

MACREX Layout Options

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

There are for menus of layout options. These allow you to define a wide variety of different layouts, including set-out and run-on styles. They also allow you to define the punctuation used in different parts of the final index (for example a hyphen or an N-dash as a page concatenator), to define the order of subheadings and to set up complex locators. For examples of how to set up complex locators using dates, part numbers etc, see the [Multi-Part Locators](#) help file.

Note that the verb *print* in this help file normally applies both to printing on the printer and to making a word processor (.rtf or other) file.

There are four menus. These are the Layout Options Menus [1](#), [2](#) and [3](#) and the [Page/Volume](#) Options Menu.

MACREX PRINTING LAYOUT OPTIONS - MENU 1

A - First word/letter printed A	S - Spaces before page numbers 0
B - Last word/letter printed Z	T - Right-justify page numbers? No
C - Page length 66	U - Number index pages? No
D - Top margin 0	V - Roman numerals? No
E - Bottom margin 0	W - First index page number 1
F - Left margin 0	X - Blank lines under index page 0
G - Right margin 75	Y - Blank lines before new letter 1
H - Number of heading levels 20	Z - Header letter No
I - Subheading indentation 3	1 - Indentation of wrap-around lines 1
J - Forced indentation level 0	2 - Unused option
K - Punctuation after headings	3 - "See also" text ^see also^
L - Info about heading punctuation	4 - Unused option
M - Run-on subheadings? No	5 - Set WP file page break handling 3
N - Run-on subheading separator ;	6 - Change paper between pages? No
O - Run on from main headings? No	7 - Use form feeds? No
P - Order for subheadings? Alphabetical	8 - "continued" at new page? No
Q - Minimum page sort level 1	9 - "Continued" text (continued)
R - Line spacing 1	0 - MENU 2

<ESC> - create default8.lay, ^L to load, \$ to save named layout

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

MACREX PRINTING LAYOUT OPTIONS - MENU 2

A - Right-justified filler <space>	S - Right-justified page margin 75
B - Text before header letter	T - Flush page numbers to right? Yes
C - Text after header letter	U - Max margin without R flush 75
D - Minimum run-on level 0	V - Punct between text & pages
E - Volume number separator .	W - Punct before "see also"
F - Repeated volume numbers? No	X - "see also + <pages>" as subhead? No
G - Page number separator ,	Y - Set up table for end of line codes
H - Page number concatenator -	Z - Define line break characters -,
I - Hard Hyphen in page numbers? No	1 - Text on beginning of entry
J - More volume/page options	2 - Formfeed characters
K - Blank line before new heading? No	3 - Text when finished printing
L - Text on end of entry	4 - Respect CaSe of headings ? No
M - Use code table for indents? No	5 - Swap ", at end of heading? No
N - Set up code table for indents	6 - Swap ', at end of heading? No
O - Line feed for printer	7 - Swap ^, at end of heading? No
P - Line feed for word processor	8 - Swap \, at end of heading? No
Q - Enter left margin code	9 - MENU 3
R - Force first subhead to run-on No	0 - MENU 1

<ESC> - create default8.lay, ^L to load, \$ to save named layout

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

MACREX PRINTING LAYOUT OPTIONS - MENU 3

A - Text at end of cross-refs
B - Print group listing? No
C - Text for group listing ??
D - Merge page numbers? Yes
E - Text between x-refs & run-on subhead :
F - Reset Layout
G - Page refs before last subheading No
H - Character to use for space for indents
I - HTML Codes in WP file? No
J - Database style output? No

[K](#) - Omit first database heading? No
[L](#) - Automatically Translate Pre v8 layouts? Yes
[M](#) - Fill out to a fixed number of fields? Yes
[N](#) - Override number of headings setting (5)? 3
[O](#) - Menu 2

<ESC> - create default8.lay, ^L to load, \$ to save named layout

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

MACREX VOLUME NUMBER/PAGE NUMBER OPTIONS MENU

[A](#) - Suppress volume number? No
[B](#) - Text before volume number
[C](#) - Text after volume number
[D](#) - Vol num translation Untranslated
[E](#) - Text before page number
[F](#) - Text after page number
[G](#) - Number of splits from vol num 0
[H](#) - Split volume sequence 0987654321
[I](#) - Change text before/after splits
[J](#) - Change sizes of volume splits
[K](#) - Set translation for split volumes
[L](#) - Edit user defined translation
[M](#) - Information about split volumes
[N](#) - Text for changed vol no
[O](#) - Edit user defined mapping
[P](#) - Help on complex, multi-part locators

<ESC> - create default8.lay, ^L to load, \$ to save named layout

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

These menus show all the layout features which you can change with their current values alongside. If you have not changed any of the values since entering the print subprogram the MACREX default values will be shown. These menus can be accessed from the Output Subprogram Main Menu or from each other by using the last or the next-to-last option to go forward or back.

* Note that ^L means <CTRL>L

You should select each option which you need to change to get the layout you want. Select each one by pressing the appropriate letter or number on the menu. You will be prompted with a brief description of the function you are changing and an invitation to change it. In each case pressing <ENTER> will leave it unchanged and return you to the layout options menu. If you change it you will be returned to the layout options menu and the new value will be displayed in the appropriate place.

Saving and Loading the Layout

When you have adjusted all the layout features as desired you may save them by pressing <ESCAPE>. All the values which you have selected will be saved on the current disk and directory in a file called DEFAULT.LAY and they will become the automatic default values. You can save them as a default for all indexes, or just for ones in the same folder as the one you are working on. See [Setting MACREX Defaults](#) for more information. If you do not save the layout it will remain operative until the next time you quit the Output Subprogram, and the previous default values will remain.

You may also press \$ and then save the layout in a file whose name you may choose for yourself (MACREX will automatically use the extension .LAY for all layout files). The saved layout will not then automatically become the default layout but may be reloaded on another occasion by pressing <CTRL>L - Load named layout.

When you use \$ or <CTRL>L to load a file you can select the file you want using the [file selector](#). If you want to make a specific layout file the default simply load it (via <CTRL>L) and then [save it as the default](#) by pressing <ESCAPE>.

If you find yourself having saved a layout you don't want as the default, go to Printing Layout menu 3, choose option F - Reset Layout to return to the built-in MACREX default layout.

MACREX PRINTING LAYOUT OPTIONS - MENU 1

A - First word/letter printed (Menu 1)

B - Last word/letter printed

These two options determine the section of the index to be printed. You may print from any entry to any other by typing in the first letter(s) of each entry at **A** and **B**. You can also print out a single letter or groups of letters. Both A and B can be the same if you only want to print one letter or one entry with its heading and all its subheadings. Queries may be printed by setting both **A** and **B** to ?. A query (?) counts as though it followed Z in the alphabetical sequence, so if you wanted to print the whole index including the queries you would choose A for option **A** and ? for option **B**. If you want to reprint a single page of your index type the first entry and last entry to be printed. When printing a single page it is not possible to include "continued" statements.

C - Page length (*Menu 1*)

Normally you will be "printing" your index to a word processor or other file, and [option 5](#) below will be set so that MACREX does not insert page breaks, leaving this job to the word processing / publishing software. If this is the case the setting here is ignored. Otherwise, this option sets the page length (total number of lines for each page) required. US letter size and has 66 lines. A4 will usually need 70 lines. Setting option 7 (use form feeds) to Yes can help if you find that setting the page length to 66 or 70 is not satisfactory.

D - Top margin (*Menu 1*)

This should normally be set to 0 when making a file. Otherwise it sets the number of blank lines between the top of the page and the start of the text.

E - Bottom margin (*Menu 1*)

This should normally be set to 0 when making a file. Otherwise it sets the minimum number of blank lines which will be left between the bottom of the text and the bottom of the page. MACREX may insert a page break before this if necessary to avoid separating a main heading from its associated subheadings. If the index pages are being numbered, the numbers are printed within the space reserved for the bottom margin (see below options U,V,W).

F - Left margin (*Menu 1*)

This should normally be set to 0 when making a file. Otherwise it sets the number of spaces between the left side of the paper and the left side of the text. (See also menu 2 options Q and 1)

G - Right margin (*Menu 1*)

This option sets the number of characters for the right margin. Normally, if you are exporting the index to a word processor or desk top publishing software this will be set to a very high value (for example 32,000 characters). This will mean that the line wraps will be determined by the software rather than by MACREX. If you use the Quick RTF and Quick Text file options the right margin will be set for you automatically by the RTFDEFAULT.QSU or TXTDEFAULT.QSU files, so it will make no difference how you set this option.

If you are making a text file, or printing directly you will need to set this to the desired number of characters. The lines are broken at the space, comma or hyphen nearest to the right margin. If a single word is too long to fit between the left and right margins it will be hyphenated at the right margin. In this case you can choose where this hyphenation will take place; the word is presented for editing while the printing is in progress. If you are using right-justified page numbers there are two other right margins which may need to be set (see options [S](#), [T](#), and [U](#), [Menu 2](#)).

H - Number of heading levels (*Menu 1*)

Sets the maximum number of headings that MACREX will indent. Commas occurring after this number are ignored as heading delimiters and will simply appear as commas in the text.

Example:

If H is set to 1 all headings and subheadings will be repeated:

```
Brazil, agriculture, arable, hay 3
Brazil, agriculture, arable, oats 4
```

(both set-out and run-on layouts)

The above layout may be useful when making a file for a database. However it does not permit you to specify the field separators. If you would like to do this use the option on the Macrex Layout Options, Menu 3, [J - Database style output?](#)

If H is set to 2 all headings except the main heading will be repeated:

```
Brazil
    Agriculture, arable, nuts 3
    Agriculture, arable, oats 4
```

(set-out subheadings)

```
Brazil: agriculture, arable, hay 3; agriculture, arable, oats 4
```

(run-on subheadings)

If H is set to 3 the main heading and subheading will be indented:

```
Brazil
    agriculture
        arable, hay 3
        arable, oats 4
```

(set-out subheadings)

```
Brazil
    agriculture: arable, hay 3; arable, oats 4
```

(run-on subheadings)

This result can also be achieved by setting layout menu 1 [option M](#) to **Yes** and layout menu 2 [option D](#) to 1.

If H is set to 4 the following would be printed:

```
Brazil
    agriculture
        arable
            hay 3
            oats 4
```

(set-out subheadings)

```
Brazil
    agriculture
        arable: hay 3; oats 4
```

(run-on subheadings)

This result can also be achieved by setting layout menu 1 [option M](#) (run-on subheadings) to **Yes** and layout menu 2 [option D](#) (minimum run-on level) to **2**. Restraining the maximum number may be useful to prevent the accidental production of too many subheading levels and will also help to save space. If you are using subheadings in page number order it may also be necessary to restrain the number of heading levels to that actually in use. When using run-on subheadings it is usually impracticable to set this option to more than 2.

I - Subheading indentation (*Menu 1*)

This option sets the number of spaces by which subheadings are indented and applies to indentation of both set-out and run-on layouts. Using this option all levels of subheading are indented by the same amount and are preceded by spaces. If you want to have variable indentation for different levels or to use characters other than spaces or if proportional spacing is being used you must use the code table for indents (see menu 2 options [M](#) and [N](#)).

J - Forced indentation level

Forcing indentation involves putting all subheadings onto a new line regardless of whether the main heading is repeated. The normal style for indexes means that an entry where there is only one subheading, e.g.

```
Peru, coastline 54
```

is printed in one continuous line (primarily to save space) whereas

```
Brazil
    nuts 54
    coffee 55
```

would be indented. Setting J to **1** would mean that the first example would read

```
Peru
    coastline 54
```

(the second example would be unaltered)

You can choose the level at which you want indentation of a single subheading or sub-subheading to occur. Setting J to **0** will not force any indentions, setting J to **1** will force the first level to indent, **2** will force the first and second levels to indent, and so on. This option should obviously not be used with run-on layouts.

K - Punctuation after headings (*Menu 1*)

Selects the punctuation which is inserted after each heading which has no page references itself, but is followed by subheadings. In the following example the words Brazil, nuts and peanuts are examples of headings without page numbers. It is possible to choose one punctuation mark for main headings, another, different, punctuation mark for subheadings, another for sub-subheadings and so on up to the 20 levels available. It is also possible to vary the punctuation according to whether a heading is on the same line as its subheading or on a new line (see example in L below). When you press K the following screen appears:

Insert ON 0 See Option L for more information

Current punctuation after headings is

Level	Set-out/Run-on	Punctuation Inserted	Punctuation
	(next subheading on new line)	(next subheading on same line)	
0	:	~	
1	;	¶	
2	,	§	,
3		,	
4		,	
5		,	
6		,	
7		,	
8		,	
9		,	
10		,	
11		,	
12		,	
13		,	
14		,	
15		,	
16		,	
17		,	
18		,	
19		,	

Enter number to change; press <ENTER> when done ==>

In this highly hypothetical and rather silly example the punctuation after level 0 is a colon, after level 1 a semicolon and after level 2 a comma

The index entries

```
Brazil, coffee, 2
Brazil, nuts, macadamia nuts, 6
Brazil, nuts, peanuts, crop count, 7
Brazil, nuts, peanuts, storage, 8
Brazilian Composers, Villa Lobos, Bachianas Brazilieras, Piece for 8 Cellos and Soprano, 9
```

would be output as:

```
Brazil:
    coffee 2
    nuts;
```

```

macadamia nuts 6
peanuts,
    crop count 7
    storage 8
Brazilian Composers~ Villa Lobos¶ Bachianas Brazilieras§ Piece for 8 Cellos and Soprano 9

```

Note that the punctuation for the first four entries under Brazil is defined in the first column because the following heading is on a new line, while that for the final entry under Brazilian Composers the punctuation in column 2 applies because it is inserted between the headings. Also note that for this example it does not matter what is defined after level 2 because there are no sub-sub-sub-sub headings.

A colon (followed by a space) is frequently used when run-on subheadings are being used. Don't forget that, when the punctuation is inserted or used in a run-on layout, you will need to type the space following the punctuation mark. (see example in Section 25.2.).

L - Info about heading punctuation *(Menu 1)*

If L is pressed a help screen appears to explain the use of option K above.

Use option K to set up the heading punctuation.

For each level you can choose the punctuation to follow the heading or subheading. Level 0 is the main heading, level 1 is the first subheading and so on.

For each level you can also choose different punctuation depending whether the next heading will be on a new line (set-out/run-on) or on the same line (inserted).

e.g.

Apples: varieties, 99 (the colon is inserted)

Pears: (the colon is set-out)

fruits, 66

williams, 77

When entering the punctuation don't forget to type the space that follows it.

For run-on subheadings put your punctuation in the set-out/run-on column

Press any key ==>

M - Run-on subheadings? *(Menu 1)*

If **Yes** subheadings will run on from each other. Normally, when you are making a file for a word processor or DTP package the [right margin](#) will be set for a very high value, so that line wraps will not be an issue. However, if you are printing directly or making a text file, the right margin will be set. When the subheadings wrap around they will be indented to a left margin defined by the current level of subheading and the subheading indentation level selected. Note that you should make the value for wrap-around lines ([option 1 below](#)) the same as [I - subheading indentation](#); selecting 2 or 3 for both of these options will usually be satisfactory.

N - Run-on subheading separator *(Menu 1)*

Defines the punctuation which is inserted to separate run-on subheadings. Note that any spaces needed must also be typed although you can't see them. The default is a semicolon.

O - Run on from main headings? *(Menu 1)*

If **No** a sequence of run-on subheadings will start on the line below the relevant main heading. If **Yes** they will continue straight on from the main heading. If you do not want these to wrap at the right margin this should be set for a very high value (eg 30,000) in Layout Menu 1, [Option G](#).

P - Page order for subheadings? *(Menu 1)*

This option has three settings: Alphabetical, Ascending page order and Descending page order. Page order for

subheadings is frequently used in biographies. If a page sort order is used the subheadings are sorted "on-the fly" during the output process and there may be a perceptible delay before the output of a heading preceding a large number of subheadings.

N.B. Handy hint: if you want to force some subentries to the bottom of the list and are using page number order for subheadings: using ~ZZ~ doesn't work when you set the page order for subheadings option on the print menu. However, providing that you are not using volume numbers you can force the page sort to place an entry at the bottom of the list by placing a spurious volume number before the page number.

Q - Minimum page sort level

This is only relevant if ascending or descending page order is selected in option [P above](#) is selected. The number entered determines the minimum heading level at which page number sorting will occur. Thus if `2' is entered page number order will only be applied to sub-subheadings.

R - Line spacing

Enter **1** for single spacing, **2** for double etc. If you plan to print your index on paper double-spaced, be sure that all settings regarding line spacing are even numbers. Be sure to check options [D](#), [E](#), and [X](#) from [menu 1](#). You may also find it helpful to use formfeeds (option [7](#), [menu 1](#)).

S - Spaces before page numbers *(Menu 1)*

Determines the number of blank spaces which will be inserted between the end of the last subheading and the beginning of the first page number. Note that you can also define any punctuation you want to be placed after the end of the entry and before the page numbers by using menu 2, option V.

T - Right-justify page numbers? *(Menu 1)*

Yes the page references will be justified to the right hand side . Obviously this option cannot be used with run-on subheadings. The default is to use spaces to fill in the gap between the end of the text of the entry and the page number. The character used can be changed in option [A](#) of [menu 2](#). See also [menu 2](#), options [S](#), [T](#), and [U](#) for more elaborate right-justified layouts.

If you are sending a file on disk which use proportional spacing this option will not work properly. The way to deal with this is to set option [V](#) in [menu 2](#) (Punctuation between text and page numbers) which will accept text as well as punctuation, to a code agreed between you and the publisher (such as <RJ> - Right Justify) and this code can then be translated by the printer into whatever is needed to right-justify text.

U - Number index pages?

If **Yes** the pages of the index will be numbered as they are printed. The style of numbering is determined in the options [V](#) and [W](#) below. The position is at present fixed in the centre at the bottom with the height determined in option [X](#).

V - Roman numerals? *(Menu 1)*

If **Yes** the pages of the index will be numbered with lower case roman numerals.

W - First index page number? *(Menu 1)*

Sets the number of the first page of the index.

X - Blank lines under index page) *(Menu 1)*

Sets the number of blank lines left between the page number of the index and the bottom of the page. This number must be less than the bottom margin set in option [E](#) above.

Y - Blank lines before new letter *(Menu 1)*

Sets the number of blank lines inserted before each letter group.

Z - Header letter *(Menu 1)*

Yes causes a capital letter (e.g. `A') to be printed at the start of the index entries beginning with that letter. It is

possible to insert special text or printer control codes before and after the header letter. This may be used, for example, to produce a large typeface. See [menu 2](#) options [B](#) and [C](#) for details.

1 - Indention of wrap-around lines (*Menu 1*)

Sets the indention (number of spaces) which will be inserted at the beginning of any overlength line when it "wraps" onto the line below. This option applies to both set-out and run-on subheadings. The indention required for the subheading level will be applied automatically, so you only need to put the extra spaces you need for wrapped lines in here.

2 - Unused option

3 - Text for "see also" refs (*Menu 1*)

Pressing 3 will display the current setting for the text for cross-references which has been set in the [MERGE Options Menu](#). You cannot change the setting here. If your "see also" references do not seem to be working correctly consult [See also References in Macrex](#) then sort and merge your index again.

4 - Unused option

5 - Set WP file page break handling (*Menu 1*)

This allows one of three methods of handling page breaks to be used when a word processor file is being produced:

- 1 - Page breaks are translated into a code specific to the word processor
- 2 - Pages are separated with successive blank lines
- 3 - Page breaks are not inserted at all by MACREX

The one currently in force will be highlighted. Select the new one by pressing the appropriate number. If you are making a disk file for a publisher it is likely that option 3, which will produce a continuous print, will be the one you will use. Most typesetters prefer to insert their own page breaks. It is a good idea to ask to be sent a proof of the resulting index in order to check that the printer has inserted "continued" statements where necessary.

The type of word processor is selected from the O option from the main Print menu.

6 - Pause for paper change

You will only need this if you have a printer that is about 100 years old. If **Yes** is chosen the printer will stop at the end of each page of index so that you can insert a new page. Instructions for restarting the print appear on screen.

7 - Use form feeds

Yes causes MACREX to send a form-feed instruction (ASCII character 12) to the printer when it wants to advance to the top of a new page. If you choose No it will wind itself up to the next page by printing successive blank lines. If your printer responds to form feeds this instruction may speed up the print # but note that you must set up the top of form position on the printer before starting. This option must be set to No if two column printing is being used.

Note also that the page length will be determined by the printer (machine), rather than the page length setting used in MACREX, if form feeds are used. This can be useful if you want the paper to be advanced to a page length which is longer than that set in MACREX, for example if a sheet feeder is being used.

8 - "continued" at new page

This will normally only be used when you are printing a draft on a printer or making a text file. If this option is set to **Yes** the main heading is repeated at the top of the new page with the word (continued) after it, if a string of subheadings (or sub-subheadings) straddles two pages. If you are reprinting a page of an index and the page begins in the middle of a list of subheadings it is not possible to repeat the "continued" statement at the top of the page.

9 - "Continued" text

This will normally only be used when you are printing a draft on a printer or making a text file. It allows you to

change the message from (continued) to anything you like. Don't forget to add spaces before and after the text. It will usually not be useful to include a "continued" statement in a disk file, since the software will decide on the page breaks and these are very unlikely to be the same as those for the printed.

O - Menu 2

Takes you to MENU 2

MACREX PRINTING LAYOUT OPTIONS - MENU 2

A - Right-justified filler (*Menu 2*)

Allows you to change the character used to pad the page numbers out to the right hand side when right-justified page numbers are used. In the following example the right-justified filler is a point (.)

```
Berkshire .....456,590
Bury on Tweed ..... 608
```

The number of spaces set in layout menu 1 option [S - Spaces before page numbers](#) will always be added to the end of the text of the entry before the right-justified filler.

B - Text before header letter (*Menu 2*)

C - Text after header letter (*Menu 2*)

These two options allow you to enter special text or control codes which will be printed (or inserted into the word processor file) immediately before and after the header letter. This will enable you to select a different and distinctive style for the header letters.

D - Minimum run-on level (*Menu 2*)

This option has an effect only if a run-on layout has been chosen. If it is set to **0** a standard run-on layout with all the subheadings running on will be produced. If it is set to **1** the subheadings will be set out and the sub-subheadings will run on. If it is set to **2** the subheadings and the sub-subheadings will be set out while the sub-sub-subheadings will run on (compare the examples under layout menu 1 [option H](#)).

E - Volume number separator

This and the two following options allow you to change the way that volume and page numbers are printed. The default character used to separate a volume number from a page number is a point(.). If you want to change this to something else (e.g. /) change the volume number separator to the desired text (see example at [H](#) below). N.B. Whatever you want in the final printed index, you should use a point (e.g. 1.4) to separate volume numbers from page numbers when making entries.

F - Repeat volume number

When multiple page references with volume numbers are used you must type the volume number in for each occurrence, regardless of whether you want the volume numbers printed out in the final index or not.

```
cats 14.2, 14.77
```

If option F is set to **No** the volume numbers will not be repeated when printed:-

```
cats 14.2, 77
```

G - Page number separator (*Menu 2*)

Usually successive page references are separated by a comma (,). This character can be changed to any other text or code when the index is printed by changing this option. (See example at [H](#) below) N.B. Whatever you want in the final index you should always use commas when entering page numbers.

H - Page number concatenator (*Menu 2*)

Often a hyphen is used to denote a range of page references (e.g. 46-76) but frequently an en-dash is used. Since the en-dash does not appear on the keyboard we have made a special key (ALT-) to make it easy to enter this character when it is required in the text, e.g.

Franco–German treaty

Mozart{,} Wolfgang Amadeus (1756–91)

However, you should NOT use en-dashes in page references when making your entries – only hyphens are understood by the sort and merge programs. You can change all the hyphens within page numbers to en-dashes or to any text you choose by changing this option.

Example of E, G and H

Nuts 2.1, 3.12-3.15

could be converted to

Nuts 2/1; 3/12 to 3/15

by defining E as /, G as ; and H as to

I - Hard Hyphen in page numbers? *(Menu 2)*

If set to **Yes** this will prevent hyphens between page numbers being used to break a line. This would mean that the if the following entry was present with a sufficiently narrow right margin to break the page run

Cows as literary images, 99, 102-
3

would be printed as

Cows as literary images, 99,
102-3

if **I** is set to **Yes**.

J - More volume/page options *(Menu 2)*

This leads you to the [MACREX VOLUME NUMBER/PAGE NUMBER OPTIONS MENU](#).

K - Blank line before new heading? *(Menu 2)*

If this option is set to **Yes** a blank line is inserted before each main heading, thus creating a separate unit consisting of all the subheadings and sub-subheadings under a particular heading.

L - Text on end of entry *(Menu 2)*

Allows any bit of text (usually a punctuation mark) to be put on the end of every entry after the page numbers. Leave blank if you don't want anything added here. Codes can also be inserted at this option, and may be required by the typesetter.

M - Use code table for indents? *(Menu 2)*

If set to **No** then set-out subheadings will be indented by inserting the number of spaces set in [option I](#) of menu 1. If it is set to **Yes** the text sent to the printer or disk file before a subheading will be that defined for each level concerned in the code table (see below).

N - Set up code table for indents *(Menu 2)*

This option will allow you to enter the code you want to precede each indented subheading, sub-subheading and so on up to the maximum allowed. Examples of its use are

- Marking each level of indentation with some kind of punctuation like a dash so that it is easier for readers to keep track of where they are when there are multiple levels.
- You may wish to use tabs or special indentation codes (for example those used for RTF) for your word

processor or publishing software.

- When different indentation is needed at each level of subheading.

Note that if you set [option M](#) above to **Yes** the indentation settings in the first print menu ([option I](#)) will be ignored.

When you select **N** you will see a screen like the following:

This table shows what will be sent to the printer (or the word processor file) before an indented heading of each level. 0 shows what will be sent instead of spaces before the main headings, 1 shows what will be sent before the first level of subheading, and so on.

Note that any text or control codes necessary to form the left margin can be entered separately (option Q)

-- Press any key ==>

The next screen shows all the subheadings levels and suggested punctuation.

```

Ins 0
0
1 -
2 - -
3 - - -
4 - - - -
5 - - - - -
6 - - - - - -
7 - - - - - - -
8 - - - - - - - -
9 - - - - - - - - -
10 - - - - - - - - - -
11 - - - - - - - - - - -
12 - - - - - - - - - - - -
13 - - - - - - - - - - - - -
14 - - - - - - - - - - - - - -
15 - - - - - - - - - - - - - - -
16 - - - - - - - - - - - - - - - -
17 - - - - - - - - - - - - - - - - -
18 - - - - - - - - - - - - - - - - - -
19 - - - - - - - - - - - - - - - - - - -
Enter number to change, <ENTER> when finished,
or enter w to set indents/end codes of wrap-over lines ==>
```

The strings of text shown (which are in inverted video on the screen so that you can see spaces) are those which will be used to form the indentions. The top one numbered **0** is the string used to precede the main heading. Normally you would not want anything here and MACREX will let you enter nothing. **1** defines the indentation for subheadings, **2** sub-subheadings and so on. You can change any of these by entering the relevant number at the prompt. You will then be invited to enter the new string (which may contain control characters which should be entered in the manner described for printer replacement codes (see ..). When you have entered the string you will be asked to confirm that it is correct. When an indented subheading is too long to fit on one line it "wraps" to the next line. If you are using the code table for indents you need a second code table for the indents of the wrap-around lines. You can access and modify these in the same way as described above by entering **W** at the prompt, when the screen will look like the one shown below.

This table shows what will be sent to the printer (or the word processor file) before an indented heading of each level when the line has wrapped from the right margin. Note that the text entered should not include that needed to form the left margin. This should be entered in option Q

-- Press any key ==>

Pressing any key will produce a screen similar to this:

```

Ins 0
0
1
2
3
4
5
6
7
8
```

9
10
11
12
13
14
15
16
17
18
19

Enter number to change, <ENTER> when finished ==>

O - Line feed for printer (*Menu 2*)

This option allows you to define the sequence which is need to start a new line on the printer. What is usually required is a two character sequence, first a carriage return (ASCII code 13) and then a line feed (ASCII code 10). This will look like a musical note followed by a small circle. It may be useful to redefine the line feed characters when a printer is set up so that it only needs a carriage return and produces its own line feed. Selecting O will allow you enter any string (including control characters). Remember that if you want to include a carriage return character in the string you must enter the ASCII code for carriage return by typing <13>.

P - Line feed for word processor (*Menu 2*)

This option works like **O** above and should be used when making a word processor file, when curious and cryptic codes are often need to designate a new line. If left unchanged it conforms to the standard carriage-return-line-feed sequence.

Q - Enter left margin code (*Menu 2*)

Any code entered here will be inserted at the beginning (left hand end) of each line. Usually you would have nothing here and the program will accept nothing being entered. Note that the indentation code entered for heading level **O** is applied to main headings. The setting here overrides the setting for [option F](#) in the layout menu 1, but will only apply if [option M](#) in menu 2 is set to **Yes**. (See also menu [2 option 1](#))

R - Force first subhead to run on (*Menu 2*)

If **Yes** is chosen (when using set-out subheadings) this will force the first subheading of a set-out layout to run on from the main heading. Subheadings will be separated from the main heading by the heading punctuation set in menu 1 [option K](#). This setting only applies to set-out subheadings, and can upset a run-on layout.

S - Right-justified page margin (*Menu 2*)

When right-justified page numbers have been selected (menu 1, [option T](#)) the numbers will use the right margin set here, while the textual part of the entry will use the "normal" right margin set in menu 1, [option G](#). This means that overlength lines of text can be made to wrap around at a narrower margin so that they don't get mixed up with the page numbers. The effect produced is a type of "columnar" layout.

T - Flush page numbers to right (*Menu 2*)

If **Yes** is chosen right-justified page numbers will be arranged so that the last digit of the page number will align with the right margin as set in [S](#) above with the page number to the left of this margin. If **No** is chosen the first digit of the page number will align with the margin set in [S](#) above with the page number to the right of the "margin". In the latter case overlength page numbers will wrap according to the setting of [option U](#) below.

Examples

Flushed right:

```
Bristol .....23, 45
Cambridge .....55
```

Flushed left:

```
Bristol .....23, 45
Cambridge .....55
```

U - Max margin without R flush (Menu 2)

This sets the absolute maximum right margin when [option T](#) above is set to **No**. The setting in this option is ignored if [option T](#) is set to **Yes**.

V - Punct between text & pages (Menu 2)

This allows you to enter any punctuation, text, or code you want to be inserted on the end of the textual part of the entry and before the start of the page numbers. If you have added a comma before page numbers when making your entries you can change your mind here and define a different punctuation mark (or none at all) using this option. Similarly, if you have some entries followed by a comma and some without, this option will produce a consistent result.

Note that the use of this option for right-justifying page numbers is described under menu 1 [option T](#).

W - Punct. between heading & "see also" (Menu 2)

You may insert any punctuation you wish between the end of the heading and a "see also" reference. Regardless of the final form required, when entering "see also" references you should type the heading, a comma and then ^see also^.

X - "see also" + <pages> as subhead?

Set this to **Yes** if you want [style 5](#) for "see also" references (see [MACREX See also References](#))

Y - Set code table for end of line

This works like the code table for indents (see [Option N](#)) and allows you to enter end-of-line codes which are specific to the heading level concerned. A second table which defines the end-of-line codes for wrap-around lines is also accessed by this option.

Z - Define line break characters

This is where you can decide on the characters at which you permit a line break in the output. Any of the characters listed here will be used to decide where to break the line. The default is <space><hyphen><comma>. If you alter this make sure you always include the space as one of the characters, or you will find that none of your entries is acceptable to the printer.

1 - Text on beginning of line

This allows you to enter a code or text which will be placed at the beginning of every line. This is different from menu 2 option [Q - Enter left margin code](#). Option Q is used only if option [M - Use code table for indents](#) is set to **Yes** while the *Text on beginning of line* is inserted for every line regardless of any other settings.

2 - Formfeed characters

Normally the formfeed character (ASCII value 12) will be used. The characters inserted here will only be used if the Use formfeeds option on menu 1 ([option 7](#)) is set to **Yes**.

3 - Text when finished printing

This is to define text which is output at the end of the index.

4 - Respect case of headings

This defaults to **No**. When it is set to **No**, headings occurring in two or more consecutive entries will be treated as equal even if they differ in their use of capital letters. This should be useful if you have been inconsistent in the way the headings were entered. For example the sequence

```
cows, cats, 99
cows, cheese, 55
Cows, Cholmondeley, 77
```

would print out as

```
COWS
```

```

cats, 99
cheese, 55
Cholmondeley, 77

```

with this option set to **No** but as

```

COWS
  cats, 99
  cheese, 55
Cows, Cholmondeley, 77

```

with it set to **Yes**.

WARNING: The above example looks sensible enough, but if there were to be another entry which sorted below Cows, Cholmondeley the result would not be desirable:

```

COWS
  cats, 99
  cheese, 55
Cows, Cholmondeley, 77
cows, udders 334

```

To avoid this happening it would be necessary to differentiate cows from Cows in another way (e.g. by adding text in tildes to the second entry so that it would appear to the program to be a completely separate heading, e.g.

```

COWS
  cats, 99
  cheese, 55
  udders 334
Cows~aa~, Cholmondeley, 77

```

5 - Swap #, at end of heading

6 - Swap ', at end of heading

7 - Swap ^, at end of heading

8 - Swap \, at end of heading

If option 5 is set to **Yes** a heading such as `Burnt Norton', will be printed as `Burnt Norton,' in accordance with Chicago Manual of Style rules. Options 6, 7 and 8 function similarly.

9 - MENU 3

Takes you to MACREX Printing Options [Menu 3](#)

0 - MENU 1

Takes you to MACREX Printing Options [Menu 1](#)

MACREX PRINTING LAYOUT OPTIONS - MENU 3

A - Text at end of cross-references (*Menu 3*)

Text can be added by the print program to the end of a string of "see also" references. If you want "see also" references in the form cows, (see also cathartics; cats; cloots) what you do is define the Text for "see also" on the Merge options menu to (see also and then add as many cross-references as you like. When you print out set this option to a closing bracket).

This works only for "see also" references.

B - Print group listing (*Menu 3*)

The text chosen at C below will be printed if this option is set to **Yes**.

C - Text for group listing (*Menu 3*)

The suggested text will be the last that you "grouped" when in the main part of the program. You can change it to anything else you like. If you are printing a group listing we suggest you turn option Z on menu 1 (Header letter) to

No, since if there are no "grouped" entries under a particular letter the header letter will be printed in splendid isolation.

D - Merge page numbers (*Menu 3*)

The default is to merge references even if this has not already been done by the [Merge](#) program. This is to make it possible not to increase the record length when the number of references exceeds it. However, on rare occasions, this merging is undesirable - for instance if a columnar layout with one reference per line is required, e.g.

```
computers 134
computers 137
computers 150
```

rather than

```
computers 134, 137, 150
```

Setting this option to **No** will make the first option possible.

E - Text between x-refs and run-on subhead (*Menu 3*)

This option applies to when subheadings are run-on from the main heading and where page references precede #see also# references and are followed on the same line by subheadings. It allows you to define text between the last #see also# reference and the first subheading. The default is :<SPACE> (colon followed by space), producing

```
Cows, 12, 13. see also cheese; milk: Jersey 33; Reggiano, 44
```

F - Reset layout (*Menu 3*)

Answering **Yes** will restore the defaults that were sent out with the program. This can be useful if you have been experimenting with a particularly complicated layout and want to start again from scratch.

G - Page refs before last subheading (*Menu 3*)

This option to allow page numbers to be brought in front of the last subheading in order to do HTML indexing. If this is set to **Yes** the page reference is move in front of the last subheading. This can be used in conjunction with two layout files (HTML2.MWP and HTML2.LAY) to make an index where the hypertext styled page reference is linked via the last subheading. *See also* [HTML Indexing](#).

H - Character to use for space for indents (*Menu 3*)

This allows you to use something other than a space to indent headings, and was introduced so that you can use for a space on the html layout without having to fill in all the [code table for indents](#). There is also a problem with the code table if the "space" text is very long because only 80 characters are allowed for each indent, limiting the subheading level to about 3. This can be overcome by not using the code table and setting the appropriate text for indents. *See also* [HTML Indexing](#).

I - HTML Codes in WP file? (*Menu 3*)

This should be set to **Yes** whenever a [HTML file](#) is being made. This will mean that the embedded html codes that can be very long, but are not displayed, are not counted when the output subprogram calculates where to put the page references. *See also* [HTML Indexing](#).

J - Database style output? (*Menu 3*)

If this option is set to **Yes** then all the levels of heading will be printed out, and none will be suppressed if the main heading is repeated. It is then possible to adjust the other printing layout options to produce comma-quote delimited outputs (suitable for import into databases) or colon delimited outputs (suitable for embedded indexes in Word and Framemaker).

K - Omit first database heading? (*Menu 3*)

Option K suppresses the first heading - this means that you can produce a database file from a page order index without the a, being repeated at the beginning.

Three layout files are available:


```
database.lay      " Cows"," cheese"," 1"," 2"," 3"
database2.lay     " Cows "," cheese "," 1, 2, 3"
embedded.lay      Cows:cheese:1, 2, 3
```

These can be used in conjunction with [option M](#) below if a fixed number of fields is required, so that the locator is always in the same field.

L - Automatically Translate Pre v8 layouts? (Menu 3)

In MACREX version 7, when a rich text format (rtf) layout was being used, the percent sign (%) was used in various of the layout definitions so that it could be translated to a backslash (\) in the rtf file that was generated. This worked fine but meant that the % sign could not be used in indexes that were going to be transferred to rtf. In version 8 a different character (ASCII value 254) has been used to free the percent sign for general use. This appears as a small square on the screen. This option should be set to Yes if you are going to load a pre-version 8 layout file for rtf, and the percent signs will automatically be translated.

M - Fill out to a fixed number of fields? (Menu 3)

This feature allows you to create a file compatible with the Microsoft TIM format. For example the entries:

```
cows, 33
cows, milk products, 33
cows, milk products, cheese 33
```

would be output as

```
cows:::33
cows:milk products::33
cows:milk products:cheese:33
```

In this example the colon is the field separator and the page number is always placed in the 4th field.

To use this option adjust the settings as follows:

Macrex printing layout menu 1

[Option K - Punctuation after headings](#)

Set the Set-out/Run-on punctuation and the Inserted Punctuation to the desired field separator (in the case of the above example this is a colon :) for at least as many fields as you will be using.

[Option S - Spaces before page numbers](#)

set to 0

Macrex printing layout menu 2

[Option V - Punct between text & pages](#)

Set this to the field separator you want (will normally be the same as the one used above in Option K)

Macrex printing layout menu 3

[Option J - Database style output](#)

*set to **Yes***

[Option K - Omit first database heading](#)

*set to **No***

[Option M - Fill out to a fixed number of fields](#)

*set to **Yes***

[Option N - Override number of headings setting \(0\)†](#)

*set as required**

* set to the number of fields (not counting the page number field) that you want, unless you have been making the index with a fixed number of fields by setting the Macrex Options Menu 1, [Option 1 - Number of heading levels \(fields\)](#) to the number of fields you want. In this case set to Option N to 0 (zero) and the number of fields you have been using will apply.

†N - Override number of headings setting (0)? (Menu 3)

Set this to the number of fields (not counting the page number field) that you want, unless you have been making the index with a fixed number of fields by setting the Macrex Options Menu 1, [Option 1 - Number of heading levels \(fields\)](#) to the number of fields you want. In this case you can leave this option set to 0, and the setting from the number of heading levels will be used instead.

O - Menu 2

Takes you to the Macrex layout options menu 2

MACREX VOL/PAGE NUMBER OPTIONS MENU

Pressing **J** from menu 2, or 4 from the [Output Main menu](#), leads you to this supplementary menu. The options here allow you to create sophisticated page and volume references and can be particularly useful for journal indexing. for examples of how to set up complex locators, including dates, part numbers etc, see the help page on [Multi-Part Locators](#).

A - Suppress volume number? (Page/Vol)

If **Yes** is chosen the volume number and its associated punctuation (options **B** and **C** on this menu) will not be printed but the page numbers will be printed normally. This feature has been added to allow annual indexes to be prepared with a view to cumulation since volume numbers will not be required in the annual volume but are obviously essential in a cumulation. In spite of not being printed, the volume numbers are left intact in the file. You can also add a volume number to all the entries in an index (options **4** and **5** in the [Merge options menu](#)). For details on cumulating indexes see Section 22.

B - Text before volume number (Page/Vol)

This allows any text (backslash for bold, the word Volume etc.) to be inserted automatically before each volume number.

C - Text after volume number (Page/Vol)

Same as above except text is inserted after volume number.

D - Vol num translation (Page/Vol)

It is possible for the volume number to be translated to a variety of styles, for example "volume" numbers 1-12 can be translated to the names of the months. Since locators with several parts are often needed (for example, day, month, year) the sequence of digits that forms the volume number can be notionally split into several fields that are translated individually. (See options G, H I, J, K, L below) For example

20080817.32

could be translated to

17 August 2008, page 32

Note that the colours simply show which part of the "volume" number contributes to which part of the final locator, and do not appear on the screen. Coding the locators into the volume number ensures that they are sorted and merged correctly (in this case in chronological order).

In this option the translation for the whole volume number is specified. However the same menu is also used to set the translation for the individual "splits" of a multi-part locator ((See options G, H I, J, K, L below).

Current volume translation is to Untranslated

0 Arabic numeral	K User 9
1 Roman, lower case	L Mapping 0
2 Roman, UPPER CASE	M Mapping 1
3 Months (in full)	N Mapping 2
4 Months (first 3 letters)	O Mapping 3
5 A .. Z	P Mapping 4
6 a .. z	Q Mapping 5
7 Days of week (in full)	R Mapping 6
8 Days of week (first 3 letters)	S Mapping 7
9 Untranslated	T Mapping 8
A Ignored	U Mapping 9
B User 0	
C User 1	
D User 2	
E User 3	
F User 4	

[G](#) User 5
[H](#) User 6
[I](#) User 7
[J](#) User 8

Select desired translation or press <ENTER> to leave unchanged ==>

Option 0 will remove any leading zeros from a volume number or split, but will otherwise leave the number as typed (Compare option 9).

Option 1 will convert the number to lower case roman numerals.

Option 2 will convert the number to upper case roman numerals.

Option 3 will translate the numbers 01 .. 12 to the word for the corresponding month.

Option 4 is similar but abbreviates the month to the first 3 letters.

Options 5 and 6 will translate the numbers 01.. 26 to the corresponding letters, A .. Z, in upper or lower case, respectively.

Option 7 will translate the numbers 1..7 into days of the week while *option 8* truncates days of the week to the first three letters.

Option 9 simply copies the volume number without translating it at all. There are two differences between this and *option 0*; firstly *option 0* will lose leading zeros, so 09 would be converted to 9, while option 9 will keep them; secondly, if nothing is present for the volume number (this could occur if all the volume number characters had been used in splits - see below) *option 0* will produce a zero and *option 9* will produce nothing.

Option A (ignored) means that the volume number will not be printed at all. In this context it has the same effect as A - Suppress volume number. However, it can also be used to suppress splits (see below).

Options B - K User number 1-10. You can now have up to ten user defined translations for splits each of which can be called up from option [L - Edit user-defined translation](#) below.

Options L - U are described in [O - User-defined mapping](#) below.

When the index is printed the volume number will automatically be translated to the style you have selected.

Examples of volume number translations can be found in .

E - Text before page number (Page/Vol)

F - Text after page number (Page/Vol)

These options allow text to be inserted before and after page numbers in the same way as for volume numbers (as described in [B](#) and [C](#) above).

G - Number of splits from vol num (Page/Vol)

If this option is set to a number other than **0**, volume number splitting will be performed. Digits are removed from the right hand end of the volume number and treated separately (the number of digits is set in [option J](#) below). If This option is set to **1**, one set of digits will be removed (called split 1); if **2**, two sets and so on, up to a maximum of nine. Splits are taken sequentially from the right hand end of the volume number. Any digits left after the splits have been removed are treated as the volume number. Splits and the volume number can be processed in three ways to achieve the desired style for multi-part volume references:

1. Any text (e.g. punctuation or codes for underline (^) or bold (\) can be inserted before and after each split. Use [option I - Change text before/after splits](#) to enter any text you need.
2. Splits and the volume number may be translated in the same way as those available for the volume number – see [option D](#) above.
3. Splits and the volume number may be printed out in any order using [option H](#). Examples of split volume numbers can be found .

H - Split volume sequence (Page/Vol)

This shows the order in which the split volume numbers will be output. **0** shows the position of the volume number itself (i.e. the part remaining at the left hand end when the splits have been removed); **1** shows the

position of the first split (i.e. the part split off from the far right hand end); **2** shows the position of the second split (from the penultimate position) and so on. If you select this option you will be asked to type the digits 0 to 9 in the order you require. The program will only accept one occurrence of each digit. If you press <ENTER> before you have finished, the original sequence will be left unchanged (i.e. your modifications will not be accepted). The positioning of higher than the number of splits selected in [option H](#) above is not important and will be ignored by the program.

I - Change text before/after splits *(Page/Vol)*

This option is used to enter the text that you want to appear before and after the various splits. Selecting this option will produce a menu like this:

```

Ins          0
This table shows the text that will be inserted before and after each part
of a split volume number. Numbers 1 to 9 set the text before splits 1 to 9
and numbers 10 to 18 set the text after splits 1 to 9

```

Text before split	Text after split
1	10
2	11
3	12
4	13
5	14
6	15
7	16
8	17
9	18

Enter the number to change, <ENTER> when finished ==>

If any text has been defined it will be shown on the screen. You can change or add any text as you wish. The text could be ^ or \ for underline or bold or could be something like open and closed brackets to enclose a part reference. It could also consist of control codes necessary to produce a special enhancement in the appearance of the text.

J - Change sizes of volume splits *(Page/Vol)*

This option allows you to set the number of digits that will be used for each split. Selecting this option produces a menu like this:

```

This table shows the number of characters that will be taken from the right
hand end of the volume number for each split

```

Split number	Bytes split
1	0
2	0
3	0
4	0
5	0
6	0
7	0
8	0
9	0

Press number to change, <ENTER> when finished ==>

You can decide what sizes you need by what you want to do. For example if you want to use a split for a part number of a volume which only has to be A or B then one digit (which will be 0 or 1) will be enough. If you are going to use 1 to 12 to represent months then you will need 2 digits. If you are doing a journal which has issue numbers going over 10,000 you may need 5 or 6. The sizes set for splits above the maximum number set in [option G](#) above will be ignored.

K - Set translation for split volumes *(Page/Vol)*

This option allows you to set the way in which each of the individual split volume number is translated. Selecting K will produce a screen like the following.

Split number Translation

1	Untranslated
2	Untranslated
3	Untranslated
4	Untranslated
5	Untranslated
6	Untranslated
7	Untranslated
8	Untranslated
9	Untranslated

Press number to change, <ENTER> when finished ==>

The translation options are the same as in [option D](#) above.

L - Edit user-defined translation (Page/Vol)

There is a detailed description of this process elsewhere. . When you select this option you are asked:

Select user translation table number (0-9) ==>

Press any key from **0** to **9** and you can then set up or edit the translation tables of words for that particular table. When you select the translation for the volume number or the various splits you can choose which table (0 to 9) you want to use from the menu and you will then see a screen that allows you to enter the characters to which you want each volume number (or split) to be translated. In this example we have used table **1**.

No user 0 translation terms defined

(list of any translations already defined)

A-Add, D-Delete, E-Edit, N-next page, ^L-load table <ENTER> when done ==>

To create a translation table press A and then type in the letter(s), digit(s), text or symbols you want for translation of the number 1. A maximum of 8 characters is allowed. Then press A again and type in the translation for the number 2. You can define up to 1000 of these translations for each translation table. When you have finished press <ENTER> and then press either [D - Vol num translation](#) or [K - Set translation for split volumes](#), depending on whether you have been defining the main volume number or a "split" from the volume number, and then choose [option C](#) - User 1 if using D or press the split number required and then choose [C - User 1](#) if using K. Then press \$ and save these translations in a layout file which will identify it.

N.B. Since entering translations is probably the most time-consuming part of making a layout, it is important to save your layout. Interim saves, overwriting the previous file, can be made after each part of the layout has been set up. This option can be used when there is a non-continuous sequence of volume or chapter numbers or when something other than dates, numbers or letters is being used. Any text may be used. Each number is presented in turn and you are invited to add your chosen "translation". If the terms you wish to insert in the index are non-contiguous you should refer to option [O - Edit user defined mapping](#) below.

Instead of editing either a translation or [mapping table](#) you can press <CTRL>L and enter a menu to load a pre-existing file of codes. The codes contained in this file will replace any ones already in the table you are working on. The file can have any name and must be a text file and have each translation on a separate line. for example if you wanted to translate 0-6 to the days of the week in German, the file would contain

Montag
Dienstag
Mittwoch
Donnerstag
Freitag
Samstag
Sonntag

M - Information about split volumes (*Page/Vol*)

Pressing **M** will produce a help screen summarising how to use split volume numbers.

N - Text for changed volume number (*Page/Vol*)

This is to allow you to group a string of page numbers associated with a particular volume number. Below are examples of two possible styles; obviously a wide range of alternative styles is possible. Regardless of the style you eventually require you should add the entries with volume numbers in the ordinary way,

For example

cows, 1.1, 1.3, 2.7, 2.19, 2.22, 3.20, 23.9

When you have finished making your entries set this option (N) to) ; <space> (for Style 1) or ; (for Style 2). Don't forget to type spaces if needed in the final layout. Then go to the [Layout menu 2](#) and set option [L - Text on end of entry](#) to) (for Style 1) (this does not need setting for Style 2) and option [E - Volume number separator](#) to ((for Style 1) or : (for Style 2) (in Style 2 the page number separator ([option G](#) menu 2) has been set to a comma with no space following.

The entries above will then print out like this:

Style 1

cows, 1(1, 3); 2(7, 19, 22); 3(20); 23(9)

Style 2

cows, 1:1,3; 2:7,19,22; 3:20; 23:9

O - Edit user defined mapping (*Page/Vol*)

This option is similar to the user-defined translations defined in [option L](#) above but with one major difference. When the user-defined mapping is used you are asked, in each case, first to enter the value of the volume number or split to be mapped and second to Enter new translation term. The value to be mapped can be any value you like - this means that a non-contiguous sequence of numbers can be translated to user-defined text. This may be especially useful when both numbers and letters are used as volume numbers; the numbers can be entered normally and each letter used can be coded when it is typed in as a number above all those used.

For example if you need a sequence like this:

hamburgers 1.86, 3.87, A.45, C.67

it could be typed into MACREX like this:

hamburgers 1.86, 3.87, 100.45, 300.67

(assuming that the numbering for paragraphs did not extend beyond 99)

The option works in a similar way to Option [L - Edit user defined translation](#).

To set up the translation press O, choose user mapping table **O** (or the one you want to use). Using the above example you should first select [D - Vol num translation](#) or [K - Set translation for split volumes](#) and select one of the ten settings called [Mapping numbered 0 to 9](#) - in this case **O** will be used. Then go to this option (**O**), choose Mapping 0 and A for add. When asked to enter the value of the volume number or split to be mapped you should enter 100 (for A) etc. and at the prompt Enter new translation term you should type A. Do the same for 200, 300 etc. When you have finished press <ENTER> and then press either [D - Vol num translation](#) or [K - Set translation for split volumes](#), depending on whether you have been defining the main volume number or a "split" from the volume

number, and then choose option [L - Mapping O](#). Then press **\$** and save these translations in a layout file which will identify it. Since entering translations is probably the most time-consuming part of making a layout, it is important to save your layout. Interim saves, overwriting the previous file, can be made after each part of the layout has been set up.

Instead of editing either a translation or [mapping table](#) you can press <CTRL>L and enter a menu to load a pre-existing file of codes. The codes contained in this file will replace any ones already in the table you are working on. The file can have any name and must be a comma delimited text file and have each mapping on one separate. In the current example the text file would contain

```
"100", "A"  
"200", "B"  
"300", "C"  
etc
```

You can also use a file without the quotes, provided there are no commas contained within the mapping terms. In this example the following simpler file would work

```
100,A  
200,B  
300,C
```

P - Help on complex, multi-part locators (*Page/Vol*)

Displays the [Multi-Part Locators](#) help file

Last edited 30 October 2008. [Macrex Help Contents](#).