

## INDEXEXPLOIT

IndexExploit has been used to create complex multilingual Word embedded indexes and to edit embedded indexes following initial indexing.

### FREE EVALUATION

For a free evaluation of IndexExploit go to the [IndexExploit Downloads](#) page at [www.indexbase.co.uk](http://www.indexbase.co.uk). Evaluation allows you 50 free embedded indexing menu selections, enough to index a moderate size book and 100 free find PDF page references. For enquiries email [enquiries@indexbase.co.uk](mailto:enquiries@indexbase.co.uk).

### WORD EMBEDDED INDEXING WITH INDEXEXPLOIT

IndexExploit extends the Word indexing capability, building on the strengths and overcoming many of the weaknesses.

**Mark Entry** complements the Word Mark Index Entry form and the Bookmark form. A single form is used for bookmarking and index entry. Un-indexed bookmarks can be found and indexed.

Minimum screen area is used, allowing the user maximum visibility of the document being indexed. Form width can be increased for long entries. Zoom adapts form sizes to your needs.

Keyboard shortcuts are available for some operations.

Easy transfer of text from the document being indexed or another document to the Mark Entry form supports fast, error free indexing. The entry fields are comboboxes supporting autocomplete and a list of possible entries based on the existing embedded entries. When **Index** is selected the autocomplete/dropdown lists are updated.

Entry inversion is available for name entries.

Index entries for footnotes and endnotes can automatically be labelled **bold**, *italic* or **bold italic**.

Embedding is immediate.

Entries can be hidden during indexing, reducing clutter.

Headings and subheadings can be swapped to provide multiple entry points in an index.

When an entry has been created it can be quickly found in the index. Similar entries can also be found.

A comprehensive find and index process is included, giving the indexer total control of index entries.

**AutoMark File** supports easy creation of a Word AutoMark file for rapid indexing of certain entries.

**Index** creates a linked picklist arranged by alphabetical or page order. The parser checks index entries and can generate an error report. It can highlight indexed content showing regions missed. Cross references can be checked automatically with provision for multiple languages where cross references are not *see* and *see also*. Footnote, endnote and text box labels are included in the pick list and exports. Index coverage is indicated by highlighting indexed content.

An xlsx spreadsheet compatible file is automatically written.

The **Index Picklist** links to the embedded entries supporting rapid navigation around the document. It can help determine whether an indexing strategy is working and whether ranges and XE fields are in the right place.

Adjustments can be made to an existing embedded index either using Word find/replace or using the picklist.

**Index from selection** generates a picklist from a reduced range.

**Adjust** alters embedded indexes without having to re-index, including re-sorting the index entries using a stop word file. Documents including embedded indexes can be adjusted to enable safe merging. Range embedded entries can be moved close to content, this supports document reorganisation, updates and compatibility with publishing applications. Insertion point entries can be automatically adjusted to range entries.

**Export** generates files compatible with IndexConvert, enabling Word indexes to be imported into indexing software.

## WORD EMBEDDED INDEX COMPATIBILITY WITH PUBLISHING SOFTWARE

Import into publishing software of Word documents containing embedded indexes is problematic because of mismatches between the syntactic rules of the embedded index entries. Addressing this mismatch normally involves complex manual or semi-automated manipulations following import. IndexExploit can move XE fields and write compatibility codes into XE fields to help overcome mismatches. The typesetting process can use the compatibility codes.

## PDF GOTO WITH INDEXEXPLOIT

The PDF Goto functionality uses a page number or a chapter ID and a page number to go to that page in a PDF. Originally intended to work with indexes it can work with any document referencing PDFs. Examples could include legal reports, treaties, student notes etc.

Use an index or another document in a Word file to go to the right page in simple and complex PDF documents on a computer, network, or the Internet.

The PDF capability is enabled by a simple document map relating PDF page numbers to printed page numbers. Acrobat Pro DC or equivalent is required for computer and network search.

## PROCESS DIAGRAM

The diagram below shows how IndexExploit fits within the indexing and editing process. Entity and process numbers are included in heading titles to aid understanding.

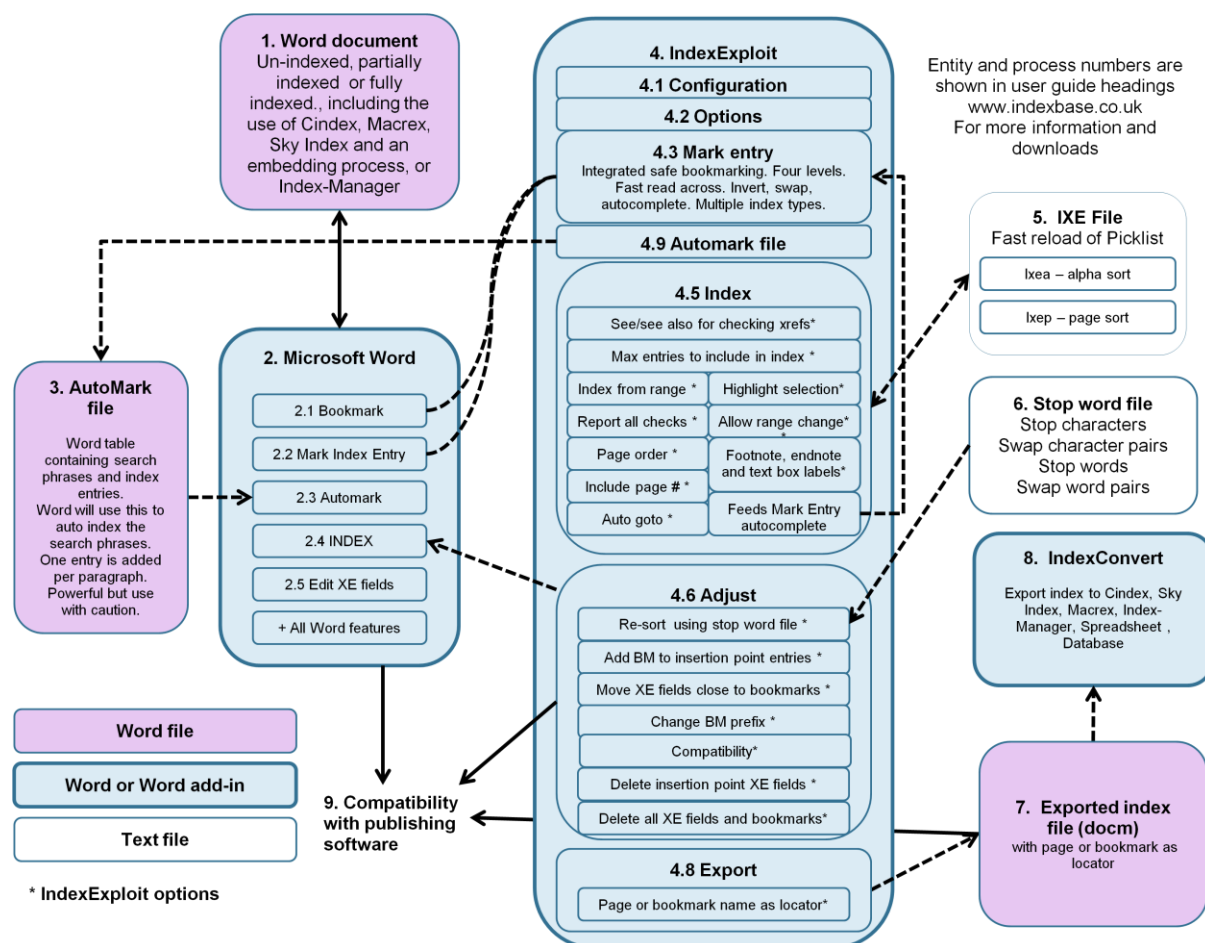


Figure 1 Process Diagram

## WORD AND INDEXEXPLOIT SIDE BY SIDE

### Word

Mark Index Entry supports rich text. It is excellent for insertion point indexing and for cross references. Use with bookmarks created by the Word Bookmark form or the IndexExploit Bookmark form. Mark all should be used with care.

Figure 2 Word Mark Index Entry

Bookmarks are used widely in Word. The Bookmark form is not optimised for indexing. It closes when a bookmark is written and the user is responsible for unique bookmark naming. The Mark Index Entry form is used for range indexing.

Figure 3 Word Bookmark Form

### IndexExploit

The Mark Entry form includes index entry and bookmark fields. It remains open until closed by the user. Software ensures bookmark names are unique. Un-indexed bookmarks can be found and indexed. Added features include; **Read, Invert, Sort, Swap, find XE** which searches for the entry in the document and **Word index** which searches for the entry in the index. Interactive **Find** and index including wildcard search replaces Word Mark All

Figure 4 IndexExploit Mark Entry Form Page range

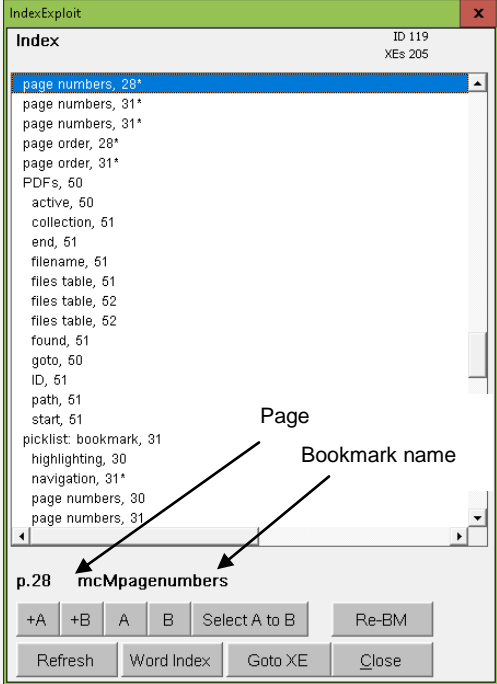
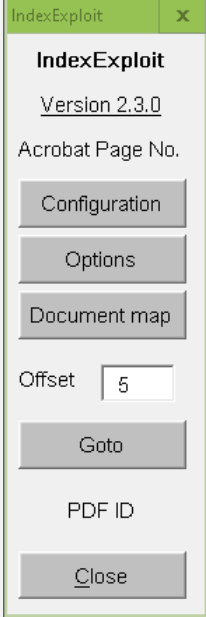
The form shows the IndexExploit Mark Entry form with Page range selected. When Current page is selected the form size is reduced to hide the lower part associated with bookmarking.

Underlined characters on controls show keyboard shortcuts. Activate using the alt key. The cursor must be within the form area for keyboard shortcuts to be available. Show/Hide XEs does what it says.

## INDEX LINKING USING INDEXEXPLOIT

For **Word embedded indexes**, an active pick list Figure 5 is created from embedded index entries. Selecting an entry takes the user to the indexed content. Embedded index editing and debugging facilities are included.

For PDFs on a computer or network, Adobe inter application communication (IAC) is used from Word to select a page in a PDF. The **Goto** command reads a number in the Word document, for instance the index, Figure 6 Word Index SampleFigure 6, and takes the user to that page in the correct PDF file. Hyperlinks are used to perform the same function for PDFs on the Internet.

| IndexExploit Picklist   | PDF Goto  |
|---|---|
| <p>The picklist is active. Designed for use with embedded indexes in Word files, it finds indexed content fast. Users can go to an XE field or its associated bookmark. Bookmarks can be re-ranged from the picklist.</p>  <p>Figure 5 IndexExploit Picklist form</p> | <p>A user can select a page number in an index in a Word document and be automatically taken to the right PDF document and page when Goto is selected. A Document map supports navigation of complex documents.</p> <ul style="list-style-type: none"> <li>page numbers, 28, 31</li> <li>page order, 28, 31</li> <li>PDFs, 50             <ul style="list-style-type: none"> <li>active, 50</li> <li>collection, 51</li> <li>end, 51</li> <li>filename, 51</li> <li>files table, 51, 52</li> <li>found, 51</li> <li>goto, 50</li> <li>ID, 51</li> <li>path, 51</li> <li>start, 51</li> </ul> </li> <li>picklist             <ul style="list-style-type: none"> <li>bookmark, 31</li> <li>highlighting, 30</li> <li>navigation, 31</li> <li>page numbers, 30, 31</li> </ul> </li> </ul>  <p>Figure 6 Word Index Sample</p> <p>Figure 7 IndexExploit PDF Goto</p> |

## **EDITING AN EMBEDDED INDEX (2.5)**

Simple edits including typos can be accomplished easily using Word find and replace. IndexExploit uses Word find when looking for an XE field or an index entry from the Mark Entry form. When the find form is opened it contains the search term placed by IndexExploit. This can be used or adjusted to accomplish simple edits.

More complex edits may include replacing and re-indexing individual chapters, re-arranging chapters and merging separate files.

Word files may have been indexed using the Word indexing module, or one of the main indexing programs and an embedding process. Index-Manager may have been used. If normal Word embedding rules have been followed then any embedded index can be edited.

### **MARK ENTRY FORM**

Use the IndexExploit Mark Entry form to read entries in the index. Then Find XE. Edit the field and update the index.

### **INDEX PICKLIST**

The Index Picklist will find XE fields using the field ID. As fields are added, moved, and deleted, this process will become unreliable, requiring the picklist to be updated.. It can be used for minor edits and range alterations but is not recommended for heavy editing.

### **ERROR REPORT**

An error report is always recommended. Select Options:Index **Report all Checks** and run **Index**. Errors are reported as they occur and recorded in a separate Word file.

### **ADJUST INDEX ORDER**

Select or create an appropriate stop word file and run **Adjust**. Main headings and subheadings can be individually sorted. Sub-subheadings and all lower level headings will be sorted during the same run. With care it is possible to apply different stop word files at each level. Indexes to religious texts can be arranged in book:chapter order.

### **BOOKMARK PREFIXES**

Setting a bookmark prefix makes the embedded index unique. Files containing different bookmark prefixes can be safely merged without corrupting the index. Editing may be required to harmonise the resultant index.

### **EDIT CHAPTERS**

Word can create indexes for bookmarked ranges using the \b switch. Example INDEX \c "2" \z "2057" \b "Chapter3". This can be used on the original document to generate a template for indexing the new chapter.

### **RE-ARRANGE CHAPTERS**

Index coverage highlights indexed regions. This can help show any problems with moving large blocks of text before making the alteration.