Jeepers Help Contents

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Introduction

What can Jeepers do?
Jeepers is a bibliographic database management system. It takes advantage of exciting Windows features, such as MDI and DDE: MDI lets you have multiple files and searches open at the same time, and DDE lets Jeepers send formatted bibliographies to Word, AmiPro, and WordPerfect for Windows *automatically*! With Jeepers, you can add, edit, list, search, format, import, and export reference citations. Each reference has room for a title, authors, journal or book title, pages, volume, year, type (journal, book, or abstract), editor, publisher, & keywords. Jeepers runs on IBM compatibles running Windows 3.1, or WinOS/2 sessions running under OS/2 2.1 or higher.

Ease of Use
Jeepers for Windows sports a new, easy to use interface for Windows. You can open multiple database files, each displayed in its own window. Then just doubleclick on a reference to edit it. Click on a button to "mark" references, then send them to your favorite Windows word processor via DDE, including **boldface**, *italics*, *etc.*

Output
Since Jeepers can directly communicate with Word, AmiPro, and WordPerfect for Windows *via* DDE, you can now combine the power of your word processor with the simplicity & power of Jeepers. The formatting capabilities of the program include *italics*, underlining, superscripts, subscripts, and **boldface**.

Searching
An easy to use search feature is available: Just click on the Search button and enter the text to search for. Searches can be casesensitive or insensitive, and searching is possible through a range of years. Results of a search are displayed with each reference in a condensed, oneline format. You can scroll through the list, marking references to be sent to your word processor. Pressing Enter (or double clicking with the mouse) will display the entire reference.

Import/Export
Jeepers also features MedLine export and import functionality for compatibility with online literature searches.

Registering Jeepers
Jeepers is distributed as "shareware"; it is *not* free. Shareware is simply a method of distributing the software. If you look carefully, you'll find many shareware programs that meet or exceed the capabilities of similar commercial programs.

The shareware concept means that you are free to try the program for a 30 day evaluation period at no charge. If you continue using it, then you are obligated to pay a registration fee to the author, just as if you purchased the software in a store.

How do you know if your copy is registered? If this copy hasn't been paid for, you'll notice three registration reminders:
1. **Jeepers: Unregistered Version** appears on the title bar of the main window.
2. When you send a bibliography to your word processor (by choosing *Reference, Create Bibliography* from the menu), the first text that will appear in your document is "Unregistered Copy of Jeepers for Windows".
3. When you first start up Jeepers, you'll see a dialog box with the title "Copyright

Information".

   The registration fee for Jeepers is modest, especially considering its power and ease of use. Currently the fee is only $49.95. Registration has several advantages, including:
   - The latest version of Jeepers.
   - The latest version of Med2Go.
   - A professionally printed *User*'s *Guide.*
   - Six months of free customer support by US Mail, CompuServe Mail, and phone (612/225-9178).
   - Update Notices. Registered users are always kept up-to-date with reports of minor releases (to fix bugs or add small numbers of features). Major updates are planned about once a year.
   - Big discounts on CompuServe membership.
   - Discount subscription for *Shareware* magazine.
   - Information on how to disable the 3 registration reminders listed above.

   To order/register your use of Jeepers, choose *Help, Ordering Information...* from Jeepers' menu. Then follow the instructions to order by credit card, check, or purchase order. You can even order by phone!

See Also:
ASP (Association of Shareware Professionals)
Customer Support

Ordering Information

To order by Credit Card (MasterCard or VISA), call the Public Software Library at 1-800-242-4775. Please mention part #10327, and ask for the *Windows Version* of Jeepers. Thanks!

To order by check, money order, or purchase order

click here 🎯 to print this order form. [Version 1.1]

Please count me as a *registered* Jeepers user. I understand that I get the latest version of the software, a printed, bound manual, and free customer support by phone and mail.

Name:_____

Address:_____

_____

_____

_____

Daytime Telephone (optional):_____

Evening Telephone (optional):_____

CompuServe Account (optional):_____

$_____ Registration is $49.95 (US dollars)

$_____ Shipping: $4 in North America, $10 overseas

$_____ Total Enclosed

If ordering by mail, you must pay by check (drawn on a US bank), money order, or purchase order. Please make checks out to "Louis M. Miranda".
If you wish to pay by credit card, you must order through the Public Software Library (see above).

[ ] Check here if you would be interested in an OS/2 version of Jeepers.

Send your order to:
Louis M. Miranda
P.O. Box 65707
St. Paul, MN 55165-0707   USA
Thank you for supporting the shareware concept!

How Do I … ?

Click on any of the topics below to get more help on how to perform basic functions in Jeepers.

Database Files
Create a New Database File
Open a Database File

Adding & Editing References
Add a Reference
Edit a Reference

Searching for References
Find a Reference
Perform a Complex Search

Creating a Bibliography
Create a Bibliography in a Word Processor
Use a different Format style

Importing & Exporting
Import References
Export References

Menus

File Menu
New: Create a new reference database
Open: Open a reference database file
Close: Close the active window (closing a file window will close all associated search windows)
Import: Import a MEDLINE file into the current database
Export: Export the references in MEDLINE format
Exit: Quit Jeepers and return to Windows

Edit Menu
Copy: Copy the current reference to the Clipboard
Paste: Paste the reference in the Clipboard into the current reference
Mark: Mark the current reference (used for creating bibliographies & exporting)
Mark All: Mark all references in the active window
UnMark All: Unmark all references in the active window
Invert Marks: Make all marked references unmarked, and all unmarked references marked, in the active window

View Menu
by Number: View the references sorted by number

Reference Menu
Search: Find a reference in the active window's database
Combine Searches: Combine the results of two search windows from the same database
Add Reference: Add a new reference to the current database
Edit Reference: Edit the current reference in the active window
Create Bibliography: Generate a bibliography
Select Format Style: Change (and/or edit) the current format style

Options Menu
Word Processor: Select the word processor that you'll use with Jeepers
Beep: Turning beeping on or off for error messages
Filenames: Change the default filenames and/or directory
Load Options: Open a different Config file
Save Options: Save your current options in the Config file

Window Menu
Cascade: Arrange the file & search windows in a cascade
Tile: Arrange the file & search windows in a tiled pattern
Arrange Icons: Neatly arrange any minimized file & search windows
Close All: Close all open file & search windows
[Window Titles]: Select the window you wish to make the active window

Help Menu
Contents: Bring up the main Jeepers Help Contents screen
How do I ... ?: Get help with basic Jeepers commands
What's New: Learn new features
Customer Support: How to get help
Ordering Information: How to register your shareware copy of Jeepers
About Jeepers: Copyright information and version number (this is useful if you need to

contact customer support)

Glossary

Click on any term below to get a description of it.

Configuration File
Export File
File Window
Format Style
Import File
Manuscript
Number File
Reference Database File
Search Window
Text File
Word Processor (Bibliography) File

Error messages

Whenever Jeepers encounters a problem, it will alert you with an error or warning message. This listing of error & warning messages are in alphabetical order according to the title of the message box. If the title has only a filename, then it is listed here as "[Filename]".

[Filename]: File already exists - overwrite?

After starting a file operation (exporting, creating a bibliography, *etc.*), you may get this error message. This means that the filename you specified is the name of a pre-existing file. You are presented with a choice of three buttons:

- **Yes**: Jeepers will delete the pre-existing file, and create a new file with the same name containing the new file.
- **No**: Jeepers will let you specify a new filename.
- **Cancel**: the operation you requested will be cancelled.

ASP, the Association of Shareware Professionals

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a sharewarerelated problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI   49442-9427 or send a message via CompuServe Mail to ASP Ombudsman 70007,3536.

For more information on the ASP, or on shareware in general, enter "Go Shareware" at any CompuServe ! prompt.

Customer Support

If you are a registered user and you need technical assistance, or if you are unregistered and want more information, contact us at:

Louis M. Miranda
P.O. Box 65707
St. Paul, MN   55165-0707

Phone: 612/225-9178
CompuServe: 73567,471

If you cannot reach us at the address listed, please contact us through the ASP:
Executive Director
Assoc. Shareware Professionals
545 Grover Road
Muskegon, MI   49442-9427
USA

What's New in Version 1.1

Welcome to Version 1.1 (September 1993) of Jeepers for Windows. Several new features have been added.

New Features

Better Colors for References

The most obvious change is in the File windows and Search windows. References are now displayed with alternating backgrounds of light gray or white . In version 1.0, they were displayed with backgrounds of light gray or dark gray, which many people found hard to read. This was changed due to requests from registered users.

Improved Dialog Boxes

Another new feature is the new, easier to use dialog boxes. The following dialog boxes have been improved:

Opening an existing file: *File, Open.*
Creating a new database: *File, New.*
Importing data: *File, Import, Browse....*
Exporting data: *File, Export, Browse....*
Loading a configuration file: *Options, Load Options....*

These dialog boxes are based on the Windows 3.1 common dialogs, so they separate the drives from the directories, and have a graphical display of open folders for the directories. They also have a pull-down list ("combobox") for the standard file types at the bottom left. In order to match the look of Jeepers' other dialogs, the common dialogs have been enhanced with a sculptured background and graphical buttons.

Easier to find Customer Support

You can now find the customer support number more easily, by selecting *Customer Support* from the *Help* menu.

Smaller, More Readable Help File

The Help file has been reduced in size by taking the screen captures of dialog boxes at a lower resolution. This also makes them easier to view at 640x480 and 800x600 video resolution. This was requested by several registered users.

Support for CD-ROMs

CD-ROMs are becoming much more popular as a method of distribution for shareware. Jeepers can now work directly from a CD-ROM. Obviously, however, you cannot save your changes, since CD-ROMs are a *read-only* medium.

Fixes

Creating a new database

In version 1.0, if you tried creating a new database in a directory other than the current default directory, or if the filename did not end in *.Jpr, the *.Jpk file was created in the wrong place. Jeepers now requires that it end in *.Jpr, and will always create the *.Jpk file in the correct directory.

Importing References displayed incorrectly

When you imported references in version 1.0, they were not correctly displayed in the File

window until you closed it and reopened it. Jeepers now properly adds them to the list box and properly displays the total number of references in the upper right corner of the File window.

Importing References incomplete status
When you import references and don't have the "Edit before importing" checkbox checked, Jeepers displays the percentage of file read in a pie chart. In version 1.0, this chart never reached 100% (it was always one reference short of 100%). This was just a display bug, but it has been fixed.

Truncated Format Styles
If you modified a Format Style in version 1.0, it was truncated if it was longer than about 70 characters. Jeepers will no longer do this.

New Author Address
The documentation and help files have been updated with the new version number & a new address for customer support and ordering.

Reference Database File

A reference database file is the file in which Jeepers keeps all of your references. It typically is kept in your Jeepers directory and ends in *.JPR. To use this file, you need the associated "key" file, which has the same name except it ends in *.JPK.

To open a different database file, choose *File, Open* from the menu. To create a new database file, choose *File, New* from the menu. To close the current database, choose *File, Close*.

Number File

Number files can be used to generate a bibliography. For example, if you want to create a bibliography using a specific set of references, you can create a number file containing just the numbers of the references you want to format.

You can create a number file with a text editor such as Windows Notepad. It simply contains a list of numbers of references, with each number on a different line. You can place comments after the numbers if you like. Here is what a number file might look like:

```
25
13
;This is a comment
44 ;This is another comment
5
```

So if you made this into a number file, then you could create a bibliography containing the references 25, 13, 44, and 5. You would do this by choosing *Reference, Create Bibliography* from the menu. Then under "Source of references" check the Number File radio button and click the OK button. (Make sure you have specified the name of the number file by choosing *Options, Filenames...* from the menu first.)

Text File

Text files are plain DOS text files that can be produced by Jeepers. They contain a plain, unformatted bibliography. You might create one if your word processor is not directly supported by Jeepers, for example.

To create a text file, choose *Reference, Create Bibliography...* from the menu. Then under "Bibliography destination" check the Text File check box and click the OK button.

You can specify a default filename for a text file by choosing *Options, Filenames...* from the menu.

Configuration File

All of your options are stored in the configuration file. Every time you start up Jeepers, it asks for the name of your configuration file. That way, all of your commonly used options are preset.

You can specify the name of the configuration file when you start Jeepers; then it won't prompt for the name, but will instead load it automatically. For example, instead of specifying just "C:\Jeepers\JeepersW.Exe" in the Program Manager, you could specify "C:\Jeepers\JeepersW.Exe C:\Jeepers\Jeepers.Cfg" and the configuration file would be loaded automatically.

All of your selections under the *Options* menu are stored in your configuration file. Also, your Format Styles are saved there too.

To open a different configuration file, choose *Options, Load Options…*. To save your current selections, choose *Options, Save Options*.

Import File

An import file is a file containing references in the MEDLINE format. Jeepers can directly import MEDLINE files.

If you have references in a different format, such as Current Contents on Diskette, ERIC, PlusNet2, or PsychLit, you can use the Med2Go program to convert them to MEDLINE format. Registered users of Jeepers receive Med2Go free of charge.

To import a file, choose *File, Import…*.

Export File

You can export your Jeepers references to an export file. They are exported in the MEDLINE format so you can import them into other programs.

To export your references, choose *File, Export...* from the menu.

If you wish to export your references in a different format, you can create a Format style that formats them the way you require, and then create a bibliography to a text file.

Manuscript

If you use a DOS word processor, such as WordPerfect for DOS or PC-Write, Jeepers can create a bibliography from codes you place in your document. This document is called a manuscript.

Making Jeepers read your document and generate a bibliography requires three steps. First, choose *Options, Word processor,* and the name of your word processor. Second, specify the name of your manuscript under *Options, Filenames...* on the menu. Third, choose *Reference, Create bibliography...*, and under "Source of references" choose the Manuscript radio button.

The difference between a Manuscript and a Word processor (bibliography) file is that Jeepers reads (inputs) a manuscript and it produces (outputs) a word processor file.

Word Processor (Bibliography) File

   If you use a DOS word processor, such as WordPerfect for DOS or PC-Write, Jeepers can produce a bibliography in your word processor's file format.

   To allow Jeepers to generate a bibliography in your word processor's format requires three steps. First, choose *Options, Word processor,* and the name of your word processor. Second, specify the name of your word processor (bibliography) file under *Options, Filenames...* on the menu. Third, choose *Reference, Create bibliography...*, and under "Destination" choose the Word Processor check box.

   The difference between a Manuscript and a Word processor (bibliography) file is that Jeepers reads (inputs) a manuscript and it produces (outputs) a word processor file.

File Window

      File windows are the main windows in Jeepers. When you open a file by choosing *File, Open*, a file window is automatically created. To edit a reference, double-click it with the mouse, or press Enter when it's highlighted.
      File windows have the following buttons:

Font. Switches between the System Monospaced font and the Courier font.

Search. Starts a new search and, if successful, creates a Search window.

Add. Adds a new reference to the current database.

Mark. Marks the current reference (shows an asterisk at the left). You can export or create a bibliography from Marked references.

Mark All. Marks all the references in the current window.

UnMark All. UnMarks all references in the current window.

Inv Marks. Inverts all the Marks (those references that are Marked become UnMarked, and *vice versa*).

Search Window

Search windows are created after a successful search in Jeepers. They list all the references in the current database that match the search terms you entered. Search windows are also created after you Combine searches.

Search windows have the following buttons:

Font. Switches between the System Monospaced font and the Courier font.

Combine. Combines this search with another search window.

Mark. Marks the current reference (shows an asterisk at the left). You can export or create a bibliography from Marked references.

Mark All. Marks all the references in the current window.

UnMark All. UnMarks all references in the current window.

Inv Marks. Inverts all the Marks (those references that are Marked become UnMarked, and *vice versa*).

Format Style

Format Styles are the formatting commands Jeepers uses to produce a formatted bibliography. For example, you might create a Format Style called "Journal of Cell Biology", and it would contain all the codes needed to produce a bibliography in format that the *Journal of Cell Biology* requires.

You can specify the fields to include (such as author, title, journal, *etc.*), as well as formatting commands for **boldface**, *italics*, <u>underlining</u>, *etc*.

To create or modify a Format Style, choose *Reference, Select Format Style* from Jeepers' menu. Then select the style and click on the "Edit" button. More help is available there.

You can have up to 30 Format Styles in a configuration file.

Import Dialog Box
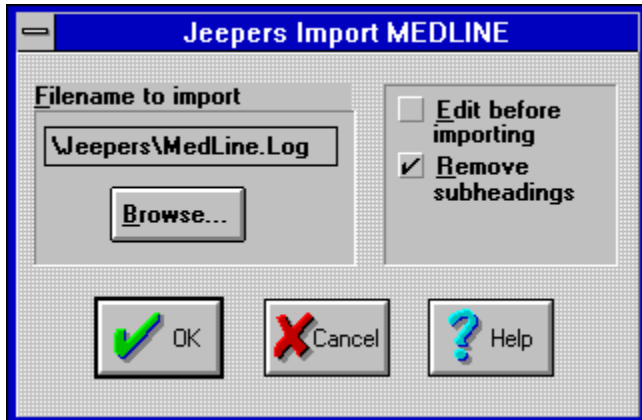
When you want to import MEDLINE references into Jeepers, use this dialog box. You can call it up by choosing *File, Import* from the menu.

Filename to import

Enter the name of the Import file you wish to import. You can also press the Browse button (see below).

Browse

Press this button to bring up a File Open dialog box. You can then choose the file and directory directly. When you click OK in the File Open dialog box, the filename you selected is automatically copied to the Import dialog box.

Edit before importing

Select this check box if you want to inspect and/or edit each reference before importing it. If this is not checked, then all the references in the import file will be imported automatically.

Remove subheadings

MEDLINE file keywords often have subheadings attached to them. If you want these subheadings stripped from the keywords, then check this box.

Click the OK button to begin importing.

Export Dialog Box
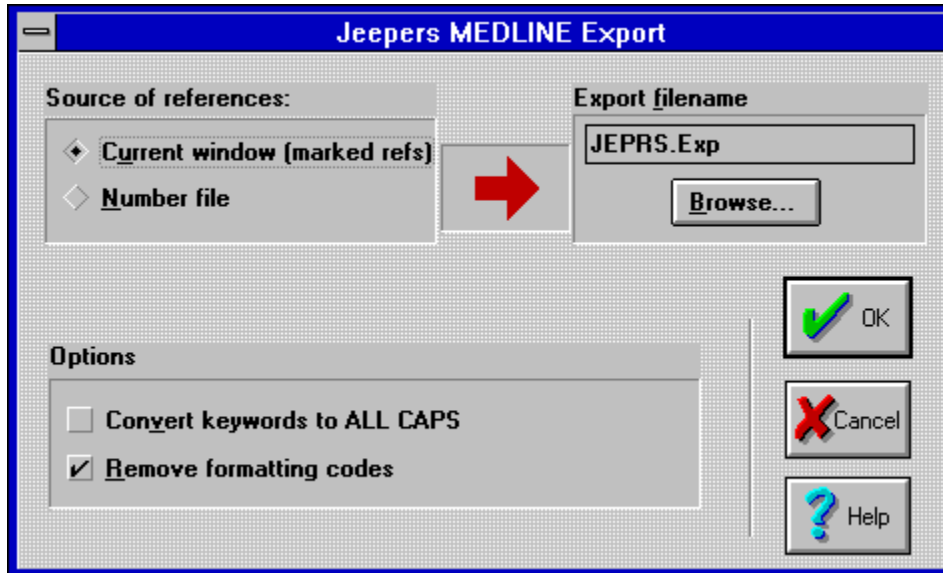
When you want to export some of your references, use this dialog box. You get to it by choosing *File, Export* from the menu.

Source of references

- Current window (marked refs). Choose this if you want to export references from the current window. Remember to mark the references before trying to export them.

- Number file. Choose this if you have created a number file which contains the numbers of the references you wish to export.

Export filename

Enter the name of the Export file you wish to create. You can also press the Browse button (see below).

Browse

Press this button to bring up a File Open dialog box. You can then choose the file and directory directly. When you click OK in the File Open dialog box, the filename you selected is automatically copied to the Export dialog box.

Options

- Convert keywords to ALL CAPS. If you want to export your keywords in all-capital-letters, select this check box.

- Remove formatting codes. Jeepers lets you enter formatting codes for bold, italics, *etc.* directly in your references. Obviously, these codes are not compatible with other programs. If you are exporting your references to another program, make sure this box is checked. If you are exporting your references so you can import them to another Jeepers file, you'll probably want to keep this unchecked.

Click the OK button to start exporting your references.

Search Dialog Box
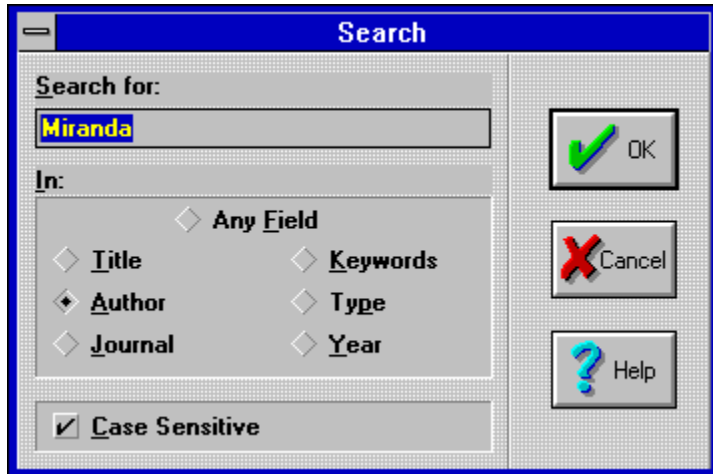
Choose *Reference, Search* to bring up the Search dialog box. This is where you can specify search criteria for references you wish to find.

Search for

Enter the text for which you wish to search. You can enter either whole words or parts of words. For example "stein" would find "Stein" and "Frankenstein" (if case sensitivity were turned off).

If you are searching for a citation type, just enter the first letter (*i.e.,* enter "A" for abstract, "B" for book, or "J" for journal).

If you are searching for years, you can enter a single year or a range. For example, you could search for "1992" or "1991-1993".
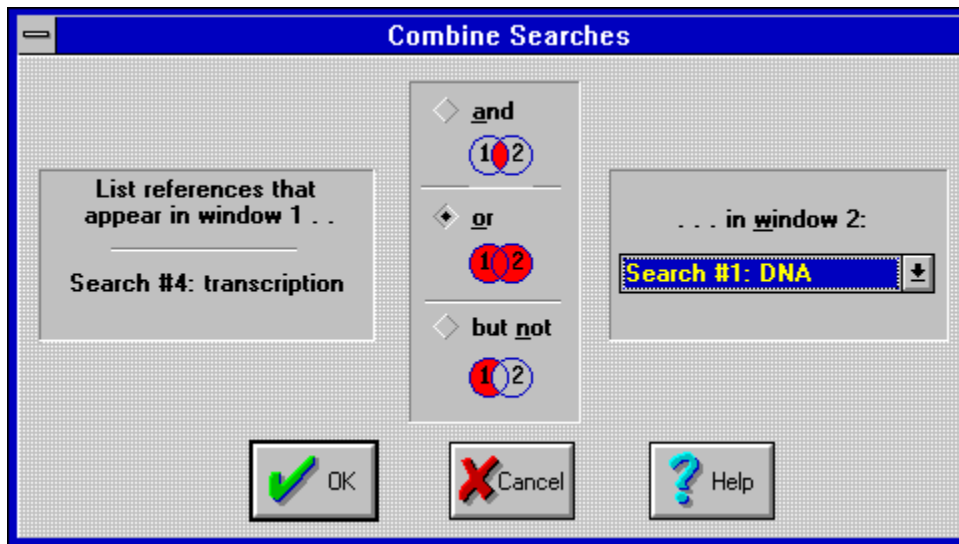
In

Select the field you wish to search through. If you select Any Field, then Jeepers will search through *all* the fields; this will slow searching somewhat, but is a very powerful feature when you need it.

Case sensitive

Select this checkbox if you want to find an *exact* match.

Click the OK button to start the search.

Combine Searches Dialog Box

When you have complex search criteria that you want to use, this function is quite powerful. To get to this dialog box, choose *Reference, Combine Searches*. **Note:** Two conditions must be met before you can open this dialog box: 1) You must be in a <u>Search window</u> (not a <u>File window</u>); and   2) You must have at least 2 Search windows open from the same database. If these two conditions aren't met, you will get an error message.

List references that appear in window 1...

This text is the title of the active window; you cannot change it. If you want to use a different window, press the Cancel button, select the window that you want to use, and then choose Combine Searches. In other words, whatever window was active when you invoked this function is listed here. This window is represented by the "1" in the icons.

You have three choices of how to combine the search windows. The icons are there to remind you how the two windows will be combined (the red color represents the references that will be retrieved).
   - **and.** Limit the search to references that appear in window 1 *and* in window 2.
   - **or.** Combine all the references that appear either in window 1 *or* window 2.
   - **but not.** Include references from window 1 which *do not* appear in window 2.

... in window 2

Select a window title from the combo box. Only search windows from the same database as window "1" are listed here. The window you select is represented by the "2" in the icons.

Click the OK button to combine the search windows.

Generate Bibliography Dialog Box
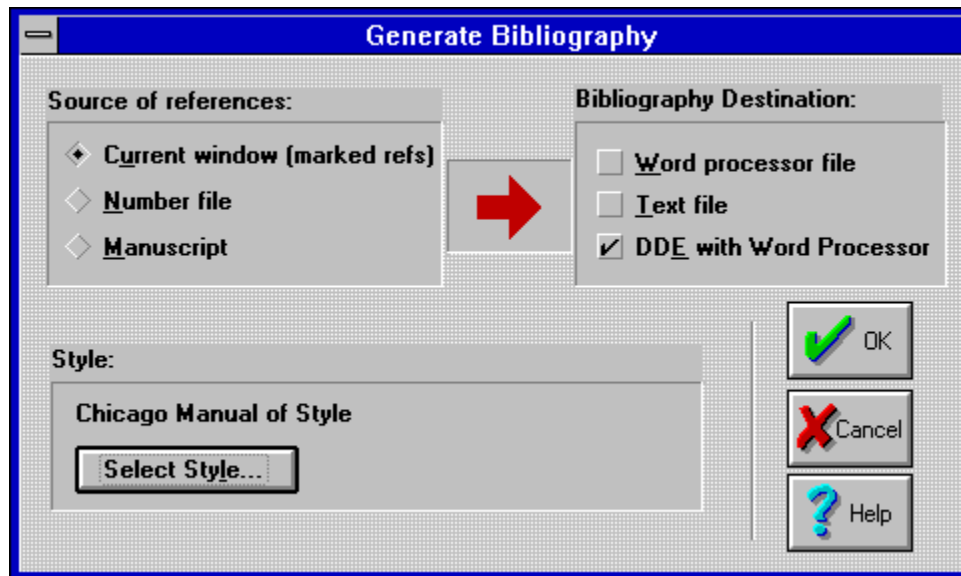
This is where you create a bibliography from selected references. To get here, choose *Reference, Create Bibliography* from the menu.

Source of references

Jeepers gives you several choices as to the source of the reference numbers you wish to format.

- Current window (marked refs). Select this if you have marked the references you wish to format. This option will retrieve the marked numbers from the active window. This can be either a <u>File window</u> or a <u>Search</u> window.

- Number file. This option will open a <u>Number file</u> (from the Number filename listed under *Options, Filenames*) and retrieve the reference numbers from it. You can create a number file with any text editor (such as Windows Notepad). Just place a different number on each line of the file.

- Manuscript. This option is only available for supported DOS word processors (WordPerfect and PC-Write). Jeepers will open the file specified as the <u>Manuscript</u> under the *Options, Filenames* menu. If you are using a Windows word processor (Ami or Word for Windows), this option has no effect.

Bibliography Destination

Select one or more output destinations.

- Word processor file. This is valid only for supported DOS word processors (WordPerfect and PC-Write). Jeepers will place the bibliography in the file specified as the <u>Bibliography file</u> under the *Options, Filenames* menu. There is no effect on Windows word processors.

- Text file. Check this box if you wish to output the bibliography to a plain DOS <u>text file</u>. No formatting (boldface, italics, *etc.*) is done on this file.

- DDE with word processor. Use this option for your Windows word processor (Ami, Word, and WordPerfect for Windows). Jeepers will use DDE (Dynamic Data Exchange) to automatically send the references to your Windows word processor. Make sure that   1) You have selected your word processor under *Options, Word Processor*, and   2) Your word processor is running before you click the OK button.

Style

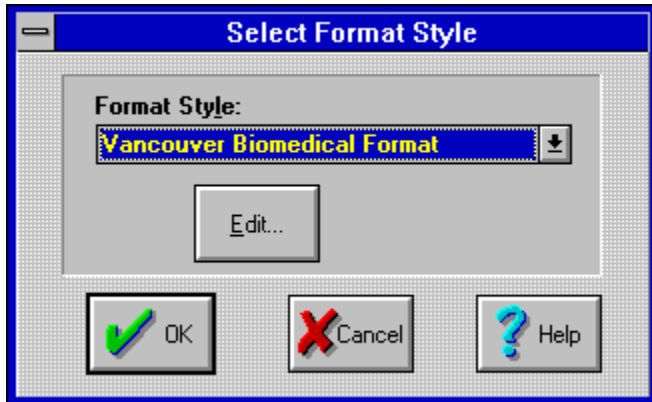Your currently active Format style name is listed here. To change the style, click the button.

Select Style

Click this button if you wish to select or edit a Format style. Doing so will bring up the Select

Format Style dialog box.

Click the OK button to start creating your bibliography.

Select Format Style Dialog Box

Any one of the 30 Format styles can be selected here. You get here by choosing *Reference, Select Style* from the menu, or by pressing the Select Style button in the Generate Bibliography dialog box.

Format Style

From this combo box, select the Format style you want to use for bibliography formatting.

Edit

Click the Edit button if you want to edit the Format style you selected from the combo box. This will bring up the Edit Format Style dialog box; more help is available there.
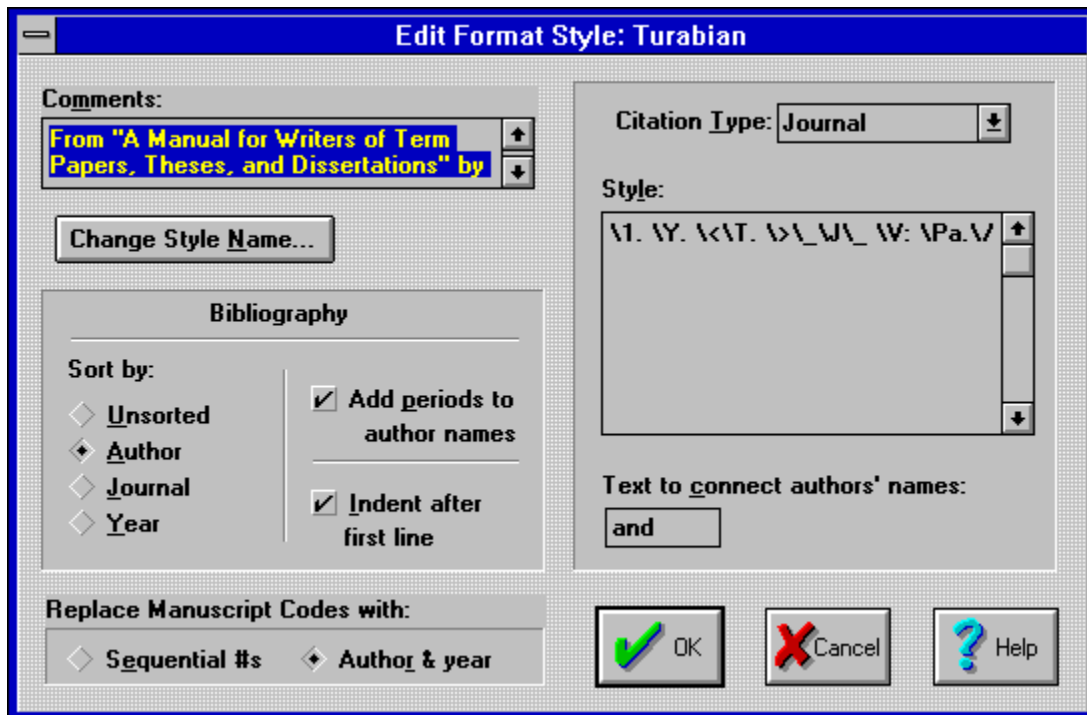
Click the OK button to confirm your Format style selection.

See Also:
Format Style Tutorial

Edit Format Style Dialog Box

Edit Format Style: Turabian

Comments:
From "A Manual for Writers of Term Papers, Theses, and Dissertations" by

[Change Style Name...]

Bibliography

Sort by:
◇ Unsorted
◆ Author
◇ Journal
◇ Year

☑ Add periods to author names

☑ Indent after first line

Citation Type: Journal

Style:
\1. \Y. \<\T. \>_\J_ \V: \Pa.\/

Text to connect authors' names:
and

Replace Manuscript Codes with:
◇ Sequential #s   ◆ Author & year

[✓ OK]   [✗ Cancel]   [? Help]

User-definable Format styles are one of Jeepers' greatest strengths. You have complete control over how the output looks. To get here, choose *Reference, Select Style* from the menu, and then click the Edit button in the dialog box.

Comments

Enter any comments you like here. These are for your use only; Jeepers will not try to interpret them or use them for any other function.

Change Style Name

Press this button to change the name of the Format style. The name you enter here will be displayed in the combo box that lets you choose among the thirty Format styles in the Select Format Style dialog box.

Sort by

References will be unsorted or sorted by author, journal, or year before being sent to the bibliography destination selected in the Generate Bibliography dialog box.
- **Unsorted.** Do not sort the references
- **Author.** Sort references by author (last name)
- **Journal.** Sort references by journal name
- **Year.** Sort references by year

Add periods to author names

Jeepers has the ability to add periods after authors' initials. For example, if you have an author entered as `Miranda LM` then Jeepers can make it look like `Miranda L.M.` when it is formatted. To turn this feature on, select this check box.

Indent after first line

If this check box is marked, and you choose any kind of word processor as your bibliography

destination, then a [HangingIndent] code will be sent to the word processor at the beginning of each reference. For example, if this box is not checked, a reference might look like this:

1. Miranda LM & Cyr-Finnegan JL (1995)
Science as a way of life, Journal of
Fake Data, p123-456.

Whereas if the check box is checked, then the same reference might look like this (note that every line after the first line is indented):

1. Miranda LM & Cyr-Finnegan JL (1995)
    Science as a way of life, Journal
    of Fake Data, p123-456.

Replace manuscript codes with

If you are using a DOS word processor, Jeepers can, at your option, go back into your word processor document and replace your Jeepers codes with either an Author+Year citation or Sequential Numbers. [This feature is not supported for Windows word processors in version 1.0 of Jeepers for Windows.]

- Sequential #s.   When this is selected, Jeepers codes are replaced with sequential numbers. For example, the first code encountered would be replaced with a "1", the second with a "2", *etc.*

- Author & Year. If you select this option and tell Jeepers to replace your codes, then the `{J#123}` code in your document would be replaced with `Miranda, et al. (1992),` for example.

The following three options, on the right of the dialog box, are all interrelated. When you change the citation type, for example, you can enter different formatting codes for each type.

Citation Type

Choose the citation type that you wish to edit. You can select Abstract, Book, or Journal. When you do, the Style and Text To Connect Authors' Names edit controls will change to reflect the format style for the citation type you have chosen.

Style

Enter the format style codes here. These codes determine what your bibliographies will look like. For more information on the codes you can enter, see Format Style Codes.

Text to connect authors' names

Enter the text that will connect the names of multiple authors. For example, if you want multiple authors to look like this `Cyr Finnegan JL, Walker R, and Miranda LM` then enter "and" here. The other obvious choice would be "&", but you can enter anything you want (such as "y" for Spanish, or "und" for German) as long as it is 10 characters or less and does not contain any spaces.

Click the OK button to save this edited Format style into your Configuration file.

Filenames Dialog Box
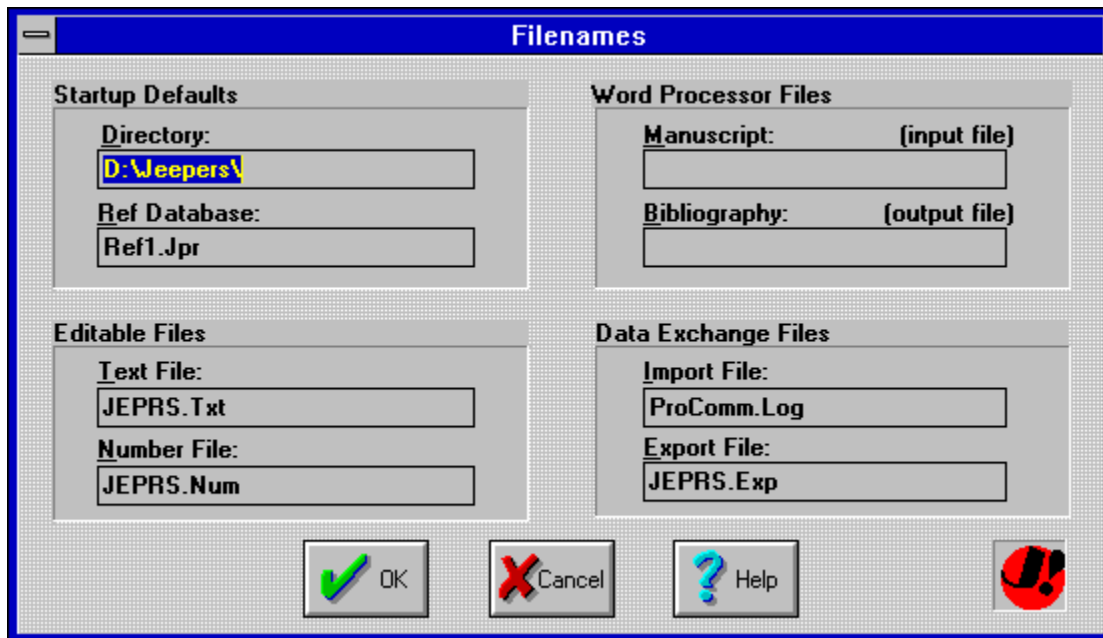
Startup defaults and filenames stored in your Configuration file can be edited here. Choose *Options, Filenames* to bring up this dialog box. **Note 1:** The information you provide in this dialog box is *not saved* until you choose *Options, Save Options* from the menu. This allows you to modify the names just for your current Jeepers session without permanently changing them. **Note 2:** The filenames may also be changed if you choose a Browse button in another dialog box. For example, if you choose Browse in the Import dialog box and specify a name there, that name is automatically copied to the Import filename in this dialog box.

Startup Defaults

A Configuration file can be specified as a command line option when you start Jeepers. For example, in the Windows Program Manager icon for Jeepers you can specify the command line in the Properties dialog box. Instead of entering "C:\Jeepers\JeepersW.Exe", you could enter "C:\Jeepers\ JeepersW.Exe   C:\Jeepers\Jeepers.Cfg" and when Jeepers started, it would automatically load your Jeepers.Cfg Configuration file. When that happens, Jeepers changes to the directory you entered in Directory (below) and automatically opens the Reference database file (below) that you enter here. This makes it very convenient to use.

Directory

Enter the directory that you want Jeepers to use to find all the files listed here. Your Jeepers help file (JeepersW.Hlp) should be in this directory also.

Ref Database

Enter the name of your reference database file. Jeepers will load this file automatically whenever you open this Configuration file.

Word Processor Files

Jeepers will use these files only if you are using a supported DOS word processor (WordPerfect for DOS 5.x or PC-Write). These files have no effect if you are using a Windows word processor (Ami Pro, Word, or WordPerfect for Windows).

Manuscript

This is the name of your manuscript. Jeepers can search through this file to find reference codes you have placed there. The manuscript file is used in the Generate Bibliography dialog box, Source of

references.

Bibliography

This is the name of the <u>Word Processor file</u> produced at the Generate Bibliography dialog box, Destination.

Editable Files

Editable files are ones which you can edit directly using a program such as Windows Notepad. I fyou use your word processor to edit a Number file, though, make sure you save it as a DOS text file; don't save it in your word processor's format.

Text File

This is a plain DOS file. A <u>Text file</u> is created when you specify Text file as output in the Generate Bibliography dialog box.

Number File

You can create a <u>Number file</u> with this name with an editor like Windows Notepad. Place a different reference number on each line. If you use this as input in the Generate Bibliography dialog box, then Jeepers will read the numbers from this file and format the corresponding references in your Reference database file. It is a convenient way to organize a group of references, rather than having to go and mark them in each session of Jeepers.

Data Exchange Files

Import & Export files let you import & export your Jeepers references to and from other programs or on-line databases.

Import file

You can enter a default <u>Import file</u> name here. When you are at the Import File dialog box, this name will be given as the default, which you can then change if need be. Jeepers can only import MEDLINE formatted files. If you have a different type, then you can use Med2Go, a free program for registered users, to convert your file into a MEDLINE file.

Export File

This is the name of the <u>Export file</u> Jeepers sends references to at the Export File dialog box. Jeepers exports in MEDLINE format only. You can use Med2Go (a bonus utility for registered users) to convert the MEDLINE file into a comma-delimited file.

Click the OK button to accept these filenames. If you want these names permanently saved in your Configuration file, choose *Options, Save Options* from the menu.

Edit Reference Dialog Box

References can be edited by double-clicking on the reference in a <u>File window</u> or a <u>Search window</u>; or by choosing *Reference, Edit* from the menu.

See <u>Editing References</u> for tips on entering references correctly.

Prev Button
Click on this button to see the previous reference in the database. **Note:** If you entered this dialog box from a Search Window, this button will show the previous *found* reference.

Next Button
Click on this button to see the next reference. **Note:** If you entered this dialog box from a Search Window, this button will show the next *found* reference.

First Button
Click on this button to see the first reference in the database. **Note:** If you entered this dialog box from a Search Window, this button will show the first *found* reference.

Last Button
Click on this button to see the last reference in the database. **Note:** If you entered this dialog box from a Search Window, this button will show the last *found* reference.

Goto Button
Click on this button to go to a specific reference. A dialog box will pop up and you can enter the number of the reference you wish to go to.

Save Button

Click on this button to save the current reference to disk.

Close Button

Click on this button to close the dialog box. If you have not saved the reference first, you will be asked if you wish to abandon any changes to the currently displayed reference before closing the dialog box.

Help Button

Clicking on this button will bring up this help window.

Add Reference Dialog Box

References can be added by choosing *Reference, Add* from the menu, or clicking the Add Button in a File Window.

See Editing References for tips on entering references correctly.

Note that the movement buttons (Prev, Next, *etc.*) are disabled.

Save Button
Click on this button to add the current reference to your database.

Close Button
Click on this button to abandon adding the displayed reference and close the dialog box.

Help Button
Clicking on this button will bring up this help window.

Edit Imported Reference Dialog Box

References can be edited during an import by checking the Edit Before Importing check box in the File Import Dialog Box before clicking OK.

See Editing References for tips on entering references correctly.

Don't Import This One Button

Click on this button to abandon the currently displayed reference and go on to the next imported reference.

Cancel All Importing Button

Click on this button to cancel the importing procedure and close the dialog box.

Save Button

Click on this button to add the displayed reference to your database.

Help Button

Clicking on this button will bring up this help window.

Editing References

This Help Topic has several important sections:
1. Formatting codes within a reference
2. How to enter Abstracts, Books, Book Chapters, & Journal Articles
3. Entering data

Formatting Codes Within a Reference

Each of the following codes can be used when you enter references. These codes are all toggles. This means that you have to use them twice: once to turn on the function, and once to turn it off.

\S	Toggle subscripts.
\^	Toggle superscripts.
\~	Toggle italics.
\B	Toggle boldface.
_	Toggle underline.

For example, if you wanted a word in your Title to appear italicized, as in

"New molecular techniques in *Drosophila* biology"

you would enter that in your Title field like this:

"New molecular techniques in \~Drosophila\~ biology"

Just keep in mind that you don't want to completely format every field; that's what the Format Styles are for!

How to Enter Books, Book Chapters, Abstracts, & Journal Articles

- Books. If you plan on referencing a whole book as one entity (rather than chapter by chapter), follow these guidelines: Place the authors (if any) in the Authors field, the editor(s) in the Editor field, the 'Book' type in the Citation Type field, and the book title in Journal field (don't put the book title in the Title field; that's used for chapter titles); if the book is part of a series, put the volume in the Volume field, otherwise leave it blank. Generally, the Title, Volume, Pages (and Authors) are blank for a book.

- Book Chapters. A slight modification of the Book definition yields this definition: Enter the chapter title in the Title field, the chapter authors in the Author field, the book title in the Journal field, the 'Book' type in the Citation Type field, and the book editors in the Editor field.

- Abstracts. Information for an abstract is similar to that of a book (see above), but quite different from a journal entry. Note that the Journal field holds the symposium title, and the Editor field actually contains the organizers of the meeting. Remember to select 'Abstract' from the Citation Type combo box.

- Journal Articles. Generally, you will ignore the Editor and the Publisher fields. Use 'Journal' for the Citation Type.

Entering Data

Most of the time, Jeepers doesn't really care how you enter your references into your database--the fields are all basically just text fields, so you can enter anything you want. (The only field it does care about is the Authors--you should follow closely the suggestions provided below.) However, in order to make the formatted output as consistent as possible, here is a list of suggestions for how you might enter your references into each of the fields:

Reference #

This is a number assigned by the program--you cannot change it. Generally, you would store your articles in folders in a filing cabinet, and write this number in the top right corner. By keeping your articles in numbered order, they're easier to find after a search.

Citation Type

You can choose Abstract, Book, or Journal. Citation Type can be used to limit your Searches, for example, to find only books or only abstracts. This also affects how the reference is formatted; see the Edit Format Styles Dialog Box for more information on formatting.

Title

The first letter of the first word of the title is capitalized. Do *not* place a period at the end of the title.

Authors

This is the only field where you must pay *strict attention* to the guidelines. Authors are entered last name first, followed by a space and then the initials. There is no space between initials (this is crucial), but dashes are OK for hyphenated initials. Spaces and dashes are OK between multi-part last names (*e.g.,* "da Vinci" or "Cyr-Finnegan"). For multiple authors, place a comma and a space after each author (this is crucial), except the last author. Do *not* place an "and" or "&" before the last author--Jeepers can do this for you when formatting. Here are some examples of correct and incorrect Author entries:

Correct: Lin VK-I
Wrong (space): Lin V K-I
Correct: Finnegan JLC, Brady ST
Wrong ('&'): Finnegan JLC & Brady ST
Correct: da Vinci L
Wrong (comma): da Vinci, L

Journal

It is generally easier and takes less typing to enter standard abbreviations for journals, rather than full names (*e.g.* "Mol Cell Biol" instead of "Molecular and Cellular Biology"), but this is not required. When

formatting bibliographies, some publications want the full journal name cited, while others want the abbreviation. Jeepers cannot switch between the two: you must be consistent and enter one style or the other and leave it up to that publication's proofers to enter the full text or make the abbreviations.

Volume

If you wish to include the issue number, you may want to do it the way MedLine does, by enclosing it in parentheses (*e.g.,* volume 112, number 8 would be 112(8) in MedLine) but this is not required. See note for novices under **Year**.

Pages

There are a variety of ways of entering the pages. You can enter just the first page; the first page, a dash, and the last page; or the first page, a dash, and the "significant digits" of the last page. For example:

```
134        or
134-139    or
134-9
```

Note that MedLine does it the last way (134-9), if you want to maintain consistency with MedLine. See also the note for novices under **Year**.

Year

No requirements. **Note** to novice computer users: Although a lowercase "L" (l) and a one (1) and, likewise, an uppercase "o" (O) and a zero (0) may look very similar to you, they are *very different things* to a computer! If, for example, you enter the year as l988 (using a lowercase "L" [l]), and then use Jeepers' Search command to find all years equal to 1988 (using a one [1]), Jeepers will *not* think that is a match. Keep that in mind when entering the Volume, Pages, and Year.

Editor

Some people prefer entering the full name, some use just the first initials and full last name; whatever you do, just maintain consistency. Don't end it with punctuation.

Publisher

Generally, you would enter the publisher's name and city where it has its headquarters. Don't end it with punctuation.

Keywords

Keywords must be separated by a semicolon (;). This is so that when you display or export your references, Jeepers can find a place to break the keywords into separate lines. Keywords can be entered in either all capitals or mixed upper- and lower-case; there is no particular advantage to doing it either way, since during a Search you can ignore case for comparison.

Format Style Codes

Each of the format style codes you can enter into the Edit Format Styles dialog box is detailed here. These codes let you produce virtually limitless variations in the bibliography output of Jeepers. Have fun experimenting!

Inserting Authors

`\F`   Place authors in output, first name first (*e.g.,* `"LM Miranda, VK Lin and WE Wright"`).

`\L`   Place authors in output, last name first (*e.g.,* `"Miranda, LM, Lin, VK, and Wright, WE"`).

`\1`   Place authors in output, last name first for the first author, first name first for each additional author (*e.g.,* `"Miranda, LM, VK Lin and WE Wright"`).

`\A`   Place authors in output without any modifications (that is, don't add the "`and `" or "`& `" or extra commas). This would likely only be used for comma-delimited output.

Inserting Other Reference Fields

`\T`   Place title in output.

`\J`   Place journal name in output.

`\N`   Place reference number in output. For example, reference #22 would have a "`22`" in front of it, reference #67 would have a "`67`" in front of it, each regardless of its relative position in the output. (See also '`\#`', below.)

`\C`   Place citation type in output (*i.e.,* "`Journal`", "`Book`", or "`Abstract`").

`\Pa`   Place page numbers in output.

`\E`   Place editor in output.

`\Pu`   Place publisher in output.

`\Y`   Place year in output.

`\K`   Place keywords in output.

Text Attributes

The next few codes are toggles. This means that you have to use them twice: once to turn on the function, and once to turn it off.

`\S`   Toggle subscripts.

`\^`   Toggle superscripts.

`\~`   Toggle italics.

`\B`   Toggle boldface.

`\_`   Toggle underline.

Other Formatting Codes

\#   Number output references sequentially. That is, the first reference printed (regardless of its number in the database) is printed with the number '1'; the second reference printed (regardless of its number in the database) is printed with the number '2'; and so on. (See also, '\N', above.)

\/   Start new line. (That's a backslash followed by a forward slash, not a capital V).

\<   Start optional inclusion.

\>   End optional inclusion. What's an "optional inclusion"? This is used to prevent printing any text that is dependent on one of the fields being present. Let's say that the rules are that if you are referencing a book then the title of the chapter has to be in single quotes. So your definition in Jeepers might look like this:
```
\F. '\T' in: \J.
```

That's fine if every book in your Jeepers database has a chapter title. A sample would look like this:
```
WE Wright. 'Muscle Cells' in: Cell Development.
```

But if you had a book that didn't have chapter titles, the output would look kind of funny, like the next line:
```
WE Wright. '' in:  Cell Differentiation.
```

That's not exactly a catastrophe, but it is undesirable. The optional inclusion codes allow you to get around a situation like this. In this case, you define your output this way instead (compare it to the prior definition):
```
\F. \<'\T' in:  \>\J.
```

Notice the '\<' and '\>' optional inclusion codes which surround "'\T' in: ". What this tells Jeepers is that if the field inside the optional inclusion characters (in this case '\T', or the Title field) is empty, then don't print any of the characters within the optional inclusion. Therefore, the two examples above would print like this:
```
WE Wright. 'Muscle Cells' in:  Cell Development.
WE Wright. Cell Differentiation.
```

And that is much nicer output.

How Do I Create a New Database?

Jeepers comes with a sample <u>reference database file</u>. But once you've experimented with it for a while, you'll probably want to create your own.

Choose *File, New* to create a new file. You will be prompted for the new filename. Note that Jeepers will automatically create a database file with the extension *.JPR and a key file with the extension *.JPK.

How Do I Open a Database?

To open a reference database file, choose *File, Open*. Then select a file name. Your database will be opened in a File window.

How Do I Edit a Reference?

Editing a reference is as simple as double-clicking on it. Or choose *Reference, Edit reference...* from the menu. More help is available at the <u>Edit Reference</u> dialog box.

How Do I Add a Reference?

To add a reference choose *Reference, add reference...*from the menu. More help is available at the Add Reference dialog box.

How Do I Find a Reference?

To find a reference, click the Search button in a file window. Or choose *Reference, Search...* from the menu.

You can search through title, author, journal, year (or a range of years), keywords, or any combination. Searches can be either exact or case-insensitive. After you perform a search, the results are displayed in a <u>Search window</u>. You can display, edit, export, or create a bibliography from one or more references in a Search window.

More help is available at the <u>Search</u> dialog box.

How Do I Perform a Complex Search?

You can perform simple searches easily by using the Search dialog box. More complex searches are also quite easy.

First, you must perform at least two simple searches from the same database. Then, while you are in a <u>Search window</u>, press the Combine Searches button, or choose *Reference, Combine Searches...* from the menu.

Let's use an example. Say you want to find all references with an author "Tjian" that were published after 1985. First perform a normal search for Tjian. Then perform another simple search for 1985-1993. Then, while either Search window is active, press the Combine Searches button. The Combine Searches dialog box will now appear.

More help is available at the <u>Combine Searches</u> dialog box.

How Do I Import References?

To import references, choose *File, Import...* from the menu. This brings up the Import dialog box.

Jeepers can import references in the MEDLINE format. If you need to import references in a different format (such as Current Contents on Diskette or PsycLit), use the Med2Go utility that comes with the registered version of Jeepers.

More help is available at the <u>Import</u> dialog box.

How Do I Export References?

To export references, choose *File, Export...* from the menu. This brings up the Export dialog box.

Jeepers can export references in the MEDLINE format only. If you need to export in a different format, you can create a Format Style that mimics the output you need, and then use that Format Style to create a bibliography.

More help is available at the <u>Export</u> dialog box.

How Do I Create a Bibliography in a Word Processor?

Before creating a bibliography for the first time, there are two basic steps you should do first (you only have to perform this first two steps once):

- 1. If you are using a Windows word processor (such as Ami Pro, Word for Windows, or WordPerfect for Windows), first choose *Options, Word Processor* from the menu. Then select your word processor. Then choose *Options, Save Options* to save your word processor choice. This way, you only have to do this once, and Jeepers will save your word processor type into your configuration file.

- 2. Modify one of the <u>Format Styles</u> so it matches the format of the bibliography you want to create.

Once you have set up your word processor type and defined your Format Style, then creating a bibliography via DDE is as easy as 1-2-3:

- 1. Start your word processor, and leave it open in a window on your screen.

- 2. Mark the references you wish to include in the bibliography. While you are in a <u>File window</u> or a <u>Search window</u>, click on "Mark", "Mark All", or "Invert Marks" buttons to select the references (you'll see an asterisk to the left of each Marked reference).

- 3. Choose *Reference, Create Bibliography...* from the menu. On the left side of the dialog box, make sure "Current Window: Marked References" is selected. On the right side of the dialog box, make sure "DDE: Word Processor" is selected. On the bottom left of the dialog box, make sure your Format Style is listed. If a different style is listed, click on the "Select" button to select your Format Style. Now click the "OK" button.

After pressing the "OK" button, you'll see your references *automatically* appear in your word processor! And they will have all the formatting you defined in your Format Style (including *italics*, **boldface**, *etc.*). When Jeepers has finished sending your references to your word processor, you'll want to save the file in your word processor (just choose *File, Save* from your word processor's menu).

More help is available at the <u>Create Bibliography</u> dialog box.

How Do I Use a Different Format Style?

You can use any of 30 Format styles to define how your bibliography appears. There are two ways to select a <u>Format style</u>:

1. Choose *Reference, Select Format Style* from the menu. Then select a style from the combo box (click the down arrow at the right of the box to see more names), and choose the OK button.

2. Choose *Reference, Create Bibliography* from the menu. Click on the Select Style button at the bottom left. Then select a style and click the OK button.

What if none of the listed Format styles suits your needs? You can edit any of the styles yourself. Instead of clicking the OK button as described above, click the Edit button. That will bring you to the Edit Format Style dialog box. For more information, choose the Help button in that dialog box.

See Also:
<u>Format Style Tutorial</u>

Format Style Tutorial.

Modifying Format styles is very straightforward, once you get the hang of it. So let's first give you an example of a typical entry.

Note: To print out this tutorial, choose File, Print from this menu.

Before we begin, make sure you are at the Edit Format Style dialog box. To get there, choose Reference, Format Style from the menu, and then click on the Edit button.

The best way to enter a new Format Style is to first find an example of a reference that contains as many of the fields filled in as possible. For example, for a book format, find out what is required for formatting the book title, chapter title, publisher, editor, volume, pages, and year. Let's say you are entering a new formatting style that when printed out should look like this:

Sample Reference:

1. Miranda, LM, Lin, VK, and Wright, WE. (1989)   *Cloning and expression of Myogenin: A gene that can direct vertebrate myogenesis.* In: <u>Proceedings of the Southwestern Developmental Biology Symposium.</u> (John Jones, Ed.)   Alan R. Liss, Inc., **7:**34.

We'll do this step by step.

1. The first thing that you'll want to specify to Jeepers is the text that connects the last two authors; in this case it's "`and`" so enter that on the right of the dialog box under "Text to connect authors' names:"

2. Once the 'connector word' is specified, the rest of the formatting information is entered on the right of the Edit Format Style dialog box under "Style:". Keep in mind that the information you enter is sequential; that is, you start at the beginning of the citation and specify, character by character, the text and fields/codes to be printed. In our example, the first item printed is a number; each reference will be numbered sequentially, regardless of its original number in the database. This requires the use of Jeepers' `\#` code, so now your definition looks like this:

`\#`

3. As I said, you build up your Format Style character by charcter and code by code. Therefore, since in   our example the number is followed by a period and a space, that is what your format should look like:

`\#.`

4. After those spaces comes the authors. But here you have to make a choice among four possible codes: `\F`, `\L`, `\1`, and `\A`. Since in this case every author is listed last name first, the code is `\L`. Since the authors are not italicized or underlined or anything else, then just add this author code to the end of the current definition:

`\#. \L`

5. The authors are followed by a period, two spaces, and then the year in parentheses. Since the year code is `\Y`, your definition now looks like this:

`\#. \L. (\Y)`

6. Next comes two spaces and the title, which is in italics. The title code is `\T` and the italics

code is `\~`. Since italics codes are toggles, you must put one code before the title, and one after:

```
\#. \L. (\Y)   \~\T\~
```

7. Following that comes the text "`In:`" and the journal/book name (and a period) which is underlined. The journal code is `\J` and the underline toggle code is `\_`, so now you have:

```
\#. \L. (\Y)   \~\T\~   In:   \_\J.\_
```

8. Now comes the editor, in parentheses with "`, Ed.`" appended to it. This would look like:

```
\#. \L. (\Y)   \~\T\~   In:   \_\J.\_   (\E, Ed.)
```

9. After the editor comes the publisher (`\Pu`):

```
\#. \L. (\Y)   \~\T\~   In:   \_\J.\_   (\E, Ed.)   \Pu
```

10. Soon to follow is a comma, a space, and the volume which is in bold face. The volume code is `\V` and the boldface toggle is `\B`, yielding:

```
\#. \L. (\Y)   \~\T\~   In:   \_\J.\_   (\E, Ed.)   \Pu, \B\V\B
```

11. Immediately following the volume is a colon, the page number, and a period to end it. Since the page code is `\Pa`, you now have:

```
\#. \L. (\Y)   \~\T\~   In:   \_\J.\_   (\E, Ed.)   \Pu, \B\V\B:\Pa.
```

12. Of course you always want to end each reference citation with a carriage return so the next one starts on the following line. To do this, add a new-line code `\/` (that's a backslash followed by a forward slash, not a capital 'V'). If you want a blank line between citations, add another new-line, so now it looks like this:

```
\#. \L. (\Y)   \~\T\~   In:   \_\J.\_   (\E, Ed.)   \Pu, \B\V\B:\Pa.\/\/
```

So now you're done, right? Well, not quite. There is one other thing you might want to consider. Some books might not have chapter titles or an editor or a volume number. If Jeepers tried to format these books with the format style given above, it would look like this:

Sample Reference #2:

2. Miranda, LM, and Wright, WE. (1999)   In: <u>Muscle differentiation and you!</u>   (,Ed.)   Smith Books, Inc.,   :234.

That looks quite unprofessional. But Jeepers can get around this with its "optional inclusion" codes. Anything within these codes is *not* printed if the field also within these codes is empty. Since the Title, Editor, and Volume fields above are empty, you could specify optional inclusion codes around their text to prevent it from printing out (of course, if those fields do have text in them, they will print out normally). Here is how I would modify our sample format using optional inclusion codes (`\<` and `\>`):

```
\#. \L. (\Y)\<   \~\T\~   In:\>   \_\J.\_\<   (\E, Ed.)\>   \Pu, \<\B\V\B:\>\Pa.
```

As I've modified it, those codes tell Jeepers not to print "   `\~\T\~   In:`" if there is no Title; not to print "   `(\E, Ed.)`" if there is no Editor; and not to print "`\B\V\B:`" if there is no volume. Therefore, our sample would be printed like this:

Sample Reference #3:

2. Miranda, LM, and Wright, WE. (1999) <u>Muscle differentiation and you!</u> Smith Books, Inc., 234.

Now that's much better. There are some things you should consider when using optional inclusion codes:

--Only one field can be included in the optional inclusion; in other words, "`\<  In: \J \>`" is legal, but then "`\< \T  In: \J \>`" is illegal because it includes both the Title and Journal fields.

--You won't need them around every field, since I doubt you'll ever come across a reference with no authors or no title.

--The total number of characters within an optional inclusion cannot exceed 40 characters.

That's it for the Format Style codes. If you have a format that you can't seem to get to work, send us a copy and we'll see if we can help you.

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ADVANCED TOPIC:
Printer Codes in References

Here's something to keep in mind regarding formatting codes:

Because Jeepers evaluates these codes as it runs (rather like a language interpreter) there is nothing preventing you from entering these codes into your references. For example, if some of your references discuss something about the "c-*myc* oncogene" then instead of having just "`c-myc oncogene`" as a keyword, you can have "`c-\~myc\~ oncogene`" as a keyword. Then it will print out like this: "c-*myc* oncogene".

There is a definite advantage to this: in addition to esthetics, it can make your searches more specific. For example, if you search for "myc" you will find references both to "c-myc" as well as "mycoplasma", whereas if you search for "\~myc\~", you will only find what you want: "c\~myc\~".
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Comma-Delimited Output

Jeepers has the ability to format your output in `comma-delimited' form. This format can be used by many standard database systems (such as dBase, Excel, and Paradox) as a method of input. This feature thus allows you to output to a comma-delimited file so that you can import it into your favorite database. This is useful if a colleague of yours doesn't use Jeepers: it provides compatibility between the two systems. It also gives you an "escape hatch": if, in the future, you decide to use a reference management program other than Jeepers, then all your work isn't put to waste you can just use comma-delimited output to convert your Jeepers database into the new database program's system.

Comma-delimited is generally defined as the following:

--Each text field is surround by double quote marks and separated by commas.

--Each record (that is, each reference) is on one separate but adjacent lines.

A very simple example can be seen here:

Sample Comma-Delimited Output:

"1","Miranda LM","Myogenesis","Cell","44:1","1997"
"2","Jones RR","Anatomy","Science","2345:33","1996"
"3","Doe J","The Cell","Nature","9932:423","1997"

Requirements for Comma-delimited Output

Making a comma-delimited output file is as simple as modifying a Format style. Just modify a Format style by entering the codes for how you want your fields output. As just described, your Format style definition must have each field enclosed in double quotes and separated by commas.

A Sample Format Style

Here is a sample Format style for comma-delimited output (note that you don't enter anything in the "Text to connect authors' names:" in the Edit Format Style dialog box):

`"\#","\A","\T","\J","\V","\Pa","\Y","\Pu","\E","\K"\/`

Don't forget the `\/` at the end of the definition, so that each record is placed on a different line. This is just a sample of a Format style for comma-delimited output. You can arrange the fields in any order you like, and you can even exclude specific fields if you like.

Jeepers provides you with 4 options for outputting the authors: `\A`, `\F`, `\L`, and `\1`. However, `\F`, `\L`, and `\1` all add extraneous commas that are great for bibliographies, but wreak havoc on programs trying to import references in comma-delimited form. Therefore, we recommend you use only `\A` to specify the authors field in formatted output for comma-delimited.