

Taming the Index Beast
WordPerfect Magazine
By Ed Lieberthal

Note: Most of the article about WordPerfect indexing methods has been deleted.

The included REVNAME.WPM macro allows you to easily transpose a name so that the last name will appear first in the index.

To use the macro, when you're ready to index a name, press Macro (Alt-F10), type "revname" and press (Enter). You'll be asked to place the cursor at the beginning of the first name and press (Enter). You'll then be asked whether the name has two, three or four names in it. Choose the correct option and the macro will take care of the rest, indexing the last name first, then inserting a comma followed by the first name(s). Even if the name ends in a hard return or a punctuation mark, the macro will mark it properly. The macro will not mark the index for a subheading.

For example, "John F. Kennedy" in your text would be marked as "Kennedy, John F." and appear that way in the generated index without a subheading. *(Be sure to count each initial as a name.)*

Use this macro in conjunction with marking the text and a concordance file. Although you won't come up with a foolproof index, it'll come close. Once you've generated the index, you'll probably want to do some cleanup work. For instance, if you have an entry for "Lincoln, Abraham" and one for "Lincoln, Abe," combine them. You may also want to add headings before each alphabetical letter and place the index in columns for a standard indexing look.

Note: This macro won't work with complex last names. For example, Martin Van Buren will appear as "Buren, Martin Van" in the index. (And using a hard space between Van and Buren will have no effect.) In these rare instances you'll want to index the names manually.