# Synchronize 21

*Synchronize Text*  *Insert Text*  *Edit Name*  *Unsynchronize All*



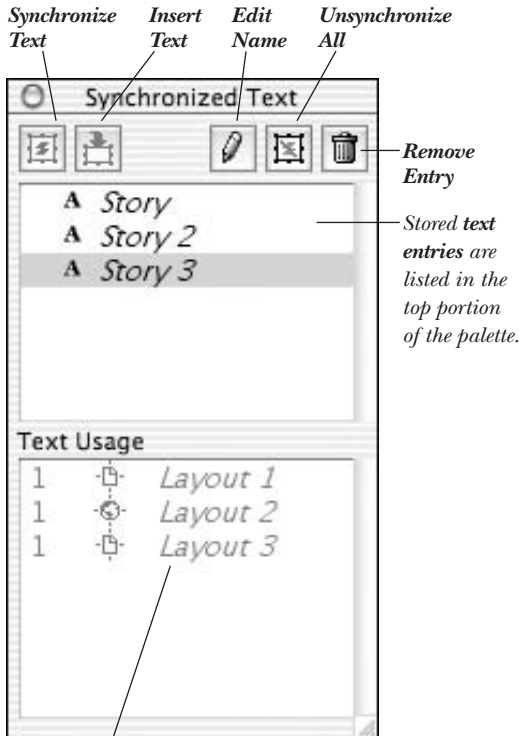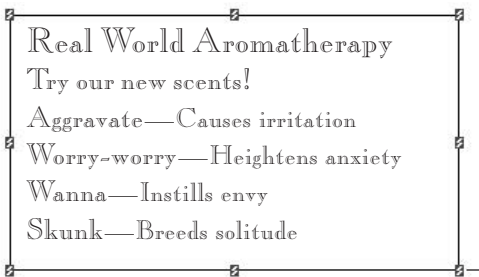*Remove Entry*

*Stored **text entries** are listed in the top portion of the palette.*

**1** *Layouts that contain the currently selected text entry are listed in the **Text Usage** area of the **Synchronized Text** palette.*



**2** *A synchronized text icon* 🗗 *appears on each handle of items that contains synchronized text.*

## Synchronizing text

### What is synchronized text?

Synchronized text is text that's stored on the Synchronized Text palette and that's added, via the palette, to one or more layouts within the same project **1**. When it's on the palette it's called an "entry"; when it's inserted into a layout it's called an "instance."

Here's what's special about synchronized text: When one instance is edited, all other instances in the project that contain the same text update instantaneously **2**. This feature allows you to standardize your text content across multiple layouts, from print to Web. Whereas style sheets control text attributes and formats, synchronization controls just the text content.

Once a text entry is added to the Synchronized Text palette (Window > Show Synchronized Text), it can be stored there indefinitely and can be added to any layout within the same project if and when the need arises. An entry can consist of anything from a word or phrase to a series of paragraphs.

When an entry is selected on the Synchronized Text palette, all the layouts that contain a synchronized instance of that text are listed in the Text Usage area in the lower portion of the palette. If no layouts are listed in the Text Usage area, it means that at the moment the currently selected entry isn't synchronized in any layouts.

**6.0!** In these instructions, we'll show you how to add a text entry to the Synchronized Text palette. The text that is added to the palette simultaneously becomes a synchronized instance.

### To add an entry to the Synchronized Text palette:

1. If the text you want to synchronize isn't already in your layout, choose any text tool, draw a text box or path, and enter text. (It can't be on a master page and it can't contain an anchored item.) Apply whatever typographic attributes you want to the text, either "by hand" or via a style sheet.

2. Choose the Content tool.

3. Click in the text box or on the text path **1**. *All* the text in the item is going to be synchronized (it can't be a portion).

4. Display the Synchronized Text palette (Window > Show Synchronized Text), then click the Synchronize Text button ⚡ on the palette.
   *or*
   Control-click/Right-click the text item in your layout and choose Synchronize Text.
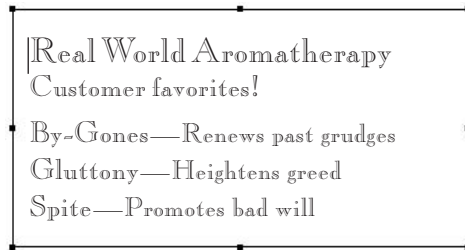   *or*
   Choose Style > Synchronize Text.

5. The Synch Content dialog box will open. Leave the current Item Name as is or enter a new, more descriptive name for the text entry **2**.
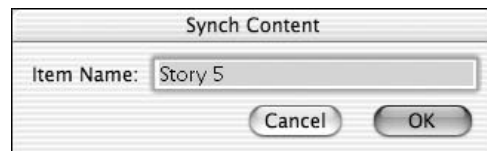
6. Click OK. The new entry will appear on the Synchronized Text palette **3**.

   When a synchronized text box is selected, little ⚡ icons appear on its handles; in table cells, they'll appear in the corners; on a text path, they'll appear on the anchor points **4**.

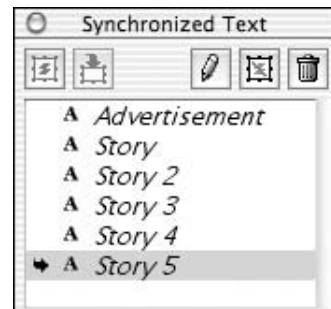**TIP** If you duplicate a layout that contains synchronized text, that text will also appear, and be synchronized, in the duplicate layout.
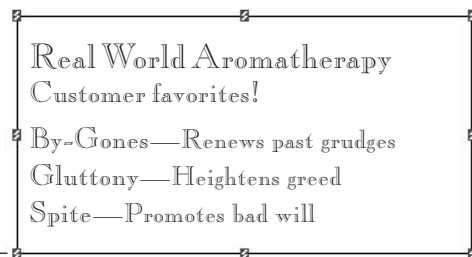


**1** *Click in an item that contains text.*



**2** *In the **Synch Content** dialog box, leave the **Item Name** as is or enter a new name.*
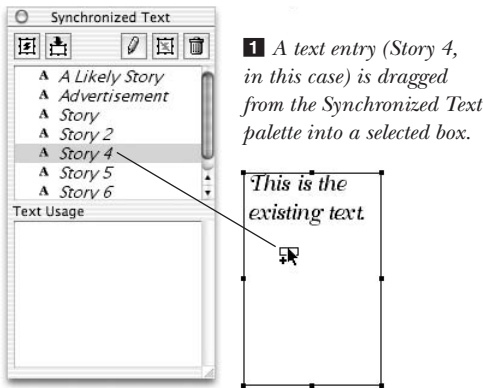


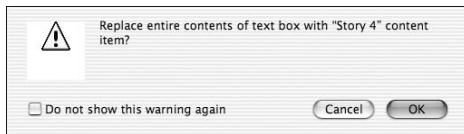**3** *The new **text entry** (Story 5, in this case) appears on the Synchronized Text palette.*



**4** *The text is now synchronized, as indicated by the ⚡ icons.*
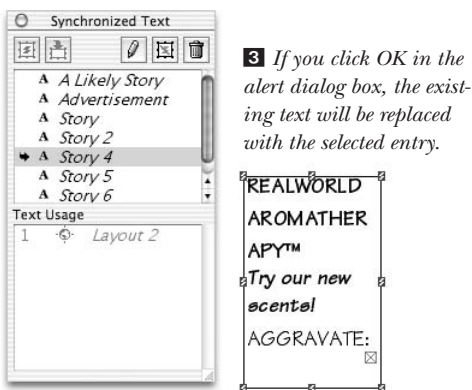
Add Text Entry

## Text attributes

When text is added to the Synchronized Text palette, its current attributes (e.g., font, point size) will also apply to any instances of that text that are inserted into a layout. If you edit a style sheet that's associated with an entry on the Synchronized Text palette, all synchronized instances in your layouts will update accordingly, but the entry on the palette will not.



**1** *A text entry (Story 4, in this case) is dragged from the Synchronized Text palette into a selected box.*



**2** *This prompt will appear if the item you insert synchronized text into already contains text.*



**3** *If you click OK in the alert dialog box, the existing text will be replaced with the selected entry.*

Once an entry has been added to the Synchronized Text palette, it can then be inserted into text items in any layouts—Web and/or print—within the same project.

### To insert synchronized text in a layout: 6.0!

**1.** To insert text into a new item, choose any text tool and create a new, empty text box, text cell, or text path in any layout. It can be on any layer, but it can't be on a master page. Leave the item selected.
*or*
Click in a box that already contains text (synchronized or not). In this case, the new, synchronized text will replace the existing text (a warning prompt will appear)!

**2.** Choose the Content tool.

**3.** Click an entry on the Synchronized Text palette.

**4.** Click the Insert Text button.
*or*
Control-click/Right-click an entry on the palette and choose Insert Content into Box.
*or*
Drag the text entry from the Synchronized Text palette to the selected text box, cell, or path **1**.

**5.** If the text item you clicked on already contains text, an alert dialog box will appear **2**. Click OK to replace the existing text with the entry **3** (or click Cancel if you change your mind).

When an instance is selected, it exhibits the little icons, and an arrow appears next to the corresponding entry on the Synchronized Text palette.

**6.** To see how this feature works, add one or two more instances (maybe add one more in the same layout and a second one in another layout), following steps 1–5 above. Next, edit the text in any one of those instances; the other instances will update instantaneously!

**Insert Synchronized Text**

The more apt a name you assign to an entry, the more easily you'll be able to identify it. The more entries there are, the more imperative this becomes.

**6.0!** **To rename an entry on the Synchronized Text palette:**

1. Click an entry on the Synchronized Text palette, then click the Edit Name button.
   *or*
   Control-click/Right-click an entry on the Synchronized Text palette and choose Edit Name.

2. Edit the Item Name in the Edit Name dialog box **1**.

3. Click OK.

Along with learning how to synchronize text, you also need to know how to unsynchronize it so you can back out of the deal. You can unsynchronize one instance at a time (instructions on this page) or you can unsynchronize all the instances of a particular entry (instructions on the following page).
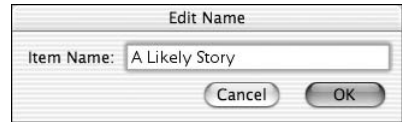
When a text instance (or instances) is unsynchronized, it remains in the text box, but its link to the Synchronized Text palette and any other instances is broken. In other words, when you edit text that's been unsynchronized, no other text items are affected.
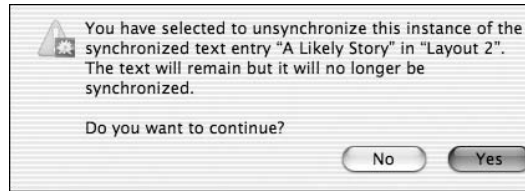
**To unsynchronize one instance:** **6.0!**

1. Choose the Content tool.

2. Click a synchronized text instance in any layout, then choose Style > Unsynchronize Text.
   *or*
   Or Control-click/Right-click a synchronized text instance and choose Unsynchronize Text.

3. When the alert dialog box appears **2**, click Yes.

*Quick unsynchronize*

If you copy or cut and paste synchronized text, the pasted text won't be synchronized.



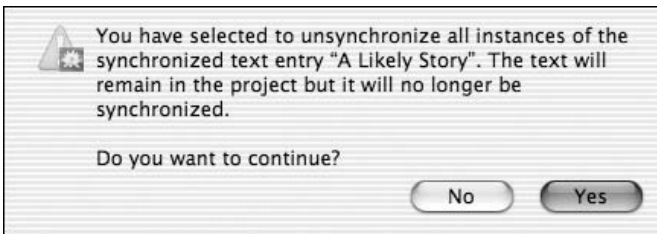**1** *A story can be renamed via the **Edit Name** dialog box.*



**2** *This prompt will appear if you **unsynchronize one instance** of a text entry.*

**Rename Entry; Unsynchronize**

All means all—*all* instances in all layouts in the project.

### To unsynchronize all instances of an entry: 6.0!

1. On the Synchronized Text palette, click the entry you want to unsynchronize.

2. Click the Unsynchronize All button ▨ on the palette.
   *or*
   Control-click/Right-click in the layout and choose Unsynchronize All.

3. When the alert dialog box appears **1**, click Yes. This can be undone.

   The text entry will remain on the Synchronized Text palette and can be reused.

You have selected to unsynchronize all instances of the synchronized text entry "A Likely Story". The text will remain in the project but it will no longer be synchronized.

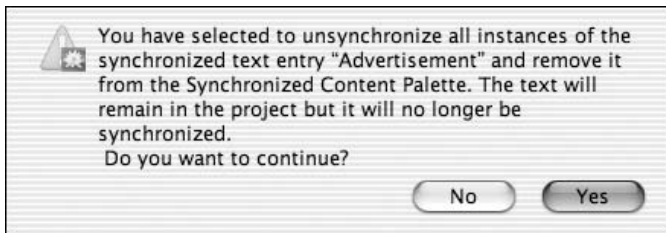Do you want to continue?

No    Yes

**1** *This prompt will appear if you **unsynchronize all** the instances of a text entry.*

**6.0!** If the Synchronized Text palette starts to fill up with entries that you no longer have any use for, then it's time to weed some of them out. If you remove an entry from the Synchronized Text palette, any instances of that text will remain in the layout(s), but they will no longer be synchronized with one another and can be edited independently of one another.

### To delete an entry from the Synchronized Text palette:

**1.** On the Synchronized Text palette, click the entry that you want to remove, then click the Remove Item button on the palette.
*or*
Control-click/Right-click an entry on the palette and choose Remove Content Item.

**2.** When the alert dialog box appears **1**, click Yes. This can be undone.

**TIP** If you delete a layout that contains synchronized text, any synchronized text in the remaining layout(s) will stay synchronized.

> You have selected to unsynchronize all instances of the synchronized text entry "Advertisement" and remove it from the Synchronized Content Palette. The text will remain in the project but it will no longer be synchronized.
> Do you want to continue?
>
> No    Yes

**1** *This prompt will appear if you **delete** an **entry** from the Synchronized Text palette.*