

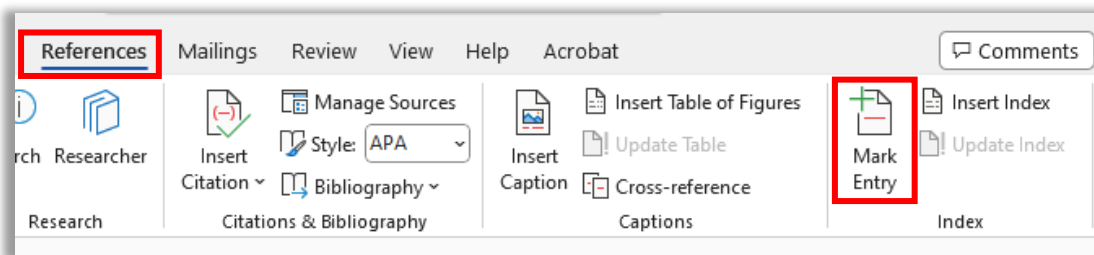


# How to Index in Word

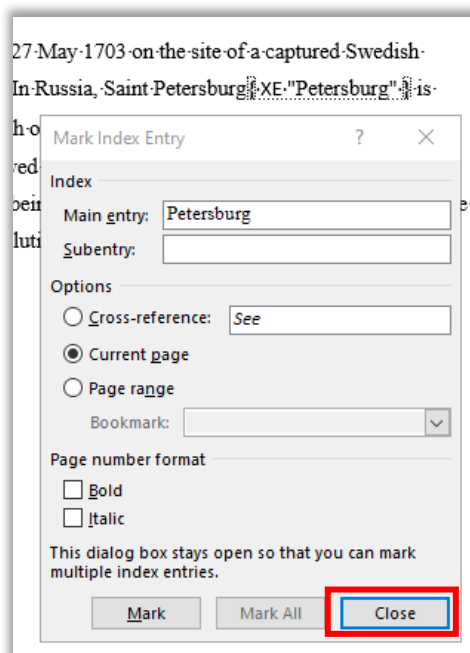
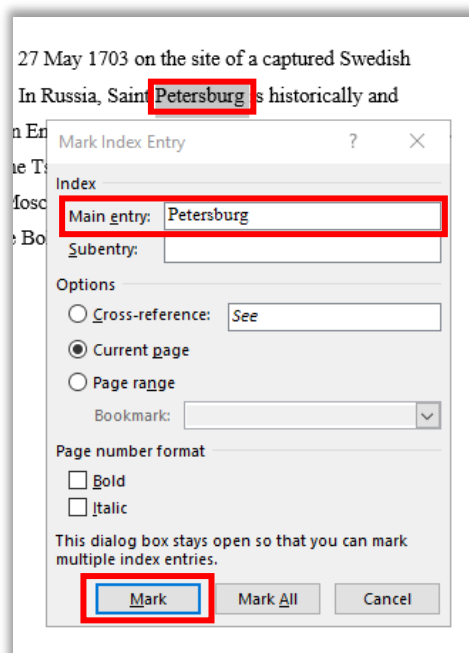
Including an index in your manuscript can be beneficial for authors, especially those who are publishing non-fiction and cookbook.

Indexes, however, be an expensive endeavour if you outsource. If our team puts your index list together from scratch, there is the potential for human error. Green Hill will also charge an hourly fee to compile the index, which can get expensive for you. Instead, if you follow these simple steps, you can generate your own index list, making it cost effective and improve accuracy.

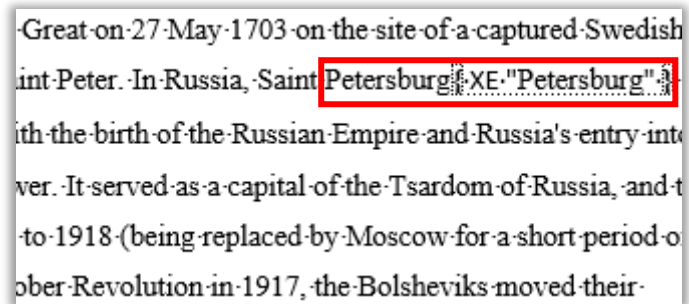
1. Select the word within the manuscript that you wish to be indexed. In this example, we use the word *Petersburg*.
2. Go to the **References** tab and click the **Mark Entry** button. See image below for guidance.



3. Ensure that the box labelled Main Entry contains only the word that you wish to index, then click **Mark** and **Close** the tab. See image below for guidance.



4. A code will appear in your text after the word you've marked. See the image below for a visual reference. This code will not stay in your manuscript when it is laid out in our design software, but will stay visible in Word.



The image shows a screenshot of a Microsoft Word document. The text is in a serif font and appears to be a historical or geographical description. A red rectangular box highlights a specific part of the text: "Petersburg". To the right of the word "Petersburg" is a cross-reference field code, which is a small icon of a document with a magnifying glass, followed by the text "XE \"Petersburg\"". The rest of the text is faded and partially obscured by the box.

Great on 27 May 1703 on the site of a captured Swedish  
Saint Peter. In Russia, Saint Petersburg XE "Petersburg"  
with the birth of the Russian Empire and Russia's entry into  
ver. It served as a capital of the Tsardom of Russia, and t  
to 1918 (being replaced by Moscow for a short period o  
ober Revolution in 1917, the Bolsheviks moved their