## Final Steps of the Book

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N.B.: These steps should be done after 11a. Setting Pagination

One of the strengths of InDesign is that syncing within a **Book** allows you to make global changes. However, that means that there are certain aspects of the **Book** that must be completed last, as the information will be altered by syncing. This includes the **Front Matter**, removing the color of **Character Styles**, and **Headings** on each **Document**.

### How to Remove Colors from Character Styles

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Make this change in the **Front Matter**, as this is what all documents in the **Book** sync to. If you change the colors there and then sync back to front matter, it will apply throughout your **Book**.

- ❖ Double-click on the **Character Style** name so the menu pops up with full details on the style setting.
  - ➢ Person Name, Place Name, and Date are the styles that typically have colors associated with them.
- ❖ Select **Character Color**, from the left menu.
- ❖ In the color menu, scroll all the way to the top and select "none."
- ❖ Select "ok"
- ❖ Save the Front Matter
- ❖ Sync all documents to the Front Matter to apply the **character style** changes throughout the **Book**.
- ❖ Save the **Book**.

If the text color has been manually changed in the past, this should show up as an override. Make sure the **Highlight Override** feature ([a] at the top of the Paragraph Style menu) has been turned on. If this is the case, then you will want to remove these colors by clearing the override.

### How to Change Headings on all Documents

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**Do this last**, as if you need to sync after this, you may accidentally reset all Headings.

Headings are changed by altering Parent Pages. Since we use the same Parent Pages for most Documents, you have to change them for each Document.

First, unsync the Parent Pages.

- ❖ In the Book, click on the hamburger menu (the three vertical lines) in the upper right corner and select Synchronize Options → uncheck the box marked **Parent Pages** (all other boxes should already be checked) → ok.

Change the Headings in each Document:
- ❖ For each document, note the Parent Pages that you have used. Pull up the Pages menu, which tells you the initial of the Parent Page used on each page. This will likely be F, B, and B2.
- ❖ In the Pages menu and double-click the relevant Parent Page Icon. This will take you to the Parent Page, which is the background of your document. Then you can click into the headers, clear the overridden paragraph style, and change them to the appropriate title.
- ❖ The verso (even numbered page) header should be the title of the volume, and the recto (odd numbered page) header should be the title of the work within the volume (an individual text or part of the apparatus like "introduction."). Changing the Parent Page will apply the header throughout your open document.
- ❖ Save each document
- ❖ Save the **Book**