

## Embedded indexing

### Microsoft® Word<sup>1</sup> Vs OpenOffice.org™ Writer<sup>2</sup>

Features	Word	Writer	Comments & Issues		
Allow for sub-entries	YES	YES	Word	Number of sub-entry levels: 6	
			Writer	Number of sub-entry levels: 2	
Allows for multiple pages per entry (gulls 12,71)	YES	YES	<a href="#">52088</a> , <a href="#">98937</a> , <a href="#">104107</a> and <a href="#">104141</a>		
Allows for specific page range (1,2,6, becomes 1-6)	YES	NO	<a href="#">24250</a> and <a href="#">94565</a>		
Auto-Combines pages references (1,2,3, becomes 1-3 or 1pp)	NO	YES			
Cross-Referencing index entries (See, See also, etc)	YES	NO	<a href="#">24250</a> and <a href="#">104691</a>		
Character formatted for a specific entry	YES	NO	<a href="#">106199</a>		
Ability to create indexes divided by subject	YES	NO	<a href="#">6401</a> and <a href="#">12984</a>		
Controlling sorting of an entry	YES	NO	<a href="#">114115</a> and <a href="#">114804</a>		
Phonetic reading <sup>3</sup>	YES	YES			
Specialized form for page numbers	YES	YES	Word	Simultaneously applicable to index: <b>3+1</b>	
			Writer	Simultaneously applicable to index: <b>1+1</b>	
Specialized form for page numbers of Footnote/Endnote	NO	NO	<a href="#">32392</a> (see comments)		
Allows for combine Heading Indicators with page numbers	YES	NO	<a href="#">59295</a>		
Allows for edit separation character	YES	YES	Separation Character	Word	Writer
			Between index entry and page numbers	Editable	Editable
			Between page numbers	Editable	Not editable
			Between page-range Elements	Editable	Not editable
			Within complex Heading /Page Numbers	Editable	Not editable
Ability to use Find & Replace tool	YES	NO	There are many "general" issues <sup>4</sup>		
Set-out and run-on styles	YES	YES			
Auto-Mark option (concordance file)	YES	YES	<a href="#">32392</a> , <a href="#">88023</a> and <a href="#">114805</a>		

## **Getting the tools right**

In the following articles discusses opinions and issues related to indexing as opportunities for professional indexers<sup>5</sup> to influence the development of indexing tools.

[http://www.theindexer.org/files/21-4/21-4\\_160.pdf](http://www.theindexer.org/files/21-4/21-4_160.pdf)

[http://www.theindexer.org/files/22-1/22-1\\_027.pdf](http://www.theindexer.org/files/22-1/22-1_027.pdf)

[http://www.theindexer.org/files/24-2/24-2\\_075.pdf](http://www.theindexer.org/files/24-2/24-2_075.pdf)

[http://www.theindexer.org/files/24-4/24-4\\_250.pdf](http://www.theindexer.org/files/24-4/24-4_250.pdf)

<http://www.allegrotechindexing.com/indexingtools.pdf>

## **Style Guides and Standard for Indexing**

In North-American publishing, the most commonly used style guide is the Chicago Manual of Style, Chapter 18 from the University of Chicago Press.

[http://en.wikipedia.org/wiki/The\\_Chicago\\_Manual\\_of\\_Style](http://en.wikipedia.org/wiki/The_Chicago_Manual_of_Style)

[www.press.uchicago.edu/Misc/Chicago/CHIIndexingComplete.pdf](http://www.press.uchicago.edu/Misc/Chicago/CHIIndexingComplete.pdf)

ISO 999:1996 Guidelines for the Content, Organization, and Presentation of Indexes (this is also the national standard in the UK, Australia, and New Zealand).

[http://en.wikipedia.org/wiki/ISO\\_999](http://en.wikipedia.org/wiki/ISO_999)

## **Conclusions**

You need to provide an index and do it well if you are writing a document over 30 or 40 pages long<sup>6</sup>. Now, OOoWriter has unfortunately some gaps in this field, my advice is to add at least two new features (They are the issues with most votes):

- ✓ Cross-Referencing index entries (*See, See also, etc*)<sup>7</sup>
- ✓ Ability to create indexes divided by subject

*Other desirable features:*

- ✓ Controlling sorting of index entry<sup>8</sup>
- ✓ Character formatted for a specific entry<sup>9</sup>
- ✓ Allows for specific page range (1,2,6, becomes 1-6)

The index feature is important for a small but not too small number of OOoWriter users. And for these people it probably is not even important but perhaps crucial. Indeed, an effective index is of wide practical interest to authors, scholars (academic users), technical writers, publishers, and readers of all printed materials.

- 1 User guide: <http://www.techscribe.co.uk/ta/WordIndexing.pdf>  
Tips and tricks: <http://taxonomist.tripod.com/indexing/wordproblems.html>
- 2 User guide: [http://wiki.services.openoffice.org/wiki/Documentation/OOoAuthors\\_User\\_Manual/Writer\\_Guide/Creating\\_an\\_alphabetic\\_index](http://wiki.services.openoffice.org/wiki/Documentation/OOoAuthors_User_Manual/Writer_Guide/Creating_an_alphabetic_index)
- 3 Specifies that the subsequent text defines the Yomi (first phonetic character for sorting indexes) for the index entry.
- 4 There are many requests about the possibility of fast editing: e.g. [20599](#), [56339](#), [61086](#), [61096](#), [61643](#), [61778](#), [68647](#), etc
- 5 <http://www.indexers.org.uk/index.php?id=104>
- 6 <http://www.writing-world.com/tech/indexing.shtml>
- 7 It's common practice across printed material: [http://www.theindexer.org/files/17-3/17-3\\_178.pdf](http://www.theindexer.org/files/17-3/17-3_178.pdf)
- 8 Indispensable for proper alphabetization. For instance, *γ-hydroxybutyric acid* under **L** instead of **γ** or "*Nouvelle Vague*" movement and "*Wrack Fishers*" under **N** and **W** instead of **"** or *21<sup>st</sup> century* under **T** instead of **2**.
- 9 In a scientific paper some index entries have to be able to see the words in italics or bold or with subscripts and superscripts.