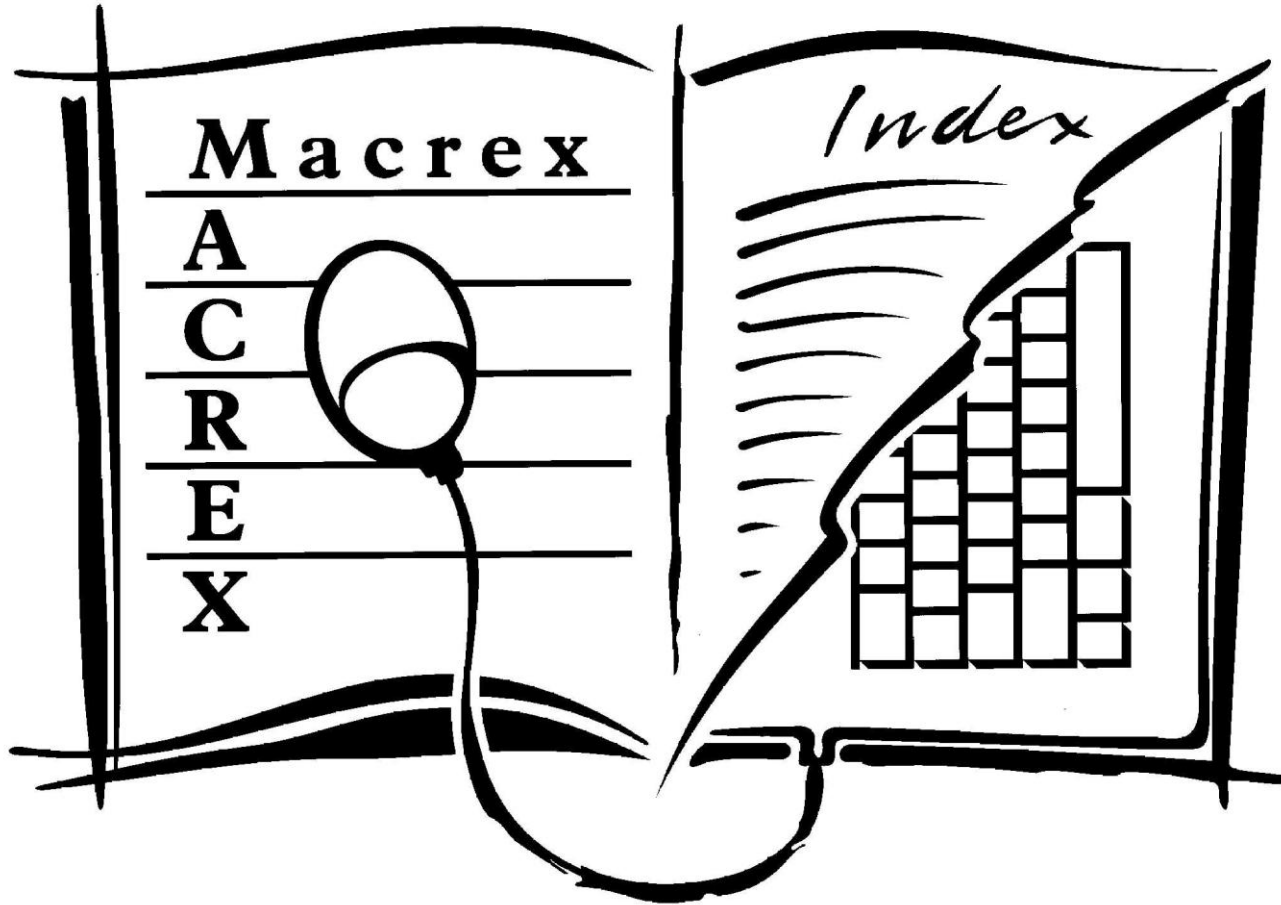


MACREX Indexing Software



Getting Started: *Basic Basics*

MACREX Indexing Software

Demo/Training Series

This PowerPoint presentation is the first in a series designed to help you learn more about MACREX and more about using MACREX to complete indexes quickly and accurately while delivering exactly what your client requires.

MACREX is extremely powerful and flexible, designed to be controlled fully by the user. To get the most out of your MACREX software use the training demos in this series, the online help (press <Ctrl><Alt><F10> at any screen), the documentation which accompanies your disk, and the MACREX email list.

The first step is to start MACREX...

- **Locate a MACREX-8 icon (shortcut) on the Desktop, Programs menu, or the Quick Launch bar.**
- **Click (or double-click, as appropriate) on the icon.**
- **The **MACREX VERSION 8 STARTUP SCREEN** will appear.**
- **Press <N> (start a new index).**

Naming your index...

Each index must have a name.

- The cursor will be blinking at the bottom of the window, waiting for a filename (e.g.: “**York**” or “**test**”) to be typed.
- Once a filename has been typed in, press <Enter> three times in order to reach the MACREX Main Menu.

When naming an index, type only the name; add neither a full stop (period) nor a file extension as MACREX automatically adds both.

An index name may be quite long but we recommend keeping it short (4-8 characters is often sufficient to distinguish one index from another).

Characters in an index name may be letters or numbers, however, the name should not end with a number.

Online, context-sensitive help screens!

At the Main Menu: Press <Shift><Alt><H> then <Enter>

OR:

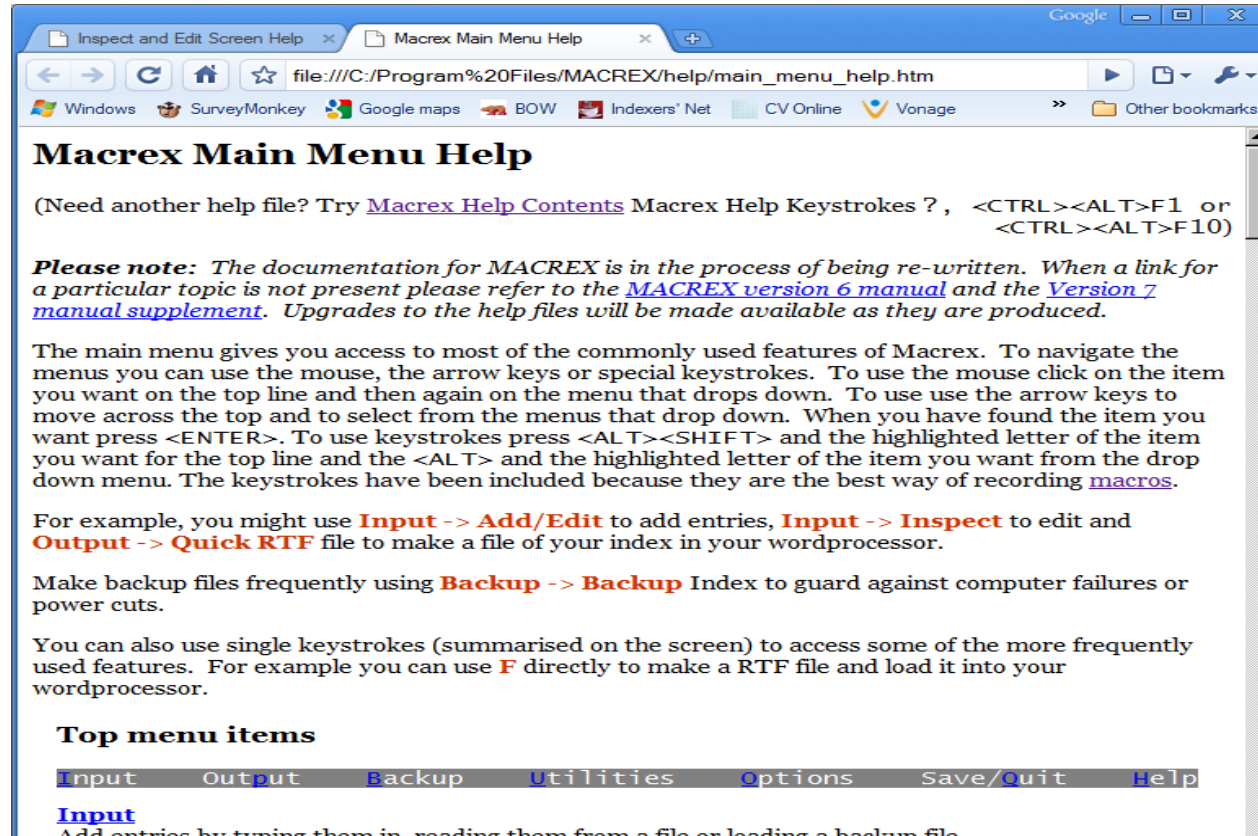
Press <?> for help on the active drop down menu

Help screens are opened by your browser. In some instances you may not immediately see the screen because:

- Your browser may take time to open.

OR:

- The help screen may in fact appear behind the window containing your index.



In the latter instance, press and hold <Alt> while pressing <Tab> until you see the help screen. Pressing <Alt><Tab> will switch you from the index window to the help screen window and back again.

If you are not sure what to press when seeking help, use <Ctrl><Alt><F10>.

At the Main Menu...

Press <E> (Add on Edit) to get ready to type the first entry...

```
Macrex Version 8.10R.041b/TOA/LM/MSC: C:\INDEXES\york
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: PRUNE 090909

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

Menu key shortcuts: Use <ALT><SHIFT><letter> for top line menu
                    Use <ALT><letter> for items in drop-down menus

Time this session: 0 hr, 0 min, 0 seconds
Autocomplete is On. Cumulative backups are Off
Index description: Sample index for SI conference at York
Options loaded: default.
Automatic merge On. Automatic sort On. Cross reference check: Off
Maximum length: 300. RAM available: 31456001 bytes.
Average length 15. Total entries/Maximum 7/2097073
```

Write an entry...

Look at the number prompt at the bottom of the screen. Type a main heading followed by a comma (or space) and a number page (locator), then press <Enter>.

```
Macrex Version 8.10R.041/TOA/LM/MS/UE: C:\INDEXES\York
dit                               help                               options
Ins äá.. a-z 8                    : Ignore case/no wild       : Group (inactive)
Type entries; F1 when done. Enter ? for help, ?? for more help
↑
1  ? New index: C:/INDEXES/York, started: 21-09-2009 5:25.32 pm
End of index
```

Notice that MACREX adds a space after commas where appropriate.

Type: bushes,2<Enter>

```
↓
2 bushes,2
↓
Add page number or press <RETURN>
```


And another...

Again, look at the bottom of the screen where the number prompt is now 3. Type a main heading, a space (or comma), the locator and <Enter>.

```
Macrex Version 8.10R.041/TOA/LM/MS/UE: C:\INDEXES\York
dit                               help                               options
Ins äá.. a-z 9                    : Ignore case/no wild      : Group (inactive)
Type entries; F1 when done. Enter ? for help, ?? for more help
↑
1  bushes 2
2  ? New index: C:/INDEXES/York, started: 21-09-2009 5:25.32 pm
End of index
```

Notice that this page number (locator) is a range. Always type a hyphen when entering a locator range. (Output options allow you to change the hyphen to whatever the client requires.)

Type: trees 4-6<Enter>

This time, use a space rather than a comma before the page range.

```
↓
3 trees 2-6
```

Time for a subheading

MACREX separates heading levels with commas. Thus, to create a subheading, type main heading, comma, subheading, [comma / space], and locator followed by <Enter>.

```
Macrex Version 8.10R.041/TOA/LM/MS/UE: C:\INDEXES\York
dit                               help                               options
Ins ää.. a-z 16                   : Ignore case/no wild       : Group (inactive)
Type entries; F1 when done. Enter ? for help, ?? for more help
↑
1  bushes, 2
2  trees, 2-6
3  ? New index: C:/INDEXES/York, started: 21-09-2009 5:25.32 pm
End of index
```

This time, you decide: type a comma or type a space before the number.

Type: trees,apricots,5<Enter>

```
↓
4  trees,apricots,5
```

More entries to type...

Below is a list of entries to be added to the index. Remember, the goal here is to become accustomed to the indexing process using MACREX.

Type:

trees,apples,5-6<Enter>
apple trees,5-6<Enter>
blackberries,3<Enter>
peacocks,roosting,6<Enter>
trees,peacocks,6<Enter>

Direct the reader to the correct term(s)

For now, “shrubs” are either “bushes” or “trees” so see cross-references are written to guide the reader toward the desired information.

```
Macrex Version 8.10R.041/TOA/LM/MS/UE: C:\INDEXES\York
dit                               help                               options
Ins äá.. a-z 19                   : Ignore case/no wild       : Group (inactive)
Type entries; F1 when done. Enter ? for help, ?? for more help
↑
4  peacocks, roosting, 6
5  shrubs see trees
6  trees, 2-6
7     apple, 5-6
8     apricots, 5
9     peacocks, 6
10 ? New index: C:/INDEXES/York, started: 21-09-2009 5:25.32 pm
End of index
```

<Alt>, <Ctrl>, and <Shift> must each be held down while pressing the associated key.

Type: **shrubs<Alt><F2>trees<Enter>**
 shrubs<Alt><F2>bushes<Enter>

Pressing <Alt><F2> automatically generates ^see^

Notice that these two entries are merged with the targets separated by a semi-colon.

```
11 shrubs ^see^ bushes
```

^See^ *vs.* ^See also^ cross-references a.k.a.: “Look there” *vs.* “Could look there as well.”

```
Macrex Version 8.10R.041/TOA/LM/MS/UE: C:\INDEXES\York
dit                               help                               options
Ins ää.. a-z 27                   : Ignore case/no wild       : Group (inactive)
Type entries; F1 when done. Enter ? for help, ?? for more help
↑
5  peacocks, roosting, 6
6  shrubs see bushes; trees
7  trees, 2-6
8     apple, 5-6
9     apricots, 5
10    peacocks, 6
11  ? New index: C:/INDEXES/York, started: 21-09-2009 5:25.32 pm
End of index
```

Some bushes are also known as brambles; some are not.

Type: **bushes, <Alt><F1>brambles<Enter>**

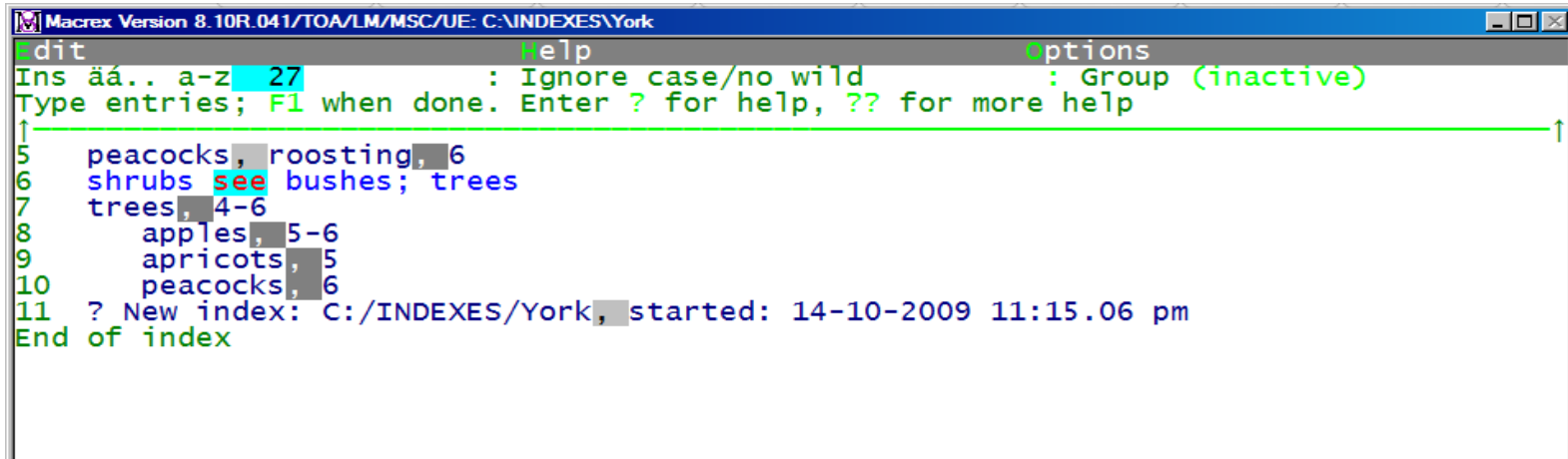
Pressing <Alt><F1> automatically generates ^see also^

When writing a see also cross-reference, always include a comma after the heading.

```
↓
12 bushes, ^see also^ brambles
↓
```

Getting back to the Main Menu...

Pause frequently to back up your work!



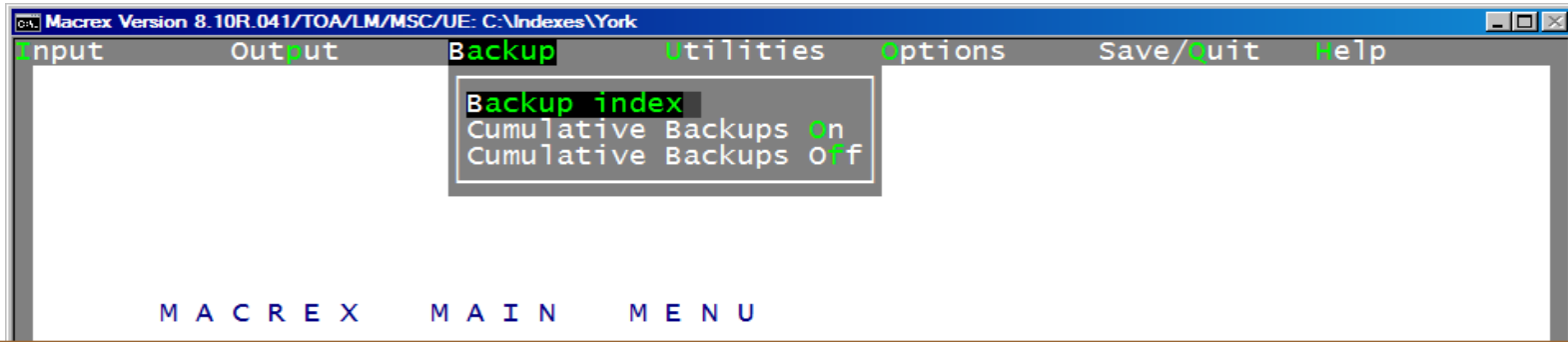
```
Macrex Version 8.10R.041/TOA/LM/MS/UE: C:\INDEXES\York
dit                               Help                               Options
Ins äá.. a-z 27                   : Ignore case/no wild       : Group (inactive)
Type entries; F1 when done. Enter ? for help, ?? for more help
↑
5  peacocks, roosting, 6
6  shrubs see bushes; trees
7  trees, 4-6
8  apples, 5-6
9  apricots, 5
10 peacocks, 6
11 ? New index: C:/INDEXES/York, started: 14-10-2009 11:15.06 pm
End of index
```

**Return to the Main Menu by pressing <Alt><F10>
(or press <F1> as needed).**

<Alt><F10> is a keyboard macro which produces a series <F1> keystrokes sufficient to get you to the Main Menu no matter what screen you are working on.

Making a backup

At the Main Menu, press then follow the prompts shown on screen to complete the backup process; change options as desired.



**For the first backup, press then <Enter> three times.
For subsequent backups, press then <Enter>, <Enter>, <Y>, & <Enter>.**

Output, Backup, Read MBK, Sort, Merge, Combo Sort/merge, Utilities
Write to disk, New Index, Options, Quit, Delete

Menu key shortcuts: Use <ALT><SHIFT><letter> for top line menu
Use <ALT><letter> for items in drop-down menus

Time this session: 2 hr, 5 min, 55 seconds
Autocomplete is Off. Cumulative backups are Off
Index description: Created 14-09-2009 11:15.04 pm
Options loaded: default.
Automatic merge On. Automatic sort On. Cross reference check: Off
Maximum length: 300. RAM available: 28460103 bytes.
Average length 17. Total entries/Maximum 11/2846028

Add, Inspect & Edit...

Add entry mode

- From the Main Menu, pressing <E> takes you into the Add entry mode of Add, Inspect & Edit (with a numbered prompt at the bottom of the screen).
- Pressing <F1> takes you back to Edit mode (with the Ready==> prompt at the bottom of the screen). Alternatively, pressing <F1> twice (or pressing <Alt><F10>) returns you to the Main Menu.

Edit mode

- Pressing <I> at the Main Menu takes you directly to Edit mode of Add, Inspect & Edit (with the Ready==> prompt at the bottom of the screen).
- If you are in Edit mode (with the Ready==> prompt at the bottom of the screen) and you wish to add more new entries, press <F4> (or <Ctrl>). After you have finished adding entries, press <F1> to get back to the Edit screen; a further <F1> returns you to the Main Menu.

Two approaches to editing entries...

Before we can start the editing process, the entry to be edited must be visible on the screen. If it is not, type the first few letters of the main heading until it appears.

Method 1:

- At the Ready==> prompt, type the number of the entry.
- Press <Enter> to begin the entry editing process.
- Make the desired changes.
- Press <Enter> to save the changes.

Method 2:

- Press <Escape> to highlight the topmost entry number.
- Use up and down arrow keys as needed to highlight the entry to be changed.
- Press <Enter> to begin the entry editing process.
- Make the desired changes.
- Press <Enter> to save the changes.

Note: As soon as the change is complete, press <Enter>; the cursor need not be at the end of the entry when the <Enter> key is pressed.

Adding and editing entries...

The left “board” contains a list of entries to be added to the index.
The right “board” has entries to be edited (changed).

New entries:

apricot trees, 5
fruit, apple, 5-6
fruit, apricot, 5
fruit, blackberry, 3
brambles, blackberries, 3
roses, pruning, 7
brambles, pruning, 7-8

Change from:

peacocks, roosting, 6
bushes, 2
trees, peacocks, 6
trees, apricots, 5

To:

peacocks, 6
bushes, 2-3
trees, peacocks in, 6
trees, apricot, 5

With the index created...

**The very next task is to back up your work.
Using the methods previously described, please do so.**

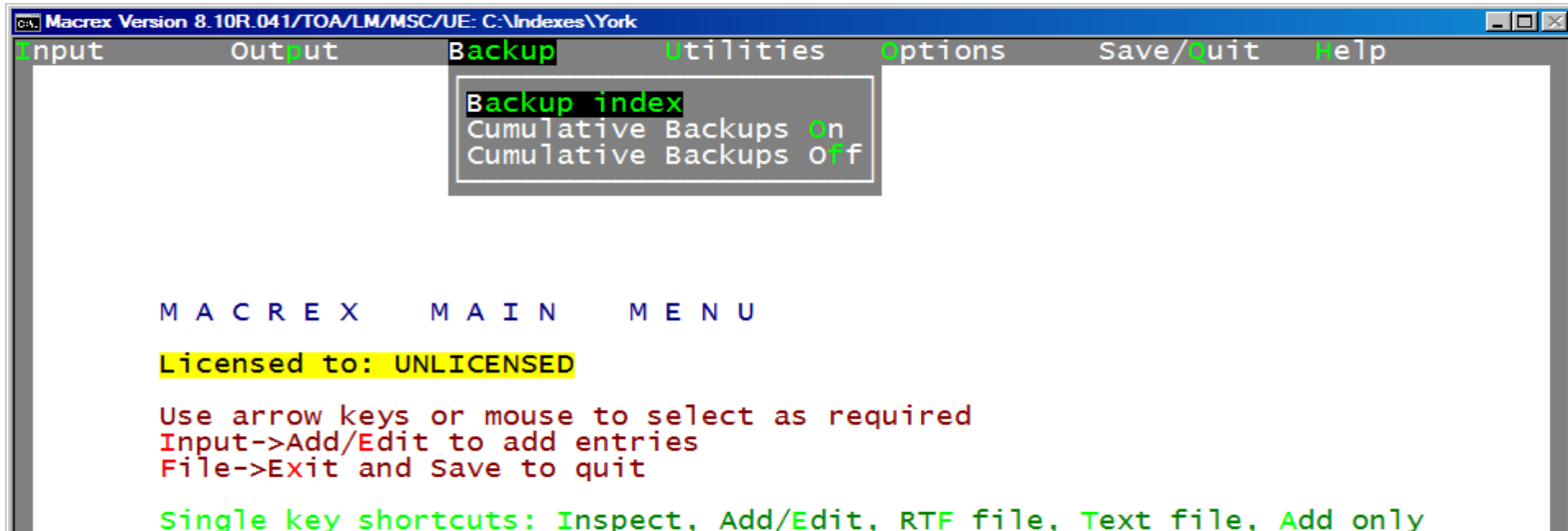
We recommend making more than one backup file of the index.

For example, you might make one on the hard drive and another on a “memory stick” (a.k.a. “flash drive,” “thumb drive,” etc.), network drive, or external hard drive.

Simply repeat the backup process specifying a different drive each time; repeat as many times as you deem appropriate, using a different drive (and/or folder) for each backup.

The index is written...

It is time to make a word processor file formatted as requested by the client.
Unless otherwise specified, most clients prefer .rtf (RichTextFormat) files.



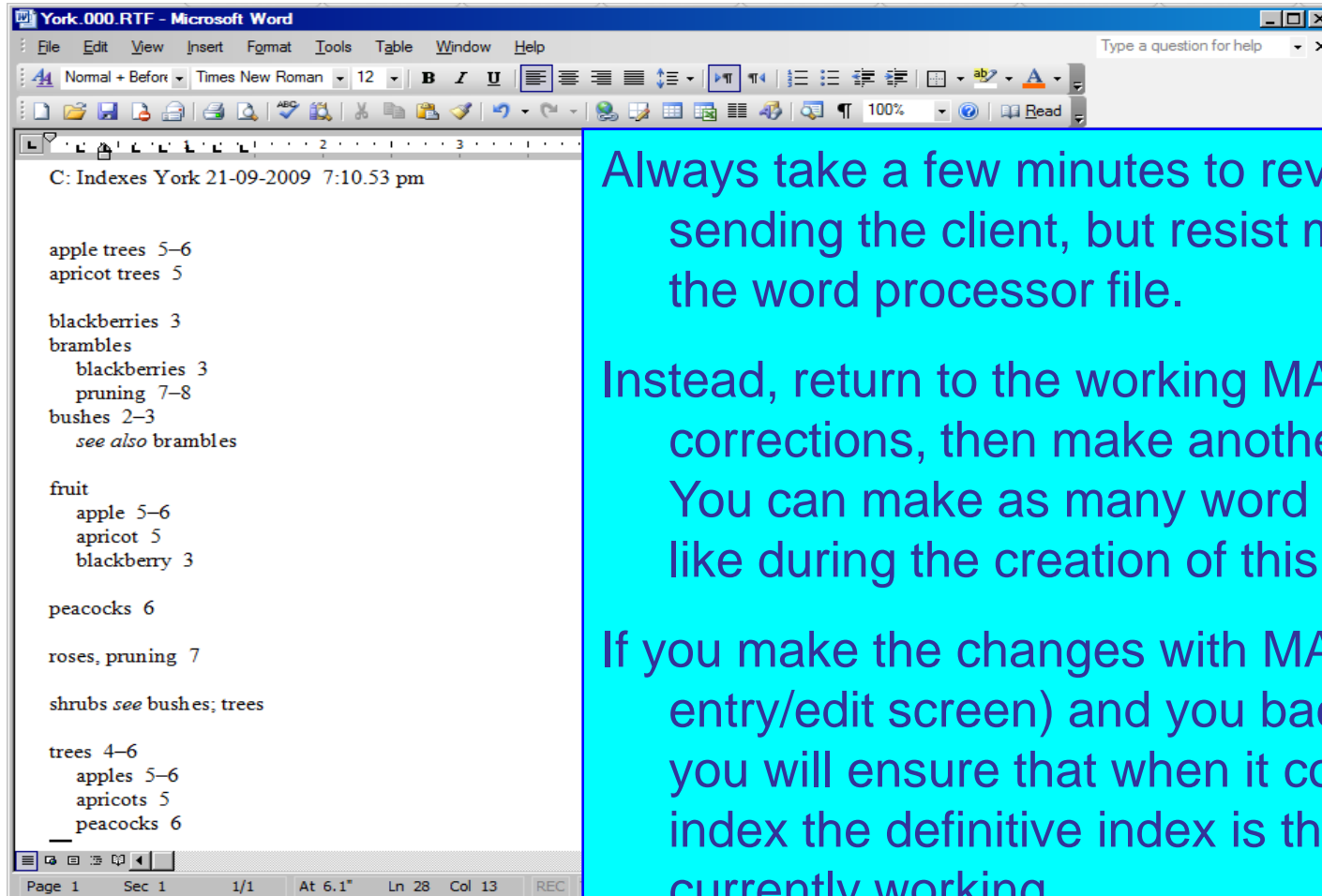
The screenshot shows a window titled "Macrex Version 8.10R.041/TOA/LM/MS/UE: C:\Indexes\York". The menu bar includes "Input", "Output", "Backup", "Utilities", "Options", "Save/Quit", and "Help". The "Backup" menu is open, showing "Backup index", "Cumulative Backups On", and "Cumulative Backups Off". Below the menu, the text reads: "M A C R E X M A I N M E N U", "Licensed to: UNLICENSED", "Use arrow keys or mouse to select as required", "Input->Add/Edit to add entries", "File->Exit and Save to quit", and "Single key shortcuts: Inspect, Add/Edit, RTF file, Text file, Add only".

At the Main Menu, press <F> then wait for a few moments.

Autocomplete is Off. Cumulative backups are Off
Index description: Created 14-09-2009 11:15.04 pm
Options loaded: default.
Automatic merge On. Automatic sort On. Cross reference check: Off
Maximum length: 300. RAM available: 28460103 bytes.
Average length 17. Total entries/Maximum 11/2846028

Take a look at the final index...

After pressing <F> at the Main Menu, a couple of screens will flash by and then your word processor should load, having opened the newly created RTF file.



Always take a few minutes to review what you will be sending the client, but resist making changes to the word processor file.

Instead, return to the working MACREX index, make the corrections, then make another word processor file. You can make as many word processor files as you like during the creation of this index.

If you make the changes with MACREX (at the index entry/edit screen) and you back up the final index, you will ensure that when it comes time to update the index the definitive index is the one on which you are currently working.

Is that all there is?

- **Yes:** you have the tools needed to create a basic index.
- **No:** so far you have not used any of the shortcuts and other features which will allow you to create indexes more quickly and efficiently.

MACREX is designed to provide the user with power, speed, and flexibility. There are many options to control such things as the placement and formatting of “see also” cross-references and locators, the order of entries, and the appearance of the final index. These allow you to produce a consistently formatted index.