Appendix Description

Texts that typically go in an appendix are things like images, tables, verse and prose texts that are relevant to the volume, manuscript contents, etc. This is a wide range of materials, so, when formatting, you may have to refer to various workflows (such as prose or verse, facing page, or how to create lists). However, headnotes must be formatted using the styles listed below, and your choice of styles will change based on the other styles needed in the document. All styles used in formatting an appendix must be ones that are already present in the In Design documentation, so editors will be constrained by that layout.

Headnotes for Styles that have Whitespace Built into the top of the style:

Note, this is mostly for lists. You can check this by right clicking on the style name, selecting edit, go to "indents and spacing," and look at "space before." If "space before" has any value over 0p0, use the following styles:

- Body First for the first paragraph
- Body for any subsequent paragraphs, if there are any

Headnotes for Styles with no Whitespace built into the top of the style:

This will be most Paragraph Styles. You can check this by right clicking on the style name, selecting edit, go to "indents and spacing," and look at "space before." If "space before" equals 0p0, use the following styles:

- Appendix Headnote: for the first paragraph only if there are no other paragraphs in the headnote
- Body First: for the first paragraph only if there are subsequent paragraphs in the headnote
- Body: for any subsequent paragraphs, except for the final paragraph of a headnote
- Appendix Headnote 2: for the final paragraph in a multiple paragraph headnote, follows Body First or Body

It will be obvious if you've applied this wrong, as there will be additional space between the paragraphs of the headnote.

Table formatting

Make sure the stroke weight for any borders is 0.5 pt. This is a two-part step:

1. Click into the table and change the overall border stroke weight.
   - Table > Table Options > Table Setup
   - Set Table Border Weight to 0.5 pt
2. Select all the cells in the table and change the cell stroke weight.
   - Table > Cell Options > Strokes and Fills
   - Set Cell Stroke Weight to 0.5 pt