



Figure 348: Columns tab of the Table of Contents, Index or Bibliography dialog

Adding multiple columns

To display the index in more than one column:

- 1) Either enter the number of columns desired in the box labeled **Columns** or select the icon representing the number of columns.
- 2) To evenly distribute the columns according to the page width, select the **AutoWidth** box. If it is unchecked, you can manually set each of the following:
 - Width of each of the columns
 - Spacing between the columns
- 3) You can choose to have a separator line between the columns:
 - Style: The default is None, or select from three choices of line style.
 - Width: The width (thickness) of the line. The default is 0.25pt.
 - Color: Choose the color of the separator line. The default is Black.
 - Height: The height of the line, as a percentage of the full column height. The default is 100%
 - Position: Position of the line relative to the columns (top, centered, or bottom) if the height is less than 100%.

Maintaining an index

To modify the appearance of an index, right-click anywhere in the index and choose **Edit Index** in the context menu. The Table of Contents, Index or Bibliography dialog opens and you can edit and save the index using the five tabs described in the previous section.

To update or delete an index, right-click anywhere in the index and select **Update Index** or **Delete Index**.