

## HOW TO CREATE AN INDEX

An index is an alphabetical list of names, subjects, etc., with references to the places where they occur, typically found at the end of a book. If you are writing a non-fiction book, you often have to pay extra to have an index created for you, but this tutorial will show you how to create one yourself.

**Look at other books** similar to your own to see how they setup and include in their index. This will give you an idea on what it should look like at the end.

**Know what words you want included in your index.** If you're writing about Plot Development, you might include Freytag's Pyramid. You would include Freytag's Pyramid in your index so readers can look up the word on all pages within your document.

Third step takes action by the following steps;

1. Open your manuscript.
2. Find the word you wish to include in your index.
3. Click Alt+Shift+X to open the Mark Index Entry Window. (see figure 1A).
4. Go to the end of your document, where you wish to put your index. Type INDEX.
5. Now to go INSERT>REFERENCE>INDEX AND TABLES. (Older versions of Word provide a button under REFERENCES tab called INSERT INDEX).
6. Check off 'right align edges' for a cleaner looking index.
7. Select under Format the CLASSIC setting.
8. Click OK
9. Go to your index, right click to see it highlight grey. Click 'update field'.

*Do not change anything in the Index, otherwise, you can screw up the coding.*

