

## Entry

The word or phrase to be added to the selected index. This word or phrase does not need to be in the document itself; you can add synonyms and other terms that you want to appear in the index.

## 1st key

An index key is an entry that has no associated page number and has several subentries that do have page numbers. Using keys is a useful way of grouping related topics. (See “Example of using an index key” on page 328.)

## 2nd key

You can have up to a three-level index, where some of the first-level keys have level-2 entries that are also keys (without page numbers). This degree of index complexity is not often necessary.

## Main entry

When the same term is indexed on several pages, often one of those pages has more important or detailed information on that topic, so you want it to be the main entry. To make the page number for the main, or most important, entry stand out, select this option and then define the character style for the page number of a main index entry to be bold, for example.

## Apply to all similar texts

Select this option to have Writer automatically identify and mark any other word or phrase that matches the current selection. The Match case and Whole words only options become available if this option is selected. Use this option with care, as it may result in many unwanted page numbers (for minor uses of a word) being listed in the index.

## Example of using an index key

An index key is a primary entry under which subentries are grouped. For example, you might want to create a grouping similar to this:

LibreOffice

    Calc, 10

    Impress, 15

    Writer, 5

In this example, LibreOffice is the 1st key. The subentries (with the page numbers showing) are the indexed entries. To insert an index entry for the topic *Writer*, on the Insert Index Entry dialog (Figure 344 on page 327), type Writer in the *Entry* box and LibreOffice in the **1st key** box.

## ✓ Note

If field shading is active (**Tools > Options > LibreOffice > Application Colors > Text Document > Field shadings**), when a selected word or phrase has been added to the index, it is shown in the text with a gray background. If the text of an index entry has been changed from the text of the word selected, the index entry is marked by a small gray rectangle at the start of that word.

## i Tip

You can also open the Insert Index Entry dialog by clicking the **Insert Index Entry** icon at the right-hand end of the Insert toolbar, as shown in Figure 345.



Figure 345: Insert Index Entry icon on Insert toolbar