

Pages if you've got it right. This won't show text threads between master-page-created text frames in the main document, only when you look in the Master Pages view of the Pages Panel, so you might as well leave text threads showing.

RUNNING HEADERS AND PAGE NUMBERS

To deemphasize the headers and page number, which after all are usually less important than the text, they are all in a tint of gray rather than black. Headers are aligned away from the spine.

A web design usability principle is to provide a “Breadcrumb Trail” to provide situational awareness of where you are in the structure of the website. An example: **Home > About Us > Contact Information**. This is a way to reproduce this functionality for a PDF or print document in InDesign. Like a clickable Table of Contents, it makes it easier to find the appropriate section when scanning through the document.

Running headers are defined in an InDesign document's Master Pages, using three defined Type Variables: Section, Subsection and Subsubsection. The Section variable picks up the text on the page that has the HeadText1 character style applied to it; this character style does nothing to the text, but it is a sign to insert it into the running header. Similarly, the Subsection Text Variable is defined as the text formatted with the HeadText2 character style, and Subsubsection with the text with HeadText3 character style applied.

The three parts of the header are separated by white space. Bullets won't work as sometimes you will have an “orphan” bullet if a Section doesn't have a Subsection or a Subsection doesn't have a Subsubsection. This is a limitation of InDesign and maybe it will be fixed someday.

The disadvantage of using a character style for this is that you *have* to apply the character style to some text to get it to appear in the running header. Another disadvantage is that if you accidentally put a whole bunch of text in one of the “HeadText#” styles your header will have lots of words all run together in a single place, but this is fairly easy to see and fix. It would be easier to assign the Section, Subsection and Subsubsection type variables to a the paragraph style of a particular level of heading. But the *advantage* of using a manually-applied character style – and this is important – is that you can apply the HeadText1 or HeadText2 or HeadText3 character styles to *just a portion* of the heading. And given how the writers of ASRC documents like to use very long headings, it's often a good idea to select *just the most important portion* of the heading to appear in the running header. This way, you will have room in the header for all three levels of heading.

One potential problem is this. The Subsection portion of the header for a page *with* a Subsection may carry over to the next page, which has a Section with *no* subsections. (Or, a Subsection header may carry over onto a page with a Subsection without any Subsubsections.) There is an easy if somewhat tedious fix, as described below.

The following is easier if you have a Table of Contents, have it set to create PDF bookmarks, and use the Bookmarks Panel to quickly navigate to each of the H1 and H2 and H3 headings, which in itself is a great trick for quickly navigating a long document. It does require that you manually update the Table of Contents on a regular basis to make it point to the correct pages after any significant edits to the document. (Cursor in Table of Contents > Layout > Update Table of Contents.)

The following is also easier with Type > See Hidden Characters on so that you can see the spaces at the end of the headings.

Start by setting up **four heading paragraph styles named H1, H2, H3 and H4**. The standard ASRC InDesign format in this document, which is used in an asrc.indb book file as the Style Master for all the rest of the ASRC documents (a great way to quickly synchronize styles across all ASRC documents) has this already done for you. Create a Table of Contents using the ASRC Table of Contents Style, and include all four of these in your Table of Contents. For H1, H2 and H3 headings, the heading, or an abbreviated version of it, will appear in your breadcrumb header. The H4 heading will appear in the Table of Contents but not in the headers. Four items in a breadcrumb header is just too much. If a section with an H1 heading has no H2 or H3 headings within it, you need to set up things so that the H2 or H3 headings from the prior H1 section will not carry over in the page header.

Set up **three character styles named HeadText1, HeadText2, and HeadText3**, again done for you in this document that will, if you use the asrc.indb book file as a Book Panel, carry over into all the other ASRC documents if use the asrc.indb Book Panel to synchronize them to you new document. Make no changes to the default character style formatting for these character styles. These “character styles” do nothing to change the formatting of the text, they only exist to allow the breadcrumb headings to use a subset of the full heading text. Whatever portion of the H1 heading you have formatted with the HeadText1 character style will appear in the breadcrumb header. For long H1 headings this allows you to have a short version of the heading's text appropriate for a breadcrumb header at the top of the page. For short H1 headings you apply HeadText1 to the entire heading text rather than a shorter portion of the heading text.

Set up three Text Variables, Section, Subsection, and Subsubsection, set to the character styles as follows:

Section: character style HeadText1, Last on Page
Subsection: character style HeadText2, Last on Page
Subsubsection: character style HeadText3, Last on Page

In your document, format an appropriate-sized portion of each of your H1 headings with the HeadText1 character style. If the H1 heading is short, you can apply the HeadText1 character style to the entire heading. Make sure this character style does not extend into the paragraph mark (visible with Text > Show hidden characters) at the end of the heading, or into the subsequent text.

Do the same for all of your H2 heading's text with the HeadText2 character style.

Do the same for all of your H3 heading's text with the HeadText3 character style.

At the end of your first H1 heading, type a space, and then format it with the HeadText2 character style. Note that's the HeadText2 character style, not the HeadText1 character style. This is to prevent any H2 or H3 headers from the previous section to carry over, which can be a problem if your current H1 section doesn't have any H2 headings.

At the end of your first H1 heading's space formatted with the HeadText2 then type another space and format it with the HeadText3 character style.

Select and then copy both of these spaces to the clipboard.

Using your Bookmarks panel, double-click on the next H1 heading to go to it.

At the end of that H1 heading, paste your two character-style-formatted spaces. Do this for each H1 heading.

At the end of your first H2 heading, add a space formatted with the HeadText3 character style. Select it, copy it to the clipboard, then double-click all of the

H2 headings in your Bookmarks Panel to go to them and paste your character-style-formatted space to the end of each of these headings.

One problem with this is when you accidentally format an entire paragraph with, for example, the HeadText2 style, InDesign tries to fit the entire paragraph into the header with predictably bad results. The fix is easy, select the offending paragraph with a quadruple-click, then up at the top, change the character style to None.

Sometimes a paragraph mark has been formatted with, for example, the HeadText2 style and the header will look back to the beginning of the document to pick the text for a header. Changing the offending paragraph's or paragraph mark's character style to None, or when you can't easily figure out where the errant character style is hiding, deleting a heading and retyping it, fixes these problems.

One note about the header: on a master page, if you use the menu: Type > Text Variables > Insert Variable > Subsection, you will see something that looks like <Subsection> However, this is not the same as simply typing the letters for <Subsection> so don't confuse the two.

BYLAWS-SPECIFIC NOTES

Non-numbered paragraphs in the Bylaws generally format best with the 1.1 paragraph style, with a tab at the beginning.

The Word file of the Bylaws prior to the InDesign version did not use Word's automatic numbering; the numbering was all done by hand. For the first InDesign version of the Bylaws (2017-01-17), we didn't fix this, those numbers are still hard-coded in there. For the next major revision, we should fix this.

section and one minor change to the standard Agenda and Minutes format and templates.

APRIL 2018 (VERSION 1.2)

- Changed to the new logo with Scala Sans lettering.
- Updated to the new stationery template, and added the internal document template, including a template for the Agenda and Minutes.
- Added a wide-format slide template and notes on how to create ASRC slide templates.

Change History

Old versions are posted in the ASRC Archive at <http://archive.asrc.net>.

??? 2019 (VERSION 1.3)

- Clarified policy on copyrighting presentations based on the ASRC slide masters.
- Changed the Creative Commons license for the ASRC slide masters to *Attribution 4.0 International* (CC BY 4.0)?
- Significant technical changes in the Technical Details