



workbench for professional indexing

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index manager

Cross-references

By Klarso GmbH

Open the cross reference editor. The window displays all cross references you inserted via entering **equal sign =** in the input field in the toolbar of the text window.

Clicking on an entry allows it to be edited in any of the columns.

- The [Entry] column lists the existing cross-references,
- the [Type] column displays information on how the cross-reference will appear in the index, and
- the [Main entry] column displays the index entry which the cross-reference refers to.

The list can be **sorted** by clicking the corresponding column header. Colored backgrounds are used to help the user distinguish between equal values in each of the sorted columns.

A cross-reference can refer to any entry level. To refer to a sub-level the user can enter the index entry and all sub-entries in the field [Main entry]. By inserting „|“ the entry levels are separated.

Clicking on a cross-reference selects it for a certain function; multiple cross-references can be selected by clicking while holding the [Ctrl] button.

Selected cross-references can be **deleted** with the [Del] button.

The numbers in brackets after each entry denote how many entries with the same name exist.

A colored entry indicates a possible conflict:

- A blue entry means that at least one index entry with the same name as the cross-reference exists.
- A red main entry means that the index entry which the cross-reference refers to no longer exists. Note: In this case the cross-reference will not be saved.

When you close and reopen Index-Manager the entry disappears. It is always good to have a quick check if the cross-references are accurately inserted.

The **triangle button** offers additional functions:

- **Move to main entrance:** This function transforms only selected cross-references. Entries numbered in blue assigned to the cross-reference are renamed so as to assign them to the main entry (target of the cross-reference). In other words, the index entries are moved from the source to the target of the cross-reference.

- **Switch main entrance:** This function allows the user to switch main entry and cross-reference for all selected cross-references.