



workbench for professional indexing

better . faster . embedded



index manager

Export

By Klarso GmbH

In this tutorial, we will explain how to integrate your index into the source document.

After you have finished the index work, and completed your last check the last step is to export your index and integrate the entries into the source document.

Click on menu item *File* and then *Export* to open the Export dialog window.

To export the index for some or all of your imported files:

- *Select* the files here. If your source document is an MS Word document, like for our demo file, you can attach the index here. This automatically attaches the index at the end of your document, allowing for easy review.
- Click on *Export* and wait for the export to complete (not long).

If a red line appears, make sure that your source document is closed. Index-Manager cannot use and save the source document unless it is closed.

During export, Index-Manager creates a storage folder called Index-Manager-Archive. All work files and original source documents are moved into this folder. Index work is logged and written into .idx files in this folder. These .idx or side-car files are given the same name as the source documents.

In the MS Word document you will now see the index entries in normal word format, including main headings, subheadings, page ranges, and names. At the end of the document you will find the attached index. (Note that you must actualize and construct the index.)

If you are working on a large project and you created a lot of index entries, Index Manager has to log and carry out a long list of instructions and change history. You can avoid longer load times by exporting your data regularly, while working files are empty.

For additional changes and entries, we recommend you complete the export process and then reopen Index-Manager.

Click *Start* and review the Index list. You will see your previous index entries in the Index list now with the status "embedded". Next new entry again will get the status logged.