Easy-Key Toolkit 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.
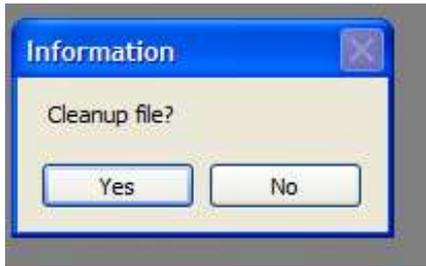
Starting Toolkit

Double click the Easy-Key Toolkit Icon.

The program will open which will contain a work window and (if enabled) a "short cuts" prompt. Untick the "keep on top" option to stop it from blocking the workspace.
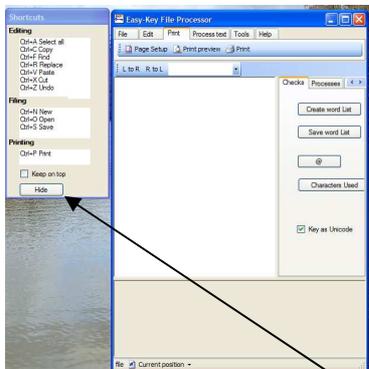

Another alternative is to click hide.

As the mouse pointer is moved over the menu bar the menu options will "pop" into view

File menu

The first Icon is for working with Docx files created by Microsoft Office 2007. We will not be using this feature and it has been disabled.

To open a file click the open icon and navigate to the file you wish to work with

double click the selected file

 Click this icon to save with the original filename

 Click this icon to save with a new name and/or different location.

A dialogue box will open (as with the open file procedure)

 is similar to the open file procedure.

A dialogue box will open (as the with the open file procedure)

double click the selected file

A new dialogue box opens

Clicking "yes" allow it to clean up the file as with the normal open procedure

Clicking "no" opens the file without changing the original structure.

Whichever option is chosen a new dialogue box opens
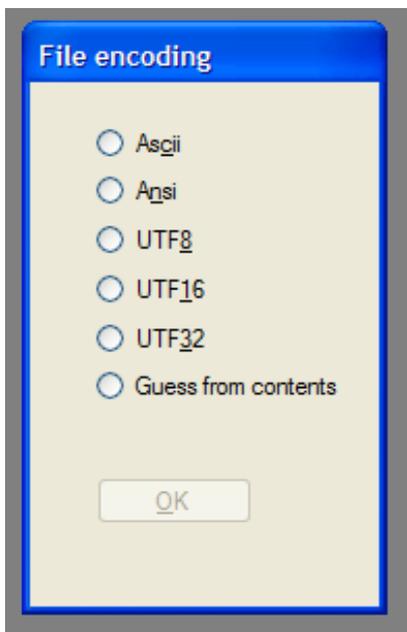
ASCII   For plain (Non Unicode) text although Unicode UTF8 is OK for ASCII text

ANSI   For ANSI (Windows default) text must not be opened as Unicode or ASCII

UTF8   The Unicode files encoded as UTF8

UTF16   Special Unicode files

UTF32   Special Unicode files

Guess from contents [not recommended]

After a selection has been made the OK button is enabled.

Click OK to confirm the selection

L to R R to L This button is to select the direction of the text to be worked on

The default is Left to Right some special scripts may require Right to Left working

Edit tab
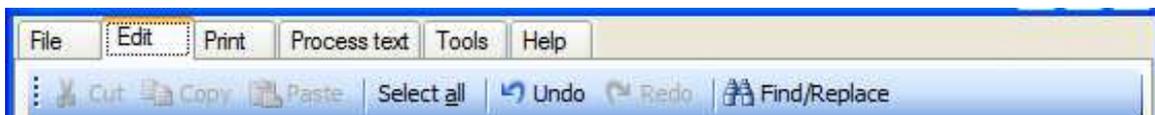
This tab has Select all, Undo and Find/Replace buttons available in the shortcuts menu which has a few more options available.
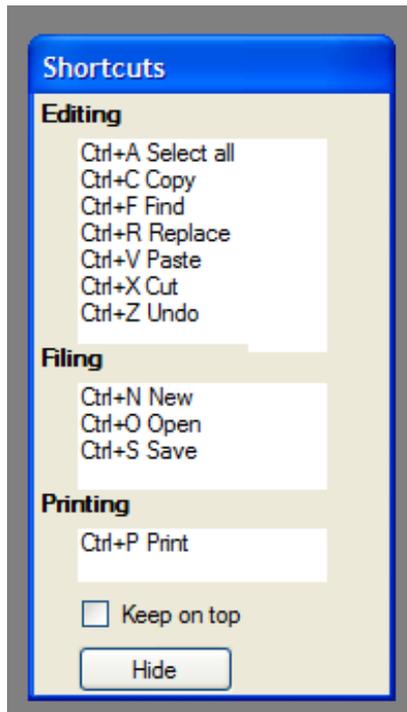
Ctrl A	Select all text
Ctrl C	Copies selected text
Ctrl F	Opens a find box
Ctrl R	Opens a find / replace box
Ctrl V	Pastes copied (or cut) text
Ctrl X	Cuts selected text
Ctrl Z	Undo previous actions
Ctrl Y	Re do previous actions
Ctrl N	Clears the workspace for new text entry
Ctrl O	Opens new file (see open above)
Ctrl S	Saves text
Ctrl P	Print text

Process text
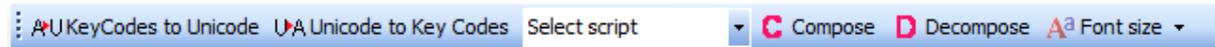
Keycodes to Unicode	changes WA codes to Unicode
Unicode to Keycodes	Changes Unicode to WA codes
Select Script	Leave as default unless a different script is requested.
Compose	Special commands to control Unicode format (default)
Decompose	Special commands to control Unicode format
Example: á	Unicode value U+00E1
Can be a single character á	Unicode value U+00E1

Or two characters a with combining acute   ?   Unicode value U+0061 U+0301

The default is to work Composed

Easy-Key is not designed to convert decomposed characters
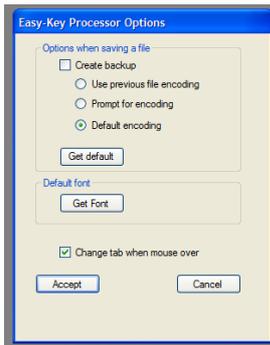
Tools
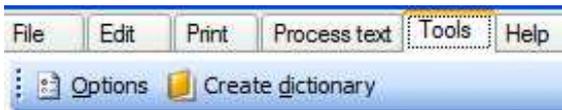
Options

Opens a dialogue box

Create backup – tick this to keep a backup

Use previous file encoding: use the file's original encoding
Default encoding: The default is UTF8
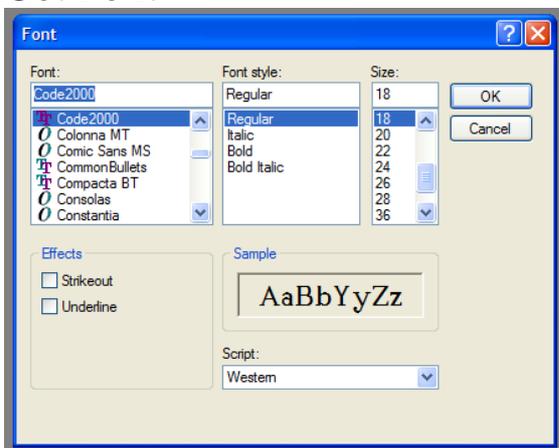## Get default   Does not change the default
Default font   changes font (see below)

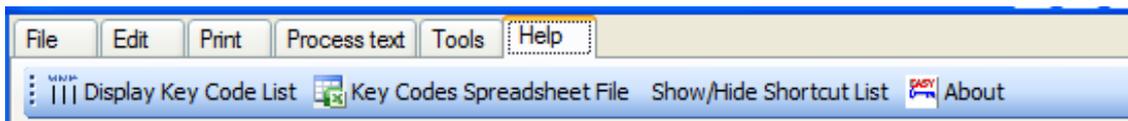## Change tab when mouse over If this is not ticked the menu selections do not change unless the relevant tab is clicked

Accept   To accept changes
Cancel   To cancel changes

Get Font

Help

Display Key Code List

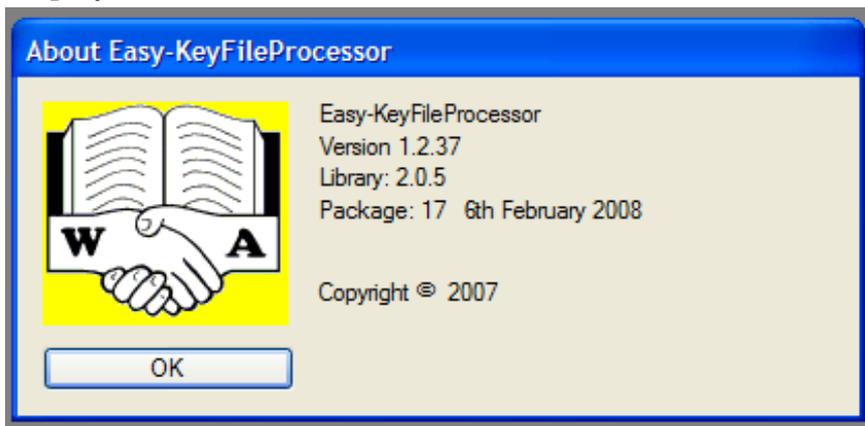See all the programmed WA Key Codes
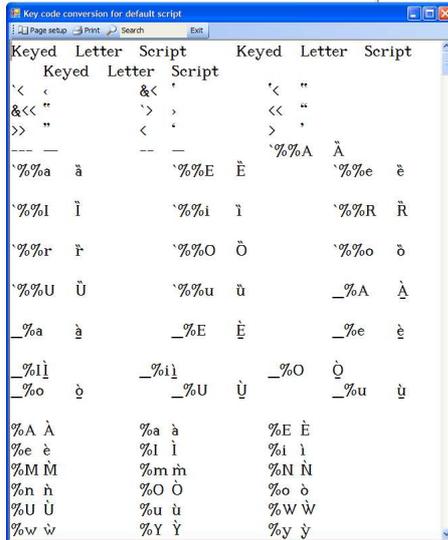
Key Codes Spreadsheet file

Generates a spreadsheet listing of WA key codes in XML

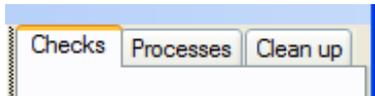Show or hide shortcut list: Described earlier

About

Displays the installed current version

Checks, Processes and Clean up tabs

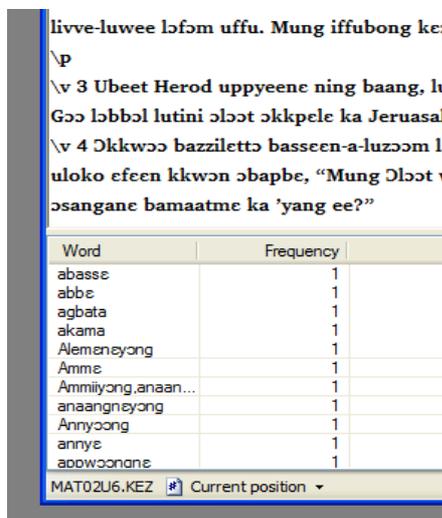To the right of the edit window there are three tabbed menus

Checks tab

Has (at present 5 buttons)

Create word List: Click this to create a word list in the lower window based on the text that has been opened.

The created word list with a frequency count.

Save Word List: Opens a dialogue box to enable a name to be given to the word list for saving.

@ box: Clicking this box creates a list of any @ symbols in the text to allow further inspection to help resolve an unreadable character

Characters Used: Clicking this button creates a list of characters used in the text and gives its Unicode value and has a frequency count to help check for possible errors.
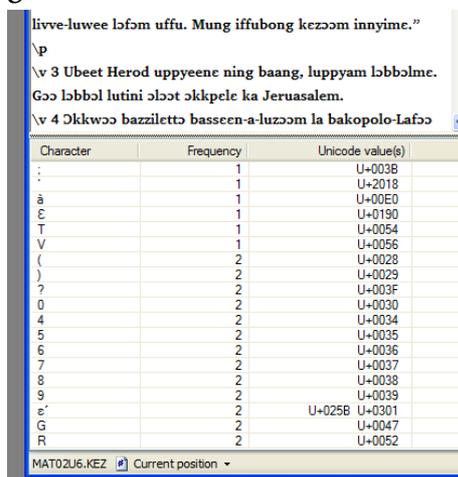
Key as Unicode: – When this box is ticked typing a WA keycode into the text is automatically converted to Unicode and the true character is displayed.

If this box is not ticked typed characters remain "as typed".

Processes Tab
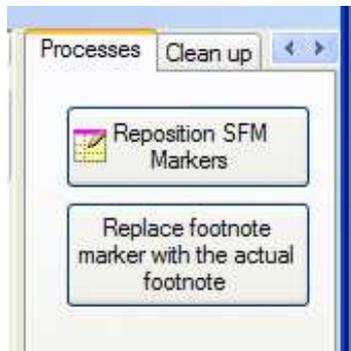
Processes

Reposition SFM Markers: Click this button to reposition any markers after entering any extra text

Replace footnote marker with the actual footnote: When all corrections to the text has been completed click this button to get all footnotes moved to their correct location.

Note: if there are any errors in the footnote marker or its destination marker the procedure is not acted on and a warning note is given in the lower box giving a list of wrong markers.

These must be corrected before the footnotes can be moved.
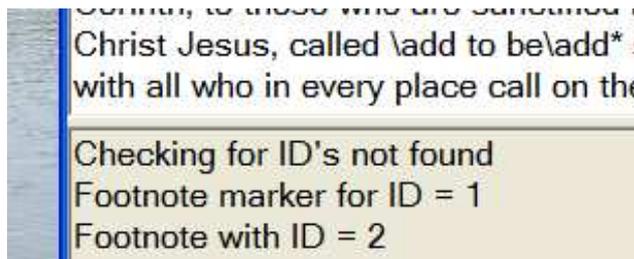
In this example there are two errors

1)   The first footnote place marker is * f1* (there is a space between the * and the f) instead of *f1* (no spaces)

2)   The second footnote is   \f 2 \fr 1.23 \ft NU-Text reads \fq Gentiles\f*
        It is \f space 2 instead of \f2 (no spaces)
        The correct text is   \f2 \fr 1.23 \ft NU-Text reads \fq Gentiles\f*
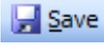
When the errors have been corrected, clicking the box results in this message

The footnotes have been moved in place of the *f#* marker and the start of the footnote maker changed to \f + \fr 1.23 \ft NU-Text reads \fq Gentiles\f*

Note: \f# now becomes \f +

Save the text (Ctrl S) or click the save icon 💾 Save

To edit other chapters repeat as above when finished click exit Exit to close the program.

Clean up tab
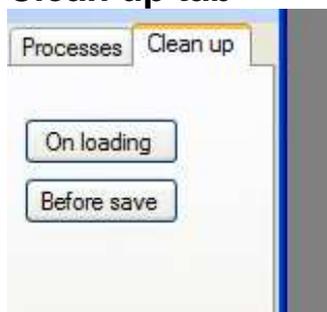
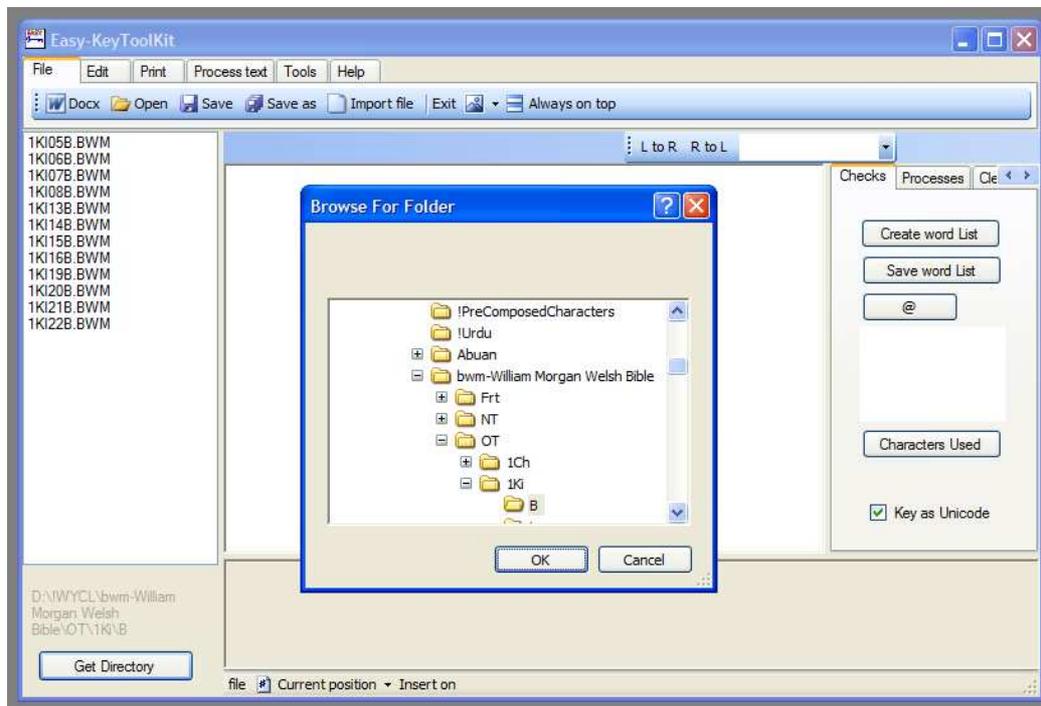This tab does not need to be used. The program automatically cleans the text when opening and saving.

Clean up operations are
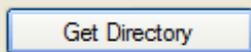
Remove any excess lines and spaces

Move "in line" SFMs to be "in line"
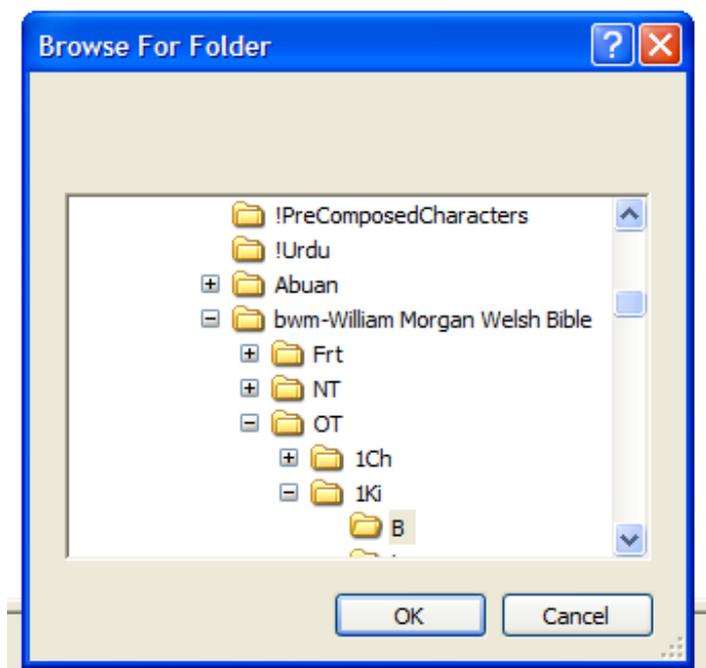
Get Directory

This is a more efficient way to open a file for editing etc
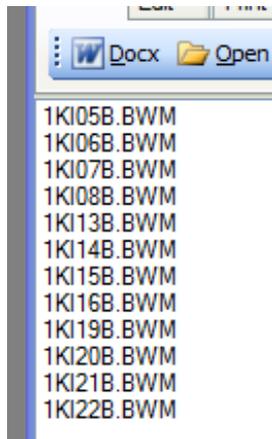

Click get directory

Navigate to the directory (folder) that contains the files to be edited

Click OK

The files in that directory (folder) will be listed in the left hand section of the window

A single click on a selected file will open it into the edit window as shown below