



Australian Society of Indexers NEWSLETTER

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Editorial

In this issue there are entry forms for the next edition of *Indexers Available*, reports from Victoria and NSW branches as well as the Annual Report and Treasurer's Report from the ACT branch. Dwight Walker looks at another tool for using the Internet and Garry Cousins looks at setting columns in his series of articles on using the computer indexing program, Cindex. There is also an article on the La Trobe University Library's LASER service, which is edited and reprinted with permission from the newsletter of the Society of Business Communicators. July's newsletter is brought to members courtesy of the Victorian/national committee, who met to fold and mail the newsletters in Mrs Joyce Gillespie's absence while she was on a well deserved vacation. I wish to thank the committee for their help.

Ann Philpott

MEMBERS LIST Correction and update

The following members have been registered indexers with the society for a number of years but were inadvertently listed as unregistered members of the society in the June newsletter's list of members. Apologies are extended to:

registered indexer:

Ms Juliet Richters, Department of Public Health, University of Sydney, NSW 2006

rejoined registered indexer:

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

The following members have been updated to registered indexers during 1995 but were inadvertently listed as unregistered members of the society in the June newsletter's list of members. Apologies are extended to:

registered indexers:

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

Dr Trevor Matthews, 164 Windsor Street, Paddington, NSW 2021

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

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

Mr Warren Yeates, 131 Nelson Place, Williamstown, Vic. 3016

Indexers Available 1995/96 entry forms

Indexers Available is a booklet published by the Australian Society of Indexers to help publishers and authors find an indexer to suit their needs.

The indexers listed, both registered and unregistered, are members of the society and are all expected to be available to take commissions.

An *Indexers Available 1995/96* entry form is attached to the back of this newsletter.

**The deadline for return of
entry forms is:**

31 August 1995.

BRANCH NEWS

Victoria

Training course for editors

An industrial ruling from the MEAA (Media, Entertainment and Arts Alliance) requires those wishing to be promoted from editor to senior editor to have an understanding of indexing and the ability to assess the quality of an index. At the request of the Society of Editors (Victoria), The Victorian branch conducted an indexing course for editors.

The course, which was held one night a week for six weeks, was fully subscribed with fourteen attendees - thirteen editors and one librarian - and a waiting list. As there were only fourteen computers available at the training venue, the course numbers needed to be limited.

Mary Long, George Levick and Max McMaster ran the course with the aid of guest lecturer Susan Keogh, from Melbourne University Press, who ran a session on commissioning an indexer and editing the finished index.

The course was well-received by the attendees, who also made suggestions for further course improvement. The organisers welcomed their suggestions and shall include their suggestions in subsequent courses.

Nuts and bolts discussion

A small group of ten participants attended a two hour general discussion on indexing at the Balwyn library on Saturday 24 June.

The session was excellent with discussions ranging from taxation, indexing of children's books and school librarians' knowledge of indexes to dealings with publishers and filing arrangement of entries. Thanks to Mary Long for organising the venue and catering.

Max McMaster

NSW

Planning is proceeding smoothly for the 1995 Medal.

Joint meeting with the Society of Editors (NSW)

Topic: Negotiating a brief
Date: Tuesday 1 August 1995
Time: 6.30 p.m. for 7.00 p.m.
Venue: Level 4, Australia Museum (William Street entrance)

Membership

The committee agreed to take on some of the work involved in the administration of membership, particularly the monitoring of lapsed members and the making of recommendations for attracting and retaining new members.

Reference library

Kingsley Siebel raised the idea of establishing a branch reference library for members. The committee agreed in principle but wondered what other NSW members thought about the idea. Please write to the *Newsletter* if you have an opinion about this idea.

Garry Cousins

ACT

Treasurer's Report February 1995

At the end of its second year in existence, the AusSI ACT branch has consolidated its position and become self-sufficient.

Seminars and functions have been run with the aim of covering costs plus a little to spare so as to support other activities. The financial statement shows a healthy balance of \$694.75 to carry over to the current financial year.

I wish to thank Geraldine Triffitt and the committee for their continued support and enthusiasm. I look forward to the ACT branch providing further activities to improve members' knowledge and skills and to raise the profile of indexing in Australia.

Susan MacDougall

ACT President's Annual Report February 1995

The ACT branch experienced a fairly quiet year in 1994 but there were several highlights.

Abstracting workshop

Susan MacDougall and Lynn Farkas held a one day workshop on abstracting at Burgmann College on 30 April 1994. Twelve participants tried their hand at abstracting the materials which were provided.

Quality from quantity panel

The quality from quantity panel presentation was poorly attended but attracted much discussion particularly about the future of indexing and the economics of information.

Sandra Henderson gave us disquieting figures about the number of journals indexed by APAIS. Brenda Gerrie and Lynn Farkas presented the data manager's point of view and mentioned the closing of libraries and the user pays philosophy, which lead to questions of generalisation versus specificity. Ensuing discussion raised the question: Does the end user or the indexing service pay?

Visit from Max McMaster

The branch welcomed a visit from Max McMaster in September 1994. Max gave members many practical tips on starting up as a freelance indexer. Over dinner at Sammy's kitchen, Max further stimulated discussion.

Pat Woolley of Fast Books at the School of Hospitality

At the third dinner meeting for the year Pat Woolley of Fast Books gave members an insight into the changing publishing world of self-publishing and reprinting on demand.

An additional highlight of the meeting was the dinner at the School of Hospitality, which featured gueridon cooking at the table.

AusSI Medal winner

The year ended on a high note when Barry Howarth's index to G.D. Snooks' *Portrait of the Family within the Total Economy* won the Australian Society of Indexers Medal for 1994.

Thanks to the committee

I would like to thank all committee members for their support and help during the year. In a very busy year for me Barbara, Robert, Susan, Olga, Laurelle and, earlier, Jenni were always prepared to do the organisation, mailing and so on.

Ideas for 1995

Ideas being considered for 1995 are a legal indexing workshop, indexing at home (keeping track of recipes, CDs, books, etc.), indexing the Canberra Historical Society journal and a thesaurus workshop.

Above all, the branch is keen to raise the image of indexing and to make publishers aware of what is a good or bad index. Robert Hyslop has written an item about indexing for the *Canberra Times*. The branch also wishes to publicise upcoming indexing conferences.

Geraldine Triffitt

New members

The Society welcomes the following new members:

Ms M. Davis, North Sydney NSW

Mr R. Venn, Parkdale Vic.

Rejoined members

The Society welcomes back the following rejoined members:

Mrs M. Hempel, Croydon Vic.

Mrs C. Schauder, Bentleigh Vic.

and the following rejoined registered member:

Ms A. Taylor, Beaconsfield, Vic.

Next Newsletter deadline:

Tuesday 25 July 1995

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

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

The Editor

Ann Philpott

1/6 Scheele Street

Surrey Hills. Vic. 3127

Conferences

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

13 August 1995

Annual Conference of the D. H. Lawrence Society of Australia

Theme: Reactions to Lawrence

Venue: The Writers Centre, Rozelle NSW

Contact: John Ruffels, PO Box 100, Millers Point NSW 2000

27 - 30 August 1995

Sixth Asian Pacific Special, Health and Law Librarians Conference and Exhibition: Synergy in Sydney 1995

Venue: Sydney Convention and Exhibition Centre, Darling Harbour, Sydney NSW

Contact: ACMS, PO Box 468, Paddington NSW 2021, Tel. (02) 332 4622, Fax (02) 332 4066

8 September 1995

W. Edge National Print Symposium

Theme: Relevance of multiple image making in the 1990s

Venue: Fremantle Arts Centre, Fremantle WA

Contact: Karen Williams, Tel. (09) 335 8244

La Trobe University Library LASER service

Whether it's press articles, background material and quotations for speeches, a check on facts or statistics, the La Trobe University Library LASER service at Bundoora (Victoria) will deliver the goods at a reasonable cost.

Need a very recent journal, newspaper or newsletter article? LASER can access thousands of publications and over a thousand Australian and overseas data bases.

LASER's manager, Mrs Margaret Wanklyn, said her service's strategic location in the heart of the library's vast collection gave her staff ready access to a wealth of government publications, Australian Bureau of Statistics data, business directories, quotations and the library's extensive reference collections.

LASER also provides tangle-free navigation through the Internet.

Other LASER features include:

- * the preservation of client confidentiality
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- * raises awareness of subject areas to an international level
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Full details are available from:

Mrs Margaret Wanklyn, Manager of LASER, La Trobe University Library, Bundoora Vic. 3083

Telephone: (03) 9479 1192

Email: m.wanklyn@latrobe.edu.au

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Internet Tools: Telnet

This month's edition will cover a basic tool - logging on to another computer from yours. This is a cheap way to log on to computers on the other side of the world!

Telnet - logging on to another computer

There will come times when you will want to log on directly to a computer, either your internet provider or a distant one.

An example - using a university library catalogue

You are presented with a 'dumb terminal' view of a system. This is just like being in a library and using one of its terminals to look up the library's catalogue. On the screen you will find none of the features in a Windows or Mac program, such as menu bars, scroll bars or a mouse. These terminals often react to your commands in certain ways and are not very user friendly.

Read all the hieroglyphics on the initial screen. This will help you know what commands are needed to get the system to work for you.

In order to log on to a remote computer you need to know its internet or domain name, for example, libprime.libsys.unsw.oz.au, or its IP address, for example, 149.171.40.2. (University of New South Wales library catalogue).

First, log on to your internet provider's computer through SLIP. Next, start up your telnet program. I use Chameleon telnet from Netmanage's Windows sampler, which is freely available. Choose CONNECT from the menu bar. Then:

1. Enter the internet name or IP address for the system to which you wish to be connected:

Host name:
libprime.libsys.unsw.oz.au
or
149.171.40.2

2. Port need not be changed, so leave as '23':

Port: **23**

3. Most systems have a certain type of terminal attached. Leave it as 'vt100':

Emulate: **vt100**

You will see a progress report on the bottom of the screen:

CONNECTING
TO TERMINAL.OZEMAIL.COM.AU or similar.

Next, there will come a screen as if you had dialled up the computer directly.

Follow the directions on the screen, for example:

ENTER 'LOGIN' THEN ENTER 'LIBCAT' AT THE PROMPT.

So you would type **login** then **libcat** at the prompts.

Once inside the program, follow the directions on the screen.

Some Tips

Often terminals have function keys. In this case type:

/TITLE
for
'Press TITLE'.

The same follows for SUBJECT and so on.

To logoff from the UNSW library catalogue, type:

/LO

Finally (or in desperation!), select the DISCONNECT menu item. This will leave you with a blank screen. You're out again!

How do you know the internet name for the system you want to **telnet** into? There are several ways.

One system is called **hytelnet**. It was developed at the University of Saskatchewan. You can access it as a PC program or a Web page. I shall show you an example of that later.

Another way is to use the Australian National University **gopher** which points to a list of library catalogues. The **gopher** automatically starts telnet to log you in. I shall show you that another time, too.

Footnotes

The telnet escape key is **Ctrl-]**

Bibliography

Krol, Ed, *The whole Internet: users' guide & catalog*, 2nd ed, 1994, Chapter 5

URL: <http://www.usask.ca/cgibin/hytelnet> (Web page for hytelnet)

gopher: info.anu.edu.au (gopher for library catalogues)

Dwight Walker

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CINDEX™

Nuts & Bolts



Number 4

Setting column width in version 6

Single columns

Setting the column width can be a very useful way of keeping track of the length of an index. If an editor has specified a column width and a line limitation for an index, you can set this column width in CINDEX and check the number of lines as you proceed at any time with the command PRINT/SILENT.

The column width for a single column simply equals the width of the page, minus the width of the left margin and right margins combined. You can use the left and right margin settings in SET LAYOUT to adjust column width. Remember that A4 paper is 82 characters wide.

For example, if you want a column width of 35 characters, and a left margin of 10 characters (1"), you would set the right margin to 37 because the sum of the column width and the page margins must be 82 (i.e. $35 = 82 - (37 + 10)$).

If you want to work out the column width from the value of the left and right margins in SET LAYOUT, you simply subtract the sum of the margins from 82. For example if you had a left margin of 10 and a right margin of 10, the resulting column would be 62 characters wide ($82 - 20 = 62$).

Next issue: setting double columns

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



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