EasyKeyEdit Release Notes

Welcome to EasyKeyEdit!

These notes contain similar information to what appears on the Documentation Wiki but are provided in "Portable Document Format" (PDF) so that you can download them and use them for reference off-line if that suits your current circumstances better.

What is EasyKeyEdit?

It is a simple text editor for use in Wycliffe Associates (UK) by keyboarders in the Worldwide Electronic Book & Bible Service (WEBBS) for keying scriptures and other, related documents. It has been designed so that, as you key in the "foreign" characters with the WEBBS key code, they will display as the finished characters.

For example, if you type "/e" it will display as "é".

This will make it much easier for you to see what you have typed.

Background: Foreign Characters and WEBBS Key Codes

As you will know, you cannot normally type in foreign characters such as:

é - ¿ - ת

Instead, you have to type in the following WEBBS key codes:

/e - ?? – {n

Later on, these are converted to the appropriate "foreign" characters.

Historically, this conversion process has been complex but, in recent years, a system known as "Unicode" has been developed. (Don't worry; you do not need to understand anything about it; just be aware of its existence.) Unicode provides a system for storing these foreign characters in computers in a consistent way.

Wouldn't it be nice if you could type in these characters directly? Well, yes, it would, but since there are approximately one hundred thousand (100,000) such characters, you would need a very large keyboard! Our way around this problem has been to ask you to type in WEBBS key codes to represent the foreign characters. Now, **EasyKeyEdit** will detect these special combinations automatically and convert them to their Unicode equivalent as you type.

Displaying Foreign Characters

If we take ordinary characters like,

a b c d e f g

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we are all aware that they can look quite different, depending on the chosen font. For example:

abcdefg   **ABCDEFG**   abcdefg   **abcdefg**   **abcdefg**

So, what we see displayed on the screen is a combination of the character stored in the computer and the font used to display that character.

This is an important point to remember when using any text editor because the vast majority of fonts can only display a small range of characters. To view a range of Unicode characters, you need a Unicode font and there are very few of these available currently. By way of illustration, the following table shows twelve foreign characters as rendered by different fonts.

Font Name	Characters
Arial	
Times New Roman	
Charis SIL	Ǹ ǹ Ȳ ȳ Ȯ ȯ Ȩ ȩ ƀ đ ǥ ᵽ
Code2000	Ǹ ǹ Ȳ ȳ Ȯ ȯ Ȩ ȩ ƀ đ ǥ ᵽ
Arial Unicode MS	ƀ đ ǥ ᵽ
Microsoft Sans Serif	Ǹ ǹ Ȳ ȳ Ȯ ȯ Ȩ ȩ ƀ đ ǥ ᵽ

You will notice that, in some fonts, the character is displayed correctly (albeit with some variation). In others, the diacritic (accent) is not displayed correctly whilst, in the remainder, it is not displayed at all but rendered with a   .

If you ever open a file in any text editor (including EasyKey**Edit**) and you see a   , then this is a sign that the selected font cannot display the character.

This leads to an important point: to enable EasyKey**Edit** or any other *Windows* program to display the character correctly, you must select an appropriate font.

For WEBBS work, we recommend that you should normally use "Charis SIL", 12 or 14 point font. If you have difficulty seeing this font size, you can make it bigger using the menu entitled "Select Font" and choosing a larger font. (See below for details. Some users prefer 18 or even 20 point. Just use whichever size you prefer.) If ever another font would be preferable, then we will indicate this on the Project Description Sheet.

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Introduction to EasyKeyEdit

The best way to find out what EasyKey**Edit** does is to watch the demonstration. This can be downloaded from the home page of the [Documentation Wiki](). Please look at this before reading the rest of this document as "a picture is worth a thousand words". These notes build upon the demonstration and are designed to provide you with *additional* information.

Getting Started

Having watched the demonstration, the next stage is to install the appropriate software. You need to install the **program files**, the **.NET 2.0** environment (unless you are using Windows Vista or .NET 2.0 has already been installed), and **suitable fonts**. All the necessary information can be found on the [EasyKey Downloads website]().

Having installed the software, open EasyKey**Edit** and select the "Charis SIL" font in 12 or 14 point. This will then be the default font, that is, the first one available whenever you open the program. (Different computer operating systems will have different default fonts so it helpful to ensure that EasyKey**Edit** has its own, appropriate default font.)

Using EasyKeyEdit

This is a standard *Windows* program with tabbed menus with familiar functions such as "File [New-Open-Save-Save as]" and "Print [Page setup-Print preview-Print]". You will also find some functions that are unique to this program (such as "Process text") but you should find that they operate in a familiar way.

When you open EasyKey**Edit** for a new typing session, you will have a blank typing area. If you are starting a new file, you should save it at the earliest opportunity and then at regular intervals as you progress.

Saving Your Work

The first time that you save a new file, you will need to give it a name and to specify a folder in which to store it. You can use either the "Save" or "Save as" command to achieve this. Once you have given a name and place to your file, you can simply click on the "Save" command to save the current version at any time. It is good practice to get into the habit of constantly saving your work at short, regular intervals.

The file that you save will automatically be stored in Unicode format and will preserve the "foreign characters" just as you have seen them on the
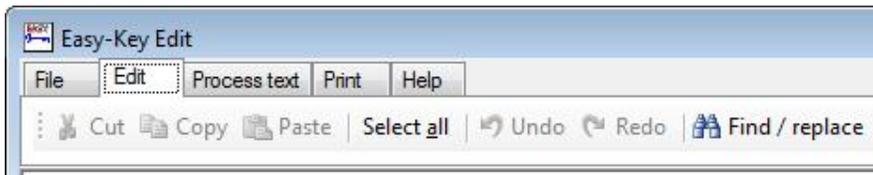
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screen. This means that if you open these files with a standard text editor program (such as *Notepad*), some of these foreign characters may not display properly. What's more, you shouldn't edit the file with any program other than EasyKey**Edit** because when you save it in another program, it will not use the Unicode format and the file will be useless as far as WEBBS is concerned.

Converting Old Files

If you have a WEBBS file that you typed earlier using the previous "plain text" method, you can open it with EasyKey**Edit** but you will then have to convert it to Unicode format to see the correct representation of "foreign" characters. (The demonstration shows how this is done.)
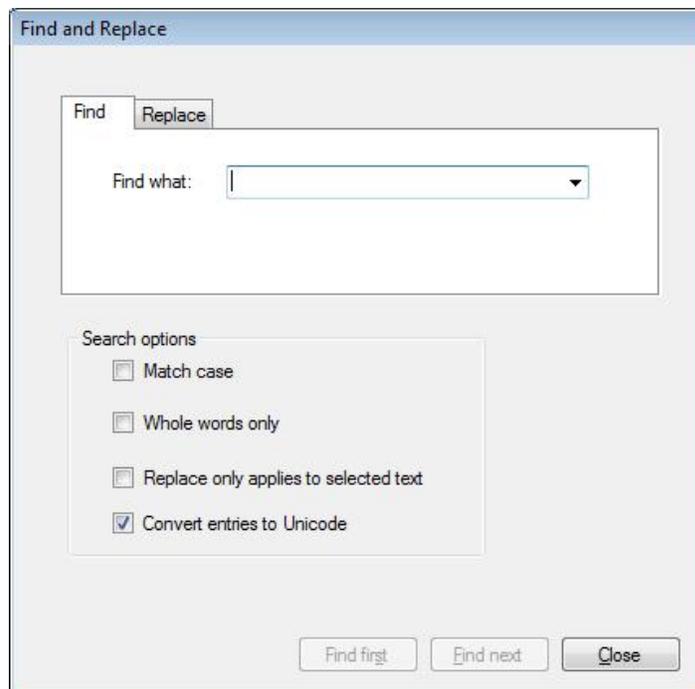
Find And Replace Tab

This function can be found on the "Edit" menu. Click on the "Edit" tab to see the following functions.

You may find, after typing a file (or a considerable section of text) that you have consistently been entering something wrongly. This function makes it very easy to correct your mistake.

When you click on "Find / replace", the following dialogue box will appear:

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Click on the "Replace" tab and enter the sequence of characters that has been entered wrongly in the first box (entitled "Find what:"), then enter the correct sequence in the second box (entitled "Replace with:").

The function allows you to complete just one change at a time or you can opt to replace every occurrence of the first sequence with the second sequence. When the change has been made to your satisfaction, simply click on the "Close" button to carry on typing or checking your file. By default, this function will convert codes to their equivalent Unicode character.
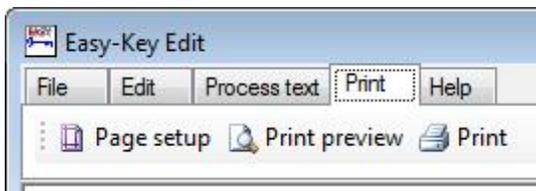
Process Text

This is a function that you won't have seen elsewhere. If you have already used the program to type a file with special characters, you will have found that it converts the WEBBS key code (such as "/e") immediately into the corresponding special character ("é") without further intervention on your part.

This function allows you to change the Unicode characters back into key code combinations so that you can check that you have entered the correct code. This is provided because, occasionally, you may find that a key code has not been properly converted to the character or diacritic (accent) that you expected.

You will need to check first of all that you are using the appropriate **font** for the work you are doing (by selecting some text and clicking on "Select font") to show what font is being used. This function then allows you to check whether or not you have entered the correct key code.

Printing

This gives you direct access to the standard print functions of your computer (provided, of course, that you have at least one printer and have already configured it to work with your system).
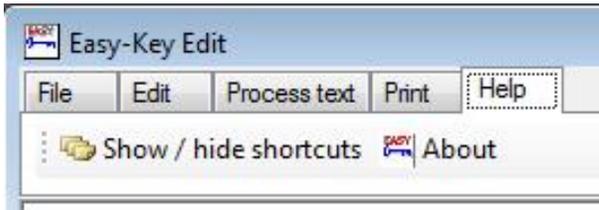

It is very important in WEBBS work that you get into the habit of proof reading your work before submitting it. Although some people can do this effectively on the computer screen, many people find it much easier to proof read from a printed version. This function will help you to produce a full version of your file for proof reading and may help you to put right any obvious errors before the work is submitted for further checking.

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Shortcut Keys

In common with other operating systems, *Windows* has a number of standard key combinations that provide a shortcut to common functions. For example, holding down the <Ctrl> key and pressing the <C> key will activate the "copy" function. You can then use the combination of <Ctrl> and <V> to activate the "paste" function.

A list of these useful shortcuts is provided with the program and can be set to stay on top of other windows all the time or to be hidden, according to your preference. You can toggle this window using the command on the "Help" menu.

Any Questions?

We hope that you will have found these notes useful. If you still have queries or questions about something, please check the section on the Documentation Wiki entitled "Help and FAQs". If that doesn't provide the answer you're looking for, we have a Support Centre where you can log your question for our expert volunteers to consider in person. (There is a link on the home page of the EasyKey website.)