


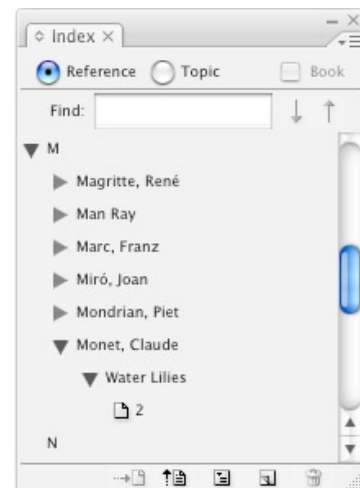


1. In order to do this exercise you need to download an InDesign file. You can find the file here: <http://www.nobledesktop.com/nyidug.html>
2. Extract the file **twenty.indd** from the **twenty.zip** archive.
3. Open the file **twenty.indd**.  
If you get a message about modified links, click **Don't Fix**. We do not need the original images in this exercise.
4. Save the file as **yourname-twenty.indd**.
5. In the **Pages panel**, scroll to the last page of the document.
6. Drag a **B Index** master to the end of the document, so it becomes page 39. This is where we are going to put our artist index.

### CREATING THE INDEX MARKERS

Creating an index starts with inserting Index Markers. In the great scope of life, sometimes index entries will be on their own, and sometimes they will be included under a "Topic." In this case, we will index the title of works of art underneath a topic — the artist's name. Unfortunately, there is no quick and easy way to do this procedure. Inserting the index markers is time-consuming and tedious. But, once it is done, building the index will be easy.

7. Go to page 2.
8. Highlight the text **Water Lilies**.
9. Go into **Window > Type & Tables > Index**.
10. You could hit the **Create a new index entry icon** () at the bottom of the palette, but we encourage you to go into the palette menu, because when you do that, you see the keyboard shortcut (which you will probably soon want to use, since this is such a tedious process). Go into the **Index panel menu** () and choose **New page Reference**.
11. You will see the **New Page Reference** dialog, with the text **Water Lilies** in the **Topic Level 1** field. We actually want this to be a second-level topic, under the first level topic of the artist name. Click the **down arrow** () to move it down to **level 2**.
12. Now that **Water Lilies** is in the **Level 2** field, click in the **Level 1** field and type the artist's name, **Monet, Claude**.
13. You can click **OK** since you are done with this panel for now.
14. Take a look at the Index panel. If you scroll down to the letter **M**, you will see a triangle. Click it. You will see several names with triangles, and at the bottom of those names will be **Monet, Claude**. Click on that triangle, and then on the **Water Lilies** entry, until you get the entry as shown to the right:
15. You see to the right that there are already some index entries for other artists. That's because we have mercifully added those index markers for you. That is so that we can have a complete index without making you enter 37 index entries.
16. Go to page 3.
17. Highlight the text **The Old Guitarist**.

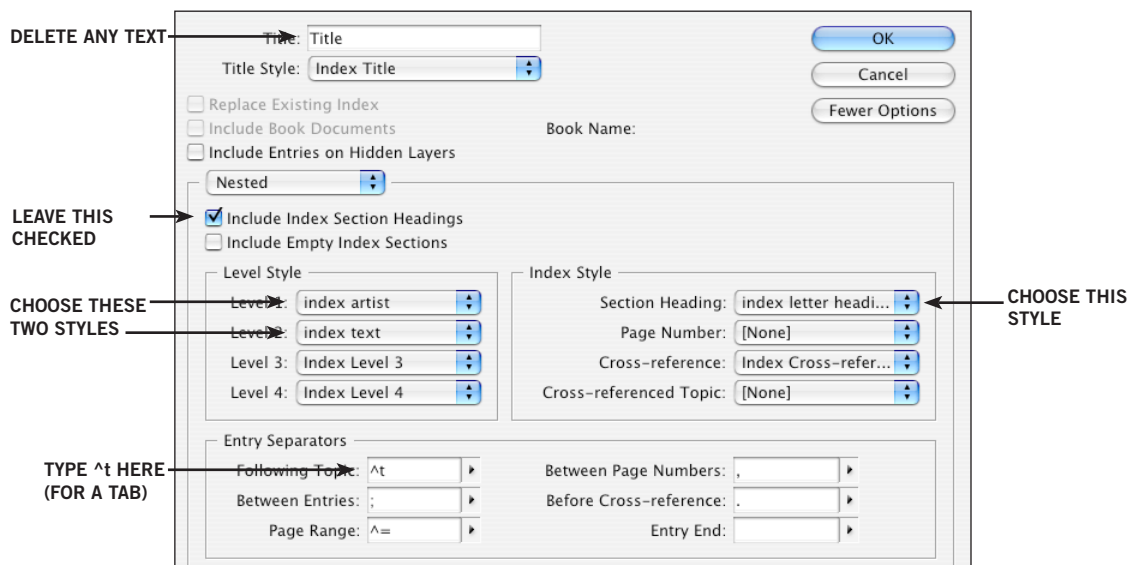




18. Go into the **Index panel menu** (☰) and choose **New Page Reference**. Going forward, you can use the keyboard shortcut whenever you get tired of clicking in the menu: **Ctrl-U** (WINDOWS) or **Cmd-U** (MAC).
19. Once in the Index panel, click the **down arrow** (↓) to move it down to **level 2**.
20. You can either type in **Picasso, Pablo**, or you can scroll down the list below and find his name, since he already has one painting indexed. It's a little easier to type it in but if you prefer to avoid typos, just find his name and double-click to bring it into the topic field. Click OK when you are done.
21. Now for the ugly part of this exercise. All right, it's not that ugly. Go through pages 4–7 and add the titles underneath the artist's names. Add each one as a page reference, putting the artist name in the Level 1 field. Again, we've had mercy on you and indexed pages 8–38.

### BUILDING THE INDEX

22. Go to page 39, the last page that we added before.
23. In the **Index panel** click the **Generate Index** (☰) button.
24. Most of the settings you'll keep, but we've pointed out some below that you need to change. If you don't see all these options, click the **More Options** button on the right. (Don't click OK till we say):







Here are all the things you have to do:

- Under **Title**: delete whatever is there
- Check **Include Index Section Headings**
- Under **Level 1** choose **index artist**
- Under **Level 2** choose **index text**
- Under **Section Heading** choose **index letter headings**
- Under **Entry Separators**, **Following Topic**, type **^t** (or choose **Tab** from the ▾ menu)


25. Now click **OK**, and notice that your cursor is loaded with text.
26. Place the text in the box on page 39.

**CLEANING IT UP**

Any time you create an index, there will be some cleanup. In this case, we need to put the title on the same line as the artist. We'll use a GREP search to do it.

27. Do an **Edit > Find/Change...** and make sure **More Options** are showing.
28. Make sure the **GREP** tab is highlighted.
29. Under **Find what:** delete anything that is there, and from the  menu to its right, choose **End of Paragraph**.
30. Under **Change to:** delete anything that is there, and from the  menu to its right, choose **White Space > Nonbreaking Space**.
31. Insert 3 more nonbreaking spaces, so you have 4 altogether.
32. Below where it says **Find Format**, click on the  menu (you can also just click in the empty box below **Find Format**). Make Paragraph Style **index artist** if it is not already.
33. Below where it says **Change Format**, click on the  menu (you can also just click in the empty box below **Change Format**). Make Paragraph Style **index text**.
34. Make sure under **Search:** that **Story** is selected. If you can't choose story, make sure you have clicked inside the index text box.
35. Hit **Find**, then **Change All**.
36. Click **Done**.

Notice that all the bold is gone. That's because the style was changed to simply **index text**. We will now create a bold character style that we can "nest" into the index text style, through the first nonbreaking space.

37. Highlight the first artist name, **Bacon, Francis**.
38. Make it **bold**.
39. Go into the **Character Styles** panel.
40. From the **Character Styles** panel menu (  ), choose **New Character Style**
41. Name it **artist name bold**, then just click **OK**
42. Go into the **Paragraph Styles** panel. **index text** should be highlighted. Right-click on the name **index text** (or Control-click on it) and choose **Edit "index text."** You'll do a few steps in this dialog.
43. On the left, select **Drop Caps and Nested Styles**.
44. Click on **New Nested Style**.
45. Change **[None]** to **artist name bold**.
46. Change **Words** to **Non-breaking spaces**.  
So it should say **artist name bold** through **1 Non-breaking space**.
47. Click **OK**, you are done. All of the artist names should now be bold!
48. To be completist, go ahead and add another page after page 39, and link the boxes so that you see the complete index.

Understand that the Index text has now been manipulated. If you ever need to rebuild the index, you will need to do the GREP search again to get the artist back on the same line as the title.



### CREATING A TITLE INDEX



We have a new problem. There needs to be a Title index as well! Unfortunately, we cannot build a Title index simply by switching the data in the index we have built. However, we can use a GREP search to swap the title and artist in the current index. We'll then sort the paragraphs alphabetically.

49. Add a new **B Index** page after page 40.
50. If you would like, change the running head from **Index by Artist** to **Index by Title**. Remember that to unlock the text box you will need to **Cmd/Ctrl-Shift-Click** on the box first.
51. Select and copy all of the text on page 39.
52. Go to page 41 and **Cmd/Ctrl-Shift-Click** on the main text box to unlock it.
53. Click in the box with the **Type** tool.
54. Paste all of the text into that box.

### SWAPPING THE ARTIST AND TITLE

You are now ready to use GREP to swap some data. We're going to show you how to do it two ways: the fast way, and the "learn it" way. If you want to do it fast, keep going with the FAST section. If you want to "build" the GREP search and learn how to do it from the ground up, skip to the BUILD IT section just ahead.

#### FAST

55. Click in the top of the box on page 41, then go into **Edit > Find/Change...**
56. Make sure **GREP** is highlighted.
57. Under **Search**, make sure it says **Story**.
58. OK, here is the fast way. We'll show you how to build this expression later, but just so you can see it work type this into the **Find what:** `^(.+)-S~S~S~S(.+)\t`
59. Put this under **Change to:** `$2~S~S~S~S$1\t`
60. Next to **Find Format**, click the  to remove formatting.
61. Next to **Change Format**, click the  to remove formatting.
62. Hit **Find**, then hit **Change All**.
63. All of the titles are now first, and bold. All we have to do is alphabetize, right? No problem. First, select all of the text in the box.
64. Open the Scripts Panel (**Window > Automation > Scripts**), then under **Application > Samples > Javascript** double-click **SortParagraphs.jsx**.

Woot! You are done and dinner! You have now completed two different indexes. Actually, you will still need to fix the letter headings manually, because there are now some new letters used (such as the letter A, since there are titles that start with A but no artists). Go ahead and fix those things if you wish. And if you really want the titles to work right, you will need to cut the word "The" and paste them at the end of a few titles, such as **The Old Guitarist**, which should be **Old Guitarist, The**. This is minor in the great scheme of things. Make those changes then resort, then fiddle with the letter headings.



OK, below is how to build that GREP search. If you are not interested in how to do it, you are really done. Finito! But if you want to know the inner workings of GREP, it's good practice.

### **BUILD IT**

65. Go into **Edit > Find/Change...**
66. Make sure **GREP** is highlighted.
67. Under **Search**, make sure it says **Story**.
68. Under **Find what:** delete anything that is there, and from the **@** menu to its right, choose **Locations > Beginning of Paragraph**.
69. In that same **@** menu, also choose **Wildcards > Any Character**.
70. Again in the **@** menu, choose **Repeat > One or More Times**.
71. Then do **White Space > Nonbreaking Space**.
72. Do 4 of those altogether or type **~S** a total of four times
73. Then **Wildcards > Any Character**.
74. Then **Repeat > One or More Times**.
75. Then **Tab**.
76. Add parentheses around the **.+** in both places. You need to do this if you want the found text to be saved as a variable.
77. Great. Now copy everything in that **Find what:** field.
78. Paste it into the **Change to:** field.
79. Change the **^(.+)** to **\$2**. You don't need the start of the paragraph, and the **\$2** means place the 2nd variable, or group of characters, in that place.
80. Change the next **(.+)** to **\$1**. That places the first variable into that location. See how it works? Nothing else needs to change. It's just swapping the found text!
81. Next to **Find Format**, click the little garbage can to remove formatting.
82. Next to **Change Format**, click the little garbage can to remove formatting.
83. Hit **Find**, then hit **Change All**.
84. All of the titles are now first, and bold. All we have to do is alphabetize, right? No problem. First, select all of the text in the box.
85. Open the Scripts Panel (**Window > Automation > Scripts**), then under **Application > Samples > Javascript** double-click **SortParagraphs.jsx**.

Double woot! You are done done dunner! And that is the end of this exercise.

Actually, you might still need to fix the letter headings manually, because there are now some new letters used (such as the letter A, since there are titles that start with A but no artists). Go ahead and fix those things if you wish. And if you really want the titles to work right, you will need to cut the word "The" and paste them at the end of a few titles, such as **The Old Guitarist**, which should be **Old Guitarist, The**. This is minor in the great scheme of things. Make those changes then re-sort, then fiddle with the letter headings.