Basic Indexing

An introductory guide to
creating indexes with
FrameMaker 5.5

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Preface

What is an Index

An index is the key that readers depend on for accessing information within a document, whether printed or online. An index is not just a list of terms or headings, rather, it is an organized guide to the concepts, ideas, and tasks contained within the document. When deciding on which entries to include, the indexer must understand both the material and the audience to whom it is presented. The indexer must be able to accurately anticipate the needs of the reader and supply index entries that facilitate the reader's access to desired information.

What is in This Guide

With the information contained in this guide you will learn the basic concepts of indexing then master the skills necessary to create effective indexes in your FrameMaker documents. Once you have mastered the skills presented here, the resource list will guide you to books, web sites, and professional associations that can help you to become an expert in the field of indexing.

Who Should Use This Guide

This guide is for those who have little to no experience in indexing and who want to create indexes using FrameMaker 5.5. It assumes they are comfortable around computers and are familiar with FrameMaker 5.5.

Typographical Conventions Used in This Guide

Type Style	Example	Explanation
two greater than symbols with text on either side	Special>>Marker	indicates menu name and menu option
bold Garamond	type **See**	indicates text user should type
9pt Century Gothic	abbreviations, 25	indicates examples of marker text and index entries
italic Garamond	*Keywords*	indicates title of publication

Basic Concepts of Indexing

Purpose of an Index

An index is a tool that helps readers access information contained within a book, a paper, an online help system, or other type of written material. To be more specific, an index is a collection of entries that represent ideas, names, or concepts presented in a work. Each entry includes a reference to a subject and location information for the subject. The collection of entries is arranged in a systematic manner that facilitates the reader's access to necessary information.

Types of Indexes

The standard subject index, which is included in most non-fiction books, includes proper names and subject entries. Some books that are more complex may require two or more types of indexes. Examples of other types of indexes are an index of authors, an index of persons, or an index of titles. This guide focuses on the standard subject index.

Parts and Structure of an Index Entry

An index entry consists of a main heading and any subentries and cross references that appear below it. At its most simple, an index entry includes a heading and a locator. The heading identifies the concept, definition, or task presented in the text, and the locator, usually a page number, indicates where the topic is located within the document.

A more complex entry may include a header, several subentries, and cross-references.

lists
    alignment, 38
    capitalizing entries, 41
    numbered, 39
    punctuating, 88, 90
    unnumbered, 38
       boldface used in 39
    localization, 92
    See also checklists

As you can see from the example above, an index entry is an hierarchical structure. Not all indexes go to a third level, in fact indexes for most common books only go to a second level. However, more complex books, such as legal references, may require more levels of definition.

A simple guideline to determine if you need another level in an index entry is to look at how many page references there are. If a main header has several page references, you may want to break the them up into subentries. Review the text on each referenced page to determine logical sub categories that relate directly to the main header.

Change
    editing, 14, 38, 44, 67, 81, 98, 102

To
    editing
        account information, 14, 81
        classes, 44
        loan payments, 67
        opening balance, 98
        transactions, 38, 102

There is no predetermined maximum number of page references, you should devise your own guideline for the maximum number of page references allowed per entry before you break it out into lower level entries.

Note: If you break a main heading into subentries you should remove all page references from the main heading.

Main Header

A main heading is a level one reference to a major idea, task, or definition within the work. The main heading acts as the primary access point for the reader.

raster graphics, 20

Subentry

A subentry is a level two reference to a topic directly related to a main heading under which it appears. For example, copyrighting, examples, and proprietary information could all be subentries below the main entry source code.

source code
    copyrighting, 38
    examples, 98
    proprietary information, 40

Sub subentry

A sub subentry is a level three entry that is directly related to the level two entry (subentry) under which it appears. Most documents do not need to go to a third level in the index, however, some topics such as the law may benefit from the use of sub subentries.

GIF files
    animation
        making, 142
        sections, separating into, 148

"See" cross-reference

A "See" cross reference is used in place of a main heading. Use a "See" cross reference when there is a topic that can be identified by several different terms. Choose which of the terms to use as main headings, then use the remaining terms as cross references.

book production schedule, 85
book revision. *See* revision of books

"See also" cross-reference

"See also" cross-references appear as subentries to main headings and are used to steer readers to related entries that include additional information on a topic.

slavery
 congressional attitude toward, 93
 socioeconomic factors of, 319
 See also Civil War

Formatting Index Entries

Page Number format

The most common style of page numbering used in indexes is to follow the entry with a comma, a space, and the page number. If there is more than one page number reference in an entry, precede each one with a comma and a space.

stereotypes, 9, 71, 190

Index entries that include subentries should not list a page number reference on the main heading line. Each occurrence of the topic should appear as a subentry listed below the main heading.

Change
astronomy, 332, 336
 size of universe and, 334
 space exploration, 341

To
astronomy
 galaxies, 332, 336
 size of universe and, 334
 space exploration, 341

Another accepted, though less used, style of page numbering is that of using leader dots to separate the entry and the page number reference.

architecture
 Renaissance. 364
 Roman 70
 20th century 363

Capitalization

The most common convention in regard to capitalization is to make everything lowercase except for proper nouns, and acronyms and abbreviations that are typically capitalized. If you are unsure, follow the standard rules for capitalization as outlined in a trusted writer's reference.

A less common convention is to capitalize every main heading.

> Direction, of links, 138-140
> Directory structure, 50
> Disadvantages of online documents, 11, 14

Always capitalize the word see in "See" entries.

> casual users, *See* occasional users

You can decide between always capitalizing "See also" entries or always leaving them lower case.

Punctuation

Use a comma and a space to separate each page reference that occurs on the same entry line.

> kings, names of, 164, 167, 182

Punctuate inverted phrases to show the inversion.

> international audiences and color usage, 348
> color usage, international audiences and, 348

Use a semi colon to separate multiple "See" and "See also" references.

> style of index. *See* indented style; run-in style

> writing
> > first draft, 204
> > second draft, 205
> > style guides for, 205
> > See also editing; writing style

The Indexing Project

Which Parts of the Document to Index

Only index areas that relate directly to the main topic of the document.

Do index:
*   **Preface** *IF* it contains information directly related to the main subject.
*   **Chapters** these contain the bulk of text relating to the main subject of the document.
*   **Table and figures** *IF* they contain important information not included in the main text.
*   **Appendixes** *IF* they contain important information not included in the main body of the text.
*   **Footnotes** *IF* they contain information that expands the topic

Do not index:
*   **Front matter** including title page, copyright page and table of contents.
*   **Preface** if it only contains acknowledgments and other information not directly related to the main subject.
*   **Table and figures** if they contain information presented in the text.
*   **Appendixes** if they contain formation presented in the main body of the document.
*   **Footnotes** if they only document.

Selecting Topics to Index

If you are the writer on the project as well as the indexer, you know well what the main topics are and can use this knowledge to determine your main headings. However, if you are indexing a book written by someone else, you must read through it thoroughly to determine the main ideas presented.

After you have determined a good portion of the entries, analyze each one and ask the following questions:

*   Is this an important idea expressed in the text?
*   Is this something that a reader would expect to find in the index?
*   Does this reference explain a task, a concept, or define a term?

Use headings as a guide to topics but look deeper - often there are concepts included in the text that deserve an index entry and are not directly expressed in the heading.

You can use a text search utility to locate instances of a term you plan to include in the index. Be sure to analyze each occurrence of the term to determine if it warrants a reference in the index. If the term is not defined or expanded upon but merely appears in the text, do not include a page reference for it.

Wording Index Entries

When choosing the terms you will use to create your index entries, consider the terms that the reader would be likely to look for based on the topic of the document and the knowledge level of the intended audience. Your entries should be as succinct as possible.

Avoid using articles or prepositions as the first word in a main heading. Articles and prepositions can be used as the first word in subentries, however, sort on the principal word in the entry, not on the article or preposition.

Avoid using headings straight out of the text as these are probably not worded or formatted properly for index entries.

Adjectives in Index Entries

The main header should begin with a noun or a phrase. If you want to use an adjective be sure to follow it with a noun, do not use an adjective by itself.

Change
    centered, 47

To
    centered alignment, 47

Multiple Posting

Some topics deserve two or more index entries. This is called multiple posting. Often, multiple posting is as simple as changing the word order in a phrase.

    periodic table of elements, 324
    elements, periodic table of, 324

Using multiple postings broadens the scope and increases the usability of the index.

Sorting Index Entries

Some index entries may require special sorting. For example, if an entry begins with a number you may want to alphabetize it as if the number were spelled out.

Change

    16-bit, 81
    24-bit, 85

To

    site map, 429
    16-bit, 81
    .
    .
    .
    TruDoc, 41
    24-bit, 85
    typefaces, 134

Subentries can be arranged alphabetically or by page number. When alphabetizing subentries, ignore any preceding prepositions or articles and use the first principal word in the entry.

Change

    interruptions
        by men, 11, 34, 55
        by women, 35, 55
        definition, 57
        dominance, 56
        topic changing, 75, 128

To

    interruptions
        definition, 57
        dominance, 56
        by men, 11, 34, 55
        topic changing, 75, 128
        by women, 35, 55

When abbreviations are used in entries, alphabetize them by the letters in the abbreviations, not as if they were spelled out.

You should consistently place "See also" cross-reference entries either at the top or bottom of the list of subentries by forcing the sort. The method of forcing the sort order depends on the software you are using to build your index.

Formatting the Index

Determining Page Layout

One of the main page layout issues you must decide on is how many columns to use. Typically indexes use two or three columns per page. Of course, the number of columns you use will depend on the paper size of your publication, how many pages have been allocated to the index, and how many index entries you plan to include. Avoid cramping the index entries together by using too many columns.

You may want to consider using some type of graphical element that signals when the letter sort in the index changes. The graphical element could be as simple as using bold on the very first letter of the first entry for the particular letter of the alphabet or it could be something more involved.

Abbreviations
active voice
active white space

A

abbreviations
active voice
active white space

A

abbreviations
active voice
active white space

Indenting Entry Levels

Index entries can be presented in either indented or run-in format. Throughout this guide sample index entries are displayed in indented format which is the most common format. The indented style presents each entry on its own line and is highly readable.

reason
Age of, 216
faith vs. 112
Newton's rules of, 209

The run-in format may be used in scholarly texts. This format uses a separate line for each main heading then uses a run-in style for all of the subentries. Instead of starting

each subentry on its own line, it is started directly following the page number reference of the subentry directly preceding it separated by a semi colon. This style is harder to read but uses less space.

government
    communist, 302, 312; by computer,
    410; Jefferson and, 224; Locke and,
    220; Roman, 85; theocracy, 103, 125,
    311; totalitarian, 304, 307, 313; world,
    314

Using Fonts, Type Size, and Type Styles

All of the choices you make about fonts, type size, and type style should be geared toward making the index as readable as possible. Remember that the main object of the index is to provide the reader quick access to the information contained within the document.

The font you use for your index entries should be highly readable. Generally you can use the same font as your body text.

Depending on the amount of space allotted for your index you can either make your index entries the same size as the body text or smaller. There is no rule against using a larger type size, however, this practice is uncommon.

In general, use the regular type style for your index entries. A common practice is to use bold lettering, small caps, all caps, or italics to set off certain categories of index entries. For example, all entries that reference the principal treatment of a topic may be set in boldface.

What's Next

If you're ready to learn how to create indexes in FrameMaker 5.5, go to *Chapter 2, FrameMaker 5.5*.

If you want to learn more in-depth concepts about indexing, go to *Appendix B: Resources* for a listing of books, websites, and associations about indexing.

FrameMaker 5.5

Creating Indexes in FrameMaker

FrameMaker uses markers to create indexes. A marker is text that is anchored to a specific spot within the body text of the document. After you enter a marker using the Marker window, a symbol appears in the text indicating the anchor spot. The anchor allows the marker to move with the text during editing, making it easy to keep your index accurate through the use of the update process.

When FrameMaker generates an index it gathers all of the markers, sorts them according to specifications that you supply, then presents them in a separate file. FrameMaker does all of the sorting and consolidating for you. For example, if you add three separate markers for "monitors," one on page 10, another on page 38, and still another on page 147, FrameMaker combines them into one index entry with 3 page references.

monitors, 10, 38, 147

The FrameMaker Marker Window

The Marker window is used to create index entries as well as other types of markers.

The Marker Type field enables you to select the category of marker you want to create. There are several types of marker categories including index, author, comment,

subject, and several others. The instructions in this guide refer specifically to the Index category of markers. If you want more information on the other types of markers that FrameMaker can create, see your FrameMaker user manual.

The Marker Text box is where you type the text and any codes for the marker entry.

The New Marker button acts as a save button; click on it to indicate that you have completed your marker entry and want to save it.

Adding Index Entries

The following procedures tell you how to insert various types of index markers into your document.

Adding a Main Header

Use this procedure to enter a main header index entry.

To enter a main header:
1. Open the document you want to index.
2. Place the insertion point where you want to anchor the index entry.
3. Choose Special>>Marker to open the Marker window.
   Index is the default marker type so there is no need to change the Marker Type field.
4. Type the text for the main entry in the Marker Text box.
5. Click the New Marker button to save your entry.

Note: The marker window remains open making it easy for you to continue to add new markers.

Adding a Subentry

FrameMaker index marker codes enable you to enter a main header along with it's related subentry in one marker text window.

To enter a subentry:
1. Place the insertion point where you want to anchor the index entry.
2. Open the Marker window if it is not already open. (See Adding a Main Header)
3. Type the text for the main header in the Marker Text box.
4. Type a colon after the main header in the Marker Text box.

5. Follow the colon with the text for your subentry.

For example, if you type waterfowl:ducks in the Marker Text box, your index entry will look like this:

waterfowl
    ducks, 38

Adding a Sub Subentry

A sub subentry is a third level index marker that is a directly related to the subentry that it follows.

To add a sub subentry index marker:
1. Follow steps 1 - 5 under "Adding a Subentry."

Your entry should look something like this

table:formatting

2. Type a colon and the sub subentry text directly after the entry.

For example, if you type table:formatting:column in the Marker Text box, your index entry will look like this:

table
    formatting
        column, 88

Adding a "See" Cross-Reference

The marker text for a "See" cross reference contains a heading, a code, and the cross reference information.

To add a "See" cross-reference:
1. Place the insertion point where you want the marker to be anchored.
2. Open the Marker window if it is not already open.
3. Type <$nopage> in the Marker Text box.

This is the code that tells FrameMaker not to include the page number with the index entry.

4. Type the main header followed by a period. Then type See and the cross reference information.

For example, if you type <$nopage>bulleted lists. See unnumbered lists, your index entry will look like this:

bulleted lists. See unnumbered lists

Adding a "See also" Cross Reference

A "See also" cross-reference entry consists of a code, the main entry, another code, and the cross reference information. The first code keeps the page number of the insertion point from appearing after the main header in the index.

To add a "See also" cross-reference:

1. Type <$nopage> in the Marker Text box.

    This is the code that tells FrameMaker not to include the page number with the index entry.

2. Type the main entry followed by a colon.

    Example: <$nopage>waterfowl:

3. Type **See also** followed by the cross-reference information directly after the colon.

    For example, if you type <$nopage>waterfowl:See also birds your index entry will look like this:

    waterfowl
        See also birds

Specifying a Sort Order for an Index Entry

You can specify the sort order for each individual index marker. This is useful for numeric index entries that should be sorted alphabetically or for forcing "See also" entries either to the top or bottom of a subentry list.

To specify the sort order for an index marker:

1. Add the index marker text.

2. Type a left square bracket at the end of the marker text. Follow the bracket with the sort text and a right square bracket. For example, if you type 401(k) retirement plan[four] the index entry will appear in the F section.

    format, dates 81
    forms, 122
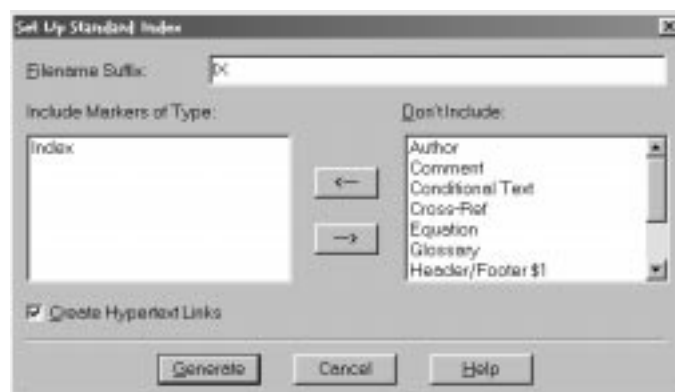   401(k) retirement plan, 331
    funds, 98

Generating Indexes

FrameMaker uses a window called Generate/Book to create indexes for a documents.

The Generate/Book window can also be used to create a table of contents, a list of figures, a list of references and more.

To create an index, select the Index button then press Generate. The Set Up Standard Index window appears.

The file name suffix appears in the index file name between the source document name and the file extension. The default for an index file name suffix is IX.

The Include Markers of Type box lets you choose which categories of markers to include in your index. The default for this box is Index. For information about creating indexes with markers other than index, see your FrameMaker user guide.

The Create Hypertext Links check box, when selected, creates electronic links between the index file and the source file. These links are very helpful if you need to edit marker entries as they can take you directly to the marker text in the source file.

Generating an Index for a Single Document

When you have entered all of the index markers for your document, you can generate the index. You need to specify the types of markers you want to include in your index. For example, if you want to create an Author Index you would specify that only author markers be included. We are focusing on standard indexes, therefore, the following procedures only discuss using the standard Index markers in the index generation process.

To generate an index:

1. Open your source document. (The document that contains the body text and marker entries.)
2. Choose File>>Generate/Book.
3. Select the Index button if it is not already marked.
4. Choose Standard Index in the Index drop box.
5. Click on Generate.

   The Set Up Standard Index window appears.

6. Verify that the Include Markers of Type box shows Index as the only entry.
7. Verify that the Create Hypertext Links box is checked.
8. Click the Generate button.

   FrameMaker sorts and consolidates all of the marker entries in the document and presents them in a separate document.

Editing and Updating an Index

Once you've generated your index you will probably want to go back and make a few corrections. This means you'll need to edit some of the original marker text entries in the source document. There are two methods of locating the original marker text that needs to be updated or deleted. One uses hypertext links between the source document and the index file, the other uses the search and replace utility in the source document. After you have made all of the corrections, you must regenerate the index.

Note: If you make corrections by typing directly in the index file, they will be lost the next time you regenerate the index.

Locating an Index Marker Using Hypertext Links

This method of locating index markers requires that you open both the source document and the index file.

To locate an index marker:

1. In the source document, choose Special >> Marker to open the marker window.
2. In the index file, locate an index entry you want to correct then press alt+ctrl and click on the page number of the index entry.

   The insertion point turns into a pointing hand when both the alt and control keys are depressed and the insertion point is moved over a hypertext link in the index file.

   FrameMaker switches to the source document and displays the index text in the marker window.

3. Edit or delete the index text as necessary.

Locating an Index Marker Using the Find/Change Utility

This method only requires that the source document be open to locate marker text.

To locate an index marker:

1. In the source document, open the Marker window.
2. Choose Edit>>Find/Change to open the Find/Change window.
3. Specify what you want to locate, in this situation choose Marker Text.

4. Type the text of the index marker you want to locate.
5. Click on the Find button.
6. When the index entry is displayed in the Marker window, edit or delete it as necessary.

Updating an Index

After you have either added or deleted text in your document, or edited or deleted index markers, you need to update the index.

To update an index:

1. Close the index file if it is open.
2. Follow the procedures outlined under "Generating an Index for a Single Document."

What's Next

FrameMaker is capable of much more than the material outlined in this beginner's guide. See the FrameMaker user manual for information on how to create page ranges, how to format characters, how to use custom markers, how to create special formatting, how to generate indexes for books and more.

Appendix A
FrameMaker Index Marker Codes

Index Marker Codes

Code	What it does	Example Marker Text	Resulting Index Entry
: (colon)	separates levels in a marker entry	white space:organization of	white space organization of, 48

; (semi colon)	separates entries in a marker	subtitles:capitalization of; capitalization:subtitles	capitalization
			    subtitles, 47
			.
			.
			.
			subtitles
			    capitalization, 47

[ ] (brackets)	defines a special sort order for the marker entry	401(k) retirement plan [four]	format, dates, 81 forms, 122 401(k) retirement plan, 331 funds, 98
<$startrange> <$endrange>	used in separate markers, work together to form a page range in the resulting index entry <$startrange> indicates the beginning of a page range <$endrange> indicates the end of a page range	<$startrange>copyright law <$endrange> copyright law	copyright law, 41-47

Index Marker Codes

Code	What it does	Example Marker	Resulting Index Entry
<$nopage>	suppresses the page number in the entry	<$nopage>style guides. See publisher's style guides	style guides. See publisher's style guides
<$singlepage>	when the marker window contains two or more entries, restores the page number for an entry that follows an entry with a <$nopage> code	<$nopage>repros. See reproduction proofs; <$singlepage> proofs:reproduction	proofs reproduction, 47 . . . repros. See reproduction proofs

Appendix B
Resources

Web Sites

Organization and URL	Description
American Society of Indexers www.asindexing.org	A great site for anyone interested in indexing, abstracting or writing. They have a terrific page of writing references on a wide range of topics - from gardening to mathematics.
Indexing SIG An STC Special Interest Group www.stc-va.org	The Indexing SIG's website includes links to PDF copies of their newsletter, A-Z, as well as information about the organization and indexing in general. **Note:** At the time of publication the URL was in transition. http://es54198.easystreet.com/pics/indexing was listed as a temporary site. However, you should be able to access the SIG's home page at any time via links in the STC home page.
Wright Information www.mindspring.com/~jancw	Wright Information is a computer-based indexing service. Besides providing information about the services they offer, the site includes information on indexing and indexing resources.
Marilyn Joyce Rowland www.marisol.com/rowwhat.htm	A nicely presented site with good information for those who are curious about indexing. The site includes advice for new indexers and a list of indexing resources.
Adobe www.adobe.com	Adobe's site includes product information, free plug-ins and updates, user forums, and more.
Amazon.com www.amazon.com	Amazon is a great resource for researching books. Search options allow you to search by title, author or subject. You can do a subject search on indexing and come up with a great list of resources. Most of their book listings include a synopsis of the book and some include reviews by readers.

Associations

Name & Contact Information	Description	Membership Information
American Society of Indexers (ASI) P.O. Box 48267 Seattle, WA 94148-0267 phone: (206) 241-9196 email: asi@well.com www.asindexing.org	The only professional organization in the USA solely devoted to the advancement of indexing, abstracting, and database building.	ASI collects yearly membership dues as follows: Regular $65 Student $55 Corporate $250 Membership includes the ASI newsletter, *Keywords*, and a subscription to *The Indexer: Journal of the Society of Indexers*
Society of Indexers (United Kingdom) Mermaid House, 1 Mermaid Court London SE1 1HR, England phone: +44(0) 171 403 4947 fax: +44(0) 171 357 0903 email: admin@socind.demon.co.uk	The society exists to promote indexing, the quality of indexes, and the profession of indexing.	The Society of Indexers collects yearly and half yearly dues for members outside of Europe as follows: Individual (year) £52 Individual (1/2 year) £26 Over 70 (year) £28 Over 70 (1/2 year) £14 Life membership £780 Membership includes *The Indexer* and the quarterly newsletter, *SIdelights*.
STC (Society for Technical Communication) 901 N. Stuart St., Suite 904 Arlington, VA 22203-1854 phone: (703) 522-4114 fax: (703) 522-2075 email: stc@tmn.com www.stc-va.org	STC is an international, membership organization dedicated to advancing the arts and sciences of technical communication. With over 23,000 members, it is the largest organization of its type in the world. STC has a Special Interest Group for Indexing that enhances member's skills and promotes communication between STC members and the indexing community.	STC collects yearly membership dues as follows: Member $110 Student Member $40 Special Interest Groups $5each Membership includes a subscription to the quarterly journal, *Technical Communication*, and a subscription to the monthly magazine, *Intercom*.

Books

Title, Author, Publisher and ISBN #	Description
Indexing Books Nancy C. Mulvany The University of Chicago Press 0226550141	Considered the standard indexing guide for authors, technical writers, editors, and beginning and advanced professional indexers.
Indexing from A-Z, 2nd ed. Hans H. Wellisch H. W. Wilson 082420882X	Covers back-of-the-book indexing as well as indexing of periodicals and nonprint materials with examples of correct and incorrect indexing.
The Art of Indexing Larry S. Bonura John Wiley & Sons 0471014494	A short course in indexing. Topics discussed include estimating indexing time, how to select entries and subentries, indexing online documents, and more. Also includes a style manual.
Read Me First!: **A Style Guide for the Computer Industry** Sun Technical Publications Prentice Hall Computer Books 0134553470	As the name suggests, this is a guide geared toward documenting hardware, software and other computer products. Chapters cover style, writing for an international audience, legal guidelines, mechanics of writing and more. There is an excellent chapter on the basics of indexing that includes clear examples of the concepts presented. The book comes with a CD-ROM that contains the entire book in searchable format, FrameViewer software for viewing and printing FrameMaker files, and FrameMaker templates that you can use for creating your own books.
The Chicago Manual of Style **The Essential Guide for Writers, Editors, and Publishers** (14th Edition) University of Chicago Press 0226103897	Reviewers tend to use the word definitive when writing about this book. Revised and updated for this 1993 printing, this book was originally published in 1906. It covers everything from the parts of a book, punctuation, spelling, foreign languages in type, quotations, tables, documentation, to reference lists and more. The indexing section is cited as a resource by several different web sites and books about indexing.
Classroom in a Book: Adobe FrameMaker Version 5.5 Hayden Books 1568303998	A self-paced training guide that covers the basic tasks and concepts of FrameMaker 5.5. Topics covered include defining paragraph formats, page layout, tables, cross references and footnotes, and more. There is one lesson dedicated to indexing. The book comes with a CD-ROM that contains FrameMaker files to be used with the lessons.

Indexing Software

Product Name	Company Name & Contact	Description
IXgen an add on for FrameMaker	Frank Stearns Associates 17201 SE 38th Circle Vancouver, WA 98683 phone: (800) 567-6421 fax: (360) 253-1498 email: franks@fsatools.com www.pacifier.com/~franks/ixmid.html	An indexing and marker management tool for Adobe FrameMaker. IXgen is an interface to the FrameMaker marker system, no internal structures are altered. Documents indexed with IXgen can be opened and processed in regular FrameMaker.
Cindex dedicated indexing software	Indexing Research P.O. Box 18609 Rochester, New York 14618 phone: (716) 461-5530 fax: (716) 442-3924 email: info@indexres.com www.indexres.com	A stand-alone software package used for preparing indexes for books, newspapers, and other periodical publications. Includes useful feature such as search and replace, spell check, cross-reference management, drag and drop, and WYSIWIG view of the index.

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