

Ten things you need to know ...

Each is a 1/2 day-course

... about Indexing

This short course answers the 10 most common queries a writer asked to do an index might ask.

- What are the characteristics of a good index?
- Who should do the index?
- Is there any preparation needed before doing an index?
- What are the parts of an index?
- How do I choose topics to index?
- How do I choose topics not to index?
- How do I enter index tags?
- How do I edit an index?
- How do I test an index?
- Is indexing for online documents different?

... about Editing

This short course answers the 10 most common questions a new editor, or someone involved in peer review, might ask.

- What is the editing process?
- How many types of editing are there?
- How do I stay best friends with the writers?
- How long does editing take?
- What is substantive editing?
- Why do I need a Style Guide?
- What is copy-editing?
- What is proofreading?
- What are the best editing tips?
- Is editing for online documents different?

There will be interactive sessions throughout the course, based on real examples. This enables you to immediately put into context the concepts covered in the course. With the course you get a manual that you can later use as a reference.