

## FORMATTING AN INDEX

Creating a properly formatted index takes a certain amount of work (about 2 hours).

- Type in your Executive (`TEDIT (MAKE.IM.INDEX T NIL ' (filenames) NIL)`)
- Save the resulting file in {ERIS}<Doc>LoopsBeta>Ref>RefIndex-Raw.tedit.
- Now start dithering. The task is to change all the separators in the file. For example, the index program returns pages in the form 1.2; 10.5,38; 18.3-4. The Index format we use is in the form 1-2; 10-5; 10-38; 18-3. Unfortunately, you can't make all the necessary changes in a global substitute, since many of the separators are also in the text and the comma requires that you repeat the chapter number. Here goes:
  - Fix the commas. Do a Find on a comma (.). Everywhere a comma occurs in a page number, change it to a semicolon (;) and repeat the chapter number and a dot before the page number. For example, 10.5,38 becomes 10-5; 10-38.
  - Fix the dashes. Do a Find on a dash (-). Everywhere a dash occurs in a page number, delete it and the following page number.
  - Fix the period. Except for the form #., you can use a global substitute from a period to a dash (. to -). This takes about 20-30 minutes, as there are about 700 substitutions.

I really recommend saving the file at this point.

- Hardcopy the index. Make whatever page breaks and other changes you feel are necessary. Make a final hardcopy and save the file.