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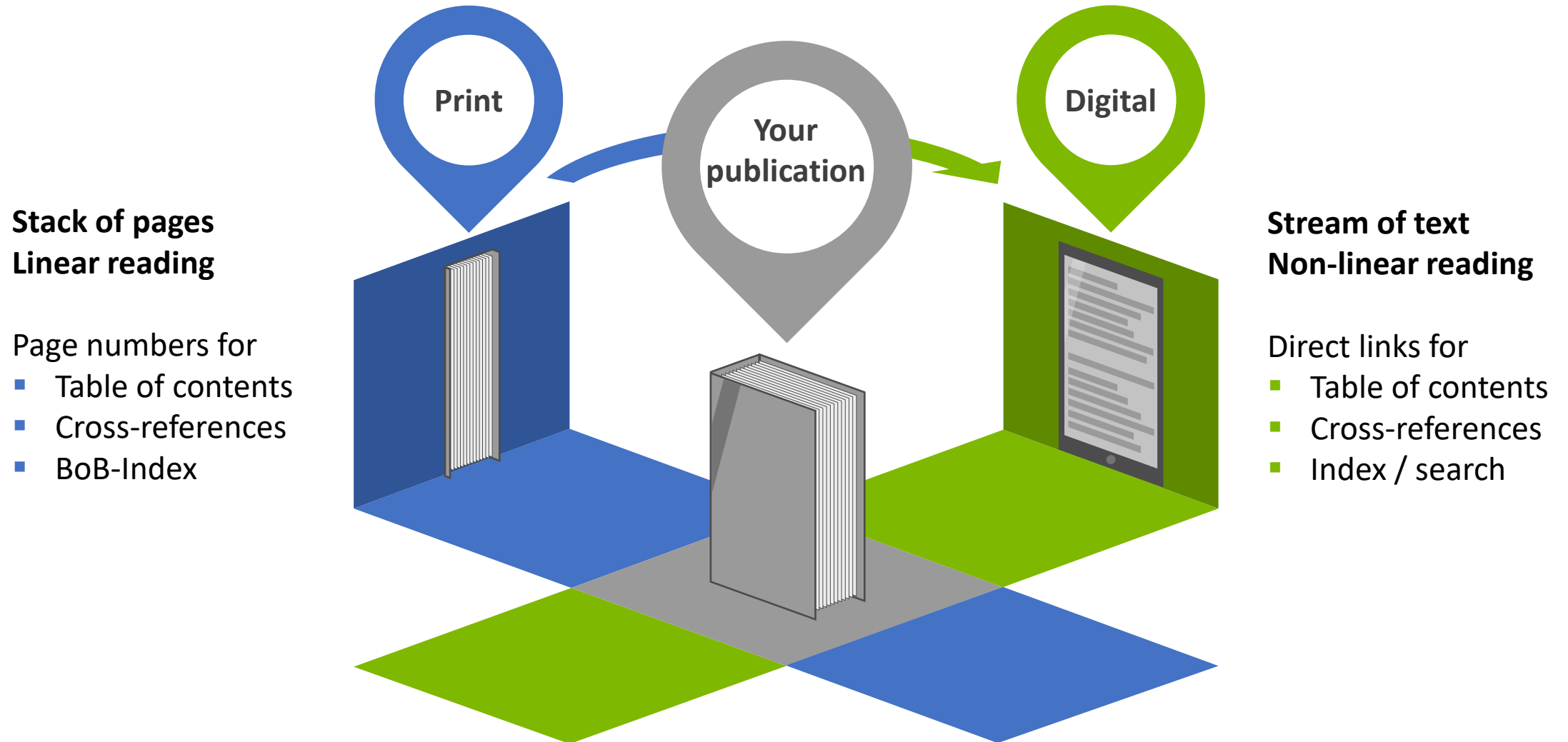
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Where we are headed and what we offer
Smart Data with *klar:suite* solutions and
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Publications are Changing Fundamentally

Change your Perspective



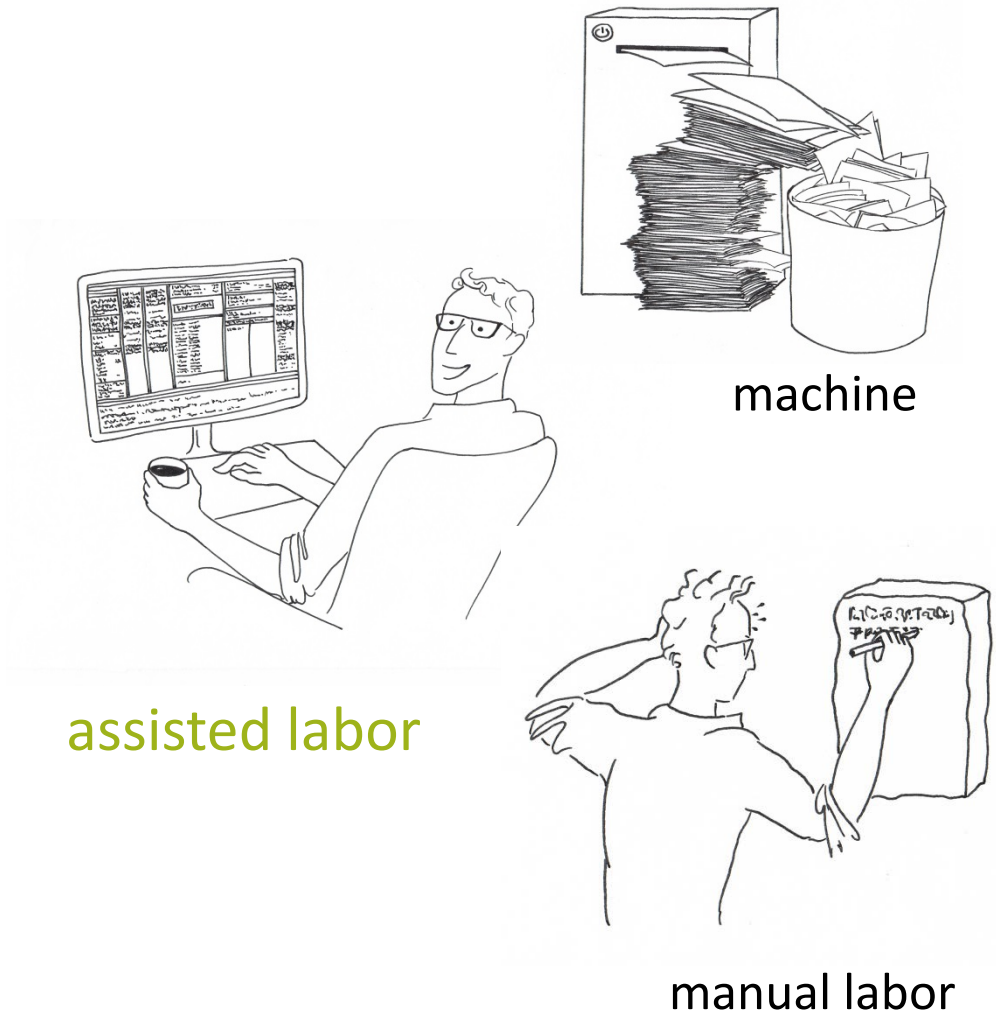
Why is indexing important in the digital world with exponential information growth?

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

What's the reality now
BoB index and Critical path

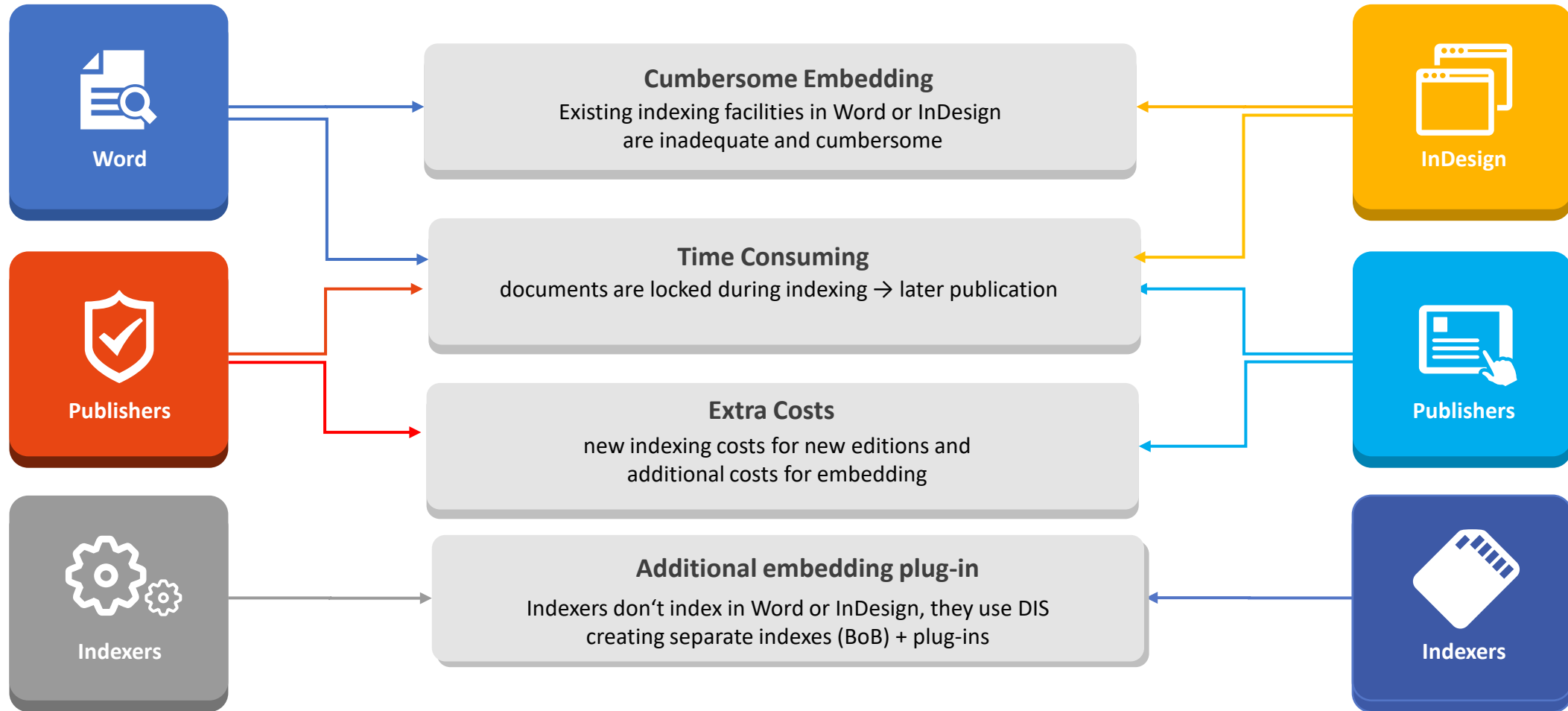
How we are innovative
Transformation in Indexing

How Index-Manager facilitates indexing
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Where we are headed and what we offer
Smart Data with *klar:suite* solutions and
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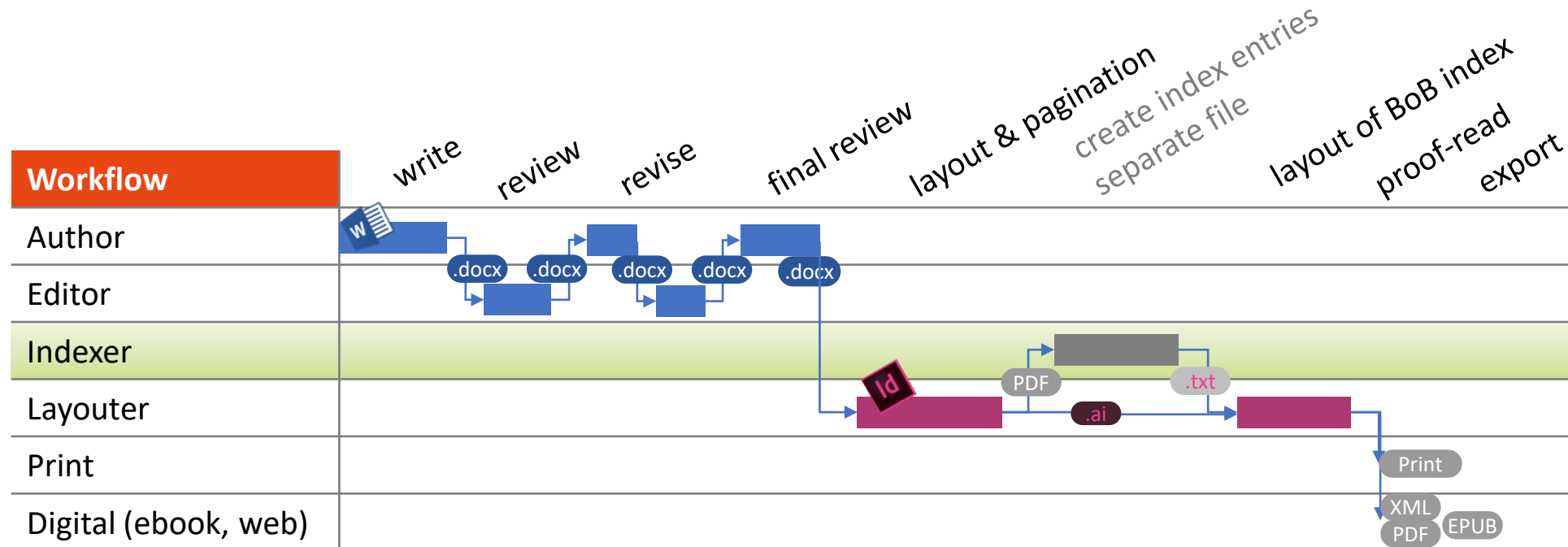
The reality for embedding indexing now



Book production workflow

Version A: reality now – BoB index and critical path

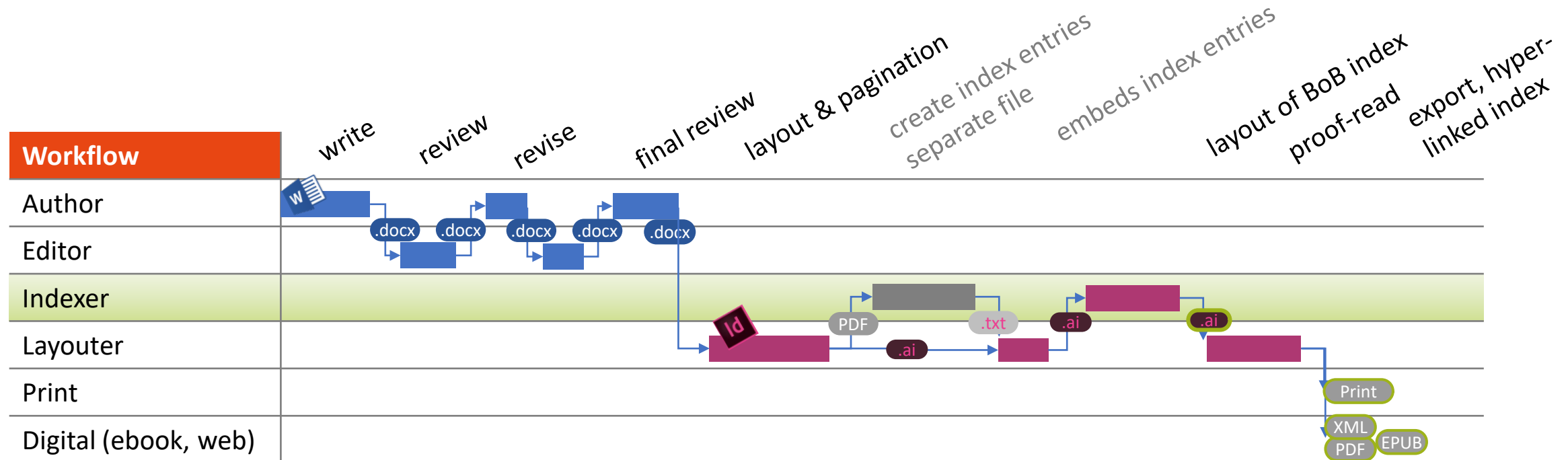
- Advantage: Indexers can use the dedicated software they are used to
- Problem Indexer: last minute indexing
- Problem Publisher: no hyperlinked index entries, additional costs for new editions



Book production workflow

Version B: reality now – BoB index, embedding and critical path

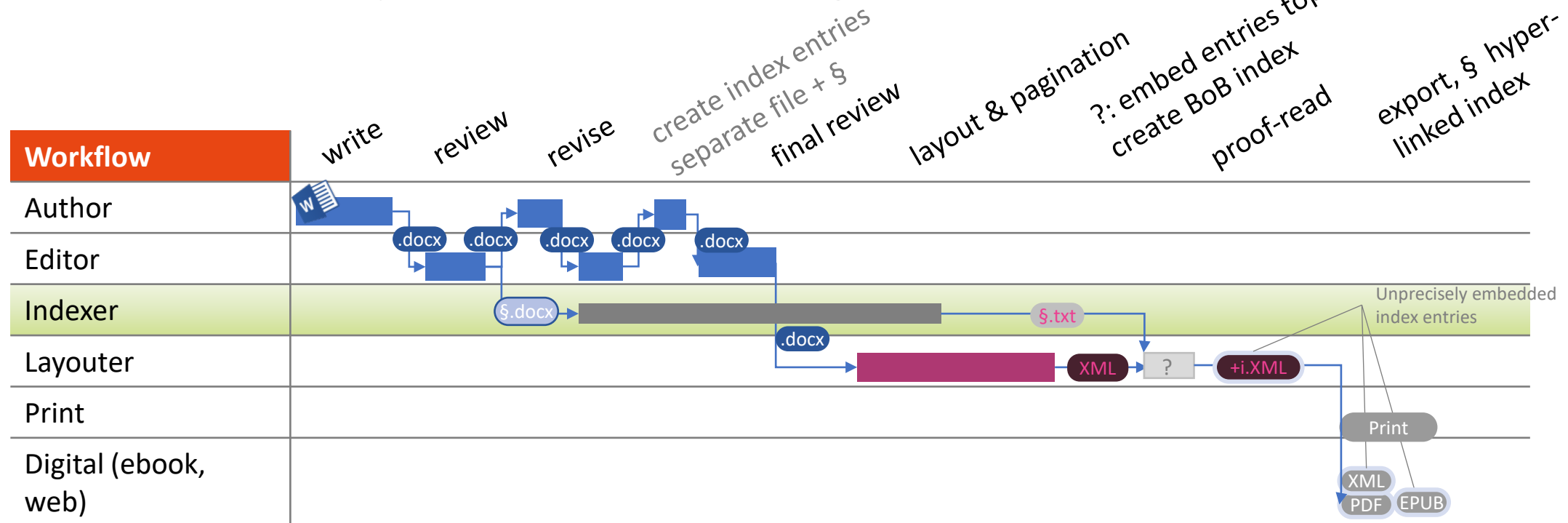
- Advantage: Indexers can use the dedicated software they are used to
- Problem Indexer: last minute indexing, cumbersome additional embedding
- Problem Publisher: hyperlinked index entries, additional costs for embedding



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 (?)





Why embedding indexing
Digital publications

What's the reality now
BoB index and Critical path

How we are innovative
Transformation in Indexing

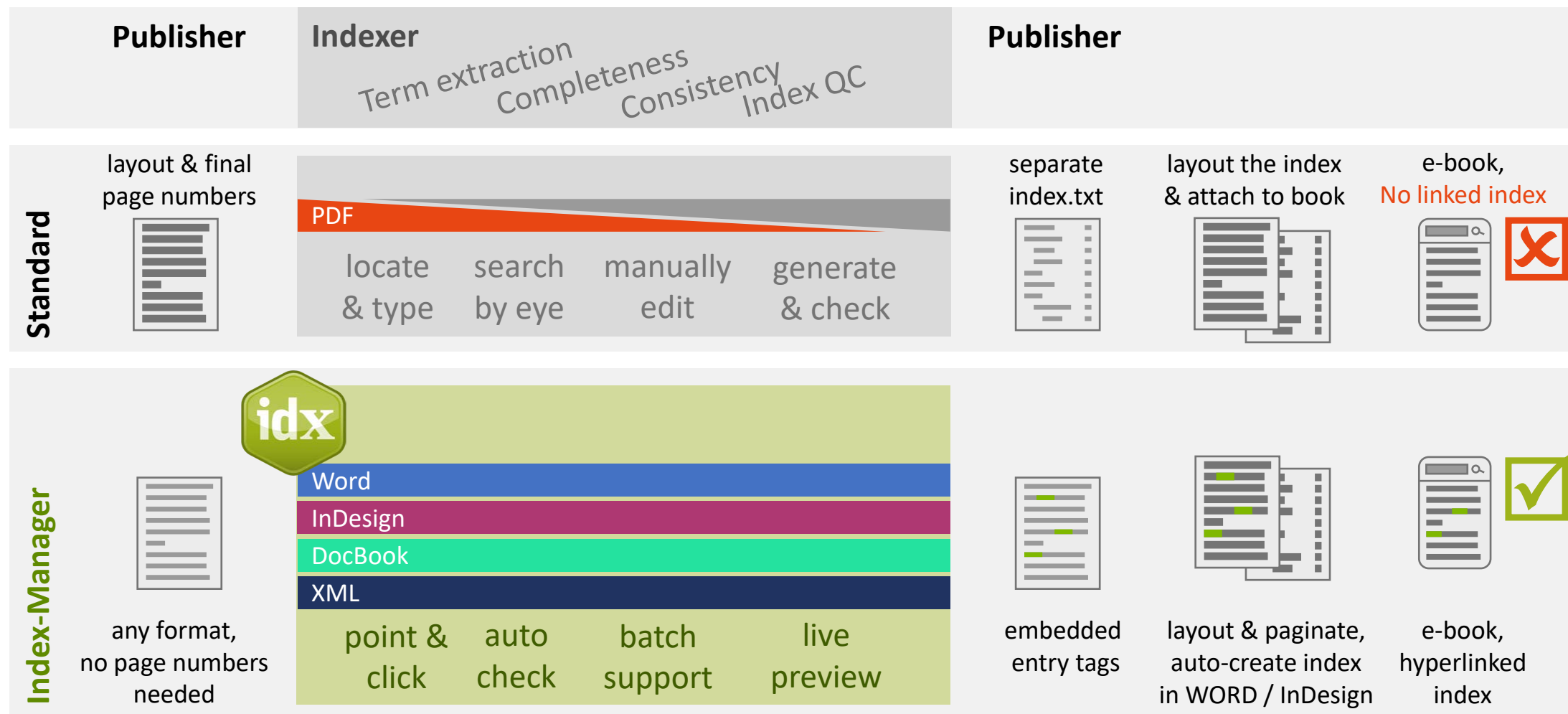
How Index-Manager facilitates indexing
From term selection to quality check

When is embedded indexing done?
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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

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

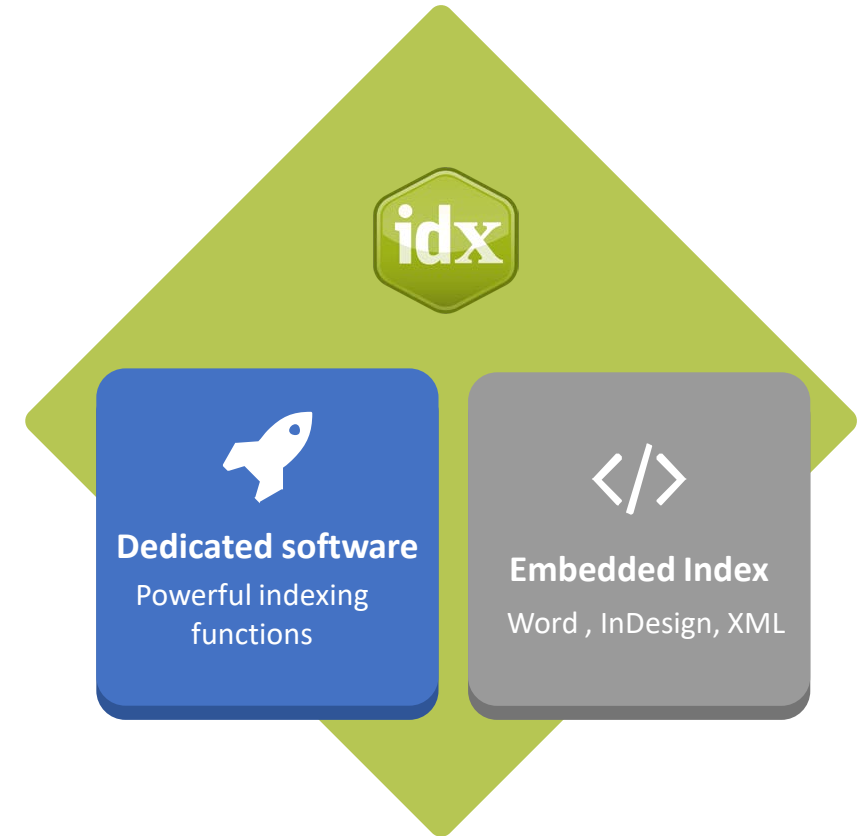


Index-Manager – powerful indexing and embedding functions

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!



Import and entire process in Index-Manager

Index-Manager x64 v3.3.18

File Mode Window Extras Help

Index Filter: 0/0 1 2 3 Create Entry

Text

Index-Preview No. of columns 1

Structure

Welcome

idx index-manager

Mode

- ☒ **Text mode**
For creating entries using the manuscript text
- ☐ **Word List mode**
For creating entries using a list of frequently occurring words
- ☐ **Edit mode**
For correcting and standardizing index entries
- ☐ **Index mode**
Displays index entries in a sorted multi-column view

Files

[Import manuscript files...](#)

Projects

- 20170523_How to...+index_word (1)
11.04.2019 15:52
- 20170523_How to... trees_word (2)
09.04.2019 18:14
- 20170523_How to... trees_word (1)
09.04.2019 18:11
- 20170523_How to...+index_word (1)
09.04.2019 16:40

Start

Licence validated!

Product: IndexManager2_x64
Installations: 30
Valid until: 2025-05-12 21:45:43
Functions: Abonnement Index-Import Wordlist phrases Index transfer

The Index preview displays existing index entries in an alphabetical, adjustable multi-column view similar to a book index. It therefore offers an optimal overview to check the created index entries.



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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

Term extraction – Search in text

The screenshot displays the KLASO software interface, which is used for term extraction and search in text. The interface is divided into several panes:

- Index Pane:** Shows a table of extracted terms. The table has columns: 'tatu', 'No.', 'Position', 'Entry', and 'Subentry'. The data is as follows:

tatu	No.	Position	Entry	Subentry
1	S02W064		winter time	
2	S02W141		summerhouse	
- Text Pane:** Displays the full text of the document being searched. The text is titled 'How to know the trees' and discusses the best time to study trees, the structure of a tree, and the signs of a tree's life. The text is highlighted with yellow, indicating the search results. The text is as follows:

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 **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 these buds open, and most of them send out leafy shoots, the tree will be a shady summerhouse **summerhouse** 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 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 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 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 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 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 stoutest of overalls 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 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.
- Index-Preview Pane:** Shows a preview of the index structure. It has columns: 'Entry', 'Idx-Nr', and 'No. of columns'. The data is as follows:

Entry	Idx-Nr	No. of columns
summerhouse	2	1
winter time	1	1
- Structure Pane:** Shows a hierarchical structure of the index. It has columns: 'Title', 'Words', 'Own words', and 'Entries'. The data is as follows:

Title	Words	Own words	Entries
A 20170523_How to know the trees_word	53142	0	2
How to know the trees	53142	689	0
1. Tree studies in the autumn	15790	6	0
2. Tree studies in the winter	12940	7	0
3. Tree studies in the spring	8818	7	0
4. Tree studies in the summer	14905	7	0

Term extraction – Search in context

The screenshot displays the KLASO software interface, which is used for term extraction and search in context. The interface is divided into several panels:

- Index Panel (Left):** Shows a list of entries with columns for 'tatu', 'No.', 'Position', 'Entry', and 'Subentry'. The entries are:

tatu	No.	Position	Entry	Subentry
1	S02W064		winter time	
2	S02W141		summerhouse	
- Text Panel (Center):** Displays the search results for the term 'branches'. The results are shown in a list format, with the first entry being 'How to know the trees How to know the trees'. The text of the entry is displayed below the title.

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 **winter times**, 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 these buds open, and most of them send out leafy shoots, the tree will be a shady summerhouse **summerhouses** 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 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 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 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 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 dreary and hard, but a good game to be played out-of-doors.

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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 stoutest of overalls 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 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.
- Index-Preview Panel (Right):** Shows a preview of the index structure, with columns for 'Entry' and 'Idx-Nr'. The entries are:

Entry	Idx-Nr
summerhouse	2
winter time	1

Term extraction – search in word list

The screenshot displays the Index-Manager x04 v3.3.10 software interface. The main window is divided into three panes:

- Index (Left Pane):** Shows a hierarchical structure of the index. The root is "A 20170523_How to know the trees_word" (53141 words). It branches into "How to know the trees" (53141 words), which further branches into "1. Tree studies in the autumn" (15790 words) and "2. Tree studies in the winter" (12940 words). The "1. Tree studies in the autumn" branch includes "1.1 The shagbark hickories" (15784 words), which lists various tree species and their characteristics.
- Text (Center Pane):** Displays the content of the selected index entry. The title is "How to know the trees". The text discusses the best time to study trees (to-day!), the importance of observing the tree's structure (trunk, branches, twigs), and the signs of a tree's life (buds, leaves, acorns). It also mentions the "buttonwood" tree and the "shagbark" tree.
- Index-Preview (Right Pane):** Shows a preview of the index structure, listing the entries and their corresponding index numbers (Idx-Nr). The entries are "summerhouse" (Idx-Nr 2) and "winter time" (Idx-Nr 1).

The "Index-Preview" pane also includes a "Cross-references" section with a "Filter" dropdown and a "see" button. The "Index" pane has a "Filter" dropdown and a "Page" indicator (1/2).

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!





Name and place index Word list – semiautomatically

The screenshot displays the Klarso software interface, which is used for creating and managing word lists and indexes. The interface is divided into several panes:

- Index Pane (Top Left):** Shows a table with columns for 'tatu', 'No.', 'Position', 'Entry', and 'Subentry'. It contains two entries: 'S02W064' for 'winter time' and 'S02W141' for 'summerhouse'.
- Text Pane (Top Center):** Displays a preview of the text content. It includes a title 'How to know the trees' and several paragraphs of text. The text discusses the best time to study trees, the structure of a tree, and the signs of a tree's life cycle.
- Structure Pane (Bottom Left):** Shows a hierarchical tree structure of the document. It includes a root node 'A 20170523_How to know the trees_word' and several sub-nodes representing different parts of the text, such as '1. Tree studies in the autumn', '2. Tree studies in the winter', '3. Tree studies in the spring', and '4. Tree studies in the summer'.
- Index-Preview Pane (Top Right):** Shows a preview of the index structure. It includes a table with columns for 'Entry' and 'Idx-Nr'. It contains two entries: 'summerhouse' with index number 2 and 'winter time' with index number 1.

The main text area (Text Pane) contains the following content:

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 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 summerhouse 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 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!

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Name and place index – F7

File Mode Window Extras Help

Word List

Search: 375/16195

Reduce to...

☐ Index entry
☒ Other options
☐ Always starting with
☐ Empty words
☐ Part of phrase
☐ Phrases
☐ Stop word
☐ Substring
☐ Word InlineStyle

Exclude...

☐ Index entry
☐ Other options
☐ Always starting with
☒ Empty words
☐ Part of phrase
☐ Phrases
☒ Stop word
☐ Substring
☐ Word InlineStyle

Number	Word	Entries	First position
31	America	0	S02W437
20	Indian	0	S11W0712
20	June	0	S24W0226
18	Europe	0	S08W168
18	Florida	9	S19W031
17	Christmas	0	S26W1891
15	California	0	S08W014
14	Texas	0	S14W392
14	European	0	S26W0707
13	England	0	S08W075
12	October	0	S06W014
12	Ohio	6	S06W316
11	English	0	S08W002
10	September	0	S26W0030
10	Japan	0	S26W2135
10	Oak Group	0	S12W479
9	April	0	S04W498
8	Rocky	0	S12W028
8	Southern states	0	S04W051
8	Rocky Mountains	0	S12W029
7	Norway	0	S24W0554
7	Mississippi	0	S39W207
7	Black Oak Group	0	S12W520
6	Arkansas	0	S04W758
6	United	0	S26W1534
6	Alabama	0	S39W217
6	American tree	0	S22W321
6	Norway maple	0	S24W0555
6	United States	0	S76W1435

No. of words

list of adjoining word:

12	Ohio	6
2	Ohio buckeye	0
1	England	0
1	Southwest	0

Position

Word

S06W316	Ohio	Other options Always starting with
S06W316	Ohio	Other options Always starting with
S14W441	Ohio	Other options Always starting with
S14W441	Ohio	Other options Always starting with
S66W006	Ohio	Other options Always starting with
S66W006	Ohio	Other options Always starting with
S66W035	Ohio	Other options Always starting with
S66W035	Ohio	Other options Always starting with
S66W256	Ohio	Other options Always starting with
S66W256	Ohio	Other options Always starting with
S68W0369	Ohio	Other options Always starting with
S68W0369	Ohio	Other options Always starting with

Index entry

Ohio	How to know the trees.1.1.1.7:
Ohio	How to know the trees.1.1.1.1.
Ohio	How to know the trees.4.4.8: T
Ohio	How to know the trees.4.4.8: T
Ohio	How to know the trees.4.4.8: T
Ohio	How to know the trees.4.4.10:

Text

1 Ohio

2

3

Index: -Standard-

Format: B I

Page range: 1 1 1 1

Create Entry

name may be guessed.

There is another test for a walnut tree, for those who do not know the odour of the sap. Cut a twig, and split it. The pith of walnut trees is not solid, but is in thin plates, separated by air spaces. This is a sure sign.

[Illustration: Three pignuts, 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<Ohio> cleared the rich bottom land along the rivers. The great trees that had grown, undisturbed, for centuries, were the "weeds" 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 piling them together and firing the pile, as soon as it was dry enough to burn. The "log-rollings" were the neighbourhood gatherings, when men brought their teams and log chains, and worked like Trojans, dragging the logs to the places selected for the giant bonfires, 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 stump 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 gnarly-grained roots 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 bonfires! Black walnut is scarce now, and can hardly be bought at any price.

The Butternut The Butternut

The **butternut** trees are stripped of their fruit in October by boys who have visions of long evenings, such as Whittier describes in "Snow Bound," with nuts and apples and cider, by a roaring fire. Some boys leave the black walnut trees to others, and fill their bags entirely from 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 so oily. Indeed, they are called "oil-nuts," and woe to the youngster who has eaten "all he wanted"!

The butternuts are oblong and pointed at one end, and sticky 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 pores along the hairy leaf veins.

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 making pickled nuts has come. The gathering of the clustered green fruit is fun, but as soon as they are scalded, the "fur" has to be rubbed off of each, before the nuts, husks and all, are put down in spiced 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 spicing 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 them are raised in England. Many of the best nuts are raised in California, where many and more trees of this kind are planted

Index

Filter: 6/17

No.	Entry	Subentry	Index name	2nd:
1	winter time			
2	summerhouse			
31	Florida			
32	Florida			
33	Florida			
34	Florida			
35	Florida			
36	Florida			
37	Florida			
38	Florida			
39	Florida			
40	Ohio			
41	Ohio			
42	Ohio			
43	Ohio			
44	Ohio			
45	Ohio			

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

File

Mode

Window

Extras

Help

Edit

Define entry level

Duplicate

Search:

Split

Index-Actions

Replace:

Set

No.	Entry	Subentry	2nd subentry
94	1,3-galactosyltransferase		

No.	Entry	Subentry	2nd subentry
94	1,3-galactosyltransferase;galactosyltransferase1,3-		

Index actions window

Index actions

Name: formeln 2

Find: ([0-9-;]+)(.*)

rx cs

Column: Entry

Shortcut:

Replace: \1\2;\2\1

Replace

Delete

	Name	Search	Replace	Column	Options	
1	.docx bold	(.+)	\1	Entry	rx	Alt-
2	.docx italic	(.+)	<i>\1</i>	Entry	rx	Alt-
3	.idml bold	(.+)	!!\1!!!;\1	Entry	rx	Ctrl
4	.idml italic	(.+)	**\1**;\1	Entry	rx	Ctrl
5	delete page	(.*)		Page range	rx	Ctrl
6	en dash	#	-	Complete entry		
7	formeln 2	([0-9-;]+)(.*)	\1\2;\2\1	Entry	rx	
8	frame maker	(^.*\$)	\<\$startrange>\1;\1	Entry	rx	
9	index name		Personenregister	Index name		
10	Index name		name index	Index name		Alt-
11	Index place		place index	Index name		Alt-
12	index Sach		Begriffsregister	Index name		
13	Initial Caps	^(.)(.*)	\U(\1\U)\2	Complete entry	rx	
14	initial caps 2	^(.)(.*)	\U(\1\U)\2	Subentry	rxcs	
15	Initial Lows	^(.)(.*)	\L(\1\L)\2	Entry	rx	Ctrl
16	markenregister		n	Index name		
17	Merge 2	((^\]*)\ (.*)	\1 \2	Complete entry	rx	
18	Merge levels	((^\]*)\ (.*)	\1, \2	Complete entry	rx	Ctrl
19	pagenumberbold		\b	PageNumberFormat		
20	sorting formeln	(.+)	\1;\1	Entry	rx	
21	split	(.*), (.*)	\1\2	Entry	rx	

Defaults

OK

Cancel

Index-Actions example

Name	Search	Replace	Column	Options	Shortcut	
.docx bold	(.+)	\1	Entry	rx	Alt+B	Oak -> Oak
.docx italic	(.+)	<i>\1</i>	Entry	rx	Alt+I	Oak -> <i>Oak</i>
.idml bold	(.+)	!!\1!!!;\1	Entry	rx	Ctrl+Alt+B	
.idml italic	(.+)	##\1###;\1	Entry	rx	Ctrl+Alt+I	
Index name		Names index	Index name		Alt+N	
Index place		Places index	Index name		Alt+P	
Initial Caps	^(.)(.*)	\U(\1\U)\2	Complete entry	rxcs	Ctrl+Alt+C	oak -> Oak
Initial Lows	^(.)(.*)	\L(\1\L)\2	Complete entry	rxcs	Ctrl+Alt+L	Oak -> oak
Merge levels	([^\]*)\ (.*)	\1, \2	Complete entry	rx	Ctrl+Alt+M	American Oak -> American, Oak
Swap level	([^\]*)\ (.*)	\2\1	Comlete entry	rx	Ctrl+Alt+S	Oak American -> American Oak
Swap name	(.*) (.*)	\2, \1	Entry	rx	Ctrl+Alt+N	John Miller -> Miller, John
Swap parenthesis	(.*) \ ((.*)\)	\2 (\1)	Entry	rx	Ctrl+Alt+T	UN (United Nation) -> United Nation (UN)
Forced sorting	(.+)	\1;\1	Entry	rx		"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

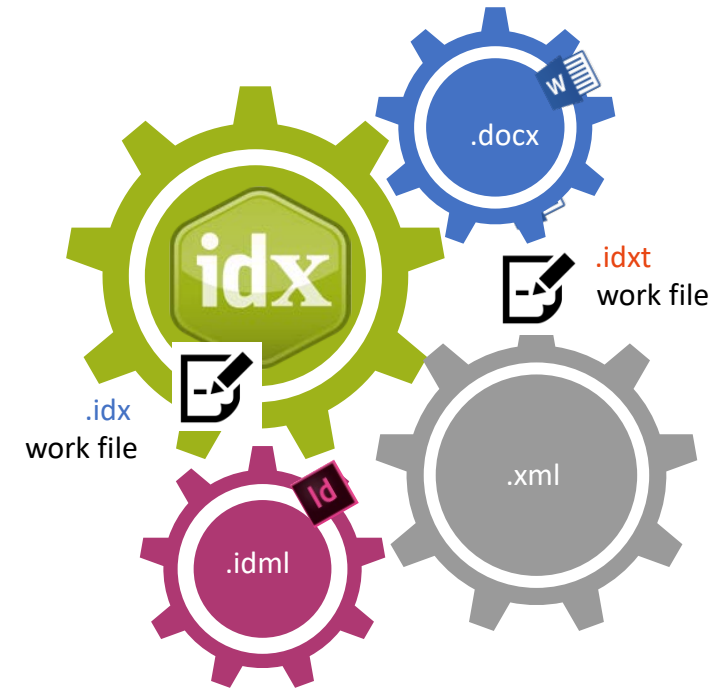

```
<indexentry><entry1> surgical methods of Diagnostics</entry1><concept cidref="CO3456" type="Thesaurus" level="1"/></indexentry>
```

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 (.idx(t)) – Transfer Add-on

Advantages:

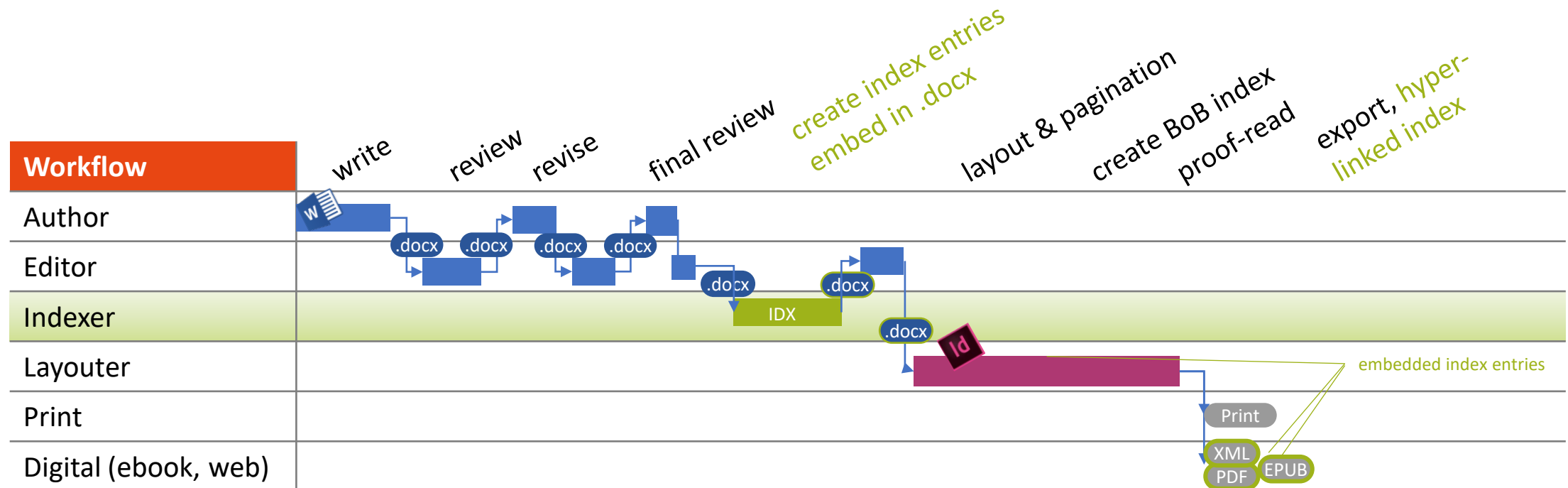
- allows tasks like copyediting, typesetting in parallel
- exchange work files with publisher (data sovereignty)
- highly flexible production workflow
- several indexers can work in parallel
- fresh work file as Backup for new editions



Book production workflow

A: Word → Word, same version

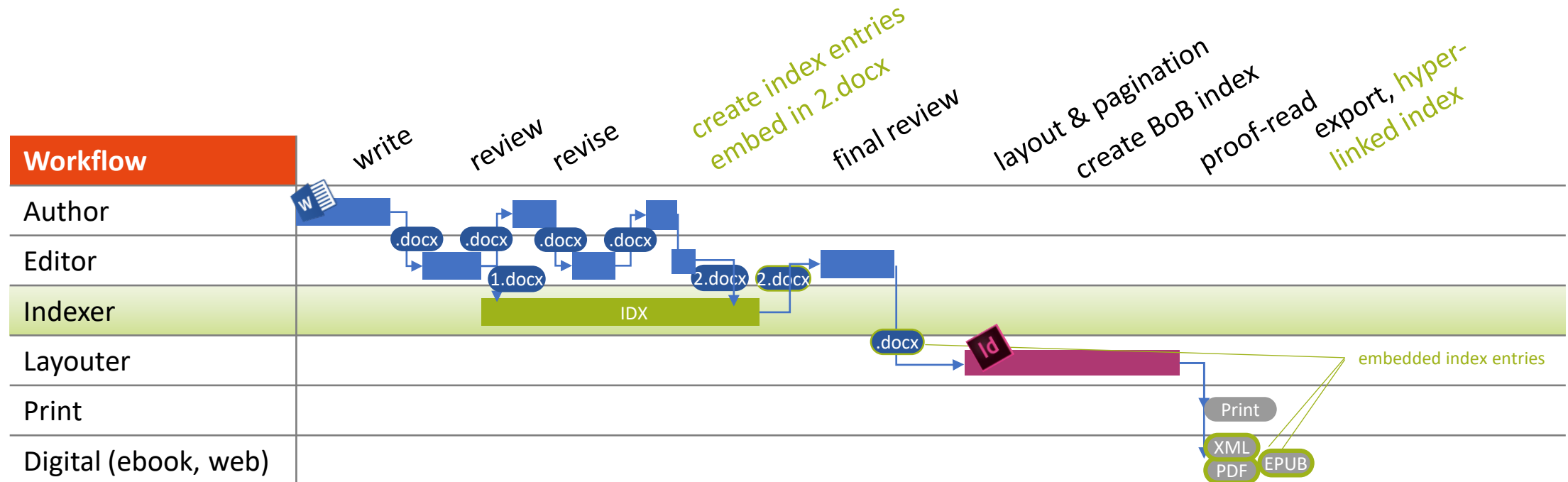
- Advantage: embedded
- Advantage: File exchange only once
- Problem: critical path, Word → InDesign Transfer



Book production workflow

A_1: Word → Word, two document versions

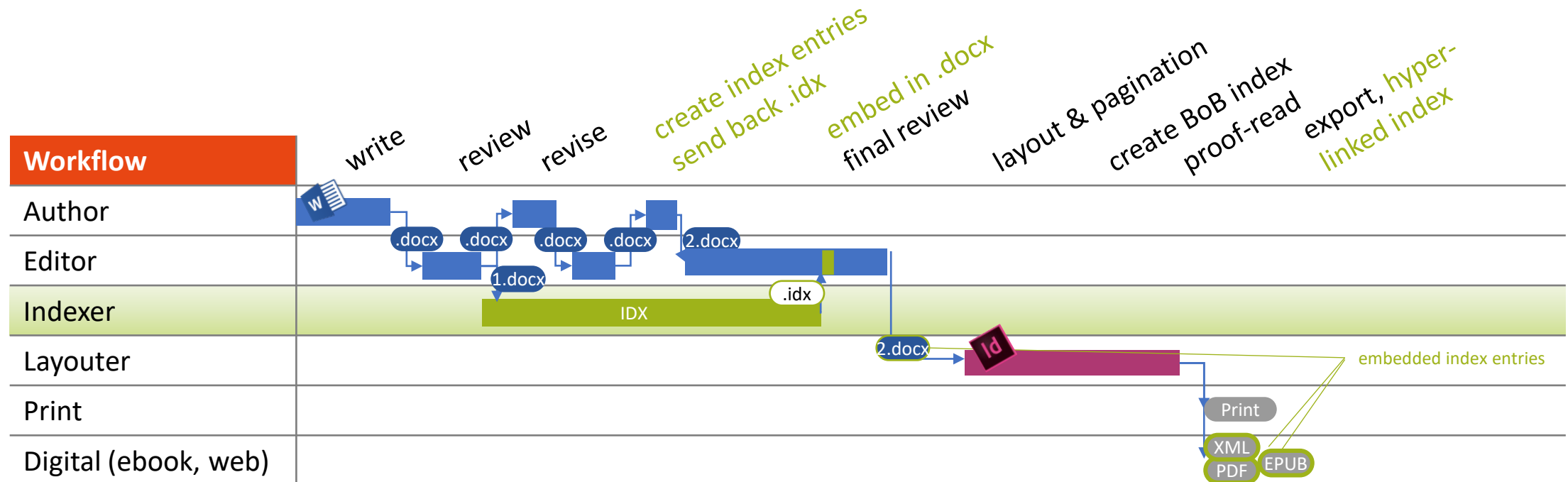
- Advantage: embedded
- Advantage: no time loss
- Problem: Word → InDesign Transfer



Book production workflow

A_2: Word → Word, .idx exchange

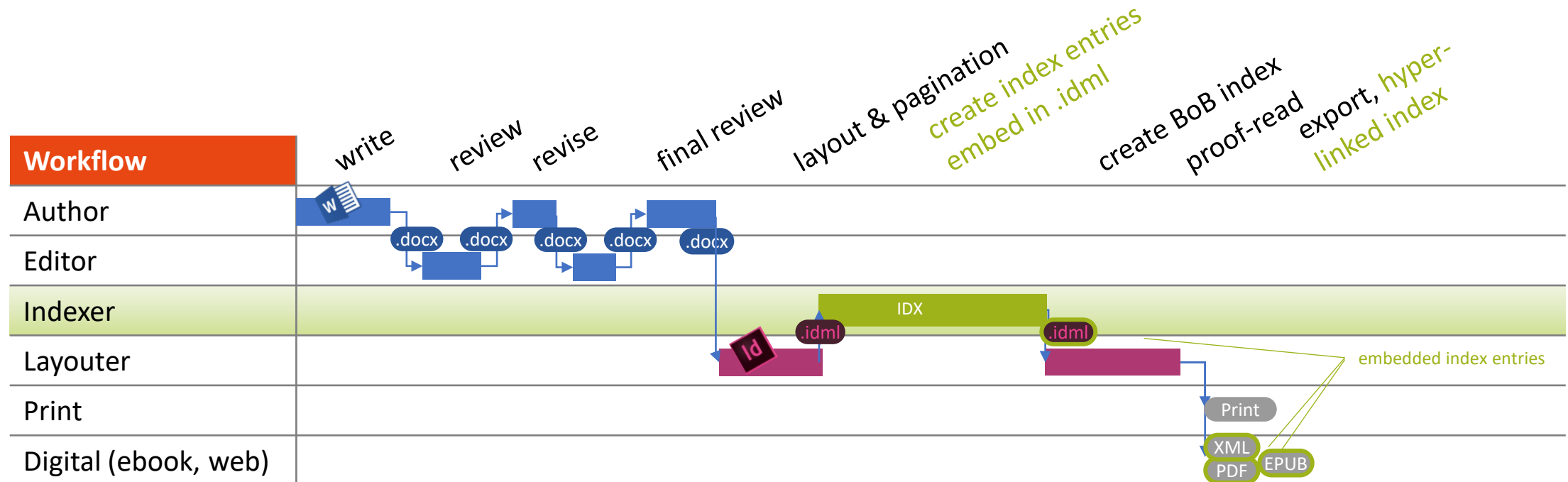
- Advantage: embedded
- Advantage: no time loss, data sovereignty
- Problem: Word → InDesign Transfer



Book production workflow

B: InDesign → InDesign, same versions

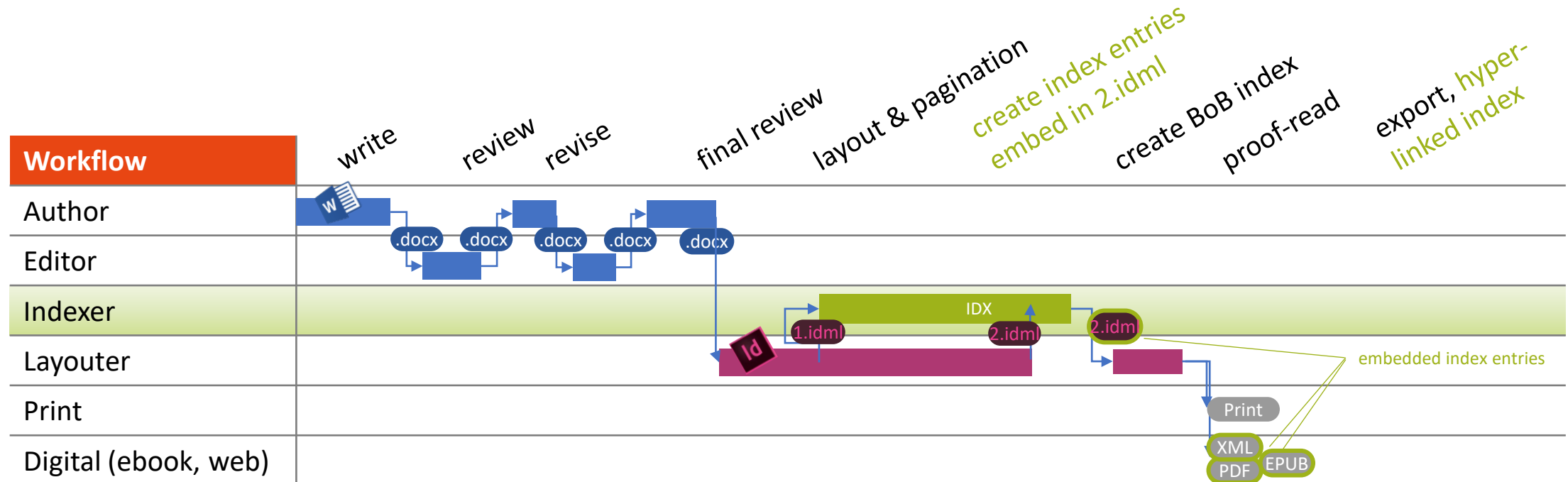
- Advantage: embedded
- Advantage: no Word → InDesign transfer
- Problem: compatibility problems with different InDesign versions



Book production workflow

B_1: InDesign → InDesign, two document versions

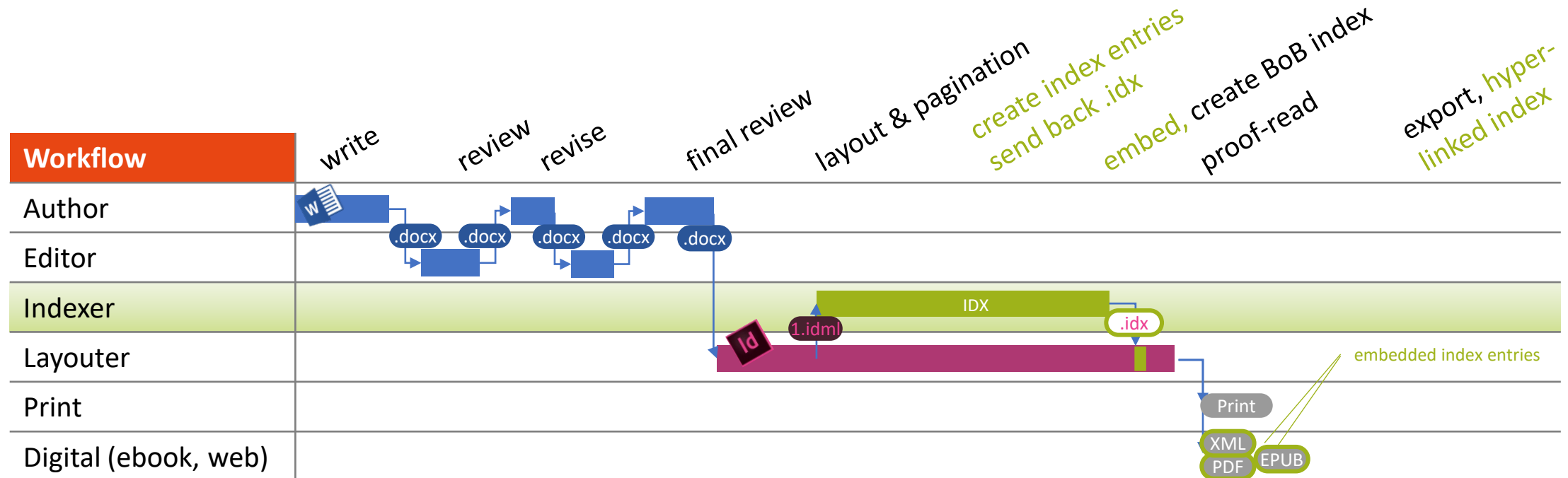
- Advantage: embedded
- Advantage: no Word → InDesign transfer
- Problem: compatibility problems with different InDesign versions, 2x .idml-export



Book production workflow

B_2: InDesign → InDesign, idx.exchange

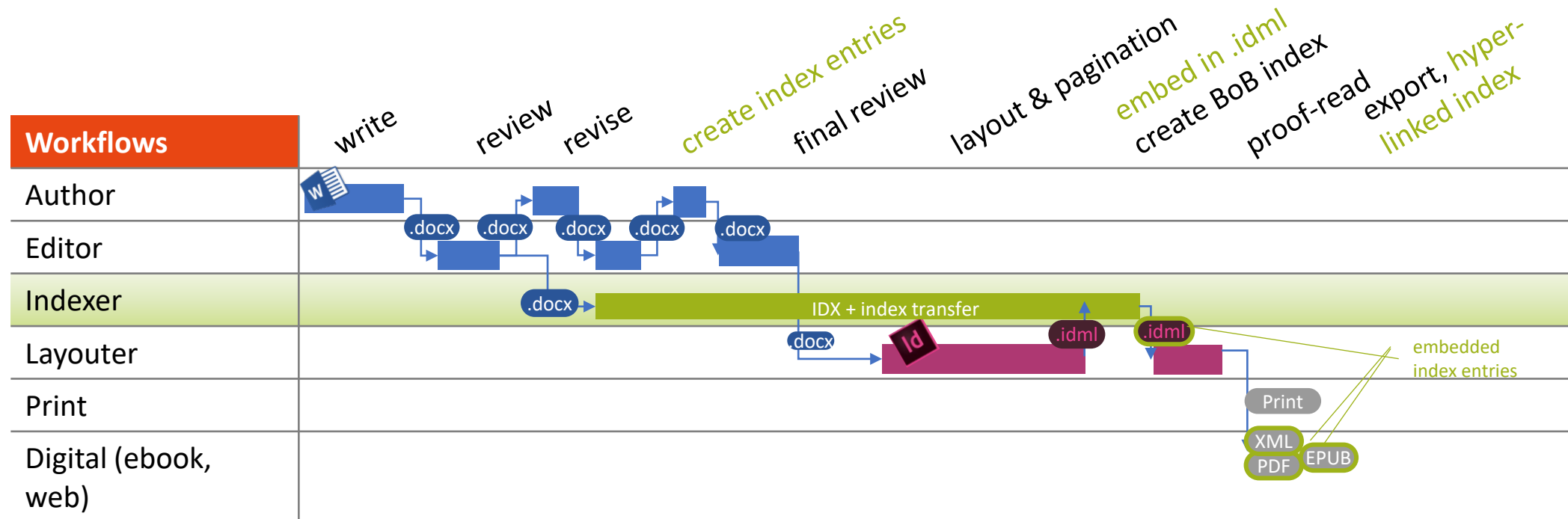
- Advantage: embedded
- Advantage: no Word → InDesign transfer, data sovereignty
- Indexer and Publisher need idx licenses



Book production workflow

C: Word → InDesign, Index-transfer

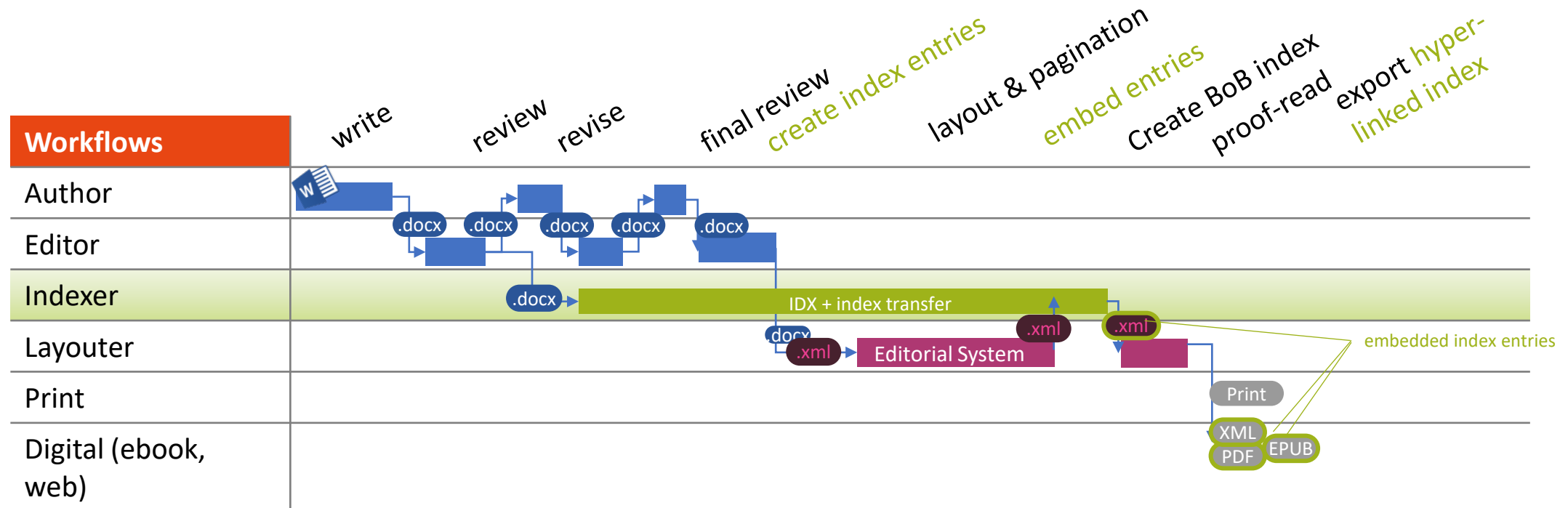
- Advantage: embedded
- Advantage: no time loss, defined customized tag format
- Indexer needs Index-Manager with Add-on



Book production workflow

D: XML-First, Word → XML, Index-transfer

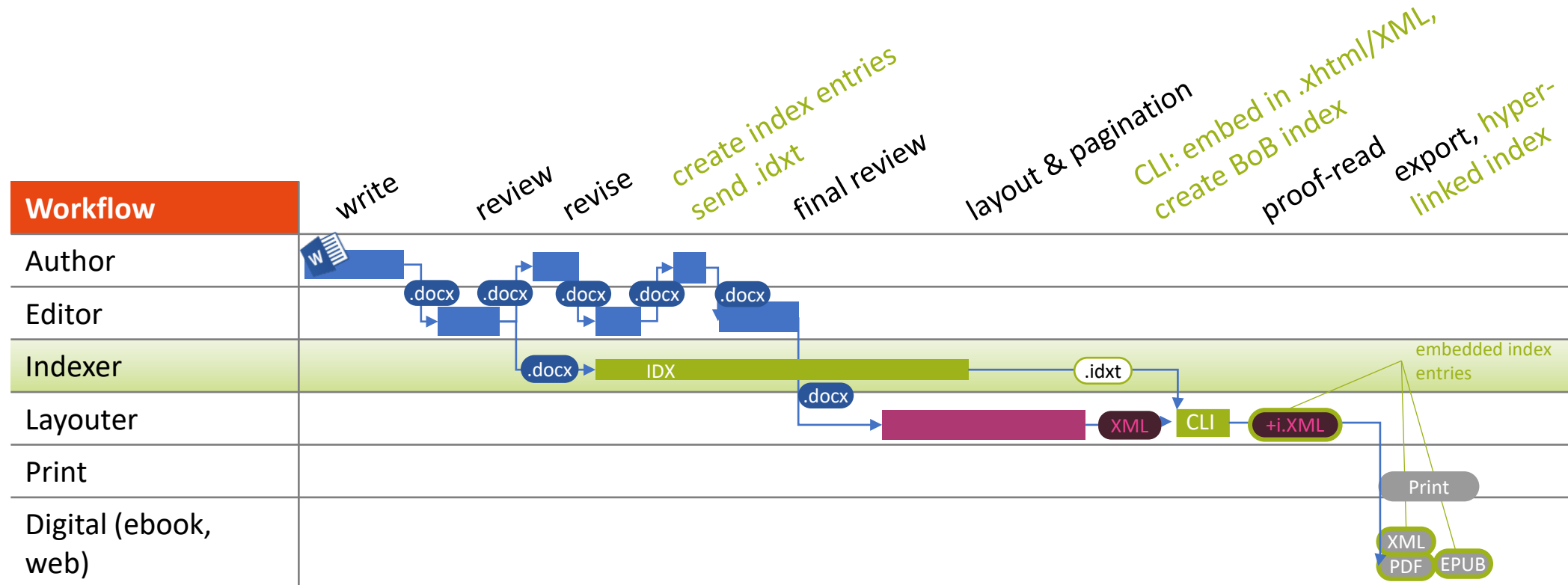
- Advantage: embedded
- Advantage: no time loss, defined customized tag format
- Indexer needs Index-Manager with Add-on



Book production workflow

E: Word → XML, .idx, CLI

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



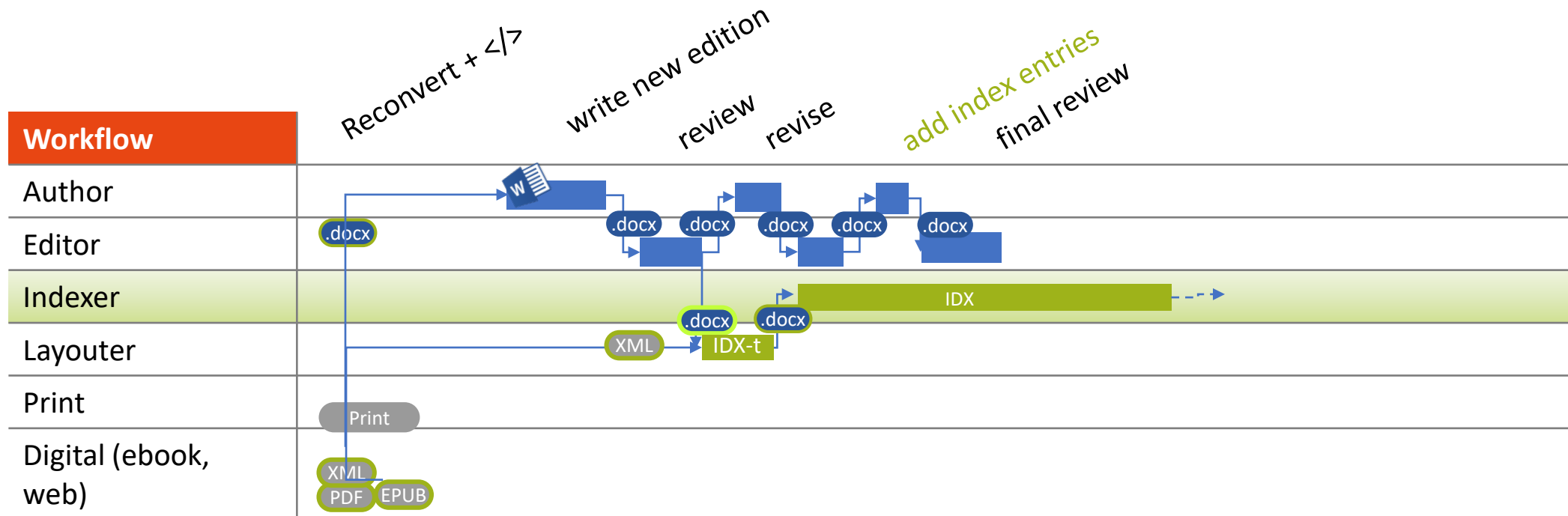
CLI (Command line interface)

- 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

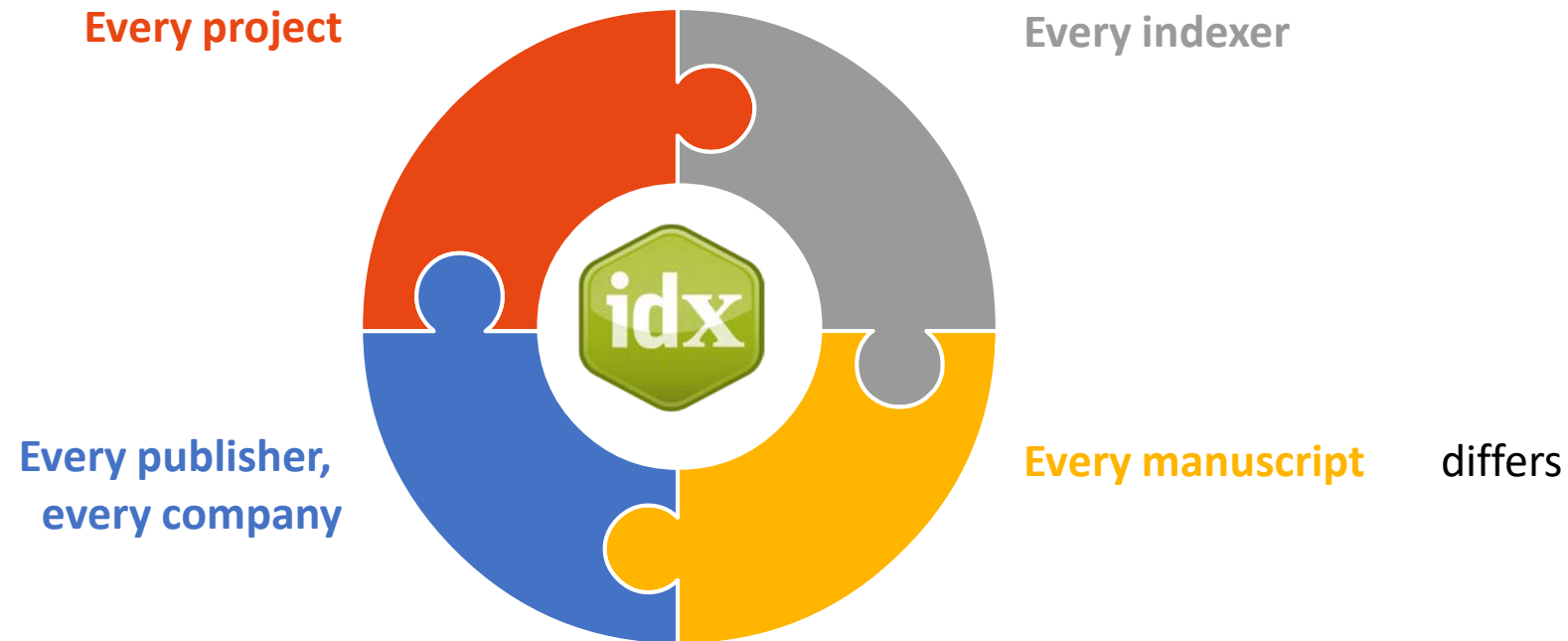
Book production workflow

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



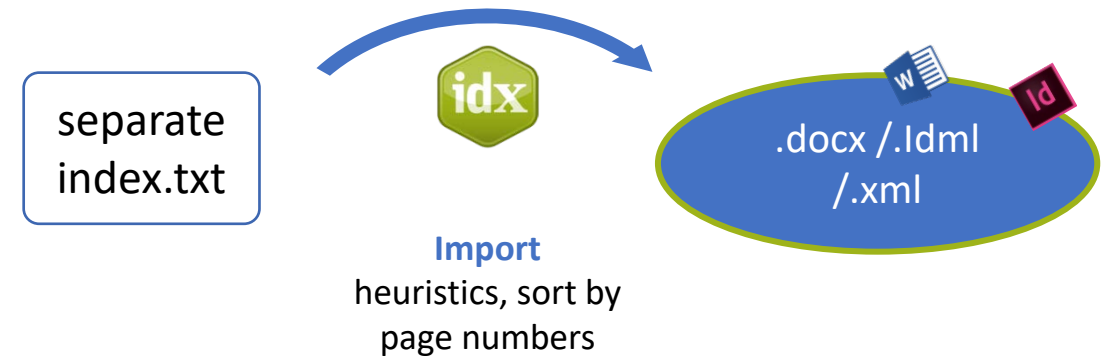
However you want to do it, Index-Manager is by your side

Add-on Index-Import

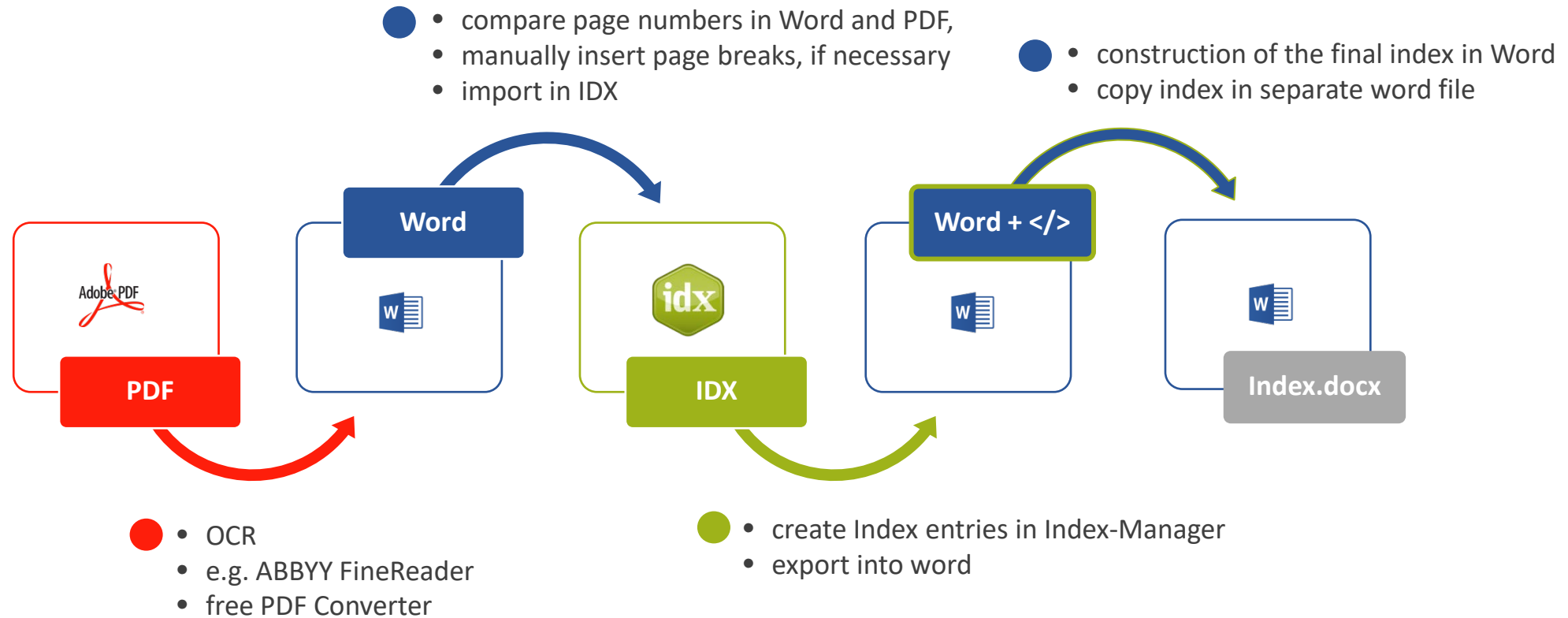
Import of an existing separate index as .txt

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

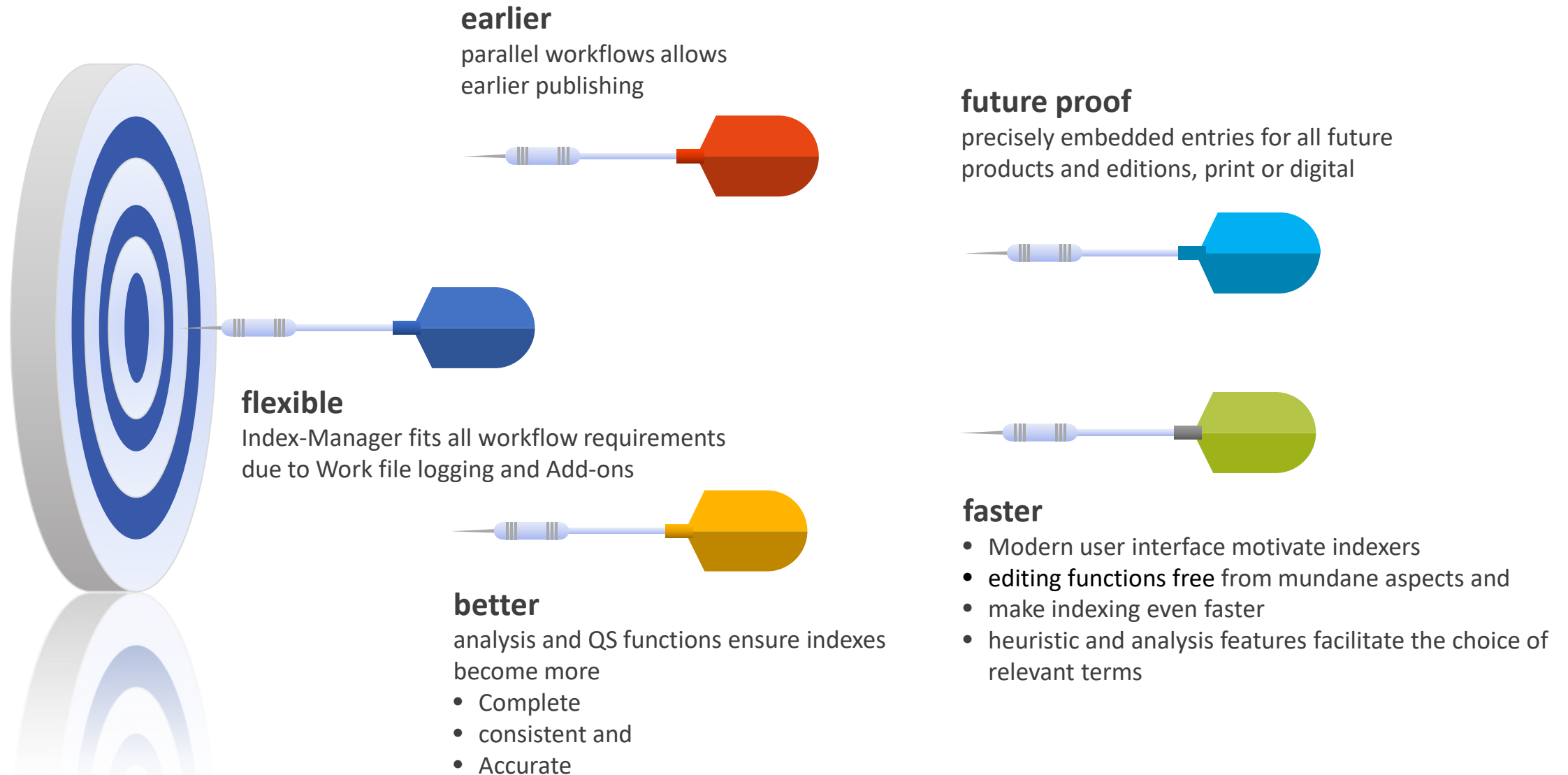
- **However you want!**



BoB in Index-Manager



How we are innovative – Transformation in Indexing





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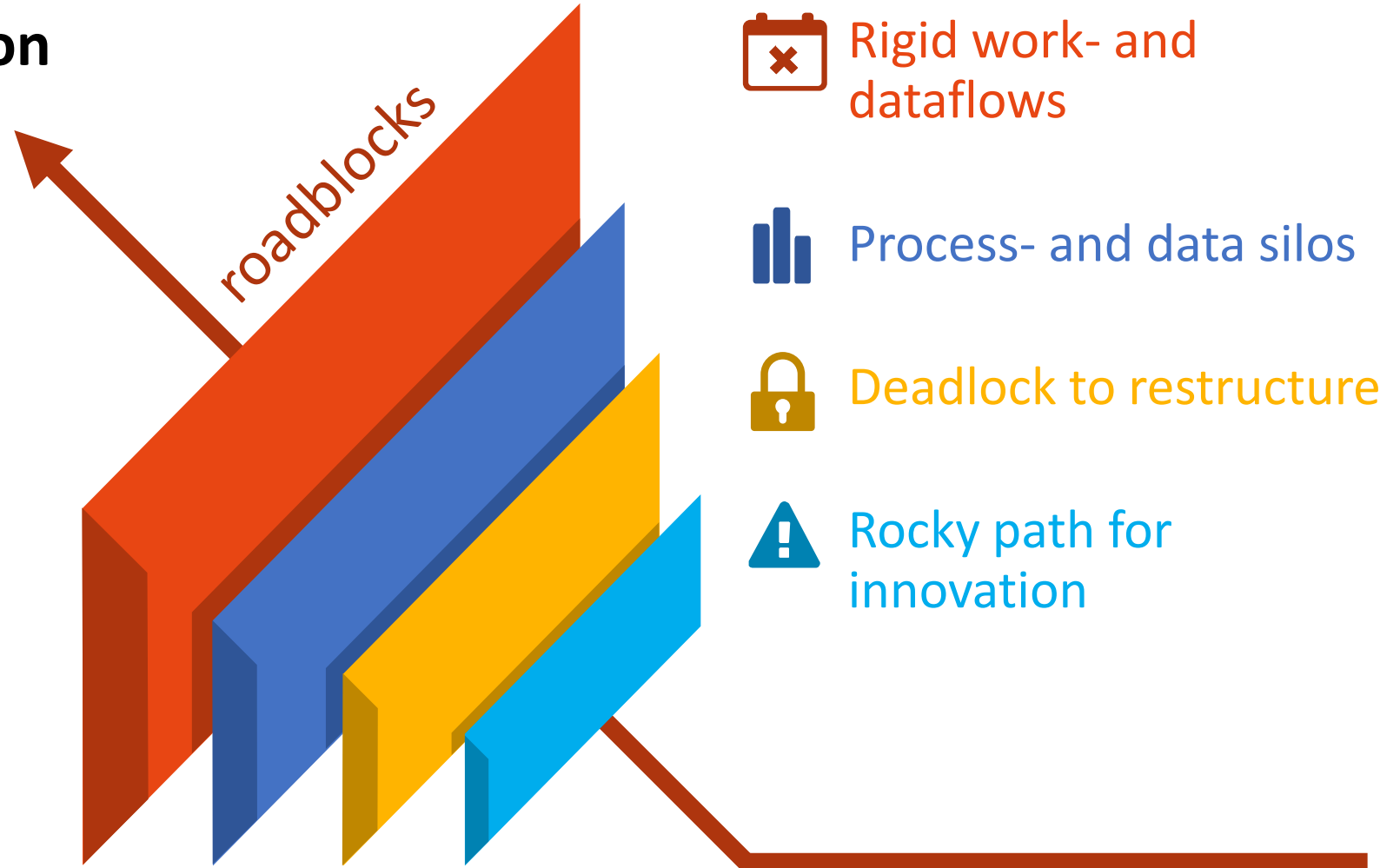
Where we are headed and what we offer
Smart Data with *klar:suite* solutions and
Index-Manager subscription plans

Shift in the Information Landscape

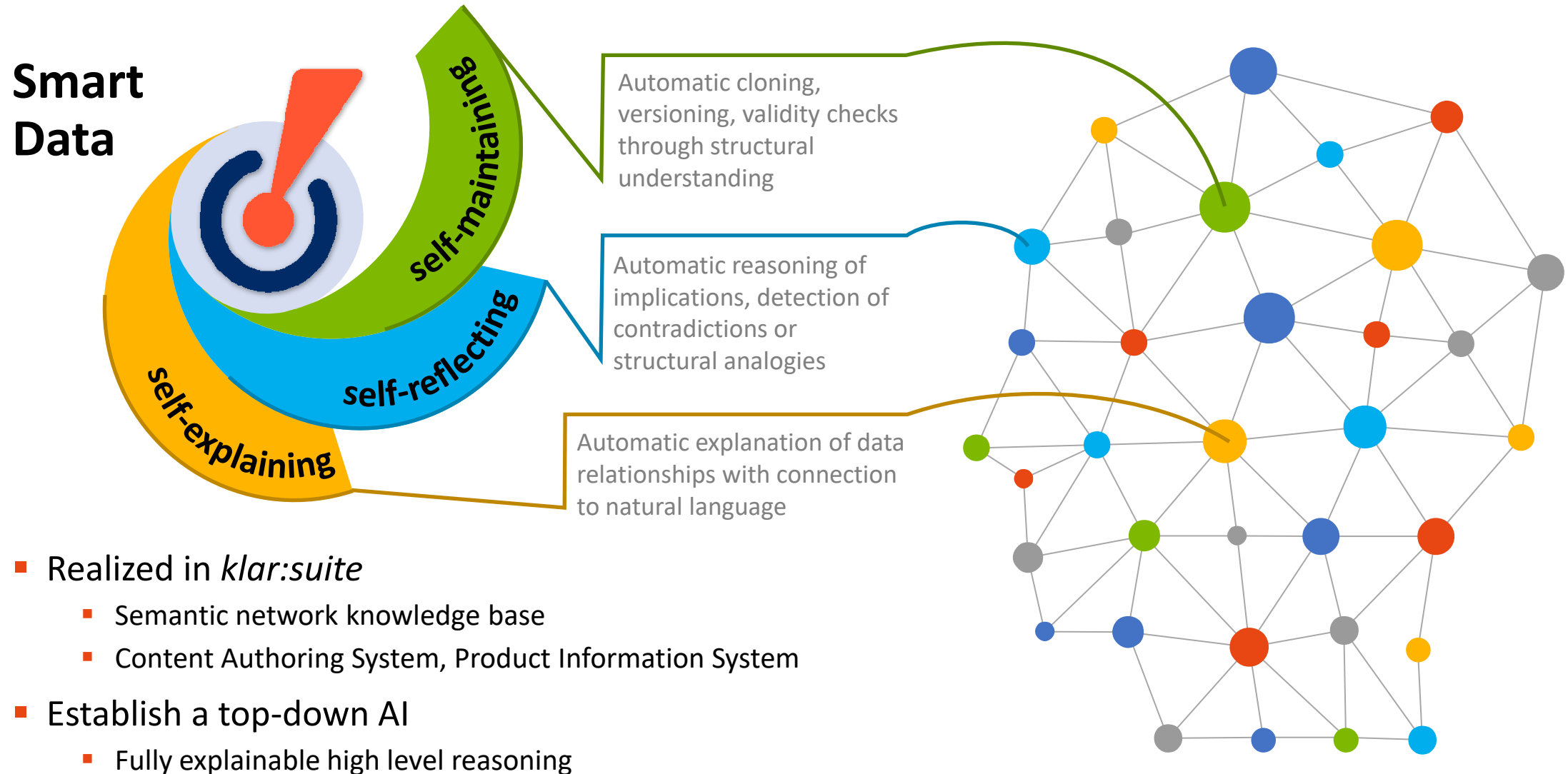


Challenges to Building the Smart Data Future

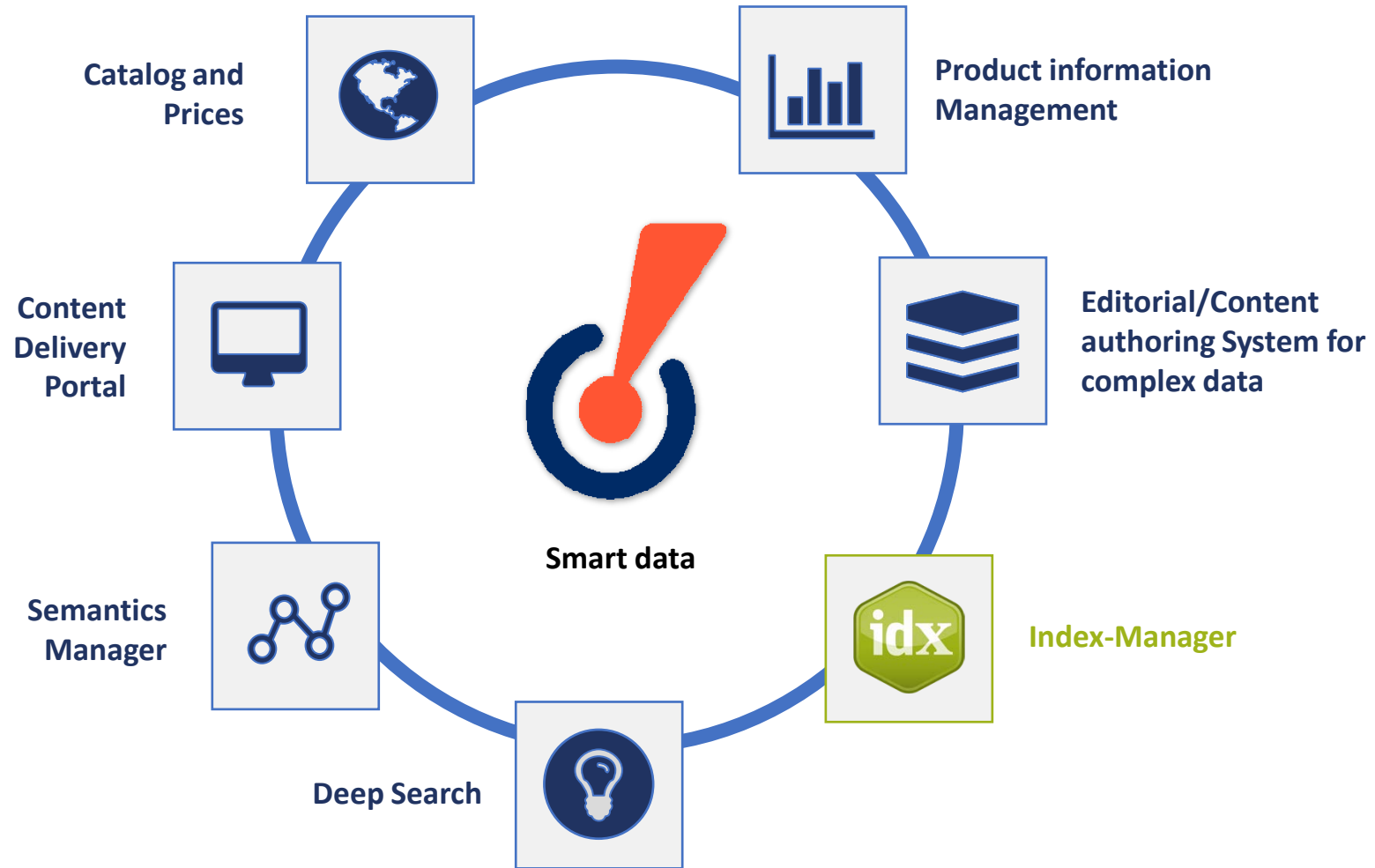
- **True transformation**
- **Customer first**
- **Highly innovative technology**



Smart Data to Create Your Top-Down Artificial Intelligence



Our Portfolio





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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



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Webinar – Index-Manager Basic

You will learn how to:

- import and open files
- help functions
- adapt layout: add or remove windows, adjust size and position
- create index entries and toolbar functions: main- and subheadings, index names, page formats and -range, forced sorting
- edit index entries
- export
- Q&A

Next webinar: Tuesday May 7th, 6:00 pm Central European Summer Time, 5:00 pm British Summer Time; 12:00 pm Eastern Daylight Time, 11:00 am Central, 10:00 am Mountain, and 9:00 am Pacific Time (US and Canada)

Webinar – Index-Manager Advanced

You will learn about:

- insert new functions: index actions
- cross reference editor
- quality check of the final index
- word list functions: Filter options, F6 and F7
- context window
- different file formats e.g. InDesign and Word
- editing, editing and editing
- regular expressions
- replacing source documents with new versions, step by step
- Add-ons: Index-Import and Index-Transfer
- Indexing integration in book production workflows
- Q&A

Wednesday May 8th, 6:00 pm Central European Summer Time, 5:00 pm British Summer Time; 12:00 pm Eastern Daylight Time, 11:00 am Central, 10:00 am Mountain, and 9:00 am Pacific Time (US and Canada).

Your email address*

Webinar*

— ▾


☐ I agree to the privacy policy and terms and conditions.*

☐ Yes, I would like to receive emails to stay up to date on new developments about Index-Manager.

All fields marked with * are necessary for your registration.

SAVE YOUR SEAT

Klarso GmbH
Berlin
E-Mail: info@klarso.com
E-Mail: info@index-manager.net
Web: klarso.com



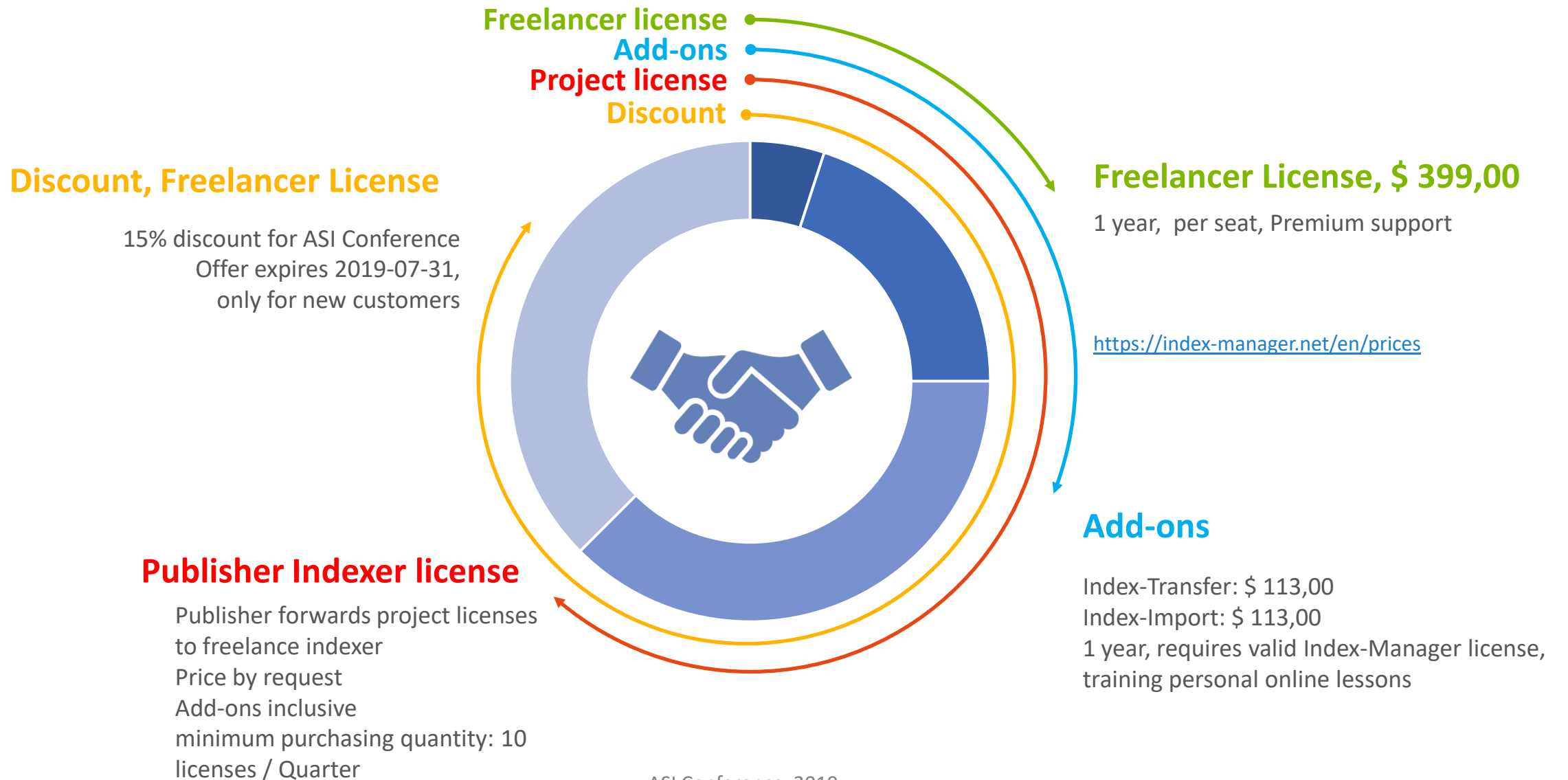
Dr. Katharina Munk
info@index-manager.net

Katharina Munk, a trained biologist, has worked since 1992 as a lecturer, author, editor, and indexer on large projects in biology and medicine. She initiated and has been closely involved in the development of Index Manager (Idx) since its inception. The first version of Index Manager was presented at the Frankfurt Book Fair in 2012.

ASI Conference, 2019

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Pricing



ASI Conference, 2019



Thank you for listening

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