

HJ Index Builder

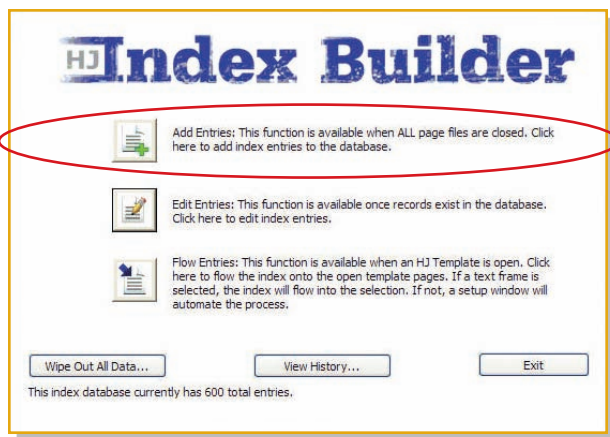
This plug-in is designed to gather index entries from InDesign CS or CS2 files and add them to a database for editing and flowing into an index. Before using HJ Index Builder, designate one computer as the place where all files will be gathered and install all fonts used in the files. This will ensure that the database for the entire book is stored on one computer. It will also prevent InDesign from repaginating files due to missing/substituted fonts as they are opened by the plug-in.

IMPORTANT: Before running HJ Index Builder, verify that all files have unique page numbers. Never assign the same page number(s) within two or more separate documents.

Add Entries

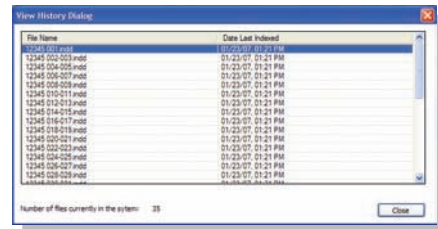
After launching InDesign, select HJ Index Builder from the Herff Jones menu. The HJ Index Builder window will open.

Click the Add Entries button in the Index Builder navigation window to automatically “add index entries to the database.” Follow the prompts to locate the file(s) you wish to index. You are limited to 50 files at a time. HJ Index Builder will open the file(s), gather entries into the database and close the file(s). After data is gathered, you will hear a beep and see a prompt indicating the gathering process is complete.



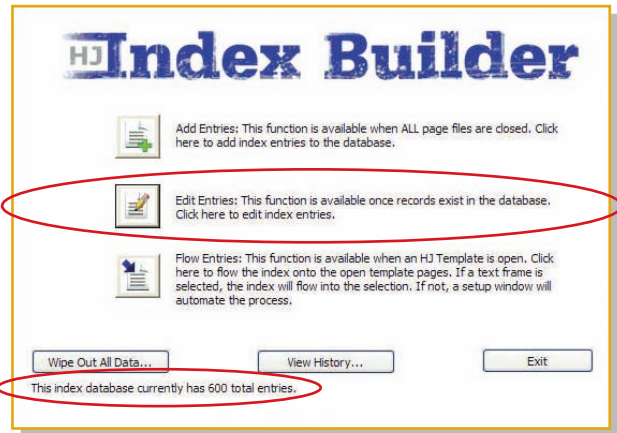
Click the Add Entries button

Click the View History button to check the list of pages that have been gathered by HJ Index Builder. This list is especially helpful because it provides the date/time on which the pages were run through the plug-in.



Edit Entries

To edit the data, select the HJ Index Builder from the Herff Jones menu, if you have not already done so. Click on the Edit Entries button to “edit index entries.” Note that this function is only available after one or more entries has been added to the database. In this example, there are a total of 600 entries in the index database available for editing.



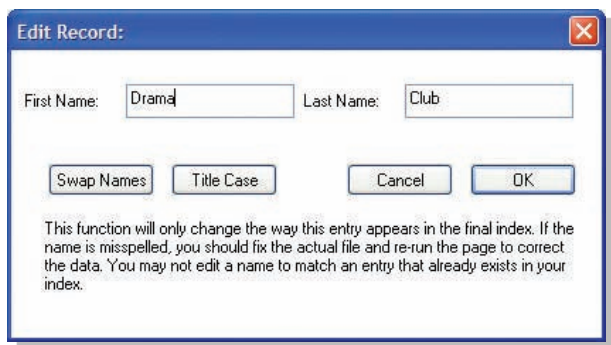
Click the Edit Entries button

An alphabetical list containing all added entries will appear. Use the Filter List drop-down menu to select various groupings of names:

- Show All Active (alphabetical list of all active entries)
- Show All Ignored (alphabetical list of all ignored entries)
- Choose Active By Letter (preview only those whose last names begin with a specified letter or letters)

Combine/Undo Combine: Combine will join the First Name and Last Name fields and place them together into the Last Name field. This is useful when an entry is a business, a club or the folio content rather than a person. By selecting the entry and clicking the Undo Combine button, the First and Last Name fields will be split as they were in the original entry.

Edit: Brings up a dialog box and allows the user to edit the First and/or Last Name fields, swap the names and change to title case. Even if the files are re-run, the entry will flow into the final index as edited.



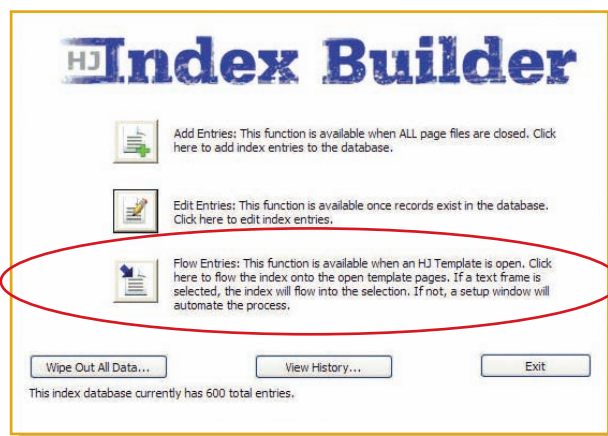
NOTE: When Undo Ignore, Undo Merge or Undo Combine is applied, the separated entries will appear together in the active list. While it may appear that entries are no longer alphabetized, this allows you to verify that the undo process is completed. When the list is resorted or the plug-in closed and reopened, entries will be alpha sorted.

Editing the HJ Index Builder database does not change your InDesign files. If you make changes to any InDesign document such as adding or removing names or even changing page numbers, just follow the steps under Adding Entries to re-index the affected files. The plug-in will update entries in the database with any changes to text or page numbering.

Flow Entries

When you are ready to work with the index text or index layouts, HJ Index Builder gives you three options:

- Export a text file
- Use with a blank HJ Template to flow the index and generate Paragraph Styles
- Flow or reflow the index into existing text frames on an HJ Template



Export a Text File (no template open)

When you have gathered and edited data, but do not have a template open, click the Flow Entries button in the navigator to save an Index Import File.txt document. This will provide a file of all Active entries that you can File > Place into a document. The .txt file is unformatted.

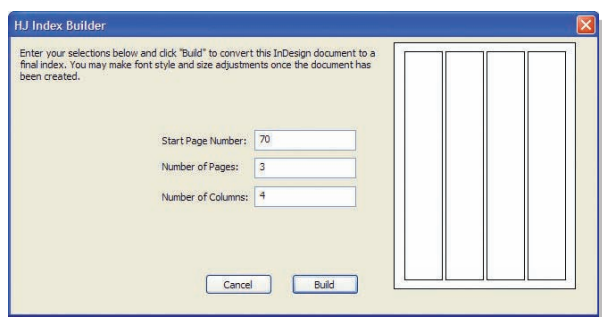
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Index
A
Abel, Micah 18
Adkins, Melinda 40, 55
Adndrick, Kayla 20
Afterschool, Lights On 57
Aguilar, Dezarae 30, 31
Akers, Mariah 8
Allen, Shyla 8
Allshouse, Damon 32
Anderson, Cassie 59
Anderson, Kassie 38
Andrick, Kayla 20
Arts, Language 34, 41
Asterino, Kristi 35, 46
Asterino, Kristi 35, 47
ATTENTION, PAY 64
Audia, Sidney 16
B
Baker, Catherine 36
Baker, Savannah 44, 69
Bartimus, Jerad 40
Basketball, Fifth Grade Boys 51
Basketball, Fifth Grade Girls 50
Basketball, Sixth Grade Boys 53
Basketball, Sixth Grade Girls 52
Baylor, Nicholas 14
Beafore, Head Coach Marsha 55
Bees, Bumble 2, 5, 47, 60, 63, 64
Bees, Go 61
    
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Flow the Index (blank HJ Template open)

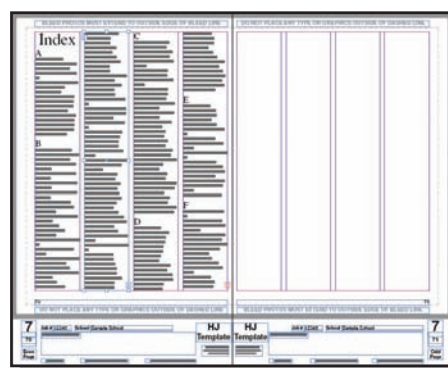
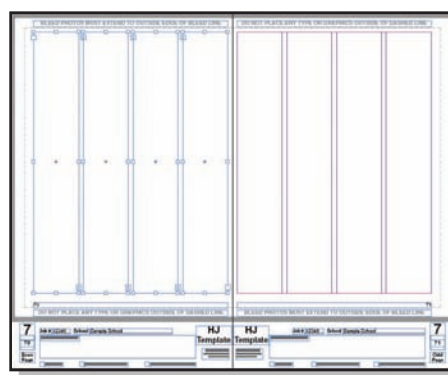
When you open a blank HJ Template, you may use HJ Index Builder to automate the process of building your pages. Select the start page, number of pages for the index and number of columns per page. Click Build.

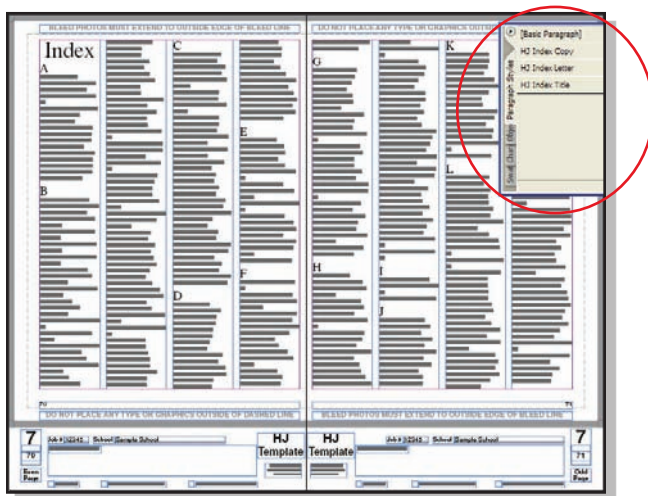
Pages are added to the template, text boxes are drawn and threaded and the index data is flowed. Three styles are added to the Paragraph Styles palette with the appropriate style assigned to the text. You can easily change the text styles in the Paragraph Styles palette.



Flow or Reflow the Index (HJ Template open and threaded text frame selected)

Use HJ Index Builder with your custom index layouts or to reflow the index at any time. Open the index file you have created and use the Selection tool to click on a threaded text frame. Open HJ Index Builder and click the Flow Entries button. The index will flow into all threaded text frames and three styles will be added to the Paragraph Styles palette. In this example, only four columns contained threaded text frames so the index placed into just those four columns. (The red + indicates that more of the index remains to be placed.)





To reflow a previously placed index, click a threaded text frame with the Selection tool. Click the Flow Entries button.

After flowing the index, use InDesign's Paragraph Styles palette to change font, size and other attributes of HJ Index Copy, HJ Index Letter or HJ Index Title styles.

Tips for Working with HJ Index Builder

Wipe Out All Data

The Wipe Out All Data button on the HJ Index Builder window will clear all entries from the database. Use this button to start over or begin a new year.

Page Number Changes After Running the Plug-in

HJ Index Builder gathers data based on a document's page numbers. Should you need to switch the page numbers of two or more spreads after you have indexed them, exit the plug-in and open the affected files. Change the page numbers in each document by using Layout > Numbering & Section Options, and then resave the pages with new file names. After closing the files, re-run ALL affected documents through HJ Index Builder to gather the data with the corrected page numbers.

To Merge or Not To Merge

William Brown, William Edward Brown, Bill Brown and Billy Brown are all the same person.

Merge these entries and choose the one name you wish to display in the index. If you choose Bill Brown, the plug-in will remember and all merged versions will index as Bill Brown.

Cassie Anderson vs. Kassie Anderson is an example of a misspelling. Never merge a misspelled name, as it will keep you from noticing future misspellings. Instead, if Cassie should be spelled with a K, go back to the page where the misspelling occurred, correct the spelling and re-run HJ Index Builder on that page.

Bylines and Photo Credits

The yearbook staff may face a few special challenges as their names used in bylines and photo credits should not be indexed. You have options for dealing with this. HJ Index Builder gathers two or more words beginning with capital letters, so one option may be the style used for these credits.

For example, william brown (all lowercase) or WILLIAMBROWN (one word) would not be picked up by the plug-in. W. Brown would be picked up by HJ Index Builder. However, as long as you are not using this first initial style as club or sports group photo IDs, this style would be very easy to "ignore" when editing entries. Once you choose to ignore W. Brown for the first time, it will always be collected and ignored. You can always view Show Only Ignored in the Filter List to see all the page numbers that include W. Brown and that will not be indexed.

Another style possibility is to use Photo By William Brown, William Brown Photo or By William Brown (all begin with capitals). These entries will be gathered by the plug-in, but you can choose to ignore them and future uses of these entries will also be ignored.

If you choose to use William Brown as the style for credits, you can simply wait until the final index has been created on your HJ Template and edit the entries for the staff in the actual InDesign file.

Lowercase Prefixes

HJ Index Builder will gather many common lowercase last name prefixes such as le, la, von, van, etc. However, it will not gather entries containing a lowercase letter and apostrophe used together — such as l' or d'. One workaround for indexing these names on their respective pages is to type them with capital letters in the special instructions area of the HJ Template. The names can then be edited when the final index is created.

QPP Designations

QPP designations added after names can also present indexing challenges. HJ Index Builder will gather any designation used after a name that is not a number and separated with a dash. For example, William Brown—Education will be gathered as William Brown—Education. However, William Brown – Education (with spaces on both sides of the dash) will be gathered as William Brown and Education will not be included.

“Hidden” Text

Overset text or text left on the pasteboard will also be scanned by the plug-in when it gathers entries for the index. Be aware of text that has been placed on the pasteboard or text that has not been completely flowed (designated by InDesign with a red “+” at bottom right of the text block). Be sure that all fonts used on pages are installed on the computer on which the index will be gathered. InDesign will prompt the user that fonts are missing but if this is ignored, the program will substitute fonts for those that are unavailable. This may reflow text and result in overset text or the addition of a new page at the end of the document.