

workiva

How to bring InDesign content onto the platform

workiva



Steps to bring InDesign content into the platform

1 Tidy InDesign styles

2 Place all content into one text frame

3 Copy all content into Word in one go

4 Optional:
Apply table rules

5 Optional:
Apply Word bullet styles

6 Import Word file onto the platform

Tidy InDesign styles (both Para and Char)

Why do i have to do tidy my styles?

Word will adjust style names if they sit in a folder, so they must not be in folders.

The platform is a multi-format web based system and therefore style names must be web compliant or they can cause issues.

What does Web compliant mean:-

Style names can contain letters and numbers but should always start with a letter.

For example:

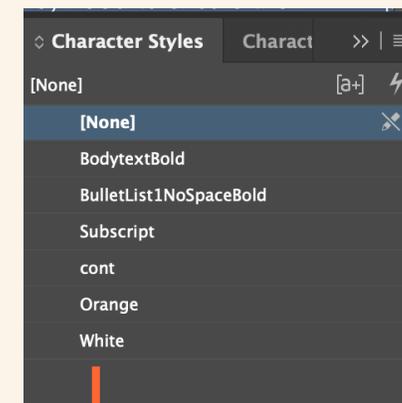
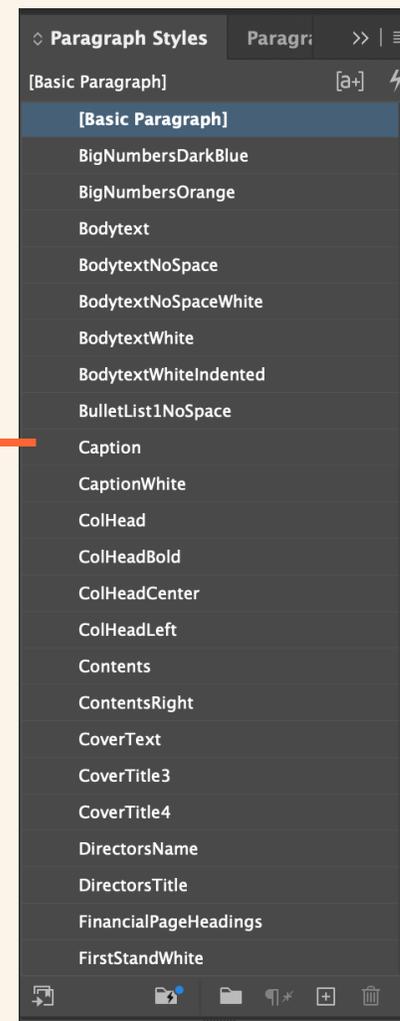
Heading1 is good . **1Heading** will not work

Characters such as:-

!@#\$%^&*()+-=|:~<>?[];'/`~

and **spaces** must be avoided in the name.

Styles must
not be in
folders



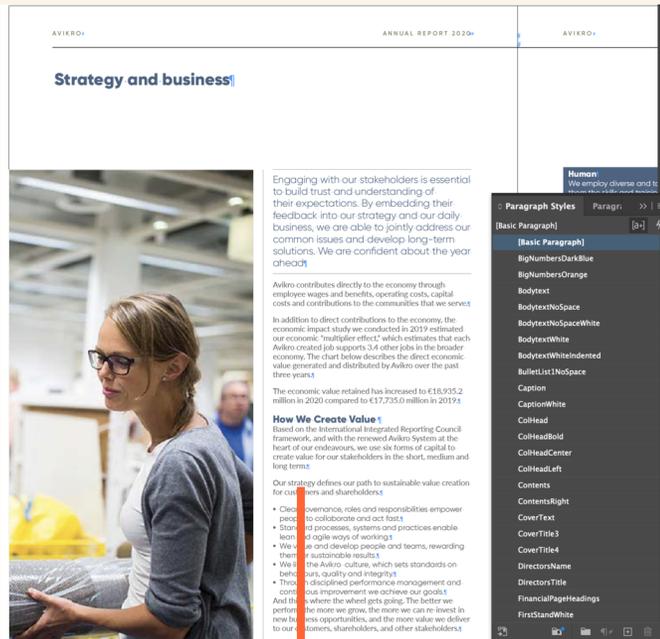
Style names
must be web
compliant

Finding and clearing overrides (1 of 2)

What are style overrides?

Style overrides are when a style has been manually altered in some manner, to make it differ from the styles actual settings.

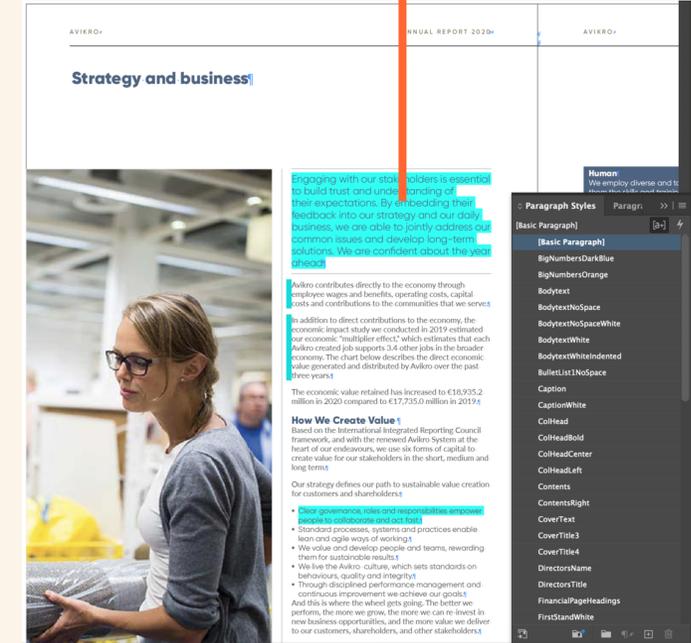
Overrides applied to text are now clearly visible



A doc with no overrides visible



To clearly see the overrides you must be in the 'Normal' view and click on the style override highlighter

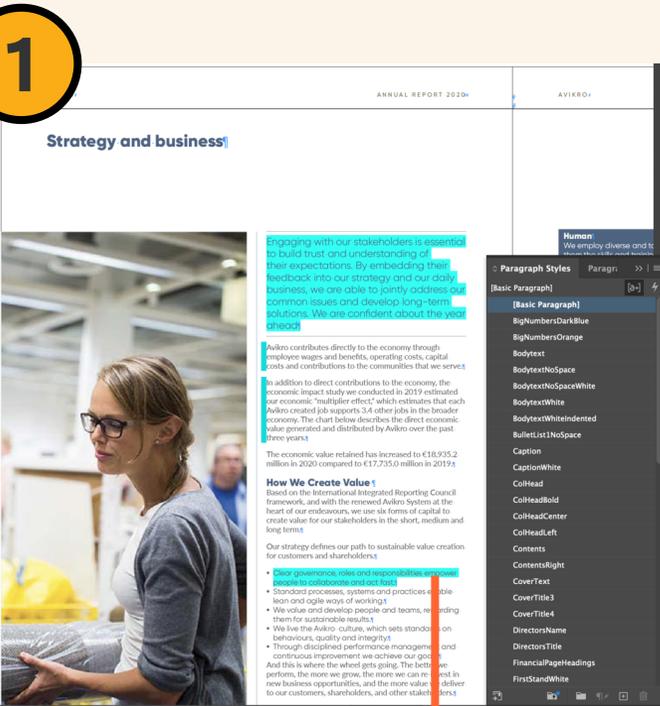


Finding and clearing overrides (2 of 2)

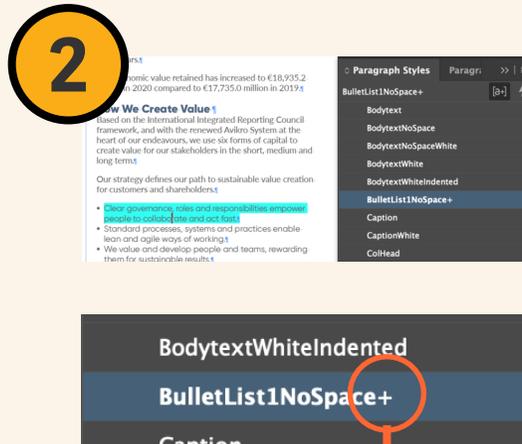
Why should we clear style overrides?

This is to create a new, clean version of the file on the platform and old overrides in InDesign can lead to unneeded styles being included.

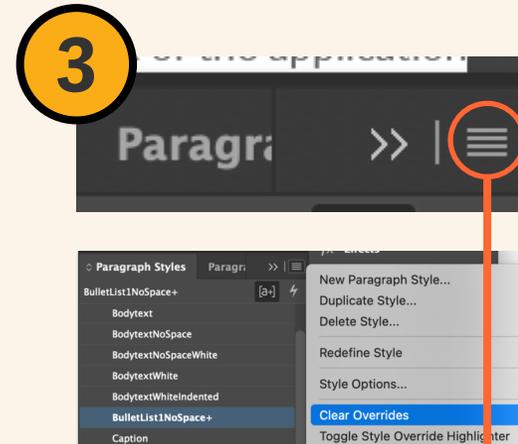
You may need to switch the Highlighter on and off to see the change



Place the cursor into the overridden paragraph



The style applied to the text will have a + next to it



Click on the burger menu and select Clear Overrides (or hold down the ALT key and left click on the style)

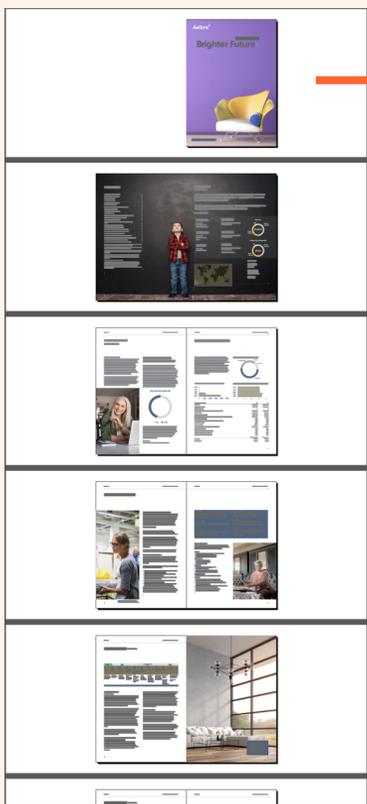


The override is now gone.

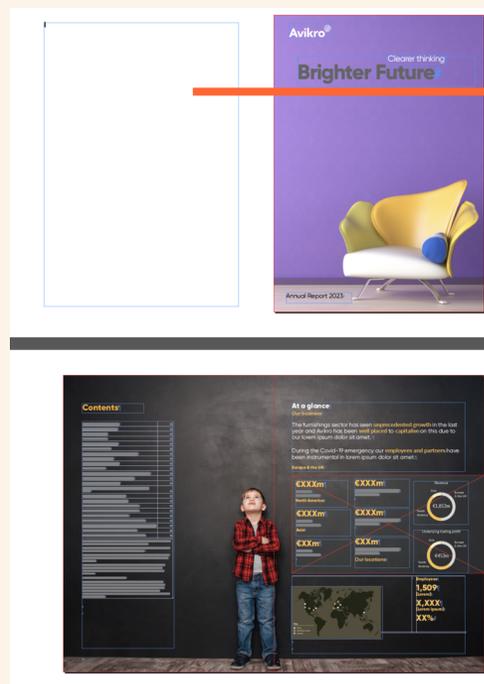
Copying content into a single text frame

Why do i need to copy my content into a single threaded text frame?

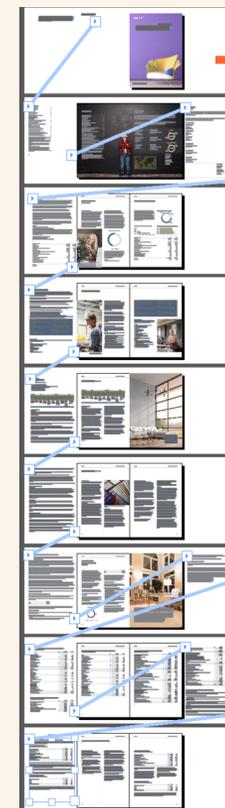
When copying and pasting from InDesign into Word, the first copied text frames styles are included and will be applied to the text. Subsequent copy and pastes, look visually correct but don't include the applied styles. Putting all the InDesign content into one threaded text frame first and then copying and pasting it will solve this.



With your full, clean report you can now begin to combine the content



Draw an empty textframe to the side of your first page and start to copy the content from the front to the back of the doc



Thread the frame, to the side of the live pages, as you go and just copy and paste all the text and tables into the one text frame. Maintain the order of content.

Turn white text to black

Why should i turn white text to black?

The Word file you import, will sit on a white page and White text will be impossible to see. To counter this, make all white text black in its respective style settings. Once imported and when applying the Design (i.e. a picture or tint behind the text), this can be reverted in the platform style settings.

Before



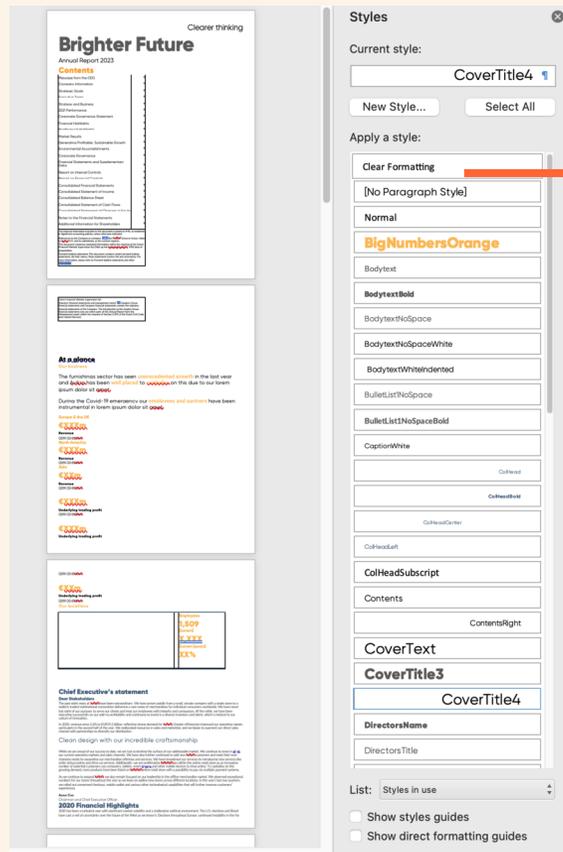
After



Copy all content into Word in one go (1 of 2)

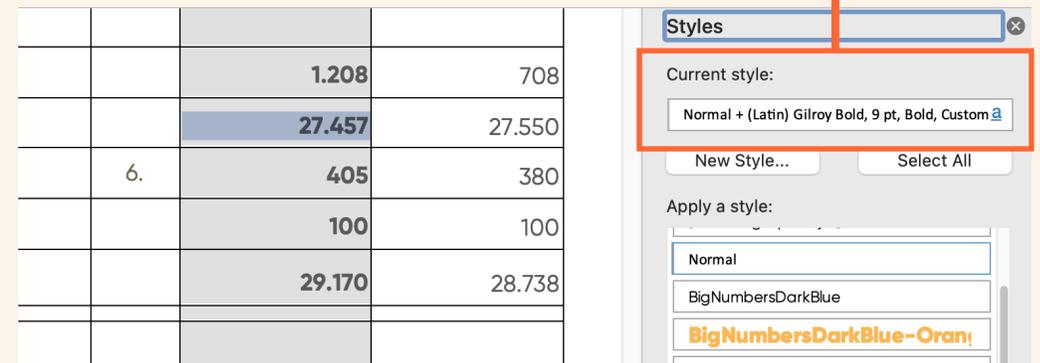
Why copy all content in one go?

As mentioned earlier, if InDesign content is cut and pasted in parts, Word doesn't bring in all the styles. If it is all pasted into a Word doc in one go, it will retain all styles applied to content.

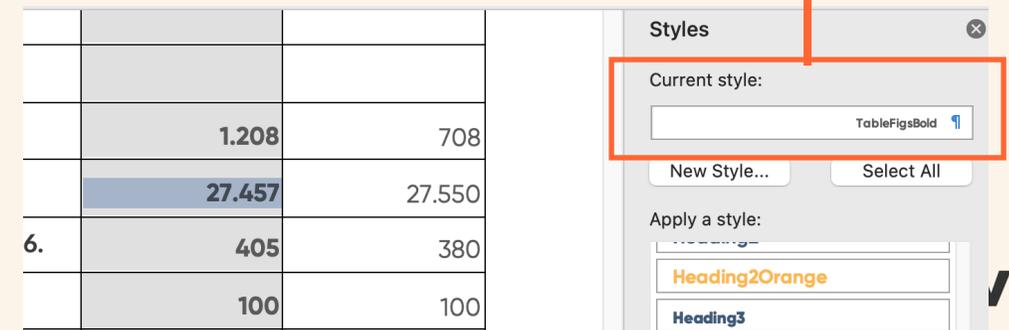


Copying and pasting all the content into Word in one go, will bring in all the applied styles and their links to the text will remain.

What happens when content is pasted in parts



What happens when content is pasted in one go



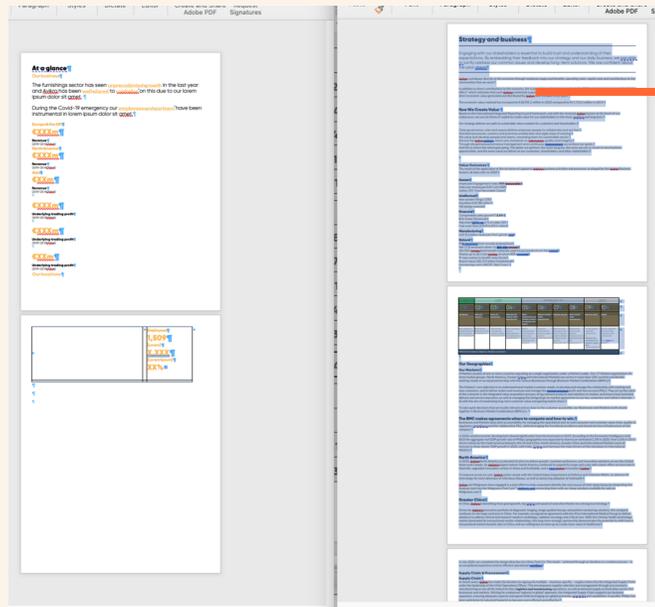
Copy all content into Word in one go (2 of 2)

What if i have too much content and can't copy and paste it in one go?

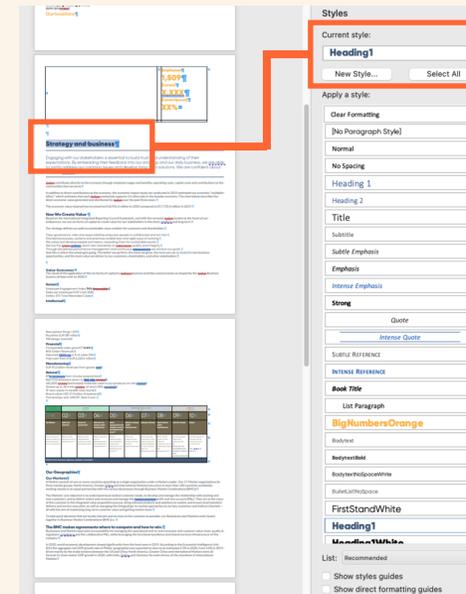
It is still best practice to have all your content in one master InDesign file to start with, as you can align your styles and tidy the content all in one place.

If however, you are having issues copying and pasting such a large amount of content into Word in one go then you can separate it and copy each part into its own Word file first. This will retain all styling in each Word file.

You can then copy each Word files content into one master Word file.



As long as InDesign content is clean you can create separate Word files and then copy them into one master Word file



Styling from the second Word file has been retained after copying it into the first Word file

Optional: Apply table rules

Why do my tables have black lines on all the cells?

Unfortunately, Word will add black rules to all the unused table cells and borders.

Your options here are to either remove all the black rules in the Word file and replace them in Word or to leave them as is and apply the correct rules and colours once the Word file has been imported into the platform.

Cell fills aren't retained when imported, so it may make the most sense to leave the tints and rules and apply them all on the platform.

InDesign

| FRAME Why? | SCOPE What? | | | MEASURE AND VALUE How? | | | | APPLY So What? | |
|---|---|--|---|---|--|---|--|------------------------------------|--|
| 01# Get Started | 02# Define the objective | 03# Scope the assessment | 04# Determine the impacts and/or dependencies | 05# Select measurement and valuation routes to the objective and scope? | 06# Measure impacts and/or dependencies | 07# Estimate changes in the stat of natural capital | 08# Value impacts and/or dependencies | 09# Interpret results | 10# Embed |
| How natural is capital relevant and important to my business? | What is the objective of my assessment? | What is the appropriate scope to meet the objective? | Which impacts and/or dependencies and relevant to assessment? | Which measurement and valuation routes are relevant to the objective and scope? | How do I measure the impact drivers and/or dependencies? | What are the changes in the stat of natural capital related to the impacts and/or dependencies? | What is the value of the relevant impacts and/or dependencies in the assessment? | Do the results meet the objective? | Should I expand the use of the protocol in the company? If so, how and where? |
| PRINCIPLES: Relevant, Rigorous, Reliable, Consistent | | | | | | | | | |

Word

| FRAME Why? | SCOPE What? | | | MEASURE AND VALUE How? | | | | APPLY So What? | |
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Word imports the table but adds a black rule to all unused cell edges

Imported table

| FRAME Why? | SCOPE What? | | | MEASURE AND VALUE How? | | | | APPLY So What? | |
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The imported Word file will lose all tints but will retain applied rules.

Optional: Apply Word bullet styles

Why have my bullets disappeared in Word?

Unfortunately, Word will not convert imported InDesign bullets into Word bullets.

Your options here are to either make the bullets Word style bullets or to style the bullets once the Word file has been imported into the platform.

Best practice would be to setup and style the Bullets on the platform.

These imported styles need a font applied, as the original InDesign font is not loaded on the platform

InDesign

Value Outcomes

The result of the application of the six forms of capital to Avikro's business activities and processes as shaped by the Avikro Business System; all data refer to 2020.

Human

- Employee Engagement Index **74% favourable**
- Sales per employee EUR 1,440,358
- Safety 370 Total Recorded Cases

Intellectual

- New patent filings 1,015
- Royalties EUR 381 million
- 148 design awards

Financial

- Comparable sales growth*) **2.6%**
- 84% Green Revenues
- Adjusted EBITA as a % of sales 33%
- Free cash flow of EUR 6,233.5 million

Manufacturing

- EUR 19,2 billion revenues from goods sold

Natural

- 87% revenues from circular propositions
- Net CO2 emissions down to **266 kilo tonnes**
- 265,000 tonnes (estimated) materials used to put products on the market
- Waste up to 26.4 kilo tonnes, of which 83% recycled
- 19 'zero waste to landfill' sites Social
- Brand value USD 21.0 billion (Interbrand)
- Partnerships with UNICEF, Red Cross\

Word

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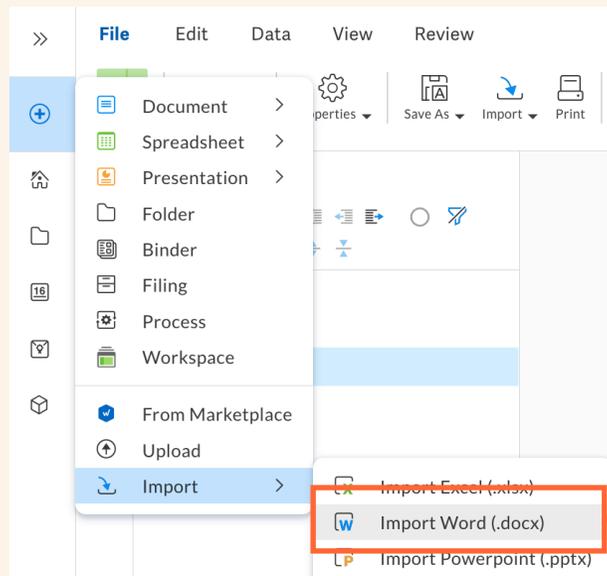
Import Word file onto the platform

Who should import the Word file?

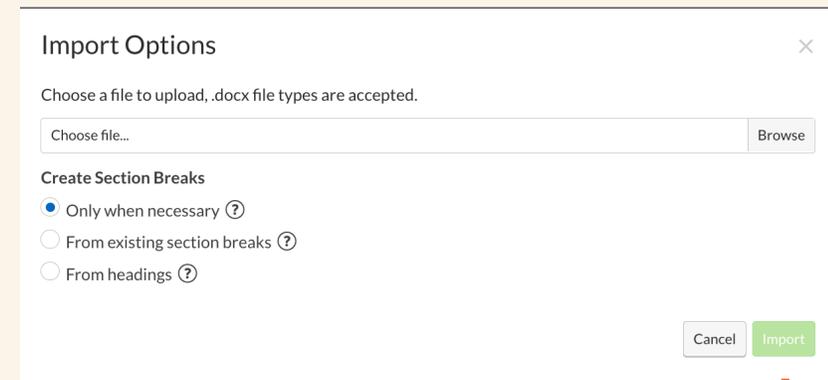
Once the Word file is ready, it could be an Implementation Partner, the Design agency or the client who imports the Word file.

The Word file can be imported into the Workspace from the main menu.

Once the Word file is imported then document properties, sectioning, data linking, style sheet tweaks and page furniture (headers and footers) can be set.



From the + menu,
choose Import and
Import Word (docx)



Choose your file and any section
break options and Import.