Import and Layout

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Welcome to Index-Manager! The first window you see when you open Index-Manager is the Welcome or Import window.

On the left side of the Welcome window are four working modes. These working modes are preset with common settings for different tasks. You can easily make changes to these modes, and you can adapt layouts for individual projects or task, as I will show you. I am selecting Text mode for this tutorial presentation.

On the right side of the Welcome window is the *Projects* list. Index-Manager saves files imported together as a project or set of files. If you work on different projects in parallel, it is easy to change from one project to another.

I am selecting the software documentation as a demo file. This documentation is an MS Word file. As you can see, Index-Manager also accepts Adobe InDesign idml.files and XML files. You can select and import as many as 100 files for a project.

To start importing documents, click on the *Start* button. The import process will display a progress window, which will also show any errors.

Initial Text mode work displays a Text window with the document text and the window structure in which I choose a document section. The Text window automatically jumps to display the section selected for indexing. Text mode also displays the Index list, which displays existing index entries.

Note that you can change the position and size of every window. Adjust layout by selecting or deselecting windows.

To adjust the position of a window: Click and drag the header of a selected window to a desired place on the screen, and then release the mouse or cursor. You can move a window to any position on your screen where the background becomes blue when the window is moved over it.

You can also similarly move and rearrange individual panels within a window.

To adjust the size of a window: Click and drag the green border of a selected window.

To see your index growing while you work, select the Index-Preview window and adjust its position and size in accordance with your preferences.