

Generating an Index in Word with XE Codes

It is possible to mark index terms by means of codes in your manuscript file, on the basis of which an index can be generated automatically. This document will guide you through the process of adding these so-called XE-codes.

How to Compile an Index

For general instructions, please read the document 'Indexing'.

What Are XE Codes?

XE codes are fields that you can insert in a document to tag a word or phrase. These codes will be used later to generate the index. If, for example, you add such a code to the word 'temple', then temple will appear in the index, followed by the number of the page on which the tagged word appears. If you choose to tag all occurrences of 'temple', it will show the word in the index once, followed by all the page numbers. By importing the codes into the typesetting program, manuscript page numbers are replaced by proof page numbers, which are automatically adjusted when tagged terms run over to another page. You can tag words or phrases as main entries, but also as subentries (up to three levels of subentries are possible).

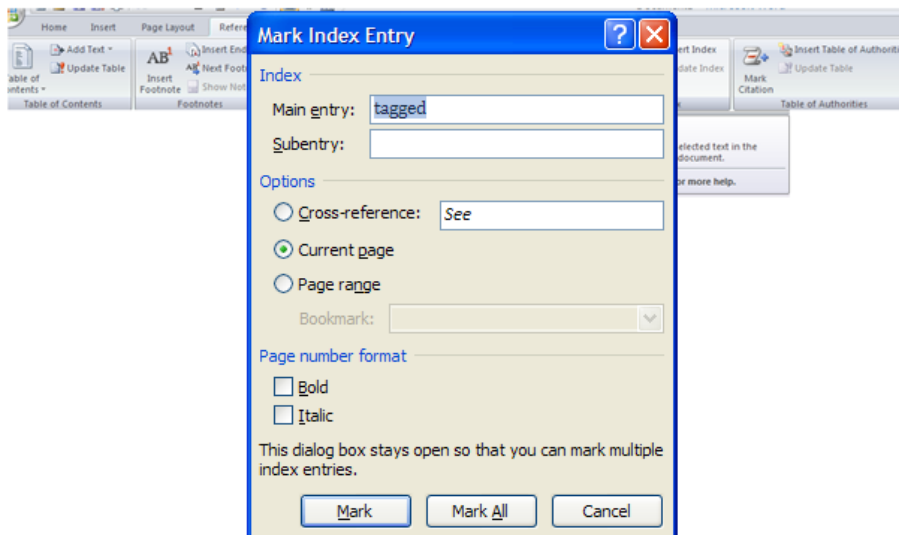
How to Insert XE Codes?

Marking Words or Phrases

Select the word or phrase that you want tagged, then go to 'References > Mark Entry' (Windows) or 'Insert > Index and Tables... > Mark Entry' (Mac and older Windows).

3. How to insert XE codes?

i. Select the word or phrase that you want to be tagged, go to References > Mark Entry

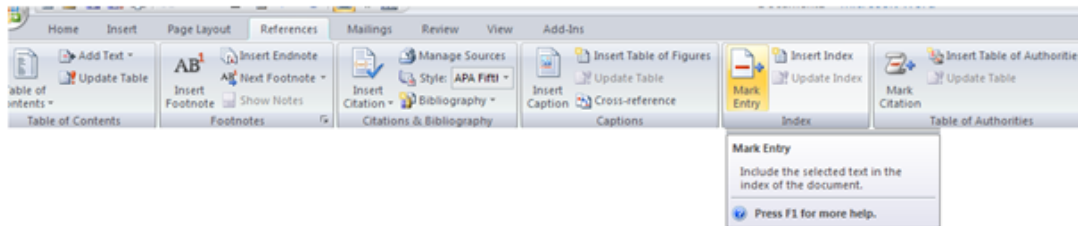


Choosing Index Entry Terms

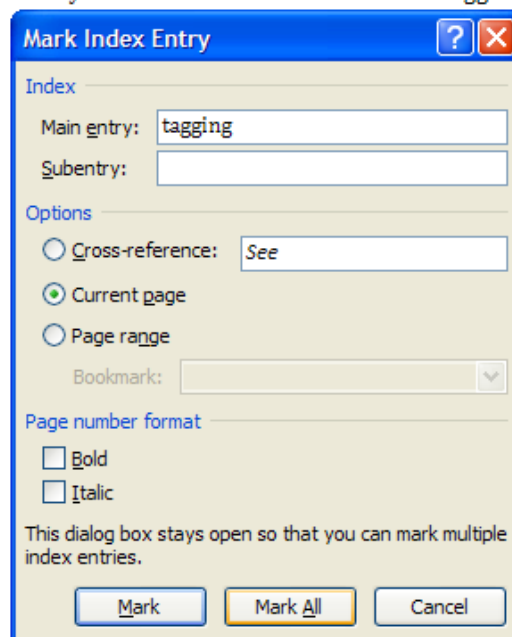
Choose which term you would like to appear as main entry in the index, for instance 'tagging' instead of 'tagged', and select 'Mark', or 'Mark All' if you want to mark all instances of 'tagged' in the text.

3. How to insert XE codes?

i. Select the word or phrase that you want to be tagged, go to References > Mark Entry




ii. Choose what term you want to appear as entry in the index, in this case tagging instead of tagged, and select 'mark', or 'mark all' if you want to mark all instances of 'tagged' in the text.



Marking Related Words

Repeat the process for related words such as 'tag', 'tagging' etc., and make sure to enter 'tagging' as main entry.

If you show the hidden text (using the  button) you will see that fields have been added with the format { XE "tagging" }.

It is possible to insert special codes into your manuscript, before the proofreading stage, on the basis of which an index can be generated automatically. This document will guide you through this process. Please note that this is as time-consuming as making the index manually on the basis of the first proof – it just shifts the work to a different stage in the process.

1. How to compile and index

For general instructions, please check the document 'Indexing'.

2. What are XE codes?


XE codes are fields that you can insert in a document to tag a word or phrase. These codes are used later to generate the index. If you add such a code to, for example, the word 'temple', then temple will appear in the index, followed by the number of the page on which the tagged word appears. If you choose to tag all occurrences of 'temple', it will show the word once in the index, followed by all page numbers. You can tag words or phrases as main entries, but also as subentries.

3. How to insert XE codes?

i. Select the word or phrase that you want to be tagged, go to References > Mark Entry

ii. Choose what term you want to appear as entry in the index, in this case tagging instead of tagged, and select 'mark', or 'mark all' if you want to mark all instances of tagged in the text.

iii. Repeat the process for related words such as 'tag', 'tagging' etc., and make sure to enter 'tagging' as main entry.

If you show the hidden text (using the  button) you will see that XE fields have been added.

.....Page Break.....

Marking Subentries

If you want to add a subentry to 'tagging', for example 'words', you select the term in your document, choose 'Mark Entry' again and fill in 'tagging' in the Main entry field and type 'words' in the Subentry field. This will add fields in the format { XE "tagging:words" }. Proceed as with main entries.

2. What are XE codes?

XE codes are fields that you can insert in a document to tag a word or phrase. These codes are used later to generate the index. If you add such a code to, for example, the word 'temple', then temple will appear in the index, followed by the number of the page on which the tagged word appears. If you choose to tag all occurrences of 'temple', it will show the word once in the index, followed by all page numbers. You can tag words or phrases as main entries, but also as subentries.

3. How to insert XE codes?

i. Select the word or phrase that you want to be tagged, go to References > Mark Entry

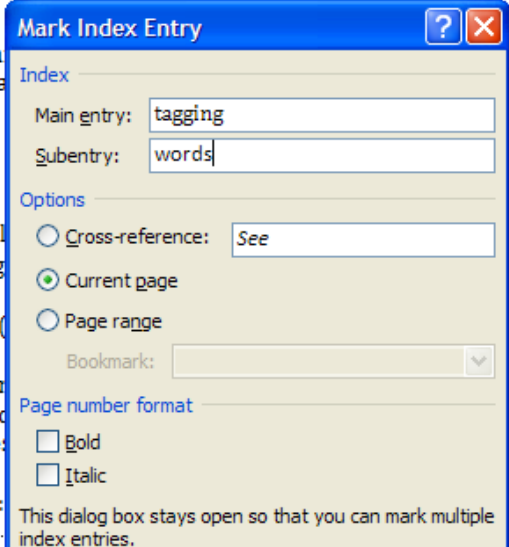
ii. Choose what term you want to tag, and select 'main entry' in the text.

iii. Repeat the process for related terms and make sure to enter 'tagging' in the Subentry field.

If you show the hidden text (Ctrl+Shift+F8), you will see the XE code that has been added.

iv. If you want to add a subentry, choose 'Mark Entry' again and fill in the Main entry and Subentry fields. Proceed as with main entries.

The result will look like this:



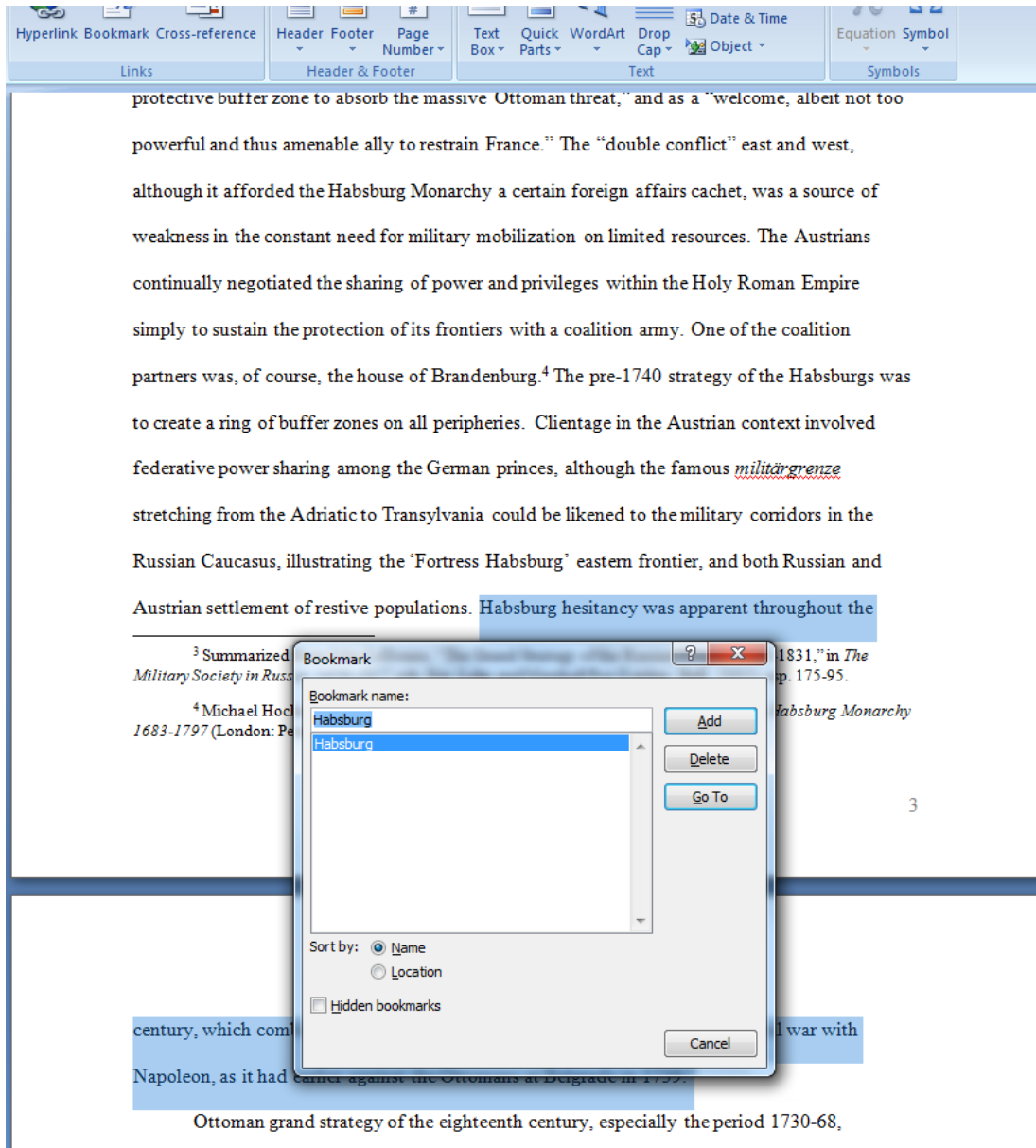
This dialog box stays open so that you can mark multiple index entries.

You can add up to three levels of subentries by selecting the relevant subentries, choosing 'Mark Entry' and filling in the Main entry and Subentry (first level) and consequently adjusting the code manually in the following way: { XE "tagging:words:highlighted:yellow" }

Marking Page Ranges

If you want the entry (or subentry) to show a page range (i.e., the entry starts on one page and continues on the next), you need to bookmark the whole section the entry refers to. You thereto

select the section and go to 'Insert' > 'Bookmark'. Give the bookmark a name (one word only) and click on 'Add'. Then go back to the actual entry, mark it as described above and click on 'Page range' and select the bookmark name from the drop-down list.

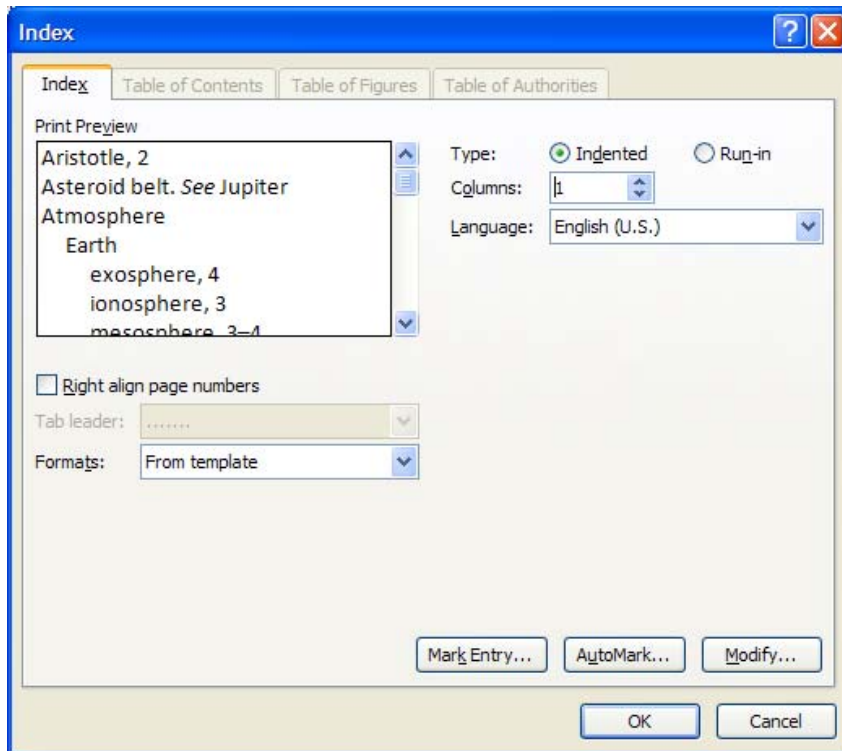


Adding Cross-references

To add a cross-reference in the index, type the main entry, select 'Cross-reference' and after 'See' type the term you want your main entry to refer to.

Generating the Index

Now go to 'References > Insert Index' (Windows) or 'Insert > Index and Tables...' (Mac and older Windows). In the pop-up window, on the Index tab, choose 'Indented' opt for '1 column' and click on OK.



An index will be added to your document (at the end), with all the words you tagged as entries or subentries. **Please always supply this index as a separate document with your manuscript file(s).**

The result will look like this:

tagging, 1, 2, 4
words, 1, 2, 3, 4
highlighted, 3
yellow, 3

Please never manually edit the tagged index terms directly in the Word file as this may mess up the coding. Instead, delete the incorrect tagged term and tag the term anew, making sure any changes are made in the tagging (Mark Index Entry) fields.

Checking the Index Proofs

Please check the index proofs you will receive from the typesetters carefully. Italics, bold or diacritics may have been lost during conversion; also tagged index terms in footnotes are not generated fully automatically and will need to be checked. Please do a random check on the page numbers in the proofs as pagination could be out of sync.