

MICROSOFT WORD 2010

Creating an Index by AutoMarking 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 create a concordance file that will automatically mark the words you want to use as index entries for you. 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.



CREATING A CONCORDANCE FILE

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.

Also open a blank document and save it with a name you'll remember. This will be your concordance file.

A concordance file is a two-column table, that you add the words from your document that you want to mark in one column and the words you want to appear in your index in reference to those words in the other column. Many technical writers create a concordance file when they start writing a document, and then add the words they might want to mark to the table as they are writing their document.



CREATING YOUR CONCORDANCE FILE

1. Open a blank Word document.
2. Insert a two-column table in the blank document by clicking **Insert > Table** on the Ribbon bar at the top of the window.
3. In the left column of the table, type the words in your document that you want to mark for indexing. These are the words that Microsoft Word will search for in your document when it is marking your index entries. Because of this, you may need to add the same word more than once to make sure Word marks all instances of the word, even if it is capitalized or plural.



CREATING YOUR CONCORDANCE FILE (CON'T)

4. In the right column, type the text that you want to appear in the index in reference to the word or words in the left column. If you've added several different spellings of the same word in the left column, be sure to add the same text for all of them in the right column.
5. Save and close this document when you're ready to automark your index entries.
6. Click the References Ribbon, and then click Insert Index. The Index dialog box opens.
7. Click the AutoMark button near the bottom of the Index dialog box. The Open Index AutoMark File dialog box opens.



CREATING YOUR CONCORDANCE FILE (CON'T)

8. Navigate to your concordance file.
9. Select your file name, and then click **Open**.

Word goes through your document and automatically marks all of the words you've listed in the left-column of your concordance file table.



IMPORTANT TO KNOW!

- 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. Open your concordance file.
2. Type the word you want as a main index entry in the right column as described in the preceding procedure. For example, let's say that you typed the word "Beagle" in the right column so Word would mark it automatically, but you want the main index entry to be "Dog." You'd type "Beagle" in the right column and "Dog" in the corresponding cell to the left.
3. Now let's say that you want Word to add the word "Beagle" as a subentry to this main index entry that says "Dog." Type a colon at the end of the word "Dog" and then type "Beagle." Your entry should look like this:

Dog:Beagle



CROSS-REFERENCES

Index entries often have cross-references to other entries in the index. You can't add a cross-reference in your concordance file, so you need to follow these steps:

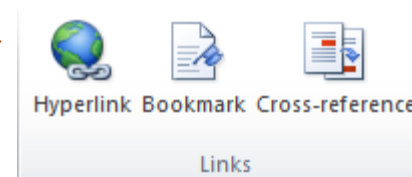
1. After you've used your concordance file to AutoMark your index entries, place your cursor anywhere in the text and then click the References tab to display the References ribbon.
2. Click the Mark Entry icon. The Mark Index Entry dialog box opens.
3. Click the radio button in front of Cross-reference (under the Options heading).
4. Type the Main Index Entry that you want people to go to after the word "See" in the Cross-reference field.
5. Click the Mark button.



MARKING A RANGE OF PAGES

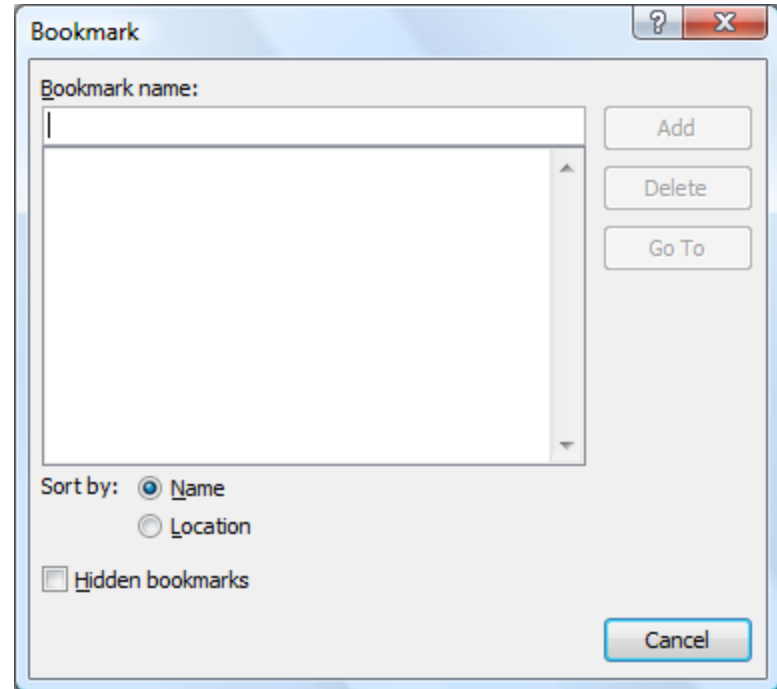
Marking a range of pages for your index is a bit more complicated. First, you have to bookmark the pages you want to mark as a range-of-pages entry, and then you have to use the bookmark to mark those pages. Here's how you create the bookmark for the range of pages:

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.




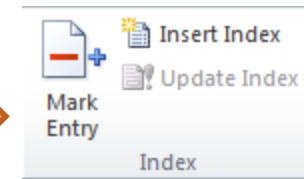
MARKING A RANGE OF PAGES (CON'T)

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.

