

# Macrex Main Menu Help

(Need another help file? Try [Macrex Help Contents](#) Macrex Help Keystrokes ?,  
<CTRL><ALT>F1 or <CTRL><ALT>F10)

**Please note:** The documentation for MACREX is in the process of being re-written. When a link for a particular topic is not present please refer to the [MACREX version 6 manual](#) and the [Version 7 manual supplement](#). Upgrades to the help files will be made available as they are produced.

The main menu gives you access to most of the commonly used features of Macrex. To navigate the menus you can use the mouse, the arrow keys or special keystrokes. To use the mouse click on the item you want on the top line and then again on the menu that drops down. To use the arrow keys to move across the top and to select from the menus that drop down. When you have found the item you want press <ENTER>. To use keystrokes press <ALT><SHIFT> and the highlighted letter of the item you want for the top line and the <ALT> and the highlighted letter of the item you want from the drop down menu. The keystrokes have been included because they are the best way of recording [macros](#).

For example, you might use **Input -> Add/Edit** to add entries, **Input -> Inspect** to edit and **Output -> Quick RTF** file to make a file of your index in your wordprocessor.

Make backup files frequently using **Backup -> Backup** Index to guard against computer failures or power cuts.

You can also use single keystrokes (summarised on the screen) to access some of the more frequently used features. For example you can use **F** directly to make a RTF file and load it into your wordprocessor.

## Top menu items

[Input](#)   [Output](#)   [Backup](#)   [Utilities](#)   [Options](#)   [Save/Quit](#)   [Help](#)

### [Input](#)

Add entries by typing them in, reading them from a file or loading a backup file

### [Output](#)

Print your index, make a wordprocessor file or export your index to a database

[Quick RTF file](#)  
[Quick Text file](#)  
[Main Output/Print Subprogram](#)  
Database/text output

### [Backup](#)

Back up your index on your hard drive and /or on a separate disk drive or computer

### [Utilities](#)

Make changes to the style of your whole index, collect statistics, sort into page order, etc

Combined [sort](#) and [merge](#)

This will sort and merge the index using the current settings for the alphabetical sequence and the merging, and return you to the main menu. If you want to change the options for the sort or the merge, select

[Sort with options](#) or [Merge with options](#) from the [options](#) menu.

## Utilities Menu

This will take you to the Utilities subprogram main menu, from which you can change the maximum length of entries, view index statistics, restyle the index, import and export files, convert to and from page number order, or paginate the index.

### Convert index to page number order

This will convert the index to page number order without asking any questions. Once the index has been converted you will see a summary screen which tells you how many lines there are and showing the highest and lowest page and volume numbers found. Press any key to return to the main menu.

The index in page number order has each entry prepended by the a, <space> as a dummy heading. It can be edited and entries can be deleted or [block-deleted](#). If you delete or block-delete an entry it will be replaced by a dummy entry

zzzz !!! DELETED !!!

This dummy entry will disappear once the index is converted back into alphabetical order.

The index in page number order cannot be sorted or merged until it is converted back into [alphabetical order](#).

It is advisable to make a [backup file](#) before converting the index into page number order.

When the index is converted into page number order, automatic sorting and automatic merging will be turned **off**. However, the settings before it was converted into page number order will be remembered and restored when you convert back into alphabetical order.

This option will do nothing if the index is already in page number order.

### Convert index to alphabetical order

This option will convert a page number order back into alphabetical order without asking any questions. If automatic sorting was turned **On** before it was converted into [page number order](#), the index will automatically be sorted. If automatic merging was turned **On** before the index was converted to page number order the index will also be re-[merged](#).

It is advisable to make a backup file before using this option.

This option will do nothing if the index is already in alphabetical order.

## [Options](#)

Change the settings that affect the style of your index and your preferences for the way that MACREX works

[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

## [Save/Quit](#)

[Exit and Save](#)  
Forget and Quit  
Backup index  
Write to disk  
New Index  
Delete an index

## [Help](#)

Access the help files

## Input Menu

### [Inspect](#)

Lists your index on the screen - allows you to scroll up and down, selectively list entries containing particular words or locators [page and/or volume numbers], to edit entries and to make global changes to the index. You can also define [keywords](#) on this screen.

### [Add on Edit](#)

Allows you to add entries and see them fall into place on the screen. You can also edit existing entries and define [keywords](#) from this screen.

### [Add only](#)

Allows you to add entries and view and edit the last screenful of entries that you added. You can also define [keywords](#) on this screen.

### [Read backup](#)

Use this to read a backup file that you saved from a previous index, or to load a text file of a previous index into MACREX.

### **Read, no checks**

Works like the Read Backup option only you will not have the chance to correct any entries that are not in the correct form for MACREX. Only use this if you are confident that your backup file is perfect.

### **Import file**

Use this to import a file from a database using a comma and quote delimited format

## Output Menu

For the moment please refer to the version 6 manual, [section 8](#) and refer to the index in the MACREX version 7 [manual supplement](#) (pdf help file). For examples of various set-out and run-on layouts please see [section 25](#) of the Version 6 manual. Please note that some of information may be out of date. All the content of the manual is in the process of being re-written.

## Backup Menu

This menu permits you to make single file backup copies of your index, in a different location, for example in a different folder, on a rewriteable disk or on a USB drive. The options are:

### [Backup i n d e x](#)

Probably the most important feature in MACREX (apart from the ability to make indexes).

Makes a backup of your index in a compact form that can be used to recreate your index in case of accidental loss, such as accidental deletion of a computer crash. Click [here](#) for details on how to do this.

### Cumul a t i v e   B a c k u p s   O n

Selecting this will cause a cumulative backup file to be made every time you exit from MACREX. See General Options Menu 2, Option [H - cumulative backup on exit](#), for details.

### Cumul a t i v e   B a c k u p s   O f f

Turns cumulative backups off.

## Utilities Menu

Combined sort and merge

[U t i l i t i e s   M e n u](#)

Convert index to page number order

Convert index to alphabetical order

## Options Menu

[General   O p t i o n s   1](#)

[General   O p t i o n s   2](#)

[S o r t   w i t h   o p t i o n s](#)

[M e r g e   w i t h   o p t i o n s](#)

[P r i n t   w i t h   o p t i o n s](#)

[A u t o c o m p l e t e / A u t h o r i t y   T a b l e](#)

[H y p e r t e x t   O p t i o n s](#)

[M a c r o   O p t i o n s](#)

[C o l o u r s](#)

[T u r n   a u t o c o m p l e t e   o n](#)

[T u r n   a u t o c o m p l e t e   o f f](#)

## Save/Quit Menu

### E x i t   a n d   S a v e

Automatically saves the index and exits MACREX. The items listed below are automatically saved as part of the index, and will be reloaded when the index is opened again. If any of the other settings on the various options menus have been changed they will only be saved if you have done so from the relevant menu by pressing F8 before you exit from MACREX. Once the index has been saved MACREX will display a message saying how long you have been working on the index. The total time spent working on the index since it was created is shown and also the time during the current session.

*List of items automatically saved on exit*

1. Currently defined macros. If you want to save the macros in a separate file so you can load them into another index, use the [Save Macros](#) option from the macros options menu (Options->Macro Options)
2. Currently defined keywords. If you want to save the keywords in a separate file so you can load them into another index, use the option [P - Save Keywords](#) from the [General Options Menu 2](#) (Options->General Options 2)
3. The [command buffer](#)
4. The [scroll buffer](#)
5. The list of previous terms used for [boolean searches](#) and for [search and replace](#).
6. The [list on printer](#) setting
7. The [list in a file](#) setting
8. The [automatic sort](#) setting
9. The [automatic merge](#) setting
10. The [recognise roman numerals](#) setting
11. The time worked on the index
12. The [type of screen list](#)
13. The [version 5](#) and [version 6](#) page number checking options
14. The hypertext settings. If you want to save these in a separate file so you can load them into another index you can do so from the [Hypertext Markup Menu](#) (Options->Hypertext Options).
15. The settings for the highest and lowest [acceptable page and volume](#) numbers (on [Merge Options Menu 2](#))

Forget and Quit  
Backup index  
Write to disk  
New Index  
Delete an index

**Help Menu**

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