

Creating an Index

Indexes allow you to reference words, phrases, or symbols and list the page numbers on which they are found. Instead of searching your document for the desired entries and manually creating an index, Word makes this process easier. For shorter documents, you have the option of manually marking your entries, and for longer documents, you can use *AutoMarking*.

Creating an Index: Manually Marking Entries

For short documents, manually marking entries for your index is a quick way to create an automated index. Creating an index, this way is a two-step process: mark the entries and then insert the index.

Marking the Entries

1. With the document open, select the desired text to mark for the first entry

2. From the *References* command tab, in the *Index* group, click **MARK ENTRY** the *Mark Index Entry* dialog box appears.



Mark
Entry

Mark Index Entry [?] [X]

Index _____

Main entry:

Subentry:

Options _____

Cross-reference:

Current page

Page range

Bookmark:

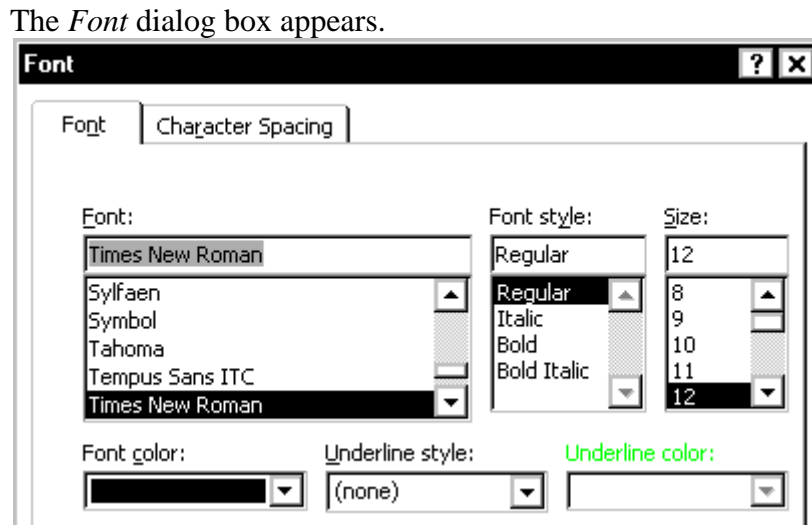
Page number format _____

Bold

Italic

This dialog box stays open so that you can mark multiple index entries.

3. To create a subentry, from the *Index* section, in the *Subentry* text box, type the desired text
NOTE: A subentry is subordinate to the main entry and is usually more specific. For example, *Apple* would be a subentry for *Fruit*.
4. To create a cross-reference,
 - a. From the *Options* section, select ***Cross-reference***
 - b. In the *Cross-reference* text box, after "See," type the desired text
NOTE: A cross-reference refers readers to related material in the same document.
5. To modify the text formatting for entries in the index,
 - a. In the *Main entry*, *Subentry*, or *Cross-reference* text box, right click the text » select ***Font...***



- b. Select the desired options
 - c. Click **OK** the *Font* dialog box closes.
6. To change how the page numbers will appear in the index, from the *Page number format section*, select ***Bold*** and/or ***Italic***
NOTE: A checkmark appears when the option is selected.
7. To mark the occurrence, in the *Mark Index Entry* dialog box, click **MARK** to mark all occurrences in the document, in the *Mark Index Entry* dialog box, click **MARK ALL** the entry marks appear in your document.
8. Repeat steps 1-7 until the desired entries are marked
9. When finished, click **CLOSE** the *Mark Index Entry* dialog box closes.

Creating the Index

1. Place the insertion point where you want the index to appear
2. From the *References* command tab, in the *Index* group, click **INSERT INDEX** the *Index* dialog box appears.
3. Click **OK** the index appears at the insertion point.

Creating an Index: AutoMarking Entries

When creating an index for a long document, it may be difficult and time consuming to manually select all of the desired entries. Using the *AutoMark* option is an efficient way to mark entries and create an index. Using *AutoMark* is a three-step process: Create the *AutoMark* file (also referred to as a concordance), *AutoMark* the entries, and then insert the index.

Creating the AutoMark File

The *AutoMark* file is a two-column table. The first column contains the entries as they appear in your document. The second column contains the entries, as you want them to appear in the index.

1. Open a blank Word document



2. From the *Insert* command tab, in the *Tables* group, click **TABLE** ▾ » select *Insert Table...*

The *Insert Table* dialog box appears.

The 'Insert Table' dialog box in Microsoft Word. It has a title bar with a question mark and a close button. The 'Table size' section has 'Number of columns' set to 2 and 'Number of rows' set to 15. The 'AutoFit behavior' section has three radio buttons: 'Fixed column width' (selected), 'AutoFit to contents', and 'AutoFit to window'. The 'Fixed column width' dropdown is set to 'Auto'. There is a checkbox for 'Remember dimensions for new tables' which is unchecked. At the bottom are 'OK' and 'Cancel' buttons.

3. From the *Table size* section, in the *Number of columns* text box, type **2**
4. In the *Number of rows* text box, type the number of rows equal to the number of entries for your index
5. Click **OK** a table appears in your document.
6. In the first column, type the entry title as it is found in the document to be indexed
EXAMPLE: William Shakespeare
7. In the second column type the entry as you would like it to appear in the index
EXAMPLE: Shakespeare, William
8. Repeat steps 6-7 until all entries are listed for *AutoMarking*



9. When done, click the **OFFICE BUTTON** » select *Save As...* » *Word Document* the *Save As* dialog box appears.
10. Using the *Save in* pull-down list, navigate to and select the desired save location
11. In the *File name* text box, type the desired name for the *AutoMark* file
12. Click **SAVE**
13. Close the document
14. Continue with AutoMarking the Entries

AutoMarking the Entries

1. If the document you would like to index is not already open, open it
2. Place your insertion point where you would like the index to appear
3. From the *References* command tab, in the *Index* group, click **INSERT INDEX** the *Index* dialog box appears.

Index ?

Index | Table of Contents | Table of Figures | Table of Authorities

Print Preview

Aristotle, 2

Asteroid belt. See Jupiter

Atmosphere

Earth

Type: Indented Run-in

Columns: Auto

Language: English (U.S.)

Right align page numbers

Tab leader:

Formats: From template

Mark Entry... AutoMark... Modify...

OK Cancel

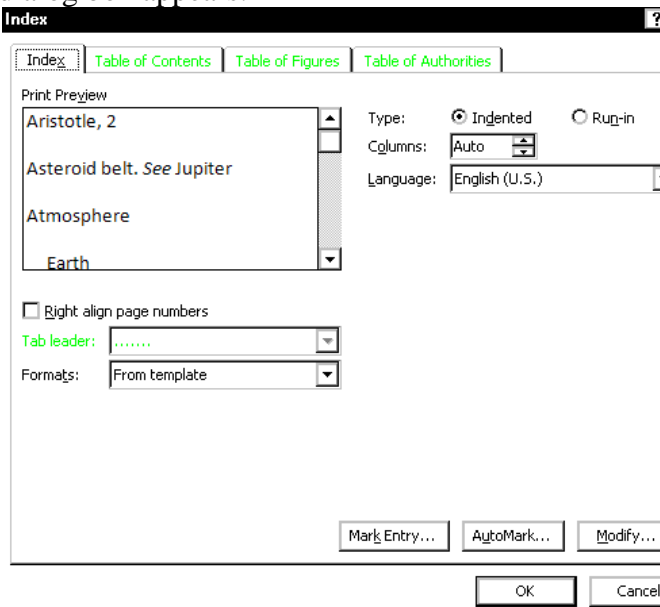
- Click **AUTOMARK...**
the *Open Index AutoMark File* dialog box appears.



- Use the *Look in* pull-down list to navigate to and select the file that contains your *AutoMark* table
HINT: From the *Files of Type* pull-down list, make sure that **All Word Documents** is selected.
- Click **OPEN** the entries are marked in the document.
- Continue with Creating the Index

Creating the Index

- From the *References* command tab, in the Index group, click **INSERT INDEX** the *Index* dialog box appears.



- Click **OK** the index appears at the insertion point.