

Painless Index Editing: Summary of Techniques

Keying in:

- Use {dp} for flips, “nonstandard” acronyms.

Report of the Committee on Obscenity and Film Censorship (Williams Report) {dp}...~299-300n.4,221,~221n

Self-Employed Women's Associatio (SEWA; India) {dp}...206
...~206n.60

- Use patterns (in Cindex) for standard acronyms (don't forget to duplicate them before you flip them!!!).

sample index: Temporary Group

American Civil Liberties Union (ACLU)

on decriminalization of prostitution...~31n.73

on pornography...254

equality vs. free speech

and LEAF{Legal Education and Action Fund (LEAF)}...98-100

Feminist Anti-Censorship Task Force (FACT)...285-286

International Committee for Prostitutes' Rights (ICPR)...62

...131

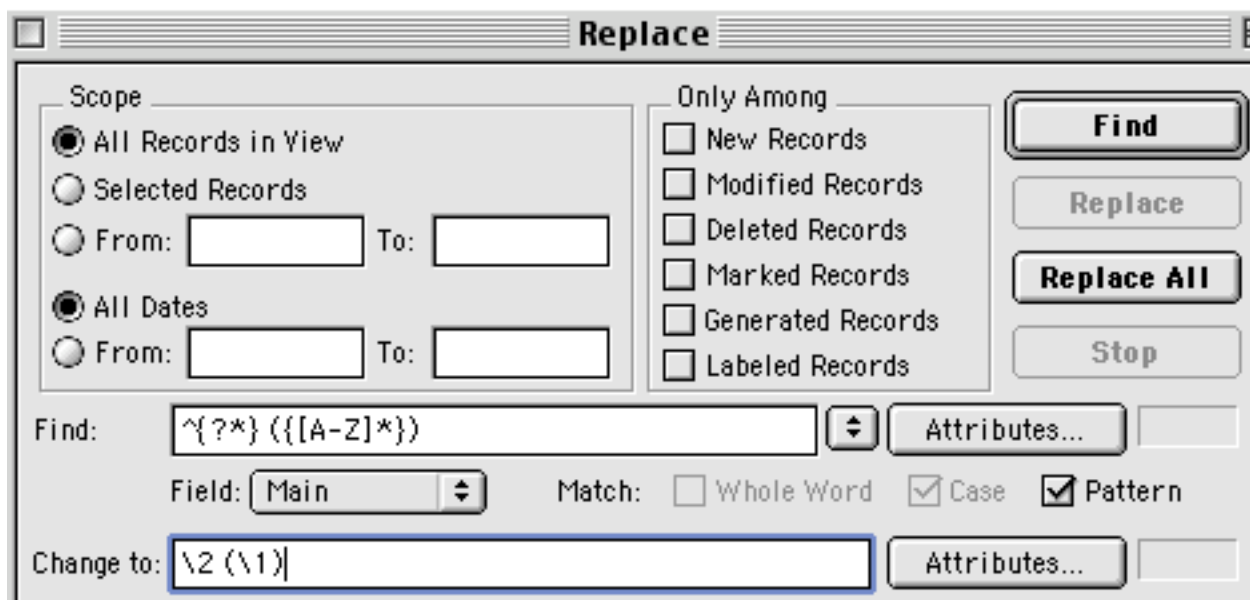
...~131n.81

Legal Education and Action Fund (LEAF)...98-100

Mixed Martial Arts (MMA)...442

National Task Force on Prostitution (NTFP)...~131n.81

Network of Sex Work Projects (NSWP)...342



ACLU (American Civil Liberties Union)
 on decriminalization of prostitution...~31n.73
 on pornography...254
 equality vs. free speech
 and LEAF{Legal Education and Action Fund (LEAF)}...98-100
 FACT (Feminist Anti-Censorship Task Force)...285-286
 ICPR (International Committee for Prostitutes' Rights)...62
 ...131
 ...~131n.81
 LEAF (Legal Education and Action Fund)...98-100
 MMA (Mixed Martial Arts)...442
 NSWP (Network of Sex Work Projects)...342
 NTFP (National Task Force on Prostitution)...~131n.81

- Use hidden text in subs.

and property in one's person{ownership of one's body}...237-
 238,215-218,~216n.36,~216n.38,8,~217n.41
 MacKinnon{, Catharine} on...~260n.7

- Use ?? in hidden text for queries.

Brandeis, <Justice >Louis{Have I got the right Brandeis??}...292,282

Richards, D. {Same person as David Richards??}...~223n.59,~236-237n.96

- No subs for names until you hit 5 locators.

Morgan, Robin...~127n.68
...329,321-323

Global editing:

- Search for all the {dp}s.

sample index: Temporary Group

decriminalization of prostitution
vs. legalization {dp}...~422n.5
depression and other mental disorders
among prostitutes {dp}...29-30
...128-129
...~128n.71
Dworkin, Ronald
on the First Amendment {dp}...10
freedom
and self {dp}...427-428
...~428n.20

- Delete spaces before a {.
- Globally fix anything you commonly mistype.
- Search for ??, to pull up queries.

sample index: Temporary Group

Acker, Kathy {Pp. 284-285 and 284n.77 say Acker, but 285n.78 says Archer. Which is correct??}...284-285
Adoption Act {Britain?? year??}...72
Brandeis, <Justice >Louis {Have I got the right Brandeis??}...292,282
Collins, Patricia Hill {Same person as Patricia Collins??}...111
Easterbrook, Judge {first name??}...95-96
 ...~95n.43
 ...98
Jeffreys {first name??}...~369-370n.24

- Switch to full view.
- Verify cross-refs.
- Spell check.

Line-by-line editing:

- Eliminate unnecessary subs.

864 "driving while female"...~170-171n.28
 drug abuse
1162 by prostitutes...30-31
1161 ...~30nn.65-67
1160 ...57
284 ...133
1163 ...~133n.88
2316 Dworkin, Andrea... *See also* MacKinnon-Dw
 regulations

- When you come across a word you know appears elsewhere, stop and do a search (keep track of line you were on).

boxing
 consent in...442

<p>boxing 103 consent in...442 1648 risk of harm in...195 110 television reality shows ab 660 Brady, Kathleen...~114n.19 2106 Brandeis <.Justice >I quis{Have I not the right</p>	<p style="text-align: center;">Go To</p> <div style="border: 1px solid gray; padding: 2px;">103</div> <p> <input checked="" type="radio"/> Record <input type="radio"/> Page Cancel OK </p>
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sample index: Temporary Group

boxing
 consent in...442
consent... *See also under* prostitution
 assessing meaningfulness of...442
 in mutual combat...442
 and "us/them, good-woman/whore" dichotomy...6
MacKinnon, Catharine
 on harm in/consent to prostitution...423
 ...~423-424n.8
 ...~425n.13
 on lack of consent in pornography...6-7
pornography
 consent lacking in {dp}...6-7
prostitution
 harm in/consent to...354-355,~423-424n.8,~404n.29
 ...421
 ...422-427

- Break down long locator strings.
- Turn subs intos modifiers as needed.

emotional labor

18 sale of...~405-406n.34