3 — SFMS IN GROUPS

Groups of SFMs

The **Standard Format Markers** (SFMs) described in this section differ from those described in the previous section in several ways.

● These SFMs are used in groups of two or three.

● These SFMs do not start a new line but continue on the same line as preceding text.

● These SFMs are not likely to be used without full instructions being given in the InSheet.

In each case, the last SFM in the group has an asterisk (for example: \x*). In some cases the group is used with a marker in the text which has two asterisks (for example: *f3*).

As keyboarders we should rely on the instructions in the InSheet to know how to use these SFMs but it may be easier to do that after understanding the principles of them from this section of the Reference Sheets.

Rules about Spaces

The rules about spaces are:

Each SFM without an asterisk has a space before it and a space after it.

Each SFM with an asterisk (*), has:

● no space before it

● a space after it, except that there is no space after it if:–

… it is followed by punctuation, or

… it is at the end of a line (that is, a true line, not simply where the text overflows onto the next line).

Each marker in the text, which will have two asterisks (e.g.*f1*) has a space **either** before or after it, depending on the arrangement of the original text.

Groups of two SFMs

Sometimes we need to indicate that a word or a phrase or a longer section of text looks different in the original—perhaps *italic* or **bold** or in a different font—because it has a particular purpose, such as a quotation or a keyword. We only mark these when the InSheet tells us to do so. If we do mark them, two SFMs are needed, one to show where the difference begins and another (the one with an asterisk) to show where it ends.

\qt and \qt* ('qt' for quoted text)

Quoted text is often in italics to distinguish it from the rest of the text. If the InSheet tells you to do so, type \qt where italics start and \qt* where they end. Other SFMs may be used to mark italics or other text styles. The InSheet will tell you what to use. (See "Rules about Spaces" above.)

\nd and \nd* (name of deity)

Where a name for God, or one of the Trinity, appears in small capitals, D, you may be asked to indicate this in the text. For example, where the word is JESU it would be keyboarded \nd Jesu\nd* Note that the small capital letters are typed in lower case but all larger upper case letters in the original are typed as regular upper case.

In Easy-KeyEdit4 select Common Tasks; Misc; Name of Deity; type the text in the box, and select Accept.

\add and \add*

The InSheet may advise that text in Italics should be keyboarded as such, using these SFMs, but please check that is the case if not mentioned in the InSheet.

Keyboarding Footnotes and Cross-references using Easy-KeyEdit4

Where there are footnotes and cross references in the text the InSheet will indicate whether or not these are to be keyboarded. Where a verse has a footnote and a cross-reference type the footnote first, and then type the cross-reference immediately after the footnote with a space between the \f* SFM of the footnote and the first SFM of the cross-reference.

When footnotes are to be included, in Easy-KeyEdit4 select the Footnotes and Cross-reference tab: Footnotes: Footnote location marker. For the first footnote either type 1 in the box, or use the up arrow. The next time Footnote location marker is selected the Footnote number will increase by 1, where two footnote marks are linked to a single footnote, 'Footnote repeat of a location marker' should be selected.

To input the footnote text select Footnotes and Cross-reference tab and then Footnotes and Footnote content, and the relevant footnote number. Different forms of footnote content are available, correct use of 'Add as a Key'; 'Add as a Quotation' and/or 'Add as Text' should be explained in the InSheet. Incorrect use of these tabs will be shown when you press accept and return to the Text input pane.

Please note that Easy-KeyEdit4 automatically generates a space before the Footnote marker which then needs to be deleted.

The process is similar for Cross references:

Select the Footnotes and Cross-reference tab: Cross-reference: Cross-reference location marker. For the first reference either type 1 in the box, or use the up arrow. The next time Cross-reference location marker is selected the Cross-reference number will increase by 1, this can be altered if two Cross-reference marks are linked to a single Cross-reference.

To input the Cross-reference text select the Footnotes and Cross-reference tab: Cross-reference: Cross-reference(s), and then the relevant cross-reference number; then type in the Cross-reference text; following the punctuation and spacing in references instruction in the InSheet, typing it as a continuous line of text.