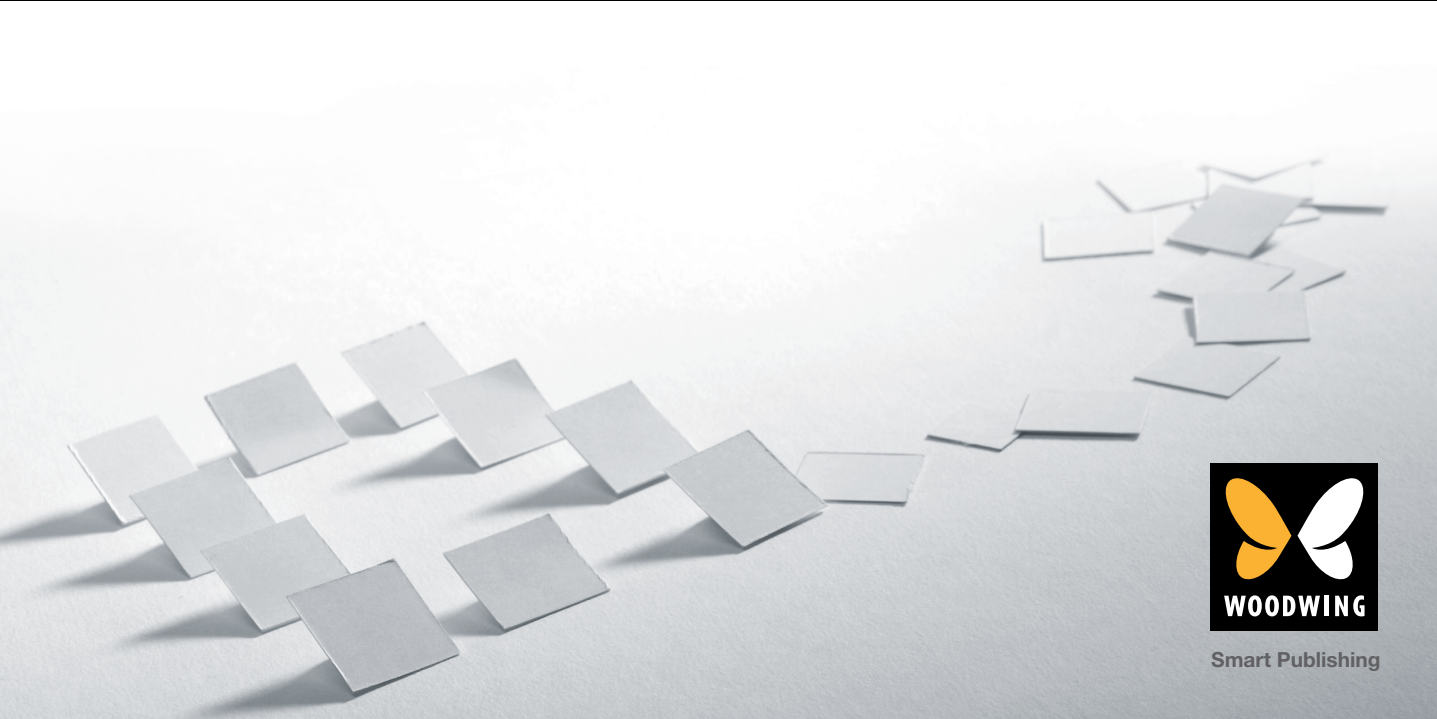# Smart **Styles**

User Guide

Smart Styles
User Guide

For InDesign CC 2019 and InCopy CC 2019

Software version 14.0.0

Legal Disclaimer

Contents

Introduction

The following sections explain how to use this User Guide, and how to get additional support or provide feedback.

1. InDesign and InCopy Support

The version of Smart Styles described in this user guide is aimed for use with InDesign CC 2019 and InCopy version CC 2019.

2. Using This User Guide

Please read the following sections to familiarize yourself with some of the symbols and terminology used in the User Guide, and some of the features that allow you to navigate the PDF if you are reading it on screen.

2.1 Icons

You will see various types of note icons in this manual. Their purpose is as follows:

An important note on a feature or action

A tip to improve your workflow

2.2 Terminology

The following terminology is used throughout this User Guide:

• **Smart Styles Library.** Contains Smart Styles elements that allow you to apply formatting to targeted text, tables and other page items.

• **Smart Styles element.** A formatted page item that has been added to the Smart Styles Library.

• **Page Item.** Any object within an InDesign document.

• **Property Items.** The properties of a Smart Styles element, grouped by Object Style, Text Style, and Table Style.

2.3 Navigating the PDF

To get the most out of this User Guide, view the PDF in Adobe Acrobat or Adobe Reader. Adobe Reader can be downloaded for free from *www.adobe.com*.

To assist you with navigating the PDF version of this User Guide and to aid you in quickly finding the section that you are after, the following interactive tools are available:

Contents. Click on a chapter or section title to immediately open the page.

Index. Click on a page number following an index entry to immediately open the page.

Bookmarks Panel. The bookmarks panel displays automatically when opening it. The PDF you open contains all chapters and sections; click on a title to automatically display the page.

Pages Panel. Click on a page thumbnail to immediately open the page.

Hyperlinks. Displayed in gray, italic font. These are used to refer to other sections in the manual, Web sites or other external sources. When active, clicking it will forward you to another section within the manual or open a Web site.

3. Technical Support

Visit the WoodWing Help Center for documentation, the Community forum, or to submit a request (use the button in the top right corner) when you have technical question:

https://helpcenter.woodwing.com/hc/

About Smart Styles

The Smart Styles plug-in delivers powerful formatting capabilities to InDesign users and adds table functionality (sorting and the use of formulas) to both InDesign and InCopy.

Formatting features

The formatting feature of Smart Styles works by converting any item on the layout to a Smart Styles Library element, thereby preserving not only object properties but text styles and table styles as well. All formatting options can then be applied in one sweep to a page item or table by dragging the Smart Styles element from the Smart Styles Library onto the item on the page.

Since InCopy does not have support for libraries, the formatting features of Smart Styles are only available in InDesign.

Smart Styles elements are easily defined by creating an example with the desired formatting and subsequently dropping it into a Smart Styles Library.

Once a Smart Styles library element is created, it is not a static object but can be used flexibly by selectively choosing which of its properties should be applied. Each Smart Styles element is divided into three property groups: *Object Styles*, *Text Styles*, and *Table Styles*. Each of these groups or their components can be selected or deselected, giving the user full control over which properties are applied at that moment.

With a single drag-and-drop, a Smart Styles element can apply table and object properties, multiple paragraph styles and attributes, per-paragraph multiple character styles and attributes to page items.

Smart Styles elements recognize a sequence of paragraph styles and attributes. This allows you to set the formatting for the first paragraph(s), the last paragraph(s) and repeated formatting for the paragraphs in between. Repetition is not limited to a single format, but can consist of several paragraph formats.

Per paragraph, Smart Styles allows the specification of a sequence of character styles and attributes from the start and end of the paragraph. For instance, you can make the first three words of a paragraph, or all characters up to the first comma, bold, without having to set a special invisible "end of style" marker first.

Smart Styles elements can be applied to selected text as well as entire text frames.

Table features

Smart Styles also provides functionality for inserting formulas into table cells so that calculations can be made, much the same as the functionality found in a spreadsheet. Smart Styles also allows you to sort your data in a table; either by column, selection of cells, or complete table.

The table features are also available in InCopy.

1. Flexibility and Efficiency

The Smart Styles elements drastically reduce the time required for repetitively formatting page elements, tables and text selections. This frees up your time to concentrate on the design and content, thus improving the overall quality of your publication.

• **Smart Styles saves time by taking out the delay caused by repeated formatting.** Multiple layouts with comparable formatting, such as those in magazines, newspapers and advertisements, become nearly effortless.

• **Global changes are quickly made.** Replace an original Smart Styles Library element with a modified version. Reapply with a single command to automatically update all elements throughout a document that were formatted with the first version.

• **Using Smart Styles, the number of actions needed to format page items decreases.** Formatting a page item with InDesign requires an average of ten actions. With Smart Styles, it can be done with only one.

• **Change a static table into a dynamic spreadsheet.** Add formulas to cells for making calculations and sort your data in various ways.

• **No additional "read" plug-in is needed.** Applying a Smart Styles element will not result in a Smart Styles "footprint"; it's all plain InDesign and you don't need the Smart Styles plug-in to open the document, make changes, print or export.

• **Smart Styles elements are stored in the standard InDesign Library.** This makes it possible for multiple users to have access to the same Smart Styles Library, guaranteeing consistency.

2. Smart Styles Interface

Smart Styles adds the following additional commands to the InDesign and InCopy interface:

• Library panel menu commands
• Table menu commands

Each command is explained in the following sections.

2.1 Library Panel Menu Command

Smart Styles adds four commands to the Library panel menu.

• **Smart Styles Properties.** Opens the Smart Styles Properties dialog box for turning on/off individual properties before applying a Smart Styles element as well as for assigning a keyboard shortcut to the Smart Styles element.

• **Apply Smart Style.** Use to apply the selected Smart Styles element to the selected page item.

• **Re-Apply Smart Style.** Use to update an entire document quickly after modifying a Smart Styles element.

• **Smart Styles Library.** Use to toggle between an InDesign Object Library and a Smart Styles Library.

For more information about using these commands, see *chapter 6, The Smart Styles Library*.
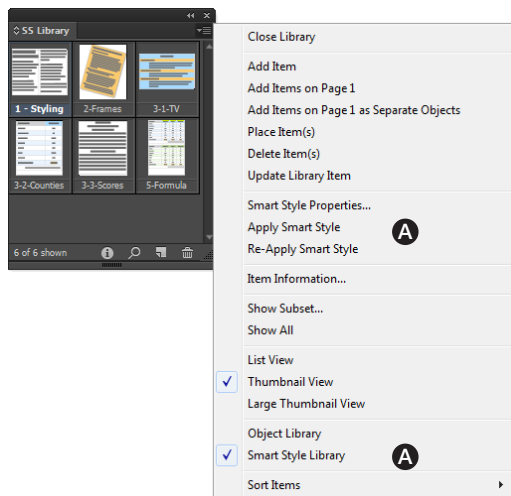
Ⓐ Added Smart Styles commands

Figure 2.1 Smart Styles commands are added to the Library menu

2.2 Table Menu Commands

Smart Styles adds the following commands to the Table menu in both InDesign and InCopy:

💡 The same commands are available in the context menu of a table or cell (accessed by right-clicking the cell or table).

• **Sort...**. Opens the *Sort* dialog box for sorting the data in the table. (See figure 2.2a.)

• **Formula.** Contains a submenu with the following commands:
    • **Insert...**. Opens the *Insert* dialog box for inserting a formula. (See figure 2.2b.)

    • **Update.** For updating formulas in selected cells.

    • **Update All.** For updating all formulas in a table.

    • **Show/Hide Fields.** For showing or hiding text highlighting for any values in a cell that are the result of an inserted formula
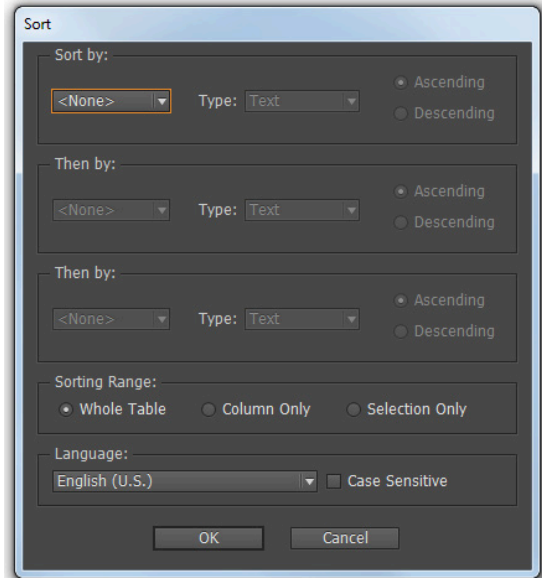
Figure 2.2a The Sort dialog box
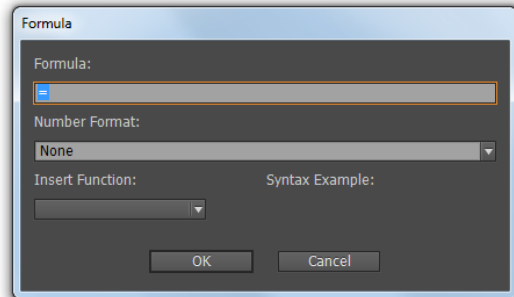
Figure 2.2b The Formula dialog box

3. Smart Styles Property Items

The following list is an overview of some of the properties that are retained when creating a Smart Styles Library item. (For a complete overview, see *appendix C, Smart Styles Element Properties*.)

Object Style properties
All standard page item properties are applied, including:

- Stroke properties (color, width, type, etc.)
- Fill properties
- Colors (including tints and gradients)
- Drop shadows
- Feathering
- Transparency
- Corner effects
- Inset
- Number of columns
- ...and many more

Text Style Properties
InDesign nested styles are applied like any other paragraph style.

Table Style Properties
Smart Styles elements can be applied to format individually selected cells, a single table or every table in a document identically, including running headers and footers. Complex tables can be formatted, using the ability of Smart Styles to recognize sequences of formatting properties.

4. Smart Styles Sample Files

Two sample files are provided with Smart Styles containing various examples for trying out the powerful functionality of Smart Styles:

- InDesign document:
  - Smart Styles SampleDoc.indt

- InDesign Library file:
  - SS Library.indl

Both files are automatically installed when opting to install the *Smart Styles Example Files* during the installation process (See *chapter 3, Installing Smart Styles – section 2, Installation)*. The files will be installed in a folder named *WoodWing* within the InDesign application folder. Instructions for using the files are contained within the InDesign document.

5. Languages

Smart Styles is available in the following languages:

- English
- Dutch
- French
- German
- Italian
- Brazilian Portuguese
- Spanish
- Polish
- Russian
- Czech
- Chinese (Simplified and Traditional)
- Japanese
- Korean

6. New Features

The following new features have been implemented in Smart Styles:

- Support for **Adobe InDesign CC 2019 and InCopy CC 2019**.

- Support for the features named **Content-Aware Fit** and **Space between paragraphs of same style** that were introduced in InDesign CC 2019 and InCopy CC 2019.

Installing Smart Styles

This chapter describes all steps required for install-ing and uninstalling Smart Styles on Macintosh and Windows platforms.

1. System Requirements

Smart Styles requires the following minimums to be available:

Adobe applications
 • Adobe InCopy CC 2019 or Adobe InDesign CC 2019.

Operating system and hardware
Smart Styles uses the requirements and recommenda-tions as standard InDesign and InCopy. See *www.adobe. com* for details.

2. Installation

The following sections describe installation steps for installing Smart Styles under Macintosh and Windows, both for licensed versions and trial versions.

> Make sure to be logged in as an Administrator when installing the software.

2.1 Macintosh Installation

The Macintosh version of Smart Styles is delivered as an installer in .dmg format.

To install Smart Styles on a Mac OS platform, perform the following steps:

Step 1. Double-click the installer.

The *Introduction* screen appears.

Step 2. Click **Continue**.

The *License* screen appears.

Step 3. Read the license agreement and click **Continue** followed by **Agree**.

The *Installation Type* screen appears.

Step 4. Select which items to install:

• **Smart Styles for InDesign CC 2019**
  • **Plug-ins.** The Smart Styles plug-ins for InDesign.
  • **Sample files.** Sample files that accompany this User Guide.

• **Smart Styles for InCopy CC 2019**
  • **Plug-ins.** The Smart Styles plug-ins for InCopy.

Step 5. Click **Continue**.

The installer is now ready to install Smart Styles in a default location (in InDesign CC 2019 or InCopy CC 2019 on the main hard drive).

Step 6. Click **Install**.

Step 7. Enter your **system name** and **password** and click **Install Software**.

If you have more than one instance of InDesign CC 2019 or InCopy CC 2019 installed, the installer will prompt you to select in which version you want to install Smart Styles.

Step 8. (Optional) Select the desired version and click **OK**.

The files will now be installed in the following locations:

> • **Plug-ins.** <InDesign/InCopy application folder>/Plug-ins/WoodWing.
> • **Sample files.** <InDesign/InCopy application folder>/WoodWing

Step 9. When finished, click **Close**.

After installation, your copy of Smart Styles needs to be activated. For more information, see *chapter 4, Activating Smart Styles*.

2.2 Windows Installation

The Windows version of Smart Styles is delivered as an installer in .zip format.

To install Smart Styles on a Windows platform, do the following:

Step 1. Unzip the downloaded file.

Step 2. Double-click the installer.

Step 3. Click **Yes** when prompted to allow this application to make changes to your computer.

The *Choose Setup Language* screen appears.

Step 4. Choose either **English** or **Japanese**.

Step 5. Click **Next**.

The *Introduction* screen appears.

Step 6. Click **Next**.

Step 7. Read the license agreement and click the option **I accept the terms of the license agreement**.

Step 8. Click **Next**.

The *Setup Type* screen appears.

Step 9. Select which version of Smart Styles to install:

> • Smart Styles for InCopy CC 2019
> • Smart Styles for InDesign CC 2019

Step 10. Click **Next**.

The *Choose Destination Location* screen appears.

Your installed version of InDesign or InCopy is automatically detected. The folder in which the application will be installed to is shown in the Destination Folder section at the bottom of the screen.

If InDesign or InCopy cannot be found in their default location and under their default application name, all available drives will be scanned. Please note that this could take some time.

Step 11. (Optional) Use the Browse button to browse to an instance of InDesign or InCopy which is installed in a different location.

Step 12. Click **Next**.

Step 13. (Optional) If you want to install the example files (an InDesign layout and a Smart Styles library), select the option **Smart Styles - Example files**.

Instructions for using the files are contained within the InDesign document.

Step 14. Click **Next**.

If you have chosen to install the Example files, the *Choose Destination Location* screen appears. By default, the example files will be installed in the same location as where your installation of InDesign or InCopy is installed. This location is shown in the Destination Folder section at the bottom of the screen.

Step 15. (Optional) Use the Browse button to choose a different location where the example files should be installed to. When back on the *Choose Destination Location* screen, click **Next**.

The files will now be installed in the following locations:

- **Plug-ins.** <InDesign/InCopy application folder>\Plug-ins\WoodWing.
- **Example files.** <InDesign/InCopy application folder>/WoodWing

Step 16. When finished, click **OK** to close the installer.

After installation, your copy of Smart Styles needs to be activated. For more information, see *chapter 4, Activating Smart Styles*.

3. Uninstalling Smart Styles

The installer for Smart Styles can also be used to remove the application from your system, as explained in the following sections.

3.1 Uninstalling from Macintosh

To uninstall Smart Styles from a Macintosh system, do the following:

Before uninstalling Smart Styles, close all open applications.

Step 1. Double-click the installer **Smart Styles.app.**

Step 2. Enter your **system name** and **password**.

The *Introduction* screen appears.

Step 3. Click **Continue**.

Step 4. The *License* screen appears.

Step 5. Click **Continue** followed by **Agree**.

The *Select Destination* screen appears.

Step 6. Choose the drive on which InDesign or InCopy is installed and click **Continue**.

The *Custom Install* screen appears.

Step 7. From the *Custom Install* list, choose **Uninstall.**

Step 8. Click **Uninstall.**

Step 9. If you have more than one version of InDesign or InCopy installed, you will be prompted to select from which application you want to uninstall Smart Styles. Select the desired application and click **OK**.

Smart Styles will be uninstalled.

3.2 Uninstalling from Windows

To uninstall Smart Styles from a Windows system, do the following:

Before uninstalling Smart Styles, close all open applications.

Step 1. Navigate to the *Control Panel* via the *Windows Start* menu and choose the option to uninstall programs (such as **Add or Remove Programs** or **Uninstall a program**.

Step 2. Choose **Smart Styles** from the list of installed programs.

Step 3. Click **Remove**.

Step 4. Confirm that you want to remove the selected application and all its components.

Smart Styles will be uninstalled.

Activating Smart Styles

After installation, your copy of Smart Styles needs to be activated. Without activation, Smart Styles will not function.

This chapter will guide you through the different ways of activating Smart Styles and discusses how to transfer a Smart Styles activation to another system.

1. Activation

Smart Styles can either be activated as a trial version or as a licensed version.

Trial version
To try out Smart Styles without purchasing a license, the application can be activated for a period of 30 days after which it will stop working.

Licensed version
For activating your copy of Smart Styles as a licensed version, you need to purchase a valid license upon which you will receive a serial number.

Before you activate, determine which workflow to use for this process. For flexibility, activation can be done immediately through the use of the internet. Alternatively, you can send an e-mail or fax with pertinent information after which an activation code will be send back to you within two working days.

1.1 Welcome Screen and About Screen

Activation is achieved via the *Welcome* screen or the *About WoodWing Plug-Ins* screen.

Welcome screen
The Welcome screen automatically appears in the following situations:

- After starting up InDesign or InCopy for the first time after having installed a WoodWing plug-in (and as long as that product is not activated).
- At various times during the period when the product is activated as a demo version (showing the total number of days left) when starting up InDesign or InCopy.

Thank you for selecting WoodWing. We develop plug-ins that make Adobe applications smarter, more productive and more fun to work with!

Smart Styles
v14.0.0 build 2
Expired

- *If you already own a license, please enter it using the Activate button.*
- *To start a 30-day trial period, use the Trial button.*
- *Or, click Purchase to obtain a license via the WoodWing Web shop.*

| 30-day Trial | Activate | Purchase | Close |

WoodWing Plug-ins Copyright 1997-2018 WoodWing Software www.woodwing.com

Figure 1.1a The Welcome screen.

The Welcome screen keeps appearing when starting up the application, until all installed products have been activated (either as a trial version or as a licensed version). Either can be done via the Welcome screen or the About WoodWing Plug-Ins screen.

About WoodWing Plug-ins screen
The About WoodWing Plug-Ins screen automatically appears in the following situations:

- After an activation has been transferred (in case the product needs to be activated again).
- During the period when the product is activated with a time limited serial number, each time InDesign or InCopy is started (showing the total number of days left).

The About WoodWing Plug-Ins screen can also be displayed at any time by doing the following:

- **Mac OS:** From the *InDesign/InCopy* menu, choose **About WoodWing Plug-ins...** .
- **Windows:** From the *Help* menu, choose **About WoodWing Plug-ins...** .

You have installed the following plug-ins:

Smart Styles
v14.0.0 build 2
Activated (Concurrent)

- *First, select a plug-in by clicking its icon.*
- *Click Activate to enter your serial number and activate your product.*
- *If a license needs to be transferred to another computer, use Transfer Activation.*

| 30-day Trial | Transfer Activation | Activate | Close |

WoodWing Plug-ins Copyright 1997-2018 WoodWing Software www.woodwing.com
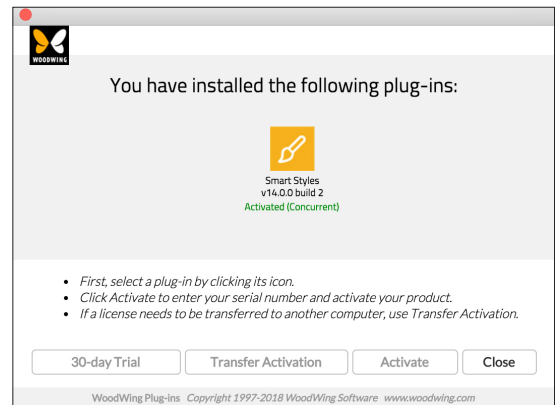
Figure 1.1b The About WoodWing screen.

The following components are available in the Welcome screen and the About WoodWing Plug-Ins screen:

- **Installed products.**
  - **Welcome screen:** shows all non-activated products or those that have been activated for a trial period.
  - **About WoodWing Plug-ins screen:** shows all installed products with their current status: *Not Activated*, *Activated*, *Expires in x days*, *Expired*. When more products are installed than can fit on-screen, navigation buttons to the right and left can be used to scroll through the list.

- **30-Day Trial button.** For activating the product as a trial.

- **Activate.** For activating the product as a licensed version.

- **Transfer Activation.** (*About WoodWing Plug-Ins* screen only). For transferring a license to a different system.

- **Purchase.** (*Welcome* screen only) For launching the WoodWing store in the default Web browser.

- **More Info.** (*About WoodWing Plug-Ins* screen only). For copying application and system information to the clipboard (for sending this to WoodWing support in case assistance is required).

2. Activating Smart Styles

The activation process can be started from either the *Welcome* screen, the *About WoodWing Plug-Ins* screen, or the *More Info* screen. (For more information about the *More Info* screen, see *chapter 1, Introduction – section 2, Technical Support*.)

As long as a plug-in has not been activated, a *Welcome* screen showing that plug-in will appear when starting InDesign or InCopy. The *About WoodWing Plug-Ins* screen shows all installed WoodWing products with their respective activation status at any time. (For more information about these screens, see *section 1.1 Welcome Screen and About Screen*).

Smart Styles can be activated as a fully functional time limited trial or as a licensed version, as explained in the following sections.

2.1 Trial Version

To activate Smart Styles as a trial version, perform the following steps:

Step 1. From the list of products on the *Welcome* screen, the *About WoodWing Plug-Ins* screen, or the *More Info* screen, choose **Smart Styles**.

The *30-day Trial* button becomes available.

Step 2. Click **30-day Trial**.

The *Personal Details* screen appears.

Figure 2.1a The Personal Details screen

Step 3. Fill in all details. (All required fields are marked in bold).

Step 4. Click **Next**.

The *Proxy* screen appears.

Step 5. (Optional) When a proxy server is used, select the *Use a HTTP proxy server check box* and fill in all details.

Figure 2.1b The Proxy screen

Step 6. Click **Next**.

When activation is successful, this is displayed on-screen.

Figure 2.1c Activation successful

Verify the *About WoodWing Plug-Ins* screen for the remaining number of days in the trial period.

2.2 Licensed Version

To activate Smart Styles as a licensed version, perform the following steps:

> **Step 1.** From the list of products on the *Welcome* screen, the *About WoodWing Plug-Ins* screen, or the *More Info* screen, choose **Smart Styles**.
>
> The *Activate* button becomes available.
>
> **Step 2.** Click **Activate**.
>
> The *Introduction* screen appears.

To activate the use of the selected products, your serial number needs to be validated.

The automated process requires access to the Internet to validate the serial number. No other information than the serial number will be transmitted to the server.

Click Next to start the validation process.

☐ I don't have access to the Internet or I rather activate through e-mail or fax. Please note that this takes two business days.

Previous   Next   Cancel

Figure 2.2a The Introduction screen

> From here, you have the option to activate offline or via the Internet, as explained in *section 2.2.1 Offline Activation*, and *section 2.2.2 Online Activation*.

2.2.1 Offline Activation

To activate Smart Styles offline, perform the following steps: (for the first two steps in this process, see *section 2.2 Licensed Version*.)

> **Step 3.** Select the check box **I don't have access to the Internet...**.
>
> **Step 4.** Click **Next**.
>
> The *Serial Number* screen appears.

Send us your WoodWing serial number, the Adobe serial number displayed below and registration info including name, company name, e-mail and address. After validation we will return the required activation code.

WoodWing Software
e-mail: support@woodwing.com
fax: +31 75 61 43 399

Adobe InDesign serial number:

Copy

Click Next to enter your activation code.

Previous   Next   Cancel

Figure 2.2.1a The Serial Number screen

> **Step 5.** Send in the following info by e-mail or fax (see the Serial Number screen for contact details):
>
> • Your WoodWing serial number
> • Your Adobe InDesign serial number
>   Click the **Copy** button to copy the displayed serial number to your clipboard.
> • Contact details (including name, company name, e-mail, and address)
> • Platform used (Mac OS or Windows)

Step 6. Click **Cancel** to terminate the activation process for now.

Within two business days, your authorization code will be e-mailed or faxed to you. Both methods require a different way of activating the software.

After the authorization code is delivered by e-mail:
Step 7. You will receive a file named **WWActivate.xml**. Place this in the following location:

- **Mac OS:**
  Library/Application Support/WoodWing

- **Windows Vista/Windows 7/8:**
  C:\ProgramData\WoodWing

Step 8. Restart **InDesign** or **InCopy**.

The product is automatically activated.

Step 9. To verify that the activation has been successful, open the *About WoodWing Plug-ins* screen:

- **Mac OS:** From the *InDesign/InCopy* menu, choose **About WoodWing Plug-ins...** .
- **Windows:** From the *Help* menu, choose **About WoodWing Plug-ins...** .

Step 10. The Smart Styles product should now have the status *Activated*.

After the authorization code is delivered by fax:

Step 7. Return to the *Welcome* screen or the *About WoodWing Plug-Ins* screen. (See *section 1.1 Welcome Screen and About Screen*.)

Step 8. From the list of products, select **Smart Styles**.

Step 9. Click **Activate**.

Step 10. Select the check box **I don't have access to the Internet...** .

Step 11. Click **Next** and **Next** again.

Step 12. In the dialog box that appears, enter your WoodWing serial number and the received authorization code exactly as they are delivered—including dashes, capitals, etc.

Figure 2.2.1b Enter the received authorization code

Step 13. Click **Next** to start the authorization process.

When activation is successful, this is displayed on-screen.
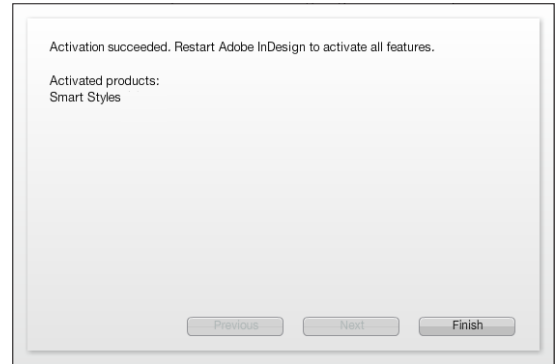
Figure 2.2.1c Activation successful

Step 14. Click **Finish** and restart InDesign or InCopy.

2.2.2 Online Activation

To activate Smart Styles online, perform the following steps: (for the first two steps in this process, see *section 2.2 Licensed Version*.)

Step 3. Click **Next**.

Step 4. In the screen that appears, enter the **serial number** for Smart Styles that you received.

Figure 2.2.2a Enter the WoodWing serial number

Step 5. Click **Next**.

The *Personal Details* screen appears.

Step 6. Fill in all details. (All required fields are marked in bold).

Step 7. Click **Next**.

The *Proxy* screen appears.

Step 8. (Optional) When a proxy server is used, select the *Use a HTTP proxy server* check box and fill in all details.

Step 9. Click **Next**.

When activation is successful, this is displayed on-screen.

3. Transferring an Activation

Once the Smart Styles software has been activated, it is possible to transfer your serial number to another computer. You still have only one license, but this will allow you to switch to another computer if needed.

Step 1. Display the *About WoodWing Plug-ins Plug-Ins* screen by doing the following:

- **Mac OS:** From the *InDesign/InCopy* menu, choose **About WoodWing Plug-ins**.
- **Windows:** From the *Help* menu, choose **About WoodWing Plug-ins**.

Step 2. Select Smart Styles.

Step 3. Click **Transfer Activation**.

A message appears indicating that the serial number must be validated via the internet.

Step 4. Click **Next**.

The *Proxy* screen appears.

Step 5. (Optional) When a proxy server is used, select the *Use a HTTP proxy server check box* and fill in all details.

Step 6. Click **Next**.

Step 7. Upon activation results, click **Finish**.

You can now install and activate Smart Styles on a different system.

Getting Started

Before explaining the product in detail, this chapter gives a brief explanation about how to work with a Smart Styles library and how to work with the table features of Smart Styles.

1. The Object Library

Smart Styles works by making use of InDesign's Object Library feature. The basic InDesign Object Library is used for storing objects such as formatted frames and tables so that they can be reused at a later stage simply by dragging them from the library onto the layout as new objects.

Smart Styles takes this process a step further by making it possible to drag an item from the library onto a page item and thereby applying the formatting properties of the library item to the target item on the page.

With Smart Styles installed, the object library that you have created can either behave as a regular InDesign Object library or as a Smart Styles library, depending on which command is selected in the library panel's menu.

For more information about InDesign Object Libraries, see InDesign Help.

1.1 Smart Styles Basics

A Smart Styles element can be created once and applied repeatedly to page items, text, or tables. While complex formatting can be applied, the basic process for using Smart Styles is very simple:

Step 1. Create a new **Smart Styles Library**, or easily transform an InDesign Object Library into a Smart Styles Library. (For more information about creating Object Libraries, see *chapter 6, The Smart Styles Library*.)

Step 2. Apply **InDesign formatting properties** to a page item, including text or table formatting.

Step 3. Drag the same item into the **Smart Styles Library**.

Step 4. Use one of the following methods:

• Apply the Smart Styles element to a **page item** by dragging it from the Library onto the target page item.
• With the page item selected, Right-click the library item and choose **Apply Smart Style**.
• With the page item selected, choose **Apply Smart Style** from the Library menu.
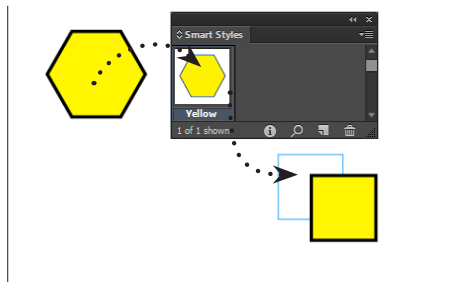
Figure 1.1 Creating and applying a Smart Styles item

1.2 Flexibility

Smart Styles adds enormous flexibility to a user's workflow:

• **Multiple users simply open a Smart Styles Library to maintain consistency.** Once a Smart Styles Library is created with formatted elements, the library exists as a separate file. By sharing this file with others, managing consistency throughout a workflow process involving numerous documents is easy. Any user can open the Library and have access to the same styling formats.

• **Formatting can still be modified after a style has been applied.** Once Smart Styles formatting is applied to a page item, it can still be reformatted using InDesign's standard formatting features. You are not restricted to the original styles applied. However, if consistency between page items is important, you can choose to modify the Smart Styles element and reapply it globally throughout the document. (For more information about modifying Smart Styles elements, see *chapter 9, Modifying a Smart Styles Element*.)

• **Open, revise and print the document without having the plug-in installed.** Anyone can open, make revisions, modify formatting, and print or export the file using the features of InDesign or InCopy. No plug-in is required to read a document that has been formatted with Smart Styles.

• **Management of styles and swatches.** Paragraph styles, character styles, object styles, and color swatches used by Smart Styles are automatically copied to a document, even if they are not yet available within the document. There is no need to load these formatting features separately.

2. Tables

With Smart Styles, tables can be sorted and formulas can be quickly inserted into a table cell, as explained in the next sections.

2.1 Sorting a Table

To sort a table, perform the following steps:

Step 1. Place the text cursor in any cell of a created table.

Step 2. Use one of the following methods:

- From the *Table* menu, choose **Sort...**.
- Right-click the table and choose **Sort...**.

The *Sort* dialog box appears.
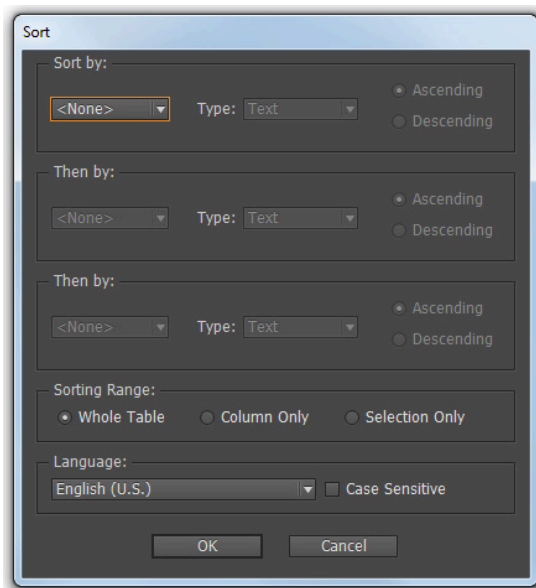
Figure 2.1 The Sort dialog box

Step 3. Make the required selections from the **Column sorting**, **Sorting range**, and **Language** sections.

Step 4. Click **OK**.

The table is sorted.

For more information about sorting tables, see *chapter 12, Working With Tables – section 5, Sorting Tables*.

2.2 Inserting a Formula

To insert a formula into a table cell, perform the following steps:

Step 1. Place the text cursor in the cell in which the formula needs to be inserted.

Step 2. Do one of the following:

• From the *Table* menu, choose **Formula** followed by **Insert**.
• Right-click on the cell or table and choose **Formula** followed by **Insert**.

The *Formula* dialog box appears.
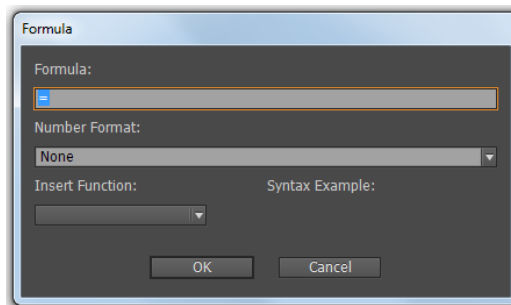
Figure 2.2 The Formula dialog box

Step 3. Enter a formula and number format.

Step 4. Click **OK**.

The formula is inserted.

For more information about using formulas, see *chapter 12, Working With Tables – section 4, Using Formulas*.

The Smart Styles Library

Smart Styles uses the Library feature of InDesign to make creating and navigating a Smart Styles library effortless. You can either create a new Smart Styles library or use an existing InDesign Object Library as a Smart Styles library. An older version of a Smart Styles library can also be easily converted to work with Smart Styles.

This chapter explains how to create a Smart Styles library from scratch, how to convert a library created with a previous version of Smart Styles, and how to use the Library panel.

1. The Library Panel

Figure 1 shows the general options of the default InDesign Library panel.

A Panel menu **B** Element thumbnail and name
C Item information **D** Show library subset
E New library item **F** Delete library item
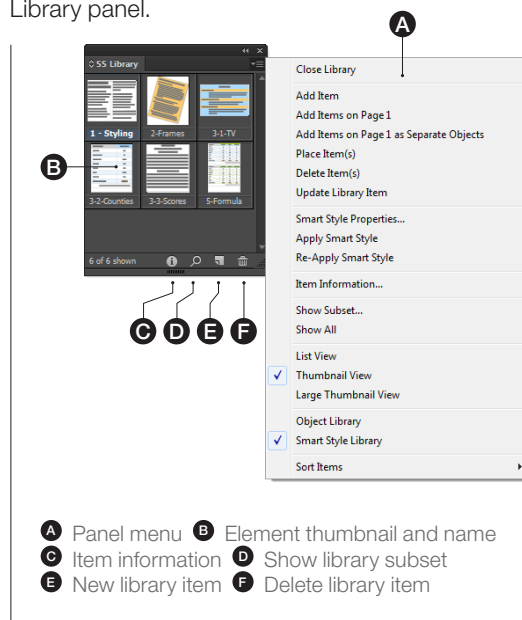
Figure 1. The InDesign Library panel

Smart Styles adds four additional commands to the library menu:

  • **Smart Styles Properties.** Use to turn on/off individual properties before applying a Smart Styles element and for assigning a keyboard shortcut to the Smart Styles element.

  • **Apply Smart Style.** Use to apply a selected Smart Styles element.

  • **Re-Apply Smart Style.** Use to update an entire document quickly after modifying a Smart Styles element.

  • **Smart Styles Library.** Use to toggle between an InDesign Object Library and a Smart Styles Library.

You will learn how to use these options throughout this guide. (Further information on the InDesign Object Library can be found in InDesign Help.)

2. Creating a Smart Styles Library

To create a new Smart Styles Library, do the following:

Step 1. From the *File* menu, choose **New**, followed by **Smart Styles Library**.

The *New Smart Styles Library* dialog box appears.

Step 2. Enter a file name and browse to a location where the file needs to be saved.

Step 3. Click **Save**.

The library will appear as a separate panel or in a panel together with already opened libraries.
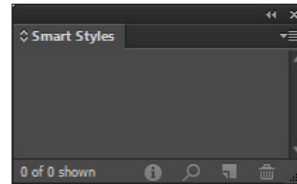
Figure 2. The Library panel

InDesign library files are saved as .indl files and can be opened by choosing *Open* from the *File* menu.

3. Changing the Library Behavior

The Library panel can be made to behave as either a regular InDesign Object Library or as a Smart Styles Library by choosing the appropriate command in the menu of the Library panel. This way, even objects that were originally created as an InDesign Library object can be made to behave as a Smart Styles Library object and vice versa.

To change the behavior of a library, do the following:

Step 1. Open the Library menu.

The current behavior of the Library is indicated by the check mark in front of *Object Library* or *Smart Styles Library*.
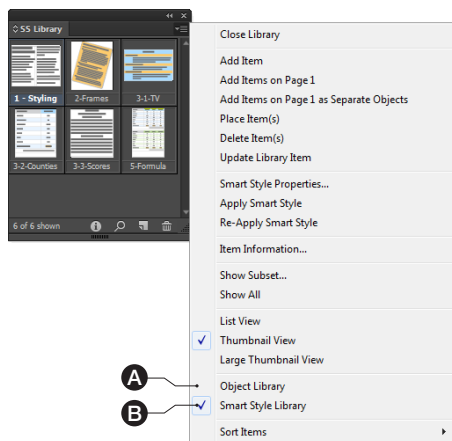
A Object Library command
B Smart Styles Library command

Figure 4. The library commands in the panel menu

Step 2. To change the behavior, choose **Object Library** or **Smart Styles Library** respectively.

4. The Item Information Dialog Box

The Item Information dialog box can be displayed for viewing and/or editing item information such as the item name or object type. This affects the way the items are displayed and sorted in the library panel.

A Item preview B Creation date C Description box
D Object type list E Item name box
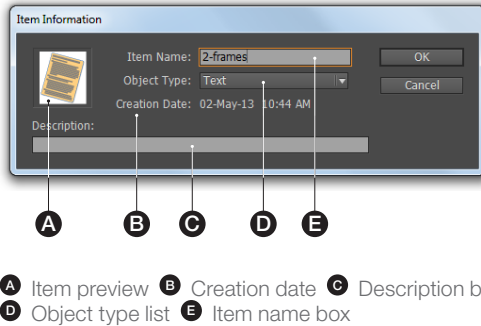
Figure 4. The Item Information dialog box

The Item Information dialog box contains the following options:

• **Item preview.** Shows a preview of the item.

• **Item Name.** Shows the current name for the item. Items added to the library are named 'Untitled' by default. To easily identify each item as well as to better be able to sort them by name, it is advisable to give each item a more descriptive name. (Note that it is possible to keep library objects with identical item names and object types.)

• **Object Type list.** Shows the currently assigned item type. Choose between *Image*, *EPS*, *PDF*, *Geometry*, *Page*, *Text*, *Structure*, or *InDesign File*. Choosing between different object types does not change the properties of the Smart Styles element, but affects the

way items are sorted by Object Type. It will also change the icon that appears next to the item when the library panel is displayed in List View.

• **Creation Date.** Date and time when the item was added to the library.

• **Description.** Use to leave a short description. This is especially useful when sharing the library with other users.

To display the Item Information dialog box, do one of the following:

• Hold down the *Option* key (Mac OS) or *Alt* key (Windows) when adding an item to the library. (Note that when multiple items are added at once, Item Information dialog boxes will appear for each item individually).

• Double-click an element in the Library.

• Select a library item, open the library menu and choose *Item Information*.

• Select a library item and click the *Item Information* button at the bottom of the panel.

• Right-click a library item and choose *Item Information* from the context menu.

5. Deleting a Library Item

To delete an item from the library, do the following:

Step 1. Select one or more library item(s).

Step 2. Use one of the following methods:

- Click the **Trash Can** icon at the bottom of the panel.

- Drag the selected items on top of the **Trash Can** icon.

- Choose **Delete Item(s)** from the library menu.

- Right-click one of the selected items and choose **Delete Item(s)** from the context menu.

In all cases, a message will appear, asking you to confirm the deletion of the item.

Step 3. Respond to the message as follows:

- Click **Yes** to delete the library item.
- Click **No** to not delete the library item.

Creating a Smart Styles Element

This chapter describes in detail how to create a Smart Styles element from scratch, and how to rename it once it has been created.

1. Creating

To create a new Smart Styles element, perform the following steps:

Step 1. Create a new page item or use an existing page item such as a text or graphic frame. Use InDesign's standard features to apply formatting to either the object itself (shape and appearance) and/or its content (text or table).

Step 2. Use one of the following methods:

• Select one or more page items and drag them onto the Smart Styles Library.

When multiple items are dragged onto the library, these will be added as one item.

Hold down the Option key (Mac OS) or Alt key (Windows) to immediately display the Item Information dialog box for naming the item. (For more information, see *section 2. Naming the Smart Styles Element*.)

• Select one or more page items and click the **New Library Item** button (▣) in the Library panel. (Note: when multiple items

are selected, these will be added to the library as one item.)

• Select one or more page items and choose **Add Item** from the Library menu.

ℹ️ When multiple items are dragged onto the library, these will be added as one item.

• From the Library menu, choose one of the following commands (no page items need to be selected):

   • **Add Items on Page [number].** For adding all items on the current page as one library object.

   • **Add Items on Page [number] as Separate Objects.** For adding all items on the current page as separate library objects.

When a Smart Styles Element is created by using one of the methods described above, they are automatically named 'Untitled' by default. To easily identify each item as well as to better be able to sort them by name, it is advisable to give each item a more descriptive name. (Note that it is possible to keep library objects with identical item names and object types.)

For changing the name of the item, the Item Information dialog box is used. (See *chapter 6, The Smart Styles Library – section 5, The Item Information Dialog Box*.)
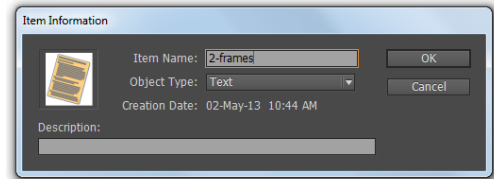
Figure 2. The Item Information Dialog Box

To (re-)name a library object, do the following:

   Step 1. Display the **Item Information** dialog box by doing one of the following:

      • Hold down the *Option* key (Mac OS) or *Alt* key (Windows) when adding an item to the library.

      • Double-click an element in the Library.

      • Select a library item and choose *Item Information* from the Library menu.

      • Select a library item and click the *Item Information* button (ℹ️) at the bottom of the panel.

- Right-click a library item and choose *Item Information* from the context menu.

Step 2. Enter a descriptive name in the **Item Name** box.

Step 3. Click **OK**.

Applying a Smart Styles Element

This chapter explains in detail how to apply a Smart Styles element to a page item—including single items, multiple items, text and tables.

Also explained is the method of applying only certain properties of a Smart Styles element as well as how to assign a keyboard shortcut to an element.

1. Applying Specific Element Properties

Smart Styles enables you to create intricate item and text formatting and build complex tables. These Smart Styles Library elements can contain many different formatting properties. For design purposes, you may want to apply only part of the properties associated with a particular Smart Styles element, but retain the original formatting for later use.

To view the current formatting of any Smart Styles element in the library, hold down the Option key (Mac OS) or the Alt key (Windows) and drag the Smart Styles element onto the page.

Smart Styles Properties
The Smart Styles Properties allow you to selectively modify a Smart Styles element before you apply it. Three groups of properties exist: *Object Styles*, *Text Styles*, and *Table Styles*; each containing their specific formatting properties. (For a more detailed description of these properties, see *chapter 10, Smart Styles Page Elements*, *chapter 11, Creating a Text Element*, *chapter 12, Working with Tables*, and *appendix C, Smart Styles Element Properties*.)

To access the Smart Styles Properties, perform the following steps:

> **Step 1.** Select a Smart Styles element in the Library.

> **Step 2.** Use one of the following methods:

>> • From the panel menu, choose **Smart Styles Properties**.

>> • Right-click an element and choose **Smart Styles Properties** from the context menu.

The *Smart Styles Properties* dialog box appears.
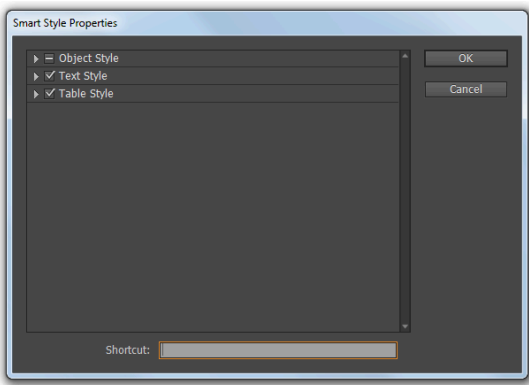
Figure 1. The Smart Styles Properties dialog box

Each Smart Styles property is part of one of the following groups:

> • **Object Style.** Controls the style of an object (not the text or table that it may contain).
> • **Text Style.** Controls text formatting only (not the frame that it is part of).

> • **Table Style.** Controls the formatting of the table and the text that the table contains.

For a full overview of all Smart Styles properties, see *appendix C, Smart Styles Element Properties*.

Check boxes are used for selecting or clearing properties or groups of properties. In case of grouped properties, the following indicators are used:

Table 1. Indicators

	Mac OS	Windows
All group items selected	☑	☑
At least one group item not selected	⊟	⊟
No items selected	☐	☐

To view and select from additional options, click the expander next to the group.

To turn off an entire group, simply click to clear the check box.

The following example illustrates the results of turning off individual Object Styles in the Smart Styles Properties dialog box:

Original text with no formatting

A formatted page item turned into a Smart Styles

The Smart Styles element applied with only Paragraph Styles and Drop Shadow selected

2. Applying an Element To Page Items

When a Smart Styles Element is applied to a targeted page item, the target acquires all of the formatting properties that are assigned to the element. (See also *section 1. Applying Specific Element Properties*.)

Smart Styles elements can be applied to a single page item, to multiple page items, to text or to tables.

A Smart Styles element can be applied in one of the following ways:

- To a single page item
- To multiple page items at once
- To text
- To tables or table cells

Each method is explained in the following sections.

2.1 Applying To a Single Page Item

To apply a Smart Styles element to a single page item, do one of the following:

Make sure that *Smart Styles Library* is selected in the Library panel menu.

- Drag the desired element from the Smart Styles Library and drop it onto the page item to be styled.

- Select the target page item. Then select an element in the Library panel. From the Library menu, choose **Apply Smart Style**.

- Select the target page item. In the Library panel, right-click an item and choose **Apply Smart Style** from the context menu.

For important information about applying Frame Width Settings, see *section 3. Frame Width Settings.*

2.2 Applying To Multiple Page Items

To apply a Smart Styles element to multiple page items, do one of the following:

> Make sure that *Smart Styles Library* is selected in the Library panel menu.

Step 1. Select the page items you want to style.

Step 2. Use one of the following methods:

> • Select the desired element from the Library. From the Library menu, choose **Apply Smart Style**.

> • In the Library panel, right-click an item and choose **Apply Smart Style** from the context menu.

> For important information about applying Frame Width Settings, see *section 3. Frame Width Settings.*

2.3 Applying To Text

There may be times that you want to apply the text formatting properties of a Smart Styles element to selected areas of text only. Smart Styles caters for this as well.

To apply a Smart Styles element to a text selection, perform the following steps:

Step 1. Select only the text to be styled.

Step 2. Use one of the following methods:

> • Drag the desired Smart Styles element from the Library onto the selected text. While dragging, the mouse pointer changes into a paintbrush (✎).

> • Select the desired Smart Styles element from the Library and choose **Apply Smart Style** from the Library menu.

> • Right-click the Smart Styles element that you want to apply to the selected text and choose **Apply Smart Style** from the context menu.

Even though object properties may be selected in the applied Smart Styles element, only the Text Style properties are applied.

> If the *Paragraph Style* and *Paragraph Settings* properties are set, Smart Styles will format the complete paragraph, even if only part of a paragraph is selected. (See *section 1. Applying Specific Element Properties*.)

For more detailed information about the Text Style properties of a Smart Styles element, see *chapter 11, Creating a Text Element*.

2.4 Applying To Tables and Cells

Smart Styles allows you to format a single cell, a single table or multiple tables that are part of a text frame at once, as explained in the following sections.

2.4.1 Applying To Tables

To apply a Smart Styles table element to a table, use one of the following methods:

• Drag the desired Smart Styles element from the Library onto the table.

• Select the whole table and do one of the following:
  • Drag the Smart Styles element from the Library onto the table.

  • Select the Smart Styles element in the Library. From the panel menu, choose **Apply Smart Style**.

  • Right-click the Smart Styles element in the Library and choose **Apply Smart Style** from the context menu.

As a Smart Styles table element is dragged from the Library over a table, the paintbrush pointer (✍) changes to include a small table symbol (⧉).

Look at the pointer before releasing the Smart Styles element to make sure that you are accurately targeting either the text frame or the table. If the table symbol is visible, formatting will be applied to that table only. If the paintbrush pointer does not include the table symbol, formatting will be applied to the entire text frame including all tables within.

If more than one table exists within the Smart Styles element, the first table inside the element is used to style the target.

2.4.2 Applying To Table Cells

To apply a Smart Styles table element to one or more individual cells, perform the following steps:

Step 1. Select one or more table cells.

Step 2. Use one of the following methods:

• Drag a Smart Styles table element onto the selected cells.

• From the panel menu, choose **Apply Smart Style**.

• Right-click a Smart Styles element and choose **Apply Smart Style** from the context menu.

When applying a Smart Styles table element to individual cells, all cell formatting options are applied. Alternating fill and stroke options are not applied; they are recognized as table formatting options, which must be applied to the entire table.

As a Smart Styles table element is dragged from the Library over a table, the paintbrush pointer (✍) changes to include a small table symbol (✍).

Look at the pointer before releasing the Smart Styles element to make sure that you are accurately targeting either the text frame or the table. If the table symbol is visible, formatting will be applied to that table only. If the paintbrush pointer does not include the table symbol, formatting will be applied to the entire text frame including all tables within.

2.4.3 Applying To a Text Frame With Tables

To apply a Smart Styles table element to a complete text frame including all tables it contains, perform the following steps:

• Drag the desired Smart Styles element from the Library onto a text frame, *outside* any of its tables.

This will format the complete text frame, including all tables inside. If the target text frame contains more tables than defined in the Smart Styles, all additional tables will be formatted by the properties in the last table of the Smart Styles element.

As a Smart Styles table element is dragged from the Library over a table, the paintbrush pointer (✍) changes to include a small table symbol (✍).

Look at the pointer before releasing the Smart Styles element to insure accurate targeting of either a text frame or table. If the table symbol is visible, formatting will be applied to that table only. If the paintbrush pointer does not include the table symbol, formatting will be applied to the entire text frame including all tables within.

3. Frame Width Settings

Applying the Smart Styles *Frame Width* property of a Smart Styles element needs particular attention, especially when it comes to using the following settings:

- **Match Width of Columns.** Matches the width of the column(s) in the target frame with the column width of the source frame.

- **Match Number of Columns.** Matches the number of columns of the target frame with the number of columns of the source frame.

- **Match Gutter Width.** Matches the gutter width of the target frame with the gutter width of the source frame.

- **Match Width.** Matches the overall width of the target frame with the width of the source frame.

Note that a direct relationship exists between certain settings and that when one of these settings is used, the related setting must also be used.

For example: when selecting Match Column Width, the Match Number of Columns setting and the Match Gutter Width setting also needs to be used.

The good news is that you don't need to know or remember these relationships: Smart Styles will take care of that for you. Whenever a setting is not selected while it is required because of the selection of its related setting, Smart Styles will inform you about this by showing a message. When agreeing that the change should take place, Smart Styles will automatically select all of the related settings for you.

Table 3 shows the scenarios in which you will see such a message appear.

The Frame Width setting Match Resize Behavior is not affected by these scenarios.

Table 3. Smart Style Frame Width settings relations

Rule #	When these settings are enabled:	This setting should also be enabled: [1]
1	Match Width Match Width of Columns Match Gutter Width	Match Number of Columns
2	Match Width Match Number of Columns Match Gutter Width	Match Width of Columns
3	Match Width Match Width of Columns Match Number of Columns	Match Gutter Width
4	Match Width Match Width of Columns	Match Number of Columns Match Gutter Width

[1] When not set manually, it will be set automatically by Smart Styles (a message will appear to inform you about this).

4. Assigning a Keyboard Shortcut

In order to make the process of applying a Smart Styles element to a page item even more convenient, a keyboard shortcut can be assigned to each element by doing the following:

Step 1. Bring up the **Smart Styles Properties** dialog box by doing one of the following:

• Select a Smart Styles element and choose **Smart Styles Properties** from the Library menu.

• Right-click a Smart Styles element and choose **Smart Styles Properties** from the context menu.

Step 2. In the **Shortcut** box enter a keyboard command.

Take note of the following:

• Only numeric keys from the numeric keypad can be used (that is: numbers 1-0 only, not any of the other keys found on the numeric keypad such as "/", "+", etc.)

• The following modifiers keys can be used in combination with the numeric keys:

• **Mac OS**: Command, Option, Shift
• **Windows**: Control, Alt, Shift

If the keyboard shortcut has already been used, an alert will sound and another choice needs to be made.
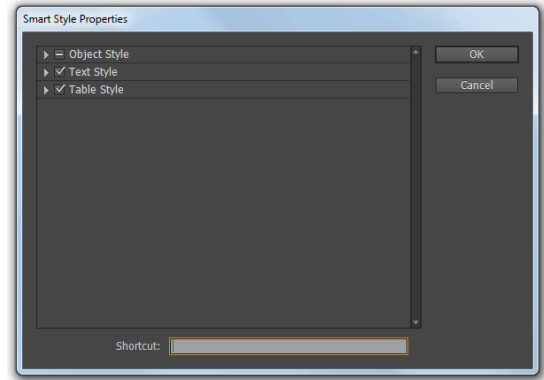
Figure 4. The Smart Styles Properties dialog box

Modifying a Smart Styles Element

Once a Smart Styles element has been created and applied to page items, there may come a time when the element needs to be altered permanently, or you may want to modify an element and then apply the modifications globally to all previously styled page items. Smart Styles offers solutions to both of these examples, as explained in this chapter.

1. Modifying a Smart Styles Element

A Smart Styles element that is stored in a library can at any time be altered and updated by doing the following:

Step 1. Use one of the following methods:

• While holding down the **Option** key (Mac OS) or **Alt** key (Windows), drag a Smart Styles element from the library onto the layout. The element will be placed onto the layout as an editable object.

• Modify a page item that was previously styled by the Smart Styles element which you want to replace.

Step 2. Once the modification is complete, drag the newly formatted page item onto the Smart Styles Library.

A message appears, asking wether the existing Smart Styles element needs to be replaced.

Step 3. Respond to the message as follows:

• Click **Yes** to replace the existing Smart Styles element. The original element is automatically removed from the Library and the current selection is named with the exact same name. All page items that

were styled with the original element can easily be updated. (This needs to be done as a separate action. For more information, see *section 2. Making Global Changes To an Element*.)

• Click **No** to retain the existing Smart Styles element and add the modified version to the Library as a new Smart Styles element. It will be added to the library with the name 'Untitled'.

• Click **Cancel** to cancel the action and return to the layout without adding the element to the library.

2. Making Global Changes To an Element

When an existing Smart Styles element is updated with a new version (see *section 1. Modifying a Smart Styles Element*), it can be used to make global changes.

To apply the modified Smart Styles element to all page items that were styled by the original element, perform the following steps:

Step 1. Select the updated element in the Library.

Step 2. Use one of the following methods:

• From the Library menu, choose **Re-Apply Smart Style**.

• Right-click on the Smart Styles element and choose **Re-Apply Smart Style** from the context menu.

All page items in the document that were previously formatted with the original Smart Styles element will automatically take on the formatting properties of the newly created Smart Styles element.

These changes will only be applied to the document that is currently being worked on. If the same Smart Styles element has been used in other documents, then these have to be updated in the same way.

Smart Styles Page Elements

This chapter describes how to create Smart Styles page elements. Smart Styles page elements are elements that only contain object formatting properties. When applied to target items they will only affect the appearance of the object and not its content (such as text or a table).

1. Page Element Properties

Smart Styles Page Elements can be created from any page item that consists of frames or paths. This includes all graphic frames, text frames, and unassigned frames. They can be styled using InDesign's page formatting features and subsequently converted into a Smart Styles element by dragging it into the Smart Styles Library.

The following properties can be used separately or combined to style a page item:

For a complete overview, see *appendix C, Smart Styles Element Properties*.

- **Stroke:** weight, miter limit, type, start, end, cap, join
- **Attributes:** overprint fill, overprint stroke and non-printing
- **Colors (stroke and fill):** including tints and gradient colors with their angle and start and end points
- **Drop Shadows**
- **Feathering**
- **Interactive settings**
- **Transparency settings**
- **Corner Effects**
- **Text Wrap**
- **Frame Based Grids**
- **Object Styles**

• **Effects:** (stroke transparency, inner shadow, outer glow, inner glow, bevel and emboss, satin, directional feather, gradient feather)
• **Frame Fitting**
• **Shape properties**
• **Match frame width and height.** (For more information, see *chapter 8 Applying a Smart Styles Element – section 1, Applying Specific Element Properties*.)
• **Table styles**
• **Cell styles**
• **Object Export Options**

2. Creating a Page Element

To create a new Smart Styles Page element, perform the following steps:

Step 1. Create a new page item, or use an existing page item such as an object or graphic frame.

Make sure that it does not contain any text since this will turn it into a combined page/text element. Note however that any text formatting properties can always be disabled via the Smart Styles Properties dialog box once the element is created. (For more information, see *chapter 8 Applying a Smart Styles Element – section 1, Applying Specific Element Properties*.)

Step 2. Use InDesign's standard features to apply any of the properties listed above to the item (you are not limited to the number of properties that can be applied).

Step 3. Add a Smart Styles element to the Library by using any of the methods described in *chapter 7, Creating a Smart Styles Element*.

Creating a Text Element

Using Smart Styles to format whole text frames or individual text selections automates the formatting process. Format the page item once and then use it repeatedly to simplify the workflow process for preparing formatted ads, articles or chapters of publications, or to standardize the look of corporate publications and internal documents. The uses are unlimited, and Smart Styles makes it simple.

For everyday use, a full understanding of the working of Smart Styles is not necessary. Just creating an example will usually do the job without any special tweaking. For those who want to create more elaborate formatting with paragraph sequences of repeated styles, *section 4. Paragraph Formatting and Sequences* provides an overview of the recognition process used by Smart Styles.

1. Text Frame and Text Properties

Smart Styles Text Elements can be created from any page item that contains text. The text can be styled using InDesign's type formatting features and subsequently converted into a Smart Styles element by dragging it into the Smart Styles Library. The following properties can be used separately or combined to style a text item.

- Columns (number, width, fixed width and gutter)
- Inset values
- First baseline settings
- Vertical justification values
- Ignore text wrap
- Optical margin alignment settings
- Text transparency

Character styles and paragraph styles are also recognized by Smart Styles, but these are treated in a special way. (For more information, see *section 3. Using Character Styles* and *section 4. Paragraph Formatting and Sequences*.)

2. Creating a New Text Element

To create a new Smart Styles Text element, perform the following steps:

Step 1. Create a new page item, or use an existing page item such as a text frame.

Make sure that no object properties are applied since this will turn it into a combined page/text element. Note however that any object formatting properties can always be disabled via the Smart Styles Properties dialog box once the element is created. (For more information, see *chapter 8, Applying a Smart Styles Element – section 1, Applying Specific Element Properties*.)

Step 2. Use InDesign's standard features to apply any of the properties listed above to the text (you are not limited to the number of properties that can be applied).

Step 3. Add a Smart Styles element to the Library by using any of the methods described in *chapter 7, Creating a Smart Styles Element*.

3. Using Character Styles

For each paragraph, Smart Styles will recognize a sequence of character styles at the start and the end of the paragraph. You can define nested styles inside your paragraph and they will automatically become part of the Smart Styles element. Smart Styles also offers an alternative or addition to nested styles—character styles—that are even easier to set up. You format one example, drag it into the Library, and it is ready to apply wherever needed.

Smart Styles analyzes the formatting changes within a paragraph and identifies each delimiter that signals a change to the formatting.

A delimiter can either be:

• The last character of text formatted with a particular style.
• The first character of text formatted with a particular style.
• The character after the first or last space (for a two-character delimiter, useful for dashes). In general, all non-alphanumeric characters can be recognized as delimiters.

Some delimiters are preferred over others:

• Tab
• Line feed
• Comma
• Colon
• Dash (any type such as a dash, em dash, and so on)

For a complete list of preferred delimiters and their precedence, see *appendix B, Delimiters*.

3.1 Understanding How Delimiters Work

Smart Styles determines the number of occurrences of a delimiter in styled text, allowing you to style the first or last words of a paragraph. If Smart Styles cannot determine which character serves as the delimiter in targeted text, it will use the number of styled characters in the Smart Styles element to determine how the style is applied. This allows you to style the first character of a paragraph or any other fixed number of characters.

Once Smart Styles has identified all delimiters, it analyzes which ones are at the start of the paragraph and which are at the end. If the delimiter is closer to the start of the paragraph than to the end, it is considered to be part of the *start sequence*. In all other cases, it is considered to be part of the *end sequence*.

When applying a Smart Styles element, the targeted paragraph is searched for delimiters that match those set in the definition of the original element. If a delimiter cannot be found, Smart Styles will skip the remainder of the sequence.

When setting delimiters to use with a specific Smart Styles element, you can place the element that was used to create the definition onto the layout by dragging it from the Library while holding the *Option* key (Mac OS) or *Alt* key (Windows). With the original element on the page, you can examine how delimiters, and follow the same usage in the text to be formatted.

Three examples are given to demonstrate how this works.

In each example, hidden characters are displayed. To display hidden characters, choose *Show Hidden Characters* from the *Type* menu.

Example 1

FIRST·TEXT·STYLE: Second·text·style » *Third·text·style*#

A Smart Styles element with two delimiters (colon and tab).

In example 1, two delimiters are used. The first is a colon, and the second is a tab. The first delimiter is closer to the start of the paragraph, so it will be part of the start sequence. The tab is closer to the end and is therefore part of the end sequence.

When this Smart Styles element is applied, the text up to the first colon will be styled bold, followed by roman text, and the text following the last tab will be styled italic. Without a delimiter to separate each character style sequence, Smart Styles cannot accurately recognize where to apply the correct formatting.

When creating a Smart Styles element for the Library, you can control the relative position of a delimiter by entering additional dummy text either before or after it, to insure that it formats the way you intended.

Example 2

ARTIST*Title,*·record·company#

2a. A Smart Styles element with two delimiters (white figure space and comma).

Joseph·P.·Singer·Singer·of·Songs,·Music·Label¶
The·Songsters·Romantic·Tunes,·Sing-a-Long¶
Carole·Tune·Songs·for·the·Blues,·Blues·Tones#

2b. Unformatted text

Joseph P. Singer *Singer of Songs,* Music Label

The Songsters *Romantic Tunes,* Sing-a-Long

Carole Tune *Songs for the Blues,* Blues Tones

2c. Formatted text.

In example 2, a "white figure space" has been inserted after the ARTIST text style to act as the delimiter. This allows you to use normal spaces inside the ARTIST's name (first and last names) without disturbing the formatting style. The second delimiter is a comma.

When this Smart Styles element is applied, all text before the first "white figure space" will be styled bold and red, followed by bold italic text. All text following the last comma will be styled in a smaller roman text.

Example 3

Example 3 illustrates how to correctly set up a Smart Styles element that will accurately recognize and apply character style sequences separated by delimiters.

A semicolon (;) is used as the delimiter to separate the five numbered products. This delimiter is important to ensure that Smart Styles recognizes each character style sequence.

To obtain correct results, the Smart Styles element must be created with a number of repeating character style sequences that is equal to or greater than the number of sequences in the target item.

WoodWing Products¶
1. Smart Styles; 2. Smart Connection; 3. Content Station; 4. Smart Connection ; 5. Enterprise#

3a. Unformatted text includes a listing of five numbered products with a semicolon used as a delimiter between each

WoodWing·Products¶
1. Smart Styles; 1. Smart Styles; 1. Smart Styles;

3b. Smart Styles element incorrectly set up: it contains only three repeating character style sequences (red number and black product)

WoodWing Products
1. Smart Styles; 2. Smart Connection; 3. Content Station; 4. Smart Connection; **5. Enterprise;**

3c. When the incorrect Smart Styles element is applied to the unformatted text, only part of the text is formatted as expected.

WoodWing·Products¶
1. Smart Styles; 1. Smart Styles; 1. Smart Styles;
1. Smart Styles; 1. Smart Styles; 1. Smart Styles;
1. Smart Styles; 1. Smart Styles; 1. Smart Styles;#

3d. A Smart Styles element correctly set up with a greater number of repeating character style sequences than the target item.

WoodWing Products
1. Smart Styles; 2. Smart Connection; 3. Content Station; 4. Smart Connection; 5. Enterprise;

3e. When the correct Smart Styles element is applied to the unformatted text, the results are correct.

4. Paragraph Formatting and Sequences

Smart Styles recognizes sequences of paragraph styles, letting you maximize its use in formatting stories that contain repetitive paragraph styles within the body of text. Just follow the basic steps below to create a Smart Styles element that can be placed in the Library and applied to more complex text with repeating paragraph formats.

A Smart Styles sequence is defined by creating an example with dummy text that contains the desired formatting.

You can define sequences of paragraph formatting to be used by following this basic setup:

- **Start Sequence:** at the beginning of a story.
- **In-between Sequence:** as a repeating pattern of paragraphs in-between the start and end sequence.
- **End Sequence:** at the end of the story.

The start and end sequences can consist of one or multiple paragraph styles. The in-between sequence can consist of any number of repeating patterns of paragraph styles.

4.1 Recognizing Paragraph Sequences

A Smart Styles sequence is defined by inserting simple paragraphs containing dummy text with the desired style. Table 4.1 shows how the concept works.

The following pages show examples of how to use this concept.

Table 4.1 Setting up a paragraph sequence

Sequence	Step	Action	Apply to
Start Sequence	**1**	Set up the first paragraph(s) using the style formatting you want it to have.	From one to an infinite number of consecutive paragraph styles.
In-Between Sequence	**2**	Set up the second paragraph (one of the in-between paragraphs) with its own style formatting.	From one to an infinite number of repeating patterns of consecutive paragraph styles.
	3	Copy the paragraph from step 2 and paste it as another paragraph so that it is duplicated exactly.	
End Sequence	**4**	Format the last paragraph that ends the sequence.	From one to an infinite number of consecutive paragraph styles.

Example 4

Example 4 shows a few of the possibilities for setting up a Smart Styles element to recognize paragraph sequences.

**Smart·Styles·¶
AWARD-WINNING·SOFTWARE¶
from·WoodWing¶**

Smart·Styles·delivers·powerful·formatting·capabilities·to·InDesign·users.¶

Smart·Styles··delivers·powerful·formatting·capabilities·to·InDesign·users.¶

Continued·On...#

4a. Setup of a Smart Styles element.

Smart·Styles·¶
Award-Winning·Software¶
from·WoodWing¶
Smart·Styles·delivers·powerful·formatting·capabilities·to·InDesign·users.··All·formatting·options·of·a·page·item,·including·text·style·can·be·set·at·once·by·applying·a·Smart·Style·element·from·the·Library.¶
Smart·Styles·makes·repetitive·formatting·much·more·efficient,·saving·time·for·more·creative·tasks.··Quality·improves·by·using·Smart·Styles·for·repetitive·formatting.¶
Continued·on...#

4b. Unformatted, two-paragraph section of text.

**Smart Styles
Award-Winning Software
from WoodWing**

Smart Styles delivers powerful formatting capabilities to InDesign users. All formatting options of a page item, including text style can be set at once by applying a Smart Styles element from the Library.

Smart Styles makes repetitive formatting much more efficient, saving time for more creative tasks. Quality improves by using Smart Styles for repetitive formatting.

Continued on ...

4c. After the Smart Styles element is applied to the two-paragraph section of text.

**Smart Styles
Award Winning Software
from WoodWing**

Smart Styles delivers powerful formatting capabilities to InDesign users. All formatting options of a page item, including text style can be set at once by applying a Smart Styles element from the Library.

Smart Styles makes repetitive formatting much more efficient, saving time for more creative tasks. Quality improves by using Smart Styles for repetitive formatting.

Smart Styles delivers powerful formatting capabilities to InDesign users. All formatting options of a page item, including text style can be set at once by applying a Smart Styles element from the Library.

Smart Styles makes repetitive formatting much more efficient, saving time for more creative tasks. Quality improves by using Smart Styles for repetitive formatting.

Continued on ...

4d. After the Smart Styles element is applied to a four-paragraph section of text.

In example 4, the Smart Styles element is made up of a start sequence that consists of three differently styled paragraphs (the headlines).

The in-between sequence consists of two paragraphs with identical formatting. They have been copied and pasted to ensure that they are exactly the same.

The end sequence consists of one line with entirely different formatting.

This simple Smart Styles element setup can be applied to any length of copy that has three differently formatted paragraphs at the beginning, a differently formatted paragraph at the end, and any number of paragraphs with the same formatting in between.

To create the Smart Styles element setup, the actual copy is used to format each paragraph until the desired formatting is achieved.

The original heads are used in the setup to represent the start sequence, but just parts of each headline could have been used as well, as long as the individual paragraph breaks and formatting are represented for each style.

Only one of the in-between paragraphs is used to create the setup. It is copied and pasted to ensure that the two paragraphs for the in-between styles are exactly the same.

In-between paragraphs are defined by using the same sequence of paragraph and character styles and their attributes, for two (or more) consecutive paragraphs. In order to be considered the same by Smart Styles, the paragraphs must be *exactly the same*. The best way to insure this is to style one paragraph and then copy and paste it into position as the second paragraph.

Example 5
Example 5 shows four different setups that illustrate the principle of the Smart Styles sequence recognition system.

A Smart Styles sequence setup can have an unlimited number of paragraphs with different styles in both the start and end sequence.

Example 5a
  • **Start sequence:** three paragraphs with different styles.
  • **In-between sequence:** three repeated sets of two paragraphs with different styles each.
  • **End sequence:** two paragraphs with different styles.

START·STYLE·1¶
START·STYLE·2¶
START·STYLE·3¶

IN-BETWEEN·STYLE·A¶
IN-BETWEEN·STYLE·B¶
IN-BETWEEN·STYLE·A¶
IN-BETWEEN·STYLE·B¶
IN-BETWEEN·STYLE·A¶
IN-BETWEEN·STYLE·B¶

END·STYLE·1¶
END·STYLE·2–LAST#

Example 5b
  • **Start sequence:** four paragraphs with different styles.
  • **In-between sequence:** six repeated sets of two paragraphs with different styles each.
  • **End sequence:** four paragraphs with different styles.

START·STYLE·1¶
START·STYLE·2¶
START·STYLE·3¶
START·STYLE·4¶

IN-BETWEEN·STYLE·A¶
IN-BETWEEN·STYLE·B¶
IN-BETWEEN·STYLE·A¶
IN-BETWEEN·STYLE·B¶
IN-BETWEEN·STYLE·A¶
IN-BETWEEN·STYLE·B¶
IN-BETWEEN·STYLE·A¶
IN-BETWEEN·STYLE·B¶
IN-BETWEEN·STYLE·A¶
IN-BETWEEN·STYLE·B¶
IN-BETWEEN·STYLE·A¶
IN-BETWEEN·STYLE·B¶

END·STYLE·1¶
END·STYLE·2¶
END·STYLE·3¶
END·STYLE·4–LAST#

Example 5c
  • **Start sequence:** five paragraphs with different styles.
  • **In-between sequence:** three repeated sets of three paragraphs with different styles each.
  • **End sequence:** six paragraphs with different styles.

START·STYLE·1¶
START·STYLE·2¶
START·STYLE·3¶
START·STYLE·4¶
START·STYLE·5¶

IN-BETWEEN·STYLE·A¶
IN-BETWEEN·STYLE·B¶
IN-BETWEEN·STYLE·C¶
IN-BETWEEN·STYLE·A¶
IN-BETWEEN·STYLE·B¶
IN-BETWEEN·STYLE·C¶
IN-BETWEEN·STYLE·A¶
IN-BETWEEN·STYLE·B¶
IN-BETWEEN·STYLE·C¶

END·STYLE·1¶
END·STYLE·2¶
END·STYLE·3¶
END·STYLE·4¶
END·STYLE·5¶
END·STYLE 6-LAST#

Example 5d

Smart Styles searches for the longest repeating sequence of paragraph styles for the in-between sequence. A text frame using the paragraph style sequence A-B-B-C-B-B-C-D will use B-B-C as the repeating sequence, not B.

START·STYLE·A¶

IN-BETWEEN·STYLE·B¶
IN-BETWEEN·STYLE·B¶
IN-BETWEEN·STYLE·C¶

IN-BETWEEN·STYLE·B¶
IN-BETWEEN·STYLE·B¶
IN-BETWEEN·STYLE·C¶

END·STYLE·D#

Example 6

Example 6 on the next page illustrates how Smart Styles recognizes and applies patterns of repeated formatting to the in-between sequence. Example 6a shows the Smart Styles element setup for the Events calendar in Example 6c. It contains two paragraphs in the start sequence, five repeated patterns in the in-between sequence and four paragraphs in the end sequence.

Start·Head-1¶
Start·Subhead-2¶
In-Between·Format-1¶
In-Between·Format-2¶
In-Between·Format-3¶
In-Between·Format-1¶
In-Between·Format-2¶
In-Between·Format-3¶
In-Between·Format-1¶
In-Between·Format-2¶
In-Between·Format-3¶
In-Between·Format-1¶
In-Between·Format-2¶
In-Between·Format-3¶
In-Between·Format-1¶
In-Between·Format-2¶
In-Between·Format-3¶
End·Copy-1¶
End·Copy-2¶

End·Copy-3¶

End·Copy-4#

6a. The formatted Smart Styles element.

Events·of·the·Year¶
Updated·Weekly¶
Sleigh·Rides¶
Book·in·advance·for·guarantee·of·seating.¶
Santa·Rides¶
Valentine·Dance¶
Bring·your·own·date·and·be·prepared·to·have·a·good·time.¶
Hearts·Aflame¶
Flower·Exhibit¶
Early·spring·flowers·from·around·the·world·will·be·on·exhibit·from·10:00·-·5:00.¶
Dancing·in·the·Rain·Ball¶
Gala·event¶
Includes·cocktails,·dinner·and·a·full·night·of·dancing·to·the·music·of·Taholla.¶
The·Taholla·Band¶
Yearly·Dog·Show¶
All·pets·are·welcome.··Winners·will·receive·free·dog·food.¶
Barkalot·Dog·Food¶
Watch·for·updates.¶
Call·with·new·events.¶
Ask·for·the·editor.¶
All·newcomers·welcome#

6b. Unformatted text

Events of the Year
Updated Weekly
Sleigh Rides
Book in advance for guarantee of seating.
Santa Rides
Valentine Dance
Bring your own date and be prepared to have a good time.
Hearts Aflame
Flower Exhibit
Early spring flowers from around the world will be on exhibit from 10:00 - 5:00.
Dancing in the Rain Ball
Gala event
Includes cocktails, dinner and a full night of dancing to the music of Taholla.
The Taholla Band
Yearly Dog Show
All pets are welcome. Winners will receive free dog food.
Barkalot Dog Food
Watch for updates.
Call with new events.

Ask for the editor.
All newcomers welcome

6c. Formatted text after applying Smart Styles element 6a.

Example 7

Examples 7a, 7b and 7c show the flow and results of applying a Smart Styles element to unformatted text that has exactly the same number of lines as the Smart Styles element. All changes in formatting are recognized and applied correctly.

WoodWing Products¶
***For InDesign:*¶**
Smart Styles¶
Smart Layout¶
Smart Catalog¶
***For InCopy:*¶**
Smart Layout¶
Smart Catalog¶
WoodWing is based in The Netherlands#

*7a. The format-
ted Smart Styles
element*

WoodWing Products¶
For InDesign:¶
Smart Styles¶
Smart Layout¶
Smart Catalog¶
For InCopy:¶
Smart Layout¶
Smart Catalog¶
WoodWing is based in The Nether-
lands#

*7b. Unformatted
text*

WoodWing Products
For InDesign:
Smart Styles
Smart Layout
Smart Catalog
For InCopy:
Smart Layout
Smart Catalog
WoodWing is based in The Netherlands

*7c. The targeted
text after the
Smart Styles ele-
ment is applied*

In Example 7d, an additional line of copy (Smart Connection) is added under the heading "For InCopy:" and the same Smart Styles element is applied. The formatting remains correct. This is because Smart Styles interprets the number of lines of copy beneath "For InCopy:" as being variable.

WoodWing Products
For InDesign:
Smart Styles
Smart Layout
Smart Catalog
For InCopy:
Smart Layout
Smart Catalog
Smart Connection
WoodWing is based in The Netherlands

*7d. An additional
line is added
under the 'For
InCopy:' heading
and the same
Smart Styles ele-
ment is applied*

In Example 7e however, when an additional line of copy (Smart Connection) is added under the heading "For InDesign:" and the same Smart Styles element is applied, the formatting does not appear as originally intended since the added product is now styled in red.

WoodWing Products
For InDesign:
Smart Styles
Smart Layout
Smart Catalog
Smart Connection
For InCopy:
Smart Layout
Smart Catalog
WoodWing is based in The Netherlands

*7e. An additional
line is added
under the 'For
InDesign:' head-
ing and the same
Smart Styles ele-
ment is applied*

In order to correct this problem, the original Smart Styles element must be modified so that each part of the sequence that can be of variable length will be recognized by Smart Styles as *one block* in the sequence. This can

be done by changing the end of the lines with a variable length from a normal line break to a soft line break (keyboard shortcut Shift-Enter). (See figure 7f.)

The same construction must be valid for both the Smart Styles element and the targeted text. By following this procedure, you can make several blocks with variable length that will be formatted correctly by Smart Styles.

7f. The formatted Smart Styles element with modified line endings

WoodWing Products¶	
For InDesign:¶	(normal line break)
Smart Styles ¬	(soft line break)
Smart Layout ¬	(soft line break)
Smart Catalog¶	(normal line break)
For InCopy:¶	(normal line break)
Smart Layout¬	(soft line break)
Smart Catalog¶	(normal line break)
WoodWing is based in The Netherlands#	

7g. The unformatted text with modified line endings

WoodWing Products	
For InDesign: ¶	(normal line break)
Smart Styles ¬	(soft line break)
Smart Layout ¬	(soft line break)
Smart Catalog ¬	(soft line break)
Smart Connection¶	(normal line break)
For InCopy: ¶	(normal line break)
Smart Layout ¬	(soft line break)
Smart Catalog ¬	(soft line break)
Smart Connection ¶	(normal line break)
WoodWing is based in The Netherlands	

7h. The Smart Styles element applied, now with correct results

WoodWing Products
For InDesign:
Smart Styles
Smart Layout
Smart Catalog
Smart Connection
For InCopy:
Smart Layout
Smart Catalog
Smart Connection
WoodWing is based in The Netherlands

Working With Tables

Smart Styles not only lets you quickly format a table but also allows you to sort the data or insert formulas into cells, turning your static tables into dynamic spreadsheets.

Sorting data and using formulas is also functional in InCopy (when in Layout view mode).

This chapter explains how to format tables and how to use the sorting and formula features of Smart Styles.

1. Table Element Properties

The following properties can be used to style a Smart Styles table element, either separately or combined:

- **Table Options:** table border, table spacing, row strokes, column strokes and fills, headers and footers.

- **Cell Options:** cell inset, vertical justification, first baseline settings, clipping, rotation, cell strokes, cell fills, row height, column width, keep options and diagonal lines.

- **Text Style:** for each cell, Smart Styles will use its full text styling capabilities. (For more information, see *chapter 11, Creating a Text Element*.)

2. Creating a New Table Element

To create a new Smart Styles table element, do the following:

Step 1. Create a text frame containing a table.

Step 2. Format the table using InDesign's formatting features (you are not limited to the number of properties that can be applied).

Step 3. Select the text frame and add it to the Library using any of the methods described in *chapter 11, Creating a Text Element.*

3. How Sequences Are Recognized

All attributes of a table are set automatically by Smart Styles. When applying a table element, the system analyzes the sequence of formatting in both horizontal and vertical directions. This allows specific formatting for the first row (or series of rows), an "every other row" rhythm style after the first row, and again a different style for the last row (or series of rows).

Because Smart Styles analyzes this for both the rows and columns, you can set up a very powerful Smart Styles table element to simplify the process of formatting numerous tables consistently.

The concept of sequencing is as simple as 1,2,3:

1. Equals the **start** sequence.
2. Equals the **in-between** sequence.
3. Equals the **ending** sequence.

The *start* and *end* sequences can each contain any number of rows with different formatting applied to each row. The *in-between* sequence can also contain any number of repeating rows. Your formatting will reflect how these in-between rows are set.

To explain this concept, review the examples on the following pages.

Example 1

In example 1, compare the unformatted Table 1a with the formatted Table 1b to see the results of applying the Smart Styles table element shown in Table 1c.

In formatted Table 1b, the first and second rows are styled differently. Smart Styles recognizes this as a two-row *start sequence*.

The *in-between* rows are formatted identically, and are recognized as a repeated pattern.

The last row is formatted differently, defining it as an *end sequence*.

In this example, the repeating sequence consists of a single style, but it could be any number of repeated styles.

If you have two different rows of a repeating style, you must duplicate those two rows exactly in your initial setup so that Smart Styles can determine which rows belong to the repeating in-between sequence.

Once this table is formatted properly and dropped into the Smart Styles Library, it will work to format a table consisting of any number of rows.

The same sequencing concept applies to columns. In table 1b, there are four columns: a *start sequence* (the first two columns), an *in-between sequence* (the third column) and an *end sequence* (the fourth column).

Several text and paragraph styles as well as text frame insets are used in this example. These are all recognized by Smart Styles when applying formatting.

The same basic principles of sequencing apply to both paragraphs and tables. It will be helpful to review *chapter 11, Creating a Text Element – section 4, Paragraph Formatting and Sequences*, to understand how Smart Styles recognizes sequences.

	last week		weeks on chart
1	—	backstreet boys Black & Blue	1
2	1	The beatles 1	2
3	2	various artists NOW That's What I Call Music!	2
4	—	tim mcgraw Greatest Hits	1
5	—	Wu-tang clan The W	1
6	3	sade Lovers Rock	2
7	5	R kelly TP-2.com	3
©2000 BPI COMMUNICATIONS INC./SOUNDSCAN INC. USED WITH PERMISSION FROM BILLBOARD, DEC. 9, 2000			

1a. An unformatted table

1b. The table formatted with the Smart Styles element shown in 1c.

1c. The Smart Styles table sequencing pattern used to format table 1b.

Example 2

Example 2 illustrates the ability to set up entire text frames of formatting, including tables and text.

Table 2a shows a text frame before formatting.

Table 2b (on the next page) shows the text frame after the Smart Styles table element (created from table 2c) is applied.

Table 2c (on the next page) shows the setup for sequencing that was saved as a Smart Styles element.

In this case, Smart Styles table element 2c is dragged onto the text frame, outside any tables. If this is applied directly to a table within the text frame, only that one table is formatted with the first table format in the element (the green table).

The text in table 2b also provides further information on creating the Smart Styles table element shown in table 2c.

This example contains a Headline
It also contains a paragraph of formatted text at the top followed by a table.

This is another paragraph of differently formatted text between the tables.

This is another paragraph of differently formatted text between the tables.

If you need to repeat this pattern of three tables with text in-between, you must copy and paste the entire section, including the first table and this paragraph, directly beneath this paragraph so that Smart Styles will recognize this as a repeating pattern.
However, if this can be used as is to style your text frames within a document, this last paragraph of formatted text represents the end sequence, with no characters or spaces after the last period.

Table 2a. A text frame containing text and three tables before formatting.

This example contains a Headline
IT ALSO CONTAINS A PARAGRAPH
OF FORMATTED TEXT AT THE TOP
FOLLOWED BY A TABLE.

THIS IS ANOTHER PARAGRAPH OF DIFFERENTLY
FORMATTED TEXT BETWEEN THE TABLES.

THIS IS ANOTHER PARAGRAPH OF DIFFERENTLY
FORMATTED TEXT BETWEEN THE TABLES.

IF YOU NEED TO REPEAT THIS PATTERN OF
THREE TABLES WITH TEXT IN-BETWEEN,
YOU MUST COPY AND PASTE THE ENTIRE
SECTION, INCLUDING THE FIRST TABLE AND
THIS PARAGRAPH, DIRECTLY BENEATH THIS
PARAGRAPH SO THAT SMART STYLES WILL
RECOGNIZE THIS AS A REPEATING PATTERN.

However, if this can be used as is to style your text frames
within a document, this last paragraph of formatted text
represents the end sequence, with no characters or spaces
after the last period.

*Table 2b. The text frame with differently formatted tables after
applying the Smart Styles element shown in table 2c.*

Headline
PARAGRAPH ABOVE FIRST TABLE.

PARAGRAPH ABOVE SECOND TABLE.

PARAGRAPH ABOVE THIRD TABLE.

PARAGRAPH BELOW THIRD TABLE.
End paragraph.

Table 2c. The formatted Smart Styles element.

4. Using Formulas

Smart Styles allows you to make calculations by applying formulas to the contents of cells, very much like working with a spreadsheet application.

This feature is also functional in InCopy.

Note that this functionality does not leave a 'footprint' in the document. Documents that contain tables with formulas applied can easily be opened with versions of InDesign or InCopy that do not have Smart Styles installed. The values of the formulas are displayed as regular text and can be edited as normal.

The following sections explain how to work with formulas using Smart Styles.

4.1 The Interface

Smart Styles adds the following components to the InDesign and InCopy interface for working with formulas:

- Table menu commands
- A Formula dialog box

Each component is explained in the following sections.

4.1.1 Menu Commands

A submenu named *Formula* is added to the InDesign/InCopy *Table* menu, containing commands for inserting, updating, and highlighting formulas.

The submenu contains the following commands:

• **Insert...**. Opens the *Formula* dialog box for inserting a formula. See *section 4.2 Inserting Formulas*.

• **Update.** Updates the formula in the active cell or a selection of cells. See *section 4.3 Editing Formulas*.

• **Update All.** Updates all formulas in the active document. See *section 4.3 Editing Formulas*.

• **Show Fields/Hide Fields.** By default, the value of a formula within a cell is highlighted in orange. This menu option allows you to show or hide the highlighting.

The same commands are also available in the context menu when right-clicking a cell or table.

The *Update* and *Update All* commands will only be available when formulas exist in the table. Also, the *Update* command is only available when the cursor is placed in the formula value in a cell and not when placed in any other part of the cell. The *Update All* option is always available, even when the cursor is not placed in a table or when no selections are made.

4.1.2 The Formula Dialog Box

The *Formula* dialog box is used for adding a formula to a cell and for determining the way it is automatically formatted.
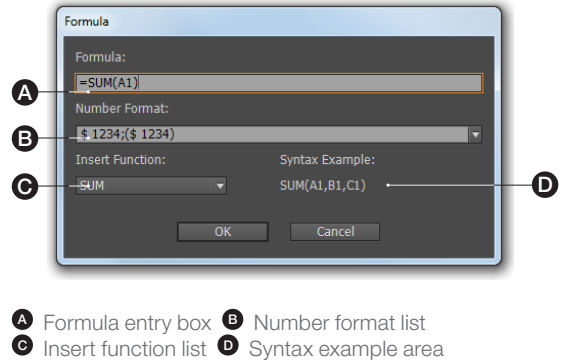

Ⓐ Formula entry box Ⓑ Number format list
Ⓒ Insert function list Ⓓ Syntax example area

Figure 4.1.2 The Formula dialog box

For more information about using the Formula dialog box, see *section 4.2 Inserting Formulas*.

4.2 Inserting Formulas

To insert a formula in a cell, perform the following steps:

Step 1. Place the text cursor in the cell in which the formula needs to be inserted.

Step 2. Do one of the following:

• From the *Table* menu, choose **Formula** followed by **Insert**.

• Right-click on the cell or table and choose **Formula** followed by **Insert**.

The *Formula* dialog box appears (See *figure 4.1.2* on the previous page.)

Step 3. In the **Formula** entry box, manually enter a formula (see also Step 5).

For more information about the structure of a formula, see *appendix D, Working with Formulas*.

Step 4. (Optional) From the **Number Format** list, select one of the default formats, or enter your own format.

Step 5. (Optional) From the **Insert Function** list, select a function to be added to the formula in the *Formula* box. The function is inserted at the point where the cursor is placed in the Formula box.

The following default functions are available in the list (other functions are supported as well):

• **ABS().** Absolute
• **Avarage().** Avarage
• **Int().** Integer
• **Product().** Product
• **Round().** Round

• **Sum().** Sum

For more information about functions including examples, see *appendix D, Working with Formulas*.

After selecting a function from the list, the *Syntax Example area* shows an example of the syntax that needs to be used for the chosen function.

Step 6. Click **OK** to insert the formula.

In case the syntax or format has been entered incorrectly, a message appears. (For more information, see *section 4.2.1 Troubleshooting Formulas*.)

By default, the formula will appear highlighted in orange (when viewing the layout in InDesign's Normal display mode or InCopy's Layout view).

This highlighting can be switched on or off by choosing **Show Fields/Hide Fields** from the *Formula* submenu in the *Table* menu or the context menu.

23	45
68	

Figure 4.2 By default, formula values in cells are highlighted in orange

4.2.1 Troubleshooting Formulas

When setting the syntax or formatting in the Formula dialog box and subsequently clicking OK, Smart Styles may warn you if an incorrect entry has been made.

• In case the entered syntax or the cell range in the Formula entry box is incorrect, a message appears indicating that the formula cannot be inserted:

Unable to insert the formula due to an error in the formula syntax.

Close the message to return to the *Formula* dialog box and verify the entered syntax for any mistakes.

• In case the entered format in the Number Format list of the *Formula* dialog box is incorrect, Smart Styles will display a message when clicking OK, indicating that the formula cannot be inserted.

Unable to insert the formula due to an error in the format syntax.

Close the message to return to the *Formula* dialog box and verify the entered format for any mistakes.

• **#error** is displayed in the cell when the cell-range in the formula refers to non-existing cells or columns, or those that are not allowed (cells in headers and footers).

4.3 Editing Formulas

To edit an entered formula, perform the following steps:

Step 1. In the cell that holds the formula, place the cursor in the formula value (highlighted in orange by default).

Step 2. Do one of the following:

• From the *Table* menu, choose **Formula**, followed by **Edit**.

• Right-click on the cell or table and from the context menu choose **Formula**, followed by **Edit**.

The *Formula* dialog box appears (See *figure 4.1.2*.)

Step 3. Make the changes as needed. (See *section 4.2 Inserting Formulas*.)

Step 4. Click **OK** to insert the formula. (See also *section 4.2.1 Troubleshooting Formulas*.)

4.4 Updating Formulas

Whenever values of cells that are referenced by one or more formulas are changed, the formulas need to be updated in order to reflect these changes.

Update the formulas regularly or at least as the final step when finished working on the table so that the correct values are displayed.

Formulas can be updated individually, by range or by document, as explained in the sections on the following pages.

When updating formulas, any manually applied number formatting will be replaced by the formatting rules as set in the Formula dialog box (if any).

4.4.1 Updating Formulas Individually

To update an individual formula, perform the following steps:

Step 1. In the cell that holds the formula, place the text cursor in the formula value (highlighted in orange by default).

Step 2. Do one of the following:

• From the *Table* menu, choose **Formula**, followed by **Update**.

• Right-click on the cell or table and from the context menu choose **Formula**, followed by **Update**.

The value of the formula is updated automatically.

4.4.2 Updating Formulas By Range

To update all formulas in a range of cells, perform the following steps:

Step 1. Select a range of cells that hold formulas.

Step 2. Do one of the following:

• From the *Table* menu, choose **Formula**, followed by **Update**.

• Right-click on the cell or table and from the context menu choose **Formula**, followed by **Update**.

The value of the formula is updated automatically.

4.4.3 Updating Formulas By Document

To update all formulas in a document, do the following:

• From the *Table* menu, choose **Formula**, followed by **Update**.

The *Update Formula* command is always available, it is not necessary to first place the text cursor in a table or make any kind of selections.

4.5 Copying Formulas

Formulas can be copied from one cell to another cell, just as any other regular text.

The syntax of the pasted formula will be adjusted to its new location. For example: when copying the formula =SUM(A1+A3) from cell A5 to cell B5, the pasted formula will now be =SUM(B1+B3).

5. Sorting Tables

Smart Styles allows you to sort tables by text, numbers, range, and case sensitivity. Since each language has got its own very specific sorting rules, the language rules that the sorting engine needs to follow can also be selected. Of course tables can also be sorted in ascending or descending order.

This feature is also functional in InCopy (when in Layout view mode).

☰ 5.1 The Interface

Smart Styles adds the following components to the InDesign and InCopy interface for working with formulas:

- Table menu command
- A Sort dialog box

Each component is explained in the following sections.

☰ 5.1.1 Table Menu Command

A command named *Sort...* is added to the Table menu. Choosing this command will bring up the *Sort* dialog box. (See *section 5.1.2 The Sort Dialog Box*.)

The *Sort* command is also available in the context menu when Right-clicking a cell or table.

The *Sort* command is only available when the cursor is placed inside a table.

5.1.2 The Sort Dialog Box

The *Sort* dialog box provides various settings for sorting a table.

Ⓐ Column sorting options Ⓑ Sorting range options
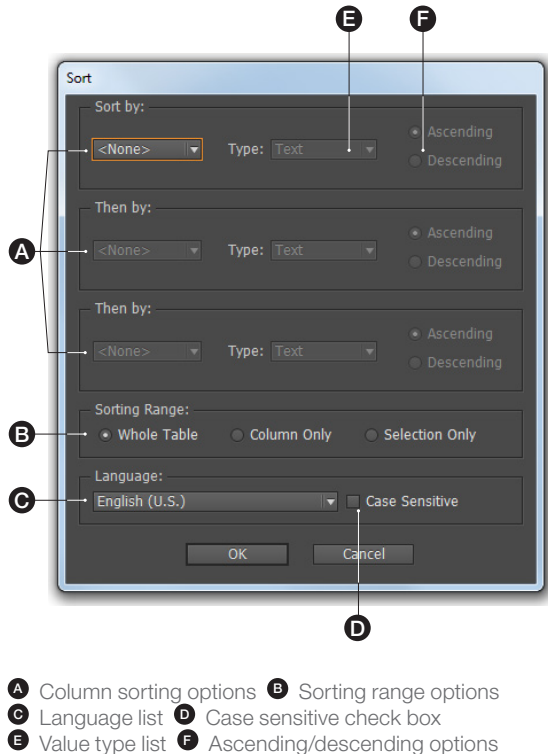Ⓒ Language list Ⓓ Case sensitive check box
Ⓔ Value type list Ⓕ Ascending/descending options

Figure 5.1.2 The Sort dialog box

The Sort dialog box is divided into three main sections:

Sort by

This section is used to indicate the sequence and the way the column(s) need to be sorted. It holds the following options:

• **Column list.** From this list, choose the column which needs to be sorted first. The list refers to columns in the following way:
  • For tables that contain a header: either the content of the header is shown (including an empty value when the header is empty) or *Column[number]* if no value has been entered yet.
  • For tables not containing a header: *Column[number]* is shown.
  As soon as a choice has been made, the *Type* and sorting order options become available.
• **Type list.** From this list, define if the column contains (mainly) textual or numeric data.
• **Ascending/descending options.** Choose whether the data needs to be sorted in ascending or descending order.

Sorting Range

Defines what section of the table needs to be sorted:

• **Whole Table** (all columns and rows)
• **Column Only** (only the column where the text cursor is placed into)
• **Selection Only** (only the selected cells)

When the *Selection Only* option is used, the column sorting options are used only when applicable. For instance, when cells in only one column are selected, only those cells are sorted even when sorting settings for two or more columns are set.

Language

Different languages have different ways of sorting. Choose the appropriate language from the language list in order to ensure correct sorting results.

Smart Styles automatically sets the language according to the following rules:

• **Cursor placed in text:** the language of that word

• **Selected text:** the first language that occurs in the text

• **Selected table:** the first language that occurs in the table

In addition, select the *Case Sensitive* check box if case sensitivity is required.

≡ 5.1.3 Troubleshooting Sorting Tables

When cells have been selected on which Smart Styles is not able to sort the data, a message is displayed.

• When cells are selected that have been split or merged, Smart Styles will display a message:

Cannot sort the table containing split or merged row cells.

• In situations where columns have been selected containing merged cells that span other (unselected) columns, Smart Styles will display a message:

Cannot sort the table containing split or merged row cells.

Smart Styles and Smart Connection

Smart Styles can be easily integrated with WoodWing Smart Connection: a set of plug-ins for InDesign and InCopy for communicating with Enterprise Server.

This chapter explains the additional functionality of using Smart Styles within a Smart Connection environment.

1. Articles and Element Labels

Smart Connection makes use of the article concept. An article typically consists of different components: *headline*, *intro*, *body text*, and so on. Each of these components can be made up of separate frames and treated as a separate object in which each component is fully editable. To each article component, a label is assigned to indicate its purpose (or intent). For example: labeling a text frame with the label *Headline* and another text frame with the label *Body Text*, makes it clear to all users what the purpose of these frames is: editors will know what type of content to add and designers will know how to format and position that content.

Smart Styles offers additional functionality when used in combination with Smart Connection by making use of the Element Label feature of Smart Connection and the Article feature of InDesign.

2. The Element Label Panel

With Smart Connection installed, the Element Label panel can be used to label article components.

Normally Smart Styles will not be able to match the components of a Smart Styles element to a target with multiple components. Smart Styles will use the properties of one Smart Styles component and apply them to all items of the target. However, when both the Smart Styles components and the target article components are labeled, Smart Styles will use these labels to match the Smart Styles elements with the target items.

For example: the properties of the *head* component in the Smart Styles element will be applied to the *head* component of the target item; the properties of the *body* component in the Smart Styles element will be applied to the *body* component of the target, and so on.

If a target component cannot be matched to a component in the Smart Styles element, the properties of the target component will not be changed.

Take note of the following exceptions:

• If you have one component in your Smart Styles element and you apply this to one target component, the target component will always be styled according to the Smart Styles element, regardless of their Element Labels. (The Element Label will not be changed though).

• If you are using the same element labels more than once in your Smart Styles, only one of these items will be used for applying the style.

3. InDesign Articles

When working in a Smart Connection environment, articles are made up of multiple text frames, each representing a different component such as 'head', 'intro', 'body' and so on. To identify each frame as a separate component, an Element Label is applied.

In order to treat these separate frames as one article, they are combined into an InDesign Article by using the Articles panel (Window > Articles).

For more information about InDesign Articles, see the InDesign Help: *Articles*.

Smart Styles is able to recognize such multi-component InDesign Articles and correctly format each component.

The process is as follows:

Step 1. Create a separate frame for each article component and apply the correct label by using the Element Label panel (Window > Smart Connection > Elements).

Step 2. Apply styling to the frame and/or the content of the frame.

Step 3. Access the Articles panel by choosing Window > Articles.

Step 4. Drag the frames onto the panel (or click the '+' icon), type a name and click OK.

An InDesign article is created containing the selected frames.

Step 5. Turn the selected frames into a Smart Styles element.

Step 6. Drag the Smart Styles element onto any of the frames of an InDesign Article to style it.

How Smart Styles applies the correct formatting

Smart Styles looks for text frames in the InDesign Article that have the same Element Label applied as a text frame in the Smart Styles element. When found, it applies the styling of the component in the Smart Styles element to the component in the InDesign Article.

Example: a Smart Styles element containing the components 'head', 'intro' and 'body' is dropped onto any of the frames of an InDesign Article that also contains the components 'head', 'intro' and 'body'. As a result, each component in the InDesign Article is styled with the corresponding style of the component in the Smart Style element: 'intro' with 'intro', 'head' with 'head' and 'body' with 'body'.

Various variations of this scenario exist but the general rule is that as long as frames with matching Element labels are found then the component in the InDesign Article is styled with the style from the component in the Smart Styles element.

One exception exists when the Smart Styles element consists of only one component. When dragging such an element onto a single InDesign Article component on the layout, the component is directly styled without verifying if they have matching Element Labels.

A

Scripting

This appendix describes Smart Styles' additions to InDesign's scripting object model. (Knowledge of InDesign scripting is required.)

▬ 1. Javascript

Smart Styles extends the Asset and Library object.

Additional asset method:
- **Property:** applySmartStyle
- **Parameters:** Selection or (list of) PageItem(s)
- **Returns:** nothing
- **What it does:** Applies the asset as Smart Styles to the page item(s)

```
// This example applies the first item of the first library as Smart
// Style to the first page item of the active document
var myLib = app.libraries.item(0).assets.item(0);
var myItems = [app.activeDocument.pageItems.item(0)];
myLib.applySmartStyle( myItems );
```

Additional library property:
- **Property:** smartStyles
- **Value type:** Boolean
- **Access:** read/write
- **What it is:** Toggles the library between an Object and Smart Styles library

```
// The script toggles the first library from Smart Styles to
// Object library or the other way around
if( app.libraries.item(0).smartStyles == false )
  app.libraries.item(0).smartStyles = true;
else
  app.libraries.item(0).smartStyles = false;
```

Delimiters

The number of characters recognized as delimiter in Smart Styles is limited. This appendix gives an overview of the allowed and preferred delimiters.

1. Allowed Delimiters

Table 1 shows the delimiters that can be used in Smart Styles.

Table 1. Allowed delimiters

Unicode symbol	Remark
0x0007 - 0x0009	Tabs
0x000A	Line feed
0x0021 - 0x002F	! " # $ % & ' ( ) * + , - . /
0x003A - 0x0040	: ; < = > ? @
0x005B - 0x0060	[\ ] ^ _ `
0x007B - 0x007E	{ | } ~
0x00A1 - 0x00BF	¡ ¢ £ ¤ ¥ ¦ § ¨ © ª « ¬ ® ¯ ° ± 2 3 ´ µ ¶ · , 1 ° » ½ ¼ ¾ ¿
0x200C - 0x20CF	Various symbols
0x2500 - 0x27BF	Box, block and other symbols
0x3000 - 0x3002	Japanese normal space
0xE000	Inline items
0xFE35 - 0xFE44	

(Continues on next page)

Table 1. Allowed delimiters (continued)

Unicode symbol	Remark
0xFE50 - 0xFE6F	Various symbols
0xFF08 - 0xFF09	( )
0xFF0B - 0xFF0F	+ , - . /
0xFF1A - 0xFF1A	: ;
0xFF1F	?
0xFF01	!
0xFFE5	¥
0xFF03	#
0xFF3B	[
0xFF3D	]
0xFF5B	{
0xFF5D	}
0x0020	Normal space
0x2000 - 0x200B	Special spaces
0x203B	※
0x00A0	Hard space
0x3008 - 0x3011	< > Rp K‒⅛⅔Ӄ ӈ
0x3014 - 0x3015	〔 〕
0x30FB	•

▬ 2. Preferred Delimiters

A number of delimiters have preference over other delimiters. This means that if two possible delimiters are found and one of them is preferred, the preferred delimiter will be used.

Table 2. Preferred delimiters

Unicode symbol	Remark
0x0007 - 0x0009	Tabs
0x000A	Line feed
0x002C	Line feed
0x003A	Line feed
0x2010 - 0x2015	Dashes

C

Smart Styles Element Properties

The following overview describes each of the Smart Style item properties—as available in the Smart Styles Properties dialog box—and indicates which property a page item is affected when applied.

The overview is divided into the three main property groups:

1. Object Style
2. Text Style
3. Table Style

For more information about these properties, see InDesign Help or InCopy Help.

1. Object Style

InDesign Object Style—InDesign Object Style. Off by default

Stroke Settings
  Color—Stroke color
  Tint—Stroke tint
  Overprint—Overprint Stroke attribute
  Weight—Stroke weight
  Cap, Join, Miter—Cap, Join, Miter settings
  Line Type, Start, End—Line Type, Start, End settings
  Corner Options—Corner options
  Gap: Color, Tint, Overprint—Gap options
  Alignment—Alignment options
  Gradient—Stroke gradient settings
  Transparency Effect Settings
    Transparency—Transparency settings
    Drop Shadow—Drop shadow settings
    Inner Shadow—Inner shadow settings
    Outer Glow—Outer glow settings
    Inner Glow—Inner glow settings
    Bevel and Emboss—Bevel and emboss settings
    Satin—Satin settings
    Feather—Feather settings
    Directional Feather—Directional Feather settings
    Gradient Feather—Gradient feather settings

Fill settings
  Color—Fill color
  Tint—Fill tint
  Overprint—Overprint Fill attribute
  Gradient—Fill gradient settings
  Transparency Effect Settings
   Transparency—Transparency settings
   Drop Shadow—Drop shadow settings
   Inner Shadow—Inner shadow settings
   Outer Glow—Outer glow settings
   Inner Glow—Inner glow settings
   Bevel and Emboss—Bevel and emboss settings
   Satin—Satin settings
   Feather—Feather settings
   Directional Feather—Directional Feather settings
   Gradient Feather—Gradient feather settings

Nonprinting—Nonprinting attribute

Interactive Settings
  Animation—Animation settings
  Media—Media settings

Transparency Effect Settings
  Transparency—Transparency settings
  Drop Shadow—Drop shadow settings
  Inner Shadow—Inner shadow settings
  Outer Glow—Outer glow settings
  Inner Glow—Inner glow settings
  Bevel and Emboss—Bevel and emboss settings
  Satin—Satin settings
  Feather—Feather settings
  Directional Feather—Directional Feather settings
  Gradient Feather—Gradient feather settings

Frame Fitting—Frame Fitting options (including the Liquid Layout > Auto-Fit option)

Shape
  Geometry—Shape (for example: triangle, circle, square, etc) If the source item is a point or a line and the target item is a text frame, the Geometry property is ignored. On by default.

Rotate—Rotation settings. Affected by active Reference Point position. On by default.
Shear—Shearing settings. Affected by active Reference Point position. On by default.
Match size—Match the size of the target object with the size of the source object. On by default.
Smart Connection: Elements—Controls the addition/removal of article components in order to match the target article with the source article or vice versa. Only available when using in combination with Smart Connection Enterprise. Off by default.

Text Frame Options
  Inset spacing—Inset spacing options
  Ignore Text Wrap—Ignore text wrap options
  Vertical Justification—vertical justification options
  Baseline Grid—Baseline grid options
  Auto-Sizing—Auto-sizing options
  Frame Height
   Match Number of Lines—Match the number of lines of the target object with those of the source object, off by default.
   First Baseline—First baseline settings. Off by default.
   Match Height—Match frame height target object with frame height source object. Off by default.
  Frame Width
   Match Resize Behavior—Match the setting of the Column list (Fixed Number, Fixed Width, Flexible Width). On by default.
   Match Width of Columns—Match column width. Off by default.
   Match Number of Columns—Match number of columns. On by default.
   Match Width of Gutter—Match gutter width. Off by default.
   Match Width—Match frame width. Off by default.
  Text Wrap—Text wrap settings.

Object Constraints—Object Constraints settings as part of the Liquid Layout feature. (Requires the Liquid Page Rule option to be set to "Object Based".)

Object Export Options
  Alt Text—Alternative text of an image or graphic
  Tagged PDF—Tag and actual text source
  EPUB and HTML—Various options

2. Text Style

Paragraph Styles—Paragraph styles settings as set in the Paragraph Styles panel
Paragraph Settings—Paragraph settings as set in the Paragraph panel
Character Styles—Character styles settings as set in the Character panel
Character Settings—Character settings as set in the Character panel
Transparency Effect Settings
  Transparency—Transparency settings
  Drop Shadow—Drop shadow settings
  Inner Shadow—Inner shadow settings
  Outer Glow—Outer glow settings
  Inner Glow—Inner glow settings
  Bevel and Emboss—Bevel and emboss settings
  Satin—Satin settings
  Feather—Feather settings
  Directional Feather—Directional Feather settings
  Gradient Feather—Gradient feather settings
Optical Margin Alignment—Optical margin alignment settings

3. Table Style

Table Styles—Table Style settings
Table Settings
  Table—Table properties
  Row—Row properties
  Column—Column properties
Text Style
  Paragraph Styles—Paragraph styles settings
  Paragraph Settings—Paragraph settings
  Character Styles—Character styles settings
  Character Settings—Character settings
Cell Styles
Cell—Cell settings

Working With Formulas

This appendix contains a basic explanation of how formulas are structured, including its syntax and cell range options.

1. Formula Basics

A formula performs a calculation on one or more cells in a table, based on the input by the user. This could be a simple addition, subtraction, division or a more complicated calculation.

A basic formula looks as follows:
=(A1-12)+(B2-B1)

Here, the static value 12 is subtracted from the value in cell A1 and the outcome is added to the result of subtracting the value in cell B1 from the value in cell B2.

In Smart Styles, the formula itself is never displayed in the cell, only the outcome of the calculation. To add or edit a formula to a cell in InDesign or InCopy using Smart Styles, the Formula dialog box needs to be used. (For more information about the Formula dialog box, see *chapter 12, Working With Tables*.)

A formula always starts with an equal sign (=). The actual equation that follows it is called the syntax and needs to follow specific rules, otherwise the formula will not work.

1.1 Constructing a Formula

Figure 1.1 shows in more detail how a formula is constructed:

$$=(A1-12)+SUM(B1:B10)$$

Ⓐ Cell reference **Ⓑ** subtraction operator
Ⓒ Numeric constant **Ⓓ** Function **Ⓔ** Range reference

*Figure 1.1 The structure of a formula*

Cell references
• The numbering of cells is identical to the one used in regular spreadsheet applications: the top cell in the first column is cell A1, the one below cell A2, the top cell in the second column is B1, and so on.

• To refer to individual cells, separate them by a comma. Example: (A1, A5). Here, the values in cell A1 and cell A5 are referenced.

• To specify a range of cells, separate them by a colon. Example (A1:A10). Here, cell A1 up to and including cell A10 are referenced.

• Header and footer cells cannot be included in the calculation. When referenced, #error will display as the formula value in the cell.

Function
• A function is used to perform a particular action on a range of cells. See table 1.1 for more details.

Table 1.1 Examples of functions

Function	syntax	remarks	example
ABS()	=abs(a1)	Absolute (number without its sign).	=ABS(-2) output: 2
Average()	=Average(number1, number2)	Average of range of numbers	=AVERAGE(3,6) output: 4,5
Int()	INT(number)	Integer. Rounds a number down to the nearest integer.	=INT(8.9) output: 8
Product()	=product(number1, number2)	Product. Multiplies all the numbers given as arguments.	=product(4,5) output: 20
Round()	=ROUND(number, number_of_digits))	Rounds a number to a specified number of digits.	=ROUND(8.35, 1) output: 8,4
Sum()	=sum(A2:A4)	Sum (adds all the numbers in a range of cells).	=sum(4:5) output: 9
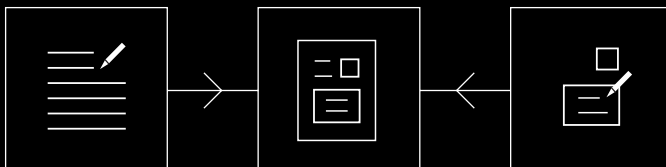
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