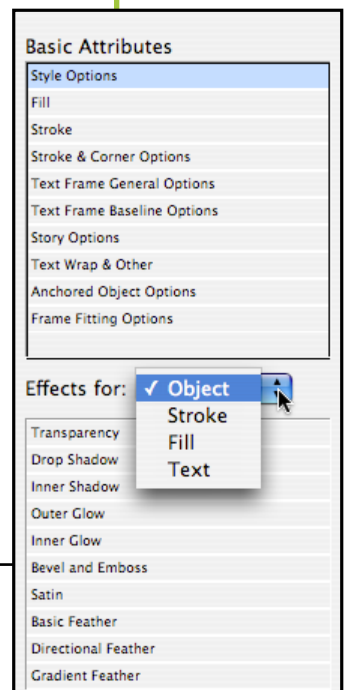
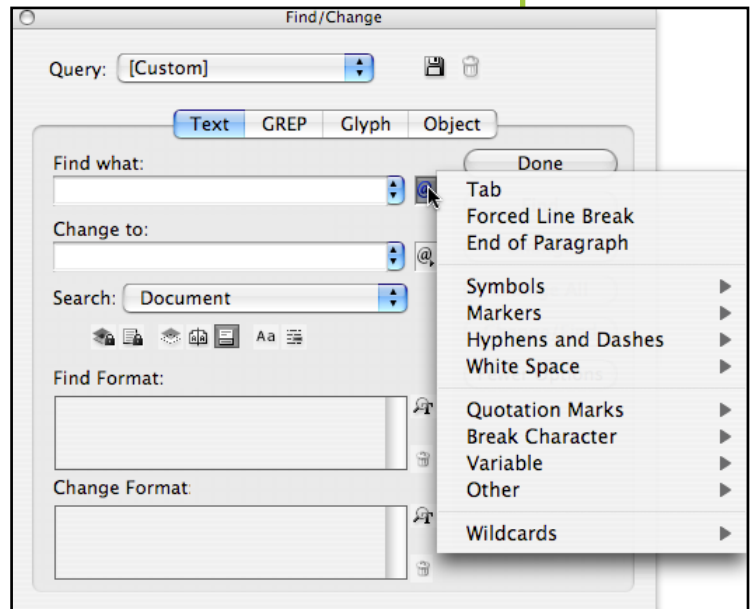


Edit..Find/change & GREP

I. The complete Edit..Find/Change

- A. Four basic find/change operations
 1. Text and metacharacters (^t ^p)
 2. GREP for advanced find/change operations using pattern matching
 3. Glyph for replacing special characters
 4. Object for replacing characteristics of objects (stroke/fill/drop shadow)
- B. A complicated find/change can be saved and recent expressions are listed
- C. Text options
 1. Extra search parameters
 - a. Include Locked Layers and Hidden Layers
 - b. Include Locked Stories (checked out by Version Cue or InCopy)
 - c. Include Master Pages
 - d. Include Footnotes
 2. Metacharacters: additional (^) special characters in find/change dialog box
 - a. Hyphens and Dashes
 - b. Wildcards ^? = any character ^9 = any digit ^\$ = any letter (only found in the Find What field)
 - c. Clipboard Contents ^c = formatted contents ^C = unformatted contents (only found in the Change To field)
- D. Glyph: allows you to find/change special characters using the Glyph panel
- E. Object: allows you to find/change special formatting on objects, including fill, stroke, text frame options, transparency, drop shadow, and text wrap)



Example of wildcard search in the sample text below, part of a 50 question multiple choice test:

Find: tab ^9 period tab → change to nothing (for questions 1-9)

Find: tab ^9^9 period tab → change to nothing (for questions 10-50)

Find: ^\$ period tab → change to nothing (for a, b, c, d)

Modified style attached to questions and responses to include automatic numbering with two levels

- ____ 1. Which best describes the desktop publishing features of Adobe InDesign?
- a. Retouching a photographic image
 - b. Creating a raster graphic
 - c. Combining text and graphics onto finished pages
 - d. Typing and editing a substantial amount of text

InDesign has special numbering features for levels and lists which span across stories and documents

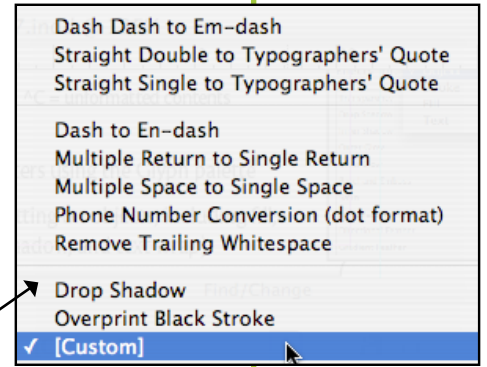


II. Intro to GREP

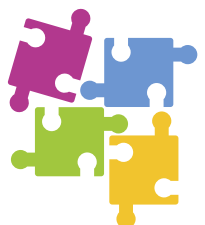
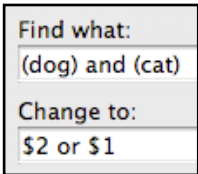
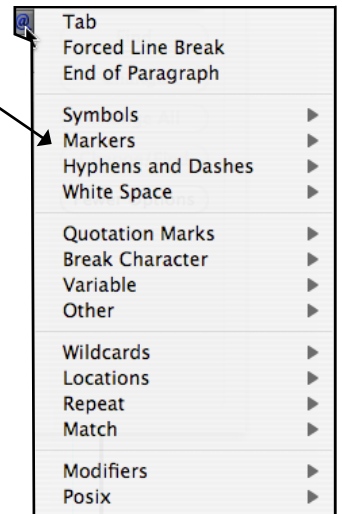
A. GREP: General Regular Expression Parser

New to InDesign but used by programmers for years

1. More powerful than a regular text find/change
 - a. Incredibly useful when you have a special format or find/change on a lot of data
 - b. Ex: format all email addresses with the email character style
2. Uses specialized substitutions and wild cards on patterns
 - a. Some popular GREP operations are already saved in popular query menu commands
 - b. Other GREP metacharacter expressions are available in the @ special characters for search menu
 - c. Enter the search expression manually (programming!)
3. GREP basic expressions
 - a. Metacharacters begin with a backslash (\) or tilde (~)
 - \t is a tab ~_(underscore) is an em dash —
 - b. Wildcards
 - \d is any digit \l is any lower case letter \u is any uppercase letter
 - .(period) is any character \w is any word character
 - c. Actual text
 - (space) ABC Printing
4. GREP advanced expressions
 - a. Locations specify where the expression is located
 - ^Acura locates the word Acura only if it starts at the beginning of a paragraph
 - !\$ locates an exclamation mark only at the end of a paragraph
 - b. Parenthesis divide your search into subexpressions and identify groupings
 - find: (cat) and (dog) groups "cat" as Found Text 1 and "dog" as Found Text 2
 - change: substitute \$1 for Found Text 1 and \$2 for Found Text 2
 - change to: \$2 or \$1 → replaces "cat and dog" with "cat or dog"
 - c. brackets [] locate any character within them
 - [*\l\u] locates any asterisk, lowercase or uppercase letter (one occurrence)
 - ^[*\l\u] locates any asterisk, lowercase or uppercase letter located at the start of a paragraph (a paragraph starting with a number or em dash would be ignored)
 - d. + is repeat one or more times * is zero or more times ? is zero or one time
 - (Shortest Match) is useful for subexpression patterns that repeat like passages of quotes
 - \u\l+ locates an uppercase letter followed by at least one lowercase letter
 - Acura \u+ locates Acura LX, Acura MX, Acura MDX, and Acura PX
 - Acura [\u\d]+ locates Acura LX, Acura MX, Acura MDX, Acura PX and Acura 500X
 - e. Escape codes start with a \ and let you search for a special reserved symbol
 - \\$ searches for a \$ and not something that starts at the end of a paragraph
5. How do you learn GREP? Use sample queries and special characters to learn how manual expressions are created



special characters for search



B. Edit..Find/Change GREP Examples:

1. Find and delete multiple occurrences of email angle brackets with any spaces after them
 - a. Find: `>+(space)+` looks like `>+ +` Change to: leave blank
2. Find phrases in quotes and apply italics to text and quotes
 - a. Find: `".+"`
 - b. Change to:
Change Format: italics formatting is specified
Note: as soon as a change format is specified, the text will not be deleted when the Change to: field is left blank (you'll see a small "i" icon)
3. Find any word characters (a single word) in quotes, remove the quotes and apply a bold format
 - a. This needs three groups: (quote) (word characters) (quote)
 - b. Find: `(")(\w+)(")`
 - c. Change to: `$2` (change applies only to the second group and \$1 and \$3 are deleted)
Change Format: bold formatting is specified
4. Find em dashes only at the beginning of a paragraph and apply a paragraph style that right-justifies the paragraph
 - a. Find: choose special characters Location..Beginning of Paragraph and Em Dash
 - b. Change to: leave blank Change Format: paragraph style is specified
5. Strip out numbers in a list that have either spaces or tabs after the period and apply a paragraph style with automatic numbering
 - a. Find: `^\d+\.[\t\s]+`
(note: this uses the `\.` escape code to find a period)
 - b. Change to: (leave blank)
Change Format: apply a paragraph style that uses paragraph numbering
6. Format all email addresses with the character style called email
 - a. Find: `[\u\d-]+@[\u\d.-]+`
find lowercase, uppercase, digits, hyphen that occur one or more times
(note that `+` is located out of brackets)
followed by an `@`
followed by lowercase, uppercase, digits, hyphen or period that occur 1 or more times
(note: the period will get the `".com"` in the last expression)
 - b. Change to: leave blank
 - c. Change Format: include name of email style

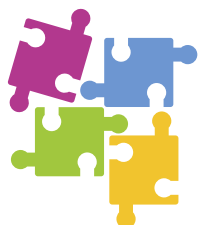
C. GREP Styles

1. What is a GREP style?
 - a. InDesign CS4 feature that applies a character style to text based on a GREP expression
 - b. Limited to formatting only (**Edit..Find/Change** can both format and edit text)
 - c. Similar to nested styles
 - d. The GREP style will automatically format previously entered text and new text
 - e. Useful for "on-the-fly" fractions, formatted company name, ordinals

> Original message
> Here is the email stuff
>> Reply to rest of the
>> text message

Leave it to Sam —
only a fool would
leave that girl!
— Bob Smith

For some reason, I
couldn't get the two
email expressions
to work until the
hyphen was posi-
tioned at the end



2. Creating a GREP style (example: body text)
 - a. Create a standard paragraph style
 - b. Edit the style using the Control panel Paragraph Style Options
 - c. Choose the Grep Style option and select the New GREP Style button
 - d. Click after the Apply Style: and either choose an existing character style or make one on the fly
 - e. Click after the To Text: section and specify the GREP expression
 - f. You can create multiple GREP entries and they will work in top to bottom order (what's first, second, third)



3. Examples
 - a. Automatic fractions without messing up other numbers in a paragraph
Apply Style: fraction (OpenType fraction formatting)
To Text: `\d+/\d+`
 - b. Automatic formatting of a company name
Apply Style: special font for company name
To Text: ABC Biscuits
 - c. Special font for money (ex: \$34.22)
Apply Style: money (OpenType proportional oldstyle numerals)
To Text: `\$\d+\.\d+` (the period needs the Escape code)
 - d. Automatic italics of quoted passages
Apply Style: quote (italics)
To Text: `".+?"` (the expression uses the Shortest Match of at least 1 character)
 - e. Automatic ordinals without changing other normal words of text with "rd", "th" or "st"
Apply Style: ordinal (OpenType format)
To Text: `(?<=\d)(th|rd|st)` (uses a Positive Lookbehind match and special or "|" metacharacter)

