

# Authority Table Options Menu

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## AUTHORITY TABLE OPTIONS MENU

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Press <ESCAPE> to save defaults

^L or ^S to load/save named authority definition files

Select feature(s) to change; press <return> when done ==>

## How to use the options

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## **A - Generate table of authorities**

This option will generate a table of authorities based on the current index. Each main heading is held in a list, and a link from each main heading identifies the subheadings that are associated with it. Each subheading is similarly linked to its sub-subheadings and so on. There is no limit on the number of levels of subheadings that this part of the program can accommodate. If there is already a table of authorities saved you will be asked if you want to delete it. If you think you might need it again you can always answer **No** and save the current table before generating a new one.

Once the table has been successfully generated a message appears at the bottom of the screen such as

```
Table prepared
Number of main headings = 471
```

to indicate that the table has been successfully prepared.

## **B - Use table of authorities?**

If this is set to **Yes** MACREX will automatically refer to the table of authorities whenever you are making a new entry or editing an existing one. See below for how this works.

## **C - Use non-hierarchical list? No**

Setting this to **Yes** will mean that all the headings and subheadings will be in the same list and will appear as possibilities in the autocomplete list.

Note: If you have set this option to **yes** and load a table of authorities (.toa) file using option **H** ([below](#)) that has been saved as a hierarchical file, you will see the message

```
Load hierarchical .toa file as a
non-hierarchical list?
Press <ESCAPE> to continue, F1 to quit ==>
```

If you press <ESCAPE> the file will be loaded as a single list (although the file itself will not be changed), while if you press F1 loading the file will be abandoned.

### **D - Automatically add to table of authorities?**

If this is set to **Yes**, the headings and subheadings from new entries will automatically be added to the current table, and used for auto-complete. This option has the disadvantage that the table may accumulate rather a lot of similar entries when you edit them. For general use as autocomplete set this to **No** and turn on option **E** below.

### **E - Automatically regenerate table of authorities? Yes**

If this option is set to **Yes** the table of authorities will automatically be regenerated after each entry. This option works best at the moment. However, if you have loaded a table from a previous index set this to **No** to avoid reducing the table only to the material in the current index.

### **F - Display auto-complete text on same line?**

MACREX will always display suggested auto-complete text in a window near where you are typing. This allows for a several words which might be the auto-complete of the one being typed to be displayed at once, providing the possibility of rapid selection of the right one from a pick list. If this option is set to Yes the suggested completion is also displayed on the line being typed in the different colour.

### **G - Save table of authorities**

This option allows you to save a table of authorities as a file, for re-use using option **H**. If, for example, you were indexing a book on a similar subject to one that you had done before, you could make a table of authorities using your previous index and load it to provide auto-complete suggestions for the new one.

### **H - Load table of authorities**

This is used in conjunction with option **G** to load an existing table of authorities for use with a new indexing project.

### **I - Link current table to this index**

If this is set to Yes the current table of authorities will be saved as <index name>.toa in the index directory. It will be saved automatically every time you quit the index and loaded automatically every time you re-open it. If automatic adding is switched on then the new

entries in the table of authorities will also be saved.

## Using the options

### 1 Making it work like conventional auto-complete

Set **B** and **E** to **Yes**. Change **C** ([Use non-hierarchical list](#)) if required. Press **A** to generate the table of authorities then set **I** to **Yes**

### 2 Making a table using an existing index.

Open the existing index in MACREX, then select **A** to generate a table of authorities and then use **G** to save the table using a name of your choice for future use.

### 3 Using an existing table

Use option **H** to load an existing table (.toa) and then set **B** and **I** to **Yes**. If you want your new entries to be added to the table as you go along, also set **D** to **Yes**.

### Transferring the heading/subheading structure from a previous index for use in a new index.

Make a table from the old index ([2 above](#)). Start the new index and load the table ([3 above](#)).

### 4 Using it for controlled vocabulary

Load the .toa file containing the vocabulary you want using option **H** and set **B** to **Yes**, but ensure that **D** and **E** are set to **No** to make sure that new words are not added to the vocabulary. Set **I** to **Yes** to ensure that the .toa file is reloaded automatically each time you start the index.

### 5 Direct editing of toa files

When you save a table of authorities it is saved as an ASCII file. If option **C**, [Use non-hierarchical list](#), is set to **No** it will look like the list shown below. If it is set to **Yes**, there will simply be a list with none of the \_, <space> preceding the subentries.

```

ABBEYS
_, ~aaa-General
_, I n d i v i d u a l
_, _ , F o n t h i l l
_, _ , G l a s t o n b u r y
_, _ , W e s t m i n s t e r   A b b e y
_,   T h e m e s
_, _ , S u g e r   a n d   S t   D e n i s
_, ^see also^ CATHEDRALS; CHURCH/CHURCHES
A N C I E N T   C I V I L I Z A T I O N S
_, I n d i v i d u a l
_, _ , A m e r i c a n
_, _ , B y z a n t i n e

```

The main headings are on the left margin, and the various subheading levels are defined by the number of \_,<space> sequences. You can edit this using a text editor, or a wordprocessor providing that you remember to save the file as a DOS text file. However it is

important to keep the layout exact, all indentations must be shown as <underline><comma><space>, no blanks on the ends of lines and no blank lines. One way to make sure your table is in good shape is to load it into a new index via **Input->Read backup** from the main menu, then go to the Authority table options menu, use **A** to generate a table of authorities and then **G** to save it again.

### **Making use of the table of authorities while making an index**

Whenever you are typing a new entry (Add Screen, Add on Edit Screen) or editing an existing one, a small text window will appear with a list of suggested completions for the heading or subheading which you are typing. You can select the one you want by using <SHIFT> with the up or down arrow keys, and then place it in the entry by pressing <SHIFT><END>, or <END> on its own. If you prefer to use <END> only for going to the end of the entry your typing (instead of the down arrow) you can change the option Y - Use <END> for autocomplete on MACREX Options Menu 2 to **No**. <SHIFT><PgUp> and <SHIFT><PgDn> can also be used to scroll one screenful at a time. You can also click on the heading you want with the mouse. Click [here](#) for a summary of the keystrokes. The first click will highlight it and the second will select it. If are typing a new heading that is not on the list just ignore the window and carry on typing.

On Macintosh computers running parallels the <END> key is not available, although Fn + right arrow may work instead. We have also made <CTRL><SHIFT>E work in the same way as END for the purposes of the auto-complete.

If there is no suggested complete form (for example if you typed X, but there were no existing terms beginning with X) then the window will not appear. If the window has overwritten some text on the screen that you want to see, you can turn it off with <CONTROL><INS>, and it will come on again the next time you press a key. You can also move the window with <ALT><SHIFT> and the arrow keys.

If [Option C above](#) is set to **No**, at each stage the list of suggested words is determined by the heading level that you are working on. For example, if you are typing the main heading, only terms that are main headings in the table of authorities will appear in the window. If you have, for example, completed a main heading and are typing the first subheading, only the terms listed as subheadings to your current main heading will be listed. If option **C** above is set to **Yes** you will be able to have all the terms (headings and subheadings) in one big list.

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