

Modes Complete: Inserting elements and element groups

You can add new sections into your records by inserting an element or element group.

Switch to **Editing** and select the **Editor** tab.

1 Inserting an element

You can insert a new element at any point in the structure of a Modes Complete record.

Elements may be inserted at the same level as the current element – either **before** or **after** the current element; or subsidiary to the current element – **inside** the current element:

Object

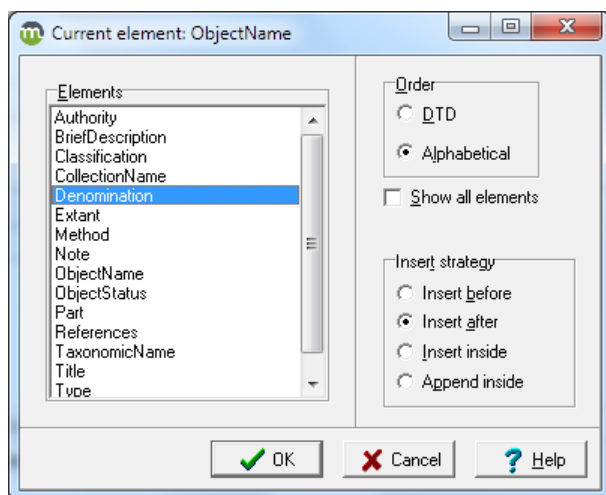
ObjectIdentity	is inside Object
Number	is inside ObjectIdentity
Identification	is inside Object and after ObjectIdentity
ObjectName	is inside Identification and before Classification
Keyword	is inside ObjectName
Classification	is inside Identification and after ObjectName and before BriefDescription
Keyword	is inside Classification
BriefDescription	is inside Identification and after Classification

Select the element at the point where you want to make the insertion, and highlight it in the **Structure** column.

Press the **[+]** button alongside the element name to expand the boxes. This will display the full structure of the selected section.

Right-click and choose **Insert element**, or press **Ctrl+I**. The element insertion dialogue will appear.

	@	X	STRUCTURE	DATA
	@		Object	
T	✓		ObjectIdentity	BCRTM:1932.113
	-		NumberOfItems	1
	-		Identification	
	@	✓	ObjectName	simple name watch
	@	✓	ObjectName	other name pocket watch
	✓		Classification	trade
	-		Title	



Select **Insert after**, or **Insert before**, to insert an element at the same level as the current element.

Select **Append inside**, or **Insert inside**, to insert an element which is subsidiary to the current element.

Insert inside means to insert the new element as the first child of the current element.

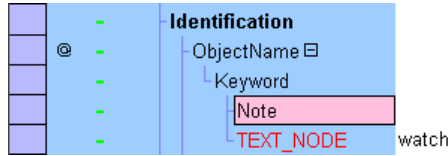
Append inside means to insert the new element as the last child of the current element. If in doubt, use **Append inside**.

Highlight an element in the list. Hold down the **Ctrl** key to select more than one element.

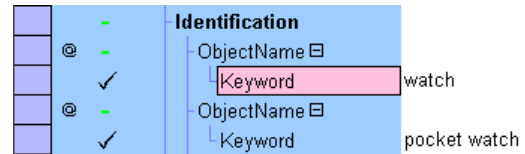
Press the **OK** button to finish. The selected elements will be inserted into the record structure.

Avoiding text nodes

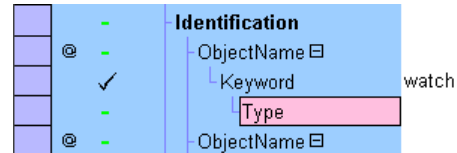
A problem can occur when you use the **Insert inside** option to insert a subsidiary element inside an element which already contains data.



To avoid this problem, use the **Append inside** option, which will insert the new element at the end of the current group.



The data appears to be pushed out of the current element, into an element labelled **TEXT_NODE**.



2 Creating elements by splitting text

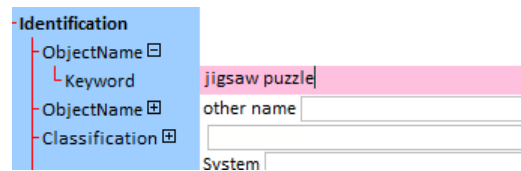
A single element can be repeated by splitting the text within the element. For example, you can make one **Keyword** into two this way.

Press the **⌘** button alongside the element name to expand the element you wish to repeat.

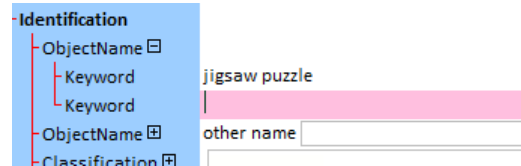
Position the cursor within the text.

Press the **F10** key, or right-click with the mouse and choose **Split text**. The current element will split into two.

If the cursor was in the middle of the text, the text will divide between the two elements. If the cursor was at the end of the text, the new element will be empty.



Cursor within Keyword



Keyword repeated by splitting

3 Renaming an element

Highlight an element in the **Structure** column. Right-click and select **Rename element**. Select a new element name from the list and press the **OK** button. You cannot rename an element which has subsidiary elements.

4 Copying and pasting an element or element group

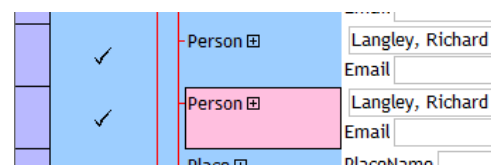
You can repeat any element (and its contents) by copying and pasting. Select the element you wish to copy, and highlight it in the **Structure** column.

Right-click and choose **Copy** or press **Ctrl+C**.

Alternatively, choose **Cut** or press **Ctrl+X** to cut the element from its original position.

Then right-click into the **Structure** column and choose **Paste** to paste the element group into a new position. You will see options to paste **Before**, **After**, or **Append inside** the current element.

Alternatively, just press **Ctrl+V** to paste after the current element.



Person repeated by pasting

5 Inserting element groups

You can insert a new group of elements at any point in the structure of a record. This is often more convenient than inserting single elements.

@	X	STRUCTURE	DATA
	-	Production	
	-	Method	
	✓	Person	watchmaker Dickie, Andr
T	✓	Place	PlaceName Edinburgh
T	✓	Period	19th century, mid
	-	Description	
	-	SummaryText	
	✓	Material	Part mechanism

Select the element at the point where you want to make the insertion, and highlight it in the **Structure** column.

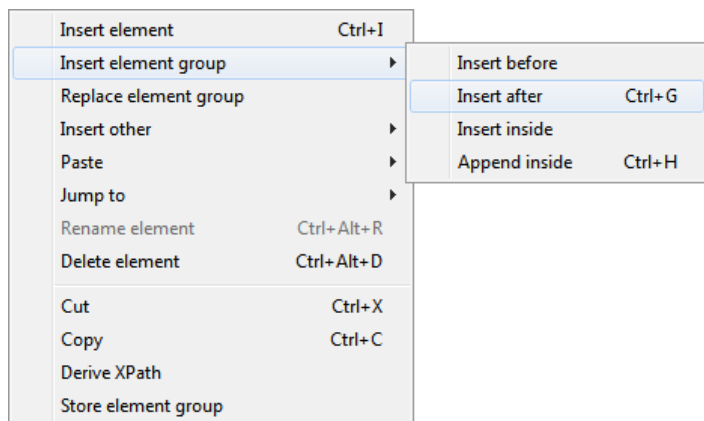
Press the button alongside the element name to expand the boxes. This will display the full structure of the selected section.

Right-click and choose **Insert element group**.

Select **Insert after**, or **Insert before**, to insert an element at the same level as the current element.

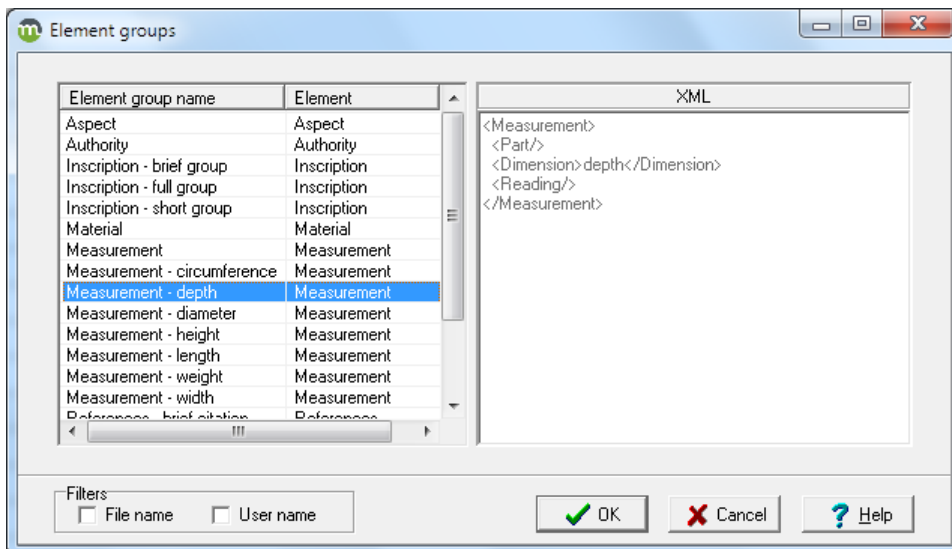
Select **Insert inside**, or **Append inside**, to insert an element which is subsidiary to the current element.

Alternatively, press **Ctrl+G** to select the **Insert after** option, or **Ctrl+H** to select **Append inside**.



Insert inside means to insert the new element as the first child of the current element.

Append inside means to insert the new element as the last child of the current element. If in doubt, use **Append inside**.



The **Element groups** dialogue displays a list of the groups which can be inserted at the current position in the record.

The parent element in each group is shown in the **Element** column, and its structure is displayed in the **XML** panel

Select a group from the list and press the **OK** button to insert it into the record.

6 Replacing an element group

You can replace any element in the record with a stored element group.

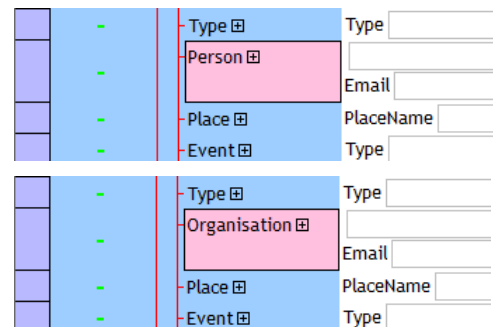
Select the element you wish to replace, and highlight it in the **Structure** column.

Right-click and choose **Replace element group**.

Select an element group from the list, then press the **OK** button.

The new element group will replace the current element in the structure of the record.

Any data in the original element group will be lost.

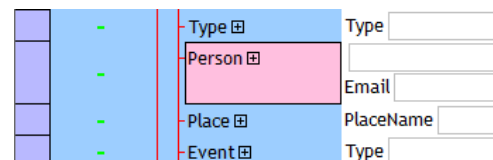


Person replaced by Organisation

7 Deleting an element or element group

Select the element you wish to delete, and highlight it in the **Structure** column.

Right-click and choose **Delete element** or press **Ctrl+Alt+Del** to delete the selected element and all its subsidiary elements.



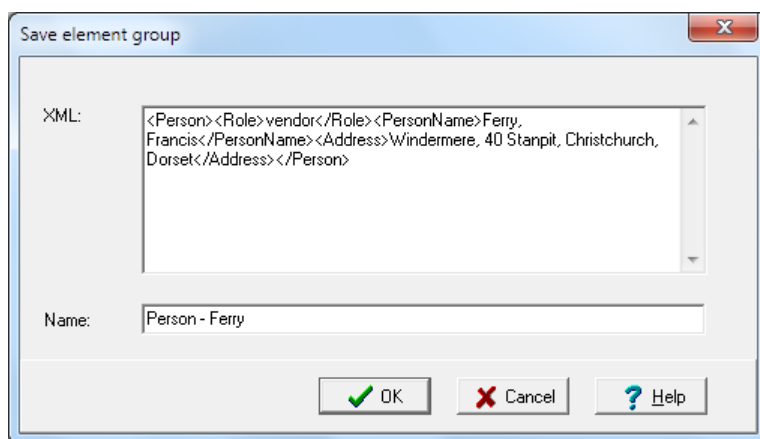
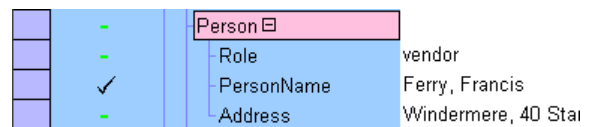
Person selected for deletion

8 Storing an element group

You can store any group of elements, and the data they contain, as an element group.

Select the element you wish to store, and highlight it in the **Structure** column.

Right-click and choose **Store element group**.



Type a name to identify your element group in the **Name** box.

By default, an element group will take the name of its parent element, but you are recommended to change this to something more distinctive.

You can edit the element group in the **XML** panel, before you save it.

Press the **OK** button to finish.

9 Managing element groups in the Object element groups file

Select **File / Open application files > Object records > Object element groups**. The **Object element groups** file will open.

Switch to **Editing** mode and select the **Edit** tab.

You can add or remove elements, attributes or data within an element group, much like editing ordinary records. You can delete element groups, but you cannot create new element groups in this file.