# **CS 200**

# Lecture 02

# Structured Word Processing — Styles

CS 200 Spring 2013

02 – Styles

### **Miscellaneous Notes**

### Assigned reading

"The Non–Designer's Design Book," 2nd Edition, by Robin Williams (pp 121-178)

"Adobe on Basic Typography" (the cws: Resources > Related Web Links > Word Processing)

### Please read and highlight BEFORE this week's lab

Assignment 2 (this will not be posted until Monday May 7)

Notes for this lecture

#### Today and Tuesday

[named] styles

the Poke pearl

backups (the backups assignment—A00— is now online)

### **The Poke Pearl**

### What happens if you

- double-click here?
- triple-click here?
- option-click here?
- control-click here?
- command-click here?
- etc...

#### What happens if you

- click and drag on this?
- option-click and drag on this?
- control-click and drag on this?
- command-click and drag on this?
- etc...

# [Named] Styles

#### The idea

name a collection of paragraph or character attributes

you then apply the NAME to text instead of individually setting attributes

### Hence changing a document's appearance is

easier & faster, more accurate ( $\Rightarrow$ consistency, if used intelligently)

— you just change the definition of the name; everywhere it's used, text changes

#### **Does appearance matter?**

- legibility
- understandability
- professionalism

### Terminology

we will refer to Helvetica, Palatino, bold, italic, underlined, red, 15 pt leading, .... as attributes

#### a *style* is a [specific] "bundle of attributes"

eg "24 pt Myriad Pro Light with 12 pts of Before Paragraph leading & 2 cm of left indent" but sometimes "named style" for emphasis (and/or clarity)

### **Compare this and the preceding slide**

The idea name a collection of paragraph or character attributes you then apply the NAME to text instead of individually setting attributes Hence changing a document's appearance is easier & faster more accurate (=> consistency) Does appearance matter? legibility understandability professionalism Terminology we will refer to Helvetica, Palatino, bold, italic, underlined, red, 15 pt leading, .... as attributes a style is a [specific] "bundle of attributes" eg "24 pt Myriad Pro Light with 12 pts of Before Paragraph leading & 2 cm of left indent" but sometimes "named style" for emphasis (and/or clarity)

# Indirection

### The underlying concept is indirection

• referring to something through something else

### Indirection is useful in many contexts, including...

- drawing programs (object properties)
- HTML (tags in web pages; CSS)
- electronic mail (aliases, forwards)
- spreadsheets (named cells/ranges)

### **Remember the Model pearl?**

# **Showing Style Usage in MS Word**

### Word > Preferences... to bring up

how	
Drawings	Iighlight
Object anchors	Bookmarks
Field codes	Text boundaries
Field shading: When selected	Image placeholders
Comments on rollover	Draft font
Background colors and images in Print Layout View	Contact Tags
ionprinting characters	
Tab characters	Optional hyphens
Spaces	Hidden text
Paragraph marks	All
Vindow	
Status bar	Morizontal scroll bar
S Live Word Count	Vertical scroll bar
Vertical ruler	Wrap to window
Style area width: 1.52 cm	
Description of preference	
View	
Control how Word displays your document and which typ	es of objects appear on the screen.

*In Normal view, the "style area width" controls the width of the style name column in the doc display; if it's zero, the style name column vanishes.* 

In Normal view, View > Reveal Formatting to enable the (yellow) Formating popup

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### The text being formatted

00	💿 User Manual Extract.doc	
Heading 1	■ Menu Commands in the Machine Emulator (GEM)	
Block	GEM initially displays two windows.	
ltem	•→ The "cpu window" shows the contents of the cpu registers. On Unix and W machines, it contains a menu bar from which the emulator can be controlled Macintoshes, these menus are appended to the menu bar at the top of the sc	
ltem	•→ the "memory window" shows a scrollable display of the contents of memor	
Heading 2	■ File Menu (ROM Menu on the Macintosh) @	
Menultem	Load	
Menultem_Expl	Use this command to load a relocateable object module into memory. (Such are created by the assembler gal.exe when it translates an assembly program language).	
Menultem	Reload <sup>¶</sup>	
Menultem_Expl	Use this command to reload into memory the contents of the last previous object module loaded. This provides a convenient, minimum-effort way to program.	
Menultem	<b>Ouit</b> <sup>A</sup>	
Menultem_Expl	Terminate execution of the emulator.	
Heading 2	■ Execute Menu II	
Menultem	Step¶	
Menultem_Expl	Execute a single instruction and stop. Clicking on the cpu window's Step equivalent to selecting this menu item.	
Menultem_Expl	When you execute an instruction, certain mnemonic labels are displayed in memory windows to help you keep track of what's happening:	
Instruction_Item	• → The letters P and N label the "previous" and "next" instructions. The previous ins	
	instruction Paragraph Formatting	
	that is, the when you Paragraph Style: Indent: Left: 0.44", Left, Space Before: 3 pt	
Instruction_Item	• → The letter	
	executed. Font Formatting	
Instruction_Item	<ul> <li></li></ul>	
Instruction Item	instruction Character Style:	
Instruction_Item	• → The letter Direct:	
Menultem	through it.	
Menultem_Expl	Run II	
	Execute program instructions continuously, one right after the other. Click window's Run button is equivalent to selecting this menu item.	
	Image         Image <th< td=""></th<>	

### Demo 1

#### The text being formatted

00	User Manual Extract.doc	
Heading 1	Menu Commands in the Machine Emulator (GEM)	
Block	GEM initially displays two windows.	
Item	<ul> <li>The "cpu window" shows the contents of the cpu registers. On Unix and W machines, it contains a menu bar from which the emulator can be controlled Macintoshes, these menus are appended to the menu bar at the top of the sc</li> </ul>	
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Menultem	Chan 7	
Menultem_Expl	Step¶ Execute a single instruction and stop. Clicking on the cpu window's Step I equivalent to selecting this menu item. ¶	
Menultem_Expl	When you execute an instruction, certain mnemonic labels are displayed in memory windows to help you keep track of what's happening: If	
Instruction_Item	• — The letters P and N label the "previous" and "next" instructions. The previous inst instruction you have just executed . The next instruction is the instruction that will that is, the instruction whose address is in the program counter. These labels are pa when you have just executed a jump instruction. #	
Instruction_Item	<ul> <li>The letter S labels any register or memory word that supplied a source operand for executed.</li> </ul>	
Instruction_Item	•> The letter D labels the register or memory word, if any, into which a result value v instruction just executed .#	
Instruction_Item	•> The letter I will labe l.a register if the instruction just executed referenced an opera through it. T	
Menultem	Run H	
Menultem_Expl	Execute program instructions continuously, one right after the other. Click window's Run button is equivalent to selecting this menu item.	
	Page 1 Sec 1 1/11 At 8.7" Ln 37 Col 5 3	

#### The style definitions (built-in & user-defined)

#### Block

*Font:(Default) Times, 12 pt, English (US), Justified, Line spacing: single, Space Before: 6 pt, Widow/Orphan control* 

#### Block\_Centered

Font: (Default) Times, 12 pt, English (US), Centered, Line spacing: single, Widow/Orphan control, No bullets or numbering

#### Default Paragraph Font

The font of the underlying paragraph style +

#### Emphasis\_Slight

Default Paragraph Font + Font:Italic

#### Figure\_Caption

Font: (Default) Times, 10 pt, English (US), Indent: Left: 0.39", Right: 0.39", Justified, Line spacing: exactly 12 pt, Space Before: 6 pt, Widow/Orphan control

#### Footer

*Font:(Default) Times, 10 pt, English (US), Left, Line spacing: single, Widow/Orphan control, Tabs: 3.25", Centered + 6.5", Right* 

#### Footnote Reference

Default Paragraph Font + Superscript

#### Footnote Text

Font:(Default) Times, 10 pt, English (US), Justified, Line spacing: exactly 10 pt, Space Before: 4 pt, Widow/Orphan control

#### Header

*Font:(Default) Times, 10 pt, English (US), Left, Line spacing: single, Widow/Orphan control, Tabs: 3.25", Centered + 6.5", Right* 

#### Heading 1

Style for Next Paragraph: Block, Font: (Default) Times, 12 pt, Bold, English (US), Centered, Line spacing: single, Space Before: 14 pt, Widow/Orphan control, Keep with next, Level 1

#### Heading 2

Style for Next Paragraph: Block, Font:(Default) Times, 12 pt, Bold, English (US), Left, Line spacing: single, Space Before: 10 pt, Widow/Orphan control, Keep with next, Level 2

#### Instruction

Style for Next Paragraph: Instruction\_Expl, Font:(Default) Courier, 11 pt, English (US), Indent: Left: 0.2", Left, Line spacing: single, Space Before: 6 pt, Widow/Orphan control, Keep with next

#### •••

### The idea

- style B is "everything style A is, except for . . ."
- style C is "everything style B is, except for . . ."
- etc.

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### Style C Helvetica,14 pt, Italics

Style D Times, 12 pt, Bold Style E Helvetica, 16 pt, Italics

02 – Styles

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9

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9

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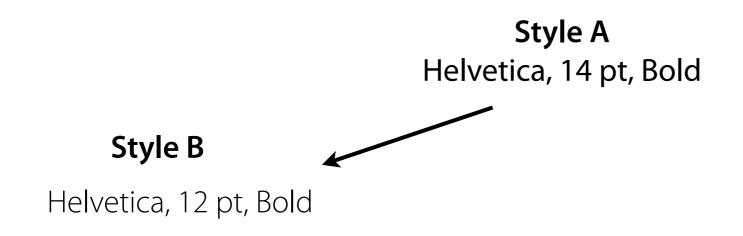
**Style A** Helvetica, 14 pt, Bold

#### Style B

Helvetica, 12 pt, Bold

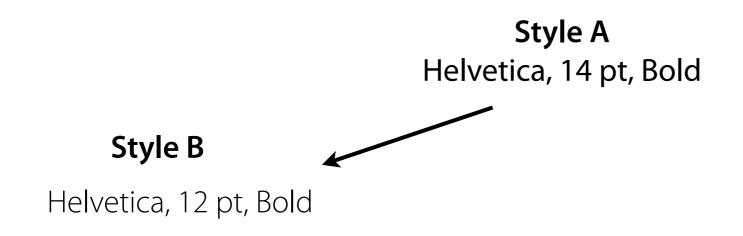
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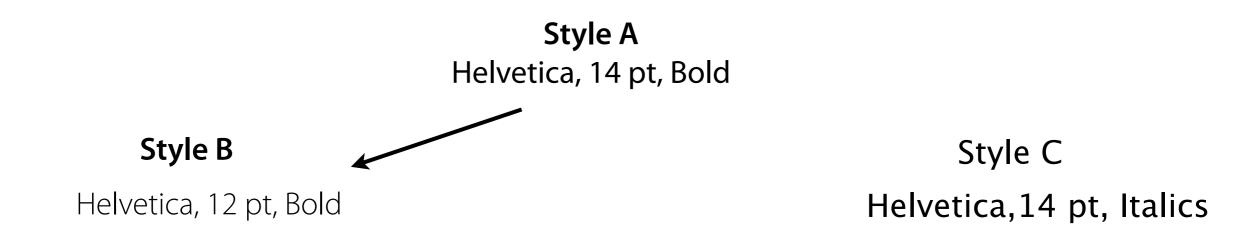
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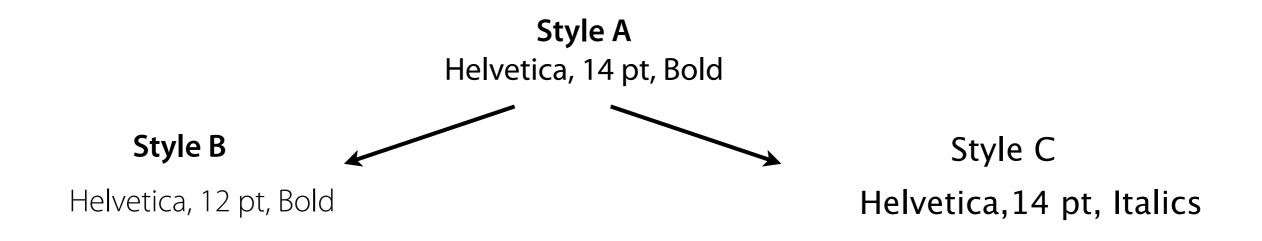
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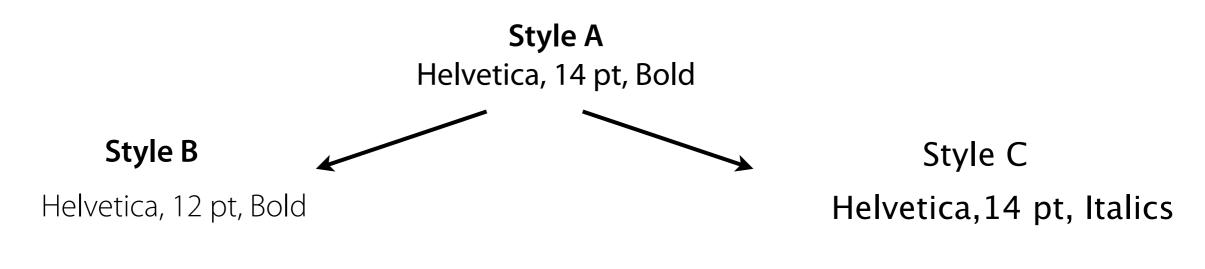
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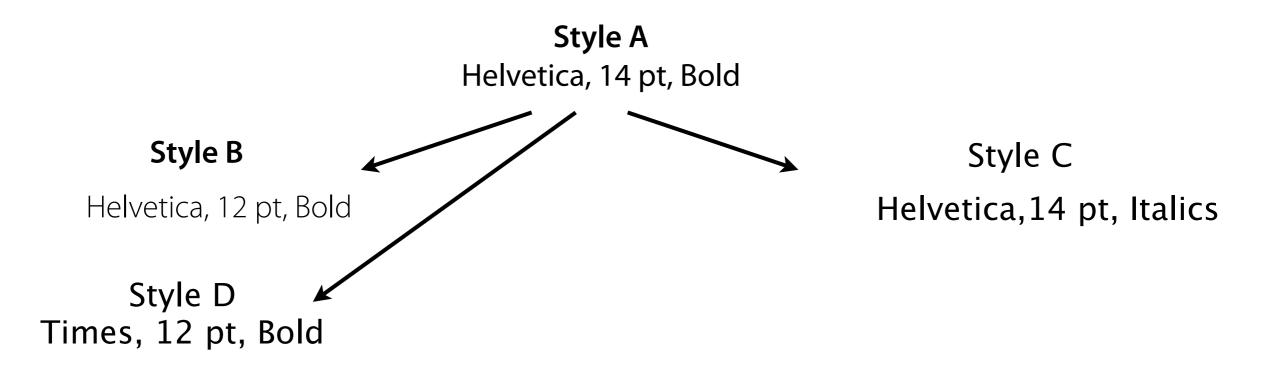
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Style D Times, 12 pt, Bold

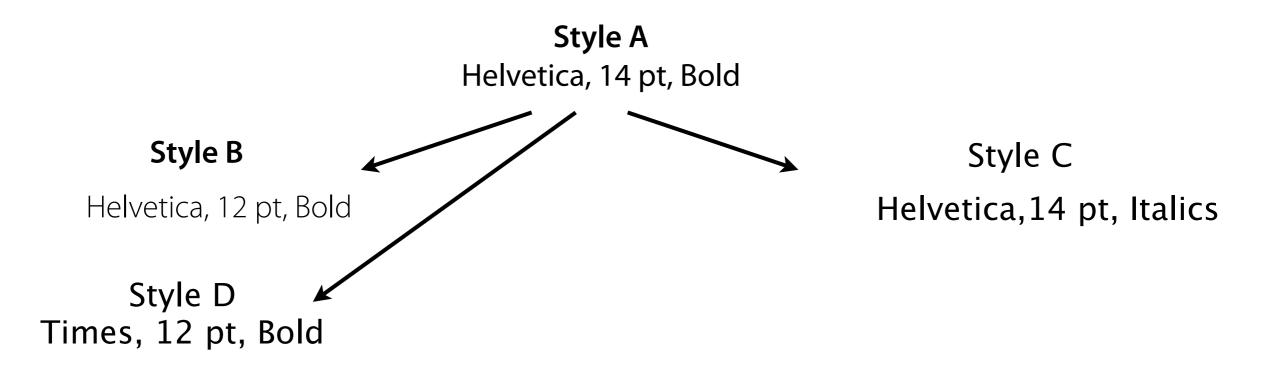
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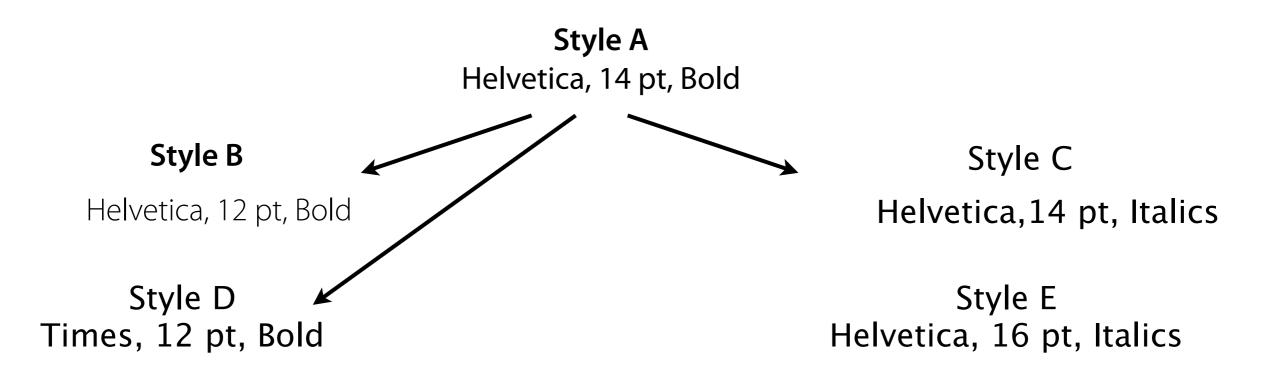
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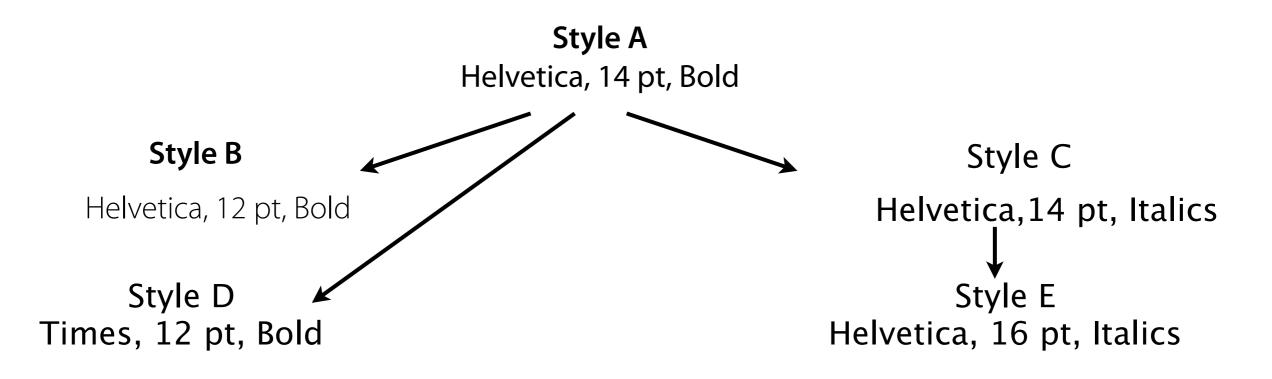
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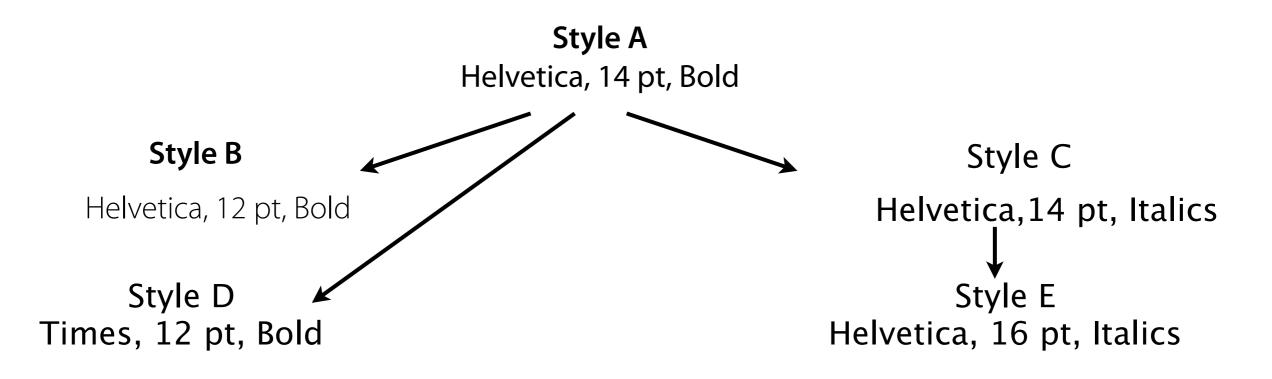
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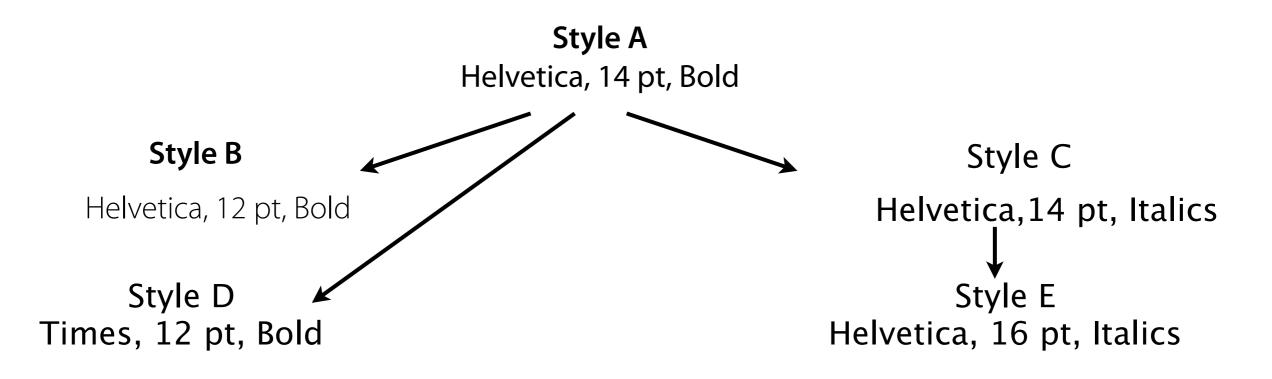
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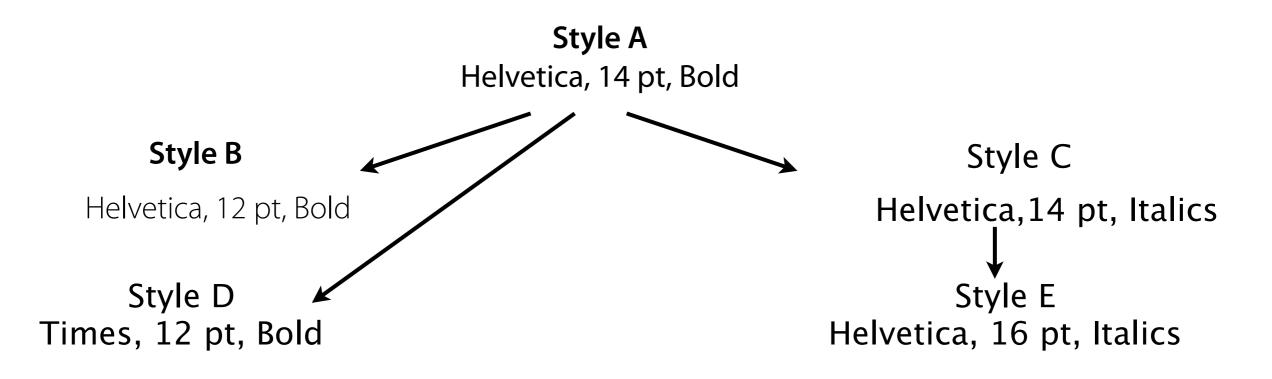
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• styles *based* on A change, too, unless that attribute has been explicitly set for the derived style

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02 – Styles

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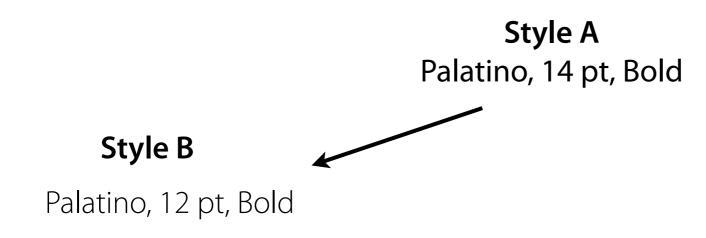
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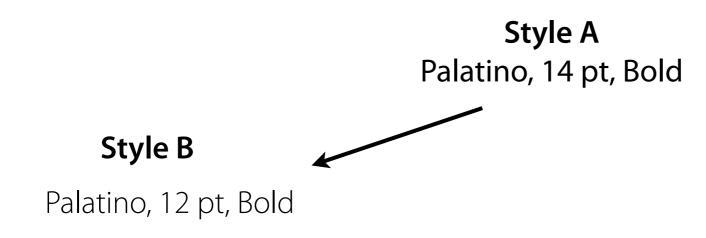
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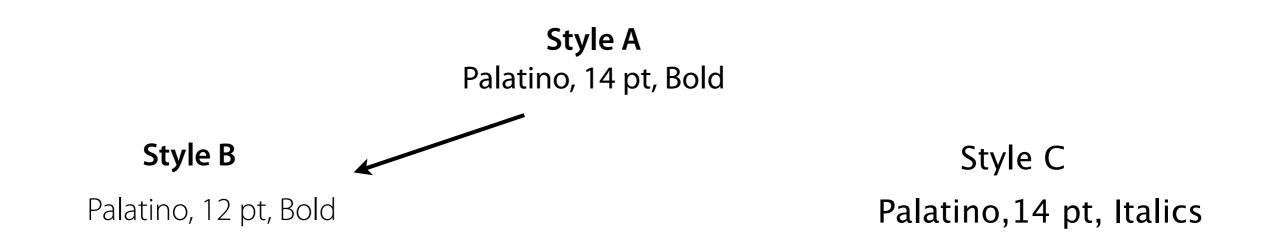
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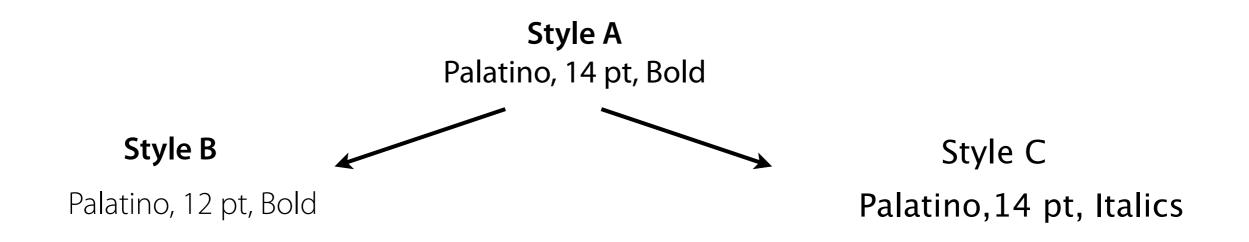
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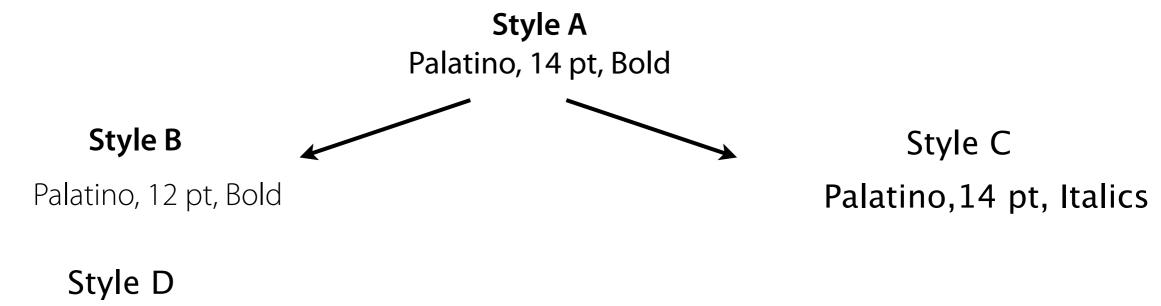


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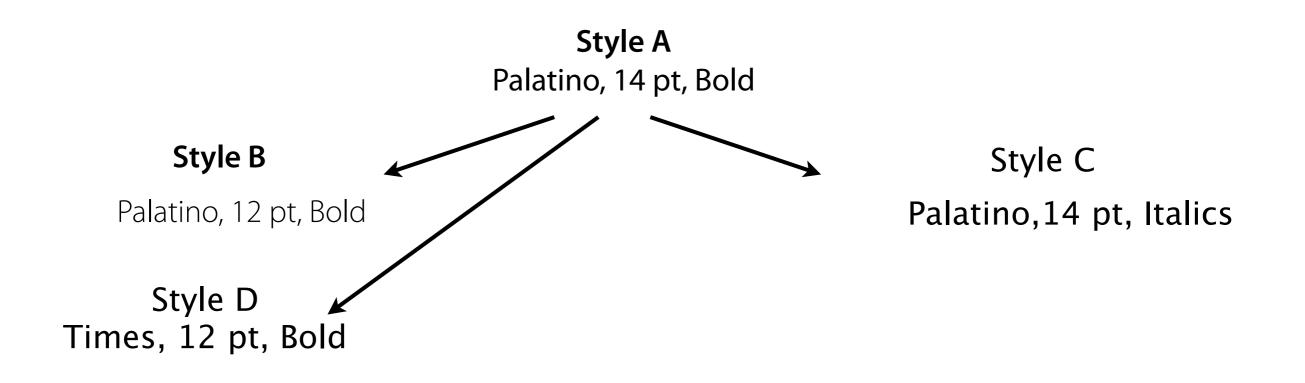


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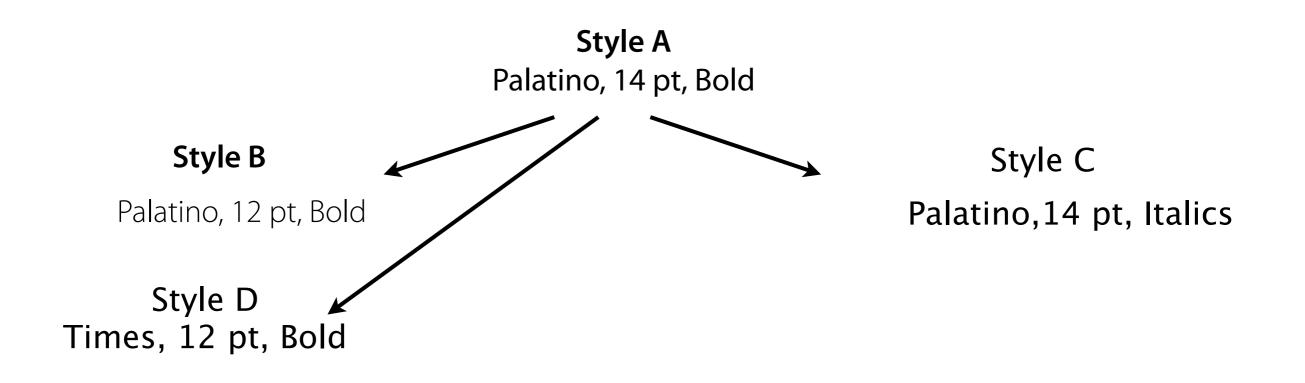


Times, 12 pt, Bold

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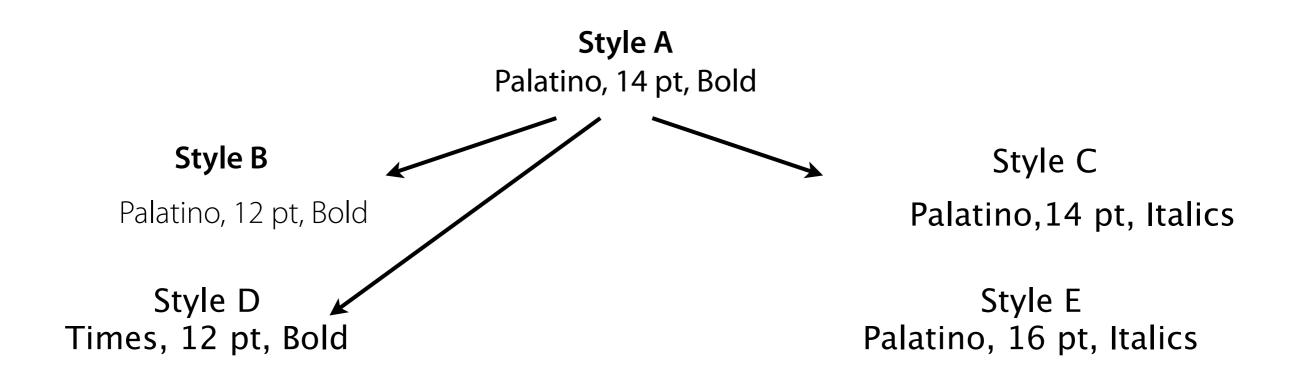


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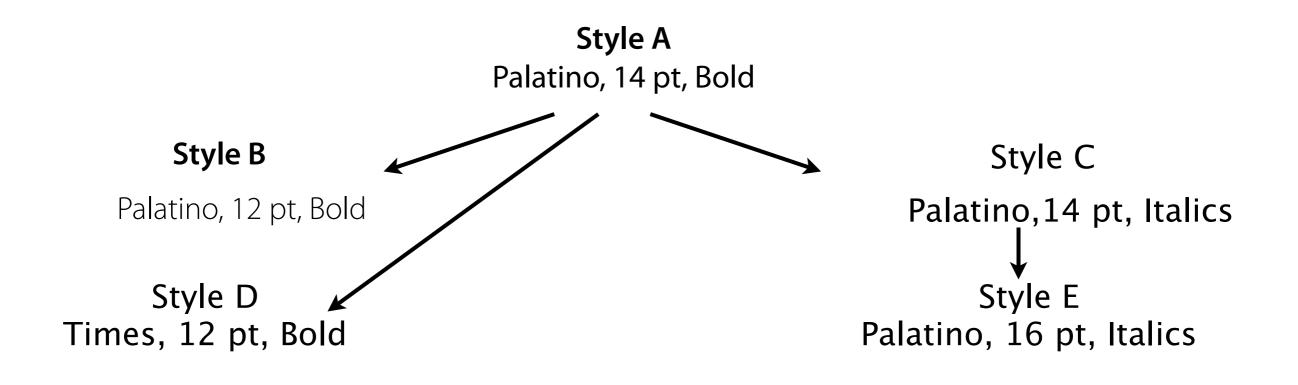
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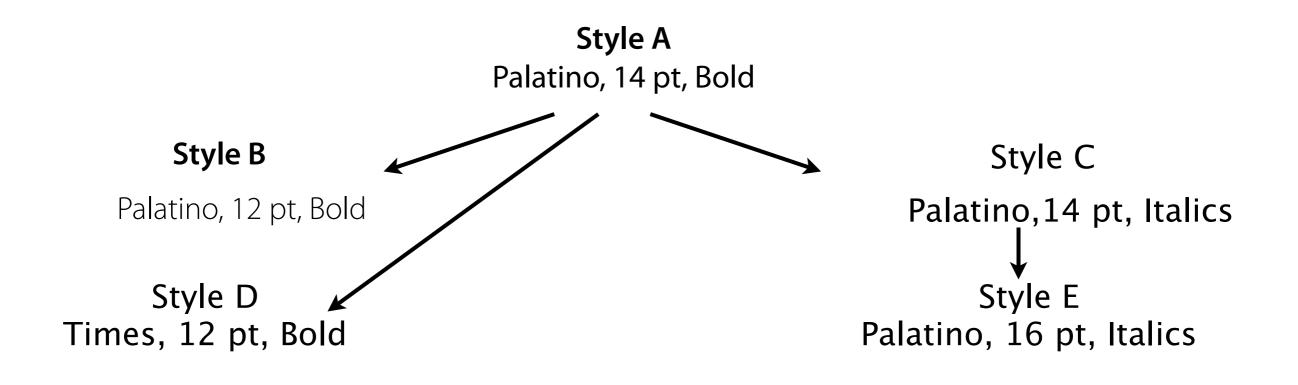


Monday, May 13, 2013

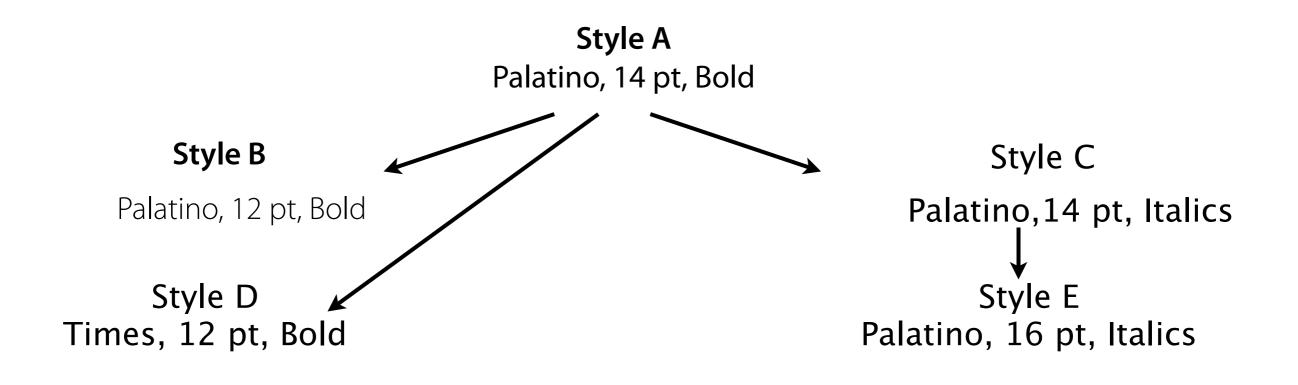
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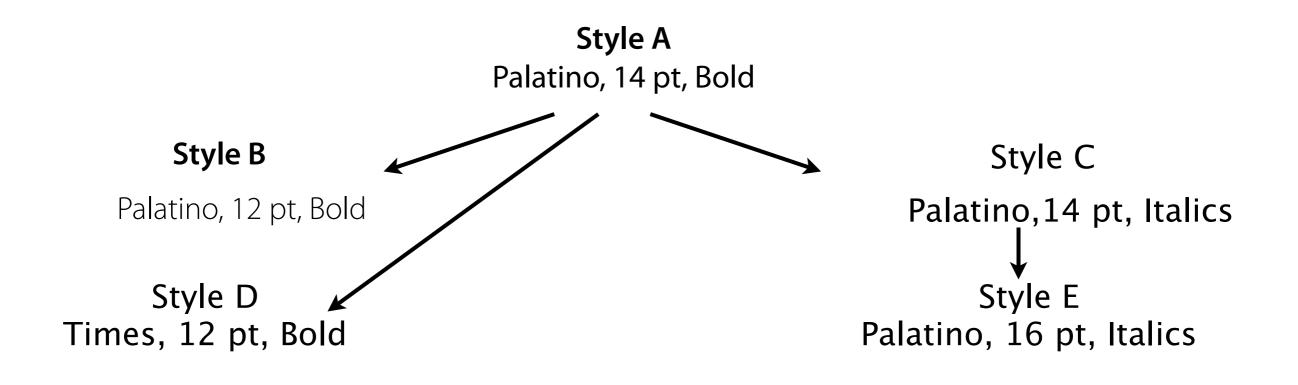
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There are choices in how to implement some aspects of this; eg, if I change B's font size, is the new value

- absolute (MS Word), or relative to the size of A?
- does changing A's size later automatically change B's?
- by a fixed number of points, or by a percentage?

Ditto with paragraph indents

Etc.

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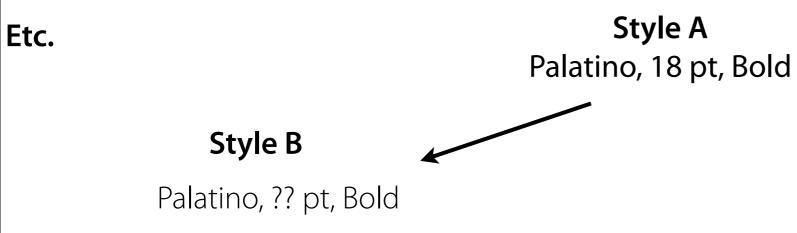
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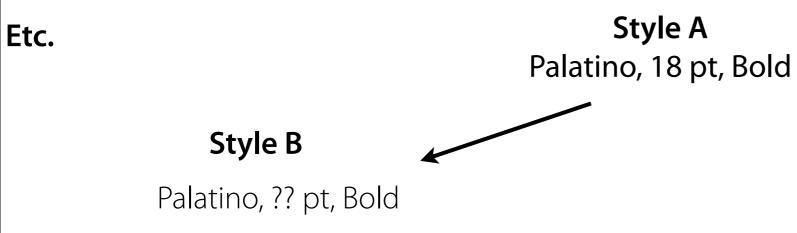
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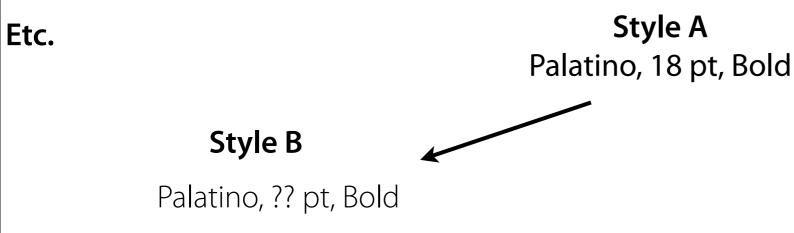
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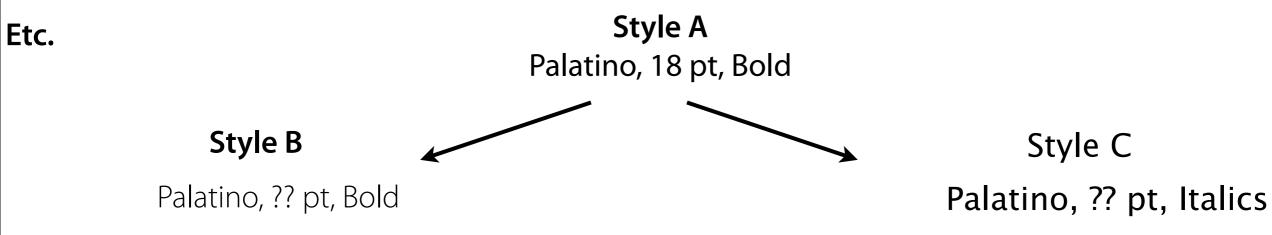
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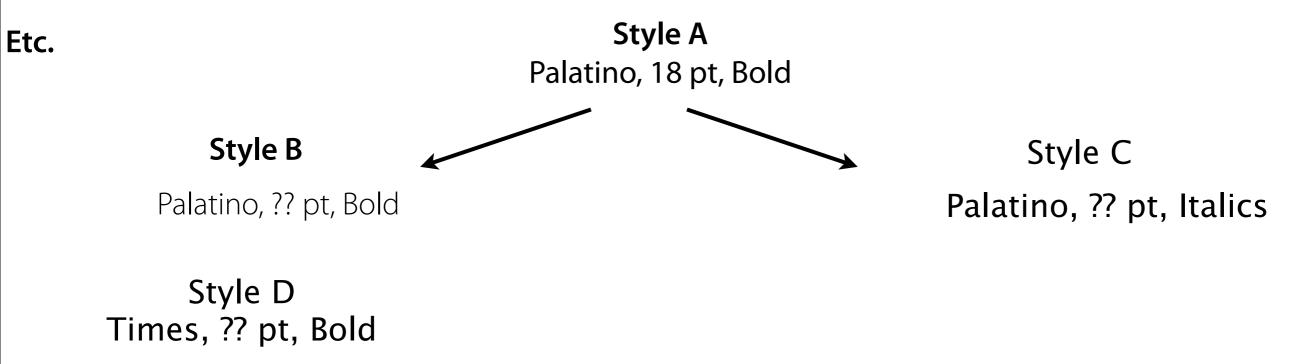
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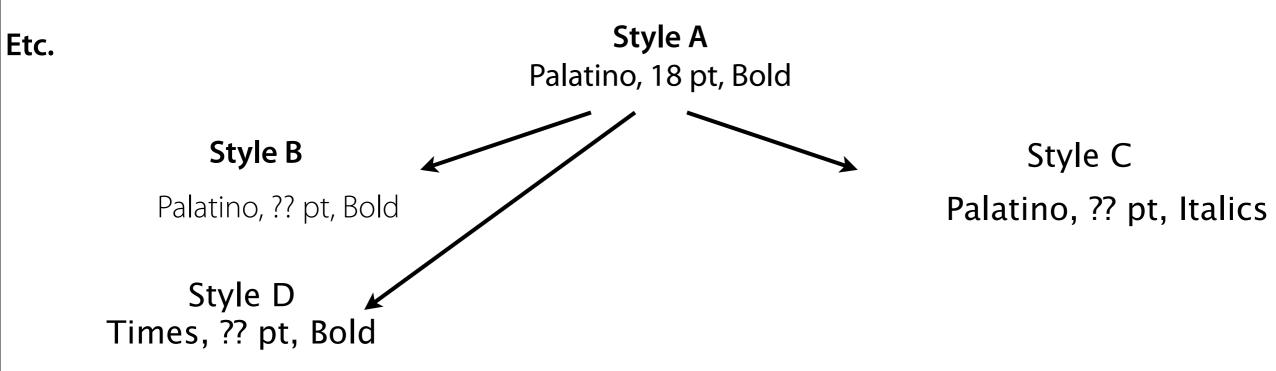
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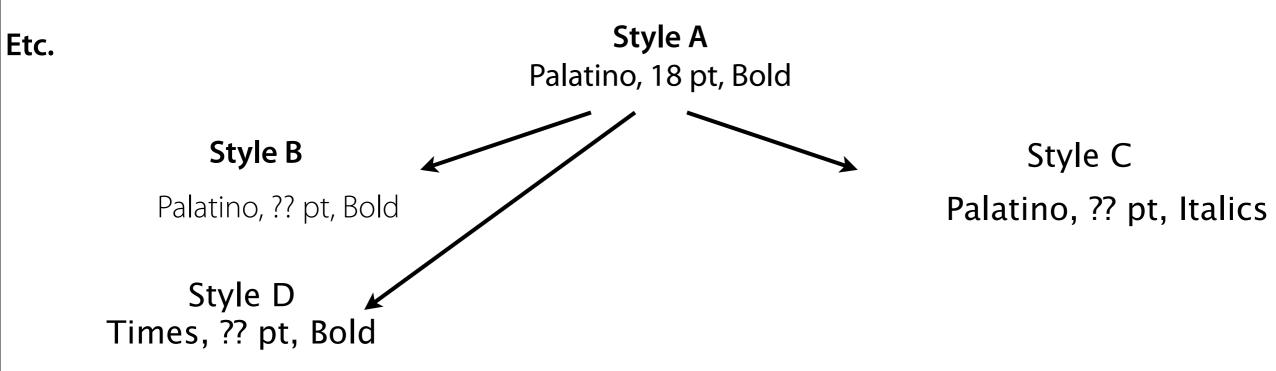
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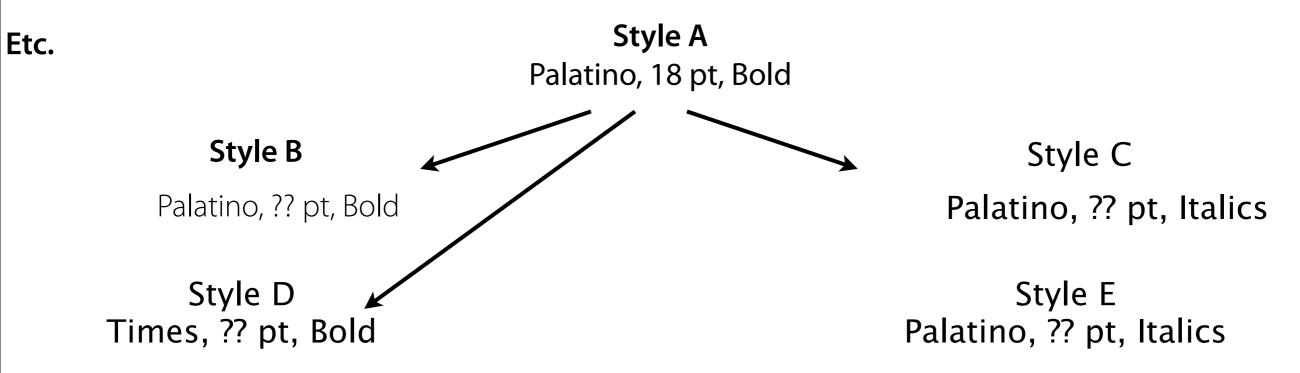
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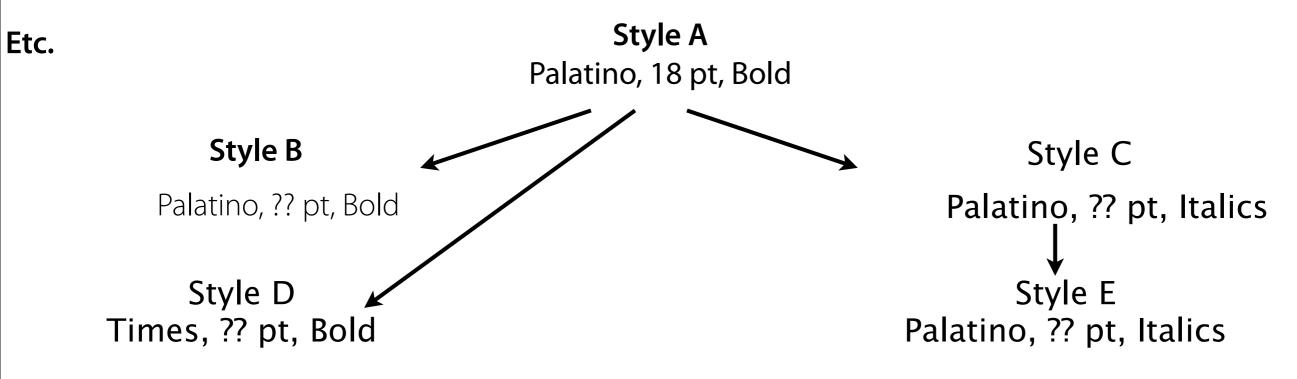
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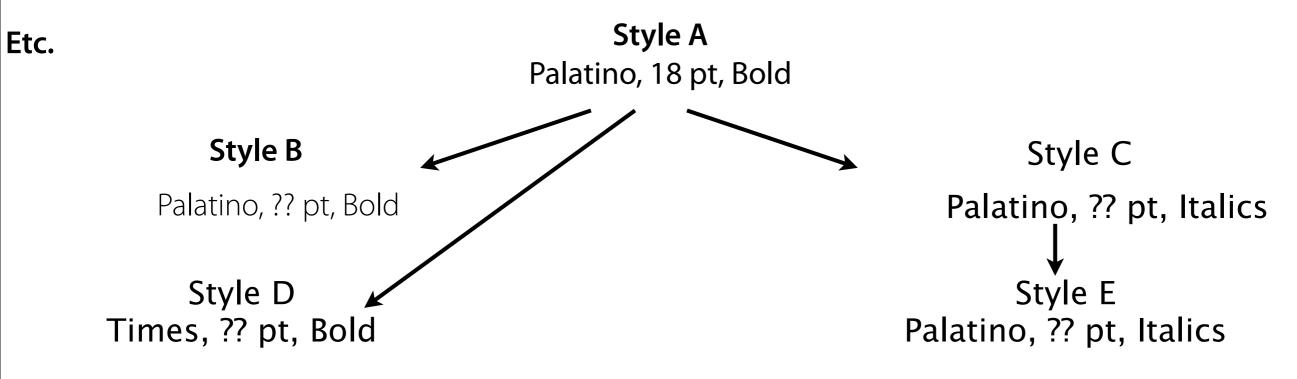
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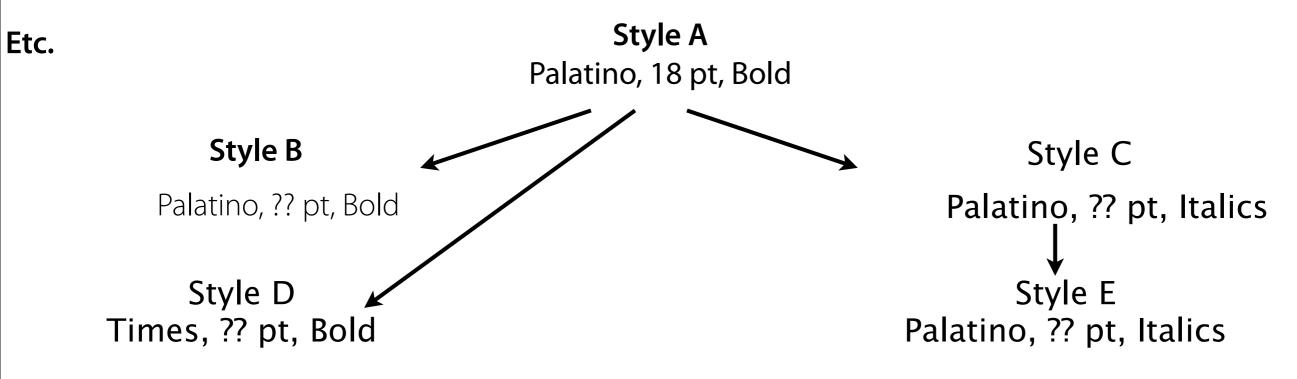
There are choices in how to implement some aspects of this; eg, if I change B's font size, is the new value

- absolute (MS Word), or relative to the size of A?
- does changing A's size later automatically change B's?
- by a fixed number of points, or by a percentage?



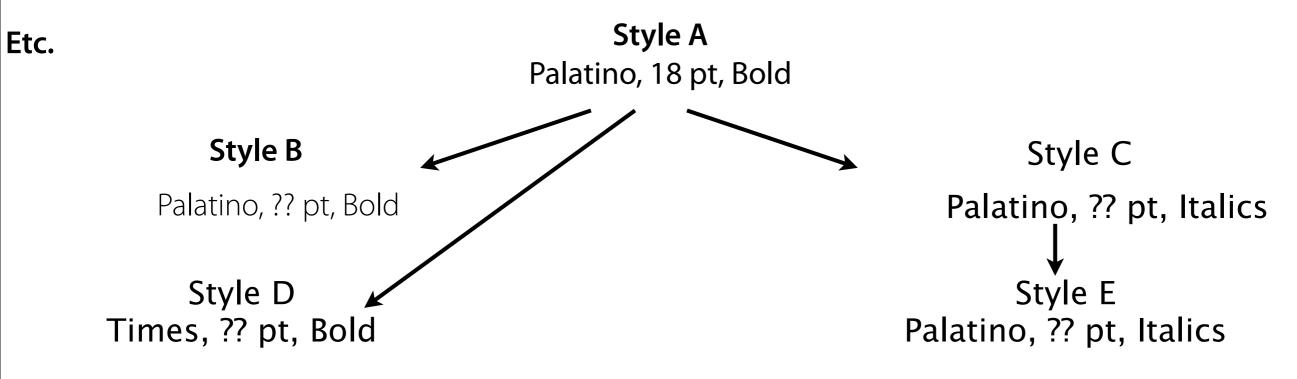
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# **Hierarchical Styles — Comments**

#### Comments

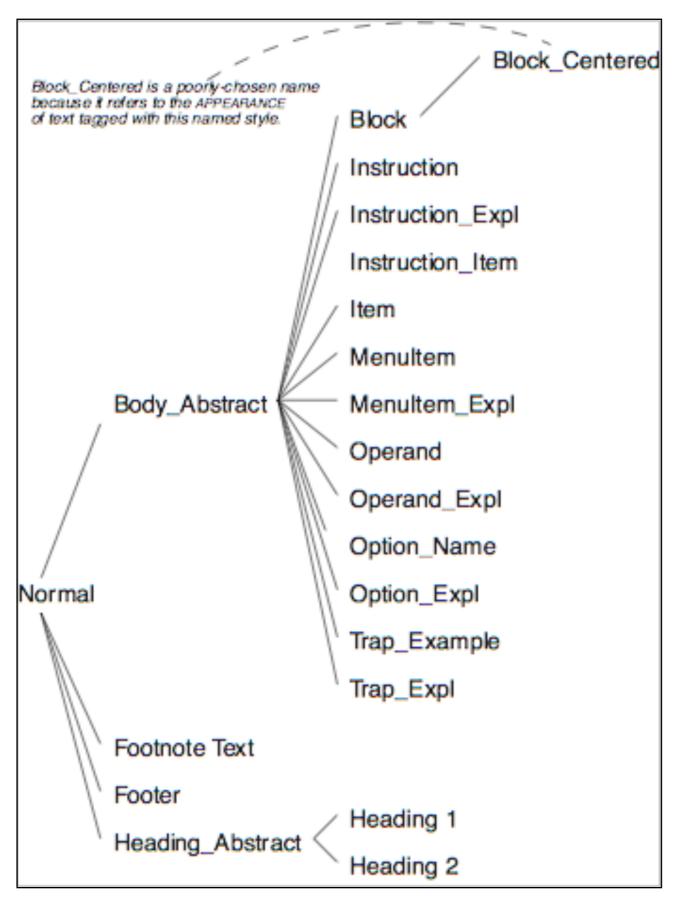
- this is a MODEL of named styles, though with parameters
- there's no point to this unless parent and child styles
  - ★ share some attributes
  - ★ but not others
- you might have a forest instead of a tree (our previous example had no hierarchy at all a forest of flat trees, so to speak)

#### In the "Files for Styles" subfolder of "CS 200 Public" on the CS 200 network disk, compare

- User Manual Extract (Tree)
- User Manual Extract (Forest)

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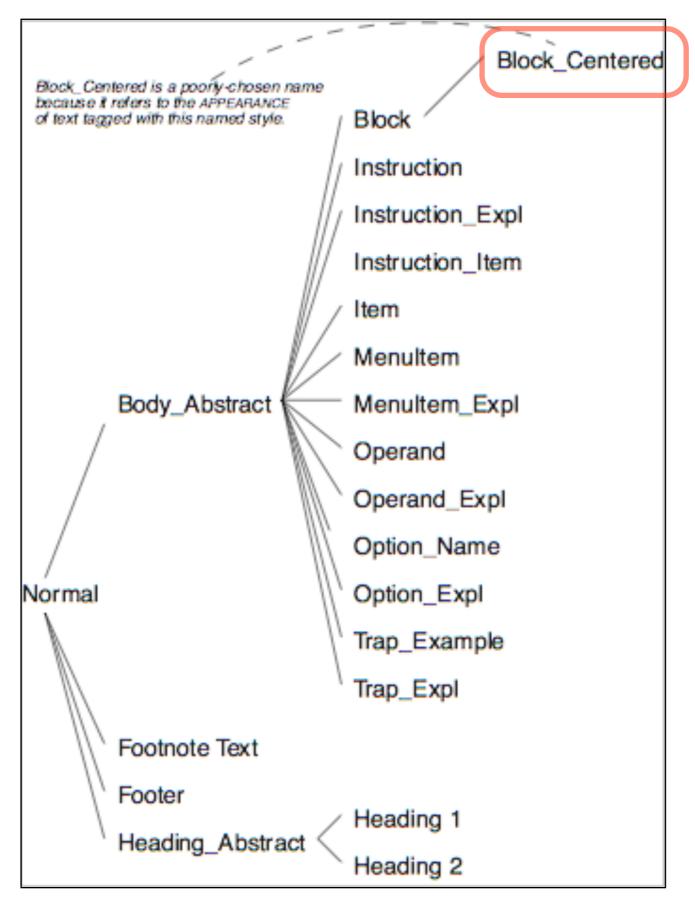
### **The Paragraph Styles Tree for User Manual Extract**



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### **The Paragraph Styles Tree for User Manual Extract**



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### A Paragraph Style Sheet for UME.doc Using Multiple Trees

#### **Built-in styles**

# (The **names** are built-in, however the **definitions** have been altered)

#### **Default Paragraph Font**

The font of the underlying paragraph style +

Footer

Normal + Font:10 pt, Right: 0.25", Tabs: 3.25", Centered + 6.5", Right

#### **Footnote Reference**

Default Paragraph Font + Superscript

#### Footnote Text

Normal + Font:10 pt, Justified, Line spacing: exactly 10 pt, Space Before: 4 pt

#### Header

Normal + Tabs: 3", Centered + 6", Right

#### Heading 1

Style for Next Paragraph: Block Heading\_Abstract + Font:Bold, Centered, Space Before: 14 pt, Keep with next, Level 1

#### Heading 2

Style for Next Paragraph: Block Heading\_Abstract + Font:Bold, Space Before: 7 pt, Keep with next, Level 2

#### No List

No List +

#### Normal

Font:(Default) Times New Roman, 12 pt, English (US), Left, Line spacing: single, Space Before: 3 pt, Widow/Orphan control

#### Page Number

Default Paragraph Font +

#### **Table Normal**

Font:(Default) Times New Roman, 10 pt, Left, Line spacing: single, Widow/Orphan control

	<u>User-defined styles</u>
	Block
	Body_Abstract + Justified, Space Before: 6 pt
_	Block_Centered Block + Centered, Numbered
	Body_Abstract Normal +
	Emphasis_Slight Default Paragraph Font + Font:Italic
	Figure_Caption Body_Abstract + Font:10 pt, Indent: Left: 0.39", Right: 0.39", Justified, Line spacing: exactly 12 pt, Space Before: 6 pt
	Heading_Abstract Normal +
	Instruction Style for Next Paragraph: Instruction_Expl Body_Abstract + Font:Courier, 11 pt, Indent: Left: 0.2", Space Before: 6 pt, Keep with next
	Instruction_Expl
	Body_Abstract + Indent: Left: 0.44", Numbered
	Instruction_Item Style for Next Paragraph: Instruction_Expl Body_Abstract + Font:10 pt, Indent: Left: 0.63", Hanging: 0.19", Line spacing exactly 12 pt
	Item
	Body_Abstract + Indent: Left: 0.19", Hanging: 0.19", Space Before: 6 pt
	Menultem
	Body Abstract + Font:Courier, 11 pt, Indent: Left: 0.19", Line spacing: exactly

#### Body\_Abstract + Font:Courier, 11 pt, Indent: Left: 0.19", Line spacing: exactly 12 pt, Space Before: 9 pt, Numbered

#### MenuItem\_Expl Body\_Abstract + Indent: Left: 0.44"

#### Operand

Body\_Abstract + Indent: Left: 0.25"

#### Operand\_Expl

Body\_Abstract + Indent: Left: 0.56", Space Before: 6 pt

#### •••

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Demo 2!

## **Character Styles**

#### Should character attributes be part of a paragraph style definition?

#### Are character styles hierarchical?

- yes in MS Word
- no in FrameMaker
- yes in Nisus Writer Express & Nisus Writer Pro
- yes in Adobe InDesign

#### Are character styles used to specify the (default) character attributes of paragraph styles?

- no in MS Word
- optionally in Nisus Writer Express & Pro

Incidentally, if you own a Mac, Nisus Writer Pro is a very nice \$39 US (ed) word processor (www.nisus.com).

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## **Tables-of-Contents (TOCs)**

What's our model of a TOC? (example on the next slide)

#### Steps to create a table-of-contents

• identify paragraph styles from which to build the TOC

eg Heading 1, Heading 2, Heading 3, etc, in Word

• specify a TOC style for each TOC level

TOC 1, TOC 2, TOC 3, etc, in Word

build the TOC (most word processors do this for you)

copy paragraphs with specified paragraph style tags into the TOC apply the corresponding TOC style to each *Heading 1 to TOC 1, Heading 2 to TOC 2, Heading 3 to TOC 3, etc.* 

append a tab character & page number to each

- modify the TOC styles to get the desired layout
- rebuild the TOC whenever appropriate

Note the application of two distinct styles to each piece of text

#### Demo 3!

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### **Demo** — The TOC for User Manual Extract

Menu Commands in the Machine Emulator (GEM) <sup>1</sup>	Table of Contents	
GEM initially displays two windows.		
	Table of Contents	1
<ul> <li>The "cpu window" shows the contents of the cpu registers. On Unix and Windows machines, it contains a menu bar from which the emulator can be controlled. (On Macintoshes, these menus are appended to the menu bar at the top of the screen.)</li> </ul>	Menu Commands in the Machine Emulator (GEM)	
• the "memory window" shows a scrollable display of the contents of memory.	File Menu (ROM Menu on the Macintosh)           Execute Menu	
File Menu (ROM Menu on the Macintosh)	Display Menu	
Load		
Use this command to load a relocateable object module into memory. (Such "rom files"	GEM 's Architecture	
are created by the assembler gal.exe when it translates an assembly program into machine language).	Program Counter	
Reload	Instruction Register	4
Use this command to reload into memory the contents of the last previous relocateable	Memory	4
object module loaded. This provides a convenient, minimum-effort way to re-execute a	CPU Registers	4
program.	Condition Code Register	5
Quit	The Instruction Set and Assembly Syntax	Ę
Terminate execution of the emulator.	Data Movement	
Execute Menu		
Step	Arithmetic / Logical Instructions	
Execute a single instruction and stop. Clicking on the cpu window's Step button is equivalent to selecting this menu item.	Flow-of-Control	
When you execute an instruction, certain mnemonic labels are displayed in the cpu and	Pæudo-Instructions	10
memory windows to help you keep track of what's happening:	The Trap Instruction	12
<ul> <li>The letters P and N label the "previous" and "next" instructions. The previous instruction is the instruction you have just executed. The next instruction is the instruction that will be executed next,</li> </ul>	Trap #1 — Reading an Integer	12
that is, the instruction whose address is in the program counter. These labels are particular useful	Trap #2 — Write an integer to the listing and to the display, base 10	12
<ul> <li>when you have just executed a jump instruction.</li> <li>The letter S labels any register or memory word that supplied a source operand for the instruction just executed.</li> <li>The letter D labels the register or memory word, if any, into which a result value was stored by the instruction just executed.</li> </ul>	Trap #3 — Write an integer to the listing, base 10	12
	Trap #4 — Write an integer to the listing and to the display, in some radix	13
	Trap #5 — Write an integer to the listing, in some radix	
The letter I will label a register if the instruction just executed referenced an operand indirectly	Trap #6 — Read a string	13
through it.	Trap #7 — Write a string to the display and to the listing	13
Run	Trap #8 — Write a string to the display and to the listing	
Execute program instructions continuously, one right after the other. Clicking on the cpu window's Run button is equivalent to selecting this menu item.	Comments	

# **Conditional Text**

#### Display or not display Print or not print

- in MS Word these are separate attributes
- is that a good idea?

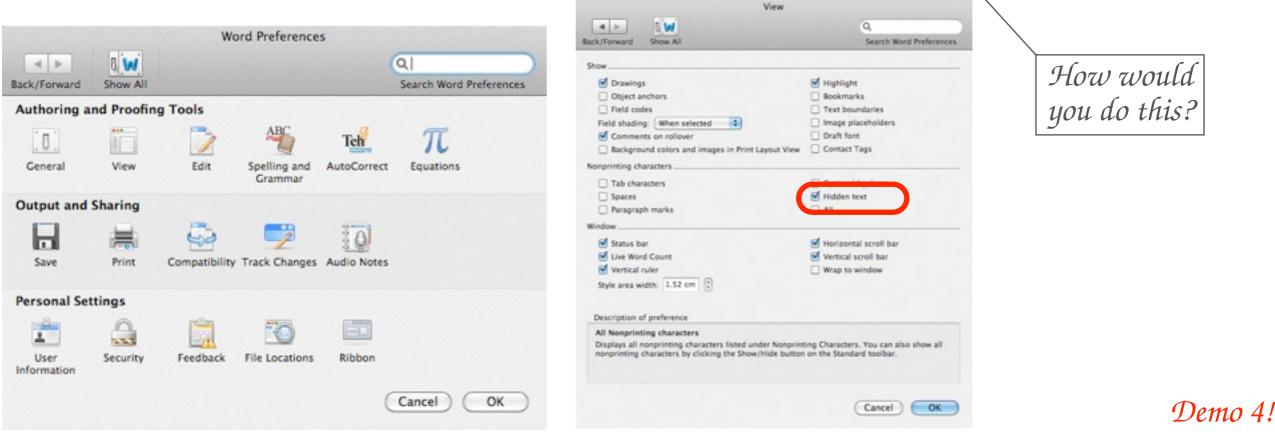
Look up "Hidden Text" in Word's help index

#### Word only implements one class of conditional text

• but it makes sense to have more

P 🧉 Word	File	Edit	View	Insert	Format	Font	Tools	Table	
● ● ●				🔋 User N	✓ Hidder	nct (Tre			
	440	2	1	2	Font			ЖD	
Instruction	•	Copy (	Reg2) ·≕	>·Reg6 ¶	Paragr			ЖM	
Instruction_Expl	The contents of register 2 a								
Instruction			~ `	g∙at∙that∙addı	Docum	Document			
Instruction_Expl	•		-	(Reg6) <sup>(</sup> ∏	Bullets	and N	umberin	a	
	The value in register 2 is co register 6. ¶				Bullets and Numbering Borders and Shading				
Instruction	•	Copy (	Reg7-12	) ·=> ·Reg6'			·····		
Instruction_Expl				(Reg7-12) c		ns			
				elve is subtra source opera	1005				
Instruction	•			[Reg7-8]9	Drop C				
Instruction_Expl		The	expression	(Reg7-8).co	Small		licess-using-	企業K	
		in:thi	s case, eig	ht is subtrac	✓ Hidder				
				destination o ord beginnin	TEALD	irection	۱	A	
Instruction	•			] ·=> ·Reg6'	All Cap		line	ûЖА	
Instruction_Expl				120[Reg7]	computes an a	Under			
				0 is added to and; the valu		e Case. e Under		ûжD	

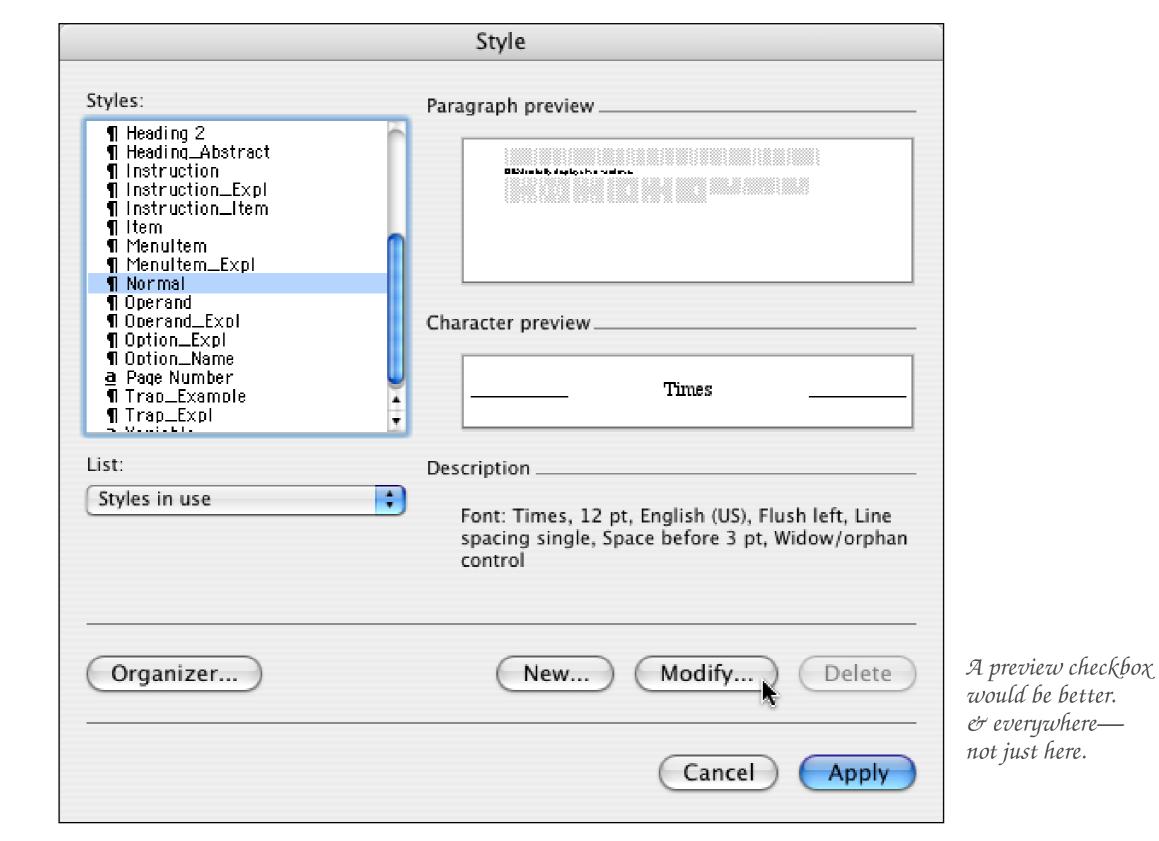
• you can simulate having more than one class of conditional text using named styles



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## The Format > Style... Dialog in Word

#### Format e Style...



Interaction techniques

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## The Format > Style... > Modify Sub-Dialog

#### **Recall the Model Pearl (interaction)**

- Nested dialog boxes + radio buttons, check boxes, etc.
- Which is better? Should you have both?

Modify Style									
Properties									
Name:	Normal								
Style type:		Paragraph	<b>*</b>						
Style based on:		(no style)	+						
Style for following	paragraph:	¶ Normal	•						
Formatting									
Palatino	▼ 12	B I U	Δ.						
Image: Image									
Format		Cancel	ок						
Font	_	_	_						
Paragraph									
Tabs									
Border									
Language									
Frame									
Numbering									
Shortcut key									

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# The Format > Style... > Organizer Sub-Dialog

Styles AutoText Toolbars Macro Project Items   In User Manual Extract (Tree):   Stok Image: Copy and the c			Organizer		
Body_Abstract + Justified, Space before 6 pt	In User Manual Extract (Tree): Block_Centered Body_Abstract Default Paragraph Font Emphasis_Slight Figure_Caption Footer Enotnote Reference Styles available in: User Manual Extract (Tree) (D Close File	Document)	Toolbars Copy •••	To Normal: Default Paragraph Font Normal Styles available in: Normal (global template)	

# Word's Format > Paragraph Dialog Box

### Not all paragraph attributes are available in this dialog

e.g. bullets, borders...

although they belong here

		Parag	graph					
	Indents a	nd Spacing	Line and Page	e Breaks				
Alignment:	Left	:	Outline Level	Body text	•			
Indentation								
Left:	0.44"	Special		By:				
Right:	0"	(none	:) :		٤			
Spacing		-						
Before:	3 pt	Line sp	acing:	At:				
		At lea	ist 💦	12 pt	•			
After:	0 pt	J				Single 1.5 lines		
Preview						Double	At:	
Provi sa Panegri			Previous Paragraph Providus Par Paragraph Previous Paragraph	graph Province		At least     Exactly	12 pt	
Politice Politice Politice Politice	California diy digalagia Inc Pananoh Pallaving Inc Pananoh Pallaving Inc Pananoh Pallaving	P mengh Ballarang Pung P mengh Ballarang Pung	ngh Pallarang Panagngh Pallar ngh Pallarang Panagngh Pallar	ing Pangnah ing Pangnah		Multiple	1	
						when/wh	111 "Fract	-l11?"
<u> </u>						when wh	ig Dauri	ug.
			_			when wh	iy Dauli	ry

# **Widows and Orphans**

#### Widow

# stranded line at top of page

The seven-part Harry Potter series of fantasy novels was written by English author J. K. Rowling about an adolescent boy wizard named Harry Potter and his best friends Ron	Hermione Granger.
his best friends Ron Weasley and	

### Orphan

stranded line at bottom of page

The seven-part Harry Potter series of fantasy novels was written by English author J. K. Rowling about an adolescent boy wizard named Harry Potter and his best friends Ron Weasley and Hermione Granger.

The story is mostly set

at Hogwarts School of Witchcraft and Wizardry, a school for young wizards and witches, and focuses on Harry Potter's fight against the evil wizard Lord Voldemort, who killed Harry's parents as part of his plan to take over the wizarding world.

	ragraph	
Indents and Spacing	g Line and Page Breaks	
Pagination		
☑ Widow/Orphan control	Keep with next	
Keep lines together	Page break before	
Suppress line numbers		
Don't hyphenate		
Provinue		
Preview		
Previous Paragraph Previous Paragraph Previous Par Paragraph Previous Paragraph Previous Paragraph Pr Sample TestSample TestSample TestSample Test TestSample TestSample TestSample TestSample TestSample TestSample TestSample TestSample Pallowing Paragraph Pollowing Paragraph Pollowing	cample Teacample Teacample Teacample Teacample Teacample Teacample Teacample	
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# Word's Format > Font... (ie Character) Dialog Box

Font	t
Font Character Space	cing Animation
Font:	Font style: Size:
Times	Bold 12
ranoma         Techno         Textile         Times         Times CE         Times New Roman         Font color:         Underline sty         Automatic         Effects	Automatic 🛟
Strikethrough       Shad         Double strikethrough       Outling         Superscript       Ember         Subscript       Engr	ine 📄 All caps
Preview	
CS :	200
Default	Cancel OK

Font
Font Character Spacing Animation
Scale: 100%
Spacing: Normal 🕏 By:
Position: Normal 😝 By:
Kerning for fonts: Points and above
Preview
CS 200
Default Cancel OK

# **Style Templates**

# Store style definitions in a separate "template" or "style sheet" file

# Use templates to keep styles consistent across multiple documents

- each such document is linked to the template
- when the template is changed, the appearance of every linked document
  - ★ changes automatically? (optional in MS Word)
  - ★ or do you have to *request* an update? (Keynote)

Another data model...

Templates and Add-ins	
Document template	
Microsoft Office X:Templates:Writing Toolb	Attach
Automatically update document styles	
Global templates and add-ins	
Checked items are currently loaded.	
	Add
	Remove
	( denote
Sull and	
Full path:	
Description:	
Organizer Canc	

# **Style Templates in MS Word**

# Every document is based on a template ("Normal" by default)

- apparently in the "~ / Documents / Microsoft User Data / " folder... (instead of ~ / Library / Application Support / Microsoft ... sigh)
- whose styles are copied to the document

# To use a different base template

use the "Attach" button in the Tools → Templates and Addins... dialog box

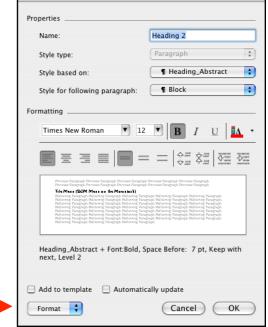
# To have Word reload the template's styles every time you open the document

 check "Automatically Update Document Styles" in the Tools → Templates and Addins... dialog box

### To cause a style change applied in a document to update its template definition

• Use the "Add to template" button in the Modify Styles dialog box, or change it directly in the template

Templates and Add-ins	
Document template	
Microsoft Office X:Templates:Writing Toolbo	Attach
Automatically update document styles	
Global templates and add-ins	
Checked items are currently loaded.	
	Add
	Remove
Full path:	
Description:	
Organizer Cancel	ОК
Organizer	



Modify Style

# **Naming Named Styles**

### Style names should reflect function, not appearance

- "Quotation" not "Indented Paragraph"
- "Emphasis" not "Bold"
- "List Item" not "Bulleted Paragraph"

### Style names

should be chosen logically

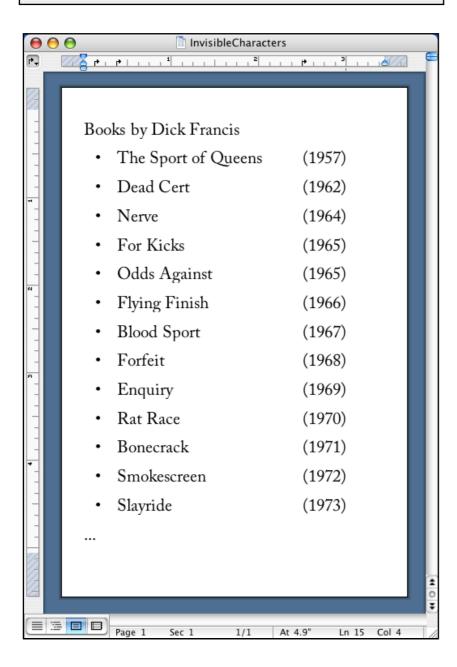
— **NOT** based on their appearance

so if you change the appearance, you don't have to change the name to avoid confusion

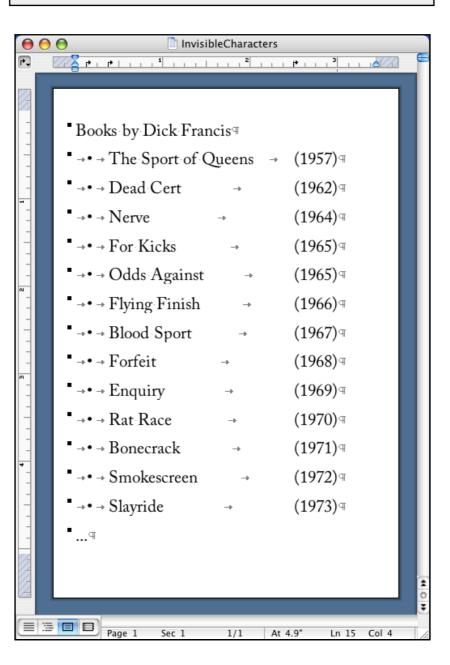
# "Invisible" (aka "non-printing") characters

#### See Word's Preferences - View dialog

Nonprinting characters	
Tab characters	Optional hyphens
Spaces	📃 Hidden text
📃 Paragraph marks	🔲 All



Nonprinting characters	
Tab characters	Optional hyphens
Spaces	📃 Hidden text
📃 Paragraph marks	MII 🗹



# **Things That May Confuse You in MS Word**

### Character attributes in paragraph styles

- are a matter of convenience
- when done, one set of char attributes is a property of the paragraph AS A WHOLE

### The Style Column

• is visible only in Normal View

#### Some paragraph attributes

- are in "auxiliary" dialog boxes instead of the paragraph dialog box even though they ARE paragraph attributes
- e.g. borders, bullets, numbering, shading

#### Paragraph attributes

- are "stored in" the ¶ at the end of each paragraph
- are automatically copied to a new paragraph if you press RETURN
- you can copy/paste this character to transfer its attributes to another paragraph

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# **The Case For Styles**

### It's easier / quicker to change

- the appearance of an existing document
- determine the appearance of a conforming document

### They make it easier to achieve consistent appearance

- within a document
- using templates, across documents

### You can switch media much more easily

# **The Case Against**

It takes longer to get started

02 – Styles

# **Application Interface and Design**

# In well-designed applications you can do everything via

- menu items
- dialog boxes opened by a menu item
- a toolbar opened from a menu item

— Why?

# Often there are other ways of doing things

• typically faster but more obscure

— Why?

### Are there other ways to

- DEFINE named styles in Word?
- APPLY named styles In Word?

# Explore the Styles pull-down in the Formatting toolbar

• (The Poke pearl)

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# Styles & Style Templates (aka "Style Sheets") Elsewhere

These ideas are applicable *anywhere you have objects with attributes,* though the term may not be used

- graphics applications
- web pages

So look for them!

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### Next week

**Pixel Graphics** 

Bring a photo, or have a digital photo ready for lab next week.