

WORKING SMARTER WITH INDEXING SOFTWARE

The aim of these sessions is to show how your software will help you to index more efficiently, highlighting a number of features that will speed up the indexing process and allow you to focus on the intellectual task of analysing the text. For newer indexers, these sessions will help them to compare the software programs available and give them an insight into their functionalities and modes of operation. Materials for you to study *before* the session will be posted in a secure area of the conference website.

Note: MACREX users will have the opportunity to compare tips and tricks in a breakout room on Wednesday 10 November at 11 a.m.

CINDEX

Development of the program we now know as CINDEX™ began in 1984 for Frances Lennie's personal use. It was first offered commercially in October 1986 as a DOS program. Next came a version for the Mac (November 1996) and finally a Windows version in December 1997. Our aim in the development of Cindex has always been to provide the indexer with the flexibility to work as they prefer whilst providing the index the client needs. Our primary users are freelance indexers, but many legal publishers, government agencies, cultural institutions, libraries and historical societies also use Cindex. All the while we have endeavoured to keep abreast of the ever-changing technical landscape, and developments within the publishing industry. We are always happy to provide insight into the various functions and operations within Cindex and share ideas for how best to employ them.



Frances Lennie began her indexing career in the United Kingdom before moving to the United States in 1982. At that time she began developing CINDEX™ indexing software – available for both Mac and Windows – and derives great pleasure helping users make the most of all it has to offer.

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Maria Sullivan began her indexing career in the in-house indexing department at a large legal publishing house, where she was first introduced to CINDEX. Since becoming an independent indexer in the 1990s, she has been providing support through Indexing Research whenever indexers need help. When not indexing and gardening, Maria keeps very busy retrieving, converting, and parsing existing indexes and data for use in index and other applications.

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Index-Manager

Index-Manager is a powerful standalone software tool with which professional indexers can create, sort, and edit index entries in Word, InDesign and XML files. The first version was presented at the Frankfurt Book Fair in 2012. It is now available from Klarso GmbH (Berlin) and is open to users' suggestions and requests for future features.



Dr Katharina Munk has worked since 1992 as a lecturer, author, editor and indexer on large projects in biology and medicine. She initiated and has been closely involved in the development of Index-Manager (Idx) since its inception.

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Pilar Wyman has been involved with indexing since late 1983, writing indexes as a successful freelancer since 1990. She works in English, Spanish, and French in health, medicine, technology, and other areas of interest. She also provides consulting and expert witness services for professional associations, organizations, and individuals, and gives presentations and training sessions as time allows. In addition to working as chief indexer and consultant of Wyman Indexing, she is also regional sales manager, USA/Canada, for Index-Manager.

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SKY Index

SKY Index was developed by Kamm Shreiner, who has been writing indexing software since 1986 but unfortunately he unable to give a presentation at the conference. Instead, Tanya Izzard has stepped into the breach to coordinate tips suggested by SKY Index users and will be demonstrating them using version 8 of SKY Index.



Tanya Izzard (MSocInd (Adv)) was highly commended for the [Betty Moys Award](#) in 2017 after completing the SI training course following a career in university administration. She has been working full-time as a freelance indexer since then, providing back-of-the-book and embedded indexes in the humanities, specialising in literary criticism, history, cultural studies, women's, gender and LGBTQ+ studies, and biography. She has also been minutes secretary to the Executive Board (EB) since then, coordinates the Sussex local group and has joined the training course committee.

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Word and IndexExploit

IndexExploit - Word add-in for linking indexes to Word and PDF content, and for creating and debugging Word embedded indexes. This session will be aimed at indexers who:

- are familiar with the Word indexing module including the XE and INDEX fields but want to work smarter and faster.
- need to transfer complex characters and diacritics without fear of loss or corruption.
- need rapid transfer and 'flipping' of entries during Word embedded indexing
- want to find indexed information in PDF or Word documents or simply check locator accuracy.
- Need to safely edit Word embedded documents including adding new entries, re-sorting.



Barry Campbell has a degree in physics and spent most of his career in aerospace and defence businesses. Initially coming to indexing through a relative, his first professional index was a Word embedded index for a multi-authored aircraft equipment manual. Like most engineering documents it passed through many iterations, so embedded indexing was the right solution. He now indexes a range of topics, with a preference for science and engineering, and mostly using Cindex. Having written software for many years, he has brought some of those skills to software for indexes and also does index conversions and supports indexers when Word embedding has gone badly wrong.

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