

# eXtyles<sup>®</sup> Auto-Style

Applying paragraph styles to reference lists using the eXtyles styling palette can be a lengthy and repetitive task, particularly in review articles with a large number of references. The process can be sped up by holding down the reference hot key, but this can lead to two problems: (1) accidental incorrect styling of the paragraphs that immediately follow the reference list, and (2) failure to spot errant hard returns (line breaks) that authors will occasionally insert in the middle of a reference. Though the Undo button comes in handy for the former problem, the latter problem usually is not discovered until Bibliographic Reference Processing is run and those references with incorrect line breaks fail to parse.

## Cleanup: Auto-Style

The new **Auto-Style** feature in the Cleanup dialog automatically identifies the reference list in the document, applies the appropriate paragraph style to each reference, and removes any incorrect hard returns that appear in the middle of a reference. **Auto-Style** appears at the top of the Cleanup dialog and is checked on by default.

**Clean Up**

Paragraph Styles -----  
 Normalize Styles       Auto-Style

White Space -----  
 Convert Tabs to Spaces       Remove Column Breaks  
 Remove Multiple Spaces       Remove Start and End Paragraph Spaces  
 Remove Section Breaks       Remove Blank Paragraphs  
 Remove Page Breaks       Remove Space Between Number and %

Typographic -----  
 Remove Optional Hyphens

Character Styles -----  
 Convert Built-in Word Character Styles to Face Markup  
 Convert User-Defined Character Styles to Face Markup

Auto Text -----  
 Convert Auto-Numbered Headings and Lists to Plain Text  
 Convert Word Fields to Plain Text

Comments and Bookmarks -----  
 Remove Word Comments: All Reviewers  
 Remove Word Bookmarks

Graphics -----  
Action: Leave Graphics  
Text: [INSERT FIGURE %Z]

OK  
Cancel  
Set All  
Clear All  
Reset

## ***Style Paragraphs: Shift-Next***

If **Auto-Style** is turned on in the Cleanup dialog, the references will have already been styled when the user reaches the reference list during eXtyles paragraph styling. The user does not need to reapply the reference style or hit Next over and over to move to the next section of the document. Instead, the user can immediately skip to the next section by holding down the **Shift** key while clicking the **Next** button at the bottom of the eXtyles styling palette.

## ***Auto-Style and Annotated References***

In files with annotated reference lists, **Auto-Style** will incorrectly remove the returns between the reference and the annotation. This problem can be solved in one of two ways:

1. If documents only occasionally include annotations, **Auto-Style** can be checked off in the Cleanup dialog on a case-by-case basis.
2. If many or most documents include annotations, Inera can configure eXtyles so that **Auto-Style** will apply the correct paragraph style but will not remove hard returns between references and annotations. Note, however, that this flag will prevent **Auto-Style** from removing *any* hard returns in a reference list, even errant line breaks inserted by the author.