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eXtyles®

User Documentation

PARAGRAPH STYLING

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STYLE PARAGRAPHS

Instead of manually applying a paragraph style to each paragraph via Word's menus or style list, you can use the eXtyles Style Paragraphs function to apply a set of styles from your template's paragraph styles to the document.

The efficient style palette used in eXtyles (see the sample figures on the following page) lets you quickly and easily apply the correct styles to each individual paragraph. Each of your organization's paragraph styles is mapped to the eXtyles style palette, where it appears as a button. You can quickly traverse the document and confirm or change the style of each paragraph using the convenient "Undo", "Next", and "Previous" buttons.

To style the paragraphs of the document:

1 Select Style Paragraphs from the eXtyles menu. Styles in the eXtyles style palette are divided into multiple groups, which are customized to fit your organization's styles. A typical set of palettes might include tabs similar to the following:

- Front (covering front matter paragraphs)

- Body (covering paragraphs in the body of the document)

- TFB (covering tables, figures, and boxes)

- Back (covering back matter paragraphs)

- Lang (covering multilingual material)

2 When the Paragraph Styles dialog appears, select the desired tab and begin traversing the document, clicking the desired button to apply a style to the selected paragraph, or clicking "Next" to advance to the next paragraph without changing the style of the selected paragraph.

The selected paragraph is highlighted in its entirety. After you click a style button to apply a style to paragraph, the highlight advances automatically to next paragraph.

You can also press the designated hot key—indicated by an underscored letter or number in the button's label—rather than clicking with the mouse. For example, you can press the "x" key on the keyboard instead of clicking "Next".

3 Click "Previous" to move the highlight to the previous paragraph.

4 Click "Delete" to remove the selected paragraph from the document and advance to the next paragraph.

5 Click "Undo" (as many times as necessary) to undo the last operations.

6 Click "With prev" to merge the selected paragraph with the previous one (the carriage return between them is replaced with a space). Use this function to merge an unwanted heading into the paragraph following it, for instance, or if two paragraphs are separate but should be one.

7 Click "New pgraf" to insert a return after the first sentence of the paragraph, creating two paragraphs from one.

This feature is designed primarily to allow faster formatting of run-in heads. The new sentence will be created after the first period, colon, question mark, hyphen, or en dash that is followed by a space, or an em dash (in this case, regardless of a following space). To format a two-sentence head, select "New pgraf", apply the correct style for the heading, select "New pgraf" again, and then select "With prev". If a paragraph does not have more than one sentence, selecting "New pgraf" will not do anything.

Within this dialog, you can use the Tab and Shift-Tab keys on the keyboard to switch between the different style tabs on the palette. The Esc key will close the dialog.

Within this dialog, the Shift key will also change the behavior of certain functions. If you hold Shift while clicking "Next" or typing the hotkey "x," eXtyles will skip all paragraph tagged with the current paragraph's style, stopping at the next new paragraph style. If you hold Shift while clicking the table body style for your palette, eXtyles will apply the table body style to the rest of the table.

Editing Outside of the Palette:

The eXtyles paragraph styling palette now allows users to edit the document with the palette open and apply styles to more than one paragraph at a time. Video documentation for this enhancement is available at **http://www.inera.com/support/documentation**.

The Paragraph Styles dialog closes automatically after the document is completely styled. If you need to close the dialog in the middle of processing, click the X box in the upper-right corner or press Esc. You can reopen this dialog at any time, and styling will continue with the paragraph where the cursor is currently located.

Navigating Your Document:

After you style a document, you can easily navigate through it by jumping from heading to heading using Word's Document Map feature. To use Word's Document Map feature, check the box in View › Navigation Pane. In Word 2003, select Document Map from the View menu. For more information, see also "Getting Started."

SAMPLE PALETTES

HAND STYLING

You can also use the Word paragraph style menu as usual if you are applying a paragraph style to just a few paragraphs. If you use this method, please keep these points in mind:

- The name on the eXtyles Paragraph Style palette is not necessarily the same as the name of the actual Word style. Be sure to use the correct Word paragraph style.

- Word has a bug (Microsoft calls it a "feature") in which italic or bold markup or Symbol font changes in the middle of a paragraph may be lost when styles are applied from the Word Paragraph Style menu or ribbon. This problem is especially nasty in genetics papers, in which a gene may inadvertently be turned into a protein as a result. If you use this method of styling, be sure to proof the paragraph carefully. Using the eXtyles Paragraph Style palette avoids this bug in Word.

TABLE STYLING

The buttons on the Table (or other customized name where your table styles are located) palette tab are used as follows. (The actual paragraph style names will be customized for your organization.)

Table Title:	Table number and table title.
Table Head:	Table head cells at the top of columns within the Word table.
Table Body:	Table body cells.
Table Footnote:	Table footnotes. This style also includes paragraphs, such as table legends, that fall after the table body and span the width of the table but are not cited from within the table as a table footnote.

The following table shows the correct location of each style:

Table 1. This is a table title. It may be located within the table grid or outside of it.

Table Head	Table Head	Table Head
Table Body*	Table Body	Table Body
Table Body	Table Body	Table Body

*This is a table footnote.

For ease of table styling and to ensure that all paragraphs in the document are properly tagged, Inera recommends that table tootnotes be placed after the table (i.e., outside of the table grid), as in the previous example.

eXtyles normally applies the selected style to a whole row of cells at once. To apply the selected style otherwise, use the modifier keys as indicated in the following table while pressing the relevant button on the palette.

Key	Action
(none)	Applies the specified style to an entire row (from the current cell to the end of the row).
Shift	Applies the specified style to the remainder of the table (from the current cell to the end of the row).
Control	Applies the specified style one paragraph within a cell at a time. If there is only one paragraph in a cell, this behavior is the same as Shift + Control.
Shift + Control	Applies the specified style to one cell at a time.

The Shift key is particularly useful when styling a table: as soon as you reach the point in the table at which all remaining cells are to be tagged as your table body style, for instance, you can hold down Shift and click on your table body style, and eXtyles will tag the rest of the table automatically!

Please note the following special information about styling tables with the eXtyles Paragraph Styling palette (as opposed to the regular Word Paragraph Style menu):

- When styling tables, empty cells are skipped.

- eXtyles preserves any of the following format information that was previously applied to each cell by an author:

  - Alignment (left, right, center, justify)

  - Indents (first line, left, right)

  - Tab stops

  All of this information is respected during an eXtyles CALS or XHTML export.

- If the entire content of a cell is already in italic, bold, or underline, eXtyles will preserve this markup.

- If a paragraph style for a table cell specifies italic, bold, or underline markup, it will be applied to the entire content of the cell.

COMPLEX TABLES

Paragraph styles can be used to add specific formatting to table content. Your configuration's list style can be applied to an individual table cell that contains a list using the shift+control shortcut; or to an individual list paragraph within a cell using the control shortcut.

For tables that contain row headers mid-table, the table column head style should be applied, rather than table body:

Table Head	Table Head	Table Head
Table Body	Table Body	• List Level 1 • List Level 1
Table Head	**Table Head**	**Table Head**
Table Body	Table Body	Table Body • List Level 1 • List Level 1

For more information about complex tables in XML, please see the "JATS/NLM DTD Export Filters" section.