

Melbourne Indexers Bulletin

No. 18, January 2017

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 *Best wishes for 2017* 

Letter to the Editor

The article ‘Letter to the Editor’ by Mary Russell and Max McMaster published in this Bulletin contained a misleading and unbalanced assessment of an ANZSI member’s index. It also directly criticised ANZSI officers and, by implication, impugned the competence of the ANZSI Award judging panel. It was published without the knowledge of ANZSI Council and the indexer concerned was not offered right of reply. It is prejudicial to the reputations of more than one ANZSI member. Its publication contravened ANZSI policy and was contrary to a Council decision. The Letter does not further the aims of the Society and has been withdrawn in accordance with provisions of the ANZSI Constitution (clauses A2, C1, E1(k), H3 to H5).

Madeleine Davis
ANZSI President
July 2019

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December meeting

Making books

The December meeting was more hands on than usual as the group folded and cut paper. I took the group back to the early 1700s in Antwerp to explain how books are made. I based the talk on the wonderful Plantin-Moretus Museum <http://www.museumplantinmoretus.be/en>.

Back then, you visited the printer to discuss having your book printed. It would typically be printed in Latin and you select the type face. Going around the corner you may visit Peter Paul Rubens about the illustrations you require to be engraved. The paper would have

been made by hand, with a watermark. Assuming you are printing an Octavo book, each sheet of paper will be printed and folded to form a signature of 16 pages of text. The size of the book is called Octave but, unlike A4, has no fixed size as it is based on the single sheet of paper folded to 16 pages of text.

The first paper folding exercise is to take a sheet of A4, folding it in half and turning the top and bottom back to form an M. Then fold this in half left to right. Open to see a grid of 8

rectangles. Add the following page numbers as displayed.

Front

16 31	1 17
12 6	5 8

Back

(Number 2 goes behind number 1 on the front.)

2 9	15 11
6 1	11 1

Books were formed by collating these folded and uncut signatures. The first signature typically contained the title and beginning element of the book. The second section, known as B, would usually be the first section of the text of the book. This was the era before page numbers, so to assist with folding the sheets correctly, the first, third and fifth page of text would typically have the footer

B1, B3, and B5. No other pages would be labelled. The next section would have notation C1, C3 and C5 in the same locations of first, third and fifth page of text, and so on. Studying how books are compiled is the basis of bibliographic studies. It uses notation to accurately describe the book. This was used to confirm that the found folio of Shakespeare was in fact the lost folio from Durham <https://www.theguardian.com/books/2008/jul/12/theatre.internationalcrime>

Illustrations may be included in the printing of the text or, if large and elaborate, printed separately, and tipped in later.

Somewhere on the margins, usually at the bottom of a page, the printer placed his letter. Working in pairs the printers were paid per sheet printed.

The pile of folded, uncut sections was given a simple paper wrapping and sown together using simple stab stitching. This is how the publisher sold the books. Plantin-Moretus had a bookshop and took his books to Frankfurt Fair to find buyers.

Selling books this way saved on postage/shipping costs and enabled buyers to have their books bound in their preferred style. Early books were stored flat and hence there were no titles on the spine.

The buyer took their books to a bookbinder to be bound. All books were sown on tapes by hand, not just glued (ironically called perfect binding). Tapes are lined up the spine and the signatures are attached by stitching through the centre fold. The spine is then glued. Animal glue was used and hence the work area had a distinct smell. It is at this stage the text block may be cut to open the pages out. Sometimes the deckle edges on the fore-edge are left. For a special book the fore-edges may be painted. For a glimpse at this art see the

work of Martin Frost

<http://www.foedgefrost.co.uk/>

Wood was often used for covers and scrap paper used when needed. This scrap could be old manuscripts or other pieces from other texts. The actual method of binding used depended on the binder and what the owner wanted. A basic binding is a case binding and a full leather binding with gold leaf decoration is the top of the range. For details on parts of a book see

<http://www.ibookbinding.com/blog/book-anatomy-parts-book/>

Another paper folding exercise was for a simple booklet. It is probably easier to refer you to the web to describe this. Try <http://larkcrafts.com/craft-your-life/butter-a-simple-folded-book/>. Interestingly this is what Museum Victoria uses for its newsletter. News is on small pages printed on one side of an A3 sheet and a full-size poster is on the reverse.

A different session, but a fun one.

Mary Russell

A different way of working – using a stylus in MS Word

The anniversary update of Windows 10 included Windows Ink. One hot day I decided to explore this further. I have a touch screen tablet with Windows 10 that I use (and index on) when I'm away. It came with a stylus. When I first got it I played around with the stylus. It works like a more accurate finger when pointing or using the onscreen keyboard. I could edit documents in MS Word using it, but it was a bit clunky and I seem to be able to move text around far too easily. I put the stylus aside and returned to using the keyboard and mouse in MS Word.

With Windows Ink additional pen (stylus) features have been added, including to MS Word. You can now 'handwrite' over the document. I put 'handwrite' in quotes as the experience is like signing for parcels on those small screens. I feel like I am back in primary school and learning to write again, or is that just me? Can you convert handwriting to text? I gather you can in OneNotes 2016, but I don't have that version on my tablet.

Obviously, Window Ink is mainly adding drawing features to a Windows environment. There are several programs (or Apps as all

programs are now being called) that allow you to draw, scribble notes or colour in. You can just use your finger, but a stylus makes it a bit more accurate. I was interested to see how these new features worked in MS Word.

So how do you get it to work? As I mentioned, it comes with Windows 10 anniversary update, so you don't need to download anything. In truth, I'm not confident in spelling out instructions. I had one of those frustrating experiences where I turned on appropriate things, altered settings, but it just wouldn't draw. I turned the tablet off in frustration. Not wanting to be beaten, I returned for another session. Turned it on and it drew perfectly without me altering anything! Here are a few things to assist you:

1. Right click on the bottom right hand side of your screen on the toolbar. Menu should pop up with one option 'Show Windows Ink Workspace Button'. Clicking this on, a pen symbol should appear on the toolbar.
2. In Windows Settings under Devices should be an option Pen and Windows Ink. Here you can tell it you

- are right handed and turn on and off other features. I turned mine all on.
3. When you look in MS Word under the Review tab, you should see Pen options. I have the 2008 version of MS Word and it works in that.

By the way, if you have a computer with a non-touch monitor, you can turn on Windows Ink, however the Pen features do not appear as options in MS Word, even in the latest version.

Suddenly, with stylus in hand, you are approaching a page of computer text on your touch screen, like you approach paper with a pen. You can turn your pen into a highlighter and highlight bits of text easily, in the same way you would with a highlighter on paper. Gone is the fiddly process of using your mouse to carefully select text to highlight. You just do it! Turn pen/stylus into a thin line and you can circle or write over the document. You can colour coordinate your annotations, if you want. You then save the file with annotations attached (See an example of how it looks with the folded paper exercise in the article above.)

I had such a lovely time playing, I decided to put it to a serious test. When I have the first draft of a large index I print it off, go away from the computer and edit it with a pen. I also do this when I am indexing a later version of the work and not using the previous index as a basis for whatever reason. I compare my index with the previous index and make sure my draft isn't missing any terms. I find editing this way forces me to focus on editing, rather than correcting in my indexing software as I go.

When I next had a large index to edit, I opened it in MS Word on the tablet and took up my stylus. I resisted using the stylus to edit the text and just used it to highlight or add

comments over the text as I would on paper. It worked well. OK my edited file looked like a 5-year old had written on it, but then my pen on paper versions aren't usually all that much better as I scribble notes to myself, circle stuff and have arrows connecting things all over the page. An index is perfect for this type of editing as there is plenty of white space for scribbles. There were additional squiggles where I forgot to turn the stylus off and wanted to scroll down the page. I deleted those by clicking undo. I found I wasn't adding additional marks with the side of my palm resting on the screen. I was impressed and enjoyed the experience. It gives me the same ability to write and mark stuff as I would on paper. I just need to remember to turn the pen off when I want to scroll down or up.

The saved corrections were still there when I opened the file in MS Word on my desk computer. The corrections also appear on the printed page. Interestingly, as the file now has added Pen features, when you highlight them using a mouse, the Pen options appear under Review, but you are unable to use the Pen features as the computer has a non-touch monitor. You can delete or move the drawn-on corrections if you highlight them, as they are treated as anchored pictures.

I could have done this if I saved my index as a PDF and used Adobe Reader to mark the text. Being able to do this in MS Word removes the conversion step and means the file remains an MS Word file. It is certainly a fun way of making annotations compared to track changes.

Would I use this approach again? Yes. It gives me the same freedom and results as I had on paper without having to print the file. If you have a touch screen with Windows 10 give it a go.

Mary Russell

Nation, Genre, & Gender project

This Irish based project is mapping and analysing social networks in Irish and English fiction, 1800–1922. They start with an index. <http://www.nggprojectucd.ie/about/> One aspect the project is highlighting is the importance of using human annotated text as

computers can't distinguish between the various names used to refer to people in the text. For *Pride and Prejudice*, for example, there is a table of definitive character names, their various aliases and attributes such as cousin, wife, or sister. <http://www.nggprojectucd.ie/pride-and-prejudice/>.

Earliest visual index?

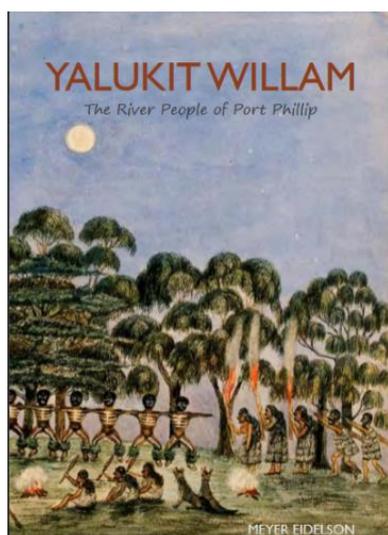
Dennis Duncan is exploring early indexes and found this interesting example. Hopefully the explanation about notation in the article on December's meeting will assist in

understanding the notation used for the index. <https://indexhistory.wordpress.com/2016/12/19/for-him-that-cannot-read-the-index-as-graphic-novel/>

Next meeting: Wednesday 1 February Melbourne Indexers Challenge 2017

We hope to have lots of participants in this terrific event! So do get involved, even if you aren't able to join the meeting at Holy Trinity Church Hall, Kew, at 6 for 6.30pm. Dinner will follow at Café La Q

People of Port Phillip by Meyer Eidelson. Available at http://heritage.portphillip.vic.gov.au/Aboriginal_heritage/Yalukit_WillamThe_River_People_of_Port_Phillip



The Challenge To prepare an index to the small publication *Yalukit Willam: The River*

Send your index to the coordinator (Mary Russell) at russellmf025@ozemail.com.au by 31 January 2017. The prize will be the satisfaction of participation, the fun of the fellowship and the AUD\$50 prize.

The rules

1. The Challenge is open to all and is not restricted to members of Melbourne Indexers.
2. There is no entry fee, but entrants must register that they are taking part by 31 January 2017.
3. All indexes are to be submitted to Mary Russell before 31 January 2017 so they can be allocated a number, copied and circulated at

the meeting as well as sent to those not able to attend on the night.

4. Judges will be restricted to those attending the meeting on 1 February 2017 and those who submitted an index.
5. The indexes will be judged based on the criteria below. Judges will supply scoring for each part and an overall mark out of 30 for each index.
6. The judges' vote will be final.
7. Results will be collated by the coordinator. In the case of a tied

vote a second ballot will be conducted between the tied entries.

8. The winner will be notified as soon as possible after the meeting.
9. Melbourne Indexers reserve the right to publish the winning index in the Melbourne Indexers Bulletin.

The details on the judging and judging criteria is available via <https://www.anzsi.org/events/melbourne-indexers-melbourne-indexers-challenge/>

Melbourne Indexers Program 2017

<p>Wednesday 5 April Updating an index</p> <p>6 for 6:30 pm, Holy Trinity Anglican Church Hall, Kew</p>	<p>Last year we learnt how to convert an index to allow it to be imported into your indexing software. Now, how do you actually update the index? What features in Macrex and Sky can assist with this process?</p>
<p>Wednesday 7 June Financial aspects</p> <p>6 for 6:30 pm, Holy Trinity Anglican Church Hall, Kew</p>	<p>Various aspects of quotations and charging. Such as</p> <ul style="list-style-type: none"> • Charging less than quoted or publisher's job budget • Discounts • Company paid super
<p>Wednesday 2 August Cited authors</p> <p>6 for 6:30 pm, Holy Trinity Anglican Church Hall, Kew</p>	<p>How and when to include cited authors in the index.</p>
<p>Wednesday 4 October Singular or plural headings</p> <p>6 for 6:30 pm, Holy Trinity Anglican Church Hall, Kew</p>	<p>The usual rule is for plural headings. When should headings be singular? For example, 'apple' rather than 'apples'.</p>
<p>Wednesday 6 December Don't make me think!</p> <p>6 for 6:30 pm, Holy Trinity Anglican Church Hall, Kew</p>	<p>Take a very poor index and discuss its faults and how it could be improved.</p>

Contributions to *Melbourne Indexers Bulletin* are welcome at melbourneindexers@gmail.com