



Australian Society of Indexers Newsletter

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Printing Acrobat PDF files. *Michael Wyatt, from Keyword Editorial Services, prints PDF files at his workplace, thus removing the need to have page proofs couriered to him.*

Almost 12 months ago, I moved for what was supposed to be a brief period from Sydney to country New South Wales. I wanted to continue to provide the same services to my clients, at no extra cost to them. As we know, speed of delivery is essential: from my location, 'overnight' Express Post cannot be guaranteed, and overnight courier fees are hefty.

For many clients, we overcame that obstacle quite easily — they email me the final page proofs. Email? What about page breaks? Easy. The typesetter produces a machine-readable version of the publication in Portable Document Format (PDF), and emails me that.

What is PDF?

Acrobat Portable Document Format was developed by Adobe Systems. Using a program suite called Acrobat Exchange, the typesetter produces an exact replica in machine-readable form of the printed version.

You might expect a page of a PDF document to be a snapshot of a page of the printed document, a graphic taking up vast amounts of storage space. Instead, what Acrobat does is describe the fonts incorporated in the document, and then insert the text together with control codes for such features as page breaks. Any

pictures in the document, of course, remain graphics.

Can all publishers provide PDF files?

All large typesetting companies (such as Midland) can produce PDF files. Many large publishing companies and corporations who do their typesetting in-house can also do so.

An increasing amount of typesetting is contracted out to small (or even one-person) desktop publishing agencies. These outfits may have Acrobat as part of some other Adobe product or have acquired it as part of an Adobe package (perhaps with PageMaker or Illustrator), or they may have bought it for a previous job. Although Acrobat software is not expensive, it is unlikely that the typesetter will buy it just for one job, so you can't assume that your client can email you a PDF file, or can do so for all jobs.

What do I need to work with PDF files?

Obviously, you need email. If a client has to post you a disk they may as well post you the page proofs.

(Continued on page 94)

Would YOU like to edit this newsletter?

This is the end of my second year as newsletter editor. I enjoy the content and the contact with contributors, however, I would be happy to pass the job on to another eager editor.

If you are interested please contact the National Committee (details on back page). If you want more information on the duties and privileges, contact me: Glenda Brown.

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Noticeboard

New members

A warm welcome to the following new members:

Judith A Mathews, Qld
Sandra Pyke, Vic
Sandra Roe, WA
Anthony Cedric Watt, ACT
Stewart Unwin, ACT
Elizabeth Holliday, Tas
Elizabeth Loudon, Tas

The Indexer - Australian issue

From the October 1999 issue, *The Indexer* has been headed by an Executive Editor (currently Christine Shuttleworth), who is responsible for the management of the editorial team, general oversight of production, planning and appointment of Issue Editors.

Issue editors (individuals or groups) are appointed to commission and arrange for refereeing of the articles for one issue only. Lori Lathrop of ASI will be Issue Editor for the April 2000 issue, and the Scottish Group of SI will take on the role for the October 2000 issue.

AusSI will be responsible for the April 2001 issue, and I have offered to edit it.

If you would like to be part of the editorial group, please contact me. We would love to have your input. If you are interested in contributing in any other way (eg, writing an article), please also contact me.

We will announce here when we have a theme for the issue.

Ovid PsychFIRST

The most recent portion of the PsychINFO database is now available to hospitals and small academic institutions. Features include mapping of natural language queries to thesaurus terms.

Dates for your diary	
NSW Christmas lunch	1 Dec
Soc. Editors (NSW) meeting	1st Tues in month
Web Indexing Prize entries due	14 Jan, 2000

NSW Branch Christmas lunch

Following tradition, the NSW Branch Christmas lunch will be held at the Duxton Hotel, Milson's Point at 12.30 on Wednesday 1 December.

Cost is \$25 for a hot and cold buffet and a glass of champagne. RSVP to Madeleine Davis by Friday 26 November on (02) 9514 3176 (w), (02) 4787 6277 (h) fax (02) 4787 6069, email: redcliff@hermes.net.au.

NSW Society of Editors

Meets monthly (usually first Tuesday of the month) at Judicial Commission Conference Centre, 5th floor Wynyard House (just above Wynyard Station) at 6.30 for 7.00. Cost \$15 including drinks and light eats.

Recommended rate

The National Committee has issued the following statement, to take effect from 1 January 2000:

"The Australian Society of Indexers recommends that the minimum hourly rate of pay for freelance, self-supporting, registered book indexers, working on short-term contracts, be \$39.50 per hour.

The Society recommends that professional indexers working as freelance database indexers, or in other areas where remuneration is on a piece-work basis, should be paid a rate equivalent to the hourly rate recommended for registered freelance book indexers.

In reaching this decision, the committee took into account recent increases in the consumer price index, in rates of pay for comparable professions in Australia (librarians and editors), and in recommended rates for indexers overseas, as well as factors and costs involved in running freelance businesses."

Indexers Medal 1999

The Australian Society of Indexers is again offering its annual Medal for the most outstanding index to a book or periodical compiled in Australia or New Zealand.

Publishers, indexers and all interested persons are invited to nominate indexes for the prize.

For more information see the October 1999 *Newsletter*, or contact Jenny Restarick: telephone/fax 61 3 95282539, email: jenny.restarick@enquiries.csiro.au



Noticeboard

President's Letter Dalian Conference, China



I have just come back from the fourth annual conference of the China Society of Indexers (CSI) in Dalian, in the far north-east of the country, where I had a wonderful time. The conference was held in the College of International Cultures at Liaoning Normal University. I was the only

foreigner there, among about 50 CSI members, and was treated with great respect, politeness and friendliness. The accommodation and catering were excellent. Much local seafood and beer, both favourites of mine.

On behalf of the affiliated societies of indexers, I publicly welcomed the CSA, and congratulated them on signing the international agreement. People are very keen to have greater contact with our societies. I undertook to facilitate a few practical things, like the exchange of newsletters and arranging for two back-sets of *The Indexer* to be sent to China.

My participation in the conference was helped immensely by a number of people who spent a lot of their time acting as my translators/interpreters. So, although I have no knowledge of the Chinese language, I was able to make three short speeches at plenary sessions, attend three banquets, spend a lot of time in discussions with Chinese indexers, and make some very good friends. It is clear to me that a number of CSA members could contribute to overseas conferences, with the help of interpreters, and a few have quite competent English. We are looking at ways of arranging this.

I now have some idea of how Chinese indexers work. Their professional concerns are much the same as ours, and technological development is just a few years behind. They are comfortable with database and sophisticated CD-ROM systems, but the impact of the Internet is not yet general.

More on this at our next Annual General Meeting, when I will be talking about indexing in China. I am also writing an article for the April 2000 issue of *The Indexer*.

AusSI Website Indexing Awards

The 1999 AusSI Website Indexing Award is now open for entries. This year we are looking for *site indexes* – indexes relating to specific sites on the Web, rather than subject guides or portals. The site indexed can be anywhere in the world but both site and index should be available for public access.

Rules and an entry form can be found on the AusSI Website at <http://www.aussi.org/prizes/webind99entry.htm>. The closing date is January 14, 2000.

Please contact me at webmaster@aussi.org for further information.

Jonathan Jerney, AusSI Webmaster

From the editor

We often show supreme confidence in the electronic information age, yet it takes little to totally disrupt services. A private contractor damaged Telstra cables in Sydney's West, thus destroying communication for indexers, banks, and other crucial services in the Blue Mountains. The indexer was able to connect later that evening and complete work. Some of the banks closed, unable to let customers withdraw money! Haven't they heard of backup systems? A library would be prepared with bits of paper or a backup computer. Even the supermarket can allow me to use EFT-POS when the lines are down. What chaos we could have if the lines were down for weeks.

An indexing matter: What should you do about articles (a, an, the) when indexing titles? I am a great believer in the principle: if you don't file on it, don't put it at the front. And if it's not at the front, you might as well not have it at all.

However, while checking one of Jon's indexes I noticed that there were a lot of titles that would have quite a different meaning without the 'the', and so the little words were left in.

However, then I would be tempted to say that if the little word has meaning, perhaps we should file on it, so *The Age* could be at 'T', just as 'The Hague' is.

Glenda Browne



(Printing PDF files, Cont. from page 91)

To read PDF files, you need Acrobat Reader. This reader is available for all common computer platforms, and is free. You can download it from <http://www.adobe.com/acrobat/>.

Although it is certainly possible to index from the display on your monitor, you will probably want to print out the document to work on it. In theory you can use just about any printer, but if you plan to do a lot of this you will need as fast a printer as you can afford, or you will be tying up your printer for hours at a time. I also advise you to invest in a printer that is cheap to run, such as a laser printer. Although they are more expensive to buy than inkjet printers, the consumables are generally much cheaper. For indexing purposes you do not need high resolution, so I leave that up to you.

Although it is not strictly necessary, I find it a boon to have a PostScript printer. PostScript is a universal "printer language" that uses ordinary text and human-readable commands, and enables any brand or model of printer or imagesetting machine that can read PostScript to produce identical pages from the same set of instructions. PostScript printers are rather more expensive. Without a PostScript printer some fonts may not print correctly. The line breaks, page breaks and illustration positions will be correct, but the text could have a strange appearance, and headings using display typefaces could be difficult to read.

What do I need to negotiate with the client?

First of all, you will need to make it clear that you will be charging for the cost of printing out the document. After all, they are not paying for printing out or photocopying at their end, and are saving on delivery costs. Your printer's manufacturer will be able to tell you what the typical per-page running cost is.

You should tell your client how you want the PDF file processed. Ask them if they can "embed" the fonts in the file. This ensures that if you don't have the fonts on your computer you can still print the document correctly. If they don't know what you're talking about, there's no need to insist; it is likely that the typesetter will do it automatically. Failing that, your computer will choose a related font: the line and page breaks will be correct, but the text could once again appear a little strange.

As I mentioned before, although text is transmitted as text, pictures remain as graphics, and if there are a lot of them in the document it could take a long time to

download on your email system. Do you really need to see the pictures? If not, ask your client to "hide" the pictures before producing the PDF file. All publishing software can do this. Instead of a picture you will see a box, possibly containing the graphic's name, but probably blank.

Perhaps you do need to see the pictures. Colour graphics take more file space than black and white, so ask the client to "print" all pictures as monochrome.

If the document is a long one, the typesetter has probably split it up into chapters. Ask them to produce a separate PDF file for each chapter. In this way, if anything goes wrong with one chapter, you can be working on the others while you wait for them to send a replacement.

Lastly, ask the client to compress the PDF files. This reduces the size of the text considerably (but not the graphics), keeps all the chapters together for transmission, and helps safeguard against corruption. The most common file compression format is Zip. Software for decompressing files is easily available for all common compression formats, most of it inexpensive, some of it free. The most popular compression-decompression program is WinZip, which can decompress not only Zip files but also the compression formats most commonly used by PC, Macintosh and Unix users. You can download it from <http://www.winzip.com>. If you like it, you pay a small registration fee to continue using it.

What if my client doesn't have Acrobat Exchange?

To produce the plates for printing, most publishers use outside "imagesetters". These companies take the finished typeset publication and produce a set of bromides or film for platemaking or, occasionally, plates ready for printing. The publisher or typesetter normally sends the typeset files to the imagesetter in PostScript format. They do this by "printing to a file", that is, by routing to a disk the output that usually goes directly to the computer's printer. If your client can't produce a PDF file, you could ask them to send you a PostScript file instead.

If you own the Acrobat suite yourself, you can convert this PostScript file to a PDF file using a program called Acrobat Distiller. Otherwise, freeware is available that prints PostScript files to both PostScript and non-PostScript printers (such as PrintFile, which you can download from <http://hem1.passagen.se/ptlerup/prfile.html>). Remember, though, that if you are printing to a non-PostScript printer you may encounter the readability problems I described above.

(Continued on page 95)

(Printing PDF files, Cont. from p. 94)

How do PDF files work with my indexing software?

As many of us have discovered, for most indexes it is more efficient to retype data than to copy it from the text and paste it into the index. However, sometimes you may be working on an index where most of the index entries are long and either identical in form to that in the text (such as placenames, corporate names or technical terms), or easily manipulable in your index using macros (such as lists of personal names).

In Acrobat Reader you can select text and copy it. Open up both Acrobat Reader and your indexing software and tile them side by side, then copy text from the PDF file to an index entry.

In SKY Index, you can paste text into any cell, and then use SKY's powerful macro feature to carry out multiple and varied manipulations of the text.

In CINDEK for Windows, you can paste the text into the record window. In Version 1.0 you are limited to a single macro, but the newly released version 1.5 should overcome that.

If you are using CINDEK for DOS you can run it in a window instead of full screen (press ALT+Enter).

You can paste text into the Add screen using the buttons that appear in the toolbar. (For some reason, I was unable to do this with Macrex.)

If you have Acrobat Exchange, you can copy the text of an entire PDF file to your word-processor or text editor.

This way you can drag text directly into Cindex for Windows' record window. If you are using some other indexing software, open another window in your word-processor and drag indexing terms into that, adding appropriate formatting as required by your indexing program. Save it as a text file and import it into your indexing program. You might speed things up by using your word-processor's macros to automatically add page numbers and required formatting

Summary

The advantage of being able to receive documents in electronic form is that you can be geographically remote from your client without the risk of delays in delivery.

The advantages of PDF over other electronic document forms for an indexer are:

- Anyone with a computer can read it. You don't need to own the software used to create the original.
- Pages are identical in layout to the original version. There are no problems with page breaks changing.
- Files are reasonably small, compared to graphic "snapshots" of pages.

SOCIETY OF INDEXERS CONFERENCE 2000

The Cambridge Sidelights Review 14-17 July 2000

The SI Conference 2000 will be held in the historic city of Cambridge, within easy access of London and the major airports. The venue is Homerton College and the facilities are modern, recently built accommodation on a college campus within easy reach of the city centre.

A fascinating programme of speakers ranging from context based search engines to indexing in the Vatican, via occupational health and picture libraries is planned and there will be workshop sessions, entertainment, punting trips and tours of the world-renowned Botanic Gardens.

Plan this conference into your European tour for the Millennium.

Look for more details on the SI website at <http://www.socind.demon.co.uk>

For application forms contact Jill Halliday at Jill_Halliday@beckvale.globalnet.co.uk.

Indexers Available - letter 1

The list in the September 1999 *Newsletter* (vol 23:8) shows a total of 179 members of the Society whose names are now on the website. The following questions and comments come to mind in view of my general interest in membership.

- 179 is more than double the average number who, in past years, enrolled in Indexers Available to publicise their skills.
- The current list includes 65 Registered Indexers, whilst the much larger proportion (105) are not registered; nine are unidentified.
- 40 have no Internet access but this does not prevent them from being contacted by publishers in Australia or overseas. I note that this has already happened.
- The society is to be congratulated for giving members this exposure, but can it do more to promote professionalism?
- Should the Society make Registration a requirement before members' names are listed on the website? In other words, should the

competence of members whose names are exposed so far and wide be tested?

- Would such action be regarded by the membership as interference, or would it be welcomed by them as promotion of the Society and its members as professionals?
- Registration by itself may not be a true reflection of the competence, or otherwise, of indexers, but it is evidence that these members' skills have been tested and accredited by the Society.
- I know that a number on the list who have not sought Registration are competent indexers, but can or should the Society sponsor members who do not submit to accreditation?
- My interest in this matter stems from recent discussion in the *Newsletter* (vol 23, nos 5-6) and *The Indexer* (20(2) and 20(4)) on registration, accreditation and professionalism. I draw no conclusions but offer these thoughts for the consideration of the National Committee, in order that the aims of professionalism be vigorously pursued.

By Kingsley Siebel.

(See also Robert Hyslop's letter on page 99)

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Editorial Services Directory 1999-2000, by Michael Wyatt, Keyword Editorial Services

The Society of Editors (NSW) has recently issued its *Editorial Services Directory 1999-2000*, the latest in a series published every few years under the title of *Register of Editorial Services*. This year the *Directory* is published simultaneously in three formats: print, disk and on the Web.

Print

The printed version retains its familiar one-third A4 size, though this year it is considerably thicker (100 pages compared to 72 in 1996), and contains 78 entries (54 in 1996). The structure and layout of entries remains largely unchanged, but it now has a colour-printed cover.

Access to entries has improved over each edition, and this edition is no exception. There are three "Service directories": "Services offered" (15 headings), "Type of material" (19) and "Subject specialties" (18). The summaries of each fit onto a single page, allowing easy scanning. (I was surprised to find that the new categories are identical, and their subcategories similar, to the new arrangement of AusSI's own *Indexers Available* – espionage, collusion, coincidence or convergence?)

Each of the "Directories" (we would possibly call them "Indexes") lists the subcategories in alphabetical order, and under each are listed the names of the service providers in alphabetical order (the same order as they appear in the body of the work). No page references are provided.

The main body of information is called the "Directory of Members". The entries are in alphabetical order. There are three alphabetisation errors, of which two result in an entry being on an incorrect opening and therefore likely to be missed. Advertisers with business names are treated inconsistently: 21 are entered under the business, 14 of them with a cross-reference from the personal name; five are entered under personal name, of which two have a cross-reference from the business name. This may have been at the advertisers' request, but there is no explanation and it makes it difficult to guess where to find an entry for someone (like myself) who is known by both personal and business name.

The information provided in each entry is: contact details (address, phone, fax, email, Website), "Experience", "Qualifications", "Computer capability", "Services offered", "Type of material", "Subject specialties" and "Special skills/interests". Entries range from a few lines through to a full page. The information provided under "Services offered", "Type of material" and "Subject specialties" include those indexed in the "Service directories", with additional terms. The terms do not appear in the same order as they do in the service directory; perhaps the order indicates the emphasis given by the advertisers, but this is not explained.

Despite my niggles, this edition is an improvement on an already excellent and invaluable publication.

Disk and Web site

To obtain the Directory on disk, you need to write away for it specially. It is available for Windows 3.1 or Windows 95

only. The Web version is at <http://www.users.bigpond.com/SocEdNSW/esd/>; the initial load is very slow.

I expected the information on the disk to be presented as a series of HTML files, but to my surprise it is a WinHelp file, thus accounting for the fact that it will run only on PCs. It does mean, though, that whole screenfuls of information appear instantly, without having to wait for a browser to interpret it. On the other hand, you are forced to install the entire file on your hard disk before you can access the information, which I found irritating. The Web version is pretty well identical to the disk version, with a few minor cosmetic changes. Unlike the disk, though, it takes quite a long time for information to appear, longer than other similar sites.

The information provided for individual advertisers is identical to the printed version. The layout is clear and easy to read, and is straightforward to print out from the disk version.

Access, however, is very disappointing. Finding information is in fact *more difficult* than in the printed version.

The Directory window is split into two panes. The left pane displays one of a series of index-like lists, and the right one displays the individual entries. When you open the file, you are presented with the "Contents" list on the left and the opening screen on the right, which also incorporates a contents list. The instructions in the opening (right) screen read:

"You can go straight to a particular member's entry from the Contents list below (sorted by first name or company name) or from the Contents tab on the left of the screen (sorted by surname or company name).

The 'Index' function gives cross references between member names and business names. You can also use the 'Find' function to search for people with particular skills and/or experience." Similar instructions also appear when you "hover" the mouse over the relevant button.

Contents lists

The "Contents list" and the "Contents tab" in fact contain the same information: *either* personal name (arranged by first name in the case of the list and surname in the case of the "tab") *or* company (sic) name. An advertiser listed under a business name does not appear under their personal name in either list.

The "Contents list" disappears when you click on a name in either listing, to be replaced with advertisers' details, but is easily retrieved.

Find function

The instructions for the "Find" function read thus:

"Use the 'Find' function to search for people with particular skills and/or experience. At the top of the list on the left type in a word that you want to find ... Use the AND and OR buttons if you want to search for more than one word. Press the Result button to view the topics (entries) that are found."

(Continued on page 99)

THE INDEXER

The International Journal of Indexing

Anyone doing professional/academic writing in the field of indexing knows that The Indexer is the publication of reference for the profession.

Nancy Mulvany, author of *Indexing Books*

The only periodical in the Western world devoted specifically to all aspects of indexing.

Dr Hans H. Wellisch, author of *Indexing from A to Z*

It should find a place in all library science collections and in the personal collections of professional indexers and indexing researchers and educators . . . a lively forum on highly specific questions representing a concern for good indexing.

Professor Bella Hass Weinberg in *Library and Information Science Annual*

I am impressed by the breadth of the coverage in such a highly targeted journal.

Dr Gordon Graham, Editor of *LOGOS, The Professional Journal for the Book World*

The Indexer has been published since 1958 for members of all the indexing societies worldwide. It enables professional indexers not only to update their techniques and skills but facilitates the sharing of a wealth of professional knowledge among the indexing community. Among the articles in the most recent issue (October 1999) were the following:

- ♦ Accessing documents and information in a world without frontiers, *Michèle Hudon* (Canada)
- ♦ Software tools for indexing: revisited, *Nancy Mulvany* (USA)
- ♦ Archival indexing at the millennium's end, *David Ryan* (UK)
- ♦ Indexing children's information books, *Paula Williams and Ken Bakewell* (UK)
- ♦ Indexing traditional African musical instruments, *Marlene Burger* (South Africa)

In addition, every issue carries a range of shorter items and regular features including book reviews, extracts from indexes reviewed and news of indexing activities around the world.

Make sure you are keeping up to date with current developments in the indexing world by taking out a subscription to *The Indexer*. For details of how to subscribe at a reduced rate through your national indexing society, contact your society headquarters.

Indexers Available – letter 2

Now that we have Indexers Available so effectively on the Internet we can pause and think of refinements to it. As I mentioned at the Hobart Conference, I wish to suggest that Indexers Available be changed in respect of 'subject specialties'. I argue four points in favour of the need for change.

First, that we should take a stand in favour of the proposition that indexers can index all works with the exception of those few that are too esoteric for the indexer to deal with adequately. Thus the Society should encourage clients away from the notion of looking for a specialist in the field of the manuscript on the ground that a highly specialised person may index the work in a way accessible to the cognoscenti but disastrous to people outside the special field.

Second, that the present list of subject specialties is already too large and in jeopardy of being extended indefinitely. Additional subject headings that may be argued for include: autobiography, geography, guidebooks, exploration, pharmacy, public administration. They are all no less justifiable than most of the existing headings.

Third, that many of us could properly list our interests under most of the present subject specialties. As clearly it would be absurd to clutter the list, it remains that a client may be put off from engaging a particular indexer if he or she is not named as having the appropriate subject specialty.

I have two alternative suggestions for dealing with this problem. The first suggestion is that the 'subject specialties' should be grouped under five headings instead of the present fifty-odd. A possible five headings are:

Humanities and Fine Arts

Biography, Fine Arts, History, Languages, Law, Linguistics, Literature including Children's, Psychology

Practical Arts

Beverages, Cookery, Food, Gardening, Health, Home, Information, Horticulture, Recreation, Self-improvement, Sport

Politics, Economics, Business, Management

Computers, Documentation, Government, Information Technology, Labour, Political Science

Science, Technology

Agriculture, Biology, Chemistry, Earth Sciences, Ecology, Engineering, Geology, Mathematics, Medicine, Physics.

Social sciences

Anthropology, Archaeology, Education, Employment, Genealogy, Geography, Political Science, Sociology

My second, and preferred, suggestion, is that we move right away from listing specialties and instead include a paragraph and say something like:

Most indexers can adequately index most works. Indeed unless the index is intended for a narrow readership, there are advantages in having the index prepared by someone who is not a specialist in the field of the work, because the index is therefore more likely to be accessible to a general readership. However some works are better left to specialists in their field; examples of these include legal, medical, and scientific textbooks.

I prefer the second suggestion because of the difficulty inherent in the first suggestion of finding headings and simple terms for the headings.

Robert Hyslop, ACT Region Branch

(See also Kingsley Siebel's letter on page 99)

(Editorial Directory, Cont. from page 97)

The "list on the left" is simply a long concordance of words appearing in any part of individual entries except name and contact details. Talk about raw data – it makes steak tartare look like cinders. Let's look at a few of the "skills and/or experience" from the T's: tab, take, ten, terry, test, tests, text, therefore, things, three, time, times, titles, tools, top, topics, total, turn, twenty, two, type.

When you click the "Results" button a list of references to entries appears, arranged unhelpfully by first name. On the disk, under "book" I find 14 references, under "books" in find another 14, of which six appear in both lists. Do only 22 of the 78 editors listed work with books? What do the others work with?

On the Web site, when I scroll down through the "Find" screen the image of the previous lines stays behind, which makes it very difficult to read. For some reason, the list of references on the Web site is different from the one that appears on the disk version, although the entries seem to be the same: under "book" there are 25 names, and under "books" there are 51.

The index

"The 'index' function gives cross references between member names and business names." It is a list of 26 names, personal names (arranged by first name) and business names interfiled, in other words those names not chosen as entry headers.

Conclusion

An opportunity has been missed to exploit the capabilities of the computer to *improve* access to information rather than reduce it. It does not raise our hopes that editors understand the benefits of good indexes. Perhaps one of our expert WinHelp indexers could offer their services for the next edition?

Newsletter and Webmaster contacts

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This newsletter is sent free to all members of the Australian Society of Indexers. It is published 11 times a year, with a combined issue for Jan/Feb. Opinions expressed in the newsletter are those of the individual contributors, and do not necessarily reflect the opinions of the Society.

Copy should be sent to the editor by the last day of each month for publication in the middle of the next month. I am delighted to receive contributions, both large and small, from members. Please contact me if you have any questions about suitable items for publication. The editor reserves the right to cut and edit material.

If greater than one A4 page, please send files on a disk or via email in Rich Text Format, Word for Windows, or plain text (ASCII).

Graphics

Please send image files in Windows Metafile (WMF), JPEG, or PCX format. Photographs and camera-ready copy can be scanned by the editor.

Advertisement charges

Full page: \$80; Half page: \$40; Quarter page: \$20.

Send copy to:

Glenda Browne
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Membership charges

\$50 per year

The Indexer (International indexing journal)

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