

# Word Tips & Tricks

## Indexing Definitions and/or Headings and Subheadings

By Susan C. King

When Defined Terms need to be indexed, the Index Group set of keys can be a helpful tool. Individual defined terms can be exclusive [only fill in Main entry] or Main Entry and Subentry can be incorporated into an index. The index is sorted alphabetically, and the page number for each entry marked in the document is listed. To mark entries for an index, see the following:

### Definitions

To mark a defined term within the document:

1. **Highlight** the term needed as an entry to the index.
2. **CLICK** on the **Reference** tab on the ribbon.
3. **CLICK** on **Mark Entry** [ALT + SHIFT + X].
4. **CLICK** into the **Main Entry** (*Highlighted text will insert*) or type the index entry.
5. Type a **Subentry** (only if desired) in the Subentry text box.  
Example of a Main Entry and Subentry when listed in an index is below:

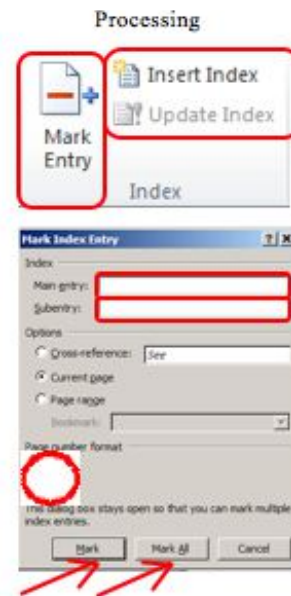
**Definitions (Main Entry)**  
**Term (Sub Entrv)**

6. Select current page, check **Bold** or *Italic (if desired)* for the page numbering format, then **CLICK MARK** or **MARK ALL**.
7. Continue marking index entries and close when completed.

### To Insert an Index:

1. Place the cursor point on the page where you want to insert the index list.
2. **CLICK** on **Insert Index**.
3. Choose **Indented** or **Run-in** and then designate the amount of columns needed from the drop down-list.
4. Select a format from the **Formats** drop-down list.
5. **CLICK** on **Right Align numbers** and **OK** to create the index.

**NOTE:** To update an index after changes have been created, **CLICK** within the Index then **CLICK** on **Update Index** or **RIGHT CLICK** + **Update Field**.



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