

# The Indexer

A utility tailor made  
for Yearbooks

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**Version: 1.0**

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## **What exactly is it, anyways?**

The Indexer is a program that has a very specific purpose. It is intended to help Yearbooks throughout the world help create indexes for their yearbooks. Having had to do many of them myself by hand, I found that it was a very tedious process, and was hoping to find a way to speed up the process. My own experience with this program is that it cut the time I spent doing an index from about 10 hours to about 2. And that was before I had worked all the major bugs out, and it crashed every 50th name or so.

It's probably hard to understand exactly what the program does from that brief description. If you think it is something you could use, continue reading. Otherwise, see ya later!

## **What does it do?**

The Indexer in the form that you have it right now has one specific purpose. Here is what it does.

- Reads in a file that consists of the names of people who need to be indexed. The file will consist of something like the following:

Acuna, Erica

Anderson, Kevin - 62, 9

Bhargava, Manasi - 12, 68, 109

Clements, Todd

Fuquay, Pam

...etc...

- It is OK if there are page numbers that are already attached to the name in the file. The Indexer will interpret those, and add them to the list of pages for that person. You don't have to worry about that part.
- You will then have something like the following presented to you:

The screenshot shows a window titled "The Indexer by Todd Clements". Inside the window, the text "Current File: Processed File" is displayed. Below that, "CurrentName:" is followed by a text box containing "Clements, Todd". Underneath, "Page:" is followed by an empty text box. Further down, "Current Pages:" is followed by the text "108, 15, 37, 1,". At the bottom of the window, there are three buttons: "New Name", "Clear Name", and "OK". Below the buttons is a scroll bar with a small square indicator.

There are some things that you should notice about the main screen.

*CurrentName:* Shows you what name you are working on. Note that it is an edit field, and if the name is incorrect, all you have to do is change it.

*Page:* Here is where you enter the pages for a person. The format is simple. To enter a page, simply enter a number and press Return or Enter (on the Keypad). It will appear in the "Current Pages" section. You will note that it does **not** matter if you enter the pages in order. When the program saves the file, it automatically sorts the pages for you.

You keep entering pages until you are done with that name. At that point, if you simply want to go to the next name, enter a 0 for the page, and press enter. You will automatically be forwarded to the next name, and all information for that name will be saved.

*Current Pages:* When you enter pages, this field will be automatically updated with the pages that you entered, *in the order that you put them in*. This is useful so you can double check your work.

## The Buttons

**New Name:** Allows you to add names to the file you're working on. This is in case you are going through the list of names, and you find one that should be on the list, but isn't. It proves to be a useful feature. However, because of the way I programmed it, there are two things that make this not the *best* feature it could be. 1) I don't recommend adding all the names in the list in this fashion. For one, it would take much longer than just typing the list, and for two the more names you add this way, the

slower it gets. (It shouldn't get noticeably slow until you add about three or four hundred names this way.) 2) Note the number of the name you are working on. The Indexer simply appends the name to the end of the list, and moves you to the end of the list. It's easier to remember what number you were working on, but you can always use Find... to go back.

**Clear Name:** This simply clears all the current pages for that person. This is useful if you screw up. You can use this button at any time.

**OK:** Accept the page number that you have entered. If you entered a 0, go on to the next name.

## The Menus

### *Apple Menu:*

**About The Indexer** Gives information on where to locate me. Also contains the registration for The Indexer.

### *File Menu:*

**Open...** Open a file for processing. The Indexer uses text files only.

**Close** Close a currently open file or window.

**Save...** Save a currently opened file. Once a file is selected, Save... will use that file until Save As... is used.

**Save As...** Save the file as a new file other than the one previously selected.

**Quit** I think you can figure that one out.

### *Edit Menu:*

**Undo, Cut, Copy, Paste, Clear** Standard Macintosh features.

**Select All** Highlights the contents of the current edit field.

### *Special Menu:*

**Preferences...** Sets the preferences for The Indexer. There are two items currently in the Preferences... dialog box. One of them is what will be used as the page/name separator when the file is saved. i.e. if "Clements, Todd" has the pages "12, 51" associated with him, and you have "^t - " (tab space dash space) as your separator field, the name will be saved as: Clements, Todd - 12, 51

Also, there is an option that allows you to include or not include (when saving) those names that have no pages associated with them.

**Find Name... (Find Name With Page...)** Often you need to find a specific name in order to add a page to that person. This will allow you to do that.

It also allows you to start off anywhere you want in a file. I've found that this feature is much more useful than it sounds. There are two different kinds of find that are offered. One is a normal character find with "Whole Word" and "Ignore Case" options. The other is a "Find by Page" option which allows you to search for names that have a certain page indexed (or no pages indexed at all).

**Sort Current File...** Allows you to sort the current file of names alphabetically. (Sorry, only an a..z sort is available, no z..a sorts). You do this if the file is out of sequence when you read it, or if you add a lot of new names.

**Sort File...** Lets you sort a file. This can be any file you want that has lines limited to 100 characters. If you want to sort the file you are working on, see Sort Current File. In both these cases, do NOT try to sort files with lines more than 100 characters long. Weird things could happen that I take no responsibility for.

### **Batch Processing...**

The ability to **process weird files**.

When I started my index, I got a list of names from the district, and it looked like this:

```
ACOSTA      ,PRECILLA  
100767  10
```

```
ACUNA      ,ERICA  
93671   11
```

```
ADAME      ,SANTOS  
103422  9
```

...etc...

It obviously wasn't very useful in the form that it was. I didn't want an all caps index with lots of random information in it. So there is the **Batch Processing...** menu that will allow you to fix problems like this. There are options that allow you to fix capitalization problems, to switch the order of the names (so you can have last name first or first name first, no matter how it came in the file), as well as skip useless lines. For your information, for this file, I set the "Skip Lines" field to 2, so it would read the first line, and skip the next two, read, skip 2... and set the "Fix Caps" as true, and both the current and desired format to be "Last Name First."

That's about it.

### **Miscellaneous**

OK, I admit it, I just couldn't think of a decent title for this section. It's miscellaneous stuff that I really didn't know where to put anywhere else, even though I didn't think it deserved it's own section.

#### ***Non-Menu related keystrokes***

**Command-Left or Right Arrow:** If you have a file loaded, this will move you one

name at a time either to the left or right, depending on the arrow you pressed. If you were to hold down **shift** while pressing Command-Left or Command-Right, you move ten names at a time to the left or right. Like always, you can use the mouse to go from one name to another.

**Command-N:** This will get you to the New Name... dialog box.

## **Memory Considerations**



For the most part, The Indexer will tell you whether you have enough memory to perform a certain function. But, I'm not perfect, and really haven't figured out *exactly* how much memory any particular function needs.

Here's a guide as to how much memory you should have *free* (you can find out the free memory by going to the About... dialog box, and look at the bottom center) for any particular function. As in any program, however, it is a good idea to *save your work often!* As much as I can possibly test this program, there **will** be bugs, and sometimes you may completely run out of memory, and the program will crash. So, be sure to save your work often, and save before doing some other function (such as sorting or file processing).

Loading a file: You should try to have at least two and a half to three times the file size *free*. This is because The Indexer loads an entire copy of the file into memory, but it also much be able to have room to store the pages. If you use up all your memory with pages and stuff, you may not be able to save. (I've tried to make it so you can save on as little as 500 bytes of free memory (1/2 of a K), but I'm not sure how well that works. It's hard to test.)

Sorting a file: Well, this one is hard because it uses a recursive (calls itself many times) algorithm. So, if your file is really out of order, you should probably have 3 times the free memory as the file you're trying to sort. It goes way down if your file is pretty much ordered.

Batch Processing: You really only need a little bit more than the file size.

### **So, why register?**

*Also known as: So, what do I get for my measly \$5?*

You get the satisfaction of knowing that you aren't an outlaw. Although it's probably impossible for me to find you and find out that you are using my program, it is illegal not to register shareware. I'll only make you pay if you use this. Try it out. If you do an index with it, you should pay me. After all, it's my experience that you'll be saving yourself hours upon hours of work every time you use this. If you don't find it useful, throw it away and try never to think of me again. If you plan on using it again for more indexes, that is when you *really, really* should pay me. It's only \$5... bring a lunch from home for one day, and you've got it. I've spent countless hours on this program, and plan on spending more.

I almost made this cripple-ware (some features disabled until registration), in fact, I had everything set up so it would be. However, I remembered that I hated it

when authors expected me to pay for features that I don't even get to try before I pay for them. So here the program is, in it's full glory. Please pay - I'm a starving college student in need of some extra funds. =)

I'll provide as much support as I can for all users, regardless of registration status. You can get a hold of me at the means listed below. I tend to be quick in my responses, especially in E-Mail. I check mine at *least* 3 or 4 times a day. =) Nerd extraordinaire.

**How do I register?**

*Or: Oh, boy, that's cool, tell me how, tell me how!*

To register, simply send \$5 US Funds to:  
Todd Clements  
4955 Cervato Way  
Santa Barbara, CA 93111

Or, if you're more adventurous, you can try:  
Todd Clements  
Harvey Mudd College  
340 East Foothill Blvd.  
Claremont, CA 91711

**Please write "The Indexer" on the outside of the envelope in an obvious place!**

This will make sure that my attention is drawn to it, and if it is sent to the first address and if I'm not home that my parents will tell me about it. (OK, OK, I admit it, I'm just a college punk with too much free time in his Freshman year!)

I will be at Harvey Mudd through May, 1997. During the year, I would suggest mailing me at that address (September 1 through May 8 or so). At other times, it will get to me faster at home. In any case, if you send it to me at the first address, it WILL get to me.

Along with your \$5, I will need the following information:

The EXACT name you wish to register under. When I send you the registration number, I will confirm this. And remember, if you hand write it, and I can't read your handwriting, you might be registered under some really funky name. =) (Not to say you can't hand write it, but just as long as I can read it!)

If possible, include an electronic means by which I can get a hold of you. This is not required, however this will make registration faster. By electronic, I mean an account on one of the following: Internet, America On Line, Compu\$erve... or any other service that I can reach from the internet. (If it is an odd service, please tell me how to get to it from the Internet.) If you wish, I can also send a letter in the mail. But I prefer just doing it electronically.

**How to reach the author**

If you must use normal mail, use one of the addresses above.

Otherwise, I can (and prefer) to be reached at (until Summer, 1997):  
tclement@hmc.edu

During the school year, you can finger my computer to get the current versions of

all of my software (all two things as of this point in time):  
finger software@themole.st.hmc.edu

I am very open to hearing your comments, bug reports, etc. I want to make this a really nice program. Don't worry if you haven't registered. I won't be mad at you. I'll still help you. I'm addicted to this yearbook stuff, and that is why I wrote the program.

### **Legal Stuff**

Although I tried to write this program as bug free as possible, there is absolutely no way that bugs do not continue to exist in the program. By using this program you are saying, "Well, I guess I trust him enough with the precious data that is on my computer."

I mean, all those years of files that I've built up, and that I haven't bothered backing up in quite some time. Sure, what the heck, let's give it a shot." (No, really, I've never even come close, I don't think this program CAN come close to destroying any data or anything.) So, I take no responsibility for anything that may happen to you when you use this program. Whether it results directly or indirectly from the use of my program, I get off scott free since you have read this, and you agree to it by using the program. Muhahahaha! Oh, I mean... hope the program works for you. =)

## **Version History**

06-23-94: 1.0 - Initial Release