



# Australian Society of Indexers NEWSLETTER

GPO Box 1251, Melbourne Vic 3001

Volume 21, Number 1, January/February 1997 ISSN 0314-3767

## Contact for Membership 1997

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## Editorial

Greetings! An important issue faces the Society - the moving of the National Committee to Sydney from Melbourne which Kingsley Siebel and John Simkin talk about in open letters. John Simkin addresses the complex problem of establishing associateships and fellowships for our Society to lift the standards. The winner of the Medal 1996, Dr Lynn Peel is announced. The winner of the inaugural Web indexing prize, Alan Wilson from the Commonwealth Parliamentary Library is also announced. His colleagues were elated a **librarian** had won it! Garry Cousins gives some sorting tips for CINDEK. Finally, the NSW Branch announces the dates for the national conference - 27-28 September at Katoomba, NSW. Be there! Some software reviews coming include Mac HyperIndex indexing software and Windows MultiTees thesaurus construction software. Finally, I just upgraded to PageMaker 6.5 - beautiful! See you next issue. Dwight Walker, Editor/Webmaster



## Meetings and Training:

**21 Mar 1997, Qld ALIA Cataloguers Indexing & Abstracting Periodicals Crse**

See p.6 for details

**27 Feb 1997, SA Branch Meeting, Adelaide**

Thursday 27 February, 1997, at 7.00 pm at Buongiorno Restaurant below the SA Writers' Centre, Rundle St.  
NOTE CHANGE OF VENUE.

**13 March 1997, Sydney, Nat./NSW AGMs**

6.00 for 6.30pm, Board Room, Mitchell Library

Speaker: John Simkin, Topic: Professionalism

**18 Mar 1997, Melb., Vic AGM and Dinner**

6:30 pm for 7:00 pm at Spring Park Tea Rooms  
3 Spring Road, Malvern, \$28

**Fri 21 Mar 1997, Curtin Uni Tech, Perth**

Thesaurus construction for records managers

Maggie Exon, 09-351 2707, \$120, see p.7

**27-28 Sep 1997, Futureproof Indexer 1997**

**Conference, Katoomba, NSW**

See p.6 for details

## Medal 1996 Winner

The Australian Society of Indexer's Medal for 1996 has been awarded to:

**Lynnette Peel**, for her index to her own edition of *The Henty Journals: a record of farming, whaling and shipping in Portland Bay, 1834-1839* (Carlton South, Vic.: Miegunyah Press, with the State Library of Victoria, 1996)

(Full report to follow in March issue.) Lynn writes:

The Hentys, Merino breeders from Sussex, emigrated to Launceston, and then young Edward crossed Bass Strait to Portland Bay to establish the first permanent settlement in what is now Victoria. He landed on 19 November 1834 and immediately began a journal. His brother, Frank, joined him, and Frank also kept a journal, intermittently, from December 1835 to March 1838, later he wrote in Edward's journal, as did another brother John; Edward's last entry was for 6 July 1839. The boys' entries describe farming at Portland, bay whaling, shipping, the management of men, and the move inland after Major Mitchell's surprise arrival. The short business-like entries, the changing authors, and the varied subject matter scattered through the journals indicated that a detailed index was needed to make accessible the richness of the information available.

## New Members - a record number!

Ms. J. Bailey, Healesville, Vic.  
Ms. B. Fisher, Tarragindi, Qld.  
Mr. G. French, Capalaba, Qld.  
Ms. K. Gillen, Chapel Hill, Qld.  
Mrs. N. Perumal, Palmerston, ACT  
Mr. R. Stafford, Glenhuntly, Vic.  
Ms. C. Taylor, Lilydale, Vic.  
Mrs. R. Ward, Mawson, ACT  
Ms. J. Waterhouse, Campbell, ACT  
Mr. A. Wilson, Lyneham, ACT



## What's Inside

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## AGM

### Open letter to members of the NSW Branch from the NSW Branch President

Informal discussions have taken place between the National President and representatives of the NSW Branch to find out whether there is interest among Branch members in taking on the responsibility of the National Committee in 1997. I believe that there is such an interest. The Branch has been active since 1989 and now has a membership which includes a range of talent and expertise from which a good National Committee could be selected.

This letter is intended to urge Branch members to nominate candidates or allow themselves to be nominated for the positions on the National Committee. A nomination form accompanies this Newsletter and your nominations will come up for election or confirmation at the Annual General Meeting of the Society to be held on Thursday 13 March 1997 at the Mitchell Library at 6.30 pm.

The AGM of the NSW Branch will follow immediately after the National AGM. Although the practice in the past has been for the National and Victorian State Committees to consist of the same members, I am persuaded that this arrangement has had its disadvantages and that we, in New South Wales, assuming we take on the National Committee, should nominate a separate Branch Committee to look after State activities. The nomination form for the Branch Committee also appears in this Newsletter. The Agenda for the Branch AGM will include an address by the outgoing National President, John Simkin, on 'Professionalism'. As a founding member of the Society John has taken an interest in the principles which underlie our profession. Over the years he has spoken and written on professional courses and ethical questions. Recently he circulated a paper on Fellowships and Associateships to the state committees. This paper is included opposite for your consideration and comment by all members of the Society. There will also be an opportunity for comment on this subject during the discussion of professionalism which will follow John's address.

I urge members of the NSW Branch to give thought to this paper and to nominate strong committees to carry on the work of this growing Society. I also urge all members to make an effort to attend the AGMs on 13 March.

If you are unable to attend and wish to make any comment on John's paper please phone me or write to 11/22 Frederick St., Hornsby 2077 (Ph. 02-9477 3149).

Kingsley Siebel



### Futureproof Indexer: 1997 Conference Advance Notice

**When:** weekend 27-28 September 1997

**Where:** Mountain Heritage Country House Retreat,  
Katoomba, NSW

**Enquiries:** Michael Wyatt (phone 02 9331 7764, fax 02 9331 7785, email keyword@ozemail.com.au)  
PO Box R598,  
Royal Exchange, Sydney NSW 1225

*More details in the next issue of the Newsletter  
Organised by the NSW Branch*

*A Date for  
your Diary*



## Indexing Research Grants

The National Committee has agreed to make available to approved applicants grants of up to \$1,000 for indexing research. Application forms are available from:

Michael Ramsden,  
104 Lakeview Drive, Lilydale, Vic. 3130  
Tel. (03) 9735 4235, Fax (03) 9739 6285

**Applications close on 31<sup>st</sup> March 1997**



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*The following article has been circulated to the National and State Committees and is printed here for consideration and comment by members of AusSI. At the New South Wales AGM John Simkin will present an address on professionalism. The discussion following John's talk will allow for members to question and comment on the subject of the article as well as other aspects of professionalism.*

## FELLOWSHIPS AND ASSOCIATESHIPS: AUSTRALIAN SOCIETY OF INDEXERS

by John E. Simkin, 9 September 1996

### Definitions -

**Indexing:** the discipline which engages in the organizing of knowledge through its analysis and the allocation of subject and other descriptions in order to provide accurate, quick and efficient access to specific information.

**Indexer:** a person who has an understanding of the theory of indexing and the ability to devise and carry out practical applications of the theory.

**Professional:** a person who has achieved the knowledge of the theory and practice of a profession and can 'think with' and apply that knowledge effectively. [A 'technician' can apply rules, a 'professional' can devise solutions.]

**Associateship:** the designation granted by the professional society to a person who has demonstrated the achievement of the knowledge of theory and ability to practise as an indexer. [Associateship may be awarded in recognition of the completion of studies relevant to the profession and a defined period of practice in the profession.]

**Fellowship:** the designation granted by the professional society to those members whose knowledge and practice as an indexer has reached a level of excellence established for such recognition. [Fellowship may be awarded in recognition of a professional practice at a superior level; such practice may include contribution to the development of the profession through research, teaching, the expansion of theory and the development of practical applications.]

Assuming agreement on the above definitions, the job becomes one of setting criteria and a mechanism for applying them to particular cases. Although the 'order of magnitude' of the designations is Associateship first, then Fellowship, in setting up the system it would be best to first establish Fellowships, i.e. 'Foundation Fellowships', so that there is a body of professionals who are in a position to oversee the work of accreditation at the general level. This is especially necessary in the case of indexing because of the variety of ways in which indexers acquire their knowledge and skills; this situation will continue until such time as there are courses which can be accredited. In view of this situation there may be a considerable time gap between the establishment of criteria for Fellows and the granting of the first Fellowships and the establishment of criteria for

general professional membership, i.e. Associateship, since these criteria will depend partly on the availability of courses of study at the appropriate level.

In looking at those who we will find our Foundation Fellows we have a process of elimination which will narrow the field using the following criteria:

- i. Is a member of AusSI
- ii. Has practised as an indexer for at least a specified number of years
- iii. Has demonstrated a broad and deep knowledge of the profession in at least one of the following:
  - the design and implementation of a substantial indexing project e.g. a major published index or database
  - the design and supervision of a substantial co-operative project of indexing
  - research and/or teaching of the theory and practice of indexing at a tertiary level
  - contribution to the theory and practice of indexing as demonstrated by publications
  - successful development of tools and/or techniques to be used in the practice of indexing.

I estimate that there are no more than 20 members who could be considered for Foundation Fellowship and that, if the criteria were strictly applied, less than 10 would pass the muster. In fact in a society of 200, only 70 of whom are practising members - and many of them part-time - to grant many Fellowships would be to degrade their value.

The subject of Foundation Fellows was first mentioned by Dietrich Borchardt in a letter to the Editor of the *AusSI Newsletter* in March 1981. He wrote "...no progress will be made unless the Society establishes a Register of Foundation Fellows some of whom will thereafter form a certifying committee." At that time he was concerned at the slow progress in encouraging members to submit work for Registration. Since then Registration has picked up but it is far from being a test of all-round professional ability and certainly not a basis for Associateship, let alone Fellowship.

In a presidential address in 1983 - reprinted in the *May Newsletter* - I pointed out the limitations of the Registration process:



# Professionalism

The present Register based on decisions of the Panel of Assessors aims to identify one of the areas of skill needed for someone to work as a freelancer. This supplies only part of what will be needed if we are to designate members as Associates or Fellows. Such designation should be through some form of testing and some period of practice.

Earlier in the same address I proposed a list of subjects to be covered in a professional course.

Dietrich Borchardt's 1985 address which accompanied the presentation of the first Medal - reprinted in the August *Newsletter* - was 'Indexing as a Professional'. In reference to the current situation regarding Registration, which was much as it is today, he said,

...it should be seen as an interim step toward professionalism. In the long run two conditions must be established if indexers are to make a living as indexers and if they are to have pride in their profession. One is the establishment of professional courses at two or three (no more!) tertiary institutions in Australia. The other is to protect the calling... by persuading publishers that only professional indexers should be called upon to prepare an index to a book or journal for publication.

The Information Exchange held in Sydney in 1990, in which Elizabeth Wallis, met with eight members of AusSI, looked at the profession and tried to identify the elements needed to prepare entrants to the profession. The group found that many of these elements are already available in existing courses but that no such course brings them together in the combination required to make a full preparation for the profession. Subsequently in an article in *The Indexer* (Vol 18, no 1, April 1992, p19-20, 22) I wrote:

It is the job of the existing professional bodies intentionally to produce professional indexers. The steps in doing this are:

1. to define the professional indexer as regards the qualities, qualifications and range of knowledge required, and establish a body of 'Foundation Fellows' from those whose experience and/or contribution clearly entitles them to this status;
2. to negotiate with educational institutions to create a clear path to becoming a professional indexer through study;
3. to grant status to those meeting these criteria, and promote this professional status as something worth attaining.

In July 1994 issue of the *Newsletter*, Kingsley Siebel reopened the subject with some practical suggestions as to the steps we should take in providing for Associateships and Fellowships. While Kingsley recognises the need for tertiary level courses to prepare new entrants to the profession he seems to be taking a cautious approach by a modest upgrade of the present Registration system to establish a category of Associate

members and a category of Fellows based on what seem to me to be too low a standard. My response is to restate my preference for establishing the category of Foundation Fellows from the very best of those who are practising our profession at the highest level.

However, as to the mechanics of the change I agree with Kingsley that we could start with a resolution to establish professional membership of the Society at two levels - Associateship and Fellowship. This would take effect in the form of a Constitutional amendment. The National Committee would then appoint a Panel whose only job would be to establish criteria for Fellowship of the Society and recommend names of existing members who meet those criteria. This could be tricky as we would want our best people on the Panel and at least some of them would inevitably meet the criteria. However we are professionals who practise objectivity as a core component of our work so we can certainly practise it in this matter. The criteria do not need to be part of the Constitution but could be established using a provision to the effect that 'admission to professional membership as Associate or Fellow shall be in accordance with the rules and procedures...'

With this body of recognised professionals of high standing we will have a group on whom we can call as a 'professional college' to provide the wisdom to administer the rules or from which a Panel can be nominated to carry out this role. Their expertise will be needed to carry out the rather complex task of establishing criteria for Associateship.

This matter has been on the Agenda of the National Committee for some time. I understand it got there because of the accreditation discussions which have been going on in the UK and the suggestion arose that we might consider where we stand on the matter. So far as the British considerations are concerned I am not up-to-date. However when I last discussed it with SI members it seemed to me that they were holding themselves back at what is really a technician level although they, like us, have members who have the understanding and skills of application which distinguish them as professionals. I consider we, in the Australian Society, need not be constrained in our consideration of professional recognition and should adopt the more ambitious approach which I have described above.



## AGM

### Open letter to Victorian Branch members from the Victorian Branch President

From its establishment in 1976 to 1996 the National Committee of AusSI operated from Victoria. In recent years there have been branch committees in Sydney and Canberra and recently groups were formed in South Australia and Queensland. In Victoria the National Committee also filled the role of Victorian Committee. There have been disadvantages with this arrangement especially since, with the increase in national activity, activities to cater for the Victorian members have been somewhat neglected.

New South Wales members have indicated their interest in nominating for the National Committee for 1997 and Victorian members have indicated that they are happy to see the location of the National Committee move. At the same time some members of the Victorian State Committee who have given valuable service over a number of years have decided not to stand for re-election. This makes it necessary to find new nominations to replace those who are retiring. I urge members of the Victorian Branch to take an interest in this election to ensure that there is a strong committee who will be able to develop a vigorous programme of state activities. Nomination forms are included on page 10 of this issue of the *Newsletter*.

I also urge members of the Victorian Branch to attend the Annual General Meeting on the 18th of March. Apart from being an enjoyable social occasion and handling the necessary formal items, it will be an opportunity for members to let the Committee know what activities they would be interested in taking part in as this will be to some extent the beginning of a new era for the Branch.

John E. Simkin

trouble remembering which of the bookmarks provided the information I was seeking. That was the origin of creating my original annotated list of links. The indexer in me soon found that entries could be listed under multiple terms. Rather than repeat entire entries I created the index column which links only to the specific entry on the Links page.

The page was created specifically for Netscape since it is best viewed using frames. Viewed in Netscape the page has 3 frames. The left portion is a narrow column providing an index to the primary document "Indexer's Favorite Links" which is an annotated list of information links. The bottom right frame contains a one-row table with links providing quick jumps to various portions of the alphabetic index.

All the entrants' are listed on our Web site. See the vast variety of indexes that the Web can produce - indexes, bibliographies, annotated indexes, hierarchical lists like Yahoo. Spend several hours and enjoy their efforts.

## Web Indexing Prize

### AusSI Web Indexing Prize

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

Judge: Dwight Walker, Editor/Webmaster, AusSI

### Winner

Alan Wilson (Alan.Wilson@aph.gov.au), Webmaster, Parliamentary Library, Canberra

The Australian Parliamentary Library Web Site Index:  
<http://www.aph.gov.au/library/parlindx.html>

I put this page together as a simple index to the information available from the Commonwealth Parliamentary Library's site and from other departments of the Australian Parliament. It also includes some related information available elsewhere.

*His response to winning:*

"Many thanks for the award. I feel very honoured, and for something which I view as simple and straightforward, which is one of the bread and butter tasks of a librarian. I think there is a message there!

"As a prize, I would be very pleased to accept a year's subscription to the Society. I have been meaning to join for some time.

"Again, many thanks for the vote of confidence."

Alan Wilson

### 2ND PLACE

Graham Greenleaf (graham@austlii.edu.au or g.greenleaf@unsw.edu.au)  
Associate Professor, Faculty of Law, Co-Director, Australasian Legal Information Institute (AustLII), University of New South Wales, Sydney 2052 Australia

'AustLII's Legal Links - Australia' (<http://www.austlii.edu.au/links/Australia/>) by Geoff King, Graham Greenleaf and Andrew Mowbray. The ideas behind the index, and our respective contributions, are set out at the 'User Guide' page accessible from the top of the index.

### EQUAL 3RD PLACE

Jeffery Telk Hock Lee  
(s-jthlee@melvin.silas.unsw.edu.au) Postgraduate Student, School of Information, Library and Archive Studies, University of New South Wales, Australia

I've constructed a web page using Netscape Gold, and am considering it for the competition. My URL is

East Asian Newspapers -  
<http://melvin.silas.unsw.edu.au/~s-jthlee/asia.htm>

### EQUAL 3RD PLACE

Nancy Anderman Guenther (nanguent@chesco.com), USA

<http://www.chesco.com/~nanguent/>

I created my personal Web page (before knowing of your contest) to maintain what had been my bookmarks. I seem to move between browsers often and always had

On AusSI  
Web site

# Meetings and Training

## SA News

### Next meeting

**Thursday 27 February, 1997, at 7.00 pm** at Buongiorno Restaurant below the SA Writers' Centre, Rundle St, Adelaide. PLEASE NOTE OUR CHANGE OF VENUE.

You are then invited to the Society of Editors' meeting at 7.30 pm at Ngapartji Cooperative Multimedia Centre, 211 Rundle St, Adelaide.

At 7.30 the guest speaker at the Society of Editors' meeting, Eric Wisgard, will demonstrate the *Case for South Australia* multimedia presentation. He will answer questions relating to the writing and compilation of its fascinating content.

Eric is Communications Manager at the Economic Development Authority (EDA). His 15-year media career spans journalism, public relations and publishing.

The *Case for South Australia* is a multimedia presentation which allows viewers to select from 110 video clips about SA's economy and industry, 200-plus charts and graphics containing statistics about SA and text screens and data about SA companies. It is used by the EDA as part of its investment attraction program.

The evening will be question-driven. We are not asking Eric to entertain us (although many will find the CD-ROM very interesting). Please bring along every question you wanted to ask about how writers in the 1990s (who are still predominantly paper-pre-occupied) can use their skills to write and compile it. What does a script look like? What is good script writing? What about copyright issues? How do you update a CD-ROM? What do writers need to know? What do editors need to know?

RSVP: MONDAY 24 FEBRUARY 1997 TO SOCIETY OF EDITORS PRESIDENT KATHIE STOVE ON (08) 8364 0100.

### MEETING DATES

Please put our next meeting dates below in your diary.

Monday 21 April  
Wednesday 18 June  
Tuesday 12 August  
Wednesday 15 October  
Friday 28 November

As well, the Writers' Centre has asked members to a happy hour on Friday May 30. The group Echidna are also invited guests.



## Australian Library and Information Association

### Queensland Cataloguers' Section

presents a workshop on

### Indexing and Abstracting Periodicals

**Trainer:** Alan Walker, Indexer

**Date:** Friday 21 March 1997

**Time:** 9.15 am - 4.00 pm

**Venue:** Room 771, Library, QUT  
Gardens Point Campus  
Brisbane

**Cost:** \$65 ALIA/\$80 Non-ALIA

For more information contact:

Nathalie Schulz  
Ph (07) 3875 5242 (W)  
Ph (07) 3359 7084 (H)  
Email: N.Schulz@ins.gu.edu.au



## ISO Releases New International Standard on Indexes

Members of the Australian Society of Indexers may be interested to know that the International Organization for Standardization (ISO) has just published the second edition of International Standard ISO 999 under the title "Information and documentation - Guidelines for the content, organization and presentation of indexes".

ISO 999:1996 is a complete revision and expansion of the 1975 ISO standard on indexes. It was prepared by ISO Technical Committee (TC) 46, Subcommittee (SC) 9, which is the ISO committee that is responsible for international standards on the presentation, identification and description of documents. The project leader for the second edition of ISO 999 was Ms. Janet Shuter of the U.K.. [Editor of *The Indexer*, Ed.]

Further information about ISO 999 is available on the ISO/TC 46/SC 9 Web site at this address:

<http://www.nlc-bnc.ca/iso/tc46sc9/index.htm>

ISO standards are available for sale from ISO as well as from the national standards bodies that make up the membership of ISO. In Australia, ISO publications are available from Standards Australia (Head Office at: PO Box 1055, Strathfield NSW 2135, Australia. Telephone: (02) 9746 4600. Telefax: (02) 9746 3333)

ISO publications are also available from the ISO Central Secretariat (1 rue de Varembe, C.P. 56, CH-1211 Geneve 20, Switzerland. Telefax: 41-22-733-3430). A complete list of ISO members is available on the ISO Web site at:

<http://www.iso.ch/adresse/membodies.html>

Jane Thacker, for the ISO/TC 46/SC 9 Secretariat  
National Library of Canada,

Internet: [iso.tc46.sc9@nlc-bnc.ca](mailto:iso.tc46.sc9@nlc-bnc.ca), 26 Nov 1996



# Letters to the Webmaster

## Strong interest in online indexing courses

Please keep me informed about these courses.

Thanks,

Rita Hunt, Tawa, Wellington, NZ

navigate@actrix.gen.nz, 20 Dec 1996



Please let me know more about indexing courses online, I am considering...indexing.

Mandy Cox, PLR Librarian,

Dept. of Communications and the Arts

MCox@dca.gov.au, 3 Jan 1997



I would be interested in an online indexing tutorial.

There don't appear to be any indexing courses held in Western Australia - is that correct?

[There may be one. Contact Dr Maggie Exon, Department of Information Studies, Curtin University of Technology, PO Box U1987, Perth, 6001. Tel:

(09) 351 2707 (voice mail) Fax: (09) 351 3152 Email:

maggie@biblio.curtin.edu.au, Ed.]

Thanks

Linda de Nicolai

Librarian, Commonwealth DPP, Perth

denicola@cleo.murdoch.edu.au, 3 Jan 1997



I am interested in an online indexing course. Very sorry to have to miss the Brisbane one in Feb but costs excessive to get there from here.

Karen Pritchard (st96389b@echidna.stu.cowan.edu.au)

Weipa, Far North Qld, 27 Jan 1997



## Genealogy SIG Liaison People Queensland

Julie Forrest, (AusSI) **Brisbane** (07) 3353 0120,

j.forrest@mcauley.acu.edu.au

Mrs Jean Turvey (AusSI), 16 Dobell Crt, Mt Pleasant

4760, (079) 42 6266 (w & h), GSQ - **Mackay**

## New South Wales

Dwight Walker (AusSI) **Sydney**, (02) 9398-6726

Gary Luke (Aust. Jewish Gen.), feraltek@zeta.org.au,

**Sydney** tel/fax (02) 9519.9907

Pamela Sheldon (SAG) pamshe@ozemail.com.au,

**Sydney**, genealogist

Liz Vincent (AusSI), PO Box 111, **Picton** 2571

tel/fax (046) 772044

## Victoria

Max McMaster, (AusSI), **Melbourne**, (03) 9571 6341,

mindexer@interconnect.com.au

Mrs Ann Robinson, AIGS, PO Box 339, **Blackburn**

3130, (03) 98773789

Jo Grant (AusSI), PO Box 58, **Tallangatta** 3700

tel/fax (060) 712274, (fileworks@albury.net.au)

AIGS = Australian Institute of Genealogical Studies

GSQ = Genealogical Society of Queensland

SAG = Society of Australian Genealogists

## CINDEX Tip # 19

### Sorting in page number order and capitalisation

#### Sorting indexes in page number order

Having an index sorted in page number order can be very useful when revising the index for a new edition, or for checking the accuracy of entries.

To do this give the command SORT to bring up the Sort Menu. The option *Order of fields* reads, by default, 123456789P. The numbers indicate levels of headings, and the P means page numbers, so by default CINDEX sorts first by main heading, then by subheading, then by sub-sub etc. and finally by page number. If you change this order to P123456789 CINDEX will sort first by page number and then alphabetically by each successive level of heading. If you just put P in this option CINDEX will sort by page number and then by record number, i.e. by order of entry.

#### Capitalising headings

If your publisher requires the initial letter of every main heading, and not just proper nouns, to appear in capitals you don't have to type each capital during data entry. Instead enter each heading without the capital to save keystrokes and then give the command SET FORMAT. Now choose Alt-H for headings. This will bring up the menu for format options at main heading level. In the option *Capitalize* type an 'i' to indicate the initial letter only and press <Enter> twice. Changing this setting does not change the actual records, only the way they are displayed in formatted view, or when printed. If you see duplicated headings check that you haven't inadvertently typed some entries with a capital and some without - they won't merge if you have!

*If you have a tip for other CINDEX users, or a problem, write to the Newsletter or contact Garry Cousins Phone/fax (02) 9560 0102*



### 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: Friday 21 February 1997**

**post:** 2/1 Nelson St, Randwick 2031  
**tel:** 02-93986726(h), 02-94393750(w)  
**fax:** 02-94383729(w), 02-96623037(h)  
**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 6.0 or plain text (ASCII).

### Advertisements and Photographs

Please send image files in TIFF, WMF, 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

#### The Indexer (UK)

Janet Shuter, Hon. Editor, The Old Chapel, Kings Rd,  
 Bembridge, Isle of Wight, PO35 5NB, UK  
 tel +44-1983-874514, fax +44-1983-874656  
[Shuter@cix.compulink.co.uk](mailto:Shuter@cix.compulink.co.uk)  
 Assoc. Ed. Aust/NZ: Dwight Walker, sub: \$28 p.a.

## CINDEX™

THE ULTIMATE SOFTWARE  
 FOR PROFESSIONAL INDEXERS  
 Now available for PC and Macintosh

CINDEX is the program with unsurpassed performance in the indexing of books, periodicals, and journals. It handles all the time-consuming operations (for example: sorting, formatting, and checking cross-references) freeing you to concentrate on identifying the facts and ideas developed in the text. Indexing Research now brings to the Macintosh all the capabilities previously acclaimed in CINDEX™ for DOS, and much more. In addition to the ease-of-use you expect from Macintosh, CINDEX™ for Macintosh provides powerful new features designed especially for professional indexers:

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- Supports all Macintosh printers
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- Generates automatic cross-references from authority list
- Check spelling in several languages
- Full WYSIWYG view of index as you work
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