
 CHAPTER 30

 INDEXING

BASIC CONCEPT An index can be generated for a document by using the Index menu in conjunction with character styles.

DESCRIPTION To generate an index, a set of character styles is specified in the index menu. Every word or phrase in the document which is styled with these styles will be placed in the index.

The Index menu is opened by marking Index on the Main menu. An Index menu is shown below, followed by a description of the menu options:

```

Index for: Printer HyTYPE 10 12 PS Apply  $\bar{O}$ 
Index by:  $\bar{U}$ 
Print format: Normal Landscape Two-Up Signature size:  $\bar{U}$ 
Limits: from page:  $\bar{U}$  to page:  $\bar{U}$  Footnotes: Renumber
  
```

Index for: An index may be formatted for the Xerographic or HyType printer by marking either Printer or HyTYPE. If HyType is selected, the character spacing may be chosen from the list of 10-pitch, 12-pitch, or PS (proportional spacing.) The index should be generated using the same printer type as will be used to print the document, so that page numbering will be correct.

- Index by:** The bracket after Index by: is filled in with the names of one or more character styles (such as emphasis 1, subscript, etc.) separated by commas. Every term styled with the character styles typed in the brackets will be placed in the index, along with the page numbers on which the terms occur.
- Limits:** The Limits: blanks operate as in the Print menu. Only the pages in between and including those typed in the brackets will be processed during index generation.
- Renumber** Marking Renumber causes footnotes to be renumbered. (Note: this has no relation to indexes. it is merely another menu from which footnotes can be renumbered.)
- Apply** When Apply is marked the screen goes black while the index is being generated. A new window appears on the screen, and the index is placed there.
- PROCEDURE** The simplest index generation situation is when there are one or more Character styles which are used for emphasis, headings, etc. These styles could be specified in the Index menu to produce an index of all of the headings and emphasized words. This may lead to the appearance of unwanted words and phrases in the index, and they will have to be deleted from the generated index.

To more closely control the items automatically placed in the index, a different technique is used. This involves manually designating the words or phrases to be indexed. To do this, there must be two Character styles defined that have identical formatting properties, but different style names. One style could be used for text which will not be indexed, and the other used for text which will be indexed. Your style sheet may have a Character style called "normal" and a style called "index." They should have identical formatting properties for each Paragraph style of which they are substyles. "normal" would be used to style the bulk of the text. The words and phrases to be indexed would be styled with "index." Since both substyles have the same formatting properties, the index items would be indistinguishable from the rest of the text when it is viewed.

An index is generated as follows:

1. MARK Detail in the Main menu.
2. MARK Index in the Main menu.
3. In the Index menu, in the brackets after Index by:, type the name of the character style, or styles, that were applied to the words and phrases to be indexed. If more than one style was used, the style names must be separated by commas.
4. MARK other desired menu options.
5. MARK Apply in the Index menu.

The screen will turn black, and the message window may say what pages are being processed (or "formatted"). The newly-generated index will appear in a new window with each term followed by a tab character, and the list of pages on which the term appears. The words or phrases are indexed in the order in which they appear in the document. (Thus, an index may be used to create a table-of-contents.)

7. Use the Sort command to alphabetize the entries.
8. MOVE the index to the end of the document. Precede it with a title and a division marker, if a division style for an index has been defined in your style sheet.
9. Edit or style the index to achieve the desired appearance.

EXAMPLE

Suppose you wish to index all of the subtitles in this chapter, and all of the terms in TimesRoman 10. The subtitles have been styled with "subtitles (s)" character style, and TimesRoman 10 is called "emphasis 1 (e)". In addition, there are some words in "normal" character style that should appear in the index. For "normal para" Paragraph style, "index" substyle has been defined as Helvetica 10 (just like the "normal" substyle properties.)

1. Style the appropriate "normal" style words with "index" style.
2. MARK Detail in the Main menu.
3. MARK Index.
4. In the bracket after Index by:, TYPE subtitles, emphasis 1, index.
5. MARK Apply.

The following index appears in the newly opened window:

```

MASTERY HINTS      5
Footnotes1
DESCRIPTION        1
EXAMPLE           5
Limits:           1
index1, 2, 3, 4, 6
BASIC CONCEPT   5
PROCEDURE         2
Print format:     1
Index by:         1

```

- 5. MOVE the index to the end of the document; give it a division style, if appropriate; sort alphabetically; change the format, or style the index.

The above index is shown below sorted alphabetically, the paragraph styled with "nested 1 (1)" and the terms styled with "italic (f)". A right tab with leader dots was set at 410 points. Terms not required in the index were deleted, as were colons:

```

Description.....1.....
Example.....5.....
Footnotes.....1.....
index.....1,2,3,4,6.....
Limits.....1.....
Mastery Hints.....5.....
Print format.....1.....

```

MASTERY HINTS

Remember that all terms styled with the character style typed in the Index menu will appear in the index. You may need to go through the list and delete some of the entries.

Do not try to index terms in a page heading. Page headings cannot be indexed.

Several indexes may be generated for a document. For example, an index for subtitles, another for footnotes, and another for chapter headings can be separately generated by manipulating the index menu separately for each application requirement.

RELATED TOPICS

See the following components for further information on related topics:

INTRODUCTION TO TABS

SORTING

INTRODUCTION TO STYLE SHEETS

CHARACTER STYLES

DIVISION STYLES

MOVING TEXT

OVERVIEW

Style sheets can be changed to suit application requirements and to provide for ease of operator use. Styles in a style sheet can be created, added, renamed, substyles can be deleted, and formatting properties can be changed.

"Introduction to Styles" presented how to use a style sheet that was already prepared by an analyst. This chapter describes how to edit a style sheet. It contains directions for performing the desired manipulations, explains when it is appropriate to make the desired changes, and suggests preferred formatting standards. It also provides examples of more complex formatting abilities.

BASIC CONCEPT

Imagine a style sheet as a document that may be edited. A Style sheet can be edited to create new styles and change formatting properties. The changes made will affect any document that shares the style sheet.

DESCRIPTION

Changes are made in a style sheet by using the Style sheet menu and the Paragraph, Character, Division, and Page heading menus. The changes are automatically applied to the documents that share the style sheet. For example, it is possible to change the leading between lines for a number of documents merely by making the change in the style sheet that the documents share. The next time the documents are brought to the screen or printed, they will automatically reflect the change in line leading. If a document is already on the screen it will be updated to reflect the changes also.

A style sheet must be owned before it can be edited. When a style sheet is owned, the Style sheet menu options will respond to user commands to add, rename, delete, or create a new style. Commands from other menus can be used to change formatting properties.

APPLICATION

Although most formatting capabilities are available in style sheets created by your analyst, you may wish to edit a style sheet to suit your own specifications. The style sheet you edit can be made available for other documents to share.

STYLE SHEET MENU

To open the Style sheet menu, MARK Show in the Main menu. The Style sheet menu appears as follows:



Style sheet menu	Own	Share	ÙÙ	Apply	Õ	
	New style	Delete	Undelete	Rename	Print	Looks
Type:	Paragraph	Character	Division	Page heading		
Name:	ÙÙ look	character:	ÙÙ	Add char.	or page heading	



Commands in the style sheet menu control the association of style sheets and documents and they also permit the manipulation of styles in a style sheet. The commands are briefly introduced below. You will be given complete directions for their use later in this chapter.

Own COMMAND

Editing can only take place in a style sheet that is owned. To change from sharing to owning, Own is marked. The style sheet acquired by the document will be a copy of the style sheet formerly shared. The name bracket is cleared, since sharing will have been terminated.

Share COMMAND

If the association of a document with a style sheet is by sharing, Share will be marked and the name of the associated style sheet will be shown in the following brackets. If Share is marked, but the brackets are empty, this indicates that the default style sheet is being shared.

To change a document from sharing one style sheet to sharing another or to change from owning to sharing, the bracket must be filled in with the name of the style sheet to be shared and Share marked. The previously owned style sheet, if any, will be lost if it is not "saved" before another style sheet is shared.

New Style COMMAND

New Style is marked if a new style is to be created. This command requires that a style type be marked (Paragraph, Character, Division, or Page heading) to define what sort of style is to be created. The new style name must be typed in the Name: brackets. The LOOK command character may be specified in the look character: brackets.

- Delete** COMMAND A sub-style can be deleted from the style sheet. The sub-style to be deleted is selected in the display summary and Delete is marked. The sub-style will be marked as struck-through, to indicate that it has been marked for deletion. The sub-style is deleted from the display summary (and the style sheet) when Apply is marked.
- Undelete** COMMAND Undelete undoes a Delete. The struck-through sub-style to be undeleted is selected in the display summary and Undelete is marked. Undelete will work only if Apply has not yet been marked.
- Rename** COMMAND An existing style may be renamed by selecting the style in the display summary, typing the new name between the brackets after name:, and marking Rename. The style is renamed, but the properties associated with the style are not changed. Rename has no effect on the appearance of files that share the style, or on the typographical meaning of the style.
- Print** COMMAND To produce a hardcopy of a style sheet display summary, MARK Print.
- Looks** COMMAND When a style (other than a generic Character style) is selected in the style sheet and Looks is marked, the appropriate menu will open to reveal the formatting properties defined for the selected style.
- Type:** COMMANDS When a new style is created, it is necessary to specify the type of style. This is done by marking Paragraph, Character, Division, or Page heading.

Add COMMAND

The Add command is used to add a Character style to a Paragraph style, or a Page heading style to a Division style. The name of the style to be added is typed in the brackets after Name:, the appropriate Paragraph or Division style selected in the Display summary, and Add marked. The style designated is added to the selected style as a substyle. It is not necessary to mark the correct type of style, or fill in the LOOK character, to use this command.

A more advanced use of the Add command is described under Fill in COMMAND.

Fill in COMMAND

The Fill in para. style command is revealed when you scroll the style sheet menu up. It is used to build a style sheet by copying formatting properties from an unstyled document. A paragraph style is selected in the display summary, and the paragraph with the desired properties is selected from the document. When Fill in para. style is marked, the formatting properties of the selected paragraph style will change to reflect the formatting properties of the unstyled paragraph selected in the document. The new style can now be applied to other paragraphs in the document.

The most effective use of this command is if an incomplete document is not styled. The document can be brought to the screen, and the styles can be changed to reflect the formatting properties already in the document. This makes it possible to complete the document, and create others with the same formatting properties using style sheets.

Character and page heading properties can also be "copied" into a style sheet from an unstyled document. A character style (or page heading style) is selected in the display summary. A character string (or page heading) with the desired formatting properties is selected in the document. Marking Add char. or page heading causes the formatting properties of the selected substyle to change, reflecting the formatting properties of the selection in the document.

STYLE SHEET ORGANIZATION

BASIC CONCEPT To facilitate continuity and ease of sharing among documents, it is necessary that when a style sheet is edited, it maintain the same organizational structure.

DESCRIPTION The style names exist in the style sheet in the order listed below. This order should be maintained. New styles can be added at the end of the existing list for each type of style. LOOK characters already assigned are also shown, although they may be changed. Style names may be changed to conform to local nomenclature.

Each of these styles has been defined with some standard use in mind. You should use these existing styles for their intended purpose. If no style matches the use you have in mind, it is usually better to create a new style rather than change an existing one.

PARAGRAPH STYLES Paragraph styles are listed first in a style sheet.

```

normal para    p
nested 1      n
nested 2
section head 1 1
section head 2 2
section head 3 3
footnote text t
quotation para

```

normal para (p): Use for unindented body or main text paragraphs; also known as "basal text".

nested 1 (n): Use for paragraphs to be indented one level.

nested 2: Use for paragraphs to be indented two levels.

section head 1 (1): Use for paragraphs that hold headings for the largest sections of a document, such as chapters in a book.

section head 2 (2): Use for paragraphs that hold headings for the next smaller sections of a document, such as a section of a chapter.

section head 3 (3): Use for paragraphs that hold headings of the next smaller sections of a document, such as a subsection of a chapter.

footnote text (t): Use for paragraphs containing footnote text.

quotation paragraph: Use for paragraphs containing paragraph length, or longer, quotations.

CHARACTER STYLES

Character styles are listed after Paragraph styles.

normal (space)
 emphasis 1 e
 emphasis 2
 footnote reference
 subscript d
 superscript u
 quotation
 index

normal (space): Use this character style for normal, unemphasized characters.

emphasis 1 (e): Use for text which should be emphasized in its printed or displayed rendering.

emphasis 2: Use for text which should be emphasized in its printed or displayed rendering, and which is emphasized in a different way than emphasis 1 text.

footnote reference (f): Use for citing footnotes.

subscript (d): Use for characters to be subscripted.

superscript (u): Use for characters to be superscripted.

quotation: It is sometimes desirable to give special appearance to quotations short enough to be directly included in a paragraph. In this case, give the quoted text this style.

index: The system includes an automatic index feature, described earlier, which will find all strings having a specific style and construct an index of references to those strings. Attach this style to key words and phrases in documents which might eventually be indexed.

DIVISION STYLES

Normal Division (D): This is the default division style for a document.

PAGE HEADING STYLES

title (t): This is the default page heading style for a document, and should be given to page heading paragraphs holding the document title.

EDITING PROCEDURES

BASIC CONCEPT

Editing can only take place in a style sheet that is owned. This requires that a shared style sheet be "cut off" from its source by owning it.

The most productive method of editing a style sheet is to start with a shared style sheet containing the styles and properties that most closely satisfy your actual application requirements. It is unnecessary to edit the default style sheet, if some of the required properties already exist in another style sheet.

PROCEDURE

Initial and final editing steps remain the same for all editing requirements. These steps are described below. They will not be repeated for each section, so please mark this page and refer to it until the steps become automatic for you:

1. From the file server, retrieve the style sheet whose styles and formatting properties most closely meet your needs. Consult your analyst to determine how the style sheet is stored.
2. Go to the EDITOR.
3. MARK On in the Main menu.
4. MARK Show in the Main menu.
5. In the brackets following Share in the Style sheet menu, TYPE the name of the style sheet you retrieved.
6. MARK Share. The display summary will change to reflect the style sheet you have asked to share.

7. MARK Own in the Style sheet menu. You may now edit this style sheet.

At the end of an editing session, you must give the style sheet a name in order to store it, or to make it available for others to share. It is also advisable to type comments in the document window describing what applications the style sheet is best suited for.

1. Close the Style sheet menu.
2. In the Main menu, TYPE a name for your style sheet in the brackets following Get title:. For example, it was decided to name the document owning the style sheet used to style this manual "WorkStyle." WorkStyle was typed in the brackets after Get title:.
3. TYPE a description of your style sheet into the document window. For example, the document called "Workstyle" (and owning WorkStyle Style sheet) explains that it is not a document to be edited, but rather read for information concerning the use of the style sheet. "WorkStyle is used for styling the Reference manual on the Xerox Xocument System Editor."
4. MARK Save all.

The style sheet is now stored under the name of your document. It may be shared by any document using the procedure described in the section on Sharing.

MASTERY HINTS

Play around with a style sheet before you start serious editing. You can make as many mistakes as you want, as long as you do not MARK Save all. If you wish to delete the style sheet (by deleting the document attached to it), close the document window and PRESS DO when your message window says "This document has not been saved. Press DO to continue, or CANCEL."

DO NOT EDIT A STYLE SHEET WITHOUT GIVING IT SERIOUS THOUGHT! IF THE ORIGINAL STYLE SHEET IS SHARED BY OTHER DOCUMENTS, SERIOUS PROBLEMS COULD ARISE!

You should not use the document window of an owned style sheet to hold a normal document. The window should be reserved for a description of the style sheet and its intended uses. Normal documents should share a style sheet, not own one.

When designing a style sheet to be shared, styles should be defined using the same style names as other, related style sheets. In this way, every style that has been applied to a document which shares one of these other style sheets will be effective when sharing the new style sheet. For example, if "normal, emphasis 1, emphasis 2, subtitles, warn, vocab, emphasis 3" are defined for "normal para" in one style sheet, they should be defined in other style sheets that the document may also wish to share.

If you wish to use the new style sheet to style a document, open a window for the document and type the name of the style sheet in the Style sheet menu. MARK Share. Begin typing your document, and styling it with the newly-shared style sheet.

If further editing changes are required, edit only the owned style sheet. This requires bringing the document owning the style sheet to your screen. Simply type the title in the Get brackets and MARK Get. MARK Show, and edit as necessary.

Remember that after a document is styled with a shared style sheet, further editing of that style sheet should be done only with great care. The only safe editing change is to add substyles.

RELATED TOPICS

See the following components for further information on related topics:

INTRODUCTION TO STYLE SHEETS
SHARING A STYLE SHEET
PARAGRAPH STYLES
CHARACTER STYLES
DIVISION STYLES
PAGE HEADING STYLES

ADDING SUBSTYLES

BASIC CONCEPT

Substyles can be added to styles in a style sheet. The substyles exist generically in the style sheet as styles, but need to be added to a style before they acquire formatting properties. Character styles are added to Paragraph styles, and Page heading styles are added to Division styles.

APPLICATION

The default style sheet has only one character substyle defined for each paragraph style, and only one page heading substyle defined for a division style. If other than the normal character style or the standard Page heading style is required, they must be added.

PROCEDURE

To add a Character style to a Paragraph style, do the following:

1. Look at the list of Character styles. Decide which style is to be added.
2. Type the name of the Character style in the brackets after Name:.
3. Scroll to the Paragraph style that is to receive the Character style as a substyle.
4. Select the Paragraph style.
5. MARK Add.

For example, if normal para paragraph contains words or characters needing emphasis, the following procedure adds emphasis 1 substyle to normal para:

1. Type emphasis 1 in the brackets following Name:
2. Scroll the display summary to reveal normal para.
3. Select normal para.
4. MARK Add.

The Character style emphasis 1 and default property definitions appear in the display summary under normal para. Changing the properties will be explained in the section on Changing Style Properties.

To add a Page heading style to a Division style, do the following:

1. Scroll the display summary to the list of Page heading styles. Decide which style is to be added.
2. Type the name of the style in the brackets after Name:.
3. Scroll to the Division style that is to receive the Page heading style as a substyle.
4. Select the Division style.
5. MARK Add.

MASTERY HINTS

Only styles that already exist in a style sheet can be added to a style as a substyle.

DELETING/UNDELETING SUBSTYLES

BASIC CONCEPT	<p>Substyles can be deleted or undeleted, but styles cannot. Any Character substyle except normal substyle can be deleted from a Paragraph style, and any Page heading substyle can be deleted from a Division style. The deleted Character and Page heading substyles will still exist in the style sheet, but will no longer be substyles of the styles from which they have been deleted.</p>
DESCRIPTION	<p>Deleting a substyle involves selecting the style where it occurs as a substyle and marking the appropriate commands in the Style sheet menu.</p>
APPLICATION	<p>If a substyle is not necessary, it may be deleted. If a mistake is made in deleting a substyle, it may be undeleted, as long as Apply has not yet been marked.</p>
PROCEDURE	<p>Refer to the section on Editing Procedures before continuing. Follow the steps listed.</p>
	<p>Character substyles can be deleted and undeleted as follows:</p>
	<ol style="list-style-type: none"> <li data-bbox="722 1581 1453 1648">1. Scroll the style sheet to the style which owns the substyle to be deleted. <li data-bbox="722 1673 1112 1698">2. Select the substyle.

3. MARK Delete. The selected substyle will be stricken through with a line. This indicates that when Apply is marked, the substyle will be deleted. Do not MARK Apply until you are certain that you wish to delete the substyle.
4. If you wish to undelete a deletion, you may do so unless it has already disappeared from your screen. Reselect the stricken-through substyle and MARK Undelete.
5. To complete a deletion, MARK Apply.
6. A substyle must be deleted separately from each Paragraph style. Deleting a substyle called warn from normal para will not affect its relationship if any, with nested 1.

Page heading substyles can be deleted and undeleted using the procedure outlined for deleting and undeleting Character substyles. Be certain that you select the substyle to be deleted, not the Paragraph Page heading style of the same name. Remember that the substyle name is listed with the Division style, appears in 8 point type, and is indented.

RELATED TOPICS

See the following components for further information on related topics:

ADVANCED STYLES - OVERVIEW
 EDITING PROCEDURES
 CHARACTER STYLES
 PAGE HEADING STYLES

CHAPTER 33**RENAMING STYLES AND SUBSTYLES**

- BASIC CONCEPT** The names of any style or substyle, and the names of their LOOK characters, can be changed.
- DESCRIPTION** The name of a substyle or LOOK character can be changed by selecting it in an "owned" version of the style sheet display summary, typing a new name, and marking the appropriate command in the Style sheet menu.
- APPLICATION** Occasionally the name of a style, or its LOOK character, may not clearly indicate its function to the operator. For example, the voting record of a Senator may be in an emphasized character style. The formatting properties may have been defined for emphasis 1 character style. In addition, the character formatting properties used for a Senator's name may have been defined for emphasis 2. It may be easier to remember what style to apply if the voting record is called vote (v), and the style for a Senator's name called Senator (S).
- PROCEDURE** To change the name of a Paragraph style or a Division style, do the following:
1. In the display summary, select the style whose name or LOOK character is to be changed.
 2. TYPE the new name in the brackets after Name:, or TYPE the new LOOK character in the LOOK character brackets.
 3. MARK Rename.

To change the name or LOOK character of a Character style, do the following:

1. Scroll to the list of Character styles. Select the STYLE whose name or LOOK character is to be changed. Do not attempt to change the name as it appears as a substyle.
2. TYPE the new name in the brackets after Name:. or TYPE the new LOOK character in the LOOK character brackets.
3. MARK Rename. The name or LOOK character (whichever was specified) will change, and the change will be reflected wherever the style has been added to a Paragraph style as a substyle.

To change the name or LOOK character of a Page heading style, do the following:

1. Scroll to the list of Page heading styles. These are listed after the last Division style. Select the STYLE whose name or LOOK character is to be changed. Do not attempt to change the name as it appears as a substyle.
2. TYPE the new name in the brackets after Name:. TYPE the LOOK character in the LOOK character brackets.
3. MARK Rename. The name will change, and the change will be reflected wherever the style has been added to a Division style as a substyle.

EXAMPLE

Following this paragraph are selected portions of the display summary for this document. The top segment shows a list of character substyles for normal para. The portion below the dotted line is a list of the character styles in the same display summary.

normal para