

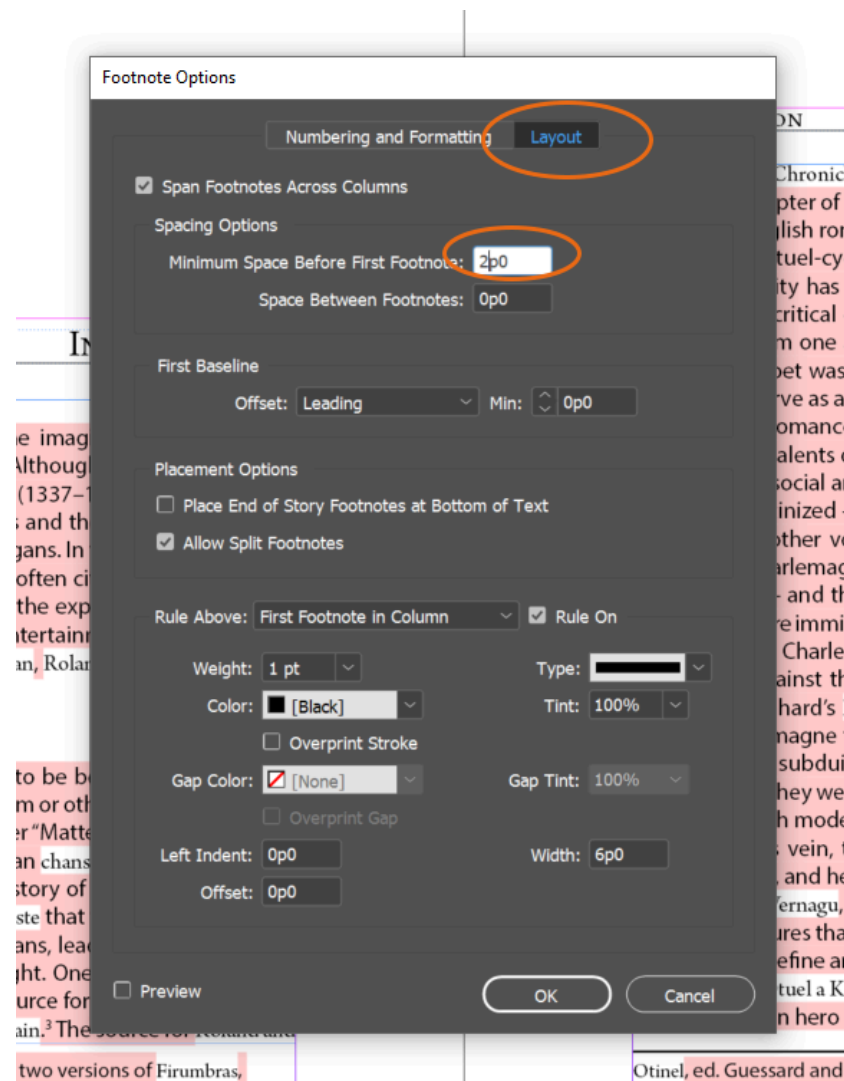
Read the *entire* instructions before you try to follow them. Knowing where you are going will help.

First Formatting Step for All Documents with Footnotes

This includes the **Introduction** and **Texts**.

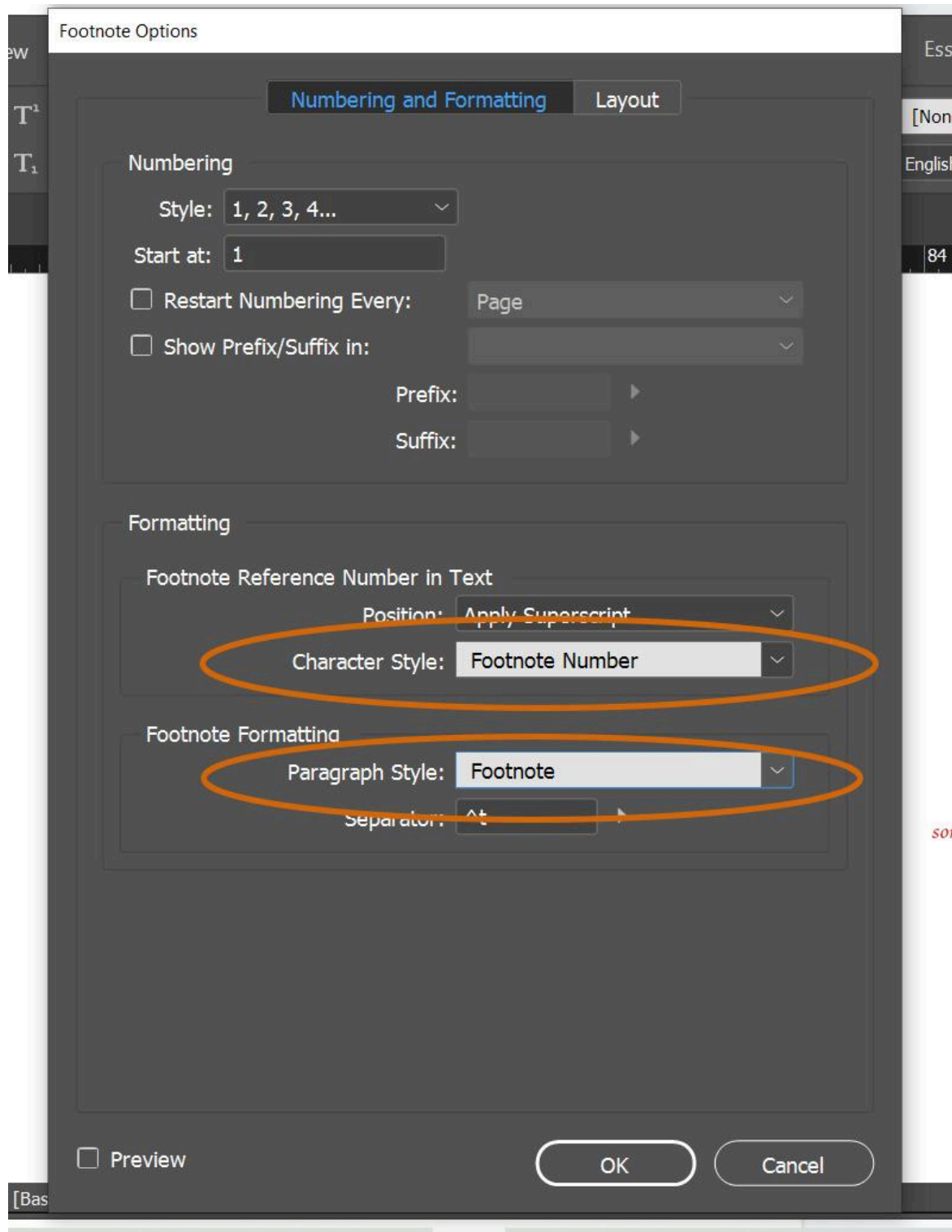
You will need to change the spacing between the end of the text and beginning of footnotes so that our volumes look consistent. Despite syncing, this is one formatting feature that doesn't seem to be applied to all texts in a book. Change this setting in your text before you do any other formatting so that you don't forget.

- ❖ Go to Type→ Document Footnote Options→ Layout (on the top of the pop-up box)
- ❖ The third item down is **Minimum Space Before First Footnote** with a value of 0p0. Re-set this value to 2p0 and click ok.



Next, re-style footnote numbers and footnotes

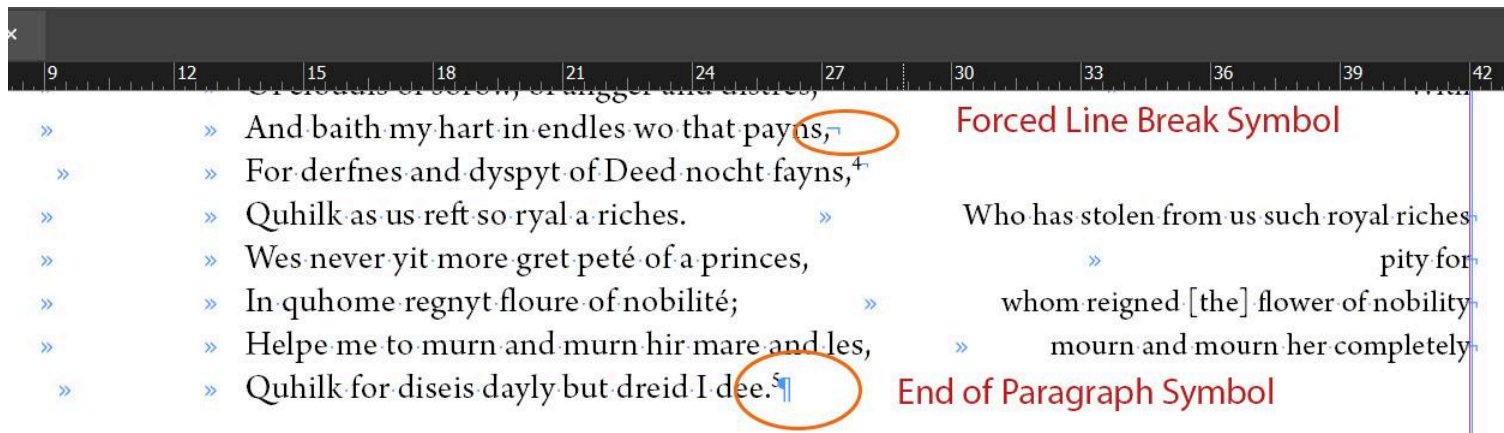
- ❖ Go back into Type → Document Footnote Options → Numbering and Formatting
- ❖ Under **Footnote Reference Number in Text**, select **Footnote Number** in the **Character Style** dropdown
- ❖ Under **Footnote Formatting**, select **Footnote** in the **Paragraph Style** dropdown
- ❖ Click ok. This will automatically apply these styles to all footnote numbers and footnotes within this text, which will save you time later.



How to Apply Styles or “Tag,” Basics

There are two ways to “tag,” aka apply **Paragraph and Character Styles**:

- ❖ For **Paragraph Styles**, just click anywhere in the paragraph or section of text and then click the correct paragraph style in the right drop-down menu. Note that **Paragraph Styles** will apply to all lines that follow unless the sections are separated by a **hard return**. In other words, if you have **forced line breaks** between two separate lines (as you will with verse stanzas), the program automatically applies the **Paragraph Style** for all lines.

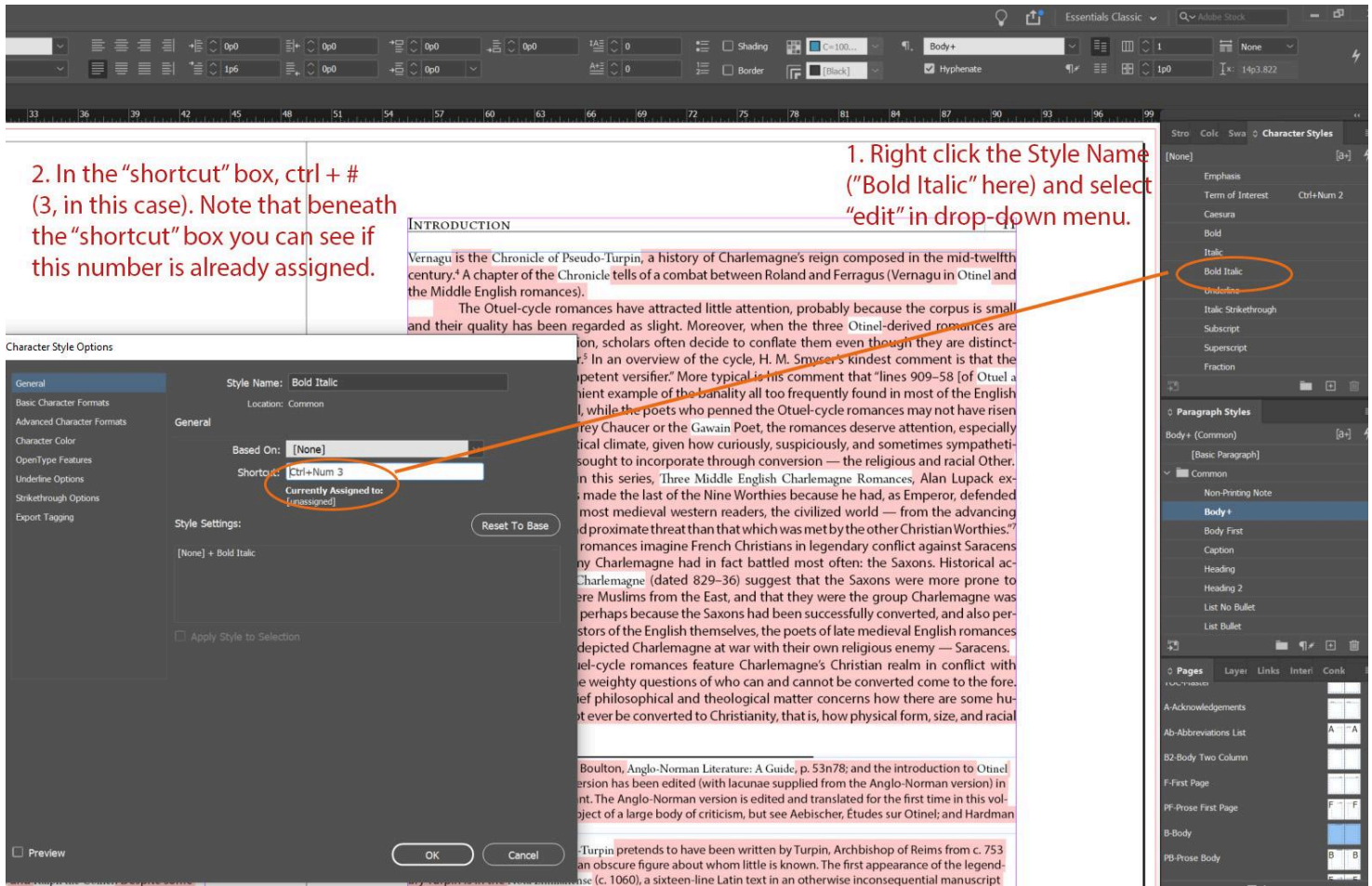


- ❖ For **Character Styles**, highlight the section of text you want to apply the style to and click the style in the right menu
- ❖ **Do not** apply formatting or styling using anything other than designated **Paragraph and Character Styles**. Also do not correct formatting, as this has already been done in the Word Document. If the formatting seems incorrect or that we lack a **Style** for it, contact the Managing Editor.

How to Create Keyboard Shortcuts

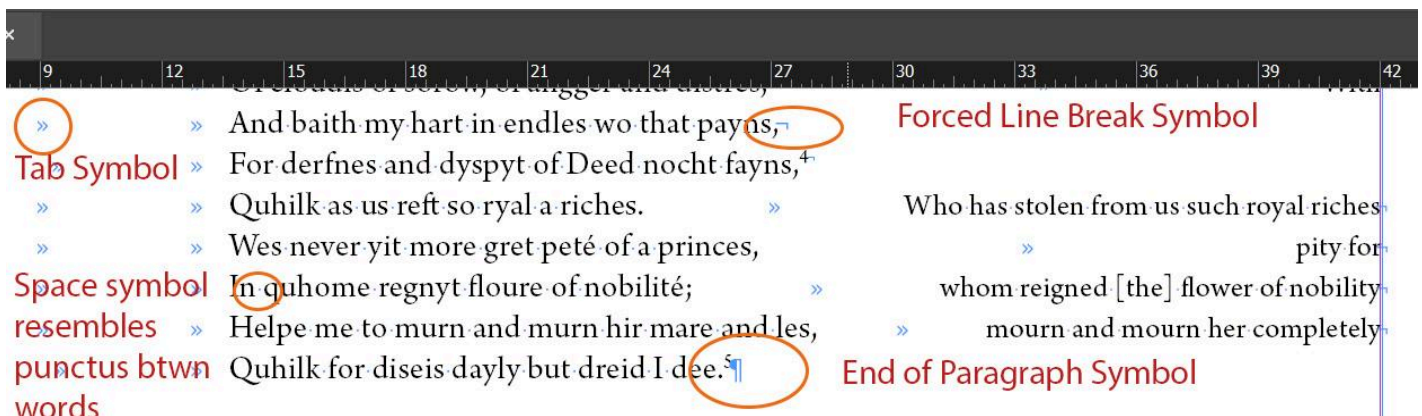
With any round of tagging, you are going to want to create keyboard shortcuts for the tags you use. You’ll probably change them as you work through different parts of tagging, so the shortcuts are up to your discretion. Assign shortcuts by:

- ❖ Right-clicking the **Character or Paragraph Style**. A box will pop-up. Select **Edit [Style name]**
- ❖ In the **Shortcut box** assign the shortcut as ctrl+number from the number pad.



How to Turn on "Show Hidden Characters" and "Highlight Override"

Whenever you work in InDesign, no matter what you are doing, if you are changing documents in any way, you *must* turn on **Show Hidden Characters** (ctrl+alt+i) and the **Highlight Override** (see photo below). InDesign is not a word processor, so if you treat it like you're just typing into Word, you will create errors, such as overrides, throughout the text. So while editing, you need to be able to see the hidden characters (such as spaces or tabs) and any overrides – which are errors that will take hours to correct later – that you might be introducing into the text.





Go to the instructions for the specific document you are working on.