

GUIDE TO MS WORD BUILT-IN INDEXING

This document is a quick guide to the conceptual standards of a good index, but mainly it is a guide to the specific indexing tool found in MS Word. Part 1 is a general indexing guideline. Part 2 walks you, the user, through the best practices for developing your index using MS Word's built-in indexing function. Parts 3 and 4 deal with editing/formatting your index and provide answers to frequently asked questions.

Please be aware that the MS Word indexing function compiles your index at the back of the document. You are strongly encouraged to see how your index is developing by compiling it early and often to check the validity of your entry-by-entry tagging choices.

The advantage of using Word's built-in indexing function is that you are producing a dynamic, searchable index that will add value during the life of your book if it is made available digitally or if parts are selected for inclusion in another volume. Also, the index tagging can persist from edition to edition.

1. WHAT IS AN INDEX?

(You may also consult the Cambridge document "General Indexing Instructions" for a more complete discussion of structure and style of indexes.)

The author is responsible for the index even if the index is to be prepared by a professional indexer. You, the author, know what subjects and concepts, names and places will produce a road map that the reader can use to find the important ideas in the text. You'll want to create entries for the names and/or subjects discussed and avoid indexing subjects about which there is no substantive information.

A. What to Include in the Index

An index entry is composed of the main heading and page numbers, subheadings and page numbers, and cross references.

Main headings (use nouns or noun phrases, not adjectives)

- terms or concepts discussed throughout the book
- names of authors whose work is quoted or discussed at length
- names of people mentioned because of their importance in the text
- names of relevant countries, regions, and jurisdictions
- names of relevant organizations, political parties, and institutions

Subheadings

- aspects or explanations of terms, concepts, and actions
- subdivisions logically related to the main heading

Footnotes or Endnotes should be indexed only when they contain substantive information that is not found in the text. Tables and Illustrations should be indexed separately only if they have relevance to add to what is contained in the text.

Cross References

- **See** references are used to assist the reader in finding a subject or name that may appear in the text in more than one form – e.g., Carroll, Lewis. *See* Dodgson, Charles Lutwidge; NATO. *See* North American Treaty Organization; Indians. *See* Native Americans
- **See also** references are used to direct the reader to topics linked to the topic entry – e.g., bodies, falling. *See also* motion; space; speed, time; velocity; weight. postcommunist countries. *See also* countries by name

Entry treatment

- common nouns and noun phrases should be listed lowercase – e.g., economic theory; global warming; philosophy; technology
- proper nouns should be capitalized as they are in the text – e.g., Tocqueville, Alexis de; von Neumann, John
- use italics for titles of books, songs, ships, legal cases – e.g., *Rising Sun* (ship); *Alice in Wonderland*; *Brown v. Board of Education*

B. What Not to Include in the Index

- preface
- table of contents
- acknowledgments
- bibliography
- chapter titles
- verbs or adjectives standing alone – e.g., peripheral; circular; global

2. HOW TO CREATE AN INDEX WITH WORD'S INDEXING FUNCTION

Traditionally indexes are generated at the page proof stage by identifying key words, phrases, or topics and writing them on index cards; then searching the page proofs for occurrences of those words, phrases, or topics and writing the corresponding page numbers on the card; and finally organizing all the cards and typing up an index manuscript. This process is time-consuming and, more importantly, turns an author's attention away from the review of page proofs.

A better solution for creating an index is the use of the index function available within Microsoft Word, the word-processing program already favored by the majority of Cambridge University Press authors. This electronic method saves time. It allows for the indexing process to occur in the author's idle time before submission or during copyediting. It also adds value. Since an index entry is linked to a space within the text, rather than to a page number, the index will be interactive if the book is ever repurposed into an e-book or a Web site.

The process is relatively simple and occurs in two basic steps. First, you'll need to tag the index entries in your document, building the index entry by entry. Second, you'll need to compile the collection of entries at the end of your manuscript.

If you find that you need additional instruction you may always contact the Cambridge University Press production controller, editorial assistant, or production editor assigned to your book or consult the Word "Help" menu.

A. Getting Started

Please be aware that you need to make conscious index editing choices as you begin to select terms and compile the index. For instance, be aware that the best time to edit an entry is as you are tagging locator words or phrases for that entry: Be watchful to ensure you have made the correct choice as to whether an entry will appear in the final index as roman or italic, capitalized or lowercase, and bear alphabetization and level of entries in mind as you elect the entry name during tagging/compilation. Remember that the index program will automatically alphabetize your entries, so decide alphabetization choices up front. Remember to invert names of people (surname, first name) when appropriate for proper alphabetization.

Note, however, that the program will alphabetize by the first word of the entry or subentry, which may not be correct (e.g., subentry "as mother" will be alphabetized under "as" rather than under "mother." You can fix alphabetization problems on a printout of the completed index by physically marking the desired order of the entries and subentries.

Also note that if an index term has quotation marks in front of it or any other special character before the first letter of the index term, the compiled index will place this term at the top of the index. You can fix this on a printout of the completed index by marking it to be inserted in the correct order.

Using Word's indexing function to create an index for your manuscript entails two prerequisites:

- 1. Indexing occurs prior to the creation of page proofs. Indexing needs to be done at the manuscript stage, during copyediting, or, at the latest, by the time you finish review of copyedited Word files.* If page proofs have already been created for your manuscript, the files are no longer in Word format and Word electronic indexing is no longer possible.
- 2. The manuscript must be saved as a single file. If you have submitted your manuscript without an index, Cambridge will supply you with a single, continuous "normalized" Word file for indexing.* If you are creating an index prior to submission of your manuscript, please be sure to save all chapters in the order in which they will appear in the book (sequentially) as a single document before you begin. Otherwise you will end up with separate indexes for each chapter file rather than a single, unified indexed book.

B. Envisioning Your Index

Envision your index mentally before you start work in MS Word by asking yourself the following questions:

- what is the most appropriate word or phrase for each entry?
- what important sub-discussions, terms, or concepts do I need to capture as subentries?
- are cross references needed?
- will each cross reference refer to an entry that exists?
- are cross references correctly worded?
- will a note be needed at the beginning of the index to explain special points about the index (e.g., page numbers in italic refer to illustrations)?
- envision entries of surnames to see if forenames or initials need to be added.

When this part of the process is complete, you will begin to envision the index as not just a collection of terms but as an integrated piece that reflects the content of the text. After completing the index you will want to read the text again to ensure that you have captured all the terms and concepts.

C. Creating Your Entries

We advise that you first review your manuscript and compile a list of terms that you want to include in the index before you begin tagging. This will help you envision how you want to structure your headings, subheadings, and cross references, and it will help avoid inadvertent omission of terms you want to include.

Tagging words or phrases

1. Identify the location of the word or phrase that you would like to index and highlight to select it.
2. Press ALT+SHIFT+X to tag the selection. (On a Mac, press APPLE+OPTION+SHIFT+X.)
3. A dialog box will appear. The word or phrase you selected will appear in the Main Entry field. And what you now see in the field is what will appear in the compiled index. You can edit the text (word or phrase) that appears in the box. You can make it bold or italic, capitalize or lowercase it, change the order of words (e.g., invert the First name and Surname), or even modify the word or phrase to a more conceptual term.
4. To complete the tag, click the “Mark” button if you want to index the one instance or the “Mark All” button if you want to index *all* appearances of that term within the manuscript. After this click on the “Close” button and then proceed to the next selection.

PLEASE NOTE: “Mark All” may be inadvisable if the number of entries throughout the book is very high, because the resulting index may lose targeted value to the readers. Hence think of the implications of using the “Mark All” option.

5. Marking a Subentry follows the same process, except that in the dialog box, you need to type in the Subentry word or phrase in the Subentry field and then type the relevant Primary term in the Main Entry field.
 6. Adding a Cross reference. First, tag the index term following steps 1 to 4. Then select the same term again and press the index key combination (step 2). When the dialog box appears, add the required text in the Cross-reference field and click on the “Mark” button and then click “Close.” *Never click on the “Mark All” button when adding a Cross reference.*
- Recompile the index to check the output.

Tagging text that spans a range of pages

1. Highlight to select the range of text that you would like to index.
2. Go to the “Insert” menu and select “Bookmark.”
3. In the Bookmark name field, type a one-word name for the Bookmark (with no spaces) and click “Add.” Note that the Bookmark name does not have to match the index entry or subentry. A bookmark should be used only once while indexing. If you wish to tag the same range of text a second time, a new bookmark name needs to be assigned.
4. Return to the text and click at the end of the range of text you Bookmarked. *Do not highlight the range.*
5. Press ALT+SHIFT+X to tag the selection.
6. The Index dialog box will appear. Enter the index term as either a “Main entry” or “Subentry”; select “Page Range”; and choose the name of your “Bookmark” from the pull-down menu. Click the “Mark” button to complete the tag.

D. Inserting and Viewing Your Index within the Manuscript’s Text

1. Once you have tagged any or all of your entries you can compile your index.
2. Insert two or three hard returns after the last word of text in your manuscript (before endnotes) and place the cursor after these spaces.
3. Go to the “Insert” menu, select “Reference,” and then select “Index and tables.”
4. Select the “Index” tab. From the dialog box select “Indented” as the “Type,” “Simple” as the “Format,” and “1” as the “Columns.”

5. Click “Okay” and your index will compile and appear at the spot of your cursor.
6. You may compile your index incrementally as you work to check the progression of your index’s structure and style.

3. EDITING AND FORMATTING INDEX ENTRIES

Please do not edit the compiled index at the end of the document in Word. Basically, whatever changes need to be made to your compiled index must be implemented by correcting the index tag fields (the text within the quotation marks in the XE field).

1. Transposing words

For instance, if you have tagged an entry as

Charles Lindbergh

and now realize it should read

Lindbergh, Charles

you should change the text within the index tag field manually or use the Find and Replace command. For example, in the Find what field, type: XE “Charles Lindbergh” and in the Replace with field enter: XE “Lindbergh, Charles”. Note that there is a word space between the letters “XE” and the opening quotes (“). Recompile the index to view the changes.

2. Finding a specific tagged index entry

In the Find what field type: ^d XE “Amazon

(Note: there is a word space between “d” and “XE” and also between “XE” and the following opening quotes. You need not type in the complete index term. The first few letters will suffice. There are no closing quotes.)

3. Deleting index entries

To remove or delete a tagged index entry (either individually or globally), select the entire index field in the text, including the braces {}. Press the DELETE key.

If the index entry is to be deleted globally (one which is tagged multiple times), use the “Find and Replace” function.

Enter the following text in the Find field: ^d XE “Amazon

Leave the Replace with field blank (i.e., leave it empty). Click on the “Replace” or “Replace All” button. The “Replace” button allows you to view each instance of the tagged index term. This option is helpful if you want to delete only selected instances of the term. If you hit the “Replace All” button, all instances of the XE field tags containing “Amazon” will be deleted from the text. Recompile the index to view the changes. The word “Amazon” remains intact in the text but is deleted from the index.

4. Changing the level of an index term

Moving a secondary-level entry to primary level:

Let’s assume “architecture” is a primary-level term and “Gothic” is one of its secondary-level entries. And “Gothic architecture” is to be made an independent primary-level entry. Use the “Find and replace” function in Word to achieve this. In the Find what field type: XE “architecture:Gothic” (use a colon with no spaces to divide the main term from the subentry). In the Replace with field, type: XE “Gothic architecture”; click on “Replace all” and the term “Gothic architecture” will become a primary entry when the Index is recompiled.

However, if you want to move the subentry “Gothic” to an independent primary entry in the Index, use the following command. In the Find what field the text remains the same as above: XE “architecture:Gothic” but in the Replace with field type in: XE “Gothic”; click on the “Replace” or “Replace all” button as required and the term “Gothic” will become an independent primary entry in the Index.

Moving a primary-level entry to secondary level:

Let’s assume there are two primary terms in the compiled index, “people” and “society.” You want to move the term “people” as a subentry under “society.” We do this using the “Find and replace” function. In the Find what field type: XE “people” and in the Replace with field enter: XE “society:people” (again, use a colon with no spaces to divide the main term from the subentry). Click on “Replace all” and the term “people” will become a subentry under “society” when the index is recompiled.

Note: Using the same logic, index terms can be transposed in the constructed index by editing the “XE index field” and using the “Find and replace” function to execute changes globally in the text.

4. FREQUENTLY ASKED QUESTIONS

1. I cannot see the index tag field or the XE field.

— If you don't see the index tag fields, symbolized by a lightly colored "XE" and the index entry, click on the "Paragraph symbol" in the toolbar at the top of the screen or press CTRL+SHIFT+8 (on a Mac, press APPLE+8), and all the formatting symbols, including the index tags, will appear.

2. I am unable to see the index term in the Mark Index Entry box in the Main entry field.

— While the text in the Main entry field is selected, right-click, select "font" and reduce the font size. This will make the text clearly visible in the Main entry field.

3. I am unable to create page range(s) for an index term that spans many pages.

— The error most people make here is that they first select a range of text and then try to tag it directly as a regular index term, using ALT+SHIFT+X instead of creating a bookmark.

The correct way is to first bookmark the range of text. Then click at the end of the range (*do not select all the text*). Using the Mark Index Entry tool, type the index term for which the range is required. Then under "Options" select the relevant bookmark name. Recompile the index to view the changes.

4. I want to delete some (not all) page numbers from an index term in the compiled index.

— Let's assume an index term and its page numbers are: urban landscape, 4, 9, 15, 22, 29, 31, 36, 39, 42, 47, 49. You want to remove only the instances on pages 31, 36, and 39. First highlight the text from page 31 to 39. While the text is selected use the "Find and replace" function to find instances of indexed "urban landscape" by searching for ^d XE "urban landscape" and replacing it with nothing globally. Because you had text highlighted, the index field will be deleted only in that area (pp. 31–39), not the whole book.

5. My index has two entries — "Urban landscape" and "urban landscape" — with different page numbers. How can I combine the two listings?

— This problem generally arises when some instances of a word in text start with a lowercase letter and others with a capital letter (e.g., at the beginning of a sentence). The trick here is to tag the second instance of the term and name it with the same capitalization as the previously tagged entry. This will ensure that only one index entry is generated. You can edit the tags by searching for them and lowercasing them.

6. What if I want to index the notes?

— Index notes as you do the rest of the text. On a printout of the index, write a note to the typesetter to include note numbers where appropriate in the format: 12n3, where 12 is the page number and 3 is the note number. The index pages will include the correct page number and note number for index entries in the notes.