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 Trifitt

NSW

General meeting and the Internet

The next meeting of the NSW branch will be held on Thursday 13 July. Jonathan Jermey 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!
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
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
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


Dwight Walker

AUSTRALIAN SOCIETY OF INDEXERS

LIST OF MEMBERS

JUNE 1995

Registered indexers are in bold type

Mr Trevor Absolom, 5/60 Blessington Street, St Kilda, Vic. 3182

Mr J. D. Adams, Unit 17, 115 Torbay Street, Macleod, Vic. 3085

Ms Jean Bailey, PO Box 11, Woodford, NSW 2778

Mrs J. Baker, RMB 992, Creswick, Vic. 3363

Ms T. Baker, PO Box 67, Gordon, Vic. 3345

Mrs A. Batt, 30 Colombo Street, Victoria Park, WA 6100

Ms M. Bell, PO Box 237, Eastwood, SA 5063

Mr B. Bingley, 57 Seymour Terrace, Ascot Park, SA 5043

Mrs E. Binkowski, GPO Box 1724, Canberra, ACT 2601

Ms Kerry Biram, PO Box 2301, Richmond South, Vic. 3121

Mrs J. Boothroyd, Manager, CIS, National Australia Bank, GPO Box 1451N, Melbourne, Vic. 3001

Ms G. Brie, PO Box 288, Kempsey, NSW 2440

Mrs Susan Brookes, 71A Palmerston Road, Birkenhead, Auckland 10, New Zealand

Mr R. Brooks, 19 Cowper Street, Brighton, Vic. 3186

Dr K. Brown, 48 Otterington Grove, East Ivanhoe, Vic. 3079

Ms G. Browne, PO Box 307, Blaxland, NSW 2774

Mrs M. Bryant, 79 Chelford Street, Alderley, Qld 4051

Vol. 19 No. 5, June 1995
Miss A. Burgin, 274 Douglas Parade, Newport, Vic. 3015

Manager, Acquisitions, CSIRO, 314 Albert Street, East Melbourne, Vic. 3002

Ms S. Campbell, Senior Librarian, Radford College, College Street, Bruce, ACT 2617

Dr S. J. Cauchi, 13 Riverview Terrace, Hamilton, New Zealand

Ms D. Chai, 9/25 Illawarra Road, Hawthorn, Vic. 3122

Ms P. Clarke, 14 Chermside Street, Deakin, ACT 2600

Ms C. Colton, 22 Rosina Street, Hilltop, NSW 2575

Mr P. Cotton, 2 Megalong Street, Katoomba, NSW 2780

Mrs B. Cooper, 1 Halifax Court, Ashburton, Vic. 3147

Dr W. G. Coppell, 22 Szeczelecki Crescent, Narrabundah, ACT 2064

Ms R. Cotter, 147 Ford Street, Ivanhoe, Vic. 3079

Mr G. Cousins, 2/27 Whatmore Street, Waverton, NSW 2060

Mrs B. Crighton, 29 Turner Avenue, Baulkham Hills, NSW 2153

Ms J. Dartnall, 17 Kepler Street, Wulguru, Qld 4811

Mrs D. Davis, 29 Lansell Crescent, Camberwell, Vic. 3124

Ms B. Dickens, PO Box 4475, Kingston, ACT 2604

Ms H. Dittebrandt, 115 Kunyung Road, Mount Eliza, Vic. 3930

Miss M. Doolan, PO Box 482, Woden, ACT 2606

Ms L. Doyle, 15 Nirimba Avenue, North Epping, NSW 2121

Ms Christine Durbridge, 38 Alister Street, Nth. Fitzroy, Vic. 3068

Mr R. Durey, "Wandena", Bullsbrook East, WA 6084

Mr A. Eddy, 24 Normanby Terrace, Mount Martha, Vic. 3934

Mrs J. Ellis, 40 Seaview Avenue, Taroona, Tas. 7053

Mr David Embury, PO Box 1161, Grafton, NSW 2460

Ms E. Estbergs, 4 Griffith Place, Kambah, ACT 2902

Dr M. Exon, Curtin University, PO Box U1987, Perth, WA 6001

Ms L. Farkas, GPO Box 1870, Canberra, ACT 2601

Ms Amy Ferguson, Librarian, Central Land Council, PO Box 3321, Alice Springs NT 0871

Ms Philippa Findlay, Puddingburn Publishing Services P/L, 4 Victoria Street, Greenwich, NSW 2065

Mrs M. Flood, 3 Coventry Crescent, North Epping, NSW 2121

Mr R. Frey, PO Box 68, West Perth, WA 6005

Miss E. Gavin, 43 Mulheron Avenue, Baulkham Hills, NSW 2153

Mrs J. Gillespie, 'Black Cameron', Smith Gully, Vic. 3760

Ms G. Giopoulos, 67 Finnis Crescent, Narrabundah, ACT 2604
Ms R. Gipps, GPO Box 1762Q, Melbourne, Vic. 3001

Ms K. Gladwish, Lionel Murphy Library, Attorney General's Department, Barton, ACT 2600

Mrs K. M. Gray, "Old Oak", Franklings Road, Harcourt, Vic. 3453

Mrs A. Grant, 137 Shackleton Circuit, Mawson, ACT 2607

Ms E. Greig, 18 Therry Street, Dulmoyne, NSW 2047

Miss J. Hagger, 31 Maylands Avenue, North Balwyn, Vic. 3104

Ms P. Handyside, PO Box 13, Captains Flat, NSW 2621

Ms Kathleen Harper, 11 Clarence Street, Brunswick East, Vic. 3057

Ms D. C. Harriman, 39 Carawa Road, Cromer, NSW 2099

Mrs M. Healey, 112 West Street, Crows Nest, NSW 2065

Mrs Sandra Henderson, 5 Shackell Place, Wanniassa, ACT 2903

Mrs K. A. Herbstreit see Ms Kerry Biram

Ms Ilse Hillermann, 18 Alkoomie Avenue, Penrith, NSW 2750

Mrs H. Hillman, 2 Manuka Drive, Warrnambool, Vic. 3280

Miss J. D. Hine 31 Fairfax Road, Mosman, NSW 2088

Mrs J. Hoggan, PO Box 359, Penrith, NSW 2751

Ms P. Holt, PO Box 172, Clifton Hill, Vic. 3068

Mr W. Hood, SILAS, University of NSW, PO Box 1, Kensington, NSW 2033.

Mr Barry Howarth, 28 Aronson Crescent, Gilmore, ACT 2905

Ms O. Howell, 130 Bandjalong Crescent, Aranda, ACT 2614

Mrs F. Hua, 25 Sackville Street, Kew, Vic. 3101

Mr R. Hyslop, 33 Hampton Circuit, Yarralumla, ACT 2600

Ms A. Irongs, 43 Fortuna Avenue, North Balwyn, Vic. 3104

Ms S. Jackson, 13 Rosedale Street, Dulwich Hill, NSW 2203

Ms J. D. Jensen, PO Box 247, Erindale, ACT 2903

Mr J. Jermey, 32A Ross Crescent, Blaxland, NSW 2774

Ms L. Johnson, PO Box 1302, Alice Springs, NT 0871

Ms P. Johnson, 17 Radiata Avenue, Baulkham Hills, NSW 2153

Ms P. Johnstone, 32 Claines Crescent, Wentworth Falls, NSW 2782

Mr A. Jones, GPO Box 588D, Melbourne, Vic. 3001

Mrs C. Jones, 238 Nelson Road, Mount Nelson, Tas. 7007

Ms C. Kearney, 29 Susan Street, Annandale, NSW 2038

Ms H. Kent, RMB 250, Creekborough Road via Bungendor, NSW 2621

Miss N. J. Knuppe, PO Box 386, Cottesloe, WA 6011

Ms J. Lawrence, 85 Collingwood Street, Palmerston North, New Zealand

Ms E. Lee, c/- Kent Town Business Centre, Kent Town, SA 5067

Vol. 19 No. 5, June 1995
Mr G. Levick, 1/51 Jackson Street, St Kilda, Vic. 3182

Mrs S. Liepa, 5 Wellwood Square, Wheelers Hill, Vic. 3150

Mr Brett Lockwood, 8/141 Clarke Street, Northcote, Vic. 3070

Mrs M. Long, 3/190 Cotham Road, Kew, Vic. 3101

Miss P. Longley, Serials Librarian, LaTrobe University, Periodicals Department, Bundoora, Vic. 3083

Ms A. McCormack, 218 Cowper Street, Goulburn, NSW 2580

Mrs B. MacDonald, 19 Tonks Street, Moorooka, Qld 4105

Mrs S. MacDougall, 2 Wirraway Crescent, Scullin, ACT 2614

Ms M. McGeehan, 9 Alroy Circuit, Hawker, ACT 2614

Miss J. McGovern, 3/30 Foote Street, Brighton, Vic. 3186

Mrs A. MacIntyre, 140 Kingsford Smith Drive, Melba, ACT 2615

Mr M. McMahon, 5 Porter Street, Hampton, Vic. 3188

Mrs J. McMaster, 44 Rothesay Avenue, East Malvern, Vic. 3145

Mr M. McMaster, 44 Rothesay Avenue, East Malvern, Vic. 3145

Ms K. McRobert, 11 Eltham Street, Flemington, Vic. 3031

Mr R. Malot, PO Box 278 Curtin, ACT 2605

Mrs S. Marar, 24 Murray Street, Mentone, Vic. 3194

Mr J. Martindale, c/- Oakleigh Public Library, 148 Drummond Street, Oakleigh, Vic. 3166

Dr T. Matthews, 164 Windsor Street, Paddington, NSW 2021

Mr Richard Maynard, 86 Donaldson Street, Corinda, Qld 7640

Mr D. Mercer, PO Box 360, Byron Bay, NSW 2481

Mrs J. Merrell, 17 Brookman Street, Torrens, ACT 2607

Dr J. Merrick, PO Box 490, Artarmon, NSW 2064

Mr Mark Micallef, PO Box N694, Grosvenor Place, Sydney, NSW 2000.

Mr M. Middleton, School of Information Systems, QUT, Qld 4000

Ms P. Millist, PO Box 1011, Elsternwick, Vic. 3183

Mrs W. Mills, Unit 2, 57 Gloucester Avenue, Berwick, Vic. 3806

Ms R. Missingham, 7 Samson Place, Kambah, ACT 2902

National Library of Australia, (Preliminary Processing) Canberra, ACT 2600

Mr C. Nelson, [10/82 Patterson Street, Middle Park, Vic. 3206]
* Moved - address unknown

Mr Ben O'Loughlin, 4/47 Southey Street, Elwood, Vic. 3184

Mr I. Odgers, 9 Finch Street, Altona, Vic. 3018

Ms M. Owen, PO Box 7, Glenbrook, NSW 2773

Ms A. Parry, 4 Godfrey Road, Artarmon, NSW 2064

Mrs B. Parsons, 11 Bayview Parade, Hamlyn Heights, Geelong, Vic. 3215

Mrs J. Pelosi, 44 Willarong Road North, Caringbah, NSW 2229

Ms Helen Penridge, PO Box 6069, Mooloolah, Qld 4553

Vol. 19 No. 5, June 1995
Ms Ann Philpott, Unit 1, 
6 Scheele St, Surrey Hills, 
Vic. 3127

Mr William Phippard, 
PO Box 234, Henley Beach, 
SA 5022

Mrs D. Prescott, 44 Lucas Street, East 
Brighton, Vic. 3187

Ms Margery E. Price, 10 Maleela 
Avenue, Balwyn, Vic. 3103

Mr R. Price, PO Box 555, Brighton, SA 
5048

Ms J. Pritchard, 111 Riversdale Road, 
Hawthorn, Vic. 3122

Ms S. Quinn, 25 Kanooka Avenue, 
Lower Templestowe, Vic. 3107

Mr G. Ralph, 15 Brian Street, Lockleys, 
SA 5032

Mr M. Ramsden, 104 Lakeview Drive, 
Lilydale, Vic. 3140

Mr Doug Ramsey, Datacraft Technologies 
Pty Ltd, PO Box 160, Bentley, WA 6102

Ms Maggie Rando, 348 Cardigan Street, 
Carlton, Vic. 3053

Ms H. Ranger, 3/98 Grosvenor Street, East 
St Kilda, Vic. 3183

Mrs P. Ray, 67 Hopetoun Circuit, 
Yarralumla, ACT 2600

Mrs J. Restarick, 208 Kooyong Road, 
North Caulfield, Vic. 3161

Ms J. Richters, Department of Public 
Health, University of Sydney, NSW 2006

Ms E. Riley, 3 Tangmere Street, Chapel 
Hill, Qld 4069

Ms S. Rintoul, Professional Editing 
Services, PO Box 234, Henley Beach, SA 
5022

Ms C Roberts, 2/80 Cremorne Road, 
Cremorne Point, 
NSW 2090

Ms M. Roccisano, PO Box 203, Welland, 
SA 5007

Ms Karen Rodrigues, 56 Weemala Street, 
The Gap, Qld 4001

Ms Jeanne Rudd, 102 Bridge Road, Glebe, 
NSW 2037

Ms Jo Rudd, 6/109 Wyuna Avenue, 
Harbord, NSW 2096

Ms S. Sandford, 15 Edmund Street, 
Clifton Hill, Vic. 3068

Ms N. G. Schulz, c/- 74 Arnold Street, 
Holland Park, Qld 4121

Miss M. Shand, 52 Rio Vista 
Boulevard, Florida Gardens, 
Broadbeach Waters, 
Qld 4218

Dr B. Shaw, PO Box 24, Bridgewater, 
SA 5155

Mr K. Siebel, 11/22 Frederick Street, 
Hornsby, NSW 2077

Mr J. Simkin, 148 Stawell Street, 
Richmond, Vic. 3121

Ms J. Sorby, 12 Paul Street, Balmain East, 
NSW 2041

Mrs H. Stafford, 12 Keith Road, 
Blackwood, SA 5051

Mrs L. Stead, Lot 3, Martins Road, 
Barnadown, Vic. 3557

Mrs A. Stephens, 23 Lukin Street, 
Clayfield, Qld 4011

Ms M. B. Stevenson, 5/6 Mackie Court, 
Kew, Vic. 3101

Miss V. Stevenson, 6/54 Sackville Street, 
Kew, Vic. 3101

Ms L. Streten, Australian Taxation Office 
Library, 
Level 8, 100 Market Street, Sydney, NSW 
2000

Mr S. Sunter, 14 Coolabah Drive, 
Eltham, Vic. 3095
Mrs G. Suter, 41 Lothian Street, North Melbourne, Vic. 3051
Ms D. Talent, 16 Waraga Place, Giralang, ACT 2617
Mr P. Taylor, 3 New Street, Dimboola, Vic. 3414
Mr N. Towart, 84 Hat Hill Road, Blackheath, NSW 2785
Mrs G. Triffitt, PO Box 537, Mawson, ACT 2601
Mr A. Trumble, 20 Denham Place, Toorak, Vic. 3142
Ms S. Tuckwell, 61 Stewart Street, Paddington, NSW 2021
Ms Mary Turner, 5/3 Trafalgar Place, Mansfield, NSW 2122
Mr Thomas Vadil, 2 Verne Court, Templestowe, Vic. 3106
Ms Elizabeth Vincent, PO Box 111, Picton, NSW 2571
Mr A. Walker, 56 Fitzroy Street, Surry Hills, NSW 2010
Mr D. Walker, 2/1 Nelson Street, Randwick, NSW 2031
Mrs D. Ward, 47 Wakeford Road, Strathfield, NSW 2135
Mrs J. Whisker, RMB 3300C, Wisemans Ferry Road, Somerby, NSW 2250
Ms S. Whitbourn, 32 Havelock Street, St Kilda, Vic. 3182
Ms S. White, 11 Courtice Close, Fadden, ACT 2904
Mr E. Whiting, 6 Cypress Street, Leeton, NSW 2705
Mrs E. Whitten, 24 Somerville Street, Spence, ACT 2615
Mrs V. Wicks, 3/43 Robinson Road, Hawthorn, Vic. 3122
Ms J. Wilson, 34 Araba Street, Aranda, ACT 2614

Mrs R. Winspear, 8 Disraeli Street, Kew, Vic. 3101
Ms C. Wood, 3/150 Helen Street, Traralgon, Vic. 3844
Mr M. Wood, 154 Minerva Road, Manifold Heights, Vic. 3218
Dr E. Wood-Ellem, 28 View Street, Alphington, Vic. 3078
Mrs G. Woodhatch, 32A Balfour Avenue, Heathmont, Vic. 3135
Mr M. Wyatt, Keyword Editorial Services, Suite 2A, 421 Elizabeth Street, Surry Hills, NSW 2010
Mr W. Yeates, 131 Nelson Place, Williamstown, Vic. 3016
Ms A. Young, 3 Rae Street, Hawthorn, Vic. 3122
Mr E. Zalums, 1/21 Station Street, Thirroul, NSW 2515
Ms M. Ziegler, 35 Jannali Crescent, Jannali, NSW 2226

NEWSLETTER SUBSCRIBERS

Serials Librarian, Alexander Turnbull Library, PO Box 12 - 349, Wellington, New Zealand.

Head, Library and Information Services Unit, Australian Council for Educational Research Limited, Private Bag 55, Camberwell, Vic. 3124

Australian Government Publishing Service, O.I.C. Cataloguing, GPO Box 84, Canberra, ACT 2601

Serials Section, Baillieu Library, University of Melbourne, Parkville, Vic. 3052

Mr P. Greig, 2167 Quinn Crescent, Ottawa, Ontario, Canada. KIH 6J5

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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

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 Parkas 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

**AUSTRALIAN SOCIETY OF INDEXERS**

**NATIONAL AND VICTORIAN BRANCH**

GPO Box 1251
Melbourne Vic. 3001
Phone: (03) 9571 6341
Email: mindexer@ozemail.com.au

President:

George Levick
(03) 9534 4843

Vice Pres:

Mary Long
(03) 9286 9125

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11
Secretary:
Ian Odgers
(03) 9418 7275

Treasurer:
Joyce Gillespie
(03) 9654 8527 or (03) 9710 1270

Editor:
Ann Philpott
(03) 9830 0494
1/6 Scheele Street
Surrey Hills Vic. 3127

Committee Members:
Max McMaster
John Simkin
Josephine McGovern
Michael Ramsden
Sandra Whitbourn

NSW BRANCH
PO Box R598
Royal Exchange
Sydney NSW 2000
Email: dwalker@zeta.org.au

President:
Michael Wyatt
(02) 281 0460
Fax: (02) 281 4498
Email: keyword@ozemail.com.au

Secretary:
Garry Cousins
Phone/Fax: (02) 955 1525

Treasurer:
Kingsley Siebel
(02) 477 3149

Committee Members:
Lorraine Doyle
Neale Toward
Mary Turner
Alan Walker
Dwight Walker

ACT REGION BRANCH
GPO Box 2069
Canberra ACT 2601

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Max McMaster
MASTER INDEXING
44 Rothesay Avenue
East Malvern Vic. 3145
Australia
Phone/fax (03) 571-6341

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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 Garry Cousins Indexing 2/27 Whatmore St, Waverton NSW 2060 Tel/fax (02) 955 1525