Creating Web A-Z Indexes

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Overview

- Background to Site Indexes
  - Navigation and Searching
  - Definition, types and structure of an index
  - Web site index examples
  - Advantages of A-Z indexes
  - Sites best suited for indexes
- Creating Site Indexes
  - HTML coding for subentry indenting
  - Indexing techniques
  - Choosing what to index, wording entries, cross-references
  - Handling multiple topic instances (multiple locators)
- Indexing tools
- Resources

Navigation and Searching

- Navigation
  - Find your way around
  - Menus, site map, table of contents
- Searching
  - Find specific information
  - Search engine, A-Z index

What is an Index?

- “A systematic arrangement of entries designed to enable users to locate information in a document.”--*British indexing standard (BS3700:1988)*
- Alphabetical (A-Z)
- Second-level terms (subentries)
- Variant terms (multiple entry points)
- Cross-references

A

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M

Types of Web Indexes

- Back-of-the-book style with hyperlinked entries
  - This presentation's focus
- Database index with index-term as a field
- HTML metadata keyword indexing in combination with search engine

Types of Web Sites or Content for Indexes

- Web sites, intranets, or sub-sites
- Online articles, periodicals
- Online courses
- HTML document management

Structure of HTML A-Z Indexes

- Hyperlinked main entries and subentries
- Hyperlinked cross-references
- Hyperlinked navigational letters
- Single page, or a page per letter
- Icons or notes for non-HTML or restricted documents

Web Site Index Examples

- Public library
- Membership organization
- Periodicals
- Online help

Site Alphabetical Index

A B C D E F G H I J L M N O P R S T U V W Y

A

address of the library
art exhibits
- current exhibit
- past exhibits

author events

B

blog for readers' reviews
Board of Trustees
book club kits
book discussion forum
book donations policy
book groups
book groups for teens
book lists
- children
- teens

books on tape
borrowing policies
borrowing policies, for nonresidents
borrowing records
bulletin board postings
business databases

C

A–Z Index (* denotes members-area pages)

Life Sciences Thesaurus
Linzer, Naomi
- History/Archaeology Special Interest Group
- Professional Development Committee

listserver lists
- discussion groups
- tile.net search engine

Literature about Search Services
LitQuotes (literary quotations)
Locator Committee
*logos (ASI)
Louisiana, ASI chapter serving (South Central Chapter)
Lycos

M

MacIndexers (discussion group)
Macrex (discussion group)
Macrex (indexing software)
Magellan (search engine)
mailing lists
- *ASI members
- discussion groups
- tile.net search engine

Maislin, Seth
- international representative
- Vice President & President Elect

A to Z INDEX

The following index includes all reports available on **ConsumerReports.org.** Reports listed with a month and year indicate either the *Consumer Reports* magazine publication date or when the content was posted and/or last updated on our site. A * indicates a product that is part of our continual-testing program. Use "Ctrl F" to search for a specific word in the index. Don't see a particular product report listed here? Our Index of previous reports lists articles that are no longer available on our site. You'll also find information on how to obtain copies of these articles via fax or mail.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Abdominal exercises 3/02
Abdominal fat and disease risk 8/03
Abortion (FREE) 2/05
AC power supplies 1/05
Accidents, automobile (FREE) 2/03
Accounting reform laws (FREE) 3/03
Adhesive bandages (Ratings) 8/02
Adjustable rate mortgages (FREE) 10/03
Advertising
- drug, federal regulation of (FREE) 2/03
- misleading (FREE) 2/02

Agents
- insurance, fraudulent deals from (FREE) 8/04
- travel 6/03
  - airfare and (FREE) 7/01

Air cleaners (Ratings) 10/03
Air conditioners
- central 7/03
- room (buying advice and Ratings) *

Air mattresses (Ratings) 11/04
Air pollution, indoor (FREE) 2/02
Air travel

Automobiles continued
- Federal rollover ratings (FREE) 4/04
- fifty-year auto retrospective (FREE) 4/03
- First Look: Ford Escape Hybrid 2/05
- Ford Escape Hybrid: First Look 2/05
- fuel economy (FREE) 8/04
  - cargo capacity and 10/04
  - corporate average fuel economy (CAFÉ) standards 5/04
  - vs. performance 8/04
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- fuel-efficient 7/03
- fuel-saving tips 7/04
- fuels
  - alternative 10/04
  - emergency 3/04
- gas-saving tips 7/04
- gasoline, premium 9/04
- gasoline substitutes, emergency 3/04
- headlights, HID (FREE) 4/03
- HID headlights (FREE) 4/03
- hoses and belts, inspecting (FREE) 3/04
- IIHS crash testing (FREE) 4/03
- incentives & dealer discounts 4/04

NSW Public Health Bulletin Subject Index

Note: Articles prior to 2000 can be accessed via PDF versions of the online Public Health Bulletin. Links to these are shown in khaki. Articles from 2 onward are stored separately as HTML files. Links to these are shown in dark red. Within each subject articles are shown in descending order by date

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Go to top of page

A

Aboriginal people

NSW Health Aboriginal Health Impact Statement: references and resources about Aboriginal people and Aboriginal Health Volume 14 Number 7 (July 2 page 147-148

Innovative sexual health medication order system for the Far West Area Health Service Volume 14 Number 6 (Jun 2003) page 113-116

NSW Aboriginal Vascular Health Program Volume 13 Number 7 (Jul 2002) page 152-154

Mid North Coast Aboriginal injury surveillance project Volume 13 Number 4 (Apr 2002) page 81-82

Aboriginal Men's Health Implementation Plan Volume 12 Number 12 (Dec 2001) page 318-321

Improving the identification of Aboriginal and Torres Strait Islander peoples in health–related information collection systems in NSW Volume 11 Number (Dec 2000) page 204-206

Indigenous status a key issue for health services Volume 11 Number 12 (Dec 2000) page 203- 204

Quality of reporting of Aboriginality to the NSW Midwives Data Collection Volume 11 Number 12 (Dec 2000) page 206-210

Link

Contact Us

A B C D E F G H I J K L M N
O P Q R S T U V W-Z ALL

Related Links

- Learning Center
- eBay University
- Security Center
- Contacting Customer Support
- Community Answer Center

About Me Pages: Creating
About Me Pages: Guidelines (Policy)
About Me Pages: Linking to (Policy)
About Me Pages: Special HTML Tags
Abuse of Final Value Fee Credit
Abuse of the Feedback System
Academic Software (Policy)
Accepted Payments (Policy)
Account Balance: Rounding
Account: Closing Your eBay Account
Account Guard and eBay Toolbar
Account Status: Viewing
Account Theft: Overview
Account Theft: Protecting Your Account
Account Theft: Reporting Account Theft and Securing Your Account
Account: Setting up for Selling
Accounts: Combining Two User IDs
Acronyms: Used in eBay Listings
Active Listings: Viewing Using Selling Manager
Ad Format (known as Classified Ads) for Buyers
Ad Format (known as Classified Ads) for Sellers
Adding a Photo to Your Listing
Adding to Your Item Description
Adult Materials (Policy)
Adult Materials: Finding
Advertising: Real Estate Listing
Affiliate Program
Age Requirements for eBay (Policy)
Airbag Sales: Restrictions (Policy)
Airline Industry Items (Policy)
Airline Uniforms (Policy)
Alcohol (Policy)
Alerts: Instant Messaging
Alerts: Setting Using eBay Toolbar
Alerts: Text Messaging
Alerts: Using My Messages in My eBay
Alerts: Using Selling Manager Pro

Transferring data from srx.main.ebayrtm.com

Advantages of A-Z Indexes

- Compared to search engines
  - Index, Search Engine Combined
- Compared to taxonomies, site maps

Advantages over Search Engines

- Indexed to substantive information
- Browsable pick-list precludes typos, singular/plural, variant term issues
- Points to specific information at anchors within pages

Index, search engine combined

- On large, changing sites, where index is not so specific
- With meta tag keywords from controlled list/thesaurus

Advantages over Site Maps, Taxonomies

- Index has multiple variant entries.
- Site maps and taxonomies are structured only one way.
- Index can be any length; scrolling is not a problem.

Ideally have both: like a book's table of contents and index

Sites Best Suited for Indexes

- Not a high level of change
- Repeat users
- Small-medium number of pages, documents (10s – 100s)
- Specifically: institutions, membership organizations, intranets, information-oriented sites or sub-sites

Content Best Suited for Indexes

- Content not easily categorized into a taxonomy (e.g. policies, instructions)
- Content that is varied or broad (e.g. a general site or intranet)
- A combination of topics and names
- Content for varied users

Creating Site Indexes

- HTML coding for subentry indenting
- Indexing techniques
  - Choosing what to index
  - Wording of entries
  - Cross references
- Indexing tools
  - XRefHT
  - HTML Indexer

HTML Coding for Subentry Indenting

There are no tabs HTML.

Indents (blockquote) result in extra blank line. Instead, use one of four methods:

- Nonbreaking spaces:
- Definition lists: <dl>, <dt>, <dd>
- Unordered (bulleted) lists: <ul>,
- Style sheets:

Nonbreaking Spaces

E

e-books
e-mail address
encyclopedias online
endowment
entertainers for children
events
- calendar
- special events

exhibits of art
- current exhibit
- past exhibits

Return to top

F

fax number
fines
forum for readers' reviews
Friends of Gleason Public Library
Friends of Gleason Public Library, book group
funding for the libary

Nonbreaking Spaces

```
    <h3><a NAME="E">E</a></h3>
    <p><a HREF="index.php?ac=help_databases.htm#ebooks">e-books</a><br>
        <a HREF="index.php?ac=index.htm">e-mail address</a><br>
        <a HREF="index.php?ac=help_databases.htm#encyclopedias">encyclopedias online</a><br>
        <a HREF="index.php?ac=trustees-endowment.htm">endowment</a><br>
        <a HREF="index.php?ac=special_programs.htm">entertainers for children</a><br>
  events<br>
     <a HREF="index.php?ac=calendar.htm">calendar</a><br>
     <a HREF="index.php?ac=special_events.htm">special events </a><br>
  exhibits of art<br>
     <a HREF="index.php?ac=art.htm">current exhibit</a><br>
     <a HREF="index.php?ac=art_past.htm">past exhibits</a><br>

    </p>
    <p align="right"><a href="#top">Return to top</a> </p>
    <h3><a NAME="F">F</a></h3>
    <p><a HREF="index.php?ac=index.htm">fax number</a><br>
        <a HREF="index.php?ac=circulation_policies.htm#fines">fines</a><br>
        <a HREF="index.php?ac=help_readers_reviews.htm">forum for readers' reviews</a><br>
        <a HREF="index.php?ac=friends.htm">Friends of Gleason Public Library</a><br>
        <a HREF="index.php?ac=book_groups.htm#fogpl">Friends of Gleason Public Library, book g
        <a HREF="index.php?ac=trustees-endowment.htm">funding for the libary</a><br>
    </p>
```

Definition Lists

I

Index-L
IndexCheck
Indexer (for Interleaf)
The Indexer
Indexing and Abstracting Society of Canada (IASC)
"Indexing Art and Art History Materials" (Rowland and Brenner)
indexing process
    "The Cognitive Half of Indexing" (Maislin)
    "Indexing Art and Art History Materials" (Rowland and Brenner)
    "Making the Indexing Process More Productive" (Blum and Rowland)
indexing rates
"Marketing Your Indexing Services" (Holbert)
indexing software
    dedicated indexing programs
    utilities and add-ons
IXgen

Definition Lists

```
<p><br>
  <a NAME="i"></a><b><font face="Arial,Helvetica"><font color="#009900"><font size=+2>I-
<dt> <a href="discgrps.htm#indexl">Index-L</a></dt>
<dt> <a href="tools.htm#indexcheck">IndexCheck</a></dt>
<dt> <a href="tools.htm#indexer">Indexer (for Interleaf)</a></dt>
<dt> <i><a href="books.htm#indexer">The Indexer</a></i></dt>
<dt> <a href="index.htm#iasc">Indexing and Abstracting Society of Canada
  (IASC)</a></dt>
<dt> <a href="art.htm">"Indexing Art and Art History Materials" (Rowland
  and Brenner)</a></dt>
<dt> indexing process</dt>
<dd> <a href="seth.htm">"The Cognitive Half of Indexing" (Maislin)</a></dd>
<dd> <a href="art.htm">"Indexing Art and Art History Materials" (Rowland
  and Brenner)</a></dd>
<dd> <a href="blumrow.htm">"Making the Indexing Process More Productive"
  (Blum and Rowland)</a></dd>
<dt> indexing rates</dt>
<dt> <a href="susanh.htm">"Marketing Your Indexing Services" (Holbert)</a></dt>
<dt> <a NAME="indexingsoftware"></a><a href="tools.htm">indexing software</a></dt>
<dd> <a href="tools.htm#dedicated">dedicated indexing programs</a></dd>
<dd> <a href="tools.htm#utilities">utilities and add-ons</a></dd>
<dt> <a href="tools.htm#ixgen">IXgen</a></dt>
<p><br>
```

Unordered Lists

B

- bibliography
- blindness, web accessibility tips
- BMC Software Inc.
- board of directors
- Boston-IA
  - board of directors
  - contacts
  - history
- braille devices (links to vendors)

Unordered Lists

```
<h2><a name="b" id="b"></a>B</h2>

<ul>
<li><a href="resources/bibliography.html#skipnav">bibliography</a></li>

<li><a href="news/article_8.html#skipnav">blindness, web accessibility tips</a></li>

<li><a href="institutions/bmc.html#skipnav">BMC Software Inc.</a></li>

<li><a href="profiles.html#board">board of directors</a></li>

<li>Boston-IA

<ul>
<li><a href="profiles.html#board">board of directors</a></li>

<li><a href="secure/contact.html#skipnav">contacts</a></li>

<li><a href="news/article_5.html#skipnav">history</a></li>
</ul></li>

<li><a href="resources/devices.html#braille">braille devices (links to vendors)</a></li>
</ul>
```

Styles and Classes

TheMa (thesaurus manager)
thesauri
- building
- management software
- online
- standards

```
<P CLASS="index01"><A HREF="thessoft.shtml#topic" TARGET="_top">TheMa (thesaurus manager)</A></P>
<P CLASS="index01">thesauri</P>
  <P CLASS="index02"><A HREF="thesbuild.shtml" TARGET="_top">building</A></P>
  <P CLASS="index02"><A HREF="thessoft.shtml" TARGET="_top">management software</A></P>
  <P CLASS="index02"><A HREF="thesonet.shtml" TARGET="_top">online</A></P>
  <P CLASS="index02"><A HREF="bibliog.shtml#nisoA" TARGET="_top">standards</A></P>
```

Method for Subentry Indenting

Depends upon:

- What your indexing software supports
- What you are comfortable with
- What the webmaster/site owner wants

Indexing Technique

- Look at each page, each heading
- Decide what concepts are worth indexing
- Add named anchors as needed
- Decide what to call the concept to be indexed/how to label it
- Break complex concepts into main entries and subentries
- Add all variations of what to call it
- Edit

Indexing Technique - specifics

- **Web Indexing Approach** - more like periodical article indexing than book indexing
- Get an overview of the entire site (via navigation and site map).
- Understand the audience.
- Index pages in display order (Sequence does not matter)
- Find the existing anchors to which to link
- Create additional anchors.
- Switch screens to view web pages (Do not print pages)

Choosing What to Index: Pages

Pages to exclude

- Home page – except for specific information found only on this page
- Site map and site index pages
- Navigation pages – unless it provides a lengthy list of resources, or other information.
- Dynamically generated pages
- Frames for headers or margins of pages

Pages to include:

- Function pages: forms, database queries, etc.
- PDF and other non-HTML pages

Wording of Main Entries

- **Term length:** Succinct terms are easier to scan
- **Term clarity and context:** Terms should be clear, because they are somewhat out of context
- **First word of term:** Terms should have a prominent word, which is likely to be looked up, at the beginning.
- **Term grammar:** Main entries should be nouns (or noun phrases) or verbal nouns (also called gerunds), those ending in “ing.” Terms may start with an adjective, as long as it is an adjective likely to be looked up.

Wording of Subentries

- Subentries are refinements or narrower aspects of a main entry.
- Only some of the main entries within an index have subentries.
- Subentries must have a relationship with the main entry.
- They can take on most any grammatical form: nouns, verbal nouns, adjectives, or prepositional phrases.
- It is important that the relationship between the main entry and the subentry is clear to the user.

Variant Terms / “double posting”

Advantage of an index over a table of contents, site map, or directory

All variant terms for the same concept/link have equal standing in the index, and no cross-reference is used between them.

- Synonyms: lawyers and attorneys
- Acronyms: DVDs and digital versatile disks
- Phrase inversion: legal cases and cases, legal
- Main entry/subentry exchanges (“flips”):
  board of directors elections
  elections board of directors

Cross-references

- *See* references
  Indicate preferred name of a term, if significant. (Otherwise double-post.)
  Personnel Dept. *See* Human Resources
- *See also* references
  Indicate related terms
  Officers. See also Board of Directors
- If no subentries, link directly to content
- If there are subentries, link to the term within the index

Handling Multiple Topic Instances

Cannot have multiple links. Options include:

- Reword the entries to be more specific.
- Add a subentry (or sub-subentry) to one or both instances.
- Use parenthetical qualifiers or dates.
- Remove a duplicate entry if only introductory information is presented.
- With database, can generate an intermediate page with multiple links.

Handling Multiple Topic Instances

Parenthetical qualifiers: BBC

Armenia (Country Profile)
Arsenal
- Arsenal (BBC London)
- Arsenal (BBC Sport)

Art
- Art homepage
- Art (Ages 11-16)
- Art (Ages 4-11)
- Art (BBC Learning)
- Art (Blast)
- Art (CBBC)
- Art (collective)

Art Crime

Handling Multiple Topic Instances

Use of Dates:

Consumer Reports

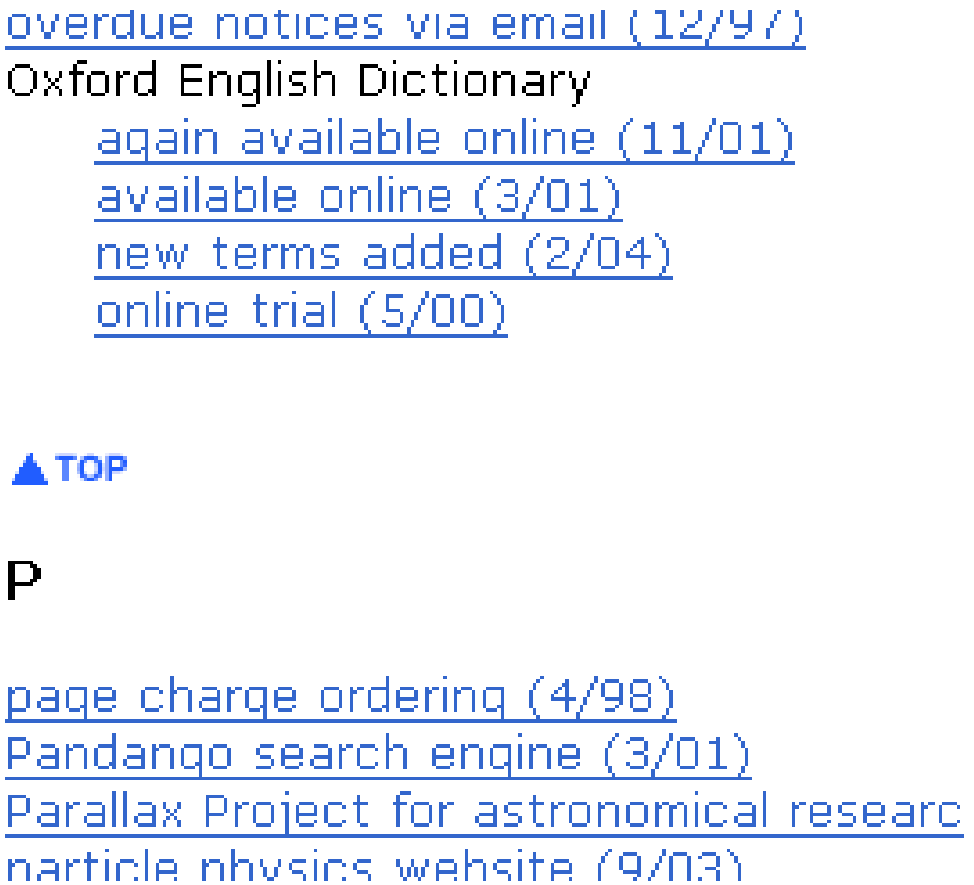
satellite-navigation systems, portable 6/04
satellite-navigation systems, portable (Ratings) 6/03
tires
- all-season tires (Ratings) 11/02
- all-season tires (Ratings) 11/01
- all-season tires (Ratings) (FREE) 11/00
- all-season touring-performance tires (Ratings) 11/02
- expiration dates (FREE) 1/04
- high-performance tires (Ratings) 11/03
- plus-size 1/04
- SUV tires (Ratings) 11/04
- SUV tires (Ratings) (FREE) 11/00
- SUV tires update (Ratings) 8/00
- tire-pressure gauges 5/02

Handling Multiple Topic Instances

Abbott, Mrs. Helen Probst
    city manager movement and-1920s, 23(3):22 (Jul 1961); 32(2):3 (Apr 1970)
    club membership, 10(2&3):22 (Jul 1948); 31(1):23 (Jan 1969)
    as suffragist, 10(2&3):20, 21, 22 (Jul 1948)
ABC. *See* Action for a Better Community
Abendpost (newspaper)
    merger, 20(1):21 (Jan 1958)
    World War I and, 5(4):14 (Oct 1943)
Abendpost und Beobachter (newspaper)
    merger, 20(1):21 (Jan 1958)
Ability grouping
    in city schools, 31(2):16 (Apr 1969)
ABL (American Basketball League), 58(1):4 (Win 1996)
Abolitionist movement, 10(2&3):10-11 (Jul 1948); 15(3):1-16 (Jul 1953); 24(3):15-16 (Jul 1962); 46(1&2):3-5, 11-25 *with illus* (Jan & Apr 1984)
    abolitionists. *See* Abolitionists
    anti-slavery vigilance committee, Anthony Burns case and, 37(4):13-15 (Oct 1975)

Handling Multiple Topic Instances

What's wrong with the subentries under Oxford English Dictionary?



Single Subentries

- Single subentries are disallowed in book indexing
- In Web indexing, multiple locators are not supported, so single subentries are acceptable:

Main entry – general discussion
    subentry – a specific aspect

indexes
    on web sites

Index Formatting and Style

- Single or multiple page index
- Case of entries
- Subentry levels
- Line spacing
- Font size
- Color use for links
- Bullets
- Explanatory notes
- Navigation letter location, grouping
- Column number
- Return to top links

Index Style Considerations

- Single subentries are permitted, due to the inability to have multiple locators.
- Sites may be smaller than books, so fewer subentries would result in small indexes.
- Longer entries are possible (single column)
- Restricted section of site can be indicated.
- Non-HMTL pages (pdfs, Word documents, etc.) can be indicated.

Editing the Index: checklist

- All terms are either distinct with distinct links or they are deliberate variants with the same links. There should be no slight variations of the same term.
- All subentries have also been made into variant main entries, where the terms are likely to be looked up.
- Unlinked main entries should not have only a single subentry. Convert this to a single main entry.
- Terms start with words that are likely to be looked up.
- Variant terms do not lie within a few lines of each other.
- The list of subentries (along with any sub-subentries) is not longer than one screen view.
- There are no “circular references” where ***See*** cross-references point to each other and there are no links to the actual source text.

Web Indexing Tools

- Add-on tools for automated site map creation and indexing
- HTML help authoring tools
- Book indexing tools & HTML conversion utility
- Dedicated web site indexing tools
- (Database index with thesaurus)

Add-on and Site Map Tools

- Extract and link file names (URLs) to page titles
- Do not support subentries, cross-references, index navigation letters
- “Index” is merely and alphabetical sort of titles
- Indexer must rewrite index entries and manually double-post.

Help Authoring Tools

- RoboHelp, HTML Help, etc.
- Create a margin/frame index
- Index has type-ahead scrolling
- Content needs to be imported
- Used by online help technical writer

Online Help Index

Example of an online help index:

Created in freeware FAR HTML

http://helpware.net/FAR/help/hh_start.htm

Book Indexing Tools

- CINDEX, SKY Index, or Macrex
- HTML/Prep utility
- Converts a tagged ASCII index to create an HTML document
- Used by back-of-the-book indexers

Dedicated Web Indexing Tools

- XRefHT publish.uwo.ca/~craven/freeware.htm
- HTML Indexer www.html-indexer.com

Automates:

- Inserting URL links
- Creating indented subentries
- Alphabetizing entries and subentries
- Creating navigational letters

Includes indexing non-HTML documents

XRefHT Overview

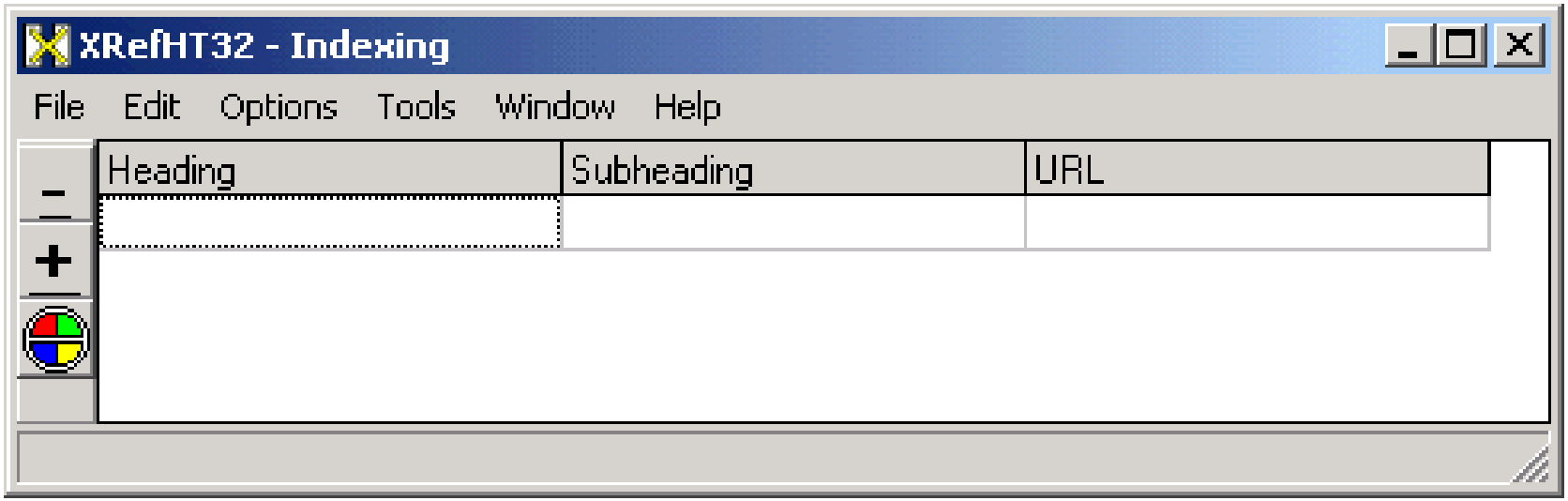
http:// publish.uwo.ca/~craven/freeware.htm

- Freeware for Windows and Java
- Extracts URLs in association with page titles, anchors, headings, etc.
- Can even automatically add anchors
- Weak in term editing features
- Can be used with thesaurus tool

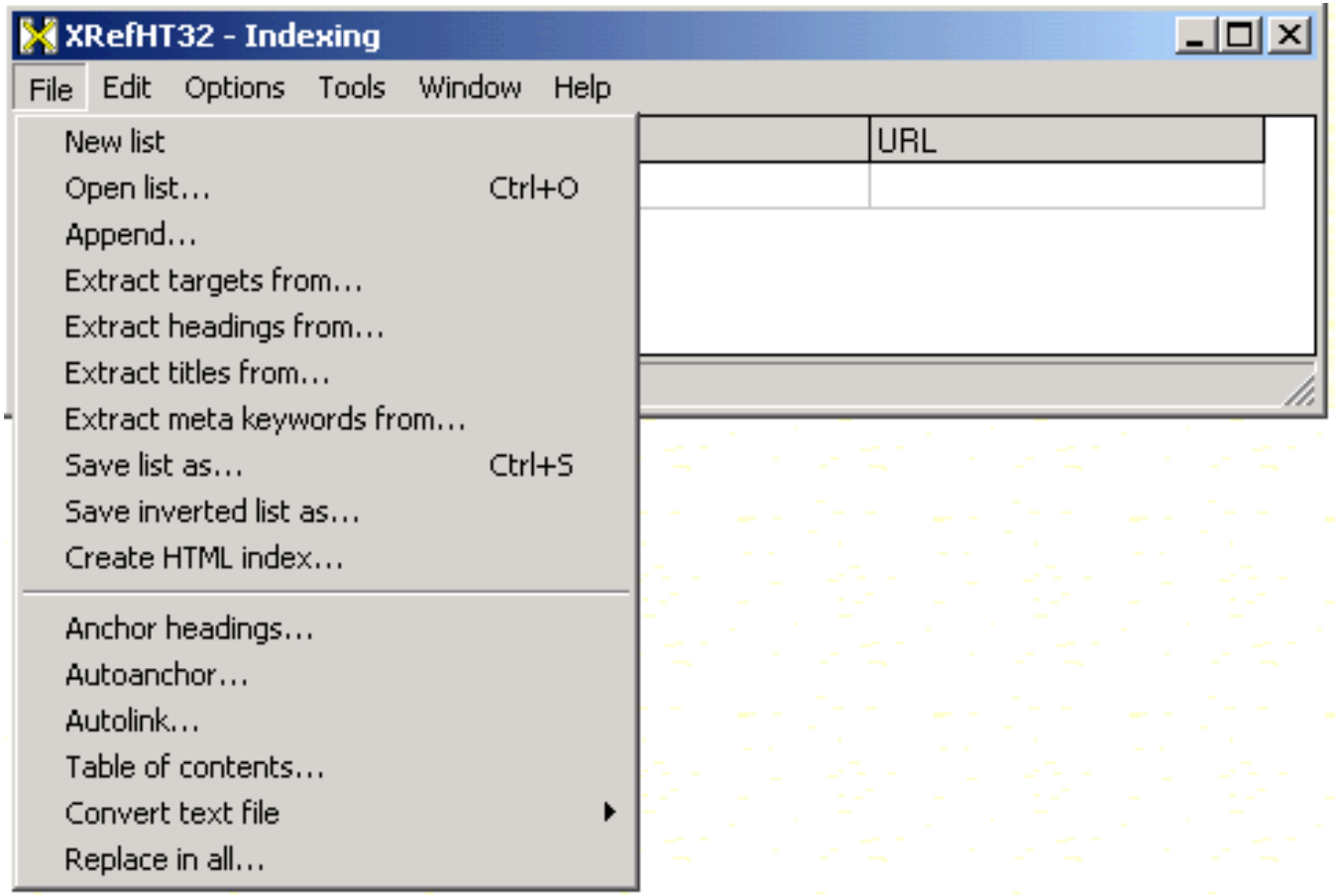
XRefHT Features

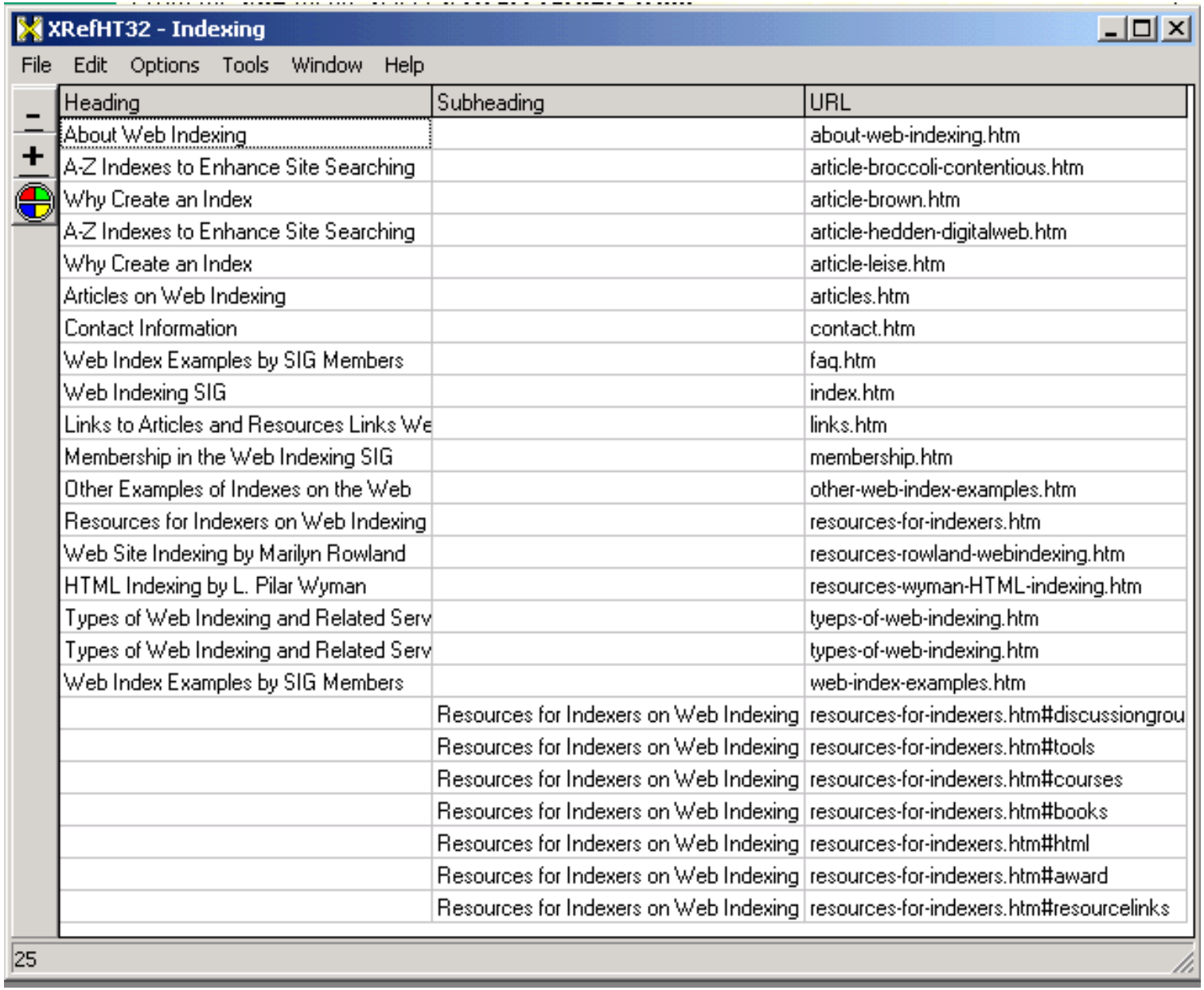
- Extracts page titles and URLs
- Extracts web page named anchors
- Extracts web page headings
- Automatically adds anchors at headings
- Automatically adds anchors at specified words (advise against this)
- Cross-reference anchors created but not the cross-reference link

XRefHT Interface

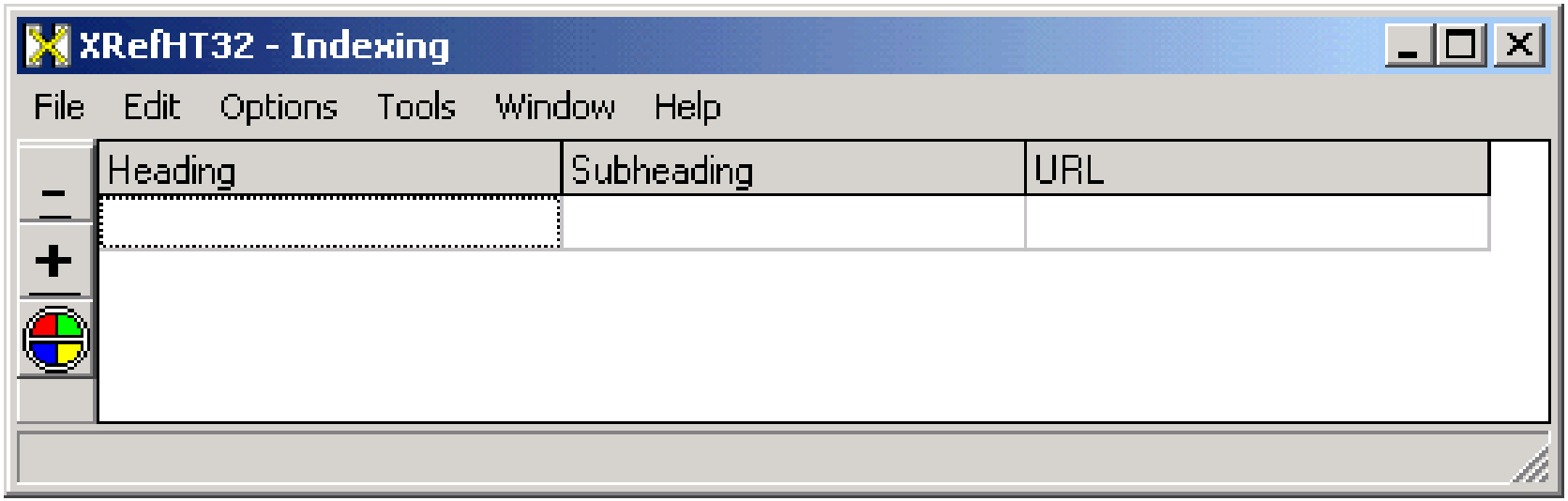


XRefHT File Menu




XRefHT32 - Indexing
File Edit Options Tools Window Help
Heading | Subheading | URL
About Web Indexing | | about-web-indexing.htm
A-Z Indexes to Enhance Site Searching | | article-broccoli-contentious.htm
Why Create an Index | | article-brown.htm
A-Z Indexes to Enhance Site Searching | | article-hedden-digitalweb.htm
Why Create an Index | | article-leise.htm
Articles on Web Indexing | | articles.htm
Contact Information | | contact.htm
Web Index Examples by SIG Members | | faq.htm
Web Indexing SIG | | index.htm
Links to Articles and Resources Links We | | links.htm
Membership in the Web Indexing SIG | | membership.htm
Other Examples of Indexes on the Web | | other-web-index-examples.htm
Resources for Indexers on Web Indexing | | resources-for-indexers.htm
Web Site Indexing by Marilyn Rowland | | resources-rowland-webindexing.htm
HTML Indexing by L. Pilar Wyman | | resources-wyman-HTML-indexing.htm
Types of Web Indexing and Related Serv | | tyeps-of-web-indexing.htm
Types of Web Indexing and Related Serv | | types-of-web-indexing.htm
Web Index Examples by SIG Members | | web-index-examples.htm
| Resources for Indexers on Web Indexing | resources-for-indexers.htm#discussiongrou
| Resources for Indexers on Web Indexing | resources-for-indexers.htm#tools
| Resources for Indexers on Web Indexing | resources-for-indexers.htm#courses
| Resources for Indexers on Web Indexing | resources-for-indexers.htm#books
| Resources for Indexers on Web Indexing | resources-for-indexers.htm#html
| Resources for Indexers on Web Indexing | resources-for-indexers.htm#award
| Resources for Indexers on Web Indexing | resources-for-indexers.htm#resourcelinks
25

XRefHT Interface



HTML Indexer Overview

- From Brown Inc. http://www.html-indexer.com
- US $239.95 (15% discount for workshop attendees for US $203.96)
- Free demo has unlimited time, but cannot save
- Does not extract headings or automatically create anchors
- Stronger than XRefHT32 in term editing features
- More formatting and output options

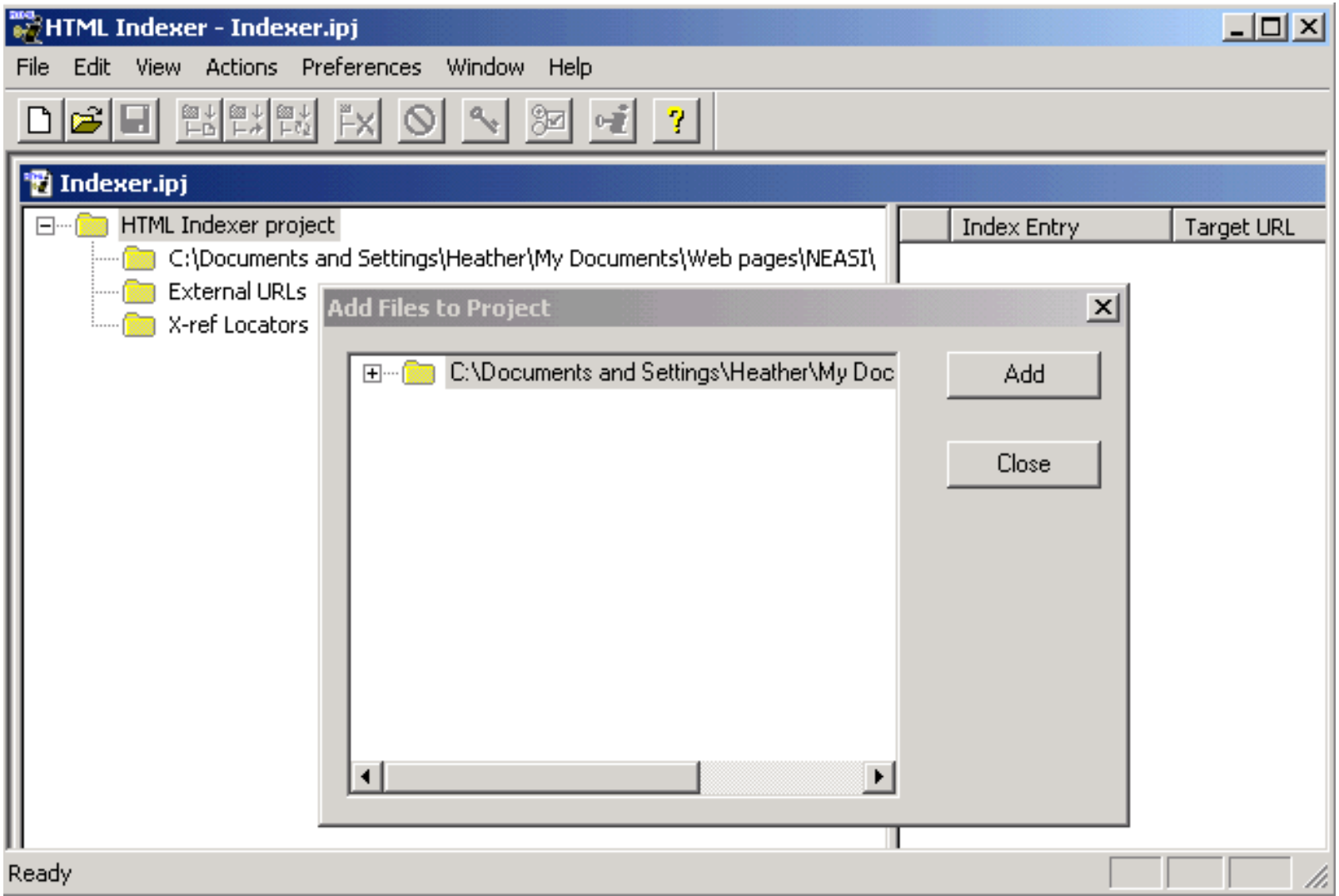
HTML Indexer Features

- Extracts titles and anchors in a single step
- Extracts from all subfolders in a single step
- Creates cross-references automatically
- Opens window of web page to view in designated browser
- Opens window of web page to edit in designated HTML editor
- Automatically updates index when indexed pages are deleted

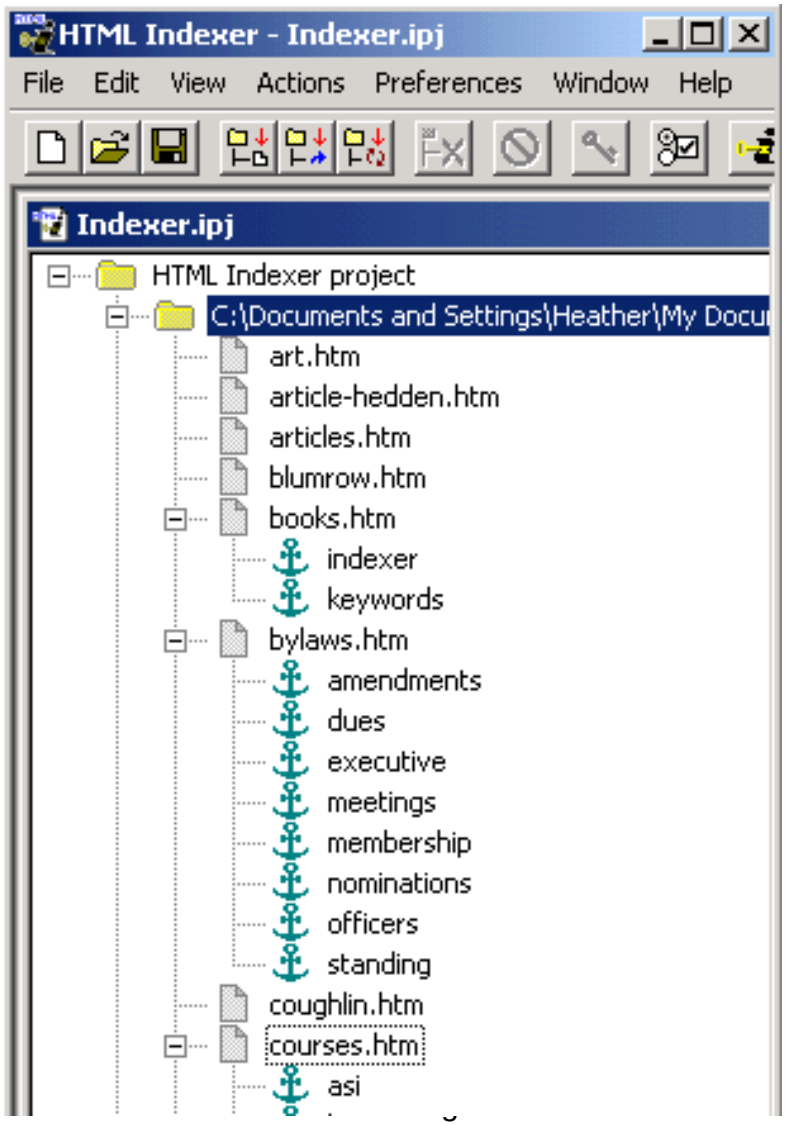
HTML Indexer Output Options

- Indents with repeating spaces or style sheet
- Hanging or indented subentries
- Navigation letter styles and placement (including in a frame)
- Return to top of page links
- Number of columns
- Index on single page or a page for each letter
- Index page title and heading designation

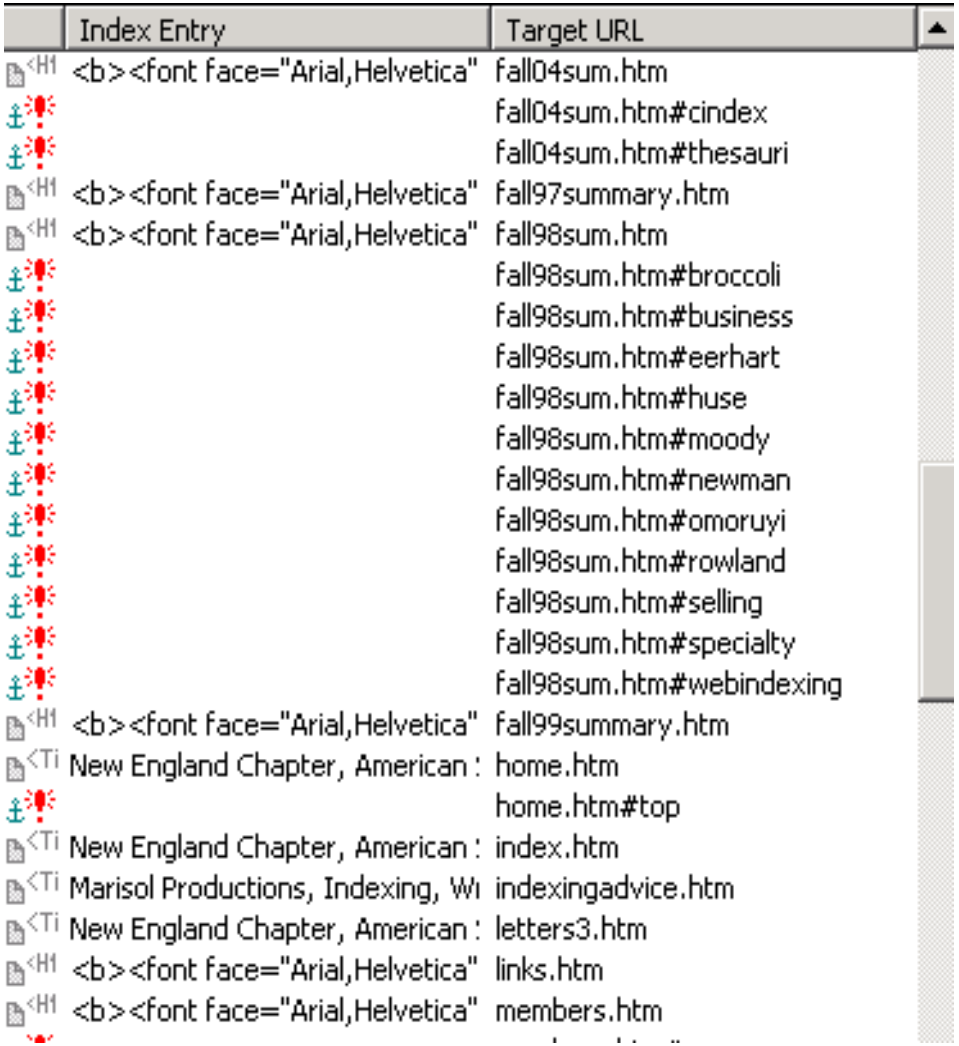
HTML Indexer User Interface: Add files to a project



HTML Indexer: File List

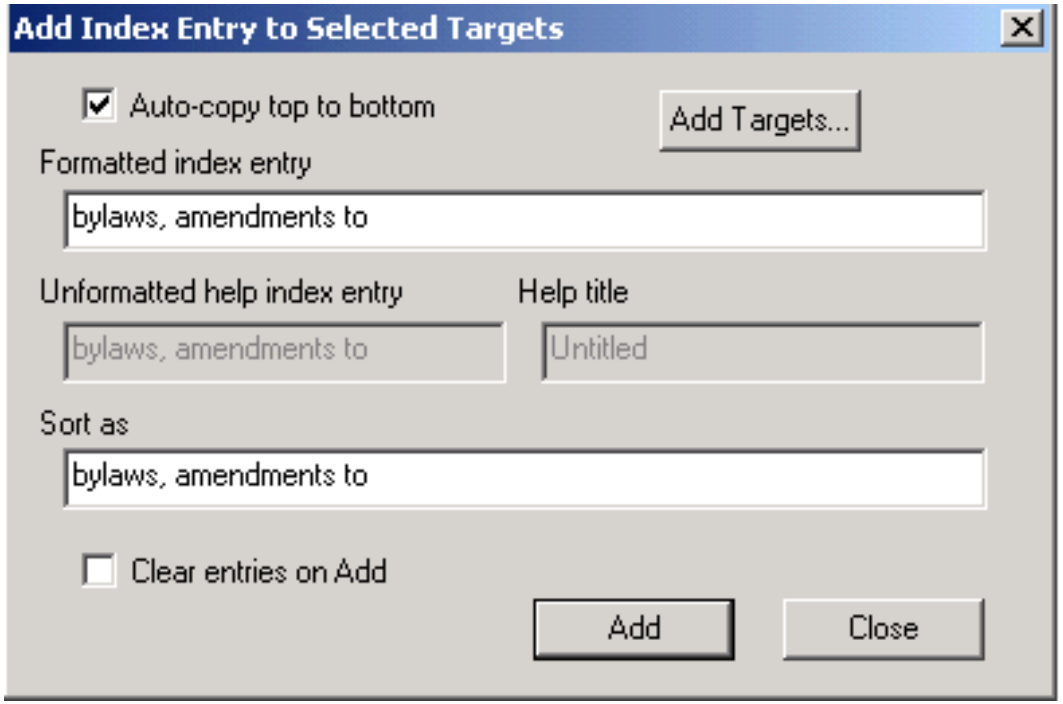


HTML Indexer: User Anchor List

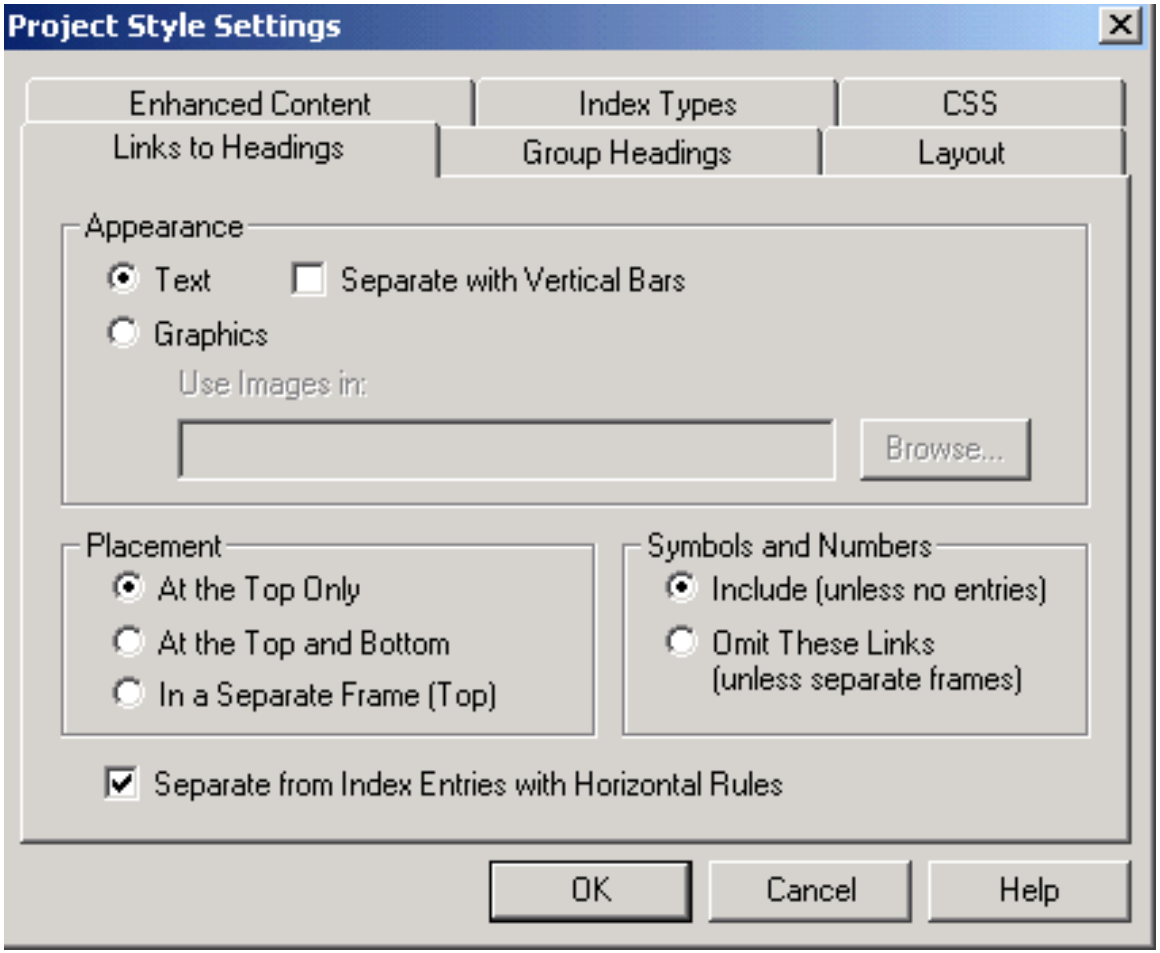


	Index Entry	Target URL
<H1	<b><font face="Arial,Helvetica"	fall04sum.htm
		fall04sum.htm#cindex
		fall04sum.htm#thesauri
<H1	<b><font face="Arial,Helvetica"	fall97summary.htm
<H1	<b><font face="Arial,Helvetica"	fall98sum.htm
		fall98sum.htm#broccoli
		fall98sum.htm#business
		fall98sum.htm#eerhart
		fall98sum.htm#huse
		fall98sum.htm#moody
		fall98sum.htm#newman
		fall98sum.htm#omoruyi
		fall98sum.htm#rowland
		fall98sum.htm#selling
		fall98sum.htm#specialty
		fall98sum.htm#webindexing
<H1	<b><font face="Arial,Helvetica"	fall99summary.htm
<Ti	New England Chapter, American :	home.htm
		home.htm#top
<Ti	New England Chapter, American :	index.htm
<Ti	Marisol Productions, Indexing, Wı	indexingadvice.htm
<Ti	New England Chapter, American :	letters3.htm
<H1	<b><font face="Arial,Helvetica"	links.htm
<H1	<b><font face="Arial,Helvetica"	members.htm

HTML Indexer: Add Entries



HTML Indexer: Settings



Index Formatting and Style

- Single or multiple page index
- Case of entries
- Subentry levels
- Line spacing
- Font size
- Color use for links
- Bullets
- Explanatory notes
- Navigation letter location, grouping:
- Column number
- Return to top links

Resources: Training in Web Site Indexing

- “Creating Website Indexes” online workshop Simmons Graduate School of Library and Information Science (next in October 2008): www.simmons.edu/gslis/continuinged
- “Writing Indexes for Books and Websites” online certificate course Middlesex Community College: https://middlenet.middlesex.mass.edu
- American Society of Indexers annual conference workshops: www.asindexing.org

Resources: Books on Web Site Indexing

- Hedden, Heather. *Indexing Specialties: Web Sites*. American Society of Indexers and Information Today Inc. 2007 (forthcoming)
- Lamb, James A. *Website Indexes: Visitors to Content in Two Clicks*. Ardleigh, Essex, England: Jalamb.com Ltd., 2006.
- Browne, Glenda and Jonathan Jermey. *Website Indexing: Enhancing Access to Information within Websites*, 2nd edition. Adelaide, South Australia: Auslib Press, 2004.

Additional Resources

- Web Indexing SIG of the American Society of Indexers http://www.web-indexing.org
- Web Indexing Discussion group http://groups.yahoo.com/group/web-indexing/

Contact

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http://www.simmons.edu/gslis/ce