



Newsletter of the **Australian and New Zealand Society of Indexers Inc.**

Volume 11 • Number 4 • May 2015

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From the President



write | edit | index conference

I'm looking forward to the conference next week, and to meeting with many indexers and editors, old friends and new, including some from Asia and the Pacific.

Just a reminder that the **Special General Meeting** about Constitutional changes, including plans for the restructure of ANZSI, will be held at the conference on the Thursday, 1:15 pm. If you won't be there, and haven't already done so, please send a proxy form. The form was emailed to all members last month.

Bring your cash and credit cards, as there will be books on indexing and editing available for sale at the conference.

There will also be an ANZSI table promoting the new website and Indexers Available (IA) during tea breaks and lunch breaks. Thanks to Nikki Davis and the Publicity and Promotions Committee for coordinating this table and the flyers, to Denise Sutherland for design work on the flyers, and to the volunteers who will be manning the stand.

We are planning an informal indexers' dinner for the night of Friday, 8 May. We will meet at the conference venue, and then, depending on numbers, break into groups to head to different restaurants. Everyone is welcome to join us.

Thanks to the conference committee for all their work preparing a terrific event.

Website

Work on the website has progressed steadily, and the team is in the process of moving us over to the new site. So it should all be operational in the next week or so (the exact timing depends on external things happening, and is out of our control). Thanks to Ali Bell for keeping up with emails, even while moving house. At least she has avoided the recent Sydney weather! As well as working on the website structure, the team has been tidying up the content as they go, checking the accuracy and continued relevance of the content, and collating the hundreds of PDFs. Thanks in particular to Denise Sutherland for this, and to Sherrey Quinn for assistance on several of the resource pages.

In earlier times, we included names and addresses of AusSI (now ANZSI) members in the newsletter. This is not in line with current privacy practices, and Lindy Allen has been painstakingly continuing the work that Max McMaster had done in redacting this content (i.e., covering it up). Thanks to Lindy and Max for this.

IA is a significant part of our website. The Working Party on the Redevelopment of IA is working with the Website Working Party to put the final touches to this database. The result of much consultation with indexers, and a survey of editors, this will be a wonderful tool for indexers who are seeking work. Thanks to Madeleine Davis and the team for their longstanding work in this area.

ICRIS

This is an important year for the International Committee of Representatives of Indexing Societies (ICRIS). The ICRIS Triennial Meeting (the major ICRIS gathering) will be held at the Society of Indexers conference in York, in September. Before then, ICRIS meetings will be held in Canberra, the US, and Canada, to consider the wording of our international agreement, and to discuss other international issues, including those relating to *The Indexer*.

One item on the agenda is the decision about who will host the next triennial meeting in 2018. The China Society of Indexers has offered to do this.

Web Indexing Special Interest Group

The American Society for Indexing (ASI) Web and Electronic Indexing Special Interest Group has international membership, and an Australian webmaster. It includes general information about web indexing and a page with links to web indexes <www.web-indexing.org/web-index-examples.htm>.

Details about membership are at <www.web-indexing.org/membership.htm>. If you would like to be the Australian contact on this page, please let me know <glendabrowne@gmail.com>.

Elinor Lindemer Pravda

I was sorry to hear of the death of Elinor Lindemer Pravda, past president of ASI. She wrote once about her move from indexing to a less stressful job at the reception desk of a motel. I have always remembered it as a good discussion of the choices we make in our careers, and the need for balance.

It is hard to avoid stress in the freelance life. I once read a post on a mailing list that criticised indexers for complaining about overwork, when the amount of work we take on is in our hands. There is some truth in this comment, but it also made me think about the reasons that we might end up with too much work:

- schedules slipping
- having a 200-page gap, but being offered a 400-page book
- having a huge ongoing project, and also wanting to keep regular work flowing
- not wanting to reject a new potential client
- wanting to keep an existing client when you have already said 'no' a few times
- wanting to work on a subject you love, or one you would like to try
- the general insecurity of a freelance life, meaning it is difficult to ever say 'no' to work, even when it is not needed at the time.

Stinging nettles, indexing or eating

I love it when indexing work influences my real life. I have recently indexed, or viewed indexes, with information on foraged foods.

I indexed a cookbook with a recipe using foraged nettles. Being nervous about the stings, and about identification of the plant, I researched a bit further. I had to smile at one website that said of stinging nettles: 'They will satisfy my hamburger cravings' <www.richsoil.com/nettles.jsp>. I found harvesting information at <scandinavianfood.about.com>.

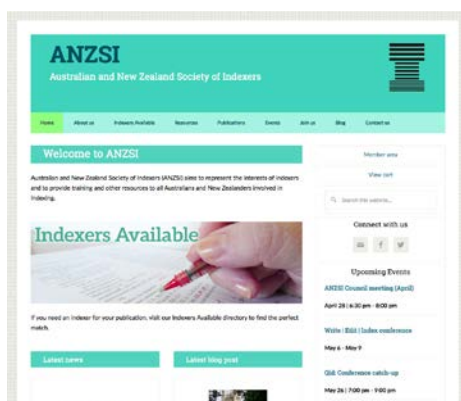
Then Jon Jermey indexed a book about life in Changi POW camp, where they valued sweet potato leaves as a source of vitamins. As we have a swathe of sweet potatoes growing feral in our garden, I thought this might be worth a try. I found recipes at <www.epicurious.com>.

Glenda Browne

**Coming any
day now!**

ANZSI website

Visit www.anzsi.org to see our fresh new look



- About ANZSI
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write | edit | index

Conference news

We're counting the sleeps — how about you?!

This year's conference promises to be a fabulous event. After a day of workshops on Wednesday, 6 May, the conference itself kicks off with a glittering Welcome function from 5 pm at the groovy Lucky's Speakeasy, QT Canberra. Our keynote speakers, author Jackie French, cryptic legend David Astle and IPEd patron Roly Sussex, all have inspiring tales to tell us over the following few days.

The conference has four streams of presentations and discussions. There's a great choice of sessions to attend, and lots of variety — from indexing in South Africa, to managing digital publications, to editing science writing. Thursday night is another big one — the conference dinner, at the Great Hall at University House, the Australian National University. The Master of University House, Peter Kanowski, will give a brief talk about the history of this iconic Canberra building.

Friday is another day packed with interesting offerings (rumour has it that EPUB legend Trinity — aka Glenda — may be making another appearance). Saturday follows suit, closing with informal roundtable discussions, and a goodly amount of bonhomie!

Over 260 delegates have signed up, and registrations are still open — it's not too late. We'd love to see you there!

When: Wednesday, 6 – Saturday, 9 May 2015

Where: QT Canberra, cnr London Circuit and Edinburgh Avenue

Details: writeeditindex.net.au

You can now follow us on Twitter [@writeeditindex](https://twitter.com/writeeditindex) and read the live Twitter feed on our website. Join in the conversation!

The conference committee

Tracy Harwood, Shirley Campbell & Denise Sutherland

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Electronic indexing using PagePlus

PagePlus is a desktop publishing program for Windows-based PCs. It is the European equivalent of Adobe InDesign, at a much lower price. It can be downloaded from [their web site](#) — a free trial version is available. The program can be used to produce a wide range of publications, from complete books to brochures and ebooks. Outputs include PDF, HTML, EPUB2 and 3, and other ebook formats. The text editor included with the program, WritePlus, includes an indexing module which enables the user to produce an index with hyperlinks to terms embedded in the document. My examples use some pages from a journal I am editing.

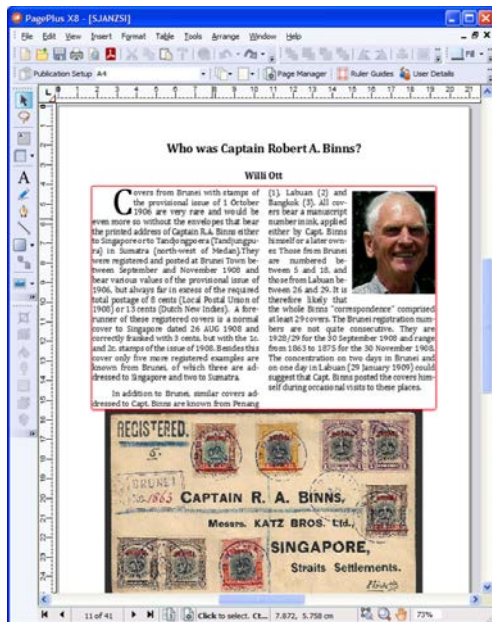


Figure 1: A page from the current issue of the *Sarawak Journal*.

The index entries created are shown in blue between curly brackets. see Figure 3. Figure 4 shows a section of the index, which includes two of the entries created on this page.

An interesting feature of the screen (Figure 2) is the *Find all* button. There does not seem to be a list of stop words, and Figure 5 shows the result of a *Find all* search for the entry *between*. It is possible to imagine circumstances where *Find all* could be very useful to the indexer, but it could also give a long list of nuisance entries in resulting indexes.

Creating an index entry

All text is held in text frames, and the text can be flowed across multiple frames and pages if required. With the cursor in a text frame, a right click on *Edit story*, or on *Edit Story* in the *Edit* menu brings up the contents of the frame and any frames connected to it.

To create an index entry the cursor is placed at a suitable point in the text and the command *Mark index entry* brings up the box shown in Figure 2.

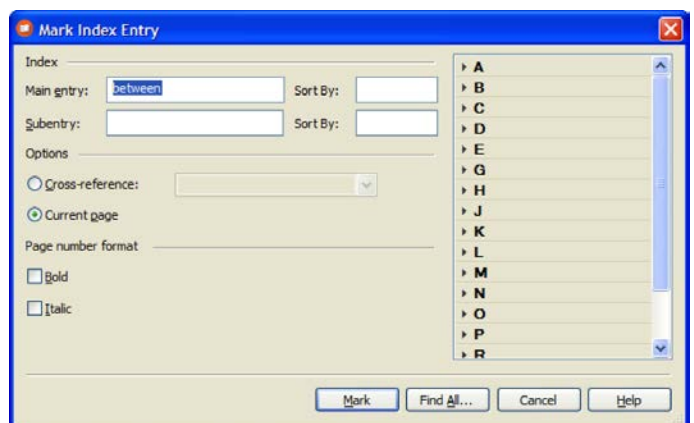


Figure 2: Marking an index entry. The alpha list at the right can be expanded to show where the entry fits in the index.

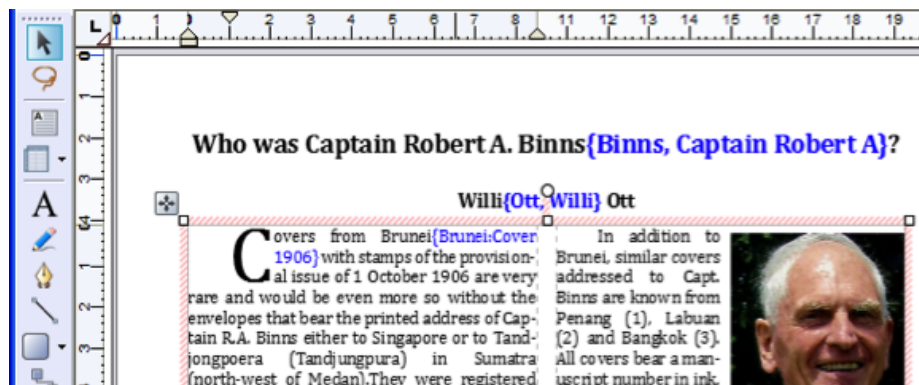


Figure 3: Index entries are held within the text in curly brackets and highlighted in blue.

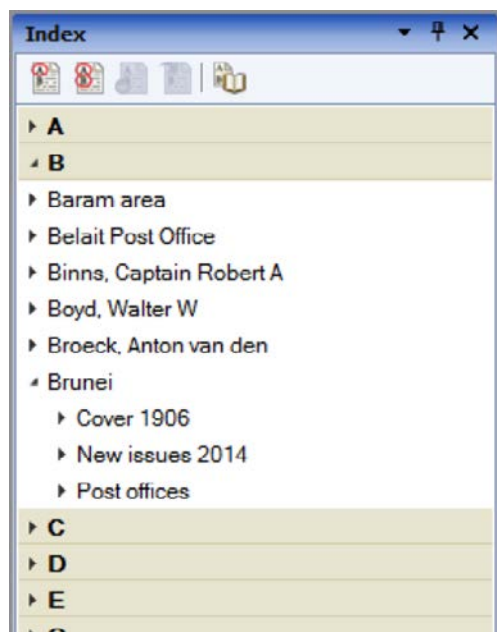


Figure 4: Index entries starting with B.

Generating the index

The *Generate index* tab brings up the screen shown in Figure 6. A title for the index can be chosen, and the current index can be replaced or placed at the front or the back of the publication. Page numbers can be right aligned if required, and index separators can be included.



Figure 6: Options for generating the index.

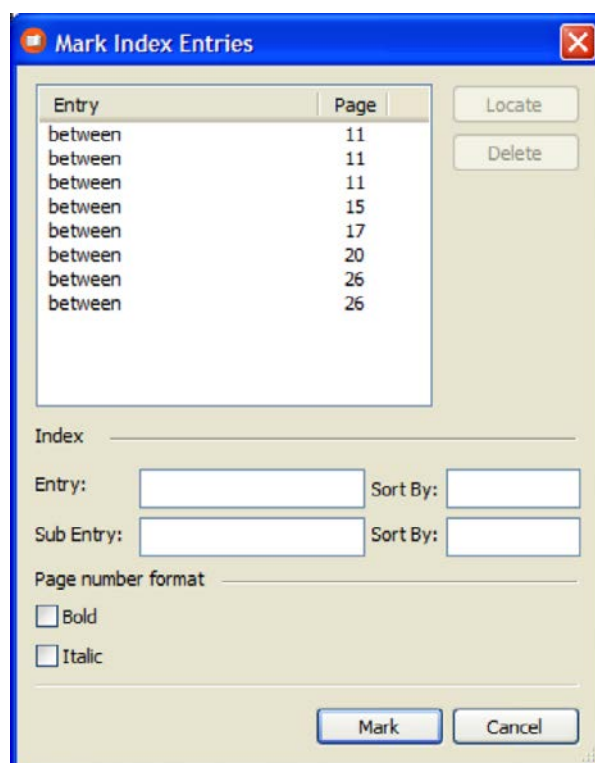


Figure 5: Eight occurrences of the word between and an invitation to press the Mark button.

More interesting is the *Include hyperlinks* box. Every locator in the index can be turned into a hyperlink, which links to the index point in the document. There are only two index levels, the main entry and subheadings. Text formats are built into the index; however, the user can choose any of the paragraph formats which come with the program, or create new paragraph formats instead (Figure 7).

Figure 8, on the next page, shows a portion of the index with main and sub entries, a *See* reference, and coloured locators, which indicates that they are hyperlinks.

Hyperlinks

Each locator can also be a hyperlink to the document if desired. Figure 8 shows the locator for *Binns* highlighted — this brings up two small buttons, one to allow editing of the hyperlink, and one to go to the index entry in the document.

Other formats

These examples show a typical print format, however any one of 30 or 40 page layouts and EPUB layouts can be chosen prior to the preparation of the publication, and the output can be for screen or paper.

For EPUB, the program allocates the text to a double page spread and gives each pair of pages a 'page number'. When the index is generated the 'page numbers' are used as locaters and hyperlinks to the document

Some limitations

The index system seems unable to cope with multiple page entries, e.g. 7–10, although it may be possible to edit the hyperlink to indicate a page range. However, the link will be back to the point where the index entry is located in the text, not to a range of pages.

This software is certainly worth investigating for anyone on a PC who needs to be able to do embedded indexing.

Ray Price

Victoria

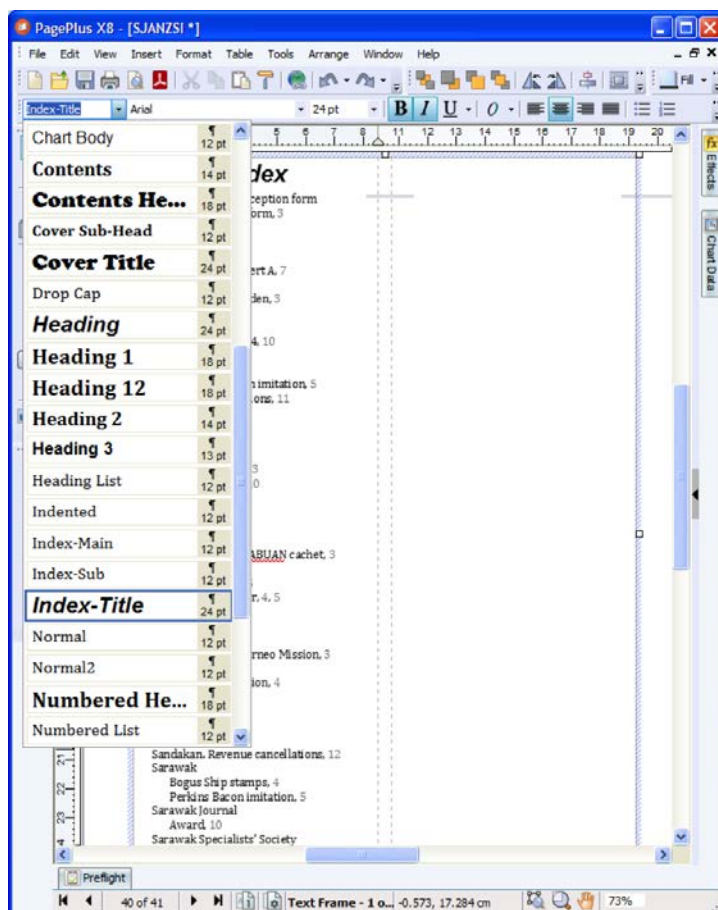


Figure 7: Built-in paragraph formats options.

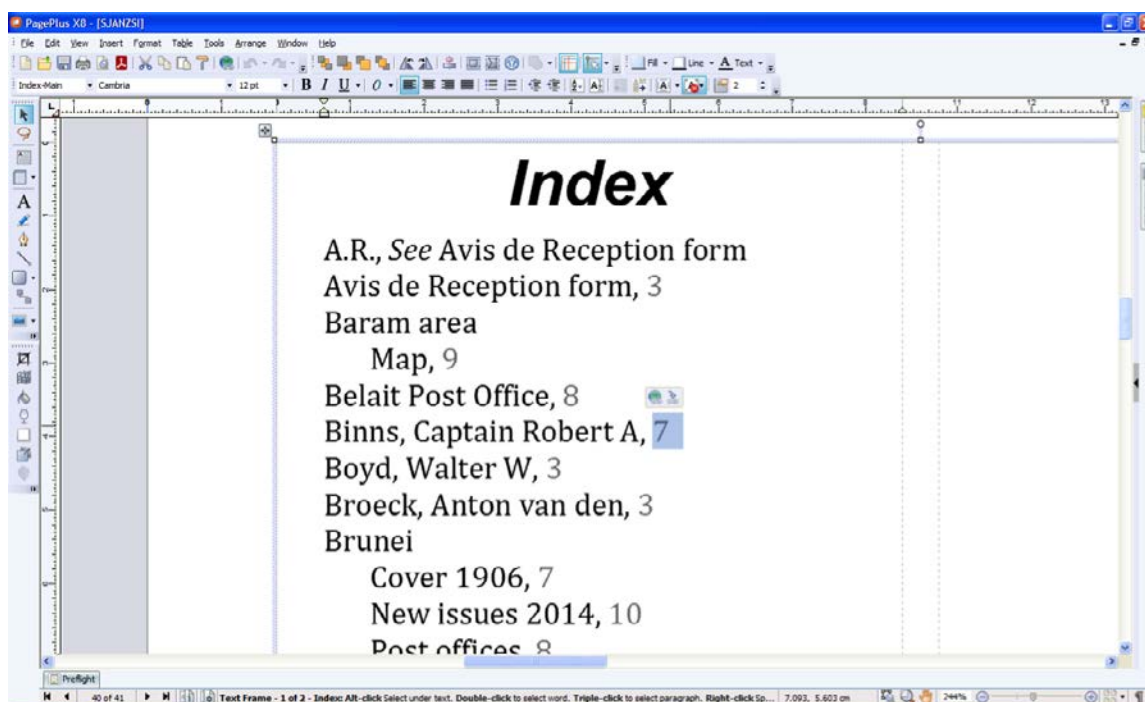


Figure 8: Part of the generated index showing the layout and hyperlinks.

Regional news

Annual Report Indexing in Canberra



Standing, L to R: Denise Sutherland, Kathie Dent, Melissa Crowther, Anneke Meyers, Beth Battrick
Seated, L to R: Penny Knox, Gaynor Evans, Geraldine Triffitt, Shirley Campbell, Sherrey Quinn

On the cold and blustery Saturday morning of 18 April, eight eager indexers and editors gathered to learn the basics of indexing annual reports in a workshop run by Sherrey Quinn, assisted by Shirley Campbell. Three attendees were from the Canberra Society of Editors, and two were from the Australian Research Council. Held at the home of ACT Region Branch President Denise Sutherland, the workshop attracted indexers and editors from all stages of their careers hoping to understand more about the intricacies of indexing annual reports.

Recognising the number of early-career indexers in attendance, Sherrey devoted plenty of workshop time to the processes of indexing, including a great demonstration of some of the standard indexing software used in the industry, and recommending some resources for further training and research. The ins and outs of indexing annual reports included a review of the required elements of annual reports, and how these relate to the indexer. This led to a discussion on how to approach the index, from the perspective of both an indexer and a project manager. Sherrey provided several real-life examples of completed annual report indexes to illustrate the subtle differences in indexes different reports produce.

The workshop was a great, informative day with a lot of friendly discussion and excellent advice. Not to mention pavlova! Thanks go out to Sherrey and her assistant Shirley, and to our host Denise.

Beth Battrick
ACT

Zakuski

Welcome to another feast

I can't believe that I have been writing this column for almost two years. Like indexing, it is either a feast or a famine, and whenever I have written my column, I sometimes wonder whether I will gather enough material for the next couple of months, and — to my utter surprise and amazement — I seem to.



Yet another closure

On the eve of the combined ANZSI conference with the editors, I was shocked to discover that a few TAFE colleges (Holmesglen, Box Hill and Chisholm) have shut down their publishing and editing courses. This is a crying shame. According to the Deputy Chair of Writers Victoria, Nicholas Brasch, these courses 'provide many disenfranchised people with a voice'. We should be training our next generation of editors and publishers, and where are they going to find the course to train in? This is a disgrace. *The Age*, Monday, 16 March 2015

Malcolm Fraser lives on

As Australia mourns the death of former prime minister, Malcolm Fraser, Melbourne University archives has been the beneficiary of Fraser's personal papers, speeches, photographs, and books. This will be a lasting legacy for all those people who may wish to write and research the Fraser era.

The collection includes Mr Fraser's early childhood correspondence, his relationship with the Wannon electorate, the 1975 Constitutional crisis, as well as articles related to his campaigns against apartheid, and human rights issues. www.unimelb.edu.au/malcolmfraser

Cyclone Pam

It was also distressing to hear that Vanuatu has lost many of its school libraries due to Cyclone Pam. ALIA'S **advocacy campaign FAIR** is fundraising to purchase children's books, school readers, English and French Dictionaries, encyclopedias, and non-fiction books. *News release*, ALIA, 25 March 2015

Continued next page

THE INDEXER

The International Journal of Indexing

March issue now out, with articles including:

- Brian Stewart, deputy director of the Art Gallery of Western Australia, on indexing image collections
- Glenda Browne, ANZSI President, on ANZSI restructuring

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Well done ABC

As a regular listener of Tony Delroy's *Nightlife* on ABC Local Radio, I heard an interesting talk about public libraries, their trends, services and funding squeeze. ALIA CEO Sue McKerracher urged all state governments to increase funding, as communities are extremely positive about the services libraries provide. As usual, a lively talkback session occurred. www.abc.net.au/nightlife

ABC Local Radio, *Nightlife*, 20 March 2015

Beware the Evil Indexer and Vile Editor!

The League of Evil Indexers and Vile Editors extravaganza will have its Down Under Launch at the QT hotel, Canberra on the Friday night of the conference. There will be prizes, trivia, and other mischievous delights.

Terri Mackenzie

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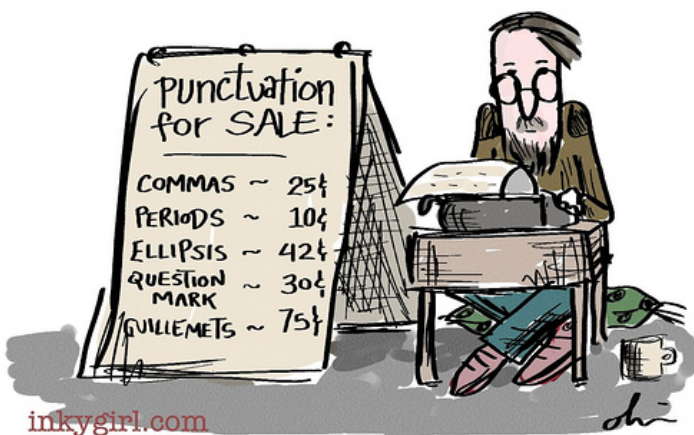
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ANZSI events

Council meetings

Tuesday, 9 June

Tuesday, 21 July

Regional meetings

Qld: Tues, 26 May, 7pm

At ANZSI Queensland branch's May meeting, we'll be hearing from members who attended the Canberra conference. Come along to share coffee, cake, and conference highlights. All welcome.

Vic: Wed, 13 May, 6 – 8 pm

The Victorian Indexing Club: Discussion about the 2015 ANZSI Conference. Led by members of ANZSI Victorian Branch who attended the conference. The Old Op Shop, Holy Trinity Anglican Church, Kew. For more information email **Ray Price**.

Vic: Sat, 8 August, 2:30 pm

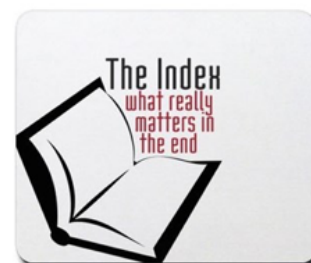
The Victorian Branch 2015 Annual General Meeting will be held on Saturday 8 August at 2:30 pm at The Langham, Southgate Centre, 1 Southgate Avenue, Southbank.

RSVPs by **15 June** are essential. Please contact Nikki Davis on <bookindexing@gmail.com>, or by calling 0414 758 712.

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Contact information

ANZSI's general email: ANZSIinfo@anzsi.org

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Council members: **Judy Richter, Terri Mackenzie, Elisabeth Thomas** and **Mei Yen Chua**

Branch Presidents (ex officio): Denise Sutherland, Nikki Davis, Julie Daymond-King, Mary Coe and Jane Douglas

Branch and regional contacts

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Northern Territory: Contact, **Frieda Evans**

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Western Australia: Contact, **Shelley Campbell**

Newsletter

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About the Newsletter

The Newsletter is published monthly 11 times a year, with combined issues for January and February.

Opinions and statements expressed in the Newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the society.

Schedule

The next Newsletter will appear in June 2015. The contribution deadline is **Friday, 29 May**.

Please send contributions by email to the editor Denise Sutherland at <denise@sutherland-studios.com.au>.

Advertising rates

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