

Indexing ideas

WAYS TO MAKE MY INDEX AS EFFECTIVE AS POSSIBLE

INDEXING IDEA:	DONE
Only index important pages	<input checked="" type="checkbox"/>
Group multi-page collections in one entry	<input checked="" type="checkbox"/>
Code the index with colour and signifiers	<input checked="" type="checkbox"/>
Maximize space by using multiple columns	<input checked="" type="checkbox"/>
Make a flip-out or detachable index	<input checked="" type="checkbox"/>
Index across notebooks with a master index	<input checked="" type="checkbox"/>
Categorize or alphabetize the index	<input checked="" type="checkbox"/>
Use ribbons to indicate important pages	<input checked="" type="checkbox"/>
Use tabs and dividers to mark journal sections	<input checked="" type="checkbox"/>
Use coloured squares at page edges	<input checked="" type="checkbox"/>
Use washi tape borders to mark pages	<input checked="" type="checkbox"/>

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