



workbench for professional indexing

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index manager

## Word List

By Klarso GmbH

The Word List contains all the words in all of your loaded documents. It offers diverse filter and search functions. You can use it for:

- systematic indexing, as is often preferable for well-structured documents
- incorporating preliminary or preferred terminology from the author or editor, and
- quality checks of your indexing work.

**To sort the Word list**, click on the head of a column. As in every table in Index-Manager, clicking on the head of a column sorts the table according to that column. Word list sorts also include the following types of sorts:

- Frequency: How often the word or phrase occurs
- Word: Alphabetically
- Index Entries: Number of existing entries for the selected word or phrase
- First occurrence: the position of a word or phrase's first occurrence in the text.
- Word length

**To index an entry in the Word list**, click on a selected entry. Index-Manager will then include the selected term or phrase as a main entry in the toolbar of the text window, and Idx will jump to display the first occurrence of the selected term or phrase in your source text. To accept the selected term or phrase as an index entry from that instance, click on [Create entry].

The Word list also displays, in the list of similar words, every similar word or phrase from all your imported documents. This displays all occurrences of the selected list entry in the section panel.

## Systematic indexing

**To tag every occurrence of a name or place**, for example, to tag names for a Name or Author Index:

- *Select* a term or phrase from the Word List, such as, "Goethe". The selected text "Goethe" is then inserted as a main entry in the toolbar of the text field, and the display jumps to its first occurrence in the source text.
- *Edit* the text in the toolbar to read, "Goethe, Johann Wolfgang von." This is how the name will appear in the index.

- *Move through the section panel list* to check occurrences or instances. The Section panel lists all parts of the imported documents where the selected text occurs. This list gives a quick overview of all occurrences of the selected text, including inflected and grammatical forms.
- *Click [F6]* to generate entries for all instances of “Goethe”.
- *Click [Ctrl] or Shift* to select a group of instances.
- *Click [F7]* to generate entries for a selected group.

Note that your index entries are being generated uniformly now, regardless of different spellings and syntax.

**To select or exclude certain formats or terms**, use the Filter options. For example, filter the Word List according to the level of the headings in which they appear. Some option categories can be expanded or collapsed, others can be selected or deselected, as you prefer.

- Use *Reduce to* for display of only selected formats and words.
- Use *Exclude* to exclude selected formats and words from the Word List, such as footnotes.

You can also combine filter options with the Adjoining Words window, which displays collocated words of a selected entry in the word list. The Adjoining Words window displays the words in immediate proximity to selected words or phrases in the Word List. (NOTE: By default, approximately 20 words before and after selected words and phrases are listed. You can adjust this under Preferences.) The Adjoining Words list is helpful for recognizing synonyms and subheadings.

**To use adjoining words in index entries**, select a word or phrase from the Word List, followed by a term from the list of Adjoining Words. The selected adjoining terms are automatically inserted into their corresponding levels. You will see this happen in the toolbar of the text window. Click on [Create entry] to transform the combination into an index heading with a subheading.

## Use preliminary work in your headings

The Word List filter options include all tags and formats used in the imported source documents, including highlighting or other color markings such as those provided by an author or other contributor. Let’s pretend I’m an author, and I’ve highlighted some words in the source document for you to include in the index:

- *Select* the corresponding highlighted text filters, and the Word List will display the words or phrases that have been so highlighted.
- *Click* on an entry from this list to insert that word or phrase as a main heading in the toolbar of the text window.
- *Edit or Confirm* the heading as an entry.

## Check your index with the Word List functions:

**To check the completeness and consistency of your index**, change the order of the Word List according to the frequency of occurrence, for example. Or, change the Word List to display only words from the headings or those in bold. Then, to check if you got every occurrence of a term or phrase, compare the number of index entries with the number of occurrences.

The list of Similar Words allows you to check even for terms hidden in word combinations.