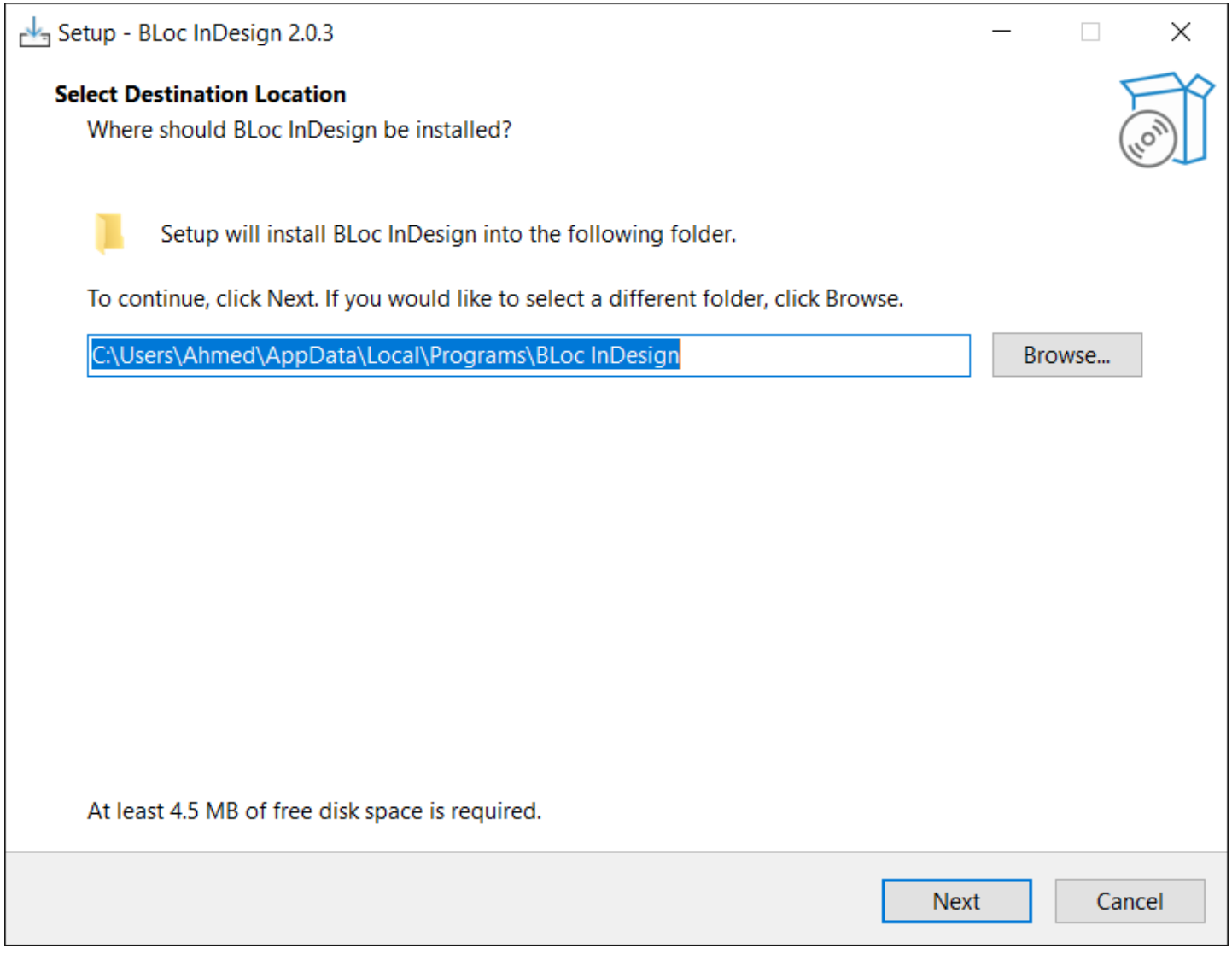
BLoc InDesign — customer guide

For BLoc InDesign 2.0.3. The pictures come from InDesign 2025 with the add-in on a copy of the Northstar training document. The pictures use fictional Northstar sample files; the files are in the Samples folder that comes with these guides.

Install, activate and remove

Close InDesign. Open the downloaded ZIP (BLoc InDesign 2.0.3.zip) and double-click BLoc InDesign Setup 2.0.3.exe. Click Next (keep the suggested folder), then Install. At the end the setup runs the BLoc installer by itself; if Windows asks for permission, click Yes or Allow. If Windows shows Windows protected your PC, click More info, then Run anyway; the setup is not code-signed yet. Click Finish, then open InDesign. In InDesign, a BLoc InDesign menu appears on the top bar. Click BLoc InDesign > License, type or paste the License ID and the Activation code you received from BLoc support, then click Activate. The first activation needs an internet connection and each Activation code works once. After activation, restart InDesign: the tools appear in the BLoc InDesign menu. Open a document first; the tools stay grey until a file is open. Each of the Global and CJK menu actions is one undo step. To remove BLoc InDesign, close InDesign and use Windows Settings > Apps > Installed apps, or Uninstall BLoc InDesign in the Start menu.

Install, activate and remove screen detail



Setup 2.0.3: the first window (Select Destination Location) - Original capture.

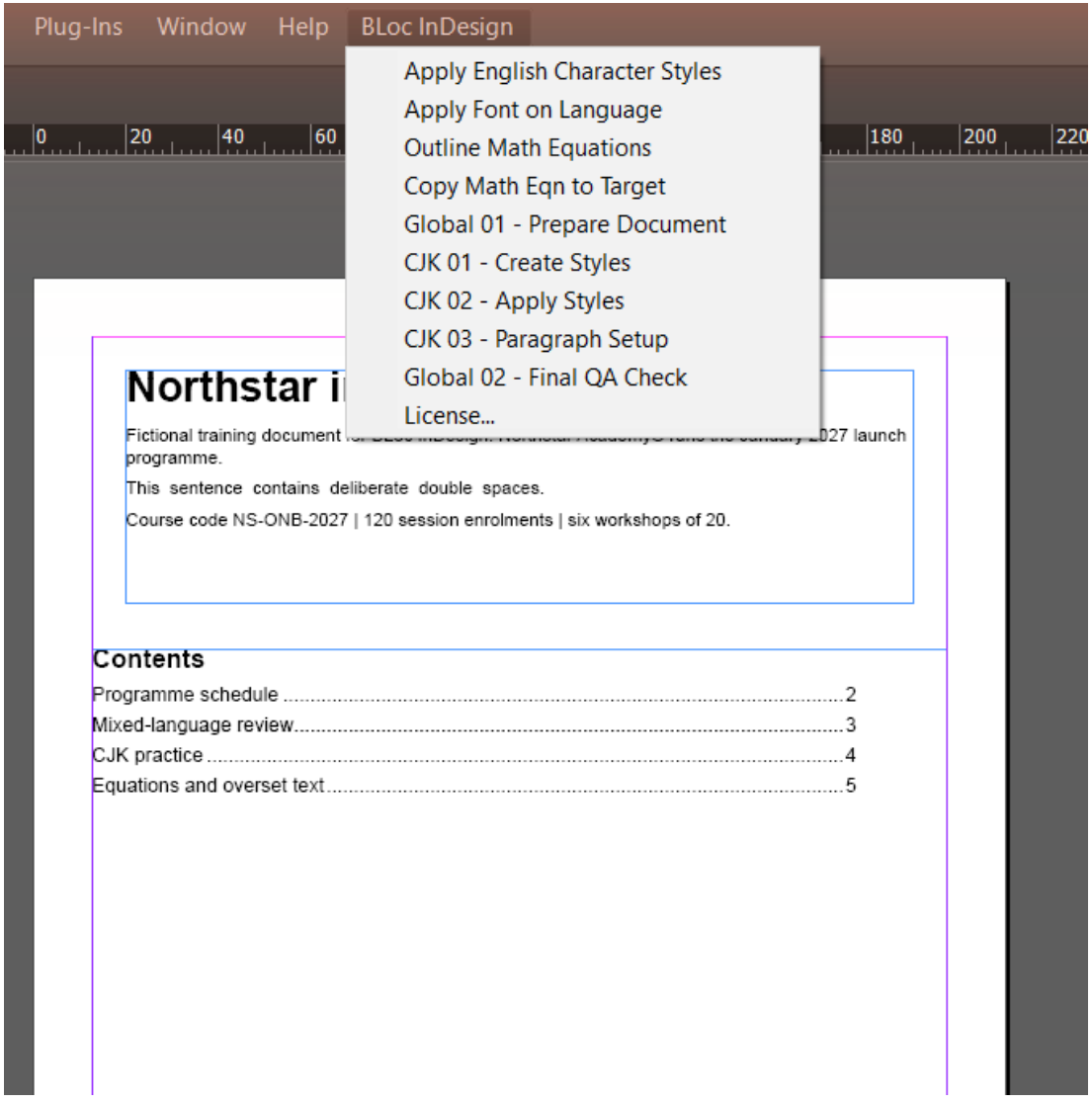
Prepare the training document

Work on a duplicate of Samples/InDesign/Northstar_InDesign_Training.indd. This fictional five-page document was created in InDesign 2025 for this guide. It contains a title page with a generated table of contents, English paragraphs with a registered-trademark symbol and deliberate double spaces, a four-column schedule table whose last row is overset, an Arabic page set right to left with the World-Ready composer, a CJK page in Yu Gothic, Microsoft YaHei and Malgun Gothic with spaces before CJK punctuation, and a page with a small equation line and an overset text frame. A review PDF and page pictures are in Samples/InDesign/outputs. Save the INDD working copy before applying tools. The utility changes formatting and structure; it does not translate text.



Arabic and CJK pages of the training document - Pictures of the saved output files; not a screenshot of the tool.

Prepare the training document screen detail



Northstar working copy with the Pages panel and the BLoc InDesign menu open - Original capture.

Understand the BLoc menu

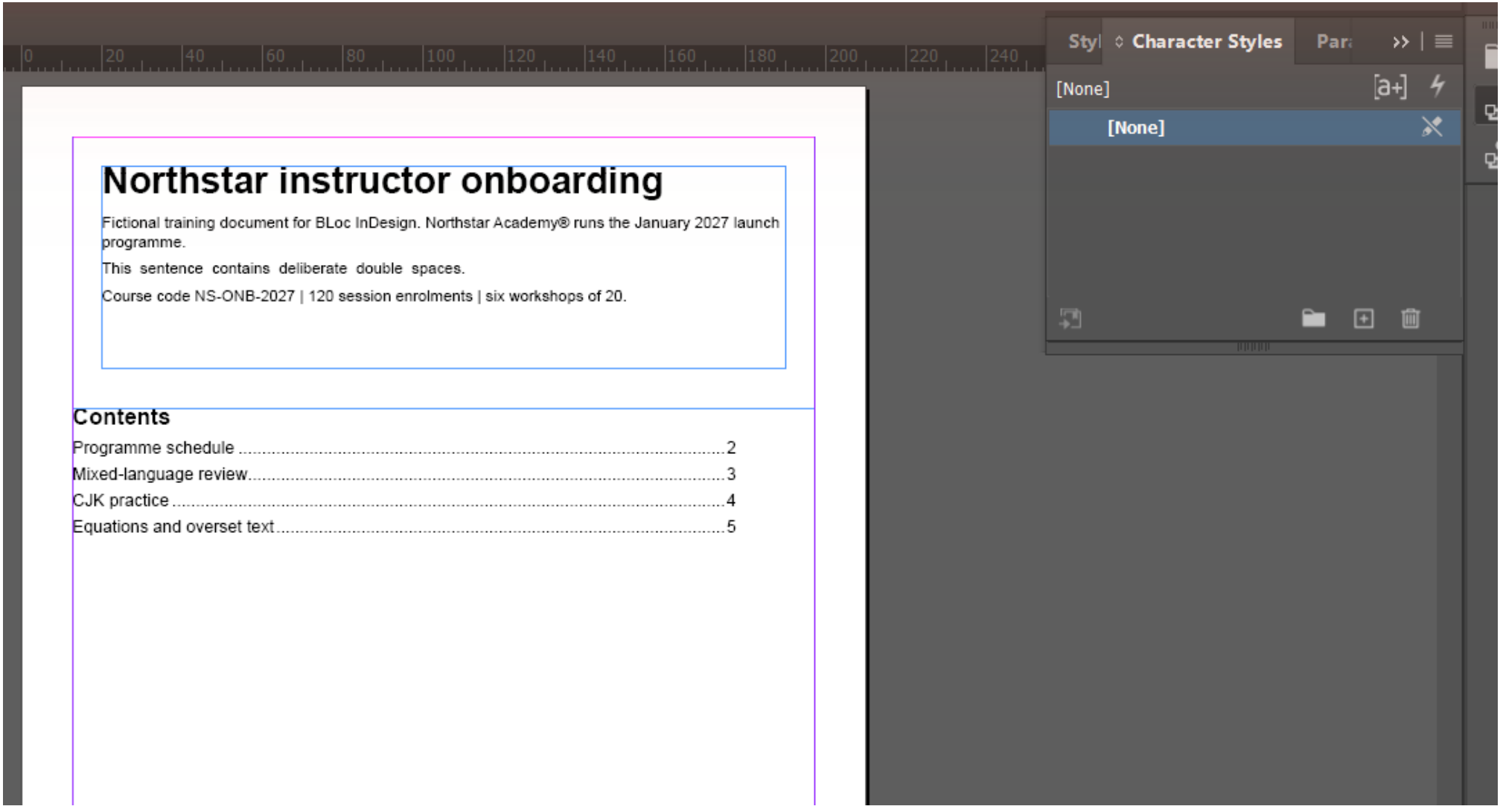
Apply English Character Styles protects matching Latin letters, digits and selected symbols with character styles based on their current font. Apply Font on Language changes selected non-English font usage. Outline Math Equations converts matching math text to outlines. Copy Math Eqn to Target transfers equation material through its source/target workflow. Global 01 prepares the document; CJK 01/02/03 create styles, apply them and set paragraphs; Global 02 performs the final checks. Use the customer License item for activation; owner-only automation flags are outside this guide. Open a document first: the tools stay grey until a file is open. Global 01, CJK 01, CJK 02, CJK 03 and Global 02 are each grouped into one undo step.

The picture above shows the full BLoc InDesign menu, in the order used in this guide.

Apply English Character Styles

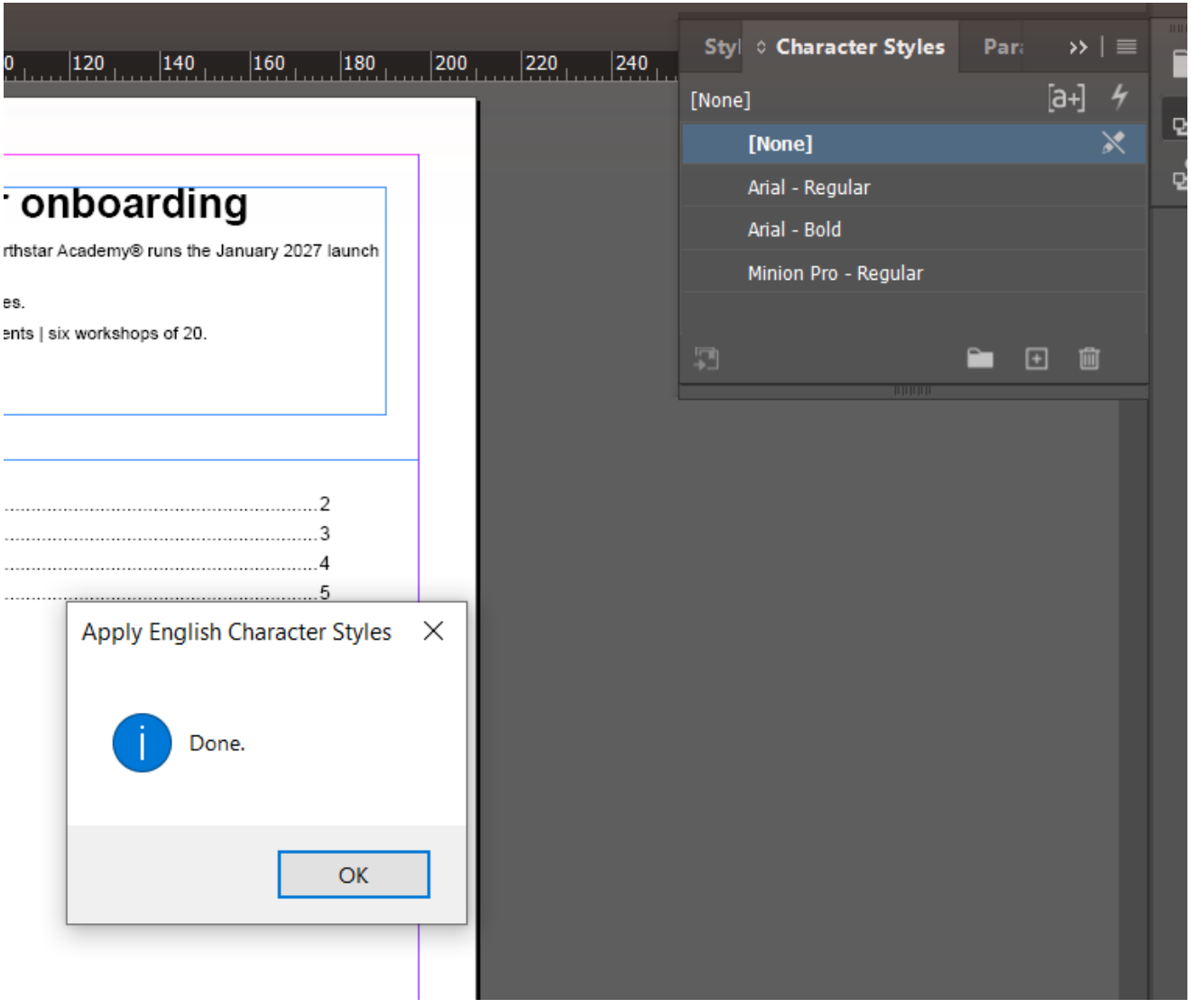
Run on a saved working copy before changing non-English typography. The source matches Latin letters, digits and $, %, copyright, registered and trademark symbols for each existing font/style combination. It creates or reuses a character style named from that font and style. This is pattern-based formatting, not language detection or proofreading. Inspect mixed-language paragraphs and the Character Styles panel afterward.

Apply English Character Styles screen detail



Character Styles panel before the command: only [None] - Original capture.

Apply English Character Styles screen detail



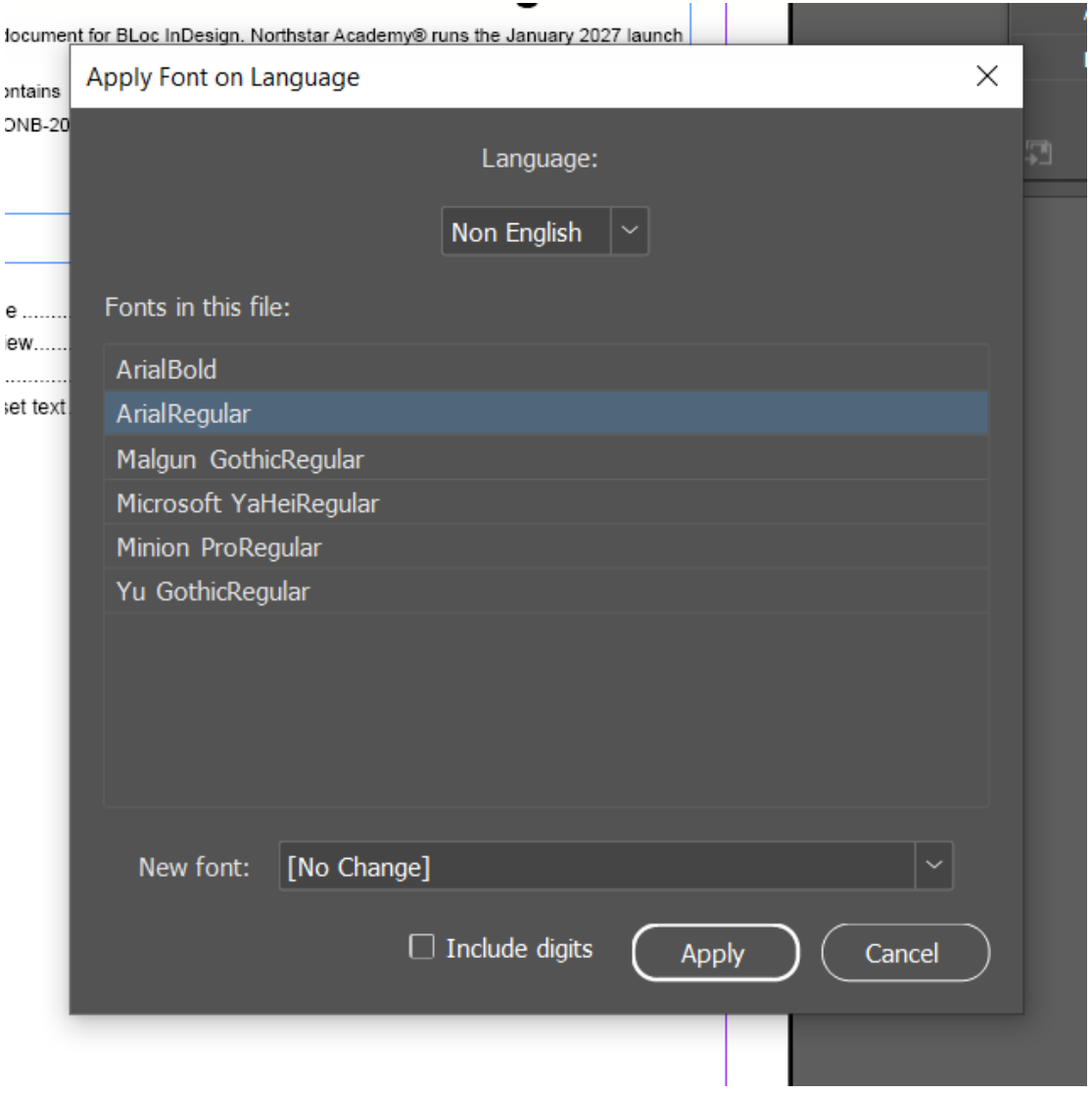
After Apply English Character Styles: Done, and the new styles in the panel - Original capture.

Apply Font on Language

1. Language is Non English in this dialog.
2. Fonts in this file lists source fonts; select the font to replace.
3. New font lists available replacement fonts; No Change leaves the selected source unchanged.
4. Include digits expands the replacement choice to digits. Inspect mixed Latin codes before selecting it.
5. Apply runs the mapping; Cancel exits without applying.

Choose a font with the needed glyphs, then check line breaks and overset text.

Apply Font on Language screen detail

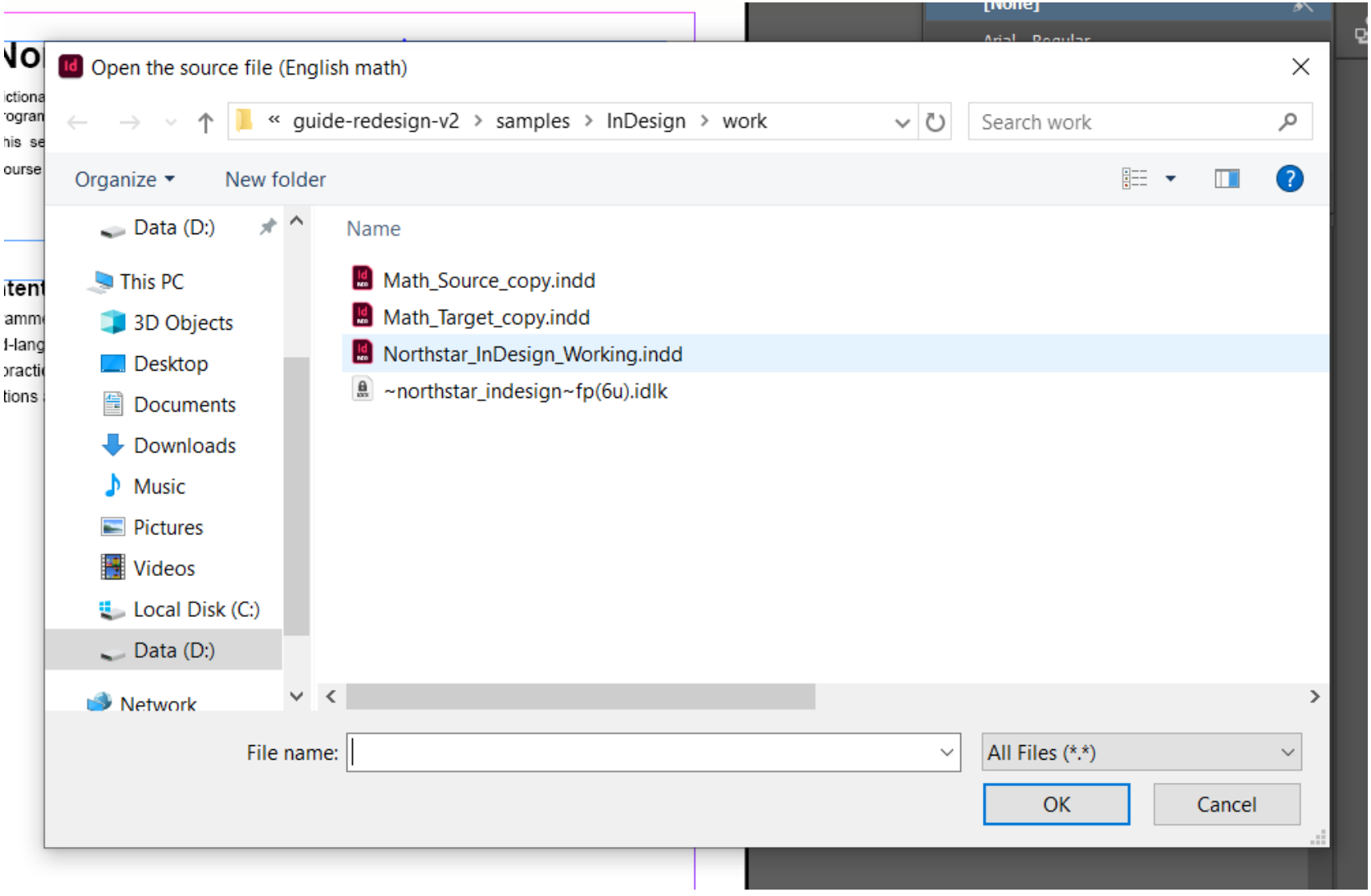


Apply Font on Language with the fonts used in the file - Original capture.

Handle equations carefully

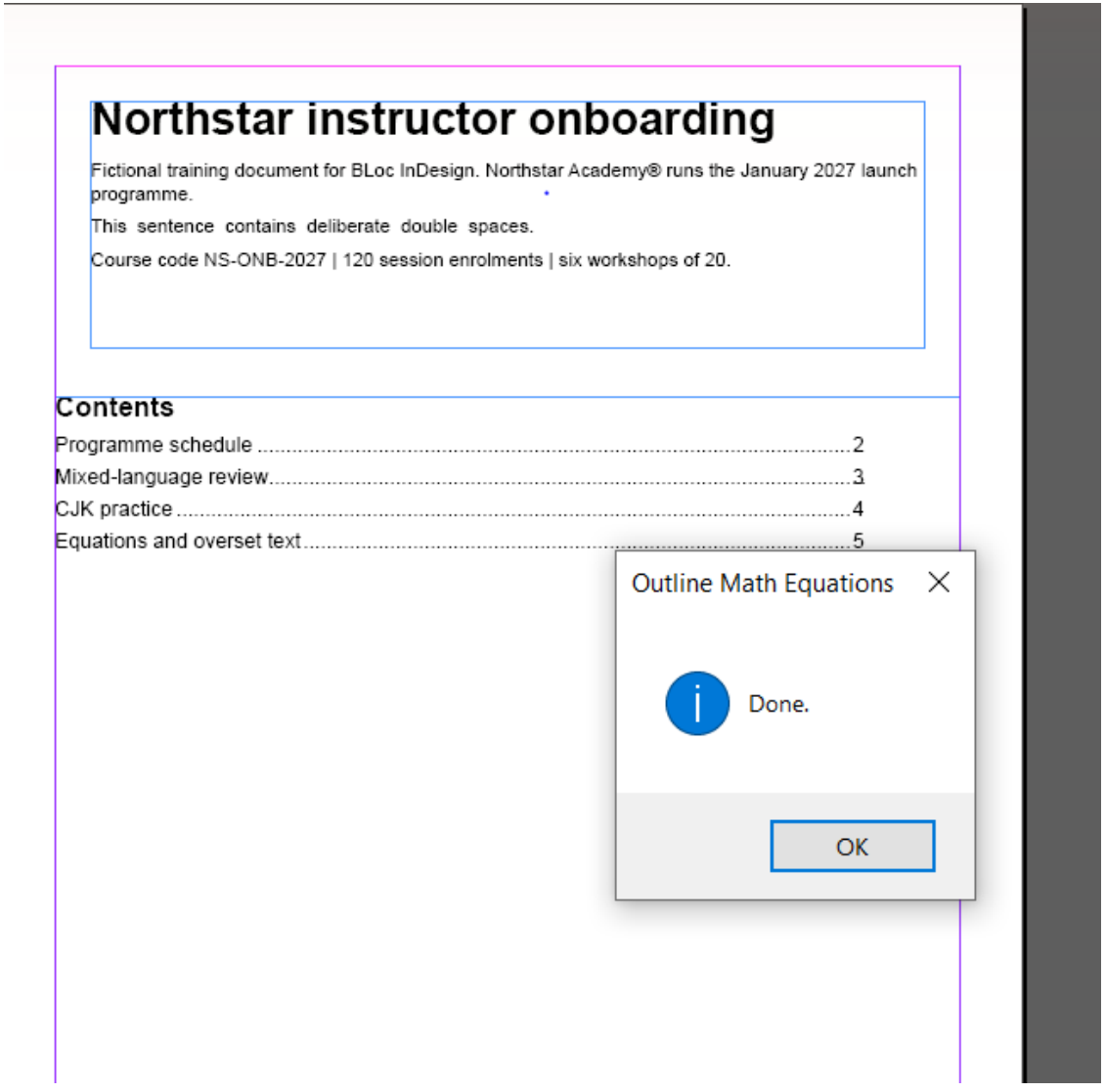
Outline Math Equations makes affected equations graphic outlines, which no longer behave as editable text. Preserve a copy with live math. The source prefers UniMath2 or STIX Two Math when available and otherwise warns before using existing math fonts. Check equations, superscripts, anchors and frame sizes after outlining. For Copy Math Eqn to Target, choose the source and target files when asked; matching equations are copied across as outlines and the target math is set left to right. Use separate source and target documents; verify equation placement against the original before saving. Native copy-equation prompts and results require confirmation during the screenshot session.

Handle equations carefully screen detail



Choosing the English source file for the math commands - Original capture.

Handle equations carefully screen detail

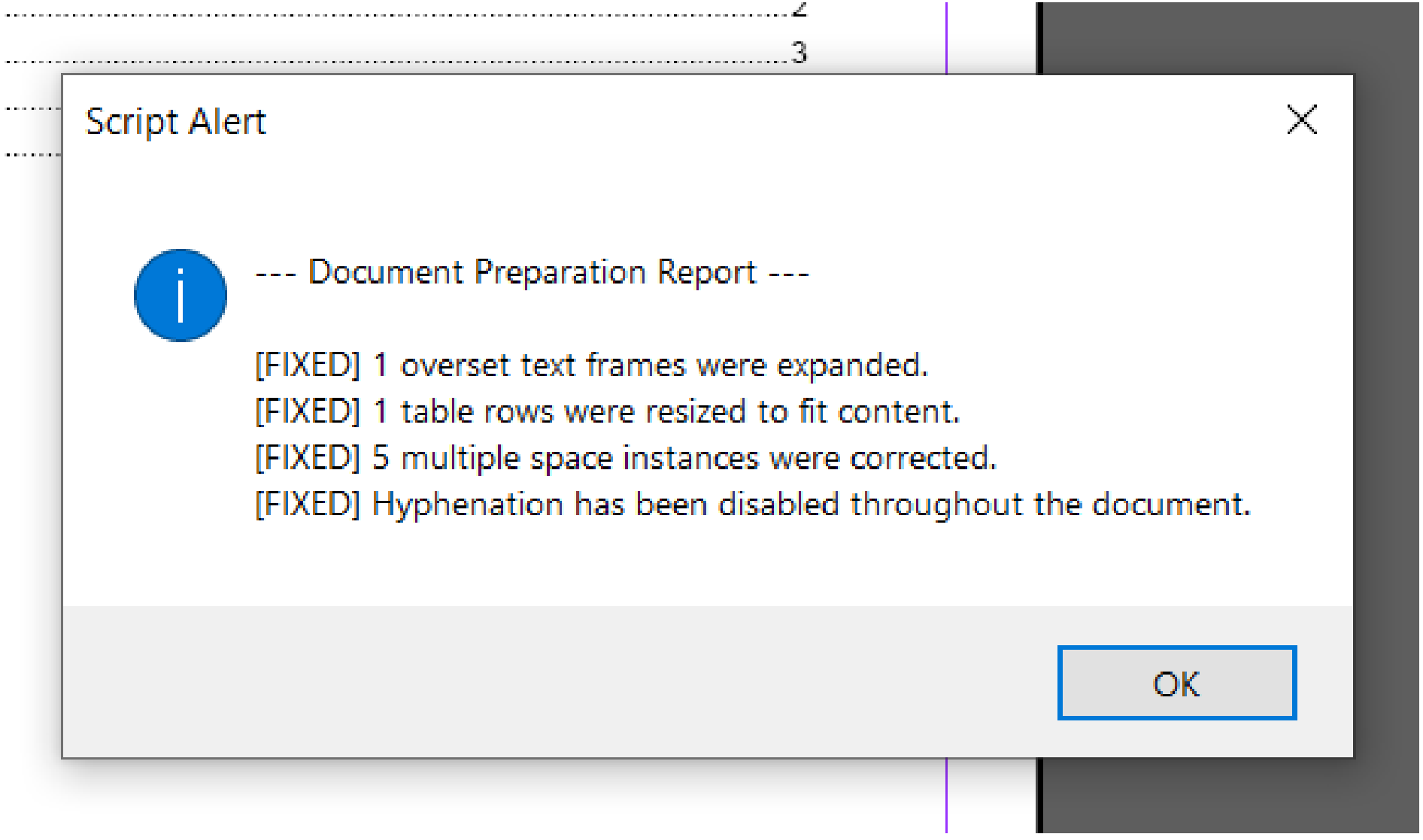


Outline Math Equations finished - Original capture.

Global 01 — prepare the document

Select / Deselect All controls the task checkboxes. Expand Overset Text/Table Cells changes affected containers; check that the new sizes do not overlap nearby content. Fix Multiple Spaces removes repeated spaces. Apply Superscript to the registered-trademark symbol changes its formatting. Disable All Hyphenation changes paragraph hyphenation. Remove spaces around CJK punctuation cleans applicable spacing. Run applies selected tasks; Cancel exits. Read the completion report: nothing found to fix is different from no tasks selected.

Global 01 — prepare the document screen detail



Global 01 Document Preparation Report - Original capture.

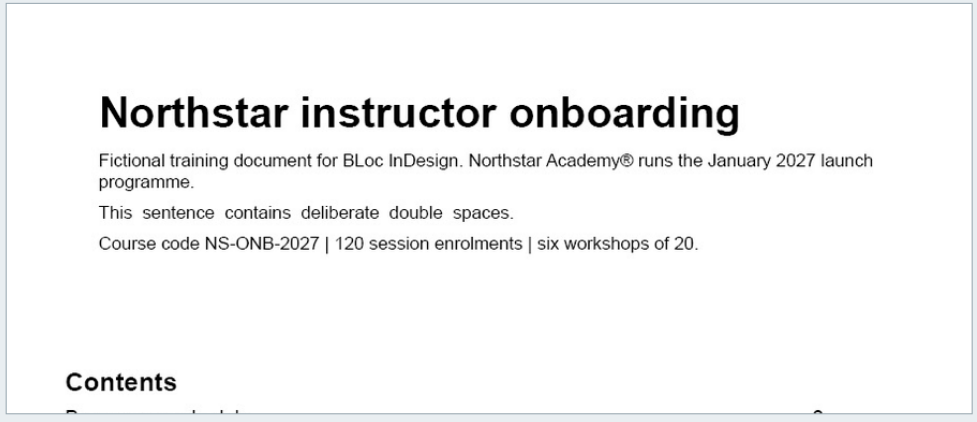
Verified example: Global 01 on the Northstar document

On 17 November 2026 the maintained Global 01 - Prepare Document script ran in InDesign 2025 on a copy of the training document with all its default tasks ticked. The dialog was answered with Run. The completion report listed:

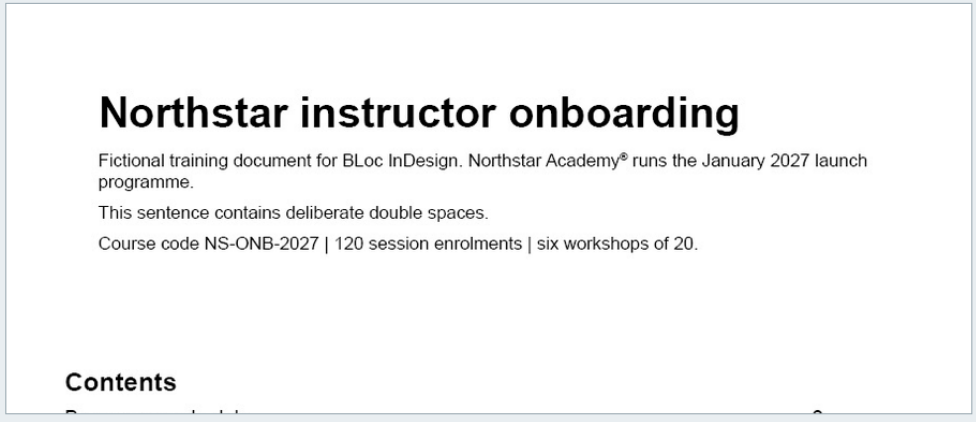
- 1 overset text frame expanded and 1 table row resized to fit its content;
- 5 multiple-space instances corrected;
- 2 registered-trademark symbols set to superscript (one English, one Arabic line);
- hyphenation disabled throughout the document;
- 2 spaces removed before CJK punctuation.

A check after the run found no overset story, no double spaces and both symbols in superscript. Compare Northstar_InDesign_Training.pdf with Northstar_InDesign_Global01.pdf in Samples/InDesign/outputs: the expanded frame on page 5 now runs far down the page, which is why the guide asks you to check that resized frames do not overlap other content. CJK 01-03, the font and math commands and Global 02 were not run in this check.

Before: double spaces, plain (R)



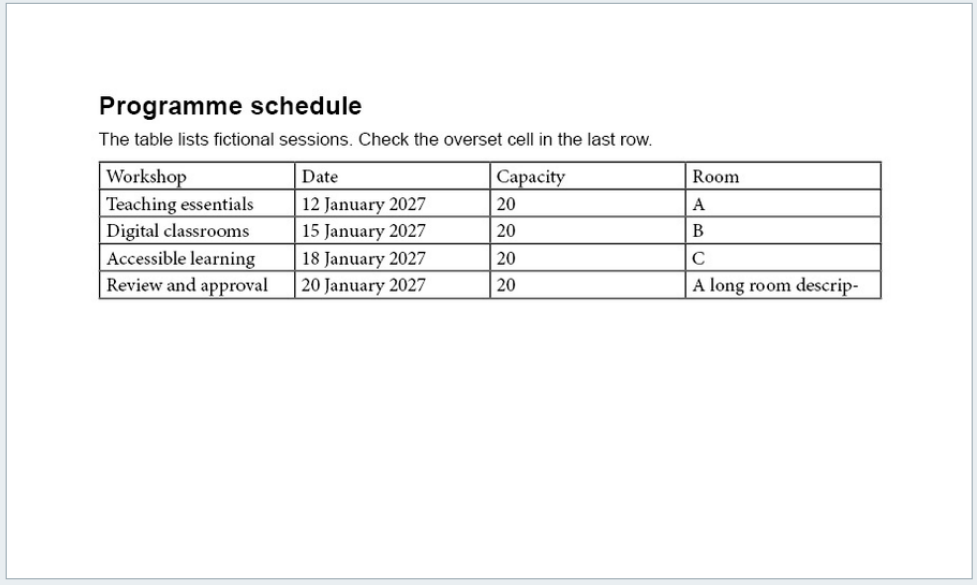
After: single spaces, superscript (R)



Global 01 text fixes - Pictures of the saved output files; not a screenshot of the tool.

Verified example: Global 01 on the Northstar document screen detail

Before Global 01: last row overset

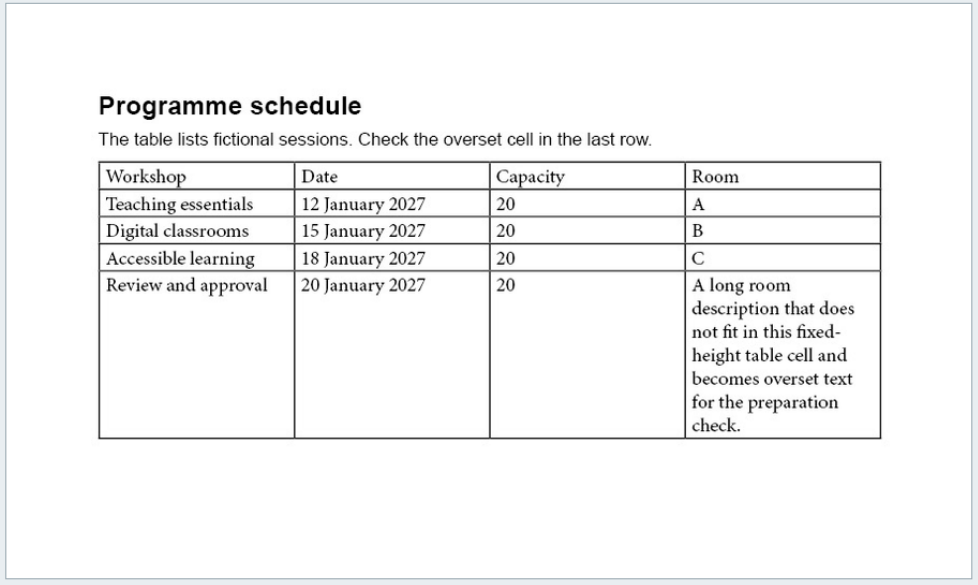


Programme schedule

The table lists fictional sessions. Check the overset cell in the last row.

Workshop	Date	Capacity	Room
Teaching essentials	12 January 2027	20	A
Digital classrooms	15 January 2027	20	B
Accessible learning	18 January 2027	20	C
Review and approval	20 January 2027	20	A long room descrip-

After Global 01: row resized



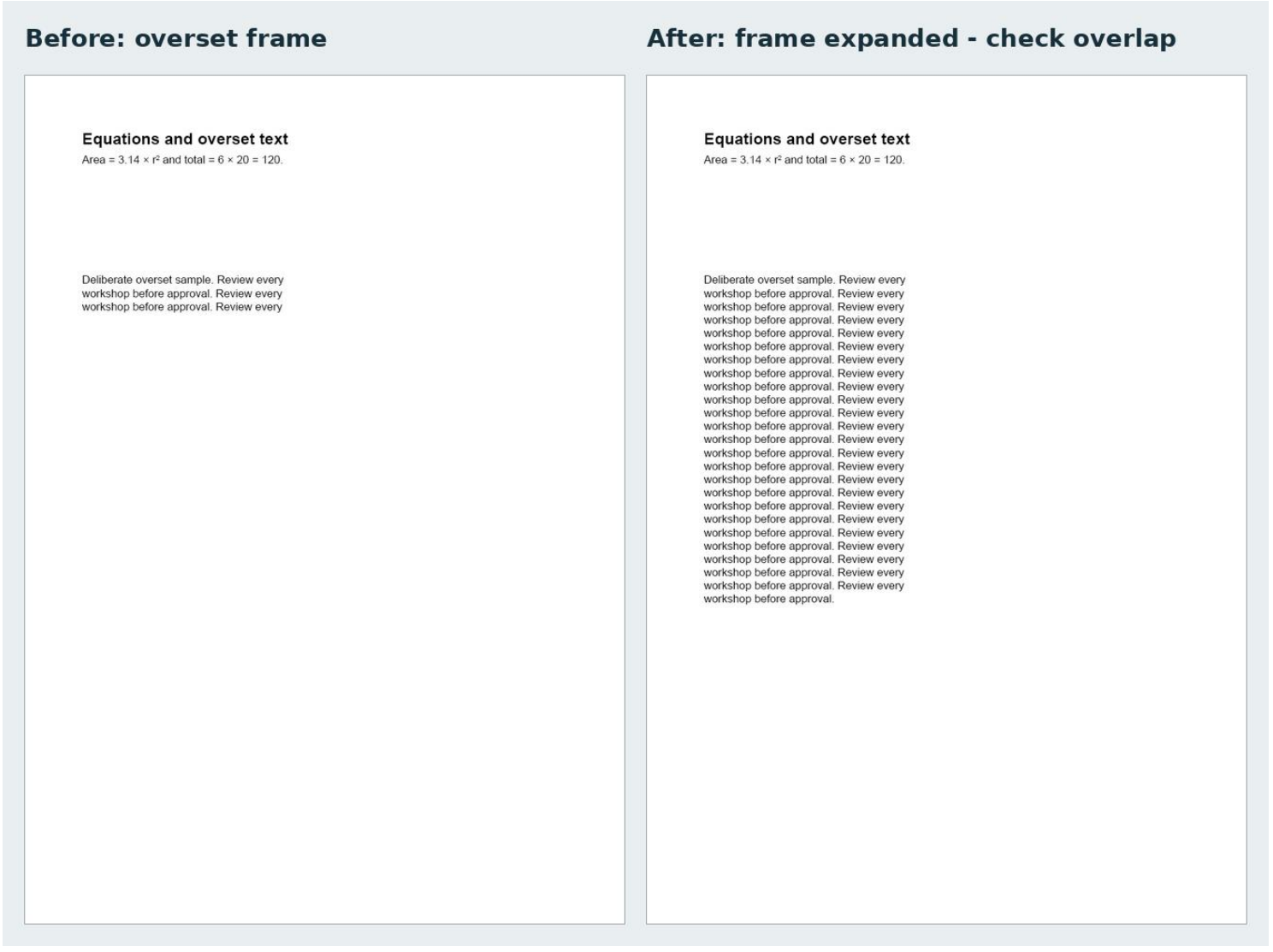
Programme schedule

The table lists fictional sessions. Check the overset cell in the last row.

Workshop	Date	Capacity	Room
Teaching essentials	12 January 2027	20	A
Digital classrooms	15 January 2027	20	B
Accessible learning	18 January 2027	20	C
Review and approval	20 January 2027	20	A long room description that does not fit in this fixed-height table cell and becomes overset text for the preparation check.

Global 01 table row - Pictures of the saved output files; not a screenshot of the tool.

Verified example: Global 01 on the Northstar document screen detail

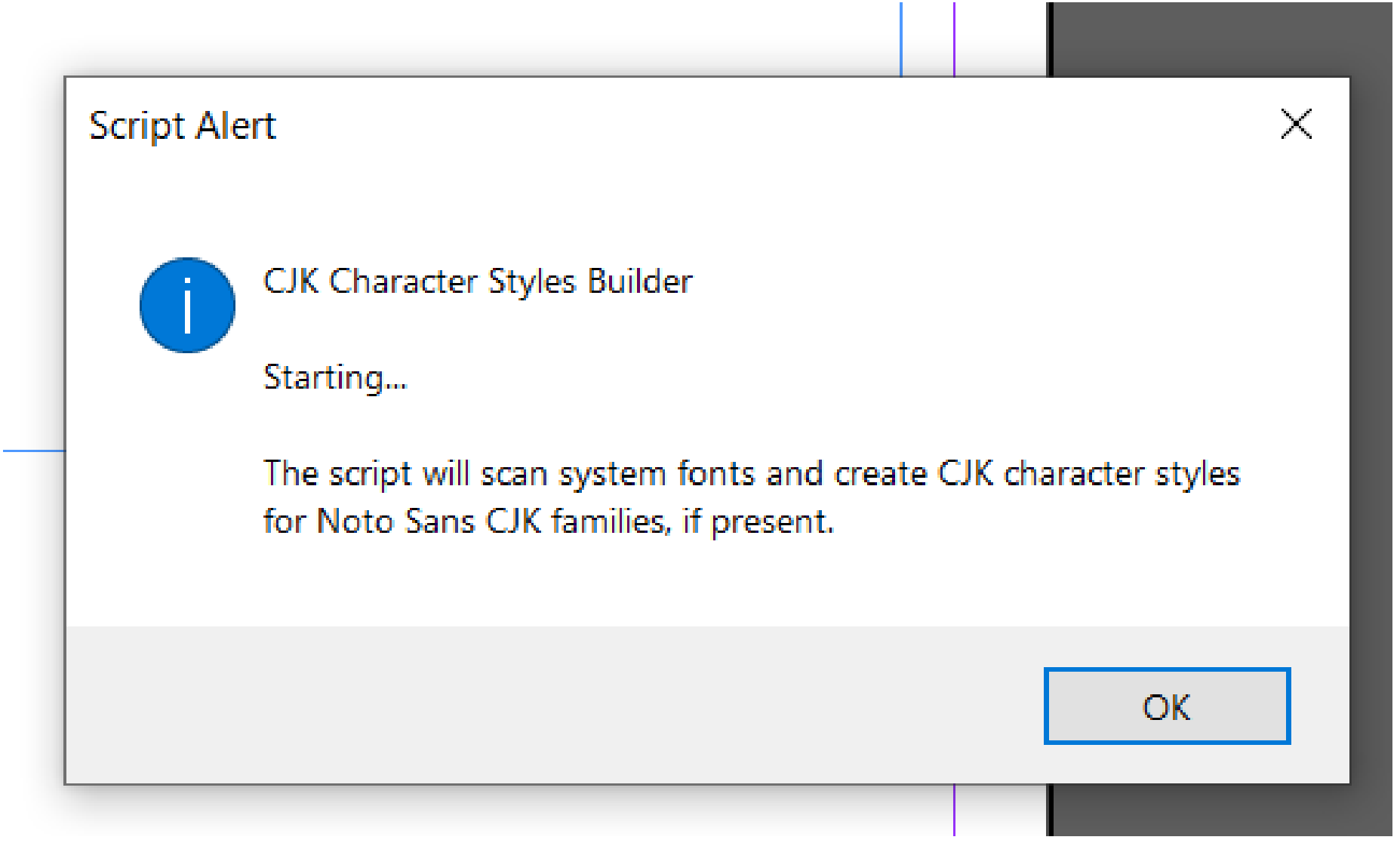


Global 01 overset frame - Pictures of the saved output files; not a screenshot of the tool.

CJK workflow

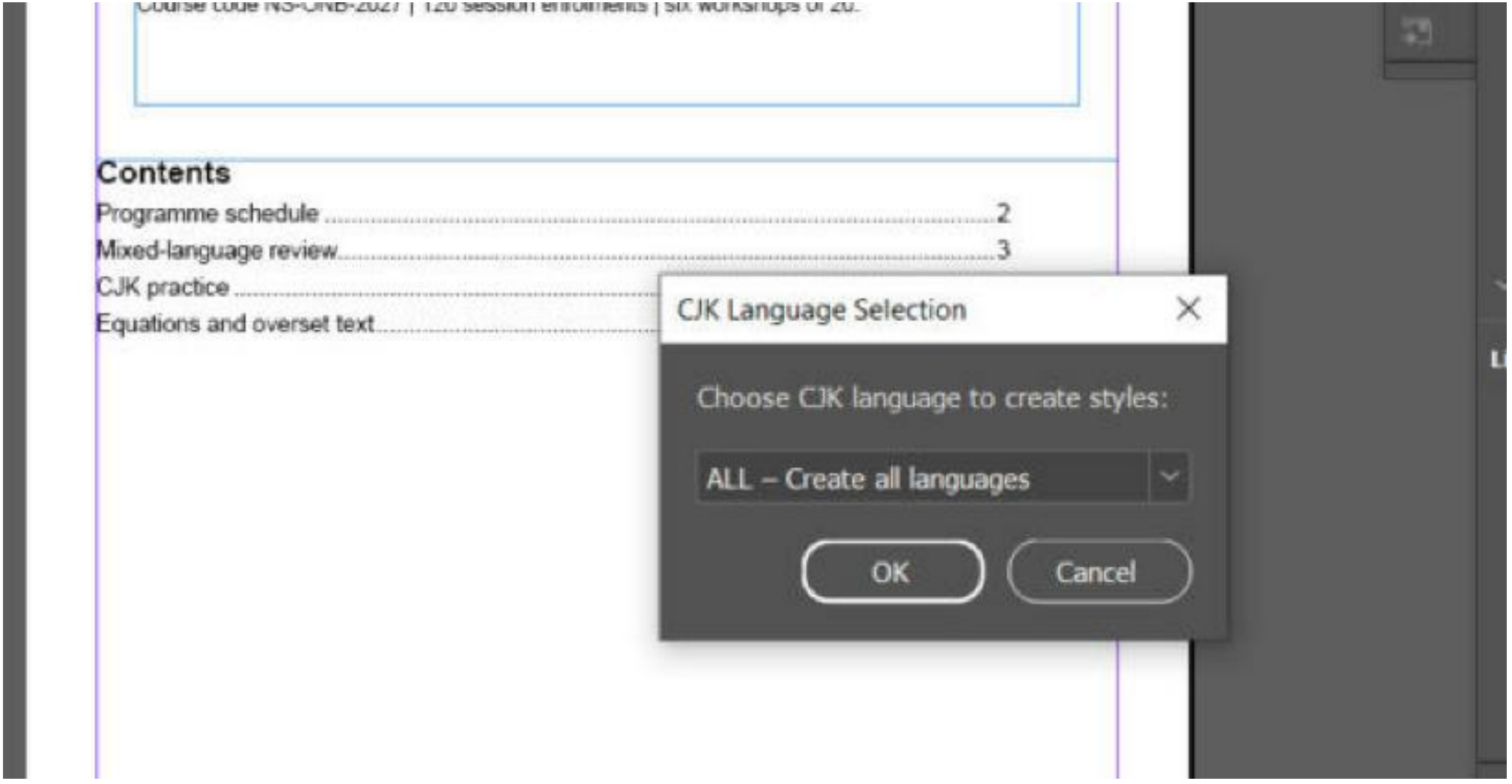
Install the matching Noto Sans CJK SC, TC, JP or KR fonts before CJK 01. CJK 01 - Create Styles opens a language dropdown; select the intended CJK language, then OK to create the associated styles, or Cancel. Read the summary and check for unavailable fonts. CJK 02 - Apply Styles applies the created styles to detected text and reports its results. CJK 03 - Paragraph Setup configures applicable paragraphs. Run these in order on the CJK sample page. Mixed Latin text, punctuation, numbers and manually styled exceptions need visual review.

CJK workflow screen detail



CJK Character Styles Builder starting - Original capture.

CJK workflow screen detail



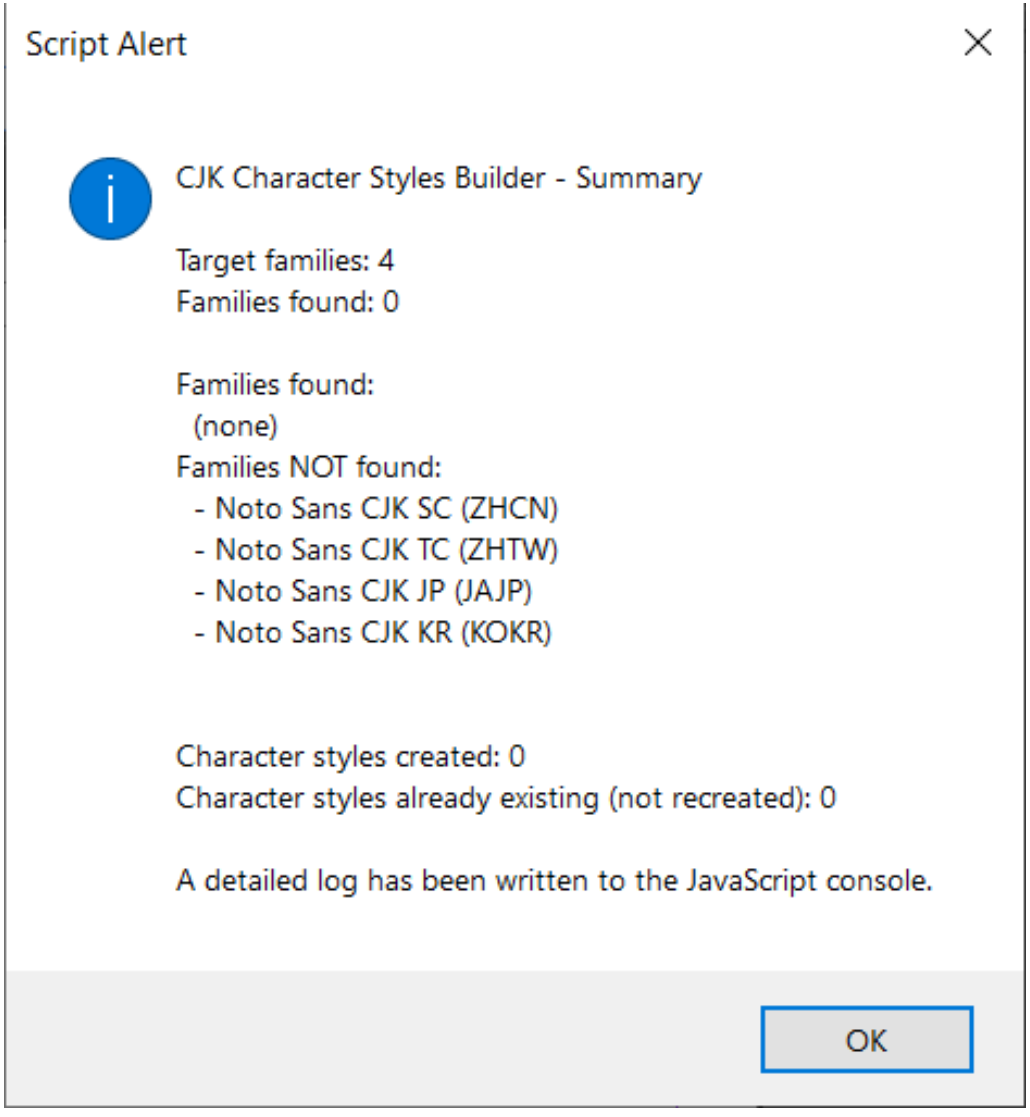
CJK 01 language choice: ALL – Create all languages (version 2.0.2) - Original capture.

Version 2.0.2 shows the dash and other characters correctly in the add-in windows; version 2.0.1 could show broken characters there.

Example run (19 November 2026, InDesign 2025, version 2.0.2, a copy of the Northstar training document) on a computer without the Noto Sans CJK fonts:

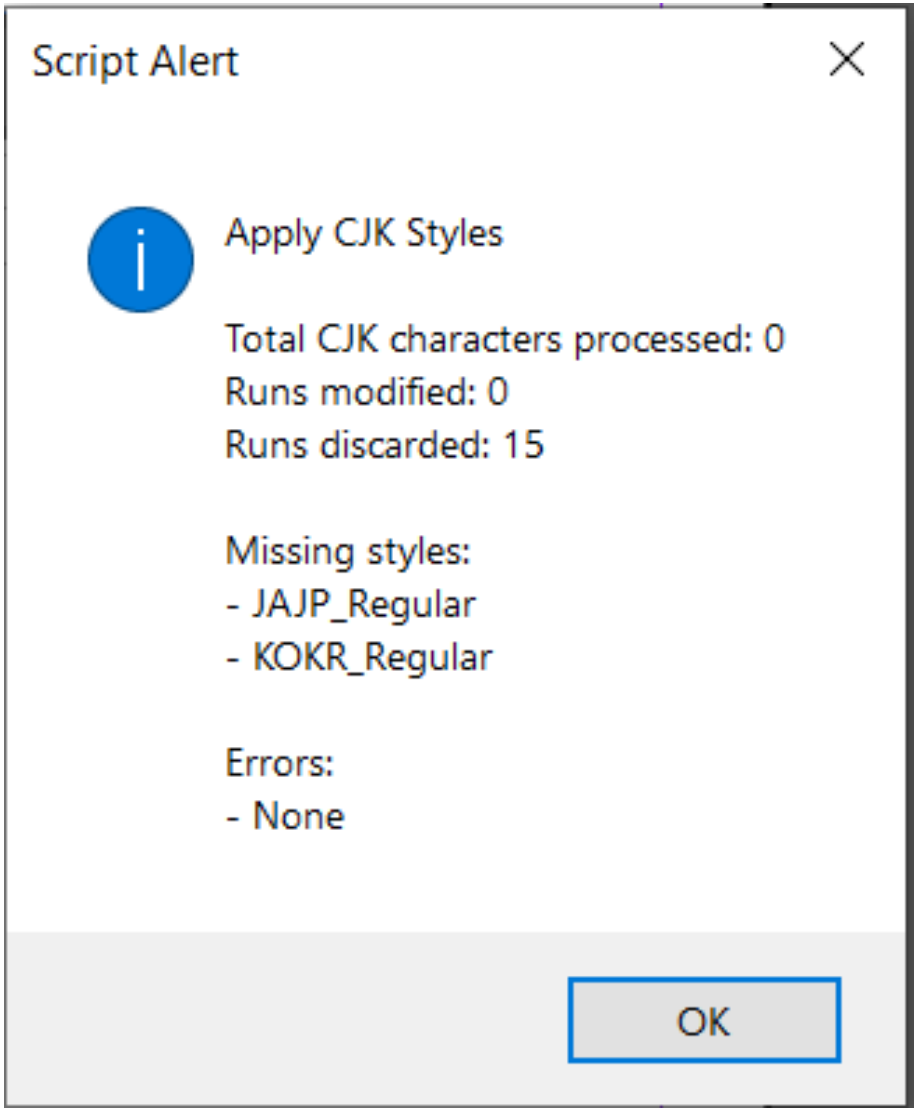
- CJK 01 with ALL found none of the four Noto Sans CJK families, so it created no character styles. The summary lists each missing family.
- CJK 02 then processed no CJK characters. It discarded 15 text runs and named the styles it could not find. Install the fonts and run CJK 01 again before CJK 02.
- CJK 03 does not need the fonts. It applied the CJK paragraph rules to 3 paragraphs (Traditional Chinese, Japanese and Korean) and reported no errors.

CJK workflow screen detail



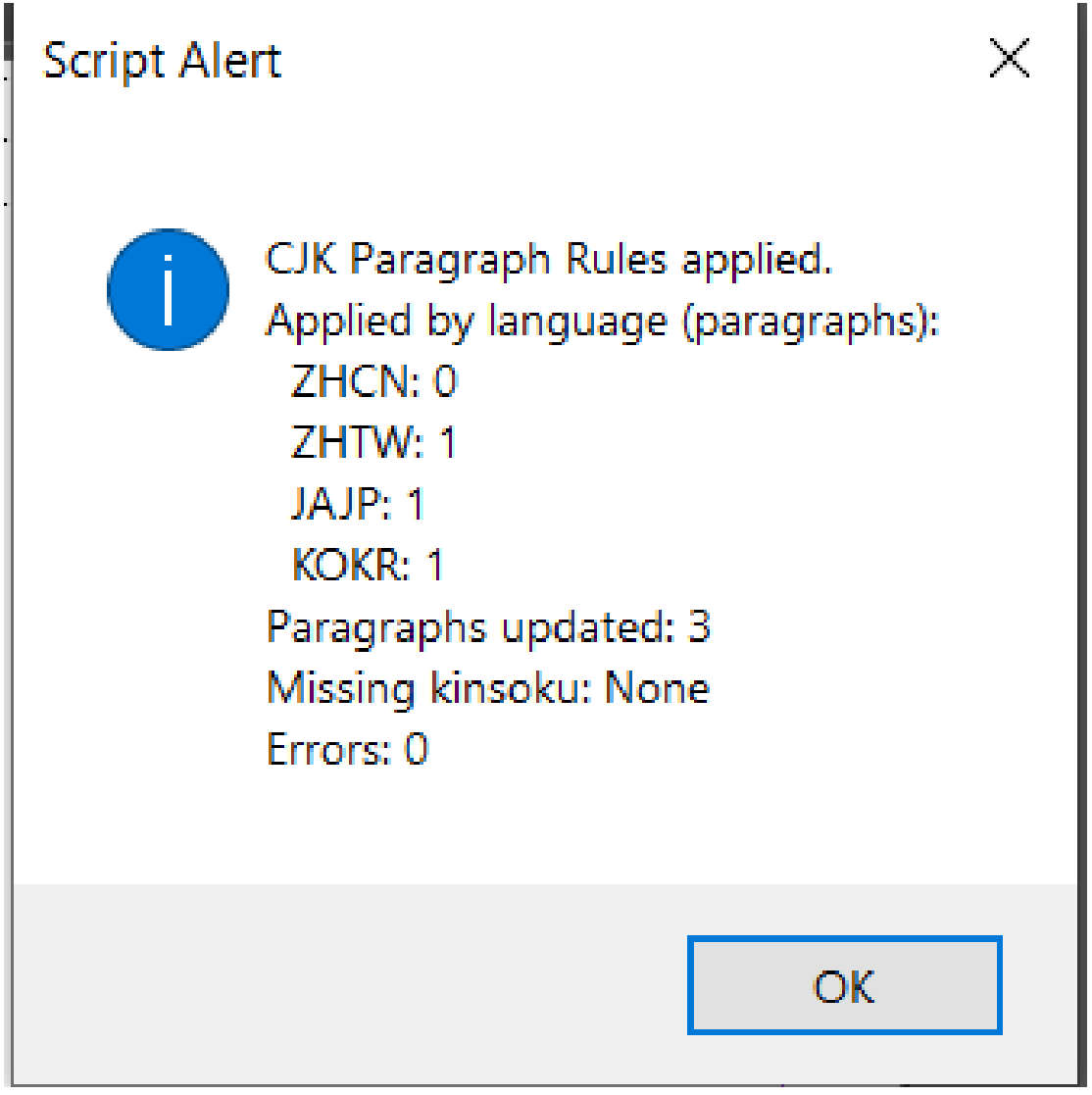
CJK 01 summary when the Noto Sans CJK fonts are not installed - Original capture.

CJK workflow screen detail



CJK 02 result: no styles to apply, missing styles listed - Original capture.

CJK workflow screen detail

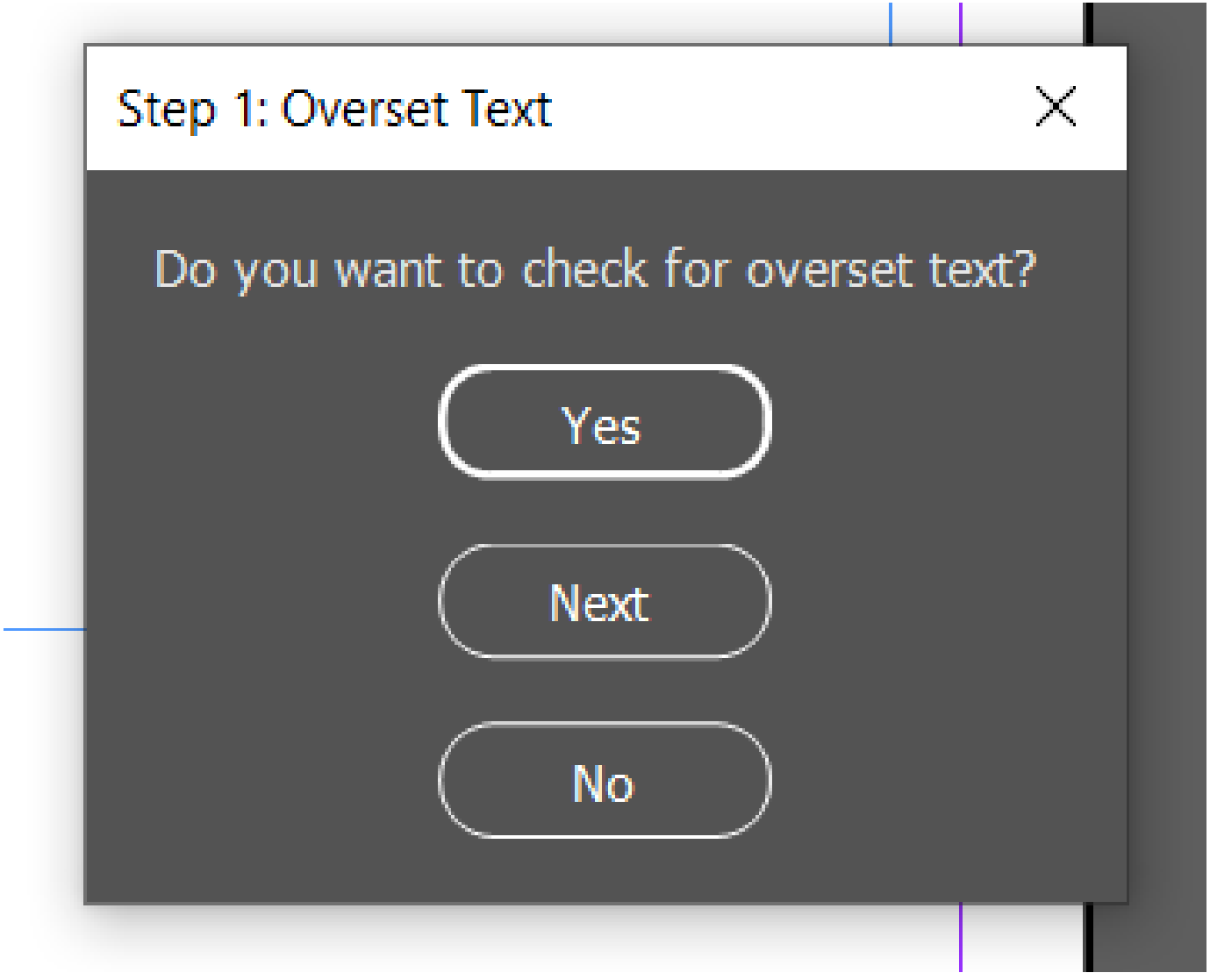


CJK 03 result: paragraph rules applied to 3 paragraphs - Original capture.

Global 02 — final QA

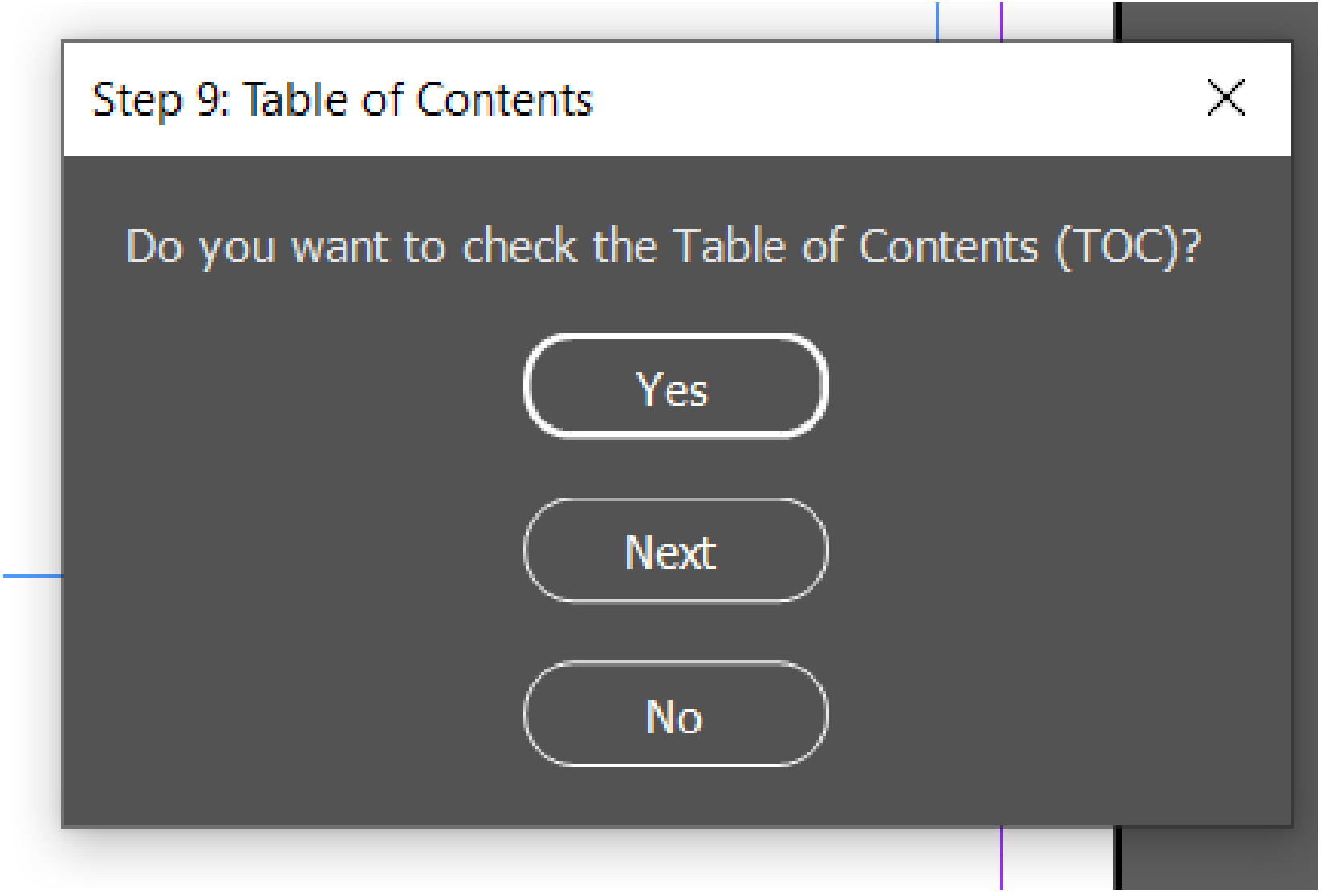
The check covers overset text, missing links, formatting inconsistencies, double spaces, registered symbols, underlined end-of-line spaces, quotation marks, hyperlinks/cross-references and table-of-contents questions. Fix expands reported overset frames; Cancel declines that repair. For a TOC, answer whether it is current; Update runs its refresh when offered. Yes, Next and No are contextual review choices in individual check dialogs. Read the displayed question before answering. The final report is scrollable; OK closes it. A clean report is not proof of translation accuracy or perfect page layout.

Global 02 — final QA screen detail



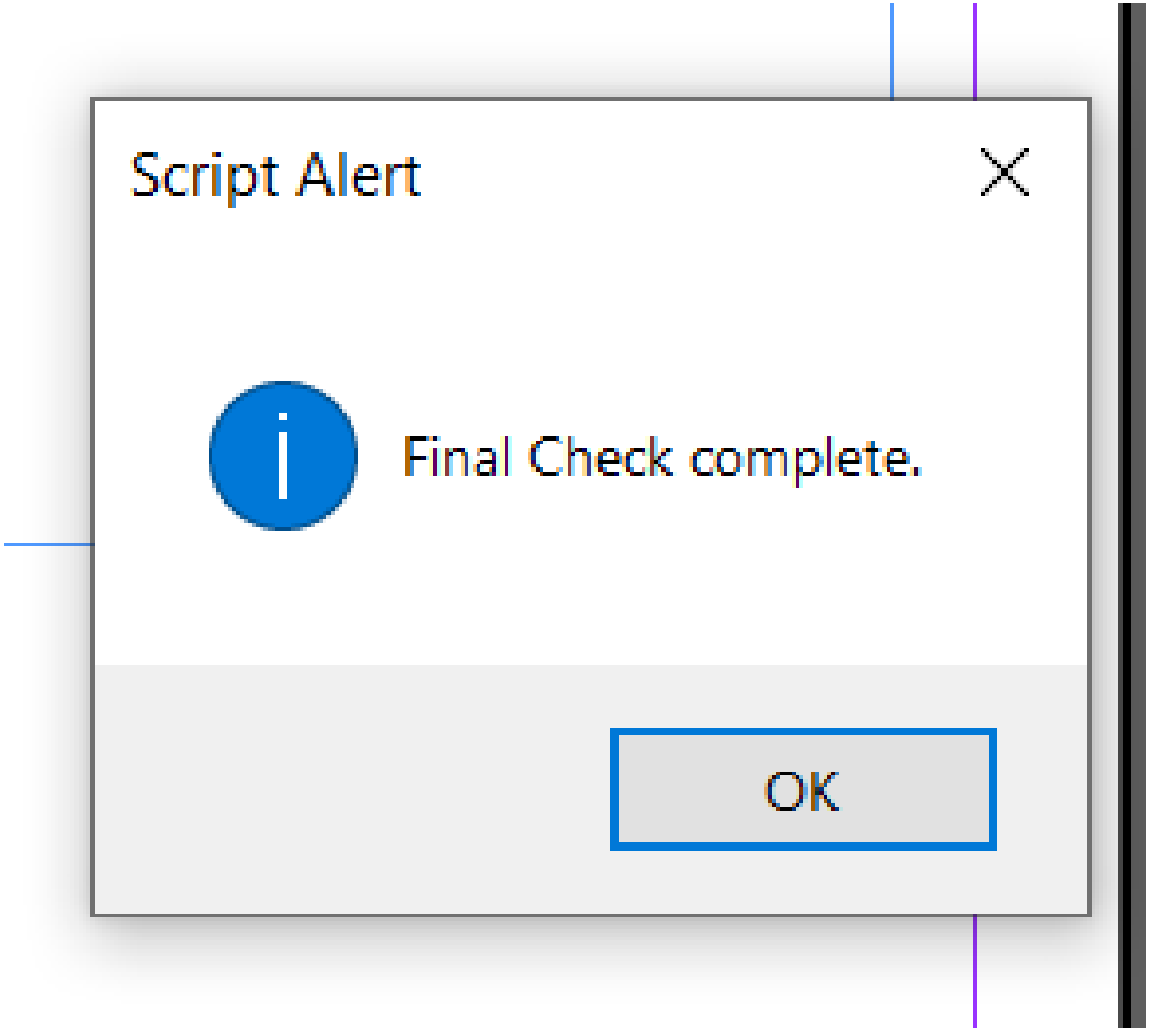
Global 02 asks about each check, for example overset text - Original capture.

Global 02 — final QA screen detail



Global 02 Table of Contents question - Original capture.

Global 02 — final QA screen detail

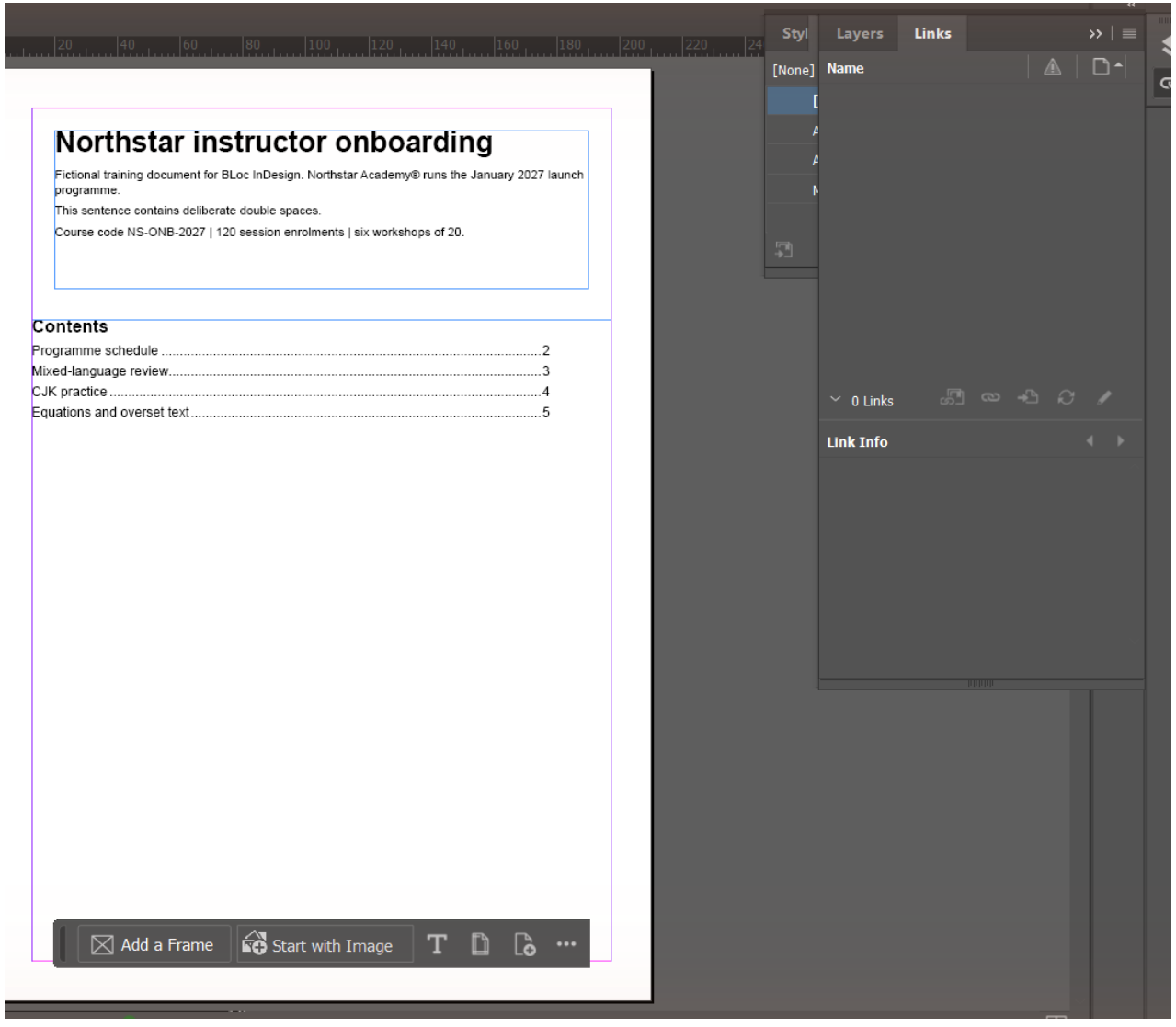


Global 02 final message - Original capture.

Finish the sample

Check all pages at normal reading size and enlarged view, including tables, equations and CJK punctuation. Confirm live text remains where expected, links resolve and no frame extends outside the intended area. Save the INDD copy and a review PDF. Keep the original, the changed copy and the QA report together. Record actual findings during the screenshot exercise; the prepared examples are not pre-verified tool results.

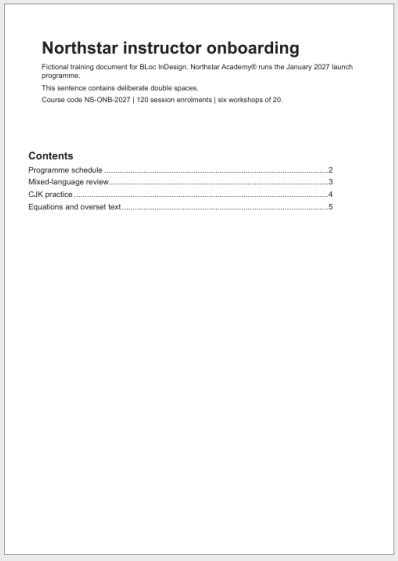
Finish the sample screen detail



Finished working copy with the Links panel - Original capture.

Finish the sample screen detail

Northstar_InDesign_Review.pdf — exported review PDF, pages 1–5



Northstar instructor onboarding

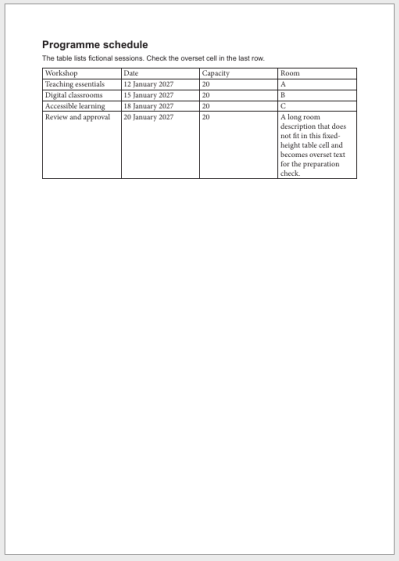
Fictional training document for BLoc InDesign. Northstar Academy® runs the January 2027 launch programme.

This sentence contains deliberate double spaces.

Course code NS-ONB-2027 | 120 session enrolments | six workshops of 20.

Contents

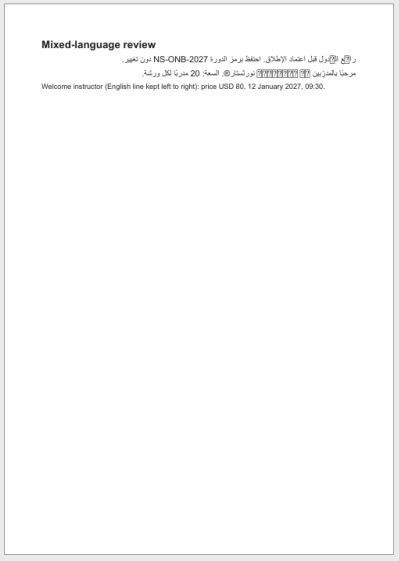
Programme schedule 2
Mixed-language review 3
CJK practice 4
Equations and overset text 5



Programme schedule

The table lists fictional sessions. Check the overset cell in the last row.

Workshop	Date	Capacity	Room
Teaching essentials	12 January 2027	20	A
Digital classrooms	15 January 2027	20	B
Accessible learning	18 January 2027	20	C
Review and approval	20 January 2027	20	A long room description that does not fit in this fixed-height table cell and becomes overset text for the preparation check.

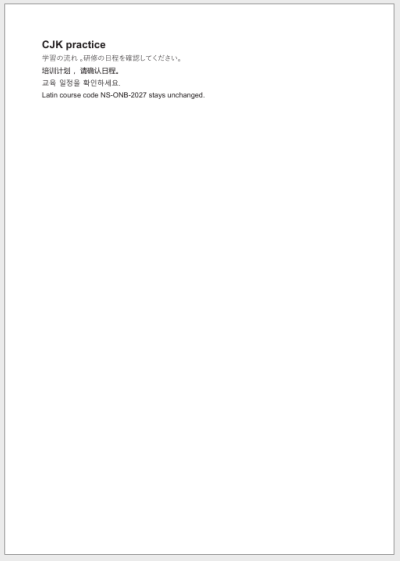


Mixed-language review

يرجى قبل اعتماد الإطلاق. احفظ برمز الدورة NS-ONB-2027 بدون تغيير.

مرحبا بالمدربين 🇯🇵🇰🇷🇸🇦، السعة: 20 مدربا لكل ورشة.

Welcome instructor (English line kept left to right): price USD 80, 12 January 2027, 09:30.



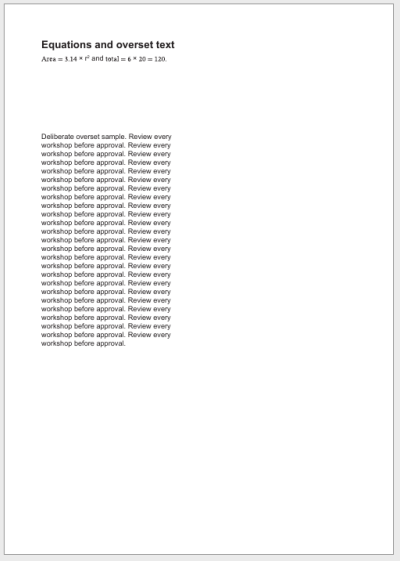
CJK practice

学習の流れ」研修の日程を確認してください。

培训计划，请确认日程。

교육 일정을 확인하세요.

Latin course code NS-ONB-2027 stays unchanged.



Equations and overset text

Area = 3.14 × r² and total = 6 × 20 = 120.

Deliberate overset sample. Review every workshop before approval. Review every workshop before approval. Review every workshop before approval

License checks

The License item shows whether this computer is activated. Enter the License ID and Activation code, or press Check again after the internet connection returns. BLoc InDesign checks the license online about every 15 minutes while you use the tools. Without internet it keeps working for up to 7 days; then connect once and press Check again. If the license is turned off, the tools stop at the next online check.