ViewIndex

for the BBC Microcomputer

DISC

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How to use ViewIndex – summary

1. Type ＊WORD to enter VIEW and LOAD the document text.

2. Insert double highlight 1 characters on either side of all words or phrases in the text to be included in your index.

If you want to index by section number rather than by page number, then before each new chapter:

– Press EDIT COMMAND **RETURN** I C **RETURN** .

Before each new section:

– Press EDIT COMMAND **RETURN** I S **RETURN** .

Before each new subsection:

– Press EDIT COMMAND **RETURN** I T **RETURN** .

3. SAVE the document text.

4. Insert the ViewIndex disc and load the ViewIndex printer driver:

PRINTER INDEX

5. For a page index, type:

PRINT TPP (textfile1) (textfile2)...

Or, for a sectional index, type:

PRINT TPS (textfile1) (textfile2)...

where (textfile1), (textfile2), etc are VIEW text files containing phrases to be included in the index.

6. Load the ViewIndex sort program. This is done by means of an 'AUTO-BOOT', executed as follows:

— Press **SHIFT**.
— While still pressing **SHIFT**, press and release **BREAK**.
— Release **SHIFT**.

To create an index, choose option 1 of the main menu. Then answer the prompts, according to the index format you require.

To merge several indexes, choose option 2.

To edit an index in VIEW, choose option 3.

7. You are advised to make a copy of your ViewIndex disc before using it. This is partly for safety reasons and partly to allow you to use the same disc throughout. Place the ViewIndex disc in drive 0 and a blank formatted disc in drive 1 and then use *COPY as follows:

COPY 0 1 $. **RETURN**

if you have a dual disc drive

or place the ViewIndex disc in the disc drive and type:

COPY 0 0 $. **RETURN**

if you have one drive only.

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