

Improving Indexing Workflows

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Lucie Haskins
luciehaskins@gmail.com
<http://www.luciehaskins.com>

What does “vetting” mean
to you?

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} Principle*

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PROFIT Principle* Indexing Workflow

- 1.0 Vet Package
- 2.0 Read/Mark Page Proofs
- 3.0 Input Entries
- 4.0 Edit Index
- 5.0 Deliver/Package Index
- 6.0 File Project Material

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Lucie's indexing workflow*

1. Create CINDEK file based on client specifications.
2. Familiarize myself with the text.
3. Enter placeholder terms into CINDEK.
4. Index one chapter at a time:
 - Macro (high) level
 - Micro (detailed) level
5. Repeat step 4 for each additional chapter.
6. Edit as I index.
7. Final edit.

*current

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What is your current indexing process?

Were there processes that you used in the past ... but no longer use?

Why did you switch?

What is your number tip about improving indexing workflow?

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