

SKY Index Professional v7.0
User's Guide

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NOTES:

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What You Should Know

Overview

There's a lot that's new in SI7, some of the more noticeable additions/changes are described in chapter 2 "[What's New?](#)". Below is some general information that should be useful for anyone that is just getting started with SKY Index v7.0.

Tips for Upgraders

If you are upgrading from a previous version of SKY Index, you will find many improvements to make your life easier and your indexing go faster. For instance, some of the things you used to need macros for can now be done with built-in commands. A good example is the new Swap Acronym command.

There are several changes you should know about in order to make your first use of SKY Index 7.0 (SI7) a pleasant one. Below are a few tips that will help you get started.

1. There have been a number of keyboard shortcut changes made in order to bring SI7 into compliance with industry standards and to make the shortcuts easier to use and remember for first time users. For upgraders, this will obviously create a degree of heartburn, but you should know that testers ultimately found the changes one of their favorite features of SI7. Although it is strongly recommended that you learn the new shortcuts, there are two commands that you can temporarily change to work the way they did in v6.0. You can change those shortcuts through Preferences (Options>Preferences) They are:
 - Use Ctrl+A for Append New (in v7.0 you can use Ctrl+; (Control + semicolon)
 - Use Ctrl+P for Duplicate and Swap (in v7.0 the command is Ctrl+F4)
2. **Take the time to read the included information on the new keyboard shortcuts in [Appendix B](#) and the Chapter on [Editing Commands](#) later in this document. The new shortcuts are intelligently laid out and will ultimately make remembering each of the commands much easier.**
3. In v6.0, selecting records and pressing Delete would simply mark the records as deleted and you could filter the index so they did not appear. In v7.0 they are actually deleted. If you want to mark them as you did in v6.0, you can use v7.0's labeling features to mark the records and the Filter feature to hide them just as you could in v6.0. **Note:** The Delete key always deletes in v7.0. You must use the appropriate keyboard shortcut to label records when attempting to duplicate this feature in v7.0.
4. To open a v6.0 index, choose File>Open and then change Files of Type to: "All readable SKY Index versions". You will then be able to choose a version 6.0 index. If you choose to open a version 6 index, the v6.0 index will not be altered, but all of its data and settings will be copied into a new v7.0 index and that new index will be opened.

5. Ty Koontz (one of SI7's testers) has been kind enough to create and share a keyboard shortcut cheat sheet. That cheat sheet is included during installation as a PDF file and can be printed by navigating to: Start menu>Programs>SKY Software>SI7 Keyboard Shortcut Cheat Sheet. You will need the Adobe Acrobat Reader (or equivalent) program to open this file.
6. There is a keyboard template that you can print out and place above your keyboard to also help you learn the new keyboard shortcuts. You can find the template on your computer here: Start menu>All Programs>SKY Software>Keyboard Template.
7. For those of you that used to enter formatting using the actual codes, please note that it is impossible in v7.0 to enter formatting using codes. Those codes will be recognized as regular text and displayed as such. You will need to use the included keyboard shortcuts to change text style in SI7.
8. If you have macros, some of them will likely have to be rewritten because of keyboard shortcut changes. However, please be sure to read the documentation on Editing Commands because you may find that some, or all, of your macros are no longer needed because SI7 includes built-in commands for many of the things that v6.0 users used to need macros for.

Tips for New Users

1. The tutorial takes you through many of common tasks of writing an index. You should read and perform the entire tutorial.
2. Get to know the core editing commands. One of the most powerful and useful new features of SKY Index v7.0 is the creation of the core editing commands. These are a set commands based on eight function keys that can be modified using the Control and Shift keys in a consistent manner to make them even more powerful.
3. Get to know all of the methods that are available to select records.
4. Get familiar with the new Edit View. Initially you'll be using Data Entry View to add your index entries, but once you've finished your data entry, Edit View is a superior view for performing final cleanup of your index.

What's New?

Overview

SKY Index Professional v7.0 (SI7) is a major upgrade to SKY Index. Certainly there are many new features, but the enhancements don't stop there. Many of the existing features have been refined and extended. Here are a few highlights:

Undo/Redo

- SI7 now has both Undo and Redo and both are virtually unlimited.

User Interface

- You can now arrange the Data Entry Grid and Preview Pane side-by-side, so that they both display more entries.
- The program's appearance has been improved giving it a more refined look.
- Toolbars can be docked at the top, left, bottom, or right of the program screen.
- You can now tear the toolbars off the docking area and let them float anywhere on your computer's screen.
- There are now more toolbar icons for your common tasks

Configuration

- There are many new options for configuring the style of your index and there is now a live preview of the index so you can see exactly how your changes will affect your index. You can scroll throughout the entire index in the live preview and the changes you make are immediately visible.
- There are now "Manager" dialogs for Acronyms, AutoComplete, AutoEntry, Macros, and Translations. They are all grid based and all include Import and Export features.

Index Structure

- There are now up to 6 subheading levels
- There are now up to 9 section labels for locators (a section label is the same as a chapter or volume label)
- You can define default prefix and suffix text for all locators and for all section labels.
- You can now define custom alphabet separators and can also define what characters will appear in each section of the index.

Editing (general)

- All core editing commands are now assigned to single function key for quick editing.
- Core editing commands have modifiers for duplicating and grouping making it much easier to remember the commands for performing these compound commands.
- You can now apply "Note" formatting to text so that the text will appear in the data entry grid and the Preview Pane, but will not sort and will not appear in the generated index. You can group on this new text style.
- The Data Entry Grid now allows you to select an entire column by clicking on the column header. You can then use any of the commands on the Format menu to apply that formatting to that heading level for all entries in the index.

Editing

There are new Editing commands to make editing your index even faster and easier than before.

Swap Acronym – allows you to swap the full text and acronym text with a single keystroke.

Example: Change “American Society for Indexing (ASI)” to “ASI (American Society for Indexing)”.

Toggle see/see also – Toggles a cross-reference from see to see also and vice versa with a single keystroke

Consume Subheadings – Removes all subheadings of the current main heading (or subheading), and adds the locators of all those subheadings to the main heading.

Create Subheadings from locators – Creates a new subheading with the first locator of the current main heading. That locator is removed from the main heading.

Split – Allows you to automatically split entries according to a split delimiter and a split delimiter count in order to create new index entries with a single keystroke. **Example:** Split this one entry “Wilson, Samuel R., Roberts, John H.”, into these two entries: “Wilson, Samuel R.” and “Roberts, John H.” Note: If there are more than two names, just keep executing the command until all names have been split into new entries.

Create Reciprocal Cross-reference – Creates a Reciprocal cross-reference with a single keystroke. **Example:** Given this entry: "American Society for Indexing. *see also* Indexing Societies" SI7 will create a new entry like this: "Indexing Societies. *see also* American Society for Indexing."

Copy/Cut/Paste/Delete Heading – You can now cut, copy, paste, and delete entire headings (which include all of their subheadings) with a single keystroke.

Edit View

Edit View allows you to edit your index at the heading level. In Edit View, you will be presented with a formatted index in indented style. At the bottom of the program screen are three text boxes – one for the current heading, one for locators, and one for cross-references. As soon as you move the marquee to a particular index heading in the Preview Pane, it and its locators and cross-references will appear in the edit pane ready for you to make changes. Although the data entry grid offers all of the editing ability of Edit View, there are certain types of editing that can be done more efficiently and more intuitively in Edit View. Don't worry, though, the Data Entry Grid is still there to handle the special editing tasks that simply can't be handled by any other paradigm.

Find/Replace

- Totally new user interface allows you to easily locate text with or without consideration of character style
- Allows up to nine criteria (subsearches) using Boolean AND or OR and a new PLUS feature
- There is now a "whole word" option
- Your 20 most recent searches and your 20 most recent replaces are saved for reuse. They are saved with the index so they can be reused even if you close and reopen the index.
- You can create up to 20 'Saved Searches' that are saved for all indexes and can be accessed through the Search menu or the Saved Searches toolbar
- Press Ctrl+F3 to search for the currently highlighted/selected index heading.
- Press F3 to find the next match or Shift+F3 to find the previous
- Press Ctrl+Shift+F3 to create a group based on the currently highlighted/selected text.

AutoComplete

- When you AutoComplete cross-references, you can now optionally choose to remove trailing parenthetical text.
- AutoComplete can be configured to update the AutoComplete list if you edit an existing index entry. If you make a spelling mistake and then correct it, the old misspelled entry will no longer be suggested by AutoComplete.

Labels

- You can now use up to 9 labels
- Each label can be assigned a name
- Each label has a user configurable color
- The labels are shown in both the data entry grid and the preview pane
- There is a Go to next label function
- There is a Group on current label function
- There is a Label tool window to allow you to easily set or clear any of the nine labels while working on your index.
- The status bar shows the name of the current record's label
- There is a keyboard shortcut to toggle any of the nine labels

Cross-references

- You can configure SI7 to AutoCapitalize cross-references just as you can main or subheadings.
- You can instruct SI7 to not apply formatting to "see" or "see also" if the target has formatting applied.
- You can configure SI7 to force the target text in a cross-reference to match exactly the actual text it refers to. (Capitalization and formatting)
- SI7 will recognize and automatically format 'under' when used in a cross-reference.
- SI7's Error Scan will correctly verify cross-references that use 'under'.
- SI7's Error Scan will now ignore general cross-references during error scan. (You specify what leading text constitutes a general cross-reference.)
- You can instruct SI7 to automatically place general cross-references after all other subheadings.
- You can Ctrl+Click on a cross-reference to display the cross-reference's target in a mini preview pane. Press Esc or simply move to a different record to close the mini preview.

Other Improvements

- Full Unicode support. The Translation Table now includes the ability to define Unicode character translations quickly and easily making it a simple matter to include Unicode characters in your index.
- The file open/save dialog now keeps track of the 9 most recently accessed directories for single click access.
- The list of recently opened files now lists up to 9 indexes.
- The merge command now allows you to select multiple indexes to be merged all at once.
- The proofing report will now group records by locator when the index is in Page Ordered View prior to generating the proofing report.
- The Title Case formatting command won't capitalize words that are in the ignored words list
- The SmartSwap list will now accept phrases instead of just single words and now works independently of the Ignored Words list.
- You now have significantly more control over sorting. You define what characters are equal to a space, what characters are symbols, and what characters will be interpreted as a full stop.
- You can now configure SI7 to automatically merge orphan subheadings.
- There is now a Group on Orphan subheadings command so that you can manually merge orphans, if desired using the Promote or Combine command.
- Group on the heading under the marquee or the currently selected text by pressing Ctrl+Shift+G.
- Roman numerals that are part of a page range are now consumed if the Consume Locators option is turned on.
- You can now group on a range of Roman numeral locators.


Tutorial Outline

Below is the basic outline for creating an index with SKY Index. In the tutorial, you will write a small index using this outline.

- [Create an Index](#)
- [Add Entries](#)
- [Editing the Index](#)
- [Find and Replace](#)
- [Duplicating Index Records](#)
- [Editing the Index in Edit View](#)
- [Configuring the Index](#)
- [Generate an RTF File](#)
- [Loading Your Index into Your Word Processor](#)
- [Conclusion](#)

Create an Index

To create an index, do the following:

1. Choose File>New or click the  toolbar icon. SKY Index will display a Files dialog.
2. Type "tutorial" in the File name text box
3. Click Create. SKY Index will create a new index with the name "tutorial.sk7" and will open the new file ready for data entry.

Add Entries

SKY Index has many features designed specifically to reduce typing. You add index entries in a fashion similar to that of many spreadsheet and database programs.

Headings, Subheadings and Page Numbers (Locators)

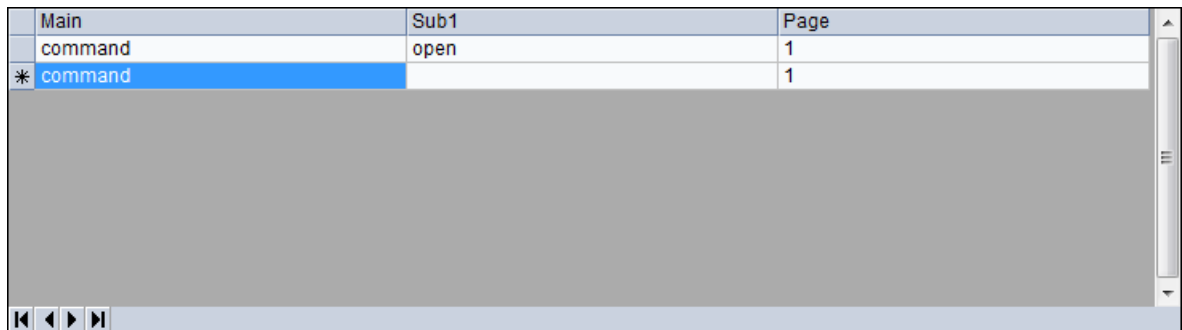
For our tutorial we are going to enter the following entries from a fictitious computer manual (displayed here as "heading, subheading, page").

- command, open, 1
- command, new, 1
- command, merge, 2, 3

command, close, 3
command, import, 3-4
command, export, 4
command, backup, 5-6
command, restoring, 5-6

To enter the first index entry start by typing **command**. As soon as you type the letter **c** SKY Index goes into edit mode. Any text already in the cell would be erased and replaced by the letter **c**. After you enter the remainder of the word **ommand**, press Enter or, if you prefer, press Tab to move the grid marquee to the next cell, Sub1. Note that you can move backward by pressing Shift+Tab.

Now type **open** and press Enter to put the marquee in the Page field; then type **1**. You have entered your very first index record. Press Enter one more time to save the current record to disk and start a new record. Your data entry grid should now look like the example below.



Main	Sub1	Page
command	open	1
* command		1

Data Entry Grid

Now let's enter the next record. Because SKY Index is set by default to repeat the main heading and the page field, you should now have "command" in the Main field. Press Enter to move to the Sub1 field. Now type **new**. This time press Down Arrow because the page number has been automatically repeated by SKY Index. You are now ready to enter the third record.

Press Enter to move to the Sub1 field and then type **merge**. Now press Alt+Enter instead of pressing Enter. Pressing Alt+Enter always moves the grid marquee to the page field regardless of its current position. So even if the marquee had been in the Main field, it would have moved to the Page field. Now type **2**.

Note: This entry requires you to type two page numbers, both 2 and 3. As you proceed, notice that when you press the comma to enter the second page reference that SKY Index duplicates the current record and puts the cursor in the Page field, ready for the next page number. Both numbers will appear together separated by a comma in the Preview Pane above the grid after you finish entering the second page reference, but they will be in separate records in the grid.

To finish the entry, type a comma and then, finally, type **3**. Press Enter to save the record.

You have now covered the basics of entering index records. Go ahead and enter the remaining records on your own. (The remaining records have been repeated below for your convenience.)

command, close, 3
command, import, 3-4
command, export, 4
command, backup, 5-6
command, restoring, 5-6

When you finish, the data entry grid should appear similar to the one shown below (The first record you typed has scrolled off the top of the grid in this example screenshot):

Main	Sub1	Page
command	new	1
command	merge	2
command	merge	3
command	close	3
command	import	3-4
command	export	4
command	backup	5-6
▶ command	restoring	5-6
* command		5-6

Data Entry Grid

In the Preview Pane above the grid, you will see this:

```
command
  backup, 5-6
  close, 3
  export, 4
  import, 3-4
  merge, 2, 3
  new, 1
  open, 1
  restoring, 5-6
```

Preview Pane

You now know how to enter headings, subheadings and page numbers in SKY Index. Next we'll discuss how to enter cross-references.

Cross-references

Most indexes will require at least a few cross-references and it is important to know how to enter them. Let's enter a few cross-references into the index to learn the proper technique. The cross-references to be entered are:

```
new. see command, new
merge
  see also export, import
```

The first cross-reference is an example of a cross-reference that directly follows the heading from which it is made. The second is an example of a cross-reference that is displayed as a subheading of the heading from which it is made. This kind of cross-reference can appear either as the first subheading or the last. We will configure SKY Index to display these cross-references at the top of the subheading list for the tutorial.

All cross-references in SKY Index are entered in the Page field. How the cross-references are formatted and their position in the final index is determined purely by the configuration of the Cross-references tab of the Index Options dialog. Let's go ahead and configure the cross-reference settings now.

Configure Cross-references

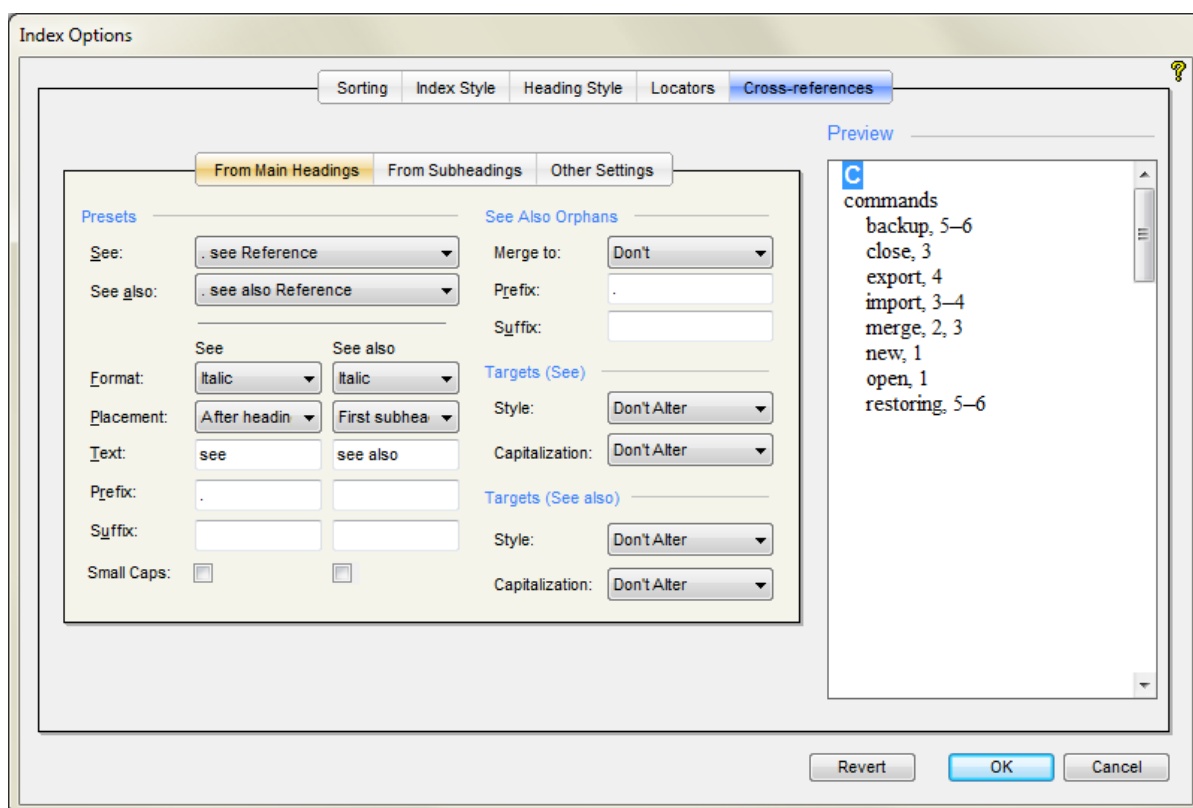
To bring up the configuration dialog for cross-references:

1. Choose Options>Index (The Index Options dialog will appear)
2. Click the Cross-references tab

All the settings are as we want them except that we want cross-references from subheadings to be the first subheading. To do that:

1. Under Presets, click on the drop-down list for 'See also'. (A list of options will appear.)
2. Choose the first option which is 'see also Reference'.

Notice that the Placement for See also cross-references has been changed to "First Subheading" as in the dialog below and that the Prefix which was a period and a space (as it is for 'See' cross-references, has been removed.



Index Options – Cross-references tab

Verify your dialog looks like the one above and click OK to save the changes we made.

Entering cross-references

To continue with the tutorial, press Ctrl+; (Control + semicolon) to start a new record. You can also press Ctrl+Ins to do the same thing. Now type **new** in the Main field and press Alt+Enter to move the marquee to the page field. In the Page field type **see command, new**. This completes the entry of the first cross-reference.

To enter the second cross-reference, first type Enter to start a new record if you have not already done so. Now, type **merge** and press Alt+Enter to move the marquee to the Page field. Finally, type **see also**

import. Do NOT press Enter yet. To enter the third cross-reference, type the semi-colon. Notice that SKY Index duplicates the current record, complete with the words "see also", ready for you to enter the next cross-reference. SKY Index requires that there be only one cross-reference per index record. Type **export** and then press Enter to save the record. Your data entry grid should now look similar to the one below.

Main	Sub1	Page
command	close	3
command	import	3-4
command	export	4
command	backup	5-6
command	restoring	5-6
new		see command, new
merge		see also import
merge		see also export
* merge		see also export

Data Entry Grid

You now know how to enter cross-references in SKY Index. Next, we'll show you how to edit entries you've already made.

Editing the Index

Simple editing of index entries requires only that you know how to toggle in and out of edit mode. There are two ways to put the grid into edit mode with the keyboard. The first way is to simply start typing. If you use this method, SKY Index will delete any text in the cell and will replace it with the text that you type.

The second way is to press F2. If you use this method, SKY Index will not erase any existing text. The text cursor will be placed at the end of any existing text, ready for you to add more. If you wish to delete or add text in the middle or beginning of the existing text you will need to use the cursor keys (or mouse) to move the cursor to the appropriate place to make your edits. SKY Index supports all of the normal Windows cursor movement keystrokes. If you are new to Windows see [Keyboard Shortcuts](#) for more information.

You can also put the grid into edit mode with the mouse by clicking twice (not a double click) on the desired cell. The first click selects the cell and the second click puts the grid into edit mode. If the cell is already selected then it only requires one mouse click.


As an example let's change the word "restoring" to "restore". To do this, move the grid marquee over the word "restoring". Next press F2 to go into Text Edit Mode. Finally, press Backspace three times to erase "ing" and then type **e**. You can exit Text Edit Mode by pressing F2 or by performing any action that will move the grid marquee to another cell in the grid. For now, press Down Arrow.

Find and Replace

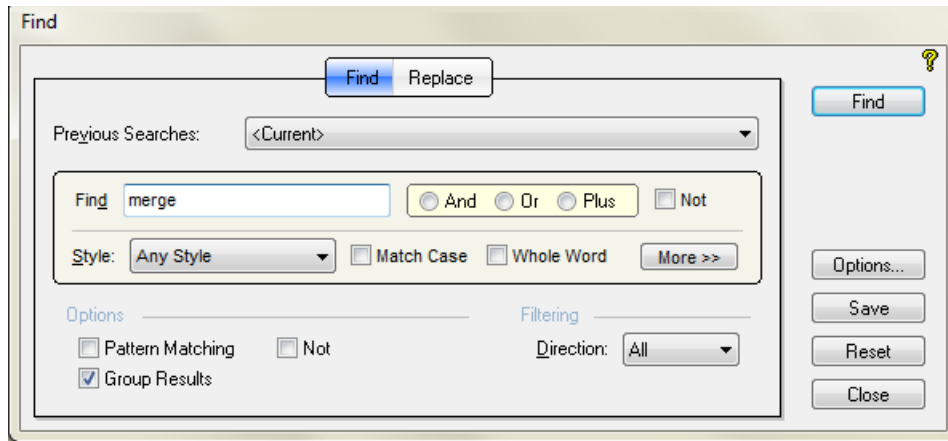
There are times when you may wish to change an entry in your index or to simply find a set of related entries. You can do this with the Find and Replace features of SKY Index.

Finding index entries

To demonstrate, let's use Find to find all entries in the index that contain the word "merge".

To do this, choose Edit> Find or click the  toolbar icon. The keyboard shortcut is Ctrl+F. In the resulting dialog box, type "merge" in the Find textbox. Next, check the Group Results checkbox. This

tells SKY Index to create a group out of the records that satisfy the search criteria. The Find dialog should look like this:



Find Dialog

Finally, click Find. SKY Index will search the index and will display the four records that contain the word merge as shown below.

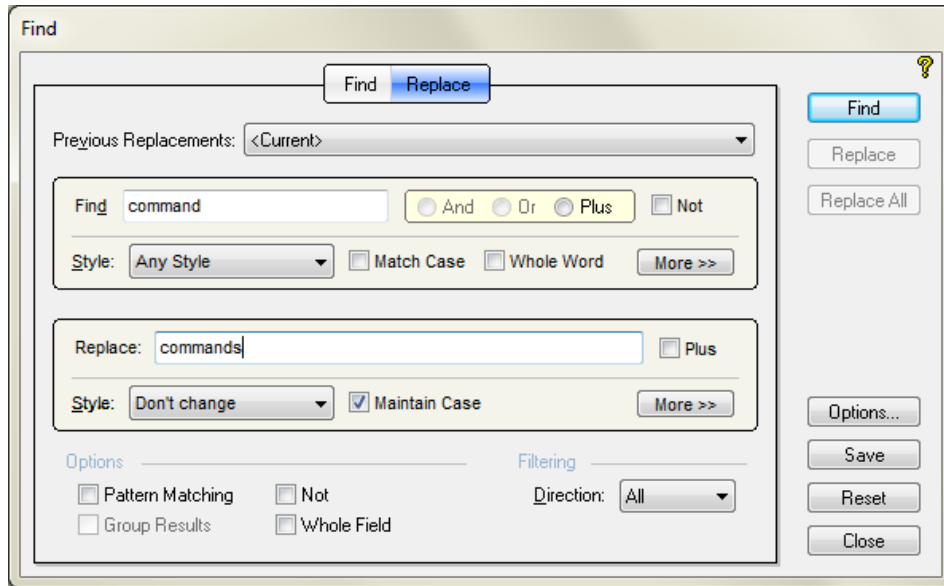
Main	Sub1	Page
▶ command	merge	2
command	merge	3
merge		see also import
merge		see also export
*		

Data Entry Grid with Group Results for 'merge'

You are now in Group Mode. To exit the Group Mode so that you can see all records in the index again, choose Group>Ungroup (Ctrl+Shift+U).

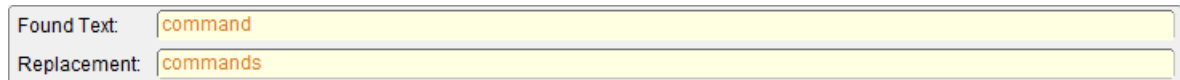
Finding and Replacing Index Entries

Next, to demonstrate the Replace function, we are going to change all occurrences of "command" to "commands". Press Ctrl+H to bring up the Replace dialog. The cursor will be in the Find textbox. Type "command" in that textbox. Now, we want to move to the Replace textbox. There's a keyboard shortcut to move between the Find and Replace textboxes. That shortcut is Ctrl+Tab. Go ahead and press Ctrl+Tab now to move the cursor to the Replace textbox. Now type "commands". The Find/Replace dialog should look like this:



Replace dialog

To start the process click Find. SKY Index will stop at the first occurrence of the word "command". Notice that the Find Pane shows the text that was found and what will happen if the replacement is actually made. It looks like this:



Find Pane

Since we wish to replace all occurrences, click Replace All. SKY Index will replace every occurrence of the word "command" with "commands".

Click OK to close the message indicating that 10 entries were replaced. Then click Close to close the Find/Replace dialog.

Tip: Although you should always be cautious about performing a Replace All, you can undo the changes you made by using Undo if you make a mistake.

Duplicating Index Records

SKY Index provides many ways to manipulate records to make the editing process go quickly. The tutorial covers a few of the more commonly used techniques.

First you will simply duplicate an index record. To do this, move the grid marquee to the index record "commands, open, 1". Now duplicate the record by pressing Ctrl+D.

An exact copy of the record will appear at the bottom of the data entry grid. You can make any desired changes at this point. For now, you will simply delete the duplicated record. To delete the record, press Ctrl+S to select it and then press Delete (on some keyboards it may be Del).

Next you will duplicate a record and swap the Main and Sub1 headings at the same time. To do this, move the cursor to the index record "Commands, open, 1" and press Ctrl+F4. The record will be duplicated and Main and Sub1 headings will be swapped. You now have the entry "open, commands, 1".

Now delete the record you just created by pressing Ctrl+S and then Delete.

Another task that you might want to do while editing an index is to duplicate an entire set of entries that have the same main heading. You could then swap the Main and Sub1 headings so that you end up double posting the entries. For the tutorial, we will duplicate all entries with the main heading `commands` and then swap the main and subheadings after changing the main heading to `command` instead of `commands`. We will then also combine the Sub1 entries with the Main heading. As a partial example, you will be duplicating the entries like these:

```

commands
  open
  close
  merge
  
```

to create entries like these:

```

open command
close command
merge command
  
```

This requires several steps as follows:

Step One: Select, duplicate and group all entries that have the main heading “`commands`”.

To do this, put the marquee over the main heading of *any* record that has the main heading **commands**. Then press `Ctrl+Shift+F8`.

F8 is the command to select a heading. The `Ctrl` key tells SKY Index to duplicate after selecting and the `Shift` key tells SKY Index to create a group out of the duplicated records. All of the ‘core’ editing commands of SKY Index are assigned to a function key and the `Ctrl` and `Shift` keys work for all of those commands. You can learn more details in the [Editing Commands](#) chapter later in this manual.

A group of the duplicated entries will be created and all of the duplicated records will be selected as shown below. Notice that in the status bar, the view mode is displayed as “(As Entered)”. As Entered means that you’re seeing the entries in the order you entered them and the parentheses around the view mode tells you that you are currently in Group Mode. You can also tell from the status bar that there are nine records in your group.

Main	Sub1	Page
▶ commands	backup	5-6
commands	close	3
commands	export	4
commands	import	3-4
commands	merge	2
commands	merge	3
commands	new	1
commands	open	1
commands	restoring	5-6

Press F1 for help | Not Labeled | 9 | (As Entered) | Word by Word (CMS)

Data Entry Grid after Duplicate Heading Command

Step Two: Change the main heading to `Command`.

To do this, make sure that the grid marquee is over any of the main headings. Then press `F2` to put the grid into Text Edit Mode. Now press `Backspace` to remove the “s” from “`commands`”. Finally press `Alt+Ctrl+Enter` to propagate this change through all of the matching main headings. The data entry grid will look like this:

Main	Sub1	Page
▶ command	backup	5-6
command	close	3
command	export	4
command	import	3-4
command	merge	2
command	merge	3
command	new	1
command	open	1
command	restoring	5-6

Data Entry Grid after changing 'commands' to 'command'

Step Three: Swap the Main and Sub1 fields

To do this, choose Edit>Select All to select all of the entries in the grid. Now choose Edit>Swap (F4). SKY Index will ask which heading level you wish to swap. Choose Sub1 and click OK. Notice that all main and subheadings have been swapped and the all of the records remain selected. This allows you to perform another edit command on them as we will do next.

Step Four: Combine the subheadings with the main heading field.

To do this, choose Edit>Combine (F7). A dialog will appear asking you which field you wish to combine with its parent heading. Choose Sub1 and click OK.

Your Data Entry grid should now look like this:

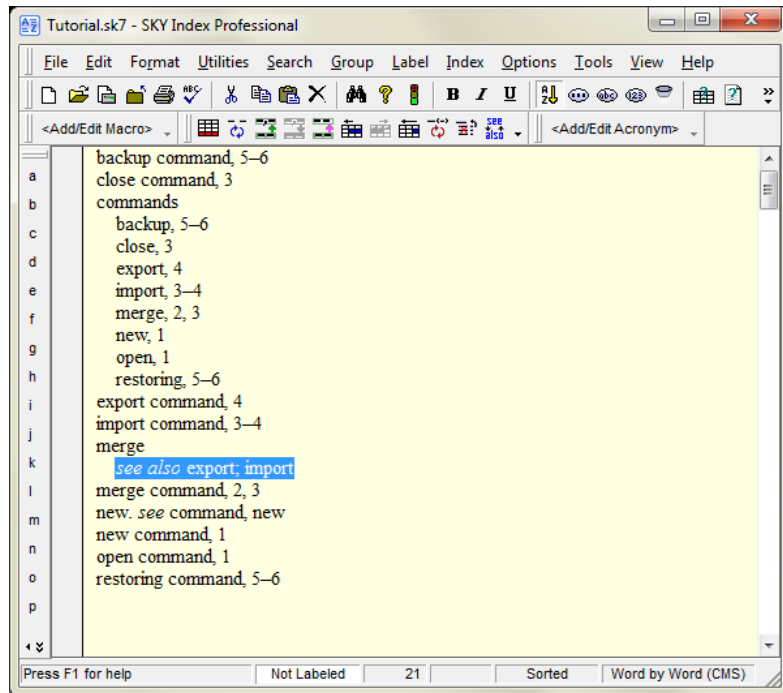
Main	Sub1	Page
▶ backup command		5-6
close command		3
export command		4
import command		3-4
merge command		2
merge command		3
new command		1
open command		1
restoring command		5-6

Data Entry Grid after Combining Sub1 with Main

Before continuing, let's exit Group Mode by choosing Group>Ungroup (Ctrl+Shift+U). Now you can now see the entire index again. You have now finished the duplicating exercises of the tutorial. Next we'll cover show you how to edit your index in the new Edit View.

Editing the index in Edit View

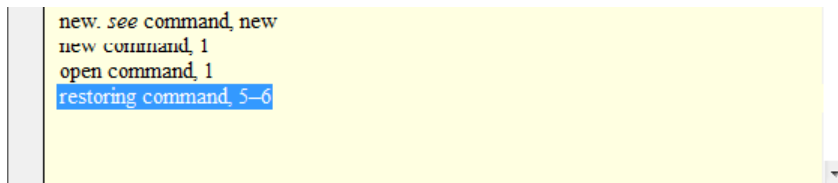
The new Edit View allows you to edit your index in a manner that is similar to using your word processor. It presents your index fully formatted and in indented style. There is always one heading that is highlighted by the marquee and that is the 'current' heading. To enter Edit View, press Shift+F10 (or choose View>Edit View). Do this now. You will get a Tips display that describes briefly how to use Edit View which you can close. After entering Edit View, you will see a screen that is similar to what is shown below.



Example of Edit View

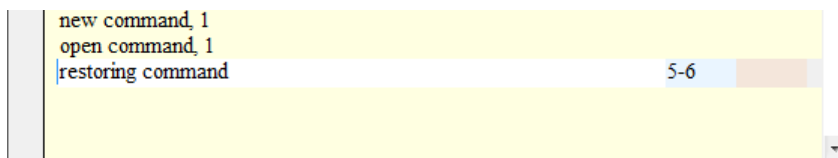
Editing a heading in Edit View

To demonstrate how to edit, let's change "restoring command" to "restore command". To do this, first move the marquee so that it is over that heading using the up or down arrow keys. The screen will look like this:



Edit View after Moving the Marquee

Now, to edit the heading, press either F2 or Enter. The in-place editor will appear as shown below.



Edit View with the In-place Editor Revealed

Now move the cursor left using the left arrow key until you reach the 'g' in 'restoring'. Then delete the three letters 'ing' by pressing Backspace three times and then type an 'e' so that you've changed 'restoring' to 'restore'. Now that you're finished you can save the edit by pressing either F2 or Enter or by pressing the up arrow key to move to the previous heading. For the tutorial, let's press Enter. Now the Edit View screen will look like this:

```
new command, 1
open command, 1
restore command, 5-6
```

Edit View – After finishing the Edit

Editing a locator

Now let's learn how to edit a locator. Let's change "new command, 1" to "new command, 2, 4". Move the marquee up two headings so that it is over the "new command" heading. Then press F2 or Enter to start editing. What you'll see is this:

```
merge command, 2, 3
new. see command, new
new command 1
open command, 1
restore command, 5-6
```

Edit View - Before Editing the Locator

Now press Tab. Focus will be moved to the locator and it will slide left and grow to give you a larger editing area and will look like this:

```
new. see command, new
new con 1
open command, 1
restore command, 5-6
```

Edit View – After Tabbing to the Locator Area

If you wanted to edit a cross-reference, you could press Tab again to move to the cross-reference area. Now that focus has been given to the locator area of the in-place editor, type '2, 4' to complete the edit. Because the '1' was selected, it will be deleted as soon as you start to type. Finally, press Enter to commit the edit.

This gives you the basic process of editing in Edit View. You can move back to the Data Entry View (with the grid) by pressing Shift+F10 again or you can just type Ctrl+; to start adding new records in Data Entry View. It is also possible to add new headings in Edit View using the New Heading and New Child Heading commands under the Edit menu, but we're not going to practice that in the tutorial.

Other Editing Tasks in Edit View

Virtually any editing task that you can perform in Data Entry View using the grid can also be performed in Edit View. For one example, let's duplicate and swap the main and subheading "commands" and "backup". To do this, move the marquee over the heading "backup" and press Ctrl+F4. The heading will be duplicated and then the main and subheading will be swapped. When you're done, you'll have something like this:

```

backup
  commands, 5–6
backup command, 5–6
close command, 3
commands
  backup, 5–6
  close, 3
  export, 4

```

Edit View – After Duplicate and Swap

The new Edit View is the most efficient place to edit your index. Data Entry View – as the name implies – is a more efficient place for doing data entry. You can, however, do data entry in Edit View and editing in Data Entry View.


You can learn more about Edit View in the chapter on [Edit View](#) later in this manual. Now that we’ve shown you the basics of using Edit View, let’s configure your index.

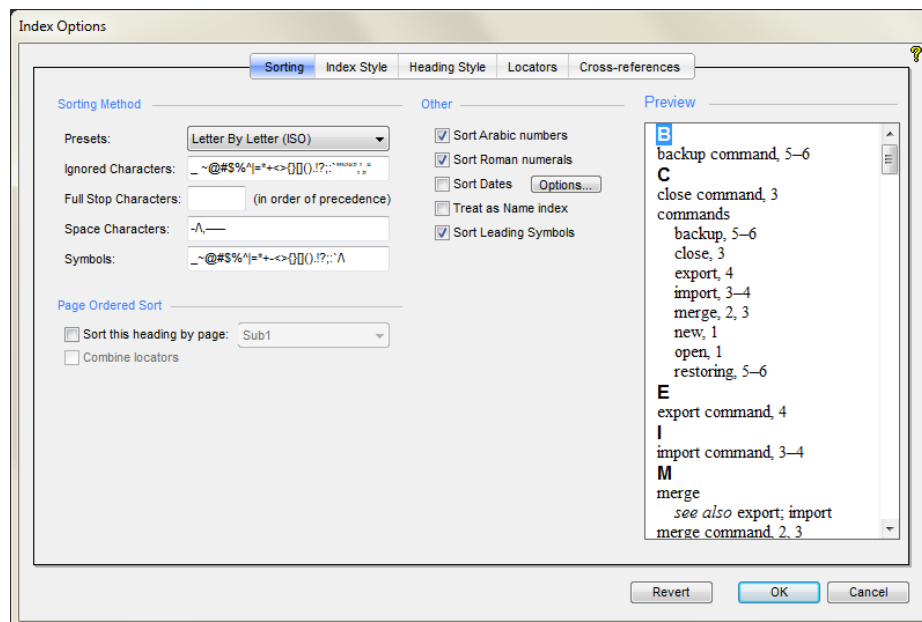
Configuring the Index

As an indexer, your clients will expect you to be able to provide your index in a particular style. SKY Index lets you specify the style of your index in the Index Options dialog. We’re going to familiarize you with this dialog so that you know where to look in the future to make changes to your index’s style.

We will assume that our imaginary publisher wants the first letter of main headings to be capitalized and we’ll set the sorting method to Letter-by-Letter.

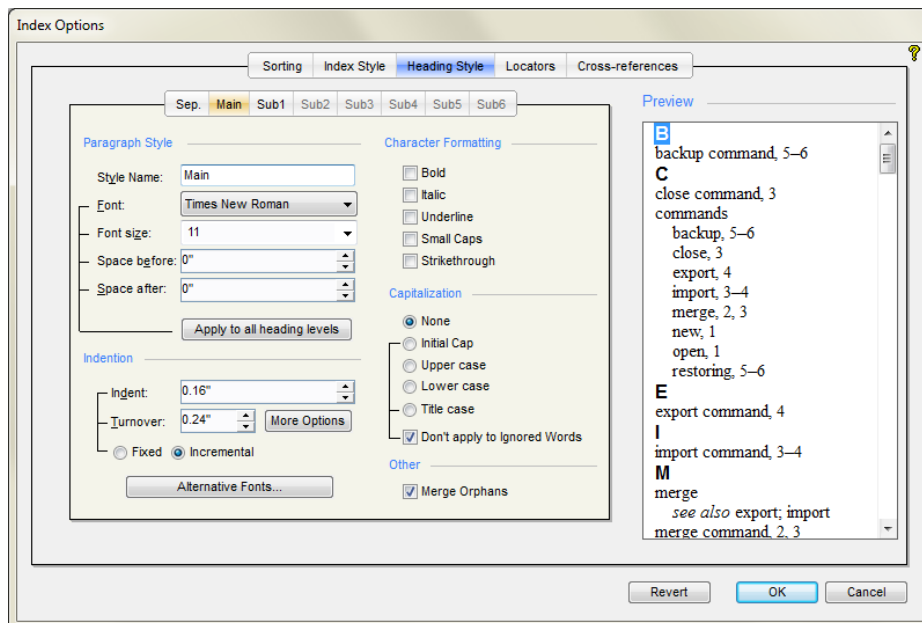
To configure the index for the tutorial:

1. Choose Options>Index or click the  toolbar icon. The Index Options dialog box will be displayed with the Sorting tab shown by default.
2. Click the arrow on the Sort Method drop-down list box to set the sorting method to Letter-by-Letter (ISO). The Sorting tab of Index Options should appear as below.



Sorting tab of the Index Options Dialog

3. Click the Heading Style tab.
4. Check the Initial Cap option button. The Heading Style tab of Index Options should now appear as shown below. Notice that the Preview at the right side of the dialog shows all your main headings with a capital letter now and that the Preview is of the actual index entries you made earlier.




Heading Style tab of the Index Options Dialog

5. Click OK to save your settings. You will be informed that SKY Index needs to resort your index because of the changes you made.
6. Click OK to let SKY Index resort your index.

You've now configured your index to suit our imaginary publisher. The next step is to generate a file for our client.

Generate an RTF File

By default SKY Index generates your index using Rich Text Format (RTF). RTF is one of the most widely supported word processor file formats in existence and it is unlikely that you will find a modern word processor that does not support this format. Unless your word processor does not support RTF it is strongly recommended that you use this format since SKY Index can only provide page layout formatting information for indexes generated in RTF format.

To generate your index, choose Index>Generate or click the  toolbar icon. SKY Index will generate an index file that has the same name as your index, but with a filename extension of *.rtf* instead of *.sk7*.

You've now generated your index. The file you generated has the same name as your index, but has a *.RTF* filename extension. The file can be found in the SKY Index folder of your Documents ("My Documents" folder for Windows XP) folder. You should examine the generated index before sending it to your client. SKY Index makes it easy. The next section of the tutorial tells you how to load your index into your word processor.

Loading Your Index into Your Word Processor

SKY Index can invoke your word processor with your index ready to be edited or printed with just a single mouse click or a single keystroke. To view your index in your word processor, choose

Index>Edit/Print or click the  toolbar icon. SKY Index will start your word processor and cause your word processor to load the index you have most recently generated.

If your index has been edited since the last time you generated the index, SKY Index will generate the index before starting your word processor. You **do not** need to choose Index>Generate before the Edit/Print command.

You can now print the index or use your word processor's abilities to enhance the index. For instance, you may wish to add footnotes to your index, or include a graphic image at the beginning of the index. You may also wish to sink the first page so that the body of the index starts slightly lower on the first page than on subsequent pages.

To complete this exercise, click the **X** at the top right of your word processor's program window to close your word processor.

Conclusion

Well, that's all. You have finished the tutorial and you should now be able to write an index with a minimum of effort. We do highly recommend that you at least review the editing features of SKY Index. If you don't know about them you can't put them to use.

The editing features of SKY Index have been designed to reduce the amount of time and effort it takes to write and edit an index. Please explore your User's Manual or online help to learn the power and flexibility that is available.

How to Use Help

There are a number of useful ways to get help while using SKY Index. Knowing the available ways to access help will make using SKY Index more enjoyable and will reduce time wasted trying to figure out how to accomplish indexing tasks.

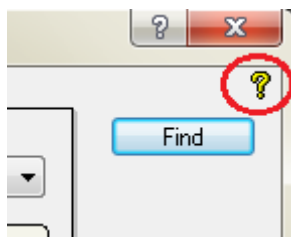
Press F1

The number one most important thing to remember is to press F1. SKY Index has been designed to be context sensitive. If you are viewing a dialog in SKY Index and you don't understand some of the options, press F1.

When you press F1, SKY Index will display help on the dialog box you are currently viewing. Usually there is a graphic image of the dialog box in the help file and you will be able to click on the item you are unsure of to view help on that item. In addition, there are frequently references to other parts of the help file that may provide additional information.

Dialog Help Button

At the top/right corner of almost every dialog you will see a yellow question mark. If you want help related to that dialog, just click that yellow question mark and you will receive help that relates to that particular dialog.



Example of the Dialog Help Button

Hover

If you hold the mouse cursor over a toolbar icon for about a second, a popup hint will be displayed that provides a brief description of the icon's function. You can also hold the cursor over an acronym button to determine what the expanded acronym is. Similarly you can hold the mouse cursor over a macro button to determine what the macro does.

Search for Help On

If the techniques listed above don't provide satisfactory help, choose Help>Search for Help On. You will be presented with an index to the help file. **Note:** You may have to click on the Index tab to see the index. A text box is provided where you can type the first few characters of the topic you wish to find help on. If the keyword that you type is contained in the help index it will be displayed. You can then click on Display to see the desired help topic.

Understanding SKY Index View Modes and Text Editing Modes

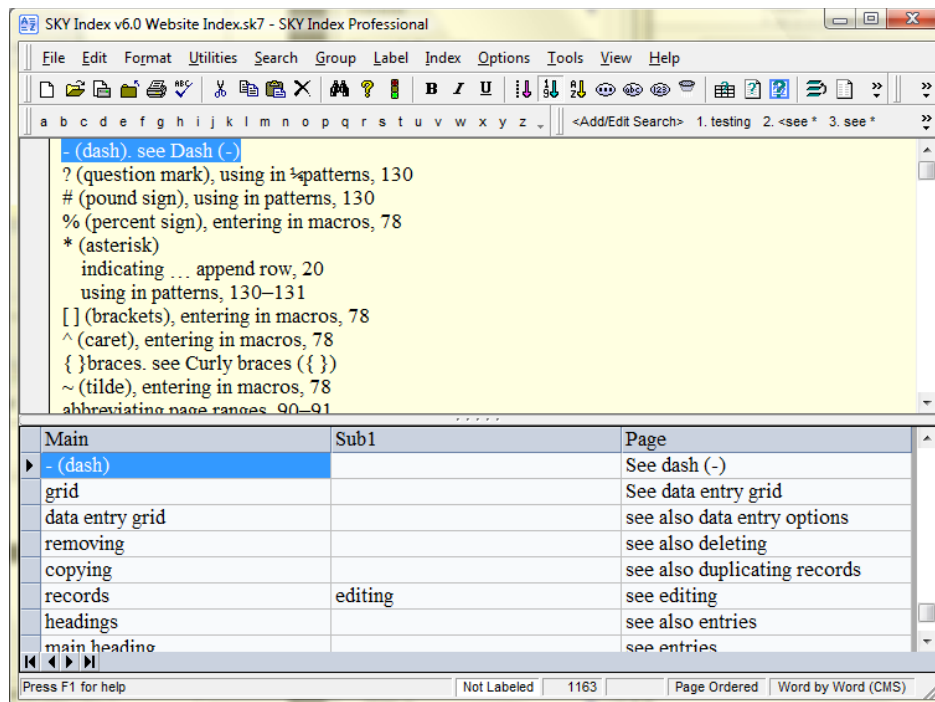
Overview

SKY Index includes two distinct views for adding and editing index entries. They are Data Entry View and Edit View. These two views are, in basic terms, workspaces where you add or edit your index entries. A description of these modes is discussed in this chapter.

Data Entry View

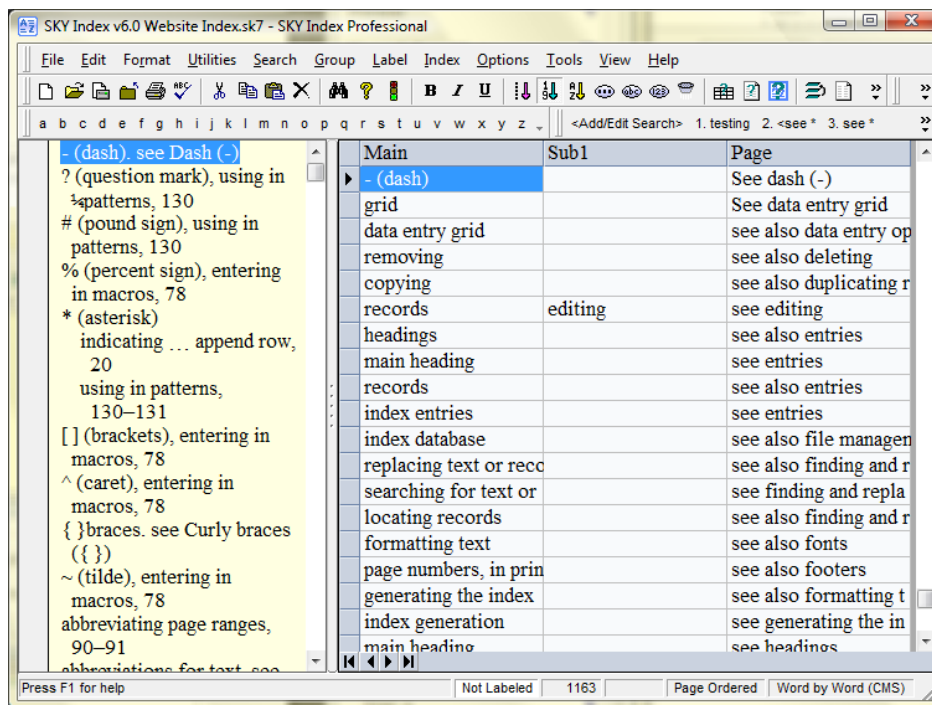
Data Entry View

Data Entry View or DEV uses a grid similar to a spreadsheet for data entry and editing. Since the columns are clearly labeled and because either the Tab or Enter keys move you to the next cell of the grid, performing basic data entry and editing in this view is very straight forward. In this view, you will see both a preview of the index, called the Preview Pane, and a grid which is called the Data Entry Grid. By default, the Preview Pane is above the grid. An example of this view is shown below.



Data Entry View with Preview Pane on Top

You can also configure DEV so that the Preview Pane is shown to the left of the grid through a Preference setting. An example of this is shown below. Virtually all new computers come with widescreen monitors which make this view of the index very appealing.



Data Entry View with Preview Pane on Left

DEV is where you should do the majority of your data entry because the Data Entry Grid is extremely well suited to this task. It also allows for unprecedented editing flexibility. In this view, you can see the index in As Entered order, Page order or Sorted order. Because the Preview Pane always shows the index in Sorted order, you can actually view your index in two sort orders simultaneously by choosing As Entered order or Page order.

Adding records in Data Entry View

Adding a New Index Entry

To start a new index record press **Ctrl+Ins** or **Ctrl+;**. This places the marquee in the main heading field of the append row. Enter the main heading text and press **Enter** or **Tab** to move to the Sub1 column. Enter the text for subheading 1 and so on.

Moving From Cell To Cell

To move to the next column you can press either **Tab** or **Enter**. To move back to the previous column you can press **Shift+Tab**. This always works no matter what mode the grid is in. When the grid is in View mode, you can also use the left and right arrow keys to move to the previous or next columns. For a complete list of keyboard commands for navigating in the grid, see [Keyboard Shortcuts](#).

Text Edit Mode and View Mode

When using Data Entry View, understanding SKY Index's text editing modes is crucial if you want to use the program efficiently. Text Edit Mode and View Mode are used to describe two possible states for

the Data Entry Grid. When the grid's marquee is visible, you are in View Mode. When the marquee is not visible and the flashing text edit cursor is visible, you are in Text Edit Mode.

You can toggle between these two modes with the F2 function key. In addition, you can enter Text Edit Mode by simply starting to type. In this case, any existing text in the grid cell that had the marquee will be erased and the text you type will replace it.

Whenever you move to a different cell of the grid by any means, you will exit Text Edit Mode and enter View Mode. Any edits that you performed prior to moving to a new cell will be saved before the grid marquee moves to the new cell.

Entering Text Edit Mode

There are three ways to enter Text Edit Mode. They are:

Method 1

The easiest way to enter Text Edit Mode is to simply start typing. When you press any key that cannot be interpreted as a navigational key or a command key, the following will occur:

- The entire contents of the current grid cell will be deleted.
- The data entry grid will be placed into Text Edit Mode.
- The text that you type will be entered into the current grid cell.

This is useful when you are adding new records to the index. Especially when you have configured SKY Index to repeat the contents of several fields such as the Main and Page fields. If the Main field does not contain the desired heading you can replace the contents of that field without any extra keystrokes. There is no need to press Del first.

Method 2

The second way to enter Text Edit Mode is to press F2. If you enter Text Edit Mode in this manner, the contents of the current grid cell will not be deleted and you will be able to make changes to the cell's contents.

Did you know?: The use of function key (F2) was chosen to enter Text Edit Mode because it is how Windows allows you to edit filenames for and is also used in other popular programs for renaming/editing text.

When in Text Edit Mode, you can use all of the standard editing keys that you would expect in a Windows based program.

Method 3

Click twice on the desired grid cell. **Note:** This is *not* a double click. You must click twice slowly. The first click selects the cell and the second causes the grid to enter Text Edit Mode.

Exiting Text Edit Mode (Returning to View Mode)

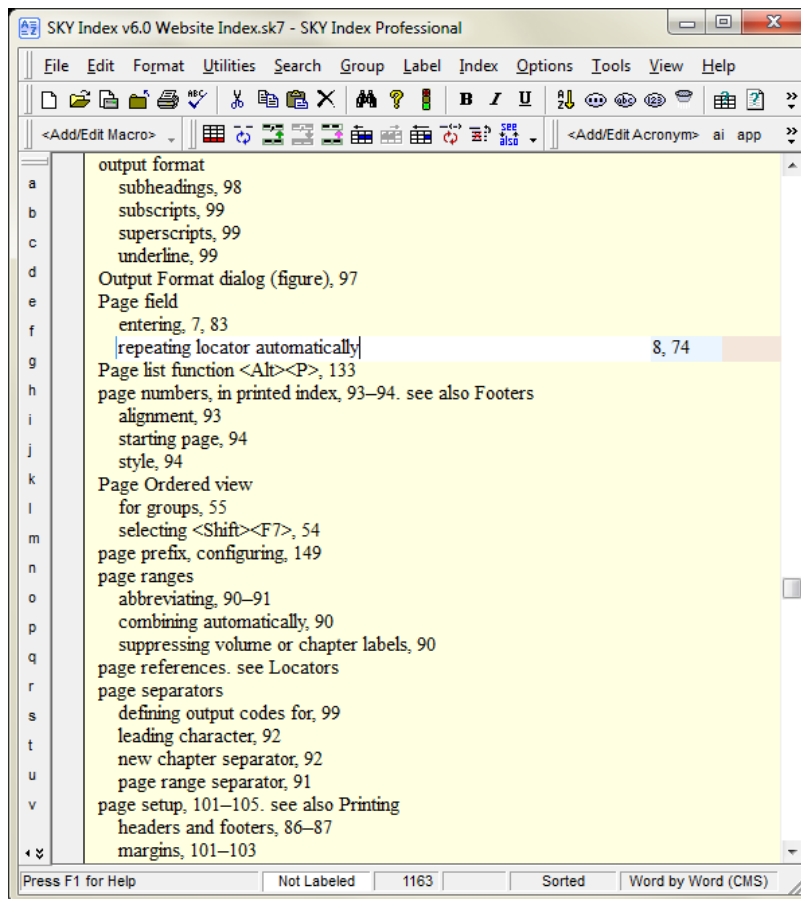
To exit Text Edit Mode, and return to View Mode, you can press F2 or any navigational key such as Tab, Enter or Down Arrow.

Notes

Changes to your index are made on a record-by-record basis. You can undo any changes to individual cells by moving the marquee *left* or *right* to the desired grid cell (within the current record) and then press Esc. Once you move the grid marquee out of the record, you can undo changes to the record by using Edit>Undo.

Edit View

Edit View or EV is a heading based editor as opposed to the record based Data Entry View. It always appears as an indented style index. This view of the index is extremely useful for cleanup editing of the index - editing that you would perform after you've finished your data entry. In Edit View you are always working with exactly one heading which is highlighted in the Preview of the index and can be edited – in-place – by pressing F2 or Enter. Any locators or cross-references are separately split out from the heading and can also be edited. Below is an example of the Edit View screen with the in-place editor shown.



Edit View

Adding New Headings in Edit View

Although Data Entry View is, as the name implies, better suited to data entry than Edit View, you may still add index entries in Edit View and if you're only going to add a few entries, this would be preferable to switching View Modes to do your data entry.

Adding a New Heading at the Current Level

To add a new heading at the current level, choose Edit>New Heading or press Ctrl+N. Note that the current level is determined by the location of the blue marquee in the Preview Pane. A new heading will be created with the text: <Edit Me> and this text will be selected in the in-place editor ready for you to edit. Type your new heading and then press tab to move to the page field to enter the locator. After you've entered the locator, press Enter (or F2) to save the new heading.

Tip: You don't really have to press Enter. Any action that moves the Preview Pane marquee to a new heading will save any changes you've made. Switching to Data Entry View will also save any changes you've made

Adding a New Child Heading from the Current Level

To add a new child heading (a subheading) at the current level, choose Edit>New Child Heading or press Ctrl+Shift+N. A new subheading heading will be created under the current heading with the text: <Edit Me> and this text will be selected in the in-place editor. Type your new heading and then press tab to move to the page field to enter the locator. After you've entered the locator, press Enter to save the new heading.

About Entering or Editing Locators

When adding locators, you should separate each additional locator with a comma. Spaces around the comma are okay and will be ignored when saving the locators to the index database.

Notes

- When there is more than one locator in the Locators textbox, pressing Tab will select the next locator in the list. Once the locator that you wish to edit has been highlighted, you may simply type the new locator.
- Pressing tab when the text cursor is within or after the last locator in the Locators textbox, will cause focus to be given to the Cross-References textbox and the first cross-reference will be highlighted.
- Pressing Shift+Tab when the text cursor is within or before the first locator in the Locators textbox will cause focus to be given to the Heading textbox.
- It does not matter where in the list of locators that you type a new locator. After the new locator is saved, it will be properly sorted with respect to the other locators.
- If you delete a locator, you do not have to delete the comma before or after it. The deletion will still occur normally.

About Entering or Editing Cross-references

When adding cross-references, you should separate each additional cross-reference with a semicolon. Spaces around the semicolon are okay and will be ignored when saving the cross-references to the index database.

Notes

- When there is more than one cross-reference in the Cross-references textbox, pressing Tab will select the next cross-reference in the list. Once the cross-reference that you wish to edit has been selected, you may simply type the new cross-reference.
- Pressing tab when the text cursor is within or after the last cross-reference in the Cross-references textbox, will cause focus to be given to the Heading textbox and the heading text will be selected.
- Pressing Shift+Tab when the text cursor is within or before the first cross-reference in the Cross-references textbox will cause focus to be given to the Locators textbox and the first locator will be selected.
- It does not matter where in the list of cross-references that you type a new cross-reference. After the new cross-reference is saved, it will be properly sorted with respect to the other cross-references.
- If you delete a cross-reference, you do not have to delete the semicolon before or after it. The deletion will still occur normally.

Editing Existing Headings in Edit View

If you wish to edit an existing heading, simply move the Preview Pane Marquee over the heading you wish to edit and press F2 or Enter. The heading text will appear in the in-place editor on top of the original text.

If you wish to completely change the heading, press Shift+Home to select the heading and then type the new heading..

If you wish to edit the existing entry, use the left or right arrow keys to move the text cursor to the place you wish to perform your edit and make your change.

Navigating in Edit View

In general, to change the current heading in Edit View, you just press the up or down arrow key. A full list of keystrokes is provided under *Edit View Keyboard Shortcuts* below. You can also drag the scroll bar with the mouse to see other heading in your index without changing the current, selected, heading.

Edit View Keyboard Shortcuts

Keystroke	Action
DownArrow	Move the marquee to the next heading.
UpArrow	Move the marquee to the previous heading.
PgDn	Move the marquee down one full screen of headings.
PgUp	Move the marquee up one grid full of headings.
Ctrl+PgDn	Move the marquee to the last heading in the index.
Ctrl+PgUp	Move the marquee to the first heading in the index.
Ctrl+Home	Move the marquee to the first heading in the index.
Ctrl+End	Move the marquee to the last heading in the index.
Tab	Moves the text insertion point to the next textbox.
Shift+Tab	Moves the text insertion point to the previous textbox.
RightArrow*	Move the text insertion point one character to the right.
LeftArrow*	Move the text insertion point one character to the left.
Ctrl+RightArrow*	Moves the text insertion point one word to the right.
Ctrl+LeftArrow*	Moves the text insertion point one word to the left.
Home*	Moves the text insertion point to the front of all text in the textbox with focus.
End*	Moves the text insertion point to the end of all text in the textbox with focus.
Any Alphabet key	The typed character is added to the textbox that currently has focus. If any text is selected, that text is deleted.

* Holding down the shift key while pressing one of these key combinations will select text.

Selecting Records

Selecting records is an important part of the editing process when polishing your index. Knowing how to properly select records can significantly reduce your editing time and it is therefore highly recommended that you read and understand the chapter in its entirety.

Selecting a Single Record (Data Entry View Only)

The Select Record command will select the current record. Some of SKY Indexes editing features require you to first select the records that you wish to edit. For instance, to mark records you must first specify the records you wish to mark by selecting them.

To select an record choose Edit>Select Record.

Keyboard Shortcut: Ctrl+S

See also: [Selecting an Entry](#); [Selecting a Heading](#)

Selecting an Entry (Data Entry View Only)

The Select Entry command will select the current record plus all other records that are identical in the Main, Sub1, Sub2, and Sub3 heading levels thereby collecting all page references for the current record.

To select an entry choose Edit>Select Entry.

Keyboard Shortcut: F9

Selecting a Heading (Data Entry View Only)

The Select Heading command will select all records where the level of the grid's marquee, plus all parent levels, match. For instance, if the grid marquee is over a main heading, all records that have the same main heading will be selected. If the grid marquee is over the Sub1 heading, then all records that match both the Main and Sub1 headings will be selected.

This feature can be very useful when you want to duplicate the structure of a set of index entries to create a new set of entries.

To select a heading choose Edit>Select Heading.

Keyboard Shortcut: F8

Example: Assume you have the following set of entries (ignoring locators):

```
bicycles
  buying
  maintenance
  repairs
```

and you want to create the following entries:

```
cars
    buying
    maintenance
    repairs
```

Simply put the grid marquee over the main heading of any record that has the main heading 'bicycles' and press F8. Then duplicate entries by choosing Edit>Duplicate, and group the entries by choosing View>Grouped. Finally, change any one of the 'bicycles' main headings to 'cars' and press Alt+Ctrl+Enter to propagate the edit through the entire group.

Tip: You can use the Ctrl and Shift modifiers to duplicate and group in one step as described in chapter 8 [Editing Commands](#).

See also: [Select Heading](#)

Selecting All Records (Data Entry View Only)

The Select All command will select all records in the currently open index.

To select all records choose Edit>Select All.

Keyboard Shortcut: Ctrl+A

Selecting Multiple Records (Data Entry View Only)

One of SKY Index's editing strengths is the ability to select multiple records and perform an edit on all of the selected records at once. In order to take advantage of this editing power, you must know how to select multiple records. The two simplest ways are through the Select Heading and Select Entry commands discussed above. There are other ways to select records, however, which are discussed below.

Selecting contiguous records with the keyboard

To select more than one record using the keyboard, you simply hold down the Shift key and press one of the following keys to extend the selection.

UpArrow or DownArrow – Extends the selection one record at a time in the direction of the arrow key pressed. (Note: The first time you press an arrow key with the Shift key held down, two records will be selected – the original current record plus the new current record. Each successive pressing of the arrow key will select one additional record.

PageUp or PageDown – Extends the selection one page (grid screen) at a time. PageUp selects records going backwards one page at a time and PageDown selects records going forward one page at a time. (Note: The first time you press PageUp the selection will occur from the current record to the top of the currently visible grid screen. The first time you press PageDown the selection will occur from the current record to the bottom of the currently visible grid screen. Each successive pressing of PageUp or PageDown will select one whole page or records.

Ctrl+PageUp or Ctrl+PageDown – Extends the selection from the current record to the very first record in the grid (Ctrl+PageUp) or to the very last record in the grid (Ctrl+PageDown).

Selecting contiguous records with the mouse

Method one (Shift clicking)

Step one: Move the mouse cursor over the row heading area of the grid. This is the area at the far left before the main heading cell. Hold down the Shift key and click in the row header area of the first record you wish to be part of the selection.

Step two: Now scroll the grid, if necessary, using the scroll bar and then click again while still holding down the Shift key, in the row header area of the last record you wish to be part of the selection. All records between and including the first and last clicked records will be selected.

Tip: You can extend or reduce the selection by clicking again on a different 'last' row.

Method two (dragging)

Move the mouse cursor over the row heading area of the grid. This is the area at the far left before the main heading cell. Press and hold down the left mouse button and then move the mouse up or down to select records in the direction that you move the mouse.

Tip: After you have released the left mouse button, you can adjust the selection, if necessary, by using the keyboard while holding down the Shift key and pressing UpArrow or DownArrow.

Selecting non-contiguous records with the mouse

There may be times when you want to select records in the Data Entry Grid that are not next to each other – that are non-contiguous. You can do this by holding down the Ctrl key while clicking the left mouse button while the mouse cursor is over the row header of a grid row. Doing so will toggle the selection state of that one row, but will not affect the selection state of any other rows.

Selecting a Column (Data Entry View Only)

There may be times when you want to apply the same character style to every entry in a particular column of the Data Entry Grid. To accomplish this you can select a column before applying the character style. You can also delete the entire contents of a selected column.

To Select a Column

To select a column simply place the mouse cursor over the column header of the column you wish to select and click the left mouse button. The entire column will be selected.

General Editing

Overview

This chapter provides information on some of the more general and often used editing commands of SKY Index.

Append New

The Append New command will move the grid marquee to the bottom of the data entry grid and into the append row ready for a new index entry.

To append a new record choose Edit>Append New

Keyboard Shortcut: Ctrl+Ins or Ctrl+;


Cut

You can cut the text from any grid cell or cut one or more index records to the Windows clipboard so that they may be pasted into the index in another location. You can also cut and paste text or records from one index to another index.

Cutting Text


Select the text to be cut. **Note:** If you wish to cut the entire contents of a grid cell, there is no need to enter edit mode and select the text since all text in the cell will be automatically selected when you perform the cut function.

Cut the text to the clipboard in one of the following ways:

- Click the  toolbar icon.
- Choose Edit>Cut.
- Press Ctrl+X
- Right-click on the desired cell and choose Cut from the popup menu.

Cutting Records

To cut records to the Windows clipboard, do the following:

- Select the records to be copied.
- Cut the selected records to the clipboard in one of the following ways:
 - Click the  toolbar icon.
 - Choose Edit>Cut.

- Press Ctrl+X
- Right-click anywhere on the grid and choose Cut from the popup menu.

See also: [Copy](#); [Delete](#); [Paste](#)


Copy

You may copy the text from any grid cell or copy one or more records to the Windows clipboard so that they may be pasted into the index in another location. You can also copy and paste text or records from one index to another index if desired.

Copying Text


Select the text to be copied. **Note:** If you copy the entire contents of a grid cell, there is no need to enter edit mode and select the text since all text in the cell will be automatically selected when you perform the copy function.

Copy the text to the clipboard in one of the following ways:

- Click the  toolbar icon.
- Choose Edit>Copy.
- Press Ctrl+C.
- Right-click on the desired cell and choose Copy from the popup menu.

Copying Records

To copy records to the Windows clipboard, do the following:

- Select the records to be copied.
- Copy the selected records to the clipboard in one of the following ways:
 - Click the  toolbar icon.
 - Choose Edit>Copy.
 - Press Ctrl+C.
 - Right-click anywhere on the grid and choose Copy from the popup menu.


See also: [Cut](#); [Delete](#); [Paste](#)

Paste

You can paste text from the Windows clipboard to any grid cell or paste entire records to the bottom of the data entry grid.


Pasting Text

To paste text from the Windows clipboard, do the following:

- Place the marquee over the grid cell to which you wish to paste text.
- Paste the text from the Windows clipboard into the cell, or at the current insertion point, in one of the following ways:
 - Click the  toolbar icon.
 - Press Ctrl+V.
 - Choose Edit>Paste.

Pasting Records

To paste records from the Windows clipboard into the Data Entry Grid, do one of the following.

- Click the  toolbar icon.
- Press Ctrl+V.
- Choose Edit>Paste.

Note: The pasted records will be added to the bottom of the data entry grid and will be selected. This allows you to perform another function on the pasted records such as a Shift Left.

See also: [Copy](#); [Cut](#); [Delete](#)

Delete

You can delete the text from any grid cell or delete one or more index records.

Deleting One Character at a Time


If the grid is in Edit mode you can delete a single character at a time in one of two ways:

- Press Backspace to delete the character to the left of the text cursor.
- Press Del to delete the character to the right of the text cursor.

Deleting Several Characters at a Time

Select the text to delete. **Note:** If the grid is in View mode and you want to delete the entire contents of a cell, you do not need to select the text as all text in the cell is selected automatically.

Delete the text in one of the following ways:

- Click the  toolbar icon.
- Choose Edit>Delete.
- Press Del.
- Right-click on the desired cell and choose Delete from the popup menu.

Deleting a Word at a Time


With the grid in Edit mode, do either of the following:

- Press Ctrl+Backspace to delete one word backward.
- Press Ctrl+Del to delete one word forward.

Deleting Records

Select the record(s) to be deleted.

Delete the selected records in one of the following ways:

- Click the  toolbar icon.
- Press Del.
- Choose Edit>Delete.
- Right-click anywhere on the grid and choose Delete from the popup menu.

See also: [Copy](#); [Cut](#); [Paste](#)

Undo/Redo

Undo allows you to reverse changes that you've made to your index. In general, to reverse a change, you will choose Edit>Undo (Ctrl+Z) to perform the reversal. The one exception to this is when you are editing text within a cell of the Data Entry grid or within one of the textboxes of Edit View. If you edit text within these textboxes, you can undo your edits by pressing Esc (Escape). This will reverse all edits to that textbox as if you had never made any changes.

Pressing the Escape key applies only to the current textbox (or grid cell). If you move to a different cell, you can still undo the changes in the previous cell by pressing Tab or Shift+Tab to move to the desired cell and then press Esc. Once you move to a different record, you can undo changes to the record by pressing Ctrl+Z or choosing Edit>Undo.

If you should perform more Undo operations that you had intended to, you can Redo editing that you've performed by choosing Edit>Redo or by pressing Ctrl+Y.

Editing Commands

Overview

Core Editing Commands

There are 9 'core' editing commands in SKY Index. These core commands are assigned a single function key as a keyboard shortcut. The core editing commands are:

Command	Shortcut
Swap	F4
Promote	F5
Demote	F6
Combine	F7
Select Heading	F8 (Data Entry View Only)
Select Entry	F9 (Data Entry View Only)
Shift Left to Main	F10
Shift Left	F11
Shift Right	F12

The commands are described in detail below with an example of how each command changes your index. All nine of these commands allow you to add two modifiers that enhance the command's action. The modifiers are:

Ctrl – Instructs SKY Index to duplicate the record or records you wish to edit before editing them. This leaves an unaltered copy of the original index entries behind.

Ctrl+Shift – With this modifier, SKY Index will duplicate the records, but in addition, will create a group out of the duplicated and edited records when the edit is finished. This allows you to manipulate those records further without worrying about affecting the rest of the index.

Edit View and Data Entry View

SKY Index has two “views” for editing your index. Edit View and Data Entry View. All of the above core commands work in both editing views with the exception of Select Heading and Select Entry. Use of the commands is very similar for both editing views, but we have included explicit instructions for use of the commands in each editing view. In order to make it easy for you to narrow in on the instructions you are looking for, the Edit View instructions have been highlighted in **orange type** and Data Entry View instructions are in **blue type**. Of course, the colors of these instructions are only visible if you are reading these instructions from the online help or from a downloaded manual (which is in color). The printed manual is in black and white and cannot highlight the instructions for these two editing views.

For more information about Edit View and Data Entry View, see [Understanding SKY Index View Modes and Text Editing Modes](#) earlier in this manual.

Copy Heading

The Copy Heading command copies the current heading and all of its child headings and places them into an internal buffer. The copied heading can then be pasted as a subheading into any other heading in the index with the Paste Heading command.

Example

Assume you have the following entries:

```
indexing
  software
    back-of-book
    embedded
    HTML
```

If you place the marquee over *software* and perform the Copy Heading command, the heading *software* and all of its child headings will be placed into the heading paste buffer. This heading can then be pasted into any other entry in the index using the Paste Heading command.

To Copy a Heading in Edit View

1. Put the marquee over the entry that you wish to copy.
2. Choose Edit>Copy Heading

To Copy a Heading in Data Entry View

1. Place the marquee over the heading that you wish to copy in the Preview Pane. (**Important:** Do *not* use the grid to select your heading. You must use the Preview Pane. You may need to hold down Alt+Ctrl and press UpArrow or DownArrow to highlight the appropriate heading in the Preview Pane prior to using this function.)
2. Choose Edit>Copy Heading.

Keyboard Shortcut: Ctrl+Shift+C

See also: [Cut Heading](#); [Delete Heading](#); [Paste Heading](#)

Copy Locators

The Copy Locators command collects all locators (excluding cross-references) for the current index heading and places them into an internal buffer. These locators can then be pasted into any other entry with the Paste Locators command.

Example

Assume you have the following entry:

indexing software, 12, 33, 45

If you perform the Copy Locators command, the locators 12, 33, and 45 will be placed into the locator paste buffer. These locators can then be pasted into any other entry in the index using the [Paste Locators](#) command.

Note: This command is heading based. That means if you put the grid marquee over a main heading, it will collect all locators for every entry under that main heading. In other words it will include the subheadings. If you put the grid marquee over a subheading, it will collect only the locators for that subheading (and any sub-subheading, if they exist).

To Copy Locators in Edit View

1. Put the marquee over the entry that you wish to collect the locators from.
2. Choose Utilities>Copy Locators.

To Copy Locators in Data Entry View

1. Place the marquee over the grid cell of the entry that you wish to collect all locators for.
2. Choose Utilities>Copy Locators.

Keyboard Shortcut: Alt+Ctrl+C

See also: [Paste Locators](#)

Combine

The Combine function allows you to combine a subheading with its parent heading separating the two with a space. This is identical to the Promote command except that the Promote command uses both a comma and a space when combining the child and parent headings.

If you place the text cursor in the middle of a phrase, the text before the cursor will be removed from the current heading level and will be added, following a space, to the parent heading level. The text after the cursor will remain. If an entire subheading is combined, any child headings below it are promoted by one level.

Example

If you have the following structure:

```
print
  command
  settings
  preview
```

If you place the marquee over 'command' and execute the Combine command, you will get:

```
print
  settings
  preview
print command
```

To Combine in Edit View

1. Place the marquee over the heading you wish to combine with its parent heading.
2. Choose Edit>Combine.

To Combine in Data Entry View

Combining a Single Subheading

1. Place the marquee over the grid cell to combine.
2. Choose Edit>Combine.

Combining the Subheadings of Several Index Entries

1. Select the records that contain the subheadings to combine.
2. Choose Edit>Combine. (A Select Field dialog will be displayed.)
3. Select the appropriate subheading level.
4. Click OK.

Keyboard Shortcut: F7

Modifiers: **Ctrl:** Duplicates the selected records prior to combining.

Ctrl+Shift: Duplicates the selected records, performs the combine and then groups on the combined records.

See also: [Demote](#), [Promote](#), [Swap](#)

Consume Subheadings

There may be times while editing your index when you find that you have a main heading with just a few subheadings and you decide that you want to eliminate all of the subheadings but keep their locators and move them to the main heading. That is what Consume Subheadings does.

Example

Let's say you have the following entries:

```
bicycles
  buying, 14
  maintenance, 13
  repairs, 22
```

If you perform the Consume Subheadings command on the main heading bicycles, you will end up with this entry in your index:

```
bicycles, 13, 14, 22
```

To Consume Subheadings in Edit View

1. Place the marquee over the main heading (or subheading) for which you wish to consume all the subheadings.
2. Choose Utilities>Consume Subheadings

To Consume Subheadings in Data Entry View

1. Place the marquee over the main heading (or subheading) for which you wish to consume all the subheadings.
2. Choose Utilities>Consume Subheadings

Keyboard Shortcut: Alt+Ctrl+K

See also: New Child Heading, Take Selected Locator

Convert Cross-reference

The Convert Cross-reference function will convert a cross-reference into fully qualified index entries. For example, you may have the following entries in your index:

automobiles. see cars

cars

- body styles
- general maintenance
- safety features
- seating capacity

The cross-reference saves duplication of information in the index thus saving space, but it also forces the reader to spend more time finding the desired information. If you find that the space allocated for the index is sufficient, you can convert the cross-reference into fully specified entries using the Convert Cross-reference command as shown below :

automobiles

- body styles
- general maintenance
- safety features
- seating capacity

To Convert a Cross-reference in Edit View

1. Place the marquee over the heading containing the cross-reference.
2. Choose Utilities>Convert Cross-reference

To Convert a Cross-reference in Data Entry View

1. Place the grid marquee over any field of the record containing the cross-reference.
2. Choose Utilities>Convert Cross-reference.

Keyboard Shortcut: Alt+Ctrl+X

See also: [Create Reciprocal Cross-reference](#)

Create Reciprocal Cross-reference

Creates a main heading from the target of a cross-reference. The new entry will also contain a cross-reference. The target of that cross-reference will be the main heading of the original entry. You would use this command if you have two separate headings in your index which reference related material that the reader might also want to know about.

Example

Given this entry:

"American Society for Indexing. see also Indexing Societies"

This command will create a new entry like this:

"Indexing Societies. see also American Society for Indexing."

To Create a Reciprocal Cross-reference in Data Entry View

1. Place the marquee over the main heading of the index entry containing the cross-reference that you for which you wish to create a reciprocal cross-reference.
2. Choose Utilities>Create Reciprocal Cross-reference.

Keyboard Shortcut: Alt+Ctrl+D

See also: [Convert Cross-reference](#)

Create Subheadings from Locators

This command creates new child headings from the locators of the current heading. Those locators are then removed from the current heading. This command is an aid for those situations where you find that you have too many undifferentiated locators from a main (or other) heading.

Example

Assume that you have the following entry:

bicycles, 13, 14, 22

If you put the marquee over that entry and execute Create Subheadings from Locators, you will now have these entries:

bicycles
<New Sub 13>, 13
<New Sub 14>, 14
<New Sub 22>, 22

You can then edit the temporary subheading names to differentiate the locators you took from the parent heading. When using this command in Edit View and with the in-place editor enabled, the first temporary heading will be automatically placed in Edit Mode so that you may simply type the new heading name. Once you press Enter to commit the new heading name, you'll be taken directly to the next temporary heading and so on.

To Create Subheadings from the Locators of a Heading in Edit View

1. Put the marquee over the entry for which you wish to create a new subheading.
2. Choose Utilities>New Child Heading, Take Selected Locators.

To Create Subheadings from the Locators of a Heading Data Entry View

1. Put the marquee over the grid cell of the entry for which you wish to create a new subheading.
2. Choose Utilities>Create Subheadings from Locators.

Note: This command is not available in Data Entry View with Page Ordered sort.

Keyboard Shortcut: Alt+Ctrl+H

See also: [Consume Subheadings](#)

Cut Heading

The Cut Heading command copies the current heading and all of its child headings and places them into an internal buffer. It then deletes the heading from the index. The copied heading can then be pasted as a subheading into any other heading in the index with the Paste Heading command.

Example

Assume you have the following entries:

```
indexing
  software
    back-of-book
    embedded
    HTML
proofreading
  technical text
  an index
```

If you place the marquee over *software* and perform the Cut Heading command, the heading *software* and all of its child headings will be placed into the heading paste buffer and the heading will be deleted from the index. The result will appear as shown below:

```
indexing
proofreading
  technical text
  an index
```

To Cut a Heading in Edit View

1. Put the marquee over the entry that you wish to cut.
2. Choose Edit>Cut Heading.

To Cut a Heading in Data Entry View

1. Place the marquee over the heading that you wish to cut in the Preview Pane. (**Important:** Do *not* use the grid to select your heading. You must use the Preview Pane. You may need to hold down Alt+Ctrl and press UpArrow or DownArrow to highlight the appropriate heading in the Preview Pane prior to using this function.)
2. Choose Edit>Cut Heading.

Keyboard Shortcut: Ctrl+Shift+X

See also: [Copy Heading](#); [Delete Heading](#); [Paste Heading](#)

Delete Heading

The Delete Heading command deletes the currently highlighted heading and all of its child headings from the index.

Example

Assume you have the following entries:

```
indexing
  software
    back-of-book
    embedded
    HTML
proofreading
  technical text
  an index
```

If you place the marquee over *software* and perform the Delete Heading command, the heading *software* and all of its child headings will be deleted. The result will appear as shown below:

```
indexing
proofreading
  technical text
  an index
```

To Delete a Heading in Edit View

1. Put the marquee over the entry that you wish to delete.
2. Choose Edit>Delete Heading.

To Delete a Heading in Data Entry View

1. Place the marquee over the heading that you wish to delete in the Preview Pane. (**Important:** Do *not* use the grid to select your heading. You must use the Preview Pane. You may need to hold down Alt+Ctrl and press UpArrow or DownArrow to highlight the appropriate heading in the Preview Pane prior to using this function.)
2. Choose Edit>Delete Heading.

Keyboard Shortcut: Ctrl+Shift+Del

See also: [Copy Heading](#); [Cut Heading](#); [Paste Heading](#)

Demote

The Demote function removes any text following the *demote separator*, which is a comma and a space by default, in the currently highlighted heading and shifts that text into the next lower heading after placing a demote separator before the existing text in the subheading. Any text before the demote separator becomes the current heading. If there is no comma in the heading being demoted, the entire heading is moved leaving the current heading empty.

If you place the text cursor in the middle of a phrase, the text after the cursor will be removed from the current heading level and will be added to the child heading. The text that was already in the child heading will be appended to the demoted text after a comma and a space. The text before the cursor will remain where in the current heading.

Note: The demote separator is a comma and a space by default, but can be changed in Program Preferences.

Example

Assume you have the following index entries entered as main headings:


Main	Sub1
Columbus, Christopher	
Newton, Sir Isaac	
Smith, John	

If you place the marquee over 'Columbus, Christopher' and execute the Demote command, you will get:

<u>Main</u>	<u>Sub1</u>
Columbus	Christopher
Newton, Sir Isaac	
Smith, John	

Tip: You can demote all three entries at the same time by selecting them first.


To Demote in Edit View

1. Place the marquee over the heading you wish to demote
2. Choose Edit>Demote or click the  toolbar icon.

To Demote in Data Entry View


Demoting the Heading of a Single Record

Method 1 (Entire Heading)


1. Place the marquee over the grid cell to demote.
2. Choose Edit>Demote or click the  toolbar icon.

Note: If the text in the highlighted cell contains a demote separator, only the text following the demote separator will be demoted. The demote separator will be removed prior to demoting the text.

Method 2 (Part of a Heading)

1. Place the text cursor directly after the text to demote or select the text to demote.
2. Choose Edit>Demote or click the  toolbar icon.

Demoting the Headings of Several Records

1. Select the records that contain headings to demote.
2. Choose Edit>Demote or click the  toolbar icon. A dialog will be displayed.
3. Select the heading level that you wish to demote.
4. Click OK.

Keyboard Shortcut: F6

Modifiers: **Ctrl:** Duplicates the heading prior to demoting.

Ctrl+Shift: Duplicates the heading prior to demoting and then groups on the demoted heading

See also: [Combine](#); [Promote](#); [Preferences](#)

Tip: If you use the Merge Orphan Subheadings function and then change your mind about merging them, you can use the demote function to undo all or some of the promoted headings.

Duplicate

The duplicate function makes a copy of the current record, or of all selected records, and appends them to the end of the index

To Duplicate in Edit View

1. Place the marquee over the heading to be duplicated.
2. Choose Edit>Duplicate.

To Duplicate in Data Entry View

Duplicating a Single Record

1. Place the marquee over any cell of the record to be duplicated.
2. Choose Edit>Duplicate.

Duplicating Several Records

1. Select the records to be duplicated.
2. Choose Edit>Duplicate.

Note: After duplicating, the original records are unselected and the new duplicated records are selected. This allows you to perform another function on the duplicated records.

Keyboard Shortcut: Ctrl+D

See also: [Duplicate and Group](#); [Duplicate and Swap](#)

Duplicate and Group

The duplicate and group function makes a copy of the current record, or of all selected records, and creates a group out of the newly created records.

To Duplicate and Group in Edit View

1. Place the marquee over the heading to be duplicated.
2. Press Ctrl+Shift+D.

To Duplicate and Group in Data Entry View

Duplicating a Single Record

1. Place the marquee over any cell of the record to be duplicated.
2. Press Ctrl+Shift+D.

Duplicating Several Records

1. Select the records to be duplicated.
2. Press Ctrl+Shift+D.

Note: After duplicating, the original records are unselected and the new duplicated records are selected. This allows you to perform another function on the duplicated records.

Keyboard Shortcut: Ctrl+Shift+D

See also: [Duplicate and Swap](#); [Duplicate](#)

Duplicate and Swap

To perform a duplicate and swap, add the Ctrl modifier key to the Swap command which would be: Ctrl+F4. If you wish to specifically swap Main and Sub1 regardless of where the grid marquee is, you can use the keyboard shortcut: Ctrl+F1

For more information on swapping headings, see [Swap](#) later in this chapter.

Duplicate, Swap and Combine

The Duplicate, Swap and Combine command will duplicate one or more records, swap the contents of any two headings and then combine the child heading with its parent heading separating the two with a space.

Example

If you have the following index entries

	Main	Sub1	Page
	Washington	George	22
	Jefferson	Thomas	22
	Franklin	Benjamin	23

And you select all those records and perform the Duplicate, Swap and Combine function, you will have:

	Main	Sub1	Page
	Washington	George	22
	Jefferson	Thomas	22
	Franklin	Benjamin	23
	George Washington		22
	Thomas Jefferson		22
	Benjamin Franklin		23

To Duplicate, Swap and Combine a Single Record

In Edit View

1. Place the marquee over the heading to be swapped and combined.
2. Press Ctrl+F2.

In Data Entry View

1. Place the marquee over the cell of the heading level to be swapped and combined.
2. Press Ctrl+F2.

To Duplicate, and Swap and Combine Selected Records (Data Entry View Only)

In Data Entry View

1. Select the records to be duplicated, swapped and combined.
2. Press Ctrl+F2.

Note: After duplicating, the original records are unselected and the new duplicated and combined records are selected. This allows you to perform another function on those records.

See also: [Combine](#); [Promote](#); [Duplicate](#)

Keyboard Shortcut: Ctrl+F2

Half Swap

Some of you may be familiar with the term “Half Swap” or “Half Flip” from the use of another indexing program. In SKY Index, the same effect is achieved with Shift Left. Please see [Shift Left](#), later in this chapter, for more information.

Paste Heading

The Paste heading command will paste headings that have been copied using the Copy Heading command as a subheading of any other heading in the index.

Example

Assume you have the following entries:

```
computer
  hardware
    installing
    repairing
indexing
  software
    back-of-book
    embedded
    HTML
```

If you place the marquee over *software* and perform the Copy Heading command, the heading *software* and all of its child headings will be placed into the heading paste buffer. If you now place the marquee over *computer* and perform the Paste Heading command, you will have this:

- computer
 - hardware
 - installing
 - repairing
 - software
 - back-of-book
 - embedded
 - HTML
- indexing
 - software
 - back-of-book
 - embedded
 - HTML

To Paste a Heading in Edit View

1. Put the marquee over the entry that you wish to paste the contents of the heading paste buffer into as a subheading.
2. Choose Edit>Paste Heading.

To Paste a Heading in Data Entry View

1. Place the marquee over the heading that you wish to paste the contents of the paste buffer into as a subheading. (Important: Do not use the grid to select your heading. You must use the Preview Pane. You may need to hold down Alt+Ctrl and press UpArrow or DownArrow to highlight the appropriate heading in the Preview Pane prior to using this function.)
2. Choose Edit>Paste Heading.

Keyboard Shortcut: Ctrl+Shift+V

See also: [Copy Heading](#); [Delete Heading](#); [Cut Heading](#)

Paste Locators

The Paste Locators command will add all locators in the Page buffer (created using the Copy Locators command) to the current index entry.

Example

Let's assume that you have previously collected this series of locators using the Copy Locators command: "5, 21, 44, 91". Let's also assume that you have this existing heading in your index:

software, 37, 114

If you place the grid marquee over the main heading 'software' and press Alt+Ctrl+V to paste those locators, the software heading will now appear like this:

software, 5, 21, 37, 44, 91, 114

To Paste Locators in Edit View

1. Place the grid marquee over the grid cell of the appropriate heading level of the entry that you wish to paste locators into.
2. Choose Utilities>Paste Locators.

To Paste Locators in Data Entry View

1. In the Preview Pane, highlight the appropriate heading of the entry that you wish to paste locators into. *(Please note that in Data Entry View, you may have to use the Alt+Ctrl+UpArrow/DownArrow keyboard shortcuts to move the highlight in the Preview Pane over the desired heading. You must use the Preview Pane as your point of reference.)*
2. Choose Utilities>Paste Locators.

Keyboard Shortcut: Alt+Ctrl+V

See also: [Copy Locators](#)

Promote

The Promote function allows you to combine a subheading with its parent heading following a promote separator. The promote separator is a comma and a space by default, but can be changed in Program Preferences.

If you place the text cursor in the middle of a phrase, the text before the cursor will be removed from the current heading level and will be added, following a promote separator, to the parent heading level. The text after the cursor will remain. If an entire subheading is promoted, any child headings below it are promoted by one level.

Example

Assume you have the following index entries entered as main heading plus subheading:


Main	Sub1
Columbus	Christopher
Newton	Sir Isaac
Smith	John

If you place the marquee over 'Christopher' and execute the Promote command, you will get:

Main	Sub1
Columbus, Christopher	
Newton	Sir Isaac
Smith	John

Tip: You can promote all three entries at the same time by selecting them first.


To Promote in Edit View

1. Place the marquee over the heading you wish to promote
2. Choose Edit>Promote or click the  toolbar icon.

To Promote in Data Entry View


Promoting a Single Subheading

Method 1 (Entire Subheading)

1. Place the marquee over the grid cell to promote.
2. Choose Edit>Promote or click the  toolbar icon.

Note: If the subheading in the highlighted cell contains a promote separator, only the text before the separator will be promoted. In this case, the separator will be removed prior to promoting the text.


Method 2 (Part of a Subheading)

1. Place the text cursor directly **after** the text to be promoted or select the text to be promoted.
2. Choose Edit>Promote or click the  toolbar icon.

Note: Only the text before the cursor or the selected text will be promoted. Text after the cursor or text that was not selected will remain.

Note: If there is a comma and a space in the text and you place the cursor directly before, after, or in the middle of the comma and space, the text before the comma will be promoted, the comma and space will be removed, and the text after the space will remain.

Promoting the Subheadings of Several Index Entries

1. Select the records that contain the subheadings to promote.
2. Choose Edit>Promote or click the  toolbar icon. A dialog will be displayed.
3. Select the subheading level that you wish to promote.
4. Click OK.

Note: When the grid is in View mode, Backspace can be used to promote the contents of the currently highlighted cell.

Keyboard Shortcut: F5

Modifiers: **Ctrl:** Duplicates the heading prior to promoting.

Ctrl+Shift: Duplicates the heading prior to promoting and then groups on the promoted heading

See also: [Demote](#); [Preferences \(Data Entry\)](#)

Select Entry (Data Entry View Only)

The Select Entry command will select the current record plus all other records that are identical in all heading levels thereby collecting all page references for the current entry.

To select an entry choose Edit>Select Entry

Keyboard Shortcut: F9

Modifiers: **Ctrl:** Duplicates the selected entry

Ctrl+Shift: Duplicates the selected entry and then creates a group from it.

See also: [Select Heading](#); [Finding Locators for the Current Entry](#)

Select Heading (Data Entry View Only)

The Select Heading command will select all records where the level of the grid's marquee plus all parent levels match. For example, if the grid marquee is over a main heading, all records that have the same main heading will be selected. If the grid marquee is over the Sub1 heading, then all records that match both the Main and Sub1 headings will be selected.

This feature can be very useful when you want to duplicate the structure of a set of index entries to create a new set of entries.

To Select Heading

1. Place the grid marquee over the cell of the heading to be selected.
2. Choose Edit>Select Heading.

Keyboard Shortcut: F8

Modifiers: **Ctrl:** Duplicates the selected heading.

Ctrl+Shift: Duplicates the selected heading and then creates a group from it.

See also: [Select Entry](#)

Tip: Using Select Heading with the modifiers to duplicate and group will allow you to duplicate the structure of one set of entries and so that you have the same structure with a different main heading.

Example: Assume you have the following set of entries (ignoring locators):

```
bicycles
  buying
  maintenance
  repairs
```

and you want to create the following entries:

```
cars
  buying
  maintenance
  repairs
```

Simply put the grid marquee over the main heading of any record that has the main heading 'bicycles' and press Ctrl+Shift+F8 (this will select all entries with the main heading 'bicycles', duplicate them, and then group them. Now change any of the main headings to 'cars' and press Alt+Ctrl+Enter to [propagate the edit](#) through the entire group.

Shift Left

The Shift Left function allows you to shift entries in one or more records to the left by one cell in Data Entry View and moves a subheading up one level in Edit View replacing its parent heading. The result is the same in either editing view. You can use this feature to create headings from subheadings, but you can also create subheadings from sub-subheadings and so on.

Example


Shift Left (also known as Half Swap or Half Flip) allows you to move a subheading and all of its children up one level. The contents of the higher (parent) field are discarded. For example, assume you have the following index entries:

```
indexing
  software
    back-of-book
    embedded
    HTML
```

If you place the marquee over *software* and execute the Shift Left command, you will now have these entries:


```
software
  back-of-book
  embedded
  HTML
```

To Shift Left in Edit View


1. Place the marquee over the subheading you wish to shift left.
2. Choose Edit>Shift Left or click the  toolbar icon.

To Shift Left in Data Entry View

Shifting a Single Entry

1. Place the marquee over any cell in the record to shift left.
2. Choose Edit>Shift Left or click the  toolbar icon.

Shifting Several Entries

1. Select the records to shift left.
2. Choose Edit>Shift Left or click the  toolbar icon. A Select Field dialog will appear.
3. Choose the lowest field to shift left.
4. Click OK.

Keyboard Shortcut: F11

Modifiers: **Ctrl:** Duplicates the selected records prior to shifting left.

Ctrl+Shift: Duplicates the selected records, performs the shift left and then groups the edited records.

See also: [Shift Right](#); [Shift Left to Main](#)

Shift Left to Main

Shift Left to Main is the same as the Shift Left function, but always shifts left all the way to a Main heading whereas the Shift Left function always shifts left a single level at a time.

Example

Shift Left to Main allows you to move a subheading and all of its children up to the Main heading level. The contents of the higher level headings are discarded. For example, assume you have the following index entries:

```
education
  indexing
    software
      back-of-book
      embedded
      HTML
```

If you place the marquee over *software* and execute the Shift Left to Main command, you will now have these entries:

```
software
  back-of-book
  embedded
  HTML
```

To Shift Left to Main in Edit View

1. Place the marquee over the subheading you wish to shift left to main.
2. Choose Edit>Shift Left to Main.

To Shift Left to Main in Data Entry View

Shifting a Single Entry

1. Place the marquee over the heading level that you wish to shift left into the Main heading field.
2. Choose Edit>Shift Left to Main.

Shifting Several Entries

1. Select the records to shift.
2. Choose Edit>Shift Left to Main. A Select Field dialog will appear.
3. Choose the desired heading level.
4. Click OK.

Keyboard Shortcut: F10

Modifiers: **Ctrl:** Duplicates the selected records prior to shifting left to main.

Ctrl+Shift: Duplicates the selected records, performs the shift left to main and then groups on the edited records.

See also: [Shift Left](#); [Shift Right](#)

Notes: When shifting left to Main, SKY Index uses the SmartSwap list to intelligently alter the contents of the current subheading before it becomes a main heading. See [Data Entry Options, Smart Swap](#) for more information.

Shift Right

The Shift Right function allows you to shift entries in one or more records to the right by one cell, but you can also create Sub1 headings from Sub2 headings and Sub2 headings from Sub3 headings.

Example

Shift Right allows you to move a subheading and all of its children down one level. This leaves an empty parent heading which you can then edit as desired. For example, assume you have the following index entries:

```
indexing
  back-of-book
  embedded
  HTML
```

If you place the marquee over *back-of-book* and execute the Shift Right command, you will now have these entries:


```
indexing
  < Edit Me >
    back-of-book
  embedded
  HTML
```

You can then edit the now empty Sub1 heading to be *software* to get:

```
indexing
  software
    back-of-book
  embedded
  HTML
```


Tip: If you select all three subheadings before performing the Shift Right, you can add the parent heading *software* to all of them with one command.

To Shift Right in Edit View


1. Place the marquee over the heading that you wish to shift right.
2. Choose Edit>Shift Right or click the  toolbar icon.

To Shift Right in Data Entry View

Shifting a Single Entry

1. Place the marquee over any cell in the record to shift right.
2. Choose Edit>Shift Right or click the  toolbar icon.

Shifting Several Entries

1. Select the records to shift right.
2. Choose Edit>Shift Right or click the  toolbar icon. A Select Field dialog will appear.
3. Choose the highest field to shift right.
4. Click OK.

Keyboard Shortcut: F12

Modifiers: **Ctrl:** Duplicates the selected records prior to shifting right.

Ctrl+Shift: Duplicates the selected records, performs the shift right and then groups on the edited records.

See also: [Shift Left](#); [Shift Left to Main](#)

Split

The split command splits an index entry into two index entries based upon a split separator.

How the split command works:

It will remove any text after the user configurable Split Separator (also getting rid of the separator) and create a new record in the index using that text.

If you explicitly place the cursor in the text, the text will be split at the cursor location. The text after the cursor will be removed and placed in a new index record. The text before the cursor will remain in the original record.

You can configure a 'Split Count'. If you set the count to a number greater than one, the split command will count backwards to find the appropriate place to split the text into two records. This means that if the count is set to two, and you have the entry "Schreiner, K., Wilson, L., Yantis, N.". Each execution of the command will split a whole name (the surname and initial will not be separated from each other).

Note: The split separator is a comma and a space by default and the split count is one by default. They can both be changed in program Preferences.

Example

Assume you have the following index entry entered as a main heading and that you have the Split Count set to two (2):

Main **Sub1**
Columbus, C., Smith, J., Wilson, L.

If you place the marquee over this main heading and execute the Split command, you will get:

Main **Sub1**
Columbus, C., Smith, J.
Wilson, L.

If you execute the Split command again, you will get:

Main **Sub1**
Columbus, C.
Smith, J.
Wilson, L.

To Split in Edit View

1. Place the marquee over the heading you wish to split
2. Choose Utilities>Split.

To Split in Data Entry View

Splitting a Single Record

Method 1 (Automatic)

1. Place the marquee over the grid cell to split.
2. Choose Utilities>Split.

Note: If the text in the highlighted cell contains a split separator, only the text following the split separator will be removed from the heading and a new index record that includes the text after that separator will be created. If no split separator exists, no changes will be made to the current record and a duplicate record will be created.

Method 2 (User Specified)

1. Place the text cursor directly after the text to demote or select the text to demote.
2. Choose Utilities>Split.

Splitting Several Records

1. Select the records that contain headings to split.
2. Choose Utilities>Split. A dialog will be displayed.
3. Select the heading level that you wish to split.
4. Click OK.

Note: There will be one new record added to the index for each selected record. The records will remain selected so you can perform the operation again.

Keyboard Shortcut: Alt+Ctrl+P

See also: [Split Separator](#)

Swap

This is simply the swapping of two heading levels. This is frequently done in order to double post an entry.

Example

Swapping allows you to swap the contents of Main and Sub1, Sub1 and Sub2 and so on. For example, if you have the following entry:

1812, war of, 74

You can swap the Main and Sub1 headings to create the entry below:

war, of 1812, 74 (Notice the intelligent swap of the preposition)

Swap in Edit View

1. Place the marquee over the subheading to be swapped with the parent heading.
2. Choose Edit>Swap.

Swap in Data Entry View

Swapping Headings in a Single Record

1. Place the marquee over any cell in the row to swap headings.
2. Choose Edit>Swap.

Swapping Headings in Several Records

1. Select the records in which you wish to swap headings.
2. Choose Edit>Swap.

Swap using Drag and Drop

You can swap headings using drag and drop by using the mouse to drag a heading from one cell to another. If the two cells are in the same row, the headings will be swapped. If the two cells are in different rows, the heading being dragged will *replace* the contents of the cell where it is dropped.

Keyboard Shortcut: F4

Modifiers: **Ctrl:** Duplicates the selected records prior to swapping.

Ctrl+Shift: Duplicates the selected records, performs the swap and then groups on the swapped records.

See also: [Combine](#), [Demote](#), [Promote](#)

Notes: When swapping, SKY Index uses the SmartSwap list to intelligently swap the contents of the two fields. See [Data Entry Options, Smart Swap](#) for more information.

Tip: You will usually want to use this command in conjunction with duplicating.

Swap Acronym

The swap acronym command will swap the text in an entry that has parentheses such that the text that is outside the parentheses will be swapped with the text that is within the parentheses.

Example

If you have this entry:

Customer Management System (CMS)

If you execute the Swap Acronym command you will get:

CMS (Customer Management System)

To Swap Acronym in Edit View

1. Place the marquee over the heading containing the text for which you wish to swap the acronym.
2. Choose Utilities>Swap Acronym

To Swap Acronym in Data Entry View

1. Place the grid marquee over the heading containing the text for which you wish to swap the acronym.
2. Choose Utilities>Swap Acronym

Tip: If you want to use this command on all entries in your index that contain main headings with acronyms, create a group that contains all entries of those entries, select the entire group, Duplicate and group those entries (Ctrl+Shift+D) and then use the Swap Acronym Command.

Keyboard Shortcut: Alt+Ctrl+S

See also:

Toggle See, See also

This command changes a 'see' cross-reference to a 'see also' cross-reference or vice versa.

Example

If you have the following cross-reference:

see also indexing software

If execute the Toggle See, See also command on the cross-reference you will have:

see indexing software

To Toggle see/see also in Edit View

1. Place the marquee over the heading containing the text for which you wish to toggle see or see also.
2. Choose Utilities>Toggle See, See also

To Toggle see/see also in Data Entry View

1. Place the grid marquee over the heading containing the text for which you wish to toggle the see or see also.
2. Choose Utilities>Toggle See, See also

Keyboard Shortcut: Alt+Ctrl+T

See also: Create Reciprocal Cross-reference

Other Editing Commands

Overview

Below are some editing commands that are not found in the Edit or Utilities menus, but that are none-the-less very useful in the right situations. Many of these commands are available through their keyboard shortcuts only.

Duplicate Records and Change Locator (Data Entry View Only)

There may be times during data entry when you have entered a set of entries for a particular page and know in advance that those same entries will also be applicable to another page. You can easily duplicate all of those entries and change the locator in one step using this command.

For example, if you have the following entries:

Main	Sub1	Page
commands	cut	5
commands	delete	5
commands	paste	5
commands	copy	5

And you know that these same entries will be made on page 32. You can duplicate all of those records and change the duplicated record's locator with the Duplicate Records and Change Locator command so that you have this:

Main	Sub1	Page
commands	cut	5
commands	delete	5
commands	paste	5
commands	copy	5
commands	cut	32
commands	delete	32
commands	paste	32
commands	copy	32

To Duplicate Records and Change Locator

1. Select the records to be duplicated. (see Selecting Records to learn how to select records)
2. Press ',' (comma) – a dialog will appear asking you to enter the new locator.
3. Enter the new locator and press OK.

The selected records will be duplicated and the new locator will be assigned to all of the duplicated records.

1. Place the marquee over the cell of the heading level to be swapped and combined.
2. Press Ctrl+F2.

Locator Increment or Decrement (Data Entry View Only)

Sometimes, during data entry, you will encounter situations where you will want to increment or decrement the locator. These commands allow you to do just that. Please note that these commands only work in Data Entry View.

Example 1

By default, SKY Index will repeat the current locator automatically when you start a new record. There are two common situations you'll encounter while doing your data entry. First, you may simply get to the point of needing to increment the current page by one. For example, let's say you have completed an entry from page 1, the grid marquee is now in the Append Row of the grid as shown below and you want to enter the main and subheading "clients, building a good relationship with" on page 2:

	Main	Sub1	Page
	indexing	back-of-book	1
*			1

To do this, you would type the main and subheadings and then press Tab or Enter so that the marquee is over the Page field as shown below:

	Main	Sub1	Page
	indexing	back-of-book	1
	clients	building a good relationship with	1
*			

Before incrementing

Then you would press either the plus key (+) on the keypad or Ctrl+. (Control+Period) to increment page 1 to page 2. Note: Although the marquee does *not* have to be over the Page field, the marquee must be visible for this command to work. This means you cannot be in Text Edit Mode.

	Main	Sub1	Page
	indexing	back-of-book	1
	clients	building a good relationship with	2
*			

After incrementing

Example 2

Let's assume that you have completed the entry below from page 1, and when you flip the page, you realize that this topic continues on page 2. In this case you want to create a page range of 1-2.

	Main	Sub1	Page
	indexing	back-of-book	1
*			

To do this, you press Alt+. (Alt+Period) which will create a page range with the second number one higher than the existing number:

	Main	Sub1	Page
	indexing	back-of-book	1-2
*			

Incrementing or Decrementing Locators

The following must be true for this feature to work

- You must be in Data Entry View
- The grid must be in View Mode (the marquee must be visible)

Command	Keystroke
Increment left number	Ctrl+. (period) or Keypad + (plus)
Decrement left number	Ctrl+, (comma) or Keypad – (minus)
Increment right number	Alt+. (period)
Decrement right number	Alt+, (comma)

Notes:

- It may make it easier to remember these commands if you note that the characters above the comma and period keys are ‘<’ and ‘>’.
- Any time a decrement or increment would result in both the left and right numbers being equal, the range is deleted.
- Anytime you use an 'Alt' command on a locator that does not have a range, a range is created.
- These functions will work on both Arabic numbers and Roman Numerals
- These functions will also work on multiple selected records.

Viewing the Target of a Cross-reference

While editing your index, you may wish to view the target of a cross-reference you have entered. You can view the target in a mini preview pane by Ctrl+Clicking on the cross-reference. To close the mini preview pane, press Esc, move to a different record in the data entry grid, or click the close button in the mini preview pane.

Propagate Edits (Data Entry View Only)

The Propagate Edits command is used when you are working with the index in Data Entry View. If you change the text of a heading – for example a main heading – you can make that change occur in all other matching main headings using the Propagate Edits command. This command also works on subheadings or sub-subheadings.

For example, if you have the following entries:

	Main	Sub1	Sub2	Page
	commands	edit	cut	1
	commands	edit	delete	4
	commands	edit	paste	3
*				

And you change "edit" to "editing" in the first record and then press Alt+Ctrl+Enter you will then have:

	Main	Sub1	Sub2	Page
	commands	editing	cut	1
	commands	editing	delete	4
	commands	editing	paste	3
*				

To Propagate Your Edits

After changing the text (and while still in Text Edit Mode), press Alt+Ctrl+Enter

Notes:


- You must be in Text Edit Mode to propagate an edit.
- You cannot propagate an edit once you've exited Text Edit Mode.
- Edit View performs propagation automatically and it is one of the advantages of working in Edit View while performing your final editing.

Generating Your Index and Other Index Operations

Generating Your Index

The purpose of using SKY Index is to create a sorted and formatted index. The generate index function will create a sorted and formatted index and store the index on your hard drive.

Generating an Index

To generate an index choose Index>Generate or click the  toolbar icon. The index will be generated using the index style specified in the Index Options dialog and using the document attributes specified in the Document Options dialog. After the index is generated you may wish to view or edit the index using the View/Edit/Print function available by choosing Index>Edit/Print.

Tip: The index will be generated using only the records that are currently available in the data entry grid. This can be very useful. For instance, if you want to generate an index of only those entries that have pages in volume two of a five volume set, create a group that contains only those records by using the Group by Volume/Chapter function prior to generating the index. This can be extended to any other kind of group including those created using the [Find](#) function.


Note: It is important to configure your index prior to generating it. You should examine and adjust these option dialog boxes before generating your index:

- [Index Options](#)
- [Document Options](#)

Editing or Printing Your Formatted Index

The purpose of an indexing program is to create a formatted index that your client/publisher will be able to use. Although you can generate a number of different file formats with SKY Index, you will most likely want to see what the final index will look like before you send it to the publisher. Further, if *you* are the publisher, you will want to import your index into your word processor for final edits and ultimately for printing. The Edit/Print function will invoke your word processor and will cause your word processor to load your index.

Printing Your Index

To print your index choose Index>Edit/Print or click the  toolbar icon. This will invoke your word processor and cause it to load your index. After the index has been loaded in your word processor, you can then edit the index or print it using your word processor.

Note: When you use the Edit/Print function, if your index has been modified since the last time it was generated, SKY index will regenerate the index prior to invoking your word processor.

Resorting Your Index

If you believe your index is not sorted correctly, it may be that one or more the index's sort keys have become corrupted. You can fix these keys by resorting the index.

Resorting an Index

To resort an index, choose Index>Resort or click the  toolbar button.

Tip: You can see the currently configured sort method displayed at the bottom right of the program screen in the status bar. If you right click on that status area, the Index Options dialog will appear and you can change the sort method.

Subheading Levels

Allows you to specify how many subheading levels the index will contain. When you change the number of subheading levels, the index must be resorted and SKY Index will do this automatically. If you reduce the number of subheadings, any entries that have entered text in heading levels lower than what you have specified will not appear in the Preview Pane and will be ignored when you generate the index. They will not, however, be deleted. You can later change the number of subheadings to a higher number and the hidden entries will reappear.

To change the number of subheading levels, choose Index>Subheading Levels and then the number of desired subheading levels.

Note: This selection is identical to the one you can make in the Index Options dialog.

As Entered View

When you create a new index, it is displayed in As Entered view. In this view, the index records are displayed in the order that they were entered. This view is often similar to, but not identical to, Page Ordered view.

To view the index in As Entered order, choose View>As Entered.

Keyboard Shortcut: Shift+F5


See also: [Filtered View](#); [Grouped View](#); [Page Ordered View](#); [Sorted View](#)

Grouped View

The Grouped view will display all records in your index that have a specified main heading.

Creating a Group

To create a group, do the following:

1. Place the marquee over any cell of a record containing the main heading to use for the group.
2. Create the group in one of these ways:
3. Choose View>Group.
4. Click the  toolbar icon.
5. Right-click on the selected record and choose Group from the popup menu.

To return to a non-grouped view of your index, choose another view.

Keyboard Shortcut: Shift+F6

See also: [As Entered View](#); [Page Ordered View](#); [Sorted View](#); [Filtered View](#)

Grouping Selected Records

You can create a group of selected records by selecting the desired records prior to choosing View>Grouped.

Example

Assume you have the following index entries:

	Main	Sub1	Page
	indexing	back-of-book	21
	indexing	web	106
	indexing	html	42
	indexing	embedded	83

If you select the first two records as shown below:

	Main	Sub1	Page
	indexing	back-of-book	21
	indexing	web	106
	indexing	html	42
	indexing	embedded	83

And now you press Shift+F6 to group on those records, you will see this:

	Main	Sub1	Page
	indexing	back-of-book	21
	indexing	web	106

Page Ordered View

The Page Ordered view displays your index sorted first by page number and then by record number. The result is that records are displayed in page number order with all records for a particular page grouped together. Within that group, the records will appear in the order they were entered.

To view the index in page number order choose View>Page Ordered or click the  toolbar icon.

Keyboard Shortcut: Shift+F7

See also: [As Entered View](#); [Sorted View](#); [Filtered View](#); [Grouped View](#)

Sorted View

The Sorted view displays your index alphabetically. This is the same as the order in the preview pane.

To view the index in sorted order, choose View>Sorted or click the  toolbar icon.

Keyboard Shortcut: Shift+F8

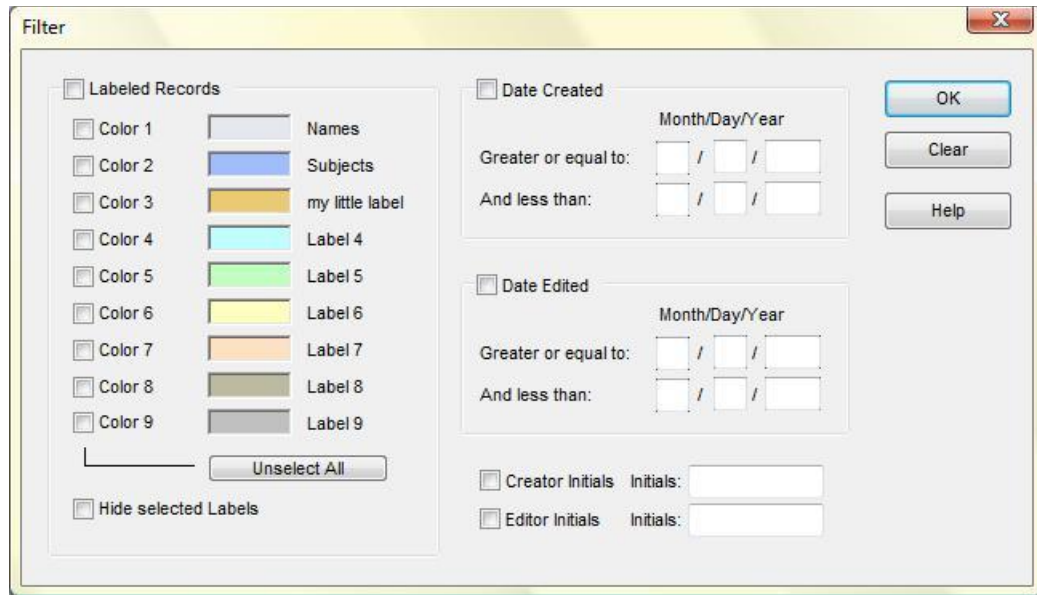
See also: [As Entered View](#); [Page Ordered View](#); [Filtered View](#); [Grouped View](#)

Filtered View

Sometimes you may want to see a subset of your index. For instance, you might wish to see only those records that are labeled with a particular label or all entries that were edited on a particular day or by a particular indexer. The Filtered view lets you to do these and other filtering tasks. You may filter on the following index attributes:

- Labeled records
- Date Created (the date a record was added to the index)
- Date Edited (the date a record was most recently edited)
- Creator Initials (the initials of the indexer that added an index entry)
- Editor Initials (the initials of the indexer that most recently edited an index entry)


Below is a screen shot of the Filter Dialog:



Filter dialog

Defining a Filter

To define a filter, do the following:

1. Choose View>Filtered or click the  toolbar icon.
2. Specify the criteria for each field that you wish to perform a comparison on. (More information on specifying criteria is provided below.)
3. Make sure that the filter or filters that you have specified have been enabled. In other words, make sure that at least one of the following filter types is checked: Labeled Records, Date Created, Date Edited, Creator Initials, Editor Initials.
4. Click OK.

The filter will be applied to the index. When an index is filtered, the status bar will contain the word 'Filtered' to let you know that you are seeing a subset of the index.

Keyboard Shortcut: Shift+F9

See also: [As Entered View](#); [Page Ordered View](#); [Sorted View](#); [Grouped View](#)

Options

Labeled Records – Allows you to filter the index to show only the records that have been labeled with the labels that you specify. There are nine labels and the color and name of each label is shown to help you select the appropriate label(s).

Hide Selected Labels – If checked, instead of showing only the checked labels, all records in the index *except* the ones you've checked will be displayed. In other words, the labels you specify will be hidden.

Date Created – If checked, only the records created within the dates you specify will be shown.

Date Edited – If checked, only the records edited within the dates you specify will be shown.

Creator Initials – If checked, only the records that were added by the indexer with the initials you specify will be shown. The initials are not case sensitive.

Editor Initials – If checked, only the records that were edited by the indexer with the initials you specify will be shown. The initials are not case sensitive.

Clear – All filter options will be reset to their default settings. The default settings result in no filtering being applied to the index. All records will be shown

Showing/Hiding Toolbars

You can show or hide any toolbar according to your own preferences. To show or hide a toolbar, do either of the following:

- Right click on an empty area of any toolbar or in the toolbar docking area. A menu will appear. Place a checkmark next to all toolbars you wish to be shown. Any unchecked toolbars will be hidden.
- Click the View menu and then the Toolbars menu item and place a checkmark next to the toolbars you wish to be shown. Any unchecked toolbars will be hidden.

View Creator

SKY Index keeps track of who creates an index entry by adding the indexer's initials to the Creator field of the index database. The Creator submenu of the View menu allows you to toggle the display of this field in the Data Entry Grid on and off.

Showing/Hiding the Creator Field

To show or hide the Creator field in the Data Entry grid, choose View>Creator. If the Creator field is not visible, it will become visible. If it is already visible, it will be hidden. A check mark in front of the Creator submenu indicates that the Creator field is visible.

View Editor

SKY Index keeps track of who edits an index entry by adding the indexer's initials to the Editor field of the index database. The Editor submenu of the View menu allows you to toggle the display of this field in the Data Entry Grid on and off.

Showing/Hiding the Editor Field

To show or hide the Editor field in the Data Entry grid, choose View>Editor. If the Editor field is not visible, it will become visible. If it is already visible, it will be hidden. A check mark in front of the Editor submenu indicates that the Editor field is visible.

View Date Created

SKY Index keeps track of the date an index entry is created by adding the time of creation to the Created field of the index database. The Date Created submenu of the View menu allows you to toggle the display of this field in the Data Entry Grid on and off.

Showing/Hiding the Created Field

To show or hide the Created field in the Data Entry grid, choose View>Date Created. If the Created field is not visible, it will become visible. If it is already visible, it will be hidden. A check mark in front of the Date Created submenu indicates that the Created field is visible.

View Date Edited

SKY Index keeps track of the date an index entry is edited by adding the time of edit to the Edited field of the index database. The Date Edited submenu of the View menu allows you to toggle the display of this field in the Data Entry Grid on and off.

Showing/Hiding the Edited Field

To show or hide the Edited field in the Data Entry grid, choose View>Date Edited. If the Edited field is not visible, it will become visible. If it is already visible, it will be hidden. A check mark in front of the Date Edited submenu indicates that the Edited field is visible.

View Record Numbers

The proofing report tool allows you to print the record numbers of all of the entries in your index. The View Record Numbers menu option allows you to toggle the display of record numbers in the Data Entry Grid on and off.

Showing/Hiding Record Numbers

To show or hide record numbers in the Data Entry grid, choose View>Record Numbers. If record numbers are not visible, they will become visible. If they are visible, they will be hidden. A check mark in front of the Record Numbers submenu indicates that record numbers are visible.

Equal Column Widths

Normally, all columns of the data entry grid are of equal size. However, you can change the width of any column and therefore make the columns unequal in width. (See *Sizing a Column* for more information on sizing columns.) If you resize a column and later decide that you would like the columns to be equal in width again, you can use the Equal Column Widths function to equalize the width of all columns.

To make all columns equal in width choose View>Equal Column Widths.

Keep Equal Column Widths

If checked, SKY Index will always make sure that all columns have the same width and that the total space of all columns is equal to the available space of the program screen.

Edit View

Shows/Hides Edit View. For more information on Edit View, see [Edit View](#) in Chapter 5.

Refresh

If you add a new record that should be hidden because of a currently active filtering option, that new record will remain visible in the Data Entry Grid until you refresh the grid using the Refresh command. It will, however, be hidden in the Preview Pane immediately. In addition, if you have set the grid's View mode to Page Ordered or Sorted, any new records that you add, and records that you edit, will be potentially out of order. The Refresh command will force any edited, or newly added, records to appear in their correct position in the Data Entry grid.

Refreshing the Data Entry Grid

To refresh the Data Entry Grid, choose View>Refresh.

Keyboard Shortcut: Alt+F11

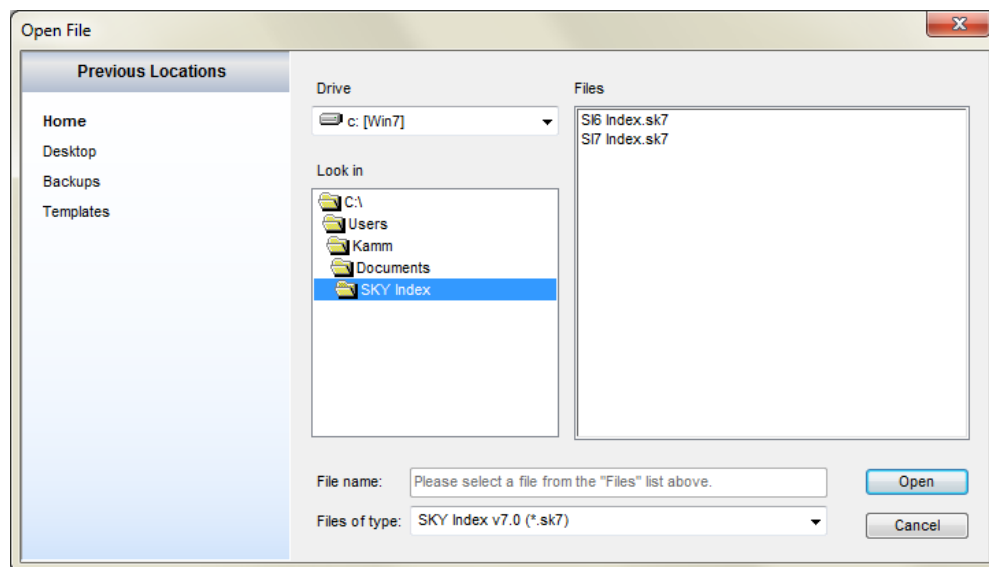
Reveal codes

If checked, SKY Index will display the Reveal Codes pane at the bottom of the program screen. This will allow you to see the internally used coding for formatting instead of using the WYSIWYG (What You See Is What You Get) text. This is generally only useful for debugging of sorting problems. It is recommended that you do not use Reveal Codes unless it is necessary.

Managing Index Files

Using the SKY Index Files Dialog

The Files dialog box is a standard dialog that allows users of SKY Index to have a consistent method of choosing or specifying files. You will need to understand the Files dialog box to use the file management functions of SKY Index. An example of a Files dialog box for opening files is shown below. The dialog box for saving a file is similar.



Files Dialog

Basic operation

In its simplest form, you can find the desired file in the list of files below the Look in drop-down list box and double click on it to select it and close the dialog box. You can also enter the name of the file in the File name text box and click Open. If the desired file is not in the current directory, you can use the features described below to select your file.

Options

Drive Specifies the hard drive or other media in which to look for files.

Look in Specifies the folder (such as Desktop) in which to look for files.

File name Specifies the name of the file which you wish to open, save, or choose.

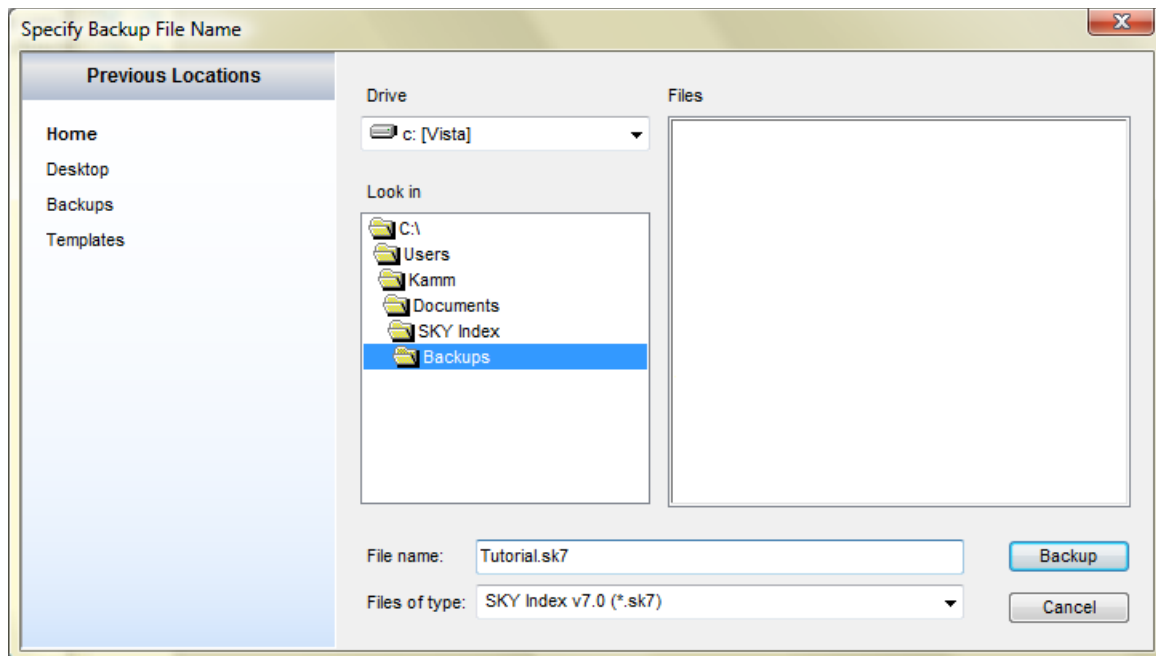
Files of type Specifies the types of files that you may see in the Files list.

Files Presents a list of existing files that you may choose from.

Previous Locations A list of the ten most recently accessed folders. If you click on one of these locations, the “Drive” and “Look in” settings will be set to that location. If you want to delete one of these previous locations, you can right click on that location. You’ll be asked if you want to delete it and if you respond yes, it will be removed from the list until you access that location again.

Backing up an Index


Indexers frequently work to very tight schedules and losing an index to a power outage or computer problem can be disastrous. To help prevent this situation, SKY Index provides convenient Backup and Restore functions.



Backup dialog

To Back Up the Currently Open Index

To back up the currently open index do the following:

1. Choose File>Backup or click the  toolbar icon. A Files dialog box will appear.
2. Enter a name for the backup file. The default name is the same name as your currently open index with a date and time stamp added.
3. If desired, specify a different drive and directory for the backup to be placed in.
4. Click Backup.

Note: SKY Index will remember the most recently used path for a backup so that the next time you use this function you may be able to simply click OK to perform the backup.

How to Backup and How Not to Backup

Unfortunately, some indexers don't realize just how bad a loss of data can be for them until it is too late. What would you do if the hard drive on your computer went bad and all of your work for the last week was lost? What would you do if you accidentally deleted your own index? What would you do if there were a power failure that corrupted your computer's hard drive?

Over the years, SKY Software has determined some bad habits that get indexers into trouble when backing up their indexes. Since we'd like your indexing experience to be as positive as possible, below are a few bad habits and good habits for you to consider.

Bad Backup Habits

- **Not backing up at all** – This is unforgivable. Anyone who depends on information that is stored on their computer for their livelihood *must* have a good backup strategy and *must* backup often. Hopefully it will not take the loss of two weeks of work at the end of a grueling schedule and with a customer waiting for the finished product to get you to backup your indexes. ***You must backup your indexes!!!***
- **Backing up using the Save As command** – The Save As command changes either the name of the current index, the location, or both. After you use the Save As command, the current file is now the one you 'Saved As' and not the original file you were working with. If you fail to re-open the original, you're almost guaranteed to become confused at some point when the file you think you've been using doesn't contain the last two or three days of work. Although there are justifiable reasons for using the Save As command, backing up should not be one of them. The Save As command is the single most likely way to cause backup confusion. Please don't use it!
- **Saving the index under two or more names** – Although using different names for a backup is an acceptable practice, saving the index you're working on under different names as anything other than a backup is not. It will likely lead to confusion at some point. If you need to flag a certain point in time where you've made a big change to your index, do so with a backup, not using Save As.

Good Backup Habits


- **Backup Frequently Using the Backup Command** – SKY Index's built-in backup command is designed to help you create useful backups and to be able to go back in time by using a timestamp. When you use the Backup command, SKY Index will automatically add a timestamp to the filename that has minute resolution. The backups cannot be opened directly; they must be restored using the Restore command. This prevents you from accidentally editing the contents of the backup.
- **If you would like to backup to more than one location (a good idea), then use the Export command to backup to a second location** – Exporting is quicker than backing up and, during an indexing session, SKY Index will remember the folder that you're exporting to making subsequent exports very quick. Please note that exported indexes contain only the index entries, they do not contain any index settings, Translations, Acronyms, and so on. Use exporting only as a secondary backup. Never as a primary backup.
- **If you want to be sure to be able to find a particular version of an index later because of a big change or other reason, do not use Save As** – In a case like this, append a note to the filename of a backup and *keep the timestamp*.
- **Make sure the Documents folder on your computer is backed up daily and that your entire computer is backed up at least once a month** – All versions of Windows include software that can backup your Documents folder on a schedule. Some include software that will back up the entire computer. Depending on the version of Windows you have, you may need to buy a third party program to backup your entire computer. Consult the Windows' Help system for information on setting up a backup schedule.

Options

For a description of File Dialog options, see [Using the SKY Index Files Dialog](#)

See also: [Restoring an Index from a Backup](#)

Closing an Index

To close the currently open index choose File>Close or click the  toolbar icon. If a record is being edited, the changes will be saved first and then the index will be closed.

Compacting an Index

As you edit your index, the index file can become fragmented and can contain wasted space. This generally has little effect on performance and is usually unimportant unless you are running low on hard drive space.

Compacting an index will rewrite the index to a new temporary file, getting rid of unused space, and then delete the original file and rename the temporary file to the same name as the original file.

Compacting your Index

To compact your index choose File>Compact.

Deleting an Index

After you have finished and published an index, you may wish to remove it and all the related support files from your hard drive. You should use SKY Index's Delete function to do this.

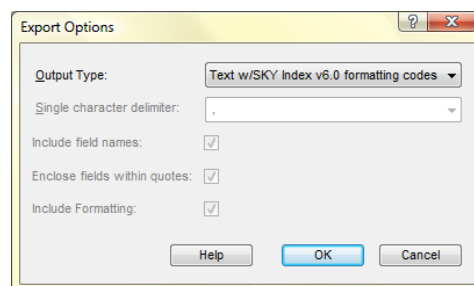
Deleting an Index

1. Choose File>File Management>Delete. A Files dialog box will appear.
2. Select the index to delete and click OK. A warning will be displayed asking you to confirm that you wish to delete the index.
3. Click OK.

Note: When you use the delete function, SKY Index will delete all files containing the same name as the index. It is the same as the DOS command: DEL <filename>.*

Exporting an Index

SKY Index can export your index as a delimited text file. This is a file format supported by almost all database programs and indexing programs.



Export Options dialog

Exporting Your Index

1. Open the index to export.
2. Choose File>Export. The Export Options dialog will appear.
3. Modify the export options (described below) if desired.
4. Click OK. A Files dialog box will appear asking for a name to give the exported file.
5. Enter any legal filename in the File name text box.
6. Click Export.

Options

Output Type – Specifies the output format of the exported file. Your options are:

Text w/SKY Index v7.0 formatting codes – The file will be exported with settings and with coding that are appropriate for import into SKY Index v7.0. This option creates a file with a SKY7 filename extension.

Text w/SKY Index v6.0 formatting codes – The file will be exported with settings and with coding that are appropriate for import into SKY Index v6.0. This option creates a file with a TXT filename extension.

Text w/SKY Index v5.x formatting codes – The file will be exported with settings and with coding that are appropriate for import into SKY Index v5.0 or v5.1. This option creates a file with a TXT filename extension.

Delimited Text File – The file will be exported as a plain text file using the four additional settings described below.

CINDEX ‘DAT’ File – The file will be exported in a format that can be read by the CINDEX indexing program. This may be useful if you need to collaborate with another indexer that uses that program. **Note:** Although the conversion is generally quite good for most standard indexes, there are some formatting and characters that won’t transfer intact. There are some SKY Index features for which there is no equivalent in CINDEX and vice versa. You should perform some tests on sample index entries before committing to collaboration with another indexer or accepting work from an indexer that uses CINDEX.

Tip: You should set the page range separator to a hyphen in your index options prior to exporting as CINDEX expect page ranges to be indicated with a hyphen – not an en dash.

MACREX ‘MBK’ File – The file will be exported in a format that can be read by the MACREX indexing program. This may be useful if you need to collaborate with another indexer that uses that program. **Note:** Although the conversion is generally quite good for most standard indexes, there are some formatting and characters that won’t transfer intact. There are some SKY Index features for which there is no equivalent in MACREX and vice versa. You should perform some tests on sample index entries before committing to collaboration with another indexer or accepting work from an indexer that uses MACREX.

Single character delimiter – Specifies the single character that is to be placed between each field.

Include field names – If checked, the first line of the exported file will be the names of each field. For example: “Main”, “Sub1”, “Sub2”, “Page”

Enclose fields within quotes – If checked, the exported index will have quotes around the contents of each field. Note: This is common practice if a comma is used as a delimiter.

Include Formatting – If checked, SKY Index v7.0’s standard formatting codes will be included in the exported file. Otherwise, no formatting information of any type will be included in the exported file.

Importing an Index

Overview

There may be times when you wish to include in an existing index, or create a new index, index entries that come from a source other than SKY Index. Using the Import function allows you to import data from other popular indexing programs and virtually any database program.

There are four basic file types that are supported by SKY Index v7.0. They are:

- SKY Index v7.0
- Text Delimited
- CININDEX (DAT format)
- MACREX (MBK format)

The first, SKY Index v7.0, is simply a text delimited file that includes SKY Index's internal formatting codes so that transfers between other computers running SKY Index will include formatting information.

The Text Delimited format is an ASCII text file that has each heading level delimited by a user configurable character. You can also specify that each field is enclosed within quotes.

The CININDEX and MACREX (dat) and (mbk) formats are file formats specific to those two programs and allow data interchange between SKY Index and those programs.

NOTE: SKY Index v6.0 indexes are imported by simply opening them with the Open function, not by importing them.

About Importing

If you attempt to import data when an index is currently open, the data you import will be appended to the currently open index. If you attempt to import data when there is no index currently open, you will be prompted for the name to give to the new index that will be created as part of the import process.

Importing a CININDEX DAT File

To import a CININDEX DAT file, do the following:

1. Choose File>Import (a File selection dialog will appear)
2. From the File of Type list at the bottom of the dialog, choose "CININDEX (*.dat)"
3. If necessary, navigate to the folder containing the DAT file to be imported
4. Select the desired file
5. Click OK

The import process will start immediately. After the import is complete, the index will be resorted and you will then be able to edit or add entries to the index. Be sure to configure the index as appropriate after the import is complete.

Importing a MACREX MBK File

To import a MACREX backup file with a filename extension of "mbk", do the following:

1. Choose File>Import (a File selection dialog will appear)
2. From the File of Type list at the bottom of the dialog, choose "MACREX (*.mbk)"
3. If necessary, navigate to the folder containing the MBK file to be imported
4. Select the desired file

5. Click OK

The import process will start immediately. After the import is complete, the index will be resorted and you will then be able to edit or add entries to the index. Be sure to configure the index as appropriate after the import is complete.

Importing a SKY Index v7.0 Text Delimited File

To import a delimited text file with a filename extension of “sky7”, do the following:

1. Choose File>Import (a File selection dialog will appear)
2. From the File of Type list at the bottom of the dialog, choose “SKY Index v7.0 (*.sky7)”
3. If necessary, navigate to the folder containing the sky7 file to be imported
4. Select the desired file
5. Click OK

The import process will start immediately. After the import is complete, the index will be resorted and you will then be able to edit or add entries to the index. Be sure to configure the index as appropriate after the import is complete.

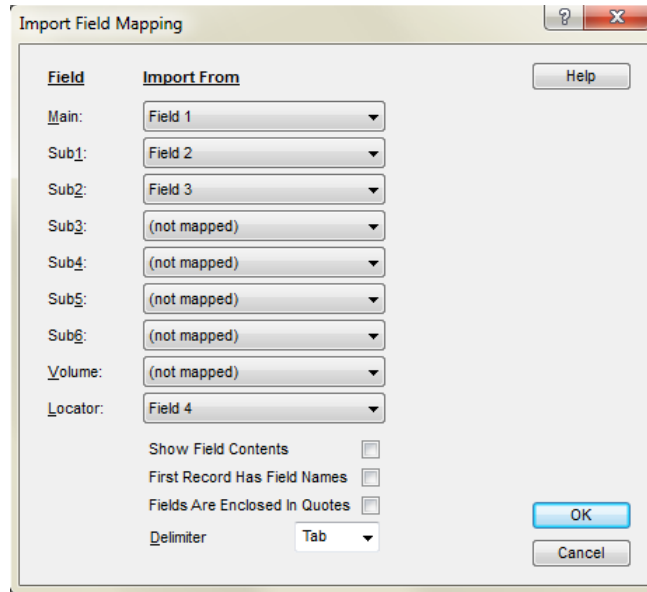
Importing a Text Delimited File

To import a standard text file with a tab or other delimiter between fields, do the following:

1. Choose File>Import.
2. Use the List files of type list box to choose Text Delimited (*.txt; *.tab; *.csv).
3. Select the file to be imported.
4. Click OK. (The Import Field Mapping dialog box will appear.)
5. Use the Import Field Mapping dialog to map the fields in the text file to the fields in your index. Use the drop-down list box next to each index field to choose which imported field is to be mapped to that field. Index fields that will not be used should be set to “(not mapped)”. More information on using this dialog is provided below.
6. When you have finished mapping the fields, click OK. (A Files dialog box will appear.)
7. Enter a name for the index.
8. Click OK.

Using the Import Field Mapping Dialog

The Import Field Mapping dialog is used to map the fields that exist in a text file to the fields in your index. Each list box next to an index field contains a list of all fields contained in the first record of the text file being imported. For each index field (Main, Sub1, Sub2, ..., Page) you will choose a field from the list box to assign to it. There will likely be fields that you do not want to assign and, for those fields, choose “(not mapped)”. Although you can assign the same text file field to more than one index field, to do so would usually be undesirable. An example of the dialog is shown below.



Import Field Mapping Dialog

Options

Show Field Contents If checked, the actual field contents of the first record of the text file being imported will be displayed in the drop-down list boxes. This can sometimes make it easier to map the fields in a text file. **Note:** If First Record Has Field Names is checked, the Show Field Contents check box is automatically checked and cannot be unchecked.

First Record Has Field Names If checked, the field names of the import file will be used in the drop-down list boxes. In addition, the Show Field Contents check box will be checked. Finally, the first record of the file will not be imported since it does not contain data.

Fields Are Enclosed In Quotes If checked, the fields to import are expected to be enclosed in quotes.

Delimiter Specifies the single character delimiter between fields in the text file. This is usually a comma or a tab. You can select one of the predefined delimiters from the drop down list or you can type any single character.

Troubleshooting Import Problems

Things to know when importing Text Delimited files

- There should not be any blank lines in Text files that are being imported. In particular, the first line cannot be blank because it is used to determine the number of fields in each record of the file being imported.
- For Text Delimited files, each record of the file must contain exactly the same number of fields and in the same order.

Things to know when importing CINDEX (.dat) files

- SKY Index does not import font information from DAT files.
- If the file being imported was exported from a file that contained characters with diacritic marks, it is possible that some of those characters will not import properly. You should check the imported file for improper importing of these characters.

Merging Two or More Indexes Together

There may be times when you work on a team project for an index that is very large. When this happens you will eventually want to combine the indexes written by the individual team members into a final master index. This is the purpose of the Merge function.


To Merge Two or More Indexes Together

1. Create a new index. The new index will be the master index.
2. Open the master index. (If you just performed step one, it will already be open.)
3. Make any desired configuration changes to the index. (You may wish to import the configuration of an existing index.)
4. Choose File>File Management>Merge. A Files dialog box will be displayed asking you what file you wish to merge into the master index.
5. Select the file or files to merge. (**Note:** You can select more than one file by holding down Ctrl to select non-contiguous files or Shift to select all files from the first selected record to the record you Shift+Click on.)
6. Click Merge. SKY Index will merge the selected file into the master index.

Creating a New Index

Each time you wish to start a new indexing project you will need to create a new index file.


Creating a New Index

1. Select File>New or click the  toolbar icon. A Files dialog box will be displayed.
2. Enter a filename for the new index in the File Name text box.
3. Click OK. The new index will be created and opened ready for data entry.

Note: If the index "default.skx" exists, its configuration (Index Options, Data Entry Options etc.) will be applied to the new index.

Opening an Existing Index

Opening an Existing Index

1. Choose File>Open or click the  toolbar icon. A Files dialog box will appear.
2. Select the index you wish to open.
3. Click OK.

Printing a Draft Copy of Your Index

On occasion, you may want to print a draft copy of your index for proofing. The Print Draft command will print a simple single column version of your index for proofing purposes.

Printing a draft copy of your index

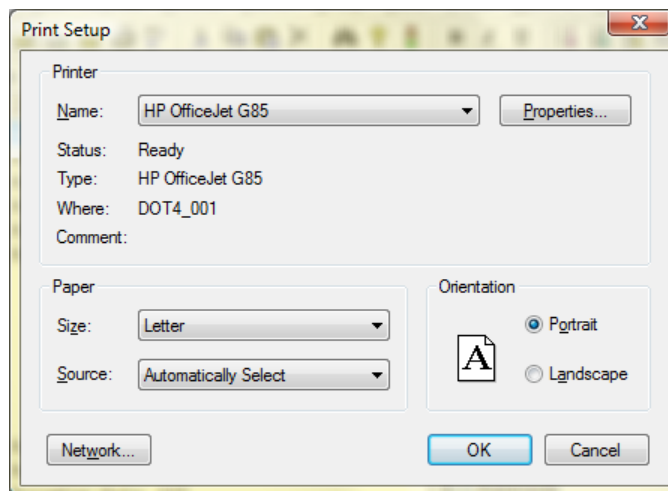
To print a draft copy of your index, do the following:

1. Choose File>Print Draft. A dialog will appear allowing you to choose the printer to use to perform print setup if desired.
2. Choose a printer.
3. Click OK.

Note: The Print Draft command uses the WordPad applet that comes with all 32-bit versions of Windows to print the index. WordPad must be installed on your computer to use this feature. WordPad is always installed when Windows is installed, so you should not have to worry about this unless you have manually removed it from your computer.

Print Setup

When you print a proofreading report using the Proofing Report function, the report will be printed using the current printer settings for paper size and paper handling and will be printed to the default printer. If you want to change any of these settings before printing your proofreading report, you can use Print Setup to make desired changes.



Print Setup dialog

To Set Printer Options

1. Choose File>Print Setup.
2. Select a printer or set your printer's options.
3. Click OK.

Note: This is an operating system and printer specific dialog box. Once the dialog box appears you can press F1 to learn more about it or you can click on the question mark at the top right corner of the dialog box and then click on the item you want to learn about.

Recently Opened Indexes

SKY Index keeps track of the nine most recently opened indexes so that you can quickly open them. The nine most recently opened indexes are listed at the bottom of the File menu just before the Exit menu item. They are numbered 1 through 9. These indexes can be opened by choosing File plus the desired index.

Renaming an Index

You may find it desirable to change the name of an existing index. Although you could rename the index using Window's File Manager or Explorer, it is better to use SKY Index's built-in rename function since it will also rename associated files.

Renaming an Index

To rename and index, do the following:

1. Choose File>File Management>Rename. A Files dialog box will appear.
2. Select the index to rename.
3. Click OK. Another Files dialog box will appear asking for the new name.
4. Enter new filename.
5. Click OK.

The index and all related files will be renamed.

Repairing an Index

If you experience a power outage, or if for some reason you exit SKY Index abnormally, you may not be able to open the index that was in use at the time of the abnormal shutdown. This is because the index database contains header information that must show that the database was properly closed before it can be opened. If you cannot open your index for some reason, you should use this function to try to cure the problem.

Repairing a Damaged Index

To repair and index, do the following:

1. Choose File>File Management>Repair. A Files dialog box will appear.
2. Select the index to be repaired.
3. Click OK.

SKY Index will attempt to repair the index and will display a message indicating whether the repair was successful or not.

Note: The repair process cannot repair all possible index problems. If you the repair is reported as successful, there is a slight possibility that the index still contains some corruption. If you continue to have problems with an index after using the Repair function, create a new index and use the [Merge](#) function to merge the index entries of your corrupt index into the new index.

Restoring an Index from a Backup

If your index becomes unreadable due to a power outage or hardware problem, you can restore the most recent backup of your index by using the Restore function.

Note: You can only restore to a file that already exists. If you want to use the Restore feature to restore to an index that does not exist, you must first create the new index using File>New and then use the Restore feature.

1. Choose File>File Management>Restore. A “Restore From” Files dialog box will appear.
2. Select the backed up index to restore your index from.
3. Click OK. A “Restore To” Files dialog box will appear.
4. Select the index file you are restoring to. Note: Since the file already exists, you will be warned that it will be overwritten.
5. Click OK. The index will be restored.

Saving an Index under a Different Name

If you want to create a copy of the current index using a different name, you can use the Save As function. If you wish to rename an index you should use the Rename file management function.

Saving an Index under a Different Name

1. Choose File>Save As. A Files dialog box will appear.
2. Enter a name for the new index.
3. Click OK.

SKY Index will save a copy of the current index database under the new name and will make the new index the current index.

Note: If you create a group prior to choosing Save As, you will be asked if you wish to save only the contents of the group. If you respond Yes, only the records contained in the group will be saved in the new index. The new index will have the same configuration settings as the original index.

Saving your Index’s Options for Reuse in another Index

It is common for an indexer to work on several indexes that require the same configuration settings. After you have configured one index, you can reuse its configuration by using SKY Indexes ability to save and load the Index Options of an existing index as a template.

Saving Index Options

1. Open the index whose configuration you wish to save.
2. Choose Options>Save as Template. A Files dialog box will appear.
3. Provide a name for the index options template.
4. Click OK.

The configuration of the currently open index will be saved under the name you provided.

Note: The templates created using this function contains all configuration information from the Index Options dialog plus all information from the Data Entry Options dialog. This includes, but is not limited to, AutoComplete entries and Acronyms.

Tip: If you configure the current index to satisfy your most common index style and format, and you export its configuration under the name "default" SKY Index will automatically apply its configuration to any new indexes you create.

Loading Previously Saved Index Options

It is common for an indexer to work on several indexes that require the same configuration settings. After you have configured one index, you can reuse its configuration by using SKY Indexes ability to import the configuration of an existing index.

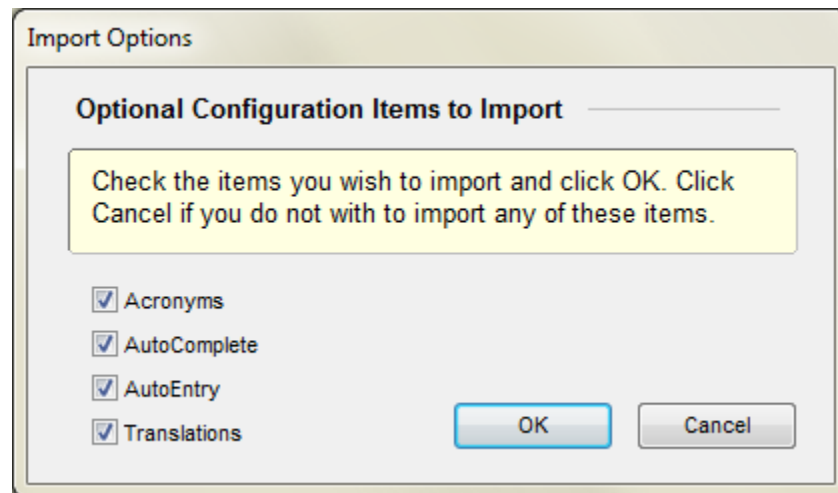
Loading Index Options

1. Open the index whose configuration you wish to change.
2. Choose Options>Load from Template. A Files dialog box will appear.
3. Select the template with the configuration you wish to load.
4. Click OK.

Tip: You can also load the index options from any existing index. To do this, after choosing Options>Load from Template, change the Files of Type to “SKY Index v7.0 (*.sk7)”. Then you will be able to navigate to where your index is and select that index.

Options

After you click OK, you’ll receive an Import Options dialog that has the following options:



Import Options Dialog

Acronyms – If checked, all acronyms will be imported from the template.

AutoComplete – If checked all AutoComplete entries will be imported from the template.

AutoEntry – If checked, all AutoEntry entries will be imported from the template.

Translations – If checked, all translations will be imported from the template.

Overview

Labels provide a way for you to apply an attribute to index entries. A label in its simplest form does nothing more than provide a way to distinguish the labeled entries from all other index entries. An example of this would be to use labels for all name entries in a subject and name index thus allowing you to create a group of just the name entries or just the subject entries.

Another possible use for labels would be to label entries you've made in your index that you want to revisit later for some reason – perhaps to reconsider its wording.

Labels can also be used as a system for bookmarking entries you've made when used in conjunction with the Next Active Label command.

About Labels in SKY Index

SI7 provides you with nine labels. Each label has a unique color that is user configurable and each label can also be given a name. Each record in the data entry grid can be assigned one and only one label. Once a record has been labeled, the background of the record in the data entry grid will appear in the color of the label that's been assigned to it. The name and color of the label for the current record is also shown in the status bar at the bottom of program screen.

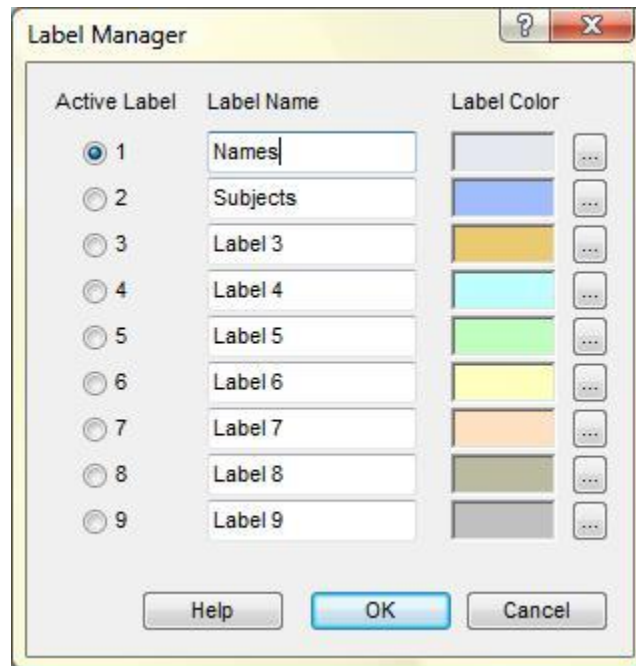
About the Active Label

There is always one label that is considered the “Active” label. This label can be toggled on and off using the Toggle Active Label command (Ctrl+M). The active label is special in that you can group on the active label using the Group on Active Label command (Ctrl+Shift+M) and you can move the current grid record to the next record that has been labeled with the active label using the Move to Next Active Label command (Alt+Ctrl+M)

Setting the Active Label and Other Label Attributes

The active label is set by using the Label Manager (shown below). The label manager can be displayed by choosing Labels>Set Active Label or by pressing Alt+Ctrl+J. Once you've displayed the label manager, you can set the active label by pressing a number one through nine or by clicking on the desired number with the mouse.

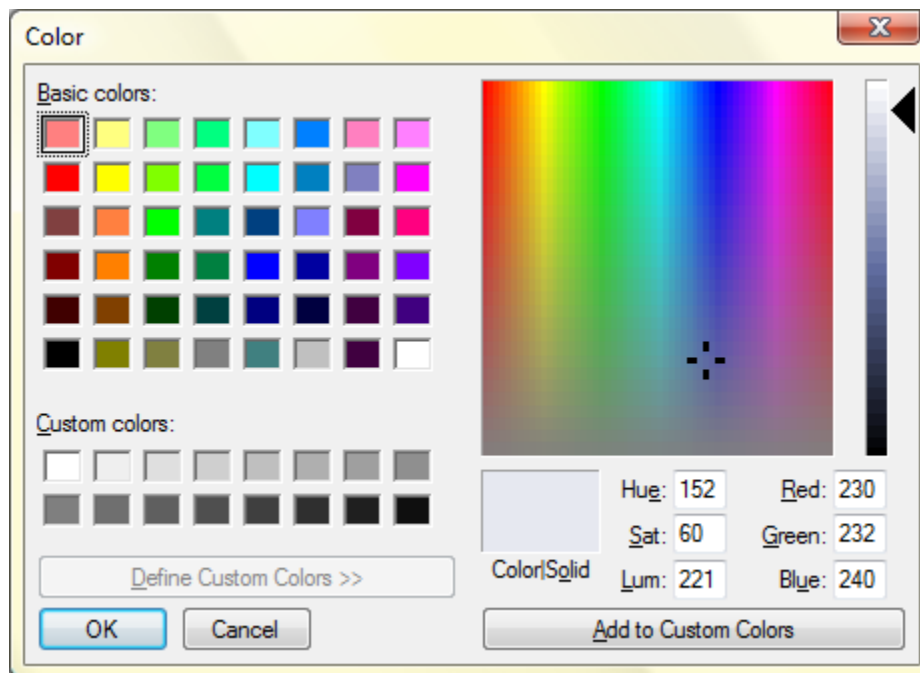
Note: Selecting the active label by typing a number only works until you give focus to one of the textboxes for naming the labels. Then you will need to hold down the Alt key while you press the number for the label you wish to be active. After you have setup your label names and colors, you will generally only use this dialog to set the active label and you will be able to do that by pressing Alt+Ctrl+J follow by a single number and then pressing Enter.



Label Manager

The Label Manager is shown above. In the above example, the label names for labels one and two have been changed to “Names” and “Subjects”.

If you want to change the color of a label, click on the dotted button to the right of the label’s current color. This will display the Color Dialog which will allow you to define any color of your liking. An example of the Color Dialog is shown below.



Color Dialog

After you've defined your color, click on Add to Custom Colors and then click OK to assign it to the label.

After you've specified the active label, changed the name any labels that you want to rename, and defined custom colors for any labels that have a color you wish to modify, Click OK to save your changes. Click Cancel to abandon all changes you've made.

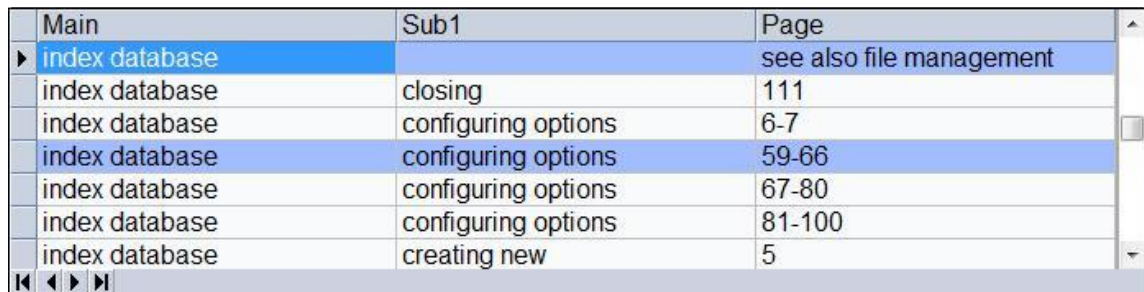
Labeling a Record in the Data Entry View

There are two ways to label a record using the data entry grid. They are:

- Choose Labels>Toggle Active Label
- Press and hold down Ctrl and then press the number of the label you wish to assign to the current record in the data entry grid.

This is what happens when you attempt to label a record:

- If the current record is not labeled, it will be labeled with the label you have specified.
- If the current record is already labeled with the label you've specified, the label will be removed from the record.
- If the current record is already labeled with the label that is different than the one you've specified, the old label will be removed and the record will be labeled with the label you specified.



Main	Sub1	Page
index database		see also file management
index database	closing	111
index database	configuring options	6-7
index database	configuring options	59-66
index database	configuring options	67-80
index database	configuring options	81-100
index database	creating new	5

Example of two labeled records in Data Entry View

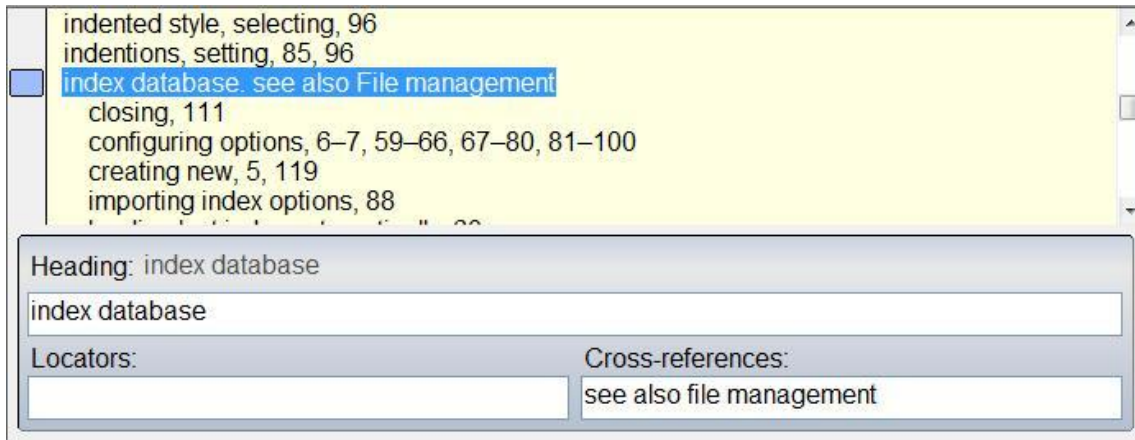
Labeling a Heading in the Edit View

When labeling in Edit View, please note that the label is applied to all records of the current heading. This almost always means that more than one record will be labeled when you look at the index in Data Entry View. There are two ways to label a heading in Edit View. They are:

- Choose Labels>Toggle Active Label
- Press and hold down Ctrl and then press the number of the label you wish to assign to the current record in the data entry grid.

This is what happens when you attempt to label a record:

- If the current record is not labeled, it will be labeled with the label you have specified
- If the current record is already labeled with the label you've specified, the label will be removed from the record
- If the current record is already labeled with the label that is different than the one you've specified, the old label will be removed and the record will be labeled with the label you specified.



Example of a labeled heading in Edit View

Grouping on the Active Label

There will likely be times when you want to see only the index entries that have been labeled with the active label. To do this, you can choose Labels>Group on Active Label or press the keyboard shortcut Ctrl+Shift+M. All records that are not labeled with the active label will be removed from the current view leaving only those records that are labeled with the active label.

Tip: You can also filter your index to include or exclude one or more labels by filtering your index. See [Filtered View](#) for more details.

Moving to the Next Label Record

One of the nice features of the active label is that it can act as a way of bookmarking records in your index. If you have labeled records using the active label, you can jump directly to the next label in the current view of the index by choosing Labels>Goto Next Active Label or pressing Alt+Ctrl+M.

Once you've reached the last record with the active label, the search will resume at the top of the current index view.

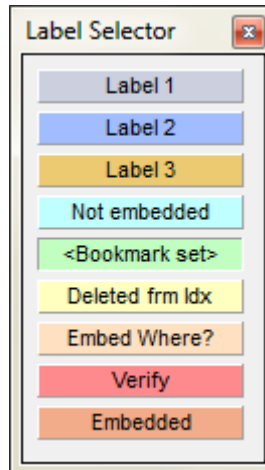
Labeling Miscellaneous

Here are a few things about labeling that may make using labels a little easier:

- When you press the Ctrl key on your keyboard, the active label color and name appear in the Status bar in case you've forgotten which label is the active label
- If you select more than one record before applying a label, all selected records will be labeled.
- Labeling a record does not affect sorting of the labeled record

Working with Labels (The Label Selector)

If you are using a lot of labels for your project, you may find it beneficial to be able to see all of the available labels onscreen while you're working on your index. The Label Selector is a floating toolbar that displays all nine labels as buttons that you can click to apply the label. Each button contains the name of the label to help you remember the purpose of each label. A screenshot of the Label Selector is shown below.



Label Selector

To display the Label Selector, choose View>Toolbars>Label Selector. The 'active' label is shown within the less than and greater than signs (<>) and also appears indented rather than raised. In the example above, "<Bookmark set>" is the active label. You can change the active label by Control clicking on any label.


While working on your index, you can apply any of the nine labels to the current record in the data entry grid (or heading in Edit View) by clicking on the desired label. Clicking again will remove the label since the label buttons act as a toggle.

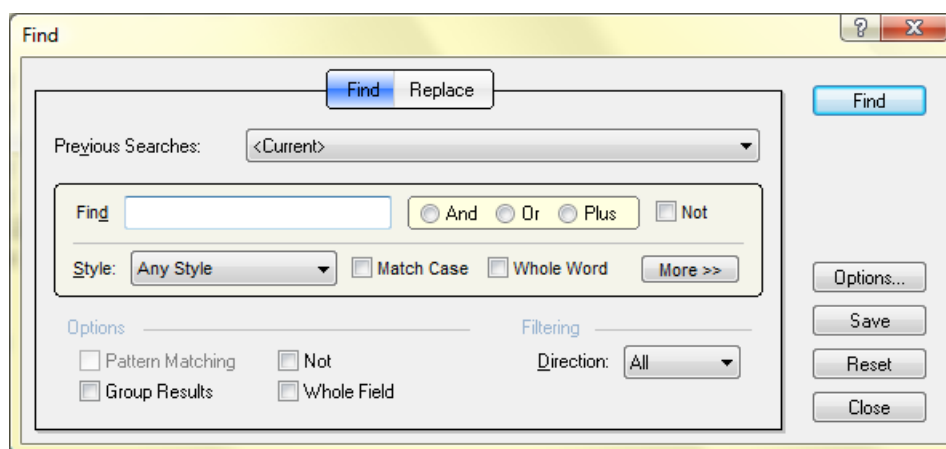
Finding Text

Overview

The Find function is designed to assist in the location of one or more records in your index. Pattern matching is available for more advanced searches. You can also create a group of your search results if desired.

Using the Find Dialog

To invoke the Find/Replace function, choose Search>Find or click the  toolbar icon. An example of the Find dialog is shown below.



Find Dialog

General Options

And/Or/Plus – If you choose one of these options, an additional ‘sub-search’ will be revealed and you will be able to specify additional criteria that must be met in order for a match to occur. See *Subsearches* below for more information.

Close – Closes the Find dialog.

Direction – Specifies the direction of your search. You have three options:

All – Searches forward through the entire index starting with the first record regardless of what record is the current record.

Forward – Searches forward through the index starting with the current record.

Backward – Searches backward through the index starting with the current record.

Find (text box) – The text that you wish to locate in the index. This text can contain wildcards as described later.

Find (button) – Causes SKY Index to find the first occurrence of the text you specified in your search criteria.

Group Results – If checked, a subset (group) of your index will be created containing only those records that match the search criteria. This makes it possible to make a visual comparison of similar index entries.

Match Case – If checked, case will be considered significant when comparing text in your index with your search text. Otherwise, case will not be considered important.

More – Clicking More will reveal additional search options which are described below under Options Revealed by Clicking More.

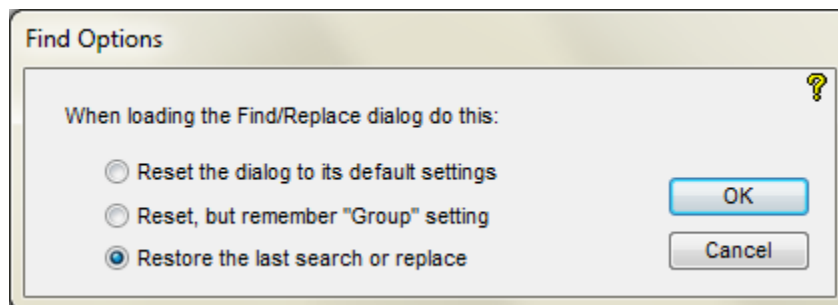
Not – If checked, a match occurs only if the specified search criterion is NOT met. For instance, if you have added special symbol such as ‘~’ to the beginning of all names in a name and subject index, you can filter the index to contain only entries that do not contain names by searching for ‘~’ but with Not checked.

Options – Displays a dialog that lets you define what happens each time you open the Find dialog. Your options are:

Reset the dialog to its default state – Clears all settings to their default values.

Reset, but remember “Group” setting – Clears all settings to their default values except the Group Results checkbox will retain the same setting that it had the last time the Find dialog was used.

Restore the last search or replace – Restores the Find dialog to the same state it was in the last time you used it.



Find Options Dialog

Pattern Matching – If checked, SKY Index will use pattern matching to determine if a match occurs. See *What is Pattern Matching?* below for more information.

Previous Searches – Contains a list of searches that you have performed in the past. The list contains the 20 most recently performed searches and the list is saved and restored when you close and reopen an index.

Reset – Resets the Find dialogs settings back to their defaults.

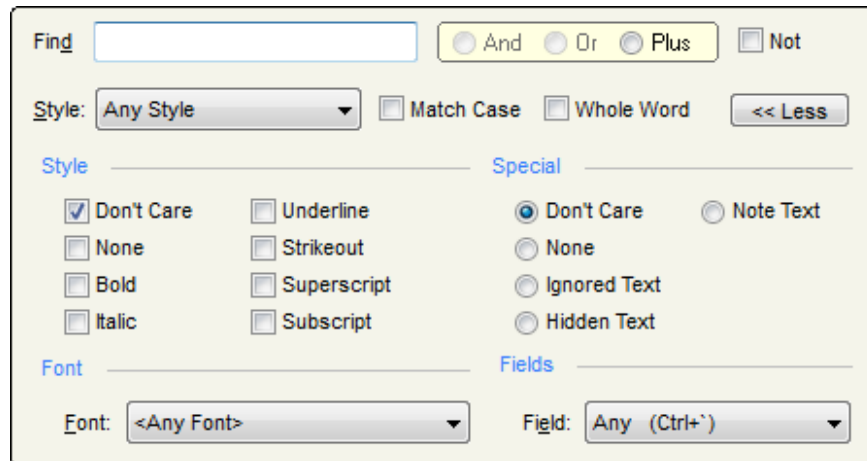
Save – Allows you to save this search so that it can be reused in this or any other index that you work on. See *Saved Searches* for more information.

Style – This list box lets you choose the common character styles bold, italic, and underline in all

possible combinations. If you choose Any (the default) character style will be ignored during the search. If you specify a style, a match will only occur if the text matches the style you specify. If you specify None, a match will only occur if the found text does not contain any character styling.

Whole Word – If checked, a match will occur only if the text found is a word by itself. If it is part of a larger word, a match will not occur. For example, if you search for the word test with Whole Word checked, the phrase *test results* will match and the word *testing* will not. If you do not check Whole Word, a match will occur in both cases.

Options Revealed by Clicking More



The screenshot shows the Find dialog box with the following options revealed:

- Find:** A text input field.
- Logic:** Radio buttons for And, Or, Plus, and a checkbox for Not.
- Style:** A dropdown menu set to "Any Style", a checkbox for Match Case, a checkbox for Whole Word, and a button for << Less.
- Style section:**
 - Don't Care
 - None
 - Bold
 - Italic
 - Underline
 - Strikeout
 - Superscript
 - Subscript
- Special section:**
 - Don't Care
 - None
 - Ignored Text
 - Hidden Text
 - Note Text
- Font:** A dropdown menu set to "<Any Font>".
- Fields:** A dropdown menu set to "Any (Ctrl+*)".

Find dialog with Advanced Options revealed

Style

Don't Care – If checked (the default), character style will not be considered during the search.

None – If checked, a match will occur only if the found text has no character styling applied.

Bold – If checked, a match will only occur if the found text has bold style applied.

Italic – If checked, a match will only occur if the found text has italic style applied.

Underline – If checked, a match will only occur if the found text has italic style applied.

Strikeout – If checked, a match will only occur if the found text has strikeout style applied.

Superscript – If checked, a match will only occur if the found text has superscript style applied.

Subscript – If checked, a match will only occur if the found text has subscript style applied.

Special

Don't Care – If checked, the Ignored, Hidden, and Note Text special attributes will not be considered during the search.

None – If checked, a match will only occur if the found text has does not have one of the ignored, hidden, or note attributes assigned.

Ignored Text – If checked, a match will only occur if the found text has the Ignored attribute assigned.

Hidden Text – If checked, a match will only occur if the found text has the Hidden attribute assigned.

Note Text – If checked, a match will only occur if the found text has the Note attribute assigned.

Field

Field – Specifies the field(s) to be searched. The available options are:

Any – All fields will be included in the search. This is the default setting.

Main – Only the Main heading field will be searched

Sub1 through Sub6 – Only the subheading field you choose will be searched. Note that subheading levels that are not legal will be enclosed in curly braces. For instance, if you've specified that your index has only one subheading level, levels 2 through 6 will be enclosed in curly braces and you will not be able to select those fields.

Page – Only the Page field will be searched.

Font – Specifies a specific font to be searched for. The available options are:

Any Font – The font of the found text will not be considered when performing the search.

Default Font – A match will occur only if you have not applied an alternative font to the text. In other words, a match will occur if the found text has the default (unaltered) font.

(Specific fonts) – If you choose a specific font from the list, a match will only occur if the found text has that specific font applied.

Finding Text

In its simplest form the Find function will search for text that occurs in any field of any record in the index. To perform a search, simply enter the character, word, or phrase to search for (the search text) in the Find textbox and click Find.

If you have not changed any of the default settings, SKY Index will search your index starting at the beginning of the index and will search every field for entries containing the search text. If a record is found that contains the search text, the record and field containing the search text will be highlighted. The found text will also be displayed in the Find Pane as shown in the screen shot below. Notice that the text that matched the search is highlighted in orange text. In the example below, the term being search for was 'H₂O' and it was found in the heading 'water (H₂O)'

Found Text:	water (H ₂ O)
Replacement:	

Find Pane

You can find the next matching entry by clicking Find Next or stop the search and return to editing your index by clicking Close.

Note: If the field that contains the matching text is currently hidden, SKY Index will highlight the Main field, but will display the actual matching text in the Find Pane.

Canceling a Search

If you should wish to stop a search before it finishes, you can click the Cancel button or press Esc on your keyboard.

Note: The Close button becomes a Cancel button while a search is being performed.

Finding Text with Specific Attributes

If you wish to limit your search to text that contains specific attributes, you can choose a Style from the Style listbox or you can click the More button to reveal additional attributes. If you do so, the search will not produce a match unless the found text contains the attributes you have chosen.

Example 1 (Finding text with a particular character style)

Let's assume you wish to find all locators that have *fig.* in italics. You would type 'fig.' in the Find textbox, choose Italic from the Style listbox and, finally, click more to reveal the Fields listbox and choose Page. When you click Find, a match will occur only if the text 'fig.' is found and it has italic character style applied. If you wish to find all locators that have the text 'fig.' but that you've forgotten to italicize, click the None checkbox instead of Italic checkbox before clicking Find.

Example 2 (Finding hidden text)

Let's assume you wish to find all index entries that you've forced to sort differently than they normally would by adding hidden text to the entry. To do this, type an asterisk (*) in the Find textbox. This creates a Wild Match (see *Wild Matching* above for more information). Then click More and choose Hidden Text from the options available under Special. Finally, check the Group Results checkbox. When you click Find, all entries in your index that contain hidden text will be displayed as a group. NOTE: To see all index entries again, choose one of the three main views from the View menu: As Entered, Page Ordered, or Sorted.

Wild Matching (matching attributes only)

There may be times when you want to find all records with text that has a specific attribute applied. To do this, you will use a "Wild Match" search. To perform a wild match search, type an asterisk (*) in the Find textbox. This will cause all text in every field of every record to match. Then choose an attribute that you want to find. The search will return any entry that has that attribute in it unless you specify you wish to limit your search to a specific field. In that case, the match will occur only if there is text in that field that has the attribute you are seeking.

Matching an Empty Field

You may, on occasion, wish to find empty fields in your index. If you wish to find a subheading level that has no text, just leave the Find textbox empty and select the desired subheading from the Fields listbox and click Find. As an example, you may wish to find all index entries that have a main heading that is italicized and that do not have any subheading text. To do this, reveal the Fields listbox by clicking More. Then type an asterisk in the Find text box and check Italics from the list of Styles. You will want to choose Main from the field list. Now create a new subsearch by clicking 'And'. Here, just leave the Find textbox empty and choose Sub1 from the Fields listbox. Finally, check the Group Results checkbox and click Find.

Subsearches

There may be times when you want to find entries in your index that contain some text that has no attributes applied along with some text that does. You can do this by creating a subsearch. Subsearches also allow you to create searches that contain Boolean logic (AND or OR).

When you click And, Or, or Plus, you will see a new Find textbox appear. You will also see new And/Or/Plus options and a new Not option.

Logic Choices

You have three logic choices that will create a subsearch. They are:

And – A match will occur only if both the current Find text and the Find text in the next subsearch are both found.

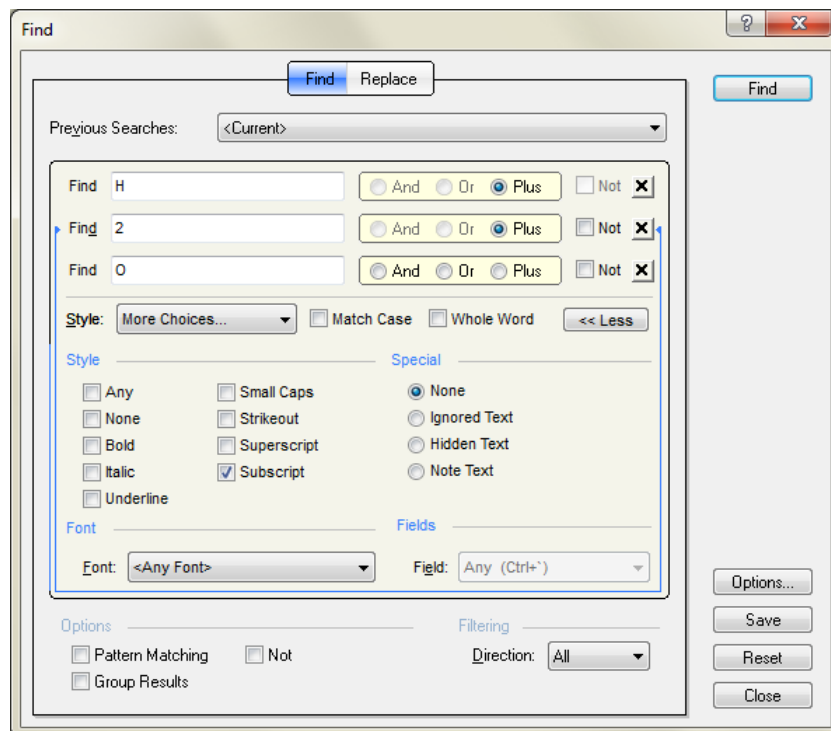
Or – A match will occur if either the current Find text or the Find text in the next subsearch are found.

Plus – A match will occur only if both the current Find text and the Find text in the next subsearch are found and they are contiguous. For instance, if you have both the terms H₂O and H₂O in your index and want to locate only those occurrences where the '2' is subscripted you would use the Plus operator with three subsearches. The dialog below shows a search setup to find H₂O with the '2' subscripted. In other words, it is set to search for a plain 'H' plus a subscripted '2' plus a plain 'O'.

About the Plus operator

There may be times when you wish to find a phrase that has more than one character style applied or maybe part of the phrase has no character style and another part is in italics and you wish to differentiate between these phrases and other phrases in your index that have identical text, but differing character styles. You can use the Plus operator to find these types of index entries.

You may have up to 10 subsearches. Each subsearch has its own criterion which means you can specify a different Style or Font or Field for each subsearch.



Find dialog with subsearches

Knowing What Subsearch You're Working With

When there are one or more subsearches visible, a blue line appears with pointers at the top that point to the current subsearch. The blue line encircles the attributes that apply to that subsearch. Any changes you make to Style or other attributes always affect the *current* subsearch.

How Logic is Evaluated

When evaluating logic in subsearches, the operators are evaluated as follows:

1. All PLUS subsearches are evaluated and the result saved.
2. All AND subsearches are evaluated using the saved PLUS evaluations and the results saved.
3. All OR subsearches are evaluated using the saved AND evaluations.

Saving a Search for Reuse in Any Index

If you would like to save a search that you've done for reuse in this index and any future index, you can click the Save button. Your search along with all options you've chosen will be immediately saved as one of your 20 available Saved Searches which can be recalled with just a few keystrokes or mouse clicks in any index that you work on. For more information on Saved Searches, see [Saved Searches](#) later in this User's Guide.

Helpful Keyboard Shortcuts

Below is a list of keyboard shortcuts that you may find useful when using Find.

Function	Shortcut
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Ignored Text	Ctrl+K
Hidden Text	Ctrl+T
Note Text	Alt+Ctrl+N
Superscript	Ctrl+Shift+P
Subscript	Ctrl+Shift+B
Strikeout	Ctrl+Shift+K
Plain Text	Alt+F10
AND*	Ctrl+&
OR*	Ctrl+
PLUS*	Ctrl++
Close a subsearch	Ctrl+Q
Close	Esc
Toggle More/Less	Ctrl+M
Find or Find Next	Enter
Change from Replace Mode to Find Mode	Ctrl+F
Change from Find Mode to Replace Mode	Ctrl+H
Reset (sets to Find Mode with an empty search)	Ctrl+R
Search Main field only	Ctrl+0
Search Sub1 field only	Ctrl+1
Search Sub2 field only	Ctrl+2
Search Sub3 field only	Ctrl+3
Search Sub4 field only	Ctrl+4
Search Sub5 field only	Ctrl+5

Function	Shortcut
Search Sub6 field only	Ctrl+6
Search Page field only	Ctrl+P
Search Any field	Ctrl+' (accent grave)
Cycle Focus between the Find textbox and Replace textbox	Tab

* Note that you have to hold down the shift key to type a &, |, or +. (The keypad + does not require the shift key)

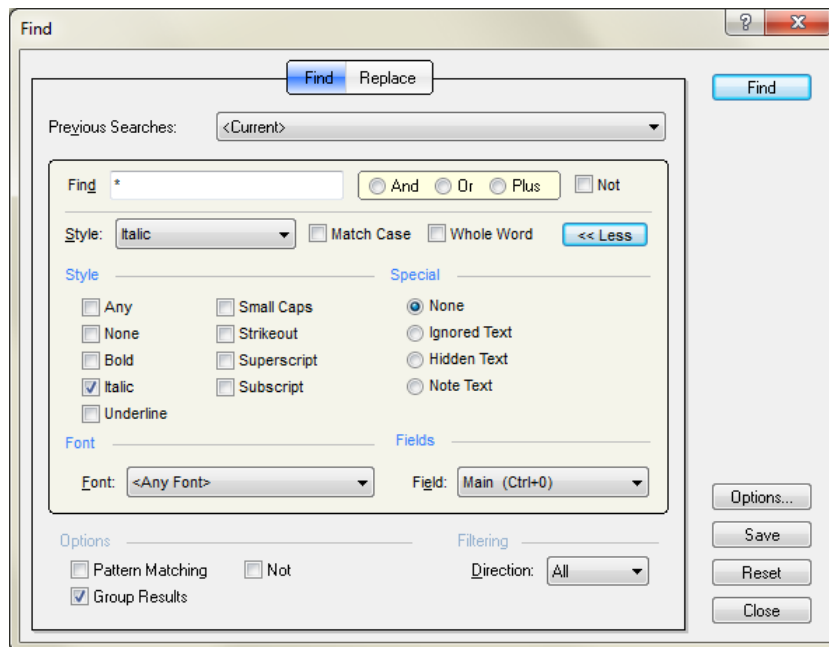
A Few Examples

Note: These examples assume that you have already opened the Find dialog and are starting from a reset condition.

Finding all Main Headings that are in Italics

Let's assume that you're working on a book that contains many titles that are entered in italics and you wish to find all of those titles. To do this, you would:

1. Type an asterisk in the Find text box
2. Press Ctrl+I. (Ctrl+I is the shortcut to set Find to match only text with italic character style.)
3. Press Ctrl+0. (Ctrl+0 (zero) is the keyboard shortcut to set Find to only look at main headings.)
4. Press Alt+G. (Alt+G is the keyboard shortcut to set Find to group the search results.) The dialog will look like this:



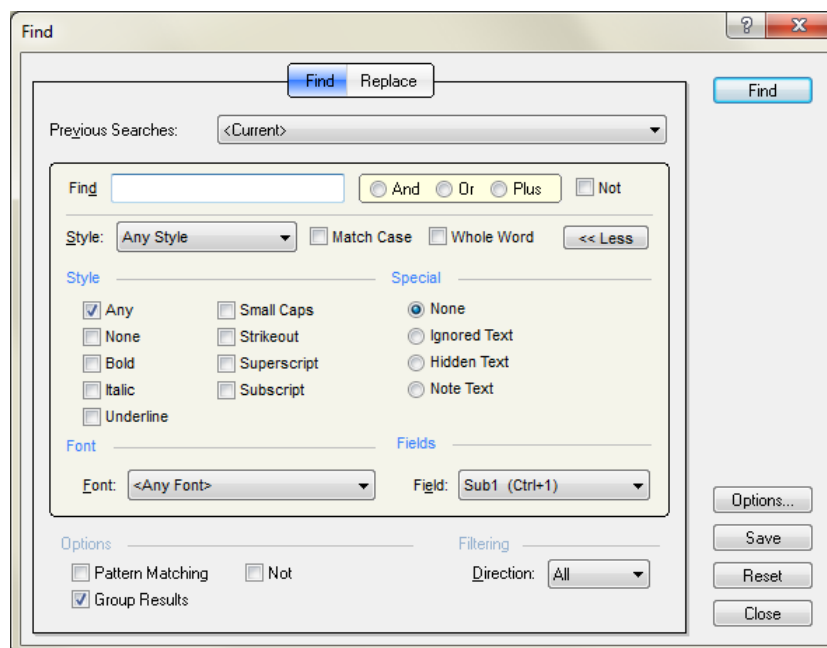
Find Dialog Set to Find Main Headings in Italics

5. Press Enter. (Pressing Enter is equivalent to clicking Find.)

Finding all Empty Subheadings

If you wish to find all records in the index that have no subheading text, do this:

1. Leave the Find textbox empty.
2. Press Ctrl+1. (Ctrl+1 is the keyboard shortcut to set Find to look only at the Sub1 field.)
3. Press Alt+G. (Alt+G is the keyboard shortcut to set Find to group the search results.) The dialog will look like this:



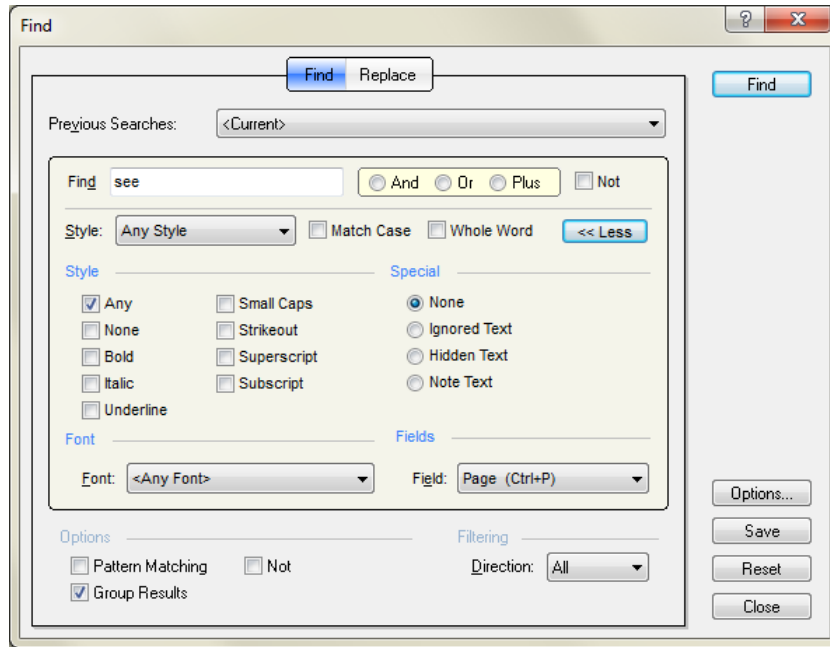
Find Dialog Set to Find Empty Subheadings

4. Press Enter. (Pressing Enter is equivalent to clicking Find.)

Finding all Cross-references

If you wish to find all records in the index that contain a cross-reference in the Page field, do this:

1. Type 'see ' in the Find textbox. *Notice the trailing space.*
2. Press Ctrl+P. (Ctrl+P is the keyboard shortcut to set Find to look only at the Page field.)
3. Press Alt+G. (Alt+G is the keyboard shortcut to set Find to group the search results.) The dialog will look like this:



Find Dialog Set to Find All Cross-references

4. Press Enter. (Pressing Enter is equivalent to clicking Find.)

Tip: You may find it useful to save this search as a Saved Search

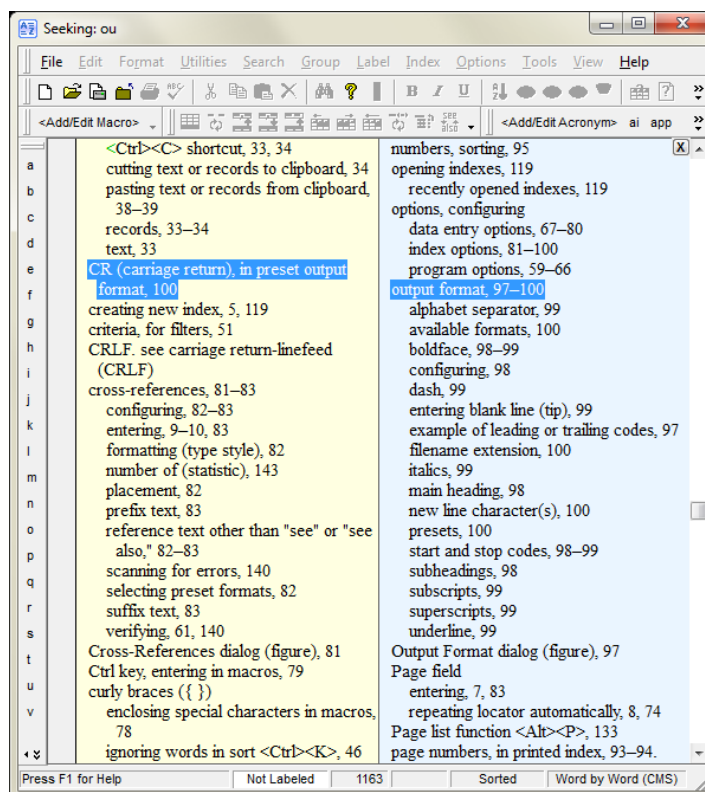
More Ways to Find Index Entries

Overview

Although finding text using the Find dialog is a great way to find index entries, there are times when other ways of finding those entries may be faster. There are several 'Go to' commands and a Browse command that may be better than using the find dialog under some circumstances. These commands are described in this chapter.

Finding Entries by Browsing

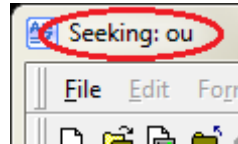
The Browse function allows you to seek main headings in your index according to the first few letters of the heading. You can optionally specify the first few letters of subheadings by separating the main heading from the subheading with a semicolon. While you are searching, the Browse Pane will be visible as shown below.



Browse Pane

Using the Browse Pane

The basic process of browsing starts by revealing the Browse Pane which is done by choosing Search>Browse. Then you simply type the first few letters of the main heading of the index entry you are seeking. After you've started browsing, you can continue to type to refine the heading you wish to see. If you type an incorrect letter, press Backspace to erase it. To start a new search, press Ctrl+Backspace which will clear the current search. Notice that the letters you've typed so far are shown in the title bar of SKY Index.



Example of Title Bar while Browsing

If you wish to narrow your search even further by specifying the first few letters of a subheading, just type a semicolon and any letters you type after the semicolon will be used to further refine the search at the subheading level. Once you have viewed the heading you wish to see, you can close the Browse Pane by pressing Escape (or click the close button at the top right of the Browse Pane). This will close the Browse Pane and will leave the current index heading unchanged. If, instead, you wish to “go to” the heading that you’ve browsed to in the Browse Pane, press Enter. That will close the Browse Pane and will make the heading that you browsed to the current heading so that you can edit it.

Browsing in Data Entry View

To Browse in Date Entry View, choose Search>Browse. The Browse Pane will appear directly to the right of the Preview Pane and will take up half of the available space.

Keyboard Shortcut: Alt+Ctrl+B

Browsing Through your Index Using the Keyboard

An alternative way to browse in Data Entry View is to browse using the keyboard. When using this method, the Browse Pane will not appear, but the entry you are browsing to will temporarily be displayed in the Preview. To browse using this method, you hold down Alt+Ctrl+Shift and then press the first letter of the main heading you wish to seek. This will take you to the first main heading in your index that starts with that letter. It will be highlighted in grey. If you continue to hold down Alt+Ctrl+Shift and press additional letters, the additional letters will refine the search. For example, if you hold down Alt+Ctrl+Shift and press ‘s’, then ‘o’, then ‘f’, you might be taken to the main heading “software”.

Notes

- The record that browsing highlights is bookmarked, but is not the *current* record. This allows you to examine other parts of your index without leaving your current editing point. If you wish to make the highlighted record current, use the Goto Bookmark command by pressing Alt+Ctrl+Space. This will bookmark your current record and then change your current record to the one that you found by browsing. You can toggle back and forth between these two records by repeatedly using the Goto Bookmark command.
- To start a new search, just release all keys and start again by pressing Alt+Ctrl+Shift followed by the first letter of the main heading you wish to seek.

Browsing in Edit View

With the in-place editor enabled

To Browse in Edit View and with in-place editing enabled (the default), you simply start typing the first few letters of the main heading you wish to find. The Browse Pane will appear directly to the right of the Preview Pane and will take up half of the available space.

With the in-place editor disabled

To Browse in Edit View with in-place editing disabled, choose Search>Browse. The Browse Pane will appear directly to the right of the Preview Pane and will take up half of the available space.

Keyboard Shortcut: Alt+Ctrl+B

Finding Entries using ‘simple’ Find

Sometimes the normal Find dialog is simply more than you need and all you want to do is find the currently highlighted index heading or the currently selected text. There are keyboard shortcuts available to make this quick and easy.

Finding the currently highlighted index heading or the currently selected text

To find the currently highlighted index heading (the heading with the marquee over it), or to search the currently selected text, press Ctrl+F3. This will find the *next* occurrence of that text in the index starting from the current position in the index.

Notes

- In Edit View, if you use this function with a full index entry highlighted, SKY Index will search for the heading text and will ignore any highlighted locators or cross-references.
- When you use this feature, the Find Pane will appear and it will highlight the found text in orange.
- To close the Find Pane, click the ‘X’ at the top right of the pane.

Finding the next match (Find Next)

To find the next matching text or heading, press F3. If reach the end of the index and there are no more matches, you will receive a message letting you know that no more matches exist after the current location in the index. You may wish to use the Find Previous command described below to search backward at this point.

Finding the previous match (Find Previous)

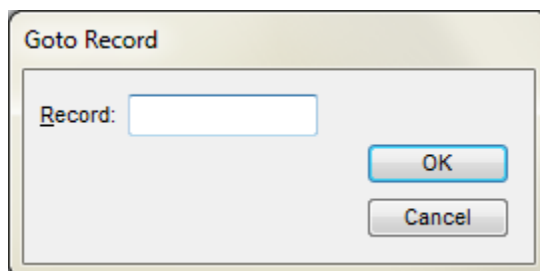
To search backwards in the index and to find the previous matching text or heading, press Shift+F3. If reach the beginning of the index and there are no more matches, you will receive a message letting you know that no more matches exist prior to the current location in the index. You may wish to use the Find Next command described below to search forward at this point.

Grouping by using ‘simple’ Find

If you wish to create a group of all index records that contain the currently highlighted heading or your currently selected text, press Ctrl+Shift+F3. This will create a group of all matching index records. To exit the group, press Ctrl+Shift+U.

Finding Entries by Record Number

Sometimes it is convenient to be able to go directly to a specific record in the data entry grid using its record number. A good example of this is during proofreading of the index. The Proofing Report provides the record number and if you find a problem with an entry in the Proofing Report, being able to go directly to the desired record to make the correction would save considerable time.



Goto Record Dialog

Finding a Specific Record by its Record Number

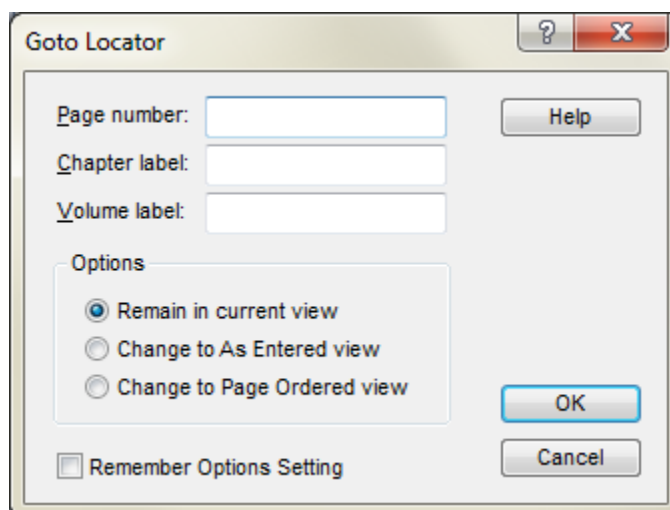
To go directly to a specific record in the data entry grid, do the following:

1. Choose Search>Goto Record.
2. Enter the record number of the record you wish to go to.
3. Click OK.

Keyboard shortcut: Alt+Ctrl+R

Finding Entries by Locator

There may be times when you want to find an entry by its locator. The Goto Locator command provides this function.



Goto Locator Dialog

Finding an Entry by its Locator

- Choose Search>Goto Locator.
- Enter the page number that you wish to find and optionally a chapter and/or volume label.
- Click OK.

Options

Remain in current view – Your index will remain in the view that it was in prior to invoking this dialog.

Change to As Entered view – Your index will be put in As Entered order prior to finding the locator.

Change to Page Ordered View – Your index will be put in page order prior to finding the locator.

Remember Options Setting – If checked, your option selection will be remembered the next time you use this function.

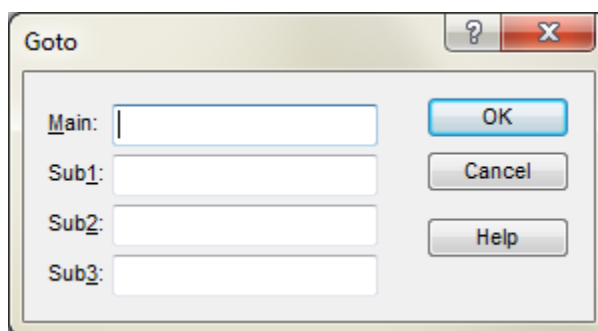
Keyboard shortcut: Alt+Ctrl+L

Notes

- If the locator you are seeking includes prefix or suffix text, you must enter it in the Page number textbox.
- Although entering a chapter or volume labels is optional, you should include them if you want to narrow your search to a specific volume and/or chapter.

Finding Entries by Heading Text


If you are trying to locate a particular index entry in a very large index it could be very time consuming to scroll the grid until the desired entry appears. The Goto function is a fast way to locate an index entry using all or part of its main heading and/or subheading.



Goto Dialog

Finding an Entry by its Heading

To quickly go to a particular index entry, do the following:

1. Choose Search>Goto or click the  toolbar icon.
2. Enter the Main heading of the record that you wish to locate, or the first few letters of the heading in the Main textbox.
3. Click OK.

Notes

- If you wish to, you can refine a search by adding subheadings. You can enter the entire subheading or enter only the first few letters if desired. The closest matching record will be displayed.
- The dialog will display the same number of textboxes as there are heading levels for your current index.

Keyboard Shortcut: Ctrl+G

Finding Locators for the Current Entry

When you are using the Data Entry Grid for data entry or for editing and have the grid sorted in either As Entered order or Page Order, the index records for the currently displayed entry in the Preview Pane will most likely not be visible together on the screen. If you should want to quickly move to one of the other index records that contain the other locators, you can use one of two methods.

Method 1: Displaying a list of all locators which you can choose from

To display a list of all locators for the current entry as a popup menu, choose Search>Find All Pages for Entry or press Alt+Ctrl+A. The resulting popup list will contain all of the locators and you can choose the locator you wish to go to. If you use the mouse, just double click on the desired locator. Double click on the Cancel menu to abandon the search. If you're using the keyboard (recommended) use the up/down arrow keys to highlight the desired locator and then press Enter to go to that record or press Esc to abandon the search.

Method 2: Move consecutively to the next or previous locator

There are two commands that will allow you to move to either the next (usually the next highest numerically), locator for the current entry or to the previous locator. The commands are:

Next Locator for Current Entry

To move to the next locator for the current entry, press Alt+Ctrl+] (right bracket). This will cause SKY Index to search forward in the grid for the next record that matches the current entry in all heading levels. If you reach the end of the grid, the search will begin again at the first record of the grid.

Previous Locator for Current Entry

To move to the next locator for the current entry, press Alt+Ctrl+] (right bracket). This will cause SKY Index to search forward in the grid for the next record that matches the current entry in all heading levels. If you reach the end of the grid, the search will begin again at the first record of the grid.

Replacing Text

Overview

Replacing existing text with something different is a common task during the indexing process. This may range from a simple change of one word or phrase to another, but may also require advanced techniques for matching the character style of the text or of part of the text, the font of the text, or even special attributes that SKY Index allows you to apply to your index entries. You can accomplish this and much more using the Replace dialog.

Replacing Text

Replacing text is exactly like finding text with the following two exceptions:

1. You will be specifying text that you want to replace the found text with.
2. The search cannot include Boolean operators since that would potentially result in the text being found in more than one place leaving it impossible to determine where the replacement text should go. **Note:** Although you cannot use Boolean operators in a replace operation, you can use the Plus operator.

The basic outline for replacing text is:

- Bring up the Replace dialog
- Specify the text you want to be replaced (the Find Text)
- Specify the text to be used in place of the found text (the Replace Text)
- Find the first occurrence of the Find Text
- Replace each occurrence of the Find Text with the Replace Text case-by-case using Replace or...
- Replace each occurrence of the Find Text with the Replace Text globally all at once using Replace All.

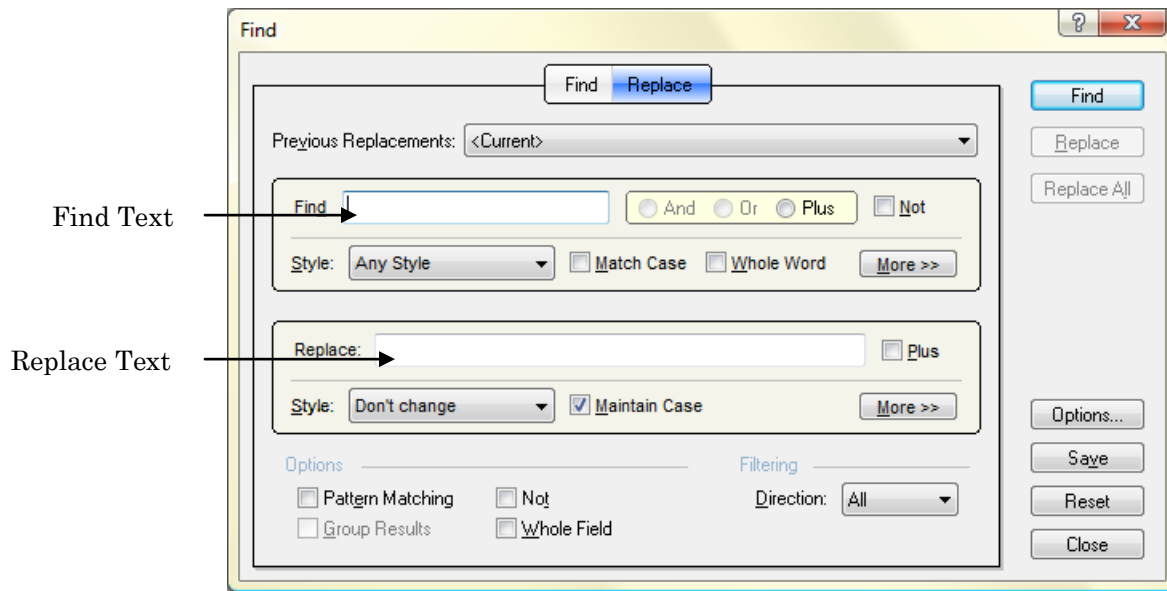
See also: [Propagate Edits](#)

Notes

- When replacing an existing locator in the page field with a page range. Be certain that you enter the locator correctly and fully expanded (not abbreviated/conflated) because using Find/Replace to enter a locator circumvents the normal checks that are performed during data entry to ensure the proper formation of the locator.
- Use Replace All carefully. Although you can use Undo to undo a global replacement, we still recommend that you backup your index prior to any kind of global change.

Bringing Up the Replace dialog

To bring up the Replace dialog, choose Search>Replace (Ctrl+H). The Replace dialog will appear as shown below.



Replace Dialog

Specifying the Find Text

For most replacements, you will simply type in a word or phrase to be searched for in the Find textbox. On occasion, though, you may wish to specify that your Find Text only match under certain conditions such as having a specific character Style or that it be at a specific heading level. These are described in the previous chapter [Finding Text](#). However, a few of the more common options are described below:

Commonly used Find Options

Match Case – If checked, case will be considered significant when comparing text in your index with your search text. Otherwise, case will not be considered important.

Field (Revealed by clicking the More button) – Specifies the field(s) to be searched. The available options are:

Any – All fields will be included in the search. This is the default setting.

Main – Only the Main heading field will be searched

Sub1 through Sub6 – Only the subheading field you choose will be searched. Note that subheading levels that are not legal will be enclosed in curly braces. For instance, if you've specified that your index has only one subheading level, levels 2 through 6 will be enclosed in curly braces and you will not be able to select those fields.

Style – This list box lets you choose the common character styles bold, italic, and underline in all possible combinations. If you choose Any (the default) character style will be ignored during the search. If you specify a style, a match will only occur if the text matches the style you specify. If you specify None, a match will only occur if the found text does not contain any character styling.

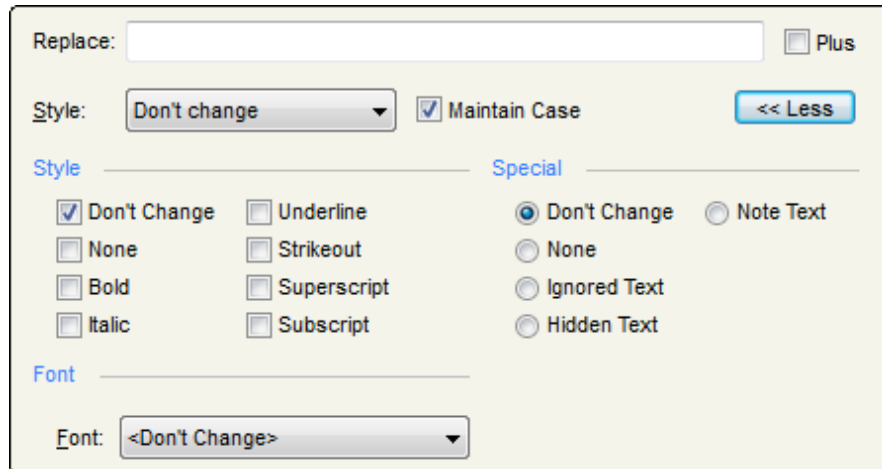
Whole Word – If checked, a match will occur only if the text found is a word by itself. If it is part of a larger word, a match will not occur. For example, if you search for the word test with Whole Word

checked, the phrase *test results* will match and the word *testing* will not. If you do not check Whole Word, a match will occur in both cases.

After you have entered the text to be searched for and set any options you wish to use, you will specify next specify the text that will replace the text that matches your search criteria.

Specifying the Replace Text

As with specifying Replace Text, the normal situation will be to simply type a word or phrase into the Replace textbox. There are, however a number of options available to help you out with unique situations. Those options are discussed below.



The screenshot shows a 'Replace' dialog box with the following options:

- Replace:** [Empty text box] Plus
- Style:** Don't change (dropdown) Maintain Case
- Style:**
 - Don't Change Underline
 - None Strikeout
 - Bold Superscript
 - Italic Subscript
- Special:**
 - Don't Change Note Text
 - None
 - Ignored Text
 - Hidden Text
- Font:** <Don't Change> (dropdown)

Replace with More options revealed

Replace Options

Maintain Case – Tells SKY Index to match the case of the original text. When this option is enabled, SKY Index examines the first two letters of the original text and adjusts the replacement text as follows:

- If the first letter is not capitalized, the entire replacement text will be in lower case.
- If only the first letter is capitalized, only the first letter of the replaced text will be capitalized
- If both the first and second letters were capitalized, the entire replacement text will be capitalized.

Style (Some of these options are revealed by clicking the More button)

Don't Change – If checked (the default), the style of the original Find Text will be maintained.

None – If checked, the Replace Text will not have any character style applied regardless of any character style that may have existed in the Find Text.

Bold – If checked, the Replace Text will have bold character style applied in addition to any style that existed in the Find Text prior to the replacement.

Italic – If checked, the Replace Text will have italic character style applied in addition to any style that existed in the Find Text prior to the replacement.

Underline – If checked, the Replace Text will have underline character style applied in addition to any style that existed in the Find Text prior to the replacement.

Strikeout – If checked, the Replace Text will have strikeout character style applied in addition to any style that existed in the Find Text prior to the replacement.

Superscript – If checked, the Replace Text will have superscript character style applied in addition to any style that existed in the Find Text prior to the replacement

Subscript – If checked, the Replace Text will have subscript character style applied in addition to any style that existed in the Find Text prior to the replacement.

Special (You must click the More button to reveal these options)

Don't Change – If checked, the Replace Text will have the same special attributes as the text that it replaced.

None – If checked, the Replace Text will have the Ignored Text attribute applied.

Ignored Text – If checked, the Replace Text will have the Ignored Text attribute applied.

Hidden Text – If checked, the Replace Text will have the Hidden Text attribute applied.

Note Text – If checked, the Replace Text will have the Note Text attribute applied.

Font (You must click the More button to reveal these options):

Don't Change – If checked (the default), the font of the original Find Text will be maintained.

Default Font – If checked, all font information will be removed. This will result in the default font being used.

(Specific fonts) – If you choose a specific font from the list, the Replace Text will have the font you choose applied to it.

Whole Field – If checked, instead of just replacing the Find Text with the Replace Text, the entire field that the Find Text was found in will be replaced with the Replace Text.

After you have specified your Replace Text and any desired replace options, the next step is to find the first occurrence of the Find Text.

Finding the First Occurrence of the Find Text

To find the first occurrence of the Find Text, simply click the Find button. If the text is found, the search will stop and the text will be highlighted. The Replace and Replace All buttons will also be enabled. If the Find Text is not found, you will be notified that the search did not result in a match.

Assuming that the text you're seeking is found, SKY Index will display the found text at the bottom of the program window in the Find Pane. The entire field text of the field in which the text was found will be displayed with the actual Find Text highlighted in orange. In addition, the result of the replacement will be shown directly below the found text. This allows you to determine if the replacement is really what you want to do.

Let's assume that you are searching for 'program' and wish to replace it 'routine'. Let's also assume that one of the main headings in your index is 'indexing programs'

When finding 'program' in that heading, the Find Pane would appear as shown below.

Found Text:	indexing programs
Replacement:	indexing routines

Find Pane example

Notice that there is no guessing about the result. Once you've found text that you wish to replace, you can proceed with either replacing the text on a case-by-case basis or globally.

Replacing Text on a Case-by-Case Basis

If you think that there may be or know that there are some headings in your index in which the Find Text will be found, but you will not want to perform the replacement, you can do the replacement on a case-by-case basis by clicking Replace for those matches where you wish to perform the replacement and Find Next if you want to skip the current match. Clicking Replace will perform the replace and then search again for the next match.

Replacing all Text

If you are certain that you want to replace all occurrences of the Find Text with the Replace Text, click Replace All. Clicking Replace All will cause SKY Index to replace all occurrences of the Find Text in the index that match your criteria with the Replace Text.

Note: In general, it is smarter to do a replace on a case-by-case basis, but if you should perform a Replace All and then notice that you really should not have. You can Undo the Replace All using Edit>Undo (Ctrl+Z).

Example: Using Plus

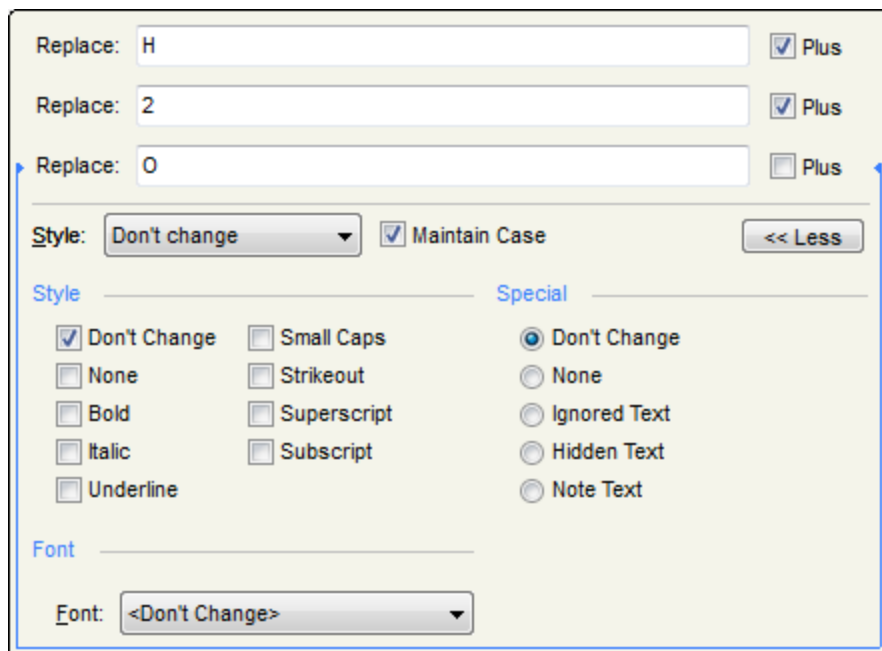
Plus allows you to specify different attributes to different parts of your replacement text. For instance, if your replacement text will be H₂O, you will need to somehow specify that the '2' is to be subscripted. You do this with the Plus operator. Your replacement would be a plain 'H' *plus* a subscripted '2' *plus* a plain 'O'.

Example

To enter the replacement text "H₂O", do the following:

1. Enter the 'H' in the Replace textbox
2. Click Plus
3. Enter '2' in the Replace textbox
4. Click More
5. Check Subscript
6. Click More
7. Enter 'O' in the Replace textbox

The result would look like this:



Using Plus to Setup H₂O Replacement Text

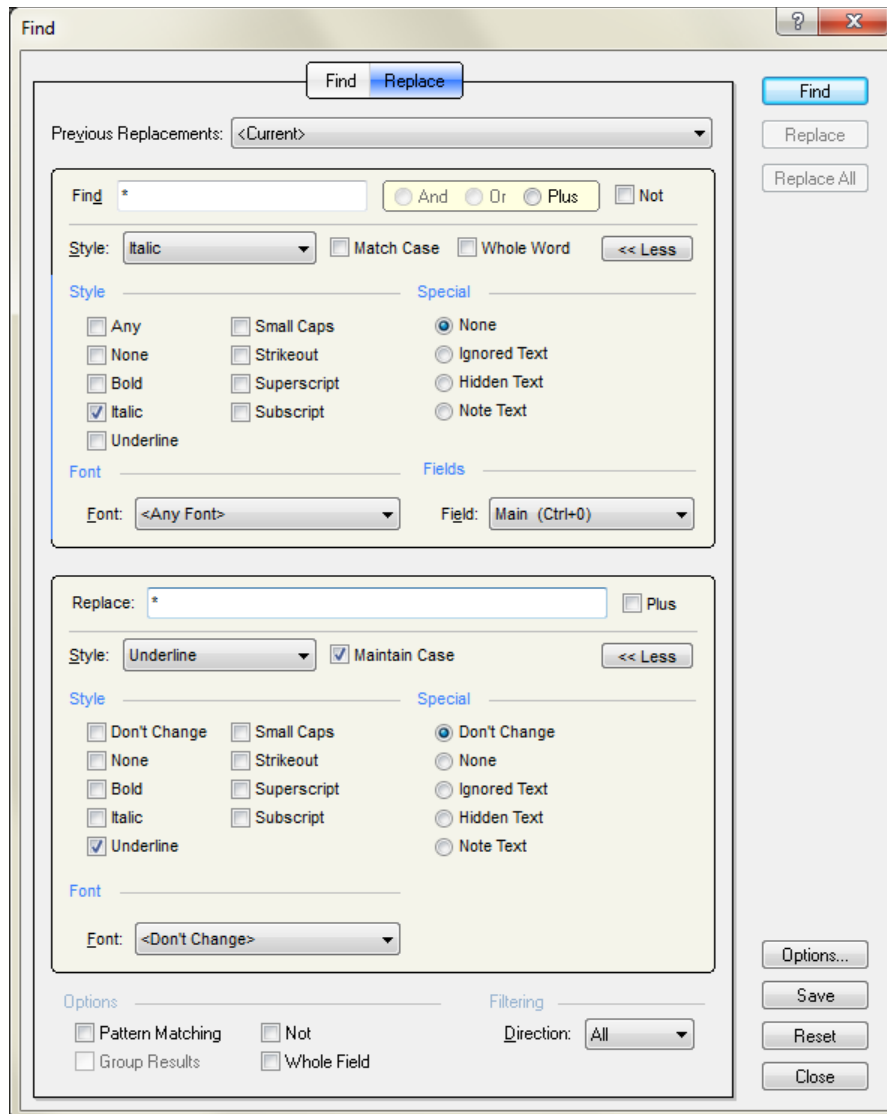
Note: If you were to click in the textbox containing the '2', you will see that the Subscript checkbox was checked for that replacement text.

Example: Changing all Main Headings that are in Italic Style to Underline Style

Let's assume that you're working on a book that contains many titles that are entered in italics and you wish to find all of those titles and change the italic style to underline style. To do this, you would:

Note: This example assumes that you have already opened the Replace dialog and are starting from a reset condition.

1. Type an asterisk (*) in the Find textbox
2. Press Ctrl+I. (Ctrl+I is the shortcut to set Find to match only text with italic character style.)
3. Press Ctrl+0. (Ctrl+0 (zero) is the keyboard shortcut to set Find to only look at main headings.)
4. Press Ctrl+Tab to move focus to the Replace textbox.
5. Press Ctrl+U to set the replacement text in underlined character style.
6. Type an asterisk (*) in the Replace textbox. The dialog will look like this:



Replace Dialog Set to Change Main Headings in Italics to Underlined

7. Press Enter. (Pressing Enter is equivalent to clicking Find.)
8. Click Replace All.

Saved Searches

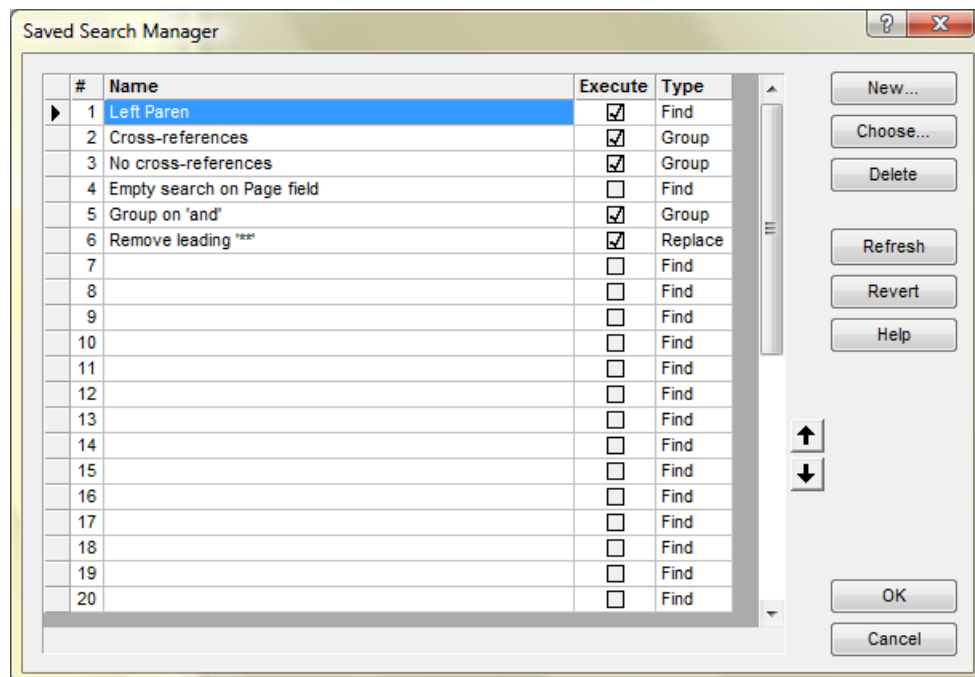
Overview

What are Saved Searches?

Saved searches are searches, replacements, or groupings that you save for reuse. When you save a search by clicking on the Save button in the Find or Replace dialogs, all attributes of that search are placed in one of the twenty available saved search slots. The Saved Search Manager allows you to modify the name that is generated for the search so that it makes more sense to you and allows you to specify if the search is to be executed immediately when chosen from the Search menu or from the Saved Search toolbar.

The Saved Search Manager

The saved search manager, shown below, displays all twenty available saved searches. You can rename the searches and change their order. You can also specify if the saved search should be executed immediately or if it will simply be displayed so that you can modify it before executing the search.



Saved Search Manager

Displaying the Saved Search Manager

To display the Saved Search Manager, choose Search>Saved Search Manager.

You can edit the search names by clicking on the desired name and then pressing F2. Clicking on the Execute checkbox will toggle the check on/off. The search Type is informational only and cannot be changed.

Options

New Let's you define a new saved search.

Choose Let's you add a search from a list of searches that you previously executed during the current indexing session.

Delete Delete's the current saved search as indicated by the black pointer in the row header of the grid.

Refresh Refreshes the grid. (This option is generally of no use and is included only for consistency with other Manager dialogs.

Revert Undoes all changes you've made and restores the list to the state it was in when you first opened the Saved Search Manager dialog.

Up/Down Moves the current search as indicated by the black triangle in the row header of the grid up or down on row. Note: The order that the searches appear in the Saved Search Manager is the same order they will appear in the Search menu and in the Saved Search toolbar.

Pattern Matching (advanced Find/Replace)

Overview

What is Pattern Matching?

Pattern matching allows you to find text in your index by finding text that meets a certain criteria. The criteria are specified using special symbols in the search text. For instance, you can search for only numeric text and even only numeric text that contains certain digits. You could also search for any text that has the form of a date. After finding text, there are additional features of pattern matching that allow you to change the order of the found text during a replacement.

Although the standard Find/Replace suits most needs, there may be times when the more advanced features of pattern matching can save you a tremendous amount of time when manipulating the text in your index entries.

Summary of criteria symbols

SKY Index supports an extensive list of criteria symbols. They are below:

Criteria Symbol	Function
* (asterisk)	Matching any number of characters
? (question mark)	Matching any single character
# (pound sign)	Matching any single digit 0-9
[] (square brackets)	Matching characters in a user defined list
< (less than symbol)	Matching characters at the beginning of a field
> (greater than symbol)	Matching characters at the end of a field
& (ampersand)	Matching whole numbers
~ (tilde)	Matching a word

Criteria Symbols

SKY Index supports eight criteria symbols each of these symbols is discussed below along with examples of how to use them in a search.

**** (asterisk) – wild card***

The asterisk will match any number of characters including none (it will match nothing). Any characters, in any amount, and in any order will provide a match. If you enter a single asterisk as your pattern, every field of every record in your index database will match. If you add text of other patterns

before or after the asterisk it will limit what will match because, to match, the text found must now also include the additional text or patterns that you have specified. For instance, if you enter (in Find What):

1*

A match will occur every time the number one is encountered in the text being searched. In addition, the match will include all of the characters, if any, after the number one.

If you enter (in Find What):

(*)

A match will occur every time a pair of parenthesis is encountered in the text being searched. All of the text within the parenthesis, if any, and the parenthesis themselves will be included in the matched text.

If you want to search for an asterisk, enclose the asterisk within square brackets '['*'] and it will not be treated as a criteria symbol.

? (question mark) – match any single character

The question mark will match any single character. For example if you wish to find text that includes at least four characters and it does not matter what four characters they are, you would enter (in Find What):

????

Unlike the asterisk, the question mark will not match if there is no character at all. There must be a single character, but it does not matter what character it is. If you want to search for a question mark, enclose the question mark within square brackets '['?'] and it will not be treated as a criteria symbol.

(pound sign) – match any single digit

The pound sign acts just like the question mark (?) except that it will only match the numeric digits 0 through 9 inclusive. If you want to search for a pound sign, enclose the pound sign within square brackets '['#'] and it will not be treated as a criteria symbol.

[] (square brackets) – character list

The square brackets create what is known as a character list. The characters in this list – any characters you type between the square brackets – specify what characters will be considered a match in the searched text when encountered at the appropriate position in the searched text. A character list will match only one character. If you want to have several characters in a row match the same character list, you must enter the character list for each match that you wish to achieve.

Symbols that have special meaning within a character list

! (exclamation mark)

You can specify a list of characters that will *not* match by entering an exclamation mark (!) as the very first character within the character list. The exclamation mark itself will not be part of the list. It will simply serve to make the character list a list of characters not to be considered a match. If you enter an exclamation mark in any position other than the first position, the exclamation mark becomes part of the list.

- (dash)

You specify a range of characters that will represent a match by entering a range such as a-z or A-Z. (You would read this as 'a' through 'z' or 'A' through 'Z'.) If you want to enter several ranges, do not put a delimiter such as a space between the ranges. Enter them directly next to one another like this: [a-zA-Z]. If you wish to enter the dash character (-) within a character list such that it is not part of a

range, it must be the very first character in the list or, if it is a *not* list, it must follow the exclamation mark directly.

Some character list examples:

[a-zA-Z]	Matches any character in the alphabet regardless of case
[a-z]	Matches only lower case letters
[abc]	Matches only the letters 'a', 'b', or 'c'.
[!ABCa-z]	Will <i>not</i> match the uppercase letters 'A', 'B', and 'C' or any lowercase letter. Any other character will be a match.
[!0123456789]	Will <i>not</i> match any numeric digit in the range 0-9. This is the opposite of the pound sign (#) criteria symbol.
[-]	Will match only the dash character '-' or a left bracket '['.

Note: If you do not check the Match Case check box, the character list [A-Za-z] will be the same as [a-z] since case will not be taken into account.

< (less than symbol) – match only if matching text includes first character

The less than symbol is used to specify that a match can only occur if the match is at the beginning of the searched text. If you use the less than symbol, it must be the first symbol to appear in the pattern. The less than symbol itself will be ignored except that it instructs the pattern parser that a match can only occur at the beginning of the searched text. If you want to enter a less than symbol as the first character of a pattern, enclose it within square brackets '<']'.

Note: If you are searching using Any as the Field choice, each record of the index is searched as a single text phrase. This means that the '<' criteria symbol will only match for main headings. If you wish to use this symbol to match headings other than the main heading, you will need to search using a specific field or use the AND feature of Find to search each field that you wish to include in the search.

> (greater than symbol) – match only if matching text includes last character

The greater than symbol is used to specify that a match can only occur if the match is at the end of the searched text. If you use the greater than symbol, it must be the last symbol to appear in the pattern. The greater than symbol itself will be ignored except that it instructs the pattern parser that a match can only occur at the end of the searched text. If you want to enter a greater than symbol as the last character of a pattern, enclose it within square brackets '>']'.

Note: If you are searching using Any as the Field choice, each record of the index is searched as a single text phrase. This means that the '>' criteria symbol will only match for the Page field. If you wish to use this symbol to match headings other than the Page field, you will need to search using a specific field or use the AND feature of Find to search each field that you wish to include in the search.

& (ampersand) – match a whole number

The ampersand symbol is used to match any whole number. A whole number is a number that does not include a decimal point or a comma. It will match any sequence of digits, in any order, and in any amount. If you preface the ampersand with a digit, then a match will only occur if a number is found that starts with that digit. For instance, if you enter the pattern (in the Find What text box):

45&

The following texts will match (matching portion shown in **bold**).

I have entered **450** index entries.
There are **4500** records in the database.
There were **45000** people that showed up for the rally.

Note that if there had been a comma in the number 45,000 in the last example, a match would not have occurred. If you want to search for an ampersand, enclose the ampersand within square brackets '['&]' and it will not be treated as a criteria symbol.

~ (tilde) – match a word

The tilde is used to match a "word". A word in this case is any sequence of characters in the alphabet, in either upper or lowercase, and in any amount. A word cannot contain a space. If you want to search for a tilde, enclose the tilde within square brackets '['~]' and it will not be treated as a criteria symbol.

Pattern Matching Examples

Patterns are formed by combining criteria symbols (described above) with normal text. The best way to describe how to use patterns is to provide some examples. For the example:

The text being searched is: "The 12 quick brown (foxes)"

The replacement text is "zzz".

Note: Quotes, if shown, are only used to indicate that there is a leading or trailing space.

Pattern	Matching Text	Result of Replacement
*	The 12 quick brown (foxes)	zzz
The &	The 12	zzz quick brown (foxes)
(~)	(foxes)	The 12 quick brown zzz
quick	quick	The 12 zzz brown (foxes)
quick*	quick brown (foxes)	The 12 zzz
& ~	12 quick	The zzz brown (foxes)
[vwxyz]	w	The 12 quick brozzzn (foxes)
[!A-Z hquic]~	brown	The 12 quick zzz (foxes)
quick &	<no match>	n/a
& quick	12 quick	The zzz brown (foxes)
(&)	<no match>	n/a
?&?	" 12 "	Thezzzquick brown (foxes)
[b]~	brown	The 12 quick zzz (foxes)
~ #	The 1	zzz2 quick brown (foxes)

Notice that the search text, "the", is very different from the search text "*the*". If you use "the" in a replace operation, only the word "the" will be replaced with the replacement text. If you use "*the*", the whole field containing the word the will be considered a match and therefore the entire contents of the field will be replaced.

If you want to include a criteria symbol as a literal character in your search text, enclose the criteria symbol within square brackets. Examples: [*], [~], [&], [#].

Another Example

To find all acronyms in your index that are enclosed in parentheses use the pattern "([A-Z]*[A-Z])" This will only find text within a parentheses and which start and end with a capital letter.

Pattern Groups

What are Pattern Groups?

Pattern groups are portions of a pattern that can be used during the replacement of text to represent a found part of a pattern. Pattern groups are created by enclosing part of a pattern within braces '{}'. The braces are ignored except for acting as a way of specifying a portion of the pattern to be used later.

Using Pattern Groups

SKY Index allows you to define any number of pattern groups, but only the first nine may be referenced for use in replacement text later. This makes it useless, but not an error, to create more than nine pattern groups. Pattern groups are numbered according to the location of the opening braces within the pattern. Pattern groups *can* be nested within another pattern group.

During replacement of text, you can insert the text that matched a particular pattern group by entering a number 1-9 enclosed within braces into the Replace With text. For example, {2} would represent the text that matched the second pattern group. The best way to help you understand how this works is with a very simple example. Let us assume that the text being searched is:

```
indexing is a demanding profession
```

and that the pattern entered was:

```
{~} {~}{*}
```

The pattern will match the first two words encountered in the text being searched. In this case they are "Indexing" and "is". It will then match all trailing text. In this case that is " a demanding profession". By using pattern groups you can create a question out of the original text by using the following Replace With text:

```
{2} {1}{3}?
```

{1} represents what was matched by the first pattern group which is "Indexing" and {2} represents what was matched by the second pattern group which is "is" and so on. The question mark simply gets added to the end. The final result is:

```
is indexing a demanding profession?
```

Pattern Group Zero {0}

The pattern group {0} is a predefined pattern group that represents all of the matching text regardless of whether other pattern groups exist or how many exist. For instance, if you entered the pattern:

```
{??}/{??}/{??}
```

to find dates in your index, pattern group {1} would contain the month, pattern group {2} would contain the date, pattern group {3} would contain the year, and pattern group {0} would contain the entire date including the forward slashes.

Limitations

Pattern Groups 1 through 9 Don't Include Character Styling

With the exception of pattern group zero '{0}', pattern groups contain text only. They never contain character style information. Consequently, using pattern groups within formatted text can sometimes produce unexpected results. For example if you have the following formatted text:

My example *formatted* text

Internally, this is represented like this in SKY Index:

```
/b1My example /i1formatted /i0text/b0
```

Any pattern you use to replace text will contain the text only. So if you attempt to swap 'example' and 'formatted'. You will end up with 'formatted' in bold only because the italicized word is removed and a non-formatted word is placed inside text that already has bold formatting applied. Performing the swap would work out fine if both 'example' and 'formatted' were both in bold style only.

You cannot use both subsearches and pattern groups at the same time

Because the use of Boolean AND or OR with pattern groups could lead to overlapping and potentially invalid pattern groups, SKY Index will not allow you to use pattern groups along with the AND, OR, or PLUS operators. The work around for this is to first create a group using your subsearches and then perform your replace operation on the group using a single search pattern.

Another Example

Let's say that you've entered many entries of bird names using the form "common name (scientific name)". Later you decide that you want to italicize all of the scientific names. Here is how you would do it:

Note: This example assumes that you have either created a group of all entries you wish to modify or that there are no entries containing trailing parentheses that you do not want to modify. If neither case is true, Find Next with Replace should be used rather than Replace All in step 5.

1. Open the Replace Dialog by choosing Search>Replace
2. In the Find What textbox, type `{*}{(*)}` – notice that the parentheses are not included in the second pattern group.
3. Then create four replace strings using the Plus operator like this:

Replace Text	Description
{1}	The part of the found text that matches the first pattern group. This is the common name.
(a left parenthesis
{2} <i>Also choose "Italic" from the Style list.</i>	The part of the found text that matches the second pattern group. This is the scientific name. You need to choose Italic from the Style list to change the style of this text to italic.
)	a right parenthesis

4. Click Find
5. Click Replace All

Some Potentially Useful Patterns

Pattern	Description
(&)	A number enclosed within parenthesis
(*)	Any text enclosed within parenthesis
[jfmasond][aepuco][nbrylgptvc].	Abbreviated months of the year (jan., feb., mar., apr., may., jun., jul., aug., sep., oct., nov., dec.). Note: This is likely to match only these abbreviations, but can match other character sequences like: jab. This is useful if a search is restricted to the page field and if abbreviated months have been used as an identifier of some sort.
{*}:{*}	If used on locators of the form Volume:Page, the first pattern group {1} will represent the volume label and the second {2} will represent the page.
<&	Any number, but only if it appears at the beginning of the searched text.
{??}/{??}/{??}	Can be useful to locate dates in the form mm/dd/yy and to, for instance, change the year to a four digit format by using a Replace With text of: {1}/{2}/19{3}
[1-9]&	A number that does not start with a zero.
[0]&	A number that starts with a zero
&-&	If used in the Page field will find all page ranges.

Creating Groups

Overview

Groups are simply a subset of the index. For instance if you find all locators in the index that fall in the range twenty one through forty and display only those records, that is a group. In its simplest form, a group would be a collection of records that contain a word or phrase, but there are many ways to create groups with SI7 and knowing how to create them can be a very valuable tool during editing of your index.

Group on Locator

The Group on Locator function allows you to create a group of records that contains only the range of locators that you specify.

Group on Locator

NOTE: Leave the Page Number textboxes empty to group on an entire Volume, Chapter, or Section.

Page Number: to

Volume (Sec. 1):

Chapter (Sec. 2):

Section 3:

Section 4:

Section 5:

Section 6:

Section 7:

Section 8:

Section 9:

Include all pages in a page range

Include cross-references in the group

Group on Locator dialog

Grouping Records by Locator

To create a group of records that contain a specific range of locators, do the following:

- Choose Group>Group on Locator. The Group on Locator dialog box will appear as shown above.
- Enter the page number and, if desired, Chapter, Volume, or section labels of the locators that you wish to group on.
- Click OK.

A group will be created containing only records that have locators in the range that you specified.

Options

Page number The range of page numbers that you wish to create a group on. You may include a page prefix or suffix if desired. See Locator Format for more information on how SKY Index handles locators.

Volume (Sec. 1) An optional volume label that, if specified, will restrict your group to a single volume.

Chapter (Sec. 2) An optional chapter label that, if specified, will restrict your group to a single chapter.

Section 3-9 – An optional section label that, if specified, will restrict your group to sections that match the text that you've entered.

Include all pages in a page range – If checked, SI7 will examine page ranges and if the range includes any locator within the range that you've specified for 'Page number', it will be included in the group. For example, if you specify that the group should include pages 5 to 10 and SKY Index encounters a locator such as 4–12, that locator will be considered a match because it includes locators that match your specified range.

Include cross-references in the group – If checked, all cross-references will be included in the group. If not checked, no cross-references will be included.

Keyboard Shortcut: Alt+Ctrl+O

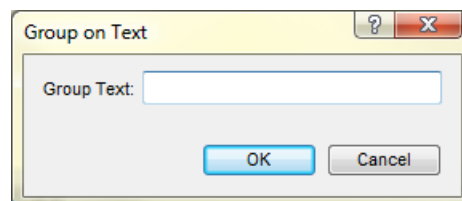
See also: [Grouping on Text](#); [View Grouped](#)

Notes

You can group on a range of Roman numerals by entering a Roman numeral in both Page Number textboxes. You cannot enter a range that contains both Roman and Arabic numbers.

Grouping on a Word or Phrase

There are times when you would like to view a subset of the index that contains only a certain word or phrase. The Group on Text function allows you to create such a subset.



Group on Text dialog

Grouping on Text

To create a group containing only the text that you specify, do the following:

1. Choose Group>Group on Text. The Group on Text dialog will appear as shown above.
2. Enter the text that you wish to create a group on.
3. Click OK.

Options

You can use pattern matching when creating your group. The following pattern matching characters may be used:

Characters	Matches
?	Any single character
*	Zero or more characters
#	Any single digit (0 – 9)
[charlist]	Any single character in charlist
[!charlist]	Any single character not in charlist

Notes:

- If you want to enter a question mark (?), asterisk (*), pound sign (#), or left square bracket ([]) as part of your search phrase, you must enter them within square brackets like this [?], [*], [#] or [[]].
- The Group on Text function does not ignore formatting. If you search for “italic style” and there is a heading in the index: “*italic style*”, the text you are searching for will not be found as a match. Use the Find function with Group Results turned on to find text without regard to formatting.
- This function will always start with an ungrouped index when you use it and so you cannot get a group within a group as you can with the Find command.

Tip: The Group on Text command is significantly faster than creating a group with the Find/Replace function. You should use Group by Text unless features of the Find/Replace function are needed.

Keyboard Shortcut: Alt+Ctrl+G

See also: [Finding Text](#)

Grouping on the Current Heading or Selected Text

Grouping on the Current Main Heading

If you wish to create a group of all index entries that contain the current main heading, choose Group>Group on Main Heading. This will create a group of all index entries in the index that match the current main heading. The current main heading is the main heading of the current record in Data Entry View and is the main heading of whatever heading is currently displayed in the Heading textbox when in Edit View. To exit the group, choose Group>Ungroup or press Ctrl+Shift+U.

Keyboard Shortcut: Shift+F6

Group on the Text under the Grid Marquee

If you are in View Mode (that's when there is no flashing cursor) you can group on the text that is under the grid marquee by choosing Group>Group on Current.

Keyboard Shortcut: Ctrl+Shift+F3

Grouping on the Current Word or on Selected Text

If you are in Text Edit Mode (that's when you have a flashing cursor) you can group on the word that's under the cursor or, if you have selected some text, on the selected text by choosing Group>Group on Current.

Keyboard Shortcut: Ctrl+Shift+F3

Creating a Group with Find

You can use the Find function of SI7 to create Groups. This gives you more flexibility than other methods since there are more attributes that you can use to narrow your grouping.

To create a group using Find, choose Group>Group using Find. The Find dialog will appear. Set your search criteria and click Find. A group of all entries matching your criteria will appear.

For more extensive information on finding text, see: [Finding Text](#)

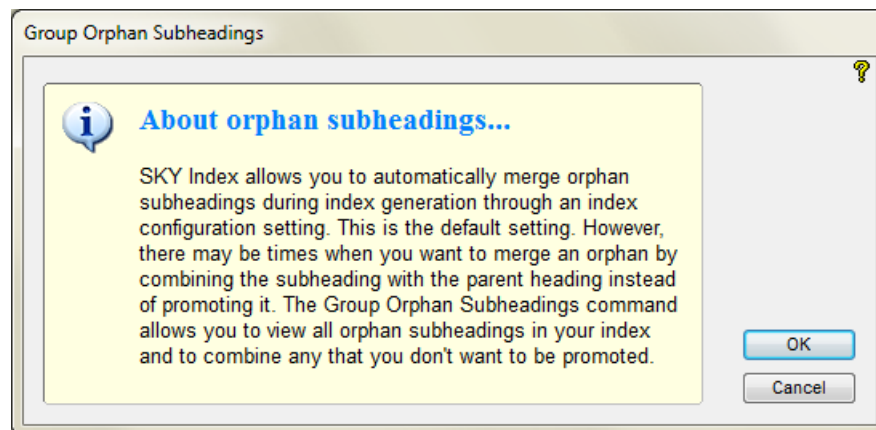
Grouping on the Active Label

There will likely be times when you want to see only the index entries that have been labeled with the active label. To do this, you can choose Labels>Group on Active Label. All index entries that are not labeled with the active label will be removed from the current view leaving only those records that are labeled with the active label.

Keyboard shortcut: Ctrl+Shift+M

Creating a Group of all Orphan Subheadings

Although SKY Index automatically merges orphan subheadings by default, you may elect to turn off that feature and merge orphans manually. Another reason for examining orphan subheadings is that you may want some of those orphans to be combined with their parent heading rather than promoted. If you wish to see a group consisting of all orphan subheadings, choose Group>Orphan Subheadings.



Group on Orphan Subheadings Dialog

Changing Text Style or Case

Applying Character Styles (Bold, Italic, Underline, etc.)

SI7 supports six character styles: bold, italic, underline, strikethrough, superscript, and subscript. Character styles can be applied with the keyboard or the mouse. The examples below assume you are applying a bold character style. To apply italic or some other character style, substitute the appropriate style.

Applying a Character Style as You Type

1. Press the keyboard shortcut for the format that you wish to apply. This inserts a *format on* code.
2. Type the text that you wish to format.
3. Press the keyboard shortcut for the format that you are applying again. This inserts a *format off* code.

Applying a Character Style to Selected Text

To apply a character style to selected text, do the following:

1. Select the text to format.
2. From the Format menu, choose the style you wish to apply or use one of the keyboard shortcuts shown below.

Applying a Character Style to All Text in a Column of the Index

To apply a character style to all the text in a column of the Data Entry Grid, do the following:

1. Click on the column header
2. From the Format menu, choose the style you wish to apply or use one of the keyboard shortcuts shown below.

The selected style will be applied to all of the text in that column.

Keyboard Shortcuts for Applying Character Style

Bold: Ctrl+B

Italic: Ctrl+I

Underline: Ctrl+U

Superscript: Ctrl+Shift+P

Subscript: Ctrl+Shift+B

Strikethrough: Ctrl+Shift+K

About Strikeout and Small Caps Character Styles

The strikeout and small caps character styles cannot appear simultaneously in the index. Internally, small caps is handled as strikeout text, but you can configure SKY Index to generate strikeout text as small caps. See the description of the Preferences dialog for more information.

Tip: You should be aware that if you type an uppercase letter, it will be a full size capital letter in the generated index. If you want a ‘small’ capital letter, you must type a lowercase letter.

Changing the Case of Text

Overview

There are occasions when you may want to change the case of an index entry. For example, if you have the AutoCapitalize feature enabled and you enter the surname deLaWar, the initial "d" will be capitalized. Surnames that start with a lowercase letter are relatively rare, but it is easy to fix this problem using the **First Letter To Lower** function. This and the other case-changing functions are described in the following sections.

Tip: You can use all of these functions on more than one record at a time by selecting records prior to invoking the function. If you use this method, you will be asked which field the function will be applied to before performing the function.

Tip: You can use all of these functions on an entire grid column by selecting the column prior to invoking the function.

Uppercase

This function changes the case of selected text to uppercase. If the grid is not in Edit mode, the entire contents of the current grid cell are changed. If the grid is in Edit mode and no text is selected, the character to the right of the cursor is changed.

Keyboard Shortcut: Ctrl+E

Lowercase

This function changes the case of selected text to lowercase. If the grid is not in Edit mode, the entire contents of the current grid cell are changed. If the grid is in Edit mode and no text is selected, the character to the right of the cursor is changed.

Keyboard Shortcut: Ctrl+L

Change Case

This function changes the case of selected text to the opposite of its current state. If the grid is not in Edit mode, the entire contents of the current grid cell are changed. If the grid is in edit mode and no text is selected, the character to the right of the cursor is changed.

Keyboard Shortcut: Ctrl+Shift+H

First Letter to Lowercase

This function changes the first letter of the word containing the text cursor to lowercase.

Keyboard Shortcut: Ctrl+W

First Letter to Uppercase

This function changes the first letter of the word containing the text cursor to uppercase.

Keyboard Shortcut: Ctrl+R

Title Case

This function changes the first letter of each word of the selected text to uppercase. Any words in the Ignored Words list (such as 'of') will not be capitalized.

Keyboard Shortcut: Ctrl+Shift+T

Notes

This function will only convert case from lower to upper. It will not convert from upper to lower (accept those words in the ignored words list) in order to avoid lowercasing words that should be in upper case such as acronyms. If you are trying to change text that is in all upper case to Title case, first use the Lower Case function and then the Title Case function. Creating a macro might be useful if you need to do a lot of this.

Note about all Functions that Change Case Based on Words

SKY Index considers a space and the following characters to be word delimiters:

.	period
(left parenthesis
[left bracket
{	left curly brace
@	commercial at sign
"	straight quote
'	apostrophe
“	beginning double quote
‘	beginning single quote
-	hyphen

Changing the Sorting of or Adding a Note to a Heading

Overview

There will be times when you will need to override the default sorting of a heading for a number of reasons. For example, you may wish to sort “11” as if it were spelled out “Eleven” thus making it sort with the E’s. To do this with SI7 you will use hidden text or a combination of both hidden text and ignored text.

For most resorting that you need to perform, you’ll be able to simply add hidden text at the beginning of the heading you wish to resort. If we use the same example described above, we would simply type in the text ‘eleven’ in front of ‘11’ and then assign that text the Hidden Text attribute. Below is an example with text within curly braces being hidden text

```
{eleven}11
```

Leaving the ‘11’ is unlikely to cause any sorting issues with surrounding headings, but if it does, you would simply instruct SI7 to ignore the ‘11’ by applying the Ignored Text attribute to it. Below ignored text is shown within square brackets.

```
{eleven}[11]
```

This text will be sorted as if the text of the heading was ‘eleven’ even though what the reader of the index will see is ‘11’.

How to apply hidden and ignored text is discussed below.

Hiding Text (affects the sort, but does not print)

The Hide Text command causes text to be hidden during the printing process, but is still used by sorting routines. The text will not appear in the generated index, but will still be used when sorting the index entry it is contained in. You apply the Hide Text attribute in the same way as you would apply formatting attributes such as Bold or Italic. When you apply the Hide Text attribute, the hidden text will appear in a different color in the data entry grid. This is blue by default.

Applying the Hidden Text Attribute

To hide text in your index, do the following:

1. Select the text to be hidden.
2. Choose Format>Hide Text.

Keyboard Shortcut: Ctrl+T

See also: [Ignoring Text](#); [Adding a Note to a Heading](#)

Ignoring Text (prints, but does not affect sorting)

The Ignore Text command causes text to be ignored by sorting routines. The text will appear normally in the generated index, but will have no effect on the sort order of the index entry it is contained in. You apply the Ignore Text attribute in the same way as you would apply formatting attributes such as Bold or Italic. When you apply the Ignore Text attribute, the ignored text will appear in a different color in the data entry grid. This is green by default.

Applying the Ignoring Text Attribute

To ignore text in your index, do the following:

1. Select the text to be ignored.
2. Choose Format>Ignore Text.

Keyboard Shortcut: Ctrl+K

See also: [Hiding Text](#); [Adding a Note to a Heading](#)

Tip: If you wish to ignore the first word of a heading so that it does not affect sort – for example to ignore the word ‘The’ in a title – be sure to also ignore the space that follows the word so that the heading does not end up sorting at the top of the index.

Adding a Note to a Heading (does not print or affect sort order)

The Note Text command causes text to be both ignored and hidden. (*Please note that although the text is hidden in the generated index, it is visible in the Data Entry Grid and Preview Pane.*) The text will have no effect on the sort order of the index entry it is contained in and will not appear in the generated index. It will, however, appear in the Data Entry Grid and Preview Pane. You apply the Note Text attribute in the same way as you would apply formatting attributes such as Bold or Italic. When you apply the Note Text attribute, the Note text will appear in a different color in the data entry grid. You can change this color using Preferences.

Applying the Note Text Attribute

To ignore text in your index, do the following:

1. Select the text you wish to be a note.
2. Choose Format>Note Text.

Keyboard Shortcut: Ctrl+Shift+O

See also: [Ignoring Text](#); [Hiding Text](#)

Plain (removing all formatting from text)

To remove all formatting, including font attributes, from the currently selected text, choose Format>Plain.

Keyboard Shortcut: Alt+F10

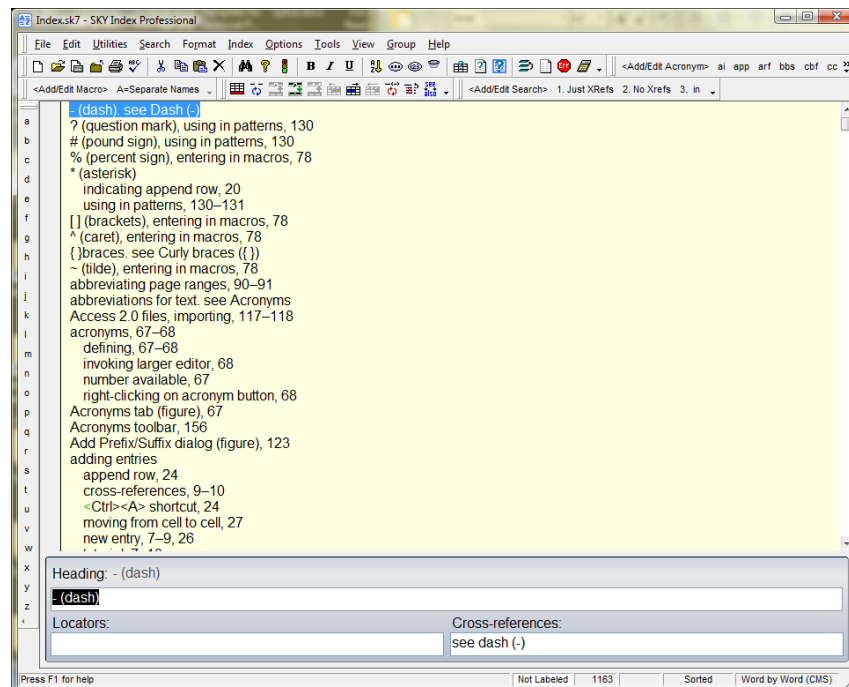
Overview

The new Edit View of SI7 allows you to edit your index at a heading level rather than a record level. Editing headings rather than records is more visually intuitive for certain types of editing and requires few keystrokes in many cases too.

Although the data entry grid is still where you'll spend most of your time in SKY Index, you should learn the benefits of Edit View to ensure that you are working as efficiently as you can. The envisioned use for Edit View is for the editing that occurs after you've finished your primary data entry. This is where you are shaping your index - verifying terminology, checking consistency, and fine tuning the structure of your index.

Working in Edit View

To enter Edit View, choose View>Edit View. The keyboard shortcut is Shift+F10. This is a toggle and if you press Shift+F10 again, you will be returned to Data Entry View (the grid). Once you've entered Edit View, you will see the screen below.



Edit View

There are three fields for editing index entries:

Heading – This is the heading that is currently highlighted by the marquee in the Preview of the index.

Locators – This is where all locators for the current heading will appear and where you can edit them. Each locator is separated from the previous locator with a comma and a space.

Cross-references – This is where all cross-references, separated by a semicolon and a space, will appear and where you can edit them.

Editing

Editing is similar to editing in Data Entry View. As soon as you move the marquee in the Preview to a new entry, that entry will appear in the textboxes described above ready for you to edit them. The heading text will be selected by default. If you wish to replace that text with new text, just start typing. If you wish to edit the existing text, pressing RightArrow will unselect the heading text and move the text cursor to the end of the text. Pressing LeftArrow will unselect the heading text and move the text cursor to the beginning of the text. At this point you simply type your changes.

Applying your Changes to the Index

When you edit any of the text in any of the three textboxes in Edit View, those changes will be applied to the index when you do any of the following:

- Press Enter
- Use any navigation key to move to a different heading (Example: UpArrow, PgDn)
- Switch to Data Entry View
- Use an Edit Command

Things to Note about Edit View

Here are a few tips that may help you become more efficient in Edit View:

- Pressing tab while in the Heading textbox will select the first locator in the Locators textbox. Pressing tab again will select the next locator, if there is one, or will move you to the cross-references textbox if no additional locators exist.
- Pressing tab while in the Locators textbox will select the first cross-reference in the Cross-references textbox. Pressing tab again will select the next cross-reference, if there is one, or will move you to the Heading textbox if no additional cross-references exist.
- When adding new locators, you don't have to include both a comma and a space, just a comma is enough.
- When deleting locators, don't worry about deleting the comma between locators, SKY Index will remove that automatically

Adding New Headings in Edit View

Although Data Entry View is the recommended view for adding index entries, if you only need to add one heading or a few headings, you can do so using the following commands:

New Heading – Creates a new heading at the same level as the Preview marquee. A new heading will be added with the text “<Edit Me>”. That text will be selected and you can simply start typing to change the text to your desired heading text.

New Child Heading – Creates a subheading under the heading the marquee is over in the Preview. The new subheading will be added with the text “<Edit Me>”. That text will be selected and you can simply start typing to change the text to your desired heading text.

Miscellaneous

Directly after the 'Heading:' label for the heading textbox, SKY Index lists all parent headings for the currently highlighted entry in the Preview. Each heading level is separated from the other with an orange em dash.

In Edit View, there is no need to hold down Alt+Ctrl when using the navigation keys to move around in the Preview of the index as is needed in Data Entry View. Pressing them will still work, however.

Overview

Preferences are settings that are not specific to any particular index. That is, the settings are in effect for all indexes you work on. These settings have been split into four groups:

General – Settings that are not part of the remaining three groups.

Program Font – Lets you specify the font and font size used while editing your indexes.

File Locations – Lets you specify the default location for special folders used by SKY Index.

User Info – Your name and initials

The settings for each of these groups are discussed in detail in this chapter.

Common Options

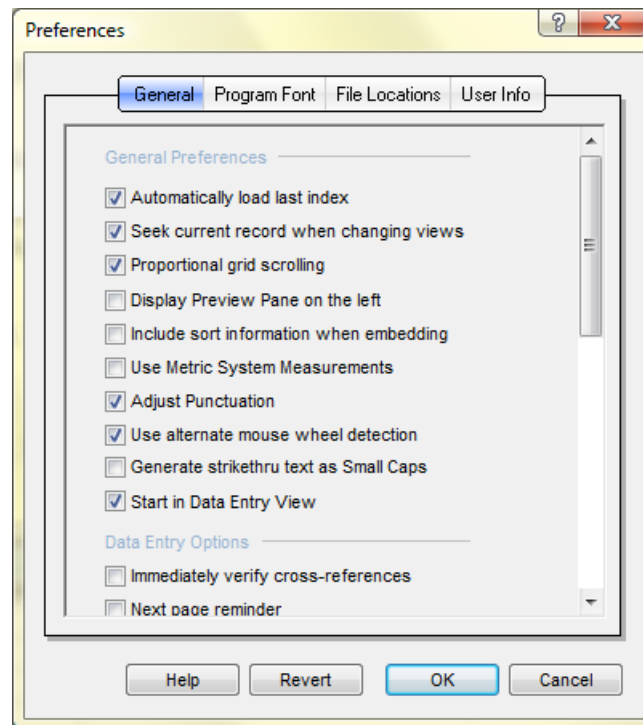
Revert – Will restore all settings for the *current* tab back to the state it was in when you first navigated to that tab.

Question mark – Will provide help on the tab of the dialog that is currently active.

OK – Will save your changes and close the dialog

Cancel – Will abandon any changes you have made and will close the dialog.

General Preferences



Preferences Dialog – General tab

Configuring Options that affect all Indexes

To configure general options, do the following:

1. Choose Options>Preferences.
2. Set your options as desired.
3. Click OK.

General Preferences

Options

Automatically Load Last Index – If you frequently work on one index that takes more than one session to complete, it is convenient if the last index that you worked on is automatically opened when you start SKY Index. This is the default behavior of SKY Index.

Seek Current Record When Changing Views – If checked (the default), the entry that is current when you choose a new view mode will be located and made current in the newly selected view mode. This is generally very desirable. If, however, you have a very large index and a slow computer, it can take some time to locate the record and you may find it more convenient in this case to disable the default action.

Proportional grid scrolling – If checked, SKY Index will allow you to scroll the grid proportionally by dragging the thumbnail of the grids vertical scroll bar. This setting also affects the Preview Pane's scroll bar.

Note: If your index exceeds about 32,000 records, this feature will be turned off automatically to ensure efficient movement within the grid and preview pane.

Display Preview Pane on the Left – If checked, the Preview Pane will be displayed on the left side of the data entry grid. Otherwise the grid will be displayed above the data entry grid.

Include sort information when embedding – If checked, SKY Index will include forced sorting information when embedding entries into a word processor using drag and drop.

Use Metric System Measurements – If checked, millimeters will be used as the default measurement for those configuration items where it makes sense to do so.

Adjust Punctuation – If checked, trailing punctuation will be adjusted as follows:

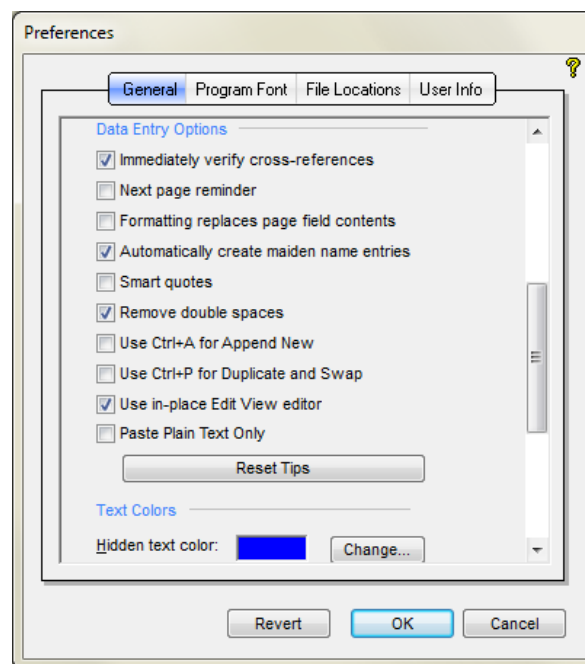
- Any comma or period that occurs directly after a closing single or double quote or apostrophe will be moved inside the quote at the end of an index heading. To force commas outside quotes with this option checked, use a translation for the trailing quote character.
- Any comma that follows a question mark or exclamation mark will be removed.
- Any period that follows another period will be removed. To enter an ellipsis character with this option checked, use the ellipsis character in the Character Map or the Ctrl-Alt-Period shortcut.

Use Alternate Mouse Wheel Detection – If checked, mouse wheel movements will be left up to the mouse driver. If not checked, SKY Index will attempt to detect mouse wheel movement on its own. You should leave this item unchecked unless you are having trouble scrolling with the mouse wheel. Please note that you cannot scroll the Preview Pane with the mouse wheel while in Edit View.

Generate strikeouts text as small caps – If checked, any text that is formatted as strikeouts will be converted to small caps when the index is generated.

Start in Data Entry View – If checked, SKY Index will start in Data Entry View. If not checked, SKY Index will start in Edit View.

Data Entry Options / Text Colors



Preferences Dialog – General tab (Data Entry section)

Options

Immediately verify cross-references – If checked, SKY Index will verify the existence of cross-references as soon as you enter them. If the referenced entry does not exist, you can ignore the error, edit the cross-reference, or automatically add a new entry that satisfies the cross-reference.

Next page reminder – If checked, SKY Index will track how many entries you make per page and will display a warning that you may have forgotten to change the page number if you significantly exceed the average.

Note: The Next Page Reminder function can be helpful in reducing the likelihood of this happening. If you enable this feature, the average number of entries you make per page will be noted, and, if you go significantly beyond this number, a message will be displayed asking if you have forgotten to change the page number.

Tip: If you have forgotten, you can use the [Change Page Number](#) function to change the page number of the entries that were incorrectly entered.

Formatting replaces page field contents – If checked, when you apply formatting to the page field and the data entry grid is in view mode, the contents of the page field will be erased and the proper coding to start the specified formatting will be entered.

Note: Normally when the data entry grid is in view mode and you apply formatting such as bold or underline, the entire field contents are changed to reflect the specified formatting. This may not be the most efficient action in the page field for certain indexes. SKY Index gives you the option to alter this default mode of operation.

Automatically create maiden name entries – If checked, SKY Index will automatically generate maiden name entries during data entry.

Smart Quotes – If checked, any straight quotes that you type *during data entry* will be converted to the more formal curly quotes that tilt in toward the text they surround. This option affects both single and double quotes, and the apostrophe used when forming contractions.

Remove double spaces – If checked, all occurrences of two consecutive spaces will be changed to a single space. This option is useful if you find that you sometimes create two spaces by mistake while typing.

Use Ctrl+A for Append New – If checked, Ctrl+A will be used for Append New and Ctrl+Ins will be used for Select All. This option is provided for backward compatibility with v6.0 of SKY Index.

Use Ctrl+P for Duplicate and Swap – If checked, Ctrl+P will be used for Duplicate and Swap instead of for Print Draft. This option is provided for backward compatibility with v6.0 of SKY Index.

Use in-place Edit View editor – If checked, the normal Edit View editor that appears at the bottom of the screen will not appear. Editing will occur in-place by pressing F2 or Enter.

Paste Plain Text Only – If checked, SKY Index will ignore Rich (formatted) text in the Windows clipboard and will, instead, use only plain text from the clipboard. If you have trouble pasting text from a PDF or word processor document, try using this option to cure the problem.

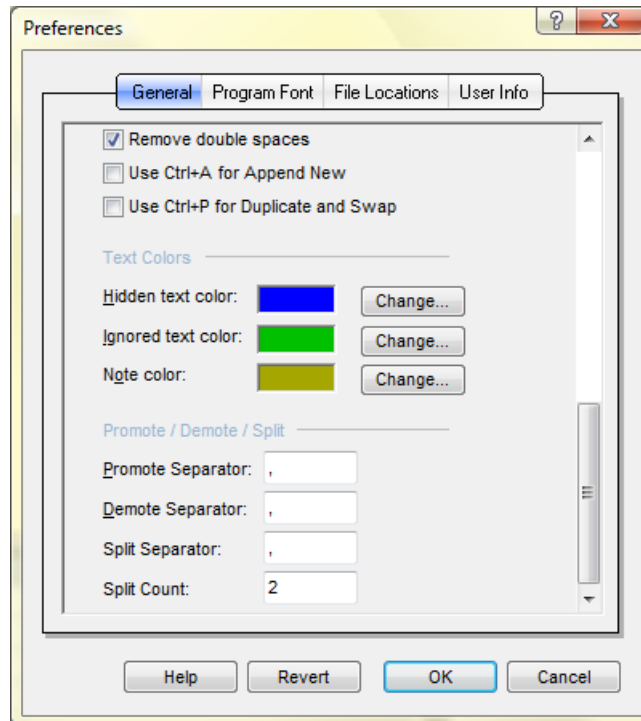
Reset Tips – SKY Index includes a number of helpful tips for beginners. When these tips are displayed, you are given the opportunity to suppress the display of the tip in the future. If you have done this and wish for the tips to be displayed again, click Reset Tips button. **Note:** You cannot reset individual tips. You can only reset all tips.

Hidden text color – The color that hidden text will be displayed in. Click the Change button to alter this color.

Ignored text color – The color that ignored text will be displayed in. Click the Change button to alter this color.

Note color – The color that will be applied to note text. Note text is text that does not sort and does not print in the final generated index. It does, however, appear in the grid and Preview Pane. Click the Change button to alter this color.

Promote / Demote / Split



Preferences Dialog – General tab (Promote/Demote/Split section)

Options

Promote Separator – When you use the Promote function, you can specify the character or characters that you want to be used when combining the child heading with its parent heading. By default a comma and a space (,) are used.

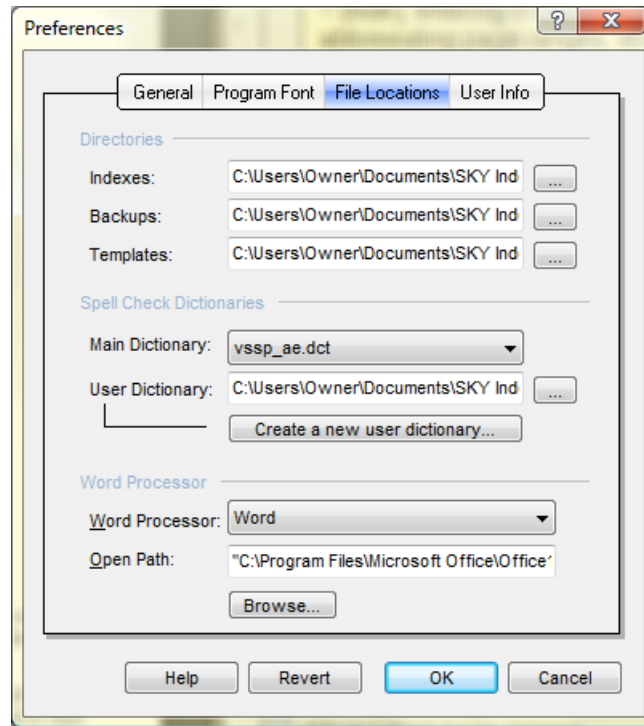
Demote Separator – When you use the Demote function, you can specify the character or characters that are used to determine the text that will be demoted when separating a single field into two fields. By default, a comma and a space (,) are used.

Split Separator – Specifies the character or characters that act as a delimiter when using the Split command.

Split Count – Specifies how many delimiters the Split command should count backwards from the end of the heading text before splitting the text.

File Locations

Many indexers like to keep their data files in specific locations on their computer's hard drive. Although we strongly suggest using SKY Index's default settings, you may specify where the files that SKY Index generates are stored or created by default using the File Locations tab of the Program Options dialog.



Preferences Dialog – File Locations Tab

Specifying File Locations

To specify file locations, do the following:

1. Choose Options>Preferences.
2. Click the File Locations tab.
3. Enter the paths for your indexes, backups, and Templates.
4. Click OK.

Options


Indexes – Specifies the path that will be the default path when you choose to open or create an index. By default, this is c:\My Documents\SKY Index\. It is strongly recommended that you do not change the default path.

Backups – Specifies the path that will be the default path when you backup an index. By default, this is c:\My Documents\SKY Index\Backups\. If you have a removable media device such as a Zip drive that you normally leave a disk in, you can safely change the path to point to that device. However, it is not recommended that you change this path to point to a standard floppy drive since your floppy drive is likely to not have a disk present and because large indexes can exceed the capacity of a standard floppy. You can always override this default setting when you perform a backup. This is simply the default path, not the required path.

Templates – Specifies the path that will be used for storing index configuration information that you save separately from the index itself. This includes index templates, acronyms, macros, and translations. By default, this is c:\My Documents\SKY Index\Templates\. It is strongly recommended that you do not change the default path.

User Dictionary – Specifies the path, including the filename, of the dictionary file that will be used when you make additions to the user dictionary during spell checking. By default, this is c:\My Documents\SKY Index\Templates\UserDictionary.dic. You can switch to a different user dictionary file by changing this path.

Create a new user dictionary – Allows you to create a new user dictionary file. This may be useful if you work on indexes in different specialty fields such as medicine, botany, and law. You can switch between two or more user dictionaries by changing the user Dictionary Path.

The browse button  opens a Choose Path dialog allowing you to change the current path.

Tip: User dictionary files are simple text files that contain a single word on each line of the file. If you have a list of **single word** terms available for an index in a field that uses uncommon words, you can create a user dictionary by creating a text file that contains all of these terms. Give the text file a filename extension of ".dic". Place the file in the Templates directory and then change the User Dictionary path to point to the new file.

Word Processor – Choose your word processor from this drop-down list box. When you make a selection from this list box, the Open Path text box will be filled in automatically. If your word processor is not listed, choose (Custom). If you choose (Custom), you will need to enter the path yourself or use the Browse function, described below, to locate your word processor's program file.

Open Path – The path to your word processor is filled in automatically unless you choose (custom) as the word processor. If you choose (custom), enter the full path including the drive letter to your word processor's program file in this text box. (A program file ends with the filename extension **.exe**.) If you don't know the path to your word processor, click the Browse button to find the program file with a Files dialog box.

Browse – If you need to fill in the path to your word processor and you don't know the path, you can click this button to bring up a Files dialog box. Use the dialog box to navigate your hard drive to find your word processor's program file. (A program file always ends with the file extension **.exe**.)

When you find your word processor's program file, click OK. The path to your word processor will be filled in automatically.

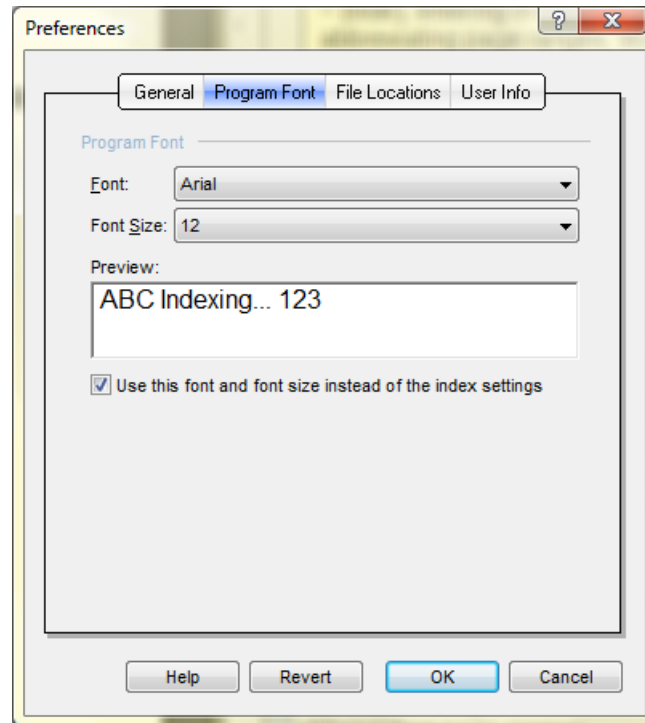
Note: If you need to manually enter the path to your word processor, please be aware that this is **not** the path to SKY Index or to your index file, but to your word processor's program file. Program files are always located in a subdirectory of "C:\Program Files".

Tip: If you can't find the path to your word processor's executable file try using the Find function of Windows. If you don't know the file name of your word processor's executable file, call the software manufacturer to learn the name of the executable file and then use the Find function to locate it.

Program Font

Program Font

Indexers who have diminished eyesight, or who have monitors that do not display a clear image may wish to change the font and/or font size used by SKY Index. The selected font and font size is used by the data entry grid, preview pane and some other parts of the main program screen.



Preferences Dialog – Program Font Tab

Configuring the Program Font

To configure the program font, do the following:

1. Choose Options>Preferences.
2. Click the Program Font tab.
3. Set the font and font size.
4. Click OK.

Options

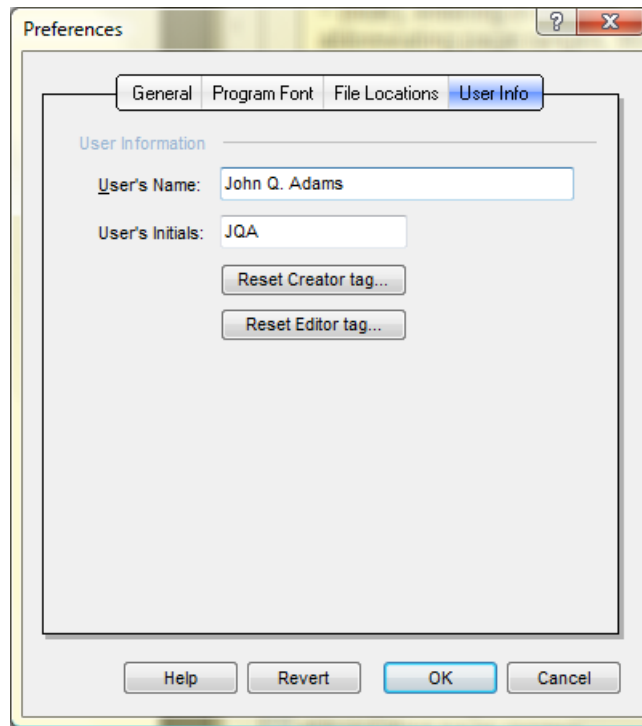
Font – Specifies the font that you wish to use for data entry in SKY Index.

Font Size – Specifies the font size that you wish to use for data entry in SKY Index.

Use this font and font size instead of the index settings – If checked, SKY Index will use the settings of this dialog for all heading levels when displayed in the Preview Pane. If not checked, The Preview Pane will appear using the settings for font, font size, space before, and space after that you have made in the Heading Style tab of the Index Options dialog.

User Info

There may be times when you work on an indexing project that is large enough to require a team of indexers. The indexer that does the final editing may want to be able to see what member of the team added or edited certain records. In order to keep track of this, SKY Index requires you to enter your name and initials when you first run the program. Your initials are then added to each entry you make and to each entry that you edit. If you wish to change your initials, you can change them here.



Preferences Dialog – User Information Tab

Specifying User Information

To specify the name and initials of the program's user, do the following:

1. Choose Options>Preferences.
2. Click the User Info tab.
3. Enter your name and initials.
4. Click OK.

Options

Indexer – Enter your name here. Although the program does not currently use this information, it may be used in a future release.

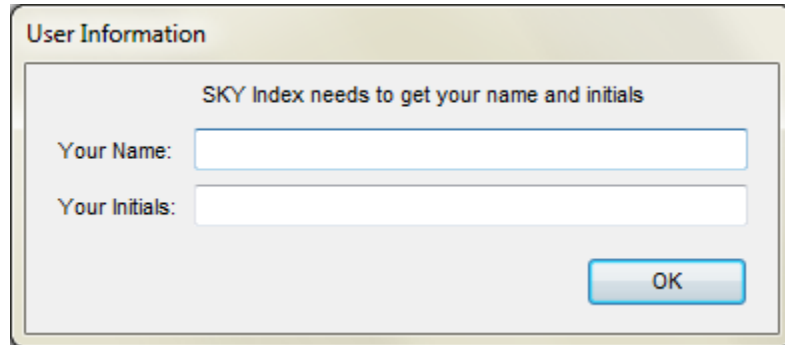
Indexer Initials – Enter your initials here. Your initials are saved with a record each time you create or edit it.

Reset Creator tag – Resets the creator field of all index entries to initials that you specify.

Reset Editor tag – Resets the editor field of all index entries to the initials that you specify.

Notes

When you start SKY Index for the first time, you will be presented with the User Information dialog asking you to enter your name and initials. This information is used to keep track of who entered and edited index entries and is useful for team projects. The User Information dialog is shown below.

A screenshot of a software dialog box titled "User Information". The dialog has a light gray background and a thin border. At the top, the title "User Information" is displayed in a dark font. Below the title, the text "SKY Index needs to get your name and initials" is centered. There are two input fields: "Your Name:" followed by a white rectangular text box, and "Your Initials:" followed by another white rectangular text box. In the bottom right corner of the dialog, there is a blue button with the text "OK" in white.

User Information Dialog

Document Options

Overview

The Document Options dialog provides access to options that affect how the general document of the index is styled. This includes page size, margins, headers and footers and the file format used when writing the index to disk.

For those settings of this dialog that specify a size, the size can be specified in the American/British standard of inches or the Metric system using mm or cm. The default setting can be specified using the Preferences dialog. Even if you have chosen the Metric system as the default scale system, you can enter sizes in inches by simply typing a quote (") after the size or by typing 'in' after the size. Conversely, you can also specify millimeters by including 'mm' after a size or centimeters by including 'cm' after a size.

A preview of the setting made using the Margins and Layout and Headers and Footers tabs of this dialog is shown in the Preview area at the right side of the dialog. Margins are shown as a dotted gray line. This line is usually only visible between columns. Column boundaries are shown with a dotted blue line. The preview shows you headers and footers. The actual header and footer text are shown scaled to approximate relative size. The Left page header and footer captions are shown by default, but you can see the Right page captions by placing the insertion point cursor within the header or footer Right Caption textbox.

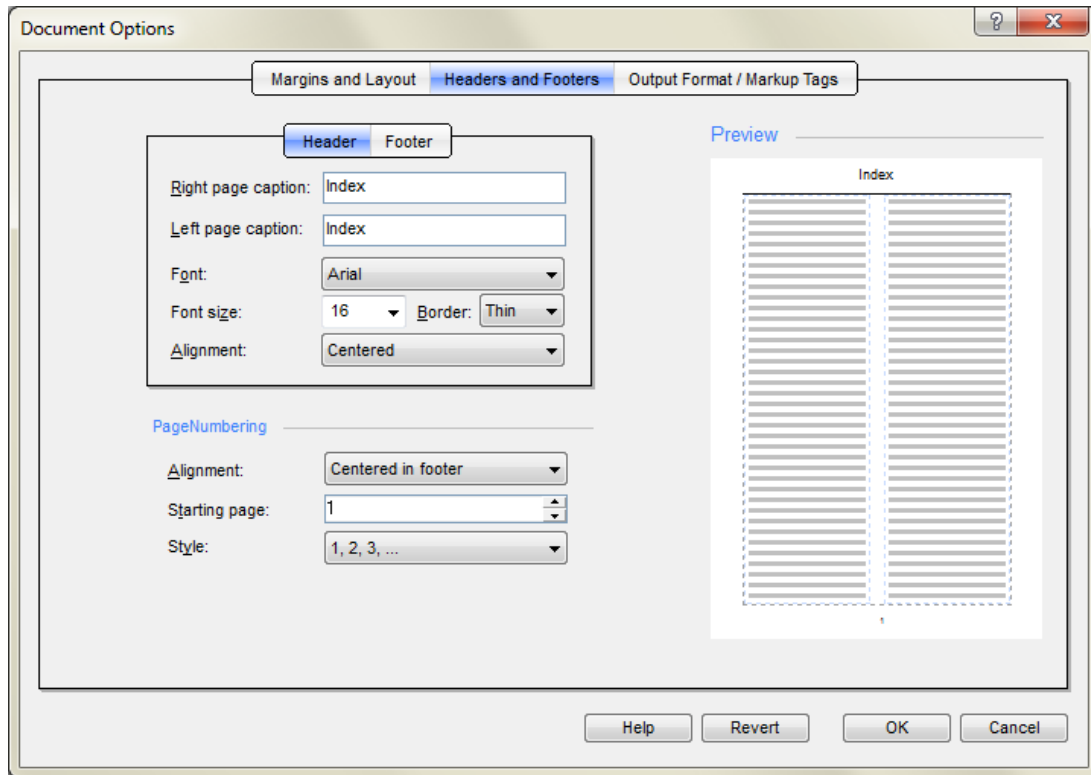
The Revert button will restore all settings for only the *current* tab back to the state it was in when you first navigated to that tab. To change all setting of all tabs back to their original state, click the Cancel button. After you navigate away from a particular tab, those setting s become permanent unless you click Cancel.

The question mark provides help on the tab of the dialog that is currently active.

Details of each configurable document area are described in detail below.

Headers and Footers

You can define headers and footers for both the left hand and right hand pages of your printed index. Options for the placement and formatting of headers and footers are discussed in this section.



Document Options – Headers and Footers Tab

Configuring Headers and Footers

To configure headers and footers, do the following:

1. Choose Options>Document.
2. Click the Headers and Footers tab.
3. Make any desired changes to the configuration.
4. Click OK.

Options

Header/Footer

The settings you make will apply to either the header or the footer as specified in the tab bar above the settings.

Right Page Caption – Specifies the header or footer text that will be printed on all right-hand (odd numbered) pages. If you do not check Mirror Margins in the Page Setup dialog, this text will be displayed on all pages. An example of your choice will be displayed in the preview window. **Note:** You may apply format attributes such as bold and italic. You may find it convenient to use the Text

Editor that can be invoked by pressing F2.

Left Page Caption – Specifies the header or footer text that will be printed on all left-hand (even numbered) pages. If you do not check Mirror Margins in the Page Setup dialog this text will be ignored. An example of your choice will be displayed in the preview window. **Note:** You may apply format attributes such as bold and italic. You may find it convenient to use the Text Editor that can be invoked by pressing F2.

Font – Specifies the font to use for the header or footer. An example of your choice will be displayed in the preview window.

Font Size – Specifies the font size to use for the header or footer. An example of your choice will be displayed in the preview window.

Border – Specifies whether to place a border (a horizontal line) below the header or above the footer. You may choose no border, a thin border, or a thick border. An example of your choice will be displayed in the preview window. **Note:** The thickness of the line may vary from one word processor to another.

Alignment – Specifies whether to center the header or footer text or if the text will be placed on the outside edge of the page. An example of your choice will be displayed in the preview window.

Page Numbering

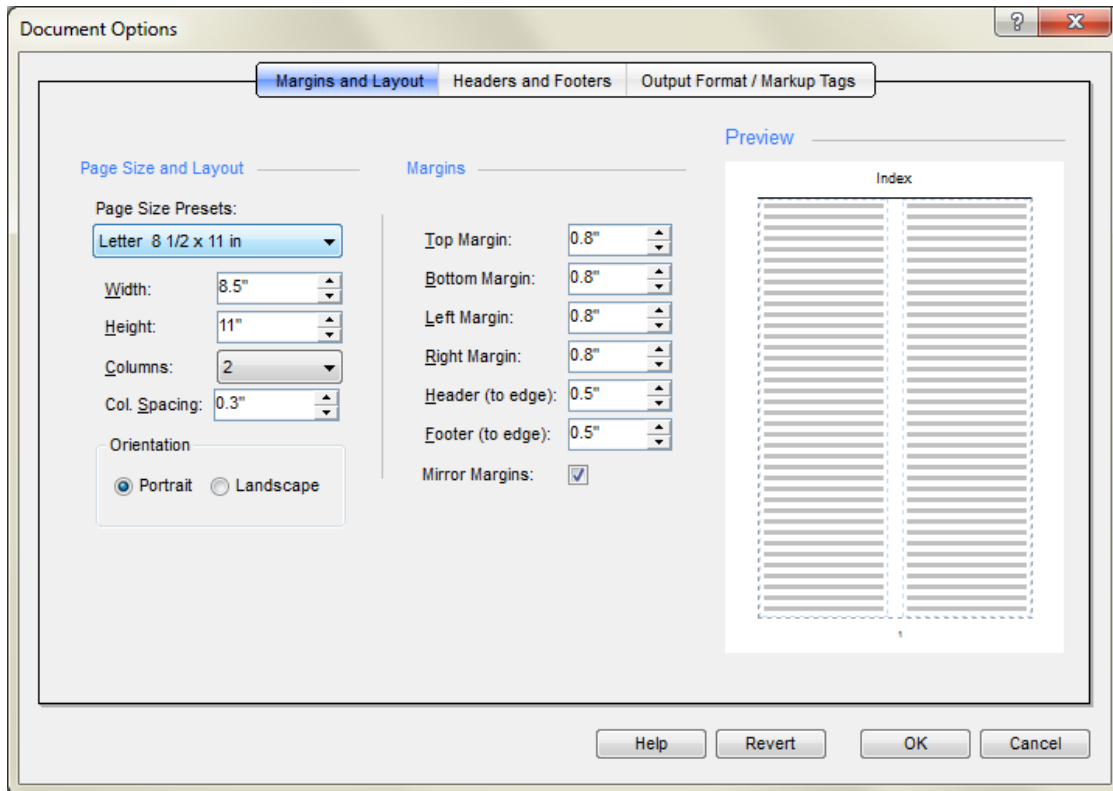
Alignment – Specifies where page numbers will be placed in a printed index. You may choose centered in the header, outside edge of the header, centered in the footer, or outside edge of the footer. (The outside edge is the unbound edge.) Your choice will be reflected in the preview window.

Starting Page – Specifies the page number for the first page of the index. This should always be an odd number unless your index is not being printed on both sides of the page.

Style – Specifies the style of the page numbers used when printing your index. You can choose either Arabic (1, 2, 3) or Roman (i, ii, iii) numbering. For most indexes this should be left in the default style of Arabic. If you do not want page numbers, choose Don't number pages.

Margins and Layout

The margins and layout tab allows you to specify the page size and orientation, how many columns your index will contain, and margins. A screen shot is shown below.



Document Options – Margins and Layout tab

Configuring Page Margins and Layout

To configure page margins and layout, do the following:

1. Choose Options>Document.
2. Click the Margins and Layout tab.
3. Make any desired changes to the configuration.
4. Click OK.

Options

Page Size

Predefined Page Formats – You may choose from four common page sizes or you may specify your own custom paper size. Your choices are:

Letter - 8.5" by 11.0"

Legal - 8.5" by 14.0"

Executive - 7.25" by 10.5"

A4 - 210mm by 297mm

Custom - You specify the size of the paper in the Width and Height text boxes.

Width – Specifies the width of the paper in inches. Do not enter the inch symbol ("). The paper width that you specify must be a width that your printer supports. Consult your printer manual if you are unsure if your printer supports the paper size you are specifying. You will see an example of your choice in the preview window.

Height – Specifies the height of the paper in inches. Do not enter the inch symbol ("). The paper height that you specify must be a height that your printer supports. Consult your printer manual if you are unsure if your printer supports the paper size you are specifying. You will see an example of your choice in the preview window.

Columns – Specifies the number of columns for your printed index. You may specify one to six columns. If you want more than six columns, you can specify a higher number using your word processor (assuming that your word processor supports more than six columns). You will see an example of your choice in the preview window.

Col. Spacing – Specifies the amount of blank space (in inches) to appear between columns in your index. Do not enter the inch symbol (").

Orientation – Specifies the orientation of the index when printed. You may choose either Portrait or Landscape. If you select portrait, the width of the paper is the narrowest part of the page. If you choose landscape, the width of the paper is the widest part of the page. You will see an example of your choice in the preview window.

Margins

Top Margin – Specifies the amount of space (in inches) to leave between the top of the page and the top of the body of the index. Do not enter the inch symbol ("). A header, if you specify one, will be placed within this area so it must be large enough to hold the header text.

Bottom Margin – Specifies the amount of space (in inches) to leave between the bottom of the page and the bottom of the body of the index. Do not enter the inch symbol ("). A footer, if you specify one, will be placed within this area so it must be large enough to hold the footer text.

Left Margin – Specifies the amount of space (in inches) to leave between the left edge of the page and the left edge of the body of the index. Do not enter the inch symbol ("). If you have checked Mirror Margins, this is the inside edge of the page. (The bound edge of the page.)

Right margin – Specifies the amount of space (in inches) to leave between the right edge of the page and the right edge of the body of the index. Do not enter the inch symbol ("). If you have checked Mirror Margins, this is the outside edge of the page. (The unbound edge of the page.)

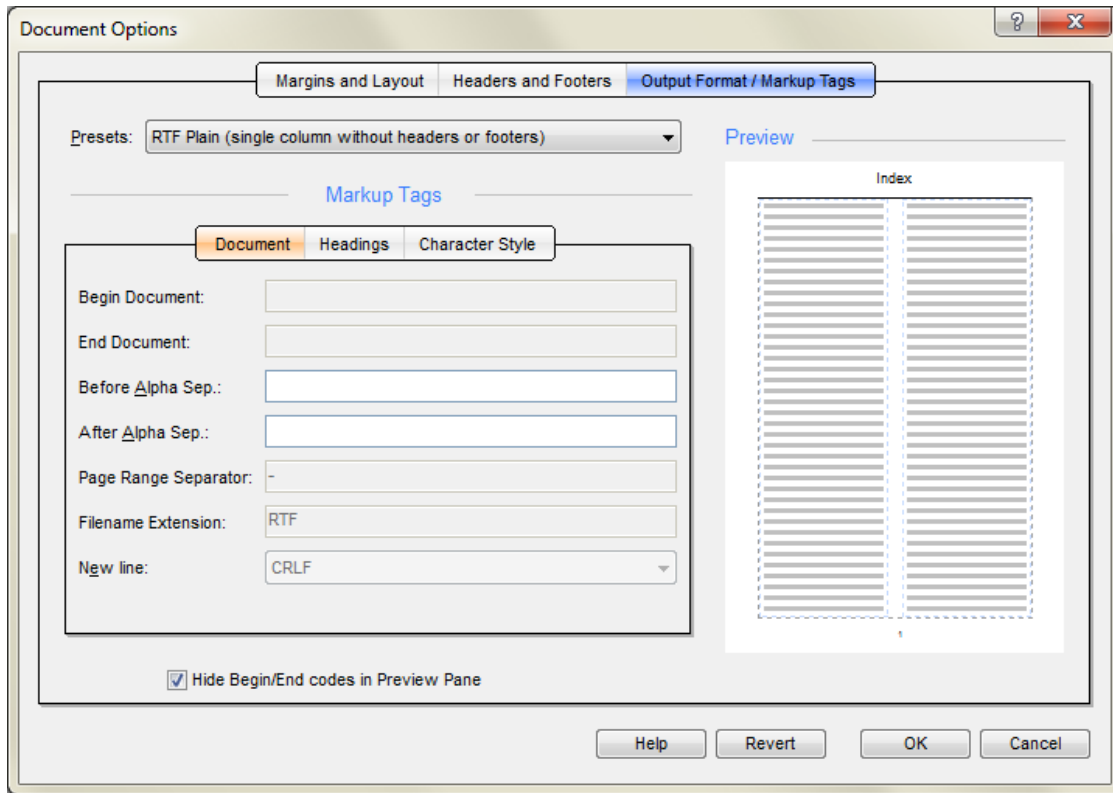
Header (to edge) – Specifies the amount (in inches) to offset the top of the header text from the top of the page. If you enter zero, the header text will appear at the top of the printed page. If you enter a number larger than the Top Margin, the header will appear below the header area, or possibly not at all, depending on how your word processor handles headers.

Footer (to edge) – Specifies the amount (in inches) to offset the bottom of the footer text from the bottom of the page. If you enter zero, the footer text will appear at the bottom of the printed page. If you enter a number larger than the Bottom Margin, the footer will appear above the footer area, or possibly not at all, depending on how your word processor handles footers.

Mirror Margins – If checked, the left margin will be used as the inside (bound) margin and the right margin as the outside (unbound) margin for all printed pages. This is desirable if you are printing the index on both sides of the page. If checked, and if you choose to have page numbers printed at the outside edge of the header or footer, page numbers will be printed at the unbound edge of the page. Otherwise, page numbers will always be printed at the right edge of the page.

Output Format / Markup Tags

Each publisher has their own set of requirements for index file formatting. The Output Format tab allows you to generate indexes using coding that will satisfy most publishers. Presets are included for commonly used coding schemes. The options available are described below.



Document Options – Output Format/Markup Tags Tab

Configuring Output Format and Markup Tags

To configure Output Format or Markup Tag options, do the following:

1. Choose Options>Document.
2. Click the Output Format/Markup Tags tab.
3. Make any desired changes to the configuration.
4. Click OK.

Output Format Presets

The Presets list box provides several preset code settings for quick configuration. If you choose one of these presets, the markup tags, if any, for the selected style will be automatically filled in. If you wish to define your own set of markup tags, choose "<custom>". The available presets are:

- RTF** – Generates a standard RTF file that includes information for bolding, italics, underlining, superscripting, subscripting, font, font size, paragraph spacing, paragraph styles, page size, margins, page orientation, headers, footers, and columns. You should use this setting if you are going to publish the index yourself.

RTF Plain – The same as **RTF** except it does not contain information for page size, margins, page orientation, headers, footers or columns.

RTF Spaces – Provides a minimal set of RTF commands the will generate an index that does not use paragraph styles for indenting. Unlike **RTF** and **RTF (No Headers)**, these RTF commands can be edited as desired. By default, this preset indents subheadings with two leading spaces. Each additional subheading level is indented two additional spaces.

RTF Tabs – Provides a minimal set of RTF commands the will generate an index that does not use paragraph styles for indenting. Unlike **RTF** and **RTF (No Headers)**, these RTF commands can be edited as desired. By default, this preset provides indents with tabs.

UCP (University of Chicago Press) – Generates an index that uses coding required by the Chicago Press.

ANSI – Generates an index that uses coding specified by ANSI (American National Standards Institute).

Plain Text – Generates a standard ASCII file which can be imported into any word processor.

HTML – Generates an index that can be viewed with a Web browser.

Quark Xpress – Generates an index that can be used with the popular publishing program Quark Xpress.

(Custom) – Allows you to specify how the index will be generated by using the Begin and End codes described earlier.

About the HTML Preset

When you choose the HTML Output Format preset, SKY Index goes into HTML mode. In HTML Mode, two things happen. First, the Preview Pane will display hyperlinks as underlined text and with the color currently defined for ignored text. Second, cross-references will be automatically turned into hyperlinks to the appropriate index entry.

Example of Useful Translations in HTML Mode

You may find the following translations useful in HTML mode. This is purely an example and its intent is to reduce the amount of typing required to enter hyperlinks in the index. The quotes in the 'Text' column are included so that you can see the leading space in the second translation. Do not enter them into the translation table. To help you remember them, think of 'w' meaning (w)eb site and 'd' meaning (d)escription.

Text	Translation
"w="	<a href="http://www.
" d="	">
".."	

Using these Translations, you can form hyperlinks as follows:

w=myhomepage.com d=My Home Page..

is equivalent to

My Home Page

This clearly saves a significant number of keystrokes and is somewhat easier to read in the Page field too. It would produce a hyperlink that looked like this in the Preview Pane: [My Home Page](http://www.myhomepage.com)

In the generated index, clicking the link would take you to the webpage: "http://www.myhomepage.com"

Notes

The presets for RTF Spaces and RTF Tabs do not use "styles" as are used with the RTF and RTF Plain presets. They also do not indent subheadings by using a paragraph indent. Instead, the RTF Spaces preset indents Sub1 with two spaces, Sub2 with four spaces, etc. The RTF Tabs preset indents Sub1 with a single tab, Sub2 with two tabs, etc. You can modify the default settings to indent differently if you desire. Finally, SKY Index will use the font you have selected for the Main heading in the Fonts tab of the Index Options dialog when generating an index if you use the RTF preset provided here.

Markup Tags

On occasion, you may work for a client that wishes you to provide the index with special codes that help them layout the index for publication. These are called markup tags. For example, your client might want you to start every main heading of the generated index with a special code such as <Main> and then maybe end each main heading with another special code such as </Main>. You might also be asked to use special codes to begin and end characters styles such as bold, italic, and underline. You will use SKY Index's Markup Tags feature to satisfy your client's needs.

The markup tags are divided into three sections: Document, Headings, and Character Style. Click on the appropriate tab to select a section. Each section is described separately below.

Note: For the RTF output formats, some of the markup tags are disabled because they are handled in a specific predefined way that cannot be changed by the indexer.

Document Markup Tags

Markup Tags – Document Tab

Begin Document – This text will be placed at the beginning of the index when it is generated. Not all encoded documents require the use of this feature and it is prohibited for RTF documents.

End Document – This text will be placed at the end of the index when it is generated. Not all encoded documents require the use of this feature and it is prohibited for RTF documents.

Before Alpha Sep. – If you configure your index to print alphabetic separators, the text in this text box will be added just prior to printing the alphabet separator. Tip: This also allows you to indent the separator if desired.

After Alpha Sep. – If you configure your index to print alphabetic separators, the text in this text box will be added just after printing the alphabet separator.

Page Range Separator – Normally a range of pages is shown with either a dash or an en dash. When you generate an index using user-defined codes, a simple dash (-) character is used by default. If you

want to use another character or if your publisher requires a special code, you can enter that character or code here. This option is unavailable for RTF output formats because, for RTF files, it is specified in the Style tab of the Index Options dialog.

Filename Extension – This is the filename extension used when generating an index with user-defined codes. The filename will be the same as the name of your index, but with the filename extension that you enter here. You can enter up to 3 characters. For RTF documents, the extension is fixed as RTF.

New Line – Specifies the character or characters to be placed at the end of every line of text. This should generally be set to the default value of CRLF, which is the way PC compatible computers end a line of text. This option is not available for RTF documents. Your options are:

- **CRLF** – Adds a carriage return and a linefeed character to the end of every line.
- **LF** – Adds only a linefeed to the end of every line. This is the way the UNIX operating system ends lines of text.
- **CR** – Adds only a carriage return to the end of every line.
- **<None>** – Does not add any characters to the end of a line.

Heading Markup Tags

	Begin	End
Main:	<input type="text"/>	<input type="text"/>
Sub1:	<input type="text"/>	<input type="text"/>
Sub2:	<input type="text"/>	<input type="text"/>
Sub3:	<input type="text"/>	<input type="text"/>
Sub4:	<input type="text"/>	<input type="text"/>
Sub5:	<input type="text"/>	<input type="text"/>
Sub6:	<input type="text"/>	<input type="text"/>

Markup Tags – Headings Tab

Main (Begin/End) – Text in the Begin text box will be added to the beginning of each main heading when the index is generated. Text in the End text box will be added directly after the main heading.

Sub1 through Sub6 (Begin/End) – Text in the Begin text box will be added to the beginning of the specified subheading level entry when the index is generated. Text in the End text box will be added at the end of the subheading.

Example

To illustrate how the markup tags are applied, the example below assumes that you have entered <Main> in the Main Begin textbox, </Main> in the Main End textbox, <Sub1> in the Sub1 Begin textbox and <\Sub1> in the End textbox.

Without the markup tags your index will look like this:

```
tools
  screwdriver, 1
  wrench, 2
```

With the markup tags your index will look like this:

```
<Main>tools</Main>
  <Sub1>screwdriver, 1</Sub1>
  <Sub1>wrench, 2</Sub1>
```

Character Style Markup Tags

	Begin	End
B old:	<input type="text" value="/b1"/>	<input type="text" value="/b0"/>
I talic:	<input type="text" value="/i1"/>	<input type="text" value="/i0"/>
U nderline:	<input type="text" value="/u1"/>	<input type="text" value="/u0"/>
S uperscript:	<input type="text" value="/p1"/>	<input type="text" value="/p0"/>
S ubscript:	<input type="text" value="/s1"/>	<input type="text" value="/s0"/>
S trikeOut:	<input type="text" value="/k1"/>	<input type="text" value="/k0"/>

Markup Tags – Character Style Tab

Bold (Begin/End) – Defines the codes that will turn the bold format attribute on and off during index generation. You should place the text that will turn the bold attribute on in the Begin text box and the text that will turn it off in the End text box.

Italic (Begin/End) – Defines the codes that will turn the italic format attribute on and off during index generation. You should place the text that will turn the italic attribute on in the Begin text box and the text that will turn it off in the End text box.

Underline (Begin/End) – Defines the codes that will turn the underline format attribute on and off during index generation. You should place the text that will turn the underline attribute on in the Begin text box and the text that will turn it off in the End text box.

Superscript (Begin/End) – Defines the codes that will turn the superscript format attribute on and off during index generation. You should place the text that will turn the superscript attribute on in the Begin text box and the text that will turn it off in the End text box.

Subscript (Begin/End) – Defines the codes that will turn the subscript format attribute on and off during index generation. You should place the text that will turn the subscript attribute on in the Begin text box and the text that will turn it off in the End text box.

Strikeout (Begin/End) – Defines the codes that will turn the strikeout format attribute on and off during index generation. You should place the text that will turn the strikeout attribute on in the Begin text box and the text that will turn it off in the End text box.

Data Entry Options

Overview

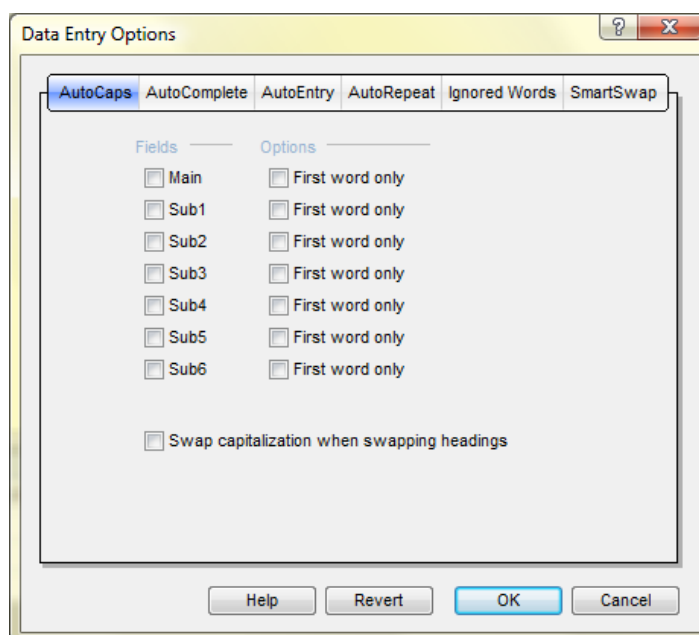
Data Entry options are options that affect your index during data entry. For instance, when you enable AutoCaps, the automatic capitalization occurs as you type and does not affect index entries that have already been entered. Ignored Words and SmartSwap are included as data entry options for historical reasons.

The Revert button will restore all settings for only the *current* tab back to the state it was in when you first navigated to that tab. To change all setting of all tabs back to their original state, click the Cancel button. After you navigate away from a particular tab, those setting s become permanent unless you click Cancel.

The Help button provides help on the tab of the dialog that is currently active.

AutoCaps


Index requirements vary with regard to capitalization. For example, a name index will normally require that the first letter of every word be capitalized. The Auto Capitalization feature lets you configure SKY Index to perform certain types of capitalization for you automatically during data entry.



Data Entry Options - AutoCaps tab

Configuring AutoCaps

To set automatic capitalization options, do the following:

1. Choose Options>Data Entry or click the  toolbar icon.
2. Click the AutoCaps tab.
3. Make your desired settings.
4. Click OK.

Options

Fields – Specifies the field(s) you wish to apply automatic capitalization to. You can use AutoCaps on any field or combination of fields except for the page field.

First word only – If checked, only the first word of the specified heading level will be capitalized.

Swap capitalization when swapping headings – If checked, capitalization is swapped for the Main and Sub1 headings when you use a function that swaps the contents of those two fields. For instance, the entry:

Print, command

will be adjusted when swapped to:

Command, print

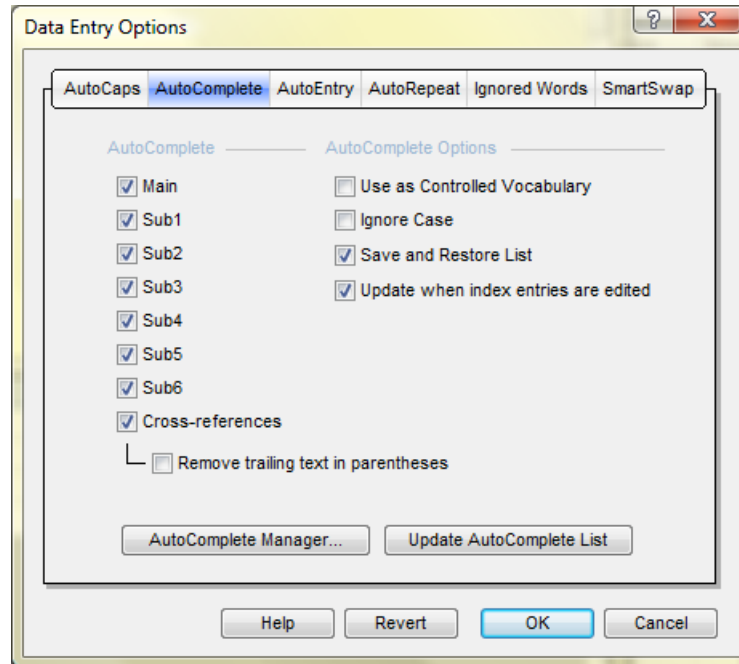
Notes

Automatic capitalization works only during data entry. It does not affect the index globally. Therefore, you should set the automatic capitalization options prior to data entry.

See also the [Heading Style](#) tab of the Index Options dialog for information on the similar feature: “Initial Cap”.

AutoComplete


The AutoComplete tab lets you to configure SKY Index to anticipate your index entries based on previously entered index entries. Using this function not only saves time, it promotes consistency in your index entries. **Note:** Although SKY Index Professional allows you to enter a virtually unlimited amount of text in the Main through Sub3 heading levels, only the first 255 characters of each heading level are stored in the AutoComplete list.



Data Entry Options - AutoComplete tab

Configuring AutoComplete

To configure AutoComplete, do the following:

1. Choose Options>Data Entry or click the  toolbar icon.
2. Click the AutoComplete tab.
3. Set your AutoComplete options.
4. Click OK.

Options

Main – If checked, SKY Index will attempt to anticipate and automatically fill in entries that you type in the Main heading field.

Sub1 – **Sub6** – If checked, SKY Index will attempt to anticipate and automatically fill in entries that you type in the fields that you checked.

Cross-references – If checked, SKY Index will attempt to anticipate and automatically fill in cross-references that you type in the Page field.

Remove trailing text in parentheses – If checked, any trailing parenthetical text in the AutoCompleted text will be removed. You will still be able to manually override this setting by typing parenthetical text manually if an exception occurs in your index.

Ignore Case – If checked, case will be disregarded when anticipating your entries. The anticipated entry will maintain its original case, but what you type will be compared to the AutoComplete list as if both were in all lowercase.

Use as Controlled Vocabulary – If checked, you will hear a beep if you make an entry that does not exist in the AutoComplete list. Although you may add entries to your index that are not in the AutoComplete list, those entries will not be added to the list thus maintaining the original vocabulary.

Save and Restore List – If checked, SKY Index will automatically reopen the AutoComplete list each time you open the index.

Update when existing entries are edited – If checked and you edit an index entry for which there is an AutoComplete entry, the existing AutoComplete entry will be edited to match your new entry. The intent is to automatically correct the AutoComplete list when you make a typographical error or if you change the phrasing of an existing entry.

AutoComplete Manager – Opens the AutoComplete Manager where you can add items to or remove items from the list. You can also save the list for use in another index.

Update AutoComplete List – Clears the existing AutoComplete list and rebuilds it using all entries in the current index. This is useful if you've misspelled some entries unknowingly and you want to remove those misspelled entries from the AutoComplete list.

How AutoComplete Works

When you type an entry in the data entry grid, SKY Index will save that entry in an internal database. Along with the entry, it keeps track of how many times that entry has been entered and the timestamp of the most recent use of the entry.

When you start to type a new entry, SKY Index will first take a look at what you have typed so far and find all matching entries that you've typed before. If more than one entry has been used before, SKY Index will suggest the one that was used most often. If there are two or more entries that have been used the same number of times, the one that was used most recently will be suggested. This makes SKY Index's AutoComplete highly accurate in anticipating the correct entry.

Notes:

- SKY Index ignores formatting when attempting to match what you've typed to entries in the AutoComplete list. If what you've typed matches an entry that has formatting applied, the formatting will appear, if the matching entry has no formatting, there will be no formatting. This means that you do not have to ever apply formatting for AutoComplete to match previously typed entries that do have formatting applied.
- If you start typing an entry and it has formatting applied and you don't want that formatting, press Alt+F10, this will remove all formatting from all text you have already typed and will turn off AutoComplete so that you can type whatever formatting you want.
- Manually invoking any type of character style such as bold or italic will turn off AutoComplete until you leave the current grid cell, move to a different entry in the index, or delete all existing text within the current textbox.

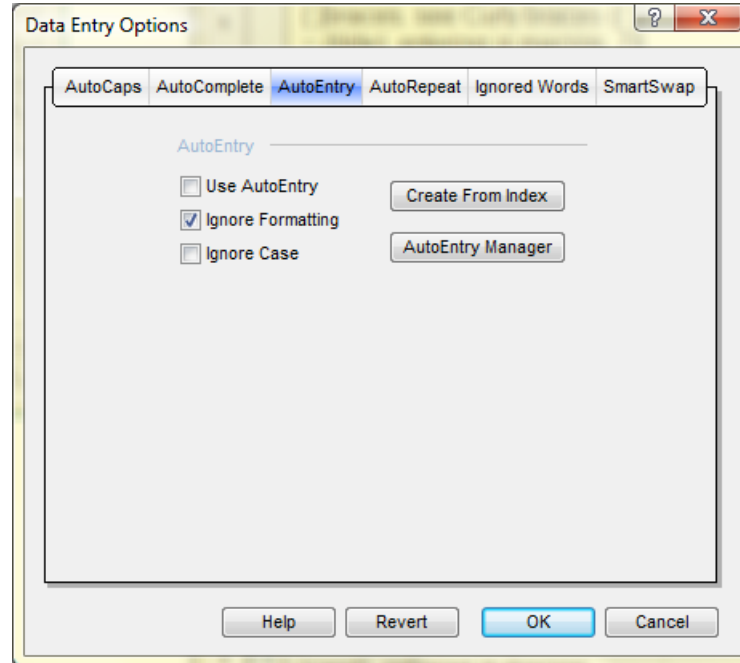
Tip: If you enter a phrase such as "indexing books" and later need to enter the single word "indexing", you may find that SKY Index anticipates that you want to enter "indexing books". You can get rid of the extra text in two ways. First, finish typing the word "indexing" and then do one of the following:

- Press Del
- Press the space bar twice. The trailing spaces will be removed when you move the grid marquee to the next grid column.

If you know in advance that you don't want SKY Index to anticipate your entry, simply begin your entry with a space. This effectively prohibits SKY Index from anticipating your entry. The leading space will be removed when you move the grid marquee to the next column.

AutoEntry


Some types of indexes have frequent and predictable double postings. SKY Index's AutoEntry feature allows you to specify the types of entries that are double posted and the method to use when double posting the entry.



Data Entry Options - AutoEntry tab

Configuring AutoEntry

To configure AutoEntry, do the following:

1. Choose Options>Data Entry or click the  toolbar icon.
2. Click the AutoEntry tab.
3. Set your AutoEntry options.
4. Click OK.

Options

Ignore Case – If checked, SKY Index will disregard case when examining the main headings of your index.

Ignore Formatting – If checked, SKY Index will ignore formatting of main headings when examining the main headings of your index.

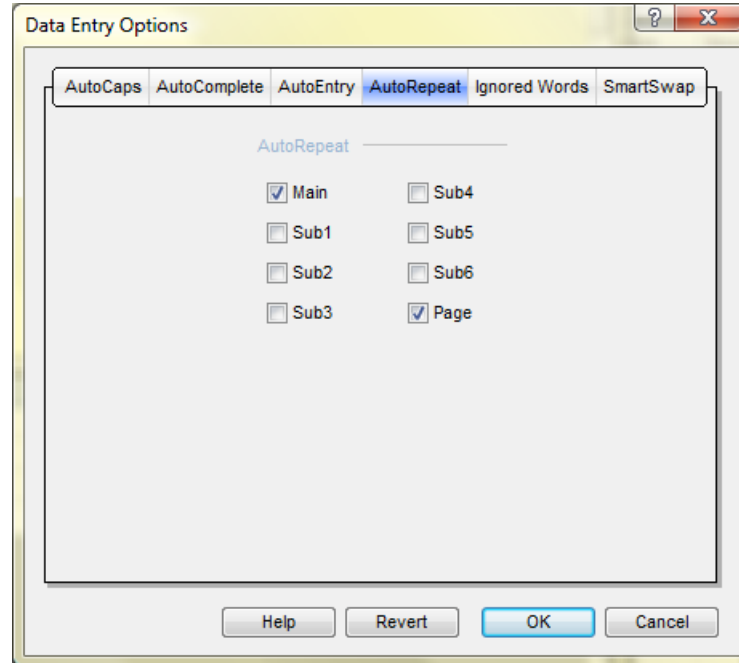
Use AutoEntry – If checked, SKY Index will automatically double post records that have main headings contained in the AutoEntry list. If you don't want to use this feature, uncheck this box.

Create From Index – Allows you to automatically create an AutoEntry list by using the current index or any other existing index as an example. If you use this feature, SKY Index will examine the index that you specify for double postings and will automatically add the appropriate main headings and Actions. This can give you a very good starting point for your AutoEntry list.

AutoEntry Manager – Brings up the AutoEntry Manager.

AutoRepeat


The Repeat Fields feature of SKY Index can save keystrokes by repeating fields in the index that don't change frequently. This is especially true of the page field, but can also be highly useful for the Main heading field. SKY Index can be configured to repeat any field during data entry.



Data Entry Options - AutoRepeat tab

Configuring AutoRepeat

To configure repeated fields, do the following:

1. Choose Options>Data Entry or click the  toolbar icon.
2. Click the AutoRepeat tab.
3. Set your AutoRepeat options.
4. Click OK.

Options

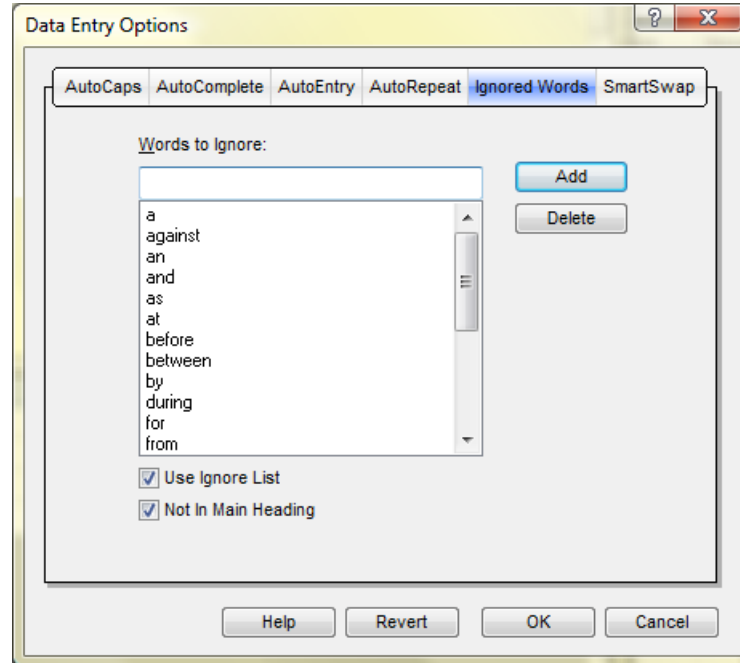
Main – If checked, SKY Index will automatically repeat the text of the Main field of the previous record when starting a new record.

Sub1 – **Sub6** – If checked, SKY Index will automatically repeat the text of the previous record for the fields you've checked when starting a new record.

Page – If checked, SKY Index will automatically repeat the text of the Page field of the previous record when starting a new record.

Ignored Words


Index specifications usually require that prepositions and articles be ignored when they appear at the beginning of an entry or subentry. The Ignored Words list allows you to define words that you want to be ignored when they appear at the beginning of an entry or subentry.



Data Entry Options – Ignored Words tab

Configuring Ignored Words Options

To configure Ignored Words options, do the following:

1. Choose Options>Data Entry or click the  toolbar icon.
2. Click the Ignored Words tab.
3. Set your Ignored Words options.
4. Click OK.

Options

Words to Ignore – To add words to the list of words to be ignored, enter them in this text box. After typing the word press Enter or click Add.

Add – If you enter a word in the Words to Ignore text box, you can submit the word by clicking this button.

Delete – Deletes the currently selected word in the Ignore Words list.

Use Ignore List – If checked, SKY Index will ignore the words in the ignore list when they appear at the beginning of an entry.

Not In Main Heading – If checked, SKY Index will not process the main heading field when checking for words to be ignored.

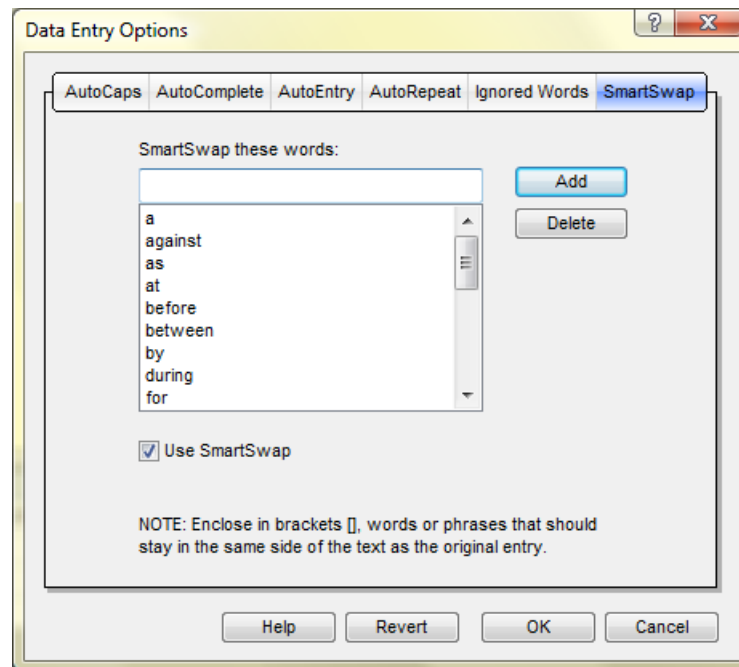
Notes/Tips

- If there are two or more words in the Ignored Words list that appear contiguously at the front of a subheading, all of those words will be ignored.
- If you have a particular entry that starts with a word in the Ignored Words list but it should not be ignored, you can enter the word twice – once as hidden text and directly following that again as ignored text. In many cases you could probably get away with not ignoring the second one. As an example if you did not want to ignore the word 'The' in the title *The Wind and the Wuthering* you could enter the title like this (text in curly braces is ignored text and text in square brackets is hidden text):

```
{The}[The] Wind and the Wuthering
```

Smart Swap


When Main and subheadings are swapped, sometimes there are one or more words or phrases at the beginning or end of the subheading that should stay in the subheading field after the swap. In addition, these words or phrases usually get moved from the front of the subheading to the back of the subheading or vice versa. The SmartSwap feature of SKY Index lets you specify which words or phrases will be swapped and whether they will be moved from front to back or not.



Data Entry Options - SmartSwap tab

Configuring SmartSwap

To configure SmartSwap options, do the following:

1. Choose Options>Data Entry or click the  toolbar icon.
2. Click the SmartSwap tab.
3. Set your SmartSwap options.
4. Click OK.

Note: If you do not want a word or phrase in the SmartSwap list to be moved from the front of a subheading to the back (or vice versa), enclose the word or phrase within square brackets. For example '[and]' is a word that will not be swapped from front to back.

Options

Add – If you enter a word in the Swap to opposite side text box, you can add it to the SmartSwap list by clicking this button or by simply pressing Enter.

Delete – Deletes the currently selected word in the SmartSwap list.

Use SmartSwap – If checked, SKY Index will use the SmartSwap list when you swap Main and Sub1 headings.

Examples

Example 1

If you enter the word 'for' in the SmartSwap list and if you have the following main and subheading:

	Main	Sub1	Page
	indexing	software for	1
*			

After swapping you will have:

	Main	Sub1	Page
	software	for indexing	1
*			

Example 2

If you enter the word '[and]' in the SmartSwap list (with the left and right square brackets) and if you have the following main and subheading:

	Main	Sub1	Page
	bicycles	injury risk and	1
*			

After swapping you will have:

	Main	Sub1	Page
	injury risk	bicycles and	1
*			

Example 3

If you enter the phrase 'focus on' in the SmartSwap list and if you have the following main and subheading:

	Main	Sub1	Page
	United Nations	focus on individual rights	1
*			

After swapping you will have:

	Main	Sub1	Page
	individual rights	United Nations focus on	1
*			

Notes

If there are two or more words at the front or end of a subheading that are all in the SmartSwap list, all of those words will be intelligently swapped.

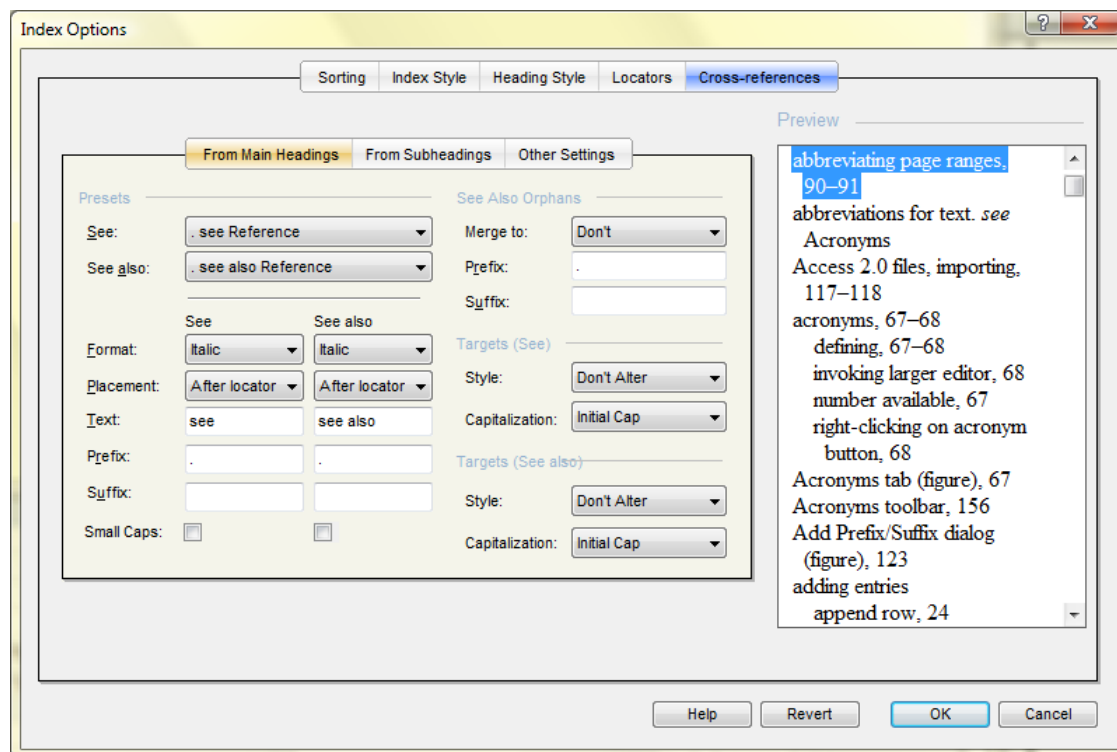
Overview

The Index Options dialog is where you will configure items that are specific to the currently open index. This includes how the index will be sorted, how it will be formatted, how locators will be handled and how cross-references will be handled.

The Revert button on the Index Options dialog will restore all settings for the *current* tab back to the state it was in when you first navigated to that tab. To change all setting of all tabs back to their original state, click the Cancel button. After you navigate away from a particular tab, those settings become permanent unless you click Cancel.

The Help button provides help on the tab of the dialog that is currently active.


Cross-references



Cross-references Tab of the Index Options Dialog

Configuring Cross-references

To configure cross-references, do the following:

1. Choose Options>Index or click the  toolbar icon.
2. Click the Cross-references tab.
3. Set your cross-reference options.
4. Click OK.

Options (From Main Headings/Subheadings)

Presets

See – Choose the format that you desire for "see" cross-references from the drop-down list. If the exact format you need is not displayed, choose the one that is closest and perform any additional configuration manually.

See also – Choose the format that you desire for "see also" cross-references from the drop-down list. If the exact format you need is not displayed, choose the one that is closest and perform any additional configuration manually.

Format and Placement

Format – Specifies how the "see" and "see also" in cross-references will be formatted. You can choose Italic, Underline, Bold, or None.

Placement – Specifies where cross-references will be placed. Your options are:

Before Locators – cross-references will appear with the heading but before any locators

After Locators – cross-references will appear with the heading but after any locators

First Subheading – cross-references will appear at the top of the subheading list.

Last Subheading – cross-references will appear at the bottom of the subheading list.

Note: The First Subheading and Last Subheading options are only available for 'see also' cross-references.

Text – During data entry, SKY Index requires that "see" cross-references start with the words 'see' or 'see also' in order for the program to identify them as cross-references. If your publisher requires a different word, or if the index is in a language other than English, you can enter the words to be used when the index is generated in these textboxes. You will still use 'see' or 'see also' when entering your cross-references, but when the index is generated, the text you provide here will be used instead.

Note: Don't forget to add a trailing space if you modify this text.

Prefix – Specifies text to appear directly before the words 'See' or 'See also' when generating the index.

Suffix – Specifies text to appear directly after the words 'see' or 'see also' when generating the index.

Small Caps – If checked, the words 'see' or 'see also' will be given small caps character style.

See also Orphans

Merge To – Specifies where orphan cross-references will be placed. Your options are:

Don't – Orphan subheadings will not be merged.

Before Locators – Orphan subheadings will be merged with the parent heading and will be placed before any locators.

After Locators – Orphan subheadings will be merged with the parent heading and will be placed after any locators.

Prefix – Any text that you wish to appear prior to the cross-reference.

Suffix – Any text that you wish to appear after the cross-reference.

Targets (See) and Targets (See also)

Style – Allows you to specify that you want cross-reference targets to be generated in a particular character style. You may choose to leave them unchanged or any combination of Bold, Italic, and Underline.

Capitalization – Specifies how cross-reference targets will be capitalized. Your options are:

Don't Alter – The target will appear exactly as you entered it.

Initial Cap – The first letter of the first word of the target will be capitalized.

Lowercase – The entire target will be in lowercase regardless of how it is entered.

Uppercase – The entire target will be in uppercase regardless of how it is entered.

Notes:

- You will generally want to adjust the Capitalization setting to match the capitalization settings you make in the Heading Style tab of the Index Options dialog.
- If you check the Force target formatting to match the actual target option (described below), the Style and Capitalization settings are ignored.

Options (Other Settings)

Force target formatting to match the actual target – If checked, SKY Index will ensure that the formatting of the target matches the actual target exactly when generating the index.

Remove text in parentheses from AutoCompleted cross-references – If checked, any trailing text in parentheses will be removed from AutoComplete text while you're typing cross-references.

If target is formatted, remove cross-reference formatting – If checked and if you enter a target that has formatting such as italic applied, the see or see also text will appear in plain type instead of the normal formatting that you've configured.

Multiple cross-reference separator – This is the character or characters that will be used to separate multiple cross-references when your index is generated. By default this is a semicolon plus a space.

Words indicating the entry is found as a subheading of a main – This is a list of comma separated words that introduce a target that is found under a main heading (or subheading). The default is 'under' and this should, in general, never be changed unless you're working in a language other than English. Example: Tandem Bicycle. See under Bicycles

General cross-reference identifiers – This is a list of comma separated words that, when they appear at the beginning of a target, indicate that the cross-reference does not point to an actual target within the index, but specify a general area of the index where the information can be found. These words are

used by the error scan so that you do not receive an error message when you use a general cross-reference since these targets never exist in the index.

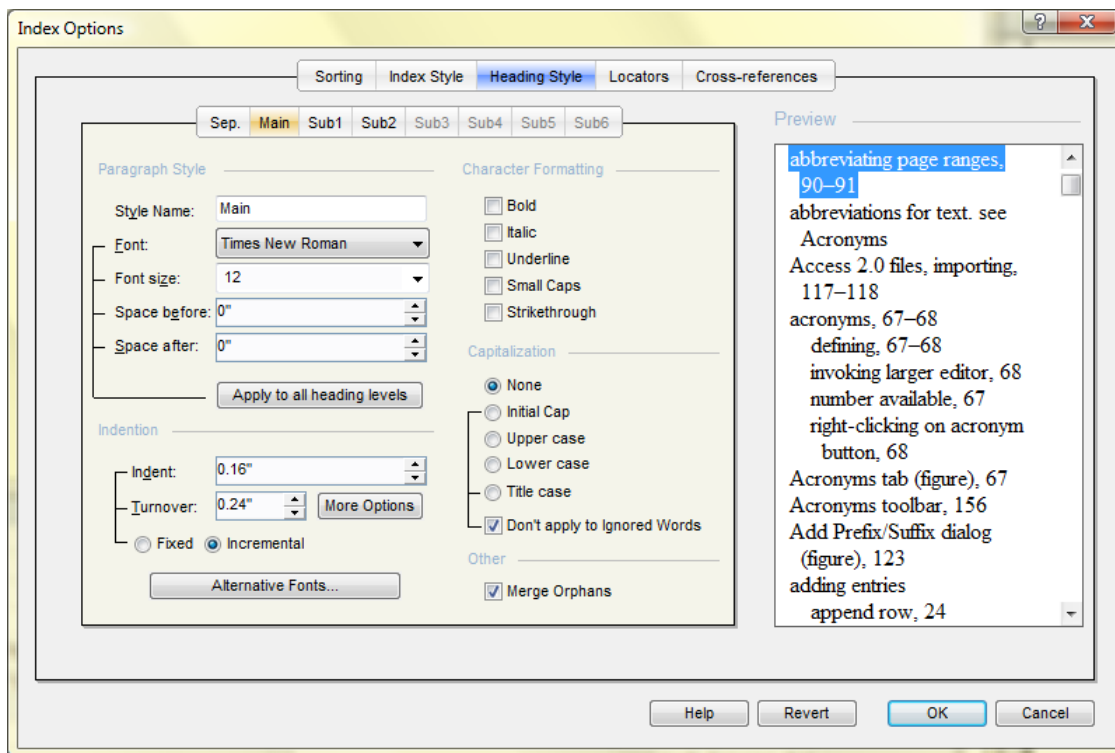
Sort as last cross-reference – If checked, any general cross-references will be sorted to the end of any list of non-general cross-references.

Notes

All cross-references should be entered in the Page field and should start with "see" or "see also". SKY Index will recognize it as a cross-reference and will properly format it. The placement and formatting of your cross-references are determined solely by the Cross-references tab of the Index Options dialog, so you should not add any formatting of your own.

Heading Style


Sometimes the publisher of an index specifies the font, font size and other attributes for your index headings. The Heading Style tab of the Index Options dialog is where these attributes are configured and considerable flexibility is provided.



Heading Style Tab of the Index Options Dialog

Configuring Heading Style

To configure your heading styles, do the following:

1. Choose Options>Index or click the  toolbar icon.
2. Click the Heading Style tab.
3. Set your desired options.
4. Click OK.

Options

The settings you make will apply to the heading level specified in the tab bar above the settings. You can apply different settings to each heading level and to the alphabetic section labels between alphabetic sections of the index. Please take note of the “Apply to all heading levels” button described below for assigning the same attributes to all levels.

Paragraph Style

Style Name – This is the style name that will be given to the current heading level when you generate an index using one of the RTF Output Formats. If your client requires specific style names, enter them here.

Font – Specifies the font that will be applied to the current heading level when you generate your index. An example of your choice will be displayed in the preview window.

Font Size – Specifies the font size that will be applied to the current heading level when you generate your index. An example of your choice will be displayed in the preview window.

Space Before – Specifies the amount of empty space that will be added above the current heading level. You can use the spinner control to increment or decrement the spacing with the mouse. An example of your choice will be displayed in the preview of the index.

Space After – Specifies the amount of empty space that will be added below the current heading level. You can use the spinner control to increment or decrement the spacing with the mouse. An example of your choice will be displayed in the preview of the index.

Apply to all heading levels – Applies the current Font, Font Size, Space Before, and Space After to all heading levels. This does *not* affect the alphabet separator settings.

Indentation

Indent – Specifies the amount of space that subheading 1 will be indented from the left margin. This space will be doubled for subheading level 2 and tripled for subheading level 3 and so on. If you are configuring the alphabet separators style, this is the amount of space that alphabet separators will be indented from the left margin. You can use the spinner control to increment or decrement the spacing with the mouse. An example of your choice will be displayed in the index preview. This setting has a different effect depending on the two options below.

Fixed – Specifies that each heading's indentation depth will be defined independently. The use of this option is discouraged unless your client's specifications clearly dictate unequal indentation of subheadings.

Incremental – Specifies that the indentation depth will be incrementally applied to each heading level. The value shown in the Indentation text box is the amount of indent for the Sub1 heading. All other indentions will be automatically calculated to create consistent indentions for all heading levels.

More Options – Clicking this button will toggle between these two styles. The results are shown in the Preview window.

Turnover – Specifies the amount of space, in inches that turnover lines will be indented for the currently specified heading level. This setting has a different effect depending on the two options below.

Fixed – Specifies that each heading's turnover depth will be defined independently. This option is very rarely needed and is discouraged.

Incremental – Specifies that the turnover depth will be incrementally applied to each heading

level. When this option is chosen, the Turnover is determined by SKY Index and the Turnover text box is disabled. There are two styles of incremental indentation that are supported.

More Options – Toggles between two standard indentation styles. The results are shown in the Preview window. The two styles are:

- Turnover lines are indented by the indentation amount of the current heading, plus one half of the indent of the first subheading.
- Turnover lines are indented by the indentation amount of the *next* heading, plus one half of the indent of the first subheading.

Character Formatting

Bold – If checked, the current heading will be printed in boldface.

Italic – If checked, the current heading will be printed in italics.

Underline – If checked, the current heading will be printed with underlining.

Small Caps – If checked, the current heading will be printed in small caps.

Strikeout – If checked, the current heading will be printed with a line through the middle.

Capitalization

None – If checked, no modifications will be made to the capitalization of the text for the current heading level.

Initial Cap – If checked the first letter of the first word of the current heading level will be capitalized regardless of how it appears in the data entry grid.

Note: If you enable this feature, you can override its effect by typing a colon as the very first character of a heading. The colon will not print and the first letter of the heading will not be capitalized.

Upper case – If checked, the selected heading level will be generated in all capital letters.

Lower case – If checked, the selected heading level will be generated in all lower case letters.

Title case – If checked, the selected heading level will be generated in title case.

Don't apply to ignored words – If checked, any words that are in the ignored words list will not be modified by the Initial Cap or Title Case options listed above.

Other

Alternative Fonts – Allows you to define to additional fonts that can be used in your index. By default the alternative fonts are the Symbol font and the Courier New font. For more information see [Alternative Fonts](#) later in this chapter.

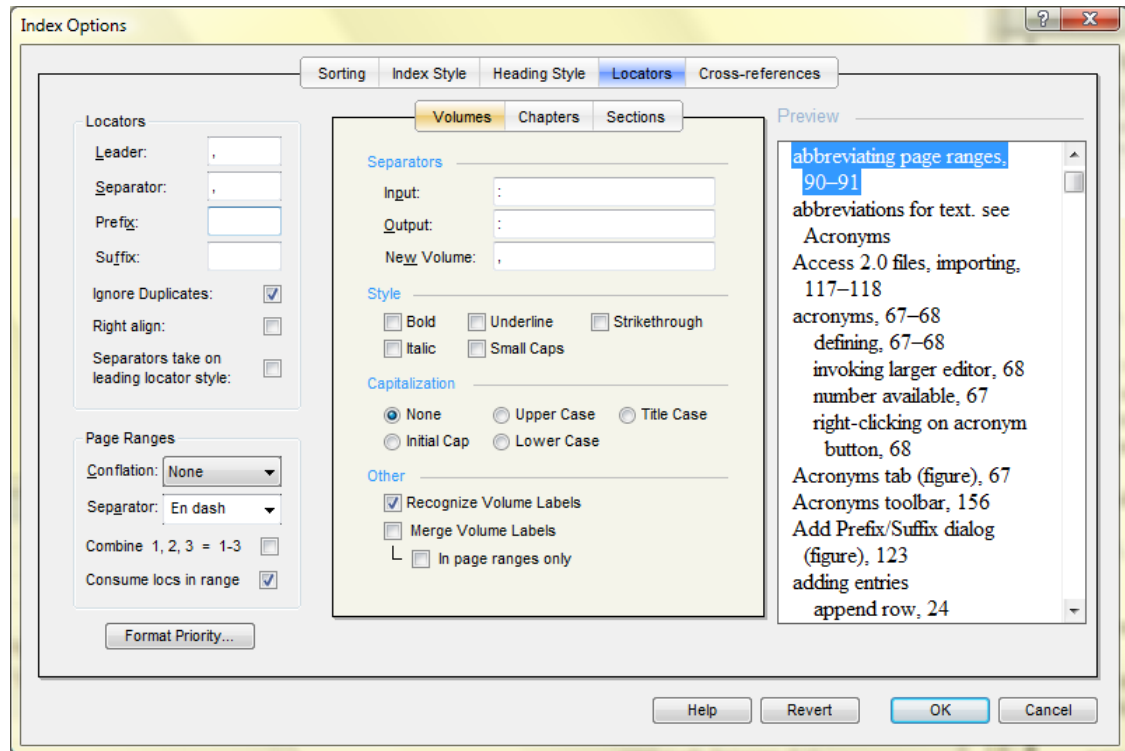
Merge Orphans – Instructs SKY Index to automatically merge orphan subheadings.

Notes

- These automatically merged orphans will appear in orange text in the Preview Pane.
- Your index entries are not physically modified in any way by this setting.
- Edit View relies on heading levels being separate for editing and therefore orphans do not appear merged in Edit View, but they will still be merged when the index is generated.

Locators


The Locators tab of the Index Options dialog box lets you define how locators (page numbers) are printed when you generate an index. It also defines the characters that delimit volume and chapter labels during data entry.



Locators Tab of the Index Options Dialog

Configuring Locators

To configure locators, do the following:

1. Choose Options>Index or click the  toolbar icon.
2. Click the Locators tab.
3. Set your locators options.
4. Click OK.

Options

Locators

Leader – Specifies the character(s) that will precede the first page number after a heading has been printed. Normally a comma and a space are used. However, some publishers prefer two spaces.

Separator – Specifies the character(s) that will separate locators after the initial locator has been printed. Normally a comma and a space is used.

Prefix – Specifies the character or characters that will appear directly before each locator as a prefix.

Suffix – Specifies the character or characters that will appear directly after each locator as a suffix.

Tip: If you want to format all locators with a specific character style, you can place the appropriate start code in the Prefix textbox and the appropriate stop code in the Suffix textbox. For instance, if you place “/b1” in the Prefix textbox and “/b0” in the Suffix textbox, all locators will be in bold face.

Ignore Duplicates – If checked, duplicate records in your index will be ignored. Otherwise, SKY Index will put the number of occurrences (if greater than one) in parentheses directly after the page number. This is most useful in genealogical indexes.

Right Align – If checked, page numbers will be right aligned in your printed index. A dotted leader will precede the page numbers if space permits. This style of index is strongly discouraged, but is supported for those who have a publisher that requires it. This option is ignored when an index output format other than RTF or RTF (No headers) is being generated.

Note: Because of the way that most word processors handle hanging indents, some page numbers may not be right aligned in the generated index. The only solution to this problem is to manually enter a Tab before the first page number of pages that are not right aligned or to decrease the indent used for subtopics.

Tip: If you want cross-references to be right aligned put ‘\tab’ without the quotes (*notice the trailing space*) as a Prefix for the cross-references tab of Index Options.

Separators take on leading locator style – If checked, the locator separator will appear in the generated index in the same style as the locator before it. For example, if the locator before the separator is in italics, the separator will be in italics. If the locator before the separator has no character style applied, the separator will also have no character style applied.

Page Ranges

Conflation – Specifies how page ranges will be handled. Your options are None, Hart’s Rules, Hart’s (modified), Chicago 15th Ed., Chicago 14th Ed., and Custom. The options have the following effects:

Style	Description
Simple	Page ranges will not be abbreviated.
Hart’s Rules	Page ranges will be abbreviated by removing all but the changed portion of the last page in the page range. For example, 1911–1914 would be changed to 1911–4.
Hart’s (modified)	Identical to Hart’s Rules; however, if the last two digits of the first number is in the teens, the second number will include the leading 1 even if it would not otherwise. Example: 1911–4 becomes 1911–14.
Chicago 15 th Ed.	Page ranges will be abbreviated using the rules set forth by the University of Chicago Press 15 th Edition.
Chicago 14 th Ed.	Page ranges will be abbreviated using the rules set forth by the University of Chicago Press 14 th Edition.
Custom	Displays the Page Range Conflation Rules dialog where you can specify custom settings for clients with non-standard requirements. See Page Range Conflation Rules Dialog for more information

Separator – Specifies the character that will be used between a range of pages. Your options are a dash (hyphen), an en dash or the word "to" surrounded by spaces. Most indexes use an en dash unless the pages are number by chapter. If pages are numbered by chapter, the page range "1-12–1-20" would be confusing at the very best. For these indexes you should choose " to " which would change the

result to "1-12 to 1-20". The dash character should be used only if your word processor does not properly import an en dash from an RTF file or if your publisher specifies it.

Note: This setting only affects indexes generated using one of the RTF output formats. For all other output formats, use the Markup Tags 'Page Range Separator' setting in the Document Options dialog.

Combine 1, 2, 3 = 1-3 – If checked, SKY Index will automatically create a page range when two or more consecutive pages are encountered. For example: 1, 4, 5, 6, 9 will be changed to 1, 4–6, 9. Under normal circumstances you would not use this option since just because two or more pages in a row contain information on the same topic, it does not mean that it is one continuous discussion. It can, however, be useful for genealogical indexes.

Consume locs in range – If checked, if the locator before or after a page range is part of that page range, it will be consumed by the range and not be displayed separately. For example, the locators 5-10, 8, 11 would appear as 5-10, 11 because the 8 is consumed by the 5-10 range. Similarly, the locators 3, 5-10, 7-11, 42 would appear as 3, 5-11, 42 because the '7' of the page range 7-11 is within the preceding locator's range or 5-10. Some more examples are shown below:

Example #1: 121-124, 123f (123f will not be consumed because the 'f' makes it unique)

Example #2: 121a-121e, 121c (121c will not be consumed)

Example #3: 121, 121-124t, 123t, 124 (121, 123t, and 124 will all be consumed)

Example #4: 121, 121n3, 121-122n6 (121n3 will not be consumed; 121 will be consumed)

Format Priority – Displays the Locator Format Priority dialog which allows you to specify the priority given to format attributes that have been applied to locators. This allows locators that have had character styling applied to appear in a consistent order. See [Locator Format Priority Dialog](#) for more information.

Sections (Volumes and Chapters)

Sections allow you to specify a part of a locator that has higher sorting priority than the page number itself and that identifies a different part of the locator. For instance, a volume or chapter label would be considered a section and would be sorted with a higher priority than the page number. SKY Index will allow you to specify up to 9 sections. In SKY Index we will also refer to these sections as section labels.

Defining the Part of the Locator that is a Section

There needs to be a way for SKY Index to know what part of the locator is the section. This is done with what is called an Input Delimiter. An input delimiter is simply a single character that is not used for any other purpose except to define a break between a section label and a page number. When SKY Index encounters a section Input Delimiter, everything to the left of that delimiter is considered to be the section label unless you have defined more than one section. If you define more than one section, everything to the left of the delimiter that isn't another section is considered the section label. The sections are parsed from left to right.

Defining the Data Type of the Section

After you have defined your section input delimiters, you may need to define the data type for the section. By default, the data type is set to 'Mixed' and this will be adequate for the vast majority of section labels, but other types are available and they are defined below under [Section Options](#) below.

Applying Character Formatting or Capitalization to a Section

Although you can apply formatting to a section label during data entry just as you can for index headings, there may be times when you want all section labels to be bold or italicized. You can apply formatting globally if you wish to for all common character formats and you can also apply specific capitalization to all section labels. See Formatting below for more information.

Volumes and Chapters

You will notice that there are two tabs that are specifically for Volumes and Chapters. These are simply convenient tabs for defining sections 1 and 2. When you modify the settings on one of these tabs, you are also modifying the corresponding section.

Section Options

Input Delimiter – Specifies the character that will be recognized as a volume label separator during data entry. By default this character is a colon (:). Any characters to left of this character are considered to be a volume label and are sorted as such.

Output Delimiter – Specifies the character to use as a volume separator when the index is generated. By default this character is a colon (:).

New Section Separator – Specifies the characters that will be used when a new section label is encountered when printing the locators. It can be used to make the change from one section to another more obvious. For example, if you enter ";" as the new section separator, the sequence "1:2, 1:4, 1:21, 2:2, 2:5" would become "1:2; 1:4; 1:21; 2:2; 2:5".

Prefix – Specifies text that will be added to the front of every section.

Suffix – Specifies text that will be added to the end of every section.

Data Type – Specifies what kind of data the section label consists of. Your options are:

Mixed – (the default) Specifies that the section label can contain several different types of text including plain text, dates, numbers and Roman numerals. SKY Index will attempt to recognize and sort these data types automatically for you. If SKY Index does not automatically recognize and properly sort your data type, you can specify one of the data types below or used forced sorting to specify the sort order.

Arabic Number – Specifies that the section label will be an Arabic number. If anything other than a number is encountered, the sort key assigned will be equivalent to the number zero (0).

Alpha – Specifies that the section label will be plain text and it will be sorted according to the sort method you have chosen in the Sorting tab of the Index Options dialog.

Roman numeral – Specifies that the section label will be an Roman numeral. If anything other than a Roman numeral is encountered, the sort key assigned will be equivalent to the number zero (0).

Day – Specifies that the section label will be text for a day of the week. Accepted values are: Monday, Mon, Tuesday, Tues, Tue, Wednesday, Wed, Thursday, Thur, Thu, Friday, Fri, Saturday, Sat, Sunday, and Sun. A period may be included after an abbreviated day. The case of the text does not matter. Monday will be given a value of one (1) for a sort key and Sunday will be given a value of seven (7) for a sort key. If anything other than a valid day is encountered, the sort key assigned will be equivalent to the number zero (0).

Month – Specifies that the section label will be text for a day of the week. Accepted values are: January, Jan, February, Feb, March, Mar, April, Apr, May, June, Jun, July, Jul, August, Aug, September, Sep, October, Oct, November, Nov, December and Dec. A period may be included after an abbreviated month. The case of the text does not matter. January will be given a value

of one (01) for a sort key and December will be given a value of twelve (12) for a sort key. If anything other than a valid month is encountered, the sort key assigned will be equivalent to zero (00).

Year – Specifies that the section label will be an Arabic number of no more than four digits and with a value of 0 to 9999. If anything other than a number is in this range is encountered, the sort key assigned will be equivalent to the number zero (0000).

Formatting – Allows you to specify a character style for the section label and/or a capitalization. Your selections are applied globally to all of your section labels for the current section. Your options are:

Character Style – Bold, Italic, Underline, Strikeout, and Small Caps

Capitalization – None, Initial Cap, Lower Case, Upper Case, and Title Case

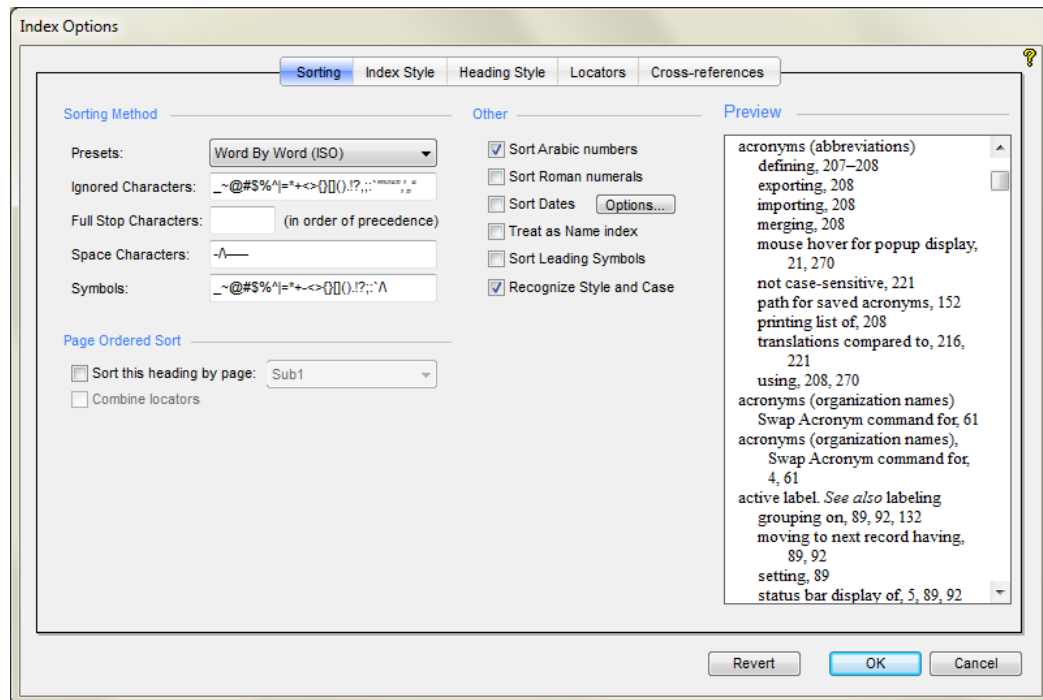
Enabled – Allows you to enable or disable specific section labels. If you disable a section the text will either be treated as part of a different section that is enabled or as prefix text for the page number.

Hide Repeated – If checked, when a list of locators for a single heading contains several with the same section label, the section label will only be printed for the first locator in that list. For example II:5, II:7-9, II:24, II:55 would be abbreviated to: II:5, 7-9, 24, 55.

Only in page ranges – If checked, and if Hide Repeated is also checked, the repeated section labels will only be hidden in a page range. For example II:5, II:7-II:9, II:24, II:55 would be abbreviated to: II:5, II:7-9, II:24, II:55.

Sorting


Publishers have varying requirements for the style and sorting of an index. SKY Index provides the flexibility to satisfy most publishers' needs.



Sorting dialog

To Set Sorting Options for Your Index

To configure index sorting, do the following:

1. Choose Options>Index or click the  toolbar icon.
2. Set your index sorting options.
3. Click OK.

Options

Presets – Specifies one of several preset sorting methods for your index. The available sorting methods are:

Letter by Letter (ISO) – Sorts through words ignoring spaces using International Standards Organization rules.

Word by Word (ISO) – Sorts each word without ignoring the spaces between them using International Standards Organization rules.

Letter by Letter (CMS) – Sorts through words ignoring spaces using *Chicago Manual of Style* rules.

Word by Word (CMS) – Sorts each word without ignoring the spaces between them using *Chicago Manual of Style* rules.

ASCII – Sorts using standard ASCII codes (not normally used for professional indexes).

Selecting one of these presets will automatically make appropriate settings for the following four configuration items.

Ignored Characters – This is a list of all characters that will be ignored when sorting.

Full Stop Characters – This is a list of characters or sequences of characters that will be interpreted as a full stop during sorting. A full stop is equivalent to starting a new subheading. Each character or sequence of characters must be separated from the previous by an underscore character (_).

Space Characters – The characters in this list will be treated exactly the same as if they were a space.

Symbols – This is a list of all characters that are considered to be symbols.

Sort Arabic numbers – If checked, SKY Index will automatically detect and sort Arabic numbers. This includes numbers that contain a fractional part. SKY Index can detect and sort numbers as large as 99,999 and as small as .00001. Numbers must be separated from surrounding text by a space to be automatically sorted. For example the number 101 will be sorted in the text "101 Dalmatians", but will not be sorted in the text "CPU101".

Sort Roman numerals – If checked, during data entry (this does not work during a find and replace) SKY Index will examine any word that starts with a pound sign (#). If the word can be interpreted as a Roman numeral, the leading pound sign will be removed and special sort codes will be added to make the Roman numeral sort correctly. **Note:** If you are entering Roman numerals in the Page field, you do not need to use the pound sign.

Sort dates – If checked, SKY Index will automatically detect and sort dates. Dates in many different forms are recognized by the program. Some examples are:

1/1/98
01/01/98
Jan
Jan 98
Jan. 98

Jan 1, 1998
January 1, 1998

Any years that are abbreviated will take on the century during which sorting takes place. Normally this is the same as the time for which data entry takes place.

Options – Opens the Date Options dialog that allows you to specify how dates are handled when the year is not fully specified.

Note: A period (.) cannot be used in the page field to abbreviate a month. This is because a period is frequently used in legal indexes as a section separator.

Treat as Name Index – If checked, special name sorting rules will be used when sorting your index. For example, **M'Cartney**, **McCartney** and **MacCartney** would all be sorted as if spelled **MacCartney**.

Sort Leading Symbols – If checked, entries starting with a symbol will be sorted to the top of the index and will take on sorting value even if they would normally be ignored or translated to a space according to the current sort method. If you are writing the index to a software manual or similar computer related book, you will most likely want to use this option to allow the special symbols used in those books to sort to the top of the index.

Recognize Style and Case – If checked the SKY Index will gather together index entries that are different only in either the character style of the entry or the case of the entry.

Sort this heading by page – If checked the heading level that you specify will be sorted by page rather than alphabetically. If this option is enabled, Edit View will be disabled because Edit View requires that all headings be sorted alphabetically.

Combine locators – (This feature affects the *generated index only* and has no effect on the Preview Pane or data entry grid.) If checked, all locators for each heading will be gathered together and only the first locator for each heading level will be used to determine the sort order of the heading that is being sorted by page. This is usually the desired situation.

Example (first with Combine locators turned off)

With Combine Locators turned off, locators have absolute priority and if page 6 interrupts the gathering of locators for the subheading 'indexing' as shown below, it will do so.

```
software
  indexing 1, 5
  word processing, 6
  indexing, 7
  database, 27
  indexing, 32, 47
```

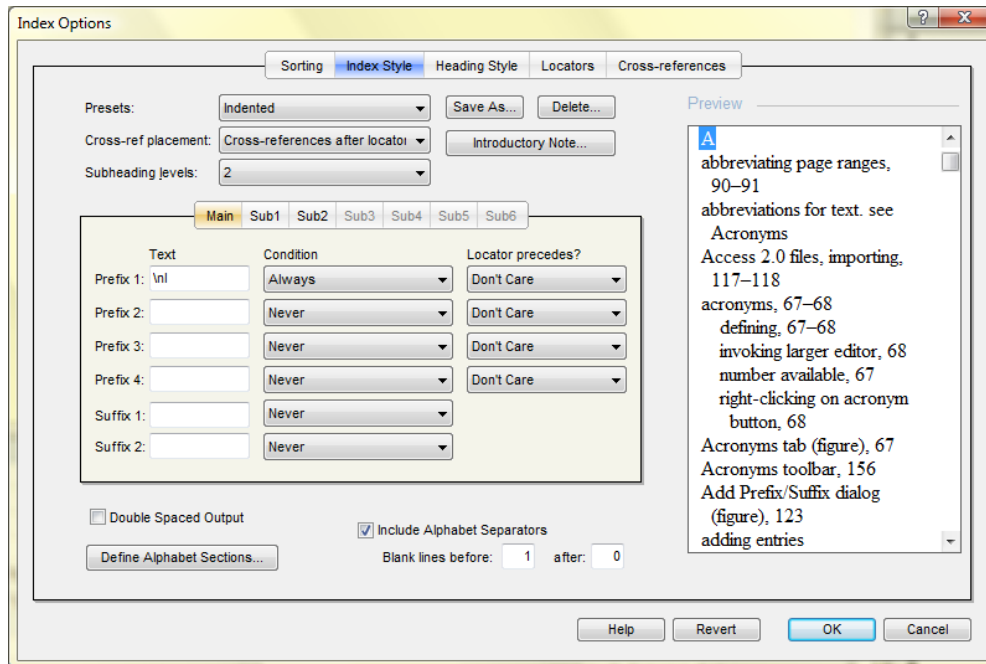
Turning on the Combine locators option will result in the following entries:

```
software
  indexing 1, 5, 7, 32, 47
  word processing, 6
  database, 27
```

As you can see, all locators for the subheading 'indexing' have been gathered together and only the first locator determines the location of the heading within the list of subheadings.

Index Style


Publishers have varying requirements for the style and sorting of an index. SKY Index provides the flexibility to satisfy most publishers' needs.



Index Style dialog

Configuring Index Style

To configure index style, do the following:

1. Choose Options>Index or click the  toolbar icon.
2. Click the Index Style tab.
3. Set your index style options.
4. Click OK.

Options

Presets – Specifies the style used when generating your index. You can choose Indented or one of several Run-on styles. If none of the presets suit your needs, you can create a customized setting.

Notes:

- Indented style will display each subheading on a line of its own indented the amount that you specify in the Heading Style tab of Index Options.
- Run-on style will create a paragraph style where subheadings appear after the main heading following an initial colon. Additional subheadings are appended to the previous subheading after a semicolon. Turnover lines are indented the amount you specify in the Heading Style tab of Index Options.

Cross-reference placement – Lets you choose

Subheading Levels – Lets you specify how many subheading levels your index will have. Although you can change this setting at any time, it is best to set it when you first start your index.

Save As – If you modify the default setting of one of the presets, you can save the new style using a name you provide by clicking Save As. This new setting may be reused in future indexes.

Delete – Displays a dialog which will allow you to delete any custom index styles you may have created using the Save As button described above. The dialog will present a list of custom index styles. Just choose the style you wish to delete and then click OK to delete the style. Click Cancel if you decide not to delete any custom index styles.

Introductory Note – Displays a text editor where you can enter an introductory note for your index. You can apply bold, italic, underline, superscript, and subscript style to the text in your introductory note by using the same keyboard shortcuts that you use while entering your index entries. You can bring up a larger text editor for editing the note by pressing Shift+F2.

The settings you make below for Prefix and Suffix will apply to the heading level specified in the tab bar above the settings. You can apply different settings to each heading level.

Prefix 1 – 4

You may customize your index's style by specifying a prefix for each heading level. Prefixes are specified using up to four of the 20 logical conditions that are provided. To specify a prefix you, enter the prefix text, choose the condition for which the prefix will be applied and finally, specify whether a locator or cross-reference must precede the heading for the prefix for it to be applied.

Each time a heading level is printed, your prefixes are examined in order. If the first prefix's condition matches the current index state, it will be used and all remaining prefixes will be ignored. If the first prefix's condition does not match the current index state, the second prefix's condition will be compared to the current index state. If they match, it will be used. Additional prefix conditions will continue to be examined until one matches, or until all prefixes you've specified have been exhausted.

Text – This is the prefix text that will be applied should the conditions that you specify match the index's current state.

Condition – These are the available conditions that will be used to determine if the prefix text will be applied to the index. The available conditions are:

Never – The prefix will never be applied.

Always – The prefix will always be applied.

Start lower level – The prefix will be applied only if the current heading is at a lower subheading level than the previously printed one.

Start higher level – The prefix will be applied only if the current heading is at a higher subheading level than the previously printed one.

Start highest level – The prefix will be applied only if the current heading is a Main heading and the previously printed heading was not a Main heading.

Start lowest level – The prefix will be applied only if the current heading is the lowest level in the index and the previously printed heading was not at the lowest level.

Parent level precedes – The prefix will be applied only if the current heading is the first subheading for this heading level.

Child level precedes – The prefix will be applied only if the current heading is one level higher than the previously printed heading.

Same level precedes – The prefix will be applied only if the current heading level is the same as the previously printed heading.

A CRLF precedes – The prefix will be applied only if the previously printed heading ended with a carriage return and linefeed.

No CRLF precedes – The prefix will be applied only if the previously printed heading did not end with a carriage return and linefeed.

Level Changed – The prefix will be applied only if the previously printed heading was at different heading level than the current level.

Lowest level – The prefix will be applied only if the current heading is the lowest level associated with the current main heading.

Is main heading – The prefix will be applied only if the current heading is a Main heading.

Not lowest level – The prefix will be applied only if the current heading is not the lowest level in the index.

Not highest level – The prefix will be applied only if the current heading is not a Main heading.

Is cross-reference – The prefix will be applied only if the current heading is a cross-reference.

Is not cross-reference – The prefix will be applied only if the current heading is not a cross-reference.

Child level follows – The prefix will be applied only if the current heading has subheadings.

No child level follows – The prefix will be applied only if the current heading does not have subheadings.

Locator Precedes? – Use these conditions to specify if a locator or a cross-reference must precede the current heading in order for the prefix to be applied. The available conditions are:

Don't Care – The prefix will always be applied. It does not matter if a locator or a cross-reference precedes.

Yes – The prefix will be applied only if a locator precedes.

No – The prefix will be applied only if a locator does not precede.

XRef – The prefix will be applied only if a cross-reference precedes.

Loc or XRef – The prefix will be applied if a locator or a cross-reference precedes.

Suffix 1 – 2

SKY Index allows you to customize your index's style by specifying a suffix for each heading level. Suffixes are specified using up to two of the 7 logical conditions that SKY Index provides. To specify a suffix you, enter the suffix text and choose the condition for which the suffix will be applied and finally.

Each time a heading level is printed, SKY Index examines your suffixes in order. If the first suffix's condition matches the current index state, it will be used and the second suffix will be ignored. If the first suffix's condition does not match the current index state, the second suffix's condition will be compared to the current index state and if they match it will be used.

Text – This is the suffix text that will be applied should the condition that you specify matches the index's current state.

Condition – These are the available conditions that will be used to determine if the prefix text will be applied to the index. The available conditions are:

Never – The suffix will never be applied.

Always – The suffix will always be applied.

Locator exists – The suffix will only be applied if a locator exists for this heading.

No locator exists – The suffix will only be applied if no locator exists for this heading.

Child level follows – The suffix will only be applied if a lower heading level follows this heading.

Locator, child level follows – The suffix will only be applied if a locator was printed for this heading and a lower heading level follows this heading.

No locator, child level follows – The suffix will only be applied if a locator was not printed for this heading and a lower heading level follows this heading.

Other Options

Double Spaced Output – If checked, the index will be generated with double spaced lines.

Define Alphabet Sections – Allows you to specify the alphabetic sections of the index. See [Defining the Alphabet Sections of Your Index](#) below for more information.

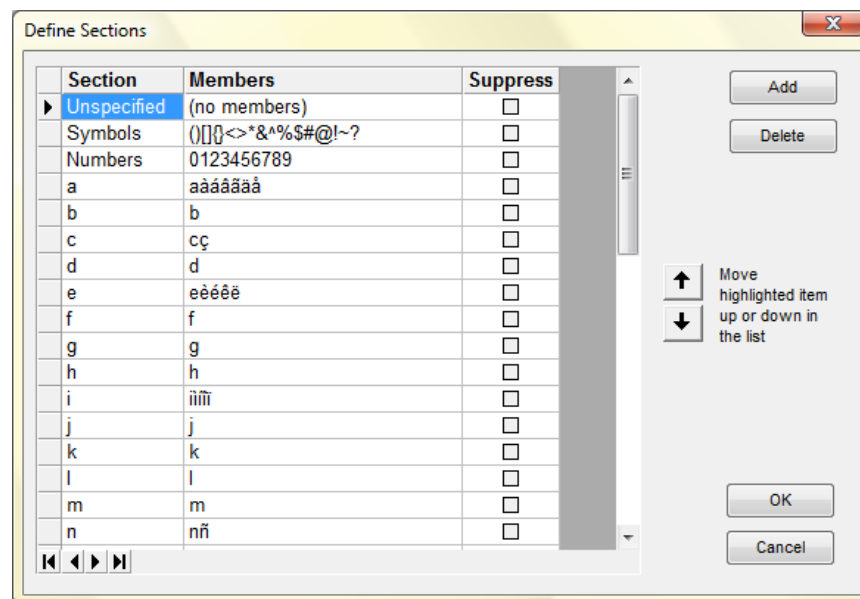
Include Alphabet Separators – If checked, alphabet separators will be placed at the beginning of each new heading that starts with a letter different from the previous. You can specify how the separator is displayed in the Fonts tab of the Index Options dialog box.

Blank lines before/after – Specifies the number of blank line that will be printed prior to, or after, the alphabet separator.

Defining the Alphabetic Sections of Your Index

Overview

You can define what characters will cause a section break in the generated index and you can also define what label will be used. You can specify that the label be written or not written for each section. You can create as many sections as you desire. You have full control over the order of the sections. You can even make Z come before A if you desire.



Define Sections Dialog

What Each Column Means

Section: This is the name for the section. It is what will appear in the generated index just prior to the index entries for that section.

Members: This is a list of all characters that, if they start an entry, will belong to this section. For example if you have a section named “A-C” which has the members ‘abc’, all of the following entries will be included in that section:

Aircraft, 12, 187
Boats, 24
Cars, 33

Within the section, they will be alphabetized as they normally would be and the index would be generated like this:

A-C
Aircraft, 12, 187
Boats, 24
Cars, 33

D
Dogs, 44

E
Elephants, 29

Suppress: If checked, the section name will not be printed in the generated index. The section will still be processed, but there will be no section break between it and the previous section. In other words, the label will not print and there will be no blank lines inserted either.

Other Actions

Add: Adds a new section

Delete: Deletes the current section

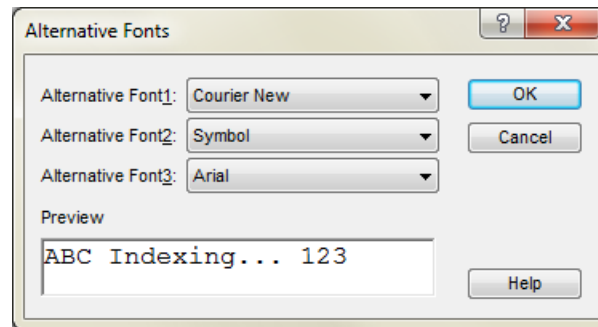
Up/Down Arrows: Moves the current section up or down one row in the grid

Notes

The first section “Unspecified” is a predefined and non-editable section that collects all characters that you do not specify in any other section. You cannot edit the Section or Members, but you can elect to suppress printing of the section name in your generated index.

Alternative Fonts

Some indexes require the use of more than one font when writing the index. SKY Index allows you to define two alternative fonts for use in your index. These are in addition to the normal font you define in the Index Option's Font tab giving you a total of three available fonts.



Alternative Fonts dialog

Defining Alternative Fonts

To define alternative fonts, do the following:

1. Choose Options>Index.
2. Click the Heading Style tab.
3. Click the Alternative Fonts button.
4. Set your alternative fonts.
5. Click OK to close the Alternative Fonts dialog.
6. Click OK to close the Index Options dialog.

Options

Alternative Font1 - 3 Specifies the font that will be used when you choose Alternative Font 1, 2 or 3 from the Format menu. An example of your selection is displayed in the Font Preview window.

Keyboard Shortcuts: Alternative Font1: Alt+F1
Alternative Font2: Alt+F2
Alternative Font3: Alt+F3

Using Alternative Fonts

Alternative fonts are applied in the same manner as you would apply text formatting attributes such as bold or italic. There are two methods. The first is to select the text for which you wish to change the font and then apply the font by choosing the appropriate alternative font from the Format menu.

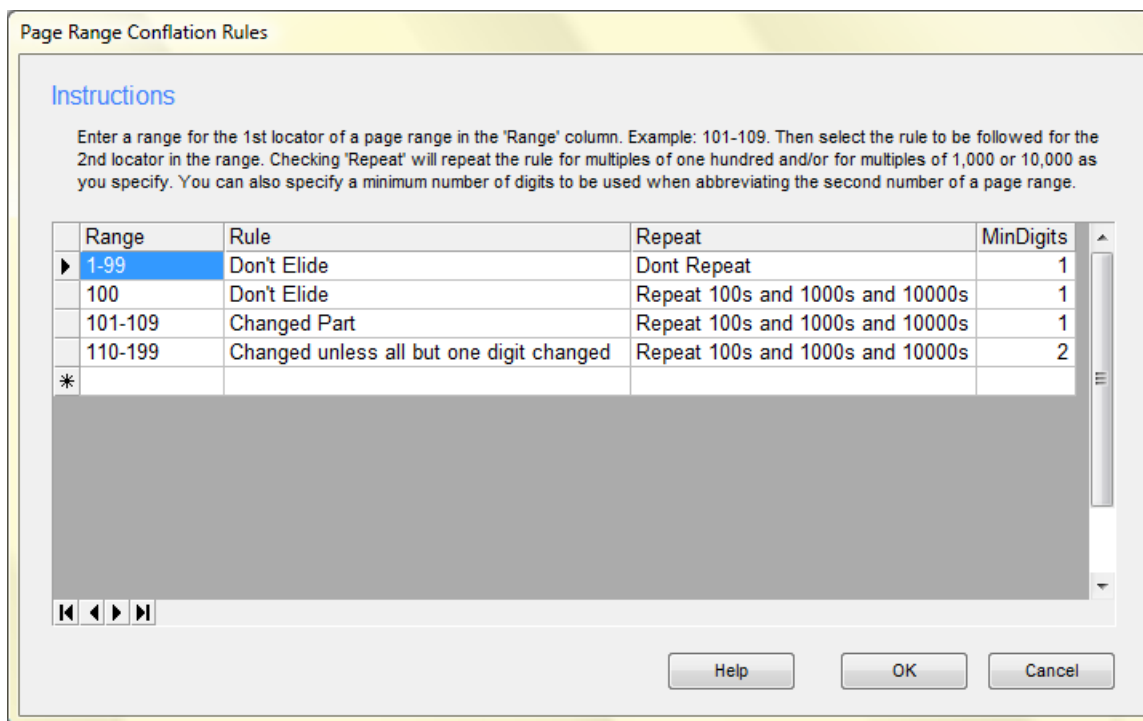
The second method is to choose the alternative font prior to typing the text and to then toggle the alternative font back off again after you've typed all of the text that you wish to be displayed in the alternative font by applying the alternative font a second time. For instance, if you wish to type the following sentence:

This is an alternative font.

and want the words: "alternative font" to be displayed in courier, first type: "This is an " and then press Alt+F1 to start alternative font 1. Then type: "alternative font" and press Alt+F1 to turn the alternative font back off. Finally, type the period at the end of the sentence.

Page Range Conflation Rules Dialog

If none of the predefined conflation rules meet the needs specified by your client, you can define custom rules using the Page Range Conflation Rules dialog. The process for defining custom rules is described below.



Custom Page Range Conflation Rules dialog
(Showing Chicago Press 15th Ed. rules)

Defining Custom Conflation Rules

To define a custom conflation rule, do the following:

1. Choose Options>Index
2. Click the Locators tab
3. From the Conflation drop-down list, choose (or re-choose) Custom.
4. Enter your custom rules as defined below.
5. Click OK.

How to Enter Custom Conflation Rules

To specify custom conflation rules, do the following:

1. Enter a range in the Range column for the first number of a page range for which the rule will apply. Whenever SKY Index encounters a page range where the first number of the range falls within the range specified here, the rule will be applied.

2. Choose a rule. The available rules are:
 - Don't Elide – no action will be taken. The page range will be displayed in full.
 - Changed Part – only the digits in the second number of the page range that are different than in the first number will be used. **Note:** You can use the MinDigits column to specify a minimum number of digits to use.
 - Changed unless all but one digit has changed – only the digits in the second number of the page range that are different than in the first number will be used unless only one digit is different in which case no abbreviation will occur. For example, in the page range 1456-1502, the only different digit is the '1'. In this case, instead of 1456-502, you would get 1456-1502. However, for 1456-1459, you would get 1456-9.
3. Choose whether or not to repeat the rule for multiples of 100, 1,000, or 10,000. Your options are:
 - Don't Repeat – the rule will not be repeated for multiples of 100, 1,000, or 10,000.
 - Repeat 100s – the rule will be repeated for multiples of 100, but not for multiples of 1,000 or 10,000.
 - Repeat 100s and 1000s – the rule will be repeated for multiples of 100 and 1,000, but not for multiples of 10,000.
 - Repeat 100s and 10000s – the rule will be repeated for multiples of 100 and 10,000, but not for multiples of 1,000.
 - Repeat 100s and 1000s and 10000s – the rule will be repeated for multiples of 100, 1,000 and 10,000.
 - Repeat 1000s – the rule will be repeated for multiples of 1,000, but not for multiples of 10,000.
 - Repeat 1000s and 10000s – the rule will be repeated for multiples of 1,000 and 10,000.
 - Repeat 10000s – the rule will be repeated for multiples of 10,000.

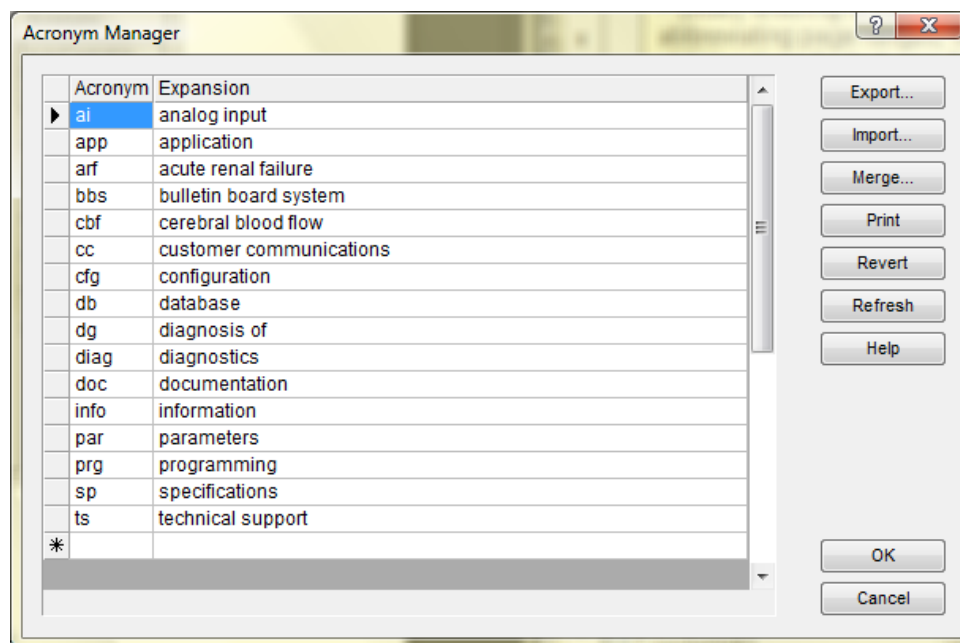
Example: If you select Repeat 100s for the range 101-109 and specify Changed Part as the rule, and then SKY Index encounters the range 301-305, it will be abbreviated to 301-5. If 1201-1205 is encountered, it will also be abbreviated. If, however, you 2201-2205 is encountered, it will not be abbreviated because repeating 1000s was not selected. If you select Repeat 100s and 1000s, the range 2201-2205 would be abbreviated as would 3401-3406.
4. Choose the minimum number of digits to use for an abbreviated page number – normally this will be 1, but there are some publishers that want at least two digits used for special cases. For example, Chicago Press wants at least two digits for the range 110-199 (repeated for 100s, 1000s and 10000s). With this option, if 110-119 is encountered with the Changed Part rule in place, instead of 110-9, you will get 110-19.

Notes

- If a page range is encountered for which you have not specified a rule, the page range will not be elided. This means that the first two rules in the example dialog above are not actually needed, but they are included to add clarity to the rules example.
- Normally, if you want the 100s repeated, you will also want 1,000s and 10,000s repeated. You have the option to apply the repeating parts differently, but if you don't know that hundreds should be repeated, and are unsure of thousands and ten thousands, you should choose to repeat all three.
- If you have already chosen Custom as the Conflation and want to edit the conflation settings, just choose Custom again and the Page Range Conflation Rules dialog will be presented again.

Acronym Manager

Acronyms allow you to define abbreviations for lengthy text. These abbreviations are automatically expanded during data entry. For instance, the acronym "ram" can be expanded to "Random Access Memory" by typing "ram" followed by a space. You may define as many acronyms as you desire.



Acronyms dialog

Defining Acronyms

To define an acronym, do the following:

1. Choose Options> Acronym Manager.
2. Enter an acronym.
3. Press tab. The cursor will move to the Expansion field.
4. Enter the text that will replace the acronym.
5. Press tab.
6. Repeat steps 2 through 5 for additional acronyms.
7. Click OK.

Columns

Acronym – Enter an acronym of up to four letters. During data entry, it will be expanded into the text in the Expansion field.

Expansion – Enter the text to replace the acronym during data entry. You can enter up to 254 characters. If the Expansion text is lengthy, press Shift+F2 to invoke a larger text editor.

Options

Export – Allows you to save all entries in the Acronym list to a file that can be imported into another index using the Import button.

Import – Allows you to import an Acronym list that was previously saved to a file using the Export button.

Merge – This is the same as Import except that the entries that are imported are added to the existing list rather than replacing the list.

Print – Prints a list of all Acronyms.

Refresh – If you have edited the list, this will resort the list and put it back in alphabetical order.

Revert – Abandons all changes you've made and restores the list to the same state it was in when you opened the Acronym Manager.

Help – Displays the help file topic for this dialog.

OK – Saves your changes and closes the Acronym Manager.

Cancel – Performs a Revert and then closes the Acronym Manager.

Using Acronyms

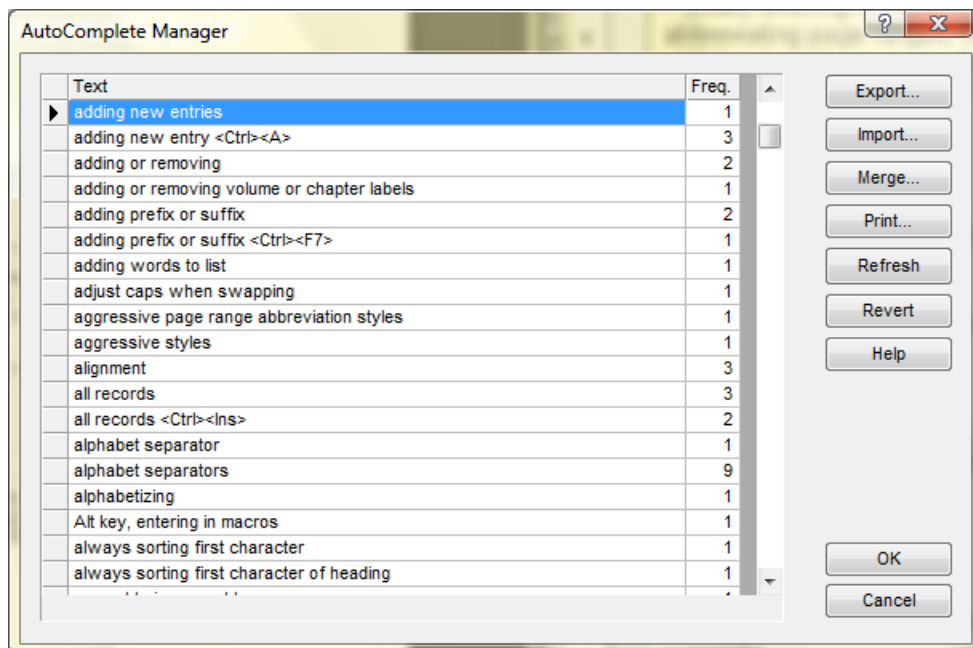
During data entry, simply type a defined acronym plus a trailing space and it will be replaced with the full text plus a space. Do not worry about removing the trailing space if it appears at the end of your entry, SKY Index will remove it when you move the marquee to the next grid cell. The acronyms are not case sensitive.

Notes

- If you type a space after an acronym, the acronym will be expanded to the full 'Expansion' text.
- If you type an acronym at the end of a heading, pressing Tab or Enter will expand the acronym. There is no need to type the trailing space.
- If you type a hyphen (-) after an acronym instead of a space, the acronym will not be expanded and the hyphen will be converted to a space.
- If you type a period after an acronym, the acronym will be expanded, the period will not appear and there will be no space after the expanded text. This will allow you to type additional text directly after the expanded text. For example: If you have the acronym 's*' for 'school', you can type "s*.yard" and you'll get schoolyard.

AutoComplete Manager

The AutoComplete feature can dramatically reduce the amount of typing needed when writing your index. The longer the average index entry, the greater are the potential savings. The AutoComplete Manager lets you add items to, and remove items from, the AutoComplete list. **Note:** Because of the sophisticated way in which the list is handled internally, adding or removing items should rarely be needed. You can also save the list for reuse with future indexes that are similar in nature.



AutoComplete Manager

Accessing the AutoComplete Manager

To access the AutoComplete Manager, choose Options>AutoComplete Manager.

Options

Export – Allows you to save all entries in the AutoComplete list to a file that can be imported into another index using the Import button.

Import – Allows you to import an AutoComplete list that was previously saved to a file using the Export button.

Merge – This is the same as Import except that the entries that are imported are added to the existing list rather than replacing the list.

Print – Prints a list of all AutoComplete entries.

Refresh – If you have edited the list, this will resort the list and put it back in alphabetical order.

Revert – Abandons all changes you've made and restores the list to the same state it was in when you opened the AutoComplete Manager.

Help – Displays the help file topic for this dialog.

OK – Saves your changes and closes the AutoComplete Manager.

Cancel – Performs a Revert and then closes the AutoComplete Manager.

Notes

The AutoComplete Manager is generally intended for one purpose – to allow for exporting and importing AutoComplete lists. However, you are free to edit the data in the AutoComplete list if you wish to do so. The AutoComplete grid behaves in a similar manner as the Data Entry Grid.

The AutoComplete Manager cannot store entries longer than 255 characters in length. This is a highly unusual event, but is something that you should be aware of. Any entry that is longer than 255 characters is simply ignored by the AutoComplete Manager.

How AutoComplete Works

AutoComplete keeps track of three things whenever you type a new heading.

1. The actual heading that was typed
2. How many times this particular heading has been typed into the index
3. The timestamp of the most recent time the heading has been typed

Each time you start to type a heading, what you have typed so far is compared to all entries in the AutoComplete list. All entries that match the text (formatting is not taken into account) of what you've typed so far are collected as potential matches. Once the list of potential matches has been created, that list is parsed to find the entries that have been typed most often. That entry is the one that is used as the best guess unless there are two or more entries with exactly the same frequency of usage. In that case, the entry with the most recent timestamp is used to anticipate your typing.

As you type more characters the anticipated text will become more and more accurate. Because of SKY Index's advanced algorithm for anticipating your entries, you will probably find that most entries require only three or four characters to AutoComplete. This has obvious time saving advantages.

Importing or Exporting an AutoComplete list

If you work on many similar indexes you may find it beneficial to reuse the AutoComplete list when starting a new index. You might also want to start an AutoComplete list based on a list of phrases from a client. Doing so will allow SKY Index to immediately start anticipating your entries rather than having to wait until you enter those entries for the first time. The directions below describe how to save an AutoComplete list and then retrieve it for use in a new index.

Exporting (saving) an AutoComplete List from an Existing Index

To save an AutoComplete list for later reuse, click the Export button. A Files dialog will appear. Enter a name for the AutoComplete list and click Export to save it.

Importing (loading) an Existing AutoComplete List

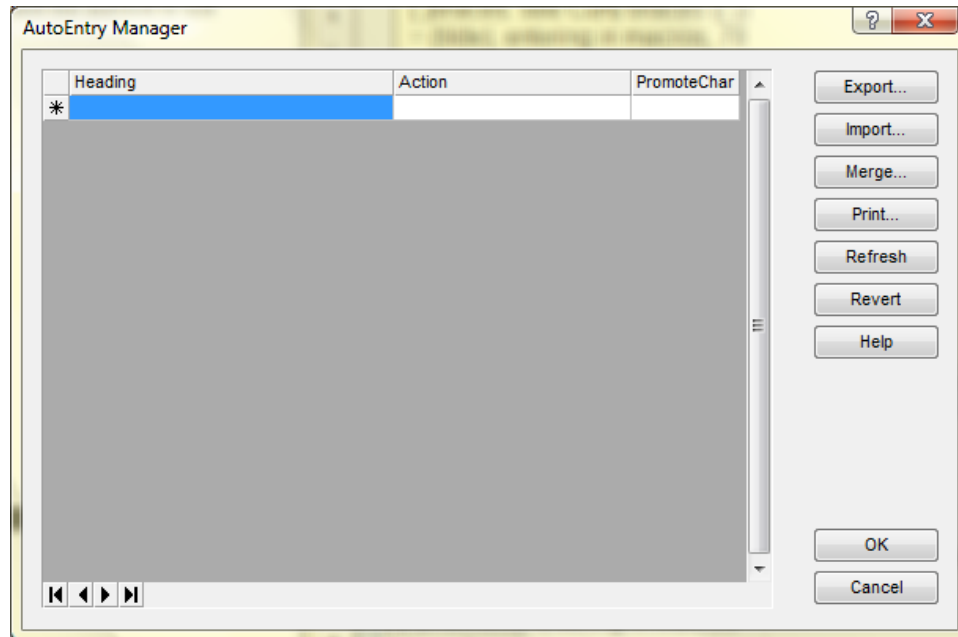
To load a previously saved AutoComplete list, click the Import button. In the Files dialog that appears, choose the AutoComplete file that contains the AutoComplete data you wish to import and then click Import.

Tips

- While in Data Entry View or Edit View, you can refresh (rebuild from scratch) the AutoComplete list at any time by pressing Alt+Ctrl+U. This is the Update AutoComplete command.
- After you've used AutoComplete for a period of time, you will acquire a natural instinct of when certain phrases won't automatically complete as you wish. When you know this is going to happen, start the entry with a single space. This will deactivate AutoComplete. The leading space will be automatically removed when the entry is saved.
- If you are attempting to type just the first word of a multiword phrase that has been entered previously, and is therefore being AutoCompleted, after you type the word you want, just press the Delete key to remove the trailing text.

AutoEntry Manager

Some types of indexes have frequent and predictable double postings. SKY Index's new AutoEntry feature allows you to specify the types of entries that are double posted and the method to use when double posting the entry.



AutoEntry Manager Dialog

Configuring AutoEntry

To configure AutoEntry, do the following:

4. Choose Options>AutoEntry Manager.
5. Set your AutoEntry options.
6. Click OK.

Columns

Heading – AutoEntry uses the main heading of an entry to determine if it will be double posted. Enter all main headings that will be double posted. Whenever you type a record that contains one of these main headings, the record will be automatically double posted according to your specifications in the Action group discussed below.

Action – What should happen when an entry that should be double posted is entered. Your options are:

Duplicate and Swap – Specifies that the double posting will be performed by simply swapping the Main and Sub1 headings.

Duplicate, Swap and Promote – Specifies that the double posting will be performed swapping the Main and Sub1 headings and then promoting the Sub1 heading into the Main heading using the promote text you specify under Promote With.

PromoteChar – Specifies the promote text used when an entry is double posted using the Duplicate, Swap and Promote technique. Your options are:

Space – The subheading text is promoted with a single space.

Comma + Space – The subheading text is promoted with a comma and a space.

Options

Export – Allows you to save all entries in the AutoEntry list to a file that can be imported into another index using the Import button.

Import – Allows you to import an AutoEntry list that was previously saved to a file using the Export button.

Merge – This is the same as Import except that the entries that are imported are added to the existing list rather than replacing the list.

Print – Prints a list of all AutoEntry entries.

Refresh – If you have edited the list, this will resort the list and put it back in alphabetical order by heading.

Revert – Abandons all changes you've made and restores the list to the same state it was in when you opened the AutoEntry Manager.

Help – Displays the help file topic for this dialog.

OK – Saves your changes and closes the AutoEntry Manager.

Cancel – Performs a Revert and then closes the AutoEntry Manager.

Macro Manager

Macros let you combine actions that would normally take several keystrokes into a single keystroke. Macros are invoked by pressing holding down Alt+Shift along with one of the alphabet characters a-z giving you a total of 26 possible macros. The Macro Manager lets you define and manage your macros.

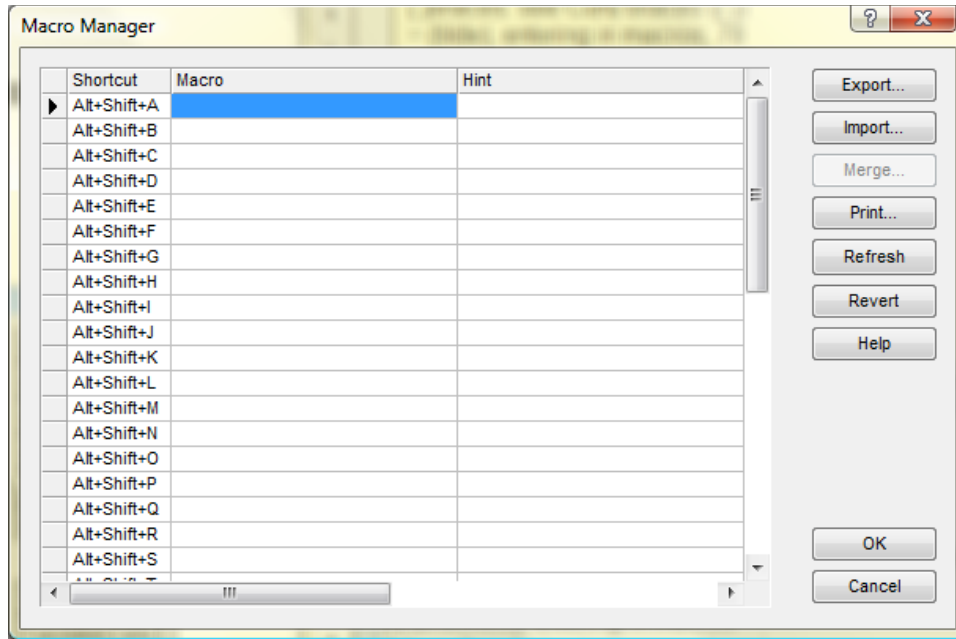
What is a Macro?

A macro is nothing more than a collection of keystrokes. For instance, to delete a word to the right of the cursor and type two colons, you would type: Ctrl+Del (deletes the word) and then ':' (two colons). A macro can be written to perform those three keystrokes with just one keystroke. Although this is a trivial example, it should let you see the broader benefit of being able to replace ten or twenty keystrokes with one.

Defining Macros

To define macros, do the following:

1. Choose Options>Macro Manager
2. Enter your macros.
3. Click OK.



Macros dialog

Entering Macros

To enter macros, enter the text for the macro into the Macro column of the grid next to the Shortcut that you wish to use to execute the macro. You should also enter a description of the macro in the Hint column so that you can remember what it does at a glance. The description is what will be displayed in the buttons of the Macros Toolbar. To enter a description after entering your macro, press Tab and then type the description. If you do not enter a description, the macro itself will be used by default.

Macros can contain commands to perform virtually any keystroke available on your keyboard. Below is a detailed description of how to enter them. If you are writing a lengthy macro, you can press Shift+F2 to invoke a larger text editor.

Options

Export – Allows you to save all entries in the Macro list to a file that can be imported into another index using the Import button.

Import – Allows you to import an Macro list that was previously saved to a file using the Export button.

Merge – This is the same as Import except that the entries that are imported are added to the existing list rather than replacing the list.

Print – Prints a list of all Macro entries.

Refresh – Allows you to forcefully redraw the entire grid if you believe there is some sort of grid rendering problem.

Revert – Abandons all changes you've made and restores the list to the same state it was in when you opened the Macro Manager.

Help – Displays the help file topic for this dialog.

OK – Saves your changes and closes the Macro Manager.

Cancel – Performs a Revert and then closes the Macro Manager.

How to Create Macros in SKY Index

Each key in a macro is represented by one or more characters. To specify a single keyboard character, use the character itself. For example, to represent the letter A, use "A" for the macro text. If you want to represent more than one character, append each additional character to the one preceding it. To represent the letters A, B, and C, use "ABC" for the macro text.

The plus sign (+), caret (^), percent sign (%), tilde (~), and parentheses () have special meanings. To specify one of these characters, enclose it inside braces. For example, to specify the plus sign, use {+}. Brackets ([]) have no special meaning, but you must enclose them in braces as well, because in other applications for Microsoft Windows, brackets do have special meaning that may be significant when dynamic data exchange (DDE) occurs. To send brace characters, use {{} and {}.

To specify characters that aren't displayed when you press a key (such as Enter or Tab) and keys that represent actions rather than characters, use the codes shown below:

Macro Codes

Key	Code
Backspace	{BKSP} or {BS}
Break	{BREAK}
Caps Lock	{CAPSLOCK}
Clear	{CLEAR}
Del	{DELETE} or {DEL}
Down Arrow	{DOWN}
End	{END}
Enter	{ENTER} or ~
Esc	{ESCAPE} or {ESC}
Help	{HELP}
Home	{HOME}
Ins	{INSERT}
Left Arrow	{LEFT}
Num Lock	{NUMLOCK}
Page Down	{PGDN}
Page Up	{PGUP}
Print Screen	{PRTSC}
Right Arrow	{RIGHT}
Scroll Lock	{SCROLLLOCK}

Key	Code
Tab	{TAB}
Up Arrow	{UP}
F1	{F1}
F2	{F2}
F3	{F3}
F4	{F4}
F5	{F5}
F6	{F6}
F7	{F7}
F8	{F8}
F9	{F9}
F10	{F10}
F11	{F11}
F12	{F12}
F13	{F13}
F14	{F14}
F15	{F15}
F16	{F16}

To specify keys combined with any combination of Shift, Ctrl, and Alt keys, precede the regular key code with one or more of the following codes:

Key	Code
Shift	+
Ctrl	^
Alt	%

Note: When specifying a keystroke with the ctrl, alt or shift keys, be sure to use a lowercase letter or the keystroke will not be recognized.

To specify that Shift, Ctrl, and/or Alt should be held down while several other keys are pressed, enclose the keys' code in parentheses. For example, to have the Shift key held down while E and C are pressed, use "+(ec)". To have Shift held down while E is pressed, followed by C being pressed without Shift, use "+ec".

To specify repeating keys, use the form {key number}; you must put a space between key and number. For example, {LEFT 42} means press the Left Arrow key 42 times; {h 10} means press h 10 times.

An Example

For an example let's assume that you are writing an index to a computer manual and that there will be frequent instances where you will want to create a new entry out of an existing entry with the following modifications:

```
standard toolbar, copy button, 32
```

Duplicate this and translate to:

```
copy button (standard toolbar), 32
```

Here is what needs to be done in English:

1. Use the duplicate and swap feature to duplicate the record and swap the main and Sub1 headings.
2. Move the marquee is over the main heading.
3. Edit the new main heading, adding a space and both opening and closing parentheses.
4. Move the grid marquee to the Sub1 cell.
5. Cut the contents of the Sub1 cell to the clipboard.
6. Move the grid marquee back to the Main cell.
7. Go into Edit mode and move the text cursor between the opening and closing parentheses.
8. Paste the contents of the clipboard between the parentheses.
9. Exit Text Edit Mode

Below are the macro codes needed to perform these actions. First, the macro's codes are listed numerically according to the action the macro is designed to handle from the list above. Then the entire macro as it should be entered into SKY Index is shown.

1. ^{f4}
2. {home}
3. {f2} {({})}
4. {tab}
5. ^x
6. {left}
7. {f2}{left}
8. ^v
9. {f2}

```
^{f4}{home}{f2} {({})}{tab}^x{left}{f2}{left}^v{f2}
```

Tip: Using the Alt+F12 keyboard shortcut to force Text Edit Mode can be very useful in macros.

Translation Manager

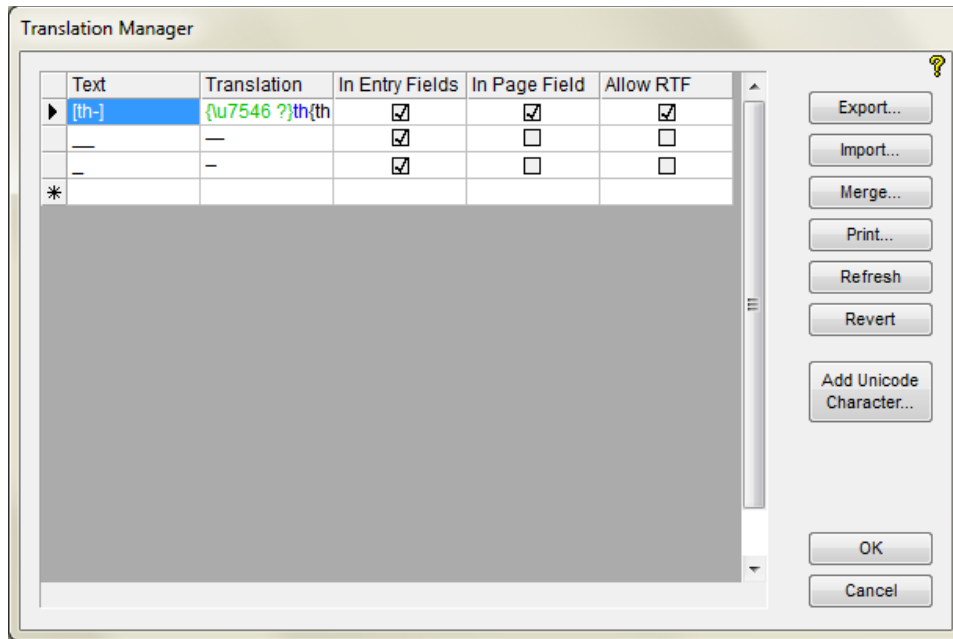
What are Translations?

Translations allow you to substitute a short sequence of characters for a much longer one. They are very similar to acronyms in this respect with the important distinction that acronyms are immediately expanded when you enter them and translations are not expanded until you generate the index.

Translations are also the way to add characters to your index that are not included in the standard Windows character set. These are Unicode characters and there is an Add Unicode Character button included to make this an easy task.

Translations can also be used to make it easier to enter a character that exists in the Windows ANSI character set, but does not have a key on your keyboard. A good example of this would be entering an en dash or an em dash. There is no key on your keyboard for these characters so you might want to substitute an underscore for an en dash and a double underscore for an em dash making data entry much easier.

You can have an unlimited number of translations and translations *are* case sensitive. Below is a screenshot of the Translation Manager dialog with a few example entries. *Note that the double underscore comes first in the translation list. If it did not, the individual underscores would be translated into two en dashes.*



Translation Manager Dialog

Defining Translations

To define a translation, do the following:

1. Choose Options>Translation Manager.
2. Enter the text for a translation.
3. Press tab. The cursor will move to the Translation column.

4. Enter the word or phrase that will be used to replace what you typed in the Text field wherever it occurs in the index.
5. Press tab. The cursor will move to the In Entry Fields column.
6. Specify if the translation will work in normal entry fields. (Pressing the space bar toggles this option). **Note:** You can apply formatting such as bold, italic, and underline using standard keyboard shortcuts.
7. Press tab. The cursor will move to the In Page Fields column.
8. Specify if the translation will work in the Page field. (Pressing the space bar toggles this option).
9. Press tab. The cursor will move to the Allow RTF column.
10. Specify if the translation is actually coding that should be interpreted as Rich Text coding. (Pressing the space bar toggles this option). Use of this option requires knowledge of RTF.
11. Press tab.
12. Repeat steps 2 through 11 for additional Translations.

Options

Export – Allows you to save all entries in the Translation Table to a file that can be imported into another index using the Import button.

Import – Allows you to import an Translation Table that was previously saved to a file using the Export button.

Merge – This is the same as Import except that the entries that are imported are added to the existing list rather than replacing the list.

Print – Prints a list of all Translation Table entries.

Refresh – If you have edited the list, this will resort the list and put it back in alphabetical order.

Revert – Abandons all changes you've made and restores the list to the same state it was in when you opened the Translation Manager.

Help – Displays the help file topic for this dialog.

Add Unicode Character – Brings up a form that you fill in that lets you easily create translations for characters that don't exist in the standard Windows ANSI character. The translation will create RTF code for the Unicode character you specify and that character will appear in the generated index.

OK – Saves your changes and closes the Translation Manager.

Cancel – Performs a Revert and then closes the Translation Manager.

Columns

Text – Enter the text that will be interpreted by SKY Index as a translation. This can be anything, but you need to be sure that it will be unique so that you don't end up altering text that you don't really want to be translated. Examples of good translation text: <a>, [p], *3*, >>7. Examples of bad translation text: a, on, ::, 1-2

Translation – The text that will replace the word or phrase you entered in the Text field. You can enter up to 254 characters. If the Translation is lengthy, press Shift+F2 to invoke a larger text editor.

In Entry Field – If checked and if the Text is found in any field except the Page field, it will be translated into the Translation Text.

In Page Field – If checked and if the Text is found in the Page field, it will be translated into the Translation text. Otherwise it will be ignored.

Allow RTF – If checked, the Translation will be assumed to be Rich Text coding and therefore certain characters will be handled differently. Checking this option allows you to enter Rich Text codes directly. Do not use this option unless you know and understand Rich Text.

Using Translations

During data entry, simply type the text of a Translation wherever you want the translated text to appear. The translation will appear in the Preview Pane as soon as the current record is stored. The text in the Data Entry Grid will remain unchanged. Please note that the Translations *are* case sensitive.

Using the Translation Table to Enable Use of Unicode Characters

Some indexes require the use of characters that are not part of the Windows ANSI character set. For these indexes you can take two approaches. The first is to simply decide upon a code for each of the characters and use that code wherever the corresponding character should be in the index. Then tell your client what codes you used for each character and allow them to perform the substitution at their end. The other approach is to use Translations to perform the substitution during index generation. The second approach is discussed here.

Important: You can only use these Unicode translations for indexes that will be generated as an RTF file.

Overview of the Process

The basic process for using the translation table to generate Unicode characters is:

- Decide upon a code that you will use to represent the character
- Define the translation
- Use the code you defined when entering headings in your index.

Below are more explicit details for each step.

Choosing a Code for the Translation

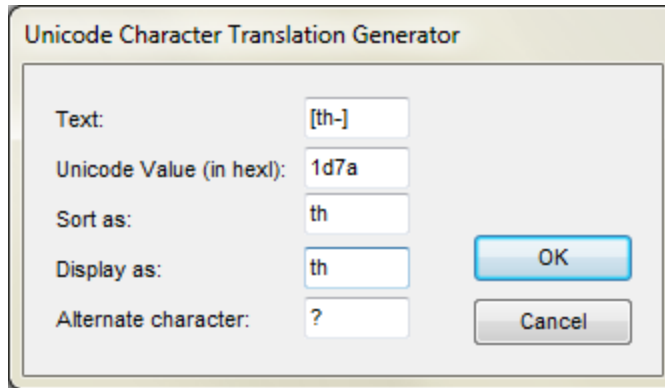
The most important aspect of choosing a code is to choose a sequence of characters that you are certain will *never* appear in your index as part of a normal heading. An example of a good code would be something like '[a:]' to represent an lowercase 'a' with a Diaeresis (ä). An example of a bad code would be 'ad' because the two letters 'a' and 'd' are likely to appear in your index together as part of normal word.

As a general rule, it is not a good idea to use one or two character codes and there should be at least one non-alpha character in the translation to assure no false translations. SKY Software recommends that you start each code with a left bracket '[' and end each code with a right bracket ']', but this is not a hard and fast rule, it is a recommendation.

Defining a Unicode Translation

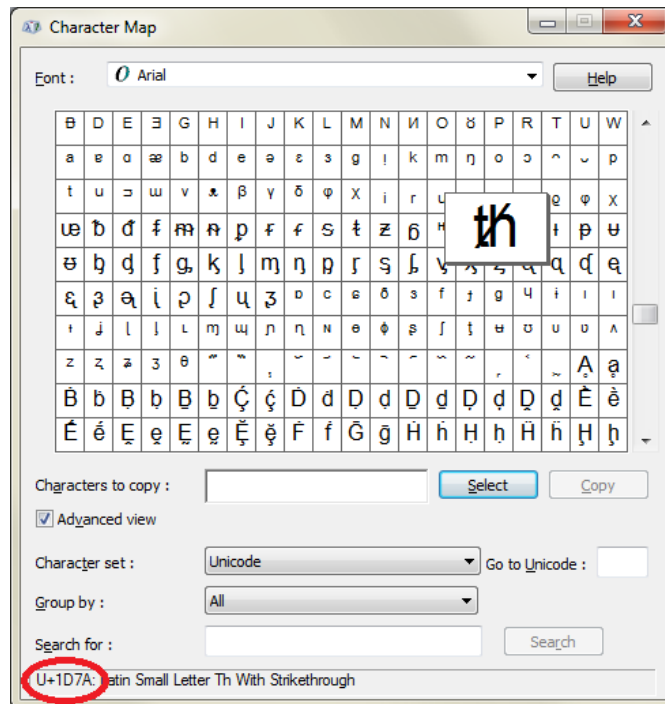
To illustrate creating a Unicode translation, we will define a translation for the Latin small letter 'th' with a strikethrough (th̄). We will use the code '[th-]' to represent this character. To define this Unicode translation, do the following:

1. Click the Add Unicode Character button. The Unicode Character Translation Generator dialog will appear as shown below.



Unicode Character Translation Generator Dialog

2. In the Text textbox, enter the code you will use to represent the Unicode character. For our example, this is 'th-'.
3. Enter the hexadecimal value of the Unicode character you are creating a translation for. This number is shown at the bottom left of the Windows Character Map applet. As shown circled in red in the figure below. (**Note:** This is the 'Windows' character map applet. It is *not* the Character Map that you get within SKY Index by choosing Tools>Character Map.)



Character Map Example

4. In the Sort as textbox, enter a character or characters that will be used to sort the code you enter so that your index entries are sorted correctly. For our example, we will use 'th'
5. In the Display as textbox, enter a character or characters that you want to be displayed in the Preview Pane in place of the code you have defined. This character(s) will appear in a different color in the Preview Pane to let you know it is part of a translation. For our example we will the two letters 'th'.

6. Optionally, enter a single character that will be used by your word processor in place of the Unicode character if that character is not available. Please note that MS Word will substitute a valid character of a different font if the desired character does not exist in the current font. You should always verify with your client that the font they will be using is a Unicode font and that it contains the characters in question.
7. Click OK.

An example of the resulting translation is shown in the Translation Manager Dialog screen shot shown earlier in this section. During data entry, you will enter '<th>' anywhere you want the Latin character 'th' to appear. In the Preview Pane, you will see 'th' because that is what we defined as the 'Display as'; characters. The generated RTF file will contain the actual Latin small th with a strikethrough 'th'.

Notes

- Translations do not require surrounding spaces as acronyms do.
- Unlike Acronyms, Translations are case sensitive.
- Translations are performed in the order in which they appear in the Translation Table grid.
- To delete a translation, select the translation by clicking in the row header in front of the translation and then press 'Del' or 'Delete' on your keyboard.

Recommended Coding for Unicode Characters

SKY Software recommends the following guidelines when creating a code for a Unicode character:

Format of code – [< ID> < Modifier>]

ID One or two characters that identify the Unicode character to be translated

Modifier One or two characters that specify attributes of the character being translated

Example: [a:]

ID = a (specifies a lower case 'a')

Modifier = : (specifies that the lower case a will have a Diaeresis).

Notes:

- Every code will start and end with brackets []. This makes them unlikely to occur in a normal heading and they are easy to type because there is no shift key involved.
- For characters that have an alphabet equivalent, the ID will be that letter and will be followed by a one or two characters (modifier) that determine what happens to that character. For instance [a:] would become ä, [A^] would become Å, and [a^] would become â, and [o~] would become õ.
- For characters where there is no alphabetic equivalent such as the Latin th with a strikethrough, you would use a two letter ID with a one or two letter modifier. Example [th-] = ~~th~~ and [AE] = Æ.
- These are guidelines, not mandated rules. You are free to use whatever coding you desire.
- Although not available as of the initial writing of this User's Guide, SKY Software plans to make available a list that can be imported of recommended translations at some point in the future. Visit the SKY Software website to check for the availability of this list.

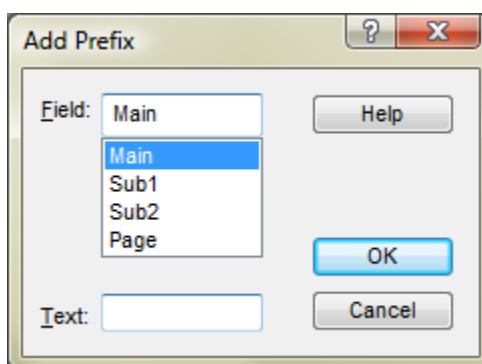
Overview

SKY Index provides a number of tools that may help make your indexing go faster, help you modify the index in specific and unique ways, or provide information about your index. You may use some of these tools frequently and others only occasionally, but they can be invaluable when needed. These tools are found under the Tools menu of your program and are described in this chapter.

Add Prefix

Purpose

Allows you to add a letter, word or phrase to the beginning of a field (grid column) for all records that are currently selected.



Add Prefix dialog

Adding a Prefix

1. Select the records to receive a prefix.
2. Choose Tools>Add Prefix. The Add Prefix dialog will be displayed.
3. Click the field that you wish to add a prefix to.
4. Enter the text for the prefix.
5. Click OK.

The text will be added to the specified field of all selected records in the index.

Options

Field Allows you to specify the index field that you wish to apply the Prefix to. You can choose a field by clicking on it with the mouse, using the up or down arrow keys or by typing its name.

Text This is the text that will be added to the front of the specified field of all selected records in the Data Entry Grid.

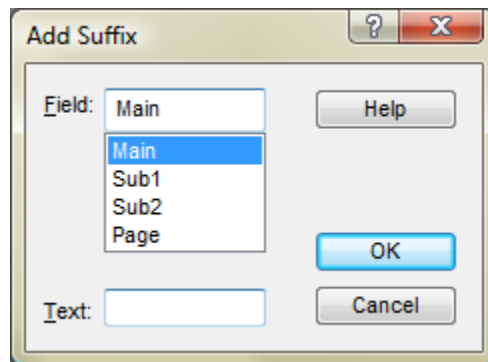
Keyboard Shortcut: n/a

See also: [Add Suffix](#)

Add Suffix

Purpose

Allows you to add a letter, word or phrase to the end of a field (grid column) for all records that are currently selected.



Add Suffix dialog

Adding a Suffix

1. Select the records to receive a suffix.
2. Choose Tools>Add Suffix. The Add Suffix dialog will be displayed.
3. Click the field that you wish to add a suffix to.
4. Enter the text for the suffix.
5. Click OK.

The text will be appended to the specified field of all selected records in the index.

Options

Field Allows you to specify the index field that you wish to apply the Suffix to. You can choose a field by clicking on it with the mouse, using the up or down arrow keys or by typing its name.

Text This is the text that will be added to the end of the specified field of all selected records in the Data Entry Grid.

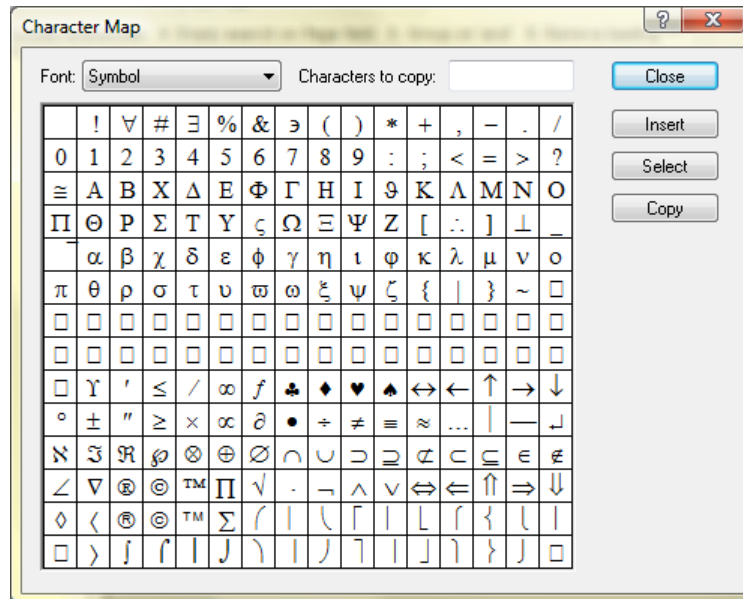
Keyboard Shortcut: n/a

See also: [Add Prefix](#)

Character Map

Purpose

There are times when you may need to add symbols or characters for foreign languages to your index entries. To make this easier for you, SKY Index provides a Character Map dialog.



Character Map dialog

Entering Symbols or Special Characters

To enter symbols or special characters in your index, do the following:

Place the cursor in the data entry grid where you wish to insert a symbol or special character.

Choose Tools>Character Map. The Character Map dialog will appear.

Use the Font drop down list box to select the font that you wish to choose characters from.

Find the characters that you wish to enter in the dialog and as you find them, double click them.

This will make them appear in the Characters to copy text box.

After you've selected all of the characters you wish to enter, click Insert.

Click Close.

Options

Font Specifies the font that you wish to choose a character or symbol from.

Copy Copies the currently highlighted character or symbol to the Characters to copy text box. If any characters are already in this text box, the new character is appended to the existing characters.

Characters to copy Shows the characters that have been selected so far and that may be inserted into your index by clicking Insert

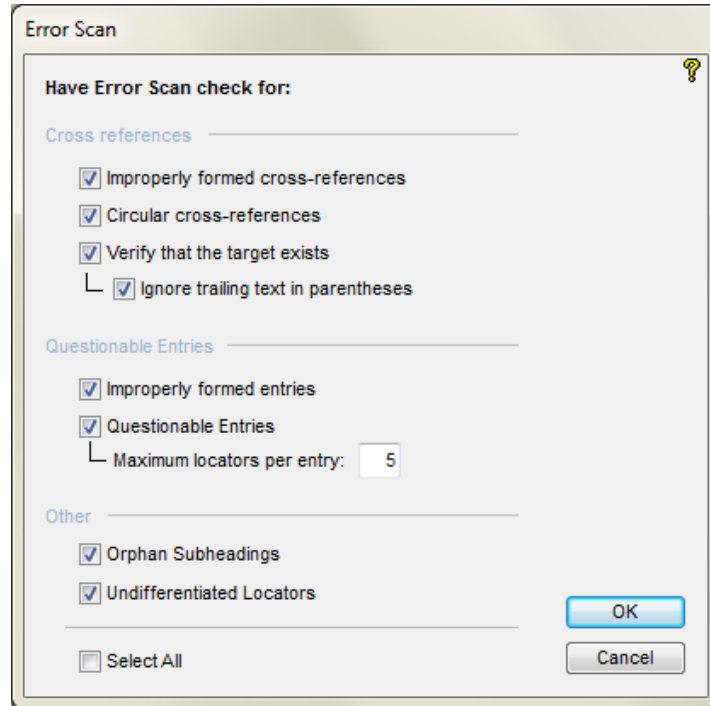
Select Selects any characters in the Characters to copy text box so that they can be copied to the Windows clipboard by pressing Ctrl+C.

Insert Inserts the characters that are currently in the Characters to copy text box at the current insertion point in the data entry grid.

Error Scan

Purpose


There are many different kinds of errors that can creep into an index during the data entry and editing process. Error scan is used to find and alert you to many of these common problems.



Error Scan Dialog

Checking Your Index for Errors

To check you index for errors, do the following:

1. Choose Tools>Error Scan or click the  toolbar icon. The Error Scan dialog box will appear as shown above.
2. Select the types of errors you wish to scan for. (Descriptions of your options are below.)
3. Click OK.

Options

Cross-references

Improperly formed cross-reference – Detects what may be cross-references that are not formed according to the rules that SKY Index expects.

Circular Cross-references – If checked, cross-references will be checked for references that refer to an entry that refers back to the original entry.

Verify that target exists – Verifies that the target of a cross-reference exists.

Ignore trailing text in parentheses – When verifying that a target exists, any trailing text in parentheses will be ignored for comparison purposes.

Questionable Entries

Improperly Formed Index Entries – Detects entries that were not entered in a legal manner. For example, entries that have no main heading or entries that have a Sub2 heading, but no Sub1 heading would be flagged as an error.

Questionable Entries – Detects entries that may not be desirable. For instance, an entry that has a single page reference to a page that is also inside a range of pages like "computers, (5-8), 7, 10" is probably a mistake.

Maximum Locators Per Entry – Specifies the number of locators that, when exceeded for a single entry, will raise a warning as a result of the Questionable Entries error scan.

Other

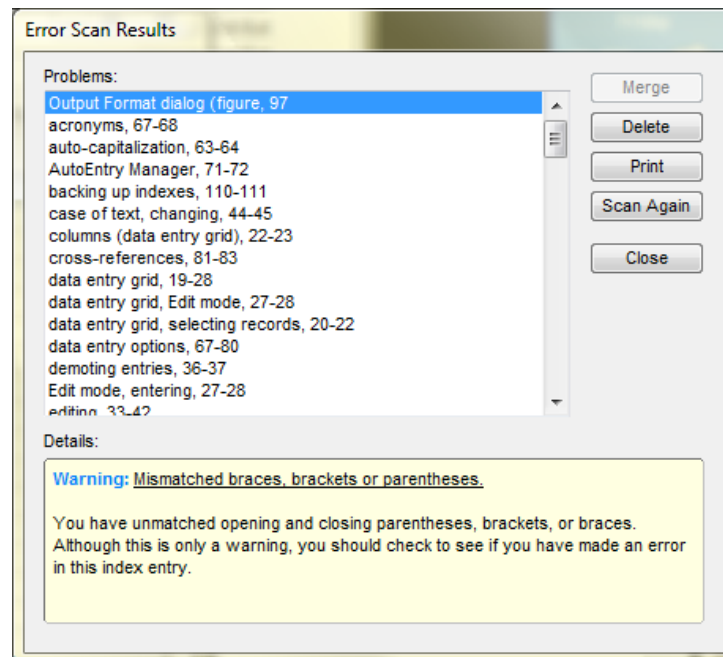
Orphan Subheadings – If checked, Any heading that has only one subheading will be flagged.

Undifferentiated Locators – If checked, any main heading that includes one or more locators and also has one or more subheadings will be flagged as a potential problem.

Select All – Toggles the selection of all options on or off.

Viewing and Editing the Errors That Where Found

After SKY Index scans your index for errors, it will display the dialog box shown below.



Error Scan Results Dialog

This dialog box is a stay on top window. While this window is visible, the entire SKY Index program can still be accessed. This allows you to fix errors while the list is still visible.

You can click on an item in the error list to go directly to the record in the index that contains the error. You should edit the record to fix the problem and then delete it from the error list by clicking Delete.

Repeat this process until all errors have been corrected. There will be some errors listed that are warnings, not errors. If you find that those items are okay and do not require attention, simply delete them from the list.

Below the error list is the Details Pane. The Details Pane shows you a brief synopsis of the problem and then gives you a more detailed explanation below the synopsis.

Tip: This dialog box can be resized so you can see more errors at one time.

Options

Merge – If the error being viewed is an orphaned subheading, you may merge the orphan by clicking Merge.

Delete – Deletes the current list item from the error list.

Print – Prints the error list so that you can work from paper rather than on-screen.

Scan Again – Closes the Error Scan Results dialog and displays the Error Scan dialog so that you can scan again. This is useful if you wish to scan for only one type of error at a time.

Close – Closes the Error Results dialog.

Statistics

Information about your index can be useful in tracking your productivity, for billing your clients and for getting an idea of your thoroughness. SKY Index provides many details of your index that can be used for these and other purposes.

To see a statistics report for your index, choose Tools>Statistics. The statistics dialog will appear and you will be presented with the options described below.

The screenshot shows the 'Statistics' dialog box with the following settings:

- Pages Indexed:**
 - Pages Indexed
 - Include Front Matter
 - Count Skipped Pages
 - Entries Per Page
- Line Count:**
 - Line Count
 - Font: Index Setting
 - Column Width: 40
 - Indent: 1
 - Turnover indent: 2
 - Wrap lines at column width
- Other:**
 - Elapsed Time
 - Number of Cross-References
 - Page References
 - Average Entry Lengths

Buttons: OK, Cancel

Statistics Dialog

Options

Pages Indexed – If checked, you will get statistics for how many pages of the document you are

indexing that you have index entries for.

Include Front Matter – If checked, front matter (Roman numeral locators) will be included in the page count.

Count Skipped Pages – If checked, pages where nothing has been index will still be included in the count. In other words, if you make entries for page 3 and page 7, but no entries for pages 4, 5, and 6, the page count will be 5 because the pages in-between 3 and 7 will be counted.

Entries Per Page – The total number of index entries you have made on average for each page of the document you are indexing. This is calculated as:

(Total number of records - records that contain cross-references) / Pages indexed.

Line Count – If checked, you will get a count of lines for your generated index. This is often needed in order to satisfy a client's stated maximum (or minimum) line count. Some clients may ask for a line count based on a number of characters per line. This can easily be accommodated using the options below. (**Note:** These stats are based on an indented index regardless of index option settings.)

Font – The font used when calculating the index line count. Your choices are:

Index Setting – The font and font size specified in Index Options will be used. Your settings for Indent and turnover indent will also be used.

Mono-spaced font – A mono-spaced font will be used. This option is used in conjunction with the Column Width, Indent, and Turnover Indent options. For details, see those options below.

Column Width – If you specify that a mono-spaced font be used for calculating the line count, you must specify here the width of a column in characters.

Indent – If you specify that a mono-spaced font be used for calculating the line count, you must specify here the indent of subheadings in or spaces or tabs. Sub-subheading indents are assumed to be incremental.

Turnover Indent – If you specify that a mono-spaced font be used for calculating the line count, you must specify here the indent of turnover lines in or spaces or tabs. Sub-subheading turnover indents are assumed to be incremental

Wrap lines at column width – If checked, and if Mono-spaced Font has been selected for Font, when counting the lines, the lines will be wrapped after the number of characters specified in Column Width is reached and the new, wrapped, line will be indented according the Turnover Indent that has been specified. If Font has been set to Index Settings, the lines will wrap according to your current index settings.

Other – Other options that you may find useful

Elapsed Time – Provides both the cumulative time and current session time. The session time is the time since you most recently opened this particular index. The cumulative time is the total of all sessions for this index.

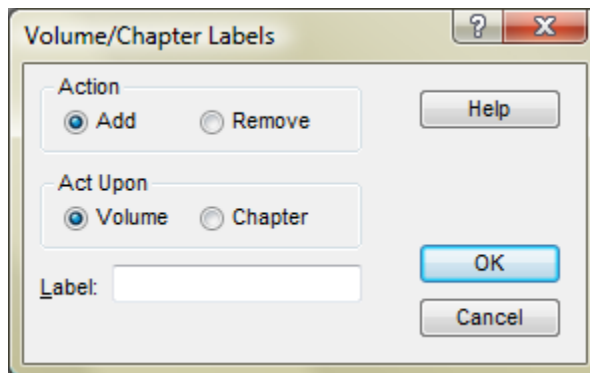
Number of Cross-references – If checked, provides the total number of cross-references, total unique cross-reference, total see cross-references and total see also cross-references.

Page References – If checked, provides statistics on how many references there are between 1 and 9, 10 and 99, 100 and 999, and 1000 and 9999.

Average Entry Lengths – If checked, provides statistics on the average length of entries for Main headings, subheadings, and Locators.

Add/Remove Volume/Chapter Labels

If you are working on multi-volume indexing projects or have an indexing project where each chapter is numbered individually, there may be times when you want to add or remove a volume or chapter label. The Add/Remove Volume/Chapter Labels function performs this task.



Volume Labels dialog

Adding or Removing Chapter Labels

1. Choose Tools>Add/Remove Volume/Chapter Labels.
2. Select the desired action: Add or Remove.
3. Specify whether to modify volume or chapter labels.
4. If the Action is Add, enter the new chapter or volume label. **Note:** You do not need to append the volume or chapter separator character.
5. Click OK.

If you are adding a chapter label, SKY Index will add the chapter label to all non-empty and non-cross-reference page numbers. The chapter label will be inserted after any existing volume label and before the page number part of the locator. If you are removing chapter labels, all existing chapter labels will be removed.

If you are adding a volume label, SKY Index will add the volume label to all non-empty and non-cross-reference page numbers. The volume label will be added before the page number part of the locator or any existing chapter label. If you are removing volume labels, all existing volume labels will be removed.

See [Index Options \(Locators\)](#) for more information on how page numbers are handled in SKY Index.

Options

Action Specifies action you wish to take. Choosing Add will instruct SKY Index to add a volume or chapter label. Choosing Remove will instruct SKY Index to remove any existing volume or chapter labels.

Act Upon Specifies what type of label you wish to modify. Choosing Volume will instruct SKY Index to act only on volume labels. Choosing Chapter will instruct SKY Index to act only on chapter labels.

Label When adding volume or chapter labels, this is where you type the label that you wish to be added. Do not include a volume or chapter separator.

Process Maiden Names

When writing a genealogical index, it is often desirable to include entries for a married woman under both her married and maiden names. SKY Index will automatically create these entries during data entry when using Automatically Create Maiden Name Entries option. If you fail to turn this feature on before starting your index, you can process maiden names by using the Process Maiden Name Entries function. It will scan the entire index for the commercial at sign (@) and when found, will process the maiden name information.

After you've enabled automatic maiden name creation, enter a married women's name as shown below preceding the maiden name with a commercial at sign (@) in the Sub1 field:

Schreiner, Bette Ann @Shepherd

When you complete this record and start a new record, SKY Index will change the record to appear like this:

Schreiner, Bette Ann (Shepherd)

And will create a new record under the maiden name like this:

Shepherd, Bette Ann

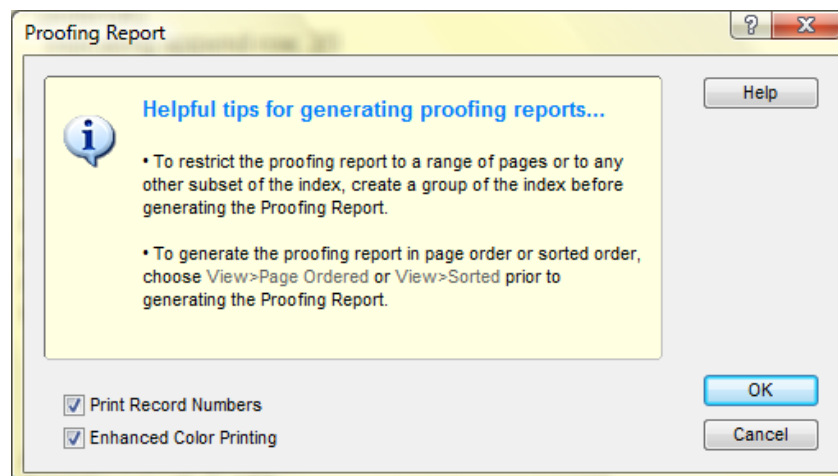
This feature can save a significant amount of time if you are writing a name index.

Notes

- If the maiden name is more than one word, you must put another commercial at sign at the end of the maiden name as shown below:
Brown, Anna @de War@
- The Tools | Process Maiden Name Entries menu item is only available if you have turned on the automatic creation of maiden names.

Proofing Report

It is often nice to have a printed report of your index for proofreading purposes. This is especially true if you are working with a team of people and the person writing the index is not going to be the person to proofread it. The Proofing Report function allows you to print a report of your index.



Proofing Report dialog

Options

Print Record Numbers If checked, the proofing report will include record numbers that can then be used to locate the desired record quickly for editing. See [Finding Entries by Record Number](#) for information on how to locate entries by record number in SKY Index.

Enhanced Color Printing If checked, the proofing report will use color to improve the readability of the proofing report. For instance, the comma that separates a Main heading from a subheading will be printed in red and Ignored and Hidden text will be printed in the colors that you have specified for those text attributes.

Note: The current index view will be used when printing the report. If the index has been grouped, only the records in the group will be printed. Normally you will want to choose either As Entered or Page Ordered view when printing a proofing report.

Tip: Print your report in landscape mode if your index entries are large. To print in landscape mode, choose File>Print Setup and select landscape orientation.


Remove Duplicate Records

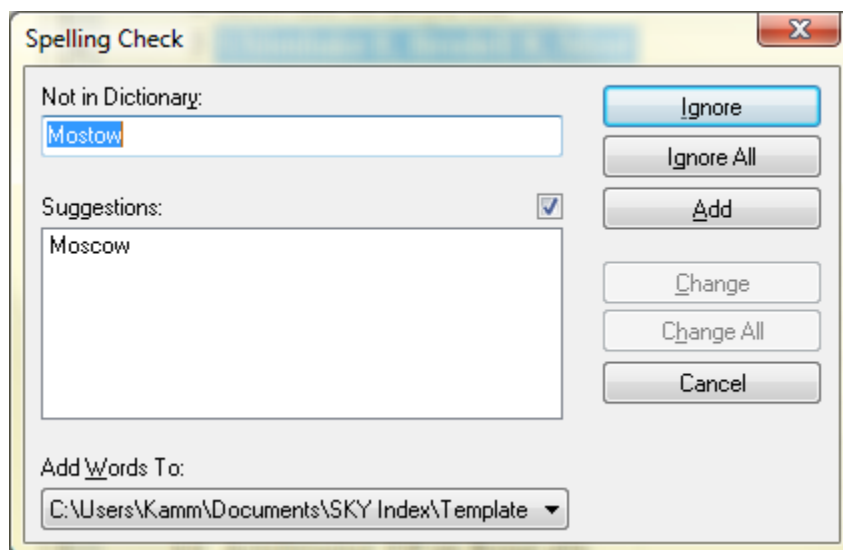
By default, SKY Index is configured to ignore duplicates during the index generation phase and, therefore, duplicates are generally of no concern. However, if you should accidentally duplicate a large portion of the index, you may wish to physically remove the duplicate records.

To remove all duplicate records in your index, choose Tools>Remove Duplicate Records.

Spell Check

It is often desirable to perform a spelling check on an index prior to final formatting and printing. SKY Index includes a built-in spell checker for this purpose.

To perform a spell check, choose Tools>Spell Check or click the  toolbar icon to perform a spelling check.



Spelling Check dialog

If a spelling error is encountered the Spelling Check dialog will appear as shown above. If the word that was not found in the spell checker's dictionary is incorrectly spelled, you have several options.

Options

Ignore Ignores the misspelled word and continues spell checking.

Ignore All Ignores the misspelled word and any future occurrences of it and continues the spell check.

Add Adds the word to your User Dictionary. The word will no longer be considered a misspelled word during this spell check or any future spell checks.

Change If the proper spelling of the word appears in the Suggestions list, and, if you click on it, the Change button will be enabled. Clicking it will change the misspelled word into the word that you suggested and spell checking will continue.

Change All If the proper spelling of the word appears in the Suggestions list, and, if you click on it, the Change All button will be enabled. Clicking it will change the misspelled word into the word that you suggested. Spell checking will continue and any additional occurrences of the misspelled word will be automatically changed.

Cancel Stops the spell check. Any words already checked and changed will remain changed.

Add Words To Specifies the currently active user dictionary. To change the current user dictionary or to create a new one, see [File Locations](#).

Change Page Number

If you should forget to change the page number while writing your index you can quickly correct the situation by using the Change Page Number function.

Changing Page Numbers

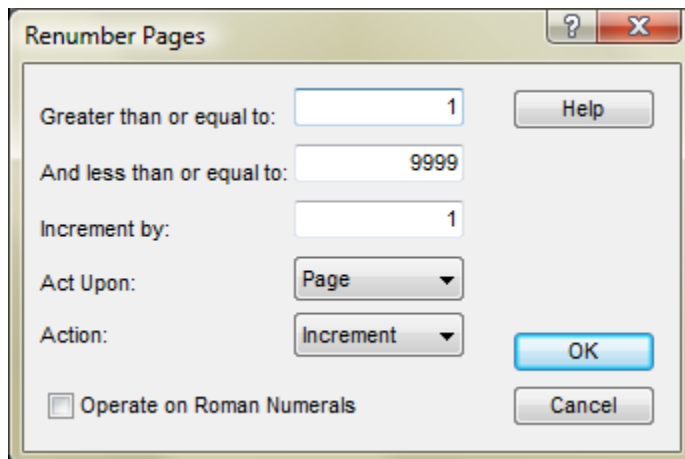
1. Select the records that have an incorrect page number.
2. Choose Tools>Change Page Number.
3. Enter the correct page number.
4. Click OK. The page number field of all selected records will be updated with the page number you entered.

Notes

- If you enter a single page for the new locator and have selected one or more locators that include a page range, the second page in those ranges will be deleted and first page of the range will be changed to the new locator.
- The function does not modify prefix or suffix text around a page number unless you enter prefix or suffix text in the new locator.
- The function does not modify section labels unless you add one to the new locator.
- The function will not modify cross-references in the page field.
- The function will retain the character style of the original locator.

Renumber Pages

If your client decides to insert or remove a page in the middle of the book that you are indexing, it could be a very time consuming task to renumber all of the affected index entries manually. The Renumber Pages function will perform this task in one simple step. You can even renumber chapters or volumes if they are numbered using Arabic numbers.



Renumber Pages dialog

Renumbering Page Numbers

To renumber page numbers, do the following:

1. Choose Tools>Renumber Pages
2. Specify whether you are renumbering volume labels, chapter labels, or page numbers.
3. Specify whether you wish to increment or decrement the numbers.
4. Enter the lowest number to be modified.
5. Enter the largest number to be modified.
6. Enter the amount to increment or decrement each number.
7. Click OK.

Options

Greater than or equal to Specifies the lowest page number to be modified. The number must be greater than or equal to 1, and less than or equal to the total number of pages in the index. It must also be lower than or equal to the number specified in the Less than or equal to text box.

And less than or equal to Specifies the highest page number to be modified. The number must be greater than or equal to 1, and less than or equal to the total number of pages in the index. It must also be higher than or equal to the number specified in the Greater than or equal to text box.

Increment by Specifies the amount to increment or decrement the range of pages specified in the Greater than or equal to and Less than or equal to text boxes.

Act Upon Specifies whether what you want to renumber. Only Arabic numbers can be renumbered by this function. Roman numerals will be unaffected. If you wish to renumber Roman numerals, you must use the Find/Replace function. Your choices are:

Page Only the page part of the locator will be modified. Chapter and Volume labels will be unaffected.

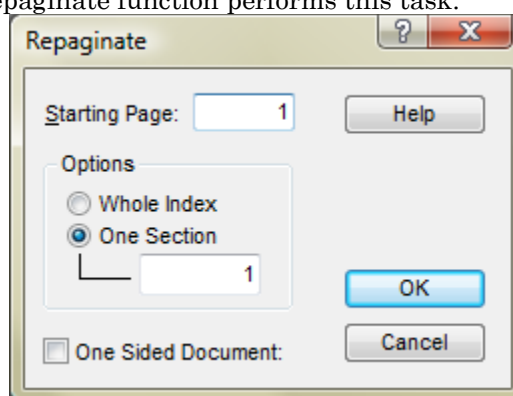
Chapter Only the chapter label part of the locator will be modified. Volume labels and page numbers will be unaffected.

Volume Only the volume label part of the locator will be modified. Chapter labels and page numbers will be unaffected.

Action Specifies whether you wish to increment or decrement the specified range of page numbers.

Repaginate

Sometimes you may be required to index a book that is provided chapter-by-chapter with each chapter numbered starting with page one. The published book, however, is to be numbered from one to the number of pages in the entire book. After indexing each chapter individually you then have the task of repaginating the index. The Repaginate function performs this task.



Repaginate dialog

Repaginating an Index

To use this function, you must use chapter labels for each chapter that you index and you must use Arabic numbers to number the chapters. The best way to do this is to create a separate index file for each individual chapter and index the chapter without using a chapter label. After you have finished indexing each chapter use the Add/Remove Volume/Chapter Labels function to add a chapter label globally to the entire chapter. Be sure to use the Arabic number (1) for chapter one and the Arabic number (2) for chapter 2 and so on.

After you have indexed all chapters, create a master index and use the Merge function to combine the individual chapters into the master index. Finally, use the Repaginate function to remove the chapter labels and renumber the document. Be sure to make a backup of all indexes before starting this process.

To Repaginate an Index do the Following:

1. Choose Tools>Repaginate.
2. Specify whether you wish to repaginate the entire index or just one section.
3. If you are repaginating a single section, enter the chapter number for the section.
4. Enter the starting page number.
5. Click OK.

Options

Starting Page Specifies the page number SKY Index will start with when repaginating.

Whole Index *Important:* For this feature to work properly, you must have indexed *something* on the last page of all chapters. If you have not, you must repaginate each chapter one at a time.

If you choose this option, SKY Index will assume that the current index contains all chapters that will appear in the published book. It will number the pages starting with one for chapter one, page one, and will continue sequential numbering until the last chapter has been renumbered. If you do not check the One Sided Document check box, SKY Index will take into account that there can be one unused even numbered page at the end of each chapter when numbering pages. Otherwise, it will be assumed that there are no blank pages. For most indexes this method will be accurate and will be the easiest way to repaginate the index. If you want more control of the process you can renumber each chapter individually by using the One Section option described next.

One Section If you choose this option, SKY Index will renumber only the one chapter that you specify. The page renumbering will start with the page entered into the Starting Page text box and will continue sequentially.

One Sided Document If checked, SKY Index will not assume that if a chapter ends on an odd numbered page that there is an unused even numbered page before the start of the next chapter.

Tip of the Day

The tip of the day feature allows you to view a new helpful hint each time you start SKY Index. If you do not want to see the hints, simply uncheck the Show Tips Next Time I Start SKY Index check box. You can also view all tips in one sitting by clicking on the next or previous arrows next to the Close button.

To disable the tip of the day, uncheck *Show tips next time I start SKY Index*.

If you have disabled the tip of the day, you can view them by choosing Tools>Tip of the Day.

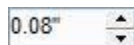
Using Configuration Dialogs

Overview

Some of the configuration dialogs contain controls that have features you may not be familiar with. This chapter addresses those controls and describes their functionality so that you can take full advantage of them.

Spin Control

A spin control is a control used to enter numeric text. For instance, you might enter a page margin size in a spin control. SI7's spin control has several very useful features that you should be aware of. An example of a spin control is shown below.



Spin Control

Increment and Decrement

As you can see there are two small arrows at the right side of each spin control. These arrows allow you to increment or decrement the spin control using the mouse. The amount of the increment or decrement is determined by SKY Index and the current scale system being used. This is a more-or-less obvious feature.

What isn't so obvious is that you can also increment or decrement with the keyboard's Up and Down arrow keys. This is very handy for users who like to keep their hands on the keyboard.

Scale System

Spin controls use a scale system. Scale systems are simply different ways of measuring the same thing. The scale systems supported in SI7 spin controls are:

- Inches
- Centimeters
- Millimeters
- Points
- Ems
- Ens

By default, SI7 uses inches as the scale system. However, if you use preferences to tell SI7 to use metric system measurements, you will see measurements in millimeters (mm) in all spin controls.

You can specify a size in any supported scale system simply by typing a scale system specifier after the numeric part of the measurement. For instance to specify points you could type:

11 pt

The supported scale system specifiers are:

- pt
- in or “ (a single double quote)
- mm
- cm
- em
- en

Notes

- If you specify a scale system other than the default scale system, the next time you open the configuration dialog, the default scale system will be used and the value you see will be equivalent to the value you had typed in the other scale system. For instance, if you typed “10 pt” for Space Before in the Index Options dialog, the next time you open the same dialog, you’ll see “0.14” which is the equivalent size in inches.
- Ems and Ens are based on the font and font size specified for your Main headings when using those scale systems in the Index Options dialog.
- Although you can specify Ems or Ens in the Document Options dialog, those measurements are meaningless and will result in undefined results.
- All sizes are stored in inches internally.

Immediately Verifying Cross-references

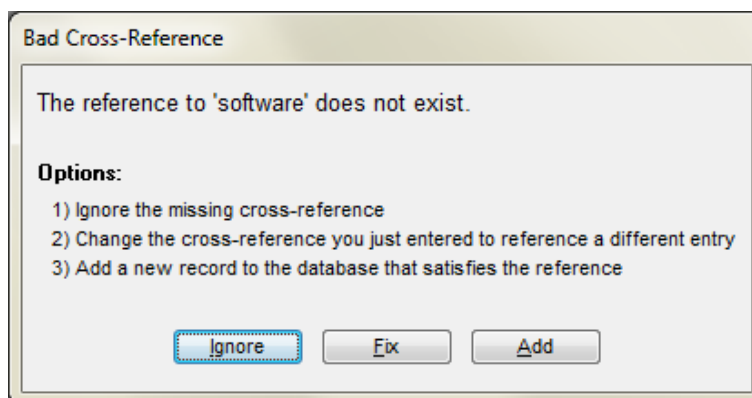
If you would like SKY Index to notify you when you've entered a reference to an entry that does not exist, you can do so by enabling immediate cross-reference verification.

Enabling Immediate Cross-reference Verification

To enable automatic cross-reference verification, do the following:

1. Choose Options>Preferences.
2. Scroll to the Immediately Verify Cross-references checkbox.
3. Check the Immediately Verify Cross-references checkbox.
4. Click OK.

Once Immediate cross-reference verification has been enabled, each time you add a new record that contains a cross-reference to your index, SKY Index will verify that it references a valid, existing index entry. If it does not, you will be presented with the dialog below and the following three choices.



Bad Cross-Reference dialog

Options

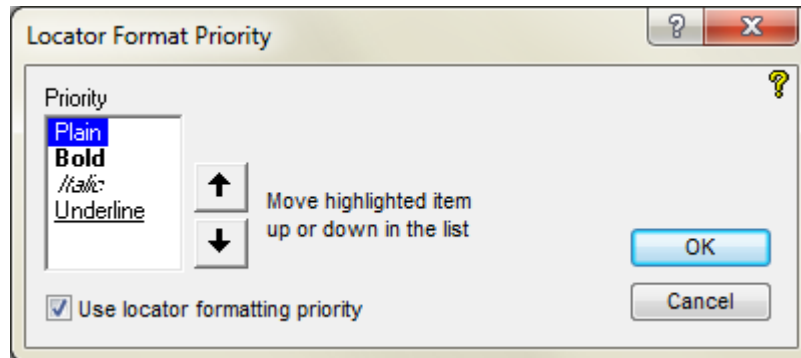
Ignore – Ignores the bad cross-reference and lets you continue working.

Fix – Lets you edit the cross-reference to correct a misspelling or other data entry error.

Add – A new record containing the main and subheadings referred to by the cross-reference will be added to the index.

Locator Format Priority Dialog

Some indexes may contain locators that have formatting attributes applied to them to indicate a special meaning. When this is done, you may want locators that are identical other than formatting to appear in a specific order. The Locator Format Priority dialog allows you to specify this order.



Locator Format Priority dialog

Specifying Locator Format Priority

To specify locator format priority, do the following:

1. Choose Options>Index Options.
2. Click the Locators tab.
3. Click the Format Priority button.
4. Set the format priority.
5. Click OK to close the Locator Format Priority dialog.
6. Click OK to close the Index Options dialog.

Options

Priority – This list contains the formatting attributes that you can assign a priority to. Highest priority is given to the top most attribute in the list and lowest priority is given to the bottom most attribute. You can change an attribute's priority by clicking on it to select it and then move it up or down in the list using the Move Up or Move Down buttons.

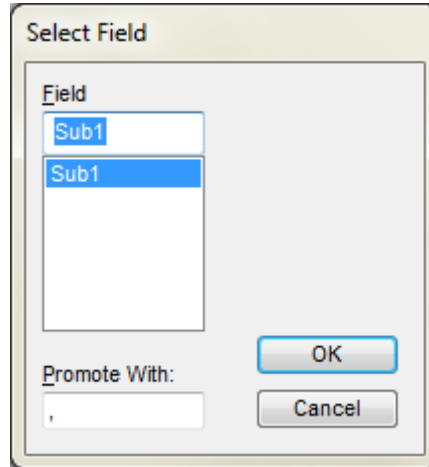
Move Up – Moves the currently highlighted attribute up one slot in the priority list.

Move Down – Moves the currently highlighted attribute down one slot in the priority list.

Use locator formatting priority – If checked, a locator's attribute will be taken into account when sorting the locators. Otherwise, the locator's attributes will be ignored during sorting.

Select Field

When performing certain functions on more than one record in the data entry grid it is necessary for you to specify which field of each record you wish the function to operate on. The Select Field dialog allows you to specify the desired field.



Select Field dialog

Selecting a Field Using the Select Field dialog

You can select a field using two methods.

Method 1

1. Click on the desired field or move the highlight over the desired field by using the <Up> or <Down> arrows on your keyboard.
2. Click OK or press <Enter> to make your selection.

Method 2

1. Type the name of the desired field in the Field text box.
2. Click OK or press <Enter> to make your selection.

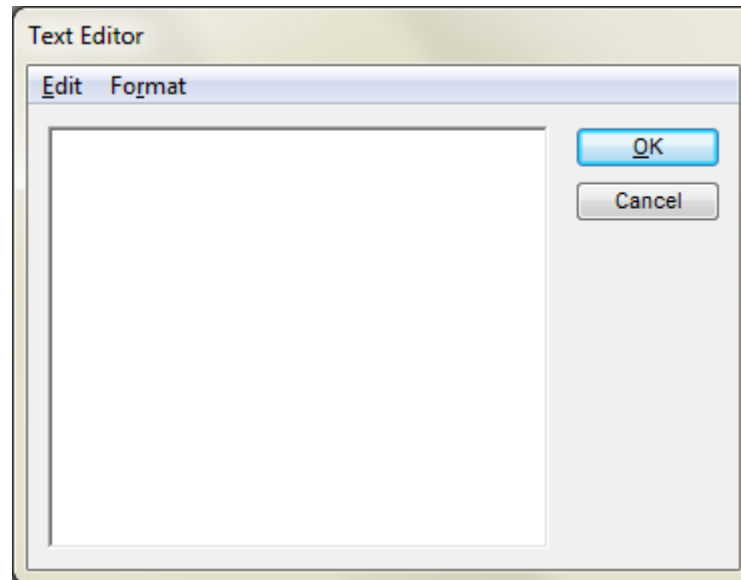
Options

Promote With/Demote With When this dialog appears because of the use of the Promote or Demote commands, you will be given the option to change the Promote or Demote separator. By default the separator that is presented is the same separator that is specified in the Data Entry tab of the Program Options dialog. Changing this separator will not change the default separator; it will only change it for the duration of the immediate operation.

See also: Demote; Promote

Text Editor

The Data Entry grid and several configuration dialogs allow you to invoke the Text Editor in order to make it easier to work with lengthy text. Those parts of SKY Index that support the Text Editor which can invoke the Text Editor by pressing <Shift><F2>.



Text Editor Dialog

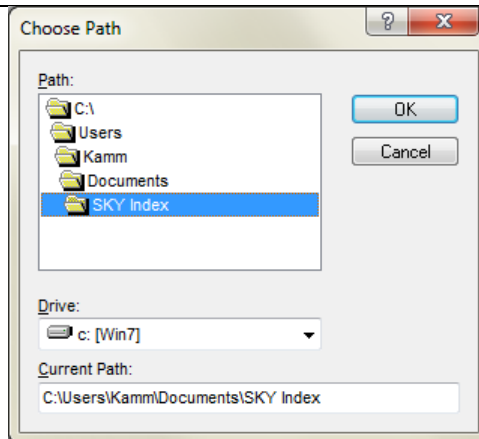
Using the Text Editor

The text editor is invoked by pressing <Shift><F2> while editing index entries, or when index configuration items that support formatted text such as headers and footers and the index's introductory note.

The text editor acts just like a simple word processor. The standard editing features are available from the keyboard or from the Edit menu and all supported text formatting is available from the Format menu.

If you decide that you want to discard any changes you've made with the Text Editor, you can click Cancel. If you click OK, all of your changes will be applied to the grid or to the configuration item that you were editing when you invoked the Text Editor.

Choose Path Dialog



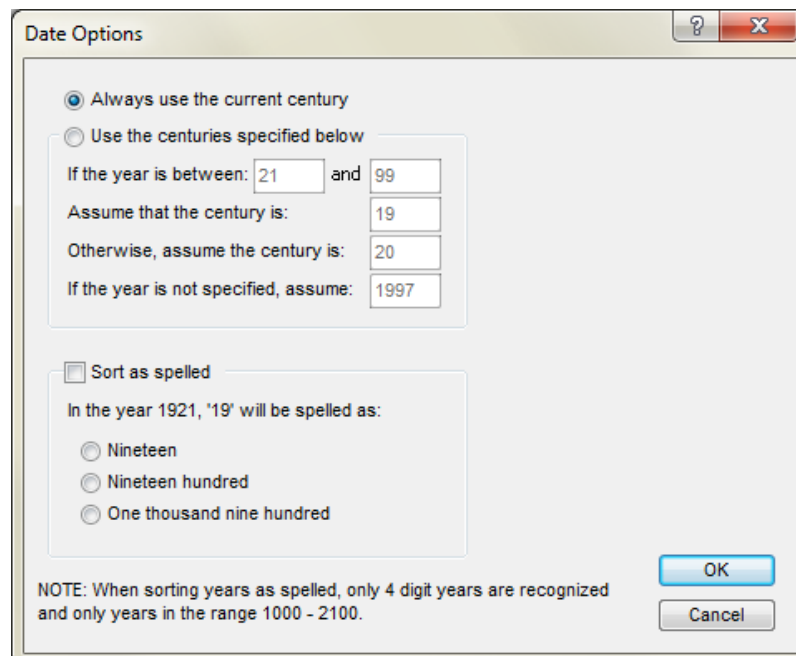
Choose Path Dialog

Using the Choose Path dialog

Use the Path list to find the directory you wish to use for the path. If the directory you wish to use is on a different drive, use the Drive drop down list box to choose a different drive. Be sure to choose *only* a fixed hard drive and not a floppy drive or CD-ROM since these devices are not necessarily always available. You can always override the default path when you create a backup or template. The path you choose will be displayed in the Current Path text box.

Once you've made your selection, click OK to accept the new path or click Cancel to retain the previous path.


Date Options



Date Options dialog

Configuring Century Assumptions

To configure century assumptions, do the following:

1. Choose Options | Index Options or click the  toolbar icon.
2. Click the Style/Sorting tab.
3. Click the Options button next to the Sort Dates check box.
4. Set your century assumptions.
5. Click OK to close the Date Options dialog.
6. Click OK to close the Index Options dialog.

Options

Always use the current century If selected, SKY Index will always use the current century, during data entry, to sort years that are not fully specified. If the year is completely absent, the current year, during data entry, will be used.

Note: If the century changes during data entry, so will the century assumed for entries entered after the century changes. For that reason, this option is not recommended if you will be working on an index during the change of the century. In all other cases, this is the recommended mode of operation.

Note: If an old index that was written prior to the change of the century and uses date sorting is going to be modified *after* the change of the century, the Index | Resort function should be used to ensure that all date entries assume the same century.

Use the centuries specified below If selected, SKY Index will use assumptions that you specify. The assumptions that you can specify are:

If the year is between Specifies a range of dates that will have a century that is specified in the *Assume that the century is* text box. If the first year specified is larger than the second year, SKY Index will assume that the range is of dates that pass through a new century.

Assume that the century is Specifies the century that will be used if the two digit year is within the range you have specified.

Otherwise, assume the century is Specifies the century that will be used if the two digit year is outside the range you have specified.

If the year is not specified, assume The year that will be used whenever no year has been specified in a date.

Embedding Index Entries

Overview

Some of your clients may ask that you embed your index entries into a Microsoft Word document. In the context of indexing, embedding is the process of adding hidden fields to a document that specify the how a particular passage of text will be referenced in the index. This allows the program (Microsoft Word in this case) to generate an index. The advantage of embedding is that the text of the document can be modified and the index easily regenerated to update the locators. All existing index entries remain valid. Only the added text needs to be indexed to create an up-to-date index.

How SKY Index handles embedding

The process for creating an embedded index is the same as for a stand-alone index except that you will have to embed the entries into the Word document after you have completed the index. Embedding the entries is done by selecting the entries to be embedded and then dragging them to the Word document and dropping them at the appropriate point in the document.

Here is an overview of the process:

- Put the index in page order
- Select one or more entries to be embedded in the Word document
- Drag the selected records to the Word document and drop them in place
- Find any embedded entries that represent a page range and create bookmarks for those entries.

Preparation

The process of embedding requires that the Word document be open at the same time as your index database. Placing SKY Index and MS Word side-by-side will greatly increase the ease of dragging and dropping entries. You should do this before attempting any of the following steps.

Putting the Index in Page Order

To put the index in page order, choose View>Page Ordered.

Selecting Records to be Embedded

To select records for embedding, place the grid marquee over the record to select and choose Edit>Select Record. To select more than one record, hold down Shift and press DownArrow until all records you wish to embed are selected.

Dragging Selected Records to the Word Document

Put the mouse cursor over any part of the blue highlighted area of any of the selected records and then hold down the left mouse button and while keeping the mouse button down, move the mouse cursor to the point in the Word document where the index entries should be placed. Once the mouse is at the appropriate point, release the left mouse button.

Notes

- Unless you have turned on the option in Word to reveal hidden codes, you will not see anything happen.
- You must place the index entries at, or near, the text they refer to.
- Cross-references can be placed anywhere in the Word document.

Creating Bookmarks for Page Ranges

Microsoft Word uses bookmarks to define the beginning and end of a passage of text which is a continuous discussion. This allows Word to create a page range if the text crosses one or more page boundaries. When you embed an index entry that contains a page range, SKY Index will create a reference to a dummy bookmark labeled “SKY0001”. You will need to find each of these dummy bookmarks, create a real bookmark and then replace the dummy bookmark label with label you gave to the real bookmark.

The process is this:

1. Make sure Word’s option for revealing hidden fields is turned on so you can see and search for the dummy bookmark labels.
2. Use Word’s Find feature to find “SKY0001”. Determine the beginning and the end of the continuous discussion and select all text from the beginning to the end.
3. Create a bookmark from this selection and give it a unique name.
4. Change the dummy label to reflect the name you gave the bookmark.

Cleanup

You will probably want to turn off the feature to reveal hidden fields before you save the document and close Word.

What You Need To Know

Below are some things that you should know about embedding indexes

- You should be aware that embedding index entries takes significant additional time and you should charge more for your service to make up for that additional time.
- When indexing the document, orphaned subheadings should be left as orphans. Word will handle the orphans automatically and if the document is later revised and another subheading is added, the subheadings will not combine properly under the main heading if the subheading has been merged.
- Word will not allow the same page number to appear twice under the same heading. Although you may want to (and can) indicate figures using italicized locators, Word will delete one of them when it generates the index.
- You cannot use text of any kind in a locator – only the actual locator will be represented by Word. Do not try appending ‘f’ for figure or ‘t’ for table. The f or t will be lost when the entry is embedded.
- Word will consume single locators that fall within a page range. If you have 150, 150-153, Word will change it to simply 150-153. However, 150-153, *150* (note 150 is italicized) will come through

okay as long as the italicized 150 is embedded in the index *after* the page range entry. Embedding the '*150*' locator in a table may cause a problem with the embedded index as well.

- Word will not combine multiple cross-references. For instance, when SKY Index shows you this: “indexing. see also alphabetizing; categorizing”, what you’ll get in Word is this: “indexing. see also alphabetizing. see also categorizing”. You’ll need to combine these manually in the Word file by merging the two embedded index entries into one entry.

A

Support

Your Support Benefits

You are entitled to free support for your first three support incidents or for a period of one year. After one year, your free support expires regardless of the number of support incidents for which you have contacted us. After your free support period expires, you may get support on a per incident basis for a fee. As of the writing of this document, that fee is thirty dollars (US), but it is subject to change.

We will provide support for SKY Index v7.0 for up to one year after the end of its life cycle. At that time, support may no longer be available. The end of life cycle is defined as the point at which the product is no longer offered for sale to the general public.

Note: Although this is our official policy, we will likely provide free support for you beyond the official expiration of your free support period. The official policy is in place to assure that our support benefits are not abused. For instance, it is not our intention that our support be used as a substitute for reading the manual or for personal tutoring. Never hesitate to contact us for support if you have given an honest attempt to learn the solution through reading your manual or using the program's help system and have been unable to find a solution. We *want* to help you and we want you to be a happy customer.

The SKY Software Customer Support System

What is the SKY Software Customer Support System?

The SKY Software Customer Support System (CSS) is a combination of two services. The first is a feedback system that allows you to report problems you may encounter while using your program. This might be a simple documentation error or a malfunction of the program. The second is a collection of forums where SKY Software customers can create queries to find answers to questions from other SKY Index owners. It is also a place where customers can make feature suggestions for future releases of the program. The forums can be searched and there is already a significant wealth of information available and more information is being added all the time.

We highly recommend that you create a CSS account because it is a great way to learn about SKY Index and to share your own expertise. There are even forums specifically for indexing students.

How do I create an account?

To create an account, enter the link below in your Internet browser.

www.feedback.sky-software.com

In the resulting web page, click the Login button which will lead to a page that will allow you to create a new account. Creation of the account requires validation of your email address and we may also require a moderator's approval.

How do I ask a question?

To ask a question, login to your account and then click on the Forums link at the top of the web page. Then click on the Forums Map link, choose the forum that most closely matches the nature of your question and then, after searching the forum to make sure the question has not already been answered, click on the *Submit a Query to this forum* button.

Who do I contact if I have a problem creating an account?

If you have a problem creating your account, please write to support@sky-software.com and be sure to include a detailed description of the problem you are having.

How to Get Support through Email

To receive support through email send the following to: support@sky-software.com

- The name and version of the product you need support for.
- Your product registration number (this number can be found by starting SKY Index and then choosing Help>About).
- Your full name, address and phone number.
- A description of the problem you are having.
- Send the email to support@sky-software.com

How to Get Support by Phone

You are entitled to phone support during your free support period as described at the beginning of this appendix. Phone support is available Monday through Friday from 9am to 5pm EST and is available in English only. To receive phone support please have the following ready when you call:

- The name and version of the product you need support for.
- Your product registration number (usually on the inside front cover of your manual).
- A description of the problem you are having.
- Please be seated at your computer so that you can perform requested actions.

Support Phone Number: 540-751-4336

B

Keyboard Shortcuts

Core Editing Commands

There are 9 ‘core’ editing commands in SKY Index. These core commands are assigned a single function key as a keyboard shortcut. The core editing commands are:

Command	Shortcut
Swap	F4
Promote	F5
Demote	F6
Combine	F7
Select Heading	F8 (Data Entry View Only)
Select Entry	F9 (Data Entry View Only)
Shift Left to Main	F10
Shift Left	F11
Shift Right	F12

These commands are described in detail below with an example of how each command changes your index. All nine of these commands allow you to add two modifiers that enhance the command’s action. The modifiers are:

Ctrl: Instructs SKY Index to duplicate the record or records you wish to edit before editing them. This leaves an unaltered copy of the original index entries behind.

Ctrl+Shift: With this modifier, SKY Index will duplicate the records, but in addition, will create a group out of the duplicated and edited records when the edit is finished. This allows you to manipulate those records further without worrying about affecting the rest of the index.

Shortcuts Listed by Keycap and Modifier

NOTES:

If a shortcut is different than the shortcut in version 6.0, the old shortcut(s) are referenced in the Replaces column.

If the Replaces column contains the word “New”, this is a new shortcut and/or a new command.

Function keys (Core Commands)

Shortcut	Function	Replaces
F1	Help	
F2	Toggle Text Edit Mode	
F3	Find Next (Industry Standard)	New
F4	Swap	Ctrl+F1,F2,F3
F5	Promote	Ctrl+F5
F6	Demote	Ctrl+F6
F7	Combine	Ctrl+F7
F8	Select Heading	Ctrl+H
F9	Select Entry	Ctrl+Space
F10	Shift Left to Main	Alt+Ctrl+S
F11	Shift Left (Same as Half Swap)	Alt+Ctrl+F5
F12	Shift Right	Alt+Ctrl+F6

Ctrl Modified Function Keys (Duplicates)

Shortcut	Function (Ctrl – Duplicates)	Replaces
Ctrl+F1	Duplicate and Swap (Main and Sub1)	Replaces Ctrl+P
Ctrl+F2	Duplicate, Swap and Combine	Replaces Ctrl+F9
Ctrl+F3	Find current word or selected text	New
Ctrl+F4	Duplicate and Swap	New
Ctrl+F5	Duplicate and Promote	New
Ctrl+F6	Duplicate and Demote	New
Ctrl+F7	Duplicate and Combine	New
Ctrl+F8	Duplicate Heading (Select, then Duplicate)	New
Ctrl+F9	Duplicate Entry (Select, then Duplicate)	New
Ctrl+F10	Duplicate and Shift Left to Main	New
Ctrl+F11	Duplicate and Shift Left (Same as Half Swap)	New
Ctrl+F12	Duplicate and Shift Right	New

Ctrl+Shift Modified Function Keys (Groups)

Shortcut	Function	Replaces
Ctrl+Shift+F1	Duplicate selected records and Group	New
Ctrl+Shift+F2	Duplicate, Swap and Combine and Group	New
Ctrl+Shift+F3	Group on current word or selected text	New
Ctrl+Shift+F4	Duplicate, Swap and Group	New
Ctrl+Shift+F5	Duplicate, Promote and Group	New
Ctrl+Shift+F6	Duplicate, Demote and Group	New
Ctrl+Shift+F7	Duplicate, Combine and Group	New
Ctrl+Shift+F8	Duplicate and Group Heading (Select, then Duplicate, then Group)	Ctrl+F8
Ctrl+Shift+F9	Duplicate and Group Entry (Select, then Duplicate, then Group)	New
Ctrl+Shift+F10	Duplicate, Shift Left to Main and Group	New
Ctrl+Shift+F11	Duplicate, Shift Left and Group (Same as Half Swap)	New
Ctrl+Shift+F12	Duplicate, Shift Right and Group	New

Shift Modified Function Keys

Shortcut	Function	Replaces
Shift+F1		
Shift+F2		
Shift+F3	Find Previous	New
Shift+F4	Return to Last	
Shift+F5	As Entered	
Shift+F6	Grouped	
Shift+F7	Page Ordered	
Shift+F8	Sorted	
Shift+F9	Filtered	
Shift+F10	Toggle Edit View	New
Shift+F11	Generate Index	
Shift+F12	Edit/Print Index	

Ctrl Key Shortcuts

Shortcut	Function	Replaces
Ctrl+A	Select All (Industry Standard)	Ctrl+Ins
Ctrl+B	Toggle Bold (Industry Standard)	
Ctrl+C	Copy (Industry Standard)	
Ctrl+D	Duplicate (D for Duplicate)	
Ctrl+E	To Uppercase	
Ctrl+F	Find (F for Find) (Industry Standard)	
Ctrl+G	Goto Entry (G for Goto)	
Ctrl+H	Replace (Industry Standard)	New
Ctrl+I	Toggle Italic (Industry Standard)	
Ctrl+J	Goto Locator	
Ctrl+K	Toggle Ignore Text	
Ctrl+L	To Lowercase	
Ctrl+M	Toggle Label (M for Mark)	New
Ctrl+N	New Heading (Edit View)	New
Ctrl+O	Open Index (Industry Standard)	
Ctrl+P	Print Draft or Duplicate and Swap (user assignable)	
Ctrl+Q	Quit (application)	
Ctrl+R	First to Uppercase	
Ctrl+S	Select Record	
Ctrl+T	Toggle Hide Text	
Ctrl+U	Toggle Underline (Industry Standard)	
Ctrl+V	Paste (Industry Standard)	
Ctrl+W	First to Lowercase	
Ctrl+X	Cut (Industry Standard)	
Ctrl+Y	Redo (Industry Standard)	Snapshot
Ctrl+Z	Undo (Industry Standard)	
Ctrl+Enter	Copy cell above and move to the next cell	

Shortcut	Function	Replaces
Ctrl+1	Toggle Label 1	New
Ctrl+2	Toggle Label 2	New
Ctrl+3	Toggle Label 3	New
Ctrl+4	Toggle Label 4	New
Ctrl+5	Toggle Label 5	New
Ctrl+6	Toggle Label 6	New
Ctrl+7	Toggle Label 7	New
Ctrl+8	Toggle Label 8	New
Ctrl+9	Toggle Label 9	New
Ctrl+Space	Replaced by F9	
Ctrl+Ins	Append New	Ctrl+A
Ctrl+; (semicolon)	Append New (alternative shortcut)	

* If you've set your preferences to show preview pane shortcuts, they will take precedence over labeling.

Ctrl+Shift Key Shortcuts

Shortcut	Function	Replaces
Ctrl+Shift+A		
Ctrl+Shift+B	Toggle Subscript	
Ctrl+Shift+C	Copy Heading	New
Ctrl+Shift+D	Duplicate and Group	New
Ctrl+Shift+E		
Ctrl+Shift+F		
Ctrl+Shift+G	Group using Find	New
Ctrl+Shift+H	Change Case	
Ctrl+Shift+I		
Ctrl+Shift+J		
Ctrl+Shift+K	Toggle Strikeout	
Ctrl+Shift+L		
Ctrl+Shift+M	Group on active label	New
Ctrl+Shift+N	New Subheading (Edit View)	New
Ctrl+Shift+O	Toggle Note Text	New
Ctrl+Shift+P	Toggle Superscript	
Ctrl+Shift+Q		
Ctrl+Shift+R		
Ctrl+Shift+S		
Ctrl+Shift+T	Title Case	New
Ctrl+Shift+U	Ungroup	New
Ctrl+Shift+V	Paste Heading	New
Ctrl+Shift+W		
Ctrl+Shift+X	Cut Heading	New
Ctrl+Shift+Y		
Ctrl+Shift+Z		
Ctrl+Shift+Enter	Copy contents of cell above	New

Alt+Ctrl Modified Shortcuts

Shortcut	Function	Replaces
Alt+Ctrl+A	Find all pages for entry	
Alt+Ctrl+B	<u>B</u> rowse	
Alt+Ctrl+C	Copy Locators	
Alt+Ctrl+D	Create Reciprocal Xref	New
Alt+Ctrl+E	Reveal Codes	New
Alt+Ctrl+F		
Alt+Ctrl+G	<u>G</u> roup by Text	
Alt+Ctrl+H	New Child Heading, Take Selected Locators	New
Alt+Ctrl+I		
Alt+Ctrl+J	Display the “Choose Active Label” dialog	New
Alt+Ctrl+K	Remove Subheadings <u>K</u> eep Locators	New
Alt+Ctrl+L	Goto <u>L</u> ocator	
Alt+Ctrl+M	Goto Next Label	New
Alt+Ctrl+N		
Alt+Ctrl+O	Group by Locator	
Alt+Ctrl+P	Split	New
Alt+Ctrl+Q		
Alt+Ctrl+R	Goto <u>R</u> ecord	
Alt+Ctrl+S	Swap Acronym	New
Alt+Ctrl+T	Toggle See, See Also	New
Alt+Ctrl+U	<u>U</u> ppdate AutoComplete List	New
Alt+Ctrl+V	Paste Locators	
Alt+Ctrl+W		
Alt+Ctrl+X	Convert cross-reference	
Alt+Ctrl+Y		
Alt+Ctrl+Z		
Alt+Ctrl+F1		
Alt+Ctrl+F2		
Alt+Ctrl+F3		
Alt+Ctrl+F4	Close Index	
Alt+Ctrl+F5		
Alt+Ctrl+F6		
Alt+Ctrl+F7		
Alt+Ctrl+F8		
Alt+Ctrl+F9		
Alt+Ctrl+F10		
Alt+Ctrl+F11		
Alt+Ctrl+F12		
Alt+Ctrl+[Previous locator for current entry	
Alt+Ctrl+]	Next locator for current entry	
Alt+Ctrl+DownArrow	Scroll Preview Pane marquee down	
Alt+Ctrl+UpArrow	Scroll Preview Pane marquee up	
Alt+Ctrl+Home	Scroll Preview Pane marquee to first entry	
Alt+Ctrl+End	Scroll Preview Pane marquee to last entry	
Alt+Ctrl+PageDown	Scroll Preview Pane marquee down one page	
Alt+Ctrl+PageUp	Scroll Preview Pane marquee up one page	
Alt+Ctrl+. (period)	Enters an ellipse (...) at the insertion point	

Alt Modified Shortcuts

Shortcut	Function	Replaces
Alt+A	Reserved for Menu functions	
Alt+B	Reserved for Menu functions	
Alt+C	Reserved for Menu functions	
Alt+D	Reserved for Menu functions	
Alt+E	Reserved for Menu functions	
Alt+F	Reserved for Menu functions	
Alt+G	Reserved for Menu functions	
Alt+H	Reserved for Menu functions	
Alt+I	Reserved for Menu functions	
Alt+J	Reserved for Menu functions	
Alt+K	Reserved for Menu functions	
Alt+L	Reserved for Menu functions	
Alt+M	Reserved for Menu functions	
Alt+N	Reserved for Menu functions	
Alt+O	Reserved for Menu functions	
Alt+P	Reserved for Menu functions	
Alt+Q	Reserved for Menu functions	
Alt+R	Reserved for Menu functions	
Alt+S	Reserved for Menu functions	
Alt+T	Reserved for Menu functions	
Alt+U	Reserved for Menu functions	
Alt+V	Reserved for Menu functions	
Alt+W	Reserved for Menu functions	
Alt+X	Reserved for Menu functions	
Alt+Y	Reserved for Menu functions	
Alt+Z	Reserved for Menu functions	
Alt+F1	Toggle Alternate Font 1	
Alt+F2	Toggle Alternate Font 2	
Alt+F3	Toggle Alternate Font 3	New
Alt+F4	Closes SKY Index	
Alt+F5	Reserved for future Alternate fonts	
Alt+F6	Reserved for future Alternate fonts	
Alt+F7	Reserved for future Alternate fonts	
Alt+F8	Reserved for future Alternate fonts	
Alt+F9	Reserved for future Alternate fonts	
Alt+F10	Remove all formatting (Plain)	
Alt+F11	Refresh Grid	
Alt+F12	Enter Text Edit Mode	

Alt+Shift Modified Shortcuts

Shortcut	Function	Replaces
Alt+Shift+A	Macro	F3
Alt+Shift+B	Macro	F4
Alt+Shift+C	Macro	F5
Alt+Shift+D	Macro	F6
Alt+Shift+E	Macro	F7
Alt+Shift+F	Macro	F8
Alt+Shift+G	Macro	F9
Alt+Shift+H	Macro	F10
Alt+Shift+I	Macro	F11
Alt+Shift+J	Macro	F12
Alt+Shift+K	Macro	CSF3
Alt+Shift+L	Macro	CSF4
Alt+Shift+M	Macro	CSF5
Alt+Shift+N	Macro	CSF6
Alt+Shift+O	Macro	CSF7
Alt+Shift+P	Macro	CSF8
Alt+Shift+Q	Macro	CSF9
Alt+Shift+R	Macro	CSF10
Alt+Shift+S	Macro	CSF11
Alt+Shift+T	Macro	CSF12
Alt+Shift+U	Macro	New
Alt+Shift+V	Macro	New
Alt+Shift+W	Macro	New
Alt+Shift+X	Macro	New
Alt+Shift+Y	Macro	New
Alt+Shift+Z	Macro	New
Alt+Shift+F1		
Alt+Shift+F2		
Alt+Shift+F3		
Alt+Shift+F4		
Alt+Shift+F5	Reorder group As Entered	New
Alt+Shift+F6		
Alt+Shift+F7	Reorder group Page Ordered	New
Alt+Shift+F8	Reorder group Sorted	New
Alt+Shift+F9		
Alt+Shift+F10		
Alt+Shift+F11		
Alt+Shift+F12		

Alt+Ctrl+Shift Modified Shortcuts

Shortcut	Function	Replaces
Alt+Ctrl+Shift+[a-z]	Pressing the first letter will take you to the first entry in the index starting with that letter. Each subsequent key you press narrows down the search so that pressing 'c', then 'h', and then 'u' would take you to a main heading like "church." This entry is shown and highlighted in the Preview Pane, but is not the 'current' entry. Use Alt+Ctrl+Shift++ to make it the current entry.	New
Alt+Ctrl+Shift++	Makes the entry found by using the above command the current index entry.	
Alt+Ctrl+Shift+F1		
Alt+Ctrl+Shift+F2		
Alt+Ctrl+Shift+F3		
Alt+Ctrl+Shift+F4		
Alt+Ctrl+Shift+F5		
Alt+Ctrl+Shift+F6		
Alt+Ctrl+Shift+F7		
Alt+Ctrl+Shift+F8		
Alt+Ctrl+Shift+F9		
Alt+Ctrl+Shift+F10		
Alt+Ctrl+Shift+F11		
Alt+Ctrl+Shift+F12		
Alt+Ctrl+Shift+DownArrow	Scroll Preview Pane up (does not move marquee)	
Alt+Ctrl+Shift+UpArrow	Scroll Preview Pane down (does not move marquee)	
Alt+Ctrl+Shift+Home	Scroll Preview Pane to top (does not move marquee)	
Alt+Ctrl+Shift+End	Scroll Preview Pane to bottom (does not move marquee)	
Alt+Ctrl+Shift+PageDown	Scroll Preview Pane up one page (does not move marquee)	
Alt+Ctrl+Shift+PageUp	Scroll Preview Pane down one page (does not move marquee)	

Shortcuts by Function

Navigation

Data Entry View (Grid)

Description	Shortcut
Move grid marquee down one row	Down
Move grid marquee up one row	Up
Move grid marquee to first column in same row	Home
Move grid marquee to last column in same row	End
Move grid marquee down one page	PageDown
Move grid marquee up one page	PageDown
Move grid marquee to next cell	Right; Tab; Enter
Move grid marquee to previous cell	Left; Shift+Tab
Move grid marquee to first cell of first row in the grid	Ctrl+Home
Move grid marquee to last cell of last row in the grid	Ctrl+End
Move grid marquee to last row in the grid	Ctrl+PageDown
Move grid marquee to first row in the grid	Ctrl+PageUp
Move Preview Pane marquee down	Alt+Ctrl+Down
Move Preview Pane marquee up	Alt+Ctrl+Up
Move Preview Pane marquee to first entry	Alt+Ctrl+Home
Move Preview Pane marquee to last entry	Alt+Ctrl+End
Move Preview Pane marquee down one page	Alt+Ctrl+PageDown
Move Preview Pane marquee up one page	Alt+Ctrl+PageUp
Scroll Preview Pane up (does not move marquee)	Alt+Ctrl+Shift+Down
Scroll Preview Pane down (does not move marquee)	Alt+Ctrl+Shift+Up
Scroll Preview Pane to top (does not move marquee)	Alt+Ctrl+Shift+Home
Scroll Preview Pane to bottom (does not move marquee)	Alt+Ctrl+Shift+End
Scroll Preview Pane up one page (does not move marquee)	Alt+Ctrl+Shift+PageDown
Scroll Preview Pane down one page (does not move marquee)	Alt+Ctrl+Shift+PageUp

Edit View

Description	Shortcut
Move Preview Pane marquee down one entry	Down
Move Preview Pane marquee up one entry	Up
Move Preview Pane marquee down one page	PageDown
Move Preview Pane marquee up one page	PageUp
Move Preview Pane marquee to first entry	Ctrl+PageUp; Ctrl+Home
Move Preview Pane marquee to last entry	Ctrl+PageDown; Ctrl+End
Move Preview Pane up (does not move marquee)	Alt+Ctrl+Shift+Down
Move Preview Pane down (does not move marquee)	Alt+Ctrl+Shift+Up
Move Preview Pane up one page (does not move marquee)	Alt+Ctrl+Shift+PageDown
Move Preview Pane down one page (does not move marquee)	Alt+Ctrl+Shift+PageUp
Move Preview Pane to top (does not move marquee)	Alt+Ctrl+Shift+Home
Move Preview Pane to bottom (does not move marquee)	Alt+Ctrl+Shift+End

Adding and Editing Index Entries

Description	Shortcut
Add a new index entry (Data Entry View)	Ctrl+Ins; Ctrl+;
Add New Heading (Edit View)	Ctrl+N
Add New subheading (Edit View)	Ctrl+Shift+N
Toggle between Text Edit Mode and View Mode (allows you to edit text in the grid)	F2
Swap	F4
Promote	F5
Demote	F6
Combine	F7
Select Heading	F8
Select Entry	F9
Shift Left to Main	F10
Shift Left (Same as Half Swap)	F11
Shift Right	F12

Formatting and Modifying Text

Description	Shortcut
Toggle Bold	Ctrl+B
Toggle Italic	Ctrl+I
Toggle Underline	Ctrl+U
Toggle Strikeout (Small Caps)	Ctrl+Shift+K
Toggle Superscript	Ctrl+Shift+P
Toggle Subscript	Ctrl+Shift+B
Toggle Hidden Text	Ctrl+T
Toggle Ignored Text	Ctrl+K
Toggle Note Text	Ctrl+Shift+O
Lowercase	Ctrl+L
Uppercase	Ctrl+E
Change case	Ctrl+Shift+H
Title Case	Ctrl+Shift+T
First letter to lowercase	Ctrl+W
First letter to uppercase	Ctrl+R
Apply Alternate Font 1	Alt+F1
Apply Alternate Font 2	Alt+F2
Apply Alternate Font 3	Alt+F3
Plain Text (remove all formatting)	Alt+F10

Find/Replace

Description	Shortcut
Display Find dialog	Ctrl+F
Display Replace dialog	Ctrl+H
Display Find dialog with Group Results checkbox checked	Ctrl+Shift+G
Find the text under the marquee or the selected text	Ctrl+F3
Find next	F3
Find previous	Shift+F3

Grouping

Description	Shortcut
Group using Find	Ctrl+Shift+G
Group on text	Alt+Ctrl+G
Group on main heading (or group on selected records)	Shift+F6
Group on locator	Alt+Ctrl+ O
Group on active label	Ctrl+Shift+M
Ungroup	Ctrl+Shift+U
Refresh Group	Alt+Shift+F11
Group on text under the marquee or the selected text	Ctrl+Shift+F3

Labeling

Description	Shortcut
Toggle Active Label	Ctrl+M
Toggle Label 1	Ctrl+1
Toggle Label 2	Ctrl+2
Toggle Label 3	Ctrl+3
Toggle Label 4	Ctrl+4
Toggle Label 5	Ctrl+5
Toggle Label 6	Ctrl+6
Toggle Label 7	Ctrl+7
Toggle Label 8	Ctrl+8
Toggle Label 9	Ctrl+9
Select Active Label (or define label names and colors)	Alt+Ctrl+J
Group on Active Label	Ctrl+Shift+M

Other

Description	Shortcut
Generate Index	Shift+F11
Generate the index and load it into your word processor	Shift+F12
Convert Cross-reference	Alt+Ctrl +X
Toggle see/see also	Alt+Ctrl+T
Swap Acronym	Alt+Ctrl+S
New child heading, Take locators	Alt+Ctrl+H
Remove subheadings, Keep locators	Alt+Ctrl+K
Split	Alt+Ctrl+P
Create Reciprocal Cross-reference	Alt+Ctrl+D
Toggle Reveal Codes	Alt+Ctrl+E
Find All Pages for Entry	Alt+Ctrl+A

C

Toolbars

Overview

SKY Index contains six toolbars by default. All of these toolbars can be docked at any edge of the program screen and can also be torn off, by dragging, the program screen to float above the program. The default toolbars are:

- Standard
- Edit
- Acronyms
- Macros
- Saved Search
- Quick Access
- Label Selector

Two of these toolbars allow access to the Acronyms and Macros Data Managers. A third allows quick access to Saved Searches. Another, the Quick Access toolbar, lets you jump to a particular alphabetic area of the index with a mouse click and the remaining two toolbars are the Standard Toolbar and the Edit Toolbar. Through customization, you can add or remove toolbars to suit your personal needs.

Showing/Hiding Toolbars

You can show or hide any toolbar according to your own preferences. To show or hide a toolbar, do either of the following:

- Right click on an empty area of any toolbar or in the toolbar docking area. A menu will appear. Place a checkmark next to all toolbars you wish to be shown. Any unchecked toolbars will be hidden.
- Click the **View** menu and then the Toolbars submenu and place a checkmark next to the toolbars you wish to be shown. Any unchecked toolbars will be hidden.

The Standard Toolbar

The standard toolbar (shown below) contains many icons that allow you to perform frequently used program functions with a single mouse click. The standard toolbar is made up of seven button groups. These groups are:



The Standard Toolbar

Group	Description
File	Functions that manipulate index database files
Clipboard	Functions that support use of the Windows clipboard
Search	Functions that search through the index database
Format	Functions that format index entry text (bold, italic, etc.)
Sorting/Grouping	Functions that change the sort order of the entries in the grid and functions that create subsets of the index (groups).
Configuration	Quick access to configuration dialogs.
Index	Functions that relate directly to the index (generate, statistics, resort, etc.)

To learn what a particular toolbar button does, hold the mouse pointer over the desired button for about a second and a hint will appear giving a brief description of what the button's function is.

Edit Toolbar

The edit toolbar (shown below) contains several buttons that allow you to perform frequently used editing functions with a single mouse click. The following editing functions are included by default, but you can add or remove buttons by using customization described later in this appendix:

- Append New
- Swap
- Promote
- Demote
- Combine
- Shift Left
- Shift Right
- Shift Left to Main
- Swap Acronym
- Consume Subheadings
- Toggle See/See Also

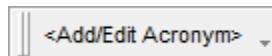


Edit Toolbar

Acronym Toolbar

The acronym toolbar displays the acronyms that you have defined so that you don't have to memorize them. It also allows you to define or change the definition of acronyms. If you want to see the expanded "full text" of an acronym, hold the mouse pointer over the acronym for about a second and the full text will be displayed. If you want to define a new acronym or redefine an existing acronym, click the <Add/Edit Acronym> button.

Although clicking on an acronym button will, indeed, enter the acronym text at the current text insertion point, the intent of the acronym toolbar is to provide a reminder of your existing acronyms and a quick access way of adding new acronyms.

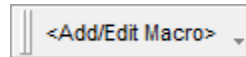


Acronym Toolbar

See also: [Acronym Manager](#)

Macro Toolbar

The Macro toolbar displays the Macros that you have defined so that you don't have to memorize them. It also allows you to define or change Macros. If you want to see the definition of a macro, hold the mouse pointer over the macro button for about a second and the definition will be displayed. If you want to define a new macro or redefine an existing macro, click the <Add/Edit Macro> button. This will display the Macro Manager dialog.

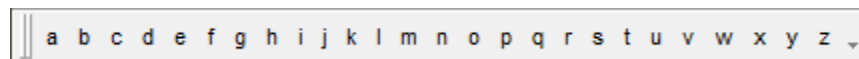


Macro Toolbar

See also: [Macro Manager](#)

Quick Access Toolbar

The quick access toolbar contains the letters of the alphabet. Clicking on a letter of the alphabet will cause SKY Index to seek and display the first record in the index that starts with that letter. If no record starting with that letter exists, the record that is closest to it will be displayed.

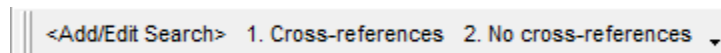


Quick Access Toolbar

Saved Search Toolbar

The Saved Search toolbar displays the Saved Searches that you have defined so that you don't have to memorize them. It also allows you to define or change Saved Searches. If you want to define a new Saved Search or redefine an existing Saved Search, click the <Add/Edit Saved Search> button. This will display the Saved Search Manager dialog.

Clicking on a saved search toolbar button will either execute the search if the execute option is enabled for that search or it will open the Find/Replace dialog with the settings of the search ready for you to make changes or manually execute the search.

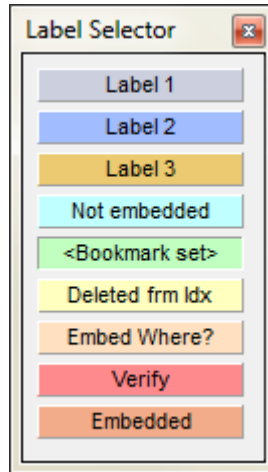


Saved Search Toolbar

See also: [The Saved Search Manager](#)

Label Selector Toolbar

The Label Selector is a floating toolbar that displays all nine labels as buttons that you can click to apply the label. Each button contains the name of the label to help you remember the purpose of each label. A screenshot of the Label Selector is shown below.



Label Selector

To display the Label Selector, choose View>Toolbars>Label Selector. The 'active' label is shown within the less than and greater than signs (<>) and also appears indented rather than raised. In the example above, "<Bookmark set>" is the active label. You can change the active label by Control clicking on any label.

While working on your index, you can apply any of the nine labels to the current record in the data entry grid (or heading in Edit View) by clicking on the desired label. Clicking again will remove the label since the label buttons act as a toggle.

Note: The label selector cannot be docked. It is a floating toolbar only.

Customizing Toolbars

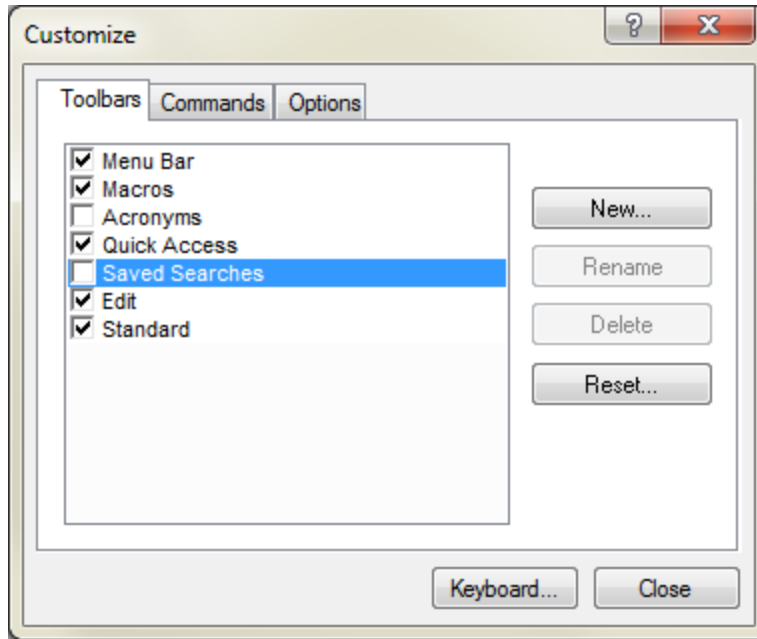
SKY Index allows you to customize your existing toolbars by adding or removing commands and even allows you to add your own custom toolbars.

Opening the customization dialog

To open the toolbar customization dialog, do the following:

1. Right click on any toolbar.
2. Choose Customize

The Customize dialog will appear as shown below.



Customize Dialog

Adding New Commands to a Toolbar

Commands are added to toolbars using drag and drop. The available commands are categorized in the Commands tab of the Customize dialog.

To add new commands to a toolbar, do the following:

1. Open the Customize dialog as described above.
2. Click the Commands tab.
3. Click on the category that contains the command to be added. The available commands will appear in the Commands list.
4. Find the desired command and drag it to the toolbar you want it to appear on.
5. Click Close

Removing Commands from an Existing Toolbar

To remove commands for an existing toolbar, do the following:

1. Open the Customize dialog as described above.
2. In the actual toolbar containing the command you want to remove, right click on the icon or text of the command that you want removed.
3. Click on Delete.
4. Click Close

Modifying the Appearance of Toolbar Commands

You can modify how a command appears in a toolbar. For instance, you can make it appear as an icon only, is text only, or as both an icon and text. You can also change the text that appears for the command.

To modify the appearance of commands for an existing toolbar, do the following:

1. Open the Customize dialog as described above.
2. In the actual toolbar containing the command that you want to modify, right click on the icon or text of the command.
3. Modify the command using the options that are described below.
4. Click Close

Options

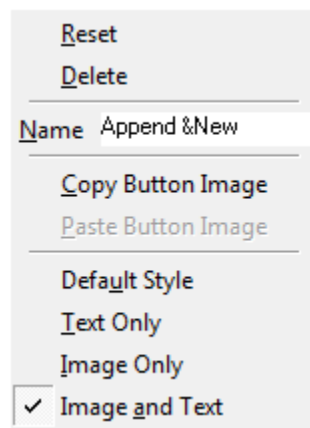
Name – Allows you to change the text that appears for the command.

Default Style – Returns the command to its default style.

Text Only – Only the text for the command will be displayed.

Image Only – Only the image (icon) for the command will be displayed.

Image and Text – Both the image (icon) and text for the command will be displayed.



Options Menu for Toolbar Customization

Notes

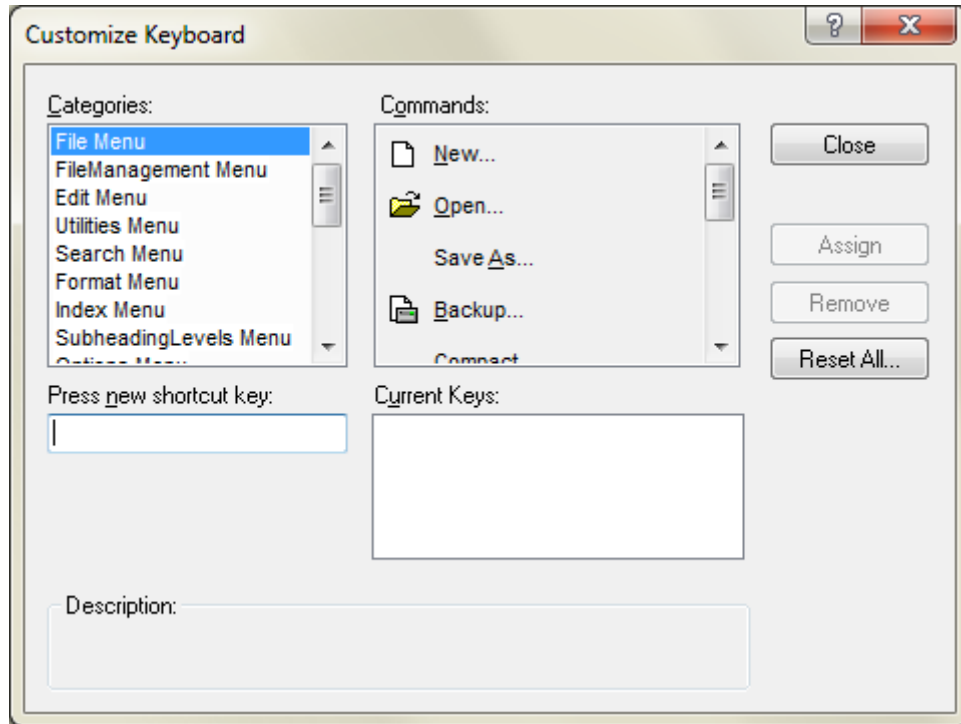
- Any modifications you make are saved when you close SKY Index and are restored when you reopen the program.

Changing Keyboard Shortcuts

You may customize most of SKY Index's keyboard shortcuts to assign easier to press shortcuts to commonly used functions or to assign shortcuts to commands that don't currently have a shortcut. For instance, you could add a keyboard shortcut for the Backup command.

Keyboard shortcuts changes are saved when you close SKY Index and are Restored when you reopen the program.

To customize your keyboard shortcuts, right click on a toolbar and choose Customize from the menu that appears. In the resulting Customize dialog, click the Keyboard button. The Customize Keyboard dialog will appear as shown below.

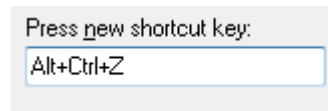


Customize Keyboard dialog

Use the Categories list and the Commands list to find the command that you want to customize. For example, choosing the File Menu category will display all commands on the File menu in the Commands list. From there, click on the desired command – for example “Backup”. If there is an existing shortcut, it will appear in the Current Keys list.

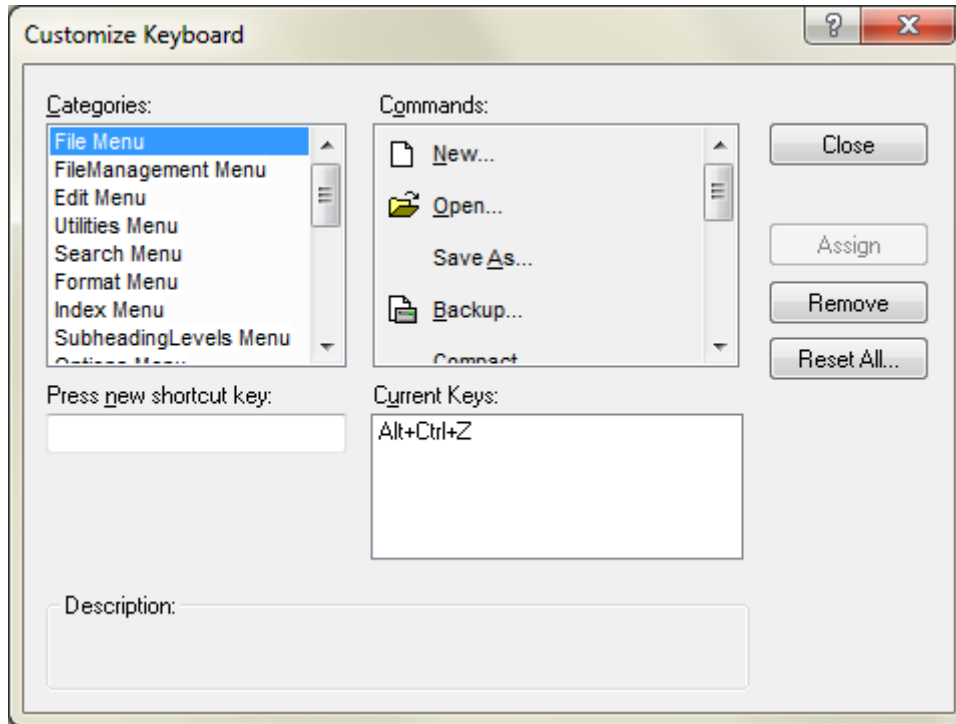
Now that you’ve selected the desired command, you should first remove any existing shortcut by clicking on the shortcut in the Current Keys list and then click the Remove button. Once you’ve removed the existing shortcut, give focus to the “Press new shortcut key” textbox by clicking in it with your mouse. Finally, press the desired shortcut on your keyboard. For our example we will use Alt+Ctrl+Z.

The partial screenshot below shows you what the Press new shortcut key textbox will look like after you’ve done this.



Press new shortcut key example

Now click the Assign button to assign the shortcut to the command. The dialog below shows you how the Customize Keyboard dialog will look after you do this.



Customize Keyboard dialog after assigning a shortcut

Repeat the process for as many commands as you wish to customize. When you've finished, click Close to close the Customize Keyboard dialog and then Close again to close the Customize dialog.

Notes

- It is legal to have more than one shortcut for a single command.
- This dialog does not verify that no other command has already been assigned to the command that you enter in the Press new shortcut key textbox. Please use the keyboard shortcuts tables in this manual of the online help to verify the commands that you want to use have not already been assigned.
- You may remove the shortcut assignment of a command that already has a shortcut so that the shortcut can be assigned to a different command.

D

Specifications

Specifications

Maximum size of an index database:	1 Gigabyte or available storage space (whichever is less).
Maximum number of records:	Limited only by the maximum database size.
Maximum field size:	The heading fields (Main and all subheading fields) can contain up to 32,767 characters each. The Page field can contain a maximum of 255 characters.
Max. Sort Key Size:	The sort key used for sorting index entries has a maximum size of 255 characters. The size allocated to each field is based on this equation: $\text{Int}((253/(\text{SubheadingLevels}+1))-2)$. For a standard index with a main and subheading, this would mean the Main and Sub1 fields would each have 124 characters each. For an index with six subheading levels, the allocation for each field would be: 34 characters. Although 34 characters is generally enough to result in the proper sorting of most material, if the headings are unusually long or highly similar, you may have to force the sorting of some entries for proper sorting.
Maximum Record size:	No realistic limit in the context of indexing.

Locator Format

Locators in SKY Index Professional have the following form:

[seclabel1+secsep1] [seclabel2+secsep2] ... [seclabel9+secsep9] [page prefix] page [page suffix]

Example: IV:14.a22g

seclabel+secsep – These are up to nine optional section labels each with a section separator (delimiter) that identify sections of a book such as a volume or chapter. If they exist, there must be both a label and separator pair. **seclabel** is a section label and can contain any combination of letters or numbers except the section separator character. **secsep** is a *single* character that defines where the section label stops and the remainder of the locator begins. It is called the section separator. All characters to the left of **secsep** are considered to be the section label. In the example above "IV" is the section label and ":" is the section separator.

page prefix one or more alpha or alphanumeric characters preceding the page number. In the example above, "a" is the page prefix.

page The page number or a word that identifies the page. This can be a Roman numeral. If it is a Roman numeral then you may **not** use a page prefix or a page suffix

page suffix One or more alpha or alphanumeric characters following the page number. In the example above, "g" is the page suffix.

Sorting of Locators

SKY Index applies the following priority to each locator part with 1 being the highest priority and 12 being the lowest priority (parts within brackets are optional – if no page exists, its value will be zero '0'):

1. [seclabel1]
2. [seclabel2]
3. [seclabel3]
4. [seclabel4]
5. [seclabel5]
6. [seclabel6]
7. [seclabel7]
8. [seclabel8]
9. [seclabel9]
10. page
11. [page prefix]
12. [page suffix]

Notes

- SKY Index will automatically detect and sort volume labels or chapter labels that are numbers or dates. Also SKY Index lets you specify a different character for printing than for data entry for both the volume and chapter separators.
- If you enter a page number that contains leading zeros, those zeros will internally become part of the locator's Prefix. This means that no matter how many leading zeros, the primary sort is on the part of the locator without those leading zeros. So these two locators will sort in the order shown: 07, 00012. In other words, the actual page numbers are '7' and '12'. '0' and '000' are prefixes of their respective page numbers. To achieve a different sort, you will have to use forced sorting.
- It is illegal to format the digits of the 'page' part of the locator differently from one another. If you apply different formatting to the digits of 'page', SKY Index will use only the formatting applied to the first digit. For example, if you enter 056, SKY Index will convert it to 056.
- To force the sort of a locator, you must use a 'hidden' number that contains leading zeros to make the total number of digits five. In addition, if there are unhidden numbers in any other part of the locator, they must be ignored. Otherwise they may be interpreted as the locator and other text as the prefix.

Example: (hidden text is shown in curly braces "{}" and ignored text is shown in square brackets "[]" – "{00066}Plate[3]" will force the locator "Plate 3" to sort as page 66 with a suffix of Plate.

Formatting Codes Used By SKY Index

Although you don't normally see them, SKY Index uses special formatting codes internally when you apply character formatting to entries in your index. If you show the Reveal Codes Pane (View>Reveal Codes), you can see these codes. The table below defines the codes that are used and what they do. Under normal circumstances, you do not need to know or be concerned with these codes. However, if you experience a sorting problem, the problem can sometimes be resolved by viewing these codes. For instance, one entry may have an ignored space where another, apparently identical, entry may not have that space ignored which would cause the two entries to sort differently even though they appear identical.

Note: These codes *are* case sensitive.

Format	Begin	End
Bold	/b1	/b0
Italic	/i1	/i0
Underline	/u1	/u0
Superscript	/p1	/p0
Subscript	/s1	/s0
Strikeout	/k1	/k0
Alternative Font 1	/f1	/f0
Alternative Font 2	/f2	/f0
Alternative Font 3	/f3	/f0
Ignore Text	/y1	/y0
Hide Text	/y2	/y0
Note Text	/y3	/y0

E

Troubleshooting

Problems and solutions

General

If you try a solution for a specific problem that is listed below and it does not cure the problem, try these general solutions for fixing a problem:

- Close and then reopen SKY Index.
- Resort the index using Index>Resort.
- Reboot your computer.
- Create a new, empty, index and then use the Merge command to merge the contents of the problem index into the new one.

Sorting Problems

Two Identical Entries do not Combine in the Generated Index

- Try resorting the index by choosing Index>Resort.
- Examine the entries with Reveal Codes turned on. Are there formatting codes that surround a space in one and not in the other?
- Copy one of the two entries that do not combine and paste it over the other ensuring the two entries are, indeed, identical.
- If there is another heading that is identical except for a leading preposition which is ignored, you must make one of the two headings sort uniquely from the other using forced sorting. For example, if you have the two subheadings “by government” and “for government”, they have exactly the same sort key “government” you must make on unique. If you enter a hidden “1” after the word government for the entries “for government” they will sort as “government1” and will then combine properly in the generated index.
- If none of the solutions above correct the problem, contact technical support.

Locators Don't Sort Correctly

- Resort the index using Index>Resort
- Add an additional subheading level to the index by choosing Index>Subheading Levels. Do you see a sub-subheading you didn't know about? If so, remove the extra subheading.

One or More Entries Sort Somewhere Other than Where you Expect Them

- Resort the index using Index>Resort

- Is there an ignored word at the beginning of the entry that is sorting incorrectly? You can see the list of ignored words by choosing Options>Data Entry and then clicking the Ignored Words tab.
- Is there a Translation that is causing unexpected problem? Make sure all of your translations are unique and will not be encountered in normal text.

Program Behaves Strangely

- Try rebooting your computer.
- If rebooting does not work, the index may be corrupt. Try creating a new empty index with a *different* name and then use File>File Management>Merge to merge the index entries from the problem index into the new index.

Some Records are Missing

Were the missing records labeled? If yes, choose View>Filtered and make sure they have not been filtered to be hidden.

Subscript Out of Range Error Message

If you get this error message, examine your locators for a typo. Usually this error is caused by a locator that has a decimal value of greater than 36728. A very likely cause of this error is a missing hyphen between a range of pages. For instance, you might have 103107 instead of 103-107.

Locators with a page range get mysteriously changed or truncated

If you enter a locator with a page range and after moving the grid marquee to a different field, the locator changes unexpectedly, you may have used a reserved section label character in the locator unknowingly. By default, SKY Index uses a colon as a volume label separator (section 1 label) and a period as a chapter label separator (section 2 label). If you type either of those two characters, SKY Index may modify your locator to fit the rules of locators with section labels. For instance, you might enter “101-102 a:b”, SKY Index will change it to “101-102 b” because the volume label for the second page *must* match the volume label of the first page. In this case, the volume label for the first page is nothing and so the errant volume label for the second page is removed leaving only the page suffix “b”.

To cure this, you have two options:

1. Disable the recognition of Volume and/or Chapter Labels by going to the Locators tab of the Index Options dialog and unchecking the Enabled (or Recognize) checkbox for those items.
2. Use a character other than a colon or period in your locator and use the Translation table to translate that character into the desired character during index generation. Please be sure to enable the translation for the Page field only.

Cross-references are not getting italicized or the ‘also’ in a ‘see also’ cross-reference does not get italicized

SKY Index expects all cross-references to be in the page field and to start with the plain text and with the words ‘see ‘ or ‘see also ‘ followed by a space. It does not matter if the words have an initial capital or not. If a cross-reference or part of a cross-reference is not getting italicized, it is almost certainly because there is some kind of unseen formatting. To determine if this is the case, display the Reveal Codes pane by pressing Ctrl+Alt+E. It will become obvious if there are, indeed, unseen codes at play. If there are, use either Find/Replace or manually alter the cross-references to correct them. Please note that if these codes have gotten into AutoComplete, retyping them will likely re-introduce the problem. You’ll need to manually edit the cross-references and then update AutoComplete to remove the errant AutoComplete entries.

Index

This index was written by Ty Koontz using SKY Index Professional v7.0. Page references in *italic type* indicate illustrations.

Note from SKY Software: This manual will be updated over time and because of that, after Ty finished the index, it was embedded into the original document. It is possible that, in the future, material will be added that will cause some items that originally appeared on a single page to flow over two pages. Because the original entry would not be entered as a range, it will not be automatically presented in the updated index as a discussion over two pages. If you notice this kind of problem, please let SKY Software know and we'll correct the embedded entry.

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