shortcut keys (Ctrl + Alt + Numpad plus/minus). This can be used when all text editing is completed to condense a paragraph to move one or two words on the last line up to the previous line, thus fitting the whole paragraph on the current page, and saving two lines — one with just a few words, and a blank line added to avoid widows and orphans. Tracking adjustments of 1% or less are barely noticeable. I recommend using no more than 4% condensed tracking. This paragraph uses 14%.

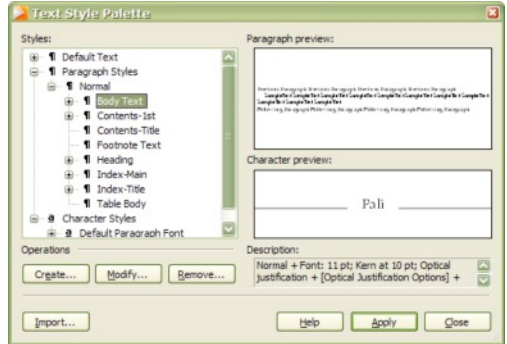
3. **Kerning**. Enable automatic kerning for body text to improve copy-fit, *i.e.* about 5% fewer pages will be used in long books. Kerning values are defined by the type designer. If none are defined in the font, enabling automatic kerning will have no effect. To manually kern a pair of letters for a font with no kerning pairs, insert the cursor between the two letters you want to kern and use the Ctrl + Alt + Numpad Minus shortcut to move them closer together, or Ctrl + Alt + Numpad Plus to move them further apart.

WATER (No kerning)

WATER (Automatic Kerning)

WATER (Manual Kerning).

4. **Optical Justification** (or optical margin alignment) adjusts the kerning between certain letters — like A, T, W, V, Y and punctuation — and the space at the left or right margin of a paragraph. Small punctuation like quotes, apostrophes, hyphens,



commas, semicolons, and periods are move fully into the margins, while capital letters with white space in their designs are adjusted by 20% of their width. The actual values needed will vary from one type design to the next, but many body text fonts have quite similar letter shapes — Times, Palatino, Garamond, Century, etc. Since text frames are visible when editing text, optical justification may make the margins *look* ragged. Don't be deceived by this — on the printed page the margins will look straighter if optical justification is enabled wherever there is at least ¼" of white space next the margin. This document uses optical justification.

“IF optical justification is used for block quotes
It is called ‘hung punctuation.’
The quotation mark is 100% in the margin,

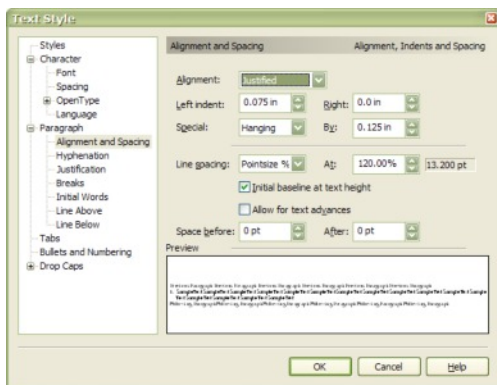
Other letters — T and O — are moved slightly into the margin.”

5. **OpenType Features.** If using OpenType fonts, select the features to enable/disable. Most likely you will want to enable Standard Ligatures, or you may like to use superscripts for ordinals (1st, 2nd, 3rd, 4th), or OldStyle Figures (0123456789). OpenType fonts can be expensive, but Windows Vista includes several like Calibri, Cambria, and Constantia. Windows XP includes Palatino Linotype.

[My OpenType fonts](#) are free — they include several OpenType features.

6. **Language.** The language attribute determines the spell-check and hyphenation dictionaries to be used for the current text. It can be an attribute of a paragraph style or a character style. For multi-lingual documents, define character styles for each language used, and apply the appropriate character style to the selected text.
7. **Justification.** Full justification is the most common setting for body text; headings may be centred or left justified. Force Justified fits the last line too.
8. **Indents.** If there is no spacing between body text paragraphs, it is usual to use a first line indent to emphasise the beginning of each paragraph. Quotations may be indented from both margins, and lists may use a hanging indent.

9. **Line-spacing** can be defined in several ways. The default of single line-spacing uses a value determined by the font designer. This depends on the typeface — changing from Times New Roman to Palatino Linotype will make a big difference to the number of lines that fit a page at the same point size. To keep the number of lines constant, the best choice is percentage of point size. If exact line-spacing is used, and the font size is changed, the line-spacing will not change. In the above dialogue, 11 point text is set at 120% of the point size, and the line-spacing is 13.200 points. If the font is changed to 12 points, the line-spacing will change to 14.400 points to match.



10. **Initial baseline at text height.** If this checkbox is disabled, the distance to the first line of text from the top of the frame is equal to the paragraph's line-spacing.
11. **Allow for text advances** (disabled is the most common requirement). If it is left enabled, any superscripts (e.g. footnote references) will alter the line-spacing.
12. **Spacing before/after the current paragraph.** The default for body text is 10 point spacing after each paragraph. Set it to zero, and use a first line indent instead, or set it to something more reasonable such as half of the line-spacing, which would be 6.6 points for 11 point text spaced at 120% of the point size. Use equal spacing above and below a paragraph (as in this one) to make block quotes stand out.
13. **Hyphenation.** To use hyphens less frequently, increase the minimum word size and/or increase the max/min number of letters before/after a hyphen.
14. **Justification limits.** These settings control the spacing between words when attempting to justify text. By adjusting the letter spacing too, justified text will look better. I find that a range of 97% to 103% for letter spacing works well.
15. **Breaks.** Enable Widow/Orphan protection to prevent ugly single lines at the end or beginning of a text frame or column. Headings may need to use "keep with next" or "page break before," while verses may require "keep together."
16. **INITIAL WORDS:** For a glossary or bibliography, **Bold** and/or **SMALL CAPS** can be used for a few words instead of using a whole paragraph for a heading.

17. **Line above and below.** Use for callouts or quotations. The spacing above/below the line, the line weight, the line style, and the colour can be changed. The lines can also be indented from the margins.

18. **Tab settings.**This is a right aligned tab with a dot leader. Never use spaces to align columns of text. Use tabs or tables. In headers, use tabs to position the left or right aligned page number, and use a centre aligned tab for the header text. Check the width of the header text frame in the Transform tab to calculate the accurate centre and right edge of text frame to position the tab stops.
19. **Bullets and numbering.** For structured documents like reports, use multi-level numbered lists or bullets.
 - 19.1 The text context toolbar can be used to increase or decrease the indentation level in lists.
 - 19.2 From the format menu, select "Bullets and Numbering" to modify the indents and numbering style.
 - 19.3 Use the same dialogue to restart the paragraph numbering or the starting number for the current numbered list. Different symbols for the bullets can be selected from the current font, or from a different font.

D **ROP CAPITALS.** For a decorative effect at the beginning of a new section, a drop capital can be used. Subsequent lines of text will wrap automatically around the Drop Capital. A different font or bold style can also be used. If a lowercase letter is used, the height will match the x-height or ascender height.

Nested Styles

The “Heading 1” style used above is based on the “Normal” paragraph style. On pressing the Enter key the next paragraph is the “Body Text” style. Any changes made to the Heading 1 style will have no effect on the paragraphs that use the “Body Text” style, but they will affect paragraphs that use the “Heading 2” style. If the font is changed, the font used for Heading 2 will change to match. However, if the font size for Heading 1 is changed the size of the “Heading 2” style doesn’t change because “Heading 2” has its own size of 16 point.

Any changes to the typeface, point size, line-spacing, justification, indentation, *etc.*, of the “Body Text” style will be inherited by its nested styles. However, any change to the text **colour** will not be inherited. The **dark green** text will be bold, and the **blue** text will have 6pt spacing before/after, whatever changes are made to the weight and paragraph spacing for “Body Text.” However, if the colour of “Heading 1” is changed to Blue, “Heading 2” will also change to Blue because the text colour was not part of the “Heading 1” parent style on which “Heading 2” depends.

Heading 2

Heading 2 is also followed by “Body Text” on pressing the Enter key. It is left aligned instead of being centred, and has 12 points of spacing before it, but none after it. “Body Text” has 2 points of spacing before and after, that’s why there is a gap after Heading 2 before this paragraph.

On the General tab of the Modify Text Style dialogue, one can find a description of the style attributes that differ from its parent style, on which it is based. In the above screen shot, you can see that Heading 2 is based on Heading 1, but it is 16 instead of 18 point, and has zero spacing after it.



“Body Text” is automatically followed by another paragraph of “Body Text” style on pressing the Enter key.

“Red.” This is Body Text, plus the red colour attribute. All paragraphs that use this style will be just like Body Text, but red. Pressing the Enter key in a paragraph of red text will automatically select the “Green” paragraph style for the next paragraph.

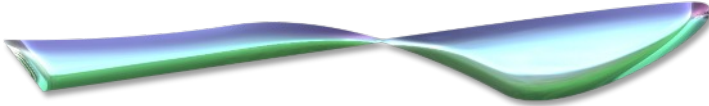
“Green.” This is Body Text, plus the green colour attribute, and the italic attribute. Pressing the Enter key in a paragraph of green text will automatically select the “Blue” paragraph style for the next paragraph.

“Blue.” This is Body Text, plus the blue colour attribute, and an indent on both sides. Pressing the Enter key in a paragraph of blue text will automatically select the “Red” paragraph style for the next paragraph.

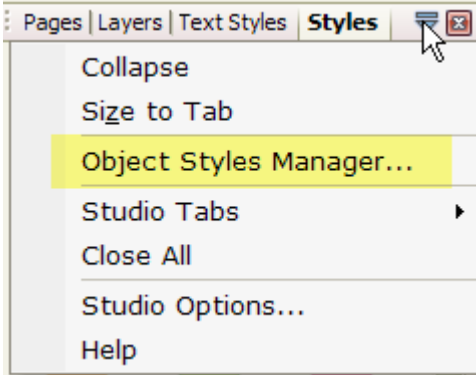
This is the “Red” paragraph style, which automatically follows text using the “Blue” paragraph style.

Object Styles

THE STYLES TAB in the studio on the right contains a wide range of predefined object styles that can be applied to quick shapes, text, or other objects. They are grouped into categories. Add more using the styles manager.



Anyone with even a little artistic skill can quickly create an unlimited range of designs by playing with quick shapes and objects styles. I got lucky and managed to create the spoon above with a simple pen drawn line.



To add, remove, and reorder style categories: click the Style tab's menu button and choose Object Styles Manager... from the flyout menu.

To locate an object style, right-click the object, and from Format, Object Style, select "Locate in studio." This only works if the categories are expanded, and only locates the category, not the individual style.

Deleting a style doesn't affect the appearance of existing objects using that style, but they are no longer linked to any style. To unlink an object from its style definition:

Right-click the object and choose Format, Object Style, Unlink.

Right-click on a style's icon in the studio tab to edit its attributes. Editing any of the attributes used in the style will unlink the object from its style.

Like Text Styles, Object Styles are saved with the current publication. To save any object styles for use in new publications, select Save Defaults from the Tools menu, and enable the "Object styles" checkbox.

