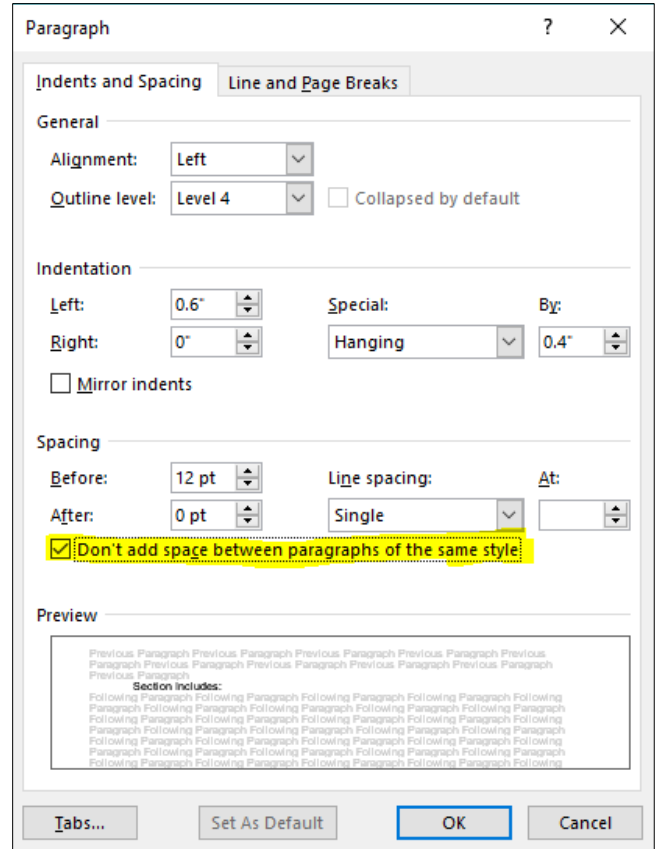


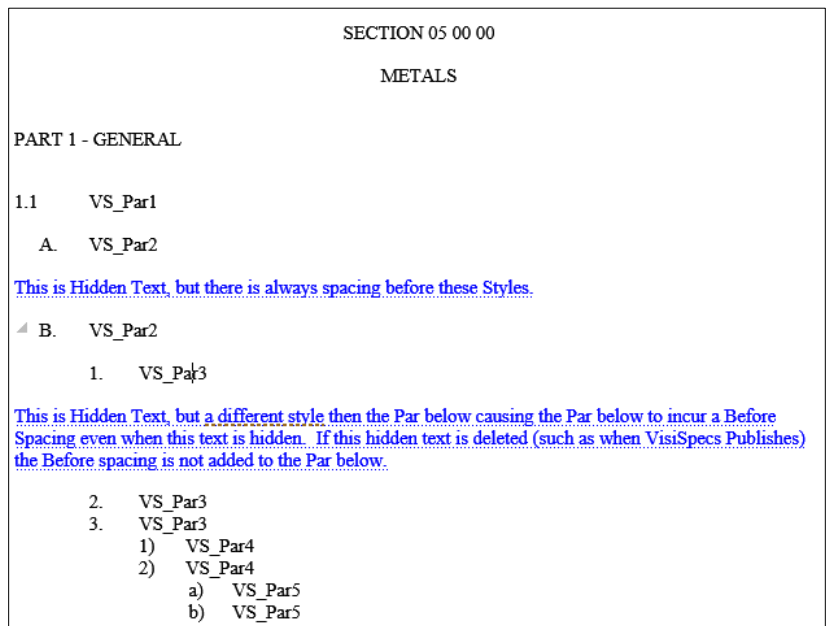
Chalkline Tech Support Bulletin - Microsoft Word Paragraph Spacing Features and VisiPublish View

Word has a powerful new feature that allows Paragraph Styles to have a Before Spacing such as 12pt, but not have that 12pt spacing between pars of the same style.



This may confuse users when there is hidden text between paragraphs of the same style which causes Word to add the Before spacing. Word adds that spacing even if the Hidden Text is not shown in the display such as clicking Hidden Text menu off in VisiSpecs or viewing in VisiPublish view. The standard Word No Markup View mode is the same.

To demonstrate this, VS_Par3 has the above style set, but there is a hidden text par in between the two Par3 paragraphs.



Word interprets that as a different style in between the two Par3 styles even when the Hidden Text is not displayed and thus adds the 12pt Before Spacing (highlighted):

SECTION 05 00 00

METALS

PART 1 - GENERAL

1.1 VS_Par1

A. VS_Par2

B. VS_Par2

1. VS_Par3

2. VS_Par3

3. VS_Par3

1) VS_Par4

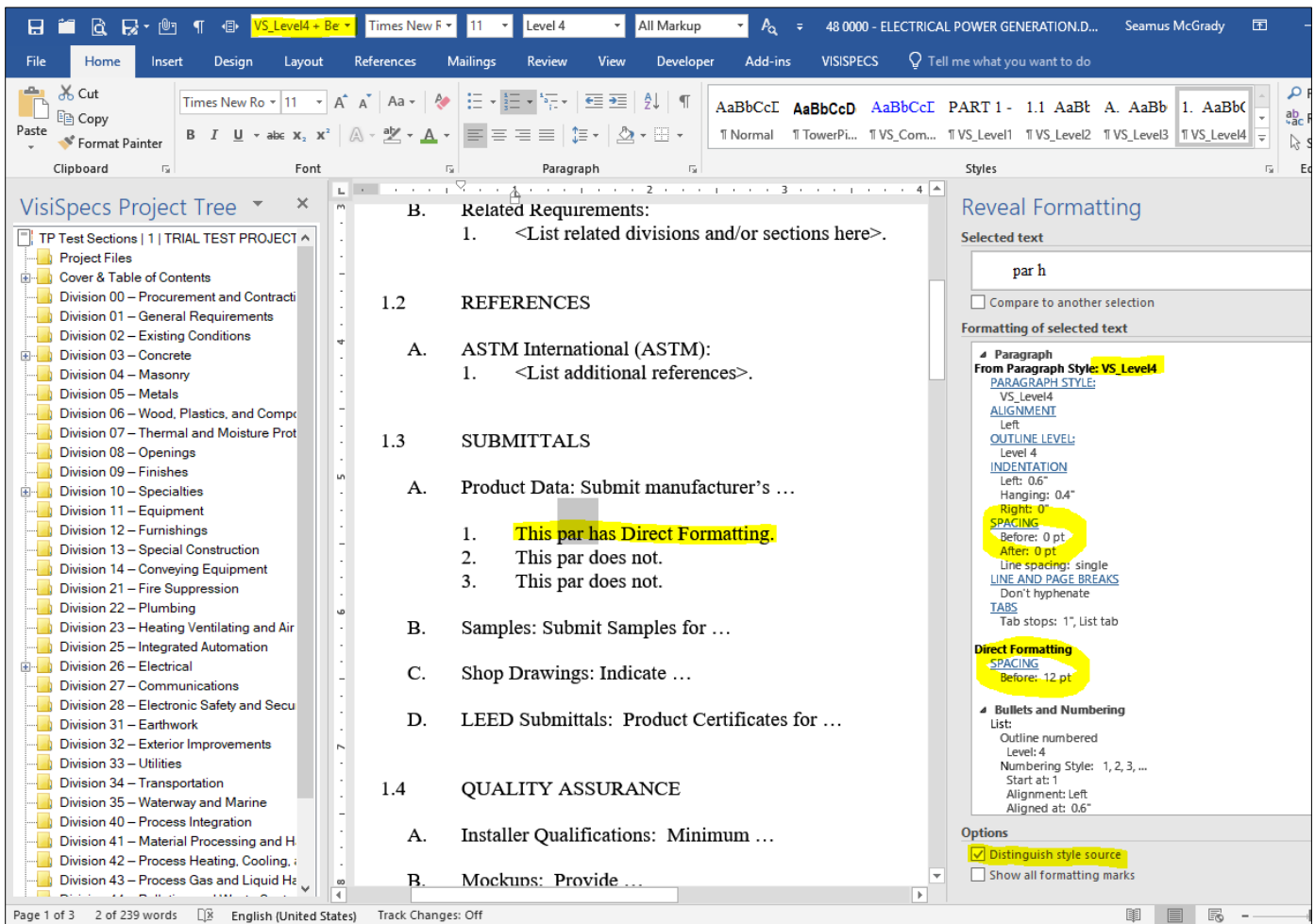
2) VS_Par4

a) VS_Par5

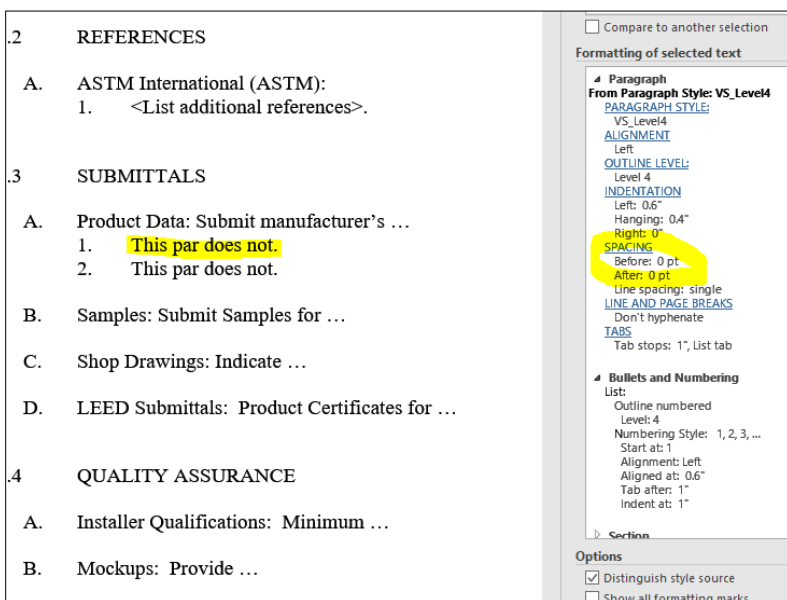
b) VS_Par5

The VisiSpecs Publish routines used when creating submissions (project manuals and individual docs) automatically remove the Hidden Text and Strikeouts (unless a user selects to include them) and thus the paragraph spacing is correct in the final manual.

Another example of formatting that may exist in your master documents is when the first paragraph includes spacing before it and when it is struck out that next paragraph does not have that before spacing applied to it. This is typically due to manual Direct Formatting or macros that must be run to format your documents.

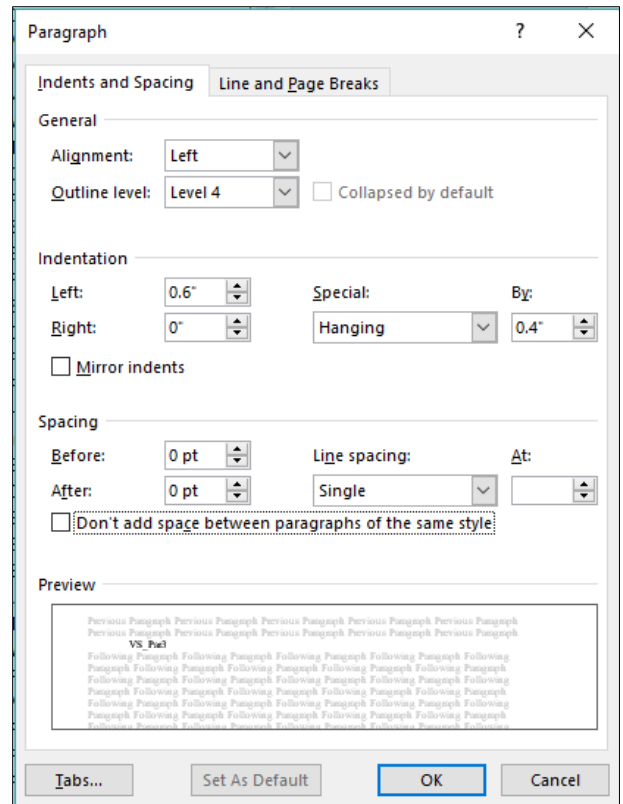


When the first paragraph with the direct formatting is removed, it looks like this:



A popular user format is to always include Before spacing in the Par1 and Par2 level paragraphs (not checking Don't add space between paragraphs of the same style).

Par3 can be setup like Par4 and Par5 above so there is not additional spacing before. See Paragraph style to the right.



With Hidden Text on it is displayed as below (since the Hidden Text style has a Before 12pt spacing)

SECTION 05 00 00

METALS

PART 1 - GENERAL

1.1 VS_Par1

A. VS_Par2

This is Hidden Text, but there is always spacing before these Styles.

B. VS_Par2

1. VS_Par3

This is Hidden Text, but a different style than the Par below causing the Par below to incur a Before Spacing even when this text is hidden. If this hidden text is deleted (such as when VisiSpecs Publishes) the Before spacing is not added to the Par below.

2. VS_Par3

3. VS_Par3

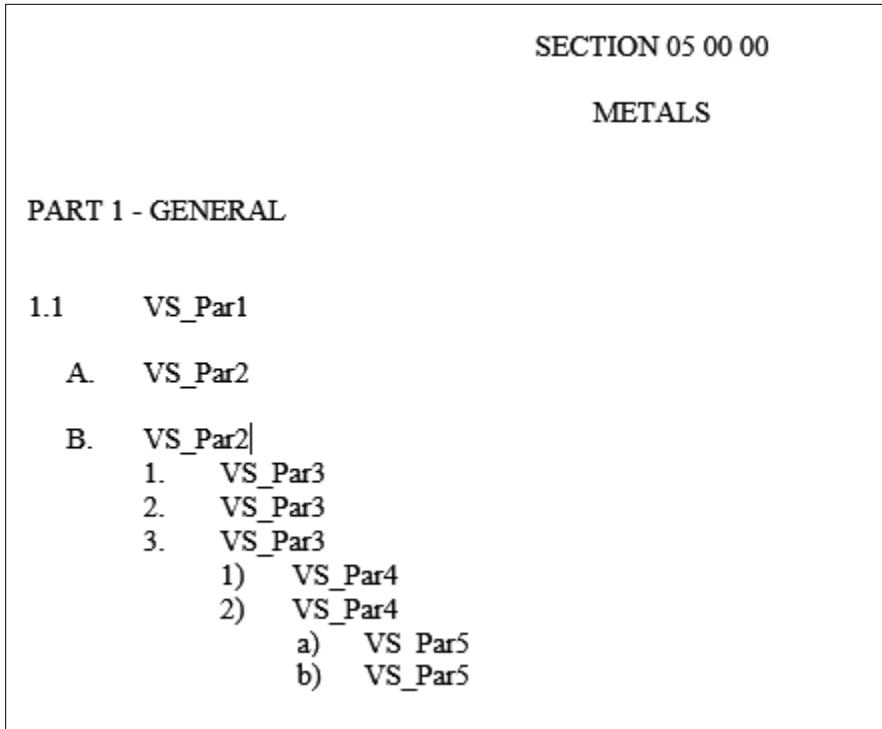
1) VS_Par4

2) VS_Par4

a) VS_Par5

b) VS_Par5

But when the Hidden Text is not displayed such as in VisiPublish view or when Published, the Par3 spacing is as you would expect.



VisiSpecs users can setup their Design Guide Template with these styles to automatically apply them to all the documents in their master and projects and not have to do any manually edits to the paragraph spacing. Use the Style Mapper to reset styles which may have a 12pt Before Spacing already set. This is done via Mapping PR3 > PR3.

Word styles are powerful and help to save a lot of time creating consistent formats in your documents. If you are not familiar with Word Styles, look online for tutorials and/or lessons many of which are free. VisiSpecs takes advantage of Word style features but the underlying knowledge of Word styles, direct formatting, multilevel numbering, and other features related to styles is needed to take full advantage of creating Design Guide Templates and Mapping Styles to your documents as well as other documents you use.