



# Australian Society of Indexers NEWSLETTER

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\$20 Melb, Syd, ACT; \$15 rest of Australia; \$17.50 Overseas

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## Editorial

Greetings! Gerald Fowler's obituary by Hazel Bell, past editor of *the Indexer*, displays his busy life over the Tasman. Helen Penridge sums up Max McMaster's Qld trip. David Mercer and Michael Wyatt give some useful CINDEX tips. To end, my paper 'Web indexing: an exercise in hypertext navigation' gives a strong basis for entrants to the **Web indexing prize** which closes **30 November**. Feel free to send in the URL of the home page of your Web index/bibliography. Phone Alan below for entry to the Indexers Medal before **14 Oct**. I am **new associate editor** for *the Indexer* for Aust/NZ. See you next month Dwight Walker, Editor/Webmaster



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## Meetings, Training, Prizes:

### 14 Oct 1996, New Deadline for Medal

Contact: Alan Walker 02-9368 0174, fax 02-9358 5593

### Tuesday 29 Oct 1996, Melbourne see oppos.

### Wednesday 27 Nov 1996 pm, Sydney

Combined Christmas Party / Medal Dinner, BYO

Contact: Garry Cousins (02) 9955 1525

### 6-8 Nov 1996, Melbourne, Indexing Course

The Victorian Branch is running a three-day Introduction to Book Indexing Course, at RMIT, Melbourne.

The maximum number is 20 with some vacancies.

Price: \$225 AusSI members, \$250 non-members.

Contact: Max McMaster, ph/fax (03) 9571 6341,

e-mail: [mindexer@interconnect.com.au](mailto:mindexer@interconnect.com.au)

### Mid-Nov 1996, Melb, Database Indexing

Contact: Max McMaster, ph/fax (03) 9571 6341,

e-mail: [mindexer@interconnect.com.au](mailto:mindexer@interconnect.com.au)

### 30 Nov, Deadline for Web indexing prize

Contact: Dwight Walker (02) 9398 6726 see back page

## News

### Society of Editors (Vic) and AusSI (Vic) Joint Meeting

**Topic:** What the Editor Needs to Tell the Indexer

**Presenter:** Beryl Hill (Senior Editor, Lothian Books)

**Date:** Tuesday, 29 October

**Time:** 6.00 for 6.30 pm

**Venue:** Australian Council for Educational Research (ACER), 19 Prospect Hill Road, Camberwell (car park opposite)

Light refreshments will be served. Following Beryl's presentation will be a tour/talk by Pam Jonas outlining ACER's educational/psychological publishing program.

To assist with catering please RSVP Max McMaster (phone/fax (03) 9571-6341 or email:

[mindexer@interconnect.com.au](mailto:mindexer@interconnect.com.au)) by 28 October.

### Society of Indexers has Moved by Betty Moys

email: [betty@moys.demon.co.uk](mailto:betty@moys.demon.co.uk)

The Society of Indexers in the UK has just (15/9/96) moved into a new office. Please note that all future correspondence should be sent to:

Society of Indexers

Mermaid House

1 Mermaid Court

London SE1 1HR

United Kingdom

telephone +44 (0)171-403 4947

landlord's fax: +44 (0)171-403 8988

Our new **Secretary, Christine Shuttleworth** has a nice new IP (personal) address:

[106234.1745@compuserve.com](mailto:106234.1745@compuserve.com)

And our new **Chairman, Jill Halliday**, shares an address with her husband: [halliday@thenet.co.uk](mailto:halliday@thenet.co.uk)

Sue King is the new Administrator.

### New Registration

Janie Carrington (VIC)

### New Member

Ms C. Flynn, Burra Creek, NSW



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Librarians  
are Web  
indexers

Medal  
still  
open

Aussie  
Indexer



# Obituary to a remarkable Kiwi

## Gerald Fowler 1918-1996

**'unacknowledged' yet 'best indexer in New Zealand'**

*Compiled by Hazel Bell, past editor of the Indexer*

Gerald Fowler was born in Reading in 1918, where he lived for 34 years. He worked as a microbiology technician, for the Medical Research Council in London, then for the Ministry of Agriculture in New Zealand, arriving in Wellington in 1967.

When retirement was looming, as his wife writes, 'he sought a congenial second career. A life-long passion for English literature and an intense interest in language, combined with the accuracy required in his laboratory work, made indexing an obvious choice. He was a self-taught indexer and read extensively on the subject. It became an intense interest.'

By 1980 he was the Society of Indexers' only member in New Zealand, corresponding vigorously, and taking a particular interest in *MicroIndexer*, a technological supplement to the *Indexer* published by SI 1983-94. He tried to found a New Zealand Indexing Group and newsletter, with the 'thirty or so indexers here', but this did not take off. He worked at first with typewriter and cards at home, then surveyed the computers available in Wellington in 1982, and after renting a terminal in a bureau, purchased CINDEK for a hired micro, and extolled it mightily. Frances Lennie observes, 'he was punctilious almost to a fault in his business dealings with us: a gentleman in every sense of the word.'

By 1990 he described himself as 'the only freelance indexer in two islands the size of the British Isles, with 60 million sheep and 3.5 million people, with several hundred publishers, of whom about a dozen are real publishing houses and subsidiaries of British publishers, mostly in Auckland.' He mailed these monthly with publicity and information leaflets of his own devising, covering topics such as indexing modules in word-processing programs, camera-ready copy, Boolean functions, and indexes to children's books.

His indexing subjects included forestry, local history and art. Particularly demanding projects were the transcript of proceedings of a Commission of Inquiry, indexed concurrently; and *the Oxford illustrated history of New Zealand*. In 1992 he was asked by Keri Hulme to index her 1985 Booker-prize-winning novel, *The bone people*: she meant to publish the index herself for academics and students. This is a magnificent piece of literature of poetic qualities with complex allusions and metaphors, imparting a message of redemption and abiding love: surely extraordinarily difficult and delicate to index. Nevertheless, he asked the author for her permission to compile similar indexes to the book in French, Spanish and German. (She accepted the index, but, alas, could not in the event afford to publish it as planned.)

After the Australian Society of Indexers was established in 1976 Gerald Fowler did not become a member

but made several contributions to this *Newsletter*. He wrote many papers on indexing, including one on indexing NZ legislation, *Words, indexing of, A database bibliography: a ten-year survey, An indexing glossary: thoughts of a publishers' dogsbody, and Indexes, end of book, condition of.*

Gerald Fowler died in Wellington after severe illness in July 1996, leaving a wife and four sons. ☞

### Some of Gerald Fowler's Writings

*The Indexer* 12(2):61, Oct. 1980, 15(1):13, April 1986, and 15(3):185-6, April 1987. *AusSI Newsletter*:

16(2):3 - fiction-indexing. **Unpublished:** *Words, indexing of*, 5 novels. 1st index: *Bits and Bytes NZ* micro magazine.

### Editor's Jottings

He was a very busy letter writer to this *Newsletter*! A humorous quote: he had 'writer's cramp' mastering the nuances of fiction indexing! He indexed in Maori, and write a paper on the Maori 'macron' like the umlaut. His son **Simon** said, 'he became a very busy user of the typewriter in their last family home at Hook Green and I remember knocking on the floor late at night because I wanted to get some sleep!!'

**Frances Lennie** wrote: He was a long-time CINDEK user (since February 1990). The most interesting project he started [*and completed. Ed.*] was an index to Keri Hulme's "The Bone People," which won the Brooker McConnell Prize in 1985 - a magnificent piece of literature - "wonderful, even mythical." ☞



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For details how,  
contact your Australian, New Zealand and  
South-East Asian agent

**Max McMaster**  
Master Indexing  
Phone/fax +61 (0)3 9571 6341  
Email: [mindexer@interconnect.com.au](mailto:mindexer@interconnect.com.au)

## Branch News

### McMaster, Max (September speaker)

Report by Helen Penridge, *Qld Group*, 6 Sep 1996

For 12 years I've been seeing Max McMaster's name in my Australian Society of Indexers *Newsletter*. So it was quite an event to actually meet the man at the September meeting.

Max is one of Australia's few full-time back-of-book indexers. He is also Chairman of the Panel of Assessors of the Australian Society of Indexers. In this role, he gets to see a lot of indexes and many do not come up to his standards of quality.

I liked his first example of an index that failed to make the grade. This index to a 16-page nature book consisted entirely of entries that started with 'W': 'What is an insect?' 'What is a spider?' and so on. And then there was the book on services for people with disabilities. Of its 150 pages, 75 pages were index pages, with entries under every occurrence of every word in the book including 'the', 'and' and 'is'. Very thorough, but absolutely useless.

If indexing is such a tricky business, why don't more editors engage professional indexers? Probably because, in Australia, the indexing fee is traditionally paid by the author. Many authors are reluctant to part with their hard-earned royalties to an indexer, particularly when they believe they can do a better job themselves. Trouble is, they are usually mistaken. Because they wrote the book, authors often can't see the content from the point of view of a novice. So the jargon in the index makes the index impenetrable. One solution is to do what Jacaranda now does: commission indexes from professional indexers.

If, as commissioning editor, you decide to engage an indexer, what do you look for? Max says you should look for someone with subject knowledge, indexing experience, quality of workmanship, ability to deliver on time, and competitive price.

Price is very important. The ASI recommended rate is \$35/hour. But what do you get for your \$35? Indexing rate varies enormously with experience and the nature of the book being indexed. With a Year 7 textbook, the rate may be 25 pages indexed/hour; for specialist works, this rate may fall as low as 4 pages indexed/hour.

So paying for a good index can be expensive. You may ask how important the index is anyway. Does an index sell books? In Max's opinion it does, regardless of whether you are selling to the student market, the educated lay purchaser, or the library market. Acquisitions librarians are the most discerning buyers. If there are two books on a similar topic, one with an index and one without, the librarians will opt for the one with the index every time.

Max closed by briefly discussing some of the other things ASI members do. Many are database indexers who index journal articles, reports and conference papers. CD-ROM indexing is a growing field, as is Web indexing.

## CINDEX Tip N° 17

### Index statistics and data entry

**Printing index statistics** (this tip from David Mercer)

Before printing a draft or final version, give the command PRINT/SILENT. Then load/park the first sheet in the printer. Print the screen with the Print Screen key. Re-load/park the first sheet. Print the index.

The statistics will appear on the first sheet above the index title. This procedure can also be applied with care on the final page by manually setting the page in the printer, after the index has been printed.

**Data entry in word processors** (this tip from Michael Wyatt)

Since I am not a good typist (nor do I enjoy typing), I find that it is more cost-effective to contract a typist to type index entries for me.

However, not all typists want to learn the intricacies of CINDEX, particularly if they are not being asked to edit entries after the index is formatted. So I ask them to type entries in a wordprocessor of their choice, using a number of safeguards and shortcuts to ensure accuracy and keep costs down.

I proofread the wordprocessor printout, and any corrections are easily made to the wordprocessor file. Moreover, when I am forced to do my own typing, I often find it quicker and easier to type and proofread the initial index file using a wordprocessor.

I have written a BASIC-A utility to convert the wordprocessing file to a DAT file for reading into CINDEX. E-mail me on [keyword@ozemail.com.au](mailto:keyword@ozemail.com.au) and I'll e-mail you a copy (no letters or phone calls please).

*If you have a tip for other CINDEX users, or a problem, write to the Newsletter or contact Garry Cousins Phone/fax (02) 9955 1525*

Questions from the floor ranged from technical stuff (What's the difference between '29, 30' and '29-30'?) to probing, psychological inquiries (Why would anyone become an indexer?). I'm not sure I liked Max's answer to the second question. Did he say that he didn't know why people became indexers, but all the competent ones seemed to be past the first flush of youth? And here was I foolishly thinking that I was both competent AND young. ☺

# Indexing in the Electronic Age Papers

## Web indexing: an exercise in hypertext navigation

Available on the Web:

<http://www.zeta.org.au/~aussi/walker.html>

by Dwight Walker

Webmaster, AusSI

[dwight@zip.com.au](mailto:dwight@zip.com.au)

### Introduction

Web indexing has become a sought after skill as the Web grows dramatically. To enable indexers to grapple with Web indexing, I will first give an explanation of hypertext documents followed by a tutorial of a new tool that was developed for the inaugural AusSI Web indexing prize. It is called WEBIX and comes in DOS and Windows versions. Although aimed at Web site or electronic journal indexes, it can however be used to produce potted indexes of the Internet. These could be scaled up to the larger whole-of-Internet indexes like the W3 Virtual Library.



or a specific discipline, e.g. Mathematics on the Web (American Mathematical Society), Edinburgh Engineering Virtual Library (EEVL) (Heriot-Watt University) and Cyberstacks (Iowa State University).

Mathematics on the Web is a well organised specialised index of mathematics related links. The classification is based on academic lines and is easy to peruse.

EEVL is a specialised classified UK engineering index. In its pilot stage, the six

UK universities using EEVL have been extremely positive about it. Issues for the indexers were limiting the index to quality UK links and criteria for describing resources. Its classification is based on broad disciplines but is not traditional allowing room for modification - a good feature. Being open ended users can suggest valuable links.

Cyberstacks is built on LCSH so ties the freedom of hypertext to a book shelving scheme. It is hard to browse as there are very few cross-references and it cannot be searched for key words. A cross-classified index is going to be added to improve access but overall Cyberstacks is not a very useful system. A more flexible indexing process would be better.

### Background - The Challenge of Indexing the Web

For the first time since Gutenberg, publishing has grown exponentially with the invention of the World Wide Web in the early 1990s. Everyone with Internet access has been able to publish on a small scale what interests them. This can be as simple as a home page (a summary of a person's interests and views) to million page electronic journal projects in the USA and UK. The quality ranges wildly from rushed non-descript personal notes to structured academic treatises.

Initially the Web grew without check. The trouble was that information retrieval became more and more difficult. Spiders such as Lycos and Webcrawler were invented to help locate information (December, 1994). They are software robots that roam the Web collecting 1,000,000s of resources (or links), key words and outlines to enable users to select the appropriate resource. These databases of harvested links and information can be searched using search engines. Some groups built customised subject-oriented indexes such as Yahoo! Others built gangling lists like the Mother-of-all BBS. Users are producing their own classified indexes of resources on their home pages, organised around their own views and interests. (Middleton, 1995)

### Virtual Libraries, Metadata and 'Bookbots'

Currently indexers mainly index books, magazines, newspapers and databases. Very few have ventured onto the Web. Several libraries around the world have tried to classify Web sites according to Dewey, LCSH

### AusSI's Web Indexing Starting Point

The idea for producing Web indexes came from a mathematics academic named Steve Hunt at Ormond College, Melbourne University. When I was setting up the Australian Society of Indexers Web page, I posted an entry on the Australian Electronic Publishing electronic mailing list to which he replied by phone from Melbourne. He was interested in what an indexer did, how they organised knowledge and how they went about producing an index. He then highlighted to me the need for 'virtual libraries' to be constructed. These would be nothing less than large lists of well researched links to other parts of the Web which held the content. Meta-indexes, i.e. lists of lists, were also ripe for production by indexers.

Since most indexers understood what a back-of-the-book index was I attempted (Walker, 1996a, 1995, 1996b, 1996c) to capture a Web index which would look like one and describe it below.

After sending messages on the indexers' INDEX-L mailing list in the USA, Jonathan Jermy, Tim Craven and I created a tool to convert an index into HTML

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(HyperText Markup Language), the *lingua franca* of the Web.

## **McKinley Internet Directory - quality metadata as a solution to the chaos**

In illustrating the complexity of the Internet, Maxwell (1995), from the McKinley Internet Directory, described the Web as a zoo, where if you wanted to see the monkeys, you will be offered a thousand different paths to get to them and will often see the same one hundred monkeys all the time! The internet is not geared for the user as links to information are often organised like a 'laundry list' with no description or subject cues to enable the user to decide their relevance. On the other hand, the McKinley Internet Directory has produced value-added information: description, contents evaluation, up-to-dateness, organisation, ease of access, and a Star Rating. With a full-text search engine to enable targeted browsing, "the McKinley Group will be setting a standard for the organization, description, and evaluation of metadata about Internet resources."

## **"Bookbots" - Indexes Pointing from the Book to the Internet**

The indexer's skills of analysing and sorting information can be used to leverage the unattached pieces of information on the Web and incorporate them into bibliographies of new electronic books. As described below this gives the reader the ability to step off into other information worlds through links or contacts given in an electronic book. An indexer can produce custom bibliographies of hypertext links to satisfy a reader's desires, a mixture of bibliographical searching and indexing.

Fillmore (1995) envisaged where a book is no longer a single sequential piece of information but chunks of information floating in a sea free of moorings to books and page numbers.

"Cut loose from pages they've been affixed to for 500 years, the ideas and bits of information spin out of the books containing them and call for a new organisation, promise to spin off into chaotic babble unless readers find and recognize their worth through transferrable (named) organization. These first readers, those who identify, classify and name, as in the age of paper, may be indexers. In the dynamic environment of the web, indexers are asked ... also to serve as 'link editors', associative thinkers in a recorded environment, with power to name their links, ... What this means is a basic shift in the direction of indexing, and the creation of a kind of kinetic indexing or 'bookbot', which, instead of a kind of back door and pointing from the reader into the book, points from the reader outward to the universal online bookshelf, with

the goal of creating a customized index to a bookshelf area..."

## **The Web as a Maze of Links**

*What is Hypertext?*

### **Memex's meandering hypertext trails**

Hypertext is a way of navigating information. It involves creating links between associated pieces of information so that the reader can browse in many different related directions when searching for information. Hypertext is essentially non-linear in comparison with the linear layout of a book or periodical. It is very open-ended and is ideal for the customisation of an index as the data is fluid and chunky and can be cross-linked any way the reader, author or indexer wants. Bush describes 'trails' below which are personalised indexes.

Vannevar Bush described hypertext in his seminal paper in the *Atlantic Weekly* in 1945, "As we may think." He called it 'Memex' and envisaged a desk with panels which could be interacted with to guide the reader into different documents. Associations between chunks of information were named and formed indexes which were used by the reader to browse selectively.

"Bush's memex machine, which was designed but never built, was meant to personalize libraries. Physically the device looked like a work desk with viewing screens, a keyboard, sets of buttons and levers. Storage of printed materials of all kinds was accomplished using microfiche. Pages of books were selected for viewing by typing an *index code* (italics mine) to control a mechanical selection device or by moving levers to turn page images of the selected item. Any two items in the memex could be coded for permanent association. Bush called this coded association a trail, analogous to the trail of mental associations in the user's mind... Documents were stored on microfiche which had to be mechanically brought into position to be viewed on a screen. In one screen the user could view documents and in another screen make annotations on the same document." (Rada, 1991)

### *Lost in Hyperspace*

The idiosyncratic associations in Vannevar Bush's Memex system and other hypertext systems like the Web need support through classification systems. As the general link in hypertext is unlabelled (like a 'goto' in computer programming) it leaves a feeling of 'lost in space' or 'spaghetti tangle' to the reader if one follows it into unfamiliar territory. The effort in filling the need for the large lack of supporting processes in hypertext

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is being done by the creator and accessor. The index can be the reader's personal librarian. (Rada, 1991)

One advantage for indexers and librarians is that virtual structures created using hypertext make it more flexible to adjust or improve classification.

## Navigating Through Hypertext Documents

In this new method of information navigation, instead of page numbers and pages to thumb through we have hypertext links to follow, so-called *surfing*. In the Web, these links are represented by highlighted text or icons. When you click on them with your mouse, your browser opens the page that is linked to that highlight, a bit like opening a door. Once you have selected the link to follow, clicking on it lands you where that link goes to. It is reversible and the browser can back out of the tunnel you have crawled down.

The browser, whether Netscape, Mosaic or Internet Explorer, moves through the document where you decide to move. You can start anywhere by 'opening' a 'page'. A page may be as long as you wish but for this exercise about a screenful.

To keep a track of where you are in hyperspace, one uses bookmarks. These keep a record of a 'place' in the sea of documents and give it a name. These can be used later to construct an index. In your surfing, you collect valuable links or bookmarks for later use, creating a knowledge base.

## **Hypertext Building Blocks: Locators, Chunks and Links**

### *What Constitutes a Locator?*

Hypertext information is organised in chunks. Unlike books or magazines, you do not have a page number for a hypertext fragment.

### **Chunks**

Horn (1989) discusses hypertext navigation and chunks. "A chunk is any familiar pattern." An information block is the basic subdivision of a subject matter. Horn's method of hypertext creation includes chunking in small, manageable units and selecting information only relevant to one basic point. Information blocks are grouped into information maps with order not specified.

For users computers only display about one third of a page so documents are split into "chunks". Each chunk should be assigned at least one keyword that a reader will search for. In this respect, it is more important that indexers will anticipate readers' needs. Readability and

ease of use is very important in online documents as resolution is less and fatigue sets in earlier. Readers' attention spans are shorter when reading static displays so an index is an invaluable retrieval tool in online documents. (Lathrop, 1996).

## **Links: Labelling for Access**

Hence the way to access or locate a piece of hypertext is to name it. With the Web's version of hypertext, the names are file names or URLs (see below).

So to create a simple index, you first create several small files of information corresponding roughly to a chapter of a book. Name the files in a logical way e.g. `publicat.htm` for publications, `affiliat.htm` for affiliates. You could develop this much further if you wanted to.

One can also have links to a particular part of a document by placing anchors or tags inside the document. For the rest of the article I will be dealing only at the document level so will ignore anchors.

This collection of small files together form a 'family of documents'. They all relate to one another and to the home page of the document (a table of contents pointing to the other major documents in the collection) illustrating the Web's hypertext nature.

## **Web Indexing Tools**

I have created with others' assistance an array of tools to index the Web.

### **1. Editor or Indexing Software**

For those not used to indexing, a simple text editor can be used to create some simple indexes. For the more advanced indexer, there are several large professional packages used to produce lengthy indexes, namely MACREX and CINDEXT. They can all print an index to disk which can then be run through WEBIX.

### **2. Index to HTML converters (a) CINDEXT add-on HTML/Prep**

Leverage Technologies have produced an add-on for CINDEXT called HTML/Prep including the files `HTML.COD` and `HTML.FMT`.

- First OPEN or CREATE an index
- Type GET HTML (done once)
- Type SET TYPE then change "Field Type?" to HTML (done once)
- An index is produced with file names as locators (see below).
- The view is changed to formatted using VIEW/FORM

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- The index is printed to file using PRINT/FILE.
- This disk file is converted into HTML using the converter HTML/Prep, viz.

```

htmlprep webindex
-----c:\cindex\aussi.ndx-----
|8 Australian Society of Indexers
|   http://www.zeta.org.au/~aussi
|1 objectives of AusSI objectiv.htm
|2 pricing of an index pricing.htm
|3 publications publicat.htm
|4 1st International Conference Proceedings
|   proceed.htm
|   Newsletter
|6 abstracts newsllett.htm
|7 index publicat.htm
|5 sample (Jan/Feb 95) janfeb95.htm
|
-----+-----
Rec 8 [06:04:96, 01:14PM; ] 37
> Australian Society of Indexers
P http://www.zeta.org.au/~aussi

Command edit
ALL Sorted Formatted 8 of 8 records (0 new),
size 100 0:15 Help F11
  
```

Figure 1: Creating an index entry

```

-----c:\cindex\aussi.ndx-----
|A
|Australian Society of
|   Indexers<c>http://www.zeta.org.au/~aussi
|O
|objectives of AusSI<c>objectiv.htm
|P
|pricing of an index<c>pricing.htm
|publications<c>publicat.htm
| 1st International Conference
|   Proceedings<c>proceed.htm
| Newsletter
| abstracts<c>newslett.htm
| index<c>publicat.htm
| sample (Jan/Feb 95)<c>janfeb95.htm
|
-----+-----
Command
ALL Sorted Formatted 8 of 8 records (0 new),
size 100 0:15 Help F11
  
```

Figure 2: Formatted view ready to be printed to disk

## (b) MACREX macros

For MACREX, macros can be setup to convert the text index to HTML.

## (c) WEBIX

There is also a program dubbed WEBIX which was written to convert ASCII text files from the index format into the HTML format. This was written by two volunteers - Jonathan Jerney and Tim Craven. One wrote the Windows version (Weblinkr) and the other the DOS version (INDTOHTM) respectively. These can be used with any editor or indexing software that follows the layout below.

## The Web Index

### The Specifications for a Web Index

What follows is a simple explanation of what the index needs to look like to be able to be converted to HTML by WEBIX:

```

header URL1.htm
subheader URL2.htm
subsubheader URL3.htm
  
```

### Creating a Web Index

#### How can I create a hypertext index?

Once you have the file names (or documents) and their subjects in a list:

<b>subject</b>	<b>file name (or document)</b>
affiliates	affiliat.htm
publications	publicat.htm

you can construct an index in alphabetical order using your CINDEX or MACREX program or a simple text editor like EDIT in DOS or NOTEPAD in Windows.

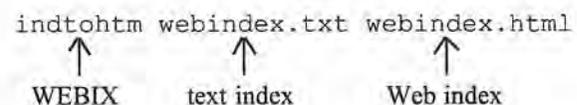
Here is a sample from the AusSI Web site index:

<b>subject</b>	<b>file name or link (on end of line)</b>
objectives of AusSI	objectiv.htm
pricing of an index	pricing.htm
publications	publicat.htm
1st International Conference Proceedings	proceed.htm
Newsletter	
abstracts	newslett.htm
index	publicat.htm
sample (Jan/Feb 95)	janfeb95.htm

Each level is indented by 2 spaces or a tab.

### WEBIX's function

WEBIX takes the file of subject headers and links and converts it into hypertext suitable for the Web. Specify the names of the text index file (input) and the Web index file (output). Here is how to use the DOS version of WEBIX:



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## Viewing the Web Index

*What happens once the Web index is finished?*

Load the file into Netscape, say, by choosing **File | Open File**. This will load the file into your browser as though you were out there moving around the Web. The hypertext files on your hard disk are your Web world.

This is what Netscape will show:

objectives of AusSI  
pricing of an index  
publications  
    1st International Conference Proceedings  
    Newsletter  
        abstracts  
        index  
        sample (Jan/Feb 95)

Any word that is underlined has a page linked to it. This is a live part of your Web now. The index has a finger pointing to all the relevant pages on those topics.

## Overall Cycle

The cycle is:

- 1) edit the index in a text editor or CINDEXT/Macrex
- 2) print the index to disk or save it as a text file
- 3) run INDTOHTM, Weblinkr or HTMLPrep
- 4) (re)load it into Netscape

## More Advanced Indexing: Bibliographic Web Indexing

WEBIX has the capability to be extended for use on the Internet itself. Instead of using local file names like `publicat.htm`, you can use full Universal Reference Locators (URLs) such as `http://www.zeta.org.au/~aussi`. A URL is the address of the Web page on the internet. As long as you know the URL you can access data anywhere on the Internet with a click of a mouse button!

So, the index entry:

Australian Society of Indexers `http://www.zeta.org.au/~aussi`

will produce

Australian Society of Indexers

which when clicked on will produce this...



## Australian Society of Indexers

Formed in 1976, the Society developed from the Society of Indexers in Australia, which had been in existence for quite some time.

**“Mirrors within mirrors”**

### What is an Indexer?

Indexers are information professionals. They create back-of-book indexes, database indexes, magazine indexes. They work closely with publishers and authors to create an index for their publication. It is a fairly specialised job which requires lots of concentration and a quick hand at editing and choosing good terminology for a topic. Often they work alone. AusSI helps create links between these professionals in the field and conferences. Browse what we offer...

Figure 3: Top of Australian Society of Indexers Home Page

## Touching Up the HTML

I use HTML Writer to edit my HTML pages such as entering a new page header or a cross reference in my index file. To create a cross reference first put in local “anchors” then create local jumps to them. The anchor is the word you are referring to and the jumps are the *see* and *see also* references. So, it is possible to refer to or jump within a page and not just to a page.

## Some Setup Considerations

If you do not have an Internet connection, install `MOZOCK.DLL`, a dummy Winsock. (Winsock is used by Windows programs to communicate with the Internet.) Later when you have Internet access, use Trumpet Winsock. When you then use Netscape and it tries to dial out to connect to the Internet through Winsock it will not cause problems. This allows you to build Web pages on your PC without having an Internet connection.

You will need some dummy HTML files to work on. An easy way is to start up HTML Writer and create a few, or if you have access to the Internet, save a few pages from your Internet travels. These form good material to index. There are also WordPerfect to HTML and RTF to HTML converters on the Internet to enable you to create some HTML documents. Microsoft Word’s Internet Assistant and Adobe PageMaker 6.0 also produce HTML pages.

# Indexing in the Electronic Age Papers

Finally, you will want to incorporate this index into your Web page family. Put a link to it from your home page and at least the main part of each section of the family of documents. HTML Writer can be used for this touching up.

## Conclusions

### Technical Needs

So with WEBIX, a Web index can be created using basic tools like your existing indexing software, Netscape and HTML Writer. Like any index, it will go out of date and because electronic publishing is so fluid it will go out of date even quicker than a paper-based one!

Whenever the documents you are indexing change their name, your index is out of date. There are tools (like Adobe's Site Mill for Macintosh) that keep track of changing file names and update all pages that refer to them including the index! WEBIX can be used with these tools to automatically update the locators in the index you are working on. That will certainly be a semi-automated way of maintaining indexes of the Web.

There's still the need to add new entries though as the Web site grows. A database of file names with the date you last indexed it could be used as a check list to see if the index is out of date. I am sure some of the CINDEK and MACREX tools could be tweaked to keep track of changing Web pages and indexes - telling when an index entry was last updated and by whom!

These all point toward better indexing for the Web.

### Jobs for the Future

Fillmore (1995): "They [the phone company or networking giant] need publishing people, specifically people who understand how to chunk up, weight, and value information... [Hot Lists] are nothing but index entries begging to be customized to the reader, by the reader."

So there will be great demand for the flexible computer literate Web indexer.

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### Society of Indexers (UK) TRAINING IN INDEXING



Open-learning course for indexing books, periodicals, images and other information media. Write to:

**Training Administrator, Society of Indexers, Mermaid House, 1 Mermaid Court, London SE1 1HR, UK**



## Writing to the Editor



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**Quark Xpress:** Mac users need to send the Quark Xpress file and the fonts unless they have a special add-on which will embed the fonts. PageMaker produces EPS with embedded fonts already.

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### Indexing Rates

The 1996 recommended rate for freelance *back-of-book* indexers has been kept at **\$35.00 per hour** in line with rates for freelance editors. Although the Society recommends this rate, individual indexers are at liberty to charge above or below this rate as they deem appropriate.

*Database indexing rates* are more variable, and are usually charged on a per record basis, so rates will vary depending on the complexity of the indexing required.