<u>INTEROFFICE MEMORANDUM</u>

DATE: August 23, 1991   <u>FROM:</u>   Info. Center
<u>PRODUCT:</u>   WordPerfect   <u>VERSION:</u>   5.1
<u>RELEASE DATE:</u>   All
<u>SUBJECT:</u>   Index - Creating A Concordance File

A concordance file can be created to avoid having to mark text when creating an index with headings and subheadings for a large document. To create the concordance file:
1.   Press Alt-F5, 3
2.   Type in the heading and press Enter
3.   Type in the subheading and press Enter
4.   Type in the name of the subheading again and press Enter
5.   Repeat steps 1 through 4 for each entry of the index

After creating this file, save it. Then, go back to the document, Define the index and Generate. Additional information on this subject can be found in memo WP51_5600F.

Memo ID: WP51_6775G