

## Automatic Punctuation Corrections

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

The following punctuation corrections are automatically carried out on all entries as they are put in, and also when an entry is edited:

1. Spaces at the beginning or end of an entry are removed
2. If any gap between words contains more than one space, this is reduced to one
3. Any space occurring after a word and before a comma is removed
4. A space is inserted after a comma if not already present
5. Commas accidentally left on the end of the last page number are removed
6. If there is no comma between the end of the entry and the locator one is inserted (please note that this does not affect the final output, where you can choose any punctuation you want in this location.
7. A comma immediately following another comma is removed
8. If there is a word at the start of the entry enclosed in curly brackets, and there is a space after the closing curly bracket, this space is moved into to curly brackets. For example {The} Merry widow becomes {The }Merry widow. This ensures that MACREX can recognise the first letter (in this example W).
9. Keywords are replaced by their full equivalents (see below)
10. There is an automatic check on entry of unmatched \, ^, { and ~
11. There is an automatic check that the page numbers (locators) are in the [form required by MACREX](#).
12. There is an automatic check on the matching of other pairs of characters (eg <>) that have been added to the matched pair table (see [Macrex General Options Menu 2](#))

Note that 1-7 are not carried out on text enclosed in curly brackets.

If you try to make an entry that is not acceptable to MACREX, a message will appear at the bottom of the screen and you will be able to edit it.

### Keywords *(See also options [O, P, Q on General Options Menu 2](#))*

The Keyword option may be used to define an abbreviated form of a frequently used word or phrase. MACREX can use an unlimited number of keywords (abbreviations). Press <CTRL><SHIFT>K on the inspect screen, the add-on-edit screen or the add screen and a small window will open

Enter the keyword / abbreviation

Any free text or symbol (except \*,\_,~,^,\ and z, zz or zzz), or combination of symbols, letters and numbers, may be typed followed by <ENTER>. The program will then prompt

Enter expanded form

Whatever it is you wish the keyword to stand for (which can be anything from a special punctuation mark to a phrase consisting of several words or a page reference) should then be typed followed by <ENTER>. After keyword(s) have been entered any entries typed in on the Input Menu or edited on the edit screen will be scanned for their occurrence. If present each is replaced by the full version.

If you accidentally press <CTRL><SHIFT>K while typing an entry you can get out by pressing F1.

If you accidentally use the same keyword twice you will not be allowed to enter it a second time. To edit keywords use [Option O](#) on the MACREX General Options Menu 2.

**CAUTION** – don't define as a keyword part of the complete word or phrase to be abbreviated, or something which might crop up as part of text. For example, if rt were to be defined as renal transplantation and subsequently ports was entered, ports would be converted to porena1 transplantations. For this example =rt would work.

There is a specific key (<ALT> ,) for a soft comma {,} plus one space, so making a keyword for this sequence of characters is no longer necessary.

<CTRL>A also works for defining a keyword on the add-on-edit screen or the add only screen for compatibility with previous versions.

Keywords are stored in a file called <index-name>.kwd. In version before version 8.58 keywords are stored at the end of the index along with the queries. They are stored in pairs with the keyword preceded by \* and the expanded form preceded by #. If you have loaded an index in which they are stored in this way, use the options [R and S](#) on General Options Menu 2 to convert them to the new form.

## EXAMPLES

### Example 1:-

In names of works, you may wish to avoid having the word The sorted (lower case the within the body of an entry may be ignored automatically (see 6.20). To avoid this, make a keyword:

Press <CTRL><SHIFT>K

Enter the keyword ==>

type % (or any symbol or combination of symbols and letters you choose)

Enter the complete word ==>

type

{The<space>}

(the space before the second curly bracket is very important as is the fact that there must not be any spaces between the second curly bracket and the next character)

### Example 2:-

Frequently used names of authors, works, etc., can be made into keywords.

Press <CTRL><SHIFT>K

Enter the keyword ==>

type

=WS

Enter the complete word ==>

type

Shakespeare{,} william

Combining the two examples above an entry could be typed in like this:-

=WS, ^%Merchant of Venice^ 56

and appear like this on screen:-

Shakespeare{,} william, ^{The }Merchant of Venice^ 56

and subsequently like this when printed out:-

Shakespeare, William, *The Merchant of Venice* 56

or

Shakespeare, William, The Merchant of Venice 56

depending on the `translation' of ^^ used in the print program.

## **Rules Applying only to Keywords**

1. There is no punctuation check on the keywords themselves – they are stored exactly as entered. However, normal punctuation checks are applied to the whole entry after the keywords have been expanded.
2. Entries which have gone in before the keyword was defined are not affected unless they are subsequently edited.
3. Keywords can be entered, edited or deleted at any time using options [O](#), [P](#), [Q](#) on General Options menu 2.
4. Keywords can be transferred to a new index either by saving as the default or to a named file using [Option O](#) on General Options menu 2. If they are saved to a named file you will need to load them into the new index using [Option P](#).

*Last updated 29 October 2008* [Macrex Help Contents](#)