



workbench for professional indexing

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index manager

## Indexing

By Klarso GmbH

In this tutorial we will explain how to use the toolbar functions.

You will also learn how to create index entries with main and subheadings, how to define page number formats and page ranges, and how to add several indexes e.g. name index and place index.

The indexing toolbar is located within the main text window.

**To add entries:** select a word or phrase by double click or mouse over. Selected text will then appear in the main heading field, the first entry level. Then press the *Create entry* button on the right. That's it, you created your first index entry!

The created entry is automatically inserted in the main text view. It is also automatically integrated in the index preview, and in the index list.

Like every table in Index-Manager, change the sort order by clicking the head of the column you wish to sort by. To see the newest entry in the first row, I sort by number.

**To create an entry or record with a subheading:** select a term or phrase as main heading like we did before, then activate the second level via mouse click or keyboard shortcut key and choose the subheading text by double clicking or enter it freely. Click on *Create entry* to finish adding the record. You will then see it in the index list.

**To make page references italic or bold:** To define the page number format of an entry, enter the main heading (with or without subheadings) and click on the buttons *b* for bold or *i* for italic. You will then see the options for page formats in the index list column format.

**Auto-completion of entries:** Repeated input of already existing headings is faster via auto completion. Start typing in the main heading field, and autocomplete proposals will appear.

**Page ranges:** Continuous discussion of a topic that traverses two or more sections or pages is typically indicated by a page range. Depending on the format of the imported source document, Index-Manager offers you format different possibilities for page ranges.

If the imported file is a Word file, enter the main heading (with or without subheadings) and press the open parenthesis key (. Then select the starting point for the range, and the end point for the range, then press the *Create entry* button. The *page range* column then displays for the corresponding record.

InDesign has more possibilities to indicate page range, e.g. page or section numbers. If the imported file is an InDesign-document, Index-Manager offers you a drop down menu with these different possibilities.

**To work with more than one index:** Enter your main heading (with or without subheadings) and select an index from the drop down list. **To add a new index:** type the new index name in the empty window and, then click *Create entry*. The new index name will then display in the word list table.

**To avoid spelling errors:** Select text from the source document by double-click or mouse-over. **To locate the corresponding entry at another position,** for example in a table header vs in a table cell, select the anchor button, and then choose the new position by double mouse click. Then click *Create entry* to complete the record.

**To swap upper-/lower-case:** The *Swap entry levels* button makes your indexing work even faster.

Watch the index build in the background.

Don't worry about correcting entries at this point. You can efficiently correct or adjust spelling, index names, and entry levels with Index-Manager's outstanding edit functions, which I will show you in the next tutorial.