

## INDEXES

Indexes can be quite useful for your long document. Creating an index is not as difficult as it seems.

### Marking the Index Entries

To create the index, you must first identify the index entries. Right after the word you want to include in the index, insert an index mark.  
(Insert>Reference>Index and Tables> Mark Entry>*enter a Main Entry and a Subentry*>Mark>Close. *The shortcut key is Alt+Shift+X to open the Mark Index Entry dialog box*).

A subentry will appear under the Main Entry. For example:

Main Entry  
    Subentry 1 ..... 7  
    Subentry 2 19,21

### TIPS:

- Before you begin marking index entries, decide on the wording for the Main Entry. For example, should it be “preschoolers” or “toddlers”? Also make sure the spelling is consistent. Case (capitalization) does make a difference. Extra spaces before and after the main entry or subentry also make a difference.
- You can create several index entries for the same text.
- If you have many instances of the same text, you can use a concordance file (a file of words to be included in the index) – Enter the text into the concordance file table. Word will locate all occurrences of that text and marks them for the index. *See Word's Help section for instructions*
- Rather than clicking so many times to get the Index Mark screens, you may find it easier to copy and paste the index field after each word you want to mark. You can make changes in the text you just pasted.
- Or you can type in the Index mark- use this exact format. To get curly brackets, , click Ctrl+F9. Inside the curly brackets, enter a space, the letters XE, a space, quote (“), the Main Entry, colon (:), the Subentry, quote (“), space. so that it looks like { XE “main entry:subentry}

### Building the Index

Once you have marked all the index entries, you can build the index. At the end of the document, make a new page (insert>Break>New Page *or* Ctrl+Enter). Then build the index (Insert>Reference>Index and tables>*make format changes as necessary*>OK

### TIPS:

- You can change the format of the index – number of columns, font, etc.
- Before building the index, make sure that the pagination is correct. Hide the formatting and field codes (click the Show/ Hide button on the toolbar).
- You can make format or layout changes to the index, but those changes will be overwritten when you update the index.