

SKY Index

Software for Professional Indexers

Documentation Plan

Product Overview

SKY Index is a program designed to make the process of writing and formatting a back-of-book index as fast and as easy as possible. The program contains many features specifically aimed at this goal.

The product software uses a database format to design its indexes. Through a series of controls and functions, the indexer can manipulate the input data to make it appear in numerous formats without having to recreate the index.

The manual for SKY Index claims that because the program makes significant use of industry standard menus and keystrokes, many indexers will be able to start using SKY Index without reading a manual or consulting the online help.

Goals

For purposes of this educational exercise, we will move forward to create help files—in spite of what the manufacturer believes about whether or not they are really necessary for the end-user.

In addition, for purposes of this exercise; some material from existing files may be used or modified to create the help files that are documented in this project.

Audience

The audience range of the Help System for SKY Index software includes the following types of users:

- Indexers. The experience level of indexers using this software range from beginner to advanced. The help files in this project are designed to assume that the end-user is a beginning indexer.
- Students studying indexing. It is assumed that a student of indexing is at or close to the comprehension level of an indexer who is just beginning.

Because of the diverse nature of this audience, it is assumed that the majority of this audience is competent (neither novice nor experts) in the following areas:

- Understanding of basic indexing concepts through at least a beginning indexing course or a related amount of experience.
- Experience of writing at least one (1) index and preferably three (3) or more.
- Understands how to use a Windows environment (version 2000 or later).