

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 In-Design, and XML format.

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



Contact:

Dr. Katharina Munk

T +49-151-56915669 k.munk@index-manager.net

Individual adaption and system requirements

com-

soft-

func-

What you need to know: Technical Information

Outstanding

Manager

Take a look

Index-Manager.

inside the

All-In-One. Index-

bines the bene-

fits of publishing

programs with

index functions

and designated

ware and offers

indexing

additional

Logging. All work steps

are logged in a separate file

tions.

and are only integrated into your

source document during export. Bo-

nus: This allows your data to be ex-

ported 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.

which we will gladly provide.

Easy access. The software is available for download on www.indexmanager.de/download. You can make it accessible for all your co-

XML. In order to support XML files you will need a configuration file,

workers in no time.

Index-Manager supports the following file formats:

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 × 800 or higher

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



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

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.

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."





www.index-manager.net

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).

index manager

the indexing software



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

klarso

Klarso GmbH Schwartzkopffstr. 7A 10115 Berlin, Germany T +49-151-56915669 info@index-manager.net www.klarso.com www.index-manager.net



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.

File with/without index entries

Schematic process of working with Index-Manager

Digital

Print



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.

4 Verifying. The index can be

previewed in multi-column-

view at all times - no time-

Just correct directly within

the index preview or repeat

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 edi-

tions, print or digital.

steps 2 to 4.

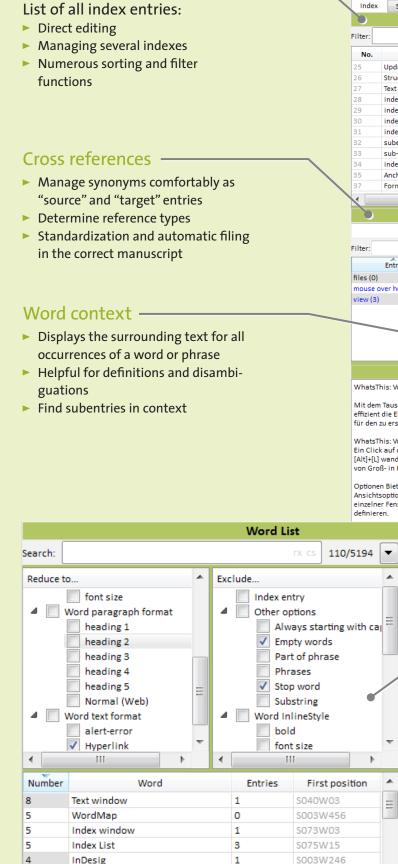
consuming setup necessary.

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



S003W247

S003W287

InDesign only

Word only

4

4

Better and faster indexing? Index —



															 lext with indexing toolbar
de Window Extras Help Structure						Text						-	×		Choose the index level via hotkey
Index	1 index entries 2 3 State Entry									v		 Select words from the text with a 			
	rx cs 🔻 1/57 💌	Index: Format: B / Page range [] []										-		double-click	
Entry Subentry	2nd sube 🔺	1 Introduct													Free entry of terms
Jpdate		1 Introducts													Define page number format
tructure		A good publisher la	ours the re	ha of a high guality index. A	s well as pro	widing read	ere with a	miels way of	Sending	the contont they are	a looking f				1 0
ext window		A good publisher knows the value of a high-quality index. As well as providing readers with a quick way of finding the content they are looking for, indexes can serve as keyword catalogues for online applications, helping to standardize the terms used within a publishing house or a series of publications.													 Allocate index entries to text area
ndex entry creating		In addition, index markers help readers to recognize and find important words or passages, while embedded index markers serve as the basis for													Adopt styles from Word, InDesign
ndex entry editing ndex entry level 1		generating metadata for keyword or semantic searches. Creating an index, on the other hand, can be a source of seemingly endless frustration for the													or CSS models Word, InDesign: several indexes
ndex entry level 2	_	author or editor involved. The fragmented nature of the production process results in a high number of mistakes : typographical errors, incorrect													
subentry level	=	classifications, and false page numbers are common errors found in indexes. Generating an index using the inbuilt functions of programs such as Adobe InDesign or Microsoft Word, on the other hand, can often be laborious and time-consuming.													
ub-subentry level															
ndex entry level 3		-													
iormat page number		1.1 Central Inde	-Manag	er functions											
		7.1. X/ m				е	, ,								
	r	Index-Ivianager one	s numerou	is functions which can be adju	isted accord	ung to the u	ser s requi	rements. It im	ports in	e original manuscritte	elp: Entr	y level 2			- Context help
Cross-references	e ×														the second se
see 🔻	Add	program, meaning th	at the user	can index by marking keywo	rds (<mark>extrac</mark>	tion indexi	ng <extrac< td=""><td>tion indexing></td><td>Z) as v</td><td>well as manually</td><td>+ → 🔒</td><td>?</td><td></td><td></td><td>Spot-on support from</td></extrac<>	tion indexing>	Z) as v	well as manually	+ → 🔒	?			Spot-on support from
	▼ 0/3									Т	he button	[2] or the ke	yboar	d shortcut	the documentation
									lects the sul						
see also documents (1)											xt can then be word or term				
er help (1) see Contextual help (0)	(assignment index	ng <assign< td=""><td>ment indexing><mark>∕</mark>).Index-Ma</td><td>nager uses f</td><td>four differen</td><td>t modes, e</td><td>ach one optin</td><td>ized to</td><td></td><td></td><td>re appears i</td><td></td><td></td><td></td></assign<>	ment indexing> <mark>∕</mark>).Index-Ma	nager uses f	four differen	t modes, e	ach one optin	ized to			re appears i			
see layout (4)										S	ubentry.				
				tent of imported documents as											
				simple clicks. The Text mod	e also allow	s page rang	es to be as	signed, multip	le index	es to be created, ar	nd cross-r	eferences			Elevrible interfece
		to be managed and	edited.										~		 Flexible interface
Notes 🗗 >	Co	ntext 🗗	×			In	dex-Previ	ew				8			Size and docking position of the
s: Volltext Index Swap-Button		central indexing	No. of	columns 3 🚔								(-		
ausche-Button [≠] oder dem Shortcut [Alt]+[Q] werden	task:		AB		Idx-Nr	Entry			Idx-Nr	Entry		Idx-Nr			windows are freely selectable
ie Eintragsebenen 1 (Haupteintrag) und 2 (Untereintrag)		splays the content	CD	Index entries	47	Index n	node		12	scroll function		51			Four program modes for your most
erstellenden Index-Eintrag ausgetauscht.	any existing inde	uments as well as	EF	italic page number	39		vindow		43	Search		42			common work steps
s: Volltext Index Lowercase-Button		ing multiple levels.	GH	page number	37	▲ layout			14,52	⊿ Status					common work steps
uf den Kleinbuchstaben-Button [Aa] oder der Shortcut	can also be crea	• •		⊿ Help	21 24		ange set		18 19	index entry		48			
andelt den oder die Wörter der aktiven Eintragsebene in Kleinschreibung um.		e clicks. The Text	KL	About Contextual help	24	Menu			1	Structure subentry level		26 32	Ξ		
	3813-		MN	Online help	23	▲ Modes			5	sub-subentry leve	el	33			
Bietet die Möglichkeit zur Anpassung verschiedener ptionen wie Sprache, Schriftgröße und Zoomfaktor		tion.en:Central	O P	Import	2		it mode dex mode		8	Text mode		13			
Fenster und die Möglichkeit eigene Shortcuts zu	Index-Mana	ager	QR	index entries index entry	55		kt mode		6	Text window Update		27 25			in the
	functions(S	005W080)	ST	creating	28		ord List mod	de	10	⊿ view		15			- Editing
erences->Shortcuts	central indexin	ıg task:	UV	editing	29	⊿ mouse			53	adjust the siz	ze	16			Adapt entries, divide into main an
nöglicht eigene Shortcuts zu definieren. Wählen Sie d schreiben Sie den neuen Shortcut in das Textfeld		isplays the content	w x	level 1 level 2	30 31		e Contextua umber form		36	position		17			· ·
ken Sie auf "Setze" um die Eingabe zu sichern.	•	uments as well as	YZ		34	⊿ Page ra		atting	³⁰	see layout Word List mode		7			subentries, and swap index levels
erungen vollzogen werden muss das Programm neu en. Die Shortcuts werden für jede Sprache der	any existing inde	x entries. New	-	⊿ Index List	45	In	Design		40	4 work file Edit				e ×	Use all functions for groups of
läche senarat gesneichert	<	- F		deleting index entries	46	•	Define entr	y level 🔻 Searc	h. ont					TX CS V	entries
													_		
							Split	Repla	ice: entr	у	_			Set 💧	Search and replace – even regular
=							No.	Entry		Subentry	No.	Entry		Subentry 🔶	expressions
								dex entry	Index	entries	30	index entry		Index entry	- F
								ormat dex entries	mue	centries	55	Format index entry		Index entry	
- Word list		lin a		roviou				dex entries			59	index entry			
Word list		inc	iex p	review ——	-			dex entries	croat	ing	60	index entry		crosting	
Choice of terms: power	rful filter opt	ions ► Simultaneously updated multi-							creat editir		28 29	index entry index entry		creating editing	
	31 index entry level 2 31 index entry									level 2					
enable display accordi		•	olumn	-view				dex entry	level	3	34 58	index entry		level 3	
and character formats,	your ► Display cross-references									deleting index entry					
own word lists	0,7	-		an entry opens th	e editin	σ		dex-Manager		entries	61	Index-Manage		index entry	
			-		culun	Б									
Select adjoining words	s as subentrie	es v	Indow	and allows direct											
with one click		C	orrecti	ons							-			-	
			idev c	an be exported as t	ext file		•	111		4	•	111		- F	
		-	INCA CO	in be exported as t	CACINC										