Creating an Index in Microsoft Word

Version 2.0
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Version	Date	Author/Reviewer	Comment
2.0	2016-01-29	Claudia Bräuer, Maria Dassing	Layout adaption, Screenshots added
1.0	2014-10-13	Maria Dassing	Initial version

Content

1   Scope

These instructions explain how to create an index in Microsoft Word 2007, Word 2010 and Word 2013.

2   Creating an Index

2.1   Determine the Terms for Inclusion in the Index

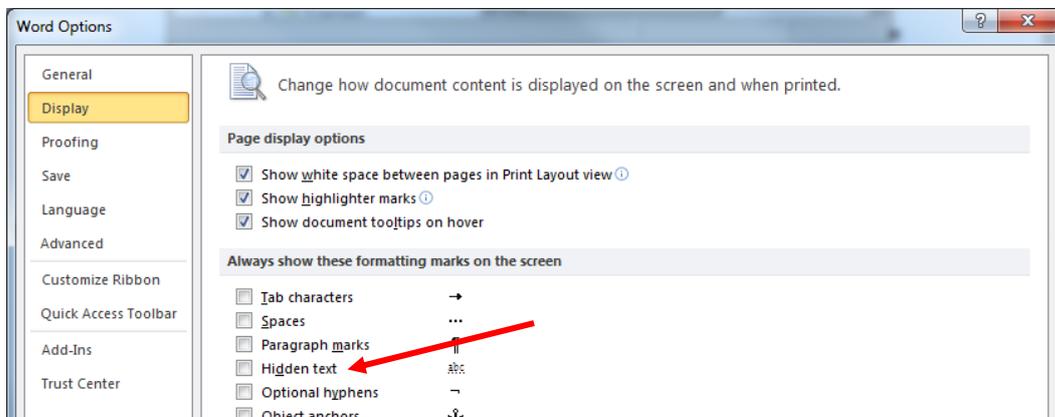- Under Options, go to *Display* and make sure the option *Hidden text* is checked.

Figure 1: Word Options, Hidden Text

- To mark an existing word or term in your text for inclusion in the index, highlight it first.
- Alternatively, to add an index entry to your text, move your cursor to the desired spot for the addition of the entry.
- Press ALT+SHIFT+X or go to *References* → *Mark Entry*.
- To create a main index entry, edit the index entry under *Main entry* or enter the text that you would like to use as the index entry.
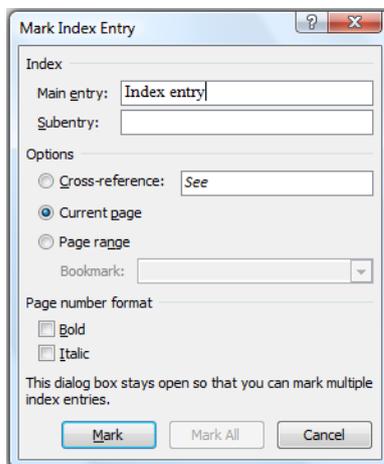- When you are done, click *Mark*.

Figure 2: Mark Index Entry

2.2 Inserting the Index

- Once you have indexed all terms for the index, change the display option once again. Under Options, uncheck the box for "*Hidden text*" and confirm the change with *OK* (see Figure 1**:** Word Options, Hidden Text). This ensures that the pages and page numbering are displayed as they will be displayed for printing, and the page numbering in the index will be correct.
- Place the cursor in the position where you want to create the index.
- Under *References* go to "*Insert Index*".

3 Creating Multiple Indices

3.1 Determine the Terms for Inclusion in the Index

- Under Options, go to *Display* and make sure the option *Hidden text* is checked. If the box is checked, click "Cancel". If not, check the box and click *OK*.
- To mark an existing word or term in your text for inclusion in the index, highlight it first.
- Alternatively, to add an index entry to your text, move your cursor to the desired spot for the addition of the entry.
- Press ALT+SHIFT+X or go to *References* → *Mark Entry*.
- To create a main index entry, edit the index entry under *Main entry* or enter the text that you would like to use as the index entry.
- When you are done, click *Mark*. (see Figure 2)
- The index entry will be displayed as {·XE·"TERM"·}. Add a **Switch** to this index entry in order to assign it to an index. To assign the entry to the first index, use the notation \f "a". To assign the entry to the second index, use the notation \f "b". The formatting should look like this: {·XE·"TERM"·\f·"a"·} or {·XE·"TERM"·\f·"b"·}. [Note: The elevated dots in the above example merely indicate empty spaces. Do not copy the notation \f "a" or \f "b" directly from this document, but type it yourself in your Word file.]

index,·use·the·notation·\f·"b".·The·formatting·should·look·like·this:·{·XE·"TERM"·\f·"a"·}·
RM"·\f·"b"·}.·[Note:·The·elevated·dots·in·the·above·example{·XE·"example"·\f·"b"·}·mere
apty·spaces.·Do·not·copy·the·notation·\f·"a"·or·\f·"b"·directly·from·this·document,·but·type·
·your·Word·file.]¶
:·You·should·use·terms·in·their·basic·form·in·the·index·(i.e.·nominative·and·singular).·Pleas
tention·to·the·formatting·of·the·term·in·the·index·entry.·The·font·should·be·*standard*,·i.e.·d
lics·or·bold.·This·is·important·because·the·formatting·in·the·body·text·is·used·to·create·th
he·formatting{·XE·"formatting"·\f·"a"·}·in·the·body·text·is·incorrect,·the·index·must·b
orrected·each·time·it·is·refreshed.¶

Figure 3: Add a switch to index entries

- **Important**: You should use terms in their basic form in the index (i.e. nominative and singular). Please also pay attention to the formatting of the term in the index entry. The font should be *standard*, i.e. do not use italics or bold. This is important because the formatting in the body text is used to create the index. If the formatting in the body text is incorrect, the index must be manually corrected each time it is refreshed.

3.2 Inserting Multiple Indices

- Once you have indexed all terms for the index, change the *display option* once again. Under Options, uncheck the box for "Hidden text" and confirm the change with OK. This ensures that the pages and page numbering are displayed as they will be displayed for printing, and the page numbering in the index will also be correct.
- Place the cursor in the position where you want to create the index.
- Go to *Insert* → *Quick Parts* and select *Field....* Under *Field names* in the list of options, select the term Index. Next, click on *Field Codes*.
- After "INDEX", enter an empty space and then the switch, i.e. \f "a". The box should look like this when you are done: INDEX \f "a". Confirm by clicking "OK". Your index will then be created.
- To create a second index, proceed as before, but use the switch \f "b". All additional indices must have their own switch, i.e. \f "c", \f "d", \f "e" and so on.
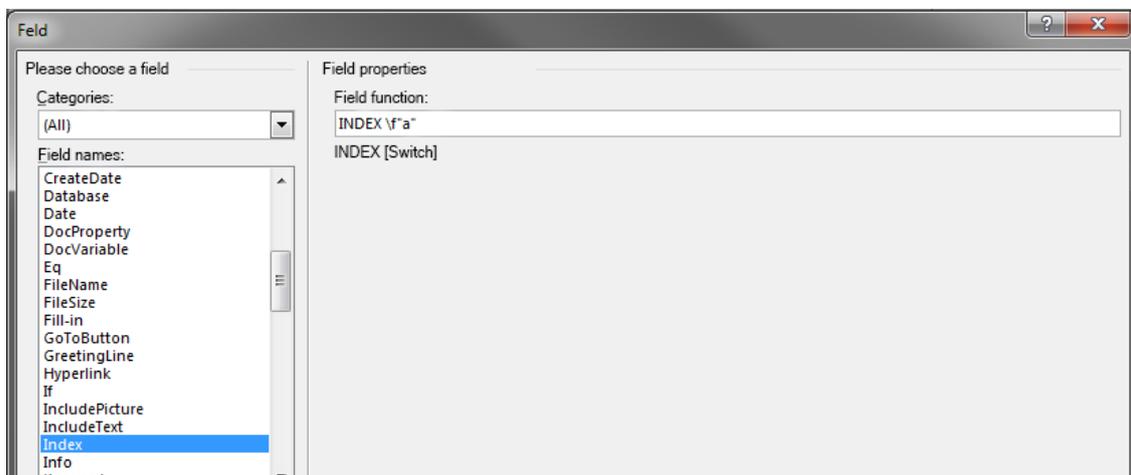

Figure 4: insert index with switch