

Aspects of Postal History: one possible index solution

Note: This is a short text which covers quite a range of topics, some in a fairly minor way. Short texts all tend to have this problem, whereas a whole book often covers important information in more depth, making decision-making easier.

Decisions on whether to include some of the minor references in this text may depend on

- relevance to context in which the reference is situated
- how significant the reference is, even if brief
- whether there are other brief but useful references to the topic that build a general picture
- who you think the users of the text might be and how they might search for information
- whether it is a text users are like to return to in order to check information and so on.

An index can also provide a map of the text for a first time user, who may browse to get an overall understanding of the basic content of the document so that may also affect coverage, although this is perhaps less essential in a short text where it is easy to browse the whole document.

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¹ Not essential to enter animals by name but entries are provided here for users who might remember reading about them and want to look them up again

² some individual uniform items included besides a general entry, for those who have a particular interest and look up these topics specifically

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