Working Smarter, not Harder, with KPS Indexing Plugins

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Seattle, Washington

KPS plugins — background

Rich Bines (Kerntiff Publishing Systems) (<u>http://www.kerntiff.co.uk/</u>)

- number of plugins (17)
- packaging (Index Utilities; individual)
- identifying purpose and best usage
- documentation



http://luciehaskins.com (resources page)



- 1. Quick Index
- 2. Quick Index Search
- 3. Index Import
- 4. Marker Mover
- 5. Remove Temp Import Boxes*
- 6. Index Editor
- 7. Index Ref Remover*
- 8. Orphaned Marker Remover*
- 9. Orphan Killer*
- 10. Orphan Merger*
- 11. Page Ranger*
- 12. Index Navigator
- 13. Index ToolTip
- 14. PDF InDex Stickies
- 15. Index 2 Bookmarks*
- 16. HyperLinker
- 17. Export Index

*on Extra Tools menu

KPS plugins — installing and accessing

Installation

- install in Plugins folder in InDesign folder structure
- plugin container unique to each version (.pln extension)
- scripts interchangeable among versions (jsx. and .jsxbin extensions)
- most scripts execute from InDesign menu bar

Opening menu display

- Alt+I/Option+I
- then down/up arrows
 (or first character of word phrase)

ndex Utilities	Br	110.7% • 📰 • 📺 •
HyperLinker Index Import Help Marker Mover Export Index		
Extra Tools	•	Index2Bookmark.jsxbin
Index Editor	+	IndexRefRemover.jsxbin
Navigator		OrphanedMarkerRemover.jsx
Quick Index	+	OrphanKiller.jsxbin
	-	OrphanMerger.jsxbin
		PageRanger.jsxbin
		RemoveTempImportBoxes.jsxbin

KPS plugins — preferences and keyboard shortcuts

General Interface	IndexUtilities	
Type Advanced Type Composition	Main 140 Sub 1 140	Edit → Keyboard Shortcuts
Units & Increments	Sub 2 140 Sub 3 140	
Grids		
Guides & Pasteboard	Highlight Blue	Reyboard Shortcuts
Dictionary		Eat Midedaulae
Spelling		Set: Myindexing
Autocorrect		Product Areas Other
Notes		Product Area. Other
Track Changes		Commander New S
Story Editor Display		Commands:
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		MM Move Button
		Marker Mover
		PDFStickies
		Ol Add Button
		Qi Filp Button
		QIS Add Button
		Lare Elin Britten
		Current Shortcuts:
		Remove
	*	
		New Shortcut: Context:
	OK	Cancel Ctrick Opt / Chift / Cond / M Default
		Curt-opt-smit+cmu+m Default Assign
		[unassigned]

Edit \rightarrow Preferences \rightarrow IndexUtilities

KPS plugins — categories

- 1. Quick Index
- 2. Quick Index Search
- 3. Index Import
- 4. Marker Mover
- 5. Remove Temp Import Boxes*
- 6. Index Editor
- 7. Index Ref Remover*
- 8. Orphaned Marker Remover*
- 9. Orphan Killer*
- 10. Orphan Merger*
- 11. Page Ranger*
- 12. Index Navigator
- 13. Index ToolTip
- 14. PDF InDex Stickies
- 15. Index 2 Bookmarks*
- 16. HyperLinker
- 17. Export Index
- *on Extra Tools menu

- Creating index entries

Importing existing indexes

Editing index entries

Navigating, searching, viewing entries

Exporting or hyperlinking entries

<u>http://luciehaskins.com</u> (resources page)

Creating index entries

Index Utilities	Br	98% 🕶 🔛 🕶 🛛	ĺ
HyperLinker Index Import Help Marker Mover Export Index Extra Tools Index Editor Navigator	* * * *	13	
Quick Index	•	Quick Index Quick Index Search	

- Quick Index
- Quick Index Search*

 Also available in standalone free version (which doesn't include ability to display extra subfields)

Creating index entries — Quick Index

ew Page Reference

Topic Levels:



KPS equivalent for scaled down version of **New Paragraph Reference** dialog box.

Sort By: (4)

authenticity in communication	
belief systems (panel members)	
Bennett, Cathy	
biased panel members	
catchall questions	
cause coffin	
challenges for cause	
closed-ended questions; open-ended questions; scaled question	ns
damage awards	
education questions	
elimination questions	
favorable panel members	
impartiality of jurors	
inoculating favorable panel members	
juror questionnaires	
litigation cases	
objectivity of jurors	
open-ended questions	
patent cases, plaintiff's voir dire in	
personal injury cases	
personal questions	
plaintiff's voir dire	
power statements	
primacy and recency (psychological principle)	-
product liability cases	
psychological principle of primacy and recency	
questions	
sensitive topics	
Spence, Gerry	
themes	

0 Add \odot 3 1 4 Type: -5 Current Page Number Style Override [None] w. DE 3 G Н DI 21

Topics dropdown list prefills main heading only. OK

Cancel

6

0

Creating index entries — Quick Index Search

Searches *content* in text (not index entries). Red outlines indicate functionality shared with Quick Index. Recent enhancements (green): searching by whole words or case sensitivity.

Pg.	Found / Main						
69	essible course, the object name fo	r -==-graphics-==- beco	mes the default alt text fo	ir th			
61	y learned how to add text boxes and -==-graphics-==- such as photos, shapes, and illustr						
87	already learned how to add text an	d -==-graphics-== No	w it's time to learn how to	add			
95	can be moved and resized just like	e -==-graphics-==- can.					
151	on any other slide, such as videos	, -==-graphics-==-, actio	n triggers, etc.				
247	Portable network -==-graphics-==	-					
4		*, *, *;	17				
Parag	aph [No Paragraph Style]	▼ Character	[None]				
Search	graphics	Search	Words Case	Add All			
	Headings :	Topics Sort	: Ву :	Pg Rg:			
Main	graphics						
Sub	L	1.6		-			
Sub				+			
	Jump 1	to index on single cli					

Importing existing indexes

- 1. Prepare index file for import
- 2. Import into InDesign using

Index Utilities Br	100% - 📰 - 🗐 -
HyperLinker Index Import Help Marker Mover	
Extra Tools	Index2Bookmark.jsxbin Index2BookmarkOLD.jsx IndexRefRemover.jsxbin OrphanedMarkerRemover.jsx OrphanKiller.jsxbin OrphanMerger.jsxbin PageRanger.jsxbin
	RemoveTempImportBoxes.jsxbin

- Index Import
- Marker Mover
- Remove Temp Import Boxes

Import existing indexes — preparations

37Signals 1159 A/B-testing-67-90¶ Adobe-Fireworks program-66¶ Adobe-Flash-tool-67¶ Adobe-Test&Target-91¶ aesthetics in organizational shifts 115-1169 affinity-mapping-exercise--53--54¶ agencies, interactive 117-118 Agile-software-development¶ + about XIV, 61 communication in teams-35¶ cycle-times-and--3,-6¶ -+ + integrating Lean-UX and 97-108¶ terminology for 98-999 analytics tools-90¶ assumptions¶ Business Assumptions Worksheet 219 + + declaring 18-22¶ defined-17¶ + + formulating problem statements 19-20 + prioritizing 221 + testing-22-25¶ Axure-RP-tool-66¶ backlog, defined .. 98¶ Balsamiq tool 64¶ batch-size-concept-9¶ BDUF (Big Design Up Front) 114-1159 benchmarks 25¶ Big-Bang-approach- to-style-guides-42,-51¶ Big-Design-Up Front-(BDUF)-114-115¶ Blank - Steve -- 9¶ brainstorming features-29¶ in-GE case study 431 -+ personas - 29¶ + broadcasting-software-80¶ Brown, Tim .. 5¶

1. Output index in RTF format

- PNO (page number order) or alpha order
- two spaces as field delimiters
- one-column format
- tabs for indentations
- Remove cross-references from index [Manually re-add later]
- Manipulate entries that end in numbers

2. Add RTF file to InDesign

- Create and save new document for index file
 [File → New → Document...]
- Add document to book file and leave focus on it
- Use File → Place command to open RTF index file
- InDesign cursor loads with index text
- Place loaded cursor at top left of new document
- Press Shift key and click once

3. Index has been added

•

Import existing indexes — Index Import

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oftware develo	communication in tea				analytics tools 90
	CONTRACTOR AND A LCG.				assumptions
oftware develo	cycle times and				Business Assumptions Worksheet 21
oftware develo	cycle times and				declaring 18-22
oftware develo	integrating Lean UX a				formulating problem statements 10
software develo	terminology for				prioritizing 22
ics tools	contractoregy for				testing 22-25
ntions	Business Assumptions				Axure RP tool 66
peions	Business Assumptions			1	backlog, defined 98
					batch size concept 9
15 :		Sort By :		Pa Ra:	BDUF (Big Design Up Front) 114–115
als				0	benchmarks 25
		-		1.	Big Bang approach to style guides 42,51 Big Design Up Front (BDUE) 114–115
					Blank, Steve 9
					brainstorming
					features 29
Flip Up			Build T	ndex	in GE case study 43
	oftware develo oftware develo oftware develo cs tools ptions s : als Flip Up	oftware develo cycle times and oftware develo integrating Lean UX a oftware develo terminology for cs tools ptions Business Assumptions s : als Flip Up	oftware develo cycle times and oftware develo integrating Lean UX a oftware develo terminology for cs tools ptions Business Assumptions s : als Flip Up	oftware develo cycle times and oftware develo integrating Lean UX a oftware develo terminology for cs tools ptions Business Assumptions s : Sort By : als Flip Up Build I	oftware develo cycle times and oftware develo integrating Lean UX a oftware develo terminology for cs tools ptions Business Assumptions s: Sort By : Pg Rg: 0 Flip Up Build Index

In new document, highlight all/part of index. Open Index Import dialog box. Select Build Index.

 \mathbf{x}

Import existing indexes — Marker Mover



- 1. Highlight index entry in **Marker Mover**.
- 2. Position cursor to text location.
- 3. Click *Move*.

Import existing indexes – Remove Temp Import Boxes



Editing index entries

	Index Utilities	Br	100% ▼
F	Index Import Help.,		72
	Export Index Extra Tools		
	Index Editor	Þ	Index Order
	Quick Index	+7	bonce by roge nom

Index Utilities	Br	100% 🕶 🔤 🕶 🛄 🕶
HyperLinker Index Import Help Marker Mover Export Index		
Extra Tools	•	Index2Bookmark.jsxbin
Index Editor	F.	IndexRefRemover.jsxbin
Navigator		OrphanedMarkerRemover.jsx
Quick Index		OrphanKiller.jsxbin
	-	OrphanMerger.jsxbin
		PageRanger.jsxbin
		Remove TempImportBoxes, isxbin

- Index Editor
- Index Ref Remover
- Orphaned Marker Remover
- Orphan Killer
- Orphan Merger
- Page Ranger

Editing entries — Index Editor

	Main	Sub 1	Sub 2	Sub 3 🔺				
3	Lean UX	about			1	Δlr		
3	product-development lifecycle	software distribution in	oftware distribution in					
3	product-development lifecycle	Lean UX in				_		
3	Agile software development	cycle times and	cle times and					
3	software distribution	and the second s						
5-1	design thinking	about	ibout					
5	Lean UX	foundations of			5.	Ldl		
5	IDEO design firm							
2	Brown, Tim				Δ	Δh		
6	Agile software development	overview			---.			
7	product-development lifecycle	Lean Startun method an	cycle times and					
7	Ries. Fric	Lean Startup metriod and				• r		
7	principles of Lean UX	cross-functional teams						
7	MVPs (Minimum Viable Products)	about				• 6		
7	Minimum Viable Products (MVPs)	about						
7	Lean Startup method							
7	teams	cross-functional		•		• 3		
•				•		-		
	Headings :	Sort By :		Pg Rg:		• f		
lain	Lean UX			0		-		
Sub 1	about					• •		
Sub 2						- (
iub 3								
Jum	p to index on single click.	Flip Up		?		• S		
		Search Flip Dn	Undat	te Add				
			V					
	Update the c	urrent index. Hold the /	Alt key down to m	ove				
	the marker to	a new insertion point.						

- 1. Alpha or PNO order
- 2. Expanded viewing area
- 3. Larger font
- 4. Ability to:
 - relocate entries
 - edit entries
 - add entries
 - flip entries
 - delete entries
 - search entries*

 \bigstar

Editing entries — Index Ref Remover



Editing entries — Orphaned Marker Remover

are f	fixed	at birth and will amount to nothing more than what they
rk th	at ca	an overcome their classification. The Saiya-jins have an
art	9	Orphan Marker Remover V1.0.0
th i	No	Index
on.	10	Goku. see also worldviews, Goku vs. Vegeta->as Saiya-jin
wit	10	Vegeta. see also worldviews, Goku vs. Vegeta->as Saiya-jin
re-c er.¶	Rem	nove Upage on single click

Scenario:

- 1. Delete entries from index itself (but embedded entries remain).
- 2. Run Orphaned Marker Remover to identify orphaned markers.
 - Select (highlight) all entries in generated index.
 - Run Orphaned Marker Remover.
 - Orphaned markers are displayed.
 - Highlight orphaned marker to permanently delete it and press *Remove*.

Editing entries — Orphan Killer



No windows associated with plugin. No undo.

Editing entries — Orphan Merger



No windows associated with plugin. No undo.

Editing entries — Page Ranger

Aardvarks, 1,2,3,4 \rightarrow Aardvarks, 1-4

Sea lions, 1,2,3,4,9,21,22,23,24 → Sea lions, 1-4, 9, 21-24

No windows associated with plugin. No undo.

Navigating, searching, viewing entries

Index Utilities	Br	100% 🕶 🔤 📼
HyperLinker		
Index Import		360
Help		<u>an han an tean an han han han han han han han han ha</u>
Marker Mover		
Export Index		
Extra Tools	+	
Index Editor	+	
Navigator	•	Index Order
Quick Index		Sorted By Page No

Index Utilities	Br	100% 🕶 🛛 🐨 🐨 🐨
HyperLinker Index Import Help Marker Mover Export Index		
Extra Tools		Index2Bookmark.jsxbin
Index Editor	•	IndexRefRemover.jsxbin
Navigator		OrphanedMarkerRemover.jsx
Quick Index		OrphanKiller.jsxbin
	-	OrphanMerger.jsxbin
		PageRanger.jsxbin
		Remove TempImportBoxes.jsxbin

- Index Navigator
- Index Tooltip
- PDF InDex Stickies
- Quick Index Search*
- Index Editor*
- Index 2 Bookmarks

* previously discussed

Prefer	ences	
	General Ctrl+K Interface	
	Type Advanced Type Composition	
*	Units & Increments Grids Guides & Pasteboard	
I	Dictionary Spelling Autocorrect	
	Notes Track Changes	
	Story Editor Display Display Performance	
	Appearance of Black File Handling Clipboard Handling	
	IndexToolTip IndexUtilities	
	PDFIndexStickies	

Navigating, searching, viewing entries – Index Navigator

No	Index
25	CSA (Community-Supported Agriculture) example
86-1	customer service
105	CYA (cover your ass) behavior
106	Dailey, Robert
56	demos of prototypes
32	Design Studio->about
35	Design Studio->about
39	Design Studio->generating team ideas
36-1	Design Studio->individual idea generation
38	Design Studio->iterating and refining ideas
37	Design Studio->presentation and critique
36	Design Studio->problem definition and constraints
35	Design Studio->process flow
35-1	Design Studio->supplies needed
5-1	design thinking->about
KVI	design thinking->about
12-1	design thinking->refocusing design process
9	design thinking->small batch size in
1	

© Index					
Reference Topic	Rec Boo	k			
Find:			_		1 1
> Symbols					
D A					
⊳в					
Þc					
⊅ D					
🖙 Dailey, Robert					
106					
demos of prototypes					
Design Studio					
design thinking					
development partners					
discovery					
documentation standards					
dual-monitor setups					
⊳ e					
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Navigating, searching, viewing entries – Index Tooltip

references		
General	* IndexToolTin	
Interface		
Туре		
Advanced Type	I Show Index Tool Tip	
Composition	Coarch Aboad	
Units & Increments	Sedicit Aricau 13	
Grids		
Guides & Pasteboard		SHIFT: Small Teams
Dictionary		
Spelling		I arger groups of people are less efficient than smaller of
Autocorrect		Larger groups of people are less efficient than smaller of
Notes		intuitive sense. But less obvious is this: a smaller team
Track Changes		smaller p 0 -> organizational shifts -> small teams size to mainta
Story Editor Display		sintance pre-
Display Performance		5 -> size considerations -> teams viable products. Break you
Appearance of Black		what Amazon com founder leff Bezos famously called "ty
File Handling		what i massificon i ounder jeir bezos iuniously cuned i i
Clipboard Handling		
IndexUtilities		
PDFIndexStickies		
IndexToolTip	-	Hover mouse towards middle o character next to index marker.
	ОК Са	ancel

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Navigating, searching, viewing entries – PDF InDex Stickies

references			
General	PDFIndexStickies		
Interface			T 112
Туре	Print Index Markers as Stickies		In addition, use analytics tools to detern
Advanced Type			ments that have Enched publicly. How
Composition			ments that havekence publicity. 110w
Units & Increments			usage of the product? Are your efforts a
Grids			defined) These tools provide an upbiase
Guides & Pasteboard			defined? These tools provide an unblase
Dictionary		Concession of the local division of the loca	
Spelling			A/B testing
Autocorrect		🥏 🕈 StickyNote INDE	X
Notes		0 (1 A (2012 12) 22) AD DAA	A/B testing is a technique, originally dev
Track Changes		0/14/2015 12:25:49 PIV	
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Appearance of Black		i county i typ	
File Handling			testing becomes a powerful tool to deter
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IndexUtilities		Suckyivote INL	inypotneses. rippiying rub testing is rela
PDFIndexStickies		8/14/2013 12:25:33 F	M vour hypotheses evolve into working coo
IndexToolTip			
			Here's how it works: take the proposed of
		A -> A/B testing	sic) and publish it to your audience. How
			sis) and publish it to your audience. How
			customer see it, release it only to a small
	2		
			sure your success criteria for that audien
	<u>z</u>		sure your success criteria for that a
		OK Cancel	Free substances and the off the destruction
			Exports contents of index marker
			to interactive PDF

Navigating, searching, viewing entries –



Exporting or hyperlinking entries



• HyperLinker

• Export Index

Index Utilities	Br	96.5% 🔹 🛄 🔹 📺 🖛
HyperLinker Index Import Help Marker Mover		*10-Actions.indd @ 67% × *1
Export Index	۲	ExportIndex TAB.jsxbin
Extra Tools		IndexExportTranslator.jsx
Index Editor	+	MultiIndexExport.jsxbin
Navigator	+	
Quick Index	٠	

Exporting or hyperlinking entries – **HyperLinker**



- 1. Detach index (reload into new document).
- 2. Select (highlight) all index entries in index.
- 3. Execute HyperLinker.

×

OK

4. Once hyperlinked, export index to ePUB or PDF.



Exporting or hyperlinking entries – Export Index

Multi Export Ind	ex V1.0.2
Translation:	MyTranslate.txt 💌
Sort By:	Page No. 💌
? Car	ncel OK
? Car	ncel OK

- 1. Highlight all text in at least one chapter.
- 2. Execute **Export Index** (single/multiple).
- 3. TXT file created with index entries in tab-delimited format.

- Export one or multiple chapters
- Forced sorting ignored
- Cross-references ignored
- Translation table for special characters

om:	MyTranslate.txt 🕶 To	D:
	1-	
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		_
		-
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Exporting or hyperlinking entries – Export Index

0	Index										
9	37Signals										
09	A/B testing										
5	A/B testing										
8	A/B testing										
i4	Adobe Fireworks program										
19	Adobe Test&Target										
09	aesthetics in organizational shifts										
i0	affinity mapping exercise										
11	agencies, interactive	37Signals	-+	1091							
3	Agile software development->communication in teams	A/B testing -	-	1099							
	Agile software development->cycle times and	A/B testing	-+	651							
	Agile software development->cycle times and	A/B testing -	-	881							
91	Agile software development->integrating Lean UX and	Adobe · Fireworks · program	-	-	-	-	641				
IVI	Agile software development->overview	Adobe Test&Target -	-		891						
i i	Agile software development->overview	aesthetics.in.organizat	1003	il'shif	ts -	-			1099		
KVII	Agile software development->overview	allinity.mapping.exerci	se -	• •	-	1110	504				
2-1	Agile software development->terminology for	agencies, interactive-	ont.		nicati	muin	teams		- 20	2.20	
88	analytics tools	Agile software developm	ent.	+ cvcle	times	stand-		5 Q (69	201	
		Agile software developm	ent-	+ cvcle	.times	and-	-	-+	39		
Lind		Agile software developm	ent-	+ integ	rating	Lean	• UX • an	d -+	-	-	919
opu		Agile · software · developm	ent-	+ overv	iew -	-+	-	NVIT			
		Agile 'software' developm	ent-	+ overv	iew -+	-	-	69			
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		analytics tools -+ -+	-	-+	889						

How to best use KPS plugins

- Familiarize yourself with what they do
- When you run into an InDesign indexing limitation, review the plugins to see if any might do what you need, such as:
 - viewing entries in page number order
 - moving index markers within page
 - viewing entries in larger, more functional area
 - duplicating or editing entries more efficiently
 - what else??

What we've covered



- Creating indexes
 - Importing existing indexes
- Editing index entries
- Navigating, searching, viewing entries
- Exporting or hyperlinking entries ٠



How to best use the KPS plugins



<u>luciehaskins@gmail.com</u> <u>http://luciehaskins.com</u> (resources page)