

# SONAR<sup>®</sup> BOOKENDS<sup>®</sup> InDex

THE COMPREHENSIVE INDEX GENERATOR  
FOR ADOBE<sup>®</sup> InDesign<sup>™</sup>

User's Guide 21.x  
Macintosh and Windows



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# Section I Introduction

Sonar Bookends® InDex™ is a powerful index generator capable of producing an automatic index for Adobe's InDesign™ product. It can also make a table of contents based on style sheets. Several types of indices can be produced, from a basic index to a multiple level index. The index can include chapter/section names, can be made for any number of files, and can contain cross-reference information.

There are three basic types of indices that can be produced by Sonar Bookends InDex:

1. Word frequency. A fast, effortless index based on how often words appear in the documents being indexed. Words which are common, and therefore relatively unimportant, can be automatically eliminated.
2. Word/phrase list. Based on a user supplied list of words and phrases stored in a text file. Each word or phrase is indexed. Entries can incorporate advanced indexing techniques such as Boolean operations and wild cards. Since the word/phrase list is a text only file, it can be generated in a variety of ways. For example, the list can be created using InDesign or a word processor, downloaded from another computer, exported from a database, etc.
3. Proper noun. Sonar Bookends InDex can find and index proper nouns. Using capitalization and punctuation rules, Sonar Bookends InDex can determine which words make up a proper noun. Proper nouns which occur too many times (above a user defined maximum frequency) are automatically eliminated.

The three methods (word frequency, word/phrase list, and proper noun) can be mixed and matched to produce a final index. For example, a word frequency list can be combined with a proper noun list, discarding any unwanted words and proper nouns. The list could also be augmented by typing in additional phrases. The final word/phrase list would then be given to Sonar Bookends InDex for indexing.

Other important features which add to Sonar Bookends InDex's flexibility and versatility include:

- Support for non-English characters and special symbols<sup>1</sup>
- Capability of reversing first and last names
- Treatment of hyphens based on context
- Sorting of both single and multiple level indices
- Automatic creation of a multiple level word/phrase list and index
- Creating a word/phrase list from marked text

A glossary can be found in Appendix A [on page 47](#).

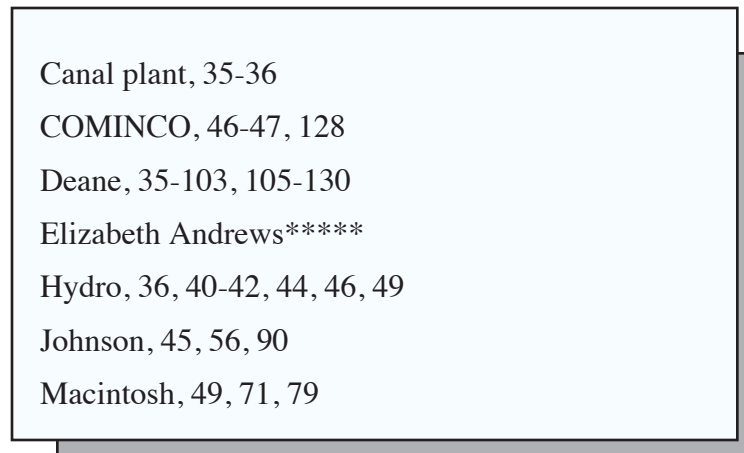
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1. Latin-based and most single-byte languages are supported.

## Index Formats

### Index Format Without Chapter/Section Prefix

An index without chapter/section prefixes consists of alphabetically sorted words and phrases. By default, each word or phrase is followed by a comma and a list of page numbers (“Memory card, 24, 32, 56”). If two or more page numbers are consecutive, then the sequence of page numbers is abbreviated to be the first and last page number separated, by default, with a hyphen (“23, 24, 25, 26” would be shortened to “23-26”). Both the comma following each word or phrase and the hyphen separating consecutive page numbers can be changed. A portion of a typical index for a document is shown in [figure 1.1](#). The string of asterisks after “Elizabeth Andrews” indicate that the phrase was not found during indexing.

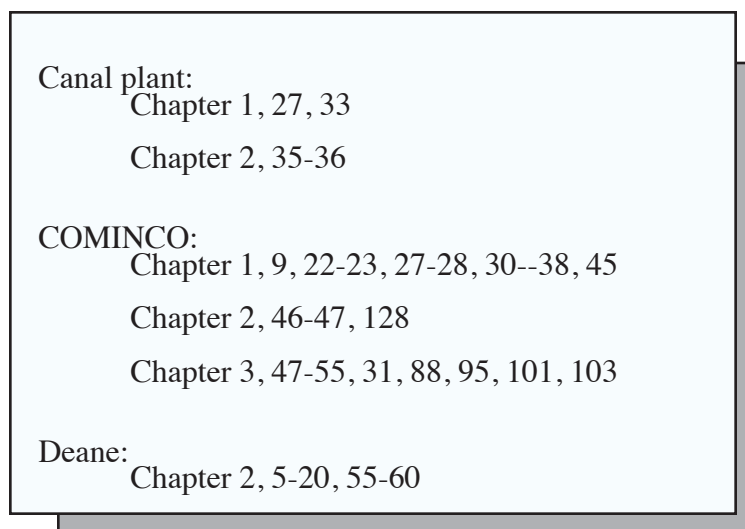


*Fig. 1.1*

### Index Format With Chapter/Section Prefix

There are two options for an index containing chapter/section prefixes:

1. Each word or phrase is placed on a separate line and is followed by a colon. The names of all chapters which contain the word or phrase appear next. The chapter names are in alphabetical order, each on a separate line, preceded by a tab, and followed by a list of page numbers. [Figure 1.2](#) has a portion of a typical index including chapter names.



Canal plant:	Chapter 1, 27, 33
	Chapter 2, 35-36
COMINCO:	Chapter 1, 9, 22-23, 27-28, 30--38, 45
	Chapter 2, 46-47, 128
	Chapter 3, 47-55, 31, 88, 95, 101, 103
Deane:	Chapter 2, 5-20, 55-60

*Fig. 1.2*

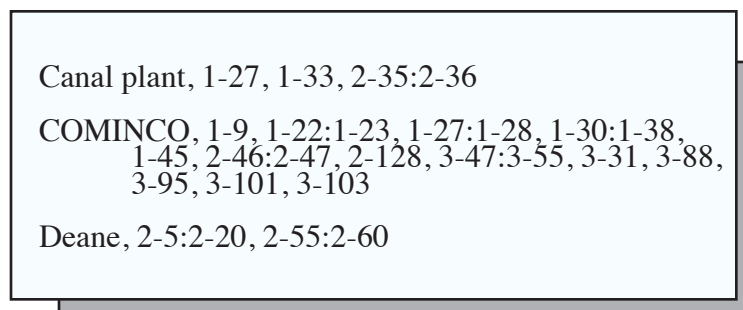
2. Each word or phrase is followed by a comma and a list of page numbers. Each page number is prefixed with the corresponding chapter name. For example:

**Memory card, 2-24, 2-32, 2-56, 4-12, 4-22**

In the example, “Memory card” is found on pages 24, 32, and 56 of chapter 2 and pages 12 and 22 of chapter 4. If two or more page numbers are consecutive, then the sequence of page numbers is abbreviated to be the first and last page number separated, by default, with a hyphen. To avoid confusion when the chapter name contains a hyphen (as in the above example), a tilde “~” or a colon “:” are commonly substituted for the hyphen separator:

**Administrative offices, 2-6, 2-34:2-56**

[Figure 1.3](#) shows a portion of an index using this option.



Canal plant,	1-27, 1-33, 2-35:2-36
COMINCO,	1-9, 1-22:1-23, 1-27:1-28, 1-30:1-38, 1-45, 2-46:2-47, 2-128, 3-47:3-55, 3-31, 3-88, 3-95, 3-101, 3-103
Deane,	2-5:2-20, 2-55:2-60

*Fig. 1.3*

## Multiple Level Index Format

Sonar Bookends InDex can produce a multiple level index with an unlimited number of levels. A multiple level index is created using a list of words and phrases which are indented using tab characters. See [figure 1.4](#). A multiple level word/phrase list can be manually generated or it can be automatically generated from a single level word/phrase list.

Accidents	
Environmental damage,	108
Nuclear,	122-128, 150
Countries	
Canada,	7-8, 10, 14-16, 32, 36, 51
France,	56-70
United States,	36-37, 46, 50-51
Fuel	
Gas,	34-35, 53, 57-58
Hydroelectric,	22, 48, 52
Nuclear,	205

*Fig. 1.4*

## Features

Sonar Bookends InDex was designed to permit straightforward interactive operation with a minimum of computer knowledge.

- **Flexibility** - Sonar Bookends InDex can generate an index for a single document or a group of related documents. The index can be single level or multiple level.
- **Automatic word selection** - Sonar Bookends InDex can dynamically create an index of words which appear within a given frequency range.
- **Automatic proper noun selection** - Sonar Bookends InDex can dynamically create a list and an index of proper nouns.
- **User defined phrases** - Instead of looking through each page of a document and marking each word or phrase to be indexed, Sonar Bookends InDex takes a list of the words and phrases supplied by the user and looks up the index information automatically.
- **Boolean indexing capabilities** - Boolean arithmetic can be used to define index entries. For example, the word “nuclear” can appear in the index only if it is within 20 words of either “melt down” or “accident” in the document.



- **Wild cards** - Entries containing wild card characters can appear in the index. For example, all pages having a word starting with “span” can be placed in the index.
- **Translation** - Translation, designated by a semicolon (;), allows Boolean expressions to be hidden, blank lines to be inserted, and comments to be added to an index.
- **Name reversal** - Sonar Bookends InDex can switch first and last names. For example, “John. H. Doe” would become “Doe, John H.” Names which are already reversed are not effected.
- **Powerful text sorting** - Single level and multiple level word/phrase lists can be sorted quickly.
- **Single level to multiple level automatic conversion** - Sonar Bookends InDex can take a single level list of names and convert it to a multiple level list at the push of a button - an incredible time saver.
- **Table of contents** - A table of contents based on paragraph style sheets can be made in seconds.

## Installing Sonar Bookends InDex

To install the Sonar Bookends InDex plug-in, see the ReadMe file in the Sonar Bookends InDex folder.

## Activating Sonar Bookends InDex

When first installed, Sonar Bookends InDex runs in demonstration mode. Demonstration mode has the following restrictions:

- Only words starting with an “s” are in the word frequency list
- Only the first 25 proper nouns are in a proper noun list
- Only the first 10 marked words are put into a marked word list
- Only the first 10 table of contents entries are found
- Only the first two page numbers for each indexed entry are found

To remove these restrictions, you must purchase the capabilities that you need – indexing, table of contents, or both. After payment is received, you are given a special serial number to enter into a registration box, enabling the desired features immediately.

To purchase Sonar Bookends Index, contact Virginia Systems at:

Email: [sales@virginiasytems.com](mailto:sales@virginiasytems.com)

## Technical Support

Technical support is only provided to registered customers. Upgrade notices are sent to the person and address contained in Virginia Systems' software registration database.

Along with any questions, please include your:

- Name
- Serial number
- Telephone number
- Email address

Contact Virginia Systems' technical support at:

Email: [support@virginiasytems.com](mailto:support@virginiasytems.com)

## Section II Types of Indices

Sonar Bookends InDex can create several types of indices:

- Word/phrase list
  - Single level
  - Multiple level
- Proper noun
- Word frequency
- Marked text

This section gives a brief description of each type of index.

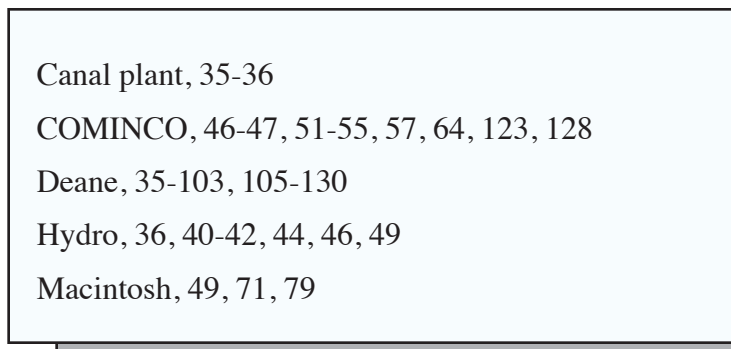
### Word/Phrase List Index

An index is built from a list of words and phrases. A word/phrase list is a text file containing both individual words and combinations of words (phrases) which are to be indexed. Since a word/phrase list is a text file, it can be created in many ways including:

- Using InDesign
- Using a word processor
- Exporting the list from a database
- Generating a list of words based on their frequency
- Generating a list of all proper nouns
- Generating a list of words and phrases you have manually marked

### Single Level Index

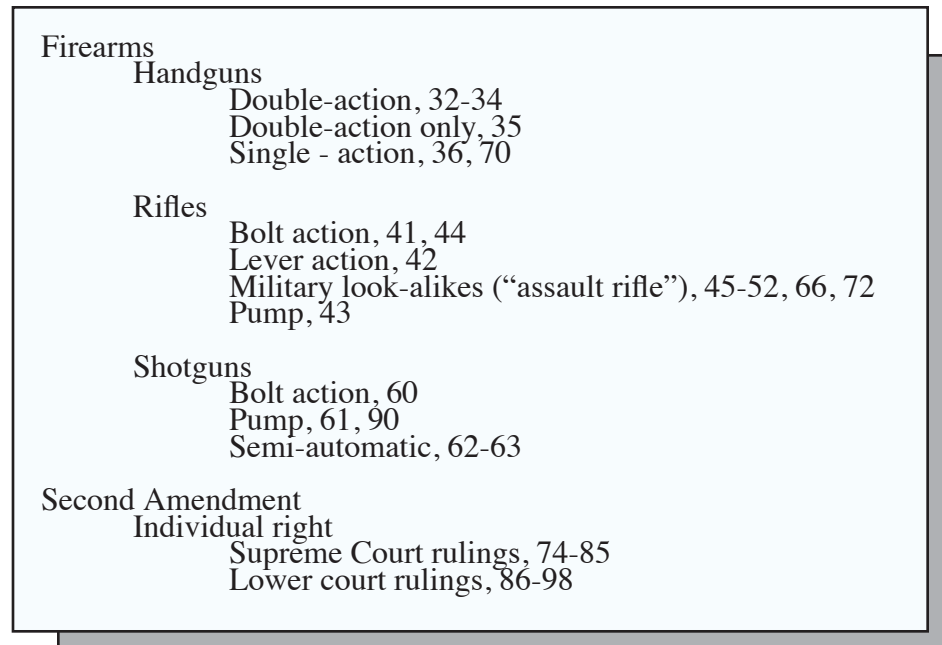
A single level index is a type of word/phrase list index. A single level index consists of one word or phrase per line. The list can be sorted alphabetically by Sonar Bookends InDex or you can provide the list pre-sorted. Part of a single level index is shown in [figure 2.1](#). A non-sorted single level index may be preferred if the list of words and phrases has already been sorted or is in a special non-alphabetic order.



*Fig. 2.1*

## Multiple Level Index

A multiple level index is a type of word/phrase list index. Part of a multiple level index is shown in [figure 2.2](#). Each entry is on a line by itself and subentries are indented with tabs. A multiple level index can have an unlimited number of levels and can be sorted by Sonar Bookends InDex. Only the most indented entries at any given level receive page numbers. The list of entries in a multiple level index can be created with InDesign, any word processor or any database.



*Fig. 2.2*

## Proper Noun Index

Sonar Bookends InDex can create a list of proper nouns found in a document and then index that list. A proper noun is a complete phrase such as “John Q. Smith,” or “United States of America.” The index is made by using this list of proper nouns as a word/phrase list. InDesign can be used to edit the proper noun list.

## Word Frequency Index

A word frequency list is an alphabetical list of all words which occur no more than a given number of times in a document. A word frequency list usually requires some cleaning up. Setting a reasonable word frequency helps to eliminate words which occur too frequently to have much value. A frequency of 10, for instance, would tell Sonar Bookends InDex to index all words in the document that occur no more than 10 times. Therefore, a word such as “the” would probably occur far more than 10 times in a document and would not be indexed. Once the list is cleaned up, the list is used to generate the index.

## Marked Text Index

Words and phrases in a document can be manually marked using Sonar Bookends InDex. Once marked, the words and phrases can be indexed in one of two ways:

1. All occurrences of each word/phrase are found and indexed, even if some of those occurrences were not marked. With this mode, words and phrases only need to be marked once in the document being indexed.
2. Only the marked occurrences of each word/phrase are found and indexed. With this mode, each occurrence to be indexed must be marked.

Once all of the entries have been marked, a word/phrase list can be created in seconds with a single command. The word/phrase list is then used to make the index.



## Section III     Preparing to Make an Index

Before creating an index with Sonar Bookends InDex it is important to:

- Understand how hyphenated words are treated
- Set the word order and proximity defaults
- Set the pagination information
- Organize the document according to indexing preferences (when the document consists of multiple files)

### Hyphenation

Hyphens are removed by Sonar Bookends InDex if the hyphen is followed by a space, tab or carriage return. Thus, a hyphenated word (like “hy-phen”) is properly indexed as a single word (“hyphen” as opposed to “hy” and “phen”).

There are instances where removal of hyphens is not desirable. An example would be a part number like “123-ABC-789.” If the hyphens were removed, there would be no way of distinguishing between “123-ABC-789” and “1-23A-BC78-9.” For hyphens to be treated as part of a word or number, the hyphen must be touching an alphabetic or numeric character on both sides. Therefore, characters which make up a part number should remain together, and not be separated at the end of a line like this:

123-ABC- 789
-----------------

The above example would produce the part number “123-ABC789,” instead of “123-ABC-789,” since the hyphen following “ABC” was not touching a character or number on its right side.

### Setting/Overriding Default Word Order and Proximity

Sonar Bookends InDex indexes a phrase as a series of words and not just a string of characters. Therefore, spacing and punctuation are not significant and are ignored. By default, a phrase is found if the words in the phrase appear in the document being indexed in the same order and immediately next to each other. For example, the phrase “John Doe” would be found even if it appeared as “John, Doe.” because periods, commas, extra spaces, and carriage returns are ignored.

By default, the phrases in [figure 3.1](#) would not match “John Doe:”

"Doe, John"	Words are in the wrong order
"John E. Doe"	Words are not next to each other ("E" is between them)
"Doe, Edward John"	Words are not next to each other and are in the wrong order

Fig. 3.1

The default word order and proximity can be set globally for every entry, and overridden for individual entries. To set the defaults for all entries, select *Default word order and proximity...* in the *Preferences* menu, as shown in figure 3.2. The dialog box shown in figure 3.3 will then appear.

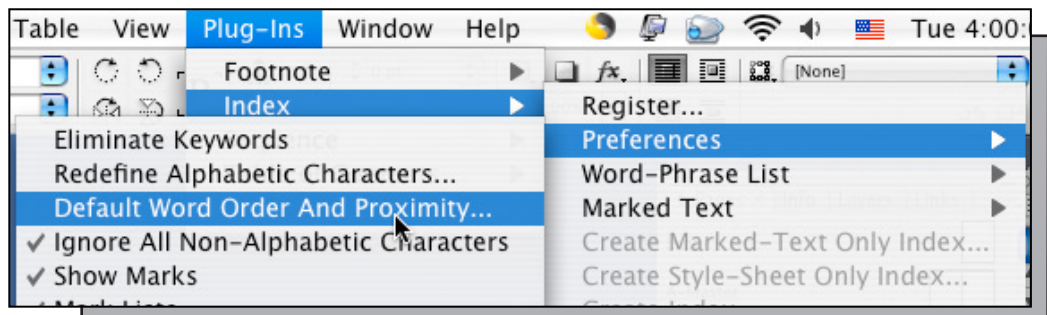


Fig. 3.2

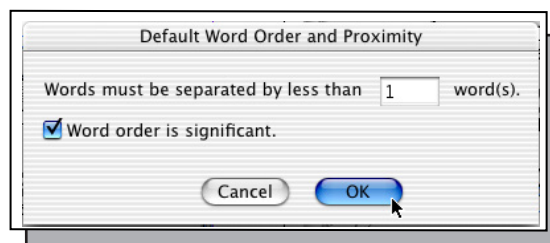


Fig. 3.3

By changing the word separation to 2 (to allow for "John Edward Doe") and unchecking word order significance, all of the phrases in figure 3.1 would match "John Doe."

Word order and proximity values can also be overridden on individual entries in a word/phrase list. See Section VI, "Special Features" on page 41.

## Document Organization

An index or a table of contents can be made for a document whether the document consists of either one file or multiple files. All of the files making up the document must be open in InDesign. You can either open the documents individually or open a book. *Since all open files (with the exceptions listed in the note below) are included in the index or table of contents, be sure that the only files which are open belong to the document to be indexed.*



**Note:** Files which are named “Word Phrase List” or “Index” or any file which has been selected as a word/phrase list using *Make Current File a Word-Phrase List* in the *Word-Phrase List* menu are exceptions to the rule and are not indexed.

## File Naming Conventions When Indexing Multiple Files

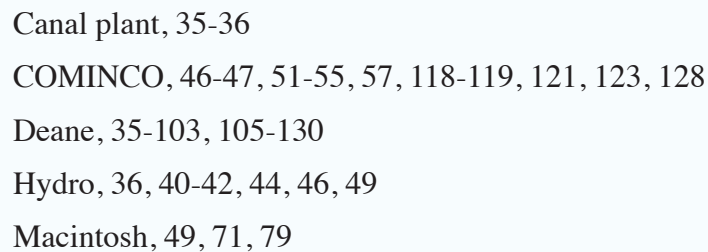
If the document consists of multiple files, the naming of those files is critical. The names of the files being indexed should be in alphabetical order according to the order that each file appears in the document. For example, if a file named “B” contains pages 1-25, then the file which contains pages 26 through 45 could be named “C,” but should not be named “A.” If the second file was named “A,” then the page numbers would be correct, but would appear out of sequence in the index. For example, page 28 might appear before page 6.

## Indexing Without Chapter/Section Names

If the page numbering scheme for a document is simply a series of consecutive page numbers (like the page numbering for this manual), then the names of the files making up the document should be in alphabetical order as mentioned above.

**Important note:** When making this type of index, InDesign’s page numbering preference (under general preferences) should be set to *View: Section Numbering*. If this is not done, the page numbers for each file will always begin with page one.

An example of an index without chapter/section names appears in [figure 3.4](#).



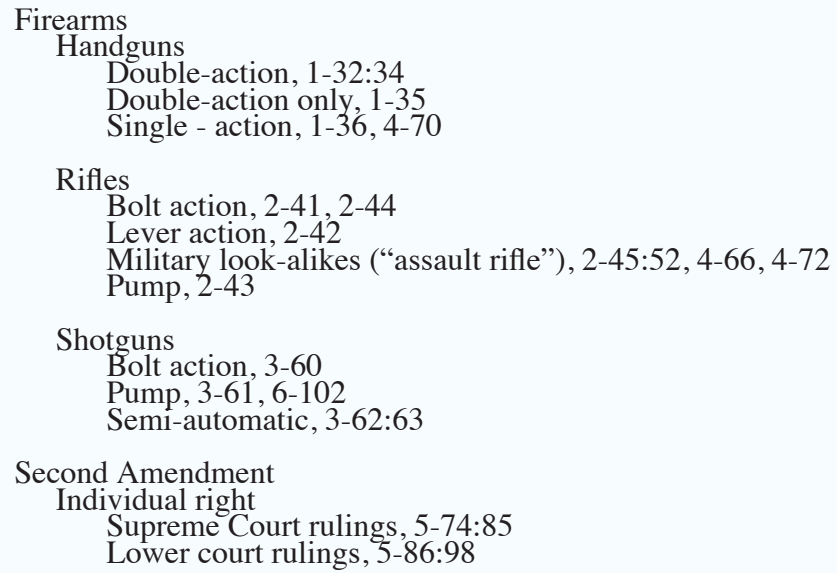
Canal plant, 35-36  
COMINCO, 46-47, 51-55, 57, 118-119, 121, 123, 128  
Deane, 35-103, 105-130  
Hydro, 36, 40-42, 44, 46, 49  
Macintosh, 49, 71, 79

*Fig. 3.4*

## Indexing With Chapter/Section Names

If the document being indexed has a page numbering scheme which includes a chapter/section reference and a page number (such as “1-2,” “6-12,” etc.), then each section start in the document should have an appropriate InDesign section marker such as “1-” or “6-”. If the document consists of more than one file, then the names of the files making up the document should be in alphabetical order as described earlier in this section.

An example of an index with chapter names is shown in [Figure 3.5](#).



Firearms  
  Handguns  
    Double-action, 1-32:34  
    Double-action only, 1-35  
    Single - action, 1-36, 4-70  
  
  Rifles  
    Bolt action, 2-41, 2-44  
    Lever action, 2-42  
    Military look-alikes (“assault rifle”), 2-45:52, 4-66, 4-72  
    Pump, 2-43  
  
  Shotguns  
    Bolt action, 3-60  
    Pump, 3-61, 6-102  
    Semi-automatic, 3-62:63  
  
Second Amendment  
  Individual right  
    Supreme Court rulings, 5-74:85  
    Lower court rulings, 5-86:98

*Fig. 3.5*

## Section IV Index Options

For each word/phrase being indexed, either all occurrences can be indexed or only occurrences that have been physically marked using the *Mark Text* command. To index all occurrences, use *Create Index...* or to index only entries that have been marked use *Create Marked-Text Only Index...* Refer to [figure 4.1](#).

**Note:** An index cannot be created unless a Word Phrase List window is the front (active) window.

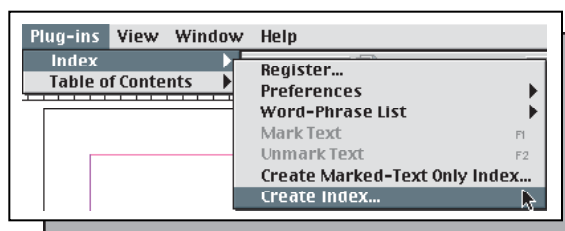


Fig. 4.1

Sonar Bookends InDex allows certain formatting options to be selected when producing an index. When either *Create Index...* or *Create Marked-Text Only Index...* is selected in the *Index* menu, the Index dialog box shown in [figure 4.2](#) appears. This dialog box tells Sonar Bookends InDex the type of index to be made, which type of symbols are to be used to separate page numbers, how many lines should appear between each entry, etc.

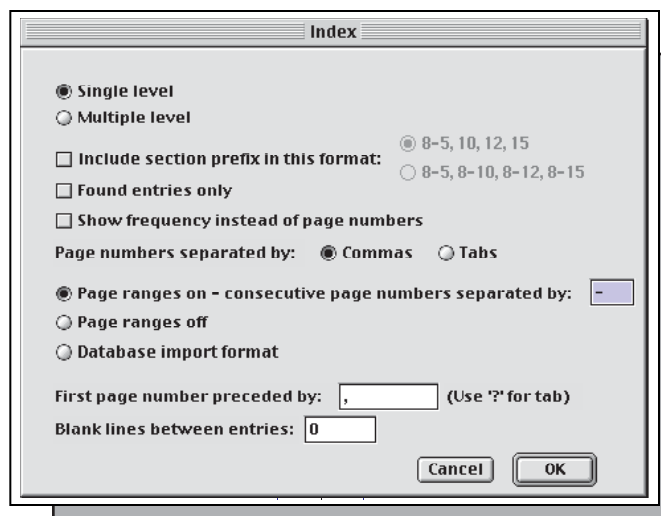
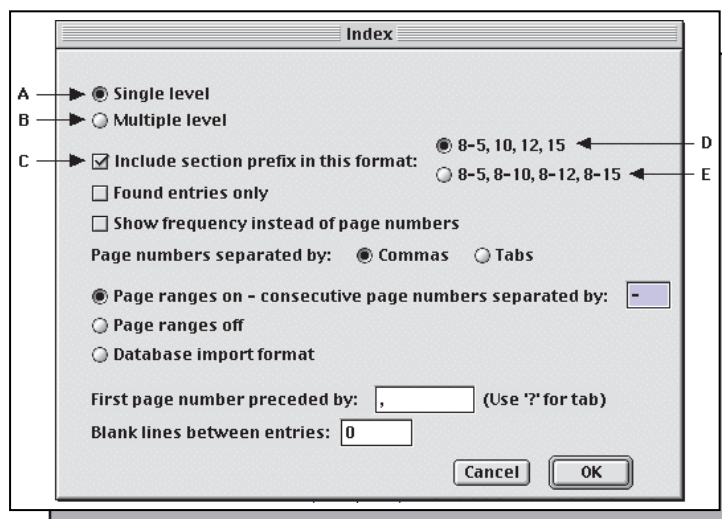


Fig. 4.2

## Single or Multiple Level

Refer to [figure 4.3](#). Items [A] and [B] indicate whether the index is to be single level or multiple level, respectively. Section II, [on page 7](#), discusses single and multiple level indices in more detail.



*Fig. 4.3*

## Chapter/Section Names

If the index is to contain chapter/section names and page numbers, such as “2-1,” “6-12,” etc., then the Include section prefix in this format option in item [C], [figure 4.3](#), must be checked. Otherwise, the index will contain a series of consecutive page numbers without chapter/section names.

There are two options for formatting chapter/section names:

1. Option [D] in [figure 4.3](#) - each chapter name is placed at the beginning of a line, with all of the page numbers for that chapter/section following the chapter/section name:

**2-6, 8, 10, 22**  
**6-12, 55**

2. Option [E] in [figure 4.3](#) - the page numbers are strung together and each page number is prefixed with the associated chapter/section name:

**2-6, 2-8, 2-10, 2-22, 6-12, 6-55**

## Entries That Are Not Found

Normally if Sonar Bookends InDex cannot find an item in the word/phrase list, it puts five asterisks (\*\*\*\*\*) after the offending word/phrase instead of page numbers. However if item [F] in [figure 4.4](#) is checked then any entries which cannot be found are simply not placed in the index.

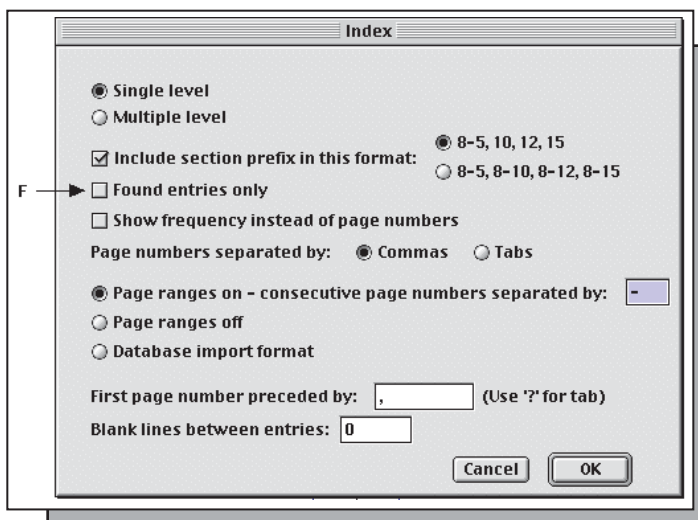


Fig. 4.4

## Frequency Instead of Page Numbers

Item [G] in [figure 4.5](#), if checked, causes Sonar Bookends InDex to put the frequency of each word/phrase instead of the page numbers where the word/phrase appears. Word frequency is used in linguistic studies, among other things. *Don't use this option when making an index!*

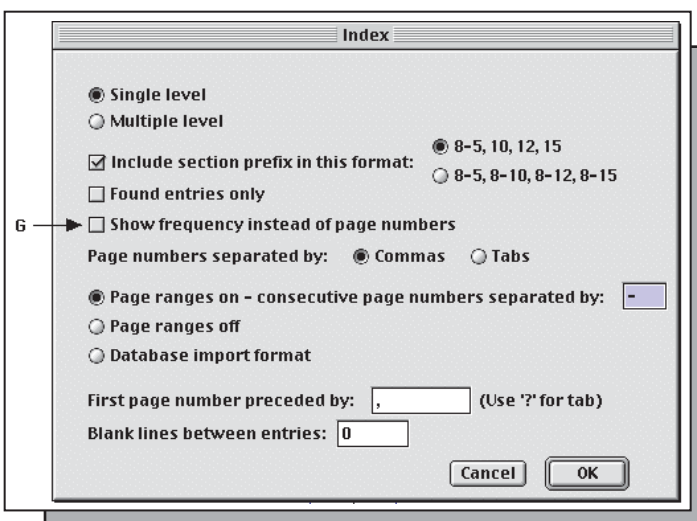


Fig. 4.5

## Separation of Non-Consecutive Page Numbers

Item [H] in [figure 4.6](#) affects the separation of non-consecutive page numbers. Either commas or tabs can separate page numbers. Examples of the two methods of separation are shown in [figure 4.7](#).

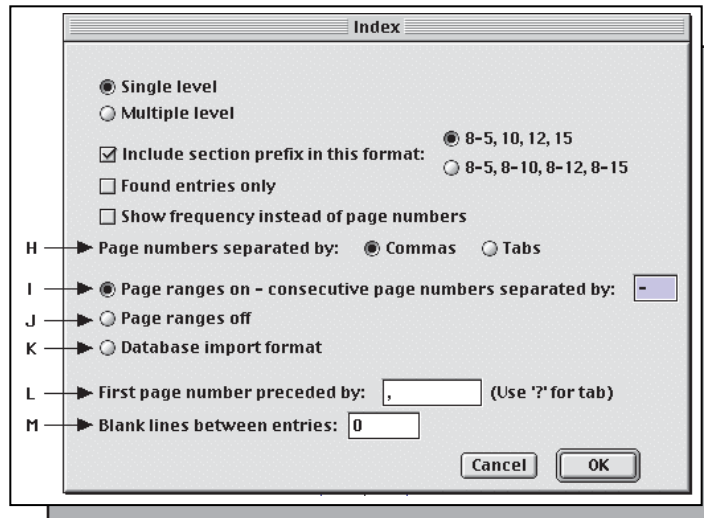


Fig. 4.6

Thunderbird, 112, 189, 201, 256	Thunderbird, 112    189 201 256
<i>Comma Separators</i>	<i>Tab Separators</i>

Fig. 4.7

## Abbreviation of Consecutive Page Numbers

Consecutive page numbers (45, 46, 47, 48, 49) are abbreviated (45-49) by default. Item [I] in [figure 4.6](#) enables abbreviation and identifies the single character that separates consecutive page numbers. A hyphen is the default, but a colon or any other single character can be used. A colon or a tilde (~) are good choices if the index is to contain hyphenated chapter names ("1-," "2-," etc.). This avoids confusing chapter names with consecutive page numbers:

1-2, 4, 6-12, 15

The above example shows chapter 1, pages 2, 4, 6 through 12, and 15. It would be clearer as:

1-2, 4, 6:12, 15

Selecting item [J] in [figure 4.6](#) will disallow any consecutive page number abbreviations:

1-2, 4, 6, 7, 8, 9, 10, 11, 12, 15

## Database Import Format

Item [K] in [figure 4.6](#) causes each entry in the index to be formatted for easy importation into a database. The database format consists of one line for every occurrence of every word/phrase being indexed. Each line consists of the word/phrase being indexed and one page number:

```
Computers, 5
Computers, 12
Computers, 13
Computers, 14
Dragging, 19
Dragging, 46
```

## Text Separating Index Entries and Page Numbers

The characters between each word or phrase and its first page number are controlled by item [L] in [figure 4.6](#). The default value is a comma and a space, but any sequence of characters can be used. The index entry for “Nuclear energy” would look like this:

```
Nuclear energy, 104, 110-114, 203
```

Changing item [L] to be “===” would change the index entry to look like this:

```
Nuclear energy === 104, 110-114, 203
```

The question mark (?) is a special character which is used to represent a tab character. Thus, if item [L] was set to “??” there would be two tabs between each word or phrase and its first page number:

```
Nuclear energy      104, 110-114, 203
```

## Blank Lines Between Entries

Item [M] in [figure 4.6](#) determines how many blank lines are inserted between index entries. A value of zero will put one entry immediately below the other:

```
Nuclear energy, 104, 110-114, 203
Reactor, 33, 45
```

A value of 2 will place two blank lines between each entry:

```
Nuclear energy, 104, 110-114, 203

Reactor, 33, 45
```





## Section V Creating an Index and Table of Contents

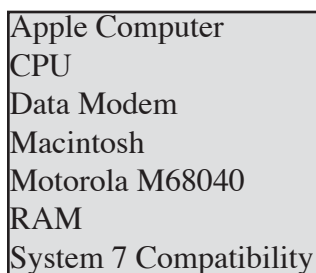
An index is based on a list of words and/or phrases. This word/phrase list can be made automatically from words based on their frequency or from proper nouns based on rules of capitalization, punctuation, and frequency. Alternatively, a user supplied word/phrase list, created by any method, including manual index marks, can be used. Any of these methods can be combined to make a master word/phrase list

### Creating the Word/Phrase List

An index is made from a word/phrase list. This word/phrase list can contain both individual words, combinations of words (phrases), and entries which incorporate advanced indexing techniques such as Boolean operations and wild cards. A word/phrase list can be either single or multiple level, depending upon the type of index to be made. See Section VI, “Special Features” [on page 31](#), for using Boolean operators, wild cards, reversing first and last names in a word/phrase list, and automatically converting single level word/phrase lists to multiple level.

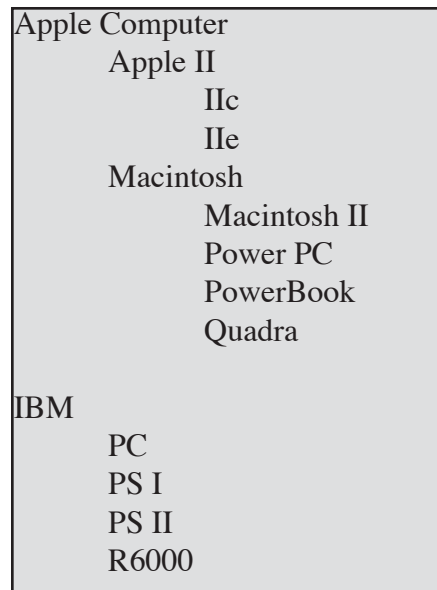
### Single and Multiple Level Word/Phrase Lists

Part of a single level word/phrase list is shown in [figure 5.1](#). Each entry is against the left margin, and is on a separate line. A multiple level word/phrase list is shown in [figure 5.2](#). Each entry in a multiple level word/phrase list is on a separate line and optionally indented with one or more tab characters. Only the most indented entries at any given level will receive page numbers when the list is indexed.



Apple Computer
CPU
Data Modem
Macintosh
Motorola M68040
RAM
System 7 Compatibility

*Fig. 5.1*



*Fig. 5.2*

## Methods of Creating a Word/Phrase List

A word/phrase list can be created in a variety of ways:

- Generated with Sonar Bookends InDex's word frequency routine
- Generated with Sonar Bookends InDex's proper noun routine
- Generated from manually marked text
- Manually typed-in using InDesign or a word processor
- Exported from a database

Each word or phrase needs to be on a separate line. By default, Sonar Bookends InDex indexes the words or phrases exactly as they are found in the word/phrase list, ignoring punctuation and spacing. To change the default for word order, proximity, and punctuation, see Section VI, "Special Features," [on page 31](#). "Special Features" also explains how to use wild cards and Boolean operations in the word/phrase list.

There is no practical limit set on the size of a word/phrase list, but the amount of memory needed by InDesign may increase for extremely large lists.

## Creating a Word Frequency Word/Phrase List

A word frequency word/phrase list is based on how often words appear in a document. The entries are sorted alphabetically. This type of list assumes that a word's significance decreases as its frequency increases.

In a word frequency list, both numbers and words are selected. Numbers appear before letters; so numeric values appear first in the index and are followed by words beginning with the letter “A.”

**Note:** By redefining alphabetic characters to make the characters “0123456789” non-alphabetic, numbers will not be indexed.

**In the demo version, only words that start with an “s” appear in the word/phrase list.**

A word frequency word/phrase list is often used as a starting point in determining which words should be included in an index. Once created, this word list can be edited. The edited list is then be used to produce the final index.

## Setting the Frequency

To begin generating a word frequency word/phrase list, open all of the files that make up the document and only these files. Next, select *Make Word Frequency List...* in the *Word-Phrase List* menu, as shown in [figure 5.3](#). The dialog box shown in [figure 5.4](#) will then appear.

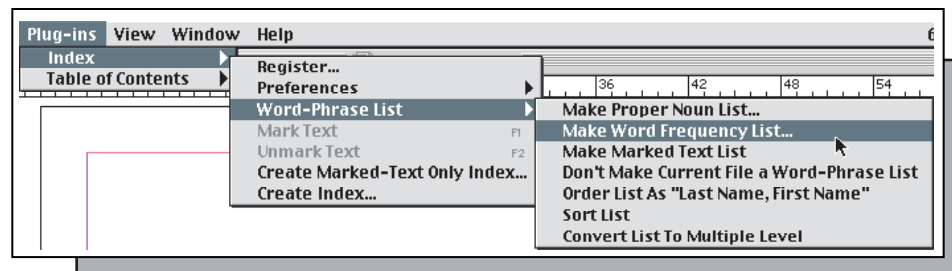


Fig. 5.3

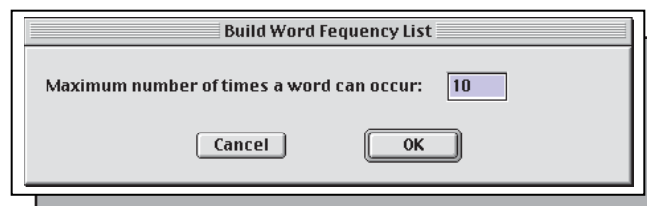


Fig. 5.4

Refer to [figure 5.4](#). The *Maximum number of times a word can occur:* should contain a value greater than zero. Only words which occur the specified number of times or less will appear in the resulting word/phrase list. The list is put in a new window named “Word Phrase List” as shown in [figure 5.5](#). The list can now be edited or saved, if desired.

See “Making the Index” [on page 27](#) for more information on how to complete making the index.

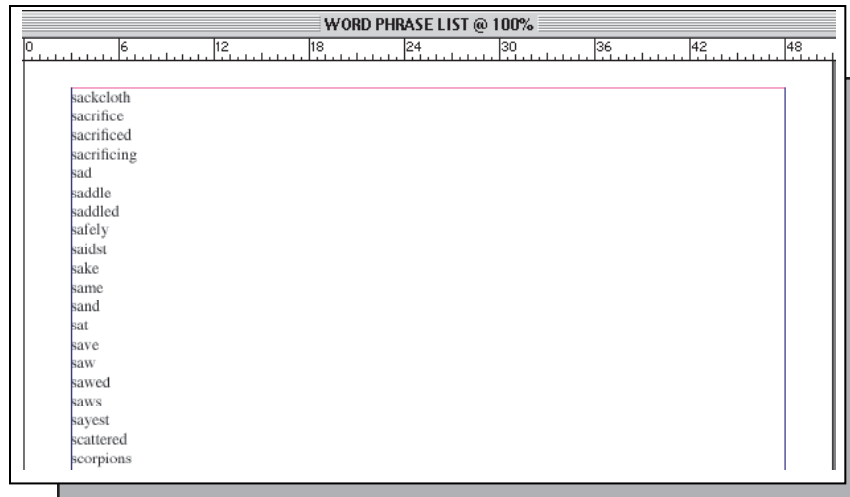


Fig. 5.5

## Creating a Proper Noun Word/Phrase List

Sonar Bookends InDex can create a list of proper nouns found in a document. The proper nouns are found using rules of capitalization and punctuation. Proper nouns which appear too often (above a user defined maximum number of times) are eliminated. To generate a proper noun list, first open all the files that make up the document, then use *Make Proper Noun List...* in the *Word-Phrase List* menu. Refer to [figure 5.6](#).

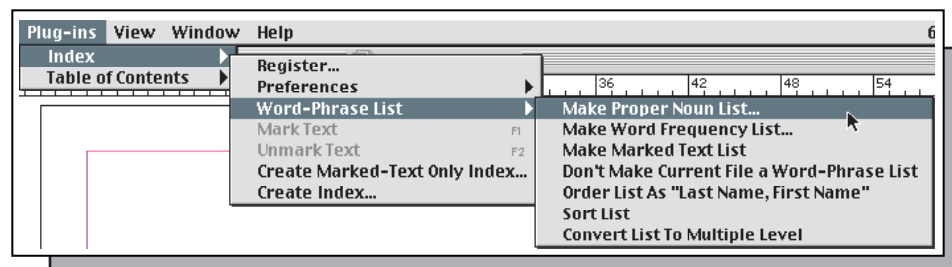


Fig. 5.6

The dialog box shown in [figure 5.7](#) will appear.

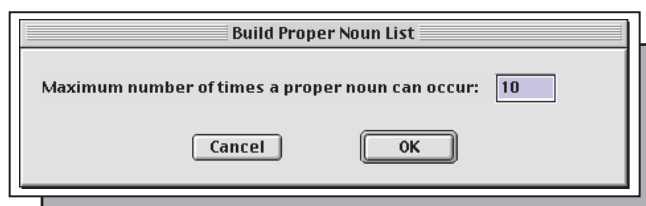


Fig. 5.7

Set the maximum number of times that a proper noun can occur. Setting this frequency acts like a filter, eliminating any proper nouns that occur too frequently to be of any real value. The frequency can be set anywhere from 1 (for unique proper nouns) to 65535 (keeping every proper noun). Sonar Bookends InDex compiles and sorts the proper noun list when the **OK** button is clicked. This list is automatically displayed in a new “Word Phrase List” window as shown in [figure 5.8](#). The word/phrase list can then be edited or saved, as desired.

See “Making the Index” [on page 27](#) for more information on how to complete making the index.

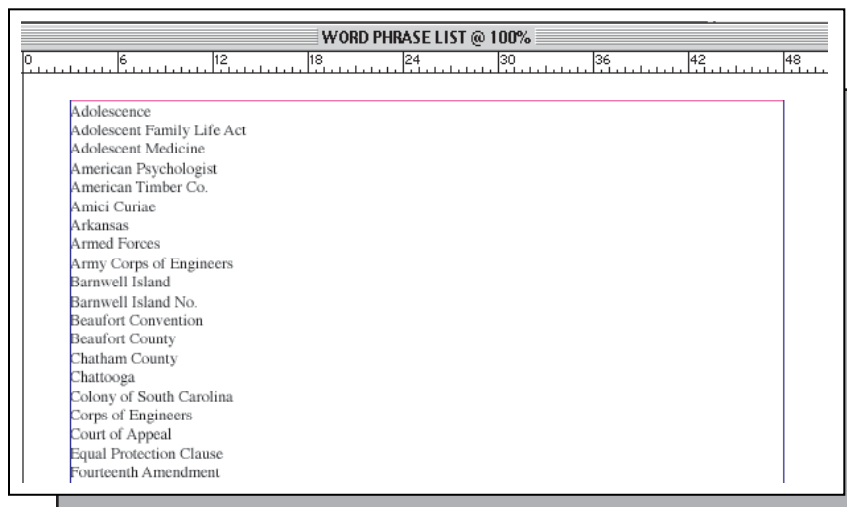


Fig. 5.8

## Using Marked Text to Create a Word/Phrase List

Words and phrases in an InDesign document may be ‘marked’ for inclusion in an index. To mark text, drag over the desired word or phrase and select **Mark Text** in the **Index** menu. Note that a function key can be assigned to this menu item with InDesign. See [figure 5.9](#).

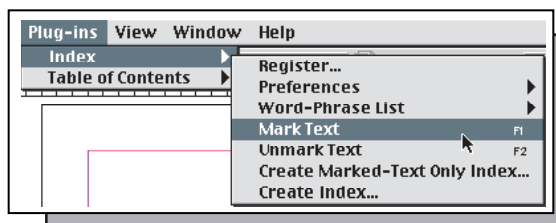


Fig. 5.9

Marked text is highlighted in blue. Once all of the text is marked, the actual word/phrase list is made using **Make Marked Text List** in the **Word-Phrase List** menu as shown in [figure 5.10](#).

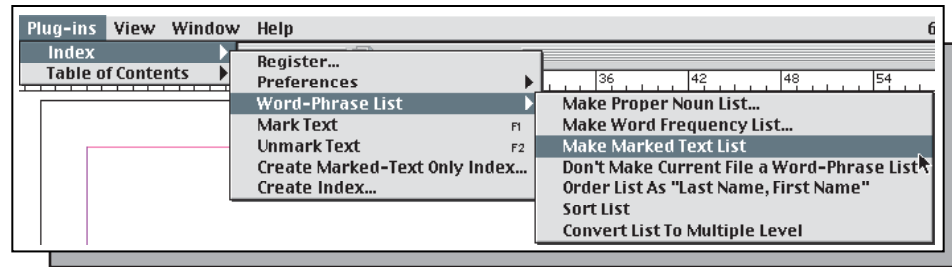


Fig. 5.10

The highlighting of marked text can be enabled or disabled using *Show Marks* in the *Preferences* menu as shown in [figure 5.11](#).

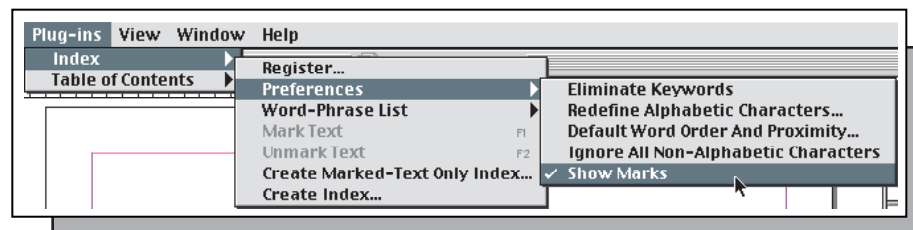


Fig. 5.11

## Other Ways to Create a Word/Phrase List

One of the most straightforward ways to make a word/phrase list is to simply type it in using InDesign or a word processor. For InDesign, create a new empty document. Enter each word or phrase that is to appear in the index and follow each by a carriage return, placing it on a separate line. Optionally, a word or phrase can be pre fixed with one or more tab characters to produce a multiple level word/phrase list.

When the word/phrase list is complete, the file is marked as a word/phrase list using *Make Current File a Word-Phrase List* in the *Word-Phrase List* menu as shown in [figure 5.12](#). The front (active) window is the one that is marked as the word/phrase list.

If using a word processor, create a new document using the *New...* command in the word processor's *File* menu. The file should be saved in a format that can be opened by InDesign. After opening the file in InDesign use *Make Current File a Word-Phrase List* in the *Word-Phrase List* menu as shown in [figure 5.12](#), to mark the file as a word/phrase list.

If using a database, save the word/phrase list in a text only format, open it in InDesign, and then mark it as a word/phrase list as in [figure 5.12](#).

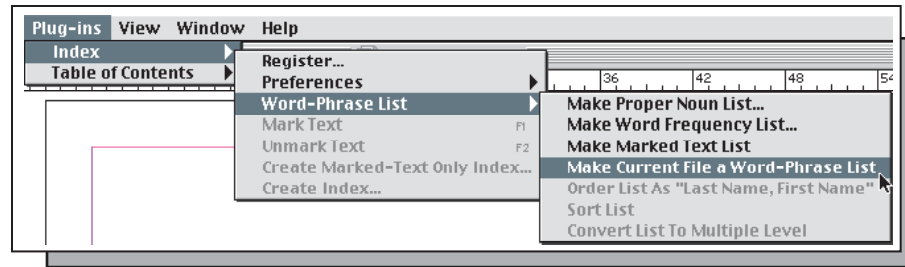


Fig. 5.12

## Sorting a Word/Phrase List

By default, the word/phrase lists are assumed to be sorted. If a word/phrase list (either single level or multiple level) needs to be sorted, it must be sorted before making the index.

To sort a word/phrase list, make that word/phrase list the front (active) window. This is necessary to activate sorting and other options. As shown in [figure 5.13](#), select *Sort List* in the *Word-Phrase List* menu. A new Word Phrase List window will then open with the sorted list. The original Word Phrase List window is still open and can now be closed.

When sorting a single level word/phrase list, all redundant words and phrases are automatically removed, leaving just one copy.

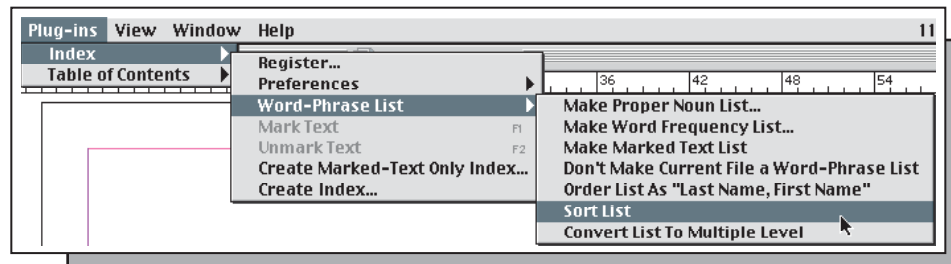


Fig. 5.13

## Making the Index

Once the word/phrase list is ready, the index can be prepared. Refer to [figure 5.14](#). **With the desired Word Phrase List window as the front (active) window**, select either *Create Index* or *Create Marked-Text Only Index* in the *Index* menu. Note that if the Word Phrase List window is not the active window, the index menu items will not be enabled.

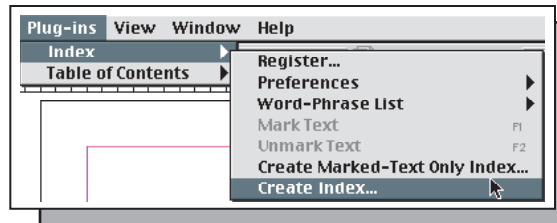


Fig. 5.14

Referring to [figure 5.15](#), set all desired indexing parameters and click the *OK* button to make the index.

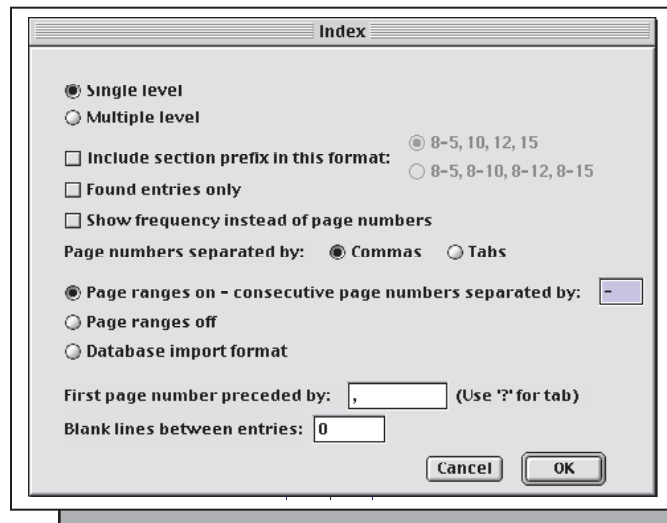


Fig. 5.15

An index like the one shown in [figure 5.16](#) will then appear in a window named “Index”. The index can be edited or saved.

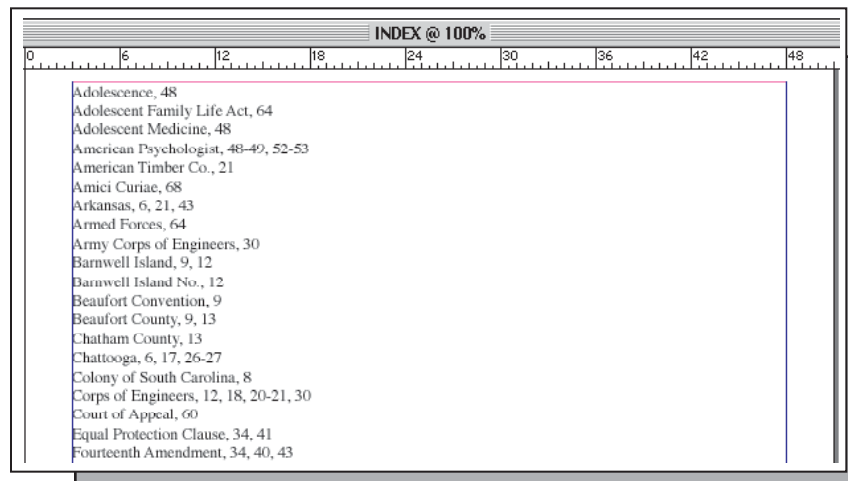


Fig. 5.16



## Making a Table of Contents

To make a table of contents, you must indicate which parts of a document make up the titles, subtitles, etc. This is done using one or more paragraph style sheets. The style sheet's name is what tells Sonar Bookends InDex whether or not a block of text is to be part of the table of contents. The name can be anything you want, but it must start with the characters "TOC" (Table Of Contents) followed by a single digit number from 0 through 9. For example "TOC0Header style" would be a valid table of contents style sheet name.

The digit following the letters "TOC" tells Sonar Bookends InDex how many tab characters to place in front of the text marked with that style sheet. Thus titles would be prefixed with "TOC0" and subtitles with "TOC1". You can have as many table of contents style sheets as you want, including multiple style sheets for any given level.

The table of contents is generated in the same order as the titles and subtitles appear in the document. Each line contains only one page number. The page number is preceded by a tab character and, optionally, the "Section marker" text (referred to as the section prefix).

Once the style sheet names are correct, use either *Make Table of Contents (With Section Prefix)* or *Make Table of Contents (Without Section Prefix)* in the *Table of Contents* menu as shown in [figure 5.17](#). The table of contents is automatically placed in a new window.

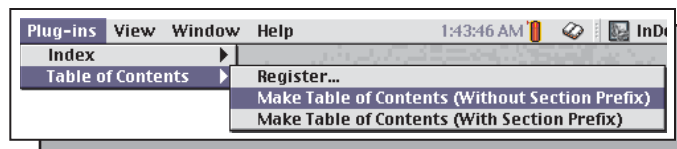


Fig. 5.17

Set some tabs stops, perform any other desired formatting operations and the table of contents is done!



## Section VI Special Features

Sonar Bookends InDex provides several advanced features for creating an index. Wild cards, Boolean expressions, and default overrides can be placed in a word/phrase list. A unique feature, called “Translation,” can “hide” the Boolean expressions, wild card characters, and default overrides so that they do not appear in the final index. Sonar Bookends InDex can also reverse first and last names in a word/phrase list automatically, eliminate “noise” words from an index, convert a single level word/phrase list into a multiple level word/phrase list, and allow the alphabetic character set to be redefined. These features, along with the ability to add comments or notes to an index, make Sonar Bookends InDex a powerful indexing solution.

### Wild cards in Word/Phrase Lists

Sonar Bookends InDex uses the asterisk (“\*”) as a wild card character. When making an index, a word is considered a match to a wild card if all characters up to the asterisk match exactly. For example, to index all words that start with **son**, enter **son\***: **son**, **SONAR**, and **song** would all be matches, but not **reason** or **resonant**. There can be any mixture of wild cards and non-wild cards in a phrase. For example, **computer disk\* file\*** would index **Computer diskette file** or **computer disks filed**.

See “Using the Translation Operator” [on page 33](#) for information on how to “hide” wild card characters so that they do not appear in the index.

### Boolean Expressions in Word/Phrase Lists

Elaborate indices can be created using a simple but powerful index syntax to create a Boolean expression. A Boolean expression can contain any combination of phrases, operators, modifiers and parentheses. The basic syntax of a Boolean expression is defined as:

Phrase [operator [modifiers] Phrase]	(Bracketed ([ ]) items are optional)
--------------------------------------	--------------------------------------

### Phrases

A phrase consists of one or more words. Generally, punctuation in a phrase, such as periods and commas, are ignored. However, some non-alphabetic characters require special treatment (discussed later in this section). Here are some valid phrases:

John Jonathan Doe Doe, John United States of America
---

## Operators

Operators are used to perform Boolean arithmetic. The operators are:

John & Jim	Index each occurrence of John and Jim on the same page
John   Jim	Index each occurrence of either John or Jim
John ~ Jim	Index each occurrence of John only if it is not in the same file as Jim

## Modifiers

By default, the phrases on either side of an operator can appear anywhere in a file and can appear in any order. Modifiers are used to modify this behavior of operators:

John &:15 Jim	Index John and Jim within 15 words of each other
John &= Jim	Index John and Jim on the same page, John must appear first
John &:15= Jim	Index John and Jim within 15 words of each other, John must appear first
John ~:5 Jim	Index John if not within 5 words of Jim

## Sample Boolean Expressions

John Doe	“John Doe” with “John” and “Doe” next to each other and in the specified order (standard default).
Reagan ~:15 (Ronald   Ron)	“Reagan” not within 15 words of either “Ronald” or “Ron.”
Adams &:20 Samuel	“Adams” within 20 words of “Samuel,” either word can come first. Same as: Samuel Adams:20!
Tab   Tabs   Tabbing	“Tab” or “Tabs” or “Tabbing.”
Convers* ~:1 conversation	Any word starting with “Convers” but not “conversation.”
John Doe:5! &:10 Jim Smith	“John” within 5 words of “Doe,” either word can come first, and both words within 10 words of “Jim Smith.”

See “Using the Translation Operator” [on page 33](#) for information on how to “hide” Boolean expressions so that they do not appear in the index.

## Overriding Word Order and Proximity Defaults

Default word order and proximity values can not only be changed for all entries in a word/phrase list, as shown in Section III, but they can also be overridden for individual entries. Placing an exclamation sign (!) at the end of a phrase indicates that the words in the phrase can be in any order. The phrase “John Doe!” would match “John Doe,” “Doe, John,” etc. Adding a colon and a number to the end of a phrase sets the maximum number of words that

can separate any two words in the phrase. For example, “John Doe:2” would match “John Doe,” “John E. Doe.” “John Doe:4” would match “John Edwin James Doe.” Both word order and proximity can be overridden at the same time: “John Doe:5!”

See “Using the Translation Operator,” below, for information on how to “hide” the word order and proximity override codes so that they do not appear in the index.

## Using the Translation Operator

### Hiding Text

The “translation” operator keeps Boolean expressions, wild cards, and default overrides from appearing in the final index. The symbol used for translation is the semicolon (;). Text appearing to the left of the semicolon appears in the final index, while text to the right of the semicolon is only used to find the page numbers. See the examples below:

Airplane(s);Airplane | Airplanes  
Boeing and Seattle;Boeing &:10 Seattle  
Cat;Feline  
Smith, John;Smith, John:15!  
Tacoma, Washington

*Word/Phrase List*

Airplane(s), 6-7, 15, 33  
Boeing and Seattle, 25  
Cat, 22, 83  
Smith, John, 92, 101-106  
Tacoma, Washington, 59, 92

*Resulting Index*

Note: In the above example, Tacoma, Washington does not require translation because Tacoma, Washington;Tacoma,Washington would be redundant. Also, translation does not require a Boolean expression on the right side. The phrase Cat;Feline places the word Cat in the index, but gets the page numbers by looking for the word Feline.

## Adding Comments and Blank Lines

Another use of the translation operator is to allow comments and blank lines to be inserted in a word/phrase list index. **Blank lines should not be added to an index which is going to be sorted.** To add a comment to an index, place the comment on the left side of the semicolon and nothing on the right. To add a blank line, simply place the semicolon on a line by itself. Refer to the examples below.

Document Imaging  
Document Management (See Text Retrieval);  
;  
Page Layout  
Word Processor

*Original List*

Document Imaging, 22  
Document Management (See Text Retrieval)  
  
Page Layout, 5, 7  
Word Processor, 10-15, 19

*After Indexing*

## Reversing Names

Sonar Bookends InDex can automatically reverse first and last names in an open word/phrase list. First, make the desired Word Phrase List window the front (active) window. Next, select *Order List As “Last Name, First Name”* in the *Word-Phrase List* menu, as shown in [figure 6.1](#). [Figure 6.2](#) shows a list before reversing names and [figure 6.3](#) shows the same list after reversing names. Notice that a name that is already reversed is left unaltered. If any non-alphabetic characters, except period, are found in an entry, that entry is not reversed. If translation is being used, only the words up to the translation symbol (;) are reversed. *When reversing names, be sure and set the default word order to allow words in a phrase to appear in any order. Failure to do so causes most of the reversed entries to not be found. See Section III [on page 11](#) for information on setting/ overriding default word order.*

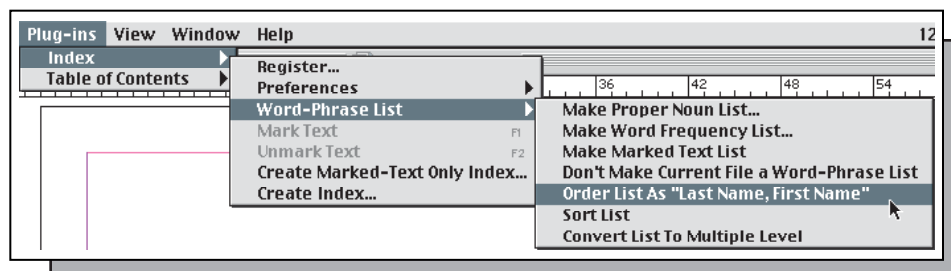


Fig. 6.1

John F. Doe  
Michael Andrew Smith  
Johnson, Michael  
Janice P. Jones  
Jill English  
Greg Corbin  
Gabriel Lee  
David Lanz

Fig. 6.2

Doe, John F.  
Smith, Michael Andrew  
Johnson, Michael  
Jones, Janice P.  
English, Jill  
Corbin, Greg  
Lee, Gabriel  
Lanz, David

Fig. 6.3

## Keyword Elimination

“Noise” words like “the,” “and,” “of,” etc. can be left out of a word frequency list by selecting *Eliminate keywords...* in the *Preferences* menu. See [figure 6.4](#). Keywords to be eliminated are contained in a text only file, one word per line. Any word frequency list created while *Eliminate Keywords...* is checked will not contain any of the keywords appearing in the elimination file. The file *SBKWELIM.TXT* located in the *system* folder contains most of the common noise words.

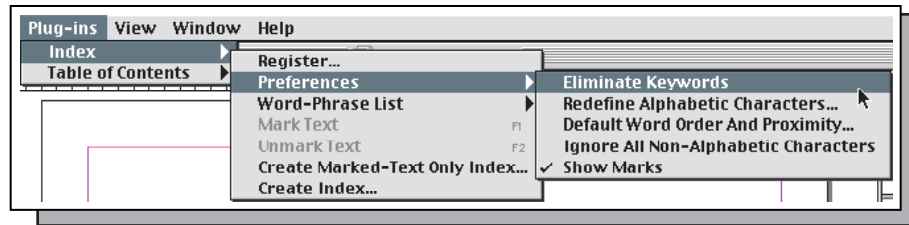


Fig. 6.4

Keyword elimination is only necessary when generating a word frequency index with a fairly large frequency. By specifying a small frequency, the high frequency noise words are eliminated anyway. In general, keyword elimination should not be used with word/phrase lists; as a phrase like “United States of America” would not be found if “of” was in the elimination file.

Selecting *Eliminate Keywords...* will alternatively activate and deactivate the eliminate keywords feature. Keyword elimination is activated when the menu item is checked.

## Redefining the Alphabetic Character Set

The advanced user can change the default alphabetic character set used by Sonar Bookends InDex. Normally the letters from A-Z, the numbers from 0-9, non-English characters like î and é, and hyphen are the only characters which are recognized by Sonar Bookends InDex as alphabetic. Thus, “%test” is indexed as “test” and not “%test.” By redefining the alphabetic characters set to include the character “%”, “%test” would be indexed as “%test.”

Refer to [figures 6.5](#) and 6.6. Select *Redefine Alphabetic Character(s)...* in the *Preferences* menu.

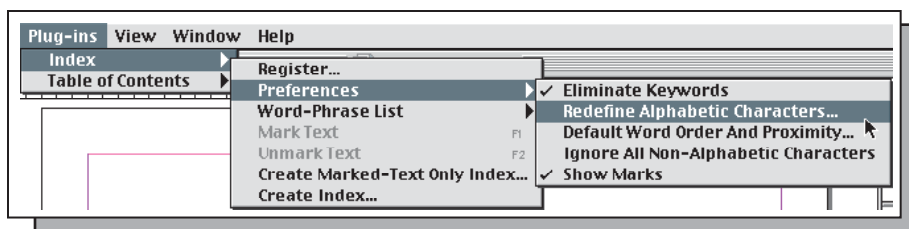


Fig. 6.5

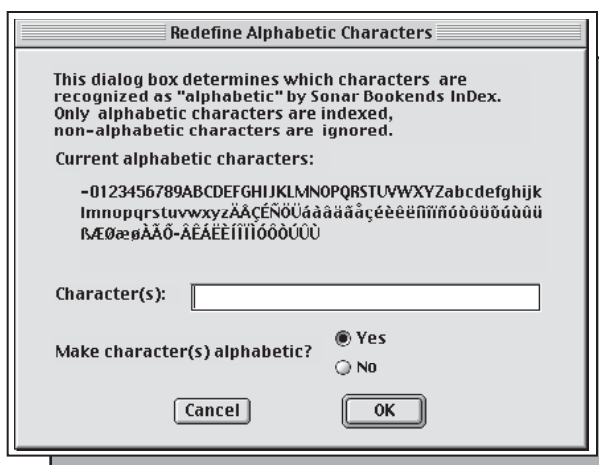


Fig. 6.6

The currently defined alphabetic characters are shown underneath *Current alphabetic characters*: in the dialog box shown in [figure 6.6](#). Type in the characters to be added or removed from this list and select either Yes or No, respectively. **The characters must be typed one after the other, without any spaces.**

## Techniques for Indexing Special Characters

If a phrase in a word/phrase list contains any of the characters reserved by Sonar Bookends InDex, those characters will be interpreted as part of a Boolean expression. If the characters were not meant to be treated as a Boolean expression, the results can be unpredictable. Usually, the phrase is not found (indicated by five asterisks (\*\*\*\*\*) following the phrase in the index), or incorrect page numbers appear. Characters which are both non-alphabetic and not reserved by Sonar Bookends InDex are treated like a space (ignored for all practical purposes).

&:~|/^+;{}()!=#

*Characters Reserved by Sonar Bookends InDex*

There are two approaches to indexing phrases which contain characters reserved by Sonar Bookends InDex:

- If Boolean expressions, default overrides, and wild cards are not being used or these expressions appear to the right of a translation operator (;), check *Ignore all non-alphabetic characters* in the *Preferences* menu.
- or
- Make the special characters alphabetic and pre fix them with a “\” in the word/phrase list.



## Ignoring Non-Alphabetic Characters

If a word/phrase list does not contain any phrases using Boolean expressions, wild cards or default word order/proximity overrides, like the list is shown in [figure 6.7](#), Sonar Bookends InDex can be directed to ignore all non-alphabetic characters in the word/phrase list.

Phrase	Offending Characters
John Doe (Junior) Part #3245 temp = first + last; Smith, Jones & McClusky First/last steps:	() # = + & /:

Fig. 6.7

Effectively, all non-alphabetic characters which are not to the right of a translation operator (;) are treated like spaces, producing a correct index. This option is enabled by selecting *Ignore All Non-Alphabetic Characters* in the *Preferences* menu, as shown in [figure 6.8](#).

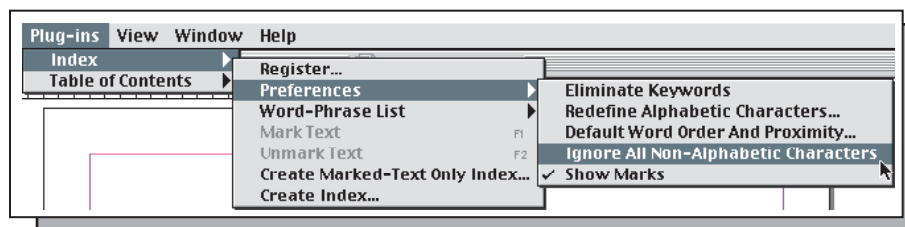


Fig. 6.8

## Making Special Characters Alphabetic

If a large number of phrases contain gratuitous special characters, but many phrases are using either translation or Boolean expressions, then the easiest way to handle special characters is to make them alphabetic. By treating special characters as alphabetic they are indexed just like any other character in a word. See “Redefining the Alphabetic Character Set” on page [35](#). After making the special characters alphabetic, there are two additional steps:

1. Prefix each gratuitous special character in the word/phrase list with a “\”. This can easily be accomplished with a search and replace operation in InDesign. For example, to change each “&” into “\&”, simply search for “&” and replace with “\&”. The “\” character tells Sonar Bookends InDex that the character immediately following the “\” should be treated as an alphabetic character and not as a Boolean operator, modifier, wild card, etc.
2. After the final index is made, eliminate all occurrences of “\” and the index is complete. Refer to [figure 6.9](#).

Johnson, Smithers & Alfonso 50% Reduction Ratio (Part 6) Alpha/Beta Testing	<i>Part of an original word/phrase list containing several special characters.</i>
Johnson, Smithers \& Alfonso 50\% Reduction Ratio \ (Part 6\ Alpha\Beta Testing	<i>Word/phrase list with “\” characters inserted before all special characters.</i>
Johnson, Smithers \& Alfonso, 24, 52-56, 88 50\% Reduction Ratio \ (Part 6\ Alpha\Beta Testing, 2-5, 16, 22-28	<i>Resulting index.</i>
Johnson, Smithers & Alfonso, 24, 52-56, 88 50% Reduction Ratio (Part 6), 19, 24 Alpha/Beta Testing, 2-5, 16, 22-28	<i>Final index after removing all “\” characters.</i>

Fig. 6.9

## Converting to a Multiple Level Word/Phrase List

Sonar Bookends InDex can automatically convert a single level word/phrase list into a multiple level word/phrase list. As each entry is converted, a semicolon and a search phrase is generated and placed after every entry which does not already have a semicolon. If an entry already has a semicolon, then the semicolon and the text to the right of the semicolon is used instead. [Figure 6.10](#) shows a single level word/phrase list and [figure 6.11](#) shows the converted list.

Smith, John G.  
Smith, John M.  
Smith, Bill F.  
Anderson, Thomas  
Anderson, Michael  
Andrews, Dot;Andrews &:10 (Dot | Dorothy)  
Andrews, Dale  
Clark, Mary Lou

Fig. 6.10

Anderson,  
Michael;Anderson Michael  
Thomas;Anderson Thomas  
Andrews,  
Dale;Andrews Dale  
Dot;Andrews &:10 (Dot | Dorothy)  
Clark, Mary Lou;Clark Mary Lou  
Smith,  
Bill F;Smith Bill F  
John  
G;Smith John G  
M;Smith John M

Fig. 6.11

Notice that the multiple level word/phrase list has been sorted. [Figure 6.12](#) shows the index generated by using the word/phrase list in [figure 6.11](#).

```
Anderson,
  Michael, 24, 92
  Thomas, 52
Andrews,
  Dale, 123-125
  Dot, 44
Clark, Mary Lou, 101
Smith
  Bill F, 49
  John
    G, 56
    M, 57, 221
```

Fig. 6.12

To create a multiple level word/phrase list, a single level word/phrase list must already be open and be the front (active) document. Next, select *Convert List to Multiple level* in the *Word-Phrase List* menu. Refer to [figure 6.13](#).

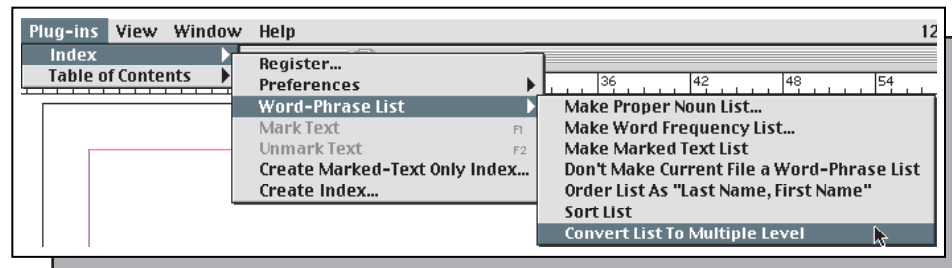


Fig. 6.13

The new multiple level word/phrase list is opened in a new Word Phrase List window.

## Filtering Proper Nouns

Sonar Bookends InDex searches the system folder for a file named "SBPN.TXT". The filter file is a text only file with one word per line - the same as a keyword elimination file. Words in the filter file will not become part of a proper noun if the filtered word is the first word in a sentence. However, if a filtered word is not the first word in a sentence, but is capitalized, Sonar Bookends InDex may consider it part of a proper noun.

Anyone building a non-English proper noun list will want to change or replace the supplied English file with one having equivalent words in the desired language.

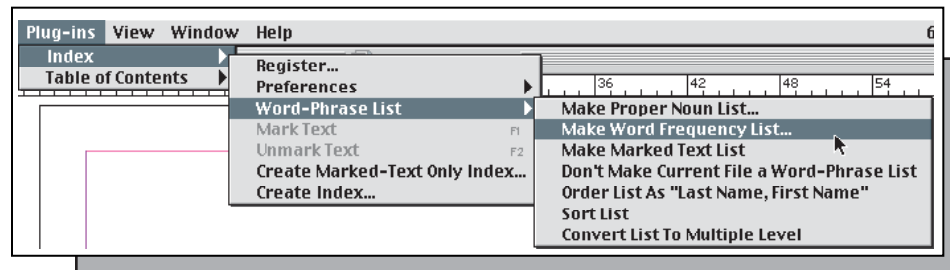


## Section VII Tutorials

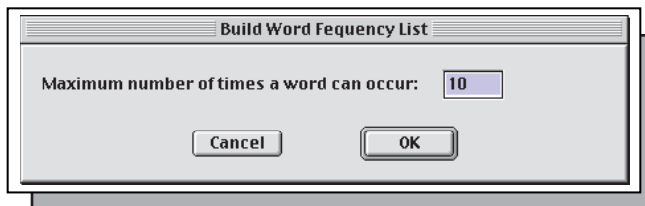
### Making a Word Frequency Index

After starting InDesign, open all of the files that make up the document to be indexed.

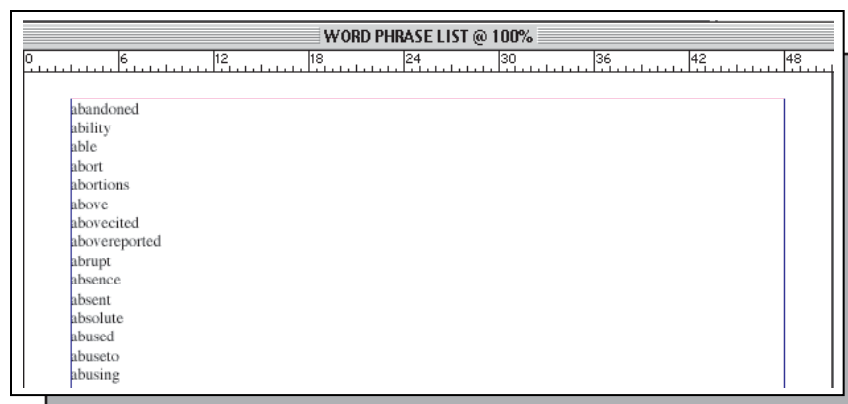
Select *Make Word Frequency List...* in the *Word-Phrase List* menu:



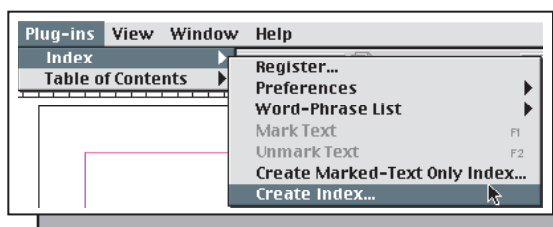
Fill in the desired frequency - the larger the number, the more words in the index. Click *OK*.



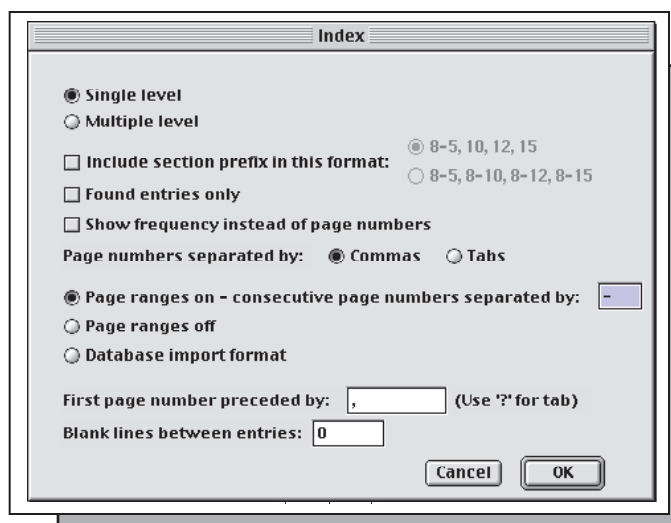
The Word Phrase List window will appear with the words to be indexed. For the demo version, only words starting with the letter 's' will appear. The word list can now be edited if necessary.



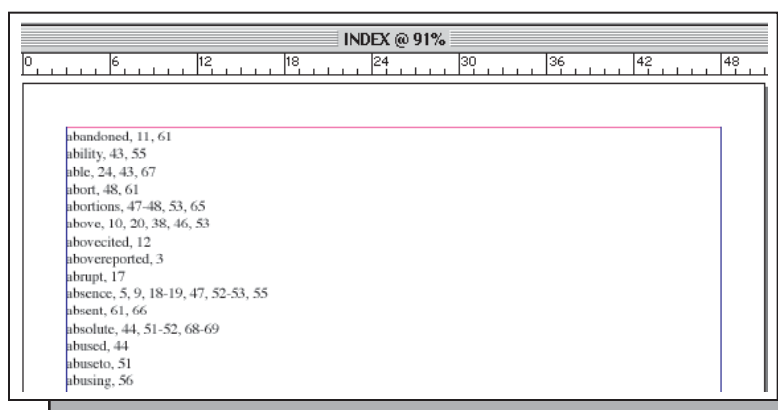
Select *Create Index...* in the *Index* menu:



In the Index dialog box make sure that *Show frequency instead of page numbers* is not checked. Set any other desired options and click the *OK* button:



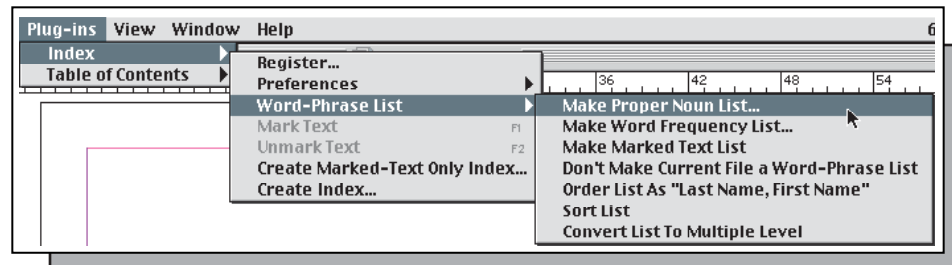
The index will now appear and can be printed and/or saved. **For the demo version, only the first two page numbers where each word is found will appear in the index.**



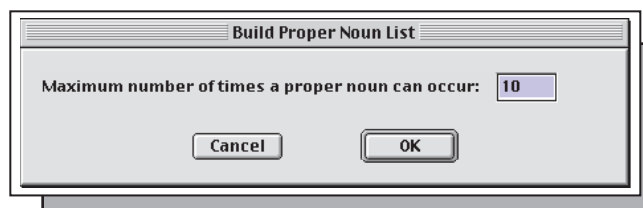
## Making a Multiple Level Proper Noun Index

After starting InDesign, open all of the files that make up the document to be indexed.

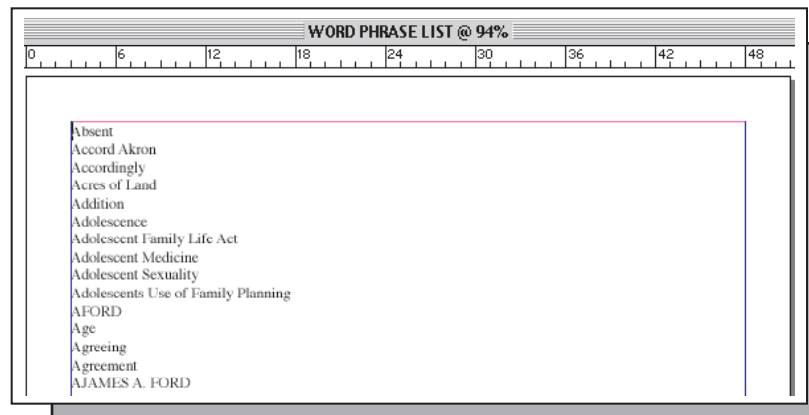
The first step in making a proper noun index is to find the proper nouns. Select *Make Proper Noun list...* in the *Word-Phrase List* menu:



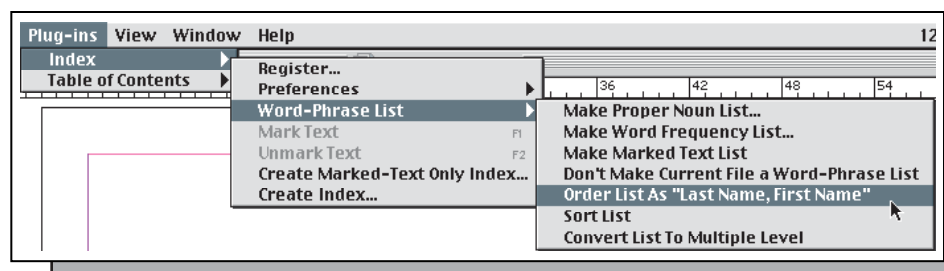
Set the maximum number of times that a proper noun can appear before it is disqualified and click *OK*:



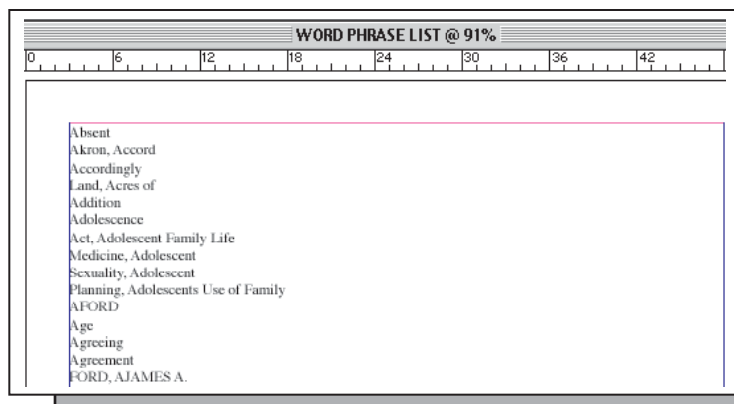
The Word Phrase List window will appear with the proper noun list. **For the demo version, only the first 25 proper nouns will appear.** The proper noun list can now be edited if necessary.



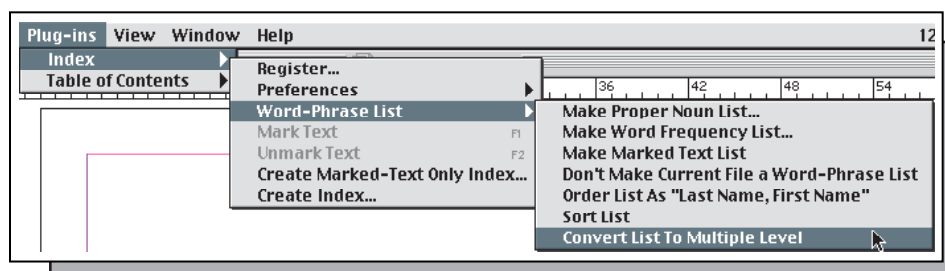
Next, reverse first and last names using *Order List AS "Last Name, First Name"* in the *Word-Phrase List* menu:



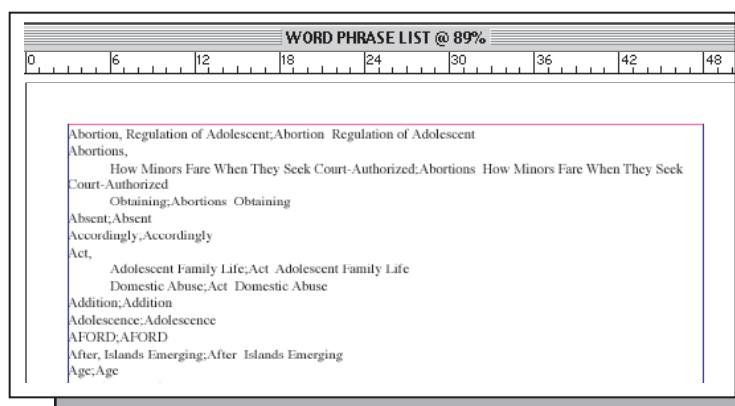
A new Word Phrase List window will appear with the reversed proper noun list.



To make the list into a multiple level, select *Convert List To Multiple Level* in the *Word-Phrase List* menu:

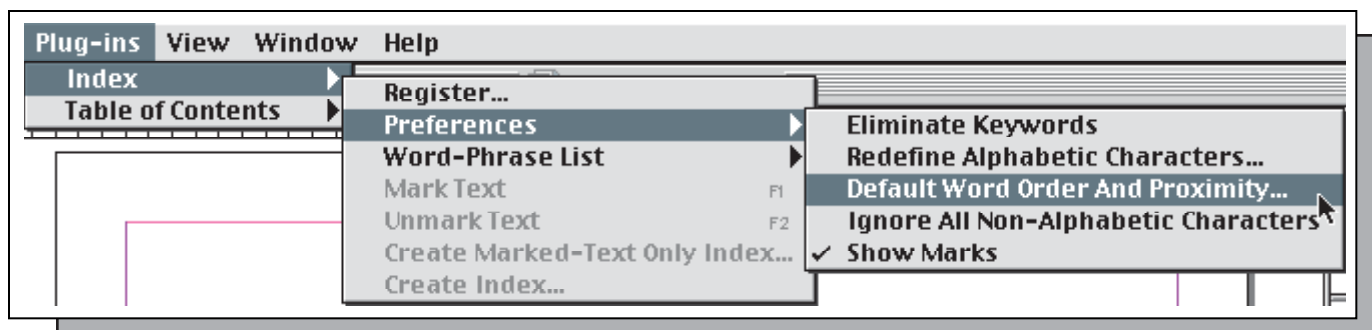


A new Word Phrase List window will appear with the multiple level, reversed, proper noun list.

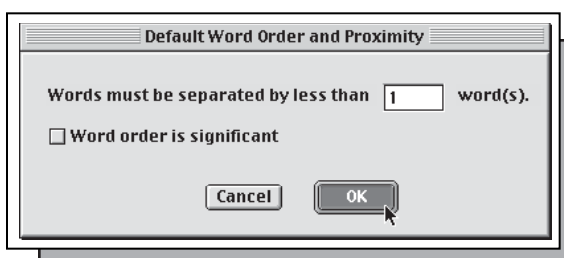




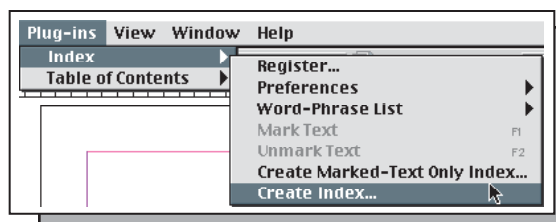
Since the names have been reversed, it is important to make sure that the reversed names will be indexed correctly. To do this, select *Default Order And Proximity...* in the *Preferences* menu:



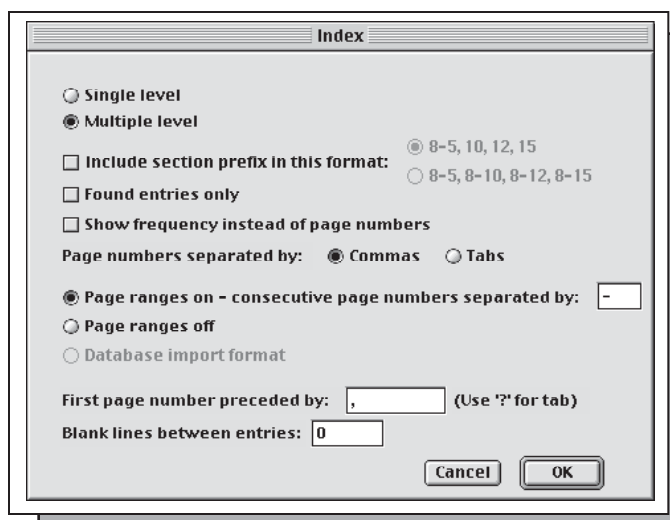
Make sure that *Word order is significant* is not checked and click the *OK* button:



Now that the word/phrase list is finished, make the index by selecting *Create Index...* in the *Index* menu:



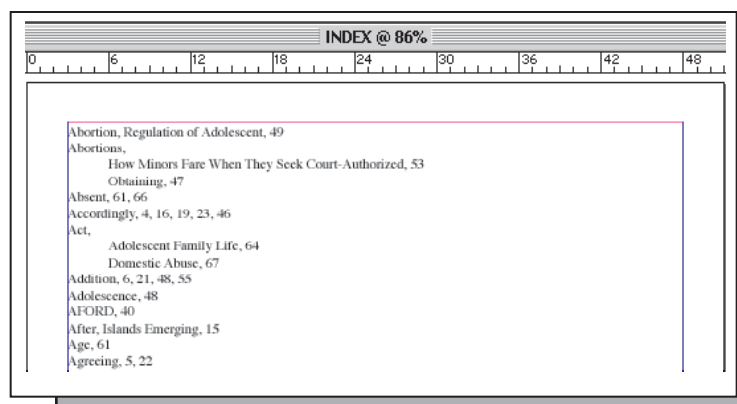
In the Index dialog box make sure that *Show frequency instead of page numbers* is not checked and that *Multiple level* is selected. Set any other desired options and click the *OK* button:



The 'Index' dialog box contains the following settings:

- ☐ Single level
- ☒ Multiple level
- ☐ Include section prefix in this format: ☒ 8-5, 10, 12, 15 ☐ 8-5, 8-10, 8-12, 8-15
- ☐ Found entries only
- ☐ Show frequency instead of page numbers
- Page numbers separated by: ☒ Commas ☐ Tabs
- ☒ Page ranges on - consecutive page numbers separated by:
- ☐ Page ranges off
- ☐ Database import format
- First page number preceded by:  (Use '?' for tab)
- Blank lines between entries:
- Buttons: Cancel, OK

The index will now appear and can be printed and/or saved. **For the demo version, only the first two page numbers where each word is found will appear in the index.**



The 'INDEX @ 86%' window displays the following index entries:

- Abortion, Regulation of Adolescent, 49
- Abortions,
  - How Minors Fare When They Seek Court-Authorized, 53
  - Obtaining, 47
- Absent, 61, 66
- Accordingly, 4, 16, 19, 23, 46
- Act,
  - Adolescent Family Life, 64
  - Domestic Abuse, 67
- Addition, 6, 21, 48, 55
- Adolescence, 48
- AFORD, 40
- After, Islands Emerging, 15
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- Agreeing, 5, 22

## Section VIII      Appendices

### Appendix A - Glossary

**Boolean** - A logical operation like *and*, *or*, or *not*. A Boolean expression would look like: “John or Jim but not Mary .” Using Sonar Bookends InDex, the phrase would be coded: “(John | Jim) ~ Mary”

**Chapter/section prefix** - Page numbers can be prefixed with the name of the chapter or section where the page numbers are contained. For example, if page 24 were in a chapter named “6-”, then the page number generated by Sonar Bookends InDex would be “6-24”. **The section prefix comes from InDesign’s “Section Marker” text in the Section dialog box.**

**Keyword** - Treating a document as a series of words, ignoring punctuation, and spacing. By using keywords, Sonar Bookends InDex can index “John Doe” even though it may appear as “John, (Doe)” in the document.

**Phrase** - One or more words.

**Proper noun** - The name of a person, place or thing: United States of America, John Quincy Adams, Sonar Bookends, etc.

**Proximity** - The distance (measured in words) between two words or phrases. For example, “John within 10 words of Mary .” Using Sonar Bookends InDex this would be written as either: “John Mary:10!” or “John &:10 Mary.”

**Text only file** - Free-text files that do not contain graphics or formatting information. Also known as ASCII files.

**Translation** - The “translation” operator keeps Boolean expressions, wild cards, and default overrides from appearing in the final index. It is also used for adding comments and blank lines to an index. The symbol used for translation is the semicolon: (;). Text appearing to the left of the semicolon appears in the final index, while text to the right of the semicolon is only used to find the page numbers. For example, *cat;feline | kitten* places the word *cat* in the index, followed by the page numbers where *feline* or *kitten* are found.

**Wild card** - Use of the asterisk as a special character to determine certain matching criteria during a search. Sonar Bookends InDex uses a suffix wild card. Suffix wild cards match the ending characters of a word. For example, *Mark\** finds *mark*, *marking*, *marker*, or *markers*.

**Word/phrase list** - A text only file containing the words and phrases that are to be in an index.



## Appendix B - Error Messages

**Dictionary damaged** - Contact technical support should this error message appear.

**Disk full** - This disk is full, use another.

**Insufficient memory** - There is not enough RAM to process the request. If Boolean expressions are not being used in the word/phrase list, check the *Ignore All Non-Alphabetic Characters* item in the *Preferences* menu and try making the index again.



## Appendix C - Menu Summary

### Plug-ins

**Index**

**Table of Contents**

Indexing menu items

Table of contents menu items

**Register...**

**Preferences**

**Word-Phrase List**

Mark Text

F1

Unmark Text

F2

**Create Marked-Text Only Index...**

**Create Index...**

Register serial number to enable full indexing/TOC features

Set indexing preferences

Manipulate word/phrase lists

Mark selected text for making a word/phrase list

Unmark selected text

Make an index of only the locations where text is marked

Make an index of all locations where words/phrases appear

**Register...**

**Make Table of Contents (Without Section Prefix)**

**Make Table of Contents (With Section Prefix)**

Register serial number

TOC without section marker prefix

TOC with section marker prefix

**Eliminate Keywords**

**Redefine Alphabetic Characters...**

**Default Word Order And Proximity...**

**Ignore All Non-Alphabetic Characters**

**Show Marks**

Eliminate certain words from index

Change characters that make up words

Set word order/proximity preferences

Non-alphabetic characters not used

Highlight marked text on/off

**Make Proper Noun List...**

**Make Word Frequency List...**

**Make Marked Text List**

**Make Current File a Word-Phrase List**

**Order List As "Last Name, First Name"**

**Sort List**

**Convert List To Multiple Level**

Create a list of proper nouns (names)

Create list of words based on frequency

Create a list of all marked words

Make front file a word/phrase list

Reverse first and last names

Sort the list alphabetically

Convert a single level list into a multiple level list





## Appendix D - Trouble Shooting

**Problem:** The *Create Index...* menu item is dimmed and cannot be accessed.

**Solution:** The front (active) file is not a word/phrase list. Make sure the front document is a word/phrase list. If the front document is not titled “Word Phrase List”, use the *Make Current File a Word-Phrase List* item in the *Word-Phrase List* menu to mark the front file as a word/phrase list.

**Problem:** When indexing a document consisting of multiple files, page numbers are correct, but out of sequence: Car, 1, 120, 40, 92

**Solution:** The file names being indexed are not in alphabetical order . Alphabetize the file names so that they are in the same order as they appear in the book.

**Problem:** When indexing a document, there are incorrect page numbers.

**Solution:** Only the files making up the document to be indexed and the Word Phrase List window should be open. Check to make sure that there are no other files open. If there are some extraneous files open, then they are being indexed.

**Problem:** Five asterisks (\*\*\*\*\*), indicating that Sonar Bookends InDex cannot find a word/phrase list entry, follow entries that are definitely in the document being indexed.

**Solution:** This can be caused by four things:

1. If the offending entries contain any of the following special symbols, refer to “Techniques for Indexing Special Characters” [on page 36](#):

&:~|/^\^+;{}()!=#

2. If keyword elimination is being used, then make sure that the offending entries do not contain any of the eliminated keywords.
3. Make sure that the spelling of the entry is correct. It is easy to accidentally substitute a zero (0) for the letter O, for example.
4. Finally, if phrases have had their first and last names reversed, make sure that *Word order is significant* is unchecked in the *Default word order and proximity* dialog box as described under “Setting/Overriding Default Word Order and Proximity” [on page 11](#).

**Problem:** The word “Cat” is to appear in the index, but “feline” is what actually appears in the document being indexed.

**Solution:** Use “translation” (;) to resolve this situation. For more on translation see “Using the Translation Operator” [on page 33](#).

**Problem:** The index is to include chapter references as well as page numbers, but the chapter references do not appear.

**Solution:** Check *Include chapter names in this format*: in the Index dialog box. Also, make sure that you have entered the section/chapter name in the *Section Marker* field in InDesign’s *Section Options...* dialog box. Refer to “Indexing with Chapter/Section Names” [on page 13](#).

**Problem:** Sonar Bookends InDex has reversed first and last names in the word/phrase list. However, when the index is made, Sonar Bookends InDex is unable to find the reversed names.

**Solution:** Even though Sonar Bookends InDex was used to reverse first and last names, Sonar Bookends InDex still needs to be told that word order does not matter when indexing. This is done using *Default Word Order And Proximity...* in the *Preferences* menu and must be done before making the index. See “Setting/Overriding Default Word Order and Proximity” [on page 11](#).

**Problem:** The page numbers for each section in a multiple section document always begin with page one, even though different starting page numbers had been manually specified.

**Solution:** In InDesign’s general preferences, select *View: Section Numbering*. Do not use *View: Absolute Numbering*.

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