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## Direct Formatting

We use **styles** to format text, and not direct formatting (i.e., we do not use the tools in the toolbar). Styles allow readers to change how the italics or bold text is displayed if they have difficulty reading it; for example, if bold letters are too thick. If direct formatting is used, readers can't change the content in a way that works for them (they are unable to load their own style set).

There are few exceptions to this rule. We use direct formatting for:

- **lists**, and
- superscript/subscript numbers

## Q & A

**Q: Can direct formatting be used for alignment purposes? For example, we use an asterism as a decorative break. Should we simply hit the button in the Home Row for centre alignment? Or should we make a new style, based on Normal, that has centred text? For a second example, a book had a number of block quotes, and some of these quotes were centred while others were more left aligned. Should we make a new style for the centred quotes? To add to this a bit, can direct formatting be used in any capacity at all? (Of course, not for bold, italic, or underline). Thanks!**

A: The cardinal rule: don't use direct formatting (the one exception is lists - we use the bulleted/numbered list tool). We don't need to center the asterisks.

**Q: The book that I am editing has a few numbers with superscripts (i.e. 2<sup>100</sup>). Is there XML markup for superscript numbers in DAISY? How should we approach this in editing? Thanks!**

A: Superscripts (and subscripts) as inserted correctly in Word will automatically translate to DAISY XML code

```
<sub>...</sub> or <sup>...</sup>.
```

**Q: Follow up questions: Should we use direct formatting for superscripts & subscripts? Or create new styles for them?**

A: You can use direct formatting.

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Last update: 2018/06/29 20:47

