

What Can You Copy with Megabit Macros?

This document contains examples of what you can copy from a PDF into your indexing program with the macros along with a description of each macro.

Macros that copy a string of names from a bibliography and split them up into individual entries are covered in a separate document.

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Note on “Cleanup”

Fairly often, when we copy from a PDF, we get extra spaces where we don't want them, or paragraph breaks where we don't want them. These macros are able to remove these in some but not all cases. This is another way in which the macros save you time. See the Appendix for details.

Note on Macros That Return to the PDF (and Macrex)

The original idea of these macros was to copy your selected text from the PDF into the indexing program and automatically return the focus to your PDF—in effect, to give you one-touch copying after you've selected the text in the PDF.

With the SKY and Cindex macros, most of the macros assume that you are autorepeating the page number, so they just move the focus back to the PDF at the end. Other macros stop for you to enter the page number, and then return the focus to the PDF when you press Enter (in SKY) or PageDown (in Cindex). (I also have a version for Cindex in which none of the macros use autorepeat, or as Cindex calls it, “Carry Locators Forward.”)

However, with Macrex, there are so many different options for entering the page number that so far, most users prefer to always take care of the page number themselves. So in the current Macrex file, the macros just stop when ready for the page number, but there is also an alternate ending on which I am currently waiting for feedback. Since this document was originally written for the SKY and Cindex macros, it still refers to “returning to the PDF,” but Macrex users should bear in mind that the Macrex macros don't do this at this time.

Copying Without Returning to the PDF

The simplest macro just copies your selected term into the main field in your indexing program and then just stops (so you can do anything more you want to)—this macro does not return the focus to the PDF.

You can copy a word or phrase into the main field and then just stop (so that you can do other things to your entry in your indexing program):	
<i>what you select:</i>	<i>result in indexing program:</i>
linguistics	linguistics <i>[waiting for you to edit it]</i>
indexing methods	indexing methods <i>[waiting for you to edit it]</i>

The next macro also does not return to the PDF, but makes a copy of your entry and then leaves you in SKY so you can edit the copy.

<i>what you select:</i>	<i>result in indexing program (two entries):</i>
early Mesopotamian history	early Mesopotamian history early Mesopotamian history <i>[waiting for you to edit the 2nd entry]</i>

Copying and Returning to the PDF

These are the most standard macros, that you'll probably use most of the time: they just copy, move to the next empty main field in your indexing program, *and then take you back into your PDF*—and they do not require you to press any keys during the macro. When the macro is complete, your focus (your cursor) will be in the PDF and you can immediately select something else to copy next.

NOTE: These macros assume you are letting the indexing program auto-repeat the page number, although you can use auto-repeat or not as you prefer. There are other macros that stop for you to change the page number (see page 7).

To copy a term into the main field and then return to the PDF automatically	
<i>what you select:</i>	<i>result in indexing program:</i>
American Telephone & Telegraph	American Telephone & Telegraph
William the Conqueror	William the Conqueror
To copy a term into the main field and add an “s” to it, then return to the PDF automatically:	
<i>what you select:</i>	<i>result in indexing program:</i>
bicycle	bicycles
building	buildings
To copy text into the main field and italicize it, then return to the PDF automatically:	
<i>what you select:</i>	<i>result in indexing program:</i>
Beowulf: The Monsters and the Critics	<i>Beowulf: The Monsters and the Critics</i>
Harry Potter and the Chamber of Secrets	<i>Harry Potter and the Chamber of Secrets</i>
To copy text into the main field and make it bold, then return to the PDF automatically:	
<i>what you select:</i>	<i>result in indexing program:</i>
Lake Winnemucca	Lake Winnemucca
Lake Wobegon	Lake Wobegon

Copying and Inverting Names

Note: Macros for splitting up groups of names from bibliographies are covered in a separate practice sheet.

<p>To copy and invert the last name only in a proper name, and then return to the PDF automatically (a hyphenated name will be treated as one word):</p>	
<i>what you select:</i>	<i>result in indexing program:</i>
Johann Sebastian Bach	Bach, Johann Sebastian
Earl E. Byrd	Byrd, Earl E.
Marie Anne Fox-Smith	Fox-Smith, Marie Anne
<p>To copy, invert, and replace first name(s) with initials with periods:</p>	
<i>what you select:</i>	<i>result in indexing program:</i>
Anna Karen Billingsley	Billingsley, A. K.
<p>To copy, invert, and replace first name(s) with initials without periods:</p>	
<i>what you select:</i>	<i>result in indexing program:</i>
Jane Adele Gerson	Gerson, JA
<p>To copy and invert a proper name with two words in the last name, and then return to the PDF automatically (a hyphenated name will be treated as one word):</p>	
<i>what you select:</i>	<i>result in indexing program:</i>
Heaven Leigh Day	Leigh Day, Heaven
John David Redson Gonzaga	Redson Gonzaga, John David
<p>To copy, invert, and replace first name(s) with initials with periods:</p>	
<i>what you select:</i>	<i>result in indexing program:</i>
Katherine Maria de Aragon	de Aragon, K. M.
<p>To copy, invert, and replace first name(s) with initials without periods:</p>	
<i>what you select:</i>	<i>result in indexing program:</i>
John James Baxter Smith	Baxter Smith, JJ
<p>To copy a name that is already inverted but delete notation of editor(s) (“ed” not case-sensitive):</p>	
<i>what you select:</i>	<i>result in indexing program:</i>
Dumbledore, A.B. (ed.)	Dumbledore, A.B.
Wright, B.C. (Ed.)	Wright, B.C.

Macros That Stop for You to Enter Text Before Returning to the PDF**

These two macros will *stop and wait* for you to type in a subentry if you copied a main, or for you to type in a main entry if you want your copied text to be a sub. After pasting in your copied text, the macro will wait for you to **press the appropriate key for your indexing program**, and when you press the key, the macro moves to the next empty main field and returns you to the PDF.

In the examples, the text that you typed is shown in a **different font**.

To paste into the main field, then stop to type something in the sub field, **and go back to the PDF when you press Enter**:

what you select:

continents

states

result in indexing program:

continents *[in main field]*

Africa *[in sub field]*

states *[in main field]*

Colorado *[in sub field]*

To paste into the sub field, then stop to type something in the main field, **and go back to the PDF when you press Enter**:

what you select:

London

Siamese

result in indexing program:

cities *[in main field]*

London *[in sub field]*

domestic cats *[in main field]*

Siamese *[in sub field]*

SKY ONLY:

This new macro is only for SKY 7—it opens the editing window, to give you the most flexibility in modifying the copied text:

SKY 7 ONLY: copying into the editing window

To copy text into the editing window so you can edit it there, then paste the edited text into the main field and **return to the PDF when you close the editing window**:

what you select:

Hogwarts Schol of Witchcraft

University of Noter Dame

result in indexing program:

Hogwarts Schol of Witchcraft *[waiting for you to edit it]*

University of Noter Dame *[waiting for you to edit it]*

Copying Titles and Adding Info in Parentheses**

These macros are for copying titles or other info when you want to add information in parentheses after the copied text. The first two macros put a title into quotation marks or italics, and then stop inside parentheses, and then *you must type the info you want to put inside the parentheses* (e.g., an author's name or a date) **and then press the appropriate key for your indexing program**. The macro then moves to the next empty main field and returns to the PDF.

In the examples, the text that you type is shown in a [different font](#).

To put **quotation marks** around what you copied, add parentheses, then wait for you to type the author's name, date, or whatever in the parens, **and go back to the PDF when you press Enter**, use **QUOTESAddAuthor**:

what you select:

Lord of the Rings

result in indexing program:

"Lord of the Rings" ([Tolkien](#))

For **British** punctuation, use

what you select:

Canterbury Tales

result in indexing program:

`Canterbury Tales' ([Chaucer](#))

To **italicize** what you copied, add parentheses, then stop and wait for you to type text in the parens, **and go back to the PDF when you press Enter**:

what you select:

The Sun Also Rises

Call of the Wild

result in indexing program:

The Sun Also Rises ([1926](#))

Call of the Wild ([London](#))

Changing the Page Numbers When You Copy**

These macros copy/paste your selected text and then stop in the page number field and wait so that you can put in a new page number or edit the existing one **and then press the appropriate key in your indexing program to return to the PDF**, so that you can change the page number without having to flip back over into SKY separately:

To copy into the main field and change the page number:	
<i>what you select:</i>	<i>result in indexing program:</i>
industrialism	industrialism 72 [in page field]
transcendentalism	transcendentalism 144 [in page field]
To invert the last name only of a proper name (no matter how many words are in the name) and change the page number:	
<i>what you select:</i>	<i>result in indexing program:</i>
Paige Turner	Turner, Paige 426 [in page field]
Elizabeth Witherspoon	Witherspoon, Elizabeth 67 [in page field]
To invert the last two names in a proper name and change the page number:	
<i>what you select:</i>	<i>result in indexing program:</i>
Priscilla Mullins Alden	Mullins Alden, Priscilla 89 [in page field]
Susanna Marie Wesson O'Brien	Wesson O'Brien, Susanna Marie 242 [in page field]
This macro stops after entering the text in the main field and waits for you to do anything you want (you can use your indexing program's shortcuts during the wait*) , and then to enter the page number , then returns to your PDF when you press Enter:	
<i>what you select:</i>	<i>result in indexing program:</i>
Romance languages	Romance languages [waiting for you to edit it] 445

Breaking Up a Series of Items Separated by Commas

Use this macro to break up series of items separated by commas.* The macro will still work if there is no comma before the “and”. It will also remove parenthetical material.

Press Ctrl+Shift+Y to turn a series into individual items:	
<i>Note: The keyboard shortcut for this macro was changed in order to leave Ctrl+Shift+N available in Adobe – shortcut for going to a specific page number (Go To Page dialog box).</i>	
<i>What you copy:</i>	<i>Result in indexing program (separate entries):</i>
Kansas City, Abilene, Cottonwood Falls, Garden City, and Leavenworth	Kansas City Abilene Cottonwood Falls Garden City Leavenworth
New York, Annapolis, Baltimore and Delaware	New York Annapolis Baltimore Delaware
Minneapolis (1952), St. Paul (unknown), Columbus (1963-1965), and San Francisco (1966)	Minneapolis St. Paul Columbus San Francisco

*See the separate practice sheet on name-splitting for macros that will split up a string of names from a bibliography into individual entries.

In SKY only, there are also three macros to change the case of entries, using the same shortcuts as you would use within SKY.

Appendix

What the Cleanup Routine Does

The macros will “clean up” any of the following in the selected text (*some of these may appear in raw copied text even though you cannot see them in the PDF*):

- spaces at the end or beginning
- line breaks within the text
- double spaces within the text
- semicolon, colon, period, comma, question mark, or exclamation point at the end
- hyphens followed by a space (but the name macros don’t delete hyphens)

The examples are shown in a monospace font so that double spaces are easier to see.

what you select:

Uni ted Federati on
of PI anets;

Smi th and Jones
(1974)

John Jacob
Astor.

the i ndex
is ready,

Di d you
i ndex that?

What a
truly great i ndex!

result in indexing program:

Uni ted Federati on of PI anets

Smi th and Jones (1974)

John Jacob Astor

the i ndex is ready

Di d you i ndex that

what a truly great i ndex

The macros also delete an extra space around after a left parenthesis, an extra space before a right parenthesis, or an extra space before a comma.

Examples:

what you select:

Wilson, A. (1972)
Samson, B. (1975)
Arouet , Francois
Marie

result in indexing program:

Wilson, A. (1972)
Samson, B. (1975)
Arouet, Francois Marie

The macros will also delete extra spaces sometimes found in copied text after an uppercase letter where there was a ligature in the PDF, or an extra space after the “T” in “The”:

Examples:

what you select:

The Best Methods
Constant Comment
Eocene epoch
Far Pavilions
Firestone
Florida
Inquiries
Iona, Island of
Oedipus

result in indexing program:

The Best Methods
Constant Comment
Eocene epoch
Far Pavilions
Firestone
Florida
Inquiries
Iona, Island of
Oedipus

Fixing Unwanted Spaces in Copied Names

Sometimes when you copy text from certain PDFs, you will end up with extra spaces where there were “ligatures”—two characters that look as if they were printed as a unit for better spacing¹ (even though you can’t see the space when you look at the PDF). *Only the name-copying macros are able to detect and fix these and only when they are between two lowercase letters.* (In ordinary text, the macros would not be able to distinguish whether something should be a separate word—they can only distinguish this within the names because almost all names begin with a capital letter.)

For example, if you copied from a PDF and ended up with text like the examples that follow, the name-inversion macros will delete the extra space. (They’ll also fix an extra space after a hyphen.)

<i>Result if you copy by hand:</i>	<i>Ligature:</i>	<i>Result if you copy by macro:</i>
Sha emia Alonzo	ae	Shaemia Alonzo
Hope Mac ombler	co	Hope Macomber
Le o Buscaglia	eo	Leo Buscaglia
Luf a Sponge	fa	Lufa Sponge
Hif finia Nottingham	ff	Hiffinia Nottingham
Leaf ie Lane	fi	Leafie Lane
Hoof jacket Cowpuncher	fj	Hoofjacket Cowpuncher
Joanna Laf lorida	fl	Joanna Laflorida
Sharif sia Dequincey	fs	Sharifsia Dequincey
Si erra Erickson	ie	Sierra Erickson
Li nnette Gunderson	in	Linnette Gunderson
Nati onal Velvet	io	National Velvet
Eli zabeth Taylor	iz	Elizabeth Taylor
Susan Ses sions	ss	Susan Sessions
Sally Smith- Jones	-	Sally Smith-Jones

If you run into other cases like this that keep occurring, please let me know and I’ll add them.

¹I know that sounds illogical, but that’s the way it happens.