

Cindex 3.0 for Mac

This document explains how Cindex™ 3.0 for Mac differs from Cindex™ 2.0 for Mac.

You should read this document if you are upgrading from Cindex 2.0 for Mac. You need not read this document if you are a new user of Cindex.

Overview of Major New Features

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|-----------------------|---|
| Unicode | Cindex now uses Unicode to represent text, and can accommodate all languages and scripts. Index entries can contain any characters that your computer can display, and Cindex can sort index entries by the collation rules appropriate to the language in which you are working. |
| Documents | Windows and Mac versions of Cindex now use a common format for indexes, index templates and stylesheets. Documents of these types can be freely interchanged between Mac and Windows computers. |
| Editing | <p>New shortcuts provide for incrementing/decrementing page references, and for automatically completing page ranges.</p> <p>A new shortcut provides for swapping acronyms and their expanded phrases.</p> <p>You can now verify cross-references as you type them.</p> |
| Spelling Check | Cindex employs a new spell-checker. Dictionaries for many languages are available at no cost. User dictionaries can be of unlimited size. You can edit them |

freely as text documents: you can add, change or delete words, and you can paste text from other documents.

Import and Export

A new import/export option provides for saving index records to, and reading index records from, XML documents.

Cindex can import records in the tab-delimited format used by Sky Index 7 and the comma-delimited quoted format used by Sky Index 6.

Cindex provides much richer capabilities for marking up formatted indexes as tagged text documents. Full XML markup is now available.

Sorting Entries

You can now choose among language-specific alphabetizing conventions. For example, in a Swedish index, entries beginning with Å are placed after entries beginning with Z.

New options for both Word-by-Word and Letter-by-Letter alphabetizing sort entries by the principles recommended by the Society of Biblical Literature.

Patterns

Cindex provides new and much richer capabilities for finding and replacing text represented by a *pattern*.

System Requirements

Cindex 3.0 works with Mac OS 10.6 or higher. It will not run under any earlier version of Mac OS.

Compatibility

With one exception, Cindex 3.0 can work with all documents made by earlier versions of Cindex for Mac. Because Cindex 3 uses a new spelling checker, it cannot use personal dictionaries compiled with Cindex 2.0.

When Cindex opens any version 2 document of the following kinds it makes a new copy in version 3 format, and leaves the original untouched:

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- Indexes (new filename extension .ucdx; interchangeable with Cindex 3 for Windows).

NOTE: In a version 3 index the following Reference Syntax settings *must* be single ASCII characters: Cross-Reference Separator; Page Reference Separator; Page Reference Connector. If the index being converted has used non-ASCII characters for any of these settings, Cindex will change the character to the default value saved in preferences (this is always an ASCII character), and will inform you about the change.
 - Index templates (new filename extension .utpl; interchangeable with Cindex 3 for Windows).
 - Style sheets (new filename extension .ustl; interchangeable with Cindex 3 for Windows).

Document Management

Index documents

When you save a backup copy of the active index (**Save A Copy...** in the File menu) Cindex sets the date/time stamp on the file to be the time at which the copy was made (formerly the date/time stamp was the time at which the active index was opened).

XML Records

A new export/import option provides for saving index records to, and reading index records from, XML documents (filename extension *.xml). These documents can represent all Unicode characters and are the recommended format for interchange with other indexing programs. imxl documents are in an open format accessible to any application program that can parse XML.

Archives

Archives (filename extension .arc) are the traditional backup and exchange format used by Cindex. Except for interchange with earlier versions of Cindex, this format is not recommended because records in archives cannot represent all Unicode characters. For interchange with other software, use the new XML record format.

Plain Text Records

Cindex can import tab-delimited plain text records from documents with the filename extension .txt (formerly .tab); when Cindex writes plain text records it makes documents with the filename extension .txt (formerly .tab).

When Cindex imports tab-delimited records from a plain text document, it checks whether the first characters in the file signify Unicode (UTF-8) encoding. If Cindex finds the UTF-8 signature, it imports the text as Unicode; otherwise it assumes that characters are encoded using the Mac Roman character set.

When Cindex imports plain text records, it places a `\` before any of the characters that have special functions (`{ } < > ~ \`) to ensure that they are treated as literal characters (e.g., `{` becomes `\{` in the Cindex record).

When Cindex exports records as tab-delimited plain text, by default it uses Unicode (UTF-8) character encoding. You can change the encoding to the Mac Roman character set via Options... when the Save To... panel is displayed. When writing records Cindex removes any `\` or `~` used to indicate that the succeeding character is to be treated specially.

Sky Index

Cindex can import records in the tab-delimited format used by Sky Index 7 (*.sky7) or the comma-delimited quoted format used by Sky Index 6 (*.txt—Cindex will detect this format by examining the contents of the document). As Cindex imports records, it captures bold, italic, underline, subscript and superscript styles, and translates any strikethrough text style to small caps. Cindex also translates the following attributes:

- Text to be ignored in sorting entries is enclosed in `<...>`.
- Text to be used in sorting entries but to be hidden in a formatted display is enclosed in `{...}`.
- 'Note' text is enclosed in `<{...}>`.

Sky Index records may use up to three alternative fonts, but the document contains no information about what these fonts are. If imported records use alternative fonts, Cindex assumes the Sky Index default assignments:

- Alternative Font 1: Symbol
- Alternative Font 2: Courier New
- Alternative Font 3: Times New Roman

Characters in Alternative Font 1 (Symbol) are converted to their Unicode equivalents.

Cindex DOS Data

Cindex no longer exports records in this format, which has been deprecated since Cindex 2. Cindex can still read records in this format.

Commands

New Commands

There is one new command: **Smart Flip Words...** in the Document menu.

The set of words that Cindex uses for its 'Smart Flip' is now distinct from the list that specifies prefixes to be ignored in sorting subheadings. Choose **Smart Flip Words...** to edit the set of prefix/suffix words that Cindex should attend to when executing a smart flip. When Cindex converts a version 2 index, it populates the set with the words previously used by that index (the set of prefix words to be ignored in sorting subheadings). For new indexes, Cindex provides a default set. To edit this default set choose **Smart Flip Words...** when no index is open for work.

Commands Changed

Labeled (Edit menu). The operation of the command is changed: choosing a label now toggles the state of that label. If you have records selected in the main window, Cindex applies or removes the label according to the state of the first record in the selection: if the chosen label matches the current label, that label is removed from all selected records that carry that label. If the chosen label does not match the current label, the chosen label is applied to all records in the selection. When you choose 'No Label' Cindex removes all labels from the selected records.

Abbreviations (Tools menu). The Abbreviations panel has been simplified to ease the entry and editing of abbreviations. You can now close the active set of abbreviations.

Toolbars

The record-entry window provides a new toolbar button to exchange the contents of the leading text in a field with following text in parentheses (see "Acronyms" on page 6.)

Preferences

Two new settings are available when you chose **Preferences...** from the edit menu:

- Under the **Editing** tab check **Complete Page Ranges** to make Cindex generate the second part of a page range automatically when you type the character that connects the two parts of the range.
- Under the **Editing** tab choose under **Bad Cross-Ref** whether Cindex should warn you if enter in a record a cross-reference that has no target entry.

Adding and Editing Records

Page References

Two new capabilities make it easier to enter and edit page numbers and ranges in the locator field.

- A new keyboard shortcut allows single-keystroke incrementing or decrementing of page numbers. To increment the page number hit CTRL]. To decrement the page number hit CTRL [. This operation affects only the *last* component of the *last* page reference in the locator field. If the last recognized component is not a number in Arabic numerals (e.g., it consists of Roman numerals or is an alphabetic suffix), the operation does nothing.
- A new Preferences setting “Complete Page Ranges” (under the Editing tab) configures Cindex to generate the second part of a page range automatically when you type the character that connects the two parts of the range. For example, if a dash is the connecting character, and you entered 55- Cindex would complete the reference as 55-56. Cindex does this only if the *last* recognized component of the *last* page reference in the locator field is a number in Arabic numerals.

Acronyms

If a record field contains a phrase followed by text in parentheses (for example, an acronym followed by its expansion, or vice-versa) you can exchange the contents of the leading text with the text in parentheses by clicking a new toolbar button or by hitting CTRL P.

Pasting and Dropping Text

When you paste or drop text into the record window, Cindex now forces the size of the new text to match the size used in the window.

Spelling

Cindex employs a new spell-checker. Dictionaries for many languages are available at no cost. Cindex comes with a built-in dictionary for American English. Cindex automatically deploys additional language dictionaries and supplementary special dictionaries, if these are located in specified places. For information on obtaining and installing additional dictionaries, see the *Cindex User's Guide*.

User dictionaries can be of unlimited size. You can edit them freely as text documents: you can add, change or delete words, and you can paste text from other documents.

Sorting Entries

Cindex now follows language-specific alphabetizing conventions when sorting entries. For example, in an index sorted by Swedish collation rules, Cindex would place entries beginning with Å after entries beginning with Z. Use the new **Language** drop-down list in the **Sort...** panel to choose the collation rules Cindex will follow.

A new option, **Ignore Parenthetical Phrases**, allows full control of sorting text in parentheses.

Cindex provides new preset options for sorting entries that make biblical references. The **Alphabetizing Rule** drop-down list provides options for ordering entries by the principles recommended by the Society of Biblical Literature (SBL).

Formatting Entries

There is a new setting for formatting cross-references (**Cross-References...** in the Document menu). If you check **Don't Apply Prefix Style if it Matches Existing Body Style**, Cindex will not apply an automatic style to the cross-reference prefix if that style is already applied to the body of the cross-reference.

Cindex can now display headings for entries that are grouped generically under numbers, or symbols, or numbers and symbols. The new settings are available under **Grouping Entries...** in the Document menu.

When rendering SMALL CAPS on the screen or on a printer, Cindex now fully emulates a small caps font: only lowercase letters are displayed or printed at reduced size.

When rendering superscript or subscript text on the screen or printer, Cindex now sizes and positions it better.

Exporting Formatted Entries

Export as Plain Text

When you save a formatted index as Plain Text, for maximum compatibility with other application programs Cindex by default converts Unicode characters to their counterparts in the Mac Roman character set. This character set cannot represent all Unicode characters, so the conversion may result in loss of information. To ensure that all characters are encoded, you can export Plain Text as Unicode (UTF-8). To specify the encoding choose **Preferences...** from the Edit menu, then click the **Export** tab.

Improved SGML Markup

Cindex provides new options for specifying the structure of tagged text documents (Choose **Markup Tags...** from the Tools menu, then click the **SGML tab**).

- There is a new tag to identify an alphabetic group of entries.
- You can specify whether subheadings are nested hierarchically under headings.
- You can specify whether the page reference tag or the cross-reference tag is applied to each reference separately, or to the group of references in an entry.
- You can specify how characters other than ASCII are to be represented in the tagged text.

Note: When you open an old tag set Cindex automatically converts it to the new form.

Export as XML Text

You can save fully formatted indexes as XML documents. These are marked up plain text documents in an open format, and can be interpreted by any applica-

tion program that can parse XML. Cindex provides a default set of XML tags, and you can define additional ones.

Saving Tagged Text Documents

Formerly, when you used Save To... (File menu) to export the contents of an index, the list of available document types included all the tag sets you had defined. In Version 3 Save To... shows only the currently selected XML tag type and the currently selected SGML tag type. The currently selected tag sets are those identified as the active tag sets on the XML and SGML tabs in the **Markup Tags...** panel.

Checking Cross-References

Cindex now more accurately verifies cross-references. When you choose **Check References...** (Tools menu) and require an exact match when checking cross-references, Cindex will explicitly flag references that match except for letter case or accent.

Patterns

With the use of Unicode to represent characters, Cindex provides new and much richer capabilities for finding and replacing text represented by a *pattern*. For example, you can now find any text that is in a particular script (e.g., Hebrew) or any text that contains accented letters.

Patterns are now specified using a standard syntax that differs in some respects from the syntax formerly used. Some of the special characters used in patterns have changed functions. Two changes are of particular note:

- Where you would formerly have used ? to represent any character, use a period . .
- Where you would formerly have used { } to enclose a subpattern, use parentheses e.g., ().

These and other changes to the syntax and use of patterns are fully described in the *User's Guide* and in on-line Help.

When you use **Find** or **Replace** (Edit menu) to search for text that matches a pattern, you can deploy ready-made patterns via the contextual menu displayed when you right-click the Find box.