

MACREX ADD SCREEN HELP MENU

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

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Making entries

Type the entries required on one line, separating main and subheadings by commas and placing the page number on the end, then press <ENTER>.

A "soft comma", {,}, (obtainable by typing <ALT>, or <ALT>=) is used to place a comma **within** a heading or subheading. The curly brackets do not appear in the final index.

Arrow keys, <HOME>, <INS>, and <BkSp> keys work as expected.

(up arrow) moves to the beginning of the entry, ↓ (down arrow) moves to the end

<CTRL>← or CTRL>→ moves cursor word-left and word-right.

MACREX keystroke shortcuts (special function keys and control keys):

F1	Go to main menu	<CTRL>Q
-	Start recording a macro	<CTRL>F1 or <CTRL><SHIFT>M
-	Insert the <i>see also</i> text defined in merge option R	<ALT>F1
-	Insert the <i>See</i> text defined in merge option Z	<ALT>F2
F2	Half flip (make entry from previous subheading)	<CTRL>C
	Half flip (alternative)	<CTRL><SHIFT>C
	Toggles wildcard search mode (on Inspect screen)	
F3	Flip (swap previous main and subheadings)	<CTRL>Z
F4	Rotate headings from previous entry	<CTRL>B
F5	Yank a heading or subheading from a previous entry	<CTRL>F
F6	Delete word under cursor	<CTRL>T
F6	Delete word under cursor	<CTRL>DEL
-	Delete word to left of cursor	<CTRL>BACKSPACE
F7	Add page number blocker (~!~)	
F8	same as ~	
F9	Duplicate page number(s) from previous entry	<CTRL>N
	or Duplicate the last page number (see Options menu 2)	
F10	_ (to duplicate previous heading)	
F11	Duplicate the last page number of the previous entry	
	or Duplicate all the page numbers (see Options menu 2)	<CTRL><SHIFT>P
F12	Displays a list of previous entries or commands	<CTRL><SHIFT>Y
-	Soft Comma	<ALT>,,
-	n-dash	<ALT>-
-	Small caps macro	<CTRL><SHIFT>A
-	Bold macro	<CTRL><SHIFT>B
-	Copy text to windows clipboard	<CTRL>C
-	Delete a range of entries (block delete)	<CTRL><SHIFT>D
-	Toggle Greek character input (Scroll lock)	<CTRL>SHIFT>G
-	Delete current heading (where cursor is)	<CTRL>H
-	Italic macro	<CTRL><SHIFT>I
-	Go to a particular line (on the inspect screen)	<CTRL>K
-	Define a new keyword	<SHIFT><CTRL>K
-	Convert character at cursor position to lower case	<ALT>L
-	Convert character at cursor position to upper case	<ALT><SHIFT>L
-	Convert first letter of heading to upper case	<CTRL><ALT>L
-	Convert initial characters of whole heading to upper case	<SHIFT><CTRL><ALT>L
-	Toggle umlaut / acute to circumflex / grave	<CTRL><SHIFT>N
-	Reverse the order of headings	<CTRL>O

- Superscript macro <CTRL><SHIFT>S
 - Superscript macro (alternative) <CTRL><SHIFT>T
 - Subscript macro <CTRL><SHIFT>U
 - Paste into current entry from the Windows Clipboard <CTRL>V
 - Page down (inspect screen) PgDn
 - Page up (inspect screen) PgUp
 - End of Index (inspect screen) <CTRL>PgDn
 - End of Index (inspect screen) <CTRL>END
 - Beginning of index (inspect screen) <CTRL>PgUp
 - Beginning of index (inspect screen) <CTRL>HOME
- <ENTER> (on blank line) [duplicates](#) previous entry
- <ESCAPE> (on blank line) steps back to edit previous entries — use arrow keys to select the one you want

Function or control keys don't work? [Click here for hints.](#)

Copying to the clipboard

The copy text to clipboard keystroke (<CTRL>C) will copy text to the windows clipboard. From there it can be pasted back into MACREX (<CTRL>V) or into any other windows application. In MACREX Version 7 it was sometimes necessary to press <CTRL>C twice to make it work. This has been corrected in Version 8. The actual text copied is as follows: If you are editing an entry, the whole entry including any current changes will be copied to the clipboard. If you have pressed <ESCAPE> from the inspect screen and are using the arrow keys to select an entry, prior to editing it, the whole of the entry currently selected will be copied to the clipboard. If you have pressed F5 to yank part of an entry on the screen, the part of the entry currently highlighted for the [Yank](#) will be copied to the clipboard. <CTRL>C and <CTRL>V are recorded in [macros](#) and may be useful, for example in combination with the Yank and the search, to make macros to do selective global changes on the index.

Special characters and accents

A huge number of special characters are available and can be displayed on the screen. This is done by using the Unicode character set. These can be obtained

1. By using the keystrokes summarised below
2. By using the [Character Map](#)
3. By entering a multi-character code (for example e{['']} will produce é)

For details of all the supported characters and symbols, the keystrokes used where available and the special codes, see [Macrex Supported Characters](#). The keystrokes summarised below will produce some of the special characters directly on the screen. These apply when the code page is set 850 (the default).

	Num Lock OFF	<CTRL><SHIFT>N toggle or Num Lock ON
<ALT>A	ä (similar for EIOUY)	â (similar for EIOU)
<ALT>C	ç	
<ALT>D	ð (Eth)	
<ALT>N	ñ	
<ALT>S	æ (AE dipthong)	
<ALT>T	þ (Thorn)	
<ALT>X	ø (O slash)	
<ALT>-	— (en-dash)	
<CTRL><ALT>A	á (similar for EIOUY)	à (similar for EIOU)

<SHIFT> with any of the above will produce the upper case equivalent.

<CTRL><SHIFT>G toggle or Scroll lock ON - will give a limited number of Greek characters on codepage 437 (α β γ π Σ σ μ τ φ θ Ω δ ∞ φ ∈ ς). However this is only included for compatibility with previous versions of MACREX and for people who use Greek characters and are used to using codepage 437. We recommend using codepage 850 and accessing Greek characters by coding them [alpha], [beta], etc (see [MACREX supported characters](#) for a list). The whole Greek alphabet in upper and lower case is accessible this way and the characters will display correctly on the screen list and will transfer to RTF files and the printer correctly.

Keyboard status display

The current status of the keyboard (Insert on/off, num-lock equivalent status and Greek character input) is shown at the top left of the screen

Ins	<i>Insert text while typing</i>
Ovr	<i>Overwrite text while typing</i>
Ins Num	<i>Insert text while typing - Num lock equivalent on for circumflex / grave</i>

Ovr Num		<i>Overwrite text while typing - Num lock equivalent on for circumflex / grave</i>
Ins Gk	Gk	<i>Insert text while typing - Scroll lock equivalent on, for Greek character input</i>
Ovr Gk	Gk	<i>Overwrite text while typing - Scroll lock equivalent on, for Greek character input</i>
Ins Num Gk	Gk	<i>Insert text while typing - Num lock and Greek</i>
Ovr Num Gk	Gk	<i>Overwrite text while typing - Num lock and Greek</i>

Codepages

The correct display of these characters depends on the *codepage* in use. Usually a European computer will use codepage 850 while a North American one will use codepage 437. There is not a lot of difference except that codepage 850 contains a few more accented characters, while codepage 437 has extra Greek and graphic characters. You can select the codepage you want to use and see all the characters in it from [MACREX Menu Options 1, Option P - Set Code Page](#), regardless of the default for your computer. There are a large number of code codepages available, but MACREX only supports codepages 437 and 850 for sorting and merging. If you use and unsupported code page the special or accented characters might not sort in the correct sequence, and the capital and lower case forms might not be recognised by the merge as being the same letter, and therefore entries that were the same apart from case might not be merged. The special characters must also be printed and exported into a word processor file correctly - currently (MACREX Version 8, January 2008) only codepage 850 is fully supported for this although we intend to support 437 shortly. However, the Greek characters which are available on 437 but not on 850 are all also supported the Unicode characters, so there should be no problem for codepage 437 users - see below.

Character Map

All the special characters that can be displayed on the current screen can be obtained using the **character map**. Use <CTRL>U->Edit->Insert Character or click on Edit->Insert character and a box will appear on the screen.



This displays all the characters available on the current code page. The top part of the box shows the current code page in use and the hexadecimal code for the current character, beginning with 0x. When the character map is displayed it will start with Ç which is highlighted on the left about half way down the map, and has the hexadecimal code of 0x80. Use the arrow keys to highlight the character you want and press <ENTER> or just click on it with the mouse. To get a large number of accented and Greek characters from the Unicode character press <CTRL>U or click on the box at the top. This will display 256 characters towards the bottom end of the Unicode character set. You can access all the available Unicode characters by pressing the <PgDn> and <PgUp> keys - there are quite large gaps in the Unicode set where you will only see small squares, but if you keep pressing PgDn more will show up. Not all the Unicode characters are supported by MACREX - there are about 64,000 of them. Those that are supported are shown in the MACREX [supported characters](#) help page. If you choose one that is not supported, you will see an error message - **Unicode Character not supported**. It is possible for us to add support for more characters, so if you need one, make a note of note of the hexadecimal code in the box at the top and let us know.

All of the Unicode characters and many of the others are actually coded in the MACREX entry by a multi-character code (also called a printer replacement code). For example, Å is represented as A{[v]}. The multi-character code can also be entered directly into the entry and will display correctly on the screen. For a list of all these codes, see MACREX [supported characters](#).

F1 or <CTRL>Q

This returns you to the Main Menu from any of the prompts in any of the subprograms, and is also used as a general #interrupt key# at any point in the program. You can also use F1 if you have pressed one of the function or control keys by mistake when editing or adding entries (e.g. if you pressed CTRL A by mistake in the middle of writing an entry, pressing F1 will return you to the place you had reached in the entry).

The logical previous entry

Several special commands can be used to form new entries based on the "logical previous entry". This will normally be the last entry you typed, but if you want to use a different one on the Add on Edit screen first go to the inspect screen, press <ESCAPE>, use the arrow keys to highlight the entry you want to use as your template and then press F4.

Duplicating Previous Entry

Press <ENTER> on a blank line. If you press <ENTER> before you have typed anything in an entry, the whole of the previous entry will be duplicated for you to use as the basis for the next entry.

Half Flip - F2 or <CTRL>C

Half flip automatically forms a new entry from the subheading of the [logical previous entry](#).

Example

The entry following

Brazil, nuts 34

would become

nuts 34

if F2 were pressed.

Full Flip - F3 or CTRL Z

Full flip makes a new entry by swapping the main heading and subheading of the [logical previous entry](#).

Example

If entry 1 is:

Brazil, nuts 34

entry 2 can become

nuts, Brazil 34

simply by pressing F3.

For more information on full flips see 2.4

Rotate - F4 or CTRL B

Rotate can be used to make a new entry by moving the first heading of the [logical previous entry](#) to the end and moving the others back one. Can also be used to rotate some of the headings within an entry by selecting the level at which you want to start and the level at which you want to stop.

Examples

- 1) You wish to flip between subheading and sub-subheading. This may be needed if you are doing multiple indexes, where each index is to be made under a different letter. If you choose the start level as 2 and the stop level as 3 you can make a second entry from

s, Brazil, nuts, 99

as

s, nuts, Brazil, 99

- 2) You have three drugs in the treatment of breast cancer each of which should be the first term in an index entry with the other two also mentioned, e.g.

cyclophosphamide, methotrexate, fluorouracil, in cancer

Type the above as the first entry then press F4 and choose 1 as the start level and 3 as the stop level on the next two entries to get methotrexate and fluorouracil as main headings.

If you are still bemused the best way to find out about Rotate is to try it.

You can use F1 to escape from the Rotate.

Yank - F5 or <CTRL>F

Yank The main heading of the preceding entry is highlighted. At the same time the following message appears at the bottom of the screen

Use arrow keys to select text and press <RETURN> (F2 to toggle type)

Pressing F2 toggles between highlighting the whole heading or a single word. Use the arrow keys (or control keys for cursor movement) to move the highlight to any of the main headings, subheadings or page numbers displayed on the screen (or single words if you have pressed F2) and then press <ENTER> to join it onto your current entry. You can use the Yank when adding entries or when Inspecting and editing. You can yank from above or below the entry on which you are working, and can use this facility as many times as you like in each entry. If you press <CTRL>C while you are yanking, the currently highlighted text will be copied to the windows clipboard. If you press F5 by mistake you can escape by pressing F1. As you move the highlighted text around the screen it may be affected by the highlights already used to display bold and underline so that it seems to disappear. You can find out where you are simply by moving from side to side using the arrow keys.

Example:

Entry 1

nuts, macadamia nuts 332-4

Entry 2 might be

macadamia nuts, therapeutic effects 333

Rather than retyping "macadamia nuts" you could press F5, highlight the words macadamia nuts, press <RETURN> and then add a comma and then therapeutic effects.

Add a page number blocker - F7

Pressing F7 will insert the text ~!~ into the entry currently being typed. This is not printed and is used to designate the end of the entry and the beginning of the page numbers, where MACREX might otherwise become confused when the entry proper contains a number that could be mistaken for a page number, for example:

Haydn, Symphony No 103, 88

Would be converted by the merge to

Haydn, Symphony No 88, 103

while

Haydn, Symphony No 103~!~, 88

would be left alone.

Repeat Page Number - F9 or <CTRL>N

This repeats the page number(s) of [logical previous entry](#). If you only want the past page number of a previous entry press F11. When a long page reference is needed several times in entries which are not consecutive it can also be made into a Keyword. Page numbers can also be yanked (see F5 or <CTRL>F above). F9 also can be set to increment page numbers.

Duplicate Heading - F10 or Underlining key _

This duplicates the [logical previous entry](#) up to the first comma. A second _ following a comma will duplicate the part of the previous entry between the first and second commas (i.e. __,__), etc. up to any level of subheading. These may be used if the same index heading or subheading occurs in two or more successive entries.

N.B. Duplications only appear on the screen after <ENTER> is pressed.

Example:

Brazil, nuts 2

If the next entry were to be

Brazil, coffee 3

you could type

_, coffee 3

When <ENTER> was pressed

Brazil, coffee 3

would appear.

F12 - display list of previous entries or commands

Pressing F12 on the Add on Edit screen or on the Add screen will bring up a window with all your previous entries in it, in the order in which they were made. You can use the arrow keys to highlight the one you want to use again and press return to move it to the prompt for editing. If you press F12 on the Inspect screen, you will get a list of all your previous commands, which you can retrieve in the same way. If you press F12 by a mistake you can cancel it by pressing F12 again or F1. The list of entries is saved in a text file (<index.name>.sbf) and the list of commands in <index name>.cmd.

Reverse Headings - <CTRL>O

repeats previous entry with all the headings in reverse order.

<ALT>= or <ALT>,

This key is used for the "soft comma" {,} sequence which is used when a comma within a heading is required, as in proper names, e.g.

Smith{,} James 33

Smith{,} John 35

When the index is output to a file, or printed, the curly brackets are left out so they do not appear in the final output.

ALT-

This sequence is used for an en-dash in Macrex.

N.B. if you want an en-dash in page ranges you should always use a hyphen while making your entries and set the **Page number concatenator** in the Print program (Option H on layout menu 2) to an en-dash.

<ALT>L and <ALT><SHIFT>L

These will convert the character at the cursor position to lower and upper case respectively. For code pages 437 and 850 they will also work correctly for accented characters provided the correct [capitalisation table](#) is loaded. They are primarily designed for use in macros, for example converting some, but not all, of the main headings (you could convert all by using restyle).

<CTRL><ALT>L

Converts the first letter of the first word of the heading or subheading containing the cursor to upper case.

<SHIFT><CTRL><ALT>L

Converts the first letter of all words in the heading or subheading containing the cursor to upper case.

Both of these refer to the list of [ignored words](#) set up in the [Sort Subprogram](#). If these words occur their first letters are not converted to upper case. Text in {} before or after the word is also ignored. Conversion to upper case will take account of the capitalisation table and will work for accented characters providing the [capitalisation table](#) for the current codepage is loaded. For example:

æsoꝑ's fables and the influence of milk products

with a single keystroke, would be converted to

Æsoꝑ's Fables and the Influence of Milk Products

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