

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. If there are any assignments, they appear at the bottom of a lesson file page. If there is something that could be submitted (as opposed to merely being read), the assignment is repeated as a distinct assignment file within the lesson week area.

Although you are not required to submit the assignments, you are welcome to submit them. I try to give feedback for all submitted assignments. To submit an assignment, you may either use the assignment file, or send a file that you have created as an e-mail attachment to the instructor. You may also e-mail questions directly to the instructor at any time.

Discussion Group

Discussion Forums are a part of this workshop. Each lesson has its own forum in order to group discussion topics by lesson topics. Students are encouraged to post lesson comments and questions to the appropriate lesson forum first, prior to e-mailing the instructor directly, since other students might have similar issues. You may post to the appropriate Discussion Forum any comments or questions about any lesson at any time. You do not need to post on topics related to the current lesson or the immediate past lesson. Lingering questions to lessons several weeks behind are still welcome.

Please check each Discussion Forum frequently to see if other students or the instructor have posted any comments or questions. I suggest that you visit the Discussion List each time you sit down to work on the course.

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.

Texts 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.

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>.

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/joomla/index.php?option=com_content&task=view&id=127&Itemid=91

Available only in electronic form as a PDF through Lulu.com at <http://www.lulu.com/content/225548>

Students are eligible for a 15% discount, but then must purchase directly from the authors via PayPal.

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

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

Available in electronic form as a PDF book through the author's site for only US \$22.00 at

<http://www.jalamb.com/WebsiteIndexesOffer.html>