

Newsletter of the Australian and New Zealand Society of Indexers Inc.

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Council update - February/March 2024

Discussion at Council's last two meetings, on 30 October 2023 and 5 February 2024, was wideranging. The ANZSI conference held in October 2023 was, of course, a major topic and it, together with the AGM, has been well covered in previous issues of the newsletter. Videos of the conference presentations will be made available free of charge to ANZSI members, and setting up access via the chosen platform, Vimeo, is in progress. [since completed]

An ANZSI Scholarship is under consideration, and Council discussed terms of reference for a committee to work on this. The scholarship would provide fee support for a student undertaking one of the recognised indexing courses, such as the Berkeley Extension course (Indexing: Theory and Application), the Society of Indexers' (SI) course, or the American Society for Indexing (ASI) course. The scholarship would be open to Australian and New Zealand residents, and it is likely that one amount would be offered regardless of which course the student chose. The scholarship would also include one year's membership of ANZSI. A small sub-committee of Council is working on procedures and criteria in preparation for Council endorsement and formal announcement.

The ANZSI Indexing Awards and John Simkin Medal will be run again this year. Council has appointed President Madeleine Davis as Chair of the Judging Panel and Madeleine is currently assembling candidates for the Panel. Details of the awards nomination process will be announced shortly.

An exciting initiative is the Wikimedia Library and Information Science Project (see item elsewhere in this newsletter). This project aims to identify and fill gaps in library and information science (LIS)-related content, including indexing, on Wikipedia, Wikidata and other Wikimedia platforms. For this project Mary Coe, ANZSI Vice President, is the Wikimedian in Residence (WiR) at ANZSI and support for the project is provided by the School of Information and Communication Studies at Charles Sturt University (CSU SICS). Capacity building is a major goal, so there will be opportunities for ANZSI members (professional indexers) and CSU SICS (information studies/librarianship) students to develop their skills in Wiki editing. Several project meetings have been held via Zoom, facilitated by Mary Coe and Pru Mitchell and attended by interested ANZSI members. Pru is Manager Information Services at the Australian Council for Educational Research (ACER) and a Wikimedian. Pru spoke on Wikidata at the 2023 ANZSI Conference.

During the Wikidata session at the conference there was discussion of protocols for updating Wikipedia pages and of the shortcomings (such as lack of currency) of the ANZSI Wikipedia page. A Wikipedia Working Party has been established by Council to provide updated content for the ANZSI Wikipedia page so that it can be updated by an appropriate editor. Members of the working party are Mary Coe, Madeleine Davis, Shelley Campbell and Elisabeth Thomas.

Other matters which Council discussed but are not yet resolved are opportunities for indexing research and a possible grant to support this, possibly in conjunction with affiliated indexing societies; options for updating *The Indexer* subject index (which ends at volume 28, 2010); and redevelopment of the ANZSI website to address some issues with *Indexers Available*, the membership management system and response time.

As usual, Council also discussed content for our newsletter. Copy is always needed - please send news, comment, articles, photos, technical tips, any items of interest to Elisabeth Thomas, editor@anzsi.org.

Sherrey Quinn, Secretary

John Simkin Medal presentation

As the ANZSI Conference in October was the first time we could get together for a few years, the event was the opportunity for some belated congratulations.

President Madeleine Davis presented the John Simkin Medal (2021) to Sherrey Quinn for her index to *Murujuga: rock art, heritage and landscape iconoclasm*, by José Antonio González Zarandona (University of Pennsylvania Press, 2020).



ANZSI 2023 Conference recordings online

Eight Vimeo recordings from the ANZSI 2023 Conference, "Making Connections", are now available in the Members Area on the ANZSI website <u>https://www.anzsi.org/member-area/</u>

- To be Continued: The Australian Newspaper Fiction Database Professor Katherine Bode (ANU College of Arts & Social Sciences/ARC Future Fellow)
- Evaluating your own index Sherrey Quinn (ANZSI)
- Mondeca for thesaurus, ontology and auto tagging management Glenda Browne (ANZSI)
- Connecting with my frenemy: ChatGPT Emily Halloran (Plain English Foundation)
- E-book Indexes. More Than Meets the Eye Mary Coe (Charles Sturt University, ANZSI)

- Authors as Indexers Lisa Fedorak (Society of Canada/Société canadienne d'indexation (ISC/SCI)
- Silk purse or sow's ear: can an index be created by the publisher from an indexersupplied list of terms? - Sherrey Quinn (ANZSI)
- Making connections via linked data Pru Mitchell (Australian Council for Educational Research - ACER)

Members are welcome to watch these recordings for free. Our agreement with all the presenters was that these recordings can only be for personal use and cannot be shared online. Happy viewing.

Madeleine Davis, President

ANZSI renewals 2024-2025

ANZSI membership renewals are due on 1 July 2024 and are payable prior to, or within 30 days, of that date.

The basic fees for next year are unchanged. There is a small increase to the New Zealand membership and Indexers Available amounts because of a change in the exchange rate.

Subscription rates for 2024-2025:

Australia:		
Institutional memberships	A\$115	
Personal memberships	A\$90	
Indexers Available	A\$35	
Aotearoa New Zealand:		
Institutional memberships	A\$115	
Personal memberships	A\$63 **	NZ\$69 ^^
Indexers Available	A\$31 **	NZ\$34 ^^

** Payment by credit card or PayPal via ANZSI Store. NB The equivalent NZD amount will be calculated and charged by credit card providers according to the exchange rate on the day of the transaction.

^^Payment by direct deposit into ANZSI New Zealand bank account. NB These fees were set according to the exchange rate published on 15 May 2024 by XE Money Transfer on their website XE.com. This exchange rate will apply for the duration of the subscription period.

An email with a link to the ANZSI Store will be sent out on 6 June 2024. The renewal products in the ANZSI Store will not be available until then.

Glenda Browne, Membership Secretary <u>members@anzsi.org</u>

ANZSI Library

The (recently expanded) list of holdings of both the Australian collection and the Aotearoa New Zealand collection can be <u>viewed or</u>



downloaded from the members area on the ANZSI website.

(Photograph: Karen Gillen)

If you wish to borrow any items from the library, or have any queries about loan conditions for either collection, please contact the relevant library officer:

Australia: <u>Karen Gillen</u>

Aotearoa New Zealand: Carol Dawber

Karen Gillen, Library Officer (Australia)



Introducing the Library and Information Science WikiProject

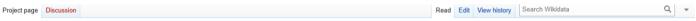
The Library and Information Science WikiProject is a partner project between Wikimedia Australia, ANZSI and the School of Information and Communication Studies at Charles Sturt University (CSU SICS). The project aims to identify and fill gaps in library and information science (LIS)-related content on Wikimedia platforms. This project provides opportunities for ANZSI members and CSU SICS students to develop their skills and confidence in Wiki editing and in the areas of librarianship, information studies, metadata and indexing. The majority of ANZSI members and CSU SICS students are female, so addressing the gender gap in Wikimedia work is a secondary benefit.

The project has established <u>Mary Coe</u> as the first Wikimedian in Residence at ANZSI. She is supported by <u>Pru Mitchell</u> from Wikimedia Australia. Mary and Pru are also Adjunct Lecturers at CSU SICS who share a love of metadata and a passion for sharing knowledge. They bumped into each other at the ANZSI 2023 Conference, where they were presenting separate sessions on Wikipedia and Wikidata, and quickly decided that working together would be even better!

The project launched with an online event for ANZSI members on 15 February 2024. Six ANZSI members joined Mary and Pru to hear an overview of the project and learn how to get involved. Since then, members have joined three online 'Wikithons' where they have sharpened their editing skills, discussed areas of focus, and shared their knowledge of resources.

Mary and Pru have also been spruiking the project to CSU SICS students. They have joined six online classes across the bachelor's and master's degree courses, including archiving, metadata and research subjects, to explain the project and demonstrate Wiki editing. They will continue to talk with students as opportunities arise, and the students will be invited to work with ANZSI members at upcoming drop-in sessions. Students just beginning their Bachelor of Information Studies course were particularly interested in the project. A few of them said that they had done some work on Wikipedia before, but the majority had not, so it was a great opportunity not only to get them involved in the project but to introduce them to the various Wikimedia platforms. Even if they don't get into Wiki editing, learning about how Wikipedia and Wikidata work will benefit them as they start on their careers as information professionals. The students also had questions about indexing, which provided a nice opportunity to explain what indexers do and share details about ANZSI.

Mary and Pru have established a <u>project page on Wikidata</u>. The page provides a central place for participants to collaborate. The Home tab (Figure 1) provides a description of the project. From there, users can move on to subpages listing participants, resources, and work in progress.



Wikidata:WikiProject Library and Information Science



Figure 1. Home page of Wikidata: WikiProject Library and Information Science

The <u>Work in Progress subpage</u> helps us keep track of items that we are editing or checking and gaps that we have identified. Library and information science has a wide scope, so to begin with we have narrowed our focus to indexing-related content and the history of libraries in Australia.

The <u>Resources subpage</u> includes sources that might be useful for creating and editing content. It is important to include <u>reliable sources</u> when working in the Wiki platforms so having these at our fingertips will help us build content more quickly.

Our initial focus is creating and editing items in <u>Wikidata</u>, which provides structured data for Wikimedia platforms and beyond. Pru describes it as 'the index to Wikipedia', but it's an index on steroids! Structured data means data that is organised and formatted rather than 'unstructured' or not organised or specifically arranged. Essentially, Wikidata provides metadata that can be read and used by humans and by machines to link items across the data web.

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The Wikidata item for <u>Julia Gillard</u> is a good example of the level of detail that can be added and linked. You will find everything here from basic details about her date of birth, education and occupations to a copy of her signature and an official portrait.

Clicking on the 'What links here' tool in the left-hand menu on any Wikidata item (Figure 2) allows you to see the connections with other items. You might want to try that from Julia Gillard's entry - there are many links!

The connections between Wikimedia platforms are also easy to find. For example, the right-hand side of the Wikidata item for Julia Gillard (Figure 3) indicates that there are 97 entries for Julia Gillard across the various Wikipedia sites, plus 2 entries for her in Wikinews and 4 entries in Wikiquote (note that this is at the time of writing, these numbers can easily change as content is added).

Wikipedia is not just in English, there are 339 editions of Wikipedia (as of the time of writing). These are not translations of English Wikipedia but encyclopedias that have been developed in many languages. It is a fabulous collection of knowledge that is continually being gathered and maintained by an army of volunteers. The Library and Information Science WikiProject focuses on the English versions of Wikipedia and Wikidata. And while these platforms are full of content (nearly 7 million articles in English Wikipedia!), we have discovered many gaps in content about library and information science, particularly in the area of indexing.



Main page Community portal Project chat Create a new Item Recent changes Random Item Query Service Nearby Help Donate

Lexicographical data Create a new Lexeme Recent changes Random Lexeme

Tools What links here Pelated changes Special pages Permanent link Page information Concept URI Cite this page Get shortened URL Download QR code

Figure 2. What links here tool in Wikidata

Julia Gillard (Q41563)

			<pre></pre>	
Prime Minister of Aus	tralia from 2010 to 2013		🖍 adit	Wikipedia (97 entries) 🖍 edit
ulia Eileen Gillard	Prime Minister Gillard The	Honourable Julia Gillard MP		af Julia Gillard
 In more languages Configure 				an Julia Gillard ar جوليا غيلارد
Language	Label	Description	Also known as	چولیا جیلارد arz
English	Julia Gillard	Prime Minister of Australia from 2010 to 2013	Julia Eileen Gillard	ast Julia Gillard
			Prime Minister Gillard	az Culiya Qillard
			The Honourable Julia Gillard MP	bcl Julia Gillard
American English	No label defined	No description defined		be_x_old Джулія Гілард
Traditional Chinese	茱莉雅·吉拉德	No description defined		ве Джулія Гілард
Chinese	茱莉雅·吉拉德	澳大利亚前总理	茱莉娅·吉拉德	bg Джулия Гилард
onnese	조사개프 디기꼬?조	决入不可正用业心理	未利型 白辺 伝 Julia Gillard	bi Julia Gillard
			朱莉娅·吉拉德	bn জুলিয়া গিলার্ড
				br Julia Gillard

Figure 3. Wikipedia entries for Julia Gillard

Our early work has been on notable indexers, many of whom also have backgrounds as librarians, which is a nice connection with our other focus area, the history of libraries in Australia. We are building Wikidata items that will eventually become the basis for Wikipedia articles. Starting with Wikidata enables us to gather our sources and content first before we start to write. Plus, as indexers, we are good at creating metadata and our work in Wikidata

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will provide excellent support for linking the knowledge we will share in Wikipedia across other platforms. We will share profiles of the Australian and New Zealand indexers and librarians we are adding to the Wikimedia platforms in future newsletters.

If you are reading this and already involved in the project, thank you! We hope that you are having as much fun with it as we are, and we appreciate the opportunity to collaborate with you. Sherrey Quinn, who is an active participant and is quickly becoming an excellent Wikidata editor, describes the work as 'a reference librarian's dream' because she is enjoying going down the rabbit holes of research looking for sources to back up the items she is creating. If you would like to become a modern-day 'alice-in-wonderland'¹ too, contact Mary Coe at <u>coe.mary@gmail.com</u> for more information. You're welcome to join our next drop-in session to see what it's all about!

Mary Coe & Pru Mitchell

1. Many thanks to Alice Woods, Education and Project Coordinator at Wikimedia Australia (aka <u>Aliceinthealice</u>), for her enthusiastic support for this project and her contributions to our Wikithons.



Cindex indexing software is now open source

A quick timeline of the recent changes to Cindex indexing software.

(The information is abridged content from media releases. Ed.)

6 March 2024, Scribendi Al https://www.scribendi.ai/

We are excited to announce a significant shift in how CINDEX will be made available to our users. As part of our commitment to innovation and community collaboration, we have decided to open-source CINDEX. This means that starting April 1, CINDEX will no longer be available for purchase or direct download from our website. Instead, it will be freely accessible to everyone in the community, allowing for greater collaboration, improvement, and distribution.

Existing users can continue to use CINDEX as usual. The software will be entirely free to use, modify, and distribute under the Creative Commons CC0 1.0 License, marking a significant shift towards more open and collaborative software development. We encourage you to participate in the open-source community to benefit from future updates and improvements.

CINDEX will be made available through its official GitHub repository starting April 1. This dedicated repository will serve as the central hub for downloading, accessing, and contributing to the CINDEX project.

In line with our commitment to this transition, Scribendi support for CINDEX will be discontinued. However, we will ensure that all existing product documentation remains accessible on the GitHub repository to facilitate your use and adaptation of the software. We encourage the community to share knowledge and contribute to the project's evolution.

27 March 2024, Scribendi Al https://www.scribendi.ai/

As a reminder, as of April 1, CINDEX will no longer be available for purchase or direct download from our website. However, the source code is now freely accessible to everyone in the community, allowing for greater collaboration, improvement, and distribution. Please see the following links to the source code repository in GitHub.

Windows Repository https://github.com/scribendi/cindex-win

MacOS Repository https://github.com/scribendi/cindex-mac

Our decision to open source the CINDEX code reflects our belief in the model as a way to foster innovation and support CINDEX users more effectively. By making CINDEX open source, we are opening up more opportunities for developers to contribute to its growth, enhance its features, and ensure its sustainability.

15 April 2024, Open Cindex / Cindex Open Source Working Group http://www.opencindex.com

Welcome to Cindex 4.3!

We're thrilled to announce that Cindex, the perennial favorite software for professional indexers worldwide, is now open source and completely free. Whether you're a Mac or Windows user, Cindex 4.3 brings you the full classic functionality and capabilities indexers know and love.

What's New in Cindex 4.3?

Open Source: The code for Cindex has been released, empowering users to explore, contribute, and enhance the software.

Full Edition: No more limitations! Download your own copy of the complete Cindex software.

No More Demos: Say goodbye to demonstration editions or student versions.

How to Get Cindex 4.3:

Visit <u>http://www.opencindex.com</u> to download your free copy of Cindex and learn more. Dive into the world of professional indexing with confidence! Thank you for being part of the Cindex community. Let's index together!

Cindex Open Source Working Group <a>openCindex@gmail.com



Picardy indexing software review

An appraisal

Picardy is free, freely distributable Windows and Linux software for creating, editing and formatting back-of-the-book indexes. Aimed at the "accidental indexer — self-publishing authors, academics, editors, librarians," (in fact anyone who has to create an index but for whom indexing is not a full-time career), it is a very simple, straightforward, totally text-based program, but for all its simplicity is surprisingly powerful.

Here I examine version 2.1, released in April. At the outset I need to declare that I was involved in testing early versions.

Presentation

The display consists of two resizable panes with a toolbar along the top and a status bar along the bottom. On the right is the Edit pane, showing the unformatted text file where all entry and editing is carried out. Each index entry or "item" is on a separate line. (An "item" is a single line of index data, which consists of a heading and optionally one or two levels of subheading, and one or more page numbers or a cross-reference.)

≣┣冊₽↔↔ 𝒫ᡣ┣箇ፇぐ₿ <i>Ⅰ</i>		* 이 이 보 < (2) A ? X
distressed citerits 26	A terroris	m#55
diversity		nd Case Management System (CCMS)#56
clients 48-52	automati	on#56,83
in the workplace 113–114, 162–163, 178–180	crime fi	les, automation#56
Diversity, Equity and Inclusion (DEI) Board 113		aw Service for Aboriginal Communities (FamAC)#58
domestic and family violence		and Complex Litigation Unit#58
Aboriginal and Torres Strait Islander clients 44–45		tervention Unit#58
FASS 59		Violence Unit#58 pport Service#58
		pport Service#58 ispute Resolution (FDR) Unit#58
funding for 164–165		resources *>Family Law Service#58
immigrants 48		ure>family law#58
support for women victims 29-30, 59, 79-81	· ·	and family violence>FASS#59
victim-survivors 77	Women's	Domestic Violence Court Advocacy Services (WDVCASs)#59
Domestic Violence Unit 58, 81		WDVCASs#59
drug and alcohol recovery program 61		ispute Resolution (FDR) Unit#60
Drug Court 29, 38, 110		an Institute of Family Studies#60
drug mule scam 55–56		ure>family dispute resolution#60
drug testing assessments 41-42		aw>mediation#60 mediations#60
Dubbo Drug Court 29, 38		alcohol recovery program#61
duty services 34		tervention Unit#61
		w Consumer Team#61
Early Intervention Unit 51-52, 58, 61, 81	We Help	Ourselves (WHOS)#61
education	tenancy	62
	housing	•
legal 34, 36, 69–71	human ri	-
staff see training		ecurity#62
elder abuse 64		protection#62
Elder Abuse Service (EAS 64	insurance	response#62
electricity consumption 118, 119		e#62 nation in the workplace#62
eligibility policies 30, 41		inquests#62
email alert 69		ion#62,48,68
employees see human resources	visa can	cellation#62
enterprise plan 104		ealth#62,48
environmental responsibility 119	fines#62	
equity 113–114, 115, 128		ssault Communications Privilege Service (SACPS)#62
ethical conduct 103		at Work Legal Service (RAWLS)#62
Cuica Conduct 105	sexual h	arassment in the workplace#62

On the left is the Preview pane, showing the index formatted pretty much as it will print, displayed either in alphabetical order or in page number order. When the Edit pane is active it is enclosed by a thick coloured line; otherwise the Preview pane is active.

The current item is highlighted in both panes. Clicking on an item in one pane optionally displays it in the other pane. Depending on your settings, you can move between the items in either pane by clicking on the item or with a keystroke.

Data entry

Items can be added in either of two ways. They can be entered into a New Item dialogue, which transfers the data to the Edit pane upon Save:

🛱 New Item			—		×
Headings					
Main expenditur	2				
Sub family law					
Sub-sub					
Page/Reference type					
● Page(s) ○ Se	e C See und	er C See also	C See also	o under	
Inse	rt at bottom	C Insert after cu	irrent item		
Sa	/e Car	icel He	lp		

Or they can be typed directly into the Edit pane, at any position, using simple formatting characters:

expenditure>family law#58

Notice that in the Edit pane a greater-than sign > indicates a subheading (up to two levels are permitted, sufficient for most indexes) and a hashmark # indicates a page reference; these characters have been mapped onto easily accessible keys. Moreover, an equals sign = indicates a "see" cross-reference and a plus sign + indicates a "see also" reference. The items can be typed in any order, and new items inserted wherever convenient, but normally they will appear in the order in which they are input. In addition, there are codes to copy the previous heading; although this is of little use while creating new indexes as almost all indexes are created in page number order, it could be useful when converting existing indexes. Since the Edit pane operates like a text editor, you can copy and paste text between items and carry out most operations of a text editor.

To apply styling to text you insert formatting characters in the same way, such as *__underscore_* for italics, ***asterisk*** for bold and %PERCENT% for small caps; or alternatively select the text and apply the formatting with a keystroke.

As you type in the Edit pane or New Item dialogue, Picardy attempts to autocomplete the current word, using words that you have already entered. It ignores corrected mistypings. I found this feature imperfect and distracting, but it is easily deactivated.

"Abbreviations" are keyboard shortcuts that allow you type a few letters in the Edit pane or New Item dialogue, which are expanded into full terms in the Preview pane. This also allows you to enter characters otherwise reserved for special functions.

You can use accented letters and symbols from a limited selection of scripts by invoking a character map. Unicode characters can be pasted from other files or the Windows character map, as well as entered directly. Right-to-left text, such as Hebrew and Arabic, is supported.

Since the Edit pane acts like a text editor, text can be copied and pasted to any part of the index, or even between indexes. There is no limit to the length of an entry.

In addition to entering text directly into Picardy, you can create partial or even complete indexes using a text editor or word processor, and then paste them into the Edit pane. This allows the indexer to work when away from their primary computer, say on a laptop or a tablet, or contract out the data entry process.

Using the New Item dialogue, page references can be set to copy automatically from the previous item. In the Edit pane, a keystroke can create a new line with the previous item's page reference, ready for new text. Multiple page references can be attached to a single item, in any order. Sometimes it is easy to end up with messy location references, especially if you have been flipping records or merging indexes, so that if you end up with a string like "129, 129-136, 130, 131-132, 136", Picardy can automatically display it correctly as "129-136".

The choice of page reference or locator style is limited. For page ranges you can choose from the styles specified in *The Chicago Manual of Style* or in *Hart's Rules* ("Oxford"), or no compression; and for the range separator between a hyphen, an en dash and the word "to". Two-part page references such as volume number and page number are allowed for, including elision of repeated volume number, though the number of options is restricted, as is the range of characters allowed. Non-numeric locators or locators that begin with a non-numeric character such as "*inside front cover*", "*frontispiece*", "Plate 42" or "opposite 36" are not permitted.

Hyperlinks for HTML indexes to websites and screen-based documents, such as PDFs and EPUBs, are entered as locators. A setting switches between displaying links in the same way as page numbers are displayed after the headings, or as bullet characters, and treating the headings as hypertext with the specified links as their targets. There is no need to generate the index to check the links as the targets can be accessed directly from Picardy.

By opening multiple Picardy instances, you can have as many indexes open simultaneously as your computer's memory permits. This allows, for example, for a name index and a general index to be created at the same time.

The copying and pasting of text from other applications, such as PDFs, is facilitated by tools to manipulate text on the fly, such as inverting names, splitting lists, adding quote marks, italicising, pluralising etc. Hotkey macros are available (as a separate download) to copy text from a PDF or word file and paste it into Picardy in a similar manner to Margaret Berson's Megabit Macros.

Editing

Editing is virtually a variation on adding items. You can type directly into the Edit pane, or use the Edit Item dialogue, which is similar in appearance to the New Item dialogue. Changes to an item can be propagated to items with identical headings, but having to use this dialogue to do so is a bit of a handicap.

🛱 Edit Item	—		×
Headings			
Main drug and alcohol recovery program			
Sub			
Sub-sub			
Page/Reference type			
	See als	o under	
61			
Propagate heading changes?			
Save Cancel Help			

To aid editing, the Edit pane can be displayed in either as-entered or alphabetical order, and the Preview pane can be displayed in alphabetical or page number order.

The find and find-and-replace functions are pretty standard and work just as in a word processor. Regular expressions (RegEx) are supported.

🛱 Find & Replace		- 0	×
Find:		Find Next	
Replace:		Replace	
Case-sensitive		Replace/Next	
 Search backward Regular expressions 		Find All	
Add to group		Replace All	
 Find in Edit pane 	C In Preview pane	Help	

Navigating is a little tricky. Browsing directly to a heading is not straightforward and is restricted to the Preview pane: using the Find dialogue, you precede the term with a greater-than sign >.

It is easy both to split a heading into heading plus subheading and to join a subheading to a heading, by simply by adding or removing the > symbol in the Edit pane. You can also join a heading and subheading with a keystroke in the Edit Item dialogue. Duplicating records is easy, as is flipping headings and subheadings, and removing all subheadings from a heading altogether to leave only the locators.

To duplicate an item, you can copy and paste as in a word processor; or you can use a keystroke to duplicate it, or to duplicate it while swapping the heading and subheading.

Text can be highlighted in a variety of colours, effectively operating like a Label feature. You can move between items highlighted with the same colour.

You can specify and save named groups of items in a variety of ways, such as by selecting and adding items individually, or by highlight colour, or via the search function. Any item can be assigned to any number of groups. Using groups you can create and export "sub-indexes"; however, you cannot group on locator to produce an index, say, to a single volume in a multivolume set.

Sorting

Alphabetisation can be word-by-word or letter-by-letter, with a few additional options.

🗊 Settings — 🗆	×		
Pages Alphabetization References Export Spell Checking M	isc		
Alphabetization			
C Letter-by-letter Word-by-word			
Roman numeral alphabetization			
As-is O Numbers O Spelled-out			
Section separator			
O None O First letter O Blank lin	ie		
Alphabetize function words			
Alphabetize function words in bold/italic			
Alphabetize numbers as words			
✓ Alphabetize 'Mc' as 'mac'			
✓ Use custom alphabetizations			
✓ Alphabetize Unicode as ASCII			
✓ Ignore leading articles			
Save Reset Cancel Hel	p		

Alphabetisation of individual entries can be overridden by incorporating coding to ignore characters in the alphabetisation or to alphabetise but not print.

Leading prepositions and conjunctions (or "function words") in subheadings can be ignored. You can also customise the sort order of subheading arrays.

Sort overrides for commonly used terms, numbers or symbols ("realphabetizations") are supported but are challenging to implement.

Letters with diacritics are optionally treated as their unaccented equivalent. Text in non-Latin scripts is alphabetised to its transliteration into Latin script, though this can be overridden.

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Index management

The program ships with certain defaults, which are easy to change simply by changing the settings with no index saved.

Each index's configurations settings are stored as a separate file, leaving the index data as a raw text file. To work on an index on several computers, this file must be copied along with the index file. The configuration settings can be saved as a template and applied to new or existing indexes, a boon for in-house or contract writers who must adhere to a house style.

If you are working in collaboration with other indexers, you can import their work simply by copying and pasting. You can also import from and export to Cindex and SKY Index.

Whole indexes can be merged easily with a command. Parts of an index can also be merged by opening the index to be merged in a text editor, selecting the text to be merged, and pasting it into the Edit pane of the index to be merged into.

Spell-checking dictionaries are provided in seven languages. Terms can be added to an editable user dictionary.

Backups are automatic and are easily accessed.

Typing errors such as invalid page ranges can be flagged on the fly, while consistency errors such as missing cross-references can be detected via a batch validation function.

Brief statistical information is provided on the number of headings and subheadings.

Picardy does not lend itself to working easily on indexes to multivolume works, works in parts and periodicals. Moreover, the formatting of locator information is rather restrictive.

Syndetic structure

Cross-references can either be typed directly into the Edit pane using simple codes as described above or by using the New Item dialogue. Although the formatting options are somewhat limited, they are more than adequate for the majority of indexing tasks. Target errors are flagged in an error report.

Formatting

As you might expect, formatting options are confined to the displays found in most back-ofbook indexes, and I dare say, in almost all indexes to single-volume trade books, teaching materials and technical documentation. You can choose between indented and run-in style, and between subheads in alpha or page number order, as well as page range separator and compression style.

As mentioned, locator formatting for multi-part works is very limited.

Output

Output choices are plain text, RTF, HTML and EPUB. For HTML and EPUB output, hyperlinks can be incorporated as explained above. Sub-indexes or portions of an index can be output using the groups feature described above.

To print a file in page order for proofing, you can print the contents of the Edit pane in either as-entered or alphabetical order. In addition, you can display the Preview pane in page number order and open it in a browser for printing.

Documentation

The Help file, although comprehensive, is, to my mind, not well organised. It appears to emphasise features that few indexers will use and to skip lightly over some essential tools. You can access context-sensitive help from each dialogue. It has a passable index. There is no separate manual or user guide.

Conclusion

Picardy is ideal for those who are obliged to create the occasional index as part of their job, and for authors forced to index their own work, as well as those contemplating a career in indexing. It automates many of the tedious aspects of indexing. It is easy to use and has a very brief learning curve.

For the time being, at least, professional indexers and those indexing complex works will likely continue to rely on high-end professional indexing software like Cindex and SKY Index. This may change as further features are added in future releases.

Michael Wyatt



People

Vale Jeanne Rudd

ANZSI sadly notes the passing of long-time member Jeanne Rudd in January 2024. Jeanne had been a member of AusSI/ANZSI since 1995. President Madeleine Davis' message of condolence on behalf of ANZSI, received this reply:

"I am Jeanne Rudd's sister-in-law ... I want to thank you for contacting us to express condolences over her death.

This means a great deal to us as indexing was an important and much valued part of Jeanne's life. It is good to know that she was valued in turn by the indexing community.

Thank you again for your kind thoughts."

[name withheld. *Ed*.]



Institute of Professional Editors announces new edition of Standards

The Institute of Professional Editors (IPEd) announced the release of the third edition of *IPEd standards for editing practice* on Thursday 21 March 2024.

The review of the *Standards* has been a thorough, consultative process that has taken close to three years to complete. This edition has a strong focus on editing for accessibility, diversity, equity and inclusion, and Māori and First Nations peoples, with reviews conducted by external specialists. Other changes to the *Standards* reflect the current and emerging trends in the editing and publishing industry.

The Standards are available for download at

https://www.iped-editors.org/about-editing/australian-standards/

It is available in 3 digital formats (PDF, EPUB3, MS Word) including 2 print formats (1- and 2page layout PDFs) so you can choose the format that best suits your needs. The 3 digital formats are all accessible for readers with print disability.



What's in The Indexer?

The March issue of The Indexer is available.

The Indexer now has TOC alerts - see the details below to subscribe.

The International Journal of Indexing

Volume 42.1 (March 2024)

Editorial Mary Coe

RESEARCH ARTICLES A melodic interlude: key notes for indexing books about music Paula Clarke Bain

William Lost-His-Pants and more fun with indexing medieval names Jolanta N. Komornicka

A linked index for an oral Tamil folk epic: a case study Ronnie Seagren

The history of stoplists: lists of words not indexed Bella Hass Weinberg

A retrospective of a scholarly indexer Mary Newberry

FORTY YEARS AGO The Indexer forty years ago (April 1984) Hazel K. Bell

ACCOLADES FOR INDEXERS Accolades for indexers: indexing awards 2023 Mary Coe | Ann Kingdom

CONFERENCE REPORTS 'Making Connections': Australian and New Zealand Society of Indexers conference

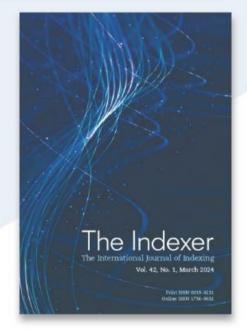
ISC/SCI conference 2023: 'See also Newfoundland' Diana Palardy

'Bringing the Outside In: Expanding your Indexing Horizons'. Society of Indexers 2023 conference Sam Arnet | Margaret de Boer | Ann Kingdom

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Indexes reviewed Christine Shuttleworth



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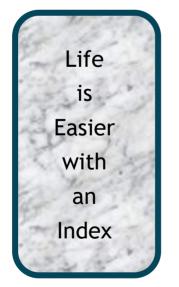
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Please consult the <u>ANZSI website</u> for details of regional and interest groups, and contacts.





Newsletter

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