

Indexer

- One-click creation of an Index.
- One-click creation of Keywords.
- One-click creation of Title properties.

You have created a document and would like a no-fuss index FAST. No need to create those awkward {XE} fields, use Indexer to locate a set of Interesting Words (it knows!), and have your index in under five seconds.

You want to save your document in HTML format and would like keywords for the Web Search engines? Use Indexer to create the keywords properties for your document. It knows!

Acknowledgement

I am indebted to Julia Wooster of <http://www.primeadminsolutions.com/> for her help in getting this product to where it is.

The latest enhancements are due to her diligence.

The remaining faults are my responsibility.

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What It Is . . .

Indxr (short for "One Click Indexer) is a **free, powerful tool** that runs under Word 2000 or later and reduces your task of creating a meaningful index to **ONE CLICK!**

You can modify Indxr's behavior to suit your tastes in any way you like.

I ask that you [Contact Me!](#) with any suggestions you have for improvements to Indxr.

Quick Start

Once you have installed Indexer, open up a document for which you'd like to create an index.

From the Indexer toolbar menu, choose the command "IndexActiveDocument". After a few seconds of clicking and whirring, you'll see an index appear at the end of your document.

From the Indexer toolbar menu, choose the command "KeywordActiveDocument". Choose File, Properties to inspect your keywords.

From the Indexer toolbar menu, choose the command "TitleActiveDocument". Choose File, Properties to inspect your Title.

Word 2007

Instructions to see Document Properties in Word 2007 under Vista

- Click on "Office Button" at the top left of the screen
- Select "Prepare"
- Select "Properties"

How It Works

Indexer contains an engine, a piece of programming code, that enables it to determine which words are Interesting, and which are not. For your ultimate control, the engine is driven by a table of rules, and once you have run indexer for the first time, you will find an initial table of rules “IndxrRules01.doc” on your hard drive within your “C:\Users\Chris072\AppData\Roaming\Greaves\Indxr” folder.

Rule	Active	Code	Negate	P1	P2	Comment
1		IN		4	24	Ignore long and short strings
3		StartsWith		ABCDEFGHIJKLMNOPQRSTUVWXYZ		Initial capital
6		InFile	Y	Noises1.txt		
7		InFile	Y	Months1.txt		
8		InFile	Y	Places1.txt		
9		Contains	Y	0123456789		Part numbers

We will describe the rules in greater detail later on. For the time being, inspect the table reproduced above, and understand that for now, a word will be declared “interesting” (and hence be a candidate for the Index, Keywords or Title, if it is between 4 and 24 characters in length, starts with an upper-case letter, does NOT contain a digit, and does NOT appear in any of the text files “Noises1.txt”, “Months1.txt” or “Places1.txt”.

Those are fairly elementary rules, but they will suffice for now.

You can maintain as many tables of rules as you want, and switch between them – a table of rules for medical documents, a table of rules for legal documents, and so on.

Features

Feature	Microsoft Word	Indexer
Online and FREE telephone support	No	Contact Me!
One-click index generation from any source	No	YES
Generates Title string	No	YES
Generates Keyword string	No	YES
Configured via a GUI form and INI file	No	YES
Assign a special style to Important paragraphs	No	YES
Modify list of Interesting Words	No	YES
Modify list of Interesting Leader phrases	No	YES
Modify list of Interesting KWIC phrases	No	YES
Automatic Concordance generation	No	YES
Manual Concordance generation	No	YES
Cross-reference items	No	YES
Customize cross-reference phrases	No	YES
Mix'n'match groups of Words, Leaders and Phrases	No	YES
Select any of 27 available index tables from a drop-down list	No	YES

Why I Like Indxr

I can over-ride the default rules for what makes an Interesting Word by adjusting Indxr's configuration in a simple Word table. That means I can have in place a concept of Interesting Words for medical text that differs from my concept of Interesting Words for legal texts or that differs from my concept of Interesting Words for Application Development texts.

In the case of a one-off document, perhaps a training-course for a one-day class, I need an index. Once click does it all. No messing around with Insert Fields or trying to build a concordance table.

One Click.

One Index.

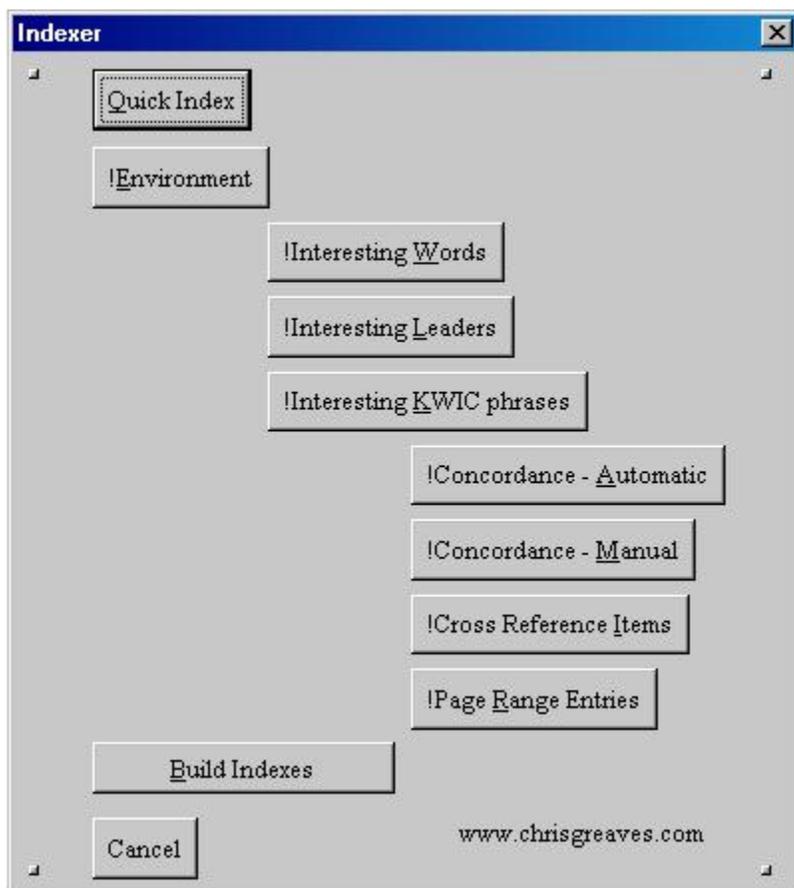
Of course, for more complex indexes I can use Indxr's GUI form

Woo-eee!

The Indexer Main Form

Choose the macro GUIIndexer from the Indexer toolbar menu.

This user interface is organized in levels, set out by indentation on the GUI form. We will explain each command button in turn.



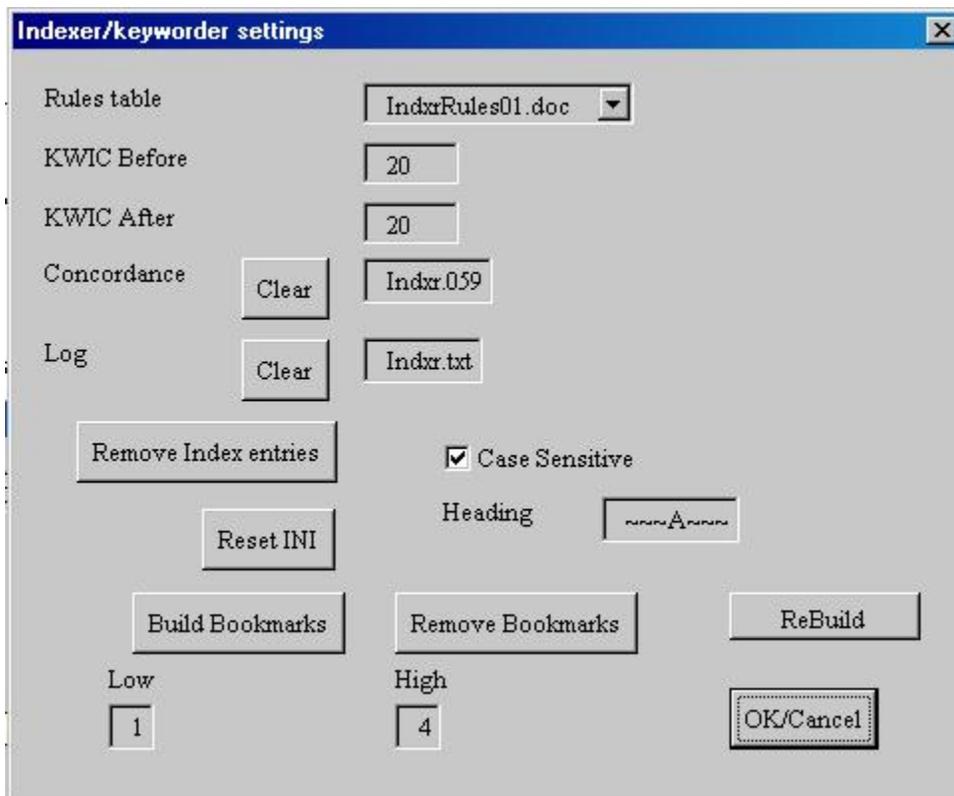
Quick Index

This is the equivalent of the "IndexActiveDocument" command we explored in the Quick Start section.

A Quick index is a cheap-and-fast way of getting something in print. You will find this useful if you want to proofread a copy of your draft document.

Environment

This brings up the GUI screen through which you can control the Indexer's environment.



The Indexer uses a plain old-fashioned INI file which you can edit with Notepad or any other text editor. Or you can use our GUI form, which can also be brought up by choosing the exclamation-mark button on the Indexer Toolbar menu.

Rebuild

You will see this command button migrate across the GUI form, following you whenever you commit to an action that could benefit by rebuilding Indexer's internal tables of Interesting Words and Phrases.

Indexer can sniff out Interesting phrases. Keep on reading this User Guide.

Rules Table

See also [TheRulesTable](#)

Initially you have only the default Rules table in place. As time goes by you will clone this table to build your own tables, and through this list-box you can select a different table of rules to be applied to the document being indexed.

KWIC Before

We build Key Word In Context (KWIC) phrases, and this environment variable determines how far ahead of (to the left of) an entry we can claim characters for a KWIC phrase.

KWIC After

We build Key Word In Context (KWIC) phrases, and this environment variable determines how far behind (to the right of) an entry we can claim characters for a KWIC phrase.

Concordance

We arrange our Interesting Words and Phrases in a regular Concordance table. (This was a cop-out by Microsoft, who provide the means to USE a concordance table to create an index, but didn't provide the means to CREATE a concordance table!)

You can change the name of the concordance table, thereby saving several sets of found Interesting Words , and you can clear out or empty the current concordance table.

The Concordance file is built by appending successive index words and phrases to the file.

Especially if you are experimenting with index entries, you will want to Clear the Concordance File from time to time.

Log

Indexer maintains a written log of the actions it takes. A small sample is reproduced below.

You can change the name of the log file, or empty it completely for a new run.

```
20031229172110 Starting analysis of
C:\Greaves\Products\USER\Indxr\IndxrUserGUIDe.doc
20031229172113 Ending analysis of
C:\Greaves\Products\USER\Indxr\IndxrUserGUIDe.doc
20031229172114 Starting Concordance table construction
20031229172115 Ending Concordance table construction
20031229172115 Starting Concordance table application
20031229172115 Ending Concordance table application
20031229172115 Starting Index table (re)generation
20031229172116 Ending Index table (re)generation
20031229172422 Calling qsort from LoadFilesList
```

Remove Index Entries

Just as it says; this command will remove all Index fields ({XE}), yours and ours. A fresh start.

If you'd like to see your index fields before they go, choose Tools, Options, View, All.

Reset INI

This command will delete your existing Indxr.INI file.

Phoenix-like, Indexer will create a new INI file with default entries, much as MSWord will create a fresh Normal.dot template if you delete or rename the current copy.

Build Bookmarks

You will need book-marked text for some of the later options.

This command will bookmark chunks of text with recognizable names.

Each bookmark name is constructed using “Indxr” as the prefix, followed by a level number (L1, L2, L3 etc. corresponding to the Heading 1, Heading 2, Heading 3 etc. paragraphs), followed by a unique identifier that uses the text position within the document, and then a string which relates to the leading characters of the heading level paragraph chosen to be book-marked.

It’s easier to see it once it is done.

In a document with several levels of heading, run the macro BookmarksFromHeadings, and then from Word’s menu, choose Insert, Bookmarks.

Remove Bookmarks

Just as it says, this command will remove all bookmarks, yours, ours, and theirs. The lot!

Case Sensitive

If this check box is turned on, we will treat upper-case letters as distinct from lower-case letters in all our dealings with Interesting Words, Interesting KWIC Phrases, and Interesting Leader Phrases.

Heading

This is the form of string heading that you would like to appear at each break in the primary alphabetic sequence in your indexes. Yes, you can build several index tables with our tool.

A typical heading would look like this “~~~A~~~” or this “- A -”.

Low

This sets the lower limit of book-marked heading levels to be considered (but see later). Obviously Low cannot be set to less than “1”, because “Heading 1” is one end of the spectrum (and I’m carefully avoiding saying that “Heading 1” is the *highest* level of heading!).

Low cannot be set higher than the current value of High.

High

This sets the upper limit of book-marked heading levels to be considered (but see later). Obviously High cannot be set to greater than “9”, because “Heading 9” is the other end of the spectrum (and I’m carefully avoiding saying that “Heading 9” is the *lowest* level of heading!).

High cannot be set lower than the current value of Low.

OK/Cancel

This command escapes from the GUI form. You can use the Escape key)

Interesting Words

This will rebuild the list of Interesting Words from your document.

You may want to remove all existing Index Entries, Tables Of Indexes, and Tables Of Contents before rebuilding the list of Interesting Words.

Interesting Leaders

This will rebuild the list of Interesting Leaders from your document.

You may want to remove all existing Index Entries, Tables Of Indexes, and Tables Of Contents before rebuilding the list of Interesting Leaders.

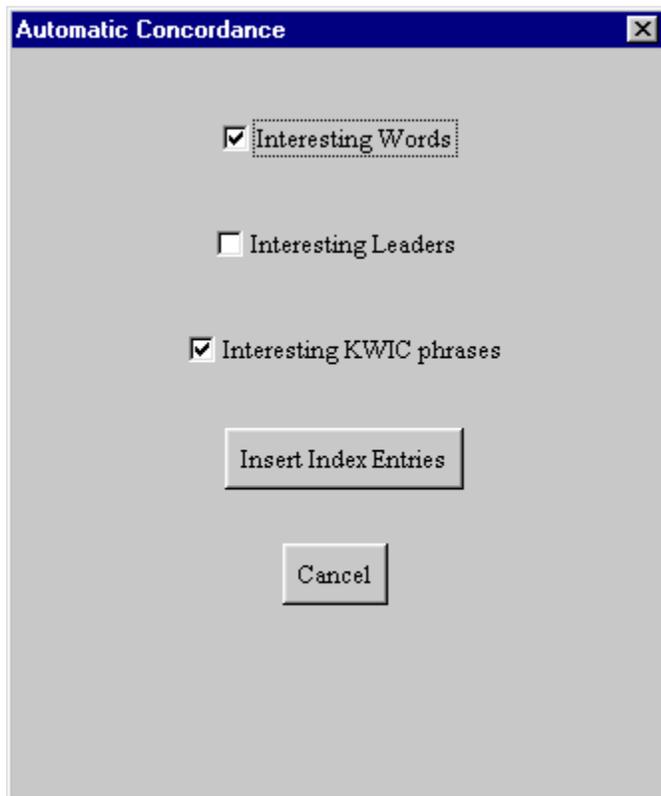
Interesting KWIC Phrases

This will rebuild the list of Interesting KWIC Phrases from your document.

You may want to remove all existing Index Entries, Tables Of Indexes, and Tables Of Contents before rebuilding the list of Interesting KWIC Phrases.

Concordance - Automatic

This option allows you to select any of the Interesting Words, Interesting Leaders and Interesting KWIC Phrase lists for use as Index Entries.



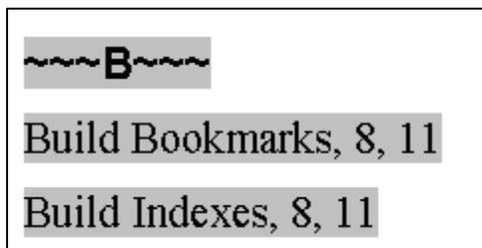
In the example above we have opted to use Interesting Words and Interesting KWIC Phrases as the basis for the Index Entries.

When we choose the “Insert Index Entries” command, every occurrence of any string that matches an item in either the Interesting Words or the Interesting KWIC Phrase lists will be tagged as an Index Entry fields ({XE}).

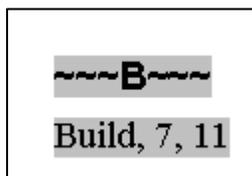
Concordance - Manual

This option allows us to pair entries from any two of the three tables to generate Index Entry fields ({XE}).

In the example above, we have elected to use the Interesting Words list in the left-hand list box, and the Interesting KWIC Phrases list in the right-hand list box, and when we choose the command “Insert Index Entries”, we will cause to be generated two Index Fields ({XE}), both pointing to the word “Build”.



If instead we had used Interesting KWIC Phrases in the left-hand list box, and Interesting Words in the right-hand list box, we could have generated this as part of our Index table:



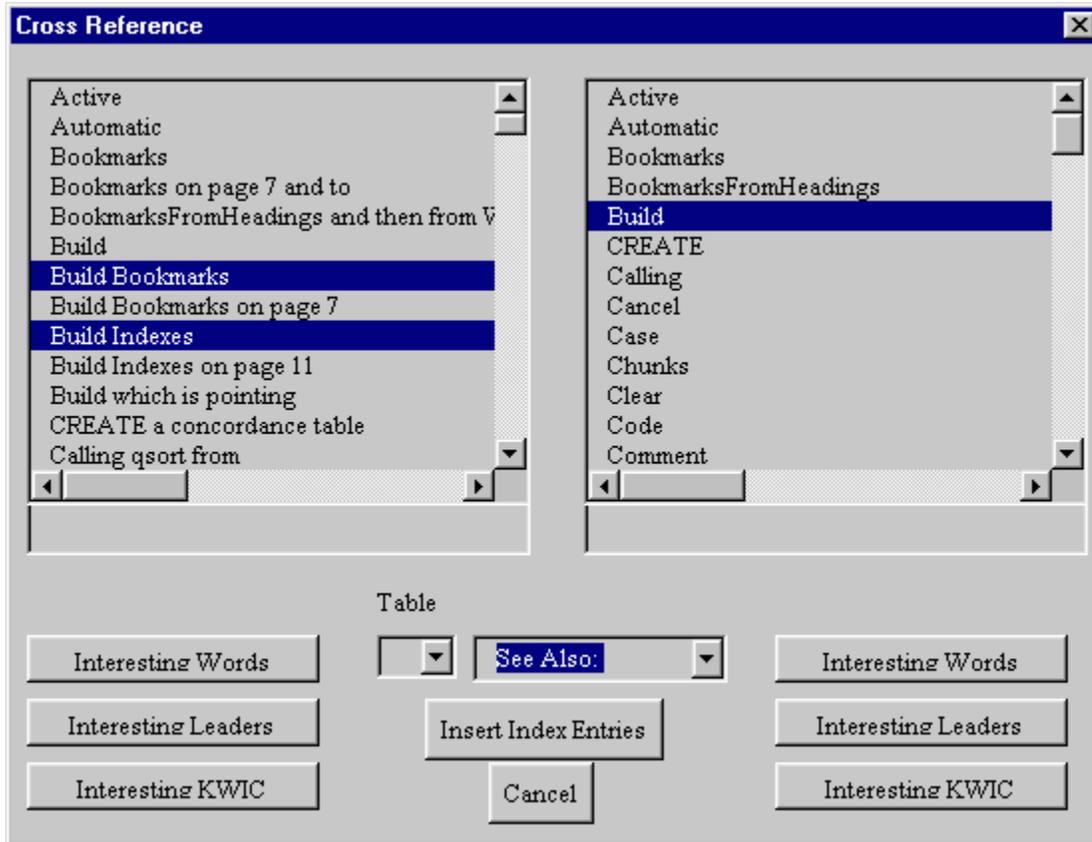
Here the Index has the word “Build”, which is pointing to the phrase “Build Bookmarks” on page 7 and to the phrase “Build Indexes” on page 11.

(The page numbers have probably changed by the time you are reading this version of the user Guide).

(Remember to flush your Concordance table between experiments!)

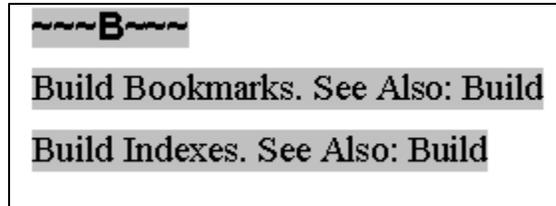
Cross Reference Entries

Cross-reference entries are those familiar “See Also” and “Refer To” types of entries.



In the screen above you see that we have chosen two Interesting leader phrases which we will use to point to index entries for a single word.

The portion of the Index Table created by this choice appears below:



Page Range Entries

These entries allow us to build an entry in our Index table by which a chosen Word, KWIC Phrase or leader can point to a range of pages.

We use our Bookmark ranges to identify pages. Especially the higher levels of headings (Heading 1, heading 2) often span several pages.

Build Indexes

This command will take the current values from the Concordance file, use them to insert the appropriate Index Entries throughout the document, and then build the appropriate Index Tables.

You will have noticed that some of the GUI forms are in a position to permit you to nominate alternate tables, identified with one of twenty-six letters of the alphabet.

In this way you can parcel out specific groups of index entries to specific tables. If you were indexing a book on the History of World War II, you might want an index of Battlefields, an index of Generals, and an index of Equipment.

Cancel

This command escapes from the GUI form.

Session Environment

We store your preferences in a file called Indxr.INI.

You can find this file within a folder that looks like this (although you will of course substitute your user name):

<C:\Users\Chris072\AppData\Roaming\Greaves\Indxr>

User Macros

Most of these are documented elsewhere in this User Guide.

Book Mark Documentor

Generate a new document with a catalogue of bookmarks from the current document.

Book Marks from Headings

Assign a bookmark to each "Heading" styled paragraph.

Clear Concordance File

Delete the existing Concordance file.

Clear Log File

Delete the existing Log file.

GUI Environment

Throw up a GUI form which permits editing of Indexer's environment.

GUI Indexer

Throw up the Main GUI form for user interaction.

Index Active Document

Build a quick index of the document.

Indxr Who Am I

Display the name, path and save date of the template.

Keyword Active Document

Load Interesting Words to the keywords property of the document.

Mark Unbookmarked Text

Mark un-bookmarked text with a character style.

Remove all Bookmarks

Remove all bookmarks from the active document.

Remove all XE Entries

Remove all Index Entry fields.

Select Down Next Un Bookmarked Text

Highlight the next chunk of text that is not bookmarked.

Select up Next Unbookmarked Text

Highlight the next chunk of text that is not bookmarked.

Style Important Paragraphs

Locate important paragraphs based on criteria.

Title Active Document

Set the Title as the text of the most important paragraph.

Visit Bookmarks

Visit each bookmark in the active document until the user decides to stop.

The Rules Table

Sample Rules for selecting strings

Rule	Active	Code	Negate	P1
1		IN		4
2		StartsWith		ABCDEFGHIJKLMNOPQRSTUVWXYZ
3		Endswith	Y	S
4		InFile	Y	Noises1.txt
5		InFile	Y	Months1.txt
6		InFile	Y	Places1.txt
7		Contains	Y	0123456789
8		Only		ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
9		Squeeze		aeiou
10		Replace		ie

The Rules table is interpreted serially from top to bottom.

A string remains a candidate until it fails a rule. That is, the results of each row are "AND"ed.

A rule can be disabled during experimental runs by setting the ACTIVE cell to any character value.

A rule can be negated by setting the cell "negate" to the value "Y"

The following rules appear to be supported in this version:

Rule	Description	Example
In	If the LENGTH of the character string lies at or between the lower ("P1") and upper ("P2") limits, the string remains a candidate. In the default table, strings of 4, 5, 6, ... 23 or 24 characters are considered as candidates as Interesting Words.	"And" fails; "Supercalifragilisticexpialidocious" fails by ten characters.
Infile	If the character string matched any of the strings in the named file, the string remains a candidate.	"Affect" will fail against the default Noises1.txt file ("C:\Documents and Settings\ChrisL\Application Data\Greaves\Indxr\Noises1.txt"); (the rule was negated)
Squeeze	Squeezes all characters in the given string ("P1") from the character string.	This rule does NOT affect the candidacy of the string being examined (see also REPLACE); it may change the content of that string. You can use this rule to squeeze all instances of "e" and "v" from the string "Christopher Greaves"
Replace	Replaces all occurrences of the given string ("P1") in the character string with the string given as P2.	This rule does NOT affect the candidacy of the string being examined (see also SQUEEZE); it may change the content of that string. You can use this rule to replace all instances of

		"ea" with "ee" in the string "Christopher Greaves"
StartsWith	If the character string starts with any of the characters in the given string, the string remains a candidate.	"Aggrandize" succeeds but "aggrandize" fails, as does "gAgrandize"
Endswith	If the character string ends with any of the characters in the given string, the string remains a candidate.	"Assistant" succeeds whereas "Assistants" fails; (the rule was negated)
Contains	If the character string contains any of the characters in the given string, the string remains a candidate.	"TeaForTwo" succeeds but "Tea4Two" fails; (the rule was negated)
Only	If the character string consists only of the characters in the given string, the string remains a candidate.	"Oleary" succeeds whereas "O'Leary" fails.
Mask	If the character string matches the mask given by the given string, the string remains a candidate.	
Syllable	If the count of syllables in the character string exceeds the value given in the first parameter ("P1") then the string remains a candidate.	Negating the rule permits a test to EXCLUDE character strings with too many syllables.

The first time you run Indxr after installation, it will create a very simple default rules table in your Documents and Settings area.

Rule	Active	Code	Negate	P1	P2	Comment
1		IN		4	24	Ignore long and short strings
3		StartsWith		ABCDEFGHIJKLMNOPQRSTUVWXYZ		Initial capital
6		InFile	Y	Noises1.txt		
7		InFile	Y	Months1.txt		
8		InFile	Y	Places1.txt		
9		Contains	Y	0123456789		Part numbers

This simple default rules table may be all you need.

If you would like to experiment with variations on the rules table, you can make a copy, adjust the rules, and then tell Indxr to use your copy.

Here's how you do it:

(1) Locate your documents and settings folder for Indxr. It will have a name like this "C:\Documents and Settings\ChrisL\Application Data\Greaves\Indxr", although your user name will appear in place of "ChrisL".

(2) Copy "IndxrRules01.doc" and paste it with a new name. For example "IndxrRules02.doc".

(3) A simple experiment is to place a character in the Active cell for the StartsWith code. In this way you can suspend that rule. (Re-instate it by removing the character from the cell).

Rule	Active	Code	Negate	P1	P2	Comment
1		IN		4	24	Ignore long and short strings
3	N	StartsWith		ABCDEFGHIJKLMNOPQRSTUVWXYZ		Initial capital
6		InFile	Y	Noises1.txt		
7		InFile	Y	Months1.txt		
8		InFile	Y	Places1.txt		
9		Contains	Y	0123456789		Part numbers

(4) Save this updated file.

(5) Run the macro GUIEnvironment and select your new rules table from the Rules table drop-down list.

(6) Choose OK.

Your new rules table should take effect the next time you index a document.

Rule	Active	Code	Negate	P1	P2	Comment
1		IN		4	24	Ignore long and short strings
3		StartsWith	Y	ABCDEFGHIJKLMNOPQRSTUVWXYZ		Initial capital
6		InFile	Y	Noises1.txt		
7		InFile	Y	Months1.txt		
8		InFile	Y	Places1.txt		
9		Contains	Y	0123456789		Part numbers

(1) Try a third rules table, "IndxrRules03.doc",

(2) Reinstate the StartsWith rule, but negate it by placing a character in the Negate cell.

Developer Interface

The Indexer contains the powerful “Interesting Words” engine, and this engine lies at the heart of many of my applications (Grabr, Indxr, Masks, Preci, Thing, Think, Trail, Trans and WbWrd).

The interface is documented.

If you would like the documentation in draft form, please [contact me](#).

Useful Tips

Obtaining Acronyms

I prepared a short course for recruiters – “How to understand today’s technology”.

I grabbed 50 advertisements from their job site, set up a one-line Rules table, and assigned it through the GUI form. Immediately below is the 1-line rules table:

Rule	Active	Code	Negate	P1	P2	Comment	
1		Contains	Y	0123456789abcdefg hijklmnopqrstuvwxyz z		Part numbers	

Reporting Suggestions

Please use the [Contact Me](http://www.chrisgreaves.com) details from the web site www.chrisgreaves.com.

Ideas

"I have an idea for an improved rule. How do I go about suggesting it?"

The easiest way is to [Contact Me](http://www.chrisgreaves.com) by phone or email and we will discuss it. I welcome your input.

"Is there any way I can support my suggestion with examples?"

Absolutely!

Here's an example of some trials I did on my own behalf.

A user asked if I couldn't deal better with plurals; separate entries were being made for "assistant" and "assistants".

~~~~~A~~~~~

Absolutely, 27

Acronyms, 3, 26

Active, 3, 6, 19, 20, 21, 23,  
24, 26

ACTIVE, 21

Aeiou, 21

Aggrandize, 22

Alphabets, 21

Application, 6, 8, 18, 22,  
23

Assign, 7, 19

Assistant, 22

Assistants, 22

Automatic, 2, 7, 14

I ran Indxr on this User Guide and noticed that I had the same problem. Not surprising since I had used that text as an example in the document, and again right here.

~~~~**B**~~~~

Book, 3, 21

Bookmark, 13, 14, 18, 20,
22, 23, 33

Bookmarked, 3, 22

BookMarkHeadingLevelHi
gh, 33

BookMarkHeadingLevelL
ow, 33

Bookmarks, 2, 3, 13, 14,
18, 22, 23

BookmarksFromHeadings,
14

Build, 2, 13, 17, 18, 20, 21

I noticed too that I had a spray of entries, variations on "Bookmark", and wondered if the index would be improved by amalgamating them.

| | |
|--------------------------|--------------------------|
| ACTIVE | ACTIVE |
| Absolutely | Absolutely |
| Acronyms | Acronyms |
| Active | Active |
| Aeiou | Aeiou |
| Aggrandize | Aggrandize |
| Alphabetic | Alphabetic |
| Application | Application |
| Assign | Assign |
| Assistant | Assistant |
| Assistants | Assistants |
| Automatic | Automatic |
| Book | Book |
| BookMarkHeadingLevelHigh | BookMarkHeadingLevelHigh |
| BookMarkHeadingLevelLow | BookMarkHeadingLevelLow |
| Bookmark | Bookmark |
| Bookmarked | Bookmarked |
| Bookmarks | Bookmarks |
| BookmarksFromHeadings | BookmarksFromHeadings |

The latest concordance file can be found at "C:\Documents and Settings\ChrisL\Application Data\Greaves\Indxr\Indxr.059" (you will substitute your user name), and it looks in part like this (above).

I open the concordance file as a Word document and make changes in the right-hand column, as shown in **bold** below

| | |
|--------------------------|------------------|
| ACTIVE | Active |
| Absolutely | Absolutely |
| Acronyms | Acronyms |
| Active | Active |
| Aeiou | Aeiou |
| Aggrandize | Aggrandize |
| Alphabetic | Alphabetic |
| Application | Application |
| Assign | Assign |
| Assistant | Assistant |
| Assistants | Assistant |
| Automatic | Automatic |
| Book | Book |
| BookMarkHeadingLevelHigh | Bookmark |
| BookMarkHeadingLevelLow | Bookmark |
| Bookmark | Bookmark |
| Bookmarked | Bookmark |
| Bookmarks | Bookmark |
| BookmarksFromHeadings | Bookmark |

I save the concordance file, and re-create the index manually (choose Insert, Index and tables, Index, Automark, ...) and am pleased with the result.

I am now in a position to propose two enhancements:

(1) Where an Interesting Word is identical to another Interesting Word except for the suffix of the letter "s", treat the words as equal for the concordance table.

(2) Where Interesting Words match up to the first capital letter, treat the words as equal.

(Remember that here I am making suggestions to myself!).

Each of these could be an option for the user, switched on or off according to the user's wishes.

The Indxr Environment

The Indexer application stores data between your sessions, so that you don't need to re-type stuff every time.

There are many ways to store this data; I have chosen to use the archaic INI file technology, because I feel that users deserve better control over their computer systems.

You don't need to go to the INI file at all – the exclamation-mark icon at the left-hand end of the Indxr toolbar provides a user-friendly GUI interface to the INI file.

If, on the other hand, you feel like a D.I.Y. user, locate the file Indxr.INI in the Appdata Indxr folder, and edit it with Notepad.

```
[Indxr]
CaseSensitive=True
INDEXHeading=~~~A~~~
IndxrRulesTable=IndxrRulesCAPITALSoNLY.doc
KWICBefore=20
KWICAfter=20
ConcordanceFile=Indxr.059
LogFile=Indxr.txt
BookMarkHeadingLevelLow=1
BookMarkHeadingLevelHigh=4
strcBookMarkTextLength=15
```

What If I Corrupt My INI File?

Not a real problem. You can delete the Indxr.INI file at any time (even while running Indexer) and Indxr will re-create it with essential default values. That means you will return to my default values, but you can change these with the GUI interface.

Can I Test A New Version Of An INI File?

Yes, by copying the current INI file and giving it a new name.

Further Use

Your User Environment ... is different from mine! You may want to change the Indxr environment.

- ✓ On the Indxr toolbar, at the left-hand end, you'll see a small toolbar button labeled with the exclamation mark (!)
- ✓ Click this and set your own preferences.
- ✓ Choose the OK/CANCEL button to save your new values.

Keyboard Shortcuts

On purpose I have not assigned keyboard shortcuts to these macros. I reason that you might already have some special keyboard shortcuts that you enjoy in Word, so why should I start off our relationship by clobbering your environment?

On the other hand, you might find some of these macros so useful, that a keyboard shortcut is an obvious enhancement for you.

Toolbar Shortcuts

On purpose I have not assigned toolbar buttons to these macros. I reason that you might already have a cluttered set of command bars, and don't need me to add more, so why should I start off our relationship by clobbering your environment?

On the other hand, you might find some of these macros so useful, that a nifty little toolbar button is an obvious enhancement for you.

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