

## Working with VDUs: index

### EXPLANATORY NOTES

This index is quite short, but realistic for a small publication of this sort. It does not set out to be the definitive version – it's just one way of doing it, and there would be valid alternatives. So if your index looks a bit different, don't despair, but ask yourself whether it works equally well as a tool for people to find information quickly and easily.

Most of the topics given here should definitely be in the index as main headings, though not necessarily in this exact form. There is no need for long, wordy entries in this sort of index: entries should be as concise as possible while remaining clear in meaning. (See A2.5 Direct entry and classified indexing and B2.4.5 Conciseness).

A short metatopic entry has been given at 'VDUs'. This covers the whole booklet and is not essential, but gives a quick overview which could be useful for people unused to indexes.

nb the text may be rather out of date – especially regarding the appearance of screens and the mentions of the European Community – but the advice on health issues is still very relevant!

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<sup>1</sup> Page 4 is a minor reference and best omitted.

<sup>2</sup> As this is such a short index, this double entry could probably be safely omitted.

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<sup>3</sup> Or 'mice'

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