

# User's Guide

**SKY Index™**

Professional Edition Version 6.0



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Screen shots in this manual were taken from SKY Index Professional running under Windows 2000. If you are running SKY Index under a different version of Windows, the screen shots may appear slightly different.

First Edition.

# **Introduction**

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## **What is SKY Index?**

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SKY Index is a program designed to make the process of writing and formatting a back-of-book index as fast and as easy as possible. The program contains many features specifically aimed at this goal.

Because SKY Index makes significant use of industry standard menus and keystrokes, many indexers will be able to start using SKY Index without reading a manual or consulting the online help.

## **Why Should I Use SKY Index?**

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SKY Index provides extreme ease of use without sacrificing power and flexibility. When properly used, SKY Index can significantly decrease the time required to produce a quality index.

For those who are new to the Windows operating system, context sensitive help is available by pressing F1

## **Who Should Read This Manual?**

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Anyone who wants to be as productive as possible when writing an index using SKY Index should read this manual. Although SKY Index is easy to learn and use, it is unlikely that you will learn all of the time saving features and tools that the program has to offer without thoroughly examining this manual.

## Conventions Used in This User's Manual

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This manual uses the following conventions:

<b>Text Encountered</b>	<b>Represents</b>
File   Export	Defines a menu choice. In this example, you are being instructed to choose Export from the File menu.
<Ctrl><A>	Defines one or more keystrokes required to perform a function. In this example you are being asked to press and hold down the Ctrl key while pressing the letter 'a'.

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## Getting Started

### Installing SKY Index

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To install SKY Index, follow the procedure below.

1. Insert the SKY Index Professional CD-ROM in your CD-ROM drive.
2. The SKY Index Professional installation program should start automatically.
3. Follow the onscreen instructions to install the program.

If the installation program does not start automatically, do the following:

1. Double Click My Computer.
2. Double Click the icon for the SKY Index Professional CD-ROM.
3. Double Click the **Setup** or **Setup.exe** application. The installation program will start.
4. Follow the onscreen instructions to install the program.

### Starting SKY Index

---

Before you start using SKY Index, please read the Read Me file, if one exists, that is installed when you install SKY Index. Simply double click on the Read Me icon to read it. The Read Me file contains information that did not make it into the manual or any errata that may apply to the version of SKY Index that you have received.

### Starting SKY Index Professional

1. Click Start.
2. Click Programs.
3. Click SKY Software.
4. Click SKY Index Professional.

## **Exiting SKY Index**

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You can exit SKY Index at anytime by choosing File | Exit or by pressing <Alt><F4>.

### Tutorial Outline

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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 Database
- Configure the Index
- Add Entries
  - headings, subheadings, and page numbers (locators)
  - cross-references
- Edit the Index
  - Search and Replace
  - Duplicating Index Records
- Proofread Your Index
- Generate the Index
- Edit or Print the Index
  - specifying your word processor
  - invoke your word processor
- Conclusion

### Create An Index Database

---

To create an index database, 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 Save. SKY Index will create a new index database with the name "tutorial.skx" and will open the new file ready for data entry.

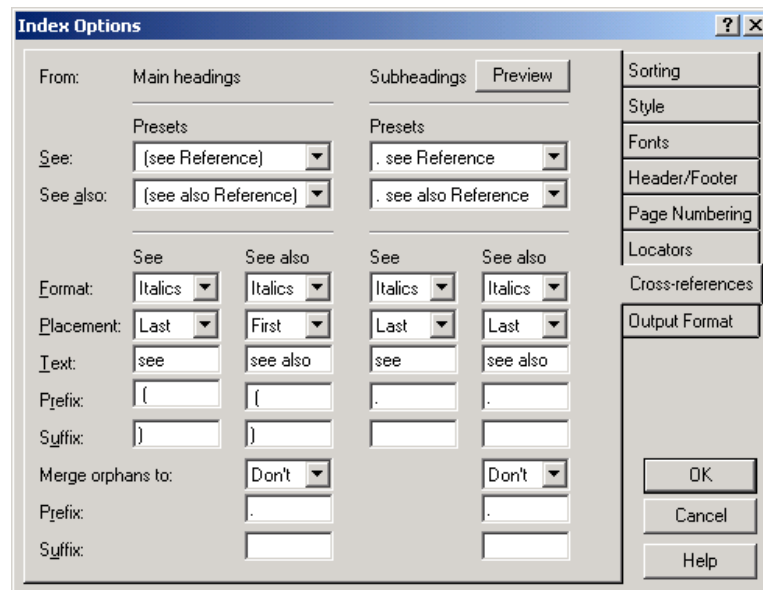
## Configure the Index

You will use the Index Options dialog box to set the style for the index you are writing. There are far too many configurable items to cover in a tutorial so you will set only a few aspects of your index and leave the defaults for the rest.

We will assume that the imaginary publisher wants the first letter of main headings to be capitalized so that we can demonstrate several features of SKY Index. For the tutorial you will set the sorting method to Letter-by-Letter and set the cross-reference style to enclose cross-references in parentheses.

To configure the index for the tutorial:

1. Choose Options | Index Options 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).
3. Click the Cross-references tab.
4. Click the arrow of the Presets list box for "See" cross-references from Main headings and choose (see Reference).
5. Click the arrow of the Presets list box for "See also" cross-references from Main headings and choose (see also Reference).
6. Change the Placement for "See also" cross-references to First. The modified cross-references dialog should appear as shown below.



**Cross-references tab of the Index Options dialog**



7. Click OK to save the configuration. Your options will be saved and the Index Options dialog box will be closed. Because we have made changes that require that the index database be resorted, SKY Index will make you aware of the need to resort. After you click OK, the index will be resorted.
8. Choose Options | Data Entry Options. The Data Entry Options dialog will appear.
9. Click the AutoCapitalize tab.
10. Check the Main check box.
11. Check the First word only check box next to the Main check box. This will cause SKY Index to capitalize only the first word typed in the main heading level.
12. Check the Adjust caps when swapping check box. This will cause SKY Index to change the case of index entries in the Main and Sub1 fields when swapping the contents of those fields.
13. Click OK to save your settings.

## 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)

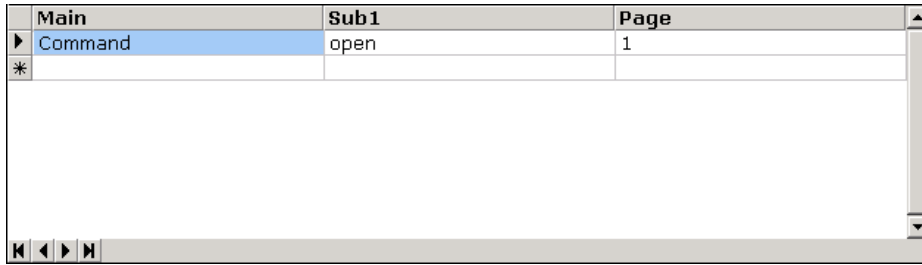
For our tutorial we are going to enter the following entries from a fictitious computer manual (displayed here as "heading, subheading, page").

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**. (Notice that if you pressed a lowercase **c** that SKY Index capitalized it because you configured it to do so.) 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 similar to the example below.



Main	Sub1	Page
▶ Command	open	1
*		

Now let's enter the next record. To demonstrate another timesaving feature of SKY Index press <Ctrl><Enter>. This duplicates the contents of the previous record in the current field — in this case, the Main field. You should now have "Command" in the Main field and the grid marquee should be over the Sub1 field ready for your next subheading. Go ahead and 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 <Ctrl><Enter> to duplicate **Command** from the previous record. 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. 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.

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.) When you finish, the data entry grid should appear similar to the one shown below:

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

Main	Sub1	Page
Command	open	1
Command	new	1
Command	new	2
Command	new	3
Command	close	3
Command	import	3-4
Command	export	4
Command	backup	5-6
Command	restoring	5-6
*		5-6

## 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* import; export)

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 have previously configured 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.

To continue with the tutorial, type **New** in the Main field and then 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	new	3
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
*		see also export

You now know how to enter cross-references in SKY Index.

## Edit 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.

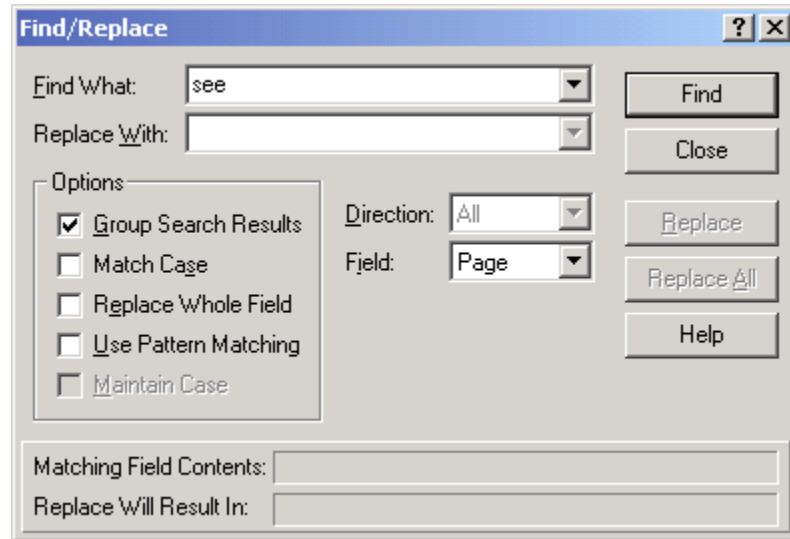
As an example let's change the word "restoring" to "restore". To do this, move the grid marquee over the word "restoring". Next press <F2> to go into edit mode. Finally, press <Backspace> three times to erase "ing" and then type e. You can exit Edit mode by pressing <F2> or by performing any action that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

## Search 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/Replace feature of SKY Index. To demonstrate this feature, let's use Find/Replace to find entries in the page field that contain the word "see ". This will result in a list of all cross-references in the page field.

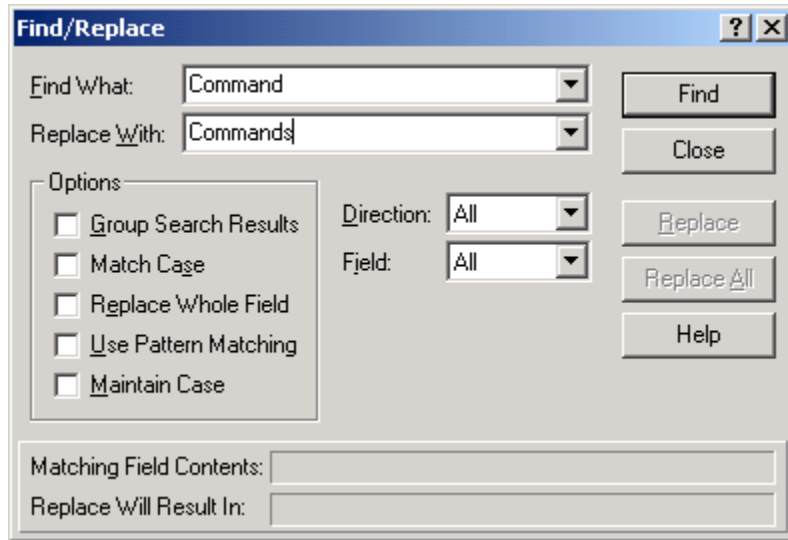
To do this, choose Edit | Find/Replace or click the  toolbar icon. The keyboard shortcut is <Ctrl><F>. In the resulting dialog box type "see " in the Find What text box. (Be sure to include the trailing space.) Then choose Page from the Fields drop-down list box and check Group Search Results. This tells SKY Index to search only in the Page field and to create a group out of the records that satisfy the search criteria. The Find/Replace dialog should look like this:



**Find/Replace dialog**

Finally, click Find. SKY Index will search the index and will display the three records that have a cross-reference in the page field. To exit Group Mode choose any other View Mode from the View menu. For now, choose As Entered from the View menu. Please note that it may appear that the records are still grouped. However, if you press <Page Up>, you'll see that the other records are simply hidden above the visible records in the Data Entry grid.

Next, to demonstrate the Replace function, we are going to change all occurrences of "Command" to "Commands". Press <Ctrl><F> to bring up the Find/Replace dialog. Change the Fields drop-down list box to All (instead of Page) and uncheck the Group Search Results check box. Finally, type **Command** in the Find What text box and **Commands** in the Replace With text box. The Find/Replace dialog should look like this:



**Find/Replace dialog**

To start the process click Find. SKY Index will stop at the first occurrence of the word "Command". 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.

**Note:** Be cautious about performing a Replace All since it is difficult to know beyond a shadow of a doubt that you truly want to replace *every* occurrence.

## **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 <Ctrl><X>.

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><P>. The record will be duplicated and Main and Sub1 headings will be swapped. You now have the entry "Open, commands, 1". Notice that SKY Index

automatically capitalized the first letter of "open" and changed the first letter of "Commands" to lowercase.

Now delete the record you just created by pressing <Ctrl><S> and then <Ctrl><X>.

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 promote the Sub1 entries into 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 choose Edit | Duplicate Heading. A group of the duplicated entries will be created and all of the duplicated records will be selected.

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

To do this, click once on any of the main headings. Then press <F2> to put the grid into edit mode. Now press <Backspace> to remove the 's'. Finally press <Ctrl><Alt><Enter> to propagate this change through all of the matching main headings.

**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 Main, Sub1 to swap the main and subheadings.

**Step Four:** Promote the subheadings into the main heading field.

To do this choose Edit | Promote. A dialog will appear asking you which field you wish to promote. Make sure that Sub1 is the highlighted field and change the Promote With characters from a comma and a space to just a space. If you do not do this, there will be a comma and a space between the existing main heading and the subheading that is joined with it. Finally, click OK.

Your Data Entry grid should look similar to 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
Restore command		5-6
*		

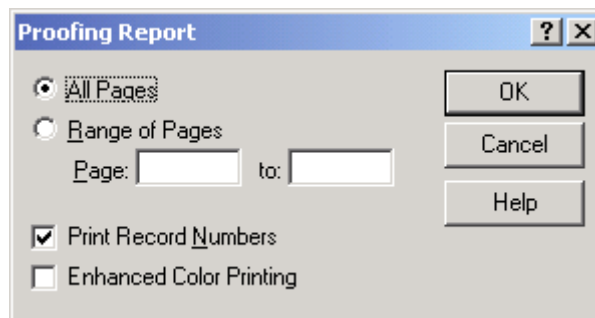
Before continuing, please choose View | As Entered so that you can now see the entire index again. You have now finished the duplicating exercises of the tutorial.

## Proofread Your Index

---

It is always important to proofread your index. You can proofread your index on-screen, or you can print a proofing report if you prefer to work from paper. For the tutorial you will use the latter method.

To print a proofing report choose Tools | Proofing Report. The Proofing Report dialog box will appear as shown below.



**Proofing Report dialog**


For the tutorial you will print the entire index. Make sure that All Pages is selected and click OK. The index is printed in the order that the entries appear in the data entry grid. The current setting should be As Entered. You can use the resulting report to verify the accuracy of your entries without the need for access to your computer or to SKY Index.



## Generate the Index

---

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 *.skx*.

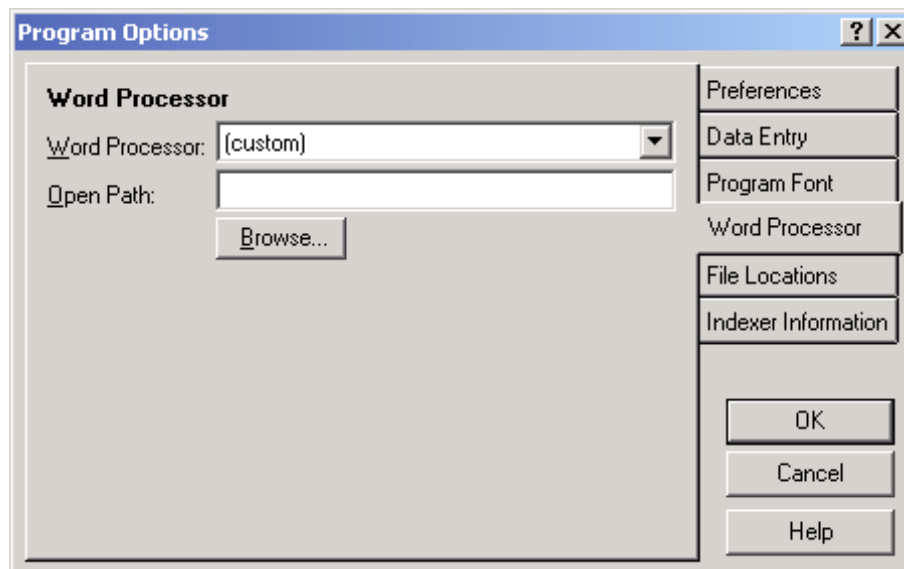
## Edit or Print the Index

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SKY Index does not directly print a formatted index, but if you specify your word processor, SKY Index can invoke your word processor with your index ready to be edited or printed.

### Specifying Your Word Processor


To tell SKY Index which word processor you use, choose Options | Program Options and then click the Word Processor tab. SKY Index will display the dialog box shown below.



Word Processor dialog

Click the down arrow on the Word Processor list box to choose your word processor from the list. SKY Index will fill in the path to your word processor automatically. If your word processor does not appear in the list, please see *Word Processor* to learn how to select a word processor that is not listed. For the purposes of the tutorial, we will assume that your word processor is in the list and that SKY Index has automatically filled in the path to your word processor. If not, please see *Word Processor* for more information. Click OK to save your settings.

## Invoke Your Word Processor

To invoke 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 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, choose File | Exit to close your word processor.

## Conclusion

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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

### Press F1

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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.

### Hover

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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. In the status bar at the bottom of the program window, you will see a more verbose description.

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.

### Right Click

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You can right click on any toolbar icon to get help on the function that the icon invokes.

### Press F1 When Highlighting a Menu Item

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You can get help on any menu item of SKY Index by pressing <F1> while the item is highlighted.

To get help for a menu item, click and hold down the mouse pointer on the desired menu, and drag the mouse to the desired menu item while still holding down the left mouse button. Once the desired menu item is highlighted, continue to hold down the left mouse button and press <F1>.

## **Search for Help On**

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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. 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.

## Data Entry Grid

### Columns

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Each column of the data entry grid represents one heading level for an index entry. The one exception is the last column that is reserved for the page number or locator. Each column has a header that displays which heading level the column contains and allows the column to be sized with the mouse.

#### Column Header

The column header is a set of raised boxes at the top of the grid. There is one raised box for each grid column. The column header contains bold text that indicates the field that the column applies to.

#### Sizing a Column

To resize a column, move the mouse between two columns in the column header until the mouse pointer changes to a left and right pointing arrow. Then click and hold down the left mouse button and drag the mouse left or right until the desired column size is achieved. Finally, release the mouse button.

SKY Index will remember your changes so that the next time you open the index your columns will have the same size as the last time you worked on the index. If you want to return to equal column widths again, choose View | Equal Column Widths.

### Rows

---

Starting with SKY Index 5.0, the data entry grid is completely new. It now functions more like other popular database and spreadsheet programs and makes it much easier to select records with the mouse and keyboard.

The data entry grid is divided into rows and columns. Rows represent records in the index and columns represent fields of information (index heading levels). The intersection of a row and a column is a grid cell.

	Main	Sub1	Page
▶			
*			

**Data Entry Grid**

**Note:** The rows in the data entry grid represent the contents of records in the index. The two terms are very similar, but not quite identical in meaning. For the majority of this manual, however, the terms will be used as synonyms.

## Row Header

The raised box to the left of the first column of each row is the row header. The row header is usually empty, however, three symbols can appear:

- A triangle ▶ that indicates the *current* index record.
- An asterisk \* that indicates the *append row*.
- A dash - that indicates that the row is in *Edit mode*.

In addition to showing the state of the current record, the row header can be used for selecting records with the mouse or for changing the height of rows.

## Sizing Rows

You can resize (change the height of) the rows in the data entry grid. To resize the rows, move the mouse between two rows in the row header until the mouse pointer changes to show up and down pointing arrows. Then click and hold down the left mouse button and drag the mouse up or down until the desired row size is achieved. Finally, release the mouse button.

SKY Index will remember your changes so that the next time you open the index your rows will have the same size as the last time you worked on the index. To make the rows as small as is allowed, size the row to a very small size. SKY Index will enlarge the row to allow at least the height of one line of text.

## Selecting Records

Many of the editing features of SKY Index become more powerful when you use them on a group of selected records. These features will perform advanced editing on all of the selected records at once. You should become familiar with all of the techniques for selecting records that are described below.

### **Selecting a Single Record**

To select a single record you can do any of the following:

- Choose Edit | Select
- Press <Ctrl><S>
- Click the row header of the record you wish to select.

### **Selecting a Group of Records with the Mouse**

#### *Method 1*

1. Select the first record by clicking on the row header of the desired record.
2. Scroll to end of the group of records using the scroll bar (not the keyboard).
3. Hold down the Shift key while clicking on the row header of the last record in the group. The first clicked record, last clicked record, and all records in between will be selected.

#### *Method 2*

1. Click the row header of the first record in the group. Do not release the mouse button.
2. Keeping the left mouse button down, drag either up or down until the remaining records of the group are selected.
3. Release the left mouse button.

**Note:** Once the mouse goes above or below the visible grid rows, the grid will start scrolling. If you move the mouse only slightly above or below the visible grid rows, the grid will scroll only one record at a time. If you go further, the records will scroll a full page at a time.

### **Selecting a Group of Records with the Keyboard**

1. Move the grid marquee to the first record to be selected.
2. Hold down the Shift key while you use any other grid navigational keys to move the grid marquee either up or down through the index. Records will be selected starting with the current record up until the record where you stop forward or backward movement of the grid marquee.

### **Selecting All Records**

To select all records in the current index view do one of the following:

- Choose Edit | Select All
- Press <Ctrl><Ins>
- Click on the raised button at the top, left of the data entry grid.

**Note:** This function only selects all records in the current index *view*. If the index is currently filtered by using the View Grouped or View Filtered functions, you will be selecting all records in the view, *not* in the entire index.

### **Selecting an Index Entry**

If you wish to select all records in the index that are identical in every respect except for the page field (an index entry), do the following:

1. Place the grid marquee over any cell of one of the records that you wish to select.
2. Choose Edit | Select Entry or press <Ctrl><Space>

### **Selecting an Index Heading**

If you wish to select all records that match a particular entry plus all of its subordinate levels, do the following:

1. Place the grid marquee over the heading level of the index heading you wish to select.
2. Choose Edit | Select Heading or press <Ctrl><H>

### **Unselecting Records**

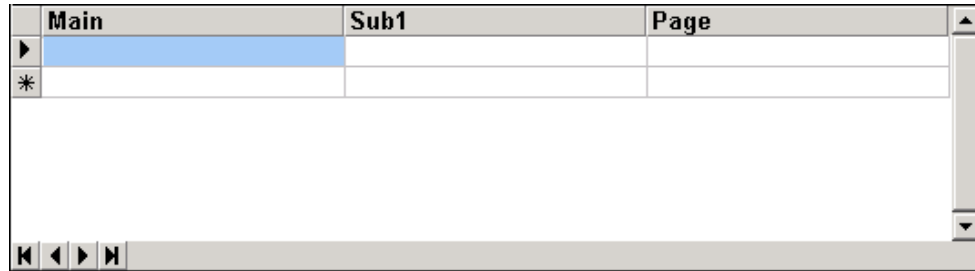
Moving the grid marquee to a different record with either the keyboard or the mouse will unselect all selected records.

## **Scroll Bar**

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The scroll bar allows you to scroll the records in the data entry grid so that you may see records that are not currently visible. Scrolling the grid with the scroll bar does not change the *current* index record.





**Data Entry Grid**

## Scroll Bar Arrows

The arrows at the top and bottom of the scroll bar scroll the grid down, or up, one record at a time, respectively. It only changes the records that are visible. It does not change the *current* record.

## The Scroll Bar Thumbnail

The scroll bar's thumbnail works differently according to whether you have chosen proportional scrolling or not. The default setting is proportional. When this setting is selected, the scroll bar acts as it does in most Windows programs. The position of the thumbnail represents the approximate position within the index's data entry grid and dragging the thumbnail will scroll the data entry grid to a position that corresponds to the position of the thumbnail. If you elect to use non-proportional scrolling, the scroll bar behaves in the manner described below.

### ***Scroll bar operation in non-proportional mode***

When program options have been set to use non-proportional scrolling, the thumbnail of the data entry grid can be moved to any position within the scroll bar, but it will always return to one of the following positions after being moved:

**Top** The top record in the data entry grid is the first record in the current index view.

**Middle** The top record in the data entry grid is neither the first, nor the last, record in the current index view.

**Bottom** The top record in the data entry grid is the last record in the current index view.

If you click in the area above the thumbnail and below the top arrow, the grid will scroll down one full page of records. If you click on the area below the thumbnail but above the bottom arrow, the grid will scroll up one full page of records.

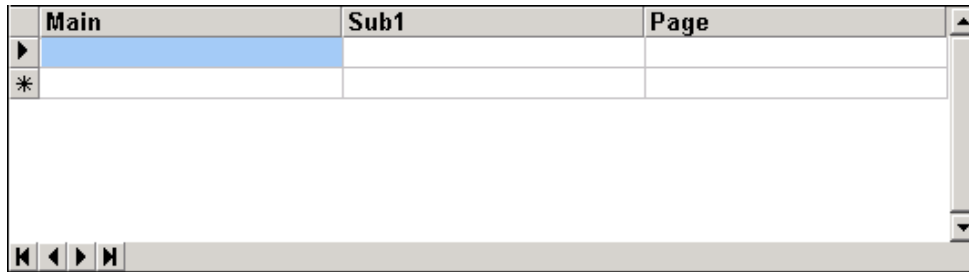
If you drag the thumbnail up between the middle of the scroll bar and the top of the scroll bar, the grid will scroll down one full page of records. If you drag the thumbnail

down between the middle of the scroll bar and the bottom of the scroll bar, the grid will scroll up one full page of records.

Dragging the thumbnail all the way to the top of the scroll bar will cause the first record of the current index view to be displayed in the top row of the data entry grid. Dragging it down to the bottom of the scroll bar will cause the last record of the current index view to be displayed in the top row of the data entry grid.

## Append Row

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The screenshot shows a data entry grid with three columns: 'Main', 'Sub1', and 'Page'. The 'Main' column is highlighted in blue. Below the 'Main' column, there is a row with an asterisk (\*) in the first cell, indicating it is the append row. The grid has a scroll bar on the right and navigation buttons at the bottom.

	Main	Sub1	Page
▶			
*			

The append row is where new records are added to the index. The append row always contains an asterisk in its row header as can be seen in the figure above.

To add a new index record, move the grid marquee to this row. You can do this with the keyboard or the mouse. The keyboard shortcut for appending a new row is <Ctrl><A>.

## Adding Index Entries

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### Adding a New Index Entry

To start a new index record press <Ctrl><A>. 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*.

## Edit and View Modes

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Normally the data entry grid is in View mode. In View mode the current grid cell is highlighted. This makes it very easy to identify the current row and column.

In Edit mode the current cell is not highlighted, but contains a text cursor. You must be in Edit mode to add or modify text in the grid.

## Entering Edit Mode

There are three ways to enter Edit mode. They are:

### **Method 1**

The easiest way to put SKY Index into edit mode is to simply start typing. When you press any key that cannot be interpreted as a navigational key or a command key, SKY Index will do the following:

- Put the data entry grid into Edit mode.
- Delete the entire contents of the current grid cell.
- Enter the text that you type into the current grid cell.

This is useful when you are adding new records to the database. 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 keyword(s) 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 Edit mode is to press <F2>. If you enter 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.

**Note:** Using <F2> to enter Edit mode is common in many popular programs. For instance, in Windows 95, you can click on a file icon and then press <F2> to edit the name of the file.

When in Edit mode, you can use all of the standard editing keys that you would expect in a Windows based program. For more information on the available editing keys see *Keyboard Shortcuts*.

### **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 Edit mode.

## Exiting Edit Mode (Returning to View Mode)

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

**Note:** Changes to your index are made on a record-by-record basis. You can undo any changes that you make to a record by moving the marquee to the desired grid cell and then press <Esc> or choose Edit|Undo. Once you change the current record, your changes are permanently saved to disk. Not to memory in the computer. Therefore, you are unlikely to ever lose more than one index record even if there is a power failure. This does not mean that you should not back up your important work. The only certain way to avoid catastrophic data loss is to back up your work on a regular basis.

See *Backup* for more information on how to back up your index.

## Context Menus

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The data entry grid and preview pane have a context menu. To see the context menu, right click anywhere on the data entry grid or the preview pane. A context menu with options appropriate to the current state of the grid or preview pane will appear.

## Grid Navigation and Editing Shortcuts (View Mode)

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Keystroke	Action
<Ctrl><A>	Add a new index record.
<Ctrl><D>	Duplicate the current entry. If multiple records are selected, all will be duplicated.
<Ctrl><P>	Same as <Ctrl><D>, but the Main and Sub1 fields are swapped.
<Ctrl><F1>	Swap the contents of the Main and Sub1 fields. If multiple records are selected, all are processed.
<Ctrl><F2>	Swap the contents of the Sub1 and Sub2 fields. If multiple records are selected, all are processed.
<Ctrl><F3>	Swap the contents of the Sub2 and Sub3 fields. If multiple records are selected, all are processed.
<Shift><F1>	Shifts all fields except the page field left one cell. If multiple records are selected, all are processed.
<Shift><F2>	Same as <Shift><F1> except the Main field is not affected.
<Shift><F3>	Same as <Shift><F2> except the Sub1 field is also not affected.
<DownArrow>	Move the marquee to the next row.
<UpArrow>	Move the marquee to the previous row.
<PgDn>	Move the marquee down one full grid of records.
<PgUp>	Move the marquee up one grid full of records.
<Ctrl><PgDn>	Move the marquee to the last record in the data entry grid.
<Ctrl><PgUp>	Move the marquee to the first record in the data entry grid.
<Home>	Move the marquee to the first column of the current record.
<End>	Move the marquee to the last column of the current record.
<Ctrl><Home>	Move the marquee to the first column of the first record in the data entry grid.

<b>Keystroke</b>	<b>Action</b>
<Ctrl><End>	Move the marquee to the last column of the last record in the data entry grid.
<RightArrow>	Move the marquee to the next column.
<LeftArrow>	Move the marquee to the previous column.
<Tab>	Move the marquee to the next column.
<Shift><Tab>	Move the marquee to the previous column.
<F2>	Enter/exit Edit mode.
Any Alphabet key	Enter Edit mode and replace entire contents of the current cell with the typed key.
<Ctrl><Enter>	Duplicate the contents of the current field in the previous row and move to the next column.
<Alt><Enter>	Move directly to the page field.
+	Increment the page number.
<Alt><Ctrl> <Enter>	Propagate changes made to the current cell throughout the current index view.
"	Same as the Down arrow key. If you want to enter a backslash into your index press <Ctrl><\>.

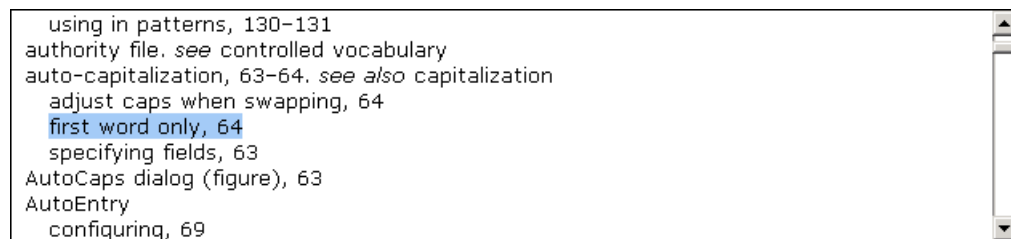
**Note:** If you hold down the Shift key with any of the navigation keys when the grid is in View mode, SKY Index will select records.

**See also:** *Keyboard Shortcuts*.



## Preview Pane

The preview pane displays the index in sorted order and formatted according to your index options configuration. It is often useful to see surrounding index entries so that you can pick up problems with index consistency.



An example of the preview pane is shown above.

### Moving Directly To a Displayed Entry

If you see an entry in the preview pane that needs to be edited, you can click on that entry and the appropriate record will appear at the top of the data entry grid ready for editing.

If you prefer using the keyboard, you can go directly to one of the first 10 records in the preview pane by holding down <Ctrl> while pressing the number key that corresponds to the entry in the preview pane that you wish to edit. You can also press and hold down the Ctrl and Alt keys while pressing a navigation key such as DownArrow or PgDn to move the highlighted entry forward or backward. Once the desired entry has been highlighted, release the Ctrl and Alt keys and the highlighted record will be placed at the top of the data entry grid ready to be edited.

### Creating a Group

To create a group out of a particular main heading that is visible in the preview pane, right click on any entry in the preview pane and create a group from it's main heading by choosing Group by Main Heading from the resulting popup menu.

For more information on groups see *Grouped View*.

## Sizing the Preview Pane

There is a sizing splitter bar between the data entry grid and the preview pane. If you drag this splitter bar with the mouse you can change the size of the preview pane compared to the data entry grid. The relative sizes of the preview pane and the data entry grid will be remembered the next time you open the index.

## Scrolling the Preview Pane

You can view portions of the index that are not currently visible by using the scroll bar at the right edge of the preview pane. Clicking on the arrows at the top and bottom of the scroll bar will scroll the pane slowly about one line at a time. Clicking the area between the thumbnail and one of the two arrows will scroll the pane faster — about one full screen of text at a time. Dragging the thumbnail all the way to the top of the scroll bar will display the very first index entry. Dragging it all the way to the bottom will display the very last index entry.

You can also scroll the preview pane with the keyboard as follows:

Keystroke	Action
<Ctrl><Alt><Shift><Home>	Makes the current preview pane entry the first index entry.
<Ctrl><Alt><Shift><End>	Makes the current preview pane entry the last index entry.
<Ctrl><Alt><Shift><PgDn>	Moves the current preview pane entry one page (screen full) forward.
<Ctrl><Alt><Shift><PgUp>	Moves the current preview pane entry one page (screen full) backward.
<Ctrl><Alt><Shift><Down>	Moves the current preview pane entry forward one entry.
<Ctrl><Alt><Shift><Up>	Moves the current preview pane entry backward one entry.
<Ctrl><Alt><Home>	Moves the highlight to the first index entry.
<Ctrl><Alt><End>	Moves the highlight to the last index entry.
<Ctrl><Alt><PgDn>	Moves the highlight one page forward.
<Ctrl><Alt><PgUp>	Moves the highlight one page backward.
<Ctrl><Alt><Down>	Moves the highlight one entry forward.
<Ctrl><Alt><Up>	Moves the highlight one entry backward.
<Ctrl><[0-9]>	Displays the numbered entry in the preview pane at the top of the data entry grid.

**Note:** The preview pane always displays the index in indented format, even if you configure your index for Run-in formatting. Your index will, however, print in the format specified in the Style/Sorting tab of the Index Options dialog.



## 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.

To append a new record choose Edit | Append New

**Keyboard Shortcut:** <Ctrl><A>


**See also:** Program Options (Data Entry) - Use Industry Standard Select All

### 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

1. 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.
2. 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

1. Select the records to be copied.
2. 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

1. 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.
2. 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

1. Select the records to be copied.
2. 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

1. Place the marquee over the grid cell to which you wish to paste text.
2. 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 that are on the Windows clipboard 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

1. 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.
2. 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

1. Select the record(s) to be deleted.
2. 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.

**Note:** When you delete a record, it is not physically deleted, but is simply 'marked' as deleted. This allows you to later undelete these records if you find that they should not have been deleted. A deleted record appears in red text.

### Tips

- If you do not want to see deleted records, you can use the Filter tool (Tools | Filter) to hide deleted records.
- If you wish to permanently delete records rather than mark them as deleted, use Edit | Cut instead of Edit | Delete.

**See also:** Copy; Cut; Paste

## Undelete

---

### Undeleting Records

1. Select the record(s) to be undeleted.
2. Undelete the selected records in one of the following ways:
  - Press <Alt><Del>.
  - Choose Edit | Undelete.

## Undo

---

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.

**Note:** You can only undo changes until you move the marquee to a different record. Once the current record changes, all edits are permanent. Functions or commands that modify multiple records cannot be undone.



## 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.

### Select All

---

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

To select all records choose Edit | Select All.

**Keyboard Shortcut:** <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.

To select an entry choose Edit | Select Entry.

**Keyboard Shortcut:** <Ctrl><Space>

### Select Heading

---

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:** <Ctrl><H>

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><H>. 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 <Ctrl><Alt><Enter> to propagate the edit through the entire group.

**See also:** Duplicate Heading; Duplicate; Duplicate and Swap

## Select Record

---

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:** Select Entry; Select Heading; Selecting Records



## Advanced Editing

### Collect Pages

---

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.

#### Collecting Pages

To collect page references, place the grid marquee over the grid cell of the entry that you wish to collect all page references for and then Choose Edit | Collect Pages.

**Keyboard Shortcut:** <Ctrl><Alt><C>

**See also:** Demote; Paste Pages

### Combine

---

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

#### 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 subheading level that you wish to combine.
4. Click OK.

**Keyboard Shortcut:** <Ctrl><F7>

See also: Demote; Promote

## 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.

### Duplicating a Single Record

1. Place the marquee over any cell of the record to be duplicated.
2. Duplicate the record in one of the following ways:
  - Press <Ctrl><D>.
  - Choose Edit | Duplicate.

### Duplicating Several Records

1. Select the records to be duplicated.
2. Duplicate the records in one of the following ways:
  - Press <Ctrl><D>.
  - 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, such as a Shift Left.

See also: Duplicate and Swap; Duplicate Heading

## Duplicate Entry

---

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.

To select an entry choose Edit | Duplicate Entry

**Keyboard Shortcut:** <Ctrl><Q>

## Duplicate and Half Swap

---

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.

## Duplicating and Half Swapping a Single Record

1. Place the marquee over any cell of the record to duplicate.
2. Press <Ctrl><Alt><P>.

## Duplicating and Half Swapping Several Records

1. Select the records to duplicate.
2. Press <Ctrl><Alt><P>.

**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, such as a Shift Left.

**See also:** Duplicate; Duplicate Heading; Duplicate and Swap

## Duplicate and Swap

---

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

### Duplicating and Swapping a Single Record

1. Place the marquee over any cell of the record to duplicate.
2. Duplicate the record in one of the following ways:
  - Press <Ctrl><P>.
  - Choose Edit | Duplicate & Swap.

### Duplicating and Swapping Several Records

1. Select the records to duplicate.
2. Duplicate and swap the records in one of the following ways:
  - Press <Ctrl><P>.
  - Choose Edit | Duplicate & Swap.

**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, such as a Shift Left.

**See also:** Duplicate; Duplicate Heading

## Duplicate, Swap and Combine

---

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.

## To Duplicate, Swap and Combine a Single Record

1. Place the marquee over the cell of the heading level to be swapped and combined.
2. Choose Edit | Duplicate, Swap and Combine.

## To Duplicate, and Swap and Combine Several Records

1. Select the records to be duplicated, swapped and combined.
2. Choose Edit | Duplicate, Swap and Combine.

**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; Duplicate

## Duplicate Heading

---

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.

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 | Duplicate Heading.

**Keyboard Shortcut:** <Ctrl><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 <Ctrl><F8>. Then change any one of the main headings to 'cars' and press <Ctrl><Alt><Enter> to propagate the edit through the entire group.

**See also:** Select Heading; Duplicate; Duplicate and Swap


## Demote

---

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.


### 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:** <Ctrl><F6>

**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 combined headings.

**See also:** Promote; Program Options (Data Entry)

## Paste Pages

---

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

### Pasting Pages

To paste page references, place the grid marquee over the grid cell of the entry that you wish to paste pages into and then Choose Edit | Paste Pages.

**Keyboard Shortcut:** <Ctrl><Alt><V>

**See also:** Demote; Collect Pages

## 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 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.


### 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.

### 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.

**Keyboard Shortcut:** <Ctrl><F5>

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

**See also:** Demote; Program Options (Data Entry)

## Propagate Edits

---

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.

For example, if you have the following entries:

```
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 <Ctrl><Alt><Enter> you will then have:

```
commands, editing, cut, 1
commands, editing, delete, 4
commands, editing, paste, 3
```

### Propagating Edits


To propagate an edit, press <Ctrl><Alt><Enter> to complete an edit. Do not complete the edit by pressing <Enter>, <Tab> or <Shift><Tab>.

## Shift Left


---

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.

### 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:** <Ctrl><Alt><F3>

## Shift Left to Main

---

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.

### Shifting a Single Entry

5. Place the marquee over the heading level that you wish to shift left into the Main heading field.
6. Choose Edit | Shift Left to Main.

### Shifting Several Entries

7. Select the records to shift.
8. Choose Edit | Shift Left to Main. A Select Field dialog will appear.
9. Choose the desired heading level.
10. Click OK.


**Keyboard Shortcut:** <Ctrl><Alt><S>

## 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.

### 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:** <Ctrl><Alt><F4>



## Swap Headings

---

SKY Index allows you to swap headings in two ways. You can perform full swaps and half swaps. The methods used to perform these swaps are described below.

### Full Swaps

A full swap allows you to swap the contents of Main and Sub1, Sub1 and Sub2 or Sub2 and Sub3 headings. For example, if you have the following entries:

```
1812, war of, 74
software, indexing, 42
```

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

```
indexing, software, 42
war, of 1812, 74      (Notice the intelligent swap of the
preposition)
```

### Full Swapping Headings in a Single Record

5. Place the marquee over any cell in the row to swap headings.
6. Choose Edit|Swap Main & Sub1 or press one of the keyboard shortcuts listed below.

### Full Swapping Headings in Several Records

7. Select the records in which you wish to swap headings.
8. Choose Edit| Swap Main & Sub1.

### Keyboard Shortcuts

Swap Main with Sub1: <Ctrl><F1>

Swap Sub1 with Sub2: <Ctrl><F2>

Swap Sub2 with Sub3: <Ctrl><F3>

### Half Swaps

A half swap allows you to move the contents of Sub1 into Main, Sub2 into Sub1, or Sub3 into Sub2. The contents of the higher (parent) field are lost and any headings below the swapped heading are shifted left one cell. For example, if you have the following entry:

```
Main, Sub1, Sub2, Sub3, 42
```

You can half swap the Main and Sub1 to create:

```
Sub1, Sub2, Sub3, 42
```

If you have the following entry:

Main, Sub1, Sub2, Sub3, 42

You can half swap Sub2 into Sub1 to create:

Main, Sub2, Sub3, 42

### ***Half Swapping Headings in a Single Record***

9. Place the marquee over any cell in the row to swap headings.
10. Press <Ctrl><Alt><F1> or one of the other keyboard shortcuts listed below.

### ***Half Swapping Headings in Several Records***

11. Select the records in which you wish to swap headings.
12. Press <Ctrl><Alt><F1> or one of the other keyboard shortcuts listed below.

### ***Keyboard Shortcuts***

**Half Swap Main with Sub1:** <Ctrl><Alt><F1>

**Half Swap Sub1 with Sub2:** <Ctrl><Alt><F2>

**Half Swap Sub2 with Sub3:** <Ctrl><Alt><F3>

## **Notes**

When swapping, SKY Index uses the Ignored Words list to intelligently swap the contents of the two fields. If one of the ignored words is at the beginning or end of the lower subheading, it will remain in that heading level when swapped, but will be moved from the beginning to the end or the end to the beginning as applicable. Please see Data Entry Options (Ignored Words) and Data Entry Options (Smart Swap) for more information.

**Tip:** You can also swap headings using drag and drop. Simply use the mouse to drag the 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.

## **Mark**

---

The Mark command will mark all currently selected records.

To mark records:

1. Select the records that you wish to mark.
2. Choose Edit | Mark.

**Note:** The color of marked records is different from unmarked records and can be set in the Program Options dialog.

**Keyboard Shortcut:** <Ctrl><M>

## Unmark

---

The Unmark command will unmark all currently selected records.

To unmark records:

1. Select the records that you wish to unmark.
2. Choose Edit | Unmark.

**Note:** The color of marked records is different from unmarked records and can be set in the Program Options dialog.

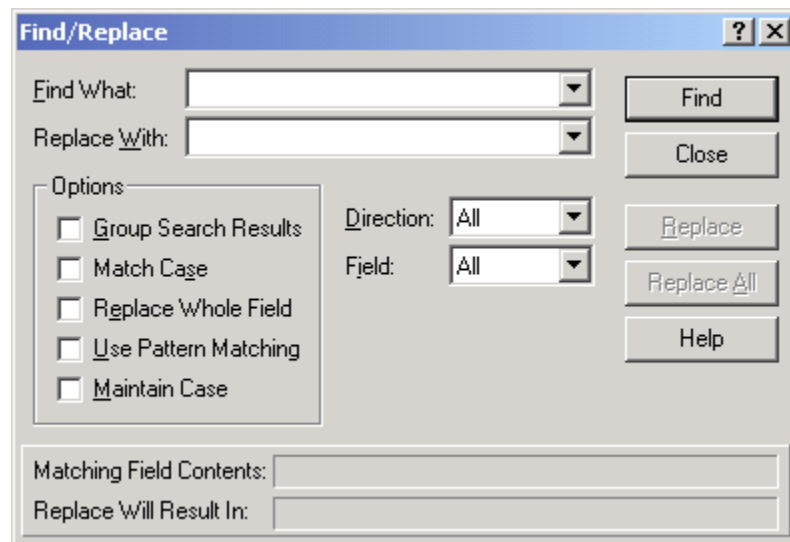
**Keyboard Shortcut:** <Ctrl><Alt><M>



## Finding or Replacing Entries


### Find/Replace

The Find/Replace function is designed to assist in the location of one or more records in your index. It can also be used to replace a character, word or phrase with any other character, word or phrase. Pattern matching is available for more advanced searches. You can also create a group of your search results if desired.



Find/Replace dialog

### Invoking Find/Replace

To invoke the Find/Replace function, choose Edit | Find/Replace or click the  toolbar icon.

## Options

**Find What** The text that you wish to locate in the index. This text can contain wildcards as described later.

**Replace With** (Optional) The text that will replace the found text when a Replace operation is performed. This text can include pattern groups, described later, if Pattern Matching is turned on.

**Group Search 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. It also allows you to perform a Boolean AND operation. Since the Find function works only on the records available in the Data Entry grid, if you perform a second search with this feature turned on, it is equivalent to performing Boolean AND operation.

**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.

**Replace Whole Field** If checked, the entire field contents will be replaced with the replacement text regardless of how much of the field matches the search text. Otherwise, only the matching text is replaced. For example, if you do not check Replace Whole Field and if the search text is "green" and the replacement text is "red" and the entry that contains the search text is "green brushes", the result of the replace operation would be "red brushes". If you check the Replace Whole Field check box, the result of the replacement will be "red". This is usually not what is desired so you should use this feature with caution.

**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.

**Down** Searches forward through the index starting with the current record.

**Up** Searches backward through the index starting with the current record.

**Field** Specifies the field(s) to be searched. By default all fields in your index are searched. If you want to perform the search on a single field you can select the field from this list box.

**Use 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.

**Maintain Case** If checked, any matching word will be replaced with the word in the Replace With box according to the rules below. **Note:** This function will only allow a single word to be searched for and replaced.

- If the found word is all lowercase, the replacement will also be in lowercase.
- If the found word has only the first letter capitalized, the replacement will have only the first letter capitalized.

- If the first two, or more, letters of the found word are capitalized, the replacement will be in all capital letters.

**Find** Causes SKY Index to find the first occurrence of the Find What text in the index according to the selected options

**Replace** Causes SKY Index to replace the found text with the text in the Replace With text box. SKY Index will then automatically seek the next record that matches the Find What text and will stop again and wait for your response.

**Replace All** Causes SKY Index to replace the found text with the text in the Replace With text box. SKY Index will then automatically seek all remaining records in the index that matches the Find What text and will replace the found text with the Replace With text.

## Using the Find/Replace Function

There are 3 ways to use the Find/Replace function. They are:

- To find records containing specified text.
- To find records containing specified text and replace that text with new (replacement) text.
- To create a group out of records that contain specified text.

## Finding Text

In its simplest form the Find/Replace function will search for a word 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 What text box and click Find Next.

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, it will be displayed and the field containing the search text will be highlighted. The field containing the search text will also be displayed in the Matching Field Contents display area.

You can find the next matching entry by clicking Find Next again or stop the search and return to the data entry grid by clicking Cancel.

**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 Matching Field Contents display area.

## Replacing Text

Replacing records is like finding records with two exceptions. First, you must specify replacement text in the Replace With text box. This text is used to replace the text

that is found during the search. Second, when SKY Index finds the search text, you must tell SKY Index to replace it by clicking Replace.

If you want to replace all occurrences of the search text without repetitively clicking Find Next and Replace, click Replace All. Clicking replace all will cause SKY Index to replace all occurrences of the search text in the index with the replacement text.

**Note:** The result of a replace operation is displayed in the Replace Will Result In display area. This avoids any possibility of confusion on what will happen if the Replace function is used.

## 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. SKY Index supports an extensive list of criteria symbols. They are (listed by function):

- Matching any number of characters \* (asterisk)
- Matching any single character ? (question mark)
- Matching any single digit 0-9 # (pound sign)
- Matching characters in a user defined list [ ] (square brackets)
- Matching characters at the beginning of a field < (less than symbol)
- Matching characters at the end of a field > (greater than symbol)
- Matching whole numbers & (ampersand)
- Matching a word ~ (tilde)
- Not Match (logical not) ! (exclamation mark)

## Criteria Symbols

### **\* (asterisk)**

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 or 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)**

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)**

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)**

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 *not* match the uppercase letters 'A', 'B', and 'C' or any lowercase letter. Any other character will be a match.
- [!0123456789] Will *not* 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)**

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 '[<]'.

**> (greater than symbol)**

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 '[>]'.

**& (ampersand)**

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)**

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.

### **! (exclamation mark)**

The exclamation mark is used to tell SKY Index that you want to *not* match when the pattern *is* found within the text being searched. For instance, you might want to find all entries that do not start with "see " so that you obtain a list of all entries that are not cross-references. When used, the exclamation mark must be the first character of a pattern. If you are using the < criteria symbol, it must appear directly after the exclamation mark. The exclamation mark has no special significance if it is not the first character of the pattern. Example: To find all entries that do not start with "see " you would enter the following in Find What (ignore the quotes):

" !<see "

## **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 examples below, the text being searched is: "The 12 quick brown (foxes)" and the Replace With text is "xxx". Quotes, if shown, are only used to indicate that there is a leading or trailing space.

<b>Find What</b>	<b>Matching Text</b>	<b>Result of Replacement</b>
*	The 12 quick brown (foxes)	xxx
*The* &	The 12	xxx quick brown (foxes)
(~)	(foxes)	The 12 quick brown xxx
quick	quick	The 12 xxx brown (foxes)
quick*	quick brown (foxes)	The 12 xxx

Find What	Matching Text	Result of Replacement
& ~	12 quick	The xxx brown (foxes)
[vwxyz]	w	The 12 quick broxxxxn (foxes)
[!A-Z hquic]~	brown	The 12 quick xxx (foxes)
quick &	<no match>	n/a
& quick	12 quick	The xxx brown (foxes)
(&)	<no match>	n/a
?&?	" 12 "	Thexxxquick brown (foxes)
[b]~	brown	The 12 quick xxx (foxes)
~ #	The 1	xxx2 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: [\*], [~], [&], [#].

## 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.

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.

## **Some Example Patterns**

<b>Pattern</b>	<b>Description</b>
(&)	A number enclosed within parenthesis
(*)	Any text enclosed within parenthesis
[jfmasond][aepuco][nbrylgp tvc].	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.

## ***Finding One of Several Patterns***

SKY Index will allow you to find entries that match one of several possibilities by using the **.or.** operator. If you separate several patterns with ".or.", SKY Index will search for a match with each pattern in order until a match is found or until all patterns have been tried. Leading or trailing spaces around the **.or.** operator will be automatically removed and are therefore okay to use for readability within the Find What text. If you want a space before or after the **.or.** operator to have significance, enclose the space within square brackets.

**Example** To find entries that contain either a number with a leading period or a number with a trailing period, enter the following in the Find What text box:

```
[!0-9].& .or. &.[!0-9]
```

The following text will match:

```
.38 caliber  
type 4.a part bins
```

The following text will not match:

```
1.32  
1987  
type 4.7 part bins
```

---

## **Find All Pages for Entry**

The data entry grid contains only one page reference per index record. If the index is not in Sorted View, not all page references for the current entry will be in the grid. If you see a page reference in the Preview Pane that you would like to edit, you can use the Find All Pages for Entry command to locate the record in your index containing that page reference.

When you invoke this command, a list of all page references for the current index entry will pop-up. Simply double click the desired page reference or use the Up or Down arrow keys to highlight the appropriate page reference and press <Enter>.

**Keyboard Shortcut:** <Ctrl><Alt><P>

---

## **Find Next**

Once you've performed a search using the Find/Replace function, you can use the Find Next command to find the next matching entry in your index.

**Keyboard Shortcut:** <Ctrl><N>


## Goto

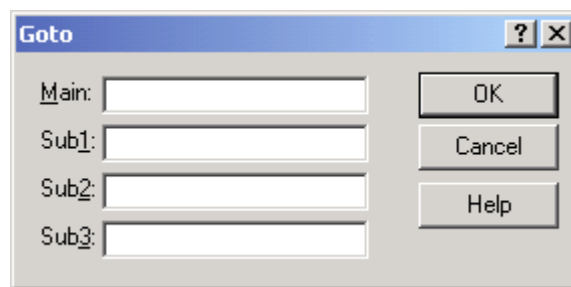
---

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 fastest way to locate an index entry.

### Going to a Specific Index Entry

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

1. Choose Edit | Goto or click the  toolbar icon. The Goto dialog box will appear as shown below.
2. Enter the Main heading of the record that you wish to locate, or the first few letters of the heading.
3. Click OK. SKY Index will locate the closest matching record.



**Goto dialog**

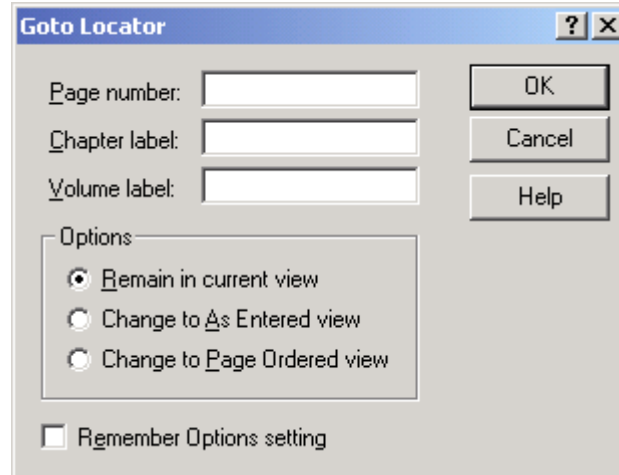
If you wish to, you can refine a search by adding subheadings. You can enter only the first few letters if desired. The closest matching record will be displayed.

**Keyboard Shortcut:** <Ctrl><G>

## Goto Locator

---

The Goto Locator function allows you to go directly to an index entry by using its locator.



Goto Locator dialog

### Finding a Specific Index Entry by Locator

To quickly find a particular index entry by locator, do the following:

1. Choose Search | Goto Locator. The Goto Locator dialog box will appear as shown above.
2. Enter the page number and/or the Chapter and Volume labels of the record that you wish to locate.
3. Select any options that you wish to use.
4. Click OK.

The index will be searched for the specified locator and if it is found, the first record containing the desired locator will become the current record in the data entry grid.

### Options

**Page number** The page number that you wish to locate.

**Chapter label** An optional chapter label that, if specified, will locate the page only if it has the specified chapter label.

**Volume label** An optional volume label that, if specified, will locate the page only if it has the specified volume label.



**Remain in current view** The current view mode will remain unchanged after the specified locator is found.

**Change to As Entered view** The view mode will be changed to As Entered after the locator is found.

**Change to Page Ordered view** The view mode will be changed to Page Ordered view after the locator is found.

**Remember Options settings** If checked, your view mode setting will be remembered the next time you use the Goto Locator function.

**Keyboard Shortcut:** <Ctrl><Alt><L>

## Goto Record

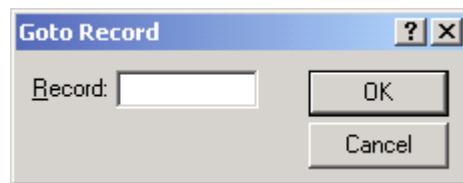
---

When you use the Proofing Report function of SKY Index for proofing your index, you may find that the use of record numbers can make locating records in need of editing much faster. The Goto Record function allows you to go directly to an index entry by using its record number.

### Going to a Specific Index Entry by Record Number

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

1. Choose Search | Goto Record or click the status bar box that shows the number of records in the current index view. The Goto Record dialog will appear as shown below.
2. Enter the number of the record that you wish to locate.
3. Click OK. SKY Index will go directly to the specified record.



**Goto Record dialog**

**Keyboard Shortcut:** <Ctrl><Alt><R>

## Return To Last

---

The Return To Last function will return you to the last edited record after performing a function that adds a new record(s) to the index.

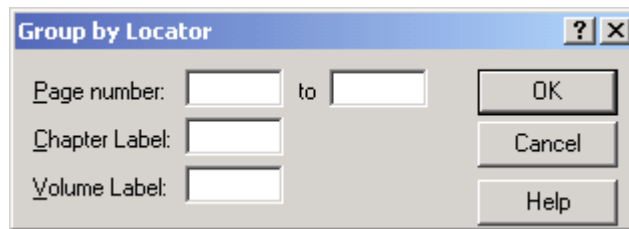
**Keyboard Shortcut:** <Shift><F4>



Grouping Entries

Group by Locator

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



Group by Locator dialog

Creating a group of records by Locator

To create a group of records that contain a specific range of locators, do the following:

1. Choose Search | Group by Locator. The Group by Locator dialog box will appear as shown above.
2. Enter the page number and/or the Chapter and Volume labels of the locators that you wish to group by.
3. 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.

**Chapter label** An optional chapter label that, if specified, will restrict your group to a single chapter.

**Volume label** An optional volume label that, if specified, will restrict your group to a single volume.

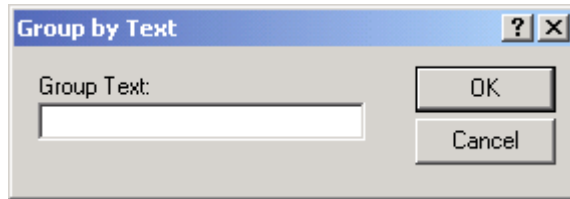
**Keyboard Shortcut:** <Ctrl><Alt><O>

**See also:** Group by Text; Group by Volume/Chapter; View Grouped; Named Groups

## Group by Text

---

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.



**Group by Text dialog**

## Grouping by Text

To create a group containing only the text that you specify, do the following:

1. Choose Search | Group by Text. The Group by Text dialog will appear as shown above.
2. Enter the text that you wish to create a group on.
3. Click OK.

## Options

You may restrict the group to text in a particular heading level by prefixing your text as follows:

m: or 0: specifies that the text must be in the main heading

s: or 1: specifies that the text must be in the Sub1 field

2: specifies that the text must be in the Sub2 field

3: specifies that the text must be in the Sub3 field

**Note:** You cannot specify more than one heading level.

**Tip:** The Group by Text command is significantly faster than creating a group with the Find/Replace function. You should use the Group by Text unless the advanced pattern matching ability of the Find/Replace function is needed.

**Example:**

m:command Only Main headings that contain the text "command" will be part of the group

1:merge Only Sub1 headings that contain the text "merge" will be part of the group

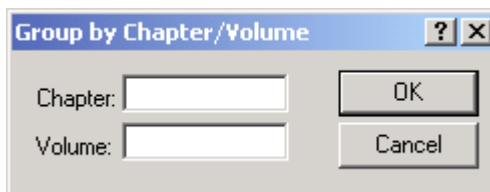
**Keyboard Shortcut:** <Ctrl><Alt><G>

**See also:** Group by Locator; Group by Volume/Chapter; View Grouped; Named Groups

## Group by Volume/Chapter

---

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.



**Group by Volume/Chapter**

## Grouping by Volume or Chapter

1. Choose Tools | Group by Volume/Chapter.
2. Enter the chapter and/or volume that you wish to group by.
3. Click OK.

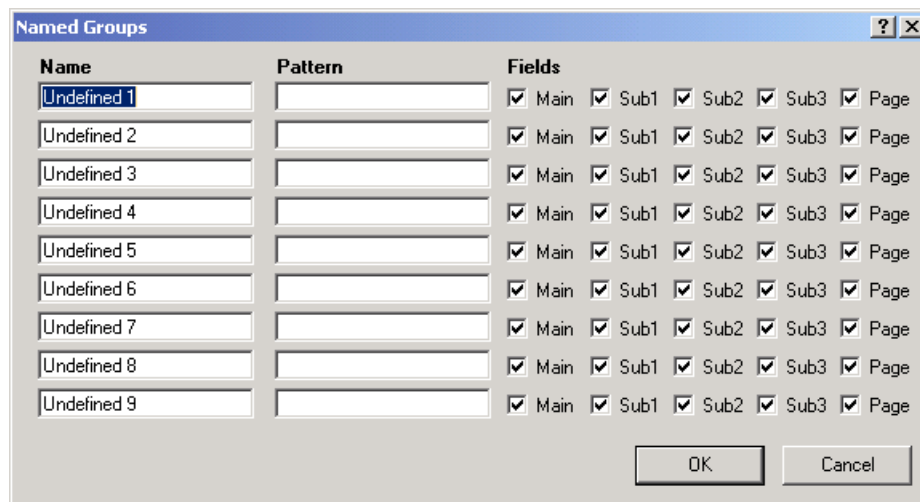
**Keyboard Shortcut:** <Ctrl><Alt><V>

**See also:** Group by Text; Group by Locator; View Grouped; Named Groups

## Named Groups

---

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.



Named Groups dialog

## Defining Named Groups

To define named groups, choose Groups | Define. The Named Groups dialog, shown above, will appear.

For each named group, enter a name and a pattern. You will also want to specify which fields will be examined when creating the group.

**Name** The name can be anything that makes sense to you. You can enter up to 30 characters for each name.

**Pattern** The pattern uses the same criteria symbols as those for the Find/Replace function and is what you use to specify how the index will be filtered. Only records that match these criteria will be included in the resulting group. For information on how to create patterns click [here](#). SKY Index will find all records in the index that meet the criteria you specify. **Note:** This is slightly different than the Group Search Results feature of the Find/Replace function. The Find/Replace function acts only on those records that are currently in the data entry grid. Named Groups always act upon the entire index even if the data entry grid has been grouped or filtered.

**Fields** The Fields that you check determine the fields that will be examined during creation of the Group. The contents of fields that are unchecked will be ignored during the creation of the group. If any of the fields that are checked match the criteria specified in the Pattern, that index record will be included in the group.

## Using a Named Group

To create a group using the Named Group function, choose Groups from the program menu bar and then choose the desired group from the resulting menu. Each group is numbered 1 through 9.

## Notes

- Named Groups **always** acts upon the entire index.
- Named Groups become part of the index configuration and can therefore be imported into new indexes by using Options | Import Index Configuration.

**See also:** Group by Text; Group by Volume/Chapter; View Grouped; Group by Locator

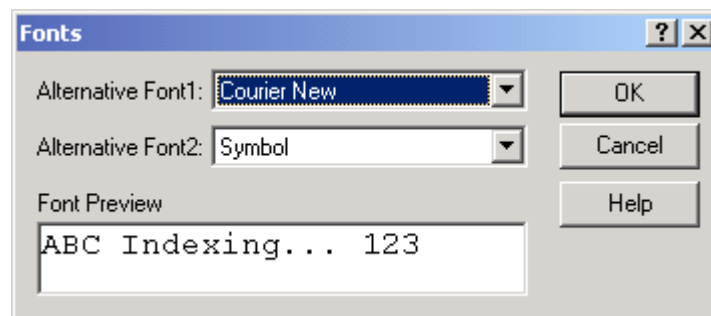




## Fonts, Formatting and Forced Sorting

### 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 Options.
2. Click the Fonts 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** Specifies the font that will be used when you choose Alternative Font 1 from the Format menu. An example of your selection is displayed in the Font Preview window.

**Alternative Font2** Specifies the font that will be used when you choose Alternative Font 2 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>

## 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.

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

---

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

**Note:** The examples below assume you are applying Bold formatting. To apply Italic or other formatting attribute, substitute the appropriate format.

### Applying Formatting As You Type

1. Press the keyboard shortcut for the format that you wish to apply. This inserts a *format on* code. **Note:** Superscript and subscript do not have keyboard shortcuts.
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 Formatting to Selected Text

1. Select the text to format.
2. Choose Format | Bold or click the **B** toolbar icon.

**Keyboard Shortcuts:** Bold: <Ctrl><B>  
Italic: <Ctrl><I>  
Underline: <Ctrl><U>  
Superscript: n/a  
Subscript: n/a

**Tip:** If you need to use superscript or subscript frequently in your index, create a macro to apply it with one keystroke. An example of a macro for superscript is:

```
%rs
```

## 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.

### 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:** n/a

## First Letter To Lowercase

This function changes the first letter of the word containing the text cursor to lowercase. **Note:** SKY Index considers words to be delimited with spaces — and only spaces. For example: If you use this function on the text "Letter-by-Letter", the first 'L' will be the character changed regardless of the cursor position within the text.

**Keyboard Shortcut:** <Ctrl><W>

## First Letter To Uppercase

This function changes the first letter of the word containing the text cursor to uppercase. **Note:** SKY Index considers words to be delimited with spaces — and only spaces. For example: If you use this function on the text "word-by-word", the first 'w' will be the character changed regardless of the cursor position within the text.

**Keyboard Shortcut:** <Ctrl><R>

**Note:** You can use the above functions on more than one record at a time by selecting records prior to invoking one the functions. If you use this method, you will be asked which field the function will be applied to before performing the function.

## Title Case

This function changes the first letter of each word of the selected text to uppercase.

**Note:** SKY Index considers words to be delimited with spaces — and only spaces. For example: If you use this function on the text "word-by-word", the first 'w' will be the character changed regardless of the cursor position within the text.

**Keyboard Shortcut:** n/a

**Note:** You can use the above functions on more than one record at a time by selecting records prior to invoking one the functions. If you use this method, you will be asked which field the function will be applied to before performing the function.

## Hide Text

---

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.

## Hiding Text

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:** Ignore Text

## Ignore Text

---

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.

### Ignoring Text

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:** Hide Text

## Plain

---

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

**Keyboard Shortcut:** <Alt><F11>




## Index Operations

### 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. When your word processor loads you may be presented with a dialog box telling you that the word processor is about to load an RTF file. If this happens, click OK to allow your word processor to import the index.


**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.

### Generate

---

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 file format specified in the Index Options' Style/Sorting tab. After the index is generated you may wish to view or edit the index using the View/Edit/Print function available by choosing Index | View/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/Replace function.

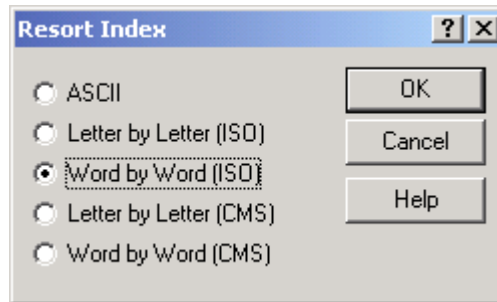
**Note:** It is important to configure your index prior to generating it. You should examine and adjust these option dialog boxes before generating your index:

Index Options  
Page Setup

## Resort

---


If you decide to change the sorting method used for your index, you may use the Resort function to change it.



**Resort Index dialog**

## Resorting an Index

To resort an index, do the following:

1. Choose Index | Resort or click the  toolbar button.
2. Select the desired sort method.
3. Click OK.



## Options

**ASCII** - Sorts using standard ASCII codes (not normally used for professional indexes).

**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.

## 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, the Page Ordered view.

To view the index in As Entered order choose View | As Entered or click the ... toolbar icon.

**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:
  - Choose View | Group.
  - Click the  toolbar icon.
  - 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.

### Tip 1

This example shows how it is helpful to use the Shift Left function in conjunction with the Group function. Assume that you have the following entries:

commands

- open, 1
- close, 1
- import, 3
- merge, 2

and would like to add these entries:

- open command, 1
- close command, 1
- import command, 3
- merge command, 2

Follow these steps:

1. Create a group containing all entries that have "commands" as a main heading.
2. Select all records by clicking the raised square at the upper-left corner of the data entry grid.
3. Duplicate the selected records by choosing Edit | Duplicate.
4. Choose Edit | Shift Left.
5. Choose Tools | Add Prefix/Suffix. Select the Suffix radio button and enter " command" (be sure to include the leading space).
6. Click OK.

### Tip 2

Note that you can also perform the steps above by right clicking on an entry that contains the desired main heading and then click Group, Duplicate and Shift Left. Finally, use the Add Prefix/Suffix function as described above.

## 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 0-9 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 A-Z toolbar icon.

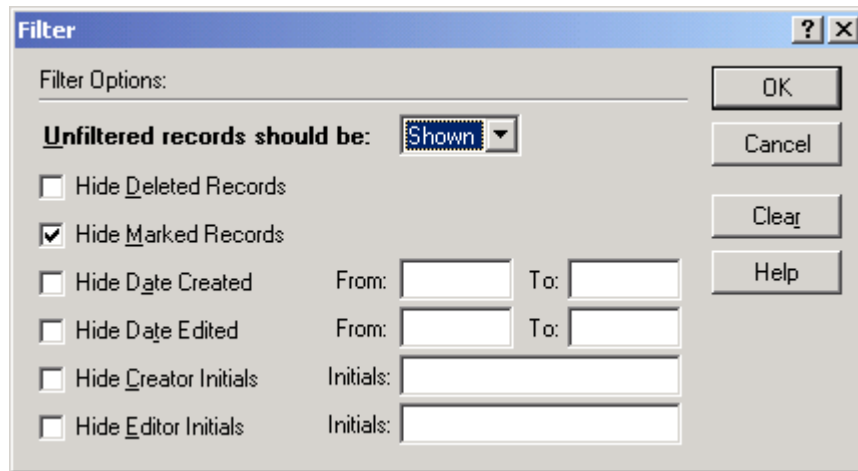
**Keyboard Shortcut:** <Shift><F8>

**See also:** As Entered View; Page Ordered View; Filtered View; Grouped View

## Filtered View

---


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.



**Filter dialog**

## Defining a Filter

To define a filter, do the following:

1. Choose View | Filtered or click the  toolbar icon.

2. Choose a comparison method.
3. Specify the criteria for each field that you wish to perform a comparison on. (More information on specifying criteria is provided below.)
4. Click OK. A dialog box will appear asking you to provide a name for the filter.
5. Enter a name and 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

**Unfiltered records should be** Specifies how unfiltered records will be treated. You have two options:

- **Shown** Any record that does not match the filter criteria will be shown.
- **Hidden** Any record that does not match the filter criteria will be hidden.

**Note:** If you have specified that unfiltered records should be shown, the following options will all be to hide records. If you have specified that unfiltered records should be hidden, the following options will all be to show records.

**Hide Deleted Records** If checked, records marked as deleted will be filtered.

**Hide Marked Records** If checked, marked records will be filtered.

**Hide Date Created** If checked, records created within the times you specify will be filtered.

**Hide Date Edited** If checked, records edited within the times you specify will be filtered.

**Hide Creator Initials** If checked, created by the indexer with the initials you specify will be filtered.

**Hide Editor Initials** If checked, edited by the indexer with the initials you specify will be filtered.

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

## 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. Checking or uncheck the desired toolbar.
- Click the **View** menu and check, or uncheck, the desired toolbar.

## 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.



## 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>

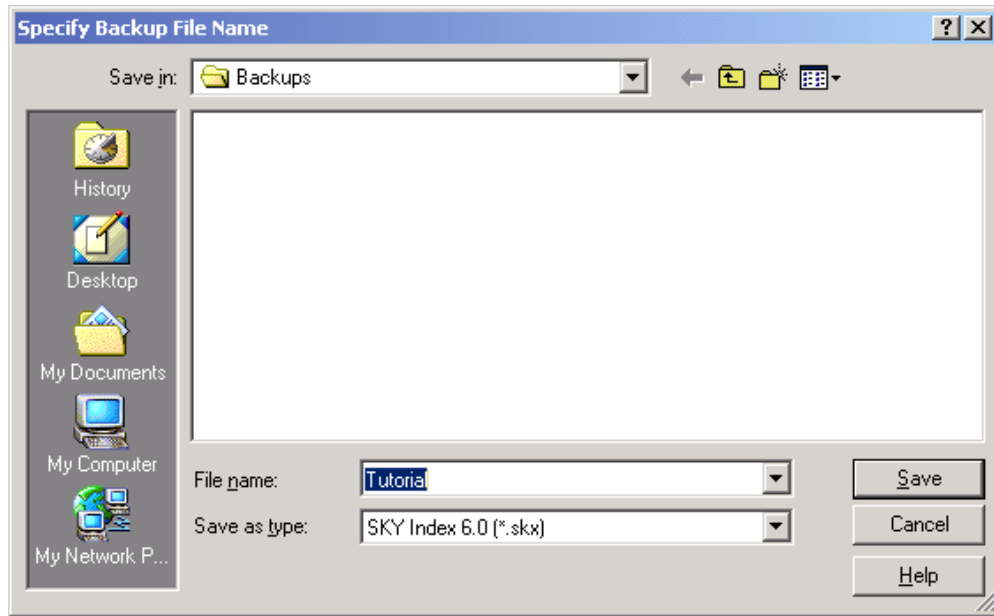
**Note:** By default, SKY Index creates a macro for the F5 key that performs a refresh. This is consistent with the Windows refresh command. You can reassign the F5 macro key if desired.



File Management

Backup


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

## Backing Up the Current 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.
3. Specify the drive and directory for the backup to be placed in.
4. Click OK.

**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.

## Backing Up Any Index


To back up any existing index do the following:

1. Close any open index.
2. Choose File | Backup. A Files dialog box will appear.
3. Choose the index to be backed up and click OK. Another Files dialog box will appear.
4. Enter a name for the backup file.
5. Specify the drive and directory for the backup to be placed in.
6. Click OK.

**See also:** Restore

## Close

---

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 and the index will be closed.

## Compact

---

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 an Index

To compact your index choose File | Compact.

## Delete 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>.\*

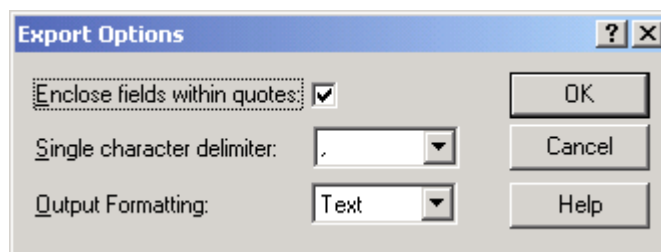
## Export

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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.

### 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 OK.



**Export Options dialog**

## Options

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

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

### ***Output Formatting***

**Text** SKY Index will not perform any special output formatting.

**CINDEX** SKY Index will convert forced sorting and other information to the appropriate CINDEX codes so that, when imported into CINDEX, the index will retain this information. It will also force the single character delimiter to a tab and will force the enclose fields within quotes option to false. You will be forced to use a filename extension of .DAT if you choose this option.

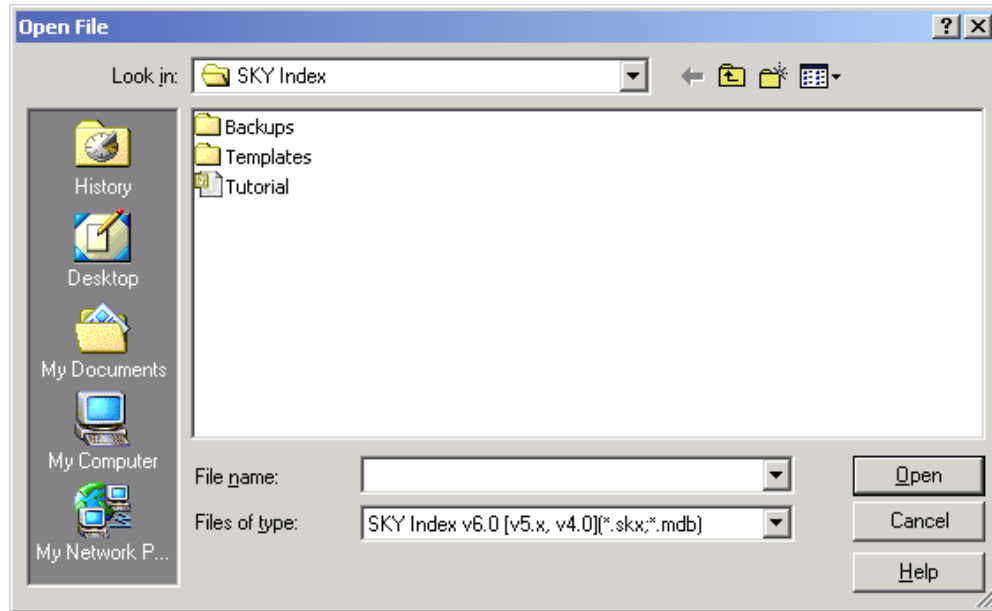
**MACREX** SKY Index will convert forced sorting and other information to the appropriate MACREX codes so that, when imported into MACREX, the index will retain this information. It will also force the single character delimiter to a comma and will force the enclose fields within quotes option to false. You will be forced to use a filename extension of .MBK if you choose this option.

**Note:** By default SKY Index exports using a quote and comma delimited file format. This is probably the most common format among modern database programs. Each of the fields in your index is written to disk enclosed in quotes (") and each field is separated from the others with a comma (no spaces). A carriage return and linefeed is added to the end of each record that is exported.

## Files Dialog

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The Files dialog box is a standard dialog that allows users of Windows based programs 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 (Windows 2000 version)

## 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.

**Look in** Specifies the folder or logical 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.

**List files of type** Specifies the types of files that the application will allow you to open, save, or choose.

## Import

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**Important:** SKY Index v4.0 and v5.x indexes are imported by simply opening them with the Open function, not by importing them.

SKY Index will import several file formats. They are: Text Delimited, MS Access, dBase, CINDEK, MACREX and SKY Index 3.x. Importing Text Delimited, MS Access and dBase III files requires you to tell SKY Index what field in the database is to be the main heading, subheading 1 and so on. The CINDEK, MACREX and SKY Index

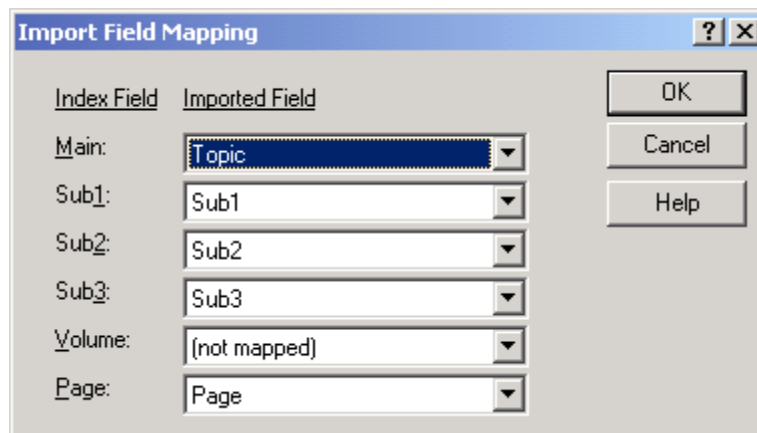
import filters require only that you select the file to be imported. The latter is discussed first.

### Importing CINDEX, MACREX or SKY Index 3.x indexes

1. Select File | Import. A Files dialog box will appear.
2. Use the List files of type list box to choose the type of index you wish to import. (CINDEX, MACREX, or SKY Index)
3. Select the file to be imported.
4. Click OK. A Files dialog box will appear asking for a name for the new index.
5. Enter a name for the index.
6. Click OK.

### Importing a dBase III file

1. Choose File | Import.
2. Use the List files of type list box to choose dBase.
3. Select the file to be imported.
4. Click OK. The field mapping dialog box will appear as shown below.



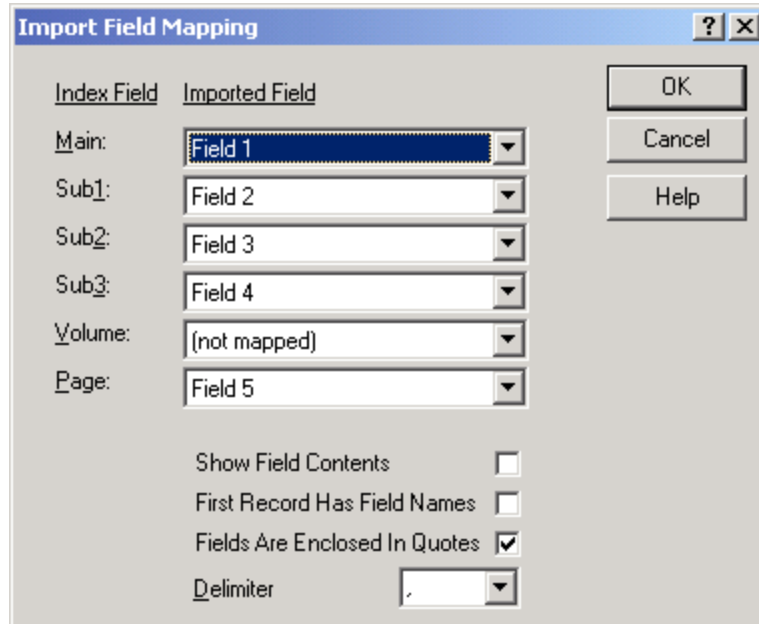
**Import Field Mapping dialog**

5. Use the field mapping dialog box to map the fields in the dBase 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)".
6. When you have finished mapping the fields, click OK. A Files dialog box will appear.
7. Enter a name for the new index.
8. Click OK.



## Importing a Text Delimited File

1. Choose File | Import.
2. Use the List files of type list box to choose Text Delimited.
3. Select the file to be imported.
4. Click OK. The field mapping dialog box will appear as shown below.



**Import Field Mapping dialog**

5. Use the 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)".
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.

### ***Text Import Options***

**Show Field Contents** If checked, the actual field contents of the first record of the text file 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.

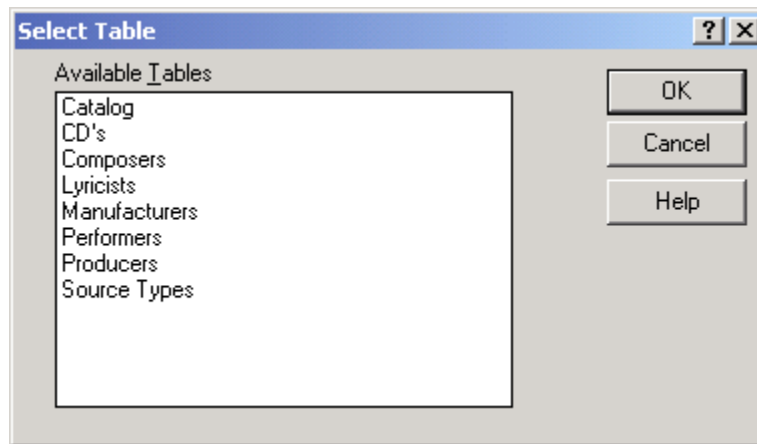
**Fields Are Enclosed In Quotes** If checked, the fields to import are expected to be enclosed in quotes.

**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.

## Importing a Microsoft Access file

**Note:** This function will import Access version 1.1 through Access 97 files.

1. Select File | Import.
2. Use the List files of type list box to choose MS Access.
3. Select the file to import.
4. Click OK. The Select Table dialog will appear as shown below.



**Select Table dialog**

5. Use the select table dialog to select the table in the Access database you wish to import. (Access can store many tables within one file.)
6. Click OK. The field mapping dialog box will appear as shown previously.
7. Use the field mapping dialog to map the fields in the Access database to the fields in SKY Index. Use the drop-down list box next to each field to choose the Access field to be mapped to it. Index fields that will not be used should be set to "(not mapped)".
8. Click OK. A Files dialog box will appear.
9. Enter a name for the index.
10. Click OK.

## Merge

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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.

### Merging Two 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 to merge.
6. Click OK. SKY Index will merge the selected file into the *master* index.
7. Repeat steps 4 through 6 for each additional file to merge.

## New

---

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.

## Open

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### Opening An Index

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

## Print Draft

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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:

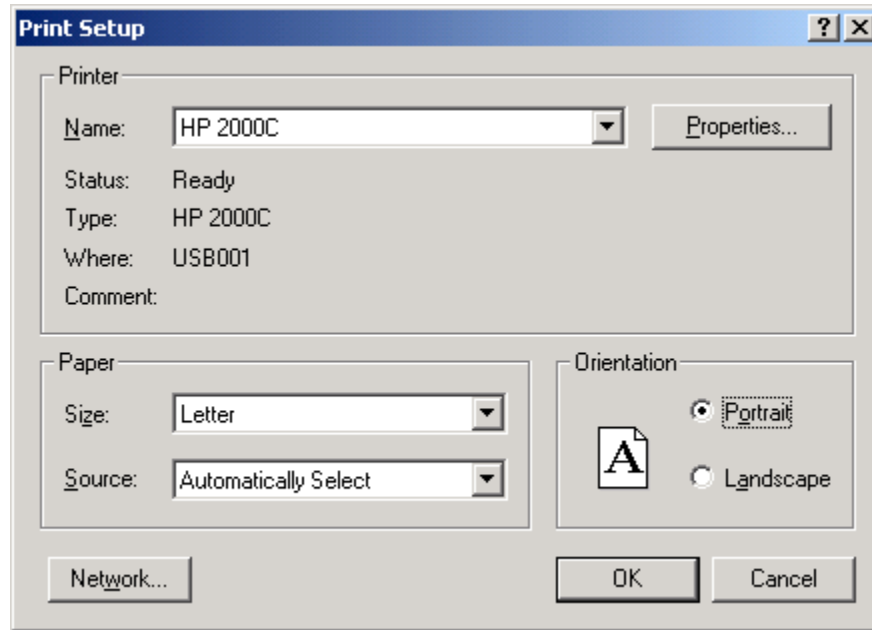
1. Choose File | Print Draft. A dialog will appear allowing you to choose the printer to use to perform print setup if desired.
2. Choose a printer.
3. Click OK.

**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

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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

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SKY Index keeps track of the four most recently opened indexes so that you can quickly open them. The four most recently opened indexes are listed at the bottom of the File menu just before the Exit menu item. They are numbered 1 through 4. These indexes can be opened by choosing File plus the desired index.

## Rename

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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

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.
6. The index and all related files will be renamed.

## Repair

---

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

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.

## Restore

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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.

1. Choose File | File Management | Restore. A Files dialog box will appear.
2. Select the index to restore.
3. Click OK. A Files dialog box will appear.
4. Enter a name for the restored index. **Note:** If you give the name of an index that already exists, you will be warned that it will be overwritten.
5. Click OK. The index will be restored.

## Revert

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When you create a snapshot of your index, a delimited text file of the index is created so that it can be easily restored to its previous state. The Revert function lets you to restore an index to the state of the most recent snapshot.

### Restoring an index from a Snapshot (Revert)

To Restore an index to the state of the most recent snapshot, choose File | Revert.

## Save

---

SKY Index continuously saves your index entries as you write your index. Because of this, there is generally no need to use the Save command. However, configuration information is not saved until you close the index. If you make a significant change to the index configuration, you may want to save the configuration so that, if you have a power failure, you will not lose the new configuration information. To do this, choose File | Save or click the  toolbar icon.

If you wish to make a backup of the index use the Backup function.

**See also:** Backup; Export; Save As; Snapshot

## Save As

---

If you wish to rename an index you should use the Rename file management function. However, if you want to create a copy of the current index you can use the Save As 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.
4. 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.

## Snapshot

---

Since we are all human, from time to time we make a mistake. Usually they are small, but if you use a function that can modify many records, a mistake can be catastrophic. The Snapshot function is designed to allow you to recover from this kind of problem. When you make a snapshot you are saving a copy of your index to disk so that you can undo your index changes by using the Revert function.

### Making a Snapshot

To make a snapshot of your index, choose File | Snapshot or click the  toolbar icon.

**Keyboard Shortcut:** <Ctrl><Y>



## Importing or Exporting Index Options

### Import Index Options

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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.

#### Importing Index Options

1. Open the index whose configuration you wish to change.
2. Choose Options | Import Index Options. A Files dialog box will appear.
3. Select the index with the configuration you wish to import.
4. Click OK. The configuration of the selected index will be imported into the current index.

**Tip:** If you create an index named "default.skx" and configure it to satisfy your most common index style and format, SKY Index will apply its configuration to any new index you create.

### Export 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 and export the configuration of an existing index.

#### Exporting Index Options

1. Open the index whose configuration you wish to save.
2. Choose Options | Export Index Options. A Files dialog box will appear.

3. Provide a name for the index configuration template that the export function will create.
4. Click OK.

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

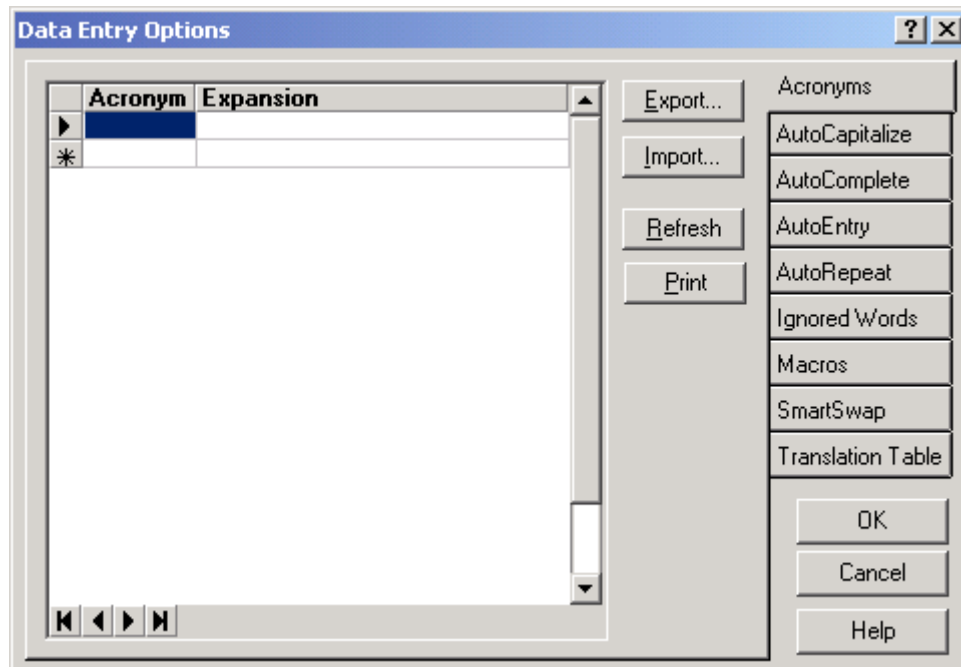
**Note:** The configuration templates created using this function contains all configuration information from the Index Options dialog plus all information from the Data Entry Options dialog. This includes, but is not limited to, AutoComplete entries and Acronyms.

**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.tpl," SKY Index will automatically apply its configuration to any new indexes you create.

## Data Entry Options

**Acronyms**


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, but only the first 40 (alphabetically) will be displayed in the Acronym toolbar.



Acronyms dialog

## Defining Acronyms

To define an acronym, do the following:

1. Choose Options | Data Entry Options or click the  toolbar icon.
2. Click the Acronyms tab.
3. Enter an acronym.
4. Press tab. The cursor will move to the Expansion field.
5. Enter the text that will replace the acronym.
6. Click OK.

Repeat steps 3 through 5 for additional acronyms.

## Options

**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.

**Export** Invokes a Files Dialog allowing you to save your acronyms as a delimited text file. This file can then be imported into any other index.

**Import** Invokes a Files Dialog allowing you to choose a file previously created using the Export function above. The acronyms in this file will replace any existing acronyms.

**Refresh** Sorts the acronyms into alphabetical order.

**Print** Prints all acronyms so that you can keep a hard copy of the acronyms you use. You can also use it as a reference sheet while indexing.

## 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.

**Note:** You can also define and edit acronyms using the Acronym Editor which can be accessed from the Acronym toolbar.

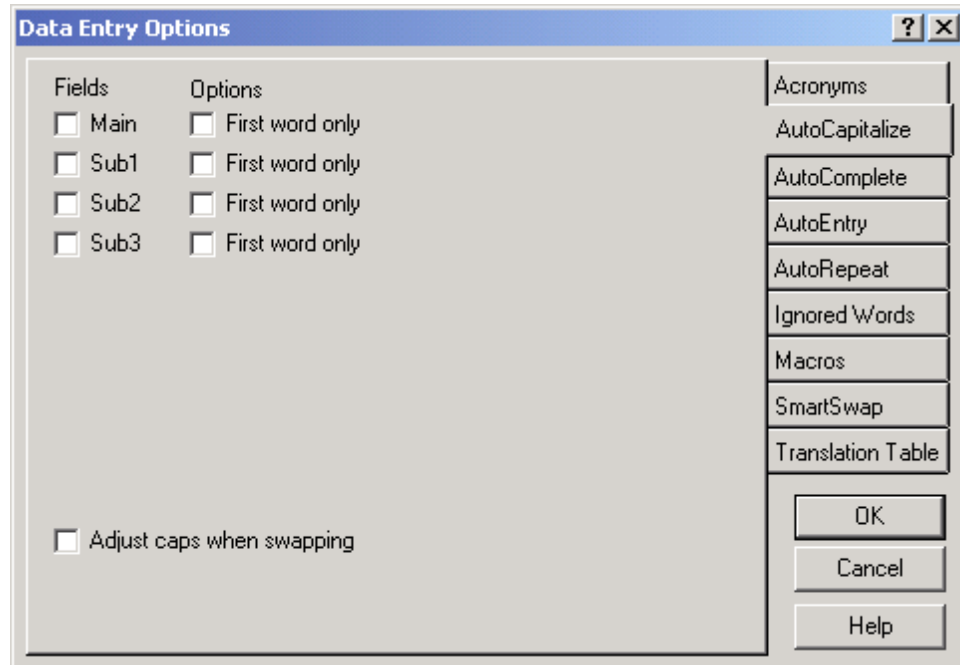
**See also:** Acronym Editor

# AutoCapitalize

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## AutoCapitalize


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 AutoCapitalization feature lets you configure SKY Index to perform certain types of capitalization for you automatically during data entry.



AutoCapitalize dialog

## Configuring AutoCapitalization

To set automatic capitalization options, do the following:

1. Choose Options | Data Entry Options or click the  toolbar icon.
2. Click the AutoCapitalize 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 AutoCapitalization 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.

**Adjust caps when swapping** 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:

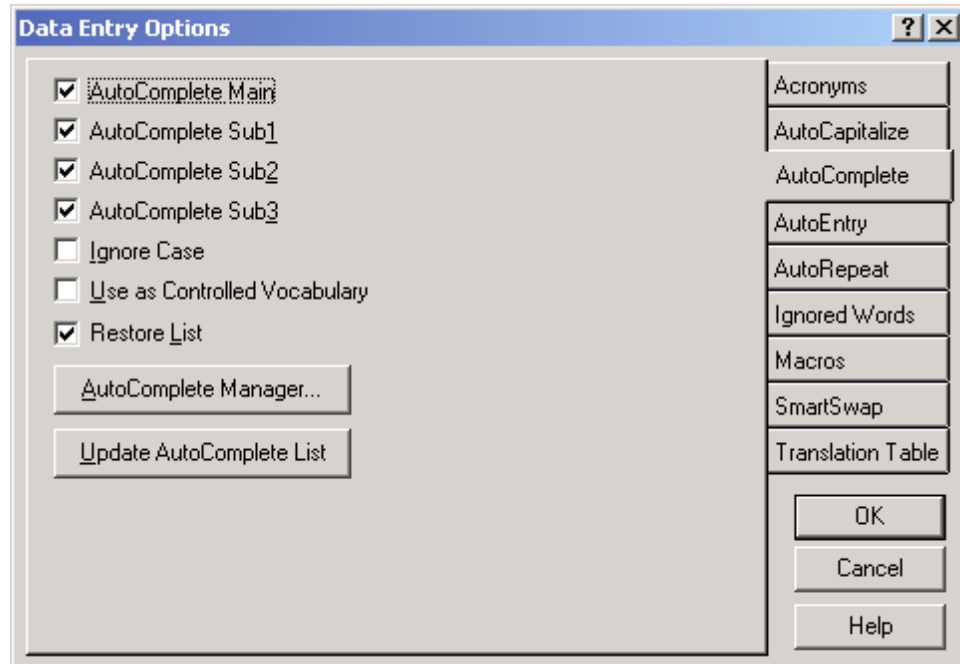
Command, print

**Note:** 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.

## 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.



AutoComplete dialog

## Configuring AutoComplete

To configure AutoComplete, do the following:

1. Choose Options | Data Entry Options or click the  toolbar icon.
2. Click the AutoComplete tab.
3. Set your AutoComplete options.
4. Click OK.

## Options

**AutoComplete Main** If checked, SKY Index will attempt to anticipate and automatically fill in entries that you make in the Main field.

**AutoComplete Sub1** If checked, SKY Index will attempt to anticipate and automatically fill in entries that you make in the Sub1 field.

**AutoComplete Sub2** If checked, SKY Index will attempt to anticipate and automatically fill in entries that you make in the Sub2 field.

**AutoComplete Sub3** If checked, SKY Index will attempt to anticipate and automatically fill in entries that you make in the Sub3 field.

**Ignore Case** If checked, SKY Index will disregard case when anticipating your entries.

**Use as Controlled Vocabulary** If checked, SKY Index will beep if you make an entry that does not exist in the AutoComplete list. It will also stop adding entries to the list so that the list remains unchanged. This makes it easier to use a consistent vocabulary in your index.

**Restore List** If checked, SKY Index will automatically reopen the AutoComplete list each time you open the index.

**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.

**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.

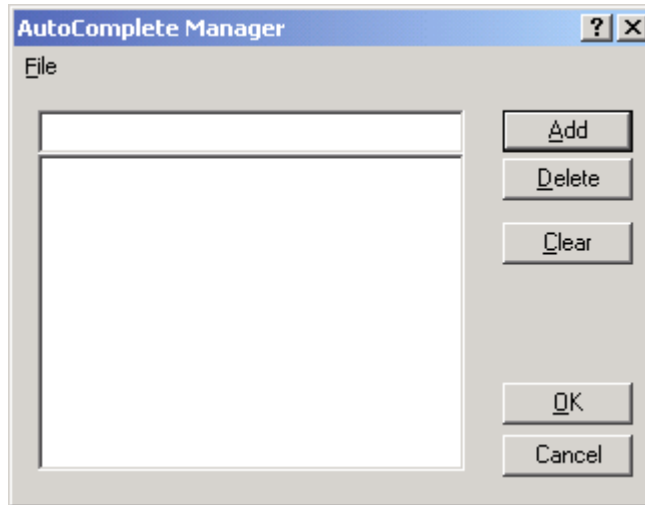
**Note:** SKY Index uses frequency of use, spelling, and time of last use to anticipate what you are going to type. For that reason, if you enter "indexing" once and "indexing books" twice, SKY Index will start anticipating "indexing books" rather than "indexing". If you've entered "indexing" once and "indexing books" once, SKY Index will anticipate the one you entered most recently.

## 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, do the following:

1. Choose Options | Data Entry Options.
2. Click the AutoComplete tab.
3. Click the AutoComplete Manager button.

## Options

**Add** Allows you to add a new item to the AutoComplete list. To add a new item, enter the new item in the text box at the top of the list box and press <Enter> or click Add.

**Delete** Allows you to delete an existing item from the AutoComplete list. To delete items from the AutoComplete list, select the entry you wish to delete in the list box, and click Delete.

**Clear** Deletes all items from the AutoComplete list.

## 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. If you do, SKY Index will be able to immediately anticipate your entries rather than having to wait until you enter each common index entry once. The directions below describe how to save an AutoComplete list and then retrieve it for use in a new index.

### ***Importing an Existing AutoComplete List***

To load a previously saved AutoComplete list, choose File | Import. In the Files dialog that appears, choose AutoComplete in the "Files of type" drop down list box. Select the AutoComplete list that you wish to load and click OK.

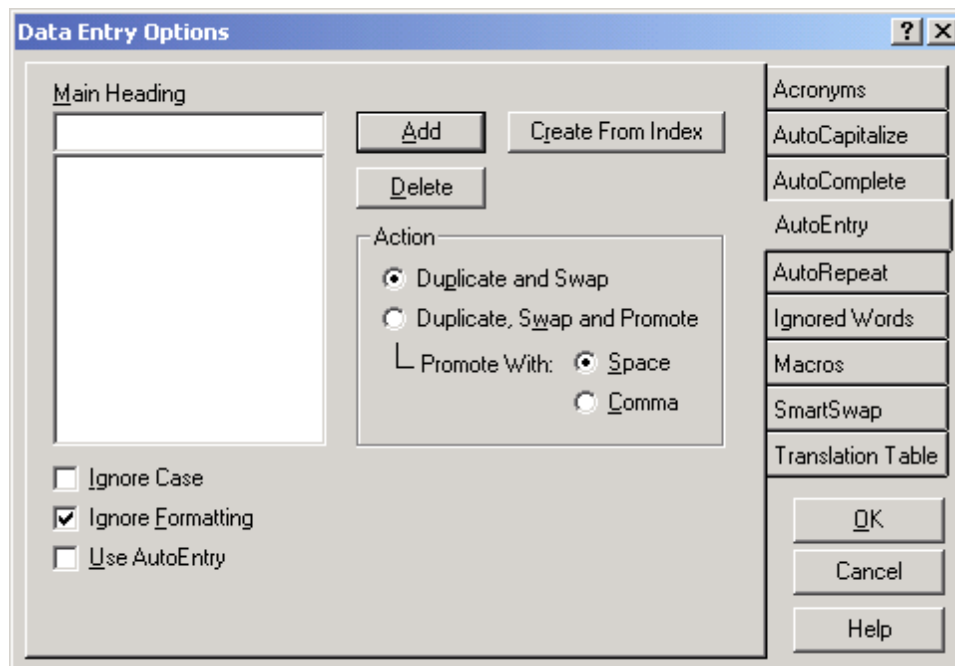
### ***Exporting an AutoComplete List from an Existing Index***

To save an AutoComplete list for later reuse, choose File | Export. Enter a name for the AutoComplete list and click Save to save it.

## **AutoEntry**

---


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 dialog**

## Configuring AutoEntry

To configure AutoEntry, do the following:

1. Choose Options | Data Entry Options or click the  toolbar icon.
2. Click the AutoEntry tab.
3. Set your AutoEntry options.
4. Click OK.

## Options

**Main 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.

**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.

**Add** Adds the main heading you just typed in the Main Heading text box to the AutoEntry list.

**Delete** Removes the currently highlighted main heading from the AutoEntry list.

**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.

## Action

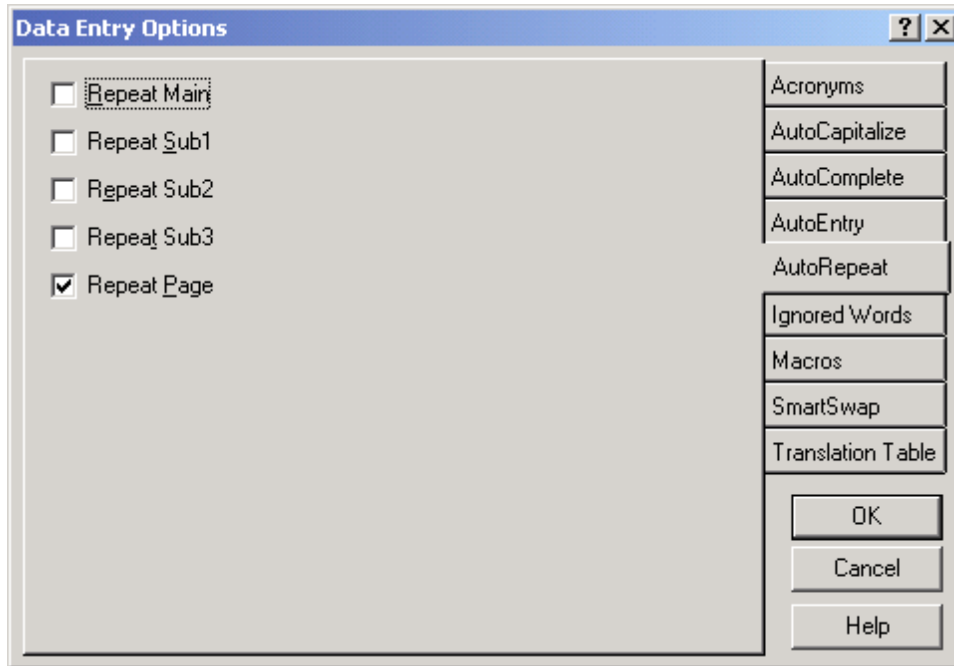
**Duplicate and Swap** Specifies that the double posting will be performed by simply swapping the Main and Sub1 headings.

**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.

**Promote With** Specifies the promote text used when an entry is double posted using the Duplicate, Swap and Promote technique. You can specify a space, or a comma. When you select comma, the promote text is actually a comma and a space.

## 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. SKY Index can be configured to repeat any field during data entry.



AutoRepeat dialog

### Configuring AutoRepeat

To configure repeated fields, do the following:

1. Choose Options | Data Entry Options or click the  toolbar icon.
2. Click the AutoRepeat tab.
3. Set your AutoRepeat options.
4. Click OK.

### Options

**Repeat Main** If checked, SKY Index will automatically repeat the text of the Main field of the previous record when starting a new record.

**Repeat Sub1** If checked, SKY Index will automatically repeat the text of the Sub1 field of the previous record when starting a new record.

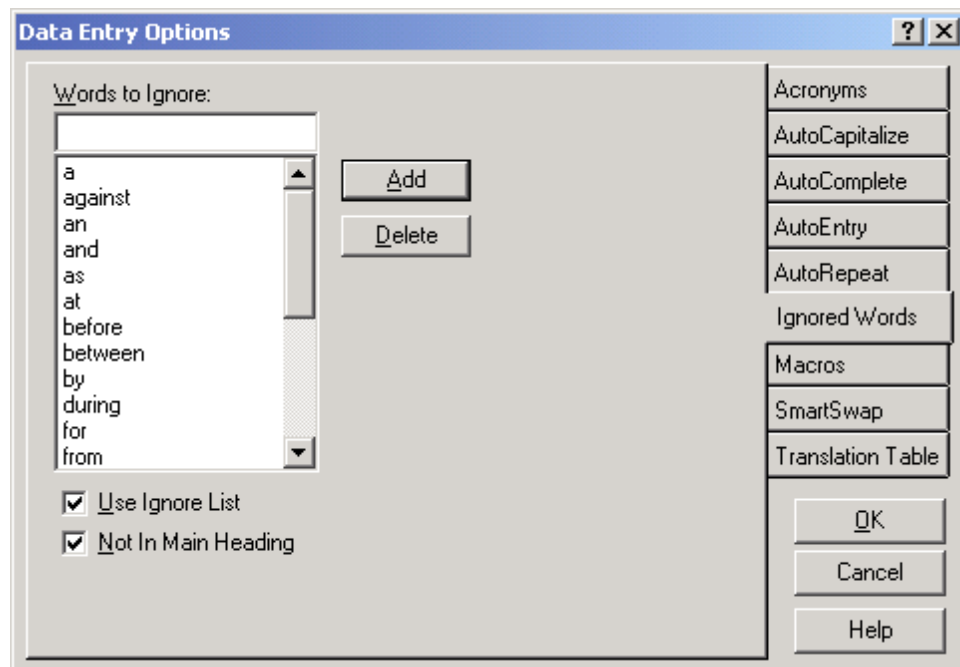
**Repeat Sub2** If checked, SKY Index will automatically repeat the text of the Sub2 field of the previous record when starting a new record.

**Repeat Sub3** If checked, SKY Index will automatically repeat the text of the Sub3 field of the previous record when starting a new record.

**Repeat 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 often require that prepositions and articles be ignored when they appear at the beginning of an entry or subentry. The Ignored Words function allows you to define words that you want to be ignored when they appear at the beginning of an entry or subentry.



Ignored Words dialog

### Configuring Ignored Words Options

To configure Ignored Words options, do the following:

1. Choose Options | Data Entry Options 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.

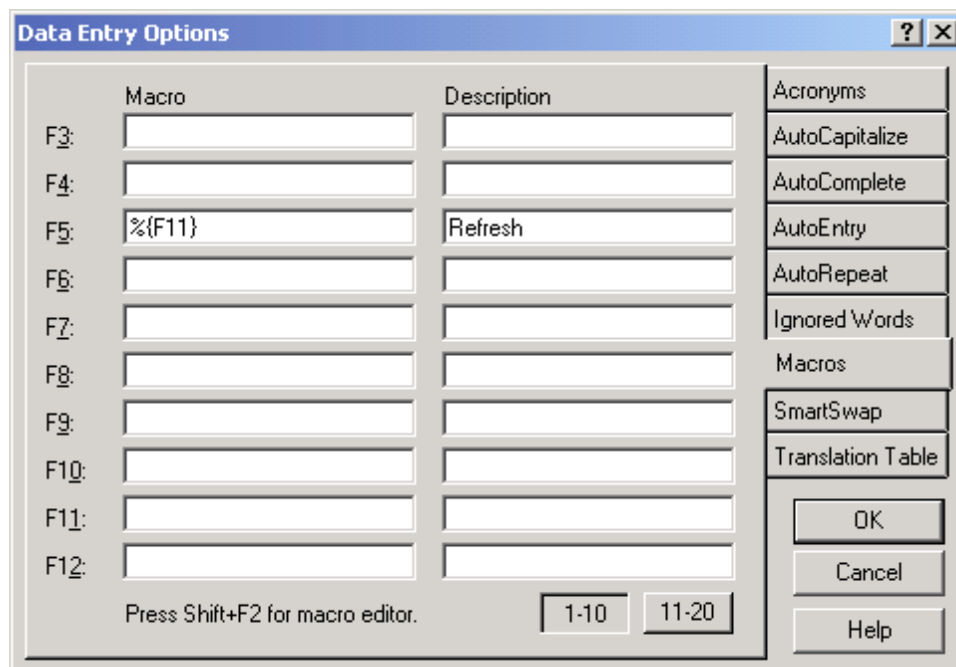
**Delete** Deletes the currently selected word in the Ignore Words list.

**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.

## Macros


Macros let you combine actions that would normally take several keystrokes into a single keystroke. Macros are invoked by pressing one of the function keys F3 through F12 or <Ctrl><Shift><F3> through <Ctrl><Shift><F12> for a total of twenty macros.



**Macros dialog**

## Defining Macros

To define macros, do the following:

1. Choose Options | Data Entry Options or click the  toolbar icon.
2. Click the Macros tab.
3. Enter your macros.
4. Click OK.

## Entering Macros

To enter macros, enter the text for the macro into the Macro text box next to the function key that you wish to use to execute the macro. You should also enter a description of the macro 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, press <Tab> and type the description in the Description text box. If you do not enter a description, the macro text will be used as the description.

If you need to enter more than ten macros, click 11-21 to display the last 10 macros. You can redisplay the first ten macros by clicking 1-10.

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.

**See also:** Macro Editor

## 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:

<u>Key</u>	<u>Code</u>
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. Edit the new main heading, adding a space and both opening and closing parentheses.
3. Move the grid marquee to the Sub1 cell.
4. Cut the contents of the Sub1 cell to the clipboard.
5. Move the grid marquee back to the Main cell.
6. Go into Edit mode and move the text cursor between the opening and closing parentheses.
7. Paste the contents of the clipboard between the parentheses.

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.

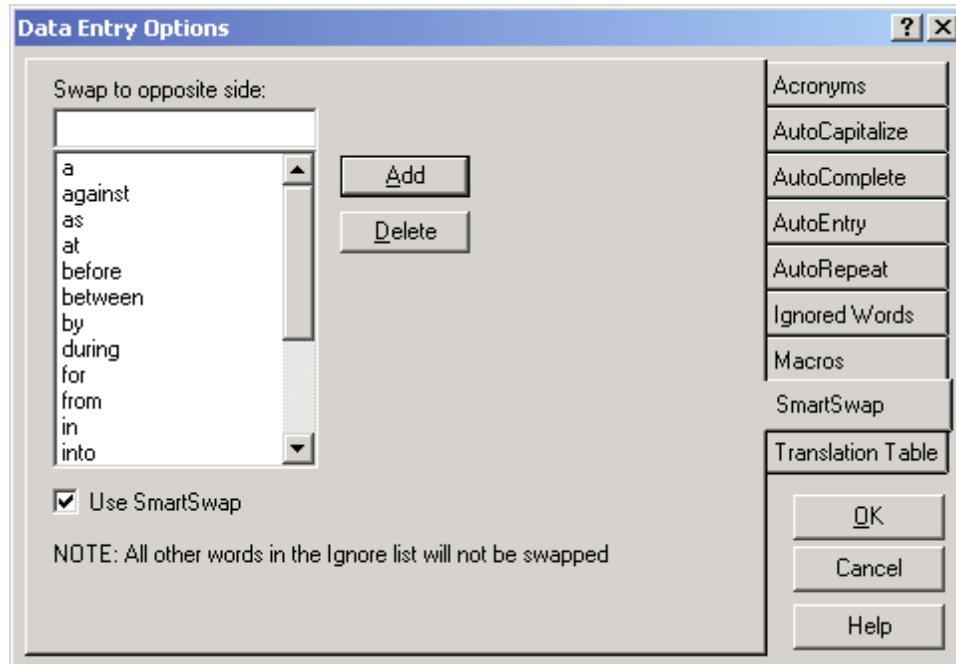
1. ^p
2. {f2} {({)}
3. {tab}
4. ^x
5. {left}
6. {f2}{left}
7. ^v

^p{f2} {({)}{tab}^x{left}{f2}{left}^v

## Smart Swap

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
When Main and subheadings are swapped, sometimes there are one or more ignored words at the beginning or end of the subheading. Usually, for the swapped headings to read correctly, the ignored word(s) must not only be kept in the subheading field, they must also be swapped from the front to the back or from the back to the front of the new subheading. The SmartSwap feature of SKY Index lets you specify which ignored words will be swapped in this manner and which will not.



SmartSwap dialog

## Configuring SmartSwap Options

To configure SmartSwap options, do the following:

1. Choose Options | Data Entry Options or click the  toolbar icon.
2. Click the SmartSwap tab.
3. Set your SmartSwap options.
4. Click OK.

## Options

**Swap to opposite side** To add words to the list of words to be swapped, enter them in this text box. After typing the word press <Enter> or click Add.

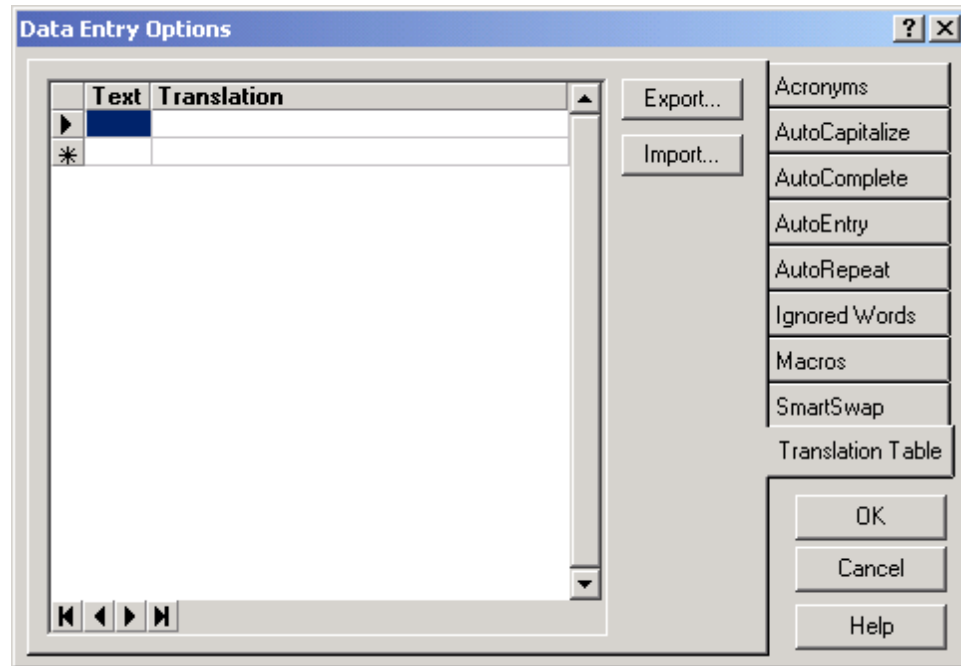
**Add** If you enter a word in the Swap to opposite side text box, you can add it to the SmartSwap list by clicking this button or by simply pressing <Enter>.

**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.

## Translations


Translations allow you to define abbreviations for lengthy text that can be expanded during index generation. For instance, the translation "vs." can be expanded to "*versus*" by typing "vs." anywhere in your index. You may define as many Translations as you desire.



Translations dialog

### Defining Translations

To define a translation, do the following:

1. Choose Options | Data Entry Options or click the  toolbar icon.
2. Click the Translations tab.
3. Enter the text for a translation.
4. Press tab. The cursor will move to the Translation field.
5. Enter the word or phrase that will be used to replace what you typed in the Text field wherever it occurs in the index.
6. Press tab.

Repeat steps 3 through 6 for additional Translations.

## Options

**Text** Enter an acronym of up to four letters to stand for the text shown in the Full Text text box.

**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.

**Export** You may save the current contents of the Translation Table by clicking the Export button. The saved translations can then be imported into any new index at any time in the future.

**Import** You may import translations that you previously exported by clicking the Import button.

## 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. The Translations are case sensitive.

## 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 Translations grid.

## Index Options

**Cross-references**

Cross-references are an important part of any index. Entering and configuring cross-references in SKY Index has been made as easy as possible.

The screenshot shows the 'Index Options' dialog box with the following settings:


- From:** Main Headings
- Subheadings:** Preview
- Presets (See):** . see Reference
- Presets (See also):** . see also Reference
- Format (See):** Italics
- Format (See also):** Italics
- Placement (See):** Last
- Placement (See also):** Last
- Text (See):** see
- Text (See also):** see also
- Prefix (See):** .
- Prefix (See also):** .
- Suffix (See):**
- Suffix (See also):**
- Merge Orphans To:** Don't
- Prefix (Merge Orphans To):** .
- Suffix (Merge Orphans To):**

On the right side, there is a vertical list of options: Sorting, Style, Fonts, Header/Footer, Page Numbering, Locators, Cross-references (selected), and Output Format. At the bottom right are buttons for OK, Cancel, and Help.

Cross-references dialog

## Configuring Cross-references

To configure cross-references, do the following:

1. Choose Options | Index Options or click the  toolbar icon.
2. Click the Cross-references tab.
3. Set your cross-reference options.
4. Click OK.

## Options

### **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.

### **Placement and Formatting**

**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. If you choose Top, cross-references will appear at the top of the subheading list. If you choose Bottom, they will appear at the bottom of the list. Choosing First will cause the cross-references to appear with the heading and before any locators. Choosing Last will cause the cross-references to appear with the heading and after any locators. **Note:** If you configure the cross-references to the Bottom setting, they will appear at the bottom in the generated index, but will, for performance reasons, appear at the top in the Preview Pane.

### **Text**

**See** During data entry, SKY Index requires that "see" cross-references be entered using the word "see". If your publisher requires a different word, or if the index is in a language other than English, you can enter the text to use for "see" cross-references when printing your index in this text box.

**Note:** Don't forget to add a trailing space if you modify this text.

**See also** During data entry, SKY Index requires that "see also" cross-references be entered using the words "see also". If your publisher requires different words, or if the index is in a language other than English, you can enter the text to use for "see also" cross-references when printing your index in this text box.

**Note:** Don't forget to add a trailing space if you modify this text.

### ***Prefix***

**See** Specifies text to appear directly before the See text when printing an index.

**See also** Specifies text to appear directly before the See also text when printing an index.

### ***Suffix***

**See** Specifies text to appear directly after "see" cross references when printing an index.

**See also** Specifies text to appear directly after "see also" cross references when printing an index.

### ***Orphaned cross-reference handling***

**Merge Orphans To** Specifies where orphan cross-references will be placed. Your options are:

**Don't** Orphan subheadings will not be merged.

**First** Orphan subheadings will be merged with the parent heading and will be placed before any locators.

**Last** 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.

### ***Preview***

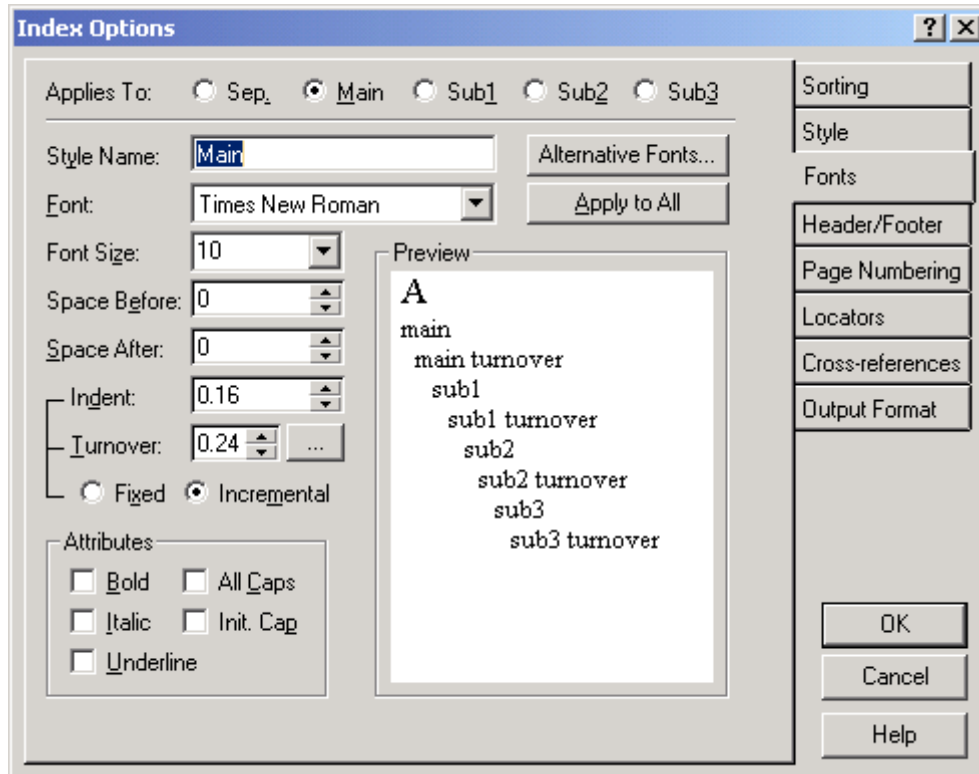
Clicking the Preview button will allow you to see a preview of how your setting will affect your index.

## **Entering Cross-references**

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 do not add any formatting of your own.

## Fonts


Sometimes the publisher of an index specifies the font, font size and other font attributes. For this reason, SKY Index provides extreme flexibility for configuring index fonts.



Fonts dialog

### Configuring Fonts

To configure your fonts, do the following:

1. Choose Options | Index Options or click the  toolbar icon.
2. Click the Fonts tab.
3. Set your font options.
4. Click OK.



## Options

**Applies To** Specifies the heading level that settings in this dialog are applied to. You can choose any heading level or the alphabet separator.

**Style Name** This is the style name that will be given to the heading level specified in the Applies To setting 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 heading level specified in the Applies To setting. An example of your choice will be displayed in the preview window.

**Font Size** Specifies the font size that will be applied to the heading level specified in the Applies To setting. An example of your choice will be displayed in the preview window.

**Space Before** Specifies the amount of space, in inches, that will be added above the heading level specified in the Applies To setting. This space is in addition to the normal space that is applied by default. 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 window.

**Space After** Specifies the amount of space, in inches, that will be added below the heading level specified in the Applies To setting. This space is in addition to the normal space that is applied by default. 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 window.


**Indent** Specifies the amount of space, in inches, 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. If the Applies To is set to "Separators", then 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 preview window. This setting has a different effect depending on the two options below.

**Fixed** Specifies that each heading's indentation depth will be defined independently. This option is very rarely needed and is discouraged.

**Incremental** Specifies that the indentation depth will be incrementally applied to each heading level. The value shown in the Indention 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.

**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 indention that are supported. Clicking the button with three dots next to the Turnover text box  will toggle between these two styles. The results are shown in the Preview window.

**Bold** If checked, the selected item, as determined by the Applies To setting, will be printed in bold face. An example of your choice will be displayed in the preview window.

**Italic** If checked, the selected item, as determined by the Applies To setting, will be printed in italics. An example of your choice will be displayed in the preview window.

**Underline** If checked, the selected item, as determined by the Applies To setting, will be printed with underlining. An example of your choice will be displayed in the preview window.

**All Caps** If checked, the selected heading level, as determined by the Applies To setting, will be printed in all capital letters. An example of your choice will be displayed in the preview window. This feature can only be applied to the main heading or to alphabet separators.

**Init Cap** If checked the first letter of the first word of the selected heading level, as determined by the Applies To setting, will be capitalized regardless of how it appears in the data entry grid. **Note:** If you enable this feature, you can override it's effect by typing a semicolon as the very first character of a heading. The semicolon will not print and the first letter of the heading will not be capitalized.

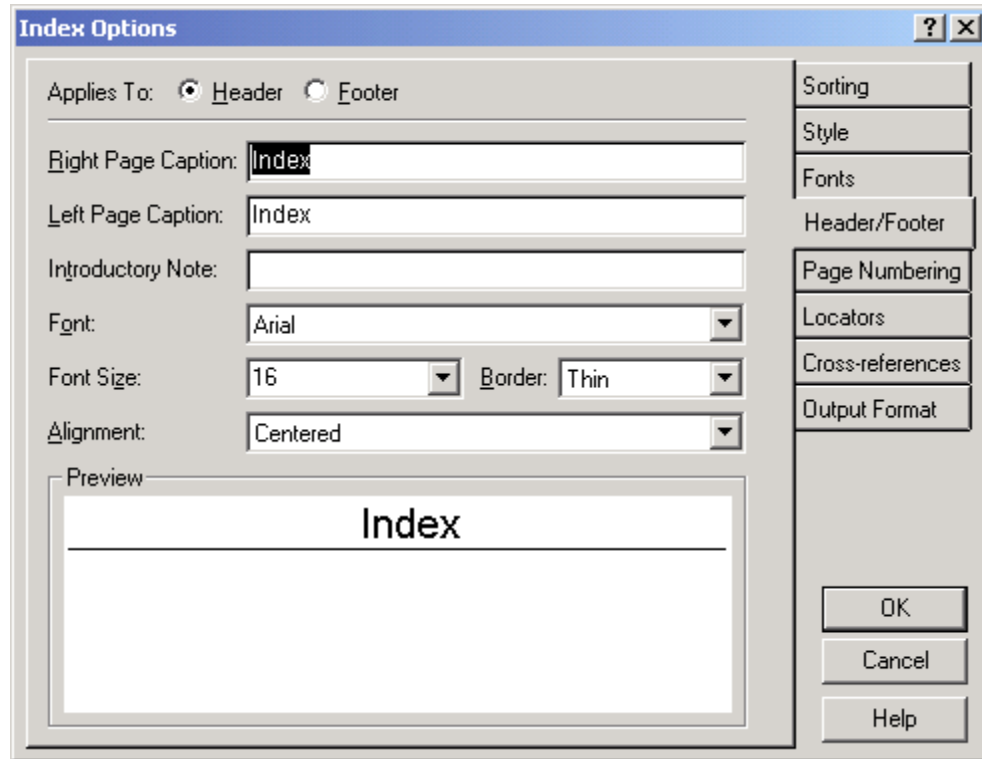
**Alternative Fonts** Allows you to define to additional fonts that can be used in your index. By default the alternative fonts are the Symbol font and the Courier New font. For more information see Alternative Fonts.

**Apply to All** Applies the current Font, Font Size, Space Before, and Space After to all heading levels. This does not affect the alphabet separator settings.

## Header/Footer

---


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.



Header/Footer dialog

### Configuring Headers and Footers

To configure headers and footers, do the following:

1. Choose Options | Index Options or click the  toolbar icon.
2. Click the Header/Footer tab.
3. Set your header and footer options.
4. Click OK.

## Options

**Applies To** Specifies whether the current settings apply to headers or footers.

**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.

**Introductory Note** If your index requires an introductory note to describe special features of the index, enter it here. You are free to apply formatting to this text and may find it easier to enter by pressing F2 to bring up the Text Editor.

**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.

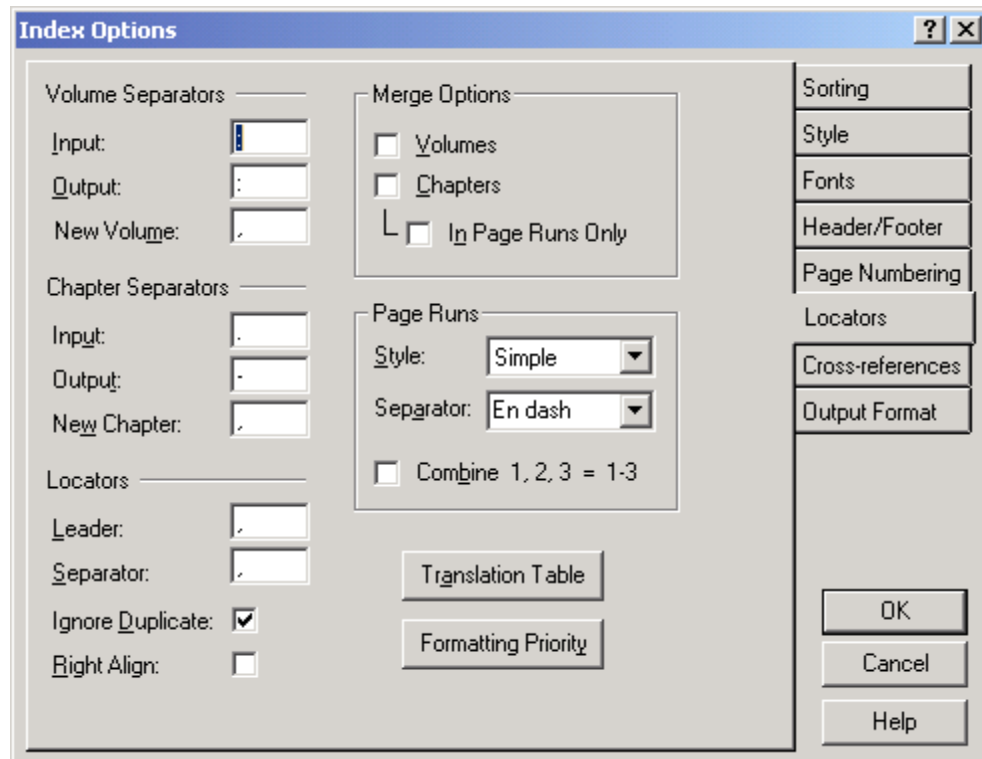
**Border** Specifies whether to place a border (a horizontal line) below the header or above the footer. You may choose no border, a thin border, or a thick border. An example of your choice will be displayed in the preview window. **Note:** The thickness of the line may vary from one word processor 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.

## 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 dialog**

## Configuring Locators

To configure locators, do the following:

1. Choose Options | Index Options or click the  toolbar icon.
2. Click the Locators tab.
3. Set your locators options.
4. Click OK.

## Options

### **Volume Separators**

**Input** 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** Specifies the character to use as a volume separator when the index is generated. By default this character is a colon (:).

**New Volume** Specifies the characters that will be used when a new volume label is encountered when printing the locators. It can be used to make the change from one chapter to another more obvious. For example, if you enter ";" as the new volume 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".

### **Chapter Separators**

**Input** Specifies the character that will be recognized as a chapter label separator during data entry. By default this character is a period (.). Any characters to left of this character (and after a volume separator if one exists) are considered to be a chapter label and are sorted as such.

**Output** Specifies the character to use as a chapter separator when the index is generated. By default this character is a dash (-). The dash character always represents a page range during data entry and cannot be used to separate a chapter label from a page number.

**New Chapter** Specifies the characters that will be used when a new chapter label is encountered when printing the locators in a book that is numbered by chapter. It can be used to make the change from one chapter to another more obvious. For example, if you enter ";" as the new chapter 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".

**Note:** There is no real difference between chapter and volume separators unless you use both. You can use chapter labels as volume labels if you don't also have chapter labels.

### **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.

**Ignore Duplicate** 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.

### **Merge Options**

**Volumes** If checked, specifies that volume labels are to be printed only once rather than with every page number. This option can be used if the amount of space available for your index is limited. For example, instead of II:3, II:12, II:20, III:4 you would get II:3, 12, 20, III:4.

**Chapters** If checked, specifies that chapter labels are to be printed only once rather than with every page number. This option can be used if the amount of space available for your index is limited. For example, instead of 2-3, 2-12, 2-20, 3-4 you would get 2-3, 12, 20, 3-4.

**In Page Runs Only** If checked, and if you have checked one or both of the Volumes or Chapters check boxes, specifies that the volume and/or chapter labels are to be printed with every page number except if there is a page range. For example, instead of II:3, II:12, II:15-II:17, II:20, III:4 you would get II:3, II:12, II:15-17, II:20, III:4.

### **Page Runs**

**Style** Specifies how page ranges will be handled. Your options are Simple, Aggressive, Aggressive2, Chicago, and Chicago2. The options have the following effects:

<b>Style</b>	<b>Description</b>
Simple	Page ranges will not be abbreviated.
Aggressive	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.
Aggressive2	Identical to Aggressive; 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	Page ranges will be abbreviated using the rules set forth by the University of Chicago Press. For example, 1911-1914 would be changed to 1911-14.
Chicago2	The same as Chicago except if the second number of the range would normally have a single digit, a leading zero is added. Example: 1901-3 becomes 1901-03.

**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.

**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.

**Translation Table** Displays the Translation Table dialog which allows you to define characters that, when encountered in a locator, will be translated into a specified character or characters when the final index is generated. See also Translation Table in the Miscellaneous Dialogs appendix.

**Formatting 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 these locators to appear in a consistent order.

## Output Format

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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 screenshot shows the 'Index Options' dialog box with the 'Output Format' tab selected. The dialog is divided into three main sections. On the left, there are two columns labeled 'Begin' and 'End' for various text formatting options: Document, Main, Sub1, Sub2, Sub3, Bold, Italic, Underline, Superscript, Subscript, Alpha sep, Dash, Extension (set to RTF), and New line (set to CRLF). The 'Presets' dropdown is also set to RTF. On the right, a vertical list of tabs includes Sorting, Style, Fonts, Header/Footer, Page Numbering, Locators, Cross-references, and Output Format (which is active). At the bottom right, there are three buttons: OK, Cancel, and Help.

Output Format dialog



There are 12 document parts that can have leading and trailing text added during index generation to provide flexible control over the resulting document. Leading text is defined in the Begin column and trailing text is defined in the End column. For example, if your index contains


```
tools
  screwdriver, 1
  wrench, 2
```

and you define the Main begin text as "<main/on>" and the Main end text as "<main/off>", the generated index will look like this:

```
<main/on>tools<main/off>
  screwdriver, 1
  wrench, 2
```

## Configuring Output Format

To configure user-defined codes, do the following:

1. Choose Options | Index Options or click the  toolbar icon.
2. Click the Output Format tab.
3. Select the desired format from the Presets list box.
4. Click OK.

## Begin and End Codes

**Document** Text in the Begin text box will be placed at the beginning of the index when it is generated. Text in the End text box will be placed at the end of the index. Not all encoded documents require the use of this feature.

**Main** Text in the Begin text box will be added to the beginning of each main entry when the index is generated. Text in the End text box will be added after the main entry and before any subentry.

**Sub1** Text in the Begin text box will be added to the beginning of each Sub1 entry when the index is generated. Text in the End text box will be added after the Sub1 entry and before any Sub2 entry.

**Sub2** Text in the Begin text box will be added to the beginning of each Sub2 entry when the index is generated. Text in the End text box will be added after the Sub2 entry and before any Sub3 entry.

**Sub3** Text in the Begin text box will be added to the beginning of each Sub3 entry when the index is generated. Text in the End text box will be added after the Sub3 entry.

**Bold** 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** 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** 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** 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** 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.

**Alpha Sep.** If you configure your index to print alphabetic separators, text in the Begin text box will be added to the index prior to printing the alphabet separator. The text in the End text box will be added after the alphabet separator. This lets you indent the separator and put empty lines before and/or after the separator if desired.

**Tip:** You cannot enter a carriage return-linefeed directly into the Begin or End text boxes. However, you can begin Notepad, enter a blank line, select and copy the blank line to the clipboard and then paste the blank line into either the Begin or End text boxes.

**Dash** Normally a range of pages is shown with either a dash or an en dash. By default, when you generate an index using user-defined codes, a simple dash (-) character is used. If you want to use another character or if your publisher requires a special code, you can enter that character or code here.

**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.

**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. 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.

## Presets

**Presets** This list box provides several preset code settings for quick configuration. If you choose one of these presets, the codes for the style selected will be automatically

filled in. If you wish to define your own set of codes 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 (No Headers)** 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.

**Chicago** Generates an index that uses coding required by the Chicago Press.

**ANSI/NISO** Generates an index that uses coding specified by the ANSI/NISO standards.

**Text (ASCII)** 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.

## HTML Mode

When you choose the HTML Output Format preset, SKY Index goes into HTML mode. What this means is that three things happen. First, the Preview Pane will display hyperlinks as underlined text and with the color currently defined for ignored text. Second, Translations will also be active for text in the Page field. This makes it easy to abbreviate the entry of hyperlinks. Finally, 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.

<b>Text</b>	<b>Translation</b>
w=	<a href="http://www.
d=	"> <b>(notice the leading space in " d=")</b>
..	</a>
m=	<a href="mailto:

Using these Translations, you can form hyperlinks as follows:

w=myhomepage.com d=My Home Page..

is equivalent to

<a href="http://www.myhomepage.com">My Home Page</a>

m=sales@mycompany.com d=Sales..

is equivalent to

<a href="mailto:sales@mycompany.com">Sales</a>

This clearly saves a significant number of keystrokes and is somewhat easier to read in the Page field too.

### **Notes**

The presets for RTF (Spaces) and RTF (Tabs) do not use "styles" as are used with the RTF and RTF (No headers) presets. They also does 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.

When using output formats other than the RTF formats, alternative font changes will appear in the document with the standard SKY Index coding for alternative fonts. These codes are:

**/f0** Turns off an alternative font.

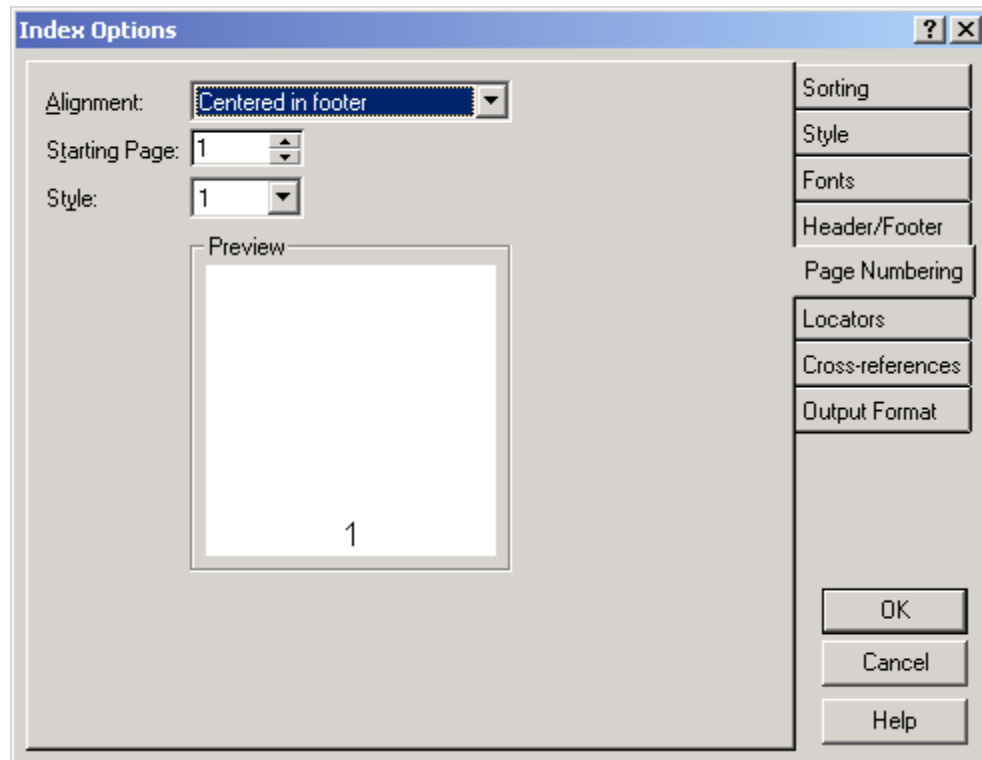
**/f1** Turns on alternative font 1.

**/f2** Turns on alternative font 2.

You should make your client aware of this if you use alternative fonts in your index and if your client wanted the index in a file format other than RTF.

## Page Numbering


SKY Index provides several ways to format and position the page numbers of your index. The available options are described here.



Page Numbering dialog

### Configuring Page Numbering

To configure page numbering, do the following:

1. Choose Options | Index Options or click the  toolbar icon.
2. Click the Page Numbering tab.
3. Set your page numbering options.
4. Click OK.

### Options

**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.

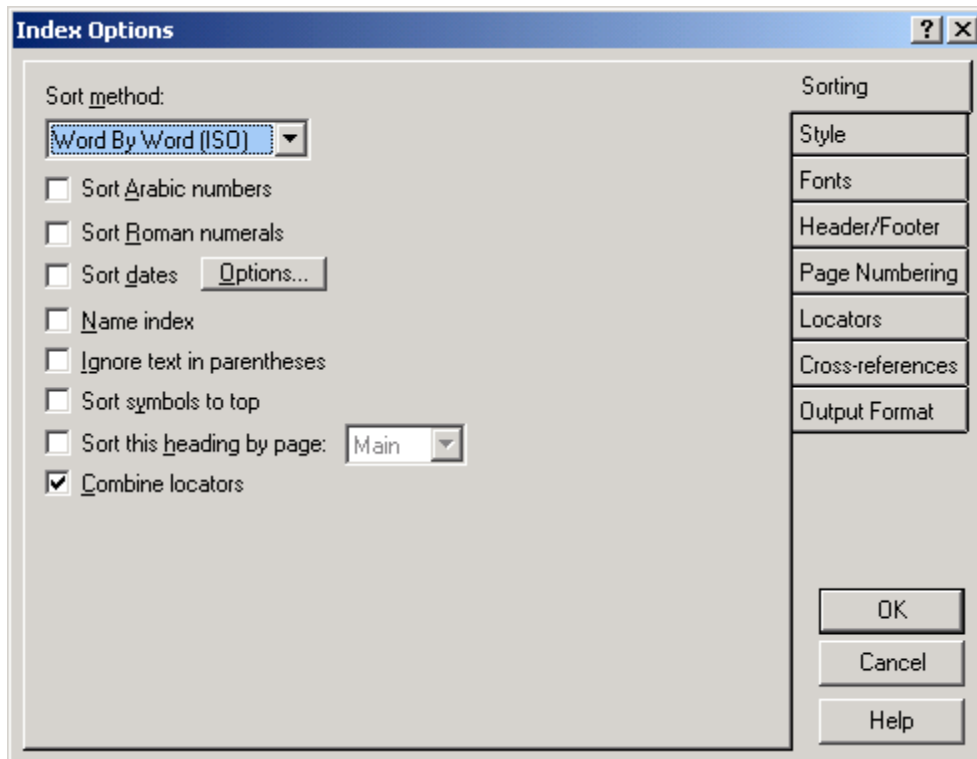
**Starting Page** Specifies the page number for the first page of the index. This should always be an odd number unless your index is not being printed on both sides of the page.

**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.

## Sorting

---


Publishers have varying requirements for the style and sorting of an index. SKY Index provides the flexibility to satisfy most publisher's needs.



Sorting dialog

## Configuring Index Sorting

To configure index sorting, do the following:

1. Choose Options | Index Options or click the  toolbar icon.
2. Set your index sorting options.
3. Click OK.

## Options

**Sort method** Specifies the sorting method used 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).

**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, 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.

**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**.

**Ignore text in parentheses** If checked, text within parentheses will be ignored during sorting.

**Sort symbols to top** 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.

**Sort this heading by page** If checked the heading level that you specify will be sorted by page rather than alphabetically.

**Combine locators** If checked, all locators will be combined prior to generating the index. This is usually desirable and ensures that entries that have the same sort order, but appear different will have their locators combined properly. For example, the main headings "program file" and "program.file" can potentially have the same sort order according to the sort method chosen. If you do not choose to combine locators, you could end up with entries in your index like this:

```
program file 1, 5
program.file 7
program file 32, 47
```

Turning on the Combine locators option will result in the following entries:

```
program file 1, 5, 32, 47
program.file 7
```

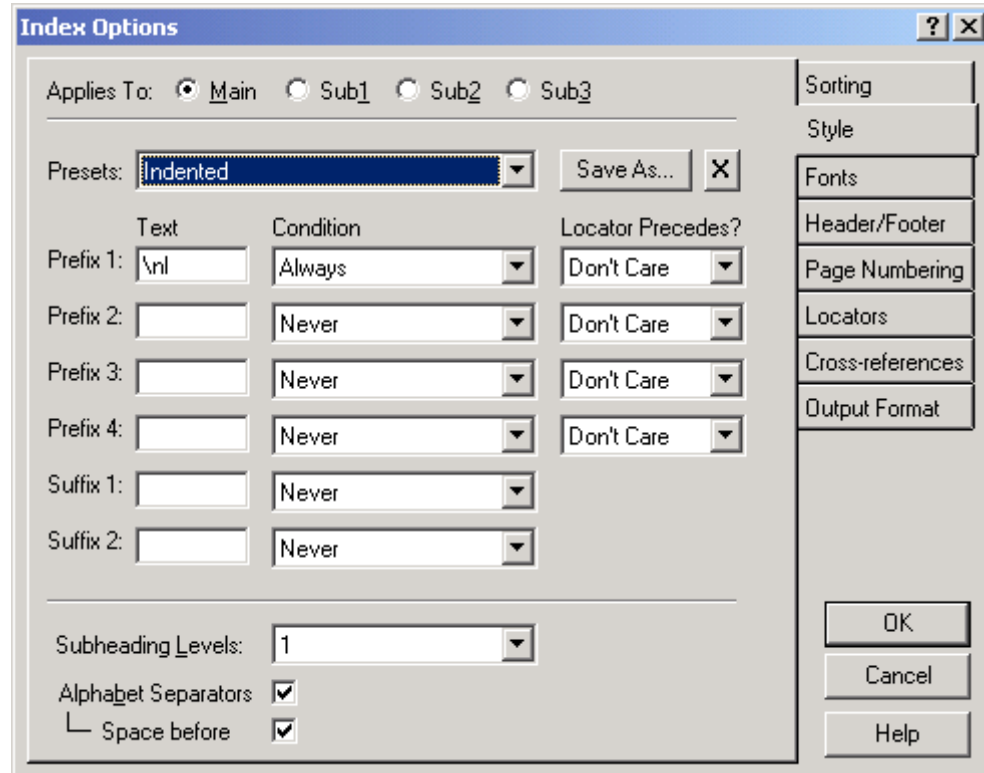
Normally you will leave this option on. It is sometimes desirable to turn this feature off if you are sorting a heading by page.

**Note:** This feature affects the generated index only. It has no effect on the data entry grid or the Preview Pane.



## 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 Options or click the  toolbar icon.
2. Click the Style tab.
3. Set your index style options.
4. Click OK.

## Options

**Applies To** Specifies the heading level that settings in this dialog are applied to.

**Presets** Specifies the style used when generating your index. You can choose either Indented or Run-in style. Indented style will display each subheading on a line of its own indented the amount that you specify in the Fonts tab of the Index Options dialog box. Run-in style will add subheadings 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 Fonts tab of the Index Options dialog box. Run-in style is available only for indexes containing one subheading level.

**Save As** Allows you to save customized style settings under a name of your choice so that it may be reused in future indexes.

**X** Deletes the current preset. **Note:** You cannot delete any of the predefined presets.

### Prefix

SKY Index allows you to customize your index's style by specifying a prefix for each heading level. Prefixes are specified using up to four of the 16 logical conditions that SKY Index provides. 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 for the prefix for it to be applied.

Each time a heading level is printed, SKY Index examines your prefixes 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, and 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.

**Highest level** 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.

**Locator Precedes?** Use these conditions to specify if a locator or a cross-reference must precede the current entry in order for the prefix to be applied. The available conditions are:

**Don't Care** 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**

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 ? 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 was printed for this heading.

**No locator exists** The suffix will only be applied if a locator was not printed 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.

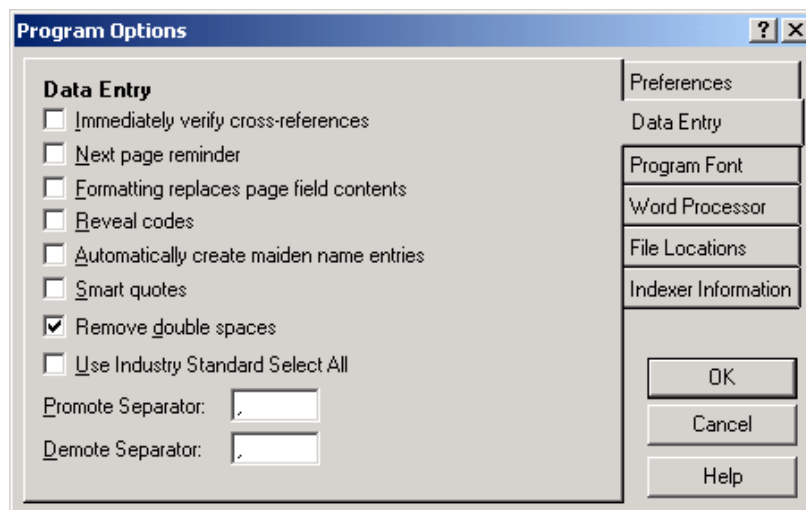
**Subheading Levels** Specifies the number of subheading levels your index requires. You may have as few as one and as many as three levels. SKY Index will not display levels in the data entry grid beyond those specified here.

**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.

**Space before** If checked, a blank line will be printed prior to the alphabet separator.

Program Options

Data Entry



Data Entry dialog

Configuring Data Entry Options that affect all indexes

To configure data entry options, do the following:

1. Choose Options | Program Options.
2. Click the Data Entry tab.
3. Set your data entry options.
4. Click OK.

## 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.

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.

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.

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.

**Reveal codes** If checked, SKY Index will display entries in the data entry grid using the internal coding for formatting instead of using the WYSIWYG (What You See Is What You Get) interface. This is useful if you do not have a color monitor or if you have difficulty discerning different colors. It is not recommended that you use Reveal Codes unless it is necessary. **Note:** Use of this feature is strongly discouraged. It is not intended to be used for normal data entry and editing. When Reveal Codes is turned on, formatting of text must be done manually and cannot be accomplished by using the Format menu commands even though they may appear to work.

**Automatically create maiden name entries** If checked, SKY Index will automatically generate maiden name entries during data entry.

**Smart Quotes** If checked, the normal straight up-and-down quotes that you get when using a standard keyboard are translated into the more formal opening and closing quotes that are normally encountered in the books that we read. 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 Industry Standard Select All** If checked, the industry standard keystroke for Select All (Ctrl+A) will be used for selecting records in the Data Entry grid and Ctrl+Ins will be used for the Append New command.

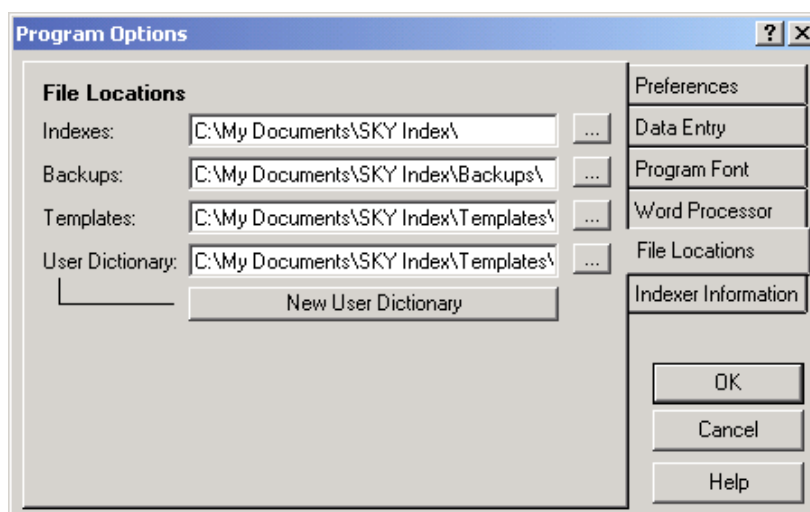
**Promote Separator** When you use the Promote function of SKY Index, you can specify the character or characters that you want to be used when combining the child heading with its parent heading. By default a comma and a space (, ) are used.

**Demote Separator** When you use the Demote function of SKY Index, 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.

## File Locations

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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.



**File Locations dialog**

### Specifying File Locations

To specify file locations, do the following:

1. Choose Options | Program Options.
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, 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.

**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.

... Opens a Choose Path dialog allowing you to change the current path.

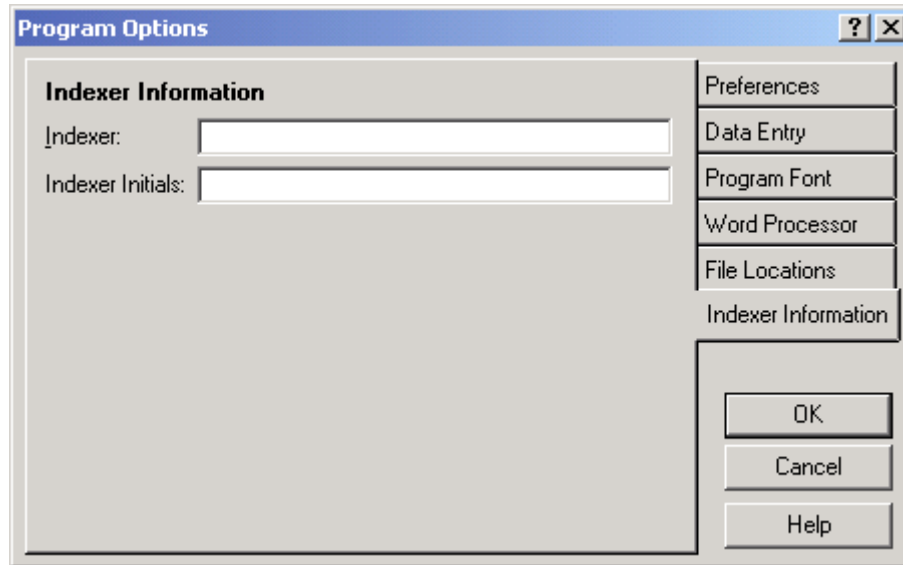
**Tip:** User dictionary files are simple text files that contain a single word on each line of the file. If you have a list of **single word** terms available for an index in a field that uses uncommon words, you can create a user dictionary by creating a text file that contains all of these terms. 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.

## Indexer Information

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One of the new features of SKY Index Professional v6.0 is the ability to track who creates and edits index entries. In order to use this feature, you must let the program know who you are by filling in the Indexer Information tab of the Program Options dialog.





**Indexer Information dialog**

## Specifying Indexer Information

To specify who is using SKY Index, do the following:

1. Choose Options | Program Options.
2. Click the Indexer Information tab.
3. Enter your name and initials.
4. Click OK.

## Options

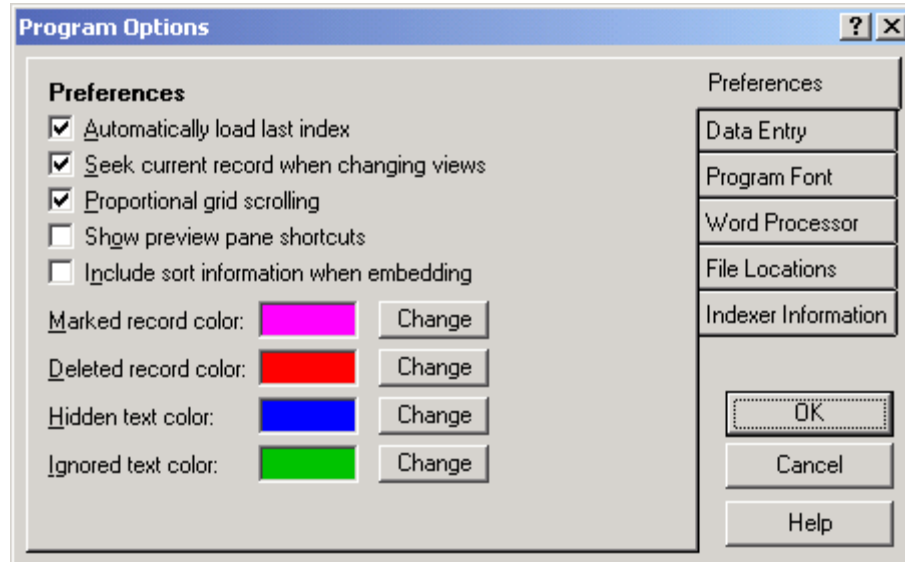
**Indexer** Enter your name here. Although the program does not currently use this information, it will be used in a future release.

**Indexer Initials** Enter your initials here. Your initials are saved with a record each time you create or edit it.

## Preferences

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Options that affect all indexes (not just the currently open index) have been grouped together and placed in the Program Options dialog box.



Preferences dialog

### Configuring the Program Preferences

To configure your program preferences, do the following:

1. Choose Options | Program Options.
2. Click the Preferences tab.
3. Set the your options.
4. Click OK.

### 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.

**Show preview pane shortcuts** If checked, SKY Index will precede the first ten entries in the preview pane with a number 0 through 9. You can make one of these entries the current entry in the Data Entry grid by pressing <Ctrl> plus the number in front of that entry.

**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.

**Marked record color** The color that marked records will be displayed in. Click the Change button to alter this color.

**Deleted record color** The color that deleted records will be displayed in. Click the Change button to alter this color.

**Hidden text color** The color that hidden text will be displayed in. Click the Change button to alter this color.

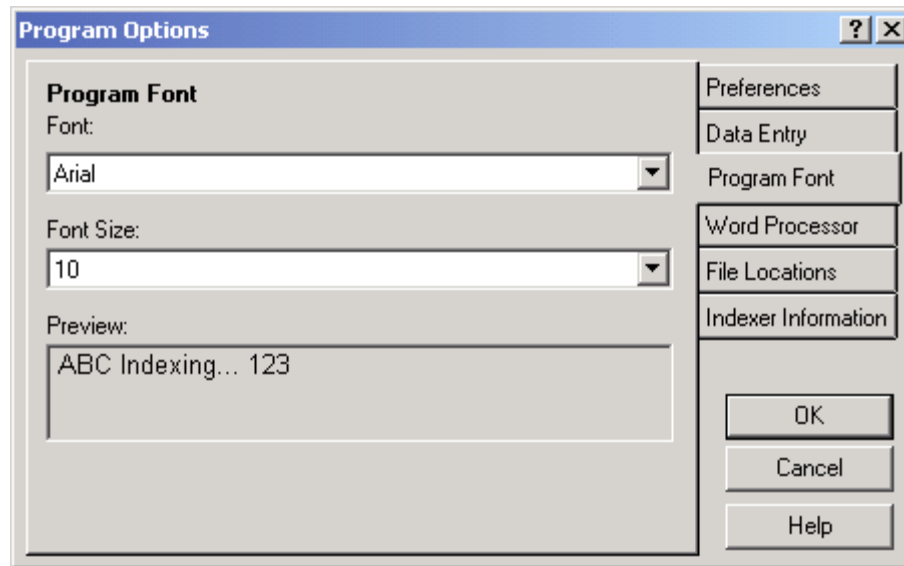
**Ignored text color** The color that ignored text will be displayed in. Click the Change button to alter this color.

## Program Font

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### Program Font

Indexers who have poor eyesight, or who have monitors that do not display a clear image, may wish to change the font and font size used by SKY Index. The selected font and font size is used by the data entry grid and most other parts of the main program screen.



Font dialog

### Configuring the Program Font

To configure the program font, do the following:

1. Choose Options | Program Options.
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.

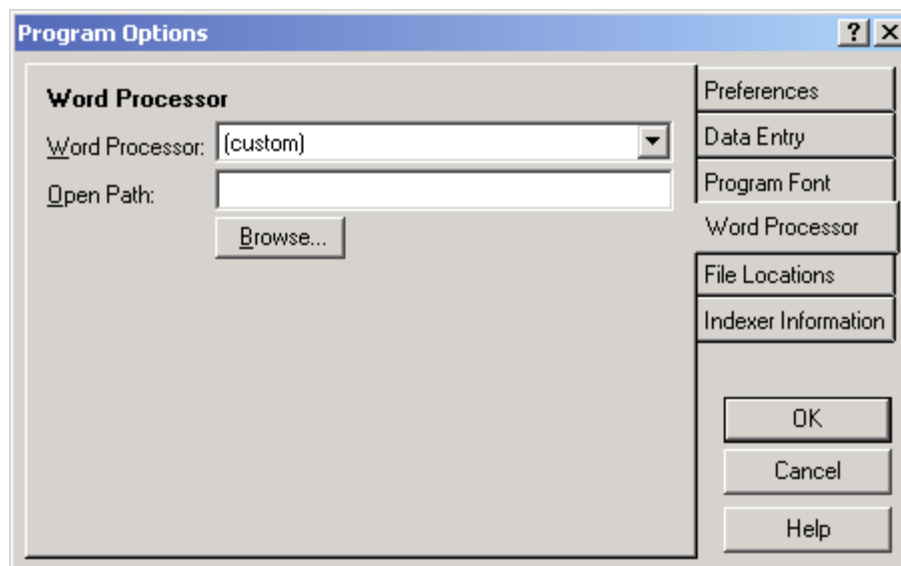
**Note:** An example of your choice will be displayed in the Preview window. The font you select will be used by the data entry grid, the preview pane, the status bar, all toolbars, and pop-up tool tips.

## Word Processor

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### Word Processor

SKY Index uses your existing word processor for printing your index. To make this as easy as possible, you can specify your word processor so it can be invoked with a single mouse click.



Word Processor dialog

### Specifying Your Word Processor

To specify your word processor, do the following:

1. Choose Options | Program Options.
2. Click the Word Processor tab.
3. Choose your word processor from the Word Processor list.
4. Click OK.

## Options

**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 processors 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**.)

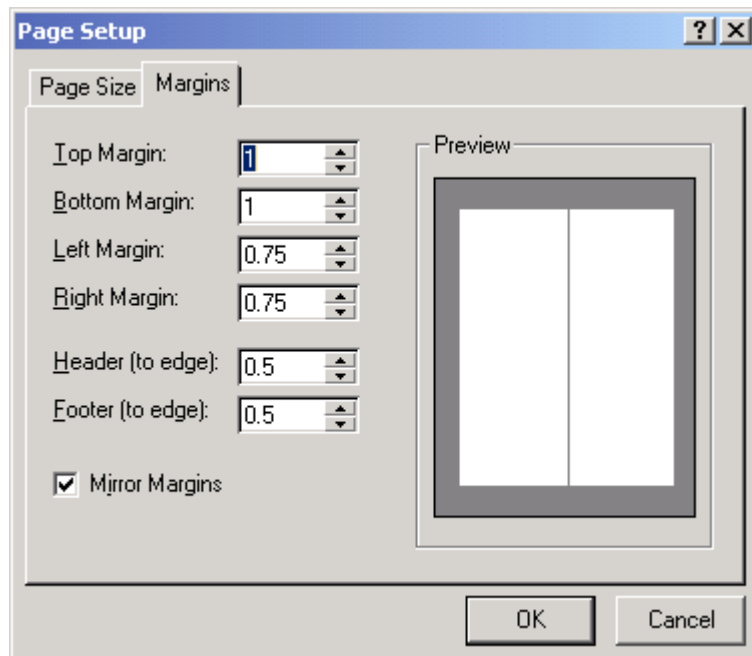
When you find your word processor's program file, click OK. The path to your word processor will be filled in automatically.

**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.

**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.

### Margins

The Margins dialog allows you to specify the size of the margins for your printed index and the offset of the headers and footers from the edge of the page.



Margins dialog

## Specifying Margins

To specify the margins for your index, do the following:

1. Choose Options | Page Setup.
2. Click the Margins tab.
3. Set your margins.
4. Click OK.

## Options

### *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/Footer Offsets*

**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.



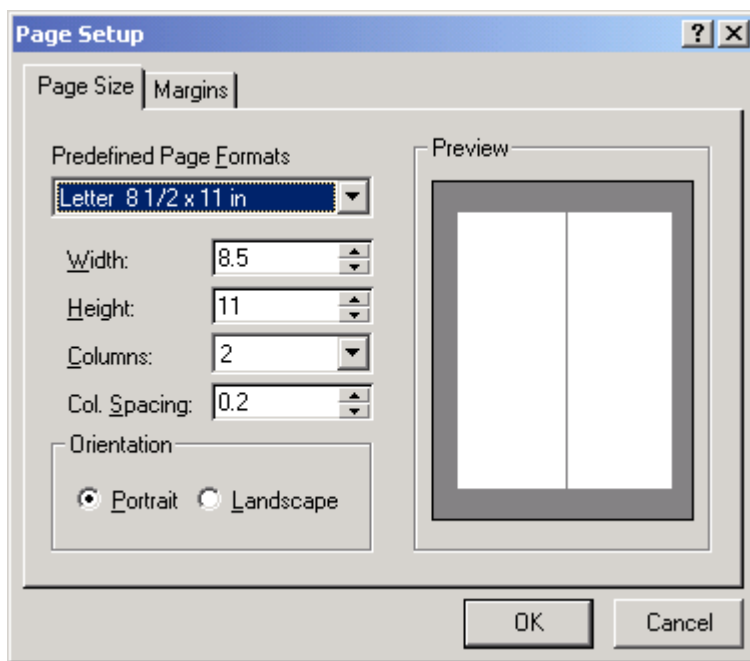
## Other Options

**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.

## Page Size

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The Page Size dialog allows you to specify the size of paper you will be printing your index on and what the orientation of the paper will be.



Page Size dialog

## Specifying Page Size

To specify the margins for your index do the following:

1. Choose Options | Page Setup.
2. Click the Page Size tab.
3. Set the page size and or orientation.
4. Click OK.

## Options

**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** - 8.27" by 11.69" (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.

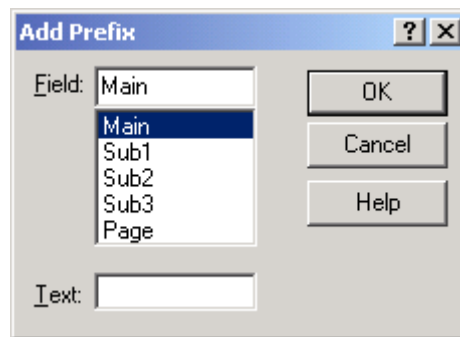
**Columns** Specifies the number of columns for your printed index. You may specify one to six columns. If you want more than six columns, you can specify a higher number using your word processor (assuming that your word processor supports more than six columns). You will see an example of your choice 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.

## Add Prefix

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



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.

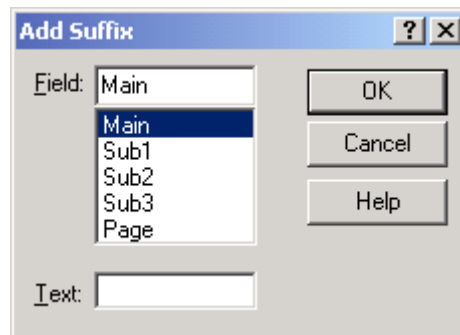
**Keyboard Shortcut:** n/a

**See also:** Add Suffix

## Add Suffix

---

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



**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.

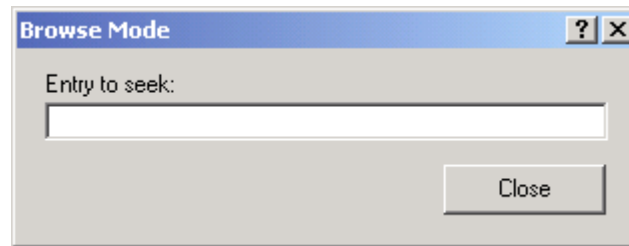
**Keyboard Shortcut:** n/a

**See also:** Add Prefix

## Browse

---

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.



**Browse dialog**

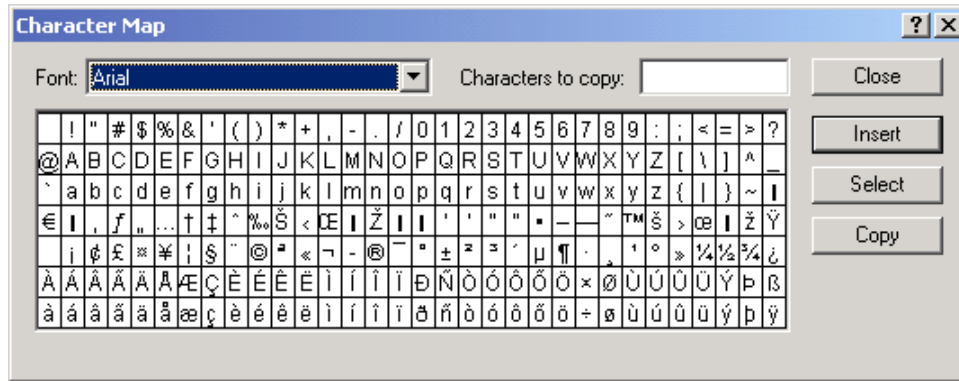
### Browsing Through Your Index

To browse through your index, choose Tools | Browse. This will invoke the Browse dialog. Then type the first few letters of the Main heading of the index entry you wish to view and if desired, type a semi-colon followed by the first few letters of the Subheading. Additional subheadings can be entered by typing additional semi-colons. The browse dialog uses a timer and will automatically find the entry you are looking for after a short pause in your typing.

You can press <Enter> to clear the current entry and you can press <Esc> to close the Browse dialog.

## Character Map

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:

1. Place the cursor in the data entry grid where you wish to insert a symbol or special character.
2. Choose Tools | Character Map. The Character Map dialog will appear.
3. Use the Font drop down list box to select the font that you wish to choose characters from.
4. 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.
5. After you've selected all of the characters you wish to enter, click Insert.
6. Click Close.

## Options

**Font** Specifies the font that you wish to choose a character or symbol from.

**Characters to copy** Shows the characters that have been selected so far and that may be inserted into your index by clicking Insert

**Insert** Inserts the characters that are currently in the Characters to copy text box at the current insertion point in the data entry grid.

**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>.

**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.

## 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
```

This 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 above into fully specified entries as shown below:

```
automobiles
  body styles
  general maintenance
  safety features
  seating capacity
```

### Using the Convert Cross-reference function

To convert an existing cross-reference into fully qualified index entries, do the following:

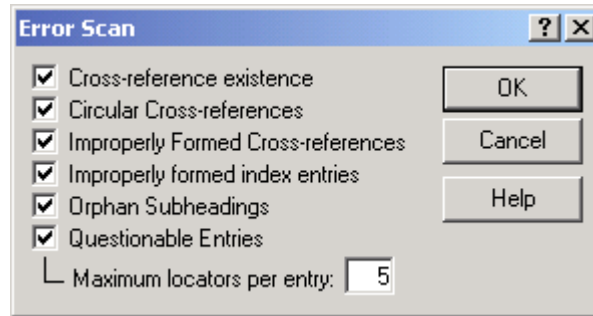
1. Place the grid marquee over any field of the entry containing the cross-reference.
2. Choose Tools | Convert Cross-reference.

**Keyboard Shortcut:** <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.



**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 errors to scan for.
3. Click OK.

### Options

**Cross-reference Existence** Verifies that references to other index entries in the form of a "see" or "see also" cross-reference, refer to existing index entries.

**Circular Cross-references** Detects cross-references that refer to an entry that refers back to the original entry.

**Improperly Formed Cross-references** Detects what may be cross-references that are not formed according to the rules that SKY Index expects.

**Improperly Formed Index Entries** Detects Index entries — such as entries that have no heading and entries that have a Sub2 heading, but no Sub1 heading — that are not formed in a legal manner.

**Orphan Subheadings** Detects entries that have only one subentry for a particular heading level.

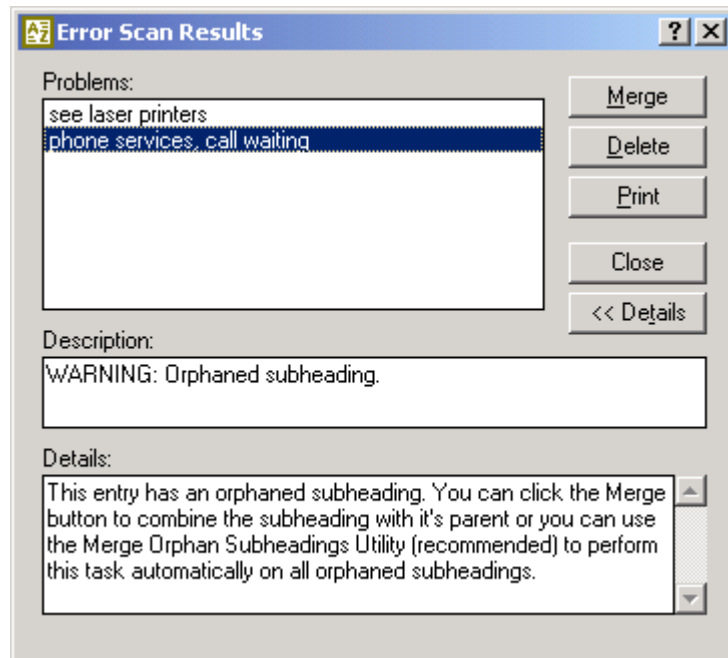


**Questionable Entries** Detects entries that may not be desirable. For instance, an entry that has a single page reference to a page that is also inside a range of pages like "computers, (5-8), 7, 10" is probably a mistake.

**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.

## 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. The dialog box can also be sized.

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.

## 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.

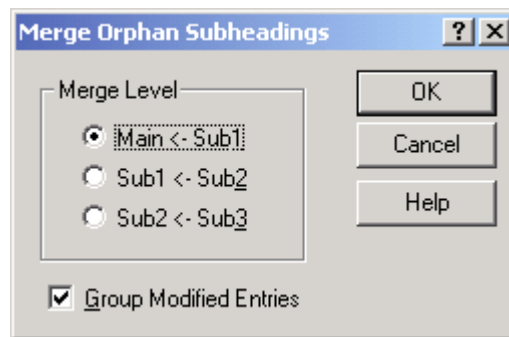
**Print** Prints the error list so that you can work from paper rather than on-screen.

**Details** Toggles on and off a detailed explanation of the error currently being viewed.

## Merge Orphan Subheadings

---

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.



Merge Orphan Subheadings dialog

## Merging Orphan Subheadings

To merge orphan subheadings do the following:

1. Choose Tools | Merge Orphan Subheadings. The Merge Orphan Subheadings dialog will appear as shown above.
2. Choose the Merge Level.
3. Click OK.

## Options

**Merge Level** Specifies what heading level will be checked for orphan subheadings. Your options are:

- **Main <- Sub1** Checks for Main headings that have a single subordinate heading.
- **Sub1 <- Sub1** Checks for Sub1 headings that have a single subordinate heading.
- **Sub2 <- Sub3** Checks for Sub2 headings that have a single subordinate heading.

**Group Modified Entries** If checked, any records in the index that are modified will be grouped and displayed so you can see exactly what changes have been made to the index.

## Notes

You will most likely want to leave the Group Modified Entries check box checked so that SKY Index will display, as a group, only those records that were merged making it easy to proof the modifications. If you don't, you will have difficulty determining which records were modified.

## Process Maiden Name Entries

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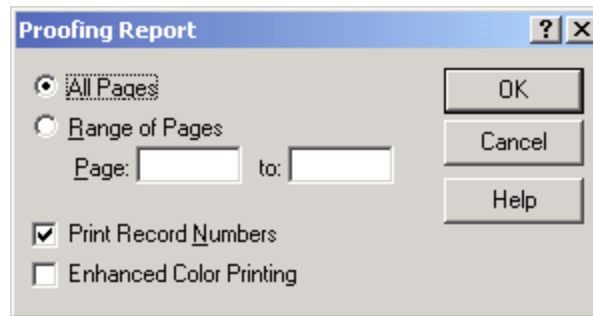
When writing a genealogical index, it is often desirable to include entries for a married woman under both her married and maiden names. SKY Index will automatically create these entries during data entry when using Automatically Create Maiden Name Entries option. If you fail to turn this feature on 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.

**Note:** The Tools | Process Maiden Name Entries menu item is only available if you have turned on the automatic creation of maiden names.

## Proofing Report

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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

**All Pages** Prints the entire index.

**Range of Pages** Prints only those records in the index that have the specified range of page numbers. If you use this option and enter zero (0) as the starting and ending pages, SKY Index will print only those records that have no page reference or that have cross-references in the page field. This feature ignores chapter and volume labels when examining the page number.

**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 the Goto Record function 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 Deleted Records

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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.

To remove all deleted records in your index, choose Tools | Remove Deleted Records.

**Caution!** Running the Remove Deleted Records tool permanently deletes these records. You cannot recover the records that this tool deletes.

## Remove Duplicate Records

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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.

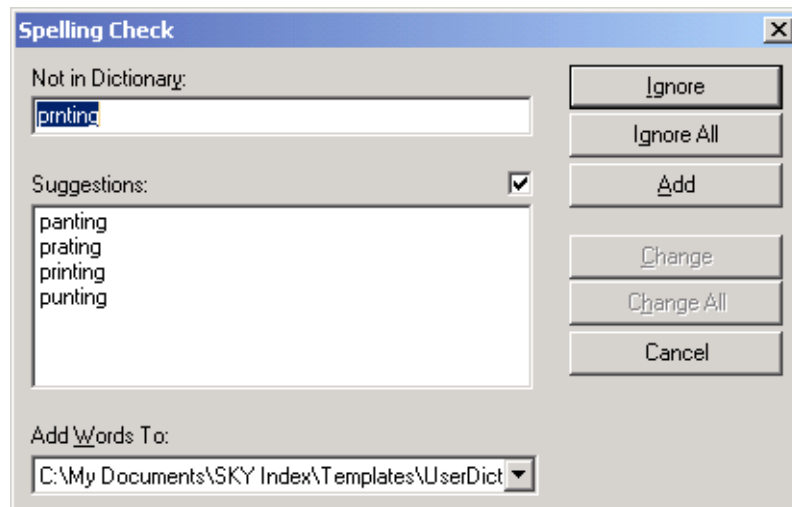
To remove all duplicate records in your index, choose Tools | Remove Duplicate Records.

## Spell Check

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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.

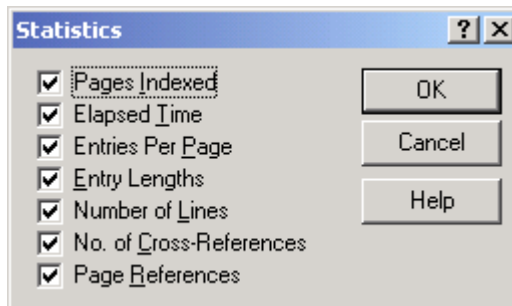
**Change All** If the proper spelling of the word appears in the Suggestions list, and, if you click on it, the Change All button will be enabled. Clicking it will change the misspelled word into the word that you suggested. Spell checking will continue and any additional occurrences of the misspelled word will be automatically changed.

**Cancel** Stops the spell check. Any words already checked and changed will remain changed.

## Statistics


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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.



Statistics dialog

To view index statistics, do the following:

1. Choose Tools | Statistics or click the  toolbar icon.
2. Select the statistics you wish to view.
3. Click OK.

## Options

**Pages Indexed** Determines how many pages have been indexed. This is simply the largest page number in the index.

**Elapsed Time** Specifies how long the current index has been open for editing since it's creation and the amount of time that the index has been open for this indexing session.

**Entries Per Page** The average number of entries made per page indexed.

**Entry Lengths** Determines the average entry length for the Main, Sub1, Sub2, Sub3 and Page fields.

**Number of Lines** The total of lines in the formatted index. This function assumes that no lines will wrap.

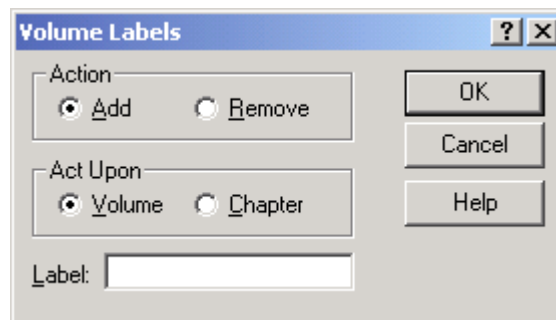
**No. of Cross-references** The total number of cross-references in the index.

**Page References** Displays the total number of entries for the page ranges 1–9, 10–99, 100–999, and 1000–9999.

## Add/Remove Volume/Chapter Labels

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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.

## Change Page Number

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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.



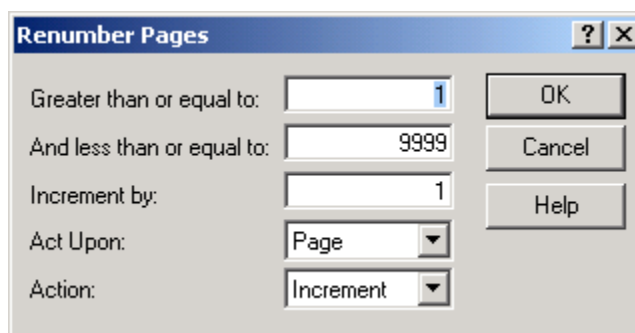
## Notes

- If you include page ranges in the records you select, the first page in the range will be the one that is changed.
- The function does not modify leading or trailing text around a page number and does not modify volume or chapter labels and can therefore be used even when you are working on indexes that require complex locators.
- This function will not modify cross-references in the page field.

## Renumber Pages

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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.

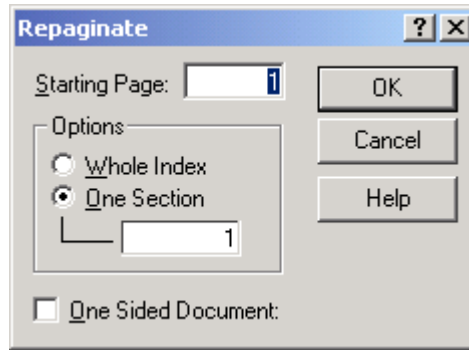
**Volume** Only the volume label part of the locator will be modified. Chapter labels and page numbers will be unaffected.

**Action** Specifies whether you wish to increment or decrement the specified range of page numbers.

## Repaginate

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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

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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.

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.

## Keyboard Shortcuts

## Menu and Function Shortcuts

Shortcut	Description
<Ctrl><A>	Append new record
<Ctrl><B>	Bold
<Ctrl><C>	Copy (to clipboard)
<Ctrl><D>	Duplicate record
<Ctrl><E>	Uppercase
<Ctrl><F>	Find/Replace
<Ctrl><G>	Goto
<Ctrl><H>	Select heading
<Ctrl><I>	Italics
<Ctrl><J>	
<Ctrl><K>	Ignore text
<Ctrl><L>	Lowercase
<Ctrl><M>	Mark record(s)
<Ctrl><N>	Find Next
<Ctrl><O>	Open File
<Ctrl><P>	Duplicate and swap
<Ctrl><Q>	
<Ctrl><R>	First letter to uppercase
<Ctrl><S>	Select record
<Ctrl><T>	Hide text
<Ctrl><U>	Underline
<Ctrl><V>	Paste (from clipboard)
<Ctrl><W>	First letter to lowercase
<Ctrl><X>	Cut (to clipboard)
<Ctrl><Y>	Make Snapshot
<Ctrl><Z>	Undo
<Ctrl><Del>	Delete previous word

<b>Shortcut</b>	<b>Description</b>
<Ctrl><Enter>	Copy previous record's heading for same column (during append only)
<Ctrl><0> through <9>	Goto same numbered preview pane entry
<Ctrl><Ins>	Select All
<Ctrl><F1>	Swap Main with Sub1
<Ctrl><F2>	Swap Sub1 with Sub2
<Ctrl><F3>	Swap Sub2 with Sub3
<Ctrl><F4>	Close File
<Ctrl><F5>	Promote
<Ctrl><F6>	Demote
<Ctrl><F7>	
<Ctrl><F8>	Duplicate Heading
<Ctrl><F9>	
<Ctrl><F10>	
<Ctrl><F11>	
<Ctrl><F12>	
<Shift><F1>	
<Shift><F2>	Display text editor (only for grid and certain other dialog text boxes)
<Shift><F3>	
<Shift><F4>	Return to last record
<Shift><F5>	View As Entered
<Shift><F6>	View Grouped
<Shift><F7>	View Page Ordered
<Shift><F8>	View Sorted
<Shift><F9>	View Filtered
<Shift><F10>	
<Shift><F11>	Generate Index
<Shift><F12>	View/Edit/Print
<Ctrl><Alt><B>	Browse
<Ctrl><Alt><G>	Group on text
<Ctrl><Alt><L>	Goto locator
<Ctrl><Alt><M>	Unmark record(s)
<Ctrl><Alt><O>	Group by locator
<Ctrl><Alt><P>	Display all pages for entry
<Ctrl><Alt><R>	Goto record

<b>Shortcut</b>	<b>Description</b>
<Ctrl><Alt><V>	Group by Chapter/Volume
<Ctrl><Alt><X>	Convert cross-reference to main heading
<Ctrl><Alt><[>	Previous locator for current entry
<Ctrl><Alt><]>	Next locator for current entry
<Ctrl><Alt><Enter>	Propagate Edit
<Ctrl><Alt><F3>	Shift Left
<Ctrl><Alt><F4>	Shift Right
<Alt><Enter>	Move marquee to Page field
<Alt><Del>	Undelete
<Alt><F1>	Alternative font 1
<Alt><F2>	Alternative font 2
<Alt><F4>	Close program
<Alt><F10>	Plain formatting
<Alt><F11>	Refresh current view
<Alt><F12>	Place grid in Edit mode

## Grid View Mode Commands

Shortcut	Description
<Enter>	Move to the next cell
<Ctrl><Enter>	Copy contents of previous record for this column and move to the next cell
<Alt><Enter>	Move directly to the Page column
<Ctrl><Alt><Enter>	Propagate changes and move to next cell
<Ctrl><Alt><Home>	Scrolls the preview pane to the very first record
<Ctrl><Alt><End>	Scrolls the preview pane to the very last record
<Ctrl><Alt><PgDn>	Scrolls the preview pane to the next page of records
<Ctrl><Alt><PgUp>	Scrolls the preview pane to the previous page of records
<Ctrl><Alt><Down>	Scrolls the preview pane to the next record
<Ctrl><Alt><Up>	Scrolls the preview pane to the previous record
<Ctrl><[0-9] >	Causes the data entry grid to display the record in the preview pane with the same number.
<Backspace>	Promote highlighted cell contents
<Ctrl><Alt><G>	Create a group on a word or phrase
<Alt><G>	Group by Chapter/Volume
<Alt><P>	Display all pages for the current entry
<Shift><F4>	Return to last record (the record prior to adding a new record)
<PgUp>	Move backward one grid full of records
<PgDn>	Move forward one grid full of records
<Ctrl><PgUp>	Move to first record
<Ctrl><PgDn>	Move to last record
<Ctrl><Home>	Move to first record AND first column
<Ctrl><End>	Move to last record AND last column
<Home>	Move to first column
<End>	Move to last column
<Tab>	Move to next cell
+	Increment page number and start new record
, (comma)	Duplicates the current record and deletes the page number ready for you to enter a new page number
" " (space)	If the word in front of the space is an acronym, the acronym will be expanded
"-" (dash)	If the word in front of the space is an acronym, the acronym will not be expanded and the dash will be changed to a space
<Left>	Move to previous cell
<Right>	Move to next cell
<Up>	Move to previous record
<Down>	Move to next record



## Grid Edit Mode Commands

Shortcut	Description
<Alt><Enter>	Move to Page column
<Home>	Move cursor to front of current line
<End>	Move cursor to end of current line
\	Save changes and move to next record (same as pressing down arrow)
, (comma)	If the current grid cell is page cell then the current record gets duplicated and the grid will go into edit mode ready for you to enter another page number
; (semicolon)	If you are entering a cross-reference then the current record gets duplicated and the grid will go into edit mode ready for you to enter another cross-reference
<Ctrl><\\>	Enter the "\" (backslash) character
<Ctrl><Left>	Move cursor backward one word
<Ctrl><Right>	Move cursor forward one word
<Ctrl><Home>	Move cursor to beginning of text
<Ctrl><End>	Move cursor to end of text
<Down>	Move to next record. If you have sized row to be larger than a single line of text it will move the cursor down a line within the cell rather than moving to the next grid row.
<Up>	Move to previous record. If you have sized row to be larger than a single line of text it will move the cursor up a line within the cell rather than moving to the next grid row.
<Ctrl><Backspace>	Deletes all characters from the current cursor position backward until the first space is encountered.
<Ctrl><Del>	Deletes all characters from the current cursor position forward until the first space is encountered.

**Note:** Holding down the shift key while moving the cursor will select text or records.



# A

## Support

SKY Software provides the following methods of support for SKY Index Professional:

**Email** You can send email to "support@sky-software.com" for help with your problem. Although our office hours are 9am - 5pm EST Mon-Fri we do check our email on weekends and if we find an urgent message will try our best to solve your problem. Email is checked frequently during normal office hours.

**Fax** You can send a fax to (540) 869-6581. To do this just dial the number and press the Send button on your fax machine. Do not call the number and wait for an answer. If you don't do it this way your fax may not get through since this is also a voice line.

**Note:** If you wish to get support by fax you **MUST** have a return fax number that is always connected to your fax machine. We do not answer a fax support request with a voice call.

### Phone

If you live in the United States or Canada:

You may receive toll free support for the first 90 days of ownership by dialing (800) 776-0137 Monday through Friday 9am to 5pm EST. After the first 90 days call (540) 869-6581. Your 90 days of toll free support starts with your first call for support.

If you live outside the United States or Canada:

You may receive support by dialing (540) 869-6581 Monday through Friday 9am to 5pm EST.

**Note:** To help us keep our costs down and to ensure that the people who really need support are able to get it, please try to find the answer to your question in the User's Manual or online help file prior to calling for support.



# B

## New Features

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### New Features

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**AutoEntry** – SKY Index can now perform automatic double posting for the entries you specify.

**Cross-references** – Cross-reference formatting capabilities have been enhanced and are now entered in the Page field regardless of their placement in the index.

**Acronyms** – You can now enter an unlimited number of acronyms.

**AutoComplete** – AutoComplete now uses three attributes to determine the most likely entry that you are going to enter making it the most advanced AutoComplete available for an indexing program. Sort order, frequency of use, and most recent time of use.

**Sorting** – You can now sort a subheading by page number rather than alphabetically by heading.

**Preview Pane** – The preview pane now shows virtually all formatting that will be applied to the printed index and long lines wrap instead of going off the edge of the screen.

**Marked Records** – You may now mark records that you wish to keep track of in a special way. Marking a record changes its color to make it very easy to see that it is marked.

**Deleted records can be undeleted** – SKY Index now marks records for deletion rather than physically deleting them. This allows you to undelete them if you wish to. The new Filter tool allows you to hide these deleted records so that they don't interfere with your index editing.

**Time stamping** – SKY Index now enters a time stamp when a record is created and when a record is edited.

**Indexer tracking** – SKY Index now applies the initials of the current indexer when a record is created or edited. This allows tracking of indexer editing for indexes being written by multiple indexers.

**Alternative Fonts** – SKY Index now allows you to specify two alternative fonts for use in your index.

**Hidden and Ignored text** – are now displayed using color making it immediately obvious when you are examining your index entries.

**WYSIWYG** – The data entry grid now shows text formatting as it will appear in the generated index. This includes superscript, subscript, small caps, bold, italic, underline, and alternative fonts. Don't worry, you can reveal formatting codes if you wish to.

**Smart Quotes** – SKY Index can now be configured to automatically enter opening and closing quotes as appropriate.

**Embedding** – You can now drag entries from SKY Index into MS Word or other word processors that support dropping of Rich Text index entries. You may elect to include or exclude forced sorting information.

**Dockable Toolbars** – SKY Index's toolbars can now be moved freely in the toolbar area at the top of the program screen.

**Long Filenames** – SKY Index is now a 32-bit program and fully supports long filenames.

**File Paths** – You can now specify a directory for your indexes, backups, and for index templates and configuration information.

**Built-in Spelling checker** – SKY Index now contains a built-in spelling checker.

**Convert cross-references to index entries** – If you've tried to conserve space in your index by using cross-references, you can now expand a cross-reference back into fully qualified index entries with a single keystroke.

**Data Entry Grid** – You can now reveal record number, date created, date edited, creator, and editor fields in the data entry grid.

**Filter** – SKY Index's Filter tool has been totally rewritten and now allows you to show or hide records according to the following attributes: Marked, Deleted, Date Created, Date Edited, Creator, Editor.

**Goto Locator** – You may now search for a specific locator, including chapter and volume labels by using the Goto Locator function.

**Group on Locators** – You may now group your index on a range of locators by using the Group on Locator function.

**Translations** – SKY Index now includes a Translations feature that translates any text string into any other text string. For instance you can translate "f." into "figure". These translations occur during index generation, not during data entry.

**Proofing Report** – The proofing report has been improved by allowing the use of color to show separation between heading levels and ignored and hidden text.

**Editing** – Additional editing commands have been added to decrease your editing time. New editing commands:

**Select Heading** – Selects all records that are identical to the currently highlighted cell of the data entry grid.

**Duplicate Heading** – Selects all records that are identical to the currently highlighted cell of the data entry grid, duplicates them, and finally, creates a group out of them.

**Mark Record** – Marks the selected records by changing their color.

**Unmark Record** – Returns the selected records to an unmarked state.

**Delete Record** – Marks the selected records as deleted by changing their color.

**Undelete Record** – Returns the selected records to an undeleted state.

**Shift Right** – Shifts the cells of all selected records right one level. This allows you to create a subheading out of a main heading.

**Collect Pages** – Collects all page references for the current index entry and places them in an internal page buffer.

**Combine** – Allows you to combine a subheading with its parent heading separating the two with a space.

**Duplicate Entry** – Selects all records that are identical to the currently highlighted entry in the data entry grid, and duplicates them.

**Duplicate and Half Swap** – Duplicates the current or selected records, swaps Main and Sub1, and then deletes Sub1. Any lower subheadings are shifted left to fill the empty Sub1 cell.

**Duplicate, Swap and Combine** – Duplicates the current or selected records, swaps the Main and Sub1 headings and then combines Sub1 with Main separating the two with a space.

**Half Swap** – Swaps any two heading levels and then deletes the new subheading. If lower subheadings exist, they are shifted left to fill the empty cell.

**Paste Pages** – Adds all pages in the internal page buffer to the current index entry.

**Shift Left to Main** – Shifts any heading level to the Main heading level.

**Introductory Note** – You may now include an introductory note for your index. The introductory note may include character formatting and alternative fonts.



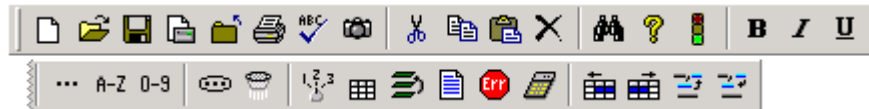


# C

## Toolbars

### Main Toolbar

The main toolbar (shown below) contains many icons that allow you to perform frequently used program functions with a single mouse click. The main toolbar is made up of eight button groups. These groups are:



The Main Toolbar

Group	Description
File	Program functions that manipulate index database files
Edit	Program functions that modify index entry text or index database records
Search	Program functions that search through the index database
Format	Program functions that format index entry text (bold, italic, etc.)
View	Program functions that change the View mode of SKY Index
Grouping	Program functions that create index subsets
Index	Program functions that relate directly to the index (generate, error scan, statistics, etc.)
Advanced	Program functions that perform advanced editing

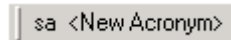
To learn what a particular toolbar button does, hold the mouse pointer over the desired button for about a second and a hint will appear giving a brief description of what the button's function is. For more details, right click on the button and the help file section related to that button will appear.

## 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, click the <New Acronym> button. If you would like to redefine an existing acronym, right click on the button for the desired acronym and a dialog will appear allowing you to redefine the acronym.

Note: Although you may define as many acronyms as you desire, only the first 40 acronyms will be shown on the Acronym Toolbar



### Acronym Toolbar

**See also:** Data Entry Options (Acronyms); Acronym Editor

## Macro Toolbar

---

The Macro toolbar displays as much of the available macros as possible so that you don't have to memorize them. It also allows you to define or change the definition of macros. If a macro is not completely visible in the macros toolbar you can see the full macro by holding the mouse pointer over the acronym for about a second. The full macro will be displayed. If you want to define a new macro, or redefine an existing macro, you can right click on the button for the desired macro and a dialog will appear allowing you to define or redefine the macro. You can also define what text is shown as the hint for the macro by using this function. The macros themselves can be cryptic so you may want an English description.

**See also:** Macros

## Sort Toolbar

---

The sort toolbar contains the letters of the alphabet and a Refresh button. 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.

# D

## Specifications

### Specifications

---

Index database size:	1 Gigabyte or available storage space (whichever is less)
Number of records:	Limited only by the maximum database size
Field size:	255 characters each for Main, Sub1, Sub2, Sub3, and Page
Max. Sort Key Size:	255 = 51 characters each for Main, Sub1, Sub2, Sub3, and Page
Maximum Record size:	1,275 characters
Max. records selected at once:	about 6,000

### Locator Format

---

Locators in SKY Index Professional have the following form:

[vlabel-vsep] [clabel-csep] [page prefix] page [page suffix]

**Example:** IV:14.a22g

**vlabel-vsep** *vlabel* is an optional label identifying the volume of the book containing the page. *vsep* is a single character that defines where the volume label stops and the remainder of the locator begins. It is called the volume separator. All characters to the left of *vsep* are considered to be the volume label. In the example above "IV" is the volume label and ":" is the volume separator.

**clabel-csep** *clabel* is an optional label identifying the chapter of the book containing the page. *csep* is a single character that defines where the chapter label stops and the remainder of the locator begins. It is called the chapter separator. All characters after the volume separator and to the left of the chapter separator are considered to be the chapter label. In the example above "14" is the chapter label and "." is the chapter

separator. **Note:** If more than one chapter separator character exists, the last or **right most** character is used.

**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.

**Note:** 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.

## 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 turn on the Reveal Codes option under Program Options, you can see these codes. The table below defines the codes that are used and what they do.

**Note:** The Reveal Codes option is not intended to be used while editing in SKY Index. Please perform your normal editing with Reveal Codes turned off.

Format	Begin	End
Bold	/b1	/b0
Italic	/i1	/i0
Underline	/u1	/u0
Superscript	/p1	/p0
Subscript	/s1	/s0
Small Caps	/c1	/c0
Alternative Font 1	/f1	/f0
Alternative Font 2	/f2	/f0
Ignore Text	/y1	/y0
Hide Text	/z1	/z0

# E

## What To Do If You Encounter An Error

### What To Do If You Encounter An Error

---

There are three possible error types that you may encounter when using SKY Index. They are:

1. **An anticipated error** If you encounter this kind of error, the error will most likely be described and you will understand why the error occurred and how to avoid it in the future. If you encounter this kind of error, you will be able to continue indexing uninterrupted.
2. **An unanticipated error** If you encounter this kind of error, you will most likely receive an error number and a brief error message. After the message is displayed, SKY Index will most likely exit and you will have to restart the program to continue indexing. It is very unlikely that you will lose more than one index record if this occurs. However, as always, it is smart to back up your index frequently. To learn how to back up your index see *Backup*. If you encounter this kind of error you should write down the error number and error message and exactly what you were doing prior to the error. Then contact SKY Software Technical Support. You may be asked to provide a copy of your index database to help us determine the nature of the problem. **Note:** Being able to duplicate a problem makes it **much** easier to fix.
3. **A program crash** This kind of error occurs if you receive a message from the operating system to the effect that SKY Index or some other program has caused a General Protection Fault or a message similar to this. You will be given the choice of closing the program or of attempting to continue. In almost all cases attempting to continue will not work. You will have to close the program. This kind of error may also manifest itself in the program not responding. This is sometimes referred to as "hanging". These errors can be caused by a number of different factors. Some may be the fault of SKY Index, others are due to problems with your computer such as RAM that is faulty, a hard drive problem or simply corrupted files. If this kind of error occurs, you will most likely have to restart Windows and then use the Repair function of SKY Index to use your index again. It is very unlikely that you will lose more

than one record in your index. However, as always, it is smart to backup your index frequently. To learn how to back up your index see *Backup*. If you encounter an error of this type you should reinstall SKY Index. If you receive the error again, you should write down any error messages that you see and what you were trying to do when the error occurred. Then contact SKY Software Technical Support.

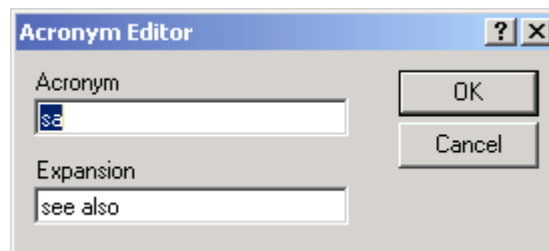
# F

## Miscellaneous Dialogs and Techniques

### Acronym Editor

---

Acronyms are an extremely powerful data entry assistance feature that can save many keystrokes while writing an index. If you need to add or change a lot of acronyms, the best way is probably to bring up the Data Entry Options dialog. If you are only going to add or edit one or two acronyms however, the best method is to use the Acronym Editor.



Acronym Editor dialog

### Adding a new acronym using the Acronym Editor

To add a new acronym using the Acronym Editor, do the following:

1. Click the <New Acronym> button on the Acronym toolbar.
2. Enter an acronym of up to four characters and expansion text.
3. Click OK.

### Editing an existing acronym using the Acronym Editor

To edit an existing acronym using the Acronym Editor, do the following:

1. **Right** click the button on the Acronym toolbar for the acronym you wish to edit.

2. Edit the Acronym or the Expansion text.
3. Click OK.

## Options

**Acronym** This is the abbreviated text of up to four characters that will be expanded into the Expansion text during data entry when you type the acronym plus a space.

**Expansion** This is the text that will replace the Acronym described above.

**See also:** Data Entry Options (Acronyms); Data Entry Options (Translation Table)

## Automatically Creating Maiden Name Entries

In genealogical indexes it is common practice to include the maiden name of a married woman in parenthesis directly after her given name. It is also desirable to include an additional index entry for the same woman under her maiden name. SKY Index can be configured to automate this procedure.

After you've enabled automatic maiden name creation, enter married women's names 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.

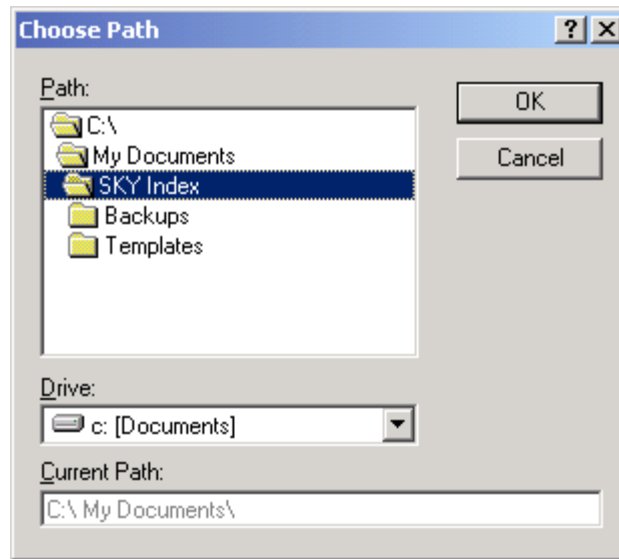
**Important Note:** If the maiden name is more than one word, you must put another commercial at sign at the end of the maiden name as shown below:

Brown, Anna @de War@



## Choose Path

---



Choose Path dialog

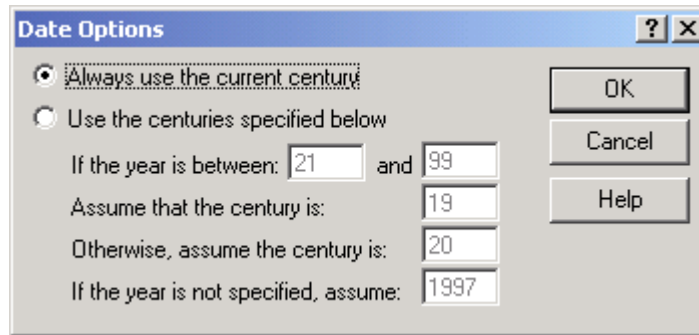
### Using the Choose Path dialog

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

---

Because of the recent rise in popularity of electronic documentation and of multi-format publishing, you may find that an increasing number of your clients want you to embed index entries. This can now be easily accomplished between Microsoft Word and SKY Index through drag-and-drop.

### To embed index entries into Microsoft Word, do the following:

1. Start Word and size both SKY Index and Word so that both are visible onscreen simultaneously.
2. Put SKY Index into Page Order by choosing View | Page Ordered.
3. Open the document in Word in which the entries will be embedded.
4. Locate the page in Word for the first entry or entries in SKY Index.
5. Select the entries to be dragged into Word using any of the available keyboard or mouse selection methods in SKY Index.
6. Put the mouse cursor over the highlighted area of any of the selected records and click and hold down the left mouse button.
7. While continuing to hold down the left mouse button, move the mouse cursor over the Word document and over the point in the document that you wish to embed the entry(s).
8. Release the mouse button.

### Notes

- Embedded entries may or may not be visible depending on whether you have configured Word to display hidden fields.
- You can embed entries into any word processor or desktop publishing program that fully conforms to the Microsoft Word RTF embedding format and that supports drag and drop protocols for these entries.

## Working with Page Ranges

In Microsoft Word, page ranges are created with bookmarks. The bookmark covers the text that applies to the index entry. If it covers more than one page, Word creates a page range in the index. Since SKY Index has no way of knowing where these bookmarks should be, it cannot put them there for you. Instead, SKY Index creates a dummy bookmark named "SKY0001". After you have embedded your entries, you should turn on hidden fields in Word and perform a search for these bookmarks. For each one you encounter, create your own uniquely named bookmark and replace the SKY0001 bookmark name with the name of the bookmark that you created.

## Immediately Verifying Cross-references

---

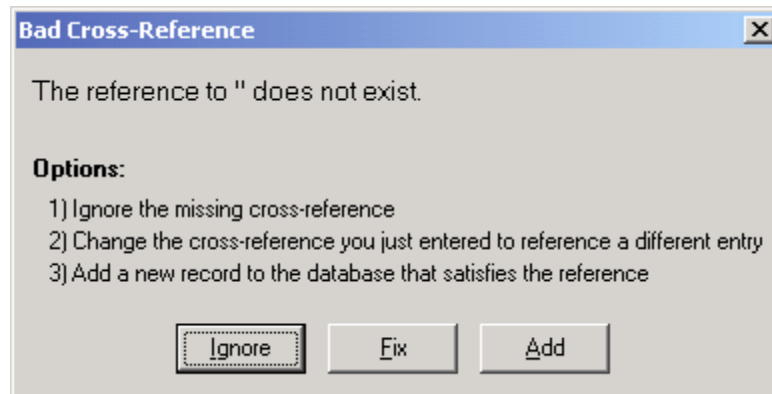
If you would like SKY Index to notify you when you've entered a reference to an entry that does not exist, you can do so by enabling Immediate cross-reference verification.

### Enabling Immediate Cross-reference Verification

To enable automatic cross-reference verification, do the following:

1. Choose Options | Program Options.
2. Click the Data Entry tab.
3. Check the Immediately Verify Cross-references check box.
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.

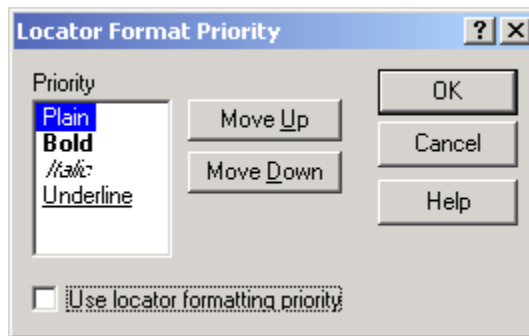
**Fix** Lets you edit the cross-reference to correct a misspelling or other data entry error.

**Add** A new record containing the main and subheadings referred to by the cross-reference will be added to the index.

## Locator Format Priority

---

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 Formatting Priority button.
4. Set the formatting 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.

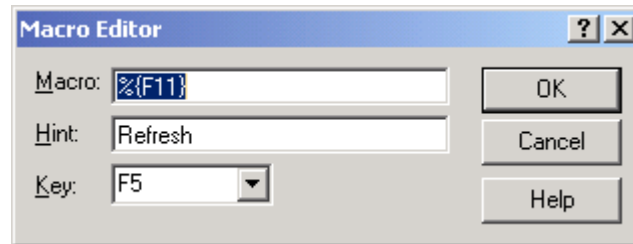
**Move Down** Moves the currently highlighted attribute down one slot in the priority list.

**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.

## Macro Editor

---

Macros are an extremely powerful data entry assistance feature that can save many keystrokes while writing an index. If you need to add or change a lot of macros, the best way is probably to bring up the Data Entry Options dialog. If you are only going to add or edit one or two macros however, the best method is to use the Macro Editor.



Macro Editor dialog

### Adding a new macro using the Macro Editor

To add a new macro using the Macro Editor, do the following:

1. Click the <New Macro> button on the Macro toolbar.
2. Enter a macro.
3. Enter a Hint to remind you of the purpose of the macro.
4. Choose the Key that will invoke this macro.
5. Click OK.

### Editing an existing macro using the Macro Editor

To edit an existing macro using the Macro Editor, do the following:

1. **Right** click the button on the Macro toolbar for the macro you wish to edit.
2. Edit the Macro or the Hint.
3. Click OK.

## Options

**Macro** This is the coded text that will cause the keystrokes that you wish to be performed when the macro is invoked. For more information on how macros are coded see Data Entry Options (Macros).

**Hint** This is simply some short text to remind you of the function of the macro. By default, the Hint text will be the same as the macro itself. This is fine for macros that contain only alphabetic keystrokes. If it contains coded keystrokes, you should be sure to type a short description here.

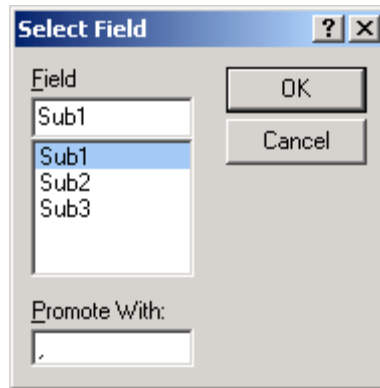
**Key** This is the key that will invoke the macro when pressed during data entry.  
**Note:** This cannot be changed if you are editing an existing macro.

**See also:** Data Entry Options (Macros)

## 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

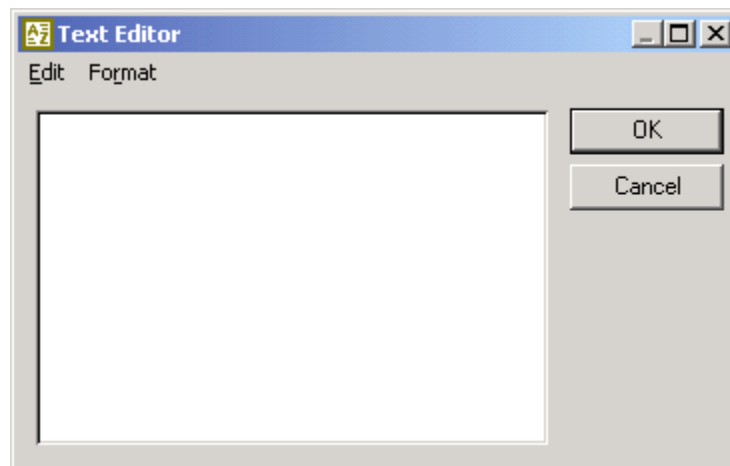
**Promote With/Demote With** When this dialog appears because of the use of the Promote or Demote commands, you will be given the option to change the Promote or Demote separator. By default the separator that is presented is the same separator that is specified in the Data Entry tab of the Program Options 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 editing certain index configuration items such as headers and footers and the index's introductory note.



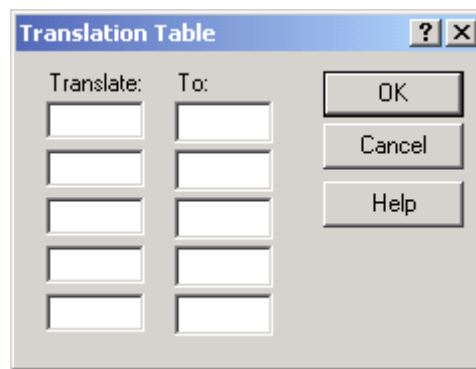
The text editor acts just like a simple word processor. The standard editing features are available from the keyboard or from the Edit menu and all supported text formatting is available from the Format menu.

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.

## Translation Table (for Locators)

---

When entering locators, you cannot use certain reserved characters. The dash is reserved for page ranges and the volume and chapter input separators are reserved for that purpose. The period also has special meaning and can cause unpredictable results when used in the Page field. The Translation Table allows you to define characters that, when encountered in a locator will be translated into a different character or even into a string of characters.



Translation dialog

### Accessing the Translation Table

To access the Translation Table, do the following:

1. Choosing Options | Index Options.
2. Click the Locators Tab.
3. Click the Translation Table button.

### Options

**Translate** Specifies the character that will be translated when encountered in a locator. You may only enter a **single** character. **Note:** See notes below for characters that may not be entered in this text box.

**To** Specifies what will be substituted in place of the Translate character when encountered in a locator. You may enter up to 50 characters.

## Notes and Warnings:

- You may enter any character(s) in the To field, but you may not enter a dash (-), comma (,), the characters that are currently defined as Volume Input or Chapter Input Separators in the Translate field or the characters that are defined as the volume, chapter or page reference leader or separator. These are usually a comma and a space, but are user definable.
- Be careful not to create a situation where one translated character will add characters to the locator that will also be translated. For instance if you configure "f" to translate into "fig" and "i" to translate into "illus", everywhere you entered an "f" in the locator field you will end up with "fillusg" because the "i" in "fig" will be translated into "illus". Since the translations are handled in sequence. You can avoid this particular problem by enter the translation for the letter "i" before the translation for the letter "f". This works because "illus" does not contain the letter "f".
- You can use reserved characters in locators by simply using the Translation Table to translate an alternate character into the reserved character. For instance if you want to enter figure references that are in chapter-figure# format, you may enter the figure reference like this: Fig 4!5 and setup the Translation Table to translate "!" into "-" to achieve Fig 4-5 in the generated index.
- The translation table does not perform translation on cross-references that are entered in the Page field.

## EXAMPLE:

If you define the following two translations:

Translate	To	
i	/iillus/i0. "	Note the trailing space and that italic coding was added.
!	-"	

and then enter a locator like this:

26 i2!5

The locator will be translated into:

26 *illus.* 2-5

when the index is generated. This saves you a total of six keystrokes.

This index was written by Michael Wyatt using SKY Index Professional v6.0. Page references in *italic type* indicate illustrations.

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