

BIBBASE

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INTRODUCTION

I developed Bibbase to keep track of the growing mess of references, quotations and notes I had collected as a student and then as a professor.

My criteria were these:

- it had to run inside WordPerfect
- it had to be simple and fast to use
- it had to recognize and handle the file formats and the typing conventions in which most of my materials were already stored
- it had to be searchable by author, by title, by subject, by controlled intentional descriptor words, and freeform (by any word)
- it could not take up any RAM
- it could not restrict the amount of material I could enter in any field (since I have 30 pages of lecture notes on some books).

After looking at other computer bibliographic databases, none of which I expected should work inside WordPerfect, I became convinced that most were not meant to be used by academic researchers or writers. Among those that were and that cost under \$700, every one had something missing that I wanted.

With these criteria in mind, I began to enter everything I read over two years (the second of which was a sabbatical) into an ever-evolving record system which finally settled into what I present here.

QUICK INSTALL

If you want to get BIBBASE going now, load all the macros from the MACRO directory on the floppy diskette into whatever directory on your hard drive presently holds your WordPerfect macros. You can find that out by pressing Shift-F1, 7 (with WP running), and reading line #3. Once you have the BIBBASE macros copied from the floppy disk that this program came on (via >copy a:\macros*. * or b:\macros*. * OR with WP's List Files feature) into that directory, run WordPerfect. Once it is running, press ALT-D. A six word menu will appear at the top of your screen:

Entry Format Search Export-book Export-Art Utility

Each of the six words chains to another menu of selections. You are on your way. CHART.DOC lays out the whole set of macros in one schematic. If you print it, you will see at a glance what leads where.

THE GENERAL STORAGE FORMAT

Though a record in this system might represent a whole book with ten authors on which you took twenty pages of notes, or a magazine article with no author given and two lines of notes, the storage format must be precisely the same or searching effectively becomes impossible. Also, from this storage format, the EXPORT macros allow reformatting into several different formats for Endnotes & Footnotes, Bibliographies, and In-text reference (Social Science, MLA, and Natural Science) systems. The eight fields in the general format are these:

AU Author's last name first, author's first name.

TI Title of book or article.

TR If the work is translated, edited, has a named foreword writer, or is otherwise reworked by a named, second party, that person's name goes here. The more usual sense of editor - editors of collections of chapters by others - are **NOT** listed here. They are treated as authors.

PU Publishing information goes here, if a book, in the standard "City: Press, 1991" format, and if a journal or magazine, in the *Chicago Manual of Style* (Turabian) formats for those media.

DA The date is listed separately here because WordPerfect would have a hard time finding the year in the various spots it appears in book entries, journal entries, and magazine entries. It is followed by ^R (Control-R), the character that ends a field in a WordPerfect record. This mark is useful for sorting and for restricting a search to certain years.

C# The call number is typed without breaks, for example:

BF123.W45 UofR.

I have made a utility macro that leaves the call number but strips the library location (or whatever other comments you might make following the call number) off a whole file. I use this before printing a bibliography. The macro works by looking for the first space in the C# line. A space within a call number would mean the last portion of the number would get lopped off if one used this stripping macro. None of this may matter to you, in which case you should format your Call Numbers however you like.

DE @main descriptor @descriptor @descriptor @ You can find more explanation than I am going to give here in various books about data bases. The point is, in an ordinary computer, you will want related entries in the same files so that your computer takes less than two days to search your files for what you want to find. I use "main descriptors" like @psychology @philosophy @theology and so on first, and on the basis of those main descriptors sort my entries into separate files (in one directory) with names like PSYCH.BIB, PHIL.BIB and THEO.BIB so that I don't have to search every file I own when I want to find the location of materials on a restricted subject. WordPerfect allows freeform searching of whole directories (F5, 9) but the @descriptor searches allow you much more precision when you want it.

RE Some entries will include only author, title and publishing information. Others may involve pages and pages of text. As long as each of your records ends with @@@, the search macros and WordPerfect will keep your information separate and help you find what you are looking for.

REGISTRATION FOR BIBBASE 1.0/1.1

Name: _____

Address: _____

Bank cheque, bank money order, postal money order all work fine.
Please send \$15.00 U.S. or \$15.00 Canadian to . . .

Dr. Ken Badley
4400 - 4th. Ave.
Regina, SK
S4T 0H8 Canada.

For a \$30.00 registration, I will send you a copy of BIBBASE 2.0 when it is released. Please send an address unlikely to change if you choose this option, as I expect this to occur about mid-1993.

For my interest, if you don't mind, please tell me whether you are a student, a professor, a researcher, or ??? Thank you.

Please also tell me where you found or bought this program.
Which BBS, distributor, etc? Thank you.

The **ENTRY** macros

```
Entry | Format Search Exp-Book Exp-Art Utility ||
```

The first choice on the top menu (ALT-D) is Entry (macroname = D1). With the ALT-D menu on the screen (as above), you access the entry menu in this way: highlight **Entry** with the cursor and press ENTER. You will then switch to a second menu which gives access to one boilerplate format and five interactive formats for typing in information on books, chapters, and articles.

```
Book Trans/Ed Ready-Made Part of Book Journal Magazine ||
```

You can also get to this menu directly by invoking the macro by ALT-F10, **D1**, and bypassing the main menu. I use these macros for entering new material, just-finished book or article records, and the like.

The **D1** menu works like the top menu (**ALT-D**), and you can choose the menu items in the same way: highlight a menu item and press ENTER.

Book entry - normal book

Translated or edited book entry, or book with significant Foreword

Ready-made eight field boilerplate format for any type of record

Part of a book (chapter most likely) in a work edited by another **J**ournal article format

Magazine article format

Each macro contains a number of prompts and formatting tips which appear on the screen, and then disappear at the appropriate time. Some of the functions required are carried out by other macros, so that, to run macros **N1**, **N2**, **N3**, **N4**, **N5**, and **N6** requires macros **JITY**, and **JITN**.

Starting on the next page, we will survey how each of the six different entry menu choices works.

ENTRY MACROS

Book Trans/Ed Ready-Made Part of Book Journal Magazine

N1 Book This macro will give you the following format (one step at a time to allow you to enter your information):

AU
TI
TR
PU
DA
C#
DE
RE

If you have no information to enter into a given field in the record, just press ENTER and keep going.

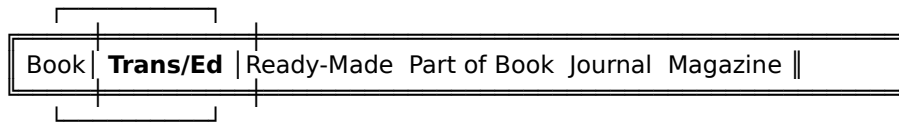
BIBBASE handles the following for you:

- it italicizes the book title
- it grabs the date from the **P**ublishing line (if the date is the last item on that line, followed by a period) inserting it on the **D**Ate line
- it inserts the needed control characters to end the **DA** field () and the whole record (). These characters make possible some searches and sorts using WordPerfect's Sort functions.

A typical entry might look like this after using this macro to enter the information:

AU Skinner, B.F.
TI *Walden II.*
TR
PU New York: Bantam, 1948.
DA 1948
C# BF123.S45
DE @psychology @utopia @conditioning
RE Notes in psych drawer.@@@

ENTRY MACROS

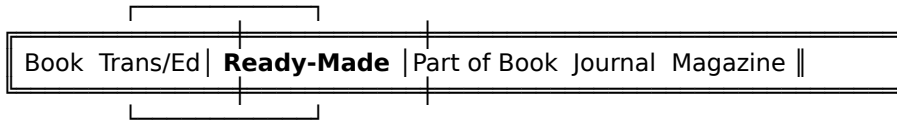


N2 Trans/Ed The only difference between **N2** and **N1** is that this one expects that the book was (1) translated by, (2) edited by, or (3) had a significant foreword written by someone other than the author of the book under whose name we would still expect the book to be listed. For example, a book by Martin Luther might be translated by one writer and then released under the editorship of another writer. The **SEARCH** macros and **EXPORT** macros are set up to expect that kind of "editor" in this line of a record. They do not look for the kind of editor that gathers chapters from a number of writers and publishes an anthology, festschrift, or collection. Here is an example of a record I formatted using **N2** (because the foreword's writer's name appeared on the cover of the book and hence warranted mention [Turabian's criterion]):

AU Carnegie Foundation for the Advancement of Teaching.
TI *The Condition of the Professoriate: Attitudes and Trends, 1989.*
TR Foreword by Ernest L. Boyer.
PU Princeton: Princeton University Press, 1989.
DA 1989
C# LB1778.C628 I own it
DE @education @higher education @professors @intellectuals @quality of life @students @aims @work @teaching @research @service @standards - academic
RE <<<Information gathered in 1989 surveys of 5000 United States faculty members regarding their work, their students, their institutions, their satisfactions, and so on. Presented as tables.>>>@@@^E

Just a note about the <<< and >>> symbols. I often put those around an abstract that I consider printable in an annotated bibliography. They are not part of any macro, though I can select or omit the <<<between>>> comments for printing when I produce a bibliography if I wish. I did not want to keep adding fields to the eight I have established, but I do need to mark, restrict, and pull other kinds of information from time to time.

ENTRY MACROS



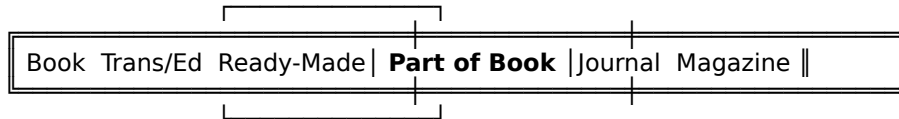
N3 Ready-made This macro produces an empty boilerplate format and then switches off, allowing you to type as you please without interference from WordPerfect macros. This macro is useful for the really oddball books . . . the ones that give Kate Turabian nightmares. I also use it for entries which will entail prolonged typing. No other WordPerfect macros are available if a macro is running; thus **N3** gives a quick boilerplate to work inside.

I often use MACRO **T1** (Utility 1) when I am entering book titles. It loads ten frequently used publishing terms onto the ten number keys at the top of the keyboard. These words are quick to recall into text (**ALT-1**, **ALT-2**, etc); they are stored in RAM memory so that they are fast; and they are only loaded into the program for the current session.

- 1 = UofR Main
- 2 = Eerdmans, 19
- 3 = New York:
- 4 = Grand Rapids:
- 5 = London:
- 6 = Toronto:
- 7 = University
- 8 = Press, 19
- 9 = Publishers, 19
- 0 = UofR Education

These ten words reflect my own areas of interest and possibly do not reflect yours. If you do not like the ten words I have included in the T1 macro, go in and attach your own words to the ALT-variables. (CTRL-F10, T1, edit, 2). None of these ALT-key macros or any other macros can be used during execution of other WordPerfect macros. Thus, N3 is useful because it frees up much of the computer for other tasks.

ENTRY MACROS



N4 Part of Book This macro prompts you for information on a part or chapter written by one person in a book edited by another person. Again, the **TR** line is reserved for the names of translators and editors of a single author's works. The name of the editor of the collection in this case goes in the **PU** blication information line. I followed Turabian's format in the database here for simplicity's sake. Here is an example of a record I entered using **N4**

AU Campbell, Donald T.
TI "Ethnocentrism of Disciplines and the Fish-Scale Model of Omniscience."
TR
PU In *Interdisciplinary Relationships in the Social Sciences*, edited by Mazafer Sherif, and Carolyn W. Sherif, 328-348. Chicago: Aldine, 1969.
DA 1969
C# H61.S518
DE @sociology @intellectuals @disciplines @interdisciplinarity
RE Xeroxed.@@@^E

Note: I have devised a Utility macro for those cases where I found myself repeatedly entering similar information about one book because I was noting a number of chapters from that one edited book. Instead of using **N4**, I use the boilerplate macro **N3** and then when I come to the **PU** line, I use macro **T5** ("**Edited**" on the first **Utility** menu). It will grab all the information possible on the book in which the chapter (I am entering) appears, AS LONG AS THAT MAIN BOOK ENTRY APPEARS JUST ABOVE WHERE I HAVE JUST LOCATED MY BOILERPLATE AND AM NOW WORKING. More information on this appears in the Utility section, for T5. This sounds scary and complicated but it is a real time-saver for multiple chapters from a single collection.

ENTRY MACROS

Book	Trans/Ed	Ready-Made	Part of Book	Journal	Magazine	
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N5 Journal This macro directs you through the entry procedure for a journal record that will look like this when it is completely in.

AU Stark, Rodney.

TI "A Taxonomy of Religious Experience."

TR

PU *Journal for the Scientific Study of Religion* 5 (Fall 1965): 97-116.

DA 1965

C# BL1.J6 UofR Main

DE @sociology @religion @conversion @revelation @christian life @testimonies

RE <<<Classifies religious conversions into four types: confirming, responsive, ecstatic, revelational.

Quotes many testimonies of each kind of conversion.>>>D@@@^E

Note: My "D" at the end of the record (>>>D@@@) is not part of any magic system. I often rate my entries for Easy, Moderate, and Difficult so that I can tip people off as to what they might be getting into if they take a recommendation from me.

When you are finished entering your information, the macro will prompt you for the length (in number of words) of the journal title so it can italicize the correct number of words.

ENTRY MACROS

Book	Trans/Ed	Ready-Made	Part of Book	Journal	Magazine	
------	----------	------------	--------------	---------	-----------------	--

N6 Magazine This macro functions like N5 except that it accepts and formats a magazine record, like so:

AU Blow, Joe.
TI "Magazine Article Title Here."
TR
PU *Time*, 12 June, 1990, 13-21.
DA 1990
C# RPL has it
DE @publishing @writing @magazines
RE I made this one up to illustrate.@@@^E

Macros 1.wpm, 2.wpm, 3.wpm, 4.wpm, 5.wpm, 6.wpm, 7.wpm, 8.wpm

The **IF-ALL-ELSE-FAILS** DEPARTMENT: Sometimes the above macros simply will not work to format the record I have. This usually is the case if it is a seriously oddball entry or if I've downloaded the reference from a data-base for which I simply have not yet written a macro. In these cases, I use the ALT-F10 macros numbered 1 to 8 that came on the BIBBASE diskette. 1.wpm handles the AAuthor line; 2.wpm handles the Title information, and so on. In other words, these 8 macros are useful for manual assembly of a BIBBASE record.

The **FORMAT** macros

Entry		Format		Search	Exp-Book	Exp-Art	Utility	
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These macros are for importing and reformatting records and notes you already have typed in other formats.

Four fld	Tr/Ed	Three fld	Part bk	Jrnl/Full	Six fld	Brief Jrnl	
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Recognizably, not every entry or citation you already have has in it the same number or arrangement of elements. I have provided seven macros here for converting the most likely entries you already have.

In all cases, you must ensure that two spaces separate the author information from the title, the title from the publishing information and so on. Also, each macro looks for two hard returns as a sign that it has come to the end of an entry. In cases where you have a lot of single-spaced notes in an entry, you have probably used double hard returns within the notes. In the second, fourth, fifth, and sixth cases (wherever the macro is looking for **DE** and **RE** information), the macro looks for a triple hard return as the sign that the entry is finished.

FORMAT MACROS

Four fld | Tr/Ed Three fld Part bk Jrnl/Full Six fld Brief Jrnl ||

M1 Four fld The first macro on this menu converts (into the BIBBASE eight-field format) an ordinary book entry for which you have the first four pieces of information already typed in your file or on the screen: **AU**thor, **TI**tle, **PU**blishing information, and Call Number (**C#**). For example, many entries in your existent bibliographies might look approximately like this:

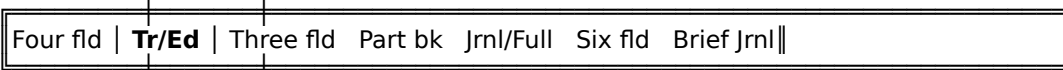
RoAne, Susan. How To Work a Room: A Guide to Successfully Managing the Mingling. Regina: Press, 1990. EG123.R4

Book purposes and split infinitives aside, the main features of the entry are that it has the four elements I named, and each field of the record-to-be is separated by two spaces. Place the cursor on the first letter ("R") of the author's last name and run **M1** (or select it from the menu) and the item will convert into this, italics added automatically by BIBBASE:

AU RoAne, Susan.
TI *How To Work a Room: A Guide to Successfully Managing the Mingling.*
ED
PU Regina: Press, 1990.
DA 1990
C# EG123.R4
DE
RE @@@

It now awaits further information or removal to a bibliography. Note that in its present state, it could be searched only by author, title, and by a freeform search of words in the title. When I convert books to the **BIBBASE** format, I usually add in a few @descriptors and some brief remarks or my notes.

FORMAT MACROS



M2 Tr/Ed Some books have a named Foreword writer, or an editor or translator who worked with the one author or who reworked the one author's text so that that editor or translator deserves billing too. Two examples:

The Brothers Karamazov by Dostoevsky in the David Magarshack translation, John Calvin's *Institutes of the Christian Faith*, Ford L. Battles edition.

M2 will convert only an edited/translated book with all the information already in (including **DE**scriptors and **RE**marks). Thus,

Calvin, John. █Institutes of the Christian Faith.█Edited by Ford Lewis Battles.█Grand Rapids: Baker, 1978. BS2345.C56█@theology - historical @reformation @Calvinism @faith @Christian life█Text for RE field.

will appear as it does below when **M2** runs. The █ blocks--which I don't usually include in my bibliography entries--are in the entry above to point out again that two spaces separate every field in the record before conversion, even at the end of the Call Number or the descriptors where no punctuation appears. The program looks for a double space until it finds one, and meanwhile, treats all the intervening text as a single field. The above would produce the below:

AU Calvin, John.
TI *Institutes of the Christian Faith.*
TR Edited by Ford Lewis Battles.
PU Grand Rapids: Baker, 1978.
DA 1978^R
C# BS2345.C56
DE @theology - historical @reformation @Calvinism @faith @Christian life
RE Text for RE field. @@@^E

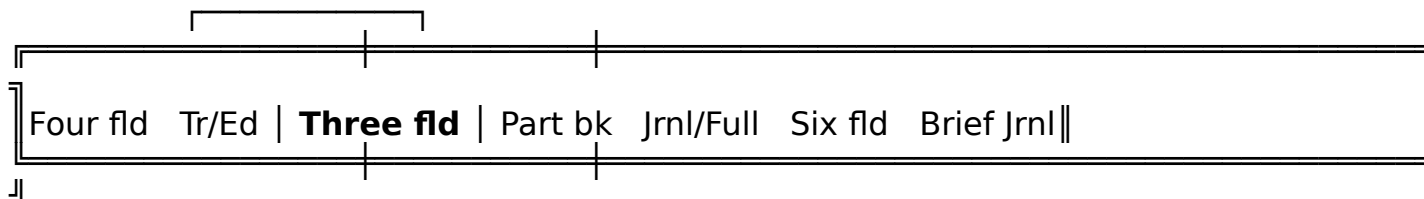
The italics in the title are handled in the program. If your title is already italicized as it appears in your bibliography, that is fine. The Tr/Ed line in your original entry can read as mine did or it can read Ford Lewis Battles, ed. It doesn't matter.

The exception to the two-character-spaces-between-fields rule is this: a book may have more than one of a Foreword writer, a translator, and an editor. Thus:

Dostoevsky, Fyodor. The Brothers Karamazov. Translated by Leo Tolstoy. Edited by Ivan Turgenev. Foreword by Charles Dickens. New York: Penguin, 1991. PG3328.D345 @literature @Russia Comprehensive edition.

The fields, as always, should be separated by two spaces before conversion to BIBBASE. But the items within the Tr/Ed field are separated by only one space each. If two items in the Tr/Ed field were separated by two spaces, they would be recognized as two fields by the macro as it worked (and mess up your entry).

FORMAT MACROS



Four fld Tr/Ed | **Three fld** | Part bk Jnl/Full Six fld Brief Jnl||

M3 Three fld This macro handles the same type of book that macro **M1** handles, but without the Call Number information. Thus, macro **M3** converts a simple 3-field bibliography entry like this:

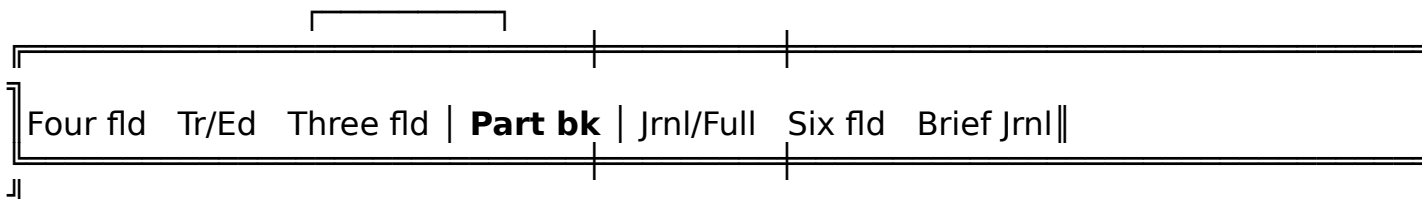
RoAne, Susan. How To Work a Room: A Guide to Successfully Managing the Mingling. Regina: Press, 1990.

into this:

AU RoAne, Susan.
TI *How To Work a Room: A Guide to Successfully Managing the Mingling.*
TR
PU Regina: Press, 1990.
DA 1990
C#
DE
RE @@@

Again, notice that two spaces separated each field in the original typed record. You may have to dress up some of your bibliographies to ensure this spacing before converting the items in them into BIBBASE format.

FORMAT MACROS



M4 Part bk This macro recognizes the more usual sense of "editor" as "assembler of other people's chapters," (roughly parallel to the kind of book that the Entry macro **N4** dealt with) by allowing for a record of one person's work--usually a chapter--included in the collection of another. The macro expects a complete item, including Call Number (**C#**), **DE**scriptors, and **RE**marks. It converts an entry like this:

Ken Badley. "The Art of Life." In *The Big Book of Life*, edited by Joe Turnham, 102-134. Regina: Press, 1999. BR123.T56 @good things About life.

into a BIBBASE entry that looks like this:

AU Ken Badley.
TI "The Art of Life."
TR
PU In *The Big Book of Life*, edited by Joe Turnham, 102-134. Regina: Press, 1999.
DA 1999
C# BR123.T56
DE @good things
RE About life.@@@

Notice where the editor gets listed (in the **PU** line) in this conversion. The **TR** field is reserved for translators and editors of works *by one person*, where that one person would get the primary listing. Notice too that the space between the page numbers and the city of publication is single, because this is all within the field of publishing information. If you make that a double space and then try to convert the entry, you get confusion from the **DA** line on. If you ordinarily have used or would like to use double character spaces between the page numbers and the city of publication, go into the macro and change it. The instructions are there.

If you want a record for the book itself too, not just for a single chapter, you can use macros M1, M3, and M6 (depending on how many fields you have full) to convert your entry to BIBBASE. An editor-as-author first field works like an ordinary author. The line,

Jones, Brian, ed. Big Book of Illustrations. Regina: Press, 1991.

will present no problem to the macro M1. It will produce this **AU** line:

AU Jones, Brian, ed.

FORMAT MACROS

Four fld	Tr/Ed	Three fld	Part bk	Jrnl/Full	Six fld	Brief Jrnl
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M5 Jrnl/Full This macro converts a full (6 part) journal entry in an existent bibliography into the BIBBASE format. The six parts this macro expects are **AU**, **TI**, **PU**, **C#**, **DE**, and **RE**. If you lack some of the information needed here, you might find **M7** helpful; it looks for just the first four fields (or you can substitute two character spaces for any empty field). The kind of raw entry that works within **M5** looks like this before conversion (included again to point out double spaces between fields in original, unformatted records):

Lindskoog, Donald, and Roger E. Kirk. "Some Life-History and Attitudinal Correlates of Self-Actualization Among Evangelical Seminary Students." *Journal for the Scientific Study of Religion* 14 (1975): 51-55. BL1.J6 UofR Main @sociology @religion @intellectuals @higher education @students @psychology @self-actualization @J.B. Rotter @H. McClosky @E.L. Shostrom Using Shostrom's Personal Orientation Inventory and Rotter's . . . etc; the notes go on, I won't.

Running **M5** from the "L" in "Lindskoog" yields this record:

AU Lindskoog, Donald, and Roger E. Kirk.
TI "Some Life-History and Attitudinal Correlates of Self-Actualization Among Evangelical Seminary Students."
TR
PU *Journal for the Scientific Study of Religion* 14 (1975): 51-55.
DA 1975
C# BL1.J6 UofR Main
DE @sociology @religion @intellectuals @higher education @students @psychology @self-actualization @ J.B. Rotter @H. McClosky @E.L. Shostrom @A. Maslow
RE Using Shostrom's Personal Orientation Inventory and Rotter's . . . etc; the notes go on, I won't.@@@

FORMAT MACROS

Four fld	Tr/Ed	Three fld	Part bk	Jrnl/Full	Six fld	Brief Jrnl
----------	-------	-----------	---------	-----------	----------------	------------

M6 Six fld This macro formats a book record with data in six fields already. Like the six-field journal macro above (M5), it seeks full fields in the **AU, TI, PU, C#, DE, and RE**. This macro can be fooled with two spaces for each empty field.

FORMAT MACROS

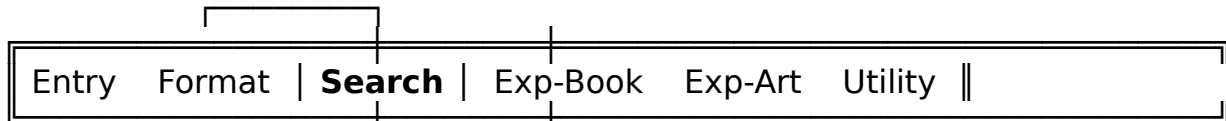
Four fld Tr/Ed Three fld Part bk Jnl/Full Six fld | **Brief Jnl** ||

M7 Brief Journal This macro handles journal records for which no **DE**scriptors or **RE**marks have been made yet. It looks for the first four fields that M5 looks for: **AU**, **TI**, **PU**, and **C#**, with the information typed in the same format that **M5** looks for it in.

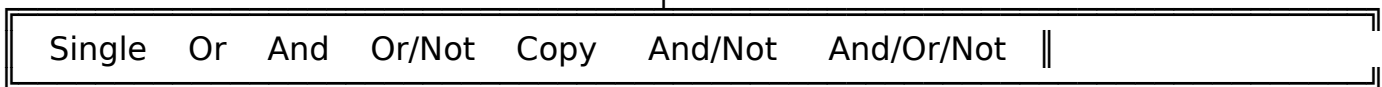
Macros 1.wpm, 2.wpm, 3.wpm, 4.wpm, 5.wpm, 6.wpm, 7.wpm, 8.wpm ||

The **IF-ALL-ELSE-FAILS** DEPARTMENT: Sometimes the above macros simply will not work to format the record I have. This usually is the case if it is a seriously oddball entry or if I've downloaded the reference from a data-base for which I simply have not yet written a macro. In these cases, I use the ALT-F10 macros numbered 1 to 8 that came on the BIBBASE diskette. 1.wpm handles the AAuthor line; 2.wpm handles the Title information, and so on. In other words, these 8 macros are useful for manual assembly of a BIBBASE record.

THE SEARCH MACROS



These macros are selected via the third entry in the (**ALT-D**) top menu. Selecting **SEARCH** chains you to menu **D3** that looks like this.



To use these search macros effectively, you must have the following in place:

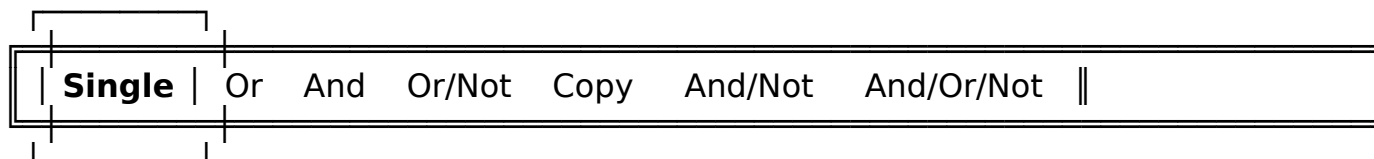
- your source file of records on one WordPerfect screen
- the other WordPerfect screen blank
- a scratch file called C:\working.bib.

The search macros will not alter your original records or file. In fact, your original is saved to c:\working.bib as the first step in any search. As the macros find records, they will write them over to the second screen. NOTE: **If your hard drive is not designated as c:** you should (1) enter macros named S1, S2, S3, S4, S6, and S7, (2) find the instruction close to the top of each of those macros, and (3) change the "c" to the proper designation for your hard drive.

The search macros I have provided do not cover all the Boolean possibilities. But you can run a second macro on a file of found records if you want to do things in a more sophisticated way. I did not design this to try put DBase out of business.

If you want to go beyond these macros in searching power, I suggest you skip these macros and spend some time working with WordPerfect's search features yourself. You can do far more sophisticated searches than I have provided here.

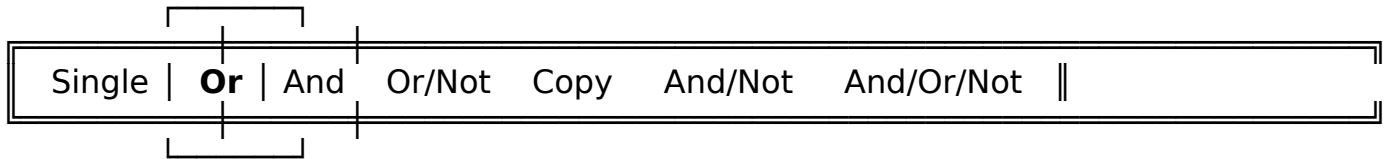
SEARCH MACROS



S1 Single This selection searches your file for all records containing a single search term such as **@philosophy** (where the search will be restricted to @descriptors) or **philosophy** (a freeform search where all occurrences of the word will be noted). When a record with the search term is found, that record is copied (NOT moved) to the other screen. When the search is done, the program exits from your source file (WITHOUT ALTERING IT IN ANY WAY) and presents the found-records file on Screen 2

Note: Restricted searches yield fewer records but more precise records. Freeform searches yield more records but tend to be less accurate at yielding the kind of records you might want. Writing good descriptors is important but it comes slowly. You might want to read on the construction of databases to get a bit more idea about the differences between content and analytic descriptors, how many descriptors to include, and other matters related to using databases effectively.

SEARCH MACROS



S2 Or This selection searches your file for all records containing **either** of two terms. Both, one, or neither term can be a @descriptor. In other words, you can search for @restricted terms or freeform terms with this macro.

The macro searches through your source file for the first term, then it repeats the search for the second, compiling all its found records in Screen 2. It will copy those records over twice which contain both the specified descriptors.

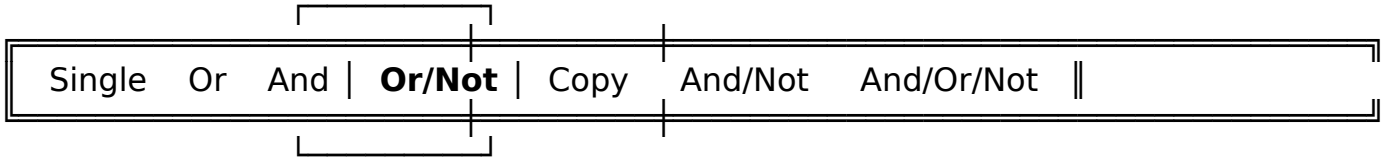
SEARCH MACROS

Single	Or	And	Or/Not	Copy	And/Not	And/Or/Not	
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S3 And This selection searches your file for all records containing **both** term1 and term2. As was the case with the selection above, both, one, or neither term can be a @descriptor. In other words, you can conduct @restricted, freeform, or mixed searches with this macro.

The macro searches through your source file for the term1, then it exits the source file and searches for term2 among the found records, compiling its final results in Screen 2.

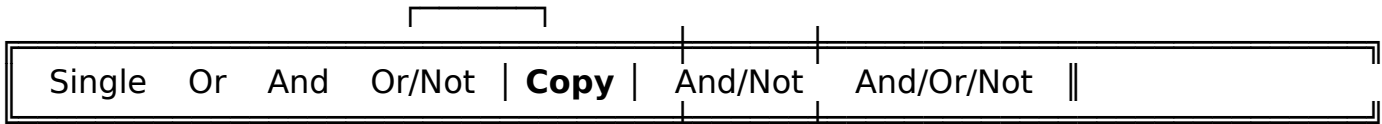
SEARCH MACROS



S4 Or/Not This selection searches your file for all records containing **either** term1 or term2 but **not** term3. As was the case with the selection above, all, two, or one term(s) can be @descriptor. In other words, you can conduct @restricted, freeform, or mixed searches with this macro.

The macro searches through your source file, once each time for the first two terms, then exits the source file and searches for the third, among the found records, eliminating the "not" records as it comes across them.

SEARCH MACROS



S5 Copy This is a bit of an oddball that I use to split up my working-ongoing bibliographic dump file and send specified records off to their various subject-specific files. It is like the "Single" (S1) macro but it searches by first descriptor only and MOVES the records out of my working-ongoing dump file into Screen 2. I usually use this macro when my ongoing working file gets inconvenient to work with. I use this macro to shrink it back down to size. The files I write the records out to have names like the following: anthro.bib history.bib mangment.bib and language.bib.

In light of my file-keeping method, I always make the first @descriptor the most general content descriptor I can think of, usually the name of an academic discipline, except in those areas where I do much reading, and name a file after a sub-discipline.

A brief comment about my whole system. I have found it works best for me to keep one ongoing list called "Books" which I print every two or three weeks. On this list I keep brief entries (not typed in BIBBASE format) for all recommendations from people I know, titles from reviews, catalogues, and so on. I carry this list with me almost everywhere, but certainly to libraries. When I have finished with a title on this list, taken notes, found out the book or article wasn't relevant, or whatever, I format the entry into BIBBASE and dump it off to another file called CATDUMP. This saves my printing and carrying around with me pages of notes on books and articles I am finished with. I also print Inter-Library Loan requests from this BOOKS list. Librarians love typed requests.

When CATDUMP gets too big to store as one file on my hard disk, I break it up by first @descriptor into the various bibliographic files I maintain. Not everyone's needs are like mine, but that's how I maintain my bibliographies. I have thousands of records, some short, some long. I use WordPerfect's search feature to find them by author's name, by title, by @subject descriptors, within certain dates, and so on.

SEARCH MACROS

Single	Or	And	Or/Not	Copy	And/Not	And/Or/Not	
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S6 And/Not This macro looks for records containing both term 1 and term 2, but eliminates those containing term3.

SEARCH MACROS

Single	Or	And	Or/Not	Copy	And/Not	And/Or/Not	
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S7 And/Or/Not This macro searches for terms containing both term 1 and (term 2 or term 3) but not term 4.