

# Quick RTF and Text Files

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

## [Introduction](#)

## [Quick RTF Files](#)

## [Making a Quick RTF File](#)

## [Customising the layout of your Quick RTF file](#)

## [Making a Quick Text File](#)

## [Customising the layout of your Quick Text file](#)

## [Notes on Quick RTF and TEXT files for previous users of MACREX](#)

## Introduction

These options allow you to take a look at your index in a formatted form quickly - using one keystroke from the MACREX Main Menu or from the Output sub menu. The index will be formatted, saved as a RTF or text file, and then automatically appear in your word processor or text editor. The layout used will be a simple set-out layout when MACREX is first installed, but you can [customise](#) this to your own preferences.

## Quick RTF Files

RTF (rich text format) is used by Microsoft as a standard interchangeable format for word processor documents and is supported by many non-Microsoft programs. When MACREX is distributed, the RTF file that is produced by this option will be opened by the program that is associated with RTF files on your computer. If you have Microsoft Word installed, this will usually be set as the default. If you do not, Wordpad (which is included automatically with Windows) can handle RTF files and is likely to be the default program. If you don't like the program that loads the Quick RTF file you can change it in one of two ways: you can use the Windows "Folder Properties" settings to "associate" RTF files with the program you want; alternatively, you can define the program you want in the MACREX OPTIONAL PRINTING FEATURES menu, Option N. Also, if you set MACREX OPTIONAL PRINTING FEATURES menu, Option Q to **Yes**, the file name used will automatically be copied to the clipboard, so that you can paste it into the Open dialogue on your word processor.

## Making a Quick RTF File

From the Main Menu select **Output->Quick RTF file**, or press **F**. From the MACREX Output subprogram menu, press **F**. The quick RTF file is generated with a name in the MACREX default folder with a name <index name>.xxx.rtf (when xxx is changed so it does not overwrite previous files), and loaded into your word processor software.

## Customising the layout of your Quick RTF file

Load the relevant layout file, or make the changes you require to the layout using the MACREX Printing Layout Options menus 1, 2 and 3. Then save the new layout as the default by pressing <ESCAPE> while on one of the menu screens. You can select the [default folder](#) or the [index folder](#) as required. Next time you make a quick RTF file the new layout will be generated. When you are changing the layout options, adjustments to the following

will have no effect and the settings shown should be ignored: (i) Top margin (Menu 1, option D), (ii) Bottom margin (Menu 1, option E), (iii) Left margin (Menu 1, option F), (iv) Right margin (Menu 1, option G), (v) WP file page break handling (Menu 1, option 5), (vi) Text on beginning of entry (Menu 2, option 1), (vii) Text when finished printing (Menu 2, option 3). This is because either they can be set in the word processor (i - iv) or they are needed for the correct generation of the RTF file and are automatically set by MACREX (v - vii).

## Making a Quick Text File

From the Main Menu select **Output->Quick Text file**, or press **T**. From the MACREX Output subprogram menu, press **T**. The quick text file is generated with a name in the MACREX default folder with a name <index name>.xxx.txt (when xxx is changed so it does not overwrite previous files), and loaded into your word processor software. Also, if you set MACREX OPTIONAL PRINTING FEATURES menu, Option Q to **Yes**, the file name used will automatically be copied to the clipboard, so that you can paste it into the Open dialogue on your text editor.

## Customising the layout of your Quick Text file

Load the relevant layout files, or make the changes you require to the layout using the MACREX Printing Layout Options menus 1, 2 and 3. Then save the new layout as the default by pressing <ESCAPE> while on one of the menu screens. You can select the [default folder](#) or the [index folder](#) as required. Next time you make a quick text file the new layout will be generated. When you are changing the layout options, adjustments to the following will have no effect and the settings shown should be ignored: (i) Text on beginning of entry (Menu 2, option 1), (ii) Text when finished printing (Menu 2, option 3) and (iii) HTML Codes in WP file (Menu 3, option I). This is because they are needed for the correct generation of the text file and are automatically set by MACREX.

## Notes on Quick RTF and TEXT files for previous users of MACREX

You **do not need to load** a RTF word processor definition file to make a Quick RTF file. This is because MACREX automatically loads its own - rtfdefault.mwp - from the MACREX default folder. Also you **do not need to load** a specific layout file to make the RTF file, because the crucial settings in the layout ([see i - vii](#) above), are automatically set by MACREX. The values for these settings are defined in the file rtfdefault.qsu in the MACREX default folder.

Similarly when you make a Quick Text file, the settings are loaded from txtdefault.qsu and txtdefault.mwp ([see i-iii](#) above), so again **you do not need** to load specific files.

For those interested in the inner workings of MACREX, the sequence of events when you make a Quick RTF file is

1. The default layout is loaded
2. The current printer definition is saved in a temporary file
3. The current word processor definition is saved in a temporary file
4. The current layout is saved in a temporary file
5. The current word processor and printer definitions are deleted from memory (they remain stored in their temporary files)
6. The file rtfdefault.mwp or txtdefault.mwp is loaded from the MACREX default folder

to provide the appropriate word processor definition for the Quick RTF or Quick Text file.

7. The file rtfdefault.qsu or txtdefault.qsu is loaded - this changes the options [i - vii](#) (rtf) or [i-iii](#) (text) as noted above but does not affect any of the other layout settings. This ensures that the layout options that need to be changed for RTF/text files are correct.
8. The quick RTF/TEXT file is generated with a name in the MACREX default folder with a name <index name>.xxx.rtf/ or <index name>.xxx.txt (when xxx is changed so it does not overwrite previous files), and loaded into your word processor software.
9. The original printer and word processor definitions and the original layout are reloaded from their temporary files, and the temporary files are deleted.

*Last updated 31 July 2008* [Macrex Help Contents](#)