AnsibleIndex Pro

from
Ansible Information

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Our thanks are due to LocoScript Software and in particular its Commercial Director, Howard Fisher, for kindly providing information on the internal document structure of **LOCOScript Pro** versions 1 and 2.

If there have been any recent upgrades to **AnsibleIndex Pro** since this manual was printed, the added features will be described in the text available through the *Information* option in the program's Main Menu, described later in the manual.

Conscientious effort has been made to test this software in working conditions, but no guarantees can be made or claims for damages entertained. Genuinely faulty **AnsibleIndex Pro** disks will, however, be replaced free of charge on return of the original supplied disk. We monitor our software after release, and we welcome your comments. If you encounter any serious problems, contact us at once. Please write to us at the following address:

Contents

1 ● Introduction

Do This First: Instal AnsibleIndex Pro to Your Hard Disk

Very obviously, the instructions below date from the floppy disk era. If you have received AnsibleIndex Pro as a Zip-file email attachment, the simplest approach is to create a C:\ folder for the program (called AixPro or what you will) and to unzip all the files into this folder. The program file, which you will probably prefer to run from Windows, is **AIX.EXE**. Now you can skip to 'What Does Ansible Index Pro Do?' (below), rather than worry about floppy disks.

Do not attempt to use our programs directly from the supplied AnsibleIndex Pro disk or CD. Instal it before using it. (If your IBM-compatible computer does not have a hard disk, you should make a working copy of our supplied disk, and keep the original in a safe place away from the computer. See the next section.)

Place our supplied **AnsibleIndex Pro** disk or CD in a suitable drive, then from the MS-DOS C:\> prompt type:

```
A:
```

... and press Return to address that drive. (If the drive that matches the size of our disk is Drive B or D or another letter then enter the command as B:, D: or whatever—and likewise below.) Now from the A:\> or other prompt type:

```
A:\>INSTAL
```

... and press Return.

This will copy the relevant material from our disk to a new Drive C (hard disk) directory called C:\ANSIBLE. In addition, it will create a tiny batch file called **AIX.BAT**. This means that at any time you wish to use **AnsibleIndex Pro** all you have to do is type **AIX** from the MS-DOS prompt, and the program will start automatically.

The INSTAL program will also move our software to any hard disk other than Drive C. Some computers have additional hard disks, Drive D or E. If this is your case, then follow the INSTAL command with the drive letter and a colon. For example, to instal to Drive D, you would type:

```
A:\>INSTAL D:
```

... and press Return.

Alternatively: Copy AnsibleIndex Pro to Another Floppy Disk

No hard disk? In addition to our supplied disk you will require a newly formatted blank disk (which will become your working copy). This should be formatted to the same capacity as our supplied disk, most probably 3½" HD 1.44Mb. From the MS-DOS C:\> prompt type:

```
C:\>DISKCOPY A: A:
```

... and press Return. Follow the instructions on screen. When the program tells you to insert a SOURCE disk it means our supplied disk; when it tells you to insert the TARGET disk it means the working copy you are making.

If you have two disk drives it is probably more convenient to use the COPY command to copy the files:

```
C:\>COPY A:*.* B: [Return]
```

(Swap the A: and the B: if our disk fits your B but not your A drive.)

When you have finished, keep our supplied disk in a safe place and keep your working copy for use.

What Does AnsibleIndex Pro Do?

AnsibleIndex Pro is primarily a program for extracting an index from marked-up *Script* text documents. This means that if you have written a book, thesis or any other kind of long document in *Script*, you may mark significant words, phrases or even themes, and the **Index** option will make a list of them, sort them into alphabetical order, and include the exact page numbers on which they appear.

Used in a slightly different way, AnsibleIndex Pro will let you **Sort** *Script* documents of all kinds *without* marking them up: every text line ending in Return is taken as being a marked-up index entry. This secondary facility in effect allows you

to produce an index from the page proofs of a book whose text you do not happen to have in *Script* documents. It also allows all kinds of sorting and retrieval, using ordinary *Script* documents: for example, you could list and sort the titles of a book or CD collection, and from the same original list also compile subsidiary lists of authors, artistes, and so on.

There is a **Concordance** facility, which allows you to make an index of words or phrases which have not been marked up but listed by you in a separate *Script* document. This concordance document will enable AnsibleIndex Pro to read your main document and automatically index everything you have listed. For example, if this file contains a line saying 'British Museum', then every mention of the British Museum in your document would be automatically indexed.

Substitution indexing is also possible, and may be used with both the main **Index** and **Concordance** options. For example, you could tell the program to look for all references to 'Britain', 'Great Britain', 'British Isles', 'UK', 'U.K.', 'United Kingdom', etc., and list them all under one heading 'United Kingdom of Great Britain and Northern Ireland'

There is a fast **Word count** facility. This will count the words in any ordinary *Script* document (no preparation is normally necessary). *Script* of course has its own built-in word counter, but ours improves on this: its count is far more accurate, it allows cumulative counting of the words in any sequence of documents—e.g. separate chapters of a book—and can also count the words in a chosen *part* of a document—e.g., a count of the day's work.

The option called **Grease** will give you a statistical analysis of your vocabulary, which can also be output as a ridiculously complete index of *every* word you have used and which pages each was used on. Again no preparation of the text is necessary.

Finally, the **Merge** option provides a means of merging separate indexes produced by **Index** and **Concordance**, and also of making further index format changes.

On the Arrangement of This Manual

Most of your work of indexing will be carried out while you are using *Script*. If you prepare your text correctly, our program will work smoothly and quickly. For this reason, much of this manual is concerned with how you should prepare your documents, and is divided up as follows:

CHAPTERS 2-3 describe **extraction indexing**, and how to mark your documents so that a reliable index will be produced.

CHAPTER 4 explains **concordance and substitution indexing**.

CHAPTER 5 describes **sorting and alphabetization**, and how this may be used to compile an index from printed page proofs.

CHAPTER 6 describes **counting** and **statistical vocabulary analysis**.

CHAPTERS 7 AND 8 describe how actually to run **AnsibleIndex Pro**. Note that all the main options listed above are handled by the same program AIX.EXE, so there is considerable overlap. For instance, the 'auto-step' facility (described under 'Options' in Chapter 7) will work for all the program options except **Merge**.

CHAPTER 9 explains how to convert a 'dummy' index to match the pagination of a book's proofs.

CHAPTER 10 covers a variety of lesser issues (such as merging completed indexes and choosing your own screen colours) and commonly asked questions (such as how to edit and 'fine tune' an index).

About Indexing in General

The essence of a good index is that it should accurately summarize your main text, leading the reader to the references you consider important. Indexes are frequently used by researchers, journalists, etc. They look at the index first, searching for references to the subject in which they are interested. Indexes are also used by casual readers, who, finding one reference to a subject that interests them, will use the index to look up more.

This manual is about using our program AnsibleIndex Pro, and cannot attempt to cover the whole subject of indexing. If you want to know more, a good general guide is **INDEXING, THE ART OF** by G. Norman Knight (Allen & Unwin, 1983). The British Standards Institution also publishes several pamphlets, reference nos.: **BS 3700:1988** (Preparing an Index), **BS 6529:1984** (Examining Documents), **BS 1749:1985** (Alphabetical Arrangement) and **BS 1629:1976** (Bibliographical References). All these are available through public libraries.

2 ● Indexing: Preparation of Entries

For the remainder of this book we will usually refer to **AnsibleIndex Pro** by its abbreviated form: **AIX Pro**.

How Does AIX Pro Work?

To prepare an extraction index two stages are necessary.

● Your text has to be 'marked' so that it may be indexed. This is done using *Script*, and requires no special procedures. If you are familiar with *Script*, you can create an index ... but indexing does require thought and judgement, and attention to detail, so you should not rush into it. This chapter and the following one discuss marking *Script* documents for indexing.

● To create an index, you then run **AIX Pro**. It 'reads' the documents you have marked, and automatically compiles the index based on your marks. **AIX Pro** works from a plain screen of options, and will produce an index in a remarkably short time. (No harm can come to your documents by using **AIX Pro**.) Chapters 7-8 describe how to use **AIX Pro** itself.

● The **Concordance** facility described on page 14 offers an alternative which requires no marking, but which needs to be used with considerable care if a good index is to be produced.

AIX Pro will allow you to produce a draft index at any time, so you can get used to using the program and see how you are getting on. We have also supplied a few sample documents (all called EXAMPLE.*, where the * stands for various file extensions—the extension being the bit after the dot). When it comes to indexing your own documents we suggest you try a few draft indexes before compiling the final version. **AIX Pro** runs quickly, so this won't waste a lot of time. Like much software it is full of options and alternatives, and if you leave everything to the last minute you might not get the best from the program. The only thing to remember is that if you compile an index, and then change the main text in your documents, you might inadvertently change the page numbering and make the index unreliable. When in doubt, simply run **AIX Pro** again!

HOW TO MARK TEXT

To illustrate how text should be marked, we are using a short passage from George Gissing's *By the Ionian Sea*. As well as being illustrated in this manual (see Figs. 1-3 below), the text can also be found in the document called EXAMPLE.1.

Because this extract is very short, we have put an 'End Page Here' command after the word 'agave': in other words, the first half of the text will be indexed as page 1, and the rest as page 2. Also, because the example is so short it will seem to fill up with many confusing-looking codes. In real applications, the words and phrases you index will normally be well spaced, so don't let a cramped appearance in the following examples put you off.

The normal indexing 'mark' used by **AIX Pro** is *Script*'s 'Reverse Video' emphasis option. Using this in a document has no effect whatever on your text, besides highlighting it.

(If you have already used Reverse Video in your documents for other reasons, and don't wish to change, it is possible to use other *Script* marks instead. See **Alternatives to Reverse Video Marks**, on page 12.)

Reverse Video can be used with *Script*'s codes either 'shown' or 'hidden'. For the purposes of indexing, we suggest you always work with the codes shown, so that you can see that they have been entered in exactly the right place. To show the codes:

Assuming that your document is loaded, and appears on the screen, press the function key which allows you to 'show the state of' certain commands. In *Script* this is **F8=Options**. The item we are interested in is the first: **Codes**. If these are currently being 'Shown', this line of the menu says so and a diamond ♦ will be present at its far right. If they are 'Not shown', press the **F11** key once to make 'Shown' and the ♦ appear, then press **F10** to return to the document.

The way to use the Reverse Video command is fully described in the *Script* manual. Selecting from the menu of codes is a bit cumbersome, though. Here's the quick and easy way:

Move the cursor to the first letter of a word. In quick succession, press the following keys: **F11**, **R**, **V**. The code **(+ReV)** will appear in front of the word. Move to the space after the word, and press: **F12**, **R**, **V**. Now the code **(-ReV)** appears after the word, and the word itself will be displayed in reverse video.

(An even quicker method is to save these commands as *Script* 'phrases'. See **Indexing with *Script*'s Paste key**, on page 13.)

Now here's how this technique is used to index your document, using our demonstration text as an example ... see **Fig. 1**. In the on-disk (PDF) version of this manual, reverse-video words are shown in red, like this.

TEXTUAL (LITERAL) INDEXING

```
For half an hour the (+ReV)train(-ReV) slowly ascends.  The
carriages are of special construction, light and many-
windowed, so that one has good views of the landscape.
Very beautiful was this long, broad, climbing valley,
everywhere richly wooded; oranges and olives, carob and
lentisk and (-ReV)myrtle, interspersed with cactus (its
fruit, the prickly fig, all gathered) and with the
(+ReV)sword-like (+ReV)agave(-ReV).

============================================================
Glow of sunset lingered upon the hills; in the green
hollow a golden twilight faded to dusk.  The valley
narrowed; it became a gorge between (+ReV)dark slopes(-ReV) which
closed together and seemed to bar advance.  Here the
train stopped, and all the passengers (some half-dozen)
alighted.
```

Fig. 1: our EXAMPLE.1 sample text, with word and phrase marks as below.

Single Words—Normal Method

COMMAND: `(+ReV)word(-ReV)`
word in reverse video

To index the word 'train' in the first line of the text, move the cursor so that it is on the t at the beginning of the word. Press **F11**, **R**, **V**. The code **(+ReV)** will appear in front of the word. Move the cursor to the character immediately following the **n** at the end of the word (that is, so it is on the space that follows the word), and press **F12**, **R**, **V**. The code **(-ReV)** will appear after the word, and 'train' will appear in reverse video throughout. It is now indexed as a word, and will be alphabetized under **t** for 'train' on page 1.

Single Words—Short-Cut Method

COMMAND: `(-ReV)word`
word preceded by single reverse video 'off' command

To index the single word 'myrtle' by a short-cut route, move the cursor so that it is on the m at the beginning of the word. Press **F12**, **R**, **V**. The code **(-ReV)** will appear in front of the word. It is now indexed as a word, and will be alphabetized under **m** for 'myrtle' on page 1.

> [There are two minor disadvantages to this short-cut method, even though it is attractively simple. *(1)* The word does not appear on your screen in reverse video, even when Codes are being 'shown'. *(2)* The word will only be indexed as far as the next space or punctuation mark. To illustrate the difference, here are the two methods used on the word LLOYD'S:
>
> **(+Rev)**Lloyd's**(-ReV)**   ... will be indexed as 'Lloyd's'
> **(-ReV)**Lloyd's   ... will be indexed as 'Lloyd'
>
> Use Method 1 to index precisely: for instance, to ignore quotation marks around words put the codes between the quotation marks and the word itself. Hyphenated words (two words joined by a dash with no other spaces ... such as 'flat-bed') are treated as one. Two or more dashes together--like that, are treated as punctuation, so that a word-mark before the first 'together' in this sentence would result in an index entry for 'together' alone.]

Phrases

COMMAND: `(+ReV)phrase to be indexed(-ReV)`
phrase in reverse video

Marking a phrase is just like Method 1 for words. (For the purposes of AIX Pro a phrase can be defined as any sequence of words up to a little over 100 characters in length, which is much longer than any sensible index would need.) To index 'dark slopes' move the cursor so that it is on the **d** at the beginning of the word 'dark'. Press **F11**, **R**, **V**. The code **(+ReV)** will appear in front of the word. Move the cursor to the character immediately following the **s** at the end of 'slopes' (that is, so it is on the space that follows the word), and press **F12**, **R**, **V**. The code **(-ReV)** will appear after the word, and 'dark slopes' will appear in reverse video throughout. It is now indexed as a phrase, and will be alphabetized under **d** for 'dark' on page 2.

Inverted Phrases

To index the phrase 'sword-like agave', so that it appears in the index as 'agave, sword-like', move the cursor so that it is on the s at the beginning of the word 'sword-like'. Press **F11**, **R**, **V**. The code **(+ReV)** will appear in front of the word. Now move the cursor so that it is on the **a** at the beginning of the word 'agave'. Press **F11**, **R**, **V** a second time. A second code **(+Rev)** will appear, and the word 'sword-like', and the space following, will be shown in reverse video. Finally, move the cursor to the character immediately following the **e** at the end of the word 'agave' (that is, so it is on the full stop following the phrase), and press **F12**, **R**, **V**. The code **(-ReV)** will appear after the word, and 'sword-like agave' will appear in reverse video throughout, interrupted by the appearance of the second **(+ReV)** code. It is now indexed as an inverted phrase, and will be alphabetized under **a** for 'agave, sword-like' on page 1.

Summary of Word and Phrase Indexing

- A single word can indexed in either of two ways:
  Normal method. By preceding it with (+ReV) and following it with **(-ReV)**; or ...
  Short-cut method. By preceding it with **(-ReV)** alone.
- A phrase is indexed by preceding the text with **(+ReV)** and following it with **(-ReV)**.
- An inverted phrase is indexed by preceding both the beginning of the phrase and the 'main' word with **(+ReV)**, and following the phrase with **(-ReV)**.

These commands are the main ones used for indexing. If you have been using our demonstration text to try this out, it should now appear as it does in **Fig. 1**.

If at this stage you were to run **AIX Pro** against the document (as described in Chapter 7) it would appear like this:

```
agave, sword-like 1
dark slopes 2
myrtle 1
train 1
```

```
For half an hour the (+ReV)train(-ReV) slowly ascends.  (+ReV) (-ReV)The
(+ReV)carriages(-ReV) are of special construction, light and many-
windowed, so that one has good views of the landscape.
Very beautiful was this long, broad, climbing valley,
everywhere richly wooded; oranges and olives, carob and
lentisk and (-ReV)myrtle, interspersed with cactus (its
fruit, the prickly fig, all gathered) and with the
(+ReV)sword-like (+ReV)agave(-ReV).

=========================================================================

Glow of sunset lingered upon the hills; in the green
hollow a golden twilight faded to dusk.  The valley
narrowed; it became a gorge between (+ReV)dark slopes(-ReV) which
closed together and seemed to bar advance.  Here the
train stopped, and all the passengers (some half-dozen)
alighted.
```

Fig. 2: with subhead example.

Subheadings

AIX Pro allows you to mark text as a 'subheading' to a main item, and this will appear in the index below the main entry, slightly indented. Numerous subheadings attached to the same main entry will appear in their own alphabetical sequence. If a Theme or Master Theme is being used (see below), subheadings will be attached to these instead.

The three rules to remember are:
- When a word or phrase is marked as a subheading it will be attached to the main entry immediately preceding it in the text.
- When a word or phrase is marked as a subheading while a Theme or Master Theme is being used, it will be attached to this, and not to the main entry immediately preceding it.
- The index marking method is to 'index' a space just before the marked text you want as a subheading. This tells **AIX**

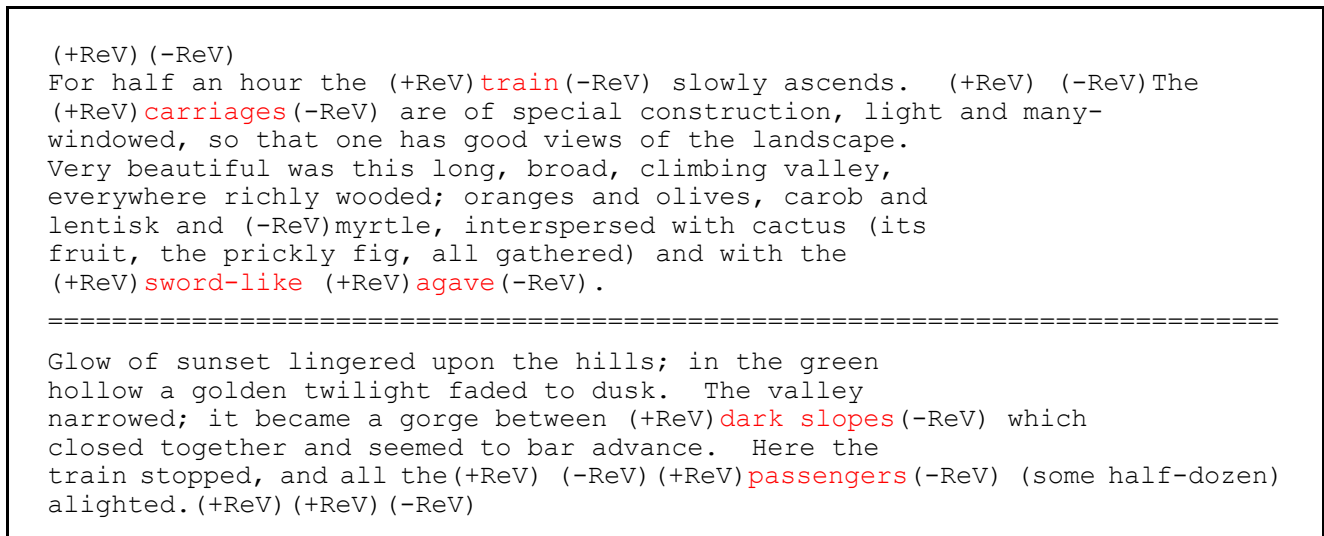**Pro** that the next marked entry, wherever it may be, should be taken as a subhead of the previous one.

For example, to index the word 'carriages' as a subheading to the word 'train' (already marked, above) the procedure could be as follows:

Move the cursor to a space preceding the word 'carriages'. For clarity, our example uses the space before the previous word, 'The'. Press **F11**, **R**, **V**. Now move the cursor so that it is resting on the character following the space … here, the **T** in 'The'. Press **F12**, **R**, **V**. The space itself will now show in inverse video, with **(+ReV)** in front of it and **(-ReV)** behind it. Move the cursor onward to the **c** in 'carriages', and use the procedure described above to mark this word. (A phrase or inverted phrase may also be used as a subheading.) The word 'carriages' will now be indexed as a subheading to the word 'train', and will be alphabetized under **c** for 'carriages' in the subheading list, marked as appearing on page 1.

The *Script* document should now look as it does in **Fig. 2**.

SUBJECT (THEMATIC) INDEXING

AIX Pro allows three kinds of subject indexing: THEMES, CONCURRENT THEMES and MASTER THEMES.

```
(+ReV)(-ReV)
For half an hour the (+ReV)train(-ReV) slowly ascends.  (+ReV) (-ReV)The
(+ReV)carriages(-ReV) are of special construction, light and many-
windowed, so that one has good views of the landscape.
Very beautiful was this long, broad, climbing valley,
everywhere richly wooded; oranges and olives, carob and
lentisk and (-ReV)myrtle, interspersed with cactus (its
fruit, the prickly fig, all gathered) and with the
(+ReV)sword-like (+ReV)agave(-ReV).

==========================================================================

Glow of sunset lingered upon the hills; in the green
hollow a golden twilight faded to dusk.  The valley
narrowed; it became a gorge between (+ReV)dark slopes(-ReV) which
closed together and seemed to bar advance.  Here the
train stopped, and all the(+ReV) (-ReV)(+ReV)passengers(-ReV) (some half-dozen)
alighted.(+ReV)(+ReV)(-ReV)
```

Fig. 3: with theme on/off marks added.

Themes

COMMAND: (+ReV) (-ReV)
reverse video marks with nothing between them

AIX Pro allows you to nominate a word, a phrase or an inverted phrase as a 'theme' extending over numerous pages. Once you have chosen a theme it will be automatically indexed to every page that follows, until you turn it off. While a theme is running, any text marked as a subheading (see above) will be shown as a subheading to the main theme, not to the word or phrase that immediately precedes it.

For example, to make 'train' the theme of our sample text:

Move the cursor to the beginning of the document … anywhere that is before the word 'train'. Press **F11**, **R**, **V**. Without moving the cursor, now press **F12**, **R**, **V**. You have indexed 'nothing', which will be understood by **AIX Pro** to mean that the next indexed word or phrase is to be a continuing theme.

The word 'train' will appear as before in the index as a main entry, and the word 'carriages' will appear as before as a subheading under 'train'. The main differences are:

- 'train' will continue to be 'clocked' as a main entry for every page following … in this case for pages 1 and 2.
- Words or phrases shown as subheadings will appear under the theme, not the immediately preceding word or phrase.

To illustrate the latter, to make 'passengers' on page 2 a subheading to 'train':

Move the cursor to a space somewhere just before the word 'passengers'. Press **F11**, **R**, **V**. Move the cursor one space to the right, and press **F12**, **R**, **V**. The space will appear in reverse video. Now move the cursor to the beginning of the word 'passengers', and index it in the normal way (above).

Normally, this would attach 'passengers' as a subheading to the preceding indexed item (in this case, 'dark slopes'), but because a theme is running it will be attached to the theme instead, alphabetized under **p** for 'passengers'.

To turn a theme off you index 'nothing' as an inverted phrase:

Move the cursor to the end of the text. Press **F11**, **R**, **V**. Now press **F11**, **R**, **V** again. Now press **F12**, **R**, **V**. All index entries for the theme 'train' will end at this point.

The sample text should now look roughly like **Fig. 3**.

If **AIX Pro** were run against the text at this point, the index would look like this:

```
agave, sword-like 1
dark slopes 2
myrtle 1
train 1-2
 carriages 1
 passengers 2
```

Concurrent Themes

AIX Pro allows you to index up to 10 different themes at once.

As shown above, once a theme has been defined it will continue being 'clocked up' against all succeeding page numbers until turned off. But you can also start up second and subsequent themes while previous themes continue.

The new theme will start being 'clocked up' from the page on which it starts, while the original theme carries on being 'clocked up' in the background.

Our sample text is too short for a clear example, so let's suppose you are writing a book about fruit, which includes the following specific types of fruit that you wish to appear as themes: Apricot, Blackberry, Cherry, Damson, Elderberry (and so on, up to a total of 10):

Just before the first appearance of 'Apricot', enter **(+ReV)(-ReV)**, then index 'Apricot' normally. This will become Theme 1, and all text marked as subheadings will appear under 'Apricot'.

A few pages further on, the first mention of 'Blackberry' appears. Just before the word, enter **(+ReV)(-ReV)** again, and index 'Blackberry' normally. 'Blackberry' becomes Theme 2, and will be indexed from that page on, with all subheadings appearing under 'Blackberry'. (Meanwhile, 'Apricot' continues to be 'clocked up' for this and all subsequent pages.)

When the first mention of 'Cherry' appears, enter **(+ReV)(-ReV)** just before, then index it normally. 'Cherry' takes over as Theme 3, while 'Apricot' and 'Blackberry' continue 'clocking up' in the background. All subheadings will appear under 'Cherry'.

To turn concurrent themes off, you enter the (+ReV)(+ReV)(-ReV) ('index nothing as an inverted phrase') as for single themes. However:

This command turns off the current theme. If 'Cherry' is the current main theme, then entering **(+ReV)(+ReV)(-ReV)** will stop indexing 'Cherry', and 'Blackberry' will step forward. Another **(+ReV)(+ReV)(-ReV)** will turn off 'Blackberry', and 'Apricot' steps forward. A final **(+ReV)(+ReV)(-ReV)** turns off all theme indexing.

It is important to note that concurrent theme indexing is 'nested', not overlapping. What this means:

If references to 'Apricot' run from pages 17 to 25, and references to 'Blackberry' run from pages 20 to 28, a theme off command on page 25 will turn off the 'Blackberry' theme, not the 'Apricot' theme.

Please therefore plan concurrent theme indexing carefully. Remember that individual words and phrases may be indexed normally while themes are running. If the word 'Apricot' appears on every page between 17 and 25, then marking each individual occurrence of the word will produce an index entry that looks like this:

```
Apricot 17-25
```

... which has the same effect as a theme!

Master Themes

In some cases you may want every item within the scope of a theme to be marked as a subheading to that theme. If you do, nominate the theme as a Master Theme, and all marked items will be attached automatically without any need for you to mark them as subheadings.

Master Themes are turned off with the same command as for ordinary themes: the 'inverted phrase mark indexing nothing': (+Rev)(+ReV)(-ReV).

Master Themes may be 'nested' concurrently like ordinary themes, and up to 10 may be used simultaneously. Themes and Master Themes can be used side-by-side when running concurrently.

To give two examples.

If we marked 'train' as a Master Theme in our example text, everything would be shown as a subheading to 'train', including 'myrtle', 'sword-like agave', etc. This is clearly not a time when a Master Theme should be used.

In the example of the fruit, above, we could create 'Fruit' as a Master Theme, and while it was running all subsequent items would appear as subheadings to this. However, if you indexed 'peel' under 'Orange' and 'pips' under 'Apple', these would be sorted alphabetically as subheadings under 'Fruit' ... which might not be what you want. Solution? Create 'Fruit' as a Master Theme, then 'Apple', 'Blackberry', etc., as ordinary themes. 'Fruit' will 'clock up' in the background for as long as it is marked, while the individual fruits will have their subheading items attached alphabetically to them.

Obviously, you should use Master Theme indexing judiciously. For instance, should you forget to turn off a Master Theme you will find dozens or hundreds of entries all showing as subheadings. But with good planning, and systematic checking that themes are being turned on and off in the right places, thematic indexing will enormously extend the subtlety and precision of your index.

3 ● More About Text Marking

ALTERNATIVES TO REVERSE VIDEO MARKS

We recommend Reverse Video for indexing for two main reasons. Firstly, it has no effect on the way the document is printed, only on the way it appears on the screen. Secondly, with the exception of single-word marking with (-ReV) and theme indexing, all your index marks show clearly on the screen.

However, some people like to use Reverse Video for instant screen emphasis, and are reluctant to change their ways. For these people, **AIX Pro** allows you to use a range of optional alternatives. They are:

Italics
Mail
Bold
Underline
Double Strike
Superscript
Subscript
Outline
Shadow
Curly brackets { }
Returns

Most of these are entered and used exactly as Reverse Video. For example, an Underline command is turned on with **F11**, **U**, **L**, and turned off with **F12**, **U**, **L**. The Mail mark is probably the most useful alternative to Reverse Video. It too displays the indexed text in reverse video, requires fewer keystrokes than Reverse Video (**F11**, **M** and **F12**, **M**), and has no effect on the printed document. Bear in mind that most of the remaining marks will actually affect the way the document prints out.

When Underline is selected as the indexing mark, words and phrases underlined with *either* 'Underline' *or* 'Word underline' are taken as marked for indexing.

The last two optional marks are 'special'.

The use of both Returns and curly brackets is described in full detail in Chapter 5. Either may be used instead of Reverse Video; both have peculiar limitations and attractions.

When deciding to use any other mark as an alternative to Reverse Video, the main thing is to be consistent. If you decide to use (say) Underline commands for indexing, use them only for indexing, and use them all the way through. However, one reason to mix different index marks would be to generate two or more different indexes from the same *Script* documents. For instance, you could mark all names with Reverse Video, and all subjects with LocoMail commands. Running **AIX Pro** twice against the documents, with the program set to the different marks each time, will generate two quite different results.

When you come to use **AIX Pro**, remember to tell the program that you have used alternative marking. How to do this is described on page 23 (OPTIONS—*Loco Pro Marks*).

N.B. If you intend to use **Word count** *to count the words of parts of documents, and these documents are ones you plan to mark for indexing, please look at the note about this on page 19.*

SOME SHORT CUTS

Indexing with *Script*'s FIND Key

When compiling an index, it is important that every significant occurrence of the word or phrase is marked ... or at least that you have the opportunity to make the decision about it.

To assist you in this you can use *Script*'s FIND key (Ctrl F5, or select from the **F6=Edit** menu). For instance, if you wished to index every appearance of the phrase 'dark slopes' as in our example, you could use FIND to take you to every occurrence in every part of your document(s). See the *Script* manual for fuller instructions.

Remember that a Find in *Script* is carried out literally. If you enter the word 'convention' it will not find 'Convention' unless it is set to 'ignoring case', but it will locate words like 'conventionally'. Bear in mind also that punctuation and other

non-letter characters can be detected during a Find, so that if (for example) you enter 'U.S.A.', *Script* will not find 'USA'.

Emphasis codes, such as underlining and boldface commands (or those for reverse video) cannot be used in FIND or EXCHANGE text. This is an irritating lack in *Script*, since EXCHANGE would be useful for rapid marking-up! But here the **Concordance** option in **AIX Pro**—if used with caution—can fill the gap. See Chapter 4.

Indexing with *Script*'s PASTE Key

All these (+ReV) and (-ReV) commands are pretty tiresome to type in all the time, particularly if you have a lot of indexing to do. A possible time-saver is to use the COPY and PASTE options in *Script*. These will be particularly handy for theme indexing. E.g., to turn on a Master Theme requires 12 keystrokes: **F11, R, V, F12, R, V, F11, R, V, F12, R, V.** Would it not be quicker to press PASTE M (for Master)?

- Select 'show codes'.
- Put the **(+ReV)** and **(-ReV)** commands you are most likely to use into the document, and with the cursor on the first one, press COPY. (**Ctrl-F3**, or select from the **F6=Edit** menu.)
- Move the cursor to the right, to define the section. (This will appear in reverse video, by the way.)
- Press COPY again, and nominate a numeral or a character under which the codes should be stored.
- To enter this section into a document at any future time, simply press PASTE (**Ctrl-F7**, or select from the **F6=Edit** menu) and then type the numeral or character.

This procedure is probably best used with theme 'on' and 'off' commands, as well as Master Theme commands. If you are tempted to use it also for sub-theme commands, remember that the space between the two commands will be entered as a space in the text, which will then have an effect on the way your document is printed.

Indexing a Work in Progress

It is possible to insert the index marks as you go along, or at the end of each working day, or when you like.

If you prefer to work with hidden codes, there is no reason why you should not banish them while writing and editing, then 'show' them at the end of the day while you index the text.

Remember always to save your document, after marking it.

How Much Indexing is Possible?

With modern hard disks, the storage space of your computer is not really a limitation. At present AIX Pro allows for 12,000 entries (headwords and subheads, not page references), with a maximum length per entry (the text, not the page references) of about 225 characters. Since very few indexes of full-length books exceed 1,500 to 2,000 entries, you are not likely to run into problems of size.

Should such problems ever crop up in some very large job, we have already built in an answer—**Merge**, which reads **AIX Pro** indexes and merges any number of them into a single, sorted index of a cumulative size limited only by the space on your hard disk. **Merge** is not used while you are working in *Script*, but is an option you will see on the screen when you are actually running **AIX Pro**.

The **Index** and **Concordance** options, which you will also see while running **AIX Pro**, automatically compress entries. If a word appears more than once on a page, and is indexed by you every time it appears, then it is 'counted' by **AIX Pro** as only one page reference. Moreover, if a word appears on several consecutive pages, e.g., pages 27 to 39 inclusive, the whole block of entries only 'counts' as two page references. It is recorded, and appears in the final index, as simply '27-39'. There is no actual limit to the number of page references allowable for a given entry: if a large number of references is recorded for a headword, **AIX Pro** automatically and invisibly sets up a new 'overflow' index entry to cope with additional page references for the headword in question.

With all this going on, it's hard to quote exact figures for **AIX Pro**'s use of temporary storage. The limit of 12,000 entries applies to the total count of headwords, subheads and 'substitution list' entries. Each basic entry occupies 128 bytes; 12,000 entries would thus fill 1500 kilobytes or some 1.5Mb. Additional dummy entries, not counted towards the 12,000 but filling still more storage, are notched up whenever the text part of an entry exceeds 100 characters (an extra entry is opened to contain the overflow) or when there's no further room for page references to be added to an entry.... In practice, you are most unlikely to run into problems of space.

4 ● Creating a Concordance

A Concordance file will save a great deal of index preparation time, because it allows frequently used words or names to be indexed automatically. It can either be used as the sole indexing source, or by using the **Merge** option in **AIX Pro** (see page 30) can be used in conjunction with text that has been marked in the usual way.

What is a Concordance File?

A Concordance file consists of a plain list of words or phrases, one to a line. The lines should each end with Return. These words or phrases are automatically indexed whenever encountered in a document during the running of the **Concordance** option.

To create your Concordance start with a new *Script* document. The *only* special preparation it requires is that at the very beginning of the document you should change the first page number to 0 (zero).

You change the first page number by pressing **F9 = Actions** and selecting 'Edit identity'. The resulting menu lets you change the initial page number. Make it zero. (It doesn't matter how many pages beyond 0 the document extends.) Here is a typical Concordance file:

```
democracy
Democratic Party
California
union
Kansas
Denver
United States of America
```

When AIX Pro's **Concordance** option is run in conjunction with such a file, it will search your main document for every occurrence of each of these words, and index it accordingly.

Note that the Concordance file works literally. For instance, the list above will index 'democracy' and 'Democratic Party', but *not* 'Democrat' or (on its own) 'Democratic'; it will index 'California' but *not* 'Californian'. However, it is not limited by the use, or otherwise, of capital letters. In the above list, 'union' will index not only 'union', but also 'Union' and 'UNION'. The concordance file entry dictates how entries are capitalized: in this case 'UNION' would be indexed as 'union' (unless automatic capitalization of the first letters of entries has also been selected from **AIX Pro**'s main menu; see Chapter 7).

Your Concordance file may also define substitutions. The idea here is that main text will frequently contain shortened or alternative versions of names or words, while you still require the full version in the index. (E.g., 'USA' or 'U.S.A.' might appear in the text, while you wish the index to list the country as 'United States of America'.)

You can therefore list all possible substitutions in the Concordance file, by use of the equals sign **=** placed between the two:

```
USA=United States of America
U S A=United States of America
The US=United States of America  [and so on]
```

Substitutions may also invoke inverted phrases. This is especially useful with proper names:

```
Coolidge=Coolidge, President Calvin
Rockefeller=Rockefeller, John D.
```

When you have finished compiling your Concordance, save it as a *Script* document in the ordinary way. (You may save it under any conventional name, with filename and extension. For instance, as USABOOK.CON, using '.CON' to remind you of what the file contains. Our example Concordance is called EXAMPLE.CON.)

A Warning About Concordance Use

Please note the hidden dangers in the example above. 'Union' has more than one meaning, depending on the context. It might mean political union in the American sense implied above, or a trade union, a specialized term in mathematics, Western Union, Union Pacific, the Union Jack, the former Union of Soviet Socialist Republics.... To gather all these into a single index entry is clearly nonsensical. AIX Pro is of course unable to deduce which is which from the context. (The related

word 'unionized' is a famous linguistic trap: to most people it has to to with trade unions, but to chemists it is differently pronounced and means 'not ionized'.)

If you are quite sure that a word appears in one context only, then go ahead. If confusions like the above seem likely, this could be a case for carrying out both **Index**-type indexing (with ambiguous terms like 'union' marked only when their context justifies it) and **Concordance** indexing with a Concordance file (for distinctive terms like 'Coolidge' or 'Rockefeller'). As will be described, the two indexes can later be **Merge**d.

But another difficulty with this entirely mechanical indexing is the 'passing reference'. Suppose the book were to include the sentence: 'President Reagan, like his White House predecessors Lincoln, Harding, Coolidge, Roosevelt and Kennedy, had an inordinate fondness for bubble-gum.' This should certainly be indexed under 'Reagan', but the reference to the other Presidents here is so fleeting as probably not to deserve an entry. Indexing, we remind you again, is hard work!

Comments in the Concordance File

A line in the Concordance file which *begins* with the = sign is effectively meaningless. Such lines are therefore ignored by **AIX Pro**.

This itself can be useful, allowing inactive 'comment' lines to be freely inserted in the file. You could for example give your Concordance list a title as a personal reminder, by heading it with some such line as:

```
=Concordance file for THE TRUE AND TERRIBLE HISTORY OF THE U.S.A.
```

Such comment lines can also help organize the file into internal sections in order to make changes and updates easier ('=Presidents' before a list of US Presidents, for example). The sequence in which lines or items appear in a Concordance file has no effect on the final alphabetical order of the index. You may therefore enter them in any order you like.

Finally, Concordance file items can be temporarily disabled and removed from consideration by adding the = sign at the beginning of the line, without deleting it altogether—saving time if later you wish to put the line back again.

Substitutions: Using the Concordance File in 'Ordinary' Indexing

If a Concordance document prepared as above is included in the list of files for the Index option (that is, extraction indexing of documents which have been marked up as described in the previous chapters), it will *not* cause **Concordance**-style indexing, but it does have two important uses:

- Substitutions work in exactly the same way. If the word 'Coolidge' has been *marked* for indexing in the document, the substitution line already described would force it to be indexed as 'Coolidge, President Calvin'. It is very useful to be able to automatically substitute a form of text which does not actually appear in the document.
- To **AIX Pro**, the first mention of a word determines its case. If the book's first indexed mention of the White House were (say) in a chapter title like 'SCANDAL AT THE WHITE HOUSE', you would probably not want the words capitalized in the index. You can pre-empt this by making the first mention of the White House an item in the Concordance file: add the line 'White House' to USABOOK.CON or whatever the Concordance file for your current project is called, and all will be well.

5 ● Using AIX Pro's 'Sort' Feature

Two of the alternates to Reverse Video mentioned on page 12 are Returns and curly brackets (the '{' and '}' signs). These can both be used, in slightly different ways, for the sorting of lists. This opens the way to a powerful extra feature in **AIX Pro**: indexing by sort. Selecting 'Returns' in order to index every line of a document is such a useful and powerful feature that we have given it a Task name of its own: **Sort**.

This is found in **AIX Pro**'s own system of menus. To explore it, select **Sort** on the Task menu (see page 22 in chapter 7) and read on....

Indexing Every Line

Start by creating a new *Script* document. Type the words or phrases you wish to sort, placing them in any order you like. Separate each one with a Return. That is, so that each one is on a separate line.

It doesn't matter if the phrase is a long one, and wraps to the next line or spreads over into several lines, provided you press Return at the end. Multi-line entries will be treated as one 'line' for sorting, but when the sorting takes place will be automatically trimmed to the first 225 characters, or about the first three and a half lines. (More or fewer lines if you have selected a particularly large or small font size.)

Blank lines will be ignored when the program sorts the document.

Text which is marked for italics or underlines (or any other marks) will appear in the sorted text *without* these marks.

You can create **Subheadings** in a sorted list. On the line immediately following a main entry, start with a **Tab**. For example:

Mozart, Wolfgang Amadeus
   [Tab]Jupiter Symphony KV 551

These two lines will then stay together. The **Tab** need not be on the next line. For instance:

Mozart, Wolfgang Amadeus   [Tab]Jupiter Symphony KV 551

... will have the same effect, with the subheading appearing in the final sorted list on the line below the main entry.

(Note that you have to deliberately select an **AIX Pro** option, 'Use TAB for subhead', to make this work. This is also described in Chapter 7. If you do not, then all **Tabs** are ignored, and the lines will be sorted normally.)

When you have finished compiling the list (or after every editing session) save it in the ordinary way, as a normal *Script* document. After saving, **AIX Pro** may be run against the list, as described in Chapter 7.

Here are some examples of what you can use the **Sort** feature for:

Sorting Simple Lists of Words or Phrases

```
dog
panda
zebra
cat
aardvark
sabre-tooth tiger
```

A list like this would be sorted into an 'index'. When running AIX Pro, you should select the 'Text Only' option for *Numbering* in the final **Index** menu (see page 26 for a full description of these numbering options). The result will be a simple ASCII text document containing all the listed items, but sorted alphabetically.

Note that after you have used **Sort** your original document remains untouched and unaltered. **AIX Pro** creates a new document of its own, which becomes the 'index' or 'sort' file. This file uses the same main filename as your own principal document's (or as the first in a series of such documents), but adds the extension '.NDX'. Thus, your principal document NEWBOOK.DOC will be indexed or sorted into a new file called NEWBOOK.NDX. To use this new document in *Script*, load the '.NDX' file and convert it into a *Script* document as described under *Editing Your Index* on page 30.

'Genealogical' Sorting: Names and Dates

```
Smith, John, b.1901, d.1974
Smith, John, b.1902, d.1972
```

```
Smithe, James, b.1899, d.1986
Smith, John, b.1901, d.1973
```

This list would be appropriately sorted with Smithe last and the Smiths in their proper order 1901-1973, 1901-1974 and 1902-1972.

One cunning trick used by a customer who indexes parish registers (names and birthdates) is to set the first page number of his document to the first year of the register to be indexed and to make each successive page correspond to a year by inserting a *Script* 'End page here' code after the names for that year. In this way, the year of birth needn't be typed in for each person recorded: AIX Pro automatically supplies it as the 'page number'. Huge page numbers like 1600 or 1900 are quite allowable in *Script*.

Cataloguing Books and Other Collections

```
Langford, David; War in 2080: the Future of Military Technology
Priest, Christopher; The Glamour
Priest, Christopher; The Affirmation
Langford, David; The Space Eater
Priest, Christopher; The Space Machine
Langford, David; The Leaky Establishment
Priest, Christopher; Inverted World
Langford, David; Earthdoom!
```

A list of entries like this would be duly sorted by author and (where the author is the same) by title ... but more is possible! You might for example put all titles in italics. This makes no difference to the sorted list, but now you can change the index marks to Italics ('Change the word/phrase marker' again as above) and run AIX Pro a second time to produce an alphabetical list of titles.

Want a list of authors only? Mark the author names with yet another *Script* mark, say Bold, and do yet another index with Bold as the chosen mark.

In addition to all the above, you could even add (say) Reverse Video marks with each entry marked as an 'inverted phrase':

(+ReV)AUTHOR(+ReV)TITLE(-ReV) ... the result, when **AIX Pro** is run with Reverse Video marks selected, being an index of titles followed by author names.

EXAMPLE.LST on the **AIX Pro** disk is an expanded and multiply marked version of this book list.

Indexing from Page Proofs

With the ability to sort a *Script* document comes the ability to index text that is not available to you in *Script* format. This is often the case when a publisher commissions an outside indexer to produce an index from page proofs. **AIX Pro** lets you prepare an index based on proofs, either of your own book or of one by another author whose text you don't even have in electronic form.

Using the 'sort' feature described in this chapter, you can sort a list of typed-in index entries along the following lines ... (The *Script* PASTE option could obviously be used for names that frequently crop up, like 'David Thompson' in our example.)

```
Thompson, David, birth  1
Jones, Graham  1
Thomson, David, school  1
Thompson, David, theological troubles  1
potty training, impact on DT  2
Thompson, David, punishment  2
Jones, Graham  2
```

This list, sorted on the AIX Pro line-by-line basis, will produce the following:

```
Jones, Graham  1
Jones, Graham  2
potty training, impact on DT  2
Thompson, David, birth  1
Thompson, David, punishment  2
Thompson, David, theological troubles  1
Thomson, David, school  1
```

Loading such a document into *Script* after sorting will allow ordinary editing to combine entries, and so on. It also helps reveal typing errors as in the deliberate 'Thomson' above.

A highly useful alternative when there are large numbers of index entries is to start the document with the appropriate page number (that of the first text page in the proofs), omit the page numbers when typing in entries, and instead insert a *Script* 'End page here' code when you reach the end of each proof page. That is, the list is divided into pages exactly corresponding to the pages on the proofs. Then the document's and thus AnsibleIndex's own automatically inserted page numbers will match those on the proofs, and identical entries—like 'Graham Jones' above—will be combined.

See also the notes on converting a dummy index (page 29) for further thoughts on imposing your own pagination—disabling *Script*'s own pagebreaks, for example.

The 'Curly Brackets' Marking Option

Before reading this section, please study Chapter 2's descriptions of marking text to be indexed. For extraction indexing the curly bracket marks { and } have one advantage, and two disadvantages. The advantage is that they can be used in *Script* EXCHANGE commands. For example, if you wanted to index 'socialism' wherever it appeared in your text, you could mark the whole lot by Exchanging every occurrence of 'socialism' with '{socialism}'. (This could alternatively be handled by the Concordance option ... see page 14.)

Against this is the obvious disadvantage that the curly brackets will appear when you print the document, and the less obvious one that the curly bracket is an actual character, adding to the number of characters in every line and every page. If your text is intensively indexed, the later removal of the curly brackets will probably materially affect your page numbering ... and as a consequence make the index inaccurate. (This is however not a problem when the index is being forced to follow the pagination of proofs, as described in Chapter 9.)

Curly brackets are most useful as an alternative means of handling lists. Any list of words, names, dates, books, records, etc., be it long or short, may be sorted into alphabetical order if each line begins with { and ends with }. Such marks can quickly be added by EXCHANGE in *Script*: you can replace every **Return** by the sequence }**Return**{ and thus cause every line in a document to begin and end with a curly bracket, apart from the first and last. Thus:

```
Greene, Graham}
{Waugh, Auberon}
{Lawrence, D.H.}
{Wells, H.G.}
{Lawrence, T.E.}
{Green, Henry}
{Waugh, Evelyn}
{
```

Adding { to the first line and deleting the final lone { 'by hand' gives a list which will be sorted by AIX Pro (with curly brackets selected as the 'Loco Pro marks', and page numbers turned off) into the following 'index':

```
Green, Henry
Greene, Graham
Lawrence, D.H.
Lawrence, T.E.
Waugh, Auberon
Waugh, Evelyn
Wells, H.G.
```

In general, curly brackets are a less attractive option than the extreme simplicity of selecting 'Returns' and sorting every line without any EXCHANGE fuss. We provide the option because:

- It allows the full range of theme and subhead indexing described in Chapter 2; the Subhead mark becomes { } with a space, the Theme mark {} with no space, and so on. (All this is disabled when Returns are used.) NB: if a list like the above contains blank lines, they will become Theme marks.
- There is the possibility of further fine-tuning using EXCHANGE or hand-editing to 'unmark' lines or to make their marking more specific. For example, if the above list's names were all in the format 'Graham Greene', Returns wouldn't offer a very sensible sorted result. Curly brackets could however be rapidly placed around every line as already described, and then the additional { mark for an inverted phrase added to each line by hand: '{Graham {Greene}'. Which is slightly less of a bother than inserting two **(+ReV)** marks and one **(-ReV)** on every single line.

But for most list-sorting purposes, Returns are likely to be the easiest method.

6 ● Word Count and Grease

Counting Words

Although *Script* contains a 'count words' option, we include our own alternative program, which we believe produces a more meaningful count. Our **Word count** option is different in that as well as counting words in complete *Script* documents, it will count the exact number of words contained in part of a document. Perhaps even more usefully, it will count the words of any sequence of documents (e.g., documents containing separate chapters of a book). Finally, it will if required check the text for any words which have been repeated ... accidentally or otherwise. (The repeated-words check will work with either whole or partial documents.)

- *Counting Whole Documents or Sequences of Documents.* No special preparation is necessary. You save your document(s) to disk in the normal way, then select the **Task** called **Word count** when using **AIX Pro** (see Chapter 7). For sequences of documents, see our notes on the *Auto-stepping* option (page 22).
- *Counting Part of a Document.* Before saving the document pick out and mark the entire section of the text you want to count. If you don't want to use Reverse Video for this, you can use any of the alternative marks (see page 12) for defining the Block to be counted, to avoid clashing with index marking. The mark used for **Word count**'s block counting can be set *independently* of whatever mark is chosen for use with **Index**. Initially, both are set to Reverse Video.

Word count counts words as follows:

Contiguous strings of text characters are treated as words, so that aside from normal words all the following examples would be counted as one 'word': £100, RS232, A4, 99, etc. But if the 'word' consists entirely of punctuation, e.g. a dash made up from two hyphens [--], it is not counted.

Apostrophes are ignored, so the following are counted as one word: 'didn't', 'it's', 'shanghai'd', etc.

Hyphens and strokes are counted as word breaks, so the following examples would be counted as two or three words: 'ill-advised', 'cloak-and-dagger', 'stand-off', 'and/or', and so on. The same applies to full stops, commas and so on, even if the space has been omitted.

We think our system of counting is more meaningful than the built-in count, since it does not count stray punctuation as words (*Script* counts 'this -- that' or 'first ... last' as three words apiece, **Word count** as two) and does its best to identify all the actual words: *Script* counts 'this--that' or 'first...last' as one word apiece, **Word count** as two. In fact *Script* reads all the hyphenated phrases listed above as a single word, and would do just the same for 'very-long-hyphenated-phrase-containing-seven-words', which to **Word count** is indeed seven words.

Any words used in a Header or Footer will be ignored in the total count. Words in footnotes and endnotes will be counted.

'Grease'—Statistical Vocabulary Analysis

Because we believe that word-processing software should reflect the fascination writers have with words, we have included an extra program which you will find at best diverting, and at worst disastrous. In any event, as someone who works seriously with words you should find this particular offering at least of interest. If it starts to exert a deadly fascination over you, we recommend abstaining from its use....

It is based on an idea of the author David Lodge: see his highly entertaining novel *Small World* (Penguin, 1985). In this he dreamed up the nightmare idea—for a writer—of a computer program which would not only list every word that has been used in a text, but show them in the order of their frequency. The list should distinguish between 'grammatical' words, the common pronouns and so on, and 'lexical' words—those which are supposed to have distinctive semantic content). The Grease option is such a program.

(If you want to know why it's called **Grease**, read the novel....)

No special document preparation is necessary before running **Grease**.

One warning to enthusiastic **Grease** users: this option is about the slowest-running of all **AIX Pro**'s functions. You can certainly instruct **Grease** to plough through an entire novel, but it will take a long time; we suggest letting **Grease** run while you have a meal or go out for the evening. Press the **Esc** key to halt processing early if it all seems too much.

7 ● Running AnsibleIndex Pro

LEAVING *SCRIPT*

You are ready to run **AIX Pro** and produce an index when:
- You are sure that you will not be making any more changes to the text, at least for the time being.
- You have marked every item that you wish to be indexed.
- You have checked that page numbers are consecutive and logical. If you plan to index a series of documents (such as consecutive chapters in a book) you should make sure before leaving *Script* that they are internally consistent. **AIX Pro** reads page numbers, so it makes sense that if the document containing Chapter 1 ends on p.18, the document with Chapter 2 should start on p.19. See the *Script* manual for details of how to 'force' a new page number. **AIX Pro** will issue a warning message if it detects gaps or overlaps in the pagination of a series of files: you can halt processing at once or force it to continue regardless. See 'While **AIX Pro** Runs' on page 25.
    [If you plan to index a sequence of documents it is also worth looking at the possibilities of *Auto-stepping*, as described on page 22 ... this option can save you a fair amount of time and trouble.]
- Your Concordance file (if you are using one) is complete, and all substitutions are correct.
- If you simply want to run **Word count** or **Grease**, you need not be so careful!

WHEN YOU ARE SATISFIED ON THE ABOVE POINTS, CONTINUE AS FOLLOWS ...

- Save your current *Script* document to disk in the ordinary way by pressing Esc or **F10**, and then selecting **Finish editing**. This will take you back to *Script*'s 'Disk Management' screen. Press **F10** again and select 'Exit to DOS', to leave the program.
- Back at the computer's C:\> or similar prompt, type:

```
AIX [Return]
```

We are assuming that you have correctly installed **AIX Pro** to your hard disk ... see page 4.

AIX PRO

The program loads into an uncluttered screen with a 'menu bar' across the top. This is the main menu of the AIX Pro program, and it is from here that all options and actions are selected.

Please note that in addition to the basic **Index** feature, all the other functions of the **AIX Pro** package (**Word count**, **Concordance**, **Grease**, **Merge** and **Sort**) are also run from this menu.

The Main Menu

When you are in the main menu rather than carrying out a particular AIX Pro task, a centred box in the lower half of the screen tells you as much ... and also reminds you of which task the program is currently set to do: **Word count**, **Index** or whatever.

Reminders of what to do (for example, 'press a key to continue') appear on the prompt bar along the bottom of the screen.

At the top, the menu bar has the headings **File**, **Task**, **Options**, **Configure**, and **Exit** (the first three of which lead to submenus). Move between headings by using the left and right arrow keys; the submenus appear automatically whenever the cursor is on a main heading. Move up and down inside the submenus by using the up and down arrow keys.

An option in a submenu is selected by pressing **Return** or the highlighted letter in that option.

Where the menu's options are 'on or off' selections, a tick indicates when the selection is 'on'.

Here is a rundown of what each of the Main Menu's submenus means, and what happens when you select an option from them.

The FILE Submenu

FILE allows you to pick out the files and documents for indexing (or counting, etc):

FILE—*Directory*. This shows a directory listing of the *current* directory. If you have installed our software as directed on page 4 of this manual, this directory should initially be your main Loco Pro directory, \LSPRO or \LSPRO2. If neither of these is found at installation time, the initial directory is set to \ANSIBLE—that is, the place where **AIX Pro** programmes and example documents are stored.

The first directory item should read ▸Parent◂; this means the next directory 'up', normally the MS-DOS 'root' directory within which \ANSIBLE and \LSPRO (or \LSPRO2) are subdirectories. Any other name between triangular arrows indicates a subdirectory 'down' from the present one. For instance, ▸SUB◂ is a directory called SUB in the current directory: its full name might be \LSPRO\SUB. To change directories, move the highlight bar to a directory name and press **Return**; repeat as necessary. If necessary, begin by changing to ▸Parent◂ and thence to ▸LSPRO◂, ▸LSPRO2◂ or wherever else you keep your documents.

AIX Pro 'remembers' the selected directory and saves it in a configuration file. When you reload, the directory path for *Script* files will be the same one set in the last session.

All **AIX Pro** tasks begin by selecting one or more documents from the Directory box to be processed:

● To select a single file for indexing etc., move the highlight bar to the file name and press **Return**.

● To select several files at once, move to each in turn and press **Space Bar** to 'mark' that file with two dark squares, thus: ■FILENAME.DOC■. Pressing **Space** a second time will turn off the mark. After marking, press **Return** to process all the marked files.

● In any session of indexing, be sure to mark *all* the relevant document files before starting.

● There are several useful short cuts when moving through *Directory*. Pressing a letter key moves you to the first filename that begins with that letter (or a higher one if no filename begins with the letter). Pressing further letter keys narrows down the specification: F I X might take you in succession to F.DOC, FILE.DOC, FIXBUG.TXT, and so on. The letter sequence appears at the top of the directory box, prefaced by an arrow. Pressing Space or an arrow key (or any other function key) cancels the typed-in letter sequence and redisplays the current directory name at the top of the box.

● *Also:* Pressing **Ctrl** and a letter key moves to the first subdirectory beginning with that letter (or a higher one). Pressing **F1** reverses the pattern of file marking, so that all files marked with ■ are unmarked and vice-versa.

The *Directory* box normally displays all documents in the directory, excepting any which have been screened out ... see under CONFIGURE—*Extensions* below. But when the **Merge** task is selected, only files with the distinctive extension .NDX appear here.

FILE—*View file*. Selecting this option produces the same directory listing as above, but without the Space Bar marking option. Any text file (that is, one in ASCII format, such as index files produced by **AIX Pro**), may be inspected by pressing **Return**. Viewing a *Script* file will simply display its 'identity' text, if any. (The identity text is set in Loco Pro via 'F9 = Actions' and 'Edit identity', and is intended for use as an identifier for your Loco Pro document, a comment which will not actually be printed.) You can move through a text file a page at a time with the up and down arrow keys, etc.

In *View* and when displaying an index, the **File**, **Task** etc menus at the top of the screen are temporarily unavailable. Press **Esc** to end text display and use the menus again.

FILE—*Redo same file(s)*. This option appears only after you have carried out a task in AIX Pro, and allows instant reselection and reprocessing of all the documents handled on the previous task. It might be used, for example, to carry out a **Concordance** immediately following an **Index** of a sequence of documents: first change the Task selection and then select *Redo*. An initial Yes/No query box allows you to change your mind if the selection was made by accident.

Redo is not available when the selected task is **Merge**.

FILE—*Information*. If we have added material since printing the manual, this will be in a plain ASCII text file called AIX.DOC on the disk. The *Information* option simply shows you this document, just as with *View file* above. This will include up-to-date notes on the supplied EXAMPLE documents.

FILE—*Log*. This selection displays AIX.LOG, a text file recording all your **AIX Pro** activities in the current session: tasks carried out and files indexed (or counted, etc). It also records when Index themes and master themes come into action. In Word Count, the word count for each file counted is logged, and also the cumulative total of documents counted as a group; repetitions ('the the') are noted with their page numbers in the log file. To help keep track of indexes with variant marks, the currently selected Loco Pro mark is also logged. So are the filenames of saved indexes (including changed filenames set with *Save As*).

*[Since with normal Reverse Video index marking it is possible to leave stray (-ReV) marks in your text by accident, resulting in unwanted 'short-cut' marking of single words, **AIX Pro** records each document's count of such marks in its log file. For example, 'Single-word index marks noted: 1'. If you prefer not to use the short cut, this information will help locate any mistaken (-ReV) codes.]*

FILE—*Exit*. Select this, and after a Yes/No enquiry, the program returns you to the DOS prompt.

The TASK Submenu

TASK allows you to switch between the six main operations of AIX Pro: **Word count**, **Index**, **Concordance**, **Grease**, **Merge** and **Sort**. Simply move to the one you want and press **Return**; a tick indicates the current selection.

A note on **Merge**: preparation for most of these options has already been covered in the first three parts of this manual, but **Merge** allows you to bring together two indexes of different kinds. For instance, you might have compiled separate name and subject indexes, and now wish to amalgamate them into one comprehensive index. Similarly, you might have used a Concordance file as well as marked text to produce two sub-indexes, and **Merge** will enable you to combine them. As described above, use the FILE—*Directory* option to display the filenames, mark them with **Space Bar**, and when all the required files have been marked, press **Return** to start. See also page 30.

Whenever you run **AIX Pro**, whether indexing, counting words, or whatever, you will always be taken to a Final Menu as soon as the program has finished running. These are marginally different for each of the five TASK choices, and are dealt with in a separate section starting on page 26.

The OPTIONS Submenus

OPTIONS enables you to modify the program settings to suit your own requirements. As different Options appear depending on which task you intend to perform, these tasks are identified against each option....

AIX Pro 'remembers' all these Options settings and saves them in its configuration file. Options are specific to the currently selected **Task**—for example, setting *Display text read* while **Index** is selected will affect the appearance of that program function only, and **Word count** won't display words as it reads them unless the Options setting has also been changed with *Word count* selected and showing at top right.

OPTIONS—*Auto-stepping*.   [Word count; Index; Concordance; Grease; Sort]

With this set, **AIX Pro** will go automatically through a sequence of numbered files like CHAPTER.1, CHAPTER.2 and so on. This means you do not have to mark each file in the Directory before you begin, provided you have named your documents sensibly. If you tell the program to index (or count, etc) a file called CHAPTER.1, it will look for CHAPTER.2 (and so on) before finishing. Other numbering styles are possible. E.g., BOOK1.TXT, BOOK2.TXT, and so on. Be certain to use *numerals* in filenames you want for auto-stepping. Do not use capital 'O' for a zero, and do not use lower-case 'l' for the number one.

Auto-stepping can be used in conjunction with the Directory listing. For example: you might want to index a book where you have material in other than numbered chapters. So you could pick out PREFACE, CHAPTER.1 and APPENDIX from Directory selection, and leave auto-stepping to cover CHAPTER.2 to CHAPTER.27.

OPTIONS—*Block count*.   [Word count]

With this set, the word count will count marked blocks only—marked in reverse video or with whatever Loco Pro mark has been chosen. (Note that this option appears only when **Word count** has been selected as the TASK.)

OPTIONS—*Capitalize entries*.   [Index; Concordance; Merge; Sort]

The first letters of all index entries (not subheads) will be automatically capitalized. Most published indexes adopt this convention, but if you have an index with a broad mixture of proper names and general subjects, you might for emphasis wish to leave the subjects with lower-case first letters.

Note that selecting this option will display everything with capitals, but not selecting it means that your index entries will appear in the manner of the *first* occurrence: if 'Bishop', 'bishop' and 'BISHOP', occur in that order in your text, they will all be indexed as 'Bishop'. You can pre-empt this by using a Concordance file (see page 14) to give a first occurrence with your preferred capitalization.

OPTIONS—*Ignore articles*   [Sort]

When sorting lists of lines, you can set this option to request that an initial article (*a*, *an* or *the*) will be ignored. Thus, when you sort a list of books, *The Satanic Verses* would appear among the S's rather than the T's if this option were set.

OPTIONS—*Index punctuation*.   [Index; Concordance; Grease; Merge; Sort]

Choose the separator which will be placed between the index entry text and the first page number (normally a single space), and also the terminator after the last page number (normally nothing). When **AIX Pro** is displaying these two tiny bits of 'text', the square blob ■ is used to represent a space for clarity's sake.

Although it's not like any standard indexing practice, you may specify a **Tab** character as the separator punctuation by entering the 'greater than' sign **>** (the result is sometimes convenient for those preparing sorted lists other than formal book indexes).

OPTIONS—*Display text read*.   [Word count; Index; Concordance; Grease; Merge; Sort]

Depending on the current **Task** choice, all words, or index entries recorded, or index lines read for merging, will be displayed as they're dealt with. Without this, the program will work invisibly.

OPTIONS—*Loco Pro marks*. [Word count; Index]

Move the pointer with the up/down arrow keys to change the selected index mark, and press **Return**.

Please see the section of this manual called **Alternatives to Reverse Video Marking**, on page 12. This is the option that allows you to vary the indexing marks you use. Selecting 'Return' here with **Index** as the Task gives the same effect as **Sort**, but selecting **Sort** as the Task is more convenient and also leaves the chosen index mark unchanged when you reselect **Index**.

As a reminder, a tick appears against *Loco Pro marks* in the OPTIONS menu for Index and Word Count whenever the default Reverse Video mark is *not* selected.

OPTIONS—*Numbering style*. [Index; Concordance; Grease; Merge; Sort]

For all indexes: choose whether you want compressed page numbers like 55-7 or uncompressed ones like 55-57. Further options are for specialist use. If an entry appears several times on each of pages 55-57, *List all pages* will cause each page number to appear once in the index (55, 56, 57) while *List all entries* will show multiple page numbers for multiple appearances on a page: for example, 55, 55, 55, 56, 57, 57 for three appearances on page 55, one on 56 and two on 57. Finally, *List with counts* shows page numbers separately but with multiple appearances indicated by a count in parentheses ... so the example just given would be shown as 55 (3), 56, 57 (2).

OPTIONS—*Omit page numbers*. [Sort]

This is normally set to Yes, so that sorted lists will by default appear without page numbers added to each entry— that is, the Numbering option in Sort's final Format menu is preset to 'Text only' (no page numbers). You can still change Numbering in the final menu; this menu item simply saves you doing so every time.

OPTIONS—*Pause at end file*. [Word count; Index; Concordance; Grease; Merge; Sort]

This tells **AIX Pro** to stop after reading each document and wait for a keystroke, to let you monitor progress through a sequence of documents. But if you just want to know (for example) how many words are in each of a series of documents, see the *List filenames* option in the final menus.

OPTIONS—*Repeats—show*. [Word count]

Repetitions like 'the the' are noted during word-counting. With this option set, the word count will halt at each and show it in its sentence context so you can note which if any are errors.

OPTIONS—*Skip wordlist*. [Grease]

Using **Grease** without some kind of screening facility would lead to a huge predominance of common 'grammatical' words like 'the', 'is' and 'you'. This option allows you to decide whether such words are screened out so that the program reveals mostly or only 'lexical' words.

One of the files we have supplied is called GREASE.DAT (normally found in the \LSPRO directory with **AIX Pro**). This contains 445 of the most boring and common words in the English language: these are the words to be screened out. You can edit this file if you wish, to add as many more boring words as you like, or to delete some of ours. GREASE.DAT is a *Script* document which can be edited by using *Script*.

If you choose the 'Skip wordlist' option here, the program will *not* screen out the boring words: they will appear in all their awfulness in the **Grease** analysis of your vocabulary.

OPTIONS—*Text words only*. [Grease]

In **Grease** only, this allows you to specify that all numbers be ignored when analysing. With this set, 'words' containing only the digits 0 to 9 or number-style punctuation will be ignored: 1994, 3.142, 1,000, etc. (But numeric words containing letters will still be recorded: 1st, 2nd, 100th, 1960s, etc.)

OPTIONS—*Use TAB for subhead*. [Sort]

If this is set to Yes, then **Sort** indexing will treat lines beginning with Tabs as subheads and lines containing Tabs as entries-plus-subheads, as described on page 16.

The CONFIGURE Submenu

CONFIGURE, like OPTIONS, enables you to modify the program settings to suit your own requirements. The difference is that CONFIGURE affects the whole program, independent of the currently selected **Task**.

CONFIGURE—*Colours*. This runs our all-purpose utility program for changing the screen colours, as described at some length on page 31.

CONFIGURE—*Edit sorting codes*. This option allows you some control over the way foreign characters are sorted. For

example, should 'élite' come before or after 'elixir'? Many professional indexers sort such words according to their closest English-character equivalents ('élite' therefore comes before 'elixir'), but you might have a different requirement.

Selecting this option will produce a screenful of characters: the IBM ASCII character set from character 32 (the space produced when you press the space bar) to character 255 (a 'null' character; rarely used!). Each character is identified by its ASCII numeral, and by the character itself as it normally appears on the computer screen.

Some of these characters are in bright display; others are dim. The bright ones are all sortable; the dim ones (mostly the ASCII graphics characters, or funny symbols) will all be ignored. You can change the status of any character ... see below.

To edit any character use the arrow keys to move the highlight cursor to the one you want, then press **Return**. You will see a box that reports the current sorting convention in use. You may change this. For example:

The 'e acute', **é**, is character 130. **AIX Pro** as supplied will sort this as a straightforward **E**; in other words, 'élite' will come before 'elixir'. If you would prefer all words beginning with **é** to be sorted *after* the other e-words, move the highlight cursor to character 130, and press **Return**. The box reveals that this character will be sorted as **E** (the same as **e**, of course). Use the right-arrow key to move the cursor past this, and then press the underline **_**, so that it looks like this: **E_** Press **Return**.

What you have done here is to tell the program to sort it first as 'e', then as '_'. In the ASCII set the underline character comes after all alphabetical characters. This will now force all '**é**'-words into a group of their own at the end of the **e**-words. To put it another way, 'élite' is now sorted exactly as though it were spelt 'E_LITE', with the underline falling alphabetically after **Z**.

On the other hand, if you want such accented characters to be sorted *before* the others, enter an exclamation mark **!** after the main letter instead: **e!** (In the ASCII character set the exclamation mark falls *before* any of the alphabetical letters.)

[If you change the lower-case version of a foreign character, don't forget to change the upper-case version too! **É** is character 144. Unless you have very special reasons you should use upper-case letters in sorting codes: setting **é** to sort as lower-case **e** would alphabetize it after *every other letter*, since as supplied all letters sort as upper-case ... and all lower-case letters come after the upper-case ones in the ASCII table.]

You can use a 'sort key' of up to 3 characters to deal with special cases. For example, words which use character 136, **ê**; should they come before or after **é**? You can use a third character of the key code to establish a subsidiary priority ... we suggest adding a numeral, for clarity:

For **é**: E_1 (this will now sort **é** after **e** but before **ê**)
For **ê**: E_2 (this will now sort **ê** after both **e** and **é**)

If you want any letter sorted as a space, delete the setting that is already there, then press **Space Bar**. (The square mark ■ will appear, confirming that a space is present.)

If you want no sorting at all on any character, delete the setting already there, then press **Return**. The character will now be displayed dimly on the main screen, and the character will be ignored in sorting.

You can also use this menu to decide which alphabetical convention you require. Indexes are normally sorted either alphabetically *by word*, or alphabetically *by letter*. What's the difference?

The following are sorted by word: CAT, CAT FOOD, CATAMARAN. (The space is sorted as a character whose alphabetical position is before any letter.)

The following are sorted by letter: CAT, CATAMARAN, CAT FOOD. (The space is ignored.)

AIX Pro has been set up by us to alphabetize by word, but if you wish to change this you have only to change the key code for the **space**. This is character 32, the first one on the key codes menu. If you press **Return** to edit this, you will see the square mark ■ (which represents a space). Delete this. Character 32 will now be displayed dimly on the main screen, and the space will be ignored in sorting.

CONFIGURE—*Menu box*. For those who like particularly uncluttered screens, this option allows you to turn off the 'permanent' Main Menu message box which reports the program version and selected Task. (The Task still remains visible at top right.)

CONFIGURE—*Temporary files*. Select this to change the working directory used by **AIX Pro** to store its temporary index file. If you use a RAMdisk of sufficient size, you could nominate this drive for temporary storage to speed processing. This would also allow AIX Pro to be used on a single-floppy-drive system while allowing disk changes so that documents from more than one disk can be processed—it is important that the disk with the temporary working files should *not* be changed during indexing etc, so a hard drive or RAMdrive is highly preferable. **AIX Pro** checks that the specified directory path exists before trying to set it. (*Warning:* to specify another disk drive for temporary files you must enter e.g. D: with the colon. The letter D alone would indicate a subdirectory called D on the current drive.)

CONFIGURE—*Extensions*. This is an option that gives you some additional control over which files are displayed in a list when you select *Directory*.

The point is that directories where word processors are working may be packed with all sorts of program and other files, as well as with the documents you are writing. When picking out the files you want to count, index, etc., you don't want to have to search through long lists of irrelevant filenames to find the one(s) you want.

This option allows you to specify the file *types* you don't want displayed. For instance, most program files use the extensions .EXE or .COM, so we have already entered these here, to screen them out. The same is true of .BAK (*Script*'s back-ups of your documents), .PIF (used by the awful Windows front end program) and .SYS (usually device drivers for your computer).

You may add your own. If you spot other file types you don't want to see displayed, enter their extensions here. (Just the three letters, without the leading dot, and separated from the others by a space.) You may also remove existing ones if required.

This option can also be useful if you have old material to which you no longer need access, or use temporary files which will never be counted/indexed. If you have been consistent with naming files, and if, for instance, you know that all your old and temporary documents have the file extensions .OLD and .TMP, then adding 'OLD TMP' to the list in this option will screen them out for you.

An additional choice box appears after the main extensions list, allowing you to specify that NDX files be shown in the main Directory listing—as a reminder when the given index and PREVIOUS.NDX already exist. Normally .NDX files are excluded as irrelevant.

While AIX Pro Runs

The screen messages are self-explanatory. If the *Display* option has been turned on for the selected task, words or index entries will scroll up the lower half of the screen as they are read. Above, a status box reports on progress: which page of which document is being read, how many index entries (or words) have been recorded so far, how much space on your hard disk is being used for temporary storage....

Although documents are presented alphabetically in the *Directory* box, **AIX Pro** sorts them into their 'real' order for processing—that is, the order of their first page numbers. Documents with the same first page number are dealt with alphabetically. Don't worry when you see that the document you selected first (for example APPENDIX.A, pages 200-202) is processed not first but after, say, CHAPTER.10 (pages 182-199). For **Index** and **Concordance** in particular, it is important that a series of documents processed in a batch should be consecutively numbered. This is because overlapping pagination will lead to incorrect page reference lists. (See also page 20.) For this reason, **AIX Pro**'s **Index** and **Concordance** issue a warning message when gaps or overlaps are detected, allowing you the option of halting the indexing and respecifying the files.

Aix Pro beeps at the end of each document if Themes or Master Themes are left active (this is often due to a marking error). A warning line reports if Themes or Master Themes are still active when all documents have been processed.

Halting AIX Pro

While the program runs, you may cease indexing at any time by pressing **Esc**. This 'emergency stop' is useful when you suddenly realize you've named the wrong document! Pressing **Esc** isn't irrevocable: the program will ask if you really want to stop, and if you've changed your mind it can continue unaffected.

When AIX Pro Completes a Task

In all cases, when **AIX Pro** finishes going through the specified document files, tells you it's finished and invites you to press a key (for the final menu) ... the essential work has been done. Your index, word count, **Grease** analysis or whatever is now complete. Any index file has already been saved to disk. You can if you wish leave the final menu at once, by selecting a *Main menu* option or pressing **Esc**.

(What if an index file with that name already existed? In this case the old file is automatically renamed as PREVIOUS.NDX and a message to this effect displayed.)

However, you may wish to examine the results, check that all is well, alter the index format in various possible ways.... This is the purpose of the final menu, and the things you can do in the final menu of each **AIX Pro** task are described in detail in the following chapter.

8 ● The AIX Pro Final Menus

Each **Task** setting leads to a slightly different final menu once **AIX Pro** has done its main work. A final menu generally allows you to review the documents that have been processed (did you leave one out?), to make minor changes in index format, to examine the index on screen, and so on.

Option settings changed in the final menus are not saved for future use as are main-menu Options.

All final menus have the *Main menu* option on the top menu bar, allowing return to the **AIX Pro** Main Menu and the start of a new task. We will now describe each of the possible final menus.

Final Word Count Menu

Word count has the simplest of all the final menus, showing only the total count and the repetitions noted. The single submenu LIST has one useful option:

LIST—*List filenames* will show all the documents that have been processed in the current task, with the individual word-count of each.

Final Index Menu

The first submenu of the final **Index** menu is OUTPUT:

OUTPUT—*Save* allows you to save the index when you've changed the format. The initial save is automatic; you don't need to save explicitly unless changes have been made. The index is normally saved with the file extension .NDX and a name based on the document *first* read.

Documents are read in order of first page number. A Concordance/Substitution file, with its first page number of zero, will normally be read first of all and will dictate the index filename: for example, if the concordance file is MYNOVEL.CON then the index will be saved as MYNOVEL.NDX.

OUTPUT—*Save As* provides the option of saving the index under a new name of your own choice. If the new name would overwrite an existing file, a warning message box appears and you can choose whether or not to go ahead. Note that the file extension .NDX is used even if you specify another.

OUTPUT—*Display* lets you view the index in its current format. The screens are numbered at top right of the display window. Press a key for each new screen. When you reach the end, a further keypress starts again at screen 1. Press **Esc** at any time to stop the index display.

During *Display*, the **File**, **Task** etc menus at the top of the screen are temporarily unavailable.

OUTPUT—*List filenames* provides the list of documents processed as with word counting, but here the number of new index entries found in each document is reported against its name instead of the word-count.

The second submenu of the final **Index** menu is FORMAT:

FORMAT—*Display* duplicates OUTPUT—*Display* (for convenience when tinkering with formats)

FORMAT—*Numbering* offers a selection of ways in which the index can be numbered. Move the pointer with the up and down arrows to select *normal* page numbers, or *dummy* ones like 00-00, or *text only* with no numbers at all, or *statistics*. This last option replaces the page numbers with just one number per entry, showing how many times that index entry was marked in the text. To avoid confusion, indexes saved with *Statistics* numbering always have the file extension .FRQ (frequency report) to distinguish them from 'real' indexes where the numbers are page numbers (extension .NDX).

FORMAT—*Spacing*. Here you can choose whether or not to put blank lines between alphabetical index sections—that is, after all the entries beginning with A, all those beginning with B, and so on.

The third submenu of the final **Index** menu is X-REFS, which allows marking and clearing of cross-references between identical main entries and subheads. (We mean 'identical' in terms of alphabetical sorting, where 'AnsibleIndex' and 'ANSIBLEINDEX' are regarded as the same.) **AIX Pro** will optionally cross-reference main index items to subheadings, where

the text is identical.

For example, you might have two main items, 'Kennedy, President John F.', and 'U.S. Government'. Under the latter heading, there is a subsidiary reference to President Kennedy. Thus:

```
Kennedy, President John F., 00
U.S. Government, 00
 Kennedy, President John F., 00
```

The above example, after cross-referencing, would look like this:

```
Kennedy, President John F., 00 (see also: U.S. Government)
U.S. Government, 00
 Kennedy, President John F., 00
```

With this explained, here are the X-REFS submenu options.

X-REFS—*Mark all x-refs*. Trace and automatically mark all cross-references for 'see also' display.

X-REFS—*Clear all x-refs*. Remove any cross-references already marked.

X-REFS—*Examine each*. This gives you a 'veto' option: the program will search for each possible cross-reference and ask if you want it marked as such. If you accept it (by pressing **Y** for Yes or **Return**), the program will attach a 'see also' message to the main item.

After you have made your cross-reference selections, a final X-REFS message window will report the number of cross-references in use. (Zero if you selected Clear or vetoed everything offered.) Press a key to return to the final **Index** menu.

Final Concordance Menu

The **Concordance** task option leads to exactly the same final menu as **Index**, except that there is no X-REFS submenu (since **Concordance** does not generate subheads which could become cross-references).

Please Note: the **Index** and **Concordance** options, when run against the same series of documents, will by default give their different index documents the same filename. When using both with a view to merging the results, you will regularly see a message box saying that an index with the given name already existed and has been automatically renamed as PREVIOUS.NDX as a safety measure (rather than overwrite it).

Final Grease Menu

The final **Grease** menu has the same OUTPUT submenu as for **Index**. Its FORMAT submenu runs as follows:

FORMAT—*Display* … as already described for **Index**. Remember that **Grease** defaults to *Statistics*-type output and that its 'index' file will be first saved with the .FRQ (frequency report) file extension. As with **Index**, this file's main name is taken from the document first read.

FORMAT—*Frequency*. When this option is set (as it always is when the **Grease** final menu appears at the end of a task) the **Grease** 'index' is ordered not alphabetically but in descending order of word frequency. This means that *Display* will instantly show you the most frequently used words. The very common words recorded in GREASE.DAT will initially be screened out unless this was skipped by setting the appropriate Main Menu option.

FORMAT—*Numbering*. The same options are present as in **Index**, with *Statistics* normally selected—but you can if you wish ask for an ordinarily numbered index covering every single word. Changing to a non-*Statistics* form of numbering will change the *Save* file extension from .FRQ to .NDX, in order to avoid confusion between frequency counts and page numbers (as described for **Index** above).

FORMAT—*Range*. This allows you to set the lowest- and highest-frequency words to be displayed or written to disk. As an initial default, the *Range* is set to include the least and most frequently occurring words.

FORMAT—*List common words*. This is used to turn on (and off again) inclusion of the words in the GREASE.DAT 'common words to skip' list, if it was read.

FORMAT—*Spacing* is the same as described for **Index** above.

Final Merge Menu

Since **Merge** is a secondary option which follows on from an initial use of **Index** or **Concordance**, we have not yet fully described its (fairly self-explanatory) use.

The final **Merge** menu has as its first submenu OUTPUT:

OUTPUT—*Save As* allows you to change the name of the merged index file from its default name MERGED.NDX. (**Merge** writes all its results straight to disk rather than storing indexes 'internally' as the other options do—so this option renames the current merged index rather than saving it again.)

OUTPUT—*View [FILENAME]* examines the saved file, showing it in the same format as does FILE—*View* in the Main Menu.

OUTPUT—*List filenames* displays all the index filenames that have been processed, as usual.

The other submenu of the final **Merge** menu is FORMAT:

FORMAT—*View* duplicates OUTPUT—*View* for your convenience.

FORMAT—*Numbers* allows the option of numbering the lines in the merged index. The number is placed at the beginning of the line and followed by a **Tab** character. We're not wholly sure what use this is, but certain customers asked for it!

A choice box lets you select whether the numbers are added to the lines containing main headwords only, or to all headwords *and* subhead lines, or to all lines including blank ones.

Since a line-numbered index is not very suitable for further merging, indexes of this format are saved with the file extension .123 to distinguish them and remove them from main-menu **Merge** *Directory* box.

FORMAT—*Spacing* decides (as in the **Index** final menu above) whether extra blank lines should appear after all the entries beginning with A, B, and so on.

Final Sort Menu

Since **Sort** is simply a variant of **Index** with a specific indexing mark (Returns) automatically selected, the final menu options are identical to those for **Index**, as on page 26.

9 ● Converting a 'Dummy' Index

Remember that **AIX Pro**, when used for extraction indexing, is in effect creating an index of your manuscript. A 'Dummy' index (suitable for typesetting, with '000' replacing page numbers) can be produced as described on page 26. But how can it later be made consistent with the publisher's proofs when these are returned to you for correction?

The first task will be to read the page proofs, and correct any errors. (If you make any changes to the text which seem likely to alter the pagination of the proofs, you must agree these with the publisher, and note what they are.) When the text is agreed, load your document files into *Script* and incorporate any changes made to the text into your file copy. When you are certain your text is consistent with the publisher's, you may then start revising the index in the following way:

1   'Disable' **AIX Pro**'s page-count facility by setting Line Spacing to 0 (zero) at the head of the document, via the option in *Script*'s **F4＝Size** menu. This gives effectively unlimited text per page.

   The point here is to create a *Script* page which contains more words than anything the publisher's printer has come up with!

   Setting Line Spacing to zero is the easiest approach, and we recommend it. But if your text happens to be littered with internal changes of line spacing, there are alternative, fiddlier ways of creating very large pages ... for example, defining a custom paper size much taller and/or wider than A4, to get more lines on the page and/or more characters on the line. Setting a smaller point size is another possibility.

   All the possible ways of changing a *Script* document's effective page size are described in remorseless detail in the *Script* User Guide; if Line Spacing＝0 doesn't suit, pick whichever method or combination of methods goes best with your style of document layout.

2   Printed books rarely begin on page 1! From the page proofs determine what the first page is that contains text—it's usually page 7, or thereabouts—then use *Script* to change your first page number in the first document to the same. Repeat this process for all subsequent documents.

3   Go through your own text, and delete any 'end page here' commands you might have entered while writing. These should be reasonably easy to find, as they will always appear immediately before the horizontal pagebreak line. Remember that by changing the page length to 99, most pagebreaks should be a long way apart ... if you see any 'short' pages, it's likely an 'end page here' command has been used.

4   If while printing you used any 'Keep lines together' commands (*Script*'s **F5＝Page** menu), to avoid widows and orphans, remove them.

5   By this stage, your document(s) should consist of large pages. Your next task is to go through the page proofs, using them as your guide, and enter an 'end page here' command in the exact places in the text wherever the printer has ended a page. Should a pagebreak fall in the middle of a indexed word or phrase, put the command at the end of said word or phrase.fin

6   Your document will now look distinctly odd, but if you have done all this with care it will have the same number of total pages as the proofs, and each page will start and end in the same places as the proofs.

7   Your documents will already contain the indexing marks. It's advisable at this stage to read through the documents once again, making sure that none of the publisher's changes to your book has affected any of the words you wanted indexed.

8   You can now run **AIX Pro**: the page numbers generated for index entries will correspond to those in the book.

10 ● Editing the Index ... More About AIX Pro

Here are a few other details about **AIX Pro** that you may like to be reassured or warned about. Do please read the first section following, as you will almost certainly want to edit the 'raw' index to print it with *Script*.

Editing Your Index with *Script*

You should think of the index produced by **AIX Pro** as a 'clean' first draft. It is always advisable to make minor amendments to the index before committing it to print ... changes such as deleting some entries, amalgamating others, and putting some of the entries into boldface or italics (titles of books, references to illustrations, etc).

Editing can be done by returning to *Script*, and working on your .NDX file in the edit screen. However, it is important to note that as created by **AIX Pro**, the .NDX file is in ASCII format, as a 'simple text' file. To be able to edit and print the index in the normal way, it is best to convert it to an ordinary *Script* document. The procedure for this is quite automatic in *Script* ... you select the document from the directory in the usual way and the program puts up a menu noting that you have asked it to 'Edit non-**LOCO**Script document'. Just select the 'Convert' option and follow the resulting prompts.

Once you have converted your index file into *Script* format for editing, it becomes unsuitable for use with **Merge**. This is because **Merge** cannot read *Script* documents. If you need to **Merge** an edited index file, you must first convert it *back* to ASCII format. To do this, highlight the file in the *Script* **Disc manager** screen, press **f9** and select **Export document**. Follow the prompts to make an ASCII copy of the file.

Merging Indexes Created by AIX Pro

Select the **Merge** option from the TASK submenu of the **AIX Pro** Main Menu. Now, under FILE, the *Directory* box will show only files ending .NDX—assumed to be indexes created by **AIX Pro**. Select two or more of these with the **Space Bar** and press **Return**. The merge process will speed ahead and lead you to the final **Merge** menu already described on page 27.

If you inadvertently specify an .NDX file which has been edited by *Script* and is not in a suitable (plain ASCII text) format for **Merge**, a warning message appears and **AIX Pro** reverts to the main menu.

Headers, Footers, Footnotes and Endnotes

AIX Pro is programmed to ignore headers and footers, which have no effect on its running.

However, the program takes note of footnotes and endnotes, treating them as falling on the page where they are defined and appear on the *Script* editor screen. Index entries in footnotes are thus attached to the page number at which the footnote starts, even if part of its text 'wraps' as a continued footnote on the next page. Index entries in endnotes are not recommended.

Some indexers prefer to indicate notes with n against the page number: 'Ansible Information, 94n'. **AIX Pro** does not include this facility, although you can insert n marks while editing the index document.

Substitution of Words/Phrases During Indexing

The greatest seeming limitation of extraction indexing is that it is tied to the text. If someone is referred to indiscriminately as 'Ko-Ko' and 'Lord High Executioner' and each reference marked, we get two index entries when we want just one, reading (say) 'Ko-Ko, Lord High Executioner'. The answer is to enter both phrases in a list of substitutions in the format of a concordance file ... see page 15.

What Are All Those Files?

The important parts of **AIX Pro** are as follows.

AIX.EXE is the main program file, handling all the **AIX Pro** 'tasks' and output.

AIX.CFG is the configuration file in which changed settings (the directory to use, the options, the index punctuation, etc) are recorded. If you want to restore the 'default' setting with all options off (unticked), you can simply delete this file. **AIX Pro** will create a new one next time it runs.

AIXALPHA.CFG contains information on sorting codes used for indexing. Like AIX.CFG it can be deleted to restore the

default settings.

AIX.BAT is the 'batch' file that runs **AIX Pro** when it's invoked from another directory.

CFG.EXE (with CFG.DAT) is the colour setup utility which lets you 'personalize' the **AIX Pro** screen colours as described in the following section.

ANSIBLE.CFG holds the changed colour settings (if any) set by CFG.EXE.

EXAMPLE.* files are *Script* documents provided as examples. See the next section.

Sample *Script* Documents: the EXAMPLE files

EXAMPLE.1 contains the George Gissing text of **Fig.1** on page 7.

EXAMPLE.2 to EXAMPLE.4 are some of David Langford's columns from *PCW Plus* magazine. These are page-numbered consecutively from EXAMPLE.1, to allow you to try out 'auto-stepping'.

EXAMPLE.LST is an expanded version of the book list on page 17, marked up for multiple alternative indexing. Try it with Reverse Video, Italics, Bold and Returns as the 'Loco Pro marks'. If you try to index this document and EXAMPLE.1 together, you will see **AIX Pro**'s warning message about overlapping pagination.

EXAMPLE.CON is a Concordance file and substitutions list with items relevant to all of the above. Notice, for example, how an **Index** of EXAMPLE.1 changes (with substitution for 'dark slopes') when EXAMPLE.CON is included as a second *Directory* selection. Note too the use of comment lines (starting with **=** and so ignored) within this document.

EXAMPLE.{} is a 'genuine' document (see the notes at its head) marked with curly brackets—one of many such files used to construct an index from the pages of old records. Forced pagebreaks are used to keep the pagination in line with the originals from which the entries were transcribed.

Changing the AIX Pro Screen Colours

The supplied CFG.EXE program is Ansible's all-purpose utility for setting screen colours (and/or monochrome appearance) in our IBM software. It can be run from the DOS prompt with the command ...

```
CFG [Return]
```

The CFG command screen shows a list of numbered options—more than are required by **AIX Pro** itself. You will need only the first four, numbered computer-fashion from 0 to 3, plus option 6. An option is selected by typing its number, or by moving the triangular markers to its position with the up- and down-arrow keys and then pressing **Return**. Numbers can also be selected with function keys: **F1** for 1, **F2** for 2, etc.

Option 1 allows you to change the way **AIX Pro** shows normal text (which is what you see when displaying index entries or Viewing files), option 2 controls bright text (e.g. the bright letters in the *Edit sorting codes* screen), option 3 sets the colour of menu bars, submenus and display boxes, option 6 sets the colour of the cursor highlight bar in the menus and submenus, and option 7 sets the colour of highlighted menu letters.

After selecting option 1, 2, 3, 6 or 7, go on as follows....

On colour monitors, entering one of the letters **A** to **H** will immediately select a foreground colour, and **I** to **P** a background colour. You are free to experiment. The available colours are shown near the bottom of the screen. On the whole, **AIX Pro** looks best with the same background colour for normal and bold text.

For grey-scale monitors like the common VGA Mono display, the CFG screen will still say 'COLOURS' at top right (since the hardware is colour-compatible and sending colour signals) but the letter options give only white, black and shades of grey.

For true monochrome hardware where the screen says MONO at top right, only five options other than total invisibility are available (normal, bright, underlined, bright underlined, and inverse), and these are chosen by entering **A** to **F**.

On all monitors, you may also cause the text to blink horribly. This option is turned on, and hastily off again, with **Z**. Most modern colour monitors allow you to choose whether this 'blinking text' setting produces text that does blink, or plain text with a 'bright' background. Pressing the **Ins** key in our colour utility will turn this setting on and off; with 'bright background' selected, you have a choice of eight new background colours corresponding to the eight bright foreground colours. 'Bright' is then turned on/off by pressing Z or * for 'blink'. If this sounds confusing, we suggest you experiment!

On all monitors, you should when satisfied 'accept' the current text appearance with **Return**. The default for the selected option can be restored by first pressing **Tab**. Pressing **Tab** when not currently editing one of the text options will restore *all* the colour defaults.

Having commanded and 'accepted' each desired change, you can leave the program by selecting option 0 (zero) to save the new settings, or by pressing **F10** or **Esc** to leave the program without saving any changes.

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