

The Reference Display

Copying Information From Other References (Peek)

You may want to copy information from a field in a previously entered reference to a reference you are entering. The Peek function makes this very easy, and can be accessed in four different ways. While viewing the “base” reference (the reference you want to copy information to—usually a new reference entry) you can:

◦

Hold down the Shift key and click the mouse on the name of the field you want to copy (e.g. Keywords, Authors, etc.)

OR

◦

Locate the cursor in the field that you want to copy to and press Command-L

OR

◦

Place the cursor in the field you want to copy to and click on the Peek button in the floating palette

OR

◦

Click on the Peek button in the floating palette. If the blinking caret is not in any field, a dialog box will appear asking you which category you want to peek at. For example, Shift-clicking on the name of the Keywords field might display:

n this case, the user was entering data in reference 2 (the “base” reference), and the category being peeked at is the Keywords field from reference 1 — the first reference field displayed is always from the previous reference.

The scrolling list contains the information from the reference being peeked at, in this case the contents of the Keywords field.

Viewing Keywords from reference tells you which field is being viewed (Keywords) and the number of the reference the display is from.

By changing the number in the box and clicking on the View this reference button, you can jump to any reference in the database. The number just below this box tells how many references are in the database. The Prev and Next buttons scroll through the references sequentially.

The selected lines in the scrolling field can be copied (appended) to the corresponding field in the base reference by clicking on the Insert button. As usual, multiple lines can be selected by holding down the Shift or the Command key when clicking.