**Creating Index**

An alphabetical list of names, subjects etc. with reference to the pages/sections on which they are mentioned.

Entries can be created for different headings, let us see three different levels such as

-          Main heading entry

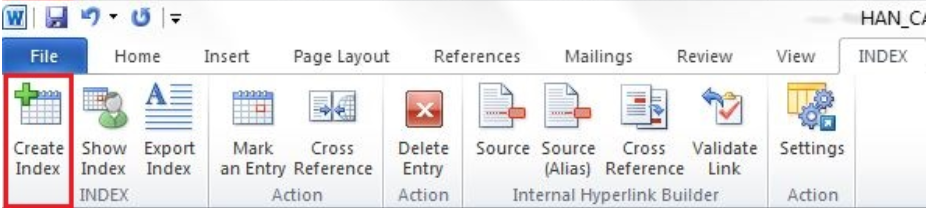
-          Sub-heading entry

-          An entry for Sub-heading entry

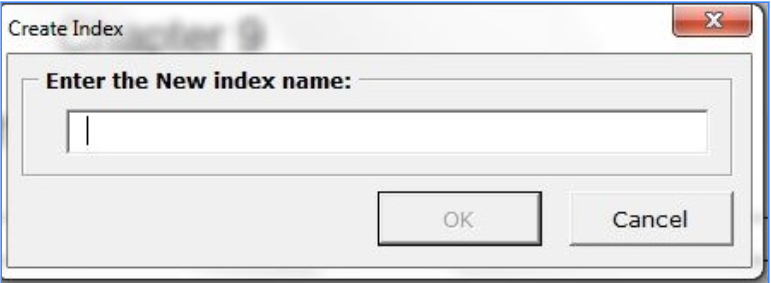
## Main Heading index

**Step 1:** Choose a word document for creating an index.

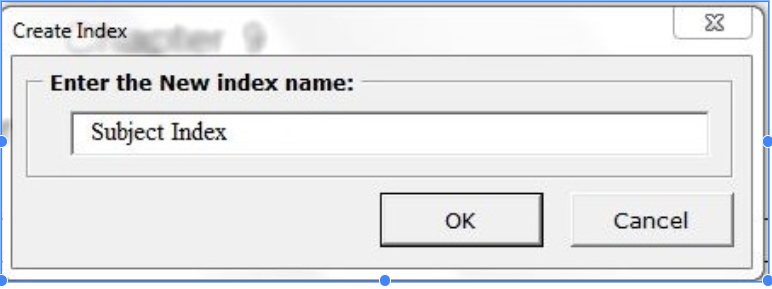
**Step 2:**On the menu bar, find an option called INDEX as shown in the figure below and click on CREATE Index.



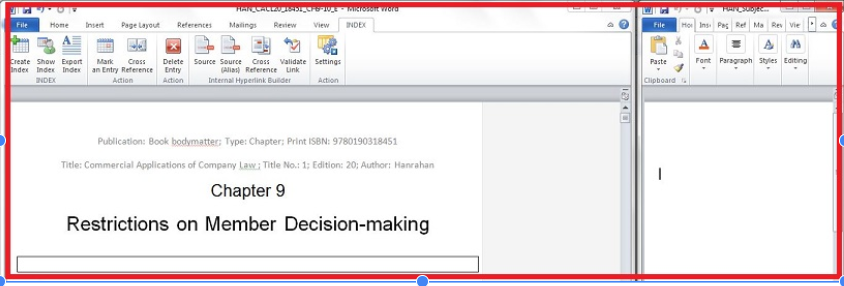
**Step 3:** When you click CREATE INDEX, a pop up box appears requesting to enter a new index name.



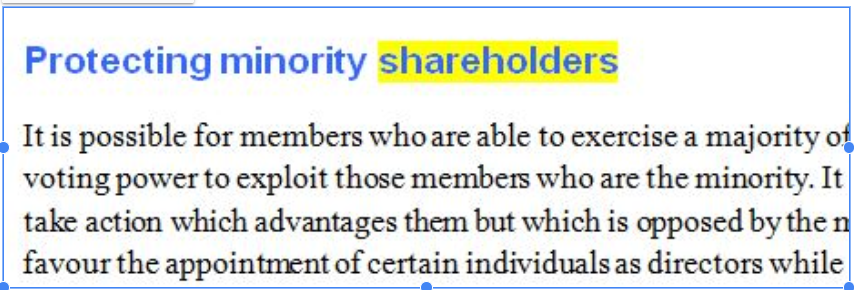
**Step 4:**  Enter an index name and click OK.



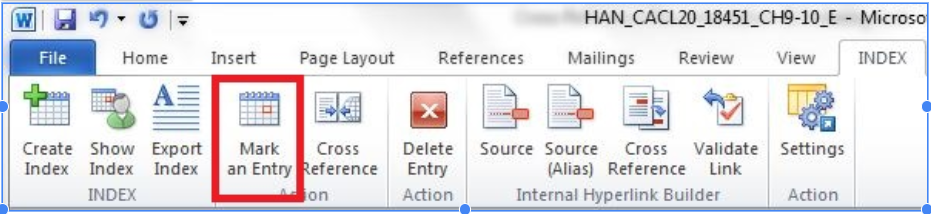
**Step 5:** The window of the word will split into two, one for marking the entries on various levels and the other for marking the references.



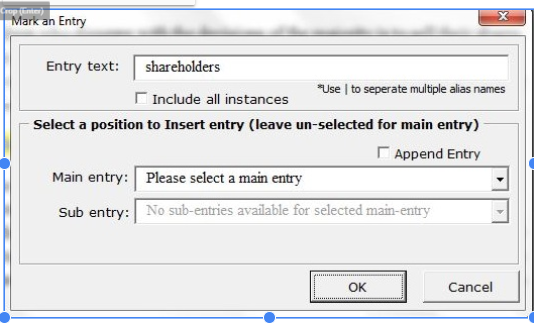
**Step 6:** For instance if I’m creating a reference for word **shareholders** in the document, select the word and click on Mark an Entry from INDEX menu.



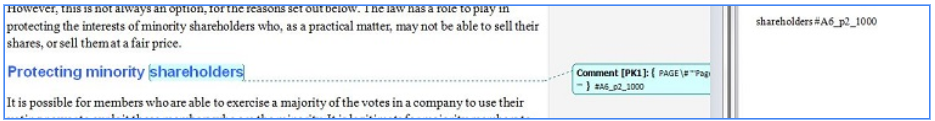
**Step 7:** After selecting the word, click on MARK an ENTRY as shown below,



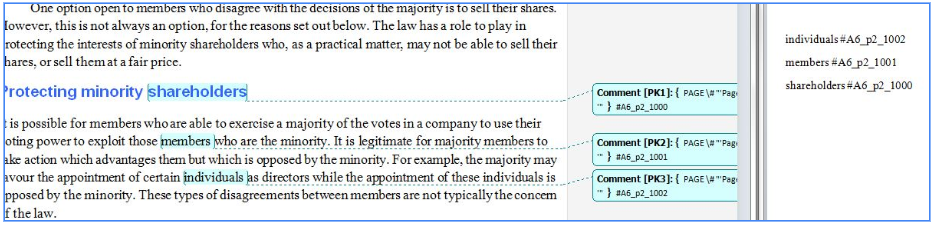
**Step 8:**  We can customize the name of the chosen word for mark entry and since this is going to be the main entry, let us retain the same option.



**Step 9:**When we submit by clicking OK, an index is created for the word.



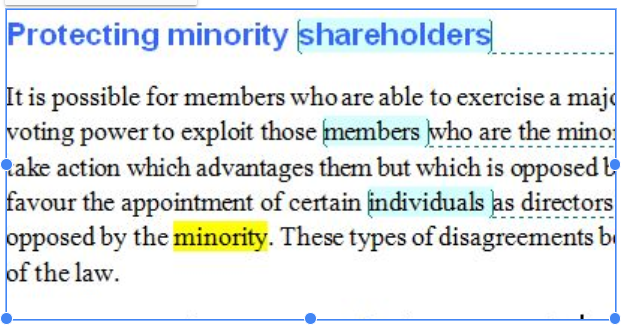
**Step 10:** We have created multiple main entries, kindly check below.



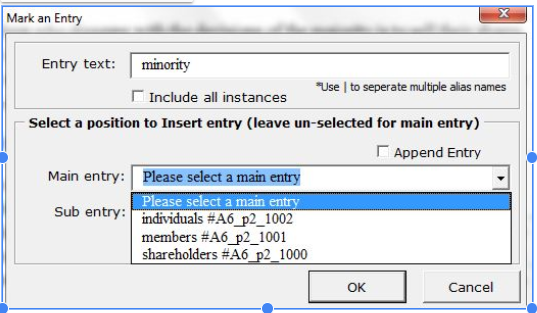
### Note: This tool automatically SORTS the words in the index as we keep creating.

**Step 11:** Let us now create the sub-heading for the main entries.

**Step 12:**  Here, we are going to create a sub heading for the main entry index INDIVIDUALS. For instance, select minority word for sub-heading.

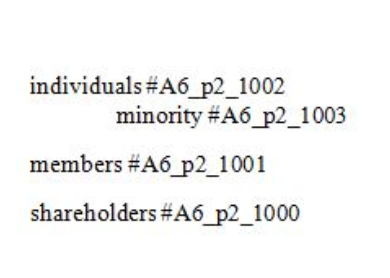


**Step 13:**Click on INDEX menu, in which select MARK ENTRY.

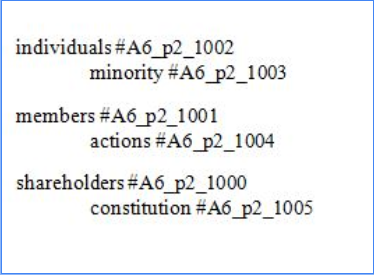


**Step 14:** In the main entry shown above we can select the main heading, here for example it is **individuals #A6\_p2\_1002.**

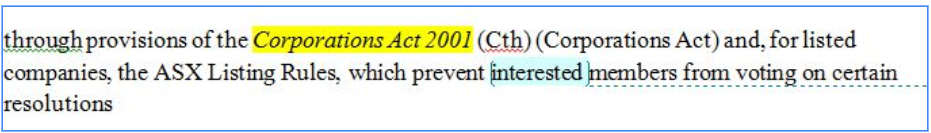
**Step 15:**The sub-heading has been created.



**Step 16:**Please find the below figure, for different sub-headings.



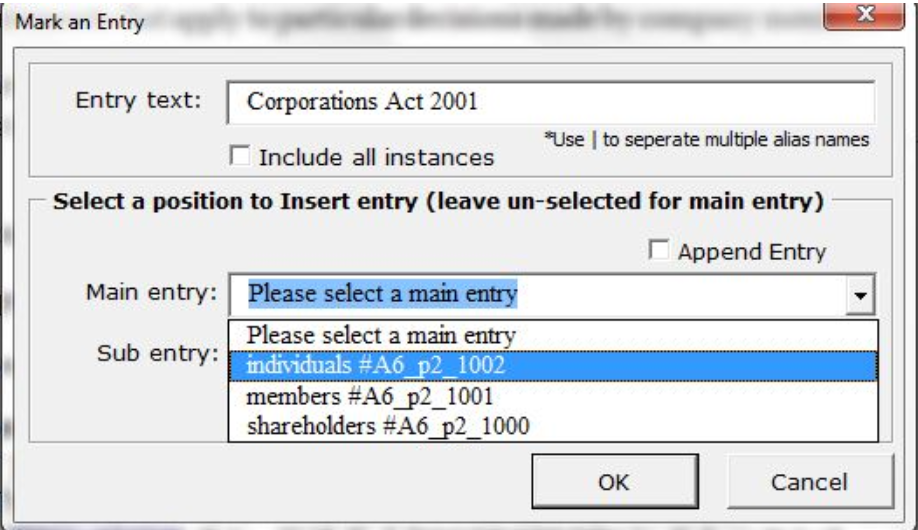
**Step 17:**Let us create **third level sub-heading** for individuals.



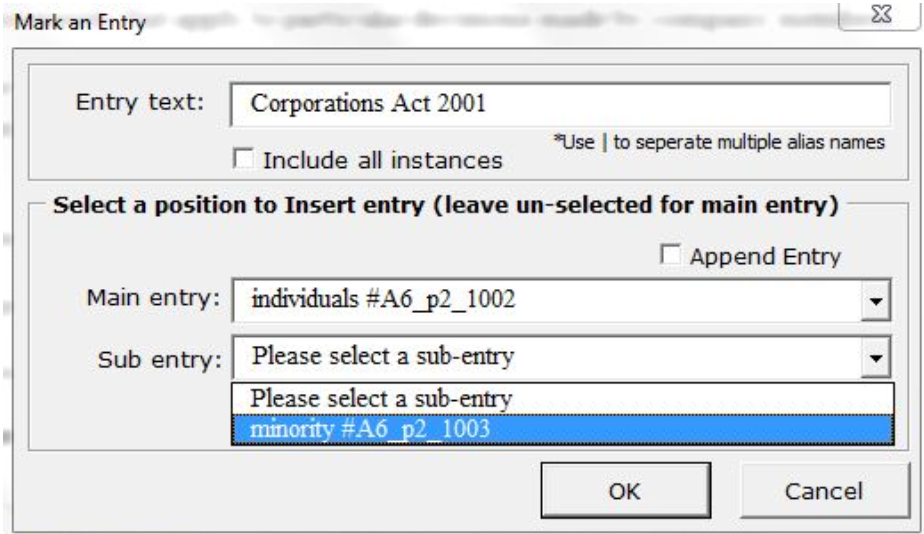
-         Creating third level heading **Corporation Act** under **Minority**, which is under Main Entry **Individuals**.

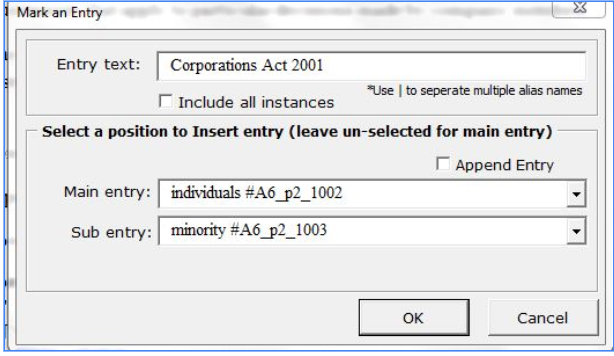
**Step 18:**Select **Corporations Act** word as third level heading, and click on **INDEX** menu,  and select **MARK an ENTRY**

-         Select the main entry as INDIVIDUALS

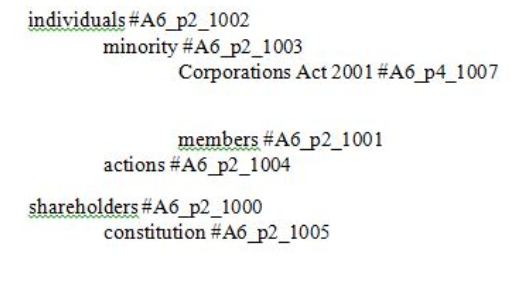


-         Select the sub-entry as  MINORITY.





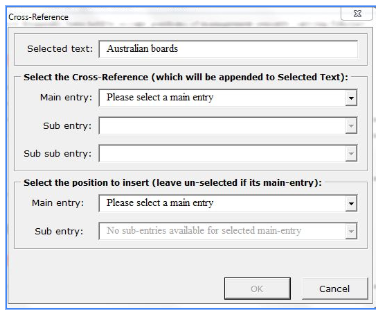
-         Click OK, and the third level heading is created as below.



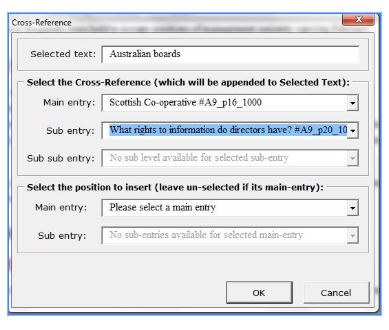
**Step 19:** So far we have completed seeing, on how to create a main entry, sub-entry and an entry inside the sub-entry (third level heading).

## How to create a cross reference for the indexes?

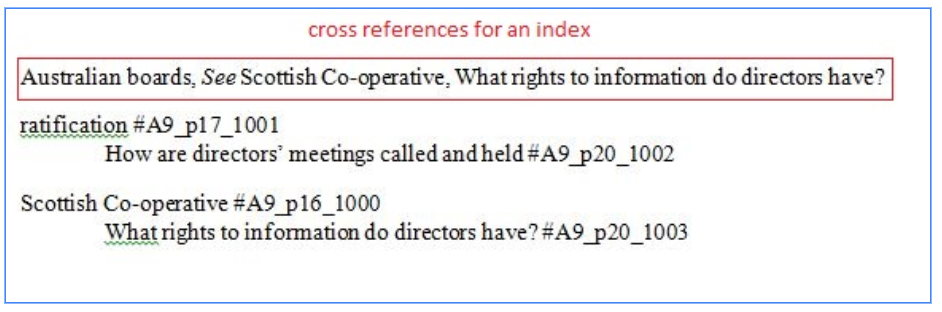
**Step 1:**Select a word for creating the cross references within multiple documents inside a book for indexes.



**Step 2:** Select the respective main entry and sub-entry and click OK.



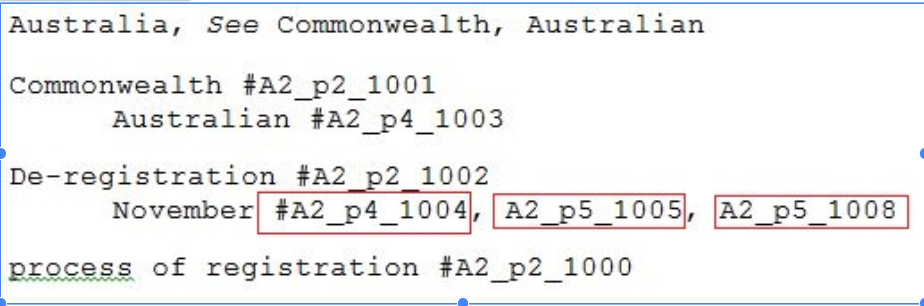
**Step 3:**  The cross references for an index will be created like below.



Creating index for repeated words in numerous pages shall get added up behind.

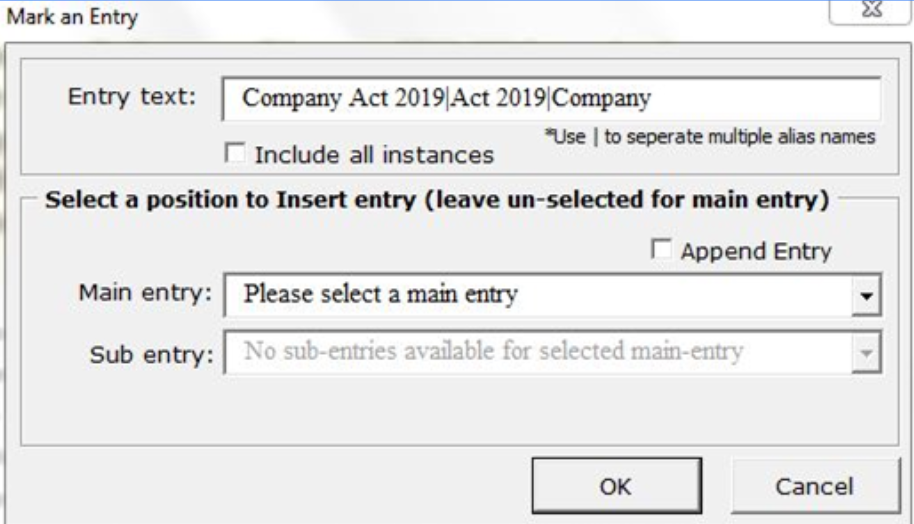
-  For instance in our document we created an index entry for the word November.

-  And, when we create another entry for the same word in different part of the document,  id will get added up to the previously created  id for November as shown below.



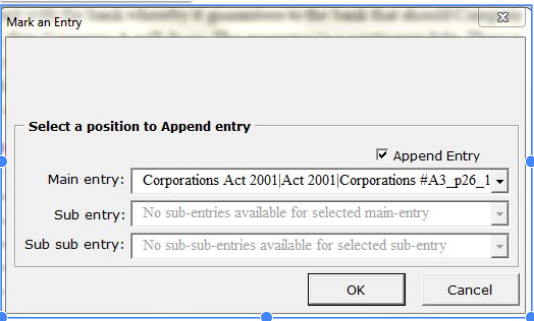
## Creating entries using Alias name

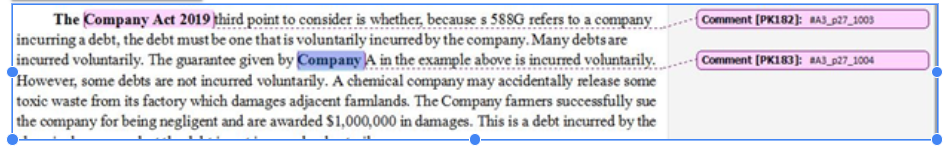
**Step 1:**  Enter the alias name as shown below and click OK



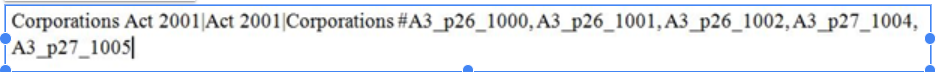
**Step 2:** An entry is created with the alias name

Company Act 2019|Company|Act 2019 #A3\_p27\_1007





D:\Work\ISSUES\princexml\8thJuly_NewBook\verifyChanges\WordPress\Images\images29.PNG



**Step 3:** Entries are appended as per the above image.

The version of index tool which we are using for this documentation is 12.4.