

Gillian Watts

Basic Workflow for PDFs

1. Ensure that you have the correct file.
2. Read the introductory matter to get a general overview. What is the metatopic?
3. Preliminary pass, using 1st pages (if available) or for very complex material. Enter strictly factual items (usually proper names), using a placeholder locator (e.g., xxx).
4. Detailed pass. Over-indexing can be useful!
5. Save to a new file and edit onscreen. Fix and/or note issues such as
 - orphaned subheadings
 - entries with too many locators
 - entries with not enough locators
 - inconsistent spellings
 - poor word choices
 - synonymous terms
6. Save to a new file, compress, and print out. Edit on paper, making sure terms are
 - appropriately placed
 - cross-referenced correctly
 - consistent in terminology
 - worthy of breaking up
 - worth including at all
 - candidates for amalgamatingRevisit text as necessary during the process.
7. Enter changes, save to a new file, and compress again. Save to Word as a docx file.
8. Proofread with CINDEX and Word versions side by side and PDF open for reference. Read through the Word version for sense and as a reflection of the text’s content. Make the same adjustments to both files.
9. Send the final Word file to client, also noting errors found. Invoice!

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Approaching Cookbooks

1. Use the above process for introductory and instructional material.
2. For recipes, enter ingredients that are significant components.
3. In the editing process,
 - group ingredients under more generic terms if appropriate
 - cut entries that are unlikely to be searched for
 - delete or relocate orphaned subs
 - invert recipe titles where appropriate
 - insert cross-references
 - break up or delete excessively long entries (i.e., treat them as staple ingredients)
 - delete subs where the ingredient isn't significant after all.

Reindexing New Editions

1. Copy the original index and save to a new folder.
2. Expand all entries and label everything. Sort by page number.
3. Open PDF of the new edition and (if available) the original one for comparison. Go through the new edition page by page, updating or confirming locators by removing labels.
4. When the index has been updated, deal with leftover labels, compress the index, and sort alphabetically.
5. Proceed with the above editing and proofreading steps.