



HOW TO CREATE AN INDEX WITH ADOBE® INDESIGN®

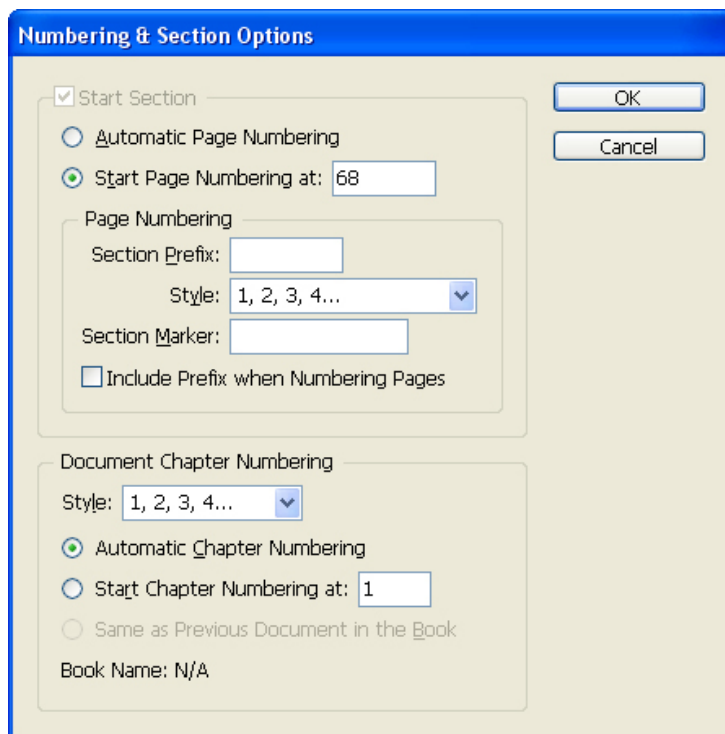
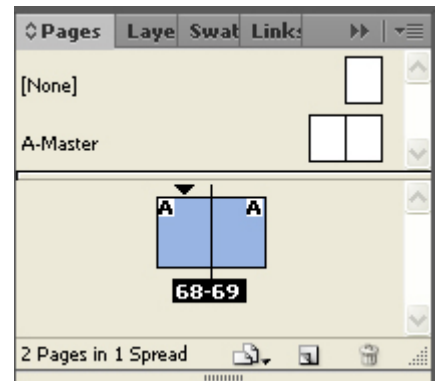
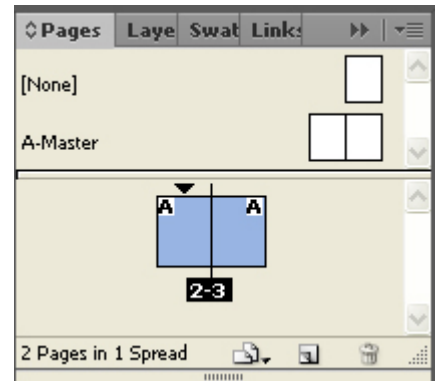
Creating your yearbook index doesn't have to be complicated. These instructions will help you gain a better understanding of indexing with InDesign CS6, CS5.5, CS5, CS4, CS3, CS2 or CS. NOTE: InDesign CS and CS2's Book List has a limit of 100 documents. If you have created over 100 files, consolidate the files to avoid this limitation. InDesign CC, CS6, CS5.5, CS5, CS4 and CS3 do not have this limitation.

CHANGE THE PAGE ICONS TO MATCH THE CORRECT STARTING PAGE NUMBER

Page numbers must correspond to the actual page numbers in the file. For example, if the file contains pages 68-69, the page icons should be numbered 68 and 69.

OPEN THE PAGES PALETTE

- Go to the Window menu and select Pages.
- Click on the first page in the Pages palette.
- Click on the pop-up menu in the upper right or left corner.
- Select Numbering and Section options.
- Click to the left of Start Page Numbering at:
- Type the first page number of the file in the Start Page Numbering at: field.
- Click OK.





TAGGING THE NAMES

Even though InDesign includes an index function, **InDesign CS only allows one name** to be selected and tagged at a time. Multiple names cannot be selected and tagged with one keystroke. Each name must be marked individually. **InDesign CC, CS6, CS5.5, CS5, CS4, CS3 and CS2 allow multiple names** to be tagged if they are separated by commas, returns, soft returns, semicolons or tabs. After highlighting a group of names, use the keyboard shortcut to tag the names.

- Open the **Index** palette
 - Go to the **Window** menu and select **Type & Tables > Index** or press **Shift+F8**.
- Use the **Type** tool to highlight a name.
- To index a **proper name**, last name first, using a keyboard shortcut:
- Highlight the text in your story that you want to index with the **Type** tool.
 - **InDesign CS:**
 - *Macintosh:* Press **Command + Shift + F8**.
 - *Windows:* Press **Ctrl + Shift + F8**.
 - **InDesign CC, CS6, CS5.5, CS5, CS4, CS3 & CS2:**
 - *Macintosh:* Press **Command + Shift + Option +]**.
 - *Windows:* Press **Ctrl + Shift + Alt +]**.
- The name will appear, last name first, in your index with the current page as its page reference.

For example, Bill Smith is indexed as Smith, Bill.
- To index **names of more than two words** or names with titles:
- Insert a nonbreaking space by highlighting the space between the two words.
 - *Macintosh:* Press **Command + Option + X**.
 - *Windows:* Press **Ctrl + Alt + X**.
 - Or go to the **Type** menu, select **Insert White Space**, then **Non Breaking Space**.

For example, to index Jennifer Love Hewitt, place a nonbreaking space between Jennifer and Love. InDesign indexes the name as Hewitt, Jennifer Love.
- To index **business or club names**:
- Highlight the text in your story that you want to index with the **Type** tool.
 - **InDesign CS:**
 - *Macintosh:* Press **Command + Option + U**.
 - *Windows:* Press **Ctrl + Alt + U**.
 - **InDesign CS6, CS5.5, CS5, CS4, CS3 & CS2:**
 - *Macintosh:* Press **Command + Shift + Option + [**.
 - *Windows:* Press **Ctrl + Shift + Alt + [**.

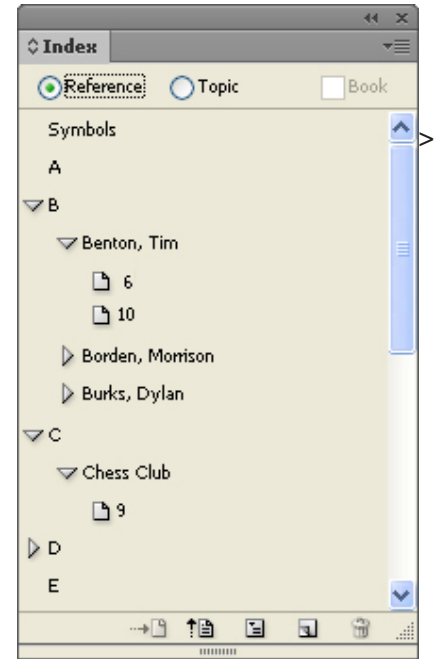
For example, Joe's Pizza Parlor is indexed as Joe's Pizza Parlor.
- After the names have been tagged for indexing, **save** the file.



EDITING THE INDEX AND SPELL CHECKING

The index can be edited and checked for spelling errors at any given time.

- Open the **Index Palette**
 - Go to the **Window** menu and select **Type & Tables Index** or press **Shift+F8**.
- A **triangle** will be beside a letter with an indexed entry.
- **Click** on the triangle once to view the indexed name.
- **Click** on the second triangle (next to the name) to see the page number.
- **Double-click** on either the name or the page number to edit the spelling.
- The **Topic Reference** window opens (by double-clicking on the name) or the **Page Reference** window opens (by double-clicking on the page number).
- Highlight the name and type in the new spelling.
- When all the corrections have been made, **save** the file.
- Click the **Update Preview** button to update the entries in the Index Palette.

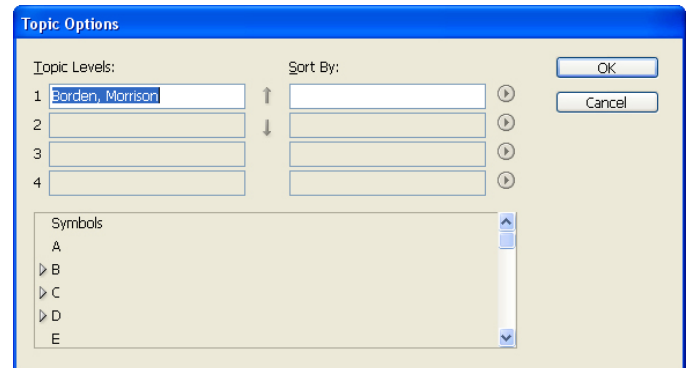


IMPORTANT

Make sure that the above steps have been completed before proceeding.

ONE HARD DRIVE

- **Transfer** all the tagged InDesign documents onto one hard drive.
- Pages stored on disks, a network or on multiple computers will need to be moved or copied onto one computer.
- Use the computer that has the **largest hard drive**, most **RAM** and the **most available space**.

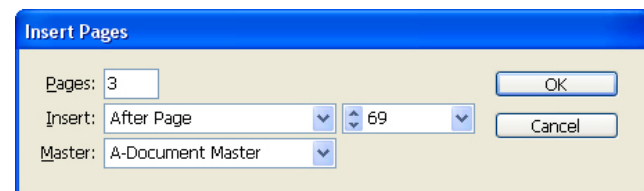


CREATING THE INDEX

- **Open** the Index file or create a new document from the HJ template and save the file.
- Name the file with your job number and pages included in the file.
- Make sure the file has enough pages to accommodate the index.

TO INSERT MORE PAGES IN THE FILE

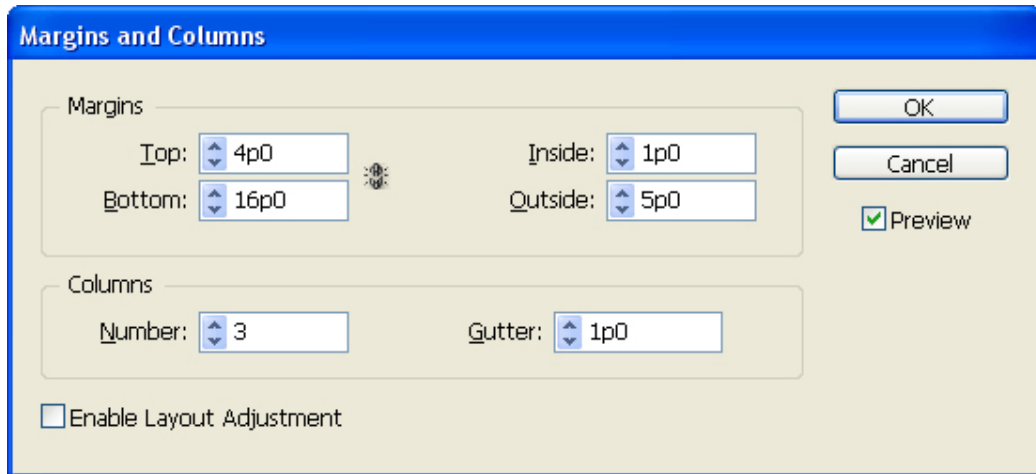
- Open the **Pages Palette** (if it is not still open)
 - Go to the **Window** menu and select **Pages**.
- Click on the arrow in the upper right or left corner of the palette.
- Select **Insert Pages...** from the pop-up menu.
- In the **Insert Pages** dialog box, type in the number of pages needed.





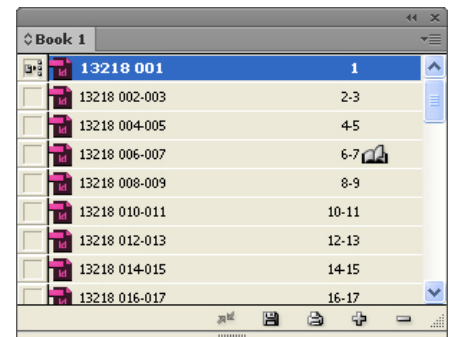
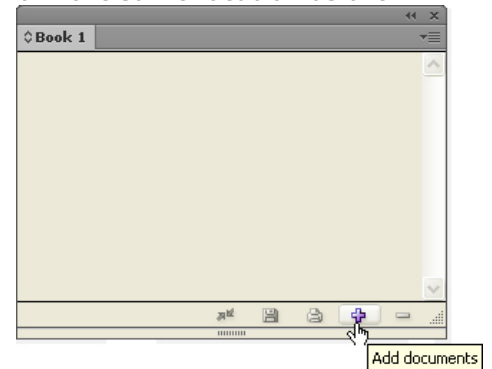
ADD COLUMNS TO PAGES

- Click on the **left Master page icon** in the Pages palette, hold down the **Shift** key and click on the **right Master page icon**.
- Go to the **Layout** menu and select **Margins & Columns**.
- In the **Columns** section, choose the number of columns from the **Number:** field.
- Leave the **Gutter:** measurement at the default value.
- Click **OK**.
- Save the file.



CREATE A BOOK

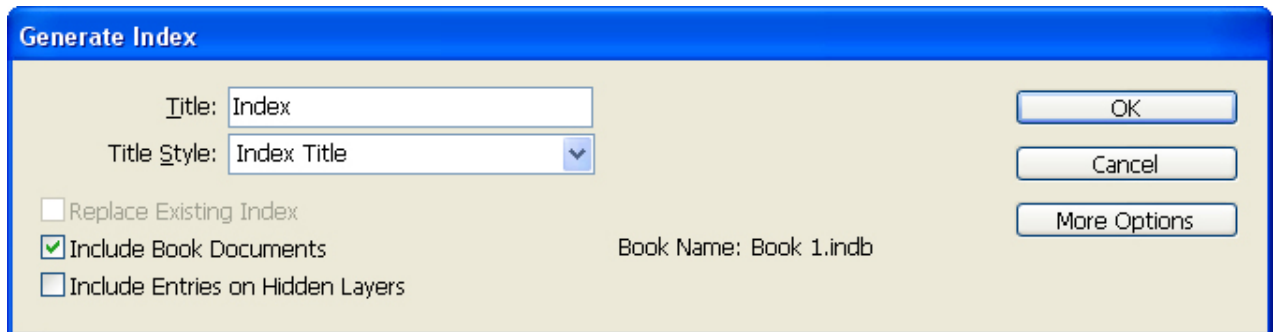
- Go to the **File** menu, select **New**, then **Book...**
- Name the book or use the **default name**, Book, and **save** it in the same location as the other indexed pages. This file is not a document and has a different icon than the page files.
- To **add pages** to the book, click on the **plus sign** at the bottom of the palette.
- The **Add Documents** dialog box will open to the directory/folder the book was saved in.
- **Click** on the first file, hold down the **Shift** key, and **click** on the last file to select them all. *Make sure the file that will contain the index is also added.
- Click **Add**.
- If one of the booked documents is open, its icon will be an open book.
- The files in the **Book** palette should be in numerical order.
- To move a file to a different position, click on the file, hold the mouse button down and **drag** it to the correct position.





GENERATING THE INDEX

- Open the **index file** if it is not already open.
- Open the **Book** palette if it is not already open.
- Open the **Index** palette if it is not already open.
 - Go to the **Window** menu and select **Type & Tables > Index** or press **Shift+F8**.
- Click on the **Generate Index** button (third button) at the bottom of the **Index** palette or click on the arrow in the right corner of the Index palette and select **Generate Index**.
- In the **Generate Index** dialog box, select the option to **Include Book Documents**.
- An Index name can be typed in now or added later.
- Click **OK**.



- After the Index has been generated, the **cursor** turns into a **loaded text icon**.
- Place the cursor in the **upper left** corner of the first column, hold down the **Shift** key and **click**.
 - The index will flow automatically into the columns.
- **Save** the file.

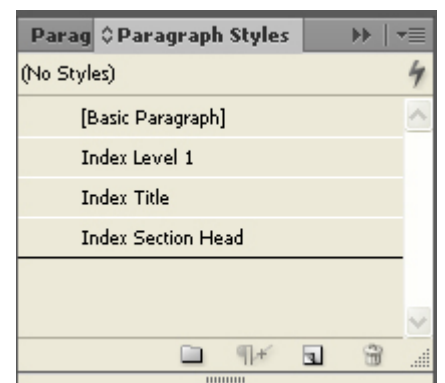
REFLOWING THE INDEX

If the index is being reflowed, make sure **Replace Existing Index** is checked in the **Generate Index** dialog box.

INDEX STYLES

InDesign automatically creates Styles for the index. Changing the fonts has never been easier.

- Open the **Paragraph Styles** palette.
 - Go to the **Type** menu.
 - Select **Paragraph Styles**.
- The **Styles** that are created are:
 - **Index Level 1** – Names and page numbers
 - **Index section head** – Initial letters
 - **Index title** - Heading
- To **modify** a style, double click on a style name to open the **Modify Paragraph Style Options** palette
- Choose an option to modify from the left hand column:





- **Basic Character Formats** – change the font, size and leading
- **General** – to base this style on another style
- **Indents & Spacing** – to change alignment
- **Tab** – to change tab settings
- **Hyphenation** – to change defaults or turn off hyphenation.
- Click **OK**
- **Save** the file when done.

