

# Command Reference for SKY Index Professional v6.0

(This is not an all inclusive list of available commands)

## General Editing

### Append New

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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. Ctrl+A

### Cut

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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. Ctrl+X

### Copy

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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. Ctrl+C

### Paste

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

### Delete

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You can delete the text from any grid cell or mark one or more index records as deleted. Del

### Undelete

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You can undelete index records that were previously marked as deleted with the Delete command. Alt+Del

### Undo

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If you edit an index entry and then change your mind, you can undo changes to the current field's contents by pressing <Esc>, by pressing <Ctrl><Z>, or by choosing Edit | Undo. Ctrl+Z

## Selecting Records

### Select All

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

### Select Entry

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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. This works no matter what View Mode is currently active. Ctrl+Space

### Select Heading

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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. Ctrl+H

### Select Record

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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. Ctrl+S

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## Advanced Editing

### Collect Pages

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The Collect Pages command collects all page references for the current index entry and places them into an internal buffer. These pages can then be pasted into any other entry with the Paste Pages command.

Ctrl+Alt+C

### Combine

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The Combine function allows you to combine a subheading with its parent heading separating the two with a space.

Ctrl+F7

### Duplicate

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

Ctrl+D

### Duplicate Entry

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The Duplicate 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. It will then duplicate those records.

Ctrl+Q

### Duplicate and Half Swap

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The Duplicate and Half Swap function will duplicate one or more records and then replace the contents of the Main heading with the contents of Sub1. Lower levels will be moved up one level. The contents of the Main heading will be lost.

Ctrl+Alt+P

### Duplicate and Swap

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The Duplicate and Swap function will duplicate one or more records and then swap the contents of the Main and Sub1 headings.

Ctrl+P

### Duplicate, Swap and Combine

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

Ctrl+F9

### Duplicate Heading

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

Ctrl+F8

### Demote

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The Demote function removes any text following the *demote separator* (as defined in the Data Entry tab of the Program Options dialog box) in a particular grid cell and shifts that text into the next lower heading level after first shifting all lower headings right. The text before the demote separator remains.

Ctrl+F6

### Half Swap

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Moves Sub1 to Main and deletes the prior contents of Main. There are also functions for Half Swapping Sub1 and Sub2, Sub2 and Sub3.

Ctrl+Alt+F1

### Paste Pages

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The Paste Pages command will add all pages in the Page buffer (created using the Collect Pages command) to the current index entry.

Ctrl+Alt+V

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## Promote

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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 by accessing the Data Entry tab of the Program Options dialog box.

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 subheadings below it are promoted by one level. Ctrl+F5

## Propagate Edits

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The Propagate Edits function allows you to propagate a change to all other entries in the index with identical text at the edited heading level and all higher levels. Ctrl+Alt+Enter

## Shift Left

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The Shift Left function allows you to shift entries in one or more records to the left by one cell. You can use this feature to create headings from subheadings, but you can also create Sub1 headings from Sub2 headings and Sub2 headings from Sub3 headings. Ctrl+Alt+F3

## Shift Left to Main

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The Shift Left to Main function allows you to shift a subheading of any level in one or more records to the Main heading field. This feature is the same as the Shift Left function, but always shifts left to the Main field, whereas the Shift Left function always shifts left a single field at a time. Ctrl+Alt+S

## Shift Right

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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. Ctrl+Alt+F4

## Swap

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The Swap function allows you to swap the Main and Sub1, Sub1 and Sub2 or Sub2 and Sub3 headings. Ctrl+F1

## Mark

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The Mark command will mark all currently selected records. Ctrl+M

## Unmark

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The Unmark command will unmark all currently selected records. Ctrl+Alt+M

## Fonts, Formatting and Forced Sorting

### Alternative Fonts

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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. Alt+F1 or Alt+F2

### Bold, Italic, Underline, Superscript, Subscript

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SKY Index supports five types of character formatting: bold, italic, underline, superscript, and subscript. Formatting can be applied with the keyboard or the mouse.

Bold: Ctrl+B  
Italic: Ctrl+I  
Underline: Ctrl+U  
Superscript: Alt—R—S  
Subscript: Alt—R—U—Enter

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## Changing the Case of Text

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### 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. 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. 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. Alt—R—N

### First Letter To Lowercase

This function changes the first letter of the word containing the text cursor to lowercase. Ctrl+W

### First Letter To Uppercase

This function changes the first letter of the word containing the text cursor to uppercase. Ctrl+R

### Title Case

This function changes the first letter of each word of the selected text to uppercase. Alt—R—T

## Hide Text

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The Hide Text function 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. Ctrl+T

## Ignore Text

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The Ignore Text function 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. Ctrl+K

## Plain

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To remove all formatting, including font attributes, from the currently selected text, choose Format | Plain. Alt+F10

## Searching for or Replacing Text

### Browse

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Sometimes you may find it convenient to browse through your index finding a few specific entries to ensure they've been entered properly and consistently. The Browse function will allow you to do this. Ctrl+Alt+B

### Find/Replace

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SKY Index includes a full featured find and replace facility that includes sophisticated pattern matching abilities and pattern grouping. Ctrl+F

### Goto

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Allows you to go to a specific entry by using just a few letters from the beginning of each heading level. Ctrl+G

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## **Goto Locator**

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Allows you to go to a specific locator in your index. You can include both volume and chapter labels.

Ctrl+Alt+L

## **Goto Record**

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Allows you to go to a specific record number in the index. This is useful in conjunction with the Proofing Report.

Ctrl+Alt+R

## **Grouping Entries**

### **Group by Locator**

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The Group by Locator function allows you to create a group of records that contains only the range of locators that you specify.

Ctrl+Alt+O

### **Group by Text**

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There are times when you would like to view a subset of the index that contains only a certain word or phrase. The Group by Text function allows you to create such a subset.

Ctrl+Alt+G

### **Group by Volume/Chapter**

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The Group by Volume/Chapter function allows you to create a group of all records that contain a single volume label or chapter label. You can even specify both a volume and a chapter label.

Ctrl+Alt+H

### **Named Groups**

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Many indexers like to view particular subsets of the index during the editing stage of index development. The Named Groups feature of SKY Index Professional allows you to define up to nine groups that can be accessed with just a few keystrokes.

Alt—U— [1-9]

## **Tools**

### **Add Prefix**

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The Add Prefix function allows you to add a letter, word or phrase to the beginning of a field for all selected records.

Alt—T—A

### **Add Suffix**

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The Add Suffix function allows you to add a letter, word or phrase to the end of a field for all selected records.

Alt—T—S—Enter

### **Character Map**

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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.

Alt—T—H

### **Convert Cross-reference**

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The Convert Cross-reference function will convert a cross-reference into fully qualified index entries.

Ctrl+Alt+X

### **Error Scan**

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There are many different kinds of error that can creep into an index during the data entry process. SKY Index has a built-in error scanning function that will find many common mistakes.

Alt—T—E

### **Merge Orphan Subheadings**

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When you have finished entering and editing your index you may find that there are entries that have only one subentry for a given heading level. You will most likely want to merge those subheadings with their parent headings. You can use the Promote function to do this on a record-by-record basis, but the Merge Orphan Subheadings function automates the process.

Alt—T—M

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## Process Maiden Name Entries

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. For more information on automatically creating maiden name entries, please see Automatically Create Maiden Name Entries.

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## 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. Alt—T—P

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## Remove Deleted Records

Normally, when you delete records, they are simply marked as deleted. This allows you to recover records you may have accidentally deleted. There may come a time when you wish to physically delete these records. The Remove Deleted Records tool allows you to remove these records. Alt—T—D

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## 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. Alt—T—U

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## 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. Alt—T—S—S—Enter

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## Statistics

SKY Index can provide information about your index that may be useful in determining how much you charge for the work you have done or may simply be of interest when you are done. Descriptions of the available statistics are provided below. Your selections will be saved so that the next time you use the Statistics function the same statistics will be calculated. Alt—T—T—Enter

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## 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. Alt—T—V

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## 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. Alt—T—C

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## 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. Alt—T—N

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## 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. Alt—T—R

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## Tip of the Day

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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.

Alt—T—T —T —Enter

## Index Views

### As Entered View

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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, the Page Ordered view. Shift+F5

### Grouped View

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The Grouped view will display all records in your index that have a specified main heading. Shift+F6

### Page Ordered View

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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. Shift+F7

### Sorted View

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The Sorted view displays your index alphabetically. This is the same as the order in the preview pane. Shift+F8

### Filtered View

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Sometimes you want to see a subset of the index. For instance, you might wish to see only those records that contain fields starting with "see " or all entries with the main heading "print" and an empty Sub2 field. The Filtered view lets you to do these and many other filtering tasks. Shift+F9

### Showing/Hiding Toolbars

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You can show or hide any toolbar according to your own preferences.

### View Creator

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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. Alt—V—C

### View Editor

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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. Alt—V—E —E —Enter

### View Date Created

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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. Alt—V—D—Enter

### View Date Edited

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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. Alt—V—D —D —Enter

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### **View Record Numbers**

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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.

Alt—V—R—Enter

### **Equal Column Widths**

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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.

Alt—V—E—Enter

### **Refresh**

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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.

Alt+F11

### **About Keyboard Shortcuts**

A keyboard shortcut shown like this “Ctrl+Alt+G” means that you would press and hold down both the Ctrl and the Alt keys and then press ‘G’.

A keyboard shortcut shown like this “Alt—T—N” means that you would press and release the Alt keys and then press and release ‘T’ and finally press and release the ‘N’