ISC/SCI Conference– May 12, 2022, 2:30–3:00pm
CINDEX "hidden gems" Presentation
Synopsis of topics

On-screen help:

• in the *Mac* version every dialog has a , aka the question mark in the circle. Click on it for a description of every element in the current dialog.

• in the *Windows* version most of the dialogs have a ? in the title bar. To learn about the function of any item in the dialog box click on the ? and then click the item. Or use HELP MENU//HELP TOPICS

Check for program updates:

• in the *Mac* version this can be done automatically at your preferred interval at CINDEX 4.1 MENU//PREFERENCES//GENERAL TAB
or manually at CINDEX 4.1 MENU//CHECK FOR UPDATE

• in the *Windows* version you can similarly use
EDIT MENU//PREFERENCES//GENERAL TAB
or HELP MENU/CHECK FOR UPDATE.

Increasing typesize in records:

• in the *Mac* version select your preferred typesize at
CINDEX 4.1 MENU//PREFERENCES//VIEW TAB//ENTRY VIEW

• in the *Windows* version enter the typesize at
EDIT MENU//PREFERENCES//VIEW TAB//ENTRY VIEW

Forcing the sort with { } and < >: (both *Mac* and *Windows* versions)

* { } surrounds characters that are used for sorting purposes but does not display them in Full Format View or include them when exporting the final file for the client

* < > surrounds characters that you wish to be ignored from the sort rules in effect. The protected characters will be displayed in Full Format View and will be included when exporting the final file for the client

* use tools MENU//SORT//TEXT TAB//SUBSTITUTIONS setting to provide automatic sorting control, e.g. when entering Mc and St. which need to be sorted as if "spelled-out" as Mac and Saint respectively.

Check Index: under the TOOLS MENU (both *Mac* and *Windows* versions)

  • verifying cross refs and checking for undifferentiated locators are now moved under this feature.

  • identifies punctuation issues, as well as orphaned and mismatched headings

  • fully controllable by the indexer and can be re-run multiple times on same index after corrective edits.

  • queried entries are presented in an on-screen report box (in the same order as the index as well as identified by record number).

  • can only be used with one of the alphabetizing rules selected. CANNOT be used with a Simple Sort

  • a single click on a queried entry will display its position in its context in the index; a double-click opens the queried entry for editing.

  • Spell-check is still a separate function.

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CINDEX™ is now owned and supported by Scribendi, Inc.
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For any questions regarding this session only please contact
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