



Creating Indexes – Exporting Page Numbers Method

Overview

These instructions explain how to create an index for your document by exporting page numbers back to your database using LinkUP Enterprise.

This is an alternative method to using the internal Index and Table of Content functions that are detailed in the LinkUP Enterprise Manual. It might also be useful in circumstances where other people can reuse the page reference numbers from the database, ie, telephone sales or online reference.

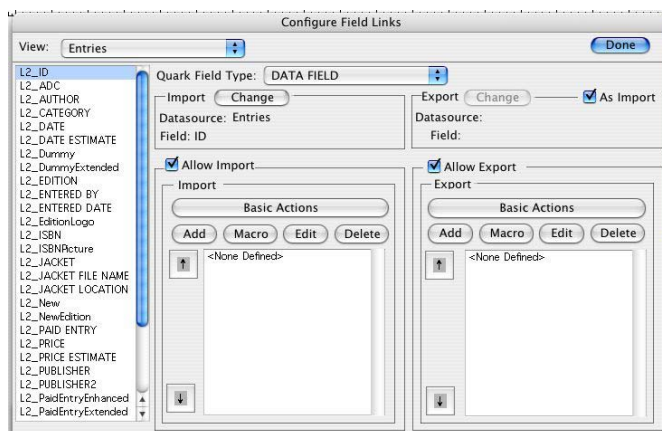
If you want to export other data back to your database, see Exporting instructions in the Manual and on the Technical FAQ pages. This is specifically for exporting page numbers.

Step 1 - Setting up page number export

- 1 Create a field in your database that will receive your page numbers.
- 2 Open your document and connect to your database. Do this via LinkUP Menu, Show Palettes, Data Viewer and Select New view from the data source dropdown.

	TITLE	QuarkPageNo
1959		0
1990	Architecture 05: The Guide to	0
1789	Architecture, Technology and	18
2003	Manmade Modular	8
1328	Why is Construction so	19
972	ACA98 - The Appointment of a	46
970	ACA Form of Sub-Contract	46

- 3 Open LinkUP Menu, Configure, Field Links. Set *only* the Key Field and the page number field you created in step 1 for Allow Export.



- From the LinkUP Menu go to Configure, Relations. Check/tick the box labelled 'Export Page References' and select the page number field from the drop-down menu.

- You are now ready to export the page numbers. Naturally, you would export page numbers when you are confident that no further changes will take place. Open the Data Viewer and press the Export Icon:



Step 2 - Importing page numbers as an index

- Open the document where you want to create the index. It is preferable to create your index in a new blank document to ensure you do not adversely affect any markups or encounter any markup conflicts.
- Connect to your data source, ensuring you include the new page reference field.
- Mark up the document for the indexing layout you require, using your existing fields and page number field. For example, the template below has been marked up to include the Title, Author and page reference.



- Configure the index template with start and end markers. For this reason is it often better to create the index in a blank document, to ensure you do not clash with current settings in your originating document.
- If you wish to build the index alphabetically for a field other than the Key Field, you must set this order via LinkUP Menu, Configure, Datasources. In the Order By box of the Datasource Info dialogue, enter the field by which you want the index built. Ie, if you want the index built

alphabetically by title, then enter the name of the field that contains the title. You can also build by multiple criteria as a Where Statement – see the Manual for full instructions on how to do this.

- 6 On the Data Viewer, press the Build All Records button:



- 7 LinkUP will build your index as requested.

- 8 Now copy and paste the result into your originating document. You may wish to delete markups from the index copy to avoid confusion – use the Delete Markup Icon, NOT Zap Markups. Remember that if any changes are made to the page order (including when you paste the index into place) then you must re-build the index.

You can build and rebuild the index at any time quickly and easily, particularly if you keep a simple template document containing the configurations.

MC Research Ltd
28 Hornsby Square, Southfields, Laindon, Essex SS15 6SD
Tel: +44 1268 490 242
Email: enquiries@mcresearch.co.uk
www.mcresearch.co.uk
