ProDEX

Professional Transcript Indexing for Windows

ETS Inc
Electronic
Transcript
Software

Orders:	Toll Free	(800) 387-7003 8am - 6pm MST
		(801) 265-2497 8am - 6pm MST
Support:	Internet	http://www.protext.com
		(801) 265-8921 8am - 3pm MST
	Toll Free	(800) 387-7008 8am - 3pm MST
Internet		http://www.protext.com

Getting Up and Running

1

Installing ProDEX

- Insert the CD-ROM.
- Press Windows **START** button then **Run**.
- Type **D:SETUP** *(or E:SETUP)* then press O**K**.
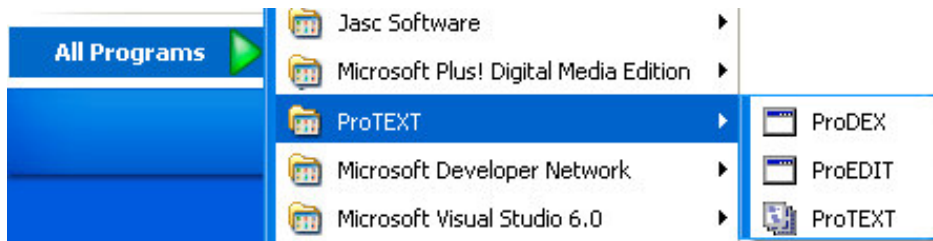 (replace letter 'D' with the drive letter of your CD-ROM)

SETUP is easy to run, simply press the OK buttons during setup to complete the installation process. SETUP will simply overwrite any previous versions of ProDEX (if any are found).

2

Running ProDEX

Press **Start**.
Select **All Programs**.
Select **PROTEXT**.
Select **ProDEX** to start the Indexing program.

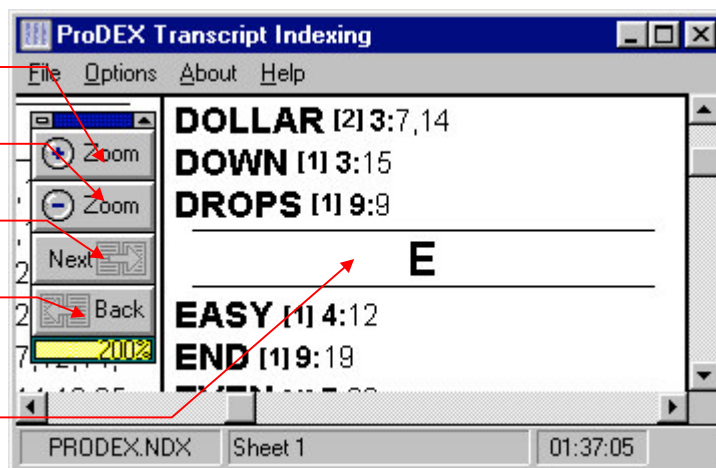## 3 Viewing your Finished Index On Screen

"Zoom In" Button

"Zoom Out" Button

"Next Page" Button

"Previous Page"

Clicking anywhere on the image and moving your mouse moves the entire image on the screen.

ProDEX is called a "WYSIWYG" program, which means: "What you see is what you get". The Zoom Tool Box which always appears is very useful for Zooming In and Out while viewing your final printed image. Any time you make changes to the format of your document (changing fonts, margins, headers & footers, etc.) the screen image is updated to show you how your document is going to look when printed.

Using ProDEX

● **WHAT DOES PRODEX DO?** ProDEX is a highly specialized program that prints a word index from an **ASCII TEXT** file. ProDEX is designed to make the job of indexing a transcript easy for you. ProDEX gives you the most advanced typesetting features available on the market today. You have complete control of every aspect of the finished index. ProDEX comes with a thoroughly tested "Exclude Word List" which automatically throws away "noise" words such as "and", "the", etc. You can, of course, choose to index every word in a transcript if you wish.

● **WHAT SHOULD I DO FIRST?** ProDEX comes with an example index for you to practice indexing and printing. You should practice indexing and printing this transcript first. At the top of the program screen, you will see these menu items: **File Options About** and **Help**. *Please choose each of these menu items, and select all of the choices in each menu one at a time in order to become familiar with all of the features and choices in this powerful program.*

 To make your first index, let's simply index the example file which came with the program. Select **File** then **Make an Index File**. Choose the example ASCII TEXT file called **prodex.txt**, then **press OK**. You will be able to watch while the program makes an index from the example ASCII TEXT transcript file. When the index process is finished, **press OK**. To print the finished index, simply select **File** then **Print an Index File**, choose **prodex.ndx**, then **press OK.** It's that easy!

Now you are ready to print one of your files…

● **WHERE DOES THE FILE COME FROM?** ProDEX is intended to use the exact same ASCII TEXT file that the ProTEXT condensing program uses. Again, this is the same file that your client asks for on a floppy disk when you deliver your printed transcript. The indexing program simply reads this ASCII TEXT file, indexes it, and generates a small file on your hard drive named as such: **1** - The first 8 characters of the index filename will be the same as the first 8 characters of your ASCII TEXT transcript filename. **2** - The last 3 characters of the index filename will always be .NDX.

● **HOW DO I PRINT AN INDEX FROM MY FILE?**
  • First, you must have created an ASCII TEXT file using your CAT software, Word, Word Perfect, Qedit, Etc. Remember, this is the same file that you printed the condensed transcript from.
  • Next, Select **File** then **Make an Index File** from the menu in ProDEX. Using the standard Windows File Open dialog, **select your file**, then **press OK**.
  • ProDEX will generate the Index as you watch. **press OK** when the index is finished.
  • Select **File** then **Print an Index File**. Choose your Index file from the list, then **press OK**.

● **HOW DO I CHANGE MY HEADERS AND FOOTERS?** From the menu in ProDEX, select **Options** then **Headers/Footers**. You can type up to three Header Lines and three Footer Lines, just the same as in ProTEXT. Since many reporters make an index immediately after printing a reduced transcript – there is a quick way to copy the same headers and footers which were used in ProTEXT. In the Headers and Footers dialog box, simply check the box which looks like this → ☒ Copy Headers and Footers from ProTEXT to use the same headers and footers as ProTEXT.

● **HOW DO I CHANGE FONTS, COLUMNS, ETC.?**
  • Select **Options** then **Fonts** to choose fonts and sizes for your words, word count, page numbers, line numbers, title characters and border widths.
  • Select **Options** then **Layout** to change the number of columns per page for your printed index. You can choose between 1 and 6 columns.
  • Select **Options** then **Indents** to change the indentation of the word line and the subsequent lines of page - line pairs for words.
  • Select **Options** then **Word Count** to turn the word count feature on and off. The word count is printed to the right of each word when this feature is enabled.

If You Need Help

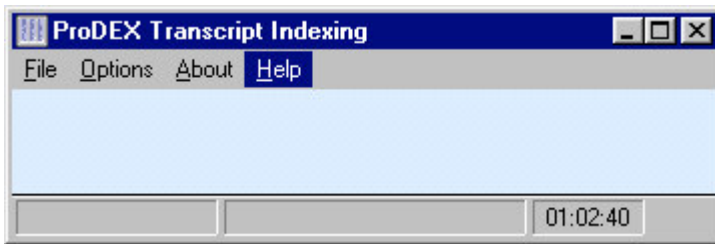# For Latest Updated Support -- get online HELP on the Internet.
Point your Browser to www.protext.com - then press the "**Support**" button.

Like all modern Windows programs, ProDEX comes equipped with an extensive on-line HELP.
The HELP works like a "smart" printed manual. With the use of context sensitive links, it is easy to jump quickly to any of the topics in the manual.

● HOW CAN I ACCESS THE ON-LINE HELP?
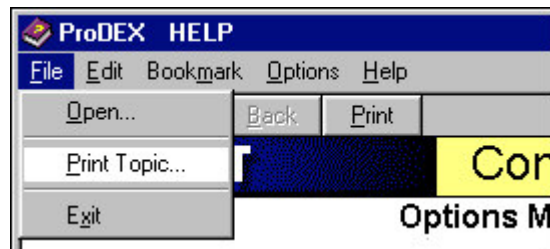
1 - Press Help from the menu in ProDEX

ProDEX Transcript Indexing	_ □ X
File Options About Help	
	01:02:40

2 - Press Help from inside any dialog

OK   Cancel   Help

● HOW CAN I PRINT A HELP TOPIC?

1. **Run HELP**.
2. Select the HELP Topic you want to print.
3. From Inside HELP, **Press File**.
4. **Press Print Topic**. (see example at right) →

ProDEX HELP	
File Edit Bookmark Options Help	
Open... Back Print	
Print Topic...	Cor
Exit	Options M

● ONLINE CUSTOMER SUPPORT
1. **Run HELP**.
2. Select **Online Customer Support**.
3. Choose from several topics, including:
   - Getting Started.
   - Common Questions and Answers.
   - Hints for CAT software, Word Perfect, Word and Write users.

● CAT SOFTWARE USERS
ProDEX HELP maintains a "HINTS" topic for every major CAT software company. To look up information about using ProDEX with your CAT software, do the following:
1. **Run HELP**.
2. Select **Online Customer Support**.
3. Choose **Hints for CAT Software Users**.
4. **Select your CAT vendor** from the list.

● WORD PERFECT USERS
ProDEX HELP maintains "HINTS" topics for Word Perfect users. To look up information about using ProDEX with your Word Perfect software, do the following:
1. **Run HELP**.
2. Select **Online Customer Support**.
3. Choose **Hints for Word Perfect Users**.