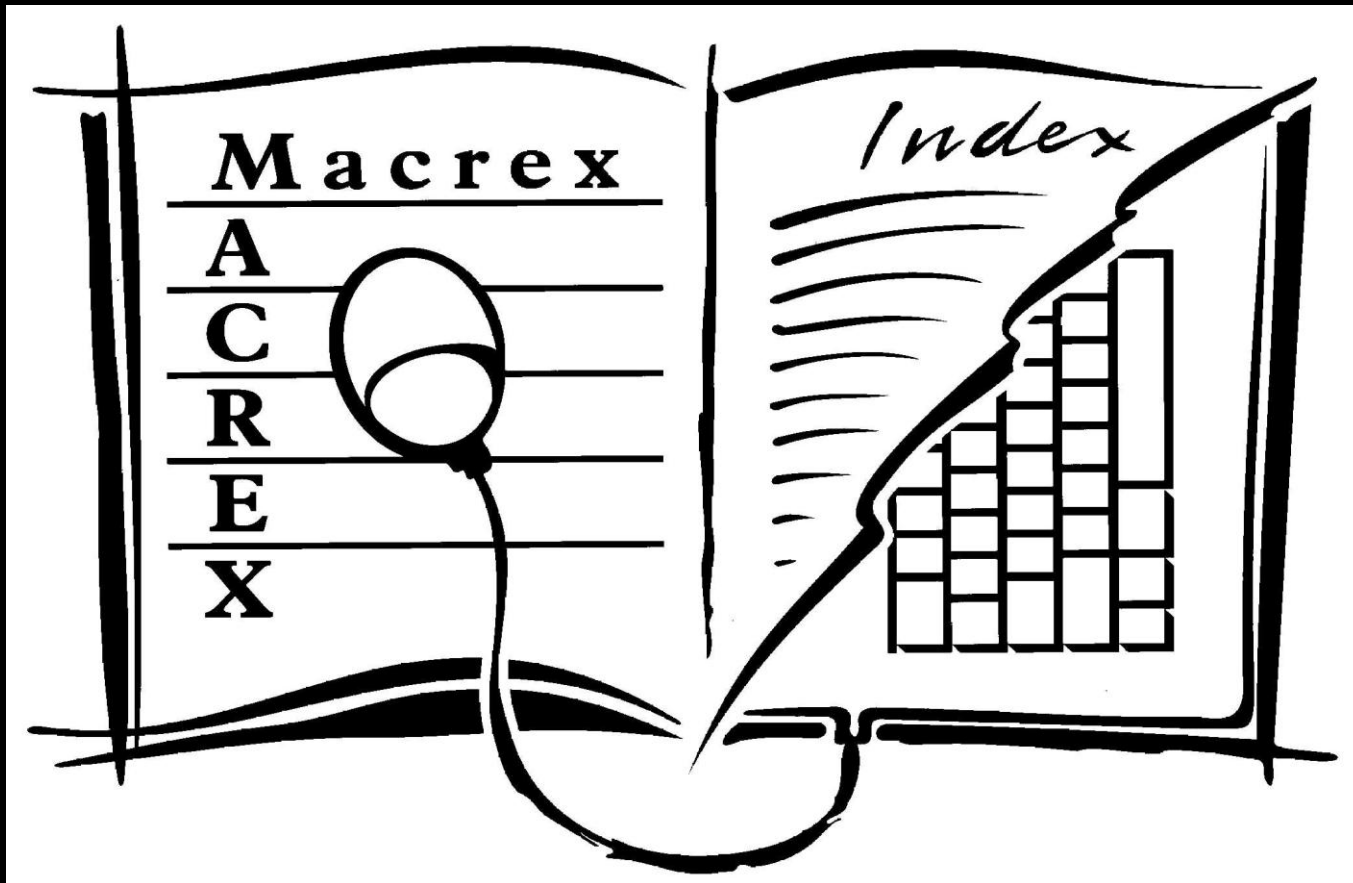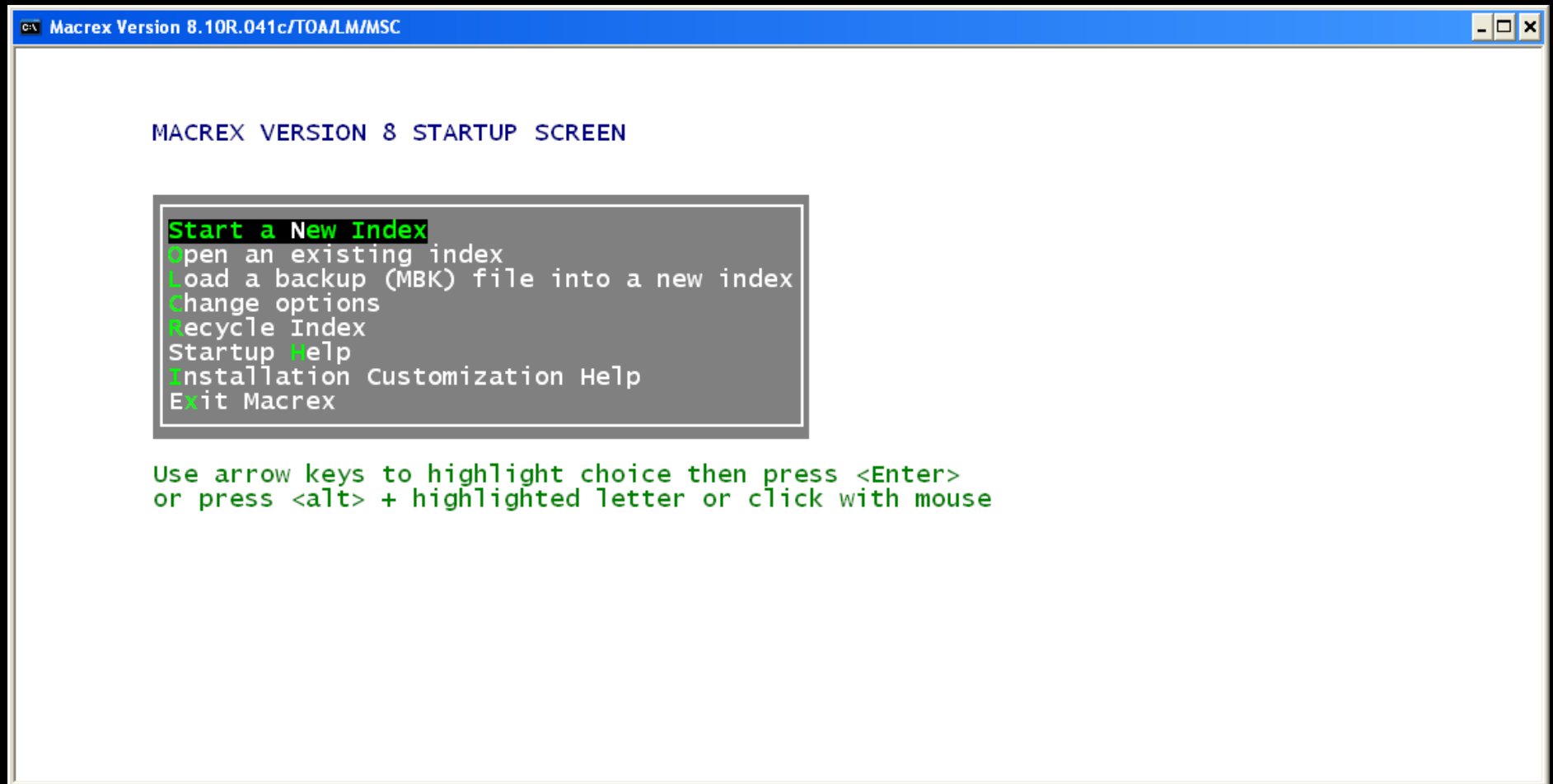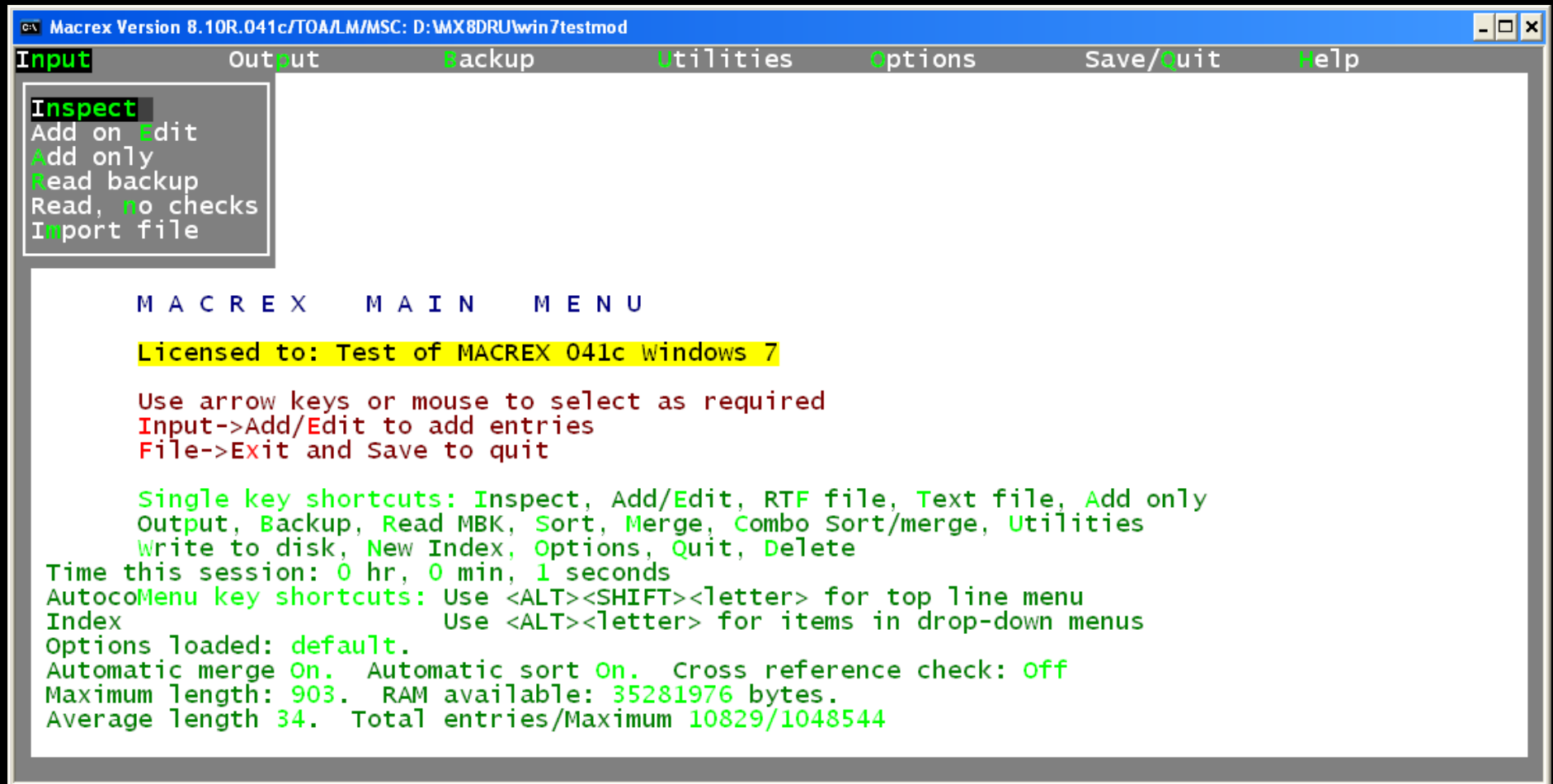# SHOULD I UPGRADE TO MACREX VERSION 8?

MACREX VERSION 8

MACREX version 8 has so many new features that it is impossible to demonstrate them all in a single PPT file. Think of this powerpoint slide show simply as a taster: there is a multitude of new features and enhancements in v8. Do not be put off by the fact that the Main Menu looks different from the version 7 menu; you can still press the keys you are familiar with: Inspect (I - with F4 to add entries on the Inspect screen), Add only (A), Options (O), Sort (S), Merge (M), outPut (P) and Utilities (U). The majority of the new features can be found described in the help files (type ?) in the General Options menu 2, but there are new features in most parts of the program.
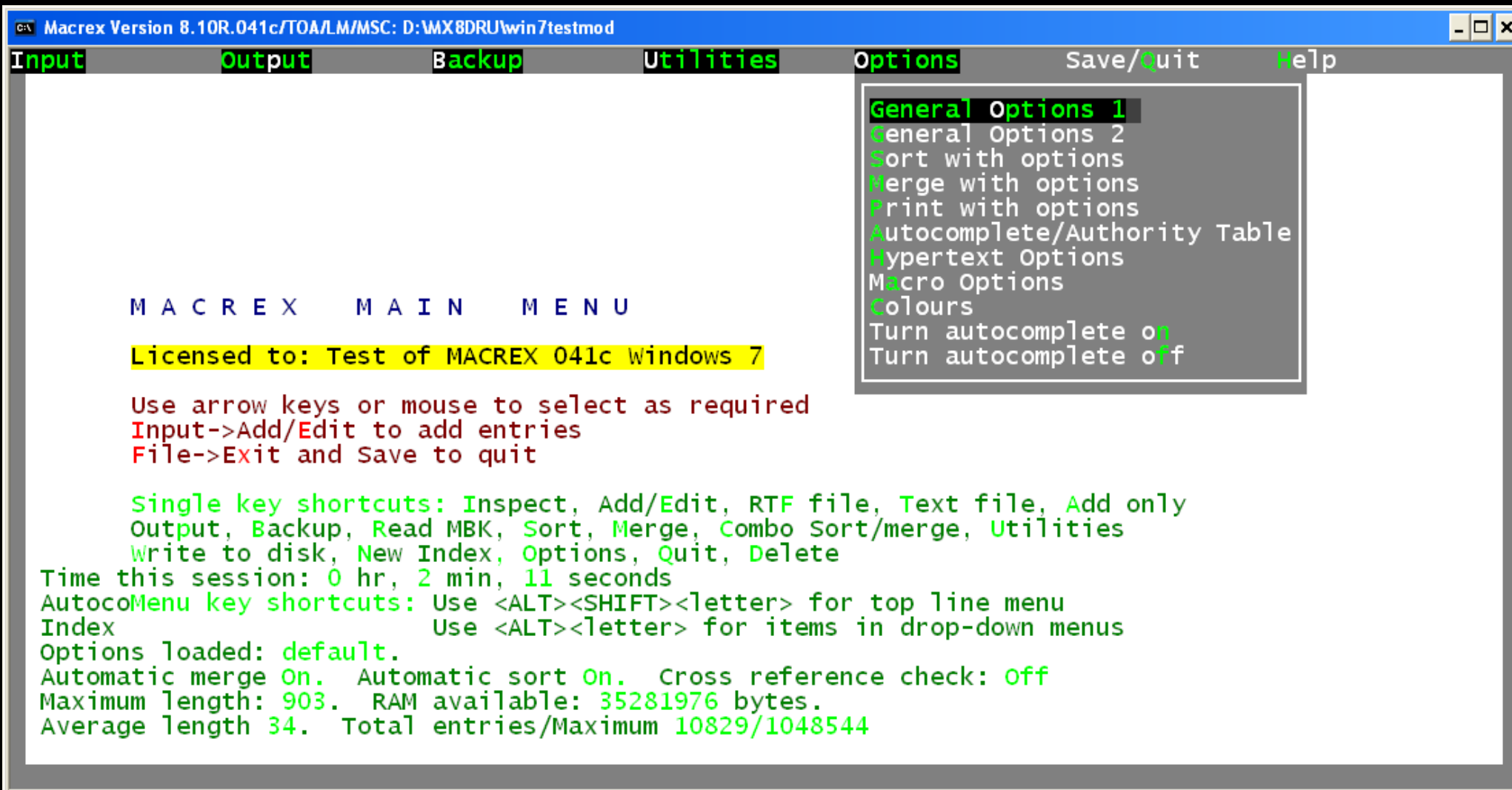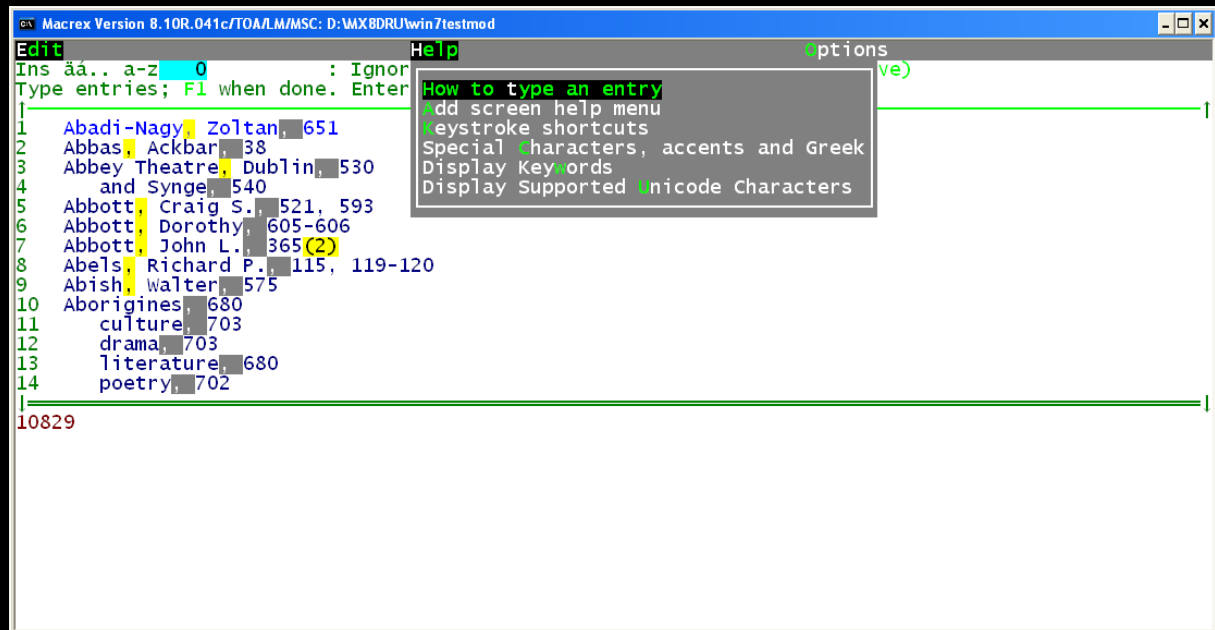
Startup screen

Main Menu

Macrex Version 8.10R.041c/TOA/LM/MSC: D:\MX8DRU\win7testmod

Input   Output   Backup   Utilities   Options   Save/Quit   Help

```
Inspect
Add on Edit
Add only
Read backup
Read, no checks
Import file
```

MACREX MAIN MENU

Licensed to: Test of MACREX 041c Windows 7

Use arrow keys or mouse to select as required
Input->Add/Edit to add entries
File->Exit and Save to quit

Single key shortcuts: Inspect, Add/Edit, RTF file, Text file, Add only
Output, Backup, Read MBK, Sort, Merge, Combo Sort/merge, Utilities
Write to disk, New Index, Options, Quit, Delete
Time this session: 0 hr, 0 min, 1 seconds
AutocoMenu key shortcuts: Use <ALT><SHIFT><letter> for top line menu
Index   Use <ALT><letter> for items in drop-down menus
Options loaded: default.
Automatic merge On. Automatic sort On. Cross reference check: Off
Maximum length: 903. RAM available: 35281976 bytes.
Average length 34. Total entries/Maximum 10829/1048544

Main Menu dropdown menus

Macrex Version 8.10R.041c/TOA/LM/MSC: D:\MX8DRU\win7testmod

Input   Output   Backup   Utilities   Options   Save/Quit   Help

General Options 1
General Options 2
Sort with options
Merge with options
Print with options
Autocomplete/Authority Table
Hypertext Options
Macro Options
Colours
Turn autocomplete on
Turn autocomplete off

M A C R E X   M A I N   M E N U

Licensed to: Test of MACREX 041c Windows 7

Use arrow keys or mouse to select as required
Input->Add/Edit to add entries
File->Exit and Save to quit

Single key shortcuts: Inspect, Add/Edit, RTF file, Text file, Add only
Output, Backup, Read MBK, Sort, Merge, Combo Sort/merge, Utilities
Write to disk, New Index, Options, Quit, Delete
Time this session: 0 hr, 2 min, 11 seconds
AutocoMenu key shortcuts: Use <ALT><SHIFT><letter> for top line menu
Index   Use <ALT><letter> for items in drop-down menus
Options loaded: default.
Automatic merge On. Automatic sort On. Cross reference check: Off
Maximum length: 903. RAM available: 35281976 bytes.
Average length 34. Total entries/Maximum 10829/1048544

Add/edit screen dropdown menus

Version 8

- Drop-down menus make it easy to find options

- Can be controlled with mouse or keystrokes

- Major version 7 keystrokes retained

- Menu navigation can be recorded in macros
  - Or – Instant help

Version 7 and earlier

- No dropdown Menus

Documentation

Version 8

- Online interactive context-sensitive help files based on material in previous manuals, with additional extensive description of new features
- available by typing Ctrl-Alt-F10 at any menu (? from most menus)
- help files include PDFs of previous manuals with their indexes
- PDFs of help files available for searching
- Index is being created
- Click here

Version 7 and earlier

- Comprehensive, extensively indexed hard copy manual (can also be used with v8)

Inspect and Edit Screen Help - Windows Internet Explorer

C:\hilary\mx8temp\help\inspect_and_edit_help.htm

Bing

This site has not been analyzed yet ▾ Notify us

Favorites | Suggested Sites ▾ | Web Slice Gallery ▾

UCL Cancer Institute | Inspect and Edit Screen... ✕ | Page ▾ Safety ▾ Tools ▾

Inspect and Edit Screen Help

(Need another help file? Try Macrex Help Contents. Macrex help keys **?**, <CTRL><ALT>F1 or <CTRL><ALT>F10)

See also editing keystrokes, structure of an index entry, keystroke shortcuts

(To see a list of the currently defined macros enter ??? at the Ready ==> prompt)

Accessing the top menu
Editing an entry on the screen
Adding new entries
Scrolling
Searching
Replacing
Group listing
Boolean group listing
Grouping by page number
Go to a line
Define a keyword
Block delete
The Command Buffer
Quit Editing
Wildcards

Accessing the top menu

To access the menu strip at the top if the inspect either click on it with the mouse or type <CTRL>U. All the functions described below can be accessed from the drop down menus from the top menu, as well as by using the keystrokes.

Editing an entry on the screen

To edit an entry on the screen you can click on it with the **mouse** or enter the **number** of the entry at the Ready ==> prompt. When you have finished editing it press <ENTER>.

You can also type <ESCAPE> which will highlight the top number on the left side of the entries. Use the arrow keys to select your entry and then press <ENTER>. Pressing <CTRL>C when the entry number is highlighted or while editing an entry will copy the whole entry to the clipboard, and in can then be pasted into another program or back into MACREX.

When you press <ENTER> to complete the editing, the normal punctuation corrections will be done. If the entry is not acceptable an error message

Done   Computer | Protected Mode: Off   100%

Opening an index (1)

Version 8

- From MBK, Windows Explorer, icon, Windows Explorer, Command prompt

Version 7 and earlier

- Icon or Command prompt
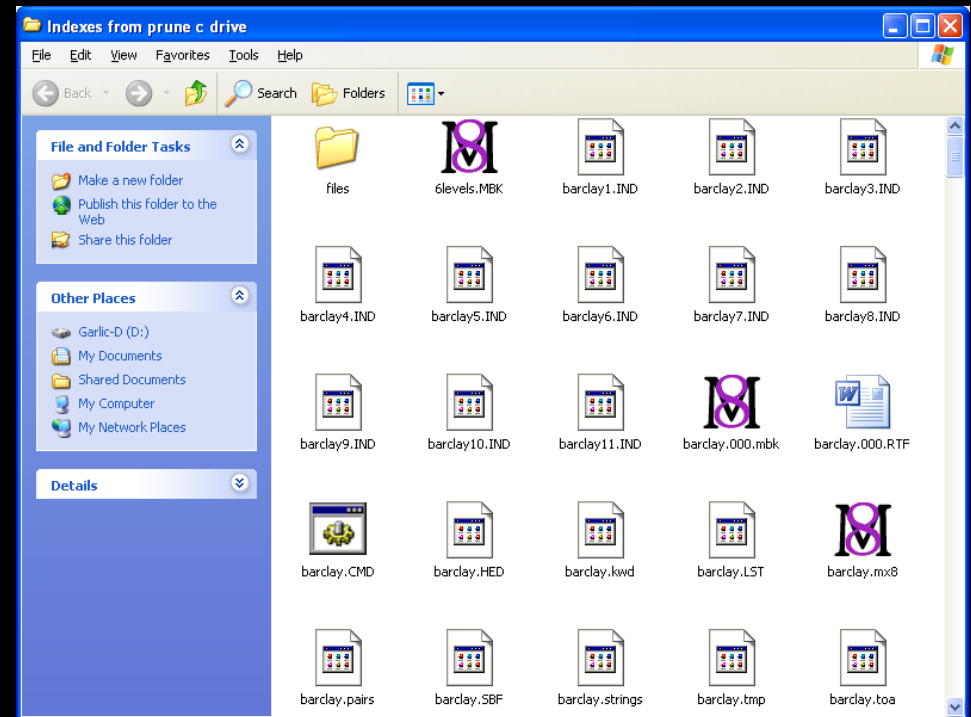
Opening an index (2)
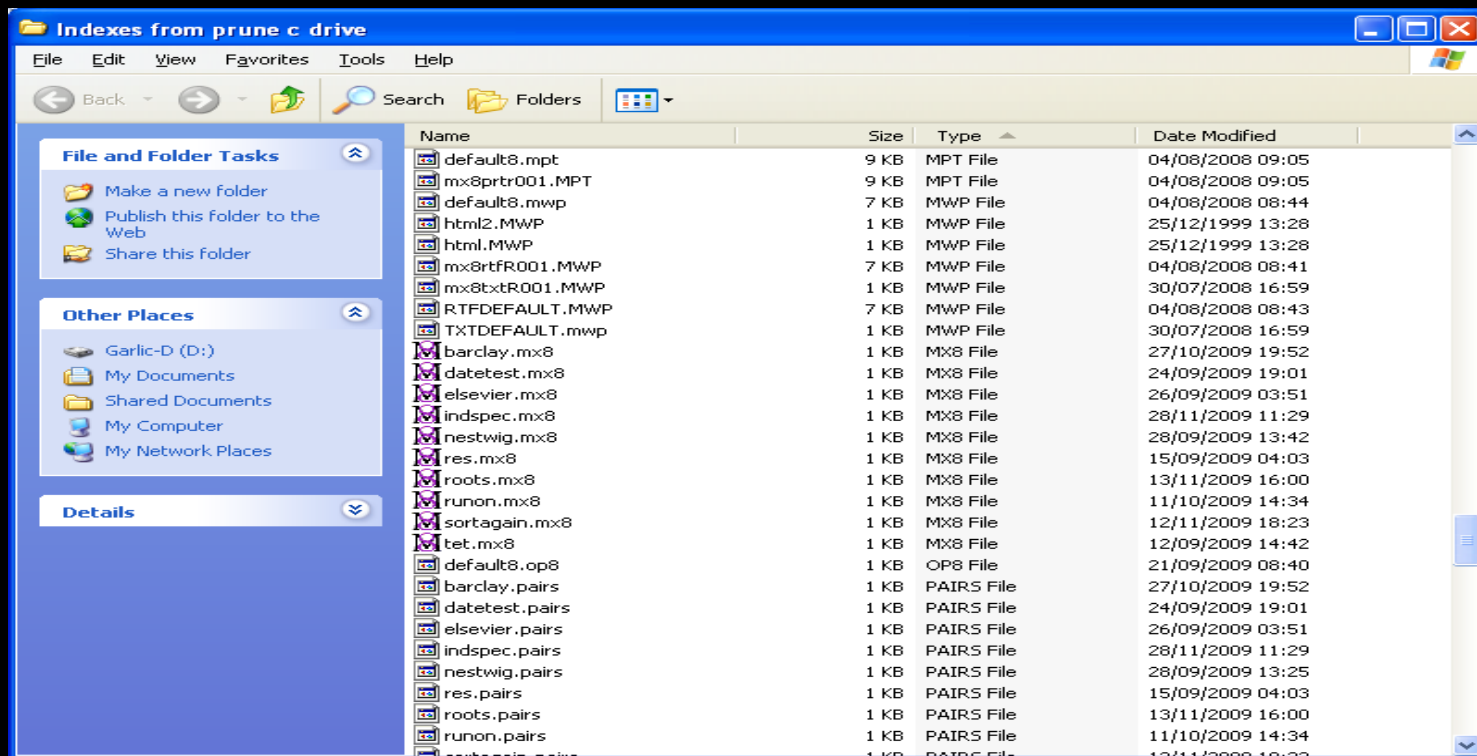
Copying …

Version 8
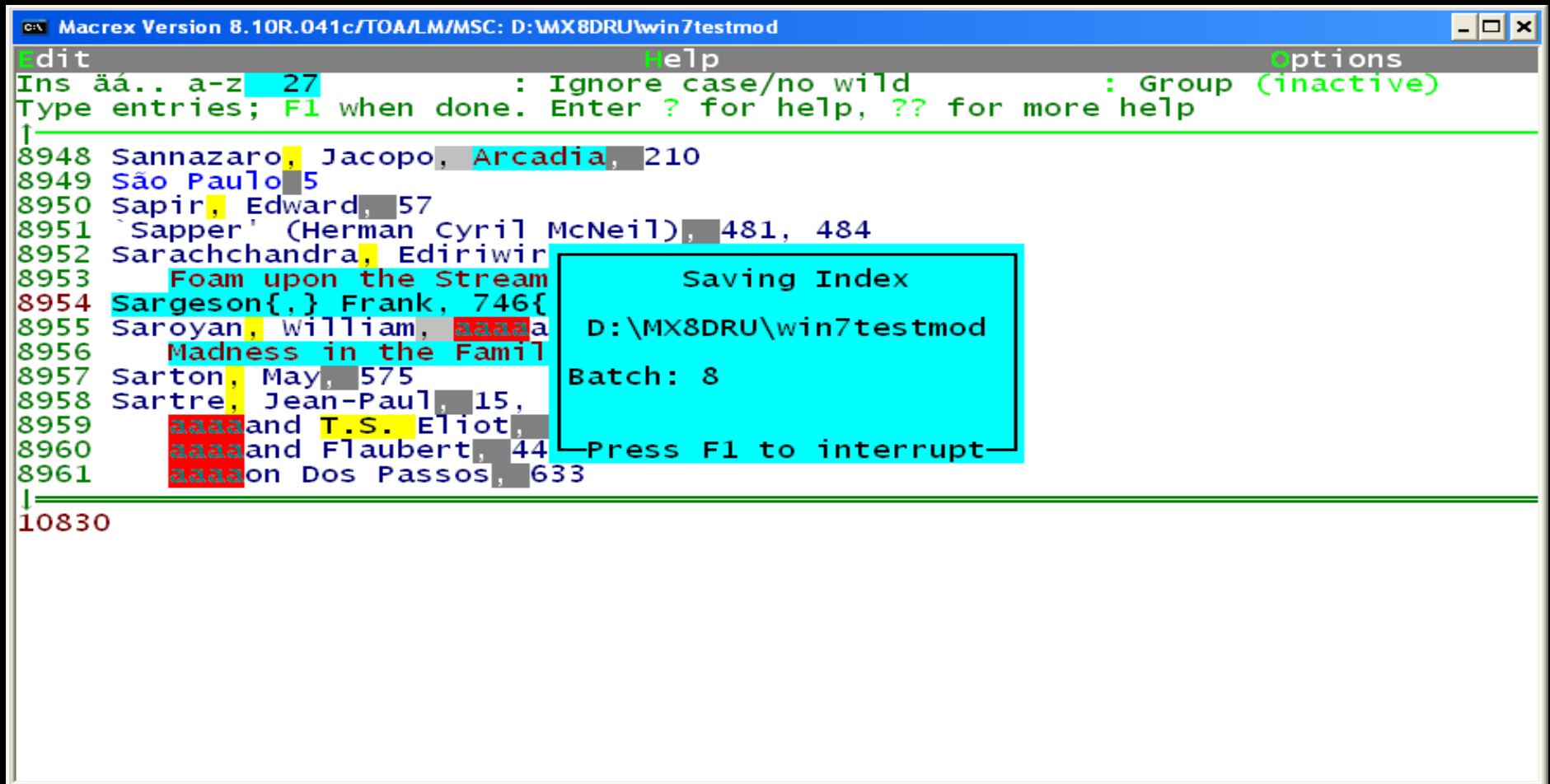
- Copy and paste of entries from other indexes or other applications enhanced – no extra Ctrl-Cs needed
- accented characters carried over from other applications into the MACREX file

Version 7 and earlier

- Copy and paste possible, although sometimes had to press Ctrl-C twice!

… and pasting

File selector screen

Version 8

- Sorting by date/time, file size/number of entries, alpha, both ascending and descending
- change drive
- create new folder

Version 7 and earlier

- Possible to capture files from other folders and to select files using * wildcard

Reusing existing entries

Version 8

- Auto-complete / thesaurus / table of authorities
  - Hierarchical or non-hierarchical auto-complete for each subheading level
  - Use an existing table of authorities, or one derived from a previous index, to generate the auto-complete suggestions
  - Thesaurus/controlled vocabulary
  - Auto-complete box can be moved around screen
  - Possible to scroll all way up and down auto-complete box

Version 7 and earlier

- Separate "Headingsnt" utility makes it possible to use headings and whole entries from previous indexes) (useful for v8 too)

Table of Authorities – a step beyond auto-complete

Existing index 1

Existing index 2

Existing index 3

Generate Table of Authorities and save as a file

Hierarchical – preserve headings and subordinate terms

Non-hierarchical – one big list

Send to publisher or author for advice on terminology

Share with other indexers to ensure consistency

Load into another index to save re-keying terms
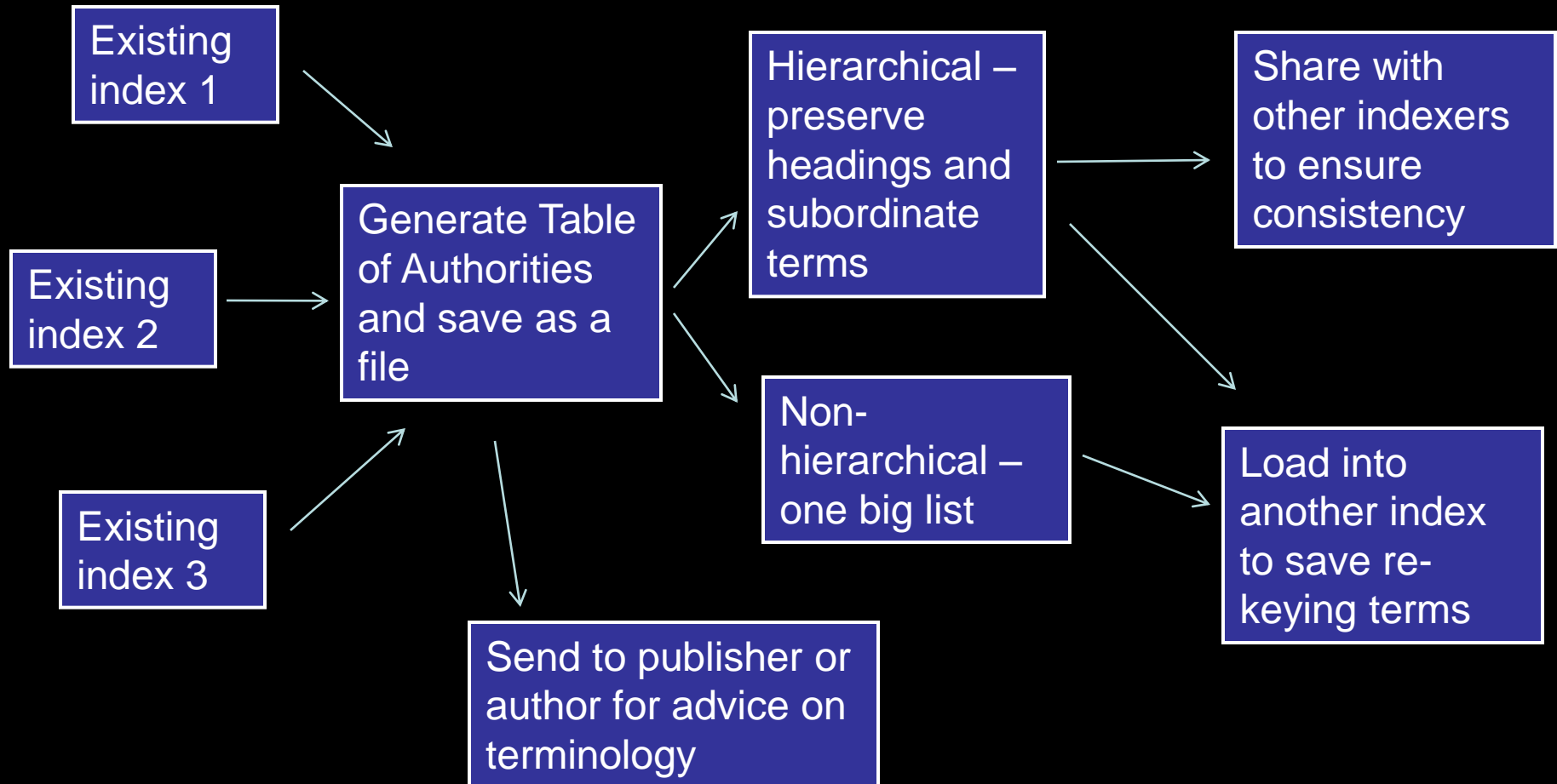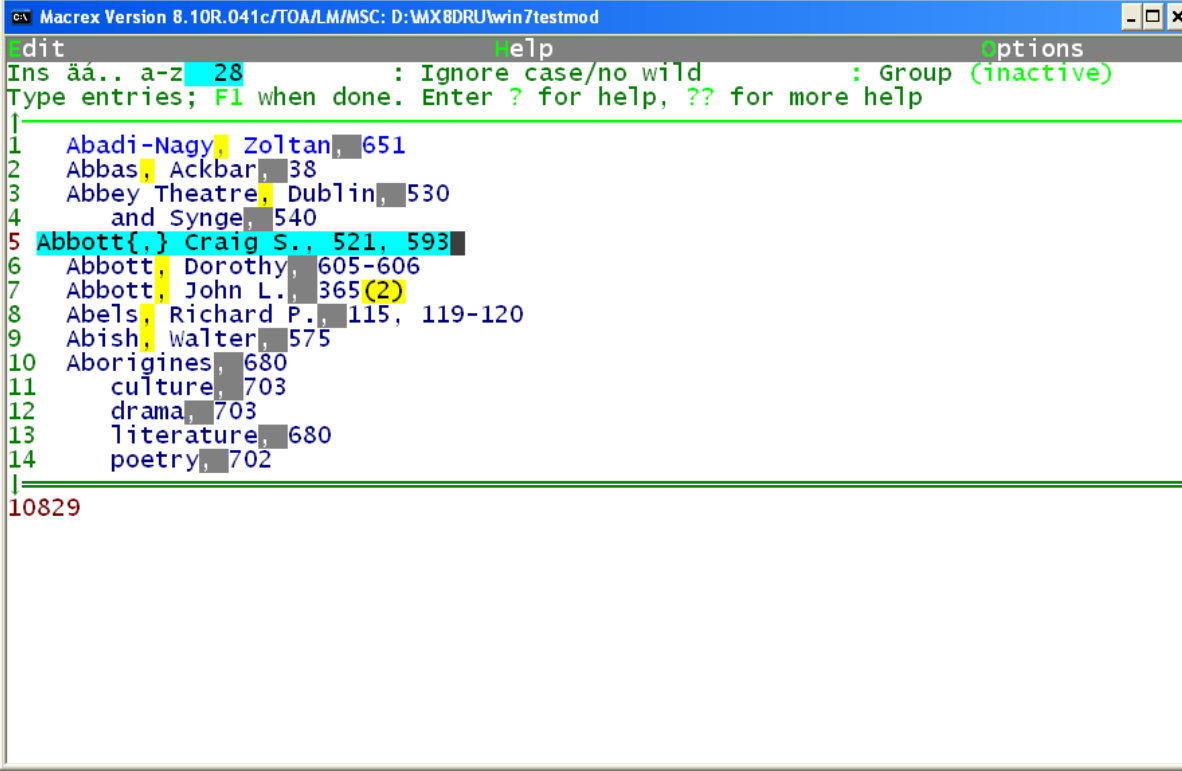
Adding entries

Version 8

- Additional keystroke (E) from Main Menu takes you directly to adding entries on edit screen

Version 7 and earlier

- Adding entries possible on both Add screen and (using F4) on Edit screen

Page number order files

Version 8

- Can go directly to page number order or to alpha listing

- Shift-Alt-U, Alt-P (or Alt-A)

Version 7 and earlier

- Utilities menu to access both P – page number order file and A – alpha listing
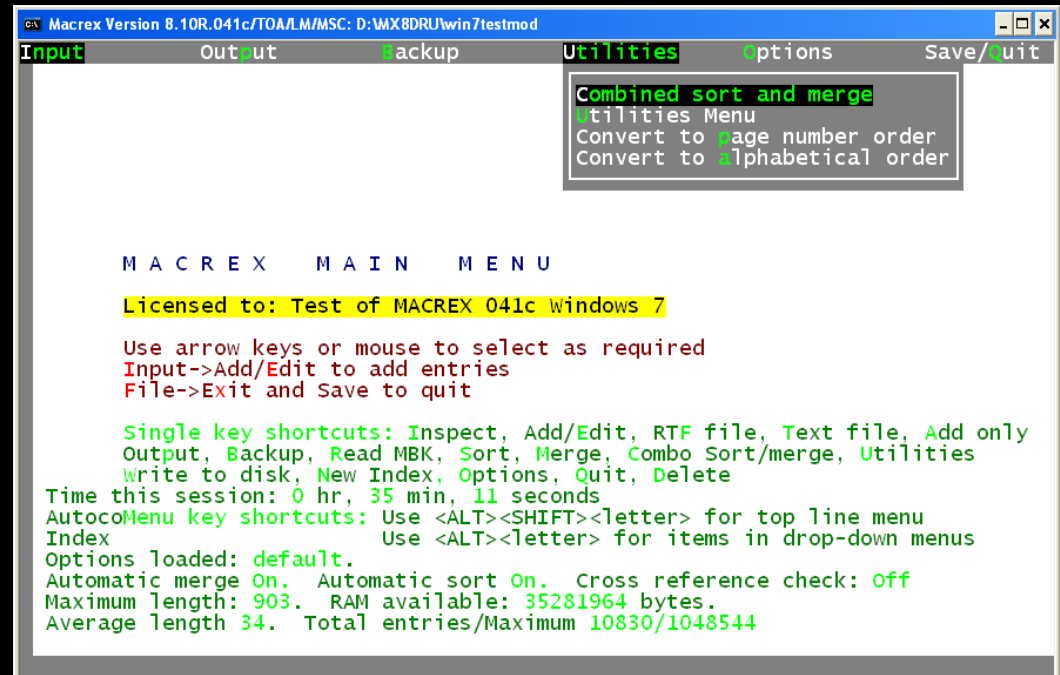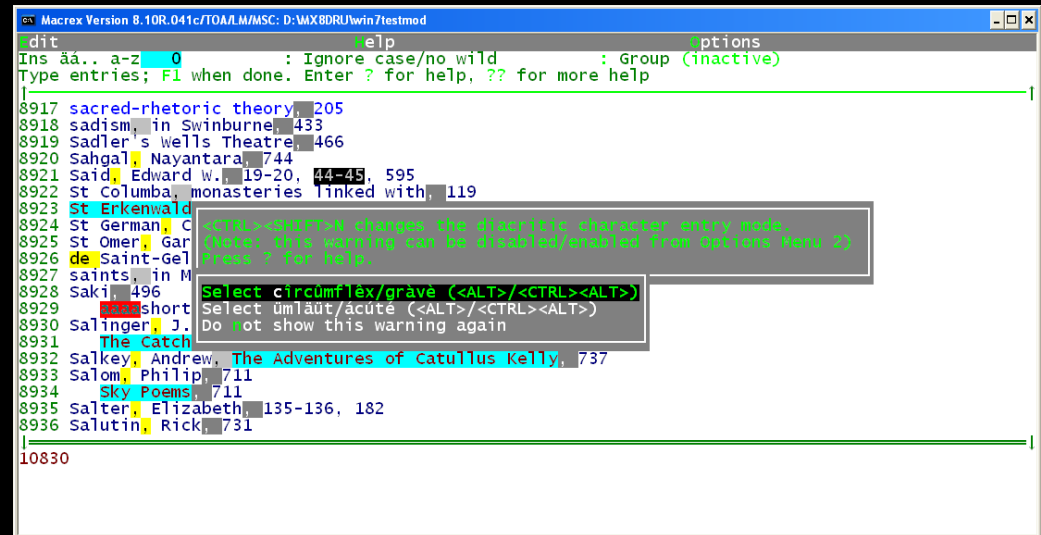
Accented and other characters

Version 8

- Alternative keystrokes for Num Lock (Ctrl-Shift-N) – used for commonly accented characters, and Scroll Lock for Greek characters (Ctrl-Shift-G)
- much wider range of characters appearing as such on screen
- Unicode support
- character map

Version 7 and earlier

- Commonly used accented characters appear as such on screen; others coded

Keywords (abbreviations)

Version 8

- Keywords can be created while in the middle of writing an entry (additional keystroke Ctrl-Shift-K)

- no need to "set" them by going back to the Main Menu before use

- Options in Gen Options menu 2, where keywords can be added, edited and deleted

- a list of all keywords can be viewed and edited in browser

- no limit to number of keywords

Version 7 and earlier

- Keywords (default 100) can be created on the "Add screen" and on the "add, Inspect and edit" screens

```
Macrex Version 8.10R.041c/TOA/LM/MSC: D:\MX8DRU\win7testmod        _ □ x

                    M A C R E X   O P T I O N S   M E N U   2
A - Authority table options          S - Clean up final batch
B - Set Country (dates and keyboard) UKT - Block delete options   No block delet
e - Caps lock correction? No          U - Block delete warning threshold 10
D - Group numbers? Yes                V - Replace character codes Yes
E - Edit matched pair table           W - <CTRL><SHIFT>N instead of num lock Y
es- Save matched pair table           X - Translate to ANSI for clipboard? Yes
G - Load matched pair table           Y - Use <END> for autocomplete Yes
H - Cumulative backup on exit? Yes    Z - Display keyword list in browser
I - Number of cumulative backup files? 51 - Warn about Num Lock Yes
J - Program to open help files explorer.2 - Options menu 2 help
K - Change all headings on edit?   Ask
L - Changed headings to scroll buffer? No
M - Find/replace flag-text ##
N - F9/F11, <CTRL>N Swap? No
O - Edit/add/delete keywords
P - Save keywords
Q - Load keywords
R - Scan keywords from final batch


Press <ESC> to save defaults, ? for help
^L to load, $ to save named option files
Select feature(s) to change; press <ENTER> when done ==>
```
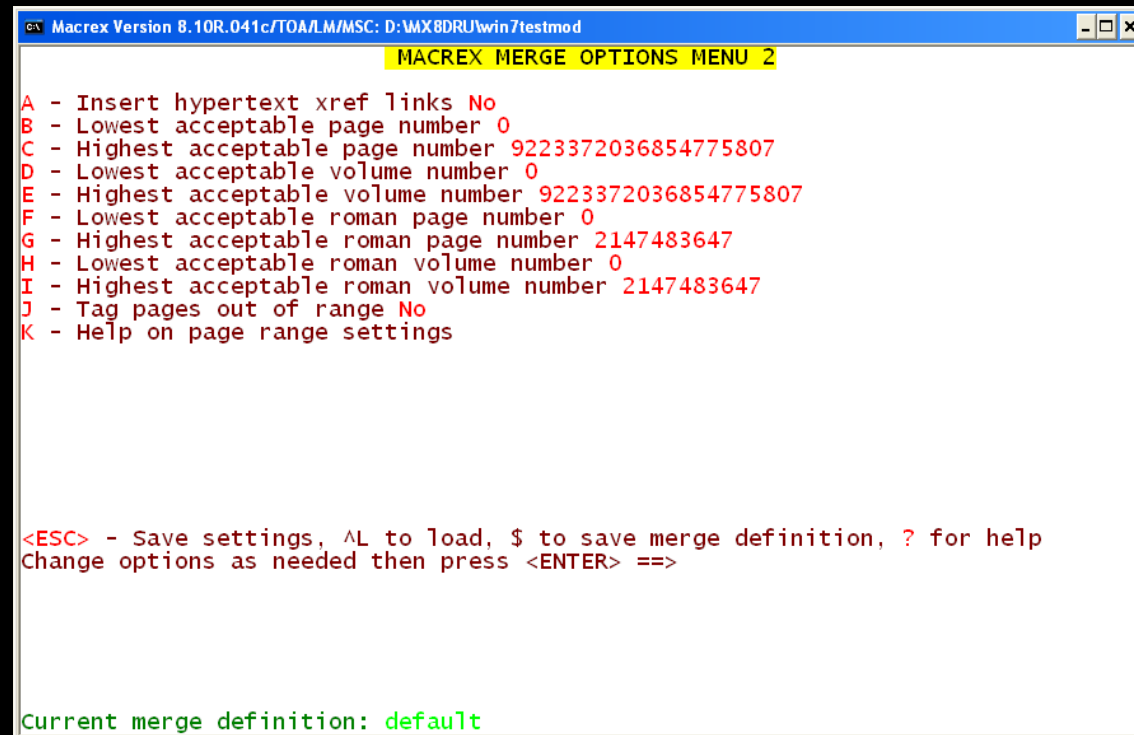
Keyword list


```
Keyword              Expanded

%1                   cows
%2                   moocows
%5                   Harry the Hound
#                    ~aaaa~
%                    {The }
=a                   ~z~Artist index
=c                   ~s~Composer index
=s                   {[S]}
=r                   {[re]}
=d                   {[D]}
=v                   {[@]}
=e                   excerpt
=h                   {[H]}
=b                   {[br]}
=i                   ~a~General index, \Interviews\
=o                   ~a~General index, \Obituaries\
=m                   ~zz~miscellaneous pieces
```
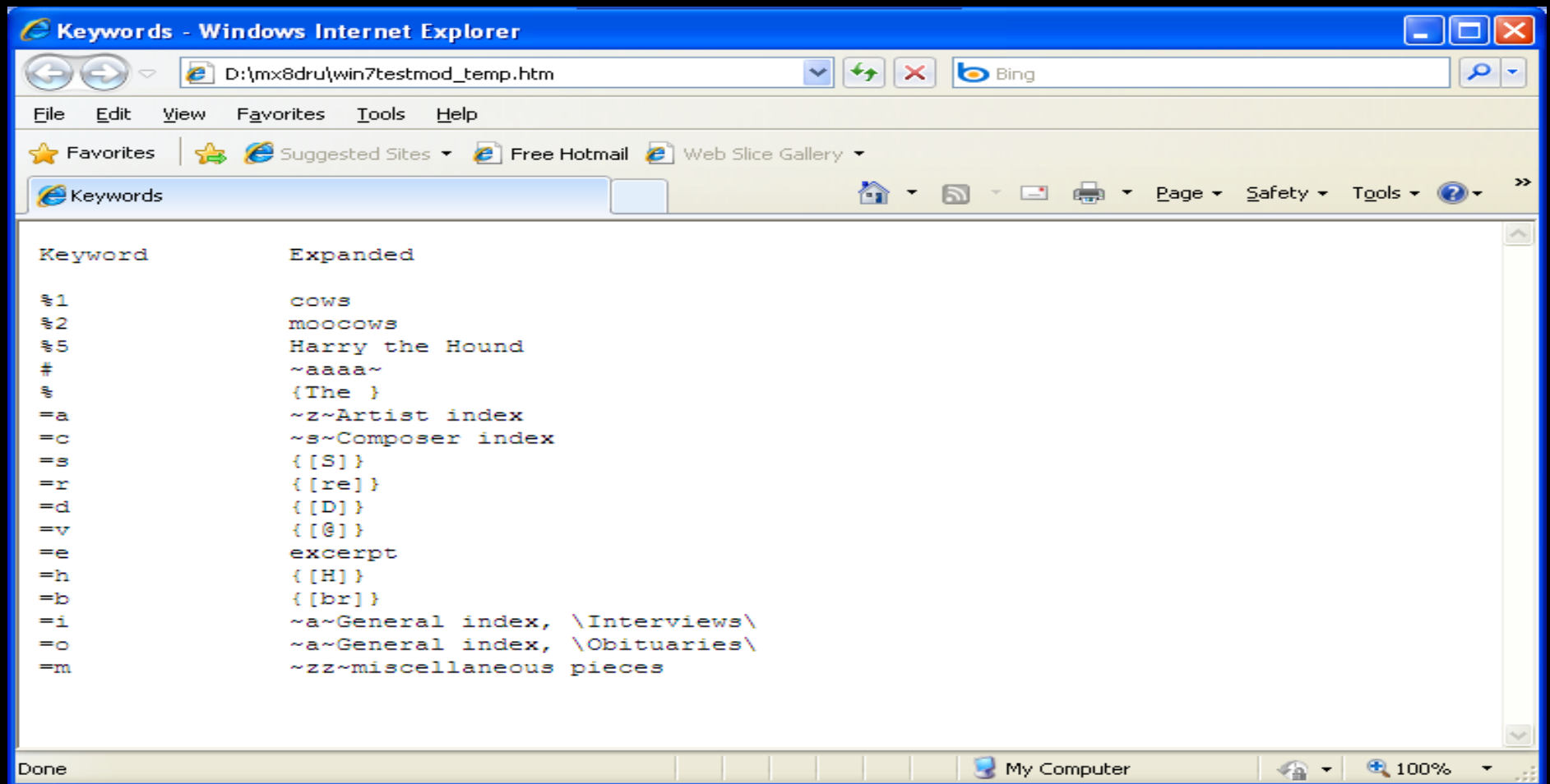
Locators – error checking

Version 8

- As they are typed, locators can be checked to ensure that they are within the range of the text being indexed

Version 7 and earlier

- Check that all page ranges are viable within the "squashing" system used (7 onwards)

```
Macrex Version 8.10R.041c/TOA/LM/MSC: D:\MX8DRU\win7testmod      _ □ ×

                    MACREX MERGE OPTIONS MENU 2
A - Insert hypertext xref links No
B - Lowest acceptable page number 0
C - Highest acceptable page number 9223372036854775807
D - Lowest acceptable volume number 0
E - Highest acceptable volume number 9223372036854775807
F - Lowest acceptable roman page number 0
G - Highest acceptable roman page number 2147483647
H - Lowest acceptable roman volume number 0
I - Highest acceptable roman volume number 2147483647
J - Tag pages out of range No
K - Help on page range settings




<ESC> - Save settings, ^L to load, $ to save merge definition, ? for help
Change options as needed then press <ENTER> ==>




Current merge definition: default
```
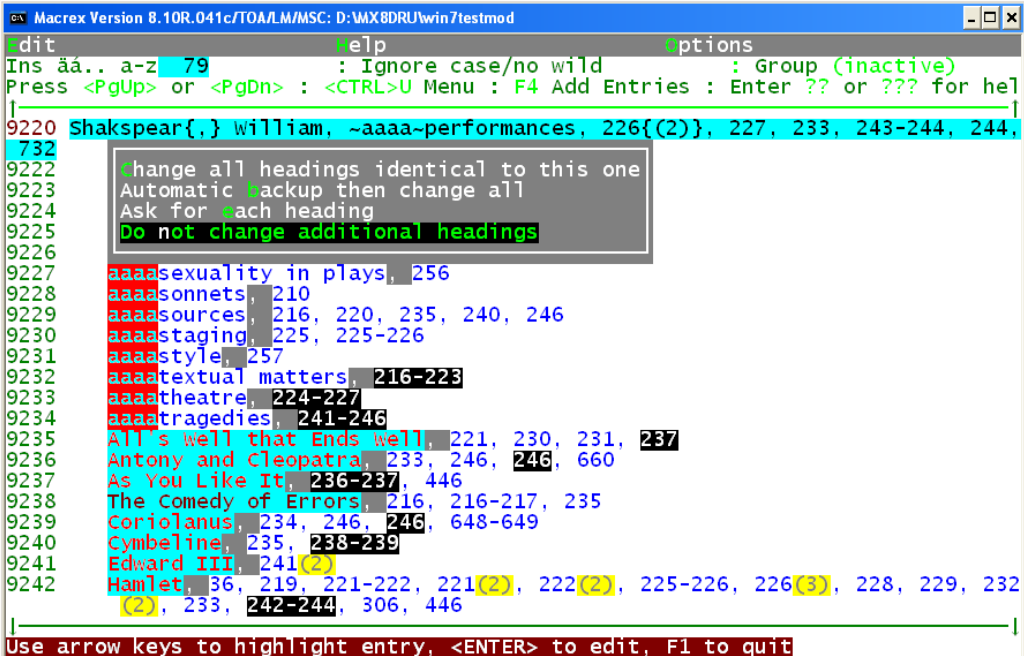
Change headings

Version 8

- if you change a heading which has more than one subheading you will be asked if you want to change all instances of this heading
  - to the same as the first
  - whether you want to be asked about one at a time
  - whether you want to change all the x-refs under that heading to the new heading
  - The default is to Ask.

Version 7 and earlier

- global change of each heading or "manually" modify each heading if too long for global change

Macros

Version 8

- Additional built-in macros for bold, italic, small caps, super- and sub-scripts

- Special keystrokes for use in macros to ensure that they are not affected by changes to insert, case, wildcard etc

Version 7 and earlier

- Up to 40 recordable macros

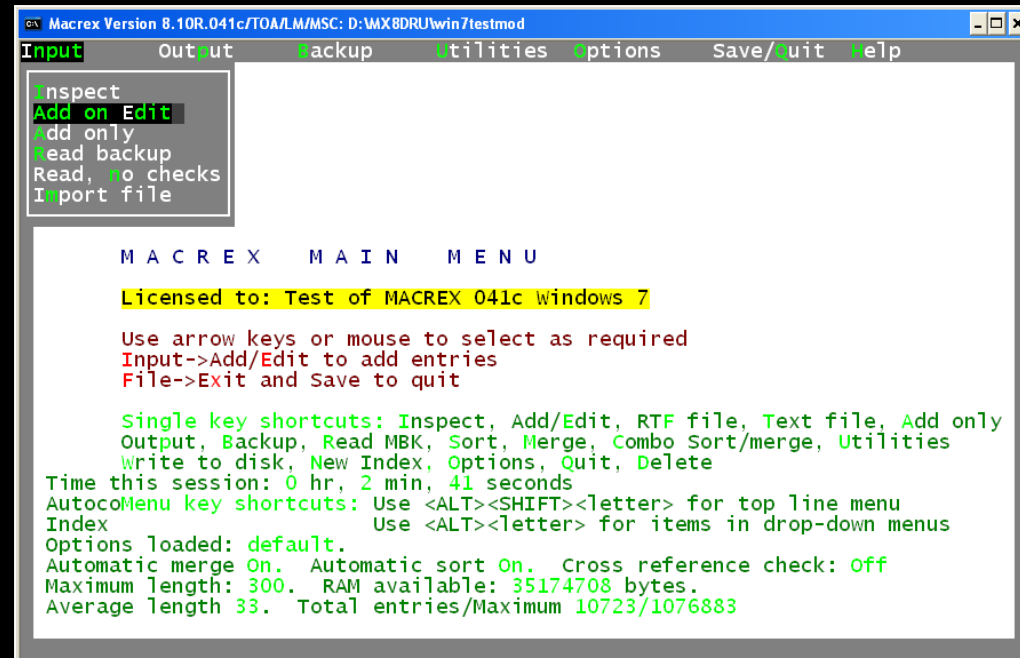- Macros for "soft" comma, en-dash, "see" and "see also".
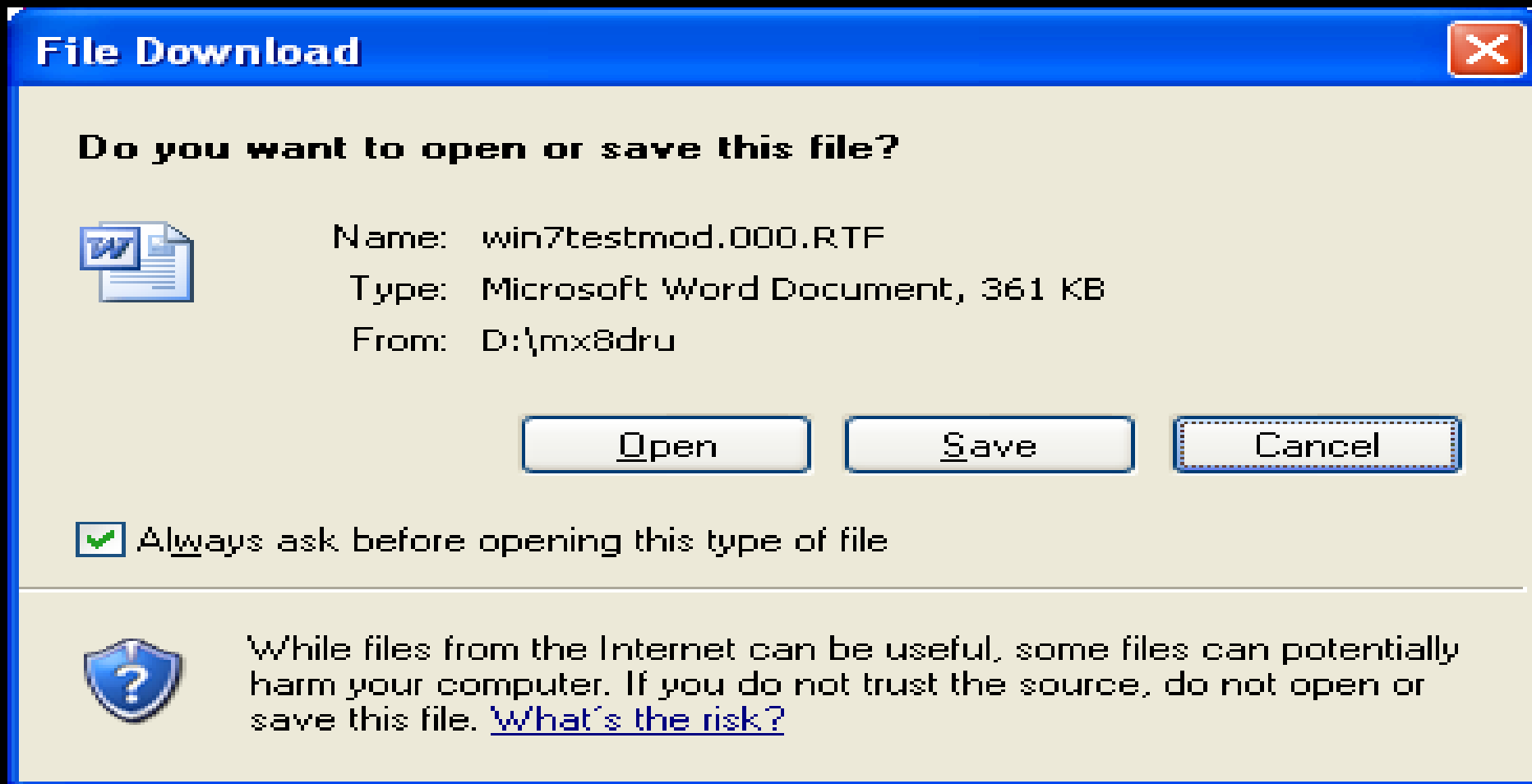
Output

Version 8

- One-key printing to an RTF or TXT file, visible immediately in the word processor or text editor of choice at any stage during the compilation of the index

- don't have to open word processor and *then* load files

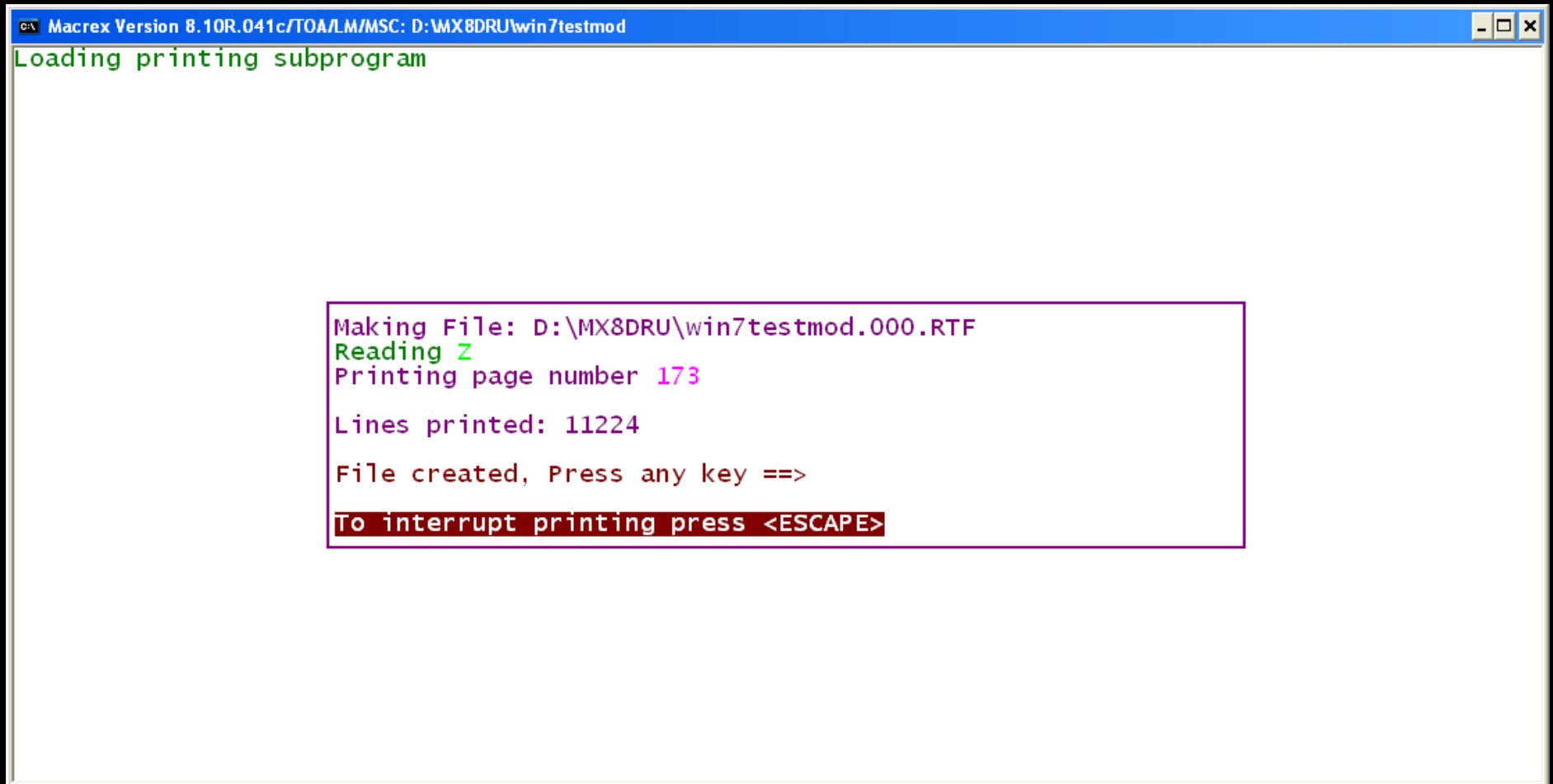- Standard layout files and default mwp file all provided

Version 7 and earlier

- Word-processor file made only from Output program

- File has to be located by the user

… and then

File Download

Do you want to open or save this file?

Name: win7testmod.000.RTF
Type: Microsoft Word Document, 361 KB
From: D:\mx8dru

[Open]   [Save]   [Cancel]

☑ Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

After pressing F from Main Menu

Macrex Version 8.10R.041c/TOA/LM/MSC: D:\MX8DRU\win7testmod

Loading printing subprogram

```
Making File: D:\MX8DRU\win7testmod.000.RTF
Reading Z
Printing page number 173

Lines printed: 11224

File created, Press any key ==>

To interrupt printing press <ESCAPE>
```
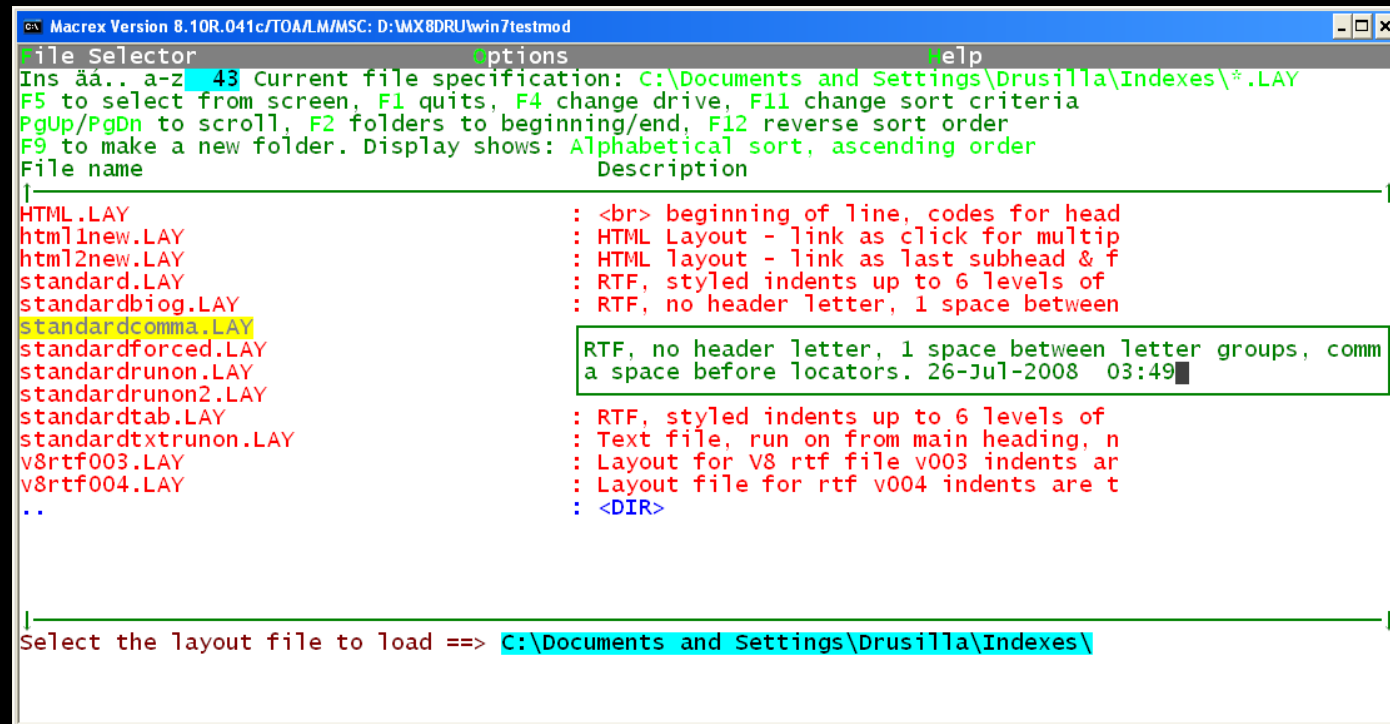
The index as an RTF in Word
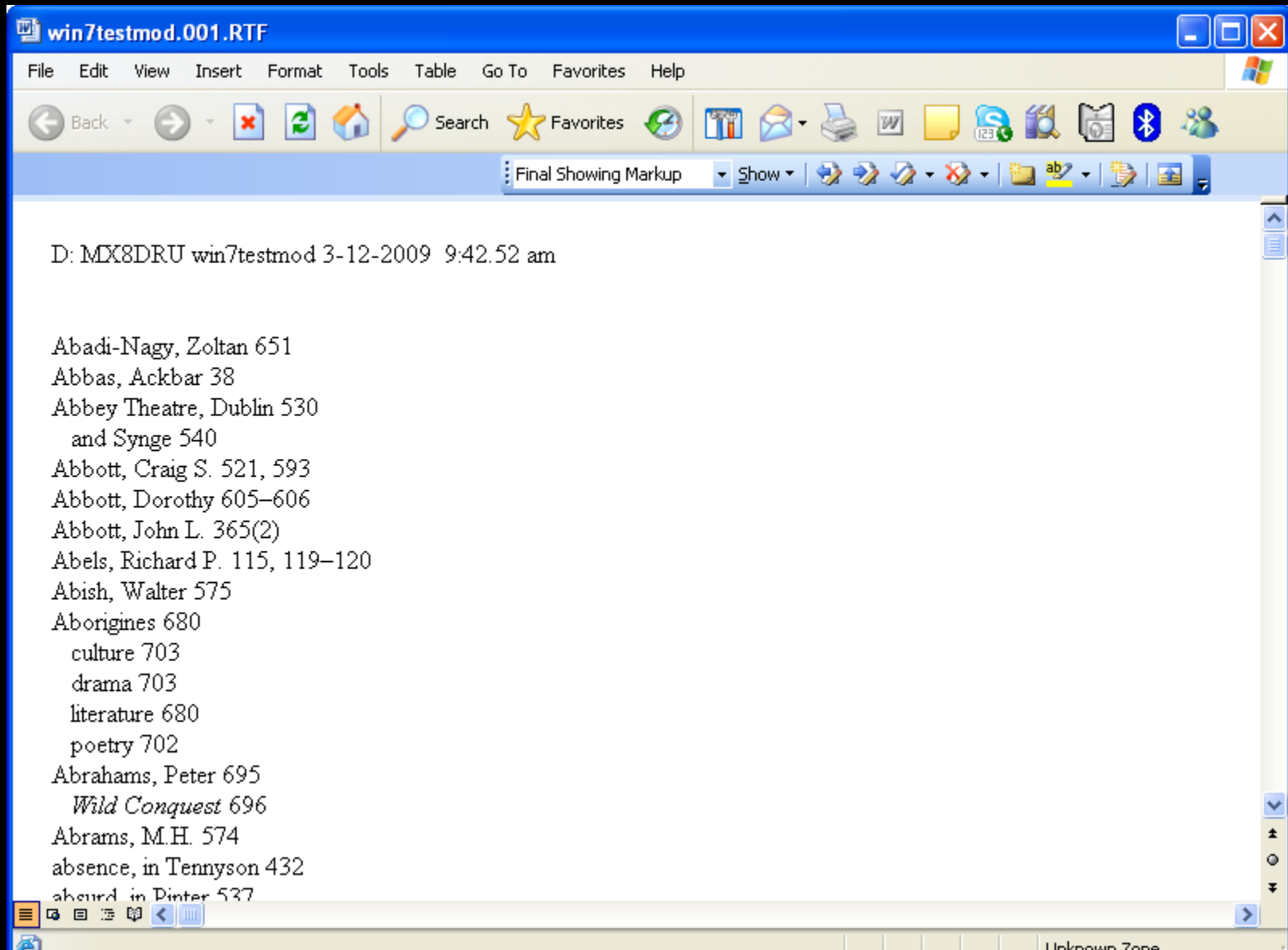
Printing (wp) options

Version 8

- New "standard" RTF layout files to cover most eventualities

Version 7 and earlier

- Huge number of options, but necessity to locate the file once made; RTF format for user to modify
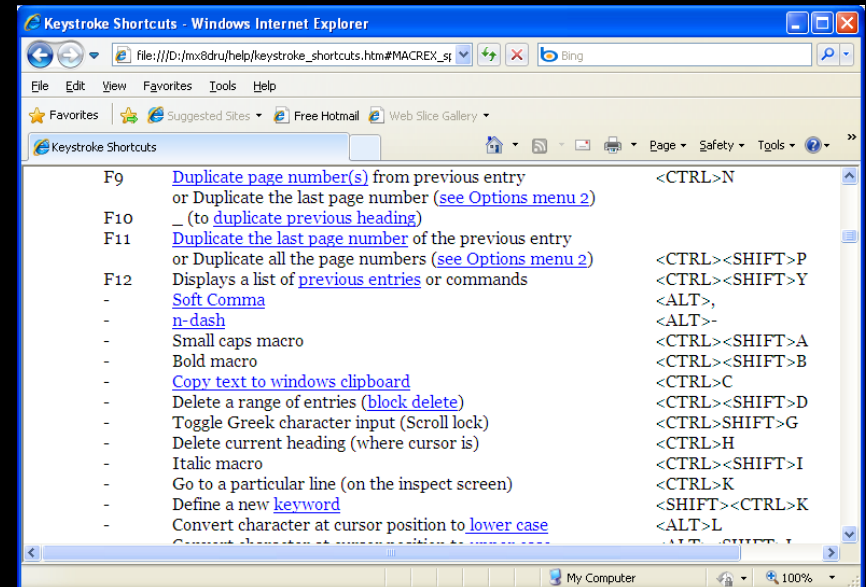
Keyboard options

Version 8

- keys unavailable for Macrex on some desktop keyboards as well as laptop keyboards
- modifications for Macs and keyboards without certain keys

Version 7 and earlier

- some alternatives, but keyboards of the day were on the whole consistent

Block delete (1)

Version 8

- choose first and last entry to delete (not available for query file)
- process is instantaneous
- deleted entries can be moved to query file rather than being permanently deleted (optional)

Version 7 and earlier

- Separate process: deleted and relocated queries removed at a stroke


```
Macrex Version 8.10R.041c/TOA/LM/MSC: D:\MX8DRU\win7testmod        _ ⊡ ✕
            M A C R E X   O P T I O N S   M E N U   2

A - Authority table options              S - Clean up final batc No block delete
B - Set Country (dates and keyboard)  UKT - Block delete option to Query file
e - Caps lock correction? No             U - Block delete warnin Just delete
D - Group numbers? Yes                    V - Replace character c
E - Edit matched pair table              W - <CTRL><SHIFT>N instead of num lock Y
es- Save matched pair table              X - Translate to ANSI for clipboard? Yes
G - Load matched pair table              Y - Use <END> for autocomplete Yes
H - Cumulative backup on exit? Yes       Z - Display keyword list in browser
I - Number of cumulative backup files? 51 - Warn about Num Lock Yes
J - Program to open help files explorer.2 - Options menu 2 help
K - Change all headings on edit?   Ask
L - Changed headings to scroll buffer? No
M - Find/replace flag-text ##
N - F9/F11, <CTRL>N Swap? No
O - Edit/add/delete keywords
P - Save keywords
Q - Load keywords
R - Scan keywords from final batch


Press <ESC> to save defaults, ? for help
^L to load, $ to save named option files
Select feature(s) to change; press <ENTER> when done ==> T
```

Block delete (2)


```
Macrex Version 8.10R.041c/TOA/LM/MSC: D:\MX8DRU\win7testmod       _ □ ×

Edit                    Search                 Help                Options
Ins ää.. a-z    0          : Ignore case/no wild        : Group (inactive)
Press <PgUp> or <PgDn> : <CTRL>U Menu : F4 Add Entries : Enter ?? or ??? for help

9174  Shakespeare, William, 12, 102, 201(2), 202, 216-247, 258
9175
9176    Enter the first number to delete
9177    9174
9178    Min: 1
9179    Max: 10829
9180
9181
9182    Enter the last number to delete
9183    9280
9184    Min: 9175
9185    Max: 10829
9186
9187    aaaaand Pomerance, 537
9188    aaaaand W. Stevens, 617
9189    aaaaand Walpole, 375
9190    aaaaand Webster, 267
9191    aaaaand P. White, 713
9192    aaaaband 13ME romances, 152
9193    aaaaband American 18th C culture, 553
9194    aaaaband The Book of Sir Thomas More, 241
9195    aaaaband Edward III, 241
9196    aaaaband 'estates' morality, 264
9197    aaaaband Renaissance rhetoric, 201

Ready ==>
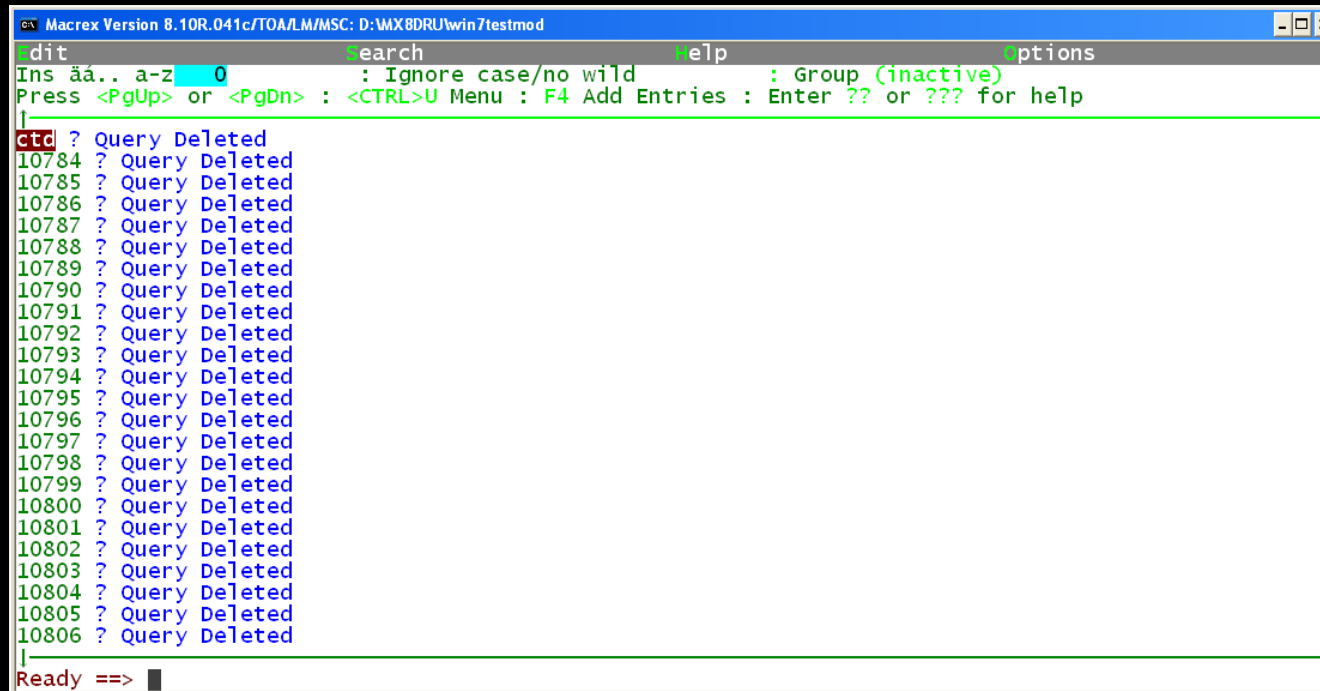```

# Result of block delete (1)



Macrex Version 8.10R.041c/TOA/LM/MSC: D:\MX8DRU\win7testmod

Edit                    Search              Help                    Options
Ins ää.. a-z    0         : Ignore case/no wild      : Group (inactive)
Press <PgUp> or <PgDn> : <CTRL>U Menu : F4 Add Entries : Enter ?? or ??? for help

```
ctd  Sexton, Anne, Transformations, 616(2)
9157 sexual conflict in Shakespeare, 236
9158 sexual difference, 35
9159    in American literature, 555
9160 sexual politics, Boyle, 639
9161    Gordimer, 519
9162    D.H. Lawrence, 501-502
9163    Rochester, 323
9164 Shaffer, Peter, 529, 530, 538
9165    aaaaand O'Neill, 661
9166    Amadeus, 538
9167 Shaftesbury, Anthony Ashley Cooper, first earl, aaaaand emblems, 208
9168 Shaftesbury, Anthony Ashley Cooper, third earl, 362
9169    A Letter concerning Enthusiasm, 362
9170 Shairp, J.C., 452, 459
9171 Shakespear, Olivia, aaaaand Yeats, 524
9172    aaaaletters, 524
9173 Shakespeare Dictionary Project, 97
9174 Sharpe, Tom, aaaaand campus novel, 480-481
9175 Shaw, George Bernard, 467-468, 530, 538-539
9176    aaaaand Dickens, 443
9177    aaaaand Milton, 312
9178    aaaaband aviation, 538
9179    aaaaletters, 443, 538
```

Ready ==>

Result of block delete (2)


```
Macrex Version 8.10R.041c/TOA/LM/MSC: D:\MX8DRU\win7testmod        _ □ ×
Edit                 Search              Help              Options
Ins ää.. a-z    0          : Ignore case/no wild       : Group (inactive)
Press <PgUp> or <PgDn> : <CTRL>U Menu : F4 Add Entries : Enter ?? or ??? for help
10723 ? Shakespeare, William, 12, 102, 201(2), 202, 216-247, 258
10724    aaaaand Castiglione, 243
10725    aaaaand Chaucer, 187, 192, 194
10726    aaaaand Dürer, 202
10727    aaaaand G. Eliot, 446(2)
10728    aaaaand Johnson, 352, 366
10729    aaaaand Jonson, 262
10730    aaaaand Kosinski, 648-649
10731    aaaaand Marlowe, 260
10732    aaaaand Melville, 566
10733    aaaaand Milton, 306
10734    aaaaand O'Neill, 657, 660
10735    aaaaand Ovid, 210
10736    aaaaand Pomerance, 537
10737    aaaaand W. Stevens, 617
10738    aaaaand Walpole, 375
10739    aaaaand Webster, 267
10740    aaaaand P. White, 713
10741    aaaaband 13ME romances, 152
10742    aaaaband American 18th C culture, 553
10743    aaaaband The Book of Sir Thomas More, 241
10744    aaaaband Edward III, 241
10745    aaaaband `estates' morality, 264
10746    aaaaband Renaissance rhetoric, 201
Ready ==>
```

Removal of queries (1)

Version 8

- deleted and relocated queries removed at a stroke

Version 7 and earlier

- Queries could be removed by saving file without queries and reloading

Removal of queries (2)


```
Macrex Version 8.10R.041c/TOA/LM/MSC: D:\MX8DRU\win7testmod        _ □ ✕

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

A - Authority table options              S - Clean up final batch
B - Set Country (dates and keyboard)  UK  T - Block delete options  to Query file
C - Caps lock correction? No             U - Block delete warning threshold 10
D - Group numbers? Yes                    V - Replace character codes Yes
E - Edit matched pair table              W - <CTRL><SHIFT>N instead of num lock Yes
F - Save matched pair table              X - Translate to ANSI for clipboard? Yes
G - Load matched pair table              Y - Use <END> for autocomplete Yes
H - Cumulative backup on exit? Yes        Z - Display keyword list in browser
I - Number of cumulative backup files? 5  1 - Warn about Num Lock Yes
J - Program to open help files explorer.exe  2 - Options menu 2 help
K - Change all headings on edit?  Ask
L - Changed headings to scroll buffer? No
M - Find/replace flag-text ##
N - F9/F11, <CTRL>N Swap? No
O - Edit/add/delete keywords
P - Save keywords
Q - Load keywords                   ┌─────────────────────────────┐
R - Scan keywords from final batch  │107 deleted queries removed  │
                                    │0 deleted keywords removed   │
                                    │Finished tidying batch       │
                                    │                             │
Press <ESC> to save defaults, ? for │Press any key ==>▇          │
^L to load, $ to save named option  └─────────────────────────────┘
Select feature(s) to change; press <ENTER> when done ==> S
```
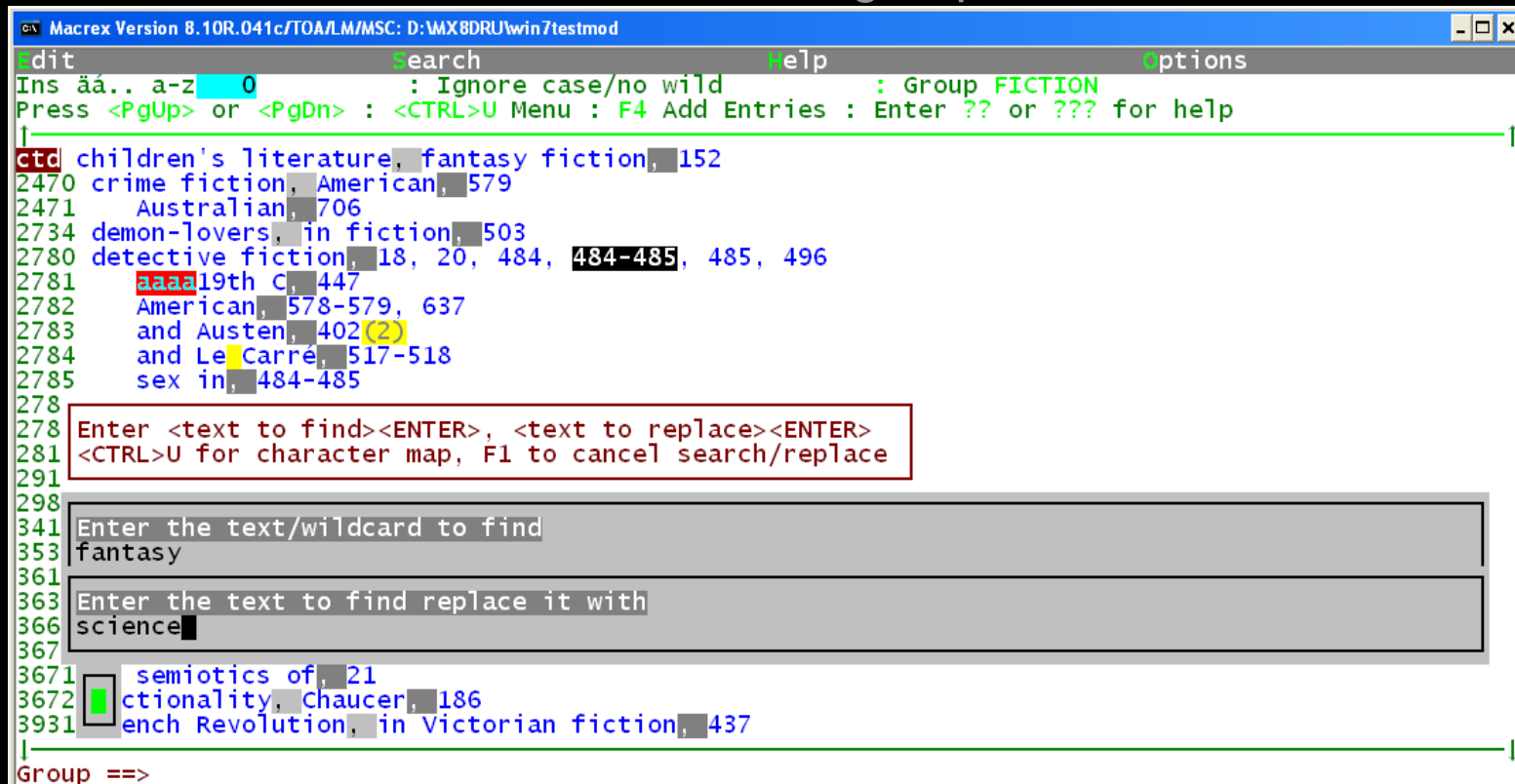
Removal of queries (3)

Find/Replace when in group mode

Version 8

- find/replace restricted to grouped entries

Version 7 and earlier

- all entries in index offered for global change, not just ones in group

Miscellaneous

Version 8

- No intrusive numbers
- No scrambled screen
- No codepage error messages
- query as first entry so that function keys can work straight away

Version 7 and earlier

- intrusive number when copying
- scrambled screen
- codepage error messages
- function keys not working until go back to Main Menu
- etc.