

# Our Pro Bono Program can help!

American  
Society for  
Indexing



Pacific  
Northwest  
Chapter

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## Does your non- profit organization need an index?



American Society for Indexing  
Pacific Northwest Chapter

## What's an index?

An *index* is a bird's eye view of information. The *American Heritage Dictionary* defines an index as, "Something that serves to guide, point out, or otherwise facilitate reference, especially:

- An alphabetized list of names, places, and subjects treated in a printed work, giving the page or pages on which each item is mentioned.
- A thumb index.
- A table, file, or catalog."



Index	
<b>A</b>	Alphabetical Index 7
<b>B</b>	Back-of-the-book Index 10
<b>C</b>	Computer Database Index 11
<b>D</b>	Desktop Index 12
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*Indexing* is the process of creating an index, and the person who does it is the *indexer*.

There are many types of indexes:

- Cumulative indexes for newsletters, journals, newspapers, and magazines
- Computer database indexes
- Back-of-the-book indexes, most commonly found in nonfiction books
- Online help and Web site indexes
- Keyword and category indexes for art, photographs, and music

## What should be indexed?



Any information in your organization that's hard to find should be indexed. Maybe it's information about

your services, history, or vision. Maybe it's regulatory information and forms. Maybe it's your catalog of products, press releases, and outreach information. Perhaps it's all of these.

## Time is valuable, especially for non-profits.

Being in charge of a non-profit organization isn't easy. You're always on the run. When you're not worrying about from where you'll receive your next round of funding, you're scrambling to find volunteers to help achieve your organization's goals.



## Wouldn't it be nice if...?

You probably have a "wish list" of projects you'd like to finish someday, but never start—either because there aren't enough hours in the day or because the expertise is simply not available.



Chances are good that indexing is one of those projects.

## Now your indexes can become reality!

The Pro Bono Program is an exciting opportunity sponsored by the Pacific Northwest Chapter of the American Society of Indexers (PNW/ASI) that helps non-profit organizations and launches new indexers' careers at the same time.

We match non-profit organizations that need to index books, manuals, or other projects with new indexers who are members of our chapter. These indexers work with the non-profits to write indexes under the wings of mentors, seasoned professionals who provide advice and feedback along the way.

It's truly a win-win situation—the non-profit receives a top-notch index that it would not be able to afford otherwise, and new indexers have polished samples for their portfolios.



Organizations who have worked with our indexers highly praise their work:

*"(Her) indexing skill and her amazing calm in the face of our admitted chaos were exceedingly important qualities in the process of creating this fundraising cookbook for the Relief Nursery...we are deeply grateful to the Pacific Northwest chapter of ASI for creating their Pro Bono Program."*

—Julie Budge, Eugene Relief Nursery

## Interested?

For more information about the PNW/ASI Pro Bono Program, or if you have a project for one of our new indexers, please contact:

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or

Visit our Web site at:  
<http://www.pnwasi.org/probono.htm>

PNW/ASI is a member chapter of the American Society for Indexing:  
<http://www.asindexing.org/>