Creating a Glossary with Word 2007

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Word 2007 doesn’t have its own glossary feature, but you can use the Table of Authorities utility to create a glossary and then edit the table to give you the effect you need. The process is really simple and can save you many hours—and help you be consistent in your terminology—if you add glossary entries as you write. This 3-Minute Guide walks you through the process.

Create the Glossary Entry

1. Highlight the word you want to use as the glossary entry.
2. Click the References tab.
3. Click Mark Citation.
4. In the Mark Citation dialog box, the word you highlighted is already in the Selected Text box. Click after the word and type the definition for the phrase.
5. Click Mark.

This adds a field code into your text with the description, but even though the description is visible, it will not print on the page.

Compile the Glossary

1. Click at the point in the document where you want to create the Glossary.
2. Click Insert Table of Authorities in the References tab.
3. In the Table of Authorities dialog box, click the Formats arrow to choose the type of format you want to use.
4. Click OK.

Word inserts a Table of Authorities (which you’ll edit into a Glossary) at the cursor position.
Edit the Glossary

1. Click at the end of the word at the top of the Glossary list, and backspace to remove it. (This may say Case or Other Authorities—it is the Category you see in the Mark Citation dialog box.) Type the heading you want to use and format it as needed.
2. Click at the end of each row and press Backspace to delete the page number and leading characters.

<table>
<thead>
<tr>
<th>Glossary</th>
</tr>
</thead>
<tbody>
<tr>
<td>intention: an act or instance of determining mentally upon some action or result</td>
</tr>
<tr>
<td>monologue: any composition, as a poem, in which a single person speaks alone</td>
</tr>
<tr>
<td>potential: capable of being or becoming</td>
</tr>
<tr>
<td>reverence: a feeling or attitude of deep respect tinged with awe or veneration</td>
</tr>
</tbody>
</table>

Update the Glossary

If you add words and definitions in the both of the document and then want to recreate the glossary, repeat the steps for creating the Glossary in Section 2 above. You will need to re-enter the edits to the table (changing the table heading and removing page numbers and leading characters) because Word will completely recreate the table.

There you have it—a simple way to create your glossary as you go in Word 2007. :)

Thanks, Verissimo, for submitting this question!

Now that you’ve accomplished your major task for the day,
go outside and do something fun!
3-Minute Quick Guide Suggestions? Do you have a question you’d like to see answered in a 3-Minute Quick Guide? Send me your question at kmurray230@sbcglobal.net and I’ll do my best! 😊