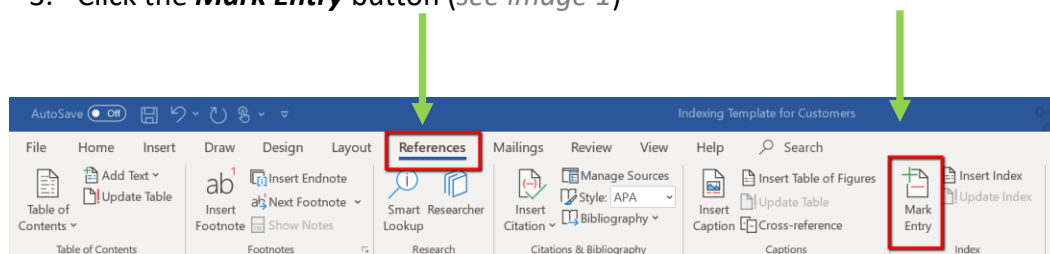




# HOW TO MAKE AN INDEX LIST IN WORD

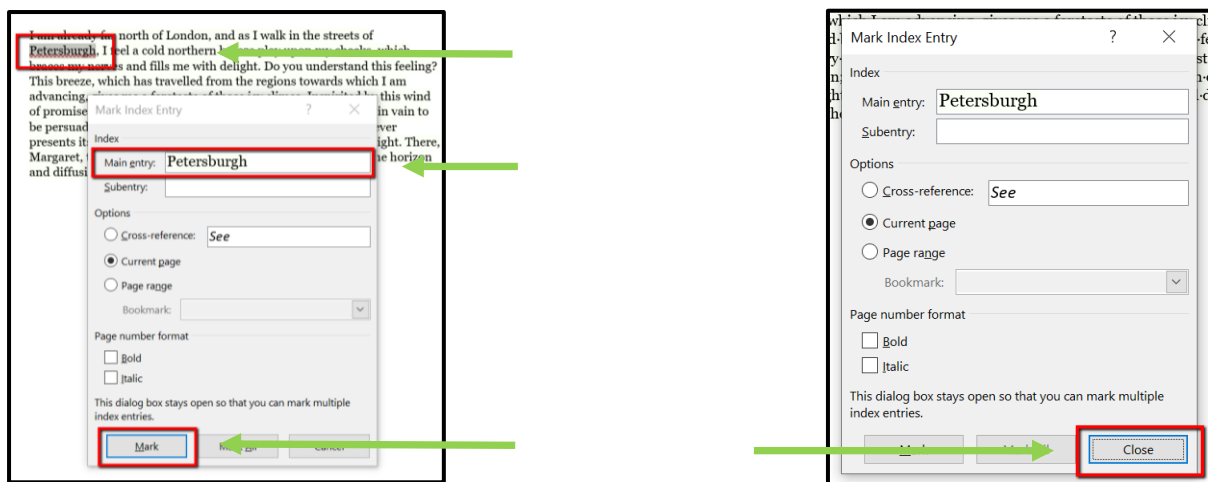
If our team has to put together your index list from scratch then there is the potential for human error. And Green Hill will charge an hourly fee to compile the index. However, if you follow these simple steps, we can make an index list for you cost effectively and with accuracy.

1. Select the word that you wish to be indexed. In this example we will use the word Petersburg.
2. Go to the **References** tab. (see image 1)
3. Click the **Mark Entry** button (see image 1)



4. Ensure that the box labelled **Main Entry** contains only the word that you wish to index (see image 2)

5. Click the **Mark** button and then the **Close** button (see image 3)



6. A code will then appear in your text (see image 4). This will not appear in your manuscript when it is laid out in our software but will stay visible in Word.

I-am-already far north of London, and as I walk in the street  
Petersburgh I feel a cold northern breeze  
 cheeks, which braces my nerves and fills me with delight. I  
 understand this feeling? This breeze, which has travelled from  
 towards which I am advancing, gives me a foretaste of those  
 Inspired by this wind of promise, my daydreams become