**Cross-Referencing Index Entries**

Creating index entries in a Word document is easy, as you learn in other *WordTips.* It is not uncommon to cross-reference items in an index, and such cross-references require a change in how you create the index entries. For instance, instead of page numbers after an entry, you might have the text *See Johnson, Abigail.* To insert a cross-reference in an index entry, follow these steps:

1. Select the text you wish to appear as the main index entry. This is the text under which the cross reference will appear.
2. Press **Alt+Shift+X**. Word displays the Mark Index Entry dialog box. Notice that the Main Entry text box is already filled in with the text you specified in step 1. (See Figure 1.)



**Figure 1.** The Mark Index Entry dialog box.

1. Select the Cross-reference radio button.
2. In the text box to the right of the Cross-reference radio button, enter the cross reference, as you want it to appear.
3. Click on Mark.
4. Click on Close to dismiss the Mark Index Entry dialog box.