**Chapter Info**

The **Chapter Info** button inserts chapter information, such as the chapter heading and number. The information to be displayed is selected from the Chapter entry list that appears when this option is selected. This data is determined in the Chapter Numbering dialog (**Tools > Chapter Numbering**).

**Applying character styles**

Each element on the Structure line may be given additional formatting. For example, you may want the page number to be a different size from the rest of the index text. To do this, apply a character style to one of the elements in the Structure line, as for a table of contents; see page 323.

**Formatting entries**

Apply additional formatting using the options in the *Format* section.

- **Alphabetical delimiter.** This separates the index entries into blocks that start with the same first letter, using that letter as a header. For example, if your index begins:

  apple,  4
  author, 10
  break,  2
  bus, 4

  Then selecting this option will give you:

  A

  apple,  4
  author, 10

  B

  break,  2
  bus, 4

- **Key separated by commas.** Arranges the entries in the index on the same line but separated by commas.
- **Tab position relative to Paragraph Style indent**. When selected, entries are indented according to the settings of their individual formats. Where a paragraph style with an indent on the left is in use, tab stops will be relative to this indent. If this option is not selected, tab stops will be relative to the left margin position.

### Styles and Background tabs

Use the *Styles* tab to change which paragraph style is assigned to display the text of each level in the index. In most cases, the best strategy is to keep the assigned styles but you can change their settings as needed to make the index appear the way you want.

The *Background* tab is the same as for TOCs. Refer to "Styles tab" on page 324 and "Background tab" on page 324 for detailed information on these tabs.

### Columns tab

Use the Columns tab (Figure 348) to change the number of columns for the index.