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Importing References

The reference file you created is very small, so let's import some references. Choose Import References from the File menu. Select the file Sample Import. You will then see:

In this dialog, we tell Bookends where the references are from. Notice that you can import references from many different services. The file we're importing was exported from Bookends Plus. Bookends knows it, so click on the OK button. The references are imported, and then you are asked:

Compacting the database removes unused space in the database and speeds up Bookends. Click on the Yes button.

If the Put imports into Hits List box is checked, the imported references will be placed in the Hits List, replacing any references already there. If this box is unchecked, the Hits List will remain as it was before importing. Placing the imported references in the Hits List makes it easy to manipulate them (e.g. sort, print, etc.) immediately after importation.

Choosing and Searching for References

In Bookends, you usually work with a subset of references, called the Hits List. The references in the Hits List can be alphabetized, deleted, exported to files, and output in a special bibliographic or footnote format. The Hits List can contain all the references or any smaller group (including a single reference). It's important that you understand how to select references for the Hits List. Bookends offers several methods of choosing references for manipulation.

Before we examine methods for choosing references, let's look at ways of scrolling through the file. Next to the database name are two pairs of arrows. Clicking on the Right Arrow advances you to the next reference in the database. Clicking on the Left Arrow takes you to the previous reference. Click on the Right Arrow now. You're now at reference number 4. Or, you could select Next from the Refs menu (or press Command-3) to move to the reference following the one you're viewing, or Prev (press Command-2) to see the reference before the one being viewed.

Holding down the Shift key and clicking on the Left or Right Arrow takes you to the first or last reference in the database respectively. Or, from the Refs menu, Last takes you to the last reference, and First goes directly to the first reference in the database. Equivalent keyboard commands are also available (Command-1 for First, Command-4 for Last).

Pressing the Escape key (esc) or Command-~ (the tilde key) moves you in reverse order through the references you've already seen. For example, if you move from the first reference to the last, then go to reference number 4, pressing Escape or Command-~ returns you to the last reference.

One other option allows you to choose the number of the specific reference you wish to see. From the Refs menu, select Go to Reference #. Enter the number of the reference you want to view. For the tutorial, type 7 and press Return or click on OK.