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 for
  - Table of contents
  - Cross-references
  - BoB-Index

Your publication

Print

Digital

Stream of text
Non-linear reading

- Direct links for
  - Table of contents
  - Cross-references
  - Index / search

ASI Conference, 2019

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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
Why embedding indexing Digital publications

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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
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
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

<table>
<thead>
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<th>Workflow</th>
<th>Author</th>
<th>Editor</th>
<th>Indexer</th>
<th>Layouter</th>
<th>Print</th>
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<td>review</td>
<td>revise</td>
<td>final review</td>
<td>layout &amp; pagination</td>
<td>create index entries</td>
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</table>

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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 (?)

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<th>Write</th>
<th>Review</th>
<th>Revise</th>
<th>Create index entries</th>
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If you change the way you look at things, the things you look at change.

Wayne Dyer

We fear change
But never fear......
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# Index-Manager

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

<table>
<thead>
<tr>
<th>Publisher</th>
<th>Indexer</th>
<th>Publisher</th>
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</thead>
<tbody>
<tr>
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<td>Index QC</td>
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</tr>
</tbody>
</table>

## Standard

- layout & final page numbers
- PDF
- locate & type
- search by eye
- manually edit
- generate & check

## Index-Manager

- any format, no page numbers needed
- point & click
- auto check
- batch support
- live preview

- Word
- InDesign
- DocBook
- XML

- embedded entry tags
- layout & paginate, auto-create index in WORD / InDesign
- e-book, hyperlinked index

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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 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 out into the sunshine, and each twig is set with buds. When those buds open, and most of them send out leafy shoots, the tree will be a shady summer house with a thick, leafy roof that the sun cannot look through. Among the big branches near the trunk very few leaves will be found compared with the number at 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.¶

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 whose stem fits exactly into that scar. If there are a number of these leaves under each 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 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. So acorns are 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 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 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 birch is so silvery 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, so if the tree had been dawed and spattered with whitewash. This tree is so strikingly different from others that nearly
Import and entire process in Index-Manager
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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
## How to know the trees

### How to know the trees

The best time to begin to study the trees is to-day. 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 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 limbs, 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 shapely summerhouse, adorned with a thick, leafy roof 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 that 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 growth 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 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 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 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 cup, 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 our own country, growing wild in American forests. 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 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 had been doused and splattered with whitewash. 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 winter signs to notice 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 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 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 hickories

The best hickory nut tree that grows wild 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 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 stubs of oaks to scramble up and down one of these trees! Only boys and their despairing mothers can know just how costly a Saturday afternoon nutting expedition can be, and why many a boy finds it expedient to come back with his bag of nuts in the late dusk. 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, coryl, green hulls 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 How to know the trees

The best time to begin to study the trees is to-day: 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 tending 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 summerhouse, surrounded with a thick, leafy roof 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.

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 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 have the tree’s name.

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 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 many 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 kingdoms.

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 birch is so silky white that everybody knows that tree. The sycamore sheds its bark in this. Irregular patches, leaving patches of dirty white streaking the trunk and limbs, as if the tree had been doused and splattered with whitewash. This is so strictly 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 winter signs to notice 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 the 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 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 dry and hard, but a good game to be played out-of-doors.

1. Tree studies in the autumns

1.1 The shagbark Hickories

The best hickory nut trees that grows wild 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 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 curl and slouch the amount of overall to scramble up and down one of these trees? Only boys and their discapling mothers can know how costly a Saturday afternoon nutting expedition can be, and why many a boy finds it expedient 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 angled and pointed, and when they are ripe, the thick, corny, green husk part into four equal divisions; and the nuts fall out. So much less trouble than walnuts, in their spiny husks, that never part regularly, but exist until they are torn off by impatient boys or squirrels, or until they dry and gradually crumble away.
How to know the trees

How to know the trees is to-day! 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 snow, 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 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 leaves, the tree will be a study summerhouse and its thick, leafy brush will shut out the sun’s rays. 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.

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 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 have the tree’s name.

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 caps, and we do not confuse them with nuts of other trees. So we know the family name of all these trees whose fruits are acorns. They are all oaks, and there are fifty kinds in our country, growing wild in American forests. But if those of all countries are counted, there are in all more than three hundred.

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 birch is so silvery 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 had been daubed and spattered with whitewash. 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 winter signs to notice 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 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 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 dry or hard, but a good game to be played out-of-doors.

1. Tree studies in the autumn

1.1 The shaggy birch

The best birch nut tree that grows wild 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 curl away from the point of attachment, but clinging 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 stouthearted of overall to scramble up and down one of these trees? Only boys and their desiring mothers can know just how costly a Saturday afternoon nutting expedition can be, and why many a boy finds it expedient 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.
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!
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 when there is snow on the ground, and the trees are bare. Then you have a chance to see the wonderful framework of trunk and branches, the way the twigs curve apart on the outer limbs, 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 shaggy summerhouse covered with a thick, leafy roof that the sun cannot look through. Among the big branches near the trunk very few leaves will be found compared with the number on 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 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 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 fall 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 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 seeds. Yet all acorns sit in their little acorn cups, 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 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 these 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 this, irregular sheets, leaving patches of dirty white streaking the trunk and limbs, as if the tree had been doused and splattered with whitewash. This is a tree that is 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 winter signs to notice 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 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 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 dreamy 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 nut tree that grows wild 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 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 stem, stumps to scramble up and down these kinds of trees! Only bees and their despairing mothers can know just how costly a Saturday afternoon sugarnut expedition can be, and why many a boy finds it expedient 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 angled 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 spongy 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.
There is another type for a walnut tree, for those who do not know the color of the sap. Cut a twig, and split it. The pitch of walnut trees is not solid, but is in thin plates, separated by air spaces. This is a sure sign.

Illustration: Three plums, with husks, three shagbarks, and two pecans. Flowering twig of the little shagbark hickory.

Illustration: Black walnut and butternut. Twig of butternut, in winter and in spring.

Walnut trees grow rapidly, and are a valuable tree crop to plant. Nuts for seed are packed in gravel, and left outdoors over winter. The stubborn shells are cracked by Jack Frost in such a way as not to injure the seed, which is the meat of the nut. The nuts are planted in spring just where the trees are to stand, for it is much better for a walnut tree never to be transplanted.

I have heard my grandfather tell how the early settlers in Ohio cleared the rich bottom land along the rivers. The great trees that had grown, undisturbed, for centuries, were the "cuts" that had to be cut down and removed, before the soil could be ploughed and sowed to oats or wheat. The only way to do this was to burn the trees, by filling them together and firing the pile, as soon as it was dry enough to burn. The "log-rolling" were the neighborhood gatherings, when men brought their teams and log chains, and worked like Trojans, dragging the logs to the places selected for the giant bottlenecks, later on. The women 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 stamp of many a noble black walnut tree, cut down a century ago, has stood, undecayed, until recent years. So valuable is its wood that these stumps have been pulled up with expensive machinery, for the grainy-grained woods that are still sound. 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 bottlenecks! Black walnut is scarce now, and can hardly be bought at any price.

The Butternut. The Butternut.

The butternut trees are striped 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 the branches with butternuts, 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 so oily. Indeed, they are called "oil-nuts," and vow to the youngsters who has eaten "all he wanted!"

The butternuts are oblong and pointed at one end, and stick to the touch, differing in this particular from the globular fruits of the black walnut. The same clammy feeling makes it unpleasant to touch the leaves of butternut tree. The resinous sap seems to ooze out through joints along the hairy leaf veins.

In summer time, when the fuzzy, green butternuts are scarcely larger than straws, and their shells are so soft that a knitting-needle goes through without any trouble, the time for making picked nuts has come. The gathering of the clustered green fruit is fun, but as soon as they are coloored, the "furs" has to be rubbed off of each, before the nuts, husks and all, are put down in spiked vinegar, to be used as a relish for serving with meats the following winter. The "furring" usually falls to the children, and they get very tired, for it is a slow and monotonous job, whether one uses a coarse towel or a brush. However, it would be unpleasant to eat a furry nut, no matter how carefully the stripping 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 the 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 them equal California. Many of the nuts grown in California are small and brown, but still planted.
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

ASI Conference, 2019
Edit window
## Index actions window

<table>
<thead>
<tr>
<th>Name</th>
<th>Search</th>
<th>Replace</th>
<th>Column</th>
<th>Options</th>
</tr>
</thead>
<tbody>
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<td>(.+)</td>
<td>&lt;b&gt;\1&lt;/b&gt;</td>
<td>Entry</td>
<td>rx</td>
</tr>
<tr>
<td>.docx italic</td>
<td>(.+)</td>
<td>&lt;i&gt;\1&lt;/i&gt;</td>
<td>Entry</td>
<td>Alt</td>
</tr>
<tr>
<td>.pml bold</td>
<td>(.+)</td>
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<td>Entry</td>
<td>Alt</td>
</tr>
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<td>.pml italic</td>
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<td>Entry</td>
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<td>(.*)</td>
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<td>Page range</td>
<td>rx</td>
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<tr>
<td>en dash</td>
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<td>–</td>
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<td>Ctrl</td>
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<td>(((0-9-:?):(.*))</td>
<td>\l1/2/2\l1</td>
<td>Entry</td>
<td>rx</td>
</tr>
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<td>(.<em>:</em>)</td>
<td>&lt;Startrange&gt;\1/\1</td>
<td>Entry</td>
<td>rx</td>
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<td>Personenregister</td>
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<td>Begriffsregister</td>
<td>index name</td>
<td>Alt</td>
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### Index-Actions example

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<tr>
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<th>Column</th>
<th>Options</th>
<th>Shortcut</th>
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</thead>
<tbody>
<tr>
<td>.docx bold</td>
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<td>Entry</td>
<td>rx</td>
<td>Alt+B</td>
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<td>Swap name</td>
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<td>\2, \1</td>
<td>Entry</td>
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<td>\2 (\1)</td>
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<tr>
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<td>(+)</td>
<td>\1;\1</td>
<td>Entry</td>
<td>rx</td>
<td></td>
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</tbody>
</table>

Oak -> <b>Oak</b>
Oak -> <i>Oak</i>
American|Oak -> American, Oak
American -> American|Oak
John Miller -> Miller, John
UN (United Nation) -> United Nation (UN)
"glutamate", glutamate
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"\}
  
  \{XE "Kopernikus, Nikolaus"\f "name"
  
  \{XE "star signs:Aries"\}

- **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="Thesaurus" 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

---

**Workflow**

<table>
<thead>
<tr>
<th>Role</th>
<th>Write</th>
<th>Review</th>
<th>Revise</th>
<th>Final Review</th>
<th>Create index entries</th>
<th>Layout &amp; pagination</th>
<th>Create Bob index</th>
<th>Export, Hyper-linked index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
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<td>✔</td>
<td></td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>XML, PDF, EPUB</td>
</tr>
</tbody>
</table>
Book production workflow

A_1: Word → Word, two document versions

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

<table>
<thead>
<tr>
<th>Workflow</th>
<th>write</th>
<th>review</th>
<th>revise</th>
<th>create index entries</th>
<th>final review</th>
<th>layout &amp; pagination</th>
<th>create BoB index</th>
<th>proof-read</th>
<th>export, hyper-linked Index</th>
</tr>
</thead>
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</tr>
</tbody>
</table>
Book production workflow

A_2: Word → Word, .idx exchange

- Advantage: embedded
- Advantage: no time loss, data sovereignty
- Problem: Word → InDesign Transfer
Book production workflow
B: InDesign → InDesign, same versions

- 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
Book production workflow
B_2: InDesign → InDesign, idx.exchange

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

<table>
<thead>
<tr>
<th>Workflows</th>
<th>Author</th>
<th>Editor</th>
<th>Indexer</th>
<th>Layouter</th>
<th>Print</th>
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<tbody>
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<td>revise</td>
<td>create index entries</td>
<td>final review</td>
<td>layout &amp; pagination</td>
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</tbody>
</table>

ASI Conference, 2019
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

<table>
<thead>
<tr>
<th>Workflows</th>
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<th>review</th>
<th>revise</th>
<th>final review</th>
<th>layout &amp; pagination</th>
<th>embed entries</th>
<th>Create BoB index</th>
<th>proof-read</th>
<th>export hyper-linked Index</th>
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<td>.xml</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

ASI Conference, 2019
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
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
Advantage: embedded
Advantage: no time loss, index-backup in case author deletes entries
Publisher needs Add-on
Flexible modern software

Every project

Every indexer

Every publisher, every company

Every manuscript

differs

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

- compare page numbers in Word and PDF,
- manually insert page breaks, if necessary
- import in IDX

- OCR
  - e.g. ABBYY FineReader
  - free PDF Converter

- construction of the final index in Word
- copy index in separate word file

- create Index entries in Index-Manager
- export into word
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
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
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
- Content Delivery Portal
- Editorial/Content authoring System for complex data
- Semantics Manager
- Smart data
- Index-Manager
- Deep Search
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...

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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

**Freelancer license**
- Add-ons inclusive
- Minimum purchasing quantity: 10 licenses / Quarter

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

**Add-ons**
- Index-Transfer: $113,00
- Index-Import: $113,00
- 1 year, requires valid Index-Manager license, training personal online lessons

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

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

**https://index-manager.net/en/prices**
Thank you for listening

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