

## Patterns in Find and Replace

- Patterns are great time savers and good for quality control checks.
- Always back up your index file before using patterns to Replace!
- If you're flipping acronyms to create new entries, be sure to duplicate.
- Patterns are the same concept as Word's Use wildcards checkbox but with different symbols.
- Patterns are also known as regular expressions (regex). The web has gobs of tutorials on regular expressions:  
Regex Crossword
- Cindex 3 uses standard regular expression syntax. Cindex 2, Sky 7, and Macrex do not.
- Patterns cannot move text from one field to another.
- ASI book *Index It Right! Vol. 3* (ed. Enid Zafran) has a chapter on patterns by Scott Smiley, who writes that it's easiest to first phrase in English then translate to pattern symbols.

**Cindex 3:**  
Right-click or (Ctrl-click on Mac) the pattern field for a context menu that offers built-in patterns

Check-mark the Pattern box and probably also Case

Any word  
Repeated word  
Any number  
Any page range  
Repeated punctuation  
Empty field

- Index usability testing  
Usability Testing at Macmillan USA, *Key Words* Vol. 8 No. 6 November/December 2000.  
Index versus Full-Text Search, *Technical Communication* Vol. 51 No. 2 May 2004.  
Let's Get Usable: Usability Studies for Indexes, *The Indexer* Vol. 22 No. 2 October 2000.  
Experience an Index Usability Test, *Key Words* Vol. 17 No. 4 October-December 2009.

## Symbols Used

Cindex 3	Cindex 2	Sky 7	Macrex	Meaning in Patterns
.	?	?	?	Any single character
period	question mark	question mark	question mark	
*	*	*	*	Zero or more of preceding element
asterisk	asterisk	asterisk	asterisk	
+			+	One or more of the preceding element
plus sign			plus sign	
^	^	<	^	When first character of pattern, match starts at beginning of field
caret	caret	less than	caret	
\$	\$	>	\$	When last character of pattern, matches end characters of field
dollar sign	dollar sign	greater than	dollar sign	
()	{ }	{ }		Remembers matching text within up to 9 sets of grouping symbols
parentheses	braces	braces		
\1... \9	\1... \9	{1}... {9}		Regurgitates matching text within grouping symbols
backslash 1	backslash 1	brace 1 brace		
\&	\&	{0}	^&	Regurgitates all text matched even without grouping symbols
backslash &	backslash &	brace 0 brace	caret &	
\	\	[ ]	\	Turn special character into literal character; e.g., \* or [*]
backslash	backslash	brackets	backslash	
[ ]	[ ]	[ ]	[ ]	Character list; e.g., [a-zA-z] or [0-9]; note hyphen for range
brackets	brackets	brackets	brackets	
^	^	!	^	At beginning of character list means not; e.g. [^0-9] or [!ABC]
caret	caret	exclam. point	caret	
[[:letter:]] or [[:l:]]	[a-zA-Z]	[a-zA-Z]	:a colon a	Any alphabetic character
[[:number:]] or [[:n:]]	[0-9]	# number sign	:d colon d	Any numeric character
[[:l:]][[:n:]]	[0-9a-zA-Z]	[0-9a-zA-Z]	:n colon n	Any alphanumeric character
[[:separator:]] or [[:z:]]	[^0-9a-zA-Z]	[!0-9a-zA-Z]	:m colon m	Any space or other nonalphanumeric character

- Sky searches each record as one chunk of text if the Any field choice is selected. This means that the beginning of field < matches only the beginning of the main heading field and the end of field > matches only the end of the page number. Select a specific field to check its beginning and/or end pattern.
- Cindex 3 recognizes many "named character sets" such as [[:ascii:]] or [[:lowercase letter:]] or [[:math symbol:]]. When you want to match any character from a set, the user's guide recommends using named sets over enumerating the characters (p. 233)
- There is a symbol for "not" but there could also be a checkbox.

<ul style="list-style-type: none"> <li>• Index sizing strategies Key Words Vol. 16 No. 1 January-March 2008 Key Words Vol. 16 No. 2 April-June 2008 The First Cut Isn't Always the Deepest, Key Words Vol. 16 No. 1 January-March 2008</li> </ul>
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## Examples

- I have entries such as "pH" or "cAMP" that should not start with a capital letter, so for my clients who like their main headings initial cap'd, I can check that I remembered to cap the rest of the main headings by finding main headings that start with a lowercase letter:  
**Cindex 3:** ^[:ll:]  
**Cindex 2:** ^[a-z]  
**Sky 7:** <{a-z}  
**Macrex:** ^[a-z]  
which means find a lowercase letter at the beginning of the field. I need to select Main from the fields dropdown list.
- Checking that my t and f table and figure indicators are in italic is a two-step process of first doing a Find All in the page field: [0-9][ft]. I specify a number to avoid cross-refs with f's and t's. Then in that group I Find in the page field [ft] with the Attribute set to italic and the Not checkbox checked, to find the f's and t's that are not italic.
- Flipping acronyms and spell outs (simple method):  
First group all entries with parentheses. Remove from the group any entries you don't want flipped. **Duplicate the group.**  
**Cindex 3** Find: (.\*) \((.\*)\  
Replace: \2 (\1)  
**Cindex 2** Find: {?\*} ({.\*})\$  
Replace: \2 (\1)  
**Sky 7** Find: {?\*} ({?\*)  
Replace: {2} ({1})  
**Macrex** Find:  
Replace:  
which means to find and remember any characters followed by a space an parentheses. Remember the contents of the parentheses then swap. Select Main from the fields dropdown.
- Flipping acronyms and spell outs (checking for capital letters in parentheses):  
**Cindex 3** Find: ^(.+) \((([:lu:]+))\)\$  
Replace: \2 (\1)  
**Cindex 2** Find: ^{?\*} \({[A-Z][A-Z]\*}\)\$  
Replace: \2 (\1)  
**Sky 7** Find: <{?\*} [( ){[A-Z][A-Z]\*}[]>  
Replace: {2} ({1})  
**Macrex** Find:  
Replace:  
which means to find any characters at the beginning of the field then a space then a left parenthesis, one or more uppercase letters, then a right parenthesis at the end of the field. Select Main from the fields dropdown.
- Pub changed their mind. Instead of italic f following a page number for a figure, they want the page number and f in italic:  
Find all: f in the page field  
then in this group, Find: .\* or ?\* in page field  
Replace: \& with italic attribute

<ul style="list-style-type: none"><li>• Indexer certification Institute of Certified Indexers Certification: A Rational Approach, Key Words Vol. 18 No. 4 October-December 2010 Indexing Standards, Key Words Vol. 20 No. 3 July-September 2012</li></ul>
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Heartland Chapter, American Society for Indexing  
 Spring 2014 Meeting  
 Saturday, April 12, 2014, 9:00 AM–4:30 PM EDT  
 MCL Cafeteria in Indianapolis, IN

## Agenda

**9:00–9:15      Registration**

**9:15–10:15    Business meeting**

- Officers' Reports
- Committee Reports
- New Business
- Adjournment

**10:15–10:30    Break**

**10:30–11:30    Sample indexes**

- Reviewing indexes

**11:30–12:30    Lunch**

- Usability testing
- Indexer certification

**12:30–2:30    Sample indexes continued**

- Index sizing

**2:30–2:45      Break**

**2:45–4:30      Patterns in Find and Replace**

**4:30 pm        Adjournment**

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