



AnsibleIndex Plus

from
Ansible Information

AnsibleIndex Plus

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Our grateful thanks are due to Locomotive Software and its Commercial Director, Howard Fisher, for kindly providing information on the internal document structure of LocoScript 3 and 4.

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When you received this package from us it should have been accompanied by a one-page news sheet. Please glance through this, because if there have been any recent upgrades to **AnsibleIndex Plus** since this manual was printed, the added features will be described in the news sheet.

Conscientious effort has been made to test this software in working conditions, but no guarantees can be made or claims for damages entertained. Genuinely faulty **AnsibleIndex Plus** disks will, however, be replaced free of charge on return of the original supplied disk. We monitor our software after release, and we welcome your comments. If you encounter any serious problems, contact us at once. Please write to us at the following address:

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1 ● Introduction

Do THIS FIRST: Make a Working Copy of Our Disk

Do not attempt to use our programs directly from the **AnsibleIndex Plus** disk we have sent you. You should make a working copy for yourself, and keep our supplied disk in a safe place away from the computer.

Please note that this is not simply a precaution against damage and loss. On several Amstrad PcW models a working 'Start of day' copy needs to be made for convenient running of the software.

You should already be familiar with the procedures for formatting and copying whole disks. LocoScript 2, 3 and 4 users have the built-in 'Format disc' and 'Copy disc' facilities. For LocoScript 1 users, all PCWs also have the utility DISCKIT supplied on the CP/M disk. This is self-explanatory once loaded (done by starting your computer with the supplied CP/M master disk and then typing DISCKIT and Return at the A> prompt).

- *Amstrad PCW 8256, 8512 and 9512 with 3" disks.* Simply use the 'Copy disc' option of LocoScript 2, 3 or 4, or DISCKIT, to copy the whole of our supplied disk to a new, blank one, and use the copy as your **AnsibleIndex Plus** 'Start of day' disk. If you have upgraded one of the above to a 3½" drive and have no 3" drive, follow the procedure in the next paragraph.

- *Amstrad PcW 9256, 9512 Plus and any other which 'boots up' from 3½" disks.* Format a new, blank disk using LocoScript 2, 3, or 4, or DISCKIT as described above. Make it into a 'Start of day' disk using LocoScript's 'Copy file' to copy the CP/M system file from your supplied CP/M master disk to the newly formatted disk. (This system file always has a peculiar name starting with J and ending in .EMT, or .EMS on older models; for example, J21CPM3.EMT. You may need to select 'Show Hidden' in the LocoScript Disc Management 'Options' to see and copy it.) Then use 'File copy' again to copy *all* the files from the supplied **AnsibleIndex Plus** disk to the new 'Start of day' disk.

To copy between disks when you have only one disk drive, first copy the file or files from a disk in drive A to the memory drive M; then change disks in drive A; and finally copy the files back from M to the new disk in A. If in doubt, please consult the index of your Amstrad CP/M manual under 'Start of day disc'.

- *If you cannot prepare an **AnsibleIndex** 'start of day' disk, an alternative is described on page 13.*

What Does AnsibleIndex Plus Do?

AnsibleIndex Plus is a program that will extract an index from marked-up LocoScript text documents. The index will be automatically sorted into alphabetical order, and every item in the index will be numbered with the page or pages on which it appears. Numerous different types of entry may be used, giving you the ability to produce an index to the highest standards. The program works with single documents, or on a whole series of documents ... even if they are stored on separate disks. It is powerful enough to index an entire book.

No technical knowledge is required, but we *do* assume that you have a basic familiarity with LocoScript.

How Does It Work?

Two stages are necessary:

- Your text has to be 'marked' so that it may be indexed. This is done using LocoScript, and requires no special procedures. If you are familiar with LocoScript, you can create an index ... but indexing *does* require thought and judgement, and attention to detail, so you should not rush into it. The first part of this book deals with this and tells you how to set about the work.

- **AnsibleIndex Plus** is then used with your marked LocoScript documents. It loads automatically, it works from a menu of options, and it will produce an index in a remarkably short time. (No harm can come to your documents by using **AnsibleIndex Plus**, but even so we suggest a number of basic precautions against accidents.)

What Else Is There?

The **AnsibleIndex Plus** package includes two 'extras'. The first is a fast word-counter, **AnsibleCheck**. This will count the words in a LocoScript document (no preparation necessary). LocoScript 3 and 4 have a built-in word counter, but **AnsibleCheck** improves on this: it allows cumulative counting of the words in any *sequence* of documents—e.g. separate chapters of a book—and can also count the words in a chosen part of a document—e.g., a count of the day's work. Another program called **Grease**, is included on the disk as a (relatively) harmless diversion. Both these programs are explained in full, later in this book.

2 ● AIX Plus—Preparation of entries

[For the remainder of this book we will usually refer to *AnsibleIndex Plus* by its abbreviated form: *AIX Plus*.]

The essence of a good index is that it should accurately summarize your main text, leading the reader to the references you consider important. Indexes are frequently used by researchers, journalists, etc. They look at the index *first*, searching for references to the subject in which they are interested. Indexes are also used by casual readers, who, finding one reference to a subject that interests them, will often use the index to look up more.

This manual is about using our program **AIX Plus**, and cannot attempt to cover the whole subject of indexing. If you want to know more, a good general guide is **INDEXING, THE ART OF** by G. Norman Knight (Allen & Unwin, 1983). The British Standards Institution also publishes several pamphlets, reference nos.: **BS 3700:1988** (Preparing an Index), **BS 6529:1984** (Examining Documents), **BS 1749:1985** (Alphabetical Arrangement) and **BS 1629:1976** (Bibliographical References). All these are available through public libraries.

AIX Plus will allow you to produce a draft index at any time, so you can get used to using the program and see how you are getting on. We suggest you try a few draft indexes before compiling the final version. **AIX Plus** runs quickly, so this won't waste a lot of time. Like much software it is full of options and alternatives, and if you leave everything to the last minute you might not get the best from the program. The only thing to remember is that if you compile an index, and then change the main text in your documents, you might inadvertently change the page numbering and make the index unreliable. When in doubt, simply run **AIX Plus** again!

HOW TO MARK TEXT

To illustrate how text should be marked, we are using a short passage from George Gissing's *By the Ionian Sea*. If you wish, you could type this into LocoScript and use it as a test document. The same text appears with increasing numbers of index marks in the boxed **Figs. 1-3** below, which are based on actual LocoScript screen prints.

Because this extract is very short, we have put an 'End Page Here' command after the word 'agave': in other words, the first half of the text will be indexed as page 1, and the rest as page 2. Also, because the example is so short it will seem to fill up with many confusing-looking codes. In real applications, the words and phrases you index will normally be well spaced, so don't let a cramped appearance in the following examples put you off.

The normal indexing 'mark' used by **AIX Plus** is LocoScript's 'Reverse Video' emphasis option. Using this in a document has no effect whatever on your text, besides highlighting it.

(If you have already used Reverse Video in your documents for other reasons, and don't wish to change, it is possible to use other LocoScript marks instead. See **ALTERNATIVES TO REVERSE VIDEO**, on page 11.)

Reverse Video can be used with LocoScript's codes either 'shown' or 'hidden'. For the purposes of indexing, we suggest you always work with the codes shown, so that you can see that they have been entered in exactly the right place. To show the codes:

Assuming that your document is loaded, and appears on the screen, press the function key which allows you to 'show the state of' certain commands. In LocoScript 1 this is **f1**; in LocoScript 2, 3 and 4 it's **f8**. The item we are interested in is the first: **Codes**. If these are currently being shown, a tick will be present against the word 'Codes'. If they are not, press the **[+]** key once to make the tick appear, then press **ENTER** to return to the document. (The **[+]** key is the one next to the space bar on the PCW 8256 or 8512 keyboard, and in the bottom left-hand corner of the PCW 9512 keyboard.)

The way to use the Reverse Video command is fully described in the LocoScript manual, but the procedure is a bit cumbersome. Here's a quick and easy alternative:

Move the cursor to the first letter of a word. In quick succession, press the following keys: **[+]**, **R**, **V**. [The code **(+ReV)** will appear in front of the word.] Move to the space after the word, and press: **[-]**, **R**, **V**. The code **(-ReV)** appears after the word, and the word itself will be displayed in reverse video. (The **[-]** key is on the other side of the space bar on the PCW 8256 or 8512 keyboard, and next to the **[+]** key in the bottom left-hand corner of the PCW 9512 keyboard.)

(An even quicker method is to save these commands as LocoScript 'phrases'. See **INDEXING WITH LOCOSCRIPT'S PASTE KEY**, on page 12.)

Now here's how to enter this to index your text, using our demonstration text as an example ... see **Fig. 1**.

TEXTUAL (LITERAL) INDEXING

For half an hour the (+ReV) **train** (-ReV) slowly ascends. The carriages are of special construction, light and many-windowed, so that one has good views of the landscape. Very beautiful was this long, broad, climbing valley, everywhere richly wooded; oranges and olives, carob and lentisk and (-ReV)myrtle, interspersed with cactus (its fruit, the prickly fig, all gathered) and with the (+ReV) **sword-like** (+ReV) **agave** (-ReV) .

=====
Glow of sunset lingered upon the hills; in the green hollow a golden twilight faded to dusk. The valley narrowed; it became a gorge between (+ReV) **dark slopes** (-ReV) which closed together and seemed to bar advance. Here the train stopped, and all the passengers (some half-dozen) alighted.

Fig. 1: our sample text, with word and phrase marks as below.

Note that in this and other example boxes in this PDF manual, ‘reverse video’ words appear **in red, like this**.

Single Words—two methods

Method 1.

COMMAND: **(+ReV)** word **(-ReV)**
[word in reverse video]

To index the word ‘train’ in the first line of the text, move the cursor so that it is *on* the **t** at the beginning of the word. Press **[+]**, **R**, **V**. The code **(+ReV)** will appear in front of the word. Move the cursor to the character *immediately following* the **n** at the end of the word (that is, so it is *on* the space that follows the word), and press **[-]**, **R**, **V**. The code **(-ReV)** will appear after the word, and ‘train’ will appear in reverse video throughout. It is now indexed as a word, and will be alphabetized under **t** for ‘train’ on page 1.

Method 2.

COMMAND: **(-ReV)** word
[word preceded by single reverse video ‘off’ command]

To index the single word ‘myrtle’ by a short-cut route, move the cursor so that it is *on* the **m** at the beginning of the word. Press **[-]**, **R**, **V**. The code **(-ReV)** will appear in front of the word. It is now indexed as a word, and will be alphabetized under **m** for ‘myrtle’ on page 1.

[There are two minor disadvantages to this short-cut method, even though it is attractively simple. (1) The word does *not* appear on your screen in reverse video, even when Codes are being ‘shown’. (2) The word will only be indexed as far as the next space or punctuation mark. To illustrate the difference, here are the two methods used on the word LLOYD’S:

(+Rev)Lloyd’s**(-Rev)** ... will be indexed as ‘Lloyd’s’

(-Rev)Lloyd’s ... will be indexed as ‘Lloyd’

Use Method 1 to index precisely: for instance, to ignore quotation marks around words put the codes between the quotation marks and the word itself. Hyphenated words (two words joined by a dash with no other spaces ... such as ‘flat-bed’) are treated as one. Two or more dashes together--like that, are treated as punctuation, so that a word-mark before the first ‘together’ in this sentence would result in an index entry for ‘together’ alone.]

Phrases

COMMAND: **(+ReV)** phrase to be indexed **(-ReV)**
[phrase in reverse video]

Marking a phrase is just like Method 1 for words. (For the purposes of **AIX Plus** a phrase can be defined as any sequence of words up to a bit over 100 characters in length, which is much longer than any sensible index would need.) To index ‘dark slopes’ move the cursor so that it is *on* the **d** at the beginning of the word ‘dark’. Press **[+]**, **R**, **V**. The code **(+ReV)** will appear in front of the word. Move the cursor to the character *immediately following* the **s** at the end of ‘slopes’ (that is, so it is *on* the space that follows the word), and press **[-]**, **R**, **V**. The code **(-ReV)** will appear after the word, and ‘dark slopes’ will appear in reverse video throughout. It is now indexed as a phrase, and will be alphabetized under **d** for ‘dark’ on page 2.

Inverted Phrases

COMMAND: **(+Rev)** inverted **(+ReV)** phrase **(-ReV)**
[phrase in reverse video, extra 'on' mark before main entry]

To index the phrase 'sword-like agave', so that it appears in the index as 'agave, sword-like', move the cursor so that it is *on* the **s** at the beginning of the word 'sword-like'. Press **[+]**, **R**, **V**. The code **(+ReV)** will appear in front of the word. Now move the cursor so that it is *on* the **a** at the beginning of the word 'agave'. Press **[+]**, **R**, **V** a second time. A second code **(+ReV)** will appear, and the word 'sword-like', and the space following, will be shown in reverse video. Finally, move the cursor to the character *immediately following* the **e** at the end of the word 'agave' (that is, so it is *on* the full stop following the phrase), and press **[-]**, **R**, **V**. The code **(-ReV)** will appear after the word, and 'sword-like agave' will appear in reverse video throughout, interrupted by the appearance of the second **(+ReV)** code. It is now indexed as an inverted phrase, and will be alphabetized under **a** for 'agave, sword-like' on page 1.

Summary of WORD and PHRASE Indexing

1. A *word* is indexed either:
 - Method 1. By preceding it with **(+ReV)** and following it with **(-ReV)**; or
 - Method 2. By preceding it with **(-ReV)** alone.
2. A *phrase* is indexed by preceding the text with **(+ReV)** and following it with **(-ReV)**.
3. An *inverted phrase* is indexed by preceding both the beginning of the phrase and the 'main' word with **(+ReV)**, and following the phrase with **(-ReV)**.

These commands are the main ones used for indexing. If you have been using our demonstration text to try this out, it should now appear as it does in **Fig. 1**.

If at this stage you were to run **AIX Plus** against the document (as described in Chapter 4) it would appear like this:

```
agave, sword-like 1
dark slopes 2
myrtle 1
train 1
```

Sub-Headings

COMMAND: **(+ReV)** **(-ReV)**
[a space in reverse video]

```
For half an hour the (+ReV)train(-ReV) slowly ascends. (+ReV) (-ReV)The
(+ReV)carriages(-ReV) are of special construction, light and many-
windowed, so that one has good views of the landscape.
Very beautiful was this long, broad, climbing valley,
everywhere richly wooded; oranges and olives, carob and
lentisk and (-ReV)myrtle, interspersed with cactus (its
fruit, the prickly fig, all gathered) and with the
(+ReV)sword-like (+ReV)agave(-ReV).
```

```
=====
Glow of sunset lingered upon the hills; in the green
hollow a golden twilight faded to dusk. The valley
narrowed; it became a gorge between (+ReV)dark slopes(-ReV) which
closed together and seemed to bar advance. Here the
train stopped, and all the passengers (some half-dozen)
alighted.
```

Fig. 2: with subhead example.

AIX Plus allows you to mark text as a 'sub-heading' to a main item, and this will appear in the index below the main entry, slightly indented. Numerous sub-headings attached to the same main entry will appear in their own alphabetical sequence. If a Theme or Master Theme is being used (see below), sub-headings will be attached to these instead.

The three rules to remember are:

1. When a word or phrase is marked as a sub-heading it will be attached to the main entry *immediately preceding it* in the text.
2. When a word or phrase is marked as a sub-heading while a Theme or Master Theme is being used, it will be attached to this, and not to the main entry immediately preceding it.
3. The index marking method is to ‘index’ a space just before the marked text you want as a sub-heading. This tells **AIX Plus** that the *next* marked entry, wherever it may be, should be taken as a subhead of the previous one.

For example, to index the word ‘carriages’ as a sub-heading to the word ‘train’ (already marked, above) the procedure could be as follows:

Move the cursor to a *space* preceding the word ‘carriages’. For clarity, our example uses the space before the previous word, ‘The’. Press [+], **R, V**. Now move the cursor so that it is resting *on* the character following the space ... here, the **T** in ‘The’. Press [-], **R, V**. The space itself will now show in inverse video, with **(+ReV)** in front of it and **(-ReV)** behind it. Move the cursor onward to the **c** in ‘carriages’, and use the procedure described above to mark this word. (A phrase or inverted phrase may also be used as a sub-heading.) The word ‘carriages’ will now be indexed as a sub-heading to the word ‘train’, and will be alphabetized under **c** for ‘carriages’ in the sub-heading list, marked as appearing on page 1.

The LocoScript document should now look as it does in **Fig. 2**.

SUBJECT (THEMATIC) INDEXING

AIX Plus allows three kinds of subject indexing: THEMES, CONCURRENT THEMES and MASTER THEMES.

Themes

COMMAND: **(+ReV) (-ReV)**
[nothing in reverse video]

```
(+ReV) (-ReV)
For half an hour the (+ReV)train(-ReV) slowly ascends. (+ReV) (-ReV)The
(+ReV)carriages(-ReV) are of special construction, light and many-
windowed, so that one has good views of the landscape.
Very beautiful was this long, broad, climbing valley,
everywhere richly wooded; oranges and olives, carob and
lentisk and (-ReV)myrtle, interspersed with cactus (its
fruit, the prickly fig, all gathered) and with the
(+ReV)sword-like (+ReV)agave(-ReV).

=====

Glow of sunset lingered upon the hills; in the green
hollow a golden twilight faded to dusk. The valley
narrowed; it became a gorge between (+ReV)dark slopes(-ReV) which
closed together and seemed to bar advance. Here the
train stopped, and all the(+ReV) (-ReV)(+ReV)passengers(-ReV) (some half-dozen)
alighted. (+ReV) (+ReV) (-ReV)
```

Fig. 3: with theme on/off marks added.

AIX Plus allows you to nominate a word, a phrase or an inverted phrase as a ‘theme’ extending over numerous pages. Once you have chosen a theme it will be automatically indexed to every page that follows, until you turn it off. While a theme is running, any text marked as a sub-heading (see above) will be shown as a sub-heading to the main theme, *not* to the word or phrase that immediately precedes it.

For example, to make ‘train’ the theme of our sample text:

Move the cursor to the beginning of the document ... anywhere that is before the word ‘train’. Press [+], **R, V**. Without moving the cursor, now press [-], **R, V**. You have indexed ‘nothing’, which will be understood by **AIX Plus** to mean that the *next* indexed word or phrase is to be a continuing theme.

The word ‘train’ will appear as before in the index as a main entry, and the word ‘carriages’ will appear as before as a sub-heading under ‘train’. The main differences are:

1. ‘train’ will continue to be ‘clocked’ as a main entry for every page following ... in this case for pages 1 and 2.
2. Words or phrases shown as sub-headings will appear under the *theme*, not the immediately preceding word or phrase.

To illustrate the latter, to make ‘passengers’ on page 2 a sub-heading to ‘train’:

Move the cursor to a space somewhere just before the word ‘passengers’. Press [+], **R, V**. Move the cursor one space to the right, and press [-], **R, V**. The space will appear in reverse video. Now move the cursor to the beginning of the word ‘passengers’, and index it in the normal way (above).

Normally, this would attach ‘passengers’ as a sub-heading to the preceding indexed item (in this case, ‘dark slopes’), but because a theme is running it will be attached to the theme instead, alphabetized under **p** for ‘passengers’.

To turn a theme *off* you index ‘nothing’ as an *inverted* phrase:

Move the cursor to the end of the text. Press [+], **R, V**. Now press [+], **R, V** again. Now press [-], **R, V**. All index entries for the theme ‘train’ will end at this point.

The sample text should now look roughly like **Fig. 3**.

If **AIX Plus** were run against the text at this point, the index would look like this:

```
agave, sword-like 1
dark slopes 2
myrtle 1
train 1-2
  carriages 1
  passengers 2
```

Concurrent Themes

COMMAND: **(+ReV) (-ReV)**
[nothing in reverse video]

AIX Plus allows you to index up to 10 different themes at once.

As shown above, once a theme has been defined it will continue being ‘clocked up’ against all succeeding page numbers until turned off. But you can also start up second and subsequent themes *while previous themes continue*.

The new theme will start being ‘clocked up’ from the page on which it starts, while the original theme carries on being ‘clocked up’ in the background.

Our sample text is too short for a clear example, so let’s suppose you are writing a book about fruit, which includes the following specific types of fruit that you wish to appear as themes: Apricot, Blackberry, Cherry, Damson, Elderberry (and so on, up to a total of 10):

Just before the first appearance of ‘Apricot’, enter **(+ReV)(-ReV)**, then index ‘Apricot’ normally. This will become Theme 1, and all text marked as sub-headings will appear under ‘Apricot’.

A few pages further on, the first mention of ‘Blackberry’ appears. Just before the word, enter **(+ReV)(-ReV)** again, and index ‘Blackberry’ normally. ‘Blackberry’ becomes Theme 2, and will be indexed from that page on, with all sub-headings appearing under ‘Blackberry’. (Meanwhile, ‘Apricot’ continues to be ‘clocked up’ for this and all subsequent pages.)

When the first mention of ‘Cherry’ appears, enter **(+ReV)(-ReV)** just before, then index it normally. ‘Cherry’ takes over as Theme 3, while ‘Apricot’ and ‘Blackberry’ continue ‘clocking up’ in the background. All sub-headings will appear under ‘Cherry’.

To turn concurrent themes *off*, you enter the **(+ReV)(+ReV)(-ReV)** (‘index nothing as an inverted phrase’) as for single themes. However:

This command turns off the *current* theme. If ‘Cherry’ is the current main theme, then entering **(+ReV)(+ReV)(-ReV)** will stop indexing ‘Cherry’, and ‘Blackberry’ will step forward. Another **(+ReV)(+ReV)(-ReV)** will turn off ‘Blackberry’, and ‘Apricot’ steps forward. A final **(+ReV)(+ReV)(-ReV)** turns off *all* theme indexing.

It is important to note that concurrent theme indexing is ‘nested’, not overlapping. What this means:

If references to ‘Apricot’ run from pages 17 to 25, and references to ‘Blackberry’ run from pages 20 to 28, a *theme off* command on page 25 will turn off the ‘Blackberry’ theme, not the ‘Apricot’ theme.

Please therefore plan concurrent theme indexing carefully. Remember that individual words and phrases may be indexed normally while themes are running. If the word ‘Apricot’ appears on every page between 17 and 25, then marking each individual occurrence of the word will produce an index entry that looks like this:

... which has the same effect as a theme!

Master Themes

COMMAND: **(+ReV) (-ReV) (+Rev) (-Rev)**
[two theme marks following each other]

In some cases you will want *every* item within the scope of a theme to be marked as a sub-heading to that theme. If you do, nominate the theme as a Master Theme, and all marked items will be attached automatically without any need for you to mark them as sub-headings.

Master Themes are turned off with the same command as for ordinary themes: the ‘inverted phrase mark indexing nothing’: **(+Rev)(+ReV)(-ReV)**.

Master Themes may be ‘nested’ concurrently like ordinary themes, and up to 10 may be used simultaneously. Themes and Master Themes can be used side-by-side when running concurrently.

To give two examples.

If we marked ‘train’ as a Master Theme in our example text, everything would be shown as a sub-heading to ‘train’, including ‘myrtle’, ‘sword-like agave’, etc. This is clearly not a time when a Master Theme should be used.

In the example of the fruit, above, we could create ‘Fruit’ as a Master Theme, and while it was running all subsequent items would appear as sub-headings to this. However, if you indexed ‘peel’ under ‘Orange’ and ‘pips’ under ‘Apple’, these would be sorted alphabetically as sub-headings under ‘Fruit’ ... which might not be what you want. Solution? Create ‘Fruit’ as a Master Theme, then ‘Apple’, ‘Blackberry’, etc., as ordinary themes. ‘Fruit’ will ‘clock up’ in the background for as long as it is marked, while the individual fruits will have their sub-heading items attached alphabetically to them.

Obviously, you should use Master Theme indexing judiciously. For instance, should you forget to turn off a Master Theme you will find dozens or hundreds of entries all showing as sub-headings. But with good planning, and systematic checking that themes are being turned on and off in the right places, thematic indexing will enormously extend the subtlety and precision of your index.

3 ● More About Text Marking

ALTERNATIVES TO REVERSE VIDEO MARKS

We recommend Reverse Video for indexing for two main reasons. Firstly, it has no effect on the way the document is printed, only on the way it appears on the screen. Secondly, with the exception of single-word marking with **(-ReV)** and theme indexing, all your index marks show clearly on the screen.

However, some people like to use Reverse Video for instant screen emphasis, and are reluctant to change their ways. For these people, **AIX Plus** allows you to use a few optional alternatives. They are:

Italics

LocoMail markers

Bold

Underline

Curly brackets: { for 'on' and } for 'off'

Returns: index or sort every line (LocoScript 3 and 4 versions only—see page 30)

The first four are entered and used exactly as Reverse Video. For example, an Underline command is turned on with **[+]**, **U**, **L**, and turned off with **[-]**, **U**, **L**. (Italics, Mail and Bold require, respectively **[+]** or **[-]** followed by **I** or **M** or **B**.) LocoMail is probably the most viable alternative to Reverse Video. It too displays the indexed text in reverse video, and actually requires fewer keystrokes than Reverse Video.

Curly brackets are a special case: they will of course print out, so cannot be placed unobtrusively in 'real' documents. However, many people type in lists not to print out but solely to be sorted by **AIX Plus** ... for example, when indexing some publication not available on disk. Here the brackets offer a useful way around one maddening LocoScript restriction: unlike other marks they may be used in Exchange commands. A whole document full of one-line items can for example be marked in one swoop by Exchanging every Return for the sequence }Return{ and then quickly editing the first and last line so that *every* line begins with { and ends with }. **AIX Plus** will then produce a complete sorted list. (Watch out for blank lines. {} alone now corresponds to a Theme mark, so play safe by Exchanging all {} pairs out of existence.)

The main thing you need to remember is: *be consistent*. If you decide to use (say) underline commands for indexing, use them *only* for indexing, and use them all the way through ... unless you want to play clever tricks.

One such trick allows you to generate separate author and subject indexes from the same LocoScript document(s). Index the authors with Reverse Video and the subjects with LocoMail marks, and run **AIX Plus** twice, with the program set to use different marks each time.

When you come to use **AIX Plus** remember to tell the program that you have used alternative marking. How to do this is described in Chapter 8: see page 21.

[**N.B.** If you intend to use **AnsibleCheck** to count the words of parts of documents, and these documents are ones you plan to mark for indexing, please look immediately at the note on page 24.]

SOME SHORT CUTS

Indexing with LocoScript's FIND key

When compiling an index, it is important that every significant occurrence of the word or phrase is marked ... or at least that you have the opportunity to make the decision about it.

To assist you in this you can use LocoScript's **FIND** key. For instance, if you wished to index every appearance of the phrase 'dark slopes' as above, you could use **FIND** to take you to every occurrence in every part of your document(s). (See the LocoScript manual for instructions.)

[One or two customers have complained to us about this method. 'This is *very slow*,' they observe, with dark hints about sinister reprisals against us. We all wish that LocoScript would search for text more quickly, but the sloth with which the program grinds through the pages is *not our fault*. We suggest using **FIND** because, tedium aside, it does give you a chance to look at every occurrence of a word or phrase, and make an intelligent decision about whether or not to index every one.]

Remember that a Find in LocoScript 1 is carried out literally. If you enter the word 'convention' it will *not* find 'Convention', but it *will* locate words like 'conventionally'. To locate every appearance of a term like 'computer', which might appear either with or without a capital C, it's often a good idea in LocoScript 1 to omit the first letter and Find each occurrence of 'omputer' for marking. In LocoScript 2 to 4, just select the 'ignore case' option on the Find menu. Bear in mind also that punctuation and other non-letter characters can be detected during a Find, so that if (for example) you enter 'U.S.A.', LocoScript will *not* find 'USA'.

Emphasis codes, such as underlining and boldface commands (or those for reverse video) cannot be used in the Find text.

Indexing with LocoScript's PASTE key

All these (+ReV) and (-ReV) commands are pretty tiresome to type in all the time, particularly if you have a lot of indexing to do. A possible time-saver is to use **COPY** and **PASTE**. These will be particularly handy for theme indexing. E.g., to turn on a Master Theme requires 12 keystrokes: [+], **R, V**, [-], **R, V**, [+], **R, V**, [-], **R, V**. Would it not be quicker to press **PASTE M** (for Master)?

1. Select 'show codes'.
2. Put the (+ReV) and (-ReV) commands you are most likely to use into the document, and with the cursor on the first one, press **COPY**.
3. Move the cursor to the right, to define the section. (This will appear in reverse video, by the way.)
4. Press **COPY** again, and nominate a numeral or a character under which this should be stored.
5. To enter this section into a document at any future time, simply press **PASTE** then type the numeral or character.

This procedure is probably best used with theme 'on' and 'off' commands, as well as Master Theme commands. If you are tempted to use it also for sub-theme commands, remember that the space between the two commands will be entered *as text*, which will then have an effect on the way your document is printed.

Indexing a Work in Progress

It is possible to insert the index marks as you go along, or at the end of each working day, or when you like.

If you prefer to work with hidden codes, there is no reason why you should not banish them while writing and editing, then 'show' them at the end of the day while you index the text.

Remember always to save your document, after marking it.

How Much Indexing is Possible?

The practical limitation is the storage space of your computer. The theoretical limit is approximately 8,000 entries (headwords and subheads, not page references), with a maximum length per entry of about 110 characters. In practice, the M drive of a PCW 8256 or PcW 9256 will probably only deal with a maximum of about 2,500 entries, and an 8512, 9512 or 9512 Plus (or memory-expanded 8256/9256) with about 5,500 entries. Even so, very few indexes of full-length books exceed 1,500 to 2,000 entries, so you are not likely to run into problems of size. If you have a hard disk drive, you can instruct **AIX Plus** to use this drive for storage (see page 19) and anything up to the full 8,000 or so entries becomes possible, depending on the hard disk's free space.

(If problems of size do ever crop up in some very large job, we have an answer—**AnsibleMerge**, a low-priced program which reads **AIX Plus** .NDX files and merges any number of them into a single, sorted index.)

The program automatically compresses entries. If a word appears more than once on a page, and is indexed by you every time it appears, then it is 'counted' by **AIX Plus** as only *one* entry. Moreover, if a word appears on several consecutive pages, e.g., pages 27 to 39 inclusive, the whole block of entries only 'counts' as two references. It is recorded, and appears in the final index, as simply '27-39'. There is no actual limit to the number of page references allowable for a given entry: if a large number of references is recorded for a headword, **AIX Plus** automatically sets up a new 'overflow' index entry to cope with additional page references for the headword in question. This is one reason why it's hard to quote exact figures for the maximum number of entries.

4 • Using AIX Plus

LEAVING LOCOSCRIPT

Assuming that the text has been marked and that you are ready to compile an index:

1. Save your document to disk in the ordinary way. (Press **EXIT**, then select **Finish Editing**.) This will take you back to LocoScript's 'Disk Management' screen.
2. If you have only one document to index, skip to 3, following.
If you have multiple documents (such as consecutive chapters in a book) make sure before leaving LocoScript that they are internally consistent. **AIX Plus** reads page numbers, so it makes sense that if the document containing Chapter 1 ends on p.18, the document with Chapter 2 should start on p.19. See the LocoScript manual for details of how to 'force' a new page number.
Please also see our comments on 'auto-stepping', on page 21 ... these can save a great deal of time.
3. a. Single-drive computer—place your working copy of **AIX Plus** in the disk drive;
b. Double-drive computer—place your working copy of **AIX Plus** in Drive A. (If you keep your documents on the disk in Drive B, it's probably a good idea to pop the disk out of the drive at this stage, and put it back in after **AIX Plus** has loaded.)
4. Hold down **SHIFT** and **EXTRA** together, and press **EXIT**. This causes the computer to 're-boot', and load **AIX Plus**. We are assuming that you have or have prepared an **AIX Plus** 'start of day' disk ... see notes on page 4.

If you have not prepared a start-of-day disk, you can substitute a copy of the CP/M master disk supplied with your computer for the 'working copy of AIX Plus' in (3.) above. After CP/M has loaded and is displaying its A> prompt, insert your copy of the AIX Plus disk and load our AI Menu by typing ...

AI [Return]

AI Menu

To make the use of **AIX Plus** as simple and foolproof as possible, our disk loads into a menu of options. This is initially set up to run **AIX Plus** (although you can change things around; see page 19). **DO NOT CHANGE DISKS WHILE THE PROGRAM IS LOADING.**

```
A.I. Menu: registration number 0000                © Ansible Information, 2009
1.  Run the selected program           AIX.COM           SELECT WITH ↑ and ↓
2.  Set "start of day" program         AI              This menu
3.  Set disk drive for documents                          AnsibleIndex
4.  Set drive for working files        M:              AnsibleCheck
5.  Set normal/reverse display        NORMAL           Grease
6.  Change printer set-up
7.  Change selected program set-up
EXIT back to CP/M

Enter a command:
```

Fig. 4: the AI Menu screen

The menu you see should look like **Fig. 4**. We call this the **AI Menu**, or **Ansible [Information] Menu**.

All the programs on our disk, **AIX Plus** itself, **AnsibleCheck** and **Grease**, can be run from the **AI Menu** by using the **up** or **down** cursor keys to move the reverse-video highlight in the program list at the right. When you first use our disk, the highlight bar should already be on 'AnsibleIndex'. If you press **Return** or **Enter** (or **1** from the top row of the keyboard) **AIX Plus** will load.

Again, **DO NOT CHANGE DISKS** while the program is loading. (As a rule, never change disks when the red drive light is glowing.) When you see the self-explanatory **AIX Plus** prompt message you are ready to begin indexing. At this point you may change disks, but it is not compulsory. The program will start working when it can, or ask you questions if it can't do what you tell it to do! Keep your eye on the screen for messages.

AIX Plus Menu

When **AIX Plus** has loaded you will see the program's name in a display box, and beneath this a very simple prompt line ('You may type in a filename for indexing now. Press F1 to see files; EXIT to halt at once.') from which you have three options.

1. You can simply type the *filename* of the document you wish to index, and press **Return** or **Enter**.
If you haven't changed disks, the program will look for it on the **AIX Plus** disk and fail to find it. The computer will beep. Change disks and press **Return** or **Enter**. Assuming the document is on the replacement disk, indexing will start at once.
If you have changed disks, indexing will start.
When typing the filename, you can precede it with a *drive letter*. This is for computers with a second disk drive, Drive B. If your document's filename is BOOK.1, and it is on the disk in drive B, you should type B:BOOK.1, then **Return** or **Enter** to start indexing.
2. You can press **f1** to have a look at the list of files on the disk.
If you haven't changed disks, you will see a list of the files on the **AIX Plus** disk. Change disks, and press **f1** again. (You may also press **f7**, the Loco 2 'disk change' key.)
LocoScript stores files in *Groups*. When you press **f1**, what you see is a list of files in the first Group (called, perversely, Group 0). If your document is here, use the cursor keys to pick it out, then press **Return** or **Enter**. Indexing will start.
If you see **more→** it means that more files exist in this Group than can be displayed, and pressing the right arrow will show you them; the opposite works when you see **←more**. To move to the next (or previous) Group, you move the cursor to right or left when the 'more' messages are not shown. You can also go directly to the directory of a Group by typing its number.
Pressing **Return** or **Enter** while a filename is highlighted will start indexing that file.
If you want to change to another disk drive, press the key with the same letter. (You can select Drive A, B, C (if present) or M. If you try to select a non-existent drive, the computer will beep.)
Pressing **EXIT** will take you back to the **AIX Plus** menu.
3. You can press **EXIT** to leave **AIX Plus**.
If you have changed disks, the computer will return you to the CP/M 'prompt' which looks like this: A> With your LocoScript start-of-day disk in place, hold down **SHIFT** and **EXTRA** and press **EXIT**. LocoScript will load normally.
If the **AIX Plus** disk is in the drive when you press **EXIT**, you will see a message saying: **Return to Ansible menu [Y/N]?** If you press **Y** for 'yes', you will return to the **AI Menu**; if you press **N** for 'no', you will return to the CP/M prompt: A>

Making an Index

Assuming you have *not* exited from the program, and you have told **AIX Plus** to index a document, the program will display a simple narrative of what it is doing *while it is doing it*. Inside a boxed area, the program will count the number of indexed entries it has found, report the number of files it has read, the page range of the current file (e.g., from page 1 to 25), tell you which page it is currently on, and so forth.

When it has finished, it offers you two choices:

1. You can type in another filename.
As above. Again, you can also press **f1** to see a list of the filenames on the disk, and one of these may be picked out as before.
You can change disks, if the next file is on another disk. Type the name, or press **f1**.
If you nominate a file that the program can't find there will be a beep, and the program will wait while you change disks.
If you select another file for indexing, the entries will be *amalgamated* with those from the preceding file(s).

2. You can press **EXIT** to go to the next menu and look at the index you have just made.

Index Options

When you press **EXIT** as at the end of the last section, the first thing **AIX Plus** will do is *save* your new index to disk, using the disk from which the last file was read. This is a security measure. It saves the file under a name based on the name of the *first* file you have indexed, and adds the file type **.NDX**, for 'index'. E.g., if you started indexing with a document called **BOOK.1**, the index file will be called **BOOK.NDX**.

When the security copy has been made, **AIX Plus** displays its options menu.

At the top of this menu is a report on what it has done: the number of index *entries* it has recorded, the total number of *documents* it has indexed, and a note of the last *page number* it found in the last file. Beneath all this are the Options:

- D** Display the index on screen. Press **D** to have a look. The index will appear on the screen, one page at a time. Press any key to see the next page, or press **EXIT** to go back to the Options menu.
 - F** change index **Format** for page numbers. This offers you the choice between a normally Numbered index (page numbers appearing after each item), a 'Dummy' index, where all page numbers are replaced by two zeroes (**00**), and 'Text only' (no numbers). If you choose 'Dummy' or 'Text Only', the page numbers will be restored by pressing **F** until 'Numbered' re-appears. (Keep pressing **F** to rotate between these choices.)
 - L** Look for possible cross-references. What follows is described separately in Chapter 6, page 18.
 - N** change tab column **Number** for **Display**. If the message against this says 'No TAB', pressing **N** will have no effect until you have selected the use of the tab with **S**, below. When you have, you can use the **N** choice to change the tab setting, by typing in a new value. E.g., a tab setting of 60.
 - S** change the **Separator** punctuation after the main entry text. After you have pressed **S** you can decide what punctuation (if any) you would like after the index entry, separating this from the page numbers that follow. You can choose almost any punctuation mark you like: a comma, a dash, a colon, a semi-colon, etc. If you press the **TAB** key, the entry against **N**, above, will change to show the current setting. (Press **N** to change this, if you like.) If you press the **space bar**, there will be no punctuation here.
 - T** change **Terminator** punctuation at end of each entry line. When you press **T** you may choose almost any punctuation mark you like to come at the end of the page numbers. Pressing the **space bar** produces no punctuation.
- (Depending on the publisher's house-style, most professional indexes use either a comma or a space as separator, with no punctuation as a terminator. The settings in **AIX Plus** as supplied are: Separator a comma, Terminator none.)
- P** **Print** out a reference copy of the index. (Make sure your printer is connected, and that it has paper ready.) It is possible to change the print layout (see Chapter 7). If the computer displays a line of printer information at the bottom of the screen, press **EXIT** to clear it. *Please note* that this is a 'quickie' option and that **AIX Plus** doesn't offer high-class print formatting facilities: the index is saved to disk for you to format and print it using LocoScript. See page 17 for the use of LocoScript to edit indexes, and page 29 in case of any difficulty with printing using the **P** option.
 - W** **Write** index to disk file. Pressing **W** will save your index in its most recent format, overwriting the 'security' copy made when the program first ran.
 - EXIT** leave the **AnsibleIndex** program now. After a [Y/N] check, the program will take you back to the A> prompt (if you have removed the **AIX Plus** disk while indexing), or, after another [Y/N] check, back to the **Ansible Menu** if the **AIX Plus** disk is in use. If you want to return to the Ansible AI menu, put your **AIX Plus** working disk back in the drive before pressing **Exit**.

5 • Converting a ‘Dummy’ Index

A ‘Dummy’ index (suitable for typesetting) can be produced as described in Chapter 4. But how can it be made consistent with the publisher’s proofs when these are returned to you for correction?

The first task will be to read the page proofs, and correct any errors. (If you make any changes to the text which seem likely to alter the pagination of the proofs, you must agree these with the publisher, and note what they are.) When the text is agreed, load your document files into LocoScript and incorporate any changes made to the text into your file copy. When you are certain your text is consistent with the publisher’s, you may then start revising the index in the following way:

- 1 ‘Disable’ **AIX Plus**’s page-count facility by changing the page length of your document to **99** (the highest allowed by LocoScript.) This has the effect of setting the page length to such a high value that in this new layout every ‘page’ in your document file will almost certainly contain more text than the printed pages in the proofs.

[Changing a LocoScript document’s page length is described in detail in the LocoScript User Guide.]

If the page proofs are crammed with words—so many that even a page length of 99 won’t be enough to exceed them—you will have to increase the line-width throughout your document(s) to get more words in, per LocoScript page.

The point here is to create a LocoScript page which contains more words than anything the publisher’s printer has come up with!

[A useful alternative, *provided* your text is not littered with internal changes of line spacing, is to set Line Spacing to 0 (zero) at the head of the document. This gives effectively unlimited text per page.]

- 2 Printed books rarely begin on page 1! From the page proofs determine what the first page is that contains text—it’s usually page 7, or thereabouts—then use LocoScript to change your first page number to the same.
- 3 Go through your own text, and delete any ‘end page here’ commands you might have entered while writing. These should be reasonably easy to find, as they will always appear immediately before the horizontal pagebreak line. Remember that by changing the page length to 99, most pagebreaks should be a long way apart ... if you see any ‘short’ pages, it’s likely an ‘end page here’ command has been used.
- 4 If while printing you used any ‘Keep lines together’ commands (**f6**), to avoid widows and orphans, remove them.
- 5 By this stage, your document should consist of large pages. Your next task is to go through the page proofs, using them as your guide, and *enter* an ‘end page here’ command in the exact places in the text wherever the printer has ended a page. Should a pagebreak fall in the middle of a indexed word or phrase, put the command at the *end* of said word or phrase.
- 6 Your document will now look distinctly odd, but if you have done all this with care, it will have the same number of total pages as the proofs, and each page will start and end in the same places as the proofs.
- 7 Your files will already contain the indexing marks. It’s advisable at this stage to read through the files once again, making sure that none of the publisher’s changes to your book has affected any of the words you wanted indexed.
- 8 You can now run **AIX Plus**: the page numbers generated for index entries should correspond to those in the book.

6 ● Editing the Index ... and more about AIX Plus

Here are a few other details about **AIX Plus** that you may like to be reassured or warned about. Do please read the first section following, as you will almost certainly want to edit the 'raw' index to print it with LocoScript.

Editing Your Index with LocoScript

You should think of the index produced by **AIX Plus** as a 'clean' first draft. It is always advisable to make minor amendments to the index before committing it to print ... changes such as deleting some entries, amalgamating others, and putting some of the entries into boldface or italics (titles of books, references to illustrations, etc).

Editing can be done by returning to LocoScript, and working on your .NDX file on an edit screen. However, it is important to note that the .NDX file is in *ASCII format*, as a 'simple text' file. To be able to edit and print the index in the normal way, it is best to convert it to an ordinary LocoScript document. The procedure for this is:

Create a new document, and if you wish it to be in the same Group as the original, you will have to give it a name similar to but subtly different from the .NDX file written by **AIX Plus**. For example, **THESIS.NDX** could become **THESINDEX.DOC**. (If you create the new document in a *different* Group, you are allowed to give it the same name.)

If using *LocoScript 1*:

Press **f7** for 'Modes'. In the menu that pops down, move the cursor to **INSERT TEXT**, and press **ENTER**. This will return you to the Disk Management screen. Move the cursor to **THESIS.NDX** and press **ENTER**. The menu that appears will give confirmation of the file you have chosen, and the Group in which it is resident. If all is well, press **ENTER**. **THESIS.NDX** will now be 'written' into the new document, and may be edited and printed in the usual way.

If using *LocoScript 2 to 4*:

From the new document press **f1** for the 'Actions' menu. Select **INSERT TEXT**, and enter the filename when prompted. Many special characters will be translated back by LocoScript at this point: those that are not may be re-inserted by normal editing procedures.

Headers and Footers

AIX Plus is programmed to ignore these, and they have no effect on its running.

Halting AIX Plus

While the program runs, you may cease indexing at any time by pressing **EXIT**. A partial index will be available and can be viewed or written to the .NDX file as usual. (When **AIX Plus** is 'aborted' in this way, the automatic save to this file won't take place.) This 'emergency stop' is useful when you suddenly realize you've named the wrong document, or the right one out of order....

Alphabetization: Upper and Lower Case

Please note that variant versions of the same word are treated as one. For instance, the words 'bishop', 'Bishop' and 'BISHOP' will all become references in a single entry, with the lettering conforming to whatever happened to be the *first* appearance. (You can of course change this while editing in LocoScript.)

No Room on the Disk?

This problem is almost always caused by LocoScript's 'limbo' files, which invisibly take up a lot of disk space. LocoScript often fills your document disk to capacity, allowing new documents to be saved by quietly deleting the oldest limbo files.

When you tell **AIX Plus** you have finished indexing, the program will try to save the index to disk, creating a file with the same main name as your first document, and with the file type '.NDX'. If it discovers that the disk is 'full', because of limbo files, **AIX Plus** will pause and ask you if you wish to delete them. Press 'Y' or 'N'. If you select Yes, **AIX Plus** deletes these files, then saves the index.

If there is still insufficient room after this, or the disk is just plain and simple full up, **AIX Plus** will wait while you change disks. The program allows any number of attempts to save, until you succeed or give up for the time being.

Another way to solve this problem is to avoid it. This is what is going on: **AIX Plus** does not do anything to your disk until you press **Exit** to tell the program you have finished indexing. At this point it writes the .NDX file to *the disk which is currently in the drive*. If you think this it's likely this is full, *after* you have indexed the last of the documents and *before* you

press **Exit** to finish, pop in a fresh disk (formatted, of course) and **AIX Plus** will use this instead.

Alternately, if you are indexing multiple documents, save the *last* one of these to a disk by itself, where the ample extra space will be used by **AIX Plus**.

Cross-Referencing

AIX Plus will optionally cross-reference main index items to sub-headings, where the text is identical.

For example, you have two main items, 'Kennedy, President John F.', and 'U.S. Government'. Under the latter heading, there is a subsidiary reference to President Kennedy. Thus:

```
Kennedy, President John F., 00
U.S. Government, 00
Kennedy, President John F., 00
```

On the final **AIX Plus** menu, select **L** ... 'Look for possible cross-references'. This legend is followed by a blank at the right. If you press **L**, a new prompt appears, with three options:

- A** Mark all. If you press **A** the program will automatically mark *all* cross-references it finds.
- C** Clear. Press **C** to cancel all cross-references marked so far.
- E** Examine each. This gives you a 'veto' option: the program will search for each possible cross-reference and ask you, with a [Y/N] query, if you want it marked as such. If you accept it, the program will attach a 'see also' message to the *main* item.

The above example, after cross-referencing, would look like this:

```
Kennedy, President John F., 00 (see also: U.S. Government)
U.S. Government, 00
Kennedy, President John F., 00
```

After you have made your cross-reference selections, the final **AIX Plus** menu will report the number of cross-references in use. (Zero if you have selected Clear.)

7 • Using the AI Menu

A sound general rule while using our programs is to look for messages on the screen. Everything has been laid out as clearly as possible, with simply worded instructions for all actions. The **AI Menu** is at the heart of all this.

It can also be modified by you so that our programs will run with the minimum intervention. Any time you make changes to the menu, they will be saved to the disk so that the next time you run the programs the menu will work according to your last choices. (Of course, if you change your mind later, you can put things back very easily.)

With the **AI Menu** on the screen, here is how to modify the set-up. (The numbers that follow refer to the numbers of the options on the menu. Any option can be selected by typing its number at the keyboard.)

1. Run the selected program

When you first use the menu, it should appear as it does in **Fig. 4**. Note two things: (a) that the highlight on the right of the screen is resting on the word 'AnsibleIndex', and (b) that next to option 1 is the filename 'AIX.COM'.

AIX.COM is the name of the program that actually runs **AIX Plus**. (All the program files on our disk have the file type '.COM'.)

If you use the up or down arrow keys, the highlight on the right of the screen will move up or down, and at the same time the program name will also change: **ACK.COM** for **AnsibleCheck** (see Chapter 9), **GREASE.COM** for **Grease** (Chapter 10), and **AI.COM** for the program that produces the **AI Menu**.

If you press **1** (or **Return** or **Enter**), the highlighted program will be run ... that is, it will load and await your further instructions.

2. Set 'start of day' program

We have set up this disk so that it will load into the **AI Menu**, but if you want to go straight into **AIX Plus** every time (or one of the other programs) without being delayed by the **AI Menu**, then use option 2 to change this.

All you do is move the highlighted bar to the program you want, then press **2**. On the screen you will see 'Writing new PROFILE.SUB ...', and thereafter our disk will load straight into the program of your choice. (PROFILE.SUB is the file the computer 'looks for' when you start it up.)

If you change your mind back, and decide that after all you would prefer to load up into the **AI Menu**, then move the highlight to 'This menu', and press **2** again.

3. Set disk drive for documents

If you have a single-drive computer, you can leave this alone. If you have two drives, and use Drive B for your document disks, then you can tell our programs always to look on this drive unless you tell it otherwise ... e.g., by telling **AIX Plus** to index a document in another drive by *typing* in a filename with that different drive letter, or changing the disk drive in the directory menu. (If you have an add-on hard disk as Drive C, then this can be nominated here.)

Press **3**, then type the letter of the drive. If you make a mistake, do it again. If you want to get rid of all drive letters, press **3** then the **space bar**.

4. Set drive for working files

While **AIX Plus** is running it creates 'working files' in which your index entries are temporarily stored and sorted. These are normally on Drive **M** (the 'Memory' drive). In most cases you should leave this setting alone, but if you have a hard disk as Drive C, you may nominate this drive here, and take advantage of its presumably greater storage capacity.

5. Set normal/reverse display

Pressing **5** reverses the display for all programs on our disk. If you don't know what this means, try it. If you like what happens, then leave things as they are. If you never want this terrible thing to happen again, press **5** a second time.

6. Change printer set-up

This enables you to modify the settings for your printer so that the output from **AIX Plus** and **Grease** can be correctly printed, when required.

Press **6**. A new menu appears, with options that allow you to set top margin, page length, and so on. In each case press the number of the option, then type the new value, and press **Return** or **Enter**.

Option 6 allows you to print a test page. If the computer displays a line of printer information at the bottom of the screen, press **EXIT** to clear it. Do not try to print the test if your printer is not connected!

7. Change selected program set-up

Move the highlighted bar to the program name, then press **7**. This takes you to the 'Change Settings' menu for that program.

In the next chapter we deal with modifications you can make to **AIX Plus**. In Chapters 9 and 10 we deal briefly with running and modifying **AnsibleCheck** and **Grease**, which also use the **AI Menu**.

8 • Changing AIX Plus

When you press **7** on the **AI Menu**, as mentioned at the end of the last chapter, you can make your own modifications to **AIX Plus**. You are taken to a new menu, which offers the following ways in which you can ‘tune’ the program. Whenever you make these changes they are stored on the disk, and will be used on all future occasions, without the need for further work. (Of course, you can change them back at any time.)

1. Auto-step through numbered files

If you want **AIX Plus** to auto-step through files, then press **1**. The legend next to the option will change from **NO** to **YES**. Repeating this will restore **NO**. But what is auto-stepping?

This is a time-saving option if you are indexing a long piece of work contained in numerous different files. Provided you have named the files logically, and in sequence, **AIX Plus** will go through each one in turn without you having to tell it to do so. If the files are on different disks, **AIX Plus** will keep going until it can’t find any more, then prompt you to change disks and wait while you do so.

Files for auto-stepping may have any name you wish (up to a total of eight characters), but the file *type* should be a numeral. (The file type is the part of the filename that comes after the dot.) For example:

TEXTBOOK.1 TEXTBOOK.2 TEXTBOOK.3 (etc)

These are filenames that **AIX Plus** will ‘auto-step’ through, starting with TEXTBOOK.1. This numbering sequence can continue as high as .999. A similar sequence would be:

TEXTBOOK.001 TEXTBOOK.002 TEXTBOOK.003 (etc)

‘001’ is ‘zero zero one’; do *not* use capital ‘O’ for numbering. This sequence can also continue as high as .999.

Do not mix the two sequences. For instance, do not go from TEXTBOOK.009 to TEXTBOOK.10. The next numeral should be TEXTBOOK.010. (However, both TEXTBOOK.9 and TEXTBOOK.09 will auto-step correctly to TEXTBOOK.10.)

If auto-stepping is going to be useful to you, but your files are not named according to one of these sequences, you can change filenames while using the LocoScript ‘Disk Management’ screen. See the LocoScript manual.

By the way, LocoScript displays filenames with extra spaces, where the main name is less than 8 characters in length. E.g., a file called BOOK.1 is shown in LocoScript as BOOK .1 These ‘extra’ spaces are *for display only*, and do not have to be typed in when entering filenames from the keyboard.

2. Display words read on the screen

AIX Plus normally runs ‘invisibly’, but if you wish you can make it display each word or phrase on the screen as it finds and indexes it. This can be handy if you have a very long or complicated index, and you want to keep your eyes open for errors. Themes and sub-headings are identified as **AIX Plus** finds them.

Press **2** to make the words visible; press **2** again if you change your mind.

3. Change the word/phrase marker

Pressing **3** a number of times will take you through the possible alternatives to Reverse Video. See page 11.

N.B. Do not try to index documents which are marked in one way, using **AIX Plus** set up to look for another!

4. Punctuation after entry text

Pressing **4** will allow you to change the mark that appears in the index between the index entry itself and the page number(s). Our default setting is the comma. Almost any keyboard character may be used instead ... but indexes normally use a comma, or no mark at all. Press **space bar** for no mark, or press **TAB** if you want the page numbers well separated from the entries.

5. Punctuation at end of entry

Same as option 4, but this is the punctuation that appears after the page number(s). The normal use is no mark at all (press **space bar**). This is our default setting.

The remaining items on this set-up menu are more specialized and may harmlessly be skipped for now.

6. Change index-sorting key codes

The use of characters from foreign alphabets can sometimes cause consternation about alphabetical sorting. For example, should 'élite' come before or after 'elixir'? Many professional indexes sort such words according to their closest English-character equivalents ('élite' comes before 'elixir'), but you might have a different requirement. If so, select option **6** from this menu.

You will see a list of the first 8 characters from the CP/M ASCII character set, beginning with 'character 32' (the space), and ending with 'character 39' (the single apostrophe). Each character is displayed *as it usually appears on the screen*, followed by the character number, and a legend on the right showing how it will be sorted alphabetically by **AIX Plus**.

Press the **down** or **up** arrow keys to see lists of all the remaining characters. Note how each one will be sorted, and make changes as necessary. For instance:

The 'e acute', **é**, is character 225. **AIX Plus** as supplied will sort this as a straightforward **e** or **E**; in other words, 'élite' will come before 'elixir'. But if you would like all words beginning with **é** to be sorted *after* the other words, press the *menu number* of the character (in this case, **é** has the menu number 2).

A prompt appears at the bottom of the screen: *Give new key code for 'é': ...* you should type in **e** followed by the underline **_**, so that it looks like this: **e_** Press **Return** or **Enter**.

Because, in the CP/M ASCII character set, the underline falls after all the letters of the alphabet, this will force all 'é'-words into a group of their own at the end of the **e**-words.

If you want special characters to be sorted *before* the others, we suggest entering an exclamation mark **!** after the main letter: **e!** (In the CP/M ASCII character set the exclamation mark falls before any of the alphabetical letters.)

If you change the lower-case version of a foreign character, don't forget to change the upper-case version too! **É** is character 193.

You can use a 'sort key' of up to 3 characters for each special case. (See below for more advanced examples.) If you want the letter sorted as a space, press **space bar**. If you want no sorting at all on this character, simply press **Return** or **Enter** when prompted for the key: in this case the legend at the right will be **[none]** and the character will simply be ignored in sorting.

PLEASE NOTE: **AIX Plus** has to use the CP/M character set, which has a much more restricted range of characters than LocoScript can handle. E.g., if you have been using Cyrillics (not in the CP/M set), **AIX Plus** will *replace* all such characters with an 'X', and sort accordingly. The indexing will work as normal, but we regret that in such a case you will have to load the index into LocoScript (see Chapter 6) and edit these items manually. Sorry about this ... but the designers of LocoScript have been carried away by their zeal in this matter!

You can also use this menu to decide which alphabetical *convention* you require. Indexes are normally sorted in one of two conventions: alphabetically by word, or alphabetically by letter. What's the difference?

The following are sorted by word: CAT, CAT FOOD, CATAMARAN. (The space is sorted before any letter.)

The following are sorted by letter: CAT, CATAMARAN, CAT FOOD. (The space is ignored.)

AIX Plus has been set up by us to alphabetize *by word*, but if you wish to change this you have only to change the key code for the *space*. This is character 32, the very first one you see on the key codes menu. This shows, in the legend on the right, that it is sorted *as a space*.

To cause alphabetization by letter, change this code so that it reads **[none]**. This is done by first pressing **1** (the menu number), and when the prompt appears on the screen, just pressing **Return** or **Enter**.

A note for more advanced users. With 3 letters allowed, the key codes can contain up to 3 levels of sorting priority. We have suggested entering **e_** to force all words starting with character 225 (**é**) to be sorted after words starting with **e**. But what about words with character 136, **ê**; should they come before or after **é**? You can use the third character of the key code to establish a secondary priority. For instance:

For **é**: **e_1** (sorts after **e** but before **ê**)

For **ê**: **e_2** (sorts after both **e** and **é**)

7. *Uncompress numbers: 55-57 not 55-7*

AIX Plus automatically *compresses* the display of page references, when they are consecutive. The method we have adopted for this is based on our interpretation of BS 3700:1988, and advice from the Society of Indexers. Here are examples:

67-68	displayed as	67-8
103-104	displayed as	103-4
260-265	displayed as	260-65

All consecutive page references between 11 and 19 are shown in full (14-17 as 14-17), and where these are preceded by a 'hundreds' figure, they are partially compressed: 317-318 is displayed as 317-18. If for reasons of absolute clarity you should prefer to display all consecutive references *in full* (67-68 as 67-68), then you can tell the program to do so by pressing **7** to set YES here.

8. *List EVERY item: 1, 1, 2, 3, 3...*

Among the less expected users of **AIX Plus** are genealogists who use it to sort name lists and so on. For excellent reasons of their own, they like to know if there are two John Smiths in a year (that is, on a page ... it's a convenient trick to arrange the document so that year numbers and page numbers correspond). So for this purpose it's helpful for the program to indicate multiple occurrences on a page, as shown above. Press **8** to turn this feature on and off.

9. *Capitalize first letter of entry*

Again, this is a matter of personal style in indexing. Pressing **9** will turn this feature on and off ... when it's left ON, AnsibleIndex will automatically capitalize the first letter of each main index entry (not subheadings). Thus 'word' would appear in the index as 'Word'. Already capitalized terms like 'Ansible' are of course unaffected.

Press **EXIT** twice after making any of these changes, to return to the **AI menu**. If you now decide to quit the program, or run **AIX Plus**, all your changes will be saved to disk, to be used next time. Don't write-protect the working disk!

9 ● AnsibleCheck

Although LocoScript 3 and 4 contain a ‘count words’ option, and a (mind-numbingly slow) word-count has always been available to anyone using LocoSpell, we include our own alternative program. **AnsibleCheck** differs in that as well as counting words in complete LocoScript documents, it will count the exact number of words contained in *part* of a document. Perhaps even more usefully it will count the words of any *sequence* of documents (e.g., documents containing separate chapters of a book). Finally, it will if required check the text for any words which have been repeated ... accidentally or otherwise. (The repeated-words check will work with either whole or partial documents.)

No special preparation is necessary for counting whole documents. You save your document to disk in the normal way, then follow the simple instructions below.

To count *part* of a document you should, before saving, pick out and *mark* the part of the text you want to count. This is done by putting the entire sequence into reverse video:

Place the cursor on the beginning of the first word you wish to count. In sequence press [+], **R**, **V**. This will place the ‘Reverse video on’ code into your text: **(+ReV)**. Move the cursor to the end of the last word you wish to count, and in sequence press [-], **R**, **V**. This places ‘reverse video off’ into your text: **(-ReV)**. The whole section will appear in reverse video. Now save your document to disk in the normal way, then follow the simple instructions below.

You can use any of the alternative marks (see page 11) for defining the Block to be counted, to avoid clashing with index marking. **AnsibleCheck** will read whatever mark is *currently* set up for use with **AIX Plus**. See page 21.

AnsibleCheck counts words *as words*:

All contiguous strings of characters are treated as words, so that aside from normal words all the following examples would be counted as one ‘word’: £100, RS232, A4, 99, etc.

Apostrophes are ignored, so the following are counted as one word: ‘didn’t’, ‘it’s’, ‘shanghai’d’, etc.

Hyphens are counted as word breaks, so the following examples would be counted as two or three words: ‘ill-advised’, ‘cloak-and-dagger’, ‘stand-off’, and so on. The same applies to full stops, commas and so on, even if the space has been omitted.

You can if you prefer force the counter to count a new word only when it reaches the next space: see option 5 of the setup menu, page 25.

Any words used in a Header or Footer will be ignored in the total count.

Running AnsibleCheck

AnsibleCheck is run very like **AIX Plus**. Please see the instructions on page 13 for saving your document, leaving LocoScript and loading our disk.

When the **AI Menu** is on the screen, use the **up** or **down** arrow keys to move the highlight bar so that it is on **AnsibleCheck**.

If in future you wish to use **AnsibleCheck** only, you may use option 2 on the **AI Menu** to load into the word-count every time. (Press **2**, and the word ‘ACK’—the program name of **AnsibleCheck**—will appear on the menu.)

You may use the other option keys to set the disk drive for documents, and so on, as described in Chapter 7.

To run **AnsibleCheck**: with the highlight bar on the name, press **Return** or **Enter**.

When **AnsibleCheck** has loaded you may press **f1** to see the list of documents, as before, and ‘auto-stepping’ is possible. See below.

As the program counts the words in your document you will see a boxed display reporting on progress. When the program has finished, you will see noted on the screen:

- The calculated word count;
- The total number of pages that have been read;
- The average number of words per page;
- The number of word repetitions found; and
- The LocoScript Group in which the document was found.

If you are amalgamating the word-counts of several documents (see below), a list of the filenames will appear to the right. (Up to a total of 13; after this the oldest filename is removed from the list to make room for the newest.) Keep your eye on this list to make sure (e.g.) that you haven't missed out one of the chapters of a book.

Below the main display is a highlighted box, asking for your next action:

Exit leaves **AnsibleCheck**, and returns to the **AI Menu** (if present on the disk) after a [Y/N] query.

Return or **Enter** lets you count another document.

[+] lets you count another document, and amalgamate the total with the document you have just counted. (You may press either the [+] or + keys.)

[Pressing **Return**, **Enter** or [+] lets you press **f1** to pick out another file from a list.]

Changing AnsibleCheck

From the **AI Menu**, with the highlight bar on **AnsibleCheck**, press **7**. You will see a new menu, offering the following options for 'tuning' this program:

1. *Auto-step through numbered files*

This is identical to the **AIX Plus** feature. See page 21.

2. *Display words read on the screen*

If you press **2** (to change NO to YES), your text will appear on the screen as the words are counted. Note that this will slow down the word counting.

3. *Stop at each repeated word pair*

If you press **3** (to change NO to YES), the program will pause whenever it comes across word-repetition. The suspect words will be displayed in reverse video at the bottom of the screen, in their immediate textual context, together with a note of the page number on which they appear.

4. *Examine words in marked block only*

Press **4** (to change NO to YES) if you want this option.

5. *Count at spaces only*

The counter normally acts as intelligently as possible, counting each of the following phrases as two words: 'space,omitted', 'three...dots' or 'space.omitted' (though '3.142' counts as one only!). This best-guess approach means that a sentence ending 'footnote.²¹' is counted as having one more word than if it ended 'footnote²'. Pressing **5** to set YES here will ensure that ACK counts a new word only when it reaches the following *space*. The cruder approach often gives better counts for foreign-alphabet text (such as Greek) than the normal 'English-biased' counting.

Everyone who writes a word counter seems to use slightly different criteria when dealing with punctuation, foreign letters, numbers and what have you. Whatever Loco 3, 4 or LocoSpell may come up with, the above at least tells you the rules on which *our* wordcount is based!

10 • Grease

Because we believe that word-processing software should reflect the fascination writers have with words, we have included an extra program which you will find at best diverting, and at worst disastrous. In any event, as someone who works seriously with words you should find our final offering at least of interest. If it starts to exert a deadly fascination over you, we recommend you to expunge it promptly from your disk...

It is based on an idea of the author David Lodge: see his highly entertaining novel *Small World* (Penguin, 1985). In this he dreamed up the nightmare idea (for a writer) of a computer program which would not only list every word that has been used in a text, but show them *in the order of their frequency*. The list should distinguish between ‘grammatical’ words (the common pronouns, and so on) and ‘lexical’ words (the ones which are supposed to have distinctive semantic content). **Grease** is such a program.

(If you want to know the horrifying reason it’s called **Grease**, read the novel.)

Running Grease

Grease runs rather like **AIX Plus**. Please see the instructions on page 13 for saving your document, leaving LocoScript and loading our disk.

When the **AI Menu** is on the screen, use the **up** or **down** arrow keys to move the highlight bar so that it is on **Grease**.

If in future you wish to use **Grease** only, you may use option 2 on the **AI Menu** to load into the word-count every time. (Press **2**, and the word ‘GREASE’—the program name of **Grease**—will appear on the menu.)

You may use the other option keys to set the disk drive for documents, and so on, as described in Chapter 7.

To run **Grease**: with the highlight bar on the name, press **Return** or **Enter**.

As with **AIX Plus**, you may press **f1** to see the list of documents, or type in the name of one. ‘Auto-stepping’ is *not* possible with **Grease**.

In its supplied version, the first thing **Grease** will do when you tell it to analyse your document is ... analyse *another* document! This is called **GREASE.DAT**.

GREASE.DAT is a document in *LocoScript 1* format (which enables you to edit it, irrespective of which LocoScript version you are using). It contains the 425 most boring and common words in the English language. (This is why you might wish to edit it: you may add as many more boring words as you like, or delete some of ours.) This therefore provides **Grease** itself with an optional ‘screening-out’ effect ... it enables you to choose between seeing an analysis of everything you’ve written, or an analysis of just the less boring ones.

(It is possible to run **Grease** without **GREASE.DAT** ... see below.)

When **Grease** starts reading your document you will see inside a boxed display a report of what it is doing:

Words read [that is, all words it finds];
Number of unique words [that is, the number of different words it finds];
Files this session [always 1, unless you use **GREASE.DAT**, when it will be 2];
Page range [how many pages in the current document]; and
The LocoScript version, and the LocoScript Group number.

When the analysis is finished the screen will show the initial ‘results’, plus a number of options, any of which may be commanded by pressing the appropriate alphabetical letter:

- A** ... to see the words in Alphabetical order.
- F** ... to see the words in order of Frequency.
- I** ... to tell **Grease** whether or not to Ignore the words found in **GREASE.DAT** (the default is Yes, ignore them); to include them press **I**; to ignore them again, press **I** again.
- L** ... to change the Lowest displayed frequency of words; usually this is 1, for once, but if you have hundreds of these you can get rid of them by slightly increasing this number (press **L**, then the new number, then **Return** or **Enter**).

- M** ... to change the **Maximum** displayed frequency; the number shown is the highest frequency found from the analysis, but you can screen out very common words by reducing this (press **M**, then the new number, then **Return** or **Enter**).
- O** ... to change the **Output**; the default is the computer's screen, but you can change this to Disk or Printer (press **O** to rotate between these options). If you select Disk, pressing **A** or **F** will save the analysis to a disk file. The main name of this will be the same as your document's, and the file type will be .GRA (Alphabetical) or .GRF (Frequency). If you select Printer, pressing **A** or **F** will print out a copy of the analysis. (Make sure the printer has paper ready!)

EXIT returns you to the **AI Menu** after a [Y/N] query.

Changing Grease

From the **AI Menu**: With the highlight bar on **Grease**, press 7. This allows you several ways of changing the way **Grease** will run.

1. *Treat numbers like words*

Unlike **AnsibleCheck**, **Grease** is concerned mainly with the use of words ... not just their numerical frequency. The word-count you obtain from **Grease** is therefore likely to be slightly different from **AnsibleCheck**'s. One of the reasons for this is that numbers are not counted.

If you want numbers included in the analysis, press **1** (changes NO to YES; repeat to restore NO).

2. *Display words on the screen*

Press **2** (changes NO to YES; repeat to restore NO), to see the words appearing as **Grease** analyses them. (This will slow down the program a little.)

3. *Skip reading GREASE.DAT word file*

Here's your chance to expose yourself to the full horror of how many boring words you have written! Press **3** (changes NO to YES; repeat to restore NO).

4. *Full, pedantic word sorting (slow!)*

Grease normally sorts alphabetically in a fairly crude way, this being somewhat less important than actual frequency. However, you can if you wish make it sort according to whatever exact sorting rules you decide (see **6** below), the only price being that this will slow down the program a great deal. Press **4** (changes NO to YES; repeat to restore NO).

5. *Examine words in marked block only*

Like **AnsibleCheck**, **Grease** will analyse part of a file, if marked out in reverse video beforehand. (See **AnsibleCheck** for full details.) If you require this, press **5** (changes NO to YES; repeat to restore NO).

6. *Change index-sorting key codes*

This is identical to the same option in **AIX Plus**, where full details may be found (page 22). Please note that changes made to the sorting sequences of **AIX Plus** will also affect **Grease**, and vice-versa.

7. *Auto-step through numbered files*

Again identical to the **AIX Plus** and **ACK** options. See page 21.

EXIT returns you to the former menu.

11 • Miscellaneous and Technical

SEMI-TECHNICAL INFORMATION

Disk Space Warning

If you have our programs on a single-sided (180K capacity) disk, please note that spare space is very tight! Beware of adding to **GREASE.DAT**. Should you want to use **Grease** a lot, why not make up a special disk for this, leaving off the **AIX Plus** and **AnsibleCheck** program files AIX.COM and ACK.COM?

Memory resident utilities

AIX Plus and **Grease** (in particular) are extremely powerful programs and require virtually all your computer's spare memory. Whenever possible, *use our supplied disk or your working copy of it* from which to boot up. If you regularly use 'Resident Extension Programs' in CP/M, be warned: they steal memory and **AIX Plus** or **Grease** might not load. The 'Flipper' program doesn't pose this problem, but does make heavy use of the memory drive, leaving little storage space for indexes.

TECHNICAL INFORMATION

N.B.: *Nothing in this section needs to be read for normal use of our programs.* This is addressed mainly to people who regularly use CP/M utilities.

CP/M Commands

Our programs can be run direct from the CP/M A> prompt, and controlled by adding command letters—'switches' in computer jargon—to the command. These switches can be used in groups (e.g. **ACK/AW**); the letters can be upper- or lower-case (e.g., **GREASE/bn**); filenames can be commanded at the same time (e.g., **AIX TEST /aw**). Invoking a switch or group of switches will turn off all previous switch settings. Using / alone restores all the standard ('default') settings. All the switches correspond to settings you can make in the **AI Menu**, so there's no vital need to know or remember the letters. But it can occasionally save time: see below.

AI Menu:

A>AI Main command

AIX Plus:

A>AIX Main command

A>AIX [D:]FILENAME [/s] Main command plus file to be indexed; [D:] = Drive letter (optional); [/s] = switch(es) (optional)

A>AIX /A Auto-step

A>AIX /C Capitalize the first letter of each main entry

A>AIX /G list every item (Genealogy special: see page 23 above)

A>AIX /U Uncompressed page numbers

A>AIX /W display Words

AnsibleCheck:

A>ACK Main command

A>ACK [D:]FILENAME [/s] Main command plus file to be counted; [D:] = Drive letter (optional); [/s] = switch(es) (optional)

A>ACK /A Auto-step

A>ACK /B count Block

A>ACK /R note Repeats

A>ACK /S count at Spaces only

A>ACK /W display Words

Grease:

A>GREASE Main command

A>GREASE [D:]FILENAME [/s] Main command plus file to be analysed; [D:] = Drive letter (optional); [/s] = switch(es) (optional)

A>GREASE /A Auto-step

A>GREASE /B analyse Block

A>GREASE /F Full (slow) sorting

A>GREASE /N treat Numbers as words

A>GREASE /S Skip GREASE.DAT

A>GREASE /W display Words

All the command switches listed above can be entered *within AIX Plus* (or **AnsibleCheck** or **Grease**) when you are asked for a filename. E.g., suppose you have not set the program to display words, but you wish to see the words of one particular document. Follow the filename with '/W', like this:

```
BOOK.1/W
```

You can also type in the switch (or combination of switches) *by itself*, making all documents that follow obey the

command. E.g., when asked for a filename type '/W'; the computer will beep in acknowledgement; then type in the filename followed by **Return** or **Enter**, or press **f1** ... all as before.

However, it's often wiser to use AI Menu setup to control all this, because entering switches manually as just described will reset the normal default values for every switch you don't explicitly mention. For example, entering BOOK.1/W as above would turn on word display but turn off other settings which might have been made in the AI Menu, such as auto-stepping. Entering BOOK.1/WA would set word display *and* autostepping, but reset everything else. And so on.

Configuration Files

If you copy our programs to new disks, be sure also to copy AI.CFG (see below) to retain your preferred settings. The same is true of AIX.CFG (not editable) which contains information about revised sorting codes.

If you 'muck up' the sorting codes by mistake, you can restore our original sequence (as supplied) by simply *deleting* AIX.CFG. To do this, use **EXIT** to get back to the A> prompt, then with our disk in Drive A, enter:
A>ERA AIX.CFG [then press **Return** or **Enter**]

When you next reload **AI Menu**, the sorting codes will be back to normal. You can also use LocoScript to carry out this deletion.

AI.CFG contains the set-up information for all our programs; it is an ASCII text file which may be edited directly. The lines contain the following (unless blank, which means no changes):

1. the default drive letter for LocoScript document files.
2. the drive used for storage of temporary files, which should be M: or a hard disk; do not specify another if its disk is likely to be changed while the programs are running.
3. the command line switches as set through **AI Menu** for all programs.
4. separator punctuation for **AIX Plus** index page numbers; this is also used in **Grease** output.
5. terminator punctuation for **AIX Plus** index entries.
6. ASCII code of the LocoScript mark used by **AIX Plus** for index marking (also used by **AnsibleCheck** and **Grease** for Block operations).
7. Y or N for Yes or No to reversed screen display.
8. printer settings.

SUBMIT.COM

Note that the SUBMIT.COM on our supplied disk is an Ansible 'special'. It is smaller than CP/M's, and unlike CP/M's can be used on write-protected disks. It reads the *first word only* of PROFILE.SUB, when this is the program name of a .COM file. Be careful of using it on other disks. When changing PROFILE.SUB on the **AIX Plus** disk, always use the **AI Menu** to do so; this ensures correct format.

Printer Problems and DEVICE.COM

The **P** option in the final **AIX Plus** menu can lead to vexation on some systems. It was placed there at a time when all PCW models came with budget printers as part of the package ... a dot-matrix on the 8256/8512, a daisywheel on the 9512. The CP/M operating system assumes that printer output will go through the special connection for such a printer, rather than the parallel printer port to which alternative printers like the BubbleJet connect. **AIX Plus** is a CP/M program which has to print through CP/M, so there is the added complication of needing to instruct CP/M where to send its printed output, before running our software. Because it's so much handier to print through LocoScript, allowing further editing of the index as required, we always advise this in preference to the rather crude 'see how it looks' option built into **AIX Pro** itself. See page 17.

To tell CP/M where to send printer output, the command (to be typed at the A> prompt) is:

```
DEVICE LST:=PAR
```

This requires the DEVICE.COM program from your CP/M utilities disk. The meaning of the command is that the LiST device (where printed output is sent) is assigned as being the PARallel port as above. For a start-of-day disk that handles this automatically, you need to make up a disk containing the CP/M *Jsomething*.EMT file, DEVICE.COM and SUBMIT.COM from your CP/M disk, all the AnsibleIndex files *except* the special alternative SUBMIT.COM, and a PROFILE.SUB file (plain ASCII text) with the two lines:

```
DEVICE LST:=PAR
```

```
AI
```

One last complication. On some machines such as the PCW 8256/8512 with an added-on serial/parallel port, you may find that `DEVICE LST:=PAR` gives an error message—because the parallel port is *not* called PAR. If so, change the command to `DEVICE LST:=CEN` ('CENtronics-type' port, another name for the parallel port).

12 • More for LocoScript 3 and 4 (In Particular)

AIX Plus allows alphabetical sorting of lists created as ordinary LocoScript 3 or 4 documents *without special preparation*—that is, it's possible to skip the marking-up stage. Any lists of words, phrases, titles, even short sentences, may be dealt with. The order of the sorting will be according to whichever alphabetical arrangement has been set for conventional **AIX Plus** indexing (see page 22). Also, by using index markers within the lines to be sorted, you can produce multiple 'subset' indexes of your list in addition to easy sorting of all the items.

A LocoScript 3 or 4 document for sorting should simply contain each list item, placed on a separate line—that is, with a Return at the end of the preceding line. Before running **AIX Plus**, the document(s) should be saved in the normal way.

To sort a document or series of documents, first load the AI Menu as described in Chapter 7, move the highlight bar to 'AnsibleIndex', and press 7 to change the **AIX Plus** setup as in Chapter 8. In this new menu, the item you want is 3, 'Change the word/phrase marker'. Each time you press 3 the program will offer a new alternative to the Reverse Video marks. The choices are **Italics**, **LocoMail** marks, **Bold**, **Underline**, **Curly Brackets** ... and in the LocoScript 3 or 4 version of our programs only, **Return**. Select **Return** to instruct **AIX Plus** to treat every line—the text between one Return and the next, but also including the first line of each document—as though it were marked as a phrase.

[LocoScript 1/2 users can achieve much the same effect with slightly more effort, using the 'curly brackets' option described in Chapter 3—both quick to type and easy to insert en bloc using Exchange.]

Further flexibility is offered. Following the **Return** option for word/phrase markers you will find an additional one called **Retrn***. This has the same 'sorting' effect as **Return**, but causes the sorting process to ignore the articles 'a', 'an' or 'the' if they appear at the beginning of a line, followed by a space. Thus a title like 'The Comedy of Errors' will appear in full in the sorted list, but among the Cs rather than the Ts.

When sorting, blank lines are ignored. Over-long lines (or paragraphs) are cut short to their first 110 or so characters, this being the maximum size of entry text allowed in **AIX Plus**.

When producing a sorted list rather than an index, you will often find that the page numbers supplied by **AIX Plus** are irrelevant. Remember the **F** for Format option in the final **AIX Plus** options menu (displayed when indexing is complete), which allows you to select 'Text only' and produce an index without page numbers.

Sorting simple lists of words or phrases

```
dog
panda
zebra
cat
aardvark
sabre-tooth tiger
```

A list like this would be sorted into an 'index' which—with 'Text only' format selected in **AIX Plus**—would be a simple ASCII text document containing all the listed items, but sorted alphabetically. For LocoScript use, load the 'index' back into a LocoScript document as described under 'Editing the Index' on page 17.

'Genealogical' sorting: names and dates

```
Smith, John, b.1901, d.1974
Smith, John, b.1902, d.1972
Smithe, James, b.1899, d.1986
Smith, John, b.1901, d.1973
```

This list would be appropriately sorted with Smithe last and the Smiths in their proper order 1901-1973, 1901-1974 and 1902-1972.

One cunning trick used by a customer who indexes parish registers (names and birthdates) is to set the first page number of his document to the first year of the register to be indexed and to make each successive page correspond to a year by inserting a LocoScript 'End page here' code after the names for that year. In this way, the year of birth needn't be typed in for each person recorded: **AIX Plus** automatically supplies it as the 'page number'. Huge page numbers like 1600 or 1900 are quite allowable in LocoScript.

Cataloguing books and other collections

Langford, David; War in 2080: the Future of Military Technology
Priest, Christopher; The Glamour
Priest, Christopher; The Space Machine
Langford, David; The Space Eater
Langford, David; The Leaky Establishment
Priest, Christopher; The Affirmation
Priest, Christopher; Inverted World
Priest, Christopher; A Dream of Wessex
Langford, David; Earthdoom!

A list of entries like this would be duly sorted by author and (where the author is the same) by title ... but more is possible! You might for example put all titles in italics. This makes no difference to the sorted list, but now you can change the index marks to Italics ('Change the word/phrase marker' again as above) and run **AIX Plus** a second time to produce an alphabetical list of titles. Want a list of authors only? Mark the author names with yet another LocoScript mark, say boldface, and do yet another index with Bold as the chosen mark. In addition to all the above, you could even add (say) Reverse Video marks with each entry marked as an 'inverted phrase': **(+ReV)AUTHOR(+ReV)TITLE(-ReV)** ... the result, when **AIX Plus** is run with Reverse Video marks selected, being an index of titles *followed by* author names.

Indexing from your or another author's page proofs

So far we have generally assumed that a book to be indexed exists as a series of LocoScript files which you are able to mark up for **AIX Plus**. But suppose you're preparing an index solely from page proofs? Using the 'sort every line' facility described in this chapter, you can sort a list of typed-in index entries along the following lines.... (The LocoScript 'Paste' option would evidently be used for very frequent names like 'David Thompson' in our example.)

```
Thompson, David, birth 1
Jones, Graham 1
Thomson, David, school 1 (A deliberate typing error.)
Thompson, David, theological troubles 1
potty training, impact on DT 2
Thompson, David, punishment 2
Jones, Graham 2
```

This list, sorted on the **AIX Plus** line-by-line basis, will produce the following:

```
Jones, Graham 1
Jones, Graham 2
potty training, impact on DT 2
Thompson, David, birth 1
Thompson, David, punishment 2
Thompson, David, theological troubles 1
Thomson, David, school 1
```

Loading such a document into LocoScript after sorting (use 'Insert Text' as described in Chapter 6, page 17) will allow ordinary editing to combine entries and so on. It also helps reveal typing errors as in 'Thomson' above.

A highly useful alternative when there are large numbers of index entries is to start the document with the appropriate page number (that of the first text page in the proofs), omit the page numbers when typing in entries, and instead insert a LocoScript 'End page here' code when you reach the end of each proof page. That is, the list is divided into pages *exactly corresponding to the pages on the proofs*. Then the document's and thus AnsibleIndex's own automatically inserted page numbers will match those on the proofs, and identical entries—like 'Graham Jones' above—will be combined.

See also the notes on converting a dummy index (page 16) for further thoughts on imposing your own pagination—disabling LocoScript's own pagebreaks, for example.

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