

# Australian Society of Indexers NEWSLETTER

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## Contact for Membership 1997

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## Editorial

Greetings! This issue begins with reports from the outgoing president John Simkin. The National Executive moved to Sydney, an historic precedent, with Victoria handing over after 21 years. A new National Executive was voted in with Alan Walker as President. See the back page for the new contact details. Inside is a very good review of CINDEXTM for the Mac by Sue Williams, California. In May I have a letter about Professionalism by Juliet Richters. John Vicker's pamphlet *Indexing Your Book* is now available in Australia through the Editor post paid for \$6 (p.8).

See you next issue. Dwight Walker, Editor/Webmaster



## ACT REGION BRANCH REPORT

*The Great Wall Restaurant, Canberra, 18 Feb 1997*

Welcome everybody and thank you for coming to our Annual General Meeting.

1996 was an important year for the ACT Region Branch which received much favourable comment for the highly successful 'Indexing in the Electronic Age' Conference at Ranelagh House, Robertson, NSW, in April. I want to pay tribute to all the committee who worked so hard and so amicably to achieve the success. The original idea for an afternoon seminar for the ACT and NSW Branches in the Southern Highlands, grew to a weekend residential conference and exhibition, including the Medal Dinner, attracting eighty participants from all eastern states and New Zealand. Lynn Farkas prepared an inspired programme,

cont'd on  
p.4

## Meetings and Training:

**7-9 May Aust WWW Tech Conf, Brisbane**

Dr Stuart Weibel, from OCLC Office of Research, USA, as Keynote - coordinates networked applications of World Wide Web technology; leader of Dublin Core Internet Metadata initiative. Program and registration at: <http://www.dstc.edu.au/aw3tc/>

**Sat 14 Jun Soc of Editors (NSW), Sydney**

Basic Grammar Workshop, 9-5, Seminar Room 1, State Library of NSW, Macquarie St, \$65/\$80, RSVP 6 Jun, 02-95520039, Soc Ed (NSW), Box 254 Broadway 2007

## AUSTRALIAN SOCIETY OF INDEXERS ANNUAL REPORT, 1996

[In the past the annual report has covered the calendar year. However in view of the likelihood of the National Committee moving from Victoria, I have included comment on some matters which have carried over in 1997 and up to the Annual General Meeting in March.]

During 1996 the process of decentralization of the Society's activities moved forward with a number of national functions being carried out in Sydney and the formation of Groups in South Australia and Queensland.

**Membership** increased by 17 to 218 after a decline of 4 in the previous year. The net gain is made up of 47 new members and 3 rejoining members against 3 resignations and 30 non-renewals. The distribution of members at 31 December 1996 with comparisons as at 31 December 1995 is as follows:

	1995	1996
ACT	34	37↑
NSW	55	60↑
NT	2	3↑
QLD	12	16↑
SA	10	13↑
TAS	2	2-
VIC	77	74↓
WA	6	7↑
NZ	3	5↑
China	-	1↑
	201	218↑

Also there are 10 subscriptions to the *Newsletter*, 6 Australian and 4 overseas. Complementary and/or

cont'd on  
p.2

## New Members

Ms A. Bentley, Avondale Heights, Vic.  
Ms P. Deacon, Mawdon, ACT  
Ms H. Garretty, Yallourn North, Vic.  
Mrs D. Neville, Pleystowe, Qld.



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## Annual Reports

exchange copies of the Newsletter were sent to 8 overseas and 15 Australian organizations, a number of which reciprocate with their own publications.

100 members (104 in 1995) subscribed to *The Indexer* which continues to be made available to members of affiliated societies at a very generous discount. Also as at 31 December 1996 10 additional members accepted the offer to subscribe in 1997.

**The financial statement** which accompanies this report shows that there was an operating loss of \$600 and that the Society's assets at 31 December 1996 were \$6,167. Considering that there is a commitment to research grants, conferences are planned in 1997 and 1999, a publications programme is under consideration and with the complexities of activities spread over four states and the ACT, financial planning and budgeting will need considerable attention. With this in mind estimates of the needs of branches, groups and specific activities have been gathered.

**The Constitution** was amended by resolution at the AGM in March 1996

- (i) to allow for categories of Student Members and Honorary Life Members
- (ii) to provide for a re-joining fee
- (iii) to make Branch Presidents ex-officio members of National Committee
- (iv) to allow for branches to be formed with a minimum of 10 members.

Guidelines for nomination and election of Honorary Life Members were adopted.

**Indexers Available** was issued in a new edition in 1996. Discussions were begun regarding the feasibility of publishing *Indexers Available* on the Internet and whether to restrict the listings to those members who are registered indexers. It was resolved that future editions of this directory should be self-supporting.

**The Newsletter** has appeared regularly in 1996 under the new editor, Dwight Walker, who took over in April. After a brief period in which the work was divided between Sydney and Melbourne, the job has been carried out entirely in Sydney, with a number of members of the NSW Branch helping with distribution and mailing. The Editor has also taken on the function of Webmaster, placing information about the Society on the Internet. In the dual capacity Dwight organized a Web Indexing Competition the results of which were announced in February.

**A Publications Committee** was set up to consider a range of matters such as Guidelines for the *Newsletter* and to explore the range of possible publications and in what media. Useful work has already been done by a committee of the New South Wales Branch, but the National Committee has yet to follow up the work. The Society has for sale *Indexers Available*, the *Proceedings* of the Marysville Conference and silver lapel pins.

(Gold pins have been minted to be presented to Honorary Life Members.)

**Registration** of six applicants was granted bringing the number of registered indexers to approximately 55. Max McMaster continued as Chairman of the Panel of Assessors and has also been investigating the subject of standards for Registration in consultation with English colleagues.

**Branches** now operate in Victoria, New South Wales and the Australian Capital Territory and Groups in South Australia and Queensland. In the case of the Groups they operate in close cooperation with the Societies of Editors in their states. Max McMaster, the Vice-President, was active in helping the Groups to form in 1996, visiting each one, giving talks and, in Queensland presenting a course at the Australian Catholic University in February. The Branches will report individually on their year's activities.

**Research Grants** are available for suitable projects up to a maximum of \$1,000 with no more than \$2,000 to be granted in any one year. Michael Ramsden has devised an application form and applications have been called for.

**The Medal** was judged by a New South Welsh panel chaired by Alan Walker; they were able to make an award. The winner was Lynn Peel for her index to her edition of *The Henty Journals*. The presentation was made at a dinner in Sydney which fortunately coincided with Lynn's passing through on her return from England to Melbourne.



INDEX

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## Annual Reports

The Survey of publishers which was prepared a considerable time ago has still to be carried out. It has progressed to the point where a mailing list has been compiled and labels prepared and a volunteer found who will carry out the mailing as soon as the covering letter and photocopying have been completed.

**SPAN (Service Providers Action Network)** conducted the Electronic and Online Services Forum (now known as Information Infrastructure Forum) in Sydney in July. The Society was invited to take part and Jonathan Jermey attended on our behalf. Jonathan reported that there appeared to be little we could contribute as far as the Forum is constituted. The Society remains on the Forum's mailing list.

The Archives of the Society have been organized and listed by Jean Hagger with the help of Joyce Gillespie. The State Library of Victoria has undertaken to take them into their collection; while they are in the Society's keeping they are an invitation for one of the longstanding members to write our history. *[Any offers to do this? Ed.]*

As the range of subjects indicates this has been a busy year for the Society. Apart from those whose activities on behalf of the Society I have mentioned there are many others who have contributed to a successful year. The least visible of these are, as usual, the secretaries and treasurers. This is particularly so in the case of the National Committee. The Treasurer, Joyce Gillespie, has a devotion to the welfare of the Society which she has maintained since its inception. Ian Odgers who has been Secretary for several years, has given a very considerable amount of time to Society business; this has been an important factor in maintaining its stable development. Ian has expressed the wish to take a break from committee work. Our gratitude and good wishes accompany him as he pursues his career.

For myself I have been pleased to be able to serve the Society again as President. In this position I have been involved in a number of activities which I believe will strengthen our profession. Otherwise if I can find the time I may begin compiling the Society's history. *[Looking forward to future instalments, Ed]*

John E Simkin, President 

### VICTORIAN BRANCH REPORT

Since the Victorian Branch Committee has doubled as the National Committee since the inception of the Society, the one annual report has served for both. Thus the annual report for the Victorian Branch is incorporated within the above report with the addition of the following notes.

Apart from the AGM in March, only one other general meeting was held – a joint meeting with the Society of Editors on the topic "What the editor needs to tell the indexer". A three-day course was held in November with an attendance of 15.

Otherwise a great deal of time has been devoted to the transfer of the National Committee to New South Wales, to help in the formation of the groups in Queensland and South Australia and to the process of decentralization of functions of the Society. For the present, part of the enrolment process, Registration, the 1999 Conference, Research Grants and the Publications Committee will be handled in Victoria. However individual members have undertaken these tasks. I hope that the new Branch Committee will be able to give more time to developing a programme to serve the local members, an area which has suffered, particularly in the last year.

John E. Simkin, Victorian Branch President 

### 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 free to charge above or below this 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.

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# Annual Reports

## AUSTRALIAN SOCIETY OF INDEXERS

### STATEMENT OF INCOME AND EXPENDITURE JANUARY - DECEMBER 1996

<b>Expenditure</b>			<b>Income</b>	
Memberships	- ACHLIS	125.00	Memberships -1996	7,560.00
	- Nat. Book Council	75.00	Late fee	30.00
The Indexer		2,279.36	- 1997	20.00
Newsletter			The Indexer - 1996	2,576.00
Postage	1,343.30		- 1997	308.00
Printing	2,018.14		Newsletter - 1996	
Envelopes	321.50		Subscriptions	255.00
Editors (2)	571.94		Advertisements	460.00
Hon. Sec. expenses	189.18	4,444.06	Index	10.00
Bank/Govt. charges		57.98	- 1997	40.00
GPO Box rental		115.00	Registration fees	210.00
Phone Book entry		187.00	Indexers Available	165.00
Administration expenses			Lapel Pins	35.00
Hon. Secretary		790.99	AGM Dinner	345.00
Hon. Treasurer		123.25	O/paid subs.	33.00
President		230.54	Interest	
Vice President		137.58	Bank Account	33.79
Liability Insurance		704.00	Bank of Melbourne	
ACT per capita grant	175.00		- Fixed Term (1)	274.26
NSW per capita grant		195.00	- Fixed Term (2)	302.68
QLD Group grant		150.00		12,657.73
SA Group grant		150.00	Operating loss	600.78
Conference attendance		25.00		<u>\$ 13,258.51</u>
Stationery		27.42		
AGM Dinner		311.00		
Indexers Available			<b>BALANCE SHEET AS AT 31 DECEMBER 1996</b>	
Printing		1,293.76	Cash in Bank at 1 Jan. 1996	1,023.38
Data entry, postage		356.75	On Deposit Bank of Melb.	
1995 Medal dinner		320.00	- Fixed Term (1)	2,278.07
World Wide Web Page		100.00	- Fixed Term (2)	5,466.64
Lapel pins		474.92	ASSETS as at 1 Jan. 1996	8,768.09
Registration expenses		94.55	Plus Income	12,289.73
Archives		24.00	Prepayments	368.00
O/paid subs/refunds		63.00		21,425.82
Conference Proceedings		228.35	Less Expenditure	13,258.51
		<u>\$ 13,258.51</u>	Advance Payment	2,000.00
				6,167.31

#### BALANCE SHEET AS AT 31 DECEMBER 1996

Cash in Bank at 1 Jan. 1996	1,023.38
On Deposit Bank of Melb.	
- Fixed Term (1)	2,278.07
- Fixed Term (2)	5,466.64
ASSETS as at 1 Jan. 1996	8,768.09
Plus Income	12,289.73
Prepayments	368.00
	21,425.82
Less Expenditure	13,258.51
Advance Payment	2,000.00
	6,167.31

#### ASSETS AS AT 31 DECEMBER 1996

Cash in Bank	614.98
Bank of Melbourne	
- Fixed Term	5,552.33
	<u>\$ 6,167.31</u>

*cont'd from p.1* Kerrie Grimmond handled publicity, Shirley Campbell and Robert Hyslop juggled the accommodation and with Susan MacDougall and Joan Jensen ensured that the weekend ran smoothly. Laurelle Tunks did wonders in mastering the technology, so essential at a conference such as this.

Papers from the conference have been published in LASIE (Library Automation Systems Information Exchange), on the Society's Web page [<http://www.zeta.org.au/~aussi/ixelpapr.htm>, Ed.] and in the *Newsletter*. The conference stimulated a lot of interest in the problems associated with finding material on the World Wide Web, and the necessity to introduce guidelines for indexing it. Unfortunately, we have not had a chance to pursue this topic yet, but we will have a

followup workshop in June prior to the Society's conference at Katoomba in September, when electronic indexing and indexing the Web will again be emphasized.

At last year's Annual General Meeting indexing was considered in an international environment. Susan Prentice gave a very stimulating talk entitled 'Digital silk roads: creating an electronic index,' describing a joint project of the ANU and the National Library of China which provides access on the Internet to tables of contents of Chinese journals.

We were entertained at a very pleasant Christmas in July dinner at the Canberra International by Maurice Dunleavy's experiences of indexes, both as a reluctant compiler and as an author.

*cont'd on p.9*



# CINDEX™ for Macintosh Version 1.0

Sue R. Williams

## Hardware Requirements

Minimum requirements are a Macintosh with a 68020 processor or higher, 1.5 Mb of available application memory, 2 Mb of hard disk space, and System 7.0 or higher. The recommended configuration is a 68040 processor or Power Macintosh with 2 Mb available application memory. CINDEX runs as a native application on a Power Macintosh. Installation took about a minute on a Performa 6400.

## Preparing Entries

Entries may be up to 2,000 characters long and may contain two to 16 fields. There is no limit to the length of text in one field (providing it and other fields do not exceed 2,000 characters). The number of entries is limited only by the available disk space.

**Importing Entries:** CINDEX can import records from CINDEX for DOS, word processors and text editors (tab-separated fields); index records in backup format from Macrex (.mbk files); and some records from some database programs. When importing, if you do not know the format of the records to be imported, CINDEX can usually establish the format automatically.

**Creating Entries:** Like a word processor, CINDEX displays the set of index entries in a document window, the most recent entries at the top of the screen. However, like a database program, each entry is typed into a single record, identified by a record number, saved (alphabetized immediately) and treated as a separate entity.

Pressing a two-key combination opens a blank record. After typing in the entry, selecting the entry and pressing F3 copies the text to the Clipboard. Clicking on the "Next" button opens the next blank record, and pressing F4 pastes in the entire previous entry.

Closing the document window closes and saves the index. Saving in Archive format typically halves the size

of the index. CINDEX also saves created or modified entries every 10 minutes; you can change or disable this function. As each record is stored, CINDEX removes leading and trailing spaces and excess blank fields, checks for missing parentheses and brackets, and performs special edits that you specify, such as requiring all numerics in the locator field.

You can work on several indexes at one time, moving easily from one to the other via the Window menu. The number of indexes is limited only by your computer's memory.

**Editing Entries:** You can use all the standard Macintosh editing functions (such as copy, cut, paste) and invoke them using keys, mouse clicks, pull-down menus, and function keys. Double clicking on an entry opens it for editing (Fig. 1). You scroll through the index by clicking Next and Previous buttons or by using the Page Up and Page Down keys. With one keystroke you can retrieve a heading at any level from the last record you edited – e.g., to retrieve the main heading, press Ctrl + 1.

CINDEX will fill a new record's locator field with the contents of the record previously created or exchange (flip) the contents of two fields. Words or phrases you designate will appear in a different type style.

The changes you make to one heading are automatically propagated to all succeeding records having the original heading. From the Expand menu you can "unpack" entries with more than one reference, creating an individual entry for each reference. The Compress function removes deleted, empty, and duplicated records, consolidates references from multiple records, and removes user-defined cross-references automatically generated by CINDEX.

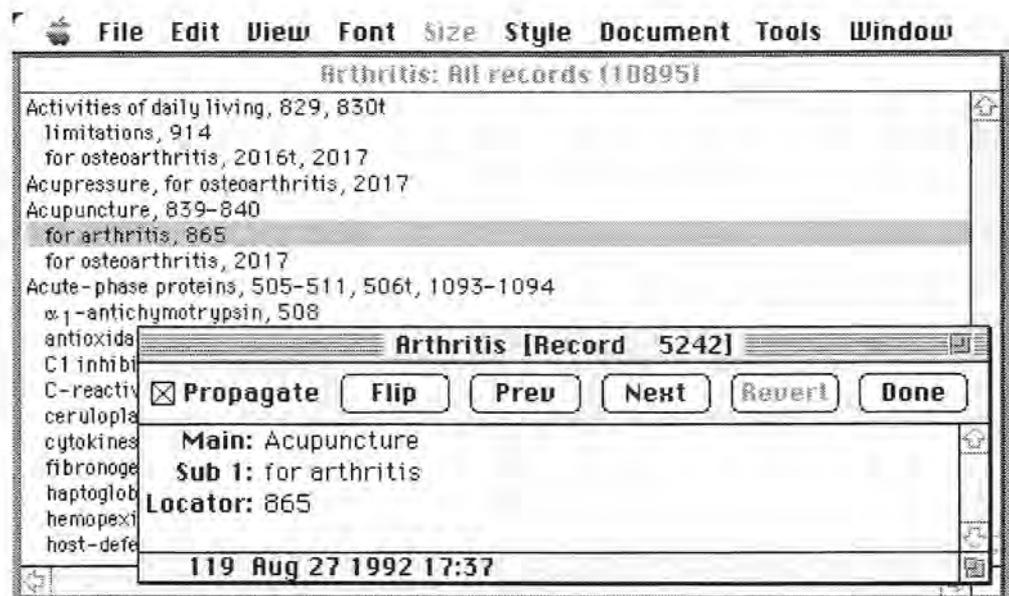
Entering new entries

Editing existing entries

Figure 1

Index entry

CINDEX record-entry window in the foreground, in the background is the formatted index. Highlighting and clicking a formatted index entry will bring up the record-entry window for editing.



# Software Review

*Manipulating those subheads*

**Joining Orphaned Subheads:** You can instruct CINDEK to identify entries that contain unnecessary levels of subheading and convert them to modifiers of the "parent" heading, as in:

pasting  
records, 40

which changes to:

pasting, records, 40

CINDEK can also identify and convert headings with modifiers that should be organized as headings with subheadings. You can specify that it convert only certain levels.

Producing two very similar sets of entries (say, "Raccoons and foxes" and "Foxes and raccoons") is a simple process of selecting and duplicating the records, which are presented to you as a temporary group for you to modify.

Delete and Restore functions are available through the Edit menu. Since CINDEK marks but does not clear out deleted records (until you compress the index), they are easily restored if you change your mind.

**Cross-References:** CINDEK can place *See* and *See also* references immediately following main headings or as first or last subheadings, and it can generate cross-references automatically when it encounters terms you specify. You can designate your cross-references' type style, words (alternatives to *see*, *also*, and *under*), and punctuation. CINDEK verifies that the type (*see* vs. *see also*) is correct, that the "to" reference is present (Fig. 2), and that there are no circular references. To find cross-references that might better be replaced with a full entry (i.e., double-posted entry), CINDEK can check that each cross-reference refers to a defined minimum number of target entries.

**Working with Groups of Records:** You can isolate a set of entries, such as those for one chapter, and work with them as if they were the only entries in the index.

Making a group is easy: select the records, pull down Edit, and choose New Group. A group may contain up to 10,000 records. CINDEK knows this set as the Temporary Group. You can change to another view and

*Handy cross-reference exposé!*

*Hitting groups at a time*

then return to the group via View - Temporary Group. This grouping can be made permanent rather than letting it lapse. In the final index, CINDEK can set off a group of entries with a title and extra spacing.

**Spell Checking:** CINDEK verifies your spelling with a standard English dictionary. You can specify whether to use U.S. or U.K. spellings or both, and for the U.K. option, whether to accept "...ise" or "...ize" or both. In addition, you can create your own custom dictionaries. Supplementary medical and legal lexicons are available from Indexing Research as well as foreign language dictionaries.

**Abbreviations:** CINDEK will store abbreviations to represent certain phrases you use often, such as a standard subheading. When you type the abbreviation, CINDEK automatically recalls the phrase it represents. Any number of abbreviation sets is possible, but the maximum characters per set are 32,768.

**Function Keys:** Fifteen function keys (F1 - F15) are available to simplify text editing. The first four are programmed for Undo, Cut, Copy, and Paste. You can program the remaining eleven with frequently used words or phrases to insert into your entries.

## Viewing the Index

The three basic view formats are full format (as printed in a book), draft format (indented but lacking most style and layout options), and summary view (only main headings and cross-references).

**Finding Entries:** The easiest way to find an entry is to press the keys of its record number or the initial letters of its main heading while viewing the index (there is no command line). For more granular searches, in the "Go To" dialog box, type the letters for the sub-heading and sub-subheading, using as much text as needed to get an exact match. For example, to find:

Saving documents  
formatted indexes  
for DOS and Windows

you might type three fragments -- "sav; for; for" - and press OK. CINDEK takes you to the matching record immediately.

*Word processor-like features*

*Browsing the final index complete with last minute changes*

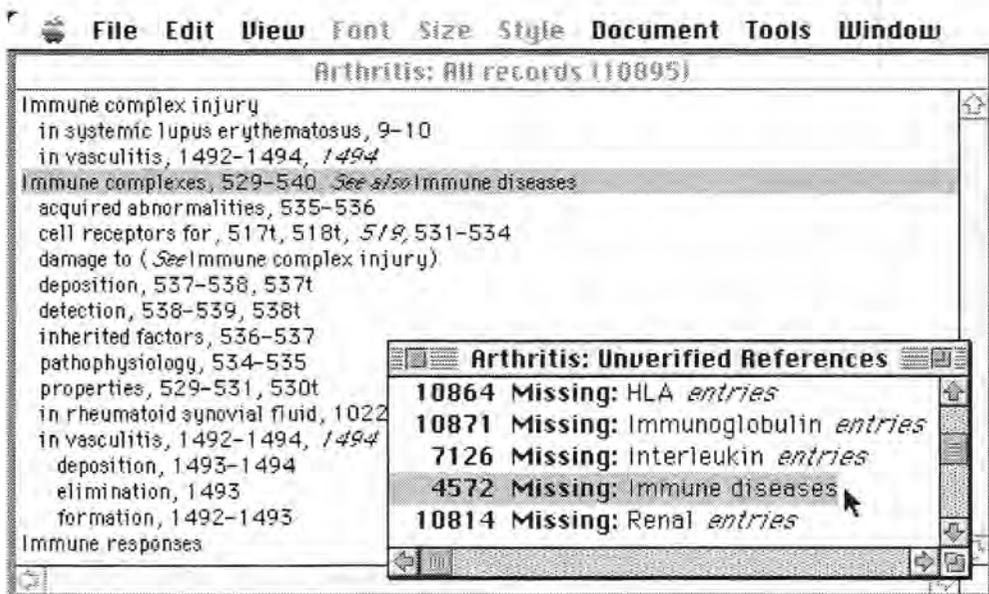


Figure 2

*Finding Missing Cross-References*

*Unverified cross-references can be highlighted (foreground window), clicking on the missing reference brings up the entry in the formatted index (background window). The formatted entry can be selected for editing.*

Alternatively, you can locate a particular printed page number, text formatted in a particular style, or the following types of records: new, modified, deleted, marked (with "unable to modify"), or generated by CINDEK. Complex searches such as "any four-digit number beginning with 19 and enclosed in parentheses" are coded with a pattern (a set of special characters) representing the searched-for words. A particularly handy pattern is a set of brackets within which you place the specific characters you are seeking. For instance, to find 1915, 1916, or 1917, the pattern is 191[5 6 7]. CINDEK has very sophisticated search and replace capabilities, allowing quick and easy modifications throughout the index. During a replacement process, it can adjust page references automatically and reconcile heading levels (more or fewer subheadings). It can remove references to a range of pages (say, if a chapter is removed from a book), with or without adjusting all succeeding pages. With three keystrokes (Delete-comma-Enter) it can bring a subheading up to modify the main heading or a sub-subheading up to subheading level.

**Statistics:** An "Index Statistics" dialog box shows the index's creation and modification date and time, record size, time it has been opened for work, and the number of records CINDEK is holding in memory. Entry statistics include the number of entries, lines occupied by the entries, page references, and cross-references. It would be nice to see a statistic added that would indicate the depth of indexing, that is, the number of entries per page.

### Sorting and Cumulating Entries

CINDEK can sort main headings letter-by-letter or word-by-word or by main heading, page reference, or date. It automatically ignores a set of prepositions, conjunctions, and articles at the beginning of subheadings, and you can set it to ignore other words, phrases, symbols, and punctuation. You can specify the sort precedence of page reference segments and the order in which to evaluate them. The lowest level of subheading can be excluded when sorting. For even greater control,

you can override any of the standard sorting rules. CINDEK can cumulate (merge the entries in separate indexes into one large index) and can reverse this process by splitting a large index into parts. No separate utility program is needed to do this.

### Page References

CINDEK handles virtually any form of page reference, including multi-part references, dates (such as Apr. 5, 1940, May 19, 1955), and mixed Roman and Arabic (vi, xiv, 9-15, *illus.* 45). It can abbreviate "321-325" to either "321-25" or "321-5," conflate "129, 127, 130" to "127-130," and suppress repeated parts, as in the revision of "XVI 7:2; XVI 7:4" to "XVI 7:2, 4."

At any time in building an index, you can instruct CINDEK to add volume numbers to page references, adjust any part of compound references, add an offset to a range of page numbers, or adjust references after sections of a book are rearranged.

As you store a record, the page range checker warns you about (or forbids) the entry of an empty locator field or a malformed range such as "76-72." However, it appears that CINDEK does not check for page references beyond the number of pages in the text. For example, you will not be warned about a page reference like "7276" for a book that has only 300 pages.

### Formatting

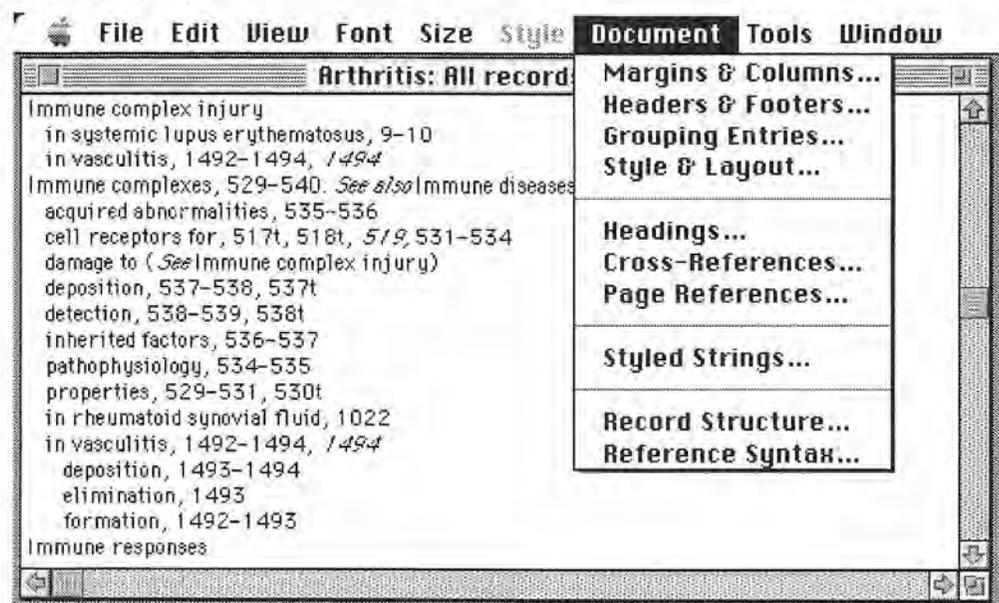
CINDEK deals separately with an index's content and its appearance, so you can create entries without being concerned immediately with how they will look, and you can change the appearance at any time (Fig. 3). It automatically wraps, indents, and punctuates entries as you create them, compresses duplicate entries, and positions cross-references per your specifications. Besides the standard indented and run-in (paragraph) styles, you can request a mixture of these (e.g., subheadings run-in except when they have a sub-subheading, which is indented) or other special formats, such as those for newspapers.

**Style Sheets and Stationery:** You can gather and save a style sheet (a collection of format settings for page and

Power  
sorting -  
smart  
enough to  
sort any  
number of  
page  
formats

Figure 3

The CINDEK  
Document Menu



# Software Review

entry layouts), then later apply that style sheet to another index. Creating "stationery" is similar, but the settings include record structure and sorting as well as formatting rules.

## Output

CINDEX can write (and read) documents that use the DOS, Windows, and UNIX convention for denoting the end of a text line (as opposed to the Macintosh EOT character), thus making its output acceptable to most database management systems. Page images can be sent directly to your printer, or you can save them in a PostScript file for use by a typesetting machine or document preparation system.

**Exporting:** You can export indexes as plain text documents or formatted documents. The format options are Rich Text Format; XPress tagged documents for Quark XPress; marked-up text conforming to standards from the Association of American Publishers, the University of Chicago Press, and HTML (HyperText Markup Language); and documents with your own set of markup tags.

**Printing:** CINDEX uses the standard Macintosh printing procedures and options and works with all Macintosh printers. It prints the text of entries exactly as you see them on the screen, but because the screen's resolution is coarser than the printer's, there may be more space between characters on the screen than on the printed page. You can make the screen look exactly like the printed page by choosing "Use Fractional Character Widths."

## Documentation

**User's Guide:** The 275-page guide is well written and comprehensive, with many illustrations and examples. The first section moves step by step through creation of an index. The second section contains reference material ordered by menu and includes in each topic a page reference to the place in the first section where the topic is discussed fully. The index contains 23 pages, a ratio of 12 to 1 with the text, an 8.5% index. It employs a bold typeface and small caps to indicate menu items and keyboard keys respectively (the same notational convention as used in the text).

**On-line Help:** The on-line help requires Apple Guide software. It summarizes the printed user's guide but does not contain all the material in the guide. The Help index is accessed by one click on the screen. In addition, many of CINDEX's dialog boxes have help buttons to bring up context-sensitive help.

## Recommendation

CINDEX's built-in power and simplicity combined with the familiar look of Macintosh menus will make this product exceedingly easy to use for those with Macintosh experience.

It is versatile – besides the usual book, newspaper, and periodical indexes, CINDEX can be used to prepare glossaries or create subject authority lists based on existing indexes. A user identification can be attached to each record, enabling several indexers to work on one index, sharing the work via a network.

This version's numerous automated check-and-correct procedures free the indexer to concentrate on the appropriateness of entries rather than format questions. CINDEX for Macintosh is highly recommended for professional full-time and part-time indexers.

## Price

The full version pricing is \$495.00 (US), £299.00 (UK), \$735.00 (AU). A demonstration version is available for \$30.00, which is applicable to the purchase price of the full version. Optional dictionaries can be purchased separately.

## Indexing Research

<http://www.indexres.com/>

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### Quick Guide 13:

#### Indexing Your Book by John Vickers The Society of Authors (UK), 1996

Send a cheque or money order for \$6 made out to "D Walker" for "John Vicker's indexing booklet" to:  
AusSI Editor, 2/1 Nelson St, Randwick NSW 2031

As you see, there are a lot issues relating to indexing which will need to be resolved this year. There are plenty of opportunities for anyone interested, to nominate for the Committee or to participate in subcommittees. The chaos of the Internet and the need for some sort of indexing structure has thrown into discussion the organisation of information and the role of the associated traditional professions of librarianship, indexing, editing and publishing in this technological age. Now is the time for creative thinking.

Geraldine Triffitt, President, ACT Region Branch

Getting  
the  
index  
ready  
for  
press

# ACT Annual Report (ctd)

cont'd  
from p.4

This year we combined with other organisations. We met with the Friends of the National Library in September to hear Michael Harrington assess good and bad indexes. At a joint meeting with the Canberra Society of Editors in October a panel of indexers and editors discussed the factors involved in commissioning an index, from both points of view. Our committee also had the opportunity of meeting with Max McMaster and hearing about the issues discussed at the Society of Indexers Conference at Bristol, which he attended.

I would like to pay tribute to all the committee who have worked so well and been so supportive all the year. In particular, I would like to thank Shirley Campbell, who has so calmly and efficiently organised our functions and meetings during the year.

There are a number of issues which will occupy the thoughts of indexers both locally and nationally this year. On the local front, there is a need for both document indexing and back-of-book indexing training courses. We should consider publishing a directory of ACT indexers, and a committee has been working on accreditation standards for document indexers.

The qualifications required for an accredited indexer are a major concern to the ACT committee, and we are intending to apply for a grant, to undertake research into indexing courses and curricula available both locally and overseas. Another of our interests is in electronic indexing on the Internet, and as well as our June workshop, we are planning to have Lori Lathrop, past-President of the Colorado Chapter of the American Society of Indexers, and author of *An Indexer's Guide to the Internet* to conduct her Indexing Skills Workshop for Technical Communicators in Canberra, while she is in Australia for the NSW Branch Conference in September.

On the National front, the NSW Branch has taken over responsibility for the National Executive. A number of proposals have come from Victoria – planned budgets and a more rigorous examination of the Society's financial situation. A survey of indexers should be starting soon. There has been discussion on putting Indexers Available on the Web site. This year limited grants will be made available for research on indexing issues, and our committee is preparing an application to research indexing education.

A discussion paper suggested the creation of Fellows and Associates of the Society would give the discipline a more professional appearance. We think that this is unnecessary for a Society with only 70 practising members and that other issues confronting a professional association have priority at this time, such as the formulation of a code of ethics, and a clarification of the functions of the Society.

There is a proposal to establish a Publication Subcommittee to consider publishing an Australian textbook on indexing. Another suggestion is to encourage the development of an indexing reference collection within a public library.

## CINDEX Tip N° 21 Using macros

The macro feature of CINDEX is not documented in the User's Guide. A macro is a pre-recorded sequence of keystrokes that can be triggered or executed with a single key, or combination of keys. Macros can make quick work of the tedious, repetitive operations that are sometimes necessary in editing indexes. In CINDEX there are two steps in using macros: recording the keystrokes once using Alt-F2 as a toggle to start and stop the recording, and then playing them back as required using Alt-F3 to execute the sequence each time.

Imagine you are adding entries and have just assigned the page number "81" to the last thirty entries (a very dense job!). Then you realise it should have been "80". You can create a macro to minimise the work involved in the correction. First, use PgUp to get to the last entry you made. It will appear in the work area.

Now press Alt-F2 to begin recording the keystrokes necessary to make each correction. The bottom line on the screen will turn red to indicate that recording is in progress. Press Shift and End to move the cursor to the end of the Page field. Press Backspace to delete the "1" of "81" and type "0" to replace it. Press PgUp to move up to the next record. Now press Alt-F2 to stop recording. The command line will return to its normal colour.

Now, whenever you press Alt-F3, CINDEX will automatically go to the end of the page field, replace the "1" with "0" and move up to the next record. You can continue pressing Alt-F3 until all the corrections are made.

A macro can contain up to 64 keystrokes and will last for the duration of your current session. To replace the current macro, just press Alt-F2 and start recording a new one.

*If you have a tip or problem for other CINDEX users, write to the Editor or contact Garry Cousins: Phone/fax(02) 95600102 or pacificsales@indexres.com*

### 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



**COPY DEADLINE: Wednesday 7 May 1997**

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**email:** [aussi@zeta.org.au](mailto:aussi@zeta.org.au)



If greater than 1 A4 page, please send files on a disk or via email in one or two of Rich Text Format, WordPerfect 5.1, Word for Windows 6-7, Mac Word 6-7 or plain text (ASCII). Ring about unusual formats.

### Advertisements and Photographs

Please send **image files** in Windows TIFF, JPEG, CorelDraw or EPS with embedded fonts format. Send camera-ready or good quality hardcopy with EPS in case the fonts won't transfer across. Photographs / camera-ready can be scanned at high resolution by the printer.

**Quark Xpress:** Mac users need to send the Quark Xpress file and the fonts unless they have the add-on Extensis QX-Tools which will embed the fonts.

PageMaker produces EPS with embedded fonts already.

### AusSI Newsletter Ad Rates

Full page: \$80, Half page: \$40, Quarter page: \$20

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