



# Wright Information indexing services

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# Indexing with Word

## Introduction

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### **What's covered and what isn't**

Welcoming to *Indexing with Microsoft Word*. In this tutorial, we are going to look at what documents produced with Microsoft Word are like, how Word's indexing module works, and the process requirements that Word puts on your indexing work.

The purpose of this tutorial is NOT to teach you how to index, or what topics or subjects to pick, but rather how to index using Microsoft Word. We are making the assumption you already know the basics of indexing, and need to know how to apply that knowledge using Microsoft Word's indexing module. If you want to learn the basics of indexing, please see the Appendix for a list of indexing resources.

This tutorial covers techniques for both Word 7.0 for Windows 95, and Word 97. For the sake of simplicity, we will call these versions Word 95 and Word 97.

### **How to best use this tutorial**

It would be ideal to go over the instructions while you are working at your computer, so that you can try out various techniques as we go over them. There will be stopping points for exercises you can try, and the Wright Information web site provides practice files.

The practice files are in RTF format, so that you can open them with either Word 95 or Word 97. We suggest you download the files to a folder on your hard drive, and then make copies of the files, so that you keep a copy of the sample files intact should you want them at a later time. Instructions for downloading the files are on the exercise pages.

There is also a spreadsheet included on the web site to help you schedule indexes. It is in Excel 95 format.

## An overview of embedding indexing

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### **What is embedded indexing?**

First off, let's define what we mean by embedded indexing. What do we mean when we say Word embeds indexing into its files? The simplest definition of embedding is the one Nancy Mulvany has in her *Indexing Books* (University of Chicago, 1994).

“Embedded indexing software is generally a feature found in word processing or page design software such as WordPerfect or Ventura Publisher. Embedded indexing software allows the indexer to insert index entries (or tags for entries) directly into the document's text files.”

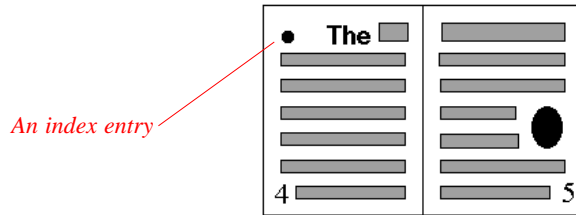
In other words, you put the index entries for the book directly into the same files used to create the book. Many companies use Microsoft Word to create their manuals and books, writing and printing directly from the program. Pasting up pages manually and creating galleys are rarely used in the electronic publishing field. Everything lives in files, from the time it is written until the time it goes onto the publisher's printing plates.

Embedding index codes into these book files allows the publisher to not worry about what the page numbers are in the index until the very end, allows the files to go through content and copy-edit changes after indexing is completed if need be, and allows indexing codes and text to be reused in the next edition.

### **How does embedding work?**

One concept for understanding indexing codes within Word's files is that of “floating.”

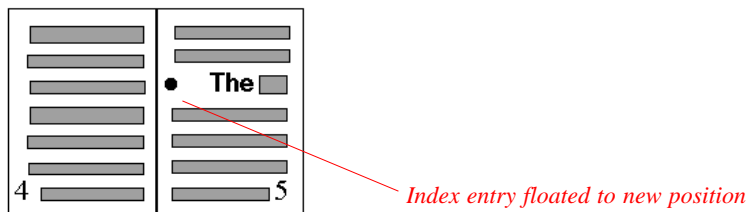
The index codes themselves are hidden text, text that is not visible when the book is printed. You use a dialog box to insert the entries as a field code, that is, invisible text within the files.



*Page layout before inserting new text*

Here's an index entry, on page 4. If you were to create an index right now for this piece, you would see this entry as having a page number for p. 4.

Let's say you now add some text to this file. After you have added the text, the index entry floats along to page 5. If you were to create the index now, you would get page 5 as the page number for the entry.



*Page layout after new text is inserted*

Adding pictures can change where the text lies on the page, as can adding more text, deleting text, or rearranging paragraphs. Through all of this, the index entries float along attached to their paragraphs, and do not care what page they are on until the index is created or “compiled.”

The idea is that the indexing will survive all changes and rewrites, allowing the publisher great freedom to rearrange the book or update it, and not have to worry about the “right” page numbers until the very end.

## **Advantages of embedding indexing with Word**

You can see embedding indexing may be an advantage in publishing. Publishers are interested in having the indexing actually be embedded as part of a book's files for many reasons:

Indexing can begin before the page proofs are ready. This means a quicker time to publish for some publishers.

If the piece is revised and updated, revisions will not require complete reindexing, but rather reevaluation of the existing indexing, and additional codes for new material. Since the index is no longer tied to page numbers, changes in page breaks do not matter. You simply compile a new index to reflect the changes.

Indexing that lives in the files can be used in other formats, such as converting the file into an online book with an interactive index.

Translators working with severe deadlines need only translate the index entries, and not worry about updating the page numbers as well.

## **Definitions**

Before we go any further, let's get some definitions for some basic terms.

Word uses the terms "Main entry" and "Subentry" in its dialog boxes, and "Cross references," including *See* references and *See also* references. Topics covering multiple pages are indicated with a "page range." Divider letters or alphabetical heads are specified when you compile the index.

N¶	
Native Americans . <i>See also names of specific tribes</i> ¶	<i>See also reference (this one happens to be a "generic" See also)</i>
Paleo-Indians, 2¶	
Pikes Peak and, 2-3¶	
P¶	
Paleo-Indians, 2¶	<i>Divider letters</i>
Pike, Zebulon¶	
as lost pathfinder, 7¶	
ascent of "blue mountain", 4-5¶	
death of, 7¶	
map of ascent, 5¶	<i>Subentry</i>
Pike's Mountain, 8¶	
Pikes Peak¶	<i>Entry with page ranges</i>
as named by Dodge, 8¶	
climatic changes through history, 2¶	
Native Americans and, 2-3¶	
varying names for, 8-9¶	
Provost, Etienne, 8¶	<i>See reference</i>
Pueblo (Co.), 4¶	
Purcell, James, 6¶	
Pursley, James . <i>See Purcell, James</i> ¶	

*Parts of indexes*

## How Word's indexing works: the details

### Getting started

So how do you index Word files?

### Files and concepts

First you must get the files. A book built in Word lives entirely in files. As an indexer, you may receive one giant file for a project, or 20 smaller ones. Usually publishers or documentation teams break the book up chapter by chapter, one chapter per file.

When you get the files, make copies and store a set as backups before proceeding. Do this at every stage.

Some publishers or groups use Word's Master document feature. In this case, you will get a Master document that contains subdocuments, and you use the Master Document toolbar to work with the file. Subdocuments appear as sections of the Master document. If the piece is in Word 97, you should also get separate subdocument files as well.

There may be graphics or illustration files included in your book, files that are necessary for the piece to print correctly. You may or may not get these separate graphic files as the indexer. Heavily illustrated books take up a lot of disk space, and if you are working offsite, you may not have the picture files. If they are missing, you will see something like this in the files:

**Error!·Not·a·valid·filename.¶¶**

*Missing picture notation*

There may be special font files you need to have installed on your machine to see the book's text properly. Your machine may not display the text correctly without them. Paragraphs could expand or shrink, headlines may wrap or space oddly, and page breaks could change enough to make the book look strange.

File management becomes one of the most critical parts of your job — you must always know which version of the files you have, and what your editing rights are with them. “Live files” are the ones you can actually make changes to, ones you actually put indexing entries into. You should have exclusive rights, and no one else should be changing their copies if you have the live files. This is a critical concept. Always know if you have the hot potato in your hands before inserting index entries.

You will want to carefully set up a folder for your project. Include subfolders to help you manage your files. One good idea is to create a subfolder called “originals” where you store backups of the files. Keep your working copies in a “working copies” folder. Do not store your files in an open My Documents folder with everything else you have created in Word. It will only cause confusion!



When you are done with indexing, you return all files to the client or production person.

## Creating entries

Once you know that you indeed have the “live files,” and that no one else is working with copies of the files elsewhere, you can begin indexing them. Let’s start by looking at some existing index entries.

*An index entry*

descended Royal Gorge, and crossed the Sangre de Cristo Mountains near the Great Sand Dunes. ~~xe-"Conejos River"~~ ~~xe-"Rio Grande River"~~ ~~xe-"Red River"~~ They finally encamped on the Conejos branch of the Rio Grande River in Spanish territory, which Pike thought was the Red River in U.S. territory.<sup>13</sup> There they were taken prisoner by the Spaniards and brought to Santa Fe.¶

Several of his men had suffered frostbite, and were left at various camps along the route because they could not walk. However, as soon as Pike established his stockade on the Conejos, he sent rescue parties back to help them, and all survived.<sup>14</sup>¶

~~xe-"Pike, Zebulon: as lost pathfinder:"~~ Much of the time Pike did not know exactly where he was. For this, he has been criticized as the “lost pathfinder.” But he was “lost” for precisely the reason that he was exploring the country: no American knew anything about Colorado. Almost 1,000

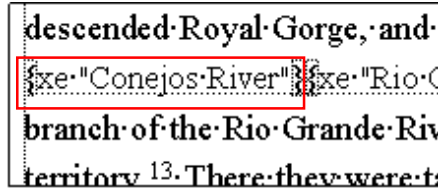
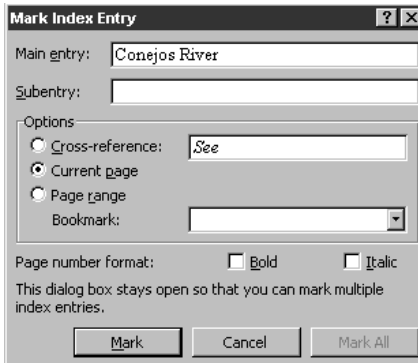
*XE fields in text*

*An index entry  
with a  
subentry*

These are Word’s index entries — they live in invisible XE fields. Fields are hidden text, as we talked about before. You can tell they are hidden text by the dotted underlines, and that they are fields by the curly brackets around them.

We can hide them by clicking Tools > Options command and then clicking off the check boxes for “Hidden Text” in the View section of the Options dialog box. And then we can display them again by choosing Tools > Options and turning “Hidden Text” on again.

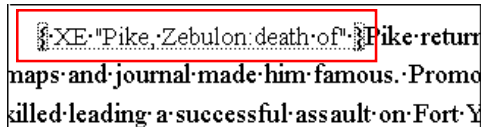
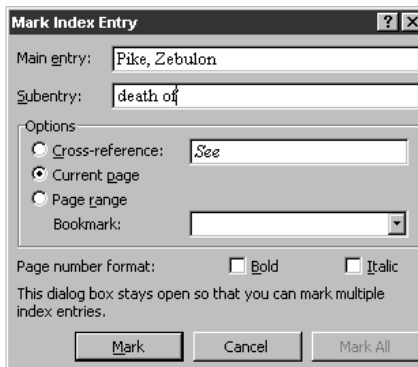
To create an entry in Word, you sink an insertion point where you want the entry to be, and then press Alt Shift X. You type in the text for your entry, and click “Mark.” Notice how the box stays on screen. To close the box, click the Xmark in the upper right corner.



*Mark Index Entry dialog box, and resulting entry in text*

### Subentries

If you would like to have a main entry with a subentry, press Alt Shift X, type in the main entry, and type in the Subentry field. Click Mark, close the box, and examine the entry it has made. Notice how the subentry has a colon before it. Notice also that you have to repeat the main entry every time in the codes. Word merges those down into a traditional looking index, but must have the main entry specified for each subentry.



*Mark Index Entry dialog box, and resulting entry and subentry in text*

## Quickly copying and pasting entries

You can leave the box open and make several entries in a row, and you can drag the box around on the screen. But most of the time, you can work faster without it.

You can quickly copy and paste entries by ignoring the dialog box and copying the existing XE fields, and then just modifying the entry. This makes the indexing go much more quickly.

*Highlight and copy this XE field...*

*Then paste it in and edit the text within the quotation marks*

descended Royal Gorge, and crossed the Sangre de Cristo Mountains near the Great Sand Dunes. ¶  
 ¶xe:"Conejos River"¶xe:"Rio Grande River"¶xe:"Red River"¶ They finally encamped on the Conejos  
 branch of the Rio Grande River in Spanish territory, which Pike thought was the Red River in U.S.  
 territory.<sup>13</sup> There they were taken prisoner by the Spaniards and brought to Santa Fe.¶  
 ¶ Several of his men had suffered frostbite, and were left at various camps along the route  
 because they could not walk. However, as soon as Pike established his stockade on the Conejos, he  
 sent rescue parties back to help them, and all survived.<sup>14</sup>¶  
 ¶xe:"Pike, Zebulon as lost pathfinder."¶ Much of the time Pike did not know exactly where he was  
 For this, he has been criticized as the "lost pathfinder." But he was "lost" for precisely the reason  
 that he was exploring the country: no American knew anything about Colorado. Almost 1,000

### *Copying and pasting XE fields*

Field codes can be a little hard to select. One good way to get just the field code and nothing else is to sink an insertion point after the field code, and then holding down the shift key, tap your left arrow key once.

¶xe:"Pike, Zebulon as lost pathfinder."¶ Mu  
 or this, he has been criticized as the "lost p  
 ot he was exploring the country: no Amer

### *XE field highlighted*

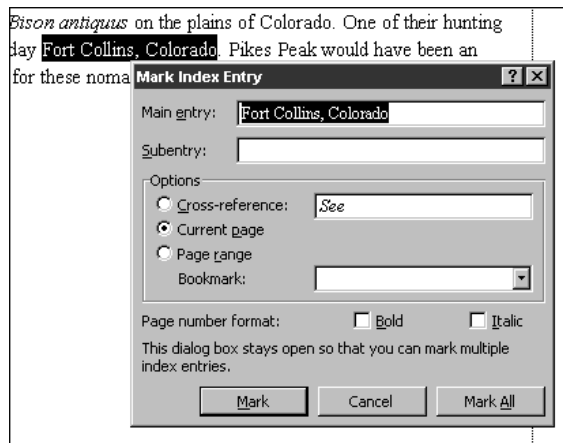
Notice how it selects the entire field. Fields behave slightly differently than normal text, as we will see when we are building the index.

## Placing entries

Consider where in the paragraph you want to put your entries. The best spot is close to the target text, so that if a page is broken differently, or the text floats, the entry is liable to stay on the same page with the target.

At times it is not possible to have entries “right next door” — we will discuss that later in the translation section of the tutorial.

One very quick way to place entries is to highlight the exact text you want as an entry, and hit Alt Shift X.



*Highlight the text you want, and press Alt Shift X. The entry will wind up right next to the text.*

## Page ranges for multiple page entries

To create a multiple page entry, you must first create a bookmark, name it, and then create the entries. To create a bookmark, you must first highlight all of the text covering the particular subject (anywhere from two paragraphs to many pages), and then choose Insert > Bookmark (Word 97) or Edit > Bookmark (Word 95) and name the bookmark.

had crossed out of Fountain Creek and into the Turkey Creek drainage, about 17 miles south of modern-day Colorado Springs in the area of State Highway 115. Pike did not follow the stream, but began climbing directly up the face of the mountain. If he headed north of Little Turkey Creek, this would bring him to Blue Mountain (9,915'). From here, Almagre Mountain (12,226') blocks Pikes Peak from view. Did he mistake Almagre for Pikes Peak? Perhaps. But the map shows his line of travel cutting *across* Little Turkey Creek before entering the foothills. This would put his ascent south of Little Turkey Creek and lead him to Black Mountain (10,096'). From this point Pikes Peak can be seen twelve miles away, much closer to Pike's estimate of fifteen miles than the six miles between Blue and Almagre. The topography of Black Mountain also conforms more closely to Pike's description of "the summit of this chain" than Blue Mountain does. For, once the initial barrier of the foothills is surmounted, a line of small peaks leads northwest to Black Mountain, the highest point in the area.

In 1895 historian Elliot Coues (who did not have access to Pike's manuscript map) guessed that Pike climbed Cheyenne Mountain. But Coues admitted that he had no "data to establish the fact."<sup>11</sup> Unfortunately, repetition by subsequent authors has given Coues' suggestion an authenticity he never intended.

*Highlight the text you want to bookmark*



*Name the bookmark and then click the Add button*

Always give your bookmarked ranges a unique name, as any duplications in these names cause problems in the compiling later on. A good idea is to use the chapter number of the file, and an identifying word, such as ch5graphics. No spaces are allowed in the names.

If you later want to view the bookmark's range, you can choose Insert > Bookmark or Edit > Bookmark and click "Go To," and the highlighted text will show you how far the bookmark extends. You can also turn on an option in the Options dialog box to show where bookmarks begin and end. Special marks appear on the text.



*Beginning and ending marks for bookmarked text*

This is a good tool to use if your text has been changed or edited since indexing, and you are afraid your ranging may have been affected.

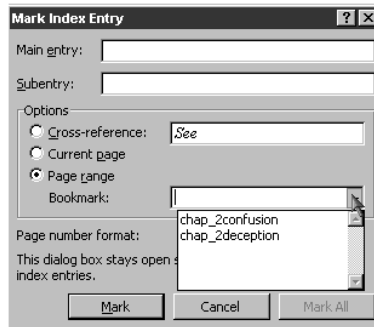


*A new bookmark being added*

You can change the order of bookmarks in the box by sorting them either by name or location, depending on your preferences.

Bookmarking text is a slow process. You need to decide how far a bookmark extends, and what you will need to bookmark for page ranges for entries you haven't written yet. What chunks of text are likely to require page-ranged entries? It often is best to use a printout to decide the best bookmarks to create for your page ranges, and set them up before indexing, marking them on your printout, and making suggestions for yourself before beginning.

Then, after creating bookmarks, you must create the index entry that refers to the bookmark. Choose Alt Shift X, type in your entry text, and then click the Page Range button. Choose your bookmark from the list, and click "Mark." Close the box and examine the structure of the entry. The backslash \r code will tell Word to pick up the bookmarked pages when it compiles the index.



```
XE."Pike, Zebulon" \r "chap_2deception"
```

*Choosing a bookmark for a page range, and an XE field with a page range*

Again, once you have created one of these page-ranged XE fields, you can quickly copy and paste what you need. If you have a lot of bookmarks, however, it might be easier to choose them from the list, as the names must match exactly in the codes.

## Exercise: Creating entries, subentries, and bookmarks

---

Download the 1\_paleo.rtf file from the Wright Information web site ([http://www.wrightinformation.com/1\\_paleo.rtf](http://www.wrightinformation.com/1_paleo.rtf)) and save it to your hard drive. Make a copy of it, and open it up. Because these are RTF files, you will get asked to convert the file. Click OK.

1. First, make a few entries. Click an insertion point by the words "Front Range" in the second sentence, hit Alt Shift X, and type in an index entry for it. The words "Front Range, Colorado" come to mind as a good one. Click "Mark." Click either the "Close" button on the bottom or the little X mark in the upper right corner to close the box, and look at your entry. Ta da!
2. Try making some more entries, this time with subentries. To create a subentry, add text in the subentry box. Take a look at the XE fields these create.
3. Now try the easy way of creating entries — copy an existing one, paste it elsewhere and then modify the text within the quotation marks to make it fit what you want to index at that point. For instance, copying the "Front Range, Colorado" entry, pasting it down near the "bubbling springs of Manitou," and then changing it to say something about "Manitou Springs, Colorado" would be one idea.
4. Now try page ranging. Swipe through and highlight the paragraphs beginning with "By the time Europeans reached...." all the way down through the last paragraph. Choose either Insert > Bookmark or Edit > Bookmark. Name your bookmark "Utes" and remember, no spaces in the bookmark names.
5. Now insert an index entry up in that first "By the time Europeans..." paragraph, put in index entry text for "Ute Indians," and then click on the page range button. The list of bookmarks established for the file appears when you press the little down arrow. Choose the bookmark you just created.



6. Now let's go back and redisplay the text in the bookmark, so that later on, when you have forgotten what the "Utes" bookmark covered, you can remind yourself. Choose Insert > Bookmark or Edit > Bookmark, click "Go To" and choose "Utes" and see how the text is all highlighted. You can also turn on View options in your Options dialog box to show you marks at the beginning and ends of bookmarks.
7. Save the file and close it. Save it as RTF.

Now that you have experimented with making entries, let's go on to changing, deleting, and creating other kinds of entries.

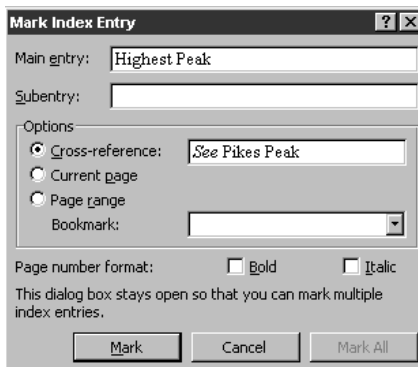
**Important note:** The text for your exercises comes from *Pikes Peak: Legends of America's Mountain*, by James McChristal Sierra Grande Press, HCR 63 Box 619, Raton, NM, 87740, (505) 445-4313, and is used with permission by the author. Contact the press for purchasing information. The book has wonderful old maps and photographs, and is full of great stories, by the way. Do not duplicate the text for any other reason than personal indexing practice!

## Changing or deleting entries

Once you have created entries, you can change the text or delete the entry entirely. Click an insertion point within the XE field, and edit the text within the quotation marks. Or to delete the entry, highlight the entire field code, and hit delete.

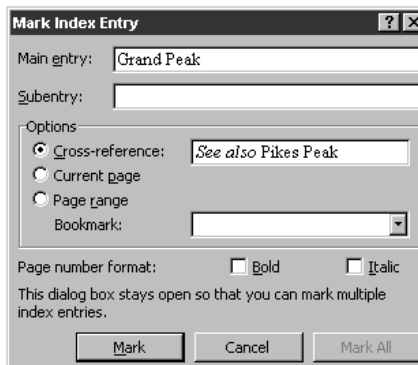
## See and See also references

How do you create *See* and *See also* references? If you use the dialog box options to build one, you will see how to format them. Choose Alt Shift X, click the cross reference button, and create your *See* reference. For a *See also*, add the word “also” to the box, and make sure you italicize it.



`XE:"Highest Peak"\t"See Pikes Peak"`

*Creating a See reference, and the resulting XE field*



`XE:"Grand Peak"\t"See also Pikes Peak"`

*Creating a See also reference, and the resulting XE field*

Once you have created one, it's easy to copy and paste more as you need them. Cross references can go anywhere in the text, since they do not rely on page numbers. But put them somewhere consistently — perhaps all in the beginning of end of chapters — so you can find them easily later to edit them.

Generic *See* references can also be built by choosing Alt Shift X and typing in your *See* reference text, then italicizing it.

*Just keep typing when you hit the end of the box: it will scroll*

`{XE "Explorers" .t. "See also names of specific individuals" }`

*Generic see reference and resulting XE field*

Remember, however, that you have no real automated way to check that what you have typed is the same as the actual targeted reference. There are no verifying tools as there are in standalone indexing packages such as Cindex or Macrex. You have to check your *See* references to make sure the item you want your readers to go to is actually phrased the way you have noted it.

```
G
Grand Peak. See Pike's Peak National Monument

P
Pikes Peak
  discovery, 5
  mapping, 7
Purcell, James
```

*Mismatched See reference*

## Exercise: Creating *See* and *See also* entries

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Download the 2\_zeb.rtf file from the Wright Information web site ([http://www.wrightinformation.com/2\\_zeb.rtf](http://www.wrightinformation.com/2_zeb.rtf)) and save it to your hard drive. Make a copy of it. Again, the RTF conversion will come up.

1. See if you can come up with some *See* and *See also* references for this text. Some ideas might be to refer "Mexican mountains" in the second paragraph to "Rocky Mountains." Or you could make a *See also* on the third page for "Grand Peak. *See also* Pikes Peak." Make sure you make a page reference for Grand Peak as well.
2. Go through and add a generic reference for "Explorers. *See names of specific individuals*". Remember to italicize the text in the entry properly.
3. Add some real page entries for this chapter too, as we will want to be sure to see if Word picks them up when we compile the index. There are several mountain names and personal names you can add.
4. Add at least one bookmarked entry to the chapter.
5. Save the file and close it. Save it as RTF.

## Sorting controls

Suppose you have an entry beginning with a number or a symbol such as an asterisk, and you would like to sort it under “A” for “asterisk,” not in a special symbol area. You are no longer out of luck. Seth Maislin has discovered a way to make Word force how entries sort! (Yay, Seth!) Look at the example below. Notice how the symbol section is not sorted the way you would like it to be. You would really rather have those symbols sorted by their common names, as they are later on in the alpha section of the index.

<pre> \XE"asterisk (*)". \XE"* (asterisk)". \XE"+ (plus sign)". \XE"plus sign (+)". \XE XE"^(caret)". \XE"caret (^)". \XE"% (percent sign)". \XE"percent sign (%)". \XE "\$ (dollar sign)". \XE"dollar sign (\$)". \E </pre>	<p><i>These entries create this index section. Notice how the symbols are sorting</i></p>
<pre> \$(dollar.sign),-4¶ %(percent.sign),-4¶ *(asterisk),-4¶ ^(caret),-4¶ +(plus.sign),-4¶ asterisk(*),-4¶ caret(^),-4¶ dollar.sign(\$),-4¶ percent.sign(%),-4¶ plus.sign(+),-4¶ </pre>	

*Bad sort in the symbols section*

To fix this, you want to use a semi colon after the entry to change the sort. Notice what happens when we add ";\*a" and "\*pe" and similar annotations to the symbol entries. Now when it is compiled, those symbols sort correctly.

<pre> \XE"asterisk (*)". \XE"* (asterisk);*a". \XE"+ (plus sign);*p1". \XE"plus sign (+)". \XE"^(caret);*c". \XE"caret (^)". \XE"% (percent sign);*pe". \XE"percent sign (%)". \XE"\$ (dollar sign);*do". \XE"dollar sign (\$)". \E </pre>	<p><i>These fixed entries now force the symbols to sort correctly</i></p>
<pre> *(asterisk),-4¶ ^(caret),-4¶ \$(dollar.sign),-4¶ %(percent.sign),-4¶ +(plus.sign),-4¶ asterisk(*),-4¶ caret(^),-4¶ dollar.sign(\$),-4¶ percent.sign(%),-4¶ plus.sign(+),-4¶ </pre>	

*Fixing the sort*

If you want to get Word to ignore prepositions in the subentries you can do that as well. See how the subentries for the \$ sign have had ";cu" and ";pr" added to them. That allows Word to ignore the prepositions and actually they look out of order, but are correct for Chicago-style indexing.

```

\XE"asterisk (*)" \XE"* (asterisk):*a" \XE"+ (plus sign):*p" \XE"plus sign
(+)" \XE"^(caret):*c" \XE"caret (^)" \XE"% (percent sign):*pe" \XE"percent
sign (%)" \XE"$ (dollar sign):*do" \XE"dollar sign ($) " \XE"$ (dollar
sign):*do:in-currency.settings;cu" \XE"$ (dollar sign):*do:as-programming-symbol;pr"

*(asterisk),4¶
^(caret),4¶
$(dollar sign),4¶
  in-currency.settings,4¶
  as-programming-symbol,4¶
%(percent sign),4¶
+(plus sign),4¶
asterisk (*),4¶
caret (^),4¶
dollar sign ($),4¶
percent sign (%),4¶
plus sign (+),4¶

```

*These fixed subentries now force Word to ignore the prepositions*

*Subentries fixed*

Thanks to Seth's experimentation, we now can do sort controls in Word, which is an amazing thing!

You can experiment with these sort controls in entries using periods and other punctuation marks as the lead characters in entries. Many technical pieces have to deal with file extensions in the index and other symbols as leading characters in the main entry. Using the semicolon will help you sort these where you want them to appear.

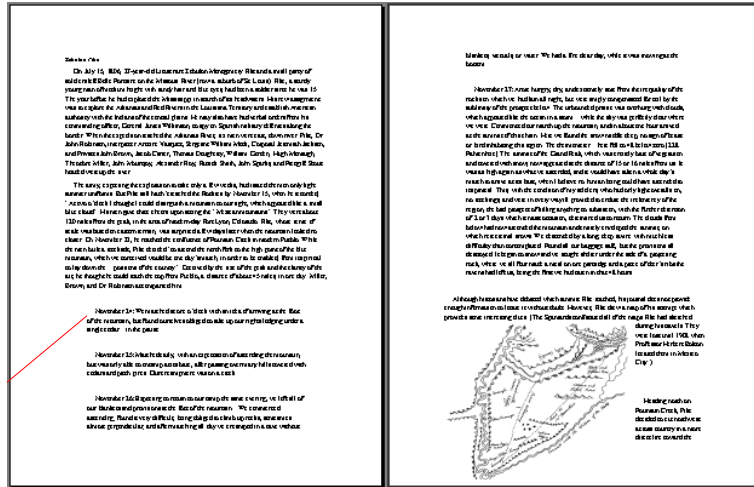
Avoid using colons or quotation marks in your entry text, as these symbols are used within the index codes, and it confuses Word. If you need a colon or quotation mark, precede it with a \ mark.

**Formatting — unwanted and wanted**

You can italicize words in your entries, or bold them. Use Ctrl I or Ctrl B to italicize or bold. You can also italicize or bold the page numbers by checking off the appropriate radio boxes in the Mark Index Entry dialog box. One note: avoid putting entries into bolded headings (like the one above that says "Formatting — unwanted and wanted), or you can get bold entries in the index.

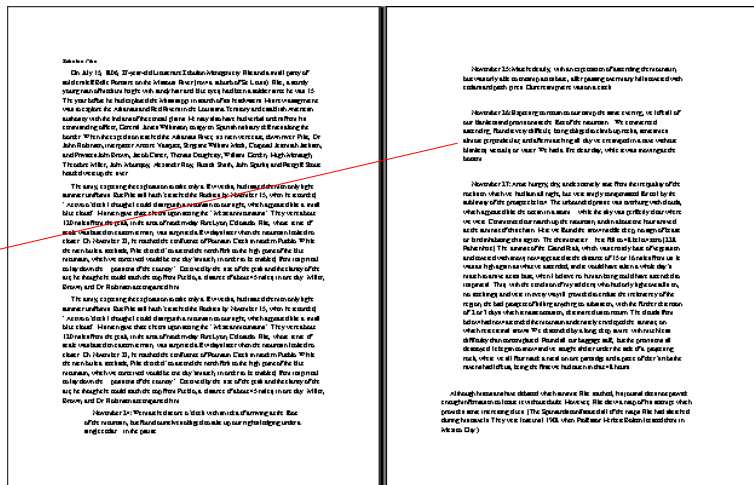
## Where entries go

Consider your placement of entries. Sprinkling them throughout the text is easiest and most accurate, but makes life very difficult for anyone who wants to edit or translate your paragraph later. Yet if you put them in front of a paragraph, and the paragraph is long, the actual item referenced could be broken across two pages, and the index will be wrong.



Putting an index entry at the beginning of this quotation section for an item in the third paragraph is fine...

Long paragraphs and page breaks.



...Unless new text is added, and the quotation segment rebreaks across the page. Now the third paragraph with the actual item is on a different page than the index entry for it.

This is an issue that needs to be discussed with the editor of the project — what are the plans for this book? Will there be a lot of rewriting later? Will any of the text be reused for the next edition? Will the files be translated? If the answer is "no" to all of these questions, feel free to place entries within paragraphs near your targets. But if the text will be worked with extensively or translated, you may need to place all entries at the beginning or end of paragraphs or sentences.

```
A thousand years later hunters called Folsom, ☞☞ "Folsom culture" ☞☞ for an archeological site in  
northeastern New Mexico, tracked the now-extinct Bison antiquus on the plains of Colorado. One  
of their hunting camps was located near modern-day Fort Collins, Colorado. ☞☞ "Fort Collins  
(Co.)" ☞☞ Pikes Peak would have been an important navigational landmark for these nomadic hunters  
as they traveled along the mountains in search of game. ¶
```

*It would be hard to work around these scattered entries. You can't swipe through the whole paragraph and rewrite it or replace it with a translation.*

```
☞☞ "Folsom culture" ☞☞ "Fort Collins (Co.)" ☞☞ A thousand years later hunters called Folsom, for an  
archeological site in northeastern New Mexico, tracked the now-extinct Bison antiquus on the  
plains of Colorado. One of their hunting camps was located near modern-day Fort Collins,  
Colorado. Pikes Peak would have been an important navigational landmark for these nomadic  
hunters as they traveled along the mountains in search of game. ¶
```

*Putting the entries at the beginning makes it easier to work with later, but if a paragraph gets broken across two pages, could lead to inaccuracies.*

We will be discussing translation later in the tutorial.

If your pages get broken in such a way that you have wind up with two duplicate entries on the same page, don't worry. Word will merge them into one, and you won't notice it.

### **Inserting entries in Master Document subdocuments**

If you receive a Master document with subdocuments, you may find it easiest to work with the subdocuments separately as you create your entries. You can open each subdocument by itself, and create entries. Then when it is time to compile the index, use the Master document itself. We will be covering that step later when we talk about generating the index.

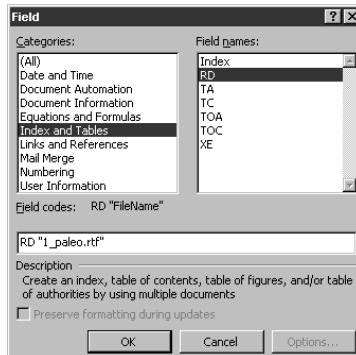


## Generating the index — RD fields

First, check all your chapter files, and turn off all hidden text display. This is important to accurately get page numbers the way the piece will print.

Then, in its simplest form, you create the index by going to a blank page or creating a blank file, defining all the files to be included with RD fields and inserting the index. Create a new blank document by choosing File > New. If you have a predesigned template that you always use, base the new document on it, otherwise just hit okay.

Choose Insert > Field, then choose Index and Tables from the categories list. On the right side of the dialog box, choose RD to insert the RD fields. In the text box below, add quotation marks, and put in the name of your first content file. Then click OK. Look at the field on the page. If you cannot see it, turn on hidden text display in your options dialog box. These fields tell Word which files to include, and in what order. It is important to get the order right.



*Make sure the file name is exactly the same, capitalization and all*

`RD:"1_paleo.rtf"`

*Insert Field dialog box and resulting RD field*

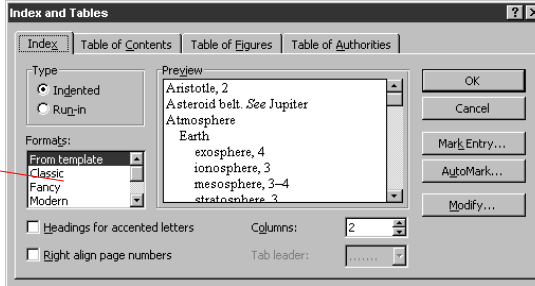
Put in a carriage return, and then enter the rest of the fields with their file names. Putting in the carriage returns helps make the display clearer.

```
RD:"1_paleo.rtf"
RD:"2_zeb.rtf"
RD:"3_names.rtf"
```

*Note that these fields are very simple. If your files live in another folder, you must include the path to that folder in order for the index to compile. It is easiest to put everything in one folder.*

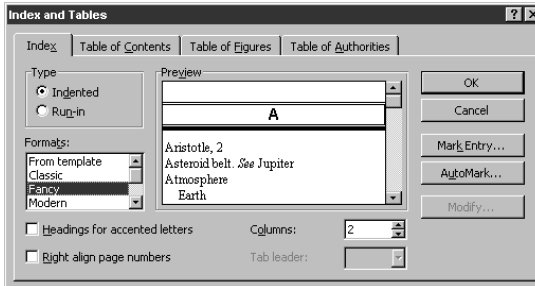
To create the index itself, choose Insert > Index and Tables, and then choose a template-based format. You have a variety of formats to choose from.

*Click here to see all the different formats you can choose from*



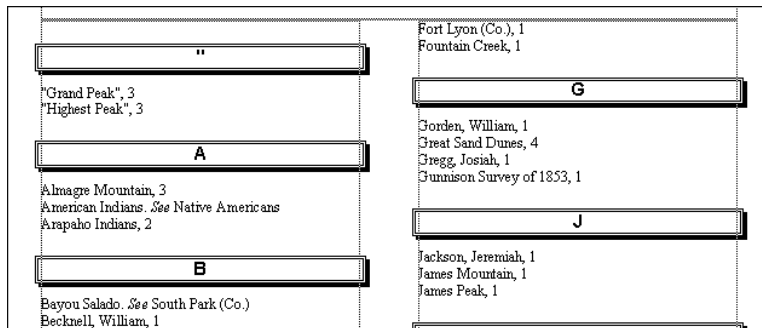
*Insert Index and Tables dialog box*

Format choices are shown in the lower left box. You can also choose the number of columns on the page, and modify and customize the index's styles.



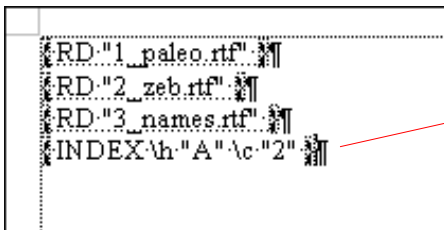
*Notice the difference in the preview pane.*

Choosing this style will get you these results:



*Not exactly my first choice for a format, but this is what you would get.*

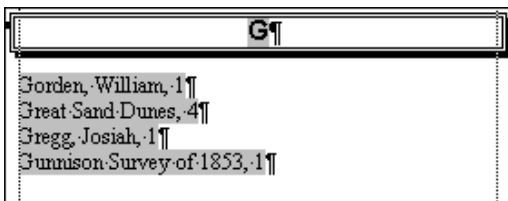
Whichever format you choose, you need to know that your index is a field, just like the index codes themselves. If you do not see the index entries after compiling, but get a screen like the one below, you have your display settings set incorrectly. Choose Tools > Options and turn off the Field Codes display.



*Your entire index is here in this field, but you must turn off "Field codes" to see it.*

*An index is actually a field.*



Notice that when you click in the index, the entire index turns grey. This shows you it is a field.

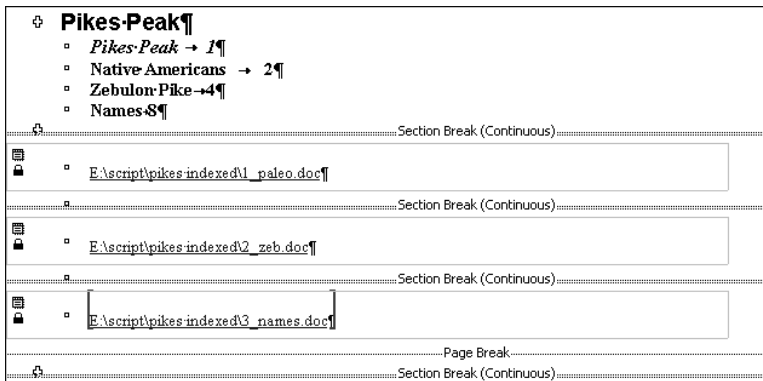


*Grey means field-generated text.*

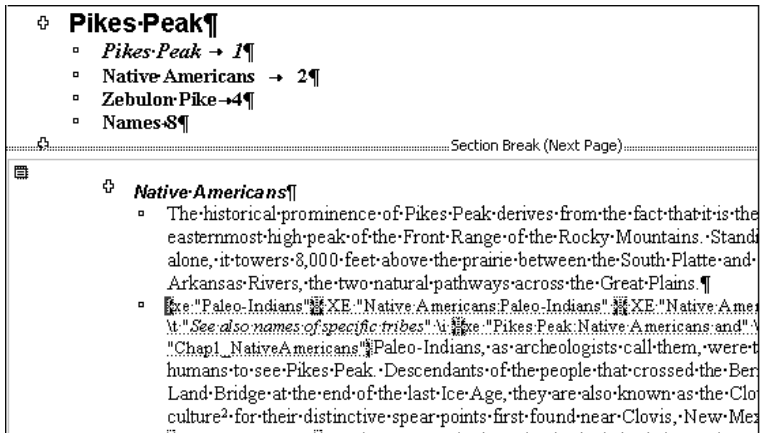
## Generating the index — Master documents

Some projects use a Master document to control which files are in the book. When you build an index using a Master document, here's what happens.

First, open the Master document, switch to Master Document View by choosing View > Master, or clicking this icon (  ) and then expand all the subdocuments. You expand the documents using this icon (  ). You can hide them the same way, but we need them expanded.



*A Master document with unexpanded subdocuments*



*A Master document with subdocuments expanded, and index codes showing*

Hide the index codes and other hidden text.

- ⊕ **Pikes Peak**
  - *Pikes Peak* 1
  - **Native Americans** 2
  - **Zebulon Pike** 4
  - **Names** 8

- ⊕ **Native Americans**
  - The historical prominence of Pikes Peak derives from the fact that it is the easternmost high peak of the Front Range of the Rocky Mountains. Standing alone, it towers 8,000 feet above the prairie between the South Platte and Arkansas Rivers, the two natural pathways across the Great Plains.
  - Paleo-Indians, as archeologists call them, were the first humans to see Pikes Peak. Descendants of the people that crossed the Bering Land Bridge at the end of the last Ice Age, they are also known as the Clovis culture<sup>2</sup> for their distinctive spear points first found near Clovis, New Mexico. One important Clovis archeological site is located near modern-day Littleton, Colorado. Artifacts indicate that Paleo-Indians hunted mammoths here almost 12,000 years ago. A Clovis point found near timberline in Rocky Mountain National Park reveals that these hunters also traveled deep into the mountains.

*Index codes hidden.*

Scroll to the end of the document, and click an insertion point where you want the index to be. Choose Insert > Index and Tables, and choose an index format, just as we did with the RD method. Here you won't need to use the RD method, as the Master document knows all about its own subdocuments.

PIKES PEAK and used it as a landmark.

- Mexico opened its northern border to trade after the revolution. William Becknell led the first trading caravan from Missouri along what would become the Santa Fe Trail.<sup>24</sup> In 1833 Charles Bent and Ceren St. Vrain constructed Bent's Fort, a trading post near modern-day La Junta, Colorado. Many pioneers got their first view of Pikes Peak from here as they followed the trail west.]
- 

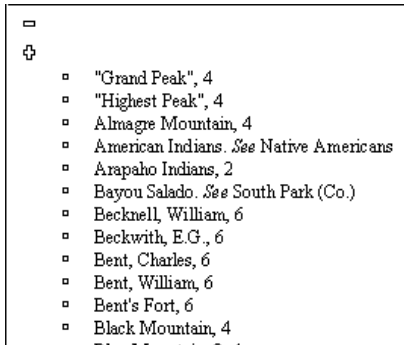
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- 
- 
- 
-

*Be sure to click outside the last subdocument!*

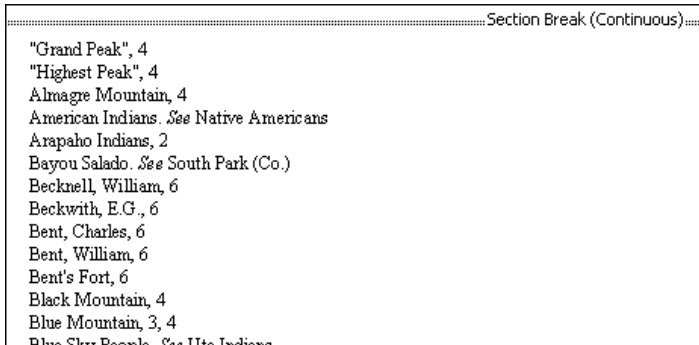
*Scroll to the end of the Master and subdocuments.*

Your index becomes part of the Master document.



*Inserted index at end of Master document.*

It looks rather odd, because we are looking at things in Master View. Choose Normal view again, and the index will look much better.

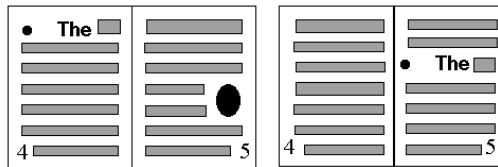


*Index viewed in Normal view*

## Understanding snapshot indexes

When compiling your index, you also need to be aware that the index you see is not linked to the codes — it is just a *snapshot* of the book at this point of time. If you edit the index itself, those changes are not reflected in the index codes. All those edits will disappear the next time you compile the index. You must edit the XE codes themselves to have lasting changes.

Likewise, if the book changes, and more material is put into it, or rearranged, those changes are not reflected in the index until you recompile it.



*When the pages roll, the index doesn't update automatically. You must update it!*

## Updating indexes

Once you have generated the index, you can recreate it and update it at any time by clicking an insertion point into the index, and pressing F9.

## Deleting indexes

To delete an index, highlight the entire index, and hit delete.

## Exercise: Generating indexes for simple and master documents, and recompiling

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Download the 3\_names.rtf file AND the master.rtf file from the Wright Information web site ([http://www.wrightinformation.com/3\\_names.rtf](http://www.wrightinformation.com/3_names.rtf) and <http://www.wrightinformation.com/master.rtf>) and save it to your hard drive. Make a copy of both files.

Open the 3\_names file and insert some indexing so that you will be able to tell if the file is picked up later on when you compile. There are lots of names of mountains and people you can use to make entries quickly.

To generate a simple index:

1. Open all three files we have worked with - 1\_paleo, 2\_zeb, and 3\_names.
2. Turn off all hidden text, so that you don't see the XE entries. Close the files and save them. Keep them in RTF format.
3. Create a new blank word file, and choose Insert> Field, then choose Index and Tables from the categories list. On the right side of the dialog box, choose RD to insert an RD field.
4. Fill in the RD field with "1\_paleo.rtf" and click OK. Look at the field on the page. If you cannot see it, turn on hidden text display for fields in your Options dialog box.
5. Put in a carriage return, and then repeat the process with 2\_zeb.rtf and 3\_names.rtf.
6. To create the index, choose Insert > Index and Tables, and then choose a format. Click OK and see what you get. See if all three files' entries show up. If not, check your RD fields to make sure the name of the file matches exactly. Make sure they are all in the same folder with the index document. Remember, if you do not see the index, but only see weird fields, choose Tools > Options and turn off field display.
7. Try clicking in the index and watching it turn gray. It is a field. Go back and change some of the entries in the original docs, and regenerate the index by clicking in it and choosing F9.



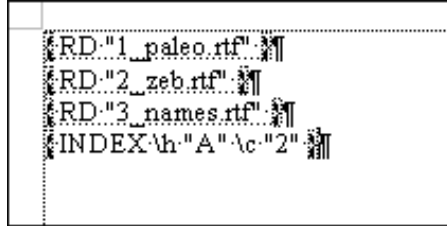
To generate an index using a Master document:

1. Open master.rtf, and switch to Master Document View by choosing View > Master, and then expand all the subdocuments. Because these are RTF files, you will get messages about converting the files. You should see the contents of 1\_paleo, 2\_zeb, and 3\_names.
2. Turn off all hidden text, so that you don't see the XE entries.
3. Scroll to the end of the document, after the subdocuments, and click an insertion point where you want the index to be. Choose Insert > Index and Tables, and choose a format. Your index becomes part of the Master document.
6. Again, experiment with it by changing entries in the files and regenerating the index.

## Troubleshooting the index

You may get error messages or unexpected results when you compile your index. Let's look at some of the things that can happen.

If you do not see the index entries after compiling, but get a screen like the one below, you have your display settings set incorrectly. Choose Tools > Options and turn off the Field Codes display.

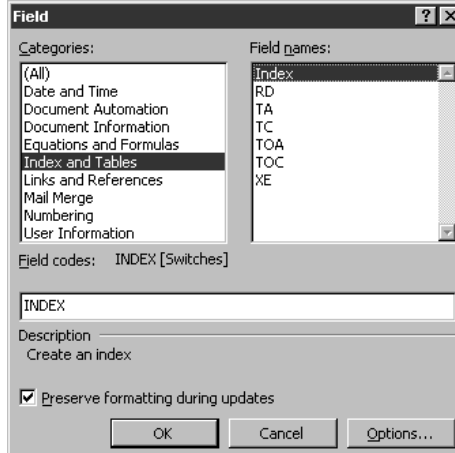


*Remember to view your index with Field Codes turned off.*

If your page numbers do not match the book, there may be a couple of things going on. Did you turn off all the hidden text display before compiling? Are you using the same printer driver as the production staff that built the book? No? Read the next section on printer drivers before continuing. Is the index the most recent version, or do you need to update it because the book has changed or been repaginated? Remember that your index is a snapshot.

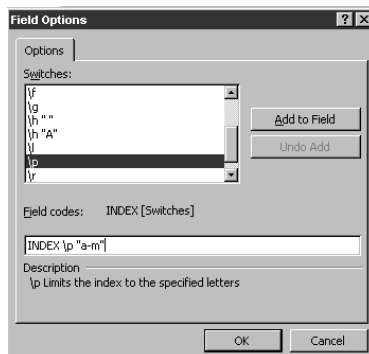
Or, a more serious problem is that a section break marker or a page break marker has been defined as hidden text, so that what you think a page range should be is not what is displaying. Check for these problems.

When you have a large index, you can run out of memory while having Word processing it. To get around this, you can build your index in sections. To do this, instead of using the normal Insert Index command, you use the Insert > Field command. Choose Index and Tables from the categories list, and then choose Index from the right side.



*Insert Field dialog box*

Click the Options button. Choose \p and click the Add to Field button. In the text box below, add “a-m” and then click okay. When your index compiles, it will contain only entries from A through M. You then click an insertion point below the A-M index, and add another field using the exact same process, except for substituting “n-z.”



*Field Options dialog box, with settings for building half the index at a time*

If you see an error stating “Error! Bookmark not defined,” it means that you need to update the entire index. Press F9.

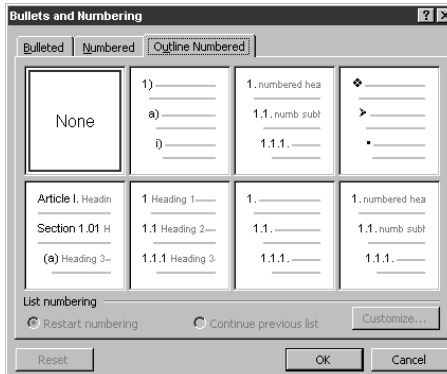
## Understanding printer drivers

When compiling your index, you need to be aware that the file you generate is not the final file, only a sample for your use. The final file should be generated on the same machine used to break the pages and send the book to the printer. This is because having different printer drivers targeted will cause Word to repaginate the document before compiling the index, a process that could change where text falls on every page. The index will be wrong if it is not generated on the same machine that is used to print the piece.

## Unusual page numbers

Suppose your piece has unusual page numbers, such as A3-A5, or Chap.10:2. How do you get these picked up correctly in the index?

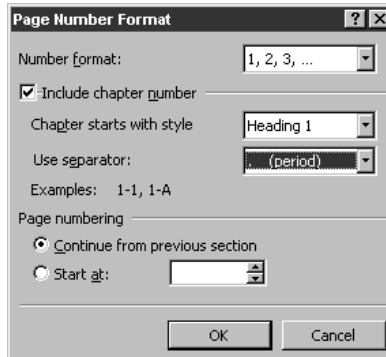
This takes some work on the production and writing side of the book before it ever gets to indexing. The chapter titles and headings in the document must be formatted with the built-in heading styles (Heading 1 through Heading 9). This is done using the Format > Bullets and Numbering command in Word 97, then choosing the Outline Numbered tab and selecting a chapter numbering style. (In Word 95, the command is Format > Heading Numbering).



*Choose an outline numbering style for all the documents.*

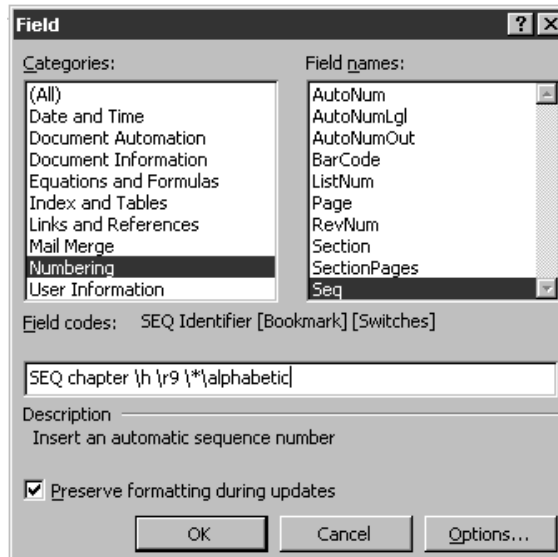
Then the page numbers must be set up as well. From within a chapter, choose Insert > Page numbers, and then click Format. In the Page Number Format dialog box, set the heading style applied to the chapter titles, and then choose the character you want to separate

your chapter numbers from page numbers (such as a colon or a dash). This Insert Page Number formatting routine must be done for every document (or every subdocument in a Master document).

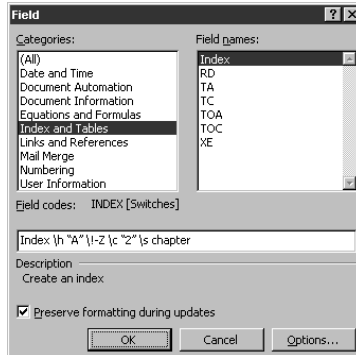


*Page Number Format dialog box*

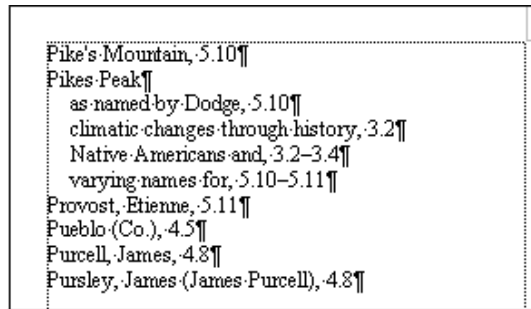
To get the numbers to appear in the index, choose Insert > Field, then choose Numbering and SEQ. Edit the field to read "SEQ chapter \h \r9 \\*\alphanumeric".



Then choose Insert > Field, then choose Index and Tables from the categories list, and choose Index from the right side of the box. Click the options button, and edit the field so it reads "Index \h "A" \!-Z \c "2" \s chapter". And hit OK twice.



*Insert Field dialog box with setup for chapter numbering*



*Chapter numbering in the index*

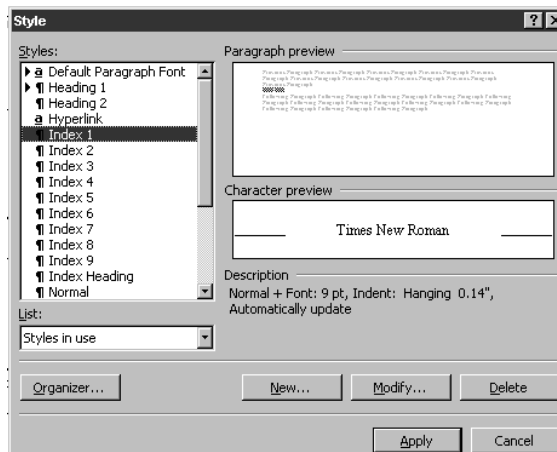
These codes (the \h and the \\*, etc.) are known as switches. You can find out more about what they do by searching Word's help file index under "Switches." They are very powerful and allow you to format your index precisely.

If you can't see the index, hide the field codes by choosing Tools > Options and turning off the field codes.

## Customizing the index format

As mentioned above, you can use switches to customize how the compiled index looks, but it is usually easier to customize the index by working with the Index and Tables dialog box. When you insert an index, all the entries have styles applied to them. Main entries are styled with “Index 1” style. Subentries are styled with “Index 2,” and so on. The alphabetic dividers are styled with “Index Heading.”

To change the look of the index, modify the style itself in the Style dialog box, and all your entries that use that style will change automatically. For instance, you can change how much the subentries are indented by modifying the indent for Index 2. Or you can make all the alphabetic dividers larger, and add space above them, by modifying the Index Heading style.



*Modify the index level style by clicking the Modify button*

To modify an indent, choose Style from the Format menu, choose the style you want to change, and click Modify. Add more indentation by clicking the Modify button again, and then choosing Paragraph from the Format popup. You can play with the amount of indentation in the “Left” box, and preview the effects. Okay your way out of the dialog box when done.

### Separate author indexes

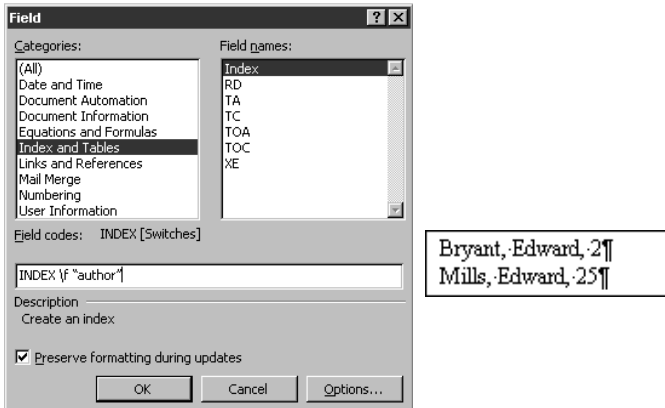
If you need to create more than one index for the same material, it can be done. It relies on using switches, as we looked at earlier for the chapter numbers. In this case, you tag the index entries for the special index with a switch, and then use a special field to pull out just those entries. They will not appear in the main index, and will only appear when you build a separate index for them.

Let's say you want to create an authors cited index. As you index the files, each time you hit an author's name, modify the index entry by adding a \f and "author".

```
{xe."Bryant, Edward".\f"author"}
```

*An author-index entry*

To create the special author index, choose Insert > Field, choose Index and Tables from the categories list, and Index on the right side. Click the Options button, and edit the field to read "INDEX \f "author"". You should get an index that consists solely of the entries you tagged with the "author" switch.



*Insert Field dialog box for author index, and a section of an author index*



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## Using Word's indexing in the publishing process

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### The indexing process

Now that you have seen how the technical steps for indexing in Word, how do you fit indexing and Word's special techniques into your publishing process?

The first step is the same for all indexing projects, Word or not: reading the material for audience, content, approach, scope.

Make a backup copy of all files — Always keep a clean set of files, and create backup copies at appropriate times so you can return to a previous stage if you have to.

Creating your entries — This part can happen in stages, but should go from the beginning to the end of the book in order. You will need to know if you have the “live files” and that no one else is making changes to any copies present on the network or on their machines.

Compiling for the edit — In order to edit the index you will have to compile it into its formatted version. You will need all the files. Print out the compiled index to look at, edit, and work from. All chapters must be read and all entries must be written before starting the editing process.

Editing — Once the material has had entries created, the index is edited for consistency and scope, and the cross reference structure is built. All chapters must be read and all entries must be written before starting the editing process, as this is the time to refine and rewrite each entry to fit into a polished whole. The indexer works through the compiled index alphabetically, and can see how each topic fits into the whole.

Incorporating edits — Then you have two tasks: edits you can make to existing entries (corrections, spelling changes, deleting) and additional new entries you will need to create in the files. You have to go back to the actual page to add new entries or edit existing entries. Do not make the mistake of editing the text of the compiled index. You must edit the entry codes themselves, or the next time you compile, all editing work will be lost.

Recompiling and formatting — You may need to add some italics to special entries, or insert special characters to the final index text.

Proofing — Always have someone else do the proofing, as by the time your index is done, you have seen these entries too many times to catch every error.

Hand off the chapter files and the index file.

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## **Issues in the process**

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This process seems simple enough, but let's take a look at some of the critical areas, and the issues that come into play.

### **When does indexing start?**

One of the first decisions you have to make is when indexing should start. Here are some general rules:

The content needs to be fairly stable, or you will need to have the indexer reevaluate it later against the existing indexing. It needs to have been through most developmental editing, but can be indexed before copyediting happens. The indexer will probably find copyedit problems during work, and should have a contact name for questions should they arise.

If you cannot get the material stable enough to index, figure that it will cost extra time to have the indexer go over the changes later. Add time to your schedule for rework.

The layout of the material needs to be fairly stable, or the indexer will need to reevaluate it again. Moving chunks of material around can break page ranges, so it should be essentially in the final order.

You can get a head start if you finish chapters at a time and send them for indexing. But only up to a point; as all material must have its entries created before the editing stage begins.

## **Documenting the workflow**

Another issue is the workflow. Who needs the files and when do they need them? Make sure you understand what happens at the end of the production process so that you can schedule enough time in the files for indexing. Remember that when index entries are being put into the files, no one else other than the indexer can have access to them. This can mean large chunks of time that others cannot work in the files.

Often production people need the files right at the time indexing needs to happen. The project team should discuss the process together and decide when indexing can happen.

This is a common problem, and the team may feel that there is no right time! This points out a problem area of coding indexes into files — tying up the files for long periods of time!

## **File size and handoffs**

Another issue is the size of the files, and managing the handoff. This is a very complex issue for it is not just file size, but also the onsite/offsite issue.

Whether the indexer is working offsite or onsite, they must have complete access to the files during critical indexing stages, such as entry input or editing. During the first stages of indexing, a chapter at a time will be worked on, so that other people could be working in other chapter files at the same time, and file trade-offs can be worked out between the team. But as the editing stage begins, the indexer must have sole access to the files for the entire stage, as index edits happen in all the files in a very scattered fashion

If the indexer is offsite, during that stage the project team will not be able to do any work in the files until they are returned. Make sure everyone involved understands that impact.

Arrangements for transporting the files offsite could get complex, especially if they are big files with embedded graphics. Will email bog down? Would an FTP site help? Or a zip drive?

## **Equipment needs**

Equipment setup for indexing in Word is an important issue. The indexer must have the same version of Word, the same fonts, perhaps the same font display utilities (such as Adobe Type Manager), the same printer drivers, and even other special tweaks to ensure the files work the same as they do for the production team.

Here's an example of how critical equipment can be: in one project the page breaks changed in the piece's files, even though the same production fonts and same printer driver were installed on the machine that the indexer was using. The index was compiled on a different machine than the production machine, the one that sent the files to the print shop. Word repaginated the files anyway, even with the machine setup being exactly the same, and the page breaks were different enough to throw off the index when it was compared to the version of the book that went to the print shop. Compile on the same machine that sends the files to the print shop!

## **Changing and re-editing indexed material**

If you are going to be editing the files after indexing, you need to be aware that some edits can affect the index's content and its coding as well. These things can affect the index:

- Changes in page breaks
- Deleting text
- Adding text
- Adding important graphics
- File corruption
- Entry field corruption or deletion
- Changing bookmarks

If any of these things happen, the indexer should be notified, and should look at the files to see if the index now has problems. Keeping a change tracking system helps identify what happened.

If the files are reworked constantly while the indexer is working, make time for each change to be evaluated.

## Translation issues

If your book is going to be translated into another language, it adds another issue to the list.

The translators will translate the contents of each index marker as they work. The translators also need to translate each paragraph. Be careful of where the index markers are placed. Put them all at the beginning of paragraphs or at the very end, so that the translator can swipe through the entire paragraph and replace it, leaving the index tags in place. Make sure the translator knows about the entries and how they work so that they can translate them without corrupting them.

```
A thousand years later hunters called Folsom, {%x} "Folsom culture" {%} for an archeological site in
northeastern New Mexico, tracked the now-extinct Bison antiquus on the plains of Colorado. One
of their hunting camps was located near modern-day Fort Collins, Colorado. {%x} "Fort Collins
(Co.)" {%} Pikes Peak would have been an important navigational landmark for these nomadic hunters
as they traveled along the mountains in search of game. {%}
```

*It would be hard to work around these index markers if you were translating, or if you were rewriting the book. Read on!*

## Updating older pieces for republication

What happens with the next edition? If this is a one-time only piece, you have not much to worry about. But if you are working with a constantly-revised piece, or a heavily-rewritten piece, you will be making changes that can affect the indexing. All writers should be trained to work around the codes, and to flag changes that affect the indexing so it can be evaluated. If you know the book will be rewritten, you may want to place your markers at the beginnings of paragraphs, just as if you were translating. And teach all writers or editors working with the files to work with the index entries showing, so that none are accidentally deleted, corrupted, or copied and moved to another place in the text by mistake. Sometimes they should be copied; sometimes they shouldn't.

If you are rewriting heavily, updating the indexing will be time-consuming: it's often easier to start from scratch.

## Converting to other formats

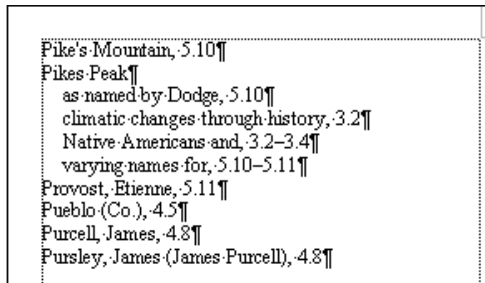
If you are going to be converting your files to an online format, importing them into a desktop publishing program, or creating HTML or PDF files, take some time to consider the impact on the index. Plan ahead, as indexing in other formats is different!

For online files, make sure you are not using 3<sup>rd</sup> level subentries if you want to do this, as online is mostly 2 levels deep. You will probably lose your cross referencing as well — experiment and check.

A single source tool allows you to make both print and online files from the same set of Word files. In ones such as Doc2Help, the tool is creating both online and print indexes.

If you are asked to single source or convert files, you must not only figure out how to embed indexing in Word, but also figure out what the associated conversion will do to the indexing. Test files with each kind of item, regular entries, entries with subheads, entries with multiple page numbers, oddly-sorted entries, cross references, and page-ranged entries.

Also consider main heads with subentries.



```
Pike's Mountain, 5.10¶
Pikes Peak¶
  as named by Dodge, 5.10¶
  climatic changes through history, 3.2¶
  Native Americans and, 3.2-3.4¶
  varying names for, 5.10-5.11¶
Provost, Etienne, 5.11¶
Pueblo (Co.), 4.5¶
Purcell, James, 4.8¶
Pursley, James (James Purcell), 4.8¶
```

*What happens to main heads like "Pikes Peak," ones with no page numbers?*

In print, "Pikes Peak" by itself doesn't have to lead anywhere at all. It can sit and be a collection point for the subentries. However, depending on which online system you are using, however, that same entry may need to have a locator assigned to it. Some systems will strip it out if it isn't linked to an online topic. Test your proposed online system with these kinds of entries and see what you get after conversion.

If you import the files into desktop publishing software, some programs know enough to bring the entries in. But you will probably lose all page range and cross reference information when you do. Test and see what you lose, and how you can work around it.

You will need to experiment with how conversion treats the index. Work with this from the start, so that you can make sure the index is designed to work well in the other format and in print. Do this at the beginning before indexing begins so that the index style needed for both formats is known.

Importing Word files with indexing in them into PageMaker means losing your page ranges and all your cross-references. If your cross-references do come in, they come in oddly and need to be fixed.

One great trick from Cynthia Peterson of the Visio Corporation: if you are importing Word files into Frame, put your Word entries at the end of the paragraphs, and put a space between each one. This allows them to not mush up on top of each other once they are in Frame, and makes them easy to see.

With Frame, your *See* and *See also* references in your Word file will import very weirdly. Here's what Frame does with *See* and *See also*'s.

In Word, the XE fields look like:

```
{xe "Bayou Salado" \t "See South Park"}
{xe "Native Americans" \t "See also names of specific tribes"}
```

When imported into Frame, these entries wind up as:

```
Bayou SaladoSee South Park
Native AmericansSee also names of specific tribes
```

They lose that space before the *See*...

What they need to look like in Frame is:

```
<nopage>Bayou Salado. <Emphasis>See <Default Para
Font>South Park
<nopage>Native Americans:<Emphasis>See also <Default
Para Font>names of specific tribes
```

Note in the *See* reference, a period needs to be added, and in the *See also*, a colon needs to be added, and the spacing needs to be fixed. A good macro writer could work up a macro to fix these easily.

So you can see importing indexed Word files into DTP software is not straightforward. Test what you are planning to do with samples before indexing.

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## **Alternate processes you can use**

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### **The first alternate process**

Here's a viable alternative you can consider to reduce time spent in the files. What if you were to write the index in standalone indexing software first, then embed it? Using this method, we reap the benefits of using indexing software for what it is good for, and using Word for what it is good for. The main advantage is that you do not need to tie up the live files until the very end of the process.

Here is an overview of the steps in this alternate process.

- Reading material
- Creating entries in standalone indexing software
- Editing entries
- Copying to embed codes in Word files
- Compiling for review
- Reviewing
- Incorporating review edits
- Handling revised materials
- Recompiling and formatting
- Proofing
- Handoff

### **Line numbering and standalone indexing**

The first step is to print out the material with line numbers or paragraph numbers, or hand-number the printouts paragraph by paragraph. Then index in your standalone indexing software or in a spreadsheet using the numbers instead of page locators.



Line numbering can be turned on by choosing Edit > Select all, then choosing File> Page Setup, the Layout tab, and clicking the Line Numbers box.

But remember, line numbers change if you add or delete text! This is only a temporary solution. Printing out the files with the line numbers is the easiest way to work, and it gives you a referral should the files change before putting the indexing in. Paragraph numbering is a much better approach, and doing it by hand does not take very long.

You can use a spreadsheet or an indexing product like Cindex to develop your index. Keep your entries one per record, to make it easy to sort by number later on. Put them in with the codes ready to be pasted in — "main entry:subentry." In the next column, put in the number.

Make notes about where you need to insert bookmarks, and what to call each of them. Develop the index, edit it, and when satisfied with the content, sort it in number order, and go back and embed the codes.

The live files are only needed for the end of the process, freeing them for copyediting and finetuning while indexing the content is happening.

Lucky indexers may be able to find Word macro writers who can automate part of this process for them, and make it simpler to put the entries back in.

### **The second alternate process — going to print with a standalone index**

If you want to, it is possible to use the index you develop in this alternate process to go to press, without embedding any codes in the Word files at all. This frees you to have an index in the book, but not worry about codes in the files until later, after you have met your press date.

Put in hard page breaks in your files, and create your final page numbers. You will then have to be very careful not to roll the pages, or inform the indexer if you do make changes.

Then using an outside indexing product like Cindex, create the index using the page numbers, and compile it into an RTF file. Attach the RTF to your book as the index, and send it to press.

After meeting your press date, go ahead and sort the index into page number order, and embed the codes. Check the compiled index to make sure it matches.

### **Concordance builders**

A note on a serious omission in this tutorial: a lot of people are interested in automating the indexing task, but the concordance-building tools or index-generating tools just are not there yet if you want a good index.

With these tools there are a range of options. Some of them go through the text, compare it to a list of stopwords such as "the" and "an," and index the rest. You get a very poor index that takes more effort to edit down to usability than to just index it the usual way.

With the higher-level tools you can spend hours fine-tuning the stop lists and non-indexable passages to try and get better quality results, but essentially, great indexes will not be the result. The best indexes still require a brain reading and thinking about the passages, deciding what is important, and inputting the data.

If you are into quality indexes, concordance builders are not the answer.

As an example, one piece that I indexed had eight pages in a chapter talking about telecom companies. On the ninth page of the chapter, the author stopped calling them "telecom companies" and started referring to them as "vendors." Only a brain would realize these are synonyms. A concordance builder would not, and would only pick up the first 8 pages for the "telecom" entries, leaving the reader in ignorance that more material was available in the book. Similarly, in the "v" section of the index, only the ninth page on would appear, again leaving the reader with scattered information.

### Word's concordance tool

That said, if you would like to experiment with Word's AutoMark feature, which is somewhat like a concordance builder, here are the steps.

One way is supposedly to use the Mark All button in the Mark Index Entry dialog box. But this does not seem to work very well, so don't bother with it.

In the second method, you must build a concordance file, a file that lists all the terms for AutoMark to search for, and the corresponding index entries that should be placed when a term is found.

Create a new blank document. In it, create a blank two column table by clicking the Table tool, and dragging the right number of columns.

In the first column, type in the text you want Word to search for. When it finds this text, it will place an index entry by it containing the text you put into the second column. In the second column, type the main and subentry, but without any field codes.

Pikes Peak☺	Pikes Peak☺
Native American☺	Native Americans☺
map☺	Maps☺
Clovis☺	Clovis culture☺

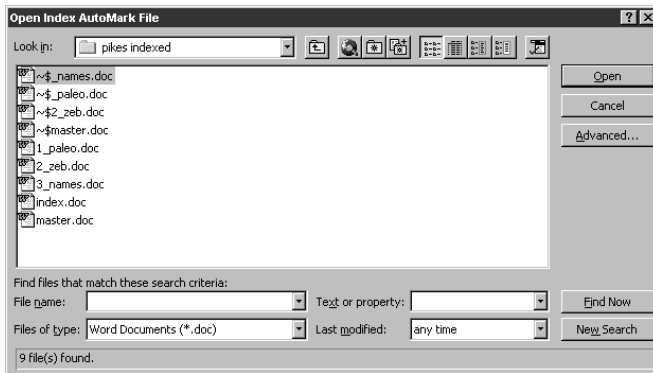
*Concordance file for AutoMarking*

If you want Word to find all variations of a word, such as remove, removing, removal, you must list those separately.

Save the file.

Open the file you want to AutoMark.

Go to the end of the document, and choose Insert > Index and Tables, and click the AutoMark box. Choose your concordance file, and click OK.



*Specifying the AutoMark file to use.*

Index entries will now appear in your file.

The historical prominence of Pikes Peak<sup>1</sup> derives from the fact that it is the easternmost high peak of the Front Range of the Rocky Mountains. Standing alone, it towers 8,000 feet above the prairie between the South Platte and Arkansas Rivers, the two natural pathways across the Great Plains. Paleo-Indians, as archeologists call them, were the first humans to see Pikes Peak. Descendants of the people that crossed the Bering Land Bridge at the end of the last Ice Age, they are also known as the Clovis<sup>2</sup> culture for their distinctive spear points first found near Clovis, New Mexico. One important Clovis archeological site is located near modern-day Littleton, Colorado. Artifacts indicate that Paleo-Indians hunted mammoths here almost 12,000 years ago. A Clovis point found near timberline in Rocky Mountain National Park reveals that these hunters also traveled deep into the mountains. The topography of Pikes Peak looked the same to the Clovis people as it does today. The climate, however, was much cooler and wetter. Treeline was at 9500 feet, two thousand feet lower than today. Some of the vegetation found on the plains would be seen today only in the

Then generate your index and see what you get.

Clovis culture, 1¶
Maps, 4, 5, 6¶
Native Americans, 1, 2¶
Pikes Peak, 1, 4, 5, 6, 7¶

These results only reflect an 8-page file, so they are not out of control. But a 100-page book on Pikes Peak would lead to a large number of undifferentiated page numbers, not of much use to a reader. It takes so much time to build a decent concordance file, one that will catch all the important topics, that it really might be easier to just index the files.

### **New products that may help**

Currently, several vendors are working on add-on tools to help indexers who need to work in Word. By the time this tutorial is released, you may have more choices. Until the products are actually out the door, however, we cannot really address how they will work and whether they will fill your needs. This tutorial will be updated as more information becomes available.

## **Scheduling**

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### **Scheduling issues**

So how much time should you allow for a typical project in Word? This can be a hard question to answer, as technical problems can slow one project down while another flies through with no stop-pages.

On the Wright Information web site is an Excel spreadsheet that will help you figure out how much time to estimate for indexing. On the worksheet are formulas for plain Word-based indexing.

## Exercise: scheduling

Download the spreadsheet Formula.xls from the web site (<http://www.wrightinformation.com/Formulas.xls>). Let's look at how you can use the first sheet to figure out the amount of time to allow for indexing. Make a copy of the spreadsheet before experimenting.

Each step in the indexing process has been given an estimated percentage of the time it takes up in the process, and for those who need to streamline the process, required steps are marked with \*\*.

Standard method for embedding indexing in Word			
<i>(Replace "300" with your number of pages below)</i>			
	300 pages	0.08 time formula	
Creating entries	0.26 %	6.24 ** days	
Editing entries	0.15 %	3.60 ** days	
Compiling for review	0.06 %	1.44 ** days	
Review	0.08 %	1.92 days	
Incorporate edits	0.12 %	2.88 days	
Handling revised materials	0.15 %	3.60 days	
Compile for final	0.05 %	1.20 days	
Proofing	0.05 %	1.20 ** days	
Final review and corrections	0.08 %	1.92 ** days	
	Total	1.00 %	24.00 Total days
** = required stages			20.16 Indexing days
			14.40 Required stages only

*Formula spreadsheet: these are 8-hour days*

Enter the number of pages for your piece in the marked box. For example, try entering 450.

Automatically, the number of days needed for each step is calculated, as well as the number of days needed for the indexer.

You can simplify the process on a copy of the spreadsheet if you like — go ahead and experiment!

## **Tradeoffs**

If you do not have enough time in your schedule for indexing, what can you do?

Some effective techniques are:

Deliver material in chunks

Cut back on review stages

Start earlier and rework index

Some ineffective techniques are:

Reduce depth

Write fewer entries

Reduce cross-references

Use multiple indexers

## **Conclusion**

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We hope you have gotten a lot out of this tutorial. We have tried to cover most of the issues and techniques needed for Microsoft Word indexing. A list of basic indexing resources is included in the Appendix for you.

May your indexes always compile!

# Appendix

Here are some resources on basic indexing techniques.

American Society of Indexers Web site: <http://www.asindexing.org>

Bonura, Larry. *The Art of Indexing*. New York: John Wiley & Sons, 1994

Index-L listserv. Instructions for subscribing are at:  
<http://www.asindexing.org/discgrps.htm#indexl>

IndexStudents listserv: Instructions for subscribing are at:  
<http://www.onelist.com/subscribe.cgi/indexstudents>

Lathrop, Lori. *Basic Indexing Techniques*.  
<http://www.bwa.org/articles/ref9.htm>

Mulvany, Nancy C. *Indexing Books*. Chicago: The University of Chicago Press, 1994

Philadelphia ASI chapter's web site listing of articles and links.  
Look on the main page for the link to their index of articles: [http://www8.bcity.com/phila\\_asi/](http://www8.bcity.com/phila_asi/)

Society for Technical Communication's Indexing SIG Web site:  
<http://stc.org/pics/indexing/>

USDA Graduate School Correspondence Study Program courses in  
*Basic Indexing* and *Advanced Indexing*: 202-720-7123

Wellisch, Hans. *Indexing from A to Z*. New York: H.W. Wilson.  
2nd. edition, 1996