

Easy-Key Concatenate

Before you begin:

Easy-Key consists of four main programs Merger; Toolkit; Concatenate; and Edit and requires prior installation of .net 2, Code2000 and Charis SIL fonts in order to work correctly.

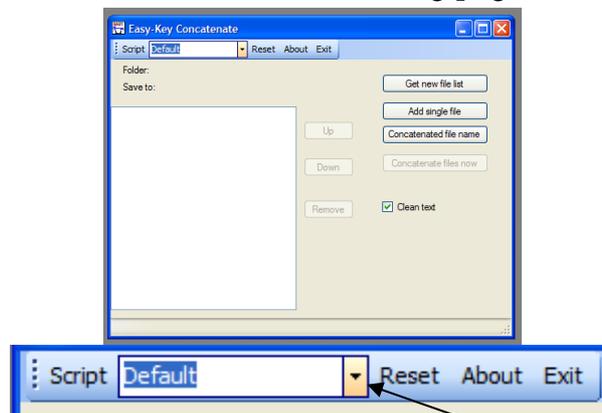
It is assumed that everything has been correctly installed including a shortcut on the desktop for this program

Starting Concatenate

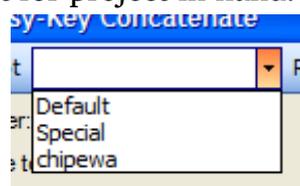
Double click on the Easy-Key Concatenate icon.

The program opens as shown below.

Menus and functions are described on the following pages



Script – To select special script for project in hand. Click the yellow down button



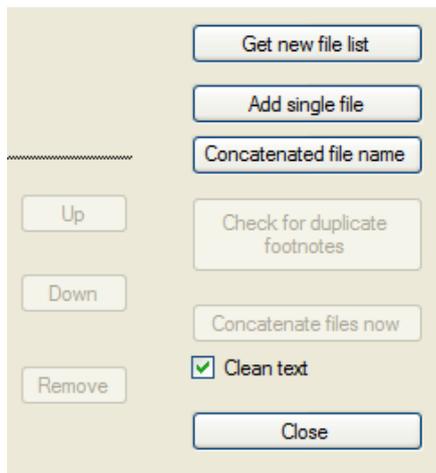
Reset – Resets the program

About – Displays program information



Exit – Closes the program

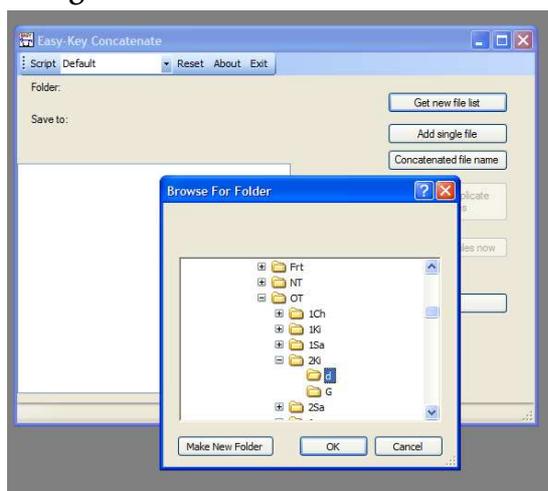
Working menus



Producing a concatenated book file

There are two primary uses for using Easy-Key Concatenate during the WEBBS production process - firstly to produce a file from which sight-checking proofing sheets can be produced and secondly to create a final book file from merged and corrected file sets. The method is similar for both. In the first, the file set used is one of the two files sets (ASCII or Unicode) from keyboarding teams. For the second the files are those that have been corrected from the sight-checking sheets and then merged and corrected to produce a single set of chapter files for a book.

Make sure all the files are in one folder for easy access. Click "Get new file list" and navigate to where the files are.***



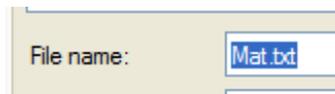
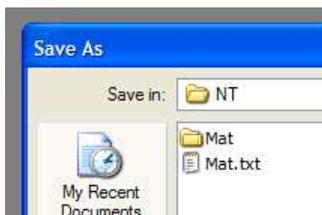
Click OK



If the files are out of order select a file and move with the “up” and “down” buttons. If there are unwanted files in the list click the “remove” button (After selecting the file to be removed).

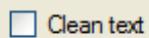
If an extra file is needed click “Add single file” then if necessary move it to its correct position.

When all is ready click “Concatenate file name”, select a suitable folder and enter a file name



The concatenate files button will then be enabled.

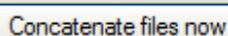
For a proofing sheet set you need to leave in all \id and \id2 entries So leave the



“clean text” box un-checked.

For a final book file you need to remove all \id and \id2 entries (except the first \id [book name code]) and remove any excess spaces and lines, so in this case ensure that “clean text” box is checked.

Click the “Concatenate files now” button



A Concatenation completed message will appear



N.B. Concatenated files from Easy-Key Concatenate are always produced in Unicode if the “clean text” box is checked.

For files intended for Sight-checking proofing sheets the “clean text” box should be un-checked. Concatenated text content then remains as the original files. If the original files are in Unicode or are of mixed content the file will have to be converted to ASCII (in Easy-Key Toolkit) before putting through SF Converter, and then into Word (with font conversion) etc in the usual way.