

## ***ANZSI NSW Branch: Intermediate/Practical Indexing Course***

ANZSI NSW will hold an Intermediate/Practical Book Indexing training course run by Glenda Browne.

### **Prerequisites**

Students will have done a 2-day basic book indexing course, or will have experience with indexing books (or journals, etc), or will have studied the theory of indexing in detail on their own (eg, reading a number of indexing books). If unsure whether you have an appropriate level of experience please contact Glenda Browne. Training in basic indexing principles will not be given (although issues in the application of the principles are covered).

You will need to be able to allocate enough time over the month before the face-to-face session to become familiar with your software, follow the online discussions and create an index.

### **Course Description**

This course follows on from the introduction to the principles of indexing, to focus on the **practice** of book indexing. It has four steps:

- Students complete an index to a short book using their existing skills, supplemented with online support. The online support will be via a mailing list, through which we expect peer-to-peer communication to resolve many of the problems, although the trainer will also be following discussions closely, and responding as needed.
- After a month working on their indexes, students will get together for a morning to discuss the task, the problems they encountered, and the approaches they took.
- This will be followed by an informal lunch at which indexers can continue discussions, and get to know each other better.

We also hope to write a summary of the different approaches, and make available (anonymously) any sample indexes which students are willing to upload.

### **The book to be indexed**

The book to be indexed is a 70-page introduction to Linux, written for beginners. It is clearly structured and easy to read, so although on a somewhat technical subject it should not be difficult to understand. It will be provided as an electronic file via email or through the internet. (To read PDFs you will need Adobe Reader which can be downloaded for free from the internet).

### **Prior to the class**

You should join the mailing list for the course (details will be provided when you book).

You will be provided with an electronic copy of a book which you are expected to index over the next month, along with a brief describing the work required. The book can be indexed in PDF format or as a printed copy (or both – eg, print the first half and then try indexing on-screen for the second half).

You are encouraged to discuss your initial plan with the list as you start working, and then to raise issues as they arise. You can send one draft index to the trainer during the month for a review confirming that you are ‘on track’ or suggesting alternative approaches. You should email your completed index (or as much as you have done) to the trainer a few days before the face to face component. This will enable comparisons between the different indexes.

You should keep track of the time you spend indexing, as this will help you schedule and quote for future work.

It is not compulsory, but is highly recommended that you join other indexing forums. The main one is the INDEX-L mailing list, but newer developments include NING (where there is a small Australian group) and Linked-In (where there is an Indexing group).<sup>1</sup>

## Software

Software is **not** provided. No specific software is required, however it is expected that most people will use one of the three major dedicated indexing software packages – SKY Index, Macrex, or CINDEXTM (<http://www.anzsi.org/site/software.asp>). Demo and/or student versions of these packages are available. Because the book will be provided in electronic format (PDF, which can be converted to MS-Word) you may also choose to use embedded indexing. You can use any other software or paper-based approach that you choose, although these are likely to be slower and more cumbersome than the dedicated software.

Software training and support is NOT provided. You will need to experiment with the software you have chosen, and use online mailing lists for support (Cindex and SKY Index). The Macrex mailing list is only available to those who have purchased the program, but the Australian representative, Max McMaster ([max.mcmaster@masterindexing.com](mailto:max.mcmaster@masterindexing.com)), is happy to offer assistance.

The dedicated indexing programs are:

SKY Index – [http://www.sky-software.com/Products/IndexStu\\_v6/Overview.htm](http://www.sky-software.com/Products/IndexStu_v6/Overview.htm). The cost of a student version is US\$80, and it is limited to 1000 entries. If you then decide to buy the program you get a refund for the cost of the student version. For this course they have also allowed our students a student purchase discount, which gives an additional US\$80 off when you purchase the full version.

Macrex – <http://www.macrex.com/downloads.htm>. The free demo version is limited to 300 entries with a maximum length of 500 characters. This will constrain the size of your index, but should be adequate. If you use this software, you will be setting yourself a brief of ‘no more than 300 entries’. (Keeping an index within size limits is one of the many challenges in indexing, so is not a bad thing to practise).

CINDEXTM – [http://indexres.com/soft\\_cinw.php](http://indexres.com/soft_cinw.php). The CINDEXTM demos (for Windows and Macintosh) and User’s Guide (PDF) are free to download, however, as they are limited to 100 records they are not adequate for this exercise. A Student Edition is available at a cost of US\$80. It comes with a printed *User’s Guide* and will hold 500 records (or more if you use the Tools-->Compress feature to consolidate references

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<sup>1</sup> You can download ‘Around the world: social networking for indexers’ from [http://www.theindexer.org/index.php?option=com\\_content&task=view&id=58&Itemid=46](http://www.theindexer.org/index.php?option=com_content&task=view&id=58&Itemid=46).

and remove duplicate, deleted and empty records). If you then decide to buy the program you get a refund for the cost of the student version.

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