

# INDEX BUILDER

## BACKGROUND INFORMATION AND EDITORIAL CONSIDERATIONS

The text below is an edited transcript of the HJ Index Builder video tutorials available at [hjsoftware.hjhelpcenter.com](http://hjsoftware.hjhelpcenter.com).

The Index Builder extension for InDesign makes it easy for you to accomplish two key yearbook tasks: generating an accurate index of the people, groups and topics in your book, as well as monitoring the amount of coverage you give to individuals. Even if you don't print an index in your book, you may find the Index Builder tool useful for keeping an eye on yearbook coverage.

The Index Builder Extension makes it easy to build and flow a complete and accurate index in three steps.

- **Step 1 – Selecting Files** Index Builder automatically catches anything it thinks you'd want to include in your Index; you just have to direct it to the correct files to search. This means the work becomes an editing task, not a sorting-through-every-page-searching-for-names-task.
- **Step 2 – Edit Index** Once Index Builder creates the list of entries for review, you edit the list to make any desired changes, merging duplicate entries or specifying anything you don't want to include.
- **Step 3 – Create Index** When you are ready to put the index text on pages, simply choose where the Index should start in your book, how many columns you'd like and column spacing options. Then watch Index Builder do its magic, creating the index pages.

Before you begin the indexing process, it's good to know how Index Builder finds entries. Here's how it works: it scans your yearbook pages for sequences of two or more consecutive, capitalized words, and it tags those sequences as potential entries for your index. Here are some examples of text that follows the pattern of two or more consecutive capitalized words:

- Mary Smith
- Anne Marie Jones
- Beta Club
- Boys Varsity Basketball and
- Quick Trip Food Mart

Index Builder also locates and tags names with common name prefixes such as "de" or "la." Here's a complete list of the prefixes it looks for: de, de la, del, del los, della, den, der, des, di, du, la, le, ten, ter, van, villa and von.

After Index Builder locates potential index entries, you then edit the list to make any adjustments—combining names, ignoring certain entries, etc.

The overview video is most appropriate for an editor or an adviser since it provides background information. The other HJ Index Builder videos provide step-by-step instructions on how to use the extension. If you are a staff member who simply needs to know how to use HJ Index Builder, you may want to watch the tutorial videos listed here:

- *Selecting Files*
- *Editing Entries*
- *Flowing the Index*
- *Tips and Tricks*



### TIP 1: INDEX ON ONE COMPUTER ONLY

Because you're creating and editing a single index database file, the entire indexing process needs to be done on a single computer.

### TIP 2: USE CORRECTED PROOFS FOR FINAL INDEX

You can run HJ Index Builder on your pages as often as you like, and it can be a helpful tool for monitoring coverage and name spellings as the year progresses. However, for generating the final version of your index, you should run HJ Index Builder on your corrected proof files since those represent the final state of the pages as they will appear in your book.

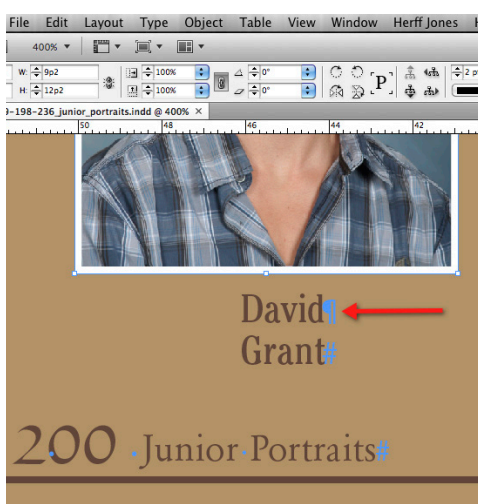
### TIP 3: LOOK OUT FOR IDENTICAL NAMES

Frequently there are people in a school who have the same first and last names. The computer is not able to distinguish one "Matthew Smith" from another "Matthew Smith" when the names are spelled identically. Therefore it will generate one entry for Matthew Smith and assign to it all references for that name. It is the index editor's job to check for these in the final index and separate them as distinct entries on the InDesign pages if desired. Adding a middle initial or a grade level to the entry in the index can be used to distinguish one person from another with the same name.

### TIP 4: PUNCTUATION THAT INTERRUPTS NAMES

HJ Index Builder scans your document for sequences of two or more consecutive capitalized words and collects those items as potential entries for your index. If two capitalized words are interrupted by most punctuation marks or a paragraph return, HJ Index Builder will not collect them.

Take this sentence for example: "David, Peter and Mary Smith all agree that attending school with siblings is great." "David" and "Peter" are two capitalized words, but they are interrupted by a comma. Therefore, HJ Index Builder will not collect them. To insure that HJ Index Builder will pick up the names,



always use the full name for every individual. In this sample, rewrite the sentence to read, "David Smith, Peter Smith and Mary Smith..."

It is important to be aware of this rule so that you do not format names in a way that causes them not to be collected. Take for example the name formatting in the example shown to the left. The names are beneath the portraits, with a hard return between the first name and last names to place them on separate lines. The hard return interrupts the two capitalized words. HJ Index Builder would not collect names formatted in this way. The hard return would need to be removed.

HJ Index Builder will also not collect entries on the Master Pages, or text that has been converted to graphics using the Create Outlines option.

### TIP 5: USING THE SPECIAL INSTRUCTIONS AREA

Any words entered in the Special Instructions area on the HJ Template document pages are also scanned and collected. This area can be used to enter items you wish to be collected by HJ Index Builder even if the words do not appear on the actual printed page. This could also be useful in the example of the portrait pages. If you had formatted the portrait pages with hard returns in all the names, you could enter the names for each page properly in the Special Instructions area. HJ Index Builder would then index these names on the page where they appear.

### SEE ALSO:

- *Selecting Files*
- *Editing Entries*
- *Flowing the Index*
- *Tips and Tricks*

