

Creating Web Site Indexes

Instructor: Heather Hedden

Workshop Outline

Lesson 1: Introduction to web site indexes

Types of web site indexes and an analysis of sample indexes, their structure, and their source code. We will also consider the types of links needed and the methods to indent subentries.

- Chapter 1: Web Site A-Z Indexes Defined
- Chapter 2: Index Structure
- Chapter 3: Types of Web Site Indexes and Examples
- Chapter 4: HTML Codes for Index Links
- Chapter 5: HTML Codes for Subentry Indenting
- Chapter 6: Indexing Process

Lesson 2: Indexing tools and practice using XRefHT

An brief overview of the various software tools to help create web site indexes, and specific practice with the freeware tool XRefHT.

- Chapter 1: Introduction to Tools
- Chapter 2: Using an HTML Editor
- Chapter 3: HTML/Prep
- Chapter 4: Online Help Authoring Tools
- Chapter 5: XRefHT - Extracting Web Page Data
- Chapter 6: XRefHT - Adding Anchors
- Chapter 7: XRefHT - Editing the Index
- Chapter 8: XRefHT - Generating the Web Index

Lesson 3: Indexing practice: HTML Indexer

Instruction and practice using the demo of the commercial tool HTML Indexer.

- Chapter 1: Adding Files to a Project
- Chapter 2: Viewing Pages and Indexing
- Chapter 3: Editing Entries and Creating Anchors
- Chapter 4: Cross-references and External URLs
- Chapter 5: Project Style Settings

Lesson 4: Indexing style and format

How to word the index entries, when to create subentries, and how to change an index's format and style.

- Chapter 1: Index Format
- Chapter 2: Index Entry Indenting
- Chapter 3: Subentries for Multiple Locators
- Chapter 4: Wording of Index Entries

Workshop Basics

Lessons

Weekly lesson texts are comprised of a set of five or six web pages, one for each chapter of the lesson. Each lesson has some external links, and some lessons have associated graphics of screenshots. It is not necessary to go through an entire lesson at one sitting, but each chapter/web page is designed to be read at one sitting. The lessons and chapters vary somewhat in length, depending on the topic.

Exercises/Assignments

Each lesson has exercises or assignments, often at the end of a relevant chapter, rather than at the end of an entire lesson. Although you are not required to submit the assignments, you are encouraged to submit them, as e-mail attachments to the instructor, if you would like feedback. Questions to the instructor are welcome at any time.

Discussion Group

A discussion group is part of this workshop. Students are encouraged to post lesson comments and questions to the Discussion List first before e-mailing the instructor directly, because other students might have similar issues.

Software

No special software needs to be purchased to complete the workshop. Rather, you will download a demo version of one program and free software for another. The Windows operating system is preferred, as there is no Macintosh version for one of these programs. You will also need a web browser, e-mail, and Notepad or other text editor. If you wish to proceed with purchasing the indexing software tool of HTML Indexer, the vendor of this package is offering a 15% discount to students in this workshop. The vendor will be provided with the student names (but without contact information) at the start of the workshop.

Tests and Readings

No textbook or outside readings are required, but a list of suggested books is provided, and lessons will have links to external articles.

Texts and Readings

No textbook is required, but several are recommended:

Hedden, Heather. *Indexing Specialties: Web Sites*. Medford, New Jersey: Information Today Inc., 2007. ISBN 978-1-57387-302-4. 165 pages. \$40.00, \$32.00 for ASI members through Information Today. <http://www.infotoday.com/books/books/IndexSpecWebSites.shtml>.

It is also \$26.80 through Amazon.com, or \$28 members price online through Barnes & Noble

Brown, Glenda, and Jonathan Jerney. *Website Indexing: Enhancing Access to Information within Websites*, 2nd edition. Blackwood, South Australia: Auslib Press, 2004. 148 pages. US\$20.00 <http://www.webindexing.biz/WebsiteIndexing2Ed.htm>

It is currently available only in electronic form as a PDF. Registered students can purchase the book at a 15% discount off the regular price for \$17.00. Go to PayPal and request to have the money sent to the account of jonjerney@optusnet.com.au. If you do not have a PayPal account, you may order the PDF book without a discount through Lulu.com at <http://www.lulu.com/content/225548>

Lamb, James. *Website Indexes: Visitors to Content in Two Clicks*. Ardleigh, Essex, England: Jalamb.com Ltd., 2006. ISBN: 978-1-4116-7937-5. 144 pages. US\$34.99

It is available as a printed book through Lulu.com at: <http://www.lulu.com/content/300848>

Registered students can purchase the book at a discount for \$22.00, but this would be a PDF version only. Ordering instructions will be provided.

Other suggested readings

The following readings are documents on the Web. Links will be provided within the lessons:

“Web Site Indexing,” presentation by Marilyn Rowland, including how to structure the index with definition lists.

“Software for HTML indexing: a comparative review” (PDF) by Heather Hedden, in *The Indexer*, Volume 25 Number 1 (April 2006)

“Web Index Preparation with HTML/Prep” from the web site of its developer Leverage Technologies.

“Tools of the Trade: Choosing Help Authoring Tools: What Are Your Choices?” by Char James-Tanny in *Broadside, the Newsletter of the Boston Chapter of the Society for Technical Communication*, November/December 2002.

Char James-Tanny's HTML Help Workshop Tutorial (link to download a zipped 61-page PDF document)

“Using FAR to Index HTML Help Projects” by Kelly Holcomb (6-page PDF file)

HTML Indexer Tips and Techniques

Indexing Technical Documents: An Interview with Lori Lathrop

Indexing and Abstracting: Introductory Lecture, University of Southern Florida, School of Library and Information Science

“Term Selection: Putting Humpty Dumpty Together at Last,” by Sylvia Coates