

# **IndexDeconstructor**

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# Contents

<b>1</b>	<b>About IndexDeconstructor.....</b>	<b>3</b>
<b>2</b>	<b>Installing or Uninstalling.....</b>	<b>4</b>
2.1	Installing IndexDeconstructor.....	4
2.2	Uninstalling IndexDeconstructor.....	5
<b>3</b>	<b>Features.....</b>	<b>7</b>
3.1	Standardize Styles.....	7
3.2	Convert to Tab-Delimited File.....	8
3.3	Register IndexDeconstructor.....	9
3.4	About IndexDeconstructor.....	9
<b>4</b>	<b>Registering IndexDeconstructor.....</b>	<b>10</b>
4.1	Obtaining a Password.....	10
4.2	Using Your Password.....	11
<b>5</b>	<b>Troubleshooting.....</b>	<b>12</b>
5.1	Macros Are Disabled.....	12
5.2	IndexDeconstructor Won't Deconstruct Your Entries.....	14
5.3	IndexDeconstructor Won't Work at All.....	14
5.4	Microsoft Word Crashes.....	14
<b>6</b>	<b>Any Questions?.....</b>	<b>15</b>
<b>7</b>	<b>Terms of Agreement.....</b>	<b>16</b>

# **1 About IndexDeconstructor**

IndexDeconstructor is a Microsoft Word add-in created specifically to meet the needs of indexers who use standalone indexing programs (such as SKY Index, CINDEK, and MACREX), and who need to “deconstruct” an existing index into a tab-delimited file that can be imported into one of these programs.

## 2 Installing or Uninstalling

IndexDeconstructor is a collection of macros in a template. You don't use the template as you would an ordinary one by attaching it to a document. If you try to do that, you'll run into problems. Instead, you "add" it to Microsoft Word as a global template or add-in (see the installation instructions below).

Because the template contains macros, some virus-checking programs or even Word itself may warn you that the template could contain Word viruses. Please rest assured that it does not. The macros have been carefully checked and tested to make sure they are safe and usable. To ensure your security, you should download the program directly from the Editorium website at [www.editorium.com](http://www.editorium.com).

Please do not rename any of the IndexDeconstructor macros, copy them to another template, or remove them from the IndexDeconstructor template. IndexDeconstructor uses these macros in combination and won't work properly if they have been copied to another template or renamed, or if some of the macros are no longer present.

### 2.1 Installing IndexDeconstructor

To install the program (**please read carefully**):

1. *Unzip (or unstuff) the program files* so that they're all together in a single folder or on your desktop. (If you need software to unzip or unstuff the program, you can download it from [www.winzip.com](http://www.winzip.com) or [www.aladdinsys.com](http://www.aladdinsys.com).) You *cannot* install the program by just *opening* the zip file and double-clicking one of the files. Most likely, however, you can open the zip file and drag the files out to your desktop.
2. After the files are unzipped, open the file named "Install IndexDeconstructor.dot" in Microsoft Word by clicking **File > Open**, selecting the file, and clicking the **Open** button. *Do not open the file by double-clicking it outside of Microsoft Word.* If you do, you'll run into problems later.
3. If Word asks if you want to "enable macros" when opening the file, your answer should be yes. Otherwise, the program won't work. *If Word tells you that the macros have been disabled*, you'll need to change your macro security settings and then restart Word before installing. Please

see the “Troubleshooting” section at the end of this document for instructions.

4. Double-click the large button that says “Double-Click here to Install.” This will install IndexDeconstructor as a global template or add-in, which simply means that the program will be saved to Word’s Startup folder and will thus be available any time you start Word.
5. Restart Word to activate the program and display the IndexDeconstructor menu at the top of your Word window. In Word 2007, the menu will be displayed under Word’s “Add-ins” menu.

If that doesn’t work, you can install IndexDeconstructor manually. With Microsoft Word closed:

1. On your computer desktop, double-click My Computer. (On a Macintosh, open your hard drive. Then continue with step 5, below.)
2. At the top of the window that opens, you’ll see a “Tools” menu. Please click that, and then click “Folder Options.”
3. Click the “View” tab and make sure that “Show hidden files and folders” is selected. Then click the OK button.
4. Back in the window for “My Computer,” double-click your local hard drive, probably “C.”
5. Open the folders named, consecutively within each other, Documents and Settings > [your name] > Application Data > Microsoft > Word > Startup. (On a Macintosh, open Applications > Microsoft Office > Office > Startup > Word.)
6. Put the file named IndexDeconstructor.dot into the Startup folder (on a Macintosh, into the Startup > Word folder).
7. Restart Microsoft Word.

## 2.2 Uninstalling IndexDeconstructor

To uninstall the program:

1. Open the file named “Install IndexDeconstructor.dot” in Microsoft Word by clicking **File > Open**, selecting the template, and clicking the **Open** button. *Do not open the file by double-clicking it outside of Microsoft Word.* If you do, you’ll run into problems later.
2. If Word asks if you want to “enable macros” when opening the file, your answer should be yes. Otherwise, the program won’t work. If Word tells you that the macros have been disabled, you’ll need to change your

macro security settings in order to use the program. Please see the “Troubleshooting” section of this documentation for instructions.

3. Double-click the large button that says “Double-Click here to Uninstall.”

If necessary, you can remove the template manually from Word’s Startup folder:

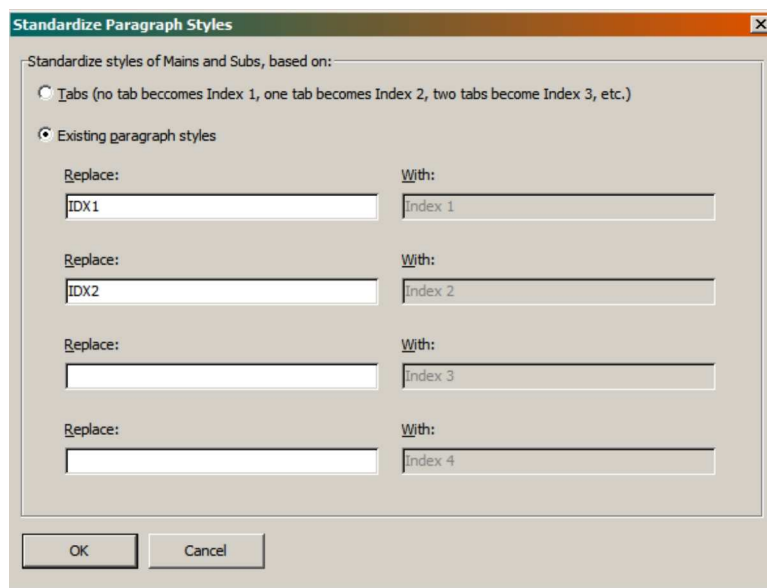
1. On your computer desktop, double-click My Computer. (On a Macintosh, open your hard drive. Then continue with step 5, below.)
2. At the top of the window that opens, you’ll see a “Tools” menu. Please click that, and then click “Folder Options.”
3. Click the “View” tab and make sure that “Show hidden files and folders” is selected. Then click the OK button.
4. Back in the window for “My Computer,” double-click your local hard drive, probably “C.”
5. Open the folders named, consecutively within each other, Documents and Settings > [your name] > Application Data > Microsoft > Word > Startup. (On a Macintosh, open Applications > Microsoft Office > Office > Startup > Word.)
6. Remove the file named IndexDeconstructor.dot.
7. Restart Microsoft Word.

## 3 Features

### 3.1 Standardize Styles

This feature standardizes the paragraph styles used in an existing index. The main reason you might want to do that is so you can then convert that index into a tab-delimited file that can be imported into your standalone indexing software (see below).

To use the feature, identify the paragraph styles that are used for the different levels of an existing index. (You can see them on the left of Word's Formatting toolbar for the text where your cursor is placed.) Then enter the names of those styles in the boxes on the left. (The names of the styles are case sensitive, and their spelling must be exact, including any spaces.) When you click the OK button, the existing styles will be changed to the default styles listed in the boxes on the right.



You can also convert tabbed indexes to styles: No tab represents a main entry, one tab represents a subentry, and so on.

## 3.2 Convert to Tab-Delimited File

This feature converts a previously generated and formatted index back into a tab-delimited file that you can import into your standalone indexing software. For this to work, the index must be the *only* text in a Microsoft Word document, and it must be formatted with Microsoft Word's default index paragraph styles (Index 1, Index 2, and so on). If the index you need to convert isn't formatted with those styles, you can reformat it by clicking **IndexDeconstructor > Modify Existing Index > Standardize Styles** (see above).

As an example, let's say you have an existing, formatted index, one that looks something like this (run-in or indented, it doesn't matter):

Adobe Acrobat, indexing files from, 51  
Angle brackets, in generated index, 47  
AutoCorrect, 58  
Bookmarks: counting, 16; upper limit on, 16; StartOfTopic,  
19; displaying, 28, 37–38; tagging, 56  
Brackets, in generated index, 47  
Capitalizing, headings, 24–25

But to import into a standalone indexing program, it needs to look like this, with tabs separating the parts of an entry:

Adobe Acrobat	indexing files from	51
Angle brackets	in generated index	47
AutoCorrect		58
Bookmarks	counting	16
Bookmarks	upper limit on	16
Bookmarks	StartOfTopic	19
Bookmarks	displaying	28, 37–38
Bookmarks	tagging	56
Brackets	in generated index	47
Capitalizing	headings	24–25

To make that happen (after backing up your original file), first convert the styles as described above. Then click **IndexDeconstructor > Convert to Tab-Delimited File**. (Note that this feature isn't magic; it can't anticipate every possible variation in structure, which means it may not work correctly if your index has unusual formatting or other problems.)

IndexDeconstructor will put the tab-delimited entries into a new document, which it will save in text format with a ".dat" extension. Word will probably



warn you that “Saving as a text file will cause all formatting, pictures, and objects in your file to be lost.” That’s just as it should be, so click OK to save the file.

After the index has been deconstructed and the file saved, carefully check the tab-delimited entries against the original index to make sure the deconstruction was successful and accurate. Then save and close the file.

When you’re finished, you can take a final step: In SKY Index, CINDEXT, or MACREXT, select **File > Import** (or the equivalent). In the “file types” dropdown menu, select CINDEXT (\*.dat). Then navigate to where your .dat file is located, select it, and click Open. The index will flow into your standalone indexing program, ready for you to use.

### 3.3 Register IndexDeconstructor

IndexDeconstructor will stop working after its 45-day trial period. Clicking this feature explains how to purchase a license to use IndexDeconstructor so it will continue to work without limitation.

### 3.4 About IndexDeconstructor

Displays the current version of IndexDeconstructor and its registration status.

## 4 Registering IndexDeconstructor

If you like IndexDeconstructor and plan to continue using it, you should purchase a license to do so. If you don't, your copy of the program is for evaluation purposes only, and it will stop working after 45 days. After you purchase a license to use the program, we'll send you a password that will unlock the program to run without limitation on time or use.

The terms of your license prohibit you from giving your program password to someone else or using it on someone else's computer. However, you may use the password on up to three of your own computers. For example, you could install IndexDeconstructor and use your password on your computer at work, your computer at home, and your laptop. However, you may run the program on only one of your computers at a time. If you need to run the program on more than one computer at a time (for example, for use by a family member or employee), you must purchase another license and get another password for the program. This is the honest and legal thing to do. Besides that, we're a small company and need your support. Thanks for your cooperation.

Here are the prices for a program license, but these are subject to change without notice:

- 1 user: \$49.95
- 2–10 users: \$39.95 per user
- 11–49 users: \$29.95 per user
- 50+ users: \$19.95 per user

### 4.1 Obtaining a Password

Here's how to purchase a program license so you can obtain your password:

1. Click the IndexDeconstructor menu at the top of your Word window.
2. Click "Register IndexDeconstructor."

You'll be presented with two options:

1. Get a password for this computer.
2. Enter the password for this computer.

Click option 1, "Get a password for this computer." Then click "OK."

You'll be presented with two more options:

1. Register on the Internet (at [www.editorium.com](http://www.editorium.com)).
2. Register by mail.

Click the option that meets your needs and follow the instructions on your screen. Registering on the Internet offers some distinct advantages:

1. You'll receive your password automatically by return email as soon as your payment is processed. If you're paying by credit card, you'll receive your password almost immediately. Just check your email as soon as your online registration is complete.
2. You can make your payment in several different forms: credit card, check, or money order. If you don't pay with a credit card, however, you won't receive your password until after we receive your payment.
3. You can make your payment in several different ways: on our secure online order form, by fax, or over the phone.

If you're interested in using a purchase order, please let us know by emailing [editor@editorium.com](mailto:editor@editorium.com).

If you don't have access to the Internet, you can still register by postal mail. In that case, we'll send your password by email (if you have it) or postal mail after we receive your check or money order and registration form. If you're registering by mail, the program will create a registration form in Microsoft Word. Please fill out the form, using your cursor keys to move from item to item. Then print the form and mail it to the address at the top of the form.

## 4.2 Using Your Password

Once you've received your password from the Editorium, you'll need to enter it into the IndexDeconstructor program. To do so:

1. Click the "IndexDeconstructor" menu item at the top of the Word screen.
2. Click "Register IndexDeconstructor."
3. Click "Enter the password for this computer." Then click "OK."

The password entry box will appear on your screen. Carefully type the password into the box labeled "Enter your password."

If you have a valid password and type it correctly, the program will tell you that your registration was successful. After that, the program will run without limitation on time or use.

Thanks for your support!

## 5 Troubleshooting

### 5.1 Macros Are Disabled

*Problem:* When you try to open the file to install the program, Microsoft Word tells you that “The macros in this project are disabled . . .”

*Solution:* Microsoft Word’s macro virus protection is enabled or set to a high level of security. To change this:

In Word 2007 (PC):

1. Click the round Office button at the upper left of your Word window.
2. Click “Word Options.”
3. Click the “Trust Center” button on the left.
4. Click the “Trust Center Settings” button on the right.
5. Select “Enable all macros,” which you should change back to your previous setting after the installation is finished.
6. Click the OK button.
7. Click the next OK button to close the Word Options dialog.

In Word 2004 (Macintosh):

1. Click the “Word” menu.
2. Click “Preferences.”
3. Click “Security.”
4. Uncheck “Warn before opening a file that contains macros.”
5. Click the OK button.

In Word 2002/XP or 2003 (PC):

1. Click the “Tools” menu.
2. Click “Options.”
3. Click the “Security” tab.
4. Click the “Macro Security” button (on the lower right).
5. Click the “Security Level” tab if it’s not already active.
6. Set your security level to medium and click the OK button.
7. Click the next OK button to close the Options dialog.

In Word 2001 (Macintosh):

1. Click the “Edit” menu.
2. Click “Preferences.”
3. Click the “General” tab if it’s not already active.

4. Uncheck “Macro virus protection.”
5. Click the OK button.

In Word 2000 (PC):

1. Click the “Tools” menu.
2. Click “Macro.”
3. Click “Security.”
4. Click the “Security Level” tab if it’s not already active.
5. Set your security level to medium and click the OK button.

In Word 98 (Macintosh):

1. Click the “Tools” menu.
2. Click “Preferences.”
3. Click the “General” tab.
4. Uncheck the box labeled “Macro virus protection.”
5. Click the “OK” button.

In Word 97 (PC):

1. Click the “Tools” menu.
2. Click “Options.”
3. Click the “General” tab.
4. Uncheck the box labeled “Macro virus protection.”
5. Click the “OK” button.

After installing the program, you may want to reset your security settings to their previous state. If you don’t (in Word 2000 through 2003 on PC), any time you open a document or template that includes macros, Word will give you the choice of whether to disable or enable macros. If the document or template isn’t *supposed* to have macros in it, you should click the “Disable Macros” button, because the macros could be a virus. If the document or template *is* supposed to have macros and comes from a source you know is reliable, click the “Enable Macros” button so you can run the macros.

In other versions of Word, you don’t have these options. Macro virus protection is either on or off. Before turning it off permanently you may want to read more about it in Word’s Help file or check with your system administrator.

If you need more help, please send an email message to:  
[support@editorium.com](mailto:support@editorium.com).

## 5.2 IndexDeconstructor Won't Deconstruct Your Entries

Before IndexDeconstructor will work, your entries *must* be styled with Word's default paragraph styles for index entries: Index 1, Index 2, and so on. If your entries are styled in some other way, click **IndexDeconstructor > Standardize Styles** to change them into something IndexDeconstructor can use.

## 5.3 IndexDeconstructor Won't Work at All

*Problem:* IndexDeconstructor won't work at all, even though you've properly installed it as a global template and the IndexDeconstructor menu is visible at the top of your Word window.

*Solution:* You may see this problem if you're working on documents that have been created in other word-processing programs, such as WordPerfect, and then opened into Microsoft Word. If that's the case, you should save the documents from the other program into Microsoft Word format *before* opening them into Word. You may also need to use a dedicated document-conversion program.

## 5.4 Microsoft Word Crashes

*Problem:* Microsoft Word crashes at some point when you're using IndexDeconstructor.

*Solution:* Your document may be corrupt. If possible, open the document, copy all of its text but the final paragraph mark, and paste the text into a new document.

## 6 Any Questions?

We hope you find IndexDeconstructor to be immensely useful. If you have any questions or comments, please let us know.

support@editorium.com  
www.editorium.com

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