Appendix H: Placing References in Footnotes

You can use custom citation formats in conjunction with Scan a Document to replace footnote entries with the appropriate references. Here is one strategy for doing this:

1.
Create footnotes in your document using the method provided by your word
    processor.

2.
Use Copy Citation to create in-text citations that you place in the footnotes.

3.
Create a custom citation format in Bookends that displays the bibliographic
    information you want for footnoted material. Make sure the custom citation format
    option in the Bib. & Document Options dialog box is turned ON, and that the name
    of the format you are designing is selected.

4.
If your citation style requires it, turn ONthe Use 'Ibid.' option in the Bib. &
    Document Options dialog box.

5.
Scan your word processor document, generating a revised copy. You should turn
    OFF the Generate bibliography after scan option, because   in this case the
    bibliographic references will be placed in the body of the footnotes—no bibliography
    is required.

6.
The footnotes in the revised document will have references inserted into the
    footnotes.

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Bookends will find and replace in-text citations in footnotes if the files are of type
    RTF (Rich Text Format) or MIF (FrameMaker files). Bookends can not find and
    replace footnotes from WordPerfect documents because of the way that WordPerfect
    stores footnote information. If want to scan a WordPerfect file that has in-text
    citations in footnotes, save it as an RTF file first and then proceed with the scan.