

Macrex Output Subprogram Help

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Introduction

When you create an index in MACREX it is stored in a standard form - each entry has the main heading, all the subheadings and page numbers. The final layout of the index is determined by the Output Subprogram. Similarly if you have elaborate locators, for example using volume and issue numbers and dates, these are entered in a standard form and are converted to the desired style by the Output Subprogram.

The program can generate indexes in a file suitable for editing with a word processor or it can print the index directly on any windows printer which is available on the computer - including a pdf maker. It can create a huge range of styles both for the layout of the index and for the locators. It is possible to output the same index in more than one style, or to change the style of an existing index, without having to edit any of the entries.

Quick RTF and text files

These can be made from the Main Menu by selecting Output->Quick RTF file or Output->Quick Text file (or the single-key shortcuts F or T), or from the [main menu](#) of the MACREX Output Subprogram. For more details see the [dedicated help page](#) for Quick RTF and Text files. The index will be generated in a standard form and loaded directly into your default program for RTF (Rich Text Format) documents - most likely Microsoft Word. You can set up your own layout for these files using the various options available in the output subprogram.

Quick Start Instructions – word processor file

1. Access the [Output Subprogram menu](#) (from the main menu, Output->Main Output/Print menu). The current definitions for the layout, printer and word processor are shown at the bottom of the screen.
2. If necessary load the correct word processor options ([see how](#)).
3. If necessary load the correct layout options ([see how](#)).
4. Select W - Make a Word processor file.
5. Select the drive on which to make the file (press <ENTER> for the default).
6. A name and folder based on your index name will be suggested. To use these just press <ENTER>. If you want to change either the name or folder, use the [file selector](#)

to do so and then press <ENTER>. In either event make a note of this if you want to find it again later.

7. If you have chosen the name of an existing document you will be asked whether you want to overwrite it. If is already open you will not be able to overwrite it and will get an error message – Can' t use thi s file name. To avoid this make sure that you have closed a previous document with the same name before making the new one.
8. When asked, edit (or delete) the suggested title for your index as required then press <ENTER>.
9. A box will appear with a message showing the progress of the file being created. When it is finished it will be loaded into your word processor automatically. Note that it may appear behind the current MACREX window.
10. Press any key to return to the [Output Subprogram menu](#).

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.

Quick Start Instructions – Printing

1. Access the [Output Subprogram menu](#) (from the main menu, Output->Mai n Output/Pri nt menu). The current definitions for the layout, printer and word processor are shown at the bottom of the screen.
2. If necessary load the correct printer options ([see how](#)).
3. If necessary load the correct layout options ([see how](#)).
4. If necessary set the printer you want to use to be the windows default printer ([see how](#))
5. Select P - Pri nt Index.
6. When asked, select Conti nue wi th printing.
7. Change the options for font etc (not normally necessary) and press <ENTER>. Note that you can only print directly from MACREX using fixed space fonts. If you want to use proportionally-spaced fonts [make a word processor](#) file and print that.
8. A box will appear with a message showing the progress of the printing.
9. Press any key to return to the [Output Subprogram menu](#).

Loading word processor options

1. From the [Output Subprogram menu](#), select 0 - Add or edi t Optional printing features (printer control)
2. Press <CTRL>L - Load named file
3. Select W - load word processor replacement codes
4. When you are asked

Delete existing printer AND word processor codes (Y or N)?

Press Y for Yes

5. Use the [file selector](#) to select the definition file you want to load (normally this will be an RTF definition file) and press <ENTER>.
6. If you want to use this one automatically every time
 - a. press <ESCAPE>
 - b. Select Save default word processor defi ni ti on
 - c. Decide whether to save in the default or index folder

7. Press <ENTER> to return to the [Output Subprogram menu](#)

Loading the layout options

1. From the [Output Subprogram menu](#), select C or 1 - Change or Check Layout menu 1
2. Press <CTRL>L - Load named layout
3. Use the [file selector](#) to select the layout file you want to load (normally this will be an RTF layout file if you are going to make a word processor file or a printer layout file if you are going to print) and press <ENTER>.
4. If you want to use this one automatically every time
 - a. press <ESCAPE>
 - b. Decide whether to save in the default or index folder
6. Press <ENTER> to return to the [Output Subprogram menu](#)

Loading printer options

1. From the [Output Subprogram menu](#), select 0 - Add or edit Optional printing features (printer control)
2. Press <CTRL>L - Load named file
3. Select P - Load Printer replacement codes
4. When you are asked

Delete existing printer AND word processor codes (Y or N)?

Press Y for Yes

5. Use the [file selector](#) to select the definition file you want to load (normally this will be newest windows printer driver) and press <ENTER>.
6. If you want to use this one automatically every time
 - a. press <ESCAPE>
 - b. Select Save default NT printer definition
 - c. Decide whether to save in the default or index folder
7. Press <ENTER> to return to the [Output Subprogram menu](#)

Setting the default printer

This is done using Windows, so the instructions may change a bit depending on the version of Windows you are using.

1. Click *Start->Control Panel*
2. Double click on *Printer and Faxes*
3. Right click on the icon for the printer you want to be the default
4. From the drop-down menu select *Set as Default Printer*

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