

In short: three facts about Index-Manager

- ✓ **Flexible** Index-Manager is your tool for indexing, editing and verifying indexes.
- ✓ **Quick start** Downloading and installing the software takes no time. Intuitive design makes Index-Manager easy to learn.
- ✓ **Comfortable** Quickly gain an overview of the content of your manuscripts, all index entries, cross references, page number formats and the consolidated index.

Who uses Index-Manager?

- Publishers, packagers, research and technical institutions, freelance editors, indexers, authors and students
- For PHD theses, books, magazines, specialized texts, catalogs and technical documentation
- In Microsoft Word, Adobe InDesign, and XML format.

Individual adaption and system requirements

What you need to know: Technical Information

Outstanding

All-In-One. Index-Manager combines the benefits of publishing programs with index functions and designated indexing software and offers additional functions.

Logging. All work steps are logged in a separate file and are only integrated into your source document during export. *Bonus:* This allows your data to be exported to a revised manuscript.

Custom made

Workflow. Contact us and we will be happy to assist you in integrating Index-Manager into your workflow.

Functions. We will be happy to hear your suggestions and wishes for future Index-Manager features.

XML. In order to support XML files you will need a configuration file, which we will gladly provide.

Easy access. The software is available for download on www.index-manager.de/download. You can make it accessible for all your co-workers in no time.

File formats

Index-Manager supports the following file formats:

- Microsoft Word .docx, .docm
- Adobe InDesign .idml
- XML, after adapting it to your DTD.


System requirements

- Windows Vista, 7, 8, 10, or OS X
- 1–2 GB RAM
- Recommended display resolution of 1600 x 800 or higher

More information on documentation is available at www.index-manager.de

Johannes Munk
Index Manager software architect

“Dedicated indexing software or embedding? You don’t have to choose anymore. Index-Manager offers a variety of functions that facilitates both content analysis of text and quality embedded indexing at the same time. The index tags will be available even for future editions.”



Now it's your turn!

Put us to the test

Download the full version for free on www.index-manager.de. All functions except export are available, so that you can try out Index-Manager with your own data.

On request, our support team will gladly unlock the export function, so that you can test the full functional range.

Request your test version: info@index-manager.net



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Information, download and program documentation

Index-Manager support includes:

- Extensive program documentation for all functions
- Training videos
- Telephone support for license holders (Monday – Friday)
- Online FAQ
- Personal online lessons for you and your team (upon request).

Our price model

Short-term license

- Authors and part-time indexers can take advantage of the affordable short-term 3-month license: US\$ 117, effective cost per month US\$ 39

1-year license

- to use Index-Manager for freelance work, get the 12-month license for US\$ 399, effective cost per month US\$ 33.25
- Businesses and publishing houses can save time and money on indexing, with the 12-month license for US\$ 900, effective cost per month US\$ 75

Enterprise solutions

Do you want to use Index-Manager for more than 10 users? Do you need a special version for your team for collaborative indexing in large projects? Do you need flexible billing by usage?

Contact us for your personal quote.

Index-Manager – the indexing software



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Klarso GmbH is a newly founded software company in Berlin. Klarso software organizes complex information. The software is based on our unique semantic database technology, a next-generation database environment for businesses. It manages complex data like product information, catalogs, scientific knowledge, textbook content, contracts, manuals or quality documentation.



index-manager

the indexing software



better. faster. embedded.

Get a fresh start with your indexing.

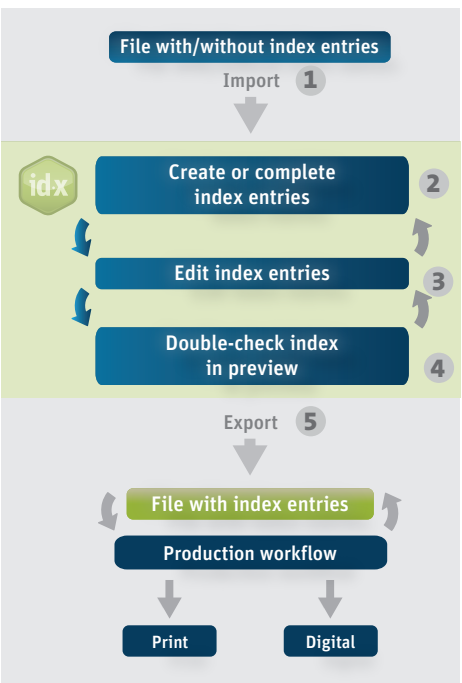
Starting from US\$ 117

All figures Klarso GmbH

Index-Manager – this is how it works

5 easy steps to your index

- 1 Import.** Open your files in Index-Manager. Already existing entries will be loaded.
- 2 Indexing.** Create new index entries. Choose words or phrases by double-clicking or enter them freely. Customized short cut keys can ensure your work is done quickly.
- 3 Editing.** Standardize spelling and remove typing errors quickly and easily, even in index entries already in the original manuscript.



Schematic process of working with Index-Manager

- 4 Verifying.** The index can be previewed in multi-column-view at all times – no time-consuming setup necessary.
- 5 Export.** During export, index entries will be written into the source documents to be read by the target program, and which you can use for all future products and editions, print or digital.



Dr. Katharina Munk

Long-time work experience with indexing in the field of natural sciences
“Every publisher, every company, every indexer, and every document differs. Index-Manager offers solutions to different index requirements, e.g. those of textbooks, technical documentation, or product catalogues. For me personally, the flexible composition of the interface has become irreplaceable. It makes indexing so much faster and the result so much better.”

Fast and cost-effective!

Lower the costs with perfect results

Quality has never been this affordable

Index entries are embedded into the manuscript. This way, they will still be available after changes and even in future editions, saving you money on any future product.

Thanks to numerous indexing and editing functions you'll be able to work faster than ever.

Index-Manager ensures the problem-free transfer of index entries between different file formats (InDesign, Word, XML). You are in control – no need for any exhausting post-editing.

In Index-Manager you can work on more than a hundred files at once by using the consolidated index preview. Correct and standardize directly in the index preview.

Working parallel on the data enables you to publish earlier and always be one step ahead.

The innovative word list functions allow for systematic indexing. You keep an overview, and the index gets better and more complete.

The flexible interface supports different workflows. Integrate the author's knowledge and other preliminary work.

Indexing, editing, verifying indexes – all in one.

Index-Manager: Get a fresh start with your indexing

Index

List of all index entries:

- ▶ Direct editing
- ▶ Managing several indexes
- ▶ Numerous sorting and filter functions

Cross references

- ▶ Manage synonyms comfortably as “source” and “target” entries
- ▶ Determine reference types
- ▶ Standardization and automatic filing in the correct manuscript

Word context

- ▶ Displays the surrounding text for all occurrences of a word or phrase
- ▶ Helpful for definitions and disambiguations
- ▶ Find subentries in context

The screenshot shows the Index-Manager interface with several panels:

- Index:** A table with columns: No., Entry, Subentry, 2nd sube. It lists various index entries like 'Update', 'Structure', 'Text window', 'Index entry', 'Subentry level', 'Sub-subentry level', 'Index entry', 'Anchor', and 'Format'.
- Cross-references:** A table with columns: Entry, Type, Main entry. It lists entries like 'files (0)', 'mouse over help (1)', 'view (3)', 'see also', 'see', and 'see'.
- Notes:** A text area with content about 'WhatsThis: Volltext | Index | Swap-Button' and 'WhatsThis: Volltext | Index | Lowercase-Button'.
- Context:** A text area with content about '... optimized to a central indexing task' and '... central indexing task'.
- Index-Preview:** A table with columns: No. of columns, Entry, Idx-Nr, Entry, Idx-Nr, Entry, Idx-Nr. It lists various index entries like 'Index entries', 'Index window', 'Layout', 'change', 'reset', 'Menu', 'Modes', 'Edit mode', 'Index mode', 'Text mode', 'Word List mode', 'mouse over help', 'see Contextual help', 'page number formatting', 'Page range', 'InDesign', and 'Word List mode'.
- Word List:** A table with columns: Number, Word, Entries, First position. It lists various words like 'Text window', 'WordMap', 'Index window', 'Index List', 'InDesig', 'InDesign only', and 'Word only'.

Word list

- ▶ Choice of terms: powerful filter options enable display according to paragraph and character formats, XML tags, or your own word lists
- ▶ Select adjoining words as subentries with one click

Index preview

- ▶ Simultaneously updated multi-column-view
- ▶ Display cross-references
- ▶ Clicking an entry opens the editing window and allows direct corrections
- ▶ Index can be exported as text file

Text with indexing toolbar

- ▶ Choose the index level via hotkey
- ▶ Select words from the text with a double-click
- ▶ Free entry of terms
- ▶ Define page number format
- ▶ Allocate index entries to text areas
- ▶ Adopt styles from Word, InDesign or CSS models
- ▶ Word, InDesign: several indexes

Context help

- ▶ Spot-on support from the documentation

Flexible interface

- ▶ Size and docking position of the windows are freely selectable
- ▶ Four program modes for your most common work steps

Editing

- ▶ Adapt entries, divide into main and subentries, and swap index levels
- ▶ Use all functions for groups of entries
- ▶ Search and replace – even regular expressions