

## Index

The index is used to list the terms and topics that are discussed in a document. The page(s) that the information appears on is listed in the index. The index entries are marked by providing the name of the main entry and any cross-reference information in the document. After this is completed, the index is built.

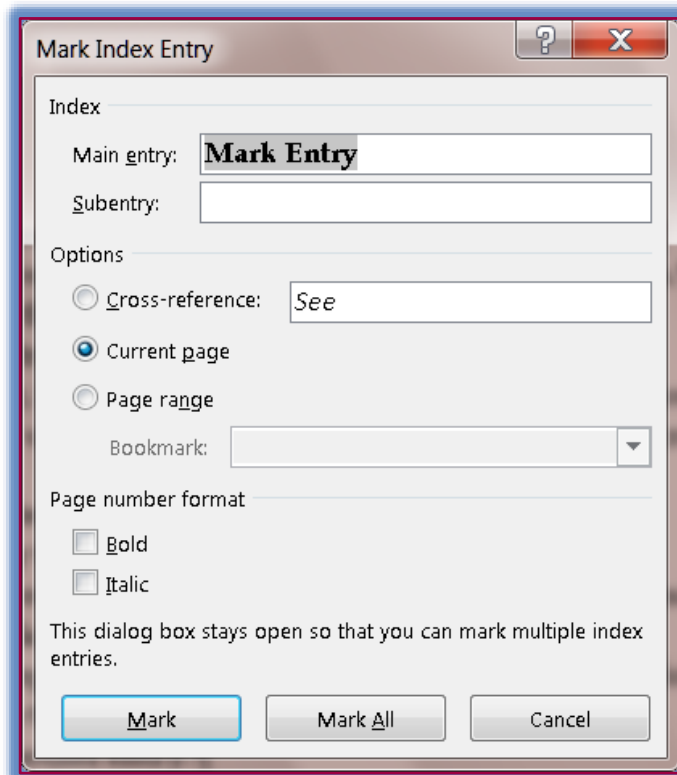
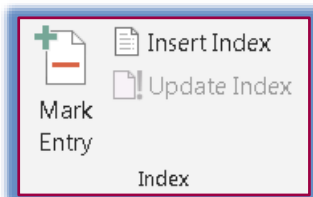
An index entry can be created for an individual word, phrase, or symbol; a topic that spans a range of pages; or an entry that refers to another entry. When the text is marked a special Index Entry field, that includes the marked main entry and any cross-referenced information, is inserted into the document. A field is a set of codes that instructs Word to insert text, graphics, page numbers, and other material into the document.

### STEP 1: MARK INDEX ENTRIES

The first step when inserting an Index into a document is to mark all the entries.

#### MARK WORDS OR PHRASES USING EXISTING TEXT

- ✦ Do one of the following:
  - ★ Select the text for which the Index Entry is to be created.
  - ★ Click where the Index Entry is to be inserted.
- ✦ Click the **References Tab**.
- ✦ In the **Index Group**, click the **Mark Entry** button (see illustration below left).



- ✦ The **Mark Index Entry** dialog box will display (see illustration above right).
  - ★ This dialog box does not have to be closed when marking multiple entries.
  - ★ It can stay open throughout the whole process.
- ✦ To create an entry, input the entry for the index into the **Main Entry** box.
- ✦ If text was selected for the entry, that text should appear in the **Main Entry** box.

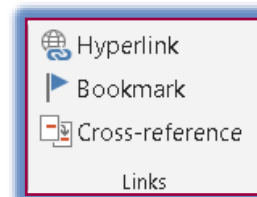
- ✚ The entry can be customized by creating a subentry, a third-level entry, or a cross-reference to another entry.
- ✚ To create a subentry, input the text into the **Subentry** box.
  - ★ A subentry is an Index Entry that falls under a general heading.
  - ★ An example of a subentry would be the Index Entry as Microsoft Office and subentries could be Microsoft Word, Microsoft Excel, or Microsoft PowerPoint.
- ✚ To include a third-level entry, input the subentry text into the **Subentry** box followed by a colon (:) and then the text of the third-level entry.
- ✚ To create a cross-reference to another entry:
  - ★ Click the **Cross-reference** button under **Options**.
  - ★ Input the cross-reference text into the **Cross-reference** box.
- ✚ Click either **Bold** or *Italic* under **Page number format** to apply formatting to the page numbers that will appear in the Index.
- ✚ To apply formatting to the text in the Index:
  - ★ Select the text in the **Main** entry, **Subentry**, or **Cross-reference** box.
  - ★ **Right-click** with the mouse.
  - ★ Select **Font** from the list of options.
  - ★ Select the formatting options that are to be used for the **Index Entry** text.
- ✚ To mark only one occurrence of the specified text, click the **Mark** button.
- ✚ To mark all occurrences of the specified text in the document, click the **Mark All** button.
- ✚ The **Index Entry** will appear in the document (see illustrations below).

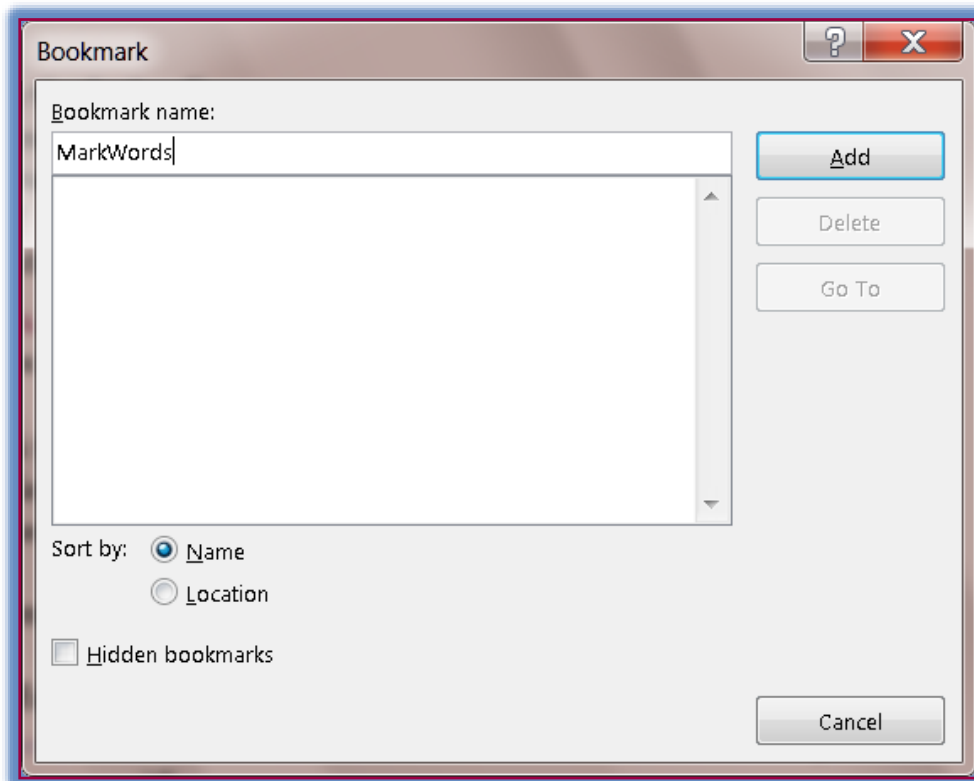


- ★ If the **Show/Hide** feature is activated, the entry will appear in the document as illustrated above.
- ★ It is a good idea to always have the **Show/Hide** feature activated when marking text in a document.
- ✚ To mark additional **Index Entries**:
  - ★ Select the text that is to appear in the **Index**.
  - ★ Click in the **Mark Index Entry** box.
  - ★ The newly selected text will appear in the **Main entry** box.
  - ★ Select either **Mark** or **Mark All**.
- ✚ Continue this process until all the entries are marked.

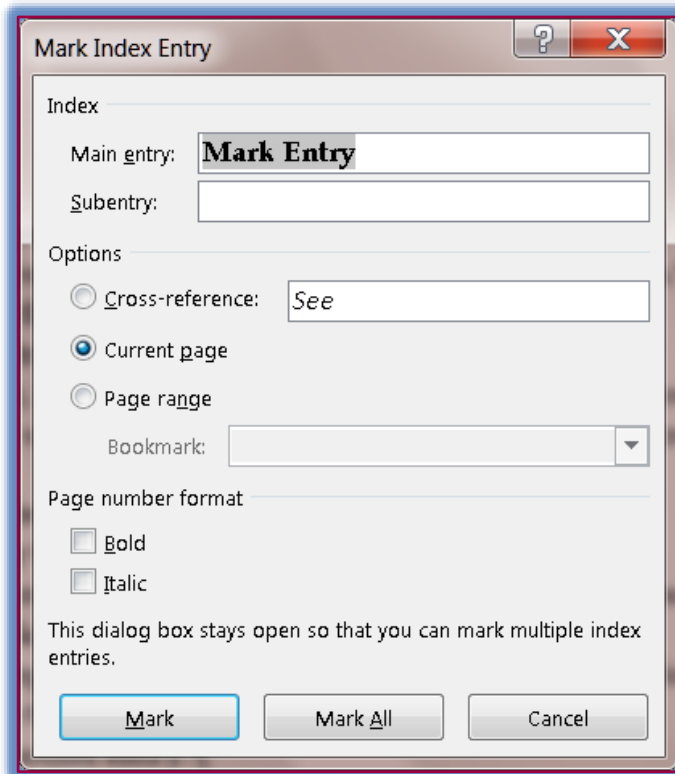
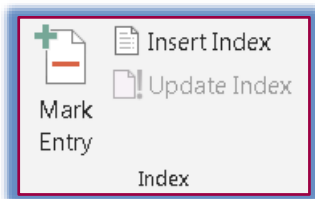
### MARK WORDS OR PHRASES THAT SPAN A RANGE OF PAGES

- ✚ Select the range of text that the **Index Entry** is to refer to.
- ✚ Click the **Insert Tab**.
- ✚ In the **Links Group**, click **Bookmark** (see illustration at right).
- ✚ The **Bookmark** dialog box will display (see illustration on next page).
- ✚ Input a name for the bookmark in the **Bookmark Name** box.
- ✚ Click the **Add** button.
- ✚ Click at the end of the text that was marked with a **Bookmark**.
- ✚ Click the **References Tab**.





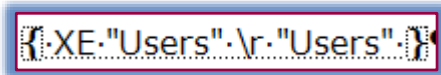
✦ In the **Index Group**, click the **Mark Entry** button (see illustration below right).



✦ The **Mark Index Entry** dialog box will display (see illustration above).

✦ In the **Main Entry** box, type the **Index Entry** for the text that was marked with a **Bookmark**.

- ✦ Click either **Bold** or *Italic* under **Page number format** to apply formatting to the page numbers that will appear in the Index.
- ✦ To apply formatting to the text in the Index:
  - ★ Select the text in the **Main** entry, **Subentry**, or **Cross-reference** box.
  - ★ **Right-click** with the mouse.
  - ★ Select **Font** from the list of options.
  - ★ Select the formatting options that are to be used for the **Index Entry** text.
- ✦ Click **Mark**.
- ✦ The **Index Entry** will appear in the document.
  - ★ When the **Show/Hide** feature is activated, the entry will appear in the document as illustrated at right.
  - ★ It is a good idea to have the **Show/Hide** feature activated when entries are being marked in a document.



### ENTER TEXT DIRECTLY INTO THE MARK INDEX ENTRY DIALOG BOX

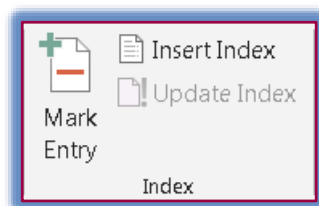
- ✦ Click where the text is to be inserted into the document.
- ✦ Click the **References** tab.
- ✦ In the **Index Group**, click the **Mark Entry** button (see illustration on previous page).
- ✦ The **Mark Index Entry** dialog box will display (see illustration on previous page).
- ✦ Input the text into the **Main Entry** box.
- ✦ Follow the instructions in the previous section regarding the rest of the options in this dialog box to complete the entry.

### STEP 2: CREATE AN INDEX

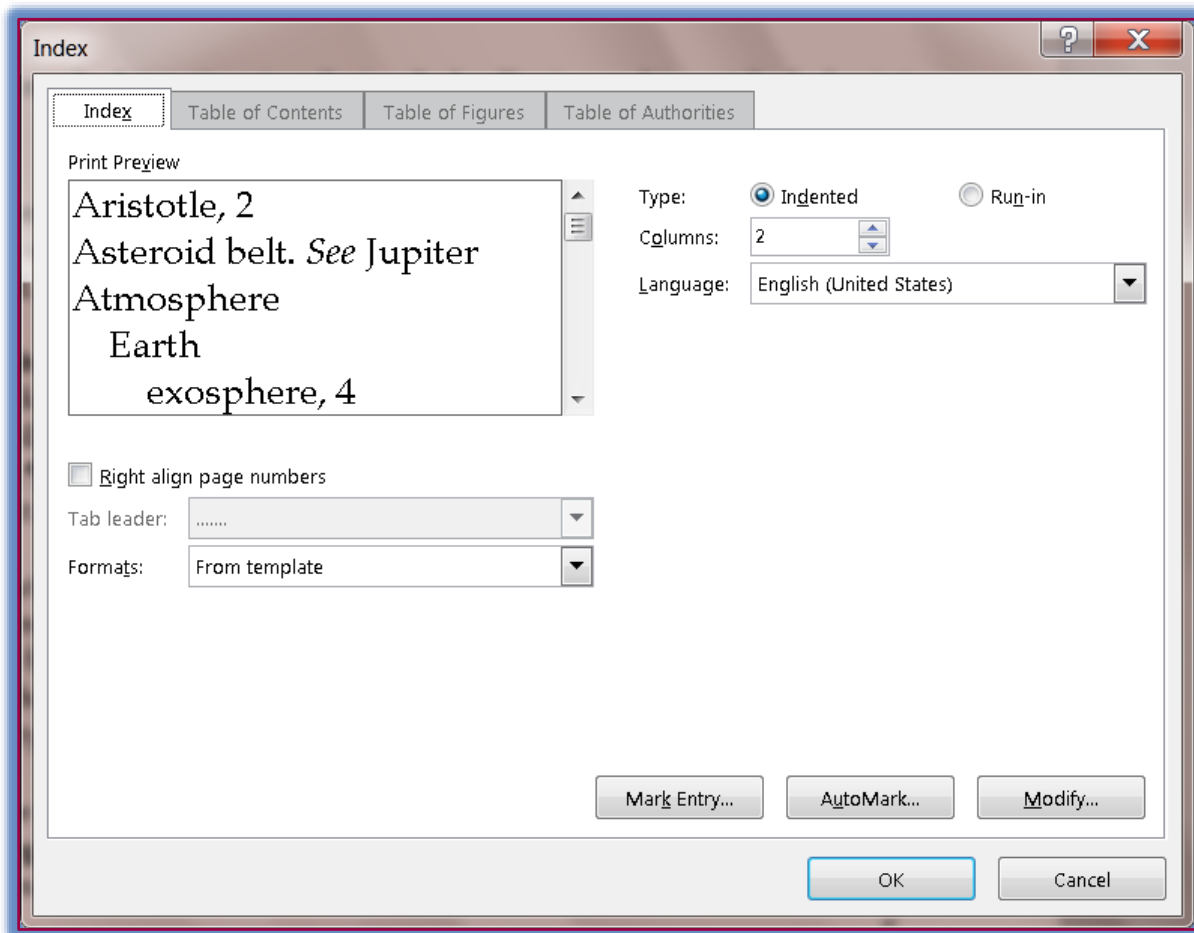
After the entries have been marked, it is time to select an Index Design and insert the Index into the document.

#### CREATE THE ENTRY

- ✦ Click at the location where the **Index** is to be inserted.
  - ★ This is usually at the end of the document on a new page.
  - ★ Hold down the **CTRL** key and press the **Enter** key to insert a new page into the document.
- ✦ Click the **References Tab**.
- ✦ In the **Index Group**, click **Insert Index** (see illustration at right).
- ✦ The **Index** dialog box will appear (see illustration on next page).
- ✦ Do one of the following:
  - ★ Click the **Formats** list arrow to select a design from the list.
    - or
    - ★ Design your own custom index layout.
      - ✦ In the **Formats** box, click **From Template**.
      - ✦ Click the **Modify** button (see illustration on next page).
      - ✦ The **Style** dialog box will appear.
      - ✦ Click the **Index** style that is to be changed.
      - ✦ Click **Modify**.
      - ✦ The **Modify Style** dialog box will appear.
      - ✦ Under **Formatting**, select the desired options.
      - ✦ To locate additional formatting options, click the **Format** button.



- ✦ Click **OK** to exit the **Styles** dialog box.
- ✦ To change the alignment of the page numbers, click the **Right align page numbers** check box.
- ✦ In the **Tab leader** list, select a leader for the numbers.
- ✦ Click the **Columns** spinner arrow to select the number of columns for the index.
  - ★ The default is two (2).
  - ★ This is the normal formatting for an index.
- ✦ Click **OK** to insert the **Index** into the document.



### EDIT AN ENTRY

To make changes to an Index Entry, the changes need to be made within the quotation marks. To access the fields, the Show/Hide feature must be activated.

- ✦ If the **Index** field is not displayed, click the **Show/Hide** button under the **Home Tab** in the **Paragraph Group** (see illustration below).
- ✦ Find the **Index** field for the entry that is to be modified.
- ✦ Change the text for the entry inside the quotation marks (see illustrations below).



- ★ Only remove information within the quotation marks.

- ★ **DO NOT** delete any of the letters, slash marks, or numbers within the entry that are not part of the actual citation, such as the \r or the XE as shown in the illustrations.
- ★ **DO NOT** remove the brackets at the beginning and the end of the entry.
- ★ If any of these are removed, the entry will not appear in the Index.

#### **DELETE AN ENTRY**

- ✚ If the entry is not displayed in the document, click the **Show/Hide** button on the **Home Tab** in the **Paragraph Group**.
- ✚ Select the entire **Index** entry field, including the brackets.
- ✚ Press **Delete** on the keyboard.

#### **UPDATE INDEX**

- ✚ Click somewhere within the **Index**.
- ✚ Do one of the following:
  - ★ Click the **Reference Tab** and in the **Index Group** click the **Update Index** button.
  - ★ Right-click in the index and select **Update Field**.
  - ★ Click to the left of the index and then press **F9**.
- ✚ The **Index** will update with all the page number and entry changes.