

Perspectives on Book Indexing: Best Practices and Business Nuts and Bolts

with Nancy Mulvany and Gale Rhoades

Fall Workshop

October 1, 2005

**South Metro Denver Chamber of Commerce
6840 South University Blvd
Centennial, Colorado**

Nancy Mulvany is perhaps best known as the author of *Indexing Books*, published by The University of Chicago Press, and as a teacher of academically-accredited book indexing courses for fifteen years. Past-president of the American Society of Indexers, she is also the owner of Bayside Indexing Service (www.bayside-indexing.com) and the publisher of i-TORQUE (www.i-torque.us), a periodical for indexers. She currently lives in the San Francisco Bay area with a dog, a cat, and a Nikon CP8800.

Gale Rhoades, in addition to being the North American publisher of the Macrex Indexing Program (www.macrex.com), is a consultant who specializes in making the use of computers more like toasting bread than like rocket science. Since 1991, she has been self-employed, working with individuals, small businesses, and municipalities; her client base now extends far beyond the San Francisco Bay area in which she lives.

Workshop Schedule

- 9:00 Registration and refreshments
- 9:30 Indexer as Author
Nancy Mulvany will describe the revision process for Indexing Books.
- 10:00 *Indexing Books* (2nd edition)
What's new inside, why, and what it means for your work.
- 11:15 Break
- 11:30 Term Selection, The Heart of Indexing
Nancy Mulvany presents her views on this topic of interest to all of us.
- 12:30 Catered lunch
- 1:30 Tips and Tricks: Microsoft Windows and Word for Indexers
Gale Rhoades will cover issues related to Microsoft products encountered by indexers. Learn tips and tricks to save you time and increase profitability. Bring your questions for on-the-spot answers.
- 3:15 Break
- 3:30 The Business of Indexing
Nancy Mulvany will present her strategies for making money (working in The Zone), dealing with difficult clients, contracts, and taking advantage of networking opportunities to grow your indexing business.
- 4:30 Questions and comments

Please plan to join us immediately after the workshop for dinner at a nearby restaurant with Nancy and Gale.

Workshop Costs

Registration received by Sept. 20

\$60.00 ASI members
\$70.00 Nonmembers

Registration received after Sept. 20 (including day of conference)

\$70.00 ASI members
\$80.00 Nonmembers

Registration includes morning and afternoon conference sessions; morning coffee, juice, and pastries; catered lunch; beverages.

Box lunches catered by Bear Rock Cafe. Cost is included in registration.

Questions?

Contact Randy Jorgen
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435-259-4056

Directions

The South Metro Denver Chamber Center is located in the Cherry Knolls Shopping Center on the southeast corner of Arapahoe Road and University Boulevard. It is in the stand-alone building to the south of Safeway. Parking is free.

Lodging

For a map and information about lodging and restaurants in the area, please visit the Chamber website, www.bestchamber.com.