

Merging the Index

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INTRODUCTION

In normal use MACREX has automatic merging turned on, so it will not be necessary to access this section of the program separately. However, if you want to change the style of the page references or cross references, or change the default settings the merge, you will need to access it using **Options->Merge with Options->C** from the main menu.

The merge program deals with the manipulation of page numbers, volume numbers and cross-references in your index. Its main function is to merge identical entries and arrange the page references in ascending order. At the same time it gives you considerable scope to change the style of presentation of the page and volume number section of the index. Most of the changes made to the style of the page and volume numbers are reversible; "merging" the index again with the original settings of the options will restore the original style. The separation of merged entries is achieved by converting the index to page number order (**Utilities->Convert index to page number order** from the main menu). Other functions of the merge program include renumbering the pages of the index (when a section or sections have been removed or added without the page breaks being changed), adding a volume number to all existing entries - necessary when cumulating a series of volumes, checking for pages ranges that are wrong or for page numbers that are outside the range found in the book. The merge program can also check cross-references to ensure that the term referenced actually exists in the index and has page numbers. To be successfully merged, entries must previously have been sorted.

SUMMARY

- a. Identical entries are merged to form one entry with the appropriate page references in ascending order. If the number of page references or cross-references exceeds the record length a new heading or headings will be created to accommodate the extra page references or cross-references. The print program will in fact also "merge" entries if it finds that two or more consecutive headings and/or subheadings are identical. It cannot, however, put page numbers in ascending order unless this has already been done by the Merge program. In the event of a heading being repeated because the number of page references makes the entry overrun the record length, the Print program will merge these entries

into one. If you do not wish to have entries merged in the Print program change option **D** in **Printing layout menu 3** to **No**.

- b. You can choose whether or not you wish to elide page numbers (e.g. 1, 2, 3, 4, 5 converted to 1-5)
- c. You can select first and last letters to be merged.
- d. You can choose to have references to ranges of pages "squashed" in various different styles (e.g. 113-117, 113-17 or 113-7).
- e. You can choose to have page references which lie within a range which already exists ignored (e.g. 12-17, 13 converted to 12-17).
- f. When volume numbers are present in two elided page references you can choose whether to have the second one inserted or not (e.g. 6.12-17 or 6.12-6.17).
- g. You can renumber the page references between any range of pages, adding or subtracting any amount from the page number.
- h. You can have multiple "see" and "see also" references cumulated and have the page references placed either before the "see also" references, after them or under a separate subheading.
- i. The merge will identify roman numerals in the string of page numbers. These can be arranged at the beginning (as for a preface), at the end (as for an appendix) or according to their numerical value only.
- j. Any page number which has annotated text enclosed in curly brackets (e.g. 123{ Fig}) can be moved to the beginning or the end of the string of page numbers, or allowed to float, in the same way as roman numerals. Text and numbers enclosed in curly brackets can be sorted if you wish.
- k. Page numbers which are bold or underlined can also be moved to the beginning, to the end, or to 'float' either before or after normal numbers of the same value.
- l. Entries which are identical apart from case differences can be merged if you wish. In this event the case of the first occurrence of the word will be preserved.
- m. If entries differ only in that one has a comma before the page numbers and the other does not, the two entries will be merged. The presence or absence of a comma in the merged entry will be determined by whether one was present in the first of the entries encountered by the Merge program.
- n. Cross-references can be checked to make sure that all lead to a valid entry.
- o. Volume numbers can be added and deleted.
- p. Capitalization of accented characters can be modified according to the language in use.
- q. You can check for page ranges that are wrong, for example 17-15.
- r. You can set the first and last page and volume numbers found in the book and check that all the page and volume numbers are in the **correct range**.
- s. If you have imported an index from Macrex version 6, the merge can adjust the format of the page and volume numbers to that required by version 8.
- t. If you are preparing a HTML index, the merge program can insert hypertext link for the cross references.

N.B. Merging can be interrupted at any point by pressing F1 or ^Q. If you are not merging to a new file the interrupt will only work after the current batch is finished. If you wish to change the "defaults" when this subprogram is called from the Main Menu or called directly from the sort, you need to change them on the MACREX MERGE OPTIONS MENU (see below) and save them by pressing <ESCAPE>. If you want to sort and merge automatically using the defaults in each program use the C - Combined sort and merge option. Before merging it is advisable to make a backup file.

RUNNING THE MERGE SUBPROGRAM

When you select M from the Main Menu you will be presented with the MERGE SUBPROGRAM MAIN MENU which looks something like this:

MACREX MERGE SUBPROGRAM

16-8-2007, 16:49:37

Copyright (c) 1987-2007 AH & DME Calvert

C - Change merge options

S - Start merging

H - Merge Help

M - Main menu

Current merge definition : default
Maximum number of page references is 1000 per entry

If you have changed some of the merge options, or you have some entries with so many page references that they spread over more than two duplicates of the entry you will need to press **S** (Start merging) to merge the index. When merging is complete you will be returned to the main menu.

Pressing **H** displays this help page.

Pressing **M** returns you to the [main menu](#).

If you need to change the way in which the merge works you should select C (Change merge options). This will take you to the MACREX MERGE OPTIONS MENU shown below:

MACREX MERGE OPTIONS MENU 1

<u>A</u> - First letter to be merged A	<u>S</u> - "See also" separator ;
<u>B</u> - Last letter to be merged Z	<u>T</u> - Text before "See also" ,
<u>C</u> - Messages on printer? No	<u>U</u> - Posn of roman page refs To start
<u>D</u> - Merge to a new file? Yes	<u>V</u> - Merge unsorted batches? No
<u>E</u> - Compress page references? No	<u>W</u> - Posn of bold page refs? Float after
<u>F</u> - Squash page references? Yes	<u>X</u> - Italic/underlined refs? Float after
<u>G</u> - Type of squash Unsquash	<u>Y</u> - Check text in { }? Yes
<u>H</u> - Consume internal references? No	<u>Z</u> - Text for "see" references ^see^
<u>I</u> - Insert second volume number? No	<u>1</u> - Cross-reference check None
<u>J</u> - Page refs to renumber None	<u>2</u> - Bad cross-reference tagging None
<u>K</u> - First page to renumber 0	<u>3</u> - Cross-ref/page range tag text {!!}
<u>L</u> - Last page to renumber 0	<u>4</u> - Insert a volume number No
<u>M</u> - Change renumbered pages by 0	<u>5</u> - Vol number to insert
<u>N</u> - {Annotated }page references Float after	<u>6</u> - Edit capitalization table
<u>O</u> - Ignore case when merging? Yes	<u>7</u> - Sort {-} as negative number No
<u>P</u> - Placement of ^see also^ Separate	<u>8</u> - Tag bad page ranges No
<u>Q</u> - Re-merge ^see also^ ? No	<u>9</u> - Insert missing ^ and \ in vols No
<u>R</u> - "See also" text ^see also^	<u>0</u> - Merge Options Menu 2

<ESC> - Save settings, ^L, ^S/F8 - Load/Save merge definition
Change options as needed then press <return> ==>

Current merge definition: default

To change one of the above options simply press the relevant letter (A to Z, 1 to 9). You will be prompted by a brief message describing the purpose of the option. In every case you can leave the option unchanged at this point by pressing <RETURN>, or you can change it by following the instructions on the screen. If you press 0 (the number zero, not the letter O) you will be taken to the second merge option screen where you can set additional options.

MACREX MERGE OPTIONS MENU 2

A - Insert hypertext xref links No
B - Lowest acceptable page number 2
C - Highest acceptable page number 350
D - Lowest acceptable volume number 1
E - Highest acceptable volume number 10
F - Tag pages out of range No
G - Help on page range settings

<ESC> - Save settings, ^L, ^S/F8 - Load/Save merge definition
Change options as needed then press <return> ==>

You can return to the main options menu simply by pressing <ENTER>.

When you have changed all the options that you want you can do one of three things:

1. Press <ENTER>. The options you have chosen will work for the current merge but will not be retained for subsequent occasions.
2. Press <ESCAPE>. The options you have chosen will be saved (in a file called DEFAULT8.MRG) and will become the automatic defaults for all subsequent merges in that directory or subdirectory, unless you

change them again. You will be asked whether you want to save the options in the MACREX home directory, in which case they will work for all your indexes, or in the directory that the index you are working on is in, in which case they will work for indexes in that directory only. If merge options are present in both locations, the ones in the index directory will take precedence.

3. Press <CTRL>S and choose the name of a file in which to save the options. This file will not automatically become the "default" but can be called up whenever necessary by using the <CTRL>L option to load a merge definition file. The extension .MRG will be added automatically to all merge definition files (whether you add it or not).

The options work as follows:

A - First letter to be merged

B - Last letter to be merged

These two options allow you to choose the alphabetical section of the index to be merged (as with the sort). In fact the index will be merged from the batch containing the first letter to the batch containing the final letter. See 6.13 for the alphabetical grouping in each batch.

C - Messages on printer?

If you select **Yes** any messages (e.g. Too many page numbers, can't merge properly) that the program puts up on the screen will be echoed on the printer. See [MERGING MESSAGES](#) (below) for all the messages that may occur.

D - Merge to a new file?

This should normally be set to **Yes**. Each batch will then be merged to a new file with a temporary name which is only renamed on successful completion of the merge. Thus any accidental "glitches" will not corrupt your index. If the disk becomes full during this merging the program will automatically convert itself so that it merges back to the same file, having informed you that it is doing so. The only reason for choosing **No** is if you know that the disk is nearly full, when it will reduce the time required to merge. If you have been making your index with Automerge set to **No** (in Options Menu), merging usually reduces the number of entries quite considerably. Merging to a new file has the advantage that the new file is usually smaller than the old one, so disk space is regained when the merge is complete.

PAGE REFERENCES – STYLE OF PRESENTATION

E - Compress page references?

If this is set to **Yes** then sequential runs of adjacent page numbers will be compressed and elided with a hyphen, for example

Pumpkin pie 1, 2, 3, 4, 5

will be converted to

Pumpkin pie 1-5

If it is set to **No** they will be left as typed. Once entries have been compressed they cannot be separated.

F - Squash page references?

If this is set to **Yes** hyphenated page references (e.g. 123-127) will be "squashed" to a shorter form (e.g. 123-7). The exact method of squashing is selected from option [G below](#). Roman numerals are not squashed. Squashing is also automatically prevented if the second occurrence of the volume number in an elided reference (e.g. 1.45-1.47 rather than 1.45-47 or 1.45-7) is preserved ([see option I below](#)). Unless this option (*Squash page references*) is set to **Yes** the page numbers are left exactly as they are typed. If you are renumbering an index which has a style of "squashing" which MACREX does not recognize, the program will try to guess what the numbers are. For example, if you had typed Cows 117-9 and renumbered the index so that all the numbers were increased by 2, MACREX would put Cows 119-21. To ensure consistency, we strongly recommend that you normally set this option to **Yes**. If you cannot get the style you want let us know – it is quite easy to add more alternatives to the program.

G - Type of squash

This option allows you to set the convention that will be used in squashing page references. Pressing G produces the following list of options

```
Maximum
Oxford Guide to Style
Chicago Manual
Unsquash
Modified Chicago
Penguin
Chicago 15th Edition 2003
```

and you can select the one you want using the arrow keys or mouse. Maximum will only duplicate digits that are different so that 111-117 would become 111-7. The convention used in Oxford University Press' Hart's Rules leaves the 1s in place in numbers from 11 to 19, for example 111-17. The "Penguin" squash is used by Penguin Books indexes (and others). The principle is that numbers should be squash to the maximum, except that the squash must not encompass os and teens are not squashed, for example: cheese, 100-101; cows, 20-22; dogs 240-47; elephants, 117-18; monkeys, 83-7; ostriches 14-15; servals 127-8. The rules in the Chicago Manual of Style are more complicated, but are essentially more conservative than Hart's rules in the number of digits that may be dropped (see [below](#) for details). Unsquash expands the second page number in page runs so that it has the same number of digits as the first, and Modified Chicago is identical to Chicago except that, for example, 101-107 will be squashed to 101-07 (instead of 101-7).

H - Consume internal references?

If this is set to **Yes** then page references which are contained within a elided range of pages will be dropped. For example 123-145, 131 would be converted to 123-145 and 23, 23-4, 24 would change to 23-4. This is not reversible – the consumed reference is lost for ever. If this option is set to **No** then the separate page reference will be placed before or after the elided pair.

I - Insert second volume number?

This option affects the way that volume numbers and temporary page numbers (see 9.12-9.17) are treated in elided page references. If it is set to **Yes** then a volume/page reference such as 14.4-9 would be converted to 14.4-14.9 and a temporary page number such as 14|3-8 would be converted to 14|3-14|8. If it is set to **No** then the second volume number is omitted. However, in the unlikely event of the second volume number being annotated or highlighted in a way that is different from the first (for example, 14.4-14{suppl}.9), it is not omitted.

N.B.1 'Squashing' (see [G](#) and [F](#) above) is incompatible with inserting a second volume number; I is set to **Yes**, F automatically changes to **No**, and if F is set to **Yes**, I automatically changes to **No**.

N.B.2 If option I is set to **Yes** it is not saved in the merge definition file, so it will default to **No** the next time MACREX is started.

RENUMBERING INDEX

J - Page refs to renumber

K - First page to renumber

L - Last page to renumber

M - Change renumbered pages by

In order to prevent inadvertent (and potentially disastrous) renumbering of an index when using automerge, or if you have saved a merge definition file as a default, renumbering will only take place if you set option J immediately before merging. Once the merging is complete MACREX will automatically reset option J to **None** so that you don't renumber the index again by mistake. Since renumbering will make permanent changes to your index, it is a good idea to make a backup file with a different name from the main index before using this option in case you miscalculate the renumbering. If you call up J you will find the following choices:

```
None
Arabic only
Roman only
Arabic+Roman
```

are presented.

You can thus choose whether you would like to have only arabic (normal) page references renumbered, or to have roman page references only renumbered, or both. If J is set to **Yes** then all the page numbers which lie within the range set by K and L will be changed by the amount shown in M. Renumbering can cope with elided and squashed page references as well as normal arabic and roman numerals. If you have renumbered a whole index you can reverse the process by renumbering again with a different setting for M (i.e. the negative of the original). If you have renumbered only part of an index reversal may or may not be possible.

CURLY BRACKETS IN THE PAGE NUMBER STRING

(Options [N](#) and [Y](#))

N - {Annotated }page references

N.B. see also option U and an alternative method of dealing with annotated references described in 15.11.

It is possible for text to be included in { } in the string of page numbers. Using the "Merge" option the text will be ignored and the numbers will be arranged in ascending order. For example

```
[text..] 123, 14{ figure}, 99-101{ tables}, 63-72
```

would be merged either to

```
14{ figure}, 63-72, 99-101{ tables}, 123
```

or

```
14{ figure}, 99-101{ tables}, 63-72, 123
```

or

```
63-72, 123, 14{ figure}, 99-101{ tables}
```

according to the setting chosen for option N, and would appear on the printer as

```
14 figure, 63-72, 99-101 tables, 123
```

or

```
14 figure, 99-101 tables, 63-72, 123
```

or

```
63-72, 123, 14 figure, 99-101 tables
```

Option N allows you to control the way in which they will be arranged. Selecting N allows you to choose between

```
Float before
To beginning
To end
Float after
```

Float before and **Float after** both cause the annotation to be ignored and the references to be sorted by the value of the page number only. These two options only differ if there is a "normal" page number which has the same numerical value. In this case Float before will cause the annotated number to be placed before the normal one while Float after has the reverse effect. **To beginning** causes annotated references to be listed before all the others and **To end** moves them to the end.

Y - Check text in { }

This option only applies to annotated references within the page number string. If you wish to sort text or numbers enclosed in curly brackets within page numbers (for instance if you have {table } and {figure } referring to the same page number) you will want to set this option to **Yes**.

CASE OF ENTRIES WHEN MERGING

O - Ignore case when merging?

If this is set to Yes entries will be merged even if some have lower case letters and others upper case. The case of the merged entry will be the same as that of the first one the program encountered in the unmerged index. The case used in the subsequent merged entries is lost. If it is set to No entries will not be merged unless they

are identical in all respects, including case. Whatever the setting of this option you will be warned about any entries which are identical except for case as the merge progresses. These warnings will also be listed on the printer if option C is set to Yes.

MERGING OF CROSS-REFERENCES

N.B. Section 16 gives detailed examples of the different ways in which you can set up your cross-references.

P - Placement of [^]see also[^]
Q - Re-merge [^]see also[^] ?
R - "See also" text [^]see also[^]
S - "See also" separator
T - text before "See also"
Z - Text for "see" references

These five options control the positioning and merging of cross-references. By using these options together with the various options available in the SORT and PRINT subprograms you can get a variety of different layouts and sorting positions for *see also* references. R should be set to the exact text being used for *see also* references and Z to the exact text being used for *See* references. If you redefine the wording for cross-references MACREX will automatically place spaces at the beginning and end of your chosen text if they are not already there. You can choose any text, for example *and see* or *also see*.

If you change the text used from the default (which is [^]see also[^] and [^]see[^]) you must make sure that you also save the merge definition as the default by pressing <ESCAPE>. This is so that the sort program can read the DEFAULT8.MRG file, find out what you are using, and sort it correctly.

The built-in macros, <ALT>F1 and <ALT>F2 will automatically insert the correct text for *See* and *see also* references respectively into the entry, and should be used to avoid typing errors.

S defines the punctuation (or text) between multiple "see also" references. For example if you had

Dogs, [^]see also[^] hounds; bitches; whelps

then the *see also* text (R) would be [^]see also[^] and the *see also* separator (S) would be ;<space>

P allows you to decide how the *see also* references are to be placed. Pressing P allows you to select from

Separate
 To beginning
 To end

Separate places all the *see also* references under a separate subentry from the page references, for example

Dogs, 12, 34, 56-77
 Dogs, [^]see also[^] bitches; hounds; whelps

with the various *see also* references arranged in alphabetical order. "To beginning" moves the "see also" references to the beginning of the list, immediately after the main heading:

Dogs, [^]see also[^] bitches; hounds; whelps, 12, 34, 56-77

while "To end" will move them to the end of the main heading after the page numbers

Dogs, 12, 34, 56-77, [^]see also[^] bitches; hounds; whelps

Note:

The page order sort will not "un-merge" this last style of cross-reference (Chicago Manual of Style). If you want to get a page number order file containing entries like this you should set Placement of "see also" references to SEPARATE and the re-merge option to YES. After you have re-merged the index you can convert the index to page number order. The two options Q - Re-merge [^]see also[^] ? T - text before "See also" are relevant only if the index is being merged with the "see also" references on the same line as, and at the end of, the list of page references. In this event T must be set to the exact text which appears (or is to appear if necessary) between the

last number of the page references and the beginning of the "see also" text. Note that in this case the text under T is a comma without a space because the space is the first character of the "see also" text which has been defined. Q is only needed if you have already merged an index with "see also" references at the end of the list and you want to re-merge it with them in some other position. In this event set Q to Yes. Note that you may have to re-sort an index if you have changed the style for "see also" references.

Z - Text for "see" references ^see^

As with "see also" references, you can set this to whatever you like, and spaces will automatically be added before and after the text. At the moment we offer only two alternative cross-reference texts ("see" and "see also" or their equivalents), but we are intending to increase the number in future updates.

POSITIONING ROMAN PAGE REFERENCES

U - Posn of Roman page refs

This option allows you to determine the position of roman numeral page references in the sequence. It works exactly like option [N for annotated page references](#) so that roman numerals may be placed at the beginning or the end of the list, or allowed to float according to their numerical value. If you have requested that annotated references (option N) are moved to the same position as roman references, the roman references will take precedence.

MERGING UNSORTED BATCHES

V - Merge unsorted batches?

Normally the merge will skip any batches it finds which are not sorted – you would not expect an index which was not in alphabetical order to merge properly. Setting V to **Yes** will make it merge all batches regardless. This option should be used with care; the only reasonable occasion for its use is when an already sorted index has been loaded in from a backup file. The fact that the MACREX looks upon entries loaded from another file as "new" entries will mean that it will always presume that they are unsorted.

MERGING OF BOLD AND UNDERLINED PAGE NUMBERS

W - Posn of bold page refs?

X - Italic/underlined refs?

These two options allow page references which are emboldened (\...\) or underlined (^...\^) to be forced to the beginning, to the end, or to float (before or after) in the same way as for annotated references. It is possible that a page reference may be both bold and annotated, or have some other combination of features which can affect its placement. If this is the case the following order of priority applies:

1. roman
2. annotation (presence of annotated text only)
3. annotation (actual text present)
4. bold
5. underline

Y - Check text in { }?

[see above](#)

Z - Text for "see" references

[see above](#)

CROSS-REFERENCE CHECKING

Suppose an index contains the entries


```
Dogs, ^see also^ hounds
Hens, ^see also^ farmyard animals; chickens
Hounds
Farmyard animals, 99
Miserable curs ^see^ hounds
```

We shall call the entry beginning with Hens the cross-reference, the phrases farmyard animals and chickens referred terms and the entry Farmyard animals, 99 the target entry. MACREX can detect cross-references ("see" as well as "see also"), check whether the target entries exist and check whether each target entry has a page reference attached. MACREX can also append text (e.g. !!) to cross-references without target entries or whose target entries lack page references. You can subsequently use the global search or the "group" function to find the text which has been appended and then make the necessary corrections.

N.B. MACREX assumes that a "see" reference is a one-way pointer and will therefore not have page references attached to it. A "see also" reference is assumed to have page or volume numbers with it.

There are three options on the MERGE options menu which control the way in which cross-references are checked. They are

- 1 - Cross-reference check?**
- 2 - Bad cross-reference tagging?**
- 3 - Cross-ref/page range tag text**

Cross-references will only be checked if item 1 - Check cross-references is set to **Yes**. Immediate checking of cross-references as you type the index is possible, by setting option 1 - Check cross-references to **Yes** when you start your index. However, you may well find it much easier and more efficient to leave the cross-reference checking until after you have made all your entries. It can be very annoying to be told that you have not yet put in a cross-reference which you are about to make. If autosort and automerge are **on** all new entries and edited entries can be automatically checked to see if they are cross-references. If so, the whole index is checked to see whether the target entries exist. If they do not exist, a warning message is issued. In this immediate mode of operation there is no check to see whether the target entry includes a page reference. In addition there is no check when you delete an entry that it was not a target for a cross-reference. For more sophisticated checking of cross-references you need to use the cross-reference check as a separate function in the Merge program. Cross-reference checking while merging If the MERGE subprogram is run while 1 - Check cross-references is set to **Yes** a much more comprehensive check of cross-references is done immediately the merge has been completed. The screen will clear and the message

Checking XX cross-references

will appear. Each referred term is checked to see if the target entry exists and if it has a page reference. A list of missing cross-references is left on the screen so that it will look something like this:

Checking xx cross-references		
Target entry	Cross-reference	Status
chickens	+Hens	Not found
Hounds,	-Miserable curs	Found no page ref
Hounds,	+dogs	Found no page ref

Cross-reference check complete: Press any key ==>

The + sign in front of the cross-reference indicates that it was a "see also" reference and the - sign indicates a "see" reference. When you press a key you will see the following screen:

```
A - list missing cross-references on printer
B - List missing cross-references in a file
C - List all cross-references on printer
D - Tag missing cross-references then Main Menu
E - Main Menu
Note that a complete listing is contained in the file E:\T\T.XRF
Select as required, press <return> when done ==>
```

Pressing A will print a list similar to the one which has already been displayed on the screen.

Pressing B will put this list into a disk file. The extension for this file is XRC but you can change this

if you like. Pressing C will print a complete list of all the cross-references including those for which the target entry was found. This may be useful as a check in the final editing stages of an index to see whether there are any redundant cross-references which can be removed. Pressing D will make MACREX append the cross-reference tag text (normally !!) together with the referred term to the end of all the cross-references where the target entries were not found. Pressing E, F1, <CTRL Q> or <RETURN> will return you to the Main Menu.

Notes:

1. If you set 2 - Tag bad cross-references on the Merge Options Menu to **Yes** before starting the MERGE then MACREX will go right through the cross-reference checking procedure, tag any cross-references with missing target entries and return to the main menu without stopping.
2. Whenever the MERGE is run with cross-reference checking set to **Yes** a file with the name of the index and the extension .XRF is created in the same directory as the index. Running the merge a second time will overwrite any previous file of that name. You can use the .XRF file for reference, print it out or load it into a word processor program.
3. MACREX should be able to cope with checking at least 3000 cross-references (depending on their length, up to 20,000). If too many are present an "out of memory" message may occur. Please report if this is a problem and we will modify the program to cope with more.
4. You can reset the text used for tagging entries by selecting item 3 on the MERGE OPTIONS MENU. You can use anything you like but for reasonable clarity you should have at least one space on the beginning and end – also don't use the reserved characters (^ \ ~ { }).

ADDING AND DELETING VOLUME NUMBERS

The two options

4 - Insert volume number

5 - Vol number to insert

The options make it possible to add or delete volume numbers from an index. If 4 (Insert volume number) is set to **Yes** the text which has been entered in 5 will be added as a volume number to every page number when the index is merged. If the index previously had volume numbers they will be replaced by the new one. For detailed instructions on cumulating a series of volumes see 22.1-3.

Note that you can use this feature to strip volume numbers from an index by setting 5 (volume number to insert) to nothing.

MERGING MESSAGES

When you have set all the options in the way that you want them, and saved them if necessary, press <RETURN> to get back to the MERGE SUBPROGRAM MAIN MENU. Then press S to start merging. Messages like the following will appear.

```
Merging - C:TEMP
Merging batch 1: Number of entries 30
Merging batch 2: Number of entries 36
10 entries written (etc.)
Press F1 to interrupt merge
```

If you decide interrupt merging press F1 and you will be asked

Abandon merge (Y or N) ?

If you answer Y the following messages then appear:

```
Merge abandoned ^Q
Returning to main menu ..
```

If you are not merging to a new file the interrupt will only work after the merge program has finished the current batch. If you answer N the merge will carry on as normal.

The other messages which may occur during merging are

These entries identical except for case. This is simply to inform you. The entries will be merged or not, according to the setting of option O.

This entry duplicated because of the number of page references. This again is for information – see [below](#) for its precise meaning.

Unmatched ^, \, or ~. These will seldom occur because they are checked on input. However, if you have put any of these characters between { } it is possible to get them mismatched. To ensure correct printing you should edit the index after merging to correct the mismatch.

Too many page references – can't merge properly. This is unlikely to occur unless you have over 1000 page references, less than 256k of available memory or an entry which (without the page references) is only a few characters shorter than the maximum length. If it does occur you should try to find out what is causing the problem, correct it, and merge again.

ENTRIES OVERRUNNING THE RECORD LENGTH AFTER MERGING

We should point out that it is not considered good indexing practice to have too many page references under any heading or subheading. However, if a large number of identical records have been put in with multiple page references it is possible that the merge section will end up with an entry which exceeds the maximum length. If this occurs two or more identical entries will be created which are identical except for the page numbers. The page numbers will be in ascending order on successive entries. The Print program will sort this out and print the entries as one entry. If you have really overdone it and have so many page references that the program can't cope (1000 for most versions) it may be unable to get them all into ascending order. You will be told if this happens. In no case will any page numbers be lost.

NOTES

1. Entries containing | (French colon or vertical slash –unpaginated entries – see 9.12-16) within the string of page numbers are not merged.
2. You can also use the "sort-force" (~~) within the string of page numbers although the main use of this feature was to cope with roman numerals and multi-part volume references in earlier versions.

C - COMBINED SORT AND MERGE

If you choose this option the "defaults" of the Sort and Merge program options will be followed. The Merge defaults can be changed simply by pressing <ESCAPE> from the MERGE OPTIONS MENU and saving them in a file called DEFAULT.MRG.

CHICAGO MANUAL OF STYLE INCLUSIVE NUMBERS

Chicago Manual of Style para 8.67 – rules for inclusive numbers (various other versions are also supported, [see above](#))

FIRST NUMBER SECOND NUMBER EXAMPLES

Less than 100 Use all digits 3-10; 71-72

100 or multiples of 100 Use all digits 100-104; 600-613; 1100-1123

101 through 109 Use changed part only, 107-8; 505-17; 1002-6 (in multiples of 100) omitting unneeded zeros 1002-6

110 through 199 Use two digits, or more 321-25; 415-532; (in multiples of 100) as needed 1536-38; 11564-68; 13792-803

But if numbers are four 1496-1502; digits long and three 2787-2816 digits change use all digits

MERGE DEFAULTS

The defaults for the Merge program, all of which can be changed, are:
The whole index is merged (A-Z)

Messages appearing on the screen are not echoed on the printer

Merging is to a new file; unsorted batches are not merged

Page references are not compressed or elided nor are extra page numbers "consumed"; they are left in as typed

Volume numbers are not repeated in elided page references; no volume numbers are added and page references are not renumbered

Roman numerals precede arabic (although the sort default is to ignore roman numerals)

The order for identical page references is annotated, bold, underline, normal. Annotated text within curly brackets is taken account of (sorted)

Whether a letter is upper or lower case is not taken into account - these entries are merged, taking the case of the entry which appears first as the norm

Chosen cross-reference text is ^see also^ and ^see^; cross-reference terms are separated by semicolons; the punctuation after "see also" references and before page numbers is a comma

Cross-references are not checked for validity

CAPITALIZATION TABLE

6 - Edit capitalization table

This only applies to accented characters in languages which use a code-page other than 437 or 850 and is designed to ensure that, for the purposes of merging and restyling the index, the correct capital letter is used for an equivalent lower case letter. A screen similar to the one used to edit the character translation table in the Sort Options Menu, [Option M](#), and editing the table is performed in the same way.

7 - Sort {-} as negative number

If this is set to **Yes** and a page or volume number is set preceded by {-} it will be treated as a negative number and therefore sorted before the positive ones. This could, for example be used for dates BC to make them appear before the AD ones.

8 - Tag bad page ranges

This option is relevant when when option 6 - **Check for bad page ranges** is set to **Yes** on the main MACREX options menu, access using **Options -> General options 1** from the main menu.

If **Tag bad page ranges** is set to **Yes** and there is a page range where the last page is lower than the first, for example

Cows, 177-163

the entry will be tagged with the currently defined text for tagging bad cross references (default is {!!}). This means that you can subsequently search for them and sort them out.

Notes

1. The behaviour of this feature depends on the setting chosen for the merge options menu F - **Squash page references**? If this is set to **No** the an entry such as cows 11-6 will generate an error because 6 is less than 11. If it is set to **Yes** then this entry will not generate an error because it is assumed to be a shortened form of cows 11-16.
2. Volume numbers (if present) are check first. If the first volume number is lower than the second you get the same message. If the volume numbers are the same or there are no volume numbers the page numbers are checked.
3. You get the same message if the first and last page numbers are equal.
4. Roman numbers are also checked if recognizing roman numbers is turned on.
5. Bad page ranges are checked for when an MBK file is loaded from the main menu using **Input->Read backup** but they are **not** checked when a backup file is loaded using **Input->Read, no checks**. If you want to read with general checks on the validity of entries, but wish to ignore bad page ranges, go to the Utilities submenu, choose **Read and Correct a backup file** or **Import a file**, select the file and then change the options that appear before loading.

9 - Insert missing ^ and \ in vols

MACREX Version 6 and earlier would accept bold and underlined page and volume numbers in the

form \14.43\ or ^23.196^. Version 7 and later require them to be entered with the page and volume annotated separately, \14\.\43\ or ^23^.^196^, to permit some of the other page and volume options to work. Setting this option to **Yes** will convert the earlier form to the later one.

0 - Merge Options Menu 2

This takes you to the [Merge Options Menu 2](#)

A - Insert hypertext xref links (merge options menu 2)

This function adds a html hyperlink target to the beginning of every equal copy of the main heading pointed to by a cross-reference and is for use in [html indexing](#)

Page range checking options (menu 2)

B - Lowest acceptable page number (menu 2)

C - Highest acceptable page number (menu 2)

D - Lowest acceptable volume number (menu 2)

E - Highest acceptable volume number (menu 2)

F - Tag pages out of range (menu 2)

These are described in the [Page Range Checking Help File](#)

Last updated 5 May 2008 [Macrex Help Contents](#)