

Making new entries in MACREX

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Structure of a MACREX Entry

main heading, subheading, sub-subheading, etc., page references

Type the main heading and any subheadings required, separating each by commas. The page numbers are separated from by a space and an optional comma. If you want a comma within a heading enclose it in curly brackets {,} (a soft comma). The curly brackets will not be transferred to your final index. You can also use a large number of special and accented characters. See the [supported characters](#) help page for details.

When typing you can use a number of [special keystrokes](#) to use part or all of a previous entry. You can also define your own [keywords](#) to save repeated typing of long or complicated terms.

When you have completed typing the entry, press <ENTER>. [Automatic punctuation corrections](#) will be carried out to remove spurious spaces etc, and the entry will be added to the index.

Note that the layout of the index (set out or run-on, indentation levels etc) is fixed when you are entering and editing the index, but is very flexible for the final output. The final form is set by the [Output Menu](#) options.

The way to enter page references which are acceptable to MACREX is described [below](#). Volume numbers may also be included. Roman numerals may or may not be recognized as page numbers depending on the setting of **H - Recognize roman numbers** in MACREX **General Options Menu 1**.

The division between headings and subheadings and between entry and page number is normally indicated on screen by coloured or shaded blocks for clarity.

PERMITTED PUNCTUATION MARKS

The following punctuation marks can be used, and are sorted as described [elsewhere](#).

. : ; ` ' " [] () / -

The following characters are reserved by MACREX for special purposes, but can still be used as normal in the index by entering them with [special codes](#).

/ ~ { } ^

Enclosing a word in backslashes will generate bold face, for example \cows\ will be output as **cows**. Similarly using carats will produce italics, so ^cheese^ becomes *cheese*. If you type <CTRL><SHIFT><SPACE> a space will appear which will appear in a shaded colour on the screen. This will become a non-break space when the index is exported to a word processor.

You can use <ALT>, or <ALT>= as a shortcut key for a soft comma, which will produce the key sequence {,}<space>

So

```
Smith{,} James 33
Smith{,} John 35
```

will be printed as

```
Smith, James 33
Smith, John 35
```

while

```
Smith, James 33
Smith, John 35
```

which will be printed as

```
Smith
  James 33
  John 35
```

STRUCTURE OF THE PAGE REFERENCES

Note that the style of page references is fixed when you type them in, but is very flexible for the final index - the form in the final index is set by the Output Menu options.

Page references are typed in at the end of the entry and should be separated from the rest of the entry by a space or a comma. You can have as many page references as you like separated by commas. Page references must be entered in a form which can be recognized by MACREX (insert link). These examples should give you an idea of how to enter them.

```
cows 99, 100-110{ n}, 120{ figure}, \200\
Buffaloes \14\.\2\, 14{suppl}.31, 16.13-16.31
Harry the Horse, and pantomimes vi, ix, 17.4{ plate}
```

Essentially, anything that is not a numeral or . / - ^ must be enclosed in curly brackets. Volume numbers are done in the form <volume>.<page>.

You can put a comma after the entry and before the page numbers or not, as you like. When the index is printed, or exported to a file, the punctuation used here is defined in the output options and is not affected by the presence or absence of a comma.

If you want to abbreviate a heading by adding marks of omission (three points) at the end of a heading, or if the last part of the entry contains a number which could be confused with a page number you should add a *blocker* (~!~ - may be obtained by pressing F7) at the end of the heading and before the page number, as in the following example:

```
^Treatise on the Newtonian theory... ^~!~ 223
Beethoven, Symphony No 7~!~ 297
```

Note that if you page and volume numbers in bold you must mark each one separately. For example Buffaloes \14.2\ would not work, but as shown above it is OK. If you want a different character between then volume and page numbers you can do this when the index it output to the printer or to a file - see printing subprogram documentation.

The Scroll Buffer

The scroll buffer maintains a list of the entries you have made or edited in the order which you made or edited them.

If you press F12 while adding entries on the add-on-edit screen, or from the main Add screen, a window (the "scroll buffer") will appear with a list of all your added and edited entries (up to 100,000 entries) with the most recent entry highlighted. You can scroll up and down this window using the arrow keys (or the PgUp and PgDn keys) and select a highlighted entry. Pressing <ENTER> copies the highlighted entry to the one you are currently editing (or makes a new entry). You can also click on an entry with the mouse - this first click will highlight it and the second will copy it to your current entry. Pressing F1, or F12 a second time, abandons the window without changing the entry you are editing. If you change an entry immediately after inputting it, the original will be replaced in the scroll buffer by the edited version; however, if you edit the entry after making more entries, both the original entry and the edited entry will appear in the list. This feature has many uses but the following applications are suggested (we're sure people will think of more - let us know!)

1. it allows you to keep track of entries that have "scrolled" off the screen, and call them up again
2. it ensures that when you take a break from indexing you will know exactly which entry you last added or edited
3. if you have deleted an entry you will be able to find it again by scrolling back to where you originally added it (deleted entries can also be found in the list file, if you have chosen to make one)

There is an option on the MACREX General Options Menu 1. This is option **2 - Keep Scroll Buffer?** If this is set to **Yes** (the default setting) the entries which appear in this box are saved when you exit MACREX and reloaded when you start again.

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