Indexers Ink

The Newsletter of the Pacific Northwest Chapter of the American Society of Indexers

What's Inside...

AMERICAN
SOCIETY OF
INDEXERS

Introduction to Macros at the Vancouver Conference

by Do Mi Stauber

Gale Rhoades, besides providing technical support for Macrex, is an expert in everything computer. She consults, trains, and maintains computer systems for large and small businesses, and helps indexers with their computers in her spare time. Gale explained the concept of macros and their usefulness to indexers, demonstrated their use in Microsoft Word, and showed how macros are used in the Macrex indexing software.

Macros record repetitive keystrokes, making work faster, more accurate, and healthier on tired typing muscles. They are available in many software applications, including all of Microsoft Office, Wordperfect, Textpad, and Dragon Naturally Speaking. Whenever you find yourself entering the same keystrokes, including typed words and commands, over and over, consider a macro!

Gale demonstrated the process in Microsoft Word. In Word, macros are created by clicking on Tools, Macro, Record New Macro. For instance, a macro can be used to run multiple find and replace operations with a single keystroke.

Then she showed Macrex's powerful macro features. In Macrex, you do not need to define or program a macro. All you need to do is notice when you are repeating keystrokes. You start the macro recorder, assign the new macro to a function-key combination, and simply type the keystroke sequence you want to record. Once you have recorded the macro, you can execute it using one key combination.

You can assign up to forty-eight macros at a time. This means that sets of macros can be saved and loaded into future indexes. Many users have a standard set of macros, and specialized sets for such job types as name indexes, title-author indexes, and index updates. Because there are so many possible function-key combinations for macros, there are always enough left over to create ad-hoc macros as the need arises.

A good example of a short, useful macro creates formatting codes like carets for underlining or slashes for bold, and puts the cursor between the codes ready to type the text. This macro saves three keystrokes each time a formatted string is typed. It sounds like a tiny savings, but when multiplied by hundreds or thousands of entries or locators, can really make a difference.

Macros can also be repeated. For instance, you can delete a group of twenty selected entries by running a "delete a line" macro twenty times.

Gale emphasized that macro use not only saves time, but also prevents errors. If you have automated a complicated sequence, the literal computer will execute it in exactly the same way each time so that you do not have to reproduce it accurately. When text needs to be surrounded by complex coding, a macro can take care of the coding so that it is identical each time.

This presentation, along with talks on macros in Sky and pattern matching in Cindex, made audience members eager to go home and speed up their indexing!

Workshop report:
Kari Kells on SKY macros

by Sandy Charles

At the end of the day, Kari Kells presented an informative talk on the use of SKY index macros. First of all, she polled the group concerning how many like to use menus vs. keyboard shortcuts, with encouragement for the use of shortcuts. Kari reviewed navigation shortcuts in SKY, including the switch from **edit** to **view** mode, selecting and deleting text, and other editing techniques.

In SKY, each F key can accommodate one macro. Click "new macro" on the tool bar and navigate through the **macro editor** dropdown menu. Kari outlined the formation of a new macro for moving acronyms from the front to the rear of an entry, a valuable time-saver for medical indexers and others who index numerous acronyms. Her most important bits of advice concerning macros were to **save the index, backup the index,** and **create a separate index before committing your main index to the process.**

Kari gave each small group a "macro puzzle" to solve by writing the macro needed. She encouraged us to subscribe to the SKY users discussion list where we can share macros with others.

Social Notes

by Gayle Davies

Have you ever wondered what you can see at Fort Vancouver? Judi Gibbs, Cheryl Landes, Tami Robinson, Scott Smiley, and Ann Yeager wandered around the grounds Friday afternoon, seeing as much as they could since part was closed for renovations. They managed to stay under cover between the rain and hailstones.

Dinner Friday night at the Red Lion included fettuccini with crab and rock shrimp, but the desserts were the highlight–crème brûlée, berry crumble, cheese cake and chocolate tower cake. Speaking of crème brûlée, Carolyn Weaver has sampled this treat at every restaurant in Seattle so if you plan to visit, check with her on where to find the best.

Saturday night's dinner featured the raffle with such diverse prizes as photographs by Sherry Smith, copies of Charlee Trantino's latest book, note cards by Do Mi Stauber, and jewelry.

Gale Rhodes entertained us with stories about her cockatoo, which feels no hunger pangs due to a genetic defect, and about her experiences on Malawi, where she worked in a hospital at age 17 when her father was working there at an agricultural college.

Charlee Trantino explained the differences in personal appearances as Savannah Russe and Lucy Finn. Savannah wears exotic costumes while Lucy is more wholesome.

Dragon Speak Naturally

by Ann Yeager

Call me morbid, but as a student indexer I have recently wondered what I would do if I invested all the time and money setting up my freelance business and then suddenly went blind or lost the use of my arms in a freak accident? I'd be through before I even started my first low-paying-none-of-the-experienced-indexers-could-get-more-money-out-of-it-so-they-won't-touch-it book. Fortunately, my anxiety was relieved when fate stepped up in the guise of the Pacific Northwest Chapter of the American Society of Indexers' fall meeting.

The first speaker of the day was none other than Gale Rhoades, the North American publisher of the Macrex Indexing Program. Her presentation was a demonstration of the Dragon Naturally Speaking voice recognition software package. If you are not familiar with this concept, the software enables you to dictate your indexing entries, email correspondences, or other documents instead of having to type them. I was amazed to learn that not only did Dragon help prevent repetitive motion injuries due to typing but is also used by people who are quadriplegic and even through a translation device by people unable to speak.

Dragon has been the leading voice recognition software over the past twenty years. Different packages are available depending on the needs of the user but most indexers are using the preferred edition. However, demo versions are not available so Gale suggests starting with an inexpensive package to see if you can create indexes without having your fingers on the keyboard. If you are the type to "think with your fingers" Dragon may not increase your productivity.

According to Gale, it takes a minimum of 6 months to 1 year to become fully trained with Dragon. To train this software, you must do a lot of speaking to get it used to your voice and inflection and any errors should be corrected right after they are made. Having two young teenagers and a puppy, I was experiencing some déjà vu at this point in Gale's discussion. Contrary software, as Gale demonstrated with a recently purchased version of Dragon, garbled some of her words, a process similar to the teenage boy's auditory system. But, Gale was in control and she responded to the garbled words by stating "scratch that". This phrase erased the last incorrect entry and then by repeating what she really wanted written, was able to hone in the software to her style of speaking. To further enhance training, separate user ids can be created for different voices. These can be used as your own voice changes throughout the day or for differences such as teen vocabulary, regional vocabulary, or British accents.

Dragon is also capable of discriminating between some commands. For instance, if you say "add contacts" your phone list becomes available. But if you say "sometimes it is necessary to add contacts to system programs" the words "add contacts" will not prompt your phone list because they won't be taken out of context. Pretty smart, but nothing's perfect. Problems occur when homonyms are used as Dragon can not differentiate between them and names usually have to be spelled out to be entered correctly.

Both PC and Mac users can benefit from Dragon and as with a lot of software, the more RAM the better. Dragon Naturally Speaking 9 is the latest update and the Professional version can be purchased through a consultant who will help you get it set up. Although the early versions of Dragon didn't work well for indexing, Gale says that investing the time in the newer editions will lead to increased productivity. This is especially good news for indexers experiencing repetitive motion injuries or other problems that interfere with conventional indexing. It's good to have options in any

PNW ASI Fall 2007 Meeting

Sabina Rascol, Tami Robinson, and Di Mo Stauber discuss tools of the indexing trade

Cher Paul of Portland (center) leads a stretch during one of the day's ergonomic breaks

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Technology Corner

by Ed Rush

Suppose you want to wake up each morning and have your Mac show you the current news headlines. AppleScript makes that a simple matter to accomplish. Suppose you don't use your online banking very often, and the bank disables your logon if you don't use it often enough. No problem.

For automating some routine tasks, Macintosh users have had AppleScript available ever since System 7.1.1, in 1993. To use it with any application, that app's code does have to support it. OS X makes this support easier, so most applications do support it today—some better than others.

Consider the news example. A simple solution is to write this script:

```
tell application "Safari"
set the URL of document 1 to "http://
news.google.com/"
end tell
```

If you use a different browser, the commands can be different. With the Opera browser, this script would be:

```
tell application "Opera"
OpenURL "http://www.chase.com/
creditcards/" toWindow -2
end tell
```

With the iCab browser, the command is the same as with Opera. With Firefox, you would write "Get URL" instead of "OpenURL". The Script Editor application, which is installed with Mac OS, can show you a list of the syntax element for every scriptable app that is installed on your Mac. This can be difficult to use, though. An easier way is to look at sample scripts via <http://www.apple.com/applescript/resources.html>, then copy their usage.

Scripts can get a lot more complicated than these simple examples, by the way. There's not room here to show you, but if you write to me at ed@edrene.us, I'd be glad to send you some scripts I use.

Okay, now let's say you have your script. How do you make it run? To run it once, you can just click the Run button in Script Editor or double-click the saved script. But how do you make it run automatically? For that, I recommend a freeware called Cronnix <http://www.macupdate.com/info.php/id/7486/cronnix>. If you're familiar with UNIX, you can use the Terminal app and write scheduling data directly to your cron file, but Cronnix makes it a lot easier.

I use scripts to load various news sites, columnists, stock reports, and other data about a half-hour before my usual morning starting time. If I have to participate in a teleconference with phone numbers and access codes to remember, I use a script to pop up a message with those numbers, 15 minutes before the scheduled starting time. Another script resets the sound level to almost nothing, and I have that set to run around bedtime, so mail beeps or automated radio recordings won't be waking me up at night.

You can read some more about AppleScript at <http://en.wikipedia.org/wiki/AppleScript> and <http://www.apple.com/applescript/>.

Tax Deductions for Professional Meetings:

How to Get the Most Bang for Your Buck Here in Vancouver

by Karli Clift

Thanks to Scott Smiley and his presentation, *Tax Deductions for Professional Meetings: How to Get the Most Bang for Your Buck Here in Vancouver,* Pacific Northwest Indexers now have the upper hand when it comes to deducting their business travel expenses.

Using the fall conference as an example, Scott demonstrated how you can even claim more than you actually spend.

Fall Conference Costs
Registration: $70
Hotel: $200
Car: 48.5¢ per mile
Meals: **Actual cost***, or you can use the **Standard Allowance**

*Note: You must use the actual cost if you do not stay in a hotel.

Now that you know your costs, you need to choose a method for claiming your deduction: either the per diem rate allowed by the IRS, or the actual cost. Remember that you can only use one method throughout the year.

If you choose to use the standard allowance per diem rate to figure your meal deduction, choose the high or the low rate for the city you are traveling to from **IRS Publication 1542**.

Per Diem Rates for Vancouver
High: $49
Low: $45

Even though breakfast and lunch were included in the registration, you are still able to take the standard allowance per diem rate for the conference. This means you're only paying for dinner, approximately $20, or less than half of your per diem allowance!

Combining business with pleasure by staying a few extra days? You unfortunately can't deduct those extra days, though the trip back, even if it is a couple days late, is still deductible.

PNW/ASI Chapter Business Meeting and Chapter Reports

by Margy Olmstead and Cheryl Landes

Business Meeting September 2007

Cheryl Landes began the business meeting by saying that both Colleen Dunham and David Billick wanted to be in Vancouver with us for the September meeting but had other commitments. Cheryl then announced that the results of the recent PNW/ASI officer elections would be available in October. She then reminded us that an Excellence in Indexing award for PNW indexers - the 'mini-Wilson'?- is a near future possibility. Cheryl asked that interested volunteers contact her clandes407@aol.com about the development of this award.

Cheryl also encouraged ideas concerning the offer of financial assistance to help qualified indexers attend meetings. How would this be structured and how would we gather funds? For more information, please contact Colleen Dunham colleendunham@colleendunhamindexing.com.

Sherry Smith then took the podium to share committee reports with us.

Pro Bono Program

The Pro Bono Program is currently involved with two projects and is looking at a third possibility. First, Beth Nauman-Montana has finished indexing the Chapter newsletter through Spring 2001 and this has been posted to the PNW/ASI website http://www.pnwasi.org/ by Martha Osgood. Next, a team of indexers under the direction of Jane Henderson is indexing issues of the *West Plains Gazette*. Volunteers are welcome and needed to help with this interesting project. Last, there is a possible pro bono opportunity with the Willamette Falls Heritage Association indexing a collection of videotapes. Please contact Sherry Smith at indexer@sherrysmithindexing.com for more information.

Volunteer Recognition Committee

Sherry Smith reminded us that this committee writes thank you notes to speakers and other meeting participants, creates the bookmarks for meeting volunteers, and keeps track of all volunteer participation during the year and publicly recognizing volunteers for their effort. Additional volunteers for this committee are always needed. Sherry also mentioned the need for another volunteer to help brainstorm potential recognition awards. Please contact Sherry at indexer@sherrysmithindexing.com for more information about joining the committee.

Archives Committee

The Archives Committee, headed by Elspeth Pope, needs volunteer assistants to help with and institutions to store our material. Elspeth contacted the University of Washington Special Collections, Archives Division to determine whether they would be interested in incorporating our archives. She has had no reply and so is hoping that some of us may have ideas for institutions to approach for storage of our material. An apprentice is also needed to help with the archives. Please contact Sherry at indexer@sherrysmithindexing.com for more information about helping with archives.

Community Relations and Marketing Committee

Community Relations and Marketing committee headed by Jane Henderson is developing a chapter brochure a draft of which was submitted to September meeting attendees for review. The expectation was that a brochure would be ready, published and available to be displayed at the PNW/ASI booth at the Wordstock book festival in Portland November 10 and 11. Jane has sent this brochure to the printer, so it will be ready in time for Wordstock.

The Honor Roll of Publishers has been temporarily set aside after the first phase, the 2006 online survey, was completed. The second phase will be a bit labor intensive and more people will be needed to pitch in.

We need still someone to take over the database management so we can be more effective in our outreach to publishers, authors, librarians and other indexers. Contact Jane janeh@indexplorations.com or Sherry indexer@sherrysmithindexing.com for more information.

Thanks to Susan Landis-Steward who has agreed to write press releases for us!

Newsletter Committee

The Spring/Winter and Fall issues of the newsletter are now available on the PNW/ASI website http://www.pnwasi.org/. Erica Caridio has volunteered to be the new layout person for the newsletter, replacing Kristin Manke. Thanks to Kristin for her valued help with the newsletter! Cathy Martz asks that we don't forget the ongoing opportunity to exercise our writerly chops: Volunteer writers are always needed to contribute to the newsletter. Contact Cathy catharyn@mac.com if you have that great article idea that won't quit for the newsletter!

Nominations Committee

Mary Harper, Martha Osgood, David Billick and Colleen Dunham made an effort to find candidates for the vacant offices of Secretary and Vice-President/President. They were successful; the election was held via electronic ballot. Election results have

been announced. Congratulations to Ed Rush, our new Vice-President, and Maria Sosnowski, who will serve as Secretary! Scott Smiley continues for a second term as Treasurer, Cheryl moves into the President slot, and Colleen becomes Past President.

Upcoming Meetings

At the board meeting, we decided to try a new meeting format in the spring in Eugene, Oregon. We also have a new meeting site! Our spring 2008 meeting is scheduled on Friday, March 7, from 1-5 p.m. and Saturday, March 8, from 9 a.m.-1 p.m. at Lane Community College. The fall meeting will be held on Saturday, August 23, at Bastyr University in Kenmore, Washington (Seattle area). Watch our Web site at http://www.pnwasi.org/mtgnext.htm for more details as these become available.

Ergonomics

Jane Kirby, Librarian/Resource Center Coordinator for Oregon-OSHA, read our last newsletter and recommended one of their copyright-free publications, "Evaluating Your Computer Workstation" which is posted on their website at

http://www.orosha.org/pdf/pubs/1863.pdf

Click on the publication cover (not the publication number) to open the PDF.

Community Relations/Marketing Committee

by Jane Henderson, Coordinator

New Chapter Brochure
Our new chapter brochure made its debut at Wordstock 2007. The brochure was designed by Simon Black, a Portland graphic artist. Simon worked with Jane Henderson who solicited input from chapter members at the 2007 fall chapter meeting in Vancouver, Washington. Sherry Smith, Cher Paul, and Cheryl Landes worked with Jane to incorporate member input in the final brochure.

Color and black & white versions of the brochure have been professionally printed and folded. Every member who would like to use them in marketing your own business may receive five color brochures free of charge. Additional color brochures may be purchased for $0.50 each; black & white brochures are available for $0.20 each. Those of you who have speaking engagements through the Speakers Bureau may order whatever quantity you need in either color or black & white. Requests should be sent to Jane Henderson at janeh@indexplorations.com or 2939 NE 19th Avenue, Portland, Oregon 97212. A check made payable to PNW/ASI should accompany your order if applicable.

If you like Simon Black's work and want to contact him on your own behalf, go to his Website at www.moterepublic.com,

Wordstock Festival of the Book
For the third year, our chapter hosted a booth at the Wordstock book festival on November 10 and 11, 2007. Marcia Carlson, Erica Caridio, Gayle Davies, Judith Gibbs, Cynthia Landeen, Susan Landis-Steward, Cathy Martz, Margy Olmstead, Sabina Rascol, Scott Smiley, and Maria Sosnowski worked shifts to staff the booth throughout the weekend. Kristine Karnezis helped set up the booth on Friday afternoon, and Marcia Carlson helped break down at the end of the weekend. They traveled from Seattle, Vancouver, Eugene, Milwaukie, and all corners of Portland to participate.

During the weekend, every non-fiction publisher in the hall was contacted at least once and given one of our new brochures and a few candy kisses. People from age five to who knows participated in one of our activities and drew for a prize, either a word or a book. We gave away books on subjects as varied as alternative treatments for endometriosis, etiquette for middle-school-age kids, and designing your dream kitchen. The books were indexed and donated by Nancy Gerth, Jane Henderson, Cynthia Landeen, Cheryl Landes, Susan Landis-Steward, Margy Olmstead, Sherry Smith, and Charlee Trantino. As in past years, we were a destination booth for people who wanted to add another word to their collection.

Why Computers Can't Index

by Cathy Martz

When telling people what we do for a living, many of us have heard, "Oh, I thought computers did that." My response is to rattle off a number of terms that, if indexed verbatim, would make a humorous and confusing index.

Some examples:

Big Board
Fannie Mae (and her siblings Ginnie Mae and Freddie Mac)
GOP
the Pentagon
Rose Bowl
Sunshine State
Twin Cities

We thought it would be fun to hear from our readers. Send us some terms you've come across in your reading, and we'll compile an index of terms that mean something else.

Please send an e-mail to Gayle Davies (davies2065@comcast.net) or Cathy Martz (clmartz@comcast.net). We'll publish the list in an upcoming issue of *Indexers Ink.*

West Plains Gazette Pro Bono Project

by Jane Henderson

If you're getting started in indexing and are in need of practice, feedback on your work, and an actual index you can put on your resume, consider indexing an issue of the West Plains Gazette. The Gazette was published in West Plains, Missouri from 1975 to 1987. Stories were written by residents about family histories, notable events in West Plain history (the dance hall explosion), long-time institutions (the stockyards and sale barn) famous people who grew up around West Plains (baseball players Preacher Roe and Bill Virdon, country western singers Porter Waggoner and Jan Howard). It's a very down-home and, at the same time, very well done publication.

Here's what Margy Olmstead said about her experience: "I encourage indexers, new or seasoned, to contact Jane Henderson about the West Plains Gazette. I really learned a lot and had fun indexing an early 1980s issue and have started another, this time late 1970s that has country star, Porter Waggoner smiling at me from the cover. It is fascinating for me to read about the people,the town history, local blurbs and learn about a part of the country that had/has a sense of community that is striking."

When indexes for the first six issues were delivered to Toney Aid, Harlin House board member and our client contact, he responded: "I was very excited when the indexes of 6 volumes of the Gazette appeared on my desk this morning. The format is exactly what we need. I can•ft imagine the amount of time it takes to do one volume. I have shown it to two of the Museum board members and they are impressed with you and your group•fs work...I plan to make copies of these six and arrange them in a three-ring binder for use at the museum and library temporarily. Your group will be given full credit in those copies. The librarians, of course, are very interested in the index. If we can help in anyway, please let me know."

Please consider contributing some time for a worthy project which will also benefit your new business! Kathy Anderson, Erica Caridio, Gayle Davies, Nancy Gerth, Maria Sosnowski, Margy Olmstead and Jane Henderson have each indexed one or more issues, and others have recently signed up to participate. Fourteen issues remain unassigned. Please consider contributing some time for a worthy project which can also benefit you and your growing business! To be eligible to participate, you will need to submit an application to the Pro Bono Committee. Go to the chapter website (www.pnwasi.org/probono.htm) for information on how to apply. Sherry Smith (indexer@sherrysmithindexing.com) is the contact for the Pro Bono Committee. Jane Henderson is coordinating and reviewing the indexing work on the West Plains Gazettes.

If you have questions about the Gazette or what it's like to index an issue, please feel free to contact me or one of the volunteers who have already completed an issue.

it's the **service** of our **members** that makes our chapter a **rose**-covered cottage

by Charlee Trantino

On September 29, 2008, forty-two members were recognized for their volunteer service to the Pacific Northwest Chapter of the American Society of Indexers. Their contributions ranged from pro bono indexing and writing thank-you notes to planning, coordinating, and staffing meetings. The worth of that service is incalculable—priceless in fact. Why is it that our chapter has such a long history of bounty and generosity? Year after year, meeting after meeting the list of volunteers grows. Perhaps Mahatma Ghandi knew. He said, "fragrance always remains on the hand that gives the rose."

Volunteer Recognition

The PNW ASI chapter works well because its members are workers! Sherry Smith conducted an important segment of the Vancouver Fall Meeting: recognizing all those members who gave voluntary service and contributions during the year. Their names were read aloud and gifts presented. We are grateful for their willingness to give their time, talents, and commitment. Recognized were:

Officers
Colleen Dunham
Cheryl Landes
Mary Harper
Scott Smiley
David Billick

Committee Coordinators
Elspeth Pope
Jane Henderson
Gayle Davies
Cathy Martz
David Billick
Sherry Smith
Cheryl Landes
Cynthia Landeen
Martha Osgood
Sherry Smith

Vancouver 2007 Meeting Volunteers
Joyce Brusin
Karli Clift
Colleen Dunham
Yvonne Fowler
Mary Harper
Jane Henderson
Kristine Karnezis
Kari Kells
Cynthia Landeen,
Cheryl Landes
Margy Olmstead
Martha Osgood
Cher Paul
Gale Rhoades
Sheila Ryan
Scott Smiley
Sherry Smith
Maria Sosnowski
Do Mi Stauber
Charlee Trantino

2007 PNW Volunteers
Kathy Anderson
Andrea Avni.
Joyce Brusin
Erica Caridio
Karli Clift
Sue Dyer
Melody Englund
Fowler, Yvonne
Nancy Gerth
Stephen Hopkins
Pamela Ivey
Kris Karnezis
Kari Kells
Susan Landis-Stewart,
Lee Lawton
Amiee Luzier
Kristin Manke
Beth Nauman-Montana
JD O'Conor
Margy Olmstead
Beth Palmer
Cher Paul
Sabina Rascol
Tami Robinson
Ed Rush
Sheila Ryan
Annanaomi Sams
Maria Sosnowski
Do Mi Stauber
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Thank you to the volunteers who worked on this issue:
Sandy Charles, Karli Clift, Gayle Davies, Colleen Dunham, Jane Henderson, Cheryl Landes, Catharyn Martz, Margy Olmstead, Martha Osgood, Ed Rush, Do Mi Stauber, Charlee Trantino, along with Erica Caridio, our layout person, and Sherry Smith, our advisor.