# ENIndexer
Quick Start Guide

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Introduction

ENIndexer is intended to be an easy to use interface for creating Every Name Indexes. Still, it doesn't hurt to have a little extra guidance to get started. This doc will outline the basic steps to get you up and running in ENIndexer in just a few minutes. For a more detailed explanation of the features and functionality within the tool, review the User Guide.

One item to note when you get started with ENIndexer. There is no **Save** functionality in the app. Each time you make a change, addition or delete, that edit is automatically saved. This saves you from spending a lot of time working on an index and then forgetting to save, or suffering a power outage before you have a chance to save.

Creating Your First Index File

When you first launch ENIndexer, you are greeted with the Welcome screen. Since you are starting with the software for the first time, you'll want to click the **New** Index Creation button.
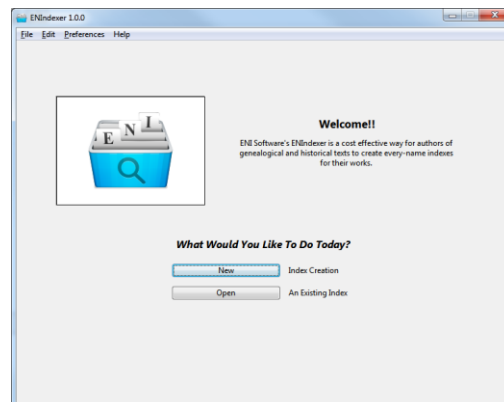

The next screen will prompt you for information about your project. You title your project whatever you would like, but we recommend the title of your index matches the title of the work you are indexing. To allow for indexing of periodicals, quarterlies, etc, you may also choose to put in a volume and/or issue number.
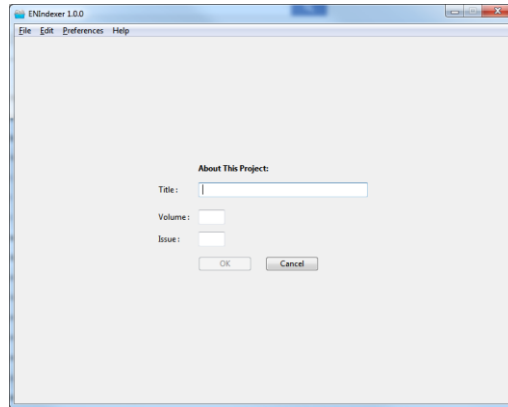
The next screen presents you with a list of possible indexes to choose from and options about what to do with that index. Highlight the index you just created and click the **Edit** button at the bottom of the screen, or simply double click the name of the index to go into Edit mode.
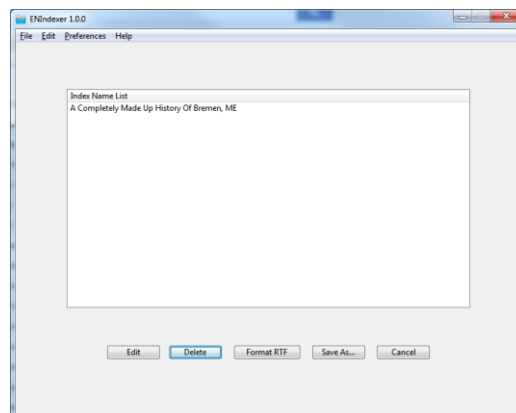
Adding Names to an Index
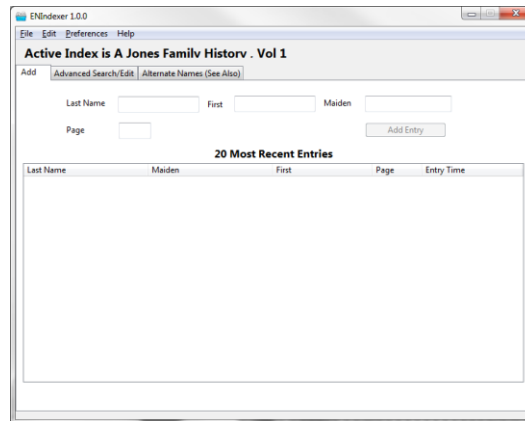
Once you have selected the index you want to edit, you are immediately brought to the **Add** tab of the Edit screen. This tab is split into 2 major sections, entry and review.

The entry area is located in the top third of the tab area. Here you can enter name and page number information. When entering names, it is important to note when you include a maiden name, 2 entries are automatically entered into the database. One entry with the Last Name, First, Page info and one entry with Maiden, First, Page. By default ENIndexer "remembers" the information provided in these fields to make it easier to index books where you may see the same name multiple times. This behavior can be changed through the Preferences Menu. For more information see the ENIndexer User Guide.

The lower two thirds of this tab is the review area. Here you can see the most recent entries added into the index. With Quick Edit enabled, you can immediately double click into the name or page fields in this view and make individual edits as you notice incorrect data.

Reviewing Your Entries For Accuracy

Once you have entered in your names, you may find you may want to use the Advanced Search/Edit screen to look for reviewing some entries.
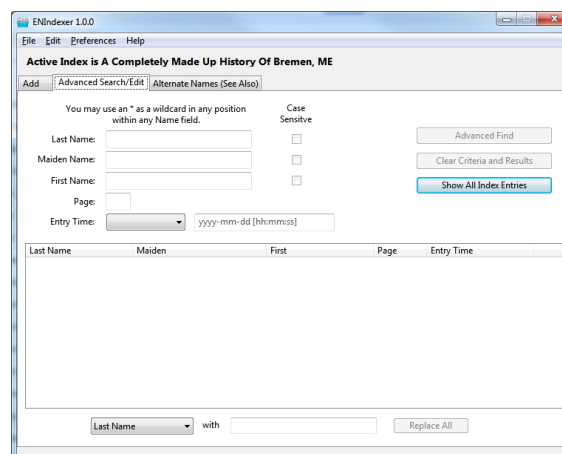
NOTE: Before performing Advanced Search/Edit functionality, it is highly recommended you save your index to a backup file so you have something to recover back to if you should make an incorrect edit.

On the Advanced Search/Edit tab, you can do more advanced review of the information you have entered. You can search on multiple critera and even do mass updates of data with a single click if needed.

NOTE: Once you make this change, there is no easy way to undo it. This is why it is strongly recommended that a backup of the file be taken before performing this kind of change.

Alternate Names
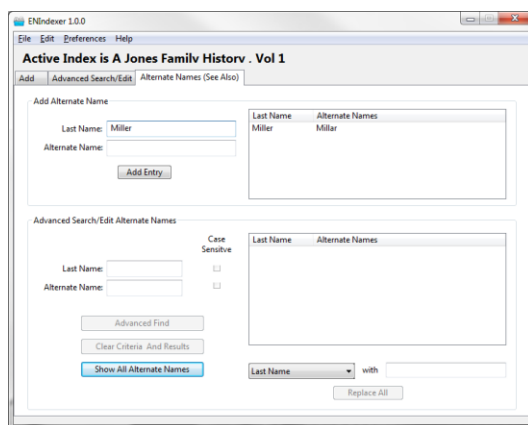
Sometimes while creating your index, you can find different spellings for the same last or maiden name yet still referring to the same person. ENIndexer also you create an alternate name entry for that person. These entries are also referred to as a "See Also" entry.

While on the "Add" or "Advanced Search/Edit" tabs, you, may right click on either the Last Name or Maiden Name fields and select "Add Alternate Name Entry." This action will take you to the Alternate Name tab with the Last Name field prefilled. Now you simply have to add the Alternate Name and click Add Entry. When your index is saved as a RTF doc, these entries will display like this:

> Miller
> [*see also Millar*]
> Susan (Jenkins),   1

Creating The Final, Formatted Index

When all your names are entered and reviewed for accuracy, you are ready to create the final, formatted index. To set your preferences for the index (page margin sizes, header and footer info, column counts, etc…) go to the **Preferences** menu and select **RTF Format**. There are many, many options available for creating an index that is unique to your book. Pick the format options you want, and click **Save Format**.

When you're done editing the format, you can save the index as an .rtf file by going to the **File** menu and selecting **Save As** and then **Save As RTF**. At this point you will be prompted where you want to save the file and you can save it and then open it up in your favorite word processer for review. If you have any final formatting options that weren't available in ENIndexer, such as adding some explanatory text at the beginning of the index, you may do that at this time.