PDF Index Generator 3.4
Help Guide

Last Updated on: Feb 9, 2024

Introduction to PDF Index Generator v3.4 . . .

Welcome!

Thank you for installing PDF Index Generator v3.4. We hope our program will suit your needs.

Introduction

PDF Index Generator is a powerful indexing utility for generating an index from your book and writing it to your book in (4) easy steps. PDF Index Generator parses your book, collects the index words and their location in the book, then writes the generated index to a PDF or a text file you specify. The main target for PDF Index Generator is to automate the process of generating the book index instead of doing the hard work manually.

Features Overview

- Ability to specify which pages of the book should be included or excluded from the index.
- Ability to index a book using a list of terms.
- Ability to index a book using a list of terms and only index them if they use the font format you choose.
- Ability to specify a list of terms to force exclude them from the index.
- Ability to specify a query that will force include or exclude its related terms from the index.
- Ability to specify a font format to force indexing all its corresponding terms.
- Ability to modify the generated index before saving it (disable some words, add new words, edit words, …)
- Ability to detect & set footnote/endnote numbers for the indexed terms.
- Ability to define Header words, Sub-Header words, etc. (four levels of words) and indent them in the index.
- Ability to write sub-headers using indented style or run-in style.
- Ability to create cross-references in the index.
- Ability to specify the font style to use for any index term.
- Ability to control the index paginator, its content & styling.
- Ability to merge more than 1 index together.
- Ability to write terms in the index as hyperlinks that link to their pages in the book.
- Ability to write page ranges in either standard format (i.e. 213-219) or inclusive format (i.e. 213-19).
- Ability to append the generated index to your PDF book, or write it to a new PDF or text file.
- Ability to write the index to a new MS Word document file (*.docx or *.doc).
- Ability to specify after which page in the book the created index should be written.
- Ability to specify the dimensions/orientation of the index pages.
- Ability to handle encrypted books(password protected).

- Ability to use the program through the Command Line (Terminal).
- Ability to index multiple books in the the Command Line mode.
- PDF Index Generator supports PDFs with Latin languages.
- PDF Index Generator comes with a number of word categories containing the most famous English words (verbs - prepositions - . . .) to exclude them. French, German and Spanish categories are now available on our website. You can also create your own categories, and you can export/import them too.
- PDF Index Generator comes with a number of index templates that you can choose from them the best design that suits your book and it will be applied automatically when writing the index to your book.
- PDF Index Generator does not require Adobe Acrobat to be installed.
- PDF Index Generator does not require Microsoft Word to be able to write the index to a document file.

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Note: You can access the program help online from here.

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What's new ?

Version 3.4 - 9 February 2024

- Writing the output index: The program now supports writing the output index to MS Word Document file (*.docx or *.doc).
- Auto-merge feature: Minus terms are now supported in the auto-merge equation, allowing you to index terms like "Mexico" while omitting those that appear as "New Mexico" in the book.
- Program theme: The Flat theme used for the program interface has been updated and is now compatible with Mac OS X.
- Connections: All connections to the website have now been secured.
- Index template: New options have been introduced for setting the top and bottom margins of the index title.
- Index template: New options have been introduced for setting the top and bottom margins of the index letters.
- Reporting errors: If you encounter an odd issue, you may now manually copy and email the created error to us.
- Include category: Include category terms now accept UTF-8 charset encoding.
- Process completion window: After Step 4 completes the index writing, the success message is updated with a new logo icon.
- Timeout control: Added a program setting to establish a timeout for Step 4 when writing the index to any file, which will stop the process if the timeout is reached.
- Memory: The default memory value has been increased from 700 to 1200 to improve performance and speed.
- Use the "Remove duplicated page numbers" format in Step 3 to replace multi-footnote numbers on the same page with a single footnote number.
- Locating footnotes is now more precise.
- Fixed issues related to the index letters.
- Fixed issues related to the inside/outside margins.
- Fixed an issue related to printing the results table in Step 3.
- Fixed performance issues related to modifying the font for many terms in Step 3.
- Fixed a number of internal problems.

Version 3.3 - 24 May 2023

- Support Run-In index styling for sub-header terms.
- Allow using inclusive page numbers for page ranges. i.e: 315-26 instead of 315-326.
- Allow setting different margins for even/odd pages for the output PDF index file through the inside/outside margins feature.
- Allow using wild cards in the auto-merge terms (equations).
- Added a new filter to Step 3 format menu to remove duplicated page numbers.
- Added an include query to the program query templates to index capitalized words.
- Database files were altered to take up less space-possibly just a fifth of their previous size.
- If the word title ends in a comma, omit inserting the separator between the word title and its page numbers.

- Fixed issues concening the bidirectional cross references.
- Ability to enable or diable the bidirectional option only in the cross references window.
- Fixed footnotes as it was showing footnote number & normal page number too!
- Fixed some issues when running the progrm in command line mode while indexing multiple books.
- Fixed a number of internal problems.

Version 3.2 - 24 May 2022
- Index sorting: Added an option to the program settings to disregard punctuations When sorting and alphabetizing index terms in the book index.
- Index sorting: Added an option to the program settings to disregard lexically insignificant words in index terms when sorting and alphabetizing them in the book index.
- Index sorting: Added an option to the program settings to spell-out numbers in the index terms to sort and alphabetize them right in the book index.
- Index sorting: Added an option to the program settings to control if to ignore accents or not when sorting the index alphabetically.
- Auto-merge: Added a feature to allow indexing terms if they exist in the same page only.
- Step 3: Allow modifying table grid color.
- Allow using a space as a separator between the index term and its page numbers.
- Added an option to remove spaces before or after index terms when writing them to a file in Step 4.
- Index letters: Added a Reset button for the letters table window.
- Step 3: Bulk find filter -> Added "Ignore case sensitivity" checkbox.
- Step 3: Remember selected file extension in the import dialog when re-importing words.
- Step 3: When editing word prevent automatic selection of word title or its page numbers.
- Added an index section to the PDF file edition of the program help.
- Fixed icon images that appear wrong for some input dialogs.
- Fixed an issue when sorting the results table in Step 3 by word count then modify a term, it resets this sorting.
- Fixed an issue when deleting all word labels. It was failing.
- Fixed an issue with using auto-merge terms inside an include category that is all header words.
- Fixed a number of internal problems.

Version 3.1 - 10 June 2021
- This edition is dedicated to Mac OS X users. The Mac edition has now a much better Mac friendly interface.
- Mac edition - New features:
  1. The Mac edition now has a better program interface theme, that is much more Mac friendly.
  2. Added an additional interface theme (The Flat theme) as a second optional theme for the Mac edition.
  3. The file chooser dialog is now a Mac OS X friendly one, that's much more native than the old one used.
  4. The program now has blue buttons for all its windows as the default behavior of Mac OS X.
  5. Step 1 book path suggestion list now works much better.
  6. Use wide popups for all selection boxes.
  7. Handle all file choosers when exporting files to any paths that show

"Permission denied" error.

8. Fixed all list hovering, stripes, and make clicks visually better.
9. Fixed all table headings, stripes, and make clicks visually better.
10. Fixed all tree lists hovering, background colors visually better.
11. Fixed all line separators in the program (They were not visible on Mac OS X)
12. Word labels window: The colored square labels for the word labels now appear fine.
13. Combo boxes: Disabled items now appear in gray color instead of black color.
14. The program now has one icon in Mac dock instead of 2 icons.
15. Added a webloc webpage shortcut in the Mac setup folder for how to run the program on Mac OS X for the first time.

- Added the Flat interface theme to the Windows/Linux editions of the program.
- Allow importing single ttf font files to the program, to use them in writing the index to a PDF file.
- Allow using Unicode characters in the include category, to index non-Latin terms.
- Automatically handle any errors that might appear when using invalid characters in an include category.
- The program now automatically loads the last used folder path in any Browse dialog, instead of always using the Home folder.
- Fixed the index links when writing the index after any page other than the last page of the book.
- Fixed a failure problem when writing the index report to the index.
- Open recent menu: Fixed some issues for it, to save recent used project files in a better way.
- Show better icons for message boxes.
- Fixed cross reference prefixes when writing the index to a text file.
- Increased the word type popup height when adding or editing a word in Step 3.
- Step 3 search: When searching for a header word, list all its descendants (Sub-headers, sub-sub-headers).
- By default enable the option of "Write page numbers of header words" found in the program settings.
- Step 3: When disable a word then change its font, it enables it again autom. Now this is fixed.
- Fixed a number of internal problems.

Version 3.0 - 27 August 2020

- The program windows edition has a new look, as part of the plan for a new UI modern design.
- Ability to specify the font of the index paginator & the paginator margins to be used in the index.
- Added a Couple of filters to Step 3:
  1. Bulk Find filter: Used to find multiple terms in the results table all at once.
  2. By duplicated words filter: Used to show only the duplicated terms in the results table.
  3. By plural words filter: Used to show only the singular/plural terms in the results table.
- The program can now handle reveresed (Bidirectional) cross references (If a topic A relates to topic B so it references it, then automatically let B also reference A).
- The Include/Exclude pages dialog in Step 1 now shows the real page numbers of your book instead of always showing Arabic numbers, like Adobe reader

- does.
- The program interface can now appear in French, German, or Italian languages.
- Ability to specify decimal font sizes for the index terms instead of non-decimal values.
- When defining the index letters for the index, you can specify now multi letters for languages that have multi letters in its Alphabet, like dd, ff, ng, etc. for the Welsh language.
- The editing phase in Step 3 is now performing much faster as we've deleted the unnecessary memory variables that were causing memory leak issues.
- The program now reviews & tests any added include query before saving it to correct any issues with its syntax.
- We have created a 32-bit edition of the program for Windows 32-bit systems.
- Many Mac UI problems were handled:
    1. Step 1 suggest field was appearing with gray background color.
    2. Advanced page numbers table rows are not aligned right.
    3. Step 3 search bar outer border flickers.
    4. Step 3 find text field appears with blue background color.
    5. Disable all non-Mac OS X user friendly themes for the program.
    6. The color chooser button is now more user friendly and modern.
    7. Upgraded the Mac theme to work fine with Java 9.
- Much more user friendly suggest field in Step 1 for Windows / Mac / Linux.
- Merge duplicates dialog: We've added a "Filter" button to show all or some of the duplicated words in Step 3 table instead of merging them automatically.
- Merge plurals dialog: We've added a "Filter" button to show all or some of the singular/plural words in Step 3 table instead of merging them automatically.
- Step 3: When modifying some rows the program no more scrolls to the 1st row of the table.
- We've increased the number of allowed redo/undo processes in Step 3 from 3 to 10.
- Many issues concerning the Auto-Merge include terms were fixed, and now they perform much better.
- Fixed the sample field for Cross Referrences for the "*See*", "*See also*" prefixes.
- Upgraded the program to use Java 9 instead of Java 8.
- Fixed a number of internal problems.

Version 2.9 - 4 February 2020
- Ability to index footnotes automatically & list the footnote numbers of the indexed terms in the output index.
- We have used a new better Color Picker instead of the old one.
- Ability to select a PDF file in Step 1 from a list of your recent PDF files that you've indexed before.
- Ability to index a PDF book on your computer by right clicking it & selecting "Index with PDF index Generator" from the context menu.
- Added a shortcut for the program in the "Open with…" menu for PDF files to index them with one click.
- Updated the program help to be accessible online & it's now also downloadable in PDF format, so you can print it.
- The windows edition of the program now comes with Java embedded inside it, so you don't have to worry about installing the right Java edition to run the program.
- Ability to write header letters (A, B, C, etc.) for text file indexes.
- The program interface now has better fonts & margins for 4K screens.
- Links in the About window has better fonts now.
- The auto-merge feature now supports header & Sub-header terms.

- Bug: Detecting page numbers in Step 1 now works automatically, even if the book has multiple empty page numbers.
- Bug: Detecting the encoding of the imported include/exclude category text files, to read all their terms and save them even if they have special characters.
- Fixed a number of internal problems.

Version 2.8 - 11 June 2019

- This new release has no new features. Just bug fixes.
- Fixed a critical issue to allow running the program on Mac OS X without the need of installing Java.
- Fixed a critical error that appears for the Windows version at the program startup.
- Fixed a number of internal problems.

Version 2.7 - 27 Mar 2019

- Font Format feature: Now you can index a book using a list of terms (Include Category) if they have a specific font format in the book that you specify.
- Font Format feature: Now you can index a book using an include query if its corresponding terms in the book have a specific font format that you specify.
- Auto-Merge feature: Now when creating an include category you can define a couple of terms to index, and merge them autom. into a final term.
- The font queries feature has been redesigned to be much more accurate and more user friendly:
  1. Font Queries: Italic terms are now detected in a better way with higher accuracy.
  2. Font Queries: Creating font queries using font size now works more accurately.
  3. Font Queries: Better handling for spaces between words to get accurate font query results.
  4. Font Queries: More accuracy in detecting letters of words that are related vertically to the same term.
  5. Font Queries: Detecting PDF font colors used in font queries now show the color in RGB values to be more user friendly.
- Added the ability to write the index before the 1st page in the book.
- Redesigning the margins sample paper when creating a new index template from the program settings..
- See and See also Cross reference prefixes have been modified to follow the CMOS guidelines.
- The Classic theme works now perfect on Mac & Linux O.S.
- Increased the program help font size for 4K screens.
- Added a Space option to the include query generator selection box to add a space to the include/exclude query.
- Now you can right click any number of not found words in Step 3 and click "Enable words" to automatically enable them and set their page numbers to 0 instead of having to edit every word manually to do that.
- Showing more details about the indexing process in Step 2 while generating the index.
- New categories & queries have been added to our website.
- Fixed a number of internal problems.

Version 2.6 - 20 Mar 2018

- The program now supports writing any non-Latin language index to a PDF file like Latvian, Turkish, … etc.
- The program now supports writing RTL language index to a PDF file like Arabic, Hebrew, … etc.

- Ability to change the font used in the program interface text fields to support non-Latin entries.
- The program interface now supports 4K screens.
- Added a new sidebar in Step 3 to control the table view.
- Ability to increase/decrease Step 3 table display font for a better view.
- Ability to increase/decrease Step 3 table margins for all table cells for a better view.
- The program interface looks more user friendly on Mac OS X.
- Mac: Highlighting rows work fine now in Step 3 and many other fixes were made for the Mac interface.
- Mac: Ability to increase the memory allocated to the program from the program settings.
- Step 4: Added a button for a log report in the success message after writing the index to a file to check the writing report.
- When writing the index to a file the program now uses an En-dash in the range of pages "–" instead of the hyphen "-". This range separator is also editable from the program settings.
- Program settings: Ability to use font size less than 8 for all index elements in the Index Template.
- Program settings: Page dimensions & margins can now be set using 2 digits instead of 1 digit number only.
- Step 3: Added a "Restore default font" button in the "Edit font" dialog.
- Step 3: Add a keyboard shortcut(Shift + 0) to remove any label assigned to the highlighted words.
- Step 3: Ability to import terms having ranges of page numbers.
- Step 3: When opening the Word Type Menu or the Word Labels Menu popup in Step 3 for any word it now automatically scrolls to the selected item in that popup.
- Step 3: You can now click Enter in Step 3 while stepping on a row to simply edit it.
- Fixed a number of internal problems.

Version 2.5 - 15 June 2017
- We have renewed our website to be more stylish & more user-friendly. Now you can access it from any device.
- Added a button in the success message of Step 4 to automatically open all the output index files(PDF - Text) so you could easily access those files.
- Ability to specify footnote/endnote page numbers for the indexed terms in Step 3 when editing any term.
  i.e. Super Bowl Sunday, 11, 21n2, 42-43, 79n3
- Ability to export words in Step 3 to a csv file and importing words from csv files. Now you can edit your index in M.Excel easily then importing it back to our program to write then index to your book.
- Added a new button in Step 3 to control the text color and back color of the results table rows.
- Added a program setting to allow reading book comments and indexing them.
- We've added 4 new filters in Step 3 filters menu to:
  1. Show only terms in the results table having a specific number of words.
  2. Show capital letter words only.
  3. Show small letter words only.
  4. Show words having a mix of capital & small letters only.
- We've modified the format names options in the format menu of Step 3 to be able to automatically format terms having any number of names.
- Added a new format in Step 3 format menu to reverse comma separated words.

- "Capitalize 1st letter in each word" format in Step 3 format menu now capitalizes words after "-" or "(" to give better results.
- All progam windows/dialogs are now resizable.
- The program now runs with Administrator rights in case your PC requests Admin rights for the program to run.
- Allow indexing words having asterisk "*".
- Added an option to allow detecting spaces for Latex books.
- Index margins for the index templates can now be increased till the value of 4.0 instead of 2.0 only.
- Added a new section to our website for include query templates that you can download and import inside the program.
- When merging words in Step 3 that have acronyms they're now merged smartly to give better results.
- New version available message is now more clear for expired users.

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Version 2.4 - 26 February 2016
- Ability to define the index letter titles and the words that are written below them in the final index.
- Ability to write each index letter title in a new page.
- Ability to ignore writing all the index letter titles in the final index.
- A "Symbols" section is now added by default in the final index to write all index terms that start with digits or non-letter characters in that section.
- A new button has been added to Step 3 Tools bar to allow highlighting all rows in the results table or invert the highlighted rows in the table.
- A new formatter item has been added to Step 3 format menu to trim space from the beginning and end of the highlighted words in the results table.
- Two new formatter items have been added to Step 3 format menu to convert the highlighted words to their singular/plural form.
- A new program setting has been added to allow showing or hiding the tooltips for all controls in the program.
- A new program setting has been added to allow specifying the separator between each index entry and its page numbers in the final index.
- Two new index templates have been added to the program: Space-Saving' & 'Historic' templates.
- A new query template has been added to allow indexing capitalized phrases.
- Ability to index the book by word/line/page when indexing the book using font queries.
- Ability to add a keyboard shortcut for the created word labels, for easy access.
- Ability to filter the results table in Step 3 to show only index terms having labels assigned to them or show only words that do not have labels assigned to them.
- Two new parameters have been added to the command line mode of the program: "merge_duplicates" & "merge_plurals" parameters.
- Website: Old customers who have expired can now access the customer home page using their old login data to download the last program release allowed for them.
- Website: The customer now can open his order invoice from the customer area and print it.
- Website: We have now opened our new indexing services department. Our team can now handle your book index if you're busy.
- Fixed a number of internal problems.

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Version 2.3 - 1 August 2015

- Ability to index phrases having a specific font format.
- Ability to set Header & Sub-Header words when defining a new include category.
- Ability to set Sub-Header words for a header word in Step 3 all at once.
- Ability to group any number of words in Step 3 using labels.
- The program now supports the upcoming Java 9.
- Scrolling with the mouse in selection combo boxes is now allowed.
- Fixed the desktop shortcut problem in Windows operating system.
- Fixed a number of internal problems.

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Version 2.2 - 12 Dec 2014

- The windows edition now has a better and easier setup.
- The words' types popup menu in Step 3 has a new layout, and it is now more easier to use it.
- Ability to merge all singular and plural words in Step 3 automatically.
- Ability to add new fonts in the index templates to use them in writing the index.
- A new fonts section has been added to our website with many fonts to download and use them in the program.
- All index fonts used now are being embedded to the PDF book automatically.
- Ability to use keyboard shortcuts in Step 3 different functionalities.
- Ability to import/export the program settings.
- The program now supports Java 8.
- Project files now have a different icon than the program icon.
- Fixed a number of internal problems.

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Version 2.1 - 16 May 2014

- Ability to specify the font to use for any index words in Step 3.
- Ability to use wild cards in the include categories.
- Ability to filter Step 3 results table using include queries.
- Ability to define your own Cross-reference prefixes.
- Ability to write one page number for each index word and align all page numbers vertically in the index.
- Added a save button on Step 3 tools bar for easy access.
- Ability to auto-save your project every while you specify.
- Better interface design in Step 1 & Step 2 for the radio buttons.
- Increased the viewable work space of Sep3 results table.
- Added a status bar in all steps + Better looking interface.
- Ability to remember Step 3 window dimensions and location when closing the program.
- Ability to export visible words only in Step 3 results table.
- We have decreased the size of the project file.
- Fixed a number of internal problems.

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Version 2.0 - 20 July 2013

- Ability to create cross-references in the Index.

- Ability to filter Step 3 results by cross-references.
- Ability to print Step 3 table which contains all index terms.
- Added a setting to specify what to do with imported words that already exist in the table(Duplicate/overwrite/replace/ignore).
- Opening a project shows a message with any missing categories in the program.
- Added a popup menu for all program lists to filter any list contents.
- Fixed a number of internal problems.

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Version 1.9 - 24 October 2012
- The program now supports Arabic, English, Latin page numbers and any page numbers you have in your book.
- Ability to detect the page numbers automatically from your book if the PDF book supports this.
- Created Undo/Redo buttons in Step 3.
- Added a program setting to manually edit the memory allocated for the program(For the Windows edition only).
- Added "Open recent" feature to save the paths of old opened projects, to simply access them again.
- Added new paginator positions.
- Fixed the Mac OS X Theme for Mac's different editions.
- Fixed the Index writing fonts on Mac OS X.
- Fixed a number of internal problems.

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Version 1.8 - 28 May 2012
- New Mac OS X Theme.
- Created a Linux Edition of the program.
- Added the ability to use the application through the Command Line(Terminal).
- Added the ability to Index more than 1 PDF at the same time, through the Command Line.
- Include/Exclude Categories performance and design are now much better.
- Added the ability to sort Include/Exclude words alphabetically.
- Added the ability to search a word in all Include Categories or Exclude Categories to check which categories it is found in.
- Added the ability to specify which categories to Import/Export From/To a file, instead of importing/exporting all categories.
- Added an option to exclude common words found in both Include & Exclude lists.
- Added more Query Templates.
- Added the ability to define Proxy settings if your computer is using a Proxy to connect to the Internet.
- Added the ability to search for words "starting with" or "Ending with" specific letters in Step 3(Using Wild Cards).
- Added the ability to write 4-Columns or 5-Columns in the final Index per page.
- Added the ability to drag a PDF file to a Textfield, or drag a Project to the program window to open it.
- Created a new Video Tutorials section on our website(More helpful than the old one).
- Fixed a number of internal problems.

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Version 1.7 - 18 January 2012

- Added the ability to paginate the Index(Numbering its pages).
- Added the ability to duplicate any words in Step 3 to allow using them as Sub-Headers for different Header words.
- Added the ability to edit the margins of any Index template.
- Added the ability to specify the number of columns per page for any Index template(1 or 2 or 3).
- Created a user-friendly Mac OS X edition of the program.
- Fixed Mac Os X memory leaks(No more out of memory errors).
- Added a number of Classic Index templates to the program.
- Sorting the Index words now takes non English words & Alpha-Numeric words in consideration.
- Remember Step 4 paths when saving a project.
- Fixed a number of internal problems.

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Version 1.6 - 3 September 2011

- Added the ability to to merge more than 1 Index together.
- Added the ability to export all or some of the Index words to edit them outside the program.
- Added the ability to merge any duplicated words in the results table (i.e: Overflow, overflow, OverFlow => overflow).
- Added the ability to format the selected words in the results table. You can convert the selected words to small letters/capital letters/…
- Added the ability to define a new Include category of words that all its words are Header words.
- Added the ability to specify the dimensions and orientation of the Index pages when writing them to the PDF.
- Added the ability to specify the sensitivity of the space character between words to give more accurate results.
- Updated the program libraries. Now the program has much better performance and more accurate results.
- Added Italian interface for the program.
- Fixed a number of internal problems.

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Version 1.5 - 14 May 2011

- Added the ability to define Sub-Sub-Headers and Sub-Sub-Sub-Headers, in addition to the Headers and Sub-Headers. That makes the program now supports 4 levels of words in the Index … Check Step 3.
- Added the ability to filter the results table in Step 3. Editing a group of words now in Step 3 is much easier … Check Step 3.
- Added the ability to exclude plural words of the excluded words. i.e: If **car** is excluded, **cars** will be excluded automatically … Check Step 2.
- Added the ability to define a query to include/exclude words having the same format. i.e: You can create a query to index only names like **Glynn Lunney** and format them to be written like this: **Lunney, Glynn** or whatever you want … Check Include words.
- Added the ability to add any words of the results table to an Ignore list, to be automatically excluded in later projects … Check Step 3.
- Added the ability to Increment/Decrement any range of page numbers in the results table by a specific value … Check Step 3.

- Generating the Index is now more accurate, more faster.
- Fixed a number of internal problems.

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Version 1.4 - 27 January 2011
- Added the ability to write words in the index as links, linking to their pages in the book.
- Added the ability to group page numbers, ex: **41-44** instead of **41, 42, 43, 44.**
- Added the ability to merge 2 or more words together in Step 3(While editing the index results).
- Added the ability to enable/disable more than 1 word in Step 3 at the same time.
- Added the ability to remember selected word categories to Include/Exclude, instead of choosing them in every project.
- Better index results. Excluding sentences is now possible and more accurate.
- Added the ability to skip the case sensitivity of Include/Exclude words.
- Added the ability to index or skip email addresses and web links from the book.
- Added an activation window to activate the program online after installing it.
- Made a better interface for the program, and better fonts.
- Edited the program settings to be more user friendly.
- Fixed a number of internal problems.

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Version 1.3 - 4 March 2010
- Fixed a critical problem in Windows 7 permissions.

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Version 1.2 - 1 March 2010
- Handled encrypted(password protected) books.
- Added a Save ability for the program, so user can save/load his work at any step.
- Added some Index templates to select a design from them to be applied while writing the Index to the book.
- Added the ability for user to create his own Index template.
- Added the ability to search in the Index results in Step 3.
- Added the ability to specify the type of word(Normal/Header/Sub-Header) so it can be indented in the Index.
- Added more lists of words to Exclude them from the book.
- Added a better and faster Algorithm for generating the Index from the book.
- Added the ability to import/export words' categories to a simple (*.txt) file format.
- Allowed editing the words' titles in Step 3.
- Made a better skinnable interface for the program.
- Edited the written Index to meet the International protocols for a book Index.
- Edited the program settings to be more user friendly.
- Fixed a number of internal problems.

<p align="center">* * * * * * * *</p>

Version 1.1 - 1 October 2009

- Decreased the program setup size.
- Fixed windows vista permissions problem that caused the program to function upnormal.
- Changed the system of saving the program settings by saving it in the user home path.
- Allowed specifying the minimum number of letters of each word to Index (So you can ignore words of 1/2/3/... letters).
- Allowed editing the count of each word in the table results in step 3.
- Added a right click popup menu in the results table in step 3 as a shortcut for the important commands.
- Added a right click popup menu for the different controls with (Cut-Copy-Paste-Delete) commands.
- Added an option to insert a blank page before or after the Index which is appended to a PDF book.
- Added more word categories to exclude them from the Index.
- Check updates automatically every month.
- Made a better tooltip for each word in the results table in step 3.
- Made a better looking loading dialog.
- Made a better looking updates checker.
- Made a better looking results report in step 3.
- Made a better indexing Algorithm.
- Fixed a number of internal problems.

* * * * * * * *

Version 1.0 - 20 July 2009

- This is the first release for PDF Index Generator.
- This release contains the main program functionalities.

* * * * * * * *

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1. Use any of the old versions using your License key for Free. If you have lost the setup file you can contact us and we will send you the latest program version link that you can activate using your activation data.

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PDF Colony

Website : https://www.PDFIndexGenerator.com
Support : support@PDFIndexGenerator.com

* * * * * * *

Support . . .

Before sending bug reports or contacting us :

- Please make sure that you are using the latest version of PDF Index Generator by downloading the latest version from here.
- Check the Video tutorials page in our website. It has nice video tutorials.
- Check the program help from the program help menu. You can also access the program guide directly from here, and it's available in PDF edition if you'd like to print it. It has detailed explanation for all the program steps & elements.
- You can click the help icon found in any window of the program, as shown in Figure (A), or you can simply click **Shift + F1** on your keyboard while you're stepping on any window for the program, to open its corresponding help section online.
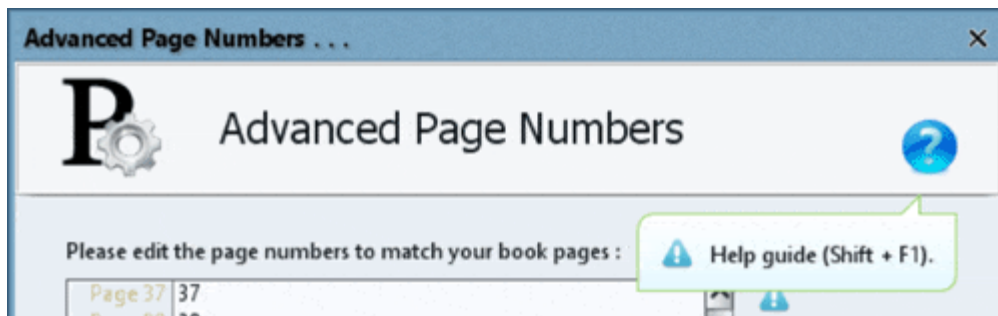
Figure (A)

- Check the tutorials section on our website. It has a lot of nice tips concerning our program.
- Check the FAQs page on our website, you may find your question already answered.

If you want to report a bug/error please use the following methods :

- Send us your problem through the support page in our website.
- Use the **Report a problem** window from the Help menu inside the program, as shown in Figure (B). And if you would like us to contact you about your bug progress, please include your e-mail address in the message you will send.
- Send us your problem via e-mail to : support@PDFIndexGenerator.com.
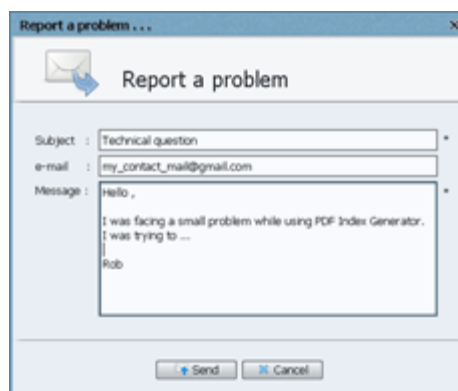
Figure (B)

- If an uncommon error has occured within the program, a notification resembling Figure (C) will be displayed. Subsequently, a comprehensive report is automatically generated, encapsulating all pertinent information pertaining to the encountered error. To expedite the resolution process, kindly select the "Yes" option to submit the generated report to our team for further investigation. Alternatively, you may prefer to click the "Copy to clipboard" button, enabling you to copy the report content. Subsequently, please compose an email to support@PDFIndexGenerator.com and paste the report therein. We will diligently investigate the matter and provide guidance on resolving the issue promptly.
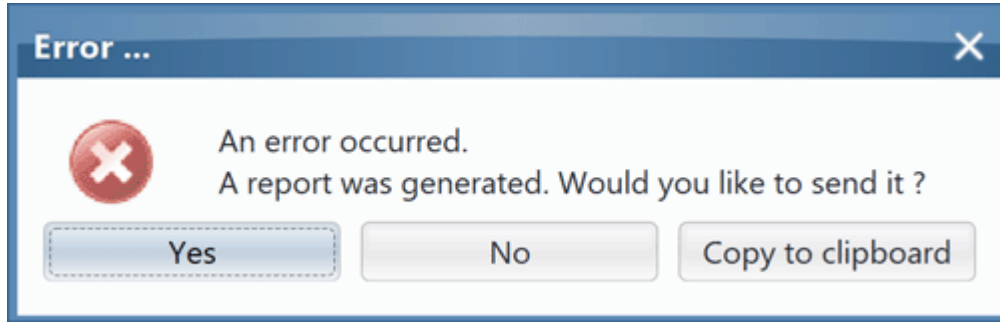
Figure (C)

* * * * * * *

Un-Installing . . .

To remove PDF Index Generator from your computer please follow any of these methods :

- Windows users:
    1. Method 1: Go to PDF Index Generator installation folder, browse to '**Uninstaller**' folder, double click on '**Uninstaller.jar**', and follow the instructions there.

    2. Method 2: Run 'Add/Remove programs' or the corresponding panel, choose '**PDF Index Generator**' and uninstall it.

- Mac OS X users:
    1. Delete "**PDF Index Generator.app**" file or the ".dmg" file from your Mac.

- Linux users:
    1. Delete the program folder that you have extracted from the downloaded *.tar.gz file from our website.

* * * * * * * *

How does it work ?

Using PDF Index Generator is so easy. You will follow (4) easy steps to generate the index and write it to a file.

- Step(1) : Select the PDF book and specify the pages to include/exclude.

- Step(2) : Specify the words to force include/exclude.

- Step(3) : Edit the results of the generated index.

- Step(4) : Write the index to a file.

* * * * * * *

- In Step1 you should start by selecting a PDF book to index it, through one of the following methods:
    1. Click the **Browse** button as shown in Figure (1.1), and select the PDF book that you want to index from your computer.
    2. You can click the small arrow found inside the text field of Step1 as shown in Figure (1.1), to select a pdf file path from the recent pdf files that you have indexed before.
    3. You can drag and drop a pdf file to the text field of Step1 as shown in Figure (1.1), to automatically retrieve its path.
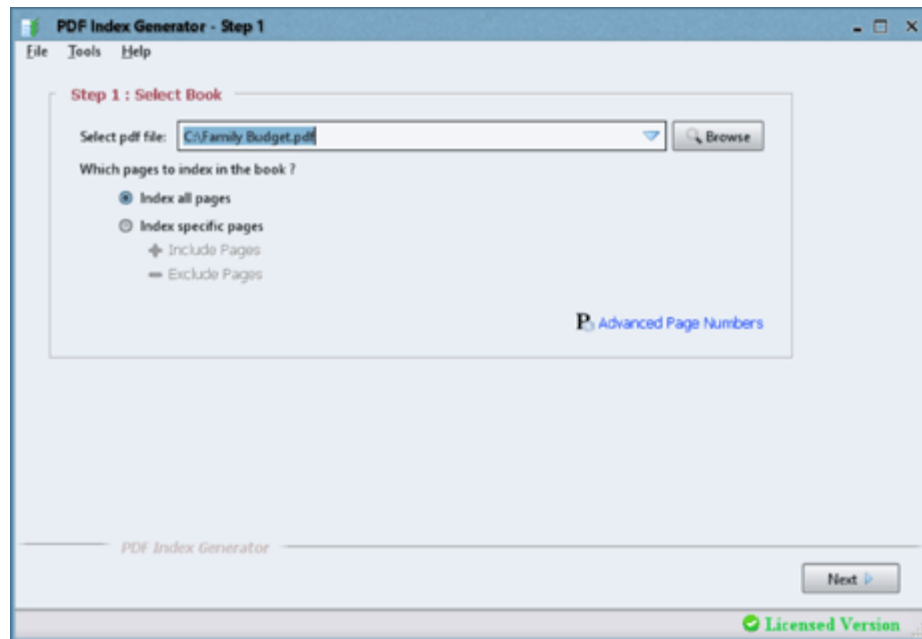
Figure (1.1)

- In Windows operating system instead of running the program and clicking **Browse** to select the PDF file in Step 1, you can right click any PDF file and select the option **"Index with PDF Index Generator"** as shown in Figure (1.2) to automatically run the program and load the book path in Step 1.
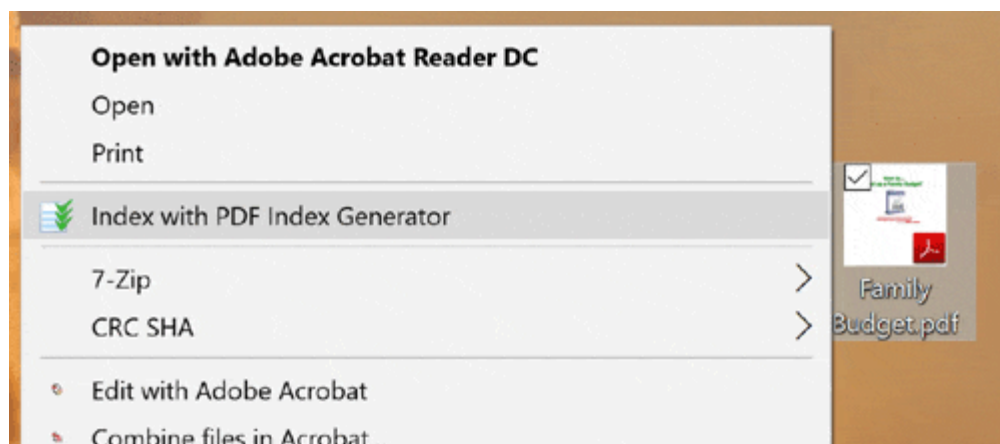
Figure (1.2)

■ You can click the **"Advanced page numbers"** link in Step1 window to manually define the page numbers of your book, as shown in Figure(1.3).
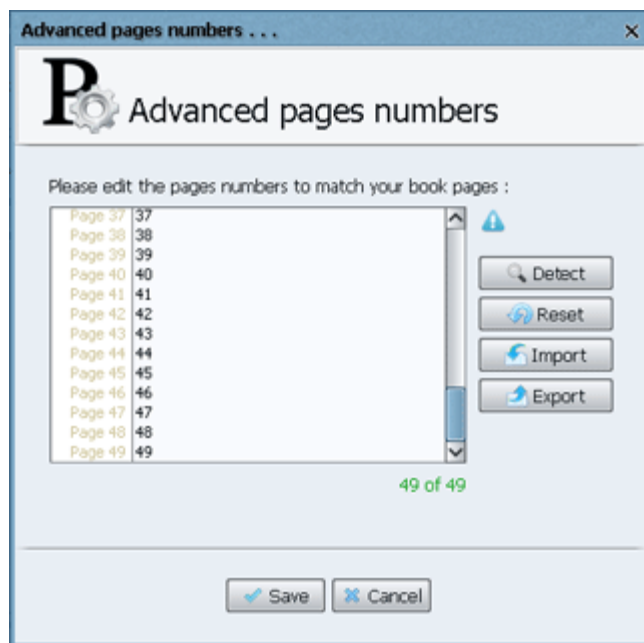
Figure (1.3)

By default the program will detect your book real page numbers if they are defined inside the book's internal code. So if your page numbers are a mix of Latin numbers(i, ii, iii,…) and Arabic numerals(1, 2, 3, …), then the program will detect them automatically, but if your book's real page numbers are not defined inside the book's internal code then the program will use Arabic numerals(1, 2, 3, …) only for indexing your book. And in that case you'd better define them manually using this window.

Here are some tips for using this window:

1. When you first open this window, you shall see that it automatically lists your book real page numbers. So if your book is 49 pages, where the first 3 pages are Latin page numbers and the rest are Arabic page numbers, then the program will show numbers i, ii, iii, 1, 2, 3, 4, … till 46. Those are the default page numbers used , but if the program failed to detect the real page numbers of this book then it will list Arabic numbers from 1 to 49, as shown in Figure (1.3).

2. Each page number must be written in a separate line. If you have a blank page in your book, and it does not have a page number, then you can leave an empty line for it.

   Note: Using comma or dash in the page numbers is not allowed as those characters are reserved for the program. Comma is used to separate the page numbers(i.e. index entry, 15,18) while dashes are used to specify a range of pages(i.e. index entry, 12-15). If your page numbers have dashes then you can replace the normal dashes with a similar character called the em dash. It looks like a normal dash, but it is actually different. When you write the index to a PDF file in Step4 of the program we will convert that custom dash automatically to a normal dash, and it will appear just as you have wanted in your final index.

3. A label under the Text field shows how many page numbers you have

entered. Notice that this label has green color. If your book is 49 pages then you must enter 49 lines here exactly. Writing more or less lines than 49 will cause that label to appear in red color, which means your defined page numbers do not match the number of pages in your book.

4. "**Detect**" button: If your PDF book has an object defining the pages number then by clicking this button the program will read this object and load the page numbers from it.

5. "**Reset**" button: If you want to use Arabic numerals only here then click this button to do that, and the program will use Arabic page numbers only, so if your book has 49 pages then it will load Arabic page numbers from 1 to 49.

6. "**Import/Export**" buttons: These buttons will allow you to export and import the page numbers that you have defined here so you can use them in other projects. The imported/exported file is a text file with page numbers, each number per line.

- Enable the option **"Index all pages"** in Step 1 window if you want to index all the book pages without skipping any pages.

- Enable the option **"Index specific pages"** in Step 1 window if you want index only specific pages in your book. You can define which pages to index from your book(Include pages) or which pages to skip indexing them (Exclude pages). When you enable this option the two links below it will become enabled and you can then click them.

- If you click the **"Include pages"** link in Step 1 window, the **"Include pages"** window will appear as shown in Figure(1.4).

- Just select the page ranges to index from the upper box, and click the **"Add"** arrow to add this range to the table. After you add all the ranges press **"Ok"** to apply the changes.
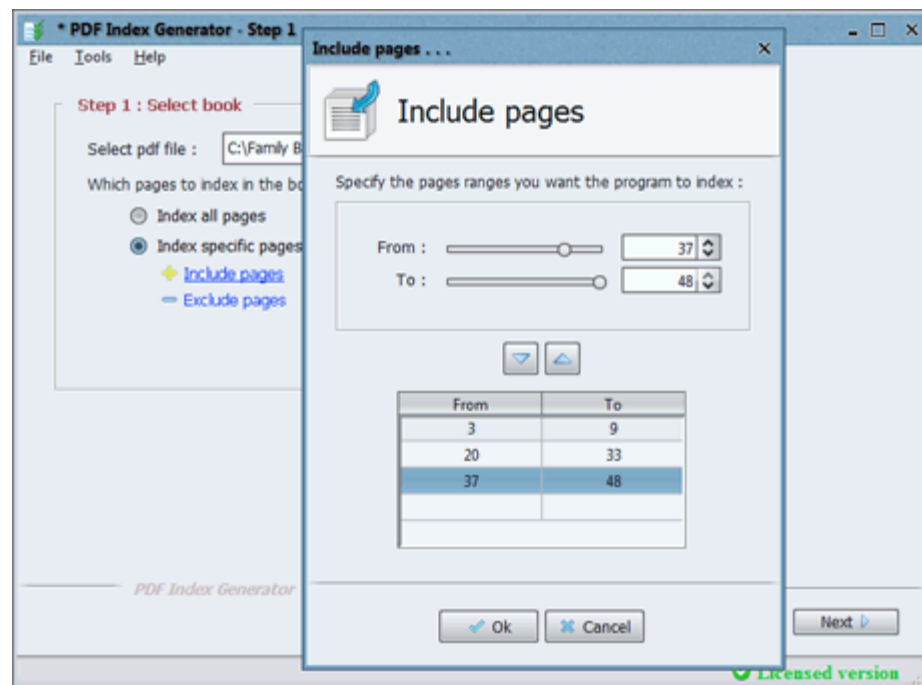
Figure (1.4)

- If you click the **"Exclude pages"** link in Step 1 window, the **"Exclude pages"**

window will appear as shown in Figure(1.5). You will notice that it automatically calculates and shows the pages to exclude after you have defined the include pages. If you will edit the exclude pages in this window then the include pages will be recalculated in the **"Include pages"** window once again, so as you see both windows correspond to each other. Notes:

1. If you're using the trial edition for PDF Index Generator then notice that the trial edition limits generating an index for the first (10) pages only of the book.

2. The "**Include pages**" window & the "**Exclude pages**" window will show the real page numbers of your book as defined in the "**Advanced page numbers**" window. As you can see in Figure (1.5) it shows the latin numbers in your book.
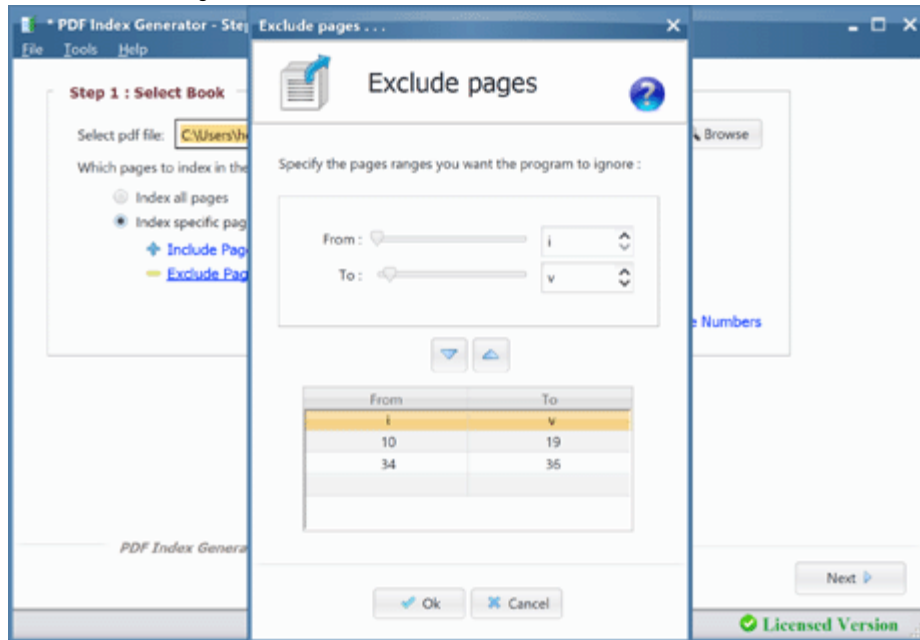
Figure (1.5)

◼ Note: If your book is password protected, then after selecting your book in Step 1 and clicking "Next", a small window will appear as shown in Figure (1.6) so you can enter the book password to unlock it. You must enter a password with owner privileges, so the program can extract/write the index to it.

Figure (1.6)

Step (2) >>

* * * * * * *

- In Step 2 you may notice the title of the program on the Task bar has the sign (*) before it, this means that this project has changes and it needs to be saved. Please save the project anywhere you want by clicking **File/Save project as ...** from the menu bar.
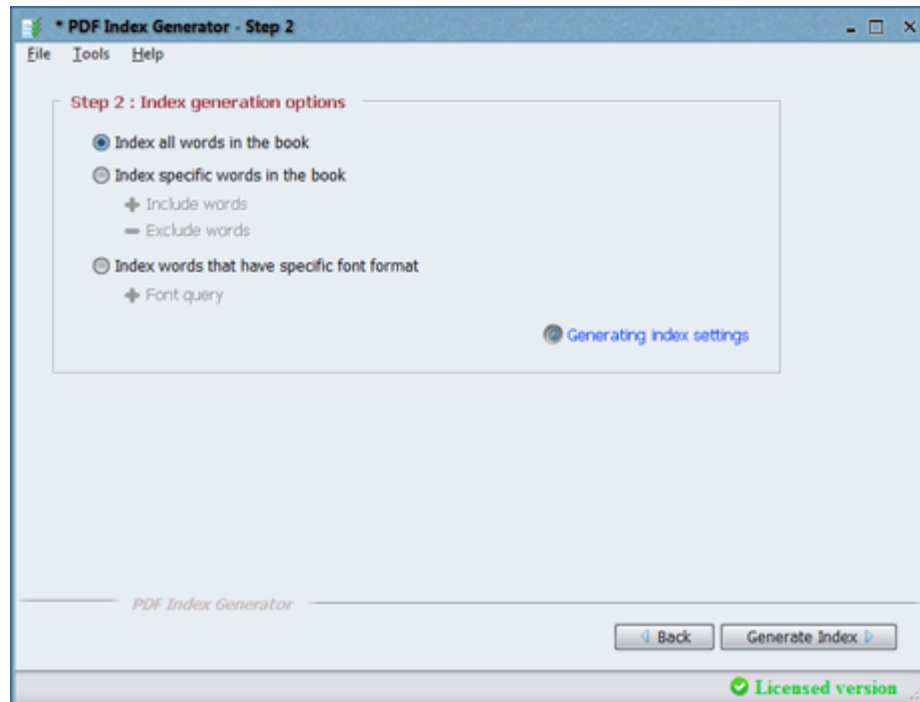
Figure(2.1)

- In Step2 you can specify which words or phrases that you want to index inside the book. You can do that through one of 3 options, as explained below.

- Enable the option **"Index all words in the book"** if you want to index all the words found inside your book without skipping any words at all. Using this option you will have single words only in your index but no phrases at all.

- Enable the option **"Index specific words in the book"** if you want to specify some lists of words(Categories) to force the program include/exclude their words in the Index. You can define the words/phrases to force the program index them(Include words), and/or define the words/phrases you want the program to skip indexing them(Exclude words). When you enable this option the two links below it will become enabled and you can then click them.
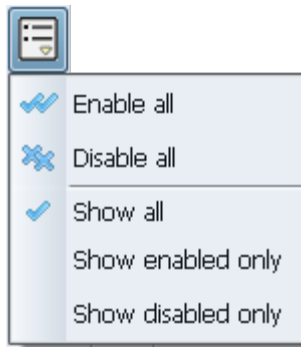
- **Include words** :
    1. If you click the **"Include words"** link, the **"Include words"** window will appear as shown in Figure(2.2).
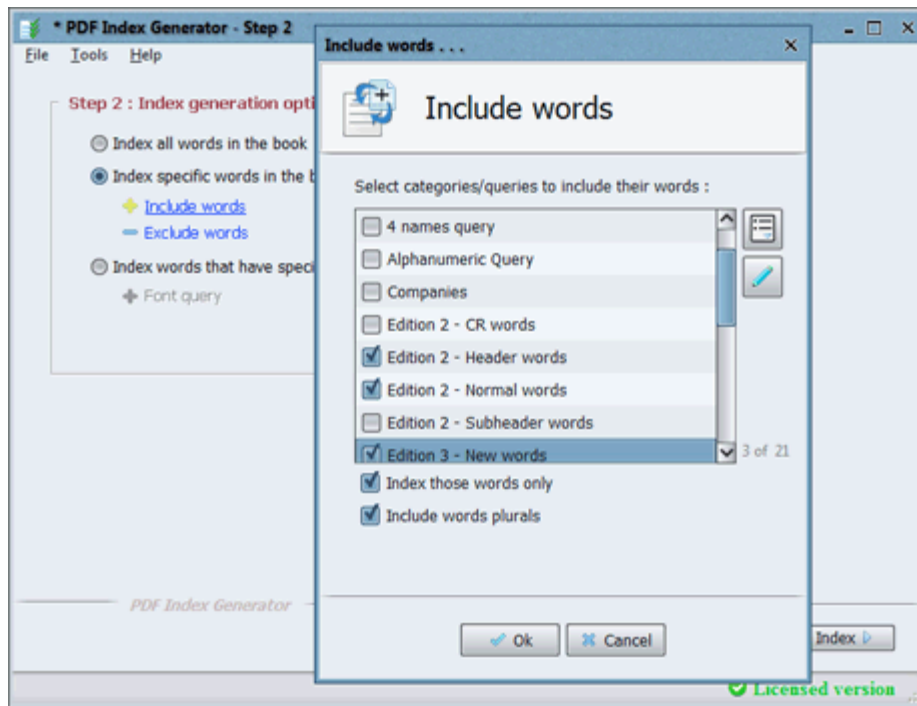
Figure(2.2)

2. As you can see in Figure(2.2) this window lists all your defined include categories. Each category has a group of words/phrases defined for it, and you can enable any category to force the program index its words, or disable it if you do not want the program to index its words. Note that if you will enable more than one category to use then the program will execute them in the same alphabetical order they appear with in the above list, so be sure to give them suitable names to make sure they are executed in the order you want them to.

3. If you enable the option **"Index those words only"** the program will index only the words in the selected categories inside the book and skip any other words not found in those categories, while if you disable this option, which is the default behaviour, the program will search for normal words of the book in addition to the words found inside the selected categories.

4. If you enable the option **"Include plural words"** the program will automatically detect the plurals of all words or phrases found in the selected include categories, and will include them too. i.e: If **"employee"** word is included, then **"employees"** word will be indexed automatically and its page numbers will be added to the **"employee"** word.

5. You can click on the **"Edit"** button that has a pencil icon to open the program Settings and add a new category of words or edit any of the existing categories, and this is explained in detail here.

6. Beside the include list in this window there is a **"List options"** button found above the **"Edit"** button. If you click on it, it will show the pop-up menu shown in Figure (2.3). This pop-up will allow you to filter the results in the list. You can simply enable or disable all entries in the list, and you can also show all the results in the list or just the enabled or disabled ones only.
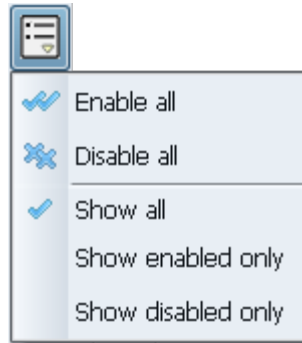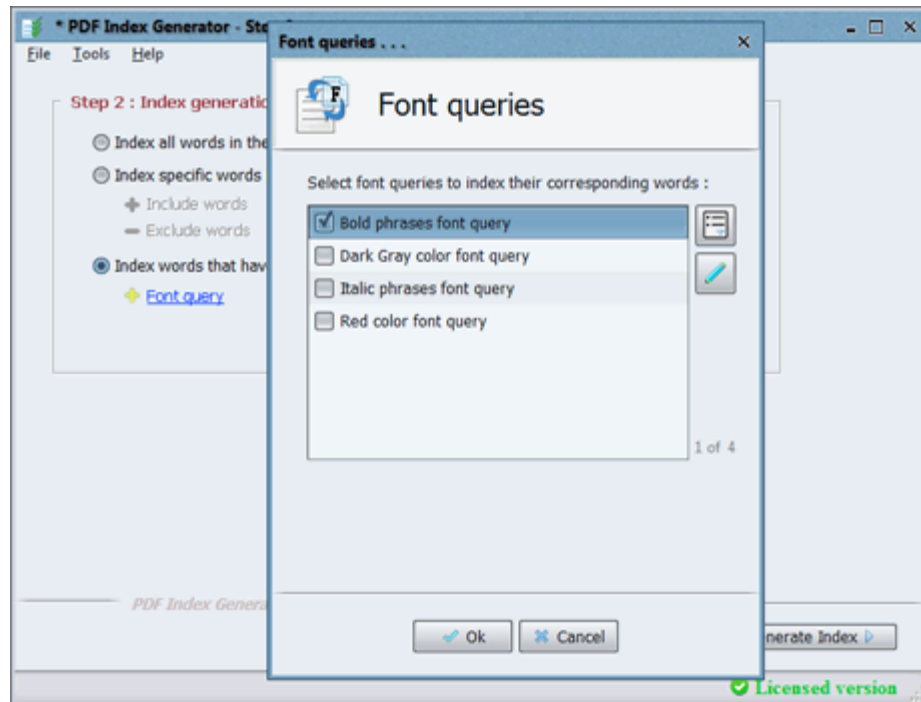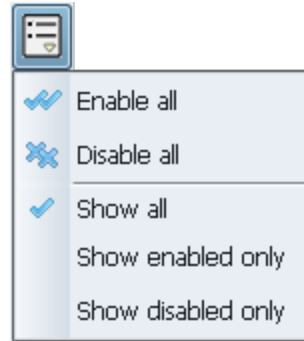
Figure (2.3)

- **Exclude words** :
    1. If you click the **"Exclude words"** link, the **"Exclude words"** window will appear as shown in Figure(2.4).
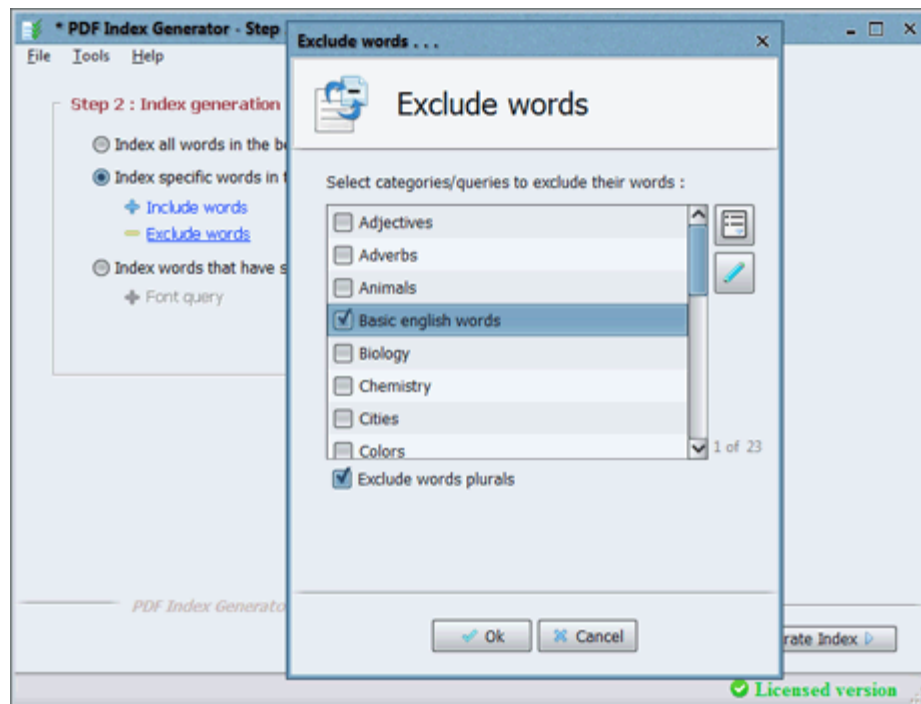
Figure(2.4)

    2. As you can see in Figure(2.4) this window lists all the exclude categories available. Each category has a group of words/phrases defined for it, and you can enable any category to force the program exclude its words from the index if they are found inside your book, or disable it if you do not want the program to exclude its words. The program comes with many lists of well-known words that you can use, or you can define your own exclude lists. There are many other exclude categories for various languages that you may download from our website to use them inside the program.

    3. If you enable the option **"Exclude plural words"** the program will automatically detect the plurals of all words found in the selected exclude categories, and will exclude them too. i.e: If **"car"** word is excluded, then **"cars"** word will be excluded automatically.

    4. You can click on the **"Edit"** button that has a pencil icon to open the program Settings and add a new category of words or edit any of the existing categories, and this is explained in detail here.

5. Beside the include list in this window there is a **"List options"** button found above the **"Edit"** button. If you click on it, it will show the pop-up menu shown in Figure (2.5). This pop-up will allow you to filter the results in the list. You can simply enable or disable all entries in the list, and you can also show all the results in the list or just the enabled or disabled ones only.

Figure (2.5)

■ Enable the option **"Index words that have specific font format"** if you want to index words that have a specific font format in your book. For example you can index bold phrases only in your book and ignore any other words that do not have bold styling.

■ **Font query** :
1. If you click the **"Font query"** link, the **"Font queries"** window will appear as shown in Figure(2.6).

Figure(2.6)

2. As you can see in Figure(2.6) this window lists all your defined font queries. Each font query has one or more font styling specified for it to index only words or phrases having those styling specifications inside the book.

3. You can click on the **"Edit"** button that has a pencil icon to open the

program Settings and add a new font query or edit any of the existing font queries, and this is explained in detail here.

4. Beside the font queries list in this window there is a **"List options"** button found above the **"Edit"** button. If you click on it, it will show the pop-up menu shown in Figure (2.7). This pop-up will allow you to filter the results in the list. You can simply enable or disable all entries in the list, and you can also show all the results in the list or just the enabled or disabled ones only.

Figure (2.7)

☐ When you finish specifying all the words to include/exclude, or the font queries to use, click on **"Generate Index"** in Step2 window to start Parsing the PDF file and generating the Index, when the index is generated successfully press **"Done"** to move to Step(3) as shown in Figure(2.8).

Figure (2.8)

* * * * * * *
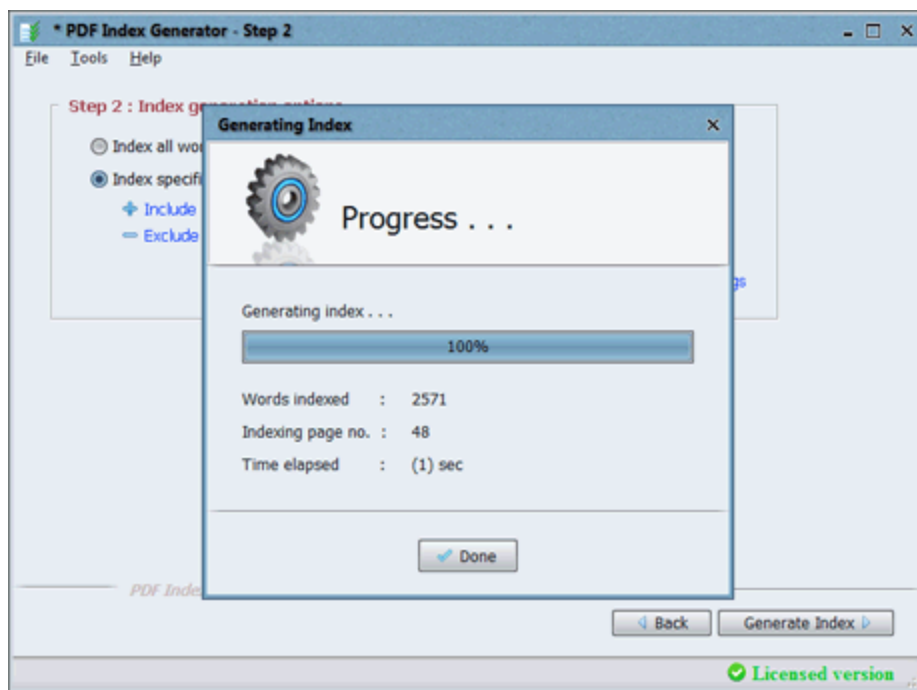
■ In this Step you will see a table containing all the generated index words from the PDF book, and you can edit them as needed to create your final Index content, as you see in Figure(3.1).

■ <u>Here is what you can do in this step</u> :
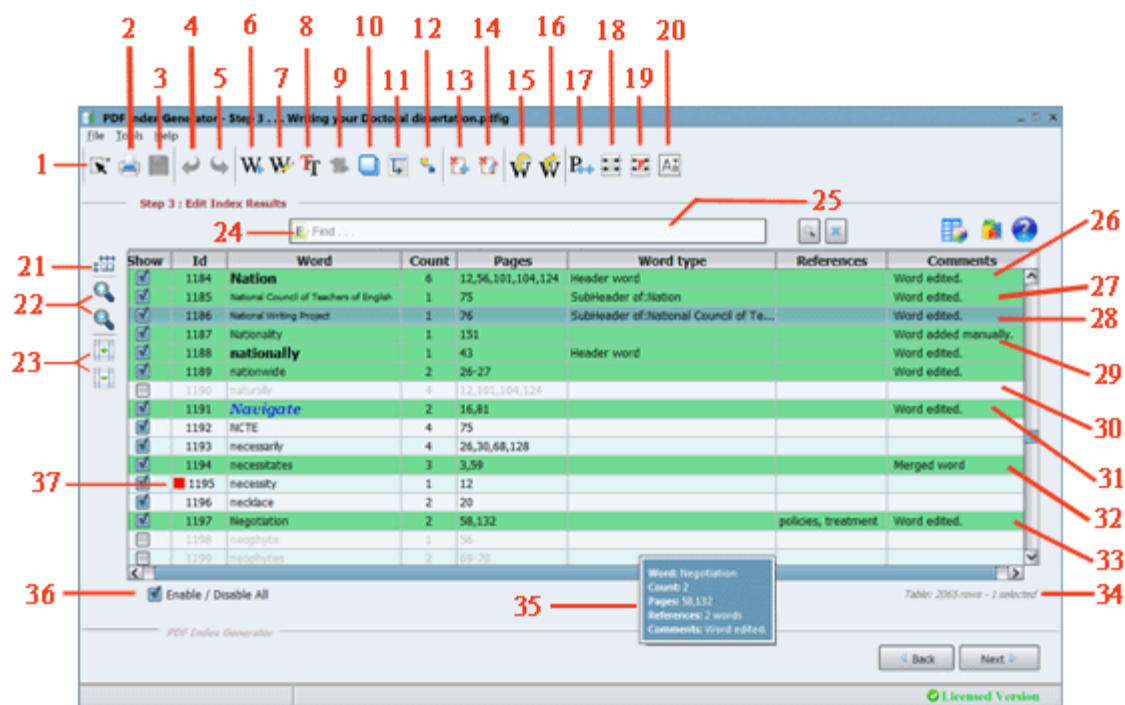
Figure (3.1)

1. **Highlight rows**: This feature can help you highlight specific rows in the results table to do some action on the highlighted rows all together. When clicking that button it will show a small popup menu with the highlighting options available. You can highlight all the rows of the table, or invert the current rows highlighted in the table (i.e. If row number 1 is only highlighted in the table then you clicked this invert selection option then all rows of the table will be highlighted except row number 1).

2. **Print results table(CTRL + P)**: This button will allow you to print the results table in case you want to review them on papers. When you click on this button you will see a dialog to select the printer you want to use to print this table through. If the number of pages required will exceed 10 pages you will receive a warning message to confirm printing this number of pages. Note that this feature will print only the rows existing in the results table, so if you are using the search text field or the filters to show specific words in the table then the remaining rows in the table will be the only ones printed.

3. **Save(CTRL + S)**: Just click this button to save your project with one click.

4. **Undo(CTRL + Z)**: Allows you to undo any action you have made. You can undo 3 actions only because this operation reserves high memory. If you hover on this button it will show a label at the window's footer showing the action it will undo.

5. **Redo(CTRL + Y)**: Allows you to redo any action you have made. You can redo 3 actions only because this operation reserves high memory. If you hover on this button it will show a label at the window's footer showing the action it will redo.

6. **Add word(CTRL + Plus)**: Allows you to add a new word to the table manually. For more details please go here.

7. **Edit word(CTRL + E)**: Allows you to edit any selected word from the table. For more details please go here.
   Note: You can also click Enter on your keyboard to simply edit the selected word.

8. **Edit word font(CTRL + T)**: Allows you to edit the font of the selected words from the table. For more details please go here.

9. **Merge words(CTRL + M)**: Allows you to merge the selected words from the results table together into one word. For more details please go here.

10. **Duplicate words(CTRL + D)**: Allows you to create a copy from the selected words in the results table(Copies their titles, page numbers, count, type). A new instance for each of the selected words will appear in the table. This is useful if you want to set a word as a Sub-Header for more than 1 word.

11. **Cross-reference(CTRL + R)**: Allows you to create cross-references for the highlighted words. For more details please go here.

12. **Sub-Headers(CTRL + H)**: Allows you to select all the sub-headers for the highlighted word. For more details please go here.

13. **Ignore words(CTRL + I)**: Allows you to add the selected words to an Ignore list, so they will be excluded automatically while generating an Index in later projects. The Ignore list is just an exclude category of words, but it is automatically chosen to be excluded when generating the index. You do not have to choose this category yourself like you do with normal word categories when you want to exclude them.

14. **Edit ignore list**: Allows you to edit the ignore list which contains all the ignored words that you have specified. This will open the Settings dialog and will automatically open the Ignore exclude category edit dialog to edit it. You can also open the program settings manually to edit the 'Ignore list' in the 'Exclude words' section.

15. **Import words**: Allows you to import a file of words to append its words to the results table. This is very useful if you have exported a group of words from an old project using the **Export words** button explained in the next point. It is also useful if you want to merge 2 or more projects together.

16. **Export words**: Allows you to export all words in the results table or a group of them to an external file. . For more details please go here.

17. **Increment/Decrement page numbers**: Opens a dialog that will allow you to choose a range of pages, and specify a value to Increment/Decrement this range of pages with. For more details please go here.

18. **Merge duplicates**: If you see many duplicated words (like Allowances, allowances) in the results table then you can click this button to automatically merge them all together. For more details please go here.

19. **Merge plurals**: This button will detect all singular words and their corresponding plural words in the results table, then merge them all together automatically into

one word. For more details please go here.

20. **Format words**: This button will show a format menu as appears in Figure(3.7) which will allow you to format the selected words from the results table. For more details please go here.

21. **Autofit**: This button will automatically resize the column widths and row heights in the table to fit the data inside them, giving you a better view.

22. **Zoom in/out (CTRL + Numpad 6 & CTRL + Numpad 4)**: Those 2 buttons will increase or decrease the font size used in the table cells to give you a better view for the results table. Zooming the table in or out using those 2 buttons won't affect the index written to files in Step 4 of the table. Those buttons will only affect the view of the table in Step 3 for better usability.
Note: You can also use keyboard keys (CTRL + 6) & (CTRL + 4) as shortcuts for those buttons.
Note: You can click (CTRL + Numpad 0) or (CTRL + 0) to reset the table font size to its default values.

23. **Increase/Decrease table margins(CTRL + Numpad 8 & CTRL + Numpad 2)**: Those 2 buttons will increase or decrease the top & button padding space for all the table cells to give you a better view for the results table. The table rows will appear larger or smaller for better usability of the results table.
Note: You can also use keyboard keys (CTRL + 8) & (CTRL + 2) as shortcuts for those buttons.

24. **Filter table results**: This functionality gives you many choices to filter the table results with, making editing the table results very simple. For more details please go here.

25. **Find(CTRL + F)**: This text field will help you find any words in the table easily. For more details please go here.

26. **Header word**: We have double clicked the "Nation" word to edit it and specified its type as a "Header word" to choose some Sub-Headers for it. The color of edited rows appears in green.

27. **Sub-Header word**: We have double clicked the "National Council of Teachers of English" word to edit it and we have set its type to "Nation" which means it is a Sub-Header for the word "Nation". This word will appear in the final index with a tabbed space before it.

28. **Sub-Sub-Header word**: We have double clicked the "National Writing Project" word to edit it and we have set its type to "National Council of Teachers of English" which means it is a Sub-Header for the word "National Council of Teachers of English", so now it is considered a Sub-Sub-Header word because "National Council of Teachers of English" word is already a Sub-Header for the word "Nation". This word will appear double tab spaced in the book index. You can define 4 levels of words in the book Index.

29. **Word added manually**: We have clicked the "Add word" button(Point 6) to add the new word "Nationality". The color of new added rows appears in green.

30. **Disabled word**: This word is disabled, so it will not be written in the final Index. All the enabled words in the first column "Show" will be written to the file that you'll specify in Step 4 of the program, while the disabled words will be ignored. The disabled rows appear in gray color.

Note: If a row is disabled because its word wasn't found in the book so it has no

page numbers, you can enable it by clicking the "Show" field to set its page numbers manually, then it will be enabled, and now it will be written to the index file.

<u>Note</u>: If you have many disabled rows because their words were not found in the book, but you want to write them in the index file, you can simply highlight them all, right click any of them and select "Enable words". That will automatically enable them all, set their page numbers to 0 and their count to 0 too. Now they will be written to the index file but with no page numbers.

31. **Font edited**: We have changed this word's default font used. We have changed its font type, we have set it to bold, italic, and we have set its color to blue.

32. **Merged word**: We have merged 2 words "necessitate" and "necessitates", and we chose "necessitates" to be the final word. The color of merged rows appears in green.

33. **Cross references**: We have assigned 2 reference words to the "Negotiation" word: "policies" and "treatment".

34. **Number of rows**: The gray hint under the table shows the number of rows found in the table, and the number of highlighted rows. This is useful when you filter the table to know how many rows resulted from the filtering.

35. **Tool Tip**: When you stand with the mouse on any row, a tool tip will appear showing the row details.

36. **Enable/Disable All**: When you filter the table(Point 19) or search for specific words in the table(Point 20) you can use this checkbox to enable or disable the remaining rows in the table.

37. **Word label**: You can group a number of words together using the word labels feature, so you can make one or more action on those words altogether at once instead of having to highlight each word every time manually to do the same action on it. When you select a label for a word in the results table a square colored icon will appear beside the word in the 'Id' field having the same color of the label used, as you can see in Figure (3.1). For more details please go here.

■ <u>Note</u>: You can use keyboard shortcuts to execute any of the functionalities mentioned above, like (CTRL + E) to edit any word if you are using a Windows operating system. If you are using a Mac OS X system then use (CMD + E) instead as a keyboard shortcut. Here is a list of all shortcuts available :

Functionality	Windows	Mac OS X
Print results table	CTRL + P	CMD + P
Save project	CTRL + S	CMD + S
Undo	CTRL + Z	CMD + Z
Redo	CTRL + Y	CMD + Y
Enable/Disable words	CTRL + Space	CMD + X
Add word	CTRL + Plus	CMD + Plus
Edit word	CTRL + E OR: Enter	CMD + E OR: Enter
Edit word font	CTRL + T	CMD + T

Merge words	CTRL + M	CMD + M
Duplicate words	CTRL + D	CMD + Shift + D
Cross-reference	CTRL + R	CMD + R
Ignore words	CTRL + I	CMD + I
Find words	CTRL + F	CMD + F
Select all words	CTRL + A	CMD + A
Table: Zoom in	CTRL + Numpad 6	CMD + Numpad 6
Table: Zoom out	CTRL + Numpad 4	CMD + Numpad 4
Table: Zoom reset	CTRL + Numpad 0	CMD + Numpad 0
Table: Increase margins	CTRL + Numpad 8	CMD + Numpad 8
Table: Decrease margins	CTRL + Numpad 2	CMD + Numpad 2
Assign label to word	SHIFT + (1 to 9)	SHIFT + (1 to 9)
Remove assigned label	SHIFT + 0	SHIFT + 0

■ For ease, you can right click any record in the results table and a shortcut menu will appear as shown in Figure (3.2). Using this shortcut menu will be very useful in applying an action on a group of selected rows. Suppose you have selected 30 rows from the table and you want to make them Sub-Headers for the "National writing project", instead of double clicking each word to edit its type, you just have to right click the selected 30 rows and select the "Word type" option, then select the "National writing project" word.
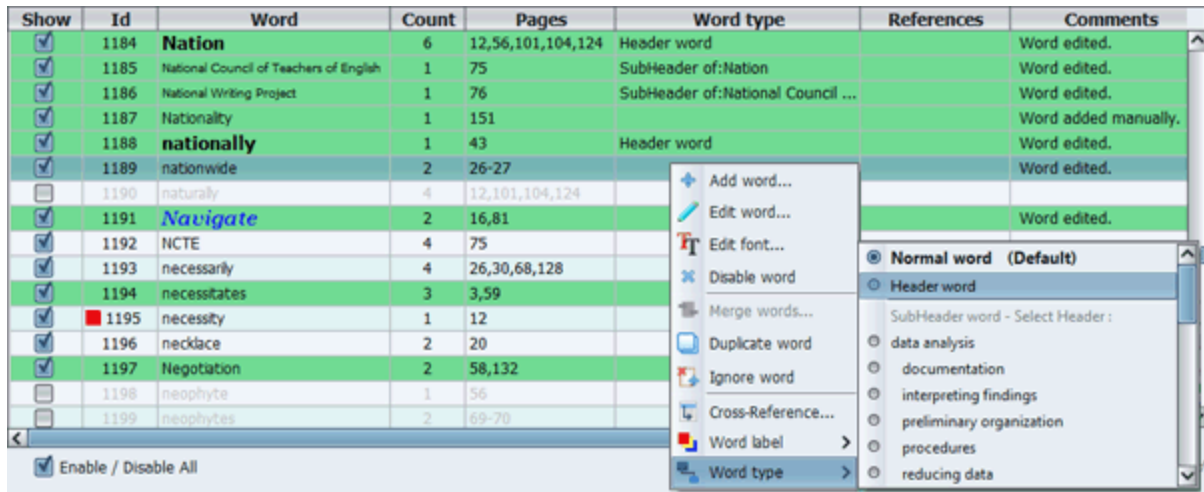
Figure (3.2)

■ After finishing all your work in the current step, press **"Next"** to move to the final step.

* * * * * * * *

Add word: Allows you to add a new word to the results table manually.

- How can i open this dialog ?
    1. You can click the "Add word" button found on the tools bar to add a new word.
    2. You can right click anywhere in the results table to show the shortcuts popup menu then click the "Add word..." item to add a new word.
    3. You can click "CTRL + Plus" on your keyboard as a shortcut while you are in Step3 to add a new word.

    Following any of the methods above will show a small dialog as shown in Figure (3.6.1) to add a new word.
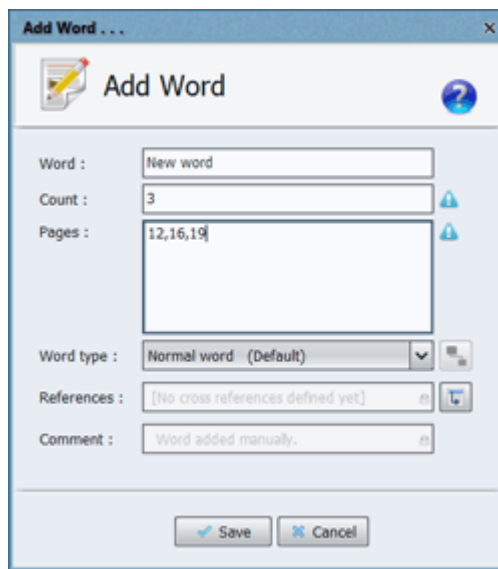
Figure (3.6.1)

- This dialog looks similar to the dialog used when editing a word. You can learn all about the fields here for the new added word by checking the Edit word dialog.

* * * * * * * *

Edit word: Allows you to edit the highlighted word in the results table.

■ How can i open this dialog ?
1. You can double click any word in Step3 results table to edit it.
2. You can highlight any word in the results table then click the "Edit word" button found on the tools bar to edit it.
3. You can right click any word in the results table to show the shortcuts popup menu then click the "Edit word..." item to edit it.
4. You can highlight any word in the results table then click "CTRL + E" on your keyboard as a shortcut to edit it.

Following any of the methods above will show a small dialog as shown in Figure (3.7.1) to edit the word.
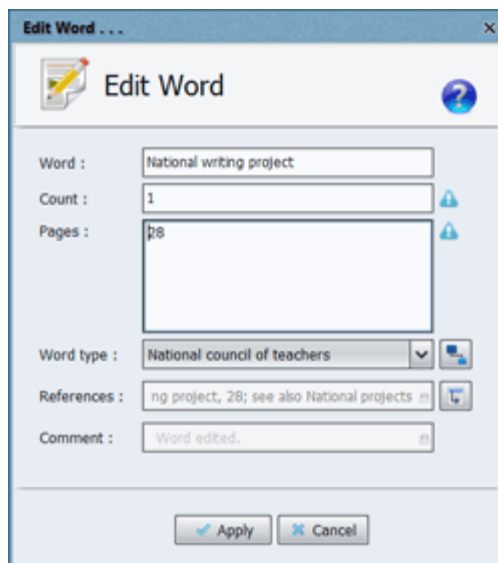
Figure (3.7.1)

■ As you can see in Figure (3.7.1), you can specify the following:

1. **Word**: This is the indexed term that will appear in the final index written to the book.

2. **Count**: This is the word count (The number of times it was found in the book = 0 or above). Tips:
   a. By default the program does not write the count of the words in the final index, but there is an option in the program settings "**Write the count number of each word**" that will allow you to write the count value if you enable it.

   b. Zero means that no count will be written for the current word in the book index, if you will enable the count writing option from the program settings.

3. **Pages**: The page numbers this term was found in. Tips:

a. You can write comma separated page numbers; <u>i.e</u>: 2,7,8,9,15, or you can use a dash to specify a range of consecutive page numbers; <u>i.e</u>: 2,7-9,15.

b. You can set the page numbers to 0 which means that no page numbers will be written for this word in the book index.

c. <u>Footnotes</u>:
   i. You can write footnote numbers here if you wish; *i.e*: 38n2,56,79n3,121

   ii. When writing footnote numbers here, they must follow the footnote format specified in the program settings. If your written footnote page numbers do not follow this format an error will appear when clicking "Apply".

   iii. If you'd like to change the footnote format used for all your footnote page numbers while you're in Step 3, you can modify your selected footnote format from the program settings, and the results table in Step 3 will be refreshed automatically to apply the new selected footnote format to all page numbers in the results table.

   <u>i.e</u>: If you were using the footnote format **121n5** so page numbers in Step 3 appear as "38n2,56,79n3,121", then you have changed the selected footnote format from the program settings to **121 n. 5**, the page numbers in the results table will be automatically modified to "38 n. 2,56,79 n. 3,121".

   iv. If your footnotes do not have footnote numbers, you can write them with no footnote numbers. This happens if you have one footnote per page in your book. *i.e*: 38n,56,79n,121

   v. Footnotes and endnotes are explained in details in the program settings.

4. **Word type**: Some indexed terms can be written indented in the Index if they are defined as Sub-Headers for other words. Here are the word types available :
   a. **Normal words**: This is the default type.
   b. **Header words**: These are the top level words that you define Sub-Headers under them.
   c. **Sub-Header words**: These are the indented words that you define under the Header words.
   d. **Sub-Sub-Header words**: These are the indented words that you define under the Sub-Header words.
   e. **Sub-Sub-Sub-Header words**: These are the indented words that you define under the Sub-Sub-Header words.

As you can see, PDF index Generator allows you to define 4 levels of words to write in the book Index. You can check the index sample here to check how Headers/Sub-Headers will look like in the final Index.

5. **The sub-headers button**: If you have set the word type to a 'Header word' or 'Sub-Header word' or 'Sub-Sub-Header word' then the button found beside the word type selection box will appear enabled. This is the Sub-Headers button. It will allow you to specify all the sub-header words for the current word. It will not become enabled if you have set

the word type to a 'Normal word' or 'Sub-Sub-Sub-Header word' as those types of words cannot have sub-headers for them. For more details about this button please check the Sub-Headers dialog.

6. **The cross-references button**: This button will allow you to define all the cross-references for the current word. Cross references are explained in full details here.

🔷 <u>Notes</u>:

1. After finishing edits and clicking the "Apply" button, the edited word will appear in Green in the results table with a comment "Edited word".

2. You cannot edit a disabled word in the results table. You have to enable it first.

3. If this word was a header word and it has sub-headers defined for it, then you changed its word type to 'Normal word', then when clicking the "Apply" button you will receive a confirmation message to confirm converting the words' types of all its sub-headers to 'Normal word'.

4. If you are editing the title of a header word and it has sub-headers defined for it then do not worry, the changes will take effect in the sub-headers too, and the relation will not be affected.

* * * * * * * *

Edit word font: You can edit the font of normal words, header words and sub-header words by editing the index template used from the program settings as explained here, but if you want to edit the font of one or two words apart from their type then using this feature will help you do that.

◼ How can i open this dialog ?
1. You can highlight any words in the results table, then click the **"Edit word font"** button found on the tools bar.
2. You can highlight any words in the results table, right click any of them to show the shortcuts popup menu then click the "Edit font..." item.
3. You can highlight any words in the results table then click "CTRL + T" on your keyboard as a shortcut to edit their font.

Following any of the methods above will show the **"Edit word font"** dialog as shown in Figure (3.8.1), and it will allow you to change the font of those words.
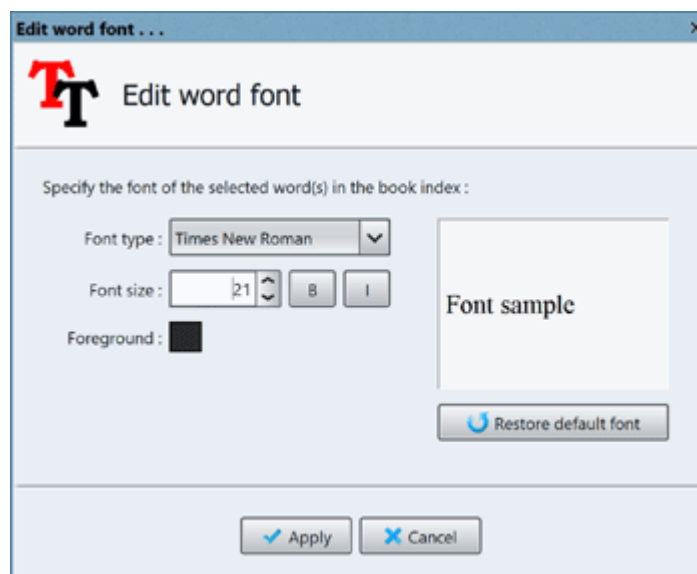
Figure (3.8.1)

◼ As you can see in Figure (3.8.1), you can change the font type, size, color, and you can set it to bold or italic. When you click the "Apply" button to apply the changes, you can see the font changes applied to the words in the results table. For example you can check the word "Navigate" in Figure (3.1). We have changed this word's font type, we have set it to bold, italic, and we have set its color to blue.

◼ Clicking the button **"Restore default font"** as shown in Figure (3.8.1) will reset the font to its default values before modifying it.

Merge words: Allows you to merge the selected words from the results table together into one word.

- How can i open this dialog ?
    1. You can highlight 2 or more words in the results table then click the "Merge words" button found on the tools bar to merge them all.
    2. You can highlight 2 or more words in the results table then right click any of them to show the shortcuts popup menu then click the "Merge words..." item to merge them all.
    3. You can highlight 2 or more words in the results table then click "CTRL + M" on your keyboard as a shortcut to merge them all.

    Following any of the methods above will show a small dialog as shown in Figure (3.9.1) to merge those words together.
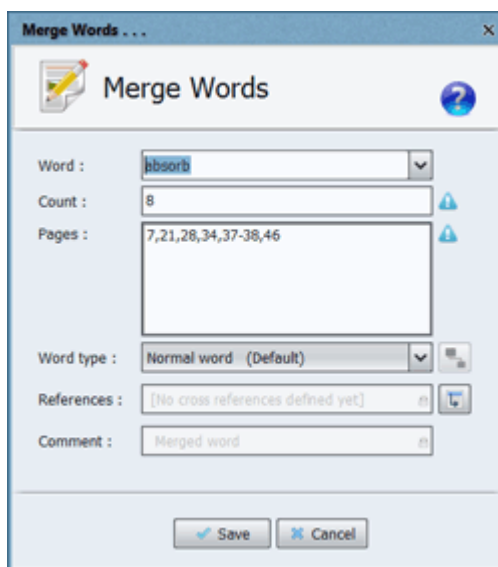
Figure (3.9.1)

- The above dialog will allow you to choose which word from the merged words will be the final word to use, or you can write a new title if you like. The page numbers will be merged automatically, and you can edit them.

- Notes:
    1. The word type of the merged words will be automatically set to "Normal word" but you can choose another word type from the word type selection box.

    2. If one or more of the merged words is a header word and it has sub-headers then when clicking the "Save" button you will receive a confirmation message to confirm converting the words' types of all their sub-header words to 'Normal word'.

3. A common merging case is merging acronyms. If you are merging acronyms the program will automatically detect this and will suggest a merge term for you.
    i.e. If you are merging the two terms "Congressional Budget Office" and "CBO" the program will show in the word selection box the term "Congressional Budget Office (CBO)". You can select this term to make it the final term, or you can specify any other final term to use instead.

4. This dialog looks similar to the dialog used when editing a word. You can learn all about the fields here for the merged words by checking the Edit word dialog.

* * * * * * * *

Cross-References: This dialog will allow you to create cross-references for the highlighted words in the results table. Cross-references are useful to redirect the reader from one word to another. Using cross-references the reader can discover information and other topics related to the current word.

- How can i open this dialog ?
    1. You can double click any word in the results table to edit it then click the "Cross-References" button found in the "Edit word" dialog.
    2. You can highlight any words in the results table then click the "Cross-References" button found on the tools bar.
    3. You can highlight any words in the results table then right click any of them to show the shortcuts popup menu then click the "Cross-References..." item.
    4. You can highlight any words in the results table then click "CTRL + R" on your keyboard as a shortcut.

Following any of the methods above will show a small dialog as shown in Figure (3.11.1) to merge those words together.
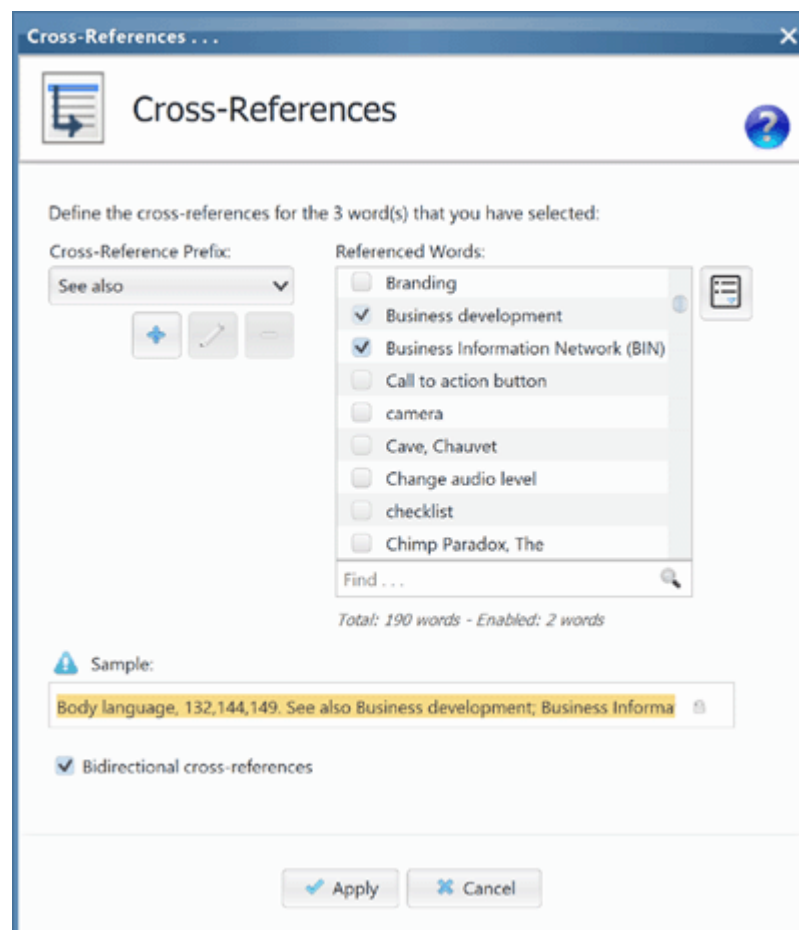
Figure (3.11.1)

- Examples :
  Physicians, 12-14, 121. *See also Hospitals; Medical schools*
  Doctors. *See Physicians*

  There are many cross-reference prefixes available in the prefixes selection box, but the most important prefixes used are "**See also**" and "**See**". "**See also**" is used to guide the reader to related index words, while "**See**" is used if you think the reader might be reading the current index terms by mistake because he is looking for another word so you want to redirect him to it. You can also add your own prefixes by clicking the **"Add"** button found below the prefixes selection box as shown in Figure (3.11.1), and you can edit or delete the prefixes that you have created through the **"Edit"** and **"Remove"** buttons found beside it.

- **How to define cross-references for a word ?**
  1. In Step3 results table highlight one or more words that you want define the same cross-references for them all, then click the "**Cross-Reference**" button on the tools bar, or right click the highlighted words and click the "**Cross-Reference**" selection from the popup menu.

  2. The cross-reference dialog will appear as shown in figure (3.11.1).

  3. Select a cross-reference prefix from the prefixes combo box.

  4. Enable the referenced words you want the highlighted words in the results table to refer to in the index.
     Note: The program allows defining 100 cross-reference words maximum per each index entry, to prevent distracting the book reader.
     Note: This dialog will show only enabled words, as you cannot set disabled words as cross references for another word.
     Tip: Use CTRL + F keyboard shortcut to easily execute the find action.

  5. You can See how a word that has cross-references will look like in the "Sample" text field.

  6. **Bidirectional cross-references**:
     If you enable this checkbox that you can see in figure (3.11.1), you're asking the program to apply the cross-references in both directions, setting cross-references for the selected words, and setting reversed cross-references for their referenced words too. Example:
       Physicians, 12-14, 121. *See also Hospitals; Medical schools*

     By applying the cross references above and enabling the "Bidirectional cross-references" checkbox it will also apply those cross-references:
       Hospitals, 131-133,165-168. *See also Physicians*
       Medical schools, 145. *See also Physicians*

- **List options :**
  Beside the list in the **"cross-reference"** dialog there is a small button titled **"list options"**. When you click on that button it will show a popup as shown in Figure(3.11.2). This popup will allow you to filter the results in the list. You can simply enable or disable all entries in the list, and you can also show all the results in the list or just the enabled or disabled ones only.
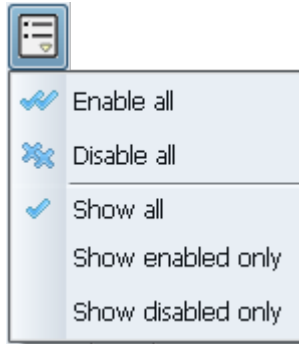
Figure (3.11.2)

- **Cross-References styling :**
  You can change the font used to write the cross-reference prefix and the referenced words from the template settings.

- **Editing word :**
  In Step3 when you double click any word to edit it the "**Edit word**" dialog will appear as shown in figure (3.11.3). You can See the cross-references defined for this word in the "**References**" text field. You can click on the "**Edit cross-references**" button beside it to edit the cross-references defined for this word.
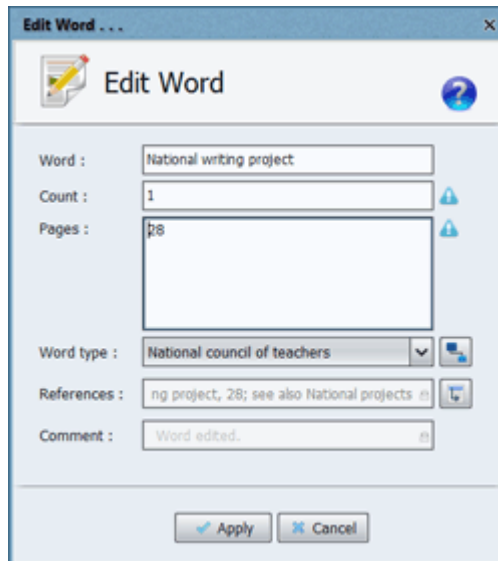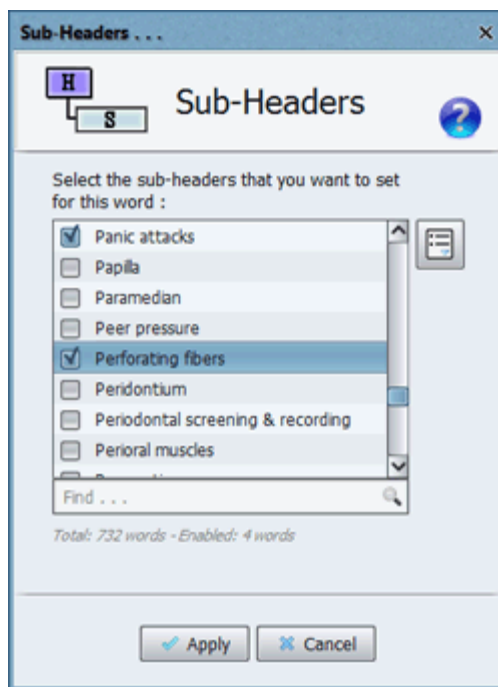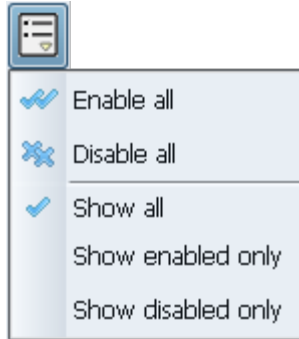

Figure (3.11.3)

- **Filtering Step3 results using cross-references :**
  In Step3 you can filter the words in the results table by cross-references where you can show only words that have cross-references, or show all words referring to a specific word you determine. For more details please check the filter table results section.

* * * * * * * *

Sub-Headers: This dialog will allow you to set all the sub-headers for the highlighted word in the results table.

- How can i open this dialog ?
    1. You can double click any word in the results table to edit it then click the "Sub-Headers" button found in the "Edit word" dialog.
    2. You can highlight a word in the results table then click the "Sub-Headers" button found on the tools bar.
    3. You can highlight a word in the results table then right click it to show the shortcuts popup menu then click the "Sub-Headers..." item.
    4. You can highlight a word in the results table then click "CTRL + H" on your keyboard as a shortcut.

    Following any of the methods above will show a small dialog as shown in Figure (3.12.1) to specify all sub-headers for this word.

Figure (3.12.1)

- If you are editing the sub-headers for a Header word, then this dialog will show only the first level of sub-headers defined for it. If it also has sub-sub-headers they will not appear in this dialog. To edit the sub-sub-headers you have to edit a sub-header word to show its children and enable or disable them.

    Tip: Use CTRL + F keyboard shortcut to easily execute the find action in the sub-headers dialog.

- **List options :**

Beside the list in the **"Sub-Headers"** dialog there is a small button titled **"list options"**. When you click on that button it will show a popup as shown in Figure(3.12.2). This popup will allow you to filter the results in the list. You can simply enable or disable all entries in the list, and you can also show all the results in the list or just the enabled or disabled ones only.

Figure (3.12.2)

- Notes:

1. You can set sub-headers for a header word or a sub-header word or a sub-sub-header, but you cannot set sub-headers for a normal word or a sub-sub-sub-header word in the results table, as those types of words cannot have sub-headers for them.

2. You cannot set sub-headers for a disabled word in the results table. You must enable it first.

3. If you disable a sub-header word that has sub-sub-headers defined for it then when clicking the "Apply" button you will receive a confirmation message to confirm converting the words' types of all its sub-sub-headers to 'Normal word'.

4. After enabling all the sub-headers that you want to set for the highlighted word then click "Apply" and you will see the changes appear in the results table.

* * * * * * * *

Export words: Allows you to export all words in the results table or a group of them to an external file. That is very useful if you want to use those exported words later or import them to another project to merge them together.

- How can i open this dialog ?
  You can highlight the words that you want to export in the results table then click the "Export words" button found on the tools bar.

- When you click on the "Export words" button you will see a dialog to specify a file to export the words to. The exported file can be a text(*.txt) file or a project(*.pdfig) file, then a dialog will appear to specify the exporting options as it appears in Figure(3.16.1).
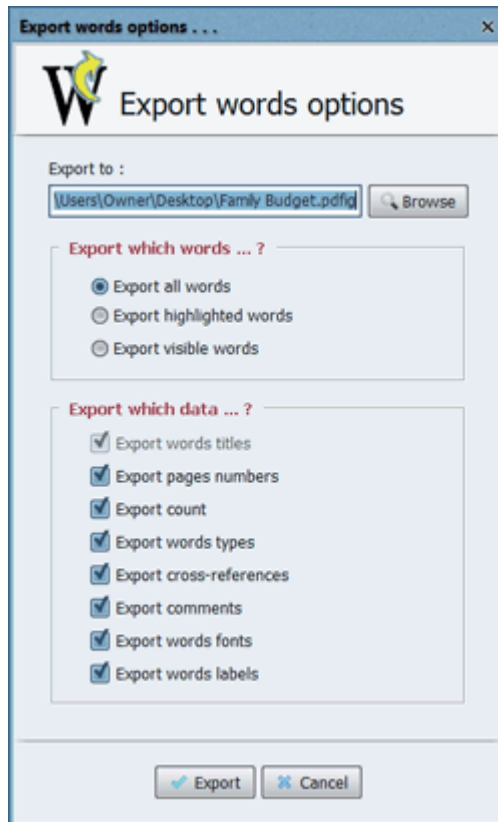
Figure (3.16.1)

- As you can see in Figure(3.16.1) you can :
  1. Edit the path of the exported file and its extension.

  2. Specify whether to export all the words in the results table or the highlighted words only, or the visible words only(If you are using the search text field or the filters to filter the results in the table).

3. Specify which data to export for each word. Exporting the words' titles is mandatory, but exporting their page numbers, count, words types, comments, words fonts and word labels are all optional.

■ Notes:

1. The exported text file(*.txt) is more user friendly than the project file(*.pdfig). We advise using the (*.txt) format if you intend to edit the exported file manually using a text editor.

2. If you want to edit the exported file using Excel then after exporting the file as a *.txt file just rename the extension to *.csv and open it using Excel normally.

* * * * * * * *

Increment/Decrement page numbers: This feature will allow you to choose a range of pages, and specify a value to Increment/Decrement this range of pages with. This option is useful if you will edit your book again later and add some pages to it, like blank pages between chapters.

■ How can i open this dialog ?
In Step3 click the "Increment/Decrement page numbers" button found on the tools bar.

■ When you click this button you will see a dialog as shown in Figure (3.17.1) to increment or decrement specific page numbers.
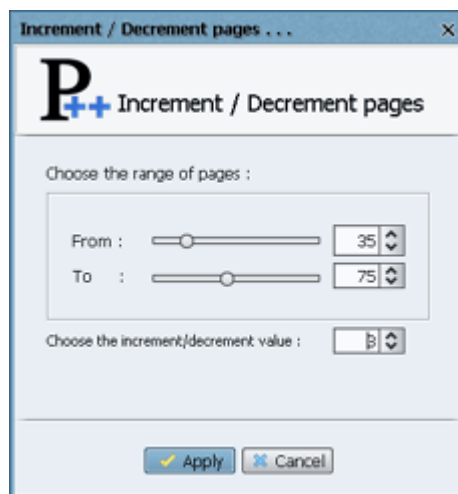
Figure (3.17.1)

■ <u>Note</u>: If you have specified a decrement value that will cause some page numbers to become negative, then those page numbers will be set to Zero, as negative page numbers are not allowed.

* * * * * * * *

Merge duplicates: This dialog will automatically detect and merge all words or phrases found in the results table that have the same spelling but different or same case sensitivity(i.e. Allowances, allowances).

■   How can i open this dialog ?
    In Step3 click the "Merge duplicates" button found on the tools bar.

    When you click this button you will see a dialog as shown in Figure (3.18.1) to merge all duplicates automatically.
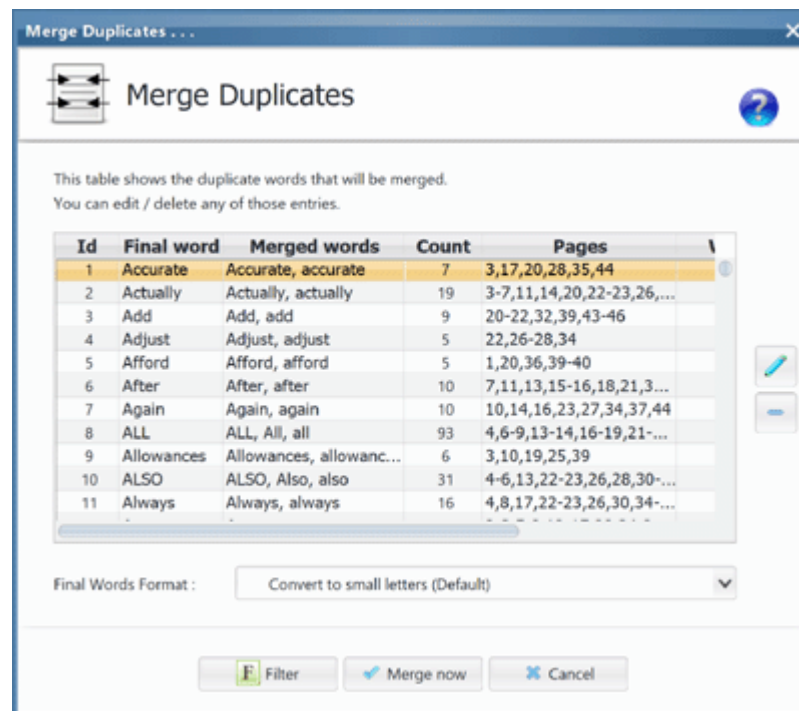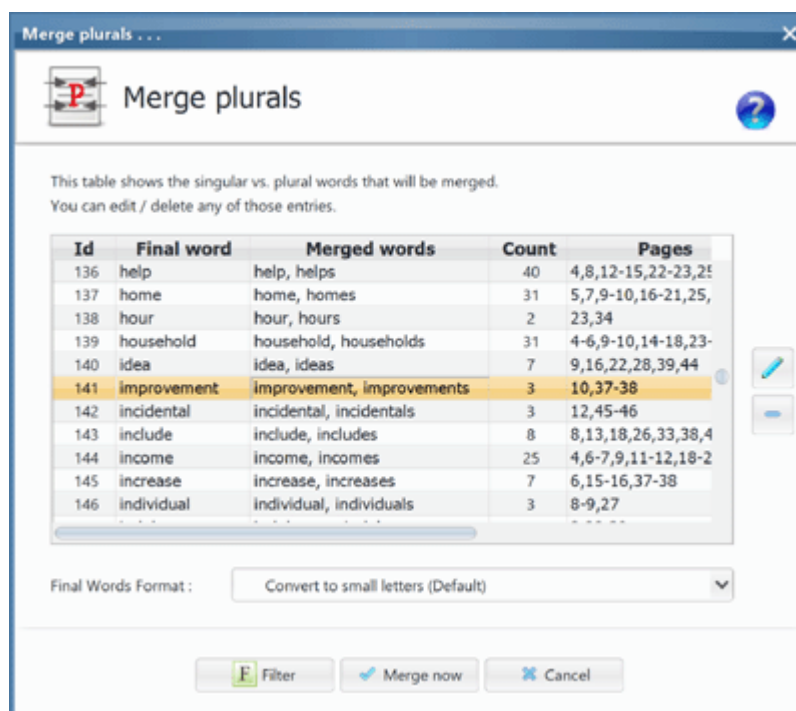

Figure (3.18.1)

■   The above dialog will show all duplicates that exist in the results table, and the suggested final words after merging them (The suggested words are all capitalized by default). You can edit any of those merged words by clicking the edit button or click the Delete button to remove any of them to skip merging their entries.

■   You can also see the selection box at the bottom of the dialog (Final words format). This selection box allows you to format the selected final words from the table in the dialog. You can :
    1.   Convert the selected final words to small letters(Default option).
    2.   Convert the selected final words to capital letters.
    3.   Capitalize the first letter only in the selected final words.
    4.   Capitalize the first letter in each word in the selected final words.

Notes:

1. The word type of all the merged words here will be automatically set to "Normal word". You can edit any entry here and change its word type.

2. If one or more of the merged words is a header word and it has sub-headers then when clicking the "**Merge now**" button you will receive a confirmation message to confirm converting the words' types of all their sub-header words to 'Normal word'.

3. You can click "**Merge now**" to merge all duplicated words in the table. You can also click the "**Filter**" button instead to filter the results table in Step 3, and show only the duplicated words found in this window. That way you can modify or merge them manually as required.

* * * * * * * *

Merge plurals: If you see many singular words/phrases and also their plural forms in the results table (i.e. Author, Authors) then you can click this button to automatically merge them all together.

- How can i open this dialog ?
  In Step3 click the "Merge plurals" button found on the tools bar.

  When you click this button you will see a dialog as shown in Figure (3.19.1) to merge all plurals automatically.

Figure (3.19.1)

- The above dialog will show all the singular words, their corresponding plural words in the results table, and the suggested final words after merging them (The suggested final words are all in singular form by default). You can edit any of those merged words by clicking the edit button or click the Delete button to remove any of them to skip merging their entries.

- You can also see the selection box at the bottom of the dialog (Final words format). This selection box allows you to format the selected final words from the table in the dialog. You can :
  1. Convert the selected final words to small letters.
  2. Convert the selected final words to capital letters.
  3. Capitalize the first letter only in the selected final words.
  4. Capitalize the first letter in each word in the selected final words.

■ <u>Notes</u>:
1. If a plural word has many singular words in the results table (i.e. 'He, She, It' words all have the same plural 'They') then all those words will be merged together as it appears in Figure(3.19.1) and the final word will be the first merged singular word 'He'.

2. This feature can also merge singular and plural sentences.
    <u>i.e</u>. "Cooking machine" + "Cooking machines" => "Cooking machine".

3. The word type of all the merged words here will be automatically set to "Normal word". You can edit any entry here and change its word type.

4. If one or more of the merged words is a header word and it has sub-headers then when clicking the "**Merge now**" button you will receive a confirmation message to confirm converting the words' types of all their sub-header words to 'Normal word'.

5. You can click "**Merge now**" to merge all sungular/plural words in the table. You can also click the "**Filter**" button instead to filter the results table in Step 3, and show only those words found in this window. That way you can modify or merge them manually as required.

* * * * * * *

Format words: This button will show a format menu as shown in Figure(3.20.1) which will allow you to format the highlighted words in the results table.
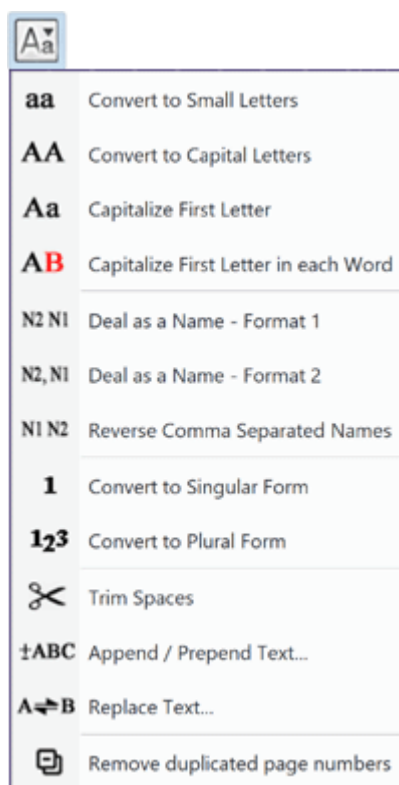
Figure (3.20.1)

▪ As it appears in the menu above, you can do the following :
1. **Convert to small letters**: Convert the selected words to small letters.

2. **Convert to capital letters**: Convert the selected words to capital letters.

3. **Capitalize first letter**: Convert the first letter only of the selected words to capital letter.

4. **Capitalize first letter in each word**: Convert the first letter only in each word of the selected words to capital letter.

5. **Deal as a name - Format 1**: This option will deal with the selected terms as names. It will inverse them, to write the last name before the first name then the first name then the other names of the term after it.
   i.e: Albert Einstein => Einstein Albert
   i.e: Muhammad Ali Clay => Clay Muhammad Ali
   i.e: Areatha Ruth McHenry Flora => Flora Areatha Ruth McHenry

6. **Deal as a name - Format 2**: This option will deal with the selected terms as names. It will inverse them, to write the last name before the first name then a comma then the first name then the other names of

the term after it.
_i.e_: Albert Einstein => Einstein, Albert
_i.e_: Muhammad Ali Clay => Clay, Muhammad Ali
_i.e_: Areatha Ruth McHenry Flora => Flora, Areatha Ruth McHenry

7. **Reverse comma separated names**: This option will deal with the selected terms as reversed names separated by comma; so if they appear as last name then first name separated by a comma, it will flip them, to write the first name then the second name, and remove the comma between them.
    _i.e_: Einstein, Albert => Albert Einstein
    _i.e_: Clay, Muhammad Ali => Muhammad Ali Clay
    _i.e_: Flora, Areatha Ruth McHenry => Areatha Ruth McHenry Flora

8. **Convert to singular form**: This option will convert the selected plural words or phrases to their singular form.
    _i.e_: Cars => Car

9. **Convert to plural form**: This option will convert the selected singular words or phrases to their plural form.
    _i.e_: Brother => Brothers

10. **Trim spaces**: This option will remove any spaces found before the first letter or after the last letter of the selected words or phrases.
    _i.e_: " Business management " => "Business management"

11. **Append / Prepend text**: This will show the dialog as you can see in Figure (3.20.2) which will allow you to append or prepend text to the selected words in the results table.
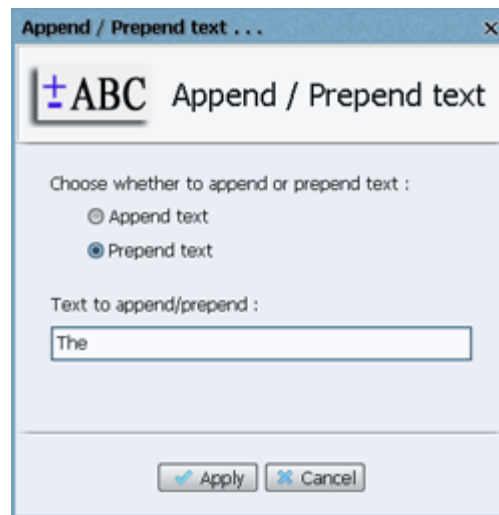
Figure (3.20.2)

12. **Replace text**: This will show the dialog as you can see in Figure (3.20.3) which will allow you to find text in the selected words in the results table then replace it with other text.
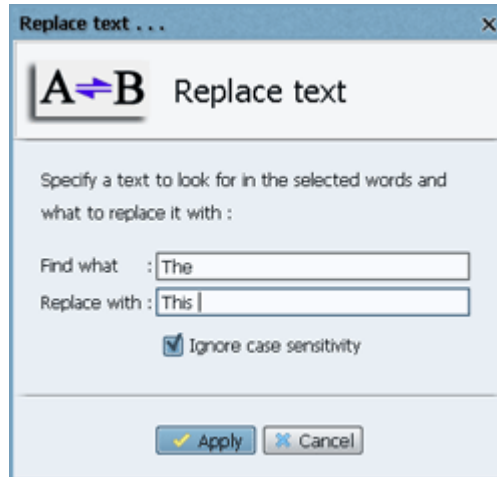
Figure (3.20.3)

13. **Remove duplicated page numbers**: This is used to shrink page numbers for the selected word(s). The program will analyze the page numbers for the selected words. It will do the following:
   a. The program will remove the footnote number for a word if it appears in both; the body of a page and in the footnotes section of the same page, listing simply the word's page number instead to reduce the number of page numbers for this word.

   i.e.: Obama, Barack, 12, 131, 131n15, 131n17 => Obama, Barack, 12, 131

   b. If a word appears in more than one footnote on the same page, the program will delete all footnote numbers for that word, listing only the word's page number in order to reduce the page numbers for that word.

   i.e.: Obama, Barack, 12, 131n13, 131n15, 131n16, 142 => Obama, Barack, 12, 131, 142

* * * * * * * *
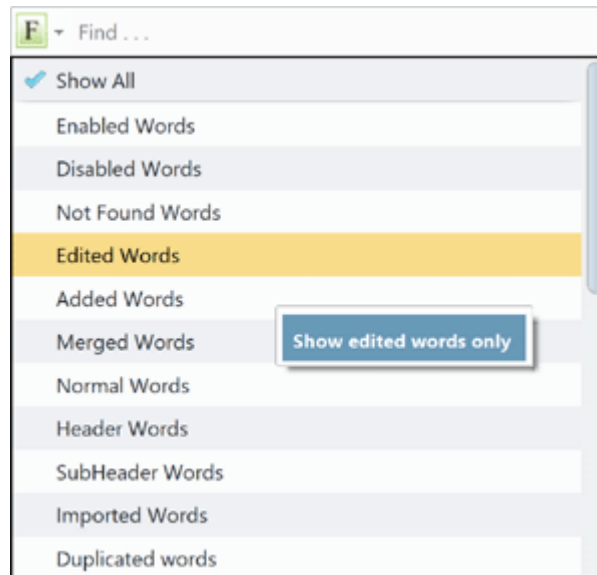
Figure (3.24.1)

■ **Filter table results**: This functionality gives you many choices to filter the table results with, making editing the table results very simple, as shown in figure(3.24.1). The available choices are :

1. **Show All**: (Default)Show all table results.

2. **Enabled words**: Show only the enabled words. These are the rows that appear black colored, and enabled in Column one(Show). They will be written to the final index.

3. **Disabled words**: Show only the disabled words. These are the rows that appear gray colored, and disabled in Column one(Show). These are the rows that you have disabled manually, and they will not be written in the final Index

4. **Not found words**: Show only the words that were not found. These are the rows that appear gray colored, and disabled in Column one(Show). These are the rows that were in the Include categories of words, but were not found in the book, and they will not be written in the final Index.

5. **Edited words**: Show only the words that you have edited.

6. **Added words**: Show only the words that you have added manually to the table.

7. **Merged words**: Show only the merged words in the table.

8. **Normal words**: Show only the words that have a Normal type. Those are the words that are not defined as Header words, or Sub-Headers to any Header words.

9. **Header words**: Show only words that are of type Header words.

10. **Sub-Header words**: Show only words that are of type Sub-Header words. This will get any Sub-Header words and any levels below it(Sub-Sub, Sub-Sub-Sub).

11. **Imported words**: If you have imported one or more index words from a file using the "**Import words**" button found on Step 3 toolbar, then selecting this filter will show those words only in the results table.

12. **By page number**: Show only words that were found in specific page numbers. A dialog will appear so you can write those page numbers(i.e: 12,21-26,114) to show only their corresponding words.
    Note: If you would like to filter words that exist in specific page numbers and no other pages then use braces(…).
    i.e:
    a. 2,21-23,114: This will catch the word: **Taxi 2,12,51** because it exists in page 2.

    b. (2,21-23,114): This will not catch the word: **Taxi 2,12,51** because it exists in pages 12,51 which are not in the specified ranges. so using the braces here will catch words found in any or all of the page numbers 2, 21, 22, 23, 114 only. If the word exists in other page numbers than those, then it will be ignored.

13. **Duplicated words**: If the table has duplicated words like "Daily tasks" & "daily tasks", then using this filter will show them only in the table so you could merge them easily. You can also merge them all automatically using the Merge duplicates button.

14. **Plural words**: If the table has singular & plural words like "Rock" & "Rocks", then using this filter will show all such singular & plural words only in the table so you could merge them easily. You can also merge them all automatically using the Merge plurals button.

15. **By word count**: Show only words that were found specific number of times in the book. An input dialog will appear so you can write the count values to show only their corresponding words.
    i.e: 112,200-300
    i.e: >20
    i.e: <160

16. **By number of letters**: Show only words that have a specific number of letters. A dialog will appear so you can write the number of letters values to show only their corresponding words.
    i.e: 8,10-13,15
    i.e: >6
    i.e: <10

17. **By number of words**: Show only terms that have a specific number of words. The program uses the "Space" character as a delimeter between words to count them in each term. A dialog will appear so you can write the number of words values to show only their corresponding terms.
    i.e: 2,4-6,8
    i.e: >3
    i.e: <7

18. **By include category**: Show only words of a specific include category.

A dialog will appear showing a selection box with all the include categories that you have chosen in Step2 to include their words. You are allowed to choose one category to show only its corresponding words.

19. **By include query**: Show only words of a specific include query. A dialog will appear showing a selection box with all the include queries that you have chosen in Step2 to include their words. You are allowed to choose one query to show only its corresponding words.

20. **By word label**: Show only words having a specific label set for them. A dialog will appear showing a selection box with all the labels defined in the program. You are allowed to choose one label to show only its corresponding words.

21. **By header word**: Show only words that are sub-headers of a Header word. A dialog will appear showing a selection box with all the words that you have set their type to header words. You are allowed to choose one header word to show only its corresponding sub-header words.

22. **By cross-references**: Show only words that have cross-references. You can use this filter also to show all words referring to a specific word.

23. **Capital letter words**: Show only words that you have capital letters.

24. **Small letter words**: Show only words that you have small letters.

25. **Capital with small letter words**: Show only words that you have both capital and small letters.

26. **Bulk find**: If you'd like to search for multiple terms inside the results table, than that filter will help you. Clicking this filter will show the dialog as it appears in Figure (3.24.2).
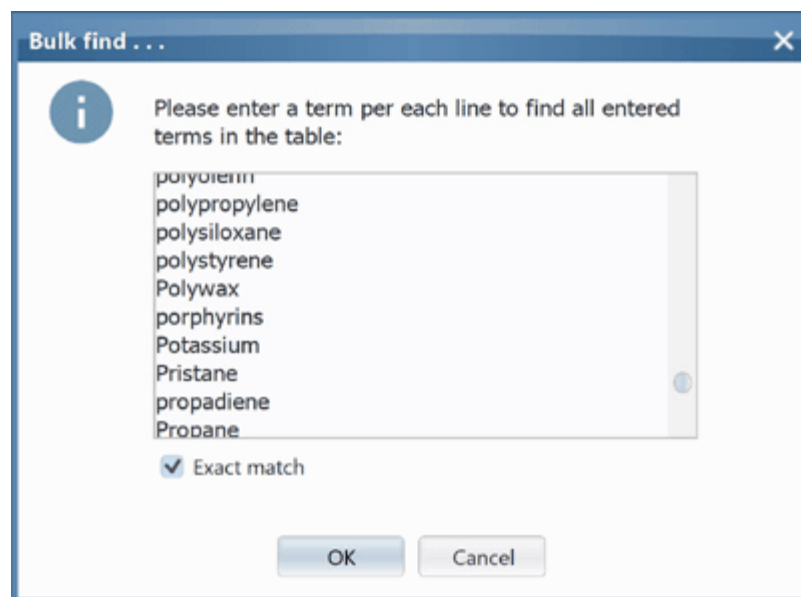
Figure (3.24.2)

This filter allows you to specify a list of terms to look for, each term should be written in a separate line, and the program will look for them

all. You can use Wild Cards for advanced bulk find. <u>Examples</u> :

    a.   ***le** = Find all words that end with **le**

    b.   **ap*** = Find all words that start with **ap**

    c.   **a*e** = Find all words that start with **a** and end with **e**

    d.   ***pl*** = Find all words that has **pl** inside it.

The "Exact match" checkbox is enabled by default, so if you're looking for "polywax" in the table, then this filter will show the "poylwax" index term, but will not show "polywax ear drops", so be sure to disable this checkbox if you want it to act as a broad match finder.

<u>Note</u>: The "Bulk find" filter is not case sensitive. If you're looking for "poylwax" then it will return "poylwax", "Poylwax" and "POLYWAX".

* * * * * * * *

Step 3 - Find . . .

Figure (3.25.1)

- **Find**: This text field will help you find for any words in the table easily, as shown in figure(3.25.1). Just type the text you are looking for in the table and press enter or press the "Find" button. You can click the "Reset" button to reset the find and show all table results again. You can use Wild Cards for advanced search. <u>Examples</u> :
    1. ***le** = Find all words that end with **le**
    2. **ap*** = Find all words that start with **ap**
    3. **a*e** = Find all words that start with **a** and end with **e**
    4. ***pl*** = Find all words that has **pl** inside it.

  <u>Tips</u>
    1. Wild Cards searching is useful to show words of "A" or "B" or... Alphabet only.
    2. Use CTRL + F keyboard shortcut to easily execute the find action.
    3. Using the "Filters" with the "Find" would be a nice idea.
    4. If you would like to search for multiple terms inside the table, then it's a good idea to use the Bulk find filter.

* * * * * * *

Word labels: In Step3 results table you can set a colored label to one or more words in the results table. You can see this as shown in Figure (3.37.1) for the red label placed in the "Id" column beside the word "necessity". This is useful if you want to mark one or more words to make any changes for them later. For example you can group a number of words together using the word labels feature, so you can make one or more action on those words altogether at once instead of having to highlight each word every time manually to do the same action on it.

■ How can i open this dialog ?
You can highlight one or more words in the results table, right click any of them to show the shortcuts popup menu then choose the "Word label" item and select the word label that you want to use, as shown in Figure (3.37.1).
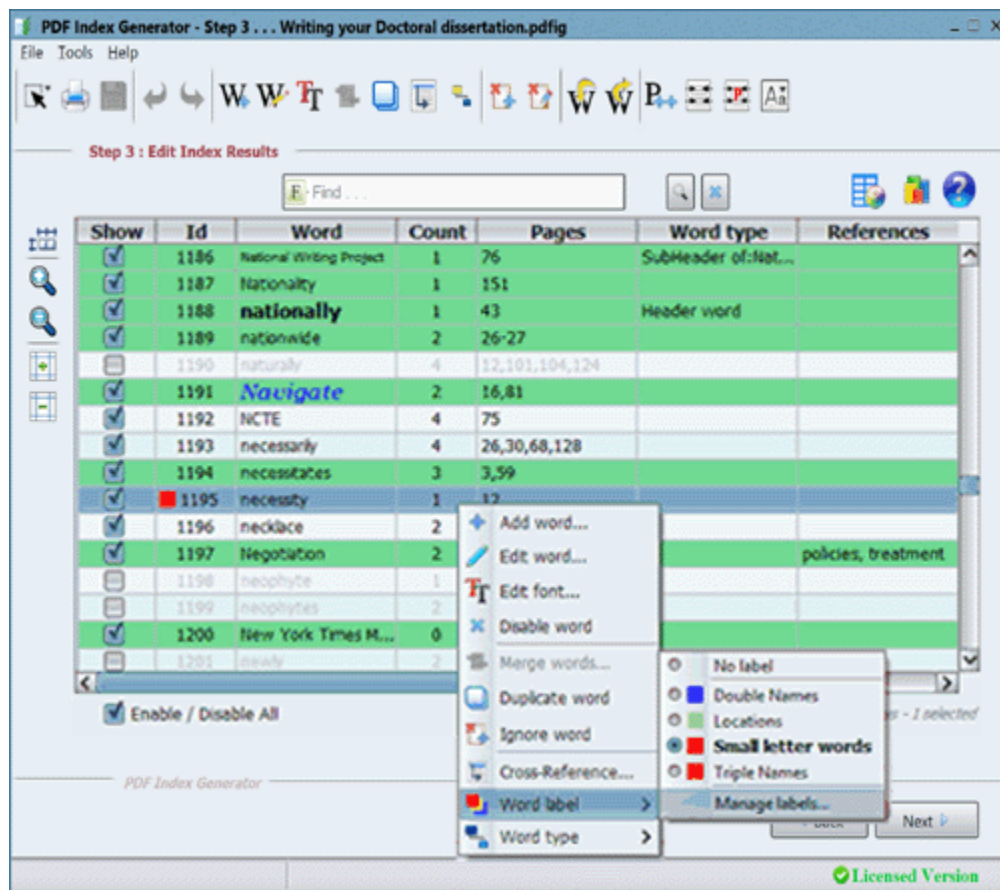
Figure (3.37.1)

■ <u>Here are the steps you should follow to use this feature</u> :
1. **Manage word labels**: You can define a new label by right clicking any word in Step3, move to the "Word label" item in the pop-up menu, and click the "Manage labels…" item, as shown in Figure (3.37.1).

This is just a shortcut to open the 'Manage word labels' window instead of clicking :
Tools -> Settings -> Editing index -> Then click the 'Manage word labels' button. This will open the same window shown in Figure (3.37.2).
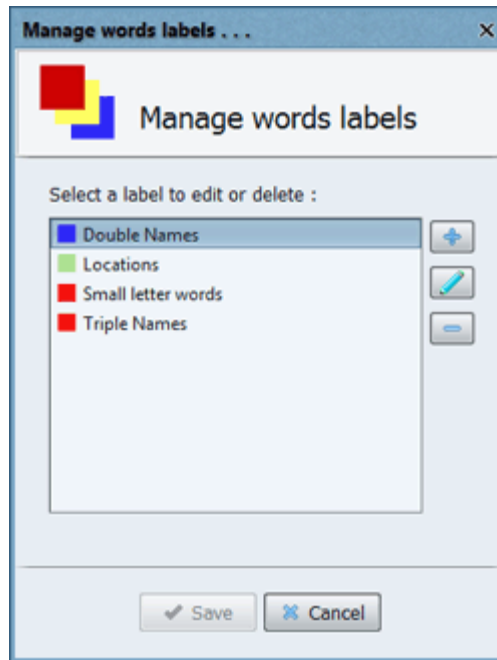
Figure (3.37.2)

In the above window you can click the Add button to add a new label. The window shown in Figure (3.37.3) will appear where you can set the label name color and shortcut:

    a. Label name: Each label should have a name to select the label using it.

    b. Label color: When you set a label for a word in Step3 a label will appear in the "Id" column having the same color specified here, so the word will be obvious in the results table. When adding a new label you will notice that a random new color is generated for this label, but you can edit it and choose the color that you want to use instead.

    c. Label shortcut: You can select a keyboard shortcut from the shortcut selection box to simply click this shortcut while you are in Step3 to apply the corresponding label to the highlighted words in the results table.
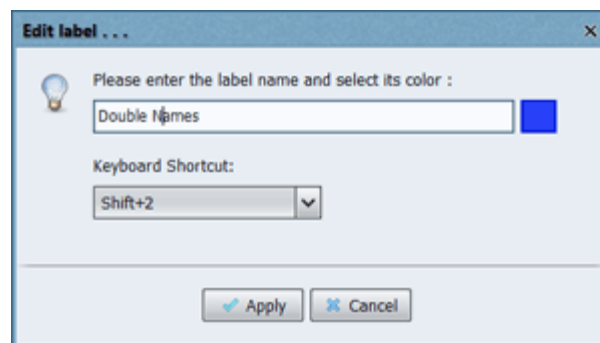
Figure (3.37.3)

After defining all the labels you want, it is now time to use them in Step3 results table.

2. **Assigning labels to words in Step3**: Suppose you want to do 2 actions on a number of words, like setting a specific font for them, and capitalizing their first letter. You can highlight all the words you want then set their new font, then highlight them again and select from the Format menu on the tools bar the

capitalize first letter formatting. This is time consuming, so instead you can assign a label to all those words to easily apply those actions and any other actions on them.

a. Right click each word that you want in the results table, select 'Word label' then select the label you want to use for this word.

b. After specifying the same label for all the other words that you want to apply the actions to them click the Filters button found beside the search text field above the table, then filter the results table "By word label" as shown in Figure (3.37.4).
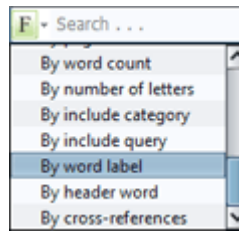
Figure (3.37.4)

A small window will appear having a selection box as shown in Figure (3.37.5) that lists all the defined word labels. Select the label that you have specified for your words from this box to filter the results table and show the words using this label only.
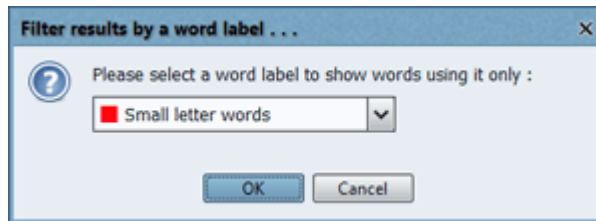
Figure (3.37.5)

c. The results table will now appear as in Figure (3.37.6) after it has been filtered. As you can see below only words having the selected label are being displayed in the results table.
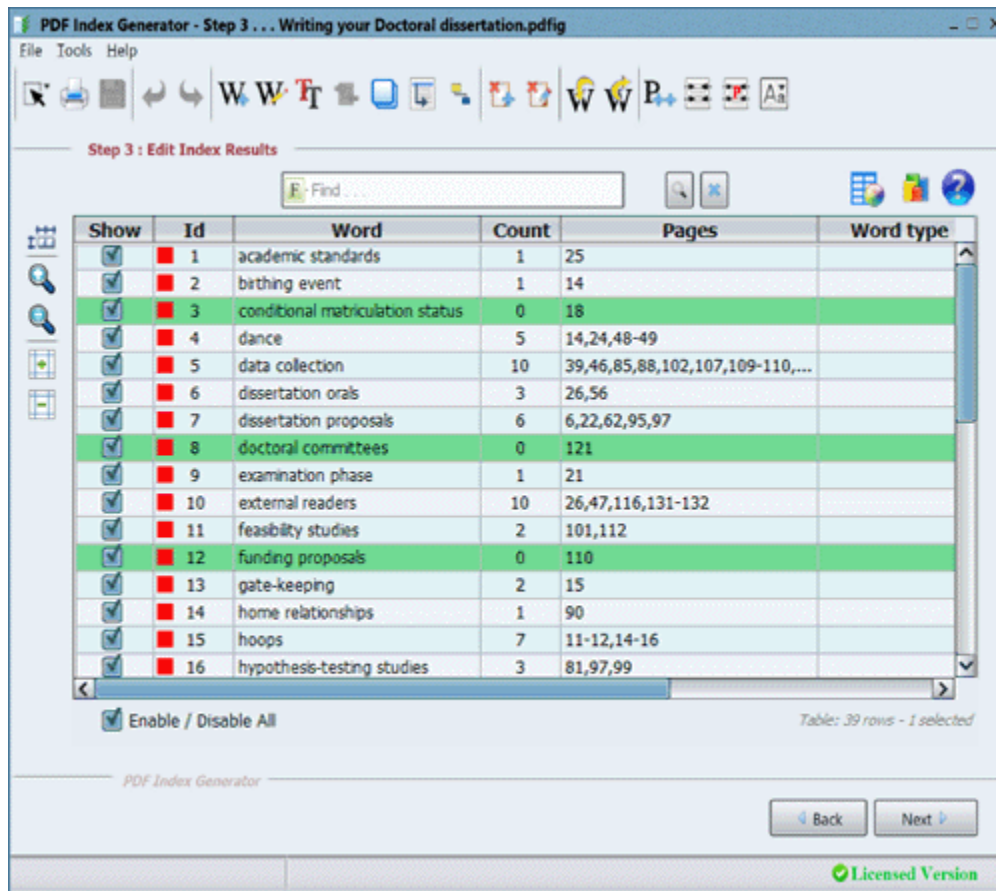
Figure (3.37.6)

d. Now that you have all the words that you want to apply the 2 actions or even more on them, all you have to do is to select all the words found in the results table by clicking "Ctrl + A" then change their font and apply the new capitalization format on them. You can then apply any other actions on them whenever you want.

e. When you save your project all the labels assigned to words will be saved too, so when you open your project again any time the same labels will be loaded again so you can use them whenever you wish.

* * * * * * * *

- This is the final step where you can specify what you want to do with the generated index.

- You have 2 options:
    1. You can append the index to any PDF book that you specify. It will be written after the page you specify in the program settings.
    2. You can write the index to a new file. Supported extensions are:
        a. PDF file (*.pdf)
        b. MS Word document (*.docx)
        c. MS Word 97-2003 document (*.doc)
        d. Text file (*.txt)

- You can click on the **Writing Options** link to open the program settings and edit the options of writing the Index.

- You can click on the **Select template** link to open the program settings and choose the design you like to use while writing the index to the PDF book.

- After specifying where you want to write the index press **"Start writing"** to start writing the index. You can see output index samples in PDF and DocX formats, as shown in Figure (4.2).

- Notes:
    1. When writing the index to a Word document file, the process may take a little longer because the Writing engine is a little slow when attempting to construct a Word document file that looks exactly like the PDF index file.
    2. If the process of writing the index to the output files takes a long time, a timeout warning may appear asking you to indicate whether to continue or quit the process. The timeout interval is set at 10 minutes by default, but you can change it in the program settings, as explained here.
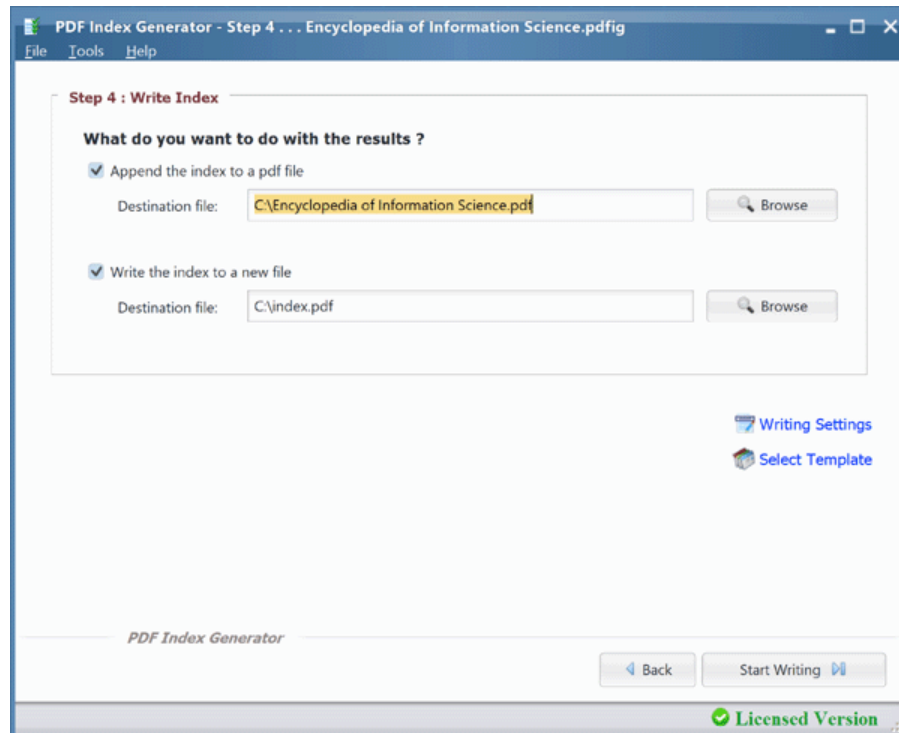
Figure (4.1)
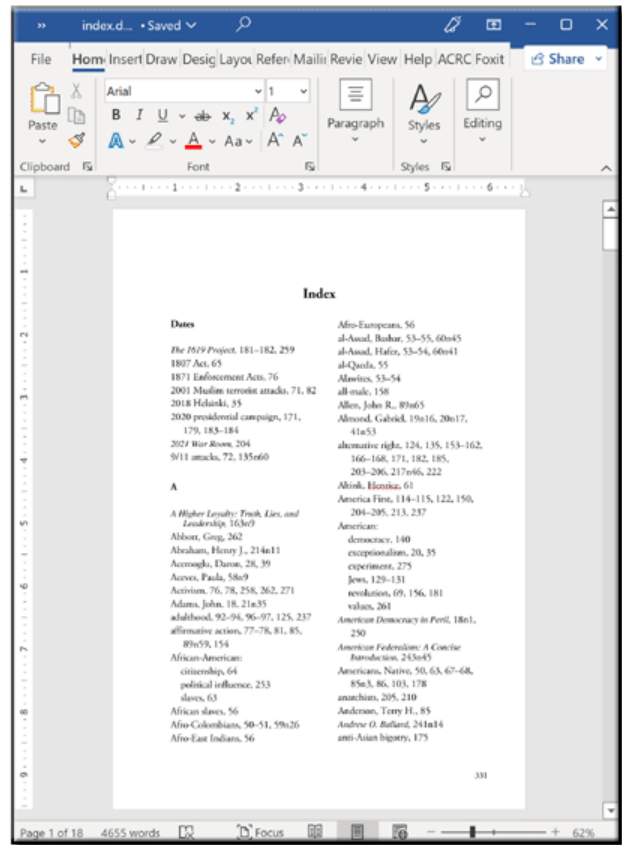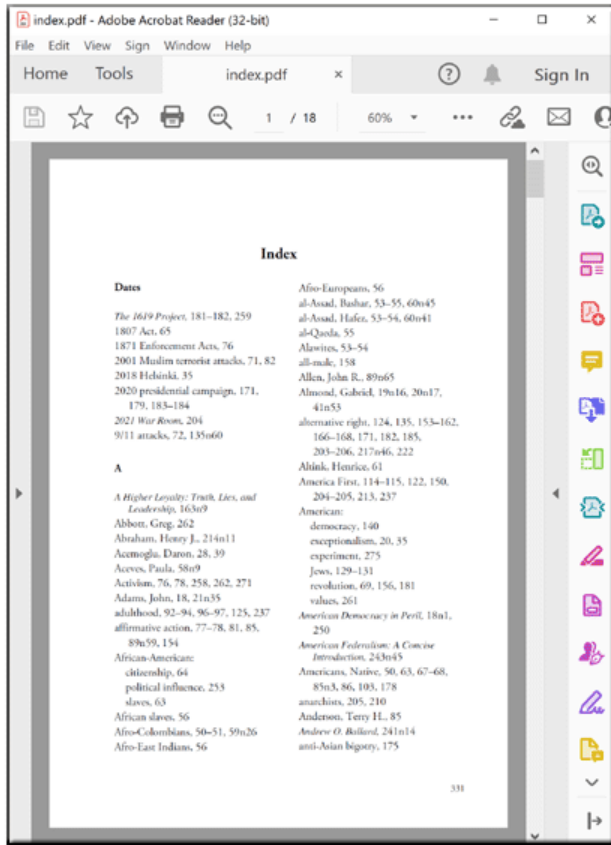
Figure (4.2)

<< Step (3)

****

Program Settings . . .

We will cover the most important settings of the program you can use :

- General
- Include/Exclude words
- Include words
- Exclude words
- Font queries
- Generating index
- Editing index
- Index content
- Index templates
- Interface language

The **"General settings"** tab shown in Figure (5.1) has general settings for the program.
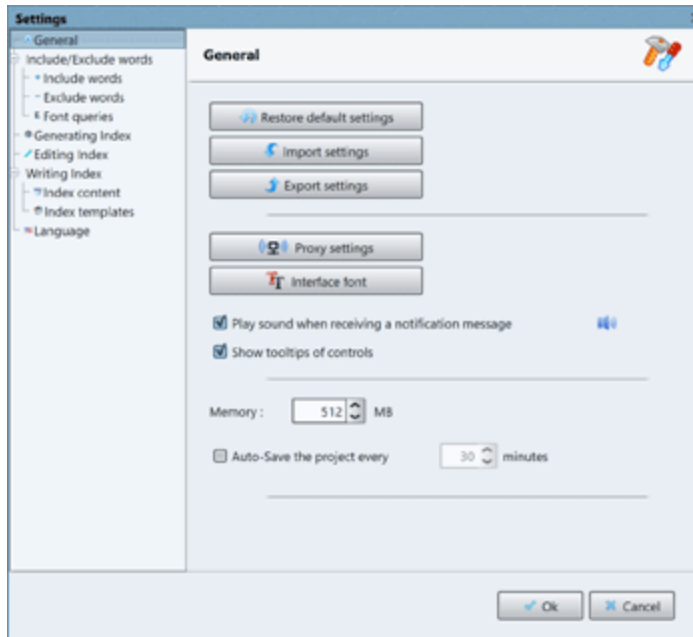
Figure (5.1)

It has the following options:

- **Restore default settings**:
  This option will reset all the program settings to their default values. This will not affect the include/exclude categories and queries.

- **Import settings**:
  This option will allow you to import the program settings from an XML file. This is mostly used if you will export the program settings using the 'Export settings' button explained below. To import settings from a file it must have been exported from the same program edition you are running right now, or the program will reject it. When you import the program settings from an XML file the include categories, exclude categories and the index templates will not be imported to the program. They will not be affected at all.

- **Export settings**:
  This option will allow you to export the program settings to an XML file if you need to backup your specified program settings. You can then import it again to the program when you wish using the 'Import settings' button. When you export the program settings the include categories, exclude categories and the index templates will not be exported to the XML file.

- **Proxy settings**:
  If you are connecting to the internet through a proxy then use this to specify your proxy settings so the program can connect to the internet. This is required so you can activate the program, send us an error report, or check new releases.

■ **Interface font**:
If you would like to change the default font used in the program interface then you can do that from here. This window will show all the fonts available on your operating system. You can select any font to use, and it will be applied only to specific controls in the program interface. It will be applied to the text fields only. This is useful if you're trying to index a non-Latin book like Arabic, Hebrew, Japanese, etc. and you are trying to edit a word in Step 3. The default font used for the program interface when editing the word might show it as blocks, so it's useful to choose another font that supports this non-Latin language to be able to edit it.

Note: You will need to restart the program after selecting another font to apply the new font to the program interface.

■ **Play sound when receiving a notification message**:
By default this option is enabled, so when you get any message in the program you will hear a beep sound. If you disable this option all messages will appear silently with no sound at all.

■ **Show tooltips of controls**:
By default this option is enabled. Keeping it enabled will show guiding tooltips for all controls in the program to learn what each control does, as shown in Figure (5.2). By disabling this option all those tooltips will disappear.
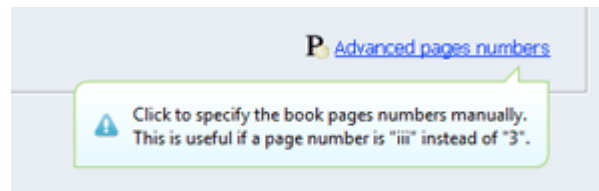
Figure (5.2)

■ **Memory**:
This option allows you to specify the maximum memory allocated for the program. This is useful if your book is large in size, like 100 MB books, as you may get "Out of memory" error in such case, because loading a huge book may consume a lot of your memory.

When using this setting you can specify any value you want but please be sure it will not exceed your Computer Rams that you have. We advise increasing it gradually. The default value is 1200, so increase it to 1500, then close the program and run it again to apply the new value. If the program is still slow, then increase that value to 1800, then to 2000, and so on, until you reach a memory value that suits your book.

■ **Auto-Save the project**:
This feature is useful if you have many changes to make in Step3 of the program and for safety you want the project to be saved automatically every 5 or 10 minutes. This guarantees your work will not be lost for any unexpected errors or failures. Note that if your project is huge(Ten thousands of words in Step3) then the saving process may be time consuming, so if you will use the auto-save feature we advise setting the auto-save value to 10 minutes at least.

* * * * * * * *

Settings - Include/Exclude words . . .

Include/Exclude words: This tab in the program settings controls what you want to index in the book. By default the program indexes all the words found in the book, but this tab can help you index specific words or phrases inside the book. You can use the "Include words", "Exclude words", "Include queries", "Exclude queries", and the "Font queries" to accomplish that.

This tab has general settings for the Include/Exclude words and the Font queries, as shown in Figure (6.1).
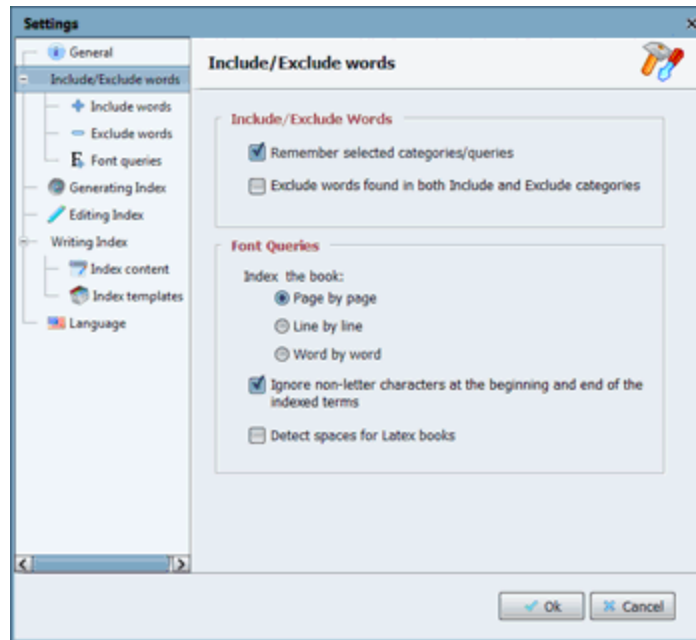
Figure (6.1)

1. **Include/Exclude words :**
   - 🔵 **Remember selected categories/queries :**
     In Step2 of the program you can select the categories or queries or font query names that you want to use in indexing your book. Sometimes you might need to save your selections for later projects instead of having to re-select them again for every book you are indexing. In that case it would be a good idea to enable this option, and it will remember your selections and load them automatically in all your later projects.

   - 🔵 **Exclude words found in both Include and Exclude categories :**
     If you have defined a word in an "Include category" to force the program to index it, but it was also found in one of the "Exclude categories" that you are using, by default the program will include it and index it normally. If you prefer to exclude it, then just enable this option to do that.

2. **Font queries :**
   - 🔵 **Index the book :**
     Those 3 radio buttons specify how to read the book when you want to index it using font queries. In Step2 of the program if you select to

index your book using font queries, by default the program will try to detect all the phrases that have the font styling that you specify even if those phrases exist on 2 lines or more. This is the default selected option "Page by page" as shown in Figure (6.1).

Line by line: If you enable this option the program will read each line in the book individually and stop the phrase detection at the end of the line, then start a new phrase from the next line. Moderate length phrase terms will be indexed.

Word by word: If you enable this option the program will index single words having the font styling that you specify. The indexed words might be too many in this case as you are indexing words and not phrases.

Ignore non-letter characters at the beginning and end of the indexed terms :
A font query could index a phrase like this:
  # "The best things in life are FREE"
Mostly you do not want to have the hash sign (#) nor the quotations in the indexed phrase. In that case enable this option and the program will automatically delete those non-letter characters, and the indexed phrase will appear like this:
  The best things in life are FREE

Detect spaces for Latex books:
If you are using Font queries to index a book that was created using the Latex software then you might see the indexed terms in Step 3 appear with no spaces between them, like this:
  GeneralAssemblyAgenda
  ObligationsofLiquidators
Such a case happens because Latex uses a special method in writing spaces between words in the book. To fix this you could enable this option and our program will automatically detect the special Latex spaces between words in the book, and the output index terms will appear right in Step3, like this:
  General Assembly Agenda
  Obligations of Liquidators

* * * * * * * *

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Include words: By default the program indexes all words found in your book, but this feature forces the program to index specific words/phrases in the book being indexed. You can do this through two features: "Include category", and "Include query" as shown in Figure (7.1).
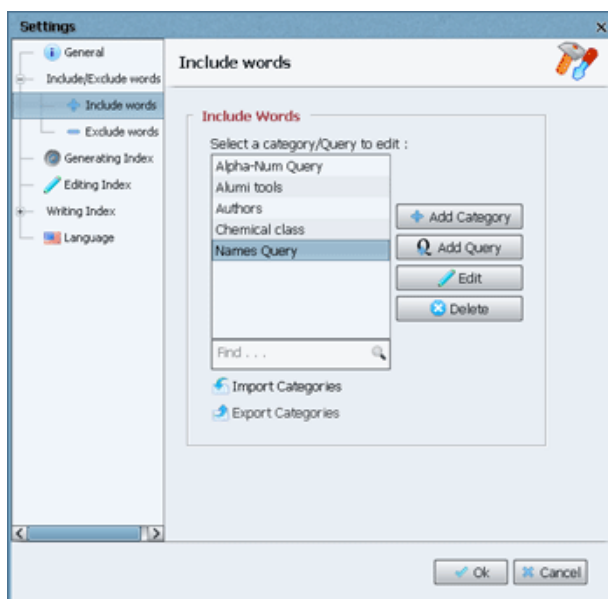
Figure (7.1)

1. **Include category**:
   a. This is useful when you want to index specific words/phrases manually; like "Academic policy-making", normally such phrase will be considered as 3 words(Academic, policy, making) but you may want to deal with them as (1) word. So defining this phrase in an include category will help you do that. Click on the "Add category" button and a dialog will appear to define your include list of words, as it appears in Figure (7.2) below.
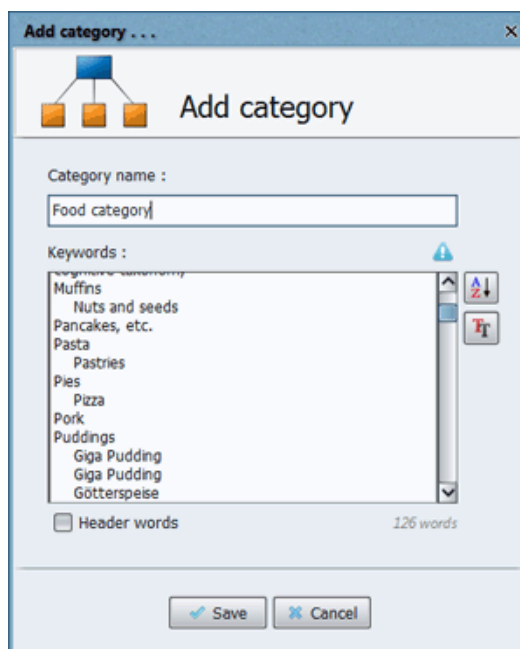
Figure (7.2)

   b. Choose a suitable category name for this list to save it with, as you will select the category you want to

Include in of the program using that name.

c. When you write the keywords be sure to write each word/phrase in a separate line.

d. You can write indented keywords using the "Tab" button on your keyboard, and the program is smart enough to understand that the indented words are sub-headers for the keywords above them. If you did this then the program will automatically set the words' types for all the keywords in Step3 just as you have set them here through the indentation.

The program allows 4 levels of words(Header words, sub-header words, sub-sub-header words, and sub-sub-sub-header words) so you can write till three tabs for the keywords here. If you write 4 or 5 tabs for any keyword the program will still consider it as a sub-sub-sub-header word.

For example: In Figure (7.2) the keyword "Muffins" will appear in Step3 results table as a "Header word" and the keyword "Nuts and seeds" will appear as a sub-header for it.

Another example: In Figure (7.2) the keyword "Pork" has no indented keywords written below it, so this keyword will appear in Step3 results table as a "Normal word".

e. You can use Wild Cards for advanced words indexing. Examples :
   - ***le** = Index all words that end with **le**
   - **ap*** = Index all words that start with **ap**
   - **a*e** = Index all words that start with **a** and end with **e**
   - ***pl*** = Index any word that has **pl** inside it.
   Just enter the include word that has wild cards in the words list in a separate line normally, and the program will index all words that follow its rules.
   If you will use wild cards in the indented keywords, then the program will consider those keywords as 'Normal words'.

   Note: An asterisk '*' character is reserved for the program to index wild card terms as explained above, so if you need to index terms that have an asterisk like '**C*-Algebras**' then replace the '*' with '*' so write the index term as '**C*-Algebras**'. That way the program will understand that you don't want to use Wild Cards but index a term with an asterisk instead. In Step3 that term should be indexed fine and appear in the results table as '**C*-Algebras**'.

f. You can use the auto-merge feature to automatically index a few terms and merge them. Simply enter your group of terms in the include category as an equation on a single line to use the auto-merge feature. The left side of the equation should contain the index terms you want to find in your book, separated by a plus sign "+" or a minus sign " - ", and the right side should contain the final term to be displayed in Step 3. The final term in this equation should be preceded by the equal sign "=".

Example(1):
Deborrah Kaye Allen + Debbie = Allen, Deborrah Kaye (Debbie)
When you write this line in the include category the program will do the following when generating the index using this include category:
   - It will index the name "Deborrah Kaye Allen" and finds all its page numbers in the book.
   - It will index the name "Debbie" and finds all its page numbers in the book.
   - It will then automatically merge those 2 indexed names together, set the final name that appears in Step 3 for them to "Allen, Deborrah Kaye (Debbie)", and combine their page numbers to that name.

Example(2):
Mexico - New Mexico = Mexico country
When you write this line in the include category the program will do the following when generating the index using this include category:
   - It will index the word "Mexico" and find all its page numbers in the book, except if it finds the term written as "New Mexico", then it will skip it.
   - It will then set the final term that appears in Step 3 for this equation to "Mexico country".

Auto-Merge equation rules:
   i. You can add as many index terms as you like to the left side of the equation, separating each 2 terms with a "+" or " - " signs.
      i.e. **Barack Obama + Barry + Barack Hussein Obama + 44th president of the US = Obama, Barack**
      i.e. **Toyota - Toyota Land Cruiser - Toyota Sequoia Capstone = Cheap Toyota models**

   ii. Spaces before or after the "+" and "=" signs will be ignored. For example those 2 index terms will be handled the same:
      Barack Obama + Barry = Obama, Barack
      Barack Obama+Barry=Obama, Barack

But when writing the minus sign " - " in the equation you must write it with a space before and after it, as the "-" without spaces is reserved for the index terms in case you want to index terms in the equation having a dash, like "Auto-Pilot". This means that the program will only accept this equation:
family budget - family budget process = family budget
But it will not accept this equation, and it will consider it as a normal term:
family budget-family budget process = family budget

iii. You can use wild cards in the equations. <u>Example</u> :
Dreamers + dream* = Dreamers
The above example will index "Dreamers", "dream", "dreaming", "dreams", etc., and merge them all together to "Dreamers".

iv. If you'd like to index words that appear on the same pages only, you can write the terms inside parenthesis "()".
i.e. **(Barack) + (Obama) = Obama, Barack**
The program will list all page numbers that have the two names "Barack" and "Obama" together in the same pages for the above auto-merge term, and set their final name to "Obama, Barack" If "Obama" appears on a page but "Barack" does not appear on the same page, or vice versa, the program will ignore this page number for the whole term.

v. If you'd like to skip a whole page if a specific term appears inside it, you can write a minus term inside parenthesis "()".
i.e. **Biden - (Jill Biden) = Biden, Joe**
The program will list all page numbers that have the name "Biden" included inside them, but if any page contains the name "Jill Biden" then it will completely disregard this page number, and it will set the final name for this equation to "Biden, Joe".

g. Header words: If you enable this checkbox then all the words defined in this include category will be considered as Header words. Any spaces or tabs that are set before any of the words defined above will be ignored. If you use this category then in Step3 you will see all those words appear as Header words automatically in the results table.

h. Sort Button: That button will sort the words in the list alphabetically, and if there are any line duplicates they will be removed. Clicking this button while there are indented keywords defined is not a good idea, as all tabs or spaces before the keywords will be trimmed automatically to sort the keywords.

i. Font Format: When you click this button it will show the 'Font Format' dialog as shown in Figure (7.3). You can use this feature to specify a font format for this include category. This will force the program to index the terms defined in this category only if they have the same font format defined here.

For example: In Figure (7.3) we have set the font styling to be bold. When saving this, and start generating the index using this include category, the program will index the terms defined in this category only if they appear in bold font format inside the book. If it finds the same term in Regular or Italic font then it won't index it.

Note: This feature is very useful if you want to index footnotes or skip indexing footnotes, so be sure to use the font format feature if you want to do so.
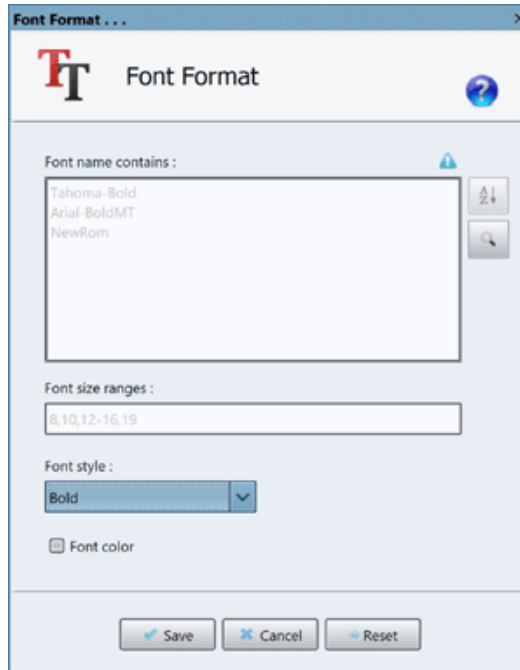
Figure (7.3)

2. **Include query**:
   a. This is useful when you want to index a group of words having a specific format, like:
      "E21-4583i", "E56-4599g", "E87-4623f"
      As you can see in the above example, all the words have the same format. You will define a new query to command the program to index any words that:
      Start with 1(E) letter, then 2(digits), then 1(-) character, then 4(digits), then 1(small letter).
      When this query executes it will return all the above words, and any other words following the query conditions.

   b. The queries can also help you index any web links or emails in your book. The program comes with a number of ready template queries that many users need.

   c. In addition to defining a suitable query to index words/phrases from your book, you can also define a format for this query to format the grabbed words. For example there is a query template that comes with the program to index all names consisting of 2 names like "Albert Einstein", "Galileo Galilei", ... etc. There is a format defined for this query to format those names to be written in a reversed order, so they will appear like this in Step3: "Einstein, Albert", "Galilei, Galileo", ... etc.

   d. You can define a new query by clicking the "Add Query" button in Figure(7.1). A dialog will appear to define your query, as it appears in Figure (7.4) below.
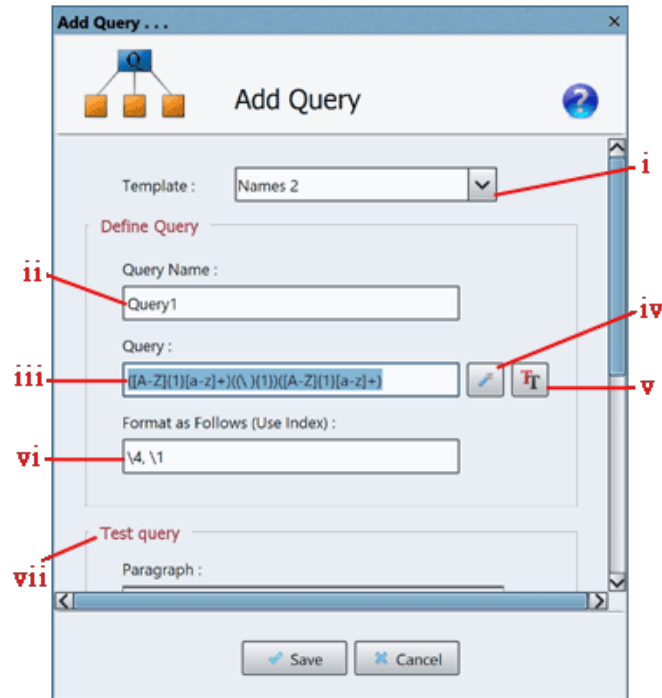
Figure (7.4)

e. As you can see Figure (7.4), please follow those steps to create your query :

    i. **Query template**: If the query you want to use exists in the templates combo box then select it, and the dialog will automatically load its values in the fields. Just open this combo box and stand with the mouse on any query template, a tool tip will appear to show you what this query does exactly.

    ii. **Query name**: Choose a suitable query name for this query to save it with, as you will select the query you want to Include in Step2 of the program using that name.

    iii. **Query**: Use this field to define your query. The query is written using Regular expressions. You can check this tutorial to learn how to write regular expressions. Regular expressions is an advanced topic, that is why we have created the simple "Query generator tool".

    iv. **Query generator tool**: It is a simple tool we have created to generate your regular expression. Please click on this button and a small dialog will appear as you can see in Figure (7.5) below.

Query generator tool . . .

Query generator tool

Select a count then a character, then click Add :

Count :　　Character :
1　　Small letter

▽ Add

Query :

(E){1}[0-9]{2}(\-){1}[0-9]{4}[a-z]{1}

Example :

E06-0535e

✓ Apply　✖ Cancel

Figure (7.5)

For example if you want to index all words like **"E21-4583i", "E56-4599g", "E87-4623f", ... etc**, then follow those steps :

- Think what those words format is like, here it is an (E) letter then 2 digits then a (-) then 4 digits then 1 small letter. Then we will translate that to a regular expression using the "Query generator tool".

- Select "1" from the "Count" combo + "Specific character..." from "Character" combo + Write "E" in the dialog that will appear = Look for a word starting with "(1)E".

- Select "2" from the "Count" combo + "Digit" from "Character" combo, then click "Add" = Look for a word starting with "(1)E" + "(2)Digits" after it.

- Select "1" from the "Count" combo + "Specific character..." from "Character" combo + Write "-" in the dialog that will appear = Look for a word starting with "(1)E" + "(2)Digits" after it + "(1)-" after it.

- Select "4" from the "Count" combo + "Digit" from "Character" combo, then click "Add" = Look for a word starting with "(1)E" + "(2)Digits" after it + "(1)-" after it + "(4)Digits" after it.

- Select "1" from the "Count" combo + "Small letter" from "Character" combo, then click "Add" = Look for a word starting with "(1)E" + "(2)Digits" after it + "(1)-" after it + "(4)Digits" after it + "(1)Small letter" after it.

- You can see an example field that will automatically generate an example for words this query may grab from a book.

- You can use the button "**Undo**" to undo the last character added to this query, or click "**Clear**" to clear this query to start it from the begining.

- When you finish creating your query click "**Apply**" to use the generated query in the "**Add Query**" dialog.

v. Font Format: When you click this button it will show the 'Font Format' dialog as shown in Figure (7.3). You can use this feature to specify a font format for this include query. This will force the program to index the terms corresponding to this query only if they have the same font format defined here.

For example: In Figure (7.3) we have set the font styling to be bold. When saving this, and start generating the index using this include query, the program will index terms corresponding to this query only if they appear in bold font format inside the book. If it finds a term corresponding to this

query but in Regular or Italic font then it won't index it.

Note: This feature is very useful if you want to index footnotes or skip indexing footnotes, so be sure to use the font format feature if you want to do so.

vi. **Format**: As we have mentioned before, you can use the format field to automatically format the grabbed words from this query. Each parenthesis in the query represents a number so the first parenthesis = "\1", the second parenthesis = "\2", … etc.
As you can see in Figure (7.4) the choosen query will index names like "Albert Einstein" then format it to "Einstein, Albert" so we wrote the format "**\4, \1**" which means :
Write parenthesis number 4(The second name), then a comma, then a space, then write parenthesis number 1(The first name).
Note: If you do not want to format the query results, then leave this field empty.

vii. **Test**: If you scroll down in the "**Add Query**" dialog you can see a test block, consisting of a "Paragraph" text field, a "Test" button, and a "Results" text field. Just write a paragraph in the first field then click the "Test" button to apply the written query on the paragraph, and you will see the grabbed words from the paragraph using this query in the "Results" field.

■ **Edit category/query**:
In the "**Include words**" dialog you can click on the "**Edit**" button to edit any selected Category or Query from the list. You can also click on the "**Delete**" button to delete any selected categories or queries from the list.

■ **Find category word**:
The "**Find**" Text field can help you search for a word in all the defined categories to check where it is located. If you edit any of the found categories, the "**Edit Category**" dialog will appear highlighting the word you searched for to easily edit it.

■ **Export categories/queries**:
You can keep a backup of your created Categories/Queries on your computer by clicking "**Export categories**". This will show a dialog to export the categories in a "***.txt**" or "***.xml**" file. It is a good idea to use this if you will re-install your operating system.

■ **Import categories/queries**:
You can click on the "**Import categories**" link to import your backed up Categories/Queries file. We recommend defining your categories/queries using the "**Add Category**" and "**Add Query**" buttons, but if you want to create the categories "***.txt**" or "***.xml**" file manually and import it, this is possible, but these files have some rules you must follow :

1. The imported file can be of extension **"*.txt"** or **"*.xml"** only.

2. We advise you to use **"*.txt"** file as it is much easier.

3. We advise you to use UTF-8 encoded files to be able to accept non-english characters.

4. Do not use Word editors like Microsoft word to create/edit this file. Use a text editor like NotePad++ to create/edit this file. Editing with a wrong editor can crash this file !

5. Any spaces written before or after words will be trimmed automatically.

6. A word categories **"*.txt"** file specifications :
   - Every word must be written in a single line.
   - Each category of words must start with a category name line which starts with a "#" sign to differ it from words, like "#Food category1"
   - Each query must start with a query name line which starts with a "##" sign like "##last_name, first_name". The next line should be the format line(Even if empty), then the query line after it.
   - It is better to leave an Empty line between each category and the next one, to be more readable.
   - Example : Check figure (7.6).

7. A word categories **"*.xml"** file specifications :
   - The XML file must start with the line : <?xml version="1.0" encoding="UTF-8" standalone="no"?>.
   - All categories must be enclosed inside <categories>…</categories> tag.
   - All words must be enclosed inside <category>…</category> tag.
   - Each category must have a property with the category name, like: <category name="Colors category">
   - Each word must be written inside a <word>…</word> tag
   - Each query tag must have a property with the query name and a poperty with the format value(Even

if empty).
- You must write the query between the <query>...</query> tag.
- Example : Check figure (7.7).

Figure (7.6)

```
C:\include-words.xml - Notepad++

File  Edit  Search  View  Encoding  Language  Settings  Macro  Run  TextFX  Plugins  Window  ?                    X

include-words.xml

 1  <?xml version="1.0" encoding="UTF-8" standalone="no"?>
                                                          This tag must be written.
 2
 3  <categories>                                          This tag contains any number of <category> tags inside it.
 4    <category name="Food category1">                    First category :
                                                          - This is a tag that includes all words tags.
 5      <word>Biscuits</word>                             - You must write the name property, its
 6      <word>Bread</word>                                  value is the name of the category.
 7      <word>Yogurt</word>                               A word .. You can add as many words as you
 8    </category>                                         want. Each word in its own <word></word> tag.
 9
10    <category name="Food category2">                    Second category.
11      <word>Cakes</word>
12      <word>Candy</word>                                First Query tag.
13      <word>Chicken</word>                              - You must write a name property, its
14    </category>                                           value is the name of the query.
                                                          - You must write a format property even
15                                                          if empty
16    <query format="\4, \1" name="last_name, first_name">
17      ([A-Z]{1}[a-z]+)((\ ){1})([A-Z]{1}[a-z]+)        The query.
18    </query>
19  </categories>
20

eXtensible Mar  length : 462   lines : 20         Ln : 1   Col : 1   Sel : 0          Dos\Windows       ANSI as UTF-8       INS
```

Figure (7.7)

* * * * * * * *

Exclude words: By default the program indexes all words found in your book, but if you want to skip indexing specific words/phrases in the book being indexed then this feature will help you do that. You can do this through two features: "Exclude category", and "Exclude query" as shown in Figure (8.1).
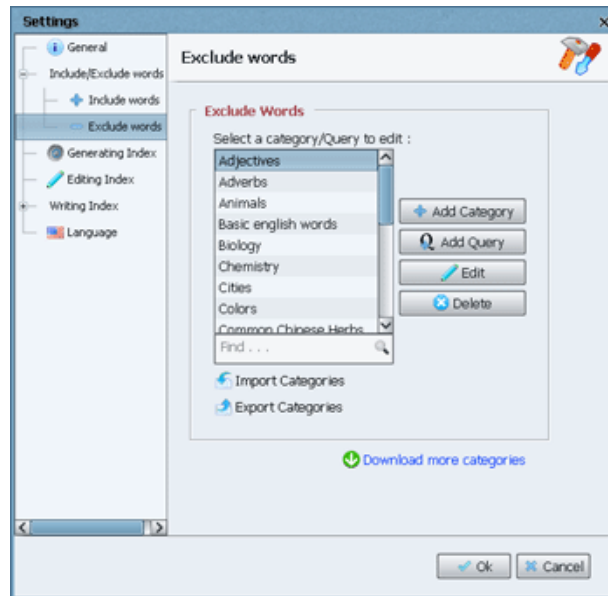
Figure (8.1)

1. **Exclude category**:
   a. This is useful when you want to skip indexing specific words/phrases manually; like "Good morning".

   b. PDF Index Generator comes with a list of common English words you propably will not want them to appear in the Index like: Verbs, Prepositions, … etc.

   c. We create new exclude words lists every while and some users create word categories and send them to us, you can download them for free and import them inside PDF Index Generator to ease your work. Please check the Download categories page in our website. French and German exclude category files are now available, and you can download them from our website.

   d. You can also create your own exclude categories containing words you want to force skip indexing them in the PDF book as you don't want them to appear in the Index. Click on the "Add category" button and a dialog will appear to define your exclude list of words, as it appears in Figure (8.2) below.
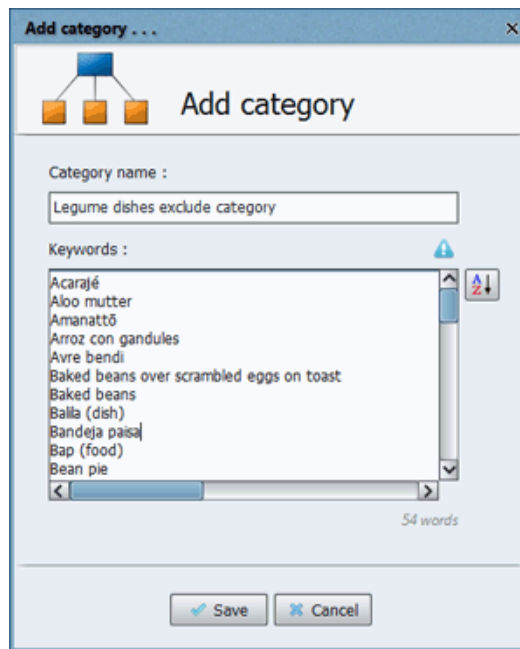
Figure (8.2)

e. Choose a suitable category name for this list to save it with, as you will select the category you want to exclude in Step2 of the program using that name.

f. When you write the keywords be sure to write each word/phrase in a separate line.

g. Spaces or tabs before or after any word/phrase will be ignored. If the keywords in the list have spaces before or after them then when you click "Save" all those spaces will be ignored and trimmed automatically.

h. Using wild card is allowed only for the include categories but not for the exclude categories. For more details please check the include categories section.

i. Sort Button: That button will sort the words in the list alphabetically, and if there are any line duplicates they will be removed.

j. When you click the "Save" button any duplicated lines will be merged automatically into one line.

k. Ignore list: In Step3 you can highlight any words in the table and click the 'Ignore words' button found on the Tools bar. That will automatically add the highlighted words to an Exclude Category titled 'Ignore list' so that those words will be automatically ignored when indexing any other book. If that 'Ignore list' does not exist the program will generate it and you will see it in the 'Exclude words' section were you can edit it manually to add or remove any words to/from it.

2. **Exclude query**:
   a. This is useful when you want to exclude a group of words having a specific format, like:
      "E21-4583i", "E56-4599g", "E87-4623f"
      As you can see in the above example, all the words have the same format. You will define a new query to command the program to exclude any words that:
      Start with 1(E) letter, then 2(digits), then 1(-) character, then 4(digits), then 1(small letter).
      When this query executes it will exclude all the above words, and any other words following the query conditions.

   b. The queries can also help you exclude any web links or emails in your book. The program comes with a number of ready template queries that many users need.

   c. Note: When adding a Query in the Include words you can use the format option to format the grabbed words from the query, but in Exclude words this option is disabled as there is no need for it, because the grabbed words from the query will just be ignored, and will not appear in Step3 results table as happens in the Include words queries.

   d. You can define a new query by clicking the "Add Query" button in Figure (8.1). A dialog will appear to define your query, as it appears in Figure (8.3) below.
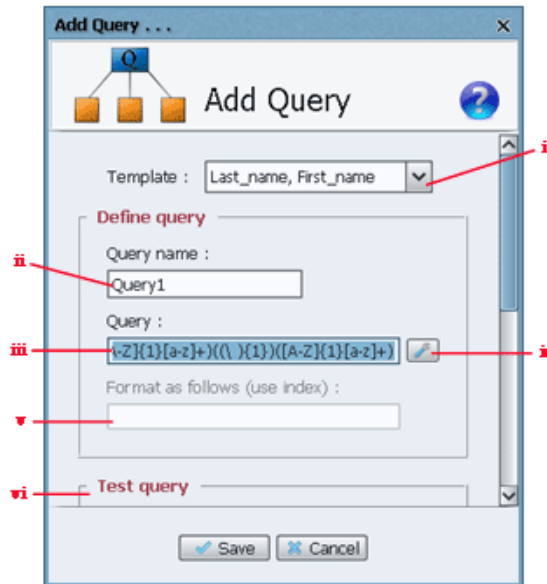
Figure (8.3)

e. As you can see Figure (8.3), please follow those steps to create your query :
  i. **Query template**: If the query you want to use exists in the templates combo box then select it, and the dialog will automatically load its values in the fields. Just open this combo box and stand with the mouse on any query template, a tool tip will appear to show you what this query does exactly.

  ii. **Query name**: Choose a suitable query name for this query to save it with, as you will select the query you want to Include in Step2 of the program using that name.

  iii. **Query**: Use this field to define your query. The query is written using Regular expressions. You can check this tutorial to learn how to write regular expressions. Regular expressions is an advanced topic, that is why we have created the simple "Query generator tool".

  iv. **Query generator tool**: It is a simple tool we have created to generate your regular expression. Please click on this button and a small dialog will appear as you can see in Figure (8.4) below.
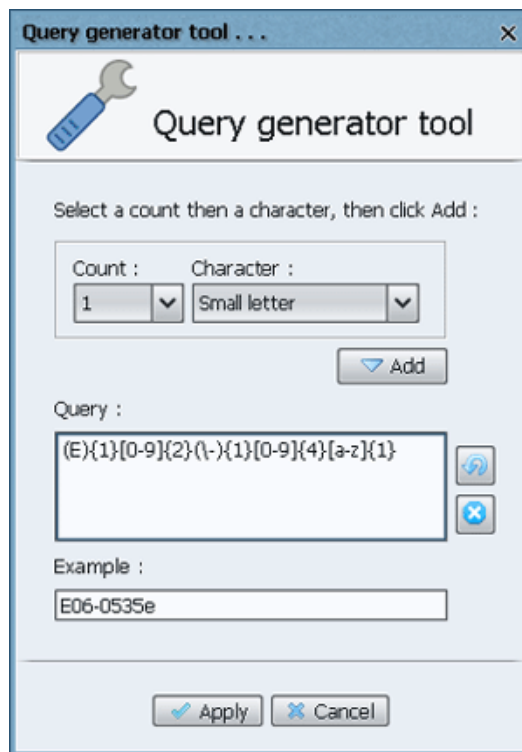
Figure (8.4)

For example if you want to exclude all words like **"E21-4583i", "E56-4599g", "E87-4623f", …
etc**, then follow those steps :

- Select "1" from the "Count" combo + "Specific character…" from "Character" combo + Write
  "E" in the dialog that will appear = Look for a word starting with "(1)E".

- Select "2" from the "Count" combo + "Digit" from "Character" combo, then click "Add" = Look
  for a word starting with "(1)E" + "(2)Digits" after it.

- Select "1" from the "Count" combo + "Specific character…" from "Character" combo + Write "-"
  in the dialog that will appear = Look for a word starting with "(1)E" + "(2)Digits" after it + "(1)-
  " after it.

- Select "4" from the "Count" combo + "Digit" from "Character" combo, then click "Add" = Look
  for a word starting with "(1)E" + "(2)Digits" after it + "(1)-" after it + "(4)Digits" after it.

- Select "1" from the "Count" combo + "Small letter" from "Character" combo, then click "Add" =
  Look for a word starting with "(1)E" + "(2)Digits" after it + "(1)-" after it + "(4)Digits" after it +
  "(1)Small letter" after it.

- You can see an example field that will automatically generate an example for words this query may
grab from a book.

- You can use the button "**Undo**" to undo the last character added to this query, or click "**Clear**" to
clear this query to start it from the begining.

- When you finish creating your query click "**Apply**" to use the generated query in the "**Add Query**"
dialog.

v. **Format**: As we have mentioned before, this field is disabled in the Exclude words because it is not
needed, but it is enabled only in the Include words.

vi. **Test**: If you scroll down in the "**Add Query**" dialog you can see a test block, consisting of a
"Paragraph" text field, a "Test" button, and a "Results" text field. Just write a paragraph in the first
field then click the "Test" button to apply the written query on the paragraph, and you will see the
grabbed words from the paragraph using this query in the "Results" field.

🔷 **Edit category/query**:
In the "**Exclude words**" dialog you can click on the "**Edit**" button to edit any selected Category or Query from
the list. You can also click on the "**Delete**" button to delete any selected categories or queries from the list.

🔷 **Find category word**:
The "**Find**" Text field can help you search for a word in all the defined categories to check where it is located.
If you edit any of the found categories, the "**Edit Category**" dialog will appear highlighting the word you
searched for to easily edit it.

🔷 **Export categories/queries**:
You can keep a backup of your created Categories/Queries on your computer by clicking "**Export categories**".
This will show a dialog to export the categories in a "***.txt**" or "***.xml**" file. It is a good idea to use this if you
will re-install your operating system.

🔷 **Import categories/queries**:
You can click on the "**Import categories**" link to import your backed up Categories/Queries file. We
recommend defining your categories/queries using the "**Add Category**" and "**Add Query**" buttons, but if you
want to create the categories "***.txt**" or "***.xml**" file manually and import it, this is possible, but these files
have some rules you must follow :

1. The imported file can be of extension **"*.txt"** or **"*.xml"** only.

2. We advise you to use **"*.txt"** file as it is much easier.

3. We advise you to use UTF-8 encoded files to be able to accept non-english characters.

4. Do not use Word editors like Microsoft word to create/edit this file. Use a text editor like NotePad++ to
create/edit this file. Editing with a wrong editor can crash this file !

5. Any spaces written before or after words will be trimmed automatically.

6. A word categories **"*.txt"** file specifications :
   - Every word must be written in a single line.
   - Each category of words must start with a category name line which starts with a "#" sign to differ it from words, like "#Food category1"
   - Each query must start with a query name line which starts with a "##" sign like "##last_name, first_name". The next line should be the format line(In exclude queries leave an empty line), then the query line after it.
   - It is better to leave an Empty line between each category and the next one, to be more readable.
   - Example : Check figure (8.5).

7. A word categories **"*.xml"** file specifications :
   - The XML file must start with the line : <?xml version="1.0" encoding="UTF-8" standalone="no"?>.
   - All categories must be enclosed inside <categories>...</categories> tag.
   - All words must be enclosed inside <category>...</category> tag.
   - Each category must have a property with the category name, like: <category name="Colors category">
   - Each word must be written inside a <word>...</word> tag
   - Each query tag must have a property with the query name and a poperty with the format value(In exclude queries leave it empty).
   - You must write the query between the <query>...</query> tag.
   - Example : Check figure (8.6).

Figure (8.5)

```xml
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<categories>
    <category name="Food category1">
        <word>Biscuits</word>
        <word>Bread</word>
        <word>Yogurt</word>
    </category>

    <category name="Food category2">
        <word>Cakes</word>
        <word>Candy</word>
        <word>Chicken</word>
    </category>

    <query format="\4, \1" name="last_name, first_name">
        ([A-Z]{1}[a-z]+)((\ ){1})([A-Z]{1}[a-z]+)
    </query>
</categories>
```

Annotations:
- This tag must be written.
- This tag contains any number of <category> tags inside it.
- First category :
  - This is a tag that includes all words tags.
  - You must write the name property, its value is the name of the category.
- A word .. You can add as many words as you want. Each word in its own <word></word> tag.
- Second category.
- First Query tag.
  - You must write a name property, its value is the name of the query.
  - You must write a format property even if empty.
- The query.

Figure (8.6)

* * * * * * * *

Settings - Font queries . . .

Font queries: By default the program indexes all words found in your book, but this feature forces the program to index words/phrases having a specific font format that you can specify as shown in Figure (9.1). It is a common thing that you want to index the most important titles in your book. Those titles usually appear in a different font format than the normal text in your book. They may appear in bold or in a different color. Indexing such titles will be very easy using this feature.
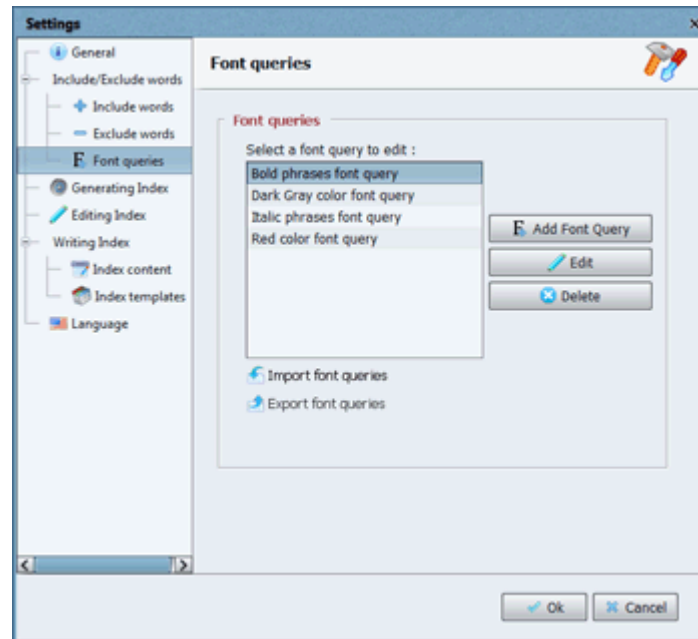
Figure (9.1)

1. **Add font query** :
   Click this button in Figure (9.1) to define a new font query. A window will appear to define your font query specifications, as it appears in Figure (9.2) below.
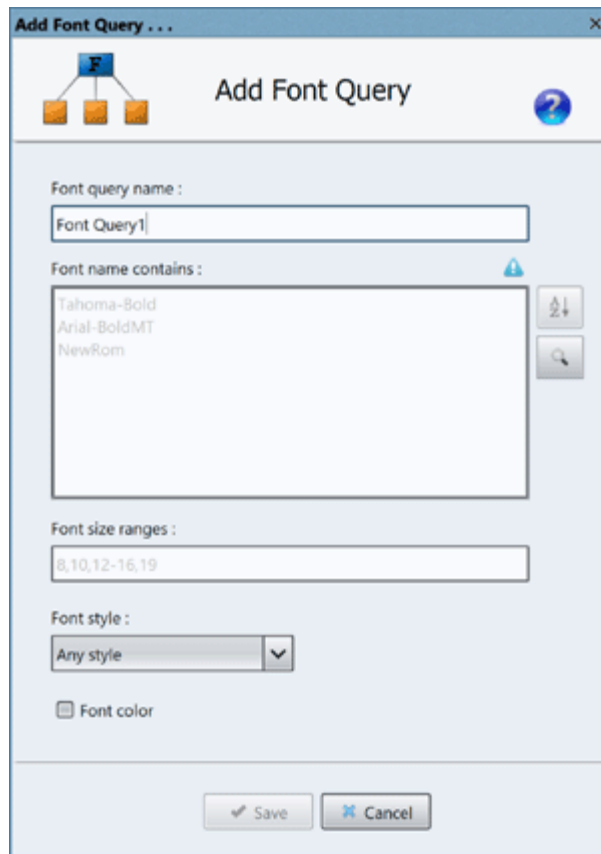
Figure (9.2)

- **Font query name :**
  Choose a suitable name for this font query to save it with, as you will
  select the font query you want to use in Step2 of the program using
  that name.

- **Font name contains :**
  Through this you can force the program to index terms having a specific
  font name, or even part of this name. Each font name should be written
  in a separate line. The program will index all terms having any of the
  specified fonts' names in this text field.
  i.e.
  Tahoma-Bold
  Arial-BoldMT
  NewRom

  The last font name in the example above is '**NewRom**'. This will make
  the program index all phrases that use fonts' names as
  'Times**NewRom**an' or '**NewRom**ania', etc.

  If you do not know the fonts' names used in your book you can simply
  click the '**Detect**' button found beside this text field, it will show a
  window where you can select your PDF file, and it will list all the fonts'
  names used in this book so you could select the fonts' names that you
  want to use.

  There is also the '**Sort alphabetic**' button that is found above the
  detect button. If you click on it, it will sort all the font names that you
  have written in this text field alphabetically so you can easily read
  them.

- **Font size ranges :**

Through this you can force the program to index terms having a specific font size.
<u>i.e.</u>
8,10,12-16,19.2
This will index any terms that use a font size of 8 or 10 or any size in the range of 12 to 16 or a 19.2 font size.

- **Font style :**
  Through this you can force the program to index terms having a specific font style. You should select a value from the selection box. By default the program indexes terms having any font style, but you can index terms having bold style, or italic style or both.

- **Font color :**
  Through this you can force the program to index terms having a specific font color. To do that first enable the 'Font color' check box. When you do that the 'Color' selection button will appear as shown in Figure (9.3). Click this color selection button to specify the font color to use.
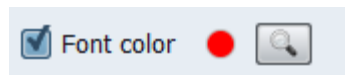
Figure (9.3)

If you do not know the fonts' colors used in your book you can simply click the **'Detect'** button found beside the color selection button, it will show a window where you can select your PDF file, and it will list all the fonts' colors used in this book so you could select the font color that you want to use.

- <u>Note</u> : If you will specify more than one option in the "**Add font query**" window, like setting the font size to '**12**' and the font style to '**bold**' then it means you want to index all terms in the book that have a '**12**' font size, and that are '**bold**' at the same time.

  If you want to index terms that have a '**12**' font size, or terms that are '**bold**' then you will have to create a font query for the font size, and another font query for the font style to accomplish this.

2. **Edit** :
   Click this button in Figure (9.1) to edit the selected font query. A window will appear just like the "**Add font query**" window explained <u>above</u> to make your required changes to the font query.

3. **Delete** :
   Click this button in Figure (9.1) to deleted the selected font queries. A confirmation message will appear to confirm deleting all the selected font queries from the program database.

4. **Import font queries** :
   Click this link in Figure (9.1) to import the exported font queries from an XML file.

5. **Export font queries** :
   Click this link in Figure (9.1) to export the selected font queries to an XML file.

Settings - Generating index . . .

In the **"Generating Index"** tab you can specify the options of generating the Index, while parsing the text in your PDF file.
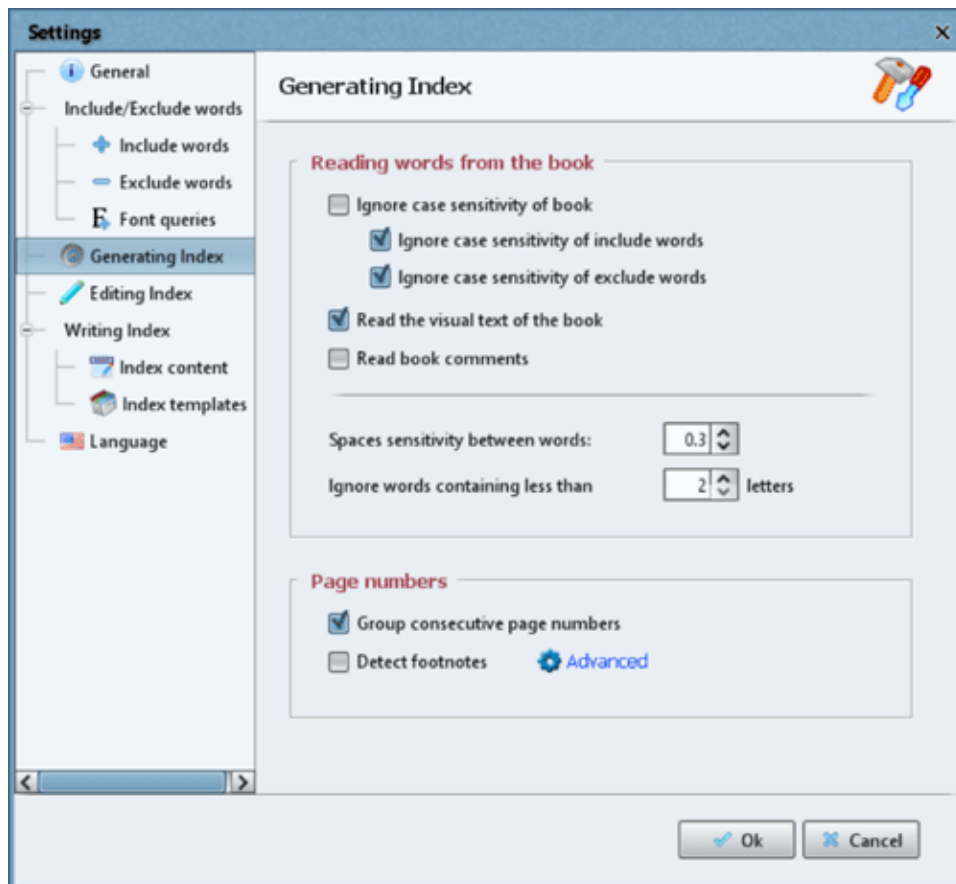
Figure (10.1)

You have the following options :

- **Ignore case sensitivity of book**:

    1. This option will specify how to deal with words having the same letters but different letter cases(Capital letters/Small letters) in your book. For example the words (Bicycle - bicycle), by selecting this option, the generator will deal with these (2) words as (1) word which is "bicycle". But if you disabled this option then you will see (2) words in the Index "Bicycle" and "bicycle".

    2. The option **Ignore case sensitivity of include words**, if enabled then it will collect all the include words that you have specified from your book whether they are found in capital or small letters. For example the include word "Saving budget" will match "Saving budget", "Saving BUDGET", "saving budget", … etc.

    3. The option **Ignore case sensitivity of exclude words**, if enabled then it will skip indexing all the exclude words that you have specified from your book whether they are found in capital or small letters. For example the exclude word "Haunting Day" will exclude "Haunting Day", "Haunting DAY", "haunting day", … etc from the index.

    4. Disabling the option **Ignore case sensitivity of book** will automatically enable the two secondary options under it, as everything in your book will be considered in small letters.

- **Read the visual text of the book**:
Every PDF book has 2 available layers of text. The visual text(Which you can see when you open your book using a PDF reader) and the hidden text. Normally these 2 layers have the same content, but sometimes they can have different content causing different results to appear in Step3. By default the program reads the visual text, but if you find strange words appear in Step3 which does not happen a lot, then you can disable this option to force the program read the hidden content of the PDF to give better results. This option is most used if the book has multi-column of text per each page. If that's your case then we advise disabling this option to get better results in Step 3.

- **Read book comments**:
If your book has comments defined for it as shown in Figure (10.2) then if you enable this option the program will read such comments and index them.
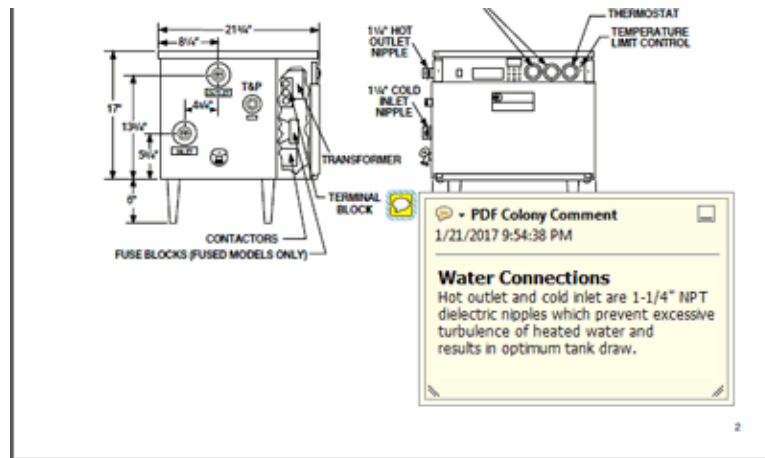
Figure (10.2)

- **Spaces sensitivity between words**:
The spaces character between the words in the PDF file may vary in width depending on the PDF editor used to create the PDF book. If the spaces width is not normal then the program may combine some words together if the space character is not wide enough, so you must set the spaces width sensitivity manually to get right results in that case. The default value is 0.3 which is the normal case, but you can determine a value from 0.1 to 0.9.

Example:
If the program is indexing a name "BarackObama" instead of "Barack Obama" then try increasing the space sensitivity value to 0.9. That should boost the chances of recognising the space character between the two names.
If the program is indexing a name "Bar ack" instead of "Barack" then try decreasing the space sensitivity value to 0.1. That should also improve your chances of determining whether or not that name has a space in it.

- **Ignore words containing less than ... letters**:
This option will force the generator to skip indexing any words having a number of letters less than this specified value. This is useful for skipping small words like 'an, or, is,...'.

- **Group consecutive page numbers**:
This option is very useful if a word is found in many pages in the book, so for example if the word "Budget" is found in pages 1, 2, 3, 4, 5, 6, 18, 101, 102, 103, 104, 105, then instead of showing all those page numbers, they will appear in ranges, like 1-6, 18, 101-105 which is much easier to read. These grouped ranges will be written like this in the book index.

- **Detect footnotes (Footnotes & Endnotes)**:
    1. *What are footnotes/endnotes?*
       Footnotes are notes placed at the bottom of a page. They cite references or comment on a designated part of the text above it. Because this makes it convenient for your reader, most citation styles require that you use either footnotes or endnotes in your paper.

What's the difference between footnotes & endnotes?
The primary difference between footnotes and endnotes is simply the placement with a document; footnotes are found at the bottom of a page (i.e. in the footer) and endnotes are located at the end of a document, or sometimes at the end of a chapter or section.

Figure (10.3) shows a book sample for 2 footnotes located at page 6 of the book.
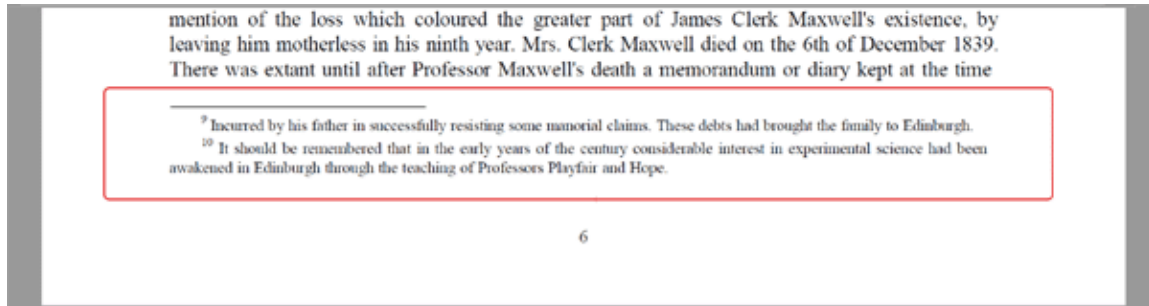
Figure (10.3)

2. By enabling the checkbox **Detect footnotes** you can command the program to detect footnotes located in your book, to index them automatically using their footnote numbers. This will only work if you have defined & enabled one or more "Include Category" or "Include Query" to index your book using them.

   How does it work?
   When the program starts generating your book index, while you have enabled an include category to index its terms, if the **Detect footnotes** checkbox is enabled, then the program will look for every term in the include category in the book footnotes. If it finds any, then it will index it using its footnote number.

   Example:
   If your include category has the term "Edinburgh" then the indexed word might look as:
   　　　Edinburgh, 3, 6n9, 6n10, 121, 155
   As "Edinburgh" appears in footnote number 9 & 10 as shown in Figure (10.3).

3. Advanced footnotes:
   For the program to detect footnotes found in your book accurately, you must click the **Advanced** link found beside the **Detect footnotes** checkbox as shown in Figure (10.1), to define right settings for your footnotes. When you click this link a small window will appear as shown in Figure (10.4).

Figure (10.4)

The window in Figure (10.4) has 3 buttons. You must click them all in order to specify right settings for your footnotes to help the program detect and index footnotes accurately.

Those 3 buttons are:
  a. **Footnotes Format:**
     By clicking this button you'll be able to specify the formatting of your book footnotes. You will see the small window shown in Figure (10.5).
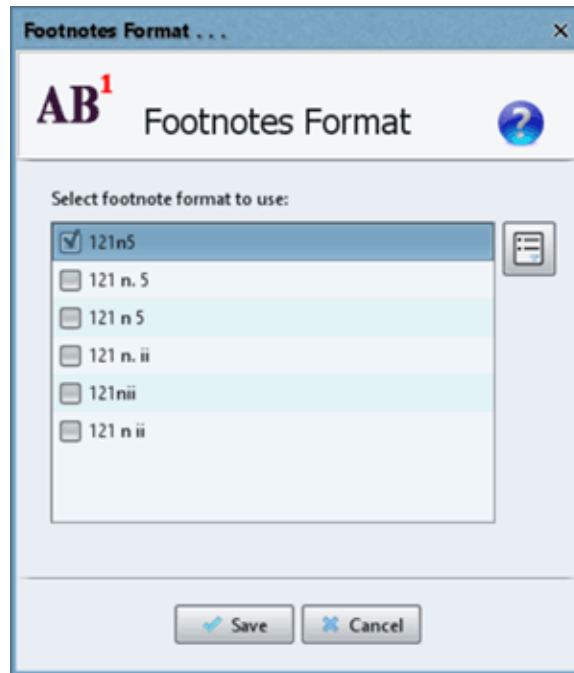
Figure (10.5)

As shown in Figure (10.5) there are 6 formats allowed for the footnotes/endnotes that you can use:
  i. 121n5: That's the most popular footnote format used in books. It starts with the page number "121" then the "n" letter then the footnote number "5".
  ii. 121 n. 5: This footnote starts with the page number "121" then 1 space then "n" letter then a dot then 1 space then the footnote number "5".
  iii. 121 n 5: This footnote starts with the page number "121" then 1 space then "n" letter then 1 space then the footnote number "5".
  iv. 121 n. ii: This footnote starts with the page number "121" then 1 space then "n" letter then a dot then 1 space then the footnote number as a roman number "ii".
  v. 121nii: This footnote starts with the page number "121" then "n" letter then the footnote number as a roman number "ii".
  vi. 121 n ii: This footnote starts with the page number "121" then 1 space then "n" letter then 1 space then the footnote number as a roman number "ii".

Just enable the footnote format used in your book through the above window (You can only enable one footnote format), and when you start generating the book index, the program will automatically detect the footnote terms and set their footnote numbers using the format that you have selected here. Example:
     Edinburgh, 3, 6 n. 9, 6 n. 10, 121, 155

  b. **Footnotes Font:**
     By clicking this button you'll be able to specify the font used by your footnote paragraphs found in your book. Those footnote paragraphs written at the bottom of the book pages are mostly written with smaller font size than the font size used to write the book content. You can check Figure (10.3) as an example. When you click the **Footnotes Font** button you will see a window as shown in Figure (10.6) where you can set the font specifications of the footnote paragraphs. It's enough to set a

font size range here, as shown in Figure (10.6).

Figure (10.6)

When generating the book index, if the program finds a paragraph with a font size of range 9.0 to 9.5 as specified in Figure (10.6), with a footnote number before it, then it will consider it as a footnote paragraph. Its terms will be indexed as footnotes.

c. **Footnote Numbers Font:**
By clicking this button you'll be able to specify the font used by your footnote numbers found in your book before every footnote paragraph. If you check Figure (10.3) you will see that there are 2 footnote numbers "9" and "10" in that page sample. They appear with font size less than the font size used for the footnote paragraphs. Use any PDF editing software to determine the font size or styling used for those numbers, then click this button to see a window similar to the one in Figure (10.6). Set the font specifications of your footnote numbers. It's enough to set a font size range here, as shown in Figure (10.6).

After specifying all footnote settings through those 3 buttons the program will be able to detect all footnotes in the book accurately. When generating the book index, if the program finds a footnote number with a font format similar to the one specified through the **Footnote Numbers Font** button, then it will check the paragraph that follows. If the following paragraph has a font format similar to the one specified through the **Footnotes Font** button, then it will consider it as a footnote paragraph. Its terms will be indexed as footnotes. The program will index all terms found in any used include category or include query through those footnotes, index them with their footnote numbers using the footnote format specified through the **Footnote Format** button, and you can check the final results in Step 3 of the program, where you can then modify them as necessary.

*Note: If the **Footnotes Font** & the **Footnote Numbers Font** are exactly identical, the program won't be able to index footnotes in your book.*

* * * * * * *

Settings - Editing index . . .

The **"Editing Index"** tab contains options for editing the Index in Step3.
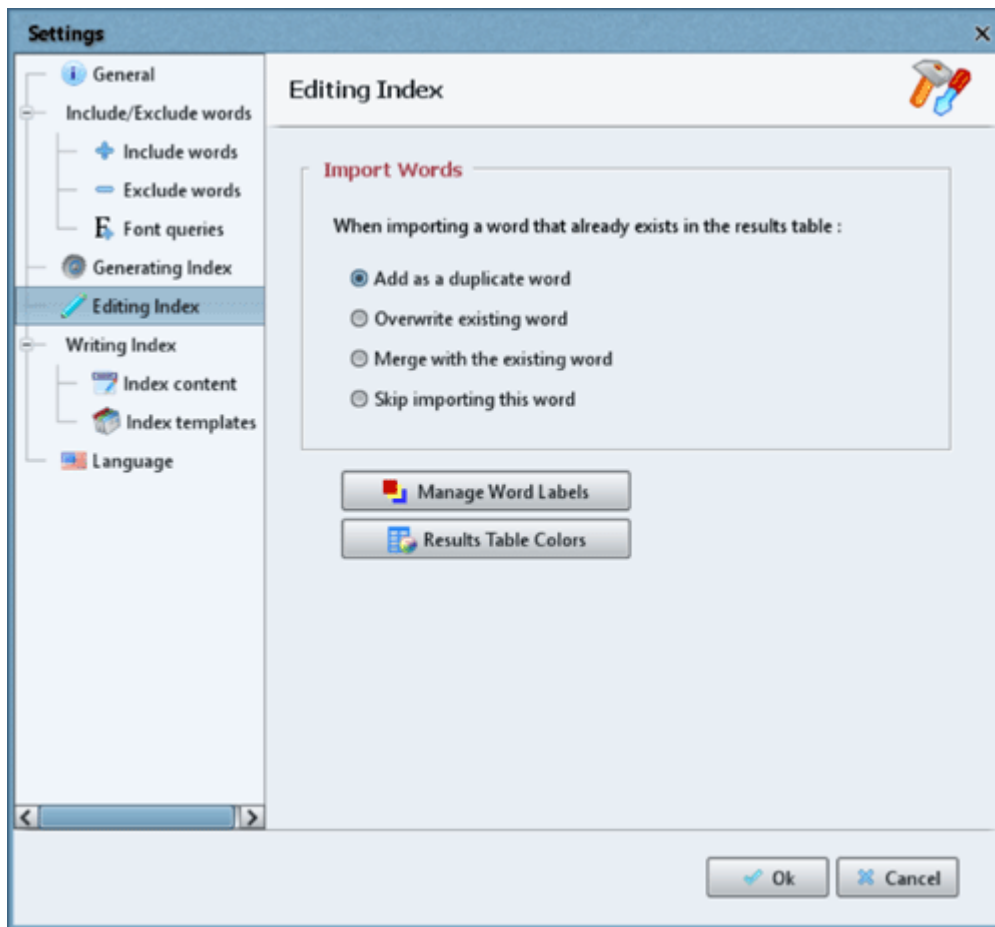
Figure (11.1)

<u>You have the following options</u> :

- ■ **When importing a word that already exists in the results table** :
  This option specifies what to do when importing words in Step3 from a file if one or more of the imported words already exist in the results table of Step3.

  1. **Add as a duplicate word**: This is the default behavior, where the program will add a duplicate copy of the word to the results table. It will have the same title as the existing one.

  2. **Overwrite existing word**: This option will let the program replace the existing word in the results table with the imported one.

  3. **Merge with the existing word**: This option will let the program merge the existing word in the results table with the imported one. The title will be the same, the word count will be the sum of both words' count, and the two words' page numbers will be merged together.

4. **Skip importing this word**: This option will let the program skip importing the duplicated word, which means the existing word will stay as it is, while the imported one will be ignored.

- **Word labels** :
  In Step3 of the program you can group a number of words together using the word labels feature, so you can make one or more action on those words altogether at once instead of having to highlight each word every time manually to do the same action on it. Here is how to use the word labels :

  1. **Manage word labels**: As shown in Figure (11.1) you can click the 'Manage word labels' button to add or edit or delete labels. When you click this button you will see a dialog as shown in Figure (11.2).
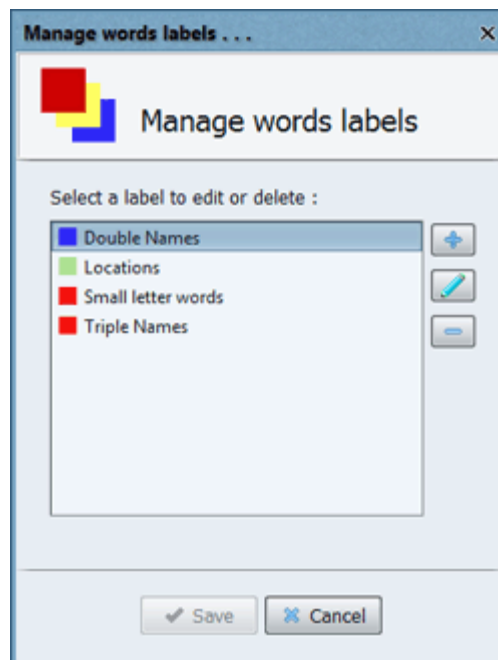
Figure (11.2)

When you add or edit a label you can specify its name, color and shortcut as shown in Figure (11.3):
   a. Label name: Each label should have a name to select the label using it.

   b. Label color: When you set a label for a word in Step3 a label will appear in the "Id" column having the same color specified here, so the word will be obvious in the results table. When adding a new label you will notice that a random new color is generated for this label, but you can edit it and choose the color that you want to use instead.

   c. Label shortcut: You can select a keyboard shortcut from the shortcut selection box to simply click this shortcut while you are in Step3 to apply the corresponding label to the highlighted words in the results table.
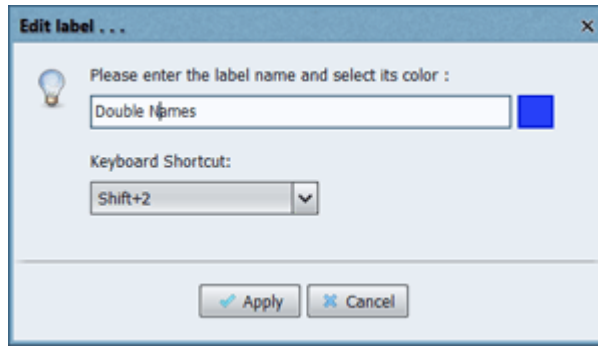
Figure (11.3)

2. **Assigning labels to words in Step3**: It is time to use the labels that you have created. In Step3 you can assign the labels to the words you want then do the actions you want with those labels, as explained here.

■ **Resuts table colors** :
When you reach Step3 of the program you will see in this step a results table which lists all the generated index terms so you can edit them. The rows of this table have many colors (Text colors and back colors) for its different elements. You can modify those colors by clicking the "Results table colors" button as shown in Figure (11.1). Clicking this button will open the window shown in Figure (11.4). There is also a shortcut for this button in Step3 located above the results table at the right hand side. Clicking this button in Step3 will open this same window.

Figure (11.4)

1. As shown in Figure (11.4) you can click the "FG" button to edit the text color(ForeGround) of the specified table row or click the "BG" button to edit the back color(BackGround) of the specified table row in the results table.

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2. This window allows you to change the text color or back color of the following rows in the results table:
   a. Added words: These are the words that you have added manually to the table using the "Add word" button in Step3.
   b. Edited words: These are the words that you have modified using the "Edit word" button in Step3 to change their title, page numbers, etc.
   c. Merged words: These are the words that you have merged together using the "Merge word(s)" button in Step3.
   d. Deselected words: These are the words that you have disabled in Step3 to prevent writing them in the final index.
   e. Not found words: These are the words that the program did not find in your book because they do not exist inside it.
   f. Imported words: These are the words that you have imported in Step3 from a file using the "Import words" button.
   g. Normal words: These are the words that the program has indexed and that are all enabled in Step3.
   h. Table grid: Set the border color of the results table cells.

3. When you modify any color using the "FG" or "BG" buttons the text color or the back color of the label found beside those buttons in this window will be modified corresponding to the changed color to show you an example of how the color will look like in Step3 rows.

4. The colors shown in Figure (11.4) are the default colors the program uses for the results table. If you have modified those default colors but then you have changed your mind and you wanted to restore the default colors then click the "Reset" button to do that.

* * * * * * * *

Settings - Index content . . .

In the **"Index content"** tab you can specify the options of writing the Index to a PDF/text file.
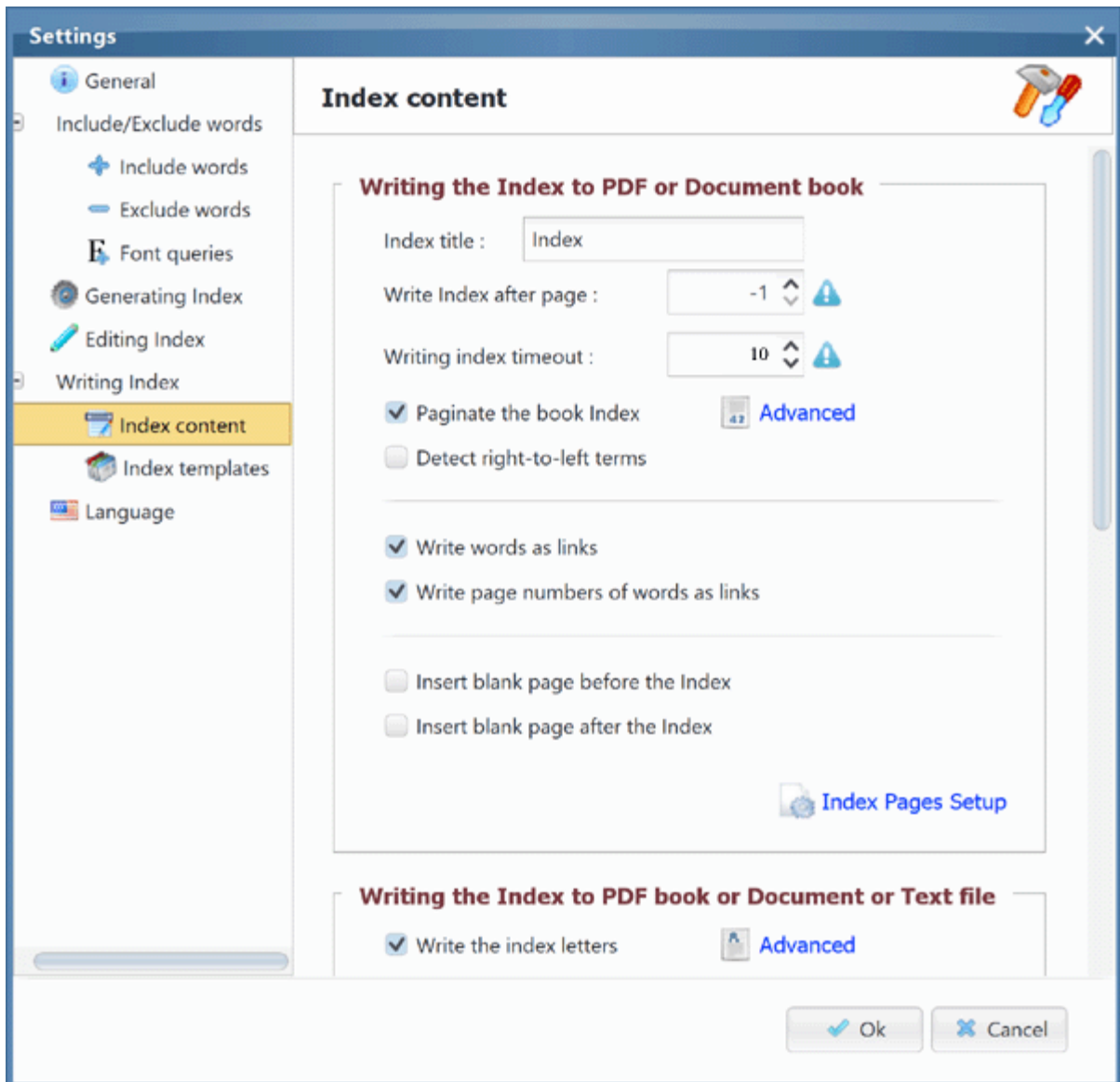
Figure (12.1)

You have the following options:

1. **Index title**: Use this if you want to type a title at the top of the Index. You can see an example of this in Figure (4.2).

2. **Write Index after page**: This option will specify after which page do you want to write the index in your PDF book. This is used if you will append the index to an existing PDF file.
   - If the value is **-1** (default) then the index will be written after the last page of the book.

If the value is **0** then the index will be written before the first page of the book.

- If the value is **520** then the index will be written after page number 520 in the book.

3. **Paginate the book Index**: This option will allow you to write the page numbers of the Index pages which are added to your book. We also call it "A paginator". When you enable that option you can click the "Advanced" link to show a dialog which gives you more options for this paginator. For more details please go here.

4. **Writing index timeout**: In Step 4 if the process of writing the index to any file takes longer than expected, you can use this option to specify a timeout interval in minutes for this procedure. If the time limit is surpassed, a confirmation message will appear, offering you the option to continue writing the index or cancel it. If you decide to continue writing, procedure, the program will continue writing for the same specified interval, then display the same confirmation message again if the timeout period has been reached once more. This gives you flexibility to decide when to stop or continue writing. The default interval is 10 minutes.

5. **Detect right-to-left terms**: If your index has terms written in a right-to-left language like Arabic, Hebrew, Persian or Urdu then you should enable this option so the program could write those terms to the PDF file in right to left direction. If you did not enable this option then such right-to-left terms will appear in the PDF file with letters written in reversed order. For example if you have an Arabic term "مرحبا" and you didn't enable this option then this term will be written as "م ر ح ب ا" in the PDF file. That's why it is important to enable this option.

   Note: If you will write the index to a text file, then no need to enable this option as those right-to-left terms will appear fine in the text file.

6. **Write words as links**: This option will write the index words as links. If a word is clicked then it will go to the first page it was found in.
   Note: This option will take effect only when appending index to an existing PDF(To find pages to link to).

7. **Write page numbers as links**: This option will write the page numbers of each word as links. If a page number is clicked then it will go to its corresponding page in the book.
   Note: This option will take effect only when appending index to an existing PDF(To find pages to link to).
   Note: This option may cause the program to be slow in the writing process. If you feel the program is slow, please run the program with high memory allocation. If you are using Mac, you will find a mac script in the program folder. You can directly run it instead of running the program itself. It will run the program with high memory allocated.
   Note: This option may cause the output PDF to be large in size.

8. **Insert blank page before the Index**: By enabling this option, an empty page will be inserted before writing the Index(This applies only when appending the Index to an existing PDF book).

9. **Insert blank page after the Index**: By enabling this option, an empty page will be inserted after writing the Index(This applies only when appending the Index to an existing PDF book).

10. **Index pages setup**: This will show a dialog as appears in Figure (12.3) which will allow you to set the dimensions of the Index pages and their orientation in the PDF file. By default the program sets the Index pages dimensions as the same size of the page found in the PDF book just before the Index itself. You can choose A4 or A5 paper dimensions, or you can set the dimensions manually. All dimensions are set in

Inches.
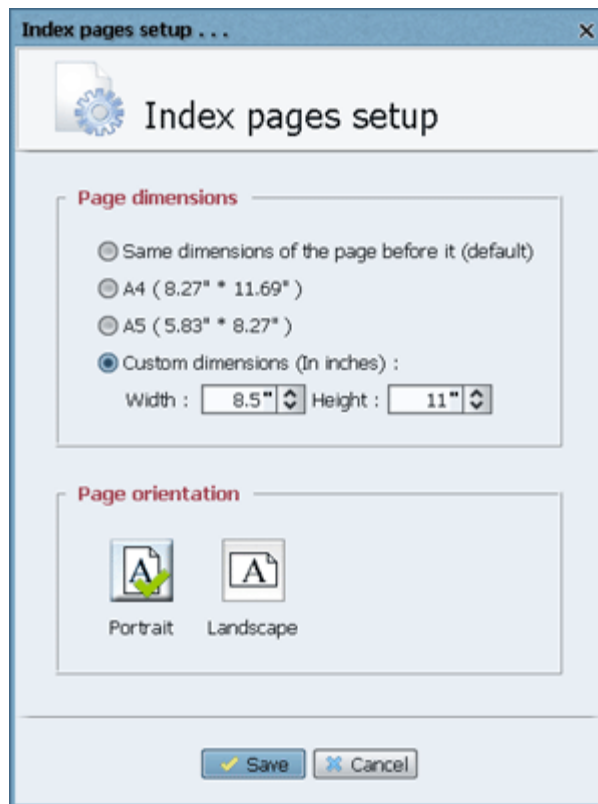
Figure (12.3)

11. **Write the index letters**: This option will allow you to write the index letter titles(A, B, C, etc.) to the book index. If you disable this checbox then no letter titles will be written to the book index. When this checkbox is enabled you can click the "Advanced" link to show a dialog which gives you more options for the index letters. For more details please go here.

12. **Use run-in index:** There are two different index styles: Indented index style and run-in index style:
    1. Indented index style: This is the default styling used when the program writes an index to a file in Step 4. Each sub-header is written in a new line, indented to the right under its header. Example:

       Sabba da Castiglione, 209, 337
           on cosmetics, 190
           on whether to marry, 210-11
           on wives' proper behavior, 230-40, 350

       This index styling is more reader friendly, and that's why we prefer it.

    2. Run-In index style: In this styling sub-headers are written immediately after the header word on the same line to save space, save pages & save costs. For this reason, some publishers prefer to use this style, although readers find it difficult to read. Example:

       Sabba da Castiglione, 209, 337; on cosmetics, 190; on whether
          to marry, 210-11; on wives' proper behavior, 230-40, 350

    If you enable the "Use run-in index" checkbox the program will write the index in Step 4 to any file using the run-in style. There're some rules that we follow when writing the index using the run-in style:

- If the header term has no page numbers defined for it, the program will write a colon ":" as a separator between the header title and its subsequent sub-headers.
- If the header term has one or more page numbers defined for it, the program will write a semi-colon ";" as a separator between the header page numbers and the subsequent sub-headers.
- If a header term has sub-headers and sub-sub-headers defined for it, the program will force writing this term using the indented style.
- If any sub-headers have cross references defined for them, the program will ignore writing them, because they will appear ambiguous when written in this style..

13. **Write only the first page number of each word**: This option will specify whether to write all the page numbers each word was found in your book, or just write the first page it was found in.
e.g:
bicycle, 6, 15, 22, 101, 316
bicycle, 6

If you will enable this option then you will be allowed to also enable or disable the option **Align page numbers vertically at space [...] from the left margin**. This option is useful if you will write one page number only per each index word, to write all the page numbers vertically aligned in the index. That will give you a tidy nice looking index. The value of the spinner is a range from 100 to 300. It is the location where you want to write the page number from the column left margin. Use trial and error to see the best value that will fit your index depending on the page dimensions. You can check a sample index using this option as it appears in Figure (12.4). If you will use this option then any cross references specified will be ignored by the program because the cross references should be written after the page number of the index word, and there will be no space for this as you can see in Figure (12.4).

V

		wanting	21
		was	4
		wash	46
		waste	38
vacation	5	wasted	26
vacations	32	wasting	38
Valentine	33	Watch	32
valuable	25	watch	20
value	5	watching	32
vanishing	46	water	10
variable	29	waters	13
variation	37	wave	34
varies	11	way	14
variety	23	ways	3
various	8	We	4
varying	5	we	1
ve	21	weakness	47
versus	32	weaknesses	46
very	6	wealth	3
vicious	3	website	47
video	10	websites	13
videos	19	week	22
view	8	weekend	10
virtual	13	weekends	42
Visit	42	weekly	7
visit	21	weeks	33
visiting	42	weighing	46
visualize	19	Welcome	12
voice	3	Well	13
volunteer	32	well	3
		were	13
		WHAT	7
		What	2
W		what	1
		Whatever	22
		WHATSOEVER	41
waiting	13	wheels	24
waking	23	When	9
walk	25	when	3
walking	9	Where	6
walks	42	where	4
wallet	44	Whether	5
wallets	44	whether	12
want	4	Which	17

xxxvii

Figure (12.4)

14. **Write the page numbers of Header words:** If you have specified some words in Step 3 to be "Header words", by default their page numbers are not written as they are considered as titles only, but you can enable this option to write their page numbers.

15. **Write the count number of each word**: By selecting this option, the number of times each word was found in the book will be written in the Index. It will appear in a box bracket.
e.g:
bicycle[6], 15, 22, 101, 316

16. **Write a separator after each index entry**: If this option is enabled then a comma separator will be written in the Index between the word title and its page numbers.
e.g: Farm items, 20, 137

If this option is disabled then the comma separator between the word and its page numbers will be omitted.
e.g: Farm items 20, 137

You can modify the separator to use through the separator text field next to this check box. Although the comma is the suggested separator, you can replace it.
Note: If the index entry ends with a comma then a quote like "Be a Clown," the program will automatically ommit the separator between the index entry and its page numbers.

17. **Remove any spaces before and after each word**: If this option is enabled then

the program will automatically trim all the index terms. Any spaces that exist before or after the term will be removed.

_e.g_: If Step 3 has the term " Farm items   , 20, 137". If this option is enabled, the term will be written to the index file as "Farm items, 20, 137" in Step 4 with no spaces, but if it is disabled, the term will be written to the index file with all those spaces.

18. **Write the Index report**: By selecting this option the genrated Index report that you see in Step 3 will be written at the end of the Index. This report contains the following information:
    a. Total number of words indexed.
    b. Total number of words not found in the file.
    c. Total number of pages indexed.
    d. Total time taken to generate the Index.
    e. Operation success.

19. **Write the date of creation of this Index**: By selecting this option, the date of creation of the Index will be written at the end of the Index.

20. **Use inclusive page numbers (ranges)**: When writing page numbers for any term in Step 4 to a PDF or a Text file, if the program finds a range of pages to write, this option will help writing the numbers of this range as inclusive page numbers. This means that for the second part of that range the program will use two or more digits as needed, but no more digits than needed. This is used mainly to reduce the index size by saving some space.
    _e.g_:
    ○ 125–29 instead of 125–129
    ○ 145–55 instead of 145–155
    ○ 101–8 instead of 101–108
    ○ 1087–89 instead of 1087–1089

    Here are the rules that the program uses to set the inclusive page numbers:
    1. If part 1 of the range is from 1 to 100, then the program will write all digits of part 2 of the range. i.e. 3-10, 71-72, 96-117
    2. If part 1 of the range is 100 or multiples of l00, then the program will write all digits of part 2 of the range. i.e. 100-104, 1100-1113
    3. If part 1 of the range is 101 through 109, 201 through 209, etc., then the program will use inclusive page numbers for part 2 of the range. i.e. 101-8, 808-33, 1103-4
    4. If part 1 of the range is 110 through 199, 210 through 299, etc. then the program will use inclusive page numbers for part 2 of the range. i.e. 321-28, 498-532, 1087-89, 1496-500

21. **Range of pages separator**: When an index term is found in a sequential range of pages like 210, 211, 212, 213 inside the book, then the program will write those page numbers as a range 210–213 using an en dash "–" as a separator for this range. Using an en dash as a separator is a standard value so we encourage using it, but if you want to use any other value then you can set that value using this option.

    It is important to notice that in Step 3 of the program when editing the page numbers of any word you can only use a normal dash "-" for a range of pages. The custom separator value for the range of pages that you specify in this option is applied only when writing the index to a file in Step 4. We do this to make the editing process in Step 3 easy for you.

22. **Index Sorting**: This section has settings to specify how to sort the terms alphabetically in the book index. Those settings will be applied to the index when writing the index in Step 4 to a PDF or text file.

    ○ **Deal with numbers found within terms in letters**: If you enable this

option, the program will pronounce any numbers in the index terms to place them alphabetically in the index according to the pronounced letters, while the term will be written with numbers exactly as you entered it. For example the program will treat the index word "1984 (Orwell)" as "nineteen eighty-four Orwell", thus it will be written in the index as "1984 (Orwell)", but it will appear under the "N" letter in the index.

- **Ignore accents in letters**: If you enable this option, the program will sort the index terms without regard for diacritical markings or accents in letters. As a result, when sorting the index word "Éleanore", it will be considered "Eleanore", and it will appear beneath the letter "E", but it will be typed as "Éleanore".

- **Ignore punctuation and symbol marks**: If you enable this option, the program will ignore any punctuation in index terms while sorting them. For example, if you set this option, the software will ignore the parenthesis and comma while sorting "(Quibbling Over Quotes, by Blair Shewchuk)" , and place it beneath the "Q" letter.

  Some punctuation will be completely ignored, while others will be substituted by a space. These include all forms of dashes "-, —, –, —, —, –", and the forward slash "/". If any of those punctuations are found by the program in the term, then it will replace them by 1-Space. Any other punctuations will be ignored at all.

  You may access the list of punctuations defined inside the software by clicking the **Advanced** link next to this checkbox, and you can edit it as needed to add or remove any punctuations, as shown in Figure (12.5).
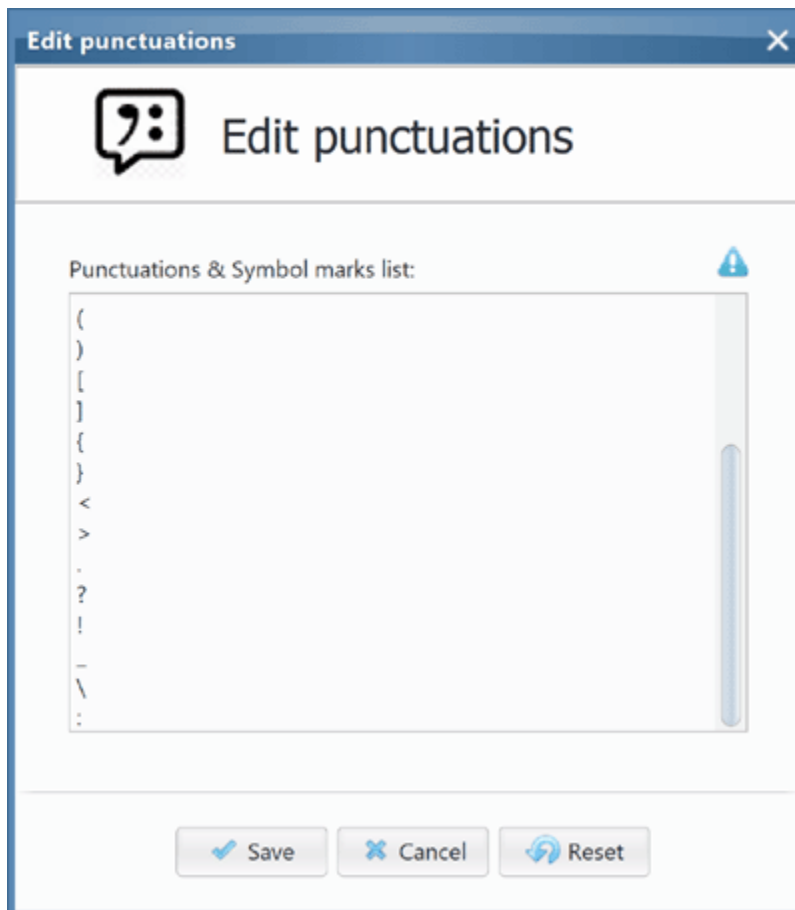
Figure (12.5)

- **Ignore lexically insignificant words**: If you enable this option, the program will ignore any words that are lexically insignificant while sorting the index terms, like: the, he, she, is, there, etc. For example, if you set this option, the software will ignore "The" in the index term "The daily news" while sorting and place it beneath the "D" letter.

  You may access the list of lexical words defined inside the software by clicking the **Advanced** link next to this checkbox, and you can edit it as needed to add or remove any other lexical words, as shown in Figure (12.6).
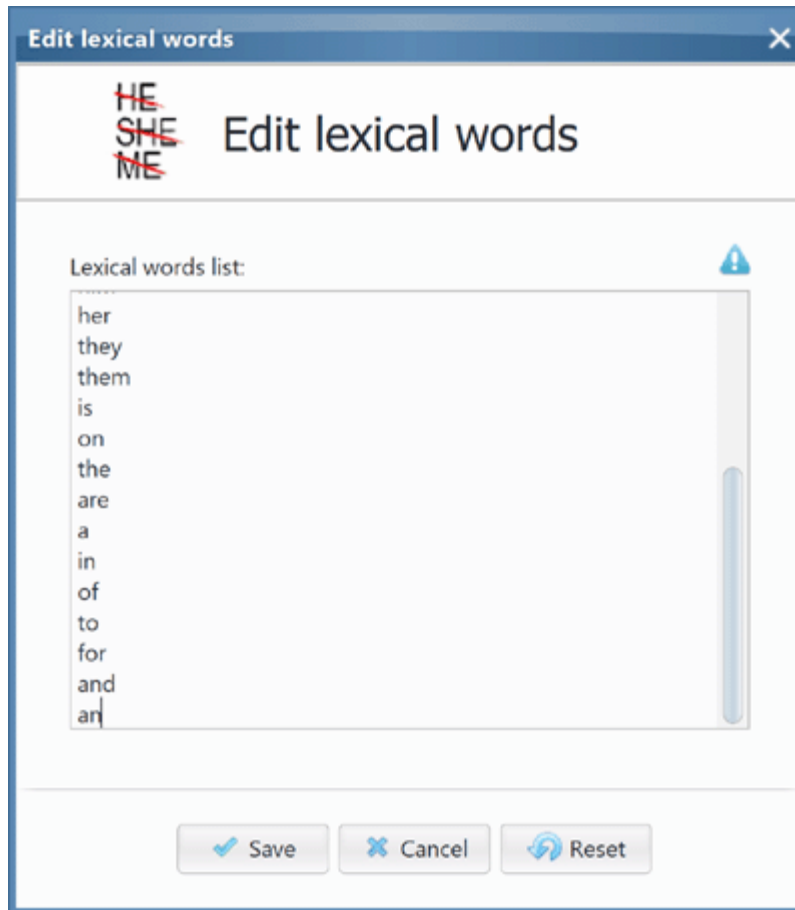
Figure (12.6)

* * * * * * * *

Settings - Index content => Paginate the book Index . . .

Paginate the book Index: This dialog allows you to specify the options for the the page numbers written for the new index pages which are added to your book. It's also called "Paginator". You have many options for this paginator, as shown below:
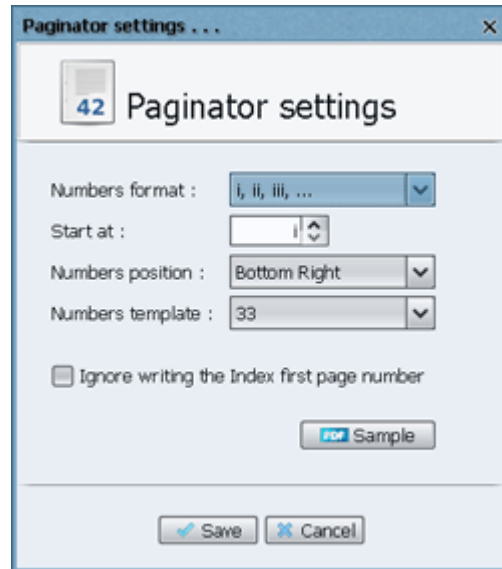
Figure (12.3.1)

As you can see in Figure(12.3.1) you can specify:

1. The Numbers format to use. You can select the Arabic numbers, or English letters, or Latin numbers.

2. Start at: Which number to start the paginator with. For example if you have set to start at (13) then the first page in your book index will have the page number (13) then the next page will be (14), and so on.

3. Numbers position: The location in the Index page to write the page number in.

4. Numbers template: The template to use in writing the page numbers. For example if you select (i, ii, iii,...) as a "Numbers format" and (INDEX | 33) as a "Numbers template", then the page numbers for the Index paginator will appear like:
   INDEX | i
   INDEX | ii
   INDEX | iii

5. The checkbox in this dialog specifies if to ignore writing the page number of the first page in the Index. This sometimes is a good idea for a good looking Index, depending on what Index template you will choose from the Index templates tab. But note that when enable this option it will still count the first page in your Index , which means the second page in the Index is still number (2) and will not be considered number (1).

Notes:

1. You can click the "Sample" button to see a PDF index sample with the selected Paginator settings to see your changes in action.

2. You can change the font used to write the paginator to the PDF file, and also change the paginator margins from the index template that you're using.

* * * * * * *

Write the index letters: This dialog will allow you to specify the options of the index letters written in the book index, as shown below:
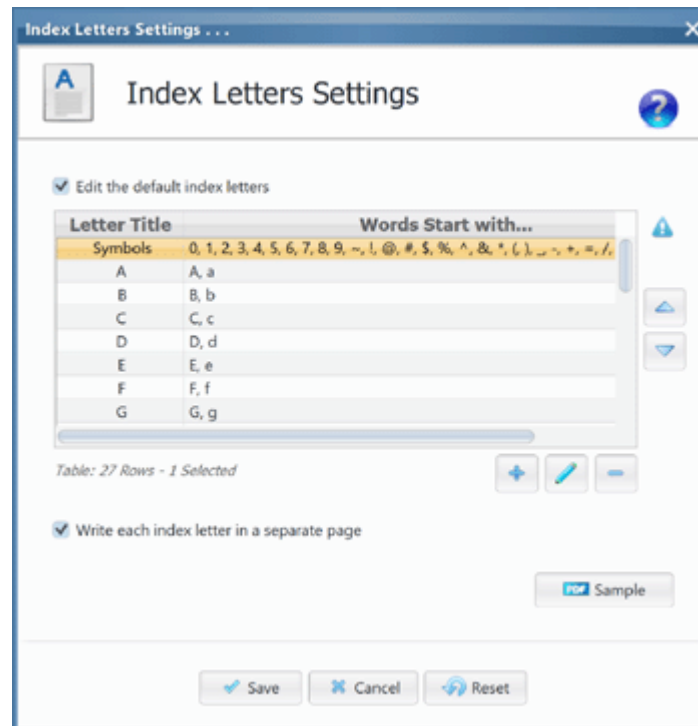
Figure (12.4.1)

As you can see in Figure(12.4.1) you can:

- **Edit the index letters**:
  By default the program sorts the index terms alphabetically to write the symbols and numberical terms at the top of the index, then writes the index terms from A to Z. You can change this behavior if there is a need for this through the index letters table shown above. This table shows each letter title written in the book index and the corresponding words that appear below it; the "words start with..." field.

  For example the 'A' letter title shown in Figure(12.4.1) will be written as the second letter in the book index after the 'Symbols' section, and all the index terms that start with 'A' or 'a' letters will be written below it. If no index terms at all start with 'A' or 'a' then writing the index letter 'A' will be skipped, and the program will move to the 'B' letter.

  If for example you delete the 'A' letter from the letters table, while you already have index terms starting with the 'A' or 'a' letters, then the program will ignore writing such terms at all in the index, as you have deleted the 'A' section from the index. Such terms starting with 'A' or 'a' letters have no section to be written inside it in the book index, so be cautious when modifying this table.

  You have the following buttons for this table:

1. **Sort buttons**:
   The index letters are written to the book index with the same order they are set with in this table. You can sort them using the "Move up" or "Move down" arrow buttons found at the right hand side of the table. For example if you want to write the 'Symbols' section after the 'Z' letter instead of writing it before the 'A' letter, then just highlight the 'Symbols' row in the table and keep clicking the 'Move down' button till the 'Symbols' row appears after the 'Z' row in the table.

   Note: You can click the "Ctrl +   " keyboard shortcut instead of clicking the 'Move down' button to move a row down by one row, and you can click "Ctrl +   " keyboard shortcut instead of clicking the 'Move up' button to move a row up in the table by one row.

2. **Add/Edit/Delete buttons**:
   You can add new index letters to the table by clicking the "Add" button found below the table, and you can delete any of the defined index letters in the table by clicking the "Delete" button.

   If you want to edit any of the index letters defined in this table then just double click its row, or select the row then click the "Edit" button found below the table. This will show another dialog, as shown below:
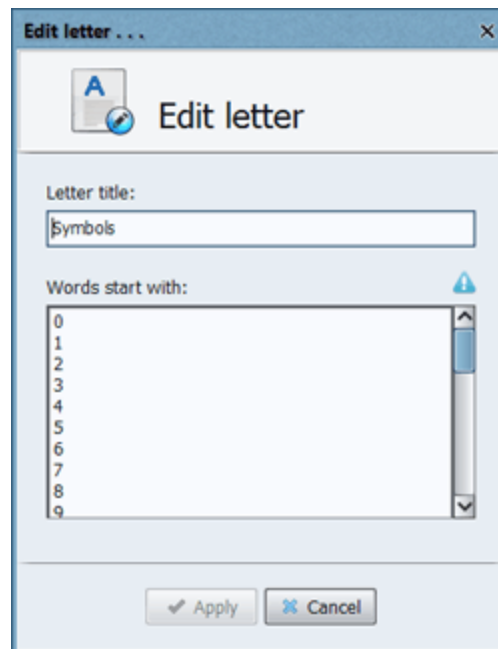
Figure (12.4.2)

As you can see in Figure(12.4.2) you can specify the letter title written in the book index, and specify what the index terms that are written below it start with. For the "Words start with" field you can type one or more letter per each line, which corresponds to what the index term starts with.

   a. If you've set the letter title to "Symbols", and type "#" for the 'words start with' field, then the index terms like "#Follow up", and "#Email address" will be written below the "Symbols" letter title inside the book index.
   b. For languages like the Welsh language, which has multi letters in its alphabet, like "dd, ff, ng", if you've set the letter title to "DD", and type "dd" for the 'words start with' field, then the index terms like "ddyletswydd", and "ddelfrydol" will be written below the "DD" section inside the book index.

■ **Write each index letter in a separate page**:
By enabling this checkbox the program will start writing each index letter in a new page even if there is still an empty space in the page before it. So the 'A' letter and its words will be written in a new page, and when all the 'A' words are written, the program will be forced to move to a new page in the book to start writing the 'B' letter and its words, and so on.

■ **Sample button**:
To view your changes in action, click the "Sample" button to see an Index sample with the selected index letters' settings.

■ **Reset button**:
If you've made a lot of changes to the index letters and now want to restore them to the default list of letters, you can do so by clicking the "Reset" button.

* * * * * * *

- "**Index templates**" will allow you to control the design of your index. The program offers you a number of templates that you can use. Each template has a unique design. You can modify any template as required. Figure (13.1) shows the **Index templates** tab. You can select an index template from the templates selection box. When writing the index to a PDF book, the selected template design will be applied to it.
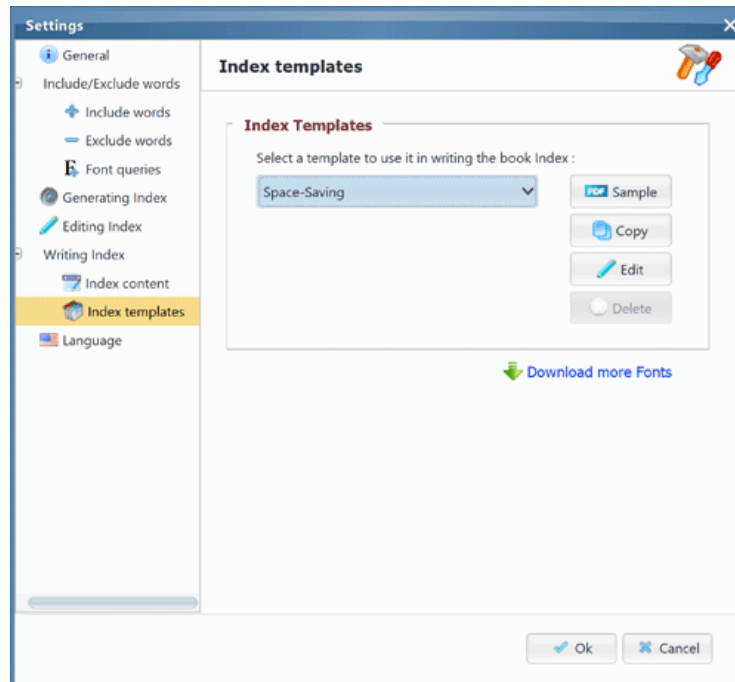
Figure (13.1)

- **Buttons in this tab:**

  1. **Sample**: Select any of the index templates, and click this button to open a sample PDF file to see how it looks like. This button will generate a small PDF index sample, and opens it using your default PDF reader program.

  2. **Copy**: Select any of the index templates, and click this button to create a copy of this template, then you can edit the new template and save it with a new name.

  3. **Edit**: Select any of the index templates, and click this button to open the edit template window to modify it. Please do not modify the default templates. Instead please create a copy of any template, then modify it using the "Edit" button.

  4. **Delete**: Select any of the index templates, and click this button to delete it. Deleting the default templates(That come with the program) is not allowed.

- **Editing an index template:**

  When you click the "Edit" button to modify a template, the edit template window will appear, as shown in Figure (13.2). You have many settings to customize here:

  1. **Template name**: You can set the name of the template here. This is the name that will appear in the templates selection box as it appears in Figure (13.1).

  2. **Number of columns**: Decide how many columns to include on each page. For book readers, a 2-column index is ideal, though you can also select one, three, four, or five columns to display in the index. If you want to make your index take up fewer pages in the book, then increase the number of columns to accomplish this.

  3. **Margins**: You can change the top/bottom/left/right margins of the index pages. You can also set the internal margin which is the distance between each 2 columns. There is a preview image at the right hand side of this window. It will show the effect of the changes you make to the margin values.

     The "**Use inside/outside margins**" checkbox: By default the program allows you to set the value of the left and right margins for every page in the index, which means that all index pages will have the same left margin value, and same right margin value. Some authors set margin values for the even pages different than the ones for the odd pages inside the book. In that case you can enable this checkbox and you will notice that the program will use "Inside" margins instead of the "Left" margins, and "Outside" margins instead of the "Right" margins. The inside margin, also known as the gutter, is the space between the binding and the text block. The outside margin is the space between the text block and the edge of the paper. If you enable this

checkbox, then when you write the index to a PDF file in Step 4, you will notice that even pages have margin values, while odd pages have the opposite margin values.
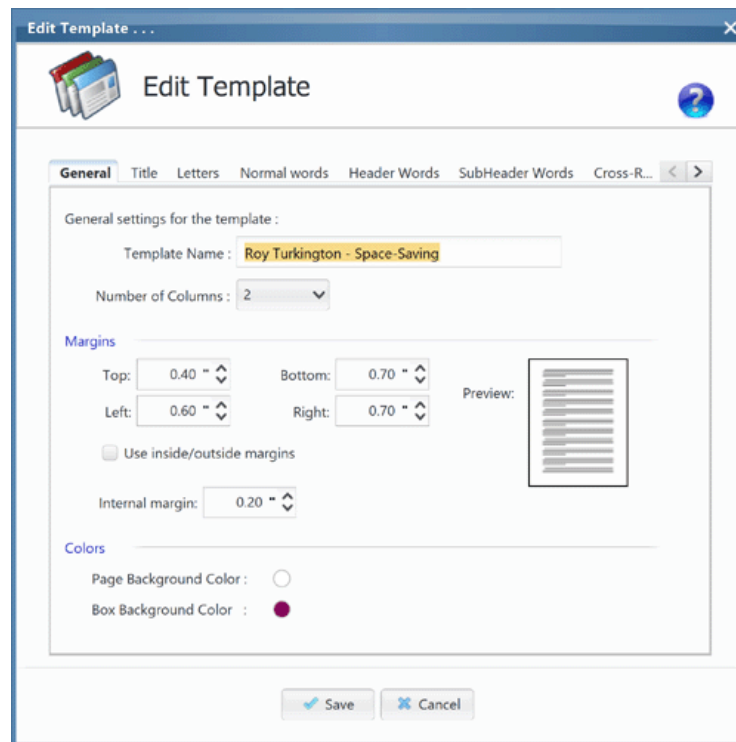
Figure (13.2)

4.   **Styling**: You can also change the font type/color/size of the index elements forming it. A book Index consists of a number of elements as shown in Figure (13.3).

INDEX

Index title ——— **INDEX**

Letter ——— **A**

Adjusting pH, 54

Normal word ——— Alkalinity, 49, 51, 53, 55, 57, 59, 61-65, 67-68

All-male population

Hybridization, 148-149, 151, 153

Manual sexing, 148, 150

Sex reversal, 148-149

Header word ——— **Ammonia**

Sub-Header word ——— concentration of ammonia, 70

tolerance of ammonia, 71

Unionized Ammonia (NH3), 69

Sub-Sub-Header word ——— alkalinity, 69

equilibrium, 70

ammonia-nitrogen, 64, 69, 71, 81, 93, 115-116, 126

anaerobic areas, 40, 96, 106-107

Anaerobic conditions, 55, 82

Aqua Submersible Pumps, 131

aquaponics operation, 3, 91, 145

Aquaponics plant production, 159

aquaponics system

Biological Filtration, 4-5, 111, 113, 115, 117, 119, 121, 123-125, 127, 133

Hydroponics System, 4, 9-10, 94

Rearing Tanks, 4, 6-8, 22-23,

30-31, 33, 134, 145-146

Reservoir / Sump tank, 4

Solids Filtration, 4, 6, 10, 95, 97, 99, 101, 103, 105, 107, 109

Word with special font & color ——— Aquarium self-cleaning, 13

At The School of Aquaponics (TSOA), 12-13, 16, 55, 57, 62, 65, 83-84, 86, 89-90, 106, 108, 137, 145, 164-165, 168

B

Pages range ———

Backup Systems, 135-136

Cross reference word ——— **bacteria**. *See also biological cells*

acidophiles, 51

alkalophiles, 51

nuetrophiles, 51

Bacteria Temperature, 86

Batching, 164

Bead filters, 123-124

Biological filters, 60, 114, 120, 124, 129

C

Carbon Dioxide, 51, 53, 58-62, 67, 114, 159-160, 171

Clarifiers, 96, 101-102

Clogging, 8, 10, 40, 45, 105, 107, 119, 121

Paginator ——— 173

Figure (13.3)

The 'Edit Template' window shown in Figure (13.2) allows you to change the font styling for any of the index elements through the tabs available: Title, Letters, Normal words, Header Words, SubHeader words, Cross references, Page numbers, and the Paginator.

5. In the "Title" tab you can set the "top" and "bottom" margins for the index title. The top margin is the space between the index title and the top edge of the page, while the bottom margin is the space between the index title and the first index letter "A", as you can see in Figure (13.4).

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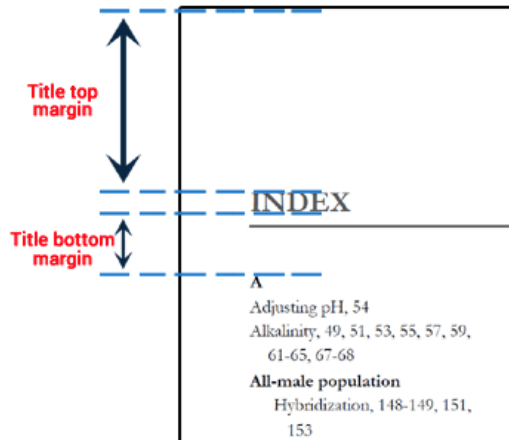
Figure (13.4)

In the "Letters" tab you can also set the "top" and "bottom" margins for each index letter. The top margin is the space between each index letter and the index term written above it, while the bottom margin is the space between each index letter and the first index term written after it, as you can see in Figure (13.5).
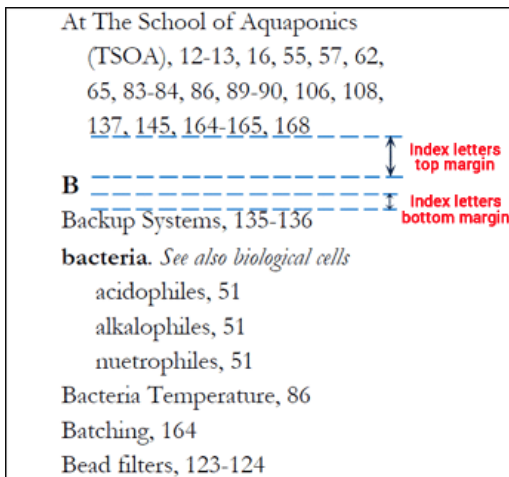
Figure (13.5)

![icon] **Adding new fonts to the program:**

When changing the font type of any index element from the **Edit template** window you will see a number of fonts that come with the program. You can also click the **Add more fonts...** option from the font type selection box as shown in figure (13.6) to import external font files inside the program. You can import either TTF (True Type Fonts) font files, or Zip Archive files.

Zip font files are archive files that have a specific format, and they can be downloaded from our website. There are many Zip fonts that you can download and import inside the program. To import those Zip font files inside the program, please follow those steps:

1. Download any of the fonts that you like from this page in our website. The downloaded files are Zip files. Do not unzip them.
2. Open PDF Index Generator.
3. Click **Tools** > **Settings** > **Writing Index** > **Index templates**.
4. Click the **Edit** button to edit the current template used.
5. Click the **Title** tab.
6. Select **Add more fonts...** from the **Font type** selection box, as shown in figure (13.6).
7. The Browse window will appear to select the font file(s). Set the file extension to **Zip Archive (*.zip)**.
8. Browse and select one or more zip files that you have downloaded, to import them inside the program.
9. You should see the new fonts appear in the **Font type** selection box, and then you can use them normally.
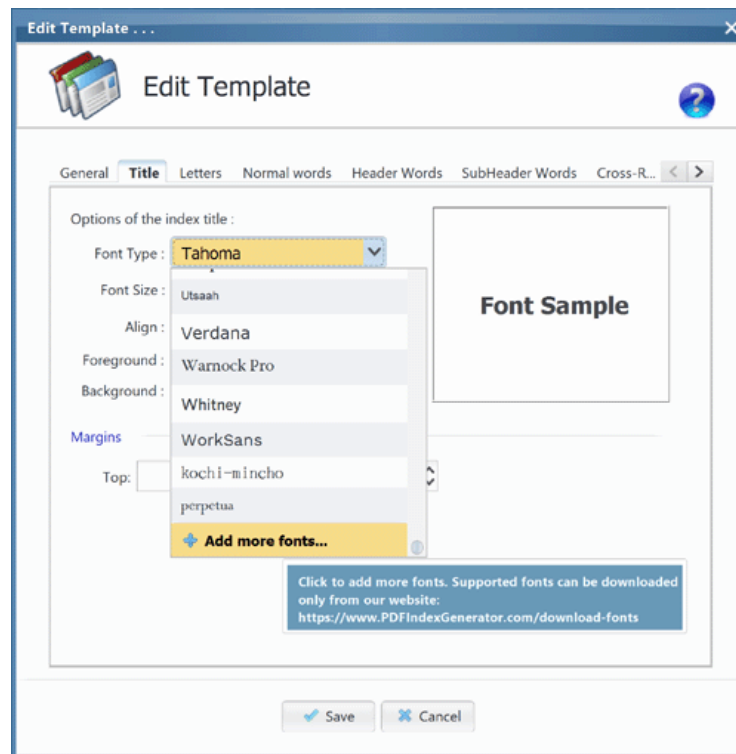
Figure (13.6)

The paginator tab:

When you edit an index template, the last tab you will see in this window is for modifying the font & margins of the paginator, as you an see in Figure (13.6). The paginator is the page numbers of the index pages created by the program, as shown at the bottom of Figure (13.3).
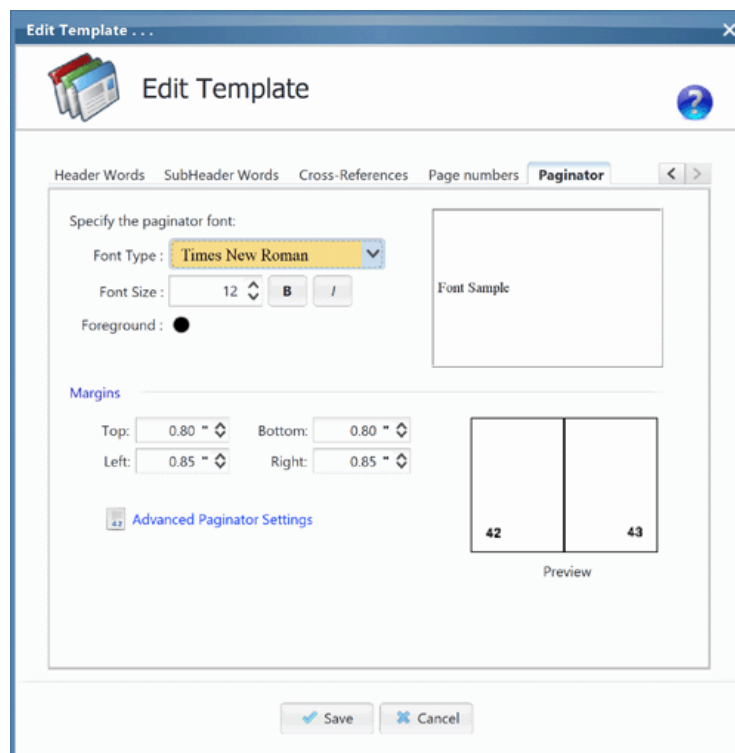
Figure (13.6)

The window above allows you to:
1. Change the font of the index paginator.

2. Specify the margins of the index paginator, to shift the page number of the index page to the right, left, top, or bottom, as required. There're a couple of notes about setting the paginator margins:
    a. When you change the margin values for the paginator, the changes can be seen in the 'Preview' label as you can see in Figure (13.6), so you can feel that change.

    b. The 'Preview' label shown in Figure (13.6) shows the index paginator at the bottom left/right of the book. The position of

the paginator inside the page can be changed from the advanced settings of the paginator. This can be accessed by clicking the "**Advanced paginator settings**" link that you can see in Figure (13.6), or by clicking the 'Advanced' link in the 'Index content' tab. Both will lead to the same window that controls the paginator settings here. When you select another position for the index paginator from the paginator settings, the new position will be applied in the 'Preview' label shown in Figure (13.6).

    c. The allowed margins value for the paginator is from 0.2 till 4.0 inches.

    d. If you want to see the margins effective in the PDF file, then after saving your template you can click the 'Sample' button as shown in Figure(13.1) to see a sample PDF with the specified margins for the paginator.

3. Specify the paginator settings by clicking the "**Advanced paginator settings**" link.

****

■ You can select the interface language from the selection box shown in Figure (14.1).
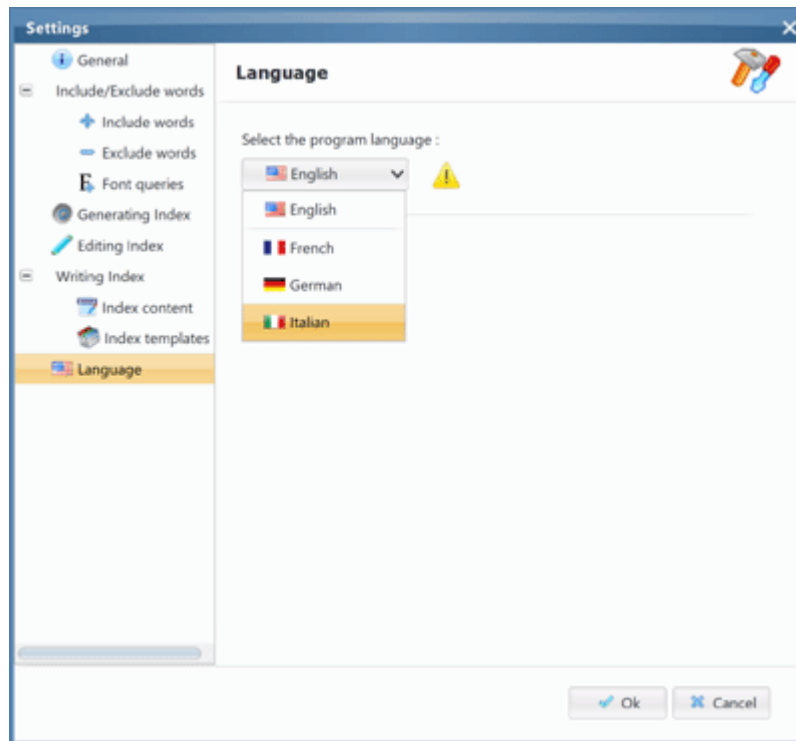
Figure (14.1)

■ Currently the program interface is available in English, French, German & Italian languages. Simply select the language you'd like to use from the selection box, save your settings, then restart the program to apply the new language to the interface.

■ If you'd like to have the program interface in another language, simply contact us and we will handle this for you. You can also translate the program interface yourself in simple steps to any language you want. To do this please follow these steps :

1. Go to the program directory. Open the folder **languages**.

2. Take a copy of the file **english.properties** and rename it **"language name" + ".properties"**, like **french.properties**.

3. Open the copied file with a text editor like NotePad++.

4. You will find each line in this file contains key=value. Please leave the 'key' as it is and only translate the value.

5. When you find html code(Like this : <html><u>Tip</u> >></html>) leave the html tags & only translate the inner text like the (Tip) word only.

6. Skip translating any text after '#'.

7. After translating everything, close your file and run the program.

8. Open the settings and go to the languages tab. You will notice a new entry appeared in the languages selection box. Select your new language and press **Ok**. Close the program and restart it to apply the changes.

9. You can send us your languages file that you have created and we will publish it in our website, under your name.

<p align="center">* * * * * * *</p>

Command Line . . .

You can use PDF Index Generator through the Command Line in Windows O.S, or through Terminal in Mac OS X and Linux to index one or more books through a command line or a script file.

- Introduction

- How Does It Work ?

- Command Line Parameters

- Example

- Using A Configuration File

- Notes

* * * * * * *
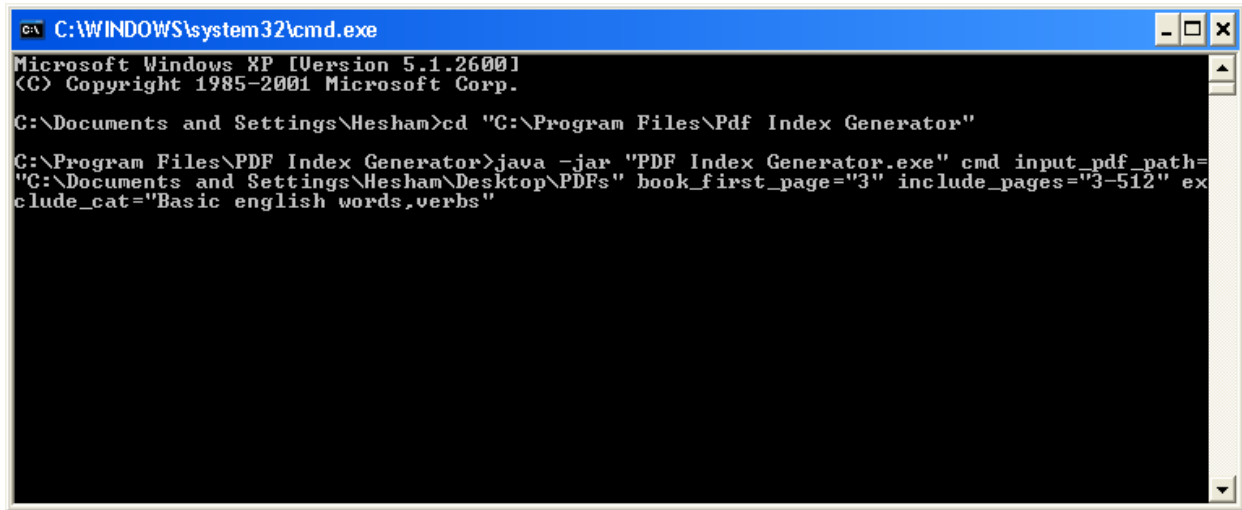
Command Line - Introduction

- The Command Line feature is an extension for 'PDF Index Generator' in order to allow executing the program from the Command Line, to use 1 command line only or a script file to index 1 or more books without any interaction needed from the program GUI.

- The main idea is to write a command in the console to execute the program in the background + Pass a number of parameters to the program to tell it what to do.

- If you double click the program shortcut it will run the program GUI normally where you can use the GUI to index books normally. If you will write a command line in console, it will run the program in the Console Mode and no GUI will appear.

- The help guide is written for Windows operating system. All the paths here are Windows based, so if you are using another operating system like Mac OS X or Linux, then you will just need to replace the Windows O.S paths with your O.S corresponding paths. All the program commands should work the same on all operating systems. Please read this question if you will run the program on Mac OS X in the Command line mode:
https://www.pdfindexgenerator.com/faqs/?q=mac_developer_cannot_be_verified

****

1. Install the program normally. By default the program is installed in **C:\Program Files\Pdf Index Generator** on Windows O.S.

2. Run the Command Line by clicking the **Start Menu -> All Programs -> Accessories -> Command Prompt**

3. When the Command Prompt window appears browse to the program installation folder, i.e :
   cd "C:\Program Files\Pdf Index Generator"

4. Run the program through the command line and pass a number of parameters to it to generate the Index directly, i.e :
   java -jar "PDF Index Generator.exe" cmd parameter_1 paremeter_2 paremeter_3

   We will explain those parameters in details in the next point, but here is a screenshot sample for the Command Line :

Command Line Screenshot

****

These are the allowed parameters that you can use in the Command Line Mode:

- **cmd**: This is a mandatory parameter. You must write it as the first parameter in order to run the program in the Command Line Mode. If you did not write this parameter the program will run in GUI Mode.

- **input_pdf_path**: This specifies the path of the PDF file that you want to index. You can specify a PDF file path or a folder path containing a number of PDFs to index.i.e :
  java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs\1.pdf"
  java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs"
  <u>Note</u>: If you specify a folder path here, then the program will index every PDF inside that folder.

- **pdf_pages_numbers**(Optional, Default = 1,2,3,...): This specifies the numbers of pages of your book. It is useful if you have Latin page numbers(i, ii, iii, ...) or a mix of Arabic & Latin page numbers, or if you have blank pages. You must write all your book page numbers comma separated. The output Index will be written using those page numbers for each Index word.

  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs\1.pdf" pdf_pages_numbers="i,ii,iii,,1,2,3,4,5,6,7,8,9,10"**
  The above example means that this book has 14 pages. It starts with 3 latin page numbers, then a blank pages, then 10 Arabic numbered pages.

- **include_pages**(Optional, Default = "all"): This specifies what pages do you want to index in your PDF(s). You can specify the page numbers manually, or you can specify one of the following fixed values: **all | even | odd**.
  1. **all**: This will index all the book pages(Default).
  2. **even**: This will index the even pages only of any book.
  3. **odd**: This will index the odd pages only of any book.
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs\1.pdf" include_pages="1,15,53-68,97"**
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs\1.pdf" include_pages="even"**

- **exclude_pages**(Optional): This specifies what pages do you want to skip from being indexed in your PDF(s).
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs\1.pdf" exclude_pages="12,60-63,82"**

  <u>Note</u>: You can use **include_pages** parameter or **exclude_pages** parameter or both. In case you use both then we will calculate the final pages to index from

all the ranges you have specified.

- **include_cat**(Optional): This specifies the names of the Include Categories or Queries (Which are defined in the program GUI mode) to use when generating the index. That will force the program to search for the words in the specified Include Categories. To use more than one Include category write a comma separated list of categories names.
  <u>Note</u>: If you want to define new Include categories then run the program GUI and define your Include lists through it. You can then use them in the Command Line Mode. Or you can use the **include_path_cat** parameter.
  <u>Note</u>: If the include category defined in the program has Headers & Sub-Headers defined for it then the command line mode will handle them automatically and write them indented in the final book index.
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs\1.pdf" include_cat="category1,category2,category3"**

- **exclude_cat**(Optional): This specifies the names of the Exclude Categories or Queries (Which are defined in the program GUI mode) to use when generating the index. That will force the program to skip the words in the specified Exclude Categories. To use more than one Exclude category write a comma separated list of categories names.
  <u>Note</u>: If you want to define new Exclude categories then run the program GUI and define your Exclude lists through it. You can then use them in the Command Line Mode. Or you can use the **exclude_path_cat** parameter.

  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs\1.pdf" exclude_cat="Prepositions,Pronouns"**

- **include_path_cat**(Optional): In addition to using the **include_cat** parameter, you can also use this parameter to specify 1 or more text files to force the program to search for their words. You must write each word or phrase in a separate line in the text file.
  You can specify a Text file path or a folder path containing a number of Text files to index their words.
  <u>Note</u>: We advise you to use UTF-8 encoded text files to be able to accept non-english characters.
  i.e :
  java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs\1.pdf" include_path_cat="C:\Text\include.txt"
  java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs\1.pdf" include_path_cat="C:\Text"

- **exclude_path_cat**(Optional): In addition to using the **exclude_cat** parameter, you can also use this parameter to specify 1 or more text files to force the program to exclude their words. You must write each word or phrase in a separate line in the text file.
  You can specify a Text file path or a folder path containing a number of Text files to exclude their words.
  <u>Note</u>: We advise you to use UTF-8 encoded text files to be able to accept non-english characters.
  i.e :

```
    java -jar "PDF Index Generator.exe" cmd
input_pdf_path="C:\PDFs\1.pdf"
exclude_path_cat="C:\Text\exclude.txt"
    java -jar "PDF Index Generator.exe" cmd
input_pdf_path="C:\PDFs\1.pdf" exclude_path_cat="C:\Text"
```

- **index_those_words_only**(Optional, Default = "no"): If you have specified one or more Include categories to index though the **include_cat** parameter then this parameter will force indexing the words of those Include categories only, and skip any other words in the book. It has the values "yes" & "no".
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" include_cat="category1,category2,category3" index_those_words_only="yes"**

- **include_plurals**(Optional, Default = "no"): If you have specified one or more Include categories to index their words through the **include_cat** parameter then this parameter will force index their plural words also if they have any. It has the values "yes" & "no".
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" include_cat="category1,category2,category3" include_plurals="yes"**

- **exclude_plurals**(Optional, Default = "no"): If you have specified one or more Exclude categories to skip indexing their words through the **exclude_cat** parameter then this parameter will force exclude their plural words also. It has the values "yes" & "no".
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" exclude_cat="category1,category2" exclude_plurals="yes"**

- **font_queries**(Optional): This specifies the names of the font queries (Which are defined in the program GUI mode) to use when generating the index. That will force the program to index terms following the font specifications for the specified font queries in your book. To use more than one font query write a comma separated list of font queries.
  Note: If you want to define new font queries then run the program GUI and define your font queries through it. You can then use them in the Command Line Mode.
  Note: You can index the book using either font queries or include/exclude categories. If you will use the "font_queries" parameter then all categories used will be ignored.
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs\1.pdf" font_queries="Bold phrases font query,Italic phrases font query"**

- **merge_dulpicates**(Optional, Default = "no"): This parameter can help you automatically merge all duplicated index entries that have the same spelling but different case sensitivity, like "management", "Management" and "MANAGEMENT". Using this parameter will merge them all to "management". It has the values "yes" & "no".
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDF\My book.pdf" merge_dulpicates="yes"**

output_new_pdf_path="C:\PDF\index.pdf"

- **merge_plurals**(Optional, Default = "no"): This parameter can help you automatically merge any index terms that their singular and plural forms are present in the index results, like "Cooking machine" and "Cooking machines". Using this parameter will merge them all to "Cooking machine". It has the values "yes" & "no".
i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDF\My book.pdf" merge_plurals="yes" output_new_pdf_path="C:\PDF\index.pdf"**

- **output_append_pdf_path**(Optional): This specifies the path of the PDF file that you want to append the index to.You can specify a PDF file path or a folder path.
i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs\1.pdf" output_append_pdf_path="C:\PDFs\2.pdf"**
If the specifed append PDF file does not exist, or the specified folder path does not exist, then the append process will fail.

Note: If you have defined a folder of PDFs to index through the parameter **input_pdf_path** then you must define a folder path here too that contains PDF files with the same names of the input files so that the index will be appended to them.
i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" output_append_pdf_path="C:\PDFs_append_output"**

- **output_new_pdf_path**(Optional): This specifies the path and name of the new PDF file that you want to write the index to.You can specify a PDF file path or a folder path.
i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs\1.pdf" output_new_pdf_path="C:\PDFs\1_index.pdf"**

Note: If you have defined a folder of PDFs to index through the parameter **input_pdf_path** then you must define a folder path here too.
i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" output_new_pdf_path="C:\PDFs_new_output"**
If the specifed folder path does not exist, the program will automatically create it.

- **output_new_docx_path**(Optional): This specifies the path and name of a new MS Word document (*.docx) file that you want to write the index to it.You can specify a document *.docx file path or a folder path.
i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs\1.pdf" output_new_docx_path="C:\PDFs\1_index.docx"**

Note: If you have defined a folder of PDFs to index through the parameter **input_pdf_path** then you must define a folder path here too.
i.e : **java -jar "PDF Index Generator.exe" cmd**

input_pdf_path="C:\PDFs"
output_new_docx_path="C:\docx_new_output"
If the specifed folder path does not exist, the program will automatically create it.

- **output_new_doc_path**(Optional): This specifies the path and name of a new MS Word 97-2003 document (*.doc) file that you want to write the index to it.You can specify a document *.doc file path or a folder path.
  i.e : **java -jar "PDF Index Generator.exe" cmd**
  input_pdf_path="C:\PDFs\1.pdf"
  output_new_doc_path="C:\PDFs\1_index.doc"

  Note: If you have defined a folder of PDFs to index through the parameter **input_pdf_path** then you must define a folder path here too.
  i.e : **java -jar "PDF Index Generator.exe" cmd**
  input_pdf_path="C:\PDFs"
  output_new_doc_path="C:\doc_new_output"
  If the specifed folder path does not exist, the program will automatically create it.

- **output_new_text_path**(Optional): This specifies the path and name of the new Text file that you want to write the index to.You can specify a Text file path or a folder path.
  i.e : **java -jar "PDF Index Generator.exe" cmd**
  input_pdf_path="C:\PDFs\1.pdf"
  output_new_text_path="C:\Text\1_index.txt"

  Note: If you have defined a folder of PDFs to index through the parameter **input_pdf_path** then you must define a folder path here too.
  i.e : **java -jar "PDF Index Generator.exe" cmd**
  input_pdf_path="C:\PDFs" output_new_text_path="C:\Text"
  If the specifed folder path does not exist, the program will automatically create it.

- **group_pages_numbers**(Optional, Default = "yes"): This parameter is very useful if a word is found in many pages in the book, so for example if the word "Budget" is found in pages 1, 2, 3, 4, 5, 6, 18, 101, 102, 103, 104, 105, then instead of showing all those page numbers, they will appear in ranges, like 1-6, 18, 101-105 which is much easier to read. These grouped ranges will be written like this in the book index. This parameter has the values "yes" & "no".
  i.e : **java -jar "PDF Index Generator.exe" cmd**
  input_pdf_path="C:\PDFs" group_pages_numbers="yes"

- **detect_footnotes**(Optional, Default = "no"): This parameter will help you automatically index footnotes found in your book. To do that you must use one or more include category/query, the program will look for the corresponding terms in the footnote/endnote sections of the book, and list them with their footnote numbers found in the book; Example:
  Edinburgh, 3, 6n9, 18n10, 121, 155
  This parameter has the values "yes" & "no".

  Note: You must specify your footnote specifications so the program could

detect the footnotes right. You can do that from the program settings through the GUI mode of the program.
i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\My Book.pdf" include_cat="Names Category" index_those_words_only="yes" detect_footnotes="yes"**

- **index_title**(Optional, Default = "Index"): Use this parameter to specify the title of the Index written at the top of the first page.
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" index_title="Appendix"**

- **write_index_after_page**(Optional, Default = "-1"): This parameter will specify after which page do you want to write the index in your PDF book. If the value is -1 then the Index will be written after the last page of the book.
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" write_index_after_page="511"**

- **write_index_before_last_page_by**(Optional, Default = "0"): This parameter will specify how many pages to write the index before from the end of book. This is very useful if you are indexing a folder containing a number of PDFs, where the number of pages for each PDF is different than the others, so it becomes hard to use the **write_index_after_page** parameter.
  Note: If you used the **write_index_after_page** parameter, then this parameter will be ignored.
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" write_index_before_last_page_by="2"**

- **paginate_index**(Optional, Default = "yes"): This parameter will allow you to write the page numbers of the Index pages which are added to your book. We call this "A paginator".
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" paginate_index="no"**

  Note: If you would like to change the settings of the paginator then run the program GUI and change the paginator settings from the program settings. The changes you make will take effect in the Command Line Mode.

- **write_index_letters**(Optional, Default = "yes"): This parameter can allow you to skip writing the index letters (A, B, C, etc.) found before each new alphabetical group of words. This parameter has the values "yes" & "no".
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" write_index_letters="no"**

- **detect_rtl_terms**(Optional, Default = "no"): This parameter should be used if your book has right-to-left language like Arabic, Hebrew, Persian or Urdu, and you want to write the index to a PDF file. In that case set this parameter value to "yes" so the program could write those terms to the PDF file in right to left direction. This parameter has the values "yes" & "no".

  Note: If you will write the index to a text file, then no need to use this parameter as those right-to-left terms will appear fine in the text file.
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs\1.pdf" detect_rtl_terms="yes"**

output_new_pdf_path="C:\PDF\index.pdf"

- **write_index_letters_in_separate_pages**(Optional, Default = "no"): This parameter will allow you to write each new index letter (A, B, C, etc.) and its corresponding words from the beginning of a new page, even if there is still empty space in the previous page.
i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" write_index_letters_in_separate_pages="yes"**

- **write_words_as_links**(Optional, Default = "yes"): This parameter will write the index words as links. If a word is clicked then it will go to the first page it was found in. This parameter has the values "yes" & "no".
Note: This option will take effect only when appending index to an existing PDF(To find pages to link to).
i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" write_words_as_links="yes"**

- **write_pages_as_links**(Optional, Default = "no"): This parameter will write the page numbers of each word as links. If a page number is clicked then it will go to its corresponding page in the book. This parameter has the values "yes" & "no".
Note: This option will take effect only when appending index to an existing PDF(To find pages to link to).
i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" write_pages_as_links="yes"**

- **insert_blank_before_index**(Optional, Default = "no"): This parameter will insert an empty page before writing the Index(This applies only when appending the Index to an existing PDF book). This parameter has the values "yes" & "no".
i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" insert_blank_before_index="yes"**

- **insert_blank_after_index**(Optional, Default = "no"): This parameter will insert an empty page after writing the Index(This applies only when appending the Index to an existing PDF book). This parameter has the values "yes" & "no".
i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" insert_blank_after_index="yes"**

- **write_first_page_only**(Optional, Default = "no"): By default the program will write all page numbers each word was found in. This parameter will allow you to write the first page number only each word was found in, in the index. This parameter has the values "yes" & "no".
i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" write_first_page_only="yes"**

- **align_pages_vertically**(Optional, Default = "no"): If you have set the parameter "write_first_page_only" to "yes" then you can use this parameter to write all the page numbers vertically aligned in the index. That will give you a tidy nice looking index. This parameter has the values "yes" & "no".
i.e : **java -jar "PDF Index Generator.exe" cmd**

input_pdf_path="C:\PDFs" write_first_page_only="yes" align_pages_vertically="yes"

- **align_pages_space**(Optional, Default = "190"): If you have set the parameter "write_first_page_only" to "yes" and the parameter "align_pages_vertically" to "yes" also, then you can use this parameter to specify the value of the location where you want to write the page number from the column left margin. Use trial and error to see the best value that will fit your index depending on the page dimensions.
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" write_first_page_only="yes" align_pages_vertically="yes" align_pages_space="210"**

- **write_header_words_pages**(Optional, Default = "no"): If you have specified some words in Step3 as "Header words", by default their page numbers are not written in the Index as they are considered as titles only, but you can use this option to write their page numbers. This parameter has the values "yes" & "no".
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" write_header_words_pages="yes"**

- **write_words_count**(Optional, Default = "no"): By using this parameter, the number of times each word was found in the book will be written in the Index. It will appear in brackets.
  e.g : bicycle[6], 15, 22, 101, 316
  This parameter has the values "yes" & "no".
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" write_words_count="yes"**

- **write_comma_after_word**(Optional, Default = "yes"): This parameter will write a comma in the Index between the word and its page numbers.
  e.g : Farm items, 20, 137
  If you set this parameter to "no" then the comma between the word and the page numbers will be omitted.
  e.g : Farm items 20, 137
  This parameter has the values "yes" & "no".
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" write_comma_after_word="yes"**

- **template_name**(Optional, Default = "Stylish"): This specifies the name of the template to use when writing the index to the output PDF.
  i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs\1.pdf" template_name="Artistic"**
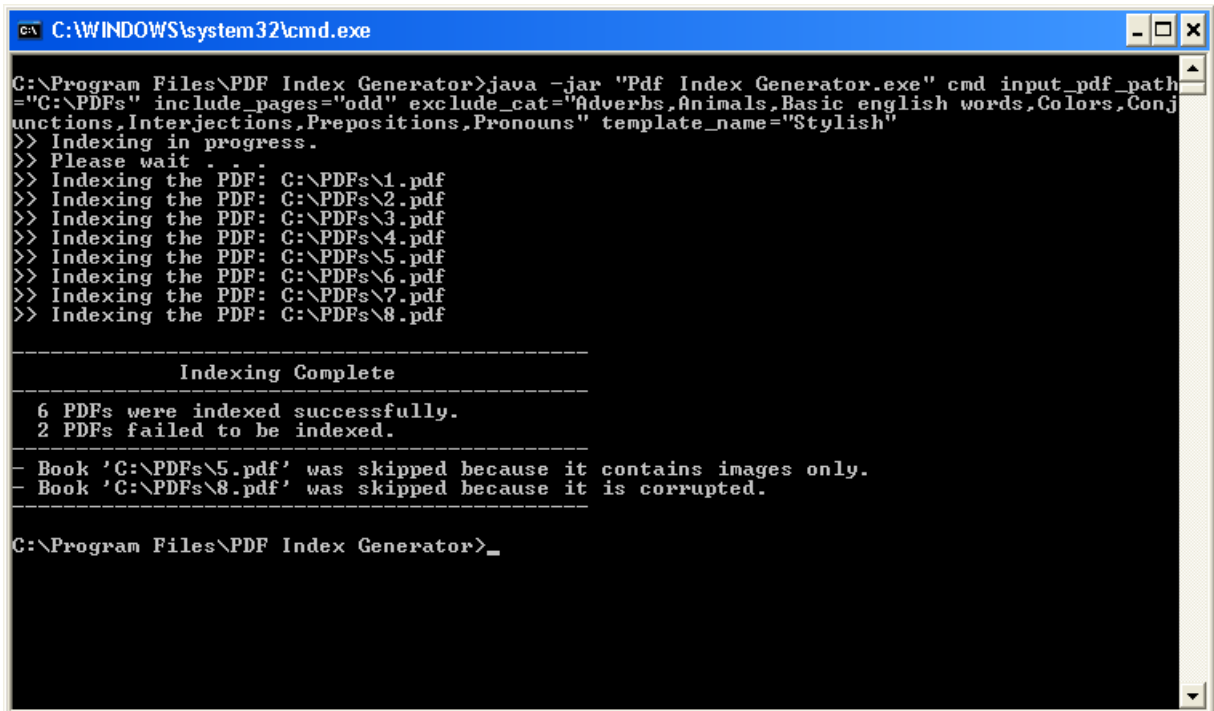
- **print_index_report**(Optional, Default = "no"): By using this parameter a detailed report will be printed in the Console for each indexed book. It will print :
  1. The count of the index pages added to the book (If blank pages are added before or after the index, they will also by counted).
  2. The number of indexed pages.
  3. The number of pages that failed to be indexed.
  4. The number of indexed words.

5. The number of words that were not found in the book.
This parameter has the values "yes" & "no".
i.e : **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" print_index_report="yes"**

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- ■ We will index a folder containing a number of PDF books.

- ■ We will index only the odd pages of all books in the folder.

- ■ We will specify a number of Exclude Categories to exclude.

- ■ We will use the "Stylish" template.

- ■ Here is the command line we will use :
  **java -jar "PDF Index Generator.exe" cmd input_pdf_path="C:\PDFs" include_pages="odd"
  exclude_cat="Adverbs,Animals,Basic english words,Colors,Conjunctions,Interjections,Prepositions,Pronouns"
  template_name="Stylish"**

- ■ What the program will do here is that it will :
  1. Read every book in the specified folder and validate it(Check it is not Corrupted).

  2. Calculate the final pages to index.

  3. Generate the Index, excluding all the word in the specified Exclude lists.

  4. Append each generated index to its corresponding PDF using the Stylish template.

  5. Print the final Index report in the Command Line. i.e :

Command Line Indexing Report

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- To make things easy for you, you can create a Configuration File, write all the parameters you like in it and pass that file as a parmeter in the console instead of writing many parameters in the console directly. That will be very useful if you want to save your parameters to use them any time later.

- **Configuration File Specifications :**
  1. It must be a text file.
  2. Write each parameter and its value in a separate line.
  3. You can use any of the parameters that you use in the program console, except the "**cmd**" parameter, as this parameter must only be used in the Console Mode.

- You must define the path of the Configuration File in the console through the parameter "**config_file_path**".
  i.e : **java -jar "PDF Index Generator.exe" cmd config_file_path="C:\config.txt"**

- You can still write the parameters in the console even if you will use the configuration file parameter.
  i.e : **java -jar "PDF Index Generator.exe" cmd template_name="Artistic" config_file_path="C:\config.txt"**

  Note: In the above example if the configuration file has a parameter **template_name="Business"** which means this parameter exists in both the console and in the configuration file, then the console parameter will overwrite the paramter that exists in the configuration file, which means the program will use the "Artistic" template.

- **Example :**

  1. We will create a configuration text file with the parameters as in the screensshot below.
  2. We will write this command in the Command Line to execute the index :
     java -jar "PDF Index Generator.exe" cmd config_file_path="C:\config.txt"

Configuration File Screenshot

3. What the program will do here is that it will :
    a. Open the configuration file, and read all the parameters inside it.
    b. Read the PDF book and validat it.
    c. Calculate the final pages to index.
    d. Generate the Index, including all the words in the specified Include lists.
    e. Write the generated index to the new specified text file path, using the Business template and the specified writing settings in the configuration file.
    f. Print the final Index report in the Command Line.

****

- To make the program performance faster you can pass the parameter "-Xmx" in the command line, so the program will run with high memory allocated. i.e :

  java -Xmx1024m -jar "PDF Index Generator.exe" cmd parameter_1 paremeter_2 paremeter_3

- If you did not use any of the output parameters: **output_append_pdf_path** or **output_new_pdf_path** or **output_new_text_path** so you did not specify where to write the output index then by default the output index will be appended to the same input PDF file that you have specified in the parameter **input_pdf_path**.

- Some of the program settings can be changed only through the GUI Mode as they are not used a lot and changing them through the Command Line would make them complicated, so instead you can run the program GUI, change those settings as you like, save your settings and close the program GUI. When you run the program through the Command Line Mode those settings will take effect.
  Those settings are like :
  1. Creating queries and font queries.
  2. The dimensions of your Index pages.
  3. The fonts used for writing the Index(Changing the template settings).
  4. The Paginator settings.
  5. The Index margins dimensions.

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