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 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 brackets ({{}}). 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:

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