

MICROSOFT WORD 2010

Creating an Index by Manually Marking Index Entries

CREATING AN INDEX

At one time, people had to create indexes manually. While professional indexers use the manual method in conjunction with computer-assisted methods, you can create simple indexes with Microsoft Word.

Word has its own rules for alphabetizing and ordering indexes, and these rules may not always follow the formal standards. Because it is so much quicker to use Word to generate your index, you may want to consider adopting Word's guidelines unless you must do otherwise.



WHAT YOU'LL LEARN IN THIS TUTORIAL

Indexing actually is comprised of two separate tasks:

- Marking index entries
- Generating an index.

We can mark index entries in two ways:

- Manually marking individual words
- Creating a concordance file to mark entries automatically

In this tutorial, you'll learn how to mark individual words that you want to use in your index. You'll also learn how to add subentries, cross-references, and ranges of pages. After you've learned how to do these things, you'll learn how to generate your index.



MARKING WORDS AS INDEX ENTRIES

Open a 2-5 page document in Word. You'll use this to practice your indexing skills, so you might want to make a copy of it before you begin. Click **File > Save As** on the menu bar and give the open document a different name to copy it.

Start marking entries for your index by following these steps:

1. Print your document, and then read the paper copy. Use different colored highlighting pens to highlight words that you think would make good main index entries and other words that you think would make good subentries.
2. After you've finished highlighting words in your document, place the paper copy next to your computer and open the document in Word.



MARKING WORDS AS INDEX ENTRIES (CON'T)

3. Place your cursor behind the first word you want to mark as an index entry.
4. Click the References tab at the top of the window, and then click the Mark Entry icon in the Index group. The Mark Index Entry dialog box opens.

NOTE: This dialog box stays open until you close it. You also can open it by pressing **ALT + SHIFT + X** all at the same time on your keyboard.

Mark Index Entry

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.

MARKING INDEX ENTRIES (CON'T)

5. Add the word you want to mark to the Main Entry field either by typing it in the field or by highlighting the word (double-click it) and then click anywhere in the Mark Index Entry dialog box.
6. Click the Mark button at the bottom of the Mark Index Entry dialog box. Only the place where your cursor is located will be marked. If you want all instances of this word marked in your document, click the Mark All button. Word goes through your document and marks all instances of this word as an index entry.



A COUPLE OF IMPORTANT THINGS TO KNOW!

- Word only marks words that are spelled exactly as they are spelled in the Main Entry field, including capitalization (or lack of) and plurals. If you want other spellings of this word to be marked, change the spelling in the Main Entry field and click Mark All after each spelling change.
- When you mark an index entry, an XE field is added in your text where the entry is located. This also turns on the formatting marks so you'll also see paragraph symbols, dots between words, etc. Before you generate your index, turn these OFF by clicking **File > Options > Display** on the menu bar, and then removing the checkmarks in front of Hidden Text and Show all Formatting Marks in the second set of options.



ADDING SUBENTRIES

To add some subentries to some of your main index entries, follow these steps:

1. Place your cursor behind the word you want to mark as a subentry, and then open the Mark Index Entry dialog box if it is closed.
2. Type the word you want to use as a subentry in the Subentry field, and then type the word it will be a subentry of in the Main Entry field.

NOTE: I often copy the word I'll be using as a subentry by highlighting it, and then pressing CTRL + C on my keyboard. Then I click the Subentry field and press CTRL + V to paste that word in that field.

3. Click the Mark or Mark All button.



CROSS-REFERENCES

Index entries often have cross-references to other entries in the index. To insert a cross-reference in your index, follow these steps:

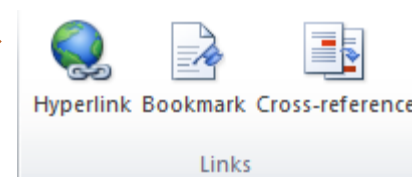
1. Create your Main Index entry as described earlier. Note that if you're creating a cross-reference entry that you think people might look for in your index, but that doesn't really exist in your document, you don't have to worry about where your cursor is located in the actual text.
2. Click the radio button in front of Cross-reference (under the Options heading).
3. Type the Main Index Entry that you want people to go to after the word "See" in the Cross-reference field.
4. Click the Mark button.



MARKING A RANGE OF PAGES

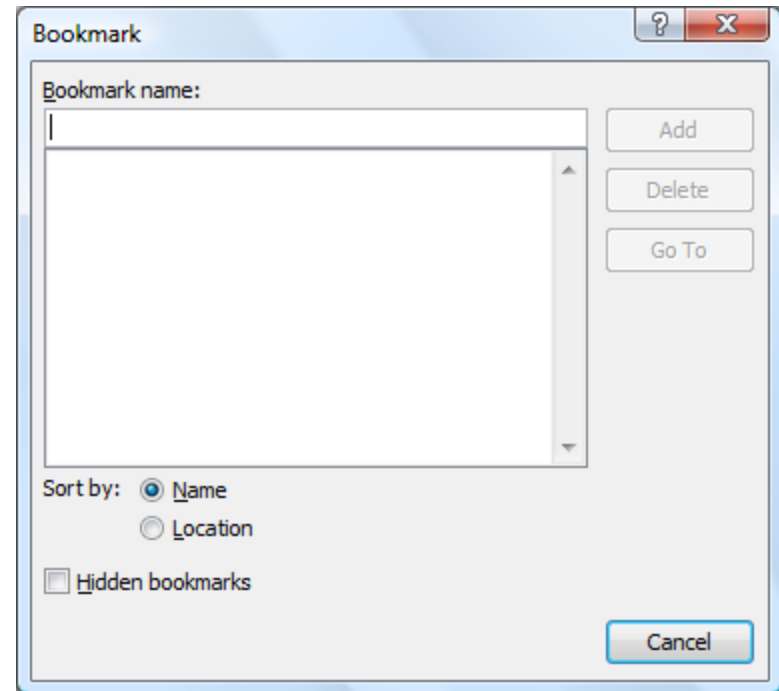
Marking a range of pages for your index is a bit more complicated. First, you have to bookmark the pages you want to mark as a range-of-pages entry, and then you have to use the bookmark to mark those pages. Here's how you create the bookmark for the range of pages:

1. Select the text that you want included in the range-of-pages entry.
2. Click the Insert tab to display the Insert Ribbon.
3. Look for the Links group.




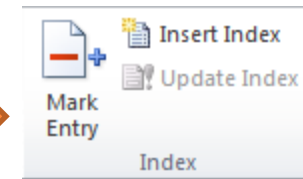
MARKING A RANGE OF PAGES (CON'T)

4. Click the Bookmark icon.
The Bookmark dialog box opens:
5. Type the name you want to give this bookmark.
Bookmark names can't have any spaces in them.
6. After you've typed the name, click **Add**. The Bookmark dialog box closes and you're returned to your document.



MARKING A RANGE OF PAGES (CON'T)

7. Place your cursor at the end of the text you've highlighted for your bookmark.
8. Click the References tab to display the References Ribbon.
9. Locate the Index group and then click the Mark Entry icon. 
10. The Mark Index Entry dialog box opens.
11. In the Main Entry box, type the name you want this index entry to have in your index.
12. Under the Options heading, select **Page Range**.
13. In the Bookmark box, select the name of the bookmark you want to use.
14. Click **Mark**.



TURN OFF FORMATTING MARKS

As mentioned earlier, when you mark index entries, XE fields are inserted behind the words you're marking. These are displayed on your computer by default plus when these fields are displayed, other formatting marks are displayed as well.

It's important that you turn off these before you generate your index. Even though they won't appear if you print your document, they can "push" text to the next page in your computer display and thereby, cause Word to assign the wrong page numbers to some of your index entries.

To prevent this from happening, turn off the formatting marks by clicking **File > Options > Display** on the menu bar, and then remove the checkmarks in front of All Formatting Marks and Hidden Text on the Display page.



GENERATING YOUR INDEX

Now it's time for the fun part – generating your index. To do this, follow these steps:

1. Place your cursor where you want your index to be added to your document.
2. Click the References tab to display the References Ribbon.
3. Locate the Index group, and then click Insert Index.
4. The Index dialog box opens.
5. Choose a design for your index from the Formats drop-down list.
6. Click **OK**. Your index will be inserted.



UPDATING YOUR INDEX

If you mark more entries, you can update your index by doing one of the following:

- Click the Home tab to display the Home ribbon, and then select Select all and press F9.
- Click anywhere in the index and press F9.
- Right-click anywhere in the index and select Update field from the context menu.

To change an entry, do the following:

1. Find the XE field of the entry you want to change.
2. Make your changes.
3. Click Insert Index on the Reference Ribbon and click Yes when asked if you want to replace the current index.

