

Cindex 4.4 for Windows

These notes provide a cumulative summary of features that are new or changed since the original release of Cindex 4. The features are explained in the built-in Help system but are not described in the *Cindex 4 User's Guide*.

Overview of Major New Features

General

There are many improvements in overall performance and reliability.

Comparing Indexes

Cindex provides a powerful new tool for comparing indexes. This reports differences between the indexes, and provides options to manage them.

Adding and Editing

There are two substantial new capabilities:

1. A new command enables you, in a single operation, to flip headings on multiple highlighted records in the main index view.
2. When a record is open for editing you can invert a person's name with a simple command.

Importing Index Entries

Cindex now provides richer import of indexes prepared using SKY Index (versions 6, 7 and 8) or MACREX. Improvements include full translation of codes used to represent Unicode characters and, where relevant, information about fonts.

NOTES:

Enhanced import was first available in Cindex version 4.1.

A support document that provides guidance on best practice for importing index entries from MACREX or SKY Index is [available here](#).

Commands

New Commands

There two new commands:

- **Flip Headings** in the Edit menu.
- **Compare Index...** in the Tools menu.

These commands, and an additional one, **Invert Name**, in the contextual menu displayed when you right-click in the record-entry window, are described in more detail at relevant points in this document.

Command Changed

The **Check Index...** command, under the Headings tab, now provides an option to check modified headings and flag those that might better be organized as headings with subheadings.

Adding and Editing Records

Inverting Names

When a record is open for editing you can invert a name in the field that contains the cursor with CONTROL+SHIFT+I or by choosing from the contextual menu. Cindex will look for the first name beyond the cursor, and if it finds one will invert its current form.

If Cindex does not correctly find and invert the name, you can constrain it by selecting the text of the name before giving the command.

Flipping Headings

The command to exchange (flip) a heading with the field following it, previously available only when editing a single record, is now available for flipping headings on all records that are highlighted in the main index view.

Select the records whose headings you want to flip (you will usually do this on records you have put in a group), then choose **Flip Headings** from the Edit menu. Cindex will exchange the main heading and the field following it (the first subheading if there is one, otherwise the locator field). The default flip type (smart or not) follows your preferences setting. To make a flip of the other type, press the SHIFT key while issuing the command.

Viewing Records

Groups

When the main index view shows a group of records, you can now use toolbar buttons, as you would when viewing all records, to change the type of sort (alphabetical, or by page order) and turn sorting on or off.

Comparing Indexes

Cindex can compare one index with another, enabling you not only to see how they differ, but also to change the contents of the index based on the results of the comparison.

Use the **Compare Indexes...** command (Tools menu) to compare the active index with another that is open (the menu item is dimmed if no second index is open). Set up the comparison in the panel:

At **Compare with index** choose the comparison index.

At **Compare records** choose how Cindex will compare records:

All fields: Cindex compares headings, subheadings, and the locator.

Headings and subheadings only: Cindex compares headings and subheadings, but ignores the contents of the locator field.

Locator field if other fields match: Cindex compares locators of records that match on all headings and subheadings; it ignores records that don't match on headings and subheadings.

NOTE: For the most accurate comparison both indexes should be sorted using 'simple' alphabetizing rules.

When you click **Compare**, Cindex examines all records except those that are deleted or empty. When comparing records Cindex ignores any differences in labels. If any records differ, Cindex enlarges the panel to show summary results in three sections:

1. The top section shows how many records are in the active index but not in the other.
2. The middle section shows how many records match (are the same in both indexes according to the comparison rule).
3. The bottom section shows how many records are in the other index but not the active one.

You can modify the active index based on the results of the comparison. Each section presents options, and you can choose any or all of those that are available:

1. To mark the identified records for deletion, check **Delete**.
2. To form a group from the identified records, check **Group**.
3. To label (or unlabel) the identified records, choose a **Label**.
4. To import the identified records from the other index (bottom section), check **Import**.

Choose all the actions you want, then click **Modify** to make the changes.

NOTES:

Actions you trigger with **Modify** affect only the active index. The comparison index is not touched.

If you create any groups, each is named with the date and time of creation, prefixed by \$- or \$= or \$+ to identify the type of comparison result that gave rise to it.

Sorting Entries

Bi-directional Text

When you are working with entries that contain bi-directional text (e.g., English and Arabic) a new option available through the **Sort...** command (Tools menu) allows you to force left-to-right reading order for locators.

NOTE: This option was first available in Cindex version 4.1

Exporting Formatted Entries

Index-Manager

Via **Save As...** Cindex now provides an option to save the index in the format required for embedding by Index-Manager.

NOTE: This option was first available in Cindex version 4.1

Updating Cindex

The mechanism for updating Cindex is changed. If an update is available Cindex offers to take you to the Open Cindex web site, from which you can download and install the new version. Cindex does not automatically install the update.