

# Concordance

## Manual for Version 3.3

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Welcome to Concordance, the flexible and powerful text analysis software.

Do you want to start now? See [Getting Started](#)

Context-sensitive help is available at nearly all times by pressing the F1 key.

#### Disclaimer



This software is provided AS IS without warranty of any kind, either express or implied. There is no warranty as to merchantable quality or fitness for a particular purpose. The entire risk as to the quality and performance of the program is with you. Should the software prove defective, you assume the cost of all necessary servicing, repair, or correction. In no event shall I, the author, be liable for any damages of any kind whether direct, indirect, or otherwise, arising out of the delivery, performance or use of this software. This software has been written with great care but it is not warranted to be error-free. You may not attempt to reverse-compile, modify, translate or disassemble the software in whole or in part. **As the software is the product of one person, not a company, it is supported on a best-effort basis, i.e. as time permits, and purchasing the software does not confer a right to support.**

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## About Concordance: main features

**Concordance** is a program for Windows Vista / XP / 2000 / NT4.0 and Windows 98 / ME, which makes wordlists, concordances, and Web Concordances from your electronic texts.

**Concordance** is fully copyrighted. You may try it out free of charge for thirty days for **personal evaluation only**, but if you wish to keep on using it you must [register](#) it with the author and pay the registration fee. By using it you consent to the [Licence Terms and Conditions](#). Please note them carefully, as there are **restrictions** on what you may do with the unregistered version. For example, **the unregistered version may not be used for work purposes of any kind, including teaching or demonstration purposes, nor as part of an educational course, and you may not publish or distribute anything made with the unregistered version.** The free trial is granted purely for you to evaluate the software.

### Features

#### You can:

- Make wordlists, word frequency lists, and indexes
- Make full concordances to texts of any size, limited only by available disk space and memory
- Make selective concordances, picking your selection of words from text
- Use multiple input files
- Make concordances straight from text in other Windows programs
- Make Web Concordances: turn your concordance into linked HTML files, ready for publishing on the Web, with a single click
- View a full wordlist, a concordance, and your original text simultaneously
- Browse through the original text and click on any word to see the concordance for that word
- Edit and re-arrange a wordlist by drag and drop
- See the collocation counts for every word, up to four words left and right
- Lemmatise a wordlist - group together any words you choose

#### Powerful Facilities:

- Support for many different languages and character sets
- User-definable alphabet
- User-definable reference system
- User-definable contexts
- Very flexible search, selection, and sorting criteria
- Statistics on your text
- Stop Lists let you specify words to be omitted from your concordance
- Word length chart
- Full print preview and printing, with control over page size, margins, headers, footers, fonts etc.
- Can save concordances as plain text, as a single HTML file, or as a Web Concordance

### Comprehensive tools:

- Built-in file viewer can display files of unlimited size
- Built-in editor allows fast editing of files up to 16MB
- Tools supplied for converting from OEM to ANSI character sets and from Unix to PC files

### High usability:

- Easy user interface with modern Windows features
- Context-sensitive help system with over 200 topics
- Runs fast - can make and display a full concordance to the Complete Works of Shakespeare (980,000 words) in around 80 seconds on a computer with a 3GHz Core2 Duo processor
- Entirely native 32-bit code for speed and stability

Make sure you have the latest version by visiting the [Concordance website](#) .

See also: [What the program does](#)

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## Getting Started: analyse your first text

Remember that context-sensitive help is available at nearly all times by pressing the F1 key.

### Quick Start

Here's a minimalist's guide to using **Concordance**:

- Select '[Make Full Concordance](#)' from the **File** Menu, then select a plain (ASCII) text file containing the text you want to use. A Full Concordance show all the words from your text. If you want to analyse another kind of file that is not plain text (for example, a file from Microsoft Office, or from a web page), see [Preparing Text](#) .
- I urge you to begin with the [tutorial files](#) which are in the Sample Files folder where **Concordance** is installed. The first one is called Demo1.txt.
- Alternatively, choose '[Make Selective Concordance](#)' from the **File** Menu. A Selective Concordance shows only the words you select. Specify the words you want to include in your concordance, then select the file containing your text.
- The concordance will be made and displayed. The left-hand pane is the [Wordlist View](#), containing the words found in the text, with these number of times they occurred. Click on any word to display all its contexts in the right-hand pane, the [Context View](#).
- In the Context View, click on a line and a viewer will open showing the full text from which the concordance was made, positioned to the line you clicked on.
- In the full text viewer, double-click on any word, and the Wordlist View will position itself to display that word.

After that, see [Preparing Text](#) and [Changing What's Displayed](#) to get fuller control over your results.

**Concordance** has a huge variety of flexible options. Before you start on a large or important project, it is always a good idea to develop and test your settings by using very small files and checking that the results are what you would expect. Concoct such files for the purpose if necessary.

Don't overlook the [tutorial files](#) in the Sample Files folder where **Concordance** is installed. You are strongly recommended to make concordances to them as a quick way of learning the essential features of the program.

More advanced tutorial material, written by professional users of **Concordance**, is available on the web. Links are on the page on the Concordance website entitled [Getting started with text analysis](#).

See also:

- ▶ [What is a concordance?](#)
- ▶ [What the program does](#)
- ▶ [The program's main window](#)
- ▶ [Tutorial files](#)

## What is a concordance?

Concordances are general-purpose working tools for the close study of texts, whether the texts are literary, linguistic, historical, religious, philosophical, legal, commercial, or of other kinds.

A concordance is first of all a comprehensive index to a text, similar to the index at the back of a book, except that **every** occurrence of **every** word in the text can have an entry in a concordance. By looking up a word in a full concordance you can be certain you have found every instance of that word in the text.

In addition, every instance of each word is shown in an illustrative *context*, and is provided with a *reference* to show whereabouts the word (and its context) occur in the original text.

If the words are given with references but no contexts, you have a *verbal index* instead of a concordance; and if neither references nor contexts appear, you have a *wordlist*. This program can do both.

Because words are given with their contexts, the concordance makes it easy to compare all the usages of any word in a text or body of writing. This makes possible all kinds of insights into meaning and usage.

Words are shown with the number of times they occur (their frequency of occurrence). This opens up rich possibilities for studying the language of your texts and comparing it with the language of other texts.

See also:

- [What is a Web Concordance?](#)
- [Quick Start](#)
- [Tutorial files](#)

## What the program can do

Using **Concordance** you can analyse text files in very flexible ways.

- You can make **wordlists** - lists of all the different words which occur in a text. The wordlists can be arranged ([sorted](#)) in many different ways. Each word can be optionally accompanied by a count of the number of times it occurs, and by a note of the percentage of all words which it represents.

- You can make **concordances** - wordlists where each occurrence of each word is shown in its context - that is, an extract from the original text which includes the word. Contexts can be selected and arranged in many different ways.
- The program can make complete concordances to all the words in your text. It is not limited to doing a few words at a time, though it can do so if you wish. It can handle large texts and has very few intrinsic limits on their size. In practice, the size of input texts is limited only by the amount of available disk space on your computer and, to some extent, by the amount of free memory (RAM).
- Complete concordances are made using **Make Full Concordance** on the **File** Menu. Concordances to selected words of your choice are made using **Make Selective Concordance** on the **File** Menu.
- While viewing the results, you can [select the words](#) you want to keep in your wordlist or concordance using powerful selection criteria.
- You can **browse** the wordlist, the concordance, and your original text at will, and all three are interlinked so that you can jump immediately to any item of interest.
- You can **print** the concordance, having selected which elements you want to appear in the printed version. There is good control over page layout and [fonts](#), and there is a powerful print preview.
- You can **save** the concordance as a plain text file suitable for further editing, or as an HTML file for use with a web browser.
- Finally, you can turn your concordance into a **Web Concordance** - a series of files which are ready for deployment on the web and represent a wordlist, a concordance, and a source text hypertextually linked.

See also:

[About Concordance](#)

[What is a Concordance?](#)

[What is a Web Concordance?](#)

[Tutorial files](#)

## The Main Window

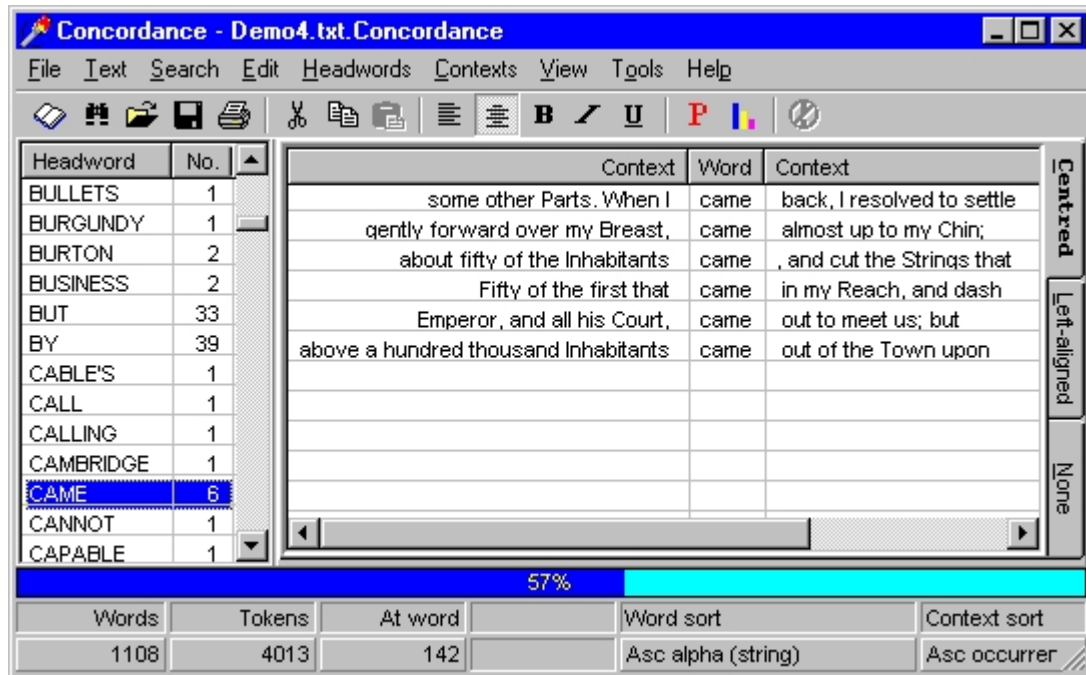
If you use Concordance's help system directly, rather than viewing this printed version, you can click on parts of the image below to see an explanation of their function.

See also:

[Quick Start](#)

[Splitting Views](#)

[Re-sizing and re-arranging columns](#)



## About the Registered Version

You may try out **Concordance** free of charge for a period of thirty days. If you wish to use it for work during the 30 days, or to keep on using it after that time, you must buy a registration. Please read the [Licence Terms and Conditions](#) first, as there are **restrictions** on what you may do with the unregistered version.

[How to buy](#) including prices

[Multiple Copy Pricing](#)

[Postal Registration Form](#) (non-credit card orders only)

[Getting the Latest Version](#)

[Distribution](#)

## The Unregistered Version

The unregistered version of **Concordance** is fully functional. You are allowed to use it for no longer than thirty (30) days **for personal evaluation and trial purposes only**.

If you have not registered after thirty days, the program will cease to work until you register.

You can register during the thirty-day trial period or afterwards. If the trial period has expired and the program has ceased to work, it will start to work again when you register.

- **You may not distribute, publish, or exhibit files, Web Concordances, or other materials made with the unregistered version. You may not make them accessible on a website.**
- **The unregistered version may not be used for work purposes, including teaching or demonstration purposes, or as part of an educational course in any way, whether as teacher or as student.**
- **You may not install or use multiple copies of the unregistered version, and you may not permit others (for example, a class of students) to do so.**

To remind you to register, the unregistered version will add an 'Unregistered' notice to concordances when you export or print them. **You may not remove these notices.**

## When you register

Once you have registered, you will receive by e-mail a personal registration key and instructions for entering it into the program. You may enter your key in exactly one (1) copy of the program, installed on a single computer. More than one person is allowed to use the software, as long as no two people use it at the same time. If in doubt, think of it as a book: it can be read by many people, but by only one person at a time. If two or more people need to use it at the same time, you need to buy two or more copies. If you want to install it on two or more computers (including one at work and one at home), you need to buy two or more copies. See the [Licence Terms and Conditions](#) for fuller details. Second and subsequent copies are attractively priced: see [Multiple Copy Pricing](#).

All registration keys are distributed by e-mail.

You won't have to re-install the program or download anything else when you register.

## Benefits of Registration

- You will no longer see 'Unregistered' messages when you export and print.
- You will receive e-mail notification when new versions of the program are available.
- You will be entitled to upgrade to new versions **free of charge and without re-registering** for some time to come. If a subsequent major release of the program does require a new purchase, existing customers will get preferential rates.

You will be entitled to publish or distribute files, Web Concordances, and all other materials which you make with the registered version. (Be sure you are not infringing someone else's copyright on the source texts.) All materials you create with the registered version of **Concordance** are your property entirely and you may do whatever you like with them, just as you could with documents you create using a word processor.

- You will be able to use your registered copy for teaching or study as part of an educational course.

- If you need to ask me questions, I will give them higher priority than questions from unregistered users.

## The Registered Version

The registered version adds a single unobtrusive 'Made with **Concordance**' message to the *end* of the HTML files it creates. You are invited to let this remain, but you are free to remove it if you wish. If you publish any web files made with the program, the message with its link to the **Concordance** website will save you having to answer questions about how you created them.

### See also:

[How to buy](#) including prices  
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## How to buy

You can buy your registration for **Concordance** at any time during or after your 30-day free trial.

You can **buy now online** using a credit or debit card via the secure ordering links at <http://www.concordancesoftware.co.uk/buynow.htm> .

That page also has the latest information about pricing, ordering, and delivery times. Go there now and you can skip the information here below! Read on if you want to order by another means, or if you have questions.

### Price

For current prices, please see <http://www.concordancesoftware.co.uk/buynow.htm> .

Second and subsequent copies are attractively priced: see [Multiple Copy Pricing](#).

Instructors at recognised educational establishments can arrange to purchase copies on behalf of **their own** students at the second-copy price. Again, see [Multiple Copy Pricing](#).

If more than one person will be using the program at the same time, you must register a copy for each of them. If you want to install the program on more than one computer, you must buy additional copies. This applies even if you want to use one copy at work and another at home. See [About the Registered Version](#) for more information about the registered and unregistered versions.

### Your registration comes by e-mail

When your order and payment have been received, you will get your registration key by e-mail as soon as possible, with full instructions for entering it in the program. When you enter the key, your copy of the program becomes fully functional, registered to your name, and with no time limit. There is nothing else you need to download.

Please ensure you include a **valid e-mail address** with your order. Experience shows that around 5 per cent of people give incorrect e-mail addresses or have mailboxes that are refusing mail, so please check yours carefully. If you are in any doubt, test it by sending yourself a message.

Orders are normally processed within 24 hours of payment clearing, unless I am away on business or holiday. Any possible delays will be announced next to the Secure Ordering link at <http://www.concordancesoftware.co.uk/buynow.htm> .

### Advantages of on-line ordering

Try to order on-line using a credit/debit card if you can. It is *much* the quickest and easiest way to get your registration, and (unless you have a U.K. bank account) probably cheapest. It is secure and reliable. Payments are handled by the biggest and most reputable specialist on-line software ordering companies. If you need further re-assurance, discuss it with me by e-mail. You can also order multiple copies this way.

Whatever your own currency, it still makes sense to pay on-line. If your own currency is not offered by the online payment system, you can choose to pay in a different currency from your own and then your credit/debit card company will convert the payment into your own currency, usually at a better exchange rate than a tourist would get. If you are fully familiar with exchange rates and charges, you can sometimes take advantage of a favourable rate and get the software cheaper than usual! Please note that because exchange rates alter all the time, I cannot predict or be responsible for the exact price you pay, not for any charges made by your card provider or bank.

**If you have any problems, questions, complaints, after placing your order, do not contact the on-line payment service. Send e-mail to me, the author, directly at [R.J.C.Watt@dundee.ac.uk](mailto:R.J.C.Watt@dundee.ac.uk)**

### Ordering without a credit/debit card (for users in all countries)

If you do not use a credit/debit card, you can pay by wire transfer, BACS transfer, check/cheque, cash, or Paypal. Purchase orders from recognised organisations are also accepted. For all these options, you need to start the process online, even though you will complete the payment by other means. Go to the Buy Now page here <http://www.concordancesoftware.co.uk/buynow.htm> on the **Concordance** website and follow the links to the secure payment services.

### Ordering without a credit/debit card by post (mail) - for UK users only

Do try to order on-line by credit/debit card if you can (see above for the advantages). Otherwise you can print and complete the [Postal Registration Form](#) and send it by post together with your payment. You will receive your registration **by e-mail** as soon as your payment clears. The **postal address** is at the foot of the Postal Registration Form.

**Cheques** must be in UK pounds sterling for the current price and drawn on a UK branch of a UK bank.

- Remember to print and complete the [Postal Registration Form](#) to accompany your postal payment. I need you to fill in that information so I can process your order. My **postal address** is on the form.

If you order by post, your registration will still be sent **by e-mail**. Make sure you fill in a valid e-mail address on the postal registration form!

## Orders from Institutions

Please try to order on-line by credit/debit card and avoid using invoices, purchase orders, and such-like paperwork if you possibly can. Many institutions are such slow payers that you will probably be unable to use the software for weeks until your payment arrives. If you really must order this way, please e-mail me. Try telling your finance people that I will add a handling charge to encourage your institution to use more modern methods.

**All valid licences are supplied direct from me to you as end-user. There are no authorised re-sellers or agents for Concordance. Any third party offering to sell licences to you is acting without authorisation and such licences will be invalid.** If your company policy obliges you to use a local re-seller, you should begin by getting in touch with me.

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Second and subsequent copies of the software are available at greatly reduced price.

You can buy popular numbers of multiple copies via the website at <http://www.concordancesoftware.co.uk/buynow.htm> . Please look there to make sure you have the latest information.

If the exact number of copies you want is not listed on the secure ordering server, e-mail me.

Multiple copies purchased in one transaction must all be registered to the same name.

Instructors at recognised educational establishments can arrange to purchase copies on behalf of **their own** students at reduced price, provided they themselves are already registered users of **Concordance** and are willing to handle the purchasing arrangements on behalf of their students. Please e-mail to make arrangements.

If you wish to buy more than twenty-five copies simultaneously, please e-mail me, [R.J.C.Watt@dundee.ac.uk](mailto:R.J.C.Watt@dundee.ac.uk) with your requirements. I can quote you prices for:

- A fixed number of users - please specify how many
- Site licence (unlimited users) without expiry date
- Site licence (unlimited users) renewable annually.

**See also:**

[About the Registered Version](#)

[How to buy](#)

[Postal Registration Form](#) (not for credit card orders)

[Getting the Latest Version](#)

[Distribution](#)

[Licence Terms and Conditions](#)

## Licence Terms and Conditions

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Please read this licence agreement. By installing and using the software you indicate your agreement to the following terms.

### Unregistered Version

You are granted a licence to use the unregistered version of **Concordance** (the software) free of charge for **personal evaluation and trial purposes only**. You may evaluate the software for a period of up to 30 days from the date of installation. After that period, you must register the software or remove it from your computer.

The free trial is granted purely for you to evaluate the software.

- **The unregistered version may not be used for work purposes of any kind, including teaching or demonstration purposes or as part of an educational course in any way, either as teacher or as student.**
- **You may not distribute, publish, or exhibit files, Web Concordances, or other materials made with the unregistered version. You may not make them accessible on a website or in any other way.**
- **You may not install or use multiple copies of the unregistered version, and you may not permit others (for example, a class of students) to do so.**

To remind you to register, the unregistered version will add an 'Unregistered' notice to concordances when you export or print them. **You may not remove these notices.**

### Registered Version

When you register you will be granted a user licence and given a registration code. You may enter this code in exactly one copy of the program, installed on a single computer. The registered software may not be copied nor distributed in any way, nor may the registration code be divulged to any other person.

All materials you create with the registered version of **Concordance** are your property entirely and you may do whatever you like with them, just as you could with documents you create using a word processor.

More than one person is allowed to use the software, as long as no two people use it at the same time. If in doubt, think of it as a book: it can be read by many people, but by only one person at a time. If more than one person is to use the software at the same time, you need to buy a copy for each person. If you want to install the program on more than one computer, you must buy additional copies. This applies even if you want to use one copy at work and another at home.

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company policy obliges you to use a local re-seller, you should begin by getting in touch with me.

The licence will terminate automatically if you fail to comply with the conditions described here.

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This software is provided AS IS without warranty of any kind, either express or implied. There is no warranty as to merchantable quality or fitness for a particular purpose. The entire risk as to the quality and performance of the program is with you. Should the software prove defective, you assume the cost of all necessary servicing, repair, or correction. In no event shall I, the author, be liable for any damages of any kind whether direct, indirect, or otherwise, arising out of the delivery, performance or use of this software.

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**As the software is the product of one person, not a company, it is supported on a best-effort basis, i.e. as time permits, and purchasing the software does not confer a right to support.**

To print this form, press the Print button above.

## Registration Form (Only for orders by mail, without a Credit Card, from UK users)

---

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail (essential for delivery): \_\_\_\_\_

Name to register **Concordance** to (Your name or your organisation's, as you wish it displayed by the program):

\_\_\_\_\_

Number of Registrations to purchase:

Register \_\_\_\_ copy/copies of **Concordance**

Price for first copy: £55(U.K. pounds sterling). Further copies: £25 each. (But check Concordance website for any recent changes, please)

Total cost: \_\_\_\_\_

Payment method

Cheque in U.K. pounds sterling drawn on U.K. branch of U.K. bank. Payable to R.J.C. Watt

Cash - U.K. pounds sterling (not recommended - please insure yourself against loss!)

I understand the licence terms completely. I understand that I will receive my registration number via e-mail along with instructions to enter it in the program. ***I have checked that my e-mail address is entered correctly above.*** I agree that the software has to be treated like a book: only one person may use the software at a time. I agree that if several people will be using the software, I have to buy a licence for every one of them. I accept that improper payment will not be returned.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Post this form and your payment to:

R.J.C. Watt  
Learmonth House  
Liff  
DUNDEE  
DD2 5NN  
Scotland, U.K.

If you have any suggestions for improving the program, please write on the back of this form.

## Getting the latest version

The latest information on **Concordance**, and the latest version, can be found on the [Concordance website](#) .

See also: [Installing, Upgrading, Moving, and Uninstalling.](#)

## Distribution to others

The software is fully copyrighted and commercial and is not in the public domain nor freeware.

### The registered version

The registered version of **Concordance** may not be distributed or copied in any way, nor may it be re-sold. **All valid licences are supplied direct from me to you as end-user. There are no authorised re-sellers or agents for Concordance. Any third party offering to sell licences to you is acting without authorisation and such licences will be invalid.**

### The unregistered version

The unregistered version of the program **in its original archive** may be distributed subject to the following limitations:

- You may not include the distribution archive on a CD-ROM without explicit permission in advance. Such permission is usually granted, but is subject to negotiation.
- Distribution must be limited to the original distribution archive file. You may not alter, delete or add any files in the distribution archive. You may not change the name of the archive: it must remain as it appears on the distribution website.
- You may not charge money for distributing the archive, beyond reasonable cost of shipping and packaging.

Please check the [Concordance website](#) to make sure you have the latest version.

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## Preparing text

You can make a concordance to any plain text file, often called an ASCII file. If the file displays correctly in the File Viewer, it will probably be suitable.

If your text is in a word processor, you can save it as a plain text file and use that to make the concordance from. (In Microsoft Word, save your file as 'Text Only with Line Breaks'. In Word 2002, an option to save a file as text with line breaks does not appear when you choose 'Save as...' Instead, you can choose to save as Plain Text; an additional dialog will then appear which allows you to select an option to 'insert line breaks'.)

Alternatively, you can simply display your document in your word processor, select all the text, and copy it to the Clipboard, where **Concordance** will see it immediately. You can do the same with text in many other Windows programs including a web browser. Remember that in most Windows programs, you can select all text immediately by pressing Control+A. You do not need to drag the mouse over the whole text!

For best results, make sure that each line is no longer than is comfortable for human beings to read: see [Input Text File Format](#). Don't split words across line-breaks - **Concordance** is happy to handle hyphenated words, but each part of the word must be on the same line.

You can also make a concordance to the text in a HTML file - see the [Ignore](#) topic for an example. For fuller technical details, including information about analysing SGML files, see [Input Text File Format](#).

If the text you want to work with seems to contain strange characters, see [Character Sets](#). **Concordance** is not a Unicode program. Because it is written to work on all versions of Windows, it uses the ANSI (Windows) character set. Unicode files need conversion to plain (ANSI) text before they can be used.

Before you make a concordance you should set options which relate to the features of your source text and the way you want it to be read. These options are all on the **Text** menu:

- [Alphabet](#)
- [References](#)
- [Context Styles](#)
- [Text to Read and Ignore](#)

Once you have set these options, you are ready to make a concordance. Choose **Make Full Concordance** or **Make Selective Concordance** on the **File** menu. The concordance will be made and displayed.

All the above options on the **Text** menu affect the way the source text is read while constructing the concordance. Consequently if you decide to make changes to any of these options, you need to re-make the concordance to see the effect of the changes.

By contrast, items on other menus allow you to alter the concordance after it has been constructed and see the changes immediately. See [Changing What's Displayed](#) for some of them.

### Considerations when preparing text

A common reason for difficulty when analysing e-text is that the text has been prepared using the same symbol or character with more than one meaning. For example, if you use an apostrophe to denote a possessive (as in English **father's**), but also use it to denote a closing speech mark (as in **He said 'Yes'**), nothing you do in **Concordance** will be able to tell them apart. Another instance would be using a double hyphen to stand for a dash.

The answer is to edit your text using characters in ways which are not ambiguous.

Another important point to bear in mind when marking up text is this: later in your project, it is easy to ignore information you no longer need, but much harder to include information you forgot to add in the first place.

## Tutorial Files

Several tutorial files are provided with **Concordance**. They are installed in the Sample Files folder, a sub-folder of the one where you chose to install **Concordance**. On computers that use English, this folder is probably C:\Program Files\Concordance.

You are strongly recommended to look at these files and make concordances to them as a way of learning the essential features of the program. Most of them contain comments which explain how to set options on the **Text** Menu for best results. They are particularly helpful to learn how to use [References](#), one of the most powerful aspects of the software.

More advanced tutorial material, written by professional users of **Concordance**, is available on the web. Links are on the page on the Concordance website entitled [Getting started with text analysis](#) .

## Input Text File Format

**Concordance** expects your input text to be in plain text files. For fuller information on how to prepare a plain text file, see [Preparing Text](#).

Your files should be divided into lines of human-readable length.

### Line lengths

The program imposes no limit on the length of a line, but in practice it works much better if line lengths are kept within limits convenient for humans to read - around 60 to 100 characters.

Many word processors treat each paragraph as a single long line so that they can wrap text to your margins. With a program such as Word you can overcome this by saving your file as "Text Only with Line Breaks". (In Word 2002, an option to save a file as text with line breaks does not appear when you choose 'Save as...' Instead, you can choose to save as Plain Text; an additional dialog will then appear which allows you to select an option to 'insert line breaks'.)

Some other common files, notably SGML files, mark line endings with their own notation instead of using a carriage return (CR) and/or line feed (LF) as used in plain text files. (For more detail on line endings, see below.) Such files, which lack CR/LF line endings, consist of a single 'line' as far as most programs are concerned, including this one.

Although this program should still produce a correct concordance from a file with long lines, it will take longer than usual, and there will be other undesirable features.

For example, contexts based on the actual line in which a word occurs are pretty useless if the whole input is on a single line: each word will have the entire text as its context, and the concordance will consequently be  $n$  times as long as the original, where  $n$  is the number of words in the original. This is to be avoided at all costs! Another reason is that **Concordance** uses line numbers as the default reference system, and it isn't helpful if all words are referenced to the same line.

If you make a concordance and find everything is referenced to line 1, you should check your input file to see whether it has CR+LFs.

The Context View in **Concordance** will not scroll to show contexts longer than 255 characters, although any further text is still there and will be correctly preserved when you save, print, or export the concordance.

## File sizes

Most counting functions in the program are limited to numbers no bigger than 2,147,483,647.

*The technical details below can be skipped unless you encounter problems - for example, if you find that everything in your concordance is referenced to line 1.*

## Line endings

The file should have line endings according to *either* the Windows/DOS convention *or* the Macintosh convention. Both of these formats can be read directly by the program. Unix files, however, should be converted first.

Technically speaking, this means that line endings should be marked with a carriage-return and line-feed (CR+LF) pair, or with a carriage return alone, but not with a line feed alone. This table summarises the differences between systems:

System	Line ending	Conversion needed
Windows/DOS	CR+LF	no
Mac	CR	no
Unix	LF	yes

In the ASCII and ANSI character sets, CR is no. 13 (hexadecimal 0D) or Ctrl+M, and LF is no. 10 (hexadecimal 0A) or Ctrl+J.

You can check which line-end characters a file uses by loading it into the File Viewer, then choosing **Hex Mode** on the **Options** Menu. Carriage returns will be displayed as 0D and line feeds as 0A.

Files produced on Unix systems can easily be converted to Windows files. A conversion program is provided on the **Tools** Menu. Some file transfer (FTP) programs can do the conversion automatically when fetching a file from a Unix to a DOS/Windows system, and some text editors can also do the conversion.

If you choose multiple input files to make your concordance from, **Concordance** automatically concatenates them into a single new file before making the concordance. If you prefer to do this yourself, use any text editor, including the Multiple Document Editor which comes with **Concordance**. The command-prompt (DOS) Copy command can also concatenate files.

## Alphabet

The alphabet that **Concordance** uses is fully under your control. You can define the characters in your Alphabet using the edit box in the **Alphabet** Dialog on the **Text** Menu. The Alphabet controls the way that **Concordance** recognises words: characters you choose to include in the Alphabet are seen as part of a word and all other characters are not. Alternatively, you can set **Concordance** to add automatically all the characters it finds in your texts to your Alphabet.

**The Alphabet has no effect on sorting: see below for more on sorting.**

Getting the right alphabet is a powerful way of producing exactly the results you want, and a little trial and error is often needed.

## Edit Alphabet

Use the Alphabet Editor to define which characters you want in your alphabet.

Note that in **Concordance** Version 2.0.0 and later, the numerals 0..9 are included in the default alphabet. In earlier versions they were not part of the default alphabet and you had to add them if your text or your references contained numerals which you wanted to keep.

You can copy and paste characters from the Character Set display in the Language and Font Control using the right mouse button or standard Windows keys.

## Characters not in Alphabet, when found in text: add or ignore?

If you select 'Add to Alphabet' instead of 'Ignore', when **Concordance** reads your text and finds a character which is not in your Alphabet, the character will automatically be included in the Alphabet and hence will be treated as part of a word. If you select 'Ignore' instead, characters not in the Alphabet will be removed entirely from your concordance. (*They will be removed even if they occur inside reference markers.*)

Either way, **Concordance** will tell you which characters it is adding to the Alphabet or ignoring. This information appears in the Progress dialog as a concordance is being made.

Choosing 'Add to Alphabet' may seem like an easy option - it means, for example, that you can start with an empty Alphabet and still have all words recognised. In practice it may create as many problems as it solves. If every undefined character is treated as part of a word, you tend to end up with a lot of words like "and/or" because the slash has been added to the alphabet.

If you choose 'Add to Alphabet', then, you may need to make your concordance over again after expelling some unwanted characters added during the first attempt. If you choose 'Ignore', you may have to do the opposite: add characters one at a time to the Alphabet which were reported as ignored.

**Tip:** Avoid adding lots of characters to your alphabet that you don't really need for the text you are working with. It's best to start with the simplest possible alphabet and add characters as required. 'Add to Alphabet' is a better option for new users; 'Ignore' for experienced users.

Each concordance you make has its user-defined alphabet saved with it. Using the Options dialog, you can choose a setting so that reloading a concordance from disk will restore the alphabet which was in force when it was made. This setting is off by default.

You should open the Alphabet Editor from time to time and check what alphabet is currently in force, as it may not be what you expect.

**Tip:** If you choose 'Add to Alphabet' and make a concordance, lots of characters you don't really want may be added to your Alphabet. If your Alphabet is one you have worked carefully to refine, you might like to save it separately in case you need to revert to it later.

Copy and paste all the characters from your Alphabet to a new file in the Multiple Document Editor and save the file.

## Sort Alphabet

You can sort the characters in your alphabet at any time by pressing the Sort Alphabet button.

Sorting here is for ease of reading only. **You cannot alter the order in which Concordance sorts words by moving letters around in your Alphabet.** All that counts in the Alphabet dialog is the presence or absence of characters, not their order. The order of the letters is defined by Windows, depending on the language you have chosen and the current character set.

This sort is not case-sensitive: hence a lower-case letter may sometimes appear before its upper-case equivalent, and sometimes after. This makes no difference.

If you are trying to change the way **Concordance** sorts your finished concordance, see [Sorting](#).

## Restore Defaults

This button replaces the contents of the Alphabet Editor with the default alphabet. This is as follows: the letters **a..z** and **A..Z**, the hyphen, the apostrophe, and (starting in Version 2.0.0) the numerals **0..9**.

## Languages

This button opens the [Language and Font Control](#) which provides support for languages other than English.

## Word separators

In the Alphabet Dialog you can also specify word separators. These are characters which will be treated as marking a division between words. A space is always treated as a word separator.

By using different combinations of alphabet and word separators you can gain extensive control over the way your source text is processed.

### Overlap between Alphabet, Word Separators, and Reference Markers

If a character is in your Alphabet, it cannot also be a Word Separator or a Reference Marker. If you have any duplication of this kind, the program will warn you (repeatedly!), and will not make a concordance until you remove the duplication. To alter Reference Markers, go to the [References](#) dialog.

## Handle split words as in Version 2.0.0

This checkbox allows you to choose between two alternative behaviours for splitting words when non-word characters are encountered in the middle of a word. The default behaviour

matches that of Version 3.0; the alternative matches that of Version 2.0.0. For full details see [this topic](#).

## Translate OEM (DOS) Characters to ANSI (Windows)

If your source text was prepared using an OEM character set, **Concordance** can automatically convert what it reads to the Windows (ANSI) character set as the source text is read. Try this option if characters such as accented characters and special symbols in your source text are being changed into unrelated characters in the concordance. You will still need to add the characters to your alphabet for them to be included in the concordance. Since translation of OEM to ANSI characters takes place before the removal of all characters not declared in your alphabet, you should add the translated, not the untranslated, characters to your alphabet.

If this still doesn't give the results you want, your source text may contain some characters that bear no direct relation to the Windows characters you want, perhaps because the file was prepared on a different computer system. In that case you need to edit the source text! And if translation gets confusing, give up and edit the source text instead.

Bear in mind, too, that translating OEM characters to ANSI characters is done for the concordance, but your source text is not altered - **Concordance** never alters your source text unless you edit it yourself. So viewing the text in the File Viewer and File Editor will show untranslated characters. If you want a permanently translated version of your source text, use the stand-alone tool [OEM to ANSI File Converter](#)

### Definitions:

An OEM character set is one specified by the code page currently in force on the computer.

The Windows operating system in the US and most of Europe uses the ANSI character set. DOS uses the ASCII character set.

Both ASCII and ANSI characters can be entered at the keyboard even if they do not have a dedicated key. To enter an ASCII character, hold down the Alt key and type the character's three-digit code on the numeric keypad (e.g. Alt+155). To enter an ANSI character, use the same method but add a zero in front of the three-digit code (e.g. Alt+0248).

Early versions of DOS were limited to a single version of the (extended) ASCII character set. With later versions of DOS, Microsoft and IBM introduced the concept of the code page. US ASCII, for example, is codepage 850. Code pages offer some support for different languages by assigning special characters to certain numeric values and keys.

If you need to know more, see the very detailed [reference information on character sets](#)

See also:

[Preparing text](#)

[Saving and restoring settings](#)

[Character table](#)

[Language and Font Control](#)

## References

### What are references?

In brief:

- Although you do not need to use References, they are one of the most powerful aspects of **Concordance**. References are generated from mark-up you add to your text. They show you which section of your text each word comes from, or let you mark text as belonging to any category you define.
- References can accompany each line of context in a concordance, and might look like this:

```
Macbeth Act 1 Scene 1 First Witch
```

Or like this:

```
Speaker: Alistair Session: 20 August Topic: Apoptosis
```

- You can also select text using references. For example, you could select all text by a particular speaker. See [below](#)
- **Concordance** automatically gives the line number as a reference for each occurrence of each word. If this is all you need, you don't have to define any references of your own.
- If you have multiple files and want to use the filenames as a reference, **Concordance** can add them automatically. See [below](#).
- You can also add [Page references for Microsoft Word files](#)

Take a little time to learn how to use references, as they are one of the most powerful aspects of the software. A good way to get started with references is to work through the [sample files](#) which were installed with the program.

The **References** Dialog on the **Text** Menu lets you specify the way references are handled. You must also add the references you want to your source text. This can be as simple as adding <C Chapter 1> at the right point in your text.

### Uses of references

A reference can be generated for each line of context in a concordance. It is often used to indicate the location of both the word and its illustrative context in the full source text. A simple reference might show which section or chapter of a text each word comes from. References can also show any other information you want to include.

In drama, for example, you might choose to have your concordance show which character is the speaker at any point, whether the speech is prose or verse, and which act and scene each word belongs to. Or if you were analysing transcripts of interviews, you could add tags to show which material is relevant to Topic A, which to Topic B, and so on. Several reference categories can be in force at any time, so a piece of text can be marked as relevant to several different topics.

If you have many different texts or authors combined in your concordance, you can use references to distinguish among them.

When your concordance is made and displayed, the references will be displayed for each word in its context, and you can sort the contexts by the references you have used.

If you don't want to use references of your own, you need not define any. **Concordance** automatically keeps track of the line number in which each word occurred, and this provides a form of referencing which is adequate for simple projects.

## Reference Markers and Categories

Reference markers are symbols which you use in your source text to enclose references. For example,

```
<T Macbeth>
<A Act 1>
<S Scene 1>
<C First Witch>
```

Here < and > are the opening and closing *reference markers*. You can choose other markers if you wish. Opening and closing reference markers must each be a single character, but need not be a 'matched pair', so you could choose { and # , for example.

In the above example the letters T, A, S, and C denote *reference categories* which can be collected and printed. You can use any letters from A to Z. **Concordance** doesn't care which letters you use for what. Only you have to remember what you're using them to stand for as you mark up the text.

The example above would produce a reference like this:

```
Macbeth Act 1 Scene 1 First Witch
```

- assuming you told **Concordance** to collect all four reference categories T, A, S, and C.

To take another example, if you later decide that you want only the act and scene references, you don't have to alter anything in your text: just make a new concordance, telling **Concordance** to collect only reference categories A and S. That would produce a reference like this:

```
Act 1 Scene 1
```

A reference stays in force until you change it. So, at the start of Scene 2, you could add <S Scene 2> and all words from there on would have "Scene 2" as part of their reference, until another reference with the category <S > is found, such as <S Scene 3>.

If you want to stop using a reference category before the end of a text, set it empty like this:

```
<S >
```

## Preparing References

When adding references to a source text, follow these rules:

- References can appear anywhere on a line.
- References can be changed as often as needed in the course of any line.
- References cannot occur inside a word.
- The reference opening marker should be immediately followed by the reference category letter, then a space, then the text of the reference.
- Each reference must end (close) on the same line it began on.

The program will try to warn you if the last of these rules is broken. If your text breaks the third or fourth rules, unpredictable results can occur.

## Collecting References

In the **References** Dialog under 'References to collect' you enter the letters from A to Z which your input text uses to identify reference categories and which you wish to collect when you next make a concordance. You can choose to collect some, all, or none of the references from the source text on any particular run.

### Order of display for references

It does not matter in what order you enter the letters in the Reference dialog. When **Concordance** displays your references, it will use the order in which it first encountered reference categories in your text. For instance, using the *Macbeth* example above, if you wanted references displayed with the character first, like this,

```
First Witch Macbeth Act 1 Scene 1
```

you should make sure that the character reference is the first to appear in your text, like this:

```
<C First Witch>  
<T Macbeth>  
<A Act 1>  
<S Scene 1>
```

In cases where this does not make good sense, you can include empty references to get you started and achieve the required order. An empty reference looks like this: <C >

### Example: Numerals in references

The program treats literally any text you place inside your reference markers (that is, to the right of the space after the reference category letter and before the closing reference marker). Numerals are treated no differently from any other text. So, for example, if your text had two subsections, each with two paragraphs, you might want references like this: "1, 1", "1, 2", "2, 1", "2, 2". To achieve this, you could mark up your text as follows:

```
<S 1,>  
<P 1>  
  text of first paragraph in section 1  
<P 2>  
  text of second paragraph in section 1  
  
<S 2,>  
<P 1>  
  text of first paragraph in section 2  
<P 2>  
  text of second paragraph in section 2
```

Then tell **Concordance** to collect reference categories S and P. Note that we can get a comma between section number and paragraph number by including it after the section number: "<S 1,>"

You must also make sure that any characters you want to use in your references (in this case, the numerals 0 to 9) are in **Concordance**'s Alphabet.

### Example: Page references for indexes

A macro for Microsoft Word to insert **Concordance**-style page references automatically into a Word document is [here](#).

## Displaying References

References are displayed to the right of contexts. The first example above would produce a reference like this:

Macbeth Act 1 Scene 1 First Witch

By choosing **Show Reference Categories** on the **Contexts** menu, you can choose to display them like this instead:

<T Macbeth><A Act 1><S Scene 1><C First Witch>

This is useful when you want to [sort](#) contexts by reference categories. That sort method, however, still works even if reference categories are not being displayed.

## References and the Alphabet

Remember that characters in your source text which are not in your user-defined alphabet will be removed entirely from your concordance if you have chosen to ignore them in the Alphabet dialog. This applies *even if the characters occur inside reference markers*. Make sure you add any special characters you need to your alphabet, or choose to have all characters not in the Alphabet automatically added. See the [Alphabet](#) dialog.

## Overlap between Alphabet, Word Separators, and Reference Markers

If a character is in your Alphabet, it cannot also be a Word Separator or a Reference Marker. If you have any duplication of this kind, the program will warn you (repeatedly!), and will not make a concordance until you remove the duplication. To alter the Alphabet or Word Separators, go to the [Alphabet](#) dialog.

---

## Selecting text using references

Once you have marked up your text with some references, they can be used not just for display in your concordance but also to select text when using Make Selective Concordance.

The lower half of the References dialog lets you choose up to two reference categories and their values. The two can be combined with the usual boolean operators: 'and', 'or', 'xor', 'and not'. ('Xor' -- exclusive or -- means 'either A or B but not both'.)

For example, if your text was marked up with references like this:

```
<T Macbeth>
<A Act 1>
<S Scene 1>
<C First Witch>
```

you could make a concordance which picks words only when the Act is 1 and the speaker is First Witch. Or if your text had page numbers, you could select only the text where the page number was 2.

### Example: selecting text by speaker

Assume you want to select all text where the speaker is Mary, rejecting all text by other speakers.

First you must mark up your text with references, so that a reference such as <S Mary> precedes each speech by Mary, and a reference such as <S Catherine> or <S Someone Else> precedes each speech not by Mary.

Now open the **Make Selective Concordance** dialog. Under **Word Selection Method**, select the radio button next to **Reference**, then press the adjacent **Edit** button. This opens the References dialog. In the upper part of the dialog, ensure you have chosen < and > as the reference opening and closing markers, and include S as a reference category to collect. In the lower part of the dialog, set the controls so as to "Select text when reference category S is the string Mary". Then press OK to close the References dialog and press the **Make Selective Concordance** button.

### Filename References

When you make a concordance to more than one file, you can choose to have **Concordance** automatically add a reference to show which file a word came from. The reference will be the name of the file. To make this happen, open the 'Make Concordance from Files' dialog (press F5) and tick **Add filenames as refs**. Filename references are not automatically added if there is only one active file.

Filename references are independent of, and additional to, the references you define in the References dialog on the Text menu.

#### See also:

[Preparing text](#)

[Saving and restoring settings](#)

[Page references for Microsoft Word files](#)

[Make Selective Concordance](#)

## Page references for Microsoft Word files

In Microsoft Word, you can use a macro (a sequence of recorded actions) to insert **Concordance**-style page references automatically into a Word document, then copy the whole document to the Clipboard and make a concordance from it. This can be particularly useful if you want an [Index](#).

Here is how to do it in versions of Word from Word 97 to Word 2003. It has not been tested in Word 2007, but may well work without problems.

In Word 97 to 2003, go to Tools -> Macro -> Macros. (In Word 2007, go to Office Button -> Word Options -> Popular, tick "Show Developer tab in the Ribbon", and click OK. You can then use the Macros button.) Type "ConcPageNums" (without the quotes) as the name of a new macro, then press the Create button. Microsoft Visual Basic should open with the macro editor.

After the line which says "Macro created <today's date> by <your name>" and before the line "End Sub", insert the following lines by copying and pasting.

```
Dim count_  
WordBasic.StartOfDocument  
count_ = 1  
WordBasic.EditBookmark "Temp", Add:=1  
WordBasic.InsertField Field:=" PAGE \# " + Chr(34) + "'<P '#>'"  
+Chr(34)  
WordBasic.WW7_EditGoTo Destination:="+1"  
While WordBasic.CmpBookmarks("\Sel", "Temp") <> 0  
    WordBasic.EditBookmark "Temp", Add:=1  
    count_ = count_ + 1  
    WordBasic.InsertField Field:=" PAGE \# " + Chr(34) + "'<P '#>'"  
+Chr(34) + "\*MERGEFORMAT"  
    WordBasic.RepeatFind  
Wend  
WordBasic.EditBookmark "Temp", Delete:=1  
WordBasic.MsgBox "Added page references to " + Str(count_) + " pages"
```

Make sure that no long line has been split or wrapped onto two lines when you have pasted. For example, there should be only four lines of text in the indented section between `While` and `Wend`: the third of those lines is very long, ending with `"\*MERGEFORMAT"`

Now you can go to a Word document, choose Tools -> Macro -> Macros, choose `ConcPageNums`, and press Run. This will add the page references.

See your Word help for more on installing and using macros. If any of this doesn't work, you should seek help from your local support person who specialises in Microsoft Office. Your copy of Word may be set up to disallow macros. As author of **Concordance**, I am not in a position to offer support for Word.

---

Here is an older version of the macro for Word 6.0:

```
Sub MAIN  
StartOfDocument  
count = 1  
EditBookmark "Temp", .Add  
InsertField .Field = " PAGE \# " + Chr$(34) + "'<P '#>'" + Chr$(34)  
EditGoTo .Destination = "+1"  
While CmpBookmarks("\Sel", "Temp") <> 0  
    EditBookmark "Temp", .Add  
    count = count + 1  
    InsertField .Field = " PAGE \# " + Chr$(34) + "'<P '#>'" +  
Chr$(34) + " \* MERGEFORMAT"  
    RepeatFind  
Wend  
EditBookmark "Temp", .Delete  
MsgBox "Added page references to " + Str$(count) + " pages"  
End Sub
```

---

## Languages and character sets

**Concordance** provides support for different Western languages and character sets, primarily those with the Latin alphabet.

Some users have been able to get good results with non-Latin languages, including East Asian languages (on Western versions of Windows), but this is a bonus and I cannot guarantee it. See the [Concordance website](#) for information, including a link to help on using the software with East Asian languages.

Support for non-Western languages depends to a large extent on which version of Windows you use, and is much superior in Windows 2000, XP, and Vista.

The primary tools to use are the [Language and Font Control](#) and the user-defined [Alphabet](#). It is important to choose the correct settings for both of these.

If your version of Windows has non-Western languages installed, these may appear in the Language and Font Control. That does not guarantee **Concordance** will work correctly with them.

There is a [Character Table](#) which is useful for reference (it does not alter the program's behaviour.)

In addition, for solving difficult problems, there is extensive reference information on [Character Sets](#) and related issues.

## Context Styles

Context Styles are chosen before you make a concordance. Several styles are available for the contexts which accompany each headword in a concordance. They can be set using the **Context Styles** dialog on the **Text** Menu.

Don't confuse context *styles* with [context views](#), the left-aligned and centred views in the right-hand pane which can be altered as you look at the concordance.

### Available Styles

- The simplest style of context is the **actual line** in which the word occurs - that is, the physical line from the source text which contains a particular word. This context style is particularly suited to lists, to verse, and to any text where each line contains a logically or syntactically complete unit.
- Contexts of **selected length** are more versatile. You can choose separately the kind of context which comes before the occurrence of the headword and that which follows it. In either case these can be contexts delimited by **sense-unit** or contexts delimited by **number of words**.

If you choose contexts which run from the start or to the end of a sense-unit, you can define the **punctuation** which the program will use in recognising those sense-units.

If you choose contexts which run for a number of words before or after the headword, you can choose the number of words in each case.

The maximum length for contexts of selected length is 100 words before and after the headword.

Bear in mind that choosing large contexts for each word will have a very big impact on the size of the finished concordance. A concordance with five words of context before and after the headword will be more than ten times the size of the original text. This is intrinsic to the nature of concordances: just look at a printed concordance - they are *big* books. One with twenty-five words of context before and after the headword will be more than fifty times the size of the original! A ludicrous extreme occurs if you have all your text on one line (never recommended) and you then choose Actual Line as the context for each word: in this case every word in the text has effectively a copy of the entire text as its context. If such a text had 10,000 words, the concordance to it would contain 100,000,000 words!

#### Tips:

Speed:

- Concordances are made faster if you choose contexts which are the actual line, not a selected number of words, *provided* the lines in your text are fairly short, like a book.

Size:

- If your concordance results in a huge concordance file, you need to limit the length of contexts. The best way to do this depends on whether your text has short lines (say, up to a dozen words per line, like a book) or longer ones. If your text has short lines, choosing Actual Line for your context will be enough to ensure things don't get too big (this is also best for speed). If your text has long lines, choose Selected Length for your contexts and limit the length to a few words before and after the headword.

See also:

[Saving and restoring settings](#)  
[Preparing text](#)

## Text to read and ignore

Choose **Ignore** on the **Text** Menu if you wish to specify that only parts of your source text are to be read.

### Skip Markers

Skip markers are symbols or characters or strings used in the input text which enclose text that you want to be ignored. If any skip markers are defined here, all text between them will be ignored when analysing the input files. You can define up to five different pairs of skip markers. If you define an opening skip marker, you must define its closing counterpart. The maximum length of a skip marker is ten characters.

You can use skip markers to add notes or comments to your source text which need not form part of the concordance. They are also useful for temporarily 'commenting out' parts of the text so that the concordance includes only a selection of the text. This is easier than having to prepare a new version of the source text.

**Example:** If your text contains this line:

New Presbyter is but old Priest writ large {Trin. MS: writ at large}

and if you define the characters { and } as a pair of skip markers, then the comment at the end of the line enclosed in curly brackets will be ignored when making the concordance.

## Selecting by position on line

You can also choose to have **Concordance** read text from selected positions (columns) on each line of the source text. For example, if a source text has been prepared with line numbers in the left margin, you can skip them.

If you want to start reading text from (say) column 3 and continue right to the end of the line, enter 3 for the start column and 0 (or any very large number) for the end column.

## Example: Making a concordance to an HTML file

You can make a concordance to the text in an HTML file without having to convert it to plain text first. Just define the characters < and > as a pair of skip markers. The effect will be to skip all HTML markup in the file, leaving only the text, since HTML markup encloses tags like this: <tag>

This removes only HTML markup. You can also translate HTML special characters such as &eacute; (which is HTML for the letter e with an acute accent) into Windows characters: see [Converting HTML entities](#).

See also:

[Preparing text](#)

[Saving and restoring settings](#)

## Treat upper and lower case separately

Headwords appear by default in upper case, since **Concordance** *normalises* words as they are read from your text. So, for example, 'This', 'this', and 'THIS' will normally all be gathered together and counted as instances of the same word. You can, however, change this behaviour.

On the **Text** menu, choose **Special**, then **Treat upper and lower case separately**. When you next make a concordance, no normalising will be done. Then, for example, 'This', 'this', and 'THIS' will all have separate entries in the Wordlist.

If you combine this option with [Show duplicate words separately](#) and then sort the Wordlist by order of occurrence, you will get an exact list of the words in your text in the order they originally appeared. This can sometimes be useful.

If you choose this option and also use the Pick List to make a Selective Concordance, the words picked from your text will be those which are a case-sensitive match with the words in the Pick List.

You can also change the case of all words while the concordance is displayed. See [Changing case of words](#).

## Analyse characters instead of words

Almost everything in **Concordance** is based on analysing words. You can, however, tell it to analyse letters (characters) instead of words. To do this, go to the **Text** menu, choose **Special**, then choose **Analyse characters instead of words**.

This causes the program to treat every letter as if it were a complete word in itself. This effectively produces a frequency count of the characters in your text, like this:

**A 1440**  
**B 289**  
**C 407**  
**D 832**  
**E 2267**

and so on.

Note that if you have also chosen [Contexts](#) of Selected Length -- say 3 words of context before and after every headword -- then you will get 3 letters of context instead of 3 words. (Choosing actual-line contexts will still show the whole line of context.)

Analysing letters instead of words is a special ability which breaks **Concordance's** 'rule' of being word-based, and you will find aspects of the program which do not make very good sense when you do so. One or two are specifically disallowed: if you make a Selective Concordance which picks words using Regular Expressions or Phrases, the option to analyse characters instead of words is ignored.

**Warning:** if you combine this option with [Show duplicate words separately](#), you will get a separate entry in the Wordlist for every *character* in your text! This will quickly produce so many entries that your patience will be exhausted and your computer's memory probably overwhelmed. The program will warn you before you try to make a concordance which combines these options.

## Making Concordances

After [preparing your text](#), you are ready to make a concordance.

You can make a [Full Concordance](#) or a [Selective Concordance](#). A Full Concordance shows all the words from your text. A Selective Concordance shows you only the words you choose.

**Concordance** has a huge variety of flexible options. Before you start on a large or important project, it is always a good idea to develop and test your settings by using very small files and checking that the results are what you would expect. Concoct such files for the purpose if necessary.

## Make Full Concordance

A Full Concordance is one which includes all words from the source text, except any you have specified in the [Stop List](#). (Use of the Stop List is optional.) The whole text is read and words are selected and displayed in their contexts.

You can make a Full Concordance

- [from Files](#) - using any plain text file (or files) that you choose; **or**
- [from the Clipboard](#) - using the text in any other open Windows application which is able to copy plain text to the Clipboard.

After making a Full Concordance, you can always remove words from the Wordlist using **Select Words** on the Headwords menu. If you know in advance which words you want to **reject**, use the Stop List. If you know in advance which words you want to **select**, it is easier to make a [Selective Concordance](#), which picks only your chosen words.

If your source text is large, making a Full Concordance takes longer than making a Selective Concordance. However, once the full concordance has been made and displayed, it is quicker to browse around in it than to do repeated fast concordances with different selections of words each time.

See also: [Make Selective Concordance](#)

## Stop List

The Stop List allows you to list words which can be ignored (omitted) when you make a Full Concordance. A Full Concordance includes every word found in your input files, unless you choose to use a Stop List, in which case it includes all words *except* those in the Stop List.

A Stop List is often used to omit high-frequency words such as 'the', 'a', 'and' in English. Omitting just a few high-frequency words can greatly reduce the size of a finished concordance since they occur so often. The concordance will also be made faster.

To prepare or edit a Stop List, choose **Edit Stop List** from the **Text** menu, or press **Edit Stop List** in the Make Full Concordance dialog.

To use a Stop List, first make sure it contains the words you want, one word per line. Then on the **File** menu choose **Make Full Concordance from Files** or **Make Full Concordance from Clipboard**. Before you press the button to make your concordance, tick the **Use Stop List** box .

A Stop List should consist of words, one per line. Words may include the pattern-matching symbols (wildcards) **?**, standing for any one letter, and **\***, standing for any number of any letters. This works identically to the Pick List. See the help for the [Pick List](#) under '[Selecting words using patterns](#)'.

### The Stop List Manager

The Stop List Manager works identically to the Pick List Manager. Again see [its help topic](#).

### Stop List Files

When you first open the Stop List Manager, it opens a Stop List file called `Stoplist.txt` if that file exists in the same folder as the program itself. (It should do, because it was placed there by the installation.) `Stoplist.txt` is a short sample file. You can create any number of your own Stop List files and they do not have to be called `Stoplist.txt`.

Use the commands on the Stop List Manager's **File** menu to create new Stop List files or save a Stop List file under a different name. If you want a different Stop List file to be loaded automatically when you open the Stop List Manager, use **Choose Stop List File** on the Options menu and also tick the **Auto-load Stop List File** option.

On a shared network installation, your system administrator should give you your own copy of `Stoplist.txt`.

## Make Selective Concordance

A Selective Concordance is one where you specify how to pick words from the source text. The whole text is read and all instances of the words that match your selection criteria are selected and displayed in their contexts. All other words are rejected.

You can make a Selective Concordance

- [from Files](#) - using any plain text file (or files) that you choose; **or**
- [from the Clipboard](#) - using the text in any other open Windows application which is able to copy plain text to the Clipboard.

If you do not know in advance which words you want to select, make a [Full Concordance](#) instead.

If your source text is large, making a Selective Concordance is much quicker than making a Full Concordance because the program has to handle only the words you have picked.

## Selecting Words

There are six different ways of selecting the words you want to keep in a Selective Concordance.

[Pick List](#)  
[Phrase searching](#)  
[Proximity searching](#)  
[Sampling](#)  
[Regular Expressions \(regex\)](#)  
[References](#)

Choose among them using **Word Selection Method** in the **Make Selective Concordance** dialog.

You can also select words (or reject words you don't want) *after* the concordance has been made by choosing [Select Words](#) on the Headwords menu.

## Pick List (and Word List Managers)

The Pick List and the Stop List use a similar Word List Manager. The Pick List allows you to list words which will be picked when you make a Selective Concordance. A Selective Concordance picks only the words you list and omits all others.

An empty Pick List would produce an empty concordance, and the program will warn you if the Pick List is empty.

To prepare or edit a Pick List, choose **Edit Pick List** from the **Text** menu, or press the **Edit** button next to **Pick List** in the Make Selective Concordance dialog.

To use a Pick List, first make sure it contains the words you want, one word per line. Then on the **File** menu choose **Make Selective Concordance from Files** or **Make Selective Concordance from Clipboard**. In the Selective Concordance dialog, look at **Word Selection Method** and ensure Pick List is selected.

A Pick List should consist of words, **one per line**. Words may include the pattern-matching symbols (wildcards) **?**, standing for any one letter, and **\***, standing for any number of any letters. See below under '[Selecting words using patterns](#)'.

If you choose the option **Treat Upper and Lower Case Separately** (on the **Text** menu under **Special**) and then use the Pick List to make a Selective Concordance, the words picked from your text will be those which are a case-sensitive match with the words in the Pick List. In this case, if you wanted to pick both 'a' and 'A', they would need separate entries in the Pick List.

### The Word List Managers

The Pick List Manager and the Stop List Manager work identically.

The Pick and Stop List Managers are text editors. As from Version 3.0 of **Concordance** there is no limit to the number of words they can contain, even on Windows 95/98/ME.

As well as adding words yourself or reading words in from a file, you can use their special abilities to

- **Format one word per line**
- **Re-sort the list of words, keeping duplicates**
- **Re-sort the list of words, removing duplicates**

When you press 'Re-sort, keeping duplicates', a window will open showing all the duplicate words found.

The option to remove duplicates works regardless of their case - so 'This', 'this', and 'THIS' will be recognised as duplicates.

### Menu Commands

Most commands on the menus are self-explanatory file and edit commands. One or two need explanation:

**File menu: Append words from file** lets you read any text file on disk and splits it up into one word per line.

**View menu: Left, Right, Centre:** You can detect any leading or trailing spaces by switching from left to right alignment and vice-versa. Don't ask what the use of **Centre** is. It's there because it's there.

**Options menu: User-defined Alphabet:** Lets you choose whether to use the Alphabet defined in the Alphabet dialog when reading in a file and splitting words one per line. If this option is on, all characters not in your chosen Alphabet will be removed entirely from words. This is useful for removing punctuation and other symbols from text, leaving only words. If this option is off, the default alphabet (**a..z, A..Z, 0..9**, plus hyphen and apostrophe) is used. Note that the Pick and Stop Lists do not make any use of the definable word separators in the Alphabet dialog, only its characters.

The **Edit Alphabet** button - if you have chosen **User-defined Alphabet** on the Options menu, you may wish to alter the Alphabet. This button simply opens the Alphabet dialog, normally accessible from the **Text** menu.

### Advanced use

The Pick and Stop List Managers can be used as a miniature text analysis program on their own. By reading a file of continuous text, splitting it into one word per line, and sorting it with duplicates removed, they can create a sorted list of the unique words in a text. This list can be saved to a file if wanted.

### Selecting words using patterns

In the Pick List you can use pattern-matching symbols (wildcards) **?**, standing for any one letter, and **\***, standing for any number of any letters.

You can combine these to produce powerful selection criteria:

To do this:	Type this:
Select all words of a certain length, e.g. words of 4 characters:	????
Select all words greater than a certain length, e.g. words of 4 characters and over	????*
Select words beginning with a prefix, e.g. words beginning with 'un-'	un*
Select words ending with a suffix, e.g. words ending in '-ing'	*ing
Select words which begin with 'un' and end with 'ing'	un*ing
Select all words which contain the letter 'e'	*e*
Select all words  (this matches any word and so would produce the same result as a Full Concordance, but more slowly!)	*

## Pick List Files

When you first open the Pick List Manager, it opens a Pick List file called `Picklist.txt` if that file exists in the same folder as the program itself. (It should do, because it was placed there by the installation.) `Picklist.txt` is a short sample file. You can create any number of your own Pick List files and they do not have to be called `Picklist.txt`.

Use the commands on the Pick List Manager's **File** menu to create new Pick List files or save a Pick List file under a different name. If you want a different Pick List file to be loaded automatically when you open the Pick List Manager, use **Choose Pick List File** on the Options menu and also tick the **Auto-load Pick List File** option.

On a shared network installation, your system administrator should give you your own copy of `Picklist.txt`.

See also: [Make Selective Concordance](#)

## Proximity searching

A Proximity search lets you make a Selective Concordance which keeps words only if they are found within a certain distance of other words.

To enter words for a proximity search, go to the **Text** menu and choose **Configure Proximity search**, or open the Make Selective Concordance dialog and press the **Edit** button next to **Proximity**.

To make your concordance, open the Make Selective Concordance dialog if it is not already open (go to the **File** menu and choose **Make Selective Concordance from Files** or **Make Selective Concordance from Clipboard**.) In the Selective Concordance dialog, look at **Word Selection Method** and ensure **Proximity** is selected. Then press the **Make Selective Concordance** button.

You can specify up to five words to keep. For each, you must specify a number for the distance (for example, "within **3** words of"), and the other word which has to be present within that distance.

The maximum distance you can specify is 20 words.

Words may include the pattern-matching symbols (wildcards) `?`, standing for any one letter, and `*`, standing for any number of any letters.

It is the first word of each pair, not the second, which will be kept. However, it will be kept if the second word occurs within the specified distance **either** before **or** after it.

### An example:

Say you choose to keep the word FRUIT within 5 words of TREE.

If your input text contains 'the fruit of that forbidden tree', that occurrence of FRUIT will be kept. And if your input text also contains 'the tree is known by his fruit', that occurrence of FRUIT will also be kept, as it too is within 5 words of an occurrence of TREE (reading backwards).

But the two occurrences of TREE will not be kept because it is the second word in the pair. If you want them to be kept, you must specify TREE within 5 words of FRUIT as well as FRUIT within 5 words of TREE.

#### Hint:

If **Text -> Special -> Treat upper and lower case separately** is selected, the words you enter in the Proximity search will be treated case-sensitively.

See also:

[Phrase searching](#)

[Make Selective Concordance](#)

## Phrase searching

A Phrase search lets you make a Selective Concordance which keeps all instances of the phrases you specify, rejecting all other words.

To enter phrases, go to the **Text** menu and choose **Configure Phrase search**, or open the Make Selective Concordance dialog and press the **Edit** button next to **Phrases**.

To make your concordance, open the Make Selective Concordance dialog if it is not already open (go to the **File** menu and choose **Make Selective Concordance from Files** or **Make Selective Concordance from Clipboard**.) In the Selective Concordance dialog, look at **Word Selection Method** and ensure **Phrases** is selected. Then press the **Make Selective Concordance** button.

You can enter up to six phrases (see below if you need more). Each phrase must be more than one word and can be up to five words long. There is a separate edit box for each of the five words: **don't enter more than one word in any individual edit box**.

If you enter a 'phrase' which is only one word long, it will be ignored. (To search for any number of single words, use the [Pick List](#).) A phrase where the first (leftmost) edit box is empty will also be ignored.

Words may include the pattern-matching symbols (wildcards) **?**, standing for any one letter, and **\***, standing for any number of any letters.

Phrase searching provides some of the functionality of [regular expressions](#). Phrase searching is less powerful but easier to use.

#### Example:

If you make a Selective Concordance to the installed sample file `Demo4.txt`, selecting phrases, having defined the phrase

`the m* *`

the results will show the following phrases in their contexts:

```
the Mathematicks, useful
the Manners and
the Mercy of
the meantime, I
```

plus five more such phrases.

(This example assumes that **Text -> Special -> Treat upper and lower case separately** is not selected. If it is, you will see a different selection of phrases.)

### Hints and Tips

- When you make a concordance to phrases which include wildcards, the Headword display shows the *pattern* (including wildcards), and the actual phrase matched is shown in the Context View.
- It is best to choose the Centred Context View when working with phrases.
- If a phrase occurs split between two lines in your source text, it will not appear in full in the Context View if you have chosen the [Context Style](#) 'Actual Line'. In this case you may wish to choose the Context Style 'Selected Length' instead.
- When using phrases, the option to analyse characters instead of words (**Text -> Special**) is ignored.
- If you define a phrase which contains the same elements as another defined phrase, then the order in which they are declared will affect the results. For example, using the sample file Demo4.txt, try defining the two phrases

```
the m* *  
the * of *
```

The file happens to contain the expression 'the Mercy of the Waves'. Here, the first pattern would match 'The Mercy of' and the second pattern would match 'The Mercy of the'. The expression in the text will be matched only once, and will appear under whichever pattern is declared first in the Phrases dialog. It follows that if you need accurate counts of phrases, you should declare phrases which do not 'overlap'.

- **How to search for more than six phrases at once**

Concordance is limited to searching for six phrases at a time. However, a work-around is to use a text editor to alter your text, doing a search and replace to turn all occurrences of each phrase into a long compound "word". So for example the phrase "evidentiary due process" would become "evidentiary\_due\_process". Then put your "words" into the Pick List and make a Selective Concordance using the Pick List. (This works because the Pick List can handle any number of words at once, but each must be a single word.)

See also:

[Proximity searching](#)  
[Make Selective Concordance](#)

## Word Sampling

Word sampling allows you to make a Selective Concordance which keeps only a sample of words from your text.

To specify how to sample, go to the **Text** menu and choose **Configure Sampling**, or open the Make Selective Concordance dialog and press the **Edit** button next to **Samples**.

To make your concordance, open the Make Selective Concordance dialog if it is not already open (go to the **File** menu and choose **Make Selective Concordance from Files** or **Make Selective Concordance from Clipboard**.) In the Selective Concordance dialog, look at

**Word Selection Method** and ensure **Samples** is selected. Then press the **Make Selective Concordance** button.

You may sample words **consecutively** or **randomly**:

- If you choose to sample consecutively, specify the number of the first word to start the sample at, and the number of words to pick.
- If you choose to sample randomly, choose the number of words to pick. They will be picked at random from the whole of your text.

If you tick 'Pseudo-random', the **same** sequence of 'random' numbers will be used each time (until you re-start the program) to decide which words to pick. This can be useful if you want repeatable results.

If you un-tick 'Pseudo-random', a different sequence of random numbers will be used each time.

See also: [Make Selective Concordance](#)

## Regular Expressions

**Regular expressions** are a very powerful way of matching patterns in text. They are also quite hard to understand at first.

You can use regular expressions as a way of picking words for a Selective Concordance. To enter a regular expression, go to the **Text** menu and choose **Configure Regular expression search**, or open the Make Selective Concordance dialog and press the **Edit** button next to **Regex**.

To make your concordance, open the Make Selective Concordance dialog if it is not already open (go to the **File** menu and choose **Make Selective Concordance from Files** or **Make Selective Concordance from Clipboard**.) In the Selective Concordance dialog, look at **Word Selection Method** and ensure **Regex** is selected. Then press the **Make Selective Concordance** button.

This is a long help topic. You might prefer to start with the examples [here](#), just after the Introduction.

---

### Introduction

Regular expressions are a widely-used method of specifying patterns of text to search for. Special **metacharacters** allow you to specify, for instance, that a particular string you are looking for occurs at the beginning or end of a line, or contains **n** recurrences of a certain character.

To enter a Regular Expression, go to the **Text** menu and choose **Configure Regular Expression search**, or open the Make Selective Concordance dialog and press the Edit button next to **Regex**.

**Concordance** allows you to choose whether to match your regular expression against single words which have already been identified by the program, or (more normally) against whole lines of input.

When **Concordance** displays the results of a regular expression search, the entire matched expression appears as a 'headword'.

When **Concordance** displays the results of a regular expression search matched against lines, the displayed contexts are the actual line even if you have chosen contexts of variable length (for more on these, see [Context Styles](#)).

When using regular expressions, the option to analyse characters instead of words (**Text -> Special**) is ignored.

---

## Some simple examples

These examples, except where indicated otherwise, assume you have chosen to match against lines, not words.

### Example:

`[A-Z][a-z]+` matches words beginning with a capital letter.

So, if you define the regular expression

```
the [A-Z][a-z]+ of [A-Z][a-z]+
```

and make a Selective Concordance to the installed sample file `Demo4.txt`, you will get these results:

```
the Carriage of Trees
the Country of Lilliput
the Demands of Nature
the Help of Ladders
the Hogsheads of Wine
the Laws of Hospitality
the Promise of Honour
```

- which, you may agree, is rather pleasing.

(Note that this result could also have been achieved using a [Phrase search](#).)

### More simple examples:

`[a-zA-Z]+` matches words of any length containing only lower- and upper-case alphabetic (English) letters.

`[a-zA-Z]+$` matches the final word in lines which have no punctuation at the end. (If you are analysing verse, these would be possible enjambed lines.)

`[a-zA-Z\s]+` matches any number of words bounded by punctuation or a line end.

---

## Regular Expressions: the full story

### 1. Simple matches

Any single character matches itself, unless it is a **metacharacter** with a special meaning described below.

A series of characters matches that series of characters in the target string, so the pattern "bluh" would match "bluh" in the target string.

You can cause characters that normally function as **metacharacters** or **escape sequences** to be interpreted literally by 'escaping' them, that is, preceding them with a backslash "\". For instance, metacharacter "^" matches beginning of string, but "\^" matches character "^", "\\\" matches "\" and so on.

#### Examples:

```
foobar           matches string 'foobar'
\^FooBarPtr     matches '^FooBarPtr'
```

## 2. Character classes

You can specify a **character class**, by enclosing a list of characters in [], which will match any **one** character from the list.

If the first character after the "[" is "^", the class matches any character **not** in the list.

#### Examples:

```
foob[aeiou]r    finds strings 'foobar', 'foober' etc. but not 'foobbr', 'foobcr' etc.
foob[^aeiou]r  find strings 'foobbr', 'foobcr' etc. but not 'foobar', 'foober' etc.
```

Within a list, the "-" character is used to specify a **range**, so that a-z represents all characters between "a" and "z", inclusive.

If you want "-" itself to be a member of a class, put it at the start or end of the list, or escape it with a backslash. If you want "]" you may place it at the start of list or escape it with a backslash.

#### Examples:

```
[-az]           matches 'a', 'z' and '-'
[az-]           matches 'a', 'z' and '-'
[a\]-z]         matches 'a', 'z' and '-'
[a-z]           matches all twenty-six lower-case English characters from 'a' to 'z'
[a-zàáâéèé]    matches the 26 English characters, as above, plus the four accented
characters shown
[\d-t]         matches any digit, '-' or 't'.
[]-a]          matches any character from ']'..'a'.
```

## 3. Metacharacters

Metacharacters are special characters which are the essence of Regular Expressions. There are different types of metacharacters, described below.

### Metacharacters - line separators

```
^           start of line
$           end of line
.           any character in line
```

#### Examples:

```
^foobar     matches string 'foobar' only if it's at the beginning of line
foobar$    matches string 'foobar' only if it's at the end of line
```

`^foobar$` matches string 'foobar' only if it's the only string in line  
`foob.r` matches strings like 'foobar', 'foobbr', 'foob1r' and so on

### Metacharacters - predefined classes

`\w` an alphanumeric character (including "\_")  
`\W` a non-alphanumeric  
`\d` a numeric character  
`\D` a non-numeric  
`\s` any space  
`\S` a non-space

You may use `\w`, `\d` and `\s` within custom **character classes**.

Note that the ability to search for a space is quite alien to what **Concordance** does in all other modes. With regular expressions, you can have spaces in headwords, or even spaces **as** 'headwords'.

### Examples:

`foob\d r` matches strings like 'foob1r', 'foob6r' and so on but not 'foobar', 'foobbr' and so on

`foob[\w\s] r` matches strings like 'foobar', 'foob r', 'foobbr' and so on but not 'foob1r', 'foob=r' and so on

### Metacharacters - iterators

Any item of a regular expression may be followed by another type of metacharacter - an **iterator**. Using these metacharacters you can specify the number of occurrences of the previous character, **metacharacter** or **subexpression**.

- \* zero or more ("greedy"), similar to {0,}
- + one or more ("greedy"), similar to {1,}
- ? zero or one ("greedy"), similar to {0,1}
- {n} exactly n times ("greedy")
- {n,} at least n times ("greedy")
- {n,m} at least n but not more than m times ("greedy")
- \*? zero or more ("non-greedy"), similar to {0,}?
- +? one or more ("non-greedy"), similar to {1,}?
- ?? zero or one ("non-greedy"), similar to {0,1}?
- {n}? exactly n times ("non-greedy")
- {n,}? at least n times ("non-greedy")
- {n,m}? at least n but not more than m times ("non-greedy")

Digits in curly brackets of the form {n,m}, specify the minimum number of times to match the item n and the maximum m. The form {n} is equivalent to {n,n} and matches exactly n times. The form {n,} matches n or more times. There is no limit to the size of n or m, but large numbers will chew up more memory and slow down execution.

If a curly bracket occurs in any other context, it is treated as a regular character.

"Greedy" operators take as many as possible, "non-greedy" take as few as possible. For example, 'b+' and 'b\*' applied to string 'abbbbc' return 'bbbb', 'b+?' returns 'b', 'b\*?' returns an empty string, 'b{2,3}?' returns 'bb', 'b{2,3}' returns 'bbb'.

### Examples:

`foob.*r` matches strings like 'foobar', 'foobalkjdfllkj9r' and 'foobr'

`foob.+r` matches strings like 'foobar', 'foobalkjdfllkj9r' but not 'foobr'

foob.?r matches strings like 'foobar', 'foobbr' and 'foobr' but not 'foobalkj9r'  
 fooba{2}r matches the string 'foobaar'  
 fooba{2,}r matches strings like 'foobaar', 'foobaaar', 'foobaaaar' etc.  
 fooba{2,3}r matches strings like 'foobaar', or 'foobaaar' but not 'foobaaaar'

### Metacharacters - alternatives

You can specify a series of **alternatives** for a pattern using "|" to separate them, so that fee|fie|foe will match any of "fee", "fie", or "foe" in the target string (as would f(e|i|o)e). The first alternative includes everything from the last pattern delimiter ("(", "[", or the beginning of the pattern) up to the first "|", and the last alternative contains everything from the last "|" to the next pattern delimiter. For this reason, it's common practice to include alternatives in parentheses, to minimize confusion about where they start and end.

Alternatives are tried from left to right, so the first alternative found for which the entire expression matches, is the one that is chosen. This means that alternatives are not necessarily greedy. For example: when matching foo|foot against "barefoot", only the "foo" part will match, as that is the first alternative tried, and it successfully matches the target string. (This might not seem important, but it is important when you are capturing matched text using parentheses.)

Also remember that "|" is interpreted as a literal within square brackets, so if you write [fee|fie|foe] you're really only matching [feio].

#### Examples:

foo(bar|foo) matches strings 'foobar' or 'foofoo'.

### Metacharacters - subexpressions

The bracketing construct ( ... ) may be used to define subexpressions.

Subexpressions are numbered based on the left to right order of their opening parenthesis. The first subexpression is numbered '1'.

#### Examples:

(foobar){8,10} matches strings which contain 8, 9 or 10 instances of 'foobar'  
 foob([0-9]|a+)r matches 'foob0r', 'foob1r', 'foobar', 'foobaar', 'foobaaar' etc.

### Metacharacters - back-references

**Metacharacters** \1 through \9 are interpreted as back-references. \<n> matches the previously-matched **subexpression** #<n>.

#### Examples:

(.)\1+ matches 'aaaa' and 'cc'.  
 (.)\1+ also matches 'abab' and '123123'  
 ([ '" ]?)(\d+)\1 matches '"13" (in double quotes), or '4' (in single quotes) or 77 (without quotes) etc

## 4. Escape sequences

Characters may be specified using an **escape sequence** syntax: \xnn where nn is a string of hexadecimal digits.

`\xnn` matches the character with the ANSI value nn.

**Example:**

`foo\x20bar` matches 'foo bar' (note space in the middle)

---

**Credits for Regular Expressions:**

Delphi implementation of regular expressions by Andrey V. Sorokin, St. Petersburg, Russia, <http://anso.da.ru>. Additional examples and documentation by Kit Eason. Based on C source written by Henry Spencer, University of Toronto, 1986, and donated to the public domain.

See also: [Make Selective Concordance](#)

## Make Concordances from Clipboard

You can make an instant concordance of any documents you have open in other Windows programs, such as Word, Internet Explorer, Netscape, Acrobat Reader, Access, Excel, WordPad, Notepad, some SGML viewers, and many other programs - in fact, any program which knows how to place text on the Windows Clipboard. You do not have to worry about converting from different file formats: that is done automatically. You can also accumulate text from any number of different Windows programs before you make your concordance.

First select the text you want in the other Windows program. (Remember that in many Windows programs pressing Control-A is a quick way to select all text.) Now copy it to the Clipboard (Control-C usually does this). Now, on **Concordance**'s File menu, choose either [Make Full Concordance](#) or [Make Selective Concordance](#). Then choose **From Clipboard**. If there is no text currently on the Windows Clipboard, the option will be greyed out (not available).

When you choose **From Clipboard**, the Make Concordance from Clipboard dialog opens. You will see all the text which **Concordance** has captured from the Clipboard. You can copy further text from other programs and it will all be captured. Unlike the Windows Clipboard, **Concordance**'s Clipboard Capture can hold more than one clip at a time.

When you are ready, press the **Make Selective Concordance** or **Make Full Concordance** button.

If your text is already saved in a plain text file, you can make a concordance [from files](#) instead of from the Clipboard.

### Clipboard Capture

**Concordance**'s Clipboard Capture window is actually a full text editor, so you can alter captured text before making a concordance. The editor can find and replace, undo, and save text to a file. (You don't need to save text just to make a concordance. The ability to do so makes **Concordance** a general-purpose tool for working with text on the Windows Clipboard. You can gather text from numerous different programs and save it.)

### Clipboard Control

Clipboard Control lets you tell **Concordance** to stop watching the Clipboard (so text you copy while in other programs will not be captured). It also lets you choose whether new clips will be added to what is already captured or will overwrite it.

### Clipboard Control: Clip References

When you make a concordance to more than one clip, you can choose to have **Concordance** automatically add references to show which clip a word came from. References will be in the form `Clip1`, `Clip2`, etc. To make this happen, tick **Add for each clip**.

You can if you wish add further references manually. For more information, see 'Combining Filename References with normal References' in [Make Concordances from Files](#).

If you specify a reference letter here, it will be added to the set of references to collect in the References dialog. If you don't, it will be set to F (which suggests File) and will again be added to the set of references to collect.

### Concordance Control: Stop List and Pick List

If you are making a Full Concordance, you can edit the Stop List by pressing **Edit Stop List**, and choose whether to use the Stop List for any concordance by ticking or unticking **Use Stop List**.

If you are making a Selective Concordance, you can edit the Pick List by pressing **Edit Pick List**.

### About Files from the Clipboard

**Concordance** automatically saves text from the Clipboard Capture into a file before it makes your concordance. As text from the Windows Clipboard does not have a filename of its own, **Concordance** creates one for you. The first time you make a concordance from the Clipboard, the file will be called `TextFromClipboard-File1.Txt`, and the corresponding concordance file will be `TextFromClipboard-File1.Txt.Concordance`. You can use [Rename](#) on the File menu to change these names later if you like.

Using the [Preferences](#) dialog on the Tools menu, you can control where these files are created.

## Make Concordances from Files

You can make a [Full Concordance](#) or a [Selective Concordance](#) from plain text in one or more files. If your text is currently displayed in another Windows program such as Word or Internet Explorer, you can make a concordance [from the Clipboard](#) instead.

On **Concordance**'s File menu, choose either **Make Full Concordance** or **Make Selective Concordance**. Then choose **From Files**. The Make Concordance From Files dialog opens. In this dialog you build a list of one or more files that you want to make your concordance from.

### Making a List of Files to Read

Press the **Add Files** button and use the resulting dialog to pick one or more files and add them to the File List. Files can be chosen from anywhere on your computer or its network

neighbourhood. Once they are in the File List, you can re-arrange them by drag and drop. When the concordance is made, the files will be read in the order you have arranged them. You can click on a filename in the File List to see a preview of the first few lines of the file.

Also see below: 'How many files can I use?'

### Making the concordance

When you have the files you want, press the **Make Full Concordance** or **Make Selective Concordance** button.

### Including and excluding files from a concordance

At the left of each filename is a tick box. If you remove the tick, that file will not be included in a concordance. This lets you exclude files without having to remove them from the list. Files which are ticked are called **active files**.

### Saving the file list

Your file list is saved automatically when you make a concordance and when you close the Make Concordance from Files dialog. You can save it at any time by pressing the **Save file list** button. This also lets you save different file lists under different names, which is useful for changing among different projects.

### Other buttons

There are also buttons at the top of the dialog to remove a file from the current file list, to clear the file list, and to load any saved file list.

Files which no longer exist will be removed from a file list when the list is loaded.

### Filename References

When you make a concordance to more than one file, you can choose to have **Concordance** automatically add a reference to show which file a word came from. The reference will be the name of the file. To make this happen, tick **Add filenames as refs**. Filename references are not automatically added if there is only one active file.

Filename references are independent of, and additional to, the references you define in the References dialog on the Text menu.

### Combining Filename References with normal References

Filename references are additional to the references you define in the References dialog on the Text menu, which remains the main way of controlling references.

If you have already defined reference opening and closing markers in the References dialog, they will be used for filename references; if not, the standard reference opening and closing markers < and > will be used (and they will be set in the References dialog for you).

If you specify a reference letter here, it will be added to the set of references to collect in the References dialog. If you don't, it will be set to F (which suggests File) and will again be added to the set of references to collect.

### Stop List and Pick List

If you are making a Full Concordance, you can edit the Stop List by pressing **Edit Stop List**, and choose whether to use the Stop List for any concordance by ticking or unticking **Use Stop List**.

If you are making a Selective Concordance, you can edit the Pick List by pressing **Edit Pick List**.

### How files are named

If you have more than one file in your File List, **Concordance** copies them into a new single file before it makes your concordance. The new file is named after the first active file in your list of files to read. For example, if your first file was called `Demo1.txt` and there were 3 further files to read, they would all be joined into a new file called `Demo1.txtPlus3MoreFiles.txt`. The corresponding concordance file would be called `Demo1.txtPlus3MoreFiles.txt.Concordance`. Both files are placed in the same folder as the first active file in your list of files to read. You can use [Rename](#) on the File menu to change their names later if you like.

### 'How many files can I use?'

The File List you create is stored in your `Concordance.ini` file. As from Version 3.0 of **Concordance** there is no limit to the size of this file, even on Windows 95/98/ME. However, performance may be affected if the list grows too large.

## Display while Loading

Choosing this item on the **File** Menu will mean that the start of a newly-made concordance is displayed as soon as possible, allowing you to browse while the rest of the concordance is loaded.

Choosing this option greatly reduces the time which it takes to see the first results when making a large concordance. It does, however, increase the *total* time before the entire concordance is available for browsing.

If you want to go straight to a location near the end of a concordance you are loading - i.e. look at occurrences of a word near the end of the alphabet - or if you want to get the whole concordance ready for printing or exporting as quickly as possible, you should not choose 'Display while Loading'. With it turned off, none of the words in the Wordlist will be displayed until they are all available, but the time to reach that state will be reduced.

With faster computers, the quicker setting, subjectively at least, is to turn off 'Display while Loading'.

## Progress dialog

The Progress Dialog shows messages indicating what happened during the making of a concordance.

It appears automatically if needed while a concordance is being made. It can be viewed later (to see again the messages from the last making of a concordance) by choosing 'Progress of last run' on the View menu.

By default the Progress dialog shows all messages, including important warnings and less important information such as the time taken to make a concordance. You can choose instead to see only the important warnings (in which case the Progress dialog will not pop up to bother you unnecessarily.) To do this, go to the Tools menu, choose [Preferences](#), click the User Interface tab, and under 'Show Progress Messages and Warnings', select 'High Priority only'.

It is worth paying close attention to any warnings which appear:

#### **Warnings about unrecognised characters:**

These warnings occur if you have chosen not to add unrecognised characters to the [Alphabet](#). You can use this to find which characters appear in your text but are not in your Alphabet. The warning will include the line number in your text so you can alter the source text instead if the character should not be there.

#### **Warnings about references not closed:**

These warnings occur if you have an opening reference marker but no closing reference marker on the same line. This is an error. The warning will include the line number in your text so you can fix it. See [References](#) for more information.

## Changing what's displayed

As you view a concordance that you have made, you can alter it in several ways and see your changes immediately.

You can [change and re-arrange](#) the headwords in the wordlist in many different ways.

You can also control the way [contexts](#) are displayed. You [can't edit contexts](#) directly; you need to edit the source text instead.

You can [search](#) for headwords or contexts you want to view. You can also view the [Collocations](#) for any word.

All these options affect the way the concordance is displayed after it has been made, not the way it's made. Changes to these options are visible immediately.

By contrast, all items on the Text menu (such as [Alphabet](#), [References](#), [Context Styles](#), and [Ignore](#)) affect the way the source text is read and so alter the way the concordance is constructed. Changes to those options will take effect the next time you make a concordance.

**Concordance** works on the general principle that if you have chosen to display something on screen, it will be included when you save, print, or export. So if you want to omit an element, remove it from the display first.

## Viewing the source text

You can view your source text (the text from which the concordance was made) while you also view the Wordlist and the Contexts.

The source text can be viewed in a [File Viewer](#) or a [File Editor](#). The Editor allows changes to be made to the source text, though changes will not be reflected in the concordance until you 'Make' it again.

Clicking on a line in the Context View will re-position the File Viewer or Editor to display that line in the original text.

Double-clicking on a word in the File Viewer or Editor will re-position the Wordlist to display occurrences of that word, provided it is included in the Wordlist.

## Choosing between the Viewer and the Editor

- The Viewer can display files of unlimited size, but lines must not be longer than 1024 characters.
- The Editor can display files of up to 16 MB, and lines may be up to 32767 characters long.
- The Viewer uses a modest, fixed amount of memory whatever the size of the file it displays.
- The Editor loads the whole file into memory, and therefore requires a large amount of memory when editing a large file.

## Centred contexts

Contexts can be viewed centred on the headword. This is the default view when a concordance is loaded. To switch to the [left-aligned](#) view, use the speedbuttons on the [toolbar](#) or the tabs which are down the right-hand edge of the context view. These functions are also available on the **Contexts** Menu.

See [The Context View](#) for an introduction to Contexts.

The tabs and the **Contexts** Menu also allow you to hide contexts altogether, or to view an [Index](#). Whichever setting you have chosen, it will be used when printing or exporting as HTML.

If you have chosen to hide contexts, you have in effect a simple wordlist, with or without frequencies of occurrence, which is a useful alternative to a full concordance.

All this refers to context *views*: they can be altered as you look at the concordance. There's a distinction between context views and [context styles](#), which are chosen before you make a concordance. Each choice of context view works with each choice of context style to give many combinations of ways of choosing and viewing contexts.

You can make the program [fit columns](#) to the width of their contents automatically.

## Left-aligned contexts

Contexts can be viewed left-aligned, as opposed to [centred](#) on the headword, which is the default view when a concordance is loaded. To switch between the left-aligned and the centred views, use the speedbuttons on the toolbar or the tabs which are down the right-hand edge of the context view. These functions are also available on the **Contexts** Menu.

See [The Context View](#) for an introduction to Contexts.

The tabs and the **Contexts** Menu also allow you to hide contexts altogether, or to view an [Index](#). Whichever setting you have chosen, it will be used when printing or exporting as HTML.

If you have chosen to hide contexts, you have in effect a simple wordlist, with or without frequencies of occurrence, which is a useful alternative to a full concordance.

All this refers to context *views*: they can be altered as you look at the concordance. There's a distinction between context views and [context styles](#), which are chosen before you make a concordance. Each choice of context view works with each choice of context style to give many combinations of ways of choosing and viewing contexts.

## Indexes

An **Index** is a concordance without the contexts: that is, a wordlist where each word is accompanied by some kind of pointer to all its occurrences, but no surrounding illustrative text. It is similar to the index at the back of a book.

To view an index, make a concordance in the usual way and then choose **Index** from the Context Tabs (down the right-hand edge of the program's window), or choose 'As Index' on the Contexts menu.

If you are viewing an index, you will get an index when you print your concordance, save your concordance as text or as HTML, or make a Web Concordance.

An index can contain line numbers, or references which you have defined using **Concordance's** [reference](#) system, or both.

To make an index which uses the page numbers of an existing document, insert references into your text like this:

```
<P Page 1> at the top of page 1  
<P Page 2> at the top of page 2
```

and so on. Then tell **Concordance** to collect reference category P. See the help topic on [references](#).

### Page references in a Word document

In Microsoft Word, you can use a macro to insert page references automatically. An example is [here](#).

## Sorting

Both the Headwords and the Contexts can be sorted in many different ways.

To select a different sort, do any of the following:

- click on a [column](#) header
- click on the sort labels in the [status bar](#)
- go to the Headwords menu or the Contexts menu and choose 'Sort by'

- use the pop-up menus (right-click when in the wordlist or context views).

**Headwords** can be sorted in any of the following ways:

- by alphabetical word order, ascending and descending
- by alphabetical string order, ascending and descending (see [below](#) for difference between word and string sorts, and important information on punctuation and accented and non-Western characters)
- by length of word, ascending and descending
- by frequency of the words' occurrences, ascending and descending
- by word endings (reading the word from end to start - sometimes called a reverse sort)
- by order of their first occurrence

[Lemmatising](#) is a special way of sorting headwords, allowing you to arrange related words in the order you desire.

**Contexts** can be sorted in any of the following ways:

- by alphabetical order, ascending and descending
- by length of context, ascending and descending
- by order of the contexts' occurrences in the source text, ascending and descending
- by any reference category which you have defined

In addition, **centred contexts** can be sorted

- by the words which are 1, 2, 3, and 4 words before the headword
- by the words which are 1, 2, 3, and 4 words after the headword
- by the string before the headword
- by the string after the headword

(see [below](#) for difference between word and string sorts, and important information on accented and non-Western characters)

### Sorting contexts by words before and after headword

Sorting by words before and after the headword applies to the Centred Context View and choosing one of these sorts will switch to the Centred view if it is not currently displayed.

Also, sorting by words before and after the headword is done using the contexts which you have currently selected. For example, take the case where you have made a concordance to verse and chosen the actual line as context for each word. You then choose to sort contexts by the words which are (say) one word to the left of the headword. In the case of a word which comes at the start of a verse line, there is no word to its left in your chosen context and it will not take part in the sorting: that is, the program does not take account of words which are not in your chosen context. If you wanted to alter this behaviour, you would go to **Context Styles** on the **Text** menu and choose contexts of selected length so that each word, even if at the start of a line, was preceded by a set number of words of context. Then re-make your concordance.

### How sorting works

Sorts take effect cumulatively. For example, if you sort headwords by descending alphabetical order and then by frequency of occurrence, a run of words which all have the same frequency of occurrence will still be arranged in descending alphabetical order. Cumulative sorting is not always easy to understand, so there is an extra help page about it [here](#).

When a concordance is loaded, headwords are always sorted by ascending alphabetic string order, and contexts by ascending order of occurrence. You can therefore revert to this arrangement by choosing Revert on the **File** menu, which reloads the concordance from disk.

The Centred Context View and the Left-Aligned Context View can each have its own sort, so switching back and forth between the two does not alter the sort you have chosen for either.

As usual in **Concordance**, the sort you have chosen for the on-screen display will be used when you output results (i.e. save a concordance as a text or HTML file or a Web Concordance or print it).

## Word sorts and String sorts treat special characters differently

A **word sort** treats hyphens and apostrophes differently from other symbols that are not alphanumeric, in order to ensure that words such as "to-morrow" and "tomorrow" stay together. A **string sort**, on the other hand, gives equal weight to every character when sorting.

A word sort also treats 'international' characters (as Microsoft calls them, meaning non-American ones) more intelligently than a string sort. With a string sort, a word like **Å** appears at the end of the Wordlist after **?**. Changing to a word sort will make it appear next to **?** instead.

The Wordlist View uses a string sort when a concordance is first loaded. This will often provide a quick check on anomalies, for example by bringing words with leading apostrophes to the top of the list. Such words can be edited or deleted as required. If you then switch from the string sort to the word sort, a word such as **'Tis** (with a leading apostrophe) will be moved from near the top of the list to a place beside **Tis** (with no leading apostrophe).

## Cumulative Sorting

Sorts in **Concordance** take effect cumulatively. This is not always easy to understand, so a fuller explanation follows.

The [main help page about sorting](#) introduces this idea: "For example, if you sort headwords by descending alphabetical order and then by frequency of occurrence, a run of words which all have the same frequency of occurrence will still be arranged in descending alphabetical order." We could add, however, that after the second sort is applied, the list as a whole is ordered by frequency of occurrence, not by descending alphabetical order: it cannot be ordered by both, since one cannot have two mutually contradictory sort criteria applying at the same time. However, if we now consider any **part** of the list (a sub-list, so to speak) consisting of a run of items that all have the same frequency of occurrence, they will be ordered not at random but according to the previously-applied sort criterion, descending alphabetical order.

Let's take a familiar example by considering what happens when we first load a concordance. Contexts are initially sorted by their line number (strictly speaking, by order of occurrence ascending, which means that even if the same word occurs several times in the same line, all instances of the word will appear in their original order). Now apply another context sort, say 'by word after headword'. Look for a run of instances where the word after the headword is the same several times in succession (the new sort has, of course, brought any such examples adjacent to each other). Notice these few instances, considered as a sub-list, are themselves still arranged according to their order of occurrence: this is easily if loosely seen by looking at the line number. This is how cumulative sorting works.

Go one step further, and sort the contexts by word before headword. Now find an example where the word before the headword is the same several times in succession. This sub-list will still be ordered by the word after the headword. Further, if there is now a run of words where not only the word before the headword is the same but also the word after the headword is the same, that run of words after the headword will be ordered by the order of occurrence (the first of the three sorts applied). Therefore three sorts have been applied cumulatively.

To sum up, prior sorts apply only to sub-sections of the list with equal values under the current sort.

## Lemmatisation

### What is it?

Lemmatising means grouping related words together under a single headword. **Concordance** includes a Lemmatiser which allows you to define groups of related words and then apply your groupings to words displayed in the Wordlist.

For example, you could choose to gather the words **am, was, are, is, were,** and **been** together under the word **be**. To use linguistic terminology, the variants taken together form the lemma of the lexeme **be**.

You can choose to lemmatise any groups of words which interest you, not just ones which are linguistically or grammatically related. For example, if you are investigating some aspect of democracy, you could choose to gather **vote, population, election,** etc., under the word **democracy**. You can also use it to group alternative spellings of the same word, or plural forms with singular, or anything else you like.

**Concordance** will of course allow you to move words around in the wordlist 'by hand', by drag and drop or cut and paste. But using the Lemmatiser makes it much quicker to achieve complex re-arrangements of words.

### Choosing your words to group

You define the words you want to gather together in the Lemmatiser. Open the Lemmatiser by choosing it on the Headwords menu or by pressing **Shift+Control+L**.

Each entry in the Lemmatiser should normally be a single word. That is because the Headword list, which is to be lemmatised, normally contains single words; consequently, if an entry in the lemmatiser has more than one word, it will never match any entry in the Headword list. The exception to this is when you make a Selective Concordance using phrases: you can then use phrases in the lemmatiser too.

The Lemmatiser works like an outliner or tree view. The controls let you add words and indent or outdent them. A word at the first level of indentation, with a book icon beside it, is one under which you want to gather other words, which you add at the second level of indentation. Second-level words have a plus-sign icon.

You can also indent words to the third level or more. These have a minus sign and take no part in the lemmatisation. This allows you to disable sections of your lemmatisation scheme without actually deleting the words.

The Sort button sorts words in the Lemmatiser (not the Wordlist).

When you have defined and arranged some words, choose **Save** or **Save As** on the Lemmatiser's File menu to save your lemma file.

## Making it happen

Whenever a concordance is displayed, you can lemmatise its Wordlist by pressing the Lemmatise button.

**Lemmatising the Wordlist is just a special case of sorting it.** You are telling the program that some words are not to be treated alphabetically but placed where you wish. Consequently, switching to any other sort order in the Wordlist undoes the lemmatisation.

As lemmatising a list is slower than ordinary sorting, it is best to apply any basic sorts which you wish first, and then to lemmatise your Wordlist last. Speed is more influenced by the number of headwords (i.e. the size of the concordance) than by the number of words in the Lemmatiser.

## When nothing happens

Lemmatising sorts child words beneath their parent. Consequently, if a particular parent word is not present in your text, and hence not present in the Wordlist, the lemmatiser will not move its children, since there is no parent to move them to. If this causes you a problem, you might choose to solve it by adding a single instance of the parent word to your source text.

## Other features

You can click on any word in the Lemmatiser to make the Wordlist scroll to show it, if it is there.

There is an incremental search in the Lemmatiser. Start typing any word to make the Lemmatiser scroll to find it.

## Avoiding duplicates

A word must not appear again as a child of itself.

A word may appear again if it is not a child of itself. But this can lead to unwanted results. Consider the following. In the Lemmatiser you might quite reasonably define

**lay**  
--- + **laid**

**lie**  
--- + **lay**

since 'laid' is the past tense of the verb to lay, and 'lay' is the past tense of the verb to lie. This example actually appears in the default lemma file. Having 'lay' appear twice causes no problems in the Lemmatiser, since it is not a child of itself. But it can appear only once in the Wordlist. How is that occurrence of **lay** in the Wordlist to be handled - is it to have **laid** placed below it, or is it to be placed below **lie**? You can't have both. What **Concordance** will actually do, if the words are in alphabetical order, is first to move **laid** after **lay**, then move **lay** after **lie**, leaving **laid** orphaned in the position where **lay** was. This is probably undesirable.

Since human language is not a wholly rational construct, there is no general remedy for this issue except vigilance. You might wish to edit your text to distinguish between **lay1** and **lay2**.

Note too that if you want to lemmatise **am**, **was**, and **were** under **be**, but **be** is not present in the text, then **am**, **was**, and **were** will not be moved.

## Manipulating the tree

You can drag and drop a single word or a parent with all its children. You can't drop a parent onto one of its own children.

You can cut, copy, and paste words using the standard Windows shortcut keys: Control+X, Control+C, Control+V.

If you hold the cursor very near the top or bottom of the lemma list, it will scroll automatically. This is particularly useful when dragging words to a place far away in the list.

If you drag a word to a parent which is not expanded and wait a moment, the parent will automatically expand to make its children visible.

You can cancel a drag operation by moving the cursor out of the lemma list before releasing the mouse button.

As you drag a word, the status line at the foot of the Lemmatiser changes to show where the word would go if you dropped it. You can get different results by dropping on another word, or on the indentation lines beside a word.

## Managing lemma files

When you first open the Lemmatiser, it opens a lemma file called `Default.lemma` if that file exists in the same folder as the program itself. (It should do, because it was placed there by the installation.) `Default.lemma` is a short sample file. You can create any number of your own lemma files using the Lemmatiser, and they can be called whatever you like. If you want a different lemma file to be loaded automatically whenever you open the Lemmatiser, go to the Lemmatiser's **File** menu, tick the **Auto-load Lemma File** option, then choose **Open** and select the lemma file of your choice.

On a shared network installation, your system administrator should give you your own copy of `Default.lemma`.

## Sharing Lemma lists

If you prepare a lemma list for a special purpose, please consider sharing it with other users of **Concordance**. Send it to me and I will make it available on the **Concordance** website.

## Advanced use

As well as dragging and dropping words to re-arrange them within the Lemmatiser, you can drag words from the Wordlist or the Scratchpad and drop them into the Lemmatiser.

You can prepare a lemma list by making a concordance to a text, saving the headword list (without contexts or frequencies) as a text file, opening that file with the Lemmatiser, and adding indentation as you wish. To save a headword list without contexts or frequencies, just turn off the display of both before saving (on the Headwords menu, un-tick 'Show Frequencies', and on the Contexts menu, choose 'None').

A lemma file can also be edited with the supplied Multiple Document Editor or any editor able to handle plain text. The file format is simply one word on each line, with a tab to indicate indentation. You could prepare a lemma file with another program such as Word if you wanted (save it as plain text).

If you wanted, you could prepare a file with the Pick or Stop List Manager and then use it in the Lemmatiser, or vice versa. But the Pick and Stop List Managers ignore indentation.

Hence a file prepared with them and then used in the Lemmatiser will need indentation added, and a file made with the Lemmatiser and then opened in the Pick or Stop List Manager and saved there will have its indentation removed.

Finally, there is nothing to stop you opening an ordinary text file with the Lemmatiser if you wish. It would then have multiple words on each line instead of one, and you could use the Lemmatiser as an outliner or 'ideas processor'. (The resulting file wouldn't be much good for lemmatising headwords, though.)

## Searching

The **Search** Menu allows searching for strings and words in both the [Wordlist View](#) and the [Context View](#).

The Wordlist View also supports incremental searching: when that view is active, just start typing a word and the view will re-position itself to the nearest match.

## Language and Font Control

The Language and Font Control helps you use languages other than English. It lets you select character sets and keyboard layouts and apply those settings throughout the program.

It can be used to alter character sets and keyboard at any time, but is particularly useful when the Alphabet Editor is also displayed.

The interaction in Windows between languages, fonts, their available character sets, and keyboard layouts is complex and can often be confusing. The Language and Font Control brings these elements together where their interaction can be seen more easily.

### What to do

To work with different languages, the three minimum steps are:

1. Select a font and character set which supports your chosen language
2. Apply it throughout the program
3. Make sure you have appropriate settings for your Alphabet

### Step 1: Select a font and character set

You can use the [Select Language](#) control as a shortcut, or get fuller control with the [Change Font and/or Character Set](#) button.

#### Select Language

This drop-down list has two purposes:

- It shows all the available languages which your version of Windows supports.
- It is a quick way of selecting an appropriate character set. This will be shown in Current Font and Character Set below it. When you have chosen the right font and character set, you can press the **Apply Font and Character Set throughout program** button.

There are more details on [Select Language](#) below.

#### Current Font and Character Set

This shows the name and character set of the currently selected font. The **Select Language** drop-down list (above) lets you change the character set, and the **Change Font and/or Character Set** button (below) gives you fuller control over both font and character set. When you have chosen the right font and character set, you can go to Step 2.

### Change Font and/or Character Set

Press this button to get fuller control over your choice of font. You can also see what language scripts are available in any font. A **script** is the term Windows uses in its Font dialog for a character set. You can use the Font dialog to change to another script if you wish, as an alternative to using the Select Language drop-down list. There are more details on **Fonts** below.

### Step 2: Apply Font and Character Set throughout program

When you press this button, the font and character set (language script) you have chosen are applied to all parts of the program where your text is entered and displayed. **Concordance's** messages and captions remain in the UK English character set.

Several windows in **Concordance** allow you to set their fonts independently. These include the Wordlist view, the Context views, and the Pick and Stop List managers. Pressing **Apply Font and Character Set throughout program** will override font settings in these windows. Hence it is easiest to use **Apply Font and Character Set throughout program** to change languages and scripts (character sets), and then to apply any cosmetic changes (font colour, size, etc.) directly to the Wordlist and Context views, etc. This same sequence will be applied to restore your font choices whenever you re-start the program.

### Step 3: Check Alphabet

**Concordance** gives you full control over your alphabet and recognises only those characters you include in it. So, in order to work with a chosen language, you must include its special characters in your Alphabet. For more information, see the help on the [Alphabet](#) dialog. The Alphabet dialog is opened from the **Text** menu.

To include characters in your Alphabet, you can do one of two things:

- have **Concordance** add all characters automatically to the Alphabet as they are found when reading your texts;
- for fuller control, you can add individual characters to the Alphabet yourself.

To add characters automatically, open the Alphabet dialog. Under 'Characters not in Alphabet, when found in text', choose 'Add to Alphabet'.

To add individual characters yourself, enter them in the Alphabet dialog directly, or use the Scratchpad here in the Language and Font Control. Details immediately below:

### Character Set Details and Scratchpad

This control is for information and does not affect settings elsewhere in the program.

- It shows all the characters in your chosen font and language script
- It lets you type characters at the keyboard to test a keyboard layout
- It lets you copy selected characters directly to your Alphabet

Press the Show All button to show all the alphabetic characters in that font and character set.

Press the Clear button to clear the edit window.

To copy characters directly to the Alphabet, select characters using the mouse or keyboard, then press the Copy to Alphabet button.

Click the right mouse button for a pop-up menu. The copy command on the menu copies selected characters to the Windows Clipboard, so they can be pasted elsewhere. It does not copy them directly to the Alphabet.

## Current Keyboard

Press the Switch Keyboard button to switch amongst the keyboard layouts (also known as Input Locales, or input languages) which are installed in Windows. If only a single keyboard layout is installed, nothing will happen. To install more keyboard layouts, use Regional and Language Options in Control Panel for Windows Vista, XP and NT4.0. In **Concordance's** Language and Font Control, the button 'Windows Regional Settings' takes you there. In Windows 98, unfortunately, you need to use the Keyboard applet in Control Panel instead.

Windows also allows you to switch between installed keyboard layouts using a hot key. The Switch Keyboard button in the Language and Font Control should be used instead because its effects are immediate throughout the program. In Windows 98, pressing this button sets the input language for **Concordance**. In Windows Vista, XP, and NT, it sets the input language system-wide.

## Examples and Further Details

### Example: Working with Greek text

To work with Greek text, choose 'Greek' from the Language drop-down list. Characters in the Character Display will be rendered at once in the Greek character set. When you press the Apply button, any text displayed in other parts of the program will be rendered in the Greek character set. Provided the text was prepared using a Greek character set, it will now be correctly displayed.

To type in Greek text, tell Windows to use a Greek keyboard layout by pressing the Switch Keyboard button until Greek is selected (assuming it is available as an installed Input Locale).

### Mixing languages

Your alphabet can mix characters from different languages as long as they are contained in the same character set. Windows character sets such as Cyrillic, Greek, and others actually contain all the Western characters as well; hence Greek can be mixed with Western characters by choosing the Greek set. Similarly Cyrillic with Western by choosing the Cyrillic. Greek and Cyrillic, however, reside in different sets.

### Select Language - further details

The **Select Language** drop-down list shows all the languages which are installed in **your version** of Windows. If a language you want to use is not present, consult your Windows documentation. Note also that the presence of certain languages in the list does not mean that **Concordance** will work correctly with them. At present **Concordance** supports the Western languages, with limited support for the mid-Eastern and Asian.

Support for non-Western languages depends to a large extent on which version of Windows you use, and is much superior in Windows 2000.

### Fonts - further details

Not all fonts have a variety of language scripts. As you change fonts, the character set you have chosen (based on your choice of language) will remain in force. If necessary, Windows will substitute a different actual font for the logical font you have chosen so as to optimise what is displayed. When this happens, the appearance of the font changes but Windows does not alter its displayed name, which can be misleading.

See also:

[Alphabet](#)

[Languages, locales, and keyboard layouts - terminology](#)

## Changing character set

The font dialog which can be invoked from the [Language and Font Control](#) allows you to change amongst character sets. Using the Apply button in the Language and Font Control you can then apply those changes to all parts of the program.

You can see what **scripts** are available in any font. A script is the term Windows uses in its Font dialog for a character set. You can use the Font dialog to change to another script if you wish, as an alternative to using the Language drop-down list.

See also [Language and Font Control](#)

## Collocations

A word's collocates are those words it appears next to or near to. Collocations which occur with high frequency are powerful indicators of a pattern of meaning in a text. They are also useful for studying phraseology and idiom.

**Concordance** lets you view collocation lists for any headword in the Wordlist View. It shows the collocates of the headword with all words occurring up to four words before and four after the headword.

### To view the collocations for a word

Highlight the word you want in the Wordlist View. Then choose Collocations from the Headwords menu. Or right-click anywhere in the Wordlist View to bring up the pop-up menu, then choose Collocations.

### Collocations depend on selected contexts

Note that collocations are based on the **selected** context that you have chosen. For example, if you have made a concordance where each word is given a context of three words before and after the headword, no collocations will be shown for the fourth word to the right and left of the headword, since there *is* no fourth word to the right or left of any headword in the contexts you have chosen.

To take another example, if your concordance is to verse and you have chosen the verse line (actual line) as context for each word, a word occurring at the start of a line will have no collocates to its left.

This means you could choose to limit your study of collocations to those occurring (say) within a line of verse rather than across line-breaks. To avoid limiting collocations in this way, you need only ensure that you make your concordance with a Context Type of Selected Length and at least 4 words before and after the headword. See [Context Styles](#) on the Text menu.

## Sorting

When Collocations are first displayed they are sorted in descending frequency order. *Click* on the frequency column header to re-sort the view, toggling between ascending and descending frequency order. *Click* on the word column header to re-sort the view, toggling between ascending and descending alphabetic order.

## Export

Press the Export button to send the data in all the Collocation Lists to the editor. You can then save them to a file, print them, or copy them to the Windows Clipboard for use in another program as you wish.

## Collocation Display

Drag the bottom right-hand corner of the Collocations Form to re-size the view if it cannot all be conveniently seen on your screen. Each list will re-size itself automatically as you alter the size of the main form, provided 'Auto-resize' is ticked.

You can alter the split of the view between the left and right collocations by dragging the maroon splitter.

There are also splitters between each of the four lists of right collocations, and between each of the four left collocations. These let you adjust the size of any single list.

## Orientation

Click the Orientation button to alter the arrangement of the eight Collocation Lists on the screen. They can be all vertical or in two rows, right above left.

## Re-arranging Columns

You can re-arrange the columns in a Collocation List by *dragging a column header* to move the whole column to the left or right of an adjacent column.

## Re-sizing Columns

Columns in a Collocation List can be re-sized by *dragging the divider* between two column headers.

If you *double-click* on the divider between two column headers, the column will re-size itself automatically to fit its contents.

## Percentages

Choose **Show Percentages** on the **Headwords** Menu to show the occurrences of each headword as a percentage of the total number of words kept from the source text. If you have chosen options that select words from the source text, instead of retaining every word, then percentages are relative to the words selected, not to the text as a whole.

As with all statistics, you should satisfy yourself that you know how they have been derived, and that they match what you would expect, before you rely on them. It is always a good idea to test your settings by using a few very small files to begin with.

If percentages are showing when you choose to Print, Print Preview, Save as Text or as HTML, or to build a Web Concordance, the percentages will be shown in the output.

After you edit the Wordlist, statistics, including the frequencies of occurrence of each headword, are re-calculated automatically in the background if your computer supports it. You can invoke a full re-calculation at any time by choosing **Recalculate Statistics** on the **View** menu or typing Control+R.

## Gridlines

Gridlines, in both the [Wordlist View](#) and the [Context Views](#), can be turned on or off by choosing the appropriate items on the **Headwords** and **Contexts** menus.

Gridlines are for ease of viewing on screen and do not appear when the concordance is printed. You can, however, choose to print boxes around contexts using [Page Setup](#). For HTML output, a similar effect is available using Tables in [HTML Setup](#).

On some computers with certain versions of Windows, gridlines can be drawn untidily from time to time, on top of words instead of between them. See [Frequently Asked Questions](#) and look for 'A messed-up screen'.

If gridlines do not appear when you start the program even though 'Show Gridlines' is ticked, your computer may have a very old version of the Windows Common Controls. A consequence is that clicking on a line in the Centred Contexts view will not open the full text display. You can make gridlines appear by turning off 'Show Gridlines' and then turning it on again. The permanent solution is to update your version of the [Windows Common Controls](#).

## Fonts

Fonts can be specified separately for the [Wordlist View](#), the [Scratchpad](#), and the two Context Views, [centred](#) and [left-aligned](#). To add bold, italic, or underline effects, choose the buttons on the toolbar. To make other changes to fonts, such as font face, size, and colour, choose **Font** on the **Headwords** and the **Contexts** Menus.

The fonts and font attributes you have chosen will automatically be used when you choose [Print](#) or Print Preview, and will also be used when you save a concordance as HTML or build a Web Concordance.

### Choice of Fonts

There are certain limitations on the choice of fonts. Print Preview requires that you choose a proportionally-spaced font. The File Viewer and File Editor use fixed-pitch (monospace) fonts such as Courier New.

In HTML, formatting text in columns may be done either by using tables or by using the so-called 'pre-formatted' attribute - `<pre>` in HTML. The latter makes sense for columns only if a fixed-pitch font is used. If you choose this way of formatting a Web Concordance and have a proportionally-spaced font selected in the Context View, you will be warned when you are about to build the Web Concordance.

## Fonts, Languages, and character sets

Concordance's [Language and Font Control](#) makes it easy to choose fonts and character sets for particular languages. Pressing **Apply Font and Character Set throughout program** in that dialog will override font settings in those windows which allow their fonts to be set independently, such as the Wordlist view, the Context views, the Pick and Stop List managers, etc.

Hence it is easiest to use the Language and Font Control and press **Apply Font and Character Set throughout program** to change languages and scripts (character sets), and then to apply any cosmetic changes (font colour, size, etc.) directly to the Wordlist and Context views, etc. This same sequence will be applied to restore your font choices whenever you re-start the program.

## Editing a concordance

You can alter the Wordlist directly in a number of different ways. To alter contexts, however, you need to change your source text and re-make the concordance. See these topics:

[Altering the Wordlist](#)

[On not Editing Contexts](#)

Editing a concordance is best seen as a last step before printing or exporting. After all, any changes you make this way will be undone if you re-make the concordance. If you find yourself making extensive changes, it may be better to try to get the effect you want by editing the source text or by altering the options on the **Text** menu which affect the way the concordance is made.

## Altering the Wordlist

You can alter the wordlist by **re-arranging** the headwords in it and by **editing** and **deleting** them. You can also [show all duplicate words separately](#) instead of merged together.

### Re-arranging headwords

[Sorting](#) is the primary means of arranging words - it's fundamental to the usefulness of any concordance or wordlist - and many sorting options are available.

Besides sorting, [Drag and Drop](#) or the [Scratchpad](#) can be used to re-arrange words individually.

[Lemmatising](#) is a special case of sorting, allowing you to arrange related words in the order you desire.

### Editing and deleting headwords

Many ways of [selecting words](#) are available on the **Headwords** Menu. When you select words, those not selected disappear from the list of headwords.

To delete a word, highlight the word and press the **Del** key or choose **Delete Headword** from the **Edit** Menu. To delete many words at once, choose **Multi-select** on the **Edit** menu, highlight the words, then press the **Del** key. See the help on **Multi-select** in [Copying a list of Headwords](#).

You can edit individual headwords - but [read this first](#) and **proceed with caution!**

To [change the case of words](#), choose the **Change Case** item on the **Headwords** menu.

See also: [On not Editing Contexts](#)

## Show duplicate words separately

**Concordance** normally aggregates (gathers together) all instances of each word it finds in your text (that is, all [tokens](#) of each [type](#)). Each word is displayed once in the Wordlist, with a count of the number of times it occurs. So, for example:

```
ABATED 1  
ABLE 6
```

and so on. You can change this by choosing **Show duplicate words separately** on the **Headwords** menu. Then, each occurrence of each word will have a separate entry in the Wordlist, like this:

```
ABATED 1  
ABLE 1  
ABLE 1  
ABLE 1  
ABLE 1  
ABLE 1  
ABLE 1  
ABLE 1
```

You do not need to re-make your concordance to show duplicate words separately. You can change from showing words aggregated to showing them separately, and back again, any time your concordance is displayed.

If you combine [Treat upper and lower case separately](#) with 'Show duplicate words separately' and then sort the Wordlist by order of occurrence, you will get an exact list of the words in your text in the order they originally appeared. This can sometimes be useful.

**Warning:** if your concordance is large, showing duplicate words separately will result in an enormous number of entries in the Wordlist. This slows Windows down a lot, will try your patience, and may possibly exceed your computer's memory resources.

## Selecting words

Choose 'Select Words' on the **Headwords** menu to select amongst the words present in the [Wordlist View](#) by a number of criteria.

The words you select will remain in the Wordlist View and others will be removed from it. Only those which remain will be printed, saved, or exported as HTML.

If you want to undo the effect of removing some words, choose Revert on the **File** Menu. This re-loads the last saved version of the concordance. That will be the original version if it has not been altered and saved since it was made.

You can re-create a full version of a concordance at any time by choosing [Make Full Concordance](#) on the **File** Menu.

Making a [Selective Concordance](#) is an alternative way of selecting words as the source text is being read, rather than while the words are displayed. Afterwards, you can further select using Select Words on the **Headwords** menu.

### Selecting words using patterns

From the **Headwords** menu, choose Select Words Matching or Select Words not Matching. You will be asked to enter a word which may include the pattern-matching symbols (wildcards) `?`, standing for any one letter, and `*`, standing for any number of any letters.

You can combine these to produce powerful selection criteria:

To do this:	Type this:
Select all words of a certain length, e.g. words of 4 characters:	????
Select all words greater than a certain length, e.g. words of 4 characters and over	????*
Select words beginning with a prefix, e.g. words beginning with 'un-'	un*
Select words ending with a suffix, e.g. words ending in '-ing'	*ing
Select words which begin with 'un' and end with 'ing'	un*ing
Select words which begin with 'un' and contain 't'	- first select by typing un* - then select again by typing *t*
Select all words which contain the letter 'e'	*e*
Select all words  (this keeps all the words currently in the Wordlist - i.e. it has no effect!)	*

## Editing individual Headwords

You can edit individual headwords in the Wordlist View, **but you should use this ability with caution!** This refers to in-place editing of the actual characters of the word, not deleting the word altogether or moving it elsewhere in the list, both of which are quite safe.

### Here's why:

This ability is provided for making minor alterations, such as changing the capitalisation of a proper name before printing. If you make more radical changes to a headword, you're likely to encounter problems. Since changing a headword does not change its contexts, you will end up with a headword which no longer appears in its own contexts - a situation which makes no sense.

If you also change the length of the headword, context displays will be even more incorrect. Finally, if you save and reload a concordance after making such changes, the results are undefined. In other words, anything may happen.

### Still want to go ahead? Here's how:

To edit an individual word, first untick the **Read-only** item on the **Headwords** menu. When this is ticked, it prevents individual headwords from accidental changes. (It stops in-place editing of the actual characters of the headword, but doesn't prevent the headword being moved or deleted altogether). Then double-click the headword. An editor dialog will open to allow you to change the word.

In versions of **Concordance** before 2.0.0, this function used the Windows in-place editor (similar to that in Windows Explorer where you can rename a file or folder by doing a very slow double-click). This does not handle international characters properly. Version 2.0.0 uses an editor which should be language-aware.

Setting the Wordlist View from read-only to editable or back again causes Windows to do lots of housekeeping which can take quite a while.

## Copying a list of Headwords

You can easily copy words from the Wordlist View.

**Concordance** works on the general principle that if you have chosen to display something on screen, it will be included when you save, print, or export. If you want to omit an element, remove it from the display first. Thus if you have chosen to display Frequencies and/or Percentages with your headwords, they will be included. To copy headwords alone, first turn off the display of Frequencies and/or Percentages using the **Headwords** menu.

### To copy all words:

Right-click on the Wordlist View. On the pop-up menu, choose **Copy all words to Clipboard**. You can then paste the words into any other Windows program, including the Multiple Document Editor which comes with **Concordance**.

### To copy selected words only:

First choose **Multi-select** on the **Edit** menu. If there are many words in the Wordlist, there will be a delay while Windows does a lot of housekeeping. Now you can highlight (select) more than one word in the Wordlist View, using standard Windows selection techniques - Shift+click, Control+click, or Shift+arrow keys.

When you have finished selecting words, choose **Copy to Clipboard** on the **Edit** menu. The selected words will be copied, ready for pasting into any Windows program.

### About Multi-select

Multi-select is for copying words to the Clipboard, and also for deleting multiple words with a single press of the **Del** key.

You can't use multi-select to drag and drop multiple words at once. Further, when multi-select is on, it becomes hard, if not impossible, to drag and drop a single word in the Wordlist View or to and from the Scratchpad. Therefore it is best to keep Multi-select turned off when you don't need it for copying multiple words to the Clipboard.

Turning Multi-select on or off causes Windows to do lots of housekeeping which can take a very long time with a large wordlist.

### Select All

This command on the **Edit** menu selects all words for copying to the Clipboard. It works only when Multi-select is active. It is useful if you want to select *most* words, since it is quicker to select them all first, then deselect a few.

If you really want to select *all* words for copying, don't bother with Multi-select, but just use the command on the pop-up menu (as described at the top of this help topic).

### Saving a word list to a file

You can also save a full list of headwords directly to a file instead of to the Clipboard. First, turn off the display of contexts by clicking on the tab marked 'None' at the right-hand edge of the screen. Then choose 'Save as text' from the File menu. The headword list will be saved to a file of your choosing.

You can include or exclude frequencies and percentages along with your headword list by showing or hiding them (using items on the Headwords menu) before you copy to the Clipboard or save to a file.

Similarly you can print headwords only, by turning off the other elements of the display before printing.

See [Saving a Concordance](#).

## Drag and drop

You can drag words in the [Wordlist View](#) and the [Scratchpad](#) to re-arrange them, and can drag and drop words between these two views.

You can also open an existing concordance file by dragging it from the Explorer or the desktop and dropping it on the program's main window or on its icon on the desktop.

## Scratchpad

The Scratchpad is a convenient way of editing the list of headwords in the [Wordlist View](#). Words can be cut or copied between the Wordlist and the Scratchpad. They can also be dragged within each view, and dragged and dropped from one view to the other.

This enables words to be placed easily in any desired order before printing or saving the concordance.

The Scratchpad is cleared when a concordance is closed or a new one loaded. It is not cleared when you hide it.

To show or hide the Scratchpad, choose **Show Scratchpad** on the **Edit** menu or use the Show/Hide Scratchpad button on the Toolbar. You can also hide the Scratchpad by clicking on the word 'Scratchpad' in its header.

You can copy the words from the Scratchpad to the Windows Clipboard, ready for pasting into another program. You can also save the words to a file. Both these functions are available from a pop-up menu. Right-click on the main body of the Scratchpad to make the menu pop up.

See also:  
[Splitting Views](#)

## Changing case of words

Headwords appear by default in upper case, since **Concordance** *normalises* words as they are read from your text. So, for example, 'This', 'this', and 'THIS' will normally all be gathered together and counted as instances of the same word. You can change this.

### When the concordance is displayed

When the concordance is displayed, you can change the case of the words to lower case or mixed case (first letter upper case) using **Change Case** on the **Headwords** Menu. This function changes the case of all the words - you can't choose which.

The setting you choose will be used when the concordance is printed or exported as HTML.

### As the concordance is made

You can also choose to avoid normalising the words altogether as the concordance is being made. Then, for example, 'This', 'this', and 'THIS' will all have separate entries in the Wordlist. See [Treat upper and lower case separately](#).

## Limit Number of Contexts Shown

You can choose not to see all the contexts for your headwords. This is useful if you want to include only a few examples. On the Contexts Menu, choose **Limit Number Shown** and then type in the maximum number of contexts you wish to see. This will limit the number of contexts shown on screen and also when you export, print, or save the concordance.

If you have chosen to limit numbers, a tick appears beside **Limit Number Shown** on the Contexts Menu and the maximum number will be shown in the leftmost header of the Context View, for example "**(Max 5)**".

To stop limiting the number of contexts shown, select **Limit Number Shown** on the Contexts Menu again. The tick beside this menu item will disappear.

The Wordlist View continues to show the *total* number of occurrences of a headword (i.e. the total number of contexts) even if you have limited the numbers shown. [Deleting context lines](#) is another way to control what contexts you see and will affect the number that can be shown.

If you limit the number of contexts shown and then choose 'Save Concordance As...' from the File menu, the concordance will be saved with only the limited number of contexts.

See also: [Deleting context lines](#)

## Delete Context Line

You can delete any context line you do not want to keep.

A Context View (centred or left-aligned) must be the focused (active) view and a context line must be selected (highlighted) before you can delete it.

To delete a line, press the **Del** key, or choose **Delete Line** from the Contexts Menu, or right-click on the Context View for a pop-up menu.

It is easier to select lines for deletion if you first choose **Don't View Text** on the View menu. This stops the viewer or editor opening each time you click on a context line.

After they are deleted, context lines don't appear in the Context Views, nor when you export or print. Deleted lines remain deleted until you [undelete](#) them or until you re-make the concordance. If you choose 'Save Concordance As...' from the File menu, deleted lines will still be available for undeleting after the concordance has been saved.

If there are any deleted context lines for the current headword, the fourth panel from the left on the Status Bar shows the number of deleted lines, followed by the number of remaining lines in square brackets.

The Wordlist View continues to show the *total* number of occurrences of a headword (i.e. the total number of context lines) after you have deleted context lines. If you have also [limited the number of contexts](#) to display, this too will affect the number of contexts shown.

See also:

[Undelete Context Lines](#)

[Limit the number of contexts to display](#)

## Undelete Context Lines

You can undelete all previously deleted context lines for the *currently selected headword*. Choose **Undelete Lines** from the Contexts menu, or right-click on a Context View for a pop-up menu.

This function is not available if there are no deleted context lines for the currently selected headword. If there are deleted lines, the fourth panel from the left on the Status Bar will show how many.

To undelete every deleted line in a *whole concordance*, you can visit all headwords with deleted lines and choose this function, but it may be quicker to re-make the concordance.

See also [Delete Context Line](#)

## On not Editing Contexts

You can [delete context lines](#) and [undelete](#) them.

You can't, however, directly edit contexts in the Context Views. This is because the same context or part-context belongs to many different words in the source text and one word's context overlaps with another's. Although contexts look like a little window onto the source text, in fact each context is specially selected for each instance of each headword, and editing one would not affect all other occurrences, or partly overlapping occurrences, of the same text elsewhere.

If you find something in a context which is definitely not what's wanted, you probably need to edit the source text. You can do so without leaving **Concordance** by selecting **View Text in Editor** on the **View** menu. Then re-make the concordance to see the effect of your changes.

## Fit Columns to Contents

You can make the Context View fit the width of its columns to their contents automatically. This is useful as context lines can often be too long for your screen to display. It is particularly of use with the Centred Contexts display, as this has multiple columns.

There are three options:

- **Don't auto-fit** - keeps the column widths you set manually by dragging column dividers
- **Partial auto-fit** - fits the narrower columns automatically to their contents, but not the wider ones (the contexts before and after the headword)
- **Full auto-fit** - fits all columns to their contents.

There are other things you can do with columns to get a display that suits you better. See [Columns](#)

## Getting information

You can get information about the loaded concordance and about other topics with any of the following:

- ▶ [Properties](#)
- ▶ [Word Length Chart](#)
- ▶ [Collocations](#)
- ▶ [Statistics](#)

▶ [Memory Usage](#)

▶ [Character Table](#)

## Properties

The Properties form shows information about the concordance which is currently loaded, including the number of lines, words, characters, and sentences in the source text, the type-token ratio of the text, and the average number of words per sentence.

To show the Properties form, click on the Properties button on the toolbar or on the button labelled 'Tokens' in the [Status Bar](#), or choose **Properties** from the **View** Menu or a pop-up menu.

### Types and Tokens

Types are word-forms and tokens are occurrences of word-forms. So, for example, in the sentence 'The cat sat on the mat', there are two tokens of the type 'the' and one token each of the types 'cat', 'sat', 'on', and 'mat'.

The ratio of types to tokens is a measure often used in quantitative stylistic analysis.

The Properties form shows figures for types, tokens, and the type-token ratio for the concordance as it was when loaded, and also as it currently is. If you have deleted words from the headword list, the figures will differ.

## Word length chart

Choose **Word Length Chart** on the **View** Menu to see a graph of the frequencies by length of all words in the source text. The graph reflects the words currently displayed in the Wordlist View, so you can view a new graph after [selecting words](#) to see the effect of the selection on frequencies.

The Chart's X-axis shows word length in letters. The Y-axis shows the numbers of such words.

The labels at the top of each bar on the chart show the numbers of words (as on the Y-axis) but can be switched to show the percentage of the whole text which such words represent. Switching is done using the button labelled 'Number/Percent'.

The white box at the right of the chart also shows how many words there are of length 1, length 2, length 3, and so on.

- ▶ Hold down the left mouse button and drag the mouse towards the bottom right corner to zoom in on a selected part of the chart.
- ▶ Do the same towards the top right corner to undo the zoom.
- ▶ Hold down the right mouse button and move to re-position the chart.
- ▶ You can print the chart as required.

The Word Length Chart does not display any data if no concordance is loaded.

You can paste the Word Length Chart to another Windows program which can accept pictures, such as Microsoft Word. To copy, hold the Alt key and press the Print Screen key. Then paste into Word.

## Statistics

Statistics about the source text are available by choosing [Properties](#).

Detailed statistics on word frequency distribution are shown in the [Word Length Chart](#).

After you edit the Wordlist, statistics, including the frequencies of occurrence of each headword, are re-calculated automatically in the background if your computer supports it. You can invoke a full re-calculation at any time by choosing **Recalculate Statistics** on the **View** menu or typing Control+R.

As with all statistics, you should satisfy yourself that you know how they have been derived, and that they match what you would expect, before you rely on them. It is always a good idea to test your settings by using a few very small files to begin with. Don't rely on 'the computer', any more than you rely blindly on a calculator: do your own sanity checks.

## Memory usage

Choose **Memory Usage** on the **View** Menu to see a summary of memory in use and available on your computer.

Physical memory means RAM and virtual memory means RAM plus the page file on disk.

The size of the concordances you can make, and the speed with which they are made, depends to a considerable extent on available memory. If you have little available memory before making a concordance, it is worth trying to increase it by closing other programs.

The way free memory (RAM) is reported varies from one version of Windows to another, and is nearly useless under Windows 95/98. A low figure for free RAM on these versions of Windows need not always be a cause for concern.

## Character table

The Character Table enables you to look up the character sets contained in different fonts and copy individual characters if required.

The Character Table is a reference tool. It does not alter the behaviour of the program.

To copy a character, highlight it and press the 'Copy char' button. This copies the character to the Windows Clipboard. It is then ready for pasting into other programs or other parts of **Concordance**. Remember that not all characters appear in every font.

See also:  
[Alphabet](#)

[Fonts](#)  
[Language and Font Control](#)  
[Character sets, Main Reference](#)

## Saving, Printing, and Exporting

- ▶ [Saving a concordance](#)
- ▶ [Selecting what to include](#)
- ▶ [Printing](#)
- ▶ [Page setup](#)
- ▶ [HTML Setup](#)
- ▶ [Saving and restoring settings](#)

See also: [Building Web Concordances](#)

## Selecting elements to include

Before you do any of the following operations, you can choose which elements of your concordance you want to include:

- print your concordance
- save it as a text file
- save it as a HTML file
- build a Web Concordance

**Concordance** works on the general principle that if you have chosen to display something on screen, it will be included when you do any of the above. So if you want to omit an element, remove it from the display first.

### Words

To select words, choose [Select Words](#) on the **Headwords** menu. Words which do not match a selection will be removed from the Wordlist and will not be included in the printed or exported concordance.

### Contexts

Choose whether you want context lines to be left-aligned or centred on the headword. The view you choose will be used in the printed or exported concordance.

If you want a wordlist on its own without any contexts, turn off the display of contexts by choosing **None** on the **Contexts** menu or clicking the **None** tab at the right-hand edge. If you want an [index](#), click the **Index** tab.

## Other elements

You can choose whether or not to include:

- Frequencies
- [Percentages](#)
- Line numbers
- [References](#)
- Reference Categories.

Those elements which are displayed on the screen will be included.

If you make a [Web Concordance](#), there has to be a reference on which to create an HTML link from the concordance frame to the original text. If you have created references of your own, they will be used for the text of the link. If you haven't, line numbers will be used, and so displayed in the Web Concordance, even if you have turned off the display of line numbers in the Context Views.

You can display word frequencies and/or percentages in the Wordlist Frame in a Web Concordance. (They will also appear in the Concordance Frame.) This more closely resembles the display in the program itself. Note that frequencies and percentages must also be visible (displayed) in the Wordlist if they are to appear at all in the Web Concordance. See [HTML Setup](#).

## Fonts

The [fonts](#) and colours which you have set in the Wordlist View and the Context View will be used where the output device supports them.

## Saving a concordance

### As a concordance

When you make a concordance it is already saved on disk by the time it is displayed. There is no need to save it again before exiting the program unless you have made changes to the wordlist (its contents and/or its order) and want to save those changes.

To save a concordance, choose **Save Concordance As** from the **File** Menu. You can save it under a new name or replace the existing concordance file.

**Concordance** works on the general principle that if you have chosen to display something on screen, it will be included when you save (or print or export). So if you want to omit an element, remove it from the display first.

You can have any number of different concordances made from the same source text and saved on disk. Bear in mind, though, that a full concordance is many times larger than the source text it derives from. Concordances can use a lot of disk space.

Concordance files have the extension `.Concordance` added to the name of the source text. You can use [Find Files](#) on the [Tools](#) Menu to find all the `.Concordance` files on your disk.

These files are created by the program. You can delete them when the program is not running, but you should not edit them yourself.

## As text

Choose **Save as Text** on the **File** menu to save the loaded concordance as a plain text (ASCII) file. The concordance will be saved using the viewing options which are currently chosen. For example, if word frequencies, word percentages, centred contexts, and references are visible, they will be included in the text file.

As another example, if you wanted to save only a list of headwords by itself, you would turn off the display of contexts (choose 'None' in the tabs down the right-hand edge of the program window), and then choose **Save as Text**. (For a quick way to get a list of headwords, see [Copying a list of Headwords](#).)

## As HTML

Choose **Save as HTML** on the **File** menu to write a single HTML file made from the loaded concordance. The concordance will be saved using the viewing options which are currently chosen. For example, if word frequencies, word percentages, centred contexts, and references are visible, they will be included in the HTML file. [HTML Setup](#) offers further options to control the way the HTML is generated and the appearance of the result. See also [HTML Details](#)

## As a Web Concordance

See [Building Web Concordances](#).

Note that in a Web Concordance, there has to be a reference on which to create an HTML link from the concordance frame to the original text. If you have created references of your own, they will be used for the text of the link. If you haven't, line numbers will be used, and so displayed in the Web Concordance, even if you have turned off the display of line numbers in the Context Views.

## As a PDF file

PDF files are Adobe Portable Document Format files for use with Acrobat Reader. **Concordance** cannot produce PDF files directly but you can do so using another program. Instructions are [here](#).

See also [Saving and restoring settings](#)

## Renaming or moving a concordance

**Rename** on the File menu allows you to rename text files and their associated concordance files easily in one operation. It also helps if you have to move a concordance to a different folder or distribute it to different computers.

Each concordance file keeps an internal note of the text file which was its source. Hence if you rename a text file using another tool such as Windows Explorer and later reload the concordance, it will not be able to find its source text. The same applies if you move a concordance and its source text to a different folder. (You could of course make the concordance again.) Using **Rename** avoids this problem.

## Renaming

This is useful with concordances which have been given names automatically by the program. Such concordances are those made from Clipboard text and those made from multiple files, which have names like `TextFromClipboard-File1.Txt.Concordance` and `Demol.txtPlus3MoreFiles.txt.Concordance`. You may prefer a more descriptive name!

## Moving files to another location

First, copy or move your concordance file and its source text to the new location. Then start **Concordance**, choose **Rename** on the File menu, and select the source text file in its new location. Type a new name. The source text file and its concordance will both be renamed, and the concordance will know where to find its source text.

## Constraints

Renaming a concordance file requires a temporary copy to be made. Hence there has to be enough disk space for two copies of the concordance file to exist during the renaming process. If there is not enough, you will be informed, and the renaming will not occur. (The temporary file is automatically deleted after a successful renaming.)

You cannot rename a concordance or its source text while they are open. If you try, you will be prompted to choose **Close** on the File menu first.

## Exporting to a PDF file

If necessary, you can produce output from **Concordance** in the form of a PDF (Portable Document Format) file for use with Adobe Acrobat. The best way to do this is to obtain software to install in Windows that lets you create PDF files by 'printing' from any document.

If you do not have such software, there is a free alternative. It is powerful but not easy to use or install. Hence it is probably worth obtaining only if you intend to use it repeatedly. **I cannot offer advice or support for this beyond what appears below.**

First you need a copy of **GhostScript** and its associated utilities. GhostScript is a very sophisticated free program which enables you to view, convert, and print PostScript files. (PostScript is a Page Description Language used by high-quality printers.) GhostScript is available from <http://www.cs.wisc.edu/~ghost/>

### Step 1

Download and install GhostScript and its accompanying programs including GSView, the PostScript viewer for Windows. Find out how to start and use these tools. This is probably not for the faint-hearted!

### Step 2

Add a new dummy printer to your system. GhostScript works with PostScript files, so if we tell Windows we want to use a PostScript-capable printer, Windows will produce PostScript output for us. Go to Windows Control Panel, Printers, and choose Add Printer. Choose any printer with the PS suffix - for example, the Apple LaserWriter 12/640 PS. Connect the printer to the port called **FILE:** - as we don't actually have this printer, we're not going to print to it, but capture the PostScript output to a file on disk instead.

### Step 3

Make your concordance. Choose Printer Setup on the File Menu to select the new PostScript printer. Then choose Print to open the Print Preview dialog. Preview your printing as usual. When you press the Print button, you'll be asked to enter the name of a file on disk. Choose any name - include the path where you want the file to be stored, and add the extension .PRN to the name. For example, C:\My Documents\Myfile.prn.

### Step 4

You have now finished with **Concordance**. Start GSView and use it to open the PRN file you just made. GSView will use GhostScript to display it on screen. Now choose Print from GSView's File menu. Ghostscript uses its own printing devices, not the printers you have installed in Windows, so scroll through its list of devices and select the one called **pdfwrite**. This is the driver which can create an Adobe PDF file. Select the pages you want to convert to PDF, press OK, and then choose a filename for your PDF file.

### Step 5

When GhostScript has finished converting the PostScript file to a PDF file, you are ready to use it with Acrobat Reader or any PDF viewer.

## Saving and restoring settings

**Concordance** automatically saves many of the settings and options which you choose and restores them the next time the program is run.

Remember that options which are right for one project may be quite wrong for another. If you get very unexpected results when you make a new concordance, check in particular that you have suitable settings in these dialogs (all on the **Text** menu):

- [Alphabet](#)
- [References](#)
- [Ignore](#)

### Technical details about stored settings

All settings and options are stored in a file called `Concordance.ini` which is normally kept in the Windows directory. (If you need to keep it elsewhere, a Windows Registry setting can be changed: see [this topic](#).)

If you want to restore all default settings, you can delete or rename this file when **Concordance** is not running. It will be re-created with default options.

`Concordance.ini` is in standard Windows .ini file format. If you are familiar with .ini files, you can edit `Concordance.ini` as necessary, using a plain text editor, or view it if you

suspect some settings may be wrong or the file may be corrupt. Do this when **Concordance** is not running.

If you want to switch between different projects with very different settings, you can keep copies of their `.Ini` files under different names. Then, when the program is not running, copy the `.Ini` file containing the settings you want so that it overwrites the default `.Ini` file.

## Page Setup

**Page Setup** can be reached from the **File** Menu and also from the Print Preview screen. After making changes to Page Setup, you can press the Preview button in the Print Preview screen to see the effect.

### Text Layout

You can choose whether the printed pages will have boxes drawn around contexts to make them stand out. You can add printed borders to the sides and/or top and bottom of the page.

You can also set the amount of space reserved for a column on the right where references, if any, will be printed. The **larger** your reserved column, the further to the **left** your references will appear (since you are reserving more space at the *right* of the page).

### Margins

You can set the left, right, top, and bottom margins of the printed page in inches.

### Headers and Footers

You can enter text to be used in headers and footers on the printed page, and optional format specifiers which give further control over the alignment and content of headers and footers:

#### Alignment

&l Left Align  
&r Right Align  
&c Centre Align

#### Content

&F File name and path  
&f File name only  
&d Short date  
&t Short time  
&D Long date  
&T Long time  
&I Title  
&p Page number  
&& Ampersand (&)

#### Examples:

**&cMy Concordance** - displays "My Concordance", centred

**&My Concordance&c&d&r&f** - displays "My Concordance" at the left, the date centred, and the filename at the right.

See also [Saving and restoring settings](#)

## Printing and Print Preview

To print a concordance, first make sure that you [display and/or select the elements](#) you want to be printed and turn off the display of elements you don't want to include in the printing. Then choose **Print** from the **File** menu or press the Print button on the Toolbar.

### Print Preview

When you choose Print, the Print Preview form opens. **You must preview your printing by pressing the Preview button before you print.**

The Preview can be re-sized and zoomed. It can be re-positioned quickly to show any page. You can also call [Page Setup](#) from the Print Preview form.

A large concordance can take a *long* time to preview and this can also use a *large* amount of memory. If your computer will not allow you to preview and print this way, you can try other ways:

- Save your concordance as text, then open that file and print it with a word processor
- Save your concordance as HTML, then print it with a web browser.

See [Saving a concordance](#) for more detail.

## What is a Web Concordance?

A Web Concordance is a computer-generated concordance which has been turned into web pages. That is, it has been translated into HTML and split into a number of files suitable for use with a web browser. It can be browsed on the computer where it was created, and if desired can be placed on a web server and made available on an intranet or on the Internet.

This program allows you to [make Web Concordances](#) of your own.

**You must have registered the program before you are permitted to make a Web Concordance available to anyone else.**

The original Web Concordances, which were created by the author of this program, are at <http://www.dundee.ac.uk/english/wics/wics.htm> . At that site you can also find fuller documentation covering a brief history of concordances, the issues surrounding concordances on the Web, and a study of ways to implement web concordances.

### Why put a concordance on the Web?

Concordances can be thought of as naturally hyperlinked text - perhaps the first ever example of hypertext - since every entry in a concordance comes with a reference which is a pointer to a particular location in another text, the source text of the original work. As such, concordances are natural candidates for implementation in HTML.

They are also well suited to the Web, which solves some of the problems of printed concordances and offers some further advantages:

- Printed concordances can be cumbersome, and are always expensive, often to the point where they are not viable as commercial publications. The web makes it possible to create specialised concordances at low cost.
- Web Concordances are accessible to many users simultaneously and hence suitable for class-based activity and student-centred learning.
- Editorial and software expertise is not demanded of users, who are presented with a ready-to-use concordance instead of having to construct their own, and with a browser interface which is already familiar. Thus two of the important advantages of the printed book, its ready-made nature and its familiar usability, are brought to computer concordancing.
- Web Concordances supplement a basic concordance with a vocabulary list and a full version of the original literary text, all hypertextually linked for ease of reference.

See also:

[What is a Concordance?](#)

[Building Web Concordances](#)

[HTML Setup](#)

[HTML Details](#)

## Building Web Concordances

If you're not familiar with Web Concordances and their advantages, see [What is a Web Concordance?](#)

### Making the Web Concordance

To make a Web Concordance, first make your concordance as usual, or load one you made earlier. See [Getting Started](#) if you need help. When your concordance is displayed, just choose **Build Web Concordance** on the **File** menu. The program will turn your concordance into a number of related HTML files and then ask you if you want to load the results into your web browser to view straight away.

All the HTML files are placed in a folder of their own. This makes it easier to move or delete them all at once. The folder is named after the original text plus the extension `.WebConcordance`. It is a sub-folder of the one where your source text (and its concordance) are located.

### Refining a Web Concordance

There are two ways to gain further control over the way your Web Concordance is created:

- [Select the elements](#) you want to include.
- Use [HTML Setup](#) for fine control over the way the Web Concordance files are created.

See also [HTML Details](#) and [Managing large files for HTML](#)

### Publishing a Web Concordance

Remember that **you must be using the registered version of the program before you are allowed to publish anything**. 'Publish' here means place any files on a web server, even if only a few internal users can see them.

To publish a Web Concordance, copy all the .HTM files created by the program from their own folder to a directory on your web server. The file which starts the Web Concordance is always called `framconc.htm` and this is the file you should make a link to in order to load the whole Web Concordance into a web browser.

If you chose to have links made using images rather than JavaScript buttons or plain text (see [HTML Setup](#)), you should also copy the .GIF files which you will find in the same folder as the rest of the Web Concordance. These files are the images used for links. If you don't like the supplied images, you could substitute your own.

You should review the help file which comes with your Web Concordance (`help.htm`) and adapt it if necessary. It should accurately reflect what users see when they use your Web Concordance, so you may need to make changes to reflect the choices you made when building the Web Concordance.

## HTML Setup

**HTML Setup** on the **File** menu lets you choose options to control the way in which **Concordance** makes web pages. This applies both when saving a concordance as a single HTML file (web page) and when building a Web Concordance (a linked series of web pages).

Using the Editable Sections page, you can directly enter or edit HTML which will be added in the appropriate places whenever an HTML file is created. The reserved words `%source` and `%title` have special meanings in certain Editable Sections - see [HTML Details](#).

Even if you do not want to edit any HTML, you can still control the appearance of your Web Concordance. Using the Settings page, choose the following options.

### All HTML Concordances

These options apply both to Web Concordances and to concordances saved as single HTML files using 'Save as HTML' on the File menu.

**Format Text:** Contexts and references can be formatted either using HTML tables or using the HTML `<pre>` tag for pre-formatted text. Pre-formatted text tends to load faster than tables in a web browser, but gives less control over appearance and may require the use of fixed-pitch [fonts](#) to preserve alignment of references.

**Column for references:** If you choose pre-formatted text, you can specify the column where references should begin. You will probably want to set this just beyond the length of the longest context line in your concordance so that all references are neatly aligned.

**Table border width:** If you choose tables, you can specify the width of the visual border they have. A border width of zero is allowed: this makes the table borders and cells invisible but still formats your text neatly within the invisible cells.

### Web Concordances only

The following options affect Web Concordances only.

**Frame style:** Choose between two pre-defined screen layouts (HTML framesets) for a Web Concordance. You can further refine these as the HTML itself appears in the Editable Sections. A basic guide to [HTML Frames](#) is available.

**Link style:** Choose a style for navigational links within a Web Concordance. Available styles are: JavaScript buttons; HTML links made on plain text; or HTML links made on images supplied with the program.

**Source Text Format:** For Web Concordances, a new copy of your source text file must be created which contains the HTML links to make the Web Concordance work. (This does not affect the file with your original text.) Your source text will be converted to HTML as required, but if it was already in HTML you should choose accordingly here.

**Wordlist Frame:** By turning on these options you can display word frequencies and/or percentages in the Wordlist Frame in a Web Concordance. This more closely resembles the display in the program itself. Note that frequencies and percentages must also be visible (displayed) in the Wordlist if they are to appear at all in the Web Concordance. (They will also appear in the Concordance Frame.)

See also:

[What is a Web Concordance?](#)

[Saving and restoring settings](#)

[HTML Details](#)

[Managing large files for HTML](#)

## HTML Details

### Editable Sections

Using the Editable Sections page of the HTML Setup dialog (on the File menu), you can directly enter or edit HTML which will be added in the appropriate places whenever an HTML file is created.

There are two reserved words, `%source` and `%title`, which you may use in certain Editable Sections and which have special meanings as follows:

**%source** : In the Framesets, `%source` will be replaced by the actual name of the file containing the HTML version of your source text. This saves you having to alter the filename manually for each different project and ensures that all the HTML files in your Web Concordance frames are correctly linked to each other automatically.

**%title** : In the 'Start of Header' section, `%title` will be replaced by the actual title for your Web Concordance which you have entered in the Concordance Title section. This saves you having to specify your HTML title in more than one place.

### Controlling HTML Generation

When you are working with Web Concordances or HTML files written by **Concordance**, you may find you want to alter some aspect of the way the program generates HTML.

If you look at the HTML which **Concordance** generates, using a text editor or an HTML editor which allows you to examine the HTML directly, you'll see some of it is in upper case and some in lower case:

- HTML tags in **upper case** are fully under your control. They are part of the Editable Sections in the HTML Setup dialog. You can change the HTML to anything you like (including non-valid HTML) and **Concordance**'s HTML generator will insert your sections in its generated HTML output.

For example, the HTML which the program adds by default before a headword in a context is `<B><FONT COLOR="RED">`. It is in upper case to remind you it can be changed to anything else you want, or even omitted entirely. It's a good idea to maintain the convention and use upper case throughout your own changes to the Editable Sections.

- HTML tags in **lower case** are built into the program and can't be altered by changing anything in the Editable Sections. Bear in mind, though, that many of them can still be modified by selecting different options in the Settings section of HTML Setup, or by altering what's displayed on screen before you start HTML output. If that is not sufficient, you'll have to edit the generated HTML yourself.

If you are still using Microsoft Internet Explorer 5.0 and find your frame borders are invisible, see [Frequently Asked Questions](#).

See also:

[Building Web Concordances](#)

[HTML Setup](#)

[Managing large files for HTML](#)

## Converting HTML entities (special characters)

HTML entities are the formal name for special characters in HTML, such as

`&Eacute;`

which, when displayed in a web browser, shows the character **É** (upper-case E with acute accent), or

`&aelig;`

which produces **æ** (the ae ligature).

HTML entities are required for correct results on web pages, but the normal Windows (ANSI) characters are required in other Windows programs. Therefore conversion is needed when going from a Windows program such as **Concordance** to a web page such as a Web Concordance

**Concordance** gives you full control over conversion from HTML entities to ANSI characters when a source text is read, and over conversion from ANSI characters to HTML entities when a concordance is exported as HTML.

- In the **Preferences** dialog (on the **Tools** menu) you can choose **Convert HTML entities found in input** and **Convert to HTML entities during output**.

The default state of **Convert HTML entities found in input** is true, meaning that unless you have un-ticked this option, HTML entities found in your input texts will be converted to their ANSI equivalents, provided the HTML entity and its ANSI translation are found in the translation files (see below).

The default state of **Convert to HTML entities during output** is also true, meaning that unless you have un-ticked this option, ANSI characters will be converted to their HTML equivalents when you save a concordance as HTML, provided the ANSI character and its HTML entity translation are found in the translation files (see below).

**Note: If you are using a non-Western language, you will probably want to turn off this option, or else define your own translations** (as explained next).

Installed with the program are two files `Latin1toHTML.ini` and `HTMLtoLatin1.ini` which define the translations between ANSI and HTML characters. You can edit these files with a plain text editor such as the Multiple Document Editor which is part of **Concordance**.

You can add extra HTML entities and their corresponding ANSI characters, or you can change the translation of existing HTML entities. Although you cannot at present change the names of these files, they need not contain translations to and from the Latin-1 character set.

If these translation files are moved, deleted, or re-named, the conversions will not take place.

## Managing large files for HTML

When you build a Web Concordance, the program displays your source (original) text as part of the Web Concordance, with links into the text so that you can display a passage in the full-text original by clicking on a line in the concordance.

In order to do this, **Concordance** makes a copy of your source text and turns it into HTML. (Your original file is not altered.) Just as the source text from which you made the concordance is in a single file, so the HTML version will by default be all in one file. However, a really large HTML file can slow down a web browser or even overload it altogether. And the larger the file, the longer it will take to load across the Web if you publish your Web Concordance.

The solution is to let the program split the HTML version of your source text into multiple smaller files. Chunks of around 300 to 500 lines, or 20KB to 40KB, can make a good compromise. But the points at which to split the file need to be chosen intelligently by you so as to avoid breaks in undesirable places.

To define the points at which you would like your text to be split when making the HTML version, do this:

1. Load your source text into the Multiple Document Editor
2. Choose a location where it would make good sense to split the text
3. Move the caret to column 1 on a blank line (create a new blank line if necessary)
4. Choose **Insert File Division Marker** from the **Edit** menu
5. Repeat steps 2 to 4 as often as required to define further chunks of text
6. Save your file.

You can now make a concordance and build a Web Concordance from it.

Whenever you insert a File Division Marker, a row of characters like this will be inserted into your text:

```
$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$
```

When you turn a concordance into a Web Concordance, the program's HTML generator will start a new file at each of these points.

The supplied sample file Demo4.txt (in the Sample Files folder) shows an example of using a File Division Marker.

## HTML: An Elementary Introduction

HTML is the language of the Web. Hence Web Concordances are constructed in HTML.

If you are happy with the control over the layout of Web Concordances which the program provides, you should never need to use HTML directly. If you want to fine-tune things, you will need to know some HTML. A good HTML editor will make it much easier.

If you know no HTML at all at present, what follows may help you just enough to get started.

### HTML Markup

An HTML document consists of text to be displayed, plus markup to control the way it is displayed.

The elements of HTML markup are called **tags**. HTML tags usually, but not always, come in pairs, an opening tag and a closing tag.

Tags are enclosed in the 'greater than' and 'less than' symbols, "<" ">"

The opening tag of a pair of tags looks like this: <TAG>.

The closing tag of a pair looks like this: </TAG>. Notice the slash.

### Structure of an HTML document

The simplest HTML document looks something like this:

```
<HTML>
<Head>
<Title>Type the title of your page here</Title>
</Head>
```

```
<Body>
```

The main body of your page goes here

```
</Body>
</HTML>
```

Further tags are used to control the way the text in the body of the document is displayed. For example, if you type

This should be <B>emphasized</B> more than usual

the browser will display

This should be **emphasized** more than usual

There are many other constructs available in HTML, such as tables and lists. The most important element, however, is the link (or hyperlink). It is links which enable navigation in web pages.

A simple link looks like this:

```
<A href="destination">An interesting place</A>
```

The browser will show this link as [An interesting place](#) and if you click on it (in a browser), the browser will locate and load the thing described by "destination".

There are many books and websites which will let you learn more about HTML.

## HTML Frames

Web Concordances are normally laid out using frames. This is a brief introduction to frames in HTML.

Frames are a way of splitting the window of a web browser into several smaller windows. Web Concordances use frames in order to present the wordlist, the concordance, and the source text at the same time. There are two pre-defined frame styles available in **Concordance**, but if you understand frames you can easily alter them as you please using [HTML Setup](#).

As some browsers do not support frames, you should always include a no-frames section along with your frames, even if it does no more than offer a brief apology. See below for an example.

There are two key elements in creating frames. First you write an HTML file using the `<frameset>` tag to define how you want to split up the browser window into sections. Then you must supply some contents for each of the sections; each comes from a different HTML file, and you specify the names of those files with the `<frame>` tag.

The `<frameset>` tag can define either rows or columns, depending on which option is chosen. If you write `<Frameset rows="25%,25%,*">`, you will split the browser window into three rows, the first two each occupying 25% of the browser's height, and the third row (marked with \*) occupying the rest.

A command of `<frameset cols="25%,25%,*">` does exactly the same thing, except in this example, columns are defined instead of rows.

You may create multiple columns and rows by nesting the `<frameset>` tags. Here is an example:

```
<HTML>
<Head>
<Title>Frames Example</Title>
</Head>
<Frameset rows="20%,*">
<Frame src="toprow.htm" name="title_area">
<Frameset cols="20%,*">
<Frame src="leftcol.htm" name="menu_area">
<Frame src="display.htm" name="display_area">
</Frameset>
</Frameset>
<Noframes>
```

Text you place here will be seen only by those who are using a browser that does not support frames.

```
</Noframes>  
</HTML>
```

On a frames-capable browser, this example would produce a display with a title row at the top, a menu column at the left, and a large display area at the lower right.

A set of frames like these would allow the user to choose from the menu frame amongst different pages. Each page chosen would be displayed in the display area, while the menu remained on screen. The links in the menu frame (i.e. in the file leftcol.htm) would be similar to this:

```
<A href="choice.htm" Target="display_area">Make this choice!</A>
```

When using links with frames, you have to specify a target, as above, to tell the browser which frame you want the linked file to be loaded into. The target uses the names for each frame which you defined in the frameset.

To summarise: The first page sets up the frame system and ought also to provide for a non-frame version of its contents. All subsidiary pages use the frame system that is set up in the first page.

There is plenty more to learn about frames. See any book on HTML or look on the Web.

If you are using Microsoft Internet Explorer 5.0 and find your frame borders are invisible, see [Frequently Asked Questions](#).

Acknowledgment: this help topic is modelled on material by Paul Lutus, creator of Arachnophilia, a useful HTML editor, available from <http://www.arachnoid.com>

## Program controls

- ▶ [The Main Window](#)
- ▶ [Pop-up menus](#)
- ▶ [The Wordlist View](#)
- ▶ [The Context Views](#)
- ▶ [Splitting Views](#)
- ▶ [Columns](#)
- ▶ [Languages and Character sets](#)
- ▶ [The Toolbar](#)
- ▶ [The Status Bar](#)
- ▶ [Navigating with the Keyboard](#)
- ▶ [Keyboard Commands](#)

## Pop-up menus

You can right-click in the Wordlist View, the Scratchpad, and the Context Views to see pop-up menus which give quick access to some frequently-used functions for those views.

The Lemmatiser also has a pop-up menu.

## The Wordlist View

The Wordlist View shows all headwords in the concordance and can optionally show their frequencies of occurrence and the percentages of those frequencies. Words can be [sorted](#) in various different ways, re-arranged individually, deleted, or saved and exported.

Clicking on a word in the Wordlist View will display the contexts of all its occurrences in the [Context View](#). You can also view the [Collocations](#) for any word.

A [Scratchpad](#) enables easy editing and arranging of words in the Wordlist View using cut and paste and drag and drop. You can also edit words or delete them directly from the Wordlist View.

You can click on a column header in the Wordlist View as an easy way to change sort orders. You can [re-size and re-arrange columns](#) and fit them to their contents.

The Wordlist View supports incremental searching: just start typing a word and the view will re-position to show the nearest match. Other search functions are on the **Search** Menu.

When you save, print, or export a concordance, the headwords and their ordering will be those currently in the Wordlist View. This allows word-by-word tailoring of a concordance. **Concordance** works on the general principle that if you have chosen to display something on screen, it will be included when you save, print, or export. So if you want to omit an element, remove it from the display first. For example, if you don't want percentages and frequencies in a print-out, turn off the display of percentages and frequencies before you print.

See also:  
[Splitting Views](#)

## The Context View

The Context View shows a context for every occurrence of the headword currently highlighted in the [Wordlist View](#). The Context View has four display options:

- Contexts [centred](#) on headwords
- Contexts [left-aligned](#)
- [Index display](#) (references with no contexts)
- No display

Use the Context Tabs down the right-hand edge to switch amongst these four.

Clicking on a context line will open the [Viewer](#) or [Editor](#) positioned to show that line in the full source text, so allowing you to browse as far as you like beyond the word's immediate context.

The source-text Viewer and Editor are concordance-aware. Double-clicking on any word in them will re-position the Wordlist View to display that headword.

Clicking on the Context Header in the Context View is a quick way to choose a different [sort order](#) for contexts. You can [re-size and re-arrange columns](#) and fit them to their contents.

The Context Views will not scroll to show columns containing more than 255 characters, although any further text is still there and will be correctly preserved when you save, print, or export the concordance. This is one reason why you should make sure the lines in your file are of human-readable length. See [Input text file format](#).

See also:  
[Splitting Views](#)

## Splitting the Screen between Views

You can alter the split of the screen between the Wordlist View and the Context Views. Let the cursor hover over the join between the views; when the cursor changes into the vertical split cursor, drag the splitter left or right to the desired position.

If the Scratchpad is on screen, the splitter will be to its left if the last split shrank the Wordlist View (moved its right edge leftwards), and to its right if the last split enlarged the Wordlist View. To move the splitter from one side of the Scratchpad to the other, hide the Scratchpad, enlarge or shrink the Wordlist View using the splitter, and then show the Scratchpad again.

- You can also [re-size and re-arrange columns](#) and fit them to their contents.

## Columns

### Re-arranging Columns

You can re-arrange the columns in the Wordlist View, the Context Views, and the Collocation Lists by *dragging a column header* to move the whole column to the left or right of an adjacent column. Changes to the order of the columns are on-screen only and do not affect what is printed.

### Re-sizing Columns

Columns in the Wordlist View, the Context Views and the Collocation Lists can be re-sized by *dragging the divider* between two column headers.

If you *double-click* on the divider between two column headers, the column will re-size itself automatically to fit its contents.

The Context Views can be set to re-size themselves to their contents automatically whenever the contents change. To do this, go to the **Contexts** Menu, choose **Fit Columns to Contents**, and choose one of the options.

### Fitting Columns to their Contents

See [this topic](#).

## Sorting

Clicking on a column header is a quick way of choosing a different [sort order](#) for that view.

## Hiding and showing columns

Various columns can be hidden or shown as required. In the Wordlist View, these are:

- Frequencies
- Percentages

and in the Context Views, they are:

- Line Numbers
- References

To show or hide these columns, choose the appropriate item on the **Headwords** or **Contexts** menus.

You can also [change the split](#) of the screen between views.

## The Context Tabs

Choose the tabs to switch between context views: contexts centred on the headword, left-aligned contexts, the index display (references with no contexts), or no display.

The context view that you choose will be displayed immediately. When you chose to print or save a concordance as text or HTML, the context view which is currently displayed will be used for output.

If you choose to display 'None' before printing or exporting, then no contexts will be printed or exported.

## The Toolbar

The buttons on the toolbar offer quick access to commonly-used functions. If you let the cursor hover over a button, a flying hint will give a brief explanation of its purpose.

The clickable graphic of the [Main Window](#) explains each button.

If you click on a blank part of the Toolbar, it will change its position from horizontal (underneath the menu bar) to vertical (down the left side of the window) or vice-versa.

## The Status Bar

The Status Bar shows information about the number of word types and tokens in the currently loaded concordance, as well as the [sort orders](#) which are in force for the [Wordlist View](#) and the [Context View](#).

You can click on a raised panel in the bottom half of the status bar to see further information or to change the currently selected sort.

The bottom right-hand corner of the Status Bar is a *resize handle* which you can drag to re-size the main window.

## Navigating with the Keyboard

When a concordance is displayed you can navigate amongst the Wordlist and Context Views and the source text viewer (or editor) using the keyboard instead of the mouse.

To **move the highlight from one word to another** in the Wordlist View, use the up or down arrow keys.

To **display the contexts** for the highlighted word, press the Enter key.

To **move to the Context Views**, press the Tab key. This activates the Context Tabs at the right-hand edge of the program's window. Use the up or down arrows to move amongst the three views: Centred, Left-aligned, and None (for no contexts).

Press the Enter key to **enter the context view** of your choice. Use the up and down arrows to alter the highlighted context in the context view. Press Enter to display the source text viewer or editor positioned to show the highlighted context.

Move the cursor in the source text viewer or editor using the standard cursor-movement keys. Press Control-Enter while the cursor is in a word to make the Wordlist View re-position to show that word.

It's all a bit quicker with the mouse, assuming you are able to use one!

See also: [Keyboard Commands](#)

## Keyboard Commands

See also: [Navigating with the Keyboard](#)

### Function Keys in the main program

- F1 Invokes Context-sensitive Help
- F3 Repeats the last find operation
- F4 Go to line (headword number) in Wordlist View
- Alt+F4 Exits the program
- F5 Makes Full Concordance from files
- F6 Makes Selective Concordance from files
- F7 Opens existing concordance
- F8 Makes Full Concordance from Clipboard text (i.e. from other Windows programs)
- F9 Makes Selective Concordance from Clipboard text (i.e. from other Windows programs)

### Editor: Movement Keys

- Up Moves the caret up by one line
- Shift+Up Moves the caret up by one line, extending the selection
- Down Moves the caret down by one line
- Shift+Down Moves the caret down by one line, extending the selection
- Left Moves the caret left by one character
- Shift+Left Moves the caret left by one character, extending the selection
- Ctrl+Left Moves the caret left by one word

**Ctrl+Shift+Left** Moves the caret left by one word, extending the selection  
**Right** Moves the caret right by one character  
**Shift+Right** Moves the caret right by one character, extending the selection  
**Ctrl+Right** Moves the caret right by one word  
**Ctrl+Shift+Right** Moves the caret right by one word, extending the selection  
**PgDn** Moves the caret down by one page  
**Shift+PgDn** Moves the caret down by one page, extending the selection  
**Ctrl+PgDn** Moves the caret to the start of the last line in the window  
**Ctrl+Shift+PgDn** Moves the caret to the start of the last line in the window, extending the selection  
**PgUp** Moves the caret up by one page  
**Shift+PgUp** Moves the caret up by one page, extending the selection  
**Ctrl+PgUp** Moves the caret to the start of the first line of the window  
**Ctrl+Shift+PgUp** Moves the caret to the start of the first line of the window, extending the selection  
**Home** Moves the caret to the start of the line  
**Shift+Home** Moves the caret to the start of the line, extending the selection  
**Ctrl+Home** Moves the caret to the start of the file  
**Ctrl+Shift+Home** Moves the caret to the start of the file, extending the selection  
**End** Moves the caret to the end of the line  
**Shift+End** Moves the caret to the end of the line, extending the selection  
**Ctrl+End** Moves the caret to the end of the file  
**Ctrl+Shift+End** Moves the caret to the end of the file, extending the selection

#### Editor: Control Keys

**Ctrl+C** Copies selected text to the clipboard  
**Ctrl+V** Pastes data from the clipboard into the current window  
**Ctrl+X** Cuts selected text to the clipboard  
**Ctrl+Z** Undoes the last edit action  
**Shift+Ctrl+Z** Redoes the last edit action

#### Editor: Other Keys

**Enter** Inserts a newline  
**BackSpace** Deletes the character to the left of the caret  
**Del** Deletes the current character. Or, if text is selected, deletes the selection.  
**Shift+Del** Deletes selected text after copying it to the clipboard  
**Ins** Toggles the current window between Insert and Overwrite modes  
**Shift+Ins** Pastes text from the clipboard into the current window  
**Ctrl+Ins** Copies selected text to the clipboard  
**Ctrl+Shift+0-9** Set the position of marker (0-9) to the current caret position  
**Ctrl+0-9** Move to the previously set marker (0-9)

## Resource Gauges

The Resource Gauges show the percentage of free memory resources and disk space. On Windows 95/98, only the resource gauge for disk space appears.

The Resource Gauges are hidden by default and can be shown by choosing **Show Resource Gauges** item on the **View** menu. They will appear automatically if resources run low.

You should keep an eye on resources when working with very large concordances. The Resource Gauges' free segments turn from green to yellow to red as resources diminish.

The left-hand gauge gives a general indication of free memory (RAM) as a percentage. The way this is reported varies from one version of Windows to another (and is so unreliable

under Windows 95/98 that the left-hand gauge is not used at all.) A low figure need not always be a cause for concern.

The right-hand gauge shows the percentage of free disk space on the default drive or the drive where you last made a concordance. If you run out of disk space, you won't be able to do anything much until you remove some files, so take this one seriously!

## Reopen most recently used files

The **Reopen** item on the **File** menu offers a list of the most recently used concordance files. It provides a quick way of re-opening those files.

The list can be cleared if you wish: an additional menu item to do so appears when the list is not empty.

The **Reopen** item does not appear when it has no files to display.

## Open Concordance

Choose **Open Concordance** on the **File** Menu to open (load) an existing concordance file.

Concordance files are created and maintained by the program. They have the extension `.Concordance`. Don't open them with another application. You can delete them when you no longer need them.

You can re-make a concordance as often as you like.

You can [rename](#) a concordance and its source text in one operation.

You can speed up loading of a concordance - see [Display while Loading](#)

## Revert

Choose **Revert** on the **File** Menu to re-load the displayed concordance from disk. This is like abandoning changes in a word processor: if you have altered the wordlist by [selecting](#) or moving words, Revert will re-load the previously saved version, discarding the latest changes.

## Close

Choose **Close** on the **File** Menu to close (unload) the displayed concordance.

The displayed concordance will be closed automatically if you Make a new concordance.

## Exit

Choose **Exit** on the **File** menu to end the program.

## Open dialog box

Use the Open dialog box to open a file. This may be an existing concordance, a file from which to make a new concordance, or another kind of file, depending on what you're doing.

**Look In** Lists the current directory. Use the drop down list to select a different drive or directory.

**Files** Displays the files in the current directory that match the wildcards in File Name or the file type in Files Of Type. You can display a list of files (default) or you can show details for each file.

**File Name** Enter the name of the file you want to load or wildcards to use as filters in the Files list box.

**Files of Type** Choose the type of file you want to open; the default file type is Concordance file (.Concordance) when opening an existing concordance and Text file (.Text) when opening a file from which to make a new concordance. All files in the current directory of the selected type appear in the Files list box.

**Up One Level** Click this button to move up one directory level from the current directory.

**Create New Folder** Click this button to create a new subdirectory in the current directory.

**List** Click this button to view a list of files and directories in the current directory.

**Details** Click this button to view a list of files and directories along with time stamp, size, and attribute information.

## Save As dialog box

Use the Save As dialog box to save a file in a new location. If the file name already exists, **Concordance** asks if you want to replace the existing file.

**Save In** Lists the current directory. Use the drop down list to select a different drive or directory.

**File Name** Enter a name for the file you are saving.

**Files** Displays the files in the current directory that match the file type in the Save File as Type combo box.

**Save As Type** Choose a file extension; the default is .Concordance. All files in the current directory of the selected type appear in the Files list box. Note that saving a file with a different extension does not change the format of the file.

**Up One Level** Click this button to move up one directory level from the current directory.

**Create New Folder** Click this button to create a new subdirectory in the current directory.

**List** Click this button to view a list of files and directories in the current directory.

**Details** Click this button to view a list of files and directories along with time stamp, size, and attribute information.

## Printer Setup dialog box

Here you can change printer options and select a printer from a list. To display this dialog box, click **Printer Setup** from the **File** menu.

For more information about setting printer options, see your Windows documentation.

**Name** Select a printer from the list box.

**Portrait** Prints text across the narrowest side of the paper (e.g. 8.5" x 11").

**Landscape** Prints text along the widest side of the paper (e.g. 11" x 8.5").

**Paper Size** Specify the paper size.

**Paper Source** Specify the paper tray or paper feeding method your printer uses.

**Properties** Displays the Printer properties page for the currently selected printer.

## The Make Full Concordance button

The Make Full Concordance button on the Toolbar makes a new full concordance from files.

## The Make Selective Concordance button

The Make Selective Concordance button on the Toolbar makes a new selective concordance from files.

## The Open button

The Open button on the Toolbar lets you choose an existing concordance to open.

## The Save button

The Save button on the Toolbar lets you save an altered concordance to disk.

## The Print button

The Print button on the Toolbar opens the Print Preview form which lets you preview and then print the concordance.

## The Cut button

The Cut button on the Toolbar cuts a highlighted word from the Wordlist to the Scratchpad.

## The Scratchpad button

The Scratchpad button on the Toolbar shows and hides the Scratchpad which is useful for editing the Wordlist.

## The Paste button

The Paste button on the Toolbar pastes a word from the Scratchpad back into the Wordlist.

## The Left-align button

The Left-align button on the Toolbar selects contexts where lines of text are aligned to the left of the Context view.

## The Centre button

The Centre button on the Toolbar selects contexts where the lines are aligned centred on the headword.

## The Bold button

The Bold button on the Toolbar makes the [font](#) bold in whichever list view (Wordlist or Context view) is active.

## The Italic button

The Italic button on the Toolbar makes the [font](#) italicised in whichever list view (Wordlist or Context view) is active.

## The Underline button

The Underline button on the Toolbar makes the [font](#) underlined in whichever list view (Wordlist or Context view) is active.

## The Word Length Chart button

The Word Length Chart button on the Toolbar shows the Word Length Chart, giving statistics about word lengths in the concordance which is currently loaded.

## The Properties button

The Properties button on the Toolbar shows the Properties Box, giving details about the concordance which is currently loaded.

## The Stop button

The Stop button on the Toolbar stops the current process if it is lengthy, such as loading a large concordance.

## Tools

These tools are built into **Concordance**:

- ▶ [Multiple Document Editor](#)
- ▶ [Multiple File Browser](#)
- ▶ [Character Table](#)
- ▶ [Web Browser](#)
- ▶ [Filter a File](#)
- ▶ [Unix to PC File Converter](#)
- ▶ [OEM to ANSI File Converter](#)

## Preferences

The Preferences dialog on the Tools menu lets you alter various user preferences.

There are three tabbed pages, **Making Concordances**, **User Interface**, and **File Locations**.

The **Making Concordances** page has these options:

- [Load Alphabet with each concordance file](#)

You can choose whether the Alphabet stored with each concordance is re-loaded whenever the concordance itself is re-loaded. Re-loading an Alphabet is useful if you want to continue work on a previously-made concordance, but it will overwrite whatever Alphabet is currently in force, and this can cause unexpected results. Remember that the Pick and Stop List Managers may be using the user-defined Alphabet too, if you have so chosen.

- [Choose leader character \(between word and number of occurrences\)](#)

You can choose the character that is used for padding between a headword and its number of occurrences when you save or print a concordance, like this:

```
THE..... 10
```

By default this character is the full stop ('period' in American). You can change it to a space to make it invisible, or to any other character.

- [Choose index separator](#)

You can choose the character that is used to separate entries in an index when exported or printed. By default this is the semi-colon.

- [Convert HTML entities found in input](#) and [Convert to HTML entities during output](#)  
- these have [their own help topic](#).

The **User interface** page has these options:

- [Hot Tracking in Wordlist](#)

When this option is on, leaving the cursor hovering over a word in the Wordlist will cause it to become the selected item after a short delay, even though you do not click on it. When

this option is off, the selected item in the wordlist will change only when you click on it (or use the up or down arrow keys).

This option was permanently on in Version 2. It is now off by default.

- **Show Progress Messages and Warnings**

Previous versions of **Concordance** showed all progress messages while a concordance was being made. Instead of 'All' you can now choose 'High Priority only' to suppress the Progress dialog unless significant warnings occur.

The **File Locations** page has these options:

You can choose where files will be placed when concordances are made from Clipboard text. They can be created in a folder of your choice, or else in the current folder. (The current folder is set by Windows and depends on what you were doing before you started **Concordance**, though you can re-set it here.)

This applies **only** to Concordances made from the Clipboard, since **Concordance** has to make up names for such texts and there is no 'natural' place to put them. Concordances made from files on your disk are always placed in the same folder as the first active file. See [Make Concordance from Files](#) and [Make Concordances from Clipboard](#) for more detail.

## Multiple document editor

The multiple document editor supplied with **Concordance** is a text editor which can display and edit multiple files of up to 16MB in size. It uses the standard Windows Multiple Document Interface (MDI). Each line may be up to 32767 characters long.

A concordance-aware version of the editor opens automatically for viewing and editing the source text when you click on any context line in the Context Views and when you have selected **View text in Editor** from the **View** Menu. The editor automatically displays the line in the source text which you click on in the Context View.

If you double-click (or press Control-Enter) on a word in the editor when it is displaying your source text, the [Wordlist View](#) will re-position itself to display that word, provided it exists in the Wordlist. In this way you can browse through your source text in the editor and immediately see the concordance for any word of interest. You can even edit the source text and then continue to view the concordance for any other word. Changes you make by editing the source text will be reflected in the concordance after you next choose Make a Concordance.

The editor window can be re-sized by dragging its bottom right-hand corner.

You can also start a stand-alone copy of the editor from the [Tools](#) Menu. See also [File Viewer](#) and [Keyboard Commands](#).

## Bookmarks

Bookmarks provide a means of moving quickly from place to place within a file. Assume that you are primarily interested in two sections of a text file that are widely separated, and want to be able to move between the two of them quickly. This can be accomplished by setting a bookmark at the beginning of each section, then jumping between them.

To set a bookmark using the default key assignments, press <ShiftCtrlN>, where N is a number in the range 0 to 9. The current position of the caret is marked as bookmark N. To return to that spot later, press <CtrlN>, where N is the number used to set the bookmark.

## Tabs in the Multiple Document Editor

Tab characters in the text stream are expanded to spaces (visually). The number of spaces used is a function of the contents of the line and the current tab size, which can be changed using Options | Tabs | Tab Size. The default tab size is 8.

Using Options | Tabs you can choose between Fixed Tabs, Real Tabs, and Smart Tabs.

If the tab type is set to Real, pressing <Tab> inserts a "real" tab character into the text stream. If the tab type is set to Fixed, pressing <Tab> inserts enough spaces to move the caret to the next tab stop. (This is called "fixed tabs" because the position of existing text will not change if the tab size is later changed, as it does if real tabs are used.) If the tab type is set to Smart, spaces are also inserted into the text stream, but the positions of the tab stops are a function of the positions of the words in the previous line. The following illustrates the positions of the tab stops when the tab type is set to Smart:

```
previous line: This is a sample line demonstrating smart tabs.  
current line: x   x  x x       x   x               x   x
```

The default setting is Real tabs.

## File Viewer

**Concordance** has a built-in file viewer which can display text files of unlimited size. Each line, however, must be no longer than 1024 characters. (The [Editor](#) provides an alternative.)

A concordance-aware version of the file viewer opens automatically for viewing your source text when you click on any context line in the Context Views and when you have selected **View text in Viewer** from the **View** Menu. The viewer automatically displays the line in the source text which you click on in the Context View.

If you double-click (or press Control-Enter) on a word in the viewer when it is displaying your source text, the [Wordlist View](#) will re-position itself to display that word, provided it exists in the Wordlist. In this way you can browse through your source text in the editor and immediately see the concordance for any word of interest.

You can also start a stand-alone copy of the File Viewer from the **Tools** Menu.

The viewer window can be re-sized by dragging its bottom right-hand corner.

The File Viewer and File Editor use fixed-pitch (monospace) [fonts](#) such as Courier New.

See also:

[Multiple Document Editor](#)

## Bookmarks

Bookmarks provide a means of moving quickly from place to place within a file. Assume that you are primarily interested in two sections of a text file that are widely separated, and want to be able to move between the two of them quickly. This can be accomplished by setting a bookmark at the beginning of each section, then jumping between them.

To set a bookmark using the default key assignments, press <ShiftCtrlN>, where N is a number in the range 0 to 9. The current position of the caret is marked as bookmark N. To return to that spot later, press <CtrlN>, where N is the number used to set the bookmark.

## Tab Expansion

The File Viewer is designed to expand tab characters automatically to spaces when text is displayed on screen. This behaviour, which is enabled by default, is controlled by choosing Options | Tab Expansion. If it is active, tabs are expanded. If it is inactive, tabs are treated as ordinary characters (their appearance on the screen depends on the font).

The distance between tab stops depends on the current tab size, which you can change using Options | Tab Size. The default setting is 8. Changing the tab size redraws the File Viewer's window to reflect the change

## Find Files

Choose **Find Files** on the [Tools](#) menu to call up the standard Windows Find Files dialog.

This lets you search your computer for files.

## Web Browser

Choose **Web Browser** on the [Tools](#) Menu to start the Web browser on your computer and go to the home page you have configured.

If this function fails, check that the computer has a correctly configured web browser and that it is registered with Windows to handle HTML files.

You will automatically be offered the choice of starting your web browser after choosing **Build Web Concordance** or **Save as HTML** on the **File** Menu. In this case the newly-built Web Concordance or HTML file will be displayed in your browser.

If you make a large concordance and turn it into HTML, it may be bigger than your web browser can handle. If you save a large concordance as a single HTML file, be prepared for a long wait when you load it into your web browser. Typically the web browser loads your whole HTML file and then appears to lock up for some time - in fact it is building HTML links at this stage. I have seen this take as long as five minutes.

Web Concordances allow you to overcome this problem by [splitting files](#).

If you have chosen to format your HTML concordance with tables, the web browser has to load your whole HTML file before it can display anything. Your browser may appear to lock up for a long time when the concordance is almost fully loaded - in fact, it is working out the appearance of the table. To avoid these long delays, go to [HTML Setup](#) and choose to format your concordance with <pre> instead of with tables.

## Email the author

Choose **Email the author** on the **Help** menu to send e-mail to the author of **Concordance**.

Or use this link: [R.J.C.Watt@dundee.ac.uk](mailto:R.J.C.Watt@dundee.ac.uk)

This function calls your mail program (which may be part of your web browser) with a <mailto:> argument. If it fails, check that your computer has a correctly-installed mail program (or web browser that is capable of sending e-mail).

I don't guarantee to be able to reply to every e-mail I receive, particularly those which ask questions already answered in this help file. But all e-mail is read and considered carefully.

**Concordance** is the work of one person, not a company. It is supported on a best-effort basis, i.e. as time permits, and purchasing the program does not confer a right to support. I do my best, though.

Please read [Feedback and Support](#) before sending e-mail.

## Filter a file

Filter a File lets you strip unwanted text or markup out of a file.

It lets you use **Concordance**'s text processing power to make a new version of your text file instead of making a concordance.

You could use it, for example, to strip all the HTML (web) mark-up out of a file, leaving only plain text; or to strip out references, comments, and other mark-up which you may have added for use with **Concordance**.

It can also be useful for understanding how **Concordance** is treating your text if you are having problems choosing the correct options.

Any warnings or other messages when filtering the file are shown in the Progress dialog. When the new filtered file has been created, it is displayed in the File Viewer.

### Example: Stripping HTML

To remove all HTML (web) markup from a file, leaving only the text content, go to the Text menu, choose Ignore, and for Skip Markers 1, enter < as the opening marker and > as the closing marker. Then choose Filter a File.

In this case, the same result could be achieved by opening the References dialog on the Text menu, defining < as the opening reference marker and > as the closing reference marker,

then choosing Filter a File. This is because Filter a File, like Concordance's usual text processing, strips out anything between reference markers.

To remove HTML entities (special characters) as well as HTML markup between angle brackets, tick **Convert HTML entities found in input** in the Preferences dialog before filtering your file.

## Details

Here in detail is what Filter a File does.

It reads your input file and writes a new output file (named automatically by adding the extension **.Filtered** to the name of your input file), performing the following actions:

1. Warns of long lines in the input
2. If you have ticked **Convert HTML entities found in input** in the Preferences dialog, HTML entities will be translated to ANSI characters where those are defined in your file `HTMLtoLatin1.ini`. (Step 9 below, if selected, will undo this, so there is no point in selecting both for filtering a file.)
3. Removes any text you have defined in the Ignore dialog on the Text menu (that is, text between skip markers or text from selected positions on the line, or both)
4. Removes any control characters found in the file
5. Trims any leading and trailing spaces in each line
6. Removes characters not defined in your Alphabet, unless you have chosen the option in the Alphabet dialog which causes such characters to be added automatically to your alphabet. For more information, see the [Alphabet](#) dialog on the Text menu.
7. Translates OEM (DOS) characters to ANSI (Windows) characters if you have selected that option in the Alphabet dialog on the Text menu
8. Removes any text found between reference opening markers and reference closing markers, if any are defined in the References dialog on the Text menu.
9. If you have ticked **Convert to HTML entities during output** in the Preferences dialog, ANSI characters will be translated to HTML entities where those are defined in your file `Latin1toHTML.ini`. (Step 2 above, if selected, will do the reverse of this, so there is no point in selecting both for filtering a file.)

## Unix to PC File Converter

This tool can be started from the **Tools** Menu and is also a stand-alone program. It converts text files from Unix to PC format and vice-versa by translating the characters used to mark line endings. See [Input Text File Format](#) for more details on Unix versus PC files.

The File Converter is particularly useful if the text you want to make a concordance from is all on a single line because it was prepared on a Unix system. You should convert such a file, then make your concordance from the converted version.

Concordances can be made from Macintosh files without any conversion.

## OEM to ANSI File Converter

This tool can be started from the **Tools** Menu and is also a stand-alone program. It converts text files from OEM to ANSI character sets and vice-versa.

This is an advanced tool. You should probably ignore it until you have tried making a few concordances to your text.

It is useful if the text you want to make a concordance from was prepared on a DOS system and special (extended) characters are displaying incorrectly in Windows. You can convert such a file, then make your concordance from the converted version.

You can achieve the same effect without actually converting your source text, since Concordance can do the conversion on the fly as it reads your text. You can turn on this option in the Alphabet dialog on the Text menu. Try this before going to the trouble of making a permanently converted version of your file with the File Converter.

### Caution!

Because of complex differences between character sets, the effects of conversion are not always reversible. That is, going from one character set to another and back again can produce a file with different characters from the original.

Be sure to take a backup copy before converting.

## Frequently Asked Questions

### - and, more usefully, frequently given answers!

Use these links to go to different questions and answers:

[Getting Started](#)

[Using text](#)

[Big Files](#)

[How many input files can I have?](#)

#### How do I ...

[...show which part of the text a word comes from?](#)

[...have numbers in references?](#)

[...change the order in which references are displayed?](#)

[...suppress quotation marks?](#)

[...show compound words?](#)

[...exclude words from another text?](#)

[...find the words that are common to several texts?](#)

[...get the sort order I want?](#)

[...stop lines being too long?](#)

[...make smaller concordance files?](#)

[...group parts of speech together?](#)

[...save headwords and frequencies only?](#)

[...match line numbers in Concordance with Word?](#)

[...set the line number with which to begin a concordance?](#)

[...limit the number of words of context before and after the headword?](#)

[...search for words beginning with capital letters?](#)

[...sort capital letters separately from lower case?](#)

- [...add multiple files in the correct order?](#)
- [...search for more than six phrases at once?](#)
- [...move my registered copy of Concordance to a new computer?](#)

[Using different languages and accented characters](#)

[Copying results from Concordance](#)

[Using Concordance output with other programs](#)

[A Messed-up screen](#)

[Can't click on centred contexts](#)

[Web Concordances](#)

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## Getting Started

**Question:** What is the easiest way to buy **Concordance**?

**Answer:** On-line, with a credit card, at the [Concordance website](#) See [How to Buy](#) for more information.

**Question:** Is it safe to use my credit card on the Internet?

**Answer:** If you follow the secure link on the online registration page, nobody can intercept your credit card information. It is handled by machine and the process is much safer than letting your credit card out of your sight in a shop or restaurant. But if you are not convinced, you can place your order by phone. Full details are available at the online ordering site.

**Question:** I do not have a credit card. Can I register **Concordance**?

**Answer:** Certainly. Please see [How to Buy](#) for more information.

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## Using text

**Question:** Do I have to type in the text I want to use with **Concordance**?

**Answer:** No, **Concordance** can use any plain text file on any disk that Windows knows about - which may include disks on other computers in your network neighbourhood. It can also use text which you have open in any other Windows program that can copy text to the Windows Clipboard. Most can.

If you want to use text from a website on the other side of the world, just display the page in your web browser, select and Copy it, then make a concordance from the Clipboard. Or, if you prefer, you can save the web page to a file on your disk first. If you want to use a word processor file, you can again use the Clipboard, or if you prefer, save the file as plain text (often called ASCII text) first.

**Question:** How do I make a concordance from a Microsoft Word file?

**Answer:** There are two ways to use a MS Word file:

1. With your file displayed in Word, press Control-A, then Control-C. This copies all the text to the Windows Clipboard. Then in Concordance use 'Make Full Concordance... from Clipboard'.

2. In Microsoft Word, save your file as 'Plain text' (in Word 2002; choose the option to insert line breaks) or 'Text Only with Line Breaks' (in older versions of Word). Close Word, then in

Concordance choose 'Make Full Concordance ... from Files' and open the text file you saved from Word.

## Big Files

**Question:** How big a file can **Concordance** handle?

**Answer:** As big as you like, more or less, **provided** you have enough free space on your disk. Remember that a full concordance can easily be ten or twenty times as big as the text it is made from. So if you want to handle very big texts, make sure you have lots of free disk space and prepare for a long wait! Or reduce the size of your concordance (see below, 'How do I get Concordance to make smaller files?').

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## How many input files can I have?

**Question:** I am using multiple input files. How many files can I use?

**Answer:** The File List you create is stored in your Concordance.ini file. From Version 3.0, Concordance should be able to handle really large .ini files, even on Windows 95/98, which normally limits them to 64K. So you should be able to have a very large number of files in your File List.

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## How do I ...

### ...show which part of the text a word comes from?

**Question:** My text comprises several different documents (or authors, or pages, or sections). How do I distinguish between them in the finished concordance?

**Answer:** Use [references](#). They are one of the most powerful aspects of the program.

### ...have numbers in references?

**Question:** Why are there no numerals in my references?

I've set up references in my text such as 'Page 1 line 5'. But the numerals don't appear in the concordance and all my references just say 'Page line'.

**Answer:** You must add the numerals **0** to **9** to your alphabet. You can edit the Alphabet yourself, or you can tell **Concordance** to add characters automatically to your Alphabet as it reads your text. If you do neither of these things, then characters in your source text which are not in your user-defined alphabet will be removed entirely from your concordance, *even if they occur inside reference markers*.

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### ...change the order in which references are displayed?

**Question:** My reference categories are P,B,S and L. I'd like them to appear in that order since I've set them up with commas so that they should read (for example) Measure for Measure, Act II, the Duke, Line 186. In the References dialog I entered the categories in the correct order, but when I made the concordance it displayed them in the wrong order (LPBS). Is there some way to change this?

**Answer:** **Concordance** will use the order in which it first encounters reference categories. Try arranging things so that a P reference is the very first one encountered in your text, followed by a B reference, etc. If necessary, include an empty P reference to get you started. An empty reference looks like this: <P >

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### ...suppress quotation marks?

**Question:** How do I stop any word that has a quotation mark in front of it (e.g. 'Ah, 'But, 'Can) showing up at the top of the headword list with the quotation mark attached to it?

**Answer:** Switch the Wordlist sort from 'Alphabetic Ascending (string)' to 'Alphabetic Ascending (word)'. The words will be sorted as if the quotation marks were not there, so 'Ah will appear next to Ah.

If, on the other hand, you don't want a separate entry for 'Ah (that is, if you don't want the quotation marks to appear at all) you need to remove the quotation marks from your Alphabet -- remember the Alphabet is user-defined -- and also choose not to have them added back into the Alphabet automatically. To do this, open the Alphabet dialog on the Text menu, edit the quotation mark out of the Alphabet, then for 'Characters not in Alphabet, when found in text' choose 'Ignore' instead of 'Add to Alphabet'.

This will mean all quotation marks are stripped from around words.

You may still have a problem if your text has two different entities -- the apostrophe to indicate an elision (possessive), and the single quote to indicate speech -- encoded using the same symbol. Either it is in your Alphabet or it is out: you can't have it both ways. This is a very common cause of difficulty in text analysis and the only cure is to use unambiguous symbols in your text. For example, use double speech marks for quotations, and save apostrophes for possessives and elisions.

### ...show compound words?

**Question:** How do I get **Concordance** to show compound words?

**Answer:** Include the character which joins the parts of the compound word (usually a hyphen in English) in your user-defined Alphabet, and make sure that character is **not** included as a Word Separator in the Alphabet dialog. **Concordance** will recognise the compound words automatically.

If you want to split compound words up into their separate parts, add the hyphen to your Word Separators. This would turn **to-morrow** into **to** and **morrow**.

If you want to join compound words into a single word (for example, turning **to-morrow** into **tomorrow**), omit the hyphen from both the Alphabet and the Word Separators, and make sure you have not chosen to add characters automatically to the Alphabet.

If you want **to-morrow** and **tomorrow** to be sorted next to each other, as if the hyphen was not there, change the Wordlist sort from 'Alphabetic ascending (string)' to 'Alphabetic ascending (word)'.

If you have words split by hyphens at the ends of lines, the program will not re-assemble them.

See also [this topic](#).

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### ...exclude words from another text?

**Question:** How do I make a list of all the unique words in a text file EXCLUDING (against) all the words of another text file? To put it another way, can I compare two texts to see which words are in one text and not in the other?

**Answer:** First, make a concordance to your second file (the one containing the words you want to exclude). When the wordlist is displayed, right-click on it and choose 'Copy all words to Clipboard'. Then open the Stop List and choose Paste to paste in all your words. Then make a concordance to your first file using the Stop List. This concordance will contain all the words which are in the first file *except for* those which are also in the second file.

You can extend this general approach as you wish. If you use the Pick List instead of the Stop List, you can make a list of all the words in one file which are *also* in another.

Going one step further, you could make a single concordance to a series of texts except for the last text, then use that list of words as input when making a concordance to the last text. Using the Pick List, this would show those words in the last text which occur in at least one of the earlier texts. Using the Stop List, this would show those words in the last text which have never been used before.

### ...find the words common to several texts?

**Question:** How do I make a list of all the words that are common to several texts, with their frequencies in each text?

**Answer:** Let's assume you have five texts. Make separate full concordances to each of your texts one at a time. Save the wordlist, with frequencies, from each one to a separate new file. Now make a full concordance to those five new files (the ones containing the wordlists with frequencies). When making this new concordance, in the Make Full Concordance dialog, under Filename References, tick "Add filenames as refs."

Your new concordance has all the information you need. Sort the headword list first by alphabet, then by frequency. Now all words with frequency 5 are words that occur in all 5 texts; all with frequency 4 in only 4 texts, etc. Clicking on a headword will make the context view display the number of occurrences of that word in each individual text, with a reference to identify the text.

This approach -- making a concordance to concordances, in effect -- is sometimes quite useful; but like recursion in maths and programming, it can take a little while to think out.

### ...get the sort order I want?

**Question:** How do I apply more than one sort order? For example, I'd like to sort contexts by the word before and the word after the headword at the same time.

**Answer:** Sorts take effect cumulatively. So you can first sort contexts by the word *after* the headword, then sort them again by the word before the headword. The result will be that contexts which are equal on the primary (i.e. current) sort criterion (word before headword) will be arranged in order of the secondary (i.e. previous) sort criterion (word after headword). There is a fuller explanation of [cumulative sorting here](#).

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### ...stop lines being too long?

**Question:** How can I stop files from my word processor having extremely long lines when viewed in **Concordance**?

I am converting my word processor files by saving them as plain (ASCII) text for use with **Concordance**. But when I click on a line in Context, and the Text View opens, that line in Text View goes on almost forever, as if the right margin had been extended much too far.

**Answer:** Most word processors treat each paragraph as a single long line. That way, they can wrap lines whenever necessary to your chosen margins. You need to choose a conversion which respects line-breaks. In Microsoft Word, save your file as 'Text only with line breaks' instead of 'Text only'. (In Word 2002, an option to save a file as text with line breaks does not appear when you choose 'Save as...' Instead, you can choose to save as Plain Text; an additional dialog will then appear which allows you to select an option to 'insert line breaks'.)

If your word processor really cannot do something like this, you can open the saved ASCII file with a plain text editor, such as the one which comes with **Concordance**, and add the line breaks (carriage returns) that you want.

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### ...make smaller concordance files?

**Question:** How do I get **Concordance** to make smaller files? I am making a concordance to a big text and the concordance file is huge.

**Answer:** Here are some suggestions:

- Employ a stop list, as cutting out (say) a dozen high-frequency words can halve the final size of the concordance.
- Use contexts of selected length and go for very short contexts, such as only one word before and after the headword. You can even choose zero words before and after.
- If your file is still too big, make a Selective Concordance instead of a Full one.

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### ...group parts of speech together?

**Question:** How can I find a way to group together all instances of prepositions, determiners, and pronouns in a text in order to see how significant the grammatical texture is as a subset of the total lexis?

**Answer:** Prepare a lemma file with every preposition you can think of as a child of the same parent. In the same lemma file, make another entry for conjunctions - again enter all the conjunctions, and make them all the child of one parent. Do the same for any other categories of interest.

As for the choice of parent, you could use a very common preposition, conjunction, etc, but of course if it happens not to occur in a text, no lemmatisation will get done. So it is better to choose a dummy entry as the parent: a word which will never occur naturally in your files. For example:

Conjunclist

- and
- but

ArticleList

- a
- the

and so on.

Add each of the dummy parent words (conjunclist, articlelist, etc) to each file you are going to analyse. Then make your concordance and lemmatise it. This brings all the words of each category together.

Now the clever bit. Adding those dummy words to each of your texts makes the statistics (e.g. word percentages) slightly wrong. So with the concordance displayed and lemmatised, carefully delete each dummy word from the headword list, then choose 'Recalculate statistics' on the View menu.

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### ...save headwords and frequencies only?

**Question:** How can I export just the headwords and their corresponding frequencies to a file, without the concordance contexts?

**Answer:** Just turn off the display of contexts before you export. To do this, click 'None' at the bottom-right corner of the context display, or go to the Contexts menu and choose 'None'.

**Concordance** works on the general principle that if you turn off the display of some element, it is not included when you export.

Another way is to right-click on the Headwords display, then choose 'Copy all words to Clipboard' from the pop-up menu. Then you can paste the headwords and frequencies into any other Windows program.

For more information, see this help topic: [Selecting elements to include](#)'.

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### ...match line numbers in Concordance with Word?

**Question:** I don't seem to be able to get my line numbers in **Concordance** to match the line numbers in MS Word. Can it be done?

**Answer:** Yes. After you have used Word to add automatic line numbers (File | Page Setup | Layout | Line Numbers), get Word to save a copy of the file as 'MS-DOS text with line breaks' instead of a Word document. Then close the file in Word and make a concordance to that file. **Concordance** shows the correct line numbers as in Word.

For this purpose, don't use **Concordance**'s ability to grab text by copying from Word via the clipboard. This way, the line numbers will seldom match, since the places where Word wraps the lines within a paragraph depend on so many variable factors - your chosen margins at that point in the Word document, the style and size of font, etc. None of that information has meaning outside of Word and doesn't get transmitted via the clipboard. Hence **Concordance** won't know exactly where Word wrapped each line. (Hmmm...)

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### ...start my concordance at a line number ?

**Question:** Can I concord together two separate sections of a text while omitting the rest, and still reference all words with their correct line numbers? I have marked up my text with line number references, like this: <L xxxx>.

**Answer:** Yes. Add a new reference, with any old content, at the start of the section you want to include. E.g. <S section> Then set the S reference empty at the end of what you want, e.g. <S >. This can be repeated as often as you like, with <S section> coming again later in the text. Then make a Selective Concordance selecting text by reference, picking all text where reference category S has the value 'section'. You can of course also have the L references, for line numbers, collected and displayed.

Another approach is to make a Selective Concordance using sampling of consecutive words. This, however, requires you to specify the word numbers, rather than the line numbers, with which to stop and start selecting. You can use **Concordance** itself to establish the word number of your starting point, to save you counting manually: this is done by showing duplicate words separately (see the Headwords menu) and sorting in order of occurrence.

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### ...limit the number of words of context before and after the headword?

**Question:** How can I set or limit the number of words before and after the search word?

**Answer:** Choose Context Styles on the Text menu, then switch Context Type from 'actual line' to 'selected length' and choose a length.

### ...search for words beginning with capital letters?

**Question:** Is it possible to search for certain words beginning with CAPITAL letters only?

**Answer:** Yes. You need a Regular Expression Search.

To enter a regular expression, go to the Text menu and choose Configure Regular Expression search, or open the Make Selective Concordance dialog and press the Edit button next to Regex.

A Regular Expression which will find words beginning with capital letters is

[A-Z][a-z]+

-- assuming your desired alphabet is the Roman A to Z, of course.

You can read more about this in the Help topic on [Regular Expressions](#).

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### ...sort capital letters separately from lower case?

**Question:** Can one distinguish capitals and lower case in the sort?

**Answer:** Yes: on the Text menu, choose Special, then 'Treat upper and lower case separately.' When the concordance is displayed, apply the sort you want.

### ...add multiple files in the correct order?

**Question:** Is there a way to input files for concordancing in the sequence that one finds -- e.g., chapter 1 before chapter 2 before chapter 3, etc., instead of in the reverse order?

**Answer:** If you select multiple files (control-click) in the Choose Input Files dialog which opens when you press Add Files (and which is standard Windows) it does, annoyingly, add them backwards. Complaints to Mr. Gates, I believe. You can overcome this by adding the last one first and working up the list instead of down it. The approved Windows method, however, is to press the Details button in the Choose Input Files dialog, then click on the Name column header while holding the shift key. This sorts files in reverse name order. Then when you select multiple files with control-click, they end up in the right order again.

If your files do end up in the wrong order in **Concordance's** Make Concordance from Files list, they can be re-arranged by dragging and dropping, though obviously that's a nuisance if you have a lot of files.

Once you have the files in the order you want, **Concordance** will use that order to concatenate and concord them.

### ...search for more than six phrases at once?

**Question:** How can I search for more than 6 phrases at once? **Concordance** limits the phrase search to 6 items at a time.

**Answer:** A work-around is to use a text editor to alter your text, doing a search and replace to turn all occurrences of each phrase into a long compound "word". So for example the phrase "evidentiary due process" would become "evidentiary\_due\_process". Then put your "words" into the Pick List and make a Selective Concordance using the Pick List. (This works because the Pick List can handle any number of words at once, but each must be a single word.)

### ...move my registered copy of Concordance to a new computer?

**Question:** I have got a new computer. How do I move my registered copy from the old computer to the new?

**Answer:** See [this help topic](#) and scroll to the section 'Moving to a new computer'.

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## Using different languages and accented characters

**Question:** My non-English characters are not showing up in my concordance.

**Answer:** On the **Text** menu, choose Alphabet. Add the characters you want to your user-defined Alphabet, or tick the box to have **Concordance** add them automatically when making the concordance.

**Question:** I went into Text, Alphabet and added the accented characters I need, but they are still not recognised.

**Answer:** Your texts may have been prepared in ASCII (the old DOS character set) instead of ANSI (the Windows character set). In the Alphabet dialog, try ticking the box 'Translate OEM characters to ANSI'.

If you look carefully at the Progress dialog which appears while the concordance is being made, you can see just which characters are being found in your source text but have not been added to your Alphabet.

**Question:** Why can't I sort words with accented characters?

My text has words with accented characters. I have declared them in the alphabet and they appear correctly in the Wordlist. But a word like **Å** appears at the end of the Wordlist after **?**. How do I make it appear next to **?** instead?

**Answer:** Change the Wordlist sort from 'Alphabetic ascending (string)' to 'Alphabetic ascending (word)'.

**Question:** Why does the Stop List remove some characters from words when it reads in a file I created? For example, 'NËT' is in my file but it becomes 'N' and 'T' on separate lines.

**Answer:** The Stop List and the Pick List can use either a default English Alphabet or your user-defined Alphabet. On the Options menu of the Stop List or Pick List Manager, choose 'User-defined Alphabet' and then press 'Edit Alphabet' to add the characters you want.

**Question:** I am using a non-Western language. Everything displays fine in Concordance, but when I make a Web Concordance or HTML file, the wrong characters appear (I get garbled special European characters). Why?

**Answer:** Go to Tools > Preferences > Miscellaneous and un-check 'Convert to HTML entities during output'. There is also a page [here](#) in the help system that may be useful.

**Question:** I have tried pressing 'Switch Keyboard' in the Language and Font Control. Why doesn't my computer respond?

**Answer:** If you have an older version of Windows, you perhaps haven't yet installed the Windows support for any extra languages other than your usual language. In Windows 98, go to Windows Control Panel, choose Keyboard, then look at the Language tab. (In Windows NT, go to Windows Control Panel, choose Regional Settings, then look at Input Locales). It will list the installed languages. If a language you want is not installed, you can press the Add button to install it. However, this is a mere convenience, not a necessity. For example, if you install French as an additional language to English, it will allow you to turn your keyboard into a French layout (AZERTY instead of QWERTY, etc.). But **Concordance** will still handle French texts without that.

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## Copying results from Concordance

**Question:** I want to copy a few result screens with a headword, contexts, and references, not the whole concordance. Is there a way to do this?

**Answer:** Just make a Selective Concordance, picking only the words you want. Then you can print the results, or save them as text or as HTML.

Before doing this, you might wish to [rename](#) your full concordance or move it to another folder, to prevent it being over-written when you make a Selective Concordance to the same text.

**Question:** Is there a way to copy the headword list on the left of the screen?

**Answer:** Three alternative ways:

- Right-click on the Wordlist and, from the pop-up menu, choose 'Copy all words to Clipboard'. Then paste them into any other program of your choice.
- On the **Edit** menu, turn on [Multi-select](#). Select all the words you want, and then choose 'Copy to Clipboard'.
- You can also save a list of headwords to a file. First, turn off the display of contexts by clicking on the tab marked 'None' at the right-hand edge of the screen. Then choose 'Save as text' from the File menu. The headword list will be saved to a file of your choosing.

You can include or exclude frequencies and percentages along with your headword list by showing or hiding them (using items on the Headwords menu) before you copy to the Clipboard or save to a file.

Similarly you can print headwords only, by turning off the other elements of the display before printing.

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## Using Concordance output with other programs

**Question:** How can I use a wordlist from **Concordance** with Excel, the Microsoft spreadsheet?

**Answer:** Here's how to do it in Excel 2000:

1. Save the wordlist in **Concordance** - turn off the display of contexts and then choose File -> Save as Text. (Some users find they get even better results by choosing Save as HTML instead.)
2. Use Excel to open the file you just saved. Excel will start its Text Import Wizard. In Step 1 of the Wizard, choose the Delimited file type. In Step 2 of the Wizard, select the delimiter 'Other' and enter a full stop ('period' in American) for that delimiter. Also tick the box 'Treat consecutive delimiters as one'.

If you want to import a whole concordance (including contexts), not just a list of headwords, it is probably best to choose the Fixed Width rather than the Delimited file type.

**Question:** Is it possible to paste the Word Length Chart to Microsoft Word?

**Answer:** Yes, the same way as for any Windows program. Copy the chart by holding the Alt key and pressing the Print Screen key. Then paste into Word.

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## A Messed-up screen

**Question:** Why does the Wordlist display on my computer sometimes get messed up, with gridlines on top of the words instead of between them, after I select words individually with the tickboxes or use the Lemmatiser?

**Answer:** All drawing on the screen is done by Windows, not by **Concordance**, which merely asks Windows to draw standard Windows elements. So this problem is not under my control. It often occurs after lemmatising the headword list.

Re-loading the concordance usually cures the problem. If you don't want to do that, you can try turning off **Show Gridlines** (on the Headwords menu), switching the Wordlist to a larger font, and then reverting to the original font size. Some combination of these actions often helps. You can also check that you have the latest version of the [Windows Common Controls](#), and the latest drivers for your video (graphics) card. This may or may not be a permanent cure for the problem!

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## Can't click on centred contexts

**Question:** Why does nothing happen (instead of the text view opening) when I click on a line in the centred context view?

**Answer:** Your computer has a very old version of the [Windows Common Controls](#). If your version is too old, the symptoms include the following: (1) when you click on a line in **Concordance**'s centred context view, nothing happens; (2) when you start **Concordance**, there are no gridlines visible in the Headword list or the context views, even though you have selected Show Gridlines on both the Headwords and the Contexts menus. See [Windows Common Controls](#) for full information on how to update your computer.

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## Web Concordances

**Question:** Why does my Web Concordance have buttons in the top frame with numbers instead of letters on them?

**Answer:** If you have sorted your wordlist by frequency, the navigator frame lets you jump to words of a particular frequency instead of words beginning with a particular letter. It looks strange at first, but makes sense if you think about it.

**Question:** Why does my web browser seem to freeze when I load a concordance that I have turned into HTML?

**Answer:** If you make a large concordance and turn it into HTML, you may have a fairly long wait when you load it into your web browser. If you have chosen to format your HTML concordance with tables, the web browser has to load your whole HTML file before it can display anything. Your browser may appear to lock up for a long time when the concordance is almost fully loaded - in fact, it is working out the appearance of the table. To avoid these

long delays, go to HTML Setup and choose to format your concordance with <pre> instead of with tables.

Web Concordances allow you to overcome slow loading problems by [splitting files](#).

**Question:** Why do my Web Concordances have invisible frame borders when viewed with Microsoft Internet Explorer 5.0?

**Answer:** Because Microsoft kept doing things to make Netscape look bad... To be specific, Internet Explorer 5.0 treats the border size specifier in the <FRAMESET> tag differently from previous versions and from Netscape.

To make your frame borders re-appear, just omit the border size specifier. So, instead of

```
<FRAMESET BORDER=3 BORDERCOLOR=""BLUE"" ROWS=""50%, 50%"">
```

use

```
<FRAMESET BORDERCOLOR=""BLUE"" ROWS=""50%, 50%"">
```

This is now the default in **Concordance**, but if you have upgraded to a new version of the program, the border sizes will be stored as one of your preferences, and you will have to edit the Editable Sections in HTML Setup.

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## Feedback and Support

### Feedback

Feedback is always appreciated. Suggestions for features to be included in later versions of the program are very welcome.

I also greatly value hearing from users about the purposes for which they are using **Concordance**. This helps me judge how to develop the program, what is already good about it, and what needs improving.

Please send all comments and suggestions, even though they may seem insignificant, to the address below.

### Support

This program is the work of one person, not a company. Support is on a 'best effort' basis. That means I'll always do what I can, but I don't guarantee to be able to help. If that is the bad news, the good news is that your questions and comments go straight to the person who wrote the whole program, instead of to some person who knows nothing except how to answer a telephone and read from a script.

**Registered users have priority when it comes to support.** That means if you have paid for the program, I will answer you before I answer someone who hasn't!

Please **look in the help file before asking questions about the way the program works or how to use it.** Remember that context-sensitive help is available in the program by pressing F1 at any time.

All support is via e-mail. I read and carefully consider all e-mail received, but at busy times I may not always be able to respond as fully as I'd like. My address is below.

## Reporting Bugs

Please see [Troubleshooting](#) and its linked help topics before reporting a bug.

When reporting problems, please include the following information:

1. Is the problem reproducible? If so, how?
2. What version of Windows are you running? For example, Windows Vista, Windows XP, etc.
3. What version of **Concordance** are you running? Select **About** from the **Help** menu, then click on the Version Info button. Please include the entire version number in your problem report.
4. If a dialog box with an error message was displayed, please include the **full text** of the dialog box, including the text in the title bar.
5. Include a copy of the file `Concordance.Ini` from your Windows directory. Take a copy of the file straight after a run of **Concordance** which manifests the problem. For more information on `concordance.ini`, see [Saving and restoring settings](#) and [Alternative location for .ini file](#).
6. If the problem occurs while making a concordance, do the following:
  - (i) include the text file from which you made the concordance, or the portion of it which causes the problem;
  - (ii) choose **Progress of Last Run** from the **View** menu, press the button to copy its contents to the Clipboard, then paste it into your message.
7. If it is easier to illustrate the problem rather than explain it, consider including a screen shot, or a URL where I can view one.

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Please send all comments, questions, feedback and bug reports to:  
[R.J.C.Watt@dundee.ac.uk](mailto:R.J.C.Watt@dundee.ac.uk)

## Technical Topics

- ▶ [Input Text File Format](#)
- ▶ [Performance and speed issues](#)
- ▶ [Troubleshooting](#)
- ▶ [Error Messages](#)
- ▶ [Character Sets](#)
- ▶ [System Requirements](#)
- ▶ [Installing, Upgrading, and Uninstalling](#)
- ▶ [Saving and Restoring settings](#)
- ▶ [Older versions of Windows](#)

## Performance and speed issues

### Speed issues

- Often, the most time-consuming thing **Concordance** has to do is not making a large concordance but loading it into the Wordlist View after it is made. This is entirely owing to the performance limitations of the standard Windows Listview. Any complaints to Microsoft please!

See [Display while Loading](#) for ways to reduce the time taken to load a concordance before it can be worked with.

- Setting the Wordlist View from read-only to editable or back again causes Windows to do lots of housekeeping which can take quite a while.
- Choosing contexts for each headword which are many words long will **greatly** increase the size of the concordance, take longer to make, use more disk space and memory, and make the concordance slower to load.
- Concordances are made faster if you choose contexts which are the actual line, not a selected number of words, *provided* the lines in your text are of human-readable length.
- If your concordance results in a huge concordance file, you need to limit the length of contexts. The best way to do this depends on whether your text has short lines (say, up to a dozen words per line, like a book) or longer ones. If your text has short lines, choosing Actual Line for your context will be enough to ensure things don't get too big (this is also best for speed). If your text has long lines, choose Selected Length for your contexts and limit the length to a few words before and after the headword.
- A large input file which is all on one line will be **very** slow to process and will produce **very** cumbersome results. See [Input text file format](#)
- Depending on the network, you may find it is much slower to make concordances to texts on network disks. This is because **Concordance** uses Windows disk caching services which Windows cannot provide for remote (network) drives. If you encounter this, the solution is to move your source texts to a local hard disk and make concordances there.
- Contexts of Selected Length are slower to make than contexts which are the Actual Line. If you need Contexts of Selected Length, you can minimise the slowdown by choosing short contexts (for example, just two or three words before and after the headword).

### Memory issues

Viewing the source text in the editor uses considerably more memory than viewing it in the browser.

Turn on the [Resource Gauges](#) to monitor the amount of free memory.

### The Viewer versus the Editor - pros and cons

- The Viewer can display files of unlimited size, but lines must not be longer than 1024 characters.
- The Editor can display files of up to 16 MB, and lines may be up to 32767 characters long.
- The Viewer uses a modest, fixed amount of memory whatever the size of the file it displays.
- The Editor loads the whole file into memory, and therefore requires a large amount of memory when editing a large file.

## Web Concordances - Browser performance

If you make a large concordance and turn it into HTML, it may be bigger than your web browser can handle. If you save a large concordance as a single HTML file, be prepared for a fairly long wait when you load it into your web browser. Typically the web browser loads your whole HTML file and then appears to lock up for some time - in fact it is building HTML links at this stage. I have seen this take as long as five minutes.

Web Concordances allow you to overcome this problem by [splitting files](#).

If you have chosen to format your HTML concordance with tables, the web browser has to load your whole HTML file before it can display anything. Your browser may appear to lock up for a long time when the concordance is almost fully loaded - in fact, it is working out the appearance of the table. To avoid these long delays, go to HTML Setup and choose to format your concordance with <pre> instead of with tables.

## Troubleshooting

Remember that the options and settings which are right for one source text may be quite wrong for another. If you get very unexpected results when you make a new concordance, check the following.

If the **headwords** in your concordance are not what you expected, make sure you have suitable settings in these dialogs (all on the **Text** menu):

- [Alphabet](#)
- [References](#)
- [Ignore](#)

Many of these settings have complex interactions which affect the output. If you are not sure what is going on, change *one setting at a time*, re-make your concordance, and note what is different about the results. This is the best way to work towards getting exactly the concordance you want. Remember that context-sensitive help is available by pressing the F1 key.

If you get strange characters in your concordance, see [Character Sets](#).

If characters are missing from your concordance, check your alphabet: remember that characters in your source text which are not in your user-defined alphabet will be removed entirely from your concordance, unless you have chosen to have them automatically added. *They will be removed even if they occur inside reference markers*. Note too that if numerals are not in your alphabet, you must add them (manually or automatically) if your text *or your references* contain numerals which you want to keep.

If you are using a Stop List and you get no output, check you have not put an asterisk as a 'word' in the Stop List: it matches everything and so stops all words being kept.

If your concordance has **contexts** which are not what you expected, start by checking settings in the [Context Styles](#) dialog on the **Text** menu. If that does not help, make sure your source text is in the [right format](#).

If **Concordance** is taking a long time to do something, see [Performance Issues](#).

If you get **I/O Error messages**, see [Error Messages](#).

If you can't make a concordance, or can't print one, make sure you have not run out of disk space or memory. Use Windows Explorer to check for free disk space. Turn on

Concordance's [Resource Gauges](#) to keep a watch on free memory, or choose [Memory Usage](#) from the Help menu.

If a problem persists, try deleting the file `Concordance.Ini` which is in your Windows folder. You should do this while the program is not running. This will cause the program to forget your recent settings. For more information on `concordance.ini`, see [Saving and restoring settings](#) and [Alternative location for .ini file](#).

If the buttons on the toolbar do not have a correct appearance, or if you cannot re-arrange column headers by dragging them, see [Windows Common Controls Library](#).

If you are sure your problem is caused by a bug in the program, see [Feedback and Support](#).

See also: [Technical Topics](#)

## Error Messages

Most error messages in the program try to be self-explanatory.

**I/O Errors** are errors while doing Input or Output - that is, while the program is reading or writing files. If you get an I/O error, it should have an explanatory message such as 'File is in use by another program' or 'Disk is full'. Correct the problem and try again. If you still get persistent I/O errors after correcting such problems, you should stop the program and re-start it. Then check that all options on the Text menu, such as your user-defined alphabet, are still set sensibly. If necessary, re-make the concordance which was giving trouble.

Another possible cause of I/O errors is when your concordance no longer reflects your source text if you have edited the source text since making the concordance. You should stop the program, re-start it, and re-make your concordance so that it reflects the most recent version of your source text.

Remember you should not edit `.Concordance` files directly as these are managed by the program.

If troubles persist, try deleting the file `Concordance.Ini` which is in your Windows folder. You should do this while the program is not running. This is the file which stores your current settings. Ini files can occasionally become corrupt. After deleting it you will need to re-enter your settings, particularly the options on the Text menu. (If you are familiar with Ini files you could try fixing it with a text editor while **Concordance** is not running.) For more information on `concordance.ini`, see [Saving and restoring settings](#) and [Alternative location for .ini file](#).

See also : [Troubleshooting](#)

## Character Sets, Main Reference

Computer character sets are a Tower of Babel. It is not necessary to understand all the complexities in order to use **Concordance**, and it is a good idea to avoid the complications as far as possible. But if you are having difficulties with strange characters or while working with different languages, the following reference information should shed some light.

Remember that **Concordance** is not a Unicode program. Because it is written to work on all versions of Windows, it uses the ANSI (Windows) character set. Unicode files need conversion before they can be used.

- [ASCII Character Set](#)
- [MS Windows ANSI Character Set](#)
- [Extended Character Sets](#)
- [Extended Character Set \(ECS\) on the PC](#)
- [Entering Extended Characters with Alt-Num](#)
- [Unicode: A Universal Character Set](#)
- [The ISO-Latin-1 Character set: European Characters on Web Pages](#)
- [Character sets according to Microsoft](#)
- [Languages, locales, and keyboard layouts - terminology](#)

Acknowledgments: Some of the reference information on character sets is derived from materials originated by Hewlett-Packard and subsequently placed in the public domain. Information about Microsoft systems is derived from Microsoft publications.

## ASCII Character Set

The ASCII character set defines 128 characters (0 to 127 decimal). This character set is a subset of many other character sets with 256 characters, including the [ANSI character set](#) of MS Windows and the [IBM PC Extended Character Set](#) of DOS, and the [ISO Latin-1](#) character set used by Web browsers.

### The Control Characters

The first 32 values are non-printing **control characters**, such as *Return* and *Line feed*. You can generate these characters on the keyboard by holding down the Control key while you strike another key. As they are generally of use only to programmers, they are not listed here.

### Printing Characters

The ASCII characters you can see on screen and paper are listed below. Their numerical values are given in decimal and in hexadecimal: the latter is useful to identify a character using the File Viewer in hex mode.

Char	Dec	Hex	Description
SP	32	20	Space
!	33	21	Exclamation mark
"	34	22	Quotation mark (&quot; in HTML)
#	35	23	Cross hatch (number sign)
\$	36	24	Dollar sign
%	37	25	Percent sign
&	38	26	Ampersand
'	39	27	Closing single quote (apostrophe)
(	40	28	Opening parentheses
)	41	29	Closing parentheses
*	42	2a	Asterisk (star, multiply)
+	43	2b	Plus
,	44	2c	Comma
-	45	2d	Hyphen, dash, minus
.	46	2e	Period
/	47	2f	Slant (forward slash, divide)
0	48	30	Zero
1	49	31	One
2	50	32	Two
3	51	33	Three
4	52	34	Four

5	53	35	Five
6	54	36	Six
7	55	37	Seven
8	56	38	Eight
9	57	39	Nine
:	58	3a	Colon
;	59	3b	Semicolon
<	60	3c	Less than sign (&lt; in HTML)
=	61	3d	Equals sign
>	62	3e	Greater than sign (&gt; in HTML)
?	63	3f	Question mark
@	64	40	At-sign
A	65	41	Uppercase A
B	66	42	Uppercase B
C	67	43	Uppercase C
D	68	44	Uppercase D
E	69	45	Uppercase E
F	70	46	Uppercase F
G	71	47	Uppercase G
H	72	48	Uppercase H
I	73	49	Uppercase I
J	74	4a	Uppercase J
K	75	4b	Uppercase K
L	76	4c	Uppercase L
M	77	4d	Uppercase M
N	78	4e	Uppercase N
O	79	4f	Uppercase O
P	80	50	Uppercase P
Q	81	51	Uppercase Q
R	82	52	Uppercase R
S	83	53	Uppercase S
T	84	54	Uppercase T
U	85	55	Uppercase U
V	86	56	Uppercase V
W	87	57	Uppercase W
X	88	58	Uppercase X
Y	89	59	Uppercase Y
Z	90	5a	Uppercase Z
[	91	5b	Opening square bracket
\	92	5c	Reverse slant (Backslash)
]	93	5d	Closing square bracket
^	94	5e	Caret (Circumflex)
_	95	5f	Underscore
'	96	60	Opening single quote
a	97	61	Lowercase a
b	98	62	Lowercase b
c	99	63	Lowercase c
d	100	64	Lowercase d
e	101	65	Lowercase e
f	102	66	Lowercase f
g	103	67	Lowercase g
h	104	68	Lowercase h
i	105	69	Lowercase i
j	106	6a	Lowercase j
k	107	6b	Lowercase k
l	108	6c	Lowercase l
m	109	6d	Lowercase m
n	110	6e	Lowercase n
o	111	6f	Lowercase o
p	112	70	Lowercase p
q	113	71	Lowercase q
r	114	72	Lowercase r
s	115	73	Lowercase s
t	116	74	Lowercase t
u	117	75	Lowercase u
v	118	76	Lowercase v
w	119	77	Lowercase w
x	120	78	Lowercase x
y	121	79	Lowercase y

z	122	7a	Lowercase z
{	123	7b	Opening curly brace
	124	7c	Vertical line
}	125	7d	Closing curly brace
~	126	7e	Tilde (approximate)
DEL	127	7f	Delete (rubout), cross-hatch box

## ANSI Character Set

### Windows uses the ANSI Character Set

Windows 3.x and Windows 95 support the ANSI character set, which includes 256 characters, numbered 0 to 255. Values 0 to 127 are the same as in the [ASCII character set](#). Values 128 to 255 are similar to the [ISO Latin-1](#) character set, but there are extensions and incompatibilities.

You can enter any ANSI character into a Windows application. If you see it on the keyboard, just press it. Even if it isn't on your keyboard, you can still enter it using a special [Alt-Num](#) key sequence.

Unfortunately, this ANSI character set is **incompatible** with the [ECS character set](#) used by DOS. For example, the British pound symbol is code 163 in ANSI, but code 156 in ECS. Worse still, ANSI does not include many of the ECS symbols, particularly the line drawing characters. If you try to display a DOS document in Windows, Windows attempts to convert the ECS characters to ANSI. Any character that does not convert is replaced by an arbitrary graphic. Therefore a round-trip conversion from DOS to Windows and back will not re-create the original document.

Windows NT uses the 16-bit [Unicode](#) character set, which covers scripts in use by major living languages, including the far east, plus dead languages which are in widespread scholarly use. Windows 95 still uses the 8-bit ANSI character set, but is a transition toward Unicode (32-bit OLE uses Unicode and Cairo includes some Unicode as well).

## Extended Character Sets

Extended characters are those which are not in the standard [ASCII character set](#), which uses 7-bit characters and thus has values 0 to 127. ASCII Codes 0 to 31 and 127 are non-printing control characters, while codes 32 to 126 match the keys on a US keyboard ("a", "A", etc.).

### Using 8 Bits Gives You an Extra 96 Characters

Since computers store characters in 8-bits, many uses have been found for the extra 128 values, most commonly for European characters such as A with Grave accent (À). Actually, only 96 of the codes are used -- values 128 to 159 are not assigned Graphics, just as 0 to 31 are reserved for non-printing control characters.

### UNIX Character Sets

UNIX is based on Teletype technology, so it frequently restricts you to 7-bit characters. When UNIX follows the lead of any CRT, it is the DEC VT-100, as in line drawing characters.

## DOS Uses All 8-Bits, Some Twice Over

DOS uses the 8-bit [IBM PC Extended Character Set \(ECS\)](#). DOS follows the lead of IBM in using the concept of Code Pages, which provide Graphics for the non-printing control character codes as well (happy faces and other dingbats).

Microsoft Windows 3.1 uses the 8-bit [ANSI Character Set](#), which is incompatible with the DOS character set, but based on the [ISO Latin-1](#) character set. DOS and Windows support [Alt-Number](#) for entering extended characters.

To further complicate things, Asian character sets require 16 bits, so Windows NT uses 16-bit [Unicode](#) internally for all character values.

## ECS Extended Character Set

DOS uses the IBM PC Extended Character Set, or ECS for short. The lower 128 values are the same as the [ASCII](#) character set, but values 128-255 map into the European characters differently from other character sets, including that used on Windows.

One odd thing about ECS is that codes 0-31 and 128-159, which are assigned to non-printing control functions such as *Return* and *Line feed*, are also assigned special graphics for use in contexts where control functions are not needed. That is how you get happy faces and arrows in ECS displays and line-drawing characters as well as European characters. Here are the graphic symbols for character codes 1 to 31 (normally ^A, the SOH character, through ^\_, the US character):

- 1 = White happy face
- 2 = Black happy face
- 3 = Heart
- 4 = Diamond
- 5 = Club
- 6 = Spade
- 7 = Black bullet
- 8 = White circle in Black square
- 9 = Black outline circle
- 10 = White outline circle
- 11 = Male
- 12 = Female
- 13 = Note
- 14 = Chord
- 15 = Sun
- 16 = Right button
- 17 = Left button
- 18 = Up-down arrow
- 19 = Double exclam
- 20 = Paragraph
- 21 = Section
- 22 = Thick horizontal line
- 23 = Up-down arrow, down underlined
- 24 = Up thin arrow
- 25 = Down thin arrow
- 26 = Right arrow
- 27 = Left arrow
- 28 = Left corner
- 29 = Circle with line through

30 = Up button  
31 = Down button

## Entering Extended Characters

DOS and Windows allow you to create [Extended Characters](#) such as y-umlaut with the help of a numeric code. To enter any character from the [IBM PC Extended Character \(ECS\)](#), which is standard on DOS, hold down the **Alt key** while you enter the 3-digit decimal code. For example, **Alt-152** is y-umlaut in ECS.

The situation in MS Windows is more complex. You can still use **Alt** plus a 3-digit ECS code as in DOS, but only if the character exists in the [ANSI Character Set](#) used by Windows. Windows then converts the character from the ECS code to the equivalent ANSI code. For example, y-umlaut is entered as **Alt-152** but is translated to decimal 255. Or you can enter the ANSI code, but must convert it to 4-digits by preceding it with a 0 (zero). Thus **Alt-0255** is also y-umlaut.

*Be sure to use the Numeric Keypad when keying in an Alt-Number and remember to engage the Num Lock key.*

To find the 4-digit Windows code for a character, use the **Character Map** applet of the **Accessories** drawer. Select some font, such as Arial, click on the character you want, then note the 4-digit code displayed at the bottom of the window.

## Unicode Character Set

Unicode is a 16-bit character set designed to cover all the world's major living languages, in addition to scientific symbols and dead languages that are the subject of scholarly interest. It eliminates the complexity of multi-byte character sets that are currently used on UNIX and Windows to support Asian languages. Unicode was created by a consortium of companies including Apple, Microsoft, HP, Digital and IBM and merged its efforts with the ISO-10646 standard to produce a single standard in 1993. Unicode is the basis for the versions of Windows that follow from Windows NT: Windows 2000, XP, and Vista. **Concordance** is not a Unicode program. Because it is written to work on all versions of Windows, it uses the ANSI (Windows) character set. Unicode files need conversion before they can be used.

Unicode is a 16-bit character set where all characters occupy the same space. The first 256 values are the same as the [ISO-Latin](#) character set, which is also the basis for the [ANSI Character set](#) used in Windows 3.1 and Windows 95. But Unicode goes on to define 34,168 distinct coded characters. In most character sets a single value is often assigned to several characters. For example, in ASCII a "-" is used to represent a hyphen, a minus sign, a dash and a non-breaking hyphen. In Unicode each meaning is given its own code. The Unicode standard contains only one instance of each character and assigns it a unique name and code value. It also supports "combining" accent characters, which follow the base character that they are to modify.

For more information on Unicode, visit the [Unicode Web Site](#).

## ISO-Latin-1 Character Set

### Characters in Web Pages

Web pages allow you to specify European characters from the ISO Latin-1 Character Set (8859-1). This standard also served as the basis for the [ANSI](#) character set of MS Windows, but naturally Microsoft extended and improved their version so that it doesn't exactly follow ISO Latin-1. Only the characters in ISO Latin-1 are guaranteed to be supported on an Internet Web site. When a Web browser, such as Netscape, formats a Web page on a client system, such as Windows, it maps the ISO Latin-1 characters as best it can into the native character set. It may be that some desirable characters such as the Trademark or Copyright can be coded into a Web page and displayed in Windows, but that is only an accident. If the character is not in ISO Latin-1 standard, it appears as garbage on another client system.

There are two ways of specifying extended characters in an HTML document: `&#xxx;` and `&name;`

#### **Ampersand, Crosshatch, ISO decimal code, Semicolon**

For example, "a" with grave accent is decimal 224 in the ISO Latin character set. Therefore in HTML "à" can be coded as `&#224;` where 224 is the *decimal* code in the ISO Latin-1 character set.

#### **Ampersand, Mixed-case name, Semicolon**

For example, "a" with grave accent (à) can be coded `&agrave;` in HTML.

## Character Sets according to Microsoft

This information is derived from Microsoft's summary of differences in character sets and is acknowledged as theirs.

### **Character Sets Used by Fonts**

All fonts use a character set. A character set contains punctuation marks, numerals, uppercase and lowercase letters, and all other printable characters. Each element of a character set is identified by a number.

Most character sets used in Windows are supersets of the U.S. ASCII character set, which defines characters for the 96 numeric values from 32 through 127. There are five major groups of character sets:

- Windows
- Unicode™
- OEM (original equipment manufacturer)
- Symbol
- Vendor-specific

### **Windows Character Set**

The Windows character set is the most commonly used character set in Windows programming. It is essentially equivalent to the ANSI character set. The blank character is the first character in the Windows character set. It has a hexadecimal value of 0x20 (decimal 32). The last character in the Windows character set has a hexadecimal value of 0xFF (decimal 255).

Many fonts specify a default character. Whenever a request is made for a character that is not in the font, Windows provides this default character. Many fonts using the Windows character set specify the period (.) as the default character. TrueType fonts typically use an open box as the default character.

Fonts use a break character called a quad to separate words and justify text. Most fonts using the Windows character set specify that the blank character will serve as the break character.

Windows version 3.1 added 24 characters to the Windows code page, as shown in the following table.

#### **Character Name Windows character code**

, base line single quote	130
ƒ florin	131
„ base line double quote	132
… ellipsis	133
† dagger	134
‡ double dagger	135
^ circumflex	136
‰ permille	137
Š S Hacek	138
‹ left single guillemet	139
Œ OE ligature	140
' left single quote	145
' right single quote	146
" left double quote	147
" right double quote	148
• bullet	149
- en dash	150
¾ em dash	151
~ tilde	152
™ trademark ligature	153
š s Hacek	154
› right single guillemet	155
œ oe ligature	156
ÿ Y Dieresis	159

It should be noted that the characters for left and right single quote were first added to the character set for the release of Windows version 3.0.

#### **Unicode™ Character Set**

The Windows ANSI character uses 8 bits to represent each character; therefore, the maximum number of characters that can be expressed using 8 bits is 256 (2<sup>8</sup>). This is usually sufficient for Western languages, including the diacritical marks used in French, German, Spanish, and other languages. However, Eastern languages employ thousands of separate characters, which cannot be encoded by using a single-byte coding scheme. With the proliferation of computer commerce, double-byte coding schemes were developed so that characters could be represented in 8-bit, 16-bit, 24-bit, or 32-bit sequences. This requires complicated passing algorithms; even so, using different code sets could yield entirely different results on two different computers.

To address the problem of multiple coding schemes, the Unicode standard for data representation was developed. A 16-bit character coding scheme, Unicode can represent 65,536 ( $2^{16}$ ) characters, which is enough to include all languages in computer commerce today, as well as punctuation marks, mathematical symbols, and room for future expansion. Unicode establishes a unique code for every character to ensure that character translation is always accurate.

### **OEM Character Set**

The OEM character set is typically used in full-screen MS-DOS® sessions for screen display. Characters 32 through 127 are usually the same in the OEM, U.S. ASCII, and Windows character sets. The other characters in the OEM character set (0 through 31 and 128 through 255) correspond to the characters that can be displayed in a full-screen MS-DOS session. These characters are generally different from the Windows characters.

### **Symbol Character Set**

The Symbol character set contains special characters typically used to represent mathematical and scientific formulas.

### **Vendor-Specific Character Sets**

Many printers and other output devices provide fonts based on character sets that differ from the Windows and OEM sets - for example, the Extended Binary Coded Decimal Interchange Code (EBCDIC) character set. To use one of these character sets, the printer driver translates from the Windows character set to the vendor-specific character set.

## **Languages, Locales, and Keyboard Layouts**

Here are explanations of some of the Windows terminology relating to language and keyboard support. This material is acknowledged as Microsoft's, though I have corrected their spelling mistakes.

A **language** is a natural language, such as English, French, and Japanese. A **sublanguage** is a variant of a natural language that is spoken in a specific geographical region, such as the English sublanguages spoken in Great Britain and the United States. Win32-based applications use values, called **locales**, to uniquely identify languages and sublanguages. Applications typically use locales to set the language in which input and output is processed. Setting the locale for the keyboard, for example, affects the character values generated by the keyboard. Setting the locale for the display or printer affects the glyphs displayed or printed. Applications set the locale for a keyboard by loading and using keyboard layouts. They set the locale for a display or printer by selecting a font that supports the given locale.

A keyboard layout not only specifies the physical position of the keys on the keyboard but also determines the character values generated by pressing those keys. Each layout has an associated locale which identifies the current input language and determines which character values are generated by which keys and key combinations.

In general, a Windows user can associate any input language with a given physical layout. For example, an English-speaking user who very occasionally works in French can set the input language of the keyboard to French without changing the physical layout of the keyboard. This means the user can enter text in French using the familiar English layout.

## System Requirements

### Operating systems

**Concordance** is for Windows Vista, XP, NT 4.0, 98, and ME. All program development is currently done on Windows XP and some functions may work differently under other versions of Windows.

There is no native version for the Macintosh, but some users report that **Concordance** runs well on the Mac using a PC emulator, though it is likely to run much slower than on the PC. See [Tips for Mac Users](#).

### Hardware

The minimum amount of RAM required will depend on the configuration of your system. As with Windows in general, the more RAM, the better it will work. Recent computers will have ample RAM. On very old computers, 32 MB might be regarded as a sensible minimum.

The program uses around 4MB of disk space when installed. However, making concordances to large texts can quickly use very large amounts of disk space and this should be borne in mind.

Your graphics adaptor must be capable of at least 65536 colours.

### Windows Common Controls

The program will not work correctly if you have a very old version of the Windows Common Controls. Please [see this topic](#).

## Tips for Mac Users

There is no native version of **Concordance** for the Mac, but Mac users run it successfully using PC emulator software. For example, Virtual PC running on top of Macintosh OS 9 is known to work well. However, as **Concordance** is extensively optimised for Windows and the Intel processors, it does run much slower on the Mac.

One minor issue is known at present when **Concordance** is run on the Mac with Virtual PC. When trying to make a concordance of multiple files which are in a folder external to Virtual Windows, an 'I/O Error 123' dialogue appears. This does not happen when making a concordance of one file. The simple solution is to copy the files to within the Windows system.

Thanks to Peter Ruthven-Stuart for this tip.

## Installing, Upgrading, Moving, and Uninstalling

## Installing

You should have received the program in its distribution archive as a self-extracting file, or possibly a ZIP file. If not, you can download it: see [Getting the latest version](#).

### To install:

Run the file you downloaded. You will be guided through the installation.

If you received a ZIP file, you will need to unzip it before running the installation file it contains. If you are not familiar with ZIP files, see [ZIP Files](#) below for help.

## Upgrading to a later version

Just download and install the new version. In other words, follow the instructions above: the same procedure as for a first installation. If you have paid for and registered the program, it will still be registered after you upgrade, provided you **do not uninstall** the existing version before installing the upgrade. Upgrades are free of charge to registered users for the foreseeable future.

Your recent settings will normally be preserved when you upgrade. If you want to be on the safe side, before upgrading you can make a spare copy of `Concordance.ini` which you will find in your Windows directory. For more information on `concordance.ini`, see [Saving and restoring settings](#) and [Alternative location for .ini file](#).

## Moving to a new computer

If you get a new computer in the future and want to use **Concordance** on it, do exactly the same as you did when you first obtained the software: first download and install the unregistered version on the new computer, then apply your registration key. If you install and register **Concordance** on a new computer, you must also delete it on the old computer so that nobody can use it without a licence.

The only files you need to transfer to the new computer, as opposed to installing afresh, are your own texts and concordances, and any other materials you made such as Pick and Stop Lists, Lemma files, etc. **You also need your registration key and the instructions for using it that came with your registration e-mail.**

After **Concordance** is working on the new computer, it is also possible to transfer all your current **Concordance** settings if you wish. They are all stored in the file `concordance.ini` in the Windows folder. But in general I'd recommend not bothering to transfer this file, as it contains many references to file locations which may well be different on the new computer. By all means have a look in the file with a plain text editor to help make a judgment. For more information on `concordance.ini`, see [Saving and restoring settings](#) and [Alternative location for .ini file](#).

## Uninstalling

**Caution:** after you have registered your copy of the program, uninstalling it will mean you lose your registered copy. Hence you should keep your registration details carefully in case you need to re-enter them after re-installing.

To uninstall, open Windows Control Panel and choose Add/Remove Programs. The program should appear in the list of software which Windows can automatically remove. Select the program and press the Add/Remove button. The Uninstall program will do its stuff.

In certain circumstances the automatic uninstaller may be unable to remove a few files. If you really want to be sure you have expunged every trace of the program, you can check that the following things no longer exist and delete them yourself if necessary:

- the folder where you installed the program - usually `C:\Program Files\Concordance -` and its sub-folders;
- the file `Concordance.Ini` in your Windows directory;
- registry entries under the key  
`HKEY_LOCAL_MACHINE\SOFTWARE\RJCW\Concordance`

(Don't edit the Windows registry unless you are familiar with what to do.)

### Zip Files

You may have received the program as a ZIP file. Windows Vista and XP can handle ZIP files. If you are not using them, you need a program such as the following to unzip the file:

WinZip (a Windows program); or  
PKUNZIP (a program which runs from the MS-DOS Command Prompt).

Both are available on many download sites.

## Older versions of Windows

**Concordance** will not be fully functional if your computer has a very old version of the Windows Common Controls (also known as the Windows Custom Controls Library.) This file is part of Windows.

This should only affect users -- if any still exist -- of Windows 95 (v4.00.950) or Windows NT 4.0 (without Service Pack 1 or greater) who have not installed Microsoft Internet Explorer 4.0, 5.0, or 6.0.

### More detail

If your version is too old, the symptoms include the following: (1) when you click on a line in **Concordance**'s centred context view, nothing happens; (2) when you start **Concordance**, there are no gridlines visible in the Headword list or the context views, even though you have selected Show Gridlines on both the Headwords and the Contexts menus.

Version 4.72 or later of the Windows Common Controls is required if **Concordance** is to offer full functionality. This version is part of Windows 98 and Microsoft Internet Explorer 4.0. If you already have either of these, or later versions, you should not need to update.

If you have Windows 95 (v4.00.950) or Windows NT 4.0 (without Service Pack 1 or greater) and have not installed Microsoft Internet Explorer 4.0, 5.0, or 6.0, you may need to update.

You can check your current version yourself as follows. Use Windows Explorer (or Find on your Start menu) to find the file `comctl32.dll` in your Windows system directory. Right-click the file, choose Properties, then Version. If the file version is 4.72 or later, you do not need to upgrade.

To upgrade to the latest version if required, Microsoft recommends that you install a recent version of Internet Explorer. If you do not wish to do so, you can instead download and run the program 50Comupd.exe from Microsoft's website.

50Comupd.exe is Microsoft's official update for the Windows Common Controls and will safely update the file comctl32.dll on your system if required, renaming the old version to comctl32.bak.

## Web links, Bibliography, Acknowledgments

[Web links and Bibliography](#)

[Sources of Electronic Text](#)

[Acknowledgments](#)

## Web Links and Bibliography

This is a brief selection of further materials and resources relevant to concordancing, both printed and on-line.

See also: [Sources of Electronic Text](#)

### On-line materials

- The [Concordance website](#). See in particular the page 'Getting started with text analysis - tutorials and practical exercises' which has links to high-quality material written by users of **Concordance**.
- *The Web Concordances*. [The original Web Concordances](#). Copyright (c) R.J.C. Watt 1996-2009.
- (Report on) *The Web Concordances*, JISC Technology Applications Programme (JTAP) Report 025, August 1998. A report of around 12,000 words about the issues involved in producing electronic concordances for use on the Web. Available at <http://www.dundee.ac.uk/english/wics/casemain.htm>

The links below were valid in December 2008 but may have changed since.

- **An introduction to concordancing by Willard McCarty, King's College London:**

### The basics of concordancing --

<http://www.cch.kcl.ac.uk/legacy/teaching/av1000/textanalysis/concord.html>

### Method in text-analysis --

<http://www.cch.kcl.ac.uk/legacy/teaching/av1000/textanalysis/method.html>

### Keywords and context --

<http://www.cch.kcl.ac.uk/legacy/teaching/av1000/textanalysis/gaskin/index.html>

### Corpus analysis of meaning - The O.J. Simpson Trial --

<http://www.cch.kcl.ac.uk/legacy/teaching/av1000/textanalysis/oj/index.html>

**Marjorie Chan**, *Instructions for Concordancing East Asian E-Texts using **Concordance***: <http://people.cohums.ohio-state.edu/chan9/conc/concordance.htm>

• **ICT4LT Module 2.4**: *Using concordance programs in the modern foreign languages classroom*: [http://www.ict4lt.org/en/en\\_mod2-4.htm](http://www.ict4lt.org/en/en_mod2-4.htm) Excellent, extensive, practical material and discussion.

• **Tom Cobb**, *Is there any measurable learning from hands-on concordancing?* [http://www.er.uqam.ca/nobel/r21270/cv/Hands\\_on.html](http://www.er.uqam.ca/nobel/r21270/cv/Hands_on.html)

### Printed Materials

T.H. Howard-Hill, *Literary Concordances: a Complete Handbook for the Preparation of Manual and Computer Concordances* (Oxford: Pergamon Press, 1979). The standard work on how to compile a concordance. Expert scholarly discussion of editorial and compilation issues. Lacks treatment of details of computer implementation.

William Ingram and Kathleen Swaim, *A Concordance to Milton's English Poetry* (Oxford: Clarendon Press, 1972). An outstanding modern example of a printed scholarly concordance. A near approach to a 'variorum concordance', it succeeds in presenting the complexities of variant author's readings from multiple manuscripts without sacrificing usability.

R.J.C. Watt, *A Concordance to the Poetry of Philip Larkin* (Olms-Weidmann: Hildesheim-Zurich-New York, 1995). A full-scale modern printed concordance by the author of **Concordance**. Arranges citations for each headword in date order, with dates given, thus making it easy to study the evolution of the writer's vocabulary over time.

Ian Hamilton, 'I Love Concordances' (Diary), *London Review of Books*, vol. 18 no. 26 (22 August 1996), p.29. A light-hearted but knowledgeable review of two modern concordances, showing a good sense of the value of a concordance for the reader interested in language and poetic effect.

## Sources of Electronic Text

The Web is full of electronic texts which can be used with **Concordance**. If your interest is in classic texts, you may find these text archives particularly valuable:

Project Bartleby <http://www.bartleby.com/>

Project Gutenberg <http://www.promo.net/pg/index.html/>

Oxford Text Archive <http://ota.ahds.ac.uk>

The On-line Books Page <http://digital.library.upenn.edu/books/>

Electronic Text Center, University of Virginia <http://etext.lib.virginia.edu/collections/subjects/>

You should be sure you are not infringing someone else's copyright when you use electronic texts. The fact that a text is available on the Internet does not guarantee that it is free of copyright.

See also: [Web Links and Bibliography](#)

## Acknowledgments

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[Brad Stowers](#) for TdfsMRUFileList and (although **Concordance** doesn't use them) for his enhanced ListViews, from which I have learned much.

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**Concordance** also uses the following excellent programmers' tools: HelpScribble from JGSoft; and Orpheus, originally by TurboPower Software and now open-source.

## What's New... and version history

## Version 3.3 - July 2009

### Updates and bug fixes:

**New help system** - Help system is now fully compatible with Windows Vista and Windows 7. **Concordance** now uses Windows HTML Help. The contents of Help have been updated and revised with a few hundred changes.

**Windows Vista and other Windows versions - Concordance** is now fully supported on Vista, and has also been tested without problems on Windows 7 Release Candidate.

**Concordance** is no longer supported on Windows 95 (it may run on Windows 95, but it depends on which Microsoft updates happen to have been installed.)

**Internet Explorer 7 and 8** - Made Web Concordances compatible with Microsoft Internet Explorer versions 7 and 8.

**User interface** - simplified and rationalised items on the View, Tools, and Help menus. Added simpler and clearer explanations to many dialogs. 'Make Fast Concordance' is now called 'Make Selective Concordance' for clarity. User setting for 'Show percentages' in Headword list is now remembered between concordances.

### Bugs fixed:

- Fixed bug which caused filenames to appear twice after saving and reloading a FileList in the 'Make Concordance' dialogs.
- Other minor bugs fixed.

## Version 3.2 - December 2004

### Various new features plus lots of bug fixes

#### New features and improvements:

**XP Appearance** - **Concordance** now uses [Windows XP appearance](#) when running on XP

**Quicker and easier installation** - New installer and smaller download size

**Navigate through source text** - New navigation buttons in the text viewer let you skip through your source text to the next or previous occurrence of a word. Highlighted words now appear in the centre of the viewer or editor window.

**Handle split words as in Version 2.0.0** - Compatibility mode for the way words are split when non-word characters come in the middle of them. See [this topic](#).

**New user preferences** - Preferences dialog (on the Tools menu) is reorganised and has a new option:

**Show Progress Messages and Warnings** - Previous versions of **Concordance** showed all progress messages while a concordance was being made. Instead of 'All' you can now choose 'High Priority only' to suppress the Progress dialog unless significant warnings occur.

**Improvements to Help** - changes and additions, including:

- additional [Frequently Asked Questions](#);

- updated macro to add [page references to Microsoft Word files](#)

- The help file which accompanies Web Concordances is revised and now opens in a new browser page by itself, instead of in the Web Concordance frameset.

**Pick and Stop List improvement** - In the Pick List and Stop List Managers, when you press 'Re-sort, keeping duplicates', a window will open showing all the duplicate words found.

**Clearer controls** - 'Choose Lemma file', formerly on Lemmatiser's Options menu, is now simply 'Open' on Lemmatiser's File menu.

- 'Choose Pick List file', formerly on the Pick List's Options menu, is now simply 'Open' on the Pick List Manager's File menu. Same for the Stop List.

- In the 'Make Concordance from Files' dialog, the controls to generate filename references are labelled in a less confusing way. Also the file list now re-sizes when the dialog is re-sized.

**Better warnings** - A warning is now given if the same characters are chosen for Skip Markers and Reference Markers.

- A warning is given when a word in the Lemmatiser appears again as a child of itself. Earlier versions produced an 'access violation' error.

**Speed** - 'Display while Loading' (on the File menu) is now turned off by default for a new installation. On faster recent computers, this setting should subjectively improve performance when loading big concordances.

- On the Headwords menu, setting or clearing 'Read-only' is now many times quicker than before.

#### **Bugs fixed:**

- Fixed bug which truncated huge texts passed via the Windows Clipboard.
- Fixed bug which caused program to hang when searching for the phrase \* \* (two asterisk wildcards).
- Fixed bug which introduced undisplayable characters (like this: ) in Web Concordances in place of references in the HTML version of the source text.
- Fixed 'Access violation' in the Lemmatiser when a word appeared again as a child of itself.
- Fixed occasional corruption of .INI file by addition of many blank lines, leading to user settings not being correctly restored.
- Fixed bug whereby 'Make Full Concordance from Clipboard' could produce no output if run after an error had occurred during 'Make Selective Concordance from Clipboard'.
- Fixed bug which could cause deleted context lines to re-appear and lines not deleted to disappear.
- Fixed 'Access violation' after deleting a Headword which had had context lines deleted.
- Fixed bugs in display of contexts with 'Analyse characters instead of words'.
- Fixed minor bugs in HTML generation, e.g. < / a > appearing in the Wordlist of a Web Concordance.
- Fixed some unwanted changes of sort order when changing views
- Numerous other smaller bugs fixed

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Version 3.1 was an internal version, not released.

**Version 3.0 - 19 January 2002**

### Many new features and improvements:

- **Five new ways of selecting words**

**Phrases.** Find all instances of up to six phrases in your text. [More](#)

**Proximity.** Find words within a specified distance of other words. [More](#)

**Samples.** Pick random or consecutive samples of words. [More](#)

**Regular Expressions.** Powerful pattern-matching. [More](#)

**References.** Select words by their speaker, page number, section, or any other references you define in your text. [More](#)

- **Make Indexes**

**Book-like indexing** - words and a list of their locations, with no contexts. [More](#)

- **More control over words**

**Treat upper and lower case separately** - avoid normalising words to upper case when reading your text. [More](#)

**Show duplicate words separately** - display all instances of headwords in the wordlist, instead of aggregating them. [More](#)

**Analyse characters instead of words.** [More](#)

- **New ways of sorting**

Sort headwords by order of occurrence.

Sort word endings using a string (as opposed to word) sort.

Sort contexts by string before and string after headword. [More](#)

- **Improved display and control**

Clicking on a context line now locates the exact word in the full-text view.

Better control over fitting context column widths to their contents: three new menu options under '[Fit Columns to Contents](#)' on the Contexts menu.

- **New file conversion tool: Filter a File**

**Filter a File** (on the **Tools** menu under **File Conversion Tools**) lets you use **Concordance's** text processing power to produce a transformed text file instead of a concordance. [More](#)

- **User-definable HTML entity translation**

Full control over conversion between Windows characters and HTML entities during both input and output. [More](#)

- **Speed improvements**

**Concordance** now reads text faster, sorts faster, and loads concordances faster. In particular, very large concordances are now loaded in time directly proportional to size instead of getting progressively slower with size, provided '[Display while loading](#)' is off.

- **New file format**

Backward compatibility: Version 3 of **Concordance** can read files made with earlier versions, with some limits on what you can do with them. [More](#)

- **Improved language support**

Non-Latin languages are better handled, especially with Windows 2000/XP/Vista. More information in special pages on the program's website, coming soon. [Language and Font Control](#) is re-designed.

- **Minor changes and bugs fixed**

Hot Tracking in Wordlist can now be turned on and off. It was always on in Version 2, and is now off by default. [More](#)

Fixed bug which reported "File not open" when adding files with long lines to the list of files to make a concordance from.

Fixed buglet where non-concordance files could get into the recently-used list.

Fixed bug which produced incorrect width in Save as Text with contexts of selected length.

Made the Stop button more responsive during a lengthy sort.

The chosen state of the option 'User-defined alphabet' is now correctly saved in the Pick List and Stop List, and various other user options are now saved.

Several windows now 'stay on top' by default, to prevent them becoming hidden behind the main window.

Better control over re-sizing in the Collocations display.

A large number of other minor improvements.

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## Version 2.0.0 - 18 December 2000 (build 135)

A major revision with many new features, plus some changes to the way the program previously worked:

- **Lemmatisation**. Lets you group together any words you choose. An Outliner for easy management of lemma lists. [More](#).
- **Concordances from other Windows programs** - Instantly make a concordance from text on the Windows Clipboard. [More](#)
- **Multiple input files** - The ability to make one concordance from many input files. [More](#)
- **Stop List** - Lets you specify words to be omitted from your concordance. [More](#)
- **Word List Managers** - for easy construction of Stop Lists and Pick Lists. This is also a useful general tool: it can read any plain text file, put each word on a separate line, sort them, and remove duplicates - a miniature Word Index program in its own right. (Limited file size under Windows 95/98, no limit under Windows NT4.0 and 2000.) [More](#)
- **Contexts** - Better control over contexts, including ability to [delete](#) and [undelete](#) individual contexts, and to [limit the number](#) of contexts displayed (and saved, exported, printed).
- **Easier Alphabet control** - Characters you've omitted from your user-defined Alphabet can now be [added automatically](#) as your text is read.
- **Better Wordlist control** - you can now [copy all words](#) from the Wordlist to the Clipboard, or select multiple words and copy them. Also copy the words in the [Scratchpad](#) to the Windows Clipboard or save them to a file.
- **Renamer** - allows [renaming](#) of text files and their associated concordance files easily in one operation.
- **Help system** - Many additions, including [Frequently Asked Questions](#) .
- **Web Concordance extras** - Word frequencies and percentages can be added to the Wordlist frame in a Web Concordance. Lemmatised wordlists can use images or indentation to indicate lemmatisation.
- **Performance** - Program uses less RAM and starts up faster.
- **Better error reporting** - Proper English error messages for some common errors such as 'File in use by another program' and 'Disk full'.

**Minor improvements and changes:**

- In-place editor for Headwords now uses a language-aware editor instead of the Windows in-place editor.
- Can now copy selectively out of the Progress dialog.
- Can copy characters from the character set in the Language Control.
- Many new options on the Help menu.
- Added option to remove obsolete file names from Recently used file list (File -> Reopen).
- Numerous improvements to operation of controls in Print Preview.
- Made Web Concordance framesets compatible with Microsoft Internet Explorer 5.0 by removing border size specifier in the frameset tag. If you have upgraded to a new version of Concordance, the border sizes will be stored as one of your preferences, and you will have to edit the Editable Sections in HTML Setup if your frame borders are invisible when viewed with Internet Explorer 5.0. See [Frequently Asked Questions](#).
- Changes to Resource Gauges to show available disk space.
- In Text View and Text Edit, words selected by double-click are now shown in the status bar using the correct character set of the chosen language.
- Documented a way of [making a PDF file](#) with the output from Concordance.
- Can use the Delete key to delete words from the Wordlist and Scratchpad, and Contexts from the context Views.
- Comma is now by default included in sense-unit punctuation for selecting contexts.
- A new, easier option for applying registration keys.
- Making a concordance with contexts of selected length should no longer produce occasional 'Read beyond end of file' errors.
- Contexts of selected length can now consist of zero words before and after the headword (previous minimum was one).
- New Preferences dialog.
- Can now choose whether to reload Alphabet with each reloaded concordance.
- Can now click on a concordance file in My Computer or Windows Explorer to start the program and display that concordance.
- Additional menu settings now saved automatically ('Display while loading', 'Fit columns to contexts', and all settings beginning with 'Show...' on the Headwords and Contexts menus except 'Show Percentages').
- Many other minor improvements and bug fixes.

### **One Drawback of Version 2.0.0**

If you choose Contexts of Selected Length, Version 2.0.0 takes longer to make a concordance than previous versions. You can avoid this slowdown by choosing the Actual Line as context for your concordance. If you need Contexts of Selected Length, you can minimise the slowdown by choosing short contexts (for example, just two or three words before and after the headword).

### **Version 2.0.0 changes to Browser and Multiple Document Editor:**

- MD Editor can now append files
- Browser is now a MDI application (can browse multiple files)
- Both programs can open files from the command line, e.g. \*.TXT
- Both programs can open files by multiple-selecting in the Open dialog
- Both keep a list of recently-used files to re-open
- Bugs fixed in MD Editor:
  - If you chose File|Open, then typed a new filename, it asked to confirm that the file does not exist, but then gave an error. Fixed.

- Saving a file as a text file did not add the .txt extension - fixed. Same bug also fixed when saving a concordance as text.
  - Both programs, plus the Unix and OEM-Ansi converters, now have intelligible English error messages for common errors such as 'Disk Full' or 'File in use'.
- 

### Version 1.1.3 - 11 April 1999

#### **New features:**

- Added option to write plain text links (as third alternative to buttons and to text with images) in Web Concordances
- Consequent re-design of HTML Setup dialog

#### **Fixes:**

- The program is now more tolerant of control characters in the input text
  - Some HTML Setup options were not being saved to the .ini file; fixed.
- 

### Version 1.1.2 - 29 March 1999

This release fixed a number of bugs; it did not add any new functionality.

Users upgrading from a version earlier than 1.1.2 are recommended to delete their Concordance.ini file (in the Windows folder) when upgrading. As this will cause the program to forget your recent settings, you might want to note down your settings first by looking in various dialog boxes, such as all four on the Text menu and also HTML Setup on the File menu.

- Fixed bug causing slow loading of concordance after unloading a concordance while percentage display is on
  - Disallowed two simultaneous instances of print preview form
  - Fixed frame targeting for 'Made with Concordance' message
  - Fixed bug which was allowing CR/LF and other non-alphabetic characters in Alphabet Editor, corrupting alphabet
  - Fixed bug which corrupted alphabet after an attempt to load an invalid concordance file
  - Fixed bug which converted Web Concordance source text to HTML even when it already was HTML, and which did not allow selection of preformatted text, as opposed to tables, for layout of a Web Concordance
  - Additions to help file
- 

### Version 1.1.0 - 31 January 1999

- Added ability to view Collocations for up to four words left and right of any headword
  - Added ability to sort contexts by any of the four words to left and right of the headword
  - Fixed bug where File|New in the editor would replace any unsaved file without warning
  - Several minor cosmetic bugs fixed
  - Additions to help file
-

## Version 1.0.0 - 19 January 1999

- First public release

## Types and tokens

Types are word-forms and tokens are occurrences of word-forms. So, for example, in the sentence 'The cat sat on the mat', there are two tokens of the type 'the' and one token each of the types 'cat', 'sat', 'on', and 'mat'.

## New file format in Version 3

Version 3 of **Concordance** introduces a new internal format for concordance files. As the program manages concordance files automatically, you don't need to know about the details of the format. What you need to know is this:

- Version 3 of **Concordance** can read concordance files made with earlier versions. You can re-open them as often as you like, and even make changes such as deleting headwords or contexts, but you won't be able to save the changes. You will be reminded of this when you open the concordance.
- It is easy to update old concordance files. Just re-make the concordance. (That is, make a concordance to your text over again with Version 3.)
- Earlier versions of **Concordance** can't read files made with version 3. If you still have an earlier version of the program and try to open such a file, the program will say 'This is not a valid concordance file!'.

### Details:

The new file format makes possible two of Version 3's new abilities: exact location of words in the full text view when you click on a line of context; and sorting headwords by order of occurrence.

If you open a concordance made with an earlier version of the program, these two features will not always give accurate results.

## Alternative location for .ini file

The program normally creates its `.ini` file for saving settings in the Windows folder. On some systems, such as Windows Vista, XP, and 2000, it may be desirable to store this file elsewhere, as such systems do not always allow users to write to the Windows folder. To do this, you can add a value to the Windows Registry.

**You should NOT use this method unless you are fully familiar with the process of editing the Windows Registry. Mistakes or accidents while editing the Registry can result in an unusable computer. Make sure you have correctly backed up the Registry before proceeding!**

Create an extra string value in the Registry under the same key where Concordance stores its other settings. This is

```
HKEY_LOCAL_MACHINE\SOFTWARE\RJCW\Concordance\1.0
```

Call the new string `IniPath`, and give it the value of the path to the folder where you want to store `Concordance.ini`. The path should \*not\* include the filename `Concordance.ini`. A trailing backslash on the path is optional. Quotation marks (single or double) around the path are optional. If the path you give in this registry value does not exist when the program runs, the path will be created if possible.

To sum up, if `IniPath` exists in the registry and has as its value a path which exists or which the program can create, the program will look for `Concordance.ini` in that location instead of in the Windows directory. `Concordance.ini` itself will be created if it does not exist.

## Using Windows XP appearance

Versions of **Concordance** starting with 3.2, when running on Windows XP, will use Windows XP's appearance. This applies to elements such as buttons and icons in the program, and standard Windows dialogs such as the File Open and Save dialogs.

If you prefer to revert to the older appearance, or if your computer gives problems when using the new XP appearance, find the folder where **Concordance** is installed, look for the file with the full name `Concordance.exe.manifest`, and rename it to something else, or move it to another folder.

## Handle split words as in Version 2.0.0

This checkbox in the [Alphabet dialog](#) allows you to choose between two alternative behaviours for splitting words when non-word characters are encountered in the middle of a word. The default behaviour matches that of Version 3.0 of **Concordance**; the alternative matches that of Version 2.0.0.

### Example

Take the hyphen as an example. Say the text contains 'dog-eared'. Assume the hyphen is not included in the Alphabet (and you have also chosen not to have unrecognised characters added automatically to the Alphabet).

Version 2.0.0 rendered the headword as

DOGEARED

Version 3.0 rendered it as two words:

DOG

EARED

In Version 3.2 you can choose between these behaviours. Go to the Text menu and open the Alphabet dialog. If you want the behaviour of Version 2.0.0, tick the checkbox 'Handle split words as in version 2.0.0.' If you leave it unticked, you get the behaviour of Version 3.0.

There is nothing special about the hyphen here. The same applies to the treatment of any undefined character occurring inside a word: if you choose Version 2.0.0 behaviour, the word will be assembled as a single word; if you choose Version 3.0 behaviour, it will be given as two words.

Talking of the hyphen, you can of course include it in your Alphabet and so produce 'DOG-EARED'. For fuller information, see [Frequently Asked Questions](#) and look for the question 'How do I... show compound words?'

### Another Example

Assume your text contains 'an<n>o'. Assume too that the angle brackets, < and > , are not in your Alphabet nor defined elsewhere (e.g. as reference markers).

Version 2.0.0 rendered the headword as

ANNO

Version 3.0 rendered it as

AN

N

O

In Version 3.2 you can choose which behaviour you want.

*This is the end of the Manual*