



# **index·manager**

the indexing software

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## **User's guide**

### **Index-Manager v.3.4.35**

by Klarso GmbH

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# User's guide

A high-quality index provides readers with a quick way of finding content. For digital publications, readers need precisely linked indexes to find the text passages they are looking for. This is true even on small devices. Embedded index entries can also serve as the basis for generating metadata for keyword or semantic searches.

Creating an index can, however, be a source of seemingly endless frustration for the author, indexer, or editor, or whoever is involved. The fragmented nature of the production process also results in a high number of mistakes. Typographical errors, incorrect classifications, and false page number 'hits' are common errors in indexes. Embedding and generating an index via built-in functions, such as those of Adobe InDesign or Microsoft Word, can be laborious and time-consuming. Index-Manager provides professional indexing features which facilitate the indexing work, and it embeds index entries into original documents.

Index-Manager is the product of an interdisciplinary team of editors, indexers, and IT specialists at Klarso GmbH in Berlin, Germany.

At this point, many thanks to all indexers whose feature requests improve the software successive, and who make Index-Manager known with their articles, posts and presentations. Special thanks to Pilar Wyman and Kate McIntosh for their great help on the manual. Pilar completely revised the text in several cycles in terms of content and language and Kate created the detailed and well-thought-out index – of course in Index-Manager.

This manual contains a step-by-step guide for practical work with Index-Manager. It describes the general properties and major features of the software and takes you through the whole indexing process. The functions described in the documentation are organized according to the menus in which they appear.

## 1. General properties and step-by-step guide

Index-Manager can **import** any number of documents in the XML-based formats of **Adobe InDesign** (.indd), **Microsoft Word** (.docx, .docm), DocBook or **XML** (.xml, after individual configuration to the used DTD). Index-Manager imports the XML data of a document and offers it for viewing via an HTML stylesheet.

After import, index entries can be created and edited in the document view. The user can index by marking keywords (**extraction indexing**) directly in the text view as well as by manually entering terms (**assignment indexing**). The growing index is displayed in parallel in a live preview. Indexing work can be facilitated with numerous analysis and edit functions such as term selection, for correction, and quality check.

Finally, the index entries are embedded into the source documents via **Export**, which is when the XML data of the imported Word or InDesign document is updated with the index information. After Export, the document will contain all the index entries created with Index-Manager **in the program's own fields**. Also after Export, the index can be worked on as usual via the functions provided by Word or InDesign.

## 1.1 Work files

While working with Index-Manager, the source document is not changed.

Instead, indexing information is recorded into work files that are generated during the import as .idx files. These .idx files are stored in the same folder as the source documents. One .idx work file is created for each imported document.

*! Note: Work files can be opened in standard Windows text editors such as Notepad++ (or TextEdit or Codeditor in MacOS). This is normally not necessary, however. In the .idx work files, each index entry is logged with its exact position: the section number, the number of words it is from the beginning of the section to its entry anchor position, and two adjacent words.*

The instructions in the work files are carried out and implemented in the imported source documents only when the project is **exported**.

## 1.2 Saving in Index-Manager

*! Note: Saving in Index-Manager is not necessary. Each step is automatically logged in .idx files*

Every index alteration is automatically logged into separate .idx work files. It is not necessary to **save** work in Index-Manager.

If you are working on a large project and have created a lot of index entries, Index Manager will have to log and carry out a long list of instructions and change history. You can avoid long load times by exporting your data regularly.

## 1.3 The work files have several advantages

With .idx work files, index entries can be embedded at any time, even into changed or edited versions of source files. (Replace source documents). Tasks such as copyediting can be done in parallel to indexing. Indexing is no longer a time-critical or stressful last-minute task.

Normally, to embed index entries, original documents must be sent to the indexers, and with more complex InDesign projects, incompatibilities between different InDesign publisher/indexer versions lead to layout problems. When index information is exchanged via .idx work files, however, **data sovereignty** remains with publishers.

When producing new editions, .idx work files can be used to transfer index entries from older editions. The index for the new edition does not have to be completely recreated. Index-Manager's .idx work files serve as backup of indexing information.

You can create .idx work files via the function Export > *create fresh work file*.

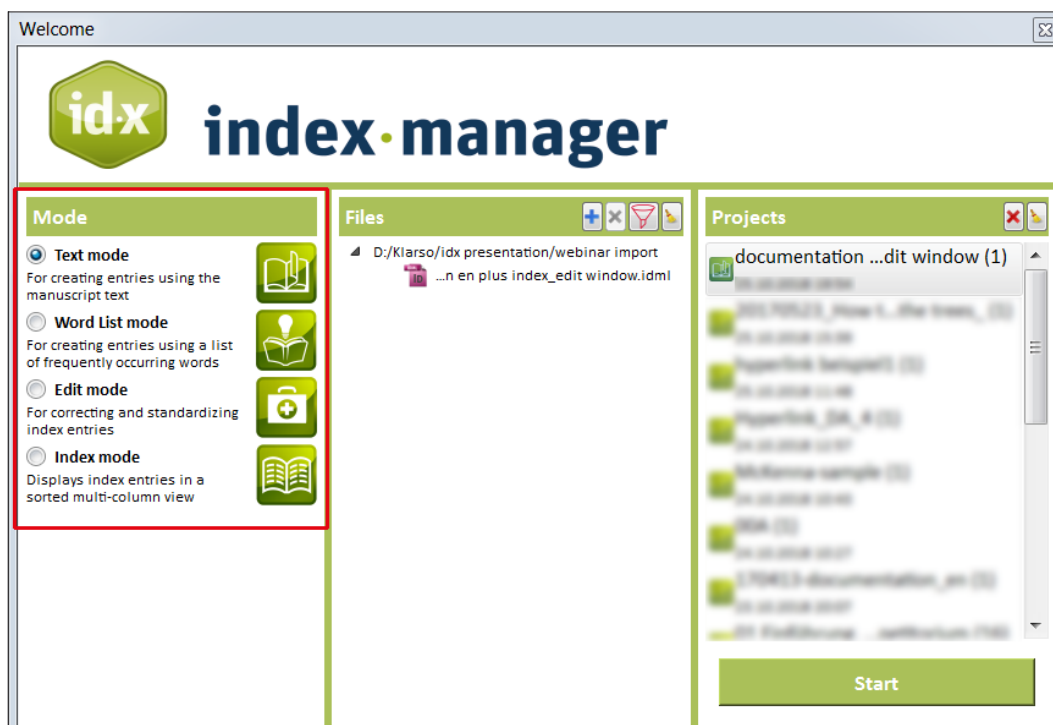
With .idx work files, it is also possible for teams to work on projects. The usertoken function `_` provides team members' work files an additional attached name abbreviation. All the work files for all team members can be imported together with the source file, revised, and exported together.

## 2. Starting in Index-Manager

The welcome dialog opens automatically when you start the program. You then select a start mode, and compile and load the files and projects you want to work on.



## 2.1 Mode



Each mode has a different arrangement of windows for optimal access to different indexing tasks:

- **Text mode** allows indexing along the text. The user interface contains the text window with the indexing toolbar, the structure window, the index list, and the index preview. You can select words from the text by double-clicking, or you can enter terms manually as headings or sub-

headings in the indexing toolbar, define page number format and page ranges, define cross-references, and you can allocate index entries to text areas.

- **Word List** mode presents **the text** of the imported document in the form of **single words and terms**, along with the frequency in which they are used. Diverse filtering options and lists of word combinations also help to create a high-quality index. Indexable keyword combinations can be **identified** here, and you can **test** the index for thoroughness.
- **Edit** mode is an ideal interface for **correcting and editing** index entries. Index-Manager uses an intelligent algorithm to find different spellings and forms of terms, and recognizes terms in plural form, misspelled words, words with hyphens, and words written with or without capital letters. A few simple clicks can **standardize** terms in multiple imported documents, assign index entries to different entry levels, create cross-references, and much more.
- **Index** mode provides a **preview** of the complete index. You can view the index with or without subentries and cross-references. Mistakes can be corrected directly in the index preview.



Select a start mode according to the step you want to execute. For the first step in Index-Manager, we recommend default **Text mode**.



! *Note: Mode and user-interface can be changed at any time.*

## 2.2 Selecting files and projects

When you open Index-Manager for the first time, click on [Import manuscript files...](#) in the **Files window** to open a pop-up window/explorer and select the manuscript documents you wish to work on. This file selection forms a “project” which will be displayed in the project list the next time you open the program. Project file names are followed by a bracketed number of files in the project.

When you reopen Index-Manager, the file selection of the project you last worked on appears by default. Start this project to reload the document files together with their corresponding work files.

Change the file selection for a project and add or remove files with the  or  button. It will be displayed as new “project” with new bracketed number of files.

To create a new project, remove the displayed selection in the **Files window** by using the  button or by clicking on the file paths and then the  button. You will then be prompted to load new manuscript files via [Import manuscript files...](#) .

! *Note: Removing displayed files from the Files window does not delete the files, it just removes them from the current view.*



## 2.3 Import and import progress

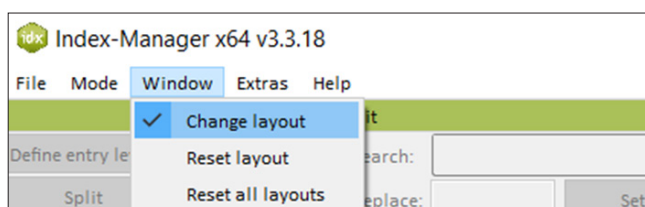



Click the **Start** button to import the displayed files. A progress bar in the **Progress window** will show the progress of the manuscript import. Error or warning messages will indicate any difficulties that may have occurred during the import. These messages can be viewed in a log file.

The **log file** is automatically created when errors occur and is stored in the same folder as the loaded manuscripts. The error messages are often helpful for support requests and should be sent accordingly.

## 2.4 User interface



Each manuscript requires its own workflow for efficient indexing. The Index-Manager program interface is therefore very flexible. Functions can be selected and deselected via Window (Window > Change layout checked). Window composition and size can be set as required and windows can be distributed across several screens.




To move or resize a window, click the green upper bar of its window . Clicking the green upper bar will detach the window and allow you to drag it with the mouse to another screen or to insert it in another position on the same screen (as soon as the background appears blue).

Your customized user interface is saved project-by-project and is retained even after closing and re-opening Index-Manager.

## 2.5 Help

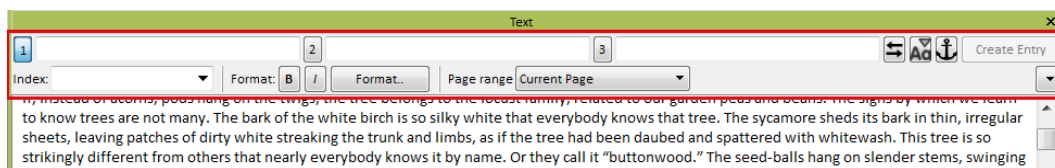
Press [F1] to open context help. Press [F1] again to close the context help window. Use the forward and back buttons to navigate between visited help entries. Click the  or  button, [Ctrl]+[F1] or [CMD]+[F1] (MacOS) to activate and deactivate the mouse-over function. Hover the mouse over program elements when the help window is open and the respective help texts will be displayed.

## 3. Indexing in Text Mode

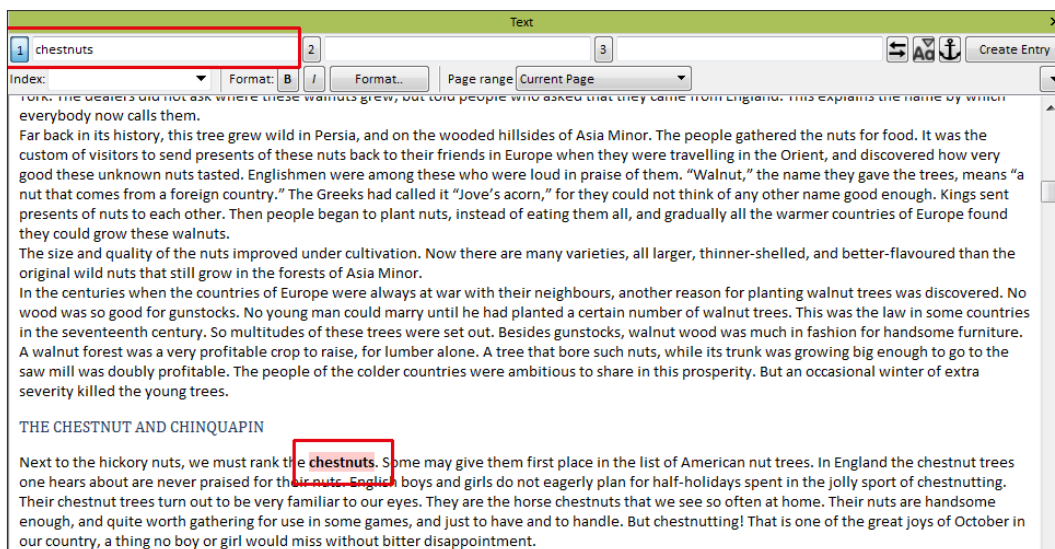
In Text Mode, the user interface contains several green windows  including a central window displaying the source text view and the index toolbar, the index list window, the index preview window, and the structure window.

The central text window displays the first loaded document. To see additional imported files, click on the corresponding document heading in the structure window. You can then click on tabs in the text window to access desired documents.

New index entries with multiple levels can be **created** with a few simple clicks. Text Mode also allows page ranges to be assigned, multiple indexes to be created, index-entries to be relocated, and locator formats and cross-references to be managed and edited.

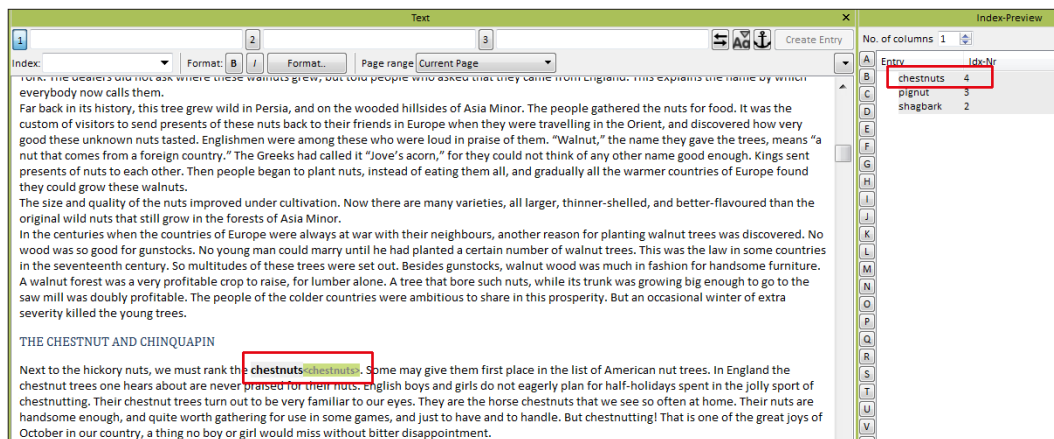


The Index toolbar contains three text input fields: for the main heading, subheading, and sub-sub-heading. Input text into one of the fields by selecting one or more words in the text, clicking on a text passage and mousing-over, or by free input into the field.

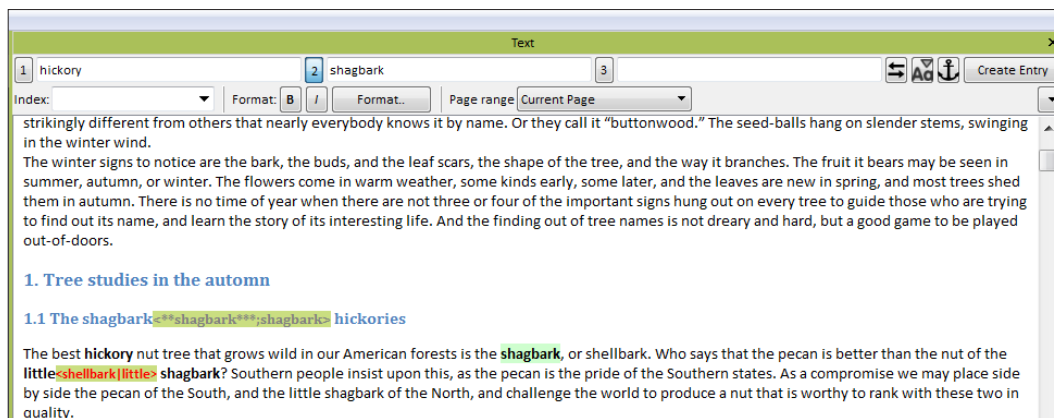


Create an index entry by clicking the button .

The created index entry is displayed highlighted in green in the text, in the index list window, and in the index preview.



For subheadings, select the appropriate field of entry by mouse clicks or keyboard shortcuts.





! Note: Existing keyboard shortcuts are displayed when you hover the cursor over a button.

As soon as you start entering text in the input field of the heading, a dropdown list of text options from already existing index entries will appear. These can be transferred directly to the input fields (**auto-completion**). For entries that consist of more than one level, separate entry levels with [ ] (pipe). Subheadings are entered automatically into corresponding level fields during selection and can be edited further.


By default, three heading levels can be entered by clicking on the button (1, 2, 3) and shortcuts ([Alt]+[1], [Alt]+[2], etc...). Additional levels of entry are possible by entering a vertical line [ ] (key combination [Alt Gr]+[<]) either behind the last letter in the text field or in the Index list window in the column of the last subheading.

Don't worry about correcting entries at this point. You can efficiently correct or adjust spelling, index names, entry levels, and upper and lower case with Index-Manager's edit functions both in the index list, in the editing window, and in the index preview.

The index toolbar has two buttons to facilitate corrections and input right away:


-  swaps heading and subheading.
-  toggles between upper and lower case for the selected heading.

## 3.2 Anchor position

To create an index entry, you have to define an anchor position in the text. Default anchors are located at the last text passage selected by double-click. If an index entry is entered freely without first clicking on a text passage, set its anchor by clicking  and then selecting a text passage. Then click Create Entry to create the full index entry.

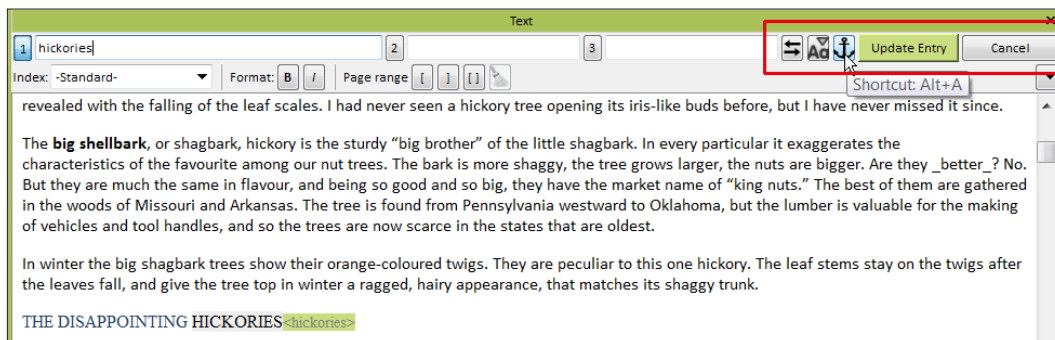
! *Note: The create entry button remains grayed out and is disabled as long as no anchor is defined.*

To move an anchor to a different position in the text, for example, when the index entry is in a heading but should not be or vice versa, or when the text of an index entry is in a table or illustration but the anchor should be in the legend or header line:

- Select entry level 1 via the 1 or use the key combination [Alt]+[1].
- Select the term(s) you want to index or enter the text into the toolbar.
- Click  or use the [Alt]+[A] key combination and then select the term(s) that is to serve as the anchor position.

To change the anchor position for an existing index entry, right click the index entry in the index list or double-click the index entry in full text view and then edit via the toolbar functions. Instead of Create Entry, you will see Update Entry. Click Update Entry to save the edited entry.

! *Note: The index toolbar and  button is the only way to change the anchor position for an index entry.*



## 3.3 Several indexes

When you enter a main heading (with or without subheadings), you can select which index it should go into from a dropdown list. To add a new index: type the new index name in the input field. Click Create Entry to add the index entry to the new index. The new index name will be displayed in the index list in the corresponding column Index name.

You can also select index names as an additional filter option in the index list filter bar.

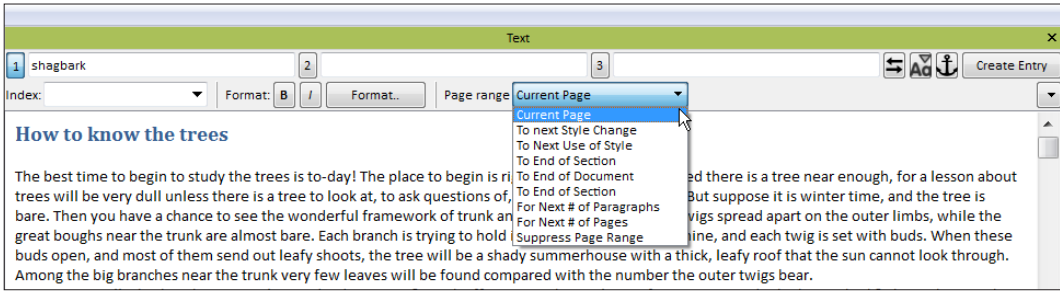
## 3.4 Page ranges

Continuous discussion of a topic that traverses two or more sections or pages is typically indicated by a page range. Depending on the format of the imported source document, Index-Manager offers different ways to indicate page ranges.

If the imported file is a Word file, enter the main heading (with or without subheadings) and press [ ]. Select the starting point for the page range by double-clicking on the corresponding text passage. This

will activate **1**. Select the end point for the range, and press **Create Entry**. The **page range** column in the index list will then note the range.

InDesign has more options for indicating page ranges, including page or section numbers. If the imported file is an InDesign document, Index-Manager will offer you a dropdown menu with these possibilities. In point of fact, however, Index-Manager has no information about the formats used in InDesign. The best way to indicate a page-range for an InDesign index is to count and insert the number of paragraphs in the corresponding input field. (In the text view, every InDesign paragraph starts with an enlarged letter.) We recommend you compare the InDesign document with the displayed format information. You may want to use other page range options.




### 3.5 Locator italic or bold

Page number locators marked in **bold** or *italic* often indicate special items on a page, such as illustrations or tables. To define the page number format for such an entry, enter the main heading (with or without subheadings) and click **B** for bold or **I** for italic. You will then see the corresponding information in the index list column PageNumberFormat.

! *Note: InDesign has more options for formatting locators. If the imported file is an InDesign document, Index-Manager will offer you a dropdown menu with these possibilities.*

Index					
Filter: <input type="text"/> 1/11					
No.	Position	Entry	Subentry	Page range	NumberFo
2	S3W00697	shagbark			
8	S3W00713	hickory	shagbark		
7	S3W00713	shagbark	hickory		
5	S3W00728	shellbark	little		
6	S3W01371	shellbark	big		
3	S3W01535	pignut		ForNextNPages...	
9	S3W02780	butternut			
10	S3W02877	oil nut			
12	S3W03077	english walnut			idx_bold
11	S3W03382	Jove's acorn			
4	S3W03608	chestnuts			

### 3.6 Toolbar Extras

Click  in the upper right corner of the left window to access more functions:




- Clear levels after creating entries – uncheck this option to keep the heading and subheading.



- Auto complete clears other levels – uncheck this option to keep inserted subheadings.
- Adopt to previous anchor places entries directly after the last listed index entry. This is useful for tables, for example, when many entries may need to be set in the table legend.

## 4. Search in text

In Text mode, the text view is in center stage, and indexing is done sequentially through the text. The following searches can help find individual terms in the text, and help you include them in the index (with appropriate subheadings as necessary).

### 4.1 [Ctrl]+[F] search

The key combination [Ctrl]+[F] (or Mac: [Cmd]+[F]) opens the search function at the bottom of the text window. You can enter any search terms in the search field. Use the   buttons to select the search direction. Click  to highlight all instances of the search terms in the active document.

To run the same search term over several chapters and loaded documents use the   buttons, and activate the display of the next text section via the structure window and clicking on the corresponding activated chapter or document headings.

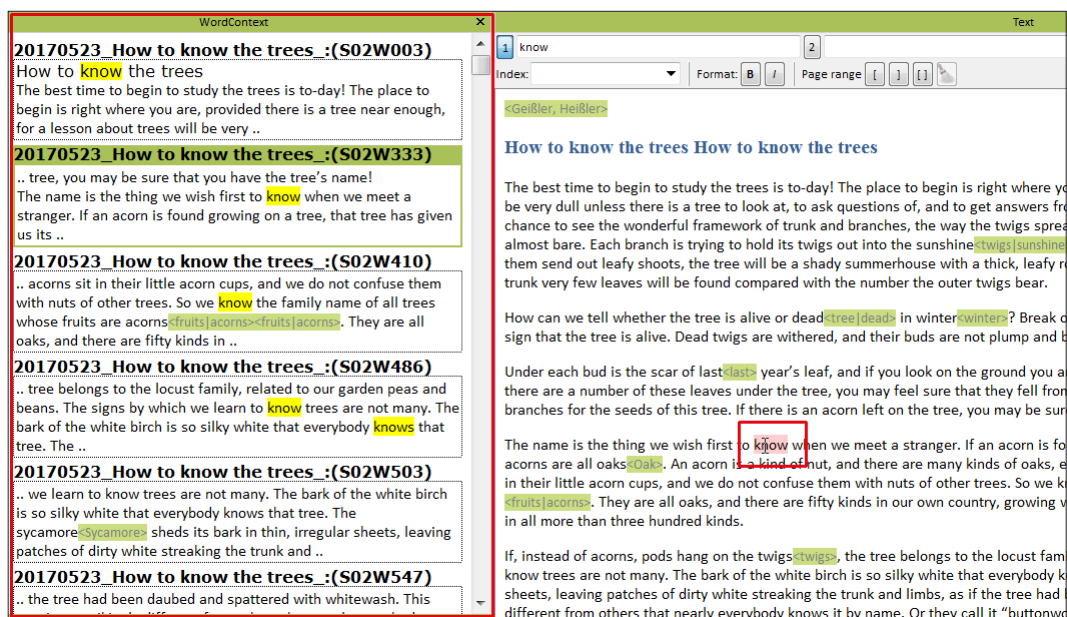
This function only searches exact search terms or strings. If you want to search similar words and their inflected forms or if you have loaded more than one document and want to search the entire project, use the Word List window with its extended search functions (Window > Word List) or use the search function in the Context window.

### 4.2 Context window

Go to menu Window > Context to open the context window. Enter a search word or phrase into the input field in the toolbar by clicking on it in the text. The context window will then automatically show all text snippets with the highlighted search word or phrase in order of its appearance and with section number and existing headings. Scroll through the word contexts, and you can quickly decide whether additional subheadings need to be created. Enter the subheadings manually. Clicking on a word or phrase in the text will initiate a new search.

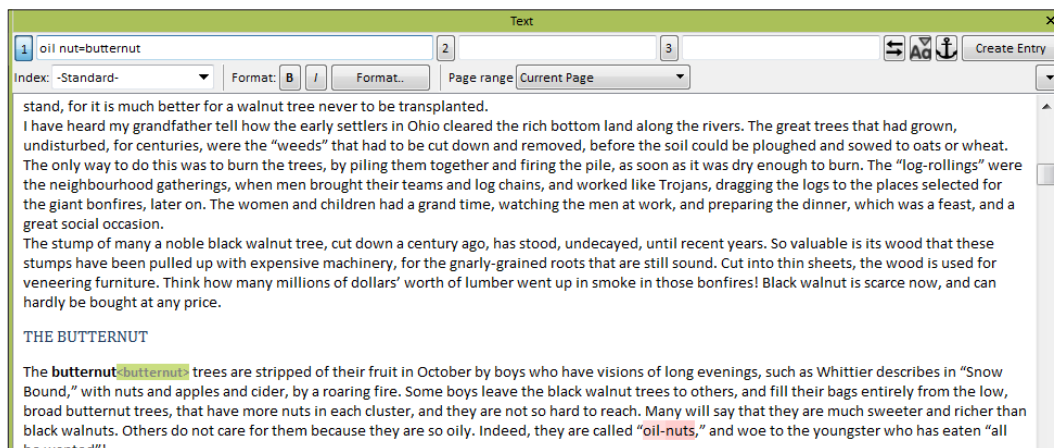
*! Note: The number of words displayed as snippets can be changed under Menu Extras > Preferences > Context: Number of words. The default number of words displayed is 40 words before the search word or phrase and 40 words after.*



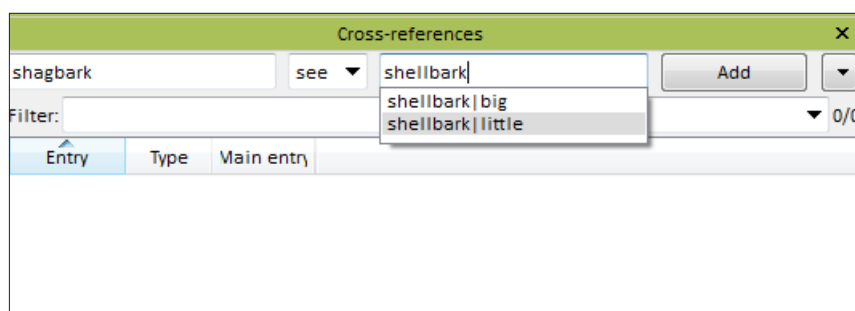



## 5. Cross references

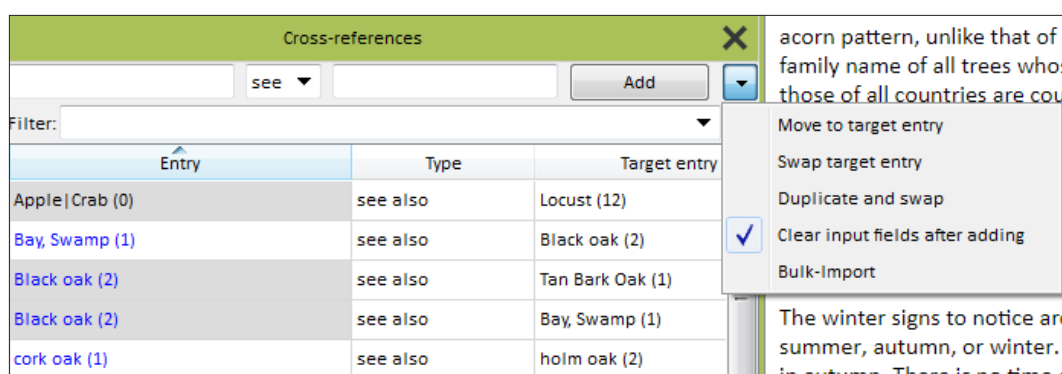
Cross-references can be entered directly into the Text window toolbar input field with [=] after the entry. For example, “bioindicators=biological indicators” will create the entry, “biological indicators, see bioindicators”. Add further terms with additional [=] to create multiple cross-references (e.g. “bioindicators=biological indicators=Bis”).



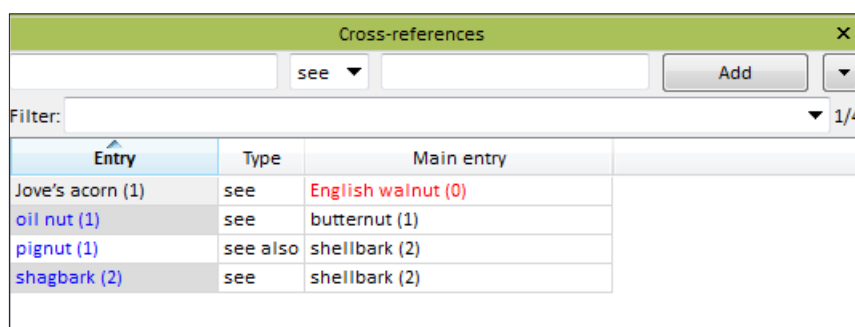
Cross-references can also be created and managed via the **Cross-References** window. Insert new links in the input fields in any form used in your source program: see, see also, s.a., etc. Use the pipe [|] to insert links with any subheadings.



Extra: Use the drop-down menu (which can be opened by clicking ) for double-posting cross-references, to define and switch the main/target entry for individual selected cross-references, or to move existing entries to the main/target entry. In contrast to **see also** references, no page references should appear in the reference entries for **see** references.



Cross-reference entries will appear in red when they do not have matching target entries. These cross-references will be lost after export and reopened in Index-Manager.



! Note: Check the cross-reference window before closing the program.

! Note: To create general cross-references (e.g. see also specific drugs), add their text directly into the main heading. (For example, set the main heading for "drugs" as "drugs, see also specific drugs".)

## 6. Editing index entries

Index entries can be edited at any time in the index list or in the index preview.




## 6.1 Index window

The Index window displays all existing index entries in a tabular view. Different columns show different information for each entry. Define displayed columns with a right mouse click and the context menu. Change the order of columns by drag & drop. Change the table view and sort order of entries by clicking in the table header of a column.

Ways to edit:

- Single table cells: double-click and then manually make changes in a cell.
- Single entries: select an entry's whole line and then make changes.
- Multiple entries: click [Ctrl] + Select to select more than one entry, and then right-click to open the context window and additional functions, such as Edit.
- Multiple entries: use the search window and then click [Ctrl]+[A] to select all of the results or [Ctrl] + Select for a subset of, and then right-click for the context menu and additional functions.

When you right click a selected entry or entries, the following options will be available for editing:

- **Update entry** automatically transfers an entry to the input fields of the text window toolbar where you can then edit headings and the locator format or change the anchor position. Click  to save the edited entry.
- **Copy selected entries to the editing** window for further editing in the Edit window.
- **Duplicate** to create inversions or make other changes in entries, e.g. International Cooperation → Cooperation, International
- **Index Actions**, such as italicizing an entry, or merging or swapping heading levels.

## 6.2 Search entries in index list

Filter options allow advanced searches. First, specify whether an advanced search should be performed with regular expressions (rx) or case sensitive (cs), or both. Then choose which column the search should be run in: click the small triangle and select the column name. The corresponding column heading will be italicized in the table.

The regular expression “^[A-Z]” combined with searching the selected column will display all headings starting with initial caps. “^[a-z]” will display all headings beginning with lowercase. Select all the results with [Ctrl]+[A], and then you can apply an index-action to all those entries.

## 6.3 Deleting entries

In the Index list, select the full lines of the index entries you wish to delete, then press the [Del] key or [Function]+[Backspace] (MacOS).

*! Note: This is the only way to delete index entries in Index-Manager! Make sure that the whole line is selected and not just a single table cell.*

## 6.4 Index actions editor

The Index actions editor is available under *Extras > Index Actions*. This is where you can create your own frequently used actions to speed up your work.

When you first open the Index actions editor, the list will be empty. Click **Defaults** to see frequently used actions. Click **OK** to save.

To create a new index action, define the name, its shortcut, its action, and the column to which the action is to refer. Specify whether an advanced search should be performed with regular expressions (rx) or case sensitive (cs). Click **Add** to transfer the action to the list of Index actions, then click **OK** to save. A new index action to italicize subentries corresponds to the action for italicizing main entries, except in the selection of the column to which the action is to be applied. Here subentry must be displayed in the new action line.

Default and other sample Index actions:

Name	Search	Replace	Column	Options	Shortcut
.docx bold Oak -> <b>Oak</b>	(.+)	<b>\1</b>	Entry	rx	Alt+B
.docx italic Oak -> <i>Oak</i>	(.+)	<i>\1</i>	Entry	rx	Alt+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 Oak -> Oak	^(.)(.*)	\U(\1\U)\2	Complete entry	rxcs	Ctrl+Alt+C
Initial Lows Oak -> oak	^(.)(.*)	\L(\1\L)\2	Complete entry	rxcs	Ctrl+Alt+L
Merge levels A m e r i c a n   O a k -> American, Oak	([^\ ]*)\ (.*)	\1, \2	Complete entry	rx	Ctrl+Alt+M
Swap level O a k   A m e r i c a n -> American Oak	([^\ ]*)\ (.*)	\2 \1	Complete entry	rx	Ctrl+Alt+S
Swap name John Miller -> Miller, John	(.)(.*)	\2, \1	Entry	rx	Ctrl+Alt+N
Swap parenthesis UN (United Nation) -> United Nation (UN)	(.*) \((.*)\)	\2 (\1)	Entry	rx	Ctrl+Alt+T
Forced sorting	(.+)	\1;\1	Entry	rx	

## 6.5 Bold and italic headings or subheadings

While the HTML tags for bold <b>Oak</b> and italic <i>Oak</i> are correctly converted in Microsoft Word when the final index is generated, in InDesign, you will need to make some special formatting edits. These can be done globally.

! Note: You will have to make these edits every time the index is regenerated.

Index						Index-Preview	
Filter: <input type="text"/> 1/5						No. of columns 1	
No.	Position	Entry	Subentry	Page range	NumberFo	Entry	Idx-Nr
38	S07W026	<b>Snow Bound</b>				Black walnut	37
37	S06W219	black walnut			\i	butternut	34
35	S08W307	Jove's acorn (Greeks)				Jove's acorn (Greeks)	35
34	S07W001	butternut				shagbark	33
33	S04W004	shagbark				Snow Bound	38

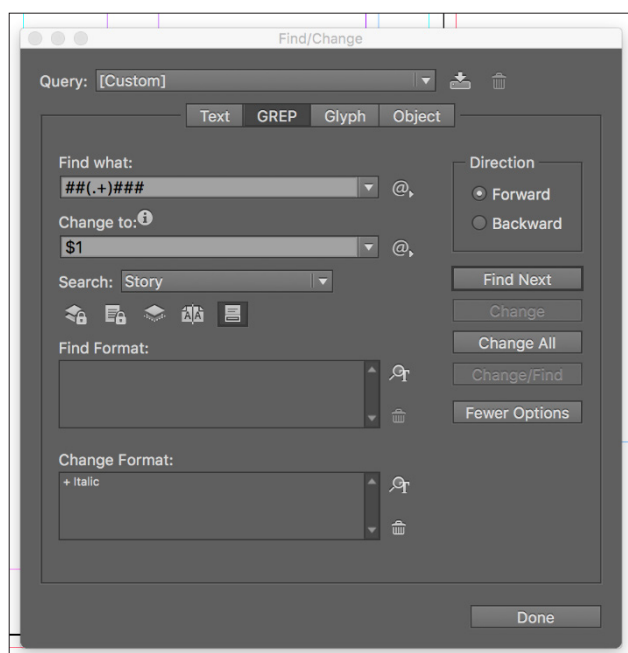
To make these edits globally in InDesign, first, make sure that search-and-replace works for italics in your version of InDesign.

Next, review how your index entries to be formatted in italics are marked. For example, the text to be italicized in your index may be marked with preceding and following ##.

In InDesign, to change the text between the \*\* or ## marks to italics, put an insertion point at the beginning of the index story and bring up the Find/Change dialog box.

You can see in the screenshot below exactly how to set up your search and replace:

- Select the GREP tab.
- In the Find what: box, type in what you need to search for, such as “##(.+)###” (replace the ## marks with whatever else you are using as markup around the text to be italicized).
- In the Change to: box, type in the code for the replacement text, such as “\$1”, as shown below.
- In the Change Format box, select Italic, and then click “OK” to get back to this dialog window. Make sure the Find/Change window looks like the screenshot image below.
- Click „Change All“.



After doing such a replacement, it's a good idea to do a simple text search for “#” and see if there are any lurking. Switch back to the Text tab of the Find/Change dialog box for this search.

## 6.6 Editing Window

To edit index entries quickly and, if necessary, in groups, open the Edit window. Here you can unify entries, duplicate entries, swap levels, and divide multi-part terms into several levels, all with just a few clicks. The dropdown menu to all Index actions is also available.

To transfer index entries to the editing window, select entries from the index list (via the search window or by [Ctrl] + Select, for example), and then click “Edit entries” with the right mouse button or drag & drop the selected entries into the editing window.

The Edit window consists of two tables in which the selected index entries are displayed. Use the small arrow on the right to determine column selection and the columns in which changes will be made and/or select single rows. Use search and replace to adjust and standardize spelling across all levels. You can also use advanced search and replace with regular expressions (rx) and uppercase (cs).

The two tables initially have the same contents. The table on the left displays the original selected index entries. The table on the right displays how entries will look after editing. Changes are displayed immediately after input in the search and replace field. For complex search and replace with regular expressions, you will be able to review the results of the replacement before you finalize editing. Click the Set button to finalize editing.

The following index actions are carried out directly upon clicking without preview:

 to swap and change entry levels.

 an entry after an empty space, a comma or another delimiter on two levels.

 selected entries.

Additional functions can also be performed in selected rows or columns.

## 7. Indexing in the Word List mode

Open Word List mode via *Mode > Word list* in the opening Welcome window, via the menu item *Mode > Word list*, or via *Window > Word list*.

The filterable Word List offers various options and windows to facilitate selecting index terms and for systematic indexing.

The Word List displays all the words contained in the loaded files. The table columns offer different possibilities for sorting (number, alphabet, index entries, position, length). Change the sorting by clicking on the respective column header.

Index-Manager contains stop word lists for German and English, including words that occur very frequently and that are usually not relevant for an index. These stop words include articles, conjunctions, and prepositions. Uncheck Stop word in the list of all Exclude... filter options in case you need to include these words.

*! Note: Contact us if you want to use Index-Manager for other languages or to create your own stop word list.*

Click on a line in the Word List table to make the word or phrase the main heading in the first level of the index toolbar in the text window. Edit the text of the heading in the text window toolbar, and add any subheading. The full text view will jump to the position where the term is first mentioned in the

text. All occurrences of the word or phrase in the loaded documents are listed in tabular form in the section panel.

## 7.1 Index term extraction via the Word List filter

The Word List filters allow additional fine-tuning of the display.


Use **reducing to** to display:

- words in special formats such as **bold** or italic,
- words highlighted by authors or publishers,
- words of **headings**. In a well-structured document, all headings can be systematically filtered and indexed one after the other,
- words **Always starting with capital letters** to efficiently generate name and place indexes.
- **Phrases** to detect and quickly index compound nouns.

Use **Exclude** to remove words from the Word List. This is useful for text areas which do not warrant indexing. In some projects, for example, footnotes will not be indexed.

Use the search field to search for special characters and strings, including regular expressions and case-sensitive search.

## 7.2 Find every occurrence

The **Section panel** gives a quick overview of all occurrences of a selected term including its various inflections. Click on a line in the section list, and the text view will jump to where that term is listed in the text. Automatically create index entries for **all occurrences** of a term in the text by clicking [F6] (or Word list  > Create all), or go through the list line by line and

- Add a subheading or
- Select individual lines via [Ctrl] + Select and then click [F7] or right-mouse click over the selection and click Create entries [F7].

The list of **associated index entries** shows existing index entries for a selected term.

The list of **similar words** shows where a selected term is also mentioned in the text, such as in compound phrases. This list lets you see if you have entered all occurrences for a term. Click on a line to insert that word or phrase into the first tab of the index toolbar.

The **list of adjoining words** displays common terms from the context of a word in the word list. This list helps determine synonyms and additional names for people. This list also suggests subentries. Click on a line of the subject list to insert the term into the subheading input field of the index toolbar.

*! Note: The list of adjoining words facilitates extracting candidates for subentries. In Text mode, the context window fulfills this task.*

## 7.3 Streamline production of name or place indexes

Extract names and places semi-automatically via the Word List.

The word list filter **Always starting with capital letter** reduces the word list for English texts to all proper names. Words that appear in capital letters because they are at the beginning of a sentence but are

otherwise lower case in text are **not** displayed in this filtered list.

To index each occurrence of a name, define the final entry or edit it later and click [F6]. Note that this generates entries uniformly from every occurrence in every loaded file.

If, for example, it is not clear whether it's Jack or Peter Mueller, McGraham senior or junior, or Charles I or II who is mentioned in the text, use **Section panel** and check individual occurrences before clicking [F6] or [F7] to create the entries.


## 7.4 Filter Files in the Word List

Filter files in the word list offers various options for indexing:

- Exclude terms from the word list that are not to be indexed.
- Reduce the word list to terms that should be indexed in any case. Such filter files can, for example, contain names or important terms which were specified by the author or publisher and which must be completely indexed, such as for name or place indexes.

There are two different filter file types: Word Filter and Term Filter files. With Word Filter files, listed terms are decomposed and the word list is filtered for all words occurring in the filter file separated by comma, space, and hyphen. The Term Filter file is suitable for indexing compound or multi-word terms, including first and last names. For Term Filter files, only the line break is relevant and the word list is filtered by the complete term or terms of a line.

Prepare the Filter file as a text file (.txt). Terms should be separated by line breaks. Use UTF (Unicode Transformation Format), not ANSI, to display special characters. In most cases, it is sufficient to specify uninflected basic forms. In cases of strong flexion, e.g. with umlauts, it is advisable to also list the inflected form. In contrast to a concordance file in Microsoft Word, not all forms of a word need to be listed, and no additional columns for index entries to be created have to be supplied in the Filter file. (These index entries will be created later in the program.)

Load the Filter file. Click  to the right of the search field of the word list and specify the filtered and total number of words. Click on "Load Word Filter File" or "Load Term Filter File..." to open a file dialog and select the desired file. The loaded file will appear as an additional filter option in the Reduce to or exclude list.

If you do not want the Filter file to be displayed in the word list, set this in the filter for the word list. Scroll down the Exclude box to the "Filter Files" entry. Click on the arrow to open the loaded Filter files. Check the desired file to exclude all contents of the file from your word list. These terms will be deleted from the displayed word list.

You can also reduce your word list via filtering to the words or terms of the loaded filter file. Scroll to the end of the "Reduce to" field to the "Filter Files" entry. Click on the arrow to open the loaded Filter files. Check the desired file to reduce your word list to the contents of the Filter file.

The word list offers various options and windows for indexing with a Filter file.

The word list shows all occurrences of Filter file words and terms. Click on a line to use the complete word or term in the first tab of the index toolbar of the text window, and the full text view will jump to where that term first appears in the text. You can then edit the text of the heading and any subheading in the toolbar. To create several entries at once, use [F6] or [F7], and specify the entry to be created.

## 8. Index Preview

The Index Preview window displays the final index in alphabetical order. You can specify the number of columns to be displayed in the tab window.

Every entry consists of at least a main heading and a corresponding index number (Idx-No) or cross-reference. An entry may have several subheadings or sub-subheadings and several numbers. An entry with all its headings and subheadings and numbers is called the index record and should be distinguished from a single index entry listing in the index list.

*! Note: The numbers displayed with index entries do NOT correspond to page numbers or locators. The numbers displayed with index entries are numbers created by Index-Manager when creating or importing the index entries.*

Click on a letter in the letter bar to navigate to that alphabetic part of the index.

Save the index preview as a **text file** by clicking  on the right-hand side of the window.

### 8.1 Correct directly in the Index preview

The Index Preview is a good place to correct spelling and order of display. Double-click on a heading or subheading to edit or correct its spelling. Corrections and changes made here are carried out automatically at **all** associated occurrences.

Headings that differ slightly and which are displayed as separate entries will be merged together immediately upon rectification. For example, the headings “aerosol” and “aerosols” will merge immediately once they are both spelled the same way.

### 8.2 Forced sorting in the Index preview

Digits or special characters at the beginning of an entry force the entry to be displayed before the letter A at the beginning of the Index Preview. To force a different sorting, add a semicolon at the end of the term followed immediately and without spaces by the correct sorting for the entry. “alpha-Ketoglutarate;Ketoglutarate” will thus appear in the K section of entries while “alpha-Ketoglutarate” will appear in the A section.

It is a good idea to make this type of change in the Index Preview, where the change only has to be made once, and can then be checked immediately.

These types of correction can also be done in the index list, manually or with index actions, which can save you some typing.

*! Note: Forced sorting with semicolon coding works at every entry level and is implemented correctly in both Word and InDesign.*

## 9. Index Density

Open the Structure window to review index density. One column of the Structure window displays the index ratio (number of entries: number of words x 100). Check the ratiox100 column to review the distribution and density of entries in each chapter and subchapter across the entire project.

Assume you estimate about 400 word per page and want about 4 index entries per page. Any rate about 1.0 suggests you may have over indexed, whereas anything less than 1.0 and with a green back-

ground color suggests you might have under indexed and may want to take another look.

The ratio column is also good to use when chapters arrive separately and you need to ensure you have indexed all of them.

Use the Word List window to check index density at an individual word level. Change the sort order of the Word List table by number and you can check if frequently used words are indexed.

## 10. Export:

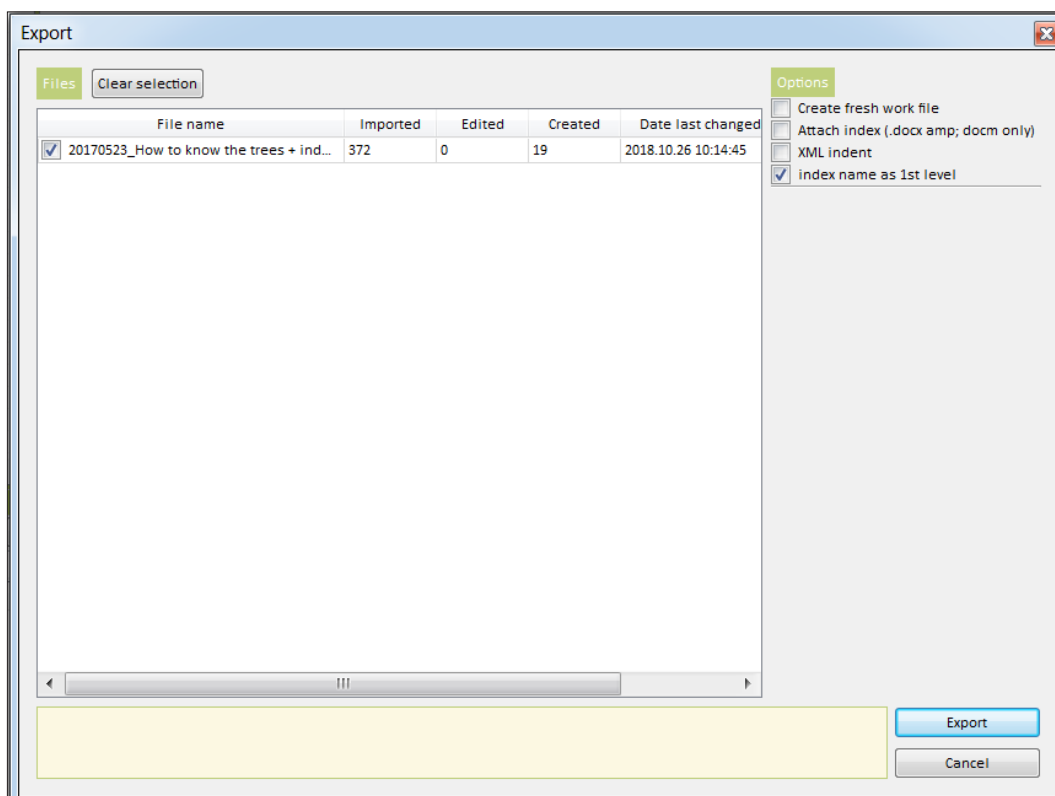
Click on menu item File > Export to open the Export dialog window.

To export the index for some or all of your imported files select the appropriate files in the table. By default, all files are checked. Clear the selection to select files manually.

Beside the imported file names, the Export dialog table lists the number of (already) imported entries, the number of newly edited and created entries, the date of the last changes, and the file size.

Check further options:

- Attach index: automatically attaches the Word index field at the end of your document, allowing for easy review (for MS Word source documents).
- Create fresh work file: creates an updated version of the work file. The new work file then will only describe the current project state without interim or editing steps
- XML intend: prevents the automatic line infeed (for XML source documents).
- Index name as first level: is a work around for InDesign, which doesn't support multiple indexes. Select this function to have Index-Manager write index names as main headings, thus automatically sorting by index name.





Click **Export**, and wait for the export to complete (not long).

If a red line appears, make sure your source document is closed. Index-Manager cannot use and save source documents unless they are closed.

When the export is completed, close Index-Manager.

## 10.1 Your Index in MS word

Index-Manager embeds your index entries into MS Word index fields without changing layout. Final construction of the index is fulfilled via Word functions.

To construct or display the index in your Word document, open the document in MS Word and click the show/hide button to see hidden formatting. You will now see your inserted index entries, including main headings, subheadings, page ranges, and names. At the end of the document, you will also see the attached MS Word Index field.

“Index:

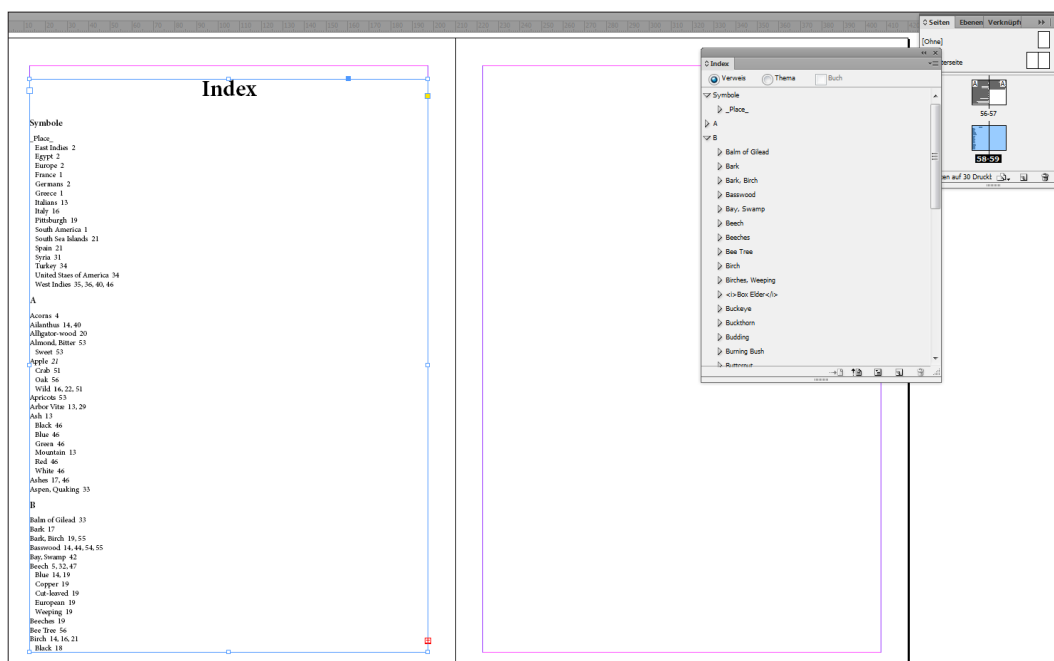
[Please update this field]”

! *Note: Click in the bracketed field and then right mouse click to **update and place the Index**.*

## 10.2 Your index in InDesign

Index-Manager embeds your entries into InDesign index fields without changing layout. Incompatibilities between different versions of InDesign can lead to layout changes, however. To avoid those problems, make a copy of your .idml files before you check the index.

To see your index in InDesign, open the idml file in InDesign, and use normal InDesign functions to generate and place the index at the end of the document. Select the Index dialog under Menu item *windows > fonts and tables > Index*. In the Index dialog, select the button **generate index**, and then place the Index in the appropriate position in the document.






## 10.3 Archive files

During Export, Index-Manager automatically creates a subfolder called “.Index-Manager-Archive” containing all files (source documents and work files) in original versions as backup copies.

If you don't see the archive folder:

- **Windows:** In the Explorer dropdown menu, select *Organize > Folder and search options > View tab > hidden files and folders > select > Show hidden files, folders and drives*
- **MacOS:** [shift] + [command] + [dot]

## 10.4 Continue indexing

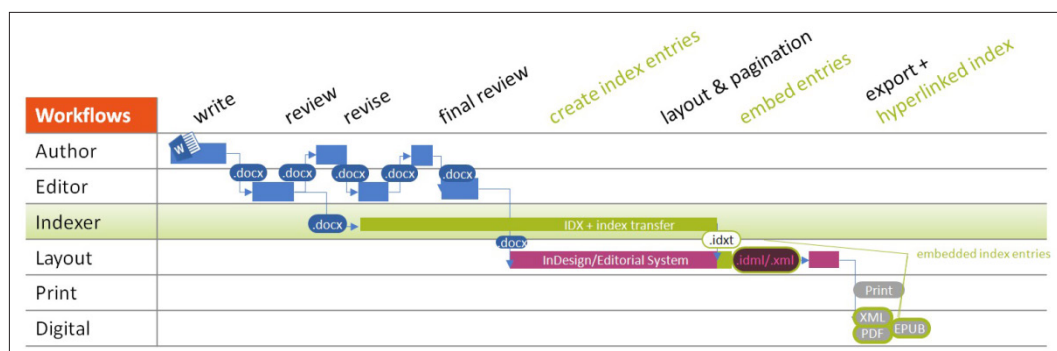
Documents with the newest exported index remain in the parent folder and are displayed the next time Index-Manager is reopened. Click Start and review the Index list status column. Your previous index entries in the Index list will now have the status “embedded” . The next new entry you add will have the status logged . Editing an embedded entry will produce the status logged embedded .

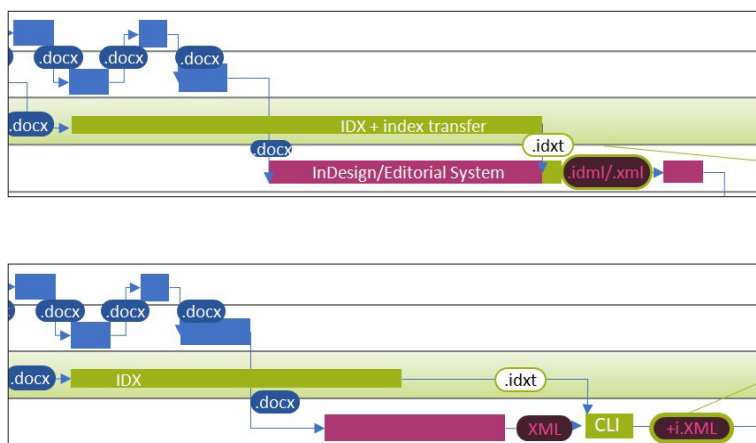
After a new import, the parent folder will include new empty work files, as well as your document files.

## 11. Highly flexible integration in publishing workflows

Indexing can be done in parallel to editing and layout work. Start indexing early on a draft and you will be able to integrate your index entries at any later time in the publication process. With Index-Manager work files and add-ons, indexing can be flexibly integrated into existing publishing workflows as index entries can be embedded at any time.

- Start indexing with an early version of your MS Word or InDesign document and embed index entries later into a modified version of the document. The indexer can embed into the final manuscript or they can send the index work files to the publisher for them to embed.
- Start indexing with an MS Word document and embed the index entries later into another file format, such as InDesign or XML. The indexer can embed the entries into the final manuscript or they can send the index work files to the publisher for them to embed via Index-Manager.





## 11.1 XML First and automatic production workflows

Indexing can also be done directly into XML documents (after adapting the DTD). XML or XHTML tags can be customized to publishers' requirements for easy embedding.

The CLI (Command Line Interface) version of Index-Manager is used for integration into fully automatic production workflows. The CLI version takes a publication document in XML/XHTML and embeds the entries. If the publication is paginated in XML/XHTML, it can automatically build the back-of-the book index.

## 12. Replace source documents

While indexing with Index-Manager, the manuscript can be **edited and re-formatted simultaneously**. You can always replace source documents with a more recent version.

To replace source documents with updated versions, first import your source documents with the complete exported index: go to the Export Selection dialog box, check "Create fresh work files", and then click .

You have now created an updated version of your work file. This new work file describes the current state of the project. You can find the fresh work files in the parent folder.

Move the new work files to the folder with the most recent version of the source documents. Rename the files if necessary. It is important that the new source documents and the corresponding new work files have the same prefixes.

Open Index-Manager and import the new source documents as a new project. Index-Manager will automatically import the work files with the source documents.

Regarding the status of index entries in the index window in Index-Manager, note that **ESW** stands for Entry, Section, and Word anchor. Color **coding** denotes any errors which may have taken place and signals which entries should be checked for correct anchor placement.

! *Note: Status with color coding is not available after export or closing Index-Manager.*

Object	Color	Meaning
E (Entry)	Green	matching entry found
	Red	no matching entry found
S (Section)	Green	section found
	Red	section not found
W Top (Word anchor Top)	Green	both anchor words found
	Orange	one anchor word not found
	red	neither anchor word found
W Bottom (Word anchor Bottom)	Green	word position unchanged
	Orange	word position in relation to beginning of section changed by up to 10 words
	Red	word position in relation to beginning of section changed by more than 10 words

Normal export function embeds checked index entries into the current source files.

## 13. Add-on: Index-Import

The Index Import add-on facilitates precise embedding of index entries from a separate index into Word, InDesign, or XML documents. This allows existing indexes to be used for subsequent editions or for digital products and hyperlinked index entries.

The Index Import add-on uses a heuristic approach to determine the likely best position for each entry.

The user decides to what extent the embedding should be automated or manually controlled. Main and subheading format as well as page number formats will be automatically adopted from the existing index. Page ranges and cross-references will be displayed, but not automatically transferred. (They can be added easily via Index-Manager functions depending on the format of the target document.)

Before importing an index into Index-Manager, the index must be in a specific format and saved as a .txt file.

### 13.1 Index conversion

Convert the existing index to the following format:

Abrahamian, E. J. <idx>264</idx>

<i>Abstinence Self-Efficacy scale</i> <idx>289</idx>

Abstract facet pole <idx>19</idx> <idx>73</idx> <idx>See also Concrete–Abstract facet scale</idx>

academic achievement and grades <idx>See also college and university students; educational settings</idx>

– importance of <idx>268–269</idx>

– intervention/outcome studies <idx format='b'>229</idx>, <idx>285–287</idx>

– Judging type and <idx>237</idx>

– retention rates and <idx format='i'>236</idx>

-- roommate studies and <idx>238</idx>

– type and <idx>214</idx> <idx>236–237</idx>

– writing skills and <idx>235–236</idx>

Accepting facet pole <idx>20</idx> <idx>78</idx> <idx>113</idx> <idx>See also Critical–Accepting facet scale</idx>

Accommodating facet pole <idx>20</idx> <idx>77–78</idx> <idx>113</idx> <idx>See also Questioning–Accommodating facet scale</idx>

<b>accountants</b> <idx>84–86</idx> <idx>212</idx>

attitudes <idx>See orientation pairs</idx>

! *Note the <idx> and </idx> codes around locators and cross-references, as well as the endashes and spaces at the start of subheadings, and the various special italic and boldface codes. All of these need to be included in the imported index.*

Layout and format of source indexes differ depending on which indexing programs were used to create them or which source they came from. The following describes the most frequent conversion steps. Regular expressions and search/replace instructions may need to be adjusted slightly.

For more assistance with conversion, please contact us or use Barry Campbell's IndexConvert:

<http://www.indexbase.co.uk/>

<http://www.indexbase.co.uk/IndexConvert.html>

or follow the import manual, as above.

Watch out for special cases:

- f./ff.
- cross-references
- special formats and signs
- page ranges
- subentries (up to which level)

! **Note:** *Paragraph and character formats such as italics and boldface are not included in text editors. To preserve this information, use appropriate tags. You can add these in Microsoft Word via Search and Replace.*

### 13.1.1 Preparation of character formats in Word

Italic/bold format in locators and entries should be replaced with special tags as follows (S: stands for Search and R: stands for Replace with):

#### 13.1.1.1 Cross-reference formats

... which are determined by the program in which the final index was constructed, may have to be deleted instead of replaced with special tags.

S: See also font italic

R: See also font normal

→ See also → See also

S: See font italic

R: See font normal

### 13.1.1.2 *Locator font*

S: [0-9]{1;3} font italic or bold and pattern/wildcard

R: <idx format=i>^&</idx> or <idx format=b>^&</idx> font normal

36, 34 → <idx format=i>36</idx>, 34 or **36**, 34 → <idx format=b>36</idx>, 34

Replace <idx format=i> or <idx format=b> in a second step:

S: <idx format=i> or <idx format=b>

R: <idx format='i'> or <idx format='b'>

→ 36, 34 → <idx format='i'>36</idx>, 34 or <idx format='b'>36</idx>, 34

### 13.1.1.3 *Headings and subheadings*

S: by format: font italic or bold

R: <i>^&</i> or <b>^&</b>

→ heart infarct → <i>heart infarct</i> or **heart infarct** → <b>heart infarct</b>

## 13.1.2 Conversion in Text editor

If your text editor does not use perl syntax you will need other regular expressions.

MacOs Text editors: <https://www.cleverfiles.com/howto/top-5-text-editors-mac.html>

Windows Text editor Notepad++: <https://notepad-plus-plus.org/download/v7.6.4.html>

1. copy text to Notepad++

Encoding > Convert to UTF-8

2. Delete ABC Headers if you have not already done so

S: ^[A-Z]\r\n

R: ((empty))

and/or remove blank lines

S: \r\n\r\n

R: \r\n

3. replace page numbers with <Index page number>

S: (\s+)([0-9f\.\-\s]+)(,|\r\n) or (\s+)([0-9f\.\-\s]+)(,|\r\n| See)

R: \$1<idx>\$2</idx>\$3

Explanation: (empty/white space)(digits+f+dots+empty/white space+tabs)(, or Crlf carriage return line feed)

example: 264 -> <idx>264</idx>

or with Roman locators (example: Brain infarct      302–303, 304, i, ii, iii, v, x xxx, xxxix, v):

S: (\s+)([0-9f#ivx\.\-\s]+)(,|\r\n)

4. remove other commas between the page numbers  
**S:** idx>,  
**R:** idx>
5. convert sublevel paints to correct character and blank, if applicable (-)  
**S:** ^—  
**R:** - - and in a second step  
**S:** ^—  
**R:** -
6. (convert ff./f.-as locators into italic and bold formats if necessary, – rheumatoid Arthritis 214ff)  
**S:** <idx>([<sup>f</sup>]+)ff\.?</idx>  
**R:** <idx format=‘\i’>\$1</idx>  
**S:** <idx>([<sup>f</sup>]+)f\.?</idx>  
**R:** <idx format=‘\b’>\$1</idx>
7. (delete double blank See)  
**S:** See  
**R:** See
8. (convert cross-references)  
**S:** (See.\*)\r\n  
**R:** <idx>\$1</idx>\r\n  
→ attitudes See orientation pairs → attitudes <idx>See orientation pairs</idx>

## 13.2 Index-import step by step

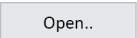
Make sure that your Index-Manager license includes the Index-import feature. You can find this information in the Welcome window at the bottom left.

Import the target document into which the index entries are to be integrated.

Open your project.

In the Window menu, select Index-Import.

Adjust size and position of the opening Index Import window.

Click  to open the Explorer window and select the appropriate .txt format index file.

Click  to start loading the index file. A progress bar will indicate import progress.

The left table of the Index Import window shows the loaded index entries together with their corresponding locators and the results of Index-Manager’s analysis. Adjust column order with drag & drop. Sort by clicking one of the column headings.

The left table contains the following columns:

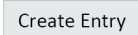
- **No:** Number assigned when importing the index according to alphabetical order and locator.
- **Index Entry:** Complete entry with subentries separated by |
- **Page:** Locator from the index.txt file
- **Format:** Page number format
- **Best anchor score:** hit probability for the proposed anchor. The higher the score, the more likely the anchor is in the correct position.


- **Best Anchor position:** section number of the best anchor position
- **Number of anchors:** total number of existing anchor positions in the loaded document
- **Row:** Row number in corresponding index.txt file

For a first review of the import index, we recommend you sort the imported index entries by page number.

Click on an index entry to transfer it to the index toolbar in the text window. This will also make the text view of the document jump to the most probable anchor position.

The right side of the index import window displays analysis results for the selected entry.

If the anchor position for the selected imported index entry is correct, accept and insert the entry by double-clicking on the entry in the index-import table or via  in the index toolbar.

In case the anchor position needs to be changed, note that  is already preselected. Select another anchor position by clicking on another word in the text field, or by choosing another position via the right table in the Index import window.

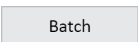
The right table has additional information on the various anchor positions that may help you make your selection. The right table contains the following columns:

- **Score close/far anchor:** Boost + score (close) is 200 minus distance or score (far) is minus 100 -- distance
- **Distance:** the distance between the position in the HTML and the position in the histogram in relation to the total number of pages of the document x10
- **Position:** Number of the section of the respective anchor position.
- **Word:** the term of the index entry used to determine the anchor position.
- **Type:** Anchor (near) indicates that the assumed anchor position is within the pages to consider, Anchor (far) indicates that it is outside the analysis range.
- **Tags:** Paragraph and character format of the respective anchor position
- **Surrounding text:** the text surrounding the anchor position

After creating the entry, the selection will automatically jump to the next entry, and you can proceed through the text and **manually import** each entry into the target document.

In the Index List, check whether format specifications have been adopted for entries.

Following is the recommended procedure for **automatically importing** most of the entries.

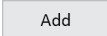
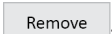
Sort the list of imported index entries by the best anchor score. Check random individual index entries of the best, middle and worst score lines. Select entries up to the lowest still-correct score, and then click  to accept them. Imported index entries with scores smaller than zero should generally be checked and embedded manually.

Click  in the upper right corner of the left window to find more functions:

**Further options** are available in case the results and proposed anchor positions are unsatisfactory. The analysis area, usually preset to three pages, can be reduced or enlarged.

*! Note: if the analysis area is enlarged, other processes may slow down as more extensive calculations will be required.*



The Format tag boosts table allows you to exclude or favor existing formats and tags in the document as anchor positions, e.g. headings and boldface text. Click  to add a line. Enter the appropriate tag and the boost value into the cells, e.g. Tag bold and Boost 100. The Boost value will be added to the corresponding anchor score, so that boldface positions get correspondingly better anchor scores, for example. Don't forget to update the changes, even if you have deleted a format from the list using .

**Jump to best anchor** is activated by default. The text window jumps to the assumed best anchor position. Sometimes it makes sense to deactivate this function and activate **Minimal scrolling** (if there are many footnotes in the document, for example, and you want to avoid jumping back and forth between the footnote display and the continuous text, or if there are many concepts in the index that have no direct equivalents in the text).

**Next entry after creating entry** is also activated by default. This option can be disabled, however, if you want to select the next entry manually and don't want to jump to the next anchor position in the text window.

**Adopt previous anchor** places entries directly after the last advertised entry. This is important for tables, for example, when entries need to be set in the legend and not the table itself.

The Index-Manager Index Import add-on uses a heuristic approach to position index entries in the target document. The analysis is a multi-level process.

A multi-channel histogram is created from all entries. For each entry, all occurrences in the text are searched for and entered as grid points. To search for occurrences in the text, entries are split into levels, into word limiters (space, comma, minus, dot) and expanded, stop words are removed, and term syntax is reduced (stemming).

As the loaded target document does not contain page references, Index-Manager estimates the size of a page based on the total size of the document and the highest locator in the index followed by monotonizing the page order.

Index-Manager reviews the text in the analysis area, three pages preset, and looks where most of the entries of the surrounding three pages fit best. Each entry receives its best so-called Bin, taking in account the best estimated position in the histogram and the position in the HTML view.

Finally, Index-Manager collects the results of the analysis. A relative distance measure indicates the distance between the position in the HTML and the position in the histogram in relation to the total number of pages of the document  $\times 10$ .

If the relative distance measure is smaller than the pages to consider, the anchor is considered to be close and gets a boost of +200, meaning that the score is 200 minus distance.

If the relative distance is greater than the pages to consider, the anchor is considered far and gets a boost of -100, meaning that the score is -100 minus distance.

Some special cases are also considered in the score calculation. Format boosts added via the further options dialog are added to the score, for example.

## 14. Add-on: Index-Transfer

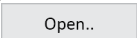
With this add-on, index entries from one document file can be transferred to another document in a different file format, e.g. from a Microsoft Word file to an Adobe InDesign file. This allows flexible in-

tegration of indexing into normal production processes. Indexing can start with Word documents and embedding of the entries can take place in InDesign or XML files, in parallel with layout.

Files in different formats have different structures, so any position information stored in working .idx files is not helpful. Index-manager therefore uses structure-independent text comparison for transferring index entries from one document to another.

Make sure that your purchased license of Index-Manager includes the Index-import feature. You can find this information in the Welcome window at the bottom left.

Import the target document into which the entries are to be transferred.

Go to the menu *Extras > Adopt index* to open the add-on explorer. Select the indexed document containing the embedded index entries. Click  and the transfer will start automatically. A progress bar will show the progress.

The Index-Manager transfer algorithm compares 30 words before and 30 words after an entry. This procedure is robust. Even if there are differences in versions, or individual words are exchanged or deleted, index entries are positioned correctly. Any entries for which there is no text correspondence in the target document will be placed at the beginning of the document. Index entries for sections or paragraphs which are omitted from the target document, for example, will be placed at the beginning of the target document. The status for these “superfluous” entries will be set with a warning.

Note the status of the transferred index entries in the index window. . Color **coding** denotes errors which have taken place. If an entry has a red colored T(ransfer) or a warning signal, it signals that the anchor for the index entry should be checked and possibly moved or the entry eventually deleted.

*! Note: Color-coded status is not available after export or closing Index-Manager.*

Normal export function embeds checked index entries into the current document source files.

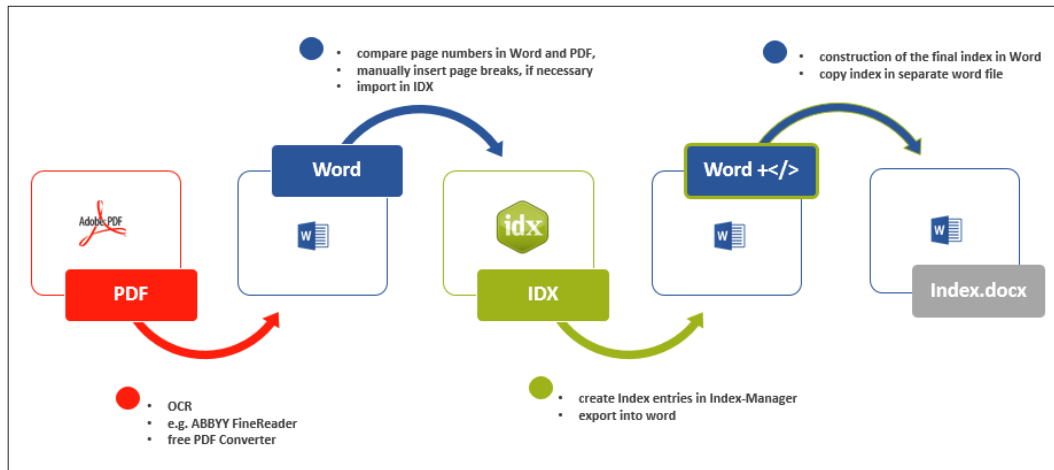
## 15. BoB or Stand-alone Index with Index-Manager

To create a Back-Of-the-Book (BoB) or stand-alone index with Index-Manager for a PDF source file, first convert it with OCR to MS Word.

To control the page numbers in the MS word version of the book document, manually delete or insert page breaks and make sure that both documents have the same number of pages.

Once the MS Word document pagination matches the PDF pagination, deactivate the view of any hidden functions, and save the document. Now you can import it into Index-Manager for indexing.

Create the index in Index-Manager and export the index to the Word document. Don't forget to select the option to attach the index. After exporting the index to the Word document, update the index field at the end of the document, make any layout adjustments, and extract a copy of the index.



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