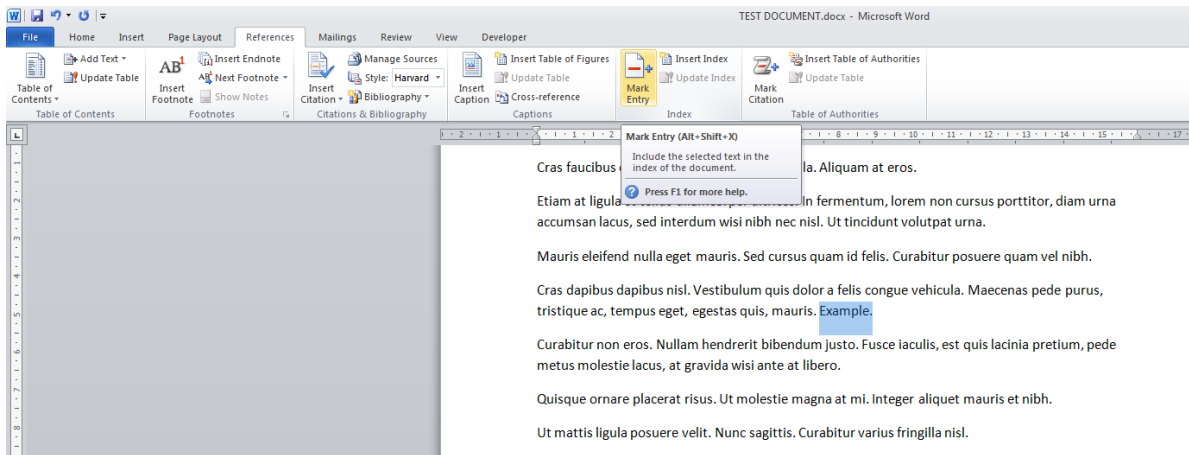
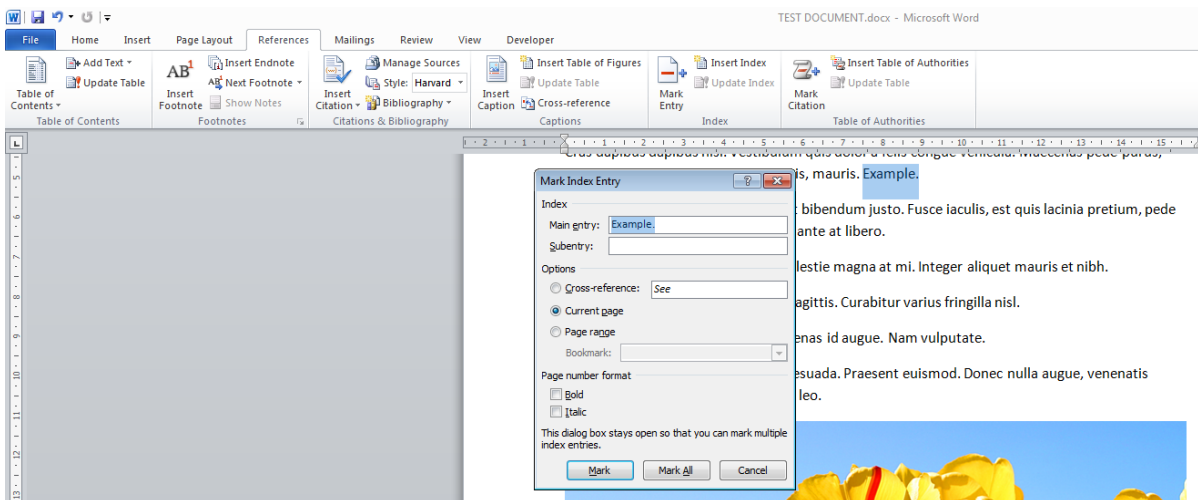


## A Guide to Easy Indexing:

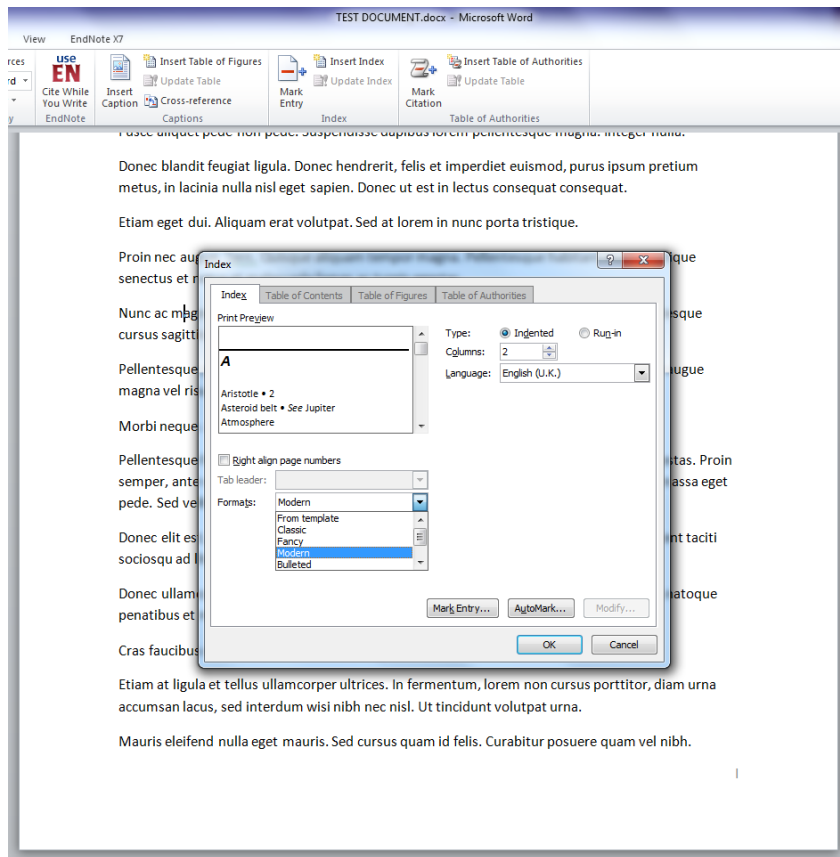
1. Highlight the word you want to add to your index.
2. Under the 'References' tab go to 'Index' and click on 'Mark Entry'



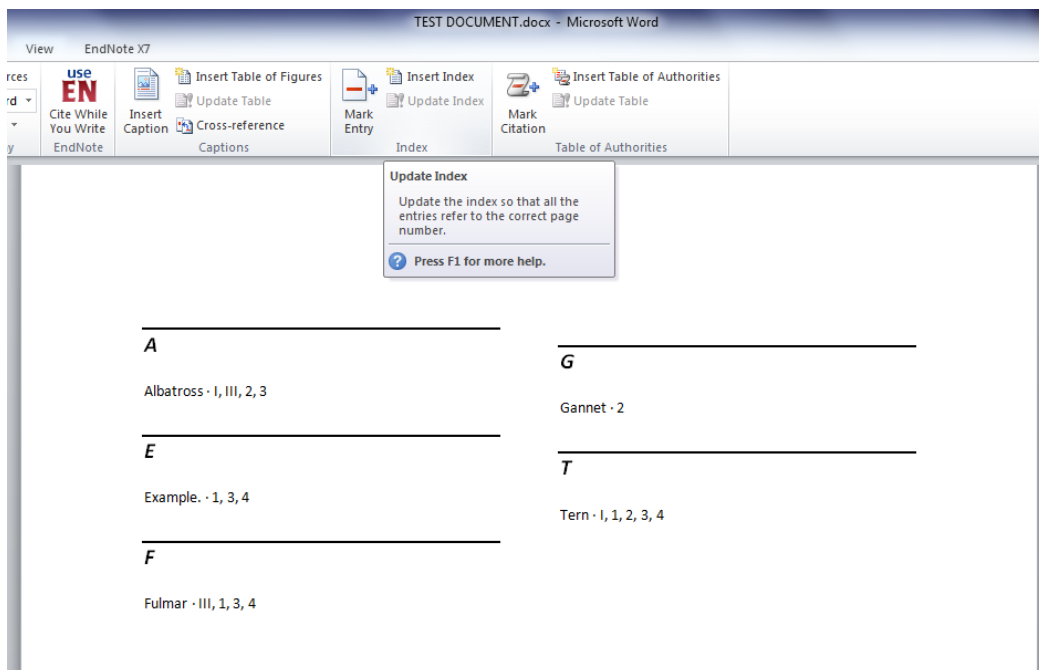
3. Leave all the options as they are on the menu that pops up. Click 'Mark all'. (This will then activate 'Show/hide' mode. Deactivate it by clicking on the backward 'P' button in the 'Home' tab)



4. Repeat steps 1-3 with each word you want to include in the index.
5. When you're happy with your selections, place your cursor at the end of the document. Go back to the 'References' tab and click on 'Insert Index'.



6. Choose a format from the 'Formats' drop down menu and click 'Ok'
7. Index should now show which individual pages words appear, rather than a page range.



8. To update the index to include words added after creating the index, simply click anywhere on the index to highlight it in grey. Then click 'Update Index' under 'References' and then 'Index'.