

# MIDDLE NAME TRICK

**Tips and tricks to sort and edit with HJ Index Builder.**

- ▶ The index is not as scary as it seems. Just figure out where to start.
- ▶ When your index is fully underway — master list of names and pages are uploaded in your Index Builder — use this method to start cleaning your list.

## **Directions**

- ▶ We rarely use middle names in copy or alongside portraits, unless someone has a two-name first name, like Mary Catherine.
- ▶ Sort your list by middle name and bring the middle names to the top. You will see all of the times the indexer picked up three capitalized words in a row. It is programmed to do this so Mary Catherine Jones is not left out. But you will also see entries like Freshman John Jones, which should just be John Jones in the index.
- ▶ Next, search for each of the keywords on the right and eliminate as many of the mistakes as you can before you start going line by line through the index. Definitely go through this process before you start the process of merging names.
- ▶ Once you complete this process, switch your list sort back to last name and go name by name to continue cleaning.

## **Search for:**

team  
school club  
coach  
and  
the  
Mr.  
Mrs.  
Ms.  
Miss  
varsity  
junior varsity  
society  
junior  
senior  
sophomore  
freshman  
academy

ad  
love  
mom  
dad  
school name  
school initials  
west  
north  
south  
east  
office  
prep  
charter  
city names  
game  
homecoming  
goes here

school colors  
honor  
AP  
district  
championship  
first  
last  
row  
middle  
week  
president  
vice-president  
secretary  
treasurer  
story  
united  
state

season  
manager  
most  
many  
when  
if  
grade  
director  
day