Customizing an index

To customize an existing index, right-click anywhere in the index and choose **Edit Index** in the context menu.

The Table of Contents, Index or Bibliography dialog (Figure 346) has five tabs. All of them can be used to customize the index.

- Use the *Type* tab to set the attributes of the index.
- Use the *Entries* and *Styles* tabs to format the entries in the index.
- Use the *Columns* tab to put the index into more than one column.
- Use the *Background* tab to add color or an image to the background of the index.

After making your changes, click **OK** to save the index so it appears in your document.

Type tab

Use the *Type* tab (Figure 346) to set the basic attributes of the index.

To give the index a different title, edit the Title field. To delete the title, clear the Title field.

Be sure the type of index is set to Alphabetical Index.

By default, to prevent the index from being changed accidentally, the option **Protected against manual changes** is selected; the index can only be changed by using the context menu or the dialog. If the option is not selected, the index can be changed directly, just like other text. However, any manual changes to an index will be lost when you update it, so they should be avoided.
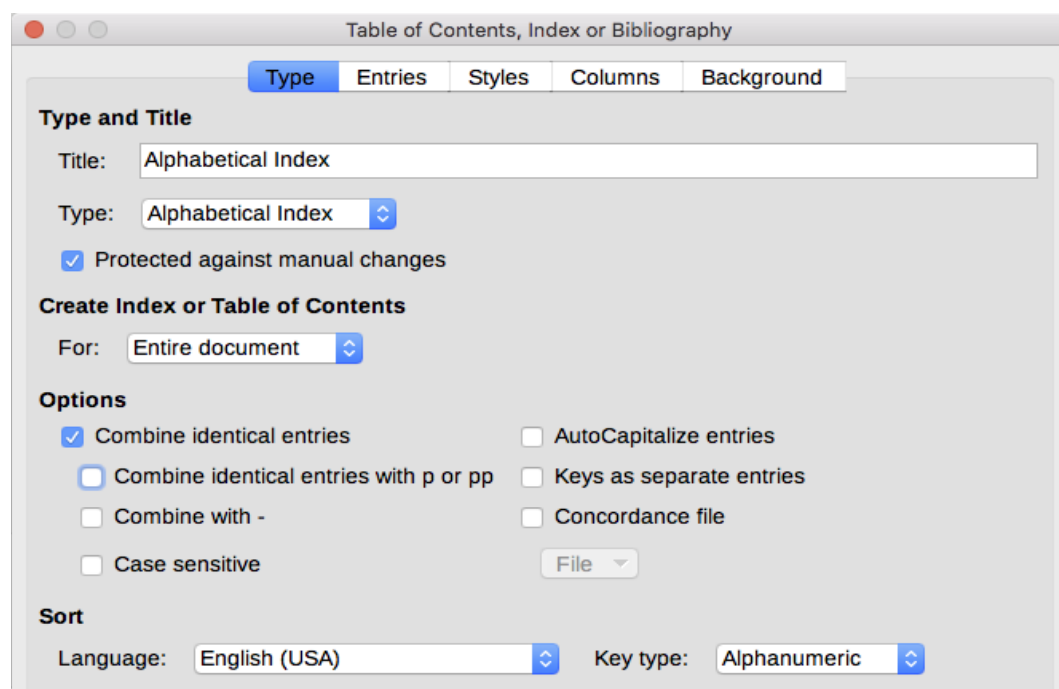

Figure 346: Type tab for an alphabetic index

In the drop-down list in the *Create Index or Table of Contents* section, select **Entire document**. You can also choose to create an index for just the current chapter.

Other options determine how the index handles entries.

Combine identical entries
Defines how identical entries are dealt with. Normally each page number of an indexed word or phrase will be shown in the index; however, these can be combined using the **Combine identical entries with p or pp**. If you want a page range displayed, select