

# 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](http://www.easy-key.info) (the hyphen is important) for guidance on installation if you have not done this already.

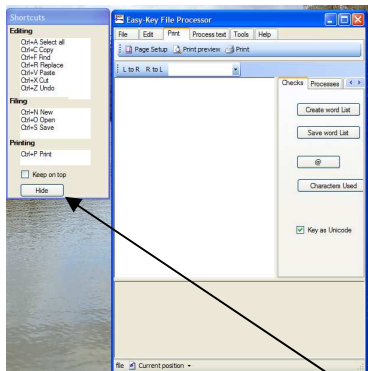
All the individual program files in the installation package are needed.

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.

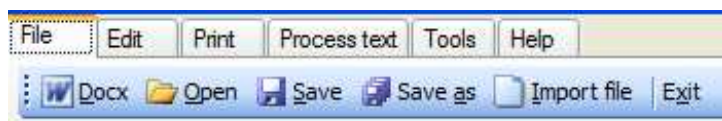
The program will open which will contain a work window and (if enabled) a “short cuts” prompt. Untick the “keep on top” option to stop it from blocking the workspace.




Another alternative is to click hide.

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

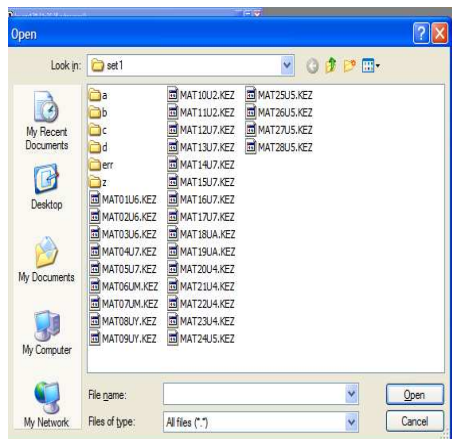
## File menu



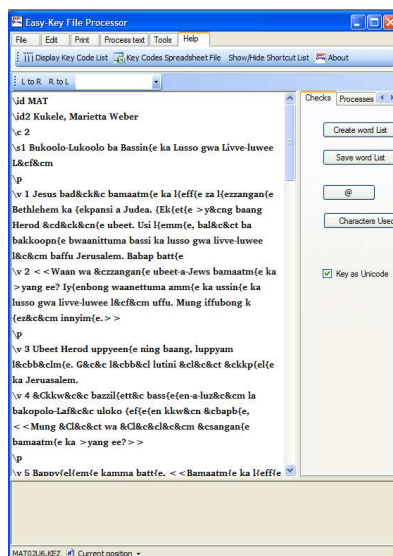
The first icon  is for working with Docx files created by Microsoft Office 2007. We will not be using this feature and it has been disabled.



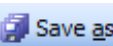
To open a file click the open icon and navigate to the file you wish to work with




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.

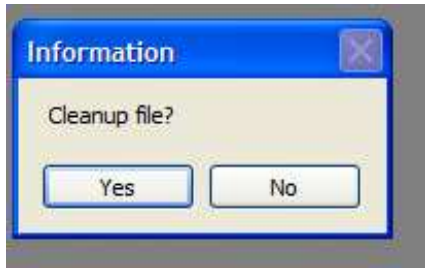
A dialogue box will open (as with the open file procedure)

 is similar to the open file procedure.

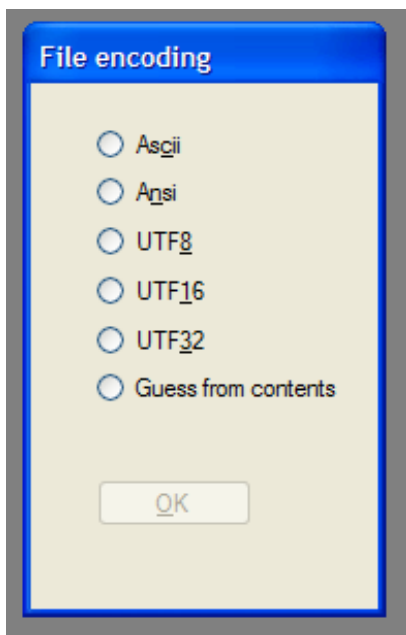
A dialogue box will open (as the with the open file procedure)

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



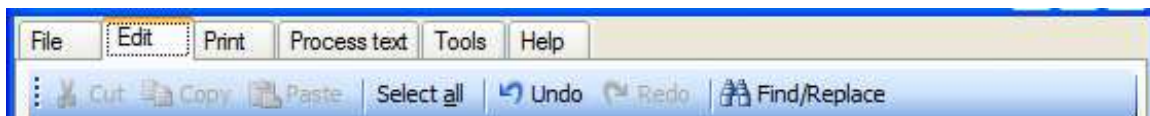
- ASCII** For plain (Non Unicode) text although Unicode UTF8 is OK for ASCII text
- ANSI** For ANSI (Windows default) text must not be opened as Unicode or ASCII
- UTF8** The Unicode files encoded as UTF8
- UTF16** Special Unicode files
- UTF32** Special Unicode files
- Guess from contents** [not recommended]

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

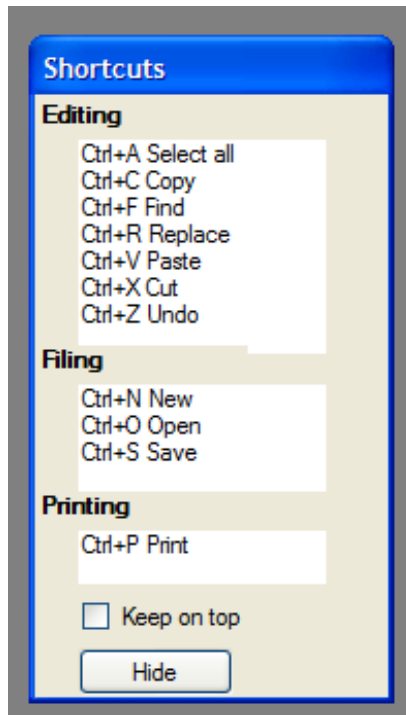
Click OK to confirm the selection

**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**

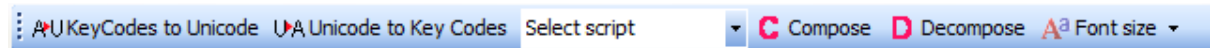


This tab has Select all, Undo and Find/Replace buttons available in the shortcuts menu which has a few more options available.



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

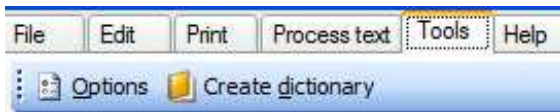
Can be a single character á    Unicode value U + 00E1

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

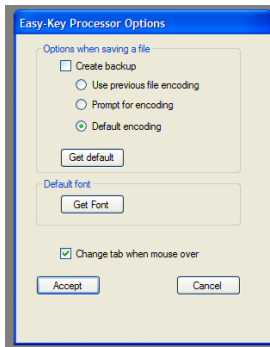
## Tools



## 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

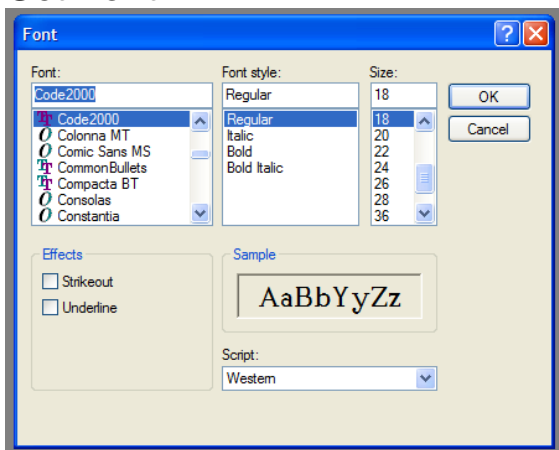
**Default font** changes font (see below)

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

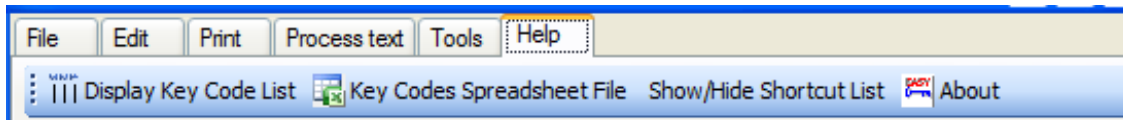
**Accept** To accept changes

**Cancel** To cancel changes

## Get Font

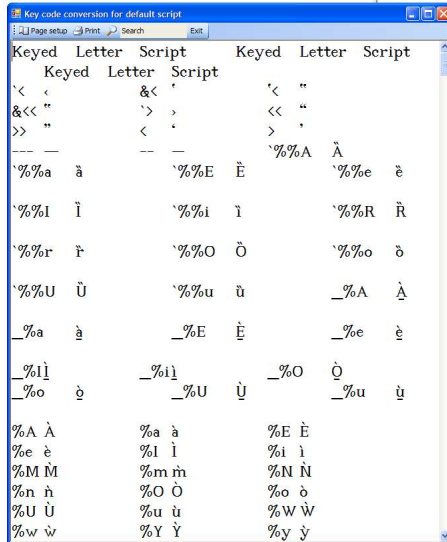


## Help



## 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

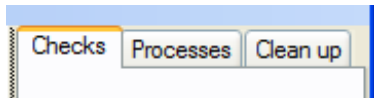
## About

Displays the installed current version



## Checks, Processes and Clean up tabs

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

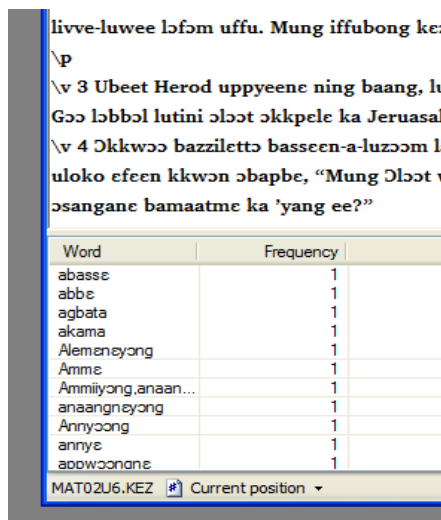


### Checks tab

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.

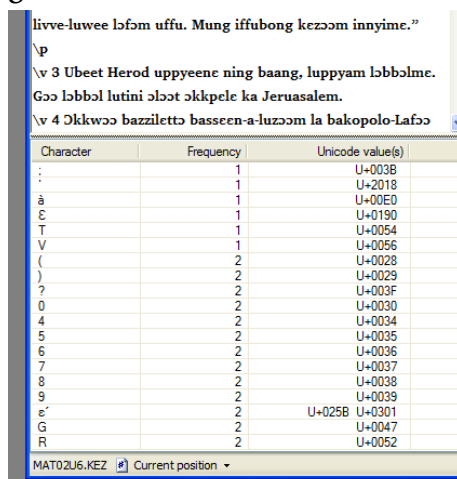
The created word list with a frequency count.



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

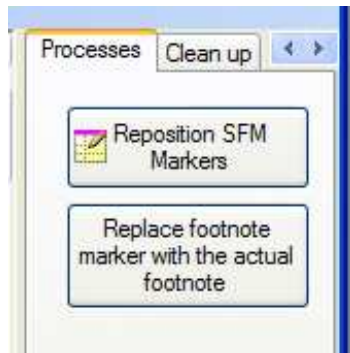
**@ box:** Clicking this box creates a list of any @ symbols in the text to allow further inspection to help resolve an unreadable character

**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



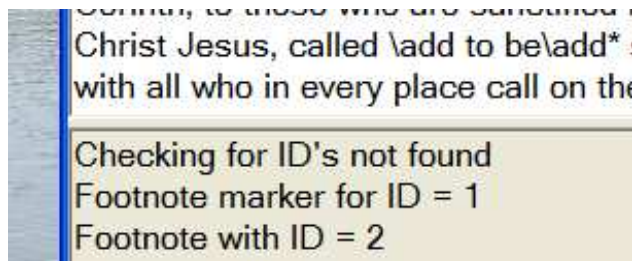
## Processes

**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

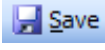



Corinth, to those who at  
Christ Jesus, called \ad  
with all who in every pla

3 Footnotes moved

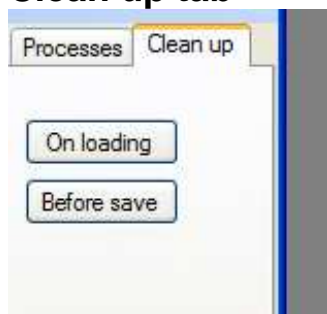
The footnotes have been moved in place of the \*f#\* marker and the start of the footnote maker changed to \f + \fr 1.23 \ft NU-Text reads \fq Gentiles\f\*

Note: \f# now becomes \f +

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

To edit other chapters repeat as above when finished click 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.

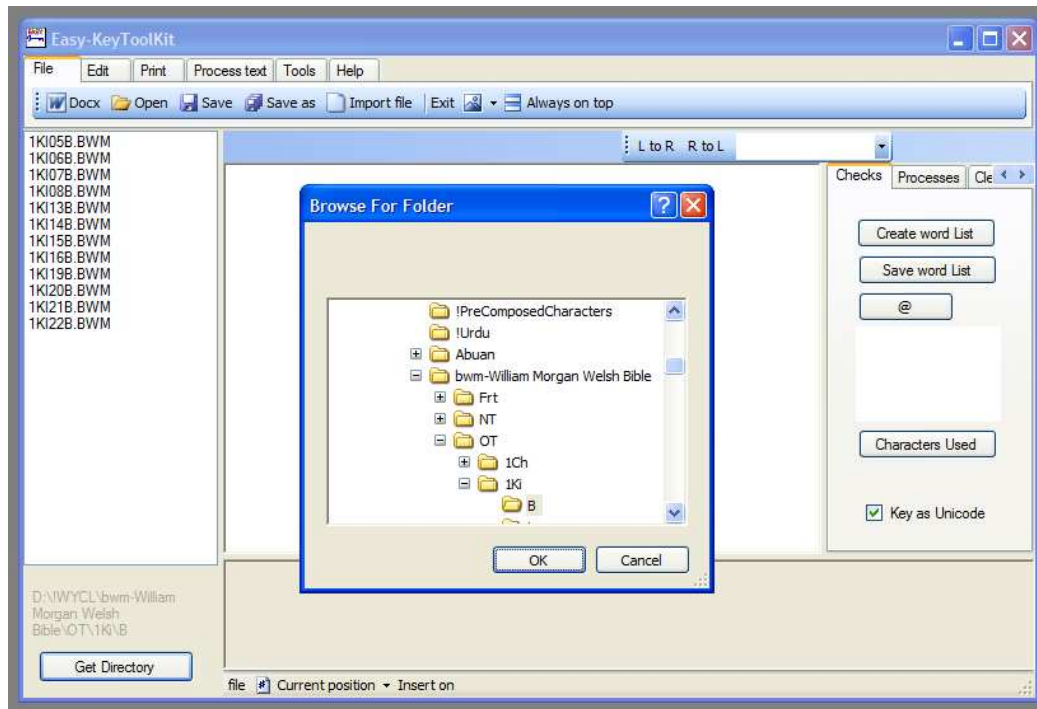
Clean up operations are

Remove any excess lines and spaces

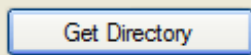
Move “in line” SFMs to be “in line”

## Get Directory

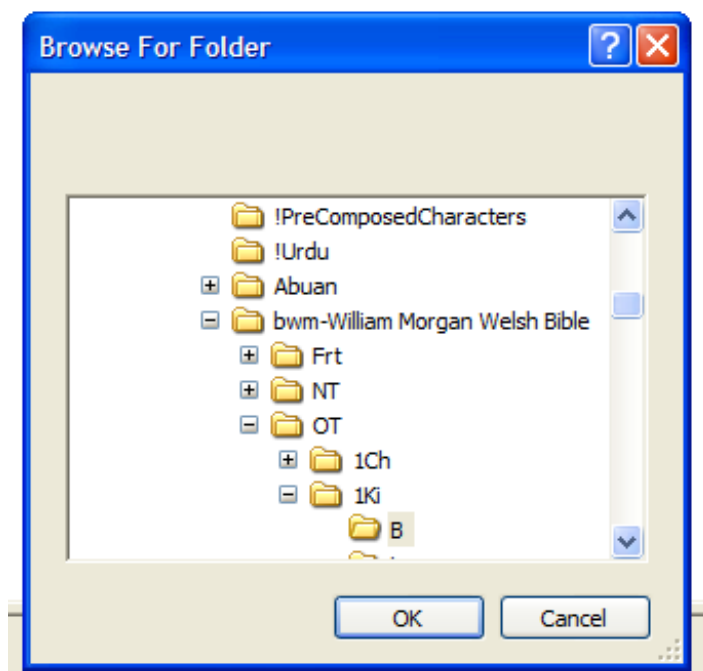
This is a more efficient way to open a file for editing etc



Click get directory

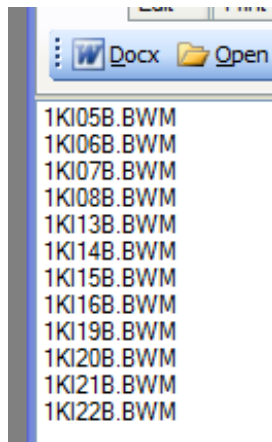


Navigate to the directory (folder) that contains the files to be edited



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

