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What is the *Classical Text Editor*?

Classical Text Editor is a word-processor written for the special needs of scientific editions.

It contains facilities for working with critical apparatus and sigla.

Several apparatus and sets of notes can be defined. The indexing and referencing as well as the making up will be done by *Classical Text Editor*. Each apparatus or set of notes may be referenced through repetition of words contained in the text, as usual with critical apparatus, or through footnotes.

Classical Text Editor allows the text, along with the margins and the alignment, to be mirrored in a sophisticated way. It fully supports right-to-left text. *Classical Text Editor* lets you create any number of indices.

Windows 95/NT only: You may include objects such as graphics (by linking or embedding) in a *Classical Text Editor* document, which were created by another application, if that application supports OLE.

When using block align, if you don't want the superfluous space to be equally distributed between all words you can define positions in the text where it shall be inserted.

For each document there is a text window, a header and footer window and one window for each apparatus or notes.

Classical Text Editor uses True Type™ fonts only.

See also: [Introduction and First Steps](#)

Introduction and First Steps

Creating a *Classical Text Editor* document

Create a new document by executing *New* from the *File* menu, or import an existing document in Rich Text Format by choosing *Import* from the *File* menu. Then invoke the Format Dialog by executing *Format* from the *Options* menu to set the page format, the numbers of notes and apparatus you need, their styles and preferences, the margin formats, etc. Of course, you may change any of these preferences later.

Editing

You can edit the text in two **modes**, between which you can change with *Edit Mode* and *Made Up Mode* in the *Options* menu. The edit mode allows you to use the whole window space and to edit margin text and text formatted as hidden. In made up mode you can do the syllable division.

To **highlight** parts of the text (in fact, the color will be inverted), either press the *Shift* key when using the keys for cursor movement, or press the mouse button at one end of the text to be marked and release it at the other end, or set the caret to one end and click at the other end while pressing the *Shift* key. Mark whole words by double-clicking them, whole paragraphs by double-clicking while pressing the *Shift* key.

There are four **bookmarks** you may use to navigate through your text. Set them by pressing *Shift*, *Control* and the corresponding number key (1 to 4). Return to your mark in whichever window by pressing the *Control* key plus the number key.

If, e. g. after an operation involving the repositioning of paragraphs, the screen should not be updated properly, use the *Windows* menu's *Refresh* command or press *F8*.

See also: Special Characters

Updating the References

While editing the text window, changes that concern the apparatus and notes are monitored. References that seem no longer valid are marked with a ‡ sign and can be found (*Shift + F9* or *Find|Find Dirty*) and updated later.

The footnote numbers, index and line numbers of the references in notes and apparatus are NOT updated on the fly. So before printing your document you should execute *Update All References* from the *Edit* menu.

Recommendations for Quick and Easy Work

Try to constitute your text before adding notes and apparatus. This will save you the time to update all the obsolete references.

When you begin to work with a text, e.g. when you import it from a RTF-file, start with chapters and margins. Working with a document will get much faster, when chapter or margin texts appear from time to time in the text. If you don't need either of them, insert some empty margin text blocks.

When editing a text for which notes and/or apparatus have already been entered, don't switch much between the text window and other windows of the same document. Every time you do so, all the changes you made in the text window will have to be applied to all notes and apparatus (regardless if visible). That's just wasting time and nerves.

When adding new notes or apparatus entries, work whenever possible with just one note and/or one apparatus window open. So you won't have to specify each time you make a new entry the number of the window into which it shall be made.

If you use numbered footnotes, it may be preferable to enter them before you enter the apparatus. This is simply because footnote numbers cause a change of the text which makes it necessary to update the apparatus.

Disable **Kerning** for screen output, especially if you use italics. Thus the screen will be updated faster and you will avoid eventual partially overwritten italic characters.

Create and use [Autotext shortcuts](#) for frequently repeated text.

Above All

SAVE YOUR DOCUMENT ALL TEN TO TWENTY MINUTES ! It's just pressing *Ctrl+S*. Every time you save, the last version will be conserved in a backup file, which takes the file name and the extension ".~ct". If your document should get corrupted: Quit without saving, delete the document and rename the backup file by giving it the extension ".cte".

BACKUP YOUR WORK EVERY EVENING (or morning, depending on the time you use to turn off your computer). Don't let the file you work on be the only you got. Your hard disk might crash or even you might do something quite unexpected to your file and save twice so the backup file would be gone, too.

See also: [Sigla and Manuscripts](#) [Indices](#) [Text](#) [Header and Footer](#) [Notes](#) [Apparatus](#)

System Requirements

Environment: 16-bit version: Microsoft Windows™ 3.1 or compatible
 32-Bit version Microsoft Windows™ 95 or NT
 Classical Text Editor has not been tested with Microsoft
 Windows™ 32s

Processor: At least 80386; 80486 or higher recommended

Disk space: 3 MB plus three times the size of currently open documents.

At least one True Type™ font installed.

The installation of *MultiKey* is recommended.

Text Window

This window contains the main text.

References

To create a reference to a certain part of the text, mark it and choose from the *Insert* menu either *Apparatus Reference (F5)* or *Note Reference (Shift + F5)*. The reference will be inserted into the currently open window of the specified type and that window will get active. If the chosen apparatus / notes contains footnotes instead of text references, a footnote will be inserted at the caret position.

References will cover whole words only. So your marking has in no way to be exact, just cover any part of the first and the last word. If you want to reference just one word, it is sufficient to place the caret there. If the reference is obvious from the context, you may hide it using the Reference Flag dialog. If the same word should occur more than once in a line and therefore indexing should get necessary, the reference will become visible again automatically (and be hidden again if indexing is no longer necessary). Do not hide a reference using the *Hidden* font style except if, in certain cases, you want to specify the reference manually. This may be useful if a change of font should be inevitable.

Besides those necessary references that connect your notes with the text, it is possible to create references to lines of text. To do so, set the caret in the notes / apparatus window to the position where the reference shall be inserted, then change to the text window again and posit the caret on that word whose line shall be referenced and choose *Line ref. to app. (F7)* or *Line ref. to notes (Shift + F7)* from the *Insert* menu. The new reference will be inserted and in the following updated with the other references. References that point to the same line as the entry in which they are found will not be printed but shown in edit mode as asterisks (*), formatted as hidden.

If you insert a space (or paragraph break) in the middle of a referenced word and thus divide it into two words, the reference will henceforth point to the second word. Spaces and paragraph signs themselves are treated as belonging to the word which precedes them. So in most cases it will be more useful to insert new spaces **before**, not after a word.

Chapters

Chapter numbers will be used for referencing in headers, footers, apparatus and notes and for line numbering. To create them, type the number (or string), mark it and choose *Chapter* from the *Insert* menu.

If you don't want the chapter number to be printed in the text just in the form you want it to be used in references, change its format to *hidden*. If you want just the line numbers, specify a single space character.

The line in which a text marked as chapter text is found will be numbered as the first line of the chapter.

Margins

At any place of your text you can enter text to be displayed at the margins. Choose *Inner Margin* or *Outer Margin* from the *Insert* menu (Be sure the window is in *Edit* mode). Type the margin text in the colored part of the text. Margin text that fits into a single line will not interfere with line numbering; line numbers will be skipped. If you define longer margin text, it is on you to prevent single instances of margin text from interfering with each other and with line numbering.

Header and Footer Window

This window contains the headers and footers for each section in the following order:

- Left Header
- Right Header
- Left Footer
- Right Footer

To insert a reference to the chapters shown at the current page (or double page), choose *Note Reference* from the *Insert* menu.

Apparatus Window

This window contains an apparatus. Each paragraph corresponds to one entry. Nevertheless, on printing all entries belonging to the same page will be gathered into a single paragraph. An empty paragraph will show up as a paragraph break in the printout.

Every number will be interpreted as a manuscript identifier. To insert numbers that are no manuscript identifiers, use the *Alt* Key in combination with the numeric keys.

To insert a siglum, choose *Siglum...* from the *Insert* menu or press *F3*.

To find an entry whose corresponding part of the text has changed, choose *Dirty Reference* from the *Find* menu or press *Shift + F9*. The text window's, if open, caret position will be synchronized.

To update a reference right now and eventually clean the ‡ sign, choose *Clean Reference* from the *Edit* menu or press *F9*.

It is not recommended to format whole entries as hidden. Doing so will cause difficulties in the print-out: Line references preceding a hidden entry will themselves be hidden. If you override this by setting the references format to definitely not hidden, all line references will show up, but this can lead to "empty" references, if no visible entry applies to this line.

Solution: If you don't want to delete entries not needed for printing, create a new apparatus not intended for printing and move these entries there (Using copy and paste).

See also: [Sigla and Manuscripts](#).

Notes Window

This window contains notes on the text. Each paragraph corresponds to one entry. Nevertheless, on printing all entries belonging to the same page will be gathered into a single paragraph. An empty paragraph will show up as a paragraph break in the printout.

To find an entry whose corresponding part of the text has changed, choose *Find Dirty* from the *Find* menu or press *F2*.

To update a reference right now and eventually clean the ‡ sign, choose *Clean Reference* from the *Edit* menu or press *F9*.

Print Window

This window shows the text as it will be printed.

Use the scroll-bars or the arrow keys to view different parts of the page (Windows 3.1 version: Only the keys on the numeric keyboard with NUMLOCK set to **on** will work). Use these keys in combination with the *Ctrl* key to scroll by page.

Use the *Page Down* key or the arrow down button to get the next page.

Use the *Page Up* key or the arrow up button to get the previous page.

You can zoom in or out using the *Windows* menu's *Zoom* command.

Dialog Boxes

Apparatus / Notes Settings

Delete Mss.

Edit Sigla

Edit Autotext

Find

Find Mss.

Find Sigla

Font

Footnote Style

Format

Import Bible Works text

Import File

Index

Insert File

Insert Chapter Reference

Insert Special Character

Open File

MultiKey

Paragraph

Paragraph Numbers

Preferences

Reference Flags

Registration

Replace

Scale Object

Section

Sigla

Zoom

About

Menu

File Edit Insert Find Options Windows Object Help

File

New	Creates a new document.
<u>Open...</u>	Lets you open an existing document.
<u>Import...</u>	Lets you import a file in the <u>ENPS</u> or <u>RTF</u> format.
Save	Saves the current document.
Save as...	Lets you save the current document under a new name.
Close	Closes the current document.
Print...	Displays the Print dialog box to let you print the current document.
<u>Print preview</u>	Shows the current document as it will be printed.
Printer setup...	Displays the Printer Setup dialog box.
Exit	Exits <i>Classical Text Editor</i>

Edit

<u>Font...</u>	Lets you change the current font.
<u>Paragraph...</u>	Lets you change the attributes of the current paragraph.
<u>Section...</u>	Lets you change the attributes of the current section.
Reference...	Lets you change the attributes of the <u>current reference</u> or <u>footnote</u> .
Delete reference	Deletes the <u>current reference</u> .
Clean reference	Clears the "Dirty" sign from the <u>current reference</u> .
Update all references	Updates all references
Sigla	
Solve next block	Solves the sigla of the <u>manuscript numbers / sigla block</u> right to the caret to manuscript numbers.
Build next block	Builds the <u>manuscript numbers / sigla block</u> right to the caret to sigla.
Solve all	Solves all sigla of the current document to manuscript numbers.
Build all	Builds all manuscript numbers of the current document to sigla, where possible.
Create Autotext...	Define Autotext shortcut for marked text.

Insert

Apparatus reference	and
Note reference	A) In the text window, adds a reference to the currently selected words to (one of) the open apparatus / note window(s). B) In the header / footer window, inserts a <u>reference to the current chapter</u>
Line ref. into apparatus	Inserts a reference to the caret position in the text window into (one of) the open apparatus window(s). This function is intended to create cross-references. It will not bind a part of the apparatus to a certain location of the text.
Line ref. into notes	Inserts a reference to the caret position in the text window into (one of) the open note window(s). This function is intended to create cross-references. It will not bind a note to a certain location of the text.
<u>Siglum...</u>	Lets you insert a siglum
Chapter	Marks the selected text as a chapter definition.
Inner margin	Lets you insert inner (left) margin text.
Outer margin	Lets you insert outer (right) margin text.
Command string...	Lets you insert a command string (for <u>indices</u>)
<u>Paragraph numbers...</u>	Lets you add numbered chapter and margin text to paragraphs automatically.
<u>Character map</u>	Opens a window displaying the characters of the current font.
<u>Special character...</u>	Lets you insert dashes, syllable divisions etc.
Section...	Inserts a section separator at the end of the current paragraph.
File...	Lets you insert another <i>Classical Text Editor</i> document into the current one.
Autotext	Change Autotext shortcut to the associated text.
<u>Bible Works text</u>	Insert converted Bible Works Greek or Hebrew text at the caret position.

Find

<u>Find...</u>	Lets you search for text and formats.
<u>Replace...</u>	Lets you search and replace text and formats.
Find again	Repeats the last search operation without opening the <i>Find</i> window.
Replace again	Replaces found text without opening the <i>Replace</i> window.
<u>Find mss....</u>	Lets you search for a ms. or a constellation of mss.
Find mss. again	Repeats the last <i>Find mss.</i> operation.
<u>Find sigla</u>	Lets you search for a siglum or a constellation of sigla and mss.
Find sigla. again	Repeats the last <i>Find sigla</i> operation.
Find dirty	Searches for the next not-updated reference after the caret position.
<u>Delete mss....</u>	Lets you delete mss. from the current document.
Bookmark	Go to a bookmark.
Set bookmark	Set a bookmark to the current position.

Options

Edit mode	Lets you edit margin text, using the entire window.
Made up mode	Shows the line breaks as they will be printed.
Show control signs	Makes line breaks and other special characters visible.
<u>Preferences...</u>	Lets you select the colors used by <i>Classical Text Editor</i> to distinguish different sections of text.
<u>Format...</u>	Lets you specify the settings of the active document.
<u>Sigla...</u>	Lets you add sigla to your document or change existing sigla.
<u>Autotext...Dlg5020</u>	Lets you view and modify your Autotext shortcuts.
Import	
<u>Format...</u>	Lets you import the formats of another document.
<u>Sigla...</u>	Lets you import the sigla of another document.

Windows

Text	Opens and/or display the <u>text window</u> of the current document.
Notes	Opens and/or display the <u>notes window</u> of the current document. If there is more than one notes window, a dialog box will ask for the number.
Apparatus	Opens and/or displays the <u>apparatus window</u> of the current document. If there is more than one apparatus window, a dialog box will ask for the number.
Header & footer	Opens and/or display the <u>header/footer window</u> of the current document.
Tile	Tiles open windows.
Cascade	Arranges open windows.
Arrange icons	Arranges the icons of minimized windows.
Synchronize	Sets the caret position in all other windows of one project to the position that resembles the caret position in the active window.
Refresh	Repaints the windows of the current document.
Zoom	Lets you change the zoom factor of the current window.

Object (Windows 95/NT only)

New...	Lets you create a new linked or embedded object.
Copy	Copies the <u>current object</u> to the clipboard.
Paste...	Lets you insert a linked or embedded object from the clipboard.
Properties...	Lets you change the <u>current object's</u> properties.
Scale...	Lets you change the size of the <u>current object</u> .
Open...	Performs the <u>current object's</u> default action, which will in most cases be opening the object for editing.
Do	Lets you choose an action associated with the <u>current object</u> to perform.
Update	Updates the <u>current object</u> .

Help

Index	Display the help <u>index</u>
Keyboard	Gets help on the <u>keyboard</u>
Toolbar	Gets help on the <u>toolbar</u>

Menu
Using help
About...

Gets help on the menu
Gets help on Windows help
Displays the About dialog box

Toolbar

Use the toolbar boxes and buttons to format fonts and paragraphs without invoking dialog boxes.

Click at the graphics to get specific information.



Template Combobox

For any paragraph in the text window, you may select a template. Templates are defined in the Format dialog (menu: Options | Format).

If you change the template of a paragraph, the styles in which the paragraph differed from his previous template will be kept. If you want to discard them in order to give the paragraph exactly the styles of the new template, hold down the shift key while selecting the new template.

Font Combobox

Use this combobox to quickly select any desired font. Eventual highlighted text will be converted to the selected font.

Font Size Combobox

Use this combobox to quickly select any desired font size. Enter the size manually if it is not displayed in the list. Eventual highlighted text will be converted to the selected font.

MultiKey Button

If MultiKey is installed on your system, pressing this button invokes the MultiKey dialog.

Bold Button

Pressing this button toggles the font between bold and not bold.

Italic Button

Pressing this button toggles the font between italic and not italic.

Capitals Button

Pressing this button toggles the font between capitals and not capitals.

Underline Button

Pressing this button toggles the font between underline and not underline.

Strikeout Button

Pressing this button toggles the font between strikeout and not strikeout.

Hidden Button

Pressing this button toggles the font between hidden and not hidden.

Right-to-Left Button

Pressing this button toggles the font between right-to-left and left-to-right writing.

Left-Align Button

This button left-aligns the current paragraph.

Right-Align Button

This button right-aligns the current paragraph.

Center Button

This button centers the current paragraph.

Block-Align Button

This button block-aligns the current paragraph.

Control Signs Button

This button toggles the visibility of control characters such as paragraph signs.

Synchronize Button

Pressing this button synchronizes the caret position of each window of the active document according to the caret position of the active window.

Sigla Combobox

If an apparatus window is active, this combobox lets you choose a siglum to insert at the caret position.

Keyboard

Shortcuts

Special Characters

Shortcuts

F1	Help
F2	Change Autotext shortcut to text.
F3	Insert siglum
F5	Insert reference into apparatus
F6	Synchronize windows
F7	Insert reference to current line into apparatus at current position there
F8	Refresh the windows of the current document
F9	Update reference
Shift + F3	Solve the sigla of the <u>manuscript numbers / sigla block</u> right to the caret to manuscript numbers
Shift + F5	Insert reference into notes
Shift + F6	Tile open windows
Shift + F7	Insert reference to current line into notes at current position there
Shift + F9	Search dirty reference
Ctrl + F2	Define Autotext shortcut for marked text.
Ctrl + F3	Build the <u>manuscript numbers / sigla block</u> right to the caret to sigla
Shift + Ctrl + F9	Updates the <u>current object</u> (Windows 95/NT only)
Shift + Insert	Edit Paste
Shift + Delete	Edit Cut
Alt + Backspace	Edit Undo
Ctrl + #	Insert command string
Ctrl + 1-4	Go to bookmark 1, 2, 3 or 4
Ctrl + A	Windows Apparatus
Ctrl + C	Edit Copy
Ctrl + D	Set font to the default font of the paragraph
Ctrl + F	Find Find
Ctrl + G	Find Find sigla
Ctrl + M	Find Find mss.
Ctrl + N	Windows Notes
Ctrl + O	File Open
Ctrl + P	File Print
Ctrl + R	Find Replace
Ctrl + S	File Save
Ctrl + T	Windows Text
Ctrl + V	Edit Paste
Ctrl + X	Edit Cut
Ctrl + Z	Edit Undo
Ctrl + Backspace	If <u>MultiKey</u> is installed, only the diacritical mark on a character gets deleted.
Ctrl + Insert	Edit Copy
Ctrl + Delete	Edit Delete reference
Shift + Ctrl + 0	Options Show control signs
Shift + Ctrl + 1-4	Set bookmark 1, 2, 3 or 4

Shift + Ctrl + A	Input font name
Shift + Ctrl + B	Bold
Shift + Ctrl + F	Find Find again
Shift + Ctrl + G	Find Find sigla again
Shift + Ctrl + I	Italic
Shift + Ctrl + L	Right to left
Shift + Ctrl + M	Find Find mss. again
Shift + Ctrl + P	Input font size
Shift + Ctrl + R	Find Replace again
Shift + Ctrl + S	Strikeout
Shift + Ctrl + U	Underline
Shift + Ctrl + X	Hidden
Shift + Ctrl + Z	Enter window zoom factor (Windows Zoom Other)
(Shift +) Ctrl + E	Show whole reference (show first and last word only)
(Shift +) Ctrl + H	Hide (show) reference
(Shift +) Ctrl + Q	Insert (remove) bracket (" ")

Special Characters

Tab	Sets a position to insert superfluous space when block-aligning a line.
Shift + Tab	Marks the character left to the caret position as not to be printed at line ends.
Ctrl + Space	protected space (does not break)
Shift + Ctrl + Space	protected hard space (does not break and will not be expanded on block-align)
Shift + Return	Location where line end is possible
Ctrl + Return	line break
Ctrl + “-”	syllable division
Shift + Ctrl + “-”	not-protected dash (simple dashes won't break a word at line-end)
Alt + 0-9	Insert numerals that will not be treated as mss. into an apparatus window

Use, Find and Replace Special Characters

Use the following codes in the *Find What* and *Replace With* fields or to enter the strings to be inserted into notes and apparatus on printing.

^l	line break
^p	paragraph sign
^s	protected space (does not break)
^.	protected hard space (does not break and will not be expanded on block-align)
^_	syllable division
^-	not-protected dash (which may break the word at line-end)
^=	position to insert superfluous space when block-aligning the line
^#	sign that marks the previous character not to be printed at line ends
^!	location where line end is possible
^^	caret sign (^)

Section divisions are part of paragraph marks. So when replacing paragraph signs be careful not to unwillingly delete section divisions.

Open File Dialog Box

Menu: File | Open.

This dialog box lets you open an existing *Classical Text Editor* document. The default extension is *.CTE.

Import File Dialog Box

Menu: File | Import.

This dialog box lets you import files from ENPS or RTF. Choose the desired file type in the *file type* combo-box (You have to do so even if you enter a file name with extension to inform the program, which type of file to convert!).

ENPS Choose an *ENPS configuration file*. You will specify the number of the text in a following dialog box.

RTF Choose a file in Rich Text Format (ANSI or Macintosh character set).

Import Format Dialog Box

Menu: Options | Import | Format.

This dialog box lets you import the formats of a different document into the active document. The corresponding formats in the active document will be overwritten.

Import Sigla Dialog Box

Menu: Options | Import | Sigla.

This dialog box lets you import the sigla of a different document into the active document. The sigla in the active document will not be overwritten. Instead, the imported sigla will be appended to the existing list. Virtual double assignments won't matter, because the imported sigla are assigned an internal ID of their own. Delete unwanted old or new sigla manually.

Insert File Dialog Box

Menu: Insert | File.

This dialog box lets you insert another *Classical Text Editor* document into the current document at the current position.

Save As Dialog Box

Menu: File | Save as.

This dialog box lets you save the current document under a new name.

Save Index Dialog Box

This dialog box lets you choose the name and location of the index you are going to build.

Find Dialog Box

Menu: Find | Find.

This dialog box lets you search for text and formats.

You can search for special characters.

You may use the keyboard shortcuts, the *Paragraph* and *Font* buttons or the toolbar to enter formats (All toolbar formatting commands will be directed to this window when it is open). The *Plain* button deletes all format settings.

You may cancel a lengthy search by pressing the *Esc* key.

You may confine the search to a part of the text by selecting that part before opening this dialog box.

Replace Dialog Box

Menu: Find | Replace.

This dialog box lets you search for and replace text and formats.

If you specify no replace string but a replace format, all found text will be re-formatted.

If you specify neither a replace string nor a replace format, all found text will be deleted.

You can search for special characters.

You may use the keyboard shortcuts, the *Paragraph* and *Font* buttons or the toolbar to enter formats (All toolbar formatting commands will be directed to this window when it is open). The *Plain* button deletes all format settings.

You may cancel a lengthy search or replace operation by pressing the *Esc* key.

You may confine the search and replace operation to a part of the text by selecting that part before opening this dialog box.

Warning: When replacing formats in the notes and apparatus windows, you may delete whole entries without further request.

Undo will not restore most of the changes of a global replace command. So if you are not quite sure what you are doing, save your document prior to any essential changes so you will later be able to close your document unsaved and reopen it if something went wrong.

Font Dialog Box

Menu: Edit | Font.

This dialog box lets you change the current font, font size and font attributes.

Empty fields and grayed checkboxes indicate, that default values are to be used, which will in most cases be those of the paragraph's default font. White checkboxes indicate, that the item is definitely unselected. This is useful for searching characters for unselecting a font style which is selected in the corresponding default font.

Font

Lets you enter the name of the desired font.

Font Style

Lets you enter font styles like *italic* or **bold**.

Size

Lets you enter the size of the font (in points, you may use one decimal).

Strikeout

Lets you create ~~strikeout~~ characters.

Underline

Lets you create underlined characters.

Capitals

Converts lowercase to uppercase characters (without affecting the character size).

Hidden

Lets you create ~~hidden~~ characters.

Position

Lets you define the position of the characters relative to the line (in points, you may use one decimal). Negative values will result in superior characters.

Spacing

Lest you produce wide or low spaced characters. The distance to the *following* character will be affected.

Right-to-Left

Lets you define right-to-left text.

Not Italic

Lets you define a font as definitely not italic. This is useful for searching characters or if the corresponding default font is italic.

Not Bold

Lets you define a font as definitely not bold. This is useful for searching characters or if the corresponding default font is bold.

Preferences Dialog Box

Menu: Options | Preferences.

This dialog box lets you set general preferences.

You may select the colors used by *Classical Text Editor* to distinguish different types of text. Hidden text is marked through the text color, all other types through the background color.

Kerning

Many True Type™ Fonts include kerning data. This options let you specify how the *Classical Text Editor* uses them.

Min. Font Size

Specify the minimum font size with which kerning shall be used. Kerning will occur only on fonts whose size is equal to or exceeds this number. Specifying a number higher than any font used in a document will virtually disable kerned printing.

Use on Screen

You may disable kerning to appear on your screen for two reasons:

-) Screen output may be slowed down markedly due to the processing of kerning-pairs.
-) Kerned characters may be partially overwritten.

Disable this option to avoid these problems (the screen output of kerned fonts may become more than double as fast).

Auto MultiKey

If this option is selected and MultiKey is installed on your system, your keyboard mode will change automatically according to the current font. Diacritical marks can be added to each character without having to delete and re-enter the character first.

Draw Objects

If checked, linked and embedded objects will be drawn as they will be printed.

Uncheck this option if drawing all objects slows down your system.

Format Dialog Box

Menu: Options | Format.

This dialog box lets you specify the settings of the active document. All measures are cm.

Page

Header

Distance from the page top to the header.

Top

Distance from the page top to the top of the text.

Bottom

Distance from the page top to the bottom of the text.

Footer

Distance from the page top to the footer.

Mirror

If checked, even and odd pages will be mirrored.

Widow Ctrl.

Turns the widow control on or off. If checked, pages won't end with the first nor begin with the last line of a paragraph.

Line Numbers

Gives the format of the line numbering. You can define one numbering for each margin. The format is:

`<O/I><C/P><number>[,<O/I><C/P><number>][,W]`

- O Line numbers on the outer (right) margin
- I Line numbers on the inner (left) margin
- C Line number according to chapters (which will reflect the numbers used for references in the apparatus)
- P Line numbers according to the page
- W Print line numbers according to the page through the whole page (i.e., for notes, too)

Every <number>th line will be numbered.

Margin Sep.

Enter the character that will separate two margin texts that belong to the same line of text.

Page Number

Here you set the coordinates of the page number (from left top), its alignment and its font

Templates

Template

Choose the paragraph template which you want to edit. Predefined templates are *Text*, *Header*, *Inner Margin*, *Outer Margin*, and one for each notes / apparatus.

Add

Adds a new paragraph template. Before pressing this button, type the name of the new template into the

Paragraphs combo-box. This name has to be unique and not to start with the string “Notes” or “Apparatus”. The format of the newly created template will be initialized with the settings of the last selected existing template.

Delete

Delete the active template.

Paragraph

Edit the paragraph settings of the active template.

Settings

Edit the note / apparatus settings of the active template.

Notes

Number of Notes / Apparatus

The number of notes / apparatus currently in use. Change this item by clicking on the arrows right to the number and confirming your choice in the dialog box to appear then. If you decrease the number, the highest notes / apparatus will be lost immediately and will not be able to be recovered later.

Order

The order in which the notes and apparatus are to be printed. For each note ore apparatus, type a *N* or *A* followed by the number. E.g. the string “N2A1” causes the second notes to be printed before the first apparatus, and therefore the first notes (and all subsequent notes and apparatus if defined) are skipped.

Before Notes Min.

Minimum space between the bottom of the text and the first line of the first notes / apparatus.

Between Notes Min.

Minimum space between single notes / apparatus.

Break if Free

If the specified amount of vertical page space would be unused, it will be tried to break some apparatus entries to the following page in order to print an additional line of text.

Print Notes

The method according to which free vertical space on the page will be distributed:

Top	The notes / apparatus follow immediately below the text.
Bottom	The notes / apparatus are printed on bottom of the page.
Equal	Free space is distributed evenly between the text and the single notes / apparatus.

Standard

Makes the actual settings default for all new documents.

Paragraph Dialog Box

Menu: Edit | Paragraph.

This dialog box lets you change the attributes of the current paragraph. All measures are cm if not mentioned otherwise.

In order to produce optimal mirroring, the paragraph margins are given relative to a bounding rectangle that can be mirrored on odd pages.

From Margin

Distance between the inner (left) margin of the page and the bounding rectangle.

Bounding Width

Width of the bounding rectangle.

Left

Distance from the left margin of the bounding rectangle to the left margin of the text.

Right

Distance from the left margin of the bounding rectangle to the right margin of the text.

Indent

Indent of a paragraph's first line.

Align

Alignment of the text.

Before

Additional space before a paragraph (in points).

After

Additional space after a paragraph (in points).

Line

Line spacing (in points).

If you don't want the line spacing to increase to give room to a larger font, check the *Exactly* check box. Otherwise the given value is interpreted as the minimum line spacing.

If you want the line spacing to follow the font heights, enter the value 1 and uncheck the *Exactly* check box.

Font

The paragraph's default font.

Page Break

If checked, the page will be broken *at the bottom of* the paragraph.

Notes / Apparatus Settings Dialog Box

Menu: Options | Format, "Templates", "Settings".

This dialog box lets you change the settings for notes or apparatus. All measures are in cm if not mentioned otherwise. Changes concerning the shape of references will not show up immediately but the next time the references get updated (to do so, choose *Update All References* from the *Edit* menu).

Style

Text Reference

References will be indicated by repeating the referenced words in the notes. This is the default setting for critical apparatus.

Footnote numbers

References will be indicated through numbered footnotes. The numbers and number styles (1, i, l, a, A) can be chosen for every individual note by executing *Reference* from the *Edit* menu when the caret is in the text window.

Separator Line

Choose the width of the separator line printed above the notes / apparatus (0.0mm for no line).

Above

Distance between the separator line and the notes / apparatus text (in points).

Left

Distance from the left margin of the bounding rectangle to the left margin of the separator line.

Right

Distance from the left margin of the bounding rectangle to the right margin of the separator line.

Strings

In the following five fields you may use special control characters.

End of Reference

Characters to be printed after each entry of the notes / apparatus.

Between References

Characters to be printed as separators between single entries.

Between Lines

Characters to be printed as separators when the entries to a new line begin.

E. g., if you enter " $\text{^s^=|^#\text{^=}$ " (without the quotation marks), the entries to single lines will be separated by a | character, positioned exactly the middle of the free space. All available free space in the printed line will be assigned to these locations, and the | character will not be printed if it came to stand at the end of a line.

After Line Number

Characters to be printed between the line number and the entries for that line.

From...To

Characters used in references as indicator for an omission.

Fonts

Use the text font for references

If checked, the default font of the text window as well as its right-to-left style (but not any other style) will be used for the words referencing the text. All other text, as line numbers, indices and brackets, will appear in the font of the apparatus itself.

Indices

Font of the index numbers used in references.

Line Nrs.

Font of the line numbers (used on printing).

Footnotes in Text

Font of the footnote numbers as they will appear in the text.

Footnotes in Notes

Font of the footnote numbers as they will appear in the notes.

Print

None

Neither chapter nor lines will be printed in the apparatus. That is, you will have to provide all reference information yourself. Use this function if you intend to use a given verse numbering in prose text (as in the bible). You may then specify the verse number manually in the first entry to each verse or specify a chapter text for each verse and use the following setting. The later procedure may be automatized, if every verse is contained in a paragraph of its own.

Chapter

Chapters, but not line numbers will be printed in the apparatus. You will use this choice if you edit a text consisting of metrical lines, some of which break into the next line, which renders numbering the lines actual lines not useful. You will then define a chapter text for each verse and indicate the line numbers as margin text using automatic paragraph numbering.

Chapter and Line

Chapters and line numbers will show up in the apparatus automatically. This will be the usual choice, fitting for most prose texts, which have no widely recognized verse numbering.

Mss. List

If checked, this apparatus will serve as a manuscript indicator. That includes, that any text preceding the first reference entry will be treated as information of mss. presence and will not be printed. If this option is not checked, the text preceding the first reference entry will be printed in the apparatus.

" " betw. Sigla

If checked, spaces will be inserted when automatically building adjacent sigla.

¶ on Page Break

If this option is checked and a page contains notes continued from the previous page, the notes for the current page will start with a new paragraph.

Section Dialog Box

Menu: Edit | Section.

This dialog box lets you change the attributes of the current section.

Begin With

Choose whether the section shall begin without page break or on the next / next odd / next even page.

On First Page

Choose whether the first page of the section shall have a header / a footer / a page number.

Page Number

Choose the desired type of page numbering.

Continue	Continue the page numbering from the last section (default)
Begin with	Start this section with a new page number.
Step	If "2" is selected, only odd or only even pages will be printed, depending on the "Begin with" value.

Insert Chapter Reference Dialog Box

Menu: Insert | Apparatus reference (from header and footer window).

This dialog box lets you select which chapter reference you want to insert into a header or footer.

From

Choose which chapter to print first (The “Even” options apply only to odd headers!).

To Last Chapter on Page

If checked, the first and last chapter will be printed.

"To"

Characters to insert between the “first” and the “last” reference.

Line Numbers

If checked, line numbers will be appended to the chapter references (Not useful with the “First Chapter” options!).

Insert Siglum Dialog Box

Menu: Insert | Siglum.

This dialog box lets you choose a siglum to insert.

Highlight a siglum with the arrow keys or the mouse and press the *Return* key, or double-click a siglum.

The siglum will be inserted into the active apparatus window on the caret position.

You may select more than one siglum by holding down the *Shift* or *Ctrl* key while selecting items.

Edit Sigla Dialog Box

Menu: Options | Sigla.

This dialog box lets you add sigla to your document or change existing sigla. Existing sigla can only be deleted or their mss. changed when all sigla in the document are resolved (use the menu command *Edit | Solve Sigla*).

Signum

Lets you choose a signum to edit.

Text

The characters of the signum. The first part must be separated from the second part by a space.

Font

Lets you change the font of the first part of a signum. Only the font name, the italic, bold, not italic and not bold styles can be specified.

Index

Here you specify the relative font size and position of the second part of the signum.

Rel. Size A percental value between 50 and 100, denoting the relation of the font size of the signum's second part to the standard apparatus font.

Rel. Pos. A percental value between -100 and 100, denoting the position signum's second part in percent of the standard font height.

E.g. if the standard font height of an apparatus is 10 pt., values of 80 and -30 would cause the signum's second part to appear in 8 pt. and 3 pt higher.

Want

A number between 51 and 100 that specifies how many of the signum's mss. must actually be present that the signum will be used. Missing mss. will be printed in round brackets with a minus sign preceding.

Mss.

The Signum's mss. as a mss. list.

Apply

Apply the changes you made to the highlighted signum.

Up / Down

Lets you change the order of the sigla: Choose a signum and press the appropriate key to move it.

New

Add a new signum. Enter the new signum's mss. immediately after creating it and before activating another signum!

Delete

Delete the highlighted signum.

About Dialog Box

Menu: Help | About.

This dialog box shows you version and registration information and lets you register your copy of *Classical Text Editor* by clicking the *Register* button.

MultiKey Font Dialog Box

Invoke by pressing the MultiKey toolbar button or F12.

This dialog box lets you choose a font from the set of fonts defined for use with MultiKey.

Highlight a font name with the arrow keys or the mouse and press the *Return* key, or double-click a font name. The Keyboard mode appropriate for the chosen font will be activated.

Registration Dialog Box

You get this dialog box by choosing *About* from the *Help* menu and clicking the *Register* button in the About dialog box.

This dialog box lets you enter your registration number and so register your copy of *Classical Text Editor*. The text box with grayed text provides you with the information you need to get a registration number.

Enter your registration number and press the *Return* key. If the number you typed is valid your name will appear in the About dialog box.

Reference Flags Dialog Box

Menu: Edit | Reference (apparatus and notes window).

This dialog box lets you change the attributes of the current reference.

Visible

If unchecked, the reference will be hidden.

Bracket

If checked, a] bracket is inserted after the reference.

Print All

If checked, the reference, if not too long, will be given in full. If unchecked, the first and last word only are used.

If you select a bracket but deselect visible, the reference will remain visible and have a bracket, but no space after it.

Zoom Dialog Box

Menu: Window | Zoom.

This dialog box lets you choose the zoom factor in % for the current window.
Enter a number between 40 and 1000.

Delete Mss. Dialog Box

Menu: Find | Delete mss.

This dialog box lets you delete no longer wanted mss. from the current document.

Mss. to Delete

Enter the unwanted mss. as a mss.list.

Find Mss. Dialog Box

Menu: Find | Find mss.

This dialog box lets you search for mss. constellations.

You may confine the search to a part of the text by selecting that part before opening this dialog box.

Find Which Mss.

Enter the mss. to search for as a mss. list.

Where Not

Enter mss. that shall not be present in the found manuscript numbers / sigla blocks as a mss. list.

Find Sigla Dialog Box

Menu: Find | Find sigla

This dialog box lets you search for sigla constellations. All sigla / manuscript number blocks will be found, in which the mss. appear that belong to the specified sigla, regardless if the sigla are actually built.

Because sigla are a feature of the document, this is a modal dialog box to prevent you from switching to other windows. If you want to search for the same mss. constellation in different documents, use the Find Mss. Dialog. Nevertheless, the specified *mss.* (not sigla) are shared between both concepts.

You may confine the search to a part of the text by selecting that part before opening this dialog box.

Find Which:

List box

Select the sigla to search for.

Edit field

Enter the mss. to search for as a mss. list.

Where Not:

List box

Select the sigla that shall not be present in the found sigla / ms. numbers blocks.

Edit field

Enter mss. as a mss. list that shall not be present in the found sigla / ms. numbers blocks.

Clear Selection

Clears the selection of the list box that is currently visible.

All mss.

If checked, only the sigla / ms. numbers blocks will be found that contain *all* mss. belonging to a specified siglum. Otherwise, not all mss. need to be present, according to the single siglum's "Want" number.

Edit Sigla

Opens the Edit Sigla Dialog Box

Insert Character Dialog Box

Menu: Insert | Special character.

This dialog box lets you choose a special character to insert into your document. For each of the characters exists a keyboard shortcut, too. Some of these characters are visible only if you have selected *Show control signs* in the *Options* menu.

Protected Space

Inserts a space that will not break the line.

Protected Hard Space

Inserts a space that will neither break the line nor be expanded on block-align.

Syllable Division

Inserts a syllable division sign.

Not Protected Dash

Inserts a short dash that may break the word at line-end (simple dashes won't).

Block-Align Space

Marks the current position for inserting superfluous space when block-aligning a line.

Possible Line End

Thus you may specify a where the line may break in the middle of a word without dash.

Don't Print Prev. Char at End of Line

Marks the previous character not to be printed on line ends.

N-Dash

Inserts an n-dash.

M-Dash

Inserts an m-dash.

Edit Autotext Dialog Box

Menu: Options | Autotext.

This dialog box lets you view and edit your Autotext shortcuts.

Autotext

Select the Autotext shortcut to modify or delete.

Modify

Modify the shortcut for the specified text.

Delete

Delete the selected Autotext entry.

Character Map

Menu: Insert | Character map.

This dialog box lets you choose characters from the current font. Double-click a character to be inserted in your document, or highlight it and press the return key.

Import Bible Works Text Dialog Box

Menu: Insert | Bible Works text.

This dialog lets you import Greek and Hebrew Bible Works texts by converting them to WinGreek convention or inverting the position of the masoretic signs respectively.

Choose the language to use and paste the Bible Works text to the edit field using either the clipboard or using the Bible Works "Popup Verse Retriever". When you press the OK button, the text will be converted and inserted into the document at the caret position.

The text will appear in the current font, so maybe you will have to mark it and convert it to the desired font using the toolbar or the [font dialog box](#).

Scale Object Dialog Box (Windows 95/NT only)

Menu: Object | Scale.

Width

Enter the desired width of the object in cm or in % of the original width.

Height

Enter the desired height of the object in cm or in % of the original height.

Scale isotropic

If checked, width and height of the object are changed accordingly to each other.

Original

Use the original size of the object.

Footnote Style Dialog Box

Menu: Edit | Reference (text window)

Character

Specify a character to show up in this individual footnote instead of the number.

Number

Specify the number from which the footnotes shall (re)start (from the current footnote on).

Style

Specify the number style for the current and the following footnotes.

Paragraph Numbering Dialog Box

Menu: Insert | Paragraph numbers.

This dialog box lets you number your paragraphs automatically and insert chapter and margin text accordingly.

Action

Add Numbers

Add new numbers to each paragraph.

Delete All!

Delete the first entries in each paragraph.

Scope

From Caret to End

Performs the selected action beginning with the paragraph in which the caret is positioned until the end of the document.

Next *n* Paragraphs, *n*=

Performs the selected action beginning with the paragraph in which the caret is positioned for *n* paragraphs. Enter the number of paragraphs in the edit field right to the radio button.

Format

Begin with Number

First number to be used.

Chapter

If checked, chapter text will be inserted for each paragraph.

Inner Margin

If checked, inner margin text will be inserted for each paragraph.

Outer Margin

If checked, outer margin text will be inserted for each paragraph.

Text

Enter the text you want to appear as chapter or margin text. Question marks ("?") will be replaced by the chapter number. You may use special characters.

Add

If you want text to follow after the chapter text which does not belong to the chapter text (i.e. which will not be used for references in notes, apparatus, header or footer), enter it here. You may use special characters.

Step

When inserting margin text, you may specify in which steps the number shall appear. E.g., if you specify "5", the margin text will be inserted only in paragraphs whose number is a multiple of 5.

Index Dialog Box

See also: [Indices](#)

Menu: File | Index.

This dialog box lets you export indices.

Part

Choose for which part of the text (text, notes, apparatus) you want to set the values.

Enabled

If checked, the current part of the text will be skipped.

Complete

Lets you create an index comprising every word of the text. This kind of index is compatible with Index 0, that is, you may build an complete index of some parts of the text (e.g. the text itself) including the predefined index 0 entries of other parts (e.g. the notes).

All Words

Include all words of the current part of the text but not the index 0 entries.

Index 0

Include just the index 0 entries.

Both

Include all words plus the index 0 entries.

Exclude

Chapter

If checked, words contained in chapter text will be skipped.

Hidden Text

If checked, words contained in hidden text will be skipped.

Inner Margin

If checked, the inner margin text will not be included in the index.

Outer Margin

If checked, the outer margin text will not be included in the index.

Entries

Lets you create indices from predefined entries.

Index Nr.

Enter the number of the index you want to build.

Index

Start building the index. You will be asked the name and location of the textfile which will contain the index.

Import ENPS File Dialog Box

Menu: File | Import, File type: "ENPS configuration".

This dialog box lets you specify the ENPS text to convert together with some conversion options.

Text Number

Enter the number of the *ENPS* file you want to convert. The text will be specified through this number and the settings in the *ENPS* configuration file you opened.

Add Spaces

If checked, spaces will be added after punctuation marks where missing.

Quotations

Here you may specify a font for those parts of text (mostly quotations) that appear between {} brackets in the *ENPS* file.

ENPS

ENPS is a fast DOS-based program used to quickly store text plus variants. It includes facilities for working with sigla. Files generated with *ENPS* can be imported by *Classical Text Editor*.

[Further information](#)

MultiKey

MultiKey is a program designed for facilitating keyboard input under Windows, especially for Eastern Europe, Old Greek, Hebrew and Arabian fonts.

MultiKey can be accommodated to provide useful keyboard layout for any font. It has been designed especially for Ancient Greek diacritic marks, but keystroke combinations for other fonts can easily be defined. *MultiKey* supports right-to-left input.

For information not included here, please consult the documentation shipped with *MultiKey*.

Adjusting MultiKey for Use with *Classical Text Editor*

You may customize which fonts the MultiKey dialog box will contain and in which order they will show up. To do so, open the "MultiKey.ini" file in the Windows directory, and add a new section named "[Alias]". In this section, list all fonts you want to show up in the *Classical Text Editor* MultiKey dialog (as invoked by *F12*), followed by an "=" sign and the name (which for most fonts will be the same). If more than one font share the same keyboard layout this procedure enables you to use them all without changing the other sections. So, e.g. you might write

```
[Alias]
Garamond=Times New Roman
Times New Roman=Times New Roman
:
```

If "Times New Roman" is the *MultiKey* default font, you will not have to specify aliases for it (especially if you use "Auto MultiKey", see below), because the keyboard mode will be set to the default font if there are no tables specified for the current font. However, you may decide to include such aliases just to access some fonts more easily via the MultiKey dialog.

If Auto MultiKey is activated, the keyboard mode will be adjusted every time you change the font. If not, to change the keyboard mode, you will have to use the MultiKey dialog (*F12*), the system menu of the *MultiKey* icon or the *MultiKey* keyboard shortcuts.

Further information

Rich Text Format (RTF)

The RTF (Rich Text Format) allows to move formatted text between different applications. Most editors will export this format. *Classical Text Editor* can import texts in RTF, but due to restrictions in the RTF itself, *Classical Text Editor* data cannot be re-exported to RTF.

The current reference may be:

In the text window: the first footnote in the selected part of the text, or, if no text is selected, the first footnote after the caret.

In any apparatus or notes window: the reference which belongs to the paragraph which contains the caret, or any reference between the caret and that reference.

The current object is the first object in the selected part of the text, or, if no text is selected, the first object after the caret.

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Manuscript Listing

An apparatus can serve to keep overview of the manuscripts existing for the current part of the text. The following standards need to be fulfilled:

- 1) In a paragraph before the first reference entry list all mss. that start with the beginning of the text after a [sign.
- 2) Throughout the text, indicate where ms. begin or end in references to the affected words:
[<Mss. numbers> Mss. begin
<Mss. numbers>] Mss. end
- 3) Activate the *Mss. List* checkbox in the Settings dialog box for the apparatus.

When printing the apparatus, the mss. that exist for beginning of the page will be listed first.

You can mix this type of entries with other apparatus entries. Nevertheless, it is recommended to use an apparatus of its own just for this purpose.

Sigla and Manuscripts

The following refers to apparatus only. What here is called manuscripts, can, of course, be other types of text sources, too.

Manuscripts are entered as numbers. So, if you want to use *Classical Text Editor's* sigla facilities, you will first have to number your source texts. Of course, these numbers need not show up in your final printings. When specifying mss. in an apparatus window, you may give additional information's to any mss. number in round brackets after the number. Separate mss. belonging to the same block with commas.

Example: 151, 154 (sic!), 158.

On building sigla this information will be shown in brackets after the siglum, with the specified mss. number.

Example: If the siglum "A" is defined as "151, 154", the above string will become
A (sic! 154), 158

If a siglum contains but one ms., the number will be omitted ["A (sic!)" instead of ("A (sic! A)"].

You may use the following specifiers after the ms. number without brackets:

vl., ac., pc., ic. sl. mg.

When building sigla, such expressions will be treated as separate mss., unless defined otherwise in the Edit Sigla dialog box, that is,

- "151, 154pc." will be built to "A",
- if "A" is defined as "151, 154p" or "151, 154ip",
- but not if "A" is defined as "151, 154".

Defining Sigla

Define sigla and their mss. in the Edit Sigla dialog box. Each ms. can apply to more than one siglum. When automatically building sigla, sigla which stand first the list are used first. So if you define the same ms. in more than one siglum, it will in most cases be most useful to order the sigla according to the number of mss., with the biggest first.

It is also possible to specify a ms. for one siglum, but certain corrections of it in another (See on ms. input).

If you don't want to print your document with numbers as ms. identifiers, simply define for each of your ms. a siglum of its own, besides and after the sigla for mss. groups.

A Siglum's shape

A siglum consists at least of one ore more characters in a freely definable font (and in the apparatus' default style, size and position). Further characters can be appended; they will appear in the apparatus' default font, but (relative) size and position are definable. Define the shape of your sigla in the Edit Sigla dialog box.

Inserting Sigla into the Document

When in an apparatus window, press *F3* or choose *Siglum* from the *Insert* menu. The Sigla dialog box will appear.

Automatically Build Sigla

To (re-)build the sigla / ms. numbers block next right to the cursor, choose *Build next block* from the *Edit | Sigla* menu.

If you choose *Build all* from the *Edit | Sigla* menu, all blocks of mss. in all apparatus windows will be scanned and rebuilt using the actual sigla table.

Resolve Sigla

To solve the sigla / ms. numbers block next right to the cursor, choose *Solve next block* from the *Edit | Sigla* menu.

If you choose *Solve all* from the *Edit | Sigla* menu, all sigla in all apparatus windows will be resolved.

Deleting Mss.

When you delete mss. you don't want to use any longer, you can do so automatically by choosing Delete Mss. from the *Edit* menu. The mss. in question will be removed from all sigla for which they were defined and all instances of them in all apparatus will be deleted. If in the course of this process an entire mss. block gets empty, three exclamation marks are inserted at this place. Search for the string “!!!” to detect these cases and to do the necessary cleanup.

Missing Mss.

If for any siglum a "Want" value less than 100% is specified, this siglum will be built even when not all mss. are present. Missing mss. will be listed in round brackets with a minus sign preceding.

Example: If "A" is defined as "151, 152, 153" with a "Want" of less than 67%,
The block "151, 152" will be built to
"A (-153)"

The list of missing mss. will be scanned for possible sigla, too:

if "B" is defined as "153" (and appears after "A" in the sigla list), the above string will be replaced by
"A (-B)"

You may use this format for input, but do not insert spaces before or after the minus sign (If you do so, the minus sign will be treated as a note to the ms.).

Complex Bracket Expressions

If additional information and missing mss. are mixed, the latter **must** stand first.

So, given the definition above

"A (-151; pc. 152)" is equivalent (and can be solved to)
"152 (pc.), 153"

Block Format

When automatically building and resolving sigla, individual font formats, such as italics or hidden, are naturally lost. The whole block will receive the format of the space character preceding it. Additional information in brackets (other than excluded ms.) will retain its formats, except if these are equal to the paragraph format of the apparatus. So e. g. if the apparatus paragraph format is set to "not bold" and any portion of text in brackets is formatted as "not bold", this text is formatted like the whole block when built automatically. That is, if the whole block becomes bold, the formatted text will become bold, too. To retain the text not bold even if the whole block becomes bold, turn the "not bold" option of the apparatus paragraph format off.

See also: Mss. Listing

Manuscript List Input

When entering a list of manuscripts in an edit field of a dialog box, just type a list of numbers separated by commas or spaces. If you want to denote not the ms. itself but a certain corrector or so, enter one or more of the following characters, which resemble abbreviations in the apparatus text, immediately after the number:

v	<i> varia lectio</i>	<i> vl.</i>
a	<i> ante correctionem</i>	<i> ac.</i>
p	<i> post coorectionem</i>	<i> pc.</i>
c	<i> inter correctiones</i>	<i> ic.</i>
s	<i> supra lineam</i>	<i> sl.</i>
m	<i> in margine</i>	<i> mg.</i>

i This character denotes the pure number and may be specified in combination with the characters above.

When building and resolving the sigla automatically, the abbreviations listed above to the right will be inserted in italics after the ms. number.

Note that if more than one character is specified, information will get lost when building the siglum: On resolving, the specified character which is first in the above list will be used. If an "i" is specified, too, the pure number will be restored. Use such combinations only where specific information need not be preserved or shall explicitly be removed.

- a) "A" is defined as "*150sm*"
"*150mg.*" will be built to "A" and this resolved to "*150sl.*" --- Not really useful.
- b) "A" is defined as "*150im*"
"*150mg.*" will be built to "A" and this resolved to "*150*" --- Could be useful.

There exists an alternative method, which lets you both specify corrections and build ms. to sigla without loosing information: When editing the apparatus, add the abbreviations in round brackets following the ms. number: "*150 (vl.)*". Now this ms. will apply to all sigla which include ms. "*151*", and the additional information will be added to the siglum: "*A (vl. 150)*". See [Sigla and Manuscripts](#).

Autotext

To create a Autotext shortcut for a certain text, mark this text and choose "Create Autotext" from the "Edit" menu. You will be requested to specify the shortcut to be associated with the text.

To retrieve the text, type the associated shortcut and choose "Autotext" from the "Insert" menu or press "F2". The shortcut will be replaced by the text, including all formats.

To edit or delete Autotext shortcuts, choose "Autotext" from the "Options" menu.

Mss. numbers / Sigla Blocks

A mss./sigla block consist of one or more ms. numbers and / or sigla, terminated by a semicolon, colon, period, square bracket, closed round bracket or a paragraph end. Numbers have to be separated by a comma.

Example: *AF1Y 151, 152ac., 153.*

Indices

Classical Text Editor supports the creation of two types of indices. Referencing will accord to page and line number so that references to the apparatus are possible, too.

If you just want an index comprising every word of the text (and maybe of some notes), just invoke the Index dialog (menu command: *File | Index*) and proceed with the *Complete* option.

If you want but some words or lemmata indexed, you will first have to define them. To do so, insert a command string (Menu command: *Insert | Command string*) at the appropriate position in the text. The string should follow this format:

i<number>:<text>

where <number> is the number of the index, and <text> the text to be indexed. Giving no number is equivalent to giving zero. Note that the zero index may be mixed with the complete index, see the Index dialog. Create the indices using the Index dialog (see above) with the *Entries* option.

All indices will be sorted according to standard rules and saved as text files. You may use any word-processor or database program to edit, format or resort the indices.

Registration

Order licenses from the author of *Classical Text Editor*. Include the **exact** name and organization, including dashes, periods etc., to which your copy of Windows is registered. You will obtain this information by opening the About dialog by choosing *About* from the *Help* menu. Then click on the *Register* button to open the Registration dialog. The text box in the middle of this dialog contains the relevant strings.

You will receive a registration number referring to these strings. Register your copy of *Classical Text Editor* by entering this number in the Registration dialog (see above). Your name should then show up in the *About dialog box*.

If you (and only you) use *Classical Text Editor* on more than one computer, include the strings of all involved systems.

Right-to-Left Text

See also: [MultiKey](#)

The *Classical Text Editor* supports right-to-left text, that is you may use right-to-left text exclusively or mixed with standard text.

To format text as right-to-left, invoke the [Font dialog box](#) from the *Edit* menu.

If you format a whole paragraph as right-to-left, you will presumably justify it as "Right" or "Right Block". To do so, invoke the [paragraph dialog box](#) from the *Edit* menu.

If you use blocks of right-to-left text within left-to-right text, make it sure that the spaces surrounding the right-to-left text are formatted as left-to-right. Otherwise the text will not get justified correctly.

The caret keys, as well as the backspace and the delete key, work according to as the text is read.

Restrictions and Odds

It is not possible to use blocks of left-to-right text within right-to-left text.

While entering right-to-left text, the caret will remain before the next character (as usual), that is, if the caret is followed by left-to-right text, it will remain at the virtual "beginning" of the right-to left block.

It will not be possible to position the caret correctly by clicking at right-to-left text which is preceded by left-to-right text in the same line.

Strange things will happen if differently running text is marked at the same time. In this case, do not rely on the color inversion to know what is marked and what not. Use the arrow keys and be precise!

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And now to the usual

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