

The CAPITAL INDEXER

Newsletter of the Mid- and South Atlantic Chapter of the American Society of Indexers

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The Capital Indexer is published for and about the Mid- and South Atlantic Chapter of the American Society of Indexers.

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Computer Productivity Workshop

WHEN: April 14 (Saturday), 9:30 am-2:30 pm
Doors open at 9 for coffee or tea, a bite to eat, and getting settled

WHERE: Cadmus Communications, 8621 Robert Fulton Drive, Suite 100, Columbia, MD 21046, Phone: 800-257-5529 (toll free), 410-850-0500. Cadmus has been a good friend to MSASI and we are extremely grateful for their continued support.

If a computer is your stock tool of trade, then your productivity probably depends on your proficiency with Microsoft software. From the ubiquitous Windows operating systems to the inescapable Office suite of programs, Microsoft products play a fundamental role in everyday computing, but they can cause an inordinate share of headaches as well. This workshop will offer practical advice that will help you avoid those headaches, improve your efficiency, troubleshoot particular problems, and enhance your computer skills in general.

Led by computer consultant Gale Rhoades, this interactive workshop will cover material of interest to both PC and Mac users, experienced and beginning indexers, and those in fields outside indexing, such as editing and technical writing.

Workshop attendees are encouraged to submit questions or topics beforehand, so that Gale can tailor her presentation accordingly.

GALE RHOADES is the North American publisher of the Macrex indexing program. Since 1991 she has been self-employed as a computer consultant, working with individuals, small businesses, and municipalities; her client base now extends far beyond the San Francisco Bay Area in which she lives. She developed many of her skills and techniques during the ten years she served as executive director of the nonprofit Fog International Computer Users Group, where she



coordinated the activities of volunteers and employees and served as the teacher who manages to stay just one step ahead of the students. Indexers--especially Macrex users--often benefit from her extensive (and freely shared) knowledge of hardware, software, and peripherals. She offers four principles for successful computer usage: Try before you buy; backups are needed only when they don't exist; if you can't solve a problem in five minutes, seek assistance; and the only "dumb" question is the one not asked.

Panel on indexer websites: Nancy Guenther, Becky Hornyak, and Enid Zafan will talk about content, design and designers, webhosts, and other matters related to marketing your indexing business with a website.

Nancy Guenther is our chapter webmaster and maintains a number of websites. She's been indexing since 1983 and lives in southeastern Pennsylvania. Enid Zafran has a website for her business and thoughts about what ought to be included and what should be avoided. Her company, Indexing Partners, has been providing indexing services since 1989. She lives in Delaware. Becky Hornyak also has a website and is a candidate for chapter office. (see page 3)

Directions from the South (revised)

Merge onto I-95 N toward Baltimore / College Park. 16.2 miles
Merge onto MD-32 W via Exit 38B toward Columbia. 1.9 miles
Take the Broken Land Parkway North exit- Exit 14- toward Owen Brown. 0.3 miles
Merge onto Broken Land Parkway. <0.1 miles
Turn slight right onto Snowden River Parkway. 1.2 miles
Take the Robert Fulton Drive ramp. 0.2 miles

Turn slight right onto Robert Fulton Drive.
0.8 miles

As you face the building, use the door on the right.

Directions from the North:

South on I-95 toward past Baltimore
Exit at Route 100 West toward Ellicott City
Exit to Snowden River Parkway
At the circle at the bottom of the ramp go $\frac{3}{4}$ of the way around (like a left turn)
You'll go through 6 traffic lights (at Waterloo Rd., Tamar Dr., Dobbin Road, Rt. 175 [2 lights there] and McGaw Rd.
Stay in the right lane to exit onto Robert Fulton Drive.

8621 is nearly a mile down Robert Fulton on the right.

As you face the building, use the door on the right.

LUNCH choices:

MONTEREY VEGETARIAN- Monterey Jack Cheese, Fresh Avocado, Tomato, Cucumbers, Sprouts, Lettuce, Garlic Mayo, on Multigrain.

RUSTIC ROSEMARY TURKEY - Rosemary Turkey, Provolone Cheese, Lettuce, Tomato, Mediterranean Dressing, on a Rustic Roll

P.G. HAM - Ham, Swiss & Cheddar Cheeses, Honey-Mustard, Mayo, on a Sub Roll.

WHITE MEAT CHICKEN SALAD, Lettuce, Tomato on Multigrain

COST: \$20 for ASI members, \$30 for non-ASI members. Please pay in advance by check made out to: ASI – Mid- and South-Atlantic Chapter.

RSVP to Mauro Pittaro
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Contact Deborah Patton at 410-804-5064 for questions on or before April 14

Election 2007-2008

It's time to vote! Each spring we hold elections for offices to serve MSASI the following year. Offices for which you will choose a candidate are Vice-Chair/Chair-Elect, Treasurer, and Secretary. Peggy Ruppel, our current VP, was elected to a two-year term and will serve as President next year. Deborah Patton will become the Immediate Past Chair. This year we will use the ASI office's electronic balloting system to tabulate the votes rather than a paper ballot as in years past. You'll get a ballot via email that must be exercised before April 6th.

Brief biographies about the nominees for Vice-Chair/Chair-elect, Treasurer, and Secretary follow. The new officers will be announced in upcoming chapter communications.

2007-2008 Slate of Candidates

For Vice-Chair/Chair-Elect: Vicki Swope

Vicki Swope is from Dillsburg, Pennsylvania. She moved to PA from Maryland in the year 2000 to pursue her career in the millwork business. Vicki spent a total of fifteen years in that business, learning many organizational, computer and indexing skills throughout her different positions. Another pursuit during that period was her Bachelor's degree in English and later, the Berkeley Extension Indexing Course. She left the millwork business in 2005 for the position of full-time mom and indexer. Her interests are diverse, ranging from researching family trees to hiking underneath them, from writing fiction to playing guitar in a church band. Vicki feels her membership and attendance at ASI/MSA meetings has been a great benefit in learning indexing and would like to reciprocate some of the help she has received. She is ready to become more involved with ASI and would welcome the experiences and challenges of serving as chapter vice-chair.

For Treasurer: Becky Hornyak

Becky Hornyak has been indexing for 10 years, eight of them as a full-time freelancer. She has lived in Virginia almost 5 years, and served on the Nominations Committee for this chapter in 2005. She is from Indiana, where she was active in the Heartland Chapter, serving as secretary, vice-president, and president. She was editor of the ASI book *Indexing Specialties: Psychology*, and has made presentations at ASI conferences.

For Secretary: Beth Butler

Beth Butler joined the ASI last September after attending the wonderful workshop "How To Get Started Indexing" and is now taking the USDA Graduate school courses in editing and indexing with a view to free-lance work after she retires from the federal government. She has worked for 30 years in the Intelligence Community as a technical writer.

Membership Corner

These people have joined ASI since December. Welcome to all!

New chapter members

Charlotte Bryant, Anderson, SC
Martha Casassa, Panama City, FL
Sue Ellen Colter, Claymont, DE
Donna J. Heneberry, Alexandria, VA
Joan Hull, Laurel, MD
Sarah Lawrence, Baltimore, MD
Karen Louder, Severna Park, MD
Tamika Maddox, Lithonia, GA

Steven Rayford, Laurens, SC
Chip Reese, Rehoboth Beach, DE
Kay Reglein, Annandale, VA
Donna B. Shear, Lutherville, MD
Merrill D. Stein, Wilmington, DE
Lisa Thompson, Washington, DC
Kirsten Thorsen, Charlottesville, VA

We've already met some of you at a meeting, but we look forward to meeting others over time.

Please note!

Some of you are not on the current list of members that is received from the national office. If you have a blue dot on your mailing label, this is the last issue of the newsletter you will receive. If you have not paid your dues, please do so soon, so you can make sure you stay on the MSASI Chapter list. Thanks, and happy Spring!

Upcoming Events

March 22-26, 2007
IA Summit 2007:
Enriching IA
Rich Information, Rich Interaction, Rich
Relationships
Las Vegas, NV
<http://www.asist.org>

May 23-27, 2007
American Society of Indexers (ASI)
Annual Meeting
Crowne Plaza Hotel--Center City
Philadelphia, PA
<http://www.asindexing.com/>

May 31- June 3, 2007
American Booksellers Association
Annual Meeting
Jacob Javits Convention Center
New York City, NY
<http://www.bookexpoamerica.com/>

July 13-16, 2007
Society of Indexers
Annual Conference
50th Anniversary Conference
Roehampton
London, England
<http://www.indexers.org.uk/>

If you know about any upcoming events or meetings, local, regional, national, or international, which may be of interest to the members of MSASI, please email the details to the newsletter editor or chair for inclusion in the calendar. We also welcome any reports, photos, or submissions about meetings you have attended and wish to share.

Name the Newsletter Contest

In the last newsletter we announced a contest to rename this newsletter. This was a tough assignment. As a result no one came up with an idea. We'll work on this over the coming months and find a new way to characterize our broad-based chapter. I'm not giving up yet. Jean Skipp has graciously said she'll continue as newsletter editor, but after several years as editor, it would be great to give her a break. Would anyone else like to volunteer?

Deborah Patton

Chapter Website and Mailing List

Nancy Guenther has taken over as webmaster. Most of you have seen her work-in-progress redesign at www.msasindexing.org. One thing that will make a difference to us getting know each other is our member directory. Nancy asks that we follow this format in submitting directory information to her:

Name (last name in CAPS, first name)

Company name if you have one

Street address

Town, state, zip

Home phone

Work phone

Email:

Web Site:

Areas of specialty: (try to limit this to 6-7)

There is a list of subject headings (look for the link in the menu under Members Directory) which links last names of chapter members to their contact information in the Member directory.

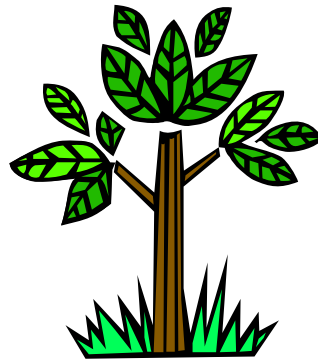
When you are reviewing your listing, please consider the topics already included and make an effort to be consistent with existing terms.

We have also established an electronic mailing list – MSAnet for use by officers to announce meetings or for others to announce meetings in your geographical part of the chapter. Some of us travel and if we know indexers are gathering here or there, this may give us an opportunity to stop in. Deborah Patton will be the mailing list manager.

Sponsor the Newsletter

Sponsor an issue of this newsletter (donation of \$100 requested) and we'll put your business card, poetry, birth certificate, handprint, whatever you'd like on the back cover. Your donation will help with the costs of printing and mailing The Capital Indexer. Can't budget funds to sponsor an issue? If you'd still like to help, please consider an online subscription to The Capital Indexer. You'll receive an e-mail notification when the latest issue is placed on the chapter web site instead of a printed version.

WELCOME SPRING!!



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