

UNIT 9: AUTOMATIC INDEX

- Mark index entries and create an automatic index.
- Edit and update an index.

An index lists the terms and topics in a document along with the page numbers where they appear on.

A long document that is frequently used as reference is incomplete without an index. The index is used to check the page(s) where certain information can be found.

You can create index entries for:

- Individual word, phrase or symbol;
- A topic that covers a series of pages;
- An entry that refers to another entry, for example "Transport. See Bicycles." The main entry is "Transport" and the cross-references are for example "Bicycles" and "Cars".

9.1 CREATE AN INDEX ENTRY

To create an index, you need to mark index entries in your document first. To mark an entry, you must select the text and assign an index entry name to it; *Word* will then create a special XE (Index Entry)-field:

Main Entry
↓
{XE "TRANSPORT"\t "See Bicycles"}
↑
Cross-reference

You can do the following with index entries:

- Mark them yourself;
- Mark automatically every time it occurs;
- To create index entries fast, you can also create a concordance file to automatically mark a number of index entries simultaneously.

9.2 MARK INDEX ENTRIES

To mark an index entry, the *Mark Index Entry* dialog box (*Insert > Index and Tables > Mark Index Entry*) must be open. Drag this dialog box to a corner on your screen so that you can move through the document to mark the entries.