

# Using ProCite 5: A Guided Tour

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## Overview

This chapter guides you through basic ProCite functions, including entering information into a ProCite database, sorting records, searching a database, printing bibliographies, and citing references within Microsoft Word or WordPerfect.

First you must have installed the full ProCite program, which includes folders that contain the Sample Database and various output styles. If another user has experimented with the sample database by adding, modifying, or deleting records, you may want to reinstall ProCite to start with a fresh copy.

After completing the exercises in this guided tour you should be able to:

- Easily navigate references in a database
- Build a database by importing references and by entering references manually
- Search and sort a ProCite database
- Create standard and subject bibliographies
- Prepare a manuscript and bibliography within a word processor

You can stop these lessons at any time by closing ProCite.

## Getting Started

### Online Help

When using ProCite, many of your questions can be answered using the online help that comes with the program. There are several ways to access online help when using ProCite:

- Select **Help** from the **Menu** bar to find a topic.
- Many ProCite dialogs include a **Help** button so you can see information related to the current activity.
- Display context-sensitive help by pressing the F1 key (Windows) or the **Help** key (Macintosh). If no context-sensitive help is available, choose from the list of topics displayed.

### Opening an Existing Database

The exercises in this guided tour use the Sample Database that installs with ProCite. This database is used to demonstrate navigating a database, entering references, searching and sorting references, and creating bibliographies.

*Exercise — Opening the Sample Database*

In this exercise you will open the Sample database. If you already started ProCite, go to the **File** menu and choose **Open**, then continue with step 3.

**To open the Sample database:**

1. Start ProCite:
  - **Windows:** From the **Start** menu, choose **Programs**, locate the **ProCite 5** program group, and choose **ProCite**.
  - **Macintosh:** Open the ProCite 5 Folder and double click the ProCite program.
2. A file **Open** dialog displays for you to locate and open a database. If not, go to the **File** menu and choose **Open**.

**Note:** If ProCite has already been used on this machine, it may automatically open the last ProCite file used (this could be a database, list, output style, or workform). Check the title bar to confirm the Sample database is open. If not, close the file, and from the **File** menu select **Open**. Then continue with step 3.

3. In the file Open dialog, locate and double-click on the Database folder located in the ProCite 5 folder.

**Note:** Make sure the **Open as read-only** (Windows) or **Read-Only** (Macintosh) box is not selected. If it is checked, you cannot make any changes to the database.

Locate and double-click on Sample Database (under Windows it includes the extension .PDT). ProCite opens the Sample database.

The database window displays a record list of abbreviated records. By default the first Author field, Title field and Date field are shown from each record.

Record ID	Author	Date	Title
<input type="checkbox"/> 20		September 1979	Multi-Media Medicine
<input type="checkbox"/> 670		1989 Sep 28	Safe sushi
<input type="checkbox"/> 10		April 1995	Computer shopper
<input type="checkbox"/> 650	Adams, A. A. //Beeh, J. L. //Wekell, M. M.	1990 Nov 24	Health risks of salmon sushi
<input type="checkbox"/> 30	Adams, Alexander B.	1966	John James Audubon: A biography
<input type="checkbox"/> 710	Adams, K. D. //Jungkind, D. L. //Bergquist, J. R.	1986 Nov	Intestinal fluke infection as a result of eating sushi
<input type="checkbox"/> 40	Anderson, Mark Ransom	1984	Apollon's bow: Perspective, reading, and meaning in the illuminated works of William Blalock
<input type="checkbox"/> 50	Anderson, Robert J. //Schrier, Robert W.	1987	Acute renal failure
<input type="checkbox"/> 60	Aoki, Mikio	9 December 1987	Manufacture of glass by Sol-Gel process
<input type="checkbox"/> 70	Aroney, Manuel J. //Davies, Murray S. //Henderson, I. D.	1994	A study of the polarities, anisotropic polarisabilities and carbonyl infrared vibrational frequencies of some substituted acetophenones
<input type="checkbox"/> 520	Bannatyne, R. M.	1995 Sep 1	If You Knew Sushi Like I Know Sushi
<input type="checkbox"/> 80	Barr, Linda //Monserrat, Catherine //Bergquist, J. R.	1992	Teenage pregnancy: A new beginning
<input type="checkbox"/> 90	Blum, Robert	1979	Information management for the tactical operations systems (TOS)
<input type="checkbox"/> 100	Booth, Wayne C.	1974	Kenneth Burke's way of knowing
<input type="checkbox"/> 110	Borgman, Christine L. //Bower, James //Krieger, J. R.	1989	From hands-on science to hands-on information retrieval
<input type="checkbox"/> 450	Butler, M. //Goodwin, T. //Simpson, M. //Simpson, M. //Simpson, M.	2001 Mar	Vertebrate LTR retrotransposons of the Tf1/sushi group
<input type="checkbox"/> 760	Chen, C. Z. //Li, L. //Li, M. //Lodish, H. F.	2003 Oct	The endoglin(positive) sca-1(positive) rhodamine(low) phenotype defines a near-homogenous population of endothelial cells
<input type="checkbox"/> 470	Cheng, T. D.	2000 Apr	PASTA is good, but SUSHI is better
<input checked="" type="checkbox"/> 630	Chesney, T. M.	1991 Apr	Sushi and the skin
<input type="checkbox"/> 120	Christie, Agatha	1988	What Mrs. McGillicuddy saw
<input type="checkbox"/> 130	Chum, H. L. //Baizer, M. M.	1985	The electrochemistry of biomass and derived materials
<input type="checkbox"/> 140	Decker, William	1983	WSJ/Index file
<input type="checkbox"/> 150	Dickson, Paul	1982	Words: A connoisseur's collection of old and new, weird and wonderful, useless and outlandish
<input type="checkbox"/> 160	Dunn, Richard J.	Winter 1990	Teaching assistance, not teaching assistants
<input type="checkbox"/> 740	Eicher, D. M. //Damjanovich, S. //Waldner, J. R.	2002 Jan 21	Oligomerization of IL-2Ralpha
<input type="checkbox"/> 170	Fleischer, Arthur C.	1989	Superficial organ sonography and miscellaneous applications

Author/Date/Title (Ascending)      5 Records Marked | 78 Records in List | 78 Records in Database

A Status line at the bottom of the window indicates the sort order (Author/Title/Date in Ascending order by default), the number of records marked, the number of records displayed in the current list and the total number of records in this database. The Sample database contains 40 references using different types of workforms.

In the abbreviated record list you can browse through single-line records, mark or unmark records, or display records in full for viewing or editing. Records can also be formatted for previewing the bibliographic style at this window.

**Note:** Many ProCite menu items have a corresponding keyboard equivalent and/or toolbar icon. The keyboard equivalents appear on the menus next to the associated commands.

Use the next section of this guided tour to learn ways to navigate records in a ProCite database.

## Navigating a ProCite Database

In this section of the guided tour you will learn to:

- Customize the record list to display specific fields
- Click sort by column heading

- Use the Preview Pane to view a reference in more detail
- Use the GoTo tool
- Drag and drop between databases

### Customizing the Record List to Display Fields

While the default record list display shows only three ProCite fields from each record (*Author*, *Title* and *Date*), the list can be customized to display up to six fields for each record.

In this exercise you will customize the abbreviated list by selecting four fields to display and changing the column widths.

#### *Exercise — Customizing the Display*

##### **To customize the record list display:**

1. From the **View** menu, choose **Configure Record List** to display the Configure Record List dialog:



On the Record List tab, the **Layout** box contains three columns of options:

- The **Show** column of check boxes is used to show which of the six fields are displayed.

- The **Column Header** text boxes allow you to enter header text to be displayed above each field in the record list.

The **Displayed Field** column is where you select the fields to display in the order you want them to appear.

2. To rearrange the order in which the fields are displayed, first click on the **Show** check box for **Title** to remove this field from those shown. Next click on the first field (currently **Record ID**) to select this field for the display. Use the next step to change this field to display the *Title* field first in the record list.
3. From the **Displayed Field** column, click on the arrow to the right of **Record ID** to select the *Title* field as the first field to display. Choose **Title** from near the top of the field list.

**Note:** The field list includes all 45 ProCite fields plus five “special” fields at the top of the list. The special fields shown are **Author, Title, Date, Workform** and **Record Number**. These fields include all related fields respectively. For example, Author includes both the *Author, Analytic* (01) and *Author, Monographic* (07) fields from the various workforms. Use the special fields when you want to include all authors, titles and dates from a variety of workforms used in the database.

4. The Column Header needs to be changed to reflect header text appropriate for the title field. Click the first field’s **Column Header** text box and type **Title** as the descriptive text for this field.
5. Click the **Show** check box for Keywords to display the *Keywords* field as the fourth field for each record.
6. Click **OK** in the Configure Record List dialog to save the changes and return to the record list. ProCite displays the fields in the order you selected:

Title	Author	Date	Keywords
<input type="checkbox"/> Multi-Media Medicine		September 1979-	Medicine/ Audiocassette
<input type="checkbox"/> Safe sushi		1989 Sep 28	Animals
<input type="checkbox"/> Computer shopper		April 1995	Computers/ Peripherals/ Hardware
<input type="checkbox"/> Health risks of salmon sushi	Adams, A. A. //Beeh, J. L. //Wekell,	1990 Nov 24	Animals
<input type="checkbox"/> John James Audubon: A biography	Adams, Alexander B.	1966	Biography/ Nature/ Art
<input type="checkbox"/> Intestinal fluke infection as a result of eating sushi	Adams, K. O. //Jungkind, D. L. //Be	1986 Nov	Diarhea: *etiology
<input type="checkbox"/> Apollyon's bow: Perspective, reading, and meaning in the	Anderson, Mark Ransom	1984	Literature/ Apollyon
<input type="checkbox"/> Acute renal failure	Anderson, Robert J. //Schrier, Robert	1987	Renal Failure/ Harrison's Principles/ Internal Me
<input type="checkbox"/> Manufacture of glass by Sol-Gel process	Aoki, Mikio	9 December 1987	Sol-Gel/ Chemistry
<input type="checkbox"/> A study of the polarities, anisotropic polarisabilities and ca	Aroney, Manuel J. //Davies, Murray	1994	<input type="checkbox"/> -acceptor Behaviour/ Interatomic Bond Distar
<input type="checkbox"/> If You Knew Sushi Like I Know Sushi	Bannatyne, R. M.	1995 Sep 1	
<input type="checkbox"/> Teenage pregnancy: A new beginning	Barr, Linda//Monserat, Catherine//E	1992	Teenage Pregnancy/ Teenage Parents/ Social
<input type="checkbox"/> Information management for the tactical operations system	Blum, Robert	1979	Information Management/ TOS
<input type="checkbox"/> Kenneth Burke's way of knowing	Booth, Wayne C.	1974	Pluralism/ Kenneth Burke
<input type="checkbox"/> From hands-on science to hands-on information retrieval	Borgman, Christine L. //Bower, James	1989	Library Associations/ Information/ Computers
<input type="checkbox"/> Vertebrate LTR retrotransposons of the Tf1/sushi group	Butler, M. //Goodwin, T. //Simpson,	2001 Mar	Amino Acid Sequence
<input type="checkbox"/> The endoglin(positive) sca-1(positive) rhodamine(low) phe	Chen, C. Z. //Li, L. //Li, M. //Lodish	2003 Oct	Animal
<input type="checkbox"/> PASTA is good, but SUSHI is better	Cheng, T. O.	2000 Apr	Ambulatory Care
<input checked="" type="checkbox"/> Sushi and the skin	Chesney, T. M.	1991 Apr	Animals
<input type="checkbox"/> What Mrs. McGillicuddy saw	Christie, Agatha	1988	Literature/ Audiovisual Materials/ Mystery
<input type="checkbox"/> The electrochemistry of biomass and derived materials	Chum, H. L. //Baizer, M. M.	1985	Medicine/ Biomass
<input type="checkbox"/> WSJ/Index file	Decker, William	1983	WSJ data/ Bibliographic Data
<input type="checkbox"/> Words: A connoisseur's collection of old and new, weird	Dickson, Paul	1982	Language/ Words
<input type="checkbox"/> Teaching assistance, not teaching assistants	Dunn, Richard J.	Winter 1990	College Instruction/ Higher Education/ Preservi
<input type="checkbox"/> Oligomerization of IL-2Ralpha	Eicher, D. M. //Damjanovich, S. //W	2002 Jan 21	Alkaline Phosphatase: genetics
<input type="checkbox"/> Superficial organ sonography and miscellaneous applicati	Fleischer, Arthur C.	1989	Sonography/ Clinical Applications

All Records     Marked Records    Search    Terms    Groups    Duplicates  
 Author/Date/Title (Ascending)    5 Records Marked    78 Records in List    78 Records in Database

You can easily change the width of the columns by dragging between column titles. Use the next exercise to change the width of the *Date* field in the record list window.

### ***Exercise — Changing the Column Width***

#### **To change column widths:**

1. To see more of the *Keywords* field, move the pointer to the column heading divider between **Date** and **Keywords**. The pointer changes to a horizontal arrow.
2. Drag the vertical bar to the left to reduce the width of the *Date* field.
3. Experiment changing other column widths.

### **Click Sorting on a Column Heading**

Although the *Author* field, or in this case the *Title* field, may be the first field displayed from each record, the records are not automatically sorted by that field. Use the following steps to sort by a displayed field using the click sort method.

### ***Exercise — Changing the Sort Order Instantly***

#### **To quickly change the sort order of the record list:**

1. To sort by the *Date* field, click on that field's column header. The records are sorted by date in ascending order. Click a second time to change the sort to descending.
2. Experiment sorting the records by the *Author* and/or *Title* fields.

## Using the Preview Pane to View a Reference

The Preview Pane displays a highlighted record formatted with an output style. You may find this useful when browsing a record list to compare data or to preview records formatted with various output styles.

### Exercise — Previewing a Formatted Reference

#### To preview formatted references:

1. From the **View** menu, choose **Preview Pane**.
2. Highlight the record by author Kraft, Donald H. ProCite formats the highlighted record using an output style (ANSI is the default style) and displays it in the preview pane.

**Note:** You can move the horizontal divider to allow the preview pane more or less space.

The screenshot shows the ProCite software interface. At the top, there is a title bar 'Sample Database' and a menu bar with options like 'Mark Selected', 'Mark List', 'Clear Marked', 'Copy Marked', and 'Open Link'. Below the menu bar is a preview pane displaying the citation: 'Kraft, Donald H., editor. Journal of the American Society for Information Science. New York: John Wiley & Sons, Inc. Vol. 1-, 1949-. ISSN 0002-8231.' Below the preview pane is a table of records with columns for Title, Author, Date, and Keywords. The record by Kraft, Donald H. is highlighted in blue. At the bottom of the interface, there are buttons for 'All Records', 'Marked Records', 'Search', 'Terms', 'Groups', and 'Duplicates', along with a status bar showing '2 Records Marked', '78 Records in List', and '78 Records in Database'.

Title	Author	Date	Keywords
<input type="checkbox"/> Epoxidation process	Harred, John F. // Knight, Allan R. // M	1972 Apr 4	Chemistry/ Epoxidation
<input type="checkbox"/> Molecular and cellular basis of deficiency of the b subunit	Hashiguchi, T. // Ichinose, A.	1995 Mar	Animals
<input type="checkbox"/> A case of diphyllorhithiasis due to eating masou-sushi	Ishizuka, T. // Ishizuka, A.	1986 Jul 21	Animals
<input type="checkbox"/> Type I factor XIII deficiency is caused by a genetic defect	Izumi, T. // Hashiguchi, T. // Castam	1996 Apr 1	Alleles
<input type="checkbox"/> More on making sushi safe	Jackson, G. J. // Bier, J. W. // Schw	1990 Apr 5	Animals
<input type="checkbox"/> Running down the up-escalator: Regional inequality in Pa	Jackson, Richard	May 1989	Papua New Guinea/ Geographical Implications
<input type="checkbox"/> The entertainer	Joplin, Scott	1972	Music/ Piano
<input type="checkbox"/> Amino acid sequence and location of the disulfide bonds in	Kato, H. // Enjoji, K.	1991 Dec 17	Amino Acid Sequence
<input type="checkbox"/> The care and feeding of the Pacific coast dolphin <i>Tursiops</i>	Kirking, Donna Marie // Johnson, Her	2003	Acute Disease/ Animal
<input type="checkbox"/> Journal of the American Society for Information Science	Kraft, Donald H.	1949-	Information Management/ Information Science
<input type="checkbox"/> Adenohypophyseal hormones and related substances	Kuret, J. A. // Murad, F.	1990	Medicine/ Pharmacology/ Adenohypophyseal H
<input type="checkbox"/> Sushi, Salmonella, and safety	Leontos, C.	1992 Jan-Feb	Animals
<input type="checkbox"/> Software design issues for natural language processing	Loomis, Thomas	1987	Computers/ Programming/ Language
<input type="checkbox"/> Hot tubs, sex, sushi, and infectious diseases	Lorber, B.	1991	Adolescent
<input type="checkbox"/> Vibration can't loosen easily installed fasteners (Huck Man	McCarty, Lyle H.	February 27, 1989	Fasteners/ Huck Manufacturing Company
<input type="checkbox"/> Anisakiasis: revenge of the sushi parasite	McKerrow, J. H. // Sakanari, J. // De	1988 Nov 3	Animals
<input type="checkbox"/> A gene (SRPX) encoding a sushi-repeat-containing protei	Meindl, A. // Carvalho, M. R. // Herm	1995 Dec	Adult
<input type="checkbox"/> A room with a view	Merchant, Ismail	1985	Audiovisual Materials/ Literature
<input type="checkbox"/>	Miles, Ethel	October 31, 1982	Library/ Human Resource Management

3. To switch to a different output style (bibliographic format) for the preview pane, go to the **View** menu, choose **Configure Record List** and click the **Preview Pane** tab.
4. Click the **Output Style** arrow and select a style from the list. Use the **Optional Fields** check boxes to view additional information in your Preview. Click **OK** to view the formatted reference.

- When you no longer want to view formatted references, deselect **Preview Pane** from the **View** menu or use the corresponding toolbar icon.

### Using “Go To” Commands to Find References

You can move through the Sample database simply by browsing with the scroll bar. However, this is not practical when using a large database. To locate records in a large database, use the **Go to Record** commands.

#### *Exercise — Using the “Go To” Commands*

##### **To use the Go To commands:**

- Use the **Go To** commands from the **View** menu or the toolbar. You can go to a specific record, go to the first record, go to the previous record, go to the next record, or go to the last record in the list.



- To find a record based on the sorted order of a database, use the **Go to Record** command (the first button on the Go To toolbar).
- To locate the record by Helen Schwartz, type the first few characters of the author’s last name in the first text box in the **Go To Record** dialog.
- If the sort order is not currently **Author/Title/Date**, select that order by using the arrow to the right of the text box.
- Click **OK** to complete the search. ProCite searches from the top of the record list and highlights the record that most closely matches the text.
- Experiment using the other Go To commands to move between records in the Sample database.

### Drag and Drop Between Databases

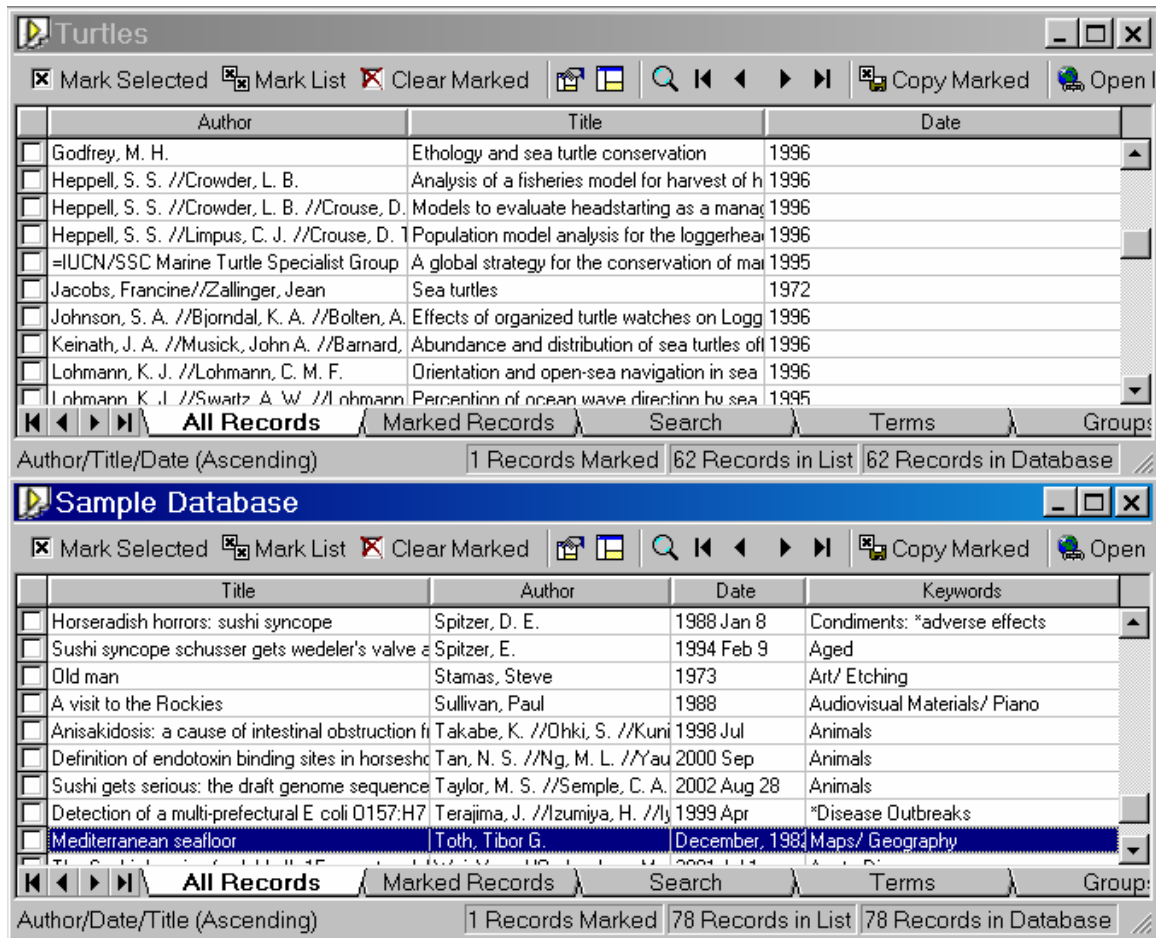
You can copy full records between ProCite databases. To copy records between databases, you need to have both databases open. Use the following exercise to copy a record from the Sample database to another database named Turtles.

#### *Exercise — Copying a Record from One Database to Another*

##### **To copy a record from one database to another:**

- Open the ProCite database named Turtles (Under Windows it will include the extension .PDT). From the **File** menu, choose **Open**. The database is located in the Database folder located in the ProCite 5 folder.

- From the **Window** menu, select **Tile** to display both the Sample database and the Turtles database on the screen:



- In the Sample Database, highlight the record by **Toth, Tibor** and drag it to the Turtles database. This places a copy of the record in the Turtles database.
- Close the Turtles database. The new record is saved and marked.
- Maximize the Sample Database window to continue working with the file.

## Entering Records

In this section of the guided tour you will learn to:

- Import tagged references from online, CD-ROM and Web-based services
- Enter and edit references manually
- Configure duplicate checking

Use the following exercises to gain experience importing, entering and editing references in ProCite.

## **Importing Records from a Saved Text File**

Before importing files downloaded from an information service it is important to determine from which service the records were retrieved. Each service saves the same information in a slightly different format. The format is significant to the configuration file used in ProCite.

Configuration files are used to tell ProCite how a file of imported records is organized. Refer to *Appendix C: Configuration Files* in the BiblioLink II Manual for a list of configuration files supplied with ProCite and the specific databases from which you can import data. The Biblio-Link II Manual is a PDF file found on your ProCite CD. If a configuration file is not available for a service you use, you can modify an existing file using the Biblio-Link II program installed along with ProCite.

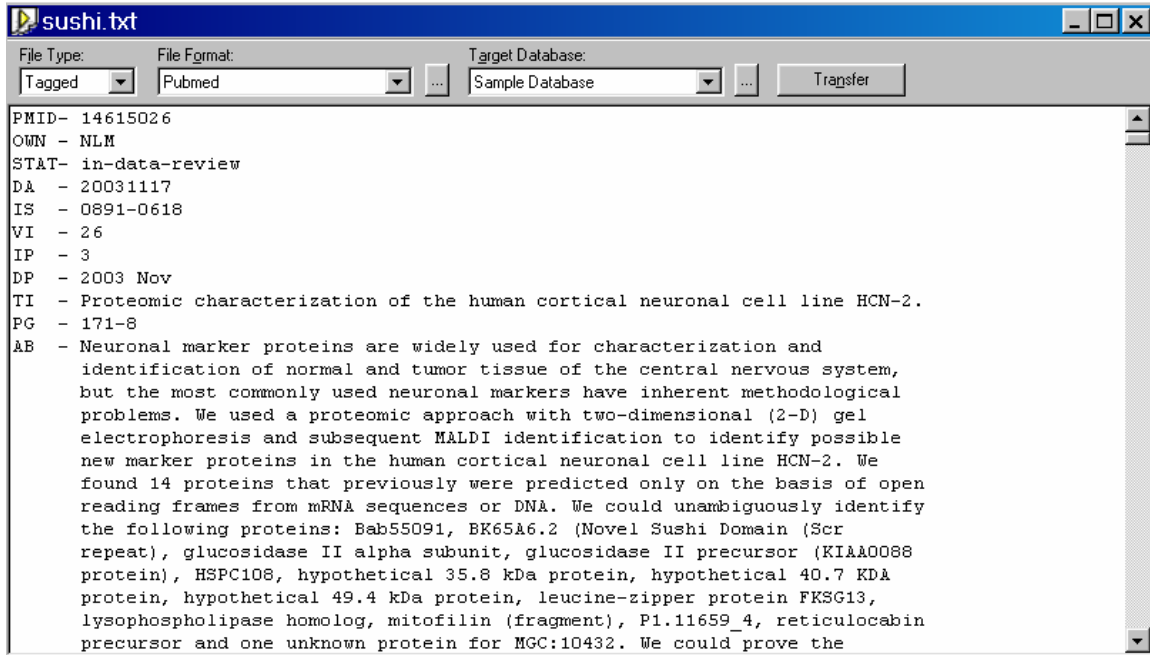
### ***Exercise — Importing Records***

#### **To import a file of records retrieved from the National Library of Medicine's PubMed database and saved to a tagged text file:**

1. At the PubMed web site ([www.PubMed.gov](http://www.PubMed.gov)), perform a search for “sushi” and save your data as a text file.
  - a. When you have your search results, from the pull-down menu by the Display button, select MEDLINE. If you wish, you may then click on the Display button to see the MEDLINE format displayed.
  - b. From the pull-down menu by the Send to button, select File.
  - c. Click on the Send to button to save the file to your computer.

**Note:** In the picture below the file was saved with the name sushi.txt, but you can name the file whatever you like, as long as the file name contains no characters not allowed by your operating system.

2. In ProCite, go to the **Tools** menu and choose **Import Text File**.
3. In the Open Import File dialog, locate the folder and choose the file you saved from PubMed. ProCite displays the tagged text file:



4. In the **File Type** drop-down list, choose **Tagged**.
5. In the **File Format** drop-down list, choose the service from which you retrieved the tagged records. For this file transfer, choose **PubMed**.
6. In the **Target Database** drop-down list, choose the Sample database to receive the records.

**Note:** You can import records to an existing database or specify a new one by clicking the Browse button (...) and assigning a name to the new database.

7. Click **Transfer** to begin importing records.
8. When the transfer is complete, ProCite tells you how many records were imported. Click **OK** to continue.
9. Close the Import Text File window and return to the record list.
10. The imported records are marked. Click the **Marked Records** tab at the bottom of the window to display only the records you just transferred.
11. Click the All Records tab to return to the full list of records.

## Searching and Importing Records Directly

### *From an Online Database*

The following exercise guides you through the basic steps of connecting to a remote database, searching the database, and saving the references that you want to keep. In

order to follow this guided tour, you must be at a computer with Internet access — with either a dial-up or direct network connection.

For this guided tour, you will connect to a the U.S. Library of Congress's Voyager database.

See *Chapter 15: Internet Capabilities* for more information about Internet searching.

## **Dial-up Internet Connections**

If you use a modem and phone line to connect to the Internet, as opposed to a direct network connection, please note this connection information.

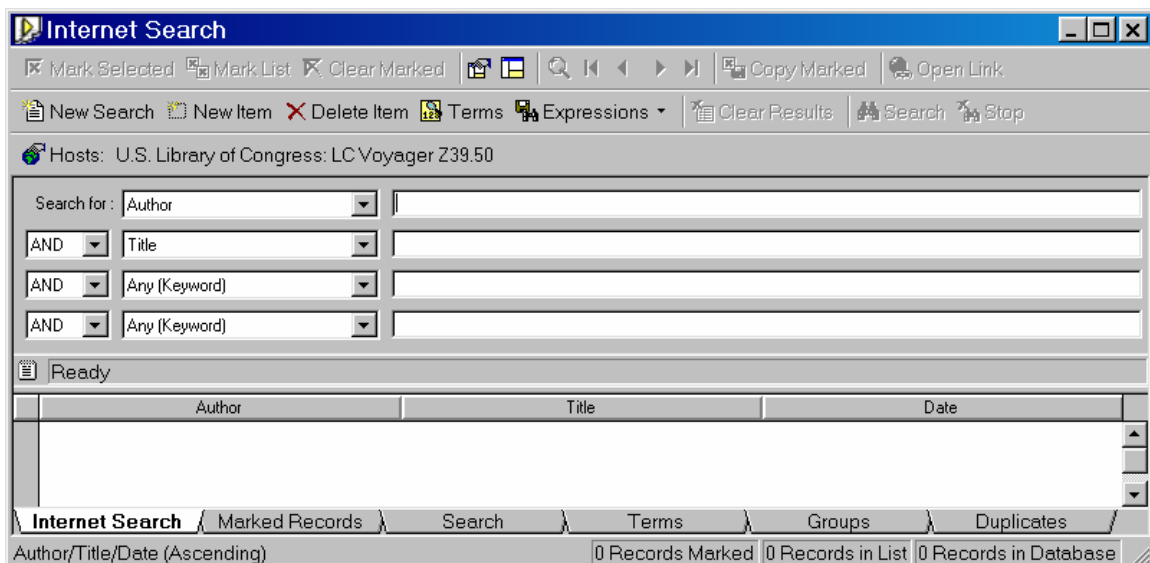
**Connecting:** Most dial-up connection settings are configured to automatically dial and connect to the Internet when you use an application that requests an online connection (such as ProCite's Internet Search feature). However, some Internet providers, such as America Online, require that you establish an online connection (sign on) before attempting an Internet Search with ProCite.

**Disconnecting:** ProCite does not disconnect your Internet connection at any point. You need to shut down your connection when you have finished using ProCite's Internet Search feature.

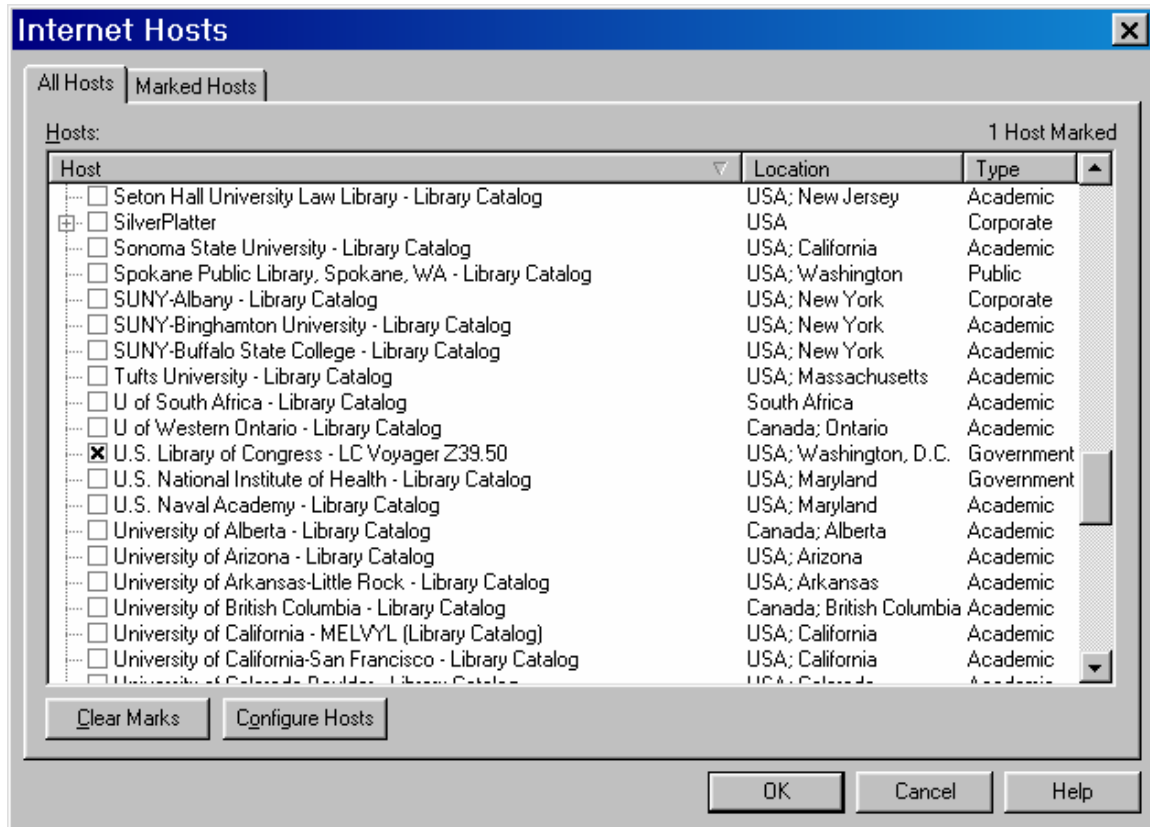
### *Exercise — Internet Searching*

#### **To search and import records from an online database:**

1. From the **Tools** menu, select **Internet Search** to open a temporary Internet Search database.



2. Select the Internet database(s) you want to search.
  - a. Click the **Hosts** button.
  - b. Click **Clear Marks** to deselect any selected databases.
  - c. Scroll to **U.S. Library of Congress: LC Voyager z39.50**.

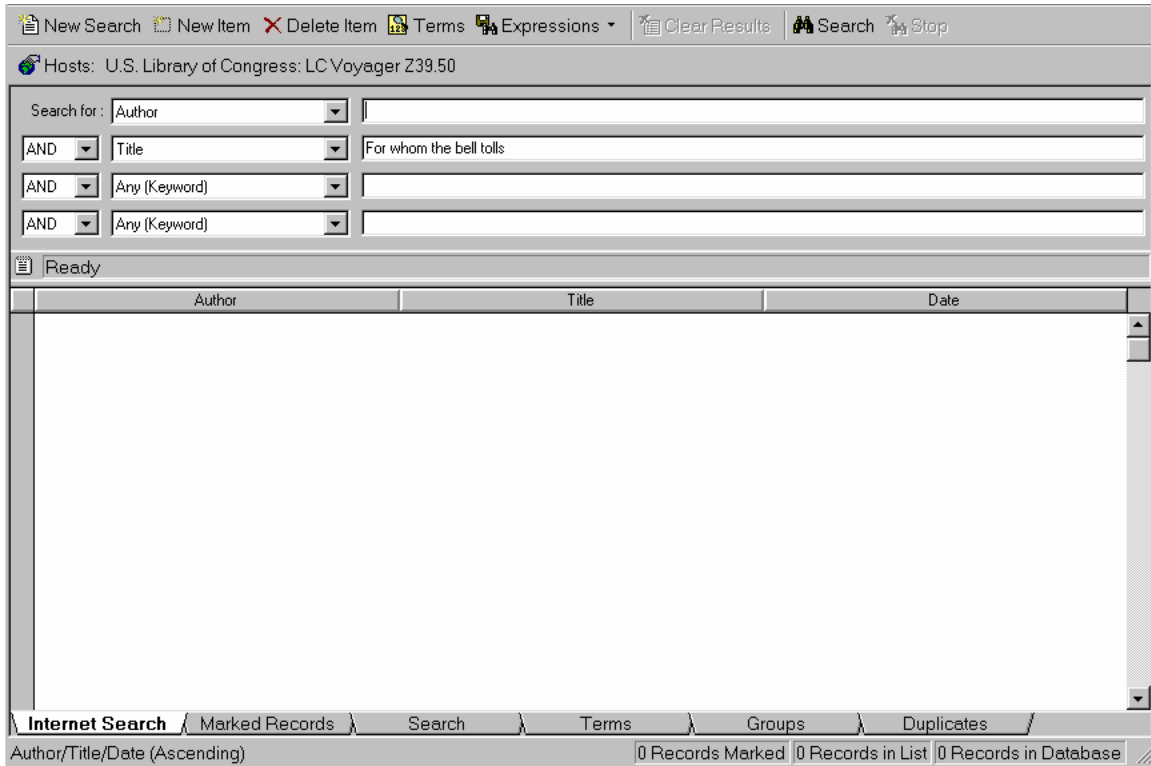


- d. Click the Marked Hosts tab to verify that the only database marked for searching is **U.S. Library of Congress: LC Voyager z39.50**. You could have marked multiple databases for searching.
  - e. Click **OK** to save the setting and return to the Internet Search tab. Notice the database name next to the **Hosts** button.
3. Build your search expression.

Let's say you are interested in information about the movie For Whom the Bell Tolls with Gary Cooper.

4. Below and to the right of **Search For** locate the **Title** drop-down selection. To the right of **Title** type:

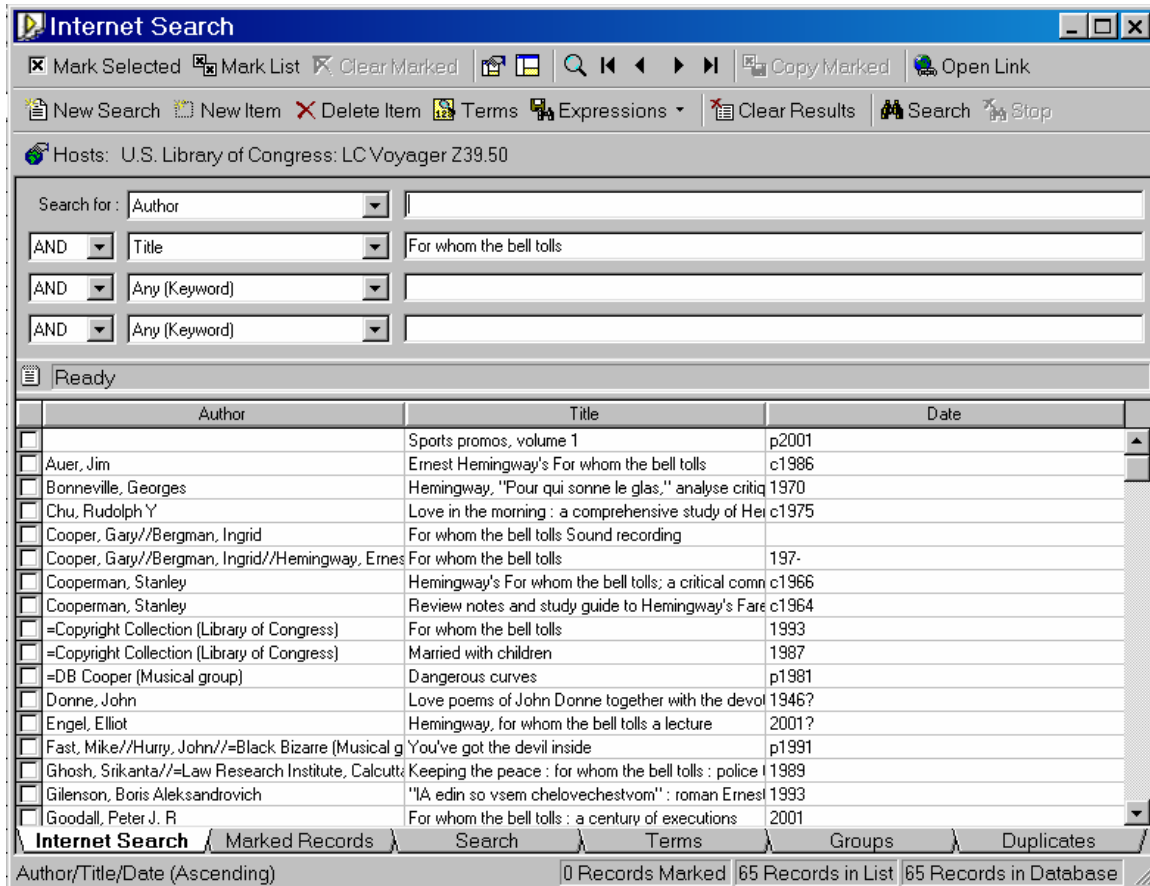
**For Whom the Bell Tolls**



5. To connect and search, click **Search**.

**Note:** If you haven't already established a connection, your dial-up configuration should automatically dial and connect. If the connection is not successfully established, ProCite alerts you with an error message and stops the search attempt.

ProCite sends the search request to the online database, which in this case is the U.S. Library of Congress. The status line between the search strategy and the record list keeps track of how many records are found and imported. When done, the search results display in ProCite's record list:

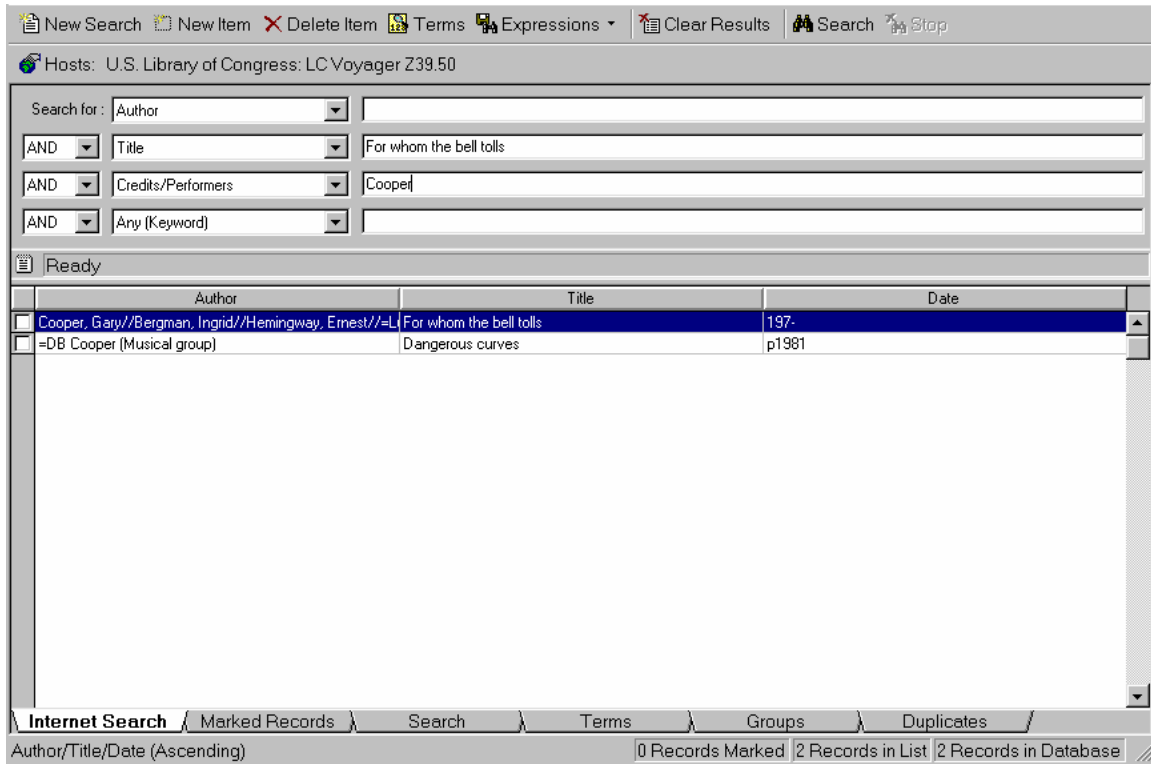


In this case, 65 records were found.

**Note:** If too many records are found, and you find yourself waiting for hundreds or thousands of records to download, you can cancel the retrieval by clicking the **Stop** button.

6. If the search was too broad, finding too many records, you can refine the search to get closer to exactly those references you want. We will refine this search by looking for just the records showing Cooper as a performer:
  - a. Click **Clear Results** to delete the previous search results. When asked to verify the deletion, click **Yes**.
  - b. Leave the **Title** search line as entered. Click in the third pull-down menu, which currently says **Keywords**, and select Credits/Performers from the list and type **Cooper** as your search term.

**Note:** ProCite ignores the previous line, since no text is found in the text box. Notice that each line is connected by the word **AND**, which requires that each line of search criteria be met.



7. Click Search.

This time only 2 references are found. The references are imported and appear on the Internet Search tab.

8. Save results.

At this point you can peruse the retrieved records to see which ones you want to keep. All database functions are available, so you can edit, search, or perform other operations. You save records by transferring them into a new or existing ProCite database.

You can copy highlighted records to an open database using drag-and-drop or the **Copy** and **Paste** commands. You can also copy records directly to an open database, a closed database, or a new database with the **Copy Marked Records** command, as described below.

For this example, you will save the imported records to a new database called Cooper.

- a. Select a subset of the records by selecting the check box next to the record with the Title For Whom the Bell Tolls.

**Note:** If you are wondering why the DB Cooper record was imported, it is because there is a song on the CD with the title For Whom the Bell Tolls, and all title fields in the record were searched.

- b. On the toolbar, click the **Copy Marked** icon on the toolbar.

- c. In the file dialog that appears, locate ProCite's Database folder, type a new name of **Cooper** in the text box, and click **Open**. ProCite asks whether to create the new file. Click **Yes** and the marked records are copied to the new ProCite database.
9. Close the temporary Internet Search database.
  - a. Click the database close box or choose **Close** from the **File** menu.
  - b. ProCite asks whether to save your Internet search results. Since you already saved the records you wanted, click **Discard** to close the temporary database.

**Note:** ProCite does not disconnect your internet connection. When you are finished searching online databases, remember to disconnect.

Because you did not close the Sample Database, it should appear when you close the temporary Internet Search database.

You can open the Cooper database to look at the records saved from Internet searching. When you are done, close it and return to the Sample Database.

### **Linking a Reference to a Web Page or File**

You can add a URL or a path and filename to a ProCite record and later launch the attached URL or file. In the case of a URL, ProCite launches your default browser and directs it to the Internet location. In the case of a path and filename, ProCite launches the file as though you had double clicked the file icon.

Use the following exercise to launch an attached URL to a Web Page on the Internet.

#### ***Exercise — Launching a URL from a ProCite Record***

##### **To launch a URL found in ProCite's Location/URL field:**

1. Go to the record by Reiger, Steve. Double-click to display the full record.
2. Notice the URL entered in the *Location/URL (38)* field.
3. From the **Tools** menu, choose **Open File/URL** or click the toolbar icon. ProCite launches your browser and directs it to the Internet location.
4. When done using the Web Page, exit the browser and close the ProCite record.

**Note:** You are not required to display the full record. You can launch a URL from a record list by highlighting the record and using the Open File/URL toolbar icon.

### **Entering and Editing ProCite References**

You can add or edit records at any time. Each record can hold up to 100K of text. The following exercises will give you experience with the basic operations of entering and editing text in ProCite records.

*Exercise — Inserting a New Record***To insert a new ProCite record:**

1. From the **Database** menu, choose **New Record**. The New Record window appears.
2. Click the **Workform** box at the top left of the New Record window. Choose Book Short Form from the drop-down list.

3. Start by clicking in the *Author, Monographic (07)* field and enter: **Barrett, Daniel J.**

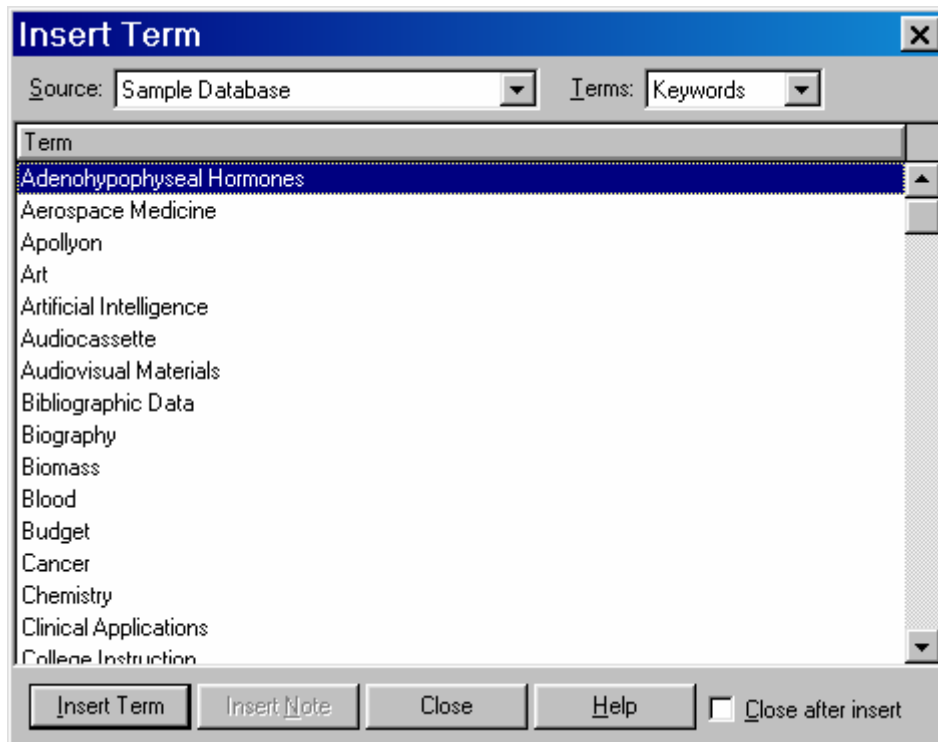
**Note:** Always enter author names in this order: **lastname, firstname middle**. While you can enter author names in any ProCite field, it is recommended that you enter names only in the following fields: *Author, Analytic (01)*, *Author, Monographic (07)*, *Author, Subsidiary (16)* and *Author, Series (30)*. These author fields are automatically used for searching, sorting and formatting author names.

When listing multiple authors names, use a double slash (/), a semicolon(;), or a carriage return between author names. If you do not know all the names, indicate additional authors by using four slashes (////) after the last author in the field.

4. Click or tab to the *Title, Monographic (09)* field and enter:  
**Net Research: Finding information online**
5. Click or tab to the *Publisher Name (19)* and enter:  
**Songline Studios, Inc.**
6. Click or tab to *Date of Publication (20)* and enter:  
**1997**

**Note:** ProCite assumes the following fields may contain dates: *Date of Meeting* (12), *Date of Publication* (20), and *Date of Copyright* (21). These date fields are converted to an internal format that is used for searching, sorting and formatting references correctly.

- To use a Field Content List for keywords, move the cursor to the *Keywords* field, then click the arrow to the far right of the field. The **Insert Term** dialog appears.



**Note:** Field Content Lists are internal lists generated from the *Author*, *Journal*, *Title* and *Keywords* fields. They can be used for data entry and searching.

- Quickly type **co**, or scroll through the list to the word **Computers**. Select the word and click **Insert Term** to insert the text in the current field.

**Note:** You can also double-click on a term to insert it automatically.

- Type **I** to move to the terms that start with the letter I. Select **Information** and click **Insert Term**.
- When you are done inserting terms, click **Close** to return to the New Record window.

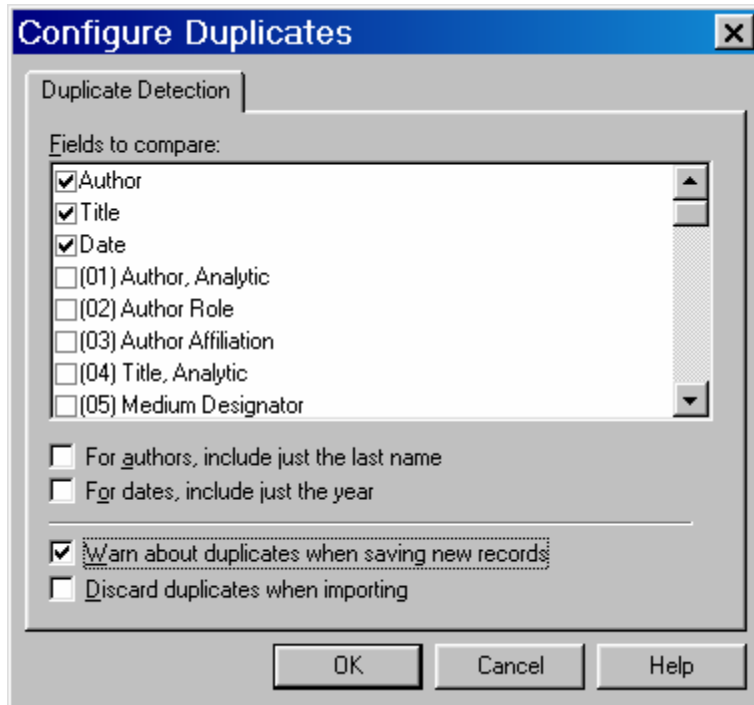
### **Configuring Duplicate Checking**

When inserting records from multiple sources into a ProCite database, it is possible to enter duplicate records. To avoid this you can have ProCite warn you when it encounters a suspected duplicate record when saving records. You can also use the **Duplicates** tab to check for existing duplicates. You can mark duplicates and delete them after comparing the records.

***Exercise — Setting Duplicate Detection***

**To set duplicate detection criteria:**

1. From the **Database** menu, choose **Configure Duplicates**.
2. Select the check box titled **Warn about duplicates** when saving new records.



## **Searching and Sorting a Database**

In this section of the Guided tour you will learn to:

- Quick search for records with the Terms tab
- Create a search strategy
- Save a search strategy
- Create a group of records
- Choose a sort order

### **Quick Searching for Records with the Terms Tab**

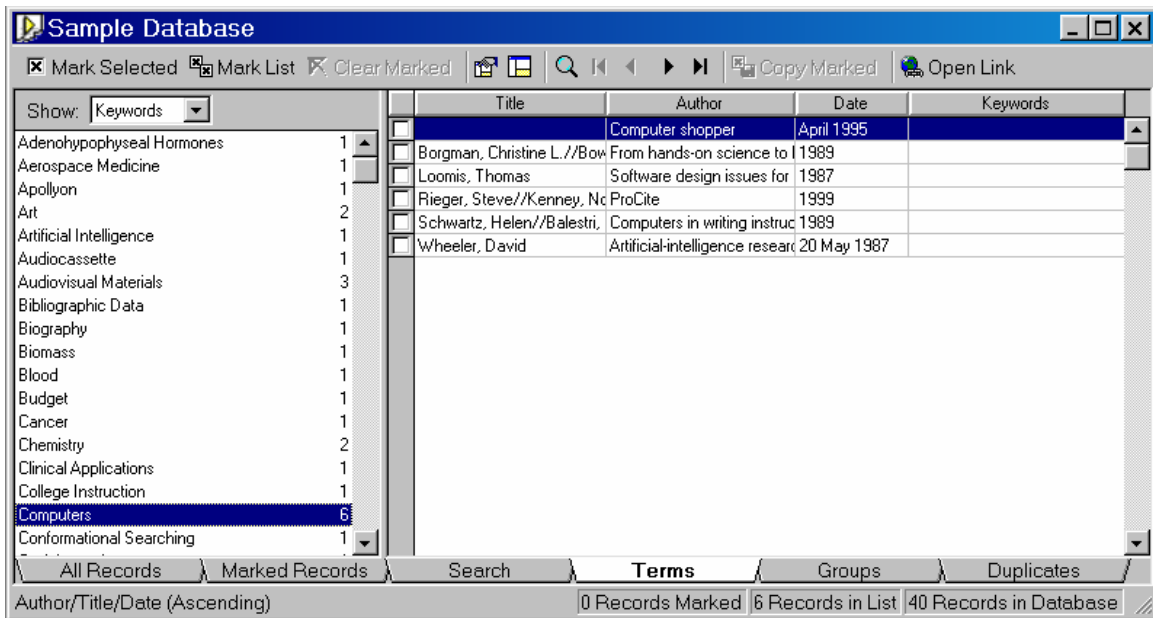
Using the Terms tab, you can list records organized by certain fields such as Authors, Journals, Keywords, and more.

In the following exercise you will change the record list to view specific abbreviated records. The first list of records will include only those records that contain the keyword Computers.

### *Exercise — Specifying a List of Records to Show*

#### **To quick search with the Terms tab:**

1. Click the **Terms** tab at the bottom of the window.
2. Use the drop-down **Show** list at the top left of the window to choose **Keywords**. A list of keywords appears in the left pane of the window. This list is compiled from all keywords in the active database. The number to the right of each keyword indicates how many records contain the term.
3. Scroll through the list and click on Computers. The records containing that term in the Keywords field appear in the right pane of the window.



4. Next, try changing the selection on the **Show** list to **Workforms** to view records organized by their workform type.
5. Click the **All Records** tab to return to the full listing of records.

### **Creating a Search Strategy**

Being able to search for and find certain records in a ProCite database allows you to access information for editing or printing bibliographies as well as other functions. Once you have located specific records you can mark, delete, edit as a group, or print the references.

There are a number of ways to set up a search in ProCite. You can use the **Search** tab to search every field in every record or limit the search to specific fields for faster searching. You can also use field content lists to simplify searching for authors, titles, journal titles and keywords.

ProCite has powerful searching functions that allow you to use relational operators such as = (equal), <> (not equal), > (greater than) and < (less than) as well as logical operators AND, OR, and NOT for finding records. ProCite includes special search values for *begins with*, *ends with*, *contains*, *empty*, and *not empty*. See *Chapter 13: Searching and Finding Records* for complete listings of operators you can use in Search Expressions.

A Search Expression is a description of the criteria you want ProCite to use in finding records in a database. A Search Expression consists of any of the following three elements.

- **Field Identifier** (Optional) — A unique identifier that limits a search to a specific field, group of fields, workform or group.
- **Operator** (Optional) — An instruction for creating relationships between search terms or an instruction on how to search a field.
- **Search Term** — A word or phrase you want ProCite to find.

The following exercises give you experience creating and saving a Search Expression as well as showing you how to create and sort a group of references prior to printing.

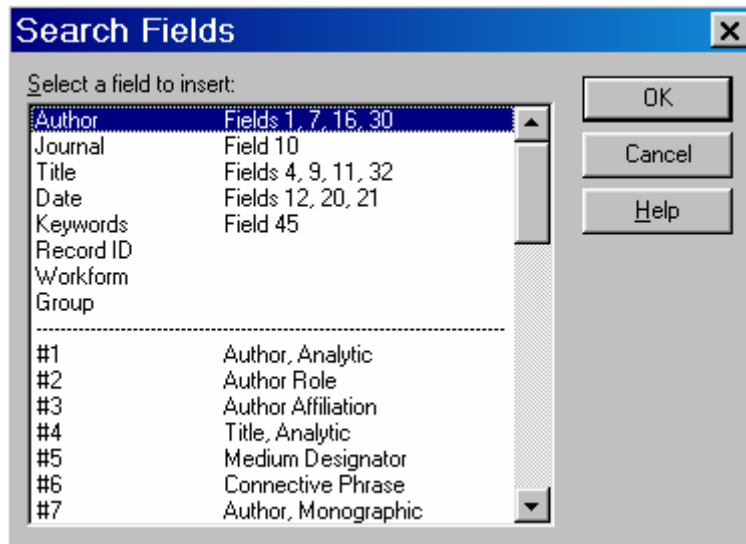
### *Exercise — Creating a Search Expression*

#### **To create a search expression:**

1. Click the **Search** tab to display the Search window.

**Note:** At this point you can enter field names, operators, and search terms either by typing them or by using a combination of typing and pop-up lists. The most thorough (and time consuming) search is where the Search Expression contains only a search term. ProCite then searches all text in every field of each record. To limit the fields to search, enter a field identifier and operator prior to the search term. The fastest searches are on the indexed fields *Author*, *Journal Title*, *Title* and *Keywords*.

2. Click **Insert Fields** to limit your search to a particular field. The **Search Fields** dialog appears:

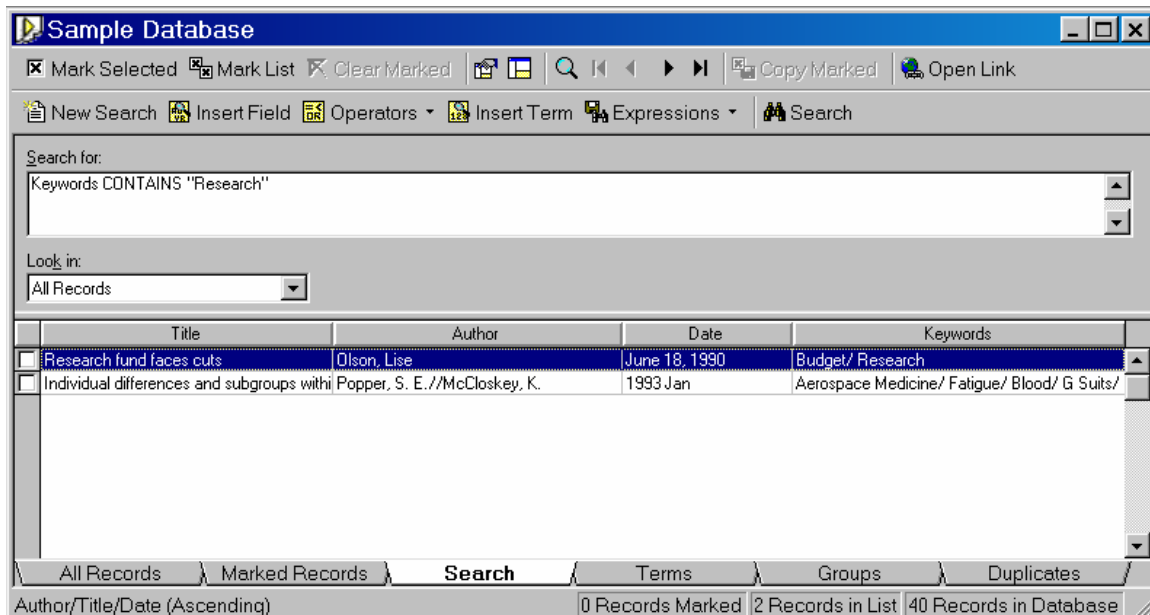


- Highlight **Keywords** near the top of the list, and click **OK** to transfer the field identifier to the **Search For** text box.
- Click **Operators** to enter a relational operator in the Search Expression. A list of operators appears:

=	Equal; this text appears anywhere in the field
<>	Not Equal; field does NOT contain this text
<	Less Than
<=	Less Than or Equal
>	Greater Than
>=	Greater Than or Equal
AND	Both expressions match
OR	Either expression matches
NOT	Expression does NOT match
AND NOT	First expression matches, second expression does not
BEGINS WITH	Field, Author, or Keyword begins with this text
ENDS WITH	Field, Author, or Keyword ends with this text
EXACTLY	Entire Field, Author, or Keyword matches this text
CONTAINS	Field contains this text, possibly as part of another word or phrase
= EMPTY	Field is empty
= NOT EMPTY	Field contains any text

- Click **CONTAINS** to insert the operator in the Search Expression.
- Click **Insert Term** to select from a list of terms. Check that the Terms drop box is properly set to **Keywords**. If not, use the arrow on the drop list to select the **Keyword** list.

7. Select **Research** from the list by scrolling or by typing to quickly move to a particular alphabetic section of the list. You can also use the Up/Down directional keys to move through the list and find your selection.
8. Paste the term in your search expression by double-clicking the term or clicking the **Insert Term** button. **Close** the Insert Term dialog.
9. In the drop-down box labeled **Look in**, select **All Records**.
10. Click **Search** to initiate the search for matching records. The matching records appear in the lower pane of the Search window.



## Saving a Search Strategy

It is useful to be able to save long, complicated search expressions or those that you use frequently. Use the following exercise to save a search strategy.

### *Exercise — Saving a Search Expression*

#### **To save a search expression:**

1. On the Search tab, click **Expressions** and select **Add to Expressions**. ProCite displays the **Search Expressions** dialog.
2. Type **Search1** in the **Expression Name** box to identify the Search Expression and click **OK**.

**Note:** Recall a Search Expression by clicking **Expressions** and then selecting the name of the expression you want to use. Click **Search** to retrieve the same records plus new matching records entered since the last search.

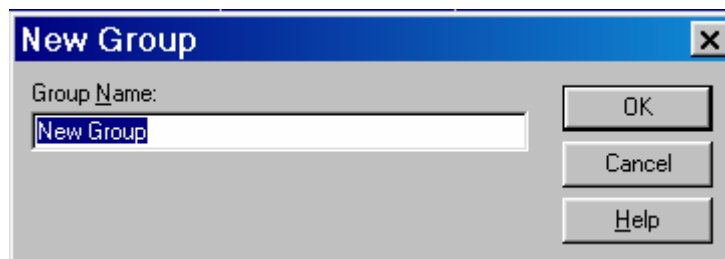
## Creating a Group

Groups are a way of creating virtual subsets of a database. Saving records in a group allows you to quickly retrieve a particular set of records. A group can contain the results of one or more searches, or a set of individual records. You can save any number of groups in your database and give each a unique name.

### *Exercise — Adding Records to a New Group*

#### **To save records to a group:**

1. Use the search results from the keyword search. On the Search tab, click in the abbreviated record list to activate it.
2. From the **Edit** menu, choose **Select All** to highlight all records in the list.
3. From the **Groups** menu, choose **Add Record(s) to** and then **New Group**. The **New Group** dialog appears:



4. Type **Group1** as the name of your group, and click **OK** to save it.

**Note:** You would need to occasionally re-execute the search to update the records in a group.

5. Click the **Groups** tab at the bottom of the window to view the records in Group1. All group names are listed in the left pane.
6. To return to the full record list, click the **All Records** tab.

## Selecting the Sort Order

The sort order you select for records is constant until you specifically change it. You can click-sort on any displayed column heading. Based on the fields displayed, ProCite selects the closest predefined sort to use. A second click on the column heading toggles the sort between ascending and descending order.

## Preconfigured Sort Options

ProCite comes with seven predefined sort orders. The commonly-used sort orders are:

- Author/Title/Date

- Author/Date/Title
- Author-Title/Title/Date
- Title/Date
- Date/Author/Title
- Call Number/Author/Title
- Record Number

You can easily select any one of these for display by choosing it from the **Sort** menu.

### **Custom Sorts**

You can set up a custom sort order by using the **Configure Sorts** command on the **Sort** menu. You can:

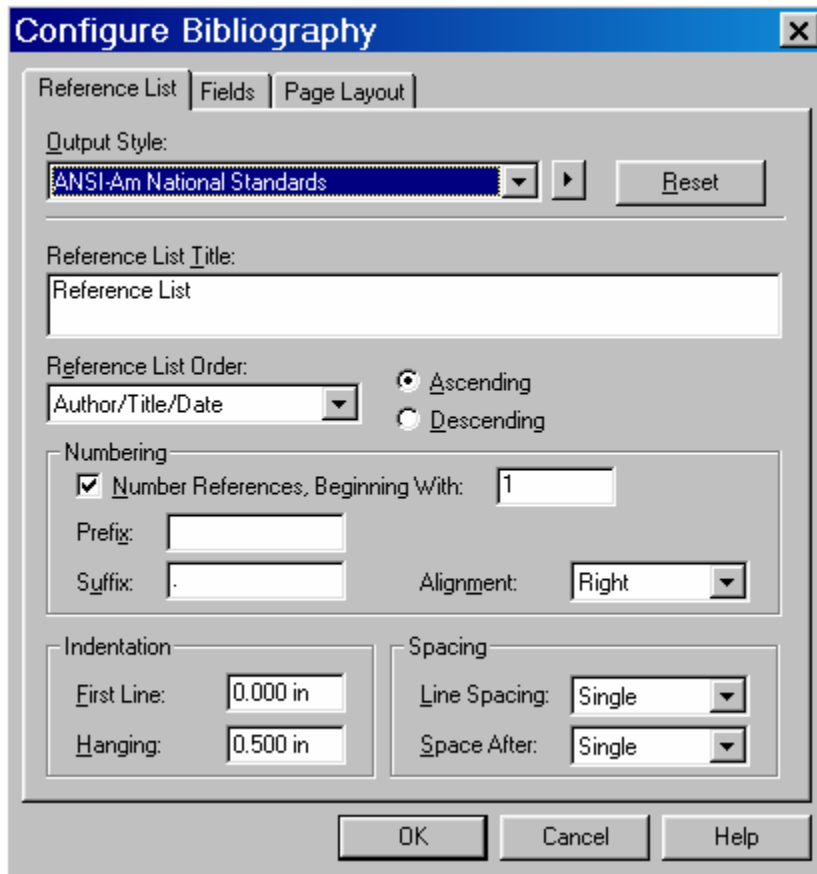
- Compare one to six fields to determine the sort order on the **Custom Sort Order** tab
- Indicate how to sort empty fields, author fields and date fields on the **Custom Sort Option** tab
- Develop a Stop List of words to ignore at the beginning of a field on the **Stop List** tab

The order in which you sort a printed bibliography can differ from the viewing order on your screen. By default, ProCite uses the output style sort order for the bibliography. Use the following exercise to override the default setting and print the records using a different sort order.

#### ***Exercise — Changing a Sort Order for Printing***

##### **To change the sort order for printing:**

1. From the **File** menu, choose **Print Bibliography**. A bibliography preview displays using the default output style, or the last output style selected, and its sort order.
2. Click **Configure** on the toolbar. The **Configure Bibliography** dialog displays the current bibliographic settings:



3. On the **Reference List** tab, change the **Reference List Order** by selecting the Date/Author/Title sort order in the drop-down list. Click the **Descending** radio button to begin the list with the most current records.

4. Click **OK** to update the bibliography preview with the new sort order.

**Note:** ProCite holds this setting until you select another sort or a different output style. See *Chapter 23: Creating and Modifying Output Styles* for information about changing the sort order associated with an output style.

5. Click **Close** to return to the record list.

## Generating Bibliographies

You can “print” bibliographic citations to your computer screen, a word processor document, an HTML file, or a printer. You can print a full bibliography or a list that organizes references by subject.

In this section of the guided tour you will learn to:

- Create a bibliography from a record list
- Create a bibliography with subject headings

## Creating a Bibliography from a Record list

ProCite always displays a preview of the formatted bibliography. You can make changes to your bibliographic settings before actually printing or saving to a file. The following exercise gives you experience with formatting and printing a bibliography.

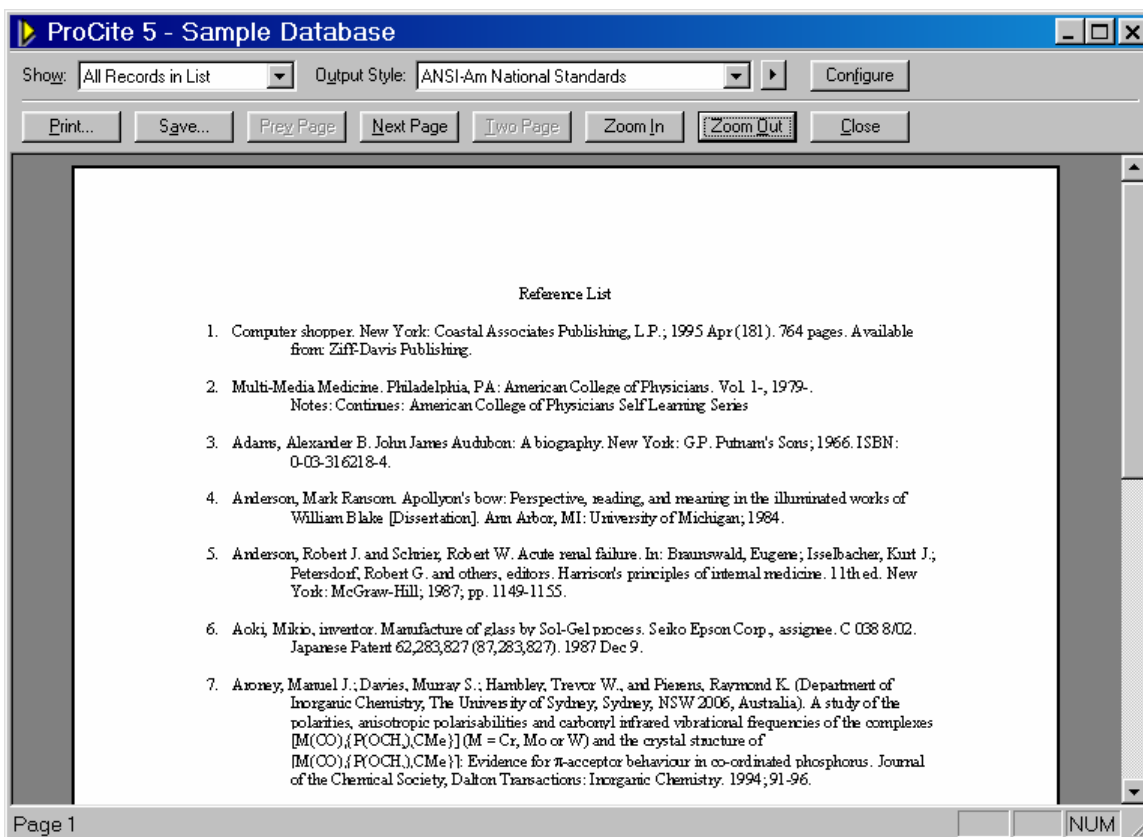
### *Exercise — Printing a Bibliography*

#### To print a bibliography directly from ProCite:

1. If it isn't already displayed, click the **All Records** tab to list all records in the database.

**Note:** You could also print **Marked Records**, **Groups**, or any other list of records using this method.

2. From the **File** menu, choose **Print Bibliography**. A bibliography preview displays using the last output style selected.
3. Use the buttons at the top of the window to **Zoom In** or **Zoom Out**, and to navigate through pages in a single or two page view.



4. Switch to a different output style using the drop-down list. Select **AMA, American Medical Assoc** and watch the screen refresh in the new format.

5. Click **Configure** to change the bibliography settings.
  - The **Reference List** tab provides another way to change the output style, add a title to your record list, and set the reference numbering and indentation.
  - The **Fields** tab lets you suppress fields from printing and substitute alternate text for text found in records.
  - The **Page Layout** tab controls font, size, margins and page number formatting.
6. Click the **Fields** tab to limit the fields printed. Remove the check mark from the **Notes** field to suppress it from printing. Click **OK** to save the change and update the bibliography preview.
7. Click the **Print** or **Save** button to complete the exercise.

**Note:** To save the bibliography to a file (MS Word, WordPerfect, HTML or Text Only), click the **Save** button and adjust the **Save File as Type** accordingly.

8. Click **Close** to dismiss the preview.
9. Practice printing Marked Records or groups of references using different output styles.

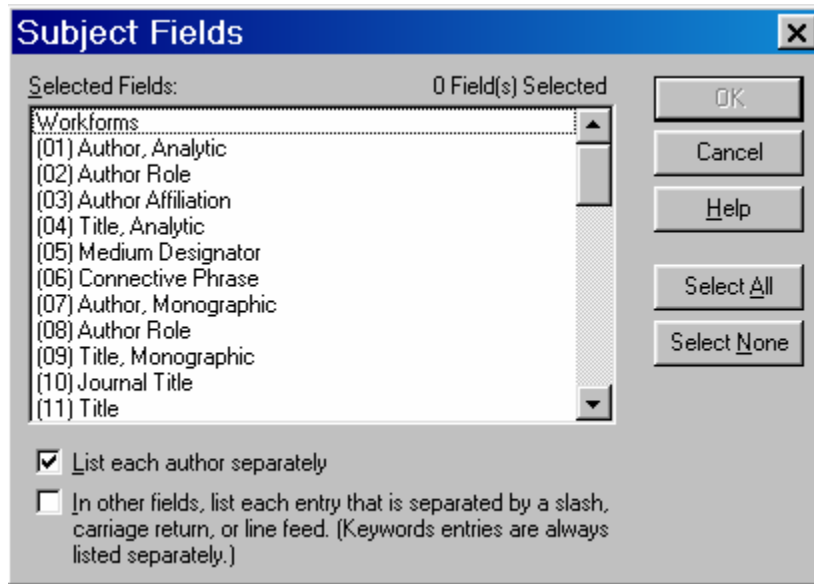
### **Creating a Bibliography with Subject Headings**

A Subject Bibliography contains references arranged by subject headings. Typical subject headings are Keyword, Author, Title or Call Number, although you can select any ProCite field. Subject Bibliographies simplify the creation of a record list covering several topics, such as a faculty publication list or a list of holdings by category. You can also create a subject index to accompany the subject bibliography. Use the following exercise to print a standard Subject Bibliography.

#### ***Exercise — Printing a Subject Bibliography***

##### **To print a subject bibliography:**

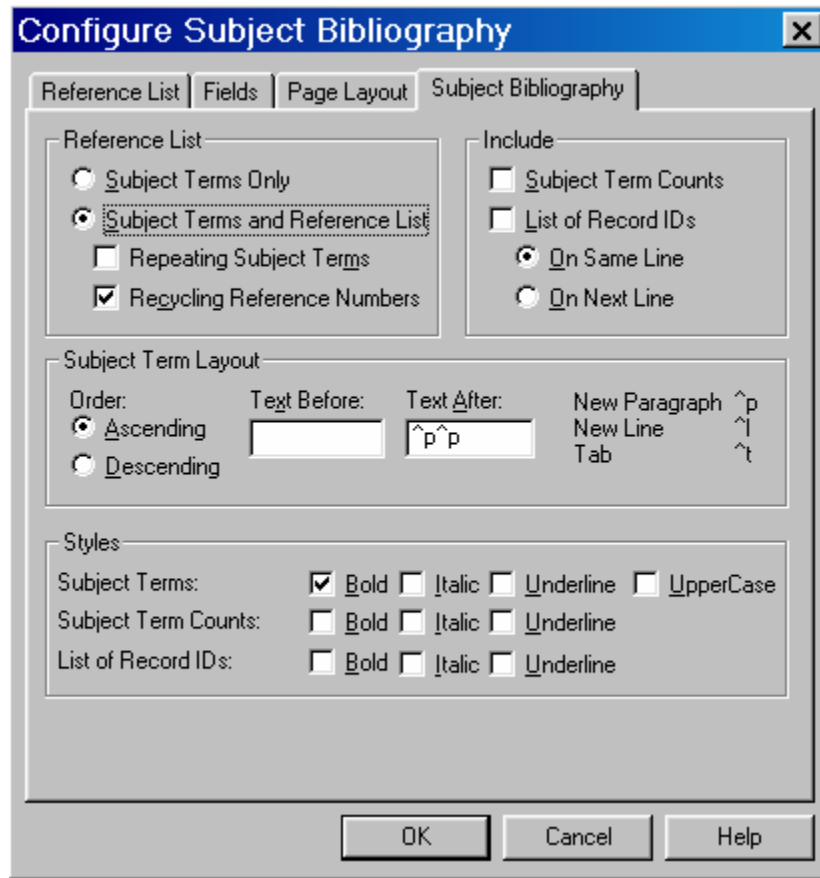
1. If it isn't already displayed, click the **All Records** tab to list all records in the database.
2. From the **File** menu, choose **Print Subject Bibliography**. ProCite displays the **Subject Fields** list, with the 45 fields listed by field number and default field name. You can also create a subject list by workform, even though it is not a ProCite field.



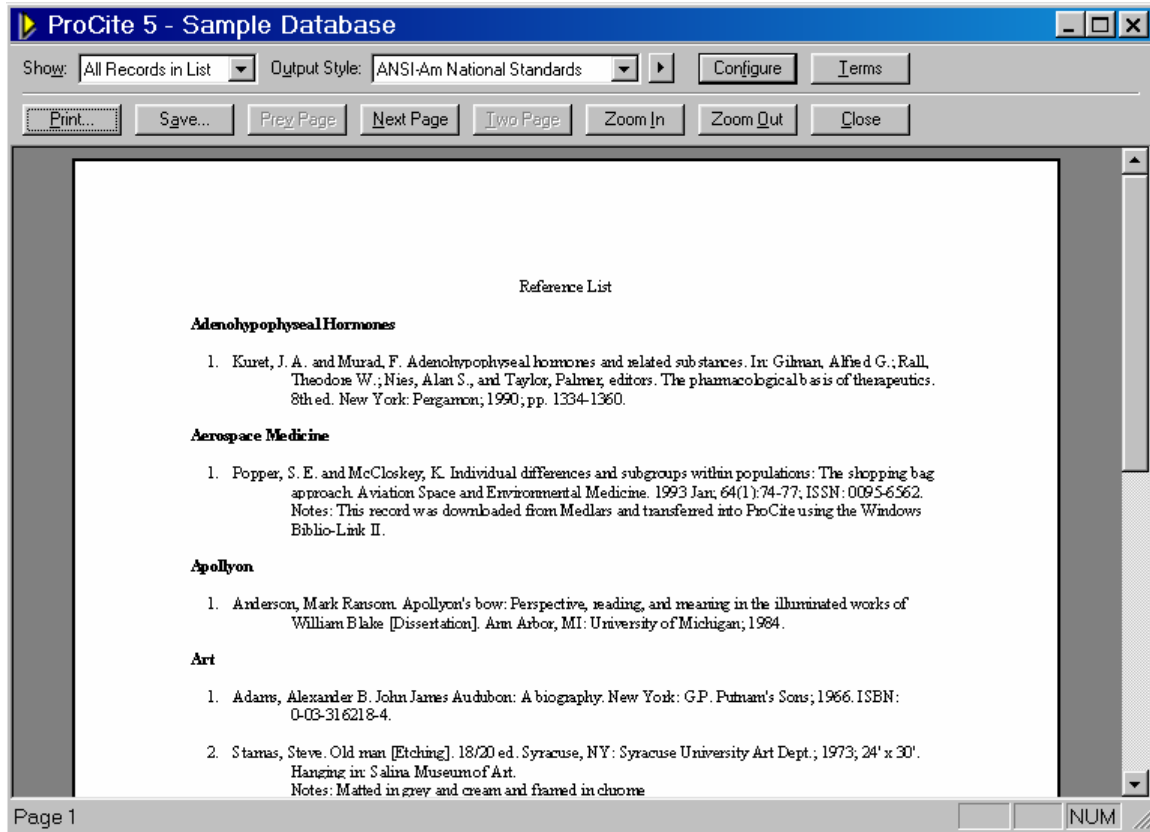
3. Scroll down the list and highlight the **Keywords** field (45) to select the field whose contents will be used as Subject Headings. Click **OK** to display the terms found in the **Keywords** field.

**Note:** You can select any number of fields for subject headings. If you build the list of headings from more than one field, the subject headings generated from those fields are combined into a single list.

4. Click the **Select All** button to include all the keyword terms as subject headings or use a Shift-click to individually select or deselect terms to include in your subject bibliography.
5. Click **OK** to preview the Subject Bibliography.
6. Click the **Configure** button and you find the same selections as with Print Bibliography.
7. Click the additional tab, **Subject Bibliography**, which controls formatting specific to a Subject Bibliography.



8. Create a standard Subject Bibliography by setting the Reference List to include the **Subject Terms and Reference List**. Check the **Recycling Reference Numbers** box to restart the reference number sequence under each heading. Click **OK** to preview the results.



9. Next, create a Subject Index by selecting the **Configure** button and **Subject Bibliography** tab. This time, change the Reference List setting to **Subject Terms Only**. Include the **List of Record IDs** to print on the same line in the next section. Click **OK** to preview the results.
10. Click **Close** to close the preview and return to the record list.

## Preparing a Manuscript and Bibliography

In this section of the guided tour you will learn to:

- Open a word processing document to use *cite while you write*
- Identify references to cite
- Prepare the bibliography and final manuscript
- Close the document and exit ProCite

## Opening a Word Processing Document

ProCite 5 supports Microsoft Word 7, 97, 2000, and XP for Windows, Word 6.01, 98, and 2001 for the Macintosh, and WordPerfect 7, 8, 2000, and 2002 for Windows.

## The Tools Menu and ProCite Toolbar

When you install ProCite, you also install ProCite menu items and a ProCite toolbar in your word processor. They contain *cite while you write* commands that allow you to locate and insert citations from your database and generate a bibliography. Each of the items on the toolbar corresponds with an item on the **Tools** menu.



## Identifying References to Cite

The following exercises are designed for use with Microsoft Word, although you can apply the same steps to WordPerfect. The first step in formatting bibliographies is to locate the citations you want to include in a paper. ProCite provides three different ways to place citations in your document. Once the ProCite place holders are established, you are ready to generate the in-text citations and bibliography.

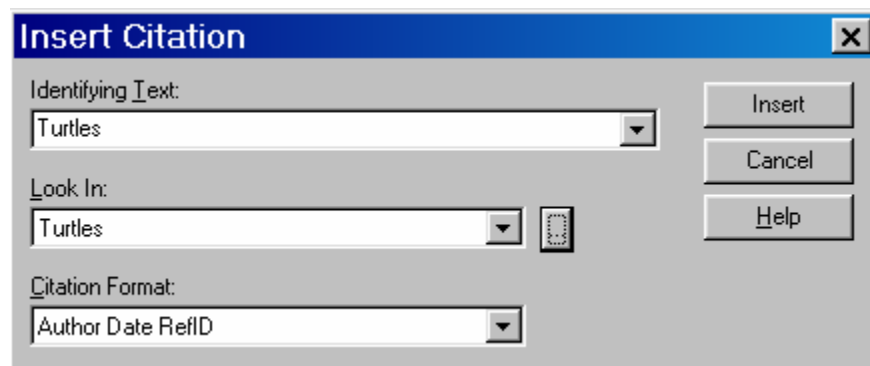
### *Exercise — Creating a Word Document*

#### **To create a Word document with linked ProCite records:**

1. Start Microsoft Word.
2. From the **File** menu, choose **New** to create a new document. Click **OK** to continue with a blank document.
3. Type the sentence:  
**It's easy to cite while you write with ProCite.**
4. From the Tools menu, select ProCite 5 > Insert Citation.

**Note:** You could also use the Insert Citation button from the ProCite toolbar.

5. Type **Turtles**, a keyword, as the identifying text. Select the Turtles database in the drop-down list of databases to "Look In."



**Note:** You can look for any combination of author name, date, full or partial title, keyword and record number. Separate each item with a space or a comma. Surround phrases with quotation marks.

- Click **Insert** to insert the citation. ProCite searches the database. When a single record matches the search, it is immediately inserted. ProCite returns a list if there is more than one item that matches the search.

In this case, you receive a list of 52 references. You can easily narrow the selection list by adding another term after Turtles, for example, the year 1996. Click the magnifying glass button to restart the search with the new parameter. This time only ten references are listed.

**Insert Citation: Select Matching Record**

Identifying Text: Turtles 1996

**Record ID:** 200  
**Author, Monographic:** Lutz, Peter L. //Musick, John A.  
**Title, Monographic:** The biology of sea turtles  
**Place of Publication:** Boca Raton, Fla  
**Publisher Name:** CRC Press  
**Date of Publication:** 1996  
**ISBN:** 0849384222  
**Abstract:** Sea turtles have existed for millions of years, making them fascinating subjects of study. In the last 20 years, the science of sea turtle biology has expanded at an exponential rate, leading to major advances in many areas. This book synthesizes the results of these advances and focuses on how these endangered marine reptiles operate in, adapt to, and are dependent upon particular features of their marine environment.  
**Keywords:** Sea turtles/ Sea turtle

Ref ID	Author	Title	Date
200	Lutz, Peter L. //Musick, John A.	The biology of sea turtles	1996
390	Witzell, W. N. //Azarovitz, Thomas R.	Relative abundance and thermal and geographic distribution of sea	1996
430	Keinath, J. A. //Musick, John A.	Barn Abundance and distribution of sea turtles off North Carolina	1996
500	Morreale, S. J. //Standora, E. A.	Spot Migration corridor for sea turtles	1996
510	Gitschlag, G. R.	Migration and diving behavior of Kemp's ridley (Garman) sea turtles	1996
530	Heppell, S. S. //Crowder, L. B.	Analysis of a fisheries model for harvest of hawksbill sea turtles (Ere	1996
560	Heppell, S. S. //Crowder, L. B.	Crouse Models to evaluate headstarting as a management tool for long-live	1996
570	Heppell, S. S. //Limpus, C. J. //Crouse,	Population model analysis for the loggerhead sea turtle, Caretta car	1996

Database: C:\Program Files\ProCite5\Database\Turtles.pdt 10 items in list

**Note:** You can change the sort order of the list by clicking on a column heading. For this tour, click the **Author** column heading to sort by author names.

- Select references to cite in your document.

**Note:** Select references by clicking on the first one, Shift-clicking to select a series of references, or Control-clicking (Windows) or Command-clicking (Macintosh) to select a random group. Use the same commands on highlighted items to deselect them.

For this tour, select two references: the first by **Gitschlag** and the last by **Witzell**. Click the **Insert** button to insert the ProCite place holders in your document. The place holders look like this:

{Gitschlag 1996 #510}{Witzell, Azarovitz, et al. 1996 #390}

8. Start a new paragraph and type:

**You can also search and mark references in ProCite.**

9. Switch to the full ProCite application to display the Turtles database, and mark one or more records by checking the box in the left column of the abbreviated record list.

10. Switch back to Microsoft Word. With your cursor placed after the new sentence, go to the **Tools** menu and select **ProCite 5 > Insert Marked Records** to insert the ProCite place holders in your document.

11. Start a new paragraph and type:

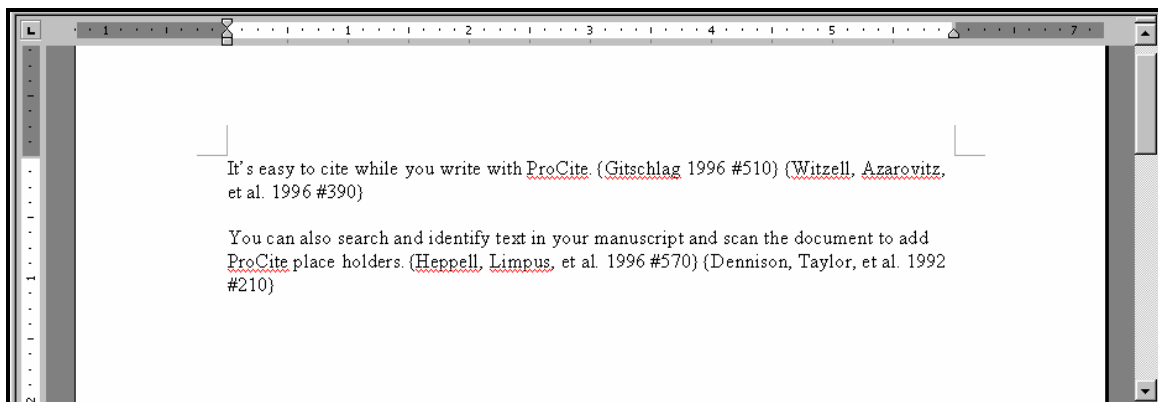
**Lastly, you can identify text in your manuscript and scan the document to add ProCite place holders. {crowder; conservation}**

**Note:** You can use any character to delimit your identifying text. Curly brackets are a good choice and reduce the number of times you may need to “ignore” a selection. Notice that a semicolon is used to separate searches in one location.

12. From the **Tools** menu, select **ProCite 5 > Scan Document**.

13. Identify the left and right delimiters used in your document, enter the curly brackets if necessary, and select Turtles as the database to search. Click **OK** to begin the scan.

14. The first stop is the author name, Crowder. Insert a citation and ProCite automatically takes you to the next identifying text, conservation. Insert a citation from this list and the scan is complete.



## **Preparing the Bibliography and Final Manuscript**

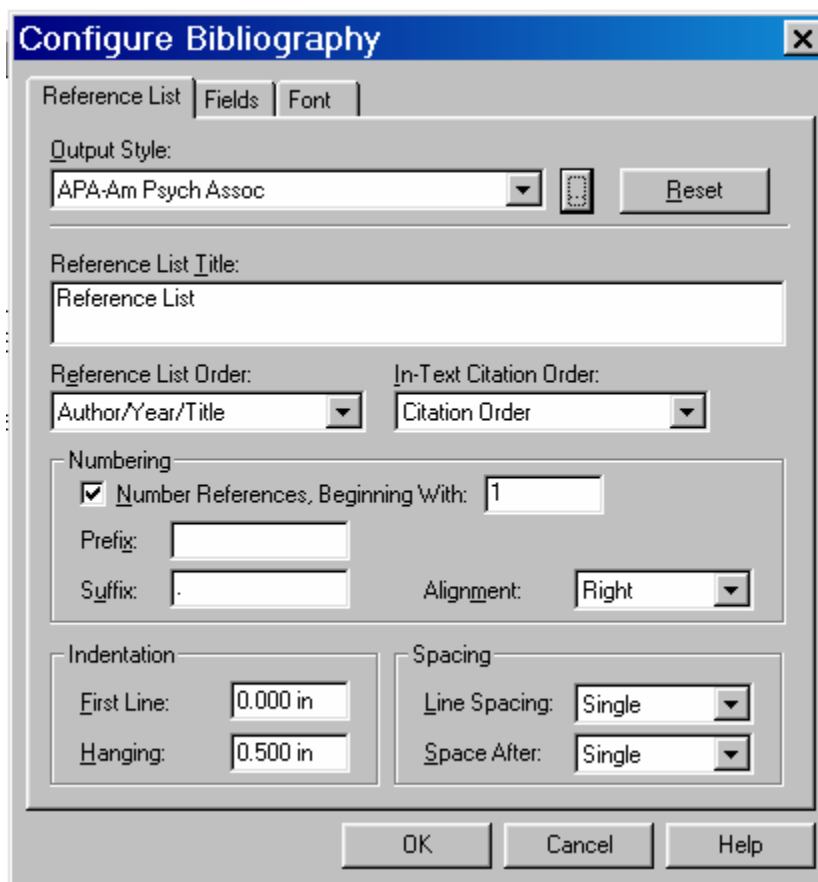
Once a ProCite place holder is inserted, it is linked to a record in a ProCite database and ready to format the final manuscript and bibliography. The format is determined by the

chosen output style and can include the author name and year, numeric citations, or any combination of ProCite fields.

### *Exercise — Generating the Bibliography*

#### **To generate a bibliography from in-text citations:**

1. From the **Tools** menu, select **ProCite 5 > Generate Bibliography**. The Configure Bibliography dialog displays.
2. Set the output style to APA-American Psychological Assoc.



3. Click **OK** to generate the bibliography. The citations in your manuscript are converted to the in-text citation format for the American Psychological Association, and a bibliography is added to the end of the document.

**Note:** You can make changes to your manuscript and regenerate the bibliography at any time.

4. Select **Generate Bibliography** again and set the output style to **Journal of the Chemical Society**. You will need to use the browse button (...) and locate ProCite's Styles folder to select the style. Click **OK** to view this completely different style.

## Editing Citations

You can edit individual citations to include additional text within the citation, to exclude the author's name, or to hide the citation completely within the text of the paper while still including it within the bibliography. To edit an existing citation, first select the entire in-text citation and select **Revert to Original Text** from the ProCite tools menu in Word, then follow the instructions below to edit the citation. Note that when you revert to original text the field codes will be removed along with the link to ProCite. The curly brackets around the temporary citation will be replaced with square brackets as in the examples below.

- To suppress the author's name in the citation add /d to the temporary citation.  
 Example of regular citation: [Smith, 1990 #694]  
 Example of citation with author suppressed: [Smith, 1990 #694 /d]  
 Example of results: (1990)
- To suppress the entire citation so that it appears in the bibliography but not in the text, add /h to the temporary citation.  
 Example of regular citation: [Smith, 1990 #694]  
 Example of citation with entire citation suppressed:  
 [Smith, 1990 #694 /h]  
 Example of results: no citation showing
- To add following (suffix) text to a citation add /ft to the temporary citation, followed by the text you wish to add in double quotation marks.  
 Example of regular citation: [Smith, 1990 #694]  
 Example of citation with following text:  
 [Smith, 1990 #694 /ft “, table 3”]  
 Example of results: (Smith, 1990, table 3)
- To add preceding (prefix) text to a citation add /pt to the temporary citation, followed by the text you wish to add in double quotation marks.  
 Example of regular citation: [Smith, 1990 #694]  
 Example of citation with preceding text:  
 [Smith, 1990 #694 /ft “see also ”]  
 Example of results: (see also Smith, 1990)

Be sure to include punctuation and spacing to your preceding or following text.

When you are finished editing citations, use the **Scan Document** command followed by the **Generate Bibliography** command to update your citations and bibliography.

## Closing the Document and Exiting ProCite

Save your manuscript, close your Word document, then exit ProCite.

You have successfully completed this guided tour! You are ready to begin building your own reference collection and creating perfectly formatted bibliographies.