

The
PAPYRUS[®]
Bibliography System
& Knowledge Manager

Version 8.0 for Macintosh

by Dave Goldman

**REFERENCE
SHORTCUTS**



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Introduction

Welcome to Papyrus!

The Papyrus Bibliography & Knowledge Management System helps you maintain a permanent collection of reference citations.

If you need to locate all references on a particular topic, or track down an article you recall having read last year, you can use Papyrus to rapidly **search** your citation collection. The results can then be **sorted** and **formatted** however you like.

If you are a student, a scholar, a researcher, or the secretary of any of these, then Papyrus can also **automate the bibliographic aspects of your work**. Whenever you need to print a bibliography for a manuscript in preparation you can select the appropriate references from your collection and use Papyrus to print the bibliography in any desired format. Papyrus can work with your word processor to automatically read your manuscript, create the bibliography, and produce a final draft of your manuscript in which the in-text citations have been appropriately edited.

New references may be added to your collection at any time, and existing references can, of course, be edited or deleted. You can also **import** references from virtually anywhere—national online databases, CD-ROM bibliographic databases, monthly diskette update services, other personal bibliographic database programs, general-purpose database applications, or existing bibliographies from your word processor.

You can also attach an unlimited number of **notecards** to each of your references. Each notecard provides ample room for your comments on your reading, or quotations from the original sources. Notecards are ideal for preparing a dissertation or for summarizing a series of lengthy works. Notecards can also help you organize your own works in progress.

Papyrus lets you **link** your references to each other to indicate various kinds of connections; *e.g.*, that one reference refutes another reference, or that one work is a review of another.

The current version of Papyrus incorporates literally thousands of suggestions from our users over the past decade. We believe that Papyrus stands alone among bibliographic programs in its power and ease of use. Nevertheless, we still consider Papyrus a work in progress, and will always welcome your further recommendations.

This edition of Papyrus, Version 8.0, has been implemented on Macintosh computers running System 7 or Mac OS 8. A full Windows implementation of Papyrus Version 8 is under development—check our Web site, www.rsd.com, for news. In the meantime Papyrus Version 7 for DOS continues to be available.

Full vs Limited Versions of Papyrus

Papyrus Version 8 is available in two editions: the **Full Version** and the **Limited Version**. The two are identical in all but a few respects.

First, the Full Version allows an essentially unlimited number of entries in your database. The Limited Version will allow you to enter **up to 200 references**.

The second difference between the two versions is that the Limited Version is **free**. You and your colleagues or students can download a copy from our Web site, **www.rsd.com**. You may also make copies of the Limited Version and distribute them to others (provided that you copy the entire Limited Version without modifications, changes, additions or deletions).

If you use Papyrus to assemble a large collection of references and your colleagues begin clamoring for their own copies of your database—or you think you could entice them to send you large sums of money for their own copies of your database—then they will also need their own copies of the Papyrus *application* in order to make use of your data files. While we do like to think that all of your colleagues will rush out and purchase their own copies of Papyrus, the Limited Version can serve as an interim solution. A *legal* interim solution.

When someone uses the Limited Version to access a database containing more than 200 references, the database will be opened in **read-only** mode. This means that they can review all the information already in the database, but they cannot make any changes or additions.

So when you provide copies of your Papyrus database to your colleagues, you can simply include a copy of the Limited Version of Papyrus along with your database files.

Of course, Research Software Design's usual unlimited **technical support** is available only to those of you who purchase the Full Version of Papyrus.

Our Ridiculously Reasonable License Policy

We recognize that many of you will need to access your bibliographic database on more than one computer. Perhaps one at work and another at home, or one on a researcher's desk and another on a secretary's. So rather than restrict the number of **computers** on which you can use this copy of Papyrus, we license the program based on the number of **distinct Papyrus databases** you use, regardless of how many different computers or people are accessing copies of the same database.

For full details of our license policy, as well as some Site License options, please refer to the *License Agreement* section.

We have taken this approach because we feel that you deserve it. But we won't be able to continue to offer these services if we go out of business, so please do *your share*—feel free to distribute copies of the Limited Version to your friends, but *don't distribute copies of the Full Version, and please do not use the Full Version yourself unless you are a fully licensed Registered User.*

Thank you!

Overview of the Papyrus Documentation

Different people learn best in different ways, so we have provided you sufficient materials for more than one approach to learning Papyrus.

There are three main parts to the Papyrus documentation: *WORKBOOK*, *CONCEPTS*, and *REFERENCE*. The *WORKBOOK* takes a tutorial, task-oriented approach. One chapter, for example, leads you step by step through the process of entering references into Papyrus. Another walks you through the steps of searching your database for a particular set of references and then printing them. Using Papyrus with your word processor to assemble a bibliography for a manuscript is the task reviewed in a later chapter.

The *CONCEPTS* section explains several fundamental ideas that, sooner or later, you need to understand in order to work with Papyrus. Some of these may already be familiar to you from work with other computer programs, while others are specific to Papyrus.

Finally, the *REFERENCE* section contains a detailed review of each Papyrus feature.

If you like to jump right into new software, then turn to the *WORKBOOK*. The first few chapters will help you master basic Papyrus operations—you can later work through the more advanced chapters as you need them. When you require more detailed information on a particular feature, the *WORKBOOK* will refer you to the appropriate chapter of the *REFERENCE* section. And sooner or later you should take the time to review the *CONCEPTS* section to ensure that you are not missing any important ideas.

On the other hand, maybe you prefer a solid understanding of what this program is going to do with your valuable information before you start giving it free rein. Then you should start with *CONCEPTS*. Afterwards you will probably want to peruse at least the first several chapters of the *REFERENCE* section. At that point you should feel quite confident entrusting your data to Papyrus, understanding exactly how Papyrus will manipulate it. And when you later need to accomplish a particular task for the first time, you can turn to the appropriate chapter of the *WORKBOOK*.

Of course, there are some people who can only absorb difficult information directly from another human being. Unfortunately, Research Software Design lacks the resources to provide you with a personal Papyrus tutor. But if you find yourself stymied despite all of our documentation, then please contact us.

License Agreement—Summary

This Summary of the License Agreement is included for your convenience only, and does not constitute a part of the License Agreement. For the text of the License Agreement, see below.

We encourage you to share Papyrus with your friends and colleagues. **In fact, we give you full permission to distribute copies of this documentation, in electronic or paper form, and copies of the *Limited* version of the Papyrus application.** Just be sure to include the entire Limited application, including all associated files, plus all copyright and trademark notices, as well as the License Agreement, without any modifications, changes, additions or deletions. The actual License Agreement explains the details of these arrangements.

Basically, you may distribute copies of the Limited Version to anyone who would like to try it out. But since we *are* hoping to make a few bucks here, you may *not* distribute the Full Version.

Research Software Design will only provide full technical support for those of you who purchase your own Full Version.

Just to be sure that you're paying attention here:

You *may* distribute copies of the *Limited* Version of Papyrus.

You may *not* distribute copies of the *Full* Version of Papyrus.

Got it?

Next important point:

Your purchase of a Full Version entitles you to up to four (4) distinct databases.

Two databases are “distinct” if they contain **independently maintained reference collections**. Allow me to explain.

First, you may keep as many Papyrus databases as you like on a **single personal computer's** hard disk(s) or on its collection of floppy disks, Zip disks, or other media. All of these databases together constitute a **single** “distinct” database for our purposes here.

The preceding paragraph does not apply to either a **network of computers** nor a **multiple-user fileserver or minicomputer**. In these situations, each and every Papyrus database is considered a distinct database.

Second, if you make a copy of your database and bring it to a second computer for your own use—*e.g.*, you want a copy of the same data on both your work computer and your home computer—the copy does **not** count as an additional distinct database. Similarly, if a principal investigator purchases Papyrus, then **the same database** may be copied to several computers within the research group, and still be considered only a single distinct database.

Of course, in these situations we give you permission to copy the Full Version of the Papyrus *application* to each of these computers as well.

Note that your entitlement to four distinct databases does **not** mean that you get one, your sister gets one, and two of your fellow graduate students each gets one. **All four databases must be used by you or your employees/staff/students.**

Most of you will actually have only **one** “distinct” database, whether it is used by a single person or by an entire research group—the point in these situations is that each of the computers has a **copy** of the **same data**. However, if Papyrus is purchased by, say, a university department, then each research group in that department will presumably have its own distinct database. In this case you will probably soon exceed the limit of four distinct databases.

If you plan to have more than four distinct databases, you must purchase a Site License from us.

A Site License costs **\$200**, in addition to your initial Papyrus purchase price. (Local resellers may add an additional service charge.) Once you have paid this one-time fee, you may maintain a total of up to **twenty (20)** distinct databases, provided that all of them are used by the Registered User or his/her/its employees/staff/students.

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Any number of PAPYRUS databases maintained on the hard disk(s), floppy disks, Zip disks, or other media all used with a SINGLE PERSONAL COMPUTER AND NOT ACCESSIBLE BY OTHER COMPUTERS will be considered to together constitute a SINGLE distinct database.

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Reference

A little raised number at the end of a statement is not an icon of inerrancy.

—David C. Slawson and Allen F. Shaughnessy,
British Medical Journal, March 1997

CHAPTER 1

Installing Papyrus

Introduction	R4
Installing from CD-ROM	R4
Installing from the Web	R4
Organization of folders	R5

Introduction

The details of how you get the various Papyrus-related files onto your Macintosh's hard disk depend on whether you install Papyrus from our CD or download it from the World Wide Web.

I suppose there might also be a few misguided individuals who try to install a pirate copy of Papyrus illegally obtained from a "friend." To such venturesome individuals I cannot offer very detailed installation advice. Nor can I guarantee that such a copy of Papyrus will not seriously rearrange the contents of your hard disk, or perhaps cause your Macintosh to make lengthy overseas phone calls while you sleep.

Installing from CD-ROM

Insert the Papyrus CD into your computer's CD-ROM drive. Then double-click the Install Papyrus icon. After asking you to review our Papyrus license agreement, the installer will offer you choices about which files to install, and let you specify the location on your hard disk to which these files will be sent.

Also included on the CD are installers for the Limited Version of Papyrus. You may copy any of these Limited Version installers and distribute them to your friends or colleagues so that they can try the Limited Version of Papyrus for themselves.

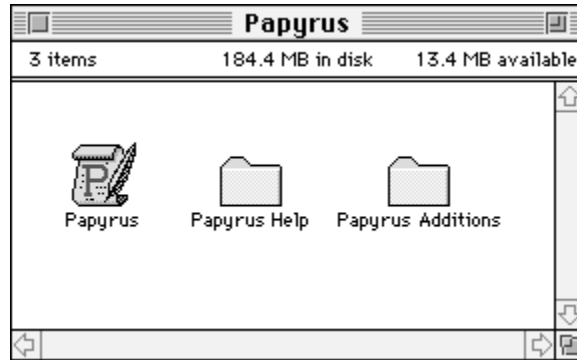
Installing from the Web

You can download Papyrus and its associated files from our Web site, <http://www.rsd.com/>. The Web site includes all necessary instructions for downloading and decompressing the various files.

You should place all of the downloaded files into a single folder on your hard disk.

Organization of folders

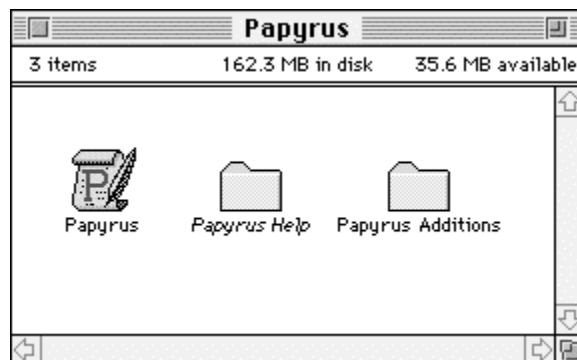
The Papyrus application and its attendant folders should be organized as shown below. Here they all reside in a folder named Papyrus, but that is not essential. What matters is that all three of these items live together in a single folder.



The Papyrus Help folder contains an online version of the Papyrus manuals, in a form suitable for use with your Web browser. The documents in this folder have names ending in `.html`—these contain the text of the online documentation.

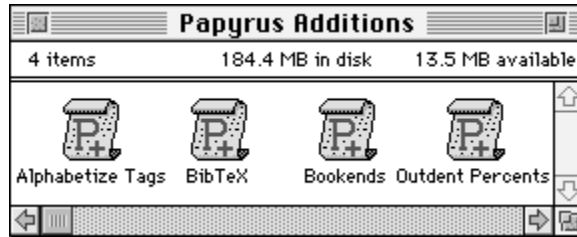
Inside Papyrus Help you will also find a pair of *folders*, named Images and Images2. These folders each contain a large number of `.gif` documents, which are the graphic images for the online documentation.

The complete set of help files take up a lot of disk space. If you have our CD-ROM version of Papyrus, then instead of installing the Papyrus Help folder onto your hard disk you can instead make an **alias** to this folder on your CD-ROM. Move the alias into the Papyrus folder, and make sure that the alias is named Papyrus Help:



You can use this same approach if you wish to store the help files on a separate hard disk, Zip disk, or other medium.

The Papyrus Additions folder contains various **plug-in filters** that are necessary for certain Papyrus tasks. In the future we may also find other uses for this folder.



CHAPTER 2

Launching Papyrus

Introduction	R8
Launching the application	R9
Launching a database	R11
Using an alias	R12

Introduction

You will find no surprises in launching Papyrus. As with most Macintosh applications, you can double-click either the Papyrus application itself or else a Papyrus database document.

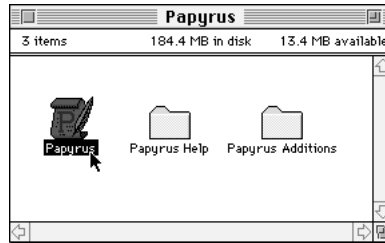
See also:

WORKBOOK

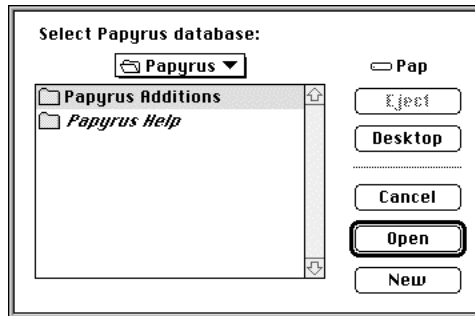
Creating a fresh Papyrus database

Launching the application

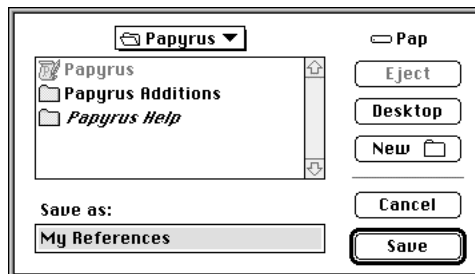
Once you have installed Papyrus on your Macintosh, simply double-click the Papyrus application icon to launch it.



When Papyrus then gets itself started up, it will display this dialog asking you to identify your database:

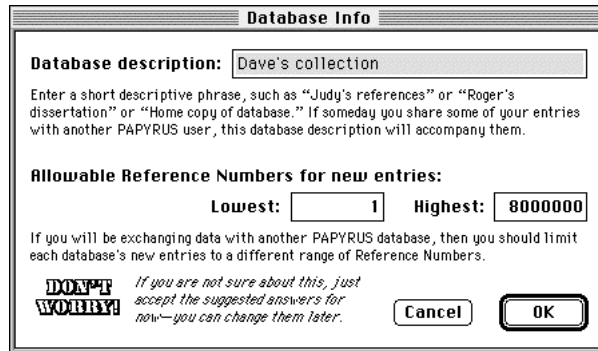


Since you don't yet have any Papyrus databases, click **New**. Papyrus will ask you to name your new database:



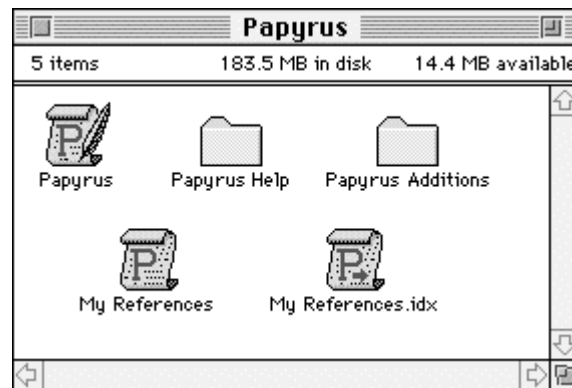
Enter whatever name you like, then click **Save**.

Next Papyrus requests some basic information about your database. In most cases you will enter a **description** but will make no changes to the **Allowable Reference Numbers**:



This dialog is discussed in a bit more detail elsewhere.

Papyrus now creates two documents that together represent your database:



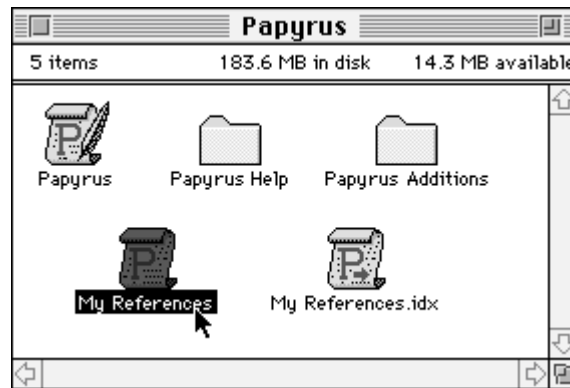
My References is your **main Papyrus database document**. All of the information you enter into Papyrus will be stored here.

My References.idx is your database's **index file**. Papyrus maintains quite a few indices in here, including the author index, editor index, reference number index, keyword index, journal index, *etc.* Papyrus uses these indices to rapidly carry out its operations.

Given a main database document, Papyrus can always regenerate the corresponding index file. So when making back-ups of your data you can save a copy of just the main database document, if storage space is limited.

Launching a database

Once you have created a Papyrus database, in the future you can launch Papyrus by double-clicking either of your Papyrus database documents, rather than the Papyrus application itself:



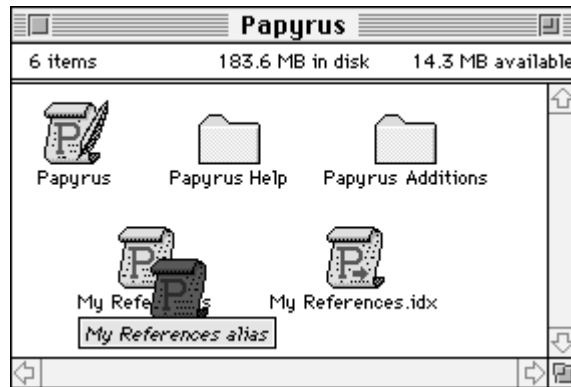
This is a Good Thing for two reasons:

- You accomplish in a single step what would otherwise take two steps (launching Papyrus, and then pointing Papyrus to your database).
- The database document can be located in a folder you usually keep open on your desktop, while the Papyrus application might be buried deeply within an Applications folder somewhere.

Using an alias

As a further shortcut beyond double-clicking one of your Papyrus database documents, you can make an **alias** to the document and move that alias to your desktop or other convenient location.

In the Finder, select your main database document and then choose **Make Alias** from the **File** menu:



Drag this alias to a convenient location on your desktop. You might then want to erase the word "alias" from its name.

Henceforth you can double-click this alias to launch Papyrus and automatically open the correct database.

CHAPTER 3

Online Help

Introduction	R14
Balloon help	R14
Getting to the online help	R16
Navigating the online help	R17

Introduction

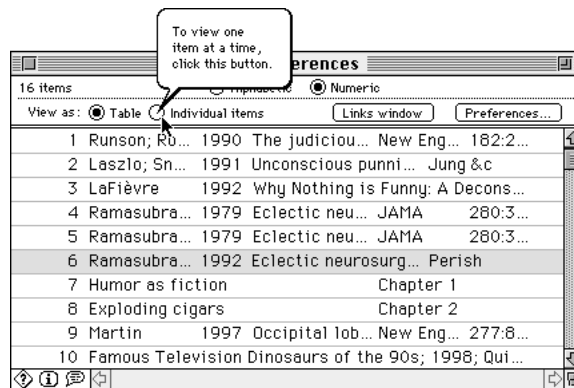
Papyrus provides two forms of online assistance.

Balloon help is available for most Papyrus windows, and for all menus. It is especially useful for answering the questions *What does this thing do?* and *Where do I click to make Papyrus do what I have in mind?*

The **online help** is a complete copy of the Papyrus manuals, in the HTML format employed on the World Wide Web. Papyrus uses your Web browser to display the help pages corresponding to your needs of the moment.


Balloon help

Balloon help is a standard feature on the Macintosh, although not all applications take advantage of it. Once balloon help has been turned on, whenever you point at something on your screen a cartoon-like balloon will appear with a brief description of that object:



Papyrus offers three ways to turn balloon help on and off.

The Help menu


In Mac OS 8.0 and newer, all applications include a **Help** menu. In System 7 this menu is indicated by a  symbol near the right edge of the menu bar.


To turn balloon help on, select **Show Balloons** from the **Help** menu. To turn balloon help off, select **Hide Balloons**.

The Help key


Most Macintosh keyboards include a key labelled *help*. In Papyrus, pressing this key turns balloon help on or off.


The Balloon Help button

All Papyrus windows for which balloon help has been provided include this button in their lower left corner: . Clicking this button turns balloon help on.

The button changes to  whenever balloon help is on. Clicking the button will then turn off balloon help.

Besides turning balloon help on and off, this button provides two other benefits.

First, if a window includes a  button then you know that balloon help is indeed available for the window.


Second, if you **double-click** the  button, Papyrus will give you a balloon **tour** of all the controls in the window. You can sit back while Papyrus displays a balloon for each element of the window, one after another.

If you wish, when you are done reading a balloon you can hurry Papyrus on to the next by pressing your keyboard's **space bar**.

Getting to the online help

Papyrus uses your Web browser to display detailed online help. There are two ways to access this help from within Papyrus.

The Help menu

In Mac OS 8.0 and newer, all applications include a **Help** menu. In System 7 this menu is indicated by a  symbol near the right edge of the menu bar.

Papyrus adds four items to the **Help** menu:

Papyrus Help

Selecting this item takes you to the master table of contents for the online help. From this page you can move to the table of contents page for the **WORKBOOK**, **CONCEPTS**, **REFERENCE**, or **SHORTCUTS** section of the online manuals.

Help for front window

Selecting this item takes you to the page in the **REFERENCE** section corresponding to the current front window in Papyrus.

Shortcuts for front window

Selecting this item takes you to the page in the **SHORTCUTS** section corresponding to the current front window in Papyrus. (If there is no **SHORTCUTS** page for the window, you will find yourself instead at the corresponding **REFERENCE** page.)

Visit the RSD Web site

Selecting this item sends your browser out to the World Wide Web, to Research Software Design's site at **www.rsd.com**.

The Online Help button

Most Papyrus windows include this button in their lower left corner: 

Clicking this button is equivalent to choosing **Help for front window** from the **Help** menu—your browser will display the **REFERENCE** page for the window.

Option-clicking this button is equivalent to choosing **Shortcuts for front window** from the **Help** menu—your browser will display the **SHORTCUTS** page for the window.

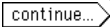
Navigating the online help

All of your Web browser's usual navigation controls—Back, Reload, *etc.*—are available to you as you move about the Papyrus online help.

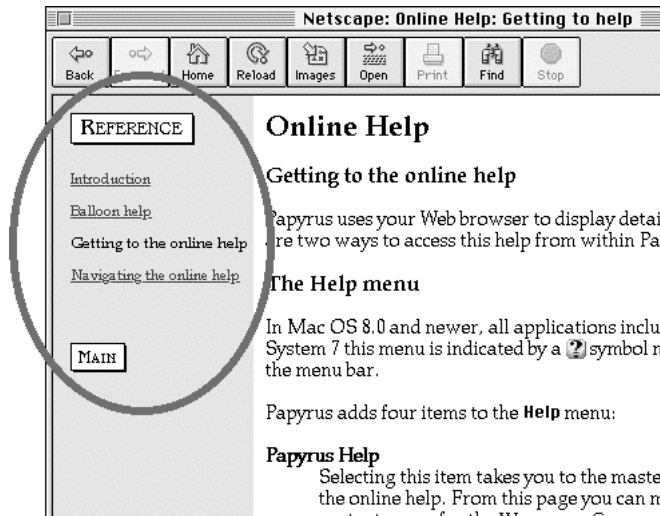
Wherever you see one of these symbols:



clicking that symbol will take you to the corresponding table of contents.

Most chapters include multiple pages. You can read through a chapter in order by clicking the  button at the bottom of each page.

You can also move directly to a particular page via the navigation bar in each window:





Database Limits

Number of records	R20
Size of references	R20
Reference types and fields	R20
Writing systems	R20

Number of records

A Papyrus database can create and store approximately **16 million records**, including references, notecards, keywords, journals, formats, *etc.* It can additionally store approximately 16 million records transferred from each of 254 other Papyrus databases.

Size of references

Each **field** of a reference can hold approximately **32,000 characters**.

Each reference can cite **over 1,000 authors** (up to a total of 32,000 characters for all authors).

Each reference can cite up to approximately **4,000 keywords**.

Each reference can hold **over 1,000 pictures or graphics**, each of which can be up to approximately **100 Megabytes** in size.

Reference types and fields

Papyrus currently includes **16 built-in reference types** and **59 built-in fields**. Future versions may add further built-in types and fields.

You can add up to **100 additional reference types** and **100 additional fields**. If this should prove overly restrictive we can increase these numbers in future versions of Papyrus.

Writing systems

Papyrus is **WorldScript-savvy**, which means that it will correctly handle text from non-Roman writing systems such as Japanese, Greek or Arabic.

See also:

WORKBOOK

Fields & Reference Types

CONCEPTS

Reference Types and Fields

REFERENCE

Reference Types and Their Fields
Database Settings



CHAPTER 5

Network and Read-Only Access

Introduction	R24
Read-only mode	R25

Introduction

Papyrus is a normal Macintosh application—the application itself, your database, or both can reside on a network-accessible drive rather than a local drive. As you'd expect, of course, accessing either the application or your database over a network will be somewhat slower than working locally.

With Version 8.0 of Papyrus only one person can be working on a given database at any moment, unless the database is being accessed in **read-only** mode.

A future version of Papyrus will provide for **client-server** arrangements, allowing multiple users to simultaneously update a shared database.

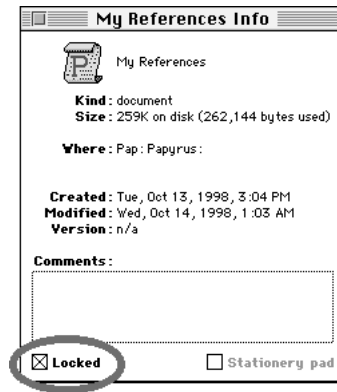
See also:

REFERENCE

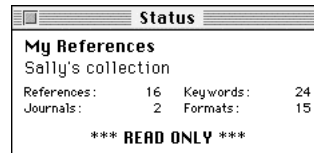
Status window

Read-only mode

If your database is **locked**:



then Papyrus will open it in **read-only mode**:



A read-only database can be searched, printed, *etc.*, but you will be unable to make any changes or additions.

A network file system may allow you to deny “write” privileges to certain users for certain documents. If a user opens a Papyrus database for which she lacks write privileges, then Papyrus will limit her to read-only access—just as if the document were locked in the Finder as shown above.

When a given database is open in read-only mode, other users on your network can also access that database in read-only mode. Hence a shared database can simultaneously be used by several people looking up information or preparing bibliographies. However, while anyone has the database open as read-only, no one else can make any changes to that database.

This limitation will be removed in the future **client-server** implementation of Papyrus.

So over a network, a given Papyrus database can be in use according to either of two scenarios:

- A single user working in normal (read and write) mode.
- Any number of users, **all** of them working in read-only mode.

In practice, the most common situation involves several co-workers who use a shared database for looking up information and perhaps preparing publications or reference lists. But only one or two trusted individuals ever make changes or additions to the database.

In this situation, you can maintain **two copies** of your database. A **master copy** is used by the one or two trusted individuals, but is not available to the rest of the co-workers. Periodically a **secondary copy** of the master database is made and placed on a network drive that everyone can access. Via the Finder, or via network file system permissions, this database is locked or otherwise made read-only. The various co-workers always work with this secondary copy of the database.

Reference Types and Their Fields

Introduction	R28
Ubiquitous fields	R29
Common fields	R32
Archival materials	R38
Article in journal	R39
Book/Monograph	R40
Chapter in book	R44
Dissertation/Thesis	R45
Internet source	R47
Issue of journal	R48
Map	R49
Newspaper article	R50
Patent	R51
Presentation at meeting	R53
Quoted citation	R58
Slide/Visual	R60
Usenet post	R62
Notecard	R63
Other reference	R64

Introduction

In this chapter I'll review Papyrus's built-in **reference types**, and the various elements—**fields**, in computerese—available to each.

In addition to the built-in ones, you can add your own new types and fields to your database. We recommend, though, that before you create your own types or fields you first give some thought as to whether existing ones could serve you adequately. For one thing, each time you add a new reference type you will have to create a corresponding new template in each of the output formats you use. For another, each new reference type or field you create results in an increased possibility that you or one of your colleagues will enter data inconsistently from one reference to the next.

Still, if you do have references of a kind not represented by Papyrus's built-in types, or you wish to store information that really doesn't fit in any of Papyrus's built-in fields, then by all means feel free to create your own.

See also:

WORKBOOK

Fields & Reference Types

CONCEPTS

Reference Types and Fields

REFERENCE

Reference Entry Window
Database Settings

Ubiquitous fields

Some fields are available in all references, regardless of reference type.

Reference

Papyrus assigns its own consecutive **Reference #** to each and every reference entered. The very first reference typed into Papyrus is **#1**, the next is **#2**, and so on. This **Reference #** provides a concise and unambiguous way of referring to any particular reference within Papyrus. It also enables you to examine, say, the most-recently entered batch of references, as these will be those with the highest **Reference #s**.

Do not confuse Papyrus's **Reference #**, which can be considered an inherent part of the reference, with the *ad hoc* sequential numbers often printed beside references when they appear in a bibliography.

You can override Papyrus's suggested **Reference #**. So those of you who have a collection of index cards or reprints with numbers already assigned need not worry—Papyrus *will* allow you to use your existing numbers. The same applies for those of you who will be importing numbered references from another personal bibliographic application, in case you wish to retain the old numbers.

Papyrus's **Reference #s** are just that: numbers. You cannot, for example, mix letters in with them (A108, 291-b, or whatever). The highest allowable number is 8,000,000.

When you set up your database, you can restrict the allowable range of **Reference #s**. For example, you might only allow entries with numbers from 1 through 1000, while your colleague with whom you will be sharing data restricts her database to 1001 through 2000.

ID Field

Some of you in fields such as mathematics or computer science are used to citing references by some compact combination of their first author and year, such as Smith-95 or SMIT95. Papyrus offers an ID Field where you can enter such an identifier.

The ID Field will accept any combination of letters, digits, and these punctuation characters: ' ~ @ # \$ - + _.

If you enter an identifier—say, Smith95—that is already in use by another reference, Papyrus will offer to find the next available ID for you. To do so, it will automatically append a letter to the end of the field, as in Smith95a.

If you later have Papyrus create a bibliography using an output format in which each reference is prefaced by its ID Field, Papyrus will automatically remove such appended letters. If two or more references in the bibliography then have the same ID, Papyrus will add *ad hoc* sequential letters to them as needed.

Titles

As discussed in the CONCEPTS chapter *Bibliographic Conventions*, the titles of articles, books, chapters, *etc.* may be capitalized in either **sentence** or **headline** style.

If you are confident that all of the Bibliography Editors who will ever see your work will agree on the style of capitalization, then by all means enter your titles using the correct capitalization in the first place. Otherwise always use **sentence** style when entering titles. Your output formats can later instruct Papyrus to capitalize the words of titles in your printed bibliographies using whichever style is appropriate.

When you enter titles in sentence style, as in *The rise and fall of New Jersey*, it is a relatively simple matter for Papyrus to correctly convert this to headline style, *The Rise and Fall of New Jersey*. But if you enter your title in headline style, then Papyrus cannot reliably know which words to leave capitalized—even with a spelling dictionary it might well produce *The rise and fall of new jersey*. So *always* enter titles in **sentence** style.

Abstract

You may keep an Abstract of up to 32,000 characters with each reference.

If you need more than 32,000 characters then you will want to use Papyrus's **notecard** feature.

Comments

For your own working lists of references you might wish to include additional information about each reference, information that you do not intend to include in your published bibliog-

raphies. The Comments field provides a place for you to do so. For example, you can enter cross-references to other works (See also Jones, 1989, in which the same points were addressed by...), your own pithy observations and insightful reactions (lousy study, but always cited), or more mundane notes (2nd author spelled correctly?).

As with the Abstract field, if you have more than 32,000 characters for the Comments field then you should instead use Papyrus's **notecards**. These allow a more structured approach to your note-taking, as each notecard can address a specific topic or a specific passage from the reference.

Keywords

Each reference can have up to approximately 4,000 **keywords** associated with it, as discussed in the *Keywords* chapter of the CONCEPTS section. You'll recall from that chapter that a keyword can be either a single word (such as **Cortex** or **Glass**) or an entire phrase (such as **Review Article** or **Gyrase, DNA**).

Typing a **number sign (#)** in front of a keyword designates it as **major** for a particular reference. You can later search either for all references citing a certain keyword, or for only those references that cite it as major.

URL

If a reference has a corresponding entry somewhere on the Internet or Usenet, you can enter that location in the reference's URL field. Later you can use **Launch URL** from the **Edit** menu to have Papyrus take you to that location.

Be sure to enter a **complete** URL, such as **http://www.rsd.com/** rather than just, say, **www.rsd.com**. Papyrus uses the **Internet Config** extension to launch a URL, and Internet Config uses the first part of the URL (**http://**, **news://**, *etc.*) to decide which helper application is appropriate for the job.

Picture

You may paste or drag any sort of graphic into the Picture field.

Graphics usually come in multiple formats, such as PICT, JPEG, GIF, EPS, *etc.* When you paste or drag a picture into Papyrus, Papyrus will display the included PICT representation. However, Papyrus *stores* all available representations of the graphic. So if you later copy or drag the graphic from Papyrus to another application, it will be as if you had copied it directly from the original application.

Common fields

Some fields are available in almost all reference types, apart from Notecards.

Accession

You can use this field to store a locally-meaningful number, a universal library code number, or whatever you like.

Note that several references types—including Book, Chapter, Dissertation and Map—also include a separate field for **Catalog #**. Typically you would use **Catalog #** rather than **Accession #** for a library shelf code (Dewey Decimal, Library of Congress, *etc.*).

Authors and Editors

Papyrus allows over 1,000 authors per reference, plus a similar number of editors (where applicable). Most human authors will have a surname plus one or more firstnames or initials. You may enter either full firstnames (Richard Milhouse or just initials (R.M.) or a combination (Richard M.), whichever is most natural for you. When you have Papyrus **output** references, your **output format** will tell Papyrus whether it should include full firstnames—where available—or should convert all names to just initials.

Everything in this discussion of **author** names also applies to **editors**.

When you enter an author's name into Papyrus, you always do in the form **Surname,First** or **Surname,First,Suffix**. Here are some examples:

Einstein,Albert P Picard,J-L Gates,W,III

Papyrus will rearrange and re-punctuate these as necessary when they are output, according to whatever rules are specified in the output format you choose at the time.

There is no problem if you include some spaces or periods when you enter a name. Papyrus will automatically convert the name to the above form.

In fact, Papyrus includes a useful shortcut for entering most author or editor names. If you are entering a normal human's name you can forget about your **Shift** key. For example, you can enter the above names as:

einstein,albert p picard,j-l gates,w,iii

Papyrus will automatically give these the correct capitalization.

If for some reason you actually *want* a name in all lowercase letters (**cummings,e.e.** comes to mind), type a **backslash** at the end of the name:

cummings,ee\

The backslash will not appear when Papyrus later outputs the name.

“Corporate” names are also acceptable:

The Flat Earth Society

But if you include a **comma** within the name of a corporate author, Papyrus will insist on interpreting this as a human’s name. To avoid this problem, when entering a corporate author name that includes a comma, add a **backslash** at the end:

Big Brother and Sons, Ltd.\

If a reference is **anonymous**, and actually lists Anonymous as its author in the original publication, then enter Anonymous in the Papyrus Author field. But if no author is given in the original, then enter Anon. (including the period). Your output format will specify whether or not to suppress the Anon. at the time the reference is output to a bibliography.

Sometimes when you are entering a reference you will know that you don’t know all of the authors. In these cases you can enter **et al.** as the final author:

Author #1 Smith,AB
Author #2 Jones,PQ
Author #3 et al.

Papyrus will automatically flag the reference as **INCOMPLETE**. Later if you fill in the rest of the authors you can remove the **INCOMPLETE** keyword. (See the *Incomplete References* chapter of the **CONCEPTS** section.)

You can use **et al.** in the same fashion for editors.

“Authors” Role

Papyrus does not provide separate fields for editors, compilers, translators and commentators. Instead, it provides Author and Editor fields, followed by corresponding fields for specifying their

For a work’s Authors, there is one combined field for their roles:

The screenshot shows the Papyrus software interface for entering a reference. The window title is "Reference #17". On the left, there are several fields: "Reference #", "Author #1", "Author #2", "Author #3", "Year", "Authors' role", and "Book Title". The "Authors' role" field is circled in red. To the right of the "Authors' role" field, there are four checkboxes: "Editors", "Compilers", "Translators", and "Commentators". The "Editors" checkbox is checked. The "Book Title" field contains the text "Work Once, Publish Forever".

Field	Value
Reference #	17
Author #1	Perish,N
Author #2	Ten,UR
Author #3	
Year	1992
Authors' role	<input checked="" type="checkbox"/> Editors <input type="checkbox"/> Compilers <input type="checkbox"/> Translators <input type="checkbox"/> Commentators
Book Title	Work Once, Publish Forever

In most cases you will not need to check any of these boxes, since the “authors” really *are* authors. But when appropriate you can select one or more of these choices, as needed.

Role of “Editor”

For a work’s Editors, there is a separate **role** field for each name:

The screenshot shows a software window titled "Reference #17". The main text area contains the following reference entry: "17. Hawking, SW (1997): Quantum chaos. In: New Excuses for a Messy Desk. (Murphy, LW, ed. & comp.; Finagle, JR; Adams, S, eds.) Random House, New York, 71-95." Below the text area, there is a section titled "Chapter in book" with a dropdown menu. Underneath, there are four editor entries, each with a name and a set of checkboxes for roles: "Editor #1" (Murphy, LW) with Editor, Compiler, Translator, and Commentator checked; "Editor #2" (Finagle, JR) with Editor checked; "Editor #3" (Adams, S) with Editor checked; and "Editor #4" (blank) with no roles checked. Below the editor entries is a "Publisher #1" field with the value "Random House".

Most commonly you will just check the **Editor** box for each “editor.” But when appropriate, as shown here, you should select whatever combination of roles applies—Papyrus is quite intelligent about handling the resulting formatting.

Affiliation/Address

You can use this field to keep track of the authors’ institutions and/or addresses.

Year

You can almost always enter just two digits for a year. Papyrus is relatively clever in guessing which century you have in mind.

If you simply *must* know the details...

When entering a year, if you provide only two digits Papyrus will usually assume the current century. Thus, if during 1999 you enter **78**, Papyrus will immediately expand this to **1978**.

However, if assuming the current century would result in a date 98 or more years into the past, Papyrus will instead assume that you mean the *next* century. So if during 1999 you enter **00**, Papyrus will convert this to **2000**.

On the other hand, if assuming the current century would result in a date more than two years into the future, Papyrus will instead assume that you mean the *previous* century. So if during 2001 you enter **95**, Papyrus will convert this to **1995**.

If you have multiple references by the same author or authors from the same year, do **not** append a letter after the years to distinguish them:

Year 1990b ← *wrong!*

Papyrus will take care of sticking letters after the year when it assembles and outputs particular bibliographies.

Occasionally a reference will have a year such as 1976-1980. Such references include items such as statistical compendia and reports. You *may* enter years like this, but be careful—many reports include a range of years in their *title*, but were themselves actually published in a *particular* year. For example:

Kounter,BN; Sensus,D (1987): Electoral results in Southern California Primaries: 1960-1986. Numeric Press, Los Angeles.

You can also put other things into the Year field, such as *in press* or *submitted*. Papyrus will flag such references as **INCOMPLETE**. As suggested in the *Bibliographic Conventions* chapter of the CONCEPTS section, a Papyrus output format can be told to suppress such non-numeric years.

Short Title

If you work in an area of study that commonly uses **footnotes or endnotes** in addition to bibliographies, then you will be aware that a reference in a note often includes only an abbreviated version of the work's full title—particularly if this is not the first time that reference has been cited. For example, this reference:

Kounter,BN; Sensus,D (1987): Electoral results in Southern California Primaries: 1960-1986. Numeric Press, Los Angeles.

might appear in a footnote as:

B. N. Kounter and D. Sensus, *Electoral results*, 132.

Shortening a title in this way requires some human decision making, rather than leaving the process to Papyrus. You can enter your preferred abbreviation in the **Short Title** field. When Papyrus outputs a reference for use in a footnote, if it is the second or subsequent citation Papyrus will use your **Short Title** rather than the full **Title**.

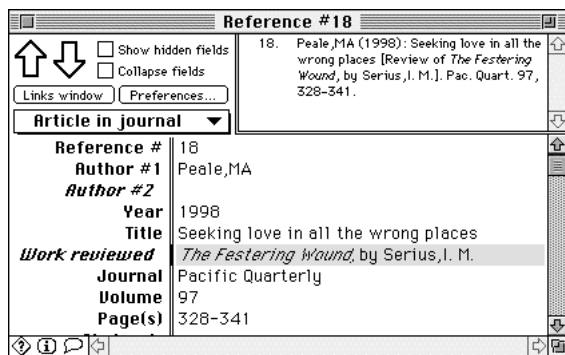
Original Title

Works translated from one language to another have two versions of their title: the **original title** and the **translated title**. In many areas of study—such as biomedical research—you will mainly refer to such works by their translated title, which you will therefore enter into Papyrus’s Title field. You can then place the original title into the Original Title field.

On the other hand, some of you—particularly those of a philological bent—will prefer to use the **Title** field for the original title, and will want a separate field named **Translated Title**. Papyrus does not currently have such a field, but you can easily set one up for your database.

Work reviewed

Reviews of books, plays, films and so on can appear as articles in journals, chapters in books, newspaper articles, *etc.*. So for many reference types Papyrus provides a **Work reviewed** field where you can enter the name and author of a work being reviewed:

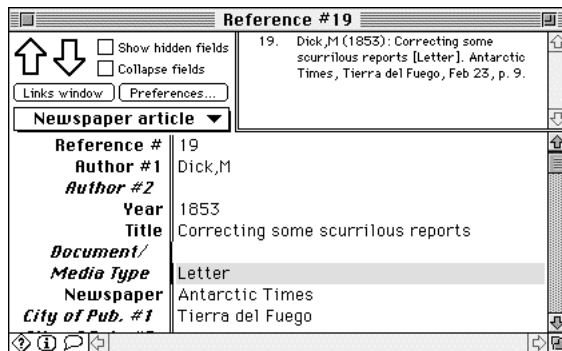


Language

If you work with references that appear in a variety of languages, you can use this field to record the original language of publication.

Document/Media Type

This field provides a place to indicate that an “Article” in a journal or newspaper is actually a Letter, a Review, a Correction, or some other special sort of communication:



You may also find uses for the Document/Media Type field with other sorts of reference. For example, you could identify a “Book” as a Catalog, or a “Presentation at a meeting” as a Poster Session.

Also Print

On occasion, some information that doesn’t belong in any of the other fields must be appended to a reference. Examples might include *in press* or *Work in progress*. Whatever you enter into a reference’s Also Print field will appear at the very end of the reference when it appears in a bibliography.

You would usually only put **in press** into the Also Print field if there were also an actual Year to be displayed, or if you intended to use an output format that suppresses non-numeric Years. Otherwise you could simply enter **in press** as the reference’s **Year**.

Location

If you keep your reprints in separate cabinets or folders, you can indicate that information here. Or you might use this field to indicate which library holds a particular book.

Archival materials

Archival materials are original letters or other documents or artifacts held in a collection. For example:

The screenshot shows a window titled "Reference #2" with a list of fields and their corresponding values. The fields are: Reference # (2), Catalog #, Author #1 (Presley,E), Author #2, Year (1969), Recipient #1 (Nixon,RM), Recipient #2, Title (Urgent memo re substance abuse in the Grand Ole Opry), Day & Month (3 Jul), Place in Series (Number 2,528), Series (Unread memos), Archive #1 (Presley Collection), Archive #2 (Nixon Presidential Papers (annex)), Archive #3, City #1 (Graceland, Tennessee), City #2 (Santa Clara, California), City #3, Abstract, Comments, and Keyword #1. The interface includes a menu for "Archival materials", checkboxes for "Show hidden fields" and "Collapse fields", and buttons for "Links window" and "Preferences...".

Field	Value
Reference #	2
Catalog #	
Author #1	Presley,E
Author #2	
Year	1969
Recipient #1	Nixon,RM
Recipient #2	
Title	Urgent memo re substance abuse in the Grand Ole Opry
Day & Month	3 Jul
Place in Series	Number 2,528
Series	Unread memos
Archive #1	Presley Collection
Archive #2	Nixon Presidential Papers (annex)
Archive #3	
City #1	Graceland, Tennessee
City #2	Santa Clara, California
City #3	
Abstract	
Comments	
Keyword #1	

In the general case, the item being referenced is part of a **series** of items held within an **archive**, which is located in some particular **city**. The “series” might consist of a particular set of filing cabinets, or perhaps a medium-sized cardboard box.

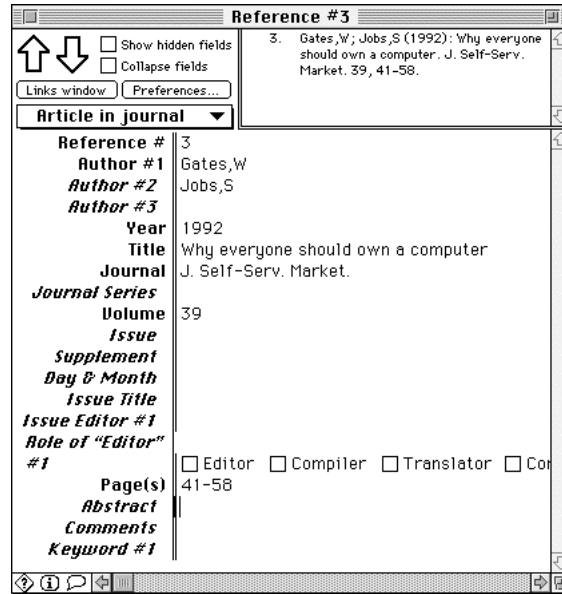
In some cases, as illustrated above, the item in question might exist in more than one archive. You can list multiple archives and cities.

Depending on the specific details of the item cited and of the collection, you might leave several of these fields blank.

Article in journal

An Article is a reference that appears in an issue of some sort of periodical publication. There is usually no confusion in recognizing an Article for what it is, except perhaps in the case of an article appearing in a hardbound annual publication.

Here is a sample Article:



The screenshot shows a window titled "Reference #3" with a list of fields on the left and their corresponding values on the right. The fields are: Reference # (3), Author #1 (Gates,W), Author #2 (Jobs,S), Author #3, Year (1992), Title (Why everyone should own a computer), Journal (J. Self-Serv. Market.), Journal Series, Volume (39), Issue, Supplement, Day & Month, Issue Title, Issue Editor #1, Role of "Editor" #1 (with checkboxes for Editor, Compiler, Translator, and Co-), Page(s) (41-58), Abstract, Comments, and Keyword #1. The window also has a menu bar with "Article in journal" selected, and buttons for "Links window" and "Preferences...".

Field	Value
Reference #	3
Author #1	Gates,W
Author #2	Jobs,S
Author #3	
Year	1992
Title	Why everyone should own a computer
Journal	J. Self-Serv. Market.
Journal Series	
Volume	39
Issue	
Supplement	
Day & Month	
Issue Title	
Issue Editor #1	
Role of "Editor" #1	<input type="checkbox"/> Editor <input type="checkbox"/> Compiler <input type="checkbox"/> Translator <input type="checkbox"/> Co-
Page(s)	41-58
Abstract	
Comments	
Keyword #1	

As I explained in the CONCEPTS chapter *Journals*, to cite works from most journals you need only include responses for the Volume and Page(s) fields. However there are a few journals that also require answers for Issue, Supplement, Day & Month, and /or Journal Series.

Rarely, special issues of journals appear that list one or more Issue Editors. There is also an Issue Title field for such special occasions.

Although the Page(s) field is usually straightforward when citing scholarly journals, it can get a bit more complicated with popular magazines or “throw-away” professional journals. These often “jump” an article across a series of discontinuous pages. In such cases you may have to fill in Page(s) with something like 36-37, 67, 70-72. Of course, if you are both a non-purist and lazy, I suppose you *could* just enter 36-72. I’ve also occasionally seen this sort of thing cited as 36+. So use whichever style seems familiar in your field.

Book/Monograph

A Book or Monograph is a bound volume, cited in its entirety. For example:

The screenshot shows a software window titled "Reference #4". At the top right, the reference text is displayed: "4. Dichter,SN (1968): Valid and Invalid Generalizations in Psychiatry. 2nd ed. Persimmon Press, New York; Acerbic Press, Inc., London." Below this, a dropdown menu is set to "Book/Monograph". The form contains the following fields and values:

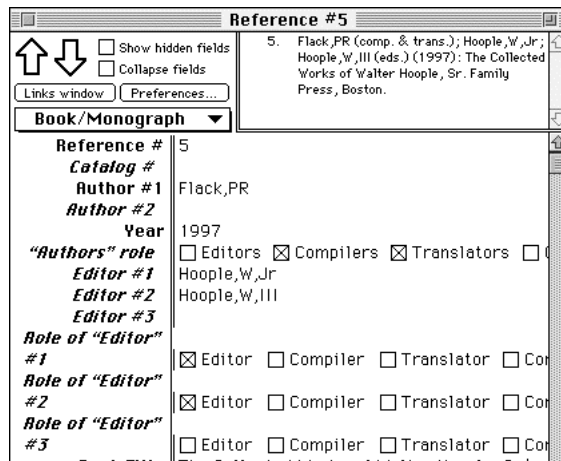
Reference #	4
Catalog #	
Author #1	Dichter,SN
Author #2	
Year	1968
“Authors” role	<input type="checkbox"/> Editors <input type="checkbox"/> Compilers <input type="checkbox"/> Translators <input type="checkbox"/> Co
Editor #1	
Role of “Editor” #1	<input type="checkbox"/> Editor <input type="checkbox"/> Compiler <input type="checkbox"/> Translator <input type="checkbox"/> Co
Book Title	Valid and Invalid Generalizations in Psychiatry
Edition	2nd
Volume	
Total #	
Volumes	
Series Title	
Place in Series	
Series Editor #1	
Role of Series “Editor” #1	<input type="checkbox"/> Editor <input type="checkbox"/> Compiler <input type="checkbox"/> Translator <input type="checkbox"/> Co
Day & Month	
Additional information	
Publisher #1	Persimmon Press
Publisher #2	Acerbic Press, Inc.
Publisher #3	
City of Pub. #1	New York
City of Pub. #2	London
City of Pub. #3	
ISBN	
Total # pages	
Abstract	
Comments	
Keyword #1	

As we discussed at length in the *Bibliographies vs. Footnote Lists* chapter of the CONCEPTS section, no specific page numbers have been entered here. However, a Total # pages field is available for those of you whose bibliographies require it.

Sometimes the “authors” of a book actually *edited* or *compiled* it, and should therefore be identified as editors when the reference is printed (e.g., Diem,K; Lentner,C (Eds.) (1970): Scientific

Tables. CIBA-GEIGY, Basle, Switzerland.). Use the “Authors” role field when the “authors” have some other role.

Sometimes the people associated with a book have a multitude of roles. The “Authors” role field applies to all Authors. If there are individuals with different roles, they should be entered using the Editor and Role of “Editor” fields:



Other fields available for Books and Monographs include Volume and Total # Volumes—for a given reference you would generally cite *either* a single volume *or* the whole set of volumes.

Papyrus also provides Catalog # and ISBN fields for those of you who need to keep this information.

Books that are part of a larger **series** of books may have a Series Title, a Place in Series (Part 4 in the example below), and one or more Series Editors. So a particularly verbose entry could look like:

Kat, Felix T (Ed.) (1992): Barks: Worse than Bites? 4th ed. Vol. 2. (Series Eds: Sylvester, TC; Boots, PN, Analysis of the Enemy, Part 4.) Garfield Press, Boston. 324 pages.

Reports

Most **reports** can be entered using the Book/Monograph reference type. The **Day & Month** and **Additional Information** fields provide places for report numbers and such, while the various **Series** fields can also come in handy:

The screenshot shows a software window titled "Reference #18". At the top left, there are navigation arrows and checkboxes for "Show hidden fields" and "Collapse fields", along with buttons for "Links window" and "Preferences...". Below this is a dropdown menu set to "Book/Monograph". The main area is a table with the following fields and values:

Reference #	18
Author #1	Senate Finger-Pointing Committee
Author #2	
Year	1992
Book Title	Certainly Not Our Fault
Series Title	Congressional Face-Saving Reports
Place in Series	No. S-10286
Additional information	Investigation of the Savings and Loan Scandal, Part #34
Publisher #1	U.S. Government Printing Office
Publisher #2	
City of Pub. #1	Washington, DC
City of Pub. #2	
Also Print	Document #CYA-3591
Abstract	
Comments	
Keyword #1	

At the bottom of the window, there are several small icons for navigation and help.

Now and then a report will be a compilation of many authors' contributions. So an individual part of such a report would be entered as a Papyrus **Chapter**:

Field	Value
Reference #	19
Author #1	Morsel,SS
Author #2	Hershey,B
Year	1972
Chapter Title	Tollhouse terrorism
Book Title	Coca, Cocoa-Not the Same
Editor #1	Hershey,B
Editor #2	Brown,E
Editor #3	
Role of "Editor" #1	<input checked="" type="checkbox"/> Editor <input type="checkbox"/> Compiler <input type="checkbox"/> Translator <input type="checkbox"/> Co
Role of "Editor" #2	<input checked="" type="checkbox"/> Editor <input type="checkbox"/> Compiler <input type="checkbox"/> Translator <input type="checkbox"/> Co
Role of "Editor" #3	<input type="checkbox"/> Editor <input type="checkbox"/> Compiler <input type="checkbox"/> Translator <input type="checkbox"/> Co
Series Title	USDA/NIDA Joint Reports on Addiction
Place in Series	No. 32
Publisher #1	National Institute on Drug Abuse
Publisher #2	
City of Pub. #1	Rockville, Maryland
City of Pub. #2	
Page(s)	231-264
Abstract	
Comments	
Keyword #1	

Chapter in book

A Chapter is a section of a book, with its own author or authors. The same book will have *other* Chapters, some or all of them by *different* authors. The book itself will have been assembled by an editor or editors. Note that in keeping with our previous discussions, if *all* of the chapters of a book were written by the same author or authors, then a bibliographic citation should refer to the *entire* work—as a Book/Monograph.

So here is a sample Chapter:

Reference #6	
6.	Hawking, SW (1992): Quantum chaos. In: New Excuses for a Messy Desk. (Murphy, LW; Finagle, JR, eds.) Random House, New York, 71-95.
Chapter in book	
Reference #	6
Catalog #	
Author #1	Hawking, SW
Author #2	
Year	1992
Chapter Title	Quantum chaos
Chapter #	
Book Title	New Excuses for a Messy Desk
Edition	
Volume	
Total #	
Volumes	
Editor #1	Murphy, LW
Editor #2	Finagle, JR
Editor #3	
Role of "Editor" #1	<input checked="" type="checkbox"/> Editor <input type="checkbox"/> Compiler <input type="checkbox"/> Translator <input type="checkbox"/> Co
Role of "Editor" #2	<input checked="" type="checkbox"/> Editor <input type="checkbox"/> Compiler <input type="checkbox"/> Translator <input type="checkbox"/> Co
Role of "Editor" #3	<input type="checkbox"/> Editor <input type="checkbox"/> Compiler <input type="checkbox"/> Translator <input type="checkbox"/> Co
Series Title	
Place in Series	
Series Editor #1	
Role of Series "Editor" #1	<input type="checkbox"/> Editor <input type="checkbox"/> Compiler <input type="checkbox"/> Translator <input type="checkbox"/> Co
Day & Month	
Additional info	
Publisher #1	Random House
Publisher #2	
City of Pub. #1	New York
City of Pub. #2	
ISBN	
Page(s)	71-95
Total # pages	
Abstract	
Comments	
Keyword #1	

Chapter # is seldom cited by most scientific Bibliography Editors.

As with Books, Papyrus provides fields for Edition, Volume, Series Title, Series Editor(s) and so on. Those of you who like to drop names, therefore, might enjoy citing a chapter by one set of authors in a book edited by another group of scholars which is in turn part of a series with its own collection of editors. (Though you have to wonder how they'll split up the royalties...)

Dissertation/Thesis

A Dissertation or Thesis is a bound work submitted in partial fulfillment of an academic degree, such as a Ph.D. or M.A.

For example:

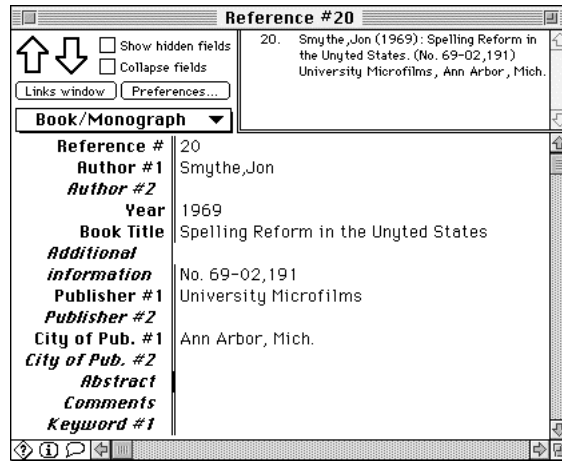
Reference # 7	
Reference #	7
Catalog #	
Author #1	Sloth,JP
Author #2	
Year	1995
Title	The phenomenon of time dilation as it pertains to the completion of academic degrees
Degree	Ph.D.
Dissertation or Thesis	Dissertation
Institution #1	Massachusetts Institute of Technology
Institution #2	
Institution	
Location #1	
ISBN	
Total # pages	341
Day & Month	
Abstract	
Comments	
Keyword #1	

The Dissertation or Thesis field will almost always contain one of those two words, except perhaps for non-English works. For very well-known institutions it is customary to omit the institution's city, as above.

Now and then I've seen a Day & Month included in the citation of a dissertation. A Catalog # field is also available for those dissertations that have been assigned a library shelf code.

Dissertations on Microfilm

When a dissertation has been published on **microfilm**, it should be entered as a **Book** rather than as a Dissertation/Thesis:

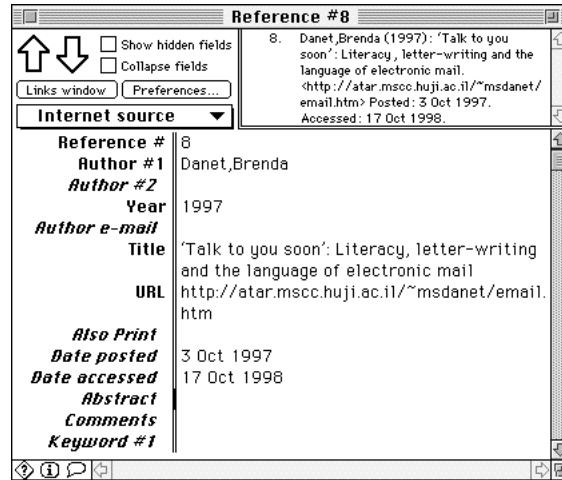


The screenshot shows a window titled "Reference #20" with a list of fields and their corresponding values. The fields are: Reference # (20), Author #1 (Smythe, Jon), Author #2, Year (1969), Book Title (Spelling Reform in the Unyted States), Additional information (No. 69-02,191), Publisher #1 (University Microfilms), Publisher #2, City of Pub. #1 (Ann Arbor, Mich.), City of Pub. #2, Abstract, Comments, and Keyword #1. The window also includes a dropdown menu set to "Book/Monograph", a "Links window" button, a "Preferences..." button, and checkboxes for "Show hidden fields" and "Collapse fields".

Field	Value
Reference #	20
Author #1	Smythe, Jon
Author #2	
Year	1969
Book Title	Spelling Reform in the Unyted States
Additional information	No. 69-02,191
Publisher #1	University Microfilms
Publisher #2	
City of Pub. #1	Ann Arbor, Mich.
City of Pub. #2	
Abstract	
Comments	
Keyword #1	

Internet source

Papyrus provides two different reference types for sources from cyberspace. Postings to newsgroups have their own type, **Usenet post**. All other Internet references, including Web pages, ftp sites, telnet addresses, *etc.* use the **Internet source** reference type:



Obviously, the most important field here is URL. You should provide a **complete** URL, including the prefix of `http://` or `ftp://` or whatever. Papyrus will then be able to use the appropriate Internet helper application to link directly to the source.

Good scholarship requires that you include both Date posted and Date accessed, since Internet sources are so subject to change over time.

Issue of journal

Sometimes a journal will publish a special issue devoted to a single topic. You can cite such an issue in its entirety:

The screenshot shows a software window titled "Reference #9". At the top left, there are navigation arrows and checkboxes for "Show hidden fields" and "Collapse fields". Below these are buttons for "Links window" and "Preferences...". A dropdown menu is set to "Issue of journal". The main area contains the following fields:

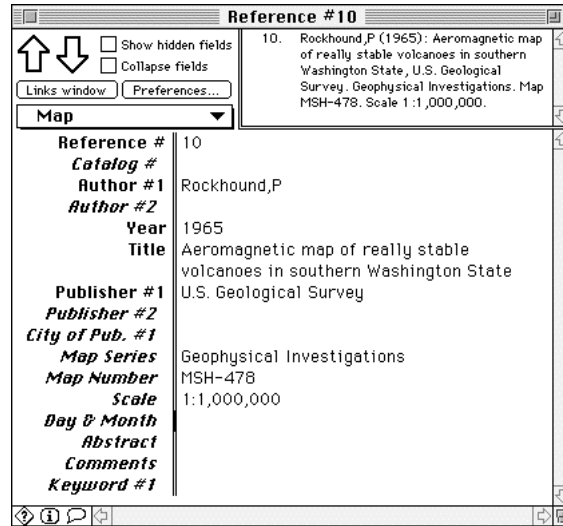
Reference #	9
Issue Editor #1	Zimmerman,R
Issue Editor #2	Leitch,D
Issue Editor #3	
Year	1995
"Authors" role	<input checked="" type="checkbox"/> Editors <input type="checkbox"/> Compilers <input type="checkbox"/> Translators <input type="checkbox"/> Other
Issue Title	Living in the Past
Journal	Sang Out!
Journal Series	
Volume	57
Issue	
Supplement	
Day & Month	Jun
Abstract	
Comments	
Keyword #1	

At the bottom of the window is a standard toolbar with icons for search, help, and navigation.

This sort of special issue includes an **Issue Title**, and usually one or more **Issue Editors**. Otherwise the various fields are mostly identical to those of the **Article in journal** reference type.

Map

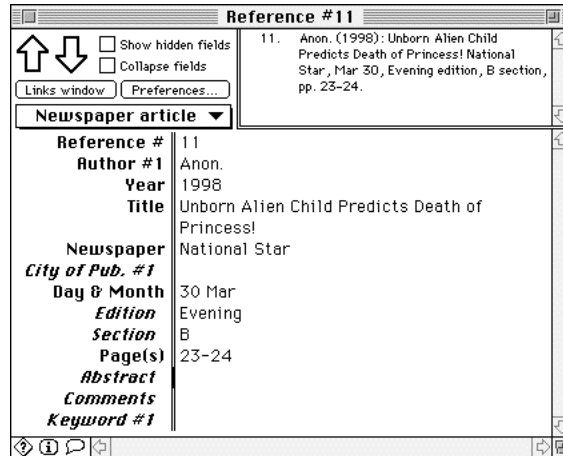
Maps are frequently referred to by geologists, geographers, political scientists, and Boy Scouts. Here is a sample :



As with Books and Chapters, a Catalog # field is available.

Newspaper article

Articles appearing in newspapers are very similar to articles appearing in periodical journals:

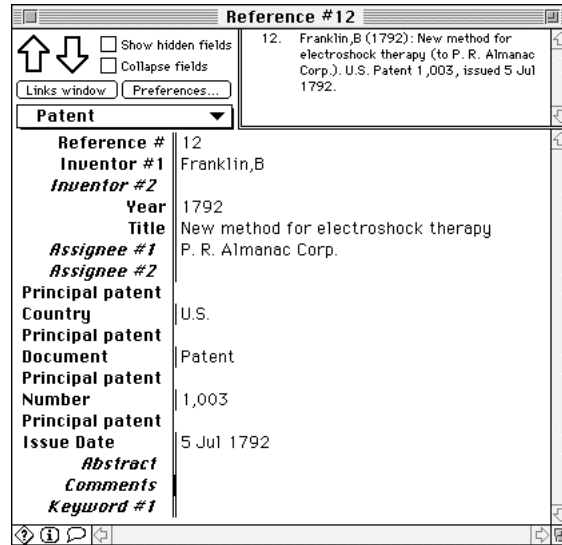


Papyrus treats entries in the Newspaper field as **journals**—they will appear in the Journals window, where you can edit all the usual fields (Journal Abbreviation, ISSN, etc.).

Unlike journals, most newspapers will have a City of Publication—some national or international newspapers are exceptions. Other fields that differ from journal articles include Edition and Section.

Patent

Patents are issued by governments to inventors (or to their employers). Sometimes these are quite simple:



Note that in a patent the usual Author fields have been renamed Inventor.

Different countries issue different patent **documents**. What is called a Patent in the U.S. is a Demande in France, a Kokai in Japan, an Offenlegungsschrift in Germany, and so forth.

Patents can also get rather more complex:

Reference #12	
<input type="checkbox"/> Show hidden fields <input type="checkbox"/> Collapse fields <input type="button" value="Links window"/> <input type="button" value="Preferences..."/>	
Patent	
Reference #	12
Inventor #1	Franklin,B
Inventor #2	
Year	1792
Title	New method for electroshock therapy
Assignee #1	P. R. Almanac Corp.
Assignee #2	
Priority application Country	U.S.
Priority application Number	412
Priority application Date	1 Mar 1790
Other application info	Canadian patent also applied for; a long wait is expected
Principal patent Country	U.S.
Principal patent Document	Patent
Principal patent Number	1,003
Principal patent Issue Date	5 Jul 1792
Equivalent patent Country #1	French
Equivalent patent Country #2	German
Equivalent patent Country #3	
Equivalent patent Document #1	Demande
Equivalent patent Document #2	Offen
Equivalent patent Document #3	
Equivalent patent Number #1	3,291
Equivalent patent Number #2	10,214
Equivalent patent Number #3	
Equivalent patent Issue Date #1	9 Sep 1794
Equivalent patent Issue Date #2	2 Apr 1793
Equivalent patent Issue Date #3	
Abstract	
Comments	
Keyword #1	

Patent applications may be made in more than one country. In such cases the earliest is called the Priority application. The Principal patent and all of the other Equivalent patents can together be considered a "patent family." However else they differ, the family members will all have the same Priority application information.

Papyrus allows you to enter as many Equivalent Patents as necessary.

Presentation at meeting

Among the reports that come out of conferences and symposia you will find some of the most convoluted and inconsistent bibliographic references in existence. Unfortunately, for some areas of study they are also among the most common sorts of references.

The problems arise because there is more than one way to publish conference proceedings. They may appear as a supplement to a regular issue of a journal, or take over the regular issue itself. They may be printed and bound like a book—complete with an overall editor or editors, a publishing organization, and a city of publication. Such a bound publication might be a one-time event, or an annual one. On the other hand, some proceedings may never be published at all—the conference attendees will simply take home copies or abstracts of the various papers they heard presented.

• • •

The simplest situation is that of a paper presented at a conference whose proceedings are *not* subsequently published. This is what Papyrus's **Presentation at meeting** reference type is for:

Reference #13	
13. Mathers, Jerry (1990): Nicknames and their implications. Short paper presented at The 13th Annual Meeting of the Association of Dysfunctional Media Families (UCLA), Los Angeles, CA, January 17-29, 1990.	
Reference #	13
Presenter #1	Mathers, Jerry
Presenter #2	
Year	1990
Title	Nicknames and their implications
Present. Type	Short paper
Symposium Title	
Chair #1	
Conf. Title	The 13th Annual Meeting of the Association of Dysfunctional Media Families
Conf. Sponsor #1	UCLA
Conf. Sponsor #2	
Conf. Location #1	Los Angeles, CA
Conf. Location #2	
Conf. Date(s)	January 17-29, 1990
Page(s) / Abstract#	
Abstract	
Comments	
Keyword #1	

Presentations at meetings take various forms, such as papers and poster sessions. Hence the Presentation Type field.

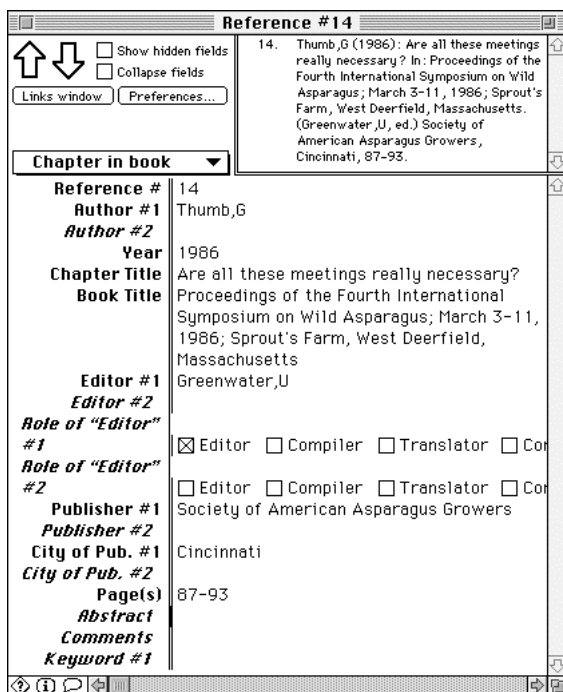
The Symposium Title and Chair fields allow you to indicate a particular session within the meeting, perhaps with one or more chairpersons.

If the attendees walk away with a printed summary of the conference's presentations, then you can use the Page(s)/Abstract# field to reference a particular paper or abstract.

• • •

When a meeting's abstracts or papers are subsequently gathered together and published, other Papyrus reference types will usually fit better than **Presentation at meeting**. To enter into Papyrus a reference from such a publication, first figure out how it was published.

If you see a publisher (which might be an organization, rather than a commercial press), a city, and one or more editors, then treat the reference as a **Chapter**:

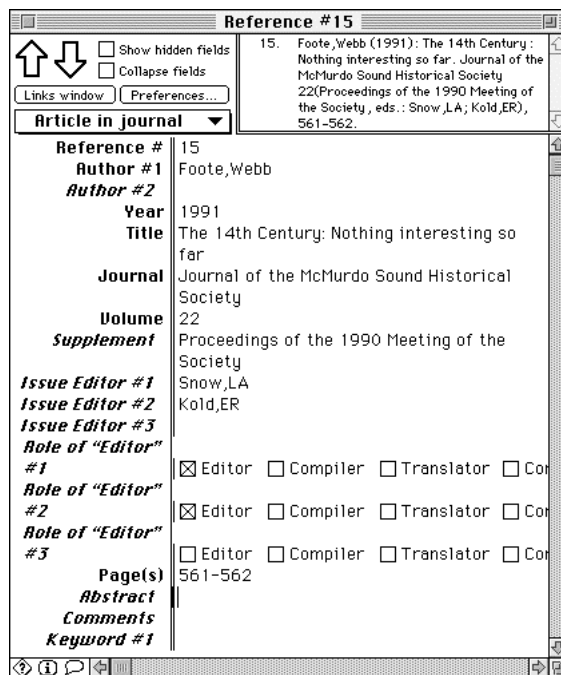


Note that the Book Title may potentially contain several pieces of information: the name of the conference, its dates and/or its location. If you wished, you could move some of these to the

Additional Info field. Also note that the city where the conference was actually held may differ from the City of Publication for the published Proceedings.

You might run into a reference that looks almost like this one, but lacks editors. Go ahead and make it a Chapter anyway, leaving the Editor field empty.

If your reference does *not* look much like a Chapter, next try to see it as an **Article**. First, perhaps it was published in a supplement to a regular issue of a normal journal:



I'm showing this series of examples complete with editors. In other cases everything else might be the same, but without editors.

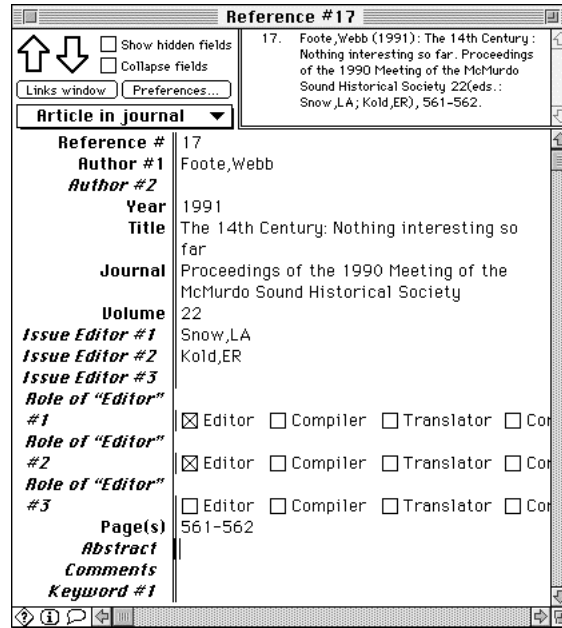
Or maybe a regular issue of a normal journal was completely devoted to the proceedings from a conference:

The screenshot shows a software window titled "Reference #16". At the top, there are navigation arrows and checkboxes for "Show hidden fields" and "Collapse fields". Below these are buttons for "Links window" and "Preferences...". A dropdown menu is set to "Article in journal". The main area is a form with the following fields and values:

Reference #	16
Author #1	Foote,Webb
Author #2	
Year	1991
Title	The 14th Century: Nothing interesting so far
Journal	Journal of the McMurdo Sound Historical Society
Volume	22
Issue Title	Proceedings of the 1990 Meeting of the Society
Issue Editor #1	Snow,LA
Issue Editor #2	Kold,ER
Issue Editor #3	
Role of "Editor" #1	<input checked="" type="checkbox"/> Editor <input type="checkbox"/> Compiler <input type="checkbox"/> Translator <input type="checkbox"/> Co
Role of "Editor" #2	<input checked="" type="checkbox"/> Editor <input type="checkbox"/> Compiler <input type="checkbox"/> Translator <input type="checkbox"/> Co
Role of "Editor" #3	<input type="checkbox"/> Editor <input type="checkbox"/> Compiler <input type="checkbox"/> Translator <input type="checkbox"/> Co
Page(s)	561-562
Abstract	
Comments	
Keyword #1	

At the bottom of the window, there are several small icons for navigation and editing.

If the conference proceedings don't seem to have been published as part of a normal journal, then perhaps they themselves represent an annual periodical. If so, you would still use Papyrus's **Article** reference type:



In this case, the 22 in the Volume field implies that this was the 22nd annual meeting of this society.

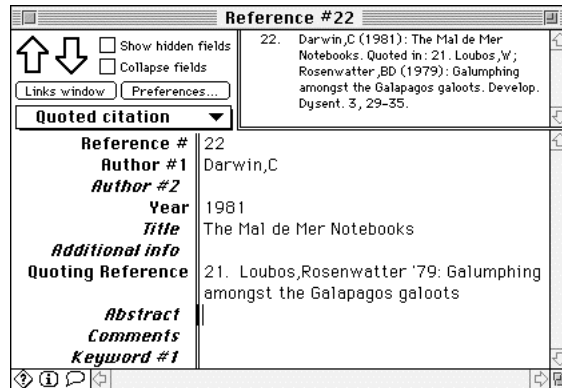
On aesthetic grounds, one might object to a journal named **Proceedings of the 1990 Meeting of the McMurdo Sound Historical Society**. After all, next year this "journal" will change its name to **Proceedings of the 1991 Meeting of the McMurdo Sound Historical Society**. However, there is no hope for aesthetics when dealing with conference proceedings, so don't worry about it.

Quoted citation

Occasionally a reference is so obscure or ancient that you will not be able to actually find a copy of it. Often in such cases you will lack the information necessary to completely enter the reference to the satisfaction of Papyrus (or of your Bibliography Editor). However, you *will* have a copy of a more recent reference that cites the obscure one. How do I know this? Because it is only due to this more recent reference that you learned of the obscure reference in the first place.

A Quoted citation, then, is an unprocurable reference whose existence you can only document via some other reference.

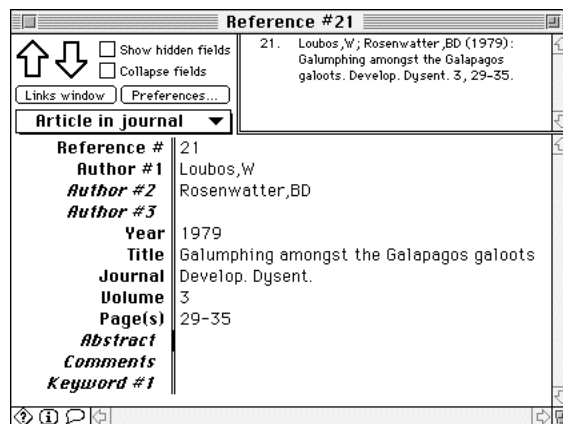
Here is a sample of a Quoted citation:



Usually Papyrus will not display the **Reference #** for the *quoting* reference. The STANDARD format, however, does always include the Reference #, as shown in the reference preview above.

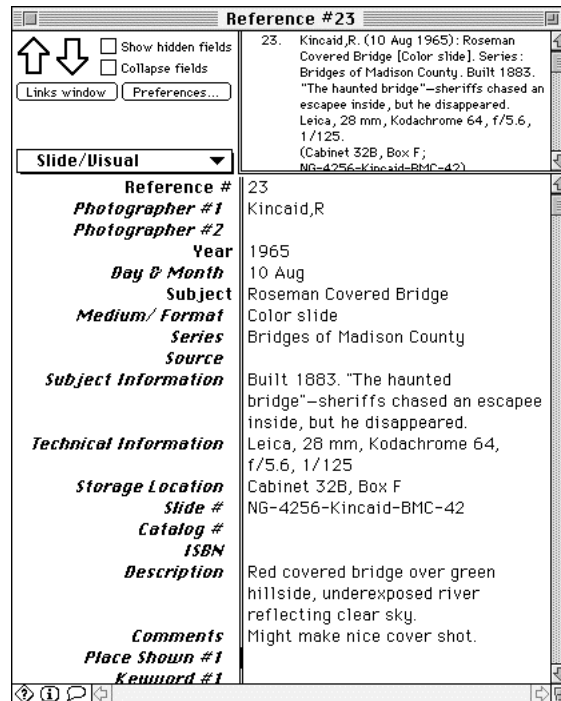
Note that for the *quoted* reference, only the Authors, Year and perhaps Title are provided.

The quoting reference is entered separately into Papyrus. The Quoted citation then refers to this other Papyrus reference. The quoting reference may be of any type except Quoted citation. (Think about it...)



Slide/Visual

You can use the Slide/Visual reference type to keep track of your collections of slides, negatives, prints, overheads, *etc.* For example:



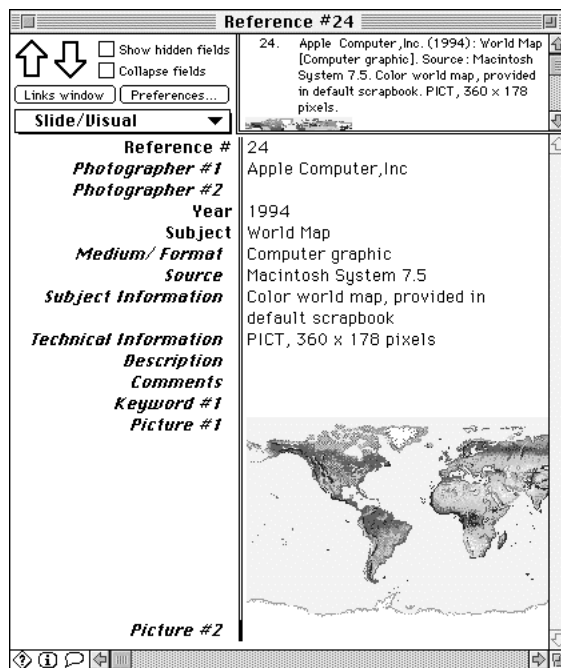
The usual Author field has been renamed Photographer, Title is now called Subject, and Abstract is Description.

Some of the fields are intended for items that you have obtained from commercial or published collections, such as illustrations from a book, or a series of slides of anatomical illustrations. You can identify the origin of the item in the Source field, and use the Catalog # and/or ISBN fields as appropriate.

For slides that you use in your classes or presentations, the Place Shown fields are available to track your usage.

As with all predefined Papyrus reference types, the Slide/Visual type includes a series of Picture fields. If you have a digital rendition of the item being referenced, you can include that

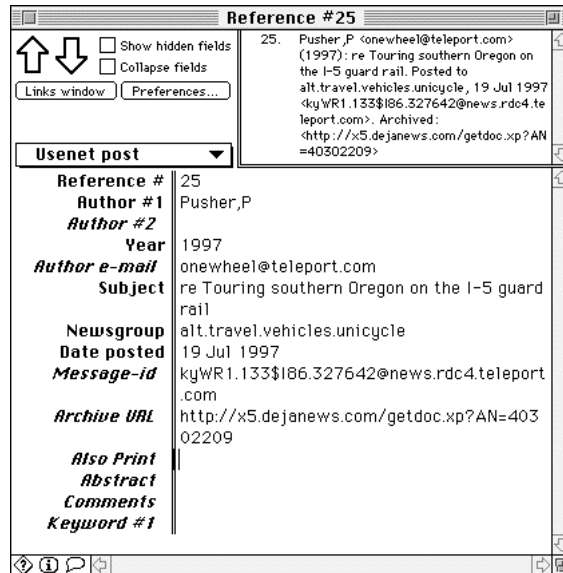
right in the Papyrus record. In some cases, such as computer graphics, you might actually employ Papyrus as your graphic library application:



If you have a lot of these, you might wish to rename the Photographer field to Artist or Designer or Illustrator.

Usenet post

Postings to newsgroups, unlike other **Internet sources**, get their own Papyrus reference type:

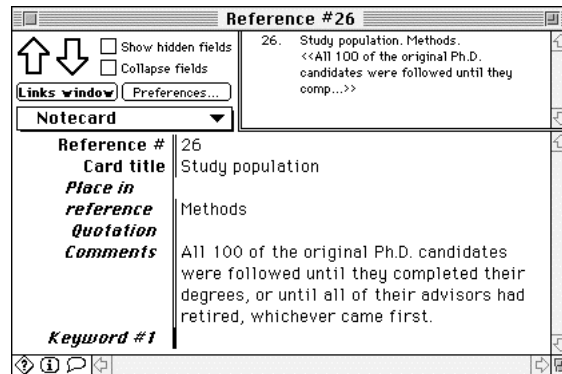


Including the Message-id from the post's header provides for unambiguous identification of the relevant post.

If you include an Archive URL, such as the DejaNews link shown above, then you and your readers will have an easy time finding a copy of the post—even years after it has been erased from everyone's news server.

Notecard

Notecards allow you to organize knowledge in manageable pieces. In many cases a notecard will represent one bit of information from an article or book you have read. For example:



This particular notecard would be **linked** to its corresponding reference. Presumably you would have several other related notecards, each summarizing a different aspect of the study to which they are all linked.

Use the *Place in reference* field to indicate to which part of the linked reference this notecard applies. Besides a section title, as shown above, this field might contain a chapter number, or a range of pages.

The *Quotation* field provides room for a direct quotation from the reference. Saving each interesting quote on its own notecard will make it easy for you to later do searches for specific quotations.

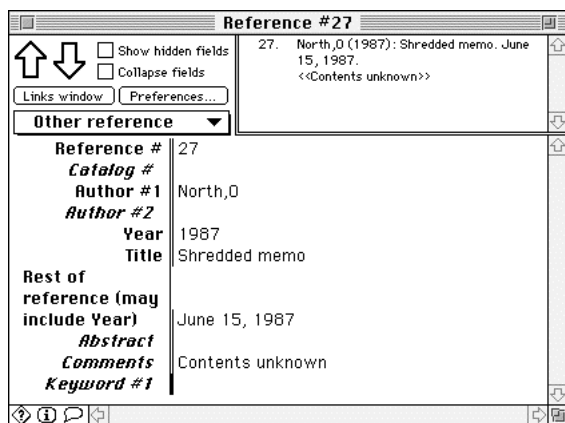
Notecards do not *need* to be linked to any reference. They can be free-standing objects where you jot down ideas or observations. These can be linked to each other to form a web of information to help you organize your thoughts. You can even use notecards when preparing your own publications, to store **textual footnotes** or (in the *Picture* field) illustrations and figures.

Other reference

Very rarely, a reference will not fit into any of the specific Papyrus reference types predefined by us or added by you. In such **extremely unusual cases**, you are dealing with an Other.

A small percentage of Papyrus users may find themselves using Others more frequently. This might apply to you, for example, if you often cite personal communications, unpublished letters, interviews, or the like.

For example:



Note that besides the always-available Abstract, Comments and Keywords (and several other such generic fields that are hidden in the above example), there are only **four** important fields here: Authors, Year, Title, and Rest of reference. As a result, Papyrus can do *very* little to make an Other fit the requirements of any particular format. Whatever punctuation or underlining you use when you enter an Other will appear unchanged when the reference is subsequently printed, regardless of the demands of any Bibliography Editors. Also, you may need to repeat the year within the Rest of reference field to get it to show up in the right spot—in such cases you will then want to have your output format suppress the usual Year from appearing in the bibliography. Keeping all this straight can occasionally get a little complicated.

In other words, while each of Papyrus's other reference types provide explicitly-labeled fields that Papyrus can rearrange as needed when you output a bibliography, for references of type Other what you enter for Rest of reference is exactly what you will see in all output listings.

Data Entry—Special Cases

Introduction	R66
Overriding Papyrus assumptions	R67
Inserting a Symbol	R68
Inserting a line-break	R69
Specifying a keyword or journal	R70
Editing, etc .items in place	R71

Introduction

Certain questions about data entry arise so frequently that I thought it best to answer them here. This information is also presented elsewhere, especially in the *Reference Entry Window* chapter of the REFERENCE section, and the corresponding chapter of the SHORTCUTS section.

See also:

WORKBOOK

Modifying References

REFERENCE

Reference Entry Window

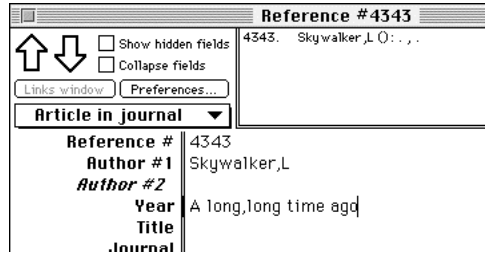
SHORTCUTS

Reference Entry Window

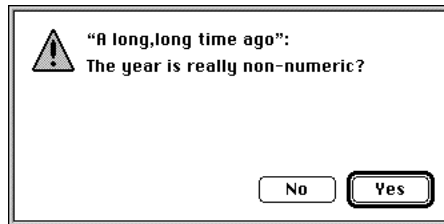
Overriding Papyrus assumptions

Many field types expect certain sorts of information. For example, a Number field expects a number, while a Name field expects a person's name.

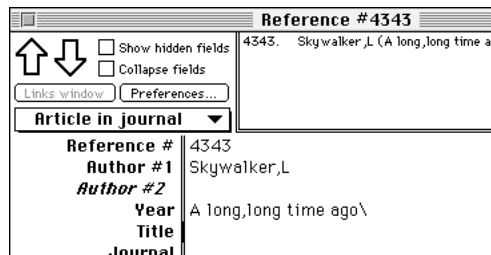
If you try to enter an unexpected kind of information into a field:



then Papyrus will either ask you to confirm its unusualness, or else reject it altogether:



Once in a while you *do* need to enter information that doesn't fit the rules. In such cases, you should type a **backslash** ("\`</code>") at the end of the field:`



The backslash tells Papyrus that you know what you're doing, and so it should just accept what you've typed without raising any concerns.

Of course, the backslash will never appear when the reference is subsequently displayed or printed.

Inserting a Symbol

To enter a Greek letter or other character from the **Symbol** font, you can of course simply choose this font from the **Font** menu and then type the appropriate character.

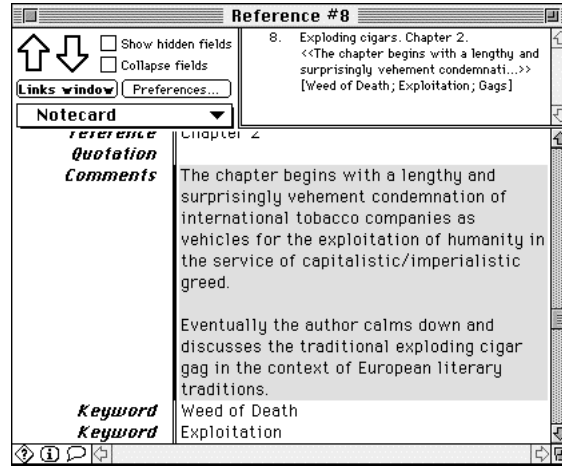
Somewhat easier, though, is to choose **Paste Symbol** from the **Edit** menu. This dialog will then appear:



You can pick a character using either your arrow keys or your mouse. When you click **OK** the character will be pasted at the current insertion point in whatever text you are entering.

Inserting a line-break

When you enter a long Comment or Abstract you might wish to insert a **line-break** or two to break the text into paragraphs:



To type a line-break, press Option-Return.

Specifying a keyword or journal

Keywords

You can enter just the first few letters of a keyword, with no concern for capitalization. If there is only a single matching keyword, then Papyrus will automatically complete your entry. If there is more than one match, then Papyrus will take you to the Keywords window to pick the one you desire.

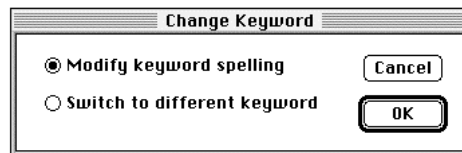
You can also use an asterisk as a wildcard. For example, typing **neuro*gy** might result in a window containing the choices **Neurology**, **Neuropathology**, and **Neurophysiology**.

If you enter a keyword that Papyrus does not recognize, it will bring up a dialog window to confirm the new keyword.

Papyrus tries very hard to be helpful, but there is a situation in which this obsequiousness can become annoying. Suppose that your database contains the keyword **Presidential campaigns**. Now you would like to enter a new keyword, **President**. In its eagerness to please, Papyrus will automatically “complete” this keyword, turning it into **Presidential campaigns**.

When this happens, change the entry back to your intended **President**, but then add a **backslash** at the end: **President**—the backslash tells Papyrus to *back off* and simply accept what you’ve typed as a new keyword.

If you modify a keyword that has already been entered, the following dialog will appear:



If you simply intended to replace the previous keyword with a different one, then choose **Switch to different keyword**. On the other hand, choose **Modify keyword spelling** if you are correcting a spelling error, or if you have decided on a better name for the keyword.

You can change choices in this dialog from your keyboard: use your \uparrow or \downarrow keys, or type the first letter of the radio button you desire.

To indicate that a keyword is to be considered a **major** keyword for this reference, type a “#” before its name, as in #Marsupials.

You may also add keywords to a reference by selecting them in the Keywords window and then clicking that window's **Select** button. Or you can drag them from the Keywords window to the Reference Entry window.

Journals

As with keywords, you can identify a journal by typing just a few letters of its name. You can also enter any halfway-reasonable abbreviation: Papyrus is smart enough to realize that your *nej* probably refers to *New England Journal of Medicine*.

As with keywords, if Papyrus does not recognize your entry, a dialog window will appear where you can provide the name, abbreviation and other information about your new journal. And, as with keywords, you will sometimes need to add a **backslash** to the end of a new journal name to prevent Papyrus from "helping" you by replacing it with an existing "match."

You can choose a journal for a reference by selecting it in the Journals window and then either clicking that window's **Select** button or else dragging the journal to the Reference Entry window.

Editing, etc .items in place

Some items—**Names, Journals, Keywords, Quoting References**—have their own windows for being edited. When one of these appears in a Reference Entry window, you can use some mouse shortcuts to bring up this editing window, or to accomplish some other tasks:

Option-double-click	For a Name, Journal or Keyword field, open an editing window for that item.
	For a Quoting Reference field, open a Reference Entry window for that reference.
Shift-Option-double-click	For a Keyword or Quoting Reference field, open a Links window for that item.
⌘-double-click	Equivalent to choosing Launch URL from the Edit menu.

CHAPTER 8

Look Up

The “Look up” command in the **Edit** menu changes according to the type of field you are currently entering or editing. For example, if you are working on an Author field, the menu command will read “Look up Author”. This applies for Authors, Editors, Journals, Keywords, and for any other field that is **whole-indexed**. For the remaining fields (such as Title), the command will read “Look up in Glossary”.

If you choose “Look up” for an empty field, the appropriate window will open from which you can select your intended author, keyword, *etc.*

If you first type a few letters and then choose “Look up”, one of two things will happen. If Papyrus knows of only one item that begins with those letters, it will insert that item immediately. If Papyrus knows of no such items, or it knows of two or more matching items, it will take you to the appropriate window.

You can also use an asterisk as a wildcard. For example, typing neuro*gy and then choosing “Look up” might open a window containing the choices Neurology, Neuropathology, and Neurophysiology.

See also:

WORKBOOK

Inputting References, Part 2

REFERENCE

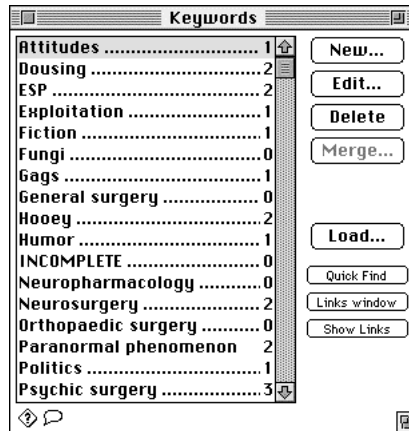
Glossary Window

SHORTCUTS

Reference Entry Window

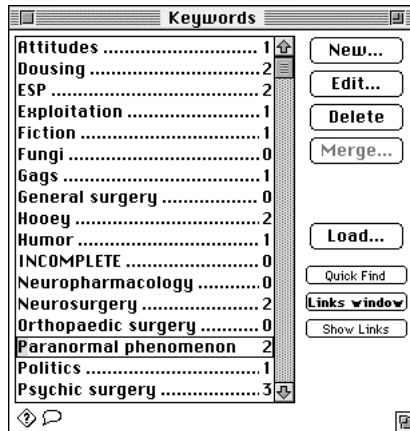
Picking From a List

There are many places in Papyrus where you will want to pick an item from a long list of choices. For example, the Keywords window:



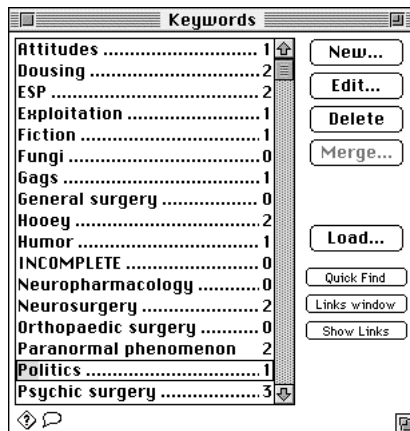
Of course, you can simply use your **mouse** or your **↑** and **↓** keys to select an item. But especially in the case of a very long list, you can quickly jump to the correct item by **typing**.

For example, suppose you wish to choose the keyword **Politics** from the above list. Typing the letter **p** will have this effect:



Papyrus has selected the first item in the list that begins with the letter p.

Now type the letter o, and Papyrus will select the first item beginning with po:

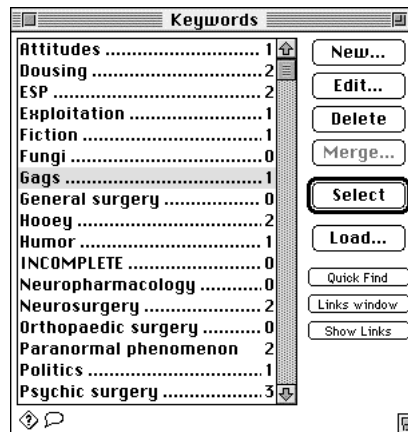


If you were to change your mind, deciding that Psychic surgery is really the keyword you want, then you would now press your Delete key (to "backspace" the o) and then type s.

You may have noticed a similar **type select** feature in other Macintosh applications, including the Finder. But usually these require you to type rather fast if you wish to enter more than a single letter. Papyrus lets you take your time to deliberate upon your selection. Which comes in handy when you wish to, say, bypass Neuropharmacology in favor of Neurosurgery.

The Target Window

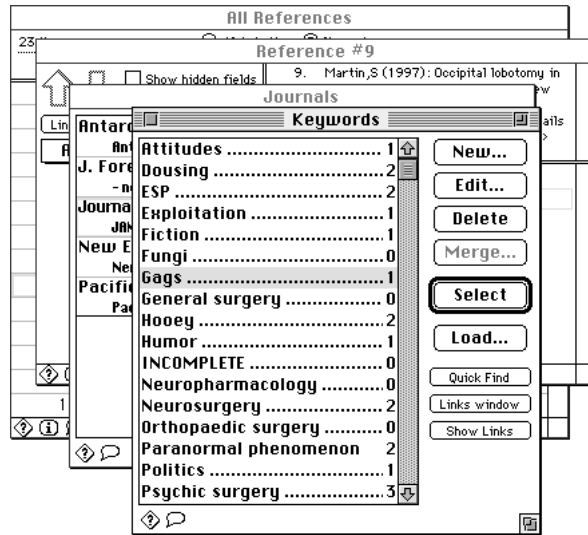
When a “dictionary” window, such as Keywords or Journals, is active, it usually shows a **Select** button:



Clicking this button will add the currently-selected keyword to another window—generally a Reference Entry window or a Group window. But if you have more than one Reference Entry or Group window open, how do you know which one will receive the selected keyword?

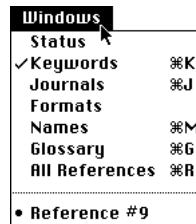
As you have probably already deduced, the **target window** is simply the **frontmost** Reference Entry or Group window. Or, more generally, the target window is the frontmost window to which the active window’s selection might apply.

For example, suppose that you have opened your All References window, and then a Reference Entry window for one of your references, and then the Journals window, and finally the Keywords window:



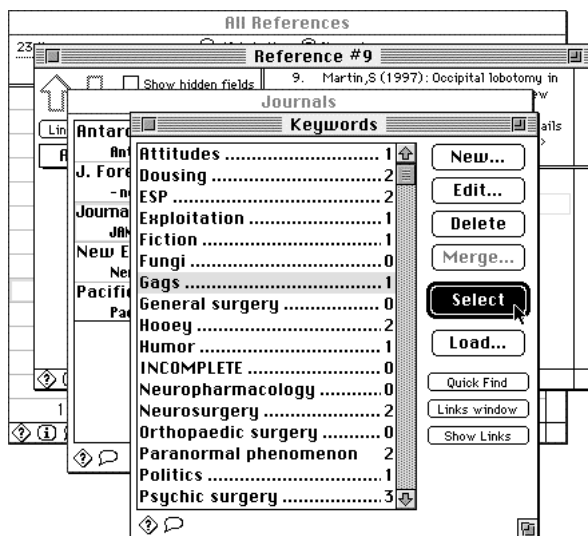
The active window is the Keywords window. The target window is Reference #9.

If you have any question as to which window is the target window, there are two ways you can check. First, take a look at the **Windows** menu:




The bullet (●) indicates the target window.

Or you can simply **click and hold** the **Select** button. While you hold down the mouse button, Papyrus will highlight the title bar of the target window:



If this isn't the window you had in mind, move your mouse away from the **Select** button before releasing the mouse button.

The Hollow Cursor

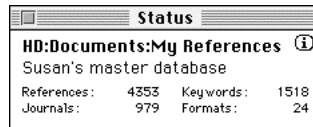
When you start a search, or an import, or any other time-consuming activity in Papyrus, the usual arrow cursor becomes hollow: 

When the operation is complete the cursor returns to its normal filled-in form: 

Papyrus allows you to do more than one thing at a time, and the hollow cursor behaves identically to the filled cursor in all respects. The hollowness is simply a reminder to you that Papyrus is still working on some task, perhaps in a window that is currently hidden behind other windows.

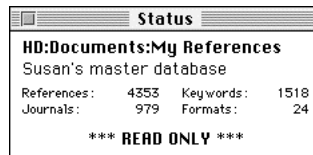
Status Window

The **Status window** gives you a summary of the currently-open Papyrus database. It displays the **name** of the database (including an indication of the folder in which your database resides), the database **description**, and **counts** of the various kinds of database records.



Clicking the **i** button, or choosing **Get Info** from the **File** menu, will bring up the **Database Info** dialog.

If the database file is **locked**, then the Status window will indicate that the database is **read-only**:



A read-only database can be searched, printed, *etc.*, but you will be unable to make any changes or additions.

See also:

REFERENCE

Database ID Dialog
All References Window
Keywords Window
Journals Window
Formats Window

SHORTCUTS

Status Window

Reference Entry Window

Introduction	R86
Elements of the Reference Entry window	R88
Reference type	R89
Fields	R90
Field types	R93
Moving from field to field	R99
Saving the reference	R100
Incomplete references.....	R101
Show hidden fields checkbox	R102
Collapse fields checkbox.....	R102
Links window button	R104
Preferences button	R105
Drag and Drop	R106
File menu	R107
Edit menu	R108
Reference menu	R110
Group menu	R110
Font menu	R111
Style menu	R111
Windows menu.....	R111

Introduction

You use this window to enter or edit individual **references** and **notecards**.

Each reference is assigned a **reference type**, such as Article in journal, Book/Monograph, Presentation at meeting, Internet source, *etc.* Besides the several reference types already defined in the program, Papyrus will let you create your own additional reference types. But most people should be well served by the predefined types.

A **notecard** is simply a special kind of reference—one whose reference type is set to Notecard. Papyrus treats notecards just like any other references.

A reference's information is split into **fields**. For example, each reference has a Reference # field that contains that reference's unique identifying number. Most types of reference include a field for Authors, a Year field, and fields for Abstract, Comments and Keywords. Other fields, such as Volume, Editors or Publisher, are available only for certain reference types.

Each field has its own **field type**. For example, Authors and Editors are both Name fields. Some other field types are Year, Page numbers, Day & Month and Free text.

See also:

WORKBOOK

Inputting References, Part 1
Inputting References, Part 2
Modifying References

CONCEPTS

Reference Types and Fields
Journals
Keywords
Names
Incomplete References
Notecards and Linked References

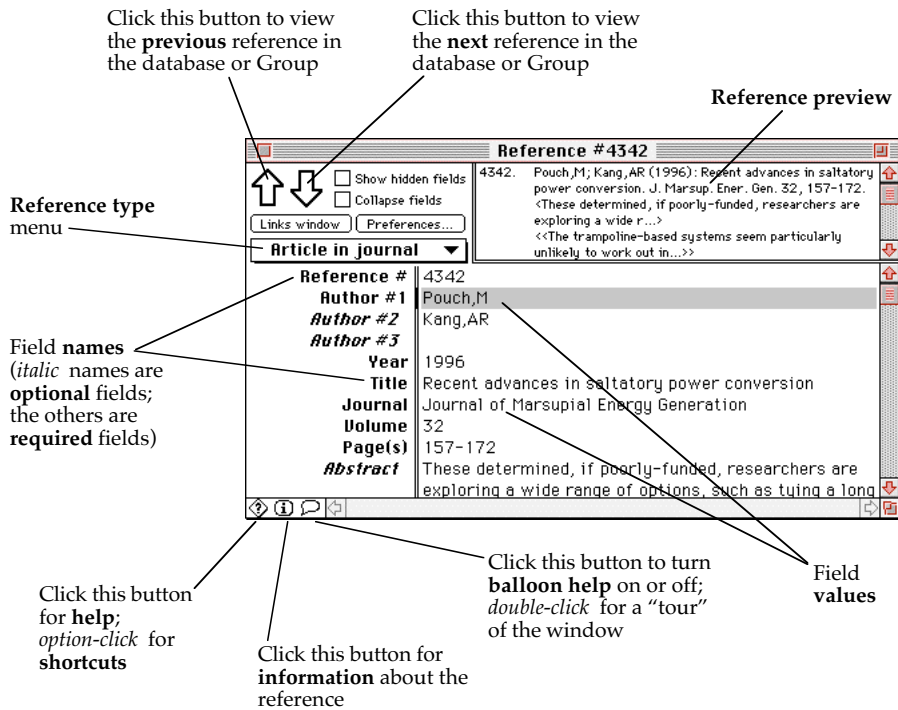
REFERENCE

Data Entry—Special Cases
Look Up
Group Window
All References Window

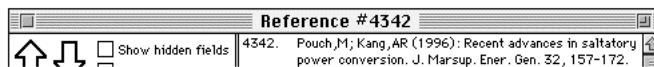
SHORTCUTS

Reference Entry Window

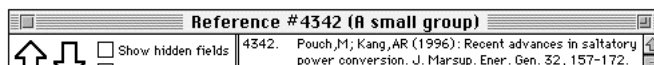
Elements of the Reference Entry window





When you open a Reference Entry window for a new reference, its **title bar** simply shows its Reference Number:



But when you edit a reference by choosing it from a Group, the Reference Entry window's title bar will also indicate this Group:

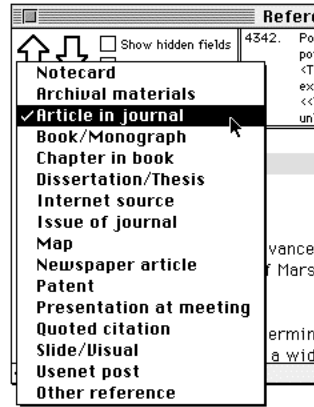
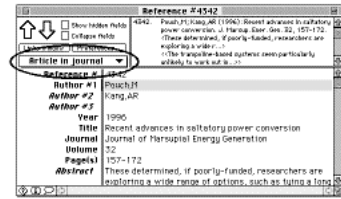


When you click the window's  or  button, Papyrus will show you the previous or next reference. If the title bar indicates a Group, then this will be the previous or next reference in the Group. Otherwise it will be the previous or next reference in your overall database.

Reference Type

Use this pop-up menu to select the reference type you desire.

Papyrus comes with many predefined **reference types**. Most Papyrus users will find these sufficient to their needs.



You can change a reference's type at any time. Any information contained in a field that is absent in the new reference type will be transferred to the Also Print field.

To specify the default reference type for new Reference Entry windows, click the **Preferences** button.

Fields

The fields of a given reference type fall into one of three categories:

Required

Papyrus expects you to enter something for every required field. If you leave a required field empty, then when you try to save the reference Papyrus will notify you that it is **incomplete** and ask how you wish to proceed.

Optional

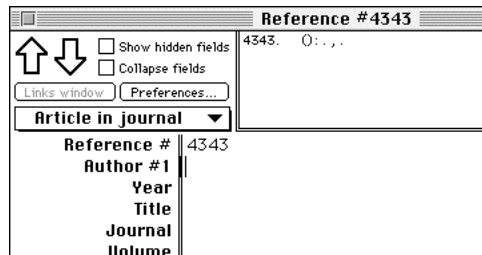
Optional fields are always shown in the Reference Entry window, but Papyrus does not care whether you fill these in or leave them blank.

Hidden

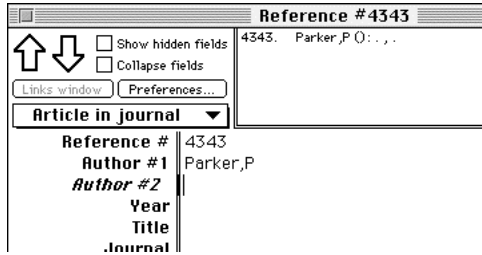
Many of the fields that Papyrus provides are used only in occasional unusual references. These fields do not appear in the Reference Entry window unless you click the “Show hidden fields” checkbox. However, once you do enter some information into a hidden field, that field will continue to appear even if you uncheck the checkbox.

• • •

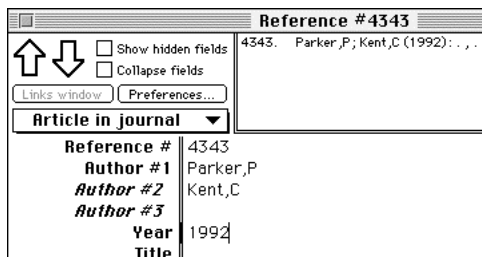
Some fields appear **multiple** times. For example, when you begin to enter a new reference, you will see a single Author field:



As soon as you enter a name in this field, a second Author field will appear:



This continues until you leave the final field empty and move on to some other set of fields:

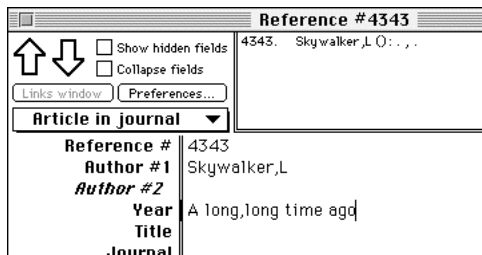


Among the other common fields that act this way are Editor and Keyword.

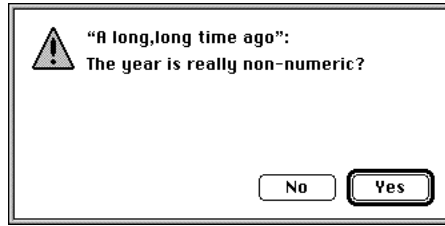
• • •

Many field types expect certain sorts of information. For example, a Number field expects a number, while a Name field expects a person's name.

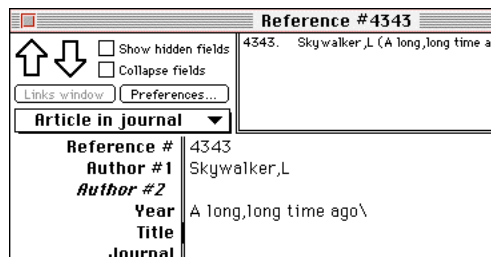
If you try to enter an unexpected kind of information into a field:



then Papyrus will either ask you to confirm its unusualness, or else reject it altogether:



Once in a while you *do* need to enter information that doesn't fit the rules. In such cases, you should type a **backslash** (“\”) at the end of the field:



The backslash tells Papyrus that you know what you're doing, and so it should just accept what you've typed without raising any concerns.

Of course, the backslash will never appear when the reference is subsequently displayed or printed.

Field types

There are several field types, each of which expects a certain kind of information. Some of these also include shortcuts for data entry.

Reference

Every reference and notecard in your database is assigned a unique Reference #. This is a number between 1 and 8,000,000.

Particular databases can impose a more restricted range of acceptable numbers. This comes in handy when you and your co-workers are each working on your own databases, but want to ensure that you can share entries without running into numbering conflicts.

For a new entry, Papyrus automatically suggests the next available reference number. However, you can enter a different number to override this suggestion; one reason you might do so would be if you were using the Reference # as a systematic index to your personal filing system.

If you enter a number that is already in use, Papyrus will offer to find the next available number for you.

ID Field

If you wish, you may assign a unique ID Field to each reference and notecard in your database. Papyrus will allow you to enter any combination of letters, numbers, and these punctuation characters: ' ~ @ # \$ - + _

A common use for this field is to enter the first author's surname, or an abbreviation thereof, combined with the reference's year, as in Smith-95 or SMIT95.

If you enter such a value—say, Smith95—that is already in use by another reference, Papyrus will offer to find next the available ID for you. To do so, it will automatically append a letter to the end of the field, as in Smith95a.

Free Text

In a Free Text field, Papyrus allows anything at all. Many fields, including Comments and Abstract, are of this type.

If you wish to insert a line-break inside a Free Text field, press Option-Return.

Title Text

For fields such as **Title** or **Series title**, you can enter any characters you like. There is only one difference between a Free Text field and a Title Text field: if you end a title with a period, Papyrus will automatically erase the period. This is to prevent extraneous punctuation should you later output your references in a format that puts a comma or other punctuation mark after the title field.

Now and then you will want to override this behavior. For example, a title ending with an abbreviation: **Cows of the U.S.A.** In this situation, you can add a **backslash** to the end of the title to tell Papyrus to ignore its usual rules: **Cows of the U.S.A.**

Number

These fields expect an integer value, such as 123.

Ordinal

Ordinals are position numbers, such as 1st, 2nd, or 3rd. A typical Ordinal field is **Edition**.

If you enter a plain number, such as 2, then Papyrus will automatically add the correct suffix.

Name

Name fields are used for authors, editors, compilers, translators, etc. The standard way to enter a name into Papyrus is **Surname,Firstname**—always type the surname first, then a comma, then the first name(s). For multigenerational names, enter another comma and then the suffix: **Smith,Joesph Q,III**.

You may provide either the **full first name** or just the person's **initials**. When entering initials there is no need to include spaces or periods between them—in fact, Papyrus will automatically remove any such punctuation when you move on to the next field. At the time of later output, Papyrus will provide whatever punctuation is called for by the output format you are then using.

You can enter a name **all in lowercase**, such as **smith,roger p**. If there are no uppercase letters in your entry, then Papyrus will automatically convert the entry—in this case to **Smith,Roger P**.

Papyrus recognizes some special cases. If you know the first few authors of a reference but not the rest, enter those you know and then type **et al.** for the final author.

If a reference is **anonymous**, you can enter either **Anonymous** or **Anon**. If you enter the former, then when you later output the reference it will display **Anonymous** as its author. But if you enter **Anon.**, then the output format controls whether **Anon.** will be displayed, or whether the author field will be suppressed entirely.

For a “**corporate**” author, such as Committee to Study Important Issues, Papyrus will ask you to confirm the absence of a comma. But if the corporate author *does* include a comma, such as Department of State Funding Procrastination, Queensland, then you should add a **backslash** to the end of the field so that Papyrus does not try to interpret this as a person’s name.

Editor Role

Papyrus does not provide separate fields for editors, compilers, translators and commentators. Instead, it provides a series of Editor fields, followed by a corresponding series of Editor Role fields:

**Role of
“Editor” #1** | Editor Compiler Translator Commentator

You should choose as many of these as apply. Papyrus will automatically display the appropriate label, such as Compiler & Translator, when the reference is later output.

If you’d rather not reach for your mouse, you can turn these checkboxes on or off by typing, respectively, **e**, **c**, **t**, or **m**.

Year

Usually you will simply enter a four-digit year into one of these fields, as in 1995. As a shortcut, you can type just the final two digits, such as 95; Papyrus will intelligently guess the century you intend.

Do not enter a letter after the year, even if you have two references by the same author from the same year. Papyrus will automatically add such letters when needed at the time you output a list of references.

Papyrus understands these special entries for a Year field: In press, In preparation, Submitted. For other entries Papyrus will ask you to confirm that you really intend what you have typed.

Day & Month

A typical use of this type of field is for journal articles, in which Day & Month is an optional field.

You may type either a month and day of the month—as in 12 September or aug 4 or 5/29—or else just a month or season—as in March or Summer.

Papyrus uses date-recognition software built into your Macintosh, so you can use most any reasonable format when typing this information. This also means that you need not worry about capitalizing month or season names.

Day, Month & Year

For fields of this type, Papyrus expects a day, month and year, such as 8 November 1998. You may type this information using any reasonable format.

Papyrus also recognizes the ISO standard format for dates, often encountered with Patents. For example, for 12 September 1996 you could type either **960912** or **19960912**.

Keyword

You can enter just the first few letters of a keyword, with no concern for capitalization. If there is only a single matching keyword, then Papyrus will automatically complete your entry. If there is more than one match, then Papyrus will take you to the Keywords window to pick the one you desire.

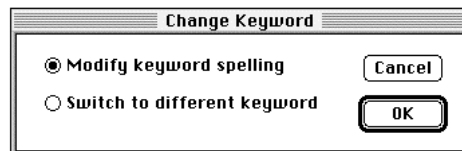
You can also use an asterisk as a wildcard. For example, typing **neuro*gy** might result in a window containing the choices **Neurology**, **Neuropathology**, and **Neurophysiology**.

If you enter a keyword that Papyrus does not recognize, it will bring up a dialog window to confirm the new keyword.

Papyrus tries very hard to be helpful, but there is a situation in which this obsequiousness can become annoying. Suppose that your database contains the keyword **Presidential campaigns**. Now you would like to enter a new keyword, **President**. In its eagerness to please, Papyrus will automatically “complete” this keyword, turning it into **Presidential campaigns**.

When this happens, change the entry back to your intended **President**, but then add a **backslash** at the end: **President**—the backslash tells Papyrus to back off and simply accept what you’ve typed as a new keyword.

If you modify a keyword that has already been entered, the following dialog will appear:



If you simply intended to replace the previous keyword with a different one, then choose **Switch to different keyword**. On the other hand, choose **Modify keyword spelling** if you are correcting a spelling error, or if you have decided on a better name for the keyword.

You can change choices in this dialog from your keyboard: use your **↑** or **↓** keys, or type the first letter of the radio button you desire.

To indicate that a keyword is to be considered a **major** keyword for this reference, type a “#” before its name, as in #Marsupials.

You may also add keywords to a reference by selecting them in the Keywords window and then clicking that window’s **Select** button. Or you can drag them from the Keywords window to the Reference Entry window.

Journal

As with keywords, you can identify a journal by typing just a few letters of its name. You can also enter any halfway-reasonable abbreviation: Papyrus is smart enough to realize that your *nej* probably refers to *New England Journal of Medicine*.

As with keywords, if Papyrus does not recognize your entry, a dialog window will appear where you can provide the name, abbreviation and other information about your new journal. And, as with keywords, you will sometimes need to add a **backslash** to the end of a new journal name to prevent Papyrus from “helping” you by replacing it with an existing “match.”

You can choose a journal for a reference by selecting it in the Journals window and then either clicking that window’s **Select** button or else dragging the journal to the Reference Entry window.

Pages

When entering a range of page numbers, such as 235-239, you may abbreviate: 235-9. Papyrus is fairly intelligent about understanding what you intended, and will automatically expand your entry when you proceed to the next field.

When necessary, you may enter discontinuous page numbers such as 17,45. This tends to occur mostly with non-professional magazines or newspapers.

Yes or No

Simply answer Y or N for such fields.

Degree

Degree fields arise in Dissertations and Theses. Papyrus recognizes Ph.D. and Masters, and will automatically handle their capitalization and punctuation for you. For other sorts of degrees you are on your own.

If you enter Ph.D. into the Degree field, then Papyrus will automatically insert Dissertation into the Document Type field. Otherwise it will suggest Thesis.

Document Type

For a Thesis or Dissertation, you will usually enter **Dissertation** or **Thesis** here. Papyrus will suggest a default answer based on your previous entry for the Degree.

For a Patent, you will enter into this field something like **Patent** or **Demande** or **Kokai**. Papyrus will provide a default answer based on your previous entry for the corresponding Patent Country.

Associated Reference

This field is present for references that **quote** another reference. You identify the relevant reference by entering its Reference #.

You can also **drag** a reference to this field from another window.

Picture

You may **paste** or **drag** any sort of graphic into this type of field.

Papyrus will display the graphic's **PICT** representation. However, it will store **all** available representations. So if you later copy or drag the graphic to another application, it will be as if you had copied it from the original application.

Moving from field to field

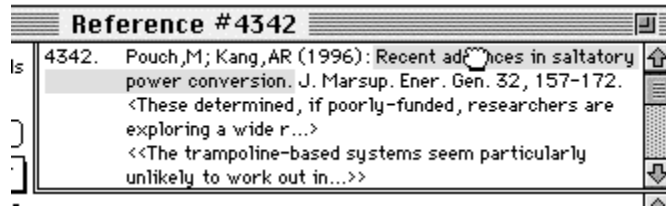
After you have typed in the value for a field, the simplest way to move to the next field is to press either Return or Tab.

Or you can press ↓ to proceed down to the next field.

To move up to the preceding field press ↑ or Shift-Tab or Shift-Return.

You can jump to a particular field with your mouse, by clicking its **field name** or **field value**. Clicking the field name will simultaneously *select* the entire value.

Another way to jump to a particular field is to click its value in the **reference preview**:



Saving the reference

When you are ready to have Papyrus save your reference, you have some choices.

To save the reference but keep it open in the Reference Entry window for further changes, choose **Save** from the **File** menu.

To save the reference and dismiss it, you have a few choices:

Press the Enter key

or

press the Return key from the final field in the window

If this reference was opened from within a Group (as indicated by a Group name showing in the Reference Entry window's title bar), Papyrus will save your changes and then close the Reference Entry window.

Otherwise Papyrus will save the reference and then ready the Reference Entry window for you to enter a new reference.

Click the window's  button

If this reference was opened from within a Group, Papyrus will save your changed reference and then fill in the Reference Entry window with the next reference from that Group.

Otherwise Papyrus will save the reference and then proceed to the next reference in your database. If this is already the highest-numbered reference, then Papyrus will ready the Reference Entry window for you to enter a new reference.

Click the window's  button

If this reference was opened from within a Group, Papyrus will save your changed reference and then fill in the Reference Entry window with the previous reference from that Group.

Otherwise Papyrus will save the reference and then proceed to the previous reference in your database.

Incomplete references

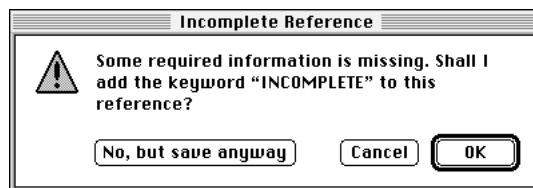
Papyrus considers a reference to be **incomplete** if certain information is missing. This might occur because a reference has not yet been published—as in an article “In Press” or “Submitted”—or because you simply do not have all of the information at hand when you enter the reference into Papyrus.

As I’ve indicated elsewhere, some of the fields in the Reference Entry window are considered **required**, while others are **optional**. If you leave empty any required field, Papyrus will consider the reference incomplete.

For each reference type, you can adjust which fields are required and which optional through the “Database Settings...” function from the **File** menu.

There are also a few other situations in which Papyrus considers a reference to be incomplete. These include a non-numeric Year, such as “In Press”, or an Author or Editor of “et al.”

When you attempt to save an incomplete reference, Papyrus will bring this fact to your attention:



If you choose **Cancel** you will find that Papyrus has highlighted the offending field for you. In many cases you will realize that you’ve accidentally left out some information, so now you can repair this omission and save the reference correctly.

If you choose **OK** then Papyrus will add **INCOMPLETE** to the reference’s list of **keywords**, and save the reference. This will come in handy later, as you can use this keyword to quickly search your database for incomplete references and fill in their missing pieces before including them in the bibliography for your next grant application.

Select **No, but save anyway** when you are aware of the reference’s deficiencies but not concerned about them.

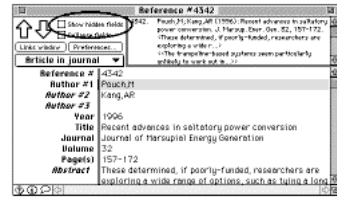
Show hidden fields checkbox

As I've indicated elsewhere, some of the fields in the Reference Entry window are **hidden**. These are fields that occasionally prove helpful for a particular reference type, but that in most cases are left empty.

To avoid cluttering up the Reference Entry window, these hidden fields are normally not shown. When you need to access them, however, you need only click the Show hidden fields checkbox, and all fields available for the current reference type will appear.

After you have entered your information into one or more of the normally-hidden fields, you can uncheck Show hidden fields. The fields that now contain information will remain visible; all the still-unused hidden fields will disappear.

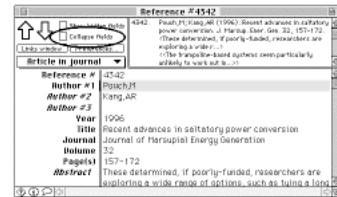
For each reference type, you can adjust which fields will be hidden through the **Database Settings...** function from the **File** menu.

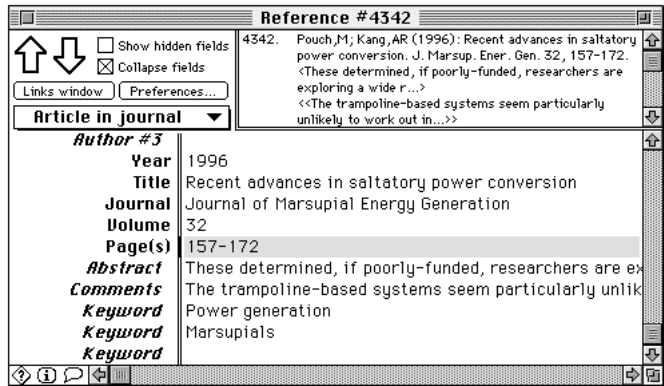


Collapse fields checkbox

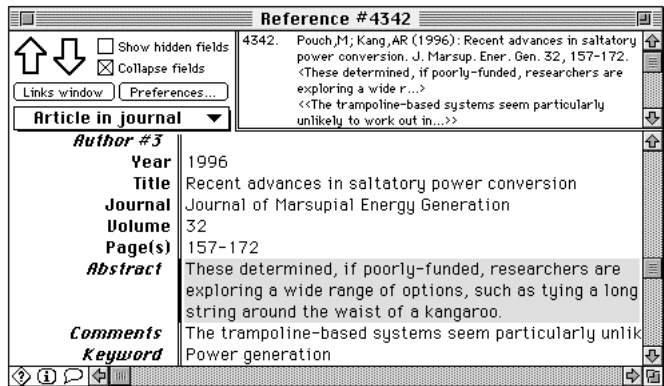
Some fields, such as Abstract and Comments, can extend for many lines. If your window is fairly small, or an Abstract or other field quite large, then this field may end up filling most of the window, requiring you to constantly scroll the window to see other fields.

Checking Collapse fields causes every field in the Reference Entry window to shrink itself to a single line:





When you move into a collapsed field, it automatically expands itself to its full height:

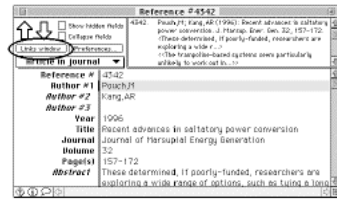


When you move to another field, the previous field will automatically shrink back to a single line.

Links window button

Clicking this button will open a new window for this reference. This **Links window** allows you to view or modify connections between the chosen reference and other references or notecards in your database.

You cannot open a Links window until the current reference has been **saved** to your database.



Links window

This is how the button appears if this reference currently has no links.

Links window

This is how the button appears if this reference already has links.

Preferences button

Clicking this button brings up the following dialog box:

Use this menu to set the starting **reference type** for a new Reference Entry window

Click this button to change the **format** used for the reference preview

Use these menus to set the **font** and **size** used for the reference preview

The starting settings of these two checkboxes for a new Reference Entry window

You might choose **Right** if you are working in a right-to-left language, such as Hebrew or Arabic

Click these buttons to set the **text style**, including font and size, for **field names and values**

Reference Entry Window Preferences

Default reference type: **Article in journal**

Reference preview display: **Change format** STANDARD

Geneva **9**

Show hidden fields Collapse fields

Text styles: **Names of required fields**
Names of optional fields
Values of fields

Position of field names: **Left** **Right**

Automatically display possible duplicates after you have entered Authors and Year
 Automatically check spelling when a reference is saved

Use as default settings for new Reference windows

Cancel **OK**

If Use as default settings for new Reference windows is checked, then these settings will apply to all future Reference Entry windows as well as the present window. If it is not checked, then these changes will only apply to the current window.

Drag and Drop

Text and pictures

You may drag selected text from one field to another, or to and from other windows.

You may drag graphics to and from a Picture field.

To a Group window

Dragging the **reference preview** to a Group window adds this reference to the Group.

From a Reference Entry or Group window

Dragging a reference to a Reference Entry window sets any empty fields in the target window to the values present in the dragged reference.

For example, you might drag an existing Book or Chapter reference onto a new Chapter reference in another Reference Entry window to fill in the Editors, Book Title, Publisher, etc.

From the Keywords window

Dragging one or more keywords to a Reference Entry window will add those keywords to the reference.

From the Journals window

Dragging a journal to a Reference Entry window will add that journal to the reference (assuming that the current reference type includes a **Journal** field).

From the Formats window

Dragging a format to a Reference Entry window makes that the format for the **reference preview**.

File menu

The items in the **File** menu that pertain to the Reference Entry window are:

Close

Closes the window.

Hold down the Option key to close the window without saving any changes

Save

Saves the current reference.

Revert

Restores the current reference to how it appeared in your database prior to the changes you have so far made in the Reference Entry window.

Get Info

Displays the origin of the current reference—*e.g.*, whether it was typed in or imported—plus the date and time of both its original entry and its latest modification.

The same information will appear if you click the ⓘ in the lower left corner of the Reference Entry window.

Page Setup...

Brings up the standard Macintosh dialog about paper size, orientation, *etc.*

Print/Export...

Use this item either to print this reference, or else to export it to your word processor. The resulting **Print/Export dialog** contains many options that you can adjust.

File	
Open Database...	
Close Database	

Open Text Document...	
Close	⌘W
Save	⌘S
Revert	
Get Info	

Page Setup...	
Print/Export...	⌘P
Cross-reference list...	
List with Index...	

Database settings...	
Database repair...	
Papyrus-Papyrus transfer...	
Quit	⌘Q

Edit menu

The items in the **Edit** menu that pertain to the Reference Entry window are:

Cut

Copies the currently-selected text or picture to the clipboard, and removes it from the reference.

Copy

Copies the currently-selected text or picture to the clipboard.

Paste

Pastes text or graphics from the clipboard to the current field. (Graphics can be pasted only to a Picture field.)

Select All

Selects all the text of the current field.

Look up...

The **Look up** command changes according to the type of field you are currently entering or editing. For example, if you are working on an Author field, the menu command will read **Look up Author**. This applies to Authors, Editors, Journals, Keywords, and any other field that is **whole-indexed**. For the remaining fields (such as Title), the command will read **Look up in Glossary**.

If you choose **Look up** for an empty field, the appropriate window will open from which you can select your intended author, keyword, *etc.*

If you first **type a few letters and then choose "Look up"**, one of two things will happen. If Papyrus knows of only a single item that begins with those letters, it will insert that item immediately. If Papyrus knows of no such items, or it knows of two or more matching items, it will take you to the appropriate window.

You can also use an **asterisk** as a wildcard. For example, typing **neuro*gy** and then choosing "Look up" might open a window containing the choices **Neurology**, **Neuropathology**, and **Neurophysiology**.

Duplicate This Field...

Duplicate Remaining Fields...

If a second Reference Entry window is open, then you can use these commands to copy information from that window to the present one.

Duplicate This Field will only be available if the present field is still empty. Choosing it will fill in the present field with the value used in the other window.

Edit	
Can't Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Look up Author	⌘L
Duplicate This Field	⌘D
Duplicate Remaining Fields	
Paste Symbol	⌘Y
Find & Replace Text...	
Change Field...	
Check Text Spelling	
Launch URL	
Show Clipboard	

Duplicate Remaining Fields will fill in **all** empty fields in the present window, using the corresponding fields from the other window.

The references in the two windows may be of different reference types. For example, if the present reference is a Chapter and the other a Book, then Papyrus understands that the Book's "authors" correspond to the Chapter's "editors".

Paste Symbol

Use this command to quickly insert a character from the **Symbol** font.

Check Text Spelling

Checks the spelling of the currently-selected text. If no text is selected, then checks the spelling of the current field.

Papyrus performs spellchecking in conjunction with a third-party spelling checker, such as Spellswell Plus.

Launch URL

If the currently-selected text includes an Internet URL, then **Launch URL** will instruct your Web browser to go to the indicated address. Papyrus handles this via the **Internet Config** extension.

Reference menu

The items in the **Reference** menu that pertain to the Reference Entry window are:

New

Opens a fresh Reference Entry window for you to enter a new reference.

Delete

Permanently deletes the current reference from your database.

Add Notecards

Opens a new Reference Entry window where you can enter one or more new notecards. These notecards will be linked to the current reference.

Cite...

Places the current reference into the clipboard, so that you can paste it into another application, such as a word processor. The **Cite dialog** lets you decide whether the reference will be pasted as a formatted citation or as a placeholder for a subsequent **Process Manuscript** operation.

Reference	
New	⌘N
Find...	⌘F
Edit	⌘E
Delete	
Merge	
Add notecards	⌘T
Cite...	⌘I

Import...	
Duplicates...	

Group menu

None of the items in the **Group** menu pertain to the Reference Entry window.

Group	
New Group	
Open Group...	⌘O

Edit Description	
Set Format...	
Sort...	
Refine Search...	
Process Manuscript...	

Specific pages...	
Cite Together	
Cite Separately	

Font menu

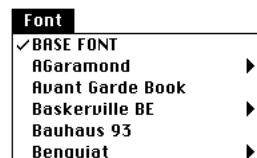
Use this menu to set the font of text you enter.

Almost all of the time you will stick to the first item in the menu, **BASE FONT**. You can choose which screen font will be used to display this base font in the Reference Entry window, via the **Preferences button**.

When you later print or export your references, you will be able to set the font to be used for all “base font” text.

In rare cases you will need to specify a particular font as you type. For example, you might need to quote some Japanese or Hebrew or Greek text.

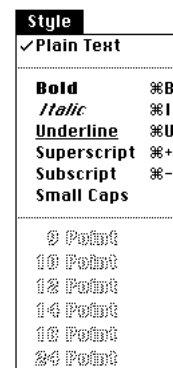
When you pick a font other than **BASE FONT**, that text will **always** be displayed in that specific font, even if you later export the reference to your word processor.



Style menu

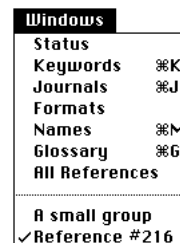
Use this menu to set the style of text you enter.

You cannot adjust the **size** of text here, because that will be set later when you print or export your references.



Windows menu

Use this menu to open one of Papyrus’s special windows (Keywords, Journals, Glossary, etc.), or to switch to a different Reference Entry or Group window.





All References Window

Introduction	R114
Elements of the All References window	R115
Display formats	R117
Links window button	R119
Preferences button	R119
Selecting references	R120
Drag and Drop	R121
File menu	R122
Edit menu	R123
Reference menu	R124
Group menu	R124
Font menu	R125
Style menu	R125
Windows menu	R125

Introduction

This window displays all the references and notecards in your Papyrus database.

You can switch the window's arrangement between **alphabetic order** by Authors and **numeric order** by Reference Number. The former might be convenient if you are looking for a paper whose first author you know, while the latter can come in handy if you want to review your most-recently entered batch of references.

In many respects, the All References window behaves just like a **Group window**. But since a Group contains only a subset of your full database, and can be sorted in any arbitrary order, there are some significant differences between the two types of window.

See also:

WORKBOOK

Modifying References

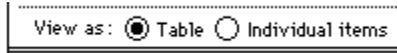
REFERENCE

Group Window

SHORTCUTS

All References Window

Elements of the All References window

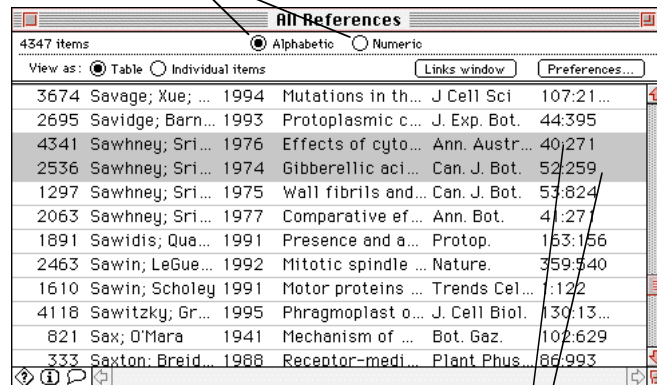


You can switch the All References window back and forth between two views:

- **Table** view shows all of the references in your database, in an abbreviated form.
- **Individual items** view shows you a single reference at a time, in detail.

All References window in **Table** view:

You can switch between **alphabetic** and **numeric** views of your database



Click this button for **help**; *option-click* for **shortcuts**

Click this button to turn **balloon help** on or off; *double-click* for a "tour" of the window

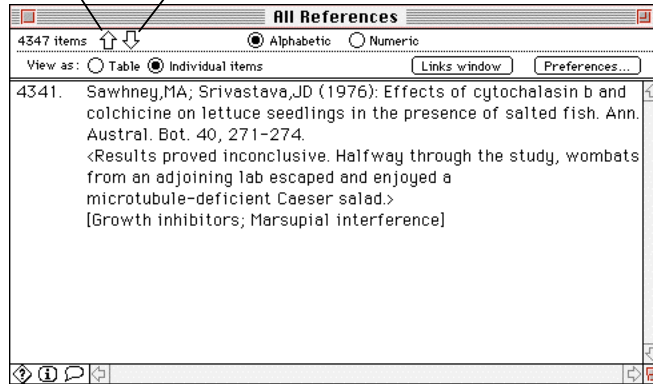
Click this button for **information** about the database

These two references are currently **selected**

All References window in Individual item view:

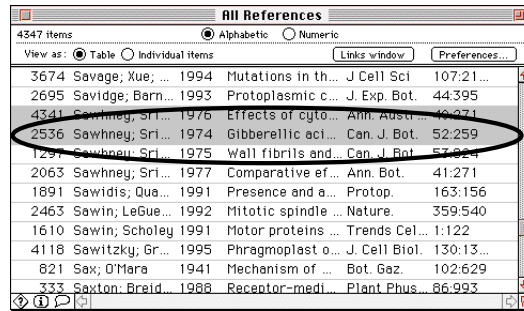
Click this button to view the **previous** reference in the database

Click this button to view the **next** reference in the database



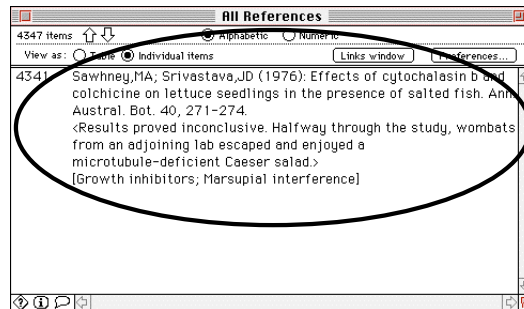
Display Formats

You may choose the format that the All References window uses in each of its two views.



In the **Table** view you will probably prefer to use a *tabular* format, so that the various fields line up in neat columns. Papyrus is initially set to use its built-in BRIEF format, which is a one-line tabular format.

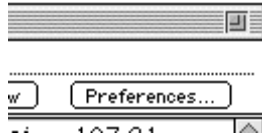
Depending on your needs and desires, you might decide to use a tabular format that includes two or more lines of information. Or you might choose a non-tabular format. Of course, if you pick a format that requires more than one line per reference, fewer references will be simultaneously visible in the All References window.



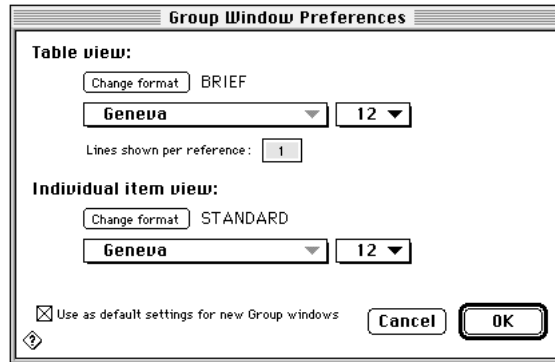
In the **Individual items** view you will probably want to use a format that shows most or all of the information associated with each reference. Since this would include fields such as Comments and Keywords, the format you pick will probably not be one of the formats you would use when printing a bibliography for publication.

Papyrus is initially set to use its built-in STANDARD format for the Individual items view.

There are two ways to change the All References window's display formats.



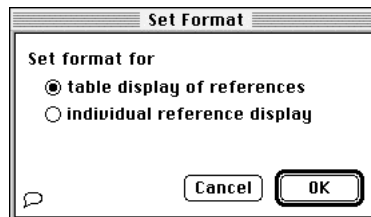
Clicking the **Preferences** button brings up the following dialog box:



Clicking either of the **Change format** buttons will yield a list of available output formats from which you can choose. You can also change the number of lines that will be shown for each reference, in case you are using a format that is not a one-line tabular format.

If **Use as default settings for new Group windows** is checked, then these settings will apply to all future Group windows as well as the All References window. If it is not checked, then these changes will only apply to the All References window.

The other way to change the display formats is to open the **Formats** window and select the format you desire. Then you can either press the Formats window's **Select** button, or else you can **drag** the format onto the All References window. Either way, you will be greeted by the following dialog box:



Select either choice and click **OK**.

Links window button

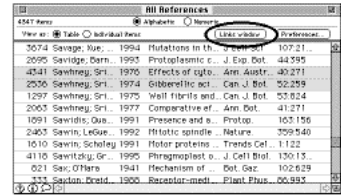
When one or more references are selected, clicking this button will open a new window for each of them. This **Links window** allows you to view or modify connections between the chosen reference and other references or notecards in your database.

Links window

This is how the button appears if none of the selected references currently have any links.

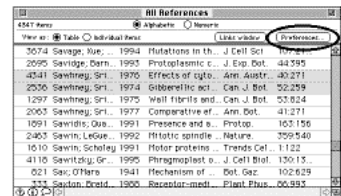
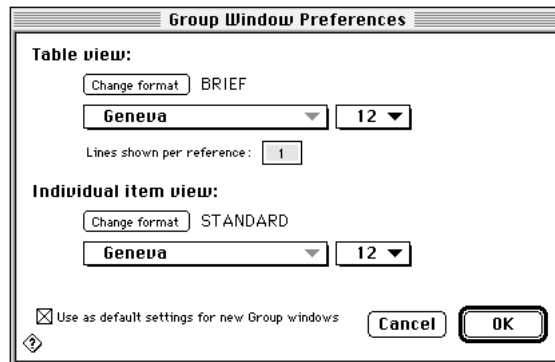
Links window

This is how the button appears if at least one of the selected references already has links.



Preferences button

Clicking this button brings up the following dialog box:



Here you can set each of the **display formats** for the window, by clicking the corresponding **Change format** button. Doing so will bring up a list of available output formats from which you can choose.

You can also pick the base font and font size for each view, as well as the number of lines reserved for each reference in the Table view.

If Use as default settings for new Group windows is checked, then these settings will apply to all future Group windows as well as the All References window. If it is not checked, then these changes will only apply to the All References window.

Selecting references

In the Table view you can select references using standard Macintosh techniques:

Click a reference to select it.

⌘-click a reference to add it to the selection.

Shift-click a reference to add it, and all intervening references, to the selection.

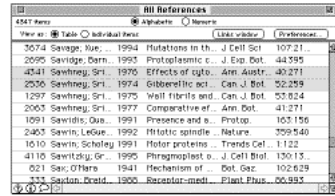
↑ or ↓ selects the reference above or below the current selection.

⌘-↑ or ⌘-↓ selects the first or last reference in the window.

Shift-↑ or Shift-↓ enlarges the current selection to include the reference above or below.

⌘-Shift-↑ or ⌘-Shift-↓ enlarges the current selection to include all preceding or all following references.

Select All from the **Edit** menu selects all references in the database.



The screenshot shows a window titled "All References" with a menu bar containing "File", "Edit", "Table", "Individual Item", "Alphabetic", "Numeric", "Links window", and "Database". The main area is a table with columns for "Reference #", "Author", "Year", "Title", and "Page". The table contains several rows of references, with the first few rows highlighted in blue. The references listed are:

Reference #	Author	Year	Title	Page
3074	Savage, H.S.	1994	Mutations in th...	J Cell Sci 107:21...
2099	Savage, H.S.	1991	Protoplasmic c...	J Exp Bot 44:395
4541	Sawhney, S.R.	1970	Effects of cglu...	Ann. Anstr. 40:271
2930	Sawhney, S.R.	1974	Gibberellin act...	Can. J. Bot. 52:259
1297	Sawhney, S.R.	1975	Wall fibrils and...	Can. J. Bot. 53:824
2003	Sawhney, S.R.	1977	Competitive of...	Ann. Bot. 41:271
1091	Sawidis, G.M.	1991	Presence and e...	Protosp. 103:156
2403	Sawin, LeGue...	1992	Mitotic spindle	Nature 359:540
1010	Sawin, Schlegel	1991	Motor proteins	Trends Cell. 1:122
4110	Sawitzky, G.	1990	Phylogenetic r...	J Cell Biol. 130:15
021	Sax, O'Hara	1941	Mechanism of ...	Bot. Gaz. 102:629
373	Seyton, David	1900	Receptor-medi...	Plant Phys. 00:895

Selecting by typing

In either the Table view or the Individual items view, you can jump directly to a particular reference by **typing the first few numbers or letters** corresponding to the reference.

If the All References window is in **alphabetic order**, then typing a few letters will take you to the first reference whose first **author's surname** starts with those letters.

If the All References window is in **numeric order**, then typing a number will take you to the reference bearing that **Reference #**.

Drag and Drop

To a Group window

Dragging references from the All References window to a Group window will add those references to the Group.

To a Reference Entry window

Dragging a reference to a Reference Entry window will set the empty fields in the entry window to the values present in the dragged reference.

From the Keywords window

Dragging one or more keywords to the All References window will add those keywords to the references of your database. If one or more references are currently selected, Papyrus will ask you whether you wish to add the keywords to just the selected references or to every reference in the database.

From the Formats window

You can change either of the window's **display formats** by dragging a format onto the All References window.

File menu

The items in the **File** menu that pertain to the All References window are:

Close

Closes the All References window.

Get Info

Lets you change your database's description and allowable range for reference numbers.

The same **Database ID dialog** will come up if you click the  in the lower left corner of the All References window.

File	
Open Database...	
Close Database	

Open Text Document...	

Close	⌘W
Save	⌘S
Revert	
Get Info	

Page Setup...	
Print/Export...	⌘P
Cross-reference list...	
List with Index...	

Database settings...	
Database repair...	
Papyrus-Papyrus transfer...	

Quit	⌘Q

Page Setup...

Brings up the standard Macintosh dialog about paper size, orientation, *etc.*

Print/Export...

Use this item either to print some or all of your database, or else to export some or all of the database to your word processor. The resulting **Print/Export dialog** contains many options that you can adjust.

List with Index...

Use this item to print or export some or all of your database, followed by an index to the printed / exported entries by the field of your choice. For example, you might print a list of references, followed by a keyword index or an author index. The **Indexed List dialog** contains several options that you can adjust.

Papyrus-Papyrus transfer...

Use this item to export some or all of your database to a file that can then be imported into a different Papyrus database. The **Papyrus-Papyrus Transfer dialog** allows you to work with either Version 7 or Version 8 of Papyrus.

Edit menu

The items in the **Edit** menu that pertain to the All References window are:

Copy

Copies the currently-selected references to the clipboard.

Select All

Selects all the references in the database.

Find & Replace Text...

Lets you search a specified field for some text, and replace that text with different text. You can search all references in the database, or only the currently-selected references. The **Find & Replace Text dialog** offers you several options that you can adjust.

Change Field...

Lets you replace or add text to a specified field, or move or copy the contents of one field to another. You can do this for all references in the database, or for only the currently-selected references. The **Change Field dialog** offers you several options that you can adjust.

Check Reference Spelling...

Checks the spelling of either the currently-selected references, or else all the references in the database. Papyrus performs **spellchecking** in conjunction with a third-party spelling checker, such as Spellswell Plus.

Launch URL

If the currently-selected reference includes an Internet URL, then **Launch URL** will instruct your Web browser to go to the indicated address. Papyrus handles this via the **Internet Config** extension.

Edit	
Can't Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A

Look up	⌘L
Duplicate This Field	⌘D
Duplicate Remaining Fields	
Paste Symbol	⌘P

Find & Replace Text...	
Change Field...	
Check Reference Spelling...	

Launch URL	
Show Clipboard	

Reference menu

The items in the **Reference** menu that pertain to the All References window are:

Edit

Opens a Reference Entry window for each of the currently-selected reference.

Delete

Permanently deletes the currently-selected reference from your database.

Merge

Combines the currently-selected references into a single reference. You will use this when you discover duplicate entries corresponding to the same publication. When some fields differ between the entries, such as keywords or comments, Papyrus will ask you whether you wish to keep one version or the other, or combine the two.

Add Notecards

Opens a new Reference Entry window where you can enter one or more new notecards. These notecards will be linked to each of the currently-selected references.

Cite...

Places the currently-selected reference into the clipboard, so that you can paste them into another application, such as a word processor. The **Cite dialog** lets you decide whether the references will be pasted as formatted citations or as placeholders for a subsequent **Process Manuscript** operation.

Reference	
New	⌘N
Find...	⌘F
Edit	⌘E
Delete	
Merge	
Add notecards	⌘T
Cite...	⌘I
.....	
Import...	
Duplicates...	

Group menu

None of the items in the **Group** menu pertain to the All References window.

Group	
New Group	
Open Group...	⌘O
.....	
Edit Description	
Set Format...	
Sort...	
Refine Search...	
Process Manuscript...	
.....	
Specific pages...	
Cite Together	
Cite Separately	

Font menu

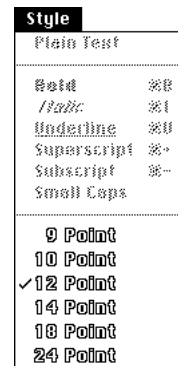
Choosing a font from the **Font** menu will make that the default font for the All References window. You can set different fonts for the Table view and the Individual items view.



These changes will only affect the All References window. To change your default fonts for future Group windows, use the **Preferences button**.

Style menu

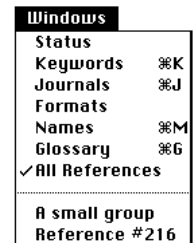
Choosing a font size from the **Style** menu will make that the default font size for the All References window. You can set different sizes for the Table view and the Individual items view.



These changes will only affect the All References window. To change your default font size for future Group windows, use the **Preferences button**.

Windows menu

Use this menu to open one of Papyrus's special windows (Keywords, Journals, Glossary, etc.), or to switch to a Group or Reference Entry window.



Group Window

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Sorting	R134
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Font menu	R145
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Introduction

Groups are central to the use of Papyrus. When you ask Papyrus to perform a **search**, the results form a new Group. When you assemble a collection of your references to **publish a bibliography**, you do so by making a Group that contains just those references. When you have Papyrus **process a manuscript** to automatically generate the in-text citations and the final bibliography, the relevant references will be placed into a Group.

The references in a Group can be **sorted** however you wish. For example, a very common arrangement is alphabetically by authors, then chronologically by year, and then alphabetically by title. Or you might choose a strictly chronological sort, by year only. Or you could sort the Group by journal and volume, so that you can print out the list and efficiently find the articles at your library.

In some cases you will need to sort the references of the Group in an arbitrary order. For example, many journals demand that the bibliography be arranged in **citation order**.

The sorting method used for a Group is related to a Papyrus **format**. For example, if you tell Papyrus that this Group is going to be used to print a bibliography using, say, *Vancouver* format—a common biomedical journal style—then that implies that the Group will be sorted in citation order. A different format might imply author-year-title order. In the latter case, the format would also contain rules for using *et al.*, which in turn will affect the sorting of the references.

Although the format chosen for the Group thus implies a default method of sorting, you can override that default and tell Papyrus to sort the Group in any way you desire.

Note that the format designated for printing and sorting is independent of the formats used to **display** the references in the Group window.

See also:

WORKBOOK

Groups
Finding References
Preparing a Manuscript and its Bibliography Together
Specific Pages
Citing references together

CONCEPTS

Output Formats
Groups

REFERENCE

All references Window
Sort
Refine Search
Process Manuscript

SHORTCUTS

Group Window

Elements of the Group window

View as: Table Individual items

You can switch a Group window back and forth between two views:

- **Table** view shows all of the references contained in the Group, in an abbreviated form.
- **Individual items** view shows you a single reference at a time, in detail.

Group window in Table view:

The Group's description

These two references are currently selected

The format used for sorting and printing this Group

AM SOC MICRO

A small group					
12 items An unlikely collection of unrelated references					
View as: <input checked="" type="radio"/> Table <input type="radio"/> Individual items					
Links window Preferences...					
18	Abelson; Will...	1990	The behavioral ...	The New V...	11:423
10	Boyse; Broxm...	1989	Isolation and preserva...	(Bioc-) Biocy...	
211	Braddick	1974	That koala busi...	J. Animals	53:76
210	Braddick	1974	This koala busi...	J. Physiol.	82:200
214	Braddick; Bell	1976	Australian Ani...	J. Austr. Z...	12:20
5	Chung; Felsen...	1996	Insulator DNA derived ...	(Ussh) US De...	
43	de Fiòrito; Sc...	1990	Observational «...	Int. J. Rem...	256:545
11	de Prank; Gru...	1989	"GABAA" <i>α/β</i> -r...	Vis. Neuro...	60:229
2	Felsenstern	1992	Unusual finding...	Science	20:12
8	Naughton; Na...	1987	Bone marrow replacem...	(Marr-) Marr...	
105	Pääbo; Herma...	1992	Differential <i>ex</i> ...	Vis. Neuro...	8:49
3	Turell; David...	1979	Toxicitu of par...	Applied-a...	38:656

These three items will be cited together as a single entry in the bibliography

Click this button to turn balloon help on or off; double-click for a "tour" of the window

Click this button for information about the Group

Click this button for help; option-click for shortcuts

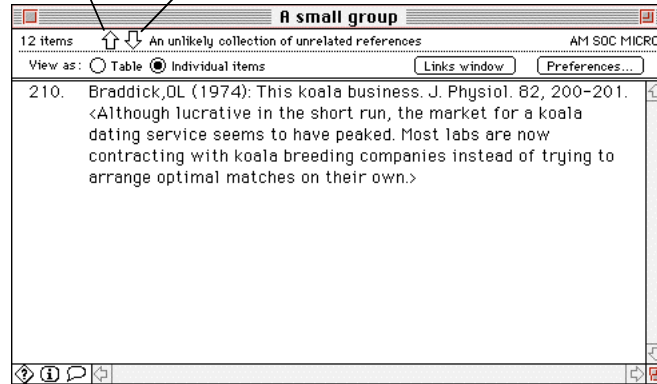
This item refers to specific pages of its reference

This reference is incomplete

Group window in Individual items view:

Click this button to view the **previous** reference in the Group

Click this button to view the **next** reference in the Group



Group Description

The description provides a reminder of what this particular collection of references represents.

When you create a new Group, Papyrus provides a somewhat generic description:

You can type a useful description here

To change the description to something a bit more helpful, choose **Edit Description** from the **Group** menu.

Or you can simply click or double-click anywhere in the description itself to start editing.

No.	Author	Year	Title	Journal	Page
18	Adelson, Will	1990	The behavioral	The New Y.	11-423
19	Bogus, Brown	1989	Isolation and pressure	Disc-J. Biog.	
211	Braddick	1974	That koala busi.	J. Animals	53-76
210	Braddick	1974	This koala busi.	J. Physiol	82-200
214	Braddick, Bell	1976	Australian Ant.	J. Austr.	2, 12-20
5	Chang, Felsen	1996	Insulator sites derived	Usah JUS De	
43	De Filárito, Sc.	1990	Observational	Int. J. Rem.	256-545
11	de Frank, Gru.	1989	"GADAA" α /G β -r	Vis. Neuro.	60-229
2	Felsenstein	1992	Unusual finding	Science	26-12
3	Knights, No.	1987	Bone marrow replace.	Itar-J. Her	
105	Passio, Herma	1992	Differential ex.	Vis. Neuro.	8-49
3	Tepali, David	1979	Toxicity of ag.	Amalga-a	38-656



Sorting/Printing format

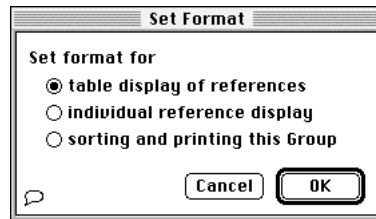
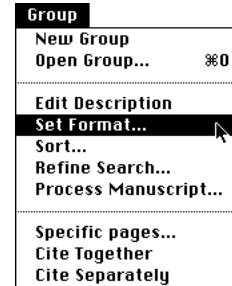
As we discussed in the *Introduction* to the Group window, a Papyrus format controls the sorting and printing of a Group. When you create a new Group, its format is initially set to **STANDARD**. There are three ways you can change this.



From the **Group** menu, pick **Set Format...** This will bring up a list of available output formats from which you can choose.

As a shortcut, you can **click the format name** in the upper-right corner of the Group window. This will also bring up the list of available formats.

The final way to change the sorting/printing format is to open the **Formats** window and select the format you desire. Then you can either press the Formats window's **Select** button, or else you can **drag** the format onto the Group window. Either way, you will be greeted by the following dialog box:

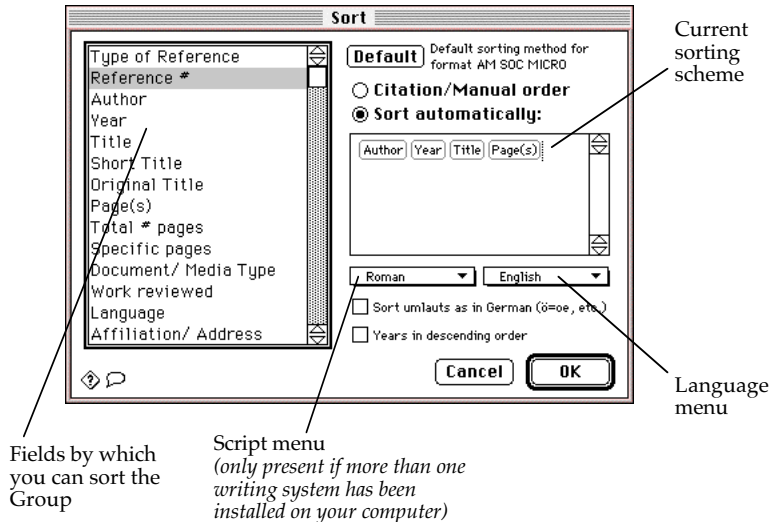


Select the third choice and click **OK**.

After you have changed the Group's sorting/printing format, using any of the above methods, Papyrus will then ask you how you wish to **sort** the Group.

Sorting

When you change a Group's **sorting/printing format**, or when you choose **Sort...** from the **Group** menu, the following dialog comes up:



Current sorting scheme

You can use your mouse, arrow keys, *Delete* key, *etc.* to erase or rearrange the fields.

List of available fields for sorting

To copy a field to the current sorting scheme, **double-click** it. Or you can select a field with your arrow keys or mouse, and then press **Return** to copy it to the current sorting scheme.

Shortcut: To jump directly to a particular field, **type the first few letters** of its name. For example, to select **Year** you can simply type **y**.

Pressing **Tab** switches you back and forth between the current sorting scheme and the available fields list.

Default button

Click this button to set the sorting scheme based on the Group's current sorting/printing format.

Citation/Manual order

Click this button if the references are to be sorted according to the order in which they are cited in a manuscript, or if you will arrange them yourself in some arbitrary order.

Sort automatically:

Click this button to have Papyrus automatically sort the references according to the scheme shown.

Script menu

This pop-up menu will only appear if your computer includes more than one writing system. For example, in addition to the default Roman system, your computer might also be aware of the Japanese or Arabic system.

If this menu appears, you can pick each available writing system in turn. For each one, you can then use the Language menu to set the corresponding language rules for sorting.

Language menu

The rules for alphabetizing vary from one language to another. If, for example, you are going to submit a bibliography to an English-language journal, then alphabetization should be according to English rules, regardless of the languages used in the authors and titles of the various references.

Use this pop-up menu to set the language whose rules should govern alphabetization for this Group.

Sort umlauts as in German (ö=oe, etc.)

The German rule for alphabetizing a letter bearing an umlaut (e.g., “ä”, “ë”, etc.) is to treat it as if the plain letter were followed by the letter “e”. Click this checkbox if the Group is to follow this German rule.

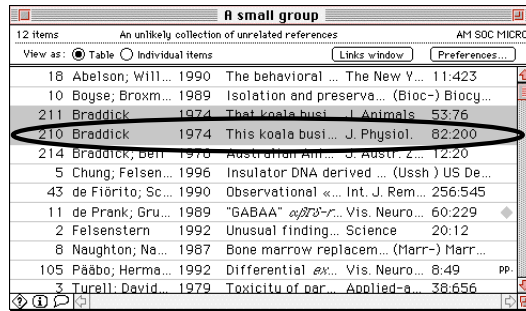
You will need to check this box even if you have already specified German in the language menu. Apparently Apple overlooked this alphabetizing rule when they created their German system software.

Years in descending order

Usually you will want to list an author’s work in chronologic order, oldest references first. But sometimes you would prefer to see the most recent citations first, as in a *curriculum vitae*. In such a case, you should check this box.

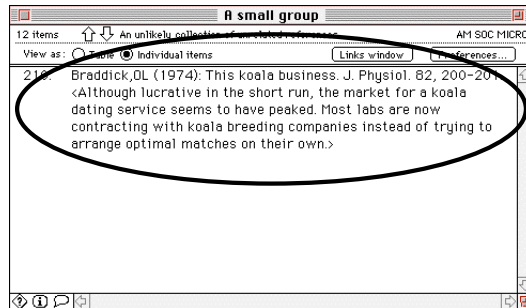
Display Formats

You may choose the format that the Group window uses in each of its two views.



In the **Table** view, you will probably prefer to use a *tabular* format, so that the various fields line up in neat columns. Papyrus is initially set to use its built-in BRIEF format, which is a one-line tabular format.

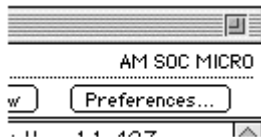
Depending on your needs and desires, you might decide to use a tabular format that includes two or more lines of information. Or you might choose a non-tabular format. Of course, if you pick a format that requires more than one line per reference, fewer references will be simultaneously visible in the Group window.



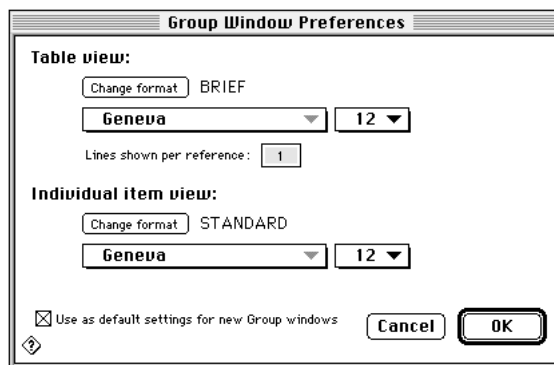
In the **Individual items** view, you will probably want to use a format that shows most or all of the information associated with each reference. Since this would include fields such as Comments and Keywords, the format you pick will probably not be one of the formats you would use when printing a bibliography for publication.

Papyrus is initially set to use its built-in STANDARD format for the Individual items view.

There are two ways to change the Group window's display formats.



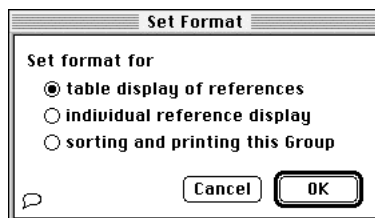
Clicking the **Preferences** button brings up the following dialog box:



Clicking either of the **Change format** buttons will yield a list of available output formats from which you can choose. You can also change the number of lines that will be shown for each reference, in case you are using a format that is not a one-line tabular format.

If **Use as default settings for new Group windows** is checked, then these settings will apply to all future Group windows as well as the present window. If it is not checked, then these changes will only apply to the current window.

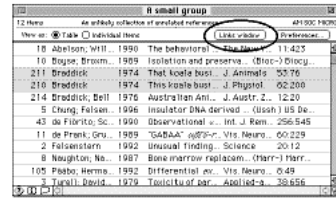
The other way to change the display formats is to open the **Formats** window and select the format you desire. Then you can either press the Formats window's **Select** button, or else you can **drag** the format to the Group window. Either way, you will be greeted by the following dialog box:



Select either of the first two choices and click **OK**.

Links window button

When one or more of the Group's references are selected, clicking this button will open a new window for each of them. This **Links window** allows you to view or modify connections between the chosen reference and other references or notecards in your database.



Links window

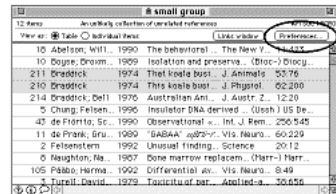
This is how the button appears if none of the selected references currently have any links.

Links window

This is how the button appears if at least one of the selected references already has links.

Preferences button

Clicking this button brings up the following dialog box:



Group Window Preferences

Table view:

Change format BRIEF

Geneva 12

Lines shown per reference: 1

Individual item view:

Change format STANDARD

Geneva 12

Use as default settings for new Group windows

Cancel OK

Here you can set each of the **display formats** for the Group, by clicking the corresponding **Change format** button. Doing so will bring up a list of available output formats from which you can choose.

You can also pick the base font and font size for each view, as well as the number of lines reserved for each reference in the Table view.

If Use as default settings for new Group windows is checked, then these settings will apply to all future Group windows as well as the present window. If it is not checked, then these changes will only apply to the current window.

Selecting references

In the Table view you can select references using standard Macintosh techniques:

Click a reference to select it.

⌘-click a reference to add it to the selection.

Shift-click a reference to add it, and all intervening references, to the selection.

↑ or **↓** selects the reference above or below the current selection.

⌘-↑ or **⌘-↓** selects the first or last reference in the Group.

Shift-↑ or **Shift-↓** enlarges the current selection to include the reference above or below.

⌘-Shift-↑ or **⌘-Shift-↓** enlarges the current selection to include all preceding or all following references.

Select All from the **Edit** menu selects all references in the Group.

ID	Author	Year	Title	Journal	Page
10	Jadefson, Will	1990	The behavioral ...	The New V.	11-423
10	Engpe, Bronn	1989	Isolation and preserva...	Itac-i-Bony	
211	Bradlock	1974	That koala bust...	J. Animals	53-70
210	Bradlock	1974	This koala bust...	J. Physiol	82-200
214	Bradlock, Bell	1976	Australian Am...	J. Austr. Z.	12-20
5	Chung, Felsen	1996	Insulator (Ola derived ...)	Utah JMS On	
43	de Fédite, Sc	1990	Observational ...	Int. J. Rem.	256-546
11	de Frank, Gru	1989	"GADAA" ...	Vis. Neuro.	60-229
2	Falsensstern	1992	Unusual finding...	Science	20-12
8	Naughton, No	1987	Base marrow capitec...	Itac-i-Bony	
105	Pasbo, Herms	1992	Differential ec...	Vis. Neuro.	8-49
8	Tapall, David	1979	Toxicity of par...	Amillad-n	38-656

Selecting by typing

In either the Table view or the Individual items view, you can jump directly to a particular reference by **typing the first few numbers or letters** corresponding to the reference.

For example, if your Group is sorted first by Authors, then typing a few letters will take you to the first reference whose first author's surname starts with those letters.

Or if your Group is sorted by Reference #, then typing a number will take you to the reference bearing that number.

This "type-select" feature works according to the first field by which your Group is sorted. If it is sorted first by Journal, then typing the first few letters of a journal name will take you to the first article from that journal. If the references are arranged first by Year, then typing 1994 will take you to the first reference from that year.

Drag and Drop

Within the Group window

If the Group is sorted in Citation/Manual order, then you can rearrange its references simply by clicking a reference and dragging it to a different position in the Group window.

To a different Group window

Dragging references from one Group window to another will add those references to the second Group.

To a Reference Entry window

Dragging a reference to a Reference Entry window will set the empty fields in the entry window to the values present in the dragged reference.

From a Reference Entry window

Dragging a reference to a Group window will add that reference to the Group.

From the Keywords window

Dragging one or more keywords to a Group window will add those keywords to the references of the Group. If one or more references are currently selected, Papyrus will ask you whether you wish to add the keywords to just the selected references or to every reference in the Group.

From the Formats window

You can change either of the Group's **display formats** or its **sorting/printing format** by dragging a format onto the Group window.

File menu

The items in the **File** menu that pertain to Groups are:

Close

Closes the window.

Hold down the Option key to close and discard an untitled Group.

Save

Saves the current Group.

Get Info

Provides information about the current Group, including the Group's name, description, sorting scheme, sorting/printing format, and details regarding the most recent search performed, manuscript processed, etc.

The same information is available by clicking the **i** in the lower left corner of the Group window.

Page Setup...

Brings up the standard Macintosh dialog about paper size, orientation, *etc.*

Print/Export...

Use this item either to print some or all of the current Group, or else to export some or all of the current Group to your word processor. The resulting **Print/Export dialog** contains many options that you can adjust.

List with Index...

Use this item to print or export some or all of the current Group, followed by an index to the printed/exported entries by the field of your choice. For example, you might print a list of references, followed by a keyword index or an author index. The **Indexed List dialog** contains several options that you can adjust.

Papyrus-Papyrus transfer...

Use this item to export some or all of the current Group to a file that can then be imported into a different Papyrus database. The **Papyrus-Papyrus Transfer dialog** allows you to work with either Version 7 or Version 8 of Papyrus.

File	
Open Database...	
Close Database	

Open Text Document...	
Close	⌘W
Save	⌘S
Revert	
Get Info	

Page Setup...	
Print/Export...	⌘P
Cross-reference list...	
List with Index...	

Database settings...	
Database repair...	
Papyrus-Papyrus transfer...	
Quit	⌘Q

Edit menu

The items in the **Edit** menu that pertain to Groups are:

Cut

Copies the currently-selected references from the current Group to the clipboard, and then removes those references from the Group.

Copy

Copies the currently-selected references from the current Group to the clipboard.

Paste

Adds to the Group whatever references are currently in the clipboard.

Clear

Removes the currently-selected references from the current Group.

Select All

Selects all the references in the current Group.

Find & Replace Text...

Lets you search a specified field for some text, and replace that text with different text. You can search all references in the current Group, or only the currently-selected references. The **Find & Replace Text dialog** offers you several options that you can adjust.

Change Field...

Lets you replace or add text to a specified field, or move or copy the contents of one field to another. You can do this for all references in the current Group, or for only the currently-selected references. The **Change Field dialog** offers you several options that you can adjust.

Check Reference Spelling...

Checks the spelling of either the currently-selected references, or else all the references in the current Group. Papyrus performs **spellchecking** in conjunction with a third-party spelling checker, such as Spellswell Plus.

Launch URL

If the currently-selected reference includes an Internet URL, then **Launch URL** will instruct your Web browser to go to the indicated address. Papyrus handles this via the **Internet Config** extension.

Edit	
Can't Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘U
Clear	
Select All	⌘A
Look up	⌘L
Duplicate This Field	⌘D
Duplicate Remaining Fields	
Paste Symbol	⌘P
Find & Replace Text...	
Change Field...	
Check Reference Spelling...	
Launch URL	
Show Clipboard	

Reference menu

The items in the **Reference** menu that pertain to Groups are:

Edit

Opens a Reference Entry window for each of the currently-selected references.

Delete

Permanently deletes the currently-selected references from your database.

Merge

Combines the currently-selected references into a single reference. You will use this when you discover duplicate entries corresponding to the same publication. When some fields differ between the entries, such as keywords or comments, Papyrus will ask you whether you wish to keep one version or the other, or combine the two.

Add Notecards

Opens a new Reference Entry window where you can enter one or more new notecards. These notecards will be linked to each of the currently-selected references.

Cite...

Places the currently-selected reference into the clipboard, so that you can paste them into another application, such as a word processor. The **Cite dialog** lets you decide whether the references will be pasted as formatted citations or as placeholders for a subsequent **Process Manuscript** operation.

Reference	
New	⌘N
Find...	⌘F
Edit	⌘E
Delete	
Merge	
Add notecards	⌘T
Cite...	⌘I

Import...	
Duplicates...	

Group menu

The items in the **Group** menu that pertain to Groups are:

New Group

Creates a new, empty Group window.

Open Group...

Opens an existing Group.

Edit Description

Allows you to edit the current Group's description line.

Set Format...

Lets you change the format used for sorting and printing the current Group.

Sort...

Lets you change the scheme used for sorting the current Group, via the **Sorting dialog**.

Refine Search...

The **Refine Search dialog** allows you to perform new searches, modify and re-run old searches, or combine searches for the current Group.

Process Manuscript...

After you have inserted Papyrus reference placeholders throughout your word processor manuscript, the Process Manuscript function will read through the manuscript and automatically generate your finished manuscript. The **Process Manuscript dialog** provides several options for you to adjust.

Specific Pages...

Occasionally a bibliography will indicate the exact pages cited within a cited work. "Specific Pages..." allows you to indicate such pages for the currently-selected reference. (See *Specific Pages* in the *WORKBOOK*.)

Cite Together

Tells Papyrus that when it prints or exports this Group as a bibliography, the selected references are to be combined into a single citation within the bibliography. (See *Citing references together* in the *WORKBOOK*.)

Cite Separately

Cancels the effect of a previous **Cite Together**.

Group	
New Group	
Open Group...	⌘O

Edit Description	
Set Format...	
Sort...	
Refine Search...	
Process Manuscript...	

Specific pages...	
Cite Together	
Cite Separately	

Font menu

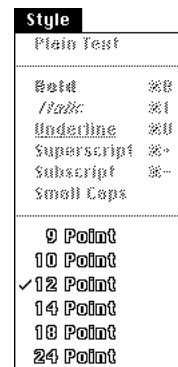
Choosing a font from the **Font** menu will make that the default font for the current Group's display. You can set different fonts for the Table view and the Individual items view.



These changes will only affect the current Group window. To change your default fonts for future Group windows, use the **Preferences button**.

Style menu

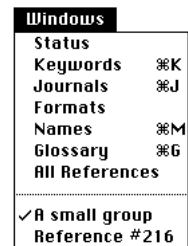
Choosing a font size from the **Style** menu will make that the default font size for the current Group's display. You can set different sizes for the Table view and the Individual items view.



These changes will only affect the current Group window. To change your default font size for future Group windows, use the **Preferences button**.

Windows menu

Use this menu to open one of Papyrus's special windows (Keywords, Journals, Glossary, etc.), or to switch to a different Group or Reference Entry window.



Keywords Window

Introduction	R148
Elements of the Keywords window	R149
Selecting keywords	R150
Creating new keywords	R151
Editing keywords	R151
Deleting keywords	R152
Merging keywords	R153
Loading keywords	R153
Exporting keywords	R154
Links window button	R155
Drag and Drop	R155
File menu	R156
Edit menu	R156
Reference menu	R157
Group menu	R157
Font menu	R157
Style menu	R158
Windows menu	R158

Introduction

This window helps you in managing the **keywords** of your Papyrus database. You can **modify**, **merge**, or **delete** incorrect or obsolete keywords, as well as create **new** ones. You can also **import** a list of keywords.

You can **copy** or **drag** keywords from this window to another, to add them to a reference—or to an entire Group of references.

If you take advantage of Papyrus's **keyword linking** abilities, you can have the Keywords window automatically display these links as you review your collection of keywords.

See also:

WORKBOOK

Modifying References

Keyword Links

Exchanging Data With Another Papyrus Version 8 Database

CONCEPTS

Keywords

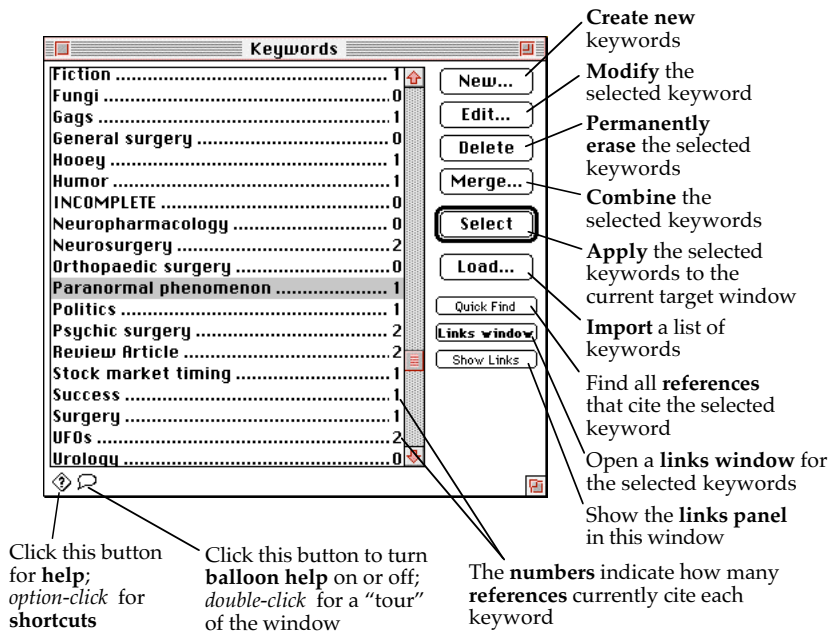
REFERENCE

Keyword Links Window

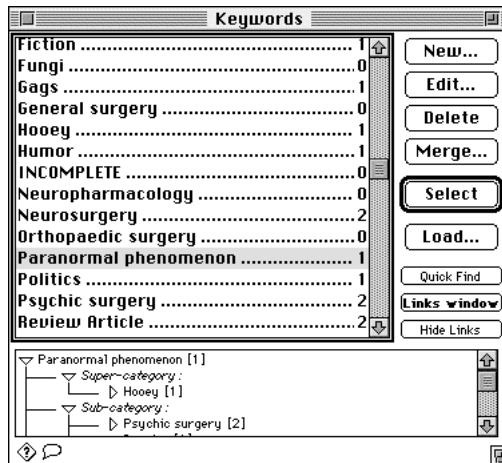
SHORTCUTS

Keywords Window

Elements of the Keywords window



If you click the Show Links button, a links panel will open:



Note that Show Links now becomes Hide Links.

As you select a keyword in the main keyword list panel, the links panel will automatically display the links belonging to that keyword. The links panel is not just a display, though—it includes nearly all of the functionality present in a **Keyword Links window**.

Selecting keywords

In either the main keyword panel or the keyword links panel, you can select keywords using standard Macintosh techniques:

Click a keyword to select it.

⌘-click a keyword to add it to the selection.

Shift-click a keyword to add it, and all intervening keywords, to the selection.

↑ or **↓** selects the keyword above or below the current selection.

⌘-↑ or **⌘-↓** selects the first or last keyword in the list.

Shift-↑ or **Shift-↓** enlarges the current selection to include the keyword above or below.

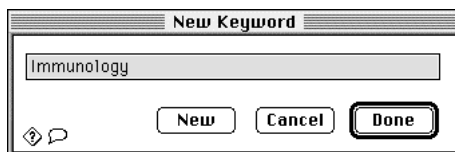
Select All from the **Edit** menu selects all the keywords in the list.

Selecting by typing

In the main keyword panel, you can jump directly to a particular keyword by **typing the first few letters** of the keyword.

Creating new keywords

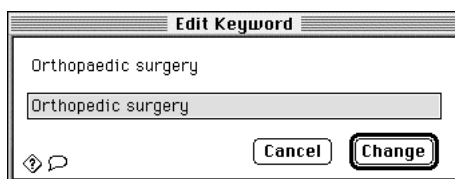
When you click the Keywords window's **New...** button, this dialog appears:



After you type your new keyword, click **Done** to save it. Or if you wish to enter several new keywords, click **New**. This will save your new keyword and then reset the New Keyword dialog for your next entry.

Editing keywords

To modify a keyword, select it in either panel of the Keywords window and then click the **Edit...** button. This dialog appears:



The existing version of the keyword is shown at the top of the dialog. After you have made your changes to the keyword, click **Change** to save the modified keyword.

Any reference that cites this keyword will henceforth display the new version.

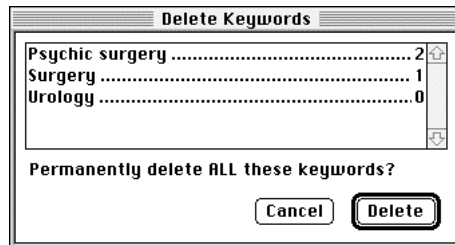
Deleting keywords

To erase a keyword from your database, select it in either panel of the Keywords window and then click the **Delete** button. This confirmation dialog appears:



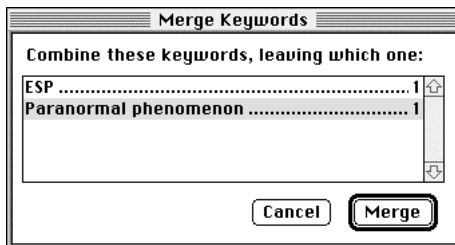
When you click **Delete** the keyword will be irretrievably removed from your database, and from any reference that had cited it.

You can also select **multiple keywords** and delete them all at once:



Merging keywords

When you have accidentally created two or more versions of a single keyword, select them all and use the **Merge...** button to combine them:



Select the version you prefer (via mouse, arrow keys, or by typing the first few letters) and click **Merge**. All references that formerly cited the unwanted version(s) of the keyword will henceforth cite the remaining version.

Loading keywords

Papyrus can **import** a list of keywords from any plain text document. This document should consist simply of a series of keywords, one per line.

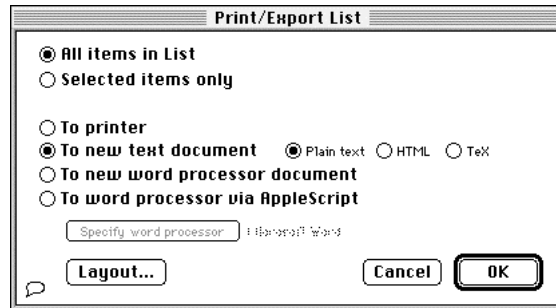
You can create this list with a word processor or any other application that can create a text-only document. You can also have Papyrus **export** some or all of the keywords from one database to a text document, ready to be imported into another Papyrus database.

In the Keywords window, click the **Load...** button. Papyrus will ask you to identify the text document to be read, and then proceed to load the keywords from that document. If it recognizes an incoming keyword as one already in your database, Papyrus will not duplicate it.

Exporting keywords

The **File** menu's **Print/Export...** command not only allows you to send your keyword list to your printer or word processor, but also to a text document suitable for **loading** into another Papyrus database.

When you choose **Print/Export...** this dialog appears:



Click the **Layout...** button and set Skipped lines between items to 0. Also make sure that Fixed line length is *not* checked.

For complete information about the other choices here, see the [REFERENCE](#) chapter on the **Print/Export dialog**.

Usually when exporting a list of keywords, Papyrus will include the citation counts:

```
Keywords
Attitudes 1
Dousing 1
ESP 1
Exploitation 1
Fiction 1
Fungi 0
```

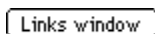
But if you choose **Plain text** as your destination, as shown above, then Papyrus will suppress the citation counts, as well as the list's title:

```
Attitudes
Dousing
ESP
Exploitation
Fiction
Fungi
```

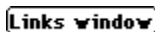
The resulting document is ready to be loaded into another Papyrus database.

Links window button

When one or more of the window's keywords are selected, clicking this button will open a new window for each of them. This **Keyword Links window** allows you to view or modify connections between the chosen keyword and other keywords in your database.



This is how the button appears if none of the selected keywords currently have any links.



This is how the button appears if at least one of the selected keywords already has links.

Drag and Drop

Within the Keyword window

In the **links panel**, dragging a keyword onto another keyword, or onto a link type, will create a new link. (See *Creating a Link* in the *Keyword Links Window* chapter.)

To a Keyword Links window

Dragging a keyword to a Keyword Links window will create a new link. (See *Creating a Link* in the *Keyword Links Window* chapter.)

To a Reference Entry window

Dragging one or more keywords to a Reference Entry window will add those keywords to that reference.

To a Group window

Dragging one or more keywords to a Group window will add those keywords to each of the references contained in the Group.

From a Keyword Links window

Dragging one or more keywords to the **links panel** will create new links for those keywords. (See *Creating a Link* in the *Keyword Links Window* chapter.)

File menu

The items in the **File** menu that pertain to the Keywords window are:

Close

Closes the window.

Page Setup...

Brings up the standard Macintosh dialog about paper size, orientation, *etc.*

Print/Export...

Use this item to print some or all of your keywords, or to **export** them to another Papyrus database.

File	
Open Database...	
Close Database	
Open Text Document...	
Close	⌘W
Save	⌘S
Revert	
Get Info	
Page Setup...	
Print/Export...	⌘P
Cross-reference list...	
List with Index...	
Database settings...	
Database repair...	
Papyrus-Papyrus transfer...	
Synchronize databases...	
Quit	⌘Q

Edit menu

The items in the **Edit** menu that pertain to the Keywords window are:

Copy

Copies the currently-selected keywords to the clipboard.

Clear

Equivalent to clicking the Keywords window's **Delete** button.

Select All

Selects all the keywords in the window.

Edit	
Can't Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Look up	⌘L
Duplicate This Field	⌘D
Duplicate Remaining Fields	
Paste Symbol	⌘Y
Find & Replace Text...	
Change Field...	
Check Reference Spelling...	
Launch URL	
Show Clipboard	

Reference menu

None of the items in the **Reference** menu pertain to the Keywords window.

Reference	
New	⌘N
Find...	⌘F
Edit	⌘E
Delete	
Merge	
Add notecards	⌘T
Cite...	⌘I

Import...	
Duplicates...	

Group menu

None of the items in the **Group** menu pertain to the Keywords window.

Group	
New Group	
Open Group...	⌘O

Edit Description	
Set Format...	
Sort...	
Refine Search...	
Process Manuscript...	

Specific pages...	
Cite Together	
Cite Separately	

Font menu

Choosing a font from the **Font** menu will make that the font used in the Keywords window.

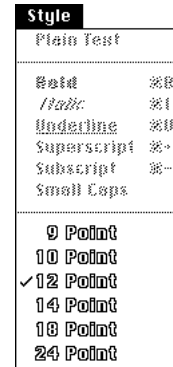
You can choose different fonts for the main **keyword panel** and the **links panel**. Your choice from the **Font** menu will affect whichever panel is currently active.

Font	
BASE FONT	
AGaramond	▶
Avant Garde Book	
Baskerville BE	▶
Bauhaus 93	
Benguiat	▶

Style menu

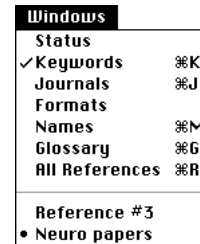
Choosing a font size from the **Style** menu will make that the font size used in the Keywords window.

You can choose different font sizes for the main **keyword panel** and the **links panel**. Your choice from the **Style** menu will affect whichever panel is currently active.



Windows menu

Use this menu to open one of Papyrus's special windows (Journals, Glossary, etc.), or to switch to an already-open Group or Reference Entry window.



Journals Window

Introduction	R160
Elements of the Journals window	R161
Selecting journals	R162
Creating new journals	R163
Editing journals	R164
Deleting journals	R164
Merging journals.....	R165
Loading journals.....	R166
Exporting journals	R168
Drag and Drop	R169
File menu	R170
Edit menu	R170
Reference menu	R171
Group menu	R171
Font menu	R171
Style menu	R171
Windows menu.....	R172

Introduction

This window helps you in managing the **journals** of your Papyrus database. You can **modify**, **merge**, or **delete** incorrect or obsolete journals, as well as create **new** ones. You can also **import** a list of journals.

You can **copy** or **drag** a journal from this window to a Reference Entry window, to add it to the reference.

See also:

WORKBOOK

Inputting References, Part 1

Working with the Web

Exchanging Data With Another Papyrus Version 8 Database

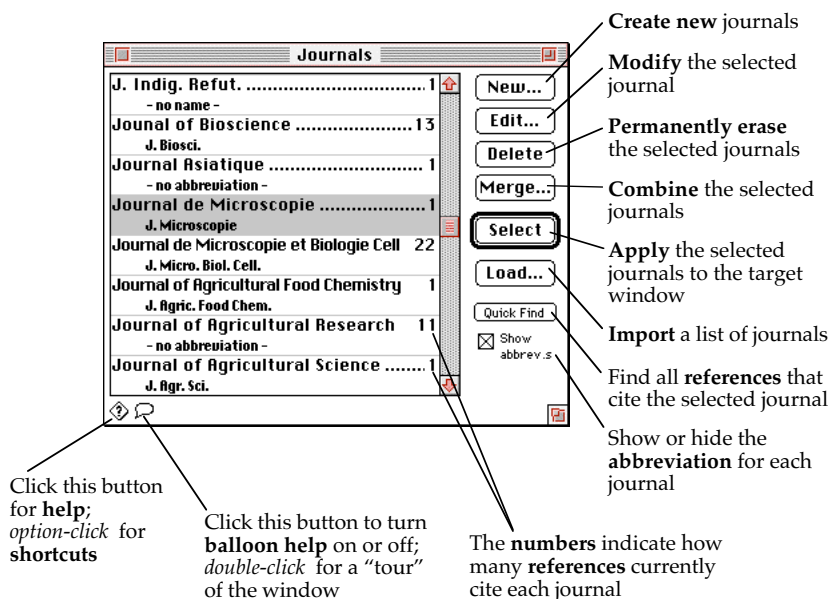
CONCEPTS

Journals

SHORTCUTS

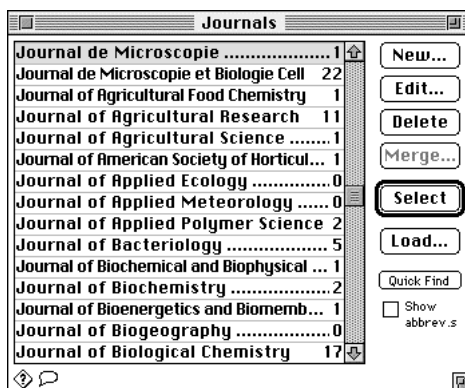
Journals Window

Elements of the Journals window



While most of these journals include both a **name** and an **abbreviation**, note that only one or the other of these have been provided for some of the journals.

Unchecking the Show abbrevs. checkbox results in a more compact display:



Selecting journals

You can select journals using standard Macintosh techniques:

Click a journal to select it.

⌘-click a journal to add it to the selection.

Shift-click a journal to add it, and all intervening journals, to the selection.

↑ or **↓** selects the journal above or below the current selection.

⌘-↑ or **⌘-↓** selects the first or last journal in the list.

Shift-↑ or **Shift-↓** enlarges the current selection to include the journal above or below.

Select All from the **Edit** menu selects all the journals in the list.

Selecting by typing

You can jump directly to a particular journal by **typing the first few letters** of its name or (if no name has been entered) its abbreviation.

Creating new journals

When you click the Journals window's **New...** button, this dialog appears:

You *must* enter either the **Full Journal Name**, the **Abbreviation**, or both. Everything else here is optional.

If you have created additional **journal abbreviation styles** for your database, then in the above dialog there will be additional fields where you can provide each abbreviation.

The **Call Number** field provides a place for you to indicate your library's cataloging number for this journal. If you provide this now, then later when you print out a list of articles to hunt down you can sort that list by Call Number.

ISSN is the journal's International Standard Serial Number. Some Papyrus users like to enter this information to help in ordering reprints.

If you fill in the **URL** field for a journal, then Papyrus can tell use your Web browser to visit this site. (See *Working with the Web* in the **WORKBOOK** for more details.)

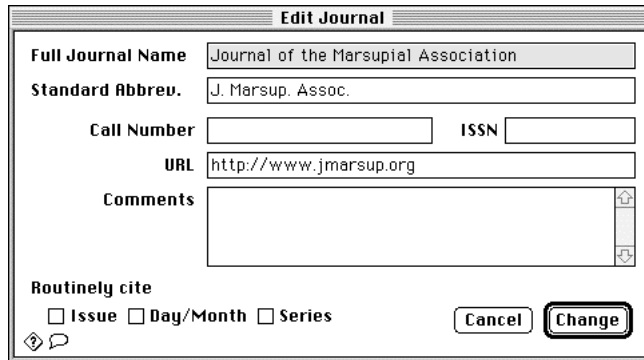
Use the **Comments** field for any information you like. You could, for example, indicate which volumes of this journal are held by the various libraries at your university.

The three checkboxes at the bottom of the dialog let you indicate that these items are to be required whenever you enter an Article from this journal. This concern is described in more detail in the *Journals* chapter of the **CONCEPTS** section.

After you have filled in the information for your new journal, click **Done** to save it. Or if you wish to enter several new journals, click **New**. This will save your new journal and then reset the New Journal dialog for your next entry.

Editing journals

To modify a journal, select it in the Journals window and then click the **Edit...** button. Papyrus will open the same dialog you've already encountered:

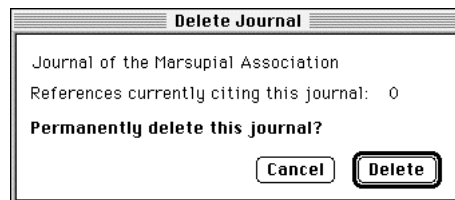


After you have made your changes to the journal, click **Change** to save the modified journal.

Any reference that cites this journal will henceforth display the new version.

Deleting journals

To erase a journal from your database, select it in the Journals window and then click the **Delete** button. This confirmation dialog appears:



When you click **Delete** the journal will be irretrievably removed from your database.

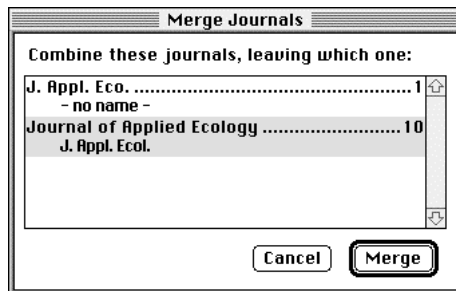
You can also select **multiple journals** and delete them all at once:



Papyrus will only let you delete journals that are not currently being cited by any references.

Merging journals

When you have accidentally created two or more versions of a single journal, select them all and use the **Merge...** button to combine them:



Select the version you prefer (via mouse, arrow keys, or by typing the first few letters) and click **Merge**. All references that formerly cited the unwanted version(s) of the journal will henceforth cite the remaining version.

Loading journals

Papyrus can **import** a list of journals from any plain text document. This document should consist simply of a series of journal entries, one per line, in a form described below.

You can create this list with a word processor or any other application that can create a text-only document. You can also have Papyrus **export** some or all of the journals from your database to a text document, ready to be imported into another Papyrus database.

Once your document is ready, in the Journals window click the **Load...** button. Papyrus will ask you to identify the text document to be read, and then proceed to load the journals from that document. If it recognizes an incoming journal as one already in your database, Papyrus will not duplicate it. If the incoming journal contains information not already present in your database (abbreviation, ISSN, *etc.*) that information will be added to the existing journal entry.

• • •

There are two acceptable forms for each line of the document to be loaded:

Journal Name \ Abbreviation \ DIS

Journal Name \ ISSN \ URL \ Comments \ Call Number \ Abbreviation \ DIS

The first form is consistent with that used in Version 7 of Papyrus. The second form includes the journal fields newly available in Version 8.

In both forms, the DIS piece consists of zero or more of the letters D, I, and S. These correspond to the journal entry checkboxes indicating that **Day**/Month, **Issue**, or **Series** is required when citing this particular journal.

In both forms, it makes no difference whether or not you include a space on either side of each backslash character.

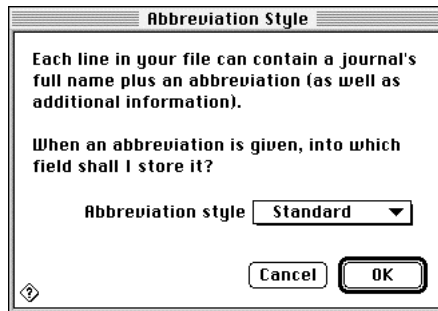
If a given journal lacks some information then you should still include the backslashes. For example:

New England Journal of Medicine\http://www.nejm.com\\New Engl. J. Med.\

In the first form only, if an entry has no DIS information you can drop the second backslash. If it also has no abbreviation you can drop the first backslash as well. This can be convenient if you have a list of journal names, without abbreviations, to load into Papyrus.

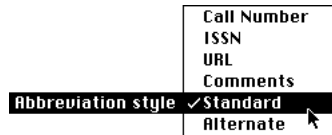
• • •

After you click the **Load...** button and identify the document to be loaded, Papyrus will ask into which field it should place the incoming abbreviations:



This is where you handle the situation of the two databases using different systems for their journal abbreviations.

For incoming documents in which the first form of entry has been used, you might occasionally find some additional choices here to be helpful:



Imagine, for example, that you have a list of journal names available to you with their library call numbers. You can load this information into Papyrus by setting up your text document with lines like this:

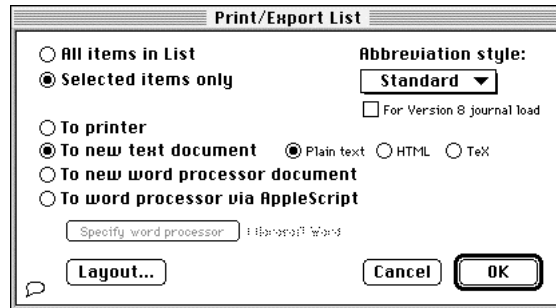
Journal Name \ Call Number

and then picking **Call Number** as the “Abbreviation style” when you load the document.

Exporting journals

The **File** menu's **Print/Export...** command not only allows you to send your journal list to your printer or word processor, but also to a text document suitable for **loading** into another Papyrus database.

When you choose **Print/Export...** this dialog appears:



For complete information about the various choices here, see the REFERENCE chapter on the *Print/Export Dialog*.

Usually when exporting a list of journals, Papyrus will include the citation counts:

```
Journal list
Journal of the American Medical Association 3
  JAMA
New England Journal of Medicine 2
  New Engl. J. Med.
```

But if you choose **Plain text** as your destination, as shown above, then Papyrus will suppress the citation counts, as well as the list's title, and format each line appropriately for a subsequent load:

```
Journal of the American Medical Association\JAMA\
New England Journal of Medicine\New Engl. J. Med.\
```

Selecting **For Version 8 journal load** will yield the more complete form for each entry, as I've described previously:

```
Journal of the American Medical Association\123456-7\www.jama.org\Our library col-
lection starts in 1913.\QT123.45\JAMA\
New England Journal of Medicine\http://www.nejm.com/\New Engl. J. Med.\
```

When creating a list for loading into another Papyrus database, you should click the **Layout...** button and set **Skipped lines between items** to 0. Also make sure that **Fixed line length** is *not* checked.

Drag and Drop

To a Reference Entry window

Dragging a journal to a Reference Entry window will set that reference's **Journal** field accordingly. (Assuming that the reference is an **Article**, or some other reference type that has a **Journal** field.)

File menu

The items in the **File** menu that pertain to the Journals window are:

Close

Closes the window.

Page Setup...

Brings up the standard Macintosh dialog about paper size, orientation, *etc.*

Print/Export...

Use this item to print some or all of your journals, or to **export** them to another Papyrus database.

File	
Open Database...	
Close Database	
Open Text Document...	
Close	⌘W
Save	⌘S
Revert	
Get Info	
Page Setup...	
Print/Export...	⌘P
Cross-reference list...	
List with Index...	
Database settings...	
Database repair...	
Papyrus-Papyrus transfer...	
Synchronize databases...	
Quit	⌘Q

Edit menu

The items in the **Edit** menu that pertain to the Journals window are:

Copy

Copies the currently-selected journals to the clipboard.

Clear

Equivalent to clicking the Journals window's **Delete** button.

Select All

Selects all the journals in the window.

Launch URL

If the currently-selected journal includes an Internet URL, then **Launch URL** will instruct your Web browser to go to the indicated address. Papyrus handles this via the **Internet Config** extension.

Edit	
Can't Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Look up	⌘L
Duplicate This Field	⌘D
Duplicate Remaining Fields	
Paste Symbol	⌘Y
Find & Replace Text...	
Change Field...	
Check Reference Spelling...	
Launch URL	
Show Clipboard	

Reference menu

None of the items in the **Reference** menu pertain to the Journals window.

Reference	
New	⌘N
Find...	⌘F
Edit	⌘E
Delete	
Merge	
Add notecards	⌘T
Cite...	⌘I

Import...	
Duplicates...	

Group menu

None of the items in the **Group** menu pertain to the Journals window.

Group	
New Group	
Open Group...	⌘O

Edit Description	
Set Format...	
Sort...	
Refine Search...	
Process Manuscript...	

Specific pages...	
Cite Together	
Cite Separately	

Font menu

Choosing a font from the **Font** menu will make that the font used in the Journals window.

Font	
BASE FONT	
AGaramond	▶
Avant Garde Book	
Baskerville BE	▶
Bauhaus 93	
Benguiat	▶

Style menu

Choosing a font size from the **Style** menu will make that the font size used in the Journals window.

Style	
Plain Text	

None	⌘N
Italic	⌘I
Underline	⌘U
Superscript	⌘^
Subscript	⌘_
Small Caps	

9 Point	
10 Point	
✓ 12 Point	
14 Point	
18 Point	
24 Point	

Windows menu

Use this menu to open one of Papyrus's special windows (Keywords, Glossary, etc.), or to switch to an already-open Group or Reference Entry window.

Windows	
Status	
Keywords	⌘K
✓ Journals	⌘J
Formats	
Names	⌘M
Glossary	⌘G
All References	⌘R

• Reference #3	
Neuro papers	

Formats Window

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Introduction

This window helps you in managing the **formats** of your Papyrus database. You can **modify** or **delete** incorrect or obsolete formats, as well as create **new** ones from scratch or starting as **duplicates** of existing formats. You can also **preview** formats, or **exchange** formats with other Papyrus databases.

You can copy or drag a format from this window to a Group window, Reference Entry window, Reference Links window, *etc.*, to set that window's format accordingly.

See also:

WORKBOOK

Printing and Exporting Your References
Formats, Format Libraries and Predefined Formats
Preparing a Manuscript and its Bibliography Together
Creating New Output Formats
Importing – Overview
Importing – Predefined, Straightforward
Importing – Predefined, Complicated
Importing – Word Processor Bibliography
Importing – Other Structured Databases
Exchanging Data With Another Papyrus Version 8 Database

CONCEPTS

Bibliographies vs. Footnote Lists
Output Formats
Bibliographic Conventions

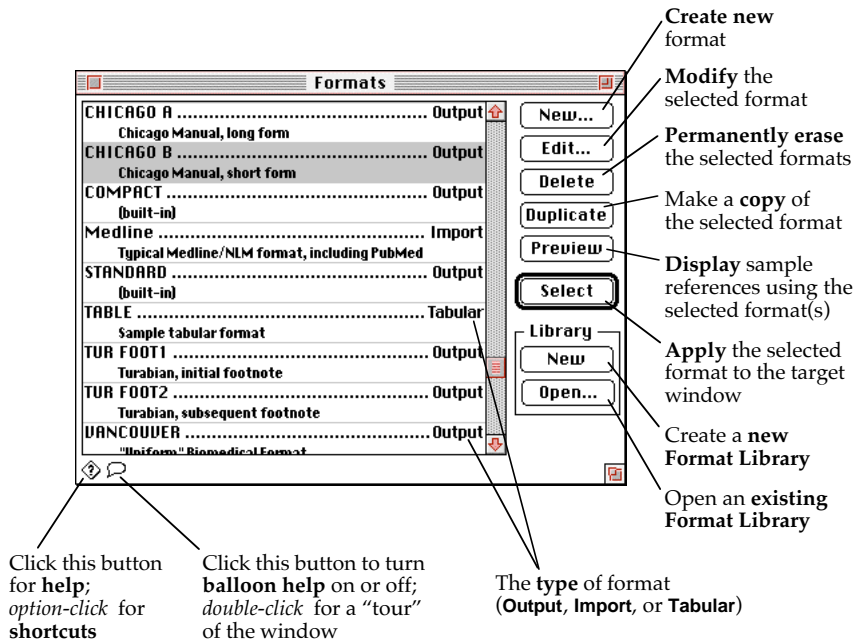
REFERENCE

Format Entry
Sorting & Citing
Numbering & Layout
Authors/Editors Format
Template Entry

SHORTCUTS

Formats Window

Elements of the Formats window



Selecting formats

You can select formats using standard Macintosh techniques:

Click a format to select it.

⌘-click a format to add it to the selection.

Shift-click a format to add it, and all intervening formats, to the selection.

↑ or ↓ selects the format above or below the current selection.

⌘-↑ or ⌘-↓ selects the first or last format in the list.

Shift-↑ or Shift-↓ enlarges the current selection to include the format above or below.

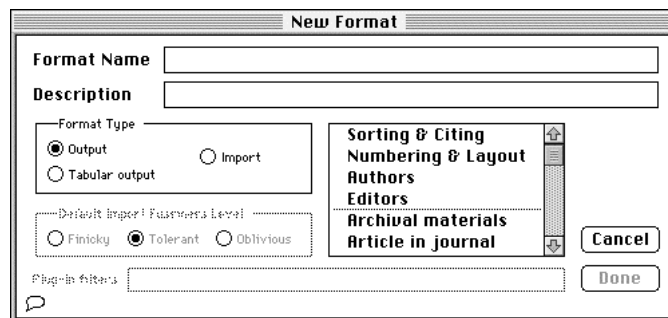
Select **All** from the **Edit** menu selects all the formats in the list.

Selecting by typing

You can jump directly to a particular format by **typing the first few letters** of its name.

Creating new formats

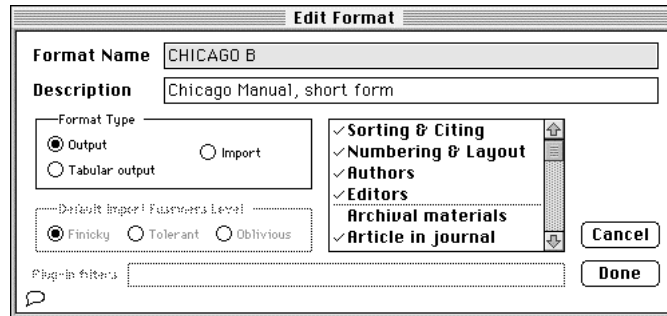
When you click the Formats window's **New...** button, this dialog appears:



For extensive discussion of using this dialog, see the **WORKBOOK** chapter on *Creating New Output Formats*. A more brief summary appears in the **REFERENCE** chapter on the *Format Entry dialog*.

Editing formats

To modify a format, select it in the Formats window and then click the **Edit...** button. This dialog will appear:



For extensive discussion of using this dialog, see the **WORKBOOK** chapter on *Creating New Output Formats*. A more brief summary appears in the **REFERENCE** chapter on the *Format Entry dialog*.

After you have made your changes to the format, click **Done** to save the modified format.

Any window that uses this format will update itself to use the new version.

Deleting formats

To erase one or more formats from your database, select them in the Formats window and then click the **Delete** button. Papyrus will ask you to confirm your request, and then the formats will be irretrievably removed from your database.

Duplicating formats

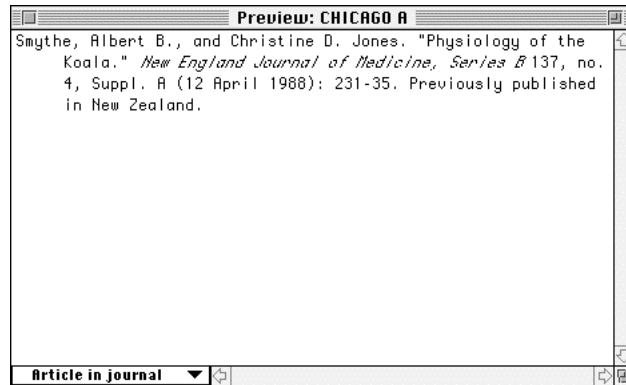
Often when you wish to create a new format, there is already an existing format that has many similar characteristics. Rather than starting your new format from scratch, you can make a **copy** of the existing format and then modify that.

To do so, select the existing format in the Formats window, and then click the **Duplicate** button. Papyrus will create a new format with all the same characteristics as the old one, and then open a **Format Entry dialog** for the new format.

You can then assign a fresh name to your new format, and proceed to make any changes you desire.

Previewing formats

You can examine a preview of how your references will look when displayed with a given format. Select the format in the Formats window and then click the **Preview** button:



Initially the Preview window displays a sample Article. You can use the pop-up menu at the bottom of the window to examine other types of reference.

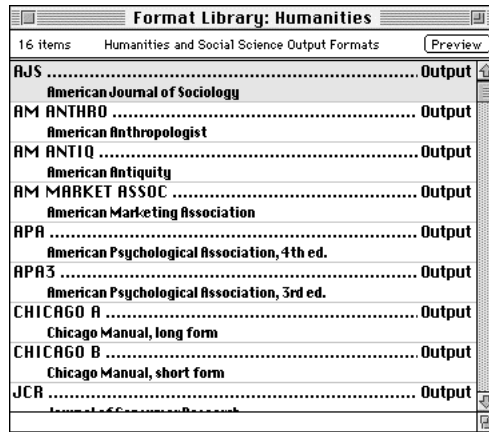
The Preview window will be blank if you pick a reference type for which no template has been set up in this particular format.

If you like, you can use the same Preview window to examine a different format. Either click the Formats window's **Select** button to set the new format, or else **drag** a format from the Formats window to the Preview window.

Format Libraries

As I've explained in the WORKBOOK chapter *Formats, Format Libraries and Predefined Formats*, you use a **Format Library** to carry formats from one Papyrus database to another.

To open an existing Format Library, click the **Open...** button in the Formats window, under **Library**. When you pick the relevant Library a window will open for it:



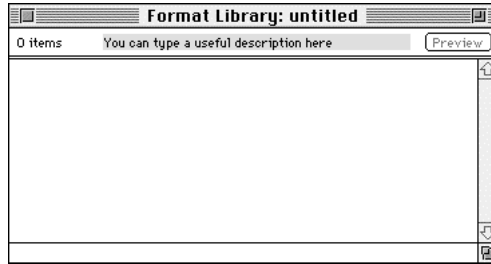
You can **select** formats in this window using your mouse or keyboard in exactly the same way as in the Formats window. The Preview button also works just as the one in the Formats window does.

You can select and edit the **description** at the top of the Format Library window by pressing **Tab**, or by clicking directly in the description itself.

You can move formats between the Format Library window and your Formats window either by **dragging** them or via **copy and paste**.

-
-
-

To create a new Format Library, click the Formats window's **New** button, under **Library**. Papyrus will open a new Formats Library window, with the description already selected so that you can easily type in an appropriate summary:



Then you can drag or paste any of your formats into the Library.

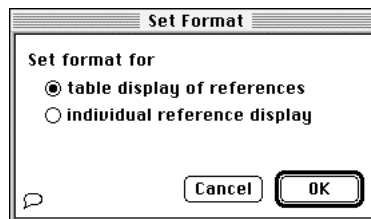
Drag and Drop

To a Reference Entry window

Dragging a format to a Reference Entry window will set that window's Preview display format accordingly.

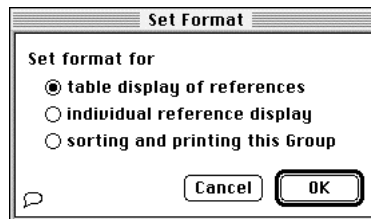
To the All References window

Dragging a format to a Group window will result in this dialog:



To a Group window

Dragging a format to a Group window will result in this dialog:



To a Format Library window

Dragging one or more formats to a Format Library window will add those formats to that Library.

From a Format Library window

Dragging one or more formats to the Formats window will add those formats to your database.

File menu

The items in the **File** menu that pertain to the Formats window are:

Close

Closes the window.

Page Setup...

Brings up the standard Macintosh dialog about paper size, orientation, *etc.*

Print/Export...

Use this item to produce a list of the names and descriptions of some or all of your formats.

File	
Open Database...	
Close Database	
Open Text Document...	
Close	⌘W
Save	⌘S
Revert	
Get Info	
Page Setup...	
Print/Export...	⌘P
Cross-reference list...	
List with Index...	
Database settings...	
Database repair...	
Papyrus-Papyrus transfer...	
Synchronize databases...	
Quit	⌘Q

Edit menu

The items in the **Edit** menu that pertain to the Formats window are:

Cut

Copies the currently-selected formats to the clipboard, and then deletes them from your database.

Copy

Copies the currently-selected formats to the clipboard.

Paste

Adds the format(s) from the clipboard to your database.

Clear

Equivalent to clicking the Formats window's **Delete** button.

Select All

Selects all the formats in the window.

Edit	
Can't Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Look up	⌘L
Duplicate This Field	⌘D
Duplicate Remaining Fields	
Paste Symbol	⌘Y
Find & Replace Text...	
Change Field...	
Check Reference Spelling...	
Launch URL	
Show Clipboard	

Reference menu

None of the items in the **Reference** menu pertain to the Formats window.

Reference	
New	⌘N
Find...	⌘F
Edit	⌘E
Delete	
Merge	
Add notecards	⌘T
Cite...	⌘I
Import...	
Duplicates...	

Group menu

None of the items in the **Group** menu pertain to the Formats window.

Group	
New Group	
Open Group...	⌘O
Edit Description	
Set Format...	
Sort...	
Refine Search...	
Process Manuscript...	
Specific pages...	
Cite Together	
Cite Separately	

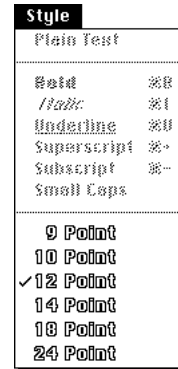
Font menu

Choosing a font from the **Font** menu will make that the font used in the Formats window.

Font	
BASE FONT	
AGaramond	▶
Avant Garde Book	
Baskerville BE	▶
Bauhaus 93	
Benguiat	▶

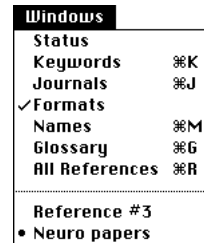
Style menu

Choosing a font size from the **Style** menu will make that the font size used in the Formats window.



Windows menu

Use this menu to open one of Papyrus's special windows (Journals, Glossary, *etc.*), or to switch to an already-open Group or Reference Entry window.



Names Window

Introduction	R188
Elements of the Names window	R189
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Edit menu	R195
Reference menu	R196
Group menu	R196
Font menu	R196
Style menu	R197
Windows menu	R197

Introduction

This window helps you in managing the **names of authors and editors**. You can **modify** and **merge** incorrectly-entered names, and tell Papyrus to **sort** them differently from how they are spelled. You can also **import** a list of names.

You can **copy** or **drag** a name from this window to a Reference Entry window, to add it to the reference.

Unlike the Keywords, Journals, and Glossary windows, the Names window only includes entries for authors or editors that are actually **currently being cited** by at least one reference. So you cannot use the Names window to **create** new names, nor to **delete** a name.

The Names window also keeps track of names that are sorted differently from their spelling. For example, you might have some papers citing an author of **Sloop,JB** and others with the author **Sloop,John**. If you know that these both refer to the same person, you can tell Papyrus to sort both of these as **Sloop,John B**. Then in a bibliography the two references will appear together in the alphabetical listing, without an article by, say, **Smith,JC** coming between them.

See also:

WORKBOOK

Inputting References, Part 2

Globally Changing Information

Exchanging Data With Another Papyrus Version 8 Database

CONCEPTS

Bibliographic Conventions

Names

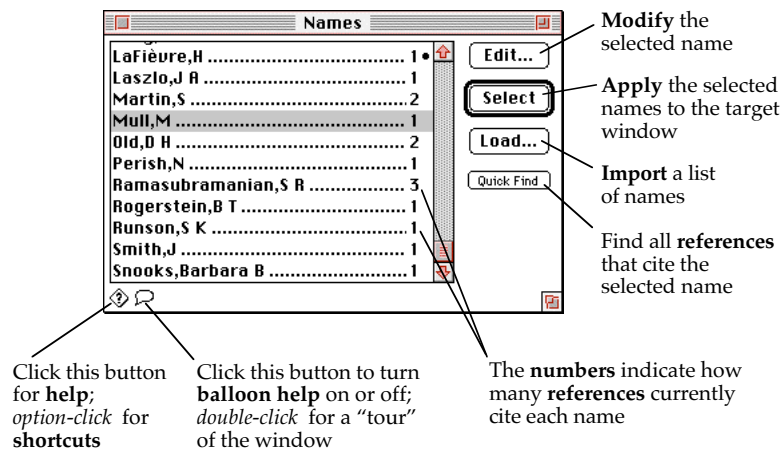
REFERENCE

Reference Types and Their Fields

SHORTCUTS

Names Window

Elements of the Names window



A bullet (•) after the citation number indicates that the name's **sorting** differs from its display.

For example, in the above example Papyrus has been told that LaFievre,H is to be alphabetized as if it were Fievre,H.

Selecting names

You can select names using standard Macintosh techniques:

Click a name to select it.

⌘-click a name to add it to the selection.

Shift-click a name to add it, and all intervening names, to the selection.

↑ or **↓** selects the name above or below the current selection.

⌘-↑ or **⌘-↓** selects the first or last name in the list.

Shift-↑ or **Shift-↓** enlarges the current selection to include the name above or below.

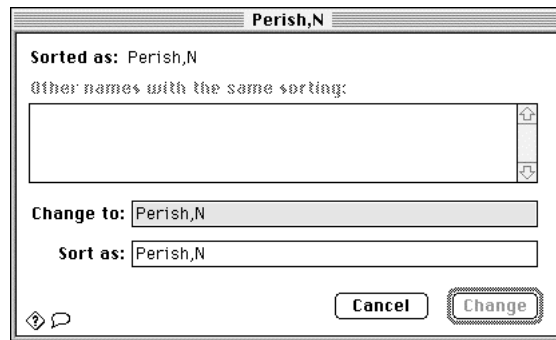
Select All from the **Edit** menu selects all the names in the list.

Selecting by typing

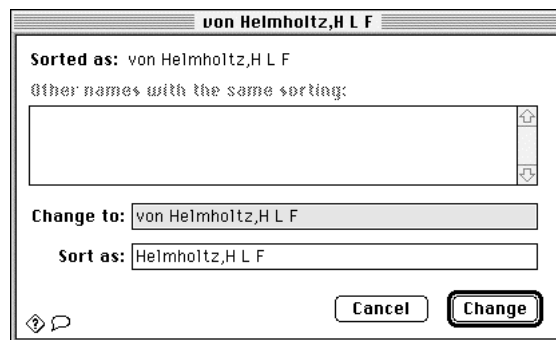
You can jump directly to a particular name by **typing its first few letters**.

Editing names

To modify a name or its sorting, select it in the Names window and then click the **Edit...** button. This dialog will appear:



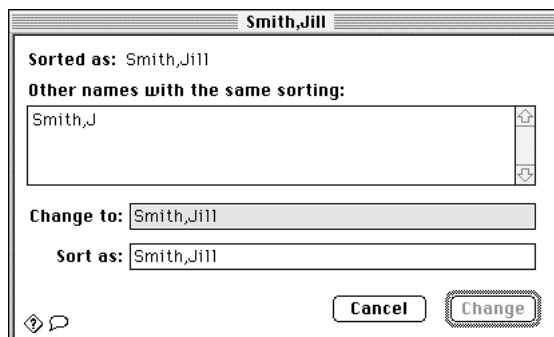
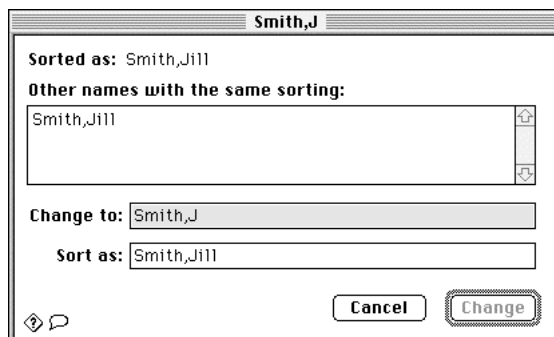
In most cases the two versions of the name—the display version and the “Sort as” version—will be identical. But in some cases a name should be alphabetized in a different way than it is displayed:



There are also authors whose names appear differently in different publications. You can tell Papyrus to sort each of these variations in a common fashion, so that in a bibliography all the

works by the same author will be listed together, even if his or her name was originally cited in various guises:

```
Smith,J ..... 1  
Smith,Jill ..... 1  
Smith,J ..... 1  
Smith,Jill ..... 1
```

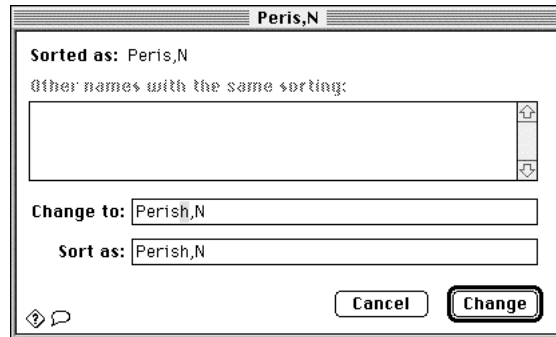


When you make a change in this name-editing window, all references that cite the affected author will be updated accordingly.

Merging names

There is no **Merge** button in the Names window. If you find that you have multiple entries for one person, due perhaps to a typographical error, then you should use **Edit...** to correct the mistaken entry:

```
uu,u n ..... 4  
Peris,N ..... 1  
Perish,N ..... 1  
Hemouhromaria f n ..... 7
```



```
uu,u n ..... 4  
Perish,N ..... 2  
Hemouhromaria f n ..... 7
```

As with any time you make a change to a name, any references that previously cited the incorrect form of the name will automatically be updated.

Loading names

Papyrus can **import** a list of names from any plain text document. This document should consist simply of a series of names, one per line.

The Names window keeps track only of names that are being cited by references in your database, so there is no point in trying to load a batch of ordinary names—Papyrus will ignore these if you try. However, if you have a list of names that are to be sorted differently from how they are displayed, then it does make sense to use the Load function to bring these into Papyrus.

Each line in the text file should indicate both the display name and the sorting name, separated by a backslash:

```
von Helmholtz,HLF\Helmholtz,HLF  
Smith,J\Smith,Jill
```

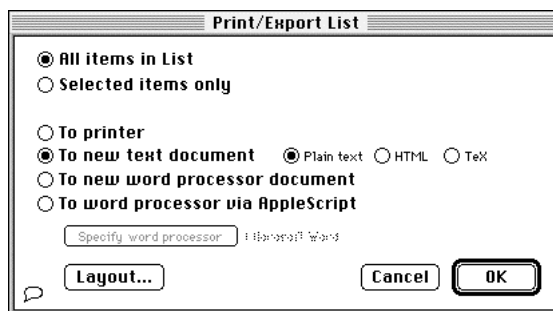
You can create this list with a word processor or any other application that can create a text-only document. You can also have Papyrus **export** some or all of the names from one database to a text document, ready to be imported into another Papyrus database.

In the Names window, click the **Load...** button. Papyrus will ask you to identify the text document to be read, and then proceed to load the names from that document. If it recognizes an incoming name as one already in your database, Papyrus will not duplicate it.

Exporting names

The **File** menu's **Print/Export...** command not only allows you to send your list of names to your printer or word processor, but also to a text document suitable for **loading** into another Papyrus database.

When you choose **Print/Export...** this dialog appears:



Click the **Layout...** button and set Skipped lines between items to 0. Also make sure that Fixed line length is *not* checked.

For complete information about the other choices here, see the REFERENCE chapter on the *Print/Export dialog*.

Usually when exporting a list of names, Papyrus will include the citation counts:

Names

Jung,C G 1
 LaFièvre,H 1
 Laszlo,J A 1
 Martin,S 2

But if you choose **Plain text** as your destination, as shown above, then Papyrus will suppress the citation counts, as well as the list's title. It will also include the sorting version of any names that are sorted differently from how they are displayed:

Jung,C G
LaFièvre,H\Fièvre,H
Laszlo,J A
Martin,S

The resulting document is ready to be loaded into another Papyrus database.

Drag and Drop

You can drag a name from the Names window to any other window that accepts text entries. For example, you can drag a name to an **Author** or **Editor** field in a Reference Entry window.

File menu

The items in the **File** menu that pertain to the Names window are:

Close

Closes the window.

Page Setup...

Brings up the standard Macintosh dialog about paper size, orientation, *etc.*

Print/Export...

Use this item to print some or all of your names, or to **export** them to another Papyrus database.

File	
Open Database...	
Close Database	
Open Text Document...	
Close	⌘W
Save	⌘S
Revert	
Get Info	
Page Setup...	⌘P
Print/Export...	
Cross-reference list...	
List with Index...	
Database settings...	
Database repair...	
Papyrus-Papyrus transfer...	
Synchronize databases...	
Quit	⌘Q

Edit menu

The items in the **Edit** menu that pertain to the Names window are:

Copy

Copies the currently-selected name to the clipboard.

Select All

Selects all the names in the window.

Edit	
Can't Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Look up	⌘L
Duplicate This Field	⌘D
Duplicate Remaining Fields	
Paste Symbol	⌘Y
Find & Replace Text...	
Change Field...	
Check Reference Spelling...	
Launch URL	
Show Clipboard	

Reference menu

None of the items in the **Reference** menu pertain to the Names window.

Reference	
New	⌘N
Find...	⌘F
Edit	⌘E
Delete	
Merge	
Add notecards	⌘T
Cite...	⌘I

Import...	
Duplicates...	

Group menu

None of the items in the **Group** menu pertain to the Names window.

Group	
New Group	
Open Group...	⌘O

Edit Description	
Set Format...	
Sort...	
Refine Search...	
Process Manuscript...	

Specific pages...	
Cite Together	
Cite Separately	

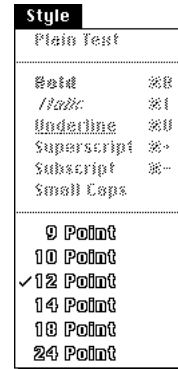
Font menu

Choosing a font from the **Font** menu will make that the font used in the Names window.

Font	
BASE FONT	
AGaramond	▶
Avant Garde Book	
Baskerville BE	▶
Bauhaus 93	
Benguiat	▶

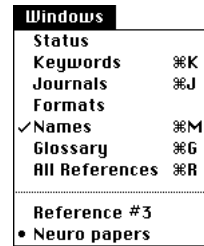
Style menu

Choosing a font size from the **Style** menu will make that the font size used in the Names window.



Windows menu

Use this menu to open one of Papyrus's special windows (Journals, Glossary, *etc.*), or to switch to an already-open Group or Reference Entry window.



Glossary Window

Introduction	R200
Elements of the Glossary window	R201
Selecting Glossary entries	R201
Creating new Glossary entries	R202
Editing Glossary entries	R202
Deleting Glossary entries	R203
Loading Glossary entries	R203
Exporting Glossary entries	R204
Drag and Drop	R205
File menu	R206
Edit menu	R206
Reference menu	R206
Group menu	R207
Font menu	R207
Style menu	R207
Windows menu	R207

Introduction

The **Glossary** is a collection of words and phrases that you expect to use frequently. Putting a phrase into the Glossary allows you to avoid typing it over and over in the future.

The Glossary window helps you in managing your database's Glossary. You can **modify** or **delete** incorrect or obsolete Glossary entries, as well as create **new** ones. You can also **import** a list of Glossary entries.

You can **copy** or **drag** entries from this window to other windows.

See also:

WORKBOOK

Inputting References, Part 2

Exchanging Data With Another Papyrus Version 8 Database

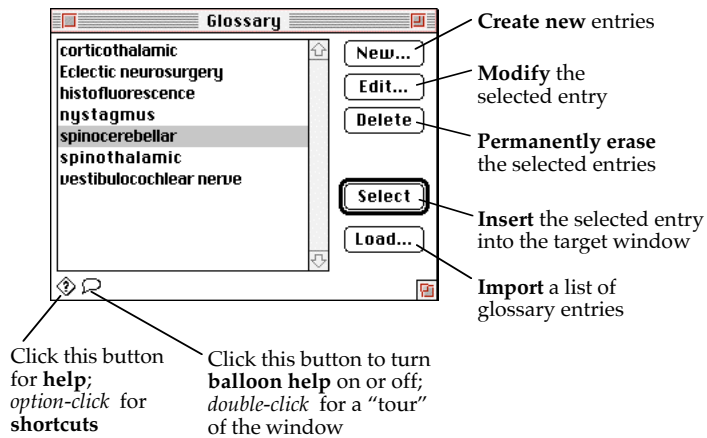
REFERENCE

Look Up

SHORTCUTS

Glossary Window

Elements of the Glossary window



Selecting Glossary entries

You can select entries using standard Macintosh techniques:

Click a entry to select it.

⌘-click an entry to add it to the selection.

Shift-click an entry to add it, and all intervening entries, to the selection.

↑ or **↓** selects the entry above or below the current selection.

⌘-↑ or **⌘-↓** selects the first or last entry in the list.

Shift-↑ or **Shift-↓** enlarges the current selection to include the entry above or below.

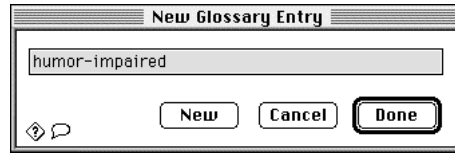
Select All from the **Edit** menu selects all the entries in the list.

Selecting by typing

You can jump directly to a particular entry by **typing its first few letters**.

Creating new Glossary entries

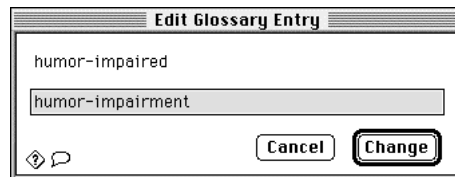
When you click the Glossary window's **New...** button, this dialog appears:



After you have entered your new entry, click **Done** to save it. Or if you wish to enter several new Glossary entries, click **New**. This will save your new entry and then reset the New Glossary Entry dialog for your next entry.

Editing Glossary entries

To modify a Glossary entry, select it in the Glossary window and then click the **Edit...** button. Papyrus will open the same dialog you've already encountered:



After you have made your changes to the Glossary entry, click **Change** to save the modified entry.

Note that changing an entry in the Glossary window will **not** have any effect elsewhere in your database. In other words, the Glossary is merely a **source** of words and phrases—unlike Journals or Keywords, there is no connection between an entry in the Glossary and the references that use that word or phrase.

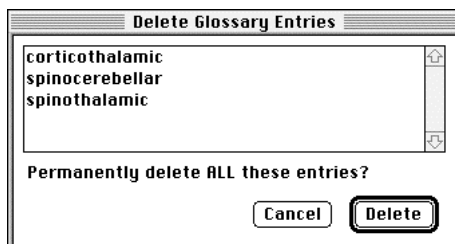
Deleting Glossary entries

To erase a Glossary entry from your database, select it in the Glossary window and then click the **Delete** button. This confirmation dialog appears:



When you click **Delete** the entry will be irretrievably removed from your Glossary.

You can also select **multiple entries** and delete them all at once:



Loading Glossary entries

Papyrus can **import** a list of Glossary entries from any plain text document. This document should consist simply of a series of words or phrases, one per line.

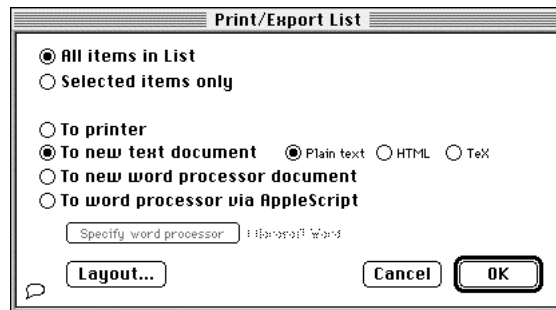
You can create this list with a word processor or any other application that can create a text-only document. You can also have Papyrus **export** some or all of the Glossary entries from one database to a text document, ready to be imported into another Papyrus database.

In the Glossary window, click the **Load...** button. Papyrus will ask you to identify the text document to be read, and then proceed to load the entries from that document. If it recognizes an incoming Glossary entry as one already in your database, Papyrus will not duplicate it.

Exporting Glossary entries

The **File** menu's **Print/Export...** command not only allows you to send your Glossary list to your printer or word processor, but also to a text document suitable for **loading** into another Papyrus database.

When you choose **Print/Export...** this dialog appears:



Click the **Layout...** button and set Skipped lines between items to 0. Also make sure that Fixed line length is *not* checked.

For complete information about the other choices here, see the [REFERENCE](#) chapter on the *Print/Export dialog*.

Usually when exporting a list of Glossary entries, Papyrus will include a title:

Glossary

corticothalamic
Eclectic neurosurgery
histofluorescence
humor-impaired
nystagmus
spinocerebellar
spinothalamic
vestibulocochlear nerve

But if you choose Plain text as your destination, as shown above, then Papyrus will suppress the title.

The resulting document is ready to be loaded into another Papyrus database.

Drag and Drop

From the Glossary window

You can drag an entry from the Glossary window to any other window that accepts text (including windows belonging to other applications).

To the Glossary window

Dragging a word or phrase from another window (including windows belonging to other applications) to the Glossary window adds that word or phrase as a new Glossary entry.

File menu

The items in the **File** menu that pertain to the Glossary window are:

Close

Closes the window.

Page Setup...

Brings up the standard Macintosh dialog about paper size, orientation, *etc.*

Print/Export...

Use this item to print some or all of your Glossary entries, or to **export** them to another Papyrus database.

File	
Open Database...	
Close Database	
Open Text Document...	
Close	⌘W
Save	⌘S
Revert	
Get Info	
Page Setup...	
Print/Export...	⌘P
Cross-reference list...	
List with Index...	
Database settings...	
Database repair...	
Papyrus-Papyrus transfer...	
Synchronize databases...	
Quit	⌘Q

Edit menu

The items in the **Edit** menu that pertain to the Glossary window are:

Copy

Copies the currently-selected entry to the clipboard.

Paste

Makes a new Glossary entry from the current contents of the clipboard.

Clear

Equivalent to clicking the Glossary window's **Delete** button.

Select All

Selects all the entries in the window.

Edit	
Can't Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Look up	⌘L
Duplicate This Field	⌘D
Duplicate Remaining Fields	
Paste Symbol	⌘Y
Find & Replace Text...	
Change Field...	
Check Reference Spelling...	
Launch URL	
Show Clipboard	

Reference menu

None of the items in the **Reference** menu pertain to the Glossary window.

Reference	
New	⌘N
Find...	⌘F
Edit	⌘E
Delete	
Merge	
Add notecards	⌘T
Cite...	⌘I
Import...	
Duplicates...	

Group menu

None of the items in the **Group** menu pertain to the Glossary window.



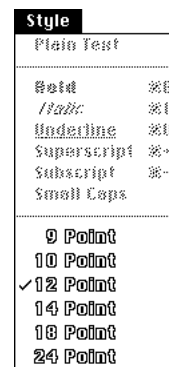
Font menu

Choosing a font from the **Font** menu will make that the font used in the Glossary window.



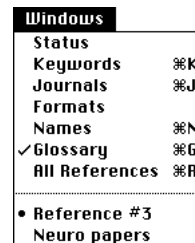
Style menu

Choosing a font size from the **Style** menu will make that the font size used in the Glossary window.



Windows menu

Use this menu to open one of Papyrus's special windows (Keywords, Journals, *etc.*), or to switch to an already-open Group or Reference Entry window.





Keyword Links Window

Introduction	R210
Elements of the Keyword Links window	R211
Selecting keywords	R212
Creating a Link	R212
Deleting a Link	R215
Drag and Drop	R215
File menu	R216
Edit menu	R216
Reference menu	R216
Group menu	R217
Font menu	R217
Style menu	R217
Windows menu	R217

Introduction

As I've discussed in the *Keyword Links* chapter of the **WORKBOOK**, Papyrus lets you establish **links** between your keywords. You can set up a hierarchy of super-categories and sub-categories, indicate that two keywords are synonyms or antonyms, or establish any web of connections you desire.

The **Keyword Links** window is where you create these links. To open a Keyword Links window for a particular keyword, select that keyword in the Keywords window and click the Links window button.

You can also open a Keywords Links window by **Shift-Option-Double-clicking** the keyword in any window it appears—the Keywords window, a Reference Entry window, or another Keyword Links window.

See also:

WORKBOOK

Keyword Links
Concepts
Keywords

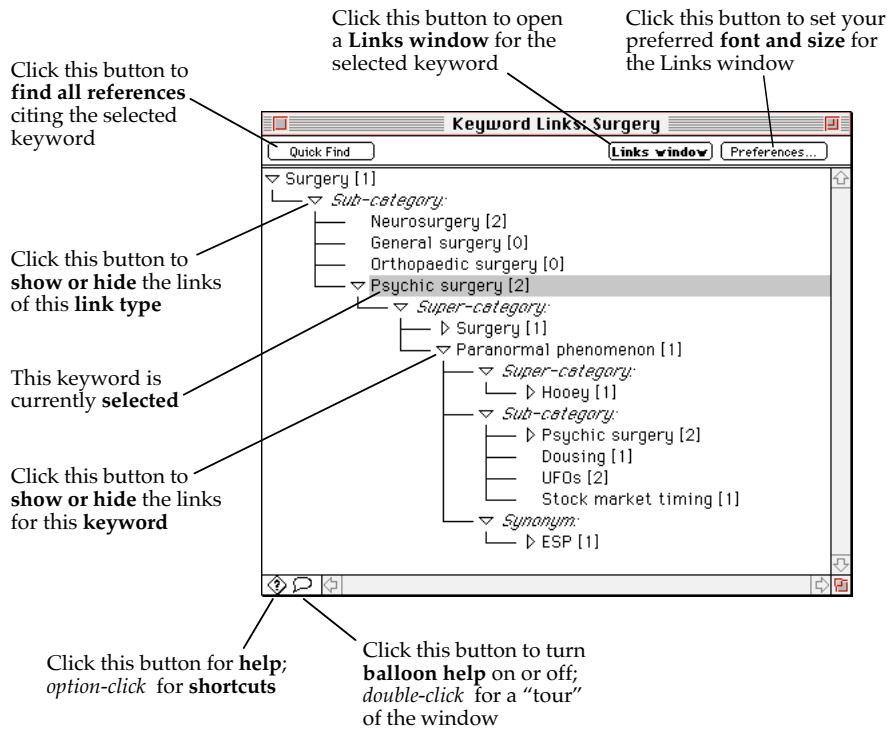
REFERENCE

Keywords Window
Find

SHORTCUTS

Keyword Links Window

Elements of the Keyword Links window



The number appearing in brackets after each keyword is the same number that appears in the Keywords window—a count of how many references currently cite that keyword.

Selecting keywords

You can select keywords using standard Macintosh techniques:

Click a keyword to select it.

⌘-click a keyword to add it to the selection.

Shift-click a keyword to add it, and all intervening keywords, to the selection.

↑ or **↓** selects the keyword above or below the current selection.

Shift-↑ or **Shift-↓** enlarges the current selection to include the keyword above or below.

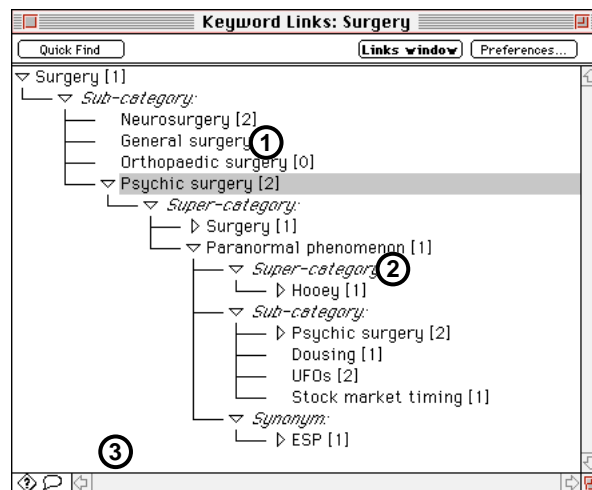
Select All from the **Edit** menu selects all keywords in the window.

Creating a Link

To create a link between two keywords, you **drag** one of them to a Keyword Links window where the other appears.

You can drag the incoming keyword **from** any window where it appears. This could be the Keywords window, or it could be another Keyword Links window. It could even be from within the *same* Keyword Links window to which you're going to drop the keyword.

There are three places onto which you can drop the incoming keyword:



① You can drop the incoming keyword onto a **keyword** appearing in the Keyword Links window. Papyrus will then ask you what sort of link to create between these two keywords.

In the above illustration, the incoming keyword would be linked to **General surgery**.

② You can drop the incoming keyword onto a **link type** appearing in the Keyword Links window. This will create a new link between the dragged keyword and that link type's parent. The new link will be of the same type.

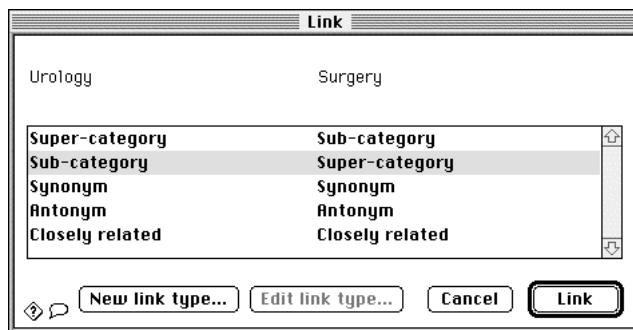
In the above illustration, the incoming keyword would be made a Super-category of Paranormal phenomenon.

③ You can drop the incoming keyword elsewhere in the window. This will create a link between the incoming keyword and the keyword to which the window belongs. Papyrus will ask you what sort of link to create.

In the above illustration, the incoming keyword would be linked to **Surgery**.

• • •

When you create a new link, you must tell Papyrus what sort of link to make. There are four link types **built into** Papyrus, as shown in the **Link dialog**:

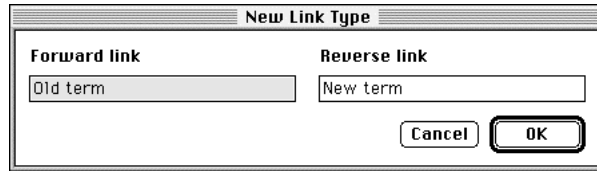


Note that **Super-category/Sub-category** and **Sub-category/Super-category** are really the *same* link type, viewed from two different directions.

The incoming keyword (Urology) and the target keyword (Surgery) are shown at the top of the dialog. The selected link type indicates that Urology is to be considered a Sub-category of Surgery.

To establish the link, click the **Link** button.

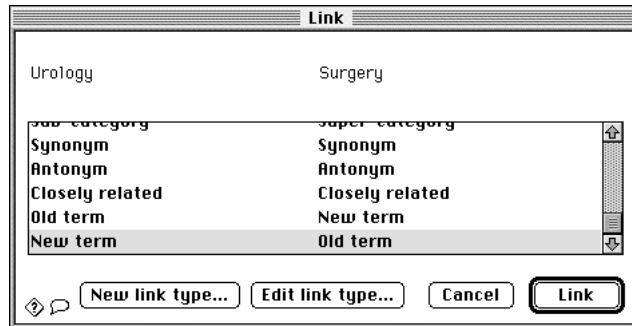
If none of the available link types serves your needs, clicking the **New link type...** button allows you to define a new one:



There's no need to agonize over which description you use as the **Forward link** and which as the **Reverse link**. We just wanted to use shorter names here than “The link as viewed from one end” and “The link as viewed from the other end.”

For **symmetrical** link types, such as Synonym or Closely related, simply type exactly the same description for Forward link and Reverse link.

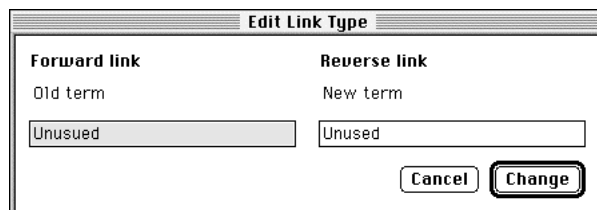
After you click **OK** your new link type will appear in the Link dialog:



The **Edit link type...** button allows you to change the descriptions you've used.

The four built-in link types cannot be edited.

You cannot **delete** a link type. If you wish to discontinue using one of your personally-created link types, use **Edit link type...** to change it something innocuous:



At a future date you can change this link type to something useful.

Deleting a Link

To unlink two keywords, open a Keyword Links window for one of them. Then select the keyword you wish to unlink and choose **Cut** or **Clear** from the **Edit** menu.

You can also use your keyboard's **Delete** or **Clear** key to accomplish the same thing.

Drag and Drop

Within the Keyword Links window

Dragging a keyword onto another keyword, or onto a link type, will create a new link. (See *Creating a Link*.)

To a different Keyword Links window

Dragging a keyword to another Keyword Links window will create a new link. (See *Creating a Link*.)

To a Reference Entry window

Dragging one or more keywords to a Reference Entry window will add those keywords to that reference.

To a Group window

Dragging one or more keywords to a Group window will add those keywords to each of the references contained in the Group.

From the Keywords window

Dragging one or more keywords to the Keyword Links window will create new links for those keywords. (See *Creating a Link*.)

File menu

The items in the **File** menu that pertain to Keyword Links windows are:

Close

Closes the window.

Page Setup...

Brings up the standard Macintosh dialog about paper size, orientation, *etc.*

Print/Export...

Use this item to print the contents of the Keyword Links window.

File	
Open Database...	
Close Database	
Open Text Document...	
Close	⌘W
Save	⌘S
Revert	
Get Info	
Page Setup...	
Print/Export...	⌘P
Cross-reference list...	
List with Index...	
Database settings...	
Database repair...	
Papyrus-Papyrus transfer...	
Quit	⌘Q

Edit menu

The items in the **Edit** menu that pertain to Keyword Links windows are:

Cut

Removes the link to the currently-selected keyword or keywords, and puts those keywords onto the clipboard.

Copy

Copies the currently-selected keywords to the clipboard.

Clear

Removes the link to the currently-selected keyword or keywords.

Select All

Selects all the keywords in the window.

Edit	
Can't Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘U
Clear	
Select All	⌘A
Look up	⌘L
Duplicate This Field	⌘D
Duplicate Remaining Fields	
Paste Symbol	⌘Y
Find & Replace Text...	
Change Field...	
Check Reference Spelling...	
Launch URL	
Show Clipboard	

Reference menu

None of the items in the **Reference** menu pertain to Keyword Links windows.

Reference	
New	⌘N
Find...	⌘F
Edit	⌘E
Delete	
Merge	
Add notecards	⌘T
Cite...	⌘I
Import...	
Duplicates...	

Group menu

None of the items in the **Group** menu pertain to Keyword Links windows.



Font menu

Choosing a font from the **Font** menu will make that the default font for the current Keyword Links window.

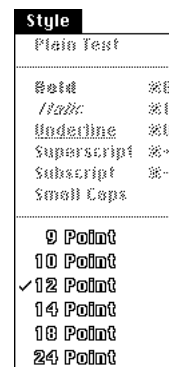
This change will affect only the current window. To change your default fonts for future Keyword Links windows, use the Preferences button.



Style menu

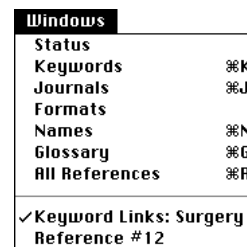
Choosing a font size from the **Style** menu will make that the default font size for the current Keyword Links window.

This change will affect only the current window. To change your default font size for future Keyword Links windows, use the Preferences button.



Windows menu

Use this menu to open one of Papyrus's special windows (Keywords, Journals, Glossary, etc.), or to switch to an already-open Group or Reference Entry window.



Reference Links Window

Introduction	R220
Elements of the Reference Links window	R221
Display formats	R222
Preferences button	R223
Selecting references	R223
Creating a Link	R224
Deleting a Link	R226
Drag and Drop	R227
File menu	R228
Edit menu	R228
Reference menu	R229
Group menu	R229
Font menu	R230
Style menu	R230
Windows menu	R230

Introduction

As I've discussed in the *Reference Links* chapter of the WORKBOOK, Papyrus lets you establish **links** between your references. You can link a notecard to the reference that it describes or quotes. You might indicate that one reference is reviewed by another, or that a recent article refutes an earlier work.

The **Reference Links** window is where you create these links. To open a Reference Links window for a particular reference, select that reference in the All References window, a Group window, or a Reference Entry window and click the Links window button.

You can also open a Reference Links window by **Shift-Option-Double-clicking** the reference in any window it appears.

See also:

WORKBOOK

Reference Links

CONCEPTS

Notecards and Linked References

REFERENCE

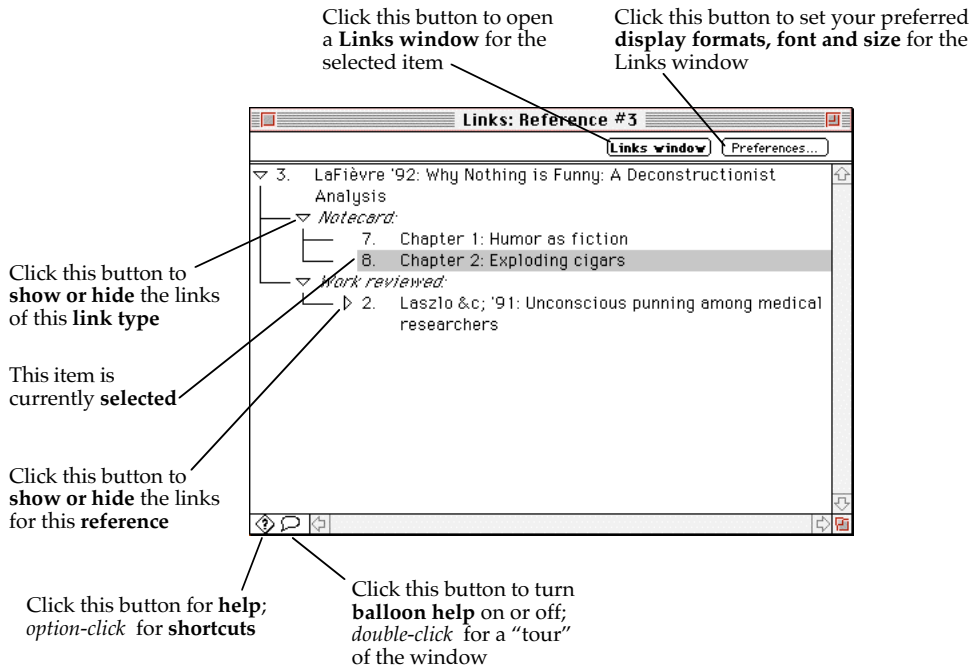
Print/Export

Find

SHORTCUTS

Reference Links Window

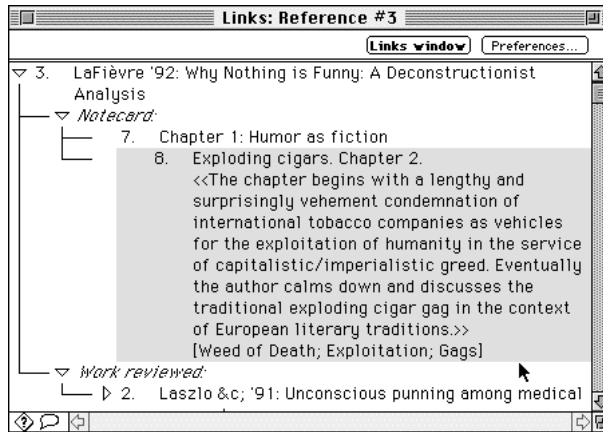
Elements of the Reference Links window



Display formats

Within a References Link window each reference may be displayed in a **compact** or **expanded** format. By default these are, respectively, the built-in COMPACT and STANDARD formats.

Initially all items are shown in the compact format. You can switch between the compact format and the expanded format by **double-clicking** a reference:

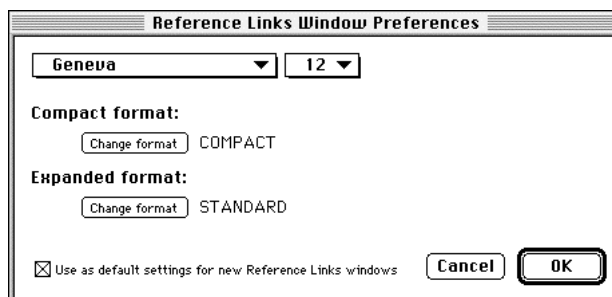


You can also switch between the two formats by selecting one or more references and pressing your Return or Enter key.

To change the window's display formats, use the Preferences button.

Preferences button

Clicking this button brings up the following dialog box:



Here you can set each of the **display formats** for the window, by clicking the corresponding **Change format** button. Doing so will bring up a list of available output formats from which you can choose.

You can also pick the **font** and **font size** used in the window.

If **Use as default settings for new Reference Links windows** is checked, then these settings will apply to all future Reference Links windows as well as the present window. If it is not checked, then these changes will only apply to the current window.

Selecting references

You can select references using standard Macintosh techniques:

Click a reference to select it.

⌘-click a reference to add it to the selection.

Shift-click a reference to add it, and all intervening references, to the selection.

↑ or **↓** selects the reference above or below the current selection.

Shift-↑ or **Shift-↓** enlarges the current selection to include the reference above or below.

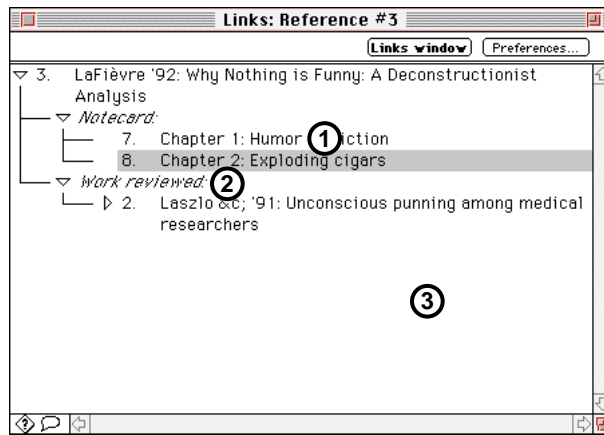
Select All from the **Edit** menu selects all references in the window.

Creating a Link

To create a link between two references, you **drag** one of them to a Reference Links window where the other appears.

You can drag the incoming reference **from** any window where it appears. This could be the All References window, a Group window, a Reference Entry window, or it could be another Reference Links window. It could even be from within the *same* Reference Links window to which you're going to drop the reference.

There are three places onto which you can drop the incoming reference:



① You can drop the incoming reference onto a **reference** appearing in the Reference Links window. Papyrus will then ask you what sort of link to create between these two references.

In the above illustration, the incoming reference would be linked to Reference #7.

② You can drop the incoming reference onto a **link type** appearing in the Reference Links window. This will create a new link between the dragged reference and that link type's parent. The new link will be of the same type.

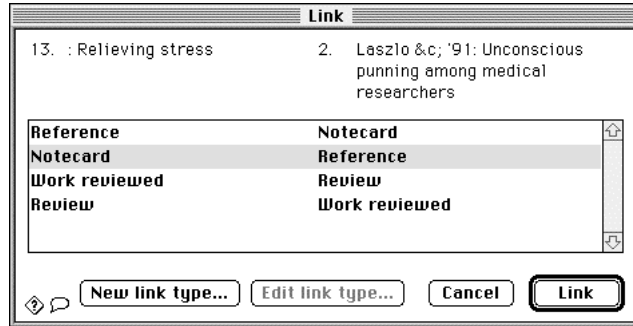
In the above illustration, the incoming reference would be made a Work reviewed of Reference #3.

③ You can drop the incoming reference elsewhere in the window. This will create a link between the incoming reference and the reference to which the window belongs. Papyrus will ask you what sort of link to create.

In the above illustration, the incoming reference would be linked to Reference #3.

• • •

When you create a new link, you must tell Papyrus what sort of link to make. There are two link types **built into** Papyrus, as shown in the **Link dialog**:

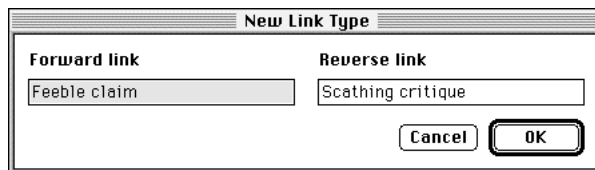


Note that the dialog shows only *two* link types, each viewed from two different directions.

The incoming reference (#13) and the target reference (#2) are shown at the top of the dialog. The selected link type indicates that #13 is to be considered a Notecard of #2.

To establish the link, click the **Link** button.

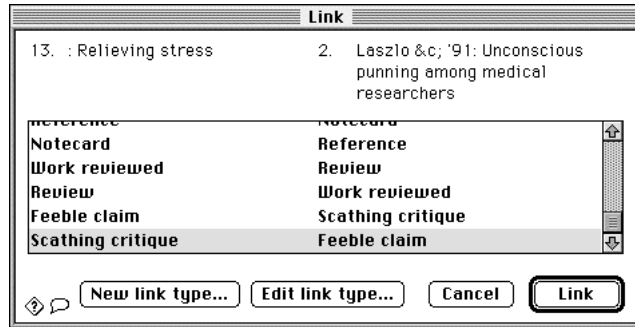
If none of the available link types serves your needs, clicking the **New link type...** button allows you to define a new one:



There's no need to agonize over which description you use as the **Forward link** and which as the **Reverse link**. We just wanted to use shorter names here than "The link as viewed from one end" and "The link as viewed from the other end."

For **symmetrical** link types, such as Same research group or Ongoing feud, simply type exactly the same description for Forward link and Reverse link.

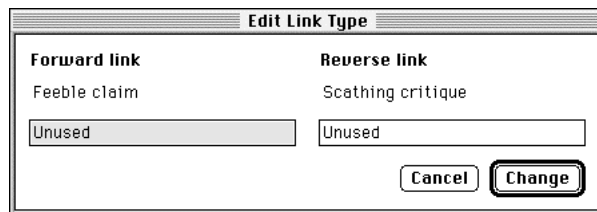
After you click **OK** your new link type will appear in the Link dialog:



The **Edit link type...** button allows you to change the descriptions you've used.

The two built-in link types cannot be edited.

You cannot **delete** a link type. If you wish to discontinue using one of your personally-created link types, use **Edit link type...** to change it something innocuous:



At a future date you can change this link type to something useful.

Deleting a Link

To unlink two references, open a Reference Links window for one of them. Then select the reference you wish to unlink and choose **Cut** or **Clear** from the **Edit** menu.

You can also use your keyboard's Delete or Clear key to accomplish the same thing.

Drag and Drop

Within the Reference Links window

Dragging a reference onto another reference, or onto a link type, will create a new link. (See *Creating a Link*.)

To a different Reference Links window

Dragging a reference to another Reference Links window will create a new link. (See *Creating a Link*.)

To a Group window

Dragging references to a Group window will add those references to the Group.

To a Reference Entry window

Dragging a reference to a Reference Entry window will set the empty fields in the entry window to the values present in the dragged reference.

From a Group window

Dragging a reference to a Reference Links window will create a new link. (See *Creating a Link*.)

From a Reference Entry window

Dragging a reference to a Reference Links window will create a new link. (See *Creating a Link*.)

From the Formats window

You can change either of the window's **display formats** by dragging a format onto the Reference Links window.

File menu

The items in the **File** menu that pertain to Reference Links windows are:

Close

Closes the window.

Page Setup...

Brings up the standard Macintosh dialog about paper size, orientation, *etc.*

Print/Export...

Use this item to print the contents of the Reference Links window.

File	
Open Database...	
Close Database	
Open Text Document...	
Close	⌘W
Save	⌘S
Revert	
Get Info	
Page Setup...	
Print/Export...	⌘P
Cross-reference list...	
List with Index...	
Database settings...	
Database repair...	
Papyrus-Papyrus transfer...	
Quit	⌘Q

Edit menu

The items in the **Edit** menu that pertain to Reference Links windows are:

Cut

Removes the link to the currently-selected reference or references, and puts those references onto the clipboard.

Copy

Copies the currently-selected references to the clipboard.

Clear

Removes the link to the currently-selected references or references.

Select All

Selects all the references in the window.

Launch URL

If the currently-selected reference includes an Internet URL, then **Launch URL** will instruct your Web browser to go to the indicated address. Papyrus handles this via the **Internet Config** extension.

Edit	
Can't Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Look up	⌘L
Duplicate This Field	⌘D
Duplicate Remaining Fields	
Paste Symbol	⌘Y
Find & Replace Text...	
Change Field...	
Check Reference Spelling...	
Launch URL	
Show Clipboard	

Reference menu

The items in the **Reference** menu that pertain to Reference Links windows are:

Edit

Opens a Reference Entry window for each of the currently-selected references.

Delete

Permanently deletes the currently-selected references from your database.

Merge

Combines the currently-selected references into a single reference. You will use this when you discover duplicate entries corresponding to the same publication. When some fields differ between the entries, such as keywords or comments, Papyrus will ask you whether you wish to keep one version or the other, or combine the two.

Add Notecards

Opens a new Reference Entry window where you can enter one or more new notecards. These notecards will be linked to each of the currently-selected references.

Cite...

Places the currently-selected reference into the clipboard, so that you can paste them into another application, such as a word processor. The **Cite dialog** lets you decide whether the references will be pasted as formatted citations or as placeholders for a subsequent **Process Manuscript** operation.

Reference	
New	⌘N
Find...	⌘F
Edit	⌘E
Delete	
Merge	
Add notecards	⌘T
Cite...	⌘I

Import...	
Duplicates...	

Group menu

None of the items in the **Group** menu pertain to Reference Links windows.

Group	
New Group	
Open Group...	⌘O

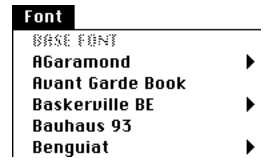
Edit Description	
Set Format...	
Sort...	
Refine Search...	
Process Manuscript...	

Specific pages...	
Cite Together	
Cite Separately	

Font menu

Choosing a font from the **Font** menu will make that the default font for the current Reference Links window.

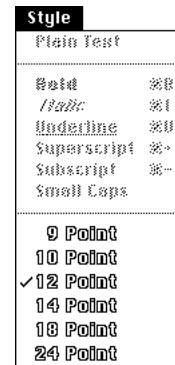
This change will affect only the current window. To change your default fonts for future Reference Links windows, use the Preferences button.



Style menu

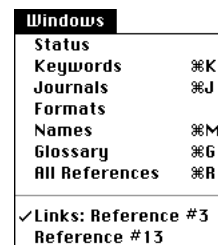
Choosing a font size from the **Style** menu will make that the default font size for the current Reference Links window.

This change will affect only the current window. To change your default font size for future Reference Links windows, use the Preferences button.



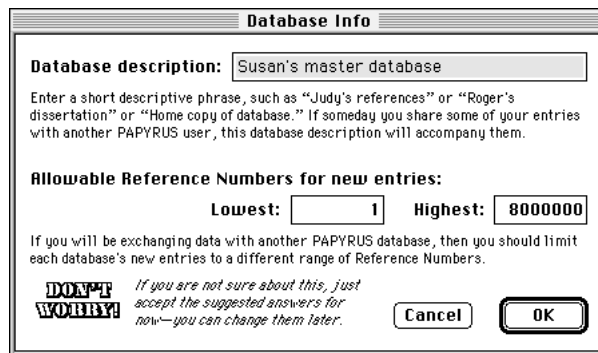
Windows menu

Use this menu to open one of Papyrus's special windows (Keywords, Journals, Glossary, *etc.*), or to switch to an already-open Group or Reference Entry window.



Database Info Dialog

This dialog appears when you create a new database. For an existing database you can bring up this dialog by clicking the **i** button in either the **Status window** or **All References window**. Or with either of those windows selected you can choose **Get Info** from the **File** menu.



Database description

You can enter whatever description you like. The description is displayed in the database's **Status window**, so if you work with more than one database you can always tell which one you currently have open.

When you transfer references to another Papyrus database, their original database description is transferred along with them. Thus you can always tell from whose database a particular reference originated.

Allowable Reference Numbers

Papyrus allows Reference Numbers of up to 8 million. But if you will be sharing your work with another Papyrus user, it will usually be helpful to restrict each database to a different range of Reference Numbers. That way you can exchange references without running into numbering conflicts.

After you fill in the limits in this dialog, Papyrus will ensure that any new entries to your database are numbered accordingly.

See also:

WORKBOOK

Creating a fresh Papyrus database

REFERENCE

Status Window

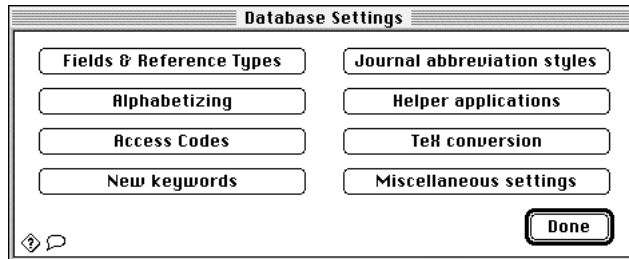
All References Window

Database Settings Dialog

Introduction	R234
Fields & Reference Types	R235
Alphabetizing	R236
Access Codes	R237
New keywords	R238
Journal abbreviation styles	R239
Helper applications	R241
TeX conversion	R242
Miscellaneous settings	R243

Introduction

To open this dialog, choose **Database Settings...** from the **File** menu.



From here you can control many fundamental aspects of your Papyrus database.

See also:

WORKBOOK

Working with the Web
Spellchecking
Fields & Reference Types
Alphabetizing Rules

CONCEPTS

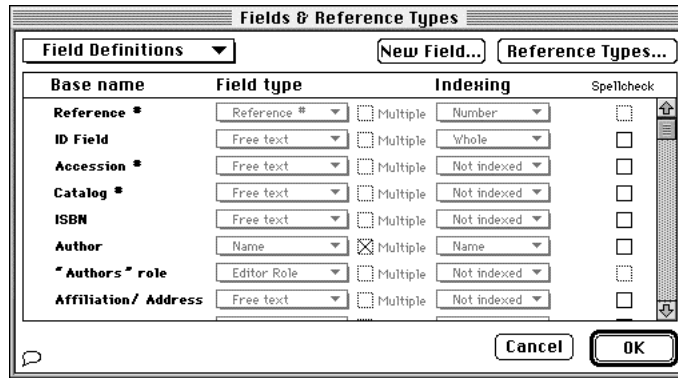
Journals
Access Codes

REFERENCE

Using Papyrus with TeX, LaTeX, and BibTeX

Fields & Reference Types

When you click the **Fields & Reference Types** button, this dialog will appear:

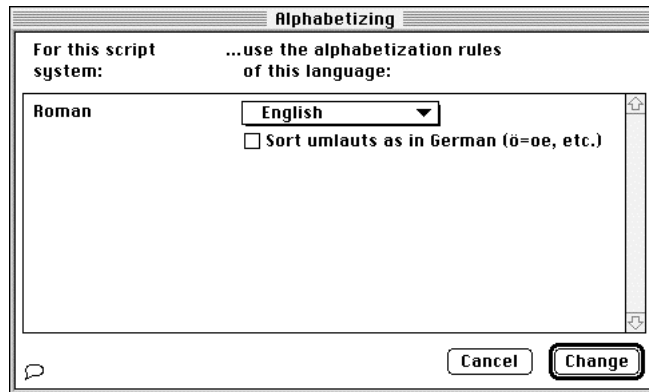


This is a rather complex dialog. It allows you to create new fields or new reference types, and to change the nature and order of the fields for each reference type.

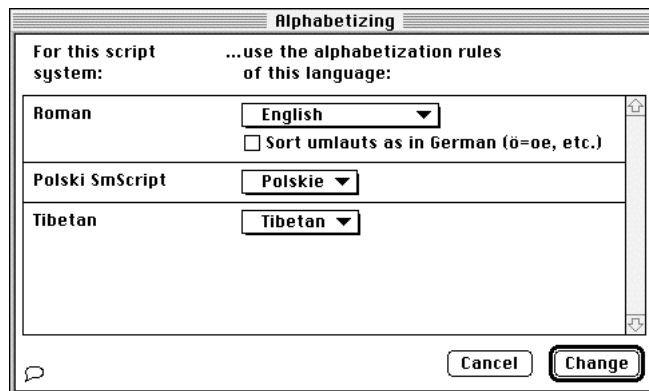
For a complete exploration of this dialog see the *Fields & Reference Types* chapter in the WORKBOOK section.

Alphabetizing

When you click the **Alphabetizing** button, this dialog will appear:



This dialog controls the way that authors, title words, *etc.* are **sorted** in your database. For each **script system** installed on your computer—Roman, Japanese, Chinese, Arabic, Hebrew, and so on—you can specify the language or dialect whose rules should be used for sorting entries in that script system.

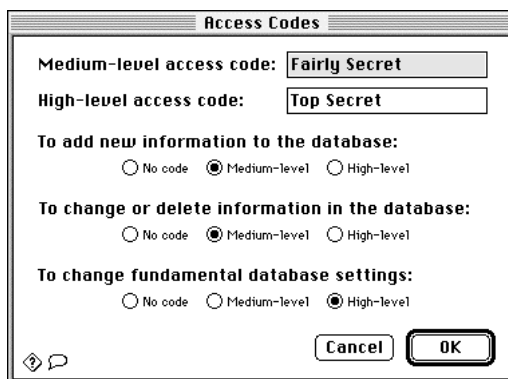


For the Roman script Papyrus provides an additional choice, Sort umlauts as in German. Even if you are sorting according to the rules of, say, English, you might still prefer to sort unlauded letters according to the German method (ö sorted as oe) rather than the English method (ö sorted as o).

Moreover, our experiments with some versions of Apple's system software have shown that even when set to use German rules, the system software continues to sort ö as o. If you check Sort umlauts as in German then Papyrus will ensure the correct sorting of umlauted letters.

Access Codes

When you click the **Access Codes** button, this dialog will appear:



You can enter up to two access codes, a **medium-level** code and a **high-level** code. You can then indicate which code, if any, is necessary for the three categories of action shown.

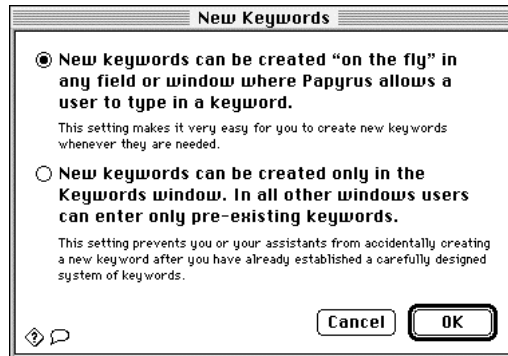
Typically, knowledge of the **high-level** access code would be restricted to the one or two people most responsible for the care of your database. These are the only people who will be able to access the Database Settings dialog.

Slightly less trusted individuals may be granted knowledge of the **medium-level** code so that they can make routine additions and changes to the database.

Those remaining members of the hoi polloi who know neither code will still be able to do searches, compile bibliographies, and otherwise access your database, but they will be unable to alter its contents.

New keywords

When you click the **New keywords** button, this dialog will appear:

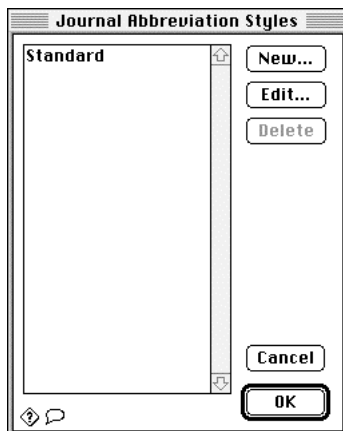


The first choice is most applicable for databases maintained by just one or two people. It allows you to create a new keyword simply by typing it as you enter or edit a reference. This is very convenient if you wish to invent your keywords as you encounter a need for them.

The second choice ensures that new keywords will be added to your database only from the Keywords window, where all your existing keywords are readily apparent. This will help you avoid accidental synonyms or misspellings. If you want to plan out your system of keywords in advance, or if you need to protect the integrity of your database against the ravages of underpaid undergraduate drones, then select this second choice.

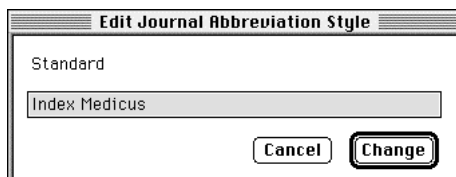
Journal abbreviation styles

When you click the **Journal abbreviation styles** button, this dialog will appear:

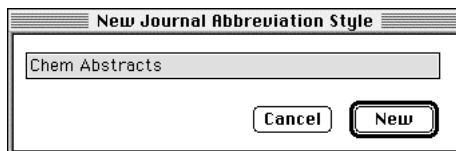


Here is where you can establish more than one style of journal abbreviation, as explained in the *Journals* chapter of the *CONCEPTS* section.

Use the **Edit...** button to change the name of a style:



Use the **New...** button to create additional styles:



Until you click the **OK** button you can remove your newly-created styles via the **Delete** button. However, once you have **OKed** this dialog you will not henceforth be able to delete the new style. The best you can do at that point is rename the style to **Unused** or **Reserved** for future use or some such.

Once you've created additional abbreviation styles, spaces for each of them will automatically be provided in the Journal Entry dialog:

New Journal

Full Journal Name: Journal of the American Casuistry Society

Index Medicus Abbrev.: J. Am. Casuis. Soc.

Chem Abstracts Abbrev.: JACS

Call Number: _____ ISSN: _____

URL: _____

Comments: _____

Routinely cite:
 Issue Day/Month Series

New Cancel Done

When you **print** a list of journals from the Journals window, Papyrus will ask you which abbreviation style to display in the list:

Print/Export List

All items in List
 Selected items only

To printer
 To new text document
 To new word processor document
 To word processor via AppleScript

Specify word processor: Microsoft Word

Abbreviation style:
Index Medicus
Chem Abstracts

Layout... Cancel OK

You will also be given your choice of abbreviation styles when you create or edit output and import **formats**.

Helper applications

When you click the **Helper applications** button, this dialog will appear:



Here is where you tell Papyrus what application on your computer to use as a **Web browser**, and what application will serve as your **spellchecker**.

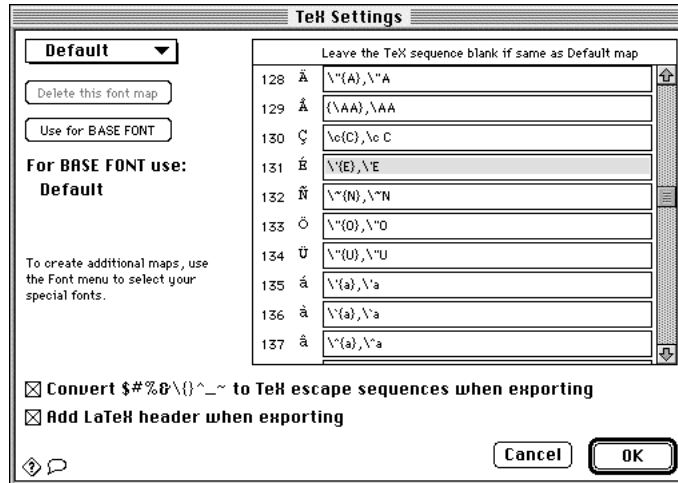
To set or change either of these, click the corresponding **Change** button. Papyrus will present a standard Macintosh file-opening dialog where you can indicate the relevant application.

Papyrus uses your **Web browser** for presenting its **online help**.

For all the interesting details regarding **spellcheckers**, see the *Spellchecking* chapter in the **WORKBOOK** section.

TeX conversion

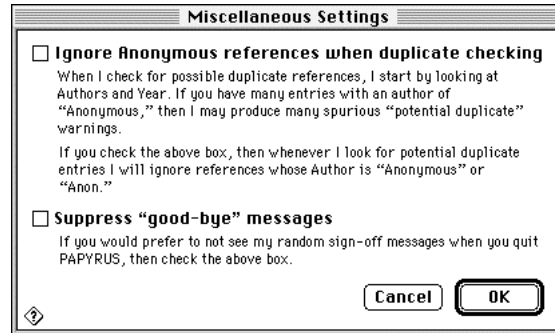
When you click the **TeX conversion** button, this dialog will appear:



There is a lot going on here. For a complete discussion, see the REFERENCE chapter *Using Papyrus with TeX, LaTeX, and BibTeX*.

Miscellaneous settings

When you click the **Miscellaneous settings** button, this dialog will appear:



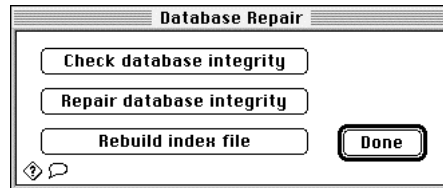
These questions are self-explanatory.

Database Repair Dialog

Introduction	R246
Check database integrity	R248
Repair database integrity	R248
Rebuild index file	R249

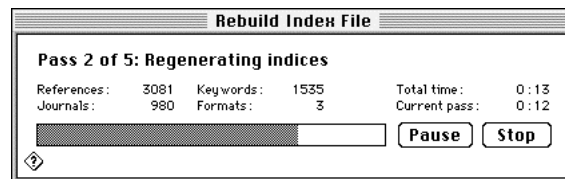
Introduction

To open this dialog, choose **Database Repair...** from the **File** menu.



You will not need to use this dialog often at all. However, if a computer crash or other problem has resulted in damage to your Papyrus database, these functions will usually allow Papyrus to correct that damage.

All three functions display the same sort of progress dialog:



Total time indicates the elapsed time, in hours and minutes, that the function has so far been running. Current pass indicates the time spent thus far on the current pass of repairs. The **progress bar** at the bottom of the dialog indicates the work done so far in the current pass.

If for some reason you wish to abort the repair, click **Stop**. If Papyrus had been in the final pass of **Repair database integrity** or either of the final two passes of **Rebuild index file** then your database will be unusable until you subsequently run the repair function to completion.

As with all time-consuming operations, Papyrus monitors other activity on your computer as it proceeds. If you are working in other applications then Papyrus will take control of your computer for a smaller slice of each second. Still, in some situations you might be inconvenienced by Papyrus slowing your work; if this occurs click **Pause**—Papyrus will suspend its repair function until you tell it to resume.

See also:

WORKBOOK

Creating a fresh Papyrus database

CONCEPTS

Indexes

Check database integrity

This function scans your main database document (*e.g.*, *My References*) for inconsistencies. It does *not* examine your index file (*My References.idx*).

This function will never make any *changes* to a database, so it is always safe to run.

Each record in a Papyrus main database document includes extra information to help Papyrus detect and repair file damage. There are many ways that Papyrus can use this information to examine the database for damage. In addition, Papyrus can check that records refer to each other correctly—for example, if a reference claims to cite a particular keyword, then Papyrus can confirm that this keyword does indeed exist.

However, at this time (late 1998), despite a great deal of Papyrus use by many people we have not yet encountered a main database document with *any* sort of internal damage. On the one hand this means that we seem to have done a very good job of engineering Papyrus to prevent such damage in the first place. On the other hand, it also means that we do not know which of the many possible integrity checks would be worth implementing in Papyrus.

Therefore at this time the Check database integrity function actually does **nothing at all**. If in the future we find inconsistencies in anyone's main database document then we will begin to beef up the work done by this option.

Repair database integrity

If the Check database integrity function finds any problems in your main database document, then this function will attempt to repair the document.

As with Check database integrity, though, since so far no Papyrus database has shown any signs of internal damage, we don't have any basis for knowing which sorts of theoretically-possible repairs to implement here.

So at present the Repair database integrity function only performs a few very basic operations.

Rebuild index file

As discussed at length in the **CONCEPTS** chapter on *Indexes*, Papyrus maintains many indexes of your database to speed its searches and to perform other housekeeping chores. All of the indexes are physically stored in your Papyrus index file (e.g., *My References.idx*).

Should your computer crash for some reason while Papyrus is in the middle of storing new information, the most-recently entered data may not yet be fully indexed. This could cause *bad* things to happen the next time you use Papyrus.

If this situation arises, you will find that when you next try to launch Papyrus it will insist that you perform a **Rebuild index file**. (If it does *not* so insist then you can rest easy—all indexing had, in fact, been completed prior to your crash.) This function rebuilds all of the indexes in your index file based on the information in your main database document.

Thus, **Rebuild index file** can be a savior in recovering crashed data. Its main drawback is that it can be rather time-consuming. The longer your Titles, Comments and Abstracts, in particular, the more indexing Papyrus must do. So if you have tens of thousands of references and a not particularly fast hard disk, you may be looking at several hours for this option to run.

One way to avoid such time-consuming scenarios is to make frequent back-ups of your two Papyrus database documents (the main document and the index file). In the event of a poorly-timed crash that would require a **Rebuild index file**, you will then have the option of instead restoring your most recent back-up and simply picking up from where you had left off.

Rebuild index file has a second use. As I've mentioned elsewhere, if you have only the main database document for a particular database, then this function can create a fresh index file for that database. This might occur if your back-up disks or tapes contain a copy of only the main database document. Or a colleague might wish to give you a copy of her Papyrus database, in which case she can save e-mail time or disk space by providing you with just the main document.

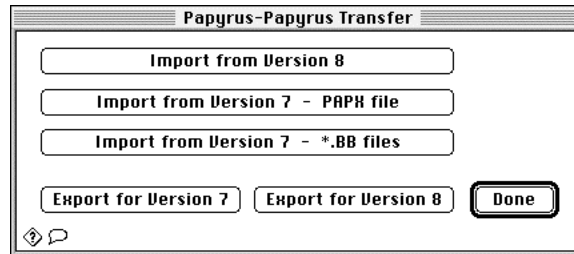
Papyrus-Papyrus Transfer Dialog

Introduction	R252
Import from Version 8	R253
Import from Version 7—PAPX file	R256
Import from Version 7—*.BB files	R258
Import—Advanced concerns	R260
Export for Version 7	R264
Export for Version 8	R265

Introduction

We have designed Papyrus Version 8 so that it is extremely easy to transfer information from one Version 8 database to another. We have also put considerable effort into making exchanges with Papyrus Version 7 databases as convenient as possible.

Choosing **Papyrus-Papyrus Transfer...** from the **File** menu results in this dialog:



The functions available from this dialog allow you to import or export an **entire Papyrus database**. They also let you import or export just **selected references** along with their associated journals and keywords.

There are other techniques for transferring just keywords, journals, formats, names, or glossary entries between databases. See the *WORKBOOK* chapters indicated below for details.

See also:

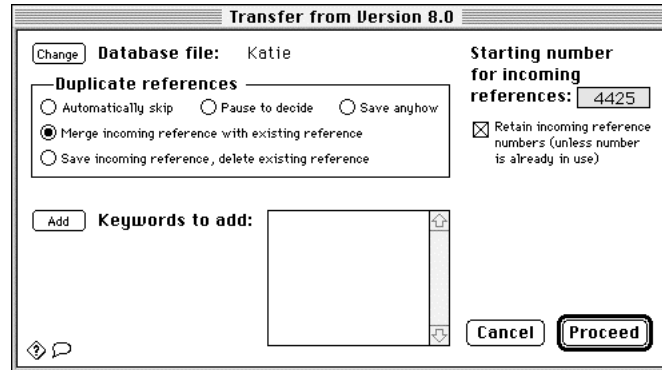
WORKBOOK

Exchanging Data With Papyrus Version 7

Exchanging Data With Another Papyrus Version 8 Database

Import from Version 8

You can import into your database the entire contents of another Papyrus Version 8 database. Clicking **Import from Version 8** produces this dialog:



This dialog is quite similar to the **Import dialog**.

Database file

Clicking the **Change** button lets you indicate the document to be imported. This must be a Papyrus **main database document**—either someone’s Papyrus database, or else a document created by the **Export for Version 8** function.

Starting number for incoming references

As Papyrus imports each incoming reference, it must assign the reference a Papyrus Reference #. You can indicate here the starting point for these numbers.

Retain incoming reference numbers

Here you can indicate that the incoming references should keep their existing reference numbers as they are added to your database, rather than being assigned fresh numbers.

Duplicate references

If Papyrus suspects that an incoming reference is a duplicate of a reference already in your database, then your choice here will control what Papyrus does about the situation:

Automatically skip

Papyrus will copy the incoming reference to the reject file. The reference will not be added to your database.

Pause to decide

Papyrus will pause its import process, and present you with a dialog window that shows both the incoming reference and the existing reference, so that you can decide how Papyrus should proceed.

Save anyhow

Papyrus will add the incoming reference to your database, in addition to the existing reference.

Merge incoming reference with existing reference

Papyrus will combine the two references, adding any new incoming information to the reference already in your database.

Save incoming reference, delete existing reference

Papyrus will add the incoming reference to your database, while deleting the existing reference from your database. This might come in handy if you know that your current import source is more reliable or accurate than a different source you have used in the past.

Any references previously **linked** to the existing reference will be re-linked to the new incoming reference.

If you select this choice, then an additional checkbox will appear:

Re-use
old Ref#

Clicking this checkbox tells Papyrus to reassign the Reference # of the existing reference to the incoming reference.

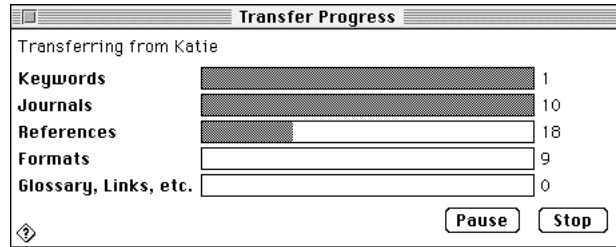
Keywords to add

If you would like to add one or more keywords to each of the incoming references, click the button. Papyrus will then present you with its Keywords window, where you can pick the relevant keywords.

• • •

If the incoming database document includes any **user-defined** reference types, fields, journal abbreviation styles, or link types, then Papyrus will ask you how you wish to “map” the incoming categories to those in your own database. See *Import – Advanced concerns* later in this chapter for the details.

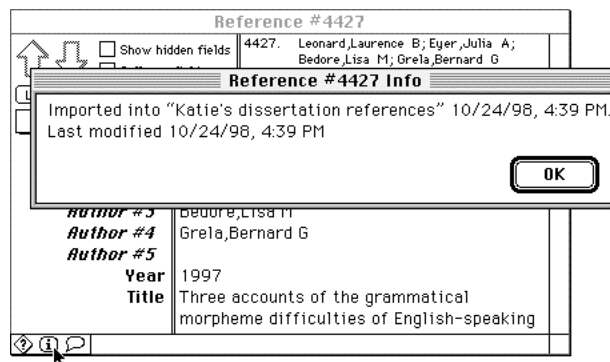
As the import proceeds, you can follow its progress in this dialog:



As with all time-consuming operations, Papyrus monitors other activity on your computer as it proceeds. If you are doing other work in Papyrus or elsewhere, then this import will take control of your computer for a smaller slice of each second. Still, in some situations you might be inconvenienced by Papyrus slowing your other work; if this occurs click **Pause**—Papyrus will suspend its importing until you tell it to resume.

• • •

After you have imported references from another Papyrus database, if you do a **Get Info** on any of them you will still see the database description for the database into which the reference was **originally** entered or imported, rather than your own database’s description:

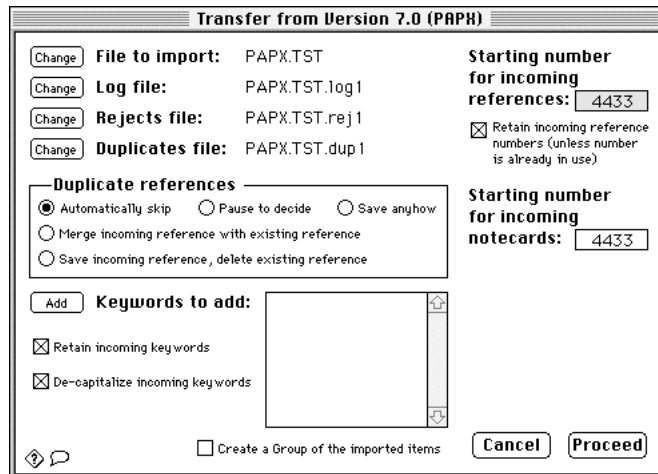


If you routinely share references with other Papyrus users, this means that you will always be able to determine who originally provided a given reference.

Import from Version 7—PAPX file

Version 7 of Papyrus comes with a predefined import/output format, PAPX, for transferring references between databases. You can use this same format to transfer selected Version 7 references to a Version 8 database.

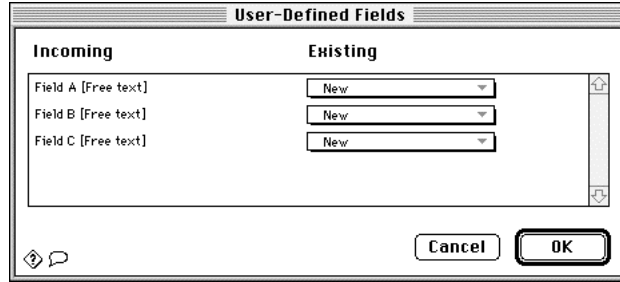
First you must transfer the PAPX text file to your Macintosh. Then from the Papyrus-Papyrus Transfer dialog click **Import from Version 7 - PAPX file**:



This dialog is quite similar to Papyrus's usual **Import dialog**. The sections regarding the **Log** and other files, **Duplicate references**, **Keywords**, and **Reference numbering** behave identically.

For some considerations regarding **reference numbering** and **notecard numbering**, see the *WORKBOOK* chapter on *Exchanging Data With Papyrus Version 7*.

After you click **Proceed** Papyrus will ask you what you wish done with the three **user-defined fields** from Version 7:



For more details about this dialog, see *Import—Advanced concerns*, later in this chapter. For some considerations specifically related to imports from Papyrus Version 7, see the **WORKBOOK** chapter on *Exchanging Data With Papyrus Version 7*.

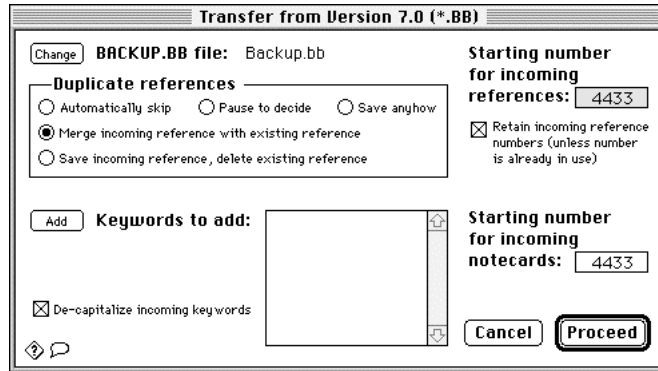
Finally, Papyrus will open its usual **Import window**, and proceed exactly as for any other import.

During the import, Papyrus will automatically convert the incoming references from their DOS ASCII character set used by Version 7 to the Macintosh character set.

Import from Version 7—*.BB files

Papyrus Version 7 includes a **back-up** function that writes out an entire database to a set of files whose names all end in .BB. If you transfer this complete set of files to your Macintosh, you can then import their contents into Papyrus Version 8.

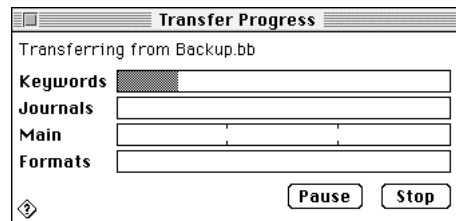
From the Papyrus-Papyrus Transfer dialog, click **Import from Version 7 - *.BB Files**:



This dialog is quite similar to Papyrus’s usual **Import dialog**. The sections regarding **Duplicate references**, **Keywords**, and **Reference numbering** behave identically.

For some considerations regarding **reference numbering** and **notecard numbering**, see the WORKBOOK chapter on *Exchanging Data With Papyrus Version 7*.

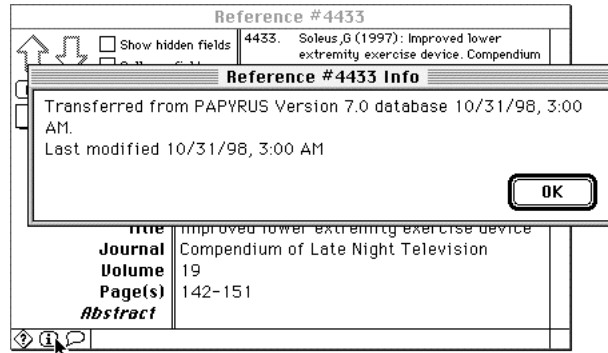
After you click **Proceed**, the **Transfer progress** window will appear:



Papyrus will begin by importing all of the Version 7 keywords, and then all of the journals. The biggest job is importing the “main” file, which includes the references and notecards (and also glossary entries). Hooking everything up correctly involves three passes through the main files, as indicated by the three divisions of the progress bar for Main. Finally the Version 7 formats will be converted into Version 8 formats and transferred.

During the import, Papyrus will automatically convert the incoming data from their DOS ASCII character set to the Macintosh character set.

Once transferred, the Version 7 keywords, journals, references, *etc.* will be full-fledged Version 8 records. The only way to see that any of these originated in Version 7 is by doing a **Get Info** on one of the transferred references or notecards:



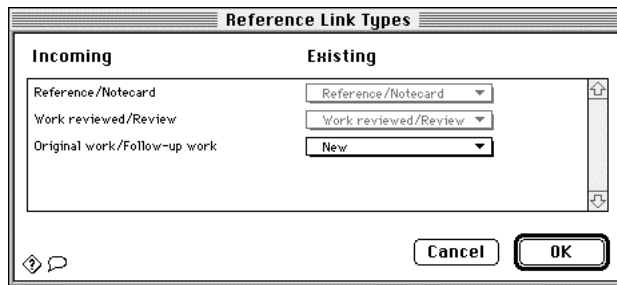
Import—Advanced concerns

Papyrus users can customize much of the structure of their databases, including adding new **fields** and **reference types**, creating new systems of **journal abbreviation**, and new **link types** for both references and keywords.

When you transfer data from one Papyrus database to another, the transfer document includes all of this structure information. If the incoming database employs user-defined fields, for example, not present in the recipient database, then Papyrus will offer to create corresponding fields in the recipient database. Or you can choose to “map” the incoming data into your own existing fields.

Here are the dialogs that will appear when the incoming data includes user customizations.

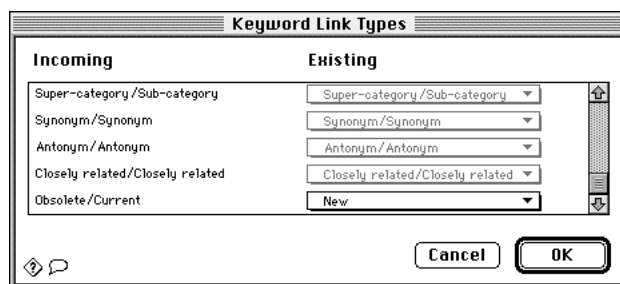
Reference Link Types



The first two link types, Reference/Notecard and Work reviewed/Review are built into Papyrus. So these incoming link types will always be mapped to the same types in the recipient database.

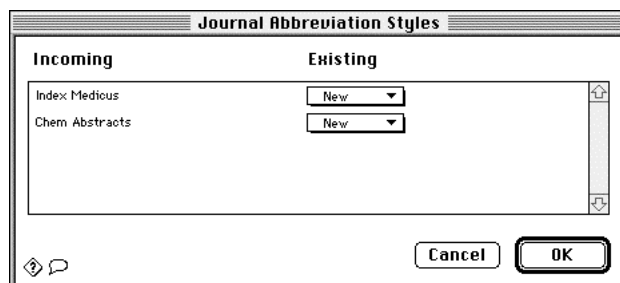
In this case the incoming database includes a user-defined link type for references, Original work/Follow-up work. Papyrus is suggesting that a new link type with the same names be created in the recipient database. The only reason to change this would be if your database already had your own user-defined link type that was equivalent to the incoming link type.

Keyword Link Types



This dialog behaves just like the previous one. For keywords, there are four built-in link types. The fifth incoming link type here has been defined by the user, and Papyrus is offering to create a matching keyword link type in your recipient database.

Journal Abbreviation Styles

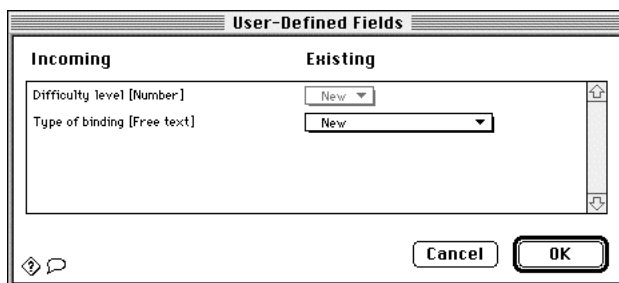


Apparently the creator of the incoming database has changed the name of the Standard abbreviation style to Index Medicus, and added a second style named Chem Abstracts.

Suppose that in your database you have never customized the journal abbreviation styles. Therefore you have only a single style, named Standard. Furthermore, suppose that you have actually been entering the journal abbreviations used by Chem Abstracts. You would now tell Papyrus to map the incoming Chem Abstracts abbreviations to your Standard ones, and to make a new abbreviation style to store the incoming Index Medicus abbreviations:

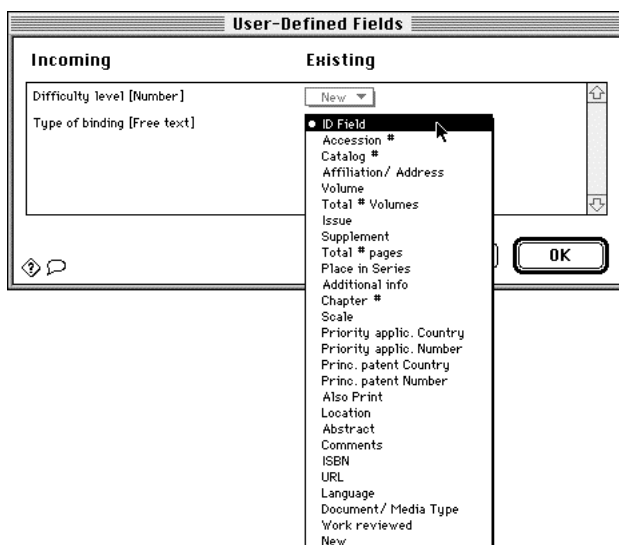


User-Defined Fields



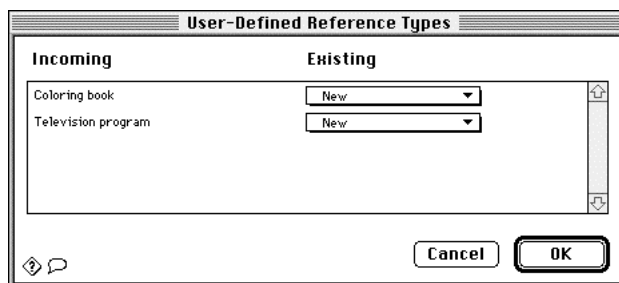
Here the incoming database includes two user-defined fields. The first, *Difficulty*, is a Number field. Since your database apparently does not yet contain any Number fields, Papyrus will create a new *Difficulty* field in your database.

The second incoming field, *Type of binding* is a Free Text field. Since your database already includes quite a few fields of this type, Papyrus gives you the option of moving the incoming *Type of binding* information into any existing Free Text field:



So if you did not wish to create a new *Type of binding* field in your own database, you could tell Papyrus to move that information to, say, your *Comments* field.

User-Defined Reference Types



Here we see that the incoming database includes two user-defined reference types. Papyrus can map these to any user-defined reference types in your own database:



If you do instruct Papyrus to map an incoming reference type to one of your own user-defined reference types, then Papyrus will automatically add any necessary fields to your existing type to accommodate the fields associated with the incoming reference type.

Papyrus remembers the mappings you have established for this transfer. If at a future date you again import data from this same database, Papyrus's default mapping suggestions will be the mappings you used this time.

Export for Version 7

Version 7 of Papyrus comes with a predefined import/output format, PAPX, for transferring references between databases. You can use this same format to transfer Version 8 references to a Version 7 database.

If you wish to export only selected references from your database, open the All References window or a Group window and select the relevant references.

From the Papyrus-Papyrus Transfer dialog, click **Export for Version 7**. This dialog will result:



As you see, you can now export every reference in your database, just those contained in the indicated Group, or just those selected in the indicated Group (or in the All References window).

When you click **Proceed** Papyrus will ask you to name the text document it is about to create. Then it will write out your chosen references to this document, using the PAPX format. You can then take the resulting document to the computer with Papyrus Version 7 and import its contents into the Version 7 database there.

If your Version 8 references include information in fields that did not exist in Version 7, this information will be moved to the **Comments** field.

If any of your Version 8 references are of a reference type that did not exist in Version 7, they will be exported as type **Other**.

In creating the PAPX document, Papyrus will automatically convert your references from the Macintosh character set to the DOS ASCII character set used by Version 7.

Export for Version 8

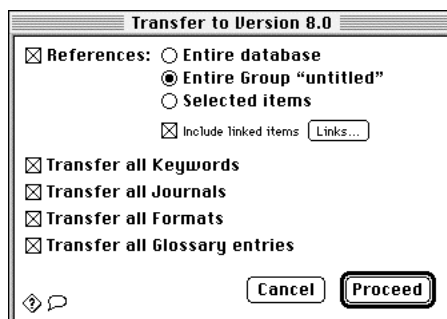
To export your **entire** database for importing into another Version 8 database, you need do **nothing**. Your **main database document** can serve as the source for importing into the other database. (See *Import from Version 8* earlier in this chapter.)

If you wish to export only **part** of your database, including some or all of your references, and/or your collections of keywords, journals, formats or glossary entries, then you will use the function described here to create a new **main database document** that includes only these items.

For a complete summary of approaches to transferring information between Version 8 databases, see *Exchanging Data With Another Papyrus Version 8 Database* in the **WORKBOOK**.

If you wish to export only selected references from your database, open the All References window or a Group window and select the relevant references.

From the Papyrus-Papyrus Transfer dialog, click **Export for Version 8**. This dialog will result:



As you see, you can now export every reference in your database, just those contained in the indicated Group, just those selected in the indicated Group (or in the All References window), or none at all.

If you have **links** connecting these references to other references, you have the option of automatically including all such linked items in your export. And, as usual with links, you can click the **Links...** button to specify that only certain types of links should be followed.

Whether or not you include any references in your export, you also have the option of exporting your database's entire collection of keywords, journals, formats, and/or glossary entries. If you do *not* select these, Papyrus will still export any journals or keywords that are **cited** by the references that are exported.

When you export references, Papyrus automatically includes in the new database document the definitions of any **new fields or reference types** you have created. This will allow the recipient database to correctly “understand” all of the incoming data.

When you click **Proceed** Papyrus will ask you to name the main database document it is about to create. It will then proceed to export the relevant information to this document.

Since the result of this function is the creation of a new main database document, you can also use this procedure to create a subset of your database as a starting point for a colleague who doesn't already have his or her own Papyrus database.

Print/Export Dialog

Introduction	R268
Printing References	R269
Printing Other Lists	R272
Destination	R273
Layout	R275

Introduction

The **File** menu's **Print/Export...** function allows you to send lists of references, keywords, *etc.* to your printer, your word processor, or your Web site.

The Print / Export dialog looks a bit different for outputting references *vs.* outputting other items, so I'll start by reviewing the differences, and subsequently describe the common elements.

See also:

WORKBOOK

Printing and Exporting Your References

Exchanging Data With Another Papyrus Version 7 Database

Exchanging Data With Another Papyrus Version 8 Database

CONCEPTS

Bibliographies vs. Footnote Lists

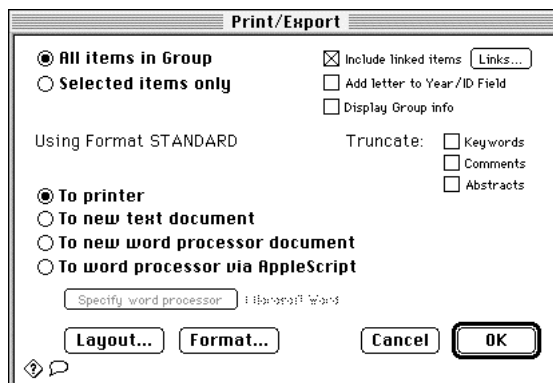
REFERENCE

Cross-reference List

Indexed List

Printing References

When you choose **Print/Export** for the All References window or a Group window, here is the resulting dialog:



You can also use **Print/Export** with a Reference Entry window. In this case, of course, there will be no questions about *which* references you wish to print.

- All items in Group**
- Selected items only**

You can choose to output all the references in the current Group (or the All References window), or only the currently-selected ones.

- Include linked items**

In addition to the references you have just chosen to output, you can also include references that are **linked** to those. For example, you might wish to include all Notecards linked to your chosen references.

Clicking the Links... button allows you to restrict the additional references to only certain sorts of links.

Add letter to Year/ID Field

When creating a bibliography for a manuscript in which the references are **cited by author and year**, you will usually want Papyrus to add a letter after the year to distinguish two references that share the same authors and year:

Flack,J (1998a) "My Deep Belief in More Taxes" - Political advertisement, June 4.

Flack,J (1998b) "My Deep Belief in Fewer Taxes" - Political advertisement, October 14.

On the other hand, if your reference list will not accompany a manuscript using author-year citations, then you will probably prefer to omit these letters.

The same considerations apply when using a format that cites via the ID Field:

[Freud37a] Freud,S. Sometimes a tapered ellipsoid is just a tapered ellipsoid. *J. Psych. Topology* **9**:23-9 (1937).

[Freud37b] Freud,S. Influence of the *id* in mathematical proofs. *Symbolic Illogic* **25**:192-213 (1937).

Display Group info

When outputting references from a Group, you may or may not wish to include a heading with information about the Group:

Important references
Recently-entered essential references
Sorted by Author, Year, Title, Page(s)
Using Format STANDARD
Last modified Monday, November 2, 1998, 3:40 PM
Contains 8 items

Usually you will want to omit this heading for actual bibliographies. But if, for example, you perform several **searches** and wish to print the results, then including the heading will provide a useful label for each reference list:

untitled 2
Author=Stein AND Year>97
Citation order
Using Format STANDARD
Currently loaded Search: Author=Stein AND Year>97
- run Monday, November 2, 1998, 3:42 PM
Last modified Monday, November 2, 1998, 3:42 PM
Contains 2 items

Using Format STANDARD

Format...

To change the format that Papyrus will use for this print/export, click the **Format...** button. Papyrus will then present a list of available output formats from which you can choose.

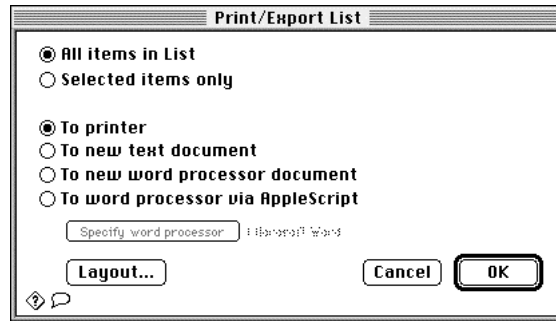
Truncate: Keywords
 Comments
 Abstracts

If your chosen format includes the Keywords, Comments, and/or Abstract fields, then these checkboxes control whether Papyrus will output the entire contents of the field, or only its first line or so. Specifically, if you choose to truncate one of these fields then only its first 70 characters will be displayed.

So if you wish to see **all** available information for your references, do **not** truncate any of these fields. But if you only really care about the usual bibliographic details, then you can save space by hiding all but the start of each of these often-lengthy fields.

Printing Other Lists

When you choose **Print/Export** for the **Keywords, Journals, Formats, Names, or Glossary** window, here is the resulting dialog:



- All items in List**
- Selected items only**

You can choose to output all the items in the window, or only the currently-selected ones.

Abbreviation style:

Index Medicus ▼

When outputting **Journals**, if your database includes more than one Journal Abbreviation Style then this pop-up menu allows you to choose which style to use for the current list.

Destination

There are four categories of available output destinations, some of them with subcategories:

- To printer**
- To new text document**
- To new word processor document**
- To word processor via AppleScript**

To printer

This choice sends the list to your printer. You will usually want to use the **Layout...** button to set the list's font, margins, title, *etc.* before clicking **OK**.

To new text document Plain text HTML TeX

This choice creates a text document, which can be opened by any word processor, e-mail program, or other application that understands plain text.

Selecting Plain text results in a straightforward text file.

If you select HTML the resulting document will be a full-fledged Web page, ready to be viewed with your Web browser or posted to your Web site. See *Working with the Web* in the **WORKBOOK** section for more details.

If you select TeX then the document will use the control sequences of the TeX typesetting system for italics, boldface, *etc.* See *Using Papyrus with TeX, LaTeX, and BibTeX* for more details.

To new word processor document MacWrite RTF

This is the normal choice when you wish to send your list to your word processor. Papyrus will create a new document, in either MacWrite or RTF format.

MacWrite was a word processor provided by Apple with the original Macintosh. For many years, all other Macintosh word processors were expected to be able to read and write the MacWrite file format. Most current word processors—but not all—can still open documents created with the MacWrite format.

RTF stands for Rich Text Format, and was created many years ago by Microsoft as a would-be standard format for exchanging data between word processors. For quite a few years no one much cared about RTF. But now that Microsoft nearly owns the word processor market, its competitors have been forced to acknowledge RTF. Just about all current word processors can open documents created with the RTF format.

When you tell Papyrus to create a word processor document, you must also specify your usual word processor:

Microsoft Word

Papyrus will make this application the “creator” of the new document. This means that if you double-click the document, it will automatically be opened by your usual word processor.

● **To word processor via AppleScript**

We have included this more modern option for interactions between Papyrus and your word processor. **AppleScript** is the Macintosh’s system of integrating all of your applications and system components, allowing them to pass information back and forth in completely flexible ways. For example, Papyrus can use the Apple-defined “word processor suite” of AppleScript commands to communicate with *any* properly-designed word processor.

Unfortunately, there are **no** properly-designed word processors.

As I’ve explained in the *WORKBOOK* section’s *Printing and Exporting* chapter, Papyrus has built-in AppleScripts for **Microsoft Word** (Version 6.0 or newer) and **Nisus Writer** (Version 5.0 or newer). As of this writing, however, **WordPerfect’s** AppleScript interface contains too many bugs to use, and **AppleWorks** (formerly **ClarisWorks**) has shockingly inadequate AppleScript support for a product bearing the Apple trademark.

If the makers of word processors for the Macintosh ever correctly implement a generic word processor AppleScript interface, then Papyrus will be ready to take advantage of it. In the meantime this option provides an alternative way to work with Microsoft Word and Nisus Writer.

As with the previous option, you must indicate your usual word processor to Papyrus:

Microsoft Word

Layout

When you click the **Layout...** button, this additional dialog appears:

The screenshot shows a dialog box titled "Layout". It contains the following fields and controls:

- Title:** A text field containing "References".
- Base font:** A dropdown menu showing "Helvetica" and a size field showing "12".
- Line spacing:** A dropdown menu showing "1".
- Skipped lines between items:** A dropdown menu showing "0".
- Margins:** A section with four input fields: "Left: 1.25", "Top: 1.00", "Right: 1.25", and "Bottom: 1.00". To the right are radio buttons for "inches" (selected) and "centimeters".
- Header:** Three empty text input boxes.
- Footer:** Three empty text input boxes.
- Page options:** Three checkboxes labeled "Current date", "Current time", and "Page#".
- Starting page number:** A field containing "1".
- Single item per page:** An unchecked checkbox.
- Buttons:** "Cancel" and "OK" buttons at the bottom right.

Title

You can set the title of your list to whatever you wish, such as References Cited, Bibliography, *etc.*

For lists of keywords, journals, *etc.* you might use a title such as Papyrus Keywords or My Journals.

Base font

Most data entered into Papyrus uses a "font" called Base font. Here is where you pick the actual font to substitute for Base font when creating this current list.

You can also set the **font size** for the list.

Line spacing ▼

Single-spacing (1) and double-spacing (2) are the most common choices.

Line spacing ▼

If you wish to skip one or more extra lines between each item and the next, set this pop-up menu to 1 or larger.

Margins

Left:	<input type="text" value="1.25"/>	Top:	<input type="text" value="1.00"/>
Right:	<input type="text" value="1.25"/>	Bottom:	<input type="text" value="1.00"/>

inches
 centimeters

You can set the list's margins in either **inches** or **centimeters**.

If you specify a **header** or a **footer**, these will be governed by your Left and Right margins, but not the Top and Bottom margins. In other words, the header and footer will appear as near the top and bottom of each page as your printer allows.

Header	<input type="text"/>	<input type="text"/>	<input type="text"/>
Footer	<input type="text"/>	<input type="text"/>	<input type="text"/>

The three boxes across allow you to enter three parts of the header or footer: a **left-justified** section, a **centered** section, and a **right-justified** section. The three buttons below the boxes allow you to insert the indicated information: Current date, Current time, and Page #.

For example, entering this:

Header	<input type="text" value="2nd draft"/>	<input type="text" value="- Page -"/>	<input type="text" value="Date"/>
---------------	--	---------------------------------------	-----------------------------------

would result in a header like this:

Headers and footers can include more than one line. As elsewhere in Papyrus, type Option-Return to insert a line break within a field:

Footer	Susan's article		PAGE <input type="text" value="Date"/>
			<input type="text" value="Page"/>

Susan's article

Tue, Nov 3, 1998
PAGE 1Starting page number:

If you include **Page #** within your header or footer, then here is where you set the number that will be displayed for the first page of your list. If you are going to attach your list to an existing manuscript, for example, you can use this feature to match the page numbers appropriately.

 Single item per page

This checkbox lets you set things up so that you can print to index cards, for example, one reference per card.

 Fixed line length:

If your list is being sent to a **plain text file**, then selecting this option tells Papyrus to insert "return" characters to break the file into lines no longer than indicated here.

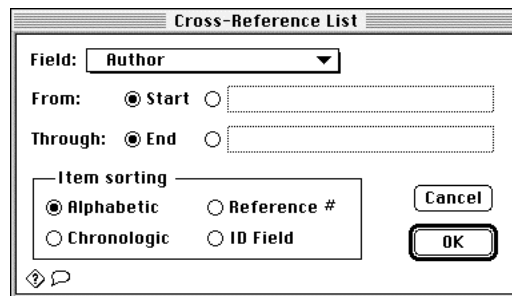
One situation where you might use this feature is when you intend to copy and paste the list into an e-mail message.

Be careful to turn this option **off** if you are using Print/Export to create a list of keywords, journals, *etc.* that will subsequently be **loaded** into another Papyrus database. You don't want Papyrus to insert extraneous returns *within* a long keyword or journal name!

Cross-Reference List Dialog

Choosing **Cross-Reference List...** from the **File** menu lets you produce a list of references sorted by Author, Year, Keyword, or any other **indexed** field in your database.

For some sample cross-reference lists, and how to create them, see *Cross-Reference List* in the **WORKBOOK** section.



The **Field** pop-up menu is where you indicate which of Papyrus's fields is to be cross-referenced. The **From** and **Through** settings default to starting with the (alphabetically) first occurrence of this field and proceeding through the final occurrence. If you wish to limit the list to a more restricted alphabetic range of values, you may enter the limits here.

The **Item sorting** section controls the arrangement of each batch of references.

When you click **OK**, the usual Papyrus **Print/Export** dialog will open, allowing you to specify the list destination and layout as usual.

See also:

WORKBOOK

Printing and Exporting Your References
Cross-Reference List

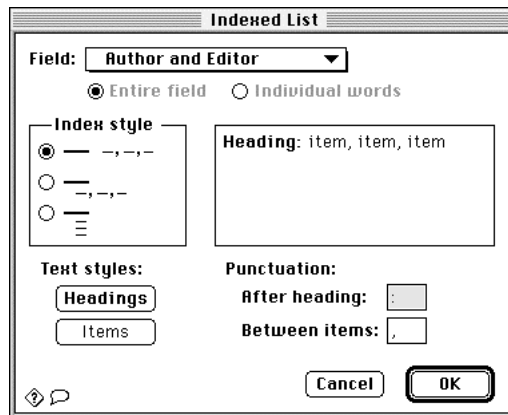
REFERENCE

Print/Export

List with Index Dialog

Selecting some references in a Group window or the All References window and then choosing **List with Index...** from the **File** menu lets you output a list of those references, followed by an **index** according to a chosen field.

For a sample indexed list, and how to create it, see *List with Index* in the **WORKBOOK** section.



The **Field** pop-up menu is where you indicate which of Papyrus's fields is to be indexed. You may select **any** Papyrus field.

The choice between **Entire field** and **Individual words** applies to **free text** and **title** fields.

The **Index style** lets you choose from three common arrangements of index items. The **sample display** to the right will change to reflect your selection.

The buttons for **Headings** and **Items** allow you to specify **font**, **font size**, and character **style** independently for the index headings and their values. You can also indicate the **Punctuation** between each heading and its indexed items, and between each item and the next.

When you click **OK**, the usual Papyrus **Print/Export** dialog will open, allowing you to specify the list destination and layout as usual.

• • •

The final details of how the index items will appear is controlled by the format you specify for the list. The index will refer to references by either **Reference #**, **ID Field**, or **Name & Year**, as specified in the **Sorting & Citing** section of the format.

See also:

WORKBOOK

*Printing and Exporting Your References
List with Index*

REFERENCE

Print/Export

Find & Replace Text Dialog

Introduction	R284
Details	R285

Introduction

This function allows you to search some or all of your references for particular text occurring in a specific field, and replace that text with something else.

Because you can limit this operation to a Group of references, you can easily restrict your replacements to a carefully chosen subset of your database.

For examples of the use of this function, see *Globally Changing Information* in the WORKBOOK section.

See also:

WORKBOOK

Globally Changing Information

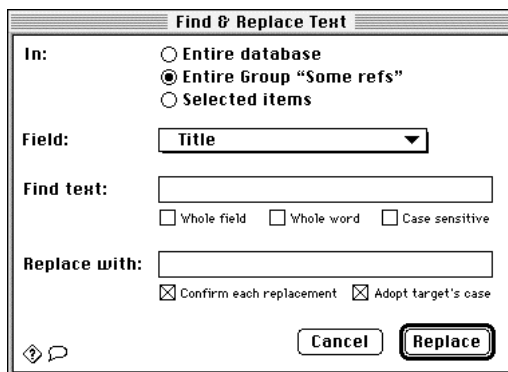
REFERENCE

Change Field

Details

If you wish to restrict this operation to a subset of your references, then either **select** these in the All References window or in a Group window, or else create a **Group** containing the relevant references.

When you choose **Find & Replace Text...** from the **Edit** menu, this dialog will appear:



In:

- Entire database
- Entire Group "Some refs"
- Selected items

Here you indicate which references are to be examined and possibly modified.

Field: Title ▼

Use this pop-up menu to select **any** field in your database. This is the field in each reference that Papyrus will examine and modify as needed.

Because **Find & Replace Text** works on only one field at a time, if you need to find and replace some text that might appear in any of several fields you will have to perform several of these operations, one for each field.

Find text:

Whole field Whole word Case sensitive

Here is where you type the text to be found.

Whole field—Selecting this box will restrict the search to only those references in which the **entire field** is equal to the search text. For example, if you are looking for **surgery**, then this field would **not** be affected:

A life without surgery is like a day without a poke from a sharp stick.

Whole word—Selecting this box will restrict the search to only those references in which the search text appears as an **entire word**. For example, if you are looking for **surgery**, then the above field **would** be affected, but the following field would **not**:

A novel form of neurosurgery.

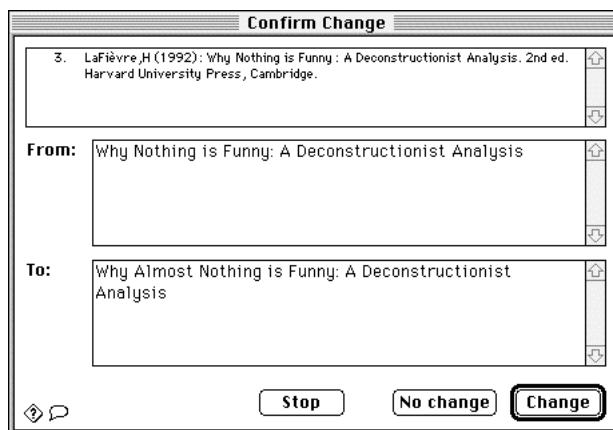
Case sensitive—Selecting this box restricts the search to only those references in which the search text appears in **exactly the same case** as you've typed. For example, if you are looking for **Surgery**, then **neither** of the above fields would be considered a match.

Replace with:

Confirm each replacement Adopt target's case

Here is where you type the text that will replace the search text. If you enter **nothing** here, then the search text will simply be **deleted**.

Confirm each replacement—Selecting this box tells Papyrus to stop and show you each proposed change before it is made. You can then elect to make the change, not make the change, or abandon the entire operation:



Adopt target's case—If you do **not** select this box, then Papyrus will simply insert the replacement text exactly as you have typed it. But if you **do** select this option, then Papyrus will modify the replacement text as it is inserted, to take on the same style of capitalization as the original text.

Papyrus automatically recognizes and adopts these varieties of case:

- ALL UPPERCASE
- Headline Style Capitalization
- Sentence style capitalization
- all lowercase
- OtHer

CHAPTER 31

Change Field Dialog

Introduction	R290
Details	R291

Introduction

This powerful function allows you to make several kinds of global changes to some or all of your references. You can **replace** the entire contents of a specified field with some text, **insert** that text at the start or end of the current contents of the field, or even **erase** the field. Or you can **move** or **copy** the contents of one field to another field.

Because you can limit this operation to a Group of references, you can easily restrict your replacements to a carefully chosen subset of your database.

For examples of the use of this function, see *Globally Changing Information* in the WORKBOOK section.

See also:

WORKBOOK

Globally Changing Information

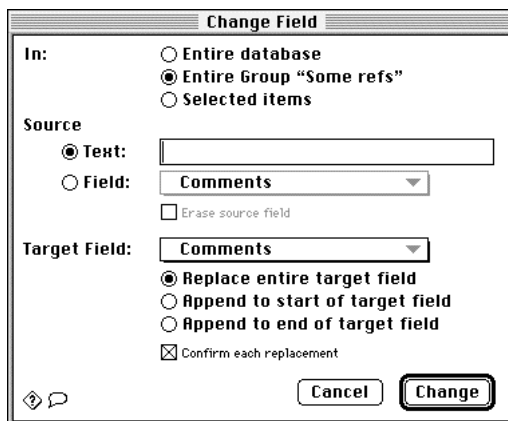
REFERENCE

Find & Replace Text

Details

If you wish to restrict this operation to a subset of your references, then either **select** these in the All References window or in a Group window, or else create a **Group** containing the relevant references.

When you choose **Change Field...** from the **Edit** menu, this dialog will appear:



In:

- Entire database
- Entire Group "Some refs"
- Selected items

Here you indicate which references are to be examined and possibly modified.

Text:

The text you enter here will be sent to the target field. If you leave this blank and then choose **Replace entire target field**, the effect would be to **erase** the target field.

Field: ▼
 Erase source field

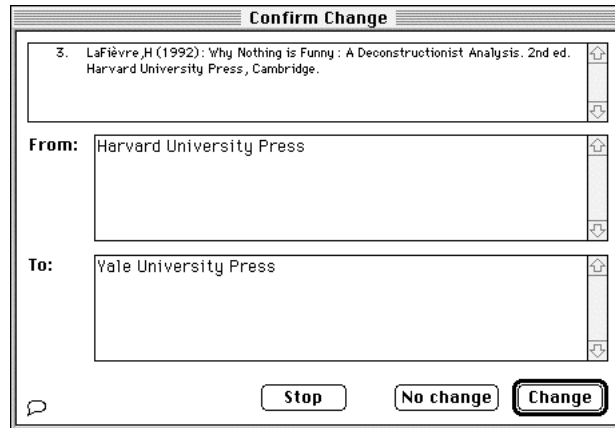
To move the contents of one field to another, select this option. Use the pop-up menu to select **any** of the fields in your database.

If you wish to **move** the field contents, then select **Erase source field** to erase the original field. But if you actually want to **copy** the field contents, without disturbing the original field, then do not select this option.

Target Field: ▼
 Replace entire target field
 Append to start of target field
 Append to end of target field
 Confirm each replacement

Use the pop-up menu to select the target field. The three choices determine where the incoming text is to be placed in the target field.

Confirm each replacement—Selecting this box tells Papyrus to stop and show you each proposed change before it is made. You can then elect to make the change, not make the change, or abandon the entire operation:



Check Spelling Dialog

You can use certain third-party spellcheckers to check the spelling of selected fields in some or all of your **references**.

Use **Database Settings** to indicate to Papyrus your spellchecker (via **Helper applications**) and which fields are to be spellchecked (via **Fields & Reference Types**).

If you wish to restrict this operation to a subset of your references, then either **select** these in the All References window or in a Group window, or else create a **Group** containing the relevant references.

When you choose **Change Reference Spelling...** from the **Edit** menu, this dialog will appear:



After you make your selection and click **Check**, Papyrus will work with your spellchecker to review the relevant references.

For examples of the use of this function, plus a discussion of other aspects of spellchecking in Papyrus, see *Spellchecking* in the **WORKBOOK** section.

See also:

WORKBOOK

Spellchecking

Reference

Reference Entry Window
Database Settings

Find Dialog

Introduction	R298
Elements of the Find dialog	R301
Entering your criteria	R303
Keyword Links	R305
Record Links	R307
Refining a search	R309

Introduction

You use the **Find dialog** to search your Papyrus database for records meeting specific criteria.

Simple Searches

Often you will want to perform a search on only a single criterion. For example, you can find all references by a particular author. Or you might wish to examine all recently entered references, by searching for those with a **Reference #** greater than a particular value.

Complicated Searches

Papyrus also allows you to combine several criteria when you perform a search. For example, you might have a vague memory of reading a particular article a few years ago, probably in one of two particular journals. In this situation you could ask Papyrus to find all references in which **Type of Reference = Article AND Year > 1996 AND (Journal = New England Journal of Medicine OR Journal = JAMA)**.

If your search includes one or more **keywords** in its criteria, then you can tell Papyrus to also include any **linked** keywords. This way you can be sure to catch, for example, all relevant synonyms or subcategories.

You can also instruct Papyrus to include any references linked to the references meeting your criteria. For example, you might wish to review all **notecards** that are linked to the references found.

Loading Your Search Results

When you tell Papyrus to proceed with your search, it will create a new, empty **Group window** to hold the results. You can have Papyrus run the search in one of two ways:

Load results while searching—Each time Papyrus encounters a relevant record it adds the successful match to the Group. This can be very convenient because you can then examine the references found so far, even as Papyrus continues to search for additional matches. However, it does take a few seconds to add each reference to the Group, so your search will run a bit more slowly.

Do not load results while searching—Papyrus will not pause each time it finds a relevant reference. The search will run to completion, and then Papyrus will display a dialog showing how many successful matches have been found. From this dialog you can tell Papyrus to go ahead and load all of those matches into the Group—loading them all at once in this way is *much* quicker than loading them one by one. Or if there are more matches than you expected, instead of

loading them all you can have Papyrus refine your search with additional criteria.

Refining Your Search

Sometimes your search results will differ from what you were hoping for. Perhaps you were looking for a particular reference, but apparently you had misremembered the author. Or perhaps you wanted to find a few key articles to review, but Papyrus has found several hundred matches for your criteria.

You can **refine** your search in a couple of different ways. First, you can simply edit the criteria you had entered and try again. Second, you can perform new searches based on different criteria, and then combine the results of the various searches.

For example, suppose you wish to review the latest research on a particular vegetable. You ask Papyrus to find all references with the keyword RUTABAGA. To your surprise, you discover that you have five hundred references on this topic! So you next perform a search for references with Year > 1995 AND Keyword = REVIEW. This search locates two hundred recent review articles. Finally, you tell Papyrus to combine the two searches, resulting in just three recent rutabaga reviews. Now you can have Papyrus load these three references into the Group and proceed with your studies.

See also:**WORKBOOK**

Groups

Finding References

CONCEPTS

Keywords

Notecards and Linked References

Groups

REFERENCE

Group Window

Keyword Links Window

Reference Links Window

SHORTCUTS

Find Dialog

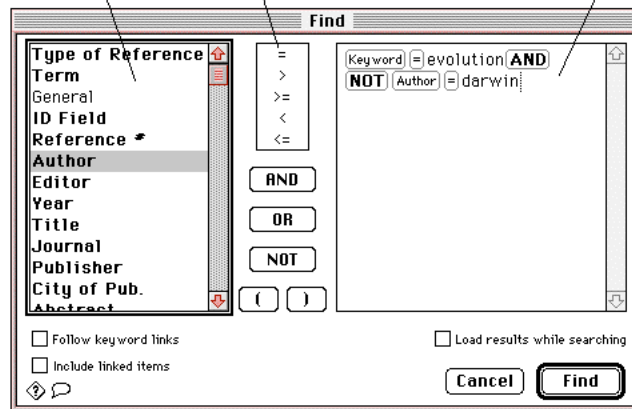
Refine Search Dialog

Elements of the Find dialog

Select a **field** to search by double-clicking it here, or by selecting it with your keyboard and then pressing Tab

Select the type of **comparison** by double-clicking it here, or by selecting it with your keyboard and then pressing Tab

The **search specification**. Each search condition consists of a **field**, a **comparison** and a **value**. You can precede a condition with **NOT**, and you can combine conditions using **AND** or **OR**.



Field list

All of the fields available in your Papyrus database are listed here, including any custom fields that you have defined.

The fields whose names are shown in bold are **indexed**, the others are not. Searches that involve indexed fields will usually run much more rapidly, since Papyrus will be able to just scan through the relevant part of its indexes rather than read through every record in the entire database.

Specifying **Term** tells Papyrus to simultaneously search the Title, Keywords, Abstract and Comments fields. Since all of these fields are usually indexed, this will usually be a rapid search.

Specifying **General** tells Papyrus to examine **every** field within a record. This will be relatively time-consuming unless you narrow the search by also including an indexed field in your search specification.

To quickly select a field you can simply **type the first few letters of its name**. For example, typing **ke** will select **Keyword**.

Once the correct field has been selected, pressing **Tab** will move you to the Comparison list.

Comparison list

You will usually pick “**=**”. The other comparison types come in handy, for example, when you wish to limit your search to references after a certain **Year** or **Reference #**.

Once the correct comparison has been selected, pressing **Tab** will move you to the search specification box.

Search Specification

This is where you build your search criteria. After you pick the **field** and **comparison** from their respective lists, here you type in the corresponding **value**.

AND OR NOT ()

You can use these buttons to combine multiple search conditions into a complicated search.

Follow keyword links

Check this box if you wish to search for not only the keywords you have typed in the search specification, but also other **keywords that are linked** to those, such as synonyms or subcategories.

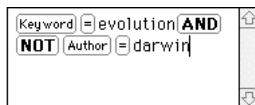
Include linked items

Check this box if you would like Papyrus to report not only those references that meet your search criteria, but also other **records that are linked** to those, such as notecards.

Load results while searching

Check this box if you would like to examine the successful matches while Papyrus is still continuing to look for additional matching records.

Entering your criteria



You build your search criteria in the **search specification** box. After you pick the **field** and **comparison** from their respective lists, here you type in the relevant **value**.

For example, if you wished to find all records with the keyword wombat you would pick **Key-word** from the field list, **=** from the comparison list, and then type **wombat** in the search specification box.

These three pieces—field, comparison and value—together form a **search condition**. The simplest (and most common) searches consist simply of a single search condition.

More complicated searches

Although in most cases you will find yourself performing simple searches, Papyrus also allows you to set out more complex criteria.

Wildcards

You may include an **asterisk** (“*”) in a value as a “wildcard”. The asterisk will match zero or more characters.

For example, if some of your references have the keyword **wombat** while others use **wombats**, then you could type **wombat*** in your search specification to find both of these simultaneously.

NOT

You can precede a search condition with **NOT** by moving the insertion point in the search specification box to just in front of the condition’s field, and clicking the **NOT** button. This tells Papyrus to look for all records that *fail* to match the condition.

For example, the search **NOT Term = thumb** tells Papyrus to locate all references that have nothing to do with opposable digits.

Recall that **Term** will examine the **Title**, **Keywords**, **Abstract** and **Comments** fields. So this search will exclude references with the word **thumb** in *any* of these fields.

AND, OR

You can combine multiple search conditions with **AND** or **OR** by clicking either of those buttons when the insertion point is positioned immediately after a

value. It is important that you understand the difference between AND and OR:

AND means that a successful match must satisfy **both** of the search conditions. For example, Author=Smith AND Author=Jones will find only those references that include *both* of these authors.

OR means that a successful match must satisfy **either** of the search conditions. For example, Author=Smith OR Author=Jones will find any reference containing *either one* of these authors. (A reference with both authors will also be considered a successful match.)

Parentheses

As you might imagine, if you start stringing together a lot of ANDs, ORs and NOTs, things can get a tad confusing. For example, consider this search specification:

NOT Author = Smith AND Year = 1997 OR Year = 1998

Is this supposed to mean “every reference from 1997 or 1998 that is not by Smith”? Or “all references except those that Smith wrote in 1997 or 1998”? Or, for that matter, “all 1997 references not by Smith, plus all 1998 references”?

To clarify, you should insert **parentheses**, using the (and) buttons. In our example, to clearly indicate “every reference from 1997 or 1998 that is not by Smith” we would specify:

(NOT Author = Smith) AND (Year = 1997 OR Year = 1998)

In other words, a successful match must meet both of two conditions. First, Smith is not one of its authors. Second, it is from either 1997 or 1998.

Keyword Links

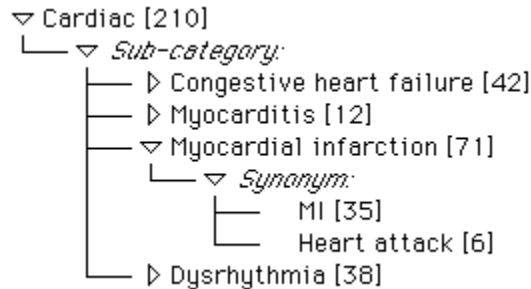
Follow keyword links

If you are doing a keyword search, you can tell Papyrus to also look for any keywords that are **linked** to the keywords you have specified. When you select this option, Papyrus then asks a few more questions:

Follow keyword links - How many levels:

How many levels:

Suppose that you have some keywords linked like this:



If your search specification is **Keyword = MI**, then without following any keyword links Papyrus would find only the 35 references that bear that exact keyword.

If you set **How many levels:** to 1, then Papyrus will also search for any keyword that is *directly* linked to MI. In this case that would be Myocardial infarction. (Note that Heart attack is *not* directly linked to MI—even though it probably should be!) So in addition to the 35 references bearing the keyword you have specified, Papyrus will also find the 71 other references that use Myocardial infarction.

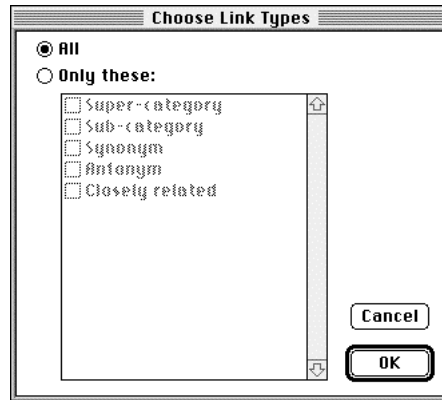
If you set **How many levels:** to 2, then Papyrus will *also* look for any keywords that are linked to the directly-linked keywords. In this case that means the keywords linked to Myocardial infarction, namely Cardiac and Heart attack.

As you will see in a moment, you can restrict the *types* of links that Papyrus is to follow. For example, you can limit the search to just **Synonym** links. In this case that would allow you to tell Papyrus to follow 2 levels of links so that you catch all of MI's synonyms, without also including the super-category Cardiac.

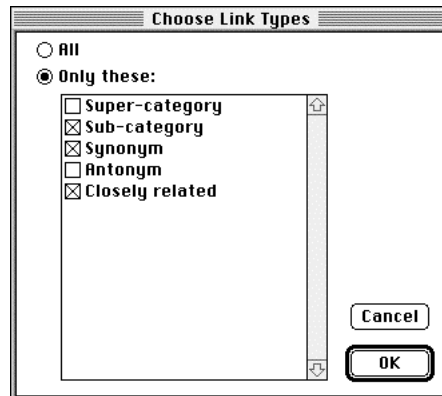
Now suppose you wished to find all references having anything to do with cardiac disease. To ensure that all relevant subcategories and synonyms are included you could set **How many levels:** to, say, 100, and tell Papyrus to follow all links regardless of link type.

Links...

When you click this button, the following dialog appears:



If you wish to restrict the types of links to follow, click the **Only these:** button and then select the desired types:



Record Links

Include linked items

You can tell Papyrus to report not only those references that match your search criteria, but also any records that are **linked** to those. When you select this option, Papyrus then asks a few more questions:

Include linked items - How many levels:

How many levels:

Suppose that your database contains a review paper linked to three articles, like this:

- ▽ 3020. Ralston '97: *Moby-Dick*:the literature of the leviathan
 - └─ ▽ *Mark reviewed:*
 - ├─ 2728. Douser '93: Blubbering over *Moby-Dick*
 - ├─ ▷ 3017. LaFièvre '95: Melville's *Moby Dick*:A radical new interpretation
 - └─ 3021. Fluke &c '96: *Moby-Dick* and *Flipper* – Two cetaceans in search of their roots?

In turn, the article by LaFièvre has its own links:

- ▽ 3017. LaFièvre '95: Melville's *Moby Dick*:A radical new interpretation
 - ├─ ▽ *Comment:*
 - └─ ▽ 3018. Douser '95: Hyphenation errors as a clue to intelligence
 - └─ ▽ *Comment:*
 - └─ 3019. LaFièvre '96: Pickiness as a character defect
 - └─ ▽ *Review:*
 - └─ ▷ 3020. Ralston '97: *Moby-Dick*:the literature of the leviathan

If your search specification were Author = LaFièvre AND Year = 1995, then without including any linked items Papyrus would find only reference #3017.

If you set How many levels: to 1, then Papyrus will also include any reference that is *directly* linked to reference #3017. In this case that would be #3018 and #3020.

If you set How many levels: to 2, then Papyrus will *also* include any references that are linked to the directly-linked references. In this case that means the references linked to #3018 and #3020, namely #3019, #2728 and #3021.

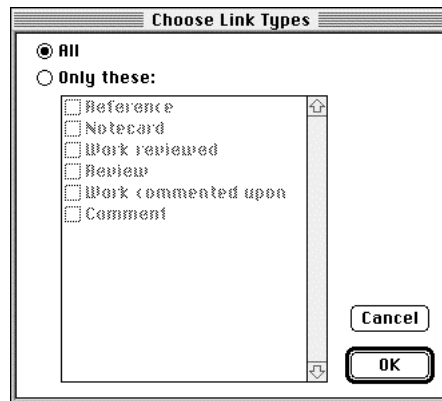
As you will see in a moment, you can restrict the *types* of links that Papyrus is to follow. For example, you could limit the search to just **Comment** links. In this case that would allow you to tell Papyrus to follow 2 levels of links so that you catch the entire high-minded scholarly ex-

change between LaFièvre and Douser, without also including the review paper by Ralston or the other articles that Ralston reviewed.

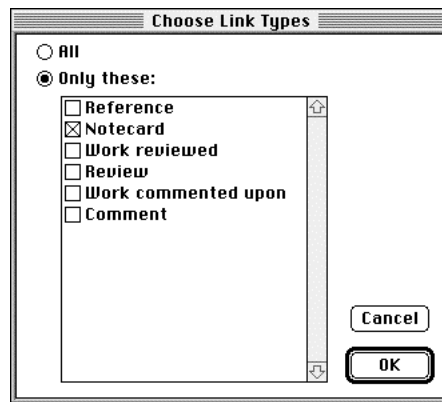
Now suppose you wished to find all references having anything to do with Ralston's work. To ensure that all relevant articles and critiques are included you could set How many levels: to, say, 100, and tell Papyrus to include all linked references regardless of link type.

Links...

When you click this button, the following dialog appears:



If you wish to restrict the types of links to follow, click the Only these: button, and then select the desired types:

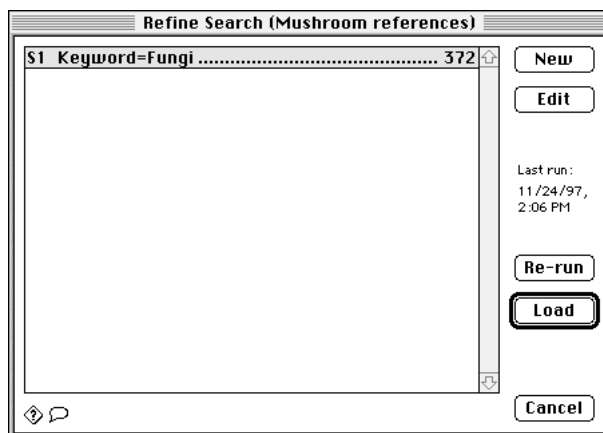


Refining a search

You can use this feature to narrow an overly-successful search, or to broaden an insufficiently-successful one.

If you have just run a search in which you've told Papyrus to *not* load the results while searching, then when the search is complete the **Refine Search** dialog will appear.

Otherwise you can bring up this dialog by choosing **Refine Search...** from the **Group** menu.

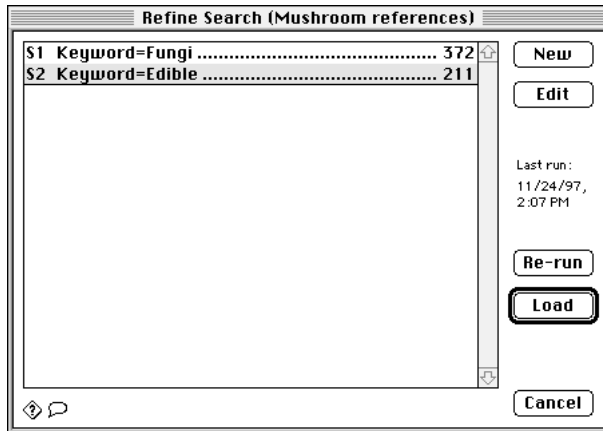


The search you have already run is labelled **S1** (standing for “Search 1”). As you perform additional searches within this Group they will be listed as S2, S3, etc.

The simplest way to refine your search is to just make a change to the original search specification and run it again. Click the **Edit** button to do this. The usual Find dialog will appear, allowing you to amend your original search as you wish.



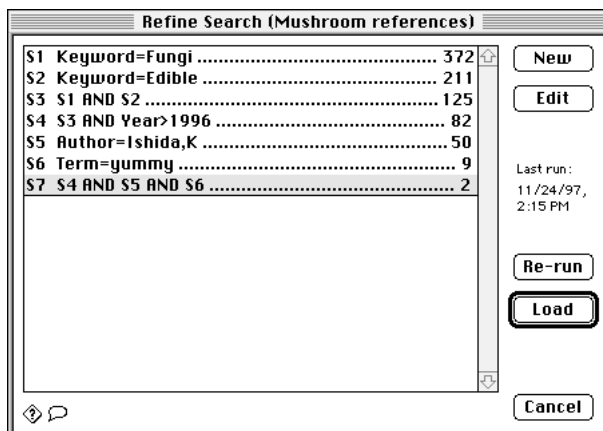
Alternatively, if you click the **New** button, the Find dialog will appear so that you can enter a new search specification. After you run this new search, it will also appear in the Refine Search dialog:



You can then click **New** again to combine these searches:



You can repeat this process as many times as you wish:



When you are ready, you can then select any of these searches and click **Load** to bring its results into the Group.

Interrupting a Search

If you interrupt a search before it has run to completion, Papyrus will indicate this with a question mark:

```
SJ SJ FIND 32 ..... 12J  
$4 $3 AND Year>1996 ..... 78?  
SE Author=Lehida V ..... 50
```

Should you wish to run that search again, select it and then click the **Re-run** button.

You can also use **Re-run** if changes have been made to your database since the last time you ran a particular search.

CHAPTER 34

Citing References

Introduction	R314
Placeholders	R315
Modifying placeholders	R317
Cite dialog	R321
Cite Settings dialog	R323

Introduction

Papyrus provides a few different ways for you to insert a reference into your word processor manuscript.

The basic approach is for you to insert a **placeholder** into the text of your manuscript at the point you wish to refer to a particular reference. The placeholder indicates the reference's Reference # or ID Field. When your manuscript is ready, you will then use Papyrus's **Process Manuscript** function to convert these placeholders into the appropriate in-text citations, and also to add a complete reference list to the end of your manuscript.

If you already know a reference's Reference # or ID Field, you can simply type the placeholder directly in your word processor. But in most cases you will first need to use Papyrus to locate the reference. Once you have found the right reference, you then use **Cite...** from the **Edit** menu to put the corresponding placeholder into the clipboard. Then you can hop back to your word processor and do a **paste** to insert the placeholder into your text.

In most cases you can bypass **Cite...** by simply **copying** the reference in Papyrus. When you switch to your word processor, Papyrus will automatically convert the contents of the clipboard to the appropriate placeholder, ready to be pasted. And for those word processors that support drag and drop, you can also **drag** a reference from Papyrus to your word processor.

Sometimes you may simply wish to place a **formatted reference** directly into your manuscript. You can also use **Cite...** (or copy/paste, or drag/drop) to accomplish this.

The **Cite Settings dialog** controls whether it is a placeholder or a formatted reference that gets inserted when you use copy/paste or drag/drop. This dialog is also where you indicate which formats to use for formatted references, and some other citing details.

See also:

WORKBOOK

Preparing a Manuscript and its Bibliography Together
Specific Pages
Citing references together

REFERENCE

Process Manuscript

SHORTCUTS

Cite Dialog

Placeholders

A Papyrus **placeholder** indicates one or more Papyrus references by their **Reference #s** or **ID Fields**. Some **delimiter** characters surround the placeholder so that Papyrus can find it later.

For example, the default settings for **Cite...** are to use `[[and]]` as delimiters, and to use **Reference #** as the indicator, like this:

```
[[4342 (Pouch & Kang 1996)]]
```

In this example, the reference being cited is **#4342**, a 1996 article by Pouch and Kang.

This same placeholder could instead have been typed as:

```
[[4342]]
```

The information inside the **parentheses** (Pouch & Kang 1996) is of no concern to Papyrus. It is only there to help you recall which reference **#4342** was.

Multiple items within a single placeholder can be separated by any sort of punctuation—spaces, commas, semicolons, etc. For example:

```
[[4342 (Pouch & Kang 1996); 4341 (Sawhney & Srivastava 1976)]]
```

or simply:

```
[[4342, 4341]]
```

You can also indicate a **range** of references:

```
[[4342-4347]]
```

ID Field vs .Reference

Most Papyrus users will stick to using **Reference #s** in their placeholders. However, if you routinely fill in your references' **ID Fields**, then you might prefer to use that information in your placeholders:

```
[[Pouch96 (Pouch & Kang 1996)]]
```

or simply:

```
[[Pouch96]]
```

As you can see, if you use a consistent method of assigning **ID Fields** to your references you will later be able to directly type your placeholders without having to refer back to Papyrus each time. (Of course, this approach *does* demand a certain level of compulsiveness on your part...)

Additional text

In many cases you will need to include some additional text within a citation. For example:

...as we have seen (especially in Pouch and Kang 1996, but also in Sawhney and Srivastava 1976)...

You can specify such text within your placeholder by using **curly braces** ({...}):

...as we have seen [{"especially in }4342{, but also in }4341}]...

Page numbers—Method 1

Usually you can use this same technique for citing particular pages within a work. For example, to end up with:

...although there is some disagreement on this point (Rosarch 1993, p. 17)...

you would begin with:

...although there is some disagreement on this point [[2512{, p. 17}]]...

Page numbers—Method 2

Rarely, a particularly nasty bibliography style will demand that you include such **specific pages** not within each citation, but instead in the final bibliography itself. With such styles, if elsewhere in your manuscript you cite different pages from the same work, then there will be two separate entries in the bibliography.

For example, such a style might result in your manuscript looking like this:

...although there is some disagreement on this point (Rosarch 1993a)...
Nevertheless, it has also been observed (Rosarch 1993b)...

In your bibliography there would then be two separate entries:

Rosarch, Roger. *Life as We Know It*. New York: Basic Books, 1993a, page 17.

Rosarch, Roger. *Life as We Know It*. New York: Basic Books, 1993b, pages 32-5.

To accomplish all this, you insert the letter P after the reference in your placeholder, followed by the specific page numbers:

...although there is some disagreement on this point [2512p17]...
Nevertheless, it has also been observed [2512p32-5]...

or:

...although there is some disagreement on this point [2512 (Rosarch 1993) p17]...
Nevertheless, it has also been observed [2512 (Rosarch 1993) p32-5]...

Of course, the Papyrus **output format** you use for the bibliography must include the **Specific pages** field in each of its templates so that these page numbers will actually appear in your bibliography.

See also the **WORKBOOK** chapter *Specific Pages*.

Modifying placeholders

When you run the Papyrus **Process Manuscript** function, your placeholders will be converted to whatever form is specified by the Papyrus **output format** you pick. For example, consider this fragment from a manuscript:

While there is some controversy on this point [[263, 198]], most authors feel that the traditional methods are still valid [[35, 514, 198]].

If the output format indicates that sequential **citation numbers** are to be used, this might become:

While there is some controversy on this point,^{12,13} most authors feel that the traditional methods are still valid.¹³⁻¹⁵

Many formats instead use the **Name & Year** style of citation:

While there is some controversy on this point (Jones 1989; Smith *et al.* 1986a), most authors feel that the traditional methods are still valid (Rodgers and Hammerstein 1966; Smith *et al.* 1986a, 1987).

Finally, fields such as mathematics and computer science often use the **ID Field** as the in-text identifier:

While there is some controversy on this point [Jones89, Smith86a], most authors feel that the traditional methods are still valid [Rodgers66, Smith86a, Smith87].

The overall form used, as well as details such as punctuation, are controlled by the Papyrus output format you choose when you run Process Manuscript. However, you will sometimes want to modify the appearance of an *individual* citation, particularly when using the Name & Year form of citation. You can accomplish this by modifying the placeholder in any of a number of ways.

Citing only the year

Often you will wish to display only the citation's year, because its authors have already been mentioned in the text. For example:

...as Smith has pointed out (1982)...

To accomplish this, insert the letter y (or Y, if you prefer) immediately after the starting delimiter. This stands for **year only**. Thus, to generate the preceding line you would include in your manuscript:

...as Smith has pointed out [[y 267]]...

This also works for multiple citations. This:

...as Smith has pointed out [[y 267, 14]]...

becomes:

...as Smith has pointed out (1975, 1982)...

Suppressing within-citation sorting

This is a modification that you will use *much* less often.

Within your output format you specify whether in-text citations are to be alphabetical (Jones 1985, Smith 1980, Zieve 1982) or chronological (Smith 1980, Zieve 1982, Jones 1985). Alternatively you can tell the format to suppress such automatic sorting, so that the citations will always be left in whatever order they originally appeared within each placeholder in the manuscript.

I imagine that there may be situations in which you *mostly* want alphabetic or chronologic sorting, but for one particular citation you need some special order. (I can *imagine* such situations, but I can't say that I've actually ever run *into* one.) Insert an S after the starting delimiter to tell Papyrus to **suppress sorting**:

...as Smith has pointed out [[s 267, 14]]...

Note: You can even combine **suppress sorting** with **cite only the year**:

[[ys 267, 14]]

But if you ever actually have reason to do this, please let me know. My imagination doesn't extend this far!

Hiding the citation

Here's a frill for which I can conceive no practical use. But you folks are always a step ahead of me, so perhaps you'll find it helpful someday. Let me know.

In addition to **Y** and **S**, you can insert a **hyphen** (-) after the starting delimiter. This means **don't display this citation at all**. For example, this:

...as Smith has pointed out [[- 267, 14]]...

would end up as:

...as Smith has pointed out...

Even though the citation has disappeared, the cited references will still appear in the final reference list.

And yes, for those of you who have a compulsion to take things to their limits, you *can* combine - with **Y** or **S**, or even use all three at once. A moment's reflection will demonstrate the pointlessness of such an exercise, but Papyrus will humor you anyway.

Inserting a formatted reference

In some cases you will need to insert an actual reference into your manuscript, rather than just a number or a name & year citation. This might arise, for example, within a footnote:

* For additional information on this topic, see S. Weaver, *Wombats in the Mist* (Los Angeles: UCLA Press, 1987).

Of course, you could simply type or paste this reference into your manuscript in the first place. But if you wish to remain flexible and not worry about the stylistic details until later, you can insert a placeholder with an **F**, for **formatted reference**:

* For additional information on this topic, see [[f 382]].

When later you run Process Manuscript, you will tell Papyrus what format to use for such entries. In fact, you will be able to specify *two* formats, one for the first time a particular reference is encountered, the other a shortened style for subsequent occurrences of the reference.

Note that Process Manuscript understands that the inserted formatted reference is not supposed to be superscripted, or to be surrounded by parentheses or brackets, even though all other citations are inserted using such a form.

Inserting a plain citation

The output format you specify when you run Process Manuscript controls the overall appearance of each citation—whether it should be superscripted or enclosed in parentheses or brackets. Just as Papyrus will automatically ignore this overall style when inserting a formatted reference, you can tell Papyrus to ignore it for *any* individual citation. The magic letter is **P**, for **plain citation**.

For example, while this:

...as others have pointed out [[4342]]...

results in:

...as others have pointed out (Pouch & Kang 1996)...

this:

...as others have pointed out, including the often-cited [[p 4342]]...

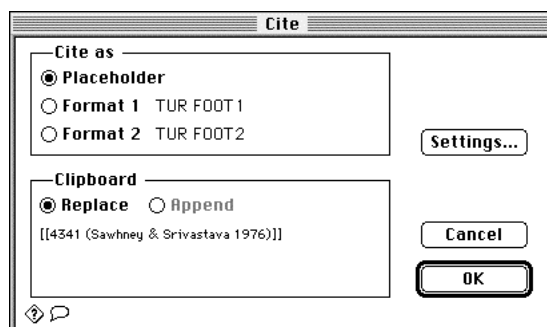
would result in:

...as others have pointed out, including the often-cited Pouch & Kang 1996...

This is another one of those frills that I can't imagine many uses for, but which I'm sure some of you will be able to use to your advantage someday.

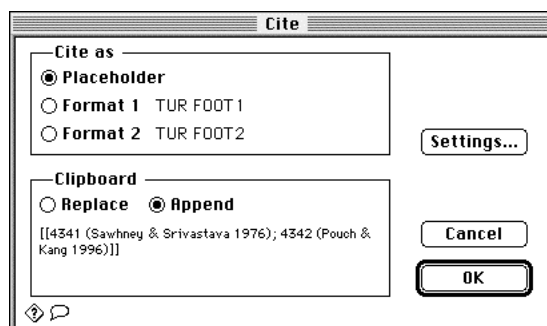
Cite dialog

When you have selected one or more references—whether in the All References window, a Group window, a Reference Entry window, or a Links window—you can pick **Cite...** from the **Edit** menu. This dialog will appear:



If you click OK, then the placeholder shown will become the contents of the Macintosh clipboard, ready to be pasted into your word processor manuscript.

If you have already cited one reference and are now citing a second one, then you can choose to **append** the new reference to the placeholder already in the clipboard:



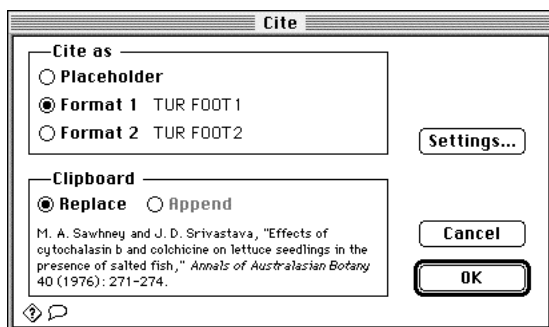
You may repeat this process to cite as many references as you need within the placeholder.

Papyrus will automatically guess whether you wish to **append** the new reference to the placeholder already in the clipboard, or to **replace** the old placeholder with a fresh one. Its guess is based on whether you have left Papyrus to visit another program, such as your word processor, since you last used Cite.

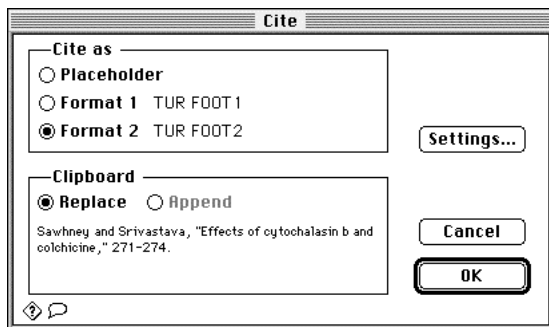
• • •

Rather than a placeholder, you can tell Papyrus to place a **formatted reference** into the clipboard. You have your choice of two formats, which you specify in the **Cite Settings** dialog.

Usually the first format will be one that includes all bibliographic information, as you would use the first time you cite a particular reference:

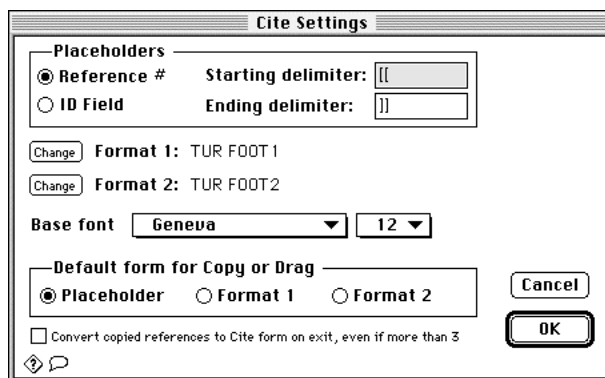


The second format will typically be intended for subsequent citations to a work, and will therefore be relatively abbreviated:



Cite Settings dialog

When you press the Settings... button in the **Cite** dialog, the following dialog will appear:



Placeholders

Here you indicate whether placeholders are to contain **Reference #s** or **ID Fields**. You can also set the starting and ending delimiters to whatever character(s) you like.

Format 1 and Format 2

These are the two output formats that will be offered in the **Cite** dialog. Click the relevant **Change** button to choose from any of the formats in your database.

Base font and size

When you insert a **formatted reference** into the clipboard, Papyrus will use these font settings. They have no effect, however, on placeholders.

Some word processors, including Microsoft Word 5.x, will ignore this information when you paste the formatted reference into a document. Still, I don't imagine you need to hear my personal opinions regarding Microsoft here...

Default form for Copy or Drag

Your choice here determines two things. First, when you bring up the **Cite** dialog, this will be the preselected choice there. Second, when you bypass the Cite dialog by **copying** or **dragging** a reference to your word processor, this setting will determine what arrives in the word processor.

Convert copied references to Cite form on exit, even if more than 3

This setting comes into play after you have **copied** one or more references. It is irrelevant if you have used the **Cite** dialog to cite one or more references as placeholders or formatted citations.

When you switch from Papyrus to another application, Papyrus will automatically convert any references currently in the clipboard to their equivalent placeholders or formatted forms, as determined by the **Default form for Copy or Drag** setting. But sometimes there will be many references in the clipboard, because you have recently copied a batch of references from one Papyrus window and pasted them to another. You don't actually want to paste these into your word processor, but in its helpful ignorance Papyrus will still spend several annoying seconds converting them all when you try to switch applications.

Clicking this box tells Papyrus to not bother with its automatic conversion when the clipboard holds more than three references.

CHAPTER 35

Import

Introduction	R326
Set-up dialog	R328
Import window	R332
Debugging	R334

Introduction

You use the **Import dialog** to have Papyrus read in references from a text file. The text file might have come from an online or CD-ROM database, such as **Medline**, **Silver Platter**, or **Ovid**, or it might have been produced by another personal bibliographic program. Or the file might represent a bibliography that you had previously typed in your word processor.

Papyrus uses an **import format** to decipher the incoming references. Papyrus comes with numerous predefined import formats for many popular sources. You can also set up your own import formats at any time.

Papyrus produces a few new files when you perform an import:

Log file:

As the import runs, Papyrus will keep a record in the **log file** of any concerns that arise. For example, warnings about possible duplicate references, possible mis-capitalized names, etc. The log file will be displayed in its own window as the import proceeds. You can also examine this file later, either in Papyrus or in your word processor.

Reject file:

Any references that Papyrus cannot decipher will be copied to the **reject file**. You can later examine this file, using either Papyrus or your word processor, to review these rejected references.

If you are developing your own import format, then after reviewing the reject file you can make appropriate improvements to your format and try re-importing the reject file.

Downloads from many online or CD-ROM databases will include extraneous information such as heading information, search strategies, and so on. Papyrus will consider these things to be uninterpretable references, and therefore send them to the reject file.

Duplicates file:

Papyrus will compare incoming references to those already in your database. If you so chose, those references that Papyrus considers duplicates will be copied to the **duplicates file**. Later you can review this file, using Papyrus or your word processor, to double-check Papyrus's accuracy.

See also:

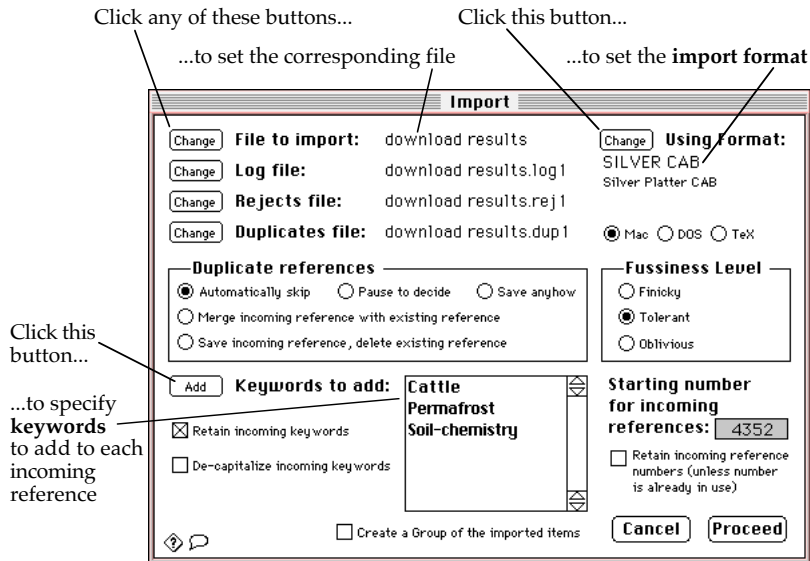
WORKBOOK

Importing – Overview
Importing – Predefined, Straightforward
Importing – Predefined, Complicated
Importing – Word Processor Bibliography
Importing – Other Structured Databases

REFERENCE

Formats Window
Format Entry
Sorting & Citing
Numbering & Layout
Authors/Editors Format
Template Entry

Set-up dialog



File to import

Click the **Change** button to indicate a different file than the one shown here.

Log file

Reject file

Duplicates file

Papyrus will automatically suggest a name for each of these files based on the name of the file being imported. If you'd like to set a different name, click the corresponding **Change** button.

Using Format

Click the **Change** button to indicate which import format Papyrus is to use for this import. You can choose from any of the import formats currently in your database.

Mac - DOS - TeX

Text files prepared on or for a Macintosh differ from those prepared on or for a DOS/Windows computer. In addition to different encodings for accented letters and other “extended” characters, different codes are even used to indicate the end of a line. (Nevertheless, both types of file are often referred to as “ASCII” files.)

Use these buttons to indicate whether the incoming file is a Macintosh text file or a DOS text file.

The **TeX** option applies to incoming files prepared for the **TeX typesetting system**. If you don't know what that is, then don't worry about this button.

Duplicate references

If Papyrus suspects that an incoming reference is a duplicate of a reference already in your database, then your choice here will control what Papyrus does about the situation:

Automatically skip

Papyrus will copy the incoming reference to the reject file. The reference will not be added to your database.

Pause to decide

Papyrus will pause its import process, and present you with a dialog window that shows both the incoming reference and the existing reference, so that you can decide how Papyrus should proceed.

Save anyhow

Papyrus will add the incoming reference to your database, in addition to the existing reference.

Merge incoming reference with existing reference

Papyrus will combine the two references, adding any new incoming information to the reference already in your database.

Save incoming reference, delete existing reference

Papyrus will add the incoming reference to your database, while deleting the existing reference from your database. This might come in handy if you know that your current import source is more reliable or accurate than a different source you have used in the past.

Any references previously **linked** to the existing reference will be re-linked to the new incoming reference.

If you select this choice, then an additional checkbox will appear:

Re-use
old Ref#

Clicking this checkbox tells Papyrus to reassign the Reference # of the existing reference to the incoming reference.

Fussiness Level

Papyrus has a few dozen built-in “rules” that it uses to help interpret the incoming information. For example, one rule states that a Year should be a four-digit number. Another rule states that a City should not contain any digits.

At the Finicky setting, Papyrus applies all of its rules. At Tolerant some of the more picky rules are ignored. And at Oblivious Papyrus will accept *almost* anything in any field.

For most imports from online or CD-ROM bibliographic sources, Tolerant is the best setting. Finicky is often best when importing a word-processed bibliography, in which the separation of one field from the next is not always obvious or unambiguous.

Each import format specifies a default Fussiness Level. When you select the format for your import, that format’s default Fussiness Level will automatically be suggested.

Keywords to add

If you would like to add one or more keywords to each of the incoming references, click the button. Papyrus will then present you with its Keywords window, where you can pick the relevant keywords.

Retain incoming keywords

If the incoming references include keywords or subject headings, you can indicate here whether you wish to keep these keywords as the references are imported.

De-capitalize incoming keywords

If the keywords in the incoming file are presented in ALL UPPERCASE LETTERS, then clicking this box tells Papyrus to convert all but the initial letter to lowercase.

Starting number for incoming references

As Papyrus imports each incoming reference, it must assign the reference a Papyrus Reference #. You can indicate here the starting point for these numbers.

Retain incoming reference numbers

If the incoming references are already numbered, and if your chosen import format defines where these numbers appear in each reference, then you can use this checkbox to tell Papyrus to keep the incoming number as the Papyrus Reference #.

Create a Group of the imported items

If you check this box, then as the import proceeds Papyrus will add each imported reference to a Group window. You can then examine or otherwise use the new references even as the import is still under way.

Import window

You can switch the Import window back and forth between two views: **collapsed** and **expanded**.

Collapsed view:

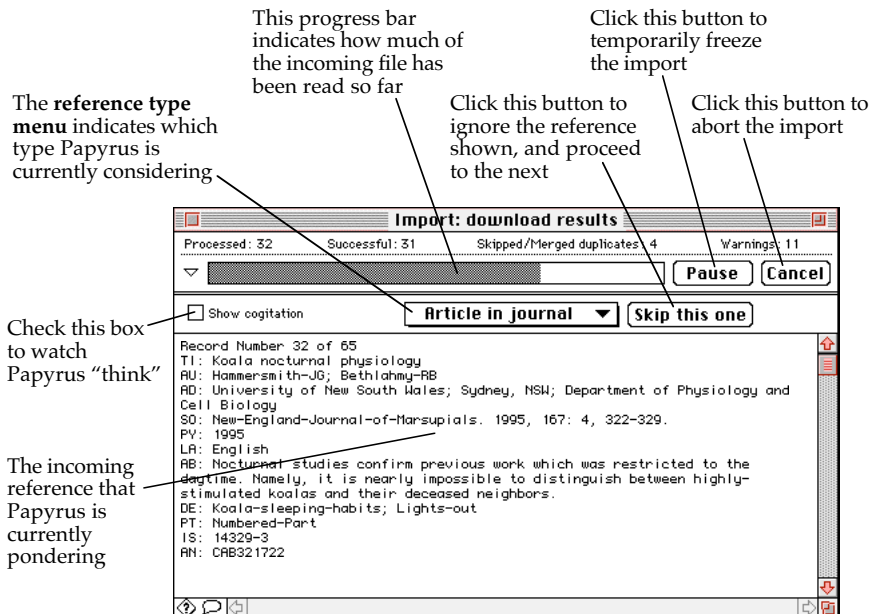
Your import will run faster if you stick to the **collapsed view**. The improvement comes from avoiding the time your computer needs to format and display the text of the incoming reference. (To see the maximum speed increase you must also close the Import Log window.)



Click this button to toggle the window between its collapsed and expanded views

Expanded view:

The **expanded view** displays the incoming reference that Papyrus is currently examining. In this view you can also intervene in the import, or watch the details of Papyrus's "thought" process.



Import status

Processed: 32	Successful: 31	Skipped/Merged duplicates: 4	Warnings: 11
---------------	----------------	------------------------------	--------------

Processed

This number indicates how many “references” Papyrus thinks it has encountered so far. Note that *any* text separated by one or more blank lines from the next bit of text counts as a “reference” here, even if it was really only a heading or other effluvium.

Successful

This is the number of references that Papyrus has succeeded in matching to the import format.

Skipped/Merged duplicates

This number indicates those successfully-matched references that turned out to be duplicates of existing entries, and were therefore not saved in your database as new references.

Warnings

This number refers to the warning messages sent to the log file. Usually most of these warnings are quite benign. For example, each time Papyrus encounters a journal or keyword that it does not recognize, it warns you that that entry is being added to the Journal or Keyword dictionary.

Show cogitation

Checking this box takes you into “**debugging**” mode, where you can watch in great detail as Papyrus tries to match the incoming reference to your import format. This comes in handy when you are trying to get a new import format to work correctly.

Reference type menu

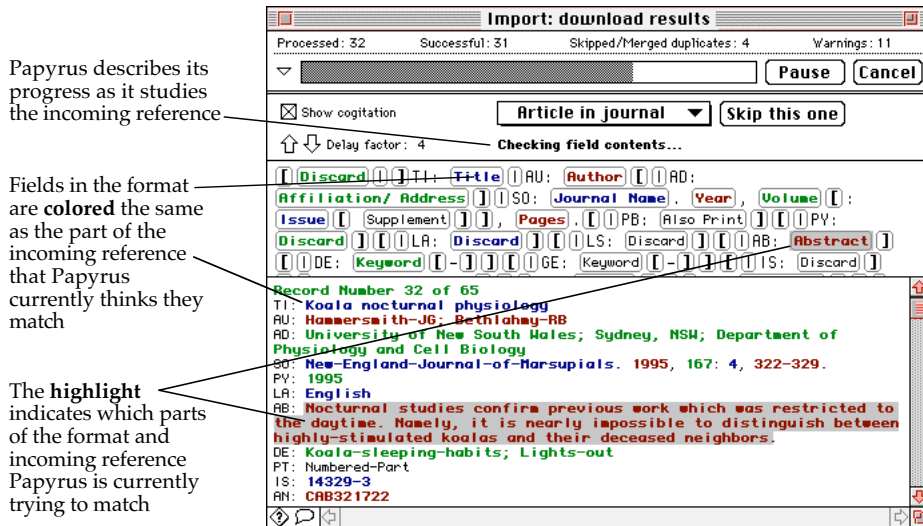
In attempting to understand the incoming reference, Papyrus applies in turn each of the reference type templates defined in your import format, until it finds a match. This menu indicates the template with which Papyrus is currently working.

If you can see that Papyrus is wasting its time on the wrong template, you can use this menu to move Papyrus along to the correct template. For example, if you recognize the incoming reference as a book chapter, but Papyrus is spending a lot of time trying to match it to the Article in journal template, then you can set this menu to Chapter in book to help Papyrus get to the correct template.

In practice you will seldom need to touch this menu, since for most import formats Papyrus will quickly disqualify irrelevant templates.

Debugging

When you check the Show cogitation box, the Import window switches into “**debugging**” mode. The top part of the window shows the format template that Papyrus is currently trying to match to the incoming reference. As it proceeds through the template, Papyrus **highlights** the part of the template and the matching part of the incoming reference that it is evaluating. When there is a tentative match, Papyrus **colors** the corresponding parts of the template and incoming reference to so indicate.



Delay factor

↑↓ Delay factor: 4

When the Import window is in this debugging mode, Papyrus pauses briefly after each step through the template. The higher you set the **delay factor**, the longer these pauses will be, giving you time to watch the details of the import process.

You may increase or decrease the delay factor by clicking the little arrows. Or you can use the ↑ and ↓ keys on your keyboard.

Pause button

If you click **Pause** the import will halt and the button will change to **Resume**. Pressing **Resume** will restart the import.

This comes in handy when you want to compare the format template and the incoming reference at your leisure.

Progress indicator

As Papyrus examines the incoming reference, it moves through five phases:

Scanning for required text...

Papyrus checks that any required literal text is present. For example, if the template includes the text **Journal Article**, and this text does not appear within brackets to indicate that it is optional, then the incoming reference must include the same text.

Parsing...

The Parsing phase is the heart of the import process. Papyrus moves back and forth through the template, matching each field to a section of the incoming reference.

Previewing field contents...

This is the phase during which Papyrus applies many of its built-in rules to check each field for reasonableness. If it finds a problem, you will see a message such as:

Field starts with unusual punctuation

Unbalanced quotes

Year is non-numeric

Volume contains "Num.", "Part", or "Suppl."

Upon encountering a problem, Papyrus will return to the Parsing phase to attempt to find a different way of matching the incoming reference to the template.

Checking Names...

Once all of the other fields have been checked, Papyrus spends a considerable amount of effort in reviewing author and editor names. It applies several built-in rules to do the best possible job of correctly interpreting variations such as Jr., Anonymous, *etc.*

Checking field contents...

Now that the individual fields have all been checked, Papyrus applies a final set of rules to groups of fields and to the reference as a whole. If everything looks okay during this phase then Papyrus considers the incoming reference successfully matched.

Duplicates

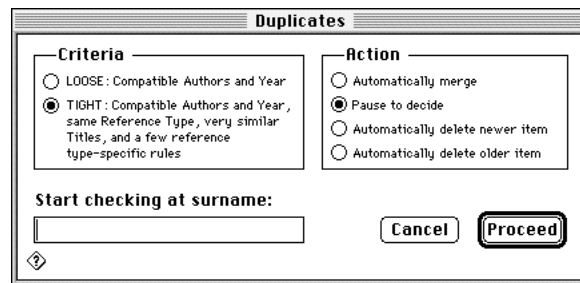
Introduction	R338
Setup Dialog	R338
Progress window	R339
Possible Duplicate Dialog	R340

Introduction

This function hunts for and eliminates **duplicate references** in your database. You can have Papyrus do this completely automatically, but you will usually want to supervise the process yourself.

Setup Dialog

When you choose **Duplicates...** from the **Reference** menu, this dialog appears:



Criteria

The TIGHT criteria are usually best. Even with this setting, Papyrus is relatively intelligent about noticing possible variations in author names—such as *Smith, J.P. vs. Smith, John*, or such as one reference with *et al.* and another without.

Action

Automatically merge

If you do decide to run this function without supervision, this is the safest choice. When Papyrus encounters two references that it suspects are duplicates, it will **combine** the two references into one.

Pause to decide

When Papyrus finds two references suspiciously similar, it will pause and display them both in a special window (see below). Then you can compare them for yourself and decide to merge them together, delete one, or leave both as is.

Automatically delete newer item

Automatically delete older item

In some cases you will know that references entered into your database earlier are more reliable—or less reliable—than more recently entered references. For example, you may have recently imported a batch of references from a colleague. If any of these represents the same citation as one already in your database, you might wish to automatically throw away the new one, since you have already proofread your older entries.

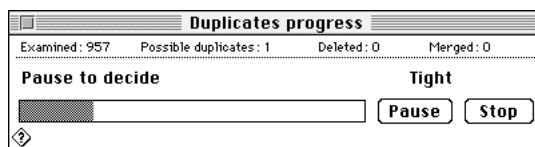
On the other hand, perhaps you previously imported a batch of references from one online database, but have now located a better source—one with fewer typographical errors, say, or with more complete abstracts. In this situation you might ask Papyrus to automatically discard the old references in favor of the newer ones.

Start checking at surname

When you click **Proceed**, Papyrus will check through your database in alphabetic order. If you leave this box empty, Papyrus will start with the very first entry. But if you have recently run this function part way through your database, you can now restart it midway by specifying the starting point here.

Progress window

As the duplicate-checking proceeds, this dialog shows your progress:



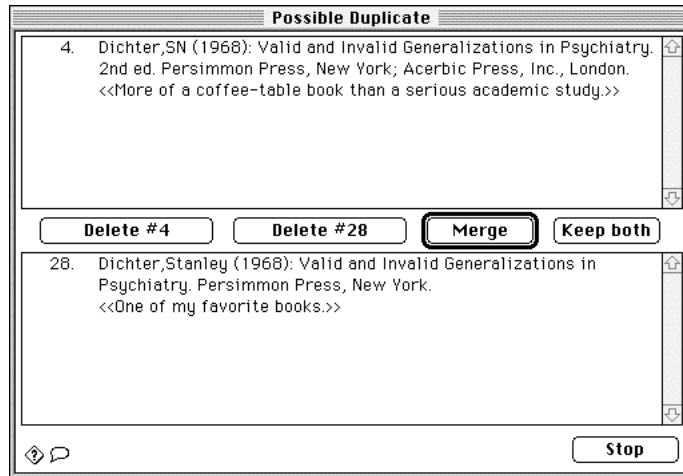
The Action and Criteria are both indicated, as well as a numeric summary of how many references have been examined so far, how many Papyrus suspected of being duplicates of other references, and how many have been deleted or merged.

If you wish to halt the operation before it is finished, click **Stop**.

As with all time-consuming operations, Papyrus monitors other activity on your computer as it proceeds. If you are working in other windows or applications, then this operation will take control of your computer for a smaller slice of each second. Still, in some situations you might be inconvenienced by the duplicate-checking slowing your work; if this occurs click **Pause**—Papyrus will suspend its checking until you tell it to resume.

Possible Duplicate Dialog

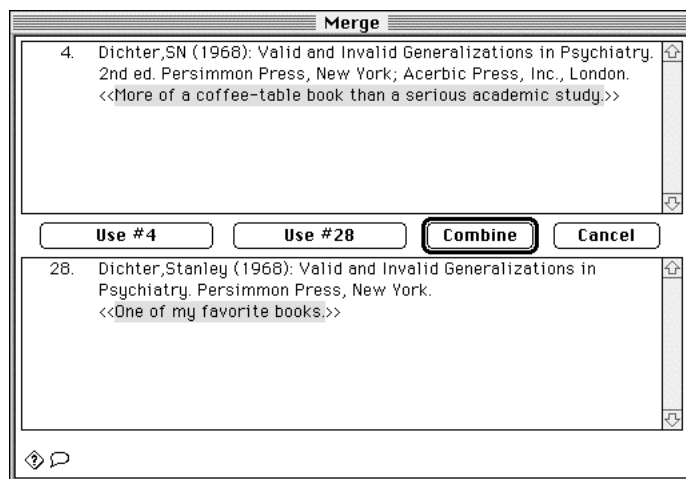
When Papyrus finds a pair of possible duplicates, if you have chosen **Pause** to decide then this window will appear:



Here you can compare the two references for yourself. In this case we see that they do indeed both represent the same book, though the Author has been entered differently. The first reference indicates a second Publisher and City. Finally, the two reference include different Comments.

Clicking **Stop** would abort the entire duplicate-checking operation. The two **Delete** buttons allow you to discard either entry from your database, retaining the other without change. **Keep both** retains both references without change.

If you click **Merge**, then Papyrus will combine the two references. Some fields—such as the Author, Publisher, and City—it can handle automatically. For other fields it will ask you your preference:



You can choose to use the Comments from either of the references, discarding the other. Or you can ask Papyrus to combine both.

In this case the result of combining the Comments and allowing Papyrus to automatically merge the other fields would result in:

4. Dichter,Stanley N (1968): Valid and Invalid Generalizations in Psychiatry. 2nd. ed. Persimmon Press, New York; Acerbic Press, Inc., London. <<More of a coffee-table book than a serious academic study. One of my favorite books.>>

CHAPTER 37

Process Manuscript

Introduction	R344
Preparing your manuscript	R345
Elements of the Process Manuscript dialog	R345
Details of operation	R349
Including informational notes.....	R351

Introduction

As you prepare a manuscript in your word processor, you can sprinkle throughout it Papyrus **placeholders** corresponding to the references you wish to cite. Papyrus's **Cite...** dialog offers several options to help you insert these placeholders.

Once your manuscript is ready, you use **Process Manuscript...** from the **Group** menu to tell Papyrus to scan your manuscript. Papyrus will automatically create a fresh copy of your manuscript in which each of the placeholders has been replaced by the in-text citation form appropriate to your needs—superscripted number, parenthesized author and year, *etc.*

In accomplishing this, Papyrus will simultaneously fill in a **Group** with the references you have cited. This can be a brand-new Group, or you can re-use an existing Group.

If you like, Papyrus can automatically generate the corresponding bibliography and append it to the end of your manuscript as part of the Process Manuscript operation. Or, since you will now have a Group of the relevant references, you can print out the bibliography at any time.

If you need to make changes to your manuscript, you will do so in the original copy with the placeholders. Then you will run Process Manuscript again to generate an up-to-date final document. While you go through this revision process you can keep re-using the same Group—the Group remembers all of your Process Manuscript settings from one run to the next.

When you are faced with the occasional oddball journal that expects you to include informational notes in your bibliography along with your references (*Science* comes to mind here), you can use **notecards** to automate the process. See *Including informational notes*.

See also:

WORKBOOK

- Printing and Exporting Your References*
- Preparing a Manuscript and its Bibliography Together*
- Specific Pages*
- Citing references together*

CONCEPTS

- Bibliographies vs. Footnote Lists*
- Output Formats*
- Bibliographic Conventions*

REFERENCE

- Citing references*

Preparing your manuscript

At each spot in your manuscript where you wish to cite a reference you will insert a **placeholder**. For example:

...Although most marsupials radiate only small amounts of ultraviolet energy [[4342 (Pouch & Kang 1996)]], the so-called “day-glo wombat” is a horse of a different color...

In this example, the reference being cited is #4342, a 1996 article by Pouch and Kang.

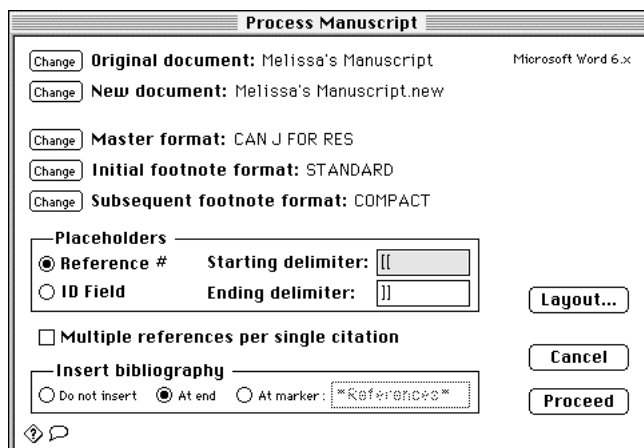
Papyrus provides several ways for you to insert these placeholders, including the ability to simply **drag** the relevant reference from any Papyrus window directly to your word processor.

There also several ways in which you can **modify** a placeholder to cope with special situations.

For all of the little details about placeholders, see the discussion of the **Cite** dialog.

Elements of the Process Manuscript dialog

When you choose **Process Manuscript...** from the **Group** menu, this dialog appears:



If the frontmost window was a Group window then the dialog will already be filled in, based on the last Process Manuscript run for this particular Group.

Original document

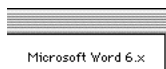
This is your word processor manuscript in which you have scattered reference placeholders. Click the **Change** button if you wish to pick a difference document.

New document

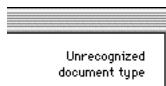
This is the name Papyrus will give to the new version of your manuscript that it is about to create. The default supplied by Papyrus is simply the name of your original document, plus `.new`. You can click the **Change** button if you would prefer a different name.

File type

Papyrus will automatically display the file type of the original document you have specified:



Of course, there are many file types that Papyrus cannot recognize. There are word processors that Papyrus does not yet support, and of course there are documents from many, many applications that are not word processors. So this:



means that Papyrus will not be able to process the document you have specified.

Text documents are a special case:



Choosing **Plain text** tells Papyrus to interpret the file as simply a plain Macintosh ASCII text file.

Choosing **RTF** tells Papyrus to interpret the file as a Microsoft “Rich Text Format” file. Several word processors can save their documents using this format, in which special sequences of characters indicate formatting instructions rather than actual text.

Choosing **TeX/LaTeX** tells Papyrus to treat the file as one created using the $\text{T}_{\text{E}}\text{X}$ formatting system. This is another file format in which special character sequences describe the intended appearance of the text. It tends to be used by mathematicians and scientists who are particularly attentive to the attractiveness of their publications.

Master format

This is where you choose the output format that is to apply to your new manuscript. The output format controls not only the appearance of the bibliography itself, but also of all the in-text citations.

Initial footnote format Subsequent footnote format

If your manuscript contains any placeholders that are to be converted into **formatted citations**, then these are the two formats Papyrus will use for them. The **initial** format will be used for the first occurrence of any particular reference, while the **subsequent** format will be used if the same reference is cited again later in the manuscript.

Placeholders

As described elsewhere, while most Papyrus users will use **Reference #** placeholders, a few might prefer to instead include **ID Fields** within their placeholders. This is where you tell Papyrus which to be looking for.

You must also inform Papyrus if you have used placeholder delimiters other than the default [[and]].

Multiple references per single citation

This option pertains to certain publications in fields such as chemistry or physics, and for certain crowded journals such as *Science*. To save space in these publications, when several references are cited at a single point in the manuscript they are combined into a single item in the bibliography:

...but completely contradictory results have also been shown.¹²

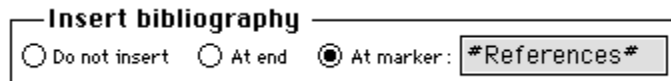
12. M. A. Spoon, *Cancer Res.* **31**, 4819 (1987); L. U. Wartsburg, *Cell* **82**, 234 (1990); A. Cramer, *CA Cancer J. Clin.* **47**, 15 (1997).

If one of these same references gets cited at another point in the manuscript, though, things start to get complicated. Papyrus handles such situations automatically. (See the **WORKBOOK** chapter *Citing references together*.)

Insert bibliography

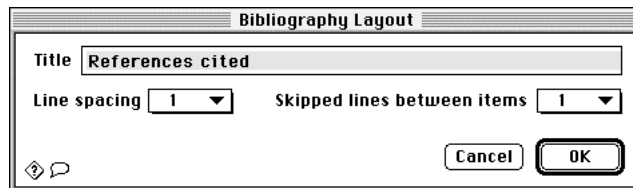
Here you indicate whether or not Papyrus should automatically insert the final bibliography into your manuscript. In most cases you will want the bibliography to be appended to the very end of your document, so the **At end** choice will be most appropriate.

But sometimes there are other materials that will come after the bibliography. These might include illustrations, acknowledgements, or any of the various effluvia required in grant applications. In such cases you can type a **marker** in your word processor document at the spot where you wish the bibliography to be inserted. Then here you pick *At marker*, and fill in the marker text so that Papyrus can locate precisely this marker in your manuscript, and replace it with the bibliography:



Layout...

Clicking this button brings up another dialog:



Here you can set the bibliography's **title**, if any, such as *References cited* or *Bibliography* or *Recommended Reading*. If you wish you can use the **Font** menu to choose a special font for the title—although in almost all cases you will want to stick with **BASE FONT** so that the title will use the manuscript's current font. You can also use the **Style** menu to set the title to bold-face, italic, etc.

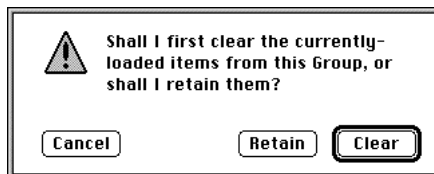
The two pop-up menus control the line spacing of the bibliography (1 = single-spacing, 2 = double-spacing, etc.) and the number of lines to skip between each reference and the next (0 = do not skip lines, 1 = skip one line, etc.).

Details of operation

After you click the Proceed button, Papyrus runs through a series of steps:

Clear the Group?

If your Group already contains any references (perhaps from the last time you ran the Process Manuscript function), Papyrus will ask:



In general you *do* wish to start with a cleared Group. Papyrus will then fill in the Group with precisely the references cited in your manuscript.

Here is one complicated situation where you might choose to retain the current contents of the Group. Suppose that you have 10 separate word processor documents, each corresponding to one of the 10 chapters in your upcoming book. You want one master bibliography at the end of the book, in alphabetic order, and you are going to cite the references in the text via sequential numbers.

In order to build the master bibliography you can do 10 Process Manuscripts all using the same Group, *not* clearing the contents of the Group each time. The Group will thus accumulate all of the references cited in all of the chapters.

However, at this point the new versions of the individual chapter manuscripts will not contain the correct sequential numbers for their reference citations, since Papyrus was working from only a partial list of references at the time each Process Manuscript was performed. So now you can go back and *repeat* all 10 Process Manuscripts, still not clearing the Group. This time Papyrus will be working from the total reference list, so the sequential numbers inserted into the manuscript documents will now reflect the complete master reference list.

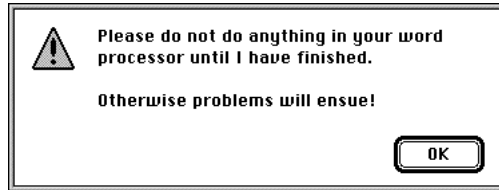
Launching your word processor

For manuscripts from some word processors, Papyrus simply reads the original document and prepares a new one. But for documents from other word processors—including Nisus Writer and Microsoft Word 6 or 98—Papyrus actually uses your word processor as a tool to carry out the necessary replacements.

If your document is from one of these latter word processors, then you will next see:

Launching word processor...

Once the word processor has been successfully launched, Papyrus will warn you to keep out of the way:



Papyrus uses AppleScript to communicate with your word processor. Since absolutely none of the major word processors correctly supports AppleScript and Apple Events, the necessary work-arounds will result in a mildly-entertaining show for you as you watch Papyrus tell your word processor to search and replace one bit of text after another.

Processing your manuscript

As Papyrus proceeds through your manuscript, assembling the Group and replacing your placeholders in the text, it displays its progress:



If you have instructed Papyrus to insert the final bibliography into your manuscript, then at the completion of the "Processing" phase Papyrus will proceed to "Printing" the bibliography:



In this case, the term "Printing" really refers to inserting the bibliography into your new word processor document.

Including informational notes

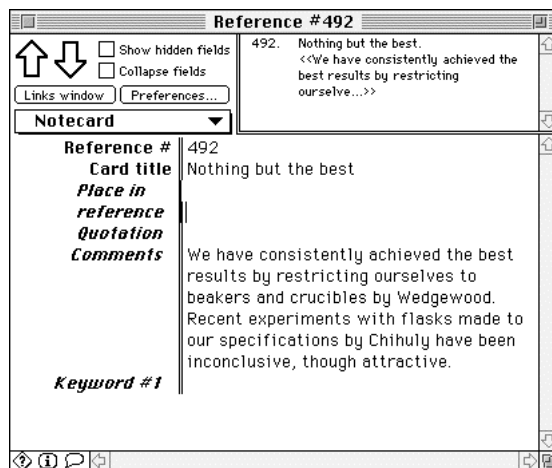
Almost all editors expect your bibliography to contain nothing but a list of references. **Informational notes** are usually given as footnotes, or in a separate “Notes” listing.

Still, there are a few publications that expect you to mix your notes in with your references. You can automate this in Papyrus by entering each informational note as a Papyrus **notecard**. Within your manuscript, you then insert a placeholder for the notecard just as you would for any other reference.

For example, your manuscript might include this section:

Although others have arrived at different conclusions [[305 (Slouch et al. 1997), 372 (Messing 1996)], we believe this discrepancy can largely be explained by our insistence on using only the highest-quality laboratory equipment [[492 (Nothing but the best)]]].

Meanwhile, reference #492 might be:



The resulting text and bibliography would then include:

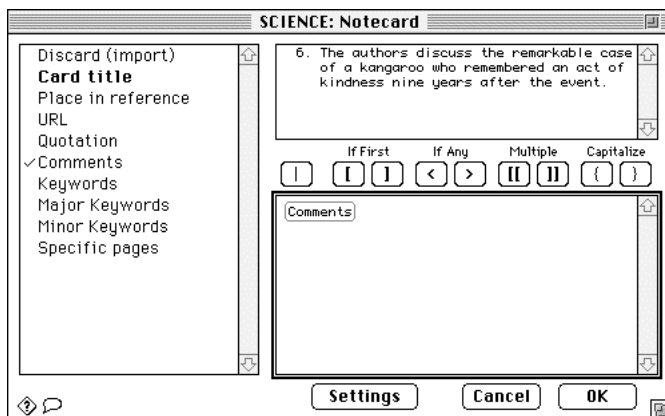
Although others have arrived at different conclusions,^{11,12} we believe this discrepancy can largely be explained by our insistence on using only the highest-quality laboratory equipment.¹³

11. A. Slouch *et al.*, *Alien Genet.* **13**, 175 (1997).

12. H. Messing, *Kitch. Chem.* **22**, 299 (1996).

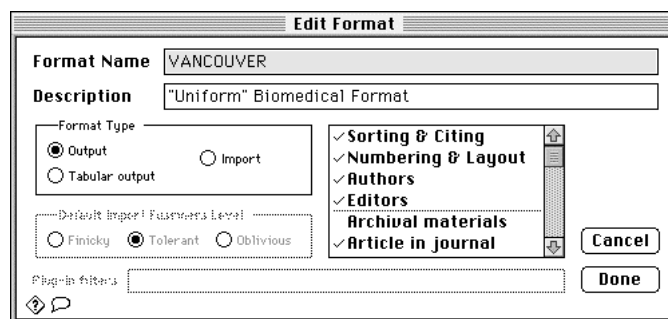
13. We have consistently achieved the best results by restricting ourselves to beakers and crucibles by Wedgewood. Recent experiments with flasks made to our specifications by Chihuly have been inconclusive, though attractive.

There is one additional detail you must ensure for this approach to succeed. The **output format** you specify for your bibliography must include a template for notecards. This template should include simply the Comments field:



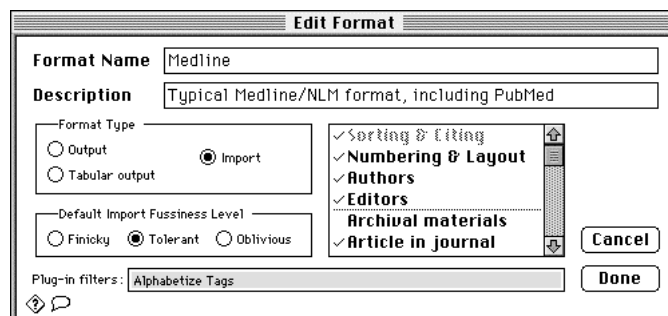
Format Entry Dialog

When you click either the **New...** or **Edit...** button in the **Formats window**, the Format entry dialog appears:



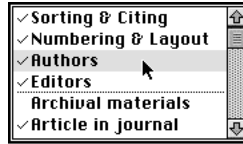
This dialog is where you provide the format's **name**, **description** and **type**—Output, Tabular output, or Import.

For an **import format** you also indicate the **Fussiness Level** and any **plug-in filters**:



For plug-in filters, enter the name of the filter as given in the Papyrus Additions folder. If you need to specify more than one filter, separate their names with a comma. During an import using this format, Papyrus will apply the filters in the order you have listed their names.

To edit any of the several parts of the format, **double-click** it in the list:



You can also use your **arrow keys** to select the relevant section, and then press **Return** to edit it.

The first four choices, **Sorting & Citing**, **Numbering & Layout**, **Authors**, and **Editors** each result in a special dialog. The remaining choices define the **templates** for each **reference type** in your database. You will almost always wish to complete all of the first four parts of a format, but when working on the templates you can ignore any reference type that is not used in your database.

Sorting & Citing applies only to output formats and—as illustrated above in the Medline format—is not available for import formats.

See also:

WORKBOOK

Creating New Output Formats
Formats, Format Libraries and Predefined Formats
Importing – Overview
Importing – Predefined, Straightforward
Importing – Predefined, Complicated
Importing – Word Processor Bibliography
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REFERENCE

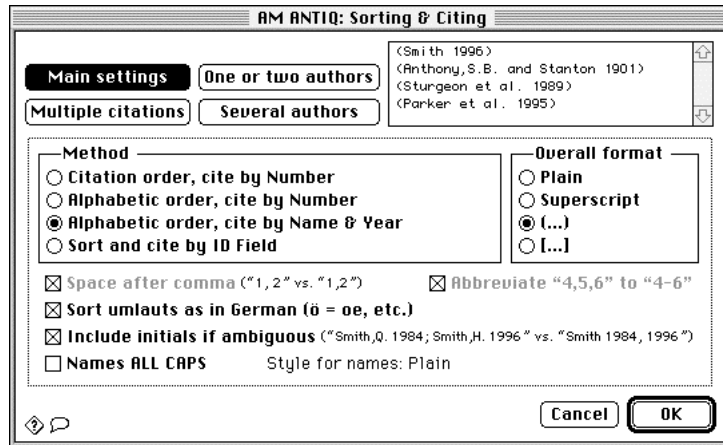
Sorting & Citing
Numbering & Layout
Authors/Editors Format
Template Entry
Plug-in Filters
Shortcuts
Format Entry Dialog

Sorting & Citing Dialog

Introduction	R358
Main settings	R360
One or two authors	R363
Several authors	R364
Multiple citations	R365

Introduction

When you choose **Sorting & Citing** in the **Format Entry dialog**, this dialog appears:



This section of an output format defines how references are to be **sorted** in the bibliography—in **citation order**, in **alphabetic order**, or by **ID Field**. It then indicates how references are to be **cited** in the body of your manuscripts—by **sequential number**, **name & year**, or **ID Field**. Finally, there are several settings to define the detailed appearance of the in-text citations.

Different parts of this dialog apply to different sorts of formats. For example, if a format indicates that references are to be listed in **citation order** then the sections regarding multiple authors or citations will be irrelevant. On the other hand, only if references are to be cited by **sequential number** will the settings for **Space after comma** and **Abbreviate “4,5,6” to “4-6”** matter.

In the upper right of the dialog is a dynamic **preview** showing some in-text citations as defined by your current settings.

There are four “panels” in this dialog: **Main settings**, **One or two authors**, **Several authors**, and **Multiple citations**. You switch among these four panels by clicking the buttons at the top of the dialog.

Shortcut: Press **⌘-Tab** or **Shift-⌘-Tab** to switch among the panels.

See also:

WORKBOOK

Creating New Output Formats
Formats, Format Libraries and Predefined Formats
Importing – Overview
Importing – Predefined, Straightforward
Importing – Predefined, Complicated
Importing – Word Processor Bibliography
Importing – Other Structured Databases

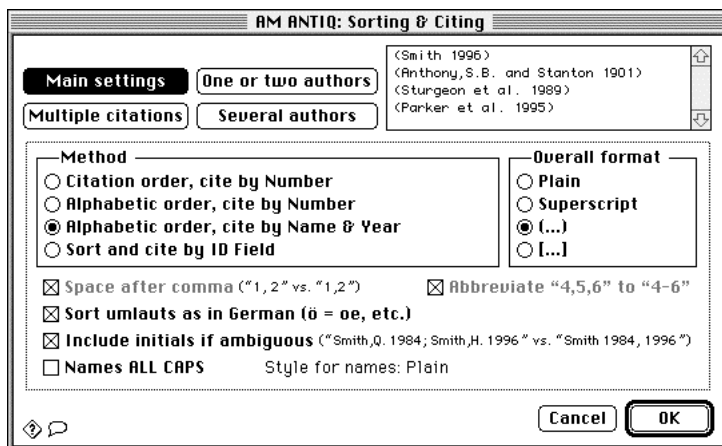
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Plug-in Filters

Main settings



Method

This section determines how the bibliography is sorted, and how in-text citations should appear:

Citation order, cite by Number

References will appear in the bibliography in the order they are cited in the manuscript. The in-text citation for the first reference will be 1, the next 2, *etc.*

Alphabetic order, cite by Number

References in the bibliography will be alphabetized by their author(s). If two references share exactly the same authors, they will be further sorted by year. If both authors and year are identical, then the references will be further sorted by their titles.

Once alphabetized, the references in the bibliography will be numbered sequentially. These numbers will then be used for in-text citations.

Alphabetic order, cite by Name & Year

References in the bibliography will be alphabetized by their author(s). If two references share exactly the same authors, they will be further sorted by year. If both authors and year are identical, then the references will be further sorted by their titles.

If two references have identical authors and years, Papyrus will automatically add distinguishing letters to their years; *e.g.*, 1995a and 1995b.

When outputting a reference list you can override this automatic feature, if necessary.

In-text citations will indicate the first few authors and the year, as in (Smith, 1999). There are many details to set, including punctuation and the use of *et al.*

Sort and cite by ID Field

References in the bibliography will be alphabetized by their ID Fields. These same ID Fields will be used for in-text citations.

If two references have identical ID Fields, Papyrus will automatically add distinguishing letters to them; *e.g.*, SMITH98a and SMITH98b.

Overall format

When citing by **number**, most output formats display the in-text number either as a superscript or within round or square brackets.

When citing by **name & year** or **ID Field**, most output formats display the in-text citation within round or square brackets.

The Plain option—which will leave the in-text number, name & year, or ID Field as just plain unbracketed text—comes in handy on occasion for unusual situations.

Space after comma (“1, 2” vs. “1,2”)

When citing by **number**, whether you wish to include a space between adjacent citations usually depends on whether or not the citations will be **superscripted**. With superscripts, omitting the space is sometimes considered aesthetically superior.

Abbreviate “4,5,6” to “4-6”

Most formats involving citation by **number** do employ this rule.

Sort umlauts as in German (ö = oe, etc.)

As I’ve explained elsewhere, even if you tell Papyrus to sort according to the rules of German, your Macintosh will not sort umlauts in this way. So if you are creating a bibliography for a German-language publication you will probably want to turn on this option.

Include initials if ambiguous (“Smith,Q. 1984; Smith,H. 1996” vs. “Smith 1984, 1996”)

Sometimes your bibliography will include two authors with the same surname but different first names. If your citations refer to authors by surname only, then the reader will not immediately recognize who is whom. For example:

Although one scholar agrees with us (Smith 1997), another vehemently disagrees (Smith 1998).

Turning on the above option causes Papyrus to automatically add the authors’ initials to in-text citations for those surnames that appear in your bibliography for two or more different people:

Although one scholar agrees with us (Smith, Q. 1997), another vehemently disagrees (Smith, H. 1998).

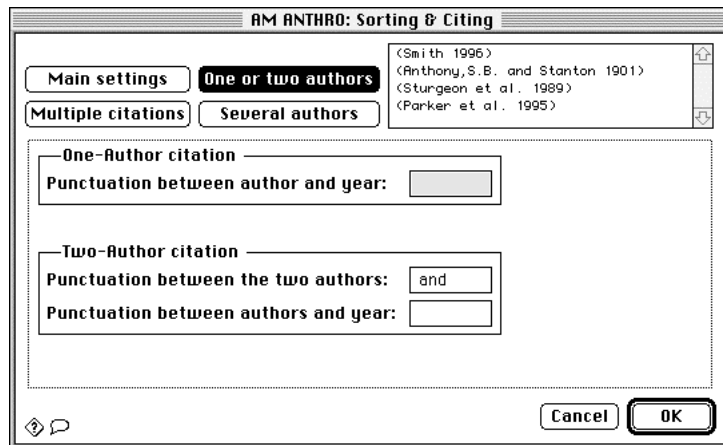
Names ALL CAPS

Some bibliographic styles demand that in-text citations display author names entirely in uppercase, *e.g.*, (SMITH 1996). Turn on this option for such cases.

Style for names

Usually names appearing within in-text citations will not have any special formatting. But some editors require these to be in **small caps**—(SMITH 1996)—or perhaps *italic*—(*Smith* 1996). For such formats use the **Style** menu to select the appropriate style(s).

One or two authors

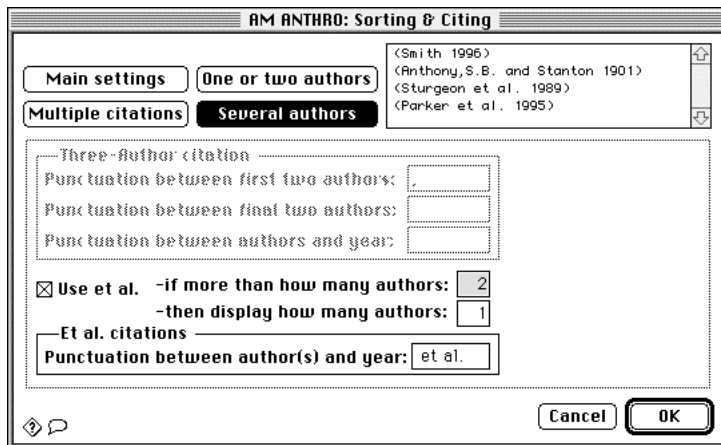


This dialog controls the appearance of in-text citations for references with only one or two authors.

For each case you indicate the punctuation that should appear between the pieces of the citation. For a one-author citation this is the punctuation between the author and the year. For a two-author citation you specify both the punctuation between the first author and the second author, and the punctuation between the second author and the year.

This “punctuation” can consist of a **space**, as shown above before the years, a **comma and space**, the word **and**, an ampersand (&), or whatever character or characters you desire.

Several authors



This dialog controls the appearance of in-text citations for references with more than two authors.

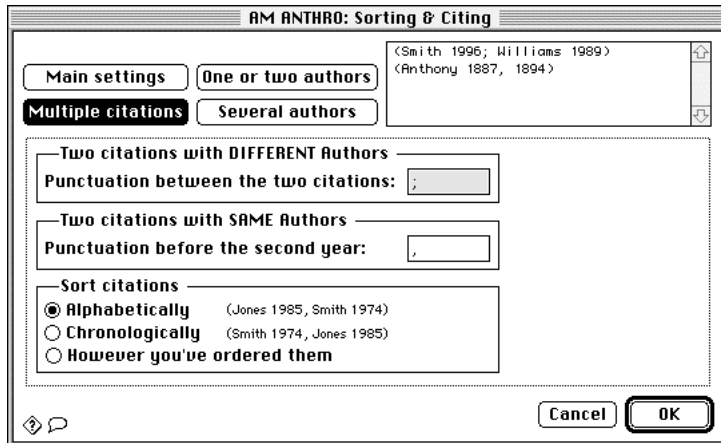
The **Three-Author citation** section works in the same way as do the one-author and two-author sections. However, if your **et al.** rules imply that in-text citations will never display more than two authors, then this section will be disabled (as above).

The **et al.** section governs the appearance of in-text citations; a different part of your output format controls whether these same references will or will not use *et al.* in the bibliography.

To italicize *et al.*, select the text and choose **Italic** from the **Style** menu:



Multiple citations



Often you will cite more than one reference at a given point in your text. When this happens, there are some details to establish about sorting and displaying the adjacent citations.

First, if two adjacent citations have **different authors**, then you must specify the punctuation that will separate the citations. The most common choices are **comma-space** (Smith 1996, Williams 1989) and **semicolon-space** (Smith 1996; Williams 1989).

Next, if two adjacent citations have **the same authors**, then only the year will appear for the second citation. You need to indicate the punctuation that precedes this second year.

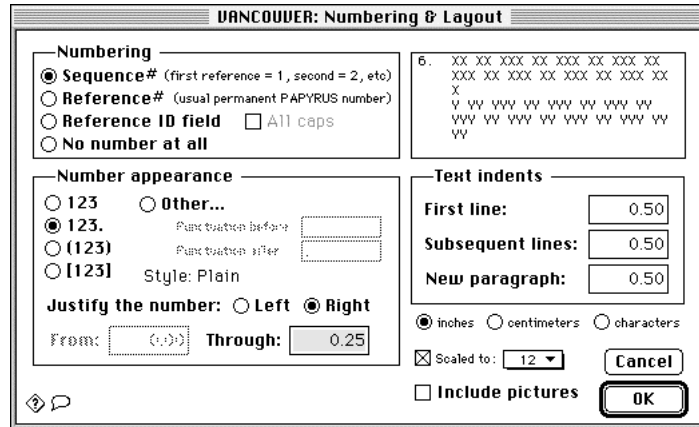
Finally, Papyrus can automatically **sort** the adjacent in-text citations. Some bibliographic styles like them alphabetized, while others prefer them to be arranged by year. You can select either of these automatic sorting methods, or you can tell Papyrus to leave the adjacent citations in whatever order you've entered their placeholders in your manuscript.

Numbering & Layout Dialog

Introduction	R368
Numbering	R370
Number appearance	R371
Text indents	R372
Include pictures	R373

Introduction

When you choose **Numbering & Layout** in the **Format Entry** dialog, this dialog appears:



This dialog controls the overall “shape” of each reference, in terms of indentation. It also determines whether each reference will be preceded by a number, its Reference ID, or no label at all.

As you make changes here, the **preview** in the upper right of the dialog will display the results of your settings.

See also:

WORKBOOK

Creating New Output Formats
Formats, Format Libraries and Predefined Formats
Importing – Overview
Importing – Predefined, Straightforward
Importing – Predefined, Complicated
Importing – Word Processor Bibliography
Importing – Other Structured Databases
Pictures and Graphics

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Plug-in Filters

Numbering

Numbering

Sequence# (first reference = 1, second = 2, etc.)

Reference# (usual permanent PAPHYRUS number)

Reference ID field All caps

No number at all

Sequence

Papyrus will sequentially number each reference in your list, regardless of whether the list is arranged in citation or alphabetic order.

This is the usual setting for bibliographic styles in which the references are to be numbered.

Reference

Papyrus will display each reference's Reference # field.

You might select this option when producing a printed index to your holdings.

The three built-in formats—**STANDARD**, **COMPACT**, and **BRIEF**—use this option.

Reference ID field

Papyrus will display each reference's Reference ID field. You can turn on the All caps option to automatically convert Reference IDs such as Smith98 to SMITH98.

No number at all

Selecting this option results in a bibliography list in which no numbers or IDs are displayed.

This is the usual setting for bibliographic styles in which references are cited by author and year. It is also usually the correct choice for **import** formats.

Number appearance

Number appearance

123 Other...
 123. Punctuation before:
 (123) Punctuation after:
 [123] Style: Plain

Justify the number: Left Right

From: Through:

In most cases one of the four basic options—123, 123., (123), or [123]—will suffice. If you choose **Other** then you can specify whatever characters you wish to see before and after each number.

To specify a character style such as italic or boldface for the number, use the **Style** menu.

You can tell Papyrus to justify the numbers **Left**:

8. Runson SK, Rogerstein BT. The judicious use of nitrous oxide in the treatment of Grave's disease. *New Engl. J. Med.* 1990; 182:254-67.
9. Laszlo JA, Snooks BB, Old DH. Unconscious punning among medical researchers. In: Jung CG, Old DH, editors. *Sublimation and Compensation*. New York: Pergamon Press; 1991:102-29.
10. LaFièvre H. *Why Nothing is Funny: A Deconstructionist Analysis*. 2nd ed. Cambridge: Harvard University Press; 1992.
11. Ramasubramanian SR, Martin S. Eclectic neurosurgery, Part I: Excision of inhibitions. *JAMA* 1979; 280:324-30.

or **Right**:

8. Runson SK, Rogerstein BT. The judicious use of nitrous oxide in the treatment of Grave's disease. *New Engl. J. Med.* 1990; 182:254-67.
9. Laszlo JA, Snooks BB, Old DH. Unconscious punning among medical researchers. In: Jung CG, Old DH, editors. *Sublimation and Compensation*. New York: Pergamon Press; 1991:102-29.
10. LaFièvre H. *Why Nothing is Funny: A Deconstructionist Analysis*. 2nd ed. Cambridge: Harvard University Press; 1992.
11. Ramasubramanian SR, Martin S. Eclectic neurosurgery, Part I: Excision of inhibitions. *JAMA* 1979; 280:324-30.

For left-justified numbers Papyrus lets you specify the number's indentation. A value of 0 means that the number will start immediately at the left margin.

For right-justified numbers Papyrus asks you to specify the right “margin” for the column of numbers.

The indentation settings are either in **inches**, **centimeters**, or **characters**, as I'll explain in a moment.

Text indents

Text indents

First line: 0.50

Subsequent lines: 0.50

New paragraph: 0.50

inches centimeters characters

Scaled to: 12 ▼

First line—If a number is to be displayed, then the First line indent controls the start of the **text** on the first line of each reference, following the number. If no number is to be displayed, then the First line indent controls the starting line of each reference.

Subsequent lines—When a reference spills over to a second or third line, each of these continuation lines will be indented according to the Subsequent lines setting.

New paragraph—If your templates break references into separate paragraphs—*e.g.*, one paragraph for the bibliographic information and another paragraph for your Comments—then this setting controls the starting position of the first line of each new paragraph.

You may select **inches**, **centimeters**, or **characters** as the unit for all of these indent settings. **Characters** makes sense if you will use this format to produce plain text files, perhaps for e-mailing. You would also use **characters** if this is an **import** format.

When this format will be used for printed lists, or for bibliographies to be sent to your word processor, you might want to adjust these indents according to the font size used at the time. For example, while a 0.5-inch indent might look good with 12-point type, if you print the same reference list using 9-point type then that same 0.5-inch indent will be too generous. If you turn on the **Scaled to:** option, then Papyrus will adjust all indents proportionally to the font size used for the reference list. The **pop-up menu** next to the **Scaled to:** checkbox allows you to indicate the base font size for which the indicated indents apply.

• • •

For **import** formats, these indent settings are *critical*.

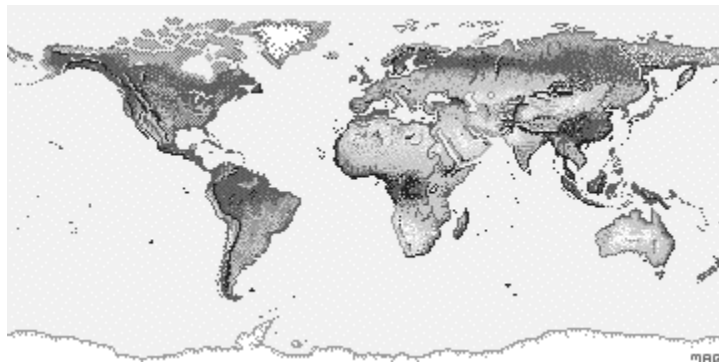
During imports Papyrus will use the indentation, if any, of the incoming data to break up the records into separate **paragraphs**. Any line that begins in the **Subsequent lines** position will be considered a continuation of the preceding paragraph, while lines beginning in **any other position** (not necessarily the **First line** or **New paragraph** position) will be considered the start of a fresh paragraph.

Include pictures

Include pictures

If you have used the Picture field for any of your references, this option controls whether those graphics will be displayed when you produce a reference list with this format. If you turn on this option, then any pictures will be displayed immediately following the reference:

24. Apple Computer, Inc. (1994): World Map [Computer graphic]. Source: Macintosh System 7.5 Color world map, provided in default scrapbook. PICT, 360 x 178 pixels.

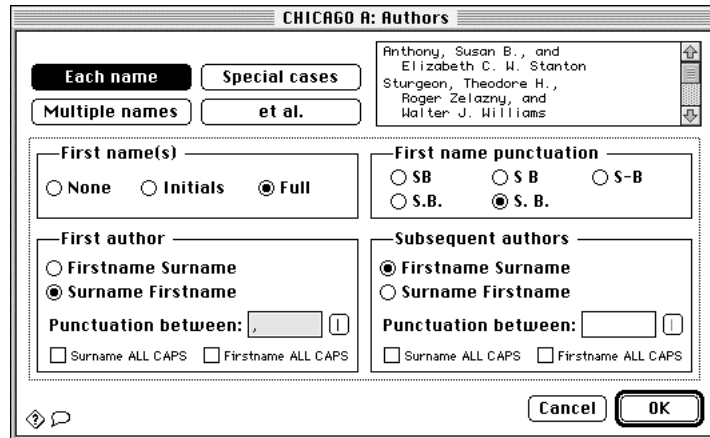


Authors/Editors Format

Introduction	R376
Each name	R378
Multiple names	R380
Special cases	R381
et al.	R382

Introduction

When you choose **Authors** or **Editors** in the **Format Entry dialog**, this dialog appears:



This dialog controls the display of Authors or Editors in your reference list. You can control the appearance of each name, how multiple names are combined, the use of *et al.*, and so on.

As you make changes here, the **preview** in the upper right of the dialog will display the results of your settings.

There are three “panels” in this dialog: **Each name**, **Multiple names**, and **et al.** For Authors there is also a fourth panel: **Special cases**. You switch among these panels by clicking the buttons at the top of the dialog.

Shortcut: Press **⌘-Tab** or **Shift-⌘-Tab** to switch among the panels.

See also:

WORKBOOK

Creating New Output Formats
Formats, Format Libraries and Predefined Formats
Importing – Overview
Importing – Predefined, Straightforward
Importing – Predefined, Complicated
Importing – Word Processor Bibliography
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Format Entry
Sorting & Citing
Numbering & Layout
Template Entry
Plug-in Filters

Each name

The screenshot shows the 'CHICAGO A: Authors' dialog box. It is divided into several sections:

- Each name** (selected): Includes 'Special cases' (et al.) and 'Multiple names' (et al.).
- First name(s)**: Radio buttons for 'None', 'Initials', and 'Full' (selected).
- First name punctuation**: Radio buttons for 'SB', 'S B', 'S-B', 'S.B.', and 'S. B.' (selected).
- First author**: Radio buttons for 'Firstname Surname' and 'Surname Firstname' (selected). Includes a 'Punctuation between:' field with a comma and space, and checkboxes for 'Surname ALL CAPS' and 'Firstname ALL CAPS'.
- Subsequent authors**: Radio buttons for 'Firstname Surname' (selected) and 'Surname Firstname'. Includes a 'Punctuation between:' field with a comma and space, and checkboxes for 'Surname ALL CAPS' and 'Firstname ALL CAPS'.

Buttons for 'Cancel' and 'OK' are at the bottom right.

First name(s)

Here you specify whether Papyrus is to include each author’s **full** first names (when present in the database), or whether it should shorten these to just **initials**. You can also suppress all but the surname, by choosing **None**.


First name punctuation

Usually when including **full** first names you will choose the **S. B.** option—initials are to be followed by a period, and a space separates the parts of the first and middle names. For bibliographic styles that include only **initials**, pick whichever punctuation style is appropriate.

First author and Subsequent authors

Many bibliographic styles specify that the first author be “inverted”—surname followed by first names—while subsequent authors are to be displayed in their usual form—first names followed by surname. Other styles invert all authors, or none of them.

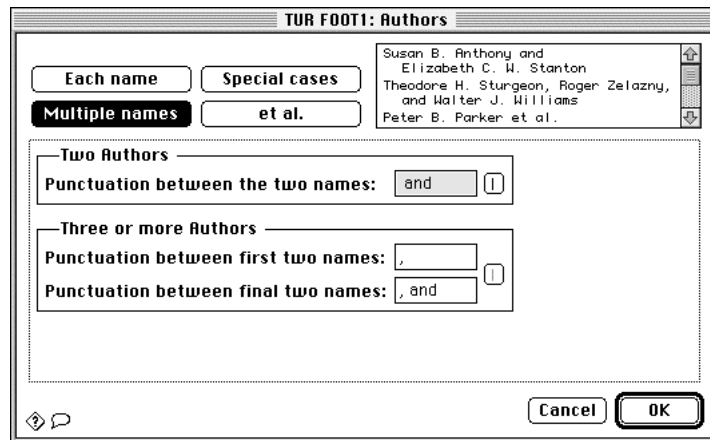
Therefore Papyrus lets you define the appearance of the first author independently from that of subsequent authors. In the above example, the first author is to be displayed as **surname** then **comma and space** then **firstname**. Subsequent authors will be displayed as **firstname space surname**.

Clicking the  button inserts a **paragraph-break** between the first names and surname. This will very occasionally come in handy for **import** formats.

Now and then a bibliographic style requires that surnames and /or first names be displayed all in upper case. You can use the Surname ALL CAPS and Firstname ALL CAPS options to accomplish this.

Do **not** choose either of these options if what you *really* need are **SMALL CAPS**. These can instead be set for the entire Authors or Editors field when you set up the **template** for Article, Book, *etc.*

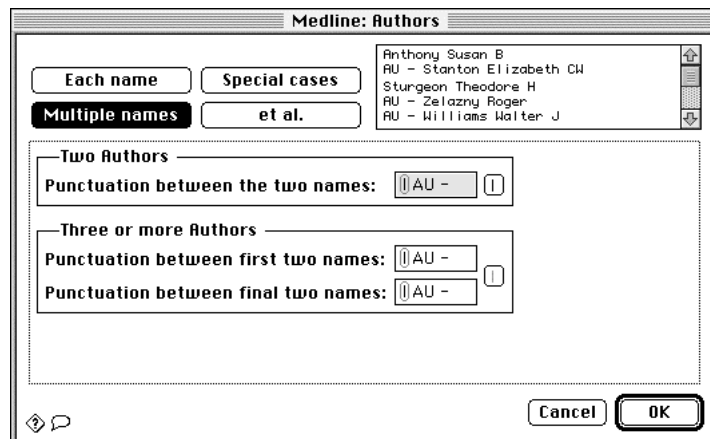
Multiple names



Here you establish the punctuation that separates authors. This can be different for two-author *vs.* three-or-more-author references.

It is quite common, for example, that when the final name is preceded by **and** there will be a **comma** inserted before that and only for references with three or more authors, as illustrated above.

Clicking a  button inserts a **paragraph-break** into the adjacent punctuation field. This can come in handy for **import** formats:



Special cases

The screenshot shows a dialog box titled "VANCOUVER: Authors". It has three tabs: "Each name", "Special cases" (which is selected), and "Multiple names". Under "Special cases", there is a radio button for "et al." which is selected. To the right of the tabs is a list of authors: Anthony SB, Stanton ECH, Sturgeon TH, Zelazny R, Williams WJ, Parker PB, Danvers L, Stark AP, Jordan H, Banner BH, Wayne B, et al. Below the tabs are two sections: "Anonymous" and "Repeated authors". In the "Anonymous" section, the checkbox "Suppress author if 'Anon.'" is checked, and "For author of 'Anon.', shift Title into Author position" is unchecked. In the "Repeated authors" section, the radio button "Display the authors" is selected, while "Replace the authors with a dash" and "Suppress the authors altogether" are unselected. At the bottom right are "Cancel" and "OK" buttons.

As explained elsewhere, if a reference has no author then you should either type *Anonymous* or *Anon.* for the reference's Author #1 field.

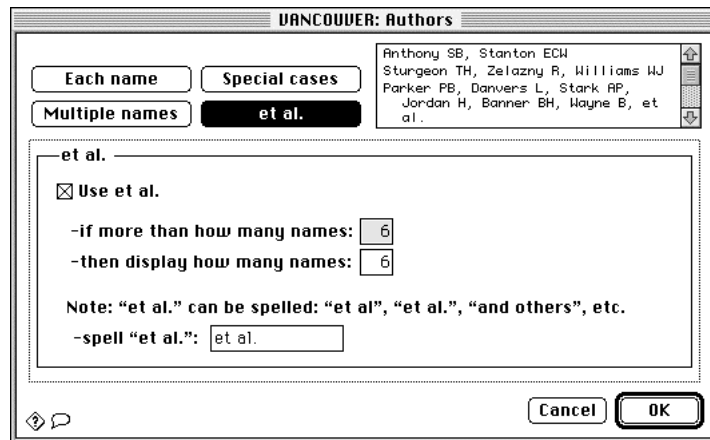
If you entered *Anonymous*, then Papyrus will always display that word in the author position in bibliographies, regardless of the settings in the above dialog.

If you entered *Anon.*, then the above settings control what happens in a reference list made using this output format. If you have **not** selected *Suppress author if "Anon."*, then *Anon.* will appear in the author position. But if you **have** turned on this option, then the author position will be left empty.

For formats where you have chosen to suppress "*Anon.*", you have the additional option of shifting the *Title* field into the author position. This is the approach taken by the American Psychological Association style, for example.

For examples of the various **Repeated authors** options, see the *Creating New Output Formats* chapter in the *WORKBOOK* section.

et al.



If you wish to always display **all** authors for each reference in your bibliography, then turn off this Use et al. option.

But some Bibliography Editors would prefer not to see all the authors for overly-collaborative works. This dialog allows you to set up the appropriate rules.

Note that these rules are independent of those determining the appearance of name & year citations within the **text** of your manuscript.

You can **italicize** the et al. if you desire. Select the text and choose **Italic** from the **Style** menu:

Note: "et al." can be spelled: "et al", "et al.", "and others", etc.

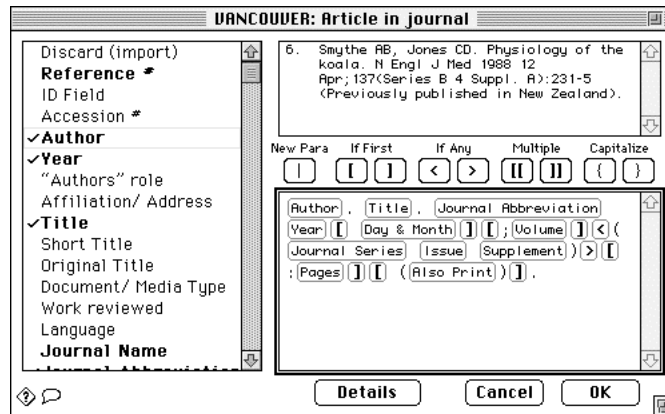
-spell "et al.":

Template Entry Dialog

Introduction	R384
Field List	R386
Template	R387
Details	R390

Introduction

When you choose any of the reference types listed in the **Format Entry dialog**, the template entry dialog for that reference type appears:



There are *many* examples and explanations of the use of this dialog given in the **WORKBOOK chapters indicated below. Carefully reviewing those chapters is the best way to understand all of the possibilities and subtleties here.**

The **preview** in the upper right changes to reflect your current settings. For an **output** format this preview gives you an excellent idea of how your references will look when listed using this format. For an **import** format it can be less exact, since import formats often include a number of optional or repeating fields that will not all be present in any single incoming reference.

The **Details** button switches the dialog between the **Template view** (shown above) and the **Details** view.

See also:

WORKBOOK

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Importing – Overview
Importing – Predefined, Straightforward
Importing – Predefined, Complicated
Importing – Word Processor Bibliography
Importing – Other Structured Databases

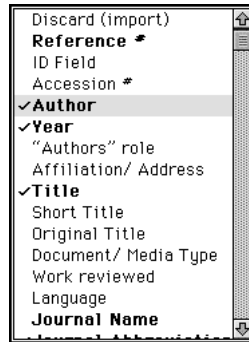
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Bibliographies vs. Footnote Lists
Output Formats
Bibliographic Conventions

REFERENCE

Format Entry
Sorting & Citing
Numbering & Layout
Authors/Editors Format
Plug-in Filters

Field List



This is a list of all fields available for this particular reference type. To add one of these to your template, **double-click** it. You can also select the desired field with your arrow keys or by typing its first few letters, and then press **Return** to add it to your template.

The first entry is always **Discard**. This “field” only applies to **import** formats, where it means that the corresponding piece of the incoming reference is not to be retained anywhere in the resulting Papyrus reference.

The **Pages** entry reflects Papyrus’s actual **Page(s)** field. There are also entries for **Starting Page** and **Ending Page** that allow you to break apart the **Page(s)** field. For **output** formats this comes in handy when a bibliographic style wants you to display only the starting page number for each reference. For **import** formats these choices allow you to cope with incoming references in which the starting and ending pages are provided in two separate locations.

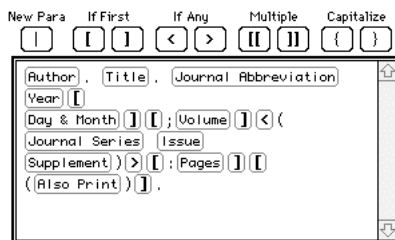
In addition to separate entries for the Papyrus **Publisher** and **City of Publication** fields, the field list also includes a composite entry named **Publishers & Cities**. Choosing this gives you total control over the order of elements and the punctuation used when a reference includes more than one publisher and/or city of publication.

For the **Dissertation/Thesis** reference type, this entry is called **Institution & Location**.
For **Archival materials** it is **Archives & Location**.

For **journals** you can choose from several entries: **Journal Name**, **Journal Abbreviation**, **Journal Call Number**, **Journal ISSN**, **Journal URL**, and **Journal Comments**. So you can create an **output** format, for example, that presents the usual bibliographic information for each reference, including journal name or abbreviation, but that then shows the journal call number on a separate line—such a format might come in handy when you need to look up a list of references in your library. An **import** format can use these various choices to deal with incoming references in which the various bits of journal information appear in separate locations.

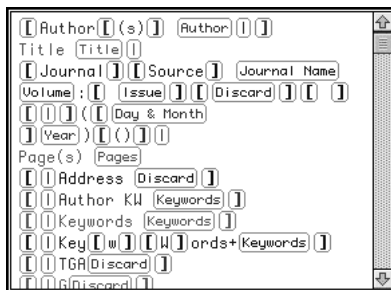
When displaying **keywords** you will usually want to include *all* of them, by selecting Keywords from this list. You can also restrict the display to either Major Keywords or Minor Keywords. In an **import** format this allows you to handle incoming references that provide these different categories of keywords in separate positions.

Template



Here is where you lay out the fields and punctuation for this reference type. You select the fields from the **field list**, and then type in any periods, spaces, letters, numbers, or other intervening punctuation.

Particularly in **import** formats there can be a *lot* of intervening punctuation:



As you type, Papyrus will insert line-breaks and add coloring to help make your template easy to read. These actions are triggered mainly by the paragraph-break indicator, and therefore apply mostly to **import** formats.

Use the buttons above the template to insert these special indicators:

New Para



This indicates a **paragraph-break**.

For an **output** format Papyrus will move to a new line, indenting it as you've indicated in the **New paragraph** setting in the **Numbering & Layout** section of the format.

For an **import** format this indicator implies that at this point in the incoming reference there is a line-break, and the next line begins at a position **other** than the **Subsequent lines** indent indicated in **Numbering & Layout**.

If First



For **output** formats, all fields and punctuation appearing within a set of If First brackets will only appear if the **first** field in the brackets exists.

For **import** formats If First brackets can be interpreted to mean "this information may or may not be present in the incoming data."

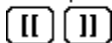
If Any



For both **output** and **import** formats, If Any brackets behave similarly to If First brackets. However, If Any brackets are more intelligent when several independent fields appear within them. For further discussion, see the *Creating New Output Formats* chapter of the **WORKBOOK**.

Compared to If First brackets, If Any brackets slow Papyrus a little bit, especially in **import** formats.

Multiple



For **output** formats, for most fields Multiple brackets behave exactly like If First brackets. But for a field that can appear more than once in a reference—such as **Publisher** or **Equivalent Patent Country**—the contents of a set of Multiple brackets containing this field will be repeated as many times as necessary to display each occurrence of the field in the reference.

For **import** formats these brackets mean "this information may or may not be present in the incoming data; if present, it might be repeated any number of times."

Capitalize

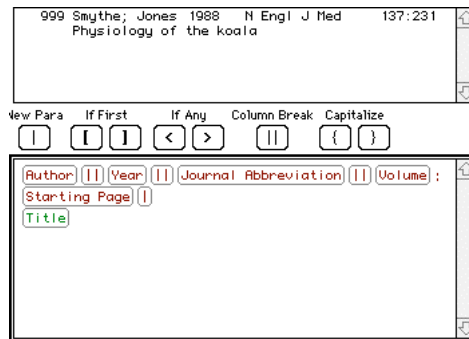


These **Capitalize** brackets will convert the first letter of all contained major words to uppercase. This is especially useful for **Title** fields, where you can enter the field using sentence-style capitalization, and later let an output format convert this to headline-style capitalization when needed.

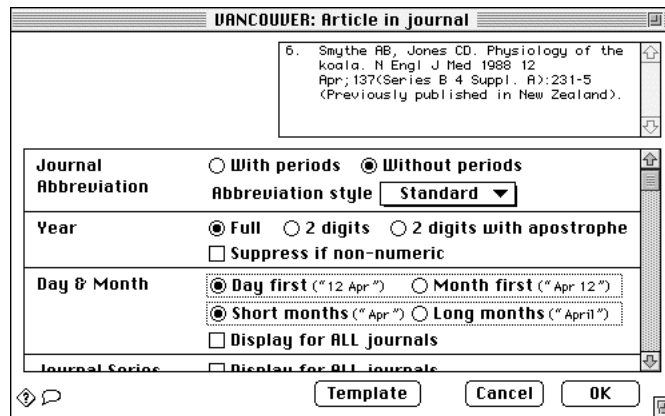
Column Break



In a **tabular** output format, this indicator is how you break the template into columns:



Details

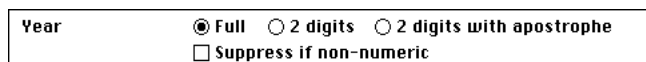


This is where you specify the details that pertain to whatever fields you have included in your template.

The detail panels appear in the dialog in the same order that their corresponding fields occur in your template. So if a given field appears more than once in your template (as happens in many **import** formats), that field's detail panel will also appear more than once, allowing you to set different details for each occurrence.

• • •

There are quite a few detail settings that can appear:



These three choices would respectively yield: 1999, 99, and '99.

The Suppress if non-numeric option tells Papyrus to hide the year when it is something like In press or Submitted.

Pages	<input type="radio"/> Full	("132-137", "200-203", "411-412", "1395-1398")
	<input checked="" type="radio"/> Simple	("132-7", "200-3", "411-2", "1395-8")
	<input type="radio"/> Chicago	("132-37", "200-203", "411-12", "1395-98")
	<input type="radio"/> MLA	("132-37", "200-03", "411-12", "1395-98")
	<input type="radio"/> Oxford	("132-7", "200-3", "411-12", "1395-8")
	<input checked="" type="checkbox"/> Spell "p./pp.":	<input type="text" value="p./pp."/>

These include the most commonly used methods of abbreviating page numbers. **Chicago** is the method used in the *Chicago Manual of Style*, **MLA** is that of the Modern Language Association, and **Oxford** is that of the Oxford University Press.

Turn on the Spell "p./pp." option if you would like Papyrus to add pp. or pages or the like before the page numbers. While you could instead type those letters directly into your template, this option enables Papyrus to choose between one form for single-page references (p. 34) and another form for multiple-page references (pp. 34-36). Separate the two forms with a slash, as shown above.

Journal Abbreviation	<input type="radio"/> With periods	<input checked="" type="radio"/> Without periods
	Abbreviation style <input type="text" value="Standard"/>	

When you include Journal Abbreviation in your template, this panel allows you to tell Papyrus whether to suppress the periods within the abbreviation.

If your database includes more than one style of journal abbreviation, this pop-up menu lets you pick the style appropriate to this format.

Issue	<input type="checkbox"/> Display for ALL journals
--------------	--

As explained elsewhere, some bibliographic styles display journal issue numbers regardless of the journal, while others do this only for journals that cannot be identified without this information. With this option turned **off**, the issue will only be displayed for those journals whose entry in your database indicate that Issue should routinely be cited.

Journal Series	<input type="checkbox"/> Display for ALL journals
-----------------------	--

As explained elsewhere, some bibliographic styles display the journal series regardless of the journal, while others do this only for journals that cannot be identified without this information. With this option turned **off**, the series will only be displayed for those journals whose entry in your database indicate that Series should routinely be cited.

Day & Month	<input checked="" type="radio"/> Day first ("12 Apr") <input type="radio"/> Month first ("Apr 12")
	<input checked="" type="radio"/> Short months ("Apr") <input type="radio"/> Long months ("April")
	<input type="checkbox"/> Display for ALL journals

These choices are self-explanatory. Papyrus obtains month names and abbreviations from your Macintosh's operating system, so they will appear in your customary language.

As explained elsewhere, some bibliographic styles display journal day and month regardless of the journal, while others do this only for journals that cannot be identified without this information. With the **Display for ALL journals** option turned **off**, the day and month will only be displayed for those journals whose entry in your database indicate that Day & Month should routinely be cited.

Principal patent Issue Date	<input checked="" type="radio"/> Day Month Year ("12 Apr 1985")
	<input type="radio"/> Month Day, Year ("Apr 12, 1985")
	<input type="radio"/> ISO form ("850412")
	<input checked="" type="radio"/> Short months ("Apr") <input type="radio"/> Long months ("April")

Date fields can be displayed in three different forms. The **ISO** form is often used in Patent citations, but otherwise I've never encountered it in a bibliography.

For the non-ISO forms, Papyrus obtains the month name or abbreviation from your Macintosh's operating system, so they will appear in your customary language.

Edition	<input checked="" type="radio"/> Keep suffix ("2nd") <input type="radio"/> Drop suffix ("2")
----------------	--

Edition numbers, and other **ordinal** numbering fields, are stored in Papyrus complete with a suffix (*nd, th, etc.*). This option allows you to cope with formats that look either like this:

... 3rd edition ...

or like this:

... Edition 3 ...

Publishers & Cities	<input type="radio"/> Publisher first <input checked="" type="radio"/> City first
	Punctuation between publisher and city: <input type="text" value=";"/>
	Punctuation between multiple publishers: <input type="text" value=","/>

Books and some other references may have more than a single **Publisher**, and/or more than a single **City of Publication**. When you use the **Publishers & Cities** "field" in your template, this panel lets you control the arrangement of these various pieces of information.

The above settings would yield results such as:

Role of "Editor"	Spell "editor/editors": <input type="text" value="editor/editors"/>
	Spell "compiler/compilers": <input type="text" value="compiler/compilers"/>
	Spell "translator/translators": <input type="text" value="translator/translators"/>
	Spell "commentator/commentators": <input type="text" value="commentator/commentators"/>

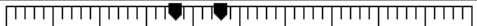
Here you indicate the singular and plural forms for each of these roles, separated by a slash. These might be spelled out in full (Editor/Editors) or abbreviated (Ed./Eds.), depending on the bibliographic style.

Keywords	Punctuation between keywords: <input type="text" value=";"/> <input type="button" value="¶"/>
-----------------	--

If a reference includes more than a single keyword, this determines the punctuation between each keyword and the next.

The button allows you to insert a **paragraph-break** into the separating punctuation. This can arise sometimes in **import** formats:

This corresponds to giving each keyword its own paragraph, starting each paragraph with MH -

Columns	
	<input type="text" value="Author"/> <input type="text" value="Year"/> <input type="text" value="Publisher"/>

For a **tabular** format, this is where you set the size of the various columns. As you drag the column sliders, the results will be apparent in the preview at the top of the template entry dialog.

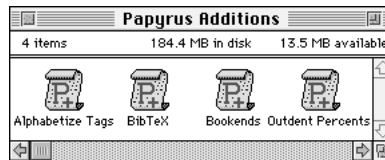
These column widths are not absolute, but rather are **proportional** to the total line width. For example, the above settings will assign approximately 36% of the line to the Author column, about 10% to the Year column, and the remaining 54% to the Publisher column. So when you use a tabular format in, say, a Group window, the amount of space available for each field will change when you resize the window.

If your format includes more than one line with multiple columns, then this panel will offer a ruler for each such line, with the appropriate number of sliders on each ruler.

Plug-in Filters

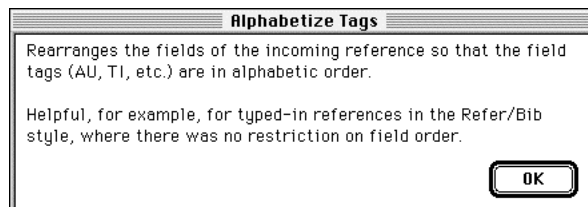
In the **Format Entry dialog** you can specify one or more **plug-in filters** that Papyrus is to use when **importing** references using this format.

These filters are actually small programs, stored in your Papyrus Additions folder.



Plug-in filters clean up or rearrange incoming references, making them more tractable for Papyrus to import.

If you are curious about the function of a given filter, simply double-click its icon in the Finder. Papyrus will provide a brief description:



Here are the descriptions of the current plug-in filters that ship with Papyrus. We will doubtless create additional filters in the months to come; the complete set of filters will always be available from our Web site.

- Alphabetize Tags** Rearranges the fields of the incoming reference so that the field tags (AU, TI, etc.) are in alphabetic order.
- Helpful, for example, for typed-in references in the Refer/Bib style, where there was no restriction on field order.
- BibTeX** For importing BibTeX “bib” files.
- Before importing, you must add a blank line between each reference and the next in the bib file.
- After this plug-in, you must invoke the “Alphabetize Tags” plug-in.
- Bookends** Import data exported from Bookends as a text file.
- EndNote** Similar to the “Outdent Percents” plug-in filter, for dealing with “Refer” exports from EndNote.
- Outdent Percents** For importing files in the Refer or Bib style, in which tags such as “%A” and “%T” are used.
- Any line starting with a “%” will be forced to start at the left margin. All other lines will be indented exactly one space.
- Silver Platter** For files downloaded from Silver Platter databases.

See also:

WORKBOOK

Importing—Predefined, Complicated
Importing—Other Structured Databases

REFERENCE

Format Entry
Sorting & Citing
Numbering & Layout
Authors/Editors Format
Template Entry

File Menu

Open Database...

Opens an existing Papyrus database, or lets you create a fresh one.

Close Database

Closes the current Papyrus database.

Open Text Document...

Opens any plain text document.

Close

Closes the active window.

Hold down the Option key to close a Reference Entry or Group window without saving any changes

Save

Saves the contents of the active window.

Revert

Restores the current reference to how it appeared in your database prior to the changes you have so far made in the Reference Entry window.

Get Info

Displays information about the contents of the active window.

Page Setup...

Brings up the standard Macintosh dialog about paper size, orientation, *etc.*

Print/Export...

Use this item either to print the contents of the active window, or else to export it to your word processor. The resulting **Print/Export dialog** contains many options that you can adjust.

Cross-Reference List...

Use this item to produce a list of references sorted by Author, Year, Keyword, or any other indexed field in your database, via the **Cross-Reference List dialog**.

File	
Open Database...	
Close Database	
Open Text Document...	
Close	⌘W
Save	⌘S
Revert	
Get Info	
Page Setup...	
Print/Export...	⌘P
Cross-Reference List...	
List with Index...	
Database Settings...	
Database Repair...	
Papyrus-Papyrus Transfer...	
Quit	⌘Q

List with Index...

Use this item to print or export some or all of the current Group, followed by an index to the printed / exported entries by the field of your choice. For example, you might print a list of references, followed by a keyword index or an author index. The **Indexed List dialog** contains several options that you can adjust.

Database Settings...

This item opens the **Database Settings dialog**, from which you can control many fundamental aspects of your Papyrus database.

Database Repair...

This item opens the **Database Repair dialog**. You will occasionally need this feature if a computer crash or other problem has resulted in damage to your Papyrus database.

Papyrus-Papyrus Transfer...

Use this item to transfer references from this database to or from another Papyrus database. The **Papyrus-Papyrus Transfer dialog** allows you to work with either Version 7 or Version 8 of Papyrus.

Quit

Exits Papyrus.

Edit Menu

Undo

Reverses your last action in the active window.

Cut

Moves the current selection in the active window to the clipboard.

Copy

Copies the current selection in the active window to the clipboard.

Paste

Inserts the clipboard contents into the active window.

Clear

Erases the current selection in the active window.

Select All

Selects everything in the active window or field.

Look up

The “Look up” command changes according to the type of field you are currently entering or editing. For example, if you are working on an Author field, the menu command will read “Look up Author”. This applies to Authors, Editors, Journals, Keywords, and any other field that is **whole-indexed**. For the remaining fields (such as Title), the command will read “Look up in Glossary”.

If you choose “Look up” for an empty field, the appropriate window will open from which you can select your intended author, keyword, *etc.*

If you first **type a few letters and then choose “Look up”**, one of two things will happen. If Papyrus knows of only a single item that begins with those letters, it will insert that item immediately. If Papyrus knows of no such items, or it knows of two or more matching items, it will take you to the appropriate window.

You can also use an **asterisk** as a wildcard. For example, typing neuro*gy and then choosing “Look up” might open a window containing the choices Neurology, Neuropathology, and Neurophysiology.

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Look up	⌘L
Duplicate This Field	⌘D
Duplicate Remaining Fields	
Paste Symbol	⌘Y
Find & Replace Text...	
Change Field...	
Check Spelling	
Launch URL	
Show Clipboard	

Duplicate This Field...

Duplicate Remaining Fields...

If a second Reference Entry window is open, then you can use these commands to copy information from that window to the present one.

Duplicate This Field will only be available if the present field is still empty. Choosing it will fill in the present field with the value used in the other window.

Duplicate Remaining Fields will fill in **all** empty fields in the present window, using the corresponding fields from the other window.

The references in the two windows may be of different reference types. For example, if the present reference is a Chapter and the other a Book, then Papyrus understands that the Book's "authors" correspond to the Chapter's "editors".

Paste Symbol

Use this command to quickly insert a character from the Symbol font.

Find & Replace Text...

Lets you search a specified field for some text, and replace that text with different text. You can search all references in the current Group, or only the currently-selected references. The **Find & Replace Text dialog** offers you several options that you can adjust.

Change Field...

Lets you replace or add text to a specified field, or move or copy the contents of one field to another. You can do this for all references in the current Group, or for only the currently-selected references. The **Change Field dialog** offers you several options that you can adjust.

Check Spelling...

Checks the spelling of either the currently-selected text, field, or references, or else all the references in the current Group. Papyrus performs spellchecking in conjunction with a third-party spelling checker, such as Spellswell Plus.

Launch URL

If the currently-selected text, reference, or journal includes an Internet URL, then **Launch URL** will instruct your Web browser to go to the indicated address. Papyrus handles this via the **Internet Config** extension.

Show Clipboard

Displays the contents of the clipboard.

Reference Menu

New

Opens a fresh Reference Entry window for you to enter a new reference.

Find...

Opens the **Find dialog** to search for references.

Edit

Opens a Reference Entry window for each of the currently-selected references.

Delete

Permanently deletes the currently-selected references from your database.

Merge

Combines the currently-selected references into a single reference. You will use this when you discover duplicate entries corresponding to the same publication. When some fields differ between the entries, such as keywords or comments, Papyrus will ask you whether you wish to keep one version or the other, or combine the two.

Add Notecards

Opens a new Reference Entry window where you can enter one or more new notecards. These notecards will be linked to each of the currently-selected references.

Cite...

Places the currently-selected reference into the clipboard, so that you can paste them into another application, such as a word processor. The **Cite dialog** lets you decide whether the references will be pasted as formatted citations or as placeholders for a subsequent **Process Manuscript** operation.

Import...

Opens the **Import dialog** to load references from a text file.

Duplicates...

Opens the **Duplicates dialog** to locate and eliminate duplicate reference entries in your Papyrus database.

Reference	
New	⌘N
Find...	⌘F
Edit	⌘E
Delete	
Merge	
Add Notecards	⌘T
Cite...	⌘I
Import...	
Duplicates...	

Group Menu

New Group

Creates a new, empty Group window.

Open Group...

Opens an existing Group.

Edit Description

Allows you to edit the current Group's description line.

Set Format...

Lets you change the format used for sorting and printing the current Group.

Sort...

Lets you change the scheme used for sorting the current Group, via the **Sorting dialog**.

Refine Search...

The **Refine Search dialog** allows you to perform new searches, modify and re-run old searches, or combine searches for the current Group.

Process Manuscript...

After you have inserted Papyrus reference placeholders throughout your word processor manuscript, the Process Manuscript function will read through the manuscript and automatically generate your finished manuscript. The **Process Manuscript dialog** provides several options for you to adjust.

Specific Pages...

Occasionally a bibliography will indicate the exact pages cited within a cited work. "Specific Pages..." allows you to indicate such pages for the currently-selected reference. (See *Specific Pages* in the **WORKBOOK**.)

Cite Together

Tells Papyrus that when it prints or exports this Group as a bibliography, the selected references are to be combined into a single citation within the bibliography. (See *Citing References Together* in the **WORKBOOK**.)

Cite Separately

Cancels the effect of a previous **Cite Together**.

Group	
New Group	
Open Group...	⌘O
Edit Description	
Set Format...	
Sort...	
Refine Search...	
Process Manuscript...	
Specific Pages...	
Cite Together	
Cite Separately	



CHAPTER 48

Font Menu

For **Reference Entry windows**, use this menu to set the font of text you enter.



Almost all of the time you will stick to the first item in the menu, **BASE FONT**. You can choose which screen font will be used to display this base font in the Reference Entry window, via the **Preferences button**.

When you later print or export your references, you will be able to set the font to be used for all “base font” text.

In rare cases you will need to specify a particular font as you type. For example, you might need to quote some Japanese or Hebrew or Greek text.

When you pick a font other than **BASE FONT**, that text will **always** be displayed in that specific font, even if you later export the reference to your word processor.

• • •

For **other windows**, choosing a font from the **Font** menu will make that the font used in the active window.



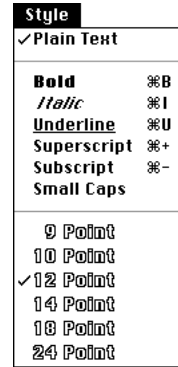
Style Menu

For **Reference Entry windows**, use this menu to set the style of text you enter.

You cannot adjust the **size** of text here, because that will be set later when you print or export your references.



For **other windows**, choosing a font size from the **Style** menu will make that the font size used in the active window.





Windows Menu

Use this menu to open one of Papyrus's special windows (Keywords, Journals, *etc.*), or to switch to an already-open Group or Reference Entry window.

The **active window** is checked.

A **bullet** (•) indicates the **target window**.

Windows	
Status	
✓ Keywords	⌘K
Journals	⌘J
Formats	
Names	⌘M
Glossary	⌘G
All References	⌘R
• Reference #7 Jill's Paper	

Using Papyrus with TeX, LaTeX, and BibTeX

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Introduction

TeX is a high-quality computerized typesetting system, originally designed for mathematicians but now widely used in other areas as well. **LaTeX** is a popular TeX-based document preparation system that includes a bibliography helper program named **BibTeX**.

If you didn't already know all that, then probably you have no great need to read further in this section! (And you're probably also wondering why a high-quality typesetting system seems to have so much trouble with capital letters in the middle of its own name.)

When working with TeX or LaTeX, you can use Papyrus in *conjunction* with BibTeX, or *instead* of BibTeX. Frankly, I think that the latter makes much more sense—but I've learned never to argue with TeX users about their personal preferences.

Using Papyrus **in conjunction with** BibTeX means transferring bibliographic data back and forth between Papyrus and BibTeX bib files. You will then work with LaTeX and BibTeX as usual.

Using Papyrus **instead of** BibTeX means that you will insert Papyrus placeholders into your TeX document, and then use Papyrus to convert these to the appropriate in-text forms and to append the corresponding bibliography to your document.

Regardless of which approach you take, you will need to give some thought to **character encodings**, since TeX and Papyrus use different representations for symbols and accented letters.

See also:

WORKBOOK

Groups
Preparing a Manuscript and its Bibliography Together
Importing — Overview

CONCEPTS

Output Formats
Reference Types and Fields
Groups

REFERENCE

Group Window
Citing References
Import
Process Manuscript

Character encodings

The most complicated issue in exchanging data between Papyrus and TeX is that of dealing with symbols and accented letters. Papyrus uses the Macintosh character set (which fortunately does include extensive support for non-English languages—unlike certain other popular operating systems which shall here remain nameless), while TeX uses its own character set.

In many cases there are straightforward correspondences between the two representations. For example:

<u>TeX</u>	<u>Mac</u>
<code>\'e</code> or <code>\{e}</code>	é
<code>\c{C}</code> or <code>\c C</code>	Ç
<code>\copyright</code>	©

But TeX also includes symbols and typesetting notations that have no corresponding Mac/Papyrus representations. And there are Mac characters and fonts that have no TeX equivalents.

Hence, transferring information between Papyrus and TeX can never be an absolutely faithful process. On the other hand, Papyrus does have a rudimentary knowledge of TeX, so it will usually do a fairly intelligent job of reading and writing TeX notations.

This is an area where we expect to improve Papyrus's performance in the future, based on feedback from you TeX users.

You need to decide whether you will use Papyrus *only* with TeX, or whether you will also use it with other applications, such as a non-TeX word processor.

If your Papyrus data are **always** going to be exported as TeX documents before printing, then you might choose to always use TeX notation when you enter information into Papyrus. For example, when entering a reference into Papyrus, rather than typing:

According to LaFièvre, every instance of x^2 in the equation is incorrect.

you could type:

According to LaFi\{e}vre, {\it every\} instance of x^2 in the equation is incorrect.

In practice, however, there is little reason to worry about that `\{e}` or the `{\it...V}`, because these are both straightforward conversions that Papyrus can handle automatically when you ask it to export your references as a TeX file.

Math mode, on the other hand, is an extremely powerful TeX tool with only a partial Papyrus equivalent. Papyrus will automatically handle simple, common math mode notations, such as converting x^2 to `x2`. Papyrus also knows how to convert characters from the Symbol font, including all the Greek letters, to TeX. But for complex mathematical expressions you might

wish to stick to TeX notation. The main drawback in doing so is that the TeX codes will appear unchanged when you export your Papyrus references to a non-TeX word processor.

The ten reserved TeX characters (`$ # % & \ { } ^ _ ~`) also present a problem. When Papyrus exports your references as a TeX file, you can specify whether these reserved characters are to be converted to their equivalent TeX escape sequences (`\$ \# \% etc.`), or whether they are to be exported without change. If you have decided to always type your information into Papyrus using TeX notation, then you will tell Papyrus to leave these reserved characters alone—which implies that you will *always* have to remember to use TeX notation when typing the reserved characters.

In other words, you need to decide, for your entire database, whether to always type things like this:

His fiancée charged him \$15.

or like this:

His fianc\{e}e charged him \\$15.

Either of these approaches will allow Papyrus to produce a reasonable TeX file. But you must be consistent—if you instead typed:

His fianc\{e}e charged him \$15.

then when Papyrus exports this sentence you can obtain either this:

His fianc\{e}e charged him \$15.

—which has an unterminated math mode expression—or else this:

His fianc\\$backslash\$\{\$e\$\}\$e charged him \\$15.

which is not going to make that fiancée very happy.

Customizing character conversions

Papyrus maintains a user-modifiable table of **font maps** for translating between Mac characters and TeX notation. There are two default maps: one for the **Symbol** font, and one for the standard Roman set used by most English and Western European language fonts.

You can override Papyrus's default settings, but please let us know if you believe that we have erred in any of them!

Your computer may have additional special fonts that include characters not present in the standard Roman set. For example, a letter with a macron accent, represented by the TeX control sequence $\={0}$, has no equivalent in standard Roman fonts. If you work in a field that routinely uses such non-standard characters, then you can set up an additional font map for your special font.

When you tell Papyrus to **export** data as a TeX file, any characters you have typed in your special font will be converted to the TeX control sequence given in your font map. Similarly, when you tell Papyrus to **import** references from a TeX file, any occurrences of your indicated TeX control sequence will be converted to the corresponding character in your special font.

During an import, in consulting its table of font maps Papyrus starts with your custom maps and then works backwards through **Symbol** and finally the default Roman map. For example, if an incoming reference contains the TeX notation $\{a\}$, Papyrus will check each of your custom maps to see if you have entered this particular control sequence as the equivalent of a Mac character. If not, then Papyrus will next examine the **Symbol** map. Failing to find the control sequence there, Papyrus finally moves on to the default Roman map, where it will find $\{a\}$ as one of the equivalents entered for the letter á. So the control sequence will be turned into an á (in the Papyrus **BASE FONT**).

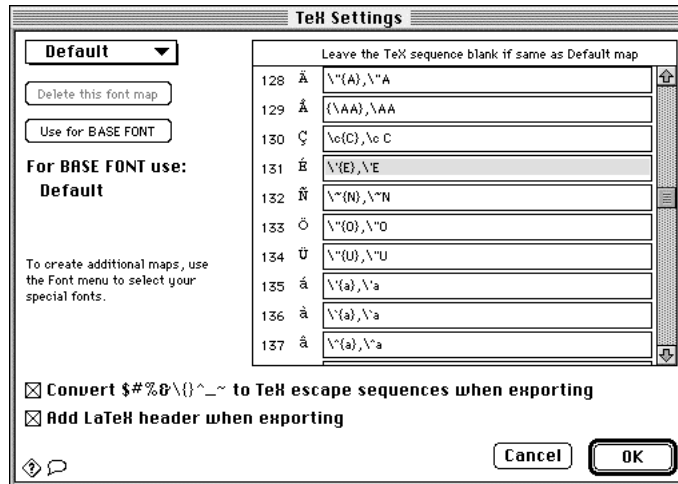
On the other hand, if an incoming reference contains $\={0}$, then Papyrus will find this sequence in your custom font map. The control sequence will be turned into the corresponding character in your special font.

If an incoming control sequence does not appear in any of your database's font maps, then Papyrus will leave it intact. For example, if you are using only the default font maps then an incoming reference containing the word $\={0}ln$ will be carried into Papyrus as $\={0}ln$, in the usual **BASE FONT**.

TeX Settings dialog

To open this dialog, choose **Database Settings...** from the **File** menu, and then click the **TeX conversion** button.

When the dialog opens it shows the default Roman font map:



The default map happens to provide a pair of TeX control sequences for each of the characters shown here. The two possible sequences are separated by a comma. Other characters in the default map specify only a single sequence.

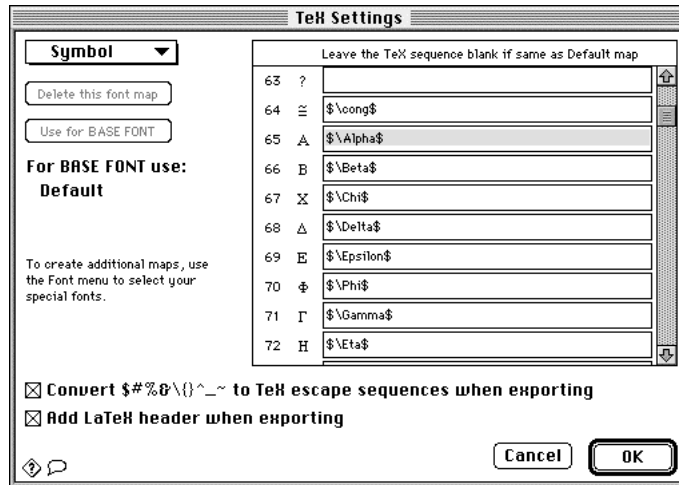
When Papyrus **exports** references as a TeX file, it will use the first sequence given for a character. Thus, É will always be exported as $\{E\}$.

When Papyrus **imports** references from a TeX file, it will accept any of the control sequences shown in your font maps. Thus, both $\{E\}$ and $\^E$ will be converted to É.

The number shown to the left of each Mac character is simply the decimal value corresponding to that character's position in the Mac character set.

• • •

You use the dialog's pull-down menu to examine or modify your other font maps. Here is a section of the Symbol map:

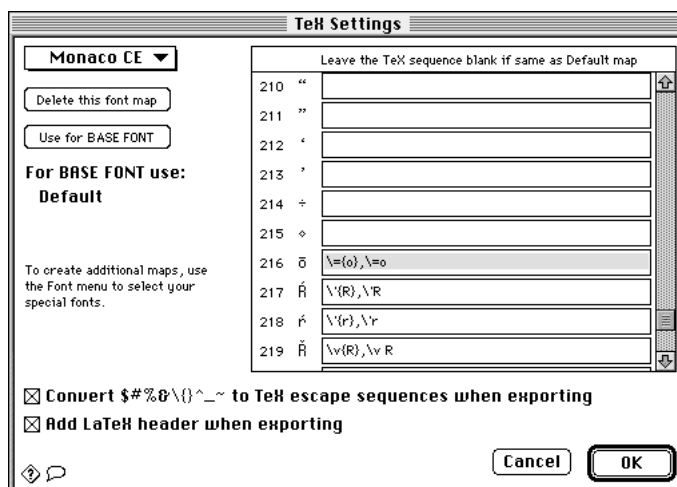


Here we see that Papyrus is prepared to substitute the math mode equivalents for individual Greek letters from the Symbol font.

If you use actual Greek fonts in your work, you will definitely want to add a font map for one of your true Greek fonts, so that incoming TeX sequences will convert to real Greek rather than Symbol characters.

• • •

To create a new font map, go to the **Font** menu and choose your special font. A new, empty map will be created for that font. You can then fill in the map as appropriate:



Note that there is no need to provide TeX control sequences for characters that have already been defined in the default Roman map. In fact, doing so would be a bad idea—whenever Papyrus encountered one of those control sequences, it would set the Papyrus character to your special font instead of allowing it to take on Papyrus’s usual BASE FONT.

• • •

Clicking the **Delete this font map** button causes Papyrus to discard the currently-shown map. (The button is disabled if the current map is the default Roman map or the **Symbol** map, since those cannot be deleted.)

Clicking **Use for BASE FONT** tells Papyrus to use the currently-shown map when converting to or from **BASE FONT**. This is helpful if you routinely use a non-standard Roman font in Papyrus. For your routine text you can thus indicate a corresponding font map, rather than the default Roman map. Meanwhile, anywhere that you have explicitly used a standard Roman font such as **Times** or **Helvetica** Papyrus will continue to use the default map.

The **Convert \$%&\{}^_~** checkbox determines whether or not Papyrus will convert the ten reserved TeX characters into their corresponding TeX control sequences when exporting references. As I explain elsewhere, you want to give this some thought.

The **Add LaTeX header when exporting** checkbox tells Papyrus to add a few standard LaTeX lines at the start of any TeX output file it creates:

```
\documentstyle{article}
\begin{document}
```

as well as a matching line at the end of the file:

```
\end{document}
```

Exchanging data between Papyrus and BibTeX

Papyrus is able to import standard BibTeX data, as stored in a BibTeX bib file. Papyrus can also export its own data in the form of a bib file that BibTeX can read.

We have based our conversion facilities on BibTeX version 0.99, as defined in Leslie Lamport's *LaTeX: A Document Preparation System* and supplemented by Oren Patashnik's Internet-available document *BibTeXing*. We have also added some additional commonly-used fields such as abstract, ISBN and URL.

The Good News...

If your references consist mainly of straightforward books, book chapters and journal articles, then you can look forward to relatively painless and reliable transfers between Papyrus and BibTeX. Particularly if you seldom need to use Central European or Asian characters, or math mode.

... and The Bad News

BibTeX and Papyrus have strikingly different views of the bibliographic universe. For example, Papyrus comes with 16 predefined reference types while BibTeX has 14 entry types—but only a few of these have one-to-one correspondences. For example, Papyrus's **Article** type matches BibTeX's **article** pretty well, but Papyrus's **Book** commingles BibTeX's **book**, **booklet**, **manual** and **techreport**. On the other hand, there is no standard BibTeX entry type corresponding to many of Papyrus's reference types, such as **Map**, **Patent**, **Issue of journal**, **Internet source**, etc.

Similarly, the various **fields** available in the two systems overlap but differ in many details.

Things could be worse, though

While we cannot provide predefined templates for converting between non-standard or non-matching Papyrus and BibTeX fields or reference types, *you* often can. As long as you can decide which Papyrus field in *your* Papyrus database corresponds to each BibTeX field in *your* BibTeX database, then you can modify the Papyrus import and output formats to transfer the information as you like it.

Still, nothing is perfect

Papyrus has **links** and **notecards**. There are no corresponding features in BibTeX, so there is no way to transfer such information to BibTeX.

BibTeX has **cross-references**. Papyrus does not (for the moment, anyhow), so a BibTeX entry that depends on a cross-referenced entry for some of its essential information will import into Papyrus as an incomplete reference.

BibTeX → Papyrus

You can import a BibTeX bib file into Papyrus using our predefined BibTeX import format, found in the BibTeX formats format library. This format depends on two of our plug-in import filters: BibTeX and Alphabetize Tags.

Adding the import format to your database

To open the BibTeX formats library, first use the **Windows** menu to open your **Formats** window. Then use that window's Library **Open** button to open BibTeX formats.

Or, if you prefer, you can simply go to the Finder and double-click the BibTeX formats document.

If you do not have a copy of BibTeX formats, you can download it from our Web site.

Once the format library's window is open, you can drag the BibTeX import format from the library window to your Formats window. Then close both windows.

The plug-in filters

Make sure that a folder named Papyrus Additions is located in the same place as your Papyrus application itself. For example, if Papyrus is in your "Applications" folder, then Papyrus Additions should also be in your "Applications" folder.

Papyrus Additions may contain several Papyrus plug-ins. Make sure that BibTeX and Alphabetize Tags are among these. If they are not there, then you can download them from our Web site.

The **BibTeX** filter does several things. It rearranges the first line of the reference so that the **key** field comes first, followed by the **entry type**. For each field, the filter removes the surrounding quotation marks or braces, and ensures that each field is given a line to itself. Also the entry type and the name of each field are changed to all-uppercase.

The **Alphabetize Tags** filter then rearranges the fields so that they are sorted according to the name of each field.

Preparing your bib file for importing

Papyrus requires one or more **blank lines** between each incoming reference and the next. If the references in your bib file are not so separated, use a text editor or word processor to add a blank line before each reference.

BibTeX allows you to enter **authors** and **editors** either as firstname lastname or as lastname, firstname. However, a Papyrus import format can only accept one form or the other. So you need to edit your bib file to ensure that *all* author and editor names are entered in a single, consistent form.

Modifying the BibTeX import format

If you have a straightforward bib file that uses only standard BibTeX entry types and fields, then our predefined BibTeX import format should work for you without modification. Otherwise, here are some considerations.

First, make sure that the Author Names and Editor Names parts of BibTeX import do indeed match the way that names appear in your bib file.

Next, examine each of the format's templates: Article in journal, Book/Monograph, Chapter in book, *etc.* You need only consider those templates that correspond to entry types actually present in your bib file.

Extraneous fields present in a template are *not* a problem, since each field in the template should be enclosed in brackets indicating that it may or may not be present in every incoming reference.

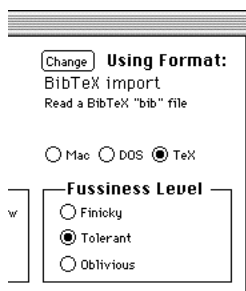
If your bib file includes fields that are not present in a template, you will need to add these to the template. Be sure to enter the name of the field all in **uppercase** letters, and to position the field in **alphabetical order**.

If you need help in modifying this or any Papyrus import format, please contact our Technical Support Department.

Actually running the import

Now that we have laid all the groundwork, you can finally try importing your BibTeX references into Papyrus!

From the **Reference** menu, choose **Import...** Fill in this dialog in the usual fashion. In particular, be sure to use the following settings:



Tolerant will usually be the best Fussiness Level for a BibTeX import, but in some cases you might need to use Oblivious. Start with Tolerant and see what happens.

Papyrus → BibTeX

To export references from Papyrus in the form of a BibTeX bib file, you will use our predefined BibTeX output format. This format is found in the BibTeX formats format library.

To open the BibTeX formats library, first use the **Windows** menu to open your **Formats** window. Then use that window's Library **Open** button to open BibTeX formats.

Or, if you prefer, you can simply go to the Finder and double-click the BibTeX formats document.

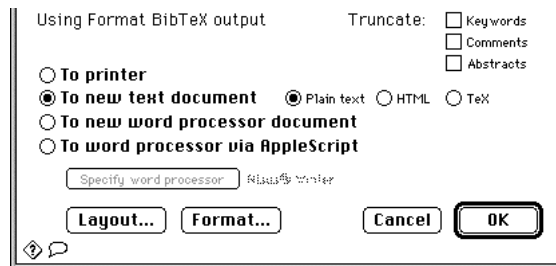
If you do not have a copy of BibTeX formats, you can download it from our Web site.

Once the format library's window is open, you can drag the BibTeX output format from the library window to your Formats window. Then close both windows.

Exporting your references

Select your references and choose **Print/Export...** from the **File** menu. Indicate which references are to be exported, in the usual fashion.

Set the format to our predefined BibTeX output format, and make sure to pick Plain text as the document type:



Trust me here—do *not* choose **TeX** as the document type. When Papyrus notes that your chosen format's name begins with the letters **BibTeX**, it will automatically convert each exported field into TeX notation.

Modifying the BibTeX output format

While our predefined format will work well for simple, straightforward references, you can customize it to meet your particular needs and preferences. For example, you may need to add fields that you use for special purposes, or add additional templates for your own custom reference types.

Inserting Papyrus placeholders

To use Papyrus *instead* of BibTeX, you will follow the usual Papyrus approach for **citing references**. That is, you will insert Papyrus **placeholders** into your TeX manuscript, using either the **Cite dialog**, or copy/paste, or drag/drop.

Papyrus does not care what delimiters you use for your placeholders. You can certainly use the default Papyrus delimiters:

...as we have seen [[4342, 4341]]...

or you might prefer more TeX-like delimiters:

...as we have seen \cite{4342, 4341}...

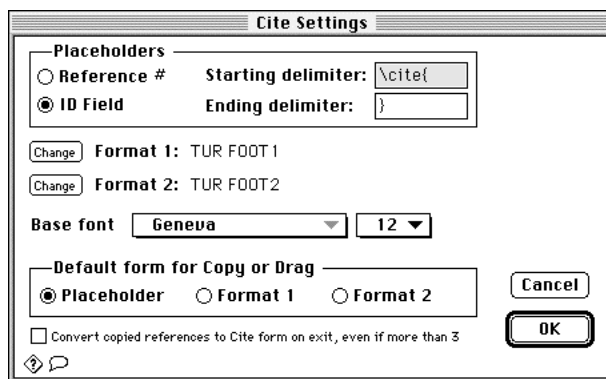
You can also use the Papyrus ID Field instead of Reference #:

...as we have seen [[Pouch96, Rosarch88]]...

or:

...as we have seen \cite{Pouch96, Rosarch88}...

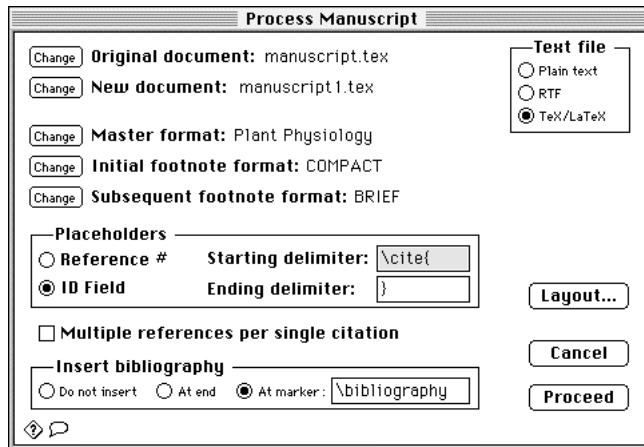
You can set your preferences in the **Cite Settings** dialog:



Processing a TeX manuscript

Once you have a TeX manuscript containing Papyrus placeholders, you can follow the usual Papyrus **Process Manuscript** procedure.

Be sure to specify TeX/LaTeX for the file type:



This will create a new TeX file (manuscript1.tex in the above example) in which all of your placeholders have been changed to the appropriate in-text forms, and in which the bibliography has been inserted at the appropriate spot.

Note that in contrast to using BibTeX, there is no need to make multiple passes through BibTeX and LaTeX to accomplish all of this. A single pass through Papyrus's Process Manuscript function followed by a single pass through LaTeX will generate your final document.

Exchanging Data With EndNote

Introduction	R428
EndNote → Papyrus	R429
Papyrus → EndNote	R432

Introduction

EndNote is another popular bibliographic database application. In cooperation with the makers of EndNote, we have created Papyrus import and output formats to allow you to exchange references between these two programs.

For ordinary books, chapters and journal articles, Papyrus and EndNote will usually transfer all information quite smoothly.

However, each program provides some predefined reference types and fields lacking in the other. And both allow you to create your own reference types and fields. When dealing with such inconsistencies you will have to modify our predefined import and output formats to match your specific needs.

As always, our Technical Support Department is happy to give you a hand with such tasks.

One particular Papyrus reference type lacking in EndNote is **Notecard**. EndNote doesn't have a corresponding concept of records that aren't actually reference citations, so you'll have to decide for yourself about how to handle these on the EndNote side.

EndNote also lacks the Papyrus concept of **linking** references together, so you will not be able to preserve reference links when sending Papyrus data to EndNote.

See also:

WORKBOOK

Importing – Overview

CONCEPTS

Output Formats
Reference Types and Fields

REFERENCE

Print/Export
Import

EndNote → Papyrus

EndNote contains a built-in output style named **Refer**. You can tell EndNote to export references to a plain text file using this style.

You can then import the resulting text file into Papyrus, using our predefined **EndNote Refer** format (found in the **EndNote Import/Export** format library). This format depends on two of our plug-in import filters: **EndNote** and **Alphabetize Tags**.

Adding the import format to your database

To open the **EndNote Import/Export** library, first use the **Windows** menu to open your **Formats** window. Then use that window's Library **Open** button to open **EndNote Import/Export**.

Or, if you prefer, you can simply go to the Finder and double-click the **EndNote Import/Export** document.

If you do not have a copy of **EndNote Import/Export**, you can download it from our Web site.

Once the format library's window is open, you can drag the **EndNote Refer** format from the library window to your **Formats** window. Then close both windows.

The plug-in filters

Make sure that a folder named **Papyrus Additions** is located in the same place as your Papyrus application itself. For example, if Papyrus is in your "Applications" folder, then **Papyrus Additions** should also be in your "Applications" folder.

Papyrus Additions may contain several Papyrus plug-ins. Make sure that **EndNote** and **Alphabetize Tags** are among these. If they are not there, then you can download them from our Web site.

The **EndNote Import/Export** filter adjusts the indentation of lines starting with a "%" so that Papyrus can easily identify the boundaries between each field and the next. It also cleans up the extra lines that sometimes appear within the **EndNote** keyword field.

The **Alphabetize Tags** filter then rearranges the fields so that they are sorted according to the name of each field.

Preparing your EndNote references for importing

EndNote allows you to enter **authors** and **editors** either as **firstname lastname** or as **lastname, firstname**. However, a Papyrus import format can only accept one form or the other. So you may need to edit your **EndNote** references to ensure that *all* author and editor names are entered

in a single, consistent form. You can do this either in EndNote, prior to exporting the references, or else in your word processor after creating the text file of references.

Alternatively, you can try importing the file of mixed author styles **twice**—first with a version of the EndNote Refer import format that expects **lastname, firstname** and then with a version that expects **firstname lastname**. Each import will reject the references that the other accepts.

Modifying the EndNote Refer format

If you are working with standard sorts of articles, chapters, *etc.*, then our predefined EndNote Refer format should work for you without modification. Otherwise, here are some considerations.

First, make sure that the Author Names and Editor Names parts of EndNote Refer do indeed match the way that names appear in your EndNote references.

Next, examine each of the format's templates: Article in journal, Book/Monograph, Chapter in book, *etc.* You need only consider those templates that correspond to entry types actually present in your EndNote database.

Extraneous fields present in a template are *not* a problem, since each field in the template should be enclosed in brackets indicating that it may or may not be present in every incoming reference.

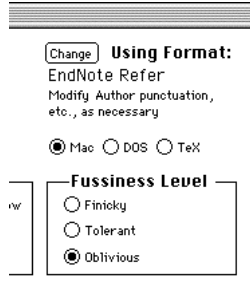
If your incoming file includes fields that are not present in a template, you will need to add these to the template. Be sure to enter the **field tags** (such as "%A") using **uppercase** letters, and to position each field in **alphabetical order**.

If you need help in modifying this or any Papyrus import format, please contact our Technical Support Department.

Actually running the import

Now that we have laid all the groundwork, you can finally try importing your EndNote references into Papyrus!

From the **Reference** menu, choose **Import...** Fill in this dialog in the usual fashion. In particular, be sure to use the following settings:



Oblivious will usually be the best Fussiness Level for an EndNote import.

Be sure to set the character style to either Mac or DOS, depending on whether the incoming file is from the Macintosh or Windows version of EndNote.

Papyrus → EndNote

To export references from Papyrus as a file that EndNote can read, you will use our predefined EndNote Output format. This format is found in the EndNote Import/Export format library.

To open the EndNote Import/Export library, first use the **Windows** menu to open your **Formats** window. Then use that window's Library **Open** button to open EndNote Import/Export.

Or, if you prefer, you can simply go to the Finder and double-click the EndNote Import/Export document.

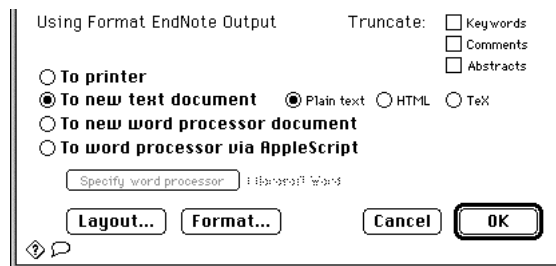
If you do not have a copy of EndNote Import/Export, you can download it from our Web site.

Once the format library's window is open, you can drag the EndNote Output format from the library window to your Formats window. Then close both windows.

Exporting your references

Select your references and choose **Print/Export...** from the **File** menu. Indicate which references are to be exported, in the usual fashion.

Set the format to our predefined EndNote Output format, and make sure to pick Plain text as the document type:



Modifying the EndNote Output format

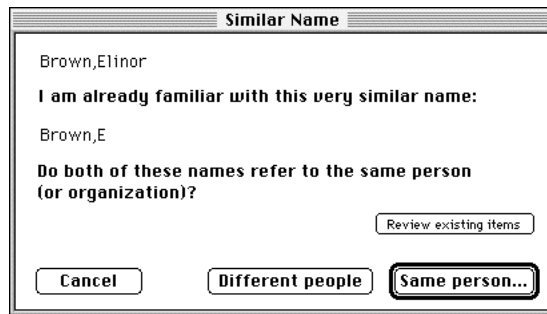
While our predefined format will work well for most Papyrus databases, you can customize it to meet your particular needs and preferences. For example, you may need to add fields that you use for special purposes, or add additional templates for your own custom reference types.

Shortcuts

Dialogs

In most Papyrus dialogs you can “press” the buttons by typing their first letter on your keyboard.

For example, in this dialog:



typing **c** is equivalent to clicking **Cancel**, **d** is equivalent to the **Different people** button, **r** to **Review existing items**, and **s** to **Same person**.

Of course, as in all Macintosh applications **esc** or **⌘-period** is equivalent to **Cancel**. And pressing **return** or **enter** is the same as clicking the outlined default button—**Same person** in this case.

There are some dialogs in which this sort of keyboard shortcut is not available. Specifically, when the dialog includes a **text field** all of your keystrokes will be directed there:



Switching Windows

You can always switch from any window to the next open **Reference Entry**, **Group**, **Links** or **All References** window by pressing **⌘-tab**.

Repeatedly pressing **⌘-tab** will cycle you through all of the open windows of these types.

If the current active window is a dictionary window, then **⌘-tab** will take you to the **target window**.

Holding down **Shift** while pressing **⌘-tab** takes you through the windows in the opposite order.

As of **Mac OS 8.5**, the Macintosh system software treats **⌘-tab** as an instruction to change from the current application to the **next running application**. If you do not change this system-wide setting, you can still use Papyrus's shortcut by pressing **Shift** or **Option** or **Control** along with **⌘-tab**.

See also:

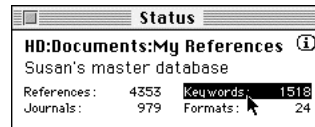
REFERENCE

The Target Window

CHAPTER 3

Status Window

Clicking any of the **counts** in the Status window:



will open the corresponding All References, Journals, Keywords, or Formats window.



See also:

REFERENCE

Status Window
Database ID dialog
All References Window
Journals Window
Keywords Window
Formats Window

Reference Entry Window

Keyboard shortcuts

Enter	Save this reference. If you are entering new references, then Papyrus will reset the entry window for your next reference. If you are editing a reference from a Group, then Papyrus will close the entry window.
⌘ - Home	Move to first field. (This is usually Reference #.)
⌘ - End	Move to final field. (This is usually Keyword.)
⌘ - ↑	Move to previous reference. (Same as clicking the  button at the top of the window.)
⌘ - ↓	Move to next reference. (Same as clicking the  button at the top of the window.)
Option-Return	Insert a line-break within a Free Text field.
⌘ - H	Equivalent to clicking the Show hidden fields checkbox.

Drag and Drop shortcuts

<u>Drag from:</u>	<u>Drag to:</u>	
Keywords window	Reference Entry window	Add one or more keywords to reference.
Journals window	Reference Entry window	Set reference's Journal field.
Formats window	Reference Entry window	Set the format for the window's preview display.
Reference Entry window <i>or</i> Group window	Reference Entry window	Set empty fields in the entry window to the values present in the dragged reference. For example, you might drag an existing Book or Chapter reference onto a new Chapter reference to fill in the Editors, Book Title, Publisher, <i>etc.</i>
Reference Entry window	Group window	Add the reference to the Group.

Note: to drag the reference from a Reference Entry window to another window, click anywhere in the *reference preview* at the top of the window and drag.

Other Mouse shortcuts

To edit a particular field, click on that field in the **reference preview** at the top of the window.

You can move the **border** between the field names and values, or the border at the bottom of the reference preview, by clicking on that border and dragging. (These changes will only apply to the current window. To make the new border positions the default for all future Reference Entry windows, you must click the Preferences button.)

Option-Double-click	For a Name, Journal or Keyword field, open an editing window for that item. For a Quoting Reference field, open a Reference Entry window for that reference.
Shift-Option-Double-click	For a Keyword or Quoting Reference field, open a Links window for that item.
⌘ - Double-click	Equivalent to choosing Launch URL from the Edit menu.

Data entry shortcuts

Look up (⌘-L)

The “Look up” command in the **Edit** menu changes according to the type of field you are currently entering or editing. For example, if you are working on an **Author** field, the menu command will read “Look up Author”. This applies for **Authors, Editors, Journals, Keywords,** and for any other field that is **whole-indexed**. For the remaining fields (such as **Title**), the command will read “Look up in Glossary”.

If you choose “Look up” for an empty field, the appropriate window will open from which you can select your intended author, keyword, *etc.*

If you first type a few letters and then choose “Look up”, one of two things will happen. If Papyrus knows of only one item that begins with those letters, it will insert that item immediately. If Papyrus knows of no such items, or it knows of two or more matching items, it will take you to the appropriate window.

You can also use an asterisk as a wildcard. For example, typing **neuro*gy** and then choosing “Look up” might open a window containing the choices **Neurology, Neuropathology,** and **Neurophysiology**.

Duplicate This Field (⌘-D)

Duplicate Remaining Fields (⌘-Option-D)

If a second Reference Entry window is open, then you can use these commands from the **Edit** menu to copy information from that window to the present one.

Duplicate This Field will only be available if the present field is still empty. Choosing it will fill in the present field with the value used in the other window.



Duplicate Remaining Fields will fill in all empty fields in the present window, using the corresponding fields from the other window.

The references in the two windows may be of different reference types. For example, if the present reference is a **Chapter** and the other a **Book**, then Papyrus understands that the **Book’s** “authors” correspond to the **Chapter’s** “editors”.

Paste symbol (⌘-Y)

Use this command to quickly insert a character from the **Symbol** font.

Other shortcuts

If you have made some changes to a reference, or have begun to enter a new reference, but now wish to close the window or move to the next reference without saving your work, then hold down the Option key while you close the window or click the window's  or  buttons. Papyrus will skip its usual question about saving the reference.

See also:

WORKBOOK

Inputting References, Part 1
Inputting References, Part 2
Modifying References

CONCEPTS

Reference Types and Fields
Journals
Keywords
Names
Incomplete References

REFERENCE

Reference Entry Window
Edit Menu
Glossary Window

All References Window

Keyboard shortcuts

↑	Select the previous reference in the window.
↓	Select the next reference in the window.
⌘ - ↑	Select the first reference in the window.
⌘ - ↓	Select the last reference in the window.
Shift-↑	Add the previous reference in the window to the current selection.
Shift-↓	Add the next reference in the window to the current selection.
⌘ - Shift-↑	Add all preceding references in the window to the current selection.
⌘ - Shift-↓	Add all following references in the window to the current selection.
Return or Enter	Switch between “Table” and “Individual items” view.
“Type-select”	<p>If you type the first few numbers or letters corresponding to a reference, Papyrus will select that reference.</p> <p>If the window is currently in Alphabetic order, then typing a few letters will take you to the first reference whose first author’s surname starts with those letters.</p> <p>Or if the window is currently in Numeric order, then typing a number will take you to the reference bearing that number.</p>

Drag and Drop shortcuts

<u>Drag from:</u>	<u>Drag to:</u>	
Keywords window	All References window	Add one or more keywords, either to every reference in the database, or to only the currently-selected references in the window.
Formats window	All References window	Change one of the window's display formats.
All References window	Group window	Add the reference(s) to the Group.
All References window	Reference Entry window	Set empty fields in the entry window to the values present in the dragged reference. For example, you might drag an existing Book or Chapter reference onto a new Chapter reference to fill in the Editors, Book Title, Publisher, <i>etc.</i>

Other Mouse shortcuts

Double-click	Switch between "Table" and "Individual items" view for the selected reference.
Option-Double-click	Open a Reference Entry window for the selected reference. (Equivalent to choosing Edit from the Reference menu.)
Shift-Option-Double-click	Open a Links window for the selected reference. (Equivalent to clicking the Links window button.)
⌘ - Double-click	Equivalent to choosing Launch URL from the Edit menu.

Other shortcuts

You can use the **Font** and **Style** menus to change the font and font size used in the All References window on-screen display. (These changes will only apply to the All References window. To make these new settings the default for all future Group windows, you must click the Preferences button.)

See also:

WORKBOOK

Modifying References

Concepts

Groups

REFERENCE

All References Window

Group Window

Group Window

Keyboard shortcuts

↑	Select the preceding reference in the Group.
↓	Select the next reference in the Group.
⌘ - ↑	Select the first reference in the Group.
⌘ - ↓	Select the last reference in the Group.
Shift-↑	Add the preceding reference in the Group to the current selection.
Shift-↓	Add the next reference in the Group to the current selection.
⌘ - Shift-↑	Add all preceding references in the Group to the current selection.
⌘ - Shift-↓	Add all following references in the Group to the current selection.
Return or Enter	Switch between “Table” and “Individual items” view.
Delete or Forward-Delete	Remove currently-selected reference(s) from the Group. (Equivalent to choosing Clear from the Edit menu.)
“Type-select”	<p>If you type the first few numbers or letters corresponding to a reference, Papyrus will select that reference.</p> <p>For example, if your Group is sorted by Authors, then typing a few letters will take you to the first reference whose first author’s surname starts with those letters.</p> <p>Or if your Group is sorted by Reference #, then typing a number will take you to the reference bearing that number.</p> <p>Type-selecting does not work if your Group is sorted in citation order.</p>

Drag and Drop shortcuts

<u>Drag from:</u>	<u>Drag to:</u>	
Keywords window	Group window	Add one or more keywords, either to every reference in the Group, or to only the currently-selected references in the Group.
Formats window	Group window	Change one of the Group's display formats, or the Group's sorting/printing format.
Group window <i>or</i> Reference Entry window	Group window	Add the reference(s) to the Group.
Group window	the same Group window	Move the reference to a different position in the Group. (Only makes sense for <i>citation-order</i> Groups.)
Group window	Reference Entry window	Set empty fields in the entry window to the values present in the dragged reference. For example, you might drag an existing Book or Chapter reference onto a new Chapter reference to fill in the Editors, Book Title, Publisher, etc.

Other Mouse shortcuts

Clicking within the Group's **description**, at the top of the window, allows you to edit the description.

Clicking the name of the Group's **format**, at the top-right of the window, allows you to change to a different format for sorting and printing.

Double-click Switch between "Table" and "Individual items" view for the selected reference.

Option-Double-click Open a Reference Entry window for the selected reference. (Equivalent to choosing **Edit** from the **Reference** menu.)

Shift-Option-Double-click Open a Links window for the selected reference. (Equivalent to clicking the Links window button.)

⌘ - Double-click Equivalent to choosing **Launch URL** from the **Edit** menu.

Other shortcuts

You can use the **Font** and **Style** menus to change the font and font size used in the Group's on-screen display. (These changes will only apply to the current window. To make these new settings the default for all future Group windows, you must click the Preferences button.)

If the Group is untitled (as with a Group created by doing a Search), then if you hold down the Option key while closing the window, Papyrus will skip its usual question about saving the Group.

See also:

WORKBOOK

Groups

Preparing a Manuscript and its Bibliography Together

CONCEPTS

Groups

REFERENCE

Group Window

Keywords Window

Keyboard shortcuts

↑	Select the preceding keyword in the window.
↓	Select the next keyword in the window.
⌘ - ↑	Select the first keyword in the window.
⌘ - ↓	Select the last keyword in the window.
Shift-↑	Add the preceding keyword in the window to the current selection.
Shift-↓	Add the next keyword in the window to the current selection.
Tab	Switch between the main keyword panel and the links panel.
Delete or Forward-Delete	In the links panel , remove the link to the currently selected keyword or keywords. (Equivalent to choosing Clear from the Edit menu.)
“Type-select”	If you type the first few letters of a keyword, Papyrus will select that keyword.

Drag and Drop shortcuts

<u>Drag from:</u>	<u>Drag to:</u>	
Keywords window	Keyword Links window	Create new links for the dragged keyword(s).
Keywords window	Reference Entry window	Add the dragged keyword(s) to the reference.
Keywords window	Group window	Add the dragged keyword(s) to the currently-selected references in the Group, or to all of the references in the Group.
Keyword Links window	Keywords window (links panel)	Create new links for the dragged keyword(s).

Other Mouse shortcuts

Double-click	Equivalent to clicking the Select button.
Option-Double-click	Open an editing window for the selected keyword. (Equivalent to clicking the Edit... button.)
Shift-Option-Double-click	Open a Keyword Links window for the selected keyword. (Equivalent to clicking the Links window button.)

Other shortcuts

You can use the **Font** and **Style** menus to change the font and font size used in the window. This will affect either the main keywords panel or the links panel, whichever is currently active.

See also:

WORKBOOK

Modifying References
Keyword Links

CONCEPTS

Keywords
Reference
Keywords Window
Keyword Links Window

Journals Window

Keyboard shortcuts

↑	Select the preceding journal in the window.
↓	Select the next journal in the window.
⌘ - ↑	Select the first journal in the window.
⌘ - ↓	Select the last journal in the window.
Shift-↑	Add the preceding journal in the window to the current selection.
Shift-↓	Add the next journal in the window to the current selection.
“Type-select”	If you type the first few letters of a journal, Papyrus will select that journal.

Drag and Drop shortcuts

<u>Drag from:</u>	<u>Drag to:</u>	
Journals window	Reference Entry window	Set the reference’s Journal field (if this reference type <i>has</i> a Journal field) to the dragged journal.

Other Mouse shortcuts

Double-click	Equivalent to clicking the Select button.
Option-Double-click	Open an editing window for the selected journal. (Equivalent to clicking the Edit... button.)
⌘ - Double-click	Equivalent to choosing Launch URL from the Edit menu.

Other shortcuts

You can use the **Font** and **Style** menus to change the font and font size used in the window.

See also:

WORKBOOK

Inputting References, Part 1

CONCEPTS

Journals

Reference

Journals Window

Formats Window

Keyboard shortcuts

↑	Select the preceding format in the window.
↓	Select the next format in the window.
⌘ - ↑	Select the first format in the window.
⌘ - ↓	Select the last format in the window.
Shift-↑	Add the preceding format in the window to the current selection.
Shift-↓	Add the next format in the window to the current selection.
“Type-select”	If you type the first few letters of a format’s name, Papyrus will select that format.

Drag and Drop shortcuts

<u>Drag from:</u>	<u>Drag to:</u>	
Formats window	Reference Entry window	Set the Reference Entry window’s Preview display to use this format.
Formats window	All References window	Set the All Reference window’s table display or individual reference display to use this format.
Formats window	Group window	Set the Group window’s table display or individual reference display to use this format, or set the Group’s format for sorting and printing.
Formats window	Format Library window	Add the format(s) to the Library.
Format Library window	Formats window	Add the format(s) to your database.

Other Mouse shortcuts

Double-click	Equivalent to clicking the Select button.
Option-Double-click	Open an editing dialog for the selected format. (Equivalent to clicking the Edit... button.)

Other shortcuts

You can use the **Font** and **Style** menus to change the font and font size used in the window.

See also:

WORKBOOK

Formats, Format Libraries and Predefined Formats
Creating New Output Formats
Importing — Overview

CONCEPTS

Output Formats

REFERENCE

Formats Window

Names Window

Keyboard shortcuts

↑	Select the preceding name in the window.
↓	Select the next name in the window.
⌘ - ↑	Select the first name in the window.
⌘ - ↓	Select the last name in the window.
Shift-↑	Add the preceding name in the window to the current selection.
Shift-↓	Add the next name in the window to the current selection.
“Type-select”	If you type the first few letters of a name, Papyrus will select that name.

Drag and Drop shortcuts

<u>Drag from:</u>	<u>Drag to:</u>	
Names window	Any other window	Copies a name to the destination.

Other Mouse shortcuts

Double-click	Equivalent to clicking the Select button.
Option-Double-click	Open an editing window for the selected name. (Equivalent to clicking the Edit... button.)

Other shortcuts

You can use the **Font** and **Style** menus to change the font and font size used in the window.

See also:

WORKBOOK

Inputting References, Part 2

Globally Changing Information

Exchanging Data With Another Papyrus Version 8 Database

CONCEPTS

Names

REFERENCE

Names Window

Glossary Window

Keyboard shortcuts

↑	Select the preceding entry in the window.
↓	Select the next entry in the window.
⌘ - ↑	Select the first entry in the window.
⌘ - ↓	Select the last entry in the window.
Shift-↑	Add the preceding entry in the window to the current selection.
Shift-↓	Add the next entry in the window to the current selection.
“Type-select”	If you type the first few letters of an entry, Papyrus will select that entry.

Drag and Drop shortcuts

<u>Drag from:</u>	<u>Drag to:</u>	
Glossary window	Any other window	Copies the entry to the other window.
Any other window	Glossary window	Makes a new Glossary entry from the dragged text.

Other Mouse shortcuts

Double-click	Equivalent to clicking the Select button.
Option-Double-click	Open an editing window for the selected keyword. (Equivalent to clicking the Edit... button.)

Other shortcuts

You can use the **Font** and **Style** menus to change the font and font size used in the window.

See also:

WORKBOOK

Inputting References, Part 2

REFERENCE

Glossary Window

Keyword Links Window

Keyboard shortcuts

↑	Select the preceding keyword in the window.
↓	Select the next keyword in the window.
Shift-↑	Add the preceding keyword in the window to the current selection.
Shift-↓	Add the next keyword in the window to the current selection.
Delete <i>or</i> Forward-Delete	Remove the link to the currently selected keyword or keywords. (Equivalent to choosing Clear from the Edit menu.)

Drag and Drop shortcuts

<u>Drag from:</u>	<u>Drag to:</u>	
Keywords window	Keyword Links window	Create new links for the dragged keyword(s).
Keyword Links window	Keyword Links window	Create new links for the dragged keyword(s).
Keyword Links window	Reference Entry window	Add the dragged keyword(s) to the reference.
Keyword Links window	Group window	Add the dragged keyword(s) to the currently-selected references in the Group, or to all of the references in the Group.

Other Mouse shortcuts

Option-Double-click	Open an editing window for the selected keyword.
Shift-Option-Double-click	Open another Keyword Links window for the selected keyword. (Equivalent to clicking the Links window button.)

Other shortcuts

You can use the **Font** and **Style** menus to change the font and font size used in the window. (These changes will only apply to the current window. To make these new settings the default for all future Keyword Links windows, you must click the Preferences button.)

See also:

WORKBOOK

Keyword Links

CONCEPTS

Keywords

REFERENCE

Keyword Links Window

Reference Links Window

Keyboard shortcuts

↑	Select the preceding reference in the window.
↓	Select the next reference in the window.
Shift-↑	Add the preceding reference in the window to the current selection.
Shift-↓	Add the next reference in the window to the current selection.
Return <i>or</i> Enter	Switch between “compact” and “expanded” display formats for the currently-selected references.
Delete <i>or</i> Forward-Delete	Remove the link to the currently selected reference or references. (Equivalent to choosing Clear from the Edit menu.)

Drag and Drop shortcuts

<u>Drag from:</u>	<u>Drag to:</u>	
Group window <i>or</i> Reference Entry <i>or</i> Reference Links window	Reference Links window	Create new links for the dragged reference(s).
Formats window	Reference Links window	Change one of the Reference Links window’s display formats.
Reference Links window	Reference Entry window	Set empty fields in the entry window to the values present in the dragged reference. For example, you might drag an existing Book or Chapter reference onto a new Chapter reference to fill in the Editors, Book Title, Publisher, etc.
Reference Links window	Group window	Add the reference(s) to the Group.

Other Mouse shortcuts

Double-click	Switch between “compact” and “expanded” display formats for the currently-selected references.
Option-Double-click	Open a Reference Entry window for the selected reference. (Equivalent to choosing Edit from the Reference menu.)
Shift-Option-Double-click	Open a Links window for the selected reference. (Equivalent to clicking the Links window button.)
⌘ - Double-click	Equivalent to choosing Launch URL from the Edit menu.

Other shortcuts

You can use the **Font** and **Style** menus to change the font and font size used in the window. (These changes will only apply to the current window. To make these new settings the default for all future Reference Links windows, you must click the Preferences button.)

See also:

WORKBOOK

Reference Links

CONCEPTS

Notecards and Linked References

REFERENCE

Reference Links Window

Find Dialog

Type-select

Within the Field list, you can type the first few letters of a field to select it. For example, typing `ke` will select the Keywords field.

Keyboard shortcuts

Tab When the Fields list or the Comparisons list is active, pressing **Tab** is equivalent to double-clicking the selected item. The selected item will be added to the search specification, and the comparison list or the search specification, as appropriate, will become active.

⌘ - **A** Equivalent to clicking the AND button.

⌘ - **O** Equivalent to clicking the OR button.

⌘ - **N** Equivalent to clicking the NOT button.

⌘ - **[** Equivalent to clicking the (button.

⌘ - **]** Equivalent to clicking the) button.

Look up

Look up, from the **Edit** menu, allows you to choose authors, editors, keywords, journals, publishers, cities of publication, etc. from a list of those available in your database.

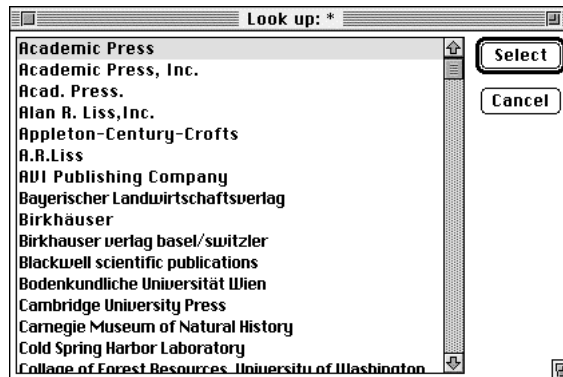
For example, if you are searching for works by a particular publisher:



then **Look up** becomes:



Selecting this menu item (or pressing **⌘-L**) will bring up a list of all the publishers in your database:



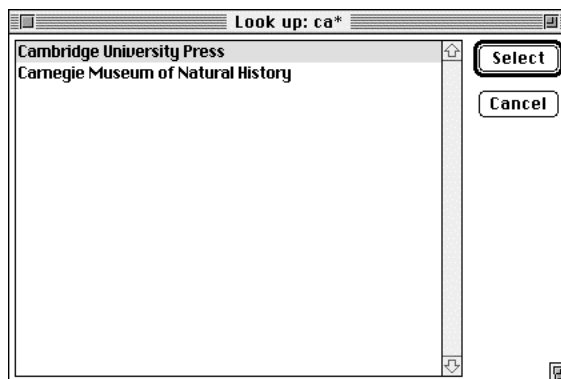
Selecting an item from this list will add it to your search specification:



If you type a few letters before choosing **Look-up**:



then the resulting list will be limited accordingly:



The **Look up** function does not work for fields of type Number, Ordinal, Yes-No, Pages, Year or Date. For other non-indexed or piece-indexed fields, it becomes **Look up in Glossary**.

See also:

WORKBOOK

Finding References

REFERENCE

Find Dialog

SHORTCUTS

Refine Search Dialog

Refine Search Dialog

Keyboard shortcuts

N or ⌘-N	Equivalent to clicking the New button.
E or ⌘-E	Equivalent to clicking the Edit button.
R or ⌘-R	Equivalent to clicking the Re-run button.
L or ⌘-L	Equivalent to clicking the Load button.
C or ⌘-C	Equivalent to clicking the Cancel button.

See also:

WORKBOOK

Finding References

REFERENCE

Find Dialog

SHORTCUTS

Find Dialog

Cite Dialog

Keyboard shortcuts

- P** Equivalent to clicking the Placeholder button.
- 1** Equivalent to clicking the Format 1 button.
- 2** Equivalent to clicking the Format 2 button.
- R** Equivalent to clicking the Replace button.
- A** Equivalent to clicking the Append button.
- S** Equivalent to clicking the Settings... button.
- C** Equivalent to clicking the Cancel button.
- O** Equivalent to clicking the OK button.

See also:

WORKBOOK

Preparing a Manuscript and its Bibliography Together

REFERENCE

Citing references
Process Manuscript

Format Entry Dialog

Keyboard shortcuts

Tab	Move to the next field.
Shift-Tab	Move to the previous field.
Return	In the list of format parts, open the dialog for the currently-selected part.
“Type-select”	In the list of format parts, typing the first few letters of a part (Sorting & Citing, Authors, Article, <i>etc.</i>) will select that part.

See also:

WORKBOOK

Creating New Output Formats
Importing – Overview
Importing – Predefined, Straightforward
Importing – Predefined, Complicated
Importing – Word Processor Bibliography
Importing – Other Structured Databases

CONCEPTS

Output Formats

REFERENCE








Format Entry
Sorting & Citing
Numbering & Layout
Authors/Editors Format
Template Entry

Template Entry Dialog

Keyboard shortcuts

Tab	In the Template view, switch between the field list and the template . In the Details view, move from one textual setting to the next.
Shift-Tab	In the Template view, switch between the field list and the template . In the Details view, move from one textual setting to the previous.
Return	In the Template view, with the field list active, pressing Return inserts the currently-selected field into your template and then switches you to the template.
“Type-select”	In the field list, typing the first few letters of an entry will select that entry.
⌘ - Tab <i>or</i> Shift-⌘ - Tab	Switch between the Template and Details views.

Keyboard equivalents for the special indicator buttons:

⌘ - 	New Para 
⌘ - [<i>or</i> ⌘ -]	If First  
⌘ - < <i>or</i> ⌘ - >	If Any  
⌘ - { <i>or</i> ⌘ - }	Capitalize  

See also:

WORKBOOK

Creating New Output Formats
Importing—Overview
Importing—Predefined, Straightforward
Importing—Predefined, Complicated
Importing—Word Processor Bibliography
Importing—Other Structured Databases

CONCEPTS

Output Formats

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Format Entry
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