Combine with – (which will produce something similar to 23–31). If you want different entries based on what letters are capitalized, select **Case sensitive**.

AutoCapitalize entries
Automatically capitalizes the first letter of each entry regardless of how they show within the document itself.

Keys as separate entries
For the keys to have their own page numbers, select this option.

Concordance file
Choose the file to be used, if any. See page 329 for more information.

Sort
Defines how the entries are sorted when displayed. The only option is alphanumeric, but you can define which language alphabet will be used.

Entries tab

Use the *Entries* tab to set exactly how and what will be displayed for each of the entries. The tab is similar to Figure 347.

> ✅ **Note**
>
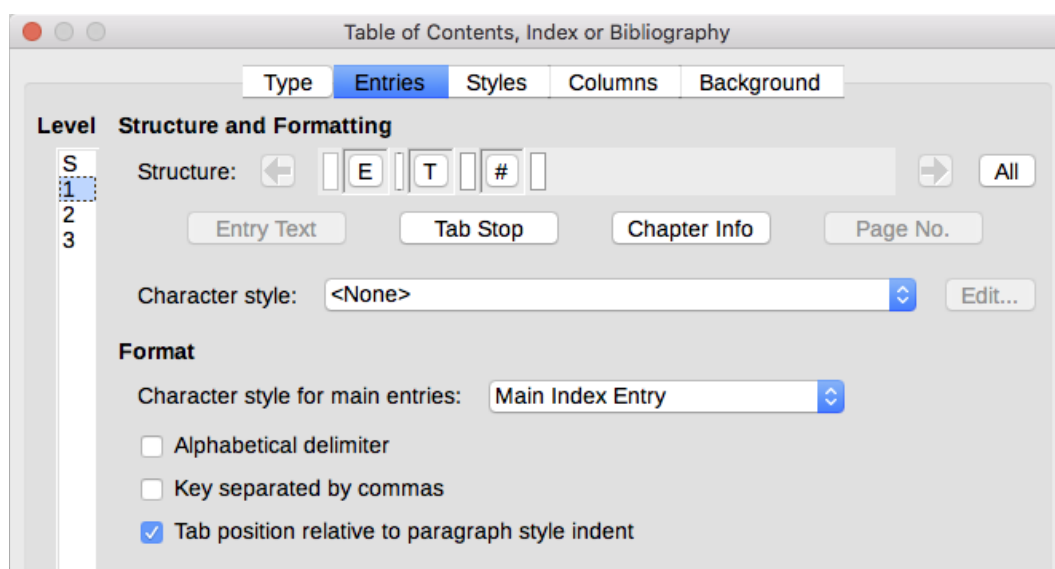> Hyperlinking from the index to the location of entries in the text is not available.

Figure 347: Entries tab for an alphabetical index

To begin, in the Level column select the index level whose elements you want to format. Level "S" refers to the single letter headings that divide the index entries alphabetically when the Alphabetical delimiter option is selected in the *Format* section. (You will be able to apply your changes to all index levels later.) In the *Structure and Formatting* section, the *Structure* line displays the elements for entries in that level. Each button on the line represents one element:

- The **E** icon represents the entry text.
- The **T** icon represents a tab stop.
- The **#** icon represents the page number.
- The **CI** icon represents chapter information. This is not present by default, but can be added by selecting the **Chapter info** button.

Each white field on the Structure line represents a blank space. You can add, change, or delete elements as described on page 322 for a table of contents.