

User Manual

Version 6.0 (5.1)





Table of Contents

Part 1	What's New	1
Part 2	Introduction	3
2.1	Prerequisites	5
2.2	Software Installation	7
Part 3	Getting Help	8
Part 4	Quick Start	11
Part 5	Preparing a Project for Typesetting	12
Part 6	Creating a Typesetting Job	13
6.1	Upgrading Jobs and Documents	17
Dart 7	Setting Job Specifications	19
	Basics	_
	Chapters and Verses	
	Headings	
	Footnotes	
7.5	Text Spacing	
7.6	Headers/Footers	35
7.7	Custom Headers/Footers/Chapter Titles	38
7.8	Other	43
7.9	Layout	47
7.10	Alignment Helper	52
7.11	Custom Layout	
	Page Layout Descriptions	
	Publication Templates	68
8.1	Template Families	75
Part 9	Hyphenation and Justification	78
9.1	Creating hyphenatedWords.txt	80
Part 10	Applying Changes to the Text	82
Part 11	Creating InDesign Documents	87
11.1	Configuring Program Options	91
11.2	Configuring Job Settings	93
11.3	Illustration Requirements	95
11.4	About Folders and Files	97

Part 12	Working With Styles	99
12.1	Altering Styles in InDesign	100
12.2	Exporting Style Changes	102
Part 13	Page Adjustment Tasks	105
13.1	Adjusting and Validating Pages	108
13.2	Updating Page Headers	115
13.3	Updating Gutter Rules	116
13.4	Rebuilding Verses in Margin	117
13.5	Adding Pages	118
13.6	Adding Next Book	119
13.7	Flowing Books Together	120
13.8	Shrinking or Expanding Text Reviewing Text Spacing Changes	
13.9	Handling Illustrations Adjusting Illustrations	
13.10	Handling Manual Sidebars and Illustrations Library Manager	
Part 14	Correcting and Exporting Text	138
14.1	Exporting Documents to Paratext	140
Part 15	Creating Diglot Layouts	142
Part 16	Finalizing the Publication	144
16.1	Peripheral Materials	145
16.2	Generating a Table of Contents	148
16.3	Generating Files for Production	
	Performing Preflight Checks Exporting PDF Files	
Part 17	Page and Frame Details	157
17.1	Master Page Guides	158
17.2	Introduction Page Frames	159
17.3	Body Text Page Frames	161
17.4	Appended Book Page Frames	163
17.5	Selecting and Adjusting	165
Part 18	Appendix	166
	Job Specification Parameters	
18.2	PubAssist Generated Styles	172
18.3	Custom Header/Footer Content Codes	177

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Index 182

1 What's New

Publishing Assistant 6.0 (5.1)

New features

- Option to mix footnotes and cross references rather than separating them.
- Use BookNames.xml to prevent line breaks in references.
- Option not to indent initial paragraphs (after \s \r \b...)
- Option to "Update headers when validating selected page" in the "Options".
- Support marginal verse numbers.
- Automatically add default units to fields in dialog boxes.
- Option to include cross-reference caller but leave out the callee.
- · Option to suppress illustration captions.
- Alignment Helper: Help with setting top & bottom margins.
- Option to specify a different font for Main title or other non-scripture items (on Heading tab).
- Hyphenate upper case words same as lower case.
- Always include long name, short name, and abbreviation in automatic TOC generation.
- · Enhance hyphenation settings.
- Round-trip // (manual carriage returns).
- Assign char style xtSpace to each space between references in the xref.
- Only show verse numbers in the headers in single chapter books when Hide Chapter number is selected.
- Verify that images on the page are not low resolution thumbnails.
- · Reload the currently loaded template when refreshing the template list.
- Allow \ms to span page in a two-column layout in the same frame as verses before and after, like is done
 with \mt and \mt2.
- Allow users to specify the amount of space between images and captions.
- Automatically configure Adobe InDesign to run in the region (Roman / MiddleEast / CJK) requested by the user.
- Startup faster.
- · Generate figure list for publications.
- Support footnotes in peripheral books.
- Support \w y|z\w* (glossary marker).

General improvements

- Rewrite Python 2.4 code with C#.
- Add numerous unit tests.
- Make numerous bug fixes.
- Enhance exception/bug reporting.

Publishing Assistant 5.0

Improvements

- Improved application toolbar icons!
- A simple interface in the job specifications panel to select a **numbering system** to be used for <u>chapter</u> [23], <u>verse</u> [25], and <u>page</u> [37] numbers.
 - Supported writing systems are: European (Western Arabic), Arabic (Eastern Arabic, Perso-Arabic),
 Bengali, Burmese, Chinese Traditional (Long, Short, Very Short), Devanagari, Ethipoic, Gujarati,
 Gurmukhi, Kannada, Khmer, Lao, Limbu, Malayalam, Mongolian, Oriya, Telugu, Thai, Tibetan.
 - This numbering system support does not depend on access to an InDesign version with extended script support.
- When typesetting **diglots**, option to evaluate versification differences between both project texts when aligning verses.
- Full support for a nested USFM character styles.

New Features

- Changes to Custom/Study Bible layout support.
 - o Option to support more manual sidebar and illustration handling sidebar using InDesign libraries.

 The goal of this addition is to maintain accurate content validation while providing more flexibility for the placement, location, and formatting of larger content items on complex page layouts.
- Even more flexible running header configurations
 - o Highly <u>customizable headers, footers, and chapter title texts</u> using a new syntax for <u>content codes</u> (content codes are a kind of variable which represents specific page information or content)

Plus, many bug fixes and performance improvements.

Publishing Assistant 4.0

Improvements

- More flexible running header configurations.
 - Content for Inside, Center, and Outside positions can be configured separately for left and right side pages.
 - o Content found on a page for a user defined style can be set in one of the header content positions.
- Improved template file format.
 - New publication "templates bundle" format contains all of the configuration elements needed to fully reproduce an existing job layout.

New Features

- · Custom/Study Bible layout support.
 - o Direct support for layout of study Bible content authored in Paratext 7.
 - o Generate a fully customized page layout description for either a "Standard Bible" project or an "Extended Notes Study Bible" project.
 - o A new visual custom page layout description editor.
 - o Layout customization support for extended study note or sidebar content categories.
- · Flexible note caller sequencing options.
 - Support for separate auto-generated caller sequences for footnotes and cross references (configured in Paratext >= 7.1 Language Settings)
 - o Select where auto-generated note caller sequences should restart (end of sequence, book, chapter, page)

Plus, many miscellaneous bug fixes and improvements.

2 Introduction

In this topic:

- a About Publishing Assistant 3
- Distribution Policy 4
- Prerequisites 5
- Software Installation 7
- ☐ Getting Help 8

About Publishing Assistant

Publishing Assistant 6 supports you in completing the tasks required to typeset and publish a project text in USFM format from Paratext 8. Publishing Assistant provides an interface for entering specifications for the Bible layout, and then automates nearly all of the layout operations within Adobe InDesign which were previously performed manually by the typesetter. This leaves the typesetter free to concentrate on the final adjustments necessary for a high quality publication. The following operations are successfully automated:

- Placement of footnotes and cross references.
- · Placement of illustrations.
- Text adjustment so that text streams in multiple columns are the same height (column balancing).
- · Creating of page headers and footers.
- · Creating a table of contents.
- · Diglot layouts.
- Exporting USFM text from the typeset files (roundtrip).

This tool results in a high quality Bible with fewer chances for errors introduced by manual operations, and in a shorter amount of time than previous systems. Publishing Assistant is currently in use in all 4 UBS areas, and among other partner agencies.

In developing this tool an attempt has been made to discern and implement a flexible mix of configurable specification options. The aim has been to provide enough specification options to satisfy the needs of most Bible typesetting projects, but not such a large number of options that the tool becomes cumbersome, confusing, and difficult to use for the less experienced typesetter. Publishing Assistant also provides support for the wide variety of writing systems for which we require publishing solutions by connecting with script specific versions of Adobe InDesign (ME and CJK), as well as enabling access to complex script support within the standard versions.

Publishing Assistant provide features and support for user-customized layout designs for standard or study Bible layout projects. This "Custom Layout" functionality is only available when working with InDesign version CS5 or newer.

Audience and Distribution Policy

Publishing Assistant is a collaborative development effort of the United Bible Societies ICAP and SIL Global Publishing Services (GPS) departments which can greatly simplify the Bible typesetting process. It is intended for use by the typesetter and the support staff involved in the publishing process. It is not intended for general use by translation teams. Although many areas of the software offer an intuitive and easy to use graphical interface, there are a variety of procedures and techniques used within the Publishing Assistant workflow which do require a careful and detailed explanation. In addition, although Publishing Assistant successfully automates many of the repetitive procedures involved in Bible typesetting, the software is not intended as a substitute for typesetting experience and skill.

Implementation of Publishing Assistant should be discussed with the UBS Global ICAP coordinator (

icap@biblesocieties.org), or with the SIL Global Publishing Services department (GPS) department, so that proper training and support can be arranged. Distribution of Publishing Assistant does not take place without appropriate training and support.

For additional information, see the online a distribution policy page.

2.1 Prerequisites

In order to successfully produce formatted scripture output using Publishing Assistant, the following is required.

System Requirements

- Intel® Pentium® 4 or AMD Athlon® 64 processor.
- Microsoft® Windows® Vista Home Premium, Business, or Ultimate with Service Pack 1, Windows® 7 Home Premium, Professional, or Ultimate, Windows 8 or Windows 10.
 - Publishing Assistant 6 requires 64-bit Windows version.
- 1GB RAM (2GB or more RAM is strongly recommended).
- 2GB of available hard-disk space for InDesign installation, plus additional room for project data (InDesign files, illustrations etc.).
- 1024 x 768 display resolution (minimum; 1,280x800 or higher is *strongly* recommended for regular typesetting work).
- DVD-ROM drive.
- Paratext 8.x is required for Publishing Assistant 6. Publishing Assistant 5.1 will work only with Paratext 7.x projects.
- Adobe InDesign CS2, CS3, CS4, CS5/5.5, CS6 or CC
 - InDesign >=CS5 is required in order to work with <u>custom layout [55]</u> jobs.

Note that users working with Adobe Creative Suite products require higher performance systems than is needed for many other common office applications. The above specifications are minimum requirements.

User Experience

- Familiarity with Windows® Vista/7/8/10
- Working knowledge of the basic editing and text checking features of Paratext 7, including familiarity with USFM markers.
- Working knowledge of Adobe InDesign, with a focus on working with text frames, text flow, master pages, and style configuration.

Project Text Requirements

• The translation project text must exist as a Paratext 8 (for PA 6) or Paratext 7 (for PA 5.1) project, and be marked up using valid USFM markers.

At a minimum, the Chapter/Verse Numbers, References and Markers checks, from the Paratext 7 Checking > Run Basic Checks dialog should have been run for the project text, and any errors found corrected, before proceeding with any Publishing Assistant activities.

Without effort being applied to testing and correcting markup errors:

- Time will be wasted trying to figure out why error messages are received
- Incorrectly formatted text may be delivered by the typesetting process.
- **1** Complete **USFM documentation** is available at a http://markups.paratext.org/usfm/

It is always helpful to run (or have run for you) the appropriate set of Paratext checking tools on your project text. This process helps to ensure that you are working text that has:

- Correct spelling, punctuation, and capitalization.
- Proper opening and closing of guotation marks.
- The correct sequence for all chapter and verse numbers.

Study Bible Project Requirements

Typesetting **study Bible layouts** requires the source scripture text and study note content to be maintained in a single combined study Bible project text. Paratext 7.3 provides support for authoring and maintaining study Bible content in this new format. In previous versions of Paratext 7.x it was recommended to author study material in 2 or 3 separate but related projects. Paratext 7.3 also provides tools for merging these previous study Bible project collections into the new single project format.

Hyphenation

The typesetter needs to be aware of the various aspects of the publication specifications and language or script specific issues which will affect the need for hyphenation of the text. InDesign includes hyphenation and spelling dictionaries for a number of major languages (mostly Latin script). You may be required to hyphenate your text prior to typesetting using other external procedures.

See Hyphenation and Justification 8.

2.2 Software Installation

To install Publishing Assistant on your computer, download the Publishing Assistant Complete Installer package from the Paratext website (**\sigma \text{http://pubassist.paratext.org/download/}). In the case of PA 6 make sure that your **\sigma \text{Paratext Registry} record authorizes you to use PA. More **\sigma \text{information about user, organisation and project registration} is available on **\sigma \text{Paratext 8 website}.

- Make sure that Paratext 8 (or 7) is correctly installed on your system.
- In the case of PA 6 run the downloaded installer file (PublishingAssistant_6.0.54.1_Installer.exe). Follow the instruction of installer.
- In the case of PA 5.1 double-click downloaded PUD file (PA5_Beta_Base_5.1.50.132.PUD). Press "Y" + Enter when prompted.

About downloading PUD files with Internet Explorer:

Sometimes Internet Explorer renames the .PUD file extension to .ZIP when downloading the file. If this happens then simply rename it back to .PUD before running the installation. Mozilla FireFox does not seem to have this problem.

Publishing Assistant 5.1 will be installed in a folder named **Publishing Assistant51** beneath your Paratext 7 installation directory.

Shortcuts for launching Publishing Assistant are added to the desktop, and to the Windows **Start** menu, under **Programs > Paratext 7**.

Publishing Assistant 6 will be installed in a folder named **Publishing Assistant 6** directly to to **Program Files** directory.

Shortcuts for launching Publishing Assistant are added to the desktop, and to the Windows Start menu.

Automatic Software Updates

Publishing Assistant includes an automatic software update system. Once the full release is installed, Publishing Assistant will automatically check for, download, and install updates whenever the program is started and an Internet connection is available. Whenever an update is downloaded and ready to be applied, you will be prompted to restart Publishing Assistant.

3 Getting Help

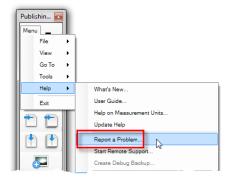
It is usually very helpful for a support person to have access to the files from your project which would help them to reproduce an issue or environment on their own system. Publishing Assistant provides two utilities for collecting and creating a backup of all project files needed to reproduce a job in Publishing Assistant on another system.

- Using the Report a Problem (8) tool, the backup data is automatically transmitted over the Internet to support and development staff together with your written description of the problem and the steps needed to reproduce it. If an Internet connection is not available, a backup file is created in the form of a single compressed .zip file and placed on your desktop.
- Using the <u>Create Debug Backup</u> tool, the backup data is saved to your system to a filename and location you specify. This file can be unzipped on another system and the contents copied to the appropriate job locations.
 - Restoring data from a problem report or debug backup file needs to be done by a person familiar with the locations for the various <u>files and folders</u> which make up a Publishing Assistant job s.

Using the "Report a Problem" Tool

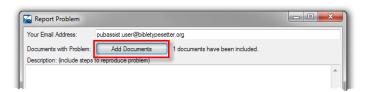
Complete the following steps:

- Make sure that the InDesign book containing the files you are requesting help with is open in InDesign.
- From the Publishing Assistant Menu button, select Help, then select Report a Problem.

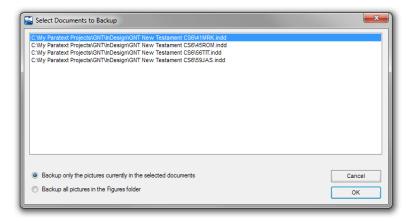


The "Report a Problem" dialog will open.

- Enter your email address in the field at the top.
- Write a description of the problem you are having in the large empty box in the bottom half of the window. If possible, please include a list of the steps which are required to reproduce the problem.
- Click on the Add Documents button.



- Select one or more documents to include in the backup. Hold down the SHIFT or CTRL keys to select multiple books.
- Select whether all pictures, or only pictures in the select document should be included in the backup.



- Click **OK** at the bottom of the document selection window.
- Click **Send** at the bottom of the main "Report a Problem" dialog.

You will be asked to confirm whether it is OK to transmit the backup data directly to UBS (The file will be uploaded in the background and will not affect your work.) If you select No, then Publishing Assistant will create a problem report file on your desktop which you can email directly to $\[\square \]$ publishing@ubs-icap.orq.

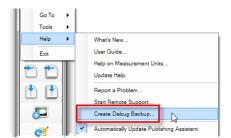
A progress bar is displayed at various stages. You will be notified with a further dialog box when the report process is complete.

If you are working on a local computer network and Publishing Assistant is unable to send a problem report automatically, you might need to check the configuration of the proxy settings with your network administrator.

Using the "Create Debug Backup" Tool

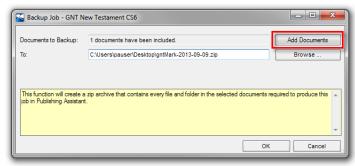
Complete the following steps:

- Make sure that the InDesign book containing the files you are requesting help with is open in InDesign.
- From the Publishing Assistant Menu button, select Help, then select Create Debug Backup.



The "Create Debug Backup" dialog will open.

• Click on the Add Documents button.



- Select one or more documents to include in the backup. Hold down the SHIFT or CTRL keys to select multiple books.
- Browse to select a location and to specify a filename for the debug backup file.
- Click OK

You will be notified with a further dialog box when the backup process is complete.

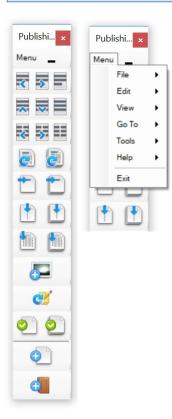
4 Quick Start

To start Publishing Assistant:

- Click Start, then select All Programs.
- Click Publishing Assistant 6.
- In the case of PA 5.1 select the Paratext 7 submenu, and then click Publishing Assistant 5.1.

When Publishing Assistant is started, you will see small control palette with a collection of icons. There is a button labeled **Menu** at the top left corner of this palette. The Menu button provides access to the various job configuration dialogs, tools, and program options which you will make use of throughout the typesetting process. The various buttons on the main tool palette are used to perform pagination tasks within InDesign.

If you would prefer to see text labels instead of icons on the page tool buttons – From the Menu button, select View, and then click to remove the check beside Show Icons.



Complete the following steps to typeset a text using Publishing Assistant:

- 1. Prepare your project for typesetting 12
- 2. Create a typesetting job 13
- 3. Enter specifications for the job 19
- 4. Create InDesign documents 87)
- 5. Perform page layout adjustments 105
- 6. Finalize the publication 144
- 7. Generate files for production [151]

Preparing a Project for Typesetting 5

Checking Text

At a minimum the Paratext Chapter/Verse Numbers and Markers checks should have been run successfully for the project text, and any errors found corrected (see Paratext Checking > Run Basic Checks). Failure to do this will result in confusing error messages and text which is incorrectly typeset in both obvious and subtle ways.

Warning! Trying to typeset texts containing markup errors will cause frustration!!

Deciding on Hyphenation

Allowing hyphenation can reduce the overall length of paragraphs, decrease the amount of empty white space at the end of lines, and improve the overall paragraph appearance. If your language has long words and your text is being typeset with double columns it will probably not be possible to achieve an acceptable result without using hyphenation.

See the topic on hyphenation and Justification for more information.

Final Text Adjustments

You may wish to apply a consistent set of changes 82 to your text before it is seen by the typesetting software. This is useful for a variety of tasks including:

- Enforcing a standard usage of thin spaces around quotations.
- Translating short cut keystrokes entered by translator, e.g. make << become a left double quote.
- Supplying a non-breaking space between two words which you always wish to keep together.

These changes may be specified in the dischanges.txt [82] file and do not alter the original project files.

Changes can also be applied after the text is converted [82] to the format required by the typesetting application, to the running header ® at the time pages are constructed, and when exporting text back to USFM 함.

Peripherals

An important note regarding table of contents markers — In a later stage of the typesetting process you will likely add various front and end matter components to your publication. Please note that the automatic table of contents generation feature available through Publishing Assistant and InDesign requires that Paratext project has proper Scripture Reference Settings. \toc1 and (optionally) \toc2 markers used in USFM text is used to build Scripture Reference Settings if the latter is missing.

See the USFM Documentation for a Identification Information for more details on adding \toc1 and \toc2 markers to your project text.

6 Creating a Typesetting Job

In this topic: a About Jobs 13 creating a New Job 13 Dupgrading Jobs and Documents from a Previous PA Version 17

About Jobs

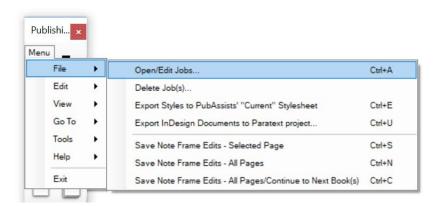
A Publishing Assistant **job** is a collection of 1) typesetting specifications and 2) the InDesign document files generated from those specifications. In other words, the **job** collects together all the information and files which represent a specific layout design.

- One Paratext project can contain multiple independent typesetting jobs (layouts).
- All settings and files for each job are saved independently.
- Changes can be applied to one job without affecting the layout for other jobs in any way.

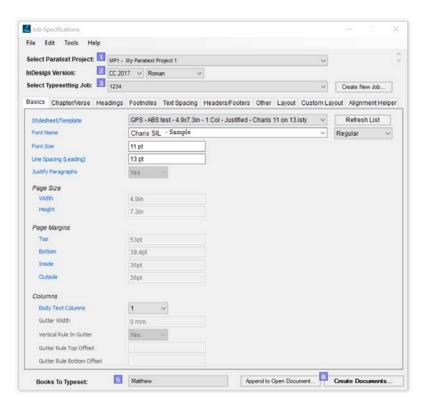
Creating a New Job

To begin entering specifications for a new typesetting job, complete the following steps:

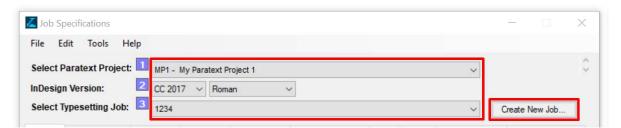
- Start 11 Publishing Assistant.
- From the Menu button, select File, and then select Open/Edit Jobs.



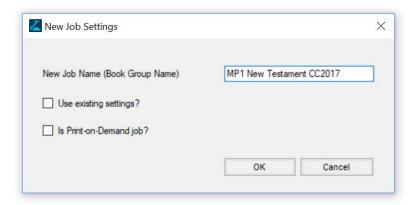
Publishing Assistant will look for **Paratext projects** on your system which contain files ready for typesetting. Next, you will be presented with the <u>Job Specifications of the initial specifications</u> of the initial specifications for your typesetting job. The dialog is split into three sections. In the top section you will select a Paratext project and job. In the middle section you will configure specification for the job. In the bottom section you will select books to typeset.



- Select the **Paratext project** you wish to typeset from the drop-down menu.
- Select the **version of InDesign** you will use for this job Roman (Standard), Middle East, or CJK. This version must be currently installed on your system. The version you select will cause some version specific specification options elsewhere in the interface to be enabled or disabled.



 Select an existing typesetting job from the drop-down menu, or create a new job by clicking the Create New Job button.



1 Publishing Assistant creates a folder named InDesign within the selected Paratext project's folder for managing all job files. Whenever a new job is created, Publishing Assistant creates an additional sub-folder within the InDesign folder which will contain all of the specification information and generated files for the selected job. The name for the new folder will be the same as the job name.

Examining and Adjusting the Job Specification Values

If you have created a *new* typesetting job, the specification fields in the middle section of the dialog will be configured with a series of default values. If you selected an *existing* typesetting job, the specification field values will be configured as they were the last time the project job was saved.

Specification values are divided into several categories, e.g. **Basics**, **Chapter/Verse**, **Headings** etc. These are presented as tabs in the Job Specifications dialog.

- Click on a category tab in order to see the values for that category.
- Make changes as required.
- See the Setting Job Specifications by topic for a complete description of the specification options in each category.

Saving the Job Settings

To save the current job configuration

• From the File menu, click Save (or press CTRL+S)

Publishing specifications are also written to a separate configuration file for each scripture book, at the time that an InDesign document for that book is <u>created [87]</u>. This file contains a complete list of the Publishing Assistant specifications which were selected at the time that the files for **this book** were generated. Using Publishing Assistant at another time to <u>create InDesign documents [87]</u> for other books will not erase the record of specifications for existing books in the job which have already been typeset. Saved specifications for each individual book are only updated if/when a new InDesign document is created for that book.

6.1 Upgrading Jobs and Documents

Upgrading Jobs from Earlier versions to Version 6

Publishing Assistant 6 works exclusively with Paratext 8 projects. A project must be formally migrated from Paratext 7 to Paratext 8. This migration involves some updates to the project's data and also its location on a user's system. Publishing Assistant 6 currently does NOT provide the ability to migrate a project. Therefore it is important to complete a existing typesetting jobs in the version of PA it was started with, whenever possible.

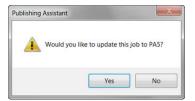
Upgrading Jobs from Version 5.0 to Version 5.1

If you are upgrading from Publishing Assistant 5.0 to 5.1 no extra work required for your projects.

Upgrading a Job from Earlier Versions to Version 5.1

New features in Publishing Assistant 5.0 have required changes to the underlying format of the generated InDesign documents. As a result, jobs and documents generated by Publishing Assistant 5 are are not fully compatible with previous versions of the PA software. If you have upgraded to Publishing Assistant 5.0 and you wish to continue working with jobs created by previous versions of PA, those documents will need to be updated to the newer formats. Publishing Assistant will perform the document update for you.

If you attempt to open a job ship which was created by a previous version of PA, Publishing Assistant will prompt to update the job and its documents for you.

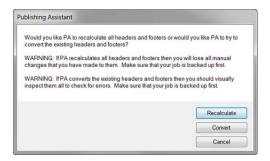


Selecting No will cancel the update process. If you select Yes, the update process will continue.

Recalculate or Convert Headers and Footers

One aspect where Publishing Assistant 5 documents differ from previous PA versions is in the format of the running header and footer frames and their content. In the process of updating the job's documents Publishing Assistant can perform one of two actions on headers and footers. When prompted, select one of the following:

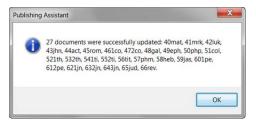
- Recalculate Publishing Assistant will analyze the page content and recalculate the appropriate content for each header and footer on every document page. Any local edits done to any existing header content will be lost.
- **Convert** Publishing Assistant will attempt to convert the existing header and footer content to the new PA5 format, preserving any local content editing.



Publishing Assistant will proceed to update each document found within the current job. A progress bar will be displayed at the top of the screen showing the current document and update action.



When the updating process is complete, Publishing Assistant will display a dialog showing the documents which were successfully updated.



Initiating Upgrade With a Single Document

If an individual document created with a previous version of Publishing Assistant is open within InDesign when PA5 is started, you will be prompted to update the document to the current PA version.

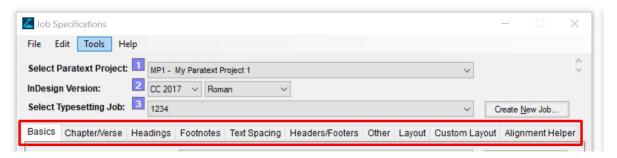


If Publishing Assistant determines that the document is a part of a larger job containing additional documents, you will be prompted to choose whether all documents for the job should be updated. You will then be prompted to recalculate or convert (17) headers and footers (as above).

If you encounter problems working with upgraded jobs and documents, please complete the standard steps for reporting a problem 8.

7 Setting Job Specifications

Job specifications determine the appearance of the typeset document. Publishing Assistant presents a series of forms for entering these specifications which have been grouped into the following general categories. Each category is presented as a separate tab in the Publishing Assistant Job Specifications interface.



- Basics and Innersions, margins, and columns; Base font and line spacing; Template selection
- <u>Chapter/Verse</u> 23 Formatting for verse and chapter numbers
- Headings 26 Formatting for section and reference headings (3 levels)
- Footnotes 28 Formatting for footnotes, cross references, and note callers
- <u>Text Spacinq [33]</u> Word spacing, letter spacing, glyph scaling, and vertical justification parameters
- Headers/Footers 35 Running header/footer layout
- Other (43) Font typeface name selection; Illustations; Table formatting; Glossary; Print on Demand; Marginal Text
- <u>Layout [47]</u> Paragraph composer; Middle East and CJK layout options; Diglot and concordance layout parameters
- <u>Custom Layout</u> চিহ্নী Custom layout designer for standard or study Bible projects; Note category layout options
- Alignment Helper [52] Calculating optimal top margin, font size and leading and Bottom Inset margin

① Custom Layout features are only available on systems using InDesign CS5 or newer.

All of the specification options for a job should be reviewed. However, it is very important to **carefully configure the values on the Basics tab**. Values from the Basics tab are used to calculate the initial defaults for various other typesetting parameters. For example - the **Line Spacing** amount is used to determine other vertical spacing values, such as the "Space Before" and "Space After" various titles and headings.

Measurement System Units

All Publishing Assistant measurement specification fields will accept input in the following units:

- millimeters: entered as 13mm or 13 mm
- points: entered as 9pt or 9 pt or 9pts or 9 pts
- inches: entered as .5in or .5 in
- picas & points: entered as 1p9

The default measurement system is displayed in the help for each specification. You do not need to specify the measurement unit if you are using the default.

7.1 Basics

In this topic: Stylesheet [20] Font Name [21] Font Size [21] Line Spacing [21] Justify Paragraphs? [21] Page Size [21] Page Margins [19] Columns [21] Gutter Width [21] Gutter Vertical Rule [22] Gutter Vertical Rule Offsets [22]

Stylesheet/Template

The Stylesheet menu provides 3 different options for configuring typesetting specifications for the current publication job.

- Select **None** to perform all formatting based on the parameters currently entered or selected in the Job Specifications interface.
- Select **Current** to apply previously adjusted and exported InDesign styles to the current typesetting process. Sometimes the configuration options available though the Job Specifications interface will not be sufficient for creating the design required for your project. This option provides a method for applying paragraph and character style adjustments which have been configured within InDesign. The Current option will only be available if style adjustments for documents in the current job have been exported from InDesign. Exported styles are saved in a file name current. txt within the current job folder.
 - <u>See</u> the topic on <u>exporting InDesign style changes</u> for information on capturing the changes made to InDesign styles for use with Publishing Assistant's "Current" stylesheet option.
 - Note: Selecting "Current" will cause Publishing Assistant to update its paragraph, character, and object style properties with the updated settings exported from InDesign. However, document dimensions (including margins and columns), and the selection of the vertical justification option are still applied directly from their setting in the Job Specifications interface.
- Select a publication template.

Publication templates are configuration files which can contain one or more of the following:

- o job specification parameters (the settings normally entered through the Publishing Assistant job specifications interface)
- o InDesign paragraph or character style customizations
- o InDesign object style customizations [99]
- o text changes 82 configuration files
- o custom page layout descriptions 57

Templates are useful for creating and distributing local and/or regional specification configurations as a starting point for new projects. Selecting one of these files causes values in the Publishing Assistant specification fields to be updated to reflect the configuration saved in the template file.

 $^{f th}$ See <u>Publication Templates (68)</u> for detailed information on the preparation and installation of template configuration files.

Font Name

- Select the font family to use for typesetting this job from the drop down menu of fonts available on you system.
- In the secondary menu to the right of the Font Name selection, specify the **type style name** to be used for the default body text (e.g. Regular, Normal, Book etc.).

Why do I need to specify face names?

InDesign requires that the font family and type style are specified independently. This is due to the fact that some fonts may have been designed to apply a normal, bold, or italic variation that isn't labeled specifically "normal", "bold", or "italic". Publishing Assistant also provides options for specifying font names and type styles for Italic, Bold, and BoldItalic on the Other [43] tab.

Font Size

• Enter the size in points for the font to use for body text.

Line Spacing

• Enter size in points for the line spacing (leading) used for body text.

Justify Paragraphs?

- Select Yes from the drop down menu for justified paragraphs.
- Select **No** for ragged right paragraphs (or ragged left for RTL scripts).

The last line of a paragraph is never justified. It is assumed that some paragraph elements are never justified (i.e. headings, poetic lines, outline/list items, table cell text).

Page Size

Enter the paper width and height.
 Specify partial numbers with decimals (e.g. 8.5, not 8 1/2).

Default units: mm

Page Margins

• Enter the **top**, **bottom**, **inside**, and **outside** page margins. Specify partial numbers with decimals (e.g. .75, *not* 3/4).

Default units: mm

Columns

• Note: Column specification options will be disabled if you are working with a <u>custom layout stypesetting</u> job. Custom layout jobs use the <u>page layout description editor</u> for defining frame positions, and the number of frame columns.

Body Text Columns

- Select 1 for single column layout.
- Select 2 for double column layout.

Up to 5 columns can be selected if you are typesetting a concordance or names index of.

Gutter Width

• Enter the amount of space between body text columns. (This is ignored if a 1 column format is chosen.) Specify partial values with decimals (e.g. .75 not 3/4).

Default units: mm

Vertical Rule in Gutter

- Select **Yes** to generate a vertical rule in the gutter between the columns.
- Select No to disable.

Gutter Rule Top Offset

When selecting a column gutter rule, Publishing Assistant will attempt to determine the location where the rule should begin and end on the page by evaluating line spacing and font dimensions. Sometimes this calculation does not result in an ideal presentation (due to a font or script specific presentation concern). You can specify an additional top or bottom offset to compensate for this and improve the layout.

• Enter the amount to offset the top of the vertical gutter rule. A negative value raises the top of the rule and a positive value lowers it.

Specify partial values with decimals (e.g. .75 not 3/4).

Default units: mm

Gutter Rule Bottom Offset

• Enter the amount to offset the bottom of the vertical gutter rule. A negative value raises the top of the rule and a positive value lowers it.

Specify partial values with decimals (e.g. .75 not 3/4).

Default units: mm

7.2 Chapters and Verses

In this topic:

- Include Verse Number 1? 23

 ☐
- Single Chapter Books? 23
- Chapter Number Script 23
- n Psalms Chapter Numbers 23
- Psalms Include Verse Number 1? 23
- Centered Chapter Numbers Format 24
- Chapter Format String 24
- Psalm Format String 24
- Verse Number Format 24
- Verse Number Script 25
 ✓

Chapter Number Format

Chapter Numbers

- Select **Drop Caps** to display two line drop cap chapter numbers for all books except for Psalms.
- Select **Centered** to display a centered heading for each chapter.
- Select Inline to output the the chapter number inline with text at the start of the first paragraph. As with the other presentation options, a unique character style (cnum) is applied to the chapter number, to control size and formatting.
- "Inline" to display the chapter number inline with text at the start of the first paragraph.

📤 If you select Centered you must also specify a Chapter Format String 2ियो.

Include Verse Number 1?

- Select Yes to include the first verse number in the chapter in the typeset output.
- Select **No** to suppress the first verse number in the chapter.

Single Chapter Books

- Select Hide Chapter Number to suppress the chapter number for books which have only one chapter.
- Select Show Chapter Number to output the chapter number for all books.

Chapter Number Script

• Select a **numbering system** to be used for chapter numbers.

Notes:

- Publishing Assistant will also automatically convert the content for USFM \(\frac{fr}{fr}\) and \(\lambda\co\) fields to the selected numbering system.
- This support for a selection of alternate numbering systems is implemented by Publishing Assistant. Some language specific versions of InDesign also provide support for alternate numbering, which can be activated from the InDesign paragraph and character style dialogs. Either method can work, but should not be used together.

Psalms Chapter Numbers

Publishing Assistant allows you to control the formatting of chapter numbers for Psalms independently from the rest of the publication.

- Select **Drop Caps** to display two line drop cap chapter for Psalms.
- Select Centered to display a centered heading for each Psalm.
- Select Inline to output the chapter number inline with text at the start of the first paragraph/poetic line. As
 with the other presentation options, a unique character style (cnum) is applied to the chapter number, to
 control size and formatting.

⚠ If you select Centered you must also specify a Psalm Format String 24.

Psalms Include Verse Number 1?

- Select Yes to include the first verse number in the Psalm in the typeset output.
- Select No to suppress the first verse number in the Psalm.

Centered Chapter Numbers (Headings)

If you selected Centered for either <u>Chapter Numbers</u> [23] of <u>Psalms Chapter Numbers</u> [23], you can define style options for the presentation of the chapter heading.

• **Defaults** are provided for each centered chapter numbers style option. If spacing values are left empty, the defaults are calculated based on the body text line spacing in order to maintain registration of lines.

Font Style — Select a font **style** for the heading — Bold, Italic, Bold Italic, Normal.

Font Size — Leave blank to use a calculated default. Otherwise, enter the size in points for the font to use for the heading.

Line Spacing (Leading) — Leave blank to use a calculated default. Otherwise, enter the line spacing (leading) **amount in points** to use for the heading.

Space Before — Leave blank to use a calculated default. Otherwise, enter the **amount of space in points** to apply before the heading.

Space After — Leave blank to use a calculated default. Otherwise, enter the **amount of space in points** to apply after the heading.

Chapter Format String

If you selected Centered for <u>Chapter Numbers</u> formatting, you need to also provide an appropriate "chapter format string", which defines what content will be typeset as a title/heading preceding the start of the chapter text (e.g. "Chapter 1").

1 See the topic <u>Customizing Headers/Footers/Chapter Titles</u> for detailed information on customizing chapter title strings.



Psalm Format String

If you selected Centered for <u>Psalms Chapter Numbers</u> and formatting, you need to also provide an appropriate "Psalm format string", which defines what content will be typeset as a title/heading preceding the start of the Psalm text (e.g. "Psalm 1").

See <u>Customizing Headers/Footers/Chapter Titles</u> for detailed information on customizing chapter (and Psalm) title strings.

Verse Number Format

 ${f Bold?}-{f Specify}$ the font weight to use for verse numbers.

- Select Yes for Bold verse numbers.
- Select No for normal weight verse numbers.

 $\label{eq:Raised} \textbf{Raised?} - \text{Specify the verse number size and position}.$

- Select Yes for raised (superscript) verse numbers. The verse number will also be a relative amount smaller than the normal body text.
- Select No to format verse numbers at the same size and position as normal body text.

Ocan the formatting for the first verse number in a paragraph be configured separately?

Yes. This can be done once the project books are open within InDesign.

When Publishing Assistant generates files for typesetting, the first verse number in a paragraph is tagged with the character style $\mathbf{v}1$. All other verse numbers are tagged and formatted using the character style \mathbf{v} . The character style \mathbf{v} is configured by the Verse Number Format options above. The default style sheet generated for InDesign documents configures \mathbf{v} and $\mathbf{v}1$ the with the same formatting properties.

In order to adjust the formatting for the first verse number in a paragraph, change the properties of the $\bf v1$ character style. If you would like to adjust the formatting properties for *all* verse numbers within InDesign, you will want to edit the character style $\bf v$ only, and not $\bf v1$.

See $^{\ }$ Altering Styles in InDesign $^{\ }$ for more detailed information on making changes to document styles.

Verse Number Script

• Select a **numbering system** to be used for verse numbers.

Notes:

- Publishing Assistant will also automatically convert the content for USFM \(\frac{fr}{g} \) and \(\cdot \infty \) fields to the selected numbering system.
- This support for a selection of alternate numbering systems is implemented by Publishing Assistant. Some language specific versions of InDesign also provide support for alternate numbering, which can be activated from the InDesign paragraph and character style dialogs. Either method can work, but should not be used together.

7.3 Headings

```
In this topic:

Main Title Font Size 28
Headings 28 (Section, Major Section)
Font Size 28
Centered? 28
Font Style 28
Line Spacing 28 (leading)
Space Before 28
Space After 28
Space After 28
Reference 28 (Section, Major Section, Minor Section)
Font Style 27
Font Style 27
Font Style 27
Font Style 27
```

Main Title Font Size

Leave blank to use a default based on the body text font size.
 Otherwise, enter the size in points for the font to use for Main Titles.

Headings (Section, Major Section, Minor Section)

Publishing Assistant allows you to configure formatting options for 3 levels of headings (titles) — *Major Sections*, *Sections*, and *Minor Sections*. In a basic Bible using USFM markup in Paratext, these headings would be represented by $\mbox{\sc Ms1}$, $\mbox{\sc Ns1}$, and $\mbox{\sc Ns2}$.

Some Bibles contain only *Section* headings, as they are the most common heading type, or level, at which divisions are indicated in the text. (Some Bibles may contain no headings at all.) For this reason Publishing Assistant displays the options for Section Headings first, followed by *Major Sections* and *Minor Sections*.

Defaults are provided for each option. If spacing values are left empty, the defaults are calculated based on the body text line spacing an order to maintain registration of lines.

Font Size

Leave blank to use a calculated default.
 Otherwise, enter the size in points for the font to use for the heading.

Centered?

Choose the alignment for the heading.

- · Select Yes for centered headings.
- Select No for headings which are aligned at the margin.

Font Style

 $\bullet\,$ Select a font style for the heading — Bold, Italic, Bold Italic, Normal.

Line Spacing (Leading)

Leave blank to use a calculated default.
 Otherwise, enter the line spacing (leading) amount in points to use for the heading.

Space Before

Leave blank to use a calculated default.
 Otherwise, enter the amount of space in points to apply before the heading.

Space After

Leave blank to use a calculated default.
 Otherwise, enter the amount of space in points to apply after the heading.

Reference (Section, Major Section, Minor Section)

In many Bibles a list of *parallel references* or a *scope reference* (the range of references which belong to the current section) is typeset below selected headings. These are often formatted somewhat differently than the heading which precedes them. Publishing Assistant allows you to configure the font style and size for references associated with each of the heading levels.

Font Style

- Select a font ${\bf style}$ for the reference(s) — Bold, Italic, Bold Italic, Normal.

Font Size

• Leave blank to use a calculated default. Otherwise, enter the **size in points** for the font to use for the reference(s).

7.4 Footnotes

In this topic: Suppress Footnotes or Cross References? Merge Footnotes and Cross References? Font Size for Notes Line Spacing (Leading) for Notes Footnote Caller Font Style Footnote Caller Font Style Cross Reference Caller Font Style Cross Reference Caller Font Style Note Callee Handling Rule Between Body and Notes? Rule Between Body and Notes? Start Each Footnote on New Line? Blank Line Between FNotes and XRefs?

Suppress Footnotes or Cross References?

Typeset Footnotes? — Choose whether footnotes in the source text should be included in the typeset output.

- Select Yes to typeset footnotes.
- Select **No** to prevent footnotes from being typeset.

Typeset Cross References? — Choose whether cross references in the source text should be included in the typeset output.

- Select Yes to typeset cross references.
- Select No to prevent cross-references from being typeset.

Merge Footnotes and Cross References

- Select No to show footnotes and cross references in separate lists in the note frame. List of cross references will follow the list of footnotes.
- Select Yes to merge them into one list intermingled in the order they appear in the text.

Font Size for Notes

• Enter the size in points for the font used for footnotes and cross references.

Line Spacing (Leading) for Notes

• Enter the size in points for the line spacing (leading) used for footnotes and cross references.

Footnote Caller Font Style

• Select a font **style** for footnote callers — Bold, Italic, Bold Italic, Normal.

Cross Reference Caller Font Style

ullet Select a font **style** for cross reference callers — Bold, Italic, Bold Italic, Normal.

Overriding Caller Sequences

1 Information on Defining Callers in Paratext Project Texts:

A valid USFM project source in Paratext will use a syntax for footnote text like in the following example:

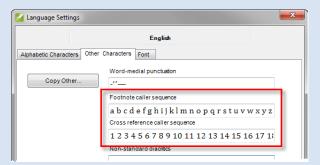
\f + \fr 1.1: \fq In the beginning...the universe; \ft or \fq In the beginning God created the universe\f*

The plus sign (+) in this example represents the caller, which can in fact be one of the following three types:

- \pm indicates that the caller should be generated automatically by the publishing tools (automatic callers).
- — indicates that no caller should be generated
- ? where ? represents the specific character to be used for the caller (defined by the author)

If the text for the project you are working with has specified "automatic callers" (+), then Publishing Assistant will look for a caller sequence defined in the Language Settings used for the Paratext project. If a sequence is not defined, a default sequence of Latin script a-z will be used. Beginning with Paratext version 7.1, a separate caller sequence can be defined for both footnotes and cross references. Publishing Assistant will recognize and use these unique sequences.

In the example below, footnotes using + for a caller would actually render a caller from a sequence of Latin script letters (a-z) in the typeset output, and cross references would render callers from a sequence of digits (1-20).



For detailed information on markup related to notes, see the USFM documentation for ϖ Footnotes and Cross References.

Publishing Assistant allows you to override the callers defined in the project text (+, -, or user-defined) with the sequence defined by the Paratext project's Language Settings. When overriding a caller sequence you can specify when the sequence of callers being applied within the typeset text should restart again from the beginning of the sequence. This setting can be applied differently for footnotes and cross-references.

If "automatic callers" are defined in the text, the **default caller sequence** method (no override) is to apply callers starting from the beginning of the defined sequence for the first caller in a scripture book, and to restart every time enough callers have been processed to reach the end of the sequence.

Override Fnote Caller Sequence — Cause the project's Language Settings footnote caller sequence to be applied, and to be restarted at the selected location in the text.

- Select No to use the footnote callers defined in the project text, and to use the default caller sequence method.
- Select **Restart sequence book** to cause the footnote caller sequence to restart at the beginning of every new book.
- Select **Restart sequence chapter** to cause the footnote caller sequence to restart at the beginning of every new chapter.
- Select **Restart sequence page** to cause the footnote caller sequence to restart at the beginning of every new page.

Override Xref Caller Sequence

- Select No to use the cross reference callers defined in the project text, and to use the default caller sequence method.
- Select **Restart sequence book** to cause the cross reference caller sequence to restart at the beginning of every new book.
- Select **Restart sequence chapter** to cause the cross reference caller sequence to restart at the beginning of every new chapter.
- Select Restart sequence page to cause the cross reference caller sequence to restart at the beginning of
 every new page.

Reference in Footnote

Include? — Choose whether the source reference should be included in the footnote text.

- Select Yes to display the source reference at the beginning of the footnote (after the caller).
- Select No to omit the source reference from the footnote text.
 - Entering Yes will only have an effect if the source text already includes a footnote reference element (e.g. a \(\frac{1}{2}\)fr 2.3).

Font Style — Select a font style for footnote references — Bold, Italic, Bold Italic, Normal.

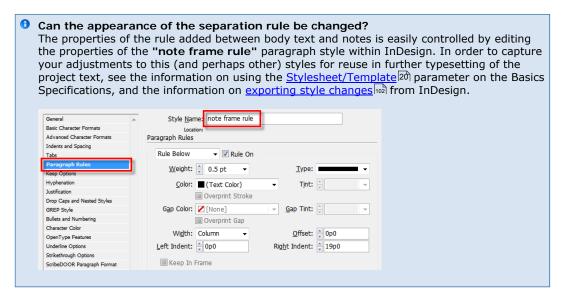
Note Callee Handling

Choose whether footnotes and cross references callee should be hidden in the footnote frame.

- Select Yes to hide the callees.
- Select No to keep the callees shown.
 - Entering No will only have an effect if the source text already includes a footnote or cross reference caller (see the USFM documentation for property and Cross References).

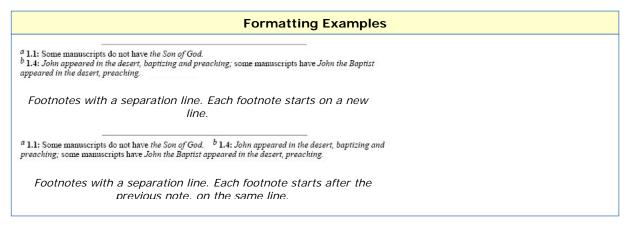
Rule Between Body and Notes?

- Select Yes to draw a horizontal separation line between the body text and the notes.
- · Select No to disable.



Start Each Footnote on New Line?

- Select Yes to force each footnote to start a new line.
- Select **No** to allow footnotes to start on the same line as the previous footnote, seperated by extra whitespace.



Blank Line Between FNotes and XRefs?

- Select Yes to add a single line of whitespace between footnote and cross reference text.
- Select No to typeset cross references on the next line, immediately following any footnote text.

Footnote Frame

Style? — Select the column layout for the footnote and cross reference text. Both note presentation styles span the width of the body text. All footnotes are presented as a unit, followed by cross references.

- Select 2 Columns Page Wide to produce a 2 column layout for notes.
- Select 1 Column Page Wide to produce a 1 column layout for notes.

Gutter Rule? — This selection applies only when the "2 Columns - Page Wide" note frame style is selected.

- Select Yes to generate a vertical rule in the gutter between the 2 note columns.
- Select No to disable.

	Formatting Exam
Teaching about Anger 21 "You have heard that people were told in the past, 'Do not commit murder; anyone	unfaithfulness, then he is guilty of making her commit adultery if she marries again; and the man who marries her commits adultery also.
a 5.18: the end of all things; or all its teachings come true. b 5.22: if you are angry; some manuscripts have if without cause you are angry. 5.11: IPe 4.14. 5.12: 2Ch 30.10; Sir 2.8; Act 7.52. 5.13: Mrk 9.50; Luk 14.34,35. 5.14: Jhn 8.12; 9.5. 5.15: Mrk 4.21; Luk 8.10; 11.33. 5.10: IPe 2.12.	5.18: Luk 16.17. 5.21: Exo 20.13; Deu 5.17. 5.27: Exo 20.14; Deu 5.18. 5.29: Mat 18.9; Mrk 9.47. 5.30: Mat 18.8; Mrk 9.43. 5.31: Deu 24.14; Mat 19.7; Mrk 10.4. 5.32: Mat 19.9; Mrk 10.11,12; Luk 16.18; 1Co 7.10,11.
Notes in a 2 colu	mn presentation.
²¹ "You have heard that people were told in the past, 'Do not commit murder; anyone who does will be brought to trial.' ²² But now I tell you: if you are angry ⁶ with your brother	Teaching about Vows 33 "You have also heard that people were told in the past, 'Do not break your promise, but do
a 5.18: the end of all things; or all this teachings come is 5.22: If you are angry; some manuscripts have if with 5.11: IPe 4.14. 5.12: 2Ch 36.16; Slr 2.8; Act 7.52. 5.15: Mrk 4.21; Luk 8.16; I1.33. 5.16: IPe 2.12. 5.27: Exo 20.14; Deu 5.18. 5.29: Mat 18.9; Mrk 9.47 5.31: Deu 24.1-4; Mat 19.7; Mrk 10.4. 5.32: Mat 19.5.33: a Lev 19.12; b Num 30.2; Deu 23.21.	nout cause you are angry. 5.13: Mrk 9.50; Luk 14.34,35. 5.14: Jhn 8.12; 9.5. 18: Luk 16.17. 5.21: Exo 20.13; Deu 5.17. 5.30: Mat 18.8; Mrk 9.43.
Notes in a 1 colu	mn presentation.

Bottom Inset Spacing — For some reasons you might want to have the baseline of the footnote frame last line to be different from the baseline of the bodyframe last line. Default units: points (pt). For more information about Bottom Inset Spacing see Alignment Helper (52) topic.

7.5 Text Spacing

In this topic:

- Between Words 33
 ■
- Glyph Scaling 33
 Glyph Scaling 33
- Automatic Vertical Justification? 34

☐ Hyphenation and Justification 78

The parameters provided here will configure the **justification options** used within various InDesign paragraph styles. When justifying paragraph text, InDesign will increase or decrease the distance between words or letters, in order to fill the column width, according to the limits specified by these parameters.

Between Words

Desired (Optimal) % — configuration for the desired (optimal) size of the space that is used between words, specified as a percentage of the default space within the selected font (eg. 100 = normal spaceband).

Minimum % — configuration for the minimum size of the space that can be used between words specified as a percentage of a space (eg. 75). *Must be less than or equal to desired.*

Maximum % — configuration for the maximum size of the space that can be used between words specified as a percentage of a space. (eg. 125). *Must be more than or equal to desired.*

Between Letters

Desired (Optimal) % — configuration for the desired (optimal) change in size of the space that is used between letters, specified as a percentage. This is usually zero, indicating that the desired spacing is the font default spacing.

Minimum % — configuration for the minimum amount which the space between letters can be **reduced**, specified as a percentage (eg. -5). *Must be less than or equal to desired*.

Maximum % — configuration for the maximum amount which the space between letters can be **expanded** (stretched), specified as a percentage (eg. 5). *Must be more than or equal to desired*.

 $\mathbf{Kerning}$ — configuration for the approach (strategy) to use when adding or subtracting space between specific pairs of characters.

- Select Optical kerning to adjust the spacing between adjacent characters based on their shapes.
- Select **Metrics** kerning to use kerning pair tables defined in the font.

Glyph Scaling

Glyph Scaling is the process of adjusting the horizontal width of character shapes (glyphs), and can help in achieving even justification. It can be especially useful with non-roman scripts for which there are fewer spaces or word breaks defined in the text. However, values more than 3% from the 100% default value may result in distorted letter shapes. It is usually best to keep glyph scaling to very moderate values, such as 97–100–103. Results with different scripts and fonts will vary, so some experimentation is required. Glyph scaling is usually not required, or desirable, for most Latin script projects for which adequate hyphenation support is available (within InDesign, or via a hyphenated word list [80]).

Desired (Optimal) % — configuration for the desired (optimal) size of glyphs, specified as a percentage (eg. 100 = normal).

Minimum % — configuration for the minimum amount which the size of a glyph can be scaled to (reduced), specified as a percentage (eg. 95). *Must be less than or equal to desired.*

Maximum % — configuration for the maximum amount which the size of a glyph can be scaled to (stretched), specified as a percentage (eg. 105). *Must be more than or equal to desired.*

Automatic Vertical Justification?

- Select Yes to enable automatic vertical justification.
- Select No to disable (preferred).

Choosing Vertical Justification

If vertical justification is enabled (Yes):

- InDesign is given "permission" to visually fill and balance text columns, adding vertical white-space to various locations on the page as needed.
- On many pages lines of text will no longer retain horizontal or front-to-back "registration".
 - Result: As small amounts of extra space are permitted between lines, paragraphs, and surrounding headings, some lines of text will become more clearly visible between the lines of text showing through from the opposite side of the page. This is more of a real concern when printing on very thin paper (often used in full Bible production).

If disabled (No):

- Default calculations for headings/titles, and other areas affecting vertical spacing, will attempt to maintain accurate front-to-back line registration.
- If you choose to customize heading/title or other vertical spacing parameters, and wish to maintain registration, you must select values carefully (typically working with multiples of the <u>Line Spacing</u> amount).
- Publishing Assistant attempts to fill and balance columns by applying minor text spacing adjustments (expanding or shrinking paragraphs).
- Widow/orphan control settings may occasionally result in unbalanced column endings on some pages.

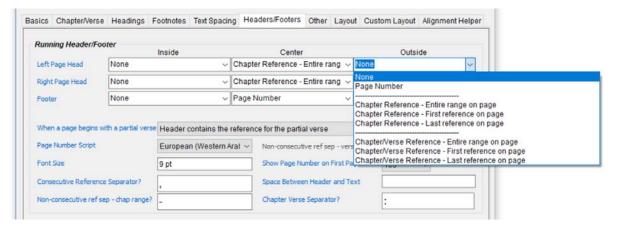
Hyphenation

Select the language to use for hyphenation. See the topic on hyphenation and Justification relation select the language to use for hyphenation.

7.6 Headers/Footers

Running Header/Footer

A series of drop-down menus allow you to configure the content for page headers and footers. You can choose the content that you wish to display for each position (Inside, Center, Outside) on the left and right side pages (Left Page Head and Right Page Head). Configuring content separately for left and right side pages allows the option of an identical presentation on all pages, or a mirrored arrangement. The footer content will be the same on all pages.



The header content options are:

- None
- Page Number Display the current page number.
- Chapter Reference Display the entire range of chapters which appear on the page (eg. 1,2 or 2–4), or only the first reference, or last reference.
- Chapter/Verse Reference Display the entire range of references including verse numbers which appear on the page (eg. 2.17–4.3), or only the first reference, or the last reference on the page.
 - ⚠ The "User Defined Style" option available in Publishing Assistant 4.0 has been removed. In its place, Publishing Assistant starting from version 5.0 offers a new, more flexible method for allowing the typesetter to compose highly customized headers, footers, and chapter title texts. See the topic © Customizing Headers/Footers/Chapter Titles (38) for a complete description of the use of this feature.
- Custom You can enter any custom text and/or content codes in directly within the editable Left Page Head, or Right Page Head location fields. Content codes will be replaced with actual page content when the page headers are updated by PA in InDesign. Pre-defined drop-down menu options will continue to be available, and can be selected from the menu again at any time.

Notes about Book Names and References Punctuation:

Paratext 7.3 and above include a new **Scripture Reference Settings** form (from the Paratext **Project** menu, select **Scripture Reference Settings...**). This form includes one tab for specifying the punctuation and syntax used in the project text for scripture references, and a second "Book Names" tab for specifying the vernacular text for three forms of the scripture book names.

Book Names are specified for "Long Name", "Short Name", and "Abbreviation". Previously, this information was supplied within the text itself using \toc1, \toc2, and \toc3 markers (and also \h). If a project text contains \toc# markers, Paratext will import these texts into the appropriate fields when the Scripture Reference Settings dialog is opened.

This information is used to enable checking of scripture references in the text. Having all of the book name information in one place makes it easier to manage or to correct errors, without needing to modify the scripture text itself. In addition, publishing tools for print or digital publication can now gather this information from one location, and use it for formatting page headers, footers, titles, or application menus etc.

Publishing Assistant 6.0(5.1) now relies primarily on the Scripture Reference Settings information when it is composing page headers, footers, and chapter titles. The "Short Name" (previously \toc2) is used by default for the the book name in running headers or footers. Previously, the content found for \h in the text was used for the running header book name.

If no Scripture Reference Settings exist for the project, Publishing Assistant will fall back to using \toc2 and then finally to \h for the "Short Name". If a typesetter would prefer the text for \h to be used for any application of the book name in the running header, footer, or chapter titles, this can be specified explicitly through custom header/footer content codes (e.g. bc.r.h, bc.f.h etc.). See the topic \(\text{Qustomizing Headers/Footers/Chapter Titles} \) for a complete description of the use of this feature.

The options for specifying running header/footer content available from the drop-down menus are implemented by Publishing Assistant using the appropriate custom header/footer content codes. The menu options are interpreted according to the following table. The Appendix:

Custom Header/Footer Content Codes provides a full explanation for the meaning of the syntax displayed here.

Chapter Reference - Entire range on page	<bc.r></bc.r>
Chapter Reference - First reference on page	<bc.f></bc.f>
Chapter Reference - Last reference on page	<bc.1></bc.1>
Chapter/Verse Reference - Entire range on page	<bcv.r></bcv.r>
Chapter/Verse Reference - First reference on page	<bcv.f></bcv.f>
Chapter/Verse Reference - Last reference on page	<bcv.1></bcv.1>

The default settings for **reference and range punctuation** (described below) are also gathered from Paratext's current Scripture Reference Settings for the project.

The footer content options are:

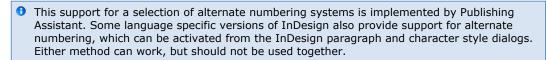
- Page Number
- None
- *Custom* You can enter any custom text and/or <u>content codes</u> directly within the editable Footer location fields.

Additional header format configuration

When a page begins with a partial verse — Choose whether the header should contain the reference to that partial verse, or only to the first complete verse which appears on the page.

Page Number Script

• Select a numbering system to be used for page numbers.



Font Size

Leave blank to use the body text font size.
 Otherwise, enter the size in points for header text.

Consecutive Reference Separator?

• A default value is taken from Paratext's Scripture Reference Settings.

Otherwise, enter the separator to be used between consecutive references. This is typically a comma ",".

Non-consecutive ref sep - chap range?

• A default value is taken from Paratext's Scripture Reference Settings.

Otherwise, enter the separator to be used between non-consecutive references that include a chapter range, E.g. Mat 3–4 or Mat 3.23–4.16. Enter emdash, or endash or the actual character you want to use. This is typically an endash.

Non-consecutive ref sep - verse range?

• A default value is taken from Paratext's Scripture Reference Settings.

Otherwise, enter the separator to be used between non-consecutive references that do not include a chapter range, E.g. Mat 3.5-23. Enter emdash, or endash or the actual character you want to use. This is typically a short dash (hyphen).

Show Page Number of First Page?

- Select **Yes** to show the page number at the bottom of the first page of each book.
- Select **No** to hide the page number.

Space Between Header and Text — Enter a value for the amount of space to apply between the running header and the first line of body text. Leave blank to apply a default of one full line of space.

- This value also affects footers.
- Specify partial numbers with decimals (e.g. .75, not 3/4).

Default units: mm

Chapter Verse Separator?

• Default value taken from Paratext's Scripture Reference Settings.

Otherwise, enter the separator to be used between chapter/verse. This is *typically* a colon or a period.

7.7 Custom Headers/Footers/Chapter Titles

Publishing Assistant offers a new, flexible method for the typesetter to compose highly customized headers, footers, and chapter title texts. This new method involves the option of combining any user supplied text together with a special syntax for content codes. Content codes are special "tags" which refer to specific page information (like a page number) or page content (like the text for a section heading) which Publishing Assistant will compose within a selected page header, footer, or chapter title location. Custom header, footer, and chapter title texts are entered directly within the Running Header content fields for the Left Page Head, Right Page Head and Footer provided on the Job Specifications Headers/Footers tab, and within the Chapter Format String or Psalm Format String on the Chapter/Verse

Publishing Assistant 4.0 provided a header content option named "User Defined Style". This option has been replaced in 5.0 with the application of these customizable text and content code options.

The method for customizing header, footer, and chapter title texts is supplied below by way of examples. A full reference to the available header, footer, and chapter title content codes and syntax is provided in the Appendix:

<u>Custom Header/Footer Content Codes</u>

Custom Chapter Title Examples

In previous versions of Publishing Assistant (<=4.0), you could provide a <u>chapter string</u> of "Chapter" which would cause "Chapter 1", "Chapter 2", etc. to be generated as a heading at the start of each chapter. Using the customizable chapter title syntax and content codes, the same can be accomplished by adding the following text to the Chapter Format String field instead.

```
Chapter <c>
```

Looking at Matthew 5, here are some more examples:

Including the book name:

```
Chapter <c> of <b>
```

results in the following text being set as a heading/title at the start of chapter 5:

```
Chapter 5 of Matthew
```

You can choose between the abbreviated, short, or complete book names; or the name taken from the USFM header (\h) field for each book:

```
Chapter <c> of <b.a>
Chapter <c> of <b.s>
Chapter <c> of <b.c>
Chapter <c> of <b.c>
Chapter <c> of <b.h>
```

which results in (respectively):

```
Chapter 5 of Mat
Chapter 5 of Matthew
Chapter 5 of The gospel according to St. Matthew
Chapter 5 of Matthew
```

Another example of the book and chapter names is:

which results in:

```
Matthew 5
```

Once again you can choose between the abbreviated, short or complete names; or the name in the header field:

```
<bc.a>
<bc.s>
<bc.c>
<bc.h>
```

which results in (respectively):

```
Mat 5
Matthew 5
The gospel according to St. Matthew 5
Matthew 5
```

⚠ The abbreviated, short, and complete book names are take from the current Paratext project's Scripture Reference Settings. For further details, please review the <u>a Notes about Book Names</u> of explanation added to the <u>Running Header/Footer</u> configuration options documentation.

Custom Page Headers Examples

Some of the page header codes give different output for left or right pages. For the following examples, imagine turning in a printed Bible to page 1268, which goes from 1Th 2:7 to 1Th 3:13, and page 1269 which goes from 1Th 4:1 to 1Th 5:14.

If a typesetter provides the following configuration for Left Page Head and Right Page Head:

	Inside	Center	Outside
Left Page Head			<bc></bc>
Right Page Head			<bc></bc>

The resulting page headings would be:

1 Thessalonians 2	1268	1269	1 Thessalonians 5
-------------------	------	------	-------------------

In other words, $\langle p \rangle$ is replaced with the page number and $\langle bc \rangle$ is replaced with the book name and chapter of the first verse on the left page and the book name and chapter of the last verse on the right page.

It's also possible to **specify verse numbers** and to indicate whether the **first or last reference** is to be used. For example:

	Inside	Center	Outside
Left Page Head	<cv.1></cv.1>		<cv.f></cv.f>
Right Page Head	<cv.f></cv.f>		<cv.1></cv.1>

would result in the following output:

:7 1 Thessalonians 3:1	4:1 1 Thessalonians 5:14
------------------------	--------------------------

In other words <cv> is used for chapter and verse, ".f" indicates the first on the page, ".1" indicates the last on

the page, and is replaced with the book name.

Ranges are also possible:

	Inside	Center	Outside
Left Page Head			<bcv.r></bcv.r>
Right Page Head			<bcv.r></bcv.r>

would result in:

1 Thessalonians 2:7-3:13 1268	1269 1 Thessalonians 4:1-5:14
-------------------------------	-------------------------------

[&]quot;.r" indicates range. By default, reference and range punctuation is taken from Paratext's Scripture Reference Settings for the current project.

As before, users can choose between book abbreviations, short names, and complete names or the name in the header field:

	Inside	Center	Outside
Left Page Head	<bcv.a></bcv.a>	<b.c></b.c>	
Right Page Head	<bcv.a></bcv.a>	<b.c></b.c>	

would result in:

1Th 2:7	First Epistle to the Thessalonians	1268	1269	First Epistle to the Thessalonians	1Th 5:14	

Lastly, specific styles can be used in headings:

	Inside	Center	Outside
Left Page Head		<\s1>	<cv></cv>
Right Page Head		<\s1>	<cv></cv>

would result in:

2:7 Pau	ıl's Longing to See the Thessalonians	1268	1269	Final Instructions	5:14
---------	---------------------------------------	------	------	--------------------	------

Page footers use the same syntax.

Diglot Support Examples

When publishing diglots, there are two translation texts presented on each page. Publishing Assistant refers to these as the Primary and Secondary texts (see the topic on <u>Creating Diglot Layouts[142]</u>). Adding a .1 to the end of a custom header/footer or chapter title format string will extract information from the Primary text. Adding a .2 will extract information from the Secondary text.

In a diglot publication, a custom header format string makes it possible to present content from both texts within the header or footer. The following example could be used for an English + Portuguese diglot publication in which the primary English text is positioned in the page's outside column.

	Inside	Center	Outside
Left Page Head	<bc.2></bc.2>		<bc.1></bc.1>
Right Page Head	<bc.2></bc.2>		<bc.1></bc.1>

The resulting page headings would be:

1 Thessalonians 2	1268	1 Tessalonicenses 2	1 Tessalonicenses 3	1269	1 Thessalonians 3	
-------------------	------	---------------------	---------------------	------	-------------------	--

Direct Text Formatting Examples

Publishing Assistant allow users to directly embed InDesign tagged text formatting codes within custom header, footer, and chapter title texts. Any type of text formatting which can be expressed using InDesign tagged text syntax is supported. There are actually two types of formatting codes to be considered:

- 1. **Character formatting** such as bold, italic, font size. There are a large number of these as defined in the InDesign tagged text documentation. Each one has a specific syntax and possible set of values.
- 2. Character styles defined by the user within InDesign. There is only one format, but the user is free to define and apply as many character styles as needed. Character styles referenced within a custom header/footer/title format string will need to be defined already within the InDesign stylesheet for the Job. This may involve following the process for exporting and using and using saved styles, or using a publication template which includes the needed character style definitions.

Important Syntax Note:

Publishing Assistant uses wedge backets (< >) to define and enclose it's own custom content codes. InDesign's tagged text syntax also encloses formatting codes within wedge brackets. For this reason, when including direct text formatting codes within custom header, footer, and chapter title texts, InDesign tagged text codes must include an equals sign after the opening wedge to distinguish it from a PA content code.

1. Character formatting

Some examples of common and useful InDesign tagged text character formatting codes are:

Tagged Text Syntax	PA Modified Syntax	Formatting Function
<pre><cfont:myriad pro=""> <csize:18.000000> <ctypeface:italic> <ccase:smallcaps> <cposition:superscript> <cunderline:1></cunderline:1></cposition:superscript></ccase:smallcaps></ctypeface:italic></csize:18.000000></cfont:myriad></pre>	<pre><=cFont:Myriad Pro> <=cSize:18.000000> <=cTypeface:Italic> <=cCase:SmallCaps> <=cPosition:SuperScript> <=cUnderline:1></pre>	Set font to "Myriad Pro" Set font size to 18pt Set font face to Italic Set character case to Small Caps Set character position to Superscript Turn underline On

These formatting codes normally require corresponding codes to turn the property off again, or reset them to their previous default paragraph configuration (shown with the PA modified syntax including the equals sign =):

```
<=cFont:>
<=cSize:>
<=cTypeface:>
<=cCase:>
<=cPosition:>
<=cUnderline:>
```

1 InDesign Tagged Text:

A full description of InDesign tagged text syntax is beyond the scope of this manual. A simple method for discovering which tagged text codes are required in order to achieve a specific formatted result is to: 1) Enter or paste a working example text within a text box in InDesign. 2) Use the InDesign toolbar or panels to apply the required formatting to the text. 3) Select the text you wish to see the tagged text formatting codes for, or ensure that the text cursor is within the text frame containing the sample text. 4) Select Export from the InDesign File menu. Make sure that "Adobe InDesign Tagged Text" is selected in the Save as type drop-down menu. Save the text to a location on your computer where you can easily locate and open the file.

When you open the file, look for the tagged text codes surrounding the formatted text areas you configured within InDesign.

2. Character styles

<=CharStyle:UserStyleName> -- using UserStyleName for this text -- <=CharStyle:>

In order to apply unique styles (and formatting) to each of the different elements within a custom header text, you might configure a custom header text like:

(Note: the Inside/Center/Outside form has been split into two rows here simply in order to fit within the manual's column width.)

	Inside	Center
Left/Right	<=CharStyle:HPage><=CharSty	

Outside

<=CharStyle:HBook> <=CharStyle:><=CharStyle:HChapter><c>:<=CharStyle:HVerse><v><=CharStyle:>

The names "HBook" (i.e. "Header Book"), "HChapter", and "HVerse" are shown in this example, however style names can be named according to the typesetter's preference — as long as the named styles have been properly added to the InDesign character stylesheet. The , , <c>, and <v> codes do not have equal signs because they will be interpreted and translated into text according to Publishing Assistant's custom content code syntax.

7.8 Other

In this topic:

- © Typeface Names 44 © Illustrations 44 © Illustrations 44 © Tables 44 © Glossary 44 © Print on Demand 44 © Marginal Text 45 ©

Typeface Names

 Select the font family and type style (face) names to be used in the publication whenever italic, bold, bold italic text is specified.

Why do I need to specify face names? InDesign requires that the font family and type style are specified independently. This is due to the fact that some fonts which include normal and bold weights, and italic variations, have used something other than the typical "Normal", "Bold", "Italic", or "BoldItalic" for typeface names. The Typeface Names specifications also allows you to specify a different font entirely wherever one of these alternate styles (Bold, Italic, BoldItalic) is specified in the generated InDesign stylesheet.



Illustrations

Show the Fig's Reference

 This option allows you to show (select "Yes") or hide (select "No") the reference if it exists in the illustration properties from Paratext.

Space between Image and Caption

• This option allows you to set default space between the image and the caption. Default value: one line. Default unit: points (pt).

Tables

Table Headers Font Style

Space Before Tables

Leave blank to use a default of 1/2 of the body text line spacing (leading).
 Otherwise, enter the amount of space in points to apply before tables.

Space After Tables

Leave blank to use a default of 1/2 of the body text line spacing (leading).
 Otherwise, enter the amount of space in points to apply after tables.

Glossary

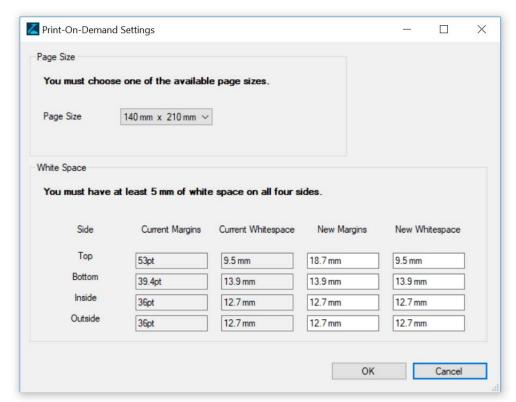
• This section allows you to choose Glossary Caller Font Style and Glossary caller symbol.

Print on Demand

• Select "Yes" if the job is intended or might be used for Print on Demand service. Select "No" if the job is intended to traditional print press.



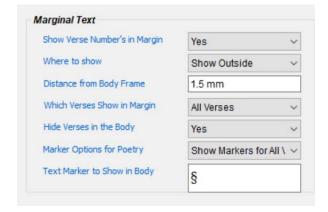
 Pressing "Adjust Job for POD" button will change the selector above to "Yes" and will open Print-on-Demand Settings window.



Print on Demand services are limited in page size variants and require at least 5 mm of white space on all four sides of the page. Pressing "OK" will change the Page Size and Page Margin on the Basics tab settings of your job. The pre-configured Page Size options provided in PA are not the only sizes which may work with POD service providers. It will depend upon the individual printer and the equipment being used for printing. The option provided are ones which were found to be most commonly supported. A 'Custom' option is also available. Use this to configure a custom size while still having PA test for sufficient whitespace on page edges.

Marginal Text

This section allow you to place verse numbers on the margin of the page and set properties for this placement. It with single column frame as well as with multiple columns frame. Make sure you have enough space in the gutter.



- Show Verse Numbers in Margin select "Yes" to activate other options. Selecting "No" will keep verse numbers inside Bible text.
- Where to show offers four options: Choose Left, Right, Inside and Outside margin. Make sure you have wide enough margin where you would like to place verse numbers.
- **Distance from Body Frame**. Enter the offset between verse number and the column edge. Default value is zero. Default units: millimeters (mm).
- Which Verses to Show in Margin. You can place All Verses in Margins or only those that occur in the Middle of the Paragraph. In the latter case if paragraph starts with new verse the verse number will be kept in the text.
- Hide Verses in the Body. Selecting "Yes" will result that each verse number will be placed on the page only once. Selecting "No" will place all (or most of) verse numbers twice on the margin and inside the

- biblical text in the body frame.
- Marker Options for Poetry. If you are showing markers, you may choose how they are handled in poetry. You may choose to show all markers in poetry or only those in the middle of a Poetic Paragraph/Line.
- Text Marker to Show in the Body. If you hide verse numbers in the Body and keep this field empty will leave no trace of the verse boundaries in the body frame. Entering symbol here (e.g. middle dot, diamond, pilcrow) will make Publishing Assistant to replace removed verse number with symbol entered. This marker will be given its own character style (*vmark*) in the created InDesign file, which you can manage the properties for from the Character Styles palette.

Publishing Assistant will will place verse numbers in the margin in the very end of <u>adjusting page</u> procedure. You also have the opportunity to place verse number in the margin by pushing <u>Rebuild Verses in Margin</u> after any manual tweaking and tuning of the page layout.

Please remember: Page validation process does not require all marginal verses to be in place (or in sequence). Thus if you accidentally or deliberately remove some verse numbers, or the frame that contains it, the page validation process will not warn you. Be careful.

7.9 Layout

In this topic:

- Optical Margin Alignment 47
- InDesign Middle East 48

 ■
- CJK Layout 49
 □
- Diglot 50
 Diglot 50
 Diglot 50
 Diglot 50
- © Concordance Builder / Names Index Builder 51

Composer

The **paragraph composer** is the component in InDesign which handles the process of collecting words and lines of text and composing them into completed paragraphs. It evaluates possible breaks, and chooses those that best support the hyphenation and justification options specified for a given paragraph.

 Select Adobe Paragraph Composer (default) to use the standard multi-line composer shipped with Adobe InDesign.

The Adobe Paragraph Composer considers a collection of possible breakpoints for an entire paragraph, and can optimize earlier lines in the paragraph in order to eliminate especially unattractive breaks later on. This results in more even spacing with fewer hyphens.

- Note: Use caution when performing any later stage text editing or correcting, as changes to one line of text may result in composition changes to other portions of the paragraph as well. This is important to be aware of when working with texts for which careful attention to line endings is required.
- Select **Adobe Single-line Composer** to use the traditional approach to composing text one line at a time. This option is useful if you want to restrict changes to overall paragraph composition during any later stage text editing or correcting.

Complex Script Composers

If you are working with a complex script in InDesign version **CS4 or newer**, Adobe supplies the **World-Ready paragraph composers** which provide the necessary support for complex script fonts, and are the recommended options.

Optical Margin Alignment

Punctuation marks and letters such as "W" can make the left or right edges of a column appear to be misaligned. Optical Margin Alignment controls whether punctuation marks (such as periods, commas, quotation marks, and dashes) and edges of letters (such as "W" and "A") hang outside the text margins, so that the type looks aligned.

- Select Yes to use Optical Margin Alignment.
- Select No to turn off Optical Margin Alignment. All text will be justified only up to the margin edge.

InDesign Middle East

These options are only enabled and available when "Middle East" is selected from the InDesign Version menus at the top of the Job Specifications form.

Never install multiple InDesign language versions on the same system!
You should never attempt to install multiple language versions of InDesign (standard, Middle East, Chinese) on the same system. Significant changes are made by different versions to common application files. After installing an alternate version, the standard version will no longer operate. If you need to be able to run multiple versions there is a workaround that uses Windows registry changes. For more information about please contact Publishing Assistant support team. Another workaround is to install alternate versions within a virtual machine (e.g. VMware).

InDesign >=CS4 Middle East version fully supports both right-to-left (RTL) and left-to-right (LTR) layouts. If your work involves handling projects for both of these script contexts, then installing only the Middle East version of InDesign CS4 will provide the features you require. Earlier versions of InDesign ME were more specifically RTL oriented, and did not also adequately support LTR layouts.

Digits — Specify the system to use for displaying digits. These options depend upon the availability of shapes (glyphs) for the selected digit type in the current $\underline{body text font}$ [27].

- Selecting **Default** indicates that InDesign will use numbers in the same language as that of the previous character.
- You can also choose to use Arabic, Hindi, or Farsi numbers. (Arabic in this instance refers to "European" digits.)

Kashidas — Kashida is a typographic effect used in some cursive scripts (particularly Arabic) which justifies lines of text by elongating certain characters. (Kashida can also refer to the character which represents this elongation — also known as "tatweel".)

- Select Yes to enable justification using kashidas.
- Select No to disable kashidas.

Character Direction — When left-to-right (LTR) text is mixed with right-to-left (RTL) text in the same paragraph, each type of text should be written in its own direction. This is known as "bi-directional" text. In Arabic text, the content generally flows from right to left, but embedded numbers or text in other scripts (such as Latin script) still runs left to right. At times it may happen that the flow of some text elements in InDesign do not appear exactly as required. For example, some parenthesis, brackets, or digits might appear in the wrong order.

- Select **Default** to let InDesign handle bi-directional text, automatically switching direction as required by the kind of text encountered.
- Select Left to Right or Right to Left to explicitly define the alternate (non-Arabic) text direction.

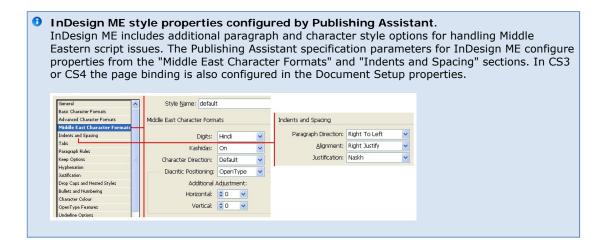
Diacritic Positioning — Specify how vowels/diacritics should be positioned.

- If you are using an OpenType font for your typesetting job, you can select **OpenType** to access and apply the diacritic positions specified by the font designer (if implemented adequately within the font).
- Otherwise, InDesign ME can apply its own algorithm for positioning the diacritics. In this mode, you control the nearness of diacritics to the base character by selecting **Loose**, **Normal**, or **Tight**.
- Select None to disable diacritic positioning.

Paragraph Justification — Specify the method to use for paragraph justification. The configuration of this parameter is only significant if <u>justify paragraphs</u> $\boxed{2}$ is set to **Yes**.

- Select **Naskh** to apply Naskh justification rules.
- Select Arabic to use an InDesign algorithm.
- Select **Standard** to use the current <u>word</u> and <u>letter spacing</u> parameters for creating justified paragraphs.

Page Binding — InDesign ME CS3, CS4 and later can support both Right to Left and Left to Right page bindings. This setting affects the column order on each page (ie. whether the first column on the page on the right or left side), as well as the orientation of the first page of a document (ie. whether the first page is on the left or right side of the book spine).



CJK

These options are only enabled and available when "CJK" is selected from the InDesign Version menus at the top of the Job Specifications form.

CJK Layout

- Select **None** if the project you are working with is *NOT* a Chinese or Japanese text.
- Otherwise, select the layout direction. Horizontal and Vertical layouts are supported.

Horizontal Scaling

• Enter the percentage of desired horizontal scaling.

Footnote Style

- Select Inline to typeset footnotes using a style which presents footnotes inline with the body text using two half-height lines.
- Select **Bottom** to typeset footnotes at the bottom of the page.

Diglot

Important: See the topic on Creating Diglot Layouts first before reviewing the following job specification options for diglots.

Publishing a Diglot?

- Select Yes if you are typesetting a diglot and you have already prepared the secondary project tagged text files for this job.
- Select No if you are not typesetting a diglot.

Secondary Project

• Select the **project** which contains the job with InDesign tagged text prepared for this diglot layout.

Secondary Project Job

• Select the project job which contains the InDesign tagged text prepared for this diglot layout.

Secondary project column width

- Enter the **column width** for the secondary project.
- Enter percentages (e.g. 45%) or absolute values (e.g. 12p). Entering 45% makes the secondary project's column 45% of the available text width.
 Specify partial numbers with decimals (e.g. 12.75 not 12 3/4).

A value of 0 (zero) or blank will be interpreted as 50%, making both columns the same width.

Footnotes at bottom of page

- Select **Yes** to typeset footnotes at the bottom of the page with any required whitespace added between the notes and the body.
- Select No to typeset footnotes directly under the body with any required whitespace added between the notes and the bottom of the page.

Column Layout

- Select Primary text in left column to produce the same column layout on every page.
- Select Primary Text in outside column to produce a mirrored column layout on left and right side pages.

Align Verses Using Versification

- Select **Yes** to evaluate versification differences between both project texts when aligning verses.
- Select No to ignore versification differences.

Alignment Options

- Select **Align Chapters** if you want chapter boundaries to be aligned vertically between the two columns (new chapters will begin at the same vertical location in each column). This alignment will be performed by adding space before the chapter in one column so that it is even with the chapter in the other column.
- Select **Align Chapter and Verse Paragraphs** if you want chapters and matching verse paragraphs to be aligned between the two columns.
- Select **Align Top of Columns** to match references at the top of the columns without aligning chapters or verses.
- Select None to not perform any alignment.

Running Header Source

- Select **Primary Text** or **Secondary Text** as the source of the running header information.
- Select **Text In Page Outside Column** to have the source presented in the running header alternate between the two texts.

Page Number Source

• Select **Primary Text** or **Secondary Text** as the source of the page number information.

Concordance Builder / Names Index Builder

Publishing a Concordance/Index

- Select Yes if you are publishing the output from the <u>a Concordance Builder</u> or the <u>a Names Index Builder</u> tools.
- Select No if the text being exported is not a Concordance or Names Index.

Concordance/Names Index Columns — Concordances and names indexes can be typeset using up to 5 columns on a page. The width of the resulting text column must be in agreement with the values supplied in the Concordance Builder or Names Index Builder tools when configuring typesetting options and exporting the text to Paratext (from the **File** menu, select **Prepare for Typesetting (Export)** in Concordance Builder).

• Select from 1 to 5 columns.

Continue Heading at Col Top? — When an entry/section following a heading breaks, do you want the heading to be shown again at the next column top?

- Select **Yes** to to repeat the current heading text at the top of a new column for an entry which has broken across a column boundary.
- Select No to continue a divided section without repeating the current heading text.

Heading Cont. Indicator Location — When continuing a heading at the top of the column, a character is usually included before or after the heading to indicate the continuation of the section.

- Select **Before** to typeset the continuation character before the continued heading text.
- Select After to typeset the continuation character after the heading text.

Heading Continuation Indicator — Specify the character(s) to be used to indicate a heading continuation. Leave blank for none.

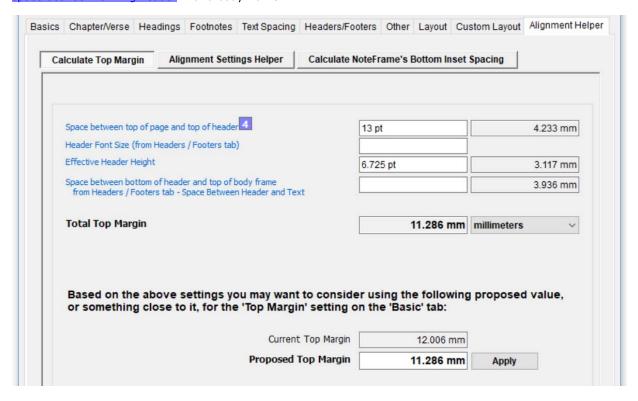
7.10 Alignment Helper

In this topic: 2 Calculate Top Margin 52 3 Alignment Settings Helper 52 3 Calculate NoteFrame's Bottom Inset Spacing 54

Alignment Helper provides calculations necessary to set job settings effective and meaningful way. More specifically it allows to use page's height most effectively.

Calculate Top Margin

Top margin should be wide enough to contain white space above the running header, <u>running header</u> tiself and <u>space between running header</u> and body frame.



Space between top of the page and top the header

Enter the amount of space you want. Please keep in mind that some printers have restriction for placing printed elements too close to the page's edges.

Header font size

Font size value (র্ফা) is taken from <u>Headers/Footers tab</u> (রিজ). If the field there and here empty Publishing Assistant will use <u>default font size</u> (হিন্ন).

Effective Header Height

Measured height if the header from baseline to the top of the character (possibly through middle of top diacritics), or estimated in em measurements such as "0.7 em" which will result in a value 70% of the header font size. Leave this field empty and PA will calculate it for you. Default units: pt.

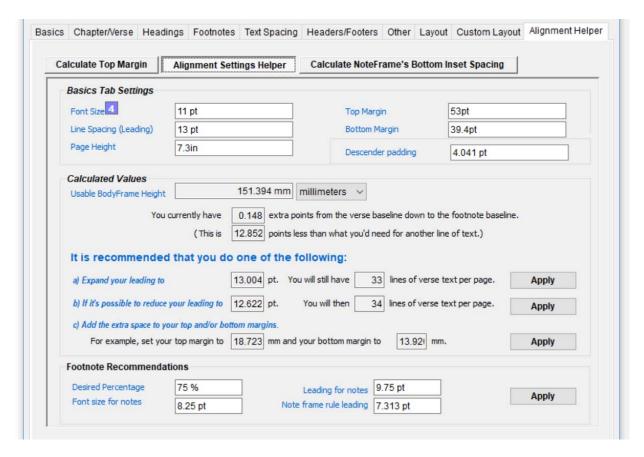
Space between bottom of header and top of body

This value is taken <u>Space Between Header and Text</u> from <u>Headers/Footers tab</u> st. It will also affect space between text and footer. Keeping this field empty will result PA placing a single line between text and header/footer. Default units: mm. You can specify partial values with decimals, e.g. .75 which result 75% of single line height.

Based on entered figures PA will propose new top margin value compared to the present one. Pushing **Apply** button will change <u>page margin settings</u> $\boxed{2}$ on the <u>Basic tab</u> $\boxed{2}$.

Alignment Settings Helper

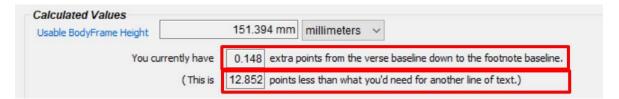
This tab helps you to make best fit of the text lines into the height available in the body frame.



Basic Tab Settings

Based on settings from <u>basic tab</u> PA calculates the descender padding (extra space for glyph's descenders to stay within margin) and **usable body frame height**. You can enter other values manually for alternative calculations. Unless you push any of the Apply buttons the actual job settings will stay unchanged.

Calculated Values



PA calculates two important measures for your initial basic tab settings:

- amount of unused body frame height
- extra height needed to fit one more line of text into body frame

Recommendations



Based on the calculations made PA suggests you to adjust your basic settings one of the three ways:

 Expand leading to fill the unused height of body frame. This option will keep the initial number of lines per page.

- 2. Reduce leading to fit one more line. Recommended setting will make PA use the full height of body frame.
- 3. Distribute unused height of body frame between top and bottom margins. This option will make the bottom margin setting reflect real white space at the bottom page.

Make your choice and push **Apply** button of your choice. Alignment Helper will recalculate it's recommendation for option 2.

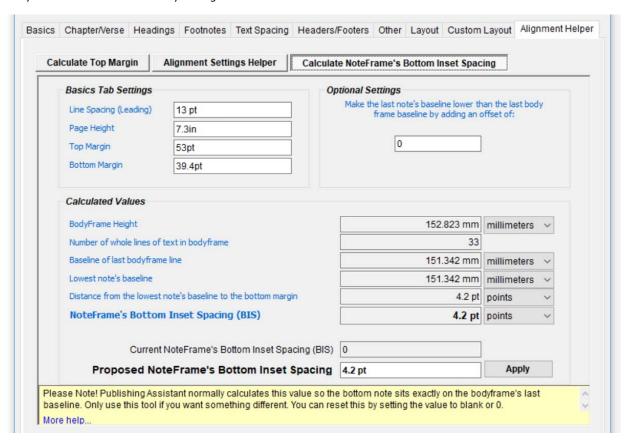
Footnote Recommendations



Based of **desired percentage** this section calculates font size, leading for footnote text and note frame rule leading. You can adjust values manually after PA's initial calculation. Pushing **Apply** button will change <u>Font size</u> and leading for notes 28 settings on the <u>Footnotes tab</u>28.

Calculate NoteFrame's Bottom Inset Spacing

By default Publishing Assistant will make the last line of note frame sit on the same baseline as the last line of the body frame. For some reasons you might want these last lines to have different baselines.



If you are not satisfied with the result of proposed Bottom Inset Spacing you can always reset the value by leaving it blank or typing 0.

7.11 Custom Layout

In this topic: Dage Layout Descriptions [57]

Study Content Categories 63

The tools and options on this tab allow you to generate a fully customized page layout description for either a "Standard Bible" project or an "Extended Notes Study Bible" project. Publishing Assistant 4 was the first version which provided direct support for layout of study Bible content authored in Paratext >=7.3.

Custom layout options allows you to specify:

- · page dimensions
- · text frame positions and dimensions
- · text frame contents
- optional page layout mirroring
- special style and image handling options িরী for study content categories

Custom layout options are saved in the <u>folder [97]</u> for each <u>job [13]</u> in a "Page Layout Description" file. Page layout descriptions are <u>created and edited [57]</u> using a visual editing tool.

About Automation in Custom Layout Jobs:

Publishing Assistant attempts to automate some or all of the page layout operations needed to produce a custom layout design. As with basic Bible layouts, there are decisions a typesetter can make about how much automation support Publishing Assistant will provide on every page – for example, whether to validate notes on the page after every Shrink/Expand operation [91], or whether to balance columns automatically [91] etc.

As page layouts become more complex, they often require more flexibility in determining the location and position of larger content items. For this reason, illustrations are handled in custom layout jobs through a more manual process is involving the use of InDesign "libraries". This same process can optionally be applied to study Bible sidebars as well. Use of libraries was new in Publishing Assistant 5.0. In each case, Publishing Assistant provides validation support to help ensure that the typesetter has not accidentally omitted content from a page where it belongs.

Creating a Custom Layout

To begin working with a custom page layout specification, complete the following steps:

1. Select Yes from the Custom Layout drop down selection menu (the remaining configuration controls will become active).



- 2. Click on the radio button beside either Standard Project or Extended Notes Study Bible.
 - A Standard Project refers to a base translation text which may include:
 - book introductions
 - o standard translation footnotes (\f)
 - o cross references (\x)

- An Extended Notes Study Bible project refers to a base translation text which may include:
 - o extended (alternate) book introductions
 - o division and section introductions
 - o standard translation footnotes (\f)
 - o extended study footnotes (\ef)
 - o cross references (\x) and/or extended study cross references (\ex)
 - sidebars/mini-articles (\esb)
 - study content categories (\cat)
- For information on study Bible project authoring and markup, see the USFM documentation for a Study Bible Content and the a Paratext Study Bible Authoring Guide.
- 3. Click the **Edit Page Layout** button. The page layout description editor will appear. Depending on the custom project type you have selected, Publishing Assistant will open the page layout description editor with a default layout description pre-configured.
 - See 1 Page Layout Descriptions 7 for details.
- 4. In the bottom half of the Custom Layout specification screen, configure how any **note categories** used in the text should be handled in InDesign.
 - See \$\frac{1}{2} \text{ Study Content Categories} 63 for details.

7.11.1 Page Layout Descriptions

In this topic:

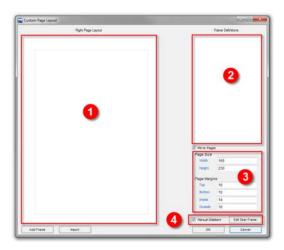
- About the Page Layout Description Editor 57
- <u>a Creating a New Page Layout Description</u>

 ∫58
- Editing a Page Layout Description 59

About the Page Layout Description Editor

The page layout description editor is a visual tool to assist you with creating page layout description files. A page layout description file contains a definition of the project content which should appear in various frames on a page, where frames should be positioned on a page, and how each frame should interact with other frames on a page. Page layout description files are saved with the name StudyBibleLayout.txt within the job folder for any job which is configured with a custom layout.

The page layout description editor contains 3 main interface elements:

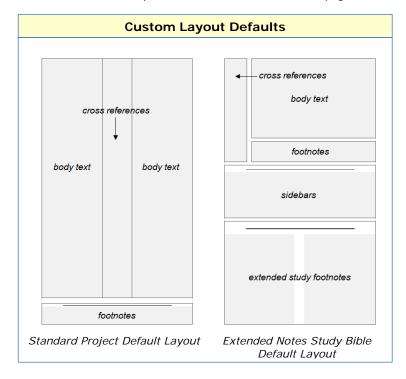


- 1 Page and frame layout display In this area you are able to add, move, and resize page frames, and see a basic visual display of the configured page layout.
 - ⚠ The layout display area shows a rough estimation of the final page layout appearance. *It is not a highly precise image.* Any final evaluation of the page layout appearance should be done within InDesign and sample printed pages.
- **2** Frame definitions panel In this area you are able to review and edit be the detailed properties for individual page frames.
- **3** Page dimension fields In this area you can adjust page and margin dimensions (also available on the job specifications interface Basics 1).
- 4 Select Manual Sidebar handling If you click to add a tick to the checkbox beside Manual Sidebars, then Publishing Assistant will assist with handling sidebar content through a more manual process using InDesign libraries. This is the same process used for handling illustrations in custom layout jobs. When this option is selected, click the Edit Sbar Frame button to edit the detailed properties for the sidebar frame.

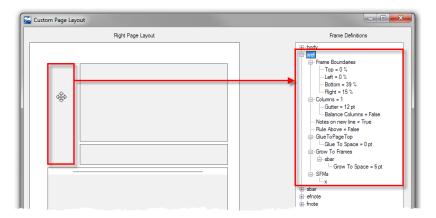
Creating a New Page Layout Description

If you have created a new <u>custom layout</u> by typesetting <u>job</u> di new publishing Assistant, and this is the <u>first time</u> that you have opened the layout description editor for this job, Publishing Assistant will use one of two preconfigured layout descriptions as a default for the job. These default configurations are provided as a help for users who have not worked with custom layouts in Publishing Assistant before. You can then either 1) use this default layout as is, 2) <u>modify</u> the layout as needed, or 3) <u>delete</u> the frame definitions in the layout and begin with an empty layout description.

- If you are working with a Standard Project, the default layout description defines a layout with:
 - o Two column, page-wide body text.
 - o Center column cross references.
 - o One column, page-wide footnotes below the body text at the page bottom.
- If you are working with an **Extended Notes Study Bible**, the default layout description defines a layout with:
 - o One column body text.
 - o Side column cross references to the left of the body text.
 - o One column footnotes below the body text and to the left of the cross references.
 - o One column, page-wide sidebars below the cross references and footnotes.
 - o Two column study notes below the sidebars at the page bottom.



Clicking on one of the frames in the layout display area will cause the name of the selected frame to become highlighted in blue in the frame definitions panel. Frames and their property values can be viewed by expanding or contracting elements in the tree structure displayed within the frame definitions panel. In the example shown below the cross references frame has been selected, and the frame "xref" is highlighted in the frame definitions panel. Details about the various types of frame properties and the process used for editing them is covered in the next section on editing a page layout description [59]. In this documentation we will refer to the default Extended Notes Study Bible definition as a working example.



Editing a Page Layout Description

Adding and Removing Frames

You can **add new frames** to the layout description by clicking on the **Add Frame** button at the bottom left corner of the page layout description editor.



You can **remove** a **frame** from the layout description by selecting it in the layout display area and pressing the delete key on your keyboard. You can also right-click on the name of a frame in the frame definitions panel and you will be prompted whether not you wish to remove the frame definition.

About the "body" frame:

There must always be one frame in any layout description named "body". This frame is used for displaying the main scripture translation text from the selected Paratext project for the current job. Property values for "Notes on new line", "Rule Above", and SFMs are ignored for the body frame.

Editing Frame Properties



For each frame added to the page layout description, you need to configure a set of properties. Refer to the legend and table below.

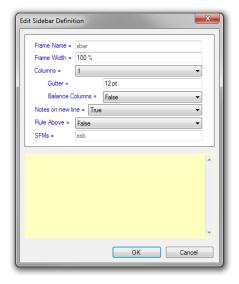
- For measurements, values can be entered in percent (%), millimeters (mm), points (pt), picas (p), or inches (in).
- To edit most properties, double-click on the property value or text string. A pop-up window will be displayed with either an editable field, or a drop-down menu which provides the valid options to choose from.

Frame Property	Description	Values / Actions
1 - Name	A unique name for the frame in the frame definition list.	Any text can be used for the name. (see note about the "body" frame, above).
2 - Frame Boundaries	 The frame's initial position and size when a new page is created. The default unit is percent. The origin of the frame is the top + left corner. The frame origin is located inside of the page margins (i.e. Top and Left values of zero indicates that the frame is positioned starting at the top + left corner of the text image, and not the top + left corner of the entire page) 	Values for the position of the following frame edges need to be supplied: Top Left Bottom Right
3 - Columns (+ Gutter)	The number of columns for the text within the frame.	Select 1 or 2 columns. If 2 columns, enter a width for the Gutter (distance between the columns).
4 - Notes on new line	If the frames contains notes (footnotes, study notes, cross references) should each note begin on a new line?	Select Yes to force each footnote to start a new line. Select No to allow notes to start on the same line as the previous footnote, seperated by extra whitespace.
5 - Rule Above	Should a horizontal separation line be added above the text, at the top of the frame?	Select Yes to draw a rule above the text. S elect No to disable the rule
6 - GlueTo Point	the page where it is "anchored" to. In a page layout frame definition this is called the frame's "Glue To Point". The frame does not move (or expand/grow) from this location. If the frame needs to become large or smaller in order to properly fit its content, it will be adjusted by expanding toward or retracting from the Grow To Frames list (below).	Select one of the following frame Glue To Points: GlueToPageTop GlueToPageBottom GlueToFrameAbove GlueToFrameBelow If you select to glue to another frame (above or below), a pop-up window will appear prompting you for the name of the frame to glue the current frame to. Type this name into the empty field in the window.
7 - Grow To Frames	Each frame has a fixed "anchor" location on the page - its Glue To Point (above). When Publishing Assistant is adjusting frames on each page, it needs to know how each frame is permitted to grow or shrink in order to fit the required content on the page. This is done	Right-click on the Grow To Frames property title to add one or more frames to the Grow To list. You will be prompted to confirm that you wish to add another Grow To Frame. Click Yes and then enter the name of the frame to grow towards.

Frame Property	Description	Values / Actions
	by indicating which other frames the current frame should <i>grow towards</i> . Only the height of a frame is variable. You cannot specify that a frame should Grow To another frame located beside it horizontally.	To remove a frame from the Grow To list, right-click on the name of the frame. You will be prompted to confirm that you wish to delete the frame. Click Yes to confirm.
8 - SFMs list	Indicate which SFMs should have their content displayed in this frame. This list is ignored for the "body" frame.	Right-click on the SFMs property title to add one or more markers to the SFMs list. You will be prompted to confirm that you wish to add another SFM. Click Yes and then enter the name of the marker. To remove a marker from the SFMs list, right-click on the name of the frame. You will be prompted to confirm that you wish to delete the SFM from the list. Click Yes to confirm.

Editing Manual Sidebar Frame Properties

When you select the Manual Sidebars option found at the bottom right of the page layout description editor, you will need to click the **Edit Sbar Frame** button to edit so the properties for the sidebar frame. A dialog will open which allows you to edit the manual sidebar frame definition. The editing process and the purpose of the frame properties seen in this dialog are the same as for the frames on the primary page layout description (described above).



If a primary page layout description already contains a frame named 'esb', it will be removed from the primary description when manual sidebars is activated. The frame Name (sbar) and SFMs (esb) cannot be modified when working with the manual sidebar definition.

This process defines the default properties for a frame element which will be used to contain each sidebar element found in each book being typeset. There will be one of these frames, with its sidebar content, added to an InDesign library for each document created for a job so Please see Handling Manual Sidebars and Illustrations for a more detailed description of the process for managing content to be placed manually on document pages from PubAssist generated InDesign libraries.

Importing Frame Definitions

You can configure frames for the current job by importing frame definitions from another custom layout job. To import frames from another job, complete the following steps:

• Click on on the Import button at the bottom left corner of the page layout description editor.



- Browse to locate the file named <code>StudyBibleLayout.txt</code> within the job folder for any other job which is configured with a <code>custom layout[55]</code>.
- Click to select the file, and then click Open.

Importing frames does not affect the page size and margins.

Page Dimensions and Mirroring

The page layout description editor allows you to view and modify the page size and margin dimension. These are the identical values to the ones displayed on the $\frac{Basics}{20}$ specifications tab.

Place a tick in the **Mirror Pages** checkbox if you would like left and right pages formatted in a mirrored image arrangement.

- If Mirror Pages is checked, the page layout created in the layout editor represents the right side page.
- If Mirror Pages is unchecked then both left and right pages will have an identical frame layout.

The additional Mirror Pages option is only available for custom layout jobs.

7.11.2 Study Content Categories

```
In this topic:

Solution Configuring Category Layout Options (3)
Category Specific Styles (4)
Category Images (65)
```

Categories may be assigned to extended study notes or sidebar content by adding the \cat...\cat* marker to individual elements in the source Paratext project. Between the \cat...\cat* marker pair there will be a name, number, abbreviation etc. designating a category code for the content. For example:

Extended Study Notes

```
\ef \cat People\cat*\fr 3.7,8 \fq quoted text \ft ... study note text...
```

Sidebars

```
\esb \cat Ideas\cat*
\ms Dates in B.C. and A.D.
\p ... sidebar paragraph text ...
\p ... sidebar paragraph text ...
\esbe
```

The list of categories is defined individually and uniquely within Paratext for each study Bible project. The use of content categories for any study Bible content is strictly optional.

• For information on study Bible project authoring and markup, see the USFM documentation for a Study Bible Content and the a Paratext Study Bible Authoring Guide.

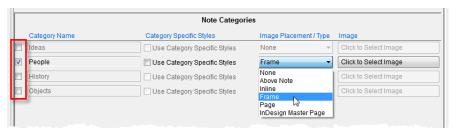
Configuring Category Layout Options

There are 2 methods used by Publishing Assistant which allow the typesetter to visually distinguish (highlight) the content from different categories and produce the desired layout within InDesign.

- Creating category specific styles 64
- Adding images/icons to the layout for selected categories 65

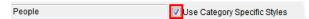
When category markers are found in the source text, Publishing Assistant allows one or both of the above options to be enabled and used for handling layout for each of the categories found.

Category layout options are configured on the lower half of the <u>Custom Layout [55]</u> job specifications tab. A table is displayed showing a list of categories found in the project text, and the configured layout options for each. This table is only enabled and editable if you are working on a Custom Layout job (i.e. you have selected **Yes** from the Custom Layout? drop down selection menu). **Specific formatting for categories is not required** – It can be enabled or disabled for each category using the check-boxes at the left side of the table.



Category Specific Styles

Placing a tick in the check-box beside "Use Category Specific Styles" for a selected category will cause Publishing Assistant to generate and apply a specific set of object, paragraph, and/or character styles to the content assigned to this category. The name of these styles will include the text for the category name.



Two examples are documented below to help describe the operation of category specific styles. Many other formatting options are possible by adjusting the InDesign stylesheet properties for the added category styles.

Example 1 — Using Categories in Extended Study Notes

In the following source text displayed within Paratext, the extended footnotes regarding "Tamar", "Rahab", and "Ruth" at Matthew 1.2-6a have been marked with the category "People".

```
\text{People\cat^\text{r} 1.2-6a: \text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\}$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$\text{$
```

If the "People" category is configured to "Use Category Specific Styles" in the the Custom Layout job settings, Publishing Assistant will add the following new styles to the stylesheet for the InDesign document created to format this content.

- · Object Styles
 - o efnote_catPeople_frame
- · Paragraph styles
 - efnote_catPeople_ef
- Character Styles
 - o efnote_catPeople_fr
 - efnote_catPeople_fq
 - o efnote_catPeople_ft

This will allow you to specifically refine the appearance of the paragraphs for extended notes assigned to the "People" category, and also any of the character styles within these notes. In the formatted example below, a blue color is used to highlight the quoted text (Paratext source = \fq) for any "People" category notes. This is done by adjusting the character color for the "efnote_catPeople_fq" character style.

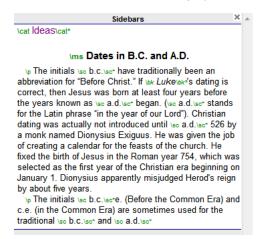
1.2-6a: Tamar: Bore her twin sons out of wedlock (Gen 6-30). 1.2-6a: Rahab: A prostitute in Jericho (Josh 1-21: 17-25; Jas 25). 1.2-6a: Ruth: A MOABITE (Ruth 4). Only outstanding women were normally included in Jewish genealogical lists. 1.6b-11: exile in Babylon: In 597 BC King Nebuchadnezzar of Babylonia conquered Jerusalem and took many of its inhabitants as prisoners to his country (2 Kgs 10-16; 2

A change could also be applied to the "efnote_catPeople_ef" paragraph style to alter the appearance of the entire paragraph containing content for "People" category notes. The object style "efnote_catPeople_frame" applied to the frame containing the extended notes was not adjusted since in this publication it also contains notes from other categories.

Example 2 — Using Categories in Sidebars

The previous example demonstrates one possible way in which categories applied to *extended study notes* can be handled in InDesign with Publishing Assistant. The same process for using category specific styles can also be applied when categories are assigned to sidebar content. Since sidebars are normally placed on a page in InDesign within their own separate frame you may want to also adjust the category specific *object* style which is created and applied to the frame containing the sidebar content.

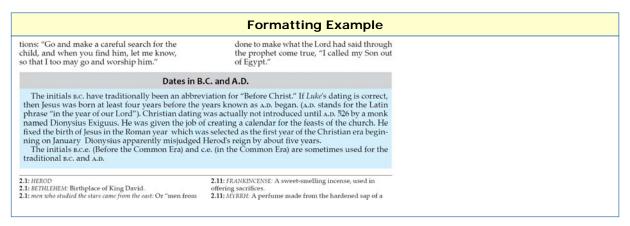
In the following source text displayed within Paratext, the sidebar regarding "Dates in B.C. and A.D." at Matthew 2.4 has been marked with the category "Ideas".



If the "Ideas" category is configured to "Use Category Specific Styles" in the the Custom Layout job settings, Publishing Assistant will add the following new styles to the stylesheet for InDesign document created to format this content.

- Object Styles
 - o sbar_catIdeas_frame
- · Paragraph styles
 - sbar_catIdeas_ms
 - sbar_catIdeas_p
- · Character Styles
 - o sbar_catIdeas_sc
 - o sbar_catIdeas_bk

This will allow you to specifically refine the appearance of the frames and paragraphs containing sidebar content assigned to the "Ideas" category, and also any of the character styles within these paragraphs. In the formatted example below, a light blue color is used to fill the frame background for any "Ideas" category sidebars. This is done by adjusting the fill color for the "sbar_catIdeas_frame" object style. A light grey color is also added behind the sidebar heading (Paratext source = \ms within the \esb...\esbe context). This is done by applying a paragraph rule below to the "sbar_catIdeas_ms" paragraph style, and configuring the rule with a heavy/thick weight and a negative vertical offset.



Category Images

Images or icons can also be used to help distinguish the study content material from different categories. Images

can be applied in addition to using <u>category specific styles</u> or separately. A category specific style will <u>always</u> be created for the image object created in InDesign, even if the option for category specific styles for the selected category is not enabled. The style provides a simple way to further adjust the position of the image and then to <u>export the style changes</u> or application to all the remaining documents created for the job.

To associate an image with a content category, complete the following steps from the Custom Layout 55 tab:

- Select the location on the page which the image will be anchored to. This is done by selecting one of the following options from the Image Placement / Type drop down menu.
 - Above Note Anchors the image to the start of the note/sidebar category content so that it is displayed
 on a separate line above the note.
 - Inline Anchors the image to the start of the note/sidebar category content so that it is displayed on the same line as the start of the note content.
 - Frame Anchors the image to the top + left corner of the frame containing the note/sidebar category content (top + right corner for right-to-left publications).
 - Page Anchors the image to the top + left edge of the page containing the note/sidebar category content (top + right corner for right-to-left publications).

OR

- Select InDesign Mater Page from the Image Placement / Type drop down menu to indicate that a specific InDesign Master Page should be applied to any page which contains content for the selected category.
- Once a location is selected, the button to the right of the Image Placement / Type which reads "Click to Select Image" will be enabled. Click on the button to browse and select an image file. This is the image that you would like to display when content from a specific category is found on a page. Once you have selected an image, the button will display the current file name. If you hover over the button with your mouse a popup display shows the full path to the image file on your system.

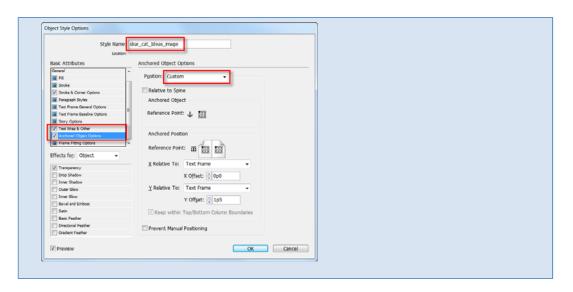


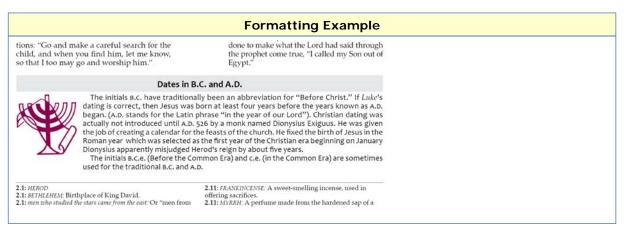
If you selected InDesign Master Page, then the button beside the Image Placement / Type menu will read "Click to Select Master Page". At this point you need to have an InDesign document open and selected which contains a Master Page that you would like to use for this category. When you click the "Select Master Page Button", Publishing Assistant will open a dialog listing the InDesign master pages present in the open document.



• Adjusting the Category I mage Style: For each of the anchor location choices (Above Note, Inline, Frame, Page) you can update the style created for the category image in InDesign (e.g. sbar_catIdeas_image) to refine its layout appearance. The style's Anchored Object options can be adjusted in InDesign to precisely control the placement of the image. The Text Wrap options can be adjusted to control how the text content flows about the image. Many other object style options can be

adjusted to further customize the display of category images.





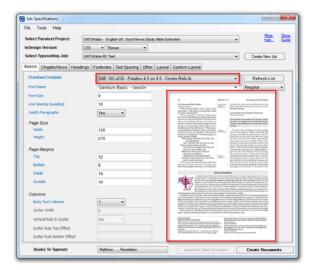
Style or Master Page customizations should be $\frac{\text{exported}}{\text{for}}$ for application to all the remaining documents created for the job.

8 Publication Templates

In this topic: © Create Template Tool 70 © InDesign Style Configurations 74 © Specification Parameter Configurations 72 Working with Template "Families" 75

Publishing Assistant includes a powerful publication *template* facility. Templates are useful for saving job specification configurations in a format that can be easily re-used or distributed to other Publishing Assistant users as a starting point for new projects. Template files must be stored in the folder c:\My Paratext 8 Projects_PA_StylesAndTemplates (in case of PA 5.1 c:\My Paratext Projects), and will appear in the Stylesheet/Template 100 drop-down menu on the Publishing Assistant Basics 100 specifications tab. Whenever a template is selected from the menu, Publishing Assistant updates the job specification fields to reflect the configuration saved in the template file. Templates might also include configuration information for InDesign styles 100, text changes 100.

If a sample image was saved with the template, it will be displayed in the empty area at the bottom right of the Basics tab.



The are two types of templates which can be created and used by Publishing Assistant:

- 1. Simple Styles Template 69
- 2. Template Bundle

Simple Styles Template

The "Simple Styles" template format is the original template feature format offered in Publishing Assistant 2.5 and 3.0. A Simple Styles template is a **configuration file** which can contain only two types of information:

- Job specification a parameters [72] (normally configured through the Publishing Assistant Job Specifications interface).
- InDesign paragraph and character style configuration instructions 74.

Simple Styles template files are named using the form < template name >.isty

• Simple Styles templates are not able to contain configurations InDesign object styles, Master pages, or text changes (2). Often one or more of these additional types of configuration information is needed in order to fully specify the layout for a job. This is the reason for the addition of the more complete "template bundle" format.

Template Bundle

A template bundle is a new publication template format introduced with Publishing Assistant 4. Simple Styles template and Template Bundle formats are displayed in two separate groups within the Stylesheet/Template drop-down menu on the Publishing Assistant Basics specifications tab. A template bundle is a **single compressed file** which contains all of the configuration elements needed to fully reproduce an existing job layout:

The first element is identical to the Simple Styles template file contents

- Job specification a parameters [72] (normally configured through the Publishing Assistant Job Specifications interface).
- InDesign paragraph and character <u>a style configuration instructions</u> 74.

The remaining elements in the Template Bundle complete what is needed to reproduce a job layout:

- InDesign object styles (stored within a document called ObjectStylesMasterDoc.indd).
- Customized Master pages (also stored within ObjectStylesMasterDoc.indd).
- Text changes (changes.txt, finalChanges.txt, headerChanges.txt, captionChanges.txt, undoChanges.txt).
- Category images 65

Template Bundle files are named using the form < template name > .tb

When a Template Bundle is selected from the <u>Stylesheet/Template</u> menu as the configuration for a new <u>job</u> 13, Publishing Assistant unpacks all of the elements within the template bundle and places each item into the correct folder location of the job.

Once a job configuration has been established using a template bundle, you can manually edit the contents of the various job configuration files (if necessary). This might include making changes to the rules within one of the text changes files, or updating an object style configuration within the ObjectStylesMasterDoc.indd document. If manual changes like these are made, and the same template bundle is ever re-selected from the Stylesheet/ Template menu for the same job, Publishing Assistant will prompt you before overwriting your updated job configuration files with the older versions contained inside the template bundle.

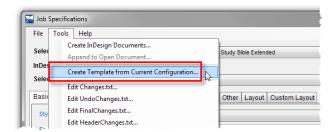
▲ Template Bundle (.tb) files cannot be created or edited manually.

You should always used the Create Template Tool 70 in order to create or update the configuration for a Template Bundle. (It is relatively straight-forward to create or edit the content of a simple styles 10 template manually within a text editor.)

Using the Create Template Tool

Publishing Assistant provides a tool for automatically generating a Publishing Assistant Simple Styles (.isty), or Template Bundle (.tb) template file based on the current job specifications.

• From the Publishing Assistant Tools menu, select Create Template from Current Configuration.

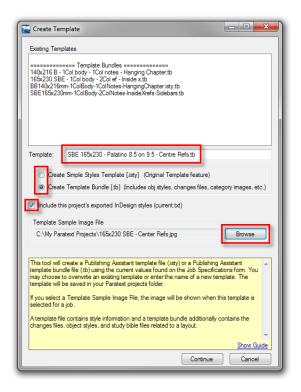


If any open InDesign documents are found which belong to the current job, Publishing Assistant will open a dialog asking if wish to include any style changes found in the open document. If you select **Yes**, Publishing Assistant will run the operation to Export Styles to PubAssist's "Current" Stylesheet. Select **No** to continue without capturing any style changes in the open document.

Next, The Create Template dialog will appear.

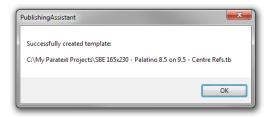
- Enter the **name** of the new template in the Template field, or choose an existing template from the list (it will be overwritten).
- Select one of the radio buttons to choose whether Publishing Assistant should create a <u>Simple Styles</u> et template, or a <u>Template Bundle</u> et al.
- If you have exported InDesign styles for this job, place a tick in the checkbox to "Include this project's exported InDesign styles (current.txt)".
- Optional Click the Browse button and navigate to select a "Template Sample I mage File" which will be used to display a sample page image on the Basics specifications tab.

 Any screenshot tool could be used to do this. If you are not sure how to proceed, complete the following simple steps.
 - With InDesign displaying a page in preview mode, press Ctrl+Print Screen. This will save the screen image to the clipboard.
 - o With Windows Paint open, press Ctrl+V to paste the image into Paint.
 - o Use Paint's **Select** tool to select the part of the image you want to save.
 - $\circ~$ Click the Paint menu item Edit > Copy To... to save the image to a file.

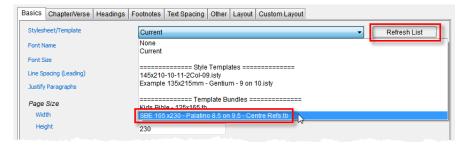


• Click the **Continue** button to create the Template.

If there are no errors, you will see a message indicating that Publishing Assistant successfully created the template. The template will be saved in your PA template folder.



- Automatic child template files: If you had selected the option to "Include this project's exported InDesign styles (current.txt)" and Publishing Assistant found any paragraph and character style configuration instructions [74] exported for peripheral books or sections (e.g. GLO_current.txt), then these additional exported styles will be automatically generated as child template [75] files.
- Click the **Refresh List** button located beside the <u>Stylesheet/Template</u> of drop-down menu on the <u>Basics</u> specifications tab to force Publishing Assistant to reload the list of available job templates. You should now see the new template you created added to the menu. (Any New templates will also be added to the menu whenever Publishing Assistant is restarted.)



Whenever a template is selected from the menu, Publishing Assistant updates the job specification fields to reflect the configuration saved in the template file. If a template bundle is selected Publishing Assistant also unpacks all of the elements within the template bundle and places each item into the correct folder location of the job.

Template File Contents

The following information explains the contents of a Publishing Assistant Simple Styles template file in more detail. The additional contents within a Template Bundle are images, changes files, and an InDesign document containing objects styles and Master page items needed for the job. A further explanation of the contents of changes files is explained in the topic Applying Changes to the Text 2.

Specification Parameter Configurations

These are lines of the form **pp** < **parameter** >= < **value** > (e.g. ppFontSize=11). This method provides a way to directly configure the specification field values normally accessed and adjusted through the Publishing Assistant job specifications user interface (*). If an asterisk (*) is added before a specification parameter, it will "lock" the value for this parameter in the Publishing Assistant user interface. (The user will not be able to edit values in the job specifications interface which have been locked in the template file.)

A complete list of configurable specification parameters is provided in the Appendix: Description Parameters of Publication Specification Publication Publication Specification Publication Publication

Here is an example which configures specifications for:

- half letter size page (139 x 215mm)
- Charis SIL font: body text is 9pt/10pt leading; note text is 7.5pt/8pt leading
- double column; no column gutter rule
- · margin and column gutter configuration
- · justified paragraphs
- drop cap chapter numbers; Psalm numbers as headings
- · bold and raised (superscript) verse numbers; display first verse in chapter
- main title size of 28pt
- font styles for major, section, and sub section headings and reference lines
- · font face names

```
ppFontName=Charis SIL
ppFontSize=9
ppSpacingInterline=10
ppParJustify=Yes
ppPageWidth=139
ppPageHeight=215
ppMarginTop=12
ppMarginBottom=8
ppMarginInside=14
ppMarginOutside=10
ppNumberOfColumns=2
ppColumnGutter=4
ppColumnGutterRule=No
ppChapterNumber=Drop Cap
ppPsalmsChapterNumber=Centered
ppPsalmString=Psalm
ppVerseFormatBold=Yes
ppVerseFormatRaised=Yes
ppVerseFirstInChapterDisplay=No
ppTitleMainSize=28
ppFontTitleSectionStyle=Bold
ppFontTitleSectionReferenceStyle=Italic
ppFontTitleMajorSectionStyle=Bold
ppFontTitleMajorSectionReferenceStyle=Italic
ppFontTitleSubSectionStyle=Italic
ppFontTitleSubSectionReferenceStyle=Italic
ppFontSizeNotes=7.5
ppSpacingInterlineNotes=8
ppItalicFontName=Charis SIL
ppItalicFaceName=Italic
ppBoldFontName=Charis SIL
ppBoldFaceName=Bold
ppBoldItalicFontName=Charis SIL
ppBoldItalicFaceName=BoldItalic
```

▲ Important:

When a publication template is selected from the <u>Stylesheet</u> drop-down menu, values in the Publishing Assistant specifications interface will be updated *only for parameter* assignments included in the template. Other specification fields will remain unchanged from their current setting. This can be useful for creating templates which only configure items such as page dimensions and margins, and distinguishing these from templates which configure more design oriented aspects of the publication (fonts, headings, detailed <u>style</u> <u>adjustments</u> etc.).

If a template you have created only configures a selected set of specification parameters, *it is important to review the other parameters in the specifications interface*. You will want to be sure that the entire publication configuration is acceptable.

InDesign Style Configurations

These are excerpts from a project's exported styles information file. This file is named *current.txt* and contains specifications for all of the paragraph and character styles in a project which have been manually adjusted. It is created when the **Export Styles to PubAssist's "Current" stylesheet** command is run from the Publishing Assistant tool palette **File** menu (a Publishing Assistant generated Book file or document must be currently open in InDesign). If present, the current.txt file will be found within the current <u>job</u> 13 folder.

See 🖺 Saving and Reusing Style Changes 🔯 for further details on exporting document styles to current.txt.

Any style configurations from current.txt can be added to a publication template file. The following example shows two modified styles:

- v1 This is the character style used for the first verse of a paragraph.
 - The default style is changed from 6pt to 9pt.
 - The baseline position (vertical shift) is changed from being raised 2.5pt to being positioned on the baseline (reset to zero).
 - This type of adjustment would be applied if you wanted to format the first verse in a paragraph differently from the rest of the verse numbers in the text.
- **note frame rule** This is the paragraph style used for generating the <u>horizontal rule</u> the body text and notes (if selected).
 - The right indent for the "rule below" is changed from 72pt to 238pt.
 - The left indent for the "rule below" changed from 72pt to 0 (zero) pt.
 - This type of adjustment would be applied if you wanted to display a short horizontal rule extending from the left edge of the note frame. (The default rule is centered between the page margins, with a 72pt indent on left and right sides.) The right indent amount would be adjusted relative to the page width. Page dimensions can also be defined in the template using a specification parameter configuration [72].

8.1 Template Families

Publication templates are used for saving job specification configurations. Often project peripheral materials (such as a preface, forward, table of contents, glossary, concordance etc.) are typeset using some differences in specification as compared with the main scripture body text. For example — most front matter sections may be typeset in a single column layout, while the main scripture text body is typeset in 2 columns, .

Publishing Assistant supports a concept of "child" templates. These are template files which are related to a primary (parent) template, but which define specification changes (overrides) for specific peripheral material sections.

To define a template file as a "child" of an existing template

- It should be named with the same base name as the parent template, plus a **suffix** consisting of an underscore "_" character followed by the name of the peripheral section which it provides specification changes (overrides) for. Any spaces in the name of the peripheral section should also be replaced with an underscore.
 - See the USFM Documentation on ₱ Peripherals for details on the names used for peripheral material sections. In USFM 2.1 a \periph marker was added which is used to mark divisions of peripheral material content within a peripheral book such as FRT or BAK. There are also some additional books in Paratext >= 6.1 which are specifically provided for larger peripheral content sections such as a concordance (CNC).
- It should use a file extension of .istyp (recall that a primary/parent template uses an .isty extension)

A child template can include all of the specification parameters which are present in the parent template, or only the specification changes. In either case, you need to **indicate which specifications should be used as overrides** to the parent template's specification value by placing an **asterisk** before the parameter in the child template. In a primary/parent template an asterisk is used to indicate which specifications will be "locked" in the user interface. In a child template the asterisk defines that a specification parameter should act as an override.

You can create as many child templates as is needed to support the types of peripheral sections commonly handled by a typesetter using the template. Any peripheral sections which do not have a child template defined will simply be processed using the specifications from the primary/parent template.

In the Publishing Assistant user interface, only the parent template name(s) will appear in the Stylesheet/Template drop-down list.

A Parent + Child Template Example

A parent template is created (manually, or using the <u>Create Template [70]</u> tool) as a file named C:My Paratext Projects\templateExample.isty. The template defines a 135 x 215mm page size, a 2 column layout, plus a variety of other specification parameters. The page size and margins are "locked" to prevent changes by the user.

```
ppFontName=Charis SIL
ppFontSize=9
ppSpacingInterline=10
ppParJustify=Yes
*ppPageWidth=135
*ppPageHeight=215
*ppMarginTop=12
*ppMarginBottom=8
*ppMarginInside=14
*ppMarginOutside=10
ppNumberOfColumns=2
ppColumnGutter=4
ppColumnGutterRule=No
[DefineCharStyle:v]
     cBaselineShift: current=1.500000 original=2.500000
[DefineParaStyle:mt2]
     cTypeface: current=Italic original=Bold
```

(this example is showing only a subset of what a primary/parent template might typically contain)

A child template is created for the Table of Contents as a file named C:\My Paratext Projects\templateExample_Table_of_Contents.istyp. In this case, the source project text in Paratext includes an FRT book with the following content:

```
\id FRT
\periph Forword
\mtl Foreword
\p Text for the foreword here ...
...
\periph Table of Contents
\periph Table of Abbreviations
```

To specify a single column for the Table of Contents, the child template would contain an override for the ppNumberOfColumns specification parameter.

```
*ppNumberOfColumns=1
```

Creating the Child Template Files

There are a number of approaches you can use for creating child templates.

- Recommended: When creating a publication template, if you had selected the option to "Include this project's exported InDesign styles (current.txt)" and Publishing Assistant found any paragraph and character style configuration instructions (e.g. graph exported for peripheral books or sections (e.g. GLO_current.txt), then these additional exported styles will be automatically generated as child template (rd) files. You may still need to open this child template to edit and place an asterisk before any of the specifications which should be configured as overrides to the parent template (e.g. *ppNumberOfColumns=1)
- Manually create a copy of the parent template; Rename the template file with the correct "child" template
 name; Place an asterisk before specification values which you are wishing to override for the peripheral
 section this child template is handling (and optionally remove any asterisks that were only in the template
 file for "locking" values in the parent template).
- Make changes to the specifications for the project using the regular Publishing Assistant job specifications interface; Use the Create Template tool to create a new template file. You will need to be sure to give it the correct child name, and you will also need to manually change the file extension to .istyp (the Create Template tool exports template files with the .isty extension only). Open this child template and place an asterisk before any over the specifications which are indicating overrides to the parent template.
- Create an empty template file with the correct child name and extension; Open the parent template and cut/ paste only the specification values you would like to indicate overrides for into the child template file. Place an asterisk before any of these specifications. Save the child template.

Hyphenation and Justification 9

In this topic:

- Supplying Custom Hyphenation Information | 78 |

 √8 | 78 |

 √8 | 78 |

 √8 | 78 |

 √8 | 78 |

 √8 | 78 |

 √8 | 78 |

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- Specifying Line Breaks for South East Asian Languages 78
- <u>Justifying South East Asian Text</u>

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 7

 9

Allowing hyphenation can reduce the overall length of paragraphs, decrease the amount of empty white space at the end of lines, and improve the overall paragraph appearance. In some cases hyphenation may cause beginning readers to have more difficulty reading the text.

🔔 If your language has long words and your text is being typeset with double columns it will probably not be possible to achieve an acceptable result without using hyphenation.

Selecting a Supported Hyphenation Language

For many languages of Europe and North America, InDesign is already capable of applying standard hyphenation rules to the text being typeset. For these languages, select the appropriate language name from the Text Spacing Specifications [33] "Hyphenation" menu. Select the option None to turn off all hyphenation.

Supplying Custom Hyphenation Information

If you wish to include hyphenation in your typeset text and InDesign does not supply a hyphenation option for your language, you must supply a list of hyphenated words. This list must be contained in a file called 🗈 hyphenatedWords.txt 🖾 which should be located in the project directory for the text you are typesetting (e.g. င : \My Paratext Projects\GNT\hyphenatedWords.txt).

• Select the option hyphenatedWords.txt from the Text Spacing Specifications 33 "Hyphenation" menu. This menu item will only appear if a hyphenatedwords.txt file is found in the selected Paratext project folder.



See Creating and Editing hyphenatedWords.txt of cheating information on the syntax to use for a hyphenated word list.

Specifying Line Breaks for South East Asian Languages

Several South East Asian languages such as Thai and Burmese are normally written without spaces between words. For these languages you must mark where lines are allowed to break. This is done either by the translator or by the CAP consultant in cooperation with the translator.

Choose a character which is not otherwise used in the file and insert it at every location in the text where a line may break. Normally you should chose a punctuation character like / (slash) or ~ (tilde). In Paratext it is preferable that this be a visible character, as opposed to an invisible character like Zero Width Space, so that a proof reader can verify that the line breaks are correct.

Similarly, many languages have locations where lines may break only if a hyphen is displayed. These are called discretionary or soft hyphens because they only appear if the line is broken at that point. Choose a character which is not otherwise used in the file and insert it at every location in the text where a soft hyphen occurs. Normally you should chose a punctuation character like = (equals sign). In Paratext it is preferable that this be a visible character so that a proof reader can verify that the soft hyphenation points are correct.

In InDesign it is usually best if the ZWSP (Zero Width Space) is used to indicate places where a line may break. If you use a ZWSP and the font chosen includes a ZWSP glyph, the typesetter can see the break points in the text by using the Show Hidden Character command from the InDesign Type menu.

Since we want to use a visible character in Paratext to indicate a line break, and ZWSP is not a visible character, we can use the changes.txt file to change the word break character into a ZWSP. You should also use this to change the character entered to represent a soft hyphen into the Unicode character that represents a soft hyphen.

```
# Changes.txt
# Change tildes into ZWSP
"~" > "\u200b"
# Change equal signs into discretionary hyphens
"=" > "\u00ad"
```

You should also create a file ${\tt undoChanges.txt}$ to undo these changes when the InDesign files are round tripped back to USFM.

```
# undoChanges.txt
"\u200b" > "~"
"\u00ad" > "="
```

Justifying South East Asian Text

Roman text contains numerous spaces between words. These spaces can be stretched in order to help justify the right margin of a Roman text paragraph. Languages without spaces between words usually only have spaces at the end of phrases. This provides many fewer opportunities for InDesign when it tries to justify a paragraph. This makes justifying non-Roman paragraphs more difficult.

The <u>paragraph composer [47]</u> will attempt to justify a paragraph by first expanding the spaces found in the text up to the maximum limit specified for <u>spacing between words [33]</u> on the Publishing Assistant "Text Spacing" tab. Note that this parameter name is a little confusing for South East Asian languages since the space being adjusted is actually between phrases and not between words. After InDesign has applied the maximum amount of space between words allowed, it will start adding space between letters up to the maximum limit specified for <u>spacing between letters</u> [33] on the Publishing Assistant "Text Spacing" tab.

- If InDesign is allowing too much space between phrases decrease the maximum <u>spacing between words</u> value.
- If InDesign is allowing too much space between letters increase the maximum spacing between words allowing too much space between letters increase the maximum spacing between words

If too much space is being allowed between both letters and phrases you must go back into the text and find additional locations to <u>insert line breaks or soft hyphens</u> [78]. If there are no places to insert additional line breaks or soft hyphens the only remaining options are to ask the translators to supply an alternate wording for the paragraph or to accept that the paragraph will have a "less than ideal" appearance.

9.1 Creating hyphenatedWords.txt

In this topic:

- Configuration Parameters 80
- Preparing Word Lists 81
 Preparing Word Lists 81

The following information applies to your project if you have selected the hyphenatedWords.txt option from the ☐ Text Spacing Specifications 33 "Hyphenation" menu.

The hyphenatedWords.txt file should contain a list of words for which hyphenation will be permitted, and the acceptable break points marked within each word. The file must be located in the project directory for the text you are typesetting (e.g. c:\My Paratext Projects\GNT\hyphenatedWords.txt). Create the file if it does not already exist.

Enter one word per line. Any word found in your text which is not in this file will not be hyphenated. Both the uppercase and lowercase form of the word must appear in the list. For example:

```
accept=able
accept=ed
accept=ing
accom=pan=ied
accom=pani=ment
```

The default character to use for specifying **hyphenation points** in the hyphenatedWords.txt file is the equals sign "=". The default character which it will be **replaced** with in the typesetting application is the Unicode SOFT HYPHEN (\u00bb000ad).

Configuration Parameters

You can specify the characters you wish to use for the "hyphenation point", the "replacement" character, by adding one or more of the following configuration parameters as the *very first items* in hyphenatedWords.txt.

- **SoftHyphen** This is the character actually present in the hyphenatedWords.txt file to indicate that a given position is an allowed spot for a discretionary hyphen. The default is the equal sign. This should not need to be changed unless the project you are working with uses a hacked font which reassigns the equal sign.
- SoftHyphenOut This is the character sent to the typesetting application to signal that the word may break at this point. The default is the Unicode SOFT HYPHEN (\u00ad). In some languages a break can occur without showing an explicit symbol. In this case this value would typically be changed to ZERO WIDTH SPACE (\u200b).
- HardHyphen This is the character used in the current language text for a hyphen which should always appear in the printed output. The default will be the standard hyphen/minus character "-".

Use the following form:

```
SoftHyphen = "="
SoftHyphenOut = "\u00ad"
HardHyphen = "-"
```

```
    You can find help in looking up the value for a character using:
    the Unicode code charts.
    a Unicode character browser utility, such as BabelMap, or UniBook.
```

Specifying Paragraph Styles to Hyphenate (HyphenatedMarkers)

When using hyphenatedWords.txt, only certain paragraph styles will be hyphenated. By default these are:

```
ip ipi im imi ipq imq ipr iex iq iq1 iq2 iq3
cd p pi pi1 pi2 pi3 m mi ph ph1 ph2 ph3 pmo pm pmc pmr nb
q q1 q2 q3 qr qm
li li1 li2 li3
p1 p2 p3
```

This can be overridden by adding the **HyphenatedMarkers** parameter to the hyphenatedWords.txt file. Use the following form:

```
HyphenatedMarkers = "p q1 q2"
```

Separate markers in this list with a space.

Defining "Word Forming" Characters

In some cases for *non-Roman* scripts, the hyphenating software may not correctly understand what makes up a "word forming" character for the language text. It also does not know about certain auxiliary characters like ZWJ (U+200D ZERO WIDTH JOINER) and ZWNJ (U+200C ZERO WIDTH NON-JOINER). In these cases we need to override the software's default definition of words using the **WordPattern** parameter. For example, for Devanagari we have:

```
WordPattern = "([\u0900-\u09ff\u200c\u200d]+)"
```

The pattern must include the parentheses.

Help for Creating a Hyphenated Word List

Paratext >=7.1 provides a new Worldist tool which includes functionality for generating and editing hyphenation information for a project text. It also saves hyphenation data in the hyphenatedWords.txt file format, and will read an existing hyphenatedWords.txt file already present in the project folder.

10 Applying Changes to the Text

In this topic:

- <u>Changes Before Conversion</u> 82

 (changes.txt)
- <u>Changes After Conversion</u>

 [82] (finalChanges.txt)
- <u>a Changes When Exporting Back to USFM</u>

 [83] (undoChanges.txt)
- <u>Changes to the Running Header Text</u> (headerChanges.txt)
- Defining Changes 83
- Applying Changes in Limited Contexts 86
- Getting Additional Help for Using Regular Expressions
 Getting Additional Help for Using Regular Ex

In the process of creating InDesign documents, Publishing Assistant first converts the Paratext project text from USFM format to InDesign Tagged Text format, and saves these tagged text files in a folder named "Import" within the current job's sub-folder (eg. C:\My Paratext 8 Projects\GNT\InDesign\GNT New Testament\Import). Publishing Assistant provides a method for defining a consistent set of changes which should be applied to the text at one of three different stages within the conversion process. Two additional files are used to define changes which should be applied to illustration captions and running header text at pagination time.

Changes Before Conversion – changes.txt

You may wish to apply a consistent set of changes to your text **before** Publishing Assistant begins converting it to InDesign Tagged Text format. This is useful for a variety of tasks including:

- Enforcing a standard usage of thin spaces around quotations.
- Translating short cut keystrokes entered by translator, e.g. make << become a left double quote.
- Supplying a non-breaking space between two words which you always wish to keep together.

These changes are specified in the file "changes.txt".

Changes After Conversion – finalChanges.txt

It is occasionally useful for advanced users to be able to apply changes to the text **after** Publishing Assistant has finished converting it to InDesign Tagged Text format. This could be useful for modifying the InDesign markup created by Publishing Assistant, or to adjust the stylesheet. These changes are specified in the file **finalChanges**. **txt**.

1 InDesign Tagged Text:

A full description of InDesign tagged text syntax is beyond the scope of this manual. A simple method for discovering which tagged text codes are required in order to achieve a specific formatted result is to: 1) Enter or paste a working example text within a text box in InDesign. 2) Use the InDesign toolbar or panels to apply the required formatting to the text. 3) Select the text you wish to see the tagged text formatting codes for, or ensure that the text cursor is within the text frame containing the sample text. 4) Select Export from the InDesign File menu. Make sure that "Adobe InDesign Tagged Text" is selected in the Save as type drop-down menu. Save the text to a location on your computer where you can easily locate and open the file.

When you open the file, look for the tagged text codes surrounding the formatted text areas you configured within InDesign.

Exporting Changes Back to USFM — undoChanges.txt

If your changes before conversion (changes.txt) involved mapping shortcuts to actual punctuation, you may want to go back to the shortcuts when you "roundtrip" back to USFM [1-0]. In most cases this will mean taking changes of the form A > B from changes.txt and placing them in here as B > A. These changes are specified in the file undoChanges.txt.

Changes to the Running Header Text — headerChanges.txt

This additional file which can be used to define a set of changes which should be applied to the running header text. Since the specific text for the running header on each page is not known until layout time, these changes are applied during the pagination process in InDesign. They are applied at the point in time when the specific running header text is determined and added to each page. Note that these changes are applied at a completely different time in the process of handling the project text than changes defined in changes.txt or finalChanges.txt, which are applied at the point when USFM text is converted to InDesign Tagged Text.

headerChanges.txt could be used for applying a digit mapping for converting Arabic (Latin) digits to the corresponding digit form for a non-Roman script (an example of this type of mapping is provided below [66]).

Changes to Illustration Caption Text — captionChanges.txt

This additional file can be used to define a set of changes which should be applied to the caption text for illustrations at the time when they are placed on a page.

Defining Changes

Changes files must be kept in the job folder of the Paratext project you are typesetting, e.g. C:\My Paratext 8 Projects\MP1\InDesign\mp1-001\changes.txt. They must consist of 1 or more lines of the following form:

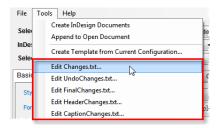
```
"text pattern" > "new text"
```

The project text file is searched for the *text pattern*. If it is found it is replaced everywhere in the file by the *new text*. Each line in the changes file is executed once in sequence from top to bottom. The format of the patterns is described in the following sections. Blank lines and lines beginning with a pound sign (#) are treated as comments.

Both *text pattern* and *new text* must be quoted strings. Either single quotes or double quotes may be used. Single quotes are allowed inside double quoted strings, e.g. "Hi 'Mom'", and vice versa. If you need to put a double quote inside a double quoted string or a single quote inside a single quoted string put a back slash before it, e.g. "Hi \"Mom\"" or 'Hi \'Mom\". Spaces or tabs at the beginning of the line, around angle bracket ">", and at the end of the line are ignored.

Ohanges files should always be saved using utf-8 encoding. This can be done by using the "Encoding" option of the Notepad "Save As" command.

You can quickly open and edit change files for the currently selected project by choosing Edit Changes.txt, Edit UndoChanges.txt, Edit FinalChanges.txt, or Edit HeaderChanges.txt from the Job Specifications Tools menu. If the requested file does not already exist, it will be generated for you with a default set of change examples supplied.



Common Patterns

Expres sion	Meaning
\uxxxx	Where "xxxx" is any four hexadecimal digits. Use this to match a Unicode character, e. g. \u201c = left double quote. You can find help in looking up the value for a character using: something the Unicode code charts. something a Unicode character browser utility, such as BabelMap, or UniBook.
\s+	One or more whitespace characters. The following are "whitespace" characters: • space • tab • carriage return (\u000d) • new line (\u000a) • form feed (rare) • vertical tab (rare). Use this when you know there are whitespace characters present but you don't know how many there are.
\s*	Zero or more whitespace characters. Use this when you don't know if any whitespace characters are present.
\r\n	The carriage return/line feed sequence that marks the end of each line.
\\	A single back slash. We have to double up the backslash since backslash followed by another character is used to specify non-printable characters, e.g. \n

Consistent Change Examples

```
#-----
# FRENCH QUOTATION SYSTEM (ANGLED QUOTES)
#-----
                       # convert to smaller quillemet style
             >
                '\u00ab'
 ' < '
             >
                '\u2039'
                              # convert to smaller quillemet style
                       # convert to smaller quillemet style
 '>>'
                '\u00bb'
             >
                '\u203a'
             >
                              # convert to smaller quillemet style
                '\u00ab\u2009\u2039' # Place a non-breaking thin space
 '\u00ab\s\u2039' >
                              # between nested open French quotation marks
                '\u203a\u2009\u00bb' # Place a non-breaking thin space between
 '\u203a\s\u00bb' >
                              # nested close French quotation marks
 '\u00ab\s*(\w)'
            >
                '\u00ab\u2009\1'
                              # Convert space(s) to a thin space between
                              # double open quote and the following word
                              # Convert space(s) to a thin space between
 '(\w)\s*\u00bb' >
                '\1\u2009\u00bb'
                              # double close quote and the preceding word
 '\u2039\s*(\w)'
                '\u2039\u2009\1'
                              # Convert space(s) to a thin space between
                              # single open quote and the following word
                              # Convert space(s) to a thin space between
 '(\w)\s*\u203a' >
               '\1\u2009\u203a'
                              # single close quote and the preceding word
# CONVERT ANGLED QUOTES TO STANDARD QUOTATION SYSTEM
-----
'<<' > '\u201c' 
'<' > '\u2018'
  '>>'
                '\u201d'
#
             >
  ' > '
                '\u2019'
# STANDARD QUOTATION SYSTEM
'\u201c'  # use typographic quotes
'\u2018'  # use typographic quotes
'\u201d'  # use typographic quotes
'\u201d'  # use typographic quotes
'\u2019'  # use typographic quotes
             >
 п ^ п
 . . . . .
 1 11 1
 0.1.0
 # nested open quotation marks
 '\u2019\s\u201d' > '\u2019\u2009\u201d' # Place a non-breaking thin space between
                              # nested close quotation marks
# TEXT CLEANUP
#-----
             > '\u0020'
 '\s\s+'
                             # reduce multiple spaces to a single space
# DASH SYSTEMS - ONLY CHOOSE ONE
#-----
### Uncomment these two lines
 '---' > '\u2014'
'--' > '\u2013'
                              # --- -> emdash
                              # -- -> endash
### or this line
               '\u2014'
                              # -- -> emdash
#-----
# MISC CONVERSIONS - UNCOMMENT AS NEEDED
# == -> equal sign
# = -> discretionary hyphen
# ?? -> inverted question mark
# !! -> inverted exclamation point
 '=='
             >
```

Applying Changes in Limited Contexts

Changes can also be defined to occur in limited contexts only, using the following form:

```
in "context": "old" > "new"
```

Example — To change all \gt 's in footnotes to \fg , you could supply the following pattern in changes.txt:

```
in "\\f .*?\\f\*": "\\qt" > "\\fq"
```

This can be nested one additional level also.

Example — Change all double carets to single carets inside \qt fields of footnotes:

```
in "\\f .*?\\f\*": in "\\qt [^\\]*": "<<"
```

Example Use of headerChanges.txt

The following example shows how headerChanges.txt could be used to apply a mapping of the digits in the running header from Arabic (Latin) to Tamil form, during the pagination process.

```
# Map Arabic/Latin digits to Tamil

"\u0030" > "\u0BE6"

"\u0031" > "\u0BE7"

"\u0032" > "\u0BE8"

"\u0033" > "\u0BE9"

"\u0034" > "\u0BEA"

"\u0035" > "\u0BEB"

"\u0036" > "\u0BEC"

"\u0037" > "\u0BED"

"\u0038" > "\u0BEF"
```

Using Regular Expressions

Learning to use regular expressions can be a bit overwhelming at first. There are several books available on this subject and many articles on the web. For example:

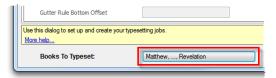
- Regular-Expressions.info (recommended) http://www.regular-expressions.info/index.html
- Regular Expressions HOWTO http://www.amk.ca/python/howto/regex/
- Regular Expression Syntax http://docs.python.org/library/re.html#regular-expression-syntax

11 Creating InDesign Documents

In this topic: © Create Documents Confirmation Dialog 87 © Document Creation Options 87 © Document Creation Steps 88 © Warnings and Validation Problems Log 90

Once you have completed <u>configuring the specifications</u> for your typesetting <u>job</u> f, you are ready to create InDesign documents for one or more books from the selected Paratext project.

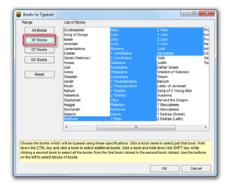
• Select the **Books to Typeset** by clicking on the book chooser button at the bottom of the Job Specifications dialog.



Publishing Assistant will display the standard Paratext book chooser dialog.

• Select one or more books to typeset using the current job specifications.

Using the Book Chooser: Click on a book name to select just that book. Hold down the CTRL key and click a book to select additional books. Click a book and hold down the shift key while clicking a second book to select all the books from the first book clicked to the second book clicked. Use the buttons on the left to select blocks of books.



- Click OK on the book chooser dialog.
 The book selector button should now display the book or range of books that you have selected to typeset.
- Click the Create Documents button.



Confirmation Dialog

Next, Publishing Assistant will display a confirmation dialog before proceeding further. In this window you can review the Paratext project, typesetting job, and books to process selections. If the typesetting job already contains output for the selected books, a warning message will be displayed together with a list of the books which will be overwritten.

Document Creation Options

There are 4 additional options which configure the actions of Publishing Assistant within InDesign when generating each document.

• "Adjust All Pages" notes and headers after creating each book — If you select this option, Publishing Assistant will immediately attempt to complete all necessary page adjustments for each document being added to the job (ie. inserting footnotes, cross references, and header content). Each document is completed in turn before moving on to create and adjust the next document. Illustrations will also be imported if "

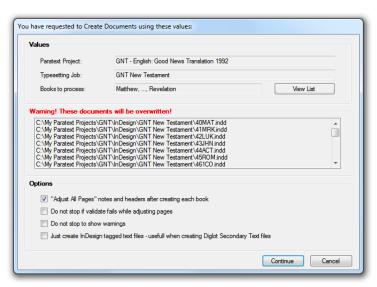
Automatically import illustrations after creating each book — If you select this option, Publishing added to the job of the job

If this option is not selected, the step of adjusting the content for each page will have to be completed individually for each page, or for an entire document, using the Adj Pa (Adjust Page) or Adj All (Adjust All Pages) tools.

- **Do not stop if validate fails** when adjusting pages If selected, Publishing Assistant will continue processing even if validation fails for one or more of the pages in the publication. Validation failures include situations where note callers and corresponding notes cannot be kept on the same page, or when columns cannot be balanced (if the option to "Balance Columns Automatically [91]" is selected in the Job Settings [93]). This option is useful if you would like to begin unattended pagination of a large number of pages.
- **Do not stop to show warnings** If selected, Publishing Assistant will not stop to display warning message dialogs. Warnings would normally be displayed for various reasons, including when illustrations no longer appear on the same page as the reference to which they refer, when columns are not balanced, or when header information is incorrect. Like the previous option ("Do not stop if validate fails"), this option is useful if you would like to begin unattended pagination of a large number of pages.
- Just create InDesign tagged text files Use this option when all you require is the InDesign tagged text files converted from the USFM project text. No InDesign documents will be created. The tagged text files will be identical in every way to the file created when full pagination is done (including the same paragraph and character style configuration header).

This option is useful when:

- You only need to create the InDesign tagged text files for a diglot secondary project (you have previously tested and refined the appearance for the secondary project by generating some sample documents).
- O You are working on **manual layout** in InDesign for a design which is not supported directly by Publishing Assistant. The InDesign tagged text files produced by Publishing Assistant can be placed (imported) manually into any text frames in InDesign, and will appear with all styles configured and applied correctly. This requires a knowledge of working with imported text and frames in InDesign, which is beyond the scope of this user manual. See the topic about <u>Files Generated for InDesign</u> for more information about the tagged text files produced from the USFM project text.



• Click **Continue** to begin the process of generating InDesign documents and performing page layout operations in InDesign for the selected books.

Document Creation Steps

Publishing Assistant will create an InDesign Book file using the name of the current job. A separate InDesign document is generated for each Paratext scripture book selected for the job. A series of initial setup steps are completed for each new document as it is added to the publication. These steps are:

- Creating InDesign tagged text files USFM text is read from the selected Paratext project and converted to a series of InDesign tagged text format files selection, body text, header, notes).
- 2. Initialization The new document page and margin dimensions are set according to the parameters

- specified on the Job Specifications $\underline{\text{Basics}}^{\text{20}}$ tab. The necessary paragraph, character, and object styles are added to the document stylesheet.
- 3. **Flowing body text** The body text is flowed into the document. The correct styles are applied from the stylesheet to all of the text elements, and additional pages are created to contain all of the body text.
- 4. **Setting up the introduction** Introduction material is added to the first page(s) of the document and presented separately in a single column frame. By default the introduction is separated from the body text by a short horizontal rule.
- 5. Adding header and note frames Three additional frames are added to each page of the document, one for headers, one for footers, and one for footnotes and cross references. Initially the note frame is very small, but it will grow to accommodate the note material needing to be placed on each page.
 6. Adjusting note frames If your document creation options of were set to "Adjust All Pages notes and
- 6. **Adjusting note frames** If your <u>document creation options</u>|87) were set to "Adjust All Pages notes and headers after creating each book", then Publishing Assistant will proceed with the process of adding notes, cross references, and header information to each page of the document (see <u>Pagination Tasks</u> for more details). Otherwise, the initial setup will be complete.

You can monitor this process by watching the progress bar displayed at the top of your screen.

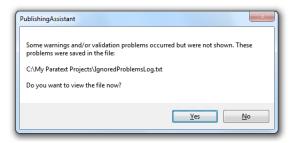


You should see the InDesign book palette showing a list of the individual documents which are a part of the typesetting job. The document names will appear in the list as they are created and added to the job. Publishing Assistant builds complete documents one by one. Each document is created and adjusted completely before proceeding to the next.



Warning and Validation Problems Log

If you select the options for unattended operation (<u>do not stop if validate fails</u>), and <u>do not stop to show warnings</u>), Publishing Assistant will keep track of warnings and validation problems in a log file. When document creation is complete you will prompted with an option to view the log file.



The log will contain one or more entries like those in the following example:

```
Ignored Problems Log: - 04/02/2010 11:42:13 AM

* 41MRK.indd p68: This page has a tag for illustration file
'C:\My Paratext Projects\GNT\Local\figures\avnt028.jpg' whose caption says
They went out and ran. (16.8).' This illustration is currently located on
page '67';.

* 44ACT.indd p171: Validate notes failed

* 472CO.indd p222: Columns are not balanced!

* 51COL.indd p245: Columns are not balanced!
```

You can open the log at any time by clicking on the **Menu** button, and selecting **View Ignored Problems Log** from the **Tools** menu.

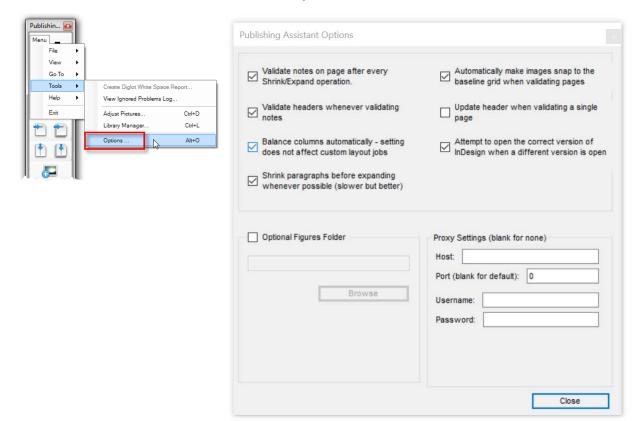
Next: Review Layout

Now proceed with reviewing the layout and completing any remaining page layout adjustments [105].

11.1 Configuring Program Options

These general *program* options are used to configure how Publishing Assistant should respond to different events when performing page layout adjustments.

From the Menu button, select Tools, and then select Options.



- The explanations written for the following options refer to actions which will take place whenever page adjustments occur. This refers to either automatic page adjustments which happen immediately when documents are first created (see the "Adjust All Pages" document creation option (adjust All Pages) or Adj All (Adjust All Pages) action is selected manually by the typesetter.
- Validate notes on page after every Shrink/Expand operation. If selected, Publishing Assistant will automatically test and verify that the number of footnotes and cross references displayed on the current page matches the number of callers in the body text, each time a Shrink, Expand, or Reset operation is done. If there is a validation problem, the background of the note frame will be set to bright yellow. The problem will then need to be fixed manually by the typesetter, or by using the Adj Pa button to "refresh" the content in the note frame.
- Validate headers whenever validating notes. This option works in cooperation with the previous option (Validate notes...). If selected, Publishing Assistant will also test the content of the page header whenever it performs an operation to validate footnotes and cross references. If the content of the header is found to be incorrect, an alert message will be displayed (at which point you could choose to update the header content for the current page). If you de-select this option you should perform the Upd All operation to update all page headers when other pagination operations have been completed.
- Balance Columns Automatically If selected, Publishing Assistant will automatically adjust the length of text within each column on a page, so that the length of columns is equal, whenever a page adjustment operation occurs.
- Shrink paragraphs before expanding whenever possible If selected, Publishing Assistant will attempt to balance and fill text columns by shrinking paragraph(s) first, whenever a page adjustment operation occurs. If the number of note callers in the body text frame(s) cannot be kept equal with the number of notes in the notes frame as a result of shrinking text, Publishing Assistant will then begin to expand paragraph(s) in order to fill and balance text columns. Selecting this option will usually result in slower page

adjustment progress but may result in a more pleasing paragraph appearance for some scripts, and possibly a shorter publication.

- Automatically make images snap to the baseline grid when validating pages If you select this option, Publishing Assistant will make sure that the position of an imported illustration on a page does not disrupt the line registration of scripture text above or below the image. The position of illustrations will be tested and adjusted whenever an operation to validate footnotes and cross references occurs.
- **Update header when validating a single page** If you select this option, Publishing Assistant will make sure that header is updated each time you pushing <u>Val Palinal</u> button.
- Attempt to open the correct version of InDesign when a different version is open If you select this option, Publishing Assistant will check if the check if the correct version of InDesign is open (Roman, Middle Eastern or CJK). If InDesign version does not fit language of typesetting project Publishing Assistant will try to switch InDesign version.
- Optional Figures Folder Click the Browse button to locate and specify a folder on your computer, or on your local network, which contains the high-resolution image files which you would like inserted when https://irig...\fig elements are encountered in the text. The filenames for these illustrations must match those specified by the https://irig...\fig* markup in the project text. The settings of this dialog applies to all jobs. A job specific optional figures folder location can be set in the Job Settings [44].

Proxy Settings

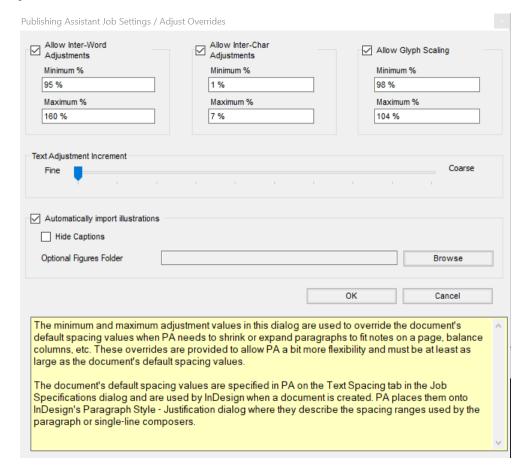
These settings are used to configure access for your system through a network proxy server. Publishing Assistant accesses the Internet to receive automatic software updates, help updates, to send problem reports, and to allow remote support access to your system (if requested).

Most users will not need to configure these options. If necessary, please review these settings with your local network administrator.

11.2 Configuring Job Settings

These *job level* settings are used for controlling aspects of the typesetting process which are specific to an individual \underline{job} $\boxed{13}$.

To access the Job Settings dialogue, click on the **Menu** button, select **File**, and then select **Job Settings - Adjust Overrides**.



Setting Adjustment Override Limits

These settings allow you to define the limits to which Publishing Assistant is permitted to adjust text spacing when shrinking or expanding paragraphs. The limits defined here are amounts which Publishing Assistant is permitted to apply *in addition to* any word or character spacing, or glyph scaling amounts which were already added to the text by InDesign when <u>justifying and are set</u> on the Job Specifications Text Spacing tab.

- Allow Inter-Word Adjustments Specify whether adjustments can be made to the space between words when stretching or shrinking paragraph text. If enabled, specify the minimum and maximum amount of space which can be removed or added to the text word spacing. Uncheck this option to disable inter-word spacing adjustments.
- Allow Inter-Char Adjustments Specify whether adjustments can be made to the space between characters when stretching or shrinking paragraph text. If enabled, specify the minimum and maximum amount of space which can be removed or added. Uncheck this option to disable inter-character spacing adjustments.
 - If the program option to <u>shrink paragraphs before expanding whenever possible and is</u> is selected, the above values affect the amount of shrinking which will be attempted before Publishing Assistant will revert to stretching in order to fill and balance text columns.
- Text Adjustment Increment The slider control allows you to configure the level of change in the adjustment amount which will be attempted for an area of text, when the previous adjustment amount failed to shrink or expand the text. This setting will apply during automatic pagination (i.e. when "adjusting pages of a well as manual text adjustment procedures (i.e. shrinking or expanding text).

Importing Illustrations

- Automatically import illustrations Select this option if you want illustrations to be inserted automatically whenever a page adjustment operation is performed. Illustrations and captions will be inserted whenever the source text for the current page contains a valid <code>a_fig...fig*</code> element. Uncheck this option to disable automatic illustration placement. (Note that <code>a_fig...fig*</code> element markup does not need to be removed from the project text in order to suppress illustrations for a job.)
- o **Hide Captions** check this option if you do not want captions to appear on the page.
- o **Optional Figures Folder** Click the **Browse** button to locate and specify a folder on your computer, or on your local network, which contains the high-resolution image files which you would like inserted when $\sqrt[3]{\text{fig...}}$ \(\frac{\text{fig*}}{\text{elements}}\) elements are encountered in the text. The filenames for these illustrations must match those specified by the $\sqrt[3]{\text{fig...}}$ markup in the project text. The setting on this dialog applies to the current Job. A default, application wide optional figures folder location can be set in the Program Options.

See Illustration Requirements and Handling Illustrations and Handling Illustrations

11.3 Illustration Requirements

In order to support illustration placement within your publication, make sure that the following steps are completed:

If you have not already done so, add the appropriate
 \(\frac{\fig...\fig*}{\text{fig*}} \) markup to your Paratext project to specify the location, file name, size, and caption for each illustration. You may also specify a reference to be included as part of the caption text.

Select **Figure** from the Paratext 8 **Insert** menu to use a new dialog which will assist you with figure markup entry.

- If you used Paratext 8 to add illustrations into your project, Paratext will have created two additional folders for you within the selected project folder:
 - A folder named figures will contain low resolution copies in JPG format of the original images you inserted into the project.
 - o A second folder local\figures will contain the original image files inserted into the project.

Why does Paratext 8 store two copies of the illustration files? This is done to reduce the amount of data being transmitted to each team member for

projects using Internet based sharing in Paratext 8. Project team members who do not have access to fast Internet connections will not receive transmissions of large illustration files.

Publishing Assistant is aware of the folders created by Paratext 8 for handling illustrations. It will search for the illustration files specified within the <code>[] \fig...\fig*</code> markup in the following order, and typeset the first file found.

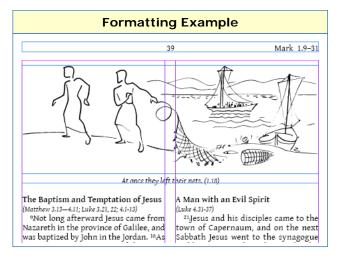
- o The project local\figures folder.
- The project figures folder.
- o The folder specified in the current Job Settings Optional Figures Folder harameter.
- o The folder specified in <u>Tools > Options</u> 92.

Illustration Markup Examples

Column-Spanning Illustration — GNT Mark 1.18

```
\v 17 Jesus said to them, "Come with me, and I will teach you to catch people."
\v 18 At once they left their nets and went with him.
\fig |avnt016.tif|span|||At once they left their nets.|1.18\fig*
\p
\v 19 He went a little farther on and saw two other brothers,
```

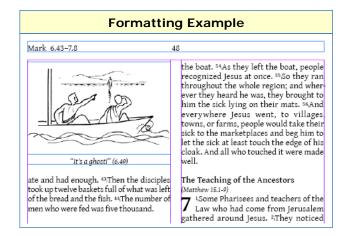
Using this markup, Publishing Assistant will insert an illustration file named avnt016.tif at Mark 1.18 which will span the text columns, and include the caption "At once they left their nets.". The reference "1.18" will be typeset at the end of the caption.



Column-Width Illustration — GNT Mark 1.34

\v 34 Jesus healed many who were sick with all kinds of diseases and drove out many demons. He would not let the demons say anything, because they knew who he was. \fig |avnt017.tif|col|||Took her by the hand, and...the fever left her.|1.31\fig* \s Jesus Preaches in Galilee \r (Luke 4.42-44)

Using this markup, the illustration will be set inline with the current text column.

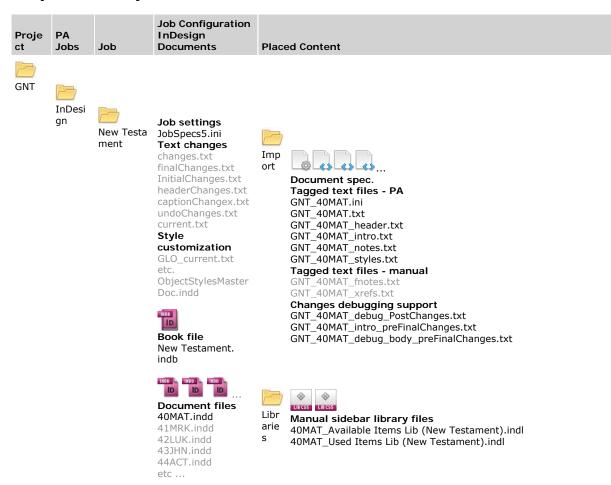


11.4 About Folders and Files

Publishing Assistant generates the following folders (if they do already not exist) and files within a selected Paratext project whenever a <u>new job is created [13]</u> and the <u>Create Documents [87]</u> function is used.

The Paratext project named used in the following example is "GNT". Substitute your project short name for "GNT" wherever it appears in the text and images below.

C:\My Paratext 8 Projects ...



File Details

Job Folder

- JobSpecs5.ini Contains last saved specification parameters (72) for the job (configured through the Publishing Assistant Job Specifications interface).
- New Testament.indb An InDesign book file named with the current job title. A book is used to collect
 together a sequence of InDesign documents which make up a larger unit (for example, the "New
 Testament"). InDesign books perform the task of managing page numbers and page order for long
 documents, and assist with generating a table of contents or other index features. An InDesign book file is
 generated to manage the documents for each Publishing Assistant job.
- 40MAT.indd The InDesign document file for the book of Matthew.

The following files may not be present for every job:

- changes.txt, finalChanges.txt, headerChanges.txt, captionChanges.txt, undoChanges.txt Contain definitions for a consistent set of changes which should be applied to the text at one of three different stages within the conversion process. See ☐ Applying Changes to the Text [82] for details.
 current.txt Contains specifications for all of the manually adjusted [102] and exported [102] InDesign
- current.txt Contains specifications for all of the manually <u>adjusted</u> രൂ and <u>exported</u> രൂ InDesign paragraph and character styles.
- GLO_current.txt Contains specifications for all of the manually adjusted and exported local InDesign paragraph and character styles for a specific peripheral book or section (this example is for the Paratext GLO glossary book). There may be various other peripheral content sections with their own separate exported styles files.
- ObjectStylesMaster.indd An InDesign document containing specifications for all of the <u>adjusted</u> and <u>exported</u> object styles and master pages.

Import Folder

- GNT_40MAT.ini Contains a complete list of the Publishing Assistant specifications which were configured in the job specifications dialog at the time that the files for this book were generated. Using Publishing Assistant at a later time to generate documents for other scripture books will not erase the record of specifications for documents which have already been created in the same job. Specifications for an existing document will only be updated if a new document is made for that scripture book. This is a helpful feature in that it makes it possible for some documents within a job to have somewhat different specifications than others (eg. using 1 column for Psalms, while the rest of the documents in the job are created using a 2 column specification).
- GNT_40MAT.txt Contains InDesign tagged text for the main body text.
- GNT 40MAT header.txt Contains InDesign tagged text for the running header text.
- GNT_40MAT_intro.txt Contains InDesign tagged text for the introduction text.
- GNT_40MAT_notes.txt Contains a modified InDesign tagged text format for the footnotes and cross references. Each note in this file contains an index to the location in the body text to which it connects. This file can only be handled by Publishing Assistant. It cannot be placed directly in InDesign using the InDesign procedure for importing text files.
- GNT_40MAT_styles.txt Contains the InDesign paragraph and character style definitions for each of the
 markers found in the current project text.

The following files are not used by Publishing Assistant for completing page layout. The are provided for situations where a typesetter needs to work on **manual layout** in InDesign for a design which is not supported directly by Publishing Assistant. The InDesign tagged text files produced by Publishing Assistant can be placed (imported) manually into any text frames in InDesign using Place from the InDesign File menu. The text will appear with all styles configured and applied correctly.

- GNT_40MAT_fnotes.txt Contains the sequence of footnotes for the current scripture book in standard InDesign tagged text format.
- GNT_40MAT_xrefs.txt Contains the sequence of cross-references for the current scripture book in standard InDesign tagged text format.

Libraries Folder

The Libraries folder will be created for jobs which have 1) defined a custom layout specification and 2) include illustrations or specify manual handling of sidebars. InDesign libraries are used to contain a selection of figures and sidebar content which can be placed manually within a document and validated by Publishing Assistant.

- GNT_40MAT_Available Items Lib (New Testament).txt An InDesign library containing illustrations and
 manually managed sidebar items which have not yet been used (placed) in the InDesign document file for
 Matthew.
- GNT_40MAT_Used Items Lib (New Testament).txt An InDesign library containing illustrations and manually managed sidebar items which have been used in the InDesign document file for Matthew.

12 Working With Styles

Formatting parameters for nearly all elements in the publication are contained in InDesign paragraph, character, and object styles.

A character style is a collection of character formatting attributes that can be applied to a selection of text within a single paragraph. A paragraph style includes both character and paragraph formatting attributes, and can be applied to a selected paragraph or range of paragraphs. Just as paragraph and character styles are used to quickly format text, object styles are used to quickly format graphics and frames. Object styles include settings for stroke, color, transparency, drop shadows, paragraph styles, text wrap, and more.

If you wish to make a consistent change to the appearance of a particular kind of text element in your publication, you should edit the properties for its associated style. A reference to the style names generated by Publishing Assistant is included in the Appendix - Publishing Assistant Generated Styles [172].

For details on adjusting and exporting style changes from InDesign, see the following topics:

- ☐ Altering Styles in InDesign ☐
- Exporting and Reusing Style Changes 102

12.1 Altering Styles in InDesign

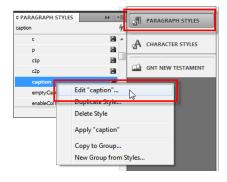
In this topic:

- Editing a Paragraph Style
- Editing a Character Style

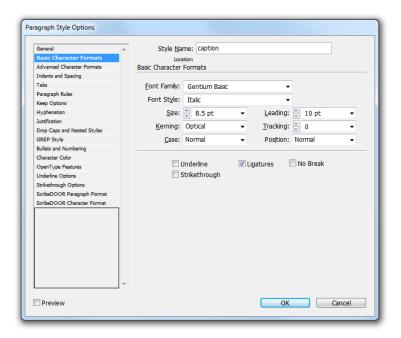
About InDesign Workspaces If you do not see Paratext Styles and Character Styles palette tabs displayed on the right side of the application window, it is likely because the InDesign Workspace selected is not configured to display these palettes. Workspaces are configurations for the various control palettes, toolbars, and windows which you will use to manipulate your documents. InDesign since CS4 is installed with a number of pre-defined Workspaces. The default "Essentials" workspace does not display the paragraph and character style palettes. Select a different workspace such as Advanced, or Typography from the workspace selection menu at the top right corner of the InDesign window. Alternatively, you can open the palettes directly from the InDesign Window > Type & Tables menu. ADVANCED ▼ Advanced 4 -= Essentials **Getting Started** PAGES Interactivity LINKS Printing and Proofing Typography LAYERS

Editing a Paragraph Style

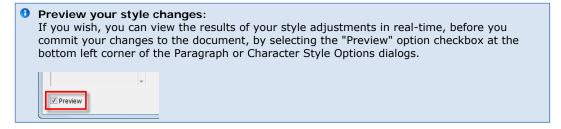
- Click the InDesign Paragraph Styles palette tab, which typically appears on the right side of the application window.
- Scroll through the list of styles in the Paragraph Styles list until you find the one that you want to make changes to.
- **Right-click** on the style name (e.g. "caption"), and select Edit from the fly-out menu which appears.



The Paragraph Style Options dialogue will appear which will allow you to adjust the formatting properties for the selected style.



• Click **OK** when you are finished.



Editing a Character Style

To edit the properties for a character style, follow the same procedure outlined above for paragraph styles, only select the **Character Styles** palette tab from the right side of the application window.

12.2 Exporting Style Changes

In this topic:

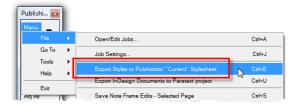
- Exporting (Saving) the Current Styles 102
- ☐ Using Exported Styles
 ☐

Sometimes the configuration options available though the Job Specifications interface will not be sufficient for creating the design required for your project. Publishing Assistant provides a method for exporting (saving) and reusing paragraph and character style adjustments which have been configured directly within InDesign.

Exporting (Saving) the Current Styles

If you have performed manual adjustments to the paragraph or character styles within a *Publishing Assistant* generated InDesign document, use the following procedure to save these customizations for reuse in the remaining books yet to be generated for the job:

• From the Publishing Assistant Menu button, select File, then select Export Styles to PubAssist's "Current" stylesheet.



The program will create a file named **current.txt**, which will contain specifications for all of the manually adjusted paragraph and character styles, and a file named **ObjectStylesMaster.indd**, which will contain specifications for adjusted object styles and master pages. These files are saved to the current job folder [97].

Can I safely overwrite a previously saved file?

Yes. Publishing Assistant keeps an incremental history of style changes in current.txt. In this way you can continue to develop and refine style settings without having to repeat previous modifications.

If you are currently working through a process of developing, testing, and refining the design of your publication, you may be interested in making backup copies of some previously saved current.txt files. These copies can always be renamed again to "current.txt" and placed in the appropriate job folder [97] in order to revert to some previous design ideas. If there are specific specification and stylesheet configurations which you reuse often, a better approach will be to create a publication template [68].

• The program will alert you when it is finished the stylesheet export operation. Please wait for this message before continuing to work on your publication.

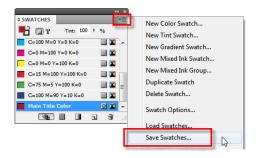


Exporting Customized Colors

If the manual adjustments you have made to paragraph or character styles include the use of customized text or background colors, you will need to save these color swatches for reuse together with the customized styles. Color swatches need to be saved to a file named **swatches.ase** and stored in the **Import** folder located in the current job folder real process.

To save color swatches for reuse with saved styles, do the following:

- Click on the **Swatches** palette tab from the right side of the application window, or select **Swatches** from the InDesign **Window** menu to open the Swatches palette.
- Select one or more colors from the Swatches palette. Then select Save Swatches from the Swatches
 palette menu.



- In the Save As dialog, browse to the location on your hard drive for the the Import stollar folder located in the current job folder within the current Paratext project directory. Enter the name swatches.ase for the Adobe Swatch Exchange file.
- Click Save.

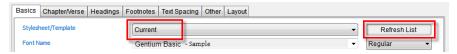
Applying Saved Styles

You can apply saved styles to new Publishing Assistant generated output for the current project, or to another project.

For the Current Job:

To apply the saved stylesheet to additional outputs for the current job in process (the one for which the **Export Styles to PubAssist's "Current" stylesheet** tool was run):

• Select Current from the Stylesheet/Template option menu on the Job Specifications Basics Basics<



Another Project

If you would like to use a saved stylesheet from one project (#1) when using Publishing Assistant with another project (#2), do the following:

- Copy the file named current.txt from the selected job folder or project #1 to the appropriate job folder for project #2. If a job for project #2 does not exist yes, you will have to create one selected complete this step.
- When using Publishing Assistant to output files for the #2 project, select **Current** from the <u>Stylesheet/</u> <u>Template</u> option menu on the Job Specifications <u>Basics</u> tab.

Publication Templates

The best approach to reusing saved stylesheet configurations and job specifications for multiple projects is to create a <u>publication template</u> [68].

13 Page Adjustment Tasks

In this topic:

- Publishing Assistant Tool Palette 1061
- Page Adjustment Tasks 107
- Layout Adjustments 107
- Manual Adjusting Illustrations 107
- Correcting Text 107
 T

When a <u>new typesetting job</u> (13) is started, and whenever additional scripture books are added to an existing job, the typesetter needs to make sure that the content for each page is accurate and complete.

- Footnotes and cross references which correspond to callers in the body text must be correctly presented on each page.
- The intended content for the page header must be updated and accurate.
- The remaining body text content should be presented in a pleasing and balanced manner.
- Any illustrations need to be evaluated for correct location, size, and orientation.

Publishing Assistant is usually able to complete these initial pagination tasks in InDesign automatically for most basic Bible and diglot [142] layouts, and for most pages in more complex custom/study Bible layouts. It determines how to adjust and balance the content on each page of the documents in your publication based on the specifications, settings, and limitations which you have set up for the job. On some pages it will not be able to complete the layout tasks automatically, and will 1) alert you about problems interactively or 2) log the issues to a file of for you to review later on. In nearly every typesetting job there will be also be situations where the software has determined that a page is complete, but an experienced typesetter will recognize areas where the presentation could be improved. When the initial pagination task is complete, it is critical that the typesetter then proceed to review the presentation on each page to ensure that it is pleasing and complete.

Publishing Assistant Tool Palette

Publishing Assistant provides a collection of tools for performing the most common page adjustment tasks. These are organized on the small tool palette into **text** level, and **page** level actions.



Text Tools — Provide functions which assist the typesetter in adjusting the length of text content on a page. These tasks expand, shrink, or reset the number of lines of text in a paragraph, column, or page. (Other adjustments to page content might be possible as well, such as moving or resizing an illustration).

See Shrinking or Expanding Text 122



Page Tools — Provide functions which assist the typesetter in placing the correct content on each page (footnotes, cross references, header text, illustrations). For most jobs these tasks will have been completed automatically [88] by Publishing Assistant for each document created [87]. At times intervention is required from the typesetter in order to make decisions about adjustments to the length (or amount) of content on a page.

The tool buttons highlighted in yellow in the tool palette image to the left are only displayed when Publishing Assistant is working with a custom layout [55] job. They will not be visible in the tool palette when a basic layout, diglot, or concordance job is active in InDesign. The extra tools provide added support for fitting extended study notes and sidebar content on pages. If you are working with a custom layout job and these additional page tool buttons are not visible, do the following:

- Check to be sure that a document belonging to a custom layout job is the active document within InDesign.
- From the View menu, select Refresh Toolbar Buttons (or press F5 on your keyboard if Publishing Assistant is currently the active Windows program).

See Adjusting and Validating Pages (In), Updating Page Headers (In), Updating Gutter Rules (In), Rebuilding Verses in Margin (In), Adding Pages (In), Adding Next Book (In), Adjusting Illustrations (In)

Some adjustments and activities will also require the use of built-in InDesign tools and palettes. It will be important at this stage in the process to be familiar with the InDesign Toolbox and Control Palette.



You can **minimize** the Publishing Assistant tool palette to the task bar by clicking on the minimize button, located beside the Menu button.

The steps and tools required to accomplish various types of page adjustment tasks in InDesign are described within the following topics.

Page Adjustment Tasks

Layout Adjustments

- Adjusting and Validating Pages 108
- Updating Page Headers 115
- Updating Gutter Rules 116
- Rebuilding Verses in Margin 117
- Adding Pages 118
- Adding the Next Book 119
- Flowing Books Together Shrinking or Expanding Text Spacing

Adjusting Illustrations

- Importing Illustrations 126
- Adjusting Illustrations 128

Correcting Text

- Correcting Body Text 138
- Correcting Note Text 138
- Exporting Documents Back to Paratext 140

Page and Frame Details

Various combinations of frames are added to the pages of documents generated by Publishing Assistant. These frames are used to position and control the flow of elements added to the page during the layout process. You will find it helpful to understand some of the details about these frames during the process of tuning the presentation of individual pages.

See 1 Page and Frame Details.

Finalizing the Publication

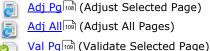
- Handling Peripheral Materials 145
- Generating Files for Production [151]

13.1 Adjusting and Validating Pages

The Publishing Assistant page tools provide the following functions for adjusting and validating the footnote, cross reference, and header/footer content on each page.



See further details for each of the following functions below:



Val All (Validate All Pages)

Split Notes

Move Note

Place Notes 114

1 If you selected the document creation option [87] to "Adjust All Pages notes and headers after creating each book", the process of placing the content for footnotes, cross references, and header material will have been completed automatically after each document was added to the job.

The tool buttons *highlighted in yellow* in the tool palette image to the left are only displayed when Publishing Assistant is working with a <u>custom layout</u> [55] job.

Adj Pg (Adjust Selected Page)

The Adj Pg button causes all the notes present on the page to be inserted into the notes frame, and the header/footer content to be updated. The size of the body text frame(s) and the notes frame are adjusted until the number of note callers in the body text frame(s) is exactly equal to the number of notes in the note frame.

• **Holding down the CTRL** key when pressing the *Adj Pg* button will reset the page first before adjusting. *Resetting* the page means that any existing notes on the page will be removed before a new attempt to (re) insert notes and balance the page takes place.

In some cases placing the final note into the notes frame will cause the note caller in the body frame to be pushed to the next page. When this happens the program will attempt one of two approaches to resolving the problem.

- 1. If the option to "shrink paragraphs before expanding sh" is selected, the program will attempt to shrink one or more paragraphs in order to bring the caller back onto the current page. If the number of note callers in the body text frame(s) cannot be kept equal with the number of notes in the notes frame as a result of shrinking text, the program will revert to the second approach (below).
- 2. The program will remove the last note from the note frame and attempt to expand the paragraphs in the text frame(s) to the point where the caller is pushed onto the next page.

If neither of these attempts to pull or push the caller is successful, Publishing Assistant stops and asks the user to do the adjustment manually. For many texts this might only happen a few times in the entire Bible.



Adj All (Adjust All Pages)

The Adj All button does the same function as the Adj Pq button except that it starts on the current page and works its way to the end of the current document. Using the program options of dialog, you may configure the program to automatically perform this adjustment the first time the text is loaded into a new document.

- Holding down the CTRL key when pressing the Adj All button will reset the page first before adjusting. Resetting the page means that any existing notes on the page will be removed before a new attempt to (re) insert notes and balance the page takes place.
- Holding down the ALT key when pressing the Adj All button will begin at the current page and continue adjusting pages until the end of all documents in the current job. By default, if the Adjust All Pages procedure is halted due to a validation error, using Adj All again will only continue until the end of the current document.
- Holding down the SHIFT key when pressing the Adj All button will cause Publishing Assistant to continue processing even if validation fails for one or more of the pages in the publication. Validation failures include situations where note callers and corresponding notes cannot be kept on the same page, or when columns cannot be balanced (if the option to "Balance Columns Automatically of)" is selected). The SHIFT control is useful if you would like to begin unattended pagination of a large number of pages.
 - Note: You can use the CTRL, ALT, and SHIFT controls at the same time.

After completing an Adjust All Pages process using the SHIFT key control, you may review a log of any page validation errors which occurred during the adjustment process.

• Select View I gnored Problems Log from the Publishing Assistant Tools menu.

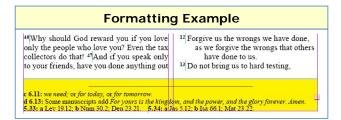




Val Pg (Validate Page)

The Val Pq button compares the number of notes in the body text frame(s) to the number of notes in the notes frame. If this count is equal the page is valid with respect to footnotes. Whenever the count is unequal the background color of the notes frames is changed to light yellow. Validation also checks whether the columns are correctly balanced.

• Holding down the CTRL key when pressing the Val Pg button will prevent Publishing Assistant from also validating the column bottoms.



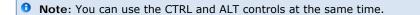
Validate Page checks the current page only. If the the current page is valid, Publishing Assistant causes InDesign to display the next page.



Val All (Validate All Pages)

Val All starts with the current page of the document and ends when the first invalid page is found or the end of the document is reached. If all pages validate successfully you are returned to the page that was current at the time the command was issued.

- Holding down the CTRL key when pressing the Val All button will prevent Publishing Assistant from also validating the column bottoms.
- Holding down the ALT key when pressing the ValAll button will begin at the current page and continue validating pages until the end of all documents in the current job. By default, if the Validate All Pages procedure is halted due to a validation error, using Val All again will only continue until the end of the current document.





🇳 Split Notes (tool applies to custom layout চি jobs only)

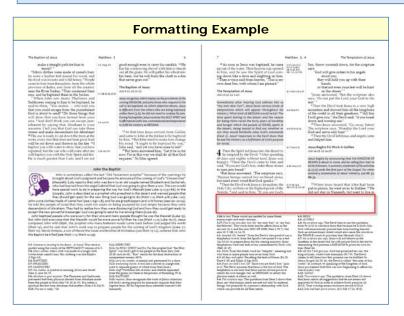
With more complex page layouts it can sometimes be challenging to fit all of the content required on every page, and with a pleasing appearance. The most common challenge happens when expanding the size of one frame to make room for all of its content causes content in another frame to be pushed on to the following page. This content fitting "battle" is usually related to keeping notes located on the same page as their originating reference. Publishing Assistant attempts to resolve these content fitting problems by shrinking or expanding text in the body and note frames on the page. However, Publishing Assistant only evaluates the options for content fitting one page at a time. In some situations it might be acceptable to resolve fitting problems by allowing note content to be set on either side of a 2 page spread – even if the originating reference location remains on the opposite

Another reason for occasionally permitting extended note content to spread across a page spread is in order to produce a more balanced appearance. Sometimes one page may contain only a small amount of note content, while the following page of the same spread contains many notes. It may look better to balance the note content evenly across both pages. At other times one page may contain more white-space than the other and shifting some note content from one page to the other may also improve the layout.

Split Notes - For Extended Notes and Automatic Sidebars

The Split Notes button causes the two extended note frames or two sidebar frames on the page spread to be linked together so that the text in both frames becomes a single stream. The text will then flow naturally between the frames when either one is made larger or smaller. After using Split Notes, page validation operations for this spread will always test the connection of notes to the body text across the entire spread.

In the formatting example below you can see some white-space remaining on the right side page, and a larger sidebar element on the left. It may be possible to adjust the page content on the spread using Split Notes.



To use Split Notes on a page spread, do the following:

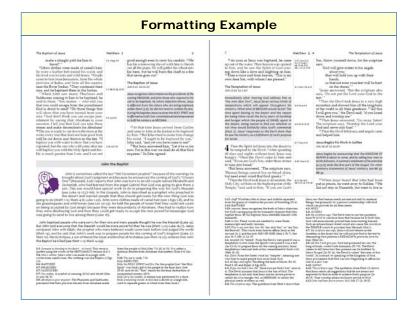
- Select the **Type tool** from the InDesign Toolbox.
- Locate the **text insertion cursor** somewhere within the extended notes text on either side of the page spread.
- Click the Split Notes button.

Publishing Assistant will link the extended note frames. You will likely notice a minor shift in the position of some of the extended note text in both frames.

- Choose the Selection tool from the InDesign Toolbox.
- Click to select the extended note frame that you want to increase or decrease the size of. Click and hold
 the frame handle on the top side of the text frame and drag your mouse to make the frame taller or shorter.
 You will notice the extended note text flow between the extended notes frames on both pages of the spread.

You will now be able to see and work with the result of "splitting the notes", and the linked connection that now exists between the two extended notes frames. You can experiment with the height of the note frames, and possibly also adjusting the length of some paragraphs in the body text or extended notes by shrinking or expanding text[12], in order to achieve the results needed.

1 In the adjusted formatting example below, the extended notes frame on the left side page was reduced in height, and the extended notes frame on the right size increased. Then the height of the sidebar frame was also adjusted slightly. Vertical justification was applied to the text frame containing the sidebar to cause some extra space between paragraphs in the sidebar frame. The result is that the page spread appears filled more completely. You can apply a knowledge of InDesign text and frames property configuration options to produce a variety of different results.



Split Notes - For Manual Sidebars

The operation of the Split Notes function is somewhat different when used for sidebar frames and content being handled manually [133]. The intent is still to cause a single sidebar frame to be linked together with a second frame so that the text in both frames becomes a single stream. This will allow the content to be formatted across a page spread or continued on a following page.

If the Split Notes button is pressed while a manually managed sidebar frame is selected - or the text cursor is within the content of the sidebar frame - Publishing Assistant will create a second sidebar frame on the document pasteboard and link the text flow for the two frames together. The typesetter can now adjust the size and location of both frames manually, in order to fit page content and achieve a pleasing layout.



Move Note (tool applies to custom layout 55) jobs only)

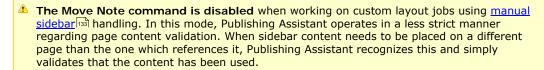
Publishing Assistant determines which notes to place on a page by searching the body text on the page for hidden text with a style applied to it named "noteText". There may be none, one, or many of these hidden text items on a page. The hidden text with this "noteText" style applied contains a unique identification (ID) number for the note which connects to this location in the body text. Whenever Publishing Assistant is adjusting pages, all of the footnotes, extended notes, or cross references for which a hidden "noteText" ID is found on each page are placed in their assigned frames. (Adjusting pages happens either on demand when the typesetter selects Adj Pario or Place Notes 114, or automatically if the Adjust All Pages notes and headers 8 option is selected when creating a new book.)

Move Note allows you to specify a different location in the body text to which a selected note should be connected. The result will normally be that that the note text will appear in its assigned note frame (defined in the custom page layout description) on a different page than it did originally. The Move Note tool was added to help with shifting the page on which a longer sidebar ("mini article") element appears - since this type of content is not usually connected to a specific verse, but rather to a larger section of the scripture body text. Move Note completes the task of moving the hidden "noteText" ID to a new location in the text.

To move a note, do the following:

- Select the Type tool from the InDesign Toolbox.
- Locate the **text insertion cursor** somewhere within the note/sidebar text that you wish to move.
- Click the Move Note button.
- Publishing Assistant will prompt you to click with the text insertion cursor inside of the body text frame where you wish to move the note.
- Once you have located the text insertion cursor, Click **OK** on the Publishing Assistant prompt dialog.

The note/sidebar content will be removed from the page it had been displayed on. You will need to use Adj Pa (Adjust Page) to update the layout on the page where the note/sidebar content was removed. Then you will need to use Adj Pa (Adjust Page) to update the page where the content was move to (and any pages in between).



Place Notes

If you are not satisfied with the result of the automatic body and footnote page adjustments you can begin to perform the note placement operations more manually by using the *Place Notes* button.

- If *no* text frame on the page is currently selected, or if the text cursor is placed within the body text frame, then Place Notes will find all note content currently referenced in the body text on the current page and place the note text *for all note types* (footnotes, cross-references, extended notes, sidebars) into the corresponding note frames on the page.
- If only one of the note frames on the page is selected, or if the text cursor is currently placed within a note frame, then Place Notes will find all note content currently referenced in the body text on the current page *ONLY for the selected note frame type* and place it into the corresponding note frame on the page.

No additional page adjustment tasks are performed when Place Notes is used. It simply gathers the notes referenced in the body texts and places them in note frames (all types, or one selected type).

If an Adj Pg (Adjust Page) function has never been completed for the current page, the *Place Notes* button will simply add the note content for the current page to the appropriate note frames (all types, or one selected type). The frames will remain set to a default height. If the number of notes referenced in the body text is not the same as the number of notes visible in one of the note frames, this is usually because the text within the note frame is overset (the text will not fit in the frame). When this happens, Publishing Assistant will set the background color of the note frame to light yellow. Then, you will need to manually adjust the size and position of the frame until the content fits and you are pleased with the page layout result. If you make adjustments to change the amount of body text visible on the page, you will also need to use Place Notes again to re-place the correct amount of note content into the note frames (all types, or one selected type). Then, clicking on Val Pg (Validate Page) will check that the visible page content matches the content in note frames and page header/footer, and if so the note frame background color will be reset.

Validate the Page

If you have chosen to manually place and adjust the note content on the page, you should then also issue a Val Pg (Validate page) command to check that the text body and notes frames match. If a note frame background color had been set to yellow, to warn of a note validation problem, and the Val Pg command passes, the note frame background will be reset to default.

13.2 Updating Page Headers

The Publishing Assistant <u>page tools</u> provide the following functions for updating the content in the header and footer frames on each page. The layout of the header/footer content is generated according to the configuration for <u>Headers/Footers</u> at tab.



If you have manually adjusted the contents of the page you may have changed the page on which a given chapter or verse begins. At this point the page header may no longer be correct.

- Click the **Upd Hdr** (Update Header) button to update the chapter and verse numbers in the current page header.
- Click the **Upd AII** (Update All Headers) button to update the header on all pages from the current page to the end of the book.
 - Holding down the ALT key when pressing the *Upd All* button will continue updating headers on every page until the end of all documents in the current job.

Note:

The header is always automatically updated whenever the a page is <u>adjusted</u> [108] (Adj Pg/Adj All).

The tool buttons highlighted in yellow in the tool palette image to the left are only displayed when Publishing Assistant is working with a <u>custom layout</u> [55] job.

13.3 Updating Gutter Rules

The Publishing Assistant page tools provide the following functions for updating the column gutter rule on each page. A column gutter rule will only be displayed if it was selected on the Job Specifications Basics 22 tab.



If you have manually adjusted the contents of the page you may have changed the size or position of note, image, or image caption frames. At this point the size and position of the gutter rule(s) may no longer be correct.

- Click the **Rebuild Rul** (Rebuild Gutter Rule) button to update the gutter rule on the current page.
- Click the **Rebuild All** (Rebuild All Gutter Rules) button to update the gutter rules on all pages from the current page to the end of the book.
 - Holding down the ALT key when pressing the Rebuild All button will continue updating gutter rules on every page until the end of all documents in the current job.

Note:

The gutter rule is always automatically updated whenever the notes on a page are adjusted adjusted adjusted adjusted <a href="mailto:adjusted adjusted <a href="mailto:adjusted adjusted adjusted <a href="mailto:adjusted adjusted adjusted <a href="mailto:adjusted adjusted adjusted <a href="mailto:adjusted adjusted adjusted <a href="mailto:adjusted <a href="mailto:adjusted adjusted <a href="mailto:adjusted <a href="mail

The tool buttons highlighted in yellow in the tool palette image to the left are only displayed when Publishing Assistant is working with a custom layout stip job.

13.4 Rebuilding Verses in Margin

The Publishing Assistant <u>page tools like</u> provide the following functions for updating marginal verse numbers on each page. If Marginal Text was not enabled on Job Specifications <u>Other</u> tab then Publishing Assistant will return you the warning.





If you have manually adjusted the contents of the page you may have changed the size or position of note, image, or image caption frames. At this point the position of the verse numbers on the margins may no longer be correct.

Click the **Rebuild Verses in Margin** button to update marginal verse numbers on the current page.

Click the **Rebuild Verse in Margin on All Pages** button to update marginal verse numbers on all pages from the current page to the end of the book.

 Holding down the ALT key when pressing the Rebuild Verse in Margin on All Pages button will continue updating marginal verse numbers on every page until the end of all documents in the current job.

Note:

The marginal verse numbers are always automatically updated whenever the notes on a page are <u>adjusted</u> (Adj Pg/Adj All).

13.5 Adding Pages

The Publishing Assistant page tools provide the Add Pg (Add Page) tool for manually adding additional pages to your publication.



Publishing Assistant creates and labels several <u>frames sist</u> on each page in order to manage the location and flow of text and illustrations during the page layout process. These include header, introduction, body, and note frames.

Click on the **Add Pg** (Add Page) button to add a new page with these frames properly created.

Normally you will not need to manually add pages. Publishing Assistant will add any needed pages automatically as part of the Adj Pg (Adjust Page) or Adj All (Adjust All Pages) operations.

● DO NOT use InDesign's "Add Page" function!

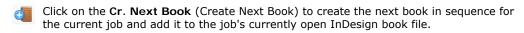
If you use InDesign's add page function instead of using the page tools ™ "Add Page" button, Publishing Assistant will not be able to add or manage content on the new page correctly.

The tool buttons highlighted in yellow in the tool palette image to the left are only displayed when Publishing Assistant is working with a custom layout stip job.

13.6 Adding Next Book

The Publishing Assistant page tools provide the *Cr. Next Book (Create Next Book)* tool for efficiently creating the next document in sequence available from the selected Paratext project.





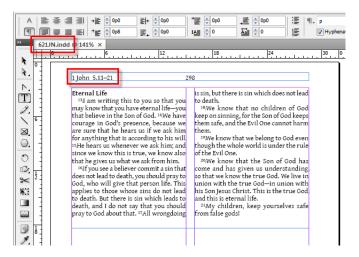
This button can be used instead of re-opening the specifications interface for the current job in order to select the next book from the book chooser form (and then clicking Create Documents).

13.7 Flowing Books Together

By default, any new scripture books are added to the end of the InDesign book container for the current job as *new* InDesign documents. Each new document begins on a new page. This default action also applies if you select a group of scripture books to add together at once.

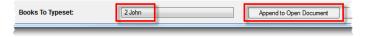
If instead you would like to add the text for a new scripture book directly at the end of an existing document, so that the documents flow together, complete the following steps:

• From the InDesign Book file, open the document you wish to append to.

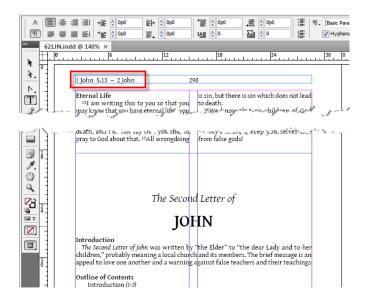


- From the Publishing Assistant Menu button, select File, and then select Open/Edit Jobs...
- Select the same Paratext project and typesetting job (13) which was used to create the document currently open in InDesign which you are planning to append to.

 (In this example we are appending 2 John to the end of 1 John.)
- Select the Books to Typeset by clicking on the book chooser button at the bottom of the Job Specifications
 dialog.
- Select the book that you wish to append to the currently open document. Select one book only.
- Click OK on the book chooser dialog.
 The book selector button should now display the book or range of books that you have selected to typeset.
- Click the Append to Open Document button.



Publishing Assistant will load the new text and begin adding the single-column introduction, followed by the body text, immediately after the end of the current document. The header for the page where the new book has been appended will be adjusted to reflect the updated content on the page.



Caution!

The size and position of the introduction text frame(s) added by Publishing Assistant for the appended book are fixed. They are not *automatically* adjusted by any subsequent changes to the length of the body text of the document which was appended to. For this reason it is very important to that you are *completely finished adjusting the pages of an existing document* before appending additional text to it. Otherwise, you may have problems automatically adjusting the page that the appended book starts on.

If the length of the body text for the document being appended to is increased at a later time, you will need to adjust test the top position of the introduction text frame for the new book in order to reveal text which is now hidden beneath it. This chance of accidentally hiding text is only compounded if the text for many books are flowed together.

See 1 Appended Book Page Frames

13.8 Shrinking or Expanding Text

When tuning the presentation of individual pages, you will at times want to increase or decrease the number of text lines within a column in order to make things fit correctly or to create a more pleasing appearance. By expanding (stretching) or shrinking (compressing) the text within a paragraph or title, you are able to increase or decrease its overall length. The Publishing Assistant text tools provide functions for performing these text adjustments.

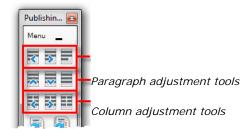
Publishing Assistant shrinks or expands the text within a paragraph or title by applying a negative or positive **tracking** amount to the a block of text within the paragraph, column, or page which currently contains the text cursor. (There is another form of text spacing adjustment called **kerning**, which is the process of subtracting or adding space between specific pairs of characters.)

To Shrink, Expand, or Reset text spacing:

- Select the **Type tool** from the InDesign Toolbox.
- Locate the text insertion cursor somewhere within the paragraph, column, or page which requires
 adjustment.



Next, click on the appropriate button (Shrink, Expand, Reset) from the Publishing Assistant text tool
palette to the Paragraph, Column, or Page.



Page adjustment tools

- o **Holding down the SHIFT key** when selecting *Expand, Shrink,* or *Reset* will cause Publishing Assistant to omit validation of the page after the adjustment or reset operation is complete. This is useful when a typesetter is evaluating or completing a series of changes to a page, and some of the intermediate adjustment will temporarily leave the page in an invalid state.
- o **Holding down the CTRL key** when selecting *Expand* for a **column** will cause Publishing Assistant to continue to expand paragraph text until a line is pushed to the next column. Holding CTRL while selecting *Shrink* for a **column** will shrink paragraph text until a line is pulled from the next column. *This will happen regardless of the limits set for inter-word and inter-letter spacing adjustments* specified in the current job settings strength.
- Holding down the ALT key when selecting Reset for a page will cause Publishing Assistant to undo text spacing adjustments for the current and all following pages in the document.

Each time you click one of these buttons the paragraph, column, or page containing the text insertion cursor will be shrunk or expanded. Publishing Assistant is aimed to make these changes by one line where it is possible. If the paragraph cannot be shrunk or expanded within the limits specified it will be left unchanged. If a paragraph has been expanded or shrunk it will be given a light green background highlight.

The Birth of Jesus Christ (Lake 2.1-7) 14 This was how the birth of Jesus Christ took place. His mother Mary was engaged to Joseph, but before they were married, she found out that she was going to have a baby by the Holy Spirit. 14 Joseph was a man who always did what was right, but he did not want to disgrace Mary publicly: so he made plans to break the engagement privately. 20 While he was thinking about this, an angel of the Lord appeared to him in a dream and said, "Joseph, descendant of David, do not be afraid to take Mary to be your wife. For it is by the Holy Spirit that she has conceived. 2: She will have a son, and you will name him Jesus—because he will save his people from their sins." The Birth of Jesus Christ (Luke 21-7) The Bir

How can I turn on/off the green highlight?

one line.

The green highlight indicates where local kerning or tracking adjustments have been applied. The color is not printable. If you would like to review your document without the green highlight applied, do the following:

- From the InDesign Edit menu, choose Preferences and then select Composition.
- Toggle the selection box for **Custom Tracking/Kerning**, under the Highlight options group. Click **OK**.

See also hanges 124

13.8.1 Reviewing Text Spacing Changes

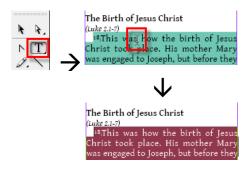
Manually Adjusting Text Spacing 124

In this topic: Reviewing Text Spacing Changes 124

Reviewing Text Spacing Changes

To see how much a paragraph has been expanded or shrunk by Publishing Assistant, do the following:

- Select the **Type tool** from the InDesign Toolbox.
- Position the text insertion cursor somewhere over top of the adjusted paragraph.
 Click your left mouse button four times quickly (two double-clicks) in order to to select the entire paragraph.



• Next, look for the tracking control field in the InDesign Control Palette. The value present in the field is the amount of tracking applied to the currently selected text.



How are tracking and kerning measured?

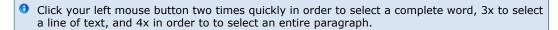
Tracking and kerning are both measured in 1/1000 em, a unit of measure that is relative to the current type size. In a 6 point font, 1 em equals 6 points; in a 10 point font, 1 em equals 10 points. Tracking and kerning are strictly proportional to the current type size.

Manually Adjusting Text Spacing

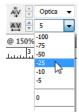
You might also want (or need) to manually adjust the amount of tracking applied to a selection of text. Tracking does not need to be applied to complete paragraphs. It can also be applied to smaller (or larger) sections of text. You may find that it will be helpful at times to apply a smaller or larger amount of tracking to just a single line of text in order to achieve a more pleasing and acceptable appearance (rather than changing the tracking amount for the entire paragraph).

To manually adjust tracking, do the following:

• Select a range of characters.



• In the InDesign Control Palette type or select a numeric value in the tracking control field (positive to stretch, or negative to shrink).

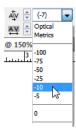


You can also use manual kerning to adjust the space between two letters. Tracking and manual kerning are cumulative, so you can first adjust individual pairs of letters, and then tighten or loosen a block of text without

affecting the relative kerning of the letter pairs.

To manually adjust kerning, do the following:

- Select the **Type tool** from the InDesign Toolbox.
- Position the **text insertion cursor** between the two characters you would like to adjust.
- In the InDesign Control Palette, type or select a numeric value in the kerning control field (positive to increase, or negative to decrease the amount of space between the letters).



For further information about text spacing adjustment, see the InDesign Help Center, or the InDesign printed documentation.

13.9 Handling Illustrations

In this section: Importing Illustrations Automatically Importing Illustrations Individually Default Illustration Placement Adjusting Illustrations Adjusting Illustrations

If you wish to include a selection of illustrations in the current publication, complete the following steps:

- Review the requirements of for supporting illustrations in your publication.

 - o Have illustration files been added to the correct location within your Paratext projects folder?
- Select a method to use for inserting illustrations either automatically [12] or individually [12].

Importing All Illustrations Automatically

The Publishing Assistant job settings dialog (3) provides an option to "Automatically import illustrations". If you select this option, illustrations will be inserted automatically whenever an Adjust Page (10) or Adjust All Pages (10) operation is performed. Illustrations and captions are inserted whenever the source text for the current page contains a valid (10) \(\frac{1}{10} \). \(\frac{1}{10} \)* element.



The option to Automatically Import Illustrations has no effect when Publishing Assistant is working with a <u>custom layout selected</u> job. You need to add illustrations to selected paged individually using <u>page tools in Import Pictures button</u> (below).

Importing Illustrations Individually

The Publishing Assistant page tools improvide an Import Pictures button which will assist to add one or more illustrations to the currently selected page.



The behaviour of the Import Pictures tool is different depending on whether you are working with a standard (non-custom) layout, or a <u>custom layout [55]</u> job.

• For basic *non-custom* jobs, clicking the Import Pictures button will cause all illustrations and captions referenced in the text for the currently selected page to be placed into new frames on the page. If you have *NOT* selected the job settings option to "Automatically import illustrations when "Adjusting Pages"", you will need to use this tool for each page which contains one or more illustrations.

More complex <u>custom page layouts</u> (55) will often require flexibility in setting the location and position of larger content items like illustrations. At times an appropriate illustration will help to fill white-space on a page which could not be filled by <u>shrinking or expanding text</u> (122), or by <u>splitting</u> or <u>moving</u> (133) notes.

Like the process for handling manually managed sidebars, Publishing Assistant >=5.0 uses libraries to place illustrations into any custom layout job. See handling Manual Sidebars and Illustrations for details on this process. For these jobs, clicking the Import Pictures button will open a notification dialog reminding you that Publishing Assistant uses libraries for this operation.

Default Illustration Placement

Each illustration and caption which has been imported and placed on a page by Publishing Assistant is made up of a group of InDesign "objects" which are used to format and control the final presentation. These objects are grouped together within the object style named "ImageGroup". The following default actions are taken by the program for positioning **inline** and **spanning** illustrations.

Inline Illustrations

- In **single column** publications, they are placed at the top, left corner of the page containing the source reference, and sized to one half of the column width.
- In **double column** publications, they are placed at the top of the left side column on the page containing the source reference.

The size of the illustration object is scaled vertically so that it fills the available horizontal space.

Spanning Illustrations

These are illustrations defined using the "span" (spanning) parameter in the USFM source a fig...\fig* markup. They are always placed at the top the page containing the source reference, across all columns. The size of the illustration object is scaled vertically so that it fills the available horizontal space.



13.9.1 Adjusting Illustrations

In this topic:

- Adjusting Image Size

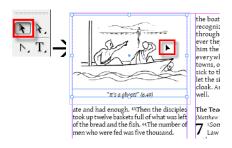
 Adjusting Image Size
- Adjusting Position Within a Column [131]
- Adjusting Text Wrap 132
- Adjusting Image Orientation [132]

In addition to adjusting paragraph, column, or page length (<u>shrinking or expanding [122]</u>), page presentation can also be tuned by making changes to the size, position, or orientation of illustrations. Publishing Assistant greatly simplifies these tasks with the addition of a picture adjustment tool.

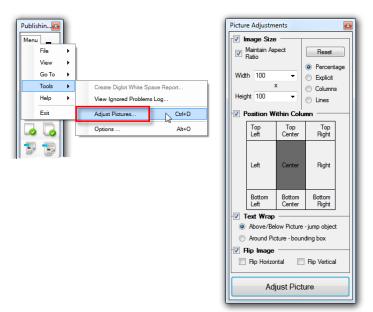
To adjust illustrations which have been inserted by Publishing Assistant:

- Choose the **Selection tool** from the InDesign Toolbox.
- Click within the image area of the picture needing adjustment in InDesign.

You should then see the control handles around the outside edge of the image become visible. A thin, light-blue frame will also appear surrounding both the image and the caption below it. This frame represents the "grouping" of multiple objects. In this case the frame containing the illustration image, and the frame containing the caption text have been grouped together by Publishing Assistant. The group has been connected to an object style named "ImageGroup".



• Next, click on the Publishing Assistant Menu button, select Tools, and then select Adjust Pictures...



Publishing Assistant will open a **Picture Adjustments dialog**. There are four types of adjustments which can be applied to the properties of the selected image using this tool $-\frac{\text{Size}}{\text{130}}$, $\frac{\text{Position}}{\text{131}}$, $\frac{\text{Text Wrap}}{\text{132}}$, and $\frac{\text{Orientation}}{\text{132}}$

You can apply a new setting to one or more image properties at the same time.

- Place a tick in the checkbox beside the type of adjustment you require.
- Configure the properties for the selected type using the interface options provided (checkbox, radio button, or location selection).
- Finally, click the large Adjust Picture button at the bottom of the dialog.
 - Can I just manipulate the illustrations directly in InDesign?

 Yes ... but for illustrations referenced within the source Paratext project, and inserted by Publishing Assistant, this is not recommended.

Although each of these adjustments can be performed directly within InDesign, the picture adjustment tool accurately manages the collection of objects which make up the complete illustration and caption group. Adjusting images and captions without un-grouping the objects is challenging and prone to errors. If the objects are not properly managed as a group, Publishing Assistant will not be able to continue adjusting and validating these pages correctly later on.

Adjusting Image Size

- Place a tick in the checkbox beside I mage Size.
- Select the parameter you want to use for adjusting the size by clicking on one of the radio buttons.

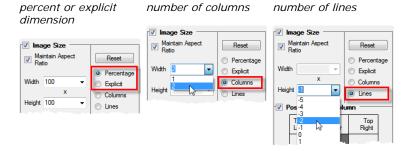
Then specify the amounts to increase or decrease the image size using the drop down menus, or enter a specific amount in the text box. If you select the option to "Maintain Aspect Ratio", you only need to enter a value in the width or height field — the tool will calculate the correct scaled value for the other dimension (to ensure that the shape of image is not distorted).

o Select Columns.

Then specify the number of columns to use for the illustration. An illustration which was defined in the Paratext project using the $\sqrt[a]{\text{fig...}/\text{fig*}}$ markup as single column can be easily changed to a spanning illustration. The Height field is disabled (the height of the image will be automatically adjusted to compensate for the change in the width).

Select Lines.

Then specify the number of lines you would like to gain or lose from the body text on the page. The picture adjustment tool will calculate and apply the exact new size needed for the illustration in order to gain or lose the selected number of lines. This option can be a very effective method for properly fitting text on a page and balancing columns.

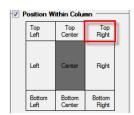


The image can be returned to its original size at any time by clicking on the Reset button.

• Next, continue with other adjustment settings, or click **Adjust Picture**.

Adjusting Image Position

- Place a tick in the checkbox beside Position Within Column.
- Select a new column location where the image should be located.



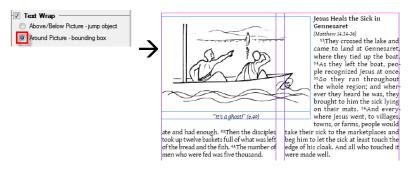
Depending on the <u>size residual size residual</u> specified for the image, some position selections may produce visually identical results. For example — If an image is positioned across 2 body text columns, and the size has not been reduced from 100%, then the result of selecting any of the top of column positions ("Top Left", "Top Center", or "Top Right") will appear identical, since the image has still remained the full 2 column width. If you reduce the size of the image, then selecting a different horizontal position will result in the image moving visually.

The default text wrap [152] property for illustrations is "Above/Below Picture". This means that if you reduce the size of an illustration and want to have the text flow around the right or left side, you will need to also change the text wrap property to "Around Picture".

• Next, continue with other adjustment settings, or click **Adjust Picture**.

Adjusting Text Wrap

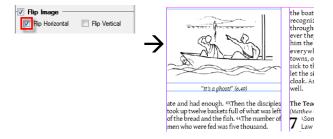
- Place a tick in the checkbox beside Text Wrap.
- Select the radio button beside the text wrap option you require.



- o Size increased to 130%
- o Position set to "Top Left"
- o Text Wrap set to "Around Picture"
- Next, continue with other adjustment settings, or click Adjust Picture.

Adjusting Image Orientation

- Place a tick in the checkbox beside Flip I mage.
- Place a tick in the checkbox(es) beside the orientation changes you require. You can flip the image horizontally, vertically, or both.



• Next, continue with other adjustment settings, or click **Adjust Picture**.

13.10Handling Manual Sidebars and Illustrations

In this section:

About Custom Layout Libraries

Placing Library Content

Library Manager

Library Manager

1 Information for Custom Layout jobs only:

The information in this topic only applies to jobs 13 with a custom layout specification.

About Custom Layout Libraries

Publishing Assistant attempts to automate some or all of the page layout operations needed to produce a custom layout design. As with basic Bible layouts, there are decisions a typesetter can make about how much automation support Publishing Assistant will provide on every page – for example, whether to <u>validate notes on the page after every Shrink/Expand operation[97]</u>, or whether to <u>balance columns automatically[97]</u> etc.

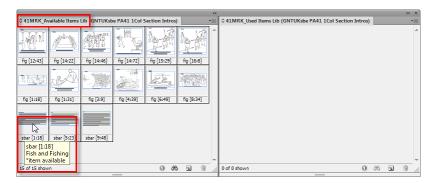
As page layouts become more complex, they often require more flexibility in determining the location and position of larger content items. Sometimes all of the content elements which are referenced on one page cannot be arranged to reasonably fit on that page, and might rather fit well on a facing or following page. For this reason, illustrations are handled in custom layout jobs through a more manual process involving the use of InDesign "libraries". A pair of libraries is created automatically by Publishing Assistant for each new document added to a custom layout job which contains illustrations. These same libraries will also be used for handling sidebars, if the manual sidebars of option has been selected in the custom page layout description has been selected in the custom page layout description has been selected in the custom page layout description has been selected in the custom page layout description has been selected in the custom page layout description has been selected in the custom page layout description has been selected in the custom page layout description has been selected in the custom page layout description has been selected in the custom page layout description has been selected in the custom page layout description editor. Libraries are created and the "Available Items" library is filled with content when a new document is created, as a part of the document setup process.

Libraries are saved in a folder named "Libraries" within the current $\underline{job}^{[13]}$ folder. They are named using the following file name syntax:

- 40MAT_Available Items Lib (Job Name).indl
- 40MAT_Used Items Lib (Job Name).indl

(substituting the current book number, code and job name).

Each content item within a library is tagged with a Name and Description which will assist in identifying 1) the type of content ("fig" or "sbar"), 2) the scripture reference location, 3) the illustration caption or sidebar title, and 4) whether the content is available, or the page number it has been placed on.



An example full "Available Items" library panel with fig (illustrations) and sbar (sidebar) content, as it will appear when a new document is created. The "Used Items" library panel has been docked to the right.

There are many possible options for arranging panels within the InDesign workspace. The horizontal option shown above is only one possibility. They can also be docked together vertically and added to the panel bar at the right of the application window. It is worthwhile learning more about arranging panels in InDesign in order to arrange an efficient workspace for typesetting.

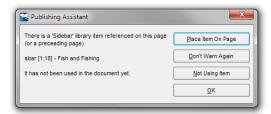
Items can be manually added to any page in the current document using the standard InDesign methods for placing items from a library (right-click + place, OR drag-and-drop). However, although Publishing Assistant does not automatically place these content items on pages, it does take steps to 1) notify the typesetter that a library items is referenced on the current page, and 2) offer to add the content to the page, defer placement, or ignore an item altogether. Hopefully, this more passive method of handling larger items, which focuses on *validation* rather than *automation*, will make the layout process for complex pages easier for the typesetter to manage and interact with.

The use of libraries for handling illustration and sidebar content is new in Publishing Assistant 5.0.

Placing Library Content

Although illustration and manual sidebar content is not automatically placed on document pages, Publishing Assistant provides validation support which helps to ensure that the typesetter has not accidentally omitted content from a page where it belongs. It does this by 1) displaying a prompt to the typesetter – with a series of possible action steps – when library content is referenced on a page, and 2) by moving placed items to the Used Items library and tagging them to indicate which page they were used on.

When a new page is added to a document and the page contains a reference to a content item in the Available Items library, the following prompt will appear (example from Mark 1:18):



The following actions can be taken:

• Place I tem On Page - The item will be placed at the top of the current page.

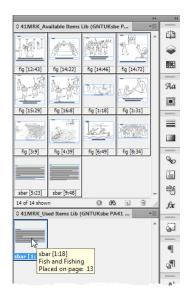
If it is an illustration (fig) it will be placed in a frame at the top of the page, scaled according to the size parameter ("span" or "col") found in the source project text a \fig...\fig* element. If it is a sidebar (sbar), it's containing frame will be configured according to the manual sidebar frame properties of specified in the page layout description form.

The typesetter is prompted to place referenced items on a page as the first possible action to take after PA adds initial frames and content to the new page (before any further page adjustments are made). This is usually preferred, because the effect of adding the library content will more than likely disrupt and invalidate any other content fitting actions which have taken place. It will usually be best to add larger content items to the page, and then proceed with a further Adj Pa action to place footnotes, cross-references, running header text etc..

The typesetter is free to adjust the size, position, and properties of the frame or associated object styles in order to achieve the desired page appearance.

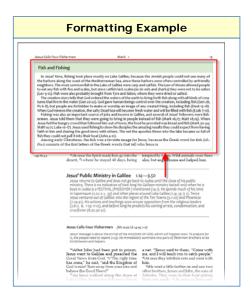
- Don't Warn Again Do not place the item on the page, and do not continue to prompt to place the item on subsequent pages. The item will remain in the Available Items library and be tagged with the text "don't warn again has been set". You can still manually place the item on a page as needed using right-click + Place, or drag-and-drop.
- Not Using Item Do not place the item on the page, and record that this item will not be used anywhere in the document (no further prompts). The item will be moved to the Used Items library and tagged with the text "Not Using Item".
- **OK** Acknowledge the prompt but do not place the item on the page. When the next page is added to the document, you will be prompted again to add this library item.

Library items placed on a page will be moved by Publishing Assistant to the Used Items library and tagged to indicate which page they were used on. You can hover your cursor over an item in the Used Items library at any time to see a popup text showing the page that it was placed on.



An example "Available Items" library panel with fig (illustrations) and sbar (sidebar) content.

The "Used Items" library panel has been docked below, and is showing the page location of placed content.



13.10.1 Library Manager

When working with custom layouts and manually handled illustrations or sidebar content, Publishing Assistant prompts you to take action when the current page contains a reference to a content item in the Available Items library. The available actions either place the item and move it to the Used Items library, set a specific "status" for the item ("Not Using" or "Don't Warn"), or leave the item unused and unmodified (in which case you will be prompted again to place the item when the next page is added to the document.

Publishing Assistant provides a Library Manager tool which can be used to perform maintenance actions on libraries and library items. In particular, the Library Manager can be used to set and re-set the status for one or more items currently selected within the Available or Used Items libraries.



Updating Status

- If there is an item in the Available Items library which you will not be using in the current document, click to select it in the library and then click Set 'Not Using' Status. The item will be moved to the Used Items library and tagged with the description text "Not Using Item".
- If there is an item in the Available Items library which you will use, but are not certain where it will best fit, click to select it in the library and then click **Set 'Don't Warn' Status**. The item will remain in the Available Items library and be tagged with the description text "don't warn again has been set". You can still manually place the item on a page as needed using right-click + Place, or drag-and-drop.
- Select one or more items in the Available Items library and click Reset 'Don't Warn Status' in order to re-enable validation checking for these items.
- If there is an item in the Used Items library which was marked with 'Not Using' status (either as an action taken on the initial content prompt, or because you manually set the 'Not Using' status from the Library Manager) and you wish to re-enable validation checking for the item, click to select the item in the library and then click **Reset 'Not Using' Status**. The item will be moved back to the Available Items library and re-tagged the description text "item available"

Other Actions

- Click the Refresh Libraries button to cause Publishing Assistant to re-scan
 the current document for illustration and sidebar content references and
 refresh the Available and Used Items library content items. This can be
 helpful if content items have been deleted from the libraries and the
 document, or otherwise modified in some way.
- Select an item in the Used Items library and click Go to Item Location to cause InDesign to move to the page where the selected item has been placed in the document.

14 Correcting and Exporting Text

In this section:

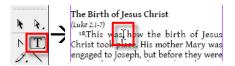
- Correcting Note Text 138
- Exporting Documents Back to Paratext [140] (USFM)

Correcting Body Text

Every effort should be made to verify the integrity and correctness of the Paratext project text before moving it into the typesetting environment. However, there are times when corrections to the text will need to be done within the publishing environment.

Use the following steps to edit the project body text within InDesign.

- Select the Type tool from the InDesign Toolbox.
- Locate the **text insertion cursor** at the location in the text where a correction is needed.
- · Type the updated text.



Correcting Note Text

Entering Note Text Corrections

Use the following steps to edit the project *note text* within InDesign.

- Select the **Type tool** from the InDesign Toolbox.
- Move the text insertion cursor over top of the note text which needs to editing so that it is over top
 of the boundaries of the note frame.

At this point you will not be able to locate the text insertion cursor within the note text itself by clicking, due to the fact that the note frame exists on a layer below the body text frame.

Hold down the CTRL key and click onto the area over the note frame. The text insertion cursor will have change to a small wedge. Continue clicking until the note frame is selected.

- Using the CTRL key allows you to continue to select items by moving through the document layers (in this case, you will most likely need to click twice to access the note frame layer).
- Release the CTRL key. Now you should be able to locate the **text insertion cursor** at the location in the text where a correction is needed.



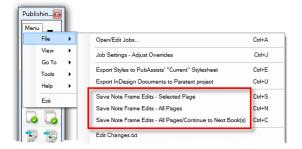
• Type the updated text.

Saving Note Text Corrections — ▲ Important!

Any changes made to text in a note frame need to be saved back to the original InDesign tagged text files generated by Publishing Assistant. By doing this the changes will not be lost during any subsequent Adjust Page or Adjust All Pages operations which affect the page containing the updated text.

From the Publishing Assistant tool palette Menu button, select File, then select one of the following options:

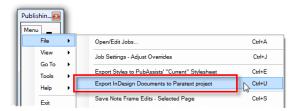
- Save Note Frame Edits Current Page Saves edits to the note text on the currently selected page only
- Save Note Frame Edits All Pages Saves any edits to note text within the current document.
- Save Note Frame Edits All Pages/Continue to Next Book(s) Saves any edits to note text for all documents within the current <u>iob</u> 13.



14.1 Exporting Documents to Paratext

If body or note text corrections have been made within InDesign, use the following procedure to export the documents for the current $\underline{iob}^{\{13\}}$ back to Paratext USFM files.

- Make sure that at least one document from the current job is open in InDesign.
- From the Menu button, select File, and then select Export InDesign Documents to Paratext project.



 A dialog will open prompting you to enter a name for the Paratext project which the document text will be exported to.

The defaults in the Full Name and Short name fields will be the name of the project the documents were created from, followed by a sequential digit.



• Click OK.

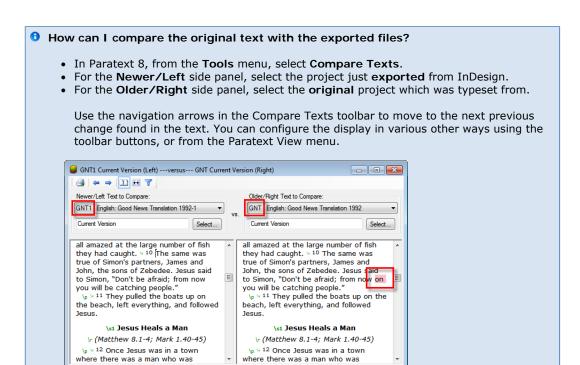
Publishing Assistant will now export the text from each of the documents which are part of the current job 13 directly to the new Paratext project, in USFM format. Any edits to note text are automatically saved before exporting. You will see a progress bar along the top of your screen.



Applying Consistent Changes to the Exported Text

If consistent changes were applied to your text before conversion to InDesign (eg. mapping keyboarding "shortcuts" like << to actual punctuation like "), you may want to revert the exported text back to the original shortcut forms. In most cases this will mean taking changes of the form A > B defined in the file changes.txt[82] and placing them in the file undoChanges.txt[82] as B > A.

For complete details see 1 Applying Consistent Changes to the Text 2.



15 Creating Diglot Layouts

Diglots have been published in various styles, but the most common style displays the two texts on one page in side-by-side columns. Publishing Assistant (version 2.5 and above) supports the side-by-side column format. It attempts to synchronize the verse references at the top of each page. It can also optionally attempt to synchronize the text at chapter boundaries, or at the start of new paragraphs which begin with matching verse numbers. Publishing Assistant will typeset footnotes and/or cross references for either or both of the configured project columns. Illustrations are not supported.

Publishing Assistant considers the scripture text selected for the *left hand column* as the **primary project**. The scripture text selected for the *right hand column* is the **secondary project**.

Laying out a diglot using Publishing Assistant is similar to the process used to typeset basic Bibles, with the exception that process of creating documents is run twice — once for the "secondary project" (completed first), and then again for "primary project". The steps to layout a diglot are as follows:

Creating Text for the Secondary Project

- 1. Create one or more sample documents for a new **secondary project** job 13. Refine the layout and styles as needed (<u>exporting style changes</u> if necessary).
- 2. Create a complete set of InDesign tagged text files for the secondary project, for all books which will be included in the diglot layout. A <u>document creation option[87]</u> allows you to "<u>Just create InDesign tagged text files[88]</u>", which is all that is required for the secondary text once you have verified that the layout and style configuration is correct.
 - Completed InDesign documents are not needed for the secondary project.

Creating Documents for the Primary Project

- 3. Create one or more sample documents for a new **primary project** job 13. Refine the layout and styles as needed (exporting style changes 102) if necessary).
- 4. Indicate on the job specifications interface for the primary project (<u>Layout</u>) tab) that you are <u>typesetting a diglot</u>. Specify the secondary project name and job name and various other <u>diglot layout specifications</u>.
- 5. Select the correct set of books of to be typeset for the primary project job, and then create InDesign documents of.
- 6. Adjust the page layout los using the Publishing Assistant text and page tools los.

Notes:

Some of the <u>specification parameters</u> 19 you selected for the secondary project will be superseded when you run Publishing Assistant for the primary project. Those parameters are:

- page size 21
- page margins 21
- columns 21
- <u>rule 31</u> between body and notes
- all <u>running header and footer (35)</u> parameters

The parameters for body text columns (2), footnote frame (32) layout and footnote frame gutter rule have no effect when typesetting diglots because a diglot is always presented in two columns with footnotes at the bottom of each column.

When InDesign documents are created for the primary project job, corresponding tagged text files from the secondary project are copied into the primary project's InDesign\<jobname>\ImportDiglot folder. When Publishing Assistant creates diglot documents in InDesign, it uses the files from the primary project's ImportDiglot folder for the secondary text, not the secondary project's folders. This means that any changes made within Paratext or Publishing Assistant to the secondary project will not be typeset unless tagged text is created again for the modified books, and new documents are created for the primary text.

Formatting Examples

The Gospel according to Évangile selon

MATTHEW MATTHIEU

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16 Finalizing the Publication

When the process of adjusting and correcting pages for the main scripture text documents is complete, some steps are required in order to finalize the publication for production.

Performing Final Checks and Validation

After all InDesign documents for the job have been processed and reviewed, some final checks should be performed:

- Check that all page numbers are correct.
- Validate All Pages
- Update All Headers 115

Handling Peripheral Materials

Your publication may include items such as a <u>table of contents</u>, preface or forward, introduction, glossary, or index.

See the Peripheral Materials topic for details on adding typical front and back matter content to your publication.

Generating Files for Production

16.1 Peripheral Materials

In this topic:

- <u>Authoring Peripheral Materials</u> (overview)
- Adding Peripheral Materials to InDesign [145]

Authoring Peripheral Materials

The USFM standard a documents a strategy for authoring translation peripheral materials within a Paratext project using a collection of non-biblical books:

- FRT Front Matter
- $\bullet \ \ INT-Introductions$
- BAK Back Matter
- **OTH** Other materials

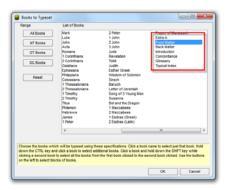
Within each of these peripheral material books, a **\periph** marker is used to indicate the start of a "sub-section" of content.

Additional books are provided for some back matter content which is large enough to require storing it in its own book file:

- ullet CNC Concordance
- GLO Glossary
- TDX Topical Index
- NDX Names Index
 - 1 Please see the USFM documentation on Peripheral Materials for detailed information on peripheral material authoring and markup.

Adding Peripheral Materials to InDesign

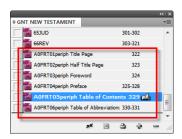
In general, the process for creating InDesign documents for handling peripheral material content is nearly identical as it is for working with biblical books. You will be working with content from the Paratext project's peripheral books. See Creating InDesign Documents for more details.



However, you should be aware of the following special issues when handling peripheral content:

- Make sure that the source Paratext project includes the peripheral material books and content sub-sections for the materials you wish to add (see above).
- If the main scripture text for the current publication is being typeset in 2 columns, you may wish to change the body text <u>columns[27]</u> specification to "1" for the peripheral books (unless you are using a <u>template family [75]</u> which already defines specific changes for peripheral sections). You might also wish to adjust the location for <u>page numbers[35]</u>.
- All new documents for peripheral material are added to the *end* of the book file used in InDesign for the current job. You may need to move the added documents to start of the list of books in the InDesign book palette. You can move books by selecting them and dragging them to a new position in the list. InDesign will re-paginate the documents in the book to reflect the changes you have made.
- When creating InDesign documents for these peripheral books, Publishing Assistant generates individual documents for each of the peripheral content sub-sections which are found. The document names will contain the text from the \periph marker which defines them. Publishing Assistant automatically generates a unique stylesheet configuration for a Table of Contents document, which is needed for correctly formatting an <u>automatically generated table of contents residually</u>. Some unique configuration is also performed automatically for Concordances and Names Indexes (which have unique layout requirements). By default, other front and back matter documents (\periph sub-sections from FRT, INT, BAK, OTH) are creating using the same stylesheet which is applied to scripture text books. You can produce different formatting results for various peripheral sections by adjusting the values in the Publishing Assistant job specifications (75).

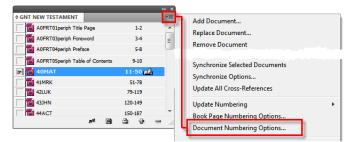
Below is the InDesign book manager for a New Testament publication after the Front Matter (FRT) book was added, and the various sub-content sections were divided into separate documents.



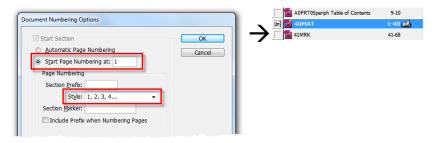
Adjusting Page Numbering Options

You may wish to use a different page numbering style for front or end matter documents, or re-start page numbering with the beginning of the first scripture text book. To make changes to page numbering options, complete the following steps:

- Select a **document** in the InDesign book palette which begins a location where page numbers should be restarted, or where the numbering style should be changed.
- Select Document Page Number Options from the Book palette menu.



- Select the **Start Page Number at**: option and enter the number which should begin on the first page of the selected document.
- Select the page numbering style from the Style drop-down menu list.



16.2 Generating a Table of Contents

In this topic:

- a Adding the Table of Contents 148
- updating the Table of Contents 150

Important!

The automatic table of contents generation feature requires that the source Paratext project has properly set Scripture Reference Settings.

To add a table of contents document within your publication, complete the following steps:

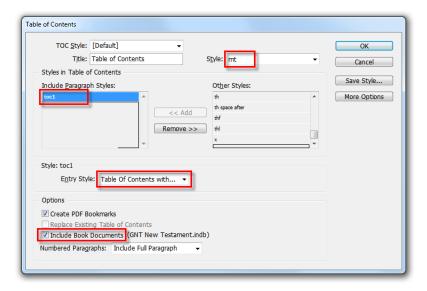
- Make sure that the source Paratext project includes the FRT book, and defines a table of contents subsection within it using the \periph Table of Contents (or \toc) marker. You may also wish to include the text for "Table of Contents" or "Contents" in the vernacular language, after \periph Table of Contents, using the \mt marker. The "Table of Contents" title, and any sub-titles can also be added to the text within InDesign once the table of content has been generated.
- Follow the steps for Adding Peripheral Materials to InDesign 1451. The new table of contents document will be named "A0FRT##periph Table of Contents" "toc" in the book palette document list.

The new Table of Contents document will contain one empty page. Depending on the running header/footer [ড়া specification options you selected when the FRT book was generated, there may be a page number on the top or bottom of the page. Publishing Assistant recognized that this was a table of content document and has added a special stylesheet to the document which is needed for handling the table of content layout. The remainder of the process is handled by the InDesign automatic "Table of Contents" feature.

To generate the table of contents text, complete the following steps:

- Select Table of Contents from the InDesign Layout menu.
 - InDesign will collect a list of style names from all of the documents in the current Book Group. In the following steps, you will be selecting a style which contains the text to use for the table of contents for each document. This is the reason why Scripture Reference Settings of the source Paratext project must have been defined.
- The InDesign Table of Contents dialog will appear.
- Select Include Book Document, under the "Options" heading near the bottom left of the dialog window. Do this first before configuring any other options.
- Enter the vernacular title text for the table of contents in the Title field. Specify a style to use for the title from the Style drop-down menu to the right of the Title field.
 - If you have included a main title (\mt) for the table of contents in the Paratext project source text, then you should leave the InDesign Title field empty.
- · Below the "Styles in Table of Contents" heading, there are two list windows. The "Other Styles" windows contains a list of all paragraphs styles found in the documents which are part of the current Book Group. Select the style named toc1 and click the << Add button to move it to the "Include Paragraph Styles" window.

- The "Style" heading in the dialog window should now appear as "Style: toc1". Below this, the Entry Style
 drop-down menu contains a list of paragraph styles available in the current "table of contents" document.
 Two styles have been added by Publishing Assistant which are correctly configured to format the table of
 contents entries. Select one of the following styles:
 - Table of Contents with Abbreviations You can select this style if the Paratext project text includes \toc2 markers, and you wish to include the book abbreviation as a column within the table of contents.
 - Table of Content without Abbreviations Select this style if the Paratext project text does NOT include \toc2 markers.



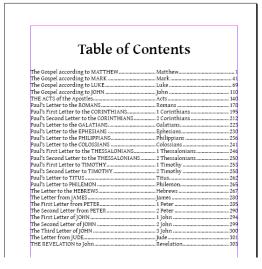
• Click OK.

InDesign will collect the text from the \c and (optionally) \c styles within each of the documents within the job (the "Book Document"). This may take a few moments.

The cursor will change to a loaded text icon.

• Position the cursor near the top left corner of the main body text frame and click the left mouse button. InDesign will create a text frame and add text for each entry of the table of contents with its corresponding page number. A main title will be included above the contents text if the Paratext source project included an \mt entry, or if the Title field from the InDesign Table of Contents options dialog was completed with the appropriate "Table of Contents" text.

The following image displays an example of a table of contents generated for a New Testament, using the the above procedures. The example includes book abbreviations (\toc2) and uses the "Table of Contents with Abbreviations" entry style.



You should manually add any additional sub-titles or headings which are required (e.g. "Old Testament", "New

Testament" etc.), and any extra vertical spacing which is needed for a pleasing appearance.

Updating the Table of Contents

If documents are added to the publication, or the length of existing documents are changed, you will need to update the table of contents to make sure that the correct page numbers are displayed. To do this, open the "table of contents" document from the InDesign book palette, and then select Update Table of Contents from the Layout menu. InDesign will scan the documents in the current Book Group and update the table of contents with the current text and page numbers.

Mote! If the table of contents is updated using this procedure, you will need to re-insert any content which was added manually.

16.3 Generating Files for Production

When the process of checking, tuning, correcting text, and finalizing the publication is complete, you will be ready to export Adobe PDF is files which are suitable for delivery to a printing service provider. Your service provider will need to supply you with the correct specifications for the files which can be handled within their printing workflow.

Before printing or handing off the document to a service provider, you should first perform a quality check on the document called a preflight check 1521.

Please note:

There are a significant number of configuration decisions to be made, when preparing files for final printing. InDesign provides tools and utilities to help with these procedures. This manual attempts to guide you through the basic procedures, but it is strongly recommended that you also consult the InDesign Help Center, or the InDesign printed documentation, for more complete information on printing and exporting files for your service provider. Your service provider may also be able to assist you with ensuring that your files meet their production specifications and that the printing process is successful.

16.3.1 Performing Preflight Checks

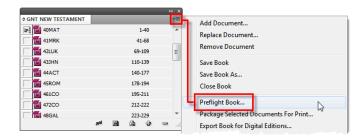
In this topic: Performing a Preflight Check | Topic | Viewing and Correcting Font Errors | Topic | Viewing and Repairing Links and Images | Topic | Viewing and Repairing Links | Topic | Topic | Viewing | Topic | T

The Preflight utility will alert you to problem areas in your documents which may prevent them from imaging and printing as desired. It also provides summary information about font usage, linked images, colors, and current print settings.

To perform a preflight check, complete the following steps:

- To check <u>a single open document</u>, select Preflight from the File menu.
- To check <u>one or more documents</u> from the InDesign Book file, select **Preflight Book** or **Preflight Selected Documents** from the **Book** palette menu.

If all of the documents in the Book file are currently selected, only the *Preflight Book* option will be available. To deselect all documents in the Book palette, click in the empty area below the last document in the list.



A Preflight Book Options dialog will open. Select Entire Book for the Scope setting.

• Click the Preflight button.

InDesign will analyze the each document in the select book. If no errors are found within a document, a small green circle is displayed beside its name in the book palette document list.



You can also produce a **PDF report** of the preflight results by placing a tick in the checkbox beside **Generate Report** the bottom of the Preflight Options dialog.

Font Issues

Issues with fonts may be reported in the following areas:

- **Missing fonts** fonts which are used in the document, but not installed on your computer. Fonts reported in this category will need to be installed on the current computer before you will be able to successfully export PDF files [154].
- Incomplete fonts fonts which have a screen font but not a corresponding printer font installed on your computer (uncommon).

 Some fonts are separated into screen and printer font files. Both items need to be installed to successfully print or export PDF files [154].
- Protected fonts fonts which cannot be embedded in PDF files due to license restrictions.
 You will need to make sure that the fonts you are using are licensed on both the current computer (used for preparing the typeset documents), and the service provider's output device(s). If this situation arises, you will need to carefully check the for consistency between your typeset documents and the output from the

service provider. Even fonts may be named identically, differences in versions can contain small changes in character widths etc. which may result in occasional changes to line endings (or even larger problems).

A

It is **always** preferable to be working with fonts which do not contain embedding restrictions. In this way, complete copies of the font can be embedded within exported PDF files. The *identical* font data used on the typesetting system will also then be available to the final output device.

Links and Images Issues

Issues with links and images may occur in the following areas:

- Links which point to image files which no longer exist on the current computer's hard disk
- RGB graphics which may not be supported by your service provider's printing process.

Much more detail on performing Preflight checks, and correcting problem areas, is available from the InDesign Help Center, or the InDesign printed documentation.

16.3.2 Exporting PDF Files

In this topic:

- About Adobe PDF 154

 About Adobe PDF 154
- Checking Your Documents
 T54
- Using PDF Presets 154
- PDF Options 156

About Adobe PDF

Portable Document Format (PDF) is a universal file format that will preserve the fonts, images, and layout of your source InDesign documents. By saving your typeset documents in Adobe PDF, you are creating a compact, reliable file that your service provider can output directly, or process using tools for such tasks as preflight checks, trapping, imposition, and color separation.

When you export in Adobe PDF format, you can also choose to create a PDF/X-compliant file. PDF/X (Portable Document Format Exchange) is a subset of Adobe PDF that eliminates many of the output variables that can lead to printing problems. PDF/X may be used wherever PDF files are exchanged as long as the applications and output devices support PDF/X.

Your service provider will need to supply you with the correct specifications for the files which can be handled within their printing workflow.

Checking Your Documents

You should always perform a <u>preflight check</u> on your InDesign documents before exporting PDF files for production. Any problem areas reported should be corrected. You also need to make sure that your InDesign documents meet the specifications for files which can be handled by your service provider.

- Are all fonts available and embeddable?
- Are all image links up to date, and image files available at the linked location on your hard disk?
- Only **high-resolution** images should be used in your document (>=300dpi).
- If there are **colored images** in your documents, and your service provider will be using a four-color-process job, make sure that you are using only CMYK images. Alternatively, you can convert RGB images to CMYK in the Output panel of the Export Adobe PDF dialog box.

There are numerous other issues to check if you are working with more complex colored artwork. For most basic Bible typesetting jobs, these issues should not be a concern.

• Detailed information about preparing InDesign documents for high-resolution PDF output is available online from the Adobe InDesign product support system.

Using PDF Presets

The simplest method for exporting a document or book to PDF is to use one of the default "PDF Presets" supplied with InDesign. You can also customize the PDF export options to suit your current task or service providers specifications. The PDF export settings you specify are saved with the application, and will apply to every new InDesign document or book you export to Adobe PDF until you change them again. To be able to quickly apply custom settings to Adobe PDF files, you can also save and reuse your own custom presets.

Here is a brief description of some of the PDF presets supplied with InDesign which may be useful for handling scripture typesetting files:

Press Quality — Creates PDF files for high-quality print production, but does not create files that are PDF/X-compliant. In this case, the quality of the content is the highest consideration. The objective is to maintain all the information in a PDF file that a commercial printer or prepress service provider needs in order to print the document correctly. This set of options uses PDF 1.4, converts colors to CMYK, downsamples color and grayscale images to 300 ppi and monochrome images to 1200 ppi, embeds subsets of all fonts, and preserves transparency. These PDF files can be opened in Acrobat 5.0 and Acrobat Reader 5.0 and later.

This is the PDF preset that will likely work well for sending your scripture typesetting files to a service provider. It is still important to check with your service provider for any settings which are different than the ones being used with this preset, such as the preferred output resolution.

High Quality Print — Creates PDF files for quality printing on desktop printers. This preset uses PDF 1.4, downsamples color and grayscale images to 300 ppi and monochrome images to 1200 ppi, embeds subsets of all fonts, creates tagged PDF, leaves color unchanged, and does not flatten transparency. These PDF files can be opened in Acrobat 5.0 and Acrobat Reader 5.0 and later.

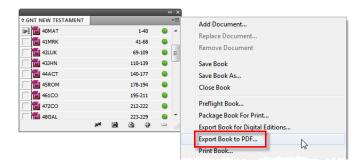
This is the default preset for InDesign. It is useful for preparing files for sending to others for proofing and editorial review.

PDF/X-1a (2001 and 2003) — Checks files for PDF/X-1a compliance. If the exported file will not be PDF/X-1a compliant, a warning message asks if you want to create a non-compliant file, or cancel.

PDF/X-3 (2002 and 2003) — Checks files for PDF/X-3 compliance. If the exported file will not be PDF/X-3 compliant, a warning message asks if you want to create a non-compliant file, or cancel. The main difference between PDF/X \square 1a and PDF/X-3 is that PDF/X-3 allows the use of color management and device-independent color in addition to CMYK and spot colors.

To export PDF files using one of the predefined presets:

- To export a PDF file for <u>a single open document</u>, select **Export** from the **File** menu.
- To export PDF files for <u>one or more documents</u> from the InDesign Book file, select Export Book to PDF OR Export Selected Documents to PDF from the Book palette menu.
 If one or more of the documents in the Book file are currently selected, only the Export Selected Documents to PDF option will be available. To deselect all documents in the Book palette, click in the empty area below the last document in the list.



- In the Export dialog, enter a name for the PDF file. Click Save.
- Select the preset you would like to use from the Adobe PDF Preset drop-down menu.



Check for any alert icons beside the PDF options list at the left side of the Export dialog.
 Click on the category heading beside an alert to evaluate and possibly correct any problems reported there.



• Once you have addressed any problem areas, click Export.

To customize a preset:

- From the File menu, select Adobe PDF Presets. Then select Define.
- To *create* a new preset click **New**. If you want to base the new preset on an existing preset, select the preset first. Set <u>PDF options</u>[156], and click **OK**.
- To edit an existing custom preset select the preset and click Edit. (You cannot edit the default presets.)
 Set PDF options [15], and click OK.
- To *delete* a preset select it and click **Delete**.
- To save a preset in a new location (other than the default Settings folder in the Adobe PDF folder), select it and click **Save As**. Specify a location and click **Save**.

PDF Options

Adobe PDF options are divided into categories which are listed on the left side of the Export Adobe PDF dialog box. Changing any option appends the word "(modified)" to the current preset name. You can click the arrow next to a category (for example, General) to view individual settings.

Standard — Specifies a PDF/X format for the file.

Compatibility — Specifies a PDF version for the file.

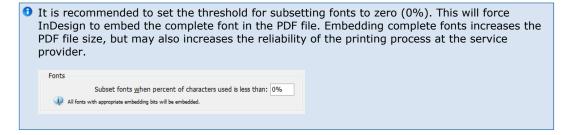
General — Specifies basic file options.

Compression - Specifies if artwork should be compressed and downsampled, and if so, which method and settings to use.

Marks and Bleeds — Specifies printer's marks and the bleed and slug areas. Although the options are the same as in the Print dialog box, the calculations are subtly different because PDF is not output to a known page size.

Output — Controls how colors and PDF/X output intent profiles are saved in the PDF file.

Advanced — Controls how fonts, OPI specifications, transparency flattening, and JDF instructions are saved in the PDF file.



Security — Adds security to the PDF file.

Summary — Displays a summary of the current PDF settings. To save the summary as an ASCII text file, click **Save Summary**.

An alert icon appears beside an option category if a setting cannot be applied and must be reconfigured. After making changes to the PDF options, you need evaluate and possibly correct any problem areas reported.

Detailed information on settings for each of the PDF option categories is available from the InDesign product support system (see the InDesign Help menu). Look for the the topic "Adobe PDF Options".

Page and Frame Details

Publishing Assistant creates and labels a collection of frames on each page of a new InDesign document. Frames can contain text or graphics and are used to position and control the flow of elements added during the automatic page layout process. There are separate frames used for the running header, introduction text, body text, notes text, and illustrations. A unique combination of frames is required for the page layout used when scripture books are flowed together 120.

Object Styles

Text frames can be associated with an object style. The object style contains the various formatting properties applied to any text frames in the document associated with the style. Documents created by Publishing Assistant use object styles for controlling the formatting of the various text frames on each page.

Master Pages

All pages in each document are linked to a master is page. A master is a special page which contains common elements that will appear on all pages which have that master applied. Changes made to a master are automatically applied to associated pages.

The following topics contain illustrations for each of the different types of pages you will find in documents generated by Publishing Assistant for standard Bible projects (i.e. not for all possible page designs allowed in custom layouts [55]). After each illustration is a list of the page frames, the object style applied to the frame, and a short description of each frame's function. There are also notes on adjusting frames, the frame's text wrap attribute, and any restrictions you should be aware of when working with the frames to resolve common page layout problems.

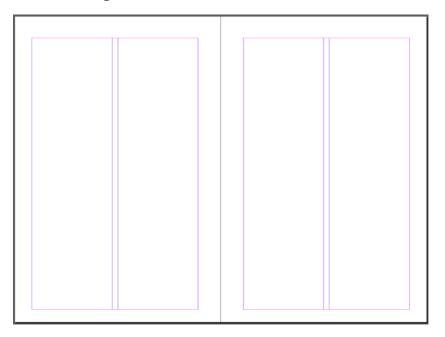
- Master Page Frames and Guides 158
- Introduction Page Frames 159
- Body Text Page Frames 161
- Appended Book Page Frames [163]

Important:

This topic cannot specifically cover all of the frame details for custom layout is jobs, since the page layout description 5th for each of the jobs is individually defined by the typesetter. However, be aware that for any job Publishing Assistant depends upon the presence of each of the the frames it generates during the initial document setup procedure. It is very important that page frames not be adjusted in ways which will disable the program from operating correctly. Please read the information in this topic carefully before adjusting or removing any page frames.

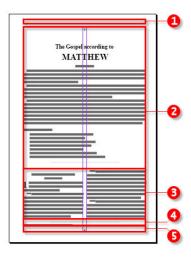
See 1 Selecting and Adjusting Text Frames 1651.

17.1 Master Page Guides



Master page contents only **Body text frame** *guides* — The colored lines outline the body text area on the page. These are layout *guides*, not actual frames. When Publishing Assistant flows the body text into the document during the initial setup procedure, InDesign automatically adds text frames to the pages required to contain the text. The text frames are positioned according to these layout *guides*.

17.2 Introduction Page Frames



- **1 Running header text frame** This frame is added locally to each page of the document for adding and positioning the running header text for the current page. The content for the header frame is determined by the <u>Headers/Footers</u> tab.
 - The object style applied is "ReferenceHeaderFrame 175".
 - No text wrap attribute is set for this frame.
 - The location and size of the frame should not be adjusted manually.
 - The frame should never be removed from the page.
- Introduction text frame This frame is added locally to the first page of new scripture book during the initial setup procedure. It is used to contain all of the major titles and introduction text for the current scripture book.
 - The object style applied is "IntroFrame [175]".
 - The text wrap attribute is set to "wrap around" this frame.
 - It can be helpful at times to <u>adjust</u> the size of this frame in order to push some or all of the initial body text on to the following page.
 - The frame should never be removed from the page.
- Body text frame(s) One or two frames are automatically added locally to each page during the process of importing and flowing the body text into the document. The frames are sized and positioned according to the guides established on the master page. If 2 columns are defined, two text frames will be created and connected together. All body text frames for the current book are also connected together sequentially. The process of connecting text frames is called "threading".
 - The object style applied is "BodyFrame 175".
 - No text wrap attribute is set for these frame(s).
 - For a single column publication, the size of this frame may be <u>adjusted</u> (reduced) from the bottom in order to push some text from one page to the next. This should be attempted only if stretching or shrinking one or more paragraphs cannot resolve a pagination problem.
 - For a double column publication, the location and size of the frames should not be adjusted manually. If the height of one frame is less than the other, Publishing Assistant will not be able to balance the text columns (if the program option to Balance Columns Automatically) is selected).
- 4 Notes text frame This frame is added locally to each page of the document during the initial setup procedure. Initially the frame is located slightly below the body text frame(s) and configured with a very small height. If the Adjust Page of Adjust All Pages tools determine that one or more notes need to be set on the current page, the frame will be expanded to the size required for the note content.
 - The object style applied is "NoteFrame 175".
 - The text wrap attribute is set to "wrap around" this frame.
 - The location and size of the frame should not be adjusted manually.
 - The frame should never be removed from the page.
- Footer text frame This frame is added locally to each page of document in order to add and position running footer text for current page. If the frame does not contain any data then it is very small in height.
 - The object style applied is "ReferenceHeaderFrame 175".

- The text wrap attribute is set to "wrap around" this frame.
 The location and size of the frame can be adjusted manually, if required.
 The frame should never be removed from the page.

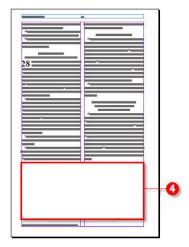
17.3 Body Text Page Frames



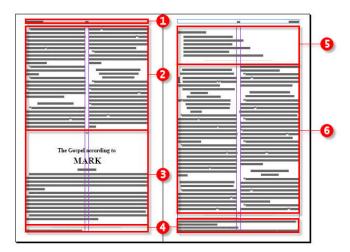
- Running header text frame This frame is added locally to each page of the document for adding and positioning the running header text for the current page. The content for the header frame is determined by the Running Header/Footer tab.
 - The object style applied is "PageNumberFrame 175".
 - No text wrap attribute is set for this frame.
 - The location and size of the frame should not be adjusted manually.
 - The frame should never be removed from the page.
- 2 Body text frame(s) One or two frames are automatically added locally to each page during the process of importing and flowing the body text into the document. The frames are sized and positioned according to the guides established on the master page. If 2 columns are defined, two text frames will be created and connected together. All body text frames for the current book are also connected together sequentially. The process of connecting text frames is called "threading".
 - The object style applied is "BodyFrame 175".
 - No text wrap attribute is set for these frame(s).
 - For a single column publication, the size of this frame may be <u>adjusted likely</u> (reduced) from the bottom in order to push some text from one page to the next. This should be attempted only if stretching or shrinking one or more paragraphs cannot resolve a pagination problem.
 - For a double column publication, the location and size of the frames should not be adjusted manually. If the height of one frame is less than the other, Publishing Assistant will not be able to balance the text columns (if the program option to Balance Columns Automatically) is selected).
- Notes text frame and Footer text frame This frame is added locally to each page of the document during the initial setup procedure. Initially the frame is located slightly below the body text frame(s) and configured with a very small height. If the Adjust Page or Adjust All Pages tools determine that one or more notes need to be set on the current page, the frame will be expanded to the size required for the note content.
 - The object style applied is "NoteFrame 175".
 - The text wrap attribute is set to "wrap around" this frame.
 - The location and size of the frame should not be adjusted manually.
 - The frame should never be removed from the page.

Footer frame is added locally to each page of document in order to add and position running footer text for current page. If the frame does not contain any data then it is very small in height.

- 4 Last page of the book frame (shown below) This frame is added locally to the final page of a scripture book. It is resized by Publishing Assistant in order to balance the flow of text in the main body text columns (some paragraphs may also be expanded or shrunk in order to achieve balanced columns). The frame is removed by Publishing Assistant if the length of the body text ever becomes longer than the current last page.
 - There is no object style applied to this frame.
 - The text wrap attribute is set to "wrap around" this frame.
 - The location and size of the frame can be adjusted manually, if required.



17.4 Appended Book Page Frames



- Running header text frame This frame is added locally to each page of the document for adding and positioning the running header text for the current page. The content for the header frame is determined by the Headers/Footers tab. When a new book is appended to the current book, the header for the page where the new book has been appended will be adjusted to reflect the updated content on the page.
 - The object style applied is "PageNumberFrame[175]".
 - No text wrap attribute is set for this frame.
 - The location and size of the frame should not be adjusted manually.
 - The frame should never be removed from the page.
- 2 & 6 Body text frame(s) One or two frames are automatically added locally to each page during the process of importing and flowing the body text into the document. The frames are sized and positioned according to the guides established on the master page. If 2 columns are defined, two text frames will be created and connected together. All body text frames for the current book are also connected together sequentially. The process of connecting text frames is called "threading".
 - The body text frame for the end of the current book (frame 2) is NOT connected to the body text frame(s) for the new/appended book (frame 6).
 - The object style applied is "BodyFrame 175".
 - No text wrap attribute is set for these frame(s).
 - For a single column publication, the size of this frame may be <u>adjusted (reduced)</u> from the bottom in order to push some text from one page to the next. This should be attempted only of stretching or shrinking one or more paragraphs cannot resolve a pagination problem.
 - For a double column publication, the location and size of the frames should not be adjusted manually. If the height of one frame is less than the other, Publishing Assistant will not be able to balance the text columns (if the program option to Balance Columns Automatically is selected).

- **3 & 5 Introduction text frame(s)** A single column text frame is added locally to the last page of the previous scripture book during the procedure used to <u>flow books together</u> It is used to contain all of the major titles and introduction text for the current scripture book. If the introduction text cannot be contained within the space left on the last page of the previous book, another single column frame is added locally to the following page. Any remaining text is added to the second frame, and the two frames are connected.
 - The object style applied is "IntroFrame 175".
 - The text wrap attribute is set to "wrap around" this frame.
 - It can be helpful at times to <u>adjust</u> the size of this frame in order to push some or all of the initial body text on to the following page.
 - The frame should never be removed from the page.

Caution!

The size and position of the introduction text frame(s) added by Publishing Assistant are fixed. They are not *automatically* adjusted by changes to the length of the body text of the current book (frame 2). For this reason it is very important to that you are *completely finished adjusting the pages of an existing book* before appending the text for a new book.

If the length of the body text for the current is increased at a later time, you will need to adjust the top position of the introduction text frame (frame 3) for the new book in order to reveal text which is now hidden beneath it. This chance of accidentally hiding text is only compounded if many books are flowed together.

- 4 Notes text frame and Footer text frame Notes text frame is added locally to each page of the document during the initial setup procedure. Initially the frame is located slightly below the body text frame(s) and configured with a very small height. If the Adjust Page or Adjust All Pages tools determine that one or more notes need to be set on the current page, the frame will be expanded to the size required for the note content.
 - The object style applied is "NoteFrame 175".
 - The text wrap attribute is set to "wrap around" this frame.
 - The location and size of the frame should not be adjusted manually.
 - The frame should never be removed from the page.

Footer frame is added locally to each page of document in order to add and position running footer text for current page. If the frame does not contain any data then it is very small in height.

See also Together Books Together 201.

17.5 Selecting and Adjusting

All text within a scripture document in InDesign resides in a container called a *text frame*. Text frames can be moved, resized, and changed. The tool that is used to select a text frame determines the kind of changes which can be made to the frame.

- To enter or edit text in a text frame, use the Type tool.
- To position or resize a frame, use the Selection tool.
- To alter the shape of a frame, use the Direct Selection tool.

To resize a text frame

Option 1

- Select the Type tool from the InDesign Toolbox.
- Hold down the CTRL key and drag any frame handle.
 If you hold down the mouse button for one second before you begin dragging, the text will recompose while you resize the frame.
 - Note: If you click the text frame instead of dragging it, you will lose your text selection or insertion point location.

Option 2

- Choose the **Selection tool** from the InDesign Toolbox.
- Drag any of the frame handles on the frame's border.

To move a text frame

- Choose the **Selection tool** from the InDesign Toolbox.
- · Drag the frame.
 - Note: If you want to move a text frame without switching to the Selection tool first, hold down CTRL, and then drag the frame.

To select a frame

InDesign allows to stack frames on top of each other. At times it can seem unclear how to select and then adjust these frames. To select a frame on a page, do the following:

- Choose the **Selection tool** from the InDesign Toolbox.
- Move the cursor over the frame you wish to select.
- Continue clicking until the frame is selected.
 - 1 If there are few frames stacked InDesign by default will select the frame which is located on top (in front) of others. Pressing the CTRL key and clicking will allow to select the frame that lays lower in a stack.
- Release the CTRL key. Now you should be able to resize or move the text frame as needed.

For details on adjusting graphic frames see 1 Handling Illustrations 120.

See the InDesign Help Center, or the InDesign printed documentation, for complete information on working with frames in InDesign.

18 Appendix

In this section:

- □ <u>Publication Specification Parameters</u> □ <u>Publishing Assistant Generated Styles</u> □ <u>172</u>

18.1 Job Specification Parameters

The following specification parameters are recognized by Publishing Assistant and can be used in <u>publication template</u> [68] configurations. The hyperlinks direct you to documentation for the associated publication specifications interface location which normally configures the parameter.

Basics (incl. page size, margins, columns, font font size, leading, justification)

- ppUseSavedStylesheet 20 Stylesheet to use. This parameter would not be used in a publication template.
- ppFontName 21 Name of the font to use to typeset the text.
- ppFontSize 21 Size of the font to use for body text. (default units: pt)
- ppSpacingInterline 21 Size of the line spacing (leading) to use for body text. (default units: pt)
- <u>ppParJustify</u> 2 "Yes" for justified paragraphs. "No" for ragged right paragraphs. The last line of a paragraph is never justified. It is assumed that some paragraph elements are never justified (headings, poetic lines).
- ppPageWidth 21 Page width. Specify partial values with decimals, e.g. 8.5 _not_ 8 1/2. (default units: mm)
- ppPageHeight 21 Page height. Specify partial values with decimals, e.g. 8.5 _not_ 8 1/2. (default units: mm)
- ppMarginTop 2 Page top margin. Specify partial values with decimals, e.g. .75 _not_ 3/4. (default units: mm)
- ppMarginBottom and Page bottom margin. Specify partial values with decimals, e.g. .75 _not_ 3/4. (default units: mm)
- ppMarginInside 1 Page inside margin. Specify partial values with decimals, e.g. .75 _not_ 3/4. (default units: mm)
- ppMarginOutside [27] Page outside margin. Specify partial values with decimals, e.g. .75 _not_ 3/4. (default units: mm)
- ppNumberOfColumns 21 Number of columns for body text. "1" for single column. "2" for double column.
- ppColumnGutter hard Column gutter size (space between columns). This is ignored if a 1 column format is chosen. Specify partial values with decimals, e.g. .75 _not_ 3/4. (default units: mm)
- ppColumnGutterRule 21 "Yes" to draw vertical line in the column gutter. "No" to disable the gutter rule.
- <u>ppColumnGutterRuleTopOffset[22]</u> Amount to offset the top of the column gutter rule. Specify partial values with decimals (e.g. .75 *not* 3/4).
- <u>ppColumnGutterRuleBottomOffset</u> 22 Amount to offset the bottom of the column gutter rule. Specify partial values with decimals (e.g. .75 *not* 3/4).

Chapter/Verse

- ppChapterNumber "Drop Cap" to display drop cap chapter numbers. "Centered" to display centered chapter headings. "Inline" to display the chapter number inline with text at the start of the first paragraph. This option applies to all books <code>except</code> Psalms.
- <u>ppPsalmsChapterNumber[3]</u> "Drop Cap" to display drop cap Psalm numbers. "Centered" to display centered Psalm headings. "Inline" to display the chapter number inline with text at the start of the first paragraph/poetic line. This option applies to Psalms *only*
- <u>ppChapterString[24]</u> Does not apply if ppChapterNumber="Drop Cap". Provide the string which is to precede the chapter number, e.g. Capitulo. The chapter number will be displayed as a type of heading. This option applies to all books *except* Psalms.
- <u>ppPsalmString[24]</u> Does not apply if ppPsalmsChapterNumber="Drop Cap". Provide the string which is to precede the Psalm number, e.g. Capitulo. The Psalm number will be displayed as a type of heading. This option applies to Psalms *only*.
- <u>ppFontTitleCenteredChapterStyle</u> Font style for Centered chapter numbers. Specify "Normal", "Italic", "Bold", or "Bold Italic".
- <u>ppFontTitleCenteredChapterSize</u> 24 Size of the font to use for Centered chapter numbers. Specify an empty string to force a default to be calculated based on the body text font size. (default units: pt)
- <u>ppSpacingTitleCenteredChapterInterline</u> [24] Size of the line spacing (leading) to use for Centered chapter numbers. Specify an empty string to force a default to be calculated based on the body text line spacing (leading). (default units: pt)
- ppSpacingTitleCenteredChapterMarginTop Amount of space to include before Centered chapter numbers. Specify an empty string to force a default to be calculated based on the body text line spacing (leading). (default units: pt)
- ppSpacingTitleCenteredChapterMarginBottom

 Amount of space to include after Centered chapter numbers. Specify an empty string to force a default to be calculated based on the body text line spacing (leading). (default units: pt)
- ppVerseFormatBold 24 Make format for verse numbers bold?
- ppVerseFormatRaised 24 Make default format for verse numbers raised above base line?
- <u>ppVerseFirstInChapterDisplay[23]</u> "Yes" to display the first verse number in a chapter. "No" to *omit* the first verse number in a chapter from the published document. In single chapter books, the first verse number is shown if the chapter number is hidden.
- <u>ppSingleChapterBookHideChapterNum</u>[23] "Hide Chapter Number" to hide the chapter number when a book has only one chapter. "Show Chapter Number" to show the chapter number.

Headings (Major Sections, Sections, Sub Sections, References)

- <u>ppTitleMainSize[26]</u> —Size of the font to use for Main Titles. Specify an empty string to force a default to be calculated based on the body text font size. (default units: pt)
- <u>ppFontTitleSectionStyle</u> 6 Font style for Section headings. Specify "Normal", "Italic", "Bold", or "Bold Italic".
- ppAlignTitleSection [26] "Yes" to align Section headings in center of column. "No" to align 'start' (left for LTR scripts; right for RTL).
- ppFontTitleSectionSize 26 Size of the font to use for Section headings. Specify an empty string to force a default to be calculated based on the body text font size. (default units: pt)
- ppSpacingTitleSectionMarginTop Amount of space to include before Section headings. Specify an empty string to force a default to be calculated based on the body text line spacing. (default units: pt)
- ppSpacingTitleSectionMarginBottom 26 Amount of space to include after Section headings. Specify an empty string to force a default to be calculated based on the body text line spacing. (default units: pt)
- <u>ppFontTitleSectionReferenceStyle[27]</u> Font style to use for Section heading references. Specify "Normal", "Italic", "Bold", or "Bold Italic".
- <u>ppFontTitleSectionReferenceSize[27]</u> Size of the font to use for Section references. Specify an empty string to force a default to be calculated based on the body text font size. (default units: pt)
- <u>ppFontTitleMajorSectionStyle</u>
 — Font style for Major Section headings. Specify "Normal", "Italic", "Bold", or "Bold Italic".
- <u>ppAlignTitleMajorSection</u> [26] "Yes" to align Major Section headings in center of column. "No" to align 'start' (left for LTR scripts; right for RTL).
- ppFontTitleMajorSectionSize 26 Size of the font to use for Major Section headings. Specify an empty string to force a default to be calculated based on the body text font size. (default units: pt)
- <u>ppSpacingTitleMajorSectionInterline</u>

 Size of the line spacing (leading) to use for Major Section headings. Specify an empty string to force a default to be calculated based on the body text line spacing. (default units: pt)
- <u>ppSpacingTitleMajorSectionMarginTop</u> 26) Amount of space to include before Major Section headings. Specify an empty string to force a default to be calculated based on the body text line spacing. (default units: pt)
- ppSpacingTitleMajorSectionMarginBottom@">ppSpacingTitleMajorSectionMarginBottom@">ppSpacingTitleMajorSectionMarginBottom@">ppSpacingTitleMajorSectionMarginBottom@">ppSpacingTitleMajorSectionMarginBottom@">ppSpacingTitleMajorSectionMarginBottom@">ppSpacingTitleMajorSectionMarginBottom@">ppSpacingTitleMajorSectionMarginBottom@">ppSpacingTitleMajorSectionMarginBottom@">ppSpacingTitleMajorSectionMarginBottom@">ppSpacingTitleMajorSectionMarginBottom@" Amount of space to include after Major Section headings. Specify an empty string to force a default to be calculated based on the body text line spacing. (default units: pt)
- <u>ppFontTitleMajorSectionReferenceStyle</u> (27) Font style to use for Major Section heading references. Specify "Normal", "Italic", "Bold", or "Bold Italic".
- <u>ppFontTitleMajorSectionReferenceSize</u>[27] Size of the font to use for Major Section references. Specify an empty string to force a default to be calculated based on the body text font size. (default units: pt)
- <u>ppFontTitleSubSectionStyle</u> Font style for Sub Section headings. Specify "Normal", "Italic", "Bold", or "Bold Italic".
- ppAlignTitleSubSection 26 "Yes" to align Sub Section headings in center of column. "No" to align 'start' (left for LTR scripts; right for RTL).
- <u>ppFontTitleSubSectionSize</u> Size of the font to use for Sub Section headings. Specify an empty string to force a default to be calculated based on the body text font size. (default units: pt)
- <u>ppSpacingTitleSubSectionInterline</u> Size of the line spacing (leading) to use for Sub Section headings. Specify an empty string to force a default to be calculated based on the body text line spacing. (default units: nt)
- <u>ppSpacingTitleSubSectionMarginTop</u>[26] Amount of space to include before Sub Section headings. Specify
 an empty string to force a default to be calculated based on the body text line spacing. (default units: pt)
- <u>ppSpacinqTitleSubSectionMarginBottom</u> Amount of space to include after Sub Section headings. Specify an empty string to force a default to be calculated based on the body text line spacing. (default units: pt)
- <u>ppFontTitleSubSectionReferenceStyle</u> [27] Font style to use for Sub Section heading references. Specify "Normal", "Italic", "Bold", or "Bold Italic".
- <u>ppFontTitleSubSectionReferenceSize</u> Size of the font to use for Major Section references. Specify an empty string to force a default to be calculated based on the body text font size. (default units: pt)

Footnotes (incl. Cross References)

- ppTypesetFNotes 28 "Yes" to typeset footnotes. "No" to prevent footnotes from being typeset.
- ppTypesetXRefs 28 "Yes" to typeset cross references. "No" to prevent cross references from being typeset.
- ppFontSizeNotes Size of the font to use for note text (footnotes and cross references). (default units: pt)
- ppSpacingInterlineNotes 28) Size of the line spacing (leading) to use for note text (footnotes and cross references). (default units: pt)
- <u>ppFootnoteCallerFontStyle[28]</u> Font style to use for footnote callers. Specify "Normal", "Italic", "Bold", or "Bold Italic".
- <u>ppCrossReferenceCallerFontStyle</u>
 Font style to use for cross reference callers. Specify "Normal", "Italic", "Bold", or "Bold Italic".
- ppFnoteNumbering [29] "0" to use the footnote callers defined in the project text and the default caller sequence method. "1" to cause the footnote caller sequence to restart at the beginning of every new book. "2" to restart every chapter. "3" to restart every page.
- ppXrefNumbering (29) "0" to use the cross reference callers defined in the project text and the default caller sequence method. "1" to cause the cross reference caller sequence to restart at the beginning of every new book. "2" to restart every chapter. "3" to restart every page.
 ppFootnoteIncludeReference (30) "Yes" to display the source reference at the beginning of the footnote
- <u>ppFootnoteIncludeReference[30]</u> "Yes" to display the source reference at the beginning of the footnote (after the caller). "No" to *omit* the source reference from the footnote text. Specifying "Yes" will only have an effect if the source text includes a footnote reference element (USFM <u>a \fr</u>).
- <u>ppFootnoteReferenceFontStyle[30]</u> Font style to use for references in footnotes. Specify "Normal", "Italic", "Bold", or "Bold Italic".
- ppNoteRule 3 "Yes" to draw a horizontal line between the body text and notes. "No" to disable.
- ppNoteOnNewline [31] "Yes" to force each footnote to start on a new line. "No" to allow footnotes to start on the same line as a previous footnote on the same page (with white space between).
- <u>ppSpaceBetweenFtAndXt</u> and "Yes" to add a blank line between the footnotes and cross references. "No" to typeset cross references on the next line, immediately following any footnote text.
- <u>ppNoteFrameStyle</u> [32] Desired style for the footnote frame. "1 Column Page Wide" to produce a 1 column layout for notes. "2 Columns Page Wide" to produce a 2 column layout for notes.
- ppNoteGutterRule 32 "Yes" to draw a vertical line in the footnote column gutter. "No" to disable the gutter rule (n/a with single column note layout).

Text Spacing (incl. vertical justification, hyphenation)

- <u>ppSpacingWordBasic [33]</u> Desired (optimal) size of the space that is used between words, specified as a percentage of a space (eg. 100 = normal space width).
- <u>ppSpacingWordSquash</u> Minimum amount to which the space between words can be reduced, specified as a percentage of a space (eg. 75). Must be less than or equal to desired.
- ppSpacingWordStretch 3 Maximum amount to which the space between words can be expanded, specified as a percentage of a space. (eg. 125) Must be more than or equal to desired.
- <u>ppSpacingLetterBasic[33]</u> Desired (optimal) size of the space that is used between letters, specified as a percentage of an em space (usually zero).
- ppSpacingLetterSquash 3 Minimum amount which the space between letters can be reduced, specified as
 a percentage of an em space (eg. -5). Must be less than or equal to desired.
- <u>ppSpacingLetterStretch</u> Maximum amount which the space between letters can be expanded (stretched), specified as a percentage of an em space (eq. 5). Must be more than or equal to desired.
- ppKern Approach (strategy) to use when adding or subtracting space between specific pairs of characters. Specify "Optical" to adjust the spacing between adjacent characters based on their shapes. Specify "Metrics" to use kerning pair tables defined in the font.
- <u>ppSpacingGlyphScaleBasic (33)</u> Desired (optimal) size of glyphs, specified as a percentage (eg. 100 = normal)
- <u>ppSpacingGlyphScaleSquash</u>[33] Minimum amount which the size of a glyph can be scaled, specified as a percentage (eg. 95)
- <u>ppSpacingGlyphScaleStretch</u> Maximum amount which the size of a glyph can be scaled, specified as a percentage (eg. 105)
- ppVerticalJustify [34] "Yes" to enable automatic vertical justification (column balancing). "No" to disable automatic vertical justification. If vertical justification is disabled: (1) Default calculations for heading/title and other vertical spacing will attempt to maintain accurate front/back line registration. (2) If you choose to customize heading/title or other vertical spacing parameters, and wish to maintain registration, you must select values carefully (typically working with multiples of the Interline Space).
- select values carefully (typically working with multiples of the Interline Space).

 ppHyphenation

 Language to use for hyphenation. Specify one of "None", "hyphenatedWords.txt",

 "Catalan", "Czech", "Chinese", "Danish", "Dutch", "English: Canadian", "English: UK", "English: USA",

 "Finnish", "French", "French: Canadian", "German: Reformed", "German: Swiss", "German: Traditional",

 "Greek", "Hungarian", "Italian", "Norwegian: Bokomal", "Norwegian: Nynorsk", "Polish", "Portuguese",

 "Portuguese: Brazilian", "Russian", "Slovak", "Spanish: Castilian", "Swedish" or "Turkish".

Other (incl header/footer, typeface names)

- ppHeaderInsideLP 35 Header content for the Inside of Left Page.
 - o "0" to set *nothing* in the header at this location.

- o "1" = Page Number
- o "2" = Chapter Reference Entire range on page
- o "3" = Chapter Reference First reference on page
- o "4" = Chapter Reference Last reference on page
- o "5" = Chapter/Verse Reference Entire range on page
- \circ "6" = Chapter/Verse Reference First reference on page
- o "7" = Chapter/Verse Reference Last reference on page
- o Custom string option, e.g.
bcv.l>. For details see
Custom Header/Footer Content Codes
- ppHeaderCenterLP35 Header content for the Center of Left Page (options as above).
- <u>ppHeaderOutsideLP[35]</u> Header content for the Outside of Left Page (options as above).
- ppHeaderInsideRP = Header content for the Inside of Right Page (options as above).
- ppHeaderCenterRP 35 Header content for the Center of Right Page (options as above).
- ppHeaderOutsideRP35 Header content for the Outside of Right Page (options as above).
- ppFooterInside 35 Footer content for the page inside position.
 - o "0" to set nothing in the header at this location.
 - o "1" = Page Number
 - o Custom string option. For details see Custom Header/Footer Content Codes in
- ppFooterCenter(35) Footer content for the page center position (options as above).
- ppFooterOutside 35 Footer content for the page outside position (options as above).
- <u>ppHeaderReferenceHandling [35]</u> Should the header contain the reference to a partial verse, or only to the first complete verse which appears on the page. "10" to include the reference for a partial verse. "11" to only include the first full reference.
- <u>ppFontRunningHeaderSize</u>[35] Font size for header text.
- ppRunningHeaderConsecutiveSeparator 35 Separator to be used between consecutive references. Normally a comma ".".
- <u>ppRunningHeaderNonConsecutiveSeparator</u> [35] Separator to be used between non-consecutive references that include a chapter range, E.g. Mat 3–4 or Mat 3.23–4.16. This is typically an endash.
- <u>ppRunningHeaderNonConsecutiveSeparatorVerseOnly</u> 37 Separator to be used between non-consecutive references that do not include a chapter range, E.g. Mat 3.5-23. This is typically a short dash (hyphen).
- <u>ppShowPageNumberFirstPage</u> (35) "Yes" to show the page number at the bottom of the first page of each book. "No" to hide the page number.
- ppRunningHeaderSpaceBelow (35) Amount of space to apply between the running header and the first line of body text. Leave blank to apply a default of one full line of space. This value also affects footers. Specify partial values with decimals, e.g. 8.5 _not_ 8 1/2. (default units: mm)
 ppRunningHeaderChapterVerseSeparator (35) Separator to be used between chapter/verse. Usually a colon
- <u>ppRunningHeaderChapterVerseSeparator</u> | Separator to be used between chapter/verse. Usually a color
 ":" or a period ".".
- ppHeaderLabelsFontStyle 44 Font style to use for labels in table headers. Specify "Normal", "Italic", "Bold", or "Bold Italic".
- <u>ppTableSpaceBefore</u> [44] Amount of space to include before tables. Specify an empty string to force a default of 1/2 of the body text line spacing (leading). (default units: pt)
- ppTableSpaceAfter 4 Amount of space to include after tables. Specify an empty string to force a default of 1/2 of the body text line spacing (leading). (default units: pt)
- ppItalicFontName 44 Font to use for italic text. This is usually the same as the default body text font specified by ppFontName. Alternatively, specify the name of the font you would like to substitute when italic is requested. You must also specify ppItalicFaceName.
- ppItalicFaceName 44 Name for the italic face in the font specified by ppItalicFontName.
- ppBoldFontName Into use for bold text. This is usually the same as the default body text font specified by ppFontName. Alternatively, specify the name of the font you would like to substitute when bold is requested. You must also specify ppBoldFaceName.
- <u>ppBoldFaceName</u> Name for the bold face in the font specified by ppBoldFontName.
- ppBoldItalicFontName Font to use for bold italic text. This is usually the same as the default body text font specified by ppFontName. Alternatively, specify the name of the font you would like to substitute when bold italic is requested. You must also specify ppBoldItalicFaceName.
- ppBoldItalicFaceName 44 Name for the bold italic face in the font specified by ppBoldItalicFontName.

Layout

ppNRComposer |47| — Specify "Adobe World-Ready Paragraph Composer" to use multi-line composer shipped with Adobe InDesign. Specify "Adobe World-Ready Single-line Composer" to composing text one line at a time.

- ppOMA [47] "Yes" to use optical margin alignment. Punctuation marks and letters such as "W" can make the left or right edges of a column appear to be misaligned. Optical Margin Alignment controls whether punctuation marks (such as periods, commas, quotation marks, and dashes) and edges of letters (such as W and A) hang outside the text margins, so that the type looks aligned. "No" to turn off Optical Margin Alignment (all text will be justified only up to the margin edge).
- ppIDME 48 "Yes" to indicate that the system is using the Middle East version of InDesign. "No" to indicate that the system is using standard InDesign. The remaining Middle East configuration options will be considered only if ppIDME is set to "Yes".
 - o ppHindiDiqits 48 Type of digits to use. Specify "Default" to use numbers in the same language as that of the previous character in the text. Other options are "Arabic", "Hindi", or "Farsi" numbers. (Arabic in this instance refers to "European" digits.)

- o ppKashidas 48 "Yes" to enable justification using kashidas. "No" to disable kashidas.
- o ppCharacterDirection Alternate (non-Arabic) text direction for bi-directional text. Specify "Default" to let InDesign handle bi-directional text, automatically switching direction as required by the kind of text encountered. Specify "Left to Right" or "Right to Left" to explicitly define the alternate text direction.
- o <u>ppDiacriticPositioning[48]</u> Specify how vowels/diacritics should be positioned. Specify "OpenType", "Loose", "Normal", "Tight", or "None".
- o <u>ppParagraphJustification [48]</u> Method to use for paragraph justification. Specify "Naskh", "Arabic", or "Standard". The configuration of this parameter is only significant if <u>ppParJustify</u> (justify paragraphs) is set to "Yes".
- <u>ppChineseJapaneseLayout</mark>49</u> "None" if the publication is not a Chinese or Japanese text. Specify "Horizontal" or "Vertical" for Chinese or Japanese text direction.
 - o ppHorizontalScaling 49 Percentage of desired horizontal scaling.
 - o ppcJKNoteStyle [49] "Inline" to typeset footnotes using a style which presents footnotes inline with the body text using two half-height lines. "Bottom" to typeset footnotes at the bottom of the page.
- ppDiglot (47) "Yes" to indicate that this is a diglot publication. "No" if this is a standard (single language/script) publication.
 - o ppDiglotSecondaryProject [47] Paratext short name for the diglot "secondary" project.
 - o ppDiglotSecondaryProjectJob
 Name for the diglot "secondary" project job which contains the tagged text files prepared for diglot typesetting.
 - o <u>ppDiglotFnFrameAtBottom</u>[47] "Yes" to typeset footnotes at the bottom of the page (whitespace added between the notes and the body). "No" to typeset footnotes directly under the body (whitespace added between the notes and the bottom of the page).
 - o ppDiglotAlignmentOptions [47] "Align Chapters" to indicate that chapter boundaries should be aligned vertically between the two columns. "Align Chapter and Verse Paragraphs" to indicate that chapters and matching verse paragraphs should be aligned between the two columns. "Align Top of Columns" to match references at the top of the columns without aligning chapters or verses. "None" to not perform any alignment.
 - o ppDiglotSecondaryProjectColWidth Column width for the secondary project. Specify percentages (e.g. 45%) or absolute values (e.g. 12p). An empty string will be interpreted as 50%, making both columns the same width.
 - o <u>ppDiglotRunningHeaderSource</u> 47 "Primary Text" or "Secondary Text" to indicate the the source of the running header information. "Text In Page Outside Column" to indicate that the source presented in the running header should alternate between the two texts.
 - ppDiglotColumnLayout —
 - o ppDiglotRespectVersification —
 - ppDiglotPgNumSource —
- <u>ppConcordance</u> [st] "Yes" to indicate that output from the <u>□ Concordance Builder</u> or the <u>□ Names Index Builder</u> tools is being handled.
 - o ppConcContinueKeyword "The "Yes" to to repeat the current heading text at the top of a new column for an entry which has broken across a column boundary. "No" to continue a divided section without repeating the current heading text.
 - o <u>ppConcContinuationCharLoc</u> are "Before" to typeset the continuation character before the continued heading text. "After" to typeset the continuation character after the heading text.
 - o <u>ppConcNumberOfColumns</u> চিনী Number of columns for a concordance or names index. Specify "1" though "5".
 - o ppConcContinuationChar hard Character to use to indicate heading continuation.

Custom Layout

- <u>ppStudyBible[55]</u> "Yes" if this is a custom layout job (a page layout description is required). "No" if this is a basic Bible job (no custom page layout description).
- ppCustomLayoutSimple 55 If this is custom layout 55 job (ppStudyBible = "True") "True" if this is a Standard Project. "False" if this is an Extended Notes Study Bible.
- ppCustomLayoutComplex [55] If this is custom layout[55] job (ppStudyBible = "True") "True" if this is an Extended Notes Study Bible. "False" if this is a Standard Project.

18.2 PubAssist Generated Styles

The following tables contain a listing of all <u>paragraph[172]</u>, <u>character[174]</u>, and <u>object[175]</u> styles generated by Publishing Assistant. Since Publishing Assistant only includes styles in InDesign documents which are required for formatting the current project text, you will not see all of these listed at once in the corresponding InDesign style palettes.

Paragraph Styles

A paragraph style includes both character and paragraph formatting attributes, and can be applied to a selected paragraph or range of paragraphs.

Style	Source SFM	Description	Based on	Based on	Based on	Based on
AnchoredVerseLeft	\v	Applied to marginal verse numbers which are to the left of the column.	default			
AnchoredVerseRight	\v	Applied to marginal verse numbers which are to the right of the column.	default			
b	\b	Blank line	default			
c1p	\c \p	Chapter, paragraph	р	default		
c1q1	\c \q	Chapter, quote/poetry	c1q	c1p	р	default
c1q	\c \q	Chapter, quote/poetry	c1p	p	default	acraure
c2p	\c \q	Chapter, paragraph	р	default	derauit	
<u> </u>	-				default	
c2q1	/c /d	Chapter, quote/poetry	c2p	p		
c2q	/c /d	Chapter, quote/poetry	c2p	p	default	
с3р	\c \p	Chapter, paragraph	p	default		
c3q1	/c /q	Chapter, quote/poetry	с3р	р	default	
c3q	\c \q	Chapter, quote/poetry	с3р	р	default	
C	\c	Chapter	defaultHeadi ngs	default		
caption	\fig	Illustrations, figures, maps	default			
cd	\cd	Chapter description	S	defaultHeadi ngs	default	
cl	\cl	Chapter "label"	default			
cls	\cls	Closure of an epistle	default			
d	\d	In Scripture: descriptive title	s2	defaultHeadi	default	
	\u	In concordance: keyword description	52	ngs	derauit	
default		Default style for paragraphs; basis for other styles				
defaultHeadings		Default style for headings	default			
defaultNotes		Default style for notes	default			
enableColTopExtraS pace	\iot, \mt*, \s*, ?	Precedes titles & headings to preserve space above title/heading at top of column	default			
f	\f	Footnote	defaultNotes	default		
head	\h	Running header book, chapter(s), verse(s) reference text.	default	derdare		
ib	\ib	Introduction blank line	default			
	\ib			default		
iex	\iex	Introduction explanatory/bridge text		derauit		
im	\im	Introduction flush-left (margin) paragraph	introDefault			
imi	\imi	Indented introduction flush-left (margin) paragraph		default		
imq	\imq	Introduction flush-left (margin) paragraph quote from text	introDefault	default		
imt1	\imt1	Introduction major title, level 1	ms	defaultHeadi ngs	default	
imt2	\imt2	Introduction major title, level 2	S	defaultHeadi ngs	default	
imt3	\imt3	Introduction major title, level 3	s2	defaultHeadi ngs	default	
imt	\imt	Introduction major title	defaultHeadi ngs	default		
imte	\imte	Introduction major title ending	ms	defaultHeadi ngs	default	
intro rule	\c, \ie	Ruling line between intro and Scripture text				
introDefault		Default style for introduction paragraphs	default			
io1 last	\io1	Introduction outline entry, level 1, last item	io	default		
		i com				

Style	Source SFM	Description	Based on	Based on	Based on	Based on
io2 last	\io2	Introduction outline entry, level 2, last item	io2	io	default	
io2	\io2	Introduction outline entry, level 2	io	default		
io3 last	\io3	Introduction outline entry, level 3, last item	io	default		
io3	\io3	Introduction outline entry, level 3	io	default		
io	\io	Introduction outline entry	default			
iot	\iot	Introduction outline title	defaultHeadi	default		
•	\:	Takua du aki an mana anana	ngs			
ip 	\ip	Introduction paragraph	introDefault	1.6.11		
ipi	\ipi	Indented introduction paragraph	introDefault			
ipq	\ipq	Introduction paragraph quote from text	introDefault	default		
ipr	\ipr	Introduction paragraph right-aligned	introDefault	default		
iq1	\iq1	Introduction poetry line, level 1	introDefault	default		
iq2	\iq2	Introduction poetry line, level 2	introDefault	default		
iq	\iq	Introduction poetry line	introDefault	default		
is1	\is1	Introduction section heading, level 1	S	defaultHeadi ngs	default	
is2	\is2	Introduction section heading, level 2	s2	defaultHeadi	default	
is	\is	Introduction section heading	S	ngs defaultHeadi	default	
				ngs		
li1	\li1	List item, level 1	li	default		
li1v	\li1v	List item, level 1 with verse number	liv	default		
li2	\li2	List item, level 2	li	default		
li2v	\li2v	List item, level 2 with verse number	li2	li	default	
li3	\li3	List item, level 3	li	default		
li3v	\li3v	List item, level 3 with verse number	liv	default		
	•			uerauit		
li 	\li	List item	default			
lit	\lit	Liturgical note/comment	default			
m	\m	Flush-left (margin) paragraph	default			
mi	\mi	Indented flush-left paragraph	default			
mr	\mr	Major section reference	defaultHeadi ngs	default		
ms before mr	\ms \mr	Major section heading above Major section reference	ms	defaultHeadi ngs	default	
ms before s	\ms \s	Major section heading above Section head	ms	defaultHeadi ngs	default	
ms1	\ms1	Major section heading, level 1	ms	defaultHeadi ngs	default	
ms2	\ms2	Major section heading, level 2	defaultHeadi			
ms	\ms	Major section heading	ngs defaultHeadi	default		
mt space before	\mt*	Preserves space above Major title	ngs defaultHeadi	default		
mt1	\mt1	Major title, level 1	ngs mt	defaultHeadi	default	
mt2	\mt2	Major title, level 2	defaultHeadi	ngs default		
	,		ngs	derdare		
mt3	\mt3	Major title, level 3	default			-
mt	\mt	Major title	defaultHeadi ngs			
mte1	\mte1	Major title at ending, level 1	mt	defaultHeadi ngs	default	
mte	\mte	Major title at ending	mt	defaultHeadi ngs	default	
nb	\nb	Paragraph-no break with previous paragraph (used at chapter breaks)	m	default		
note frame rule		Ruling line between body text and	default			
_	\	notes	J - 6 1-	-		-
р	\p	Normal paragraph	default	-		-
рс	\pc	Centered paragraph	default			
ph1	\ph1	Indented paragraph with hanging indent, level 1.	li1	li	default	
ph2	\ph2	Indented paragraph with hanging indent, level 2.	li2	li	default	
ph3	\ph3	Indented paragraph with hanging indent, level 3.	li3	li	default	
ph	\ph	Indented paragraph with hanging	li	default		

Style	Source SFM	Description	Based on	Based on	Based on	Based on
	SFIVI	indent				
ni1	\ni1	indent. Indented paragraph, level 1.	default			
pi1	\pi1	1 2 1 1	default			
pi2	\pi2	Indented paragraph, level 2. Indented paragraph, level 3.	default			
pi3	\pi3	1 3 1 7				
pi	\pi	Indented paragraph.	default			
pm	\pm	Embedded text paragraph.	default			
pmc	\pmc	Embedded text closing.	default			
pmo	\pmo	Embedded text opening.	default			
pmr	\pmr	Embedded text refrain.	default			
pr	\pr	Right-aligned paragraph.	pmr	default		
ps	\ps	(removed from USFM) paragraph spanning chapter boundary.	p	default		
q1	\q1	Poetry line, level 1.	q	default		
q1v	\q1 \v	Poetry line, level 1 with verse number.	qv	default		
q2	\q2	Poetry line, level 2.	q	default		
q2v	\q2 \v	Poetry line, level 2 with verse number.	qv	default		
q3	\q3	Poetry line, level 3.	q	default		
q3v	\q3 \v	Poetry line, level 3 with verse number.	qv	default		
q	\q	Poetry line.	default			
qa	\qa	Poetry line, acrostic heading.	default			
qc	\qc	Poetry line, centered.	default			
qm1	\qm1	Embedded text poetry line, level 1.	q1	q	default	
qm2	\qm2	Embedded text poetry line, level 2.	q2	a	default	
qm	\qm	Embedded text poetry line.	q	default		
qr	\qr	Poetry line, right-aligned.	default			
qv	\q \v	Poetry line with verse number.	default			
r2	\r2	Parallel passage reference, level 2.	defaultHeadi	default		
12	\1 Z	r drailer passage reference, level 2.	ngs	derauit		
r	\r	Parallel passage reference.	defaultHeadi ngs	default		
S	\s	Section heading.	defaultHeadi ngs	default		
s after c	\c \s	Section heading following centered chapter number (e.g., in Psalms).	s	defaultHeadi ngs	default	
s1 after c	\c \s1	Section heading, level 1, following centered chapter number (e.g., in Psalms).	s after c	S	defaultHeadi ngs	default
s1	\s1	Section heading.	S	defaultHeadi ngs	default	
s2 after c	\c \s2	Section heading, level 2, following centered chapter number (e.g., in Psalms).	s2	defaultHeadi ngs	default	
s2	\s2	Section heading, level 2.	defaultHeadi ngs	default		
sp	\sp	Speaker identification (Job & Song of Solomon).	defaultHeadi ngs	default		
sp before s	\sp \s	Speaker identification (Job & Song of Solomon) preceding section head.	sp	defaultHeadi ngs	default	
sp after s	\s \sp	Speaker identification (Job & Song of Solomon) following section head.	sp	defaultHeadi ngs	default	
tc	\tc	Table cell data.	default			
tcr	\tcr	Table cell data, right-aligned.	default			
th space after	i i	Table column heading with space after.				
th	\th	Table column heading.	default			
thr	\thr	Table column heading, right-aligned.	default			
toc1	\toc1	Table of Contents.	default			
	10001	1. 22.2 01 001101101		1	1	1

Character Styles

A character style is a collection of character formatting attributes that can be applied to a selection of text within a single paragraph.

Style	Source SFM	Description	Based on
add	\add	Additional material (translator's addition).	
bd	\bd	Bold text.	
bdit	\bdit	Bold italic text.	
bk	\bk	Quoted book title.	

Style	Source	Description	Based on
	SFM		
callee	\f, \x	Footnote/cross reference callee (marker) at bottom of page.	
calleeSpace	\f, \x	Space following footnote/cross reference callee (marker) at bottom of page.	
cnum	\c	Chapter number.	
cnumEndSpace	\c	Space following chapter number.	
crossReferenceCalle r	\x	cross reference caller.	
em	\em	Emphasis.	
fig	\fig	Illustrations, figures, maps.	
fk	\fk	Study note keyword.	
fm	\fm	Footnote mark.	
fq	\fq	Study note translation quotation or alternate rendering.	
fqa	\fqa	Study note translation alternate rendering.	
fr	\fr	Footnote reference.	
ft	\ft	Study note text.	
fv	\fv	Study note embedded verse number.	
hiddenChapter	/c	Chapter-verse reference info for page head.	
hiddenNumber	/c		
ior	\ior	Introduction outline references range.	
it	\it	Italic text.	
mr	\mr	Major section reference.	
nd	\nd	Name of Deity.	
no	\no	Normal text.	
noteCaller	\f	Footnote caller.	
noteCallerSpace	\f	Space following a footnote caller.	
noteEndSpace	\f	Space following a note. Applied to separate notes when they are started one after another without beginning each one on a new line.	
notel d	\f	Footnote ID.	
noteText	\f	Footnote text.	
ord	\ord	Ordinal number ending.	
pn	\pn	Proper name.	
qac	\qac	Poetry text, acrostic markup of the first character of a line of acrostic poetry.	
qs	\qs	Poetry text, Selah.	
qt	\qt	Quoted text.	
r	\r	Parallel passage reference.	
sc	\sc	Small caps.	
sig	\sig	Signature of the author of an epistle.	
sls	\sls	Passage of text based on a secondary language or alternate text source.	
tl	\tl	Transliterated text.	
unknown		Created when a character style SFM not defined in the Paratext style sheet is encountered.	
v	\v	Verse number.	
v1	\v	Verse number at the beginning of a paragraph.	V
vsp	\v	Space following a verse number.	
v1sp	\v	Space following a verse number at the beginning of a paragraph.	
vmark	\v	Applied to markers in the text which show verse breaks.	
xdc	\xdc	cross reference to Deuterocanonical text.	
xk	\xk	cross reference keyword.	
хо	\xo	cross reference origin reference.	
xq	\xq	Quotation from the Scripture text in a cross reference.	
xt	\xt	Target references for a cross reference.	

Object Styles

Just as paragraph and character styles are used to quickly format text, object styles are used to quickly format graphics and frames. Object styles include settings for stroke, color, transparency, drop shadows, paragraph styles, text wrap, and more.

Style	Related SFM	Description	Based on
AnchoredVerseLeft	\v	Applied to frame which hold marginal verse numbers to the left of the column.	
AnchoredVerseRight	\v	Applied to frame which hold marginal verse numbers to the right of the column.	
Body Frame		Text frame used for the main body text.	[None]
GutterRule		Vertical rule used in the column gutter.	[None]

Style	Related SFM	Description	Based on
Image	\fig\fig*	Frame which holds an illustration/figure.	[None]
ImageCaption	\fig\fig*	Text frame used for an illustration caption (part of ImageGroup). Formatting of the caption text is controlled by the "caption" paragraph style.	[None]
ImageEmptyCaption	\fig\fig*	Text frame used for an empty image caption (caption not defined in \fig\fig* markup)	[None]
ImageGroup	\fig\fig*	A group of objects which make up the components needed for placing an illustration and caption on the page. This object style defines the necessary text wrap and boundary properties.	[None]
ImageGroupAtBottomOfC olumn	\fig\fig*	The typesetter can choose to apply this style to illustration/caption objects group if it has been dragged to the bottom of the column. In this situation the space underneath the caption is no longer required (and can interfere with a note frame).	[None]
ImageRectangle	\fig\fig*	Frame which surrounds/contains the illustration/figure. Used for cropping. The illustration/figure itself is displayed through the Image frame (see Image, above).	[None]
IntroFrame	\i?	Text frame used for the introduction text.	[None]
NoteFrame	\f? \x?	Text frame used for footnote and cross reference text.	[None]
ReferenceHeaderFrame	\h \c \v	Text frame used for the page references (book, chapter(s), verse(s)).	[None]

18.3 Custom Header/Footer Content Codes

The following table contains a complete list of content codes available for constructing customized <u>header</u>, <u>footer</u> [35], and <u>chapter title</u> [24] texts.

D - 6		· · · · · · · · · · · · · · · · · · ·
Syntax	Description	Footer g
		& Headin
		Header r
		Chapte

References

- For books, chapters, and verses, use , <c>, <v>, <bc>, <cv>, or <bcv> to request book names, chapter numbers, verse numbers, or combinations thereof.
- Use ".f", ".1", or ".r" to request the first on the page, the last on the page, or the range on the page. Omitting this information requests the first on the left page and the last on the right page.
- If book names have been requested, use ".a", ".s", ".c" or ".h" to request book abbreviations, book short names, or complete book names or the name in the USFM header (\h) field. If this information is omitted, the result will be that PA will use the Paratext Scripture Reference Settings "Short Name" for each book for the current project. If no Scripture Reference Settings exist for the project, Publishing Assistant will fall back to using \toc2 and then finally to \h for the "Short Name".

Book	sing \tocz and then finally to \n for the "Short Name".		
>	book - First book on left page and last book on right page, using 1) short names (\toc2) OR 2) header text (\h) if Scripture Reference Settings are missing	✓	√
<b.f></b.f>	book.first - First book on page, using 1) short names (\toc2) OR 2) header text (\h) if Scripture Reference Settings are missing	✓	
<b.1></b.1>	book.last - Last book on page, using 1) short names (\toc2) OR 2) header text (\h) if Scripture Reference Settings are missing	✓	
<b.r></b.r>	book.range - Book range, using 1) short names (\toc2) OR 2) header text (\h) if Scripture Reference Settings are missing	✓	
<b.a></b.a>	book.abbreviation - First book on left page and last book on right page, using abbreviations (\toc3)	✓	✓
<b.f.a></b.f.a>	<pre>book.first.abbreviation - First book on page, using abbreviations (\toc3)</pre>	✓	
<b.1.a></b.1.a>	book.last.abbreviation - Last book on page, using abbreviations (\toc3)	✓	
<b.r.a></b.r.a>	book.range.abbreviation - Book range, using abbreviations (\toc3)	✓	
<b.s></b.s>	book.short - First book on left page and last book on right page, using short names (\toc2)	✓	✓
<b.f.s></b.f.s>	book.first.short - First book on page, using short names (\toc2)	✓	
<b.1.s></b.1.s>	book.last.short - Last book on page, using short names (\toc2)	✓	
<b.r.s></b.r.s>	book.range.short - Book range, using short names (\toc2)	✓	
<b.c></b.c>	book.complete - First book on left page and last book on right page, using complete (long) names (\toc1)	✓	
<b.f.c></b.f.c>	book.first.complete - First book on page, using complete (long) names (\toc1)	✓	
<b.1.c></b.1.c>	book.last.complete - Last book on page, using complete (long) names (\toc1)	✓	
<b.r.c></b.r.c>	book.range.complete - Book range, using complete (long) names (\toc1)	✓	
<b.h></b.h>	book.header - First book on left page and last book on right page, using header names (\h)	✓	✓
<b.f.h></b.f.h>	book.first.header - First book on page, using header names (\h)	✓	
<b.1.h></b.1.h>	book.last.header - Last book on page, using header names (\h)	✓	
<b.r.h></b.r.h>	book.range.header - Book range, using header names (\h)	✓	
Chapter			
<c></c>	chapter - First chapter number on left page and last chapter number on right page	✓	✓
<c.f></c.f>	chapter.first - First chapter number on page	✓	
<c.1></c.1>	chapter.last - Last chapter number on page	✓	
<c.r></c.r>	chapter.range - Chapter range	✓	
Verse			
<v></v>	verse - First verse number on left page and last verse number on right page	✓	
<v.f></v.f>	verse.first - First verse number on page	✓	

		Header	Chapte r
Cumtov	Decarinting	&	Headin
Syntax <v.1></v.1>	Description verse.last - Last verse number on page	Footer √	g
Combined Refs	verse last verse number on page		
 	book/chapter/verse - First book/chapter/verse on left page and last book/chapter/verse on right page, using 1) short names (\toc2) OR 2) header text (\h) if Scripture Reference Settings are missing	✓	
<bcv.f></bcv.f>	book/chapter/verse.first - First book/chapter/verse on page, using 1) short names (\toc2) OR 2) header text (\h) if Scripture Reference	✓	
<bcv.1></bcv.1>	Settings are missing book/chapter/verse.last - Last book/chapter/verse on page, using 1) short names (\toc2) OR 2) header text (\h) if Scripture Reference	√	
<bcv.r></bcv.r>	Settings are missing book/chapter/verse.range - book/chapter/verse range on page, using 1) short names (\toc2) OR 2) header text (\h) if Scripture Reference Settings are missing	√	
<bcv.a></bcv.a>	book/chapter/verse.abbreviation - First book/chapter/verse on left page and last book/chapter/verse on right page, using abbreviations (\toc3)	√	
<bcv.f.a></bcv.f.a>	book/chapter/verse.first.abbreviation - First book/chapter/verse on page, <i>using abbreviations</i> (\toc3)	√	
<bcv.l.a></bcv.l.a>	book/chapter/verse.last.abbreviation - Last book/chapter/verse on page, using abbreviations (\toc3)	✓	
<bcv.r.a></bcv.r.a>	book/chapter/verse.range.abbreviation - book/chapter/verse range on page, using abbreviations (\toc3)	✓	
<bcv.s></bcv.s>	book/chapter/verse.short - First book/chapter/verse on left page and last book/chapter/verse on right page, using short names (\toc2)	✓	
<bcv.f.s></bcv.f.s>	<pre>book/chapter/verse.first.short - First book/chapter/verse on page, using short names (\toc2)</pre>	✓	
<bcv.l.s></bcv.l.s>	<pre>book/chapter/verse.last.short - Last book/chapter/verse on page, using short names (\toc2)</pre>	✓	
<bcv.r.s></bcv.r.s>	<pre>book/chapter/verse.range.short - book/chapter/verse range on page, using short names (\toc2)</pre>	√	
<bcv.c></bcv.c>	<pre>book/chapter/verse.complete - First book/chapter/verse on left page and last book/chapter/verse on right page, using complete (long) names (\toc1)</pre>	✓	
<bcv.f.c></bcv.f.c>	book/chapter/verse.first.complete - First book/chapter/verse on page, using complete (long) names (\toc1)	√	
<bcv.l.c></bcv.l.c>	book/chapter/verse.last.complete - Last book/chapter/verse on page, using complete (long) names (\toc1)	✓	
<bcv.r.c></bcv.r.c>	book/chapter/verse.range.complete - book/chapter/verse range on page, using complete (long) names (\toc1)	✓	
<bcv.h></bcv.h>	book/chapter/verse.header - First book/chapter/verse on left page and last book/chapter/verse on right page, using header names (\h)	✓	
<bcv.f.h></bcv.f.h>	book/chapter/verse.first.header - First book/chapter/verse on page, using header names (\h)	√	
<bcv.l.h></bcv.l.h>	<pre>book/chapter/verse.last.header - Last book/chapter/verse on page, using header names (\h)</pre>	✓	
<bcv.r.h></bcv.r.h>	<pre>book/chapter/verse.range.header - book/chapter/verse range on page, using header names (\h)</pre>	✓	
<bc></bc>	book/chapter - First book/chapter on left page and last book/chapter on right page, using 1) short names (\toc2) OR 2) header text (\h) if Scripture Reference Settings are missing	✓	✓
<bc.f></bc.f>	book/chapter.first - First book/chapter on page, using 1) short names (\toc2) OR 2) header text (\h) if Scripture Reference Settings are missing	√	
<bc.1></bc.1>	book/chapter.last - Last book/chapter on page, using 1) short names (\toc2) OR 2) header text (\h) if Scripture Reference Settings are missing	√	
<bc.r></bc.r>	book/chapter.range - book/chapter range on page, using 1) short names (\toc2) OR 2) header text (\h) if Scripture Reference Settings are missing	√	
<bc.a></bc.a>	book/chapter.abbreviation - First book/chapter on left page and last book/chapter on right page, using abbreviations (\toc3)	✓	✓
<bc.f.a></bc.f.a>	book/chapter.first.abbreviation - First book/chapter on page, using	✓	

		Hoodor	Chapte
		Header &	r Headin
Syntax	Description	Footer	g
, ,	abbreviations (\toc3)		
<bc.l.a></bc.l.a>	<pre>book/chapter.last.abbreviation - Last book/chapter on page, using abbreviations (\toc3)</pre>	✓	
<bc.r.a></bc.r.a>	<pre>book/chapter.range.abbreviation - book/chapter range on page, using abbreviations (\toc3)</pre>	✓	
<bc.s></bc.s>	book/chapter.short - First book/chapter on left page and last book/chapter on right page, using short names (\toc2)	✓	✓
<bc.f.s></bc.f.s>	book/chapter.first.short - First book/chapter on page, using short names (\toc2)	√	
<bc.1.s></bc.1.s>	book/chapter.last.short - Last book/chapter on page, using short names (\toc2)	√	
<bc.r.s></bc.r.s>	book/chapter.range.short - book/chapter range on page, using short names (\toc2)	√	
<bc.c></bc.c>	book/chapter.complete - First book/chapter on left page and last	√	√
<bc.f.c></bc.f.c>	book/chapter on right page, using complete (long) names (\toc1) book/chapter.first.complete - First book/chapter on page, using	√	
<bc.1.c></bc.1.c>	complete (long) names (\toc1) book/chapter.last.complete - Last book/chapter on page, using	√	
<bc.r.c></bc.r.c>	complete (long) names (\toc1) book/chapter.range.complete - book/chapter range on page, using	· ·	
<bc.h></bc.h>	complete (long) names (\toc1) book/chapter.header - First book/chapter on left page and last		
 /bc.f.h>	book/chapter on right page, using header names (\h) book/chapter.first.header - First book/chapter on page, using	✓	√
	header names (\h)	√	
<bc.1.h></bc.1.h>	book/chapter.last.header - Last book/chapter on page, using header names (\h)	✓	
<bc.r.h></bc.r.h>	book/chapter.range.header - book/chapter range on page, using header names (\h)	✓	
<cv></cv>	<pre>chapter/verse - First chapter/verse on left page and last chapter/ verse on right page</pre>	✓	
<cv.f></cv.f>	chapter/verse.first - First chapter/verse on page	✓	
<cv.1></cv.1>	chapter/verse.last - Last chapter/verse on page	√	
<cv.r></cv.r>	chapter/verse.range - chapter/verse range on page	✓	
Page Content	·		
<\sty>	style - Contents of first USFM style (\sty) on left page and contents of	√	
<\sty.f>	last \sty on right page style.first - Contents of first USFM style (\sty) on page	./	
(Scy.I)		V	√
<\sty.l>	style.first - Contents of first USFM style (\sty) in chapter style.last - Contents of last USFM style (\sty) on page	√	V
(50).17	style.last - Contents of last USFM style (\sty) in chapter	•	√
<\sty.r>	style.range - Contents of range of USFM style (\sty) on page	√	•
(2011)	style.range - Contents of range of USFM style (\sty) in chapter	•	√
Dialata	style. Lange - Contents of Tange of OSLIN Style (\Sty) III chapter		
Diglots			
	ne Reference and Page Content formatting codes, add .1 to extract informatio to extract information from the secondary text. Examples (only) below:		the
	book/chapter/verse.primary text - First book/chapter/verse on left		
 bcv.1>	page and last book/chapter/verse on right page, using short names from the primary text, and chapter/verse number script settings	✓	
<pre><bcv.r.s.2></bcv.r.s.2></pre>	configured for the primary text	√	
DCV.I.S.27	book/chapter/verse.range.short.secondary text - book/chapter/ verse range on page, using short names from the secondary text , and	V	
<\sty.1>	chapter/verse number script settings configured for the secondary text style.primary text - Contents of first USFM style (\sty) from the	√	
. 1007.17	primary text - Contents of first OSFM style (\sty) from the primary text on left page and contents of last \sty from the primary text on right page	•	
<\sty.r.2>	style.range.secondary text - Contents of range of USFM style (\sty) from the secondary text on page	√	
	style.range.secondary text - Contents of range of USFM style (\sty)		√
	from the secondary text <i>in chapter</i>		

Syntax	Description	Header & Footer	Headin
Other			
<	Page number	✓	
<nnnn></nnnn>	<u>□ Unicode character</u> U+nnnn (in hex)	✓	✓
<<>	Less-than character	✓	✓

Direct Text Formatting

Publishing Assistant allow users to directly embed InDesign tagged text formatting codes within custom header, footer, and chapter title texts. Any type of text formatting which can be expressed using InDesign tagged text syntax is supported. Publishing Assistant uses wedge backets (< >) to define and enclose it's own custom content codes. InDesign's tagged text syntax also encloses formatting codes within wedge brackets. For this reason, when including direct text formatting codes within custom header, footer, and chapter title texts, InDesign tagged text codes must include an equals sign after the opening wedge to distinguish it from a PA content code. A limited number of examples is show below (shown with the PA modified syntax including the equals sign =):

<=cFont:Myriad Pro>	Set font to "Myriad Pro"	\checkmark	✓
<=cSize:18.000000>	Set font size to 18pt	✓	✓
<=cTypeface:Italic>	Set font face to Italic	\checkmark	✓
<=cCase:SmallCaps>	Set character case to Small Caps	✓	✓
<=cUnderline:1>	Turn underline On	✓	✓
a' .	Formatting codes normally require corresponding codes to turn the property off again.	√	√
<=CharStyle:StyleName>	Start application of character style "StyleName"	✓	✓
<=CharStyle:>	End of applied character style	\checkmark	✓

Index	chapter titles 24 customizing, user defined 38
- A -	character editing styles 101 list of styles generated by Publishing Assistant
about Publishing Assistant 3	174 styles 99
Add Book 119 Add Page 118 Adj All (Adjust All Pages) 109 log of ignored problems 109 Adj Pg (Adjust Page) 108	CJK footnote style 49 horizontal scaling 49 inline footnotes 49 layout direction 49 column balance
adjustment tasks 105 alignment 52 alignment helper 52, 53 alignment settings 53 calculated values 53	validate 110 column bottoms validate 110 columns
appending documents 120 appending to an open document 120 Arabic typesetting diacritic positioning 48 justifying with kashidas 48 paragraph justification method 48 selecting digit characters (Arabic, Hindi, Farsi) 48 specifying bi-directional text character direction 48 using InDesign Middle East edition 48	generating a gutter rule 22 generating a gutter rule for notes 32 gutter rule bottom offset 22 gutter rule top offset 22 gutter width 21 space between (2 column body text) 21 specifying 1 or 2 21 compare original text with exported text 141 compressing text 122 manually 124
Automatically import illustrations 126	using the text tools 122 concordance publishing output from concordance builder 51
basic tab settings 53 bidirectional text specifying character direction for InDesign ME 48 bottom inset calculate 54	correcting body text 138 cross-references 138 footnotes 138 corrections 138 Create Next Book 119 creating tagged text files about files generated for InDesign 97
caption space 44 chapter headings 24	cross references blank line between fnotes and xrefs 31 callee handling 30 caller font style 28
customizing, user defined 38 chapter numbers custom content codes for headings 177 custom content syntax for headings 177 customizing chapter headings/titles 38 format 23 output for single chapter books? 23 psalm number format 23 script (digit style) 23 string for headings 24 string for psalm headings 24	caller sequencing options 29 column gutter rule (2 column layout) 32 columns 32 correcting 138 font size 28 include in typesetting? 28 leading 28 line spacing 28 merge 28 separation rule 31 specifying caller sequences in Paratext 29

current.txt	exporting
generating 102	customized styles 102
custom header/footer 38	InDesign document back to Paratext 140
chapter title examples 38	PDF files for production 154
content code for page number 180	USFM from InDesign 140
content code for Unicode character 180	-F-
content codes for applying direct text formatting 180	- F -
content codes for page content 179	features
content codes for references 177	new 1
content codes for specifying diglot texts 179	figures 95
content codes reference 177	files
content for USFM text 179	generated for InDesign 97
diglot support page header example 41	Import folder 98
direct text formatting examples 41	InDesign book file 97
page header examples 39	InDesign document file 97
syntax reference 177	InDesign tagged text files 98
custom layout 55	job folder 97
automation 55	job folder and file structure 97 Libraries folder 98
creating 55	
illustration selector 126	3 ,
page layout description 57	flowing documents together 120
study content categories 63	folders job folder and file structure 97
customized styles	font
exporting 102	body text 21
saving customized colors for use with saved styles 103	body text 21
saving, reusing 102	centered chapter heading size 24
Saving, reading 102	centered chapter heading style 24
- D -	headings size 26
	headings style 26
diglot	table header style 44
align using versification 50	footer
mirrored column layout 50	content options 36
page number source 51	layout 35
position of footnotes 50	footnote
position of primary and secondary text columns	desired percentage 54
50	font size 54
running header source 50	leading 54
secondary project column width 50 specifying the secondary project 50	footnote style (CJK) 49
, , ,	footnotes
specifying the secondary project job 50 steps for creating diglot layouts 142	blank line between fnotes and xrefs 31
text alignment options 50	callee handling 30
documents	caller font style 28
creating InDesign documents 87	caller sequencing options 29
upgrading from previous versions 17	column gutter rule (2 column layout) 32
apgrading nom provides versions	columns 32
- E -	correcting 138
_	font size 28
end matter 145	include in typesetting? 28
expand paragraph, column, page 122	include reference? 30
expanding text 122	leading 28
manually 124	line spacing 28
using the text tools 122	merge 28

footnotes	alignment 26
reference font style 30	font size 26
separation rule 31	font style 26
specifying caller sequences in Paratext 29	leading 26
start each on new line? 31	lines spacing 26
formatting examples	main title 26
footnotes in 1 or 2 columns 32	major 26
footnotes on new line 31	minor 26
footnotes separation line 31	section 26
frames	space after 26
adjustment restrictions 157	space before 26
for appended books 163	headings (centered chapter)
for body text 161	font size 24
for introduction pages 159	font style 24
selecting and adjusting 165	leading 24
working with InDesign frames 157	lines spacing 24
front matter 145	space after 24
C	space before 24
- G -	help 8
generating tagged text files	creating a debug backup 10
about files generated for InDesign 97	how to request support 8
getting started 11	reporting a problem 8
glossary 44	horizontal scaling (CJK) 49
glyph scaling 33	hyphenatedWords.txt
gutter rule	configuration parameters 80
updating 116	creating and editing 80
apadimg 110	defining "word forming" characters 81
- H -	HardHyphen parameter 80
	HyphenatedMarkers parameter 81
header	SoftHyphen parameter 80
font size 52	SoftHyphenOut parameter 80
header and text	specifying styles to hyphenate 81
space between 52	WordPattern parameter 81
header height	hyphenation 33, 78
effective 52	custom (unsupported languages) 78 hyphenatedWords.txt 80
header/footer	justifying south east Asian text 79
chapter verse separator 37	languages supported by InDesign 78
consecutive reference separator 37	line breaks in south east Asian languages 78
content options 35	preparing hyphenated word lists 81
custom content codes 35, 177	preparing hyphenatedWords.txt 81
custom content syntax 177	proparing hyphonatoavvords.txt 01
customizing, user defined 38	- I -
font size 37	•
include verse 35	illustrations 44, 126
layout 35	adjusting 128
non-consecutive reference separator 37	adjusting orientation 132
page number 35	adjusting position 131
page number script 37	adjusting size 130
page references 35	adjusting text wrap 132
show page number on first page 37	column-spanning 95
space between header and text 37	column-width 95
updating 115	custom layout illustration selector 126
headings	flip horizontal/vertical 132

illustrations 44, 126 importing automatically 126 importing individually 126 markup 95	job settings 93 selecting books to typeset 87 specifications 13 upgrading from previous versions 17
option to automatically import 93 reference 44 requirements 95 space 44	justification justifying south east Asian text 79 line breaks in south east Asian languages 78 optical margin alignment 47
specify location of figure files 93 InDesign	paragraph 21 vertical 34
creating documents 87	
frames 157	- K -
master pages 157 pages 157	kashidas 48
styles 100	<u>-</u>
supported versions 5	-L-
tagged text files 97	layout 47
InDesign Middle East (ME)	Arabic 48
diacritic positioning 48	Chinese/Japanese/Korean (CJK) 49
justifying with kashidas 48	Middle Eastern 48
paragraph justification method 48 selecting digit characters (Arabic, Hindi, Farsi)	right-to-left 48
48	layout guides
specifying bi-directional text character direction	on master pages 158
48	leading 21, 52
InDesign tagged text files	expand 53 reduce 53
creating only tagged text 87	Library Manager 137
installation 7	go to item location 137
interline 21	refresh libraries 137
introduction 3	set / reset item's 'don't warn' status 137
- J -	set / reset item's 'not using' status 137
-	line spacing 21
job 8	log
Job Settings	view ignored problems log 109
adjust overrides 93 automatically import illustrations 94, 126 hide captions 94	- M -
optional figures folder (current job) 94	main title font size 26
setting text adjustment override limits 93	manual illustration handling
setting the text adjustment increment 93	about 133
job specifications	placing and validating content 135
details 19, 167	manual process 55, 57 manual sidebar handling
entering 13	about 133
setting 13 template parameters 167	placing and validating content 135
templates 68	Manual Sidebars 133
jobs	marginal text 45, 117
about 13	margins
appending to an open document 120	add extra space 53
creating a new job 13	bottom 53
creating InDesign documents for a job 87	top 53
document creation options 87	Move Note 113
flowing documents together 120	

- N -	page layout adding pages 118 adjusting page content 108
names index publishing output from names index builder 51	adjustment tasks 105 creating a document for the next book 119
non-roman composer 47 World-Ready paragraph composer 47	gutter rules, updating 116 header/footer, updating 115
note categories 63 defining layout options 63 layout using category images 65 layout using category specific styles 64	validating page content 108 page layout description 57 about 57 adding and removing frames 59 creating 58
layout using Master Pages 65 note frame calculate bottom inset 54	editing 59 editor 57 frame properties 60
note frame rule leading 54	importing frame definitions 61 manual side frame properties 61 mirror pages 62
object	page layout description editor 57 page numbering options 147
list of styles generated by Publishing Assistant 175	options 147 page tools Add Page 118
OpenType Adobe World-Ready paragraph composer 47 Arabic diacritic positioning 48 Uniscribe non-roman composer for InDesign 47	Adj All (Adjust All Pages) 109 Adj Pg (Adjust Page) 108 Create Next Book 119 move note 113
optical margin alignment 47 Options 91 Attempt to open correct InDesign version 92 balance columns automatically 91 make images snap to baseline when validating 92 network proxy settings 92 optional figures folder (application wide) 92 shrink paragraphs before expanding 91 update header when validating a single page 92 validate headers whenever validating notes 91 validate notes on page after every Shrink/Expand operation 91	Place Notes 114 Rebuild All (Rebuild All Gutter Rules) 116 Rebuild Rul (Rebuild Gutter Rule) 116 Split Notes 111 Upd All (Update All Headers) 115 Upd Hdr (Update Header) 115 Val All (Validate All Pages) 110 Val Pg (Validate Page) 110 pages adding 118 pagination validating pages 87 paragraph editing styles 100
Other 117 overview 11	justification 21 list of styles generated by Publishing Assistant
- P -	172 styles 99
page column gutter rule 22 column gutter rule bottom offset 22 column gutter rule top offset 22 columns 21 margins 21 size 21 width of column gutter 21	parallel references 26 font size 27 font style 27 Paratext checking 5 compare texts tool 141 project text prerequisites 5 scripture reference settings 36 study Bible project 5

Paratext version required 5	reduce leading 53 references
PDF files	font size 27
about 154	font style 27
checking documents before exporting 154	parallel 26
embedding complete fonts 156	scope 26
exporting 154	regular expressions 86
exporting using Presets 154	reset paragraph, column, page 122
options 156	Running Header/Footer 38
performing preflight checks 154	c
peripherals	- S -
adjusting page numbering options 147	agying
authoring and markup 145	saving customized colors for use with saved styles
front and end matter 145	103
typesetting 145	customized styles 102
pictures 95	edited text back to USFM 140
Place Notes 114	scaling (CJK) 49
preflight 152	select the next book 119
performing 152	service provider
viewing and correcting font errors 152	generating files for production 151
viewling and repairing links and images 153	shrink paragraph, column, page 122
prepararing final text changes 12	shrinking text 122
final text changes 12 hyphenation 12	manually 124
markup 12	using the text tools 122
prerequisites 5	software updates
hyphenation 6	network proxy settings 92
project text 5	space between
study Bible project text 5	header and text 52
system configuration 5	specifications
print on demand 44	alignment 52
printing	basics 20
generating files for production 151	chapter and verse 23
production	cross-references 28
exporting PDF files 154	custom layout 55
generating files for a service provider 151	details 19, 167
performing preflight checks 152	entering 13
program options 91	footer 43
program updates	footnotes 28
network proxy settings 92	header 43
psalm titles 24	headings 26
publication	hyphenation 33 layout 47
production 151	layout 47 other 43
	parallel references 26
- Q -	references 26
	setting 13
quick start 11	template parameters 167
- R -	templates 68
- IX -	templates of text spacing 33
Rebuild All (Rebuild All Gutter Rules) 116	titles 26
Rebuild Rul (Rebuild Gutter Rule) 116	Split Notes 111
recommendation	study Bible
expand leading 53	content categories 63
	<u> </u>

study Bible	turning on/off the adjusted paragraph highlight
custom layout 55, 126	123
editing the page layout description 57	text changes 82
illustration selector 126	after conversion to InDesign Tagged Text 82
study content categories 63	applied to illustration captions 83
defining layout options 63	applied to the running header 83
layout using category images 65	applying in limited contexts 86
layout using category specific styles 64	before conversion from USFM 82
layout using Master Pages 65	common patterns 84
styles 99	defining (changes file syntax) 83
altering, changing 100	examples 85
exporting 102	exporting back to Paratext (USFM) 82
·	location of change files 83
generated by Publishing Assistant 172	regular expressions 86
saving customized colors for use with saved	•
styles 103	text spacing
saving, reusing 102	between letters 33
stylesheet 99	between words 33
Basic specifications 20	glyph scaling 33
reference 172	kerning approach 33
using current.txt 20	manually adjusting 124
using exported styles 20	reviewing changes 124
using None 20	shrinking or expanding 122
using templates 20	turning on/off the adjusted paragraph highlight
support 8	123
creating a debug backup 10	vertical justification 34
how to request help 8	text tools
reporting a problem 8	expand paragraph, column, page 122
	reset paragraph, column, page 122
- T -	shrink paragraph, column, page 122
_	Tools menu
table of contents	Create Template from Current Configuration
adding a table of contents (toc) document 148	68
generating automatically 148	top margin
updating 150	calculate 52
tables 44	space between top of page and top of header
header font style 44	52
space after 44	
space before 44	- U -
tagged text files 98	_
	uniscribe
'	non-roman composer for InDesign 47
·	Upd All (Update All Headers) 115
defining alternate specifications for peripheral books 75	Upd Hdr (Update Header) 115
simple styles template 69	upgrading documents from previous versions 17
· · · · · · · · · · · · · · · · · · ·	upgrading jobs
specification parameter reference 167	recalculate or convert headers/footers 17
template bundle 69	Upgrading Jobs and Documents from a Previous PA
template families (child templates) 75	Version 13
using InDesign style configurations 74	upgrading jobs from previous versions 17
using specification parameter configurations	USFM
72	documentation 5
text	exporting from InDesign 140
applying changes 82	
corrections 138	prerequisites 5
shrinking or expanding 122	

- V -

Val All (Validate All Pages) 110 Val Pg (Validate Page) validate pages 87 validating do not stop on fail 87 validation 110 view ignored problems log 109 verse numbers 45 format 24 format for first in paragraph 25 in margins 117 include verse 1 in Psalms? 23 include verse 1? marginal 117 rebuilding 117 script (digit style) 25 vertical justification 34

- W -

warning dialogs 87
warnings
do not stop 87
what's new 1
workspaces 100