

2 - OPTIONS

2.0	Introduction
2.1	Options menu
2.2	Listing on printer
2.3	Listing in a file
2.4	Flip options
2.5	Key settings
2.6	Keywords
2.7	Recognition of roman numerals in page references
2.8	Automatic sort and merge
2.9	Screen appearance
2.9a	Changing the width and height of the screen
2.10	Indented screen layout
2.11	Numbering entries
2.12	Index description
2.13	Protecting against power failures
2.14	Version 5 and 6 page number checking option
2.15	Default settings
2.16	Checking number of fields
2.17	Hypertext markup
2.18	Macro options

2.0 INTRODUCTION

The options menu (press O from the Main Menu) gives you the choice to set up some features which will vary for each index and others which you may wish to keep as permanent options for all your indexes. The options can be saved as a group (if desired) so that they become the "defaults" when MACREX is used on another occasion. We supply files containing various choices with the extension **.OPT** - press **CTRL L** and see what is available.

Subjects covered by the Options part of the program include:

- a) Listing the index in entry order (options A, B, C, D, 4, 5)
- b) Settings for the keys used for various MACREX commands and functions (options E, F, G, I, Q, U, V, Z, 2, 6, 8, 9 and Menu 2 - A, B and C)
- c) Recognition of roman numerals as page references (option H)
- d) Settings for automatic sorting and merging (options J, K, L)
- e) Settings concerning the appearance of the index on screen (options M, N, O, P, T, W)
- f) Settings to facilitate making entries from text not in final page form (options R, S)
- g) Settings to help keep the index safe and locate it on the disk (options X, Y, 2)
- h) A check on the number of fields chosen (optional feature) (option 1)

Selecting O (change Options) from the Main Menu produces a menu like this:

2.1 OPTIONS MENU

M A C R E X O P T I O N S

- | | |
|---|--|
| A - List on printer? No (2.2) | S - Current page number 1 (2.11) |
| B - List in a file? No (2.3) | T - Set video type (2.9) |
| C - Name of list file C:TEST.LST (2.3) | U - Intelligent flip? Yes (2.4) |
| D - Printer number 1 (2.2) | V - Maximum number of keywords? 100 (2.6) |
| E - Capitalize flips? No (2.4) | W - Type of screen list Complete (2.10) |
| F - Check on deleted entries? Yes (2.5) | X - Change index description (2.12) |
| G - Backspace deletes? Yes (2.5) | Y - Minutes between automatic saves (2.13) |
| H - Recognize roman numbers? No (2.7) | Z - Version 5 page number checking?No(2.14) |
| I - Insert on? Yes (2.5) | 1 - Number of heading levels (fields) 0 (2.16) |
| J - Autosort On (2.8) | 2 - Keep scroll buffer? Yes (1.5(5)) |
| K - Automerge On (2.8) | 3 - Cumulative backup? No (1.5(25)) |
| L - Track added entries? Yes (2.8) | 4 - Printer lines per inch 6 (2.2) |
| M - Set Colours (2.9) | 5 - Printer characters per inch 12 (2.2) |
| N - Screen width 80 (2.9) | 6 - Check for bad page ranges? Yes (1.5(9)) |
| O - Screen height 25 (2.9) | 7 - Hypertext markup features (2.17) |
| P - Change EGA 25/35/43 line mode (2.9) | 8 - Version 6 page number checking? No (2.14) |
| Q - Beep with messages Yes (2.5) | 9 - Macro Options (2.18) |
| R - Page number increment 0 (2.11) | 0 - Macrex Options Menu 2 |

Press <ESCAPE> to save options, ^L or ^S/F8 to load/save options in a named file

M A C R E X O P T I O N S M E N U 2

- A - Set Country (dates and keyboard) (2.5)
- B - Caps lock correction? Yes (2.5)
- C - Group numbers? Yes (2.5)

Press <ESC> to save defaults

^L or ^S/F8 to load or save named option files

Select feature(s) to change; press <return> when done ==>

The numbers in brackets refer to the relevant section numbers in the manual.

Choose the option(s) that you wish to change by pressing the appropriate letter. When you have finished you can save the options so that they become permanent by pressing <ESCAPE>. They will be saved in a file called DEFAULT7.OPT which is saved in the default drive and directory. Options **a**, **b** and **c**, **j**, **k**, **l**, **r**, **s**, and **v** (the index-specific options) do not have to be saved because they are automatically stored in the .INF file of the current index. They will remain the defaults for the current index but will not affect the settings chosen for other indexes.

2.2 LISTING ON PRINTER

A - List on printer

You may wish to have a list of your entries in the order they were typed on paper. Pressing **A** makes this possible. You will be asked if you want a list produced on the printer. Choose **Y** or **N** for Yes or No. If **Yes** has been selected then the following things will happen:

- i) Each time a new entry is typed in it will be echoed on the printer preceded by its number (unless you have a laser printer, in which case the entries will only appear when you have a "page" full).
- ii) Each time an entry is edited it will be echoed on the printer preceded by its number and the word **EDIT**.

- iii) Each time a keyword is defined it will be echoed on the printer followed by the word **KEYWORD** and then the full (expanded) form of the keyword.
- iv) Each time an entry is deleted it will be echoed on the printer preceded by the word **DELETED**.

Notes:

D - Printer number

This option is only relevant for systems equipped with more than one printer. If listings are requested on the printer they will be sent to the current printer number. If your machine has only one printer leave this number as **1**.

Further relevant options:

4 - Printer lines per inch

5 - Printer characters per inch

These two options can be used to set the number of lines and characters per inch used by the printer when it is being used (i) to list entries as they are typed (ii) to list missing cross references and (iii) for printed error messages from merge (if anyone ever uses this). The defaults are 6 lines per inch and 12 characters per inch. This gives a conventional "typewriter" size text. If you set lines per inch to 10 and characters per inch to 17 you get a smaller listing which is more economical on paper.

- i) If the printer is switched off, is off line, or not connected, a message **Printer not ready: press any key** will appear on the bottom line of the screen after a short delay. You can then rectify the situation (or ignore it, by pressing any key) and carry on.
- ii) The printer listing may or may not have the facility to wrap over to the next line, depending on which kind of printer you have. Thus if you have entries of more than 80 characters they may be truncated. This deviation does not occur if you list your entries in a file (*see below*).

2.3 LISTING IN A FILE

B - List in a file

Select by pressing **B**. You will be asked if you want the entries echoed in a disk file. If you reply **Y** for yes then a file will be created with the name currently defined in option **C** below. All entries which are subsequently entered, deleted or edited will be echoed on the list file in the same way as that described for the printer listing above.

If a list file with the same name already exists from a previous session in MACREX then the new entries are **appended** to the existing file.

Apart from the straightforward list of entries, the **time and date** will be entered in the list file each time MACREX is started and stopped. This allows you to get a permanent record of the exact times spent working on a particular index. This supplements the message which appears as you leave the program which tells you how long you have been working on the index (a) in the current indexing session and (b) altogether.

CAUTION

- i) Keep an eye on the **size of your list file**. It will grow and grow, especially if you are a keen editor or delete a lot of entries.
- ii) The list file is not actually closed until you select **Q** (save and Quit) from one of the menus. If you are making the list file on a floppy disk (*not recommended*) you must be careful not to change the disk, otherwise you may get an **Abort, Retry, Fail** message (see Section 31 for instructions on what to do next).

C - Name of list file

This option allows you to change the drive and name of the list file. The default is the current index name and drive with the extension **.LST** added. If a list file was already in use when you changed the name it will be closed with a note of the time and date in it, and a new file with the requested name will be opened.

2.4 FLIP OPTIONS

E - Capitalize flips

This is used only if all first letters are to be capitalized. If **E** is set to **Yes** and the first letter of an entry is a capital letter, when a "flip" is performed (see **F3** in 4.8) then the flipped entry will be given a capital letter for its main heading and lower case for the subheading. If **No** then the main heading and subheading are flipped without change. N.B. This option should be watched carefully to avoid aberrations like **Bananas, uganda**. An alternative method of capitalizing the first letter of each entry is to make the whole index using upper and lower case as appropriate and then, at the final stage, use the **Restyle option** (option **S** on the Utilities subprogram menu) to convert all first letters to upper case.

U - Intelligent flip?

This option is normally set to Yes so that

- i) any word which is in the list of ignored words (set from the sort options menu) and occurs at the beginning of a subheading will be kept in the subheading when flipped.

For example

cows, and cheese, 66

would be flipped to

and cheese, cows, 66

with intelligent flip off, but to

cheese, and cows, 66

with intelligent flip on.

- ii) "see also" references are flipped so that, for instance

cows, ^see also^ animals

is flipped to

animals, ^see also^ cows

rather than

^see also^ animals, cows

2.5 KEY SETTINGS

F - Check on deleted entries

This option controls the response to pressing **CTRL Y** (the delete entry command) while editing. If **Yes** you will be asked to confirm that the entry is to be deleted on the bottom line of the screen. If **No** the entry will be deleted without asking.

G - Backspace deletes?

This is no longer functional.

I - Insert on?

This is exactly the same as the insert on/off function controlled by the <ins> key. It is displayed here so that you can set the default the way you want.

Q - Beep with messages

If you do not wish to have the beep to remind you when you have omitted the page number from an entry or that MACREX has completed one of its tasks, you can set this to "No".

Menu keyboard Options (in **Options menu 2**)

A - Set Country (dates and keyboard)

This option allows the user to determine the format of dates (dd-mm-yy for UK; mm-dd-yy for US) and keyboard layout.

B - Caps lock correction

If the caps lock changes the punctuation keys as well as changing letters from lower to uppercase, setting this option to Yes will correct this.

C - Group numbers

If you would prefer to select entries by line number rather than group by number, you can set this option to No.

2.6 KEYWORDS**V - Maximum number of keywords?**

It is now theoretically possible to have as many as 100,000 keywords defined (the previous upper limit was 100), although a realistic upper limit would be nearer 5000. Since the number of keywords affects the number of entries which can be sorted using autosort (both keywords and automatic sorting use RAM) it is advisable to define no more keywords than you will need for any particular index.

The default number of keywords in MACREX remains 100 and each index will keep this default number unless changed. If you wish to increase the number the procedure is as follows:

When at the Main Menu choose O - Options menu. Select option V and change to the number of keywords you want. When you have done this leave the program (press **Q - Quit**) and then type MCX and go back into your new index.

The program will default back to 100 keywords for all other indexes; if you need to change the number you must do this for each index in turn.

2.7 RECOGNITION OF ROMAN NUMERALS IN PAGE REFERENCES**H - Recognize roman numbers? No**

If this is set to **No** the automatic recognition of roman numerals as page references is disabled. Since there is the possibility of confusion between roman numerals used within text (e.g. Henry VI) and roman numerals used as page numbers, as well as between roman numerals and some words (e.g. mix) it is wise to set this option to **No** on all occasions except when roman numerals are used. If you choose to recognize roman numerals it would be advisable to use the blocker (F7) to separate text from page numbers wherever there might be any confusion.

2.8 AUTOMATIC SORT AND MERGE**J - Autosort**

Allows you to turn the autosort on and off. The main reason to turn it off is if the index gets too big. This is very unlikely to happen with modern machines. When the automatic sort is turned on

- i) The normal "add entries" screen works as usual but entries are sorted immediately when they scroll off the top of the screen. Also when you return to the Main Menu the remaining entries on the screen are sorted.
- ii) Each time an entry is edited on the Inspect and Edit screen it is re-sorted to make sure that it is in the right place. If an entry is deleted it disappears immediately rather than being replaced by "zzz ** DELETED **".
- iii) When new entries are added on the inspect and edit screen they are immediately placed in the correct position. If "tracking" is **on** (see below) the screen will follow the added entries.

Note that the automatic sort keeps the index in its exact final order. There is no subsequent “fine” sorting required. The sorting sequence is the same as the one defined on the Sort options menu. If you want to **change the sorting sequence** (e.g. word-by-word to letter-by-letter) during the creation of the index, you must go to the Sort options menu, change whatever is necessary, press <ESCAPE> if you want this new setting to be the default, set option **J - Unconditional re-sort** to **Yes** and then select **S - Sort index** from the Sort subprogram menu. The changes will not take effect until you have “unconditional re-sorted” the index.

K - Automerge

When the automerge is on, all entries typed in on the Add screen or the Inspect and edit screen have their string of page references processed by the merge, even if autosort is not on. Squashing, arranging roman or annotated numerals and sorting the page references in order will all be done. In addition multiple “see” or “see also” references will have their references arranged in ascending alphabetical order. You should, however, always do a final sort and merge before finalizing the index.

If the autosort is also **on** each new entry added is also tested against the adjacent entry to see whether the two entries are the same apart from page numbers. If so they will be merged. If there are too many page numbers to fit on one occurrence of the entry then the heading will be duplicated and the page numbers will be spread across two or more entries.

If you need to change the merge options you must do so from the merge subprogram menu. The automatic merge (automerge) does not do quite as much as the full merge (accessed from the Merge subprogram):

- i) The automatic merge will not merge more than 100 page references. The Merge subprogram can cope with over 1000 (this is not to say that we advise long strings of page numbers; the only occasion on which this upper limit might be overrun would be likely to be when several indexes with long page number strings were cumulated).
- ii) The automatic merge cannot spread a large number of page references over more than 2 replicates of the same entry. The Merge subprogram can duplicate the entry an unlimited number of times.

L - Track added entries?

This option controls the screen display when you are adding new entries from the edit screen. If tracking is set to **Yes** you will be taken from one entry to the next so that the last entry added is highlighted and becomes the “logical previous entry” (for the purpose of copying, duplicating headings, flips, yank, etc.) If tracking is **off** then the entry at the top of the screen will remain the “logical previous entry” for all subsequent entries until F1 is pressed. New entries will be sorted out of sight into their correct position. The only important reason to set tracking to **No** would be when several entries are made from one “master” entry; on virtually every other occasion you should set tracking to **Yes**.

2.9 SCREEN APPEARANCE

M - Set Colours

If the screen appearance of any feature is unsatisfactory try loading one of the .OPT files supplied with the program until you find one that produces a satisfactory result. If none of the files we supply produces a good result you should then choose option M and experiment with different colour settings.

M - Set colours allows you to set up the colours used by MACREX.

N.B. If you use the automatic installation program supplied you will find that our default colour setting has been loaded into the program. If you don't like the combination of colours in this option press CTRL L at the Options menu and select another one.

WARNING: Only modify these settings if you enjoy experimenting. It is possible that you could end up with invisible options. If this happens, leave the program WITHOUT saving any defaults and go back into the program.

M A C R E X C O L O U R S E T T I N G M E N U

A - Centred menus, feint XXXX	R - Option Settings XXXX
B - Centred menus, bold XXXX	S - Yank text XXXX
C - Centred menus, inverted XXXX	T - Screen border XXXX
D - Text being edited XXXX	U - flashing text XXXX
E - Edit prompts XXXX	
F - Two-column menus XXXX	
G - Screen Clear (cursor) XXXX	
H - Information XXXX	
I - Errors XXXX	
J - Questions/requests XXXX	
K - Screen list XXXX	
L - Screen list ~- XXXX	
M - Screen list {} XXXX	
N - Screen list \ \ XXXX	
O - Screen underlining XXXX	
P - Screen list (headings) XXXX	
Q - Screen list (pages) XXXX	

Select as desired, press <RETURN> when done ==

This menu lists all the various different features which you may want coloured. If, for example, you want to change the colour of the text when the index is listed on the screen you should press **L**. This will present the screen shown below in which all the possible colours are displayed, each identified by a number.

To alter one of the options press the appropriate letter. You can use the palette of 64 colours available although only 16 of these colours (in 256 combinations of foreground and background) can be used in one scheme.

The screen looks something like this:

```

Insert ON      0

0 16 32 48 64 80 96 112 128 144 160 176 192 208 224 240
1 17 33 49 65 81 97 113 129 145 161 177 193 209 225 241
2 18 34 50 66 82 98 114 130 146 162 178 194 210 226 242
3 19 35 51 67 83 99 115 131 147 163 179 195 211 227 243
4 20 36 52 68 84 100 116 132 148 164 180 196 212 228 244
5 21 37 53 69 85 101 117 133 149 165 181 197 213 229 245
6 22 38 54 70 86 102 118 134 150 166 182 198 214 230 246
7 23 39 55 71 87 103 119 135 151 167 183 199 215 231 247
8 24 40 56 72 88 104 120 136 152 168 184 200 216 232 248
9 25 41 57 73 89 105 121 137 153 169 185 201 217 233 249
10 26 42 58 74 90 106 122 138 154 170 186 202 218 234 250
11 27 43 59 75 91 107 123 139 155 171 187 203 219 235 251
12 28 44 60 76 92 108 124 140 156 172 188 204 220 236 252
13 29 45 61 77 93 109 125 141 157 173 189 205 221 237 253
14 30 46 62 78 94 110 126 142 158 174 190 206 222 238 254
15 31 47 63 79 95 111 127 143 159 175 191 207 223 239 255

```

The current colour for Centred menus, feint is number 4

Palette Controls:

F2 - blink is Off, Grey +/- Colour 0, PgUp/PgDn Register 0, F5 This menu

Enter number of required colour (F1 to exit) ==

This screen allows you to select the colour for a particular feature of the program. **The easiest (and probably the only) way to work out what do is to experiment.**

Some hints:

- a) MACREX uses bold and feint versions for several of the colours for two column menus, queries and screen list. The feint version is obtained by subtracting 8 from the bold version.
- b) If you want to change the **background colour** you will need to make options A, B, C, E, F, G, H, J, K, R and T the same colour. However, not all machines are the same. Try colour 47 for a green background; 159 for a blue background; 79 for a rather distinguished magenta background; 236 for a mustard-coloured background; 188 for a rather bright turquoise background.
- c) If you would prefer to see the **codes** (\, ^, ~ and { }) themselves, rather than having them represented by a specific colour, you can change options L, M, N and O to the same colour as option K.
- d) It is quite easy to make the menus invisible when changing the colours. If this happens **don't** press <escape>. Press F1 several times and then press Q for quit and go back into the program and start again.
- e) After making changes, check that the following are visible: text in tildes; text in curly brackets; text added using F4 from the Inspect and edit screen; filenames selected using F5 in the file selector or text "yanked" with F5 while adding entries.

2.9a CHANGING THE WIDTH AND HEIGHT OF THE SCREEN

N - Screen width

0 - Screen height

These options allow you to set MACREX for screens which can display more lines or characters across the screen than the standard 25 x 80. **They should not be changed more frequently than once for each index**, to avoid confusing the program. In addition there is a check to see if two entries of the maximum current length will fit on the screen at once. If there is going to be a problem the program will warn you with the following message:

The current record length (3000) may be too long to display correctly using the current screen size (height = 25, width = 80)

You are recommended to change the screen size using N and 0 on the MACREX OPTIONS MENU.

If necessary you may be able to change to a smaller screen font using the pull-down menu or the properties menu of the window in which MACREX is currently running, in order to display more characters.

<== Press any key to continue ==>

If you are checking entries and do not intend to add any very long entries you can ignore this message.

You can select from a variety of screen font sizes. Click on the left hand top corner of the screen and choose Properties -> Font. Depending on the computer's screen size and the font selected you can set the screen width and height to be more than 80 by 25 characters, for example 120 by 45 characters.

P - Change EGA 25/35/43 line mode

The option is no longer active. Screen size should be changed using options N and O described above.

T - Set video type

MACREX will automatically determine the type of video adaptor installed.

2.10 INDENTED SCREEN LAYOUT

You have the option of seeing your index on the edit screen in three different formats: a complete listing or in an indented format, either wrapped round or truncated. **N.B.** The indented format is not intended to resemble the final index format; it has been introduced only as a means to facilitate checking of the consistency of the wording of the entries on screen. Setting the printing layout is a completely separate procedure (*see* 8.5-8.9)

W - Type of screen list

This allows three choices

- 1 Complete**
- 2 Truncated**
- 3 Wrap around**

1 Complete contains all the headings and subheadings regardless of whether these are repeated. All the entries are listed with all their headings and subheadings in a row separated by commas.

- i) The left margin of the turnover lines is indented even when the lines wrap around.
- ii) The "hard" commas which form the divisions between the headings may be displayed in a different colour. This colour can be set from the colour setting menu.
- iii) The divider between the text of the entry and page numbers may also be displayed in a different colour, also definable in the colour setting menu.

2 Truncated does two things

- i) It will not wrap a long entry onto the next line of the screen. It just appears to truncate it at the right side of the screen. The entries themselves remain complete - nothing is lost.
- ii) The index will be displayed in a simple indented format. Repeated headings and subheadings will not be displayed on the screen, but the entry containing them will be printed from the first unique heading level and indented by three spaces per heading level.

This setting can be very useful for checking a series of long subheadings for consistency; a larger number of entries can be seen on screen at the same time.

3 Wrap around works like truncated (above) but does not truncate. Overlength headings or subheadings are wrapped to the previous level plus one.

We suggest you should normally set this option to **3**.

2.11 NUMBERING ENTRIES

These options are used when you are preparing an index from an unpaginated manuscript where the page breaks may have no relationship to those which will appear in the final copy. Since this is a specialized application it is described later in detail in Section 24 - Making indexes when page numbers are not known. This system is also used for creating hypertext links. See section 2.17 and the separate documentation for creating HTML indexes for more details.

R - Page number increment

S - Current page number

These two options are used to control the duplication of page numbers and to enable numbers to be increased each time F9 is pressed (F11 will still duplicate the highest page number or range of page numbers from the previous entry and will not increment). For normal use leave option R at 0.

2.12 INDEX DESCRIPTION

X - Change index description

You can change the description of the index you are working on to help identify it by selecting this option. Your description can be up to 77 characters long. This description will appear on the file selector screen when you are opening an index.

2.13 PROTECTING AGAINST POWER FAILURES

Y - Minutes between automatic saves

Note that this feature should not be used as an alternative to making backup (.MBK) files. Making backup files on both your hard drive and a second drive (floppy drive, CD-ROM drive, Zip drive, networked computer's drive, etc) is the most secure way of keeping your index safe.

If option Y is set to 0 the index will be saved only when you leave the program. If it is set to 1 or any higher number, the .IND files will be saved to your hard disk at the specified interval (in minutes). There is a beep when the save begins (for instructions on creating a beep signal see section 1.4(6)). A box appears in the middle of the screen and tells you that the index is being saved. If there is a power cut or you accidentally switch off without saving you should be able to recover the index up to the time the last automatic save took place.

Note that automatic saving will not take place when you are in one of the subprograms (print or utilities) but is not necessary there because the index files are automatically saved before any subprogram is called up.

Warning: If you are on the Add entries screen, or adding entries on the Inspect and edit screen, those entries actually on the screen will not be saved.

If you wish to save when it is convenient to you, rather than automatically at set intervals, press **ALT1** at any point during the making of your index.

2.14 VERSION 5 AND 6 PAGE NUMBER CHECKING OPTION

Z - Version 5 page number checking

In version 6 we decided to be more stringent with checks on page numbers and their punctuation. This means that spaces are not allowed between numbers, nor is a full stop unless it is flanked by a number recognizable by MACREX on either side. Similarly, double hyphens are not allowed within page numbers. If you want to abbreviate a heading by adding marks of omission (three points) at the end of a heading, you should add a "blocker" (~!~ - F7) at the end of the heading and before the page number, as in the following example:

^Treatise on the Newtonian theory . . . ^~!~ 223

We realise, however, that there are some occasions when these checks will be teeth-grindingly annoying (for instance if you have a telephone list in MACREX) and we have therefore made provision for a more relaxed check (as in version 5 and earlier versions) to be chosen for any particular index.

If version 5 page number checking is chosen (by pressing Y at option Z) it is saved in the .INF file so it stays with this particular index only. It is not saved in the Option default file, so that every new index started will insist on the stricter page number checking unless this option is changed.

8 - Version 6 page number checking

Yet more stringent checks have been introduced for page number checking in version 7, largely because of the new page-range checking feature. This option works in conjunction with the method for loading (reading, importing) files described in section 9.8 and with option **8 - Tag bad page ranges** in the Merge menu.

2.15 DEFAULT SETTINGS

The index is not listed either on the printer or in a list file

Flips are not capitalized

There is a check on deleted entries

The backspace deletes

Roman numerals are not recognised as page numbers

Insert is set to "On"

Autosort and automerge are turned on; tracking is set to ON

Colour settings are not changed; screen width is 80 characters and screen height is 25 characters

Beep is on

Page numbers are not incremented

Video type should be set automatically

Intelligent flip is on

The maximum number of keywords is 100

Screen list is "wrap-around"

Automatic save is set to 2 minutes

Strict checking of page numbers and their punctuation is made

2.16 CHECKING NUMBER OF FIELDS

The number of headings (fields) in each entry can be checked. There is an option on the MACREX OPTIONS menu

1 Number of heading levels (fields)

If this is set to 0 there will be no check on the number of headings - the program will behave as before. If this is set to a number, each time a new entry is added on the add screen or the edit screen and each time an entry is edited, the number of headings will be checked. The entry will not be accepted unless the number of headings is the same as that set. The number of heading levels is not checked by the R - Read a Backup file option from the main menu, but it is checked in the MACREX UTILITIES SUBPROGRAM by the **R - Read and Correct a backup file or Import a file** option.

Note: The page number string does NOT count as a 'field' in this context

2.17 HYPERTEXT MARKUP FEATURES

These features are described in more detail in section 32.

Relevant options in the Options menu are options R and S and 7 in Options menu 1 and the dedicated options accessed from option 7.

To set up an index for hypertext links:

- a. Set option R - Page number increment to 1.
- b. Set option S - Current page number to a suitable starting value (1 will do). The number used to form your first hypertext locator will be the value set here plus the page number increment.
- c. Select option 7 - Hypertext markup features and you will get a new screen

MACREX HYPERTEXT MARKUP MENU

- A - Add hypertext markings? No
- B - Text before page number <a href="#"
- C - Text after page number ">[*]
- D - Clipboard text before <a NAME="
- E - Clipboard text after ">
- F - Numerical field width 4
- G - Text before xref link {<a href="#"
- H - Text after xref link ">}
- I - Text after xref text {}
- J - Text before xref target {<a NAME="#"
- K - Text after xref target ">}

Load (CTRL-L) in the relevant file with the extension .HTX or make the following changes

- A - Add hypertext markings? Yes
- B - Text before page number <a href="#a
- D - Clipboard text before a [just the letter "a" - no spaces]
- E - Clipboard text after [remove the existing text]
- J - Text before xref target {<a NAME=

Press <escape> and save these settings in the directory you are working in. Press <enter> to get to the Options menu. Press <escape> to save the settings here. Press <enter> to get to the Main Menu.

2.18 MACRO OPTIONS**9 - Macro options**

Macros can be saved or loaded in named files. This allows you to create a list of favourite macros which you can use in any index you like. The files have the extension **.macros**.