Scottsdale, ASI, Conference

April, 2019

Katharina Munk

Klarso GmbH Berlin – www.klarso.com
Why embedding indexing Digital publications

What’s the reality now BoB index and Critical path

How we are innovative Transformation in Indexing

How Index-Manager facilitates indexing From term selection to quality check

When is embedded indexing done? Manuscript, e.g. in Word, Layout e.g. in InDesign...

Where we are headed and what we offer Smart Data with klar:suite solutions and Index-Manager subscription plans
Publications are Changing Fundamentally
Change your Perspective

Stack of pages
Linear reading
- Page numbers
  - Table of contents
  - Cross-references
  - BoB-Index

Your publication

Stream of text
Non-linear reading
- Direct links
  - Table of contents
  - Cross-references
  - Index / search

Print

Digital

ASI Conference, 2019
Why is indexing important in the digital world with exponential information growth?

For the conceptual work! The indexer:

- selects relevant terms and text passages
- differentiates primary (most important) and secondary (only mentioned) occurrences
- creates appropriate subentries and cross-references
- knows the reader and extends the index by terms and concepts not used by the author
- ensures terminology consistency

But, indexing in the digital world needs

- embedded entries
- innovative IT assistance and
- deeper integration into the publishing process
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Where we are headed and what we offer Smart Data with *klar:suite* solutions and Index-Manager subscription plans
The reality for embedding indexing now

- **Cumbersome Embedding**
  - Existing indexing facilities in Word or InDesign are inadequate and cumbersome

- **Time Consuming**
  - Documents are locked during indexing → later publication

- **Extra Costs**
  - New indexing costs for new editions and additional costs for embedding

- **Additional embedding plug-in**
  - Indexers don't index in Word or InDesign, they use DIS creating separate indexes (BoB) + plug-ins
Book production workflow
Version A: reality now – BoB index and critical path

- Advantage: Indexers can use the dedicated software they are used to
- Problem Indexer: last minute indexing
- Problem Publisher: no hyperlinked index entries, additional costs for new editions
Book production workflow
Version B: reality now – BoB index, embedding and critical path

- Advantage: Indexers can use the dedicated software they are used to
- Problem Indexer: last minute indexing, cumbersome additional embedding
- Problem Publisher: hyperlinked index entries, additional costs for embedding

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**Workflow**

<table>
<thead>
<tr>
<th>Workflow</th>
<th>Author</th>
<th>Editor</th>
<th>Indexer</th>
<th>Layouter</th>
<th>Print</th>
<th>Digital (ebook, web)</th>
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<tr>
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<td>review</td>
<td>revise</td>
<td>final review</td>
<td>layout &amp; pagination</td>
<td>create index entries separate file embeds index entries layout of BoB index proof-read export, hyper-linked index</td>
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</table>

ASI Conference, 2019
Book production workflow
Version C: Reality now – §-numbers in Word -> XML embedding tool

- Advantage: embedded, indexers work with software they are used to, no time loss, data sovereignty
- Problem: index is incorrectly linked (e.g. just to top of §), this is not helpful to the readers’ experience
- Problem: additionally create § version, embedding tool (?)

<table>
<thead>
<tr>
<th>Workflow</th>
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<td></td>
<td>write</td>
<td>review</td>
<td>revise</td>
<td>create index entries</td>
<td>separate file + §</td>
<td>final review</td>
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</tbody>
</table>

Unprecisely embedded index entries

ASI Conference, 2019
If you change the way you look at things, the things you look at change.

Wayne Dyer

We fear change

But never fear......
Why embedding indexing
Digital publications

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How we are innovative
Transformation in Indexing

How Index-Manager facilitates indexing
From term selection to quality check

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Manuscript, e.g. in Word, Layout e.g. in InDesign...

Where we are headed and what we offer
Smart Data with klar:suite solutions and
Index-Manager subscription plans
**Index-Manager**

Flexible workflow, faster indexing, better index, fit for digital

<table>
<thead>
<tr>
<th>Publisher</th>
<th>Indexer</th>
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<tbody>
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<td>point &amp; click, auto check, batch support, live preview</td>
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</table>

**Publisher**

- Layout & final page numbers
- PDF
- Locate & type, search by eye, manually edit, generate & check
- Separate index & attach to book
- Layout & paginate, auto-create index in WORD / InDesign
- E-book, hyperlinked index

**Publisher**

- Any format, no page numbers needed
- Point & click, auto check, batch support, live preview
- Embedded entry tags

ASI Conference, 2019
Index-Manager – powerful indexing and embedding functions

Index-Manager

- replaces other DIS + Third-party plug-in (WordEmbed, DEXembed, IXMLembedder) altogether
- is a powerful dedicated indexing software (DIS) and the only one for embedded indexing

Index-Manger offers the same functionality (and more) as other dedicated indexing tools and it also inserts the index entries into the document files

You don’t have to decide!
Indexing in word

to look at, to ask questions of, and to get answers from. But suppose it is winter time, and the trees are bare. Then you have a chance to see the wonderful framework of trunk and branches, the way the twigs spread apart on the outer limits, while the great boughs near the trunk are almost bare. Each branch is trying to hold its twigs out into the sunshine, and each twig is set with buds. When these buds open and most of them send out leafy shoots, the tree will be a shady summer house with a thick, leafy mass that the sun cannot look through. Among the big branches near the trunk, very few leaves will be found to serve as windows under the outer twigs.

How can we tell whether the tree is alive or dead in winter? Break off a twig to see a layer of green just inside the brown bark. This is the sign that the tree is alive. Dead twigs are withered, and their buds are not plump and bright. The green is gone from under the leaf of these twigs.

Under each bud is the scar of last year’s leaf, and if you look on the ground you are pretty sure to find a dead leaf-scar where it first came into the scar. If there is no number of these leaves under the tree, you may be sure that they fell from the tree last autumn. Look carefully among the leaves, and on the branches for the seeds of this tree. If there is an acorn left on the tree, you may be sure that you have the tree of oak.

The name is the thing we wish first to know when we meet a stranger. If an acorn is found growing on a tree, that tree has given us its name, for trees that bear acorns are all oaks. An acorn is a kind of nut, and there are many kinds of oaks, each with its own acorn pattern, unlike that of other oaks. Yet all acorns sit in their little acorn cups, and we cannot confuse them with nuts of other trees. So we know the family name of all these wonderful nuts are acorns. They are all oaks, and there are fifty kinds in our own country, growing wild in American forests. But if those of all countries are counted, there are more than three hundred kinds.

If instead of acorns we find plum or cherry, the tree belongs to the plum family, related to our garden plums and prunes. The signs by which we learn to know trees are not many. The bark of the white birch is so silky white that everybody knows that tree. The sycamore sheds its bark in thin, irregular sheets, leaving patches of dirty white streaking the trunk and limbs, as if the tree has been daubed and splattered with whitewash. This tree is so strikingly different from others that nearly
Import and entire process in Index-Manager
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Where we are headed and what we offer
Smart Data with klar:suite solutions and
Index-Manager subscription plans
Index-Manager – Easy input

**No typing, no copy & paste**
Easy input by double-click from the text

**Content-focused**
Don’t care about locators or paragraph numbers

**Document view**
Text layout as used, XML without tags

**Flexible user interface**
drag & drop, windows, modi
Easy input
Index-Manager – Term extraction

**Systematic indexing**
along headings and structure

**Search in text**
Select the subheading, chronologically along the text

**Context overview**
Select the subheading, chronologically along the text

**Search via word list**
Select the subheading, check every occurrence of a term

**Preparatory work**
Filter options, along your own marking ups, or the author’s/publisher’s highlighting

**Formats**
Filter options, along tags of different kinds directly in the text, even for different indexes

**External resources**
“Load word list file”, concordance list, terminology

ASI Conference, 2019
How to know the trees

The best time to begin to study the trees is today! The season is right where you are, provided there is no snow near enough, for a lesson about trees will be very dull unless there is a tree to look at, to ask questions of, and to get answers from. But suppose it is winter time, then, and the tree is bare. Then you have a chance to see the wonderful framework of trunk and branches. The way the twigs spread apart on the outer limbs, while the great branches near the trunk are almost bare. Each branch is trying to hold its twigs cut into the sunshine, and each twig is set with buds. When these buds open, and most of them send out leafy shoots, the tree will be a study of structure with a thick, leafy coat that you can look through. Among the big branches near the trunk very few leaves will be found compared with the number of the outer twigs.

How can we tell what the tree is alive or dead in winter? Break off a twig. Is there a layer of green just inside the brown bark? This is the sign that the tree is alive. Dried twigs are withered, and their buds are not plump and bright. The green is gone from under the bark of these twigs.

Under each bud is the scar of last year’s leaf, and if you look on the growth you are pretty sure to find a dead leaf whose stem fits exactly into that scar. If there are a number of these leaves under the tree, you may feel sure that they fell from the tree last autumn. Look carefully among the twigs and the branches for the scar of the leaf. If there is an scar left on the tree, you may be sure that you have the tree’s name!

The name is the thing we wish to first know when we meet a stranger. If an acorn is found growing on a tree, that tree has given us its name. For trees that bear acorns are all oaks. An acorn is a kind of nut, and there are many kinds of oaks, each with its own acorn, unlike that of other oaks. Yet all acorns sit in their little acorn cups, and we do not care there with nuts of other trees. So we know the family name of all trees whose fruits are acorns. They are all oaks, and there are fifty kinds in our own country, growing wild in American forests. But if those of all countries are counted, there are in all more than three hundred kinds.

If, instead of acorns, pods hang on the twigs, the tree belongs to the locust family, related to our garden peas and beans. The signs by which we learn to know trees are not many. The bark of the white oak is so silky white that everybody knows that tree. The sycamore shows its bark in little, irregular spots, leaving patches of dirty while streaking the trunk and limbs, as if the tree had been dabbed and spotted with white wax. This tree is so strikingly different from others that nearly everybody knows it, by name. Or they call it “buttonwood.” The seed balls hang on slender stems, swinging in the winter wind.

The white signs to notice are the leaves, the buds, and the leaf scars, the shape of the tree, and the way it branches. The twist it bears may be seen in summer, autumn, or winter. The flowers come in warm weather, some kinds early, some later, and the leaves are new in spring, and most trees shed them in autumn. There is no time of year when there are not three or four of the most important lines hung out on every tree to guide those who are trying to find out its name, and learn the story of its interesting life. And the finding out of tree names is not dry or hard, but a good game to be played out-of-doors.

I. Tree studies in the autumn

1. The sycamore

The leaf of the sycamore tree that grows wild in our Illinois forests is the sycamore, or “shagbark.” Who says that the pecans are larger than the rest of the sycamore? Southern people insist upon this, as the pecan is one of the best of the South, and the sycamore of the North, and challenge the world to produce a nut that is worthy to rank with these two in quality.

The sycamore trees come from the tree’s habit of shedding the bark in long, narrow strips without, that curl away from the point of attachment, but cling for months, perhaps, giving the trunk a shaggy appearance, and making very easy the discovery of these trees in a stretch of mixed woodland. And how it does cut and dishes the extent of oval and crumple a day or two of these trees? Only boys, and their Impertinent matrons can know just how every Saturday afternoon cutting expedition can be, and why many a boy叶片 is good for the changing leaves. The sycamore is half to the North, Otherwise he might be mistaken for a bawbuck, so tattooed are his clothes.

The smooth little nuts are angled and pointed, and when they are ripe, the thick, coral, green husk part into four equal divisions, and the nuts fall out. So much less trouble than walnuts, in their sponge husks, that never part regularly, but wait until they are torn off by impatient boys or squirrels, or until they dry and gradually crumble away.
Term extraction – Search in context

How to know the trees

The best time to begin to study the trees is today. The place to begin is right where you are, provided there is a tree near enough, for a lesson about trees will be very dull unless there is a tree to look at, to ask questions of, and to get answers from. But suppose it is winter time (January), and the tree is bare. Then you have a chance to see the wonderful framework of trunk and branches, the way the twigs spread apart on the outer limbs, while the great boughs near the trunk are almost bare. Each branch is trying to hold its twigs cut into the sunshine, and each twig is set with buds. When these buds open, and most of them send out leafy shoots, the tree will look like a lovely summer house surrounded with a thick, feathery veil that the sun cannot look through. Among the big branches near the trunk very few leaves will be found compared with the number of the outer twigs.

How can we tell whether the tree is alive or dead? In winter? Break off a twig. Is there a layer of green just inside the brown bark? This is the sign that the tree is alive. Dead twigs are brittle, and their buds are not plump and bright. The green is gone from under the bark of these twigs.

Under each bud is the scar of last year’s leaf, and if you look at the ground you are pretty sure to find a dead leaf whose stem fits exactly into that scar. If there are a number of these leaves under the tree, you may feel sure that they fell from the tree last autumn. Look carefully among the leaves, and on the branches for the seeds of this tree. If there is an acorn left on the tree, you may be sure that you know the tree’s name.

The name is the thing we wish first to know when we meet a stranger. An acorn is found growing on a tree, that tree has given us its name, for trees that bear acorns are oaks. An acorn is a kind of nut, and there are many kinds of oaks, each with its own acorn pattern, unlike that of other oaks. Yet all acorns sit in their little acorn cups, and you do not see them with nuts of other trees. So we know the family name of all trees whose fruits are acorns. They are all oaks, and there are fifty kinds in our own country, growing wild in American forests. But if those of all countries are counted, there are in all more than three hundred kinds.

If, instead of acorns, pods hang on the twigs, the tree belongs to the oak family, related to our garden peas and beans. The signs by which we learn to know trees are not many. The bark of the white birch is so silky white that everybody knows that tree. The sycamore sheds its bark in thin, regular sheets, feeling patches of dirty white while breaking the trunk and limbs, as if the tree had been drenched and spattered with whitewash. This tree is so strikingly different from others that nearly everybody knows it by name. Or they call it “Butternut.” The seed-balls hang on slender stems, swinging in the winter wind.

The white signs to notice are the larks, the lobs, and the leaf scours, the placer of the tree, and the way it branches. The fruit of the nuts may be seen in summer, autumn, or winter. The flowers come in warm weather, some kinds early, some later, and the leaves are new in spring, and most trees shed them in autumn. There is no time of year when these are not three or four of the important signs hanging out on every tree to guide these who are trying to find out its name, and learn the story of its interesting life. And the finding out of tree names is not drudgery and hard, but a good game to be played out of doors.

1. Tree studies in the autumn

1.1. The sycamore

The best history not told at your school, wild in our American forests, is the sycamore, or shagbark. Who says that this is better than the rest of the Little Sycamore? Southern people insist upon this, as the pecan is the pride of the Southern states. As a companion we may place side by side the pine of the South, and the little shagbark of the North, and challenge the world to produce a nut that is worthv to rank with those two in quality.

The sycamore takes its name from the tree’s habit of shedding the bark in large, narrow strips of flakes, that curl away from the point of attachment, but cling for months, perhaps, giving the trunk a shaggy appearance, and making very easy the discovery of these trees in a stretch of mixed woodland. And how it does cut and slash the stoutest of oaks to an easy to and down one of these trees? Only boys and their despairing mothers can know how costly a Saturday afternoon cutting expedition can be, and how a boy flies if he happens to come near his bag of nuts in the late dark. Otherwise he might be mistaken for a tramp, so battered are his clothes.

The smooth little nuts are angled and pointed, and when they are ripe, the thick, color, green husks part into four equal divisions, and the nuts fall away. So much less trouble than walnuts, in their sponge boxes, that never part regularly, but wait until they are born off by impatient boys or squirrels, or until they dry and gradually crumble away.
How to know the trees

How to know the trees

The best time to begin to study the trees is today. The place to begin is right where you are, provided there is a tree near enough, for a lesson about trees will be very well done in a tree to look at, and questions and, if you go about it, the tree will be given a lesson. For suppose it is within reach, then the tree is there. Then you have the chance to see the wonderful framework of trunk and branches, made by the tree itself after the water. While the leaves do not move the tree are almost bare. Each branch is trying to hold its twig out into the sunshine, and each twig is cut with the bark. When these twigs are no longer lived on, they may be used as chopsticks. The tree will be a dead tree and the leaves will be dry. The sun can look through them. Even the branches near the trunk will be found to be the number of the older trees.

How can we tell whether the tree is alive or dead in winter? Break off a twig. Is there a layer or green just inside the brown bark? This is the sign that the tree is alive. Dead twigs are withered, and their buds are not plump and bright. The green is gone from under the bark of these twigs.

Under each bud is the scar of last year's leaf, and if you look on the ground, you are sure to find a dead leaf, whose stem fits exactly into that scar. If there are as many levels under the tree, you may feel sure that they fell from the tree last autumn. Look carefully among the leaves, and on the branches for the seeds of this tree. If there is an acorn left on the tree, you may be sure that you have the tree's name.

The name is the thing we wish to know when we meet a stranger. If an acorn is found growing on a tree, that tree has given us its name, for trees that bear acorns are all oak. An acorn is a kind of nut, and there are many kinds of oak, each with its own acorn pattern, unlike that of other trees. Yet all acorns suit their little acorn caps, and we do not confuse them with nuts of other trees. So we know the family name of all trees whose fruits are acorns. They are all oaks, and there are fifty kinds in this country, growing wild in American forests. If all of those countries are counted, there are in all more than three hundred kinds.

If, instead of acorns, pods hang on the twigs, the tree belongs to the locust family, related to our garden peas and beans. The signs by which we learn to know trees are not many. The bark of the black birch is so silvery-white that everybody knows that tree. The symmetrical seeds look like thin, irregular shoots, fusing patches of soft white streaking the trunk and limbs. As if the tree had been dusted and scattered with whitewash. This tree is so strikingly different from others that nearly everybody knows it by name. Or they call it "butternut." The seed balls hang on clover stems, swinging in the winter wind.

The winter signs in motion are the bark, the buds, and the leaf scars, the shape of the tree, and the way it branches. The fruit it bears may be seen in summer, autumn, or winter. The flowers come in warm weather, some early, some later, and the leaves are near in spring, and most trees shed them in autumn. There is no tree of your choice that is not true of all the important signs hung out on every tree to guide those who are trying to find out its name, and learn the story of its interesting life. And the finding out of tree names is not easy and hard, but a good game to be played out of doors.

1. Tree studies in the autumn

1.1 The shagbark hickory

The best hickory in our American forests is the shagbark, or shellbark. Who says that the pecan is better than the nut of the little shagbark? Southern people insist upon this, as the pecan is the pride of the Southern States. As a compromise we may place side by side the pecan of the South, and the little shagbark of the North, and challenge the world to produce a nut that is worthy to rank with these two in quality.

The shagbark takes its name from the tree's habit of shedding the bark in long, narrow strips or flakes, that roll away from the point of attachment, but clinging for months, perhaps, giving the trunk a slightly uneven appearance, and making very sure the discovery of little trees in a stretch of wooded woodland. And how it does get dry and cold the shorter periods, able to survive in the forest and grow up among the leaves? Only those and their resolute mothers can know just how easily a Saturday afternoon nutting expedition can be, and why many a boy thinks it expedient to come back with his bag of nuts in the late dusk. Otherwise he might be mistaken for a stranger, or taken for a child.
Systematic indexing structure window, word list filter
Index-Manager – Completeness

**Term-focused**
Context overview, chronologically along the text

**Document-focused, Analysis and heuristics**
Filter and sorting options, along number of occurrences, frequent words

**Structure-focused, Word:entry ratio**
Identify under or over indexed sections

**Streamline production**
Every occurrence for name or place indexes with one click!

ASI Conference, 2019
Name and place index Word list – semiautomatically

How to know the trees

The best time to begin to study the trees is today! The place to begin is right where you are, provided there is a tree near enough, for a lesson about trees will be very dull unless there is a tree to look at. To ask questions of, and to get answers from. But suppose it is winter time, and the tree is bare. Then you have a chance to see the wonderful framework of trunk and branches, the way the twigs spread apart on the outer limbs, while the great boughs near the trunk are almost bare. Each branch is trying to hold its twigs cut into the sunlight, and each one is set with buds. When these buds open, and most of them send out baby shoots, the tree will be a shabby summer house, set with a thick, grey roof that the sun cannot look through. Among the big branches near the trunk very few leaves will be found compared with the number the outer twigs bear.

How can we tell whether the tree is alive or dead in winter? Break off a twig. Is there a layer of green just inside the brown bark? This is the sign that the tree is alive. Dead twigs are withered, and their buds are not plump and bright. The green is gone from under the bark of these twigs.

Next, look at the scar of last year’s leaf, and if you look on the ground you are pretty sure to find a dead leaf whose stem fits exactly into that scar. If there are a number of these leaves under the tree, you may feel sure that they fell from the tree last autumn. Look carefully among these leaves, and on the branches for the acorns of this tree. If there is an acorn left on the tree, you may be sure that you have the tree’s name.

A tree is in the right place when we meet a stranger. If an acorn is found growing on a tree, then that tree has given us its name, for trees that bear acorns are all oak. Acorns are a kind of nut, and these are mostly kinds of oak, with a brown acorn pattern, unlike that of other nuts. Yet all acorns fall in their own little acorn cups, and we do not receive them with much of other nuts. So we know the family name of all those whose fruits are acorns. They are all oaks, and these are filthy knobby oaks in our own country, growing solid among the fields. But if the tree is all acorns, then we are in one of those hundred kinds of oaks.

If, instead of acorns, poded hang on to the twigs, the tree belongs to the locust family, related to our garden peas and beans. The seeds by which we learn to know trees are not many. The bark of the white birch is so silky white that everybody knows that tree. The sycamore sheds its bark in fit, irregular sheets, leaving patches of dirty white streaking the trunk and limbs, as if the tree had been caressed and sprinkled with whitewash. This tree is so strikingly different from others that nearly everybody knows its name. Or they call it “butterwood.” The seed-balls hang on slender stems, swinging in the winter wind.

The winner gains to notice are the barks, the buds, and the leaf scars, the shape of the tree, and the way it branches. The fruit it bears may be seen in summer, autumn, or winter. The flowers come in warm weather, some kind early, some later, and the leaves are new in spring, and most trees shed them in autumn. There is no time of year when there are not three or four of the important signs hung out on every tree to guide those who are trying to find out its name, and learn the story of its interesting life. And the finding out of tree names is not dreary and hard, but a good game to be played out-of-doors.

1. Tree studies in the autumn

1.1 The shagbark hickory

The best nut tree that grows wild in our American forests is the shagbark, or shellhickory. Who says that the pecan is better than the nut of the little shagbark? Woodpeckers insist on this, as the pecan is the pride of the Southern states. As a compensation we may place side by side the pecan of the South, and the little shagbark of the North, and challenge the world to produce a nut that is worthy to rank with these two in quality.

The shagbark takes its name from the tree’s habit of shedding the bark in long, narrow strips or flakes, that fall away from the point of attachment, but cling for months, perhaps, giving the trunk a shaggy appearance, and making very easy the discovery of these trees in a stretch of thick woodland. And how it does cut and slash the crotches of overfalls to scramble us down one of these trees! One boy and his dearest mountain dogs can see just how vastly a Saturday afternoon nutting expedition can be, and why many a boy finds it excellent to come back with his bag of nuts in the late dusk. Otherwise he might be mistaken for a tramp, so tattered are his clothes.

The smooth little nuts are edged and pointed, and when they are ripe, the thick, corky, green husks part into four equal divisions, and the nuts fall out. So much less trouble than walnuts, in their sponge husks, that never part regularly, but must until they are torn off by impatient boys or squirrels, or until they dry and gradually open.
Name and place index – F7

There is another test for a walnut tree, for those who do not know the underside of the bark. If you cut a piece of bark, you will see the pith of the walnut tree inside, but the pith is not as thick as the bark. This is a sure sign.

I have heard of a great value for the early settlers in Ohio, who cleared the rich bottom land along the rivers. The great trees there, which had grown undisturbed for centuries, were the "wells" that had to be cut down and removed, before the soil could be ploughed and saved to oats or wheat. The only way to do this was to burn the trees, by piling them together and firing the pile, as soon as it was dry enough to burn. The "log-rollings" were the neighborhood gatherings, when men brought their teams and log chains, and worked like Trojan, dragging the logs to the places selected for the great bonfires. Then, the workers and children had a grand time, watching the men at work, and preparing the dinner, which was a feast, and a great social occasion.

The stump of many a noble black walnut tree, cut down a century ago, has stood, undecayed, until recent years. So valuable is the wood that these stumps have been pulled up with expensive machines, for the greatly-valued stumps that are still some. Cut into thin sheets, the wood is used for veneering furniture. Think how many millions of dollars' worth of lumber went up in smoke in those bonfires! black walnut is scarce now, and can hardly be bought at any price.

The Butternut. The Butternut.

The butternut trees are stigmated of their fruit in October by boys who have visions of long evenings, such as Whitman describes in "Snowbound," with nuts and apples and cider. By a roaring fire. Some boys leave the black walnut trees to others, and fill their bags entirely with the low, broad butternut trees, that have more nuts in each cluster, and they are not so hard to reach. Many will say that they are much sweeter and richer than black walnuts. Others do not care for them because they are too jelly. Indeed, they are called "jellies," and more to the young-at-heart "nuts" all are mentioned.

The butternuts are oblong and pointed at one end, and sticky to the touch, differing in this particular from the glabrous fruits of the Black walnut. The same sticky feeling makes it unpleasant to touch the leaves of butternut tree. The raceme can waste to occur out through joints along the hairy leaf vein.

In summer time, when the fuzzy, green butternuts are scarcely larger than olives, and their shells are so soft that a knitting-needle goes through without any trouble, the time for picking them has come. The gathering of the clustered green fruit is fun, but as soon as they are scalped, the "furr" has to be rubbed off of each, before the nuts, husks and all, are put down in spiked vats, to be used as a relish for serving meats the following winter. The "fur" usually falls to the children, and they get very tired, for it is a slow and monotonous job, whether it uses a coarse towel or a brush. However, it would be unpleasant to eat a furry nut, no matter how carefully the picking was done.

The English Walnut.

The English walnut trees are grown in orchards in Southern California. These trees are quick to grow, and come early into bearing. When you buy a pound of these thin-shelled nuts at the corner grocery store, you may well wonder where they grew. Perhaps little children picked them up under trees that grow in Italy or in Greece. Fine, large nuts come from France, but none of the tiny English walnut, which is good to eat but not good to turn into butter.
Index-Manager – Consistency

Different views and overview
Linked window and text views, different sorting options

Accessibility
Generation of new headings and levels in batch mode, customized: divide entries, swap levels...

Find & replace
by patterns and regular expressions

Cross-reference overview
Easy input of cross references
Index-Manager – Index Quality control

**No typing**
Easy input from the source document, anchor button, less error-prone

**Customized functions**
Generation of new frequently required operations: divide entries, swap levels, names, acronyms...

**Editing, editing**
use all functions for hundreds of entries with one click, standardize spelling, lower/upper case...

**Live Index preview**
correct directly within the index preview only once!

**Find & replace**
by patterns and regular expressions
Perl syntax

**Verifying Cross-references**
Color code ensures no blind references
Edit window
## Index actions window

### Index actions

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<th>Column</th>
<th>Options</th>
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# Index-Actions example

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ASI Conference, 2019
Why embedding indexing
Digital publications

What’s the reality now
BoB index and Critical path

How we are innovative
Transformation in Indexing

How Index-Manager facilitates indexing
From term selection to quality check

When is embedded indexing done?
Manuscript, e.g. in Word, Layout e.g. in InDesign...

Where we are headed and what we offer
Smart Data with klar:suite solutions and Index-Manager subscription plans
Index-Manager – embedded

Entries are written into the export program's own fields. Easy processing by the target publishing program

- **Word:**
  ```
  \{XE "Kopernikus, Nikolaus"}\f "name"
  \{XE "star signs:Aries"}\n
  XML:
  <indexentry levels='Iron|Mining'/>
  <indexentry><entry1>Anamnesis</entry1></indexentry>;
  <indexentry><entry1>Diagnostics</entry1><entry2>surgical methods of</entry2></indexentry>

- **DocBook:**
  <indexterm><primary>MyLife project</primary></indexterm>

- combined with a thesaurus
  <indexentry><entry1> surgical methods of Diagnostics</entry1><concept cidref="CO3456" type="Thesaursrus" level="1"/></indexentry>
Work file logging – .idx(t)

- Index information is not written back immediately
- Embedding of entries
  - At any point in time
  - Into changed/edited versions of the source files (.idx)
  - Into other format versions of the source files (.idxt) – Transfer Add-on

Advantages:
- Allows tasks like copyediting, typesetting in parallel
- Exchange work files with publisher (data sovereignty)
- Highly flexible production workflow
- Several indexers can work in parallel
- Fresh work file as backup for new editions
Book production workflow
A: Word → Word, same version

- Advantage: embedded
- Advantage: File exchange only once
- Problem: critical path, Word → InDesign Transfer

<table>
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<tr>
<th>Workflow</th>
<th>write</th>
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<th>revise</th>
<th>final review</th>
<th>create index entries</th>
<th>layout &amp; pagination</th>
<th>create BoB index</th>
<th>proof-read</th>
<th>export, hyper-linked index</th>
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</table>
Book production workflow
A_1: Word → Word, two document versions

- Advantage: embedded
- Advantage: no time loss
- Problem: Word → InDesign Transfer
Book production workflow
A_2: Word → Word, .idx exchange

- Advantage: embedded
- Advantage: no time loss, data sovereignty
- Problem: Word → InDesign Transfer

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<th>revise</th>
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</tbody>
</table>

Advantages:
- Embedded
- No time loss, data sovereignty

Problem:
- Word → InDesign Transfer

Workflow diagram:
- Author: write, review, revise, create index entries, send back .idx, embed in .docx, final review
- Editor: docx, 2.docx
- Indexer: IDX, .idx
- Layouter: layout & pagination, create BoB index, proof-read, export, hyper-linked index
- Print: Print, XML, PDF, EPUB
- Digital (ebook, web): 1.docx, 2.docx, .idx

AS1 Conference, 2019
Advantage: embedded
Advantage: no Word → InDesign transfer
Problem: compatibility problems with different InDesign versions
Book production workflow
B_1: InDesign → InDesign, two document versions

- Advantage: embedded
- Advantage: no Word → InDesign transfer
- Problem: compatibility problems with different InDesign versions, 2x .idml-export

**Workflow**

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<th>Indexer</th>
<th>Layouter</th>
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</tbody>
</table>

**Export, hyper-linked index**

- PDF
- XML
- EPUB

Embedded index entries
Book production workflow
B_2: InDesign → InDesign, idx.exchange

- Advantage: embedded
- Advantage: no Word → InDesign transfer, data sovereignty
- Indexer and Publisher need idx licenses

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<tr>
<th>Workflow</th>
<th>write</th>
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<th>revise</th>
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</tbody>
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Book production workflow
C: Word → InDesign, Index-transfer

- Advantage: embedded
- Advantage: no time loss, defined customized tag format
- Indexer needs Index-Manager with Add-on
Book production workflow  
D: XML-First, Word → XML, Index-transfer

- Advantage: embedded
- Advantage: no time loss, defined customized tag format
- Indexer needs Index-Manager with Add-on

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Book production workflow
E: Word → XML, .idxt, CLI

- Advantage: embedded
- Advantage: no time loss, data sovereignty, defined customized tag format
- Indexer and Publisher need Index-Manager with Add-on

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<td>XML, .idxt</td>
</tr>
<tr>
<td>Revise</td>
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</tr>
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<td>Create index entries</td>
<td>.idxt</td>
<td>.idxt</td>
<td>.idxt</td>
<td>.idxt</td>
<td>.idxt</td>
<td>XML, .idxt</td>
</tr>
<tr>
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<td>XML, .idxt</td>
</tr>
<tr>
<td>Layout &amp; pagination</td>
<td>XML</td>
<td>CLI</td>
<td>+.XML</td>
<td>XML</td>
<td></td>
<td>Print PDF EPUB</td>
</tr>
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<td>Proof-read</td>
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<td>.docx</td>
<td>.docx</td>
<td>XML, .idxt</td>
</tr>
<tr>
<td>Export, hyper-linked index</td>
<td>XML</td>
<td>CLI</td>
<td>+.XML</td>
<td>XML</td>
<td></td>
<td>Print PDF EPUB</td>
</tr>
</tbody>
</table>

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CLI (Command line interface)

- Add-on Index-Transfer: in combination with Index-Manager Business License
- Functions:
  - CLI version of Index-Manager is used for integration into fully automatic production workflows
  - Works fully automatically without any user interaction
  - It takes a publication document (in XML / XHTML) and embeds the .idxt entries
  - Can transfer .idxt entries across file formats (e.g. embed .idxt entries from WORD into XHTML)
  - If the publication is paginated (in XML / XHTML), it can automatically build the Back-of-the book index
  - When embedding into custom XML or XHTML, the tags can be customized to customer requirements
Book production workflow
Version New edition: XML → Word, Index-transfer

- Advantage: embedded
- Advantage: no time loss, index-backup in case author deletes entries
- Publisher needs Add-on
Flexible modern software

Every manuscript differs

Every indexer

Every publisher, every company

Every project

However you want to do it, Index-Manager is by your side
Add-on Index-Import

Import of an existing separate index as .txt

- index import format conversion: yourself with instruction manual, Klarso, IndexConvert...
- manually controlled or automatic embedding

- However you want!
BoB in Index-Manager

- OCR
  - e.g. ABBYY FineReader
  - free PDF Converter
- compare page numbers in Word and PDF,
  - manually insert page breaks, if necessary
  - import in IDX
- construction of the final index in Word
  - copy index in separate word file
- create Index entries in Index-Manager
  - export into word

PDF
Word
IDX
Word + </>
Index.docx
How we are innovative – Transformation in Indexing

**earlier**
parallel workflows allows earlier publishing

**flexible**
Index-Manager fits all workflow requirements due to Work file logging and Add-ons

**better**
analysis and QS functions ensure indexes become more
- Complete
- consistent and
- Accurate

**future proof**
precisely embedded entries for all future products and editions, print or digital

**faster**
- Modern user interface motivate indexers
- **editing functions free** from mundane aspects and
- make indexing even faster
- heuristic and analysis features facilitate the choice of relevant terms
Why embedding indexing
Digital publications

What’s the reality now
BoB index and Critical path

How we are innovative
Transformation in Indexing

How Index-Manager facilitates indexing
From term selection to quality check

When is embedded indexing done?
Manuscript, e.g. in Word, Layout e.g. in InDesign...

Where we are headed and what we offer
Smart Data with klar:suite solutions and
Index-Manager subscription plans
Shift in the Information Landscape

*Smart Data*

#1 catalyst for business growth

**index cards**
1900s

**tabular data**
1960s

**big data**
2010s

real world relations
today

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Challenges to Building the Smart Data Future

- True transformation
- Customer first
- Highly innovative technology

Roadblocks:
- Rigid work- and dataflows
- Process- and data silos
- Deadlock to restructure
- Rocky path for innovation

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Smart Data to Create Your Top-Down Artificial Intelligence

- Realized in *klar:suite*
  - Semantic network knowledge base
  - Content Authoring System, Product Information System
- Establish a top-down AI
  - Fully explainable high level reasoning

Automatic cloning, versioning, validity checks through structural understanding

Automatic reasoning of implications, detection of contradictions or structural analogies

Automatic explanation of data relationships with connection to natural language
Our Portfolio

- Catalog and Prices
- Product Information Management
- Editorial/Content Authoring System for Complex Data
- Index-Manager
- Smart Data
  - Deep Search
  - Semantics Manager
  - Content Delivery Portal

ASI Conference, 2019
Why embedding indexing
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Where we are headed and what we offer
Smart Data with klar:suite solutions and
Index-Manager subscription plans
Requirements

- Desktop application
- Windows 7, 8, 10, MacOS, Linux (on request)
- min. 1 GB RAM available
- Payment: Subscription model

Licenses for InDesign are not necessary for working in IDX
- Embedding of the entries is done by IDX
- Open source documents for quality control only
- Construction of the final index by publisher
Premium Training and Support

In-house classes available

Context help
context help integrated in the program user interface

YouTube tutorials
demonstrate the most important functions

Live webinars
Free webinars, basic and advanced, every two weeks

Chat
Via Skype and TeamViewer

Forum
Community help

Email
Fast response times

Telephone
Mobile accessible
Test license, 2 weeks
Free Webinars, every 2 weeks
Pricing

Discount, Freelancer License
15% discount for ASI Conference
Offer expires 2019-07-31, only for new customers

Publisher Indexer license
Publisher forwards project licenses to freelance indexer
Price by request
Add-ons inclusive
minimum purchasing quantity: 10 licenses / Quarter

Freelancer License, $ 399.00
1 year, per seat, Premium support

Add-ons
Index-Transfer: $ 113.00
Index-Import: $ 113.00
1 year, requires valid Index-Manager license, training personal online lessons

Discount, Freelancer License
Freelancer License, $ 399.00
Publisher Indexer license
Add-ons

https://index-manager.net/en/prices

This is non-binding general pricing information; this is not a formal binding offer/tender/quote
Thank you for listening

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