



Bulletin

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Toronto 2014

le 5 et 6 juin / June 5 and 6

Les préparatifs pour le congrès 2014 sont en cours. Le thème du congrès, « Tournons la page : index pour aujourd'hui et pour demain », reflète particulièrement bien ce qui se passe dans le monde de l'indexation d'aujourd'hui. Une réunion de planification du congrès a été organisée le 11 janvier à Toronto et nous avons accompli de grands progrès. Plus d'une douzaine de personnes se sont déjà portées bénévoles. Un grand merci à toutes et à tous!

Conference 2014 plans are underway. Our theme reflects today's indexing environment: "Changing Pages: Indexing for Today and Tomorrow." A planning meeting was held in Toronto on January 11 and good progress was made. Over a dozen volunteers have already stepped up to the plate. Thank you!

Nous avons commencé à dresser une liste de sites de congrès possibles dans le centre-ville de Toronto et travaillons à réserver l'intervenant principal. Nous allons également commencer à promouvoir le congrès à l'aide de plateformes de médias sociaux et à sécuriser des commanditaires. N'hésitez pas à nous informer de toute possibilité de commandite sous forme d'un service gratuit ou de distribution de matériel promotionnel par le biais de nos trousseaux de conférence dont vous auriez connaissance.

Discussions have begun on securing a keynote speaker and which venue in downtown Toronto to book. Work on promoting the conference will begin now, using social media platforms. We're also looking at potential sponsorship. If anyone knows of possible corporate sponsors—by way of a free service or branded "swag" for our conference packages—please let us know.

Nos membres devraient bientôt recevoir un autre courriel les invitant à se porter volontaire pour l'un des divers postes disponibles. Plus nous serons nombreux et plus la tâche sera facile, ce qui garantira le succès du congrès.

Suite/continued on page 4

**Indexing Society of Canada
Société canadienne d'indexation**

ISC/SCI
P.O. Box 664, Station P
Toronto, ON, CAN M5S 2Y4

Website/Site Web
<http://www.indexers.ca>

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Membership Renewal

Please remember that with the increased frequency of *The Indexer*, the grace period for renewing is shorter. To renew online, please go to the following link:

<http://indexers.ca/contact-us/renew-your-membership/>

Our mailing address is:

**The Membership Secretary, ISC/SCI
P.O. Box 664, Station P
Toronto, ON
Canada M5S 2Y4**

Important: Please remember to add the ISC/SCI membership secretary to your list of people to contact when your details change.

Audrey McClellan
Membership Secretary

Write for the *Bulletin*

Author guidelines: Submit unsolicited articles electronically in Word or rich text format (*.rtf). Artwork should be in PDF format, and photographs in TIF or JPG format. Send submissions to Production Editor Marnie Lamb: lambmarnie@yahoo.ca.

Board members: Christopher Blackburn, Moira Calder, Marnie Lamb, François Trahan, Gillian Watts.

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Full page CDN \$80
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For more membership information, please visit <http://www.indexers.ca/membership.html>

Editor, Comments from ...

For arts and entertainment buffs this is awards season. We've already had the Golden Globes and the Grammys. This year the Academy Awards have been pushed back into March to make room for another awards-based series of competitions, the Winter Olympics.

Indexers win awards too.

Congratulations to Legislative Assembly of Ontario *Hansard* indexers and ISC/SCI members Cheryl Caballero, Erica Smith and Rosalind Guldner, Canada, who won first place in the American Society for Indexing Web and Electronic Index Special Interest Group (SIG) 2013 Web Indexing Award. For details on the criteria the judges used, you can check out the full report on the ASI site (<http://www.web-indexing.org/award/2013.htm>).

The ISC/SCI is in the process of developing our own awards. As with the pop culture awards, these are an opportunity to acknowledge the achievements of our peers and to focus attention on our profession and professional standards. It is a major commitment for a small society such as ours, and the fact that some of our members—I can't take credit—would take on a task like this is an indicator of the maturity of our profession in Canada and our confidence in our society and in our members.

Take a bow, Cheryl, Erica, and Rosalind. The honour is well deserved.

Moira Calder
Bulletin Editor

Conférence 2014 / Conference 2014 (suite de la page 1/cont'd from page 1)

Members should expect to see an email soon requesting them to consider volunteering for one of many possible roles. Many hands will make light work for all and ensure a successful conference. New members are encouraged to volunteer. The conference is a great way to meet and get to know fellow indexers. Past volunteers are encouraged to fill roles as well, since we need the wisdom of experienced mentors too.

Nous encourageons les nouveaux membres à se porter volontaire. Ce congrès est une occasion unique de rencontrer et de faire la connaissance de collègues indexeurs. Nous encourageons également nos anciens bénévoles à offrir leur contribution, car leur expérience et leurs conseils nous seront précieux.

Looking forward to seeing you and working with you at the conference!

Je me réjouis de vous revoir très bientôt et de travailler avec vous au congrès !

Margaret de Boer
ISC Central Canada Representative/Conference Organizer
Représentante SCI du centre du Canada / Organisatrice du congrès

Upcoming Conferences

The American Society for Indexing 2014 conference will be held April 30 to May 3 at the Embassy Suites, Charleston Convention Centre, Charleston, South Carolina. ASI website: <http://www.asindexing.org>

The Australian and New Zealand Society of Indexers (ANZSI) will next meet in 2015.

The Society of Indexers (UK) will meet at Cirencester on September 5 to 7. The conference theme is "Tesserae to Tablets ... Uncovering the Future." SI website: <http://www.indexers.org.uk>

See page 1 for information on the ISC/SCI 2014 conference. Website: <http://indexers.ca/annual-conference>

Co-presidents' Report

Rapport des co-présidentes

From time to time the executive has discussed the possibility of an emeritus membership for long-standing members of the society who are retiring from indexing but wish to remain connected with the group.

Le bureau de direction a, à l'occasion, examiné la possibilité de créer un statut de membre émérite pour les membres de la société de longue date qui ne travaillent plus comme indexeur, mais qui désirent rester en contact avec l'organisation.

Chris Blackburn, who has been a member since 1977, is no longer indexing on a regular basis. However, he would like to continue to contribute to the society, for example, by scanning early editions of the *Bulletin* (of which he has a complete set) to make them available to the archives. He could also send items to the current staff of the *Bulletin* as possible topics for a column on historical news and events. We are pleased to announce that Chris is our first emeritus member. Look for an interview with him in a forthcoming *Bulletin*.

Chris Blackburn, membre depuis 1977, ne travaille plus régulièrement comme indexeur. Il aimerait cependant continuer à contribuer aux activités de la société; il propose par exemple de numériser les premières éditions du Bulletin (dont il possède une série complète) en vue de les archiver ou encore de faire parvenir au personnel actuel du Bulletin de possibles sujets pour la rubrique traitant de nouvelles et d'événements historiques. Nous avons le plaisir d'annoncer que Chris est notre premier membre émérite. Vous pourrez lire une transcription de l'entretien avec Chris dans une prochaine édition du Bulletin.

The emeritus category of membership will have a nominal fee, but to mark Chris's appointment as our first emeritus member, we are offering him the first year free. We will have more details on emeritus membership in the next issue of the *Bulletin*.

Tout membre émérite de la société devra régler des frais d'adhésion minimes, mais comme Chris est le premier membre de cette catégorie, nous avons le plaisir de l'exempter des frais d'adhésion pour la première année. Nous vous fournirons davantage de détails sur cette nouvelle catégorie dans la prochaine édition du Bulletin.

Meanwhile, we are making plans for the 2014 conference in Toronto. Contact Margaret de Boer, Central Canada representative, if you are interested in helping out.

Nous sommes également en train de préparer le congrès 2014 à Toronto. Merci de contacter Margaret de Boer, représentante du centre du Canada, si vous désirez contribuer.

We hope everyone is enjoying our "classic" winter this year. By the time of the conference we'll hardly remember how cold it's been!

Nous espérons que vous aimez l'hiver « du bon vieux temps » cette année. Au moment du congrès nous aurons sûrement tous oublié ce froid!

*Mary Newberry and Jennifer Hedges, Co-presidents / Co-présidentes
Indexing Society of Canada / Société canadienne d'indexation*

Late issue of the Bulletin

Please accept my apologies for the lateness of this issue of the *Bulletin*. The responsibility for production is mine, and I take full responsibility.

I apologize in particular to those who look forward to Heather Ebbs' crossword puzzles. Too late for Christmas 2013, it will appear in next winter's issue.

Book Review: Personal Archiving: Preserving Our Digital Heritage edited by Donald T. Hawkins Medford, NJ: Information Today, 2013

Personal archives are defined as “collections of digital material created, collected, and curated by individuals rather than institutions.” Aaron Ximm of the Internet Archive refers to such archiving as being “on behalf of, and (at least for some period) exclusively for, the use of an individual person or institution.” *Personal Archiving: Preserving Our Digital Heritage* is a collection of 13 papers on various aspects of personal archiving that range from organizing and preserving one’s personal photo collection to technical and academic papers for specialists in the field.

Specific topics covered include case studies of personal archiving by individuals and families; an overview of the US Library of Congress’s involvement with public libraries to provide practical information to individuals; software for personal archiving; legal and ethical issues around digital inheritance and privacy rights; the impact of social media; an introduction to the Internet Archive; and current research and product development. In an area that is constantly changing, readers will be able to stay current with much of the information by following the many links to websites. For example, not long ago the only way to preserve email was to print it out. Now there are programs such as MailStore Home that manage and archive emails.

I read this book from the viewpoint of someone involved in the ISC/SCI project to identify, collect, and organize material of permanent value to ISC/SCI. Our collected archival material is at present mainly paper, but it has begun to shift to digital. In many ways digital archives are no different than paper archives—the information in both records the history and development of the subject—but digital archives have the added challenge of “invisibility.” They can get lost or accidentally deleted, they can end up being stored on obsolete media, or they can be hosted on a service provider that goes out of business, taking its collections with it.

It was fascinating to read about the Salman Rushdie archive at Emory University, which includes his files on the actual computers he wrote on over the years. Another chapter that I completely enjoyed was “Reading Ben Shneiderman’s Email: Identifying Narrative Element in Email Archives,” a research project involving almost 45,000 emails and more than 4,000 relationships.

The publisher’s intended audience is consumers, academic researchers, librarians, historians, public officials, and local historical societies. I believe the compilers have been successful in providing something of value to each of these groups. Personal archiving provides an alternative to institutional archives such as those housed in libraries and universities, and it is well worth exploring.

Jennifer Hedges

ISC/SCI website: <http://www.indexers.ca>

The members’ area contains newsletters of our sister societies and website updates.

Regional Reports

British Columbia

The biggest event of the recent year was my first-ever trip to the Frankfurt Book Fair in October. I had a very interesting day overall, and very much enjoyed being part of the meeting of the German Network of Indexers (in German DNI) in the afternoon. I was their first guest from Canada! It was great to finally meet Jochen Fassbender, coordinator of the DNI, as well as several of their members, in person. At Maureen McGlashan's request I am writing a short article for *The Indexer* on the subject.

I am particularly excited about a new embedded indexing software that was introduced at the meeting: smart-index, by abavo. It is still in the development stage but has already been used to produce one book, just in time for the trade show. That book's publisher was present and reported next to no impact on their production process—a very promising assessment. Key to the software is adoption by publishers, as smart-index requires the insertion of anchors in the text during the design phase. The big advantage for indexers is that we can work with the file without having to own InDesign or another expensive program, and that it is designed to work with our own familiar indexing software (presently tested with CINDEK and SKY). The developers are working closely with both indexers and publishers to create a win-win situation for everyone. Their website (<http://www.abavo.de>) is currently available only in German, and a dedicated smart-index page is not yet operational, but I will keep an eye on this.

Because of my trip to Frankfurt I deferred any local activity until after that date. I am now organizing a pair of meetings for November: one in Vancouver, one in Victoria. In addition to my own report on the book fair, I am hoping to get insights from a couple of people who attended this year's conference in Halifax, since a good number of us didn't make the trip this time. I am also inviting a member of the DNI who lives in the Vancouver area.

With Audrey's help (also thanks to François) I was able to update the list of local members and our group mailing list.

Isabel Steurer



Jochen Fassbender (left) and Walter Greulich of the German Network of Indexers (DNI).

Central Canada

Here's a synopsis of our meetings in the Toronto area since the conference. Our attendance averages around 12–15 members, and occasionally a lapsed or non-member attends. Mary Newberry and I, with Heather Ebbs, have talked about getting an Ottawa meeting organized. Nothing in the works so far, but hopefully a good date will work out eventually. We're thinking of ways to more accurately reflect Central Canada, because in reality the Toronto area is what is being represented.

At our June meeting, those who attended the conference in Halifax shared their experiences. We discussed Elaine Menard's images indexing project and Harry Bego's presentation on TExtract. This led us into a discussion of e-books and indexing. Many of us had more questions than answers, but it did lead to Mary's getting Erin Mallory from House of Anansi Press to speak to us at our recent October meeting.

In July we had a social and food-themed event at Mary's home and casually went around the table, sharing what we've been doing lately. Our latest two meetings have been held where the executive now meets: the Centre for Social Innovation. We're pleased with this new venue. Thanks, Mary!

In September we peer-reviewed a fellow indexer's work. At our October meeting we were all excited to listen to Erin Mallory speak about e-books and indexing. She gave an overview on the development of e-books and then a detailed explanation on the processes of indexing in this format. She provided us with a good list of resources to further explore this area. Those present gave a hearty round of applause at the end. Erin offered her

PowerPoint presentation, which I circulated to our members. She would be a valuable person to lead a seminar at the conference.

For future meetings, I would like to see more discussions on e-books. If others have suggestions on who to ask or what resources to explore, I'd be happy to hear from you.

Margaret de Boer

Links

Here's hoping you got some time over the holidays to let your mind wander over wide territory. Maybe the new year will see you exploring new interests or revisiting old ones.

Full-text books

- The Online Books Page provides a portal to online books: digital.library.upenn.edu/books.
- Project Gutenberg: www.gutenberg.org.
- Bartleby has full text and, of course, a search engine for quotations: www.bartleby.com.
- The Christian Classics Ethereal Library has public-domain versions of books from the early Church Fathers to nineteenth-century authors: <http://www.ccel.org/>.

Special-interest libraries and museums

- EEA AirVenture Museum includes a virtual tour: <http://www.airventuremuseum.org/virtual/interactive/>.
- The Rock and Roll Hall of Fame library has links to many music-related sites: <http://library.rockhall.com>.
- Alexander Street Press has some free resources available at <http://alexanderstreet.com/support-center/resources>. Many databases are available by subscription (<http://amso.alexanderstreet.com/>), so check your local library to see if it's a subscriber. (The Calgary Public Library is on the list, for example.)
- Kent State University Museum has a strong fashion focus, including browsable features such as an online costume gallery: <http://www.kent.edu/museum>.
- Not sure what you want to look for, or looking for something specific or rare? Try one of these:
 - Archive Finder: <http://archives.chadwyck.com>.
 - ArchiveGrid: <http://archivegrid.org>.

Moira Calder

Sources

Hock, Randolph. *The Extreme Searcher's Internet Handbook*, 4th ed. Medford, NJ: CyberAge Books, c. 2013.

MacLeod, Don. *How to Find Out Anything*. New York: Prentice Hall, 2012.

The Indexing Body: Some Issues of Care and Comfort in Pursuit of the Great Naming Game

Part 3: Shoulder, Neck, and Back Issues

To begin, please note: *Here be dragons!* The matrix of issues is mind-boggling, and the literature and advice are full of conflicting opinions. Experiment and experience are called for. I found many sources of information, and one of the most helpful was an excellent online article by T. J. Salih.¹ A review of this article will certainly repay the effort; the illustrations, in particular, are simple, clear, and highly usable.

In order to reduce complexity and heighten clarity, even at the risk of oversimplification, I will combine what I believe to be the two most crucial considerations for reducing problems in these areas of the body. They are *distance* and *posture*—the two are inextricably related. In combination they lead to an unusually common conclusion in the literature: that laptops are definitely not the way to go for extended computer usage. Yet laptops are rapidly displacing (have displaced?) desktops as the preferred technology. I noticed this several years ago, when I went about replacing an aged desktop. In every store I checked, there were at least five or six laptop models to every desktop computer.

Now, budgets being what they are, we all have to make this difficult decision at some point, but the issue is really quite resolvable. Fitting up a laptop with a wireless keyboard and an extended monitor means that all the portable convenience of the laptop can be retained while dealing fully with the key issues of distance and posture. And since both the bulk and the cost of monitors have been halved several times over the past decade, this solution should not prove to be the space- and budget-buster it was in the previous millennium. Even better, once I added a monitor to my laptop, I found that the extended screen space offered seriously enhanced comfort and convenience.

That said, a little more about posture. First, invest in a very good, highly adjustable chair, one with comfortable lumbar support. Keep your feet flat on the floor or on a sloped footrest, thus ensuring full benefit from the lumbar support.² Be sure to adjust the chair height to your optimal desk height in order to reduce any possibility of unnecessary strain. (All of this is highly personal, completely dependent on one's skeletal structure.)

Second, consider how you will provide forearm support for those extended work sessions. Attentiveness to this issue will assist in avoiding or reducing the effects of problems such as carpal tunnel syndrome, as well as shoulder and neck discomfort. I'm right-handed, and since my work calls for constant use of the mouse, I have experienced significant fatigue and discomfort in that wrist and forearm. Over the past year I jury-rigged a padded armrest extension from desktop to chair, so that my forearm and wrist are fully supported and my hand sits just over the mouse. For some time now I have also used a gel-pad strip just in front of the keyboard; this offers comfortable wrist support while placing the fingers just over the keys. These adjustments (see Figure 1) all seem to work quite well.

Finally, at the risk of sounding like a nagging mother, keep your shoulders back and your neck straight. There is a very basic reason for this advice, as T. J. Salih notes:

The average weight of an adult head weighs between 8–12 lb, so 12 lbs of force need to be generated by the neck and shoulder muscles to hold your head up. If your head falls forward . . . the muscles now need to generate 36 lbs of force to hold your head up. After a period of time, this amount of force generation will cause fatigue and pain.³

As with the eyes, so with the rest of package. Frequent movement is the key. Move and stretch in place, stand up, stretch, engage neck and shoulders in gentle motions, stretch. Or, if you prefer, consider this variant on the old football chant: "Swing to the left, swing to the right, stand up, sit down, type, type, type!"



Figure 1: My workspace, showing an inclined footrest, the extended right armrest to support mouse usage, and the gel-pad wrist rest in front of the keyboard.

What follows now is beyond the norm, but I found these expedients helpful for the back-pain incident that prompted these investigations. When my discomfort got to the point where I just couldn't sit in front of a monitor any longer, I retired to a recliner. After several weeks I had found relief and returned to the desk. But I had also decided that some variety was warranted. Over several months of experimentation I came up with two alternative work postures. The first involved a desk arrangement that allows for working while standing (see Figure 2). I have since read that some folks have combined a stand-up desk with an electronic treadmill arrangement. The drive-belt speed is set low enough to provide for continual body motion without distracting overly from the work at hand. I haven't tried that one.



Figure 2: A modified stand-up arrangement, with keyboard and mouse and the monitor placed vertically for ease of reviewing a larger range of index records on a single screen. Just barely noticeable under the chair is a padded stand-on strip intended to ease back strain.



Figure 3: The recliner arrangement, opened up to show how it is organized.

For a second work-posture variation, I improvised a swing-arm table assembly holding a laptop fitted with an added keyboard and monitor. This enables me to work in a recliner (see Figures 3 and 4). The benefit is that any strain on the lower back and tailbone is greatly eased. In this position I have yet to perfect the best method for mouse usage. I find that wrist and forearm tire much more quickly than while working at the desk, so obviously the profile is not the best. But it works well for when I am proofreading scanned text against digital format, and for editorial tasks associated with indexes, in which mouse use is more restricted. Still, I have a confession: while both of these arrangements work well enough (with some limitations), I find that I instinctively prefer the sit-down posture. Habits do die hard!

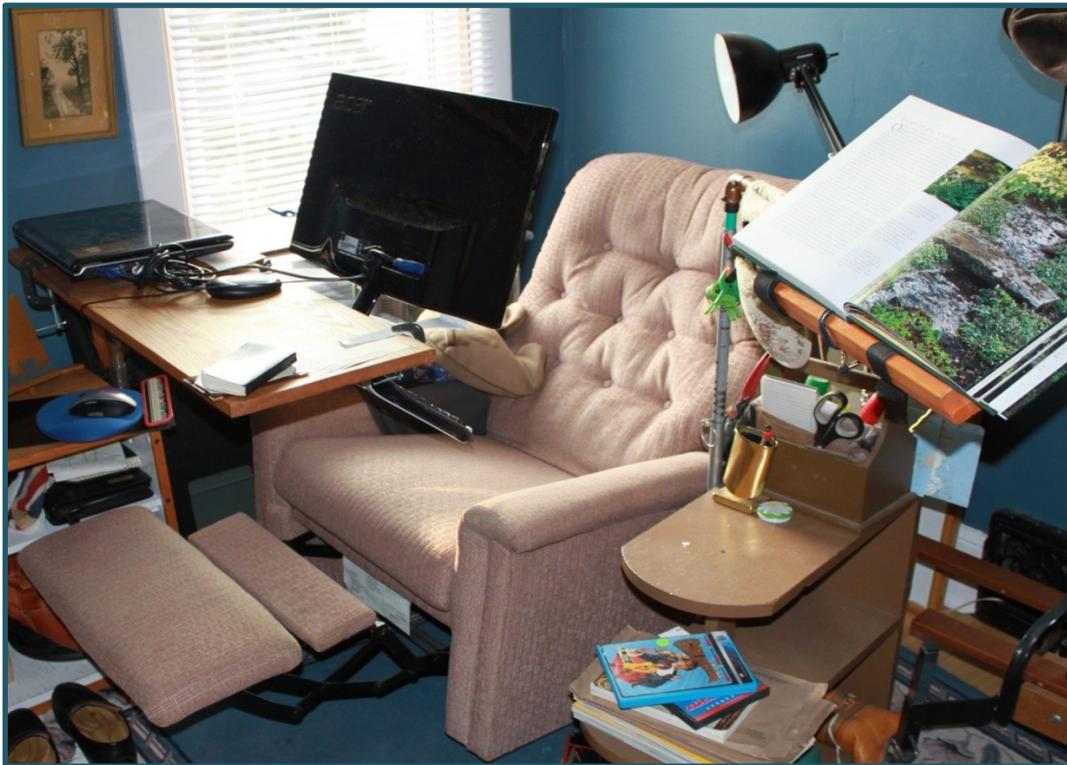


Figure 4: The recliner arrangement in closed (operational) configuration. Note that the monitor is located immediately above the keyboard and tilted for optimal viewing pleasure.

Quick Tips

- Chair and desk: Ensure optimal alignment for you.
- Monitor: Ensure optimal distance and height.
- Laptop: Provide auxiliary keyboard and monitor.

Notes

1. T. J. Salih, "Avoiding Back Pain and Neck Pain Whilst Working at a Computer." *PhysioRoom.com*, last modified July 1, 2003, accessed February 19, 2012. http://www.physioroom.com/experts/asktheexperts/answers/qa_20030701.php. Salih is Senior Chartered Physiotherapist at the back2normal back and neck clinic, London (UK).
2. *Ibid.*
3. *Ibid.*



Brian Hogan has written a four-part article on health issues for indexers and other desk-bound professionals.

Recommended Reading

Lunau, Kate. "Don't Just Sit There." *Maclean's*, January 14, 2013, 14–16.

ISC/SCI Membership Report for December 2013

As of October 25, 2013, we had 113 members. Six new members have joined since May. Thirteen members did not renew their memberships, which expired at the end of June. The geographical breakdown of the membership is as follows.

Within Canada

British Columbia	31
Alberta	6
Saskatchewan	2
Manitoba	0
Ontario	48
Quebec	12
New Brunswick	1
Newfoundland & Labrador	2
Nova Scotia	2
Prince Edward Island	1

Outside Canada

United States	7
Italy	1

Membership Types

Individual	105
Student	2
Institutional	6

Institutional members are distributed as follows:

Alberta	1
Ontario	3
Quebec	1
United States	1

You can purchase or renew an ISC/SCI membership online using PayPal.

The following members have joined since the annual report:

Brenda Belokrinicev, Athabasca, AB, belok@telus.net
 Louis Crust, Toronto, ON, LC@ametro.net
 Alberta Hansard, Edmonton, AB

Audrey McClellan
 Membership Secretary

Congratulations to Chris Blackburn, ISC/SCI's first emeritus member.

Details are in the report of the co-presidents, on page 3.

More Sorting in CINDEX™: Tips and Techniques from Indexing Research

In an earlier column on this topic I described two basic sorting conventions employed in indexing—word-by-word and letter-by-letter—and how different authorities (e.g., International Standards Organization, *Chicago Manual of Style*) as well as individual publishers' style guidelines place varying spins on these two conventions. CINDEX still provides these established protocols, as well as customizable "exceptions," but this column will outline additional sorting options that are available in CINDEX version 3 (released May 2012). Added to the sorting protocols are those recommended by the Society for Biblical Literature (SBL) for handling the order of chapter:verse citation constructs for both word-by-word and letter-by-letter protocols.

Since CINDEX 3 is now fully Unicode compatible, and thus able to accept and retain all foreign characters in entry records, we have also provided recognized collation options for a number of different languages. The default language when applying sort protocols is English, but if you are writing an index in Afrikaans, Arabic, Danish, German, Hebrew, Serbian, or Welsh, you can find collation options for these and 54 other languages in the Tools menu under Sort/Language. If you want to insert characters common in these different languages, they can be found in the Edit menu under Special Characters (Mac) or Character/Character Map (Windows).

The default setting for sorting is still a "simple sort," in which each character is sorted according to its computer (ASCII) value. This means that any main heading that begins with a quotation mark will float to the top of the index. Other characters that have special significance for hiding and forcing placement during sorting, such as < > and { }, will also be evaluated according to their character value—in this case placing them at the end of the index. All headings beginning with alpha characters will file where you expect to see them. So to file entries beginning with quotation marks or special characters (as mentioned above) in their correct places, you need to select one of the sort protocols in the Tools menu, under Sort/Alphabetizing Rule.

You can still sort index entries by their locators: by using the A→Z and 1→9 icons on the index tool bar to switch easily between a basic alphabetic sort and a page sort. A page-order sort is useful for checking entries against page proofs, revising an existing index, or providing clients with a page-ordered index file (in addition to your final alphabetized file) so they can easily locate entries should they need to make adjustments for last-minute movement of text.

It is worth remembering that when sorting by locator, CINDEX will sort only by the first locator entered in the page field of any record. For example, a page field containing the locators 12, 45, 78 will appear only among the other entries sorted at page 12, so you will need to *expand* the index (use the Tools menu/Expand). The entry will then show in three positions: at pages 12, 45, and 78.

The opposite of *sorted* is *unsorted*, and CINDEX can display the index in this manner too. In most cases it will reflect the order in which you write and add entries to the index. To change to unsorted order, go to the View menu and click on Sorted. This removes the checkmark and "unsorts" the index. The word "Unsorted" will appear in the status bar at the bottom of the index. To further confirm that the index is indeed unsorted rather than sorted, you can choose to display the number assigned to each record, by going to the View menu and selecting Show Numbers. Please note that you will see the numbers only when you are in Draft View.

CINDEX also sorts subheadings under any heading term by ignoring leading prepositions and conjunctions. The list of default subheading prefixes is in the Sort menu at Ignore Subheading Prefixes. This list can be edited as you wish. For example, if you want CINDEX to sort on (rather than ignore) the subheading prefixes, simply highlight the whole list and press the Delete key to remove them. This list was also used to determine the correct position of prepositions and conjunctions when exchanging field levels with a "smart flip." In CINDEX 3 this positioning is now controlled by a separate list that can be edited to suit your needs. You can find this new list in the Document menu at Smart Flip Words (both Mac and Windows).

Two other points to bear in mind, for when you need to display the index in an appropriate way for the task at hand:

- You can arrange the whole index according to the content of any subheading level. This is useful when you want to ensure complete consistency of wording of the subheadings.
- When you make a group (temporary or otherwise) as the result of Find, you can sort the group quite differently from the sort in effect for the index as a whole. Just use the tool bar icons.

Frances S. Lennie
flennie@indexres.com

Note

Past CINDEXT columns will be available shortly on the Indexing Research website at www.indexres.com.

Student Perspective: University of California-Berkeley Indexing Course

I love working with books. Knowing that, and in search of a better job last year, when I read about indexing as a career, it looked intriguing. A bit more research and I had decided to go for it. I found myself in search of a course I could take on indexing. There were definitely a few options out there too—different university courses, for example, and some of the indexing societies have courses as well. Almost too many options to choose from on my own. So I posed the question to the indexers' discussion list on Yahoo! The responses came back, with quite a number recommending the indexing course offered by the University of California at Berkeley.

Going over the syllabus as shown on Sylvia Coates's website was what made me decide on this course. Some of the clinchers included being able to thoroughly experiment with all three of the major indexing software packages, as well as having the opportunity through the assignments to work on several different types of indexes, both short and long.

They have an interesting format for the first few assignments, the short ones. Each one is split into three parts, one for each of the major programs. So take the name index assignment as an example: there's a list of about 10 or so names for each part. You've got to figure out how to enter them for correct sorting, learning how to use the various resources out there for that, but at the same time they're picked so you're also learning how to enter various special characters and accents. That's all on top of learning how to enter and format the assignments in MACREX, CINDEXT, and SKY, so each of these little assignments serves multiple purposes.

After that, you start working on actual articles of varying length and topics, using your choice of indexing program; there's no longer a requirement to use all three programs once you reach the longer assignments. These longer assignments start getting closer to actual job-style indexes, including differing submission requirements.

There is a very high teacher-to-student ratio, with four teachers involved in the course, and over the six months you have plenty of opportunity to ask questions of all of them. Each week there's a one-hour chat session open to current students, hosted by one or two of the teachers. As a result you get to "meet" all the teachers, who are very easy to talk to and ask questions of, although you have one primary teacher who marks your work.

There are two key things about the Berkeley course that you should know, however. First is this: your period of access starts the day you register, so the cut-off date is six months to the day from that date. This is definitely something to be aware of when you register; I did so over Christmas, under the mistaken impression that the course would start with the new semester in January. Did I ever get a surprise! The second thing is that this is a self-paced course, so it is very easy to keep thinking you've got lots of time to work on it and then end up leaving everything to the very end.

The various readings, both required and suggested, were very helpful, including the *Chicago Manual of Style* and Nancy Mulvany's *Indexing Books* (2nd ed.) as required published books. A list of suggested readings/resources for newer indexers is also provided in the course documents. All of those that I've purchased have proven to be very interesting, and useful too at times for the various assignments, including the *Webster's Biographical Dictionary*, *Facing the Text* by Do Mi Stauber, and Hans Wellisch's *Indexing from A to Z*.

The course is offered by an American institution and I'm Canadian. How different are the standards here? Throughout the course readings there are little boxes marked with a Canadian flag noting differences between standards in indexing and terminology, such as differing average deadline lengths, a reminder that we use two different types of spelling, business requirements (mostly in the form of pointers to the appropriate website), and so on. And it's not just for Canadian material; there are tips for Australia as well. All these additions are thanks to two of the teachers: our own Heather Ebbs (for the Canadian tips) and Max McMaster (for the Australian ones).

Coming out of the course, I'm feeling confident and looking forward to finding my first jobs as an indexer.

Elena Gwynne

Note

Indexing Theory and Application (X477) is part of the UC Berkeley extension program and is a standalone course. Further information can be found on the Berkeley website at <http://extension.berkeley.edu/catalog/course394.html>, and on Sylvia Coates's webpage on the course, at <http://www.sylviacoates.com/uc-berkeley-extension-indexing-course.html>.



A young magpie. Photo by Dirk Baunack available for free distribution worldwide under the German Wikipedia Project.