

### Break-out sessions: Sunday 8 September (morning)

**Note:** during the morning there will be two two-hour workshops (*Index-Manager* and *Indexing biographies*) running alongside two sets of one-hour sessions. Please make sure that if you book one of the two-hour workshops, you don't book any of the one-hour sessions.

#### 10.25–12.55 (with coffee/tea break 11.25–11.50): Getting to grips with Index-Manager

**Leaders:** *Caroline Diepeveen and Jan Rayment, with Katharina Munk*

Are you considering taking the plunge into embedded indexing? Did you recently start offering embedded indexing services? Here is your chance to gain (more) hands-on experience with Index-Manager, and work with software that makes embedded indexing feel like stand-alone indexing. Jan and Caroline have been using Index-Manager for several years, and will show you the ropes, together with Katharina from Index-Manager. We will show you how to get started and how to use the basic features of the software. The emphasis is on hands-on experience, with guidance available.

Some understanding/experience of embedded indexing is useful, but not absolutely essential. Participants will need to bring laptops with Index-Manager already installed. Those new to the program will be invited to participate in a short Skype session shortly before the workshop. This will guide them through the initial stages of opening the software, setting up the window display and loading a Word file. This will ensure that you are ready to start using Index-Manager when you arrive at the workshop. You will have complimentary access to Index-Manager for a limited period of time (even if you have already accessed a trial in the past).

This workshop is aimed at beginner and novice users of Index-Manager. If you attended last year's workshop, you can certainly enrol again, as a refresher, but also to make further progress in handling the program. The workshop is perhaps less useful for advanced users. We would like to encourage them to participate in the indexing software networking session for Index-Manager on the Saturday afternoon. To gain information about your prior experience with embedded indexing and Index Manager, we will send you a few questions after you have registered for the workshop. Following the workshop, participants should have the confidence to practise using the software further with a view to being able to accept a commission for an embedded index in any of the formats used with Index-Manager.

**Note:** numbers will be limited in order to allow plenty of time for all participants to receive individual guidance.

## **10.25–12.55 (with coffee/tea break 11.25–11.50): Lives in miniature: indexing biographies and other life writings**

**Leader: Christopher Phipps**

This practical discussion session will focus on the processes, pitfalls and pleasures of indexing volumes of life writing. Drawing on examples from a variety of real-life indexes, the workshop will focus on such matters as: alternative name-forms; handling the entry for the main character (and the sometimes trickier lead supporting cast); multiple minor mentions of people; distinguishing namesakes; partiality; presentation and layout. Of interest to indexers and prospective indexers of biographies, autobiographies, memoirs, volumes of diaries and letters and, indeed, anyone who may ever need to index a book with people in it.

***If you are NOT booking for either of the above two-hour sessions, you may choose two of the following one-hour seminars (one in each time slot).***

## **10.25–11.25 Time management**

**Leader: Tanya Izzard**

Do you feel like you don't have enough time for the things you want to do? In this session we will look at ways of understanding how we use our time, and how we can best manage it, both day-to-day and longer term. We'll explore time-tracking, prioritisation, scheduling, and using Gantt charts for planning; and, importantly, taking effective breaks. Tanya will share some of the resources and approaches that she's found useful when managing her own time.

## **10.25–11.25 The good, the bad and the ugly: looking at published indexes**

**Leader: Philippa Jevons**

Inspecting published indexes is a great way to consider what works in indexing, what doesn't, and what can go horribly wrong. We'll look at several indexes in different genres to spur reflection on and improvement in our own practice. From structural problems like inadequate cross-referencing, to inept wording of headings, to layout errors, all sorts of things can set barriers in the index-user's way. How can we recognise and avoid these issues? Meanwhile, the perfect index may be illusory, but we should recognise one that's well put-together or solves a tricky problem ingeniously. Participants will be asked to bring along a few photocopies of a published index of their choice, for group discussion. It can be on any subject, but preferably not too specialised – and not too long. Suitable for all, including students and newly qualified indexers.

## **11.55–12.55 Introduction to IndexExploit and IndexConvert**

**Leader: Barry Campbell**

This will be an introduction with simple examples of these two programs. IndexExploit (PDF) will hot-link from an entry in a Word file to the page in a PDF. It works with single and multiple PDFs. It requires Adobe Acrobat DC Pro or equivalent. IndexExploit (Word) will create, edit and hot-link Word embedded indexes. The indexer works in Word, in conjunction with the indexing module. An index picklist can be created from the embedded entries, this can be arranged in index or page order. It can add embedded entries, re-sort an embedded index, re-range individual entries, move XE fields close to their referenced bookmarks and export an embedded index to a tab delimited file. IndexConvert is software for reverse engineering indexes to Cindex, Sky Index, Macrex, Index-Manager, spreadsheets and databases. Participants will need to bring a laptop and already have installed the software from the [www.indexbase.co.uk](http://www.indexbase.co.uk) download pages. Licence numbers will be provided to those booking this session and Barry will contact you to find out which software you are mainly interested in. He will also be available to answer any questions by email both before and during the conference.

## **11.55–12.55 Getting started: new indexers seminar**

**Leader: Nicola King**

The session will look at: finding first commissions (SI directory, personal websites, networking), working for different types of client (publishers, packagers, universities, authors, etc.), what you need to know before you start work and managing client relationships, sending the index, sending feedback to the client, responding to client comments on your index, and invoicing.

## **Break-out sessions: Sunday 8 September (afternoon)**

### **14.15–15.15 How to edit an index**

**Leader: Ann Hudson**

According to John Ruskin 'it is easy enough to make an index, as it is to make a broom of odds and ends, as rough as oat straw; but to make an index tied up tight, and that will sweep well into the corners, isn't so easy'. This session focuses on the all-important editing stage, when the raw index entries must be refined into something clear, concise and user-friendly. After discussing strategies for routine checks we will consider the subtler aspects, such as ensuring that cross-references and double entries are in place to enable users to find the material they need without over-complication. We will also discuss the pros and cons of doing some editing as you go along rather than leaving everything to the end. The workshop is aimed at all indexers, from students onwards; experienced indexers will be invited to share their tips so that we can all learn from each other.

#### **14.15–15.15 Looking out for number one**

***Leader: Sue Goodman***

During this break-out session Sue would like you to think about yourselves. Most of us are aware that our working environment should be properly set up for us – ventilated, light, ergonomic, etc. We should exercise more than our jobs allow but sometimes motivation and time are hard to find. Based on her experience of Qi gong (pronounced chi kung) and yoga, Sue will show you some gentle exercises which can be repeated in the privacy of your own home, possibly while you're waiting for the kettle to boil. Both activities have many forms or schools and although Sue is no expert, they have shown her that there are some simple 'exercises' which are very helpful to those of us who spend a lot of time sitting at desks. Each is designed to take a few minutes and can be performed at a level that is comfortable for you, with no pulled muscles or twisted ankles! While it is not expected that you will be taking part in a routine, it is recommended that you wear something comfortable or loose. You will be doing these movements together and it will involve removing your shoes.

#### **14.15–15.15 Editors are like actors: what roles would you like to play?**

***Leader: Melanie Thompson***

Editors are like actors? Really? Surely copy-editors are home-bodies or classic office introverts who don't like the limelight? (Ditto proofreaders and indexers?) That's the popular perception. But the more I think about it, the more I can see what we editorial professionals have in common with actors, although there are some significant differences. This interactive session will explore the many roles that editors assume – behind the scenes, centre stage and front of house – and discuss the tools and techniques we use to keep the publishing show on the road. The aim of the session is to give you an overview of the working life of a typical editor. You will learn who are the other actors on stage and off (and how best to work with them); what skills and talents casting directors (aka clients) are seeking; and, for the grand finale, find out how to prepare for an audition for the editorial equivalent of RADA – SfEP professional membership. Please bring paper, pens/pencils and a sense of humour.