

INDEXING

with Adobe® InDesign®

Step 1

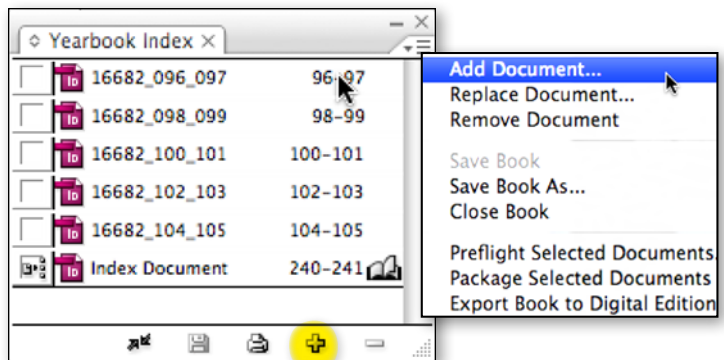
- » Mark the names and topics you want to appear in the index.
- » For names, highlight it and then use the keyboard shortcut: Cmd+Shift+Option+] (Mac) Ctrl+Alt+Shift+] (Windows). *These will be indexed alphabetically by the last name.*
 - » For names with two parts, such as Ann Marie, use a non-breaking space (Type>Insert White Space>Nonbreaking space) between the two. InDesign will then treat it as one word.
 - » For names in a list separated by commas (such as sports teams or groups), you can highlight them all at once and apply the keyboard shortcut once.
- » For topics, such as football or French, or proper nouns, such as McDonald's or Taylor Publishing, use the keyboard shortcut: Cmd+Shift+Option+[(Mac), Ctrl+Alt+Shift+[(Windows). *These will be indexed alphabetically.*

Step 2

- » Make sure all of your documents for your book are on one computer or network server.
- » Organize and combine all of your book documents using InDesign's book feature. From the File menu, choose New>Book. Give it a name and save it in a safe location.
- » Now add your yearbook documents by clicking the + sign at the bottom of the panel or choosing Add Document... from the contextual menu in the upper right hand corner of the panel. *It's best to add the documents in order so that the resulting index will list the page numbers in sequential order.*
- » Check the column to the right of the document names to see if the page numbering is correct on each document. This is the number InDesign will use as the page numbers when it generates the index. *You can double click on a document in the Book panel to open it.*

Step 3

- » Create your index document - the actual document where you want the index to be printed. Create one document with as many pages as you think you might need for the index.
- » Add this "Index Document" to your Book. **Very important!**



Step 4

- » Open the Index panel - Window>Type & Tables>Index.

This will indicate what names (and topics) have been marked for the index in whatever document is currently open.

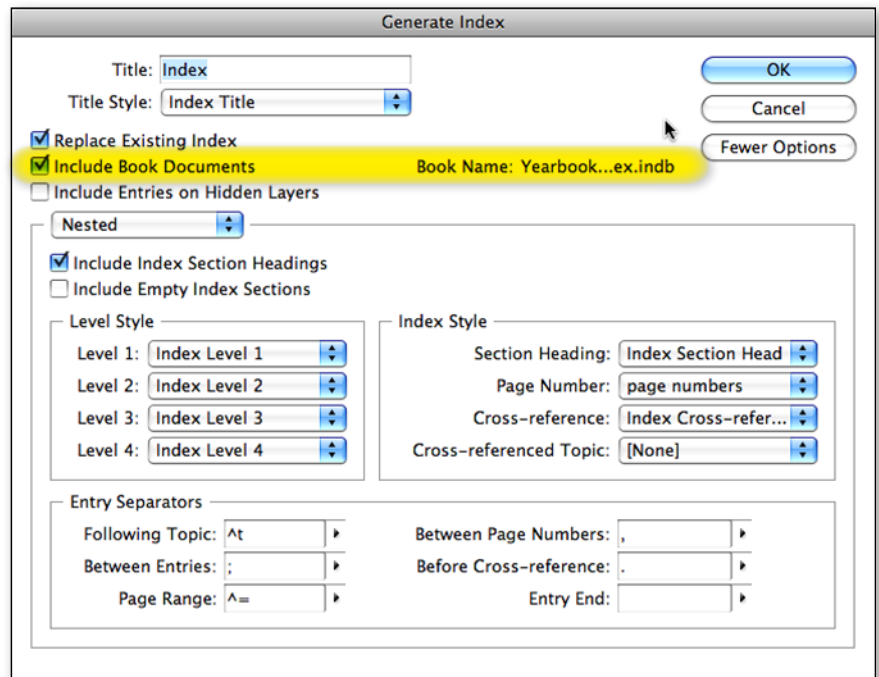
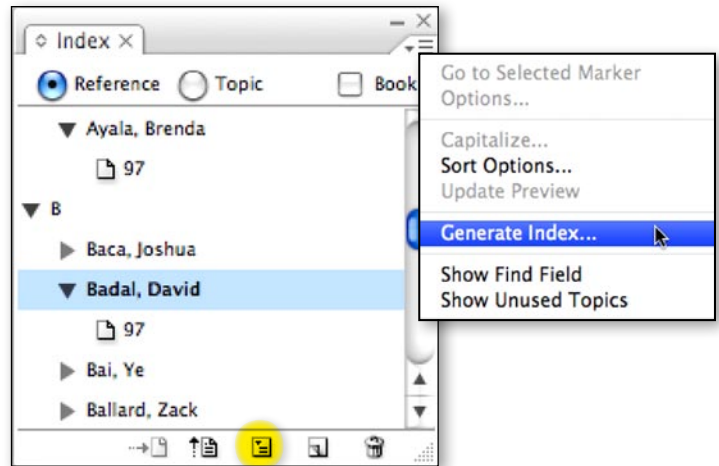
- » With your Index Document open, click the middle button at the bottom of the Index panel or from the contextual menu choose Generate Index.

- » Check Include Book Documents and make sure your yearbook book name is correct by Book Name.

If you haven't added your Index Document to the book, the Include Book Documents will be greyed out and unavailable. Go back and add it to the book and continue.

- » If you are generating the index more than once, be sure to check Replace Existing Index and it will automatically place it correctly.

- » Click OK. InDesign will scan all of the documents in your book to find names (and topics) that are marked. You will then see your cursor change to a loaded text icon, meaning you have text that needs to be placed on a page. Just click on your Index Document page and a new text frame will be created with your index flowed alphabetically. *You can create separate text frames for each column on each page and link them together or create one text frame and go to Object>Text Frame Options... and create columns within the frame. You'll still need to link frames from page to page.*



Extra Info

- » Formatting your index text can be done after you generate it, like any other text. Or you can save time, especially if you have a long index, by creating paragraph and character styles. You can set font, size, color, tabs (including leader characters), etc. Create these in your Index Document and then apply them in the Generate Index dialog box.
- » Some useful styles you might consider are:
 - › Index Title –paragraph style applied to Title
 - › Index Level 1–paragraph style applied to names, topics
 - › Index Section Head–paragraph style applied to alpha letters
 - › Page Number–create a character style in your Index Document and it will then appear in this drop-down menu

