

Creating an index in Microsoft Word

You can create your index using the built-in tools for Microsoft Word. Index entries can be created for:

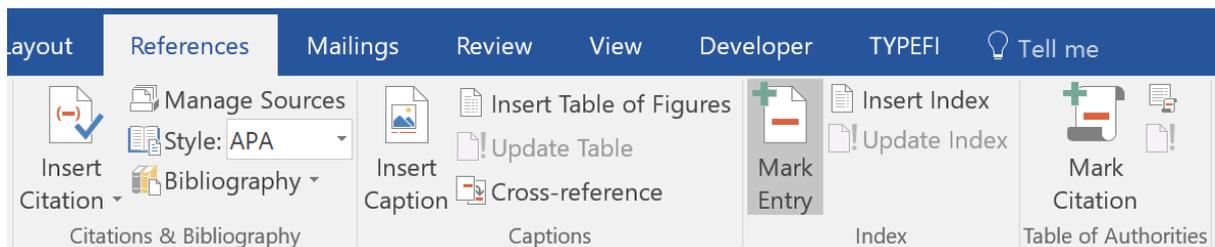
- Individual words, phrases, or symbols;
- Topics that span a range of pages; and
- Cross-references that point to related entries, such as *Fauna*, *See Animals*.

When you select text and mark it as an index entry, Microsoft Word adds an XE (Index Entry) field that includes the marked main entry and any cross-reference information.

```
{XE "Machiavelli:The Prince"}
```

Add index entries

To create an index entry, click **Mark Entry** in the *Index* group on the *References* tab.



Mark words or phrases

To mark words or phrases:

1. Select the text you want to mark, or click where you want to insert the index entry.
2. On the *References* tab, in the *Index* group, click **Mark Entry** to open the *Mark Index Entry* dialog.
3. Edit the *Main entry* and customize the other settings as needed.
4. Click **Mark**.

Mark Index Entry ? X

Index

Main entry: Machiavelli

Subentry: The Prince

Options

Cross-reference: See

Current page

Page range

Bookmark: [dropdown]

Page number format

Bold

Italic

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

Mark Mark All Cancel

Tip: To create a third-level index entry, enter the subentry text followed by a colon (:) and then the third-level entry text.

Mark topics that span a range of pages

To mark a topic that spans a range of pages:

1. Select the range of text that you want to mark.
2. On the *Insert* tab, in the *Links* group, click **Bookmark**.
3. Enter a unique name for your bookmark and then click **Add**.
4. On the *References* tab, in the *Index* group, click **Mark Entry**.
5. Enter your topic name in the *Main entry* field.
6. Under *Options*, select *Page range* and then select the bookmark you created earlier.
7. Click **Mark**.

Editing an index entry

When you mark text as an index entry, Microsoft Word creates it an **XE** field. The XE field appears between curly braches ({}). When you view the XE fields in your document, it looks like this:

```
{XE "Text" [switches]}
```

Tip: If you don't see the XE fields in your document, click **Show/Hide ¶** in the *Paragraph* group on the *Home* tab.

"Text"

"Text" is how you want your index entry to appear in the index. For example, entering "Machiavelli" as a Main entry in the Mark Index Entry dialog creates this XE field:

```
{XE "Machiavelli"}
```

If you have added a Subentry to your index entry, each level is separated by a colon (:).

```
{XE "Machiavelli:The Prince"}
```

To override the default sort order of an index entry, add a semi-colon (;) after your subentry and then enter the custom sort text.

```
{XE "Machiavelli:The Prince;Prince, The"}
```

Tip: To include a colon within an index entry, escape it with a backslash. For example, enter "Luke 9/:21" to create the index entry *Luke 9:21*.

Switches

These optional switches may be used to change how an entry appears in the generated index:

<code>\b</code>	Emphasizes the page number of the entry with +bold (can also be used with <code>\i</code>); added by selecting "Bold" as the <i>Page number format</i> in the Mark Index Entry dialog.
<code>\i</code>	Emphasizes the page number of the entry with +italic (can also be used with <code>\b</code>); added by selecting "Italic" as the <i>Page number format</i> in the Mark Index Entry dialog.
<code>\r bookmark</code>	Inserts a range of pages according to the named bookmark; added by selecting "Page range" under <i>Options</i> in the Mark Index Entry dialog.
<code>\t "text"</code>	Inserts text instead of a page number (the text must be enclosed in quotation marks); added by selecting "Cross-reference" under <i>Options</i> in the Mark Index Entry dialog.
