

XEROX

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Document Editor Options

Xerox ViewPoint

Document Editor Options Reference

5

Volume 5

XEROX

Xerox ViewPoint

Document Editor Options Reference

VP Long Document Options:
Table of Contents Generator
Index Generator
Footnotes

VP Spelling Checker

VP Equations

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Introduction

This volume is part of the *VP Series Reference Library*, which is the encyclopedia for ViewPoint software. This library provides the most complete source of information on ViewPoint and VP Series applications for your 6085 Professional Computer System or 8010 Information System.

Before you use this volume

Several separate volumes make up the *VP Series Reference Library*. Each volume provides information about a general category of applications, such as graphics, terminal emulation, or file conversion.

Before you refer to any VP Series reference application volume, you should become familiar with the following “core” documentation:

- *ViewPoint QuickStart Training*. Provides training and exercises for basic workstation operations as well as for creating, editing, printing, mailing, and filing documents.
- *General User Reference*. Describes the basic operations common to all ViewPoint and VP Series application software.
- *Document Editor Reference* volume 3. Provides complete information on creating and editing a document.

By mastering the ViewPoint and Document Editor basics, you will soon be able to use other VP Series applications to perform important tasks quickly and confidently.

About this volume

The *Document Editor Options Reference* volume describes three optional software applications that work with VP Document Editor software. These applications include:

- *VP Long Document Options* (Table of Contents Generator, Index Generator, and Footnotes)
- *VP Spelling Checker*
- *VP Equations*

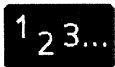
How chapters are organized

Reference material is rarely read through from cover to cover. Instead, you use it to look up specific information from time to time, much as you would use an encyclopedia.

To help you locate information, the major topics of most chapters are organized as follows:



- A key concepts section describes the principal elements of the application or feature. The key graphic illustrated at the left marks the beginning of such sections.
- A description of property sheets, option sheets, and windows provides detailed information about the properties and options related to the application.



- A procedures section provides step-by-step information on how to use the application. The 1-2-3 graphic illustrated at the left marks the beginning of such sections.

Documentation conventions

The *VP Series Reference Library* uses the following conventions:

- Square brackets. Names of commands and property and option choices that you select with the mouse appear enclosed within brackets; for example, the [Close] command.
- Angle brackets. The names of workstation keys and alternate function keys are enclosed within angle brackets; for example, the <OPEN> key and the <PROP'S> key. This convention applies to alphabetic and numeric keys. It does not apply to words used to describe keys marked with arrow symbols, such as the tab key.
- Italics. Glossary words, VP application names, volume names, and the library name appear in *italics*.
- Bold. Names of properties, options, selections in the User Profile, information you must type, notes, and warnings appear in **bold**.

As often as possible, graphic images (such as pointer arrows) are printed in the text as they appear on the screen or on the keyboard.

Hardware and software requirements

The applications described in this volume run on the 6085 Professional Computer System and the 8010 Information System.

The following 2.0 software must be installed, enabled, and running on the workstation:

- *Xerox ViewPoint*
- *VP NetCom, VP RemoteCom, or VP Standalone*
- *VP Document Editor*
- *VP Long Document Options*, if you intend to use that application

Note: You can install all of the features (Table of Contents Generator, Index Generator, and Footnotes), or only the features you need.

- *VP Spelling Checker*, if you intend to use that application
- *VP Equations*, if you intend to use that application

For *VP Equations*, you must also install, enable, and run the following:

- *VP Classic font*

Related documentation

The following training materials are recommended reading. You should be familiar with their contents before using the applications discussed in this volume.

- *VP Long Document Options Training*
- *VP Spelling Checker Training*
- *VP Equations Training*

Information for VP CUSP Button programmers

If you are writing a CUSP program and want the program to refer to icons for the applications described in this volume, use the following as the icon types (case does not matter):

- Document
- Folder
- Book
- Shared Book
- Dictionary

You can write a CUSP program to run the Table of Contents Generator or the Index Generator.

Index Generator option sheet choices: When invoked by CUSP, the Index Generator option sheet is not displayed; default settings are used. These settings can be specified ahead of time by editing the User Profile. (Refer to the “Editing your User Profile” section and Appendix I, “Index Generator User Profile options.”)

The Table of Contents Generator and the Index Generator normally run in the background; however, they run in the foreground when executed by a CUSP program.

You can use several optional applications with the *VP Document Editor* to help make your documents more complete and polished.

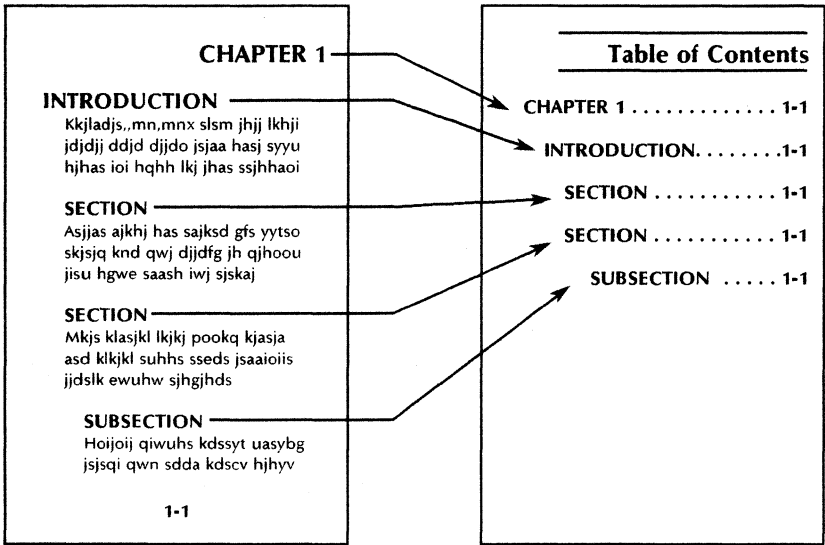
- The Table of Contents Generator, a feature of *VP Long Document Options*, lets you create tables of contents for documents, folders, or books.
- With the Index Generator, a feature of *VP Long Document Options*, you can create indexes for documents, folders, or books.
- Footnotes, a feature of *VP Long Document Options*, lets you insert footnotes or endnotes in your documents.
- *VP Spelling Checker* lets you correct the spelling of words in your documents.
- With *VP Equations*, you can insert equations into your documents.

The Table of Contents Generator

You can use the Table of Contents Generator to create tables of contents for books, reports, and other long documents.

The Table of Contents Generator automatically compiles entries for a table of contents from the chapter and section headings you select and mark. It also inserts the document page number and dot leaders for each entry. Figure 1-1 shows how the table of context generator works.

Figure 1-1 Generating a table of contents



The Index Generator

The Index Generator creates fully updatable indexes for ViewPoint documents. With the Index Generator, you can produce a fine-tuned index, custom tailored to your needs and automatically formatted to your specifications (Figure 1-2).

The Index Generator offers you flexibility in determining the content and appearance of your index. With the Index Generator you can:

- Create an index with or without manually identifying each term.
- Automatically format the index by defining its layout.

Figure 1-2 Indexing features

INDEX	Phrases	Reference only two of many instances	Synonyms
P	Pica, 10-5, 10-21 preamble, 10-4, 10-16, 10-20 rules, 10-4, 10-20 writing preambles, 10-20 procedures, 10-55 properties, 10-4 clause, 10-7, 10-9 text, 10-33	subrow, 10-8, 10-11 subtotals, 10-31, 10-39 syntax, 10-9, 10-61 System Administrator, 10-50	
		T tab, 10-4, 10-20 table, <i>converting to text</i> , 10-1 text, <i>converting to table</i> , 10-1	
	Subentries	Unique appearance for special items	Comments

The generator allows you to include these types of entries in your index:

- Phrases containing multiple words
- Special characters such as %
- Subentries
- Comments
- Synonyms, such as "System Administrator" for "S.A."

Many other features are available. For example, you can:

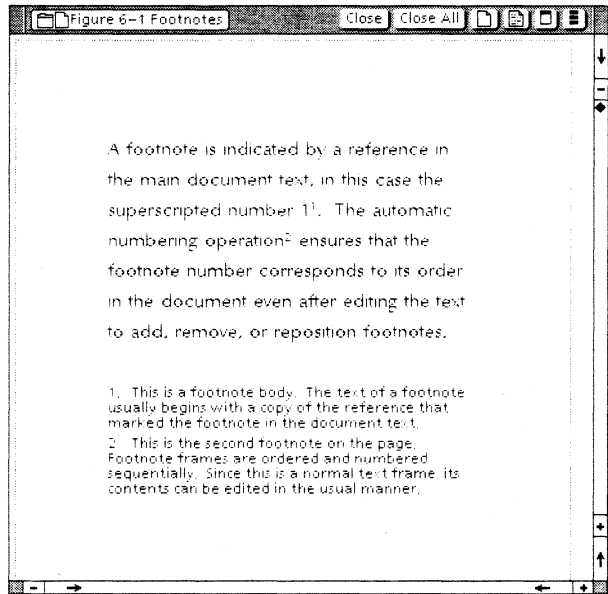
- Specify that terms be included in or excluded from the index.
- Indicate that only special occurrences of a term be indexed.
- Designate that sections of text, such as an introduction, be ignored during indexing.

- Designate an entire section of text to be indexed as if it were a single term.
- Control the capitalization of index entries.

Footnotes

The Footnotes feature enables you to specify the placement of footnotes at the end of a page or at the end of an entire chapter or book (Figure 1-3).

Figure 1-3 **Footnote reference and footnote**



The Footnotes feature offers these capabilities:

- Numbering that automatically places footnotes in the sequence in which they occur in the text.

- Automatic renumbering of footnotes when you add, move, or remove footnotes.
- Cross-references that allow you to refer to an earlier footnote in your document.
- The use of a different typeface for footnotes, to distinguish them from the text of your document.
- The ability to style footnotes so that you can change the properties of your footnotes in one step.

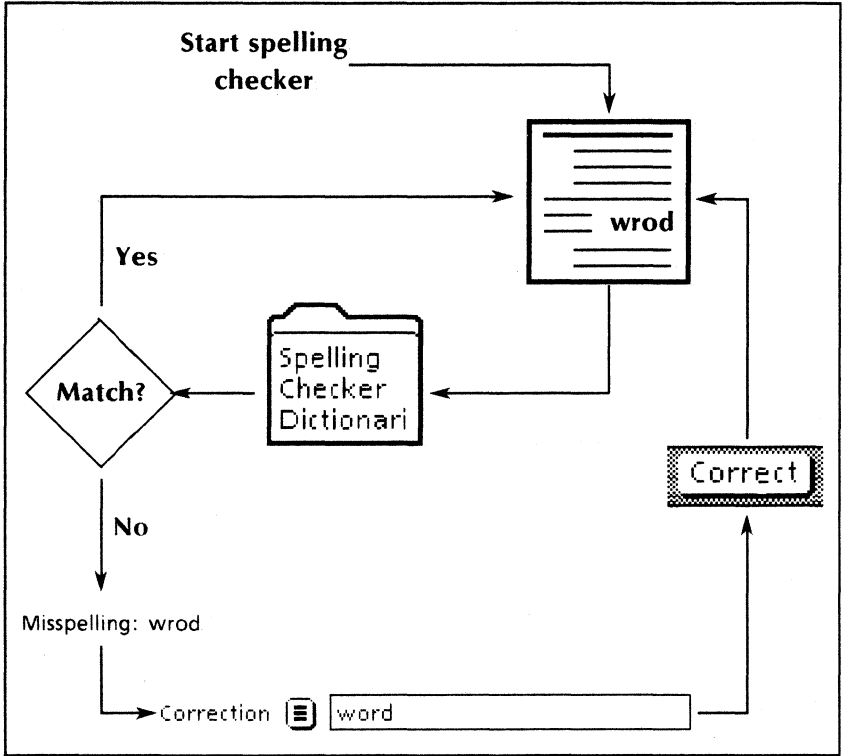
VP Spelling Checker

The *VP Spelling Checker* application checks the spelling of words in your documents. When you run the spelling checker, it compares each word in your document to the words in the spelling checker dictionaries (Figure 1-4).

When the spelling checker finds a misspelled word, it highlights the word in the document and displays it on the Spelling Checker option sheet so you can:

- Correct the word.
- Instruct the spelling checker to correct the word automatically throughout the entire document, based on how you correct the first occurrence of the word.
- Instruct the spelling checker to leave the spelling unchanged throughout the document, or to leave the selected occurrence of the word unchanged.

Figure 1-4 How the spelling checker finds misspelled words



VP Equations

VP Equations makes it easy for you to enter equations into your documents. The special characters and symbols you need are on the standard and alternate keyboards. *VP Equations* provides special structures that automatically size and align all of the equation elements.

Using standard ViewPoint and Document Editor operations, you can insert, move, and delete characters within equation frames. Additionally,

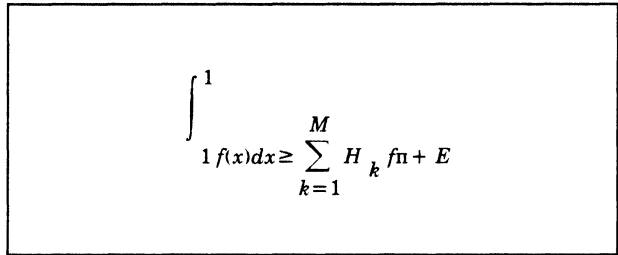
you can move or copy complete structures and entire equations to another equation frame within the same document or in another document.

You can include the following types of characters in the same equation:

- Alphabetic and numeric characters from the standard English keyboard
- Letters from the Logic, Office, and Math alternate keyboards
- Symbols and structures from the Equation Special keyboard

Figure 1-5 shows an equation that contains characters and structures from various keyboards.

Figure 1-5 **Equation frame with structures**


$$\int_1^1 f(x) dx \geq \sum_{k=1}^M H_k f_{\pi} + E$$

2. Table of Contents Generator

The Table of Contents Generator is one feature of the *VP Long Document Options* application. You can use it to create tables of contents for books, reports, and other long documents. With the Table of Contents Generator, you can create tables of contents simply by marking the headings you want to include in a table of contents and selecting a command. The Table of Contents Generator automatically enters page numbers and dot leaders for you.

The table of contents at the beginning of this volume was compiled using the Table of Contents Generator. The text was then formatted to the layout used for this volume.

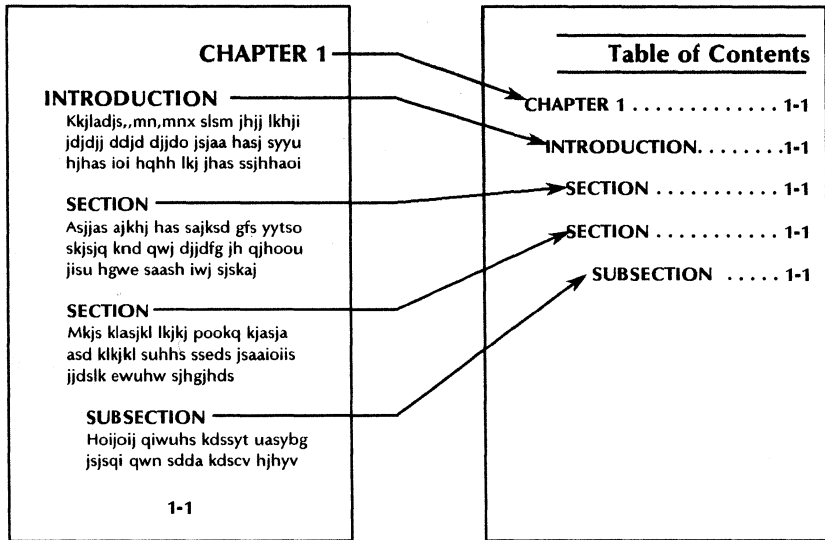
Key concepts of the Table of Contents Generator



The Table of Contents Generator automatically compiles entries for a table of contents from the chapter and section headings you select and mark. It also inserts the document page number for each entry. Figure 2-1 shows how the Table of Contents Generator works.

You can select and mark headings for table of contents entries at the time you create a document, or you can do it later for an existing document.

Figure 2-1 Generating a table of contents



Entry selection and indentation

When you mark a selected word or phrase in a document, the Table of Contents Generator inserts one "hollow" bracket, called a *bounding character*, before the first selected character and another bounding character after the last selected character.

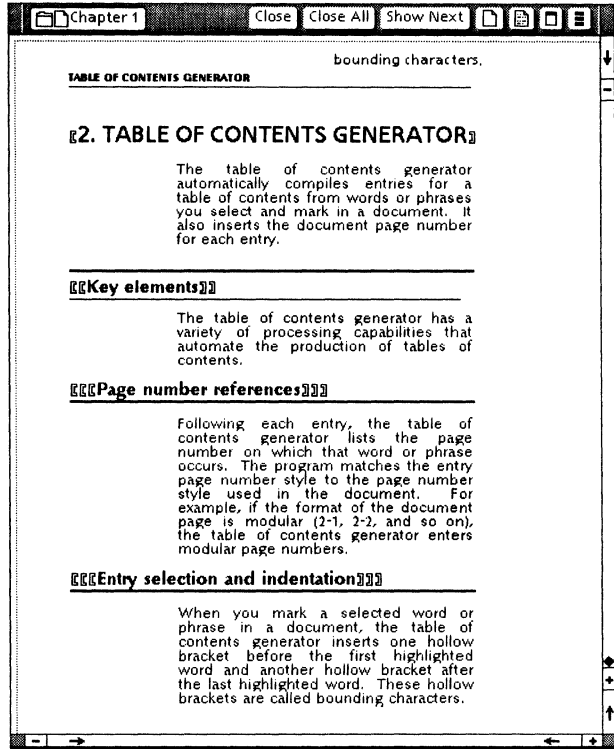
Bounding characters are structure characters that become visible in the displayed document when you select [Show Structure] from the document auxiliary menu.

To indent an entry in the table of contents, you mark the same text sequence again; an additional pair of bounding characters encloses the phrase.

Figure 2-2 shows bounding characters surrounding text sequences in a document. The table of contents in Figure 2-3 shows how the Table of

Contents Generator interprets these single and multiple pairs of bounding characters.

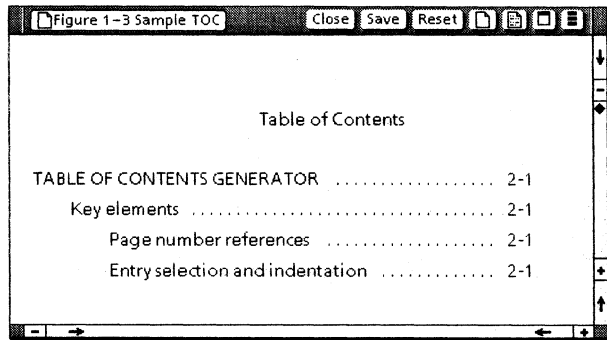
Figure 2-2 Bounding characters



Page number references

Following the text of each table of contents entry, the Table of Contents Generator inserts dot leaders (. . .), then enters the page number on which that text occurs.

Figure 2-3 Resulting table of contents



The page number style matches the page number style used in the document. For example, if the document page number format is modular (2-1, 2-2, and so on), the format of the table of contents page numbers is modular entries.

If the Page Format properties sheet for a document does not specify a page numbering character, the Table of Contents Generator inserts sequential page numbers preceded by an equal sign (=1, =2, and so on). The equal sign precedes the number so you can easily find and replace it with another character string.

Multiple document processing

You can generate a table of contents for more than one document at a time. You can generate a table of contents for:

- Two or more separate documents on the desktop. The result is a separate table of contents for each document.
- A folder of documents. The result is a separate table of contents for each document in the folder.

- A book that contains multiple documents. The result is one continuous table of contents for the book.

You also can select multiple folders; multiple books; or any combination of documents, folders, and books for sequential table of contents generation.

The table of contents document

When table of contents generation is complete, a document containing the table of contents appears on the desktop. The document icon is named "TOC - " followed by the name of the source document or book (Figure 2-4).

Figure 2-4 Table of contents document icon



The table of contents document is like any other document on the desktop. You can open it, edit it, print it, and perform other Document Editor functions on it. Editing a table of contents document does not affect the marked text sequences in the source document.

If the source document changes significantly, you may find it easier to generate a new table of contents than to edit the existing table of contents document.

Each time you regenerate the table of contents for a document, a new table of contents document appears on the desktop. The new document has the same name as the previous version you generated. Delete, rename, or file the previous version to avoid confusion.

Background processing

The Table of Contents Generator operates in the background, freeing the desktop for other activities while it generates the table of contents. You can use the background activities menu to obtain status information on all background activities. See the *General User Reference* volume in this library for information on background processing.

Table of Contents Generator commands

The following commands are available when the Table of Contents Generator is running:

[Mark Text Sequence]

Designates words and phrases as entries in the table of contents; also specifies indentation of entries. The [Mark Text Sequence] command is available in the document auxiliary menu when an open document is in edit mode.

[Generate Table of Contents]

Activates the Table of Contents Generator and produces tables of contents for any documents or books you have selected. This command is in the desktop auxiliary menu.

Note: If a document is already open on your desktop when you load and run the Table of Contents Generator, you must close the document and reopen it to make the [Mark Text Sequence] command available.

Selecting and marking entries

1 2 3...

1. With a document open in edit mode, select [Show Structure] in the document auxiliary menu.
2. Select a word or phrase to reproduce as a table of contents entry.
3. Select [Mark Text Sequence] in the document auxiliary menu.
4. Select [Mark Text Sequence] again for each level of indentation you want to indicate.
5. Repeat steps 2 through 4 for each table of contents entry.

If you add too many bounding characters to a text sequence, delete them as you would any other character, being sure to delete them in pairs. If a text sequence is surrounded by an uneven number of bounding characters, you cannot generate a table of contents for the document in which that text sequence appears.

Generating a table of contents for one or more documents

1 2 3...

1. Make sure the documents for which you want to generate tables of contents contain marked text sequences and are paginated.
2. Close the documents.
3. Select the documents, or select the folder or folders containing the documents.
4. Select [Generate Table of Contents] from the desktop auxiliary menu.

If table of contents generation completes without errors, and if no other background activity is running, the background symbol in the upper right corner of the desktop disappears and the table of contents documents appear on the desktop.

If an error occurred, the background symbol displays a zero. Display the background activities menu, then select the activity to display the message.

Generating a table of contents for a book

1 2 3...

1. Make sure the text sequences to be included in the table of contents are marked in each document comprising the book.
2. Arrange the documents in the book in the correct order.
3. Make sure the page numbering for the book is set the way you want it. Refer to the "Books" chapter in *Document Editor Reference* volume 4 in this library for information on numbering the pages of books.
4. Close the book.
5. With the book icon selected, select [Generate Table of Contents] from the desktop auxiliary menu.

If table of contents generation completes without errors, and if no other background activity is running, the background symbol disappears and the table of contents document appears on the desktop. If an error occurred, the background symbol displays a zero. Display the background activities menu; then select the activity to display the message.

Canceling table of contents generation

1 2 3...

When table of contents generation is in process, you can follow these steps to cancel the activity:

1. From the background activities menu, select the table of contents activity you want to cancel.
2. Select [Yes] in the message area to confirm the cancelation.

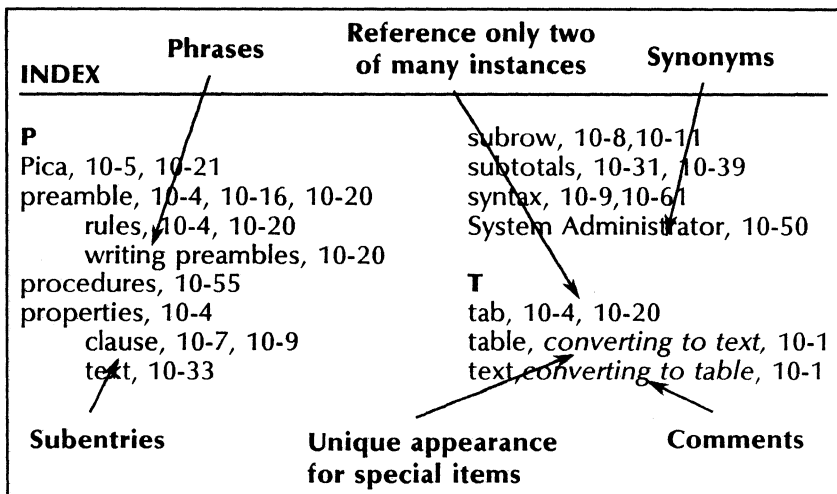
ViewPoint begins to restore the disk space occupied by the newly created table of contents. However, if most of the table of contents is already generated, table of contents generation may not be canceled.

When ViewPoint finishes canceling the activity, it lists it under CANCEL Current Activities in the background activities menu.

3. Index Generator

The Index Generator automatically creates indexes for ViewPoint documents. It offers a wide range of capabilities; you use the ones that meet your indexing needs. With the Index Generator, you can produce a fine-tuned index, custom tailored to your needs and automatically formatted to your specifications (Figure 3-1).

Figure 3-1 Indexing features



Key concepts of the Index Generator



The Index Generator produces indexes for ViewPoint documents. The indexes themselves are ViewPoint documents. The generator can also index books (including shared books).

The Index Generator provides the following tools for creating indexes:

- Exclusion and inclusion dictionaries
- Index tables
- Index objects
- Menu commands
- Layout guide (required)
- Document-to-dictionary and dictionary-to-document conversion

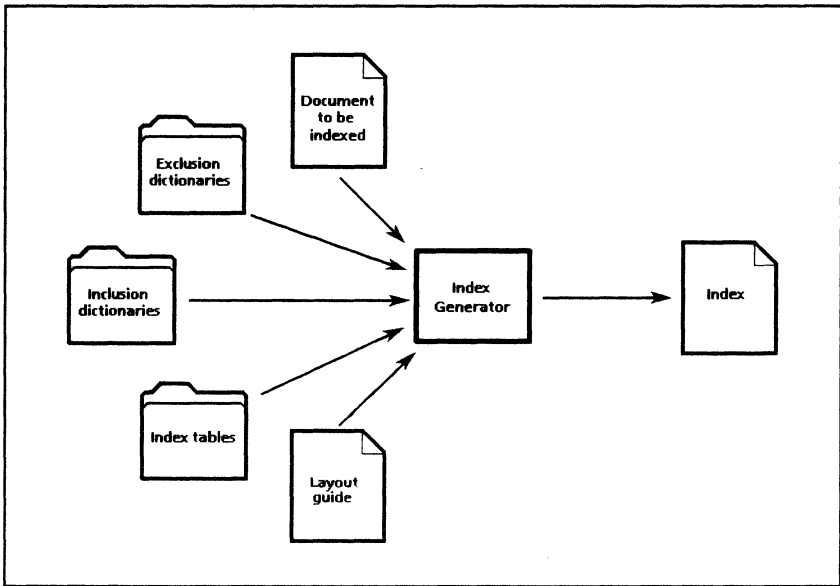
Figure 3-2 shows the flow of data in an Index Generator operation using all of the indexing components.

The documents to be indexed

This volume refers to indexing a “document” rather than repeatedly mentioning each type of object that can be indexed. However, before running the Index Generator, you can make a single or multiple selection of documents, folders, books, or any combination of these.

The generator produces an index document for each document or book selected. The index document contains references to terms found in the object being indexed. (A given occurrence of a term can be referenced only once in the index.)

Figure 3-2 Data flow in an Index Generator operation



Note: The generator ignores document text that has the **Redlining** [Deleted Text] character property. It does not index terms in page headings, page footings, equations, or text in Pro Illustrator frames. It does not recognize graphic objects or text depicted in bitmaps.

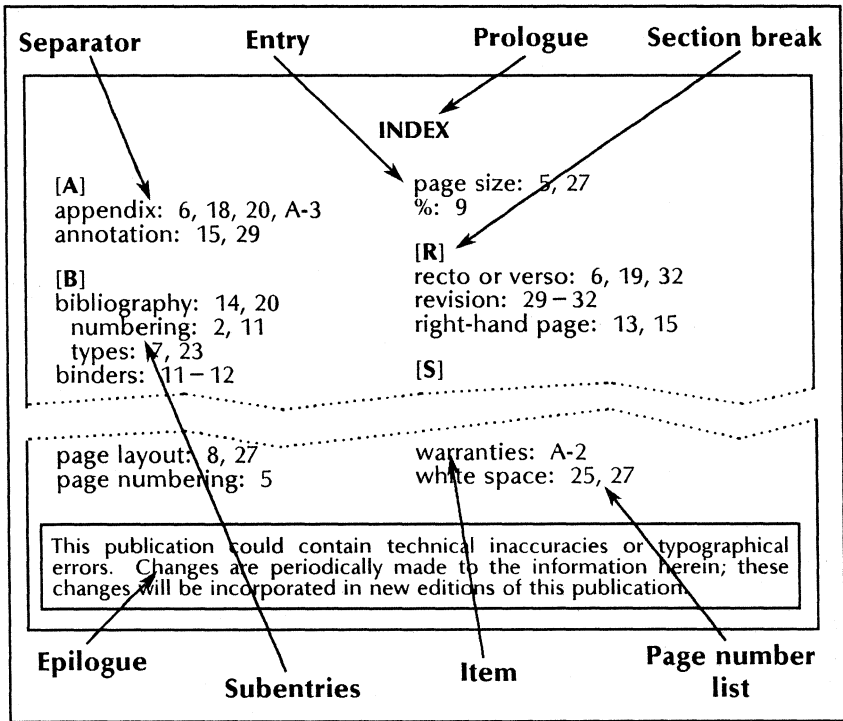
The Index

The index document may consist of the parts listed below. (See Figure 3-3.)

- Prologue: Introductory material, such as a title, explanatory text, or graphic illustration
- Section breaks: Paragraphs often containing a section heading letter and surrounding text, such as brackets

- Entries: paragraphs containing an index *item*, separation text, and usually a page number list; for example:
States: 25, 27
“States” is the item, “: ” is the separation text, and “25, 27” is the page number list referencing “States.”
- Subentries: entries listed under other entries. Subentries are usually indented below their entries.
- Epilogue: ending material, such as a copyright notice, security classification, or legal disclaimer

Figure 3-3 Index layout features



Dictionaries

You can use dictionaries of words to help you control which words in your document are indexed.

You place the dictionaries in either an exclusion folder or an inclusion folder. *Exclusion dictionaries* contain individual words you do not want to appear in your index. *Inclusion dictionaries* contain individual words you do want to appear in your index.

The Index Generator provides three exclusion dictionaries of over 10,000 of the most common American English words. They are named:

- Most-Common Words.USEnglish
- Common Proper Nouns.USEnglish
- Other Common Words.USEnglish

To exclude additional words, you can create a document containing the words to be excluded, then convert the document into a dictionary of your own. Each dictionary can contain up to approximately 5,000 English words, depending on word length.

You cannot open a dictionary to view its contents as you can with a document. However, if necessary, you can convert an existing dictionary into a document, to view its contents.

Index table

The *index table* resides in a ViewPoint document. It is a powerful tool you use to specify phrases and subentries for your index. Phrases may include words, numbers, textual symbols, and embedded white space (blanks and tabs). Subentries are items normally indented under other items in the index.

You can use the index table to designate that variations on index items be indexed as one item.

For example, you can indicate that “count,” “counts,” and “counting” all be indexed as “count.”

The character properties of the index table item are used in the generated index. You can create special-effect entries, such as italicized comments, items in a larger font, and superscripted items, by entering the properties in the **Item** column of the table.

Examples of index items that you can specify in an index table are:

- $E = mc^2$
- ethernet cable, see also *cable*, *ethernet*
- **States**
Ohio

For more information on index tables, refer to the “Index table entries” section in this chapter; and Appendix D, “Index table code summary” in this volume; and Appendix E, “Index table examples” in this volume.

index folders

The Index Generator can use three folders named:

- INDEX: Include These Terms, also called an inclusion folder
- INDEX: Exclude These Terms, also called an exclusion folder
- INDEX: Use These Tables

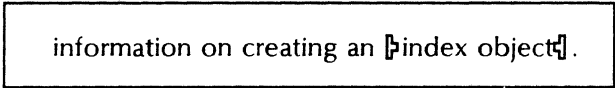
For the generator to use these folders, they must be on the desktop and contain appropriate dictionaries or index table documents. (The exclusion folder is a special case and may be empty.)

Index objects

Index objects provide a way to specify that special occurrences of a term be given special treatment. You create index objects in the document to be indexed, using the document auxiliary menu command, [Establish Index Object]. Creating an index object is sometimes called “marking” the text.

Figure 3-4 shows an index object when [Show Structure] is selected.

Figure 3-4 **An index object**



information on creating an index object.

You can establish an index object for text that is in a frame caption, another index object, a field, or any of these frames: text, footnote, or graphics field (form field). You cannot establish an index object in these frames: bitmap, equation, table, or Pro Illustrator.

You use the Index Object property sheet to specify the characteristics of the index object:

Special occurrences: Although a term may appear many times in your document, you might want only a few instances to be indexed. You can create index objects for the few instances to have only those instances referenced in the resulting index.

Ignoring text: You can indicate that an entire section of your document should be ignored during indexing. For example, you probably do not want your preface or introduction to be indexed.

Concepts: If you have a section of text that broadly discusses a subject (as in an overview), you can designate the entire section as an index object and have it referenced in the index by a term or phrase that you specify. An example is an overview section describing a subject, such as ViewPoint. You could make the entire overview section an index object and specify "ViewPoint" as an alternative index term, to refer to it in the index by the subject name, ViewPoint.

Aliases: You can indicate that the index object is to be listed in the index as another term, or alias. For instance, you may want occurrences of "π" to be referenced as "pi."

Classifications: You can indicate that page numbers of specific instances (or of terms found in specific sections of a document) be given a distinctive appearance in the index.

Layout guide

The layout guide is a document that defines the appearance of the index produced by the Index Generator. In the layout guide, you can specify the following aspects of the index document appearance:

- Page layout properties
- Character and paragraph properties
- Separators (punctuation)
- Section headings
- Page range treatment
- Subentry treatment
- Prologue and epilogue material
- Unique appearances for special page numbers

A layout guide named "INDEX: Layout Guide" must be on the desktop when you run the Index Generator.

Multiple documents

If the same Index Generator options and components apply to more than one document or book, you can generate indexes for all of them in one operation. The Index Generator operates on each selection in turn, creating indexes named as shown in Table 3-1.

Table 3-1 **Index documents produced by various selections**

Selection for indexing	Indexes generated	Name of index generated
Document	Index document	INDEX - document name
Book or shared book	Index document	INDEX - book name
Multiple selection of documents or books	Multiple index documents	For each document: INDEX - document name
		For each book: INDEX - book name
Folder of documents or books	Multiple index documents	For each document: INDEX - document name
		For each book: INDEX - book name

If you want to use different Index Generator options or components for different documents or books, run the generator separately for each different case.

Index Generator commands

The document content auxiliary menu contains two commands for index objects:

[Establish Index Object]

Creates an index object from the selected text in the document, inserting special brackets (non-printing characters) around the text.

[Go to Next Index Object]

Scrolls to the next index object following the current selection and selects that object.

Index Generator option sheet

To display the Index Generator option sheet, select [Index Generator] in the desktop auxiliary menu. Figures 3-5, 3-6, and 3-7 show the three types of Index Generator option sheets. The setting of the **Type of Result Desired** option determines which is displayed.

Index Generator option sheet commands

[Start]

Starts index generation for one or more selected documents, books, or folders.

[Cancel]

Cancels index generation and closes the option sheet.

[Make Blank Index Table]

Creates a document containing a blank index table and places it on the desktop. The default name of the document is Blank Index Table.

[Make Default Layout Guide]

Creates a layout guide document with the default layout guide properties, and places it on the desktop. The default name of the layout guide is INDEX: Layout Guide.

Index Generator options

Type of Result Desired

Specifies the type of operation you want the generator to perform when you select [Start] in the option sheet header. An auxiliary menu lists the three types of objects the generator can produce.

[Index]

Displays the options for generating an index.

[Dictionary]

Allows you to create a dictionary from a document of words.

[Document from Dictionary]

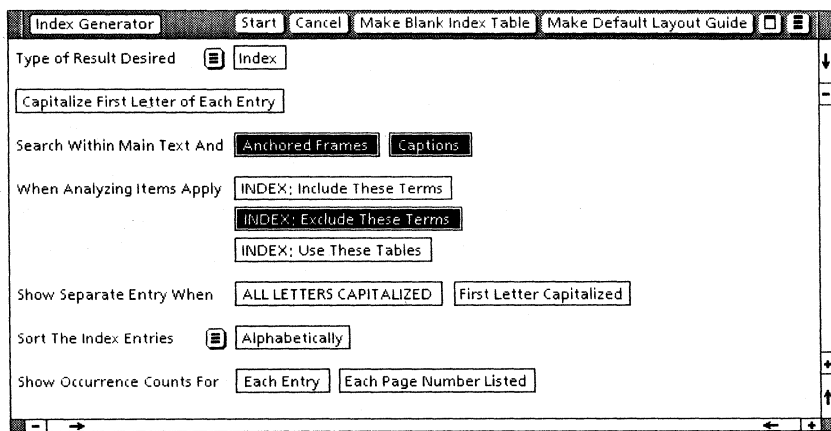
Allows you to create a document of words from a dictionary.

The default is [Index].

Index options

When **Type of Result Desired** is [Index], the Index Generator displays the options shown in Figure 3-5. When you select [Start], the generator creates an index document for each document selected. (The option sheet in Figure 3-5 has been stretched so [Make Default Layout Guide] appears in the window header.)

Figure 3-5 **Index Generator options when the result desired is an index**



[Capitalize First Letter of Each Entry]

Specifies capitalization of the first letter of each index entry, regardless of how the words are capitalized in the document. If you do not select this option, index entries are capitalized according to rules described in Appendix C, "Index Generator text rules," in this volume.

Search Within Main Text and

Offers the options of indexing terms in anchored frames and captions, in addition to the document text.

[Anchored Frames]

Indexes terms found in anchored frames, including anchored table frames.

[Captions]

Indexes terms found in captions.

The default is both choices selected.

When Analyzing Items Apply

Offers the following three choices. You can select more than one choice.

[INDEX: Include These Terms]

Indicates inclusion dictionaries are to be used during index generation.

When indexing starts, a folder named "INDEX: Include These Terms," containing one or more inclusion dictionaries, must be on the desktop. If the folder is not on the desktop, the generator creates an empty one for you, if desired, and then ceases operation.

[INDEX: Exclude These Terms]

Indicates exclusion dictionaries are to be used during index generation. When indexing starts, a folder named "INDEX: Exclude These Terms," normally containing one or more exclusion dictionaries, must be on the desktop.

If the folder is not on the desktop, the generator creates one for you, if desired, and continues operation. The folder it creates contains three dictionaries of common words.

[INDEX: Use These Tables]

Indicates index tables are to be used during index generation. When indexing starts, a folder named "INDEX: Use These Tables," containing one or more index table documents, must be on the desktop.

If the folder is not on the desktop, the generator creates one for you, if desired, and ceases operation. The folder it creates contains a document with a blank index table.

Note: The folder names contain only one space after the colon.

The default is [INDEX: Exclude These Terms] selected.

Show Separate Entry When

Offers two choices for listing separate entries for different forms of capitalization. Both choices may be selected.

[ALL LETTERS CAPITALIZED]

Produces a separate index entry for a term that is all uppercase.

[First Letter Capitalized]

Produces a separate index entry for a term that has its initial letter capitalized. This choice does not appear if [Capitalize First Letter of Each Entry] is selected.

The default is neither choice selected.

Sort the Index Entries

Specifies how you want index entries to be sorted in the resulting index. An auxiliary menu allows you to select the sort order of index entries.

[Alphabetically]

Lists entries in alphabetical order.

[By Decreasing Occurrence]

Lists entries by frequency of occurrence, from most frequent to least frequent.

[By Increasing Occurrence]

Lists entries by frequency of occurrence, from least frequent to most frequent.

The default is [Alphabetically].

Show Occurrence Counts for

Offers options for listing the number of times an index item is referenced. Both choices can be selected.

[Each Entry]

Lists the number of times the item is referenced in the document. The number appears in parentheses following the item.

[Each Page Number Listed]

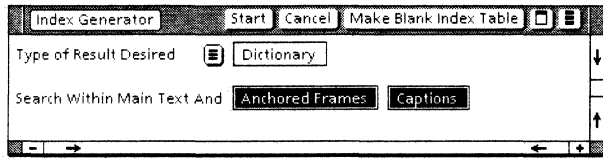
Lists the number of times an item is referenced on each page. The number appears in parentheses after the page number.

The default is no choice selected.

Dictionary options

The Index Generator displays the options shown in Figure 3-6 when **Type of Result Desired** is [Dictionary]. When you select [Start], the generator creates a dictionary containing every word in each document selected.

Figure 3-6 **Index Generator options when the result desired is a dictionary**



Search Within Main Text And

Offers the options of creating dictionary entries from words in anchored frames and captions, as well as from words in the document text.

[Anchored Frames]

Creates dictionary entries from words in anchored frames.

[Captions]

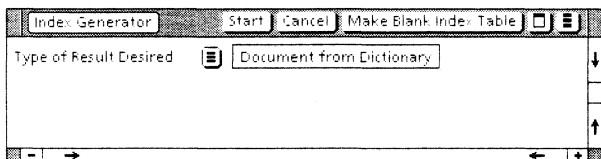
Creates dictionary entries from words in captions.

The default is both choices selected.

Document from dictionary options

The Index Generator displays the options shown in Figure 3-7 when **Type of Result Desired** is [Document from Dictionary]. When you select [Start], the generator creates a document for each dictionary selected.

Figure 3-7 **Index Generator options when the result desired is a document created from a dictionary**



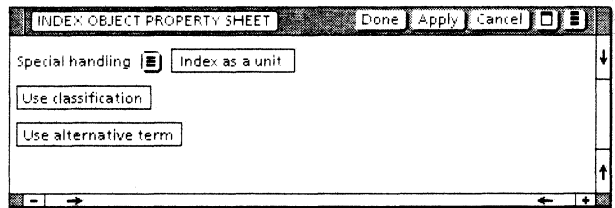
Index Object property sheet

The Index Object property sheet provides special handling for specific occurrences of text.

After you establish a sequence of text as an index object, you use its property sheet to indicate that the object be indexed, ignored, treated as if worded differently, or assigned a classification. The classification is used during index formatting to give the page number for the object a unique appearance, such as bold or italic.

The Index Object property sheet has three associated displays, controlled by the **Special Handling** property. Figure 3-8 shows the default Index Object property sheet.

Figure 3-8 **The default Index Object property sheet**



Special Handling

Specifies how you want the index object to be treated. An auxiliary menu lists the three types of actions the Index Generator can perform on an index object.

[Index as a Unit]

Causes the index object to be referenced in the resulting index (unless an index table entry overrides the index object). Selecting this choice displays the properties available for indexing as a unit, shown in Figure 3-8.

[Ignore When Indexing]

Causes the content of the index object to be ignored during index generation.

[Search for Contained Index Terms and Classify Their Page Numbers]

Allows you to automatically assign a classification to all index terms the generator finds within this index object.

The classification is used together with the layout guide to give special character properties or listing order to the page numbers for the terms. (Refer to the "Index as a unit' properties" section, next, and the "Layout guide fields" section later in this chapter for more information about classifications.)

If you nest objects (put one object inside a larger object), the larger object should normally have this choice selected.

The default is [Index as a Unit].

"Index as a unit" properties

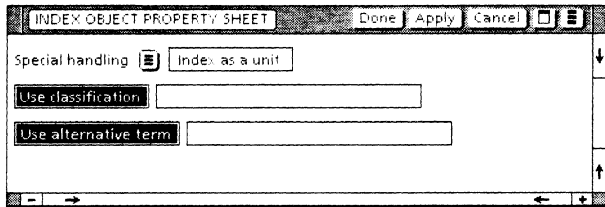
When you select [Index as a Unit] for **Special Handling**, the index object you create is called an index object unit. Use index object units when you want only special occurrences of a term to be referenced. To prevent other occurrences of the term from being referenced:

- If it is a word and exclusion dictionaries are being used, make sure the term is excluded by an exclusion dictionary.
- If it is a word or phrase, make sure an index table does not include other occurrences of the term.

Index tables can be used together with index object units to add comments or give a unique appearance to the index item. Refer to “Index table entries” in this chapter and Appendix E, “Index table examples” in this volume.

The properties shown in Figures 3-8 and 3-9 are displayed when **Special Handling** is [Index as a Unit].

Figure 3-9 “Index as a unit” properties



[Use Classification]

Allows you to assign a classification to the index object, so the page number of the object can be given special treatment when listed in the index.

If selected, this property displays a box for entering the classification label. The label may be any combination of letters and numbers. Capitalization does not matter.

If you specify the same label in the layout guide, the page number of the index object will have the appearance given to the label in the layout guide. For example, the page number in the index will be bold if the label in the layout guide is bold.

Refer also to “Layout guide fields” later in this chapter, and to “Search for contained index terms and classify their page numbers’ properties” in this section.

[Use Alternative Term]

Allows you to assign another term, or wording, to the index object. The index object is referenced in the index by the alternative term, rather than by the text in the index object. For example, you might want the term "S. A." to be referenced as "System Administrator."

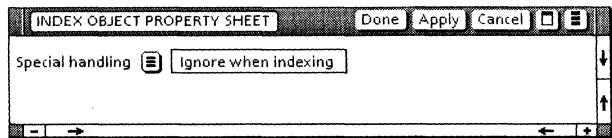
If selected, this property displays a box for entering the alternative term. You may enter a word, symbol, or phrase, including punctuation, numbers, and embedded white space (blanks and tabs). The generator treats embedded white space as a single space.

"Ignore when indexing" properties

Use this choice (Figure 3-10) to specify that the content of the index object be ignored during index generation.

Note: If any anchors occur inside the ignored index object, their frames are also ignored.

Figure 3-10 "Ignore when indexing" properties



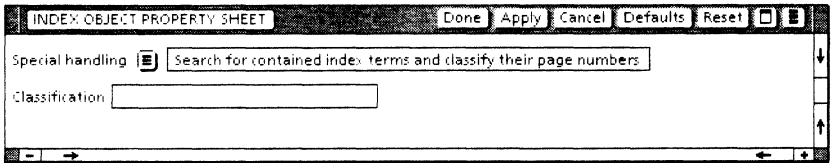
"Search for contained index terms and classify their page numbers" properties

When you select [Search for Contained Index Terms and Classify Their Page Numbers] for **Special Handling**, the Index Generator classifies index terms for you. You do not need to seek out and classify each one yourself.

Use this property when you have a section of text containing terms whose page numbers are all to be given the same special appearance in the index.

Figure 3-11 shows the properties displayed.

Figure 3-11 Properties for classifying a section of text



Classification

Provides a box for entering the classification label. The label may be any combination of letters and numbers you want, just as in the [Use Classification] property when [Index as a Unit] is chosen.

Index table entries

Use the index table for phrases, variations on terms, subentries, comments, and special-case sorting. Appendix E, "Index table examples," in this volume gives more detailed information about index tables. (Refer to *Document Editor Reference* volume 4 in this library for information about tables.)

Figure 3-12 is a facsimile of the blank index table created by the Index Generator. As with other tables, you can create as many rows as you need.

Figure 3-12 **Blank index table**

ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)

Item

Specifies the word or phrase to be included in the index. The character properties and capitalization of entries in the **Item** column are used in the resulting index.

Item is a required entry. If any of the remaining cells in the same row are filled in, **Item** must be filled in. No harm results from leaving an entire row empty, however.

Variations

Identifies text that you want to be considered equivalent to **Item**. If you specify one or more variations, the generator searches for those terms and adds page references in the index entry headed by **Item**. The **Variations** column is a divided column with repeating subrows. You may enter as many variations as you wish, one per subrow.

List Under

Indicates the index entry you want the **Item** in this row to be listed under. This entry can be an existing **Item** or **Variation**, but does not have to be. Refer to Appendix E, "Index table examples" in this volume.

Sort As

Allows you to control the sort pattern, regardless of the actual index entry. It contains the text sequence representing how you want **Item** sorted in the index. For example, if you want <OPEN> to appear in the index with brackets, but sorted with the O's, enter "OPEN."

Codes

Codes are capital letters that define the criteria used for determining whether a term is included in the index. You can combine codes, in any order. Be sure to use capital letters, but do not include spaces or punctuation.

The codes are:

[C]

Indicates that the capitalization of **Item** or its **Variations** must be matched exactly when searching for index terms.

[A]

Tells the Index Generator to always include **Item** in the index, even if no page numbers are listed with it.

[N]

Causes the generator to never search for or make page references to **Item** or its **Variations**. If the entry appears in the index (if, for example, **Code** A is also used), no page numbers are to be listed.

[V]

Causes the generator to search for Variations only. If matches are found for **Variations**, **Item** appears in the index with page numbers for **Variations**. Matches for **Item** itself are not searched for or referenced.

[O]

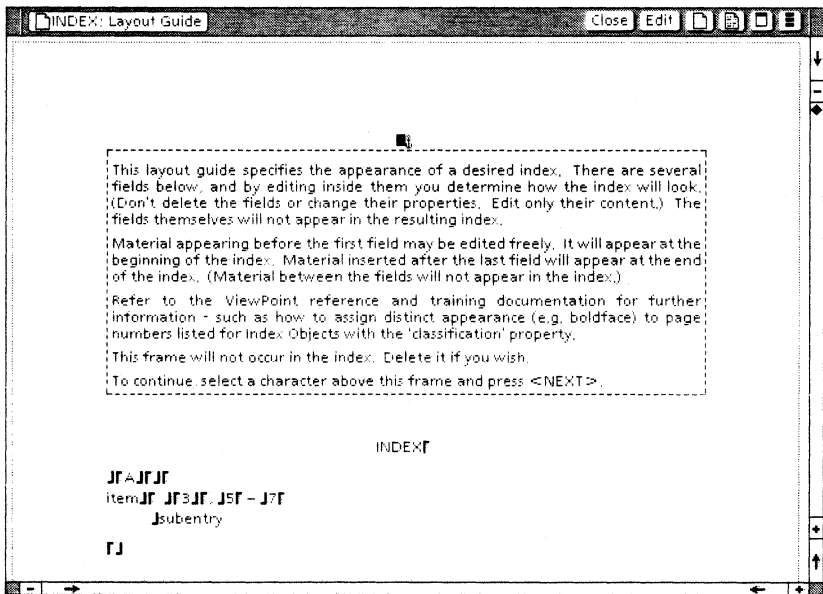
Indicates that the generator should search for and reference only index object units that match **Item** or its **Variations**.

Refer to "Using codes in the index table" later in this chapter and Appendix E, "Index table examples," in this volume for more information about **Codes**.

Layout guide fields

The layout guide determines the appearance of the index document. Figure 3-13 shows the default layout guide with [Show Structure] selected.

Figure 3-13 Default layout guide



Layout guide standard fields

You can modify the layout guide field contents and properties, as indicated in Table 3-2. However, you cannot modify the Field property sheets for the layout guide fields. You can also edit the page layout properties.

If you need more information about fields, refer to *Document Editor Reference* volume 4 in this library.

Note: If you enter text or frames before the first field, that material will appear at the start of your index. If you enter text or frames after the last field, that material will appear at the end of your index. See “Customizing your layout guide” later in this chapter for more information about using layout guides.

Table 3-2 **Layout guide fields**

Field order	Field name	Field description
1	Section Heading Start	<p>The section heading paragraph and beginning text.</p> <p>If you delete the new-paragraph character, there will be no section breaks in the index.</p> <p>If you keep the new-paragraph character, you can change its properties. You can also enter special text (such as a left bracket) that will appear at the beginning of each section heading.</p>
2	Section Heading Symbol	<p>The section heading symbol. If you delete the “A,” no heading symbols will appear in the index. If you keep the “A,” you can change its character properties; headings will contain A, B, C, and so on, with those properties.</p>

Table 3-2 **Layout guide fields (continued)**

Field order	Field name	Field description
3	Section Heading End	The ending of the section heading (such as a right bracket). You can enter text or leave the field empty.
4	Entry Item Start	<p>The beginning of an index entry, including a new-paragraph character and a right-flush paragraph tab. The tab causes indenting of overflow lines.</p> <p>You can modify the paragraph, tab, and character properties to change the look of the index entries. Do not edit the text of "item"; only edit its properties.</p> <p>If you delete the tab, overflow lines will not be indented.</p>
5	Entry item Termination	The text that appears after each index item to separate it from page numbers. The default layout guide uses two spaces. You can edit the text or its properties.
6	Page Number Properties	The character properties for page numbers. You can change the properties of the "3." (The "5," "7," and "subentry" are in the layout guide only to help you visualize the index.)
7	Page Number Separation	The text that normally separates page numbers in the index. You can edit the text or its properties. The default layout guide has a comma followed by a space.

Table 3-2 **Layout guide fields (continued)**

Field order	Field name	Field description
8	Page Range Separation	<p>The text that separates a range of page numbers. You can edit the text or its properties. The default layout guide has a Math keyboard minus sign.</p> <p>If you delete the contents of the field, <u>every</u> page will be listed instead of page ranges.</p>
9	Subentry	<p>The text that precedes every subentry.</p> <p>The subentry field contains a new-paragraph character for indenting the subentry, followed by a right-flush paragraph tab to further indent overflow lines. (Subentries of subentries are further indented in a similar manner.)</p> <p>If you change paragraph margin properties, subentry indentations change. If you change tab properties, overflow line indentations change. If you delete the tab, overflow lines will not be indented.</p> <p>If you delete the new-paragraph character, you can replace it with text (such as a semicolon) to separate the subentry from preceding text. If you leave the field empty, subentries will be listed as if they were entries.</p>
10	Boundary	<p>A field that serves as a boundary. Do not modify it.</p>

Layout guide user-supplied fields

You can insert fields immediately before the last field (**Boundary**) to indicate special appearances for classified page numbers. (See "Assigning a special appearance to page number references" under "Customizing your layout guide" in this chapter, and Appendix F, "Index layout guides," in this volume.)

Classification of page numbers

Each field you insert should contain one or more classifications. (A classification is the label you entered in the Index Object property sheet **Classification** property.) If you enter more than one classification in a field, separate them with blanks.

You must give all characters in a classification (label) the same properties—the properties you want related page numbers to have.

Page numbers for the classifications inserted in any one field are listed together, as a group, in the index. A given page number can be listed only once in each group.

If a field contains two (or more) classifications, and references exist for both classifications on the same page, the page number is listed with the text properties of the first classification.

To indicate that a page number group be followed by special separation characters in the index, insert an ampersand (&), followed immediately by the desired characters. These characters should be the last text in the field. The special characters appear in the index if another page number follows the group.

Unlike the standard ten fields in the default layout guide, you can modify property sheets of fields you create. You can change the name from "Field11," for instance, to a more meaningful name.

Order of page numbers

Field order determines the order in which page numbers are listed in the index entry. Numbers for the first field are listed first, numbers for the second field are listed second, and so on.

Page numbers normally listed in a range are listed separately when they have different classifications. Unclassified page numbers are normally listed after classified page numbers. To indicate that unclassified page numbers be listed with another group, insert the page-numbering character (<KEYBOARD> <Special> <4>) in the field for that group. The symbol represents unclassified page numbers.

To indicate that unclassified page numbers be listed before another field group, enter an extra field before the field for that group and insert the page-numbering character.

Creating the index components

1 2 3...

To generate an index, you must first create the basic components.

Overview of generating an index

This procedure assumes the components you need are on the desktop. Refer to "Using the option sheet" later in this chapter for more detailed steps.

1. Select the document (or book) you want to index.
2. Select [Index Generator] in the desktop auxiliary menu.
3. Select or deselect the choices in the Index Generator option sheet.
4. Select [Start] in the option sheet window header.

The generator makes a preliminary check of the components on the desktop and then begins indexing the document (or book) in background mode. When the generator is finished, it places the paginated index document on the desktop.

Obtaining the default layout guide

The Index Generator requires a layout guide named "INDEX: Layout Guide" on the desktop.

1. Select [Index Generator] in the desktop auxiliary menu.
2. When the Index Generator option sheet appears, select [Make Default Layout Guide] in the option sheet auxiliary menu. The Index Generator creates the default layout guide and places it on the desktop.

3. Select [Cancel] in the option sheet window header, unless you wish to continue using the Index Generator.

Also refer to “Running the Index Generator to obtain basic components” later in this chapter.

Creating dictionary and index table folders

If you want the Index Generator to use an inclusion or exclusion dictionary, or an index table document, the dictionary or table document must be present on the desktop in a specially named folder. One way to obtain the folder is:

1. Make a copy of a blank folder.
2. Rename the folder as appropriate:
 - INDEX: Include These Terms
 - INDEX: Exclude These Terms
 - INDEX: Use These Tables

Note: Include only one space after the colon in the folder names.

This method is recommended for creating the inclusion dictionary folder and the index table folder. However, the preferred method for creating the exclusion dictionary folder (and dictionaries) follows in “Obtaining the default exclusion dictionaries and exclusion folder.” Also refer to “Running the Index Generator to obtain basic components” later in this section.

Obtaining the default exclusion dictionaries and exclusion folder

1. Follow the steps listed earlier in “Overview of generating an index,” making sure [INDEX: Exclude These Terms] is selected in the option sheet.
2. The Index Generator asks if you want a copy of the default object. Select [YES].

A folder named "INDEX: Exclude These Terms" appears on the desktop. It contains three dictionaries of common words.

3. If you want to stop index generation after you obtain the exclusion dictionaries and folder, cancel the operation using the background activities menu.

Obtaining a blank index table

1. Select [Index Generator] in the desktop auxiliary menu.
2. When the Index Generator option sheet appears, select [Make Blank Index Table] in the option sheet window header. The Index Generator creates the blank index table document and places it on the desktop.
3. Name the document to reflect its purpose, so you can distinguish it from other index table documents later.
4. Select [Cancel] in the option sheet window header, unless you wish to continue using the Index Generator.

Also refer to "Running the Index Generator to obtain basic components" later in this section.

Creating your own dictionary

1. Enter into a document the list of words you want to be in the dictionary. Keep in mind the difference between inclusion and exclusion dictionaries.

Separate words with a new-paragraph or new-line character.

Use uppercase letters in dictionaries only if you want an exact match on capitalization.
For instance, the dictionary entry "cable"

matches cable, Cable, and CABLE. The dictionary entry "Cable" matches only Cable.

2. Close the document.
3. Select [Index Generator] in the desktop auxiliary menu.
4. Select [Dictionary] for **Type of Result Desired**.
5. You may deselect [Anchored Frames] or [Captions] if you have no words in frames or captions to be included in the dictionary.
6. Make sure the document is selected. Select [Start] in the option sheet window header.

The Index Generator creates a dictionary, gives it the same name as the document, and places it on the desktop.

7. Rename the dictionary to reflect its purpose.
8. To use the dictionary for index generation, move it to the appropriate folder: INDEX: Exclude These Terms or INDEX: Include These Terms.

Note: You can use an existing index document as your "dictionary" document by editing it:

- Delete the index entries for the words you do not want in your dictionary.
- Delete the prologue, epilogue, and section heading material, if they exist.
- Delete the entries for phrases, if they exist.
- At this point, only the entries for words you want in the dictionary remain in the document. You do not need to delete the page numbers; unless the generator considers them words. "A-1" is an

example of a page number the generator considers to be a word, but "1" is not.

Creating a document from a dictionary

1. Select the dictionary.
2. Select [Index Generator] in the desktop auxiliary menu.
3. Select [Document from Dictionary] for **Type of Result Desired**.
4. Select [Start] in the option sheet window header.

The Index Generator creates the document and places it on the desktop. The document has the same name as the dictionary. Its content begins with a paragraph telling the date, time, and item count.

You can edit the document and use it to create a new dictionary, following the "Creating your own dictionary" procedure.

Running the Index Generator to obtain basic components

You can create basic components individually, as described in the previous procedures, or you can have the generator create them for you.

1. Follow the steps listed earlier in "Overview of generating an index."
2. If there is no layout guide on the desktop, the generator asks if you want a copy of the default object. Select [Yes]. The generator supplies the default, "INDEX: Layout Guide."
3. For each **When Analyzing Items Apply** choice you selected that is not on the desktop, the generator asks if you want a copy of the default object. Select [Yes]. The generator supplies the default object.

If the generator creates the inclusion folder or index table folder for you, the generator stops running because the folder contains no data.

If the generator creates an exclusion folder of dictionaries, it places the folder on the desktop. Unless some other basic component is missing, or you cancel the operation using the background activities menu, the generator continues and places the resulting index on the desktop.

Establishing an index object

1. Be sure the document to be indexed is in edit mode and that [Show Structure] is selected.
2. Select the word, phrase, or section of text you want to be an index object.
3. Select [Establish Index Object] in the content auxiliary menu.

The Index Generator inserts special brackets around the index object and then selects the object.

Note: When editing a document that has index objects, select [Show Structure] so the brackets are visible.

Working with dictionaries

1 2 3...

You can edit an existing dictionary or create a new one. The dictionary must be placed in a dictionary folder before the Index Generator can use it.

Refer to Appendix A, "Determining which indexing components to use," in this volume for a discussion of when to use dictionaries, tables, and index objects.

Editing a dictionary

1. Convert the dictionary to a document. (See “Creating a document from a dictionary.”)
2. Edit the document.
3. Convert the document to a dictionary. (See “Creating your own dictionary” under “Creating the index components” earlier in this chapter.)

Note: It is not a good idea to edit the three exclusion dictionaries of common words. If you want a word that is in one of these dictionaries included in your index, place the word in an inclusion dictionary. If you want to exclude more words, create a new dictionary (or dictionaries) for those words.

Using your own dictionary

1. Create a dictionary folder:
 - To produce a folder of exclusion dictionaries for common words, follow the steps in “Obtaining the default exclusion dictionaries and exclusion folder” under “Creating the index components” earlier in this chapter.
 - To produce an empty exclusion or inclusion dictionary folder, follow the steps in “Creating dictionary and index table folders” under “Creating the index components” earlier in this chapter.
2. Create your dictionary. Refer either to “Creating your own dictionary” under “Creating the index components” earlier in this chapter or to the previous section, “Editing a dictionary.”

3. Place the dictionary in the appropriate folder:
 - INDEX: Exclude These Terms
 - INDEX: Include These Terms
4. Generate an index for your document, using the new dictionary.
5. When you are finished indexing your document, move your dictionary out of the exclusion or inclusion folder until the next time you need it.

Working with index tables

1 2 3...

You use index tables for a variety of purposes, as described in subsequent sections. Refer to Appendix A, "Determining which indexing components to use," in this volume for a discussion of when to use dictionaries, tables, and index objects.

Using the index table

In general, follow these steps to use index tables:

1. If they do not already exist, create an index table document and folder. (See "Obtaining a blank index table" and "Creating dictionary and index table folders" under "Creating the index components" earlier in this chapter.)
2. Open the index table document and enter the first **Item**. In the **Item** column, use the exact text and character properties you want to appear in the index.

Note: Do not enter any new-line or new-paragraph characters in any of the columns. Also, paragraph properties are ignored for all columns.

3. Enter text in the remaining columns in the row, as desired.

(In these columns, changing character properties, other than superscript and subscript, has no effect on index appearance.)

If you use <SKIP/NEXT>, or <SHIFT> and <SKIP/NEXT>, to proceed from entry to entry, messages and directions are displayed in the system message area. (If you prefer not to see the messages, select [Don't Prompt for Fields] in the document menu.) Alternatively, you can select inside any cell and enter text.

4. Obtain new rows by copying an existing row or by selecting in the last **Codes** entry and pressing <NEXT>.
5. Verify that character properties for each **Item** are as you want them to appear in the index. If you wish to change the entire column, select the column and use the appropriate function keys, such as or <PROP'S>.
6. When you finish entering text in the table, sort it if you wish, by selecting the table and then selecting [Sort Table Selection] in the content auxiliary menu. (You can change table sort keys if you like.) (Refer to *Document Editor Reference* volume 4 in this library for information on table sort keys.)
7. Close the index table document and place it in the "INDEX: Use These Tables" folder.
8. When you are finished generating your index, move the index table document out of the index table folder until the next time you need it.

Note: You can rename the index table document, but do not rename the table itself or the Index Generator cannot recognize the table. Do not delete or rename any of the table

columns. You may edit the document outside the index table; such editing will not affect the index.

If you want another index table, create another index table document; do not add another index table to the same document.

Specifying a phrase for the index

To specify that a phrase be included in the index, follow the general steps listed earlier in this section in "Using the index table."

Enter the phrase in the **Item** column. Use the exact text and character properties you want to appear in the index.

Using codes in the index table

Use **Codes** to qualify the appearance of **Item** in the index.

1. If you wish to review **Code** meanings, select inside the **Sort As** column in the index table and press <SKIP/NEXT>. Messages appear for the **Codes** column.
2. Enter one or more codes (C, A, V, N, and O) in the **Codes** column. Use capital letters; the codes can be in any order. Do not insert spaces or punctuation.

Refer to Appendix, E, "Index table examples," in this volume for more information about **Codes**.



Codes V

Throughout this chapter, whenever index table **Codes** are explained, a graphic similar to the one shown at the left appears.

Making an index entry refer to other terms

To indicate that an index entry is to search for and reference variations on an **Item**, follow the general steps listed earlier in "Using the index table."

1. Enter the word or phrase to appear as the index entry in the **Item** column, and press <SKIP/NEXT>.
2. Enter any variation, such as a similar term or a plural, in the **Variations** column.
3. To enter another variation, press <SKIP/NEXT>. Another subrow appears. Enter the next variation.
4. After you enter the last variation, press <SHIFT> and <SKIP/NEXT> if you want to enter text in the next column.
5. If you want only the variations to be referenced in the index, enter V in the Codes column. **Item** is listed in the resulting index, but page numbers are listed only for the variations.

Codes V

Specifying that an index entry be a subentry

To indicate that an index entry should be listed under another index entry, as in the example:

States

Ohio: 2, 6

follow the general steps listed earlier in "Using the index table."

1. Enter the word or phrase (in this case, Ohio) in the **Item** column.
2. Enter the word or phrase under which **Item** is to be listed (in this case, States) in the **List Under** column.

The **List Under** entry does not need to appear elsewhere in the index table as an **Item**, unless you have special requirements for that entry, as discussed in the next section.

3. Repeat this procedure if you want subentries listed under subentries. For example:

States

Ohio: 2, 6

Cincinnati: 3, 7

Dayton: 4, 8

In this example, you would fill in two more rows. **Item** would be Cincinnati for one row and Dayton for the other; **List Under** would be Ohio for both rows.

Note: If you did not perform step 1, the Ohio entry would not have page numbers.

Customizing the List Under entry

1. If you want to assign special character properties to the **List Under** entry, as in:

States

Ohio: 2, 6

create an **Item** for the **List Under** entry, giving it the desired properties. (In this case, enter *States* in a new row, under **Item**.)

2. If you do not want the index to show any page numbers for *States*, enter N in the **Codes** column.

Codes N

Codes A

Note: The presence of **Code N** does not ensure that *States* appears in the index. In this case, *States* appears only if Ohio is referenced. If **States** should always appear; you would also need to use **Code A**.

Specifying a comment for the index

To specify that a comment be listed in the index, follow the general steps listed earlier in "Using the index table."

1. Enter the comment in the first empty row in the **Item** column, using the character properties you want to appear in the index.

Codes NA

2. If the comment is only informational, as in the **Item**:

illustration, see illustration notes

and no page numbers are wanted, enter NA in the **Codes** column.

3. If page numbers are wanted, as in the **Item**:

preface, see also foreword

- Enter "preface" in the **Variations** column.
- Enter V in the **Codes** column, so that only the variation "preface" is referenced.

Codes V

In this example, if no references to preface are found, this comment does not appear in the index, because **Code A** was not used.

Changing the way an index entry is sorted

To cause the Index Generator to sort an **Item** differently than it appears, follow the general steps listed earlier in "Using the index table."

1. Enter the word or phrase in the **Item** column. (For example, enter "<OPEN>".)
2. Enter the word or phrase to be used for sorting in the **Sort As** column. (For example, enter "OPEN". This causes <OPEN> to appear in the O section of the index, rather than before the A section.)

Using index objects

1 2 3...

This section tells how to work with index objects. Appendix A, "Determining which indexing components to use," in this volume discusses dictionaries, tables, and index objects.

Displaying the Index Object property sheet

1. If the index object is not already selected, select it by pointing to either the left or right index object bracket and clicking the left mouse button twice.
2. Press <PROP'S>.

The Index Object property sheet appears.

Creating a special occurrence index entry

If a term appears often in the document, and you want to list page numbers for only special occurrences:

1. Establish an index object for each special occurrence of the word or phrase.
2. If the occurrence is already established as an index object, make sure its **Special Handling** choice is [Index as a Unit].
3. If the term is a word and you are using exclusion dictionaries, make sure the word is in an exclusion dictionary, so that all non-special occurrences are excluded.
4. See if the term is in an index table:
 - If you want to use the index table to create "special effects," follow the directions in the next section.
 - If the term is included by an index table, be sure that **Code O** is entered. That

way, only instances of the terms that are objects are referenced in the index.

Note: This process is sometimes referred to as “marking.”

Using the index table with index object units

To create a “special effect” for a reference to an index object unit:

1. Establish the index object unit as described in the previous section.
2. Enter the term in the **Item** column of an index table.
 - If you want to give the term a special appearance, assign the desired text properties to **Item**.
 - If you want to attach a comment to the term, follow the directions in “Specifying a comment for the index” earlier in this chapter under “Working with index tables.”
3. Enter “O” in the **Codes** column.

Codes O

Marking text to be ignored during indexing

If you want a section of your document, such as introductory material, to be ignored during index generation:

1. Establish an index object for the entire section to be ignored.
2. Display the Index Object property sheet.
3. Select [Ignore When Indexing] as the **Special Handling** property, and close the property sheet.

Giving an index term an alias

When you want to treat special occurrences of a term, or even an entire section of text, as if it were another term:

1. Establish an index object for the special occurrence.
2. Display the Index Object property sheet.
3. Select [Use Alternative Term]. A box appears.
4. Enter the desired alias in the box, and close the property sheet.

Note: If you also want to list this object in an index table, enter the alias in **Item**. Alternatively, you can enter the alias as a **Variation**, to allow using an **Item** that includes a comment.

Classifying index terms

You classify an index object so its page number can be given special treatment in the index. You specify the treatment in the layout guide, where the properties of the same classification label indicate how the page number should appear in the index.

Classifying a single index term

1. Establish the index object as a unit.
2. Display the Index Object property sheet.
3. Select [Use Classification]. A box appears.
4. Enter the classification label (letters and numbers only), and close the property sheet. (For example, if this particular reference is a definition of the index term, you might enter "Def" as the label.)

Classifying multiple index terms

If you have a large block of text (such as an example) and want to classify all the index terms in that block, you can do so easily:

1. Select the text, using the select-adjust method.
2. Select [Establish Index Object] in the content auxiliary menu.
3. Display the Index Object property sheet.
4. Select [Search for Contained Index Terms and Classify Their Page Numbers] as the **Special Handling** choice. The **Classification** box appears.
5. Enter the classification label (letters and numbers only), and close the property sheet.

Any index term found inside the block automatically receives the classification (unless the term is an index object with its own classification).

Finding index objects

1. Select inside an open document and then select [Go to Next Index Object] in the content auxiliary menu. The next index object in the document is highlighted.
2. Continue in this manner, selecting [Go to Next Index Object].

Deleting an index object

1. Select [Show Structure] to display the index object brackets.
2. Select and move the index object text outside the brackets, to either the right or left.

3. Select the index object brackets by pointing to the left or right bracket and clicking twice with the left mouse button.
4. Press .

Copying index object properties using <SAME>

1. Select [Show Structure] to display index object brackets.
2. Select the index object you want to change. (Point to the left or right bracket and click the left mouse button twice.)
3. Press <SAME>.
4. Select the left or right bracket of the index object having the properties you want.

Customizing your layout guide

1 2 3...

By editing the layout guide, you can specify the index entry format and the page layout for the resulting index document.

Modifying the index document page layout

1. Obtain a default layout guide. Make sure it is in edit mode and [Show Structure] is selected.
2. Select the page format character, display the Page Format properties sheet, and set properties as desired. (See *Document Editor Reference* volume 3 in this library for information about page format properties.)
3. Read the introductory frame text and delete it, if desired. Delete or replace the title "INDEX," if you like.

4. Enter introductory text or frames as needed at the beginning of the index, before the first field.
5. Enter text or frames as needed at the end of the index, following the last field.

Modifying the index entry format

After customizing the page layout, set paragraph properties and modify the field contents, as desired.

Changing paragraph and tab properties

Change the properties of the three paragraphs:

1. Make these modifications to the section heading paragraph:
 - In the layout guide, select the paragraph containing the letter A and set its paragraph properties.
 - If you do not want section breaks, display the non-printing characters and delete the new-paragraph character.
2. Make these modifications to the entry item paragraph:
 - Select the paragraph containing "item" and set its paragraph properties.
 - Delete the right-flush paragraph tab if you do not want overflow lines to indent.
 - Modify the right-flush paragraph tab properties if you want to change the amount that overflow lines indent.

Note: Do not indent more than a few spaces, or very short entries will indent unexpectedly.

3. Make these modifications to the subentry paragraph:
 - Select the paragraph containing “subentry” and set its paragraph properties.
 - Delete the right-flush paragraph tab if you do not want overflow lines to indent.
 - Modify the right-flush paragraph tab properties if you want to change the amount that overflow lines indent.

Note: Do not indent more than a few spaces, or very short entries will indent unexpectedly.

Changing the layout guide field contents

Pressing <SKIP/NEXT> in the following steps allows you to proceed through the layout guide fields and view instructions in the system message area. The first step is for the first field, the second step is for the second field, and so on.

1. Select inside the first field and enter any text you want to appear at the start of section headings (such as a left bracket if you want a section heading like this: [A]). Set the character properties as desired. Press <SKIP/NEXT>.
2. Modify the character properties of the “A.” Delete the A if you do not want section headings to have identifying letters. Press <SKIP/NEXT>.
3. Enter any text you want to appear at the end of section headings (such as a right bracket). Set the character properties as desired. Press <SKIP/NEXT>.
4. Modify the character properties of “item.” Press <SKIP/NEXT>.

5. Change the properties of the characters that terminate the index item, or replace the characters with other text. Then press <SKIP/NEXT>.
6. Change the properties of the “3,” which represents listed page numbers. Then press <SKIP/NEXT>.
7. Change the properties of the punctuation which separates page numbers, or replace the punctuation with other text. Press <SKIP/NEXT>.
8. Change the properties of the dash, used in page ranges, or replace the dash with other text.

If you want each page number listed, rather than page ranges, delete the dash. Press <SKIP/NEXT>.

9. Refer to Table 3-2 in the “Layout guide fields” section earlier in this chapter for information about **Subentry**. (Ignore “subentry,” which is a visual aid outside the field.)
10. The last field is a boundary field needed by the Index Generator. Do not modify it.

If you want to give special page numbers a unique appearance in page number lists, follow the directions given later in “Assigning a special appearance to page number references.”

Note: Do not delete, rename, or change the field properties of any of the layout guide fields discussed above.

Finalizing the layout guide

1. The default layout guide causes the page format character to appear in the index on a line by itself. If you do not want this extra vertical space, set the line height of the page format character in the layout guide to .01 inches.

(The extra space may be inappropriate for multi-column indexes.)

2. Paginate the layout guide.
3. Verify that its appearance is as you intended.
4. Optionally, select any of the first three display options in the document auxiliary menu, such as [Don't Show Structure]. When you open the generated index, it is displayed using these choices.
5. Optionally, select the title of the index, then select [Mark Text Sequence] from the content auxiliary menu. The title of the generated index will automatically be referenced in the table of contents. (You must have the *VP Long Document Options* Table of Contents Generator feature running to perform this step.)
6. Be sure your layout guide is closed and inactive (not being paginated, for instance) before starting index generation. Index a small sample document, and check the resulting appearance.

Assigning a special appearance to page number references

You use index object classifications and layout guide fields together to assign a distinctive appearance to special page number references.

1. Assign a classification to the occurrences that are to be given a distinctive appearance:
 - To classify occurrences individually, follow the directions in "Classifying a single index term" in the section, "Classifying index terms" under "Using index objects" earlier in this chapter.
 - To assign the same classification to all index terms in a block of text, follow the

directions in "Classifying multiple index terms" in the section, "Classifying index terms" under "Using index objects" earlier in this chapter.

2. In the layout guide just before the **Boundary field**, enter a new field (<KEYBOARD> <Special> <Z>) for each group of classifications you want listed together.
3. To improve readability, you may insert any desired text, such as new-paragraph characters, between the new fields. (The text has no effect other than improving readability.)
4. Enter one or more classifications, separated by spaces, in each field.

Place the classifications for page numbers to be listed first (in index entries) in the first field, those to be listed second in the second field, and so on.

If any field has multiple classifications, place them in the desired order. A page number takes on the appearance of the first (leftmost) classification that applies to it.

5. Assign the desired character properties to each classification. Make sure all characters in a classification have the same properties.

(For example, if you have created the classification "Def" for terms that provide definitions, and you want their page numbers to be bold, make "Def" bold.)

6. If you want unclassified page numbers to be listed in a special order, insert a page number character (<KEYBOARD> <Special> <4>) in the appropriate field. Create a new field if necessary.

Unless you insert a page number character, unclassified page numbers are listed last.

7. For each group having page numbers that you want to be followed by special separation characters, insert an ampersand (&), immediately followed by the desired characters, at the end of the field.
8. Continue with the directions preceding this section in "Finalizing the layout guide."

Generating indexes

1 2 3...

After you set up the basic components, you can automatically create an index, formatted to your specifications. You can update your document or book and then, with minor modifications to basic components, rerun the generator to produce an accurate, updated index.

This section provides more information about running the generator and suggests a scenario of operations to follow. Refer to Appendix A, "Determining which indexing components to use" in this volume for more information.

Using the option sheet

This procedure assumes you have created the necessary basic components.

1. Place your layout guide, labeled "INDEX: Layout Guide" on the desktop.
2. Make sure the documents or books you want indexed are paginated; then select them.
3. Select [Index Generator] from the desktop auxiliary menu. The Index Generator option sheet appears.
4. Leave the **Type of Result Desired** choice set to [Index].

5. If you want each entry in your index to begin with a capital letter, select [Capitalize First Letter of Each Entry].
6. If you have text in anchored frames or captions, select or deselect the **Search Within Main Text** and choices, depending on whether you want the text to be referenced. You can select either or both choices.
7. Select from **When Analyzing Items Apply** choices the names of the folders you want to use. The folders you select must be on your desktop and have the exact name indicated in the choice. Make sure the folders contain only the dictionaries or tables you need.
8. For the **Show Separate Entry When** option, if you want a separate entry to appear in the index when the term being referenced has all capital letters, select [All Letters Capitalized]. If you want a separate entry when the term has only the initial letter capitalized, select [First Letter Capitalized].
9. Leave the **Sort the Index Entries** choice set to [Alphabetically], unless you want entries listed according to their frequency of reference.
10. Leave the **Show Occurrence Counts for** choices deselected unless you are interested in viewing statistical data on occurrence counts for index terms.

You can change the selections as often as necessary before you select [Start]. If you have deselected the objects to be indexed, select them now, before continuing.

11. Select [Start].

Note: While the Index Generator is running, if you want to modify any components that are being used by the Index Generator, wait until its operation is complete. For instance, do not

move a dictionary out of a folder that the generator is using.

Messages appear in the message area as the generator acquires component information. The option sheet closes and generation continues in the background.

The Index Generator places the resulting index or indexes on the desktop. (If there were too few disk pages available to allow pagination of the index document, the index that appears on the desktop is unpaginated.)

Following a suggested scenario

This scenario assumes the exclusion folder is not on the desktop.

1. Customize your layout guide. (This can be done any time before you produce your final index. Use the default layout guide until you customize your own.) Make sure the layout guide is closed and not in use (being paginated, for example).
2. Run the Index Generator, using the document to be indexed, the layout guide, and the [INDEX: Exclude These Terms] option sheet setting.
3. In the message area, the generator offers you the option of creating the default exclusion dictionaries. Confirm the request.

The generator creates the dictionaries and uses them to generate your first-pass index, which is generally a collection of terms you do not want to index. You can use this first-pass index to build an exclusion dictionary. The index appears on the desktop.

4. Examine the new index, and use it to begin constructing your own document-specific exclusion dictionary.

Edit the index so only words to be excluded remain. (Refer to the section "Creating your own dictionary" under "Creating the index components" earlier in this chapter.)

5. As you create your document of exclusion words, begin to think about the phrases, variations, and subentries you want to appear in the resulting index. Enter them in an index table. (Refer to "Working with index tables" earlier in this chapter.)
6. Notice that certain terms to be referenced appear quite frequently in the text. In the document being indexed, establish index objects for any special occurrences you want referenced. Make sure the non-special occurrences are excluded, as discussed in "Creating a special occurrence index entry" under "Using index objects" earlier in this chapter.
7. When you have completed steps 3 through 6, create a dictionary from the new document of exclusion words.
8. If important words have been excluded from your index by the default dictionaries, create an inclusion dictionary of those words.
9. Place the new dictionaries and index table document in their appropriate folders:
 - Place the exclusion dictionary in the "INDEX: Exclude These Terms" folder.
 - If you created an index table, place the document in the "INDEX: Use These Tables" folder.
 - If you created an inclusion dictionary, place it in the "INDEX: Include These Terms" folder.

Note: When indexing large documents and books, you may use more than one document-specific dictionary or table.

10. Run the Index Generator again. If applicable, select the additional choices: [INDEX: Use These Tables] and [INDEX: Include These Terms].
11. Repeat steps 4 through 10 as necessary to fine-tune your index. If you need to expand your exclusion dictionary, edit the document of exclusion words created in step 4, and create a new dictionary. Do the same for the document of inclusion words created in step 8. Be sure to remove obsolete dictionaries from the exclusion and inclusion folders.

Stopping the Index Generator

Foreground activity: The generator begins operation by checking basic components on the desktop and, optionally, creating basic components for you.

Press <STOP> to cancel Index Generator operation during foreground activity.

Background activity: The generator performs the rest of its activities in the background.

Use the background activities menu to cancel the Index Generator operation during background activity.

Editing your User Profile

1 2 3...

You can change the default values for the Index Generator option sheet in your User Profile, to tailor the initial settings of choices to suit your needs.

Refer to Appendix I, "Index Generator User Profile options," in this volume for a list of the

option choices. Refer to the chapter titled "The User Profile" in the *General User Reference* volume in this library for further information on setting up your User Profile.

[INDEX: Use These Tables]: An example of a User Profile setting is shown below. This setting causes the option sheet to appear with [INDEX: Use These Tables] selected, along with the standard selection [INDEX: Exclude These Terms].

[Index Generator]
Apply Index Table Folder: TRUE

Japanese language workstations: On Japanese language workstations, you should set the index table option to TRUE, as above, and the exclusion folder option to FALSE:

Apply Exclusion Folder: FALSE

Most Japanese language workstations will not use exclusion dictionaries (dictionaries of words).

If you have ever revised a publication that contained a large number of footnotes, you know how time-consuming it can be to renumber footnotes when you add new ones or delete old ones. The Footnotes feature, part of the *VP Long Document Options* application, makes it easier to update footnotes.

The Footnotes feature also allows you to specify the placement of footnotes at the end of a page or at the end of an entire chapter or book. The automatic numbering function puts footnotes in the sequence in which they occur in the text.

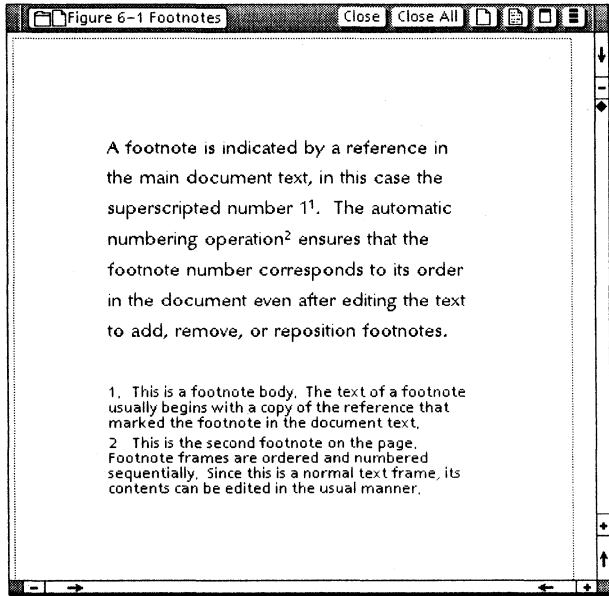
Key concepts of Footnotes



A footnote is a note or comment that documents the source of a quotation or offers more details about a subject mentioned in text. Footnotes appear at the bottom of the page on which they are referenced. Alternatively, footnotes can also appear at the end of a document or chapter; in this case, they are called *endnotes*.

A footnote reference is a superscripted reference symbol or number that links the footnote with the text it supports. Footnote text generally appears in a smaller point size than text used in the main body of the document (Figure 4-1).

Figure 4-1 Footnote reference and footnote



Footnote elements

In ViewPoint, a footnote consists of a character called a *footnote reference character* (Figure 4-2), a footnote frame, and a *footnote cross-reference character*.

You insert a footnote by entering a footnote character from the Document Special keyboard (Figure 4-3).

Figure 4-2 A footnote reference character in a document

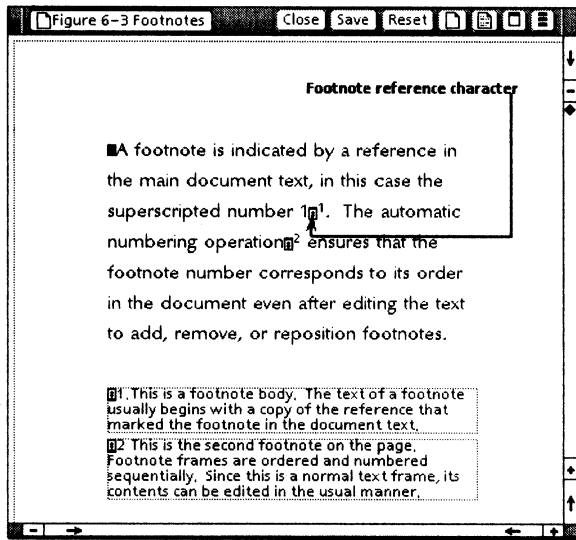
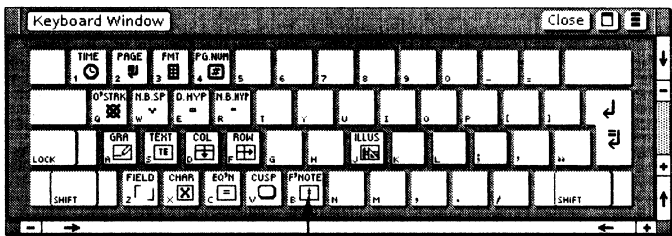


Figure 4-3 The footnote character on the Document Special keyboard



Footnote character

The footnote reference character

When you insert a footnote into a document a footnote reference character (Figure 4-4) and an empty footnote frame appear in the document. (The footnote reference character is visible when

[Show Structure] is selected.) The footnote reference character is linked to the footnote frame the way an anchor is linked to an anchored frame.

Figure 4-4 **Footnote reference character**



The footnote frame

The footnote frame, in which you type the footnote text, is always anchored by a footnote reference character in the body text of the document. The default footnote frame contains a footnote cross-reference character, described in the next section.

Within the footnote frame, full text-editing capabilities are available. Like the anchored text frame, the footnote frame may contain fields, but it cannot contain other anchored objects such as equations, graphics, or tables.

You can set the margins and alignment of all footnote frames to be inserted in your document by using the Footnote options sheet. When you insert the footnote frame, its frame adjusts to the width of the column or page containing the footnote reference. The height is variable and is set to the height necessary to store the footnote text. The footnote text aligns with the main document text at the left margin of the column or page.

The footnote cross-reference character

You can make cross-references to footnotes within the body of the text or within footnotes. For example, instead of creating a new footnote, you might want to say, "refer to footnote 10."

To cross-reference a footnote, you copy the footnote cross-reference character (Figure 4-5) from the footnote frame to the location in the document where you want to refer to the footnote. When you paginate the document, the footnote cross-reference characters update automatically.

Figure 4-5 **Footnote cross-reference character**



A footnote cross-reference character can refer only to a footnote entry that precedes it. You must first enter the footnote into the document, then copy the footnote cross-reference character to locations following the footnote.

Note: The Footnotes feature does not renumber cross-references that precede the footnote.

Footnote reference symbols

In manuscripts, footnotes are generally indicated by a superscripted symbol. With Footnotes, you have several footnote symbols from which to choose:

- A numeric string (starting with 1)
- A string of dagger-sequence symbols (asterisk, dagger, double dagger, section mark)
- An uppercase or lowercase letter

You select reference symbols in the Footnote options sheet. The default reference symbol is numeric. The selected reference symbol does not appear until the document is paginated.

Note: Standard style conventions determine the symbols used for footnote references. Numbers are the most common reference symbols. The

dagger-sequence symbols are used only when sequencing is restarted at the beginning of each page.

Automatic numbering and placement

When you paginate your document, footnotes are automatically numbered and positioned. The numbering and placement options on the Footnote options sheet control these operations.

Pagination of documents containing footnotes

You can use any of the pagination commands to number and position footnotes.

Selecting [Paginate] or [Simple Paginate] causes the footnote reference symbols to be numbered and the frames to be positioned throughout the entire document. Selecting [Paginate Displayed Pages] or [Paginate Specified Pages] numbers and positions only the footnotes within the range of pages being paginated.

Note: During partial pagination, a null symbol is assigned to cross-reference characters located within the range of paginated pages, but which refer to footnotes outside the range.

Footnote numbering

The Footnotes feature automatically sequences footnotes in increasing order throughout a document. The numbering and placement options on the Footnote options sheet determine whether reference symbols are assigned continuously throughout the document or restart at the beginning of each page.

Footnote placement

The Footnote options sheet provides options that let you place a footnote on the same page as its reference symbol or at the very end of a document. If you select the same page, the

footnote frame appears on the same page if enough space remains; otherwise, the footnote frame appears on the next page. If you need to, you can split the footnote, placing a portion of the footnote body on the first page, and the rest on the next page.

If you select the end of the document, all footnote frames appear at the end of the document, in the sequence in which their references occur.

The frame properties determine where the frame will be placed on the page. Generally, you select flush-bottom alignment to place footnotes at the end of a page, and floating alignment to place footnotes at the end of a document.

Footnotes feature commands

Two commands pertaining to the Footnotes feature are available:

[Show Footnote Options]

Displays the Footnote options sheet. This command is in the document auxiliary menu.

[Go to Next Footnote Reference]

Scrolls to and selects the next footnote reference in a document. This command is in the content auxiliary menu.

The Footnote options sheet

The Footnote options sheet enables you to control how all footnotes will appear when you insert them in your document. The option sheet appears when you select [Show Footnote Options] in the document auxiliary window. For changes to the Footnote options sheet to take effect, [Edit] must be selected in the document window.

The Footnote options sheet contains three associated displays: Numbering & Placement, Reference Creation, and Body Creation.

Note: This option sheet controls only footnotes yet to be created. It does not change the appearance of existing footnotes. To change existing footnotes, you can:

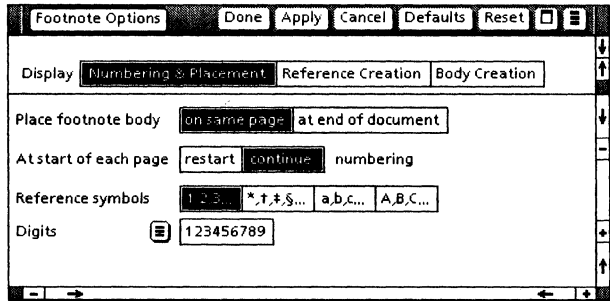
- Display the Text Frame properties sheet for each footnote frame and change property settings as desired.
- Change the character properties of footnote text using top-row function keys or the Text property sheet.
- Assign style rules to footnotes and then change the style properties as needed.

For more information on the Text Frame properties sheet and the Text property sheet, refer to *Document Editor Reference* volume 4 in this library. For more information on style rules for footnotes, refer to "Creating footnote styles" later in this chapter.

Numbering and placement options

Figure 4-6 shows the numbering and placement options on the Footnote options sheet. These options control the labeling and positioning of footnotes and take effect during pagination.

Figure 4-6 Numbering and placement options



Place Footnote Body

Controls the placement of notes as either footnotes or endnotes during pagination.

[On Same Page]

Places the footnote on the same page as the footnote reference.

[At End of Document]

Collects footnote frames at the end of the document.

The default placement is [On Same Page].

At Start of Each Page Numbering

Controls footnote numbering across page boundaries.

[Restart]

Assigns numbers sequentially within each page, restarting reference symbol assignments at the beginning of each page.

[Continue]

Assigns reference symbols sequentially through the entire document.

The default is [Continue].

Note: You cannot use [Restart] if you have selected [At End of Document] for the **Place Footnote Body** option.

Reference Symbols

Specifies the reference symbols used to indicate footnotes. Choices include: A numeric string

- A string from a dagger sequence:
 - Asterisk (*)
 - Dagger (†)
 - Double dagger (§)
 - Section mark (§)
- An uppercase or lowercase letter.

The default value is numeric representation.

Note: Numeric symbols range from 1 through 32,767. Non-numeric reference symbols cycle through their symbol set using “n” copies of the current symbol on the “nth” pass through the symbol set.

Digits

If you choose numbers for the **Reference Symbols** option, the **Digits** option is displayed so that you may select multilingual numbering notations. The numbering notations available include ASCII (digits 0 through 9), Arabic, and Persian. The default value is ASCII.

Letters

If you select uppercase or lowercase letters for the **Reference Symbols** option, the **Letters** option is displayed so you may select multilingual alphabets. The standard set of ViewPoint language options is available, including U.S. English, U. K. English, French, German, Swedish, Italian, Dutch, Danish, Norwegian, Finnish, Spanish, Japanese, French Canadian, and English Canadian.

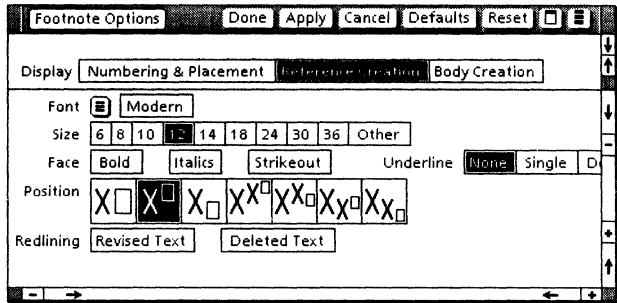
The alphabet for each language is defined in the Multinational Considerations Manual.

When the Japanese character set is used, lowercase letters are hiragana, uppercase letters are katakana. The default language is determined by the language item in the User Profile.

Reference creation options

The reference creation options (Figure 4-7) are identical to those for setting properties on the Character display of the Text property sheet. The default settings are the same as in the Text property sheet (for example, Modern font in size 12), except the **Position** option, which is superscripted for a footnote reference.

Figure 4-7 Reference creation options



The reference creation options control the appearance of only the footnote reference symbol which will be inserted, not the properties of existing footnote reference characters.

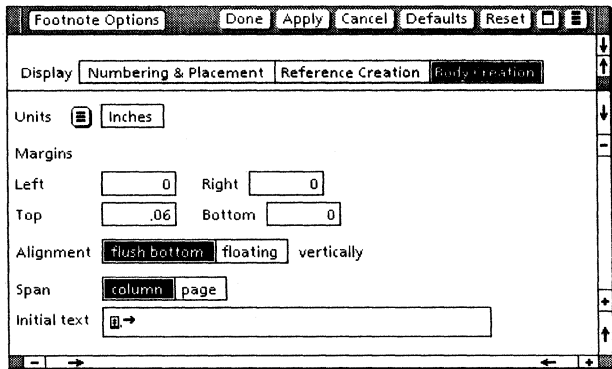
Refer to *Document Editor Reference* volume 3 in this library for a description of the character properties on the Text property sheet.

Body creation options

The body creation options (Figure 4-8) let you set footnote frame margins, determine the span of footnote frames, and specify indentation (tabs or spaces) and text for the footnote frames.

As with the other footnote options, the body creation options control the appearance of only the footnote frame that will be created, not the appearance of frames that already exist in the document.

Figure 4-8 **Body creation options**



Units

Displays the unit of measurement used to set the **Margins** property. An auxiliary menu lists the available choices: [Inches], [Millimeters], [Centimeters], [Points], and [Spaces]. (One inch equals 25.4 millimeters, 2.54 centimeters, 72 points, or 12 spaces.)

The default is the current value. Selecting [Defaults] in the property sheet does not change the **Units** value.

Margins

Defines the size of the rectangular area which separates the frame from surrounding text.

The default values are 0.06 inch for the top margin and zero for the left, right, and bottom margins.

Alignment vertically

Controls the vertical alignment of the footnote frame on the page.

[Flush Bottom]

Aligns the frame at the bottom of the page.

[Floating]

Causes the frame to follow the last line of text.

Generally, [Flush Bottom] is used for footnotes placed at the end of a page. [Floating] is used for footnotes placed at the end of a document.

Span

Specifies the span of the footnote frame.

[Column]

Specifies that the footnote should span the column.

[Page]

Specifies that the footnote should span the page.

Initial Text

Specifies standard initial text to be automatically added to the footnote when it is created. For example, if you enter a tab in the initial text field, each footnote will begin with a tab. The default is: a footnote cross-reference character, a period, and a tab.

The cross-reference character is associated with the footnote reference symbol during footnote creation. When you paginate the document, the cross-reference character is automatically updated along with the footnote reference symbols.

The only way to create a footnote cross-reference is to specify the footnote cross-reference character in the **Initial Text** option. If you have deleted the cross-reference character, you can obtain another one by selecting [Defaults] in the option sheet header.

Selecting footnote numbering, placement, and appearance options

1 2 3...

Select the footnote options you want before you insert footnotes in your document. That technique helps you avoid having to manually change the reference symbols, margins, frame alignment, or font size of footnotes. If you think you may need to change your footnote properties later, see “Creating footnote styles” later in this chapter.

1. Open the document and place it in edit mode.
2. Select [Show Footnote Options] in the document auxiliary menu.

The Footnote options sheet appears.

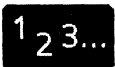
3. Select the desired numbering and placement, reference creation, and body creation options.
4. If desired, set a point size for the footnote by selecting the new-paragraph character in the **Initial text** box and pressing <LARGER/SMALLER>. You can also use , <BOLD>, and <ITALICS> to select different fonts and type styles.
5. Select [Done].

The choices you select affect all footnotes you insert after making the option choices, but not existing footnotes in your document.

Notes:

- Be careful when mixing footnote frames and other flush-bottom frames on a page. Footnote frames are not automatically placed below other frames located on the same page. Use one of the following techniques to help ensure that footnotes are placed below other frames on single-column pages:
 - Use column-spanning footnote frames and set all other frames to floating vertical alignment.
 - Use page-spanning footnote frames and make sure no other frames are set as page-spanning. This combination of settings ensures that footnotes are positioned below everything else on the page.
- On a multi-column page, footnote frames should always be column-spanning, flush bottom. Other frames should be floating (not flush bottom). If page spanning is used on a multi-column page, only footnotes whose references occur in the first column will be positioned on the same page. Page-spanning frames in anything other than the first column are always deferred to the next page.

Inserting a footnote



1. Set the footnote options you want in the Footnote options sheet. (Refer to the previous procedure, "Selecting footnote numbering, placement, and appearance options.")
2. Select [Show Structure] in the document auxiliary window.

3. Select the location in the document where you want to insert a footnote reference symbol.

Note: You cannot insert a footnote reference symbol inside a text or graphics frame.

4. Hold down <KEYBOARD> and press <Special> to access the Document Special keyboard; then press to insert the footnote frame. Release <KEYBOARD>.

A footnote reference character and a footnote frame appear in the document. The caret appears in the footnote frame.

5. Type the footnote text in the frame.
6. Press <NEXT> to move the caret to the document body text following the footnote reference character.

To position the footnote where you want it to appear on the page and to display the footnote reference symbol, select one of the pagination commands in the document auxiliary menu.

After pagination, the footnote appears at the end of the page or at the end of the document and the footnote reference symbol appears in the document. To change the footnote text, edit it using standard ViewPoint techniques.

All of the usual text editing capabilities of the Document Editor are available in the footnote frame, including styles. For information on using styles, refer to *Document Editor Reference* volume 4 in this library.

Moving, copying, and deleting footnotes

1 2 3...

1. Select the footnote frame or footnote reference.
2. Press <MOVE>, <COPY>, or , as appropriate.

If you pressed <MOVE> or <COPY>, select the location for the moved or copied footnote.

If you pressed , select [Yes] to confirm the deletion.

3. Paginate to renumber and reposition existing footnotes.

Finding footnote references

1 2 3...

1. Open the document.
2. Select [Go to Next Footnote Reference] in the content auxiliary menu.

The next footnote reference in the document is selected. If you made no selection in the document, the first footnote reference is selected.

Changing footnote frame properties

1 2 3...

1. Select the border of the footnote frame and press <PROP'S>. The Text Frame properties sheet appears.
2. Make any desired changes.

Note: Although you can select only certain text frame properties on the Footnote options sheet before the footnote is created, you can change any text frame property using this method after the footnote has been created.

Cross-referencing footnotes

1 2 3...

1. In the footnote frame of the footnote you want to cross-reference, select the cross-reference character.
2. Press <COPY>, and select the location in the body text (after the original footnote reference) where you want the cross-reference to appear.

If you later want to move the cross-reference character to a new location, create additional cross-references, or delete the cross-reference, select the character and move, copy, or delete it, as usual.

Notes:

- You cannot make or copy a footnote cross-reference character by itself between documents. However, you may move or copy a cross-reference character to another document when it is part of the text contained in a footnote frame and you are transferring the entire footnote.
- You cannot create a cross-reference to an existing footnote that has no cross-reference character in the **Initial Text** option of the footnote frame. If the cross-reference character has been deleted from the **Initial Text** option, you can obtain another one by selecting [Defaults].

Changing properties of reference and cross-reference characters

1 2 3...

1. Select the character and press <PROP'S>. The Text property sheet appears.
2. Select the desired properties.

The <SAME> key, the character property function keys, and text style rules may also be applied to footnote reference and cross-reference characters.

Splitting footnotes

1 2 3...

When a footnote frame does not fit on a page, the entire frame moves to the next page. In some cases you may want to split the footnote, placing a portion of the footnote body on the first page and the rest on the next page.

1. Insert an anchored text frame immediately after the footnote reference character. To insert the text frame, hold down <KEYBOARD>, press <Special>, and press <S>; then release <KEYBOARD>.
2. Set the properties of the text frame to be the same as the properties of the footnote frame.
3. In the footnote frame, select the lines of text at the end of the footnote which should be placed on the next page, and move the text into the text frame.
4. Paginate the document.

When the document is paginated, the footnote frame appears on the same page as the footnote reference, and the text frame appears on the next page before any subsequent footnotes.

Creating footnote styles

1 2 3...

Using style rules with footnotes makes it easier to change properties of existing footnotes. For example, to change the properties of existing footnotes, you must change each footnote individually. However, if you enter footnotes with style rules, you can change the footnote properties simply by changing the style rule properties.

Footnotes created with the Document Special keyboard do not include style rule properties. However, you can create styled footnotes by using Define/Expand.

To create styled footnotes, you perform four basic procedures:

- Define style rules for footnotes.
- Assign style rules to footnotes.
- Store a styled footnote in an expansion dictionary.
- Insert styled footnotes in your document.

Then, you can enter styled footnotes in your document. Later, if you want to change the style properties for every footnote in your document, you just redefine the style rule; all of the footnote properties change accordingly.

The following sections outline the steps for each of these procedures.

Defining style rules for footnotes

To create styled footnotes, you first define two style rules; one for the footnote reference character and one for the text in the footnote frame.

1. Open a document and place it in edit mode.
2. Select [Show Stylesheet] in the document auxiliary menu to display the document stylesheet.
3. Select the style rule called "Blank Character Style" and press <COPY>.
4. Select a blank area on the stylesheet and click the left mouse button to create a style rule named "Copy of Blank Character Style."
5. Repeat steps 3 and 4 to make an additional copy of the blank character style.
6. Select "Copy of Blank Character Style" and press <PROP'S>.
7. Delete the text in the **Name** box and type the name you want to use for the footnote reference character style (for example, **FNR**).
8. Type a description such as **Footnote reference character style** in the **Description** box.
9. Select the properties you want for the footnote reference character (for example font, size, and superscripted position).
10. Select [Done].
11. Select "Copy of Blank Character Style" and press <PROP'S>.
12. Delete the text in the **Name** box and type the name you want to use for the footnote text style (for example, **FNT**).
13. Type a description such as **Footnote text style** in the **Description** box.
14. Select the properties you want for the footnote text.
15. Select [Done].

16. Select [Close] in the stylesheet window header.

Assigning style rules to footnotes

1. Display structure and non-printing characters in your document.
2. Insert a footnote.
3. Select the footnote reference character you just inserted and press <PROP'S>.
4. Select from the **Style** property auxiliary menu the style rule you defined for the footnote reference character.
5. Select [Done].
6. Select the initial text area of the footnote frame and press <PROP'S>.
7. Select from the **Style** property auxiliary menu the style rule you defined for the footnote text.
8. Select [Done].

Storing a style footnote in an expansion dictionary

1. Select the footnote reference character you entered in the document.
2. Press <SHIFT> and <DEFINE/EXPAND>.

If you do not have an active expansion dictionary, the message "There is no active dictionary now. Do you wish to create a fresh one" appears.

3. Select [Yes], if necessary.

In a few seconds, the Define options sheet appears.

4. Deselect [Use Destination Char props on EXPAND].
5. In the Abbreviation box, type an abbreviation for the styled footnote, such as **FN**.
6. Select [Start] to store the styled footnote in the expansion dictionary.
7. Select [Store Expansion Dictionary] in the desktop auxiliary menu to save a copy of the the new expansion dictionary on your desktop.

Inserting a styled footnote

1. Type the abbreviation you entered in step 5 of the previous procedure.
2. Press <DEFINE/EXPAND>.

If you want to change the properties of a style rule, select [Show Stylesheet] in the document auxiliary menu. Then select the style rule you wish to change and press <PROP'S>. When the Style Rule Definition sheet appears, you can select the desired properties. The Document Editor assigns the new properties to the footnotes in your document when you close the stylesheet.

For further information on using styles and Define/Expand, refer to *Document Editor Reference* volume 4 in this library.

Using footnotes in a book or shared book

1 2 3...

Use a book or shared book if you would like footnotes numbered by chapter (where the sequence restarts at the beginning of the next document or chapter). To number footnotes by chapter, you set the footnote numbering and placement options for each document.

The Footnotes feature provides no automated way to place footnotes at the end of a book or shared book.

Note: You cannot number footnotes across document boundaries or specify the starting reference symbol. Consequently, a chapter containing continuously numbered footnotes must be contained in a single document.

Downgrading footnotes to ViewPoint 1.1 or 1.0

1 2 3...

You can downgrade documents containing footnotes to ViewPoint 1.1 or 1.0 without losing any text. When a footnote is downgraded, the footnote frames become text frames. ViewPoint preserves the reference symbols as text, and the reference character becomes an anchor for the text frame. However, the footnotes will not be automatically renumbered when the document is paginated.

After a document with footnotes has been downgraded and then upgraded back to ViewPoint 2.0, the footnote frames and text remain in the document, but the footnotes and cross-references will not be automatically renumbered when the document is paginated.

5. VP Spelling Checker

The *VP Spelling Checker* application checks the spelling of words in your documents. When it finds and highlights a misspelling, you can display a list of correct spellings that resemble the misspelling. You can then select the correct spelling from the list or provide the correct spelling yourself.

Key concepts of the spelling checker



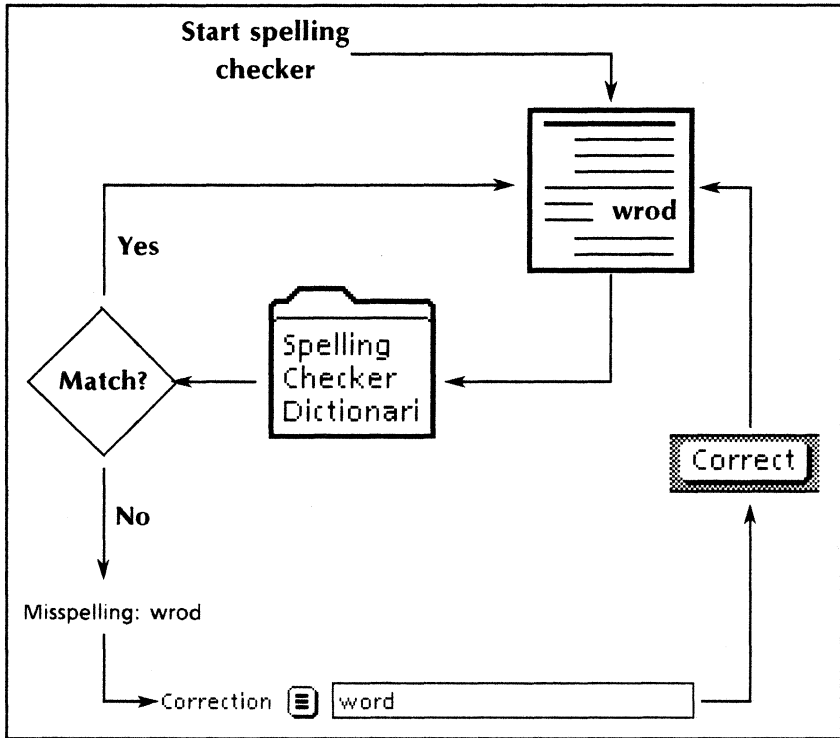
When you start up the spelling checker, the Spelling Checker option sheet appears so you can select how you want the spelling checked. You can select one or more *spelling checker dictionaries* that the spelling checker is to use to verify the spelling of words. A spelling checker dictionary can be a standard dictionary or a customized dictionary that you create.

When you run the spelling checker, it compares each word in your document to the words in the spelling checker dictionaries in use:

- If it finds a match between a word in one of the dictionaries and a word in your document, it assumes that the word is spelled correctly.
- If it finds a word that does not match a word in one of the dictionaries, the spelling checker assumes it is spelled incorrectly.

Figure 5-1 illustrates how the spelling checker finds misspelled words.

Figure 5-1 How the spelling checker finds misspelled words



When the spelling checker finds a misspelled word, it highlights the word in the document and displays it on the option sheet so you can:

- Correct the word manually.
- Instruct the spelling checker to correct the word automatically throughout the entire document, based on how the first occurrence of the word is corrected.
- Instruct the spelling checker to leave the spelling unchanged throughout the document, or to leave the selected occurrence of the word unchanged.

The standard dictionary

The *standard dictionary* that comes with the spelling checker is a comprehensive American English dictionary. It contains over 100,000 words, including legal terms from Black's Law Dictionary, and some proper names.

You cannot display or edit the contents of the standard dictionary. You can use it only to verify that words are spelled correctly.

The standard dictionary does not include words in the following categories:

- Variations of root words, such as possessives
- Technical terms
- Slang

If you want the spelling checker to ignore these terms, you need to add them to a custom dictionary.

Custom dictionaries

Creating custom dictionaries can make spelling checker operations more efficient if you include words that pertain specifically to your documents. For example, one custom dictionary might contain technical words and product-specific terms. Another custom dictionary might contain proper names.

On the Spelling Checker option sheet, you specify which dictionaries should be used for looking up words. The dictionaries you select are called "lookup dictionaries."

To examine or make extensive changes to a custom dictionary, you can make a text document from the custom dictionary, which you can open and edit just like any other document. When you finish editing, you can replace the old dictionary contents with the contents of the document.

The spelling checker uses the following methods to control the contents of custom dictionaries:

- It maintains only one entry per word, unless a word has mixed uppercase and lowercase letters, such as aBc, ABc.
- It organizes the entries in alphabetical order.

These controls eliminate duplicated words from dictionaries and make dictionary documents easy to use and update.

Each custom dictionary can contain about 10,000 words (about 120 disk pages).

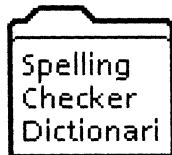
The Spelling Checker Dictionaries folder

To create or use custom dictionaries, you must copy a folder icon to your desktop and name it exactly as follows:

Spelling Checker Dictionaries

In this folder (Figure 5-2), you place the custom dictionaries you want to use. The spelling checker looks in the Spelling Checker Dictionaries folder for any custom dictionaries, and lists their names on the Spelling Checker option sheet. The standard dictionary is part of the spelling checker application itself; its name appears on the option sheet as "American English."

Figure 5-2 **Spelling Checker Dictionaries folder**



To use the custom dictionaries, the Spelling Checker Dictionaries folder must be on the desktop.

While the Spelling Checker option sheet is open, you cannot move or delete dictionaries from the Spelling Checker Dictionaries folder, or delete the folder itself.

Custom dictionary icons

For each custom dictionary you need, you copy an Empty Dictionary icon from the Basic Icons divider to the desktop, name it, and place it in the Spelling Checker Dictionaries folder. Figure 5-3 shows an Empty Dictionary icon, and Figure 5-4 shows an icon for a dictionary named Products.

Figure 5-3 The Empty Dictionary icon



Figure 5-4 A dictionary icon named Products



Alternative spellings generator

The *alternative spellings generator* displays the correct spellings for words in an auxiliary menu on the Spelling Checker option sheet. If you do not know the correct spelling for a misspelled

word, you can access the alternative spellings auxiliary menu to display possible corrections. Then you can select the spelling you want to use. If you know the correct spelling of a word, you can type it directly onto the option sheet.

Auto-correction

You can instruct the spelling checker to keep track of the words you correct during a spelling checker session and automatically correct subsequent occurrences of those same words. You can choose to correct certain words manually while allowing auto-correction of other words.

The spelling checker usually maintains the capitalization of the current occurrence of a word each time it corrects the spelling. However, if the word to be corrected uses mixed case—if, other than the first letter, some of the letters are uppercase and others are lowercase—the spelling checker uses the capitalization pattern you supplied when you first corrected the word.

If you make an error while “correcting” the spelling of a word during auto-correction, you can complete the spelling checker session, then use the Find feature to replace the misspelled word with the correct spelling.

Batch dictionary updating

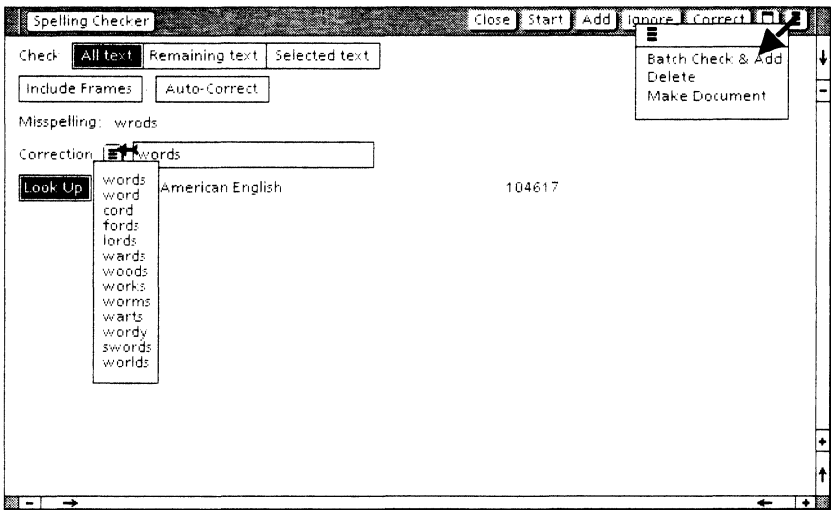
You can employ a *batch check and add* process of updating custom dictionaries. Using this method, you instruct the spelling checker to build special-purpose dictionaries, add words to existing dictionaries, or create a temporary dictionary for misspelled words.

You do not interact with the workstation during batch updating, but you cannot move on to other tasks until the process is done.

The Spelling Checker option sheet

When you select [Spelling Checker] from the desktop auxiliary menu, the Spelling Checker option sheet appears on the desktop (Figure 5-5). The Spelling Checker option sheet presents the options that are available when you operate the spelling checker.

Figure 5-5 Spelling Checker option sheet



Spelling Checker option sheet commands

[Close]

Closes the option sheet.

[Start]

Begins the spelling checker process.

[Continue]

Resumes the spelling checker process after a word is corrected or ignored.

This command is available after you select [Start] at the beginning of a spelling checker session. The [Start] command replaces the [Continue] command at the end of a spelling checker session.

[Add]

Adds the word or words in the **Correction** box to the dictionaries you selected for editing.

[Ignore]

Leaves an unmatched word unchanged, and ignores subsequent occurrences of the word.

[Correct]

Replaces a misspelled word with the word you entered in the **Correction** box.

[Batch Check & Add]

Adds all words not found in the selected lookup dictionaries to the dictionaries selected for editing.

[Delete]

Deletes the word or words displayed in the **Correction** box from the dictionaries selected for editing. To delete all words in the dictionaries selected for editing, enter a single asterisk in the **Correction** box and select [Delete].

[Make Document]

Creates a document from the selected dictionary.

Spelling Checker options

Check

Specifies the text that the spelling checker is to examine for misspelled words. Choices include:

[All text]

Checks all words from the beginning to the end of the document.

[Remaining text]

Checks all the words from the caret location to the end of the document.

If the caret is inside a text frame or a table, the spelling checker checks only the words from the caret location to the end of the frame or table. To check all the words in the frame or table, select the table or text frame or select its anchor.

[Selected text]

Checks only the words in currently selected text. If a frame is selected, the spelling checker checks the text inside the frame.

[Include Frames]

If selected, instructs the spelling checker to check the words in:

- Anchored and embedded text and graphics frames
- Anchored and embedded table frames
- Captions

If the caret is inside a frame, the spelling checker checks the words in that frame even if you do not select this option.

[Auto-Correct]

If selected, automatically corrects all remaining instances of a word based on the way you correct the first instance of the word. You can change the status of this option as often as you want.

Misspelling

Displays each word that does not match any word in the selected lookup dictionaries.

Correction

Displays the misspelled or unmatched word for you to correct. This option includes the alternative spellings auxiliary menu, which displays words spelled similarly to the unmatched word.

[Look Up]

If selected, uses the words in the dictionary named beside it to check spelling in a document. You can select [Look Up] next to as many dictionaries as you need

[Edit]

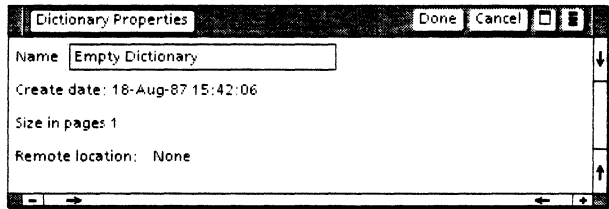
Adds words to or deletes words from the dictionary named beside it when you select [Add], [Batch Check & Add], or [Delete]. This option does not appear beside the standard dictionary name because you cannot edit or display the contents of the standard dictionary.

You can specify both [Look Up] and [Edit] for any custom dictionary.

The Dictionary properties sheet

The dictionary icon has an associated property sheet (Figure 5-6) that enables you to assign a name to a custom dictionary.

Figure 5-6 The dictionary properties sheet



Name

Displays the name of the dictionary.

Create date

Indicates the date and time the dictionary was created; this property is in read-only format.

Size in pages

Indicates the size in disk pages of the dictionary; this property is in read-only format.

Remote location

If the dictionary was retrieved from a remote location, indicates from which remote location the dictionary was retrieved; this property is in read-only format.

Operating the spelling checker

1 2 3...

1. If you plan to use custom dictionaries, make sure the Spelling Checker Dictionaries folder is on the desktop.
2. Select [Spelling Checker] from the desktop auxiliary menu. The Spelling Checker option sheet appears on the desktop.
3. Select the spelling checker options you want to use. To check spelling only in a table or a frame, refer to "Checking spelling only in a table or a frame" later in this chapter.

Note: You can select both [Look Up] and [Edit] for the same custom dictionary.

4. Open the document you want to check, and make sure it is in edit mode.
5. Make a selection in the document according to the **Check** option in effect.
6. Select [Start] on the Spelling Checker option sheet. The spelling checker examines words in the document until it comes to a word it cannot match with a word in one of the lookup dictionaries. Then it beeps, highlights the word, and inserts it both next to the **Misspelling** option and in the **Correction** box.
7. Each time the spelling checker highlights a word, you can correct it or leave it as is. See "Handling unmatched words" next in this chapter.
8. When the spelling checker reaches the end of the document, it displays a completion message and reports the number of words it checked.

Handling unmatched words

1 2 3...

When the spelling checker highlights a word, you can leave it as is, correct it manually, request a list of alternative spellings, or specify automatic correction.

Leaving a word as is

If the spelling checker highlights a word that you consider to be correct:

- Select [Ignore] if the spelling checker is to bypass all occurrences of the unmatched word. The spelling checker adds the unchanged word to the list of words to be ignored for the session, and then continues checking the document.

Note: Closing the Spelling Checker option sheet deletes the list of words to be ignored.

- Select [Continue] without selecting [Ignore], to bypass a single instance of an unmatched word.

You can also add the word to a custom dictionary; refer to “Creating and maintaining custom dictionaries” later in this chapter.

Correcting a word manually

1. Edit the word in the **Correction** box to correct its spelling.
2. Select [Correct].

The spelling checker replaces the unmatched word with the correction you typed and continues checking the document.

If you selected [Auto-Correct] on the Spelling Checker option sheet, the spelling checker makes the same correction to any other instances of that

misspelled word. Refer to "Selecting auto-correction" next for more information.

Note: Editing words within the document itself stops the spelling checker session.

Selecting auto-correction

1. When the spelling checker displays an unmatched word, correct the word in the **Correction** box.
2. Select [Auto-Correct].
3. If a word for which you do not want to use auto-correction appears in the **Correction** box, deselect [Auto-Correct].
4. Select and deselect [Auto-Correct] as necessary for other misspellings you correct.

To correct a misspelling you supplied after selecting [Auto-Correct], complete the spelling checker operation and then globally replace the misspelled word. See *Document Editor Reference* volume 4 in this library for information on using the Find feature.

Selecting an alternative spelling

If you are unsure of the correct spelling for an unmatched word, use the alternative spellings generator to display possible corrections:

1. Display the alternative spellings auxiliary menu next to the **Correction** box on the Spelling Checker option sheet and select the word you want to use in place of the misspelled word. The word you selected appears in the **Correction** box.

Note: If the alternative spellings generator cannot find similarly spelled words, the menu displays a question mark.

2. Select [Correct].

The spelling checker replaces the unmatched word with the word you selected and continues checking the document.

Checking spelling only in a table or a frame

1 2 3...

To check spelling within a table, a text frame, or a graphics frame:

1. Select [Remaining text] or [Selected text] for the **Check** option on the Spelling Checker option sheet.
2. Select the border of the frame in which you want to check spelling.
3. Select [Start]. The Spelling Checker checks only the words in the frame.

If you want to check text in frames as well as text in the entire document, you select [Include Frames] in the Spelling Checker option sheet in addition to the other options you need, before running the spelling checker.

Stopping a spelling checker session

1 2 3...

If the spelling checker has not reached the end of the document, you can use one of these methods to stop the current session:

- Select another parameter for the **Check** option.
- Edit the document.
- Close the document.
- Close the Spelling Checker option sheet.

These actions retain the spelling corrections made during the current session. When you close the option sheet, the spelling checker deletes any lists of words it compiled for automatic correction or to be ignored.

Creating and maintaining custom dictionaries

1 2 3...

To prepare for using custom dictionaries with the spelling checker, follow these steps:

1. Create a folder on your desktop named "Spelling Checker Dictionaries," using the spacing and capitalization shown here. If the folder name varies in any way, the spelling checker will not recognize the folder and cannot use the custom dictionaries it contains.
2. Copy an Empty Dictionary icon from the Basic Icons divider, name it, and move it into the folder.

Note: If the Spelling Checker option sheet is open when you add a dictionary to the Spelling Checker Dictionaries folder, close and reopen the option sheet to display the new dictionary name.

Adding words to custom dictionaries

To add words to custom dictionaries, you can type each word to add, select unmatched words to add, or "batch-add" all unmatched words.

Typing the words to add

1. Select [Spelling Checker] from the desktop auxiliary menu.
2. Select [Edit] next to the name of each dictionary to which you want to add words. Select other options as desired.

3. Select inside the **Correction** box and type the word you want to add. You can type more than one word in this box by including a space between words.
4. Select [Add] to add the words you typed to the dictionaries selected for editing. A completion message displays the number of words added.
5. Repeat steps 3 and 4 until you finish adding words.

Adding selected words

Use the following instructions to add to custom dictionaries the words that are highlighted by the spelling checker.

1. Select [Spelling Checker] from the desktop auxiliary menu.
2. Select [Edit] next to the name of each custom dictionary to which you want to add words. Select other options as desired.
3. In an open document in edit mode, make a selection according to the **Check** option in effect.
4. Start the spelling checker and correct unmatched words as described earlier in this chapter.
5. Each time the spelling checker locates an unmatched word that you want to add to the dictionaries you are editing, select [Add]. Then select [Continue].
6. Select [Ignore] to bypass the word for the remainder of the session. The spelling checker continues checking the document.
7. Repeat steps 5 and 6 until you finish adding all unmatched words to the dictionary.

Adding words to dictionaries using batch processing

Using batch processing, you can add to dictionaries selected for editing all words in a document that are not in the standard dictionary. You cannot, however, simultaneously correct misspellings.

To make sure added words are spelled the way you want, check and correct spelling in a document first; then add all unmatched words to dictionaries using batch processing:

1. Select [Spelling Checker] from the desktop auxiliary menu.
2. Make sure you select [Edit] next to the name of each custom dictionary to which you want to add words. Select other options as desired.
3. In an open document in edit mode, make a text selection according to the **Check** option in effect.
4. Select [Batch Check & Add] from the option sheet header or floating items auxiliary menu.
5. Select [Yes] when the message area displays a confirmation message.

The spelling checker starts checking the document. It uses the dictionaries for which you selected [Look Up] to find unmatched words in the document and then adds the unmatched words to the dictionaries you are editing.

When the spelling checker reaches the end of the document, it displays a completion message and the number of words added to the dictionaries.

After you add words to dictionaries using batch processing, check the dictionary contents by making a document from the dictionary. This procedure is described under "Working with the dictionary as a document" later in this section.

Deleting selected words from custom dictionaries

1. Select [Spelling Checker] from the desktop auxiliary menu.
2. Select [Edit] next to the name of the dictionaries from which you want to delete words.
3. In the **Correction** box, type the words you want to delete. You can type more than one word in this box by including a space between words.
4. Select [Delete] from the option sheet floating items auxiliary menu.
5. Repeat steps 3 and 4 until you finish deleting words.

You also can delete words from a custom dictionary by making a document from it, editing the document, and using it to recreate the dictionary. This procedure is described later in this section under "Working with the dictionary as a document."

Deleting all words from a custom dictionary

1. Select [Spelling Checker] from the desktop auxiliary menu.
2. Select [Edit] next to the name of the dictionary or dictionaries from which you want to delete the contents.
3. Select the Correction box, delete any words in the box, and then type an asterisk (*).
4. Select [Delete] from the option sheet floating items auxiliary menu.
5. Select [Confirm] when the message area displays a confirmation message.

Note: The empty dictionary remains in your Spelling Checker Dictionaries folder. You can add words to it and use it again, or you can delete it from your folder.

Working with the dictionary as a document

To view the contents of a custom dictionary or make changes to it, you convert the dictionary to a document.

Making a document from a custom dictionary

1. In the Spelling Checker Dictionaries folder, select the dictionary to make into a document.

Note: You can select more than one dictionary in the Spelling Checker Dictionaries folder; the spelling checker creates one document for each icon you select.

2. Select [Spelling Checker] from the desktop auxiliary menu.
3. Select [Make Document] from the option sheet floating items auxiliary menu.

The document icon appears on the desktop with the same name as the dictionary used to create it. When you open the dictionary document you can view the words it contains, arranged in alphabetical order with each word on its own line. You can edit the document as necessary, adding, correcting, and deleting words.

Converting a dictionary document back to a dictionary

1. Delete all words from the dictionary that you converted into a document. See "Deleting all words from a custom dictionary" earlier in this chapter.
2. Select [Edit] next to the name of the now-empty custom dictionary. Deselect [Look

Up] for any dictionaries for which it is currently selected.

3. Open the dictionary document and select a location within the document.
4. Select [Batch Check & Add] from the option sheet floating items auxiliary menu.
5. Respond [Yes] to the prompt asking you if you want to proceed with the batch operation.

The spelling checker adds all of the words in the document to the custom dictionary you selected for editing.

6.

VP Equations

VP Equations makes it easy for you to enter equations into your Document Editor documents. The special characters and symbols you need are on the standard and alternate keyboards. *VP Equations* provides special structures that automatically size and align all of the equation elements.

Key concepts of VP Equations



With the *VP Equations* application, you cannot only type equation symbols, you can build simple or complex multiple-line equations. The software automatically adjusts the size and placement of the equation symbols.

Using standard ViewPoint and Document Editor operations, you can insert, move, and delete characters within equation frames. Additionally, you can move or copy complete structures and entire equations to another equation frame within the same document or to another document. Figure 6-1 shows the results of copying characters and fraction structures from one part of an equation to another.

Figure 6-1 Copying characters and fraction structures within an equation

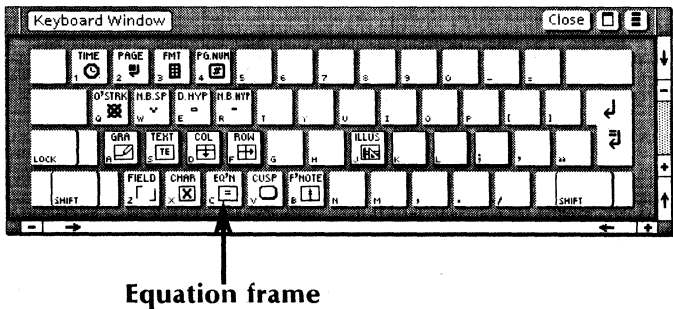
$$\frac{1}{x+\Lambda} \rightarrow \frac{1}{x+1\frac{1}{x+\Lambda}} \rightarrow \frac{1}{x+\frac{1}{x+1\frac{1}{x+\Lambda}}}$$

Typesetting conventions determine the automatic size and position of the equation symbols, which always appear in the Classic font.

Equation frames

An *equation frame* is an anchored frame used to enter equation structures and characters. To enter an equation into a document, you first insert an equation frame using the Document Special keyboard (Figure 6-2).

Figure 6-2 Document Special keyboard



To copy or move an entire equation frame, you can select the frame or its anchor and follow standard ViewPoint procedures. The equation frame has associated properties that you can change, similar to the properties of text, table, and graphics frames.

Equation contents

You enter characters in an equation frame using the standard keyboard and alternate keyboards. For example, you can type the following kinds of characters in the same equation:

- Alphabetic and numeric characters from the standard English keyboard
- Letters from the Greek keyboard

- Symbols from the Logic, Office, and Math keyboards
- Symbols and structures from the Equation Special keyboard

Figure 6-3 shows an equation that contains characters and structures from some of these keyboards.

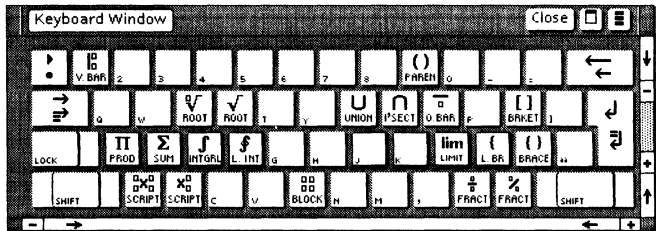
Figure 6-3 Equation frame with characters and structures from alternate keyboards

$$\int_0^1 f(x) dx \geq \sum_{k=1}^M H_k f_{\pi} + E$$

The Equation Special keyboard

To access the Equation Special keyboard (Figure 6-4), you select within an equation frame, hold down <KEYBOARD>, and press <Special>.

Figure 6-4 Equation Special keyboard



This keyboard provides structures that simplify entry of equations.

Equation structures

Equation structures contain reserved areas called *argument fields* that simplify placement of structural elements such as fractions. These argument fields appear as squares within the structure on the keyboard. When you enter a structure into an equation frame, the squares are invisible; the caret automatically moves to the argument fields when you press <SKIP/NEXT>.

For example, when you press a fraction key on the Equation Special keyboard, a fraction bar appears in the equation frame. The caret is automatically positioned in the numerator field. After you type the numerator, pressing <SKIP/NEXT> moves the caret to the denominator field.

When you complete a structure and press <SKIP/NEXT>, the caret moves to the standard baseline so you can type the next element in the equation. Pressing <SKIP/NEXT> again causes the caret to move out of the equation frame, to the next text entry position in the document.

Note: Some of the structures on the Equation Special keyboard have not been implemented yet. These include: square root structures, the left brace, the cube root structure, the script structure with four argument fields, and the fraction structure with the diagonal bar.

The block structure



Enables you to build an equation that exceeds one line. In this rectangular array of argument fields, you can type other structures or characters to build a matrix equation.

The block structure is the only equation structure that has a property sheet. Use the Equation Block properties sheet to define the number and position of argument fields.

The brace structure

$$\{ \}$$

Sets up an argument field between the braces.

The bracket structure

$$[]$$

Sets up an argument field between the brackets.

The fraction structure

$$\frac{\square}{\square}$$

Sets up argument fields above and below the fraction bar, for the numerator and denominator. The length of the fraction bar increases to equal the width of the characters you type into the argument fields.

The integral structure

$$\int$$

Sets up two argument fields following the integral, for the upper and lower limits of the integral.

The intersection structure

$$\cap$$

Sets up argument fields above and below the intersection symbol, for the upper and lower limits of the intersection.

The limit structure

lim

Sets up an argument field below the limit symbol.

The line integral structure

∫

Sets up two argument fields following the line integral symbol, for the upper and lower limits of the line integral.

The parentheses structure

()

Sets up an argument field between the parentheses.

The product structure

∏

Sets up argument fields above and below the product symbol, for the upper and lower limits of the product.

The overbar structure

—

Sets up an argument field below the overbar. The length of the overbar increases to accommodate the number and width of the characters you type into the argument field.

The summation structure

∑

Sets up argument fields above and below the summation symbol, for the upper and lower limits of the summation.

The two-script structure

 x_{\square}^{\square}

Sets up three argument fields. In the first field, you enter the base character to which you want to add the superscript or subscript notation. In the second field, you enter the superscript for the character. In the third field, you enter the subscript for the character.

The union structure

 \cup

Sets up argument fields above and below the union symbol, for the upper and lower limits of the union.

The vertical bar structure

 $|$

Sets up two argument fields following the vertical bar, for the upper and lower limits of the vertical bar.

Automatic sizing and placement of equation elements

VP Equations automatically adjusts the size and placement of equation structures and their elements. For example, the fraction bar automatically expands to the width of the characters you type in the numerator or denominator field, whichever is longer.

Figure 6-5 shows how inserting the summation symbol in the numerator increases the length of the fraction bar.

VP Equations also adjusts the size of the equation frame to accommodate the size of the equation.

Figure 6-5 **Two fractions showing the automatic size adjustment of the fraction bar**

$$\frac{2}{4}$$

$$\frac{2 \sum}{47}$$

If you add a lower limit to the summation symbol, *VP Equations* automatically repositions the fraction bar to make room for the lower limit (Figure 6-6).

Figure 6-6 **Automatic repositioning of the fraction bar to accommodate the lower limit of the summation**

$$\frac{2 \sum_{i=0}}{47}$$

VP Equations automatically sizes equation elements so that they are easy to read. When equations contain regular alphabetic and numeric characters on the baseline, the characters appear in 10-point italic text. You can use the top-row function keys to change the typeface to regular or bold and to reduce the type size to 8-point type.

The special symbols are larger than the alphabetic and numeric characters, and the characters in the upper and lower limits appear in 8-point type. You can use the <LARGER/SMALLER> key to

increase the size of the upper and lower limits to 10-point type.

Figure 6-7 illustrates the oversized summation symbol, the reduced size of the upper and lower limits, and the default size of the baseline text.

Figure 6-7 **Three sizes of elements in an equation**

$$\begin{array}{c} \textit{upper} \\ \sum \\ \textit{lower} \end{array} \textit{normal size text}$$

The Equation Frame properties sheet

You use the Equation Frame properties sheet to control the appearance and position of the equation frame and caption. To display the Equation Frame properties sheet (Figure 6-8), you select the equation frame and press <PROP'S>.

Figure 6-8 The Equation Frame properties sheet

Border Style

Specifies the style of the frame border. If you select the first choice (blank box), the frame has no border; however, a dotted line still appears around the displayed frame if you select [Show Structure] from the document auxiliary menu.

The default border style is borderless, the first choice.

Border Width

Specifies the width of the frame border. The default border width is the first choice.

Units

Displays the unit of measurement used to set the **Margins**, **Width**, and **Height** properties. An auxiliary menu lists the available choices: [Inches], [Millimeters], [Centimeters], [Points], and [Spaces]. (One inch equals 25.4 millimeters, 2.54 centimeters, 72 points, or 12 spaces.)

The default is the current value. Selecting [Defaults] in the property sheet does not change the **Units** value.

Margins

Defines the size of the rectangular area which separates the frame from surrounding text, and in which you can place captions. This property consists of four settings:

[Left]

Specifies the amount of space, to the left of the frame, reserved for a frame margin. The default is 0.

[Right]

Specifies the amount of space, to the right of the frame, reserved for a frame margin. The default is 0.

[Top]

Specifies the amount of space, above the frame, reserved for a frame margin. The default is 0.

[Bottom]

Specifies the amount of space, below the frame, reserved for a frame margin. The default is 0.

The Document Editor adds the margin area as an invisible rectangular area adjacent to the corresponding frame border.

Note: You probably will want to set only the top or only the bottom margin to a value other than zero. Setting both the top and bottom margins doubles the space between consecutive equation frames.

Captions

Specifies where captions are to appear around the frame. You can use this property to number equations in your document.

You can select any combination of [Left], [Right], [Top], and [Bottom]. When you select a setting, the Document Editor inserts a new-paragraph character in the margin on the corresponding side of the frame, enabling you to enter text for the caption.

The default is no caption location selected.

Note: You must specify a margin before entering text in the caption.

Width

Specifies the width of the frame, excluding the margin. The default is 6.5 inches.

Height

Specifies the height of the frame, excluding the margin. The default is .18 inch.

Alignment

Controls the horizontal and vertical position of the frame on the page. The choices for horizontal alignment are:

[Flush Left]

Aligns the frame at the left margin of the page or column.

[Centered]

Centers the frame between the page or column margins.

[Flush Right]

Aligns the frame at the right margin of the page or column.

The choices for vertical alignment are:

[Flush Top]

Aligns the frame at the top page margin.

Note: The frame anchor for a flush-top frame must be the first character on the page, immediately following any existing page format character and, on the first page, the first new-paragraph character in the document. Otherwise, the frame appears at the top of the next page or column.

[Flush Bottom]

Aligns the frame at the bottom page margin. If the frame does not fit below the anchor on the same page, it appears at the bottom of the next page.

[Floating]

Positions the frame immediately after the frame anchor. If you reposition the anchor, the frame moves with the anchor.

The default for horizontal alignment is [Centered]. The default for vertical alignment is [Floating].

Span

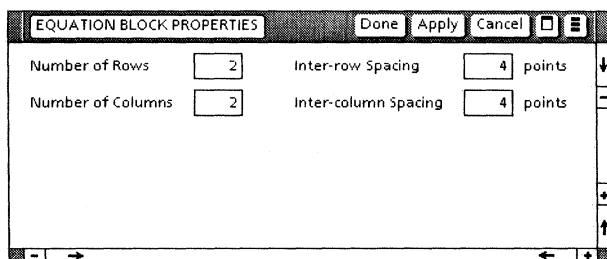
Specifies whether the frame spans the page or column. **Span** appears when you select [Flush Top] or [Flush Bottom] for the vertical alignment property. The choices are [Page] and [Column].

The default is [Column], which has the same effect as [Page] on a single-column page.

The Equation Block properties sheet

You use the Equation Block properties sheet (Figure 6-9) to specify the number and placement of elements in an equations block structure. To display the Equation Block properties sheet, when you enter a block character into your document from the Equation Special keyboard, select the equal sign, and press <PROP'S>.

Figure 6-9 **The Equation Block properties sheet**



EQUATION BLOCK PROPERTIES		Done	Apply	Cancel		
Number of Rows	<input type="text" value="2"/>	Inter-row Spacing	<input type="text" value="4"/>	points		↓
Number of Columns	<input type="text" value="2"/>	Inter-column Spacing	<input type="text" value="4"/>	points		-
						+
						↑
						←
						→

Number of Rows

Specifies the number of vertical argument fields in the block structure. You may enter a number between 1 and 256.

Inter-row Spacing

Specifies the number of points between the vertical argument fields. You may enter a number between 0 and 64.

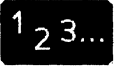
Number of Columns

Specifies the number of horizontal argument fields in the block structure. You may enter a number between 1 and 256.

Inter-column Spacing

Specifies the number of points between the horizontal argument fields. You may enter a number between 0 and 64.

Inserting an equation frame



1. Select the character that you want the equation frame to follow.
2. Hold down <KEYBOARD> and press <Special> to access the Document Special keyboard. To display the keyboard windows, press <Show>.
3. Press <C> to insert an equation frame in your document at the caret position.
4. Release <KEYBOARD>. If necessary, close the keyboard windows.
5. If you want to change the frame properties, display the Equation Frame properties sheet and make any desired changes.
6. To create additional equation frames, select the equation frame (or its anchor) and use standard ViewPoint operations to copy the frame to additional locations.

Note: If no room exists for the equation frame after the character you select, the frame appears at the first available space. When you paginate the document, the frame appears immediately after the character you selected. Select [Show Structure] from the document auxiliary menu to see the frame anchor above the frame.

Typing equations from the standard keyboard



Use this procedure for equations that use only letters, numbers, and symbols from the standard keyboard.

1. Insert an equation frame in the document.
2. Select within the equation frame.

3. Type characters from the standard keyboard to make up the simple equation.


Typing equations from alternate keyboards



1. Insert an equation frame in the document.
2. Select within the equation frame.
3. Hold down <KEYBOARD> and select the alternate keyboard containing the character you want in your equation. To display the keyboard windows for the alternate keyboard, press <Show>.
4. Press the key or keys for the characters you want from the alternate keyboard.
5. Release <KEYBOARD>. If necessary, close the keyboard windows.
6. Repeat steps 2 through 5 for each character you need to type from another alternate keyboard.

Note: For extensive use of an alternate keyboard, select the keyboard, press <Set>, and then release <KEYBOARD>. To return to the standard keyboard, select it, press <Set>, and then release <KEYBOARD>.

Entering equation structures



1. Select within the equation frame.
2. Hold down <KEYBOARD> and select <Special> to access the Equation Special keyboard. If you want to display the keyboard windows for the keyboard, select <Show>.
3. Press the key that corresponds to the structure you want to insert in your equation.

Then release <KEYBOARD>. If necessary, close the keyboard windows.

Note: If you are inserting a block structure, you can change the block structure properties by selecting the equal sign and pressing <PROP'S> to display the Equation Block properties sheet. Then modify the block structure properties as necessary.

4. To enter the equation contents, select the appropriate keyboard and type the characters for the first argument field of the structure.
5. To move the caret from an argument field, press <NEXT>.
6. If the structure contains more than one argument field, the caret moves to the next argument field. Repeat steps 4 and 5 as needed for each argument field.

When you press <NEXT> in the last argument field of a structure, the caret moves to the next position on the equation baseline. Then you can type the next element in the equation.

Note: If you press <NEXT> to leave an argument field empty and then want to enter data into it, you can select the field preceding the empty field or the character preceding the empty field and press <NEXT> to return to the field.

You can reuse equations or their structures by copying them using standard ViewPoint operations.

A. Determining which indexing components to use

You need not use every one of the available indexing components when generating an index. In deciding which components to use, consider the type of material being indexed and whether the material is likely to be revised.

If you want only key terms to appear in your index, using a combination of inclusion dictionary, index table, and index objects may be appropriate. If your index is to contain general terms as well, you may want to start with the default “most common words” exclusion dictionaries; the resulting index will indicate which terms the generator considers to be “uncommon.”

If your document will go through release and revision cycles, you may want to set up dictionaries and index tables, rather than just establish index objects throughout the document.

If you use dictionaries and index tables, much of the indexing preparation for the future is finished by the time the first release of the documentation is complete. (With index objects, future editing of the documentation may require extra work, such as establishing new index objects and verifying that old objects are still appropriate.)

Table A-1 summarizes the uses of the basic indexing components.

Table A-1 Uses of basic indexing components

Component and purpose	When used
Layout guide: Use it to format the resulting index document.	Always (required component)
Default exclusion dictionaries of common words: Use them to eliminate common words from the index.	Almost always. Using exclusion dictionaries finds words that might accidentally be omitted. This is especially useful for new or newly updated material.
Other exclusion dictionaries: Use them to eliminate other words from the index.	When the default exclusion dictionaries do not exclude enough words
Inclusion dictionaries: Use them to include words in the index.	To include a word excluded by an exclusion dictionary
	To create an index of key words when <u>all</u> occurrences are to be referenced
	When you know the exact list of index words you want and are not interested in seeing words the generator might find by using exclusion dictionaries
Index tables: Use them to specify phrases, variations, subentries, special symbols, and sort options, as well as to designate special character properties, comments, etc.	Whenever dictionaries are not sufficient

Table A-1 Uses of basic indexing components (continued)

Component and purpose	When used
<p>Index objects: Use them to mark special terms, assign alternative terms, ignore text, and classify terms so their page numbers have a special appearance.</p>	When you want only special instances of a term referenced
	When you want portions of text ignored for indexing
	When you want a particular anchored frame ignored for indexing. (Tables are also anchored frames.)
	When you want a lengthy portion of text to be indexed as a single concept (alternative term)
	When you want a portion of text to be indexed as an alias (alternative term)
	When you want the page number of a term to appear a special way (classification)

B. Index component hierarchy

If two or more index components would produce conflicting results, the Index Generator employs the following order of priority in determining what to enter in the index:

1. Index table
2. Index object
3. Inclusion dictionary
4. Exclusion dictionary

For example, if there is a conflict between an index table and another component, the index table has priority. Also, if a word is in both an exclusion and an inclusion dictionary, the word appears in the index, because the inclusion dictionary has priority.

Other details follow:

- If the term matches an **Item** or **Variation** in an index table, and it satisfies the **Codes C** and **O**, then:
 - If **Code N** is specified, the term is not referenced.
 - If **Code V** is specified and the term matches **Item**, the term is not referenced.
 - Otherwise the term is referenced.
- If the term is an index object unit, that term (or possibly an alternative term) appears in the index.
- If the term matches a word in an inclusion dictionary, it appears in the index.

- If exclusion dictionaries are not used, the term does not appear in the index.
- If exclusion dictionaries are used and the term matches a word in an exclusion dictionary, the term does not appear in the index. Otherwise, the term appears in the index.
- If no choices are selected in the Index Generator option sheet, and no index objects exist, the resulting index contains no entries.

C. Index Generator text rules

The rules the Index Generator follows during its examination of the text being indexed are explained in this appendix.

Word identification rules

The Index Generator uses the following rules to identify a word. If you find that the generator does not consider a term you want in your index to be a word, you can place that term in an index table and it will be indexed. (Refer to the section, "Working with index tables.")

- A word begins with and can contain any number of letters.
- A word can contain numbers anywhere but in the first character position.
- A word ends when a change in baseline (superscripting or subscripting) occurs.
- A word can contain embedded hyphens or apostrophes. Leading or trailing hyphens and apostrophes are ignored.
- A word cannot contain consecutive hyphens or consecutive apostrophes.
- Discretionary hyphens and hyphens generated by autohyphenation are ignored. Other dash-like characters, such as the non-breaking hyphen and Math keyboard minus sign, are treated as hyphens.

- Apostrophe characters—ASCII apostrophe, left apostrophe, or right apostrophe—are treated as equivalent to an ASCII apostrophe.

Table C-1 presents examples of how the Index Generator applies these word identification rules.

Table C-1 **Word examples**

Characters	Word(s) found	Explanation
R2D2	R2D2	A word can contain numbers.
3COM	COM	A word cannot begin with a number.
down _{stairs}	down	The baseline change after the word "down" ends that word.
	stairs	
Scott ²	Scott	The baseline change ends the word "Scott." "2" is not a word because it starts with a number.
'No'	No	The Index Generator ignores leading or trailing apostrophes.
isn't	isn't	A word can contain an apostrophe.
group's	group's	A word can contain an apostrophe.
x-ray	x-ray	A word can contain a hyphen.
it—meaning	it	Consecutive hyphens are not allowed in a word.
	meaning	

Phrase identification rules

To create an index entry containing more than one word, you enter a phrase in an index table or you establish an index object unit that itself is a phrase (or that has a phrase as an alternative term).

Phrases are composed of words, numbers, textual symbols, or embedded white space (blanks or tabs). All blanks, including the non-breaking space and Office keyboard thin space, are considered equivalent to an ordinary space.

Embedded characters

A phrase cannot contain index object units, and it cannot contain new-paragraph, new-line, or page break characters. The generator ignores other control characters, such as page format characters and frame anchors. Such characters are treated as if they do not occur in the phrase.

Embedded phrases

An occurrence of a phrase can be referenced only once in the index. The longest portion of text that matches a phrase takes precedence over a smaller portion of the same text that matches a phrase.

For example, if an index table defines the phrases "New York" and "New York Yankees," occurrences of "New York Yankees" are referenced as such and are not also referenced as "New York."

Capitalization rules

The Index Generator can distinguish between identically spelled words and phrases that have different forms of capitalization. The generator recognizes four forms of capitalization:

- all uncapitalized
- First letter only capitalized
- ALL CAPITALIZED
- mixed Capitalization

Mixed capitalization

Different forms of mixed capitalization found in the document text always have different entries in the index. (For example, Mix, MiX, mIX, mix, and miX are all listed separately.)

Other forms of capitalization

Examples of the three remaining forms are: mix, Mix, and MIX. The generator determines capitalization of an index item according to the rules listed below. (Capitalization choices in the option sheet take precedence over these rules.)

- If the “all uncapitalized” form is found in the document, all three forms are listed as one entry, uncapitalized:

mix, Mix; and MIX are listed as mix

- If the “all uncapitalized” form is not found in the document, but the “first letter only capitalized” form is found, the remaining two forms are listed with initial letter capitalized:

Mix and MIX are listed as Mix

- If a term always appears in the document with a certain form of capitalization, the term appears that way in the index. For example, if Smith always appears with a capital letter, or YWCA always appears fully capitalized, those terms will appear that way in the index.

Index table text rules

The Index Generator treats index table text according to the following rules.

During document examination

Character properties: Text with the **Redlining** [Deleted Text] property is ignored. **Position** (baseline) character properties above or below the norm are treated as simple superscripts or subscripts. ($E=mc^2$ and H_2O are examples showing simple superscripts and subscripts.) Remaining character properties are ignored.

Spaces: Beginning and ending white space (blanks and tabs) is ignored. Embedded white space is treated as a single space.

Capitalization: Capitalization is treated according to the capitalization rules described under "Capitalization rules" earlier in this appendix, unless overridden by **Code C**.

Appearance in index

The exact appearance of **Item** in the index table is retained in the index entry, including the spacing, capitalization, and character properties (even **Redlining**).

Index objects

Index objects can be treated as units. They can also be nested inside other index objects.

Index object unit rules

An index object with its **Special Handling** property set to [Index as a Unit] is called an index object unit. It is referenced in the index unless overridden by index table specifications.

The index object unit is treated as a unit. It is not indexed as if it were divided into separate words or phrases. Furthermore, it cannot match part of a larger phrase specified in an index table.

Character properties: Text with the **Redlining** [Deleted Text] property is not included in the unit. The remaining character properties are ignored. For example, the index object unit "H₂O" produces "H2O" in the index (unless an index table is used to specify the subscript property).

Spaces: Beginning and ending white space in the index object text is ignored. Embedded white space is treated as a single space.

Special characters: New-line characters and new-paragraph characters are treated as a single space. Control characters, such as page format characters or frame anchors, are ignored. Embedded index object brackets are also ignored.

Capitalization: Capitalization is treated as described under "Capitalization rules," unless you enter the object in an index table, indicate other capitalization, and use **Code C**.

Nested index object rules

Table C-2 explains how nested index objects work, depending on the **Special Handling** choices for the nested object and its enclosing object.

Table C-2 Nested index objects

The enclosing index object type	The enclosed (nested) index object treatment
[Ignore When Indexing]	Ignored also
[Index as a Unit]	Treated as ordinary text
[Search for Contained Index Terms and Classify Their Page Numbers]	<p>If the nested index object is [Ignore When Indexing], it is ignored.</p> <p>If it is [Index as a Unit], it keeps its classification if it has one; otherwise, it takes on the classification of the enclosing object.</p> <p>If it is [Search for Contained Index Terms and Classify Their Page Numbers], it is treated as if the enclosing object were not there.</p>

D. Index table code summary

Table D-1 summarizes the meanings of the **Codes** you can use in an index table.

Table D-1 **Index table codes**

Code	Meaning
C	The capitalization of Item or its Variations must be matched exactly when searching for index terms.
A	Always show Item in the index, even if no page numbers are listed with it.
V	Search for Variations only; list in the index as Item .
N	Never search for or reference Item or its Variations ; no page numbers are listed in the index entry.
O	Only index object units may match this Item or its Variations ; other occurrences are ignored.

E. Index table examples

This appendix shows three sample index tables and their resulting indexes. Refer to Appendix F, "Index layout guides" for information on creating the layout of the indexes shown in this appendix.

Basic example

The index table in Figure E-1 demonstrates basic uses of the index table. Figure E-2 shows the resulting index.

Figure E-1 Basic index table example

ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
Buckeye state, see also <i>Ohio</i>	Buckeye state			V
California		States		
Capitol				O
Congress				C
governor	governors			
	governorship			
HEW				C
House, see <i>Congress</i>				AN
Ohio		States		
[Revision]			Revision	
vice president				

Figure E-2 **Basic index example**

--B--	House, see <i>Congress</i>
Buckeye state, see also <i>Ohio</i> 4	--R--
--C--	[Revision] 13, 17
Capitol 14, 19	--S--
Congress 1, 3, 10, 14	States
--G--	California 7
governor 9-11	Ohio 5
--H--	--V--
HEW 6, 12	vice president 1-3, 9

Explanation:

- The Buckeye state table entry causes the generator to search for only the **Variation** "Buckeye state" but lists the **Item** "Buckeye state, see also *Ohio*" in the index (**Code V**). Character properties are as specified in **Item**.
- The term "Capitol" causes the generator to search for both "capitol" and "Capitol." The term appears capitalized in the index because it is capitalized in **Item**. Although the term occurs many times in the document, only the occurrences marked as index object units appear in the index (**Code O**).
- Only occurrences of "Congress" that have initial capitalization are searched for (**Code C**).
- The table entry for "governor" causes the generator to search for occurrences of governor, governors, and governorship.
- Occurrences matching the capitalization of "HEW" are searched for (**Code C**). Occurrences of "hew" and "Hew" are ignored.

- The comment “House, see Congress” always appears in the index (**Code A**) and appears without page numbers (**Code N**).
- “California” and “Ohio” are subentries listed under “States,” as specified by **List Under**.
- The phrase “vice president” appears in the index.

Special Items example

The index table in Figure E-3 has different types of **Items**, including special symbols, phrases, and comments. Figure E-4 shows the resulting index.

Figure E-3 **Special Items index table example**

ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
[Important Numbers]				
1.414		[Important Numbers]		
π		[Important Numbers]		
E.D.G.E.	EDGE			C
<i>E.T.</i>				
$E = mc^2$				
H ₂ O				
indented item				
<i>Patton</i> (the movie)	Patton			VO
Patton (the general)	Patton			V
< PROP'S >			PROP'S	

Figure E-4 Special Items index example

[Important Numbers]	[I]
1.414: 18	indented item: 14
π : 19	[P]
[E]	Patton (the general): 19
E.D.G.E.: 9, 22	<i>Patton</i> (the movie): 17
<i>E.T.</i> : 1, 4, 9	<PROP'S>: 13, 17
$E = mc^2$: 9, 22	
[H]	
H ₂ O: 7	

Explanation:

- [Important Numbers] is listed first in the index because it is sorted as “!” This item is also a special case because it was created to look like a section header.
- “1.414” and “ π ” are listed under the [Important Numbers] entry. “1.414” is searched for in the text because it is an **Item** in the table, even though it is not normally considered a word.
- Occurrences of “E.D.G.E.” and “EDGE” are referenced. Occurrences of “edge” and “Edge” do not appear in the index because they do not match capitalization (**Code C**).
- Text properties always match **Item**. In the case of “*E.T.*,” italics were specified.
- The “ $E = mc^2$ ” and “H₂O” entries appear with correct superscript and subscript because these properties exist for the **Items** in the table.
- The phrase “indented item” is referenced and appears with two leading spaces, as specified in the index table.

- “*Patton* (the movie)” refers to occurrences of the **Variation** “*Patton*” which are marked as index object units (**Codes VO**).
- “*Patton* (the general)” refers to remaining occurrences of the variation “*Patton*” (**Code V**), which are not marked as index object units.
- “<PROP’S>” is listed in the P section because the **Sort As** entry begins with that letter.

Subentries example

Figure E-5 shows a sophisticated example using **Codes** and **List Under** to create subentries.

Three levels of subentries are generated, and three different meanings of “Washington” are indexed appropriately. Figure E-6 shows the resulting index.

Figure E-5 **Subentries index table example**

ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
States				AN
Alabama		States		
Ohio	state of Ohio	States		
Cities	Ohio's cities	state of Ohio		N
Columbus		Ohio's cities		
Cleveland		Ohio's cities		
Washington	state of Washington	States		V
	Washington state			
Cities	Washington's cities	state of Washington		N

Figure E-5 **Subentries index table example (continued)**

ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
Walla Walla		Washington's cities		
Seattle		Washington's cities		
Washington D.C.				
Presidents				A
Washington		Presidents		

Figure E-6 **Subentries index example**

<p>*** Presidents 5 Washington 8, 14 *** States Alabama 1 Ohio 6 <i>Cities</i> Cleveland 1, 3 Columbus 1 Washington 6, 13 <i>Cities</i> Seattle 2 Walla Walla 3, 16 *** Washington D.C. 7</p>
--

Explanation:

- “Presidents” and “States” are always listed (**Code A**). “States” has no page numbers listed (**Code N**). Character properties are bold, as in the table.
- “Cities” is listed under Ohio and Washington in the index, only if there are subentries for “Cities” (no **Code A**).
- Because the phrase “Washington D.C.” takes precedence over its contained term “Washington,” “Washington D.C.” is referenced separately. That occurrence (on page 7) is not referenced again in the other entries for “Washington.”
- The table in Figure E-5 contains two “Washington” **Items**. Because **Code V** is used with the one listed under “States,” only Washingtons occurring in the terms “state of Washington” or “Washington state” are listed under “States.” Other occurrences of Washington are listed by the last **Item**, listed under “Presidents.”
- Washington’s cities are distinguished from Ohio’s cities by combined use of the **List Under** and **Variations** columns.

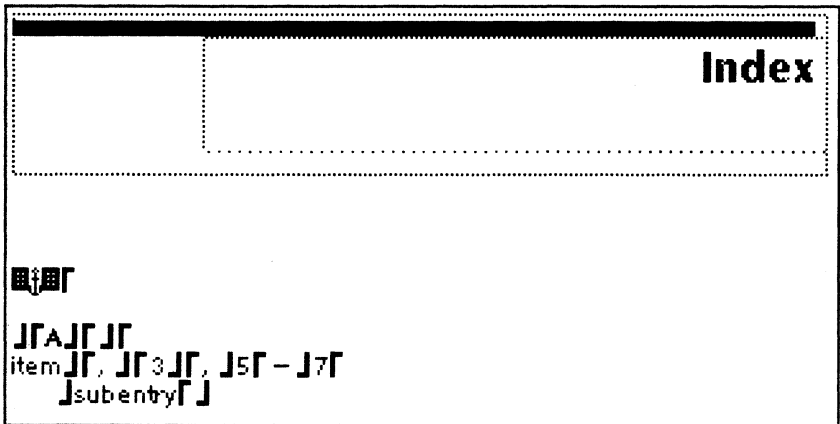
F. Index layout guides

This appendix gives examples of layout guides. Refer to “Customizing your layout guide” in the Index Generator chapter in this volume, for more information.

VP Series Reference Library

Figure F-1 shows a layout guide similar to the one used to generate the index for this volume.

Figure F-1 Reference Library layout guide



The following modifications are required to produce Figure F-1 for the Reference Library.

- A graphics frame and a second page format character were inserted at the beginning of the page. The default title, “INDEX,” was deleted.

- The Page Format properties sheets were set for two columns and were given a page number format.

Refer to Appendix H, "Index entry page numbers," in this volume. Also see *Document Editor Reference* volume 3 in this library for an explanation of the Page Format properties sheet.

- Paragraph and character properties were modified for section breaks and index entries.
- A comma was placed in the field after "item" to separate it from the page number list.
- Paragraph and tab properties were modified for subentries. Amounts for paragraph left margin and right-flush tab were modified to accommodate the smaller character size.

(In Figure F-1, the tab change is not evident because no overflow lines appear.)

Layout guides for Appendix E examples

Following is a discussion of some of the changes made to the default layout guide to obtain the indexes shown in Appendix E, "Index table examples," in this volume.

Names used below, such as **Section Heading Start**, are the names of the fields. These fields are described in the "Layout guide fields" section in the "Index Generator" chapter in this volume. Figure F-1 shows the fields of one layout guide.

Figure E-2, Basic index example

Section Heading Start: Two dashes were entered in the first field.

Section Heading End: Two dashes were entered in the third field.

Figure E-4, Special Items index example

Section Heading Start: “[” was entered in the first field.

Section Heading End: ”]” was entered in the third field.

Entry Item Termination: A colon and two spaces were entered in the fifth field.

Figure E-6, Subentries index example

Section Heading Start: Three stars from the Office keyboard were entered in the first field.

Section Heading Symbol: The “A” was deleted, leaving the second field empty.

Subentry: The paragraph left margin amount was modified. (The amount is automatically applied successively to each of the three subentry levels in the index.)

Variations on section and subentry formatting

Here are descriptions of two possible variations on section headings and subentries.

Blank section breaks, subentries on the same line

The example shown in Figure F-2, has blank section breaks (consisting of new-paragraph characters only). Subentries are preceded by semicolons rather than new-paragraph characters. Character properties for “States” are specified in the index table.

Figure F-2 **Blank section breaks**

Capitol: 14, 19
Congress: 1, 3, 10, 14
governor: 9-11
HEW: 6, 12
House: 3
States: 4, 6; California: 7; Ohio: 5
vice president: 1-3, 9

Section Heading Symbol: The "A" is deleted.

Entry Item Termination: A colon and one space are entered in the fifth field.

Subentry: The new-paragraph character and right-flush tab are replaced by a semicolon and two spaces.

No section breaks, subentries not indented

The example shown in Figure F-3 has no section breaks. Its subentries are listed on separate lines and are positioned like entries.

Figure F-3 **No section breaks, subentries not indented**

Capitol: 14, 19
Congress: 1, 3, 10, 14
governor: 9-11
HEW: 6, 12
House: 3
States: 4, 6
California: 7
Ohio: 5
vice president: 1-3, 9

Section Heading Start: The new-paragraph character is deleted, leaving the field empty.

Entry Item Termination: A colon and one space are entered in the fifth field.

Subentry: The new-paragraph character and right-flush tab are deleted, leaving the field empty.

Using classifications in the layout guide

This section gives examples of layout guides that specify classifications. Following each layout guide is a resulting index entry.

Giving page numbers special properties

In this example, the term “phrase” is marked as an index object unit on pages 3, 9, 12, and 21 of the document being indexed. The instance on page 12 is an example. References to examples are to be listed first, in bold italic. The necessary steps are:

1. Assign the classification “Ex” to the index object on page 12.
2. In the layout guide, create an extra field before the **Boundary** field, as shown in Figure F-4. Enter the characters “Ex” in the field, and make the characters bold italic.

Figure F-4 **Bold-italic special reference**

	INDEX
A	
item	3, 5 - 7
subentry	
<i>Ex</i>	

3. Run the Index Generator on the document to produce an index containing this entry:

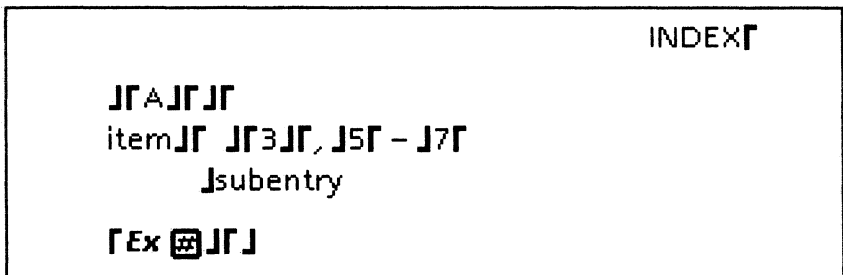
phrase **12**, 3, 9, 21

Listing classified and unclassified page numbers together

In the example above, the special page numbers are listed first. To have all page numbers listed in order:

1. In the same layout guide, insert a space and a page number character in the "Ex" field (Figure F-5). Although the page number character seems to be boldface, it is not.

Figure F-5 Page number order



2. Run the Index Generator on the document to produce this entry:

phrase 3, 9, **12**, 21

Giving classification groups special separators

This example shows how to specify special separators for page number groups. It also demonstrates techniques for creating special page number appearances.

In the example, three categories of special page numbers exist:

- Those that reference especially significant occurrences of the terms
- Those that define the terms
- Those that provide examples of the terms

Table F-1 shows the properties, listing order, and separators desired. For example, significant page numbers are to be listed first, in larger size, and separated from nonsignificant page numbers by “!” and two spaces.

Table F-1 **Classification groups and their page numbers**

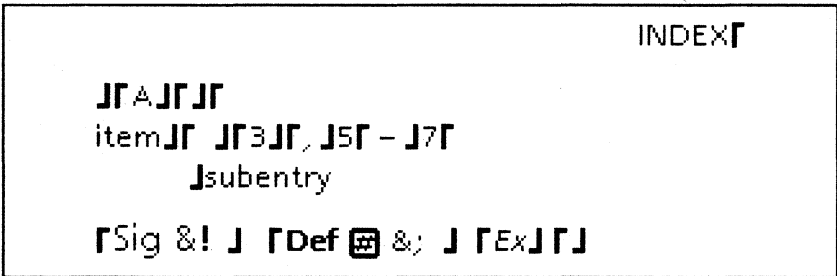
Classification group	Label	Special properties	Special order	Special separators
Significant	Sig	Larger in size	Listed first	“!” and two spaces
Definition	Def	Bold	Listed second	“;” and two spaces
Ordinary page numbers	None	None—taken from the layout guide	Listed second (along with Definition numbers)	
Example	Ex	Italic	Listed last	Not relevant

The steps are listed below. (To allow demonstration of two different techniques, this scenario assumes all “examples” are in one area of the document.)

1. Locate the “definition” terms. Mark them as index object units and enter “Def” for their classification.

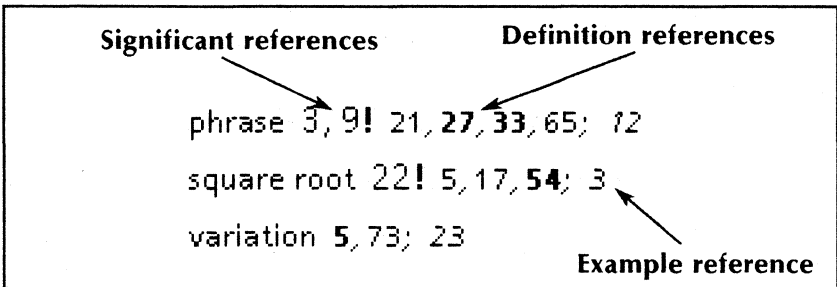
2. Locate the "significant" terms. Mark them as index object units and enter "Sig" for their classification.
3. Mark as one index object the entire area of the document having examples. Select [Search for Contained Index Terms and Classify Their Page Numbers] for the **Special Handling** choice. Enter "Ex" for the object classification.
4. In the layout guide, create three extra fields before the **Boundary** field, as shown in Figure F-6. (Although the page number character seems to be boldface, it is not.)

Figure F-6 Special separators layout guide



5. Run the Index Generator on the document to produce an index containing entries such as the ones shown in Figure F-7.

Figure F-7 Special separators index



G. Index Generator usage guide

This appendix offers a variety of facts and hints for using the Index Generator and its basic components.

Using the basic components

The basic components are: the layout guide, dictionaries, index table, and index objects.

Optimizing indexing

You can optimize your indexing process by using dictionaries and index tables. Using only index object units (marking) tends to:

- Require more work.
- Increase the chance of overlooking terms that should be referenced.
- Make the indexing of revised documents more difficult. (New text will not be referenced unless you establish more index objects. If old index object units are revised, they may no longer be appropriate for the index.)

Using the index table to exclude terms

An index table can exclude terms as well as include terms. This exclusion can be done using **Codes N** or **V**.

For example, the index table, shown in Figure G-1, causes "New York" to be excluded from the

index. Other occurrences of "New" and "York" may be included in the index.

Figure G-1 **Excluding terms with the index table**

ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
New York				N

Using identical entries in the index table

An **Item** can exist more than once in an index table (or in several index tables in the folder). Use this feature if you wish to add a **Variation** to an **Item** but do not want to find the existing **Item** row. Instead, create another **Item** row and add the **Variation**.

Note: Use this feature with caution. There can be conflicts between two such rows. For example, if two rows have the same **Item**, except one has **Code C** and the other does not, there is a conflict.

Avoiding conflicts in the index table

Other conflicts to avoid:

- A **Variation** in one row identical to an **Item** in another row
- A **Variation** identical to a **List Under** term that will appear in the index
- Two identical **Items** with different **Sort As** values
- Two different **Items** with the same **Sort As** value
- An **Item** or **Variation** listed under itself, for instance, as shown in Figure G-2.

Figure G-2 **Item listed under itself in the index table**

ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
Laws		Supreme Court		
Supreme Court		Government		
Government		Laws		

When conflicts occur, you may not get the results you expect.

Maximum number of index table terms

The generator accepts a maximum of 32,768 index table terms.

Setting indentations in the layout guide

When setting the tab for overflow entries, use a small amount of indentation; otherwise, you may indent the whole entry.

Creating classifications

Create classifications that are short, meaningful, and easy to remember. Use classifications that indicate the subject matter rather than appearance. For example, if you want page numbers referring to examples to be bold, use the classification "Ex" rather than "bold." (You may decide on a different appearance later.)

Specifying unmatched classifications

The document being indexed can have index objects whose classifications are not specified in the layout guide. Also, a layout guide can specify classifications not used in the document.

For example, a layout guide used for several documents may specify many classifications, but each document may use only a few of those classifications.

Using shared books

Using shared books with index generation is advantageous for groups of people creating documentation. The group's layout guide, dictionaries, and index table documents all can be auxiliary items in the shared book. Refer to the *Workstation Administration and System Resources Reference* volume in this library for information about shared books.

Creating an index table for a group of people

If an index table is to be used by a group of people, select the **Item** column and set its text properties to the desired font and size before distributing the table, to ensure that the resulting index has a unified appearance.

Using styles in the layout guide

Do not use style rule properties in the layout guide (except for the prologue and epilogue). The Index Generator treats styles in the section heading, entry, and subentry specifications as hard properties.

Performance hints

Variables that affect performance are described below. (The order of words in dictionaries or tables and the order of index table documents in the index table folder have little influence on performance.)

Using the index table

Avoid index table phrases that start with common words. If you want such a phrase to appear in the index, specify it in the **Item** column and specify a **Variation** that does not start with the common word. Be sure to specify **Code V**. Figure G-3 shows an example.

Figure G-3 **Index table usage examples**

ITEM	VARIATIONS (Optional)	LIST UNDER (Optional)	SORT AS (Optional)	CODES (Optional)
the quick brown fox	quick brown fox			V

Using dictionaries

Place dictionaries with the most common words first in the dictionary folder.

Using the layout guide

When possible, use identical character properties for adjacent text in the layout guide.

Hints for using the Index Generator

The following hints are helpful while running the generator.

Running with open folders

You can run the Index Generator with basic component folders open. Basic component documents must be closed, however.

Using different layout guides

If you have different layout guides for different documents, either rename the ones you are not currently using, or place them inside folders.

Checking for successful completion

Check the background activities menu after the generator has ceased operation. If a problem was encountered, you can display the related message. (Messages displayed are not necessarily a complete log of Index Generator activity, however. Only the most recent messages are displayed.)

Indexing an index or table of contents for a book

If documents originally produced by the Index Generator or Table of Contents Generator are in a closed book that is being indexed, the generator ignores the documents. You can index them separately by opening the book, selecting the document, and running the generator.

Subentry appearance when sorting by occurrence

Subentries are listed in a special way (not indented, for instance) if the **Sort the Index Entries** option on the Index Generator option sheet is [By Decreasing Occurrence] or [By Increasing Occurrence]. The subentry is preceded by a "clue" indicating the **List Under** path for the subentry.

The clue is bounded by braces. Items inside the braces are fully capitalized and have default properties. If multiple items exist, they are separated by slashes. An example:

```
{STATES/OHIO/CITIES}Cleveland 1, 3
```

Changing the index

When you examine your index, you may want to make modifications. It is best to make the modifications by changing the basic components.

Reducing the page number list for an item

If the resulting index has too many page numbers listed for an item, you can obtain a more reasonable list by following the suggestions below and running the generator again.

- Use index table **Codes** to further qualify the list. If you want only terms with the same capitalization as **Item** and **Variations** to be referenced, enter C in the **Codes** column. If you want only the **Variations** on an **Item** to be referenced, enter V in the **Codes** column.
- Mark a few special occurrences for indexing by establishing index object units. Make sure other occurrences are excluded.

Referencing multi-page tables

Terms in a multi-page table are always referenced by the first page number of the table. If this convention is not acceptable, divide the multi-page table into single-page tables and run the generator again.

Foreign-language section headings

Although the letters used in section headings are language dependent, the Index Generator accommodates many foreign language items, such as Greek letters, reasonably well.

You may wish to make special modifications to the resulting index, however. For example, if the Greek "alpha" looks like the English "A," you may wish to modify its character properties.

H. Index entry page numbers

The Page Format properties sheet determines the way page numbers are listed in the index entry page number list. These are examples of index entries with different types of page number lists:

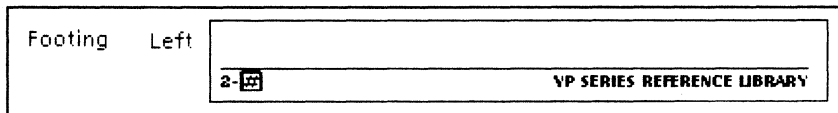
- Item 1: 3, 7 – 12, 26
- Item 2: 2-5, 3-9 – 3-13, A-5
- Item 3: STRT.7, OPER.13 – OPER.22, END.2
- Item 4: A:3--(Rev.B)
- Item 5: = 1, = 9 – = 12, = 34

A page-numbering character (shown in Figure H-1) is obtained by pressing <KEYBOARD> <Special> <4>. A page number format is a sequence of text containing a page-numbering character and not containing any separator characters.

The separator characters are: space, tab, new-paragraph, new-line, equal sign, or a subsequent page-numbering character.

Figure H-1 shows a page number format used in the *VP Series Reference Library*.

Figure H-1 Page number format



In the first four examples above, page number formats were taken from the document Page Format properties sheets. In the fifth example, no page number format was provided.

Using page number formats

You can enter the page number format in either the Page Numbering property sheet or the Page Headings property sheet. If you enter formats in more than one place, the Page Numbering property sheet has priority, then the **Heading** property, and last, the **Footing** property.

Note: If you use page number formats in both the Page Headings property sheet and the Page Numbering property sheet, make sure the page number formats are identical. Your index numbers will have the format of the first page number character the generator finds—the one in the Page Numbering property sheet.

Below are page number formats that correspond to the page number lists on the previous page. (The page-numbering character is represented by "#.")

- Item 1 has one page number format: #
- Item 2 has three formats (three different property sheets for three different sections): 2-#, 3-#, and A-#
- Item 3 has three formats (three different property sheets for three different sections): STRT.#, OPER.#, and END.#
- Item 4 has one format: A: # --(Rev.B)

Using no page number format

For Item 5, the document being indexed had no page-numbering character in its Page Format properties sheet. As a result, the index has equal signs before each number, designating the "equivalent" of page numbers.

When an index has page numbers listed with equal signs, the index can be modified using <FIND>. For example, you can replace "= 1" with "i," "= 2" with "ii," and so on.

Note: In a book of two or more documents, if no page number characters are used, and you see "= 1" in your index, you will not know which document the page number references.

I. Index Generator User Profile options

Table I-1 below shows User Profile options for the Index Generator option sheet.

Table I-1 **User Profile options**

Options (with standard defaults shown)	Choices
Type of Result Desired: Index	Dictionary
	Document from Dictionary
Capitalize First Letter of Each Entry: False	True
Search Within Anchored Frames: True	False
Search Within Captions: True	False
Apply Inclusion Folder: False	True
Apply Exclusion Folder: True	False
Apply Index Table Folder: False	True
Show Separate Entry When ALL LETTERS CAPITALIZED: False	True
Show Separate Entry When First Letter Capitalized: False	True
Sort The Index Entries: Alphabetically	By Decreasing Occurrence
	By Increasing Occurrence
Show Occurrence Counts For Each Entry: False	True
Show Occurrence Counts For Each Page Number Listed: False	True

Refer also to “Editing Your User Profile” in the “Index Generator” chapter in this volume.

Japanese-language workstations: On Japanese-language workstations, the two options in Table I-2 also appear in the Index Generator option sheet. The options are described below.

Table I-2 **User Profile options for Japanese-language workstations**

Options (with standard defaults shown)	Choices
Hiragana Or Katakana: Hiragana	Katakana
Regular Or Detailed: AKaSaTaNa	AIUEO

Hiragana or Katakana

Offers choices for section headings in the index.

[Hiragana]

Japanese section headings are in Hiragana.

[Katakana]

Japanese section headings are in Katakana.

Regular or detailed

Indicates the way Japanese entries are placed in sections.

[AKaSaTaNa]

Japanese entries are categorized into the 11 AKaSaTaNa sections.

[AIUEO]

Japanese entries are categorized into the 48 AIUEO sections.

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