

Viewing and editing existing index entries

Once you have added the initial entries, you can make some amendments. You can view and edit these using the following steps:

- 1) Ensure that field shading is active (**View > Field Shadings** or *Ctrl+F8*), so you can locate index entries more easily.
- 2) Place the cursor in the field shading of an existing index entry in the body of the document, right-click, and select **Index Entry** in the content menu. In the case of a changed-text entry, the field shading is immediately before the word. Placing the cursor immediately before a word marked as a text entry will satisfy both selection criteria.
- 3) A dialog similar to Figure 349 appears. You can move through the various index entries using the forward and back arrow buttons. If there is more than one entry for a single word or phrase, a second row of buttons with a vertical bar at the point of the arrow head is displayed allowing you to scroll through each of these entries.
- 4) Make the necessary modifications or additions to the index entries, and then click **OK**.



Figure 349: Viewing and editing index entries

Other types of indexes

An alphabetical index is not the only type of index that you can build with Writer. Other types of indexes supplied with Writer include those for illustrations, tables, and objects, and you can even create a user-defined index. This chapter does not give examples of all the possibilities.

To create other indexes:

- 1) Place the cursor where you want the index created.
- 2) Select **Insert > Table of Contents and Index > Table of Contents, Index or Bibliography** on the Menu bar.
- 3) On the Table of Contents, Index or Bibliography dialog, in the Type drop-down list, select the index wanted.
- 4) Modify the various tabs, which are similar to those discussed in previous sections.
- 5) Click **OK** when everything has been set.