

***See also* References in MACREX**

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

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Layout styles for *see also*

Macrex can accommodate five different styles for the layout of *see also* references. These are illustrated by the following examples:

[Style 1](#)

```
cows see also cheese; milk 12, 15
    fields 99
    herds 3
```

[Style 2](#)

```
cows, 12, 15
    see also cheese; milk
    fields 99
    herds 3
```

[Style 3](#)

```
cows, 12, 15
    fields 99
    herds 3
    see also cheese; milk
```

[Style 4](#)

```
cows, 12, 15, see also cheese; milk
fields 99
herds 3
```

[Style 5](#)

```
COWS,
    see also cheese; milk 12, 15
    fields 99
    herds 3
```

It can also allow any text or punctuation to be used in a number of places around the "see also" references and the page numbers associated. Whatever the final style and punctuation you want you must always enter the "see also" references in the following form

Heading<comma><space><see also text><space><reference>

for example

cows, ^see also^ cheese

Setting up "see also" text and punctuation on the menus

If you change your "see also" options in the middle of making your index you should go to the [Sort options menu](#) and set option [J - Unconditional resort](#) to **Yes** and re-sort the whole index before continuing.

The text and punctuation, which can be redefined in any way you like, is as follows. In each case the *default* (the value that the distribution copy of MACREX will have if you haven't changed it) is shown in bold.

R - "See also" text ^see also^

If redefining it always make sure that it is preceded and followed by a space. This is set from the [Merge subprogram](#), [option R](#). If you wish to change the default this is ideally done before you start a new index. Otherwise you should perform a combined sort and merge (Main Menu->Utilities->Combined sort and merge) as soon as you have changed it.

S - "See also" separator ;

This separates multiple "see also" references and is set from the [Merge subprogram](#), [option S](#). If changing it make sure that it is followed by a space.

T - Text before "see also" ,

This only applies to [style 4](#) and is the punctuation following the final page number and before the "see also". It is set from the [Merge subprogram](#), [option T](#). A space following it is not normally needed.

W - Punct before "see also"

Since a space has already been inserted in the "see also" text above this should normally be left empty. However, if you wish to add something you can do so from the [Printing layout options menu 2](#), [item W](#).

How to get the styles

STYLE 1

Set the following, and save them as the defaults

1. SORT OPTIONS MENU, set option [N - "See also" references to end of list?](#) to **No**
2. MERGE OPTIONS MENU, set option [P - Placement of ^see also^](#) to **To beginning**
3. PRINTING LAYOUT OPTIONS MENU 2, set option [X - "see also" + pages as subhead?](#) to **No**

Finally sort, merge, and output the index.

STYLE 2

Set the following, and save them as the defaults

1. SORT OPTIONS MENU, set option [N - "See also" references to end of list?](#) to **No**
2. MERGE OPTIONS MENU, set option [P - Placement of ^see also^](#) to **Separate**
3. PRINTING LAYOUT OPTIONS MENU 2, set option [X - "see also" + pages as subhead?](#) to **No**

Sort, merge, and then output the index.

STYLE 3

Set the following, and save them as the defaults

1. SORT OPTIONS MENU, set option [N - "See also" references to end of list?](#) to **Yes**
2. MERGE OPTIONS MENU, set option [P - Placement of ^see also^](#) to **Separate**
3. PRINTING LAYOUT OPTIONS MENU 2, set option [X - "see also" + pages as subhead?](#) to **No**

Sort, merge and then output the index.

STYLE 4 (Chicago Manual of Style)

Set the following, and save them as the defaults

1. SORT OPTIONS MENU, set option [N - "See also" references to end of list?](#) to **No**
2. MERGE OPTIONS MENU, set option [P - Placement of ^see also^](#) to **To end**
3. PRINTING LAYOUT OPTIONS MENU 2, set option [X - "see also" + pages as subhead?](#) to **No**

Sort, merge and then output the index.

Please note: If you wish to sort an index made in this style into page order you will have to go to the Merge options menu, set option [P - Placement of ^see also^](#) to **Separate** and option [Q - Re-merge "see also"](#) to **Yes**. Merge the index and then make a backup file specifically for use with MACPNO.

STYLE 5

Set the following, and save them as the defaults

1. SORT OPTIONS MENU, set option [N - "See also" references to end of list?](#) to **No**
2. MERGE OPTIONS MENU, set option [P - Placement of "see also"](#) to **To beginning**
3. PRINTING LAYOUT OPTIONS MENU 2, set option [X - "see also" + pages as subhead?](#) to **Yes**

Sort, merge and then output the index.

Changing the style of "see also" references

If you have prepared an index using one style for the "see also" references but you need another (possibly to save space, or for an edition in a different country) it is possible to do this. The procedure is as follows:

Reset the options (as described above) for the new style.

If the old style was number 4 (Chicago Manual) then set the MERGE OPTIONS MENU, option [Q - Re-merge "see also"?](#) to **Yes**.

Merge, sort and then merge again.

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