Customer Support -Recommendations for designers





Below you will find an overview of issues that can arise from the common limitations of converting PDF to xHTML and ParsePort recommendations of how to work around these. Included, there is also a guide for hyperlinking and how to export to PDF without losing the hyperlinks.

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Open Type features

Issues can arise if your designer utilizes OpenType features on one or more fonts used in your report. The features of OpenType allow the use of the same font in multiple places but with different properties (e.g., tabular lining or character spacing). Unfortunately, there are limitations to converting from PDF to xHTML, and these OpenType features are known to create issues. A PDF created with these features will generate errors on the converted file and will appear as glyphs when reviewing.

To solve either:

1. In paragraph styles, ensure that OpenType features are turned off. This must be done for every single text style. To avoid having to turn off in multiple paragraph styles, we recommend creating one master text style at the start of the InDesign process, which following paragraph styles can be based on. This ensures that the designer can turn this feature off with just one click.

Duplicate Paragraph Style	
General Basic Character Formats Advanced Character Formats	Style Name: 00 Normal Location: OpenType Features
Indents and Spacing Tabs Paragraph Rules	Titling Alternates Contextual Alternates Swash Alternates
Paragraph Border Paragraph Shading Keep Options	Ordinals Discretionary Ligatures Fractions Slashed Zero
Hyphenation Justification Span Columns Drop Caps and Nested Styles GREP Style Bullets and Numbering Character Color OpenType Features Underline Options Strikethrough Options Export Tagging	Figure Style: Default Figure Style Positional Form: General Form Stylistic Sets:
Preview	OK Cancel



2. In the case of needing to use the same font in e.g., two places with two different OpenType properties, please create a copy of the font (using e.g., <u>https://fontforge.org/en-US/downloads/</u>), save under a different font name (not just filename) and apply the different properties to each font instead of "tweaking" the original font in different places.

Ligatures

Ligatures, where e.g. "fi" and "ff" are represented as one character instead of two, is not well supported by xHTML, so we recommend completely avoiding the use of this feature. As in the previous example, we recommend that the InDesign process begins with creating a master text style, to ensure that this can be turn on and off with one click.

To solve, turn off ligatures in paragraph styles.

Duplicate Paragraph Style		
General	Style Name: 00 Normal	
Basic Character Formats Advanced Character Formats Indents and Spacing	Location: Basic Character Formats	
Tabs Paragraph Rules Paragraph Border	Font Family: Noto Sans	
Paragraph Shading Keep Options Hyphenation	Size: 10 pt Leading: (12 pt) Kerning: Metrics Tracking: 0 Case: Normal Position: Normal	
Justification Span Columns Drop Caps and Nested Styles GREP Style Bullets and Numbering	🗆 Underline 🔲 Ligatures 🗔 No Break 🗋 Strikethrough	
Character Color OpenType Features Underline Options Strikethrough Options		
Export Tagging		
Preview	OK Cancel)

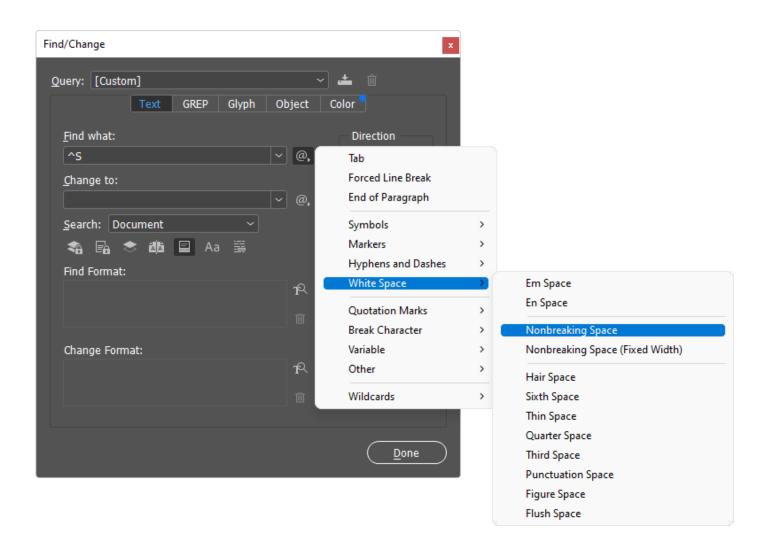


Avoid using nonbreaking spaces

The use of non-breaking spaces can create issues with broken spaces. Nonbreaking spaces can be useful if cases of having two words or numbers to not appear on different lines of text, e.g. phone numbers or numbers with spaces as the separator. These are commonly added manually in the design process.

The solution here is to keep in mind to be careful with or entirely avoid the usage of these types of spaces.

To check for such spaces in the InDesign document, use the search function. It is also possible that the other types of spaces in this list leads to the same issue, but they are not as commonly used.





Further known issues

The following points are also areas to keep in mind when designing the report, as these will likely generate errors on the PDF conversion to xHTML

- Layers Hidden elements in layers under
- Character Spacing
- Errors on the font file itself

The conversion interprets text as graphics when the following graphical features on text are used on exported PDFs:

- The Multiply option in Transparency Blending Mode on text frames
- Using Drop shadow on text.
- Semi-transparent graphics on top of text

Collaboration tip

In case you are in need a collaborative method to be able to update copy from your customers, this video from an InDesign consultant may be of help: <u>Linking to Word Documents for</u> <u>Automatic Updates - InDesign Tip of the Week</u>