

## **Indexes that Work**

### **One day-course**

You will learn to...

- create comprehensive and usable indexes
- design indexes that work for diverse audiences
- ensure that you indexes meet your audiences' needs.

- **What is an Index?**

Review the characteristics of a good index and learn what it takes to be a good indexer. Learn the relationships between a good index and a good audience analysis. Review successful and unsuccessful indexes.

- **Selecting Topics to Index**

Selecting the topics to index is the first challenge, select topics that explain concepts or ideas, define terms, explain abbreviations, restrict the topic in some way, or contain cross references.

- **Describing the Topics in the Index**

Write actual index items, using direct quotes, synonyms, related topics, and transformations. Learn to build subentries, and understand how to develop SEE references.

- **Entering Index Tags**

Discuss the pros and cons of automated and manual indexing methods, and learn when to start preparing an index and when to enter index tags.

- **Editing the Index**

Discover that marking the text and entering the index tags is just the beginning of the process, editing the index is equally important. Proceed through a checklist of editing issues, such as worked variations, singulars and plurals, page numbers, transformations, and more.

- **Testing the Index**

Review the methods of conducting usability tests of the index to ensure that all your hard work has been successful.

**There will be interactive sessions throughout the day, based on real examples.**

**This enables attendees to immediately put into context the concepts covered in the course.**

**With the course you get a substantial manual with full text for all topics; this enables the manual to be used as a reference.**

#### ***About Jill***

Jill Nicholson is an experienced technical and business communicator who lectured for many years at the University of Technology, Sydney. She now presents technical and business communication courses to Government Departments and to the private sector in Australia, New Zealand, the USA, and Singapore; and writes and edits a variety of documents for business clients.

Jill has presented courses at the University of California at Santa Clara, the Colorado School of Mines, the University of Western Sydney, Ngee Ann Polytechnic in Singapore, and the University of Technology, Sydney. She often presents workshops at the Society for Technical Communication (USA) and the ASTC (NSW) annual conferences, and for the Australian Medical Writers Association.

Most of Jill's training work is now done for corporate clients.

Jill is a former President of the ASTC (NSW) and the Australia Chapter of the STC.

Formal education includes an MSc(Hons), a Graduate Diploma in Economics, and a Diploma in Advanced Technical Writing (USA).