

Working With Indexes

Overview

Indexing improved significantly after PagePlus X6. The help topic "[Creating an Index](#)" will tell you the basics. This tutorial aims to add a little more. There are still some limitations, but here are some suggested solutions.

Getting Started

Before you begin, you might like to add a shortcut for indexing. By default, the shortcut for "Mark Index" is Shift Alt X, but there is no shortcut yet assigned to "Mark All Index Entries."

From the Tools menu, select Options, User Interface, Keyboard, and add a New Keyboard Profile. In the Menus and Toolbars context, type "index" in the Filter field, and expand the Insert Menu tree.

Select "Mark All Index Entries" and press the shortcut that you wish to assign, e.g., Shift Alt X, in the shortcut field. The Already assigned to: field will show this as assigned to "Mark Index." Then, select the "Mark Index" item and assign "Alt X" to that. The Alt key is used to pull down menus, but there are no menus using the Access key X.

Assign another shortcut to Insert Index, e.g. Ctrl Alt X. An existing index will be replaced.

Marking Multiple Index Entries

Select the word or phrase that you wish to index and press the shortcut to show the Mark Index Entries dialogue. Delete unwanted entries using the keyboard or the delete button, and then select the rest using Shift + Click.

Edit the Entry text if you wish. Bold or italic page numbers can be used to emphasise index entries.

Extended Latin, Greek, or Cyrillic Index Entries will be listed after Z unless the "Sort By:" field is used. "Ālāra the Kālāma" in the screen shot will now be sorted after A and before B.

The dialogue can be resized to allow for more entries, and the columns can be dragged with the mouse to change the column widths to allow longer index entries to be read without scrolling.

The Locate button can be used to find an entry if you want to edit the document text.

Editing Index Entries

Expand the tree in the Index Studio Tab to view index entries. Expand the entry title to see page numbers.

Delete unwanted entries, or click on "Go to Entry" to edit it in situ. Note that numbers in the Index Tab ignore Page Numbering Sections, but "Go to Entry" will find the relevant page.

Index of Proper Names

Only one index is allowed per publication. To create a second index, e.g. an index of Proper Names, sort all Proper Names by a letter other than A-z, and then replace the Index separator in the Index with the title of the second index. For example, use @ as the **Sort By:** key to list Proper Names first, or **zz** to list them after A-z.

Enclosed Alphanumerics from A (U+24B6) to Z (U+24CF) could be used as sort keys if you want separators in the second index.

Formatting Entries

In my indexes, I follow entries in English by the Pāli word in parentheses and italics like this:

Insight (*vipassanā*), 12, 45

Index entries do not support formatting, but formatting can be added using Find and Replace. Enable Regular Expressions, and search **the current story** for: **(.[, -ffl])+.**

This will find any characters between , and **ffl** ligature that are in parentheses. Click Select All on the Find dialogue then apply the italic formatting using the context toolbar or use the keyboard shortcut Ctrl I. Modify the "Index Main" and "Index Sub" paragraph styles to format the layout of the index. Use a short single column text frame for the title and a two column frame for the index.

Due to a long-standing bug in hyphenation (Critical Bug 3), it is advisable to add zero-width spaces after hyphens before adding them as index entries, or insert a soft hyphen before hyphenated words. The zero-width space will allow words to hyphenate in the index, but will ensure that the hyphen is displayed and printed. Soft hyphens prevent words from breaking at the hyphen. To fix retrospectively, edit the text in the generated index to get the desired hyphenation, then copy the text to the first page # entry.

