

Working with Indexes from MACREX or SKY Index

Version 4 of Cindex can import index entries prepared in Macrex or SKY Index, fully preserving information about text styles (italic, boldface, etc.), fonts (if specified) and accented letters. Cindex also respects the special notations used by these programs to control sorting of index entries. If you are working with an indexer who uses MACREX or SKY Index, follow these guidelines to ensure that records are prepared and imported correctly.

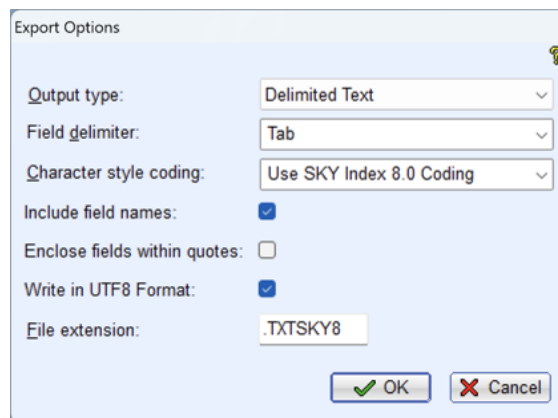
Exporting Index Records from MACREX or SKY Index

MACREX

The MACREX user should use the 'Backup' command to save the index as a MACREX backup file. This has the filename extension .mbk.

SKY Index Version 8

The SKY Index user should use the 'Export' command (File menu), deploying the settings shown below to export the index. The SKY Index *User's Guide* recommends setting the *Output Type* to 'CINDEX.DAT'. **Do not use this export format. It does not adequately encode styles, fonts, and accented letters, and has been deprecated in Cindex since 2012.**



SKY Index Version 7

The SKY Index user should use the 'Export' command (File menu), and make the following settings in the panel presented:

Output Type:	Text w/SKY Index v7.0 formatting codes
Single character delimiter:	Tab
Include field names:	yes
Enclose fields within quotes:	no
Include formatting:	yes

Do not set the Output Type to CINDEX 'DAT' File. The saved file should have the .sky7 filename extension.

SKY Index Version 6

The SKY Index user should use the 'Export' command (File menu), and make the following settings in the panel presented:

Enclose fields within quotes:	yes
Single character delimiter:	, (comma)
Output Formatting:	Text

Do not set the Output Formatting to CINDEX. The saved file should have the .txt filename extension.

Importing Index Records into Cindex

Cindex provides two ways to import index entries in the MACREX or SKY Index export formats described above.

Import into an Existing Index

With the existing index open, choose *Import* from the File menu. In the panel, Cindex will show the files from which it can import records. Choose the one you want. Cindex recognizes import types by their filename extensions (.mbk in the case of MACREX, and .sky7, textsky7, .txtsky8 in the case of SKY Index 7 or 8. (Cindex can also recognize documents from SKY Index 6, which carry the .txt filename extension.)

NOTE. For records imported from SKY Index 8, Cindex adopts any fonts used in the index. For SKY Index versions 7 and 6, records may use up to three alternative fonts (two for SKY 6), but the exported document contains no information about what these fonts are. If the records use alternative fonts, Cindex assumes the SKY Index default assignments:

- Alternative Font 1: Symbol

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

Create a New Index Directly

Choose *Open* from the File menu, then pick the file from which you want to create the index (for users of Cindex for Windows, this requires Cindex version 4.3). Cindex will create a new index with the same name, leaving the original file untouched.

Exporting Records from Cindex

When exporting or importing index records (vs. a *fully formatted index*) the preferred type is as an XML document. [XML](#) (Extensible Markup Language) is a public standard for structuring documents, and Cindex deploys it to provide a rich representation of the index content (including information about fonts, styles, and sorting controls) in plain text form¹. From the File menu use *Save As...* (Windows) or *Save To...* (macOS), then choose *XML Records*. Cindex will produce a document with the filename extension *.ixml*.

The only export format that MACREX or SKY Index can read directly is a text file containing *Delimited Records*. (SKY Index supported the XML format at one point, but no longer does.) In delimited form each record appears in a single line, with fields separated by a 'tab' character, or enclosed in quotes and separated by a comma. Cindex can produce both formats. The exported document contains the full text of records, but no information about fonts, or styles, or sorting controls.

To provide a MACREX or SKY user with a document containing delimited records choose *Save As...* from the File menu (Windows) or *Save To...* (macOS), then set the File Type to *Delimited Records*. The resulting document will have the *.txt* filename extension. By default, Cindex produces a tab-delimited file, and uses UTF-8 character encoding. You can change these properties via the *Options* button that appears when you set File Type to *Delimited Records*.

NOTES:

1. MACREX requires import documents with ANSI character encoding. Cindex for Windows can produce this (use *Options* to pick *ANSI encoding*). Cindex for Mac cannot produce this encoding.
2. SKY Index requires that all records contain the same number of fields. Cindex records can contain varying numbers of headings/subheadings, plus a locator field. To ensure that all exported records contain the same number of fields, use *Options* to set *Minimum Number of Fields* to the number that accommodates the deepest level of subheading, plus the locator field. For an index with a heading plus up to two levels of subheading and a locator field you would set *Minimum Number of Fields* to 4. The settings shown below would be used to import that document into SKY Index 8.

Field	Import From
Main:	capital cities
Sub1:	in China
Sub2:	
Sub3:	(not mapped)
Sub4:	(not mapped)
Sub5:	(not mapped)
Sub6:	(not mapped)
Volume:	(not mapped)
Locator:	69

File is in UTF8 format
 Show Field Contents
 First Record Has Field Names
 Fields Are Enclosed In Quotes
 Delimiter: Tab

¹ A note about XML. Some have thought that because the preferred document type for importing and exporting index records is 'XML Records', Cindex should be able to import records from any XML document. That is not the case. XML is a system of rules for structuring data. Documents in which the data are laid out according to these rules are XML documents, but the particulars of the organization can vary enormously from one document to another, and the content can be properly understood only if the organization is specified. For this reason, a valid XML document needs a Document Type Definition (DTD) that specifies how the data are organized. Cindex includes a DTD when it saves *.ixml* files, and this information can be used by other programs to parse the data and recover the index contained in it. Cindex can import records from XML documents only if they conform to the *.ixml* specification.