

LiveIndexer

I. OVERVIEW

There are two general types of indexes: those produced by computer algorithms for the sake of search engines, and those produced by live indexers who can read between the lines. The first method generates concordances based on strings of characters correlated with thesauri and formulas derived from computational linguistics. The second method generates helpful conceptual indexes that result from an indexer's intelligent interpretation of the more complex meanings carried as much by full sentences and paragraphs as by the text's ongoing train of thought.

LiveIndexer is a dedicated back-of-the-book indexing software for the use of professional, academic, and occasional indexers. It is fully featured, easy to learn, customizable, and adapted to no fewer than six languages: English, French, German, Italian, Portuguese, and Spanish. Anyone in need of indexing a scholarly book, a dissertation, a journal, a report, a legal brief, a manual, a textbook, or even a multi-volume collection will find LiveIndexer a time-saver offering a trustworthy high-quality end product. So will indexers who want to extend the range of their indexing activities and services beyond traditional book indexing.

LiveIndexer can be used to index either hard copies or imported electronic texts. It provides two distinct interfaces allowing indexers to enter entries, subentries, sub-subentries, and cross-references either by typing them (while minimizing typing in multiple ways) or by selecting or clicking or tagging them directly in the text. LiveIndexer does not accommodate sublevels beyond sub-subentries because they are unhelpful to index users, inconvenient to typeset, and not recommended by leading manuals of style. LiveIndexer provides the user with full control of every aspect of index-making while doing the tedious work of keeping track of all entries, sorting them according to various sets of rules, and laying them out according to different standards. The software provides many tools that ensure consistency and accuracy by ensuring the regular formatting of entries, checking cross-references, avoiding redundant entries, correcting faulty numbers, pin-pointing errors, and offering constant previews of how the index is shaping up.

As a dedicated indexing software, LiveIndexer (currently in version 2.0) offers efficiencies that far surpass opaque index-tagging protocols offered in word processors and other text-design software. What distinguishes LiveIndexer from its peers is the following collection of features.

(a) Its hard-copy indexing interface chock-full of helpful features, including auto-completion of entries and the ability to navigate the nexus of interconnected subentries, sub-subentries, and cross-references attached to any entry and its affiliates;

(b) its unique electronic-text indexing interface that enables indexers to select or click entries directly in the imported text using a wide variety of easy methods, thus minimizing typing to the maximum;

(c) its dozens of intuitive menus, dialogs, and customizable features that make all elements of the growing index conveniently accessible for ongoing consultation, search, or editing;

(d) its ability to gather and dynamically display cognate entries (sharing a common string of characters), and also to display frequency-based lists of main, sub-, and sub-subentries;

(e) its ability to index main entries and proper names automatically;

(f) its ability to import or create reusable and distributable thesauri of specialized terms and noun categories;

(g) its ability to extract and collect proper nouns from imported texts and to let you turn them into distinct databases and thesauri (this includes proper names, place names, historical events, bibliographical titles, names of artifacts, names of institutions, and other proper nouns—and you may create your own additional categories of proper nouns—e.g., fictional names, brand names, corporate names, etc.);

(h) its ability to manage proper names and complete last name entries with their first and middle names and other pertinent titles and postpositives;

(i) its ability to let users create up to five separate or interconnected indexes at once;

(j) its ability to convert scanned OCR'd images of printed indexes and turn them into index databases;

(k) its ability to convert indexes created by other software such as Adobe InDesign into a LiveIndexer database ready for professional editing;

(l) its ability to merge indexes from separate works into one comprehensive multivolume index;

(m) its Mac/Windows cross-platform usability resting on Mac-based design (it is not a PC solution imported into the Mac);

(n) its esthetic elegance (a departure from reigning starkness);

(o) its price, which makes it considerably more affordable than the competition;

(p) its nonprofit mission: all sales proceeds beyond overhead costs go to support the critical edition of philosopher and scientist Charles S. Peirce (1839–1914), one of the greatest thinkers in the history of the world.

The document below provides a brief overview of the software, followed by the table of contents of a detailed user guide, and a large sample of screenshots of LiveIndexer's interfaces.

LiveIndexer has been entirely developed by André De Tienne, the Peirce Project's director and general editor, originally for the purpose of indexing the large and complex volumes of the critical edition. The Peirce Edition Project is a unit of the Institute for American Thought, based in the Indiana University School of Liberal Arts at Indianapolis.

II. MAIN FEATURES

A. A multi-language dedicated back-of-the-book indexing program for Mac and Windows

1. Requirements

There are two versions of LiveIndexer, one for the MacOS (it runs on any MacOS, whether the machine is a PowerPC or Intel-core), and the other for Windows (it runs on any version of Windows up to Windows 8). The two versions provide identical functionalities and work in the same way.

2. Two Major Methods of Indexing

With LiveIndexer, you may not only index *hard copies* of a text, but also *electronic copies*, which is a feature unique to LiveIndexer (no other dedicated indexing software lets you do this in the way LiveIndexer does).

• **HARD COPIES.** If you are confined to a hard copy printed on paper, then you simply enter entries by typing them in a set of clearly labeled fields (main entry, subentry, sub-subentry, cross-

reference, and related page number fields). LiveIndexer provides a ton of features to make this work as painless or tedium-free as possible, including customizable keyboard shortcuts.

- (a) The program is “clairvoyant”: it has an autocomplete feature that keeps track of what you type character by character and suggests the fuller form of the entry (including subentries and subsubentries) based on a combination of both the entries you have already created and (optionally) on the content of a database of entries (or thesaurus) you have either imported or created on a previous occasion.
 - (b) You can also keep a list of recurrent headings in an interactive floating window that lets you edit them, paste them, etc., on the fly.
 - (c) Also possible is to enter abbreviations automatically expanded by the software.
 - (d) Main headings and their sublevels can easily be transposed (swapped), and the program knows what prepositions or conjunctions not to transpose when doing so in six languages.
 - (e) Entries can be duplicated very easily. Main entries can be split into a combination of main and subentry, and subentries into a combination of subentry and sub-subentry.
 - (f) Many practical data are readily available at your fingertips, through a number of pull-down menus that display constantly updated data: (1) the last 20 main entries, subentries, or sub-subentries that were entered, with ability to reselect any of them; (2) the list of subentries already attached to the main entry you’ve just entered, with same ability; (3) the same regarding sub-subentries; (4) the list of cross-references already attached to the main entry and/or the subentry currently showing; (5) the list of locators (e.g., page numbers) already attached to the main entry, subentry, or sub-subentry; (6) the list of main entries containing the same string of characters as the string currently typed in the main entry box; (7) the last 100 full entries that have been entered, with ability to delete or modify any of them.
 - (g) Right-clicking (or control-clicking) an entry (main, sub, or subsub) pops up a menu displaying the nexus of selectable subentries, sub-subentries, and/or cross-references that is owned not only by itself, but also by related entries within your growing index. This allows you to observe directly the conceptual network your index is creating, and to select from it any element relevant to the current textual situation. This helps provide lexical and conceptual consistency to the entire index.
- **IMPORTED ELECTRONIC TEXTS.** This is a feature unique to LiveIndexer. No text-processing software comes equipped with a comparably powerful and convenient system. Indexing a text directly on screen saves you a lot of time, diminishing appreciably the drudgery of typing.
 - (a) You may import up to five texts of any length at a time in text-only format, or Rich Text Format (RTF), or Microsoft Word, or Open Office, or HTML format. The five texts may be five different books, or five documents belonging to the same work, or any combination of these possibilities. Each text can be linked to a distinct database or to a common database (this eliminates errors resulting from entering entries into the wrong database).
 - (b) LiveIndexer helps you paginate texts correctly, and then you can create entries in a variety of ways: clicking, selecting, or tagging words with the mouse; keyboarding; and typing them in a floating palette. No matter how you enter an entry, LiveIndexer adds the correct page number automatically.

- (c) Two types of linemarks help you keep track of your current position in the text, so that whenever you look away, you don't lose time retrieving which line you were at. This also reduces the risk of skipping lines inadvertently.
- (d) A contextual search feature displays the context of any entry wherever it is found in the text all at once, allowing you to focus your full attention on particularly significant concepts and thus to create for them, in one sitting, a comprehensive entry set spanning the entire book. This greatly increases the consistency and scholarly value of the index while ensuring nothing important is missed.
- (e) Especially powerful and helpful is the possibility to *index automatically* a list of words and phrases you provide (for instance by importing a thesaurus) or that LiveIndexer culls instantly from the imported text.
- (f) Even more powerful is a utility to index the multiple forms of proper names *automatically as well*.
- (g) A special button lets you enter proper names most efficiently (reversing the first name/last name order, and remembering the first names attached to the last names you index).
- (h) Right-clicking any last name in the text pops up a menu providing the full name(s) already associated with it if it was already entered once (last name, first name, middle names, and other name parts). This in itself is an enormous time-saver.
- (i) The best thing is that the electronic indexing method uses no special code: just select the words in the text, click a button, and there is your correctly formed entry, with the right pagination. Again, multiple tools are available to increase the sophistication of any given entry: indicators to be attached to the locators, special typeface, and custom sorting cues.

3. Six Languages

Although LiveIndexer's interface is so far entirely in English, it allows you to index texts in six languages: English, French, German, Italian, Portuguese, and Spanish. Each language comes with its special indexical phrasings and varying rules regarding alphabetization, spelling, and syntax. LiveIndexer is aware of these linguistic differences and applies them according to the language selected. This allows indexers to produce, in the language of their choice, indexes of books written in that language, and also to index concurrently books written in distinct languages.

4. Flexible Page Locator Formats

Page numbers can be formatted in many different ways, with or without prefixes (volume and issue numbers, for instance), with or without footnote locators (e.g., 24n.2, 125n), with or without special indicators (e.g., 124 fig, 125-128 passim, etc.), with or without a special typeface (bold or italic locator, for instance). Locators such as "1-35 to 1-36" (for pages 35-36 in section 1 of a book), A:2.23, B35-36, II-A:45, 4/28-29, can easily be obtained. Page ranges don't need to be typed in full (just type 124-5 for 124-125). LiveIndexer can conflate sequential numbers (the sequence 5, 6-9, 10, 11-15 can be turned into 5-15) at the indexer's discretion.

You may provide a list of comma-separated page numbers with any entry, and they will be entered one at a time automatically and instantly. The program makes sure that no entry with a specific locator is entered more than once.

Line numbers cannot go beyond 99 (page/line number locators are useful for court reporters indexing legal briefs, or for indexing poems). Page numbers are unlimited in Arabic form, but

limited to 4999 in Roman form (xxi, xlii, etc.). LiveIndexer accepts both Roman and Arabic numerals, and sorts them without problem, putting Roman numerals before Arabic ones, since Roman numerals are used for the beginning pages of many books, and sometimes such pages need to be indexed.

Note that leading zeroes are automatically inserted in front of all Arabic page numbers for good sorting purposes (thus 2 becomes 002, 13 becomes 013). This helps avoid sorting problems when such numbers are mixed with letters or punctuation marks. Leading zeros are deleted automatically when the index is laid out.

LiveIndexer helps you renumber locators (page numbers, note numbers) when they change from one set of proofs to another. It also lets you prefix volume and/or issue numbers to page numbers automatically, which is useful when building multi-volume indexes out of a set of single-volume indexes.

5. *Five Index Databases*

Whatever entry-creating method you choose, what happens is that each time you (or the computer in an automatic procedure) hit the Enter key, a specially formatted string is created. For instance, when you enter the entry “computer, 12”, LiveIndexer creates the string “computer,012,,,,,,,” and sends it to the database field reserved for entries beginning with the letter C (with a subentry, an entry would read “computer,,indexer’s use of,112-113,,,,,” for example). Each string contains eight commas, separating up to nine possible data components per entry (main entry, locator, subentry, locator, sub-subentry, locator, first locator prefix, second locator prefix, locator indicator). Entries can be entered in any of up to five distinct index databases very easily. Each database has a distinct name by default; users can change those names to better reflect what they are indexing. A separate language can be assigned to each database.

Transferring entries between indexes or comparing entries within an index database or between databases is simple. Different types of strings are created depending on the presence or absence of cross-references. The database lists of entries are always accessible, and provide you with many tools for editing them. In fact you do most of your editing directly in those databases. A list of what you can do includes the following features:

- swap or split components of entries at will;
- create new entries by duplicating existing ones and entering new locator numbers;
- edit entries one at a time or in batches;
- sort entries alphabetically and/or by locators (an advanced sorting mode lets you see how they get ordered according to variable parameters, such as ignoring prepositions and articles);
- verify cross-references (LiveIndexer tells you which ones are circular, which refer to non-existing main headings, and which refer to a heading that doesn’t contain enough entries to make it useful as a cross-reference [the minimum number of entries under a heading being specified by you]);
- compare sets of entries (useful in the case of double postings that need to be consistent);
- renumber entries whose page numbers (and/or prefixes and/or note numbers) have changed in a new set of proofs;
- replace strings of characters with others locally or globally (both “Find” and “Replace” commands can be precisely targeted);
- eliminate redundant entries;
- reconcile discrepancies within each database;
- gather related cognate entries for better cross-conceptual, lexical, and orthographic examination;

- create specialized thesauri based on automatic entry-part extraction;
- merge index databases into one, or separate one index into several sub-indexes.

It is within these databases that you really compose your index after you've entered all entries; you can print them, or export them to a text file, and reimport them. You can preview the full index in indented form and further edit its entries at any time.

Once you are done creating and editing entries, then you move on to the next and last stage, which will not require much work from you, though it will from the computer: the index layout.

6. *Sophisticated Sorting*

Main headings that begin with a number (e.g., “5th Avenue,” “1968 (year)”) can be sorted either as numbers at the beginning of an index or as though they were spelled out (LiveIndexer spells out numbers automatically in six languages). Main entries beginning with special symbols are sorted without difficulty and placed at the beginning of the index, before the entries beginning with a number.

LiveIndexer can sort main entries and their sublevels according to the letter-by-letter or the word-by-word methods, each following either NISO standards or the *Chicago Manual of Style* rules. Words can be sorted according to hidden variant spellings (e.g., sort McCormack as though it was spelled MacCormack). Sorting can ignore initial articles, initial and subsequent words, function words, according to your specifications, *so that all entries can be sorted on their first meaningful word instead of their starting word* (this makes an index much easier to search and read). The program can ignore any string of words within any main entry: thus an entry can be sorted on its second or third word instead of the first, or on its first and fourth word while the second and third are ignored. You may preview the result of that more sophisticated sorting by using the “Advanced Sorting” button in the database.

LiveIndexer does not fully format the index at the same time as you create entries; it does that work automatically at layout time, letting you see the index in WYSIWYG fashion, after you are done creating and editing entries, following syntactical and layout specifications of your choice. Although you may make corrections later on in the fully formatted index, the best way to enter any change in the index is by entering it in the database of entries. Any change made later on in the fully formatted index will not be entered automatically in that database, and so may be lost if you need to reformat the index (unless you convert the formatted index back into a LiveIndexer database: see below).

7. *Constant Previewing of Index and Availability of Related Data*

LiveIndexer allows you to preview the index as it grows and takes shape. You may preview it all at once (*by extending the window to the right, which reveals the preview field*), or by single initial alphabetical letter, or by smaller set of entries, or by single entry. Preview fields and windows do not display the index in fully formatted, laid out form, but in an exact indented form that facilitates editing.

Preview windows let you edit any subset of entries so that you retain control of the history and progress of your work at all times.

Special menu commands allow you to view a list of all main entries only; a list of frequent entries; a list of all entries sharing a particular page number, or found within a specific page range; entries sharing a similar string of characters; the last hundred entries you entered; a list of the proper nouns you have entered (these can be distributed among seven categories, including of course proper names); a list of entries that can be indexed automatically in the imported texts.

A field at the bottom of the first three primary interfaces allows you to preview any main entry or set of main entries you are working on with all its associated data.

In the hard-copy interface, some pull-down menus allow you to look at the list of subentries any particular main entry already has, or a list of sub-subentries any particular subentry may already have, or the list of main entries any particular cross-reference might be linked to. As said earlier, right-clicking entries gives you access to the broader nexus of affiliated subentries and cross-references associated with an entry. Other menus show what are the page numbers or other locators already associated with any main heading, subheading or sub-subheading. You are also constantly updated about the number of entries already entered.

8. *Creating the index itself in two simple steps*

(a) Preparing the entries for layout

You only need to choose one menu command, called “Final Sorting & Move to Layout,” in the database’s **Sorting** menu. LiveIndexer will then process all entries in the selected database one at a time, sort them in advanced mode (either word-by-word or letter-by-letter), and order them according to standard rules (LiveIndexer complies with the rules of distinct editions of the *Chicago Manual of Style*). Subentries and sub-subentries may be sorted in three ways: by first character, by first main word (meaning that LiveIndexer can be set to ignore introductory prepositions, conjunctions and articles), or by first page number (or other locator). Depending on the complexity of entries (lots of subheads and sub-subheads?), their number, and the power of your computer, this operation may take several seconds.

(b) Laying out the final form of the index

When that is done, you are prompted to the Layout window. You will only need to click a few buttons. The principal one is named “Lay Out Index...” It calls up a dialog box that invites you to choose different settings regarding the style of index you want: run-on or indented. If there are sub-subentries, three additional styles are available (blends of run-on and indented, two according to the *Chicago Manual* rules, the third according to the ANSI/NISO standard guidelines). You will be able to decide whether or not to capitalize all entries, how to delete excess digits in locators (113-115, 113-15, 113-5, for instance), where to place the cross-references (after the main entry, at the end of the entire entry, etc.), what kind of separation you want between headings and locators (comma, space, colon, etc.), whether you prefer a hyphen or an en-dash in number ranges, how to format footnoted locators, and how to format the locator prefixes. Once you’ve finalized your choices, click “OK”, and LiveIndexer will lay out your entire index exactly according to your specifications. Once the layout is done, you may change the font and the text size, and vary line length and indentation width. The whole operation is fast. If you don’t like how the index looks, change the layout settings and redo the operation: it only takes seconds.

(c) Printing, exporting, and archiving the index

When formatting is over, your actual index is as good as ready for publication, and it is WYSIWYG: what you see on screen is what will print. You may export the index without losing anything to a word processor for fine-tuning if you wish (in RTF or HTML form). A few menu commands in LiveIndexer allow you to add a title and a preamble, and to further modify the appearance of certain components of your index (text font and size, indentation, line spacing and wrapping), and to print it from within LiveIndexer.

When you are completely done, you can export all index data to an archiving file. This file is so conceived that, if needed, you can re-import its entire content into LiveIndexer and work with it again.

9. Utilities that expand the range of indexers' activities and services

(a) Assembling or stitching book parts (chapters, sections, papers) together into a consecutive electronic document ready for indexing.

LiveIndexer provides a text-assembly utility that lets you import distinct electronic files, order them to match the order of a table of contents, and stitch them all together into one file ready for importation into the Electronic Text Indexing window. This is very useful when an author sends a book section by section or chapter by chapter, all in separate files. That same utility can of course be used for other purposes than indexing, such as putting together a textbook, conference proceedings, or a Festschrift.

(b) Turning printed back-of-the-book indexes into cleaned up files and active electronic databases

LiveIndexer offers a utility that converts scanned and OCR'd back-of-the-book indexes into a cleaned up run-on or indented index file. Optical Character Recognition software often misreads characters. In the case of printed indexes, which are frequently laid out in two columns per page, the OCR will interfere with index lines, making it very time-consuming to turn the document back in to a fluid index where main entries, subentries, and cross-references are in the right place. LiveIndexer's utility automatically rebuilds these OCR'd indexes, sorting out main entries from subentries and cross-references, and realigning them in run-on or indented format. That utility also provides a specialized tool that helps correct character misreadings efficiently. The combination of these features turns days of tedious work into hours or minutes, depending on the scope of the task.

Cleaned up electronic indexes can then be imported into a second LiveIndexer utility that converts them into a full-fledged, accurate, LiveIndexer database, where entries can be improved, edited, and even added to.

(c) Improving indexes produced in word processors, text-design software, and other non-dedicated indexing software

The ability to turn a fully laid out index, for instance produced in Adobe InDesign, into a LiveIndexer database opens the door to interesting opportunities. One of them is the ability to improve and edit indexes produced by word processors and text-design software. As a rule, such indexes are subpar, because the software, not being dedicated to the task, offers no control over index entries, no editing tools worth their name, no index management, just opaque tagging that once embedded is hard to remove or change. The result is more often than not a substandard index riddled with inconsistencies. Bringing those poor indexes into LiveIndexer is easy, and once that is done, those indexes stand a real chance of redemption.

(d) Building multi-volume indexes

Again, that same ability to turn printed indexes into LiveIndexer databases allows indexers to combine indexes from separate serial volumes into one comprehensive multi-volume index. This is very useful, since access to such a comprehensive index saves readers and researchers appreciable time: they'd rather look at one index than 24 indexes in a 24-volume collection. LiveIndexer allows its users to bring in those separate indexes, assign a specific volume number (and/or issue number, etc.) to all entries within each (in a split of a second), and then merge them all together.

(e) Creating online indexes for multiple collections

In that same line of thinking, multi-volume indexes can then be ported online, making their consultation that much easier and widely available. Libraries and archives will greatly appreciate such a service.

(f) Building and distributing thesauri or specialized lexicons useful for other indexers

LiveIndexer provides multiple tools to build collections of specialized words and phrases that can then be distributed to researchers and professionals in many fields for their own indexing or search-and-retrieval needs. The software comes in particular with an astonishing utility that extracts proper nouns and distributes them into distinct categories: proper names of persons, geographical place names, names of historical events, bibliographical titles, names of artifacts, names of institutions, and other proper nouns. Another utility is specialized in the creation of thesauri or specialized lexicons out of existing indexes (it can extract main entries, subentries, subsubentries, cross-references) or out of one of the proper-noun lists. Such thesauri or lexicons have multiple uses. Within LiveIndexer for instance, they can be used to autocomplete intelligently entries that are being typed in, or they can suggest the full complement of first and middle names to last names selected in a text. Thesaurus files generated in LiveIndexer can be uploaded in other software for their own distinct purposes. This is therefore another useful service LiveIndexer users can provide to their clients.

(g) Serving humanities research and scholarship

Humanities researchers and scholars will find LiveIndexer very practical on all the previous counts. Research assistants can be easily trained in LiveIndexer, and set to work on a multiplicity of tasks that will save a great deal of time to the faculty, researchers, scholars, librarians, curators, editors, and archivists who employ them. Doctoral students will find in LiveIndexer utilities allowing them to produce very quickly a quality index of their dissertation—an elusive Holy Grail that LiveIndexer puts within their reach, affordably so. The vast and growing army of writers who self-publish books will be enabled to do the same with their own precious work, thereby increasing their usability and value, and lengthening their relevance. Scholars who cannot afford to hire a professional indexer will find LiveIndexer easy to learn, and will find it convenient to create their own index to the extent that they care for good reviews (for once not bemoaning the absence of an index) leading toward promotion and tenure. The same benefits can be extended to other constituencies in the corporate and legal world.

(h) International scope of service

LiveIndexer can be used in six major languages, and that extends its usefulness to several continents. Its ability to index works in English, French, Spanish, and Portuguese covers the indexing needs of all countries in the Americas. Add to it Italian and German, and the combination brings it within the reach of indexers in most major European countries and many other lands.

B. Documentation

1. On-screen help

LiveIndexer will eventually be featured with a complete and sophisticated on-screen help system. Option-shift-clicking any button, field, label, or menu will bring up a window explaining how to use that component of the program and describing what it does. In fact, the entire user guide will be found in those explanatory fields (feature scheduled for end of 2014).

Explanatory tooltips are associated with nearly every button and field. Tooltips are small yellow boxes that pop up when the mouse pointer enters almost any button or field. They provide very useful hints and reminders about how to use the related button or field. This feature can be turned on or off in the **Help** menu in the menu bar. Tooltips are usually short, but sometimes lengthy to save you research time.

Virtually any task (including the typing of recurrent text) can be assigned to any of the fifteen function-keys on the keyboard, which is very useful for indexers who want to minimize mouse handling and clicking. Useful information is accessible from anywhere: the list of articles in six languages, the lists of indicators, of entries with indicators, of entries requiring specific typeface, also your personal work notes.

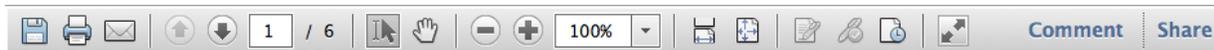
2. User Guide

The program comes with a well-structured *online* user guide (extensively illustrated and very readable). Its chapters are accessible in the **Help** menu in the menu bar.

NB: On Windows, choosing one of the user guide PDF files will instantly launch Adobe Acrobat to view its content. On the Mac, a PDF Viewer internal to LiveIndexer is launched instead. That PDF viewer displays a floating black ribbon (shown at right) at the bottom of the document. Click on it as fast as you can manage, before it disappears. Once clicked, it will remain in place.



Clicking the last button on that ribbon transforms the spare PDF viewer into a better furnished viewer.



Similar information will eventually be conveniently consultable on LiveIndexer's website (under construction). The best way to learn LiveIndexer is to try it and practice with it persistently. Despite its many bells and whistles, the program is easy to work with. It may take a while to get used to its main working concepts, but as soon as you've got the hang of it, you will be in very good shape, and you might even come to enjoy it. The best way to learn it is to try it. The "Evaluation" edition allows you to create up to 600 entries before requiring you to get a license for a small cost (far lower than indexing-industry software). A special command ("Delete All or Selected Contents...") in the **Manager** menu of the Hard-Copy Indexing interface allows you to discard all playful data before you start working in earnest.

3. Support

Support is only provided to licensed users. If you encounter any problem, just send an email to the developer explaining as much of the problem as you can, with enough details to enable the reproduction of the problem encountered. Should LiveIndexer generate an error on its own, it will prompt an error dialog with a message and a button allowing you to send the developer an email to report the incident.

C. Non-profit support attached to your purchase of LiveIndexer

The program comes at an exceedingly good price, scaled according to type of use (personal, professional, institutional), far lower than any competing product, despite the program's professional sophistication. Any proceeds beyond the overhead go to support the work of the Peirce Edition Project at Indiana University, Indianapolis. The Peirce Project is a research and editorial center that publishes the works of Charles S. Peirce (1839–1914), seen by many as the greatest philosopher/mathematician/scientist/logician in the history of the United States.

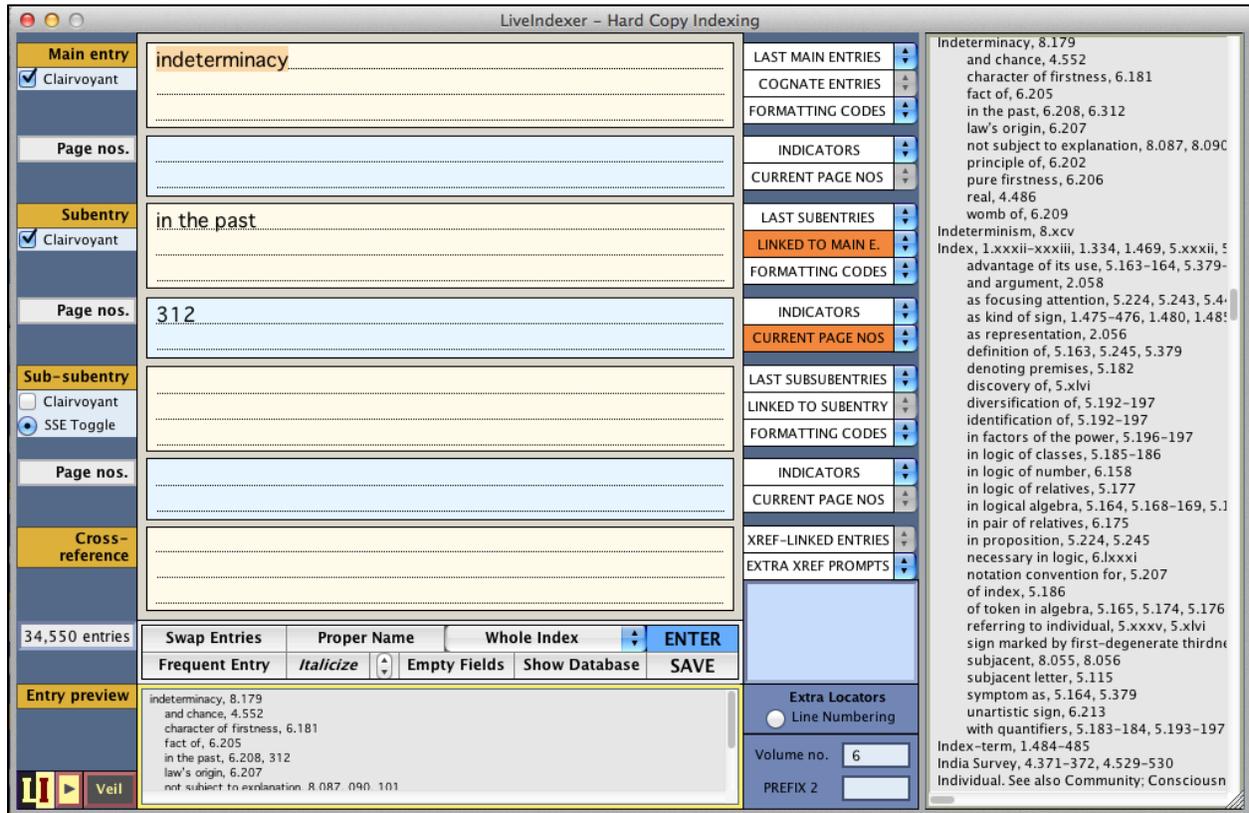
D. Table of Contents of the User Guide

I. Overview	1
II. Main Features	2
A. A multi-language dedicated back-of-the-book indexing program for Mac and Windows ...	2
1. Requirements	2
2. Two major methods of indexing	2
(a) Hard copies.....	2
(b) Imported electronic texts.....	3
3. Six languages	4
4. Flexible page locator formats.....	4
5. Five index databases	5
6. Sophisticated sorting	6
7. Constant previewing of index and availability of related data	7
8. Creating the index itself in two simple steps	7
(a) Preparing the entries for layout	7
(b) Laying out the final form of the index	7
(c) Printing, exporting, and archiving the index	7
9. Utilities that expand the range of indexers' activities and services	8
(a) Assembling or stitching book parts (chapters, sections, papers) together into a consecutive electronic document ready for indexing.....	8
(b) Turning printed back-of-the-book indexes into cleaned up files and ac- tive electronic databases	8
(c) Improving indexes produced in word processors, text-design software, and other non-dedicated indexing software.....	8
(d) Building multi-volume indexes	8
(e) Creating online indexes for multiple collections.....	8
(f) Building and distributing thesauri or specialized lexicons useful for other indexers	9
(g) Serving humanities research and scholarship.....	9
(h) International scope of service.....	9
B. Documentation	9
1. On-screen help	9
2. User Guide	10
3. Support	10
C. Non-profit support attached to your purchase of LiveIndexer	10
D. Table of contents of the User Guide	11–12
III. Getting Started	13
A. Launching LiveIndexer	13
B. The Welcome window: setting indexing parameters	13
C. Setting the format of page locators	14
1. Option “Page Numbers Only” and general considerations.....	14
2. Option “Page No. + Line No.”	14
3. Option “One Prefix + Page No.”	15
4. Option “Two Prefixes + Page No.”	15
D. How to upgrade your copy of LiveIndexer	17

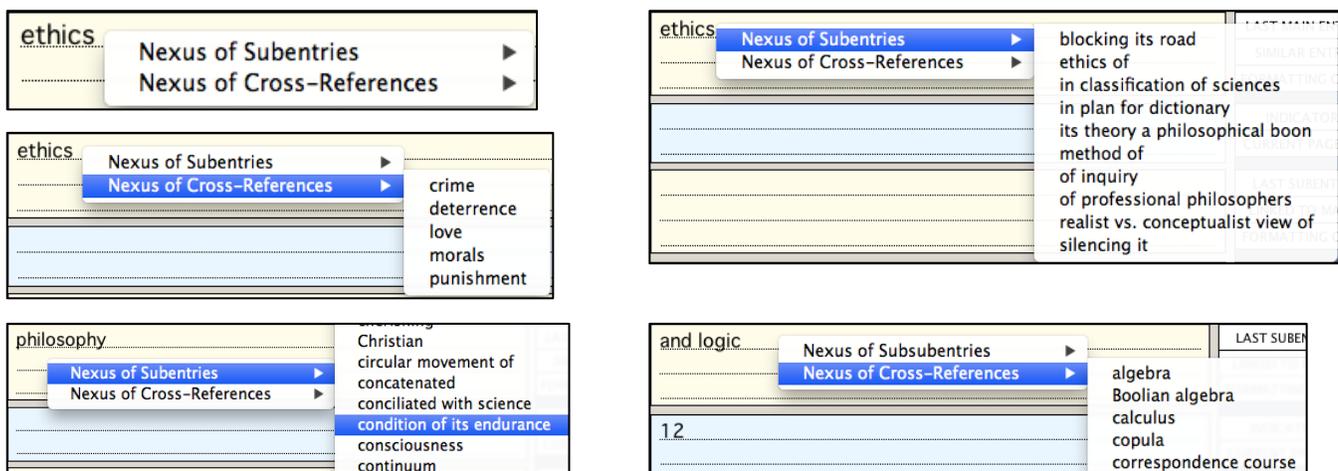
IV. LiveIndexer's First Primary Interface: the Hard Copy Indexing Window	18
1. The main interface for hard-copy indexing	18
2. Clairvoyance or autocompletion	19
3. Tapping into the conceptual network: the three nexuses	19
4. Tables of main entries and of frequent entries	20
5. Useful menus at your fingertips on the right side of entry fields.....	20
(a) Menus associated with main entries	20
(b) Menus associated with subentries	21
(c) Menus associated with sub-subentries.....	22
(d) Menus associated with cross-references	22
6. Useful menus at your fingertips on the right side of page number fields	23
(a) Indicators	23
(b) Current page numbers	24
7. Global italicization	25
8. The convenience of an indexing tools palette	25
9. Using abbreviations to minimize typing	26
10. Reviewing the last hundred entries	26
11. Swapping entries	26
12. Deleting the last entered entries	28
V. LiveIndexer's Second Primary Interface: the Electronic Text Indexing Window	29
1. Indexing an imported text in the Electronic Text Indexing window	29
2. Importing a text and paginating it	30
3. Setting the highest numbers of pages/lines/notes	31
4. Inserting page prefixes like volume and/or issue numbers	31
5. Setting the text font and size	32
6. Changing database names, linking texts to a specific database, and navigating among texts	33
7. Exporting or deleting a paginated imported text.....	33
8. Creating entries by selecting, clicking, or typing	34
(a) Main entries alone	34
(b) Main entry + Subentry	35
(c) Main entry + Subentry + Subsubentry	35
(d) Entering cross-references	37
(e) Adding a footnote or endnote number to the page number	39
9. Automatic indexing of preselected or prelisted main entries.....	39
10. Tallying single words and indexing them automatically	41
11. Entering and managing proper names.....	43
12. Tagging entries.....	45
13. Using the indexing palette	46
14. Working in the transitional field of entries	47
15. Splitting main and subheadings	49
16. Working on single entries comprehensively and consistently	50
17. Automatic indexing of proper names.....	51
(a) Automatic indexing of a list of proper names	52
(b) Automatic indexing of individual proper names, one at a time	53
18. Extracting and collecting several categories of proper nouns	54
19. Using a linemark to keep track of your position in the text.....	57

(a) The highlighted line in the field's background.....	57
(b) The blue sliding linemark.....	58
VI. LiveIndexer's Third Primary Interface: Database of Entries – Index Editing window ...	59
1. Working in the five index databases.....	59
2. Reconciling discrepancies among database fields.....	61
3. Verifying cross-references.....	61
4. Comparing entries.....	62
5. Sorting the index: alphabetical, numerical, and advanced modes.....	63
6. Final sorting and preformatting of the index before layout.....	66
7. The difference between letter-by-letter and word-by-word sorting modes (NISO vs. CMS).....	67–68
VII. LiveIndexer's Fourth Primary Interface: the Index Layout window.....	69
1. Specifying how to format the index (run-on, indented, hybrid styles).....	69
2. The Index Layout window.....	73
3. Adjusting the laid out index.....	74–75
VIII. Other Tools and Utilities.....	76
1. Previewing the index.....	76
2. Programming functions keys locally and globally.....	79
3. Keeping track of your work.....	79
4. Merging databases or transferring a database to another database.....	80
5. Exporting and archiving all or selected contents from LiveIndexer.....	81
6. Importing archived LiveIndexer contents.....	82
7. Deleting all or selected contents from LiveIndexer.....	82
8. Importing and converting a formatted index into a database.....	83
9. Creating, managing, and uploading thesauri.....	86
(a) Creating thesaurus collections and thesaurus files.....	86
(b) Thesaurus management.....	90
(c) Viewing the content of stored thesaurus files.....	91
10. Inserting and deleting first and second prefixes to page numbers.....	93
11. Assembling a collection of texts for importation into the Electronic Index- ing window.....	95
(a) Using the Filename Extension Renaming Utility.....	95
(b) Using the Text Assembling Utility.....	97
12. Converting a scanned OCR'd columnar index back into a laid out index.....	99
13. Viewing a frequency tally of main entries, subentries, or sub-subentries.....	105
14. Viewing a full list of cognate main entries, subentries, sub-subentries, and cross-references.....	106
15. Assigning distinct languages to separate index databases.....	108–110

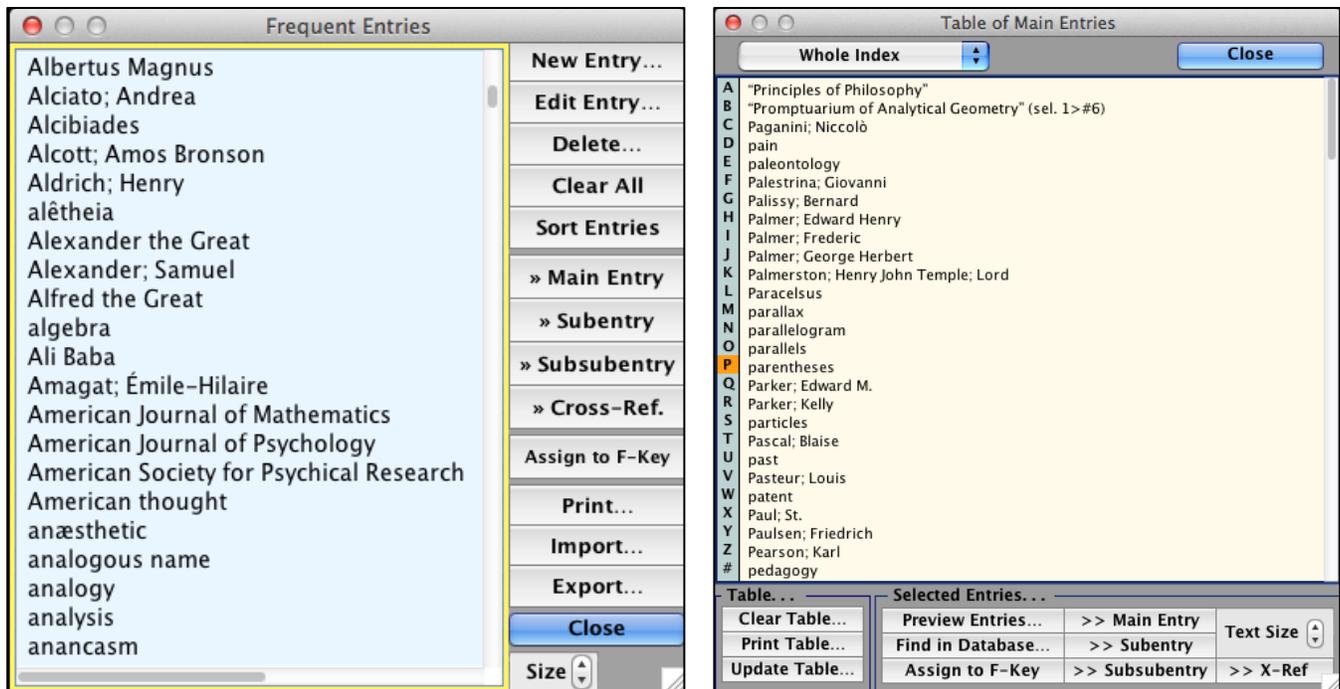
E. Sample of Illustrative Screenshots of Interface Windows



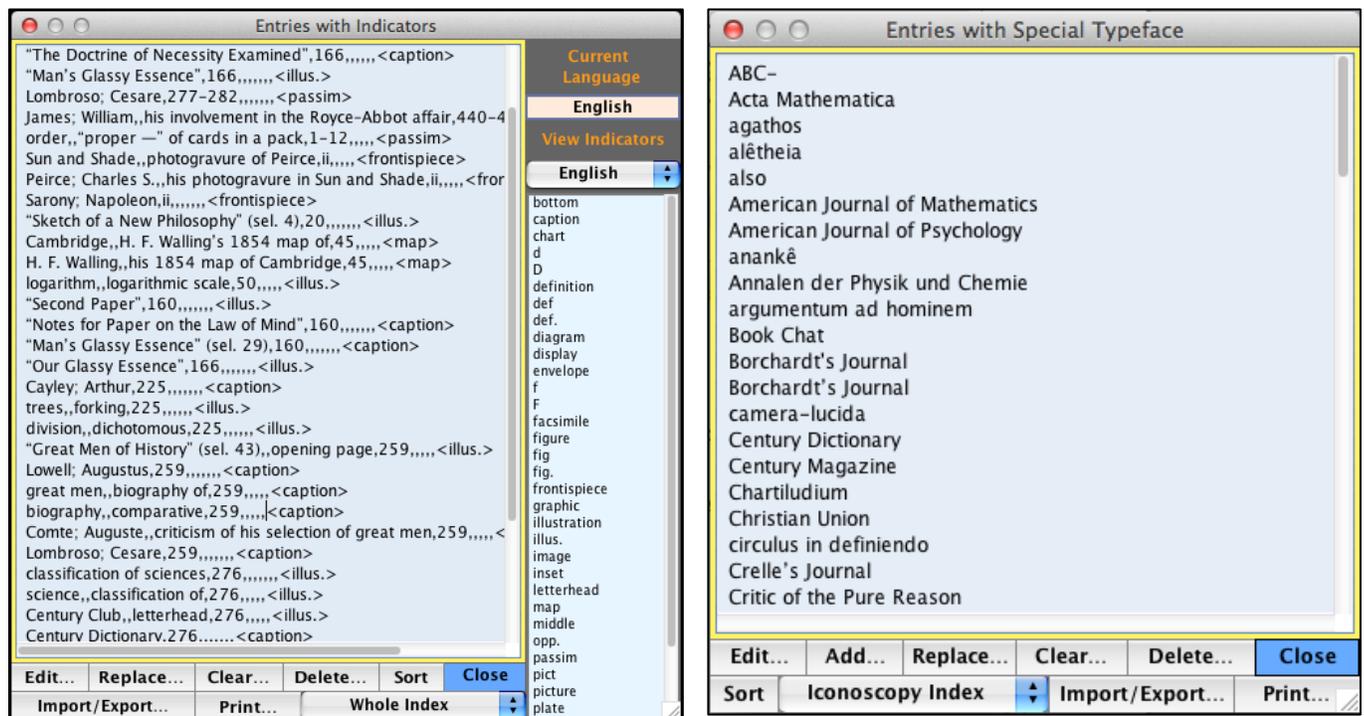
1. **First Primary Interface: for hard-copy indexing**, also showing the index preview visible when extending the window toward the right. NB: Each primary interface comes with its own menu bar chock-full of useful commands (not shown here).



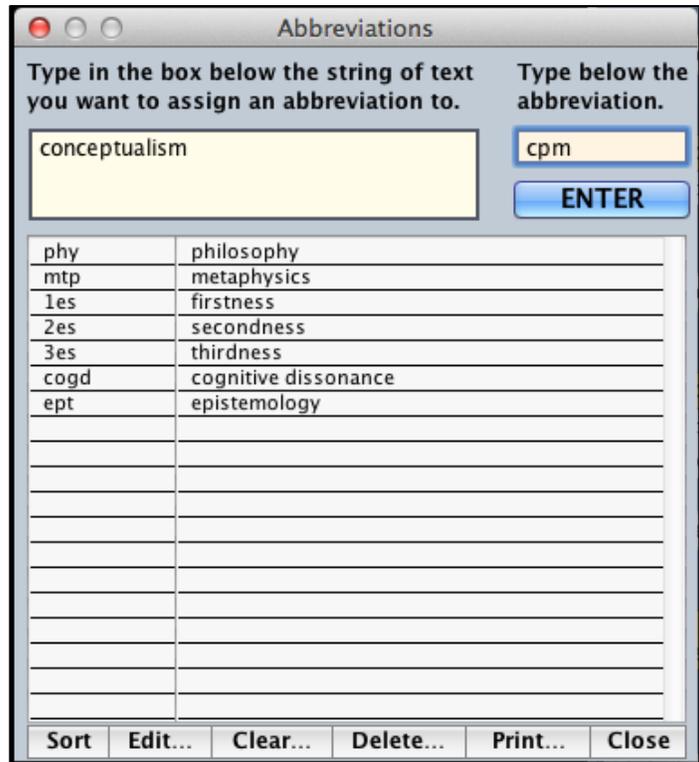
2. Pull-down menus that pop up when right-clicking an entry field, revealing nexuses of entry-related clickable subentries, sub-subentries, and cross-references.



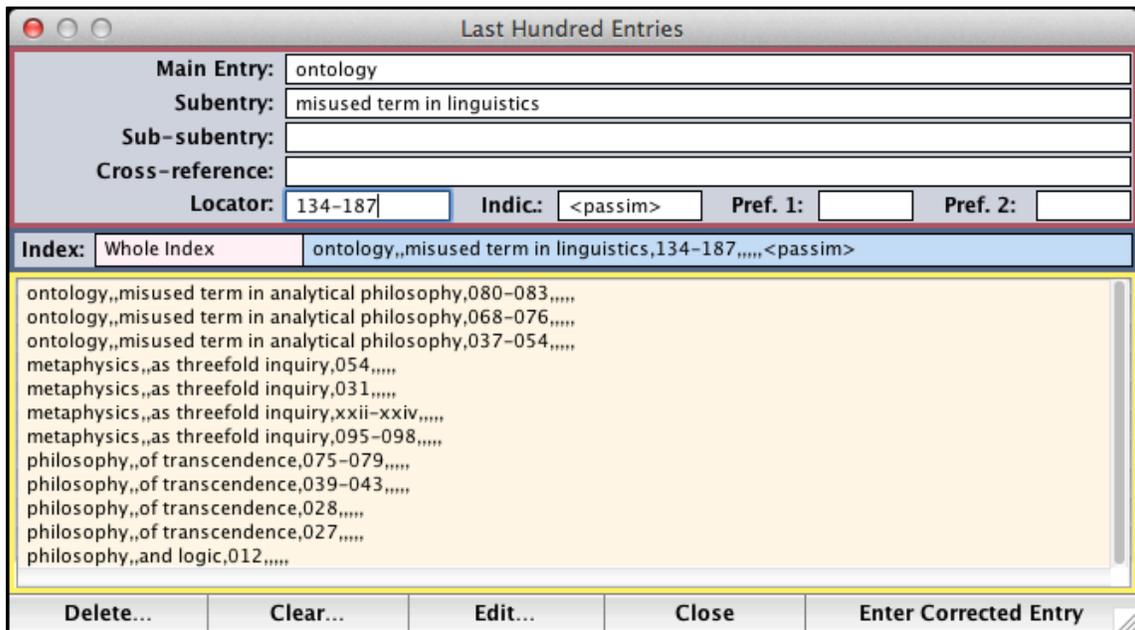
3. Among the tools available in that interface are both the “Table of Main Entries” and the list of “Frequent Entries.” Entries in those lists can be entered into the fields by selecting them and clicking the appropriate button “>> Main Entry,” “>> Subentry,” etc.



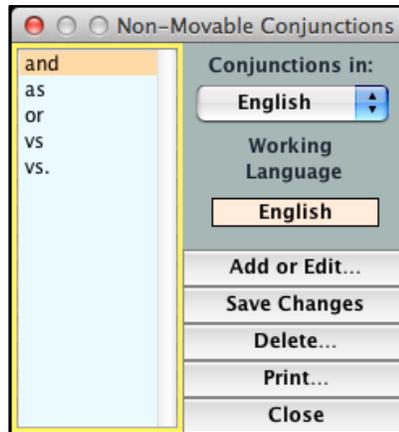
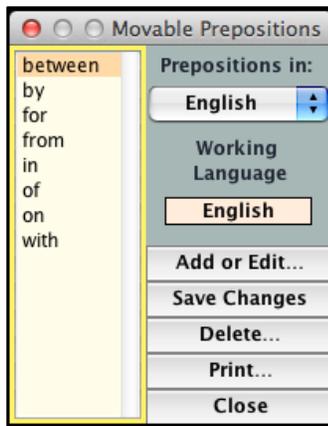
4. Accessible everywhere are the lists of entries, words, or phrases requiring special typface (italic or bold), and entries whose locators are followed by indicators (such as *caption*, *ill.*, *fig.*, etc.)



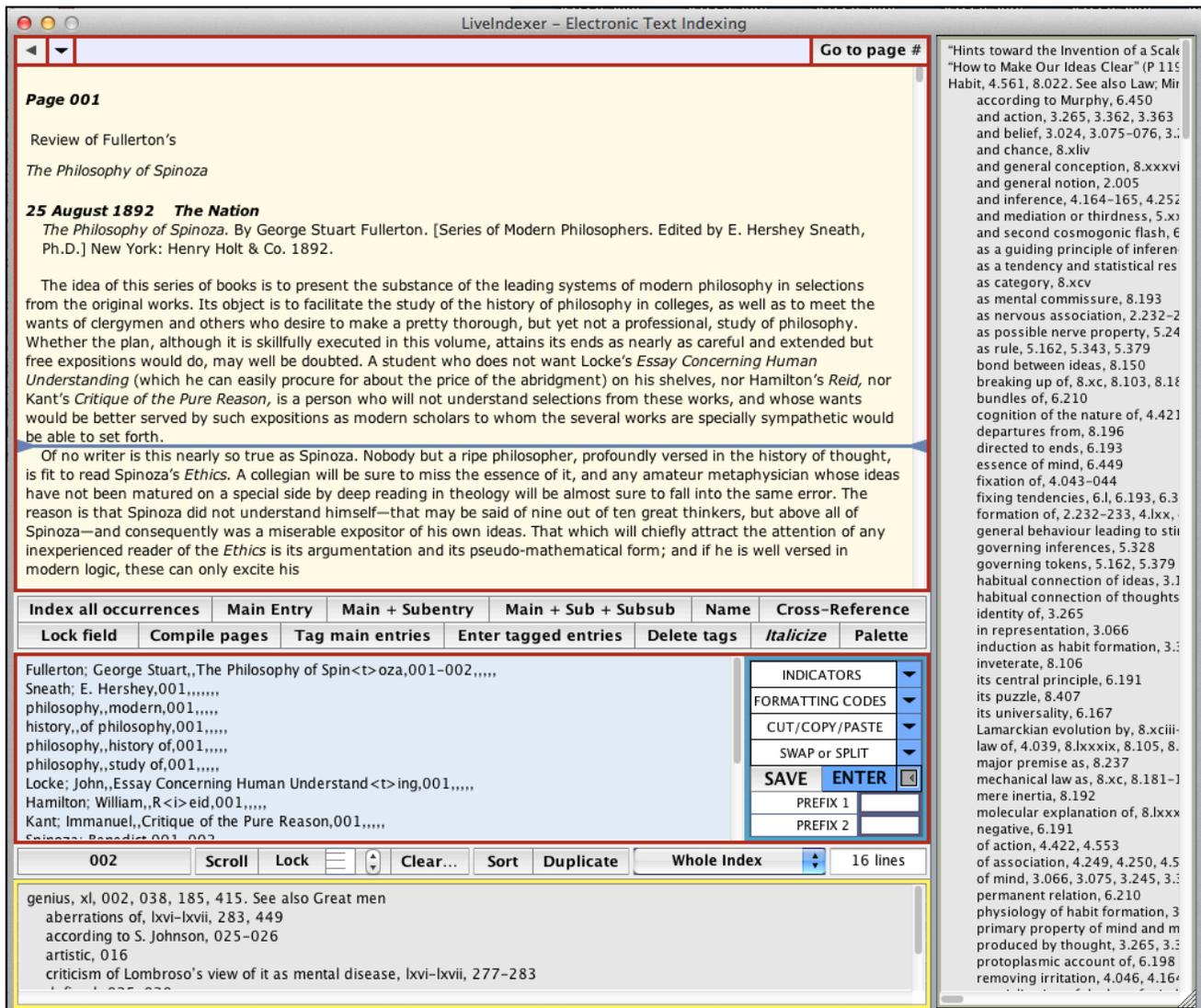
5. Assigning abbreviations to frequent words is one of several shortcuts available in LiveIndexer.



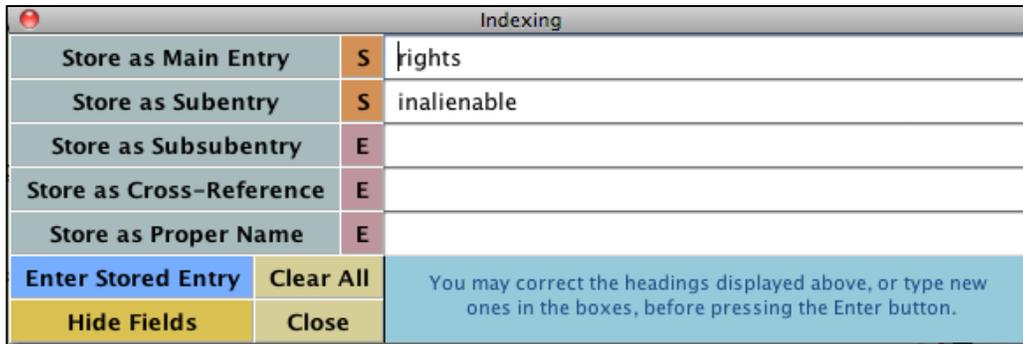
6. Several tools make it easy to delete or modify previously entered entries, such as the “Last Hundred Entries” window.



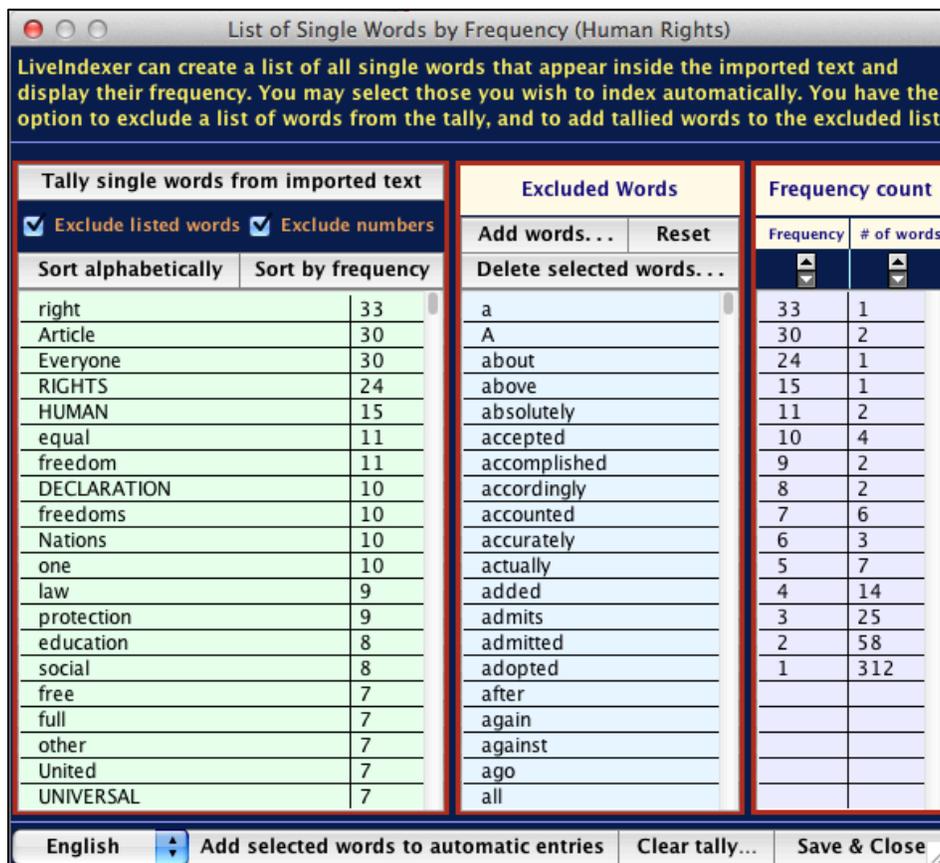
7. LiveIndexer provides dozens of customizable interfaces, including the two shown here that provide editable lists of function words that may or may not move when switching an entry with a subentry. Everything customizable is so in six languages.



8. **Second Primary Interface: The Electronic Text Indexing window**, where up to five texts of any length can be imported at a time for on-screen indexing by selecting or clicking words or phrases.



9. One of the tools available in this second interface is a floating palette in which entry parts can be typed and entered.



10. Another tool allows you to compile instantly a non-redundant list of all the single words found in an imported text and select those that you'd like to index automatically.

Whole Index	Main entries	Sort alphabetically	Sort by frequency
Logic	533		
Proposition	386		
Inference	363		
Syllogism	307		
Pendulum	289		
Reasoning	269		
Algebra	263		
Term(s)	245		
Kant, Immanuel	242		
Probability	234		
Induction	223		
Science	217		
Mind	214		
Relation	204		
Consciousness	203		
Thought	202		
Philosophy	198		
Truth	190		
Idea(s)	189		
Sign(s)	186		
Law	185		

Reasoning,042-043,,,1,,
Reasoning,243,,,2,,
Reasoning,354,,,2,,
Reasoning,xxv,,,4,,
Reasoning,170,,,4,,
Reasoning,170n,,,4,,
Reasoning,245,,,4,,
Reasoning,426,,,4,,
Reasoning,568,,,4,,
Reasoning,,about infinite numbers,134,,8,,
Reasoning,,ampliative,420,,4,,
Reasoning,,ampliative,429,,4,,
Reasoning,,amplificative,297,,3,,
Reasoning,,analytic,297,,3,,
Reasoning,,analytic,303,,3,,
Reasoning,,and breadth and depth,084-086,,2,,
Reasoning,,and computers,xliv,,5,,
Reasoning,,and education,345,,5,,
Reasoning,,and inference,284,,3,,
Reasoning,,and observation,400-401,,4,,
Reasoning,,and probability,289,,3,,
Reasoning,,and probability,304,,3,,
Reasoning,,and real world,016,,6,,

Refresh tally Clear tally... 3,941 main entries
Total of 34,549 occurrences Save & Close Sort Print... Clear Field...

11. LiveIndexer allows you to examine a frequency tally of all main entries, subentries, and sub-subentries. This enables you to gauge what are the major main entries in your index and to check whether it represents adequately the underlying themes of the work you are indexing. Likewise, examining subentries or sub-subentries allows you to view which of them occur more frequently while also helping you visualize the extent to which the index is terminologically consistent.

Proper Nouns: Proper Names

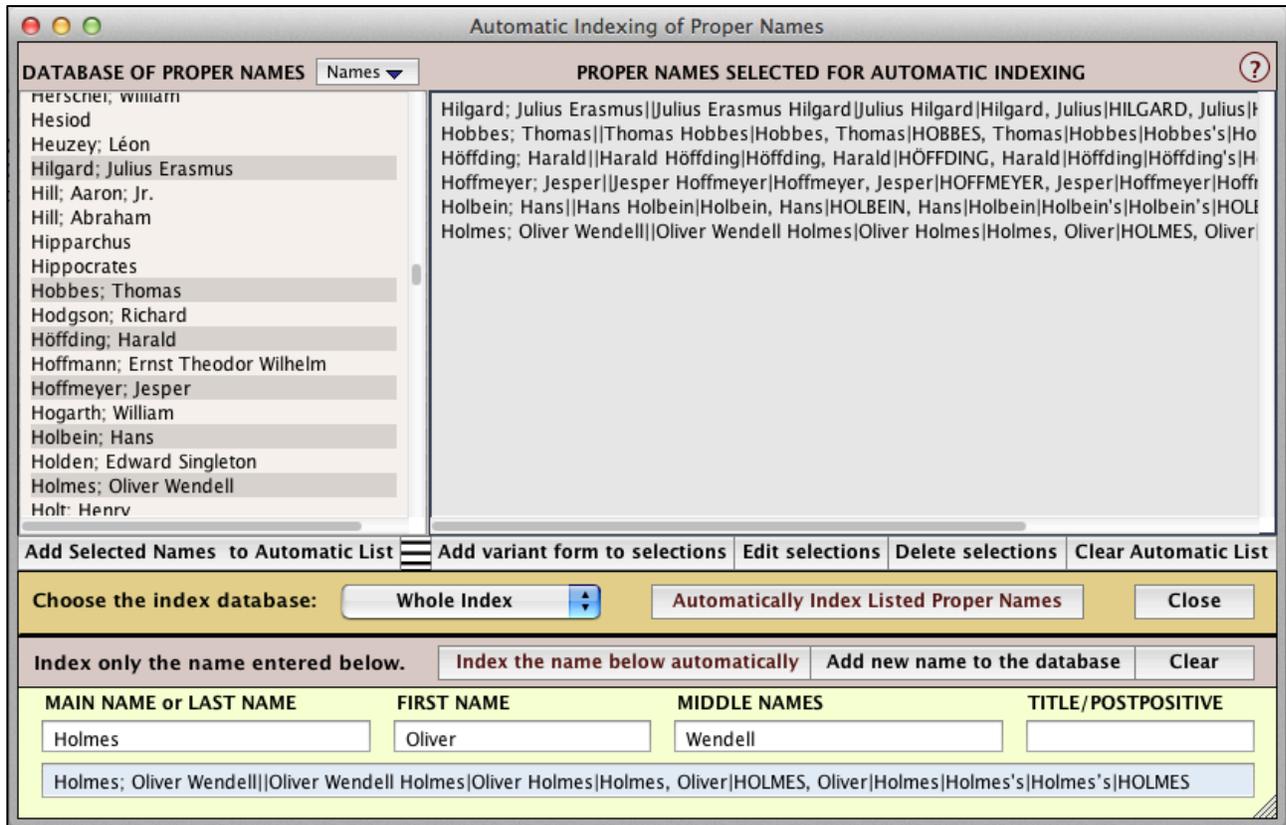
Abbe; Cleveland ("Old Probabilities")
Abbot; Francis Ellingwood
Abel; Niels Henrik
Abelard; Peter
Acton; Thomas A.
Adams; Charles Kendall
Adams; John Couch
Adamson; Robert
Addison; Joseph
Adler; Felix
Aeschylus
Akritas; Basil Digenis
Albaycin; Joaquin
Albertus Magnus
Alciato; Andrea
Alcibiades
Alcott; Amos Bronson
Aldrich; Henry
Alexander the Great
Alexander; Samuel
Alfred the Great
Amagat; Émile-Hilaire
Anzell; James Burrill

Proper Names Edit... Add... Delete... Clear...
Import/Export... Sort Replace... Print... Close

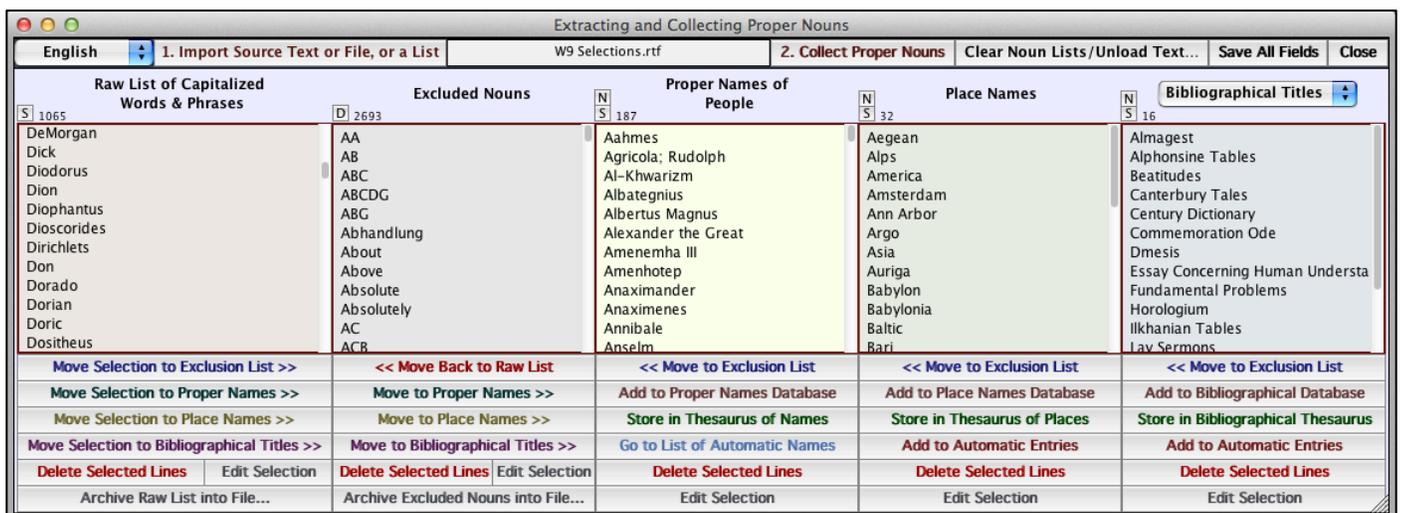
12. LiveIndexer provides several sophisticated tools to index and administer lists of proper nouns, including proper names, place names, historical events, institutions, helping you to index them efficiently, automatically or not.

Shown on the left is a window providing access to multiple databases of proper nouns.

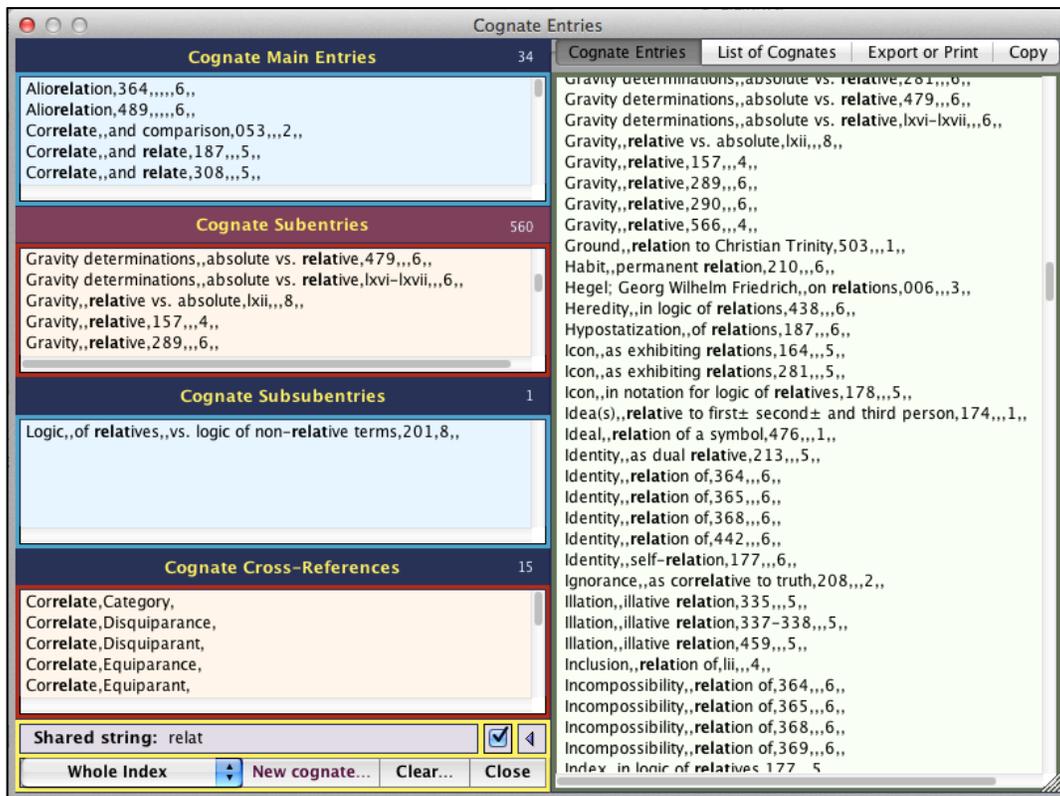
Shown next page are two powerful tools to build and manage lists of proper nouns, and to get them indexed automatically.



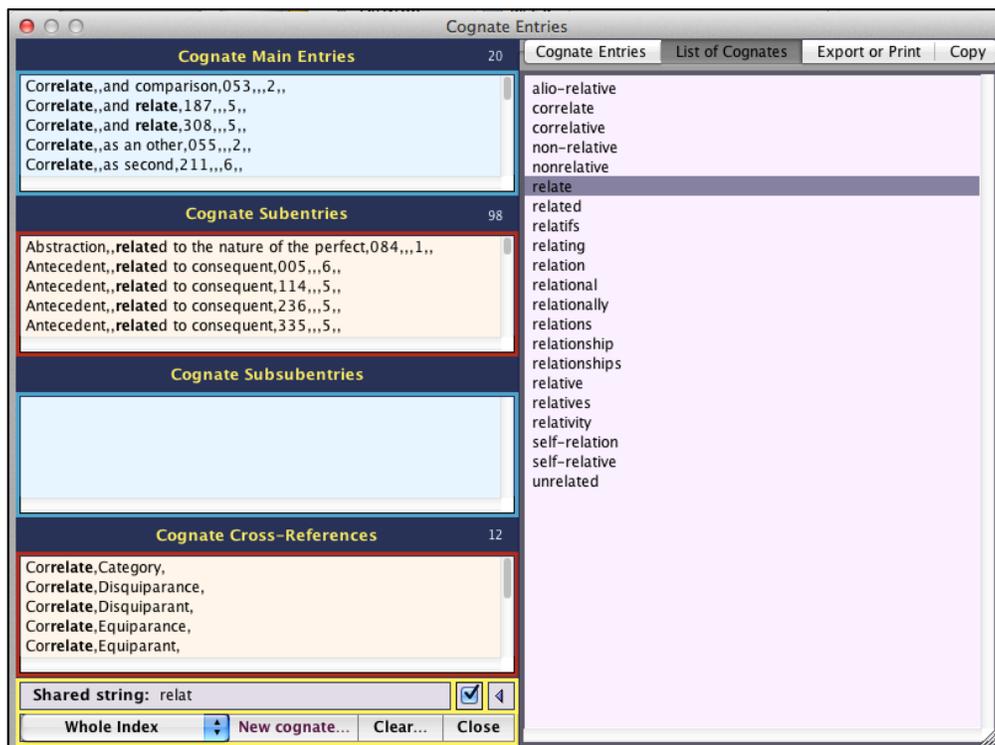
13. Shown above is the window that helps identify and index proper names automatically in whatever form they may appear in a text: first name/last name, last name/first name, last name only, with or without any number of middle names, abbreviations, possessive form, titles, and generation markers.

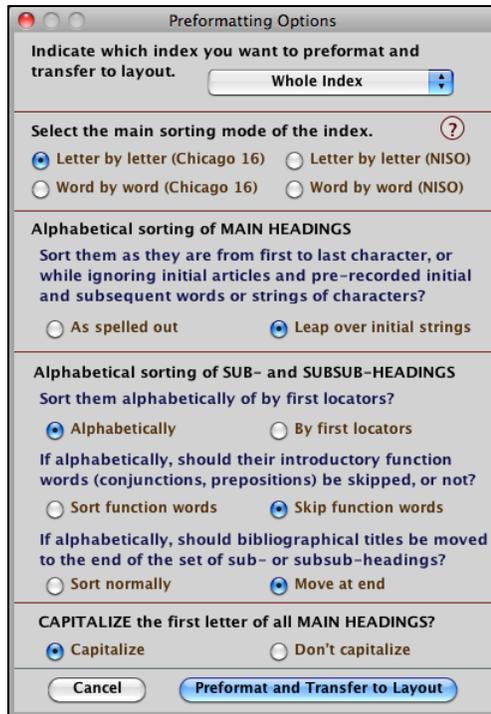


14. Shown above is LiveIndexer’s tool for automatically extracting proper nouns from a text, and letting you distribute them among several categories (themselves expandable and customizable).



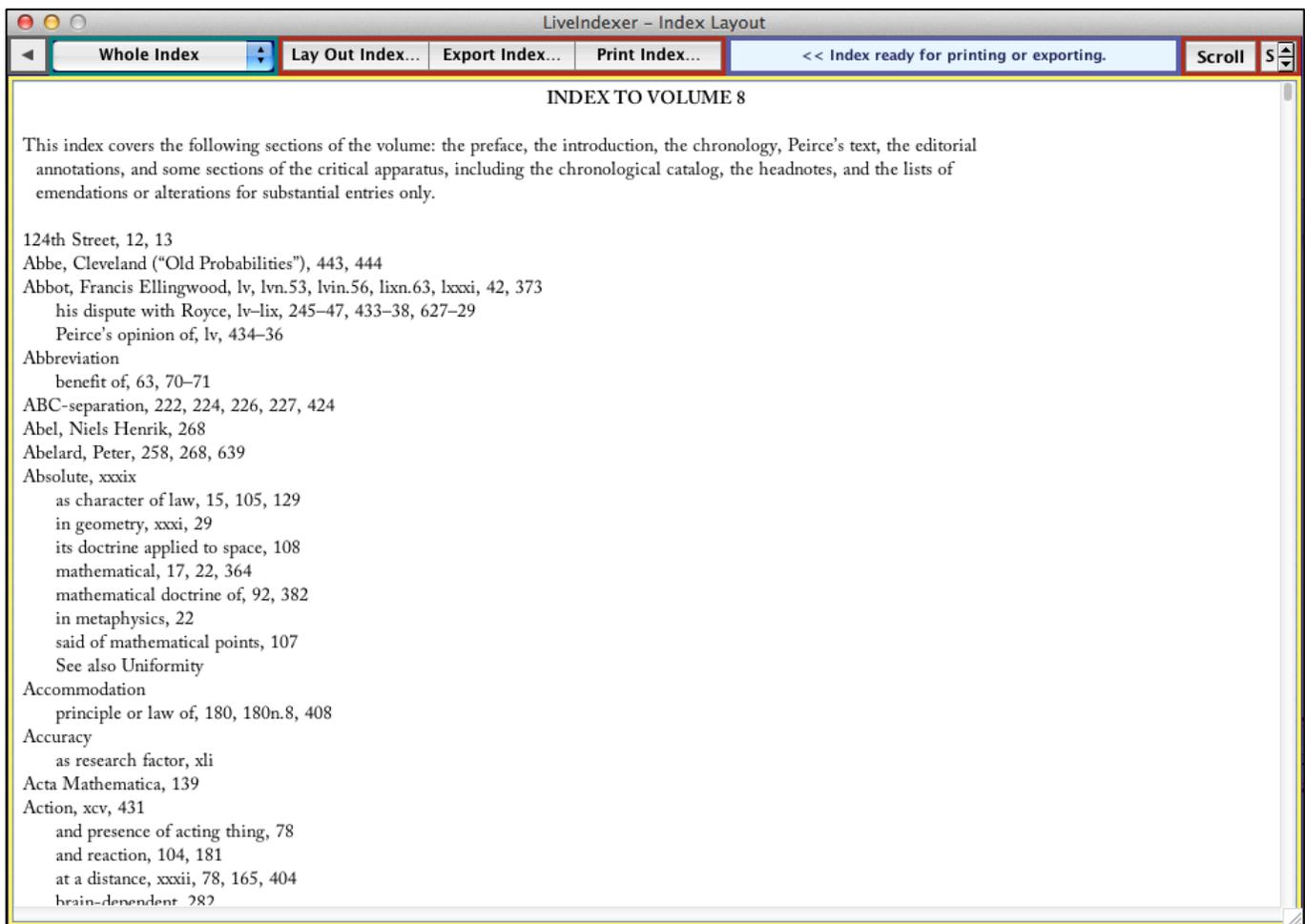
17. Another wonderful feature is a utility that gathers all entries (main, sub, subsub, cross-references) that share a common string of characters (*above*). This is a great way of seeing together entries that are cognate in one or other respect. This helps assess the strength of the index’s cross-conceptual network, ensure lexical consistency, and verify orthographic accuracy and uniformity. The utility also creates lists of existing cognates on the fly (*below*).





←18. Dialog in which you indicate sorting and formatting preferences before laying out the index.

19. **Fourth Primary Interface: the Index Layout window**, in which a given database of entries is transformed into a fully typeset and laid out index





20. The Layout Dialog, where you specify how to style every formal aspect of the index: indented or run-on (or a hybrid); internal punctuations; format and typeface of page numbers, their prefixes and postfixes, their ranges; positioning of cross-references; type of quote marks.

Purchasing LiveIndexer for Mac or Windows

- A free *demo version* may be downloaded on request. It is identical to the full version, but is limited to creating 600 entries, where an entry is defined by any entry (a main entry, or a main entry followed by a subentry, or the same followed by a sub-subentry) followed by one locator (e.g., a distinct page number). The demo limitation is removed after purchasing a license.
- *Individual package* (for non-professional indexers who want to index their own book or dissertation). Cost of one individual license, Mac or Windows. US \$120.00
- *Professional package* (for professional indexers or indexers charging for their work). Cost of one professional license, Mac or Windows. US \$200.00
- *Institutional package* (for indexing firms, publishing houses, archives, libraries, and suchlike). Cost per minimum set of three (3) user licenses, Mac or Windows. US \$500.00
- *Teaching package* (exclusively for teaching and training of student indexers in a computer lab or classroom). Cost per user, minimum five (5) users, Mac or Windows. US \$60.00

For all packages, one separate license is needed per distinct user; each distinct registered user may install a copy of LiveIndexer on one or more computers operated by that user. No more than one copy of LiveIndexer may be installed on any given computer. When ordering LiveIndexer, please specify whether you need the Mac version or the Windows version. The Mac and Windows versions may not be bundled together into any one package. A user who needs to use the software on both a Mac and a Windows computer needs to purchase two separate licenses because each version is the result of a distinct production and maintenance process.

Free software updates (*updates* are limited to bug fixes or cosmetic improvements) are provided to registered licensed users via download links. Upgrades (which include significant improvements or additions to the software) require a new license, with a discount for prior licensees. Developer support is available only to registered professional and institutional licensees.

To request a demo or order a license package: send an email to livindex@iupui.edu with “LiveIndexer” in the subject line and specify which package you are interested in for how many users: demo, individual, professional, institutional, or teaching. You will be provided with a secure download link and payment instructions.