



Introduction To Indexes

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What This Tutorial Does

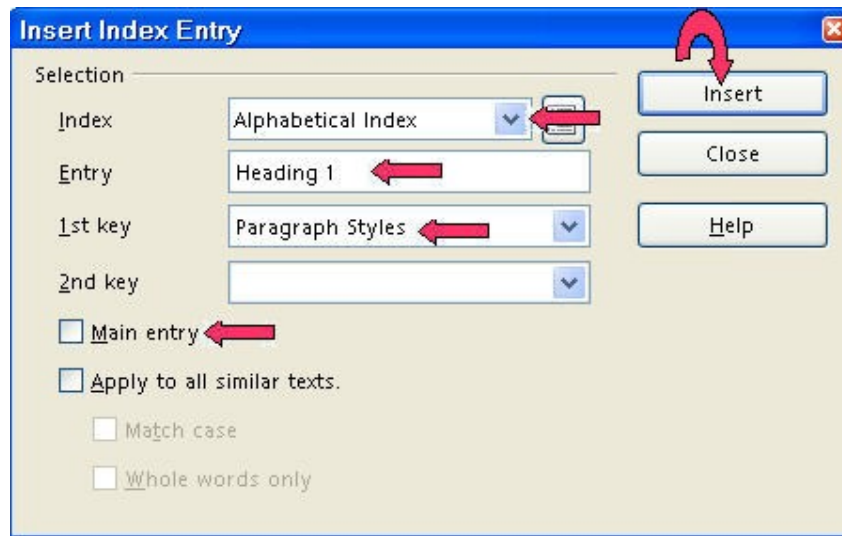
This tutorial explains how to select the words that will appear in an Alphabetical Index, create an Alphabetical Index that has the selected words, and how to change words in an Alphabetical index.

A Table of Contents will also be created.

You will need to download the **Sample Document** listed on the same line with this tutorial to do these exercises.

Select Index Entries In the “Sample Document”

1. In the **Sample Document**, highlight the words, **Paragraph Styles**. (The words are at the top of the first section. To highlight **Paragraph Styles**, click just before the P and keep holding the mouse button down as you move the cursor over the words “Paragraph Styles” then release the mouse button.)
2. Click **Insert > Indexes and tables > Entry**. (The “Insert Index Entry” window appears.)



3. In the **Index** pull-down menu, select **Alphabetical Index**, if it is not already selected. Click on the words **Main Entry**. (The highlighted words, "Paragraph Styles", appear in the "Entry" box. A check mark appears before the words, "Main Entry".)
4. Click the **Insert** button. (There is no indication that anything happened.)
5. Highlight the words, **Heading 1**. Click in the **Entry** box. ("Heading 1" appears in the "Entry" box.)
6. In the "1st key" box, type the words, **Paragraph Styles**.
7. Click the **Insert** button. (There is no indication that anything happened.)
8. Highlight the words, **Heading 2**. Click in the **Entry** box. ("Heading 2" appears in the "Entry" box.)
9. Click the **Insert** button. (There is no indication that anything happened.)
10. Highlight the words, **Heading 3**. Click in the **Entry** box. ("Heading 3" appears in the "Entry" box.)
11. Click the **Insert** button. (There is no indication that anything happened.)
12. Highlight the words, **Modify and Apply**. Click in the **Entry** box. ("Modify and Apply" appear in the "Entry" box.)
13. In the **2nd Key** box, type **Heading 1**.
14. Click the **Insert** button. (There is no indication that anything happened.)
15. In the **2nd Key** box, type **Heading 2**.
16. Click the **Insert** button. (There is no indication that anything happened.)
17. In the **2nd Key** box, type **Heading 3**.
18. Click the **Insert** button. (There is no indication that anything happened.)
19. Click **Close**. (The "Insert Index Entry" window closes.)

Field Shadings In The “Sample Document”

In a document, the entries that have been selected can be seen or not seen.

1. In the **Sample Document**, click **View > Field Shadings**. (You will see the highlighted entries that were selected in "Sample Document".)
2. Click **View > Field Shadings** again. (The entries will no longer be highlighted.)

Create A Table Of Contents In The “Sample Document”

1. In the **Sample Document**, click after the last word in the title of the document, just after the words, **Working With Paragraph Styles**. (The flashing cursor (|) appears just after the word, "Styles".)
2. Click **Insert > Indexes & Tables > Indexes & Tables**. (The “Insert Index/Table” window appears.)
3. Select the **Index/Table** tab, if it is not already selected. In the “Type” dialog box , select **Table Of Contents**, if it is not already selected. Uncheck **Protected against manual changes**. Click **OK**. (The "Table of Contents" appears.)

Create An Alphabetical Index In The “Sample Document”

1. Scroll to the end of the **Sample Document**. Click **Insert > Indexes & Tables > Indexes & Tables**. (The “Insert Index/Table” window appears.)
2. Select the **Index/Table** tab, if it is not already selected. In the **Type** dialog box , select **Alphabetical Index**, if it is not already selected. Uncheck **Protected against manual changes**.
3. If there is a check mark before **Combine identical entries with p or pp**, click on the words to remove the check mark. Click **OK**.

Update An Index

New entries to the index will not be seen in the index until the index is updated.

1. Click in the index then right-click.
2. Click **Update index\Table**.

Delete An Index

An Index can be deleted so that it does not appear in the document. It does not delete the entries that have been selected. A new index can be made by the "Insert Indexes and Tables" command.

1. Click in the index then right-click.
2. Click **Delete Index/Table**.

Note

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