

Colorado Area Chapter of ASI Fall Conference

Editing Indexes with Maria Coughlin

October 26, 2002, 10:00 am - 3:00 pm

Louisville Public Library, 950 Spruce St., Louisville, CO

After a brief introduction to the theory and practice of indexing, Maria will cover all aspects of editing the index, including tricks and tips for making editing as painless and speedy as possible, and the various ways that indexing software (Macrex, Cindex, and Sky) makes these tricks possible.

Topics covered will include editing large versus small indexes, editing cumulative indexes, editing to fit page limitations, and reworking another indexer's index. There will be opportunities for hands-on editing of sample indexes provided by the presenter and for participants to bring their own indexes for practical editing guidance. Attendees are encouraged to challenge the presenter with questions throughout the day. Attendees are also encouraged to come armed with their own thorny editing conundrums to "stump the presenter" or to share with the other attendees for a group solution.

Maria Coughlin has been indexing for over 20 years. She specializes in medical and scientific indexing, and she has trained more than a dozen indexers who successfully work in all topic areas. Currently she has nine full-time employees at Coughlin Indexing Services, Inc., in Annapolis, Maryland. Maria has served on the Board of Directors of the American Society of Indexers and is currently secretary of the society. She has also been chair of the Washington/Baltimore chapter of ASI, and she regularly presents workshops on indexing, nationally and internationally.

Cost: \$35 for ASI members; \$50 for nonmembers, registration before 10/14/02
\$45 for ASI members; \$60 for nonmembers, registration after 10/14/01 including day of conference.
Box lunch (optional) \$8.00

The Louisville library opens at 10 am. Registration, refreshments, and networking will be from 10 am to 10:30. The workshop will go from about 10:30 am to 3 pm with a break for lunch at about noon.

Directions to Louisville Public Library

The Louisville library is located at 950 Spruce Street in downtown Louisville, one block east of Main Street. Other cross-streets are Pine and Front.

Coming from the south, from I-25:

- Take Hwy 36 (Boulder turnpike) west. Take "Storage Tek" exit which will become 96th Street in open space/west Louisville. Continue straight (north) on 96th Street which will curve and become Front Street in downtown Louisville. At the stop sign at Front and Pine Streets, continue north (past the gas station). The library parking lot will be on your left (west).

Coming from the north, from I-25:

- Exit west at Highway 7 (Baseline Rd). Continue west through Historic Lafayette. Baseline west of 287 becomes Louisville Road. Continue west on Baseline. Turn left (south) on 95th Street in Louisville (one light south of S. Boulder Rd). Turn right (west) onto Pine Street. Turn right (north) on Front Street. Turn left (west) into library parking lot.