

General Options Menu 2

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

(see also [General Options 1](#))

The default settings for this menu are shown [below](#).

A - Authority table options	S - Clean up final batch
B - Set Country (dates and keyboard) United Kingdom	T - Block delete options
C - Caps lock correction? No	U - Block delete warning threshold 10
D - Group numbers? Yes	V - Replace character codes
E - Edit matched pair table	W - <CTRL><SHIFT>N instead of num lock Yes
F - Save matched pair table	X - Translate to ANSI for clipboard? Yes
G - Load matched pair table	Y - Use <END> for autocomplete Yes
H - Cumulative backup on exit? Yes	Z - Options menu 2 help
I - Number of cumulative backup files? 50	
J - Program to open help files explorer.exe	
K - Change all headings on edit? Do not change	
L - Changed headings to scroll buffer? No	
M - Find/replace flag-text ! ?	
N - F9/F11, <CTRL>N Swap? No	
O - Edit/add keywords	
P - Save keywords	
Q - Load keywords	
R - Scan keywords from final batch	

[Press <ESC> to save defaults](#)

[ALT or ^S/F8 to load or save named option files](#)

A - Authority table options

This will take you to the [Authority Table Options Menu](#)

B - Set Country (dates and keyboard)

This can be set to United States or United Kingdom. The main difference is in the style of dates presented in on the files selector and the various list files. This will be *day-month-year* for United Kingdom and *month-day-year* for United States. Setting this option also makes the [Caps lock correction](#) (if required) work correctly for the keyboard in use.

C - Caps lock correction?

Some keyboards have a Caps lock key that is equivalent to a shift lock, meaning that everything comes out as if shifted, so that if you type numbers you get the punctuation marks. Setting Caps lock correction to will ensure that the numbers appear as such. Set country (above) has to be set for the keyboard in use for this to work correctly.

D - Group numbers?

If this option is set to **Yes** and you are using the [Inspect and Edit screen in Group mode](#), typing a number will result in all the entries containing that number to be grouped. If it is set to **No** typing a number will allow you to edit the entry displayed on the screen with that number.

E - Edit matched pair table

F - Save matched pair table

G - Load matched pair table

Macrex uses some special codes to do things like turning superscripts on and off. In this case { [S] } turns superscripts on and { [s] } turns them off. Codes of this kind can be defined by the user for whatever they need. The Matched pair table allows you to have Macrex automatically check that each codes that turns something on is matched by one that turns it off within the entry. Option E will allow you to add your own matched pairs to the table. Option F will allow you to save them (as the default for this index only or for all indexes) to a file called default8.pairs. G will find and load default8.pairs, looking in the current index directory first. A saved table of pairs is also automatically loaded on startup.

An error message occurs when they are not matched.

By loading a Macrex backup file via the Utilities menu you can also check for matched pairs as the backup file is loaded.

H - Cumulative backup on exit?

If set to **Yes**, every time you exit the program from the MACREX main menu a backup file will be created. The setting for this option will be saved whenever you save a MACREX options file. The name of the backup file will be in the form <index-name>.XXX.MBK. MBK is the normal extension for a Macrex backup file and means that the files will appear as

expected in directory listings. XXX is a three digit number to the base 36 and it will automatically increase each time a file is saved so that the previous one is not overwritten. This means that if you accidentally make changes that you really did not want to your index, you can abandon it, start a new one, and load most recent backup file before the changes.

The number XXX uses the letters A-Z and the numerals 0-9 and is capable of 46656 values without repeating, so you are unlikely to run out of file names, but may get more than you want. Option I [below](#) allows you to limit the number of files - for example if it is set to **50** only the 50 most recent backup files will be preserved. However, having a large number of files is not likely to be a problem, because the option to delete an index (available from the [startup screen](#) or from [Save/Quit->Delete](#) an Index from the main menu) will automatically detect these files and offer to delete all of them, or all except the most recent, along with the rest of the index.

I - Number of cumulative backup files? 5

This sets the number of cumulative backup files that will be saved either when option H ([above](#)) is set to **Yes** or when [Option 3](#) of the Macrex Options Menu 1 is set to **Yes**. You can have up to 46656 files kept. When you choose to delete the index these can also automatically be deleted ([see above](#)).

J - Name of program to open help files explorer.exe

The Macrex help files are in HTML format, the same as is used for Web pages. Although they are accessed by your web browser, this does not involve an internet connection, because they are stored in a folder called help under the Macrex program folder. This option allows you to select which program will open help files. The default, `explorer.exe`, should load your default web browser, although in practice it seems to always load Internet Explorer. You can, if you wish, specify another program such as Firefox using this option and save it as the default for Macrex. For example, you could change to Firefox as shown below (the details might vary depending on exactly how your computer has been set up)

1. Press **J**. The Program Files folder is displayed in the [file selector](#), with the `.exe` files displayed
2. Select the subfolder called "mozilla firefox"
3. Select the program "firefox.exe". The bottom line of the [file selector](#) screen will now read

```
C:\PROGRAM FILES\mozilla firefox\firefox.exe
```

4. Press <ENTER> - you will be returned to the Menu Options 2 Screen
5. Press <ESCAPE> to save as the default

K - Change all headings on edit?

If, for example, you have a series of subheadings under one main heading and you edit the main heading of one of the entries, this option will make all the other occurrences of the same main heading change as well. Similarly if there are a number of sub-sub entries under one subheading the same thing will happen. For example if you had

```
Cows, Cheese, 44
Cows, Milk, 66
Cows, Yoghurt, 99
```

and you edited the first line to

```
Moocows, Cheese, 44
```

If this option is set to **Do not change** the result will be

```
Moocows, Cheese, 44
Cows, Milk, 66
Cows, Yoghurt, 99
```

while if it is set to **Change all**

```
Moocows, Cheese, 44
Moocows, Milk, 66
Moocows, Yoghurt, 99
```

and if it is set to **Ask**, you will be prompted with a menu offering the four options below

```
Change all headings identical to this one
```

Selecting this will change all the rest of the headings. If a cross reference (*see* or *see also*) is encountered you will be shown the entry containing the cross reference and a menu will appear asking you whether you want to change all the cross references, none of them or choose for each one. *See* and *see also* references are treated independently, so, for example, you could choose to automatically change all the *see* references and choose for each *see also* reference.

```
Automatic backup then change
```

Selecting this will generate a file name and make a backup file in the current index folder before making the changes without asking any further questions

Ask for each heading

Selecting this will cause each entry containing the original heading to be display, and then you can choose whether to change it or leave it as it was

Do not change additional headings

Selecting this will retain the changes made to the heading that your have edited, but will not make any further changes

If, during the course of changing the headings a *see* or *see also* reference is encountered, you will be asked whether you want to change the headings for these as well.

Notes:

1. If the main headings that are changed are the target of a cross reference, you may land up with a blind or circular cross-reference. You should run the merge subprogram with [cross reference checking](#) turned on to check or this.
2. In order for the cross references to be detected you need to be using the text defined in the [Merge Options Menu](#), options **R** and **Z**. It is recommended that you use the built-in macros, [<ALT>F1](#) and [<ALT>F2](#) to generated the *see also* and *See* text respectively to avoid typing errors.
3. If editing the entry makes it identical to an existing entry (or identical except for the page numbers) it will not be merged. You will need to run the [merge](#) subprogram to do this.
4. You can use this option to change bold or italic, to change capitalisation or to append text in {} to a heading level.
5. You can change a main heading and subheading(s) at the same time.
6. The setting for this option is saved with the other MACREX options ([see below](#)). It is not automatically saved wit the index.
7. You can also delete a series of headings or subheadings.

L - Changed headings to scroll buffer? No

If this option is set to **Yes**, when the change all headings feature is used, all the new entries will be placed in the [scroll buffer](#). If **No**, then only the first one will be placed in the scroll buffer. All the changed headings will be saved in the list file, if it is turned on.

M - Find/replace flag-text

This text is used when a Search and Replace operation is done using wildcards, and it allows the text that is found by the search to be used as part of the replacement text. The default flag-text is ?.

Example:

Suppose you want to append the word *Plate* to all bold page references

```
cows, 22, \24\,
sheep, 29, \34\, 102
sheep, pretty, 161, \162\, 163
```

At the Ready ==> prompt press F2 repeatedly (or press <ALT>7) until the search criteria read Ignore case/with wild
Press <CTRL>A and enter \\:n+\\ for the search string. This will find any sequence of numerals starting with a backslash and ending with a backslash (two backslashes are necessary to indicate one literal backslash in a regular expression) with 1 or more numerals in between.

Enter ?{ Plate} for the replacement string
performing a global change will result it

```
cows, 22, \24\{ Plate},
sheep, 29, \34\{ Plate}, 102
sheep, pretty, 161, \162\{ Plate}, 163
```

N - F9/F11, <CTRL>N Swap?

This option affects the keystrokes used to copy entries from a previous entry. If it is set to **No**, <CTRL>N or F9 will copy all the page numbers from the previous logical entry and F11 will copy only the last page number. If it is set to **Yes**, this is reversed, so that <CTRL>N or F9 will copy only the last page number of the previous logical entry while F11 will copy all of them. If you want the setting for this option to become the default, you will need to save the defaults as described [below](#).

O - Edit/add keywords

Option N allows you to see, delete, add or edit keywords. Click [here](#) to find out more about how keywords work.

The screen displays all the keywords in a box that can be scrolled up and down using the arrow keys, <PgUp> and <PgDn> keys, and <CTRL><PgUp> and <CTRL><PgDn> (to go to the ends of the list). If there are too many keywords to display on the screen, they can be found by pressing <PgDn> repeatedly to scroll the list. You can also scroll up and down the list by clicking on the top or bottom of the window with the mouse. One of the keywords will always be highlighted, appearing in a different colour to the others. You can select the one you want using the arrow keys or by clicking on it. There is no specific limit to the number of keyword you can use.

When a keyword is highlighted it can be edited by pressing <ENTER> or by double clicking on it. It can be deleted by pressing <CTRL><DELETE>. You can add keywords by pressing <CTRL><SHIFT>K. In either case, two **text input boxes** will appear sequentially, the first for the short form of the keyword and the second for the expanded form. You can abandon adding or editing a keyword from either of these text input boxes by pressing F1 or <CTRL>Q. When a new keyword is added it is checked to see whether it has already been used and also whether a previous keyword is part of it (for example, %1 might have been used and you might decide to use %10 - which would not work). There are two new error messages that you will see if either of these checks finds a problem.

```
keyword already exists
New keyword clashes with existing keyword
```

If they occur press any key and you will be able to re-enter or edit your keyword. There are no checks on the expanded form - it is up to you to make sure it is compatible with a MACREX entry to avoid getting more error messages later on.

You can leave the add or edit keyword screen by pressing F1, <CTRL>Q or <ESC>.

Keywords can be made as before using <CTRL><SHIFT>K from the inspect, add on edit or add screen (<CTRL>A also works from the last two). The total number of keywords has no specific limit - essentially thousands if you like.

P - Save keywords

Option O - will first produce the following menu box

```
+-----+
|Save as a named file |
|Save as the default file|
+-----+
```

Choosing Save as a named file will allow you to save the keywords in a file that you can name. This file could then be loaded into another index. Choosing Save as the default file will allow you to save the keywords in a file called default8.kwd either in the macrex home folder or in the index folder.

When MACREX is started keywords will be loaded first from the <index-name>.kwd file (that is all the keywords currently in use for the index in use). Next, default8.kwd will be loaded from the index folder if it is present, or otherwise from the MACREX default folder. This will load any additional keywords. If the short form of a keyword already exists, it will not be loaded from the default8.kwd file.

Q - Load keywords

P - will allow you to load a previously saved .kwd file - all the keywords will be added to those present in the current index, unless the short form already exists.

Structure of a sample .kwd file:

```
; Cows eat cheese descriptor
4
%1      Cows
%2      Cheese
%3      Cows eat cheese
%4      Harry the Horse
```

The first line is simply a descriptor for the file - this can be any text. Subsequent lines are the keyword followed by the expanded form separated by a tab. The keyword file can be edited using a text editor, or printed out, providing the structure is preserved.

R - Scan keywords from final batch

S - Clean up final batch

Option Q is to be used when you have loaded a backup (or previous version 8 index) which has the keywords stored in batch 11 rather than the new way above. It will scan for keywords in the final batch and load them into the new system so they will automatically be saved and used again. Once the batch has been scanned a message appears to say how many keywords have been found.

Option R will go through the final batch and will remove any ? Query deleted and ? Query relocated entries. If any keyword entries beginning with * or # are found you will be asked whether you want to keep them or not. If you have run

Q before R the keywords will have been transferred to the new system, although it is preferable to exit the index and restart to make sure that they have been saved to a disk file before running R. When the batch has been cleaned up a small text box will appear with a note of how many deleted queries and keywords have been removed.

T - Block delete options

The [block delete](#) function (<CTRL><SHIFT>D on the Inspect menu) is used to delete a range of entries. You can enter the starting and the finishing number of the entries you want deleted. The option allows you to set how it will behave. The following menu will appear

```
+-----+
|No block delete|
|to Query file  |
|Just delete    |
+-----+
```

- If No block delete is selected and <CTRL><SHIFT>D is pressed then a text box will appear saying that the option is disabled
- If to Query file is selected the entries will be relocated to the query file.
- If Just delete is selected the entries will be deleted, but also listed in the .lst file if it is open.

The setting is saved with the general options in the default8.op8 file.

U - Block delete warning threshold

This option sets the maximum number of entries that will be deleted using the [block delete](#) with a check. If you have specified a range of entries that means that more than the threshold number will be deleted, you will be prompted with a message

Are you sure you want to delete xxx entries?

(where xxx is the number of entries you have chosen to delete) and you have the chance to change your mind

The setting is saved with the general options in the default8.op8 file.

V - Replace Character Codes

There should normally be no reason to turn this option off

Printer and wordprocessor replacement codes such as a{["} are converted to ä in the word processor file or in the printed copy. If this option is set to **Yes** these will be automatically converted to single character codes (currently in codepage 850) if the single character is supported. This conversion will take place when you enter or edit an entry, when the index is manually [merged](#) or when a backup file is loaded via the [Read a backup](#) file option. They are not replaced when a backup file is loaded using the Read, no checks option. This means that if an index prepared with an older version of MACREX has a mixture of the two ways of representing the character, they will be converted to one way and will merge correctly.

The setting is saved with the general options in the default8.op8 file.

W - <CTRL><SHIFT>N instead of num lock

This setting affects the way that accented characters can be typed from the keyboard.

If this option is set to **No**, when the number pad on the keyboard is set to be active for inputting numbers (Num Lock On), <ALT> and a letter will give a circumflex accent while <CTRL><ALT> will give a grave accent. If Num Lock is Off, <ALT> will give an umlaut and <CTRL><ALT> will give acute. See MACREX [supported characters](#) for more details.

If this option is set to **Yes**, the status of the Num Lock is ignored. Instead pressing <CTRL><ALT>N will toggle between the umlaut/acute mode and the circumflex/grave mode.

The setting is saved with the general options in the default8.op8 file.

X - Translate to ANSI for clipboard?

MACREX currently uses a character set that originated in MSDOS, called Codepage 850. Most Windows programs use the ANSI character set. If this option is set to Yes, the ANSI characters are translated automatically to those suitable for MACREX when you paste text into MACREX using <CTRL>V. If this is set to no, no translation takes place (as was the case in MACREX version 7). Usually this should be set to Yes, to ensure that accented characters appear correctly.

The setting is saved with the general options in the default8.op8 file.

Y - Use <END> for autocomplete

If this option is set to **No**, then the <END> key can't be used to select a highlighted entry from the autocomplete list, but will still work as normal to go to the end of the entry being edited. Either <ALT><END> or <SHIFT><END> can be used instead. Click [here](#) for a summary of the autocomplete keystrokes.

Z - Options menu 2 help

Opens this help menu

Press <ESC> to save defaults

^L or ^S/F8 to load or save named option files

This will allow you to save the values that you have chosen, both for this menu and for the options in [Macrex Options Menu 1](#). Pressing <ESCAPE> will allow you to save them as a default, meaning that they will automatically be operational next time you use Macrex. The also gives you the option of saving them in the default directory (folder), which means that they will be active for all index that you work on, or in the index directory, which means that they will be active only for indexes created in that directory. See the [Setting MACREX defaults](#) help page for more information.

Default Settings

Set Country (dates and keyboard) **UK**

Caps lock correction? **No**

Group numbers? **Yes**

Cumulative backup on exit? **Yes**

Number of cumulative backup files? **50**

Program to open help files **explorer.exe**

Change all headings on edit? **Ask**

Find/replace flag-text ?

F9/F11, <CTRL>N Swap? **No**

Block delete options **No block delete**

Translate to ANSI for clipboard? **Yes**

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