Relieve the Indexing Headache
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If you've ever indexed anything, you know that manually creating a complete index takes a monumental effort. While WordPerfect's Index feature makes this job faster and easier, there are potential headaches to avoid

For example, unless you work in Reveal Codes (Alt-F3) the entire time you're marking the index, you could wind up entering the same codes several times in a single place. The included INDEX.WPM macro solves this problem by placing a comment box in the document right where your index code is. This shows what you've marked and how it will look in the index (see Screen 2 below.)

Normally when a macro is running, you have very limited use of WordPerfect's editing keys. However, this macro has been programmed so that while you're creating index marks as the macro runs, you'll have full use of WordPerfect's editing power – deleting whole words in one keystroke, blocking, copying and so forth.

Using the macro

The macro makes it easy to insert indexing marks into your document. First specify the word(s) to be marked for the index. This can be done in two ways: (1) block (Alt-F4) two or more words; or (2) place the cursor anywhere on a single word. Once you've specified what you want marked (using either method), press (Alt-10), type "index" and press (Enter). *Note: Don't worry if you've got spaces or punctuation blocked at the end of the marked word or phrase. The macro takes care of this.*

For example, suppose you're indexing a book about African animals. When you place your cursor on the word "animals" and play the macro, you'll get a screen with a table indicating the heading and subheading (see Screen 3 below). Notice that for the HEADING level, "Animals" is capitalized. The macro does that automatically, since the first level in an index is always capitalized. *Note: If the word you mark is already capitalized, both entries will be capitalized.*

Now you're allowed to modify the entry for the heading, or leave it the way it is. You have all the editing power you'd normally have. You can delete whole words by pressing (Ctrl-Backspace) and use Cancel (F1), all while the macro is running.

Once you've made changes to the HEADING level (you could also leave it as is), press (Enter). The cursor moves down to the SUBHEADING level, where you can also make changes. Index markers often don't need a subheading so you can easily remove the subheading text by pressing Del to EOL (Ctrl-End). If you wanted a subheading, like "elephant" for example, press Del to EOL (Ctrl-End), then type elephant for the subheading.

Once your heading and subheading are correct, press (Enter) again. The table disappears and an invisible index marker is inserted into your document. A visible comment also appears in the document, showing your heading with the subheading indented below it (see Screen 2 below). This comment won't print, but will help you easily find index markers you've created.

Macro hints

If you mark the text to be indexed by blocking it, make sure you block from left to right. This way the cursor will end up at the right side of the blocked text. If you don't, the macro won't work properly.

If you start the macro, then decide not to make an index mark in that spot after all, just delete the text on the HEADING field, then press (Enter) twice. No index mark or comment code will be inserted.

Although the comment codes really help when you're marking index entries, they can become a nuisance when you're editing. WordPerfect lets you hide your comments when you don't want to see them. To do this, press Setup (Shift-F1), (2) Display (6) Edit-Screen Options, (2) Comments Display and (N) No. Press Exit (F7) to return to the document screen. To make your comments display again later, go through the same process and press (Y) Yes instead of (N) No.

The macro creates a table containing the text you want to mark. You can edit that text, then the macro puts the text in an index mark and a comment. It's not complicated, but a few fancy maneuvers are required. Here's how it's done:

First the macro (lines 1-6) finds out what text belongs in the HEADING and SUBHEADING table; it then assigns this text to a variable. Line 2 checks to see if text is already blocked. If no text is blocked, the macro blocks the current word. Line 5 then calls the "cleanup" routine (lines 39-44), which makes sure no spaces or punctuation marks are at the end of the blocked text. Line 6 assigns the blocked text to variable "text."

Now that the macro knows what text you want to work with for your index mark, the macro needs a place to make the HEADING and SUBHEADING table shown on Screen 3. The macro could put it in Document 1 or 2, but that requires a lot of checking to make sure the macro doesn't interfere with another document. An easy alternative is to put the table in a footnote (line 7). Using the footnote screen in a macro to edit text has some real advantages. When you create a footnote, you can be sure you're at a blank screen. This means no extraneous text to deal with. Once the macro's finished in that screen, it can exit the footnote and erase the code (which is exactly what this macro does in line 27). No mess, no fuss.

Remember this technique for other macros that allow editing while the macro operates.

At the footnote screen, the macro creates a table (lines 11-12). Lines 13-15 enter the information into the table and line 16 switches the first letter to uppercase. Note: If you don't want the first character of your heading text automatically uppercased, leave out line 16.

Lines 17-19 prompt you to modify the heading and subheading text; press (Enter) after each modification. Once this is done, lines 20-26 assign your heading (line 23) and subheading (line 26) text to variables. Once these variables have been assigned, the macro exits the footnote and deletes the footnote code.

With the heading and subheading tucked safely away in variables, the macro is now ready to insert the index mark (lines 30-32) and comment code (lines 33-37) into the document. Line 29 acts as a

safeguard; if you deleted all the text for the heading, the macro doesn't insert an index mark or comment code. Instead, it just skips down to line 38 and quits.

The "cleanup" routine (lines 39-42) is used three times in the macro; it's called from lines 5, 22 and 25. It checks to make sure blocked text doesn't end in a space, a Hard Return, a Hard Page, a tab, an indent or a punctuation mark. Line 40 uses a {CASE} command to make sure the cursor isn't resting on one of these characters or codes. If it is, the cursor moves left one character (lines 43 and 44), so that the punctuation or code isn't blocked. This routine continues until the cursor is on a non-punctuation character.

Screen 2.

Out of all the African animals,

Index Entry
Animals
elephant

elephants are the most endangered. There are many who kill this magnificent beast just for the ivory from their tusks.

Screen 3.

HEADING	Animals
SUBHEADING	animals

Modify HEADING, then Enter.