Notes for Creating Indexes in Word

With that in mind, I'd recommend that you put some time to create the index. You can that now or after you receive the copyedits. The key thing is to use Word's tools to create the index. Word will tag words or phrases and those tags will come into InDesign when we import the file. I've learned the hard way that it's difficult to do indexing after we start doing work in InDesign (you'd need a copy of InDesign, among other things, and ideally the same version that I have).

In general, I've recommended that indexes have no more than two levels (e.g., an overall category for something like Rhetorical Situation and then words or phrases that fit within that). It's also pretty easy to have *see also* notes, and you can create multiple entries for the same concept (should you want, for example, to list Audience independently and then also place it under Rhetorical Situation).

I've found the following sites fairly useful in providing insights into Word's indexing tools. The first one lays out a clear rationale for why we'd want to get this done before it moves out of copyediting and into production/design. The other two provide guidance on doing the indexing.

- https://www.youtube.com/watch?v=s8lq84CLYvU
- https://www.dummies.com/software/microsoft-office/word/how-to-build-an-index-in-word-2016/
- https://support.microsoft.com/en-us/office/create-and-update-an-index-cc502c71-a605-41fd-9a02-cda9d14bf073