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Nota di contenuto	Cover ; Title; Copyright; Contents; Foreword; Acknowledgments; About the Website; Introduction; Chapter 1: Animal, Vegetable, or Mineral?; What Is an Indexer-Or an Index, For That Matter?; What an Indexer Does; Authors as Indexers; Can't a Computer Do That?; If Computers Don't Index, Do You Still Use Index Cards?; A Brief History of Indexes and Their Creators; Endnotes; Chapter 2: Accidents Waiting to Happen; Paths to the Profession: Accidental or Deliberate; Education and Professional Backgrounds; Freelancers, Employees, and Company Owners ; Endnotes; Chapter 3: The Many Faces of Indexing Not an Open and Shut CasePrint Books; Periodicals; Databases; Ebooks and Electronic Documents; Websites; Function and Format; Endnotes; Additional Resources; Chapter 4: So You Want To Be an Indexer; Common Characteristics: Facts and Fiction; Suitability Quiz for Aspiring Indexers; A Lonely and Anonymous Profession; Deadlines and Other Stressors; Do You Still Want to Be an Indexer?; Endnotes; Chapter 5: Excellence Is No Accident; Training Options; Learning Through Experience; Professional Development; Guidelines for Excellence; Paying It Forward; Endnotes; Additional Resources

Chapter 6: Tools of the TradeTraining and Development; Business Entity; Insurance and Taxes; Office Space; Furnishings and Ergonomics; Beauty in the Eyes of the Beholder; Professional Image; Hardware and Software Requirements; An Indexer's Reference Shelf; Online Resources ; Endnotes; Chapter 7: Marketing and Client Relations; All In a Day's Work; Targeting Your Market and Finding Clients; Making a Plan; Marketing in an Online World; Client Relationships; Unhappy Clients; Terms of Negotiation; Style Adherence and Client Education; Contracts and Letters of Intent; Endnotes

Additional ResourcesChapter 8: Balancing Act; What! No Janitor?; Balancing Work and Personal Life; Results of Chronic Stress; Stress Management for Bodies and Brains; Don't Toss Your Small Change; Endnotes; Additional Resources; Chapter 9: Thinking Outside Of the Book; Entrepreneurial Indexing; Creative Collaboration; Subcontracting Without Borders; Incarcerated Indexers; Creative Communication; Opportunities Beyond the Book; Endnotes; Chapter 10: Moving Forward; Guidance from Your Inner Indexer; The Fear That Binds Us; Preliminary Plans and Goals; A Written Plan; Asking for Help; Endnotes

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