# 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).

Home Insert Page Layout Refere	Mark Index Entry			
Add Tent *     Add *	Index Main gntry: tagged Subentry: Options Ocurrent page O Current page Bookmark: Page number format Bold I Italic	ert Index date Index elected text document. or more helj	Mark Citation Tab	insert Table of Authon
	This dialog box stays open so that you can mark multiple index entries.           Mark         Mark All         Cancel			

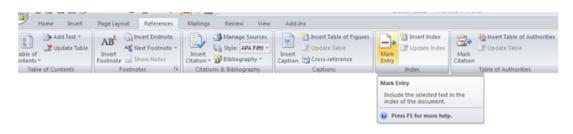
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#### Choosing Index Entry Terms

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.

Mark Index Entry
Index
Main entry: tagging
Subentry:
Options
O Cross-reference: See
• Current <u>p</u> age
O Page ra <u>ng</u> e
Bookmark:
Page number format
Bold
Italic
This dialog box stays open so that you can mark multiple index entries.
Mark Mark All Cancel

#### 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-thebasis 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-thefirst-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? 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 XE. "tagging" word appears. If you choose to tag XE." tagging all occurrences of 'temple', it will show the word-once-in-the-index,-followed-by-all-page-numbers.-You-can-tag.XE-"tagging" words-orphrases 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 XE-"tagging" .go-to-References->-Mark-Entry ſ ſ ii.Choose-what-term-you-want-to-appear-as-entry-in-the-index,-in-this-case-tagging-instead-of-tagged XE-"tagging" ], and select 'mark', or 'mark-all' if you want to mark-all instances of 'tagged XE-"tagging" '.in the text. iii.repeat-the-process-for-related-words-such-as-'tag<u>XE-"tagging" }</u>,-'tagging<u>" XE-"tagging" }</u>-etc.,-andmake-sure-to-enter-'tagging XE-"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.

codes-are-used-laterto-gener thentemple-will-appear-in-th "tagging" word-appearsIf-y	an·insert·in·a·document·to·tag <mark>: XE</mark> ."tagging" *- ate·the·index.·If·you·add·such·a·code·to,·for·exa e·index,·followed·by·the·number·of·the·page·or you·choose·to·tag <u>: XE</u> ."tagging" *-all occurrence ollowed·by·all·page·numbers.·You·can·tag <u>: XE</u> ." also-as·subentries.¶	mple, the word 'temple', which the tagged XE s of 'temple', it will show
i.Select the word or phrase t	hat·you·want·to·be·tagged[ <u>·XE·"tagging"</u> ].·go·to	•References•>•Mark•
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iii.·Repeat·the·process·for·rel	O Cross-reference: See	g¶•XE•"tagging"•¶*∙etc.,•
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If-you-show-the-hidden-text-(	O Page range	ds·have·been·added.¶
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choose-Mark-Entry-again-and	Page number format	ds'.in.the.Subentry.field.
Proceed.as.with.main.entrie	Bold	
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The result will look like this:	This dialog box stays open so that you can mark multiple	
	index entries.	
	Mark Mark <u>All</u> Cancel	

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

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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.

Hyperlink Bookmark Cross-reference	Header Footer Page	Text Quick WordArt Drop Box * Parts * Cap * 🙀 Obje	e & Time ect • Equation Symbol
Links	Header & Footer	Text	Symbols
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Russian Caucasu	s, illustrating the 'Fortr ent of restive population zed Bookmark Bookmark ame: Habshurg	ess Habsburg' eastern frontier, and 15. Habsburg hesitancy was apparen	l both Russian and
century, which c Napoleon, as it h Ottoman	ad taner against the o	Cancel	l war with riod 1730-68,

## 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.

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### **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.

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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.