

How to ... Produce a Simple Index in Microsoft Word

If you are writing a non-fiction book that requires an index, you can create one in MS Word. This is a quick look at how that works – a starting point – there is lots more to learn.

Here is a screenshot of a paragraph of text from a MS Word document, with all invisibles showing (meaning you can see the spaces as blue dots, the hard return (¶) at the end, and you can see the Index Entry Markers.

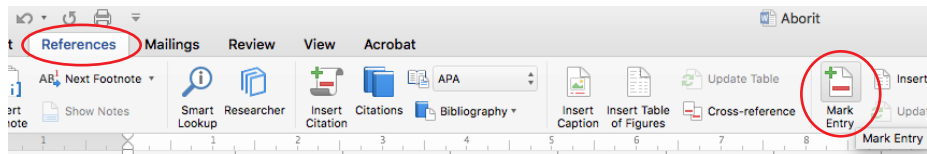
Aborit, audiosae ipsandit{XE "ipsandit"} eum ape velleni{XE "velleni"} taturion rem re offic tem quiaect iandaer natibus tendeli anducim aximperibus, expe raeseca boritatur aut et alitiis endesti onsequis{XE "onsequis"} autemporibus Velleni{XE "velleni"} delitaret omnit quis dolo comminus earioreicia voloribus et et que nullatum esenimus sequi ditas es ma peraep orepuda quam que nimolorecto Velleni{XE "velleni"} quatiature pores estem voluptatem ario. Lorem. Ut eum ressum, ni enest, odiae qui nonsedis et ma volo Onsequis{XE "onsequis"} voluptas que pla doluptati quid moluptatur acepuda platio. Ipsam abore es voluptas nullaborio es debisquidem quis ius.¶

In this paragraph, the words ipsandit, velleni, and onsequis, will be added to the index.

To add a word or phrase to the index:

Highlight the word or phrase you want to add – Aborit, audiosae ipsandit eum ape velleni taturion rem re offic tem quiaect iandaer natibus tendeli anducim aximperibus, expe raeseca boritatur aut et alitiis endesti onsequis autemporibus Velleni delitaret omnit quis dolo comminus earioreicia voloribus et et que nullatum esenimus sequi ditas es ma

Click on the **References** tab on the Menu Bar, and click on **Mark Entry** –



The word or phrase you've highlighted appears in the **Main entry** box.

If you click **Mark All**, it will add all instances of that word – exactly as is appears.

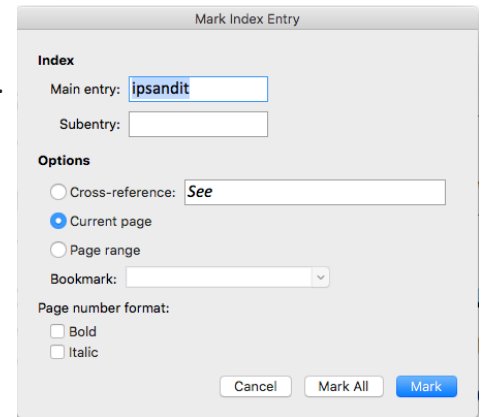
You can add only the instance you have highlighted, by clicking **Mark**.

Subentry – an entry within an entry – for example, a main entry of 'cars', with subentries of 'Honda', 'Ford' and 'Toyota'.

Current page – the simplest option – the page number the entry is on appears in the index.

Cross-references – directs readers from a term not used in the index to a term that is used – for example, 'automobile *See* cars'.

Page range – if the topic of your entry continues for more than one page you can use a Bookmark to define its range.



To add other variations of a word or phrase, **highlight** the variation, click **Mark Entry**, and manually type the word to appear in the index into the **Main entry** box. For example: In the paragraph at the top of the page, I first added **velleni**, then I highlighted **Velleni**, clicked **Mark Entry**, and changed the word in the **Main entry** box to **velleni**.

To **add the Index** to your document, click on **References** on the toolbar, choose **Insert Index**, choose your settings and press **OK**.

If you are giving us your book to typeset, these index entries will transfer into InDesign, the software we use. Feel free to contact us for advice early on in the process, to see if you are on the right track.