

HOW TO CREATE AND UPDATE AN INDEX FOR BOOK

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WHAT IS INDEX?

- An index is essentially **a roadmap to the book, listing names, places, and things in alphabetical order and giving the page numbers associated with each topic.**
- For nonfiction books, packed with valuable information, a well-made index can help quickly direct the reader to the information they're trying to find.

EXAMPLE OF VERBS AND NOUNS INDEX

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EXAMPLE OF PROPER NOUN INDEX

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EXAMPLE OF
PROPER
NOUN
INDEX AND
THEIR
ACTIONS/
VERBS

INDEX.

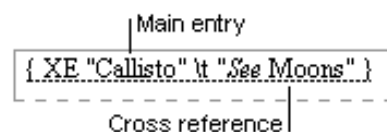
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Create and update an index

Word for Microsoft 365, Word 2021, Word 2019, Word 2016, Word 2013, Word 2010, [More...](#)

An index lists the terms and topics that are discussed in a document, along with the pages that they appear on. To create an index, you mark the index entries by providing the name of the main entry and the cross-reference in your document, and then you build the index.

You can create an index entry for an individual word, phrase, or symbol, for a topic that spans a range of pages, or that refers to another entry, such as "Transportation. *See Bicycles.*" When you select text and mark it as an index entry, Word adds a special XE (Index Entry) field that includes the marked main entry and any cross-reference information that you choose to include.

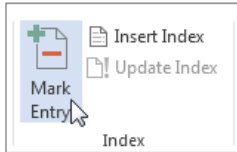


After you mark all the index entries, you choose an index design and build the finished index. Word collects the index entries, sorts them alphabetically, references their page numbers, finds and removes duplicate entries from the same page, and displays the index in the document.

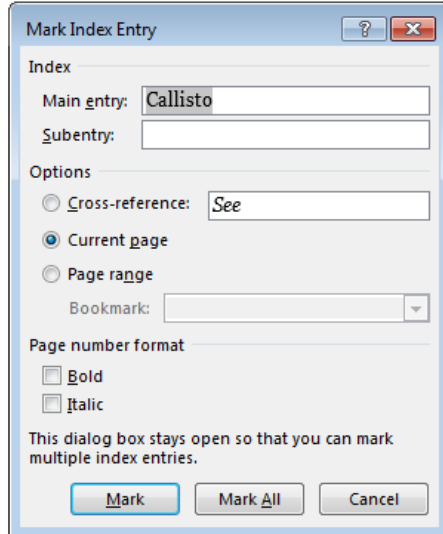
Mark the entries

These steps show you how to mark words or phrases for your index, but you can also Mark index entries for text that spans a range of pages.

1. Select the text you'd like to use as an index entry, or just click where you want to insert the entry.
2. On the **References** tab, in the **Index** group, click **Mark Entry**.

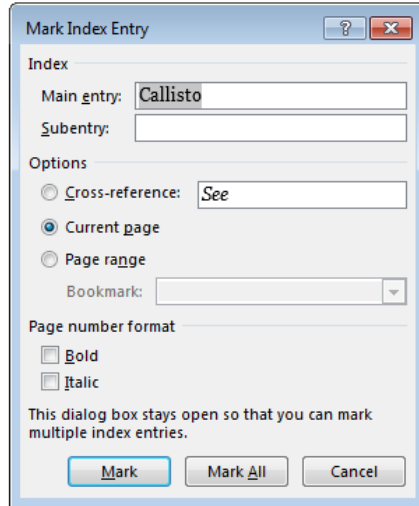


3. You can edit the text in the **Mark Index Entry** dialog box.



First Step:
Mark the
Entries

3. You can edit the text in the **Mark Index Entry** dialog box.



- You can add a second-level in the **Subentry** box. If you need a third level, follow the subentry text with a colon.

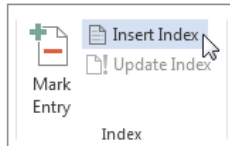
 - To create a cross-reference to another entry, click **Cross-reference** under **Options**, and then type the text for the other entry in the box.

 - To format the page numbers that will appear in the index, select the **Bold** check box or **Italic** check box below **Page number format**.
4. Click **Mark** to mark the index entry. To mark this text everywhere it shows up in the document, click **Mark All**.
5. To mark additional index entries, select the text, click in the **Mark Index Entry** dialog box, and then repeat steps 3 and 4.

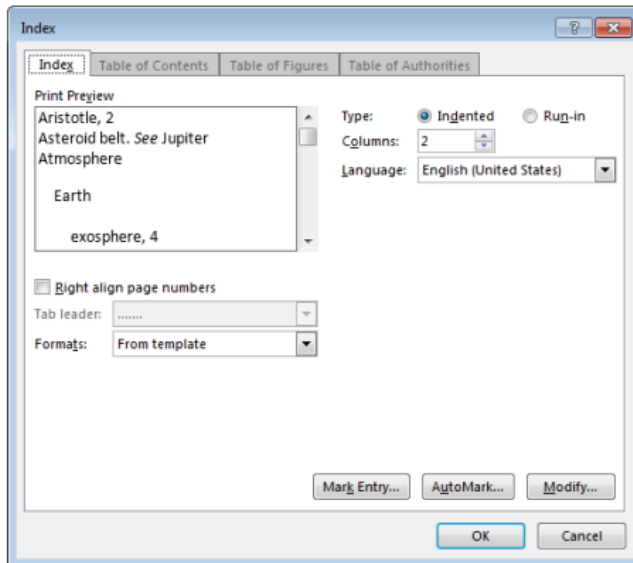
Create the index

After you mark the entries, you're ready to insert the index into your document.

1. Click where you want to add the index.
2. On the **References** tab, in the **Index** group, click **Insert Index**.



3. In the **Index** dialog box, you can choose the format for text entries, page numbers, tabs, and leader characters.




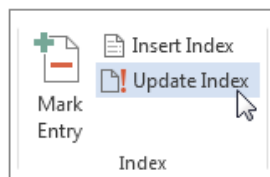
Second Step:
Create the
Index

4. You can change the overall look of the index by choosing from the **Formats** dropdown menu. A preview is displayed in the window to the top left.
5. Click **OK**.

Edit or format an index entry and update the index

If you mark more entries after creating your index, you'll need to update the index to see them.

1. If you don't see the XE fields, click **Show/Hide**  in the **Paragraph** group on the **Home** tab.
2. Find the XE field for the entry that you want to change, for example, { XE "Callisto" \t "See Moons" }.
3. To edit or format an index entry, change the text inside the quotation marks.
4. To update the index, click the index, and then press F9. Or click **Update Index** in the **Index** group on the **References** tab.



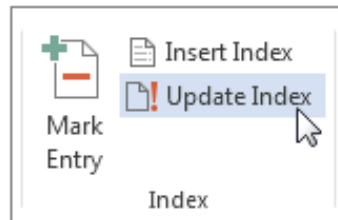
If you find an error in the index, locate the index entry that you want to change, make the change, and then update the index.

Delete an index entry and update the index

1. Select the entire index entry field, including the braces ({}), and then press DELETE.

If you don't see the XE fields, click **Show/Hide**  in the **Paragraph** group on the **Home** tab.

2. To update the index, click the index, and then press F9. Or click **Update Index** in the **Index** group on the **References** tab.



INDEX WORDS

- Abd. Shukor Shaari,
- Abu Daud Silong
- Kamarul Azmi Jasmi & Ab. Halim Tamuri.
- Nurhasni Zainal Abidin, Mohd Razaai Ayudin.
- Omar Abdul Kareem & Khuan Wai Bing
- Robiah Sidin,
- Rosnani Hashim.
- Shiqah Binti Jantan.
- Wahibah Twahir @ H.Tahir.
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