

**Society of Indexers (Queensland Branch) ~ ANZSI ~
Indexing Training May 2009**

Saturday 16 May 2009 ~ Basic Book Part 1 ~ 9am-5pm (\$250 / \$300)

Brisbane Girls Grammar School Gregory Terrace, Brisbane

Presenter: Max McMaster

Areas covered include the indexer's role in the publishing process, indexing software, selection of terms, headings and subheadings, cross references, alphabetical arrangement, style in indexes, editing the index and evaluating indexes. Workbook included.

Sunday 17 May 2009 ~ Basic Book Part 2 ~ 9am-5pm (\$250 / \$300)

Brisbane Girls Grammar School Gregory Terrace, Brisbane

Presenter: Max McMaster

This one-day course is a follow-on from the Basic Book Indexing Part 1 course where participants apply the theory skills they have learnt by indexing a small non-fiction work (approx. 50 pages) using one of the dedicated indexing software packages on the market. This course develops practical indexing skills including individual computer access during training.

Thursday 28 May 2009 ~ Thesaurus Construction ~ 9am-1pm (\$125 / \$150)

5 Celeste Court, Wynnum West, Brisbane

Presenter: Jean Dartnall

This course does not cover any software but is intended to provide instruction and some practical work in the intellectual work of making a thesaurus. Handouts and workbook included.

- What is a thesaurus? Terminology
- Pros and cons of controlled vocabulary.
- Pros and cons of using or adapting an existing thesaurus compared with creating a new one.
- Methods of creating the basic vocabulary for a thesaurus.
- Creating a hierarchy and turning into an alphabetical sequence
- Writing scope notes
- Maintaining and revising a thesaurus.

Friday 29 May 2009 ~ Database Indexing ~ 9am-1pm (\$125 / \$150)

5 Celeste Court, Wynnum West, Brisbane

Presenter: Jean Dartnall

This course is intended to introduce participants to the practice of indexing journal articles for databases. Handouts and workbook included.

- Indexing basics. 'Aboutness' and term selection
- What is different about indexing journal articles?
- The problems and how a database can help
- Policies for database indexes
- Business and practical issues

Saturday 30 May 2009 ~ Web Indexing ~ 9am-5pm (\$250 / \$300)

Brisbane Girls Grammar School Gregory Terrace, Brisbane

Presenter: Glenda Browne

This workshop will provide a brief overview of some of the options to be considered for indexing on the web including individual computer access during training.

- Intro to web indexing , web documents and metadata for websites
- Creating A to Z indexes for websites and web documents – policies, software options, HTML indexer demonstration, tutorial and exercises
- Metadata for websites – comparison with A to Z indexes
- Creating metadata – policies, thesauruses, display, metadata creation including exercises
- Social tagging/bookmarking – metadata creation by the people/concept of pace layering/cloud maps including exercises. Also automatic concept extraction

Cost: *Full Day - \$250 per day for ANZSI members; \$300 per day for non-members
*Half Day - \$125 or \$150 as above.

**Each course receives an ANZSI Society of Indexers Certificate

Refreshments: Lunch and morning / afternoon teas will be provided where applicable

****Payment: must be made by Thursday 30 April 2009 closing date, with your application form**

(any concerns contact Moira Brown)

- Cheque to
Australian and New Zealand Society of Indexers, Qld Branch
PO Box 8069
Wynnum North QLD 4178
- Internet payment to
ANZSI Qld Branch
Westpac Bank Account
BSB: 034053
Account number: 248216
Please write your "Surname and initial" in description field.

Please email a copy of the transaction details to Moira Brown brown5moira@yahoo.com.au so that your payment can be tracked. Please include in the email the courses selected.

[Apologies, but NO CREDIT CARD facilities available]

Please return application forms to Moira Brown

For any further information or queries, please contact Moira Brown any time

Phone: 07 3893 1252

Mobile/sms: 0416 097 629

Email: brown5moira@yahoo.com.au

Tick or highlight box to indicate which sessions you are attending

Basic Book Part 1 Basic Book Part 2 Thesaurus Construction

Database Indexing Web Indexing ANZSI member Non-member

Total cost: _____

Name: _____

Address: _____

Phone: _____

Mobile: _____

Email: _____