

12 Indexes

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Index

You prepare an index by using special markers. After the markers are inserted, you can generate the index for a document or for an entire book. When you move or edit a marker, you generate the index file again so that it's up-to-date.

This lesson uses a version of the book file you created in the previous lesson. If you want to see completed versions of the sample files, open the Finished folder in the Lesson12 folder.

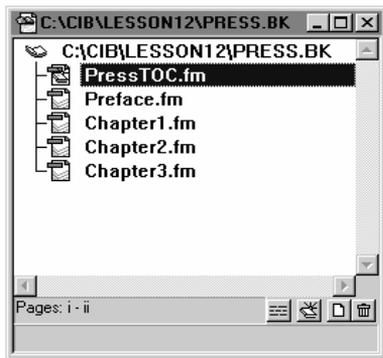
In this lesson, you'll learn how to do the following:

- Add an index to a book
- Generate and update an index
- Lay out and format an index
- Insert and edit index entries

Adding an index to the book

Adding an index to a book is a twofold process. First you add a description of the index to the book file. Then you generate the index from index markers that are already inserted in the book's chapters. (Later in this lesson, you'll insert and edit some index entries on your own.)

1 Open Press.bk from the Lesson12 folder. (You won't be saving copies of the sample files in this lesson. If you want to start over, you can get fresh copies of the files from the CD-ROM.)



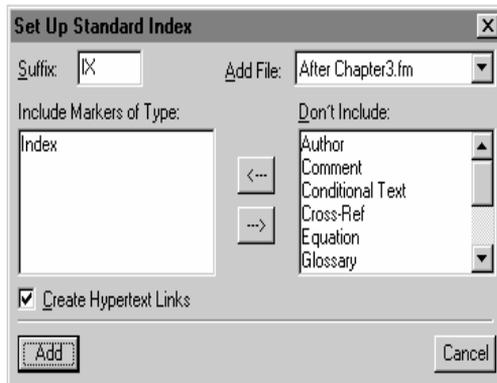
Note: To comply with file-naming conventions on a CD-ROM, the .bk extension for this file is not the standard one, .book. This .bk file will work the same as a .book file except that, in Windows, you won't be able to double-click it to open it in FrameMaker.

The book contains a table of contents (PressTOC.fm), a preface (Preface.fm), and three chapters (Chapter1.fm, Chapter2.fm, and Chapter3.fm).

2 Select Chapter3.fm in the book file because you want the index to follow the last chapter in the book.

3 Choose Add > Standard Index.

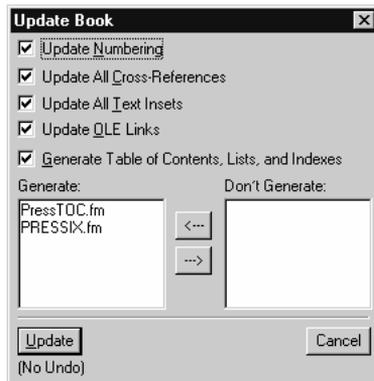
The dialog box that appears is already set up for a standard index.



4 Make sure that Create Hypertext Links is selected so that FrameMaker will include a hypertext link with each index entry. You'll use this feature later to display the source of an index entry by clicking the entry's page number.

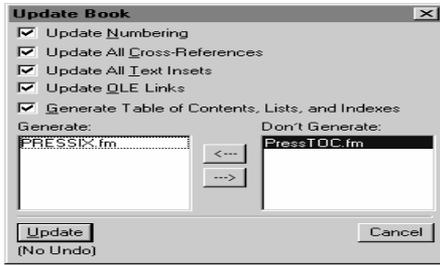
5 Click Add.

The index *filename* (PressIX.fm) appears in the Update Book dialog box. The filename is based on the book's name (IX indicates that the file is an index.) The PressIX.fm *file* doesn't actually exist until FrameMaker generates it (meaning that FrameMaker gathers and sorts the markers of type Index into the index file).



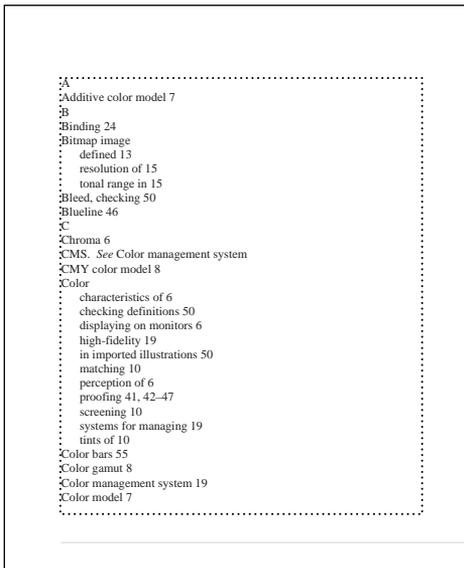
There's no need to generate the table of contents this time, so you'll have FrameMaker generate only the index.

6 Double-click `PressTOC.fm` in the Generate scroll list to move it to the Don't Generate list.



7 Click Update. Messages appear in the status bar at the bottom of the book window as FrameMaker scans each file in the book. After a few moments, the index appears.

Note: In Windows and on UNIX systems, the index is minimized. Open the minimized window to see its contents.



The index has content because the chapters already contain index markers. If you hadn't yet inserted any index markers, the index would be empty. (You'll add more index markers yourself later.)

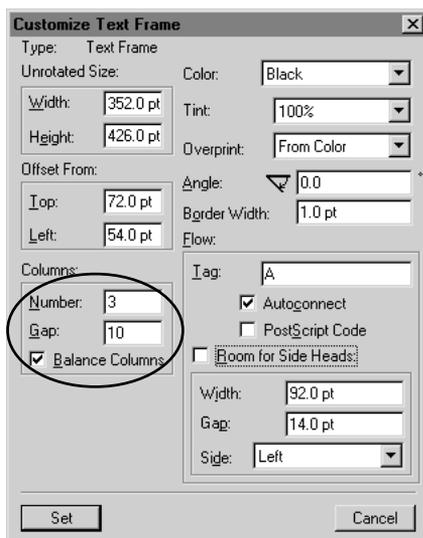
Changing the layout

Initially, the index uses the page layout of the first document in the book (the preface). If you had a template for the index, you could have generated a formatted index, and you'd be finished now. However, there is no template for this index, so you'll need to format it yourself.

Formatting an index is a multistep process, but you need to do it only once. When you generate the index again, it will retain your formatting changes. You can use the formatted index as a template for other indexes.

The first changes you'll make to the appearance of the index are to its layout and to its page numbering. You'll change the index to a three-column layout.

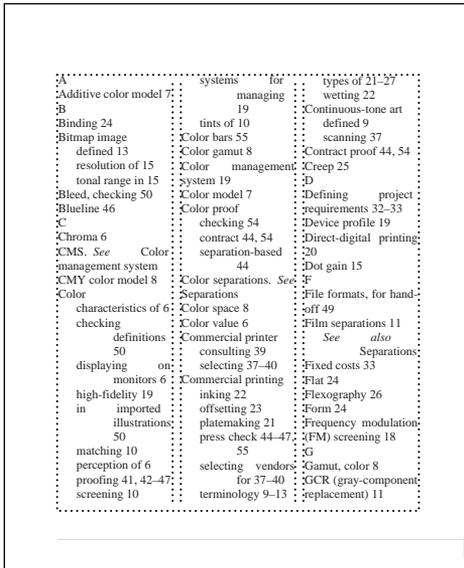
- 1 In the index file, choose View > Master Pages to display the Right master page.
- 2 Click in the main text frame and choose Format > Customize Layout > Customize Text Frame.
- 3 In the Columns area, change the number of columns to 3, change the gap to 10, and select Balance Columns.



When columns are balanced, text on the last page of the index is evenly distributed across the columns.

- 4 Turn off Room for Side Heads and click Set.
- 5 In the status bar, click the Previous Page button (⏪) to display the Left master page.
- 6 Click in the main text frame and choose Format > Customize Layout > Customize Text Frame.
- 7 Make the same changes you made in step 3 and step 4, and click Set.
- 8 Choose View > Body Pages to display the first page of the index.

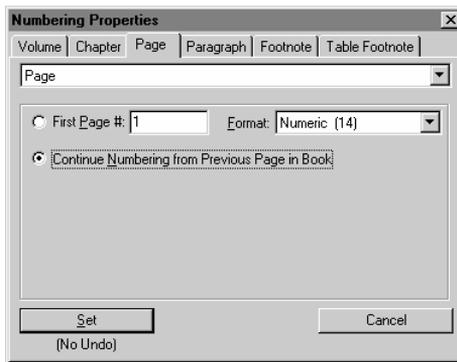
The layout changes throughout the index.



The page numbering is incorrect. (You may need to scroll up to see that the first page is numbered 1 instead of 59, the next page in the book). You'll fix that next.

- 9 Return to the book file, select PressIX.fm, and choose Format > Document > Numbering.

10 Click Continue Numbering from Previous Page in Book, and click Set. The next time you generate the index, the pages will number correctly.

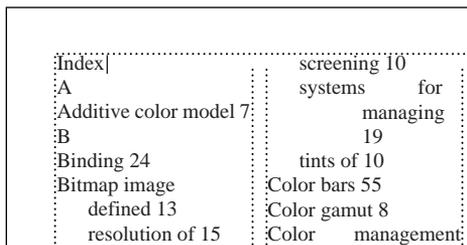


11 Save the index file.

Adding a title

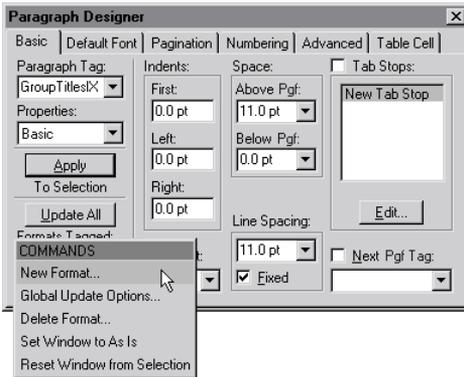
Before you format the index entries, you'll add a title.

- 1 Click at the beginning of the first paragraph of the index (on the left side of the group title A) and press Return.
- 2 Click in the new empty paragraph and type **Index**.



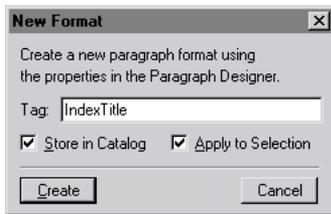
- 3 Choose Format > Paragraphs > Designer.

4 Choose New Format from the Commands pop-up menu.



5 Enter **IndexTitle** in the Tag text box.

6 Make sure that both options, Store in Catalog and Apply to Selection, are selected.

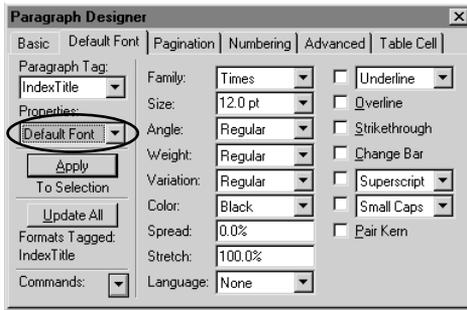


7 Click Create.

The tag of the current paragraph changes to IndexTitle, and the IndexTitle format is added to the Paragraph Catalog.

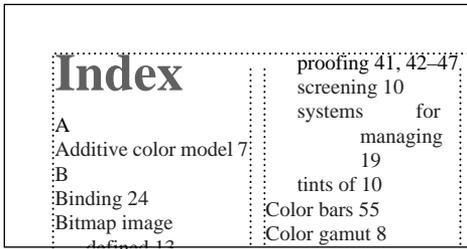
Because FrameMaker will replace only the paragraphs whose tags end in IX, the title will remain when you generate the index again as long as it is at the start of the text flow.

8 In the Paragraph Designer, choose Default Font from the Properties pop-up menu. (In Windows, you can click the tab at the top of the designer to display a group of properties.)



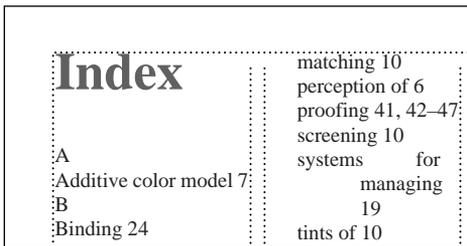
9 Change the Size to 30, the Weight to Bold, and the Color to HeadingColor.

10 Click Update All to apply the changes to the title and to update the format in the catalog.



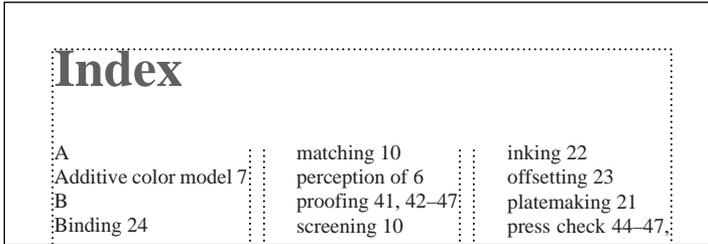
11 Choose Basic from the Properties pop-up menu.

12 Change the Space Below Pgf to 18, then click Update All.



The title area would look nice if it spanned all three columns, so you'll make that change next.

- 13 Choose Pagination from the Properties pop-up menu.
- 14 In the Format area, click Across All Columns, then click Update All.

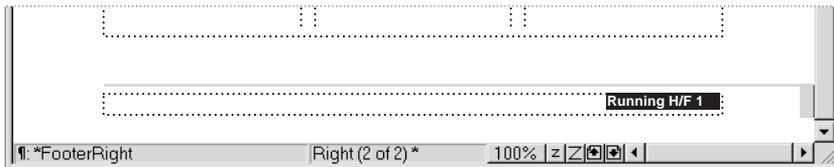


- 15 Save the index file.

Updating the page footer

The running page footer for a chapter in this book contains the chapter title; in the table of contents, the word *Contents* appears in the page footer. For consistency, the index title (the word *Index*) should appear in the footer of the index.

- 1 Choose View > Master Pages to display the Right master page.
- 2 Click the running header/footer variable once in the footer text frame to select the variable. (You may need to scroll down to see the footer text frame.)

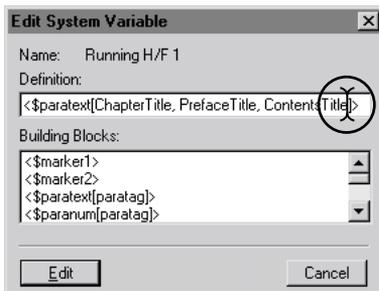


If the footer appears as a gray bar rather than as text, click the Zoom In button () in the status bar until the header appears as text.

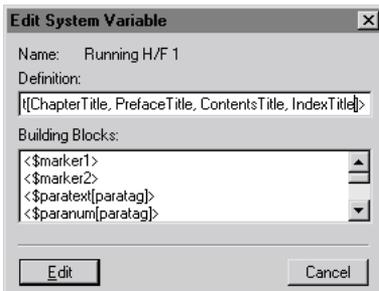
- 3 Choose Special > Variable, then click Edit Definition.

The variable definition uses the <\$paratext> building block along with the paragraph tags for the titles of the chapter, preface, and table of contents. This definition makes the variable display the text of the chapter, preface, or table of contents title, depending on which of these appears on the page. To make the index title appear in the footer, you add the paragraph tag for the index title to the variable definition.

4 Click just inside the right bracket near the end of the variable definition.

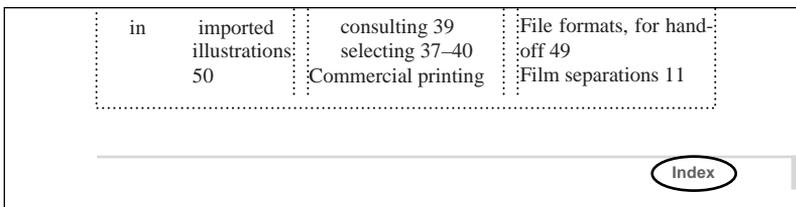


5 Enter a comma, a space, and **IndexTitle**. (The tag you type must match exactly the paragraph format name you created in the previous section, “Adding a title.”)



6 Click Edit, then click Done.

7 Choose View > Body Pages to redisplay the first page of the index. The word *Index* now appears in the page footer.

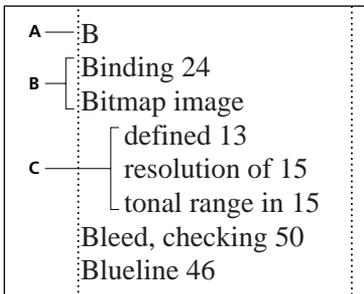


At this point, you’re ready to format the entries.

Formatting the entries

When you first generated the index, FrameMaker created and assigned paragraph tags to the entries.

- 1 Click in the first index entry (whose text is *Additive color model*) and notice the tag that appears in the status bar: Level1IX.
- 2 Press the Down Arrow key several times to move the insertion point down the page, noticing (in the status bar) that the other paragraphs also have a tag that ends in *IX* (GroupTitlesIX and Level2IX).



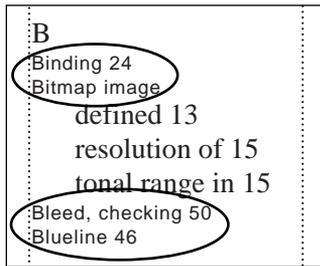
A. GroupTitlesIX B. Level1IX C. Level2IX

Formatting main entries

First you'll format the main entries (the ones tagged Level1IX).

- 1 Click in the first index entry (*Additive color model*).
- 2 In the Paragraph Designer, display the Default Font properties.
- 3 Change the Family to Helvetica, the Size to 8, the Spread to 5, and click Update All.

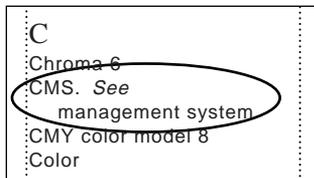
All the main entries are reformatted.



Main entries

- 4 Display the Basic properties in the Paragraph Designer.
- 5 Change the Alignment to Left and the Left Indent to 12, then click Update All.

The left indent makes multiline entries easier to read.



- 6 Display the Pagination properties.
- 7 Change the Widow/Orphan Lines setting to 3. This setting controls the minimum number of lines that can appear alone at the top or bottom of a column. Changing this setting to 3 will prevent multiline entries from splitting across columns or page.
- 8 Click Update All.
- 9 Display the Advanced properties.
- 10 Click Hyphenate twice to turn it off, then click Update All.

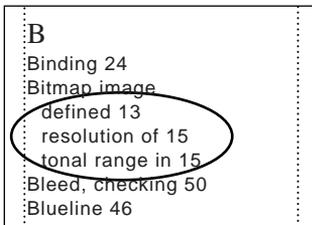
The main (Level1IX) entries are formatted.

Formatting subentries

Now you'll format the subentries (the ones tagged Level2IX).

- 1 Click in the first subentry under *Bitmap image* (the text of the subentry is *defined*).
- 2 With the Advanced properties displayed in the Paragraph Designer, click Hyphenate twice to turn it off.
- 3 Click Update All.
- 4 Display the Pagination properties, change the Widow/Orphan Lines setting to 3, and click Update All.
- 5 Display the Default Font properties.
- 6 Change the Family to Helvetica, the Size to 8, and the Spread to 5.
- 7 Click Update All.
- 8 Display the Basic properties.
- 9 Change the Alignment to Left, the First Indent to 6, the Left Indent to 12, and click Update All.

The subentries (Level2IX entries) are formatted.



Subentries

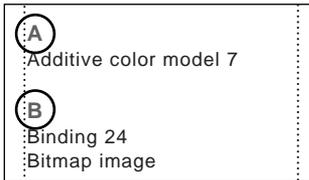
Formatting group titles

Finally, you'll format the group titles (the paragraphs containing the letters A, B, C, and so on). Group titles are tagged GroupTitlesIX.

- 1 Click in the first group title (the letter A in the first line under the title).
- 2 With the Basic properties displayed in the Paragraph Designer, change the Space Above Pgf to 14 and click Update All.
- 3 Display the Default Font properties, and change the Family to Helvetica, the Size to 9, the Weight to Bold, and the Color to HeadingColor.

4 Click Update All.

The group titles are formatted.



Group titles

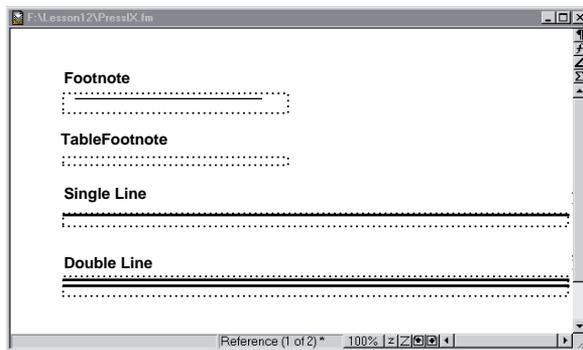
5 Save the index.

All that remains to be formatted is the page numbers for index entries. You'll format them next.

Formatting page numbers

The format for index entry page numbers is controlled from a special page called a *reference page*.

1 Choose View > Reference Pages. The first reference page (named Reference) appears.



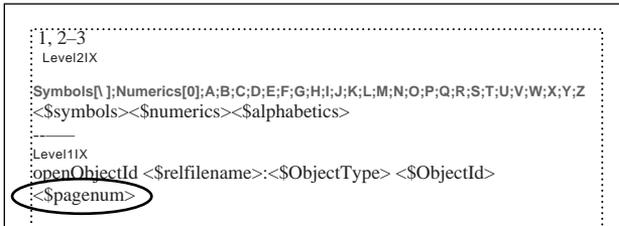
The name of the reference page appears in the status bar.



2 In the status bar, click the Next Page button (⏪) to display the IX reference page.

The reference page contains a text flow tagged IX, which contains paragraphs that specify several aspects of the index’s appearance, including the format of the page numbers.

3 Click in the IndexIX paragraph (the single-line paragraph whose text is <\$pagenum>).



The <\$pagenum> building block specifies that the index include page numbers (rather than paragraph numbers). The paragraph’s Default Font properties specify the font properties of the page numbers in the index.

You’ll change the Default Font properties so that the page numbers will look the way you want when you update the index.

4 With the Default Font properties displayed in the Paragraph Designer, change the Family to Helvetica, the Size to 8, and the Spread to 5.

5 Click Update All.

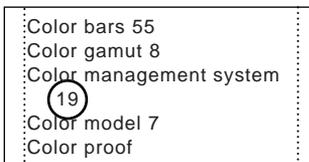
You’ll see the result of making this change when you generate the index again later.

Fixing bad line breaks

The entries have the general appearance you want, but the line breaks of some entries need improvement.

Changing index separators

In some entries, the page number appears alone on a line.



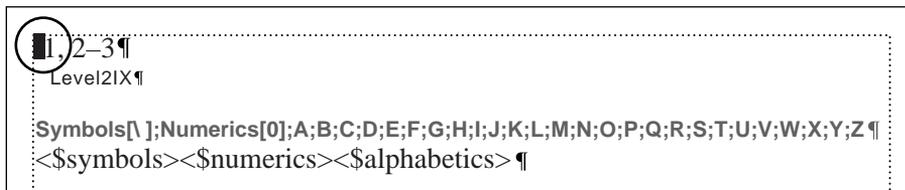
You can fix this problem by changing the character that separates the entry text from the first page number. An index entry such as *Proofing 41, 42–47* uses three types of *separators*:

- The separator between the entry text and the first page number (in this sample, a space)
- The separator between page numbers (a comma and a space)
- The separator between numbers in a page range (an en dash, –)

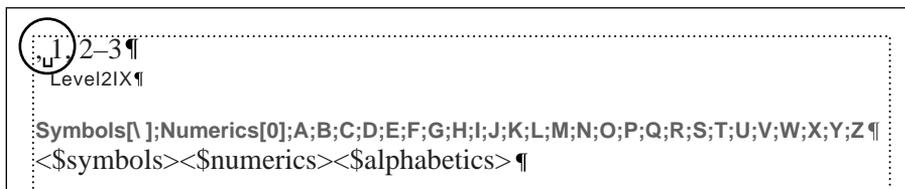
You can change any of these separators in an index. In this section, you'll change the space after the entry text to a comma followed by a nonbreaking space. This change will prevent bad line breaks after the entry text.

The separators that FrameMaker uses are stored on the IX reference page.

- 1 Choose View > Text Symbols to display text symbols.
- 2 Select the space at the beginning of the SeparatorsIX paragraph.



- 3 Type a comma and then enter a nonbreaking space by doing one of the following:
 - (Windows and UNIX) Press Control+space
 - (Macintosh) Press Option+space.



- 4 In the Paragraph Designer, change the Family to Helvetica, the Size to 8, and the Spread to 5.
- 5 Click Update All, then close the Paragraph Designer.
- 6 Choose View > Text Symbols to turn off text symbols.

7 Choose View > Body Pages to display the first page of the index.

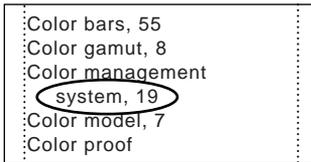
Changes you make to the reference page are not reflected on the body pages until you generate the index, so the separators haven't changed yet.

8 Do one of the following:

- (Windows and Macintosh) Click in the book window, and choose Edit > Update Book.
- (UNIX) Choose Edit > Update Book in the book window.

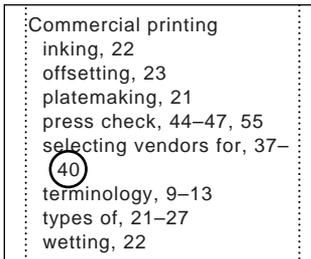
9 Click Update.

10 Return to the index and notice that a comma now appears after the text of every entry, and that line breaks no longer occur between the entry and the page number.



Preventing line breaks in page ranges

The index still contains some bad line breaks. In a few entries, the line breaks between page numbers in a range.



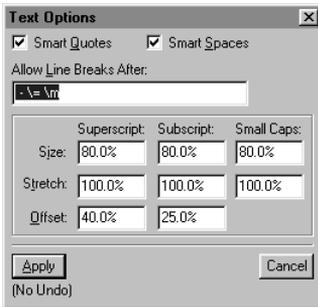
Bad line break in a page range

The line breaks after the en dash (–) between numbers in a page range because the document allows line breaks at en dashes. You'll change that next.

1 Click in the index and choose Format > Document > Text Options.

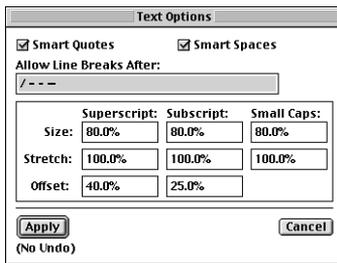
2 In the Allow Line Breaks After text box, do one of the following to prevent line breaks after en dashes:

- (Windows) Delete the first backslash (\), the equal sign (=), and the space following it. (This backslash sequence represents an en dash in Windows dialog boxes.)



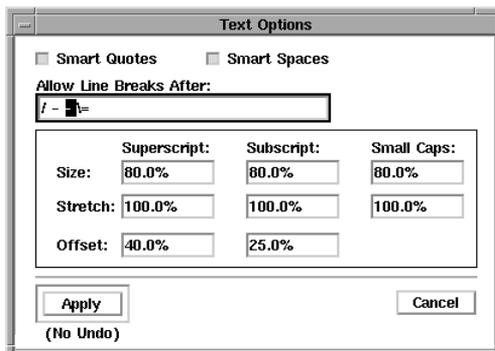
Windows

- (Macintosh) Delete the second dash and the space following it.



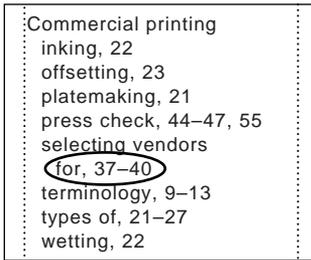
Macintosh

- (UNIX) Delete the second dash and the space following it.



UNIX

- 3 Click Apply. The line no longer breaks at an en dash.

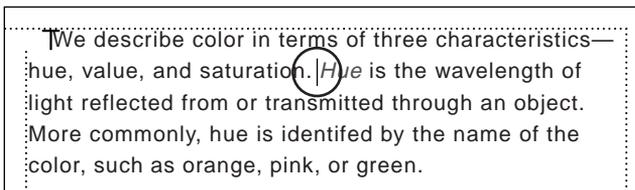


- 4 Save the index.

Adding index entries

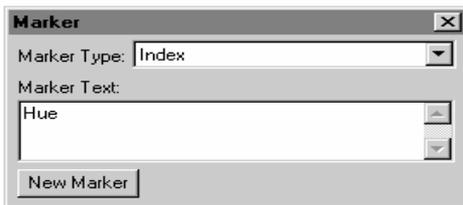
You'll add a main entry and a subentry to the index. An index entry is contained in a *marker* that you insert in the source text.

- 1 In the book window, double-click Chapter1.fm to open the first chapter.
- 2 Choose View > Text Symbols to display text symbols.
- 3 In the chapter's status bar, click the Next Page button () to display the second page of the chapter.
- 4 Click just to the left of the word *Hue* in the middle of the second line of text (at the beginning of the second sentence).

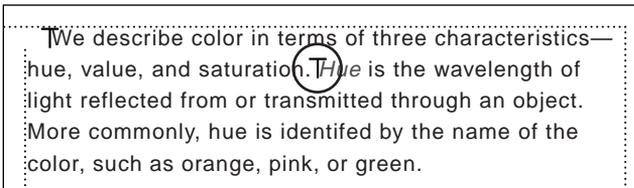


- 5 Choose Special > Marker.
- 6 Move the Marker dialog box so it doesn't obscure your view of the insertion point in the chapter.
- 7 In the Marker dialog box, make sure Index is chosen in the Marker Type pop-up menu.

8 Click in the Marker Text box and enter **Hue**.



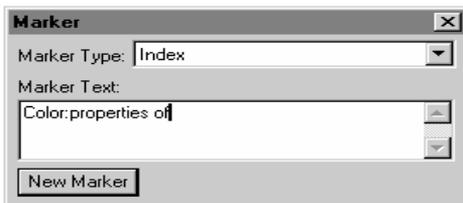
9 Click New Marker to insert the index marker. A marker symbol (T) appears at the insertion point. The next time you generate the index, an entry will appear for *Hue*.



10 In the chapter’s status bar, click the Previous Page button () to redisplay the first page of the chapter.

11 Click at the beginning of the heading *The properties of color*.

12 In the Marker dialog box, enter **Color:properties of** in the Marker Text box. This is the text of an index entry for “Color” with a subentry of “properties of.” The colon indicates a subentry; two colons would create nested subentries.



Note: If the document window obscures the Marker dialog box, you can redisplay the dialog box (choose *Special >Marker*) or click its title bar to bring it forward.

13 Click New Marker and close the Marker dialog box.

14 Save and close Chapter1.fm.

15 From the book window, choose *Edit > Update Book*.

16 Click Update in the Update Book dialog box to generate the index. After a few moments, the index is updated.

17 Display the first page of the index. The new entry for *Hue* now appears on the first page in the third column. Also, the new subentry for *Color* appears in the first column.

Color characteristics of, 6 checking definitions, 50 displaying on monitors, 6 high-fidelity, 19 in imported illustrations, 50 matching, 10 perception of, 6 proofing, 41, 42–47 properties of, 5 screening, 10	for, 37–40 terminology, 9–13 types of, 21–27 wetting, 22 Continuous-tone art defined, 9 scanning, 37 Contract proof, 44, 54 Creep, 25 D Defining project	Halftone dot, 9, 17 Halftone frequency, 16 Halftone screen defined, 9 moiré patterns, 14, 19 process colors, 10 Hand-off, 41 creating report for, 47 organizing files for, 50 High-fidelity color, 19 Hue, 6
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Editing index entries

After you generate an index, you may find errors in the index. For example:

- An inconsistency may cause an incorrect entry.

P Page creep. <i>See</i> Perfect binding, 25 Pixel, 13 Pixels, 15 Platemaking, 21
--

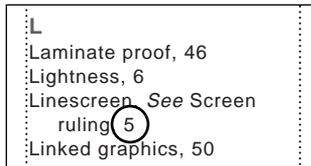
Two entries should appear on one line.

- A typographical error may cause a problem in a page range.

O Object-level overprinting, 12 Object-oriented graphic, 13 Offset lithography, 21–?? Offset lithography, ??–24 Offsetting, 23
--

Spelling error

- A *cross-reference* entry (a *see* entry that refers the reader to another index entry) may include a page number.

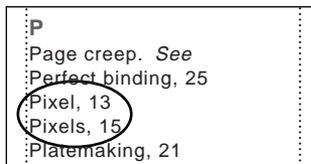


Page number appears where it shouldn't.

When you set up the index, you selected Create Hypertext Links. This lets you trace entries back to their corresponding markers in the chapters. You'll use these hypertext links to locate the index markers whose text you need to change.

Correcting an inconsistency

First you'll correct the spelling inconsistency.

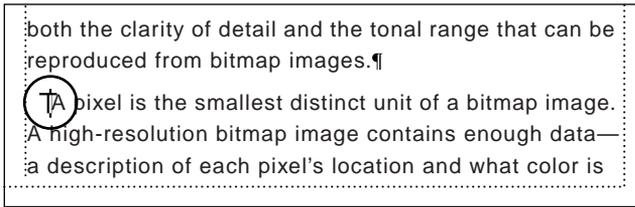


Two entries should appear on one line.

You'll remove the *s* from the second entry so that the index will contain one entry for *Pixel*, with two page numbers.

- 1 Display the second page of the index.
- 2 Place the pointer (I) over the *Pixels* entry.
- 3 Do one of the following to display the source of the entry:
 - (Windows) Control-Alt-click the entry.
 - (Macintosh) Control-Option-click the entry.
 - (UNIX) Control-right-click the entry.

The first chapter appears, with the index marker selected.

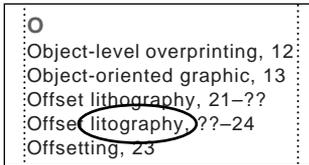


- 4 Choose Special > Marker.
- 5 Delete the *s* at the end of *Pixels* in the Marker Text box and click Edit Marker.
- 6 Save Chapter1.fm.

The next time you generate the index (you'll do this later), a single index entry, *Pixel*, appears with both page numbers on one line.

Correcting a spelling error

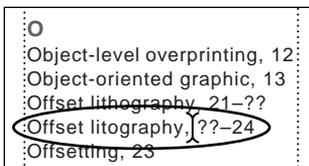
Next you'll edit a marker to fix a problem in a page range that results from a spelling error.



Spelling error

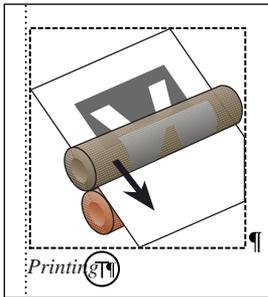
You indicate a page range for an index entry by inserting two markers in the text. The first marker indicates the start of the page range; the second indicates the end of the range. In this case, the second marker contains a spelling error.

- 1 On the second page of the index, place the pointer on the second entry with a broken page range (the entry with the spelling error *Offset litography*).

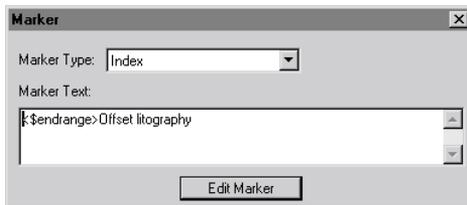


2 Do one of the following to display the end of the page range:

- (Windows) Control-Alt-click the entry.
- (Macintosh) Control-Option-click the entry.
- (UNIX) Control-right-click the entry.



3 If the Marker dialog box is obscured, redisplay it.



4 Click between the *t* and *o* of *lithography* in the Marker Text box.

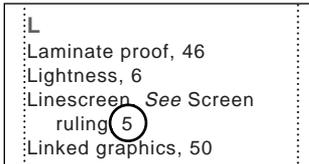
5 Enter an **h** and click Edit Marker.

6 Save Chapter1.fm.

When you generate the index again (you'll do this later), the page range will appear correctly.

Removing a page reference

Now you'll remove the page number from a cross-reference (*See*) entry.

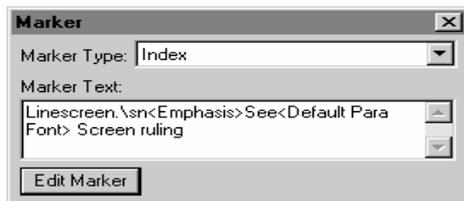


Page number appears where it shouldn't.

- 1 On the second page of the index, place the pointer on the page number of the *Linescreen* entry in the first column.
- 2 Do one of the following to display the beginning of the page range:
 - (Windows) Control-Alt-click the entry.
 - (Macintosh) Control-Option-click the entry.
 - (UNIX) Control-right-click the entry.



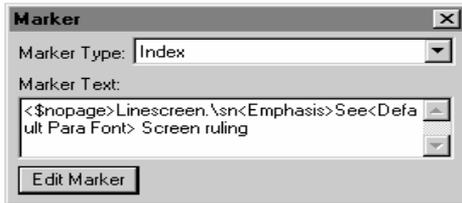
- 3 If the Marker dialog box is obscured, redisplay it.



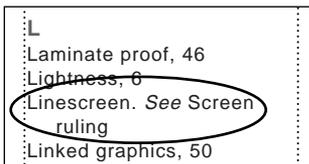
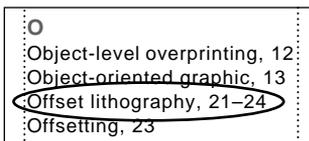
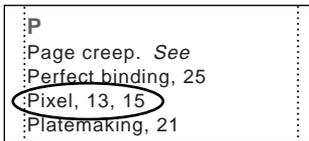
In the Marker Text box, the text enclosed in angle brackets indicates formatting instructions. <Emphasis> tells FrameMaker to format the text that follows with the Emphasis character format (usually italics) stored in the Character Catalog of the index. <Default Para Font> tells FrameMaker to change back to the paragraph's default font.

You'll add a building block that suppresses the page number.

- 4 Click at the beginning of the text in the Marker Text box.
- 5 Enter <\$npage>.



- 6 Click Edit Marker and close the Marker dialog box.
- 7 Save and close Chapter1.fm.
- 8 Do one of the following:
 - (Windows and Macintosh) Click in the book window, then choose Edit > Update Book.
 - (UNIX) Choose Edit > Update Book in the book window.
- 9 Click Update in the Update Book dialog box to generate the index. After a few moments, the index is updated and the three errors you fixed no longer appear.



- 10 After inspecting the finished index, save and close both the index and the book file.

Moving on

You've completed this lesson. For in-depth information about indexes, see Chapter 13, "Tables of Contents and Indexes," in the *Adobe FrameMaker User Guide*.

Review questions

For answers to these questions, see page 379.

- 1 When you first add an index to a book file, does FrameMaker automatically create that file on disk?
- 2 When you add a title to the index, how does FrameMaker know not to update it as it does for all the other paragraphs?
- 3 How do you change the text that is used to separate two pages in a page range in an index?
- 4 When you find an error in an index, do you fix it in the index or in the source document?
- 5 How are the paragraph formats Level1IX and Level2IX created and used?
- 6 What does a colon (:) do when entered in an index marker?