

This document should have the template called **normal.dot** attached to it. If not, refer to the [www.bookhouse.com.au/onscreen](http://www.bookhouse.com.au/onscreen) website for downloading.

You can check what stylesheet is being used by a document by going to **Tools** menu, then **Template and Add-Ins...** This is also where you can select a different stylesheet to be attached, if you ever want to use this stylesheet for your own work. I've prepared this information for people like you who are interested in effective onscreen editing.

### **Basic stylesheet paradigm**

Stylesheets are divided into two kinds: **text** and **headings**.

The most commonly used style in any manuscript (usually the body copy) is given the highest level in the hierarchy: **Text**. This paragraph is fully justified and has an indent on the first line. This paragraph you are reading is styled **Text**.

A paragraph without an indent is called **TextF** (the **F** stands for 'full out'). The first paragraph after a heading is usually **TextF**, such as above.

In most typesetting models, space is always added *before* text paragraphs, and never *after* the paragraph. In Bookhouse's implementation, spaces are also quantified by size (in percentage terms of three digits, denoted by the character **S**). So, for example, a text paragraph that is full out, with one full line space before it (100%), would be styled **TextFS100**. The '100' refers to the percentage of one line space that is used. If the paragraph were to have two lines of space, then it would be 200% of one line, or **TextFS200**. In any one job you may end up with a whole mixture of these tags, such as **TextFS050** for half (50%) of one line space. The paragraph you are reading is a **TextFS100**.

Often a paragraph is required to have space before it, but also to have an indent. This would simply mean removing the F from the previous example, that is, TextS100. This paragraph you are reading is styled as a TextS100.

As you can see, there is no need for blank paragraphs to be used as space. In fact, blank paragraphs are a no-no for typesetters. Using a spacing system, only added before paragraphs, reduces the number of styles that have to be created to achieve the final result.

To address the problems of bullet points in Word, turn off automatic list generation by going to the Tools menu and selecting AutoCorrect.... In both the AutoFormat as you type and AutoFormat tabs, deselect all options except for Replace straight quotes with smart quotes and Preserve, Styles. This will prevent Word from automatically adding its own stylesheet definitions and generated bullet characters.

There are several elements to a bullet list to be considered. The bullet list stylesheet itself; space before and after the list; the distance away from the left margin the list appears; and whether the paragraph that follows the list is indented or not.

I have chosen to have an indented paragraph after the list, which means a TextS100. As you can see in the above example, the bullets are simply asterisks followed by a tab. This method of formatting is very common in typesetting, and is often referred to as 'hanging indents'. The bullet character is an arbitrary thing in this definition, which could just as easily be a number, for a number list, or a character, for an alpha list. They all use TextHI. HI stands for Hanging Indent. An S100 is added to the stylesheet name for the first one in the list to create a full line space before the list. TextS100 is used afterwards to create one full line space below the list.

One of the other commonly used styles is for quoted material. **Quote** is at the top of the hierarchy. **QuoteF** is for a quoted paragraph that is full out. **QuoteFS100** is for a quoted paragraph, full out, with 1 full line space before it, such as this paragraph you are now reading. **QuoteFS100** is usually the first paragraph of any quote.

**Quote** is less often used, unless the quoted material is more than one paragraph..

**QuoteF** is used for lines of a poem or song.

**QuoteS100** almost never occurs, but I've thrown it in here to show you that it can easily be used and follows the same system as other classes of stylesheet names.

I think this covers the text elements. This is only a few of them, but you can create your own using the same system. Here are some others which we regularly use:

**WBib**: Used for bibliographies

**WRef**: Used for references

**TextNote**: Used for endnotes

**Index0**: Main level of index

**Index1**: First sub level of index

**IndexS**: The first entry of each letter of the alphabet in the index. You will notice the absence of a percentage in this stylename; that is because the space above each letter in the index will be the same, and therefore differentiating between size of space is irrelevant.

**TabText**: The text of a table

**TabCap**: The number which appears in the caption of the table, e.g. Table 1.5

**TacCapT**: The text that belongs to the Table number, such as 'Annual growth rates for various economies'.

Stylesheet names used in the preliminaries are all preceded by the character Y to group them at the end of the alphabetical stylesheet list, and together in a group, for example:

YHalfTitle1: Half title text

YTtitle1: Title page text

YAuthor1: Author of the book

YCon1: Contents definition

YCon2: Second contents definition

You will notice that all of these have a numeral as a suffix. That is because preliminary stylesheet definitions do not use descriptors. To make them efficient to use, each style is simply appended by a number, without consideration of its visual definition. This has proven to be a highly effective and efficient way of naming and creating many varied stylesheet definitions.

## **Heading styles**

Heading styles are somewhat simpler. Unlike text styles, heading styles use space *above and below* the paragraph. Also, they all share the need to be kept with the text that follows them, that is, headings shouldn't appear at the bottom of any column of text without at least 2 lines of type. These differences are actually the way we define the classification of each stylesheet class. On its most fundamental level, all paragraphs are text, but these differences classify whether the text is a heading or not.

As you can see from the stylesheet list that I've provided, the heading tags all begin with 'Head', followed by the alpha (or alphanumeric) indicator of their order in the hierarchy. HeadA1/HeadA2 (chapter headings) and HeadP1/HeadP2 (part

headings) both have numbers following them to separate the definition of section number numeral and title text.

You will note the use of **TextF** following all headings in this document. This is commonly a problem with digital manuscripts because they don't differentiate between normal paragraphs and those which come after a heading.

## **Creating styles easily**

The full list of our stylesheet names is not much more robust than what I've provided you here. Also, using the definitions as included in the attached template, you can create other styles that have basic visual functionality.

The most important thing for a typesetter when translating text is the stylesheet name given to each paragraph. Microsoft Word's system is really inconsistent and visually inaccurate. Often it will look like normal text on screen but it will actually have the stylesheet name **Heading 2**. This happens quite frequently. Because **Heading 2** is used for normal text, it is very difficult for us to find consistency in the author's typing. Mostly it happens that a book with just A, B and C headings is presented with every stylesheet name from **Heading 1** to **Heading 9**, with no consistency of usage. As you can see, there are 6 other stylesheet names that don't match up to unique heading levels. It is hard to translate Word's stylenames when they are used like this. Which makes it better to use your own.

The most important thing to remember is that the stylesheet name is important, and not what it looks like visually. Text that is large and bold but has the stylesheet **Text**, will print as normal text when typeset. Making a stylesheet, therefore, requires no significant understanding of how to format the text, since only the name is important.

Say, for example, you wanted to create a style that is normal text, full out, with only a half line space before it (since this doesn't exist in this template already). In the **Format** menu there is an item called **Style...** You will see the stylesheet list and a button for **New...** Click here and type in the new name for your stylesheet over the one that is automatically generated, in our example that will be **TextFS050**. You can leave the process here and a style will be created which looks like **Normal** stylesheet, but has the name **TextFS050**. This is sufficient to have the text format correctly at typesetting stage. You can, with one extra little step, create a stylesheet that looks similar to how it should appear.

Word (and Quark) utilises a 'based on' system of creating a stylesheet. The stylesheet names I've provided will form a good basis for most definitions. As in our previous example, **TextFS100** would be a good basis for **TextFS050**. Just below where you typed in the name of your new style is a setting for **Based on**. For the stylesheet you just created this will indicate the stylesheet **Normal**. If you change this, however, to select **TextFS100**, you will notice that your paragraph now appears basically as it should; full out, with space above it. Although the amount of space is incorrect, the name is accurate and it has elemental visual properties.

Of course, the next step would be to modify the space to be half of that allocated to **TextFS100**. You can do this by clicking on the **Format** button, then selecting **Paragraph** from the list that drops down. One of the settings is for **Spacing, Before**. Divide this by 2. You will now have a stylesheet that is accurate in terms of name and visual properties.

This is **not** necessary for a file that is going straight into typesetting, since the visual attributes of the text are not relevant, only the stylesheet names. If, however, you are printing the manuscript for the client (or you are simply a perfectionist) you can perform the extra step necessary to change the visual properties of the style. In

most instances this will be only one setting, since each style is different from the one it is based on by only 1 or 2 settings.

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