



## LAB eight GREP

### Part 1: Clean up and GREP setup

At the class website is a link to an InDesign document (lab8.indd) that contains fictitious names and phone directory information. This type of document is apt to have hundreds of pages and you want to choose the most efficient methods possible for the clean-up. You will work on a small sampling of the directory text.

The text is already laid out on a master text frame formatted into two columns. Your job is to clean up this text and then to apply styles. When you choose the **Edit..Find/Change** menu, choose the GREP button — don't use the regular text operations in this menu command. If you need to re-flow text to the top of the next column, consider the **Type..Insert Break Character..Column Break** menu command.

As this is a lab to introduce you to GREP expressions, I've given you all the expressions for the text cleanup. This is meant to be an "oh wow!" experience, so just follow the steps and enjoy the workflow.

1. Identify the problems. Look at the text on the two pages. Turn on the Normal view mode at the bottom of the toolbox and choose the **Type..Show Hidden Characters** menu command so that you can see how bad the text really is. Normally this would be a nightmare to clean up.
  - a. Typical of pasted email responses, there are variable amounts of brackets at the beginning of each paragraph. Some paragraphs start with one bracket, others with two brackets, others with three brackets.
  - b. Some paragraphs end with a series of spaces; others do not.
2. Your first job is to eliminate the brackets and trailing spaces in one (yes, one!) GREP operation. In the **Edit..Find/Change** menu command, include the following information: Find What: `^>+ (space) *` and then leave the Change to: box empty. Use the Change All option to change and edit all occurrences. Practice saving this expression in case you ever need to access it again if you edit other phone directories.

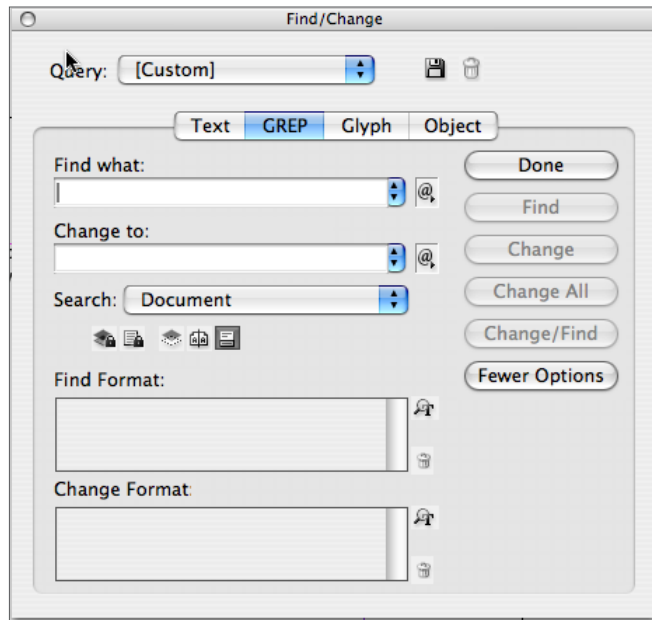
```
>>Andrews Bud & Debbie » 799-4762¶
>>POB 2547 • Cotati¶
>>.....¶
>>¶
```

- a. The ^ can be typed in or accessed through the @ flyout menu  
**Locations..Beginning of Paragraph**
- b. The angle bracket (>) is searched for
- c. + looks for one or more brackets
- d. Hit the space bar to look for a space
- e. \* (asterisk) looks for 0 or more spaces, necessary because some paragraphs have spaces, others do not — this eliminates having to do this find/change twice (once looking for spaces, once not)

↓

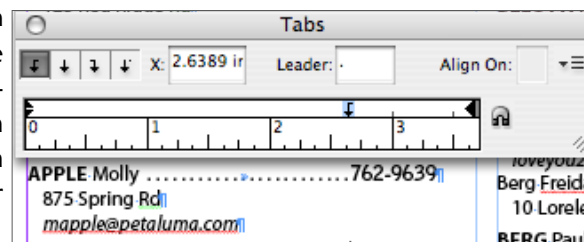
```
ANDREWS Bud & Debbie ..... 799-4762
POB 2547 • Cotati
ANTONY Candy ..... 762-7269
575 Ridge Rd
cantony@critter.net
```

- Eliminate all the multiple returns. This could be two returns, three returns, four returns, etc. In the top Query menu, choose the option for **Multiple Return to Single Return** and Change All.
- Choose the **Remove Trailing Whitespace** option using the top Query menu.
- Examine the paragraphs containing names and phone numbers. What's supposed to be there is the name separated by a tab character. Occasionally, however, there are multiple spaces after the tab that need to be eliminated. Modify the **Query Multiple Space to Single Space** and empty (delete all contents) of the Change to: box. If you leave the `\s`, then a single space will be the replacement.

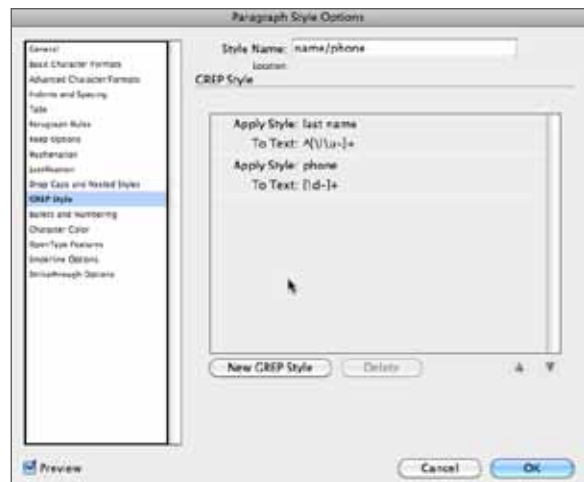


Your next job is to create three paragraph styles for the name/phone number, address, and email paragraphs. The name/phone number style will include two GREP styles to format the last name and phone number. (You could also do this with a nested style, but it's good to experiment with GREP expressions)

- Create a paragraph style called *name/phone* which will format the paragraphs that contain the name and phone number. Include a tab leader to separate the name from the phone number. Format with space before to separate each phone entry from the next. In case you've forgotten your tab leader skills, here's a screen capture to assist you.



- Create a GREP style which will format the last name. The character style *last name* should format the text to All Caps (TT in the control panel) and include Bold formatting. The GREP expression to locate the last name is `^\[\\u-]+` as shown to the right. It includes a hyphen for last names like "Reese-Quayle".
- Add a second GREP style for the phone number. The expression `[\\d-]+` looks for repeated digits and a hyphen. The *phone* character style should include a font that displays numerical digits clearly. Sometimes I use a different font for the phone number to make this text more readable.



- Create a paragraph called *address* for the street address. The text should be indented slightly as shown in the Tabs screenshot on the preceding page.
- Create a paragraph called *e-mail* to format the paragraph containing the email address. The text should be easy to read and in italics. Try to find a font that distinguishes between the letter "l" and the number "1" clearly.

## Part 2: Applying GREP

Now comes another GREP operation. How can you apply these three styles to the paragraphs in this document? Some people only have a name and address entry, others include the third email address, and one person has two email addresses!! Use GREP to apply the paragraph styles. There is no way that you want to apply the styles manually, nor is there any consistent pattern in the repetition of styles one after another which would allow you to do a "Next Style" workflow.

In this next series of **Edit..Find/Change** operations, you will include a GREP expression in the **Find what:** box, leave the **Change to:** box empty, and include the desired paragraph style name in the **Change Format** box at the bottom of the dialog box (click on the Specify attributes to change icon).

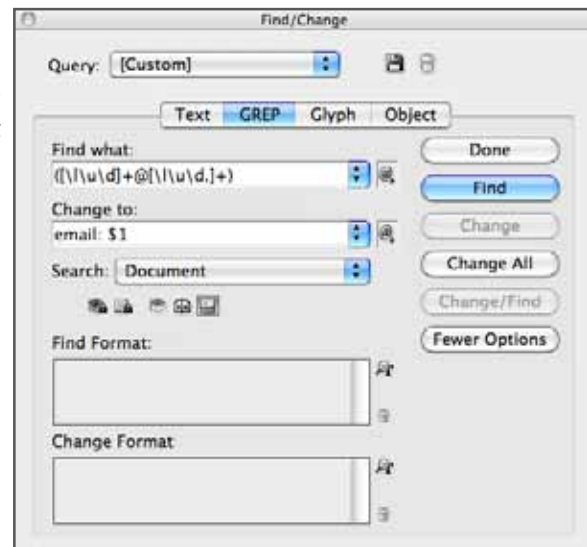
1. Find what: `\t` (this tab character can be accessed from the @menu if desired) and change to the *name/phone* paragraph style. This works because the only paragraph that has a tab in it is the name/address paragraph.
2. Find what: `@` and change to the *email* paragraph style. The only paragraph with an @ character in it is an email address.
3. The two previous steps are simple find/change operations and could be done using the regular Text change features of the **Edit..Find/Change** menu. The address paragraph will be tricky and require GREP because the address line will either start with a digit (i.e. 1 Main St) or PO (for a PO box). You need to include a GREP expression in brackets to find any character in the set from a list of available characters. In the Find what: box type in `^[ \dPO]` and format to the address paragraph style.
  - a. The `^` means Beginning of Paragraph and can be located in the @ **Locations** menu.
  - b. The characters and expressions inside the brackets are the list of available elements to search for.
  - c. `\d` is a wildcard expression for any digit and can be accessed in the @ **Wildcards** menu.
  - d. `PO` will search for paragraphs that start with capital "PO"

Think you're done? The phone directory committee has just asked you to include the text "email: " in front of the email addresses. How are you going to do this?

Find what: `([\\u\\d]+@[\\u\\d.]*)`

Change to: email: \$1

- a. `(xxxxxx)` specifies a group
- b. `[\\u\\d]+` looks for repetition of uppercase and lowercase letters and digits
- c. `@` is an actual character
- d. `[\\u\\d.]*` is the same as above plus looks for a period
- e. Change to: includes the new text "email: " in front of the group for the email



There really isn't any additional formatting required to enhance these pages. Most phone directories are just pages and pages of text.

Create a few new phone entries at the end of the document. Choose the name/phone style first, then type in the text (separated by a tab) to watch the GREP styles automatically format the document. Format the address and email paragraphs with the appropriate styles.

Save the modified document and create a smallest filesize PDF.

### Checklist:

- Watch the assigned webcasts — in addition to the FTF 2 hour lecture, you'll find
  - The Table Styles webcast from Fall's InDesign 2 class — it is optional if you've already mastered the material
  - There is a webcast that demonstrates how to complete this lab (*ty... you're welcome...*)
  
- Complete Lab 8 and submit at CATE