

Using a concordance file

This macro allows you to generate a concordance file. A concordance file contains a list of the words or phrases that you want to add to an index. When you generate an index, WordPerfect searches the document being indexed for occurrences of the words or phrases found in the concordance file. If the words and phrases are found in the document, they are automatically added to the index. Using a concordance file eliminates the need for searching for and marking index entries. However, you can mark entries in addition to using a concordance file.

In this section, you will learn about

- [creating a concordance file](#)
- [marking words and phrases using hard spaces](#)
- [adding headings and subheadings to an index using the concordance file](#)
- [generating an index using a concordance file](#)

Creating a concordance file

When creating a concordance file, you can let the macro create the concordance file or you can, using the macro, mark words and phrases to create a concordance file that includes only the words you marked. The macro will add the phrases to a temporary "phrase file." When you are finished, the macro will resume processing the word list. Later, it will include all the marked phrases at the top of the list.

To create a concordance file

1 In the **Include in concordance** area, enable any of the following check boxes:

- **Headers/Footers**
- **Footnotes/Endnotes**
- **Text boxes**

2 In the **Phrases** area, enable any of the following check boxes:

- **Capitalized phrases** — Searches for adjacent words separated by a single space that are capitalized or begin with a number. For example, "White House," or "Channel 9 News."
- **List quotes** — Lists words enclosed in double or single quote marks.

3 In the remove from concordance area, enable any of the following check boxes:

- **Minor words**
- **Words of less than "x" characters**
- **Numbers**

4 Click **Generate**.

If you want to mark your own words or phrases, select the word or phrase in the document and click the **Mark** button. You can navigate the document to find words and phrases.

5 Click **Close**.

6 In the **Processing complete** dialog box, click one of the following buttons:

- **Concordance list** — Opens the concordance list
- **Original document** — Opens the original document

If you want to use the concordance file to create an index, you must save the file.

You can also

- Disable case sensitivity Enable the **Ignore case** check box.
- Specify to keep temporary files Enable the **Keep temporary files** check box.

Notes

- If you enable the **Capitalized phrases** check box and choose to manually mark phrases, you may get duplicate words in the unique word list.
- The generated index uses the capitalization of the concordance file and not the capitalization in the document. For example, if you create a "butterfly" entry in the concordance file and generate the concordance with a document that also includes "Butterfly." All occurrences of "butterfly" and "Butterfly" are listed under the "butterfly" heading. If you want these "identical" words treated as two unique words, you can disable the check box on the menu.
- If you enable the **List quotes** check box, the quoted material can be enclosed with any marks, either symbols entered with **Ctrl+W** or text characters entered from the keyboard. There is a five mark maximum on each side.

Marking words and phrases using hard spaces

You can mark the words you want to add to the concordance file using hard spaces. The hard spaces are inserted in between words in the WordPerfect document.

To mark words and phrases using hard spaces

- 1 Open the WordPerfect document.
- 2 Insert hard spaces between phrase words.
 [HSpace] codes are entered using **Ctrl+Space**, instead of normal spaces.
 The subsequent phrase is added as a single item on the unique word list.

Adding headings and subheadings to an index using the concordance file

You can add heading and subheadings, or index levels, using the concordance file.

To add headings and subheadings to an index

- 1** Open the concordance file.
- 2** Click on **Tools ▶ Reference**
- ▶ Index.**
- 3** Select the word(s) you want to apply a heading or subheading to.
- 4** Click in **Heading** or **Subheading**.
- 5** Click the **Mark** button.
- 6** Save the concordance file.

Generating an index using a concordance file

Once the concordance file is created and saved, you can use it to generate an index.

To create an index using a concordance file

- 1 Click in the WordPerfect document where you want the index to appear.
- 2 Type a title for the index.
- 3 Press **Enter**.
- 4 Click on **Tools ▶ Reference**
▶ Index.
- 5 Click the **Define** button.
- 6 In the **Concordance file** area, click the **Browse** button.
- 7 Choose the drive and folder where the concordance file is stored.
- 8 Click **OK**.
- 9 Click the **Generate** button.

