



workbench for professional indexing

better . faster . embedded



index manager

## Editing

By Klarso GmbH

In this tutorial we will explain how to delete and edit entries.

**To delete entries:** Index-Manager provides exactly one way to delete entries. Select entries to delete from the index list, then press the delete key on your keyboard.

There are two similar entries here. I will delete one of them. As I skim through the index list, I also see an entry to be corrected.

**To edit entries:** In the Index list, double-click on a column for direct corrections or free input. You can edit every column of an entry this way.

You can also make changes by using the *Context* menu. Use this menu to make changes faster, instead of changing entries one by one. To get to the *Context* menu, right mouse click an entry or a selection of entries. The options *Edit entry* and *Duplicate entry* will then display.

Additional functions can also display from the *Context* menu. Any other functions listed here will be from your personal collection. As I will show you later, you can establish new functions or short cuts via the *Index-action* dialog.

For example, I like to quickly assign entries to different indexes. I also often need the bold and italic format for my entries.

The *Context* menu is also an efficient way to double-post entries by duplicating one or a selection of entries, and then switching heading levels, such as “file format, XML” and “XML file formats”.

**Duplicate entry** creates an identical index entry anchored at the same position in the text.

**Edit entry** opens selected index entries in the *Edit* window. Click again to switch heading levels. This is very useful for editing numerous entries.

I often work in *Index* mode, where I can expand the *Edit* window.

*Index* mode is the best mode for quality review. The interface displays the index preview in a multi-column view. You can adjust the number and width of columns.

You can make corrections directly in the Index window or in the Edit window. I correct my selected entries, then click relevant heading levels to find the entries with the switched headings in the Index list.

You can effect expansive alterations in the Edit window. For example, I sometimes use the plural form of a term for headings and sometimes I use the singular form. To correct these terms, I enter a search term in the search field, and then select all the listed entries and open them in the *Edit* pane. Using Find and Replace, I can then change “entries” to “entry”. Changes are displayed instantly in the right window. Confirm your changes via the *Set* button.

These separate windows are very useful for complex Find and Replace tasks, and for searching with regular expressions or patterns. You can search and replace in main headings and in subheadings and in every displayed column. Notice the black triangle in the drop down menu. Click on the black triangle to select columns of the list for display. Changed records are instantly displayed in revised form in the Index list and in the text. You can also use drag & drop to move entries from the index Preview window to the Edit window.

You can also make corrections directly in the index Preview. For example, here I adjust the spelling of the word “cross reference” to appear as one word. Again, alterations will be carried out in all affected places and instantly displayed in revised form in both the Index list and in the source text. When you make a correction in the index Preview, that correction will be made for **all the corresponding records** in the loaded files.