

## How to create a Concordance File in WordPerfect®?

• WordPerfect Office Suite

A concordance is a list of words or phrases and the page numbers where each word or phrase occurs. You can generate a concordance as an index or include it in an index of marked headings and subheadings.

A concordance file is a document you create consisting of words and phrases you want to include in the concordance. Type each word or phrase at the beginning of a line, then press Enter before typing the next word or phrase.

The generated concordance uses the capitalization of the concordance file. For example, if you create a "butterfly" entry in the concordance file, then generate the concordance with a document that includes "Butterfly," all occurrences of "butterfly" and "Butterfly" are listed under the "butterfly" heading.

To create a concordance file for an index,

- 1. Click File New.
- 2. Type a word or phrase to include in the concordance file, then press Enter.
- 3. Repeat step 2 for each word and phrase in the concordance.
- 4. Click File Save As, then type a filename.
- 5. Open the document you want to create a concordance for.
- 6. Click where you want the concordance to appear, type a title for the concordance (or index), then press Enter one or more times to add blank lines.
- 7. Click Tools Reference Index Define.
- 8. Specify the concordance filename, then click OK.
- 9. Click Generate.

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