

The Reference Display

Reference Fields

Each reference has 13 fields associated with it:

Authors

Journal

Date

Notes

Type

Title

Volume

Publisher

Abstract

Editors

Pages

Location

Keywords

Each field (except Type) holds up to 30,000 characters. If you enter a lot of text in a field it may be difficult to read. By clicking on the boldfaced name of the field, the text is expanded to fill the screen. For example, after clicking on the word **Abstract** you will see:

Information in the enlarged display can be edited as usual. To return to the normal display, click in long rectangular Shrink button just above the text.

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There is a shortcut that lets you quickly see the enlarged display. Pressing the Option key while the cursor is positioned over a category causes that field to enlarge—releasing the Option key restores the display to normal. This feature works only when no categories are “active” (that is, if no fields have an active insertion point).

You cannot edit reference information in this quick enlarge view.

When entering new references, the cursor is automatically placed in the Authors field. Use the TAB key to move to the next field or the SHIFT-TAB to move to the previous field. To edit a previously entered field, position the mouse in the field you want to edit and click once, or click on the field name to expand and edit the field.