

Adding index entries

Before you can create an index, you must create some index entries, either manually or by using a concordance (see page 329). To create index entries manually:

- 1) To add a word to the index, place the cursor anywhere in that word. To add multiple words as one entry, select the entire phrase.
- 2) Choose **Insert > Table of Contents and Index > Index Entry** to display a dialog similar to that shown in Figure 344. When the dialog opens, the selected text appears in the **Entry** text input box. You can accept the word or phrase shown, or change it to whatever you want.
- 3) Click **Insert** to create the entry.

✓ Note

A cursor placed immediately before the first character of a word, or immediately after the last character of a word if it is followed by a space, counts as being in that word.

You can create multiple entries without closing the dialog. For each one:

- 1) Click at the location in the document that you want to index.
- 2) Click again on the dialog.
- 3) Change the entry if needed, and click **Insert**.
- 4) Repeat steps 1–3 until you have finished with the entries, then click **Close**.

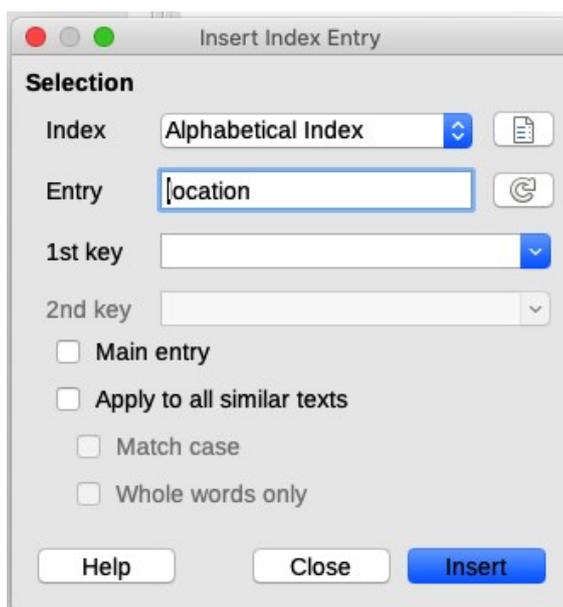


Figure 344: Inserting an index entry

Below is a brief explanation of the fields in the Insert Index Entry dialog and how to use them.

Index

The type of index this entry is for. The default is Alphabetical Index, but you can use this field to create extra entries for a table of contents or user-defined indexes or lists of almost anything. For example, you might want an index containing only the scientific names of species mentioned in the text, and a separate index containing only the common names of species. See “Other types of indexes” on page 334.