

Kari Kells began indexing in 1994. She has taught indexing since 1998. Kari co-authored *Inside Indexing* with Sherry Smith. More information about Kari is at www.indexw.com.

SKY Index demo CDs include a tutorial that you can print as you go through the exercises. More information about Sky Index is at www.sky-software.com. Kamm Schreiner is the SKY Index owner and programmer and you can ask him questions: kamm@sky-software.com or 540-722-2841.

SKY Index features and options

Adding new entries - As you add entries, SKY Index automatically sorts the entry and combines it with matching main headings as necessary.

Adding cross-references - SKY Index automatically italicizes "*see*", "*see also*", or any other words that you specify, such as "*siehe*" and "*siehe auch*".

AutoComplete feature - This is similar to the AutoComplete feature in Microsoft Excel. It anticipates the entry you're typing (based on entries you've already created) and completes the typing for you. You can turn AutoComplete off if you prefer.

Duplicating - You can add copies of records to your indexes. I use this feature to add entries with the same page numbers and subheadings, but different main heading words. For example: using this command and typing one word you can easily change

Kells, Kari	into	Kells, Kari
Publikationen von, 63		Profil, 63

Swapping - You can swap the contents of any two text fields of the same record. For example: using this command you can easily change

Kells, Kari	into	Publikationen von
Publikationen von, 63		Kells, Kari, 63

Duplicating & swapping - You can duplicate records and swap the main headings and subheading with one command. This makes double-posting very easy. For example: using this command you can easily change

Kells, Kari	into	Kells, Kari
Publikationen von		Publikationen von
		Publikationen von
		Kells, Kari

Demoting - You can combine main headings and subheadings using commas or other separators of your choice. For example: using this command you can easily change

Verleger	into	empty main heading
Fragen für		Verleger, Fragen für

Promoting - You can combine subheadings with main headings using separators. For example: using this command you can easily change

Verleger	into	Verleger, Fragen für
Fragen für		empty subheading

Combining - You can combine subheadings with main headings with no separators. For example: using this command you can easily change

Indexing	into	Indexing Software
Software		empty subheading

Duplicate Heading - Creates a new main heading with all the same subheadings, so that you end up with a double-posted entry. This feature is very useful when you want to create a new entry with the same structure as an entry you created earlier. For example: using this command and typing one word you can easily change

Register	into	Thesauri
Arten		Arten
Definitionen		Definitionen
Freitextsuche im Vergleich		Freitextsuche im Vergleich
zu		zu
Zitate		Zitate
Zweck		Zweck

Convert Cross-references - Makes cross-references into entries by finding the referenced entry and double-posting associated subheadings and/or page numbers. For example: using this command you can easily change

Events. <i>Siehe</i>	into	Events, 99-101, 13, 123-128
Veranstaltungen		Veranstaltungen, 99-101, 13,
Veranstaltungen, 99-101, 13,		123-128
123-128		

Search options - There are many search options made to match indexers' needs. Some of the most popular features and options are described below.

Search & Replace - This feature is like search & replace in other Windows programs.

Field - You can limit your search to only one field. You can search subheadings only, ignoring main headings. Or you can search main headings only, ignoring subheadings.

Replace Whole Field - This option allows you to replace the contents of an entire field, no matter how much of the field matches the search text. When you do not use this option, only the matching text is replaced. For example, you can search for any field that has the word "Hotels" and replace the entire field with "Hotels und Herbergen".

Error scanning - Some of the errors that SKY Index can search for are:

Non-existent cross-references - References to entries that are not in the index. For example, "Autos *Siehe* Kraftfahrzeuge" when there is no entry for "Kraftfahrzeuge".

Circular cross-references - References to entries that refer back to the original entry. For example, "Autos *Siehe* Kraftfahrzeuge" and "Kraftfahrzeuge *Siehe* Autos".

Improperly formed entries and cross-references - References formed incorrectly. For example, "Autos, 37-42, *siehe* Sportwagen" which should be "Autos, 37-42, *siehe auch* Sportwagen"

Orphan subheadings - Entries that have only one subentry.

Maximum Locators Per Entry - When an entry has more than the number of locators (page numbers) that you specify. For example, tell SKY Index to find entries that have 5 or fewer page numbers so that the following entry creates an error: "Geschwister, 37, 39, 40, 42, 43, 45, 52, 57, 58, 66, 75". You then know to add subheadings.

Customizing SKY Index - Change SKY Index to fit your needs. Some options are:

Program configuration - Choose options such as have SKY Index automatically open the last index that you worked on; include information about sorting when SKY Index embeds entries; and change the color of marked records, deleted records, hidden text, and ignored text. Choose fonts for the SKY Index interface. Choose your the word processor that SKY Index works with.

Index configuration - Save index configuration options so that they are used in other indexes.

Index options

Sorting - Sorting methods available are: letter by letter (International Standards Organization), word by word (International Standards Organization), letter by letter (Chicago Manual of Style rules); word by word (Chicago Manual of Style rules); ASCII; sorting Arabic numbers or not; sorting Roman numerals or not; sort dates or not; using special name sorting rules or not; ignoring text in parentheses or not; sorting symbols; and sort some headings by page number.

You can also choose to include header letters between alphabet groups, prefixes before headings, suffixes after headings, and variations on cross-reference styles. Set font style and size, subheading indents, turnover line indents, and capitalization of main headings. Set formatting of page headers and footers.

Cross-references - Choose how cross-references look. For example, do you like "Kraftfahrzeuge *Siehe* Autos", "Kraftfahrzeuge (*Siehe* Autos)", or something else?

Locators - Choose how SKY Index prints locators, including volume and chapter numbers. Do you want a page range with consecutive pages (For example, 1, 4, 5, 6, 9) to be automatically changed to a page range (For example, 1, 4-6, 9)? What character do you want to see between page ranges: 1-12 to 1-20 or 1-12-1-20? How do you want SKY Index to handle page ranges: 1911-1914, 1911-14, or 1911-4; 1901-3 or 1901-03?

Output Format - Save indexes as RTF or HTML files, or add any special coding that your clients want. There are preset formats for commonly used coding. For example, if your index contains the entry:

```
Fassbender, Jochen
  Profil, 224-227
  Publikationen von, 231-232, 234
```

you can have SKY Index add <main/an> and <main/aus> for main headings, <sub1/an> and <sub1/aus> for subheadings, and <ital/an> and <ital/aus> for italics. The final index will look like this:

```
<main/an>Fassbender, Jochen<main/aus>
  <sub1/an>Profil, 224-227<sub1/aus>
  <sub1/an>Publikationen von, 231-232,
    <ital/an>234<ital/aus><sub1/aus>
```

Data entry configuration

Acronyms - Create acronyms that are expanded during data entry. You can put formatting in acronyms or macros by using the appropriate formatting codes. For example, you can create an acronym for "DNI" that SKY Index will automatically change to "Deutsches Netzwerk der Indexer" as you type.

Data entry configuration (*continued*)

AutoComplete - Set SKY Index to anticipate your entries as described on page 1.

AutoEntry - Choose to automatically double-post some main headings that you add to an AutoEntry list. Some of the options you can set here are ignore formatting, and creating the AutoEntry list by using an existing index. Two of the actions that AutoEntry performs are Duplicate and Swap; and Duplicate, Swap and Promote. For example, "Publikationen, 23" can automatically be double-posted as "Literatur, 23".

AutoRepeat - SKY Index can repeat locators or headings when you are creating entries. For example, if you type "Käse, 114", and begin to create a new entry, SKY Index will automatically use "114" as the locator of the new entry.

Ignored Words - Make a list of words that SKY Index ignores in sorting when they are at the beginning of headings. For example, tell SKY Index to ignore "in", "von", or "der" when alphabetizing so that the subheading "in den Naturwissenschaften" sorts under "N" for "Naturwissenschaften" not "i" for "in".

Macros - Keep track of up to 20 macros that allow you to perform multiple actions with a single keystroke.

SmartSwap - Sometimes when you swap fields you want some words not move. You can tell SKY Index how to handle ignored words when you swap two fields. For example, when you swap the main heading "Netzwerk" with the subheading "der Indexer" SKY Index can ignore "der" so that the main heading becomes "Indexer" and the subheading is "Netzwerk der".

Translations - Create abbreviations that are translated into other (longer) text when you generate indexes. For example, the translation "VFLL" will be expanded to "Verband der Freien Lektorinnen und Lektoren" when you send your index to your word processor.

Page setup - Tell SKY Index what the pages should look like. Settings here include page size and column size.

Embedding index entries in Microsoft Word files - Drag & drop entries from SKY Index into Word files. The resulting embedded index entries are formatted correctly for index generation. The Word file with embedded entries can be imported into other programs that support RTF index codes.

Unicode - SKY Index can generate an index with Unicode characters by using the SKY Index Translation Table. For details, contact Kamm Schreiner: kamm@sky-software.com.