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**100% Effective Natural Hormone Treatment**  
**Menopause, Andropause And Other Hormone Imbalances**  
**Impair Healthy Healing In People Over The Age Of 30!**

**Do-It-Yourself Indexing**

**By Peggy Hazelwood**

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Indexing a book is a science in itself. I have a friend who is a professional indexer, but if you have written a book and need an index created, you can do it yourself. And adding an index gives your book or ebook a professional edge, a bonus that the reader will appreciate.

I indexed my nonfiction ebook, *From Old to Gold: How to Start and Run an Antiques Business*. Here's how I created a "quick and dirty" index for my book:

1. I started by looking at the indexes of other similar how to books. I checked out which words they list in their index to get an idea of which words are relevant for my book.
2. I then went through my book, making a list of words that would be relevant to readers in their search for specific topics. The list included words like antique malls; appraiser; art; collectors; dates, of antiques; styles, of antiques; trends. Decide how detailed you want your index to be.
3. Next, after my book was ready to go, that is, all final layout was finished so no page numbers would change, I searched my book (in Microsoft Word, click on Edit, Find, then type in each word you want to add to your index, one at a time). I then wrote down each page number where each word appeared in my book.
4. I did this process for each word then typed in the index as the last section of my book. I listed the word then the page numbers where the word appeared. I did not get too detailed, but I listed enough general words that someone can easily find a topic by using my index.

This is the simplified version of how to create an index. There is software you can use or professional indexers, but this process worked for me and it can work for you too!

Peggy Hazelwood runs the Albooktross Electronic Bookstore, <http://www.albooktross.com/>, where you can find ebooks from A to Z in categories like How To, Self Help, Writing/Publishing, and so much more.

## **Getting Your Blog Indexed And More Exposure**

**By James Calvin**

A blog is defined as a website that contains information, comments, thoughts and links by a writer. A blog can be a very personal site for writers looking to express their innermost personal thoughts or can be very general. Blog indexing means that blogs are listing on cross Internet searches and search engine sites. There are special sites that lists blogs that makes them easy to find for readers

When you first start writing a blog, it is usually because you have something you want to express. If you choose to share your blogging thoughts, you will want a steady stream of readers for your blog to be successful. More exposure to your web blog means more readers. Blog exposure is important and one way to get this type of exposure is through blog indexing.

Readers can find a blog about almost any topic in the world and in any language. A blog index helps readers find what kind of blog they are most interested in reading. Some blog indexing sites list several different topics to choose from and then list blogs that relate to a particular topic. For blog writers this can mean increased exposure to a blog site.

Blog indexing can also include indexing your blog pages within your site. When you add an entry to your blog, it will be included with a link on your site. Keeping these links can help readers go back and read your past entries. Many times, when you include certain keywords within your blog writing, a search engine can also pull up your past blog entries. This makes it easy for your readers to catch up with current entries as well.

Web searching through blog indexing is very beneficial. You can have the option whether or not to include searches to your site. When a blog is indexed, it helps readers easily locate your site. If you do not index your site, it still may be found using a search engine; however, the link will be blank if the entry is old or if you have removed it for whatever reason. Indexing your pages and including searches to your blog site means that a reader can enter your blog they are looking for and produce results.

When you get ready to index your blog pages and implement searches, there are few tips that can help readers easily locate your entries. One easy tip is to keep your page noticeable. This means that you want to keep your search options easily accessible for your reader. Also, enter your blog on as many search engines sites that you're possible can. Many search engines sites such as Google and Yahoo have steps you can use to enter your web site on their search engine. This process may take a couple of weeks, but it is well worth it if you are interested in more exposure through your blog.

Another way to increase the traffic on your blog with indexing and searching, make sure all of your links works. Check your links often and make sure that they are leading your readers to your site or to where you want them directed. Also, if you change your web blog location, you will need to update your search engines or include a link from your old site to your new site. If a reader clicks on your link to get to your blog and finds that it is no good, chances are that they will not attempt to find your location.

You can also increase traffic to your blog site by using a blog-hosting site that is easy to use and that offers features such as searches and indexing. There are many blog sites that are available to those

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that want to blog, but some may not offer the type of features you want to use. If you choose to keep your blog personal and private, then you will not need to worry about indexing or entering your blog on a search engine.

Blogging can be a great way to share your writing with others. In order to make sure that you have the maximum amount of exposure to your blog consider indexing and search engines. This can help readers easily locate your blog and will help them locate interesting entries in the future.

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