

(“Defined Term”)

Indexing Macro

Description

This macro searches for defined terms in Word documents and creates an alphabetized index of the terms and the page number(s) on which they are found.

The resulting index is made up of two columns of defined terms. On the left hand side of each column, the defined term is listed, and on the right hand side of each column, the corresponding page number(s) is listed.

Sampling the macro - follow these instructions if you wish to test the macro before installing it:

1. Open the Defined Term Index template, available at <https://definedterm.com/a/resources>.
 - a. Upon opening the file, a dialogue box will ask whether you wish to enable macros. Select “Yes,” or “Enable Macros.”
2. Add the “Developer” tab to your toolbar if it is not already there
 - a. [On Microsoft Office](#)
 - b. [On Microsoft Office for Mac](#)
3. Paste the legal document containing defined terms in double quotation marks, or author a legal document. When you are ready to create an index of defined terms, click on the “Developer” tab, “Macros,” “IndexDefinedTerms,” and “Run.”

Installing the macro - follow these instructions when you wish to add the macro to your Word toolbar for repeated use:

1. Open the Defined Term Index template, available at <https://definedterm.com/a/resources>.
 - a. Upon opening the file, a dialogue box will ask whether you wish to enable macros. Select “Yes,” or “Enable Macros.”
2. Add the “Developer” tab to your toolbar if it is not already there
 - a. [On Microsoft Office](#)
 - b. [On Microsoft Office for Mac](#)
3. Click on the “Developer” tab, “Macros,” “Organizer.”
4. Under “Macro Project Items available in,” select “Defined Term Index.dotm (Template)” from the dropdown list. Press “Copy,” and “Close.” Close the Word document.
5. Your macro is now ready for use. To use the macro, simply visit “Developer,” “Macros,” “IndexDefinedTerms,” and “Run.”

Tips

If you would like to add the macro to the quick-access toolbar, visit the following instructions:

- [On Microsoft Office](#)
- [On Microsoft Office for Mac](#)