



# Australian Society of Indexers

## NEWSLETTER

Volume 19, Number 5, June 1995

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### Editorial

In this issue Dwight Walker continues his popular series of articles on the Internet and raises the question of whether AusSI members would like some space set aside in the *Newsletter* so as to express their individual computer and software problems in the hope that other members may be able to solve them. Garry Cousins continues his very useful tips for Cindex users. Also included in the June issue are coming events for all state branches, reports from ACT and NSW and the complete list of current AusSI members with registered indexers in bold type.

Ann Philpott

### COMING EVENTS

#### Victoria

##### Nuts and Bolts Round Table Discussion

All members are invited to a 'Nuts and Bolts' round table discussion on any aspect of indexing members would like to discuss. Bring your laptops, bring your problems or bring both, if you wish. Afternoon tea is provided. A panel of experts will help provide you with some answers. This is a great opportunity to say hello and catch up with fellow members. We hope to see you there!

**Date:**

Saturday 24 June 1995

**Time:**

2.00 - 4.00 p.m.

**Venue:**

Balwyn Library, 336 Whitehorse Road, Balwyn

Mary Long

### ACT

#### African Banquet

The ACT branch is planning an African banquet at the Club Asmara. Interested members are warmly invited to contact Shirley Campbell for further details and bookings.

**Date:**

11 July 1995

**Time:**

7.00 p.m.

**Venue:**

Club Asmara, 128 Bunda Street, Civic

**Contact:**

Shirley Campbell, (06) 234 2225

Geraldine Triffitt

### NSW

#### General meeting and the Internet

The next meeting of the NSW branch will be held on Thursday 13 July. Jonathan Jermy will speak about indexing and the Internet. The talk will be accompanied by a direct connection to the 'Net', followed by a general discussion on indexing and the Internet. This is a good opportunity to see the Internet at work with no overheads!

**Topic:**

Overview of the Internet: how to access it, how to navigate it

**Speaker:**

Mr Jonathan Jerney

**Date:** 13 July 1995

**Time:** 6.30 p.m.

**Venue:**

Jean Garling Room, 1st floor, Mitchell Wing, State Library of NSW, Macquarie Street, Sydney

**Donation:**

\$5.00

Garry Cousins  
Lorraine Doyle

## Some Internet Tools: Eudora and Email

This article explains the mail program Eudora. It follows last month's introductory article about the Internet.

**Eudora** is a mail program produced by Qualcomm and runs on a Mac or a PC. It is freely available and can be upgraded to a commercial version.

### Setup steps

1. Set Eudora up where it is going to receive mail:  
(mail) SMTP server:  
**mail.ozemail.com.au**
2. Tell Eudora what your mail account is:  
POP account:  
**dwalker@ozemail.com.au**
3. Tell Eudora where your mail's attachments will be saved:  
**C:\EUDORA\ATTACH**

### Steps for sending and receiving mail

1. Create a new message using the Message menu item. This pops up a blank message. Email addresses look like this: fred@place
2. Type a message as you would for a word processor
3. Send it

Mail keeps coming in all the time. You may wish to look in your IN tray and browse

over the incoming information. After a while you will have enough mail to sort them into separate folders. Mailbox and Transfer commands allow you to create separate folders for this purpose.

Eudora has a feature which allows you to do the equivalent of including enclosures with your letters. It lets you attach a file to the message.

Eudora also has facilities to send any type of data, including text, spreadsheets, database files and programs. Behind the scenes, Eudora handles these formats using special codes. (Gurus would know these codes as MIME and BinHex.)

Once you have received a message, you may wish to reply. You create a reply using the Message command, often including chunks of the original message to give that friendly touch!

Ignore any strange names and messages at the head of the mail you receive. They are for computer use only.

It is hard to trace bounced mail. However, if you wish to do so, check to whom you sent your mail, even ringing them up, to check their true email address.

### Mailing lists

Apart from one-to-one communications, email is invaluable because it is so common. There are many mailing lists on the Internet. One mailing list, which AusSI members read, is called INDEX-L, which is organised by New York University and Georgia Southern University.

I will now show you how to join this mailing list. Naturally, you will need to send your own name and email address instead of mine when you send the following message:

To:  
**LISTSERV@BINGVMB.CC.BINGHAMTON.EDU** (There is no gap between 'BING' and 'HAMTON'.)  
From: dwalker@zeta.org.au (Dwight Walker)  
subscribe INDEX-L Dwight Walker

If you wish to send a message to the INDEX-L list, send the following type of message:

To:  
**INDEX-L@BINGVMB.CC.BING  
HAMTON.EDU**  
From: dwalker@zeta.org.au  
Subject: blah blah

To stop receiving mail from INDEX-L,  
send something similar to this:

To:  
**LISTSERV@BINGVMB.CC.BING  
HAMTON.EDU**  
From: dwalker@zeta.org.au (Dwight  
Walker)  
signoff INDEX-L

### Address books

If you have a collection of commonly used  
email addresses, Eudora provides  
nicknames. You can use them instead of the

long email addresses, which are awkward  
to type. For example:

**nickname**  
index-l

instead of

**email address**  
INDEX-L@BINGVMB.CC.BING  
HAMTON.EDU

Now you can use index-l instead of the  
long email address above!

### Bibliography

Krol, Ed, *The whole Internet user's guide  
& catalog*, 2nd ed., 1994, chap. 7

Dwight Walker

## AUSTRALIAN SOCIETY OF INDEXERS

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## **COMPLIMENTARY EXCHANGE OF NEWSLETTERS**

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## **Letter to the Editor**

Dear Editor

In addition to the nuts and bolts question  
and answer columns for Cindex and  
Macrex in the newsletter, I am interested in  
the newsletter setting aside a forum area for  
members to get in touch with each other

about general computer and software problems.

Members would give their name, contact details and brand of software and computer they use. Contacts could be then made locally to resolve basic ad hoc problems. This would mainly be 'hand-holding' for beginners. Further tuition would be directed to tutors for a fee.

To finish with, members who have hot-tips would be encouraged to send them to the newsletter.

Dwight Walker

*Space could certainly be set aside for such communication in the Newsletter if there proved to be a demand for solving individual computer and software problems in this manner. If you have such a problem, please write to the Editor and it may be included in next month's Newsletter. Ed.*

## New members

The Society welcomes the following new members:

Mr R. Frey, West Perth WA

Ms M. Roccisano, Welland SA

## Rejoined member

The Society welcomes back the following rejoined member:

Ms J. Jensen, Erindale ACT

### Next Newsletter deadline: Friday 30 June 1995

*(The reason for the early deadline is because I aim to distribute the Newsletter earlier in the month to members. Ed.)*

Floppy disks will be appreciated where articles are longer than one A4 page. (My computer only accepts formatted 3.5" Macintosh Microsoft Word Version 4.00D disks.) I do not have easy access to fax or email. Please send all contributions to:

The Editor  
Ann Philpott  
1/6 Scheele Street  
Surrey Hills. Vic. 3127

## Conferences

**If you would like to notify AusSI members of any events, send information (including dates, venue, cost, theme and contact) to the Editor.**

### 24 June 1995

#### Public History Conference

**Venue:** Millers Point, Sydney, N.S.W.

**Cost:** Before 30 May \$25, after 30 May \$30

**Contact:** The Convenors, Public History Conference, PHA N.S.W. Inc., GPO Box 2437, Sydney, N.S.W. 2000, tel./fax (02) 481 8390

### 24 June - 25 June 1995

#### Food, Diet, Pleasure: Australian Cultural History Conference

**Venue:** Victoria Hotel, 215 Little Collins Street, Melbourne, Vic.

**Cost:** Full \$105, Students \$60, Day \$60

**Contact:** David Walker, Faculty of Arts, Deakin University, Geelong, Vic. 3217, tel. (052) 27 2695, fax (052) 27 2427

### 26 June - 28 June 1995

#### International Conference on Entrepreneurship, Education and Training

**Venue:** Bunbury, W.A.

**Contact:** Julia Turner, Edith Cowan University, tel. (097) 80 7702, fax (097) 273 8754

## NSW Report

### Indexing Education

The NSW branch continued to sponsor courses conducted through the School of Information, Library and Archive Studies at the University of New South Wales.

The courses held during this year were Introduction to Book Indexing, Computer-aided Indexing and Thesaurus Construction.

The Thesaurus Construction workshop was held in Sydney for the first time, following the framework of a similar workshop in Brisbane for the Cataloguers Section of ALIA (Queensland), which Alan Walker conducted earlier in the year.

The courses on Indexing Technical Material and Indexing/Abstracting for Databases were not run this year because of insufficient demand but will be offered again in 1995.

### **AusSI Medal**

Following through on a resolution passed at the Marysville conference in April, the NSW branch committee has agreed to take over the planning and award of the AusSI medal for 1995. Alan Walker has volunteered to coordinate the awarding of the medal. The committee met on 17 May 1995 to begin planning.

Kingsley Siebel and Alan Walker of the NSW branch were runners-up for the medal in 1994.

Alan Walker  
Garry Cousins

## **ACT Report**     ♥

On Wednesday 7 June 1995, the ACT branch held a discussion meeting on 'Are computers tools for indexers or replacements for indexers?'

Robert Hyslop described how his productivity increased by using Macrex as a tool for back-of-book indexing.

He estimated that he saved 40% of his time, particularly through the correction and reference facilities of the program.

Susan MacDougall declared that this should be the year of the indexer because Internet users were getting frustrated with the overload of unfiltered information. Where currency of information was important, people were prepared to use simple keywords for searching and to compile their own personal indexes.

In the environment of cost recovery and lack of government subsidies, Lynn Farkas

noted that database services were under threat. Lynn saw a bleak future for the database indexer in a world full of text CD-ROMs with simple key word indexing. Information was moving out of the control of the traditional information providers into the realms of economists and computer scientists.

Costly editorial and indexing services are being sacrificed as automatic indexing, abstracting and editing programs become more sophisticated. Lynn therefore saw the future opportunities for indexing as lying in professional education for indexers and in indexing societies pushing for quality indexing on the Internet.

In the lively discussion that followed, it was suggested that indexers should work with computer professionals to promote quality indexing. This may be as a special interest group to computer societies or by inviting computer specialists to indexing conferences.

Indexing societies could set guidelines for the Internet, which would promote indexing as a means of overcoming the time-wasting frustrations of searching an amorphous mass of information.

It was proposed that a workshop or conference be held on the topic of 'Indexing in the electronic age'.

Geraldine Triffitt

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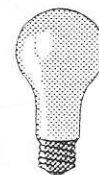
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## CINDEX™

### Nuts & Bolts



#### Number 3

### Saving keystrokes #3

#### Assigning text to function keys

CINDEX will store up to 20 phrases of your choice, and recall them at the press of the appropriate function key.

To assign text to a function key type SET KEYS and press Enter. Use the ↓ key to move to the key you want to assign; the first ten are F1 to F10, the second ten are Shift plus F1 to F10. F1 to F9 are pre-set but can be changed to whatever you wish.

Suppose you want to assign the corporate name Commonwealth Scientific and Industrial Research Organization to Shift-F10. Move the ↓ key to ↑F10, type the name in, and then press Enter (Esc in version 5.x). Now whenever you press Shift-F10 when adding entries the full name will appear at the cursor.

#### Assigning commands to function keys

Any command can also be assigned to a function key and if you follow the command with a semicolon, the command will execute immediately upon pressing the function key (without having to press Enter).

For example, type SET KEYS and use the ↓ key to move to F10; type in *exit*; (with the semicolon) and press Enter (Esc in version 5.x). Now whenever you press F10 at the command line you will save and exit from CINDEX with one keystroke.

#### *Next issue: setting column widths*

*If you have a tip for other CINDEX users, or a problem you need solved, write to*

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