

# Macrex Startup Screen Help

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

This screen allows you to start a new index, open an existing index, change some of the MACREX options and also delete an index that you no longer need. For help on installing and setting up MACREX, see [MACREX Installation Customization Help](#).

Additional help files for MACREX Version 8 are still being added and when they are complete and index will be available. The help files currently available are listed in [MACREX Help Contents](#). You can access the [manual for Version 6](#), the [Supplement to the manual for Version 7](#) all the other current help from [MACREX Help Contents](#).

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## Starting a new index

To start a new index select the **Start a New Index** line at the top of the box - you can do this by using the arrow keys to move the selected line (with a black background rather than a grey one) to the one you want and then pressing <ENTER> or by clicking the line with the mouse.

If you have started MACREX from the icon installed by the installation program, you will be taken straight to the file selection screen, with a folder called "Indexes" in your documents area already selected. To start a new index enter a name for it on the keyboard - this will appear on the bottom line of the screen. You may need to move the window a little to see the bottom line of the screen. Names should not end in a numeral. After this you will be prompted for the record length (the default of 300 will work for most indexes) and taken to the MACREX MAIN MENU screen where you can access the [main menu help](#). When you start adding entries you can use ? to access help on how to structure your entries.

If you try to use an index name that is not valid (for example with \ / or : in it) you will see a message saying **Can't use this file name** and then you will drop out of the program.

For your information the names of any existing indexes are displayed on the [file selector](#) screen. You can open one of these even if you have selected **Start a New Index** above, but you can't start a new index if you have selected **Open an Existing Index**.

See [below](#) for details on how MACREX handles folders and disk drives.

## Open an Existing Index

Select **Open an Existing Index** on the Startup Screen and then either type the name of the index you want, or press F5, use the arrow keys to select the index you want and then press <ENTER> twice. You will then be transferred to the MACREX MAIN MENU and can access the [Main Menu Help](#). Use the hints below to find out how to navigate to another disk or folder to locate your index.

You can also open an existing index from the [command prompt](#), by creating a [desktop shortcut](#) or from a [batch file](#).

## Load a backup (mbk) file

This option will automatically create a blank index and load a backup (.mbk) file in one go. If you select this you will be shown a list of backup files in the [file selector](#). If you select one, an index will be created in the same folder as the backup file. The name of the backup file will be used as the basis for the name of the index. If there is not an existing index with the name of the backup file, this name will be used. If there is an existing index a name will be generated that does not already exist. This will be in the form <backup\_file\_name>\_nnnX where nnn is a number to the base 36. The X is appended so that the index name does not end in a digit. The maximum length of entries will be 20% longer than the longest entry in the backup file, or 300, whichever is greater.

## Changing the screen size

Select **Change options** on the Startup Screen and use the **Set screen width** and **Set screen height** options. When you have finished select **Finished (save changes)** if you are happy with the effect, or **Quit (don't save changes)** if you are not. If you choose the latter, the screen will revert to its original size.

## Changing the code page

Code pages affect the characters that are available on the screen when you use MACREX. The standard alphabet and punctuation keys will always be available, but the additional characters (accented characters, greek, etc) will vary. Usually code page 850 is used in Europe and code page 437 in the USA. The main difference is that 850 has more accented characters and 437 has more greek characters. The characters we make available with special codes (see [characters, fonts and accents](#)) will always be available, whatever code page is in use. To change the code page select **Change options** on the Startup Screen and then **Set Code Page**. A list of the available code pages will be shown on the right of the screen and a box containing all the characters available will be shown on the left. To check what is available use the arrow keys to highlight the code page of your choice and then press <ENTER>. The box on the left will change. If you want to select this as your new code page, press <ESCAPE> and you will be asked to confirm. Note that code pages can only be changed if you are using a true-type font such as Lucida Console. You can [change the font](#) while MACREX is not in use by using Windows to modify the MACREX shortcut.

## Changing the font and window position

See the [Macrex Installation Customization help](#) for information on how to do this.

## Recycling (deleting) an index

This part of the program is will delete indexes. It does not delete them permanently, but moves them to the Windows recycle bin. This means that they can be retrieved if you delete one by mistake. If you empty the recycle bin you will then have deleted them permanently. It gives you the option to delete MACREX backup (.MBK) files that are in the same folder as the index. It will never delete MACREX backup files that have been saved in a different location.

Select **Recycle Index** from the menu and select the index you want to recycle in the same way as you would to open it. Once you have done so you will see a summary of the index you have chosen, including the number of entries, and asked to confirm. If you select **Yes** (to confirm) the main index files will be recycled. Next you will be prompted with the number of cumulative backup files present (if any) and asked to select from 4 options, **Recycle all, Recycle none, Recycle all except the most recent**, Confirm for each. There will usually be a lot of these files, so usually you will want to recycle all of them, or all except the most recent. You can then optionally recycle the cmd files (commands type on the inspect screen), the sbf file (the list of entries that is stored as you type them, the strings file (the input to the matched pair table) and the toa file (the list of the table of authorities for autocomplete).

## Hints

- If you have started MACREX from the command prompt, you will be asked to select the drive you want for the index before you get to the [file selector](#) screen.
- To start an index in a subfolder beneath the one displayed, press F5, use the arrow keys to highlight the folder you want and then press <ENTER>.
- To create a subfolder press F9 and enter a name for the folder.
- To change drives press F4
- To go to the folder above the one you are in, press F5, use the arrow keys to highlight the two dots ".." and then Press <ENTER>

## Folders and disk drives (for the technically minded)

When you run the MACREX installation the two shortcuts (desktop and under All Programs) are created with the command line argument -D<macrex default directory>, where <macrex default directory> is the directory you have chosen during the installation. By default MACREX will look for indexes to open and create new indexes in this directory. If you start macrex from the command line (currently by typing macrex-8 although we may change the programme name) without defining a default directory using -D, macrex will use the program directory where it has been installed as the default directory, and will also query for a drive letter when you open an existing index or start a new index.

There is more information about folders in the [MACREX Installation Customization](#) help page

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