



Creating a Set of Styles

The following tutorial is designed to demonstrate the unique and powerful options offered in Mellel's paragraph and character styles. The object of the tutorial is to design a set of styles suitable to the writing of a computer manual, and it is based to a large extent on the styles used in Apple's "Setting Up Your Power Mac G4" guide. This guide uses some fonts specially designed or modified to fit Apple's purposes. Matching them exactly is not very important for the purpose of this tutorial, so we will content ourselves with an approximation of those fonts. As this tutorial does not deal with page styles (they are dealt with [elsewhere](#)), we will also ignore all aspects of page setup and design.

Step 1: Getting the body copy correct

Body copy (also known as body text or body type) is the main text of the book. The body copy is usually 8-14 points in size (in our case it is 12 points) and is usually chosen for its readability.

When used in a computer manual, the body copy design must take into account several important facts:

- A The text will probably include a hefty number of acronyms.
- B The text will usually contain inline graphics (usually computer related symbols, bullets, and the like).
- C The text will contain URLs.

Those facts determine to a large extent what will be the design for the body copy style:

- A The inclusion of acronyms means that the line spacing (leading) must be large enough to prevent the lines from "sticking" to each other.
- B Inline graphics means that the line spacing must be a fixed value to prevent shifts in line spacing when inserting graphics.
- C The inclusion of URLs means that the font used should be a little narrower than normal, and that each line should contain a reasonable number of words and should be left aligned (rather than justified).
- D The paragraph spacing between body copy paragraphs should be fairly large to enhance readability.



- 1 Create a new document.
- 2 Choose *Character > Edit Character Styles...*
- 3 Press the Add button to add a new style and name it Apple Body Copy. Note that the Base variation is automatically selected.
- 4 Open the Attributes drawer (or the Character palettes).
- 5 We will start with the base variation. This variation is automatically selected when you first create a style and filled with default data (its name appears in bold face to indicate that it contains some settings for font, font face, size, and so on). For the Base variation, select (from the Attribute drawer or the Main font and Style Variation palette) the font ITC Garamond, light condensed, 12 points. This font is fairly similar to that used by Apple.

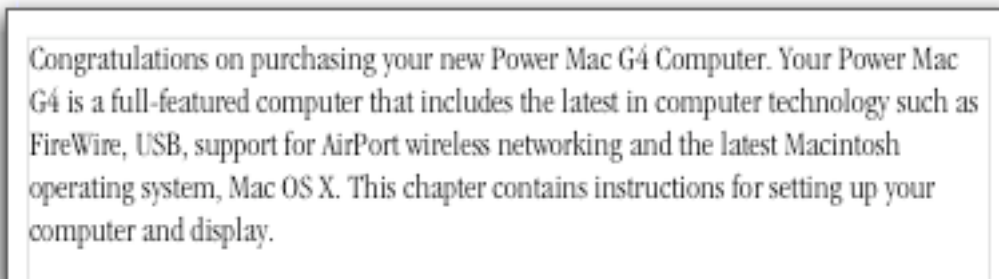


Figure 1: Base variation set

Note: If the font is not available to you, select a similar font. View the sample area in the *Edit Character Styles* box to see if the sample fits.

- 6 Add variations for bold face, italic, and bold-italic. To add a variation, simply click the variation name and start selecting options. Here we have used ITC Garamond Book for bold ITC Garamond, Book italic for bold-italic, and ITC Garamond light condensed italic for italic.

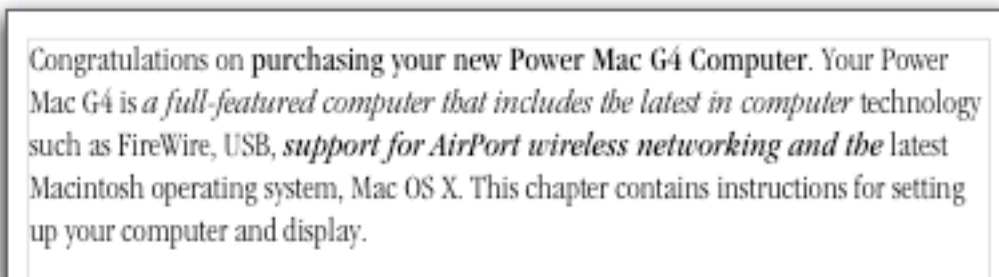


Figure 2: Setting additional variations



- 7 Now is the time to create styles for the other variations to the body copy we may encounter. For example, it might be useful to create a "tip" style to be used for points of emphasis, notes, tips, etc. Following Apple, we have set variation 5 to be Helvetica Neue condensed black, 10 points (the size can be much smaller because the font face is extremely heavy).

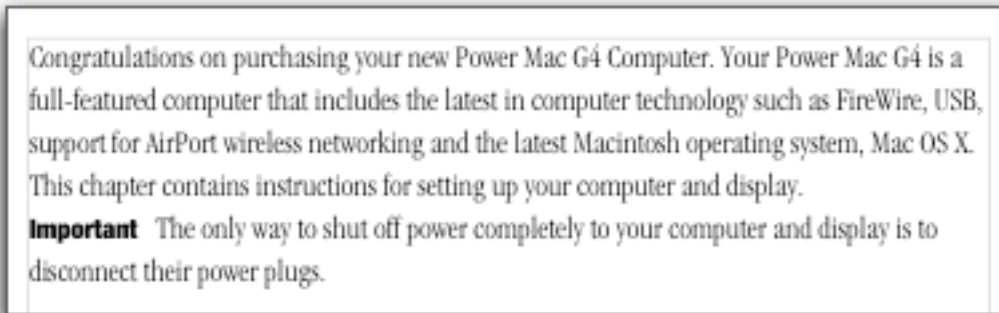


Figure 3: Setting special purpose variations

- 8 And while we are at it (and while we have more empty variation slots), we can add as variation 6 a font that will give us easy access to some symbols and bullets. We have set Windings, Regular, 9 points as variation 6.

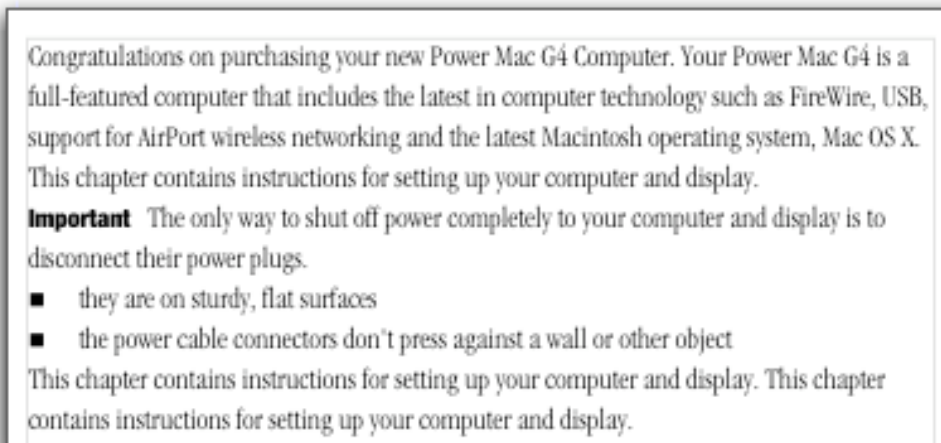


Figure 4: Using bullets via variations

Note: *It is much easier to design a list style for bulleted or numbered lists in the manual. To learn more about designing and using lists see our tutorial about designing lists and about using lists.*

- 9 Last but not least, we use variation 7 to set a style for numbered items. Here we have selected Helvetica Neue, Condensed black, 13 points with Aqua colour.

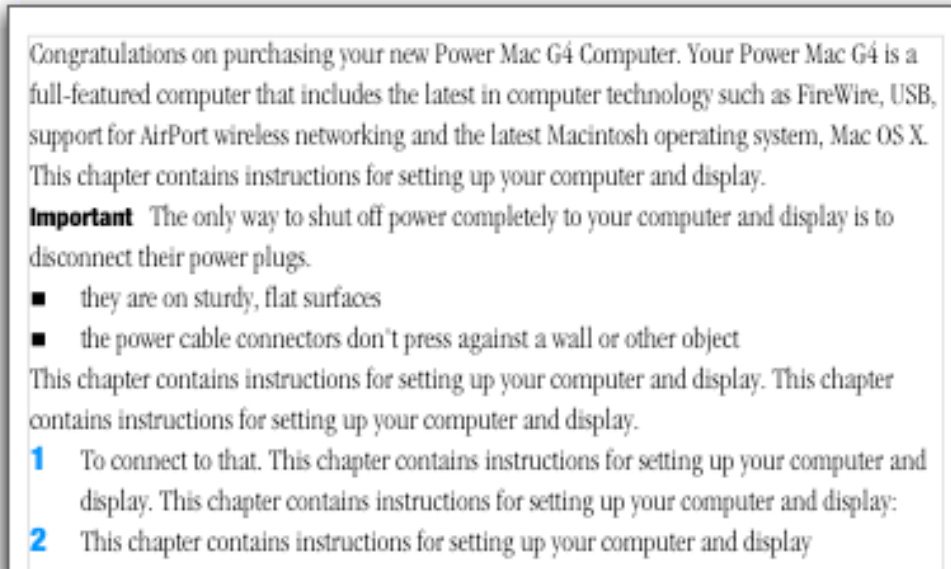


Figure 5: Finalising the style

Now the character styles for the body copy are almost finished, with options ready for several different situations. While writing, we will be able to move between those *variations* by pressing the F1 to F8 keys without changing styles.

Step 2: Spacing it out

Our character styles look good, but the text as a whole shows as a lump of barely readable text. This is exactly what we intend to fix now by creating two paragraph styles.

- 1 Choose *Paragraph > Edit Paragraph Styles...*
- 2 Click the Add button to add a new paragraph style. Name it Apple Body Copy.
- 3 Open the Attribute drawer or open the Alignment & Spacing palette.
- 4 Following Apple here too, we will set the line spacing to 15 points. This should be large enough even for cases where we insert symbols and acronyms.
- 5 To see how the text works, create a sample in the preview area and select the character style Apple Body Copy as the associated style.
- 6 Set the space below the paragraph to 4 points. Save the changes.

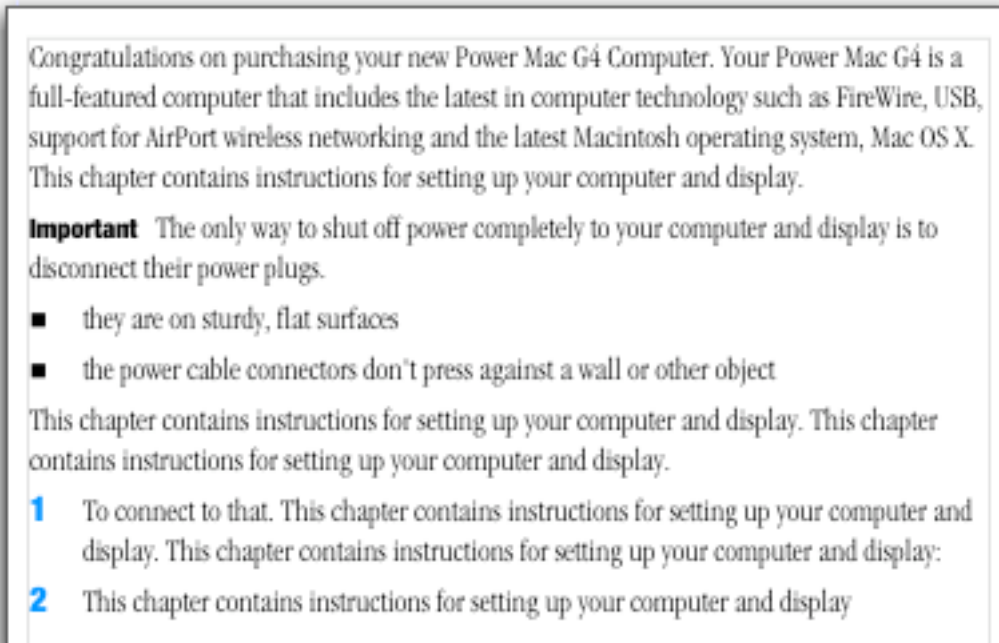


Figure 6: Setting the space below a paragraph

Now it is spaced properly, the text looks much more readable. Still, there are some changes we can make.

- 7 From the document window, drag the first tab so it will be positioned at 15 points.
- 8 Choose *Paragraph > Save Changes to "Apple Body Copy"*.
- 9 Place the insertion point at the "tip" line.

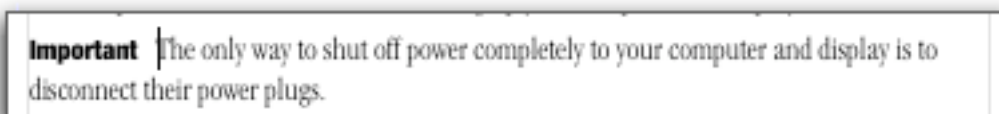


Figure 7: Setting the tabs correctly

- 10 Change the paragraph spacing to 5 points above and 10 points below.
- 11 Choose *Paragraph > Create New Paragraph Style...* and name the new style Tip. What you did here was to save the changed paragraph style as a new style, which is still associated with the Apple Body Copy character style. That is, both paragraph styles you have created point to the same character style, but apply different spacing settings to it.



Congratulations on purchasing your new Power Mac G4 Computer. Your Power Mac G4 is a full-featured computer that includes the latest in computer technology such as FireWire, USB, support for AirPort wireless networking and the latest Macintosh operating system, Mac OS X. This chapter contains instructions for setting up your computer and display.

Important The only way to shut off power completely to your computer and display is to disconnect their power plugs.

- they are on sturdy, flat surfaces
- the power cable connectors don't press against a wall or other object

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- 2** This chapter contains instructions for setting up your computer and display

Figure 8: The finished style

The basic styling for the body copy is nearly completed, and we have created it all with just three styles.