

Welcome to Indexing with Word

- Table of Contents
- Table of Figures
- Indexes



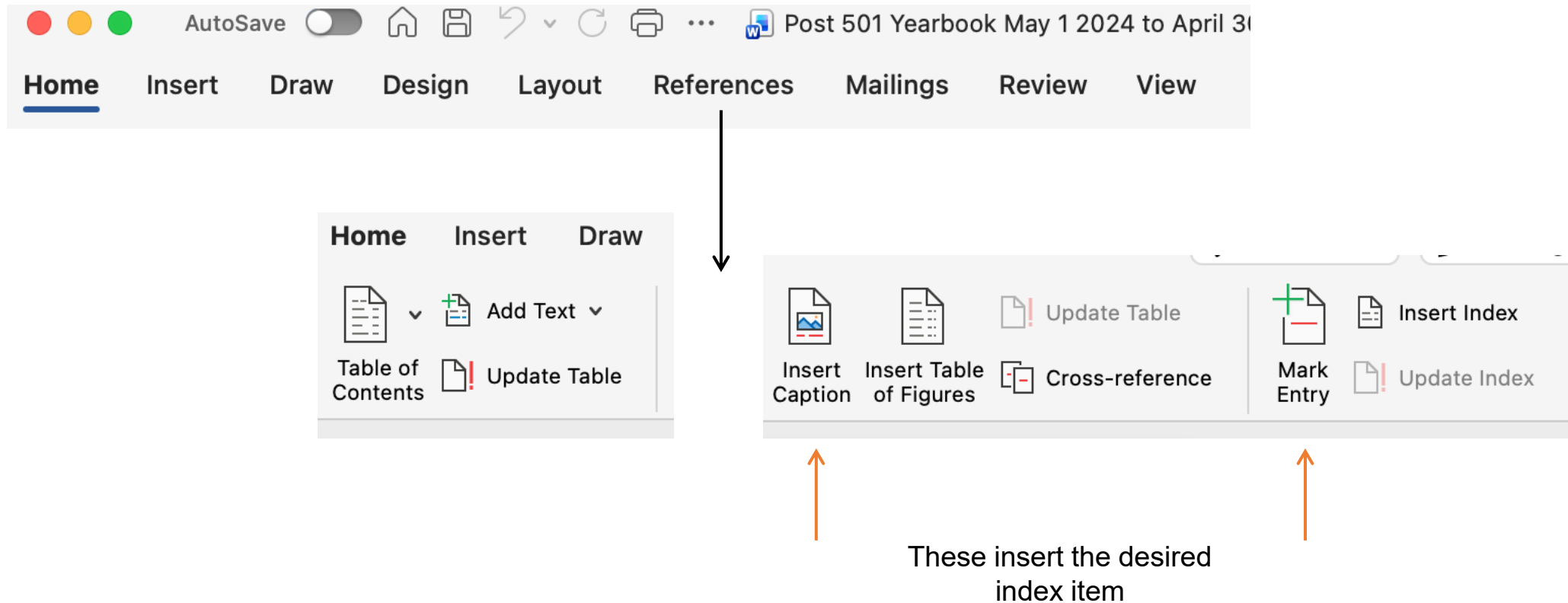
January 2026 Midwinter Conference
Training
Wisconsin Historians Association

Why Index

- An alphabetical index is a “must” for any good history.
- Indexes enable efficient research and display.
- Extra points for indexing are received for yearbooks that are presented in competition.
- Good indexes allow finding information using different words.
- “Tables of Contents” organize your document into logical divisions.

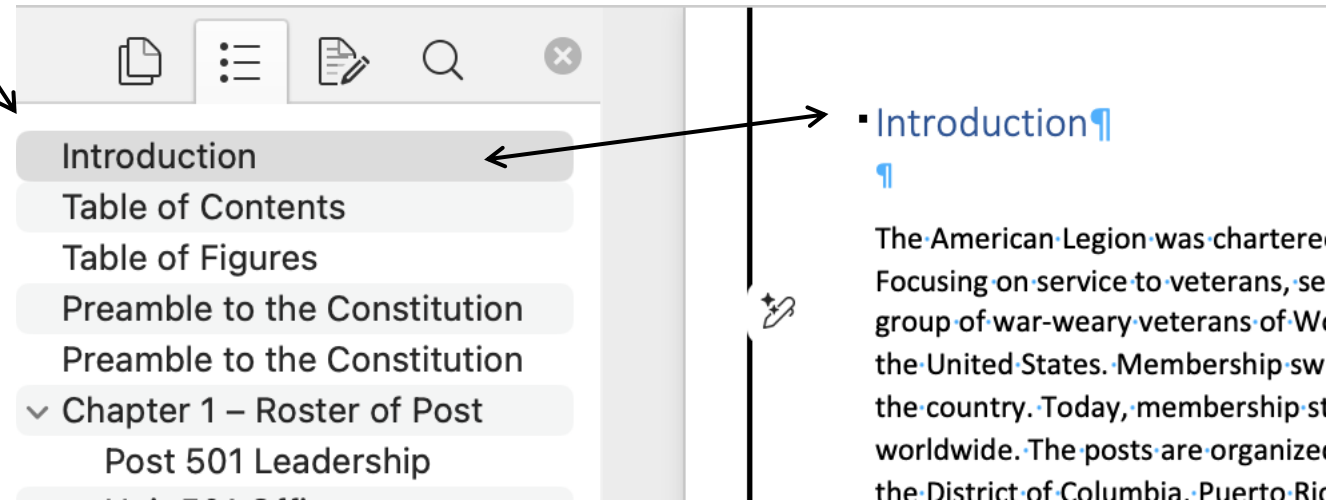
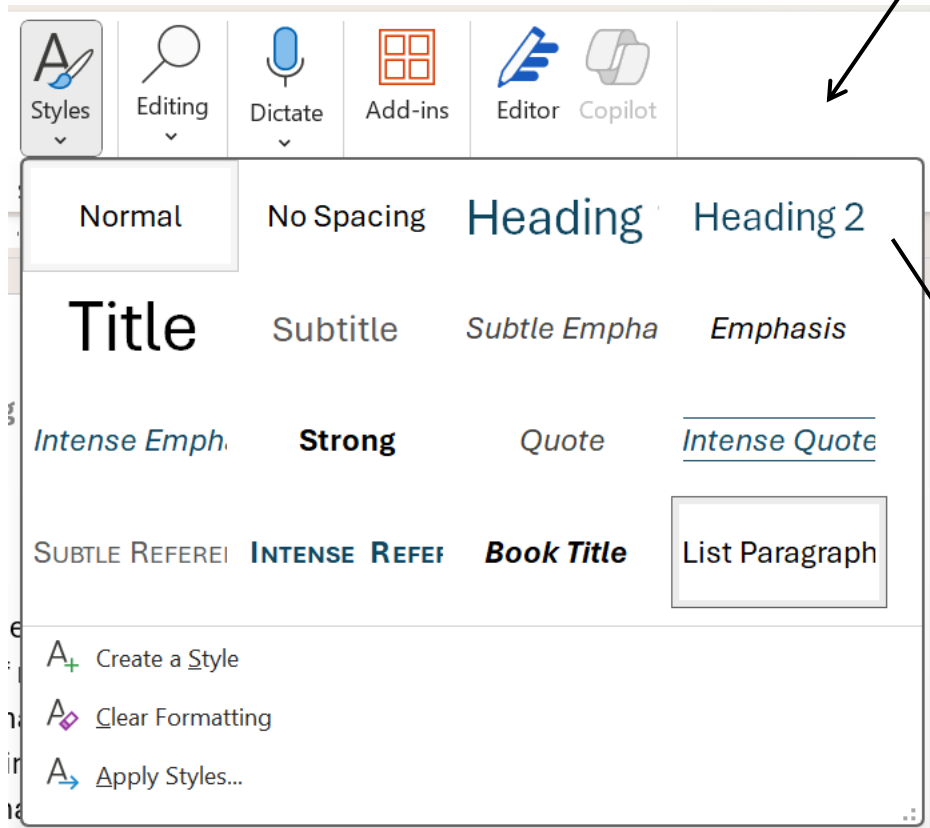
Why Use Word

Word has the tools needed to create the indexes.



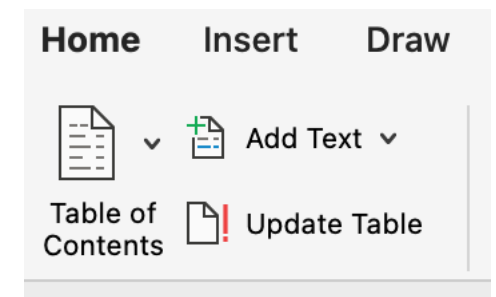
Label the Section

Use the convenient preassigned heading levels (Heading 1, Heading 2, Heading 3, etc.) for the page header.



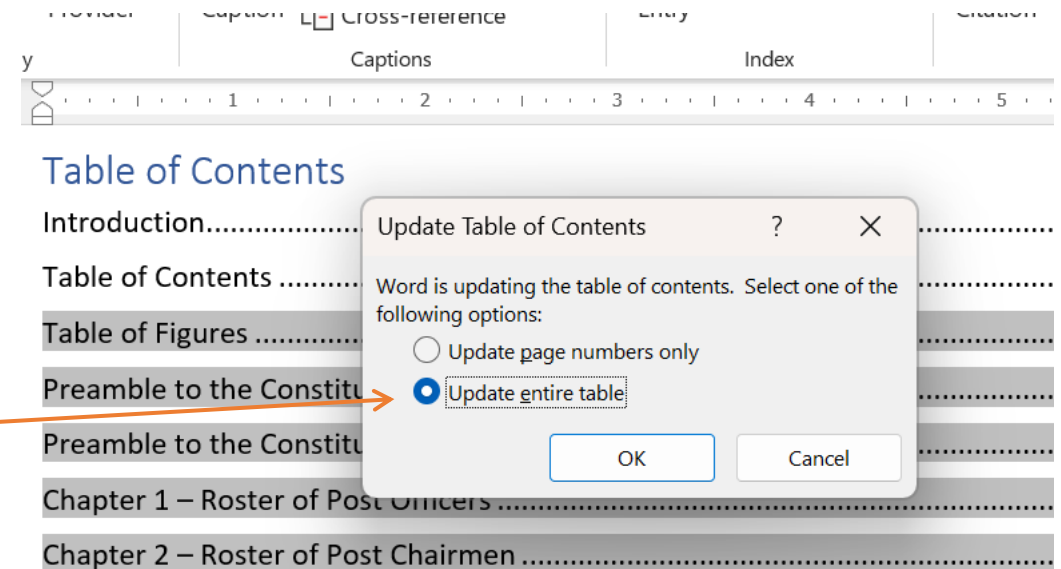
Update the Index

- In the “Home” tab, turn off the format indicator (¶) to prevent counting the ‘hidden’ tags.
- Navigate to where the index type to be updated is located.
- Highlight a portion of the section to be reindexed.
- From the “References” tab, select the type of index (table of contents, caption, or index).
- Select “Update ...
- Save document and turn the format indicator back on.



Update the Index (2)

- An additional question is asked when you update the Table of Contents and Captions.
- It is usually best to 'update the entire table.'
- Hint: for page-count accuracy, always temporarily turn off the format indicator (¶) before updating any index.



Update the Index (3)

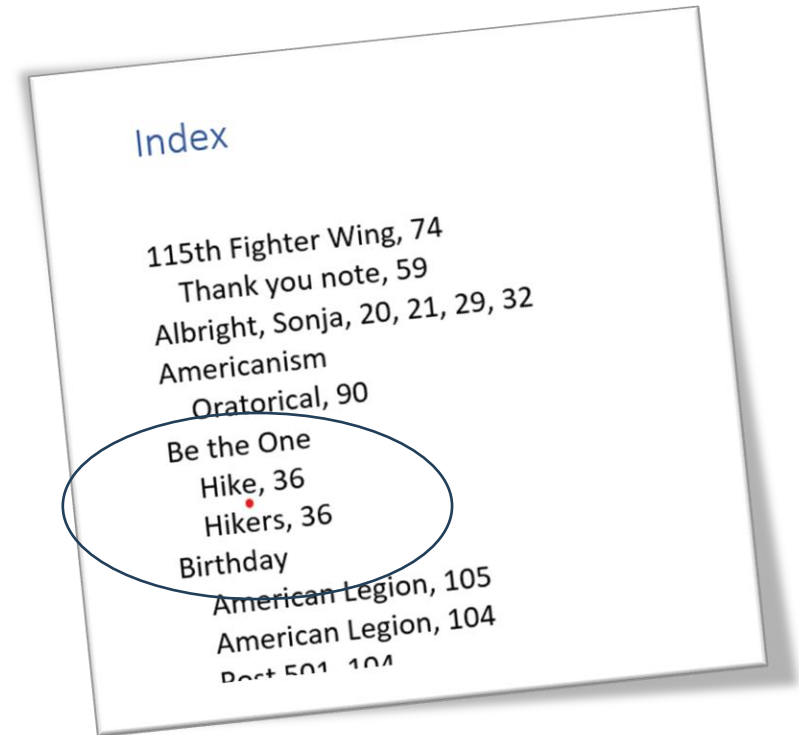
- Get in the habit of comparing the re-indexing with your expectations.
- If the index pages do not match the “printed” result, turn off the format indicator (¶) and re-index.
- Make sure you are using the latest version of Word.



Index
115th Fighter Wing, 74
Thank you note, 59
Albright, Sonja, 20, 21, 29, 32
Americanism
Oratorical, 90
Be the One

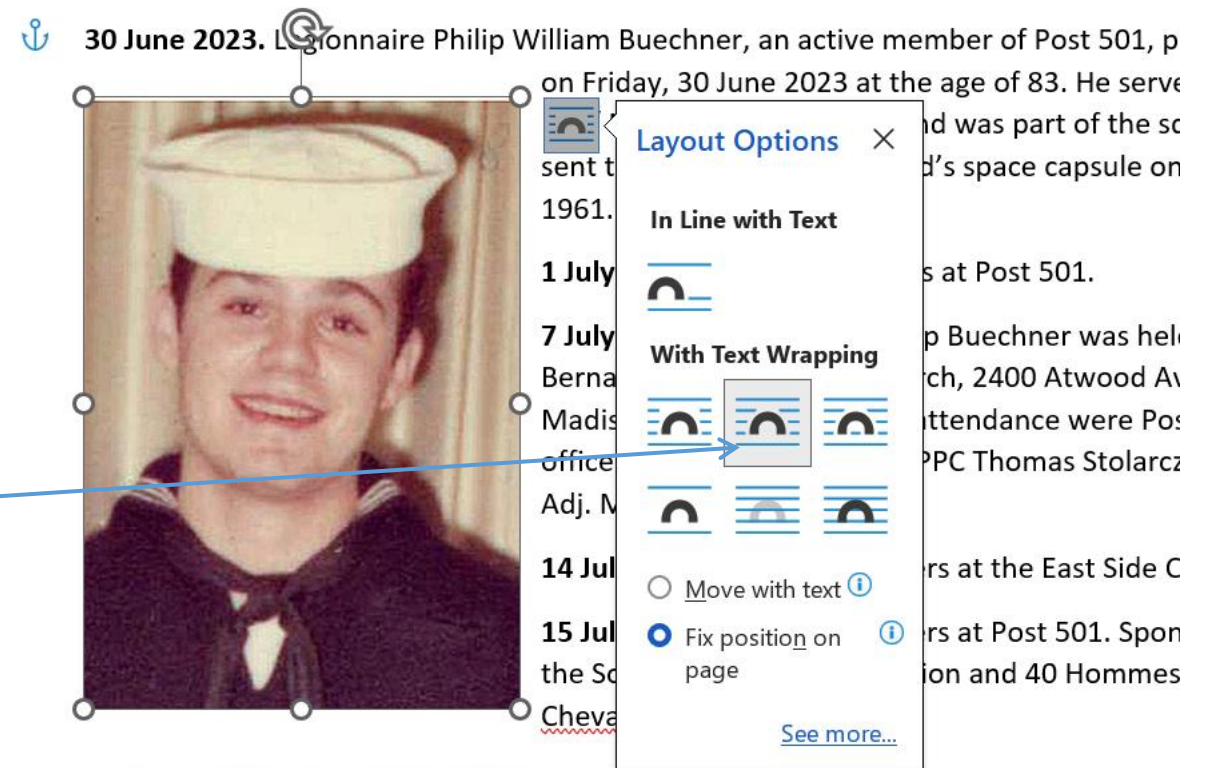
Update the Index (4)

- Print out your index frequently and look for minor mistakes in naming the entries.
- Always keep a fresh copy of the index handy when you are adding to your yearbook.
- Strive to be consistent in naming.



Hints

- Be careful when adding captions that overlap other frames. Sometimes captions will be split.
- Select “with text wrapping” around the photo. This helps to decrease white space.



30 June 2023. L...ronnaire Philip William Buechner, an active member of Post 501, p... on Friday, 30 June 2023 at the age of 83. He serve... and was part of the sc...d's space capsule on... sent t... 1961.

Layout Options ×

In Line with Text

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See more...

Figure 23 Philip William Buechner obit photo.
Madison State Journal, June 23.

Hints (2)

- Reduce the pixel size of photos. This will make photos easier to handle and load faster in digital yearbooks.
- Use programs called “image resizers available from the “Microsoft Store.”



Questions

Thank you for your interest in spreading the word about your group!