Embedded Indexing – a brief overview

MS Word

Microsoft Word has an indexing module enabling the creation of an embedded index directly in Word. Many indexers first learn about embedded indexing this way. In practice, it's a slow and cumbersome way to produce an index.

Walter Greulich has written a series of articles in *The Indexer** detailing methods he has devised for indexing directly in Word. Aimed more at authors or publishers who may not do enough indexing to invest in dedicated indexing software. Well worth studying, especially if you are technically-minded. (Walter has also published a book on the subject – not sure if an English version is available yet?)

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Barry Campbell has lots of useful information on embedded indexing in Word in the User Guide to his software IndexExploit. The User Guide is freely available.

https://0201.nccdn.net/1_2/000/000/10f/ef9/indexexploit-user-guide.pdf

IndexExploit

http://www.indexbase.co.uk/indexexploit/indexexploithome

IndexExploit, developed by Barry Campbell, is an add-in for creating and debugging Word embedded indexes. It can be used to create embedded indexes, in combination with the Word indexing module. It can also be used to edit embedded indexes created by any of the processes used by professional indexers including WordEmbed, DexEmbed, ixmlEmbedder or Index-Manager. Embedded indexes can be turned into linked indexes

DexEmbed

https://www.editorium.com/dexembed.htm

DEXembed is a Microsoft Word add-in created specifically to meet the needs of indexers who use standalone indexing programs (such as SKY Index, CINDEX, MACREX, or Picardy), and who need to embed index tags in Microsoft Word documents or DocBook XML. A notable feature is that it has the option to mark page ranges with beginning and end range codes instead of using bookmarks. The User Guide is freely available
https://www.editorium.com/DEXembed%20User%20Guide.pdf

Index-Manager

https://index-manager.net/en/home/

Index-Manager is a dedicated powerful software with which professional indexers can create, sort, and edit index entries in Word, InDesign and XML files. It offers the same functionality as other dedicated indexing tools, but it also inserts the index entries into the document files. A particular advantage of Index-Manager is the ease with which you can handle new or updated versions of the document.

Society of Indexers 'Active Indexing' workshop

https://www.indexers.org.uk/training-development/workshops/online-workshops/active-indexing-creating-indexes-for-ebooks/

This workshop, by **Jan Worrall**, is focussed on the topic of eBook indexing. It includes a wealth of information on the various embedded indexing tools available.

WordEmbed

No longer available. A Microsoft Word add-in developed by James Lamb that allows indexers to create and edit the index in their preferred indexing software (Sky, CINDEX, Macrex) before embedding into the Word document.

Trial versions

IndexExploit, DexEmbed and Index-Manager all offer free trials, either time-limited or feature-limited.

(Compiled by Wendy Baskett for the SI Conference 2025 at Birmingham)