

# Macros and Macrex

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

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

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## Introduction

N.B. There is a detailed description of a way in which two macros can be used to generate several entries from one "[master](#)" entry at the end of this section which you might find worthwhile working through in an idle moment.

A macro is a list of instructions given to the computer. These can be recorded in the sequence in which they are typed and saved for future use. Unlike [keywords](#), a macro is not limited to text visible on the screen; it can contain commands such as carriage returns, instructions to move on one word or go to the end or beginning of a line or file, for instance to perform the same sequence of keystrokes in a selection of entries. Although macros are not the same as keywords, a macro can include keywords. A macro cannot include other macros such as the one for a [soft comma](#) (ALT,). If a soft comma is required in a macro the three keystrokes {,} should be typed.

At present MACREX can manage a sequence of 100 keystrokes. Since it is very easy to make mistakes when recording a macro it is a good idea to make a backup of your file and to do a fair amount of experimenting **manually** and even to write the keystrokes on a piece of paper before setting up the macro itself. Macros can, however, easily be overwritten, so all is not lost if you make a mistake the first time. It is also possible to interrupt a macro in midflow using F1. When you have defined a macro you can have it "played back" as though you had typed all the keys in the macro in turn, by pressing a single key.

N.B. In [24.6](#) you can find a macro which you can use within MACREX as an alternative to CHEKPAGE for renumbering an index.

## How to use macros

### Recording macros

At any stage when MACREX is waiting for you to press a key you can start recording a macro by pressing <CTRL>F1 or <CTRL><SHIFT>M (you can also start recording a macro from the Inspect screen or from the Add-on-edit screen using the Edit drop down menu). This will bring up a box:

Press the key combination  
on which to record the macro:

<ALT>F1-F12 or  
<SHIFT>F1-F12 or  
<ALT><SHIFT>F1-F12 or  
<CTRL><SHIFT>F1-F12

F1 to cancel ==>

As the message indicates you can have up to forty eight macros invoked by pressing <ALT>, <SHIFT>, <ALT><SHIFT> or <CTRL><SHIFT> with the function keys F1 to F12. Press the key combination that you want to use to play back the macro. If (for example) you choose <ALT>F4 a message at the bottom of the screen will appear saying  
Recording macro <ALT>F4 [press <CTRL>F1 to stop].

While this message is displayed all the MACREX keystrokes will work as usual but they will also be recorded. When you want to stop recording your keystrokes press <CTRL>F1 a second time. This will cause the message to disappear, and all the keys that you pressed since you started recording will be tied to (in this case) <ALT>F4 and can be played back by pressing <ALT>F4. MACREX will record up to 100 keystrokes in the macro. After that further keystrokes will be ignored. If the limit of 100 proves too short it can be increased. Let us know if you find this limit a problem.

### Special keystrokes for use in macros

Some special keystrokes are available mainly for use in recording macros. The advantage of these is that they can be used to set the status of the wildcard searches and the insert on/off at the start of a macro, or for getting back to the same place in an index after you have run a macro to do something else.

<ALT>3	sets Insert On
<ALT>4	sets Insert Off
<ALT>5	sets the search criteria to Ignore case/no wild
<ALT>6	sets the search criteria to Respect case/no wild
<ALT>7	sets the search criteria to Ignore case/with wild
<ALT>8	sets the search criteria to Respect case/with wild
<ALT>9	stores (remembers the current setting for the wildcard search and the Insert)
<ALT>0	restores the settings for the wildcard search and the insert to those being used the last time <ALT>9 was pressed.
<ALT>L	On the inspect screen, stores the top line number
<ALT><SHIFT>L	On the inspect screen, moves to the previously stored top line number

### Playing back macros

Press the function key combination you want.

### Repeating macros (multiple playback)

If you want to use the macro more than once start by pressing <CTRL>F2. You will be then asked for the number of repeats you wish to have done automatically. Type the number, press <ENTER> and then press the keys for the macro you want. Don't overestimate the number of repeats you want.

### Deleting macros

If you want to get rid of an existing macro pretend that you are going to record it (as in i) but then press <CTRL>F1 immediately. You can also overwrite a macro simply by redefining it.

### Pre-recorded macros

We distribute MACREX with the following macros already installed <ALT>= the soft comma {,} <ALT>- en-dash. These two macros cannot be re-defined. Also provided are

```
<ALT>F1      ,<space> ^see also^ <space>
<ALT>F2      <space>^see^<space>
<ALT>F10     a sequence of F1s.
```

<ALT>F1 and <ALT>F2 are the preferred way of entering the cross reference text, since they make sure it is consistent and this allows MACREX to format the *see* and *see also* references correctly. If you need different text for this (for example, *see under*), go to the merge options menu and change options R and Z to the desired text. After you have changed it you will be asked whether you want the macro (<ALT>F1 or <ALT>F2) to produce this text. We strongly recommend that you do this because it ensures that the style remains consistent.

Since F1 normally takes you back to the previous menu <ALT>F10 will return you from almost anywhere in the program to the Main Menu and can be regarded as a **panic button**. The remaining 39 macros are left for you to define as you wish. You may also redefine the three pre-recorded ones if you wish.

### Saving macros

Macros are automatically saved in the .MX8 file associated with the index. There is no need to save them specifically. You can transfer macros from one index to another by saving them in a specific macro file; once you have defined all the macros you need, you should go to the Macrex Macros Menu (accessed from the main menu with **Options->Macro options**), press <CTRL>S or F8 and save the file containing the macro with any name you wish. You can then load this file into a new index, so that the macros can be used without having to re-enter them.

We may include with the MACREX package a few predefined .macro files containing macros for various purposes.

Macros are automatically transferred between the main module and the printing subprogram. However, new macros will not be saved if you exit MACREX directly from the printing subprogram. Macros are displayed on page 2 of the help screen accessed from the Inspect and Edit screen by entering ????. Note that some of the characters used in macros may appear odd, or may not appear at all on the screen.

### Some useful macros

### **Making backup files and returning to the edit screen using one keystroke**

First of all, make a backup file in the usual way. Now go to the edit screen and carry on adding or editing entries. When you need to make another backup file make a note of the line number you are on. Press <CTRL>F1. Choose <ALT>F3 (*<ALT>F3 is just for this example, you could use any valid macro key combination*). Now press the following keys

F1

F1

B (make a backup file)

C (or drive required if not C)

<ENTER>

Y (to overwrite previous backup file)

<ENTER>

I

(to go back to the add, Inspect and edit screen)

Press <CTRL>F1 to finish the macro.

If, before making the backup file, you have made a note of the entry number you have reached you can press CTRL K and type the line number after the macro is finished.

### **Deleting the top line of the screen**

A macro can be devised for deleting the top line on the screen; instead of taking the cursor up to the first entry and deleting it, it is possible to combine all these instructions in one single macro. To delete a consecutive series of entries when not on automatic sort add <ALT><DOWN-ARROW> the end of this macro. First of all press <CTRL>F1. Now press <ALT>F4 (*<ALT>F4 is just for this example, you could use any valid macro key combination*). The following keystrokes make up the macro:

<CTRL>F1

<ALT>F4

<ESCAPE>

<ENTER>

<UP-ARROW>

<ESCAPE>

Press <CTRL>F1 now if you are using automatic sort. If automatic sort is OFF include the following keys:

<RETURN>

CTRL F1

To delete a block of entries, position the first entry to be deleted at the top of the page, press <CTRL>F2, set it to the number of deletions you require (count these carefully), press <ENTER> and choose the macro you have chosen to delete an entry.

### **Duplicating a series of entries under a synonym**

Duplicating a series of entries under a synonym (e.g. putting all the entries under 'farming' under 'agriculture' as well).

First of all position the first entry you want to duplicate at the top of the screen.

Press <CTRL>F1 and choose <ALT>F5 (*<ALT>F5 is just for this example, you could use any valid macro key combination*).

Press the following keys:

F4

<ENTER>

<UP-ARROW>

```
F6          (deletes `farming')
agriculture
<ENTER>
F1
<ALT><DOWN-ARROW>
```

Now press <CTRL>F1 again.

You can now press <ALT>F5 as many times as you need to duplicate the entry.

## Removing a subheading level

Using the MACREX keystroke to delete a single heading or subheading (<CTRL>H) and the keystroke to move the cursor to the next heading to the right (<ALT><RIGHT-ARROW>), you can remove a subheading level from a sequence of entries. In this example you want to reduce the size and need to remove the subheadings under "farming" . With the first entry at the top of the screen, make a macro :

```
<CTRL>F1      (start recording a macro)<
ALT>F6        (<ALT>F6 is just for this example)
<ESCAPE>      (to select the top entry)
<ENTER>       (to edit the top entry)
<HOME>        (to go to the beginning of the entry)
<ALT><RIGHT-ARROW> (to move to the first subheading)
<CTRL><H>      (to delete the subheading)
<ENTER>       (to get back to the prompt)
<CTRL>F1      (to finish recording the macro)
```

You can then repeatedly press <ALT>F6 to play the macro until all the subheadings are gone.

## Typing a character which is not available on the keyboard

Some of the available characters cannot be obtained from the keyboard. In order to make them available MACREX has a character map from which you can select them using the keyboard or the mouse. If you needed to use one repeatedly you might prefer to make a macro to do it (*ALT>F7 is used for this example, you could use any valid macro key combination*). This example obtains the European open and closed quotes (« and ») and then positions the cursor in between them.

```
<CTRL>F1      (start recording macro)
<ALT>F7       (choose the macro key)
<CTRL>U       (access the drop down menu)
<ALT><SHIFT>E   (ensure that we are on the Edit drop down)
<ALT>I        (select Insert character)
<DOWN-ARROW>  twice (locate the row containing «)
<RIGHT-ARROW> 14 times (locate «)
<ENTER>       (add « to the entry)
<CTRL>U       (access the drop down menu)
<ALT><SHIFT>E   (ensure that we are on the Edit drop down)
<ALT>I        (select Insert character)
<DOWN-ARROW>  twice (locate the row containing »)
<RIGHT-ARROW> 15 times (locate »)
<ENTER>       (add » to the entry)
```

<LEFT-ARROW>                      *(place the cursor between « and »)*  
<CTRL>F1                              *(finish recording)*

### **First name precedes surname**

If you wanted to present names in alphabetical order of surname but with the first name preceding the surname you would need to enter all the names in the form {John }Smith. A macro to help you do this would work as follows:

<CTRL>F1                      *(start recording macro)*  
<ALT>F7                        *(choose the macro key)*  
{                                *(enter the opening curly bracket)*  
<SPACE>                        *(enter a space)*  
}                                *(enter the closing curly bracket)*  
<LEFT-ARROW>                *(move the cursor to the position just after the {})*  
<LEFT-ARROW>

After using the macro, type the first name, press <END> to get to the end of the entry and then add the surname.

### **Renumber a sequence of entries**

A macro which will renumber a sequence of entries on screen can be found in [24.6](#).

Macros have numerous other applications, and can be used within the print subprogram as well as in the main part of MACREX. For example when you have worked out a payout you need for a particular job you may need to load a particular layout file and a printer definition file each time you want to use it. You can use a macro to do this with one keystroke. In addition, there are several examples we have not included here because they have very specific uses and would not be of interest to the majority of users. Let us know if you would like have more information on this subject.

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