

Inspect and Edit Screen Help

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

See also [editing keystrokes](#), [structure of an index entry](#), [keystroke shortcuts](#)

(To see a list of the currently defined [macros](#) enter ??? at the Ready ==> prompt)

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Accessing the top menu

To access the menu strip at the top of the inspect either click on it with the mouse or type <CTRL>U. All the functions described below can be accessed from the drop down menus from the top menu, as well as by using the keystrokes.

Editing an entry on the screen

To edit an entry on the screen you can click on it with the **mouse** or enter the **number** of the entry at the Ready ==> prompt. When you have finished editing it press <ENTER>.

You can also type <ESCAPE> which will highlight the top number on the left side of the entries. Use the arrow keys to select your entry and then press <ENTER>. Pressing <CTRL>C when the entry number is highlighted or while editing an entry will copy the whole entry to the clipboard, and it can then be pasted into another program or back into MACREX.

When you press <ENTER> to complete the editing, the normal [punctuation corrections](#) will be done. If the entry is not acceptable an error message will appear explaining the problem and you will be returned to editing the entry. If there is more than one heading or subheading the same as the one you edited, repeated headings or subheadings in adjacent entries can also be changed, depending on the setting of [Option K](#) in [MACREX Options menu 2](#).

Adding new entries

To add new entries while on the edit screen press **F4** or **^B**. If you have already typed some text it will be preserved so you can use it as part of your next entry. The "logical previous entry" will be top line of screen or you can choose it by pressing **<ESCAPE>** and using the arrow keys and pressing **F4** when the desired number is highlighted. All the input functions (duplicate, yank, flip rotate, invert) etc work.

Scrolling

Screen down - **<ENTER>** or **PgDn**

Screen up - **^Z** or **PgUp**

Top of index - **<CTRL>PgUp** or **<CTRL>HOME**

End of index - **<CTRL>PgDn** or **<CTRL>END**

Line up - **<ALT><up arrow>** or - (on number keypad - num lock off) or mouse click the line at the top of the screen

Line down - **<ALT><down arrow>** or + (on number keypad - num lock off) or mouse click the line at the top of the screen

Searching

To find an entry type one or more letters at the beginning of the entry then press **<ENTER>**. The index will then be listed on the screen with the first entry that begins with the letter or letters that you typed at the top. If there is a prefix in curly brackets at the beginning of the entry (for example {The }Wigmore Hall) it will be ignored.

If you want to find text anywhere within the entry, including within curly brackets, type + followed by text you want and press **<ENTER>**. The index will be listed on the screen starting with the first entry that contains the text you typed anywhere within it. To find the next entry containing the same text type +**<ENTER>** - there is no need to type the text again. To sear backwards through the index in the same way, use - (the minus sign).

[Wildcards](#) (also known as *regular expressions*), can also be used in the search string. To do this first press **F2** repeatedly until the message at the top of the screen shows that wildcards will be used (Respect case/with wild or Ignore case/with wild) and then use the appropriate wildcard characters in your search text. For example if you were to use *ha*ematology* as your search text, you would find both *hematology* and *haematology*, since a letter followed by an asterisk will match zero or more occurrences of that letter.

You can also change the wildcard setting by using [dedicated keys](#) **<ALT>3** to **<ALT>0** - these are particularly useful when making [macros](#).

The wildcard characters are ***?^\$:+- []**. See [below](#) for details on how they are used.

Replacing

Press **^A** and follow the prompts which will appear in boxes towards the top of the screen. First enter the text to be found and then the text to be replaced. You will be asked whether to search forwards or backwards. When the first replacement is found you will see this prompt at the bottom of the screen

R - Replace this one, A - replace All, S - Skip, F1 - Stop ==>

and you can respond by pressing R, A, S or F1 as required.

1. When you enter the find and replace text, a drop down menu appears with all the previous terms you have used. You can select one of these by using the arrow keys and pressing <ENTER>. These are stored in a file called <index-name>.strings along with the previous items used for the [boolean search](#).
2. You can move the text input boxes if they are covering something you want to see by pressing <CTRL><SHIFT> and the arrow keys.
3. This text to be found can use [wildcards](#), providing the search setting on the second line of the screen shows that one of the "with wild" settings is in place. You can change this by pressing [F2 repeatedly](#) until you get the setting you want. You can do this at the Ready ==> prompt, or while you are entering the search or replace text.
4. The replacement text can contain the flag-text (normally ?). When the text is replaced, the flag text is replaced by the text that was found by the wildcard search. See General Options Menu 2, [L - Find/replace flag-text](#) for details.

Group listing

To see a group of entries containing a particular piece of text either type the text at the Ready ==> prompt then press <CTRL>H or type the text at the Group ==> prompt. <CTRL>H toggles the Group and Ready prompts. The text used for the group listing can contain [wildcards](#).

If a search and replace operation is done while a group listing is being used, only the entries contained in the group will be changed.

If you wish to group numbers, [Option D](#) on the [Options Menu 2](#) needs to be set to **Yes**.

Boolean group listing

From the "Ready ==>" prompt press <CTRL><SHIFT>H. You then enter the first search term, select the boolean operator and enter the second search term. The relevant entries are then displayed and the prompt changes to "Boolean ==>". The boolean operators are displayed as a picklist.

```
and
or
Number
not and
and not
not or
or not
not and not
not or not
```

and means that both search strings have to be present for an entry to be displayed, **or** means that the presence of either will cause the entry to be displayed. If **not** occurs before the **and** or **or** it means that the absence of the first search string will be used as a criterion for the entry to be displayed. If **not** occurs after the **and** or **or** it means that the absence of the second search string will be used.

If you want to list the entries containing a specific page number, start the boolean group listing by pressing <CTRL><SHIFT>H, enter the page number as the first term and then select **Number**. Both the first and second terms will then be filled in automatically with wildcards that lead to a the group of entries with the relevant page number being displayed.

The use of [wildcards](#) and respect of case depend on the settings for searching and grouping, displayed on the second line of the screen. You can rotate through the various settings by pressing [F2](#) repeatedly either from the Ready ==> prompt or while entering either of the search terms.

When the search terms are entered, previous search terms are remembered and displayed in a drop-down list. You can select from the list using the arrow keys and delete from the list using the <CONTROL> key. The list is stored under <index_name>.strings. Also a “number” option added to the various boolean options. If a number is typed in as the first search string and then Number is selected from the drop down menu, all the entries containing the number will be displayed. To do this MACREX automatically sets the first search string to

```
[\\^ \-\\}<number>[\\^,\\-\\{]
```

The second search string to

```
[ \-]<number>$
```

and sets the search criteria to wildcards ignoring case.

If you want to move one of the text input boxes to see what is underneath it you can do so using <CTRL><ALT> and the arrow keys.

Go to a line

Press <CTRL>K and then enter the line number.

Block delete

This option allows you to delete a range of entries. By default it is not enabled - to enable it change the settings for the block delete using [Option S](#) on General Options Menu 2. At the Ready ==> prompt press <CTRL><SHIFT>D. If the block delete has not been enabled you will get a message indicating how to do so, otherwise you will then see a box like this

```
Enter the first number to delete
1
Min: 1
Max: 44
```

Type the number of the first in the series of entries that you want to delete - this will appear on the second line of the box. You can use the number keys and the backspace to get the number you want. Pressing <ENTER> will confirm the number, pressing F1 or <ESCAPE> will abandon the block delete.

When you have entered the starting number another box will appear and you can enter the finishing number in the same way, following which the entries specified will be deleted or moved to the Query file, depending on the setting of [Option T](#) on General Options Menu 2.

Note that

1. You are not allowed to delete pages outside the range specified in the box (this

- specifies the entire index except for the query file)
- 2. Providing the list file is turned on (which is the default in version 8), the deleted entries will be listed in it and can be retrieved from it
- 3. If you try to delete more than a preset number of entries you will be prompted with a warning telling you how many entries you have selected and asking you to confirm. You can change the threshold level for the warning using [Option U](#) of General Options Menu 2.
- 4. If the boxes are covering an area of the screen you want to see you can move them by using <ALT><SHIFT> and the relevant arrow keys

The Command Buffer

This provides a list of recently used commands. If you press F12 while editing entries, a window will appear containing the last 100 commands made at the Ready ==> prompt. You can recall any of them by scrolling up and down the window (Using PgUp and PgDn or the arrow keys) and pressing <ENTER> to get them onto the Ready==> prompt (very useful for recalling complicated wildcard searches). You can also click on your required command with the mouse. The first click highlights it and the second one copies it to the Ready ==> prompt. The contents of the command buffer are stored automatically in a files called <index-name>.cmd.

Quit editing

Press F1 or ^Q, or use the mouse to click on Options->Go to Main Menu

Wildcards

The use of wildcards in the searches is displayed on the second line of the screen. Pressing F2 rotates through the options. The wildcard options can also be set directly using the keystroke shown in parentheses . These single keystrokes are useful in [macros](#).

Ignore case/no wild	(<ALT>5)
Respect case/no wild	(<ALT>6)
Ignore case/with wild	(<ALT>7)
Respect case/with wild	(<ALT>8)

Searches for the text at the beginning of an entry, the group function and the global search will all accept "wildcard" characters. These wildcard searches, which are available on the edit screen for both initial and global searches and in the search-and-replace function, support full "regular expressions". The full list available can be found in ADD LINK but the ones most likely to be used are listed below:

- \ The backslash must be used to precede any character not in the normal alphabet
- ^ A circumflex will look for the chosen text at the beginning of the line only
- \$ A dollar-sign at the end of an expression will look for the chosen text at the end of a line
- ? A question mark matches any character
- * A character followed by an asterisk matches zero or more occurrences of that expression: "fo*" matches "f", "fo", "foo", etc.
- + Typing c+ matches one or more occurrences of character c
- :n matches any number
- :a matches any letter

Examples of the use of wildcards

To find entries beginning with a question mark you must type

\?<ENTER>

To find numbers enclosed in round brackets type (:n*)^H

To find all text enclosed in brackets, regardless of length, type (?*)^H

To group together all the entries containing a certain page number (e.g. 123) type ?123^H

To group all the "see" and "see also" entries on the screen you could type \^see and press ^H. Note that you have to put a backslash in front of the carat(^) because the carat is used by the regular expressions.

To group all the entries beginning with a lower case letter (for instance, if you want to locate all subjects in a name/subject index) first of all press F2 repeatedly until the message at the top of the screen changes to Search respect case. Now type

^[abcdefghijklmnopqrstuvwxyz] and press ^H. All the entries beginning with a lower case letter will appear on screen. This can be useful for identifying subject entries in an index which also contains proper names.

To find entries with the words cows and cheese in them -

cows?*cheese ^H

To find all entries with the word "query" at the very end type

query\$^H.

Ma*c will find Mc and Mac; Hi1+ary will find Hilary and Hillary;

J?ne will find Jane and June

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