

Bookends Menu Items: ...Undo, Cut, Copy, Paste, Clear
 ...Select All
 ...View Formatted Reference
 ...Copy Formatted Reference
 ...Preferences

EDIT MENU

Undo, Cut, Copy, Paste, Clear

These are the standard Macintosh text editing options.

Select All

Choosing this option while the flashing insertion point is in a field will select the entire text of that field. When the Hits Window is in front, choosing Select All selects all of the references in the list.

View Formatted Reference

You can view the current reference in its formatted form by selecting this option. The reference will be shown in a movable modal dialog box in the format that is currently selected (use the Bibliography Formatter to select the format you want).

he reference will be formatted with styles, regardless of the setting in the Bibliography Formatter window. Click in the close box to dismiss the formatted reference dialog box.

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The formatted reference will automatically be copied to the clipboard, so after viewing it the formatted reference can be pasted into a manuscript

Copy Formatted Reference

This option creates a formatted version of the reference being viewed and places it in the clipboard. If Bookends is linked to a word processor, it will switch to the word processor so that the reference information can be Pasted into a document.

The format currently showing in the Bibliography Formatter will be used as the template. This feature is especially useful for creating footnotes that contain reference information

Preferences...

Preferences allows you to set default behaviors for Bookends.