Easy-Key Merger Operating Instructions

Before you begin:

Easy-Key consists of four main programs Merger; Toolkit; Concatenate; and Edit and requires prior installation of .net2, in order to work correctly. It is recommended that you install Code2000 and Charis SIL fonts. Make Code2000 the default font, although Arial Unicode MS is fine for most characters some diacritics don't display correctly.

Visit the Easy-Key website *www.easy-key.info* (the hyphen is important) for guidance on installation if you have not done this already.
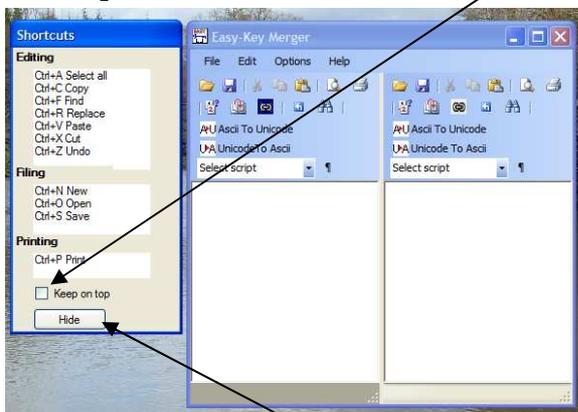
All the individual program files in the installation package are needed.

When you install these programs from the website it will automatically put a short-cut option on your desktop to easily open this program.
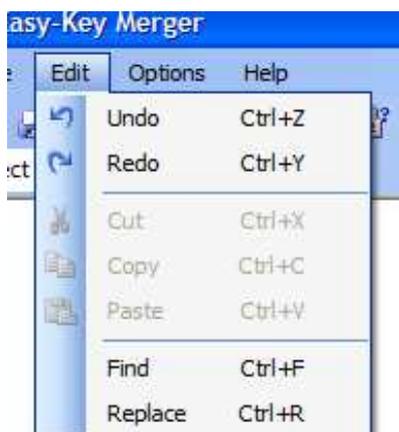
Starting Merger

Double click the Easy-Key Merger Icon.

The program will open which will contain two work windows and (if enabled) a "short cuts" prompt. Un-tick the "keep on top" option to stop it from blocking the work space.

Another alternative is to click hide.

Edit

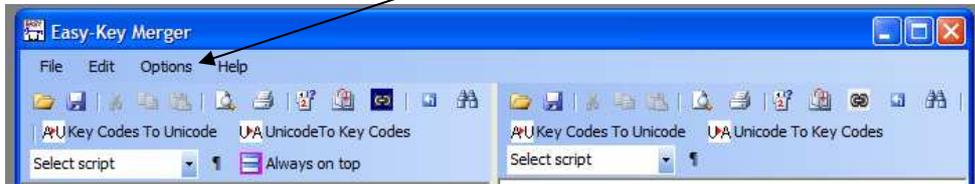Clicking Edit give access to (shows some keyboard shortcuts)

      Undo (Ctrl Z)

      Redo   (Ctrl Y)
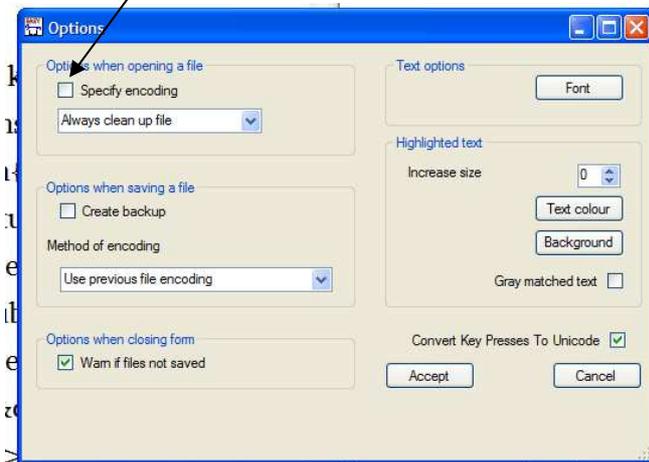
      Find   (Ctrl F)

      Replace   (Ctrl R)

Operational Adjustments

To change the default options, click options

Specify the encoding

Leave it unchecked or until you are really used to using it and understand the implications of each decision.

ASCII For plain (Non Unicode) text although Unicode UTF8 is OK ASCII text
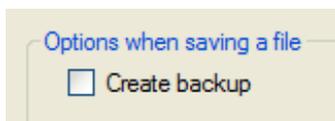
ANSI For ANSI (Windows default) text must not be opened as Unicode

UTF8 The Unicode files encoded as UTF8
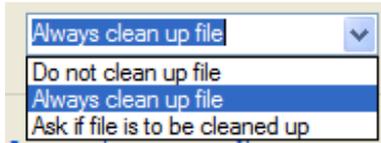
UTF16 Special Unicode files

UTF32 Special Unicode files

Options when saving a file

If this is checked a backup file with a .bak extension will be made when you save a file. Only use this if you understand what a backup file is.

Clean up options

Always clean up file	∨
Do not clean up file	
Always clean up file	
Ask if file is to be cleaned up	

You will not normally need to change this from the default (Always clean up file).

The clean up file option:

Enables Easy-Key to:-

Remove excess lines and spaces
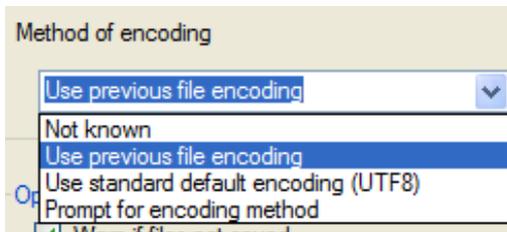
Move "in line" SFMs to be "in line"

Do not clean up file:

Leaves everything "as received"

Ask if file is to be cleaned up

Gives you the option to make a selection each time

Method of Encoding

Method of encoding

Use previous file encoding	∨
Not known	
Use previous file encoding	
Use standard default encoding (UTF8)	
Prompt for encoding method	

Not known: You won't need this
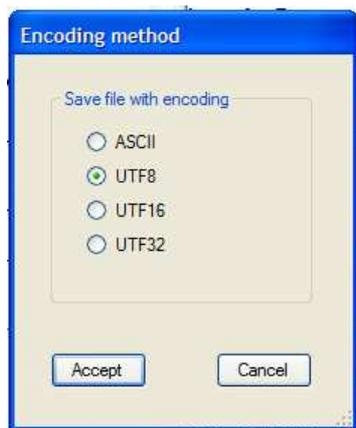
Use previous encoding: Easy-Key will select the previous encoding

Use standard default encoding   Easy-Key will treat the file as UTF8
(UTF8):

Prompt for encoding method: You are given several options to choose when
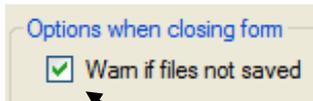   you save a file

Encoding method

Save file with encoding
- ○ ASCII
- ⊙ UTF8
- ○ UTF16
- ○ UTF32

ASCII For plain (Non Unicode) text

UTF8 The default Encoding we in WA use
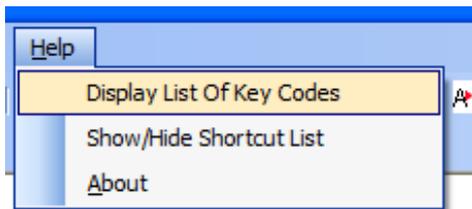
UTF16   For special use

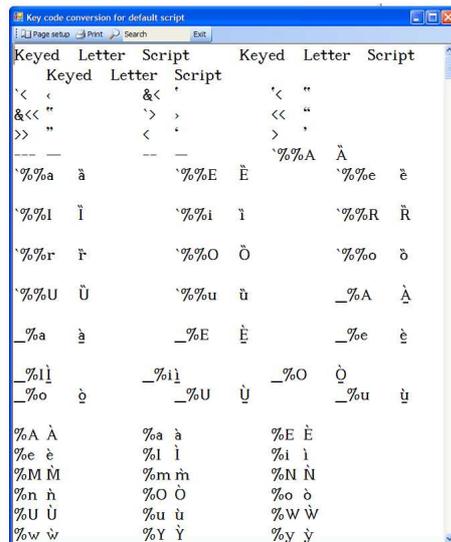UTF32For special use

[Accept] [Cancel]

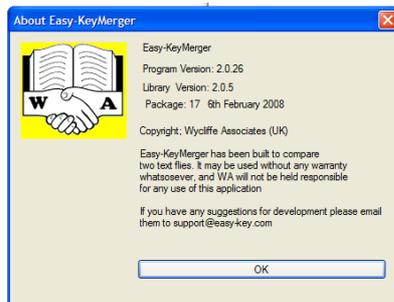Enables a warning to give a "save files" prompt when changes have been made.

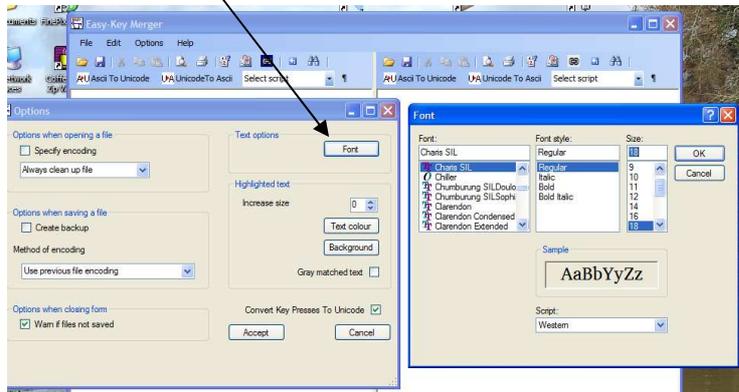## Help

See all the programmed WA Keycodes

Show or hide shortcut list: Described earlier

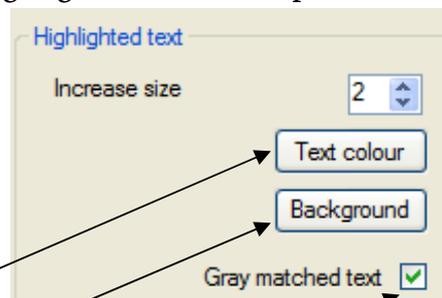**About**:　　Displays the installed current version

Text Options

Click font to select the font and point size – pick a size large enough for easy reading. A lot depends on your screen size and resolution.

It allows you to specify a special font for use when merging.

Note: Font information is for viewing only and is not stored when the file is saved.

Increase size:

This sets the size of any highlighted text to help to make differences more visible.

Set colour and background

Allows you to change the highlighted colours and background to your preference

Grey matched text

The colour of the text that is identical in each window changes to Grey.

Convert Key Presses To Unicode

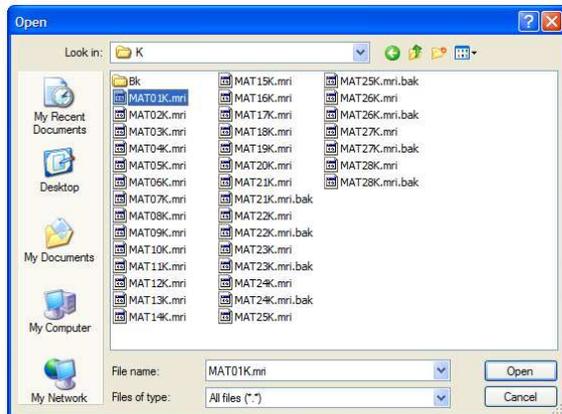When this is ticked any WA key codes will be automatically converted to Unicode.

If it isn't ticked the text will be as typed.

When the selections have been made click Accept or Cancel as appropriate.
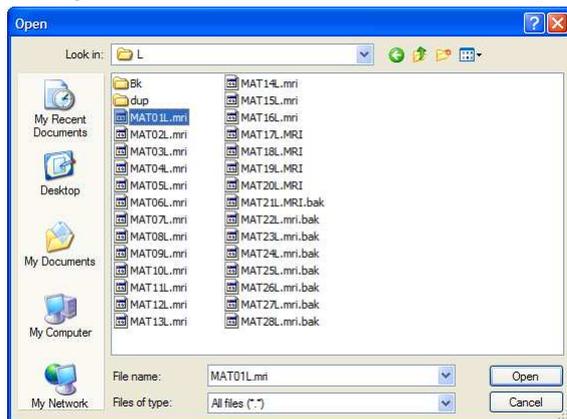
Opening text

Click the Left hand file open Icon (yellow folder 📁) in the left window

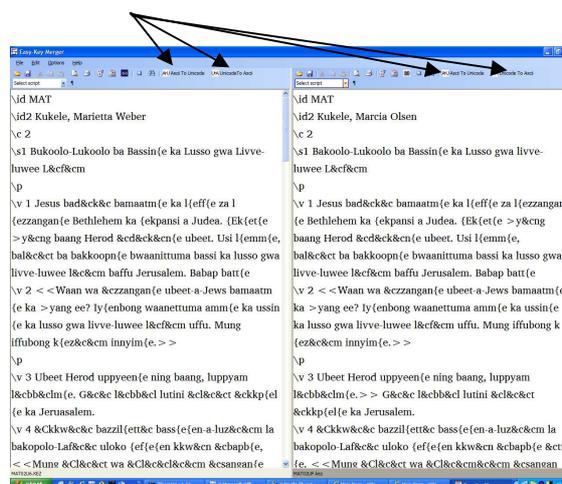Navigate to where one of the files to be merged are located and click Open.

Click the Right hand open file icon (yellow folder 📁) in the right window

Navigate to the other file and click Open

Switching text between Unicode and Keycodes is available by clicking the appropriate button.
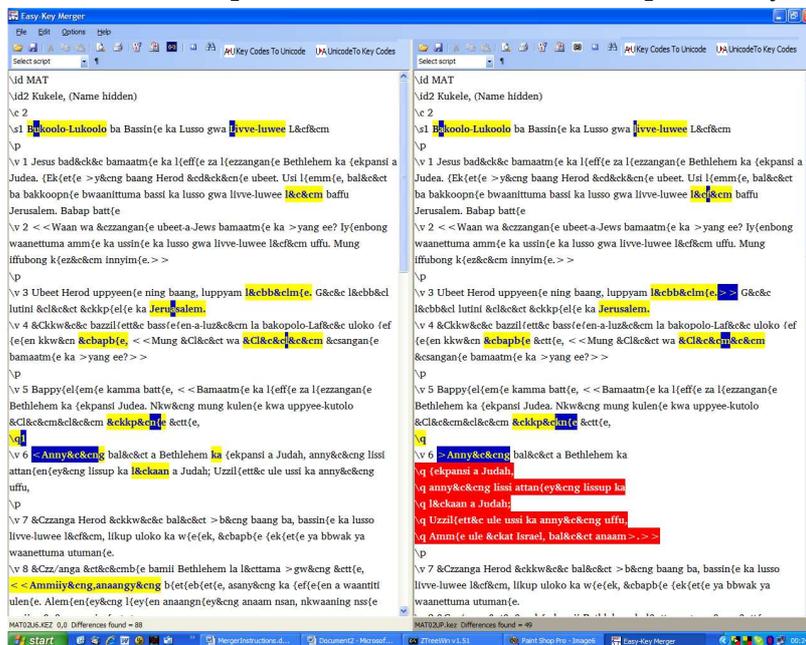

When merging both windows must be in the same format.

Working in Unicode is recommended. Save all files as Unicode.

There is "Scroll right with left" and "Scroll left with right" button which allows the windows to stay synchronised when moving through the text.

This button will clear all highlighting

The "search and replace" button works independently for each window

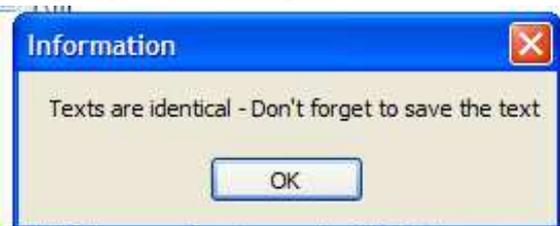Click the compare icon and any differences are then highlighted.

The Red area is due to missing SFMs or text.

You can step through the differences by clicking the "book" icon with the Red Arrow on it. Sometimes this appears not to move because the difference could be the next character.
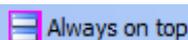
With the aid of the hardcopy work through each difference until all the corrections needed have been made.

Click compare icon again and correct the next set of differences found.

Keep repeating this process until it declares there are no more differences
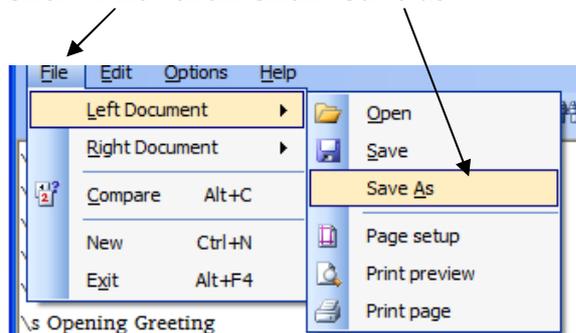
Always on top

Always on top

An "Always on top" feature is available to allow a PDF original to be viewed on the screen while merging two files.

Saving a merged file
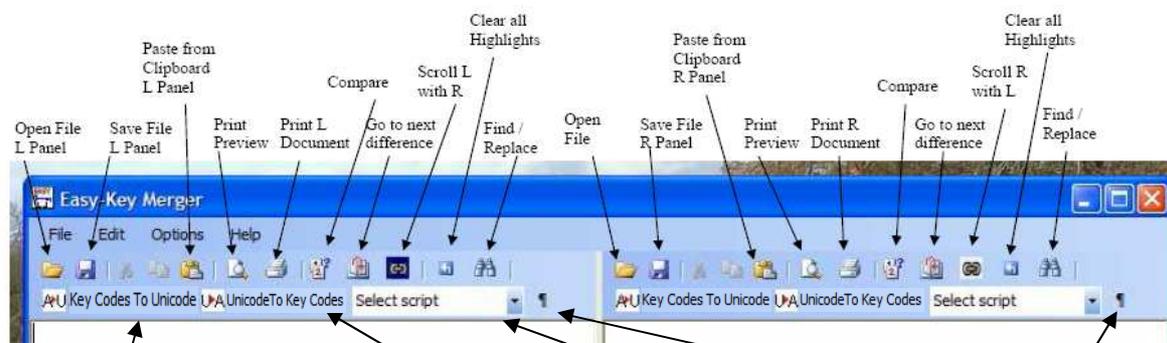
To save the merged file

Click "File" then Click "Save as"

Insert the name of the file to be saved, example Mat02m.kez.

Icon Summary

Below, is a list of the icons and what they are for

Keycodes to Unicode   Unicode to Keycodes   Select Script

Select Script, Leave as default unless a different script is requested.

The Paragraph Icon inserts a pilcrow ¶ to show where a new line exists.

Very useful when text in one window has a line break and the other doesn't because a new line marker is not visible. Don't save a file with the pilcrows in, they are an unwanted extra character.