Help and Shortcut keys

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In this tutorial we will explain how to access the Help function, and how to make shortcuts.

The Help function is located under the menu item **Help**. Click on *Contextual Help* and the Help window will pop up.

To unfreeze *Contextual Help*, click the padlock symbol or press **[Ctrl]+[F1]**. The padlock symbol will then switch to an open padlock. This indicates that *Contextual Help* is now unlocked and available. You can now access the Help articles.

To display a Help article about a function, first make sure the *Contextual Help* is unlocked and that the padlock is open. (If it is not open, click the padlock symbol or press **[Ctrl]+[F1]**.) Then, move the mouse cursor over a button or panel. The Help article about the corresponding function will display.

I will now show you how to change shortcuts, and how to add shortcuts via the Index-action window.

Remember that holding the cursor over a toolbar icon will display the shortcut key associated with that icon.

To define shortcuts: Go to the **Extras** menu, click *Preferences*.

Note the first tab, the *View* tab. Index-Manager normally recognizes which language you are using. You can change the language of the interface from this first tab in the *Preferences* dialog. Note that you will need to restart for the change to take effect.

To define shortcuts: Go to the **Extras** menu, click *Preferences,* then click the *Shortcuts* tab and open the *Shortcuts* dialog. Select the action you wish to make a shortcut for, and type the new shortcut in the edit box below. Press "Set" to save the shortcut. Restart Index-Manager and the new shortcut will go into effect. Note that shortcuts are saved for every user interface language separately.

To define shortcuts including frequently used patterns for search and replace: Go to the **Extras** menu, click *Index actions*.

Index-action options are one of the most powerful Index-Manager features for working efficiently.

Right-mouse click in the index list will open the context menu and display a list of your index actions.

To define a new function, let us say we need a third index name, enter or select

Name: Index subject

Replace: subject index.

Column: Index name

Note that you can also include keyboard shortcuts in index actions. One click on the replace or add button and click on ok (don't forget!) and you will find the action in your context menu, which is displayed via right mouse click in the index list window.
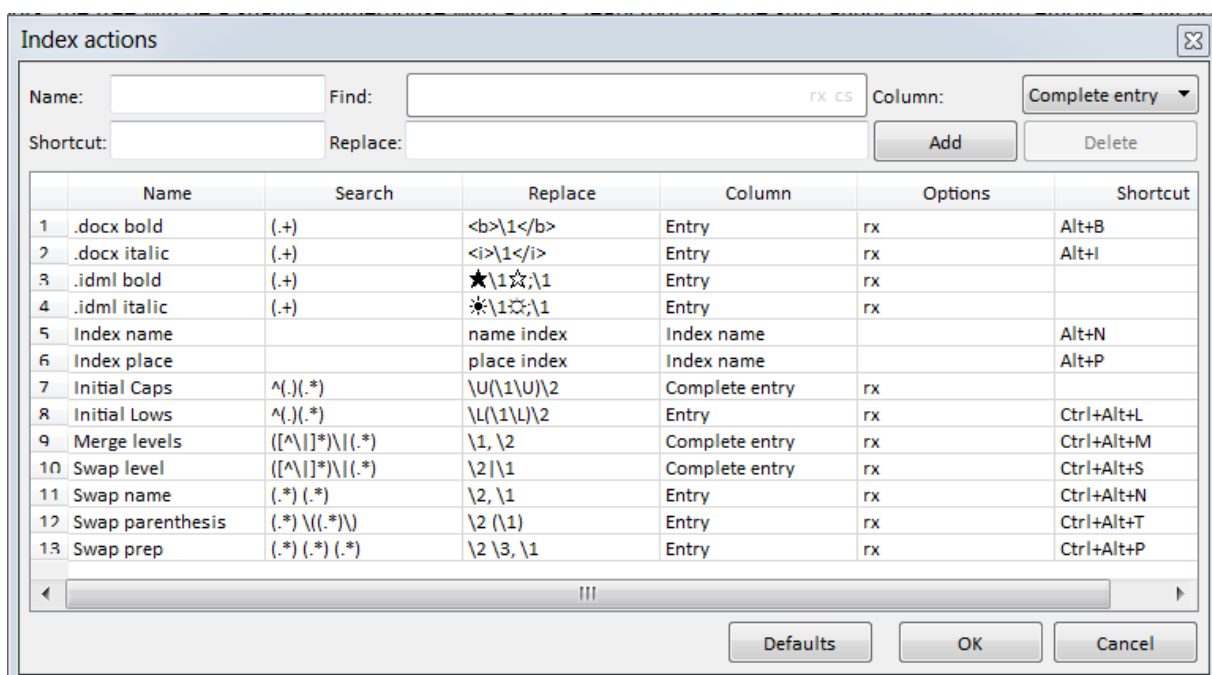To carry out an action, mark the respective entry or entries in the index list, then select the desired action from the context menu or use the corresponding keyboard shortcut.

Click on the new **Defaults button** will automatically add (old actions with same names are replaced) a list of useful functions e.g.:

Swap parenthesis: Health Behavior in School-aged Children (HBSC) -> HBSC (Health Behavior in School-aged Children)

Swap name: Charles Darwin-> Darwin, Charles

…….

Index actions

Name:		Find:		rx cs	Column:		Complete entry ▼
Shortcut:		Replace:				Add	Delete

	Name	Search	Replace	Column	Options	Shortcut
1	.docx bold	(.+)	\1	Entry	rx	Alt+B
2	.docx italic	(.+)	<i>\1</i>	Entry	rx	Alt+I
3	.idml bold	(.+)	★\1☆;\1	Entry	rx	
4	.idml italic	(.+)	☀\1☼;\1	Entry	rx	
5	Index name		name index	Index name		Alt+N
6	Index place		place index	Index name		Alt+P
7	Initial Caps	^(.)(.*)	\U(\1\U)\2	Complete entry	rx	
8	Initial Lows	^(.)(.*)	\L(\1\L)\2	Entry	rx	Ctrl+Alt+L
9	Merge levels	([^|]*)|(.*)	\1, \2	Complete entry	rx	Ctrl+Alt+M
10	Swap level	([^|]*)|(.*)	\2|\1	Complete entry	rx	Ctrl+Alt+S
11	Swap name	(.*) (.*)	\2, \1	Entry	rx	Ctrl+Alt+N
12	Swap parenthesis	(.*) \((.*)\)	\2 (\1)	Entry	rx	Ctrl+Alt+T
13	Swap prep	(.*) (.*) (.*)	\2 \3, \1	Entry	rx	Ctrl+Alt+P

| Defaults | OK | Cancel |

And some more useful actions.