

## Creating a concordance

A concordance is a plain text file that lists words to add to the index. It has one word or phrase defined on each line. Each line has a strict structure, consisting of seven fields, separated by semicolons:

Search term;Alternative entry;1st key;2nd key;Match case;Word only

No space is entered between the semicolon and a field's content. A key is a higher level heading that a search term is placed beneath.

If you choose not to have an alternative entry, a first key or a second key, leave those fields blank, so that one semi-colon immediately follows another.

The last two fields are structured somewhat differently. If you want only entries that have the same upper or lower case letters as your entries, enter 1 in the second to last field. Similarly, entering 1 in the last field sets the index to only include instances where the entry is a whole word, and not part of a larger one. You can also leave the last two fields blank, as you can with any of the others.

For example, entering:

```
Macaw;Ara;Parrots;;0;0
```

Would produce an entry for *macaw* with

- A listing under *macaw*.
- An alternate listing under *ara* (the scientific name).
- A listing of *Parrots, Macaw*.
- No second key (notice the two semi-colons).
- Inclusion of instances that start with a lower or upper case letter (both “macaw” and “Macaw”).
- Inclusion of instances in which the term is a whole word or part of a longer word.

Whether creating a concordance is faster than adding entries manually is debatable, but a concordance is certainly more systematic. The disadvantage of a concordance is that it can produce an index that includes instances of common words that are irrelevant for your purposes. In many cases, a useful index may require a combination of manual entries and a concordance.

## Creating an alphabetic index quickly

Now that you have some index entries, you can create the index.

Although indexes can be customized extensively in Writer, most of the time you need to make only a few choices.

To create an index quickly:

- 1) Click in the document where you want to add the index and click **Insert > Table of Contents and Index > Table of Contents, Index or Bibliography** to open the Table of Contents, Index or Bibliography dialog.
- 2) In the **Type** box on the *Type* tab (Figure 346), select **Alphabetical Index**.
- 3) In the *Options* section, you may want to deselect **Case sensitive** (so that capitalized and lower-case words are treated as the same word) and **Combine identical entries with p or pp**.
- 4) If you are using a concordance, select **Concordance file** in the *Options* section, then click the **File** button and select the concordance file you created.
- 5) Click **OK**. The result will be a typical index.