

Reference Database for WinWord 6.0 - 7.0 Version 1.3

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Introduction

Program Description

Reference Database for WinWord 6.0 - 7.0

The main idea of this program is to have an EASY way to insert references data into your document, while you write it, and to create a final bibliographic list of the references you used in the document, at the end.

Why to use this program?

This program will give you several things that other won't:

- Insert the reference data (Name(s), and Year) while you are in the middle of the work. No need to switch to other application, copy, and paste. Just launch the Reference Database, choose the reference you need, and insert.
- No way to forget reference you used. In other programs you have to go all over your document and mark the references in it. Big trouble in big document. In this program you don't have to search your document at all. When you insert a reference into your document it will be set as been used in this project. When you create the report the program will know which reference to put in the report. No way to forget.

What to do if I have more than 8000 references

If you have more than 8000 references you will have to use other program too. Don't give up this program!

As normally you won't use more than 100 references for specific project (Will you?), so you can use the import routine to import data from your bigger database. The import routine enable you to import only those records that has a specific text in their fields (That's why this option done for). This way you can work on your project(s) with small database, which will work much faster.

Main features

Store up to 8000 References.

Work on up to 5 projects at the same time. Choose the desired project.

Search for specific reference.

Insert the Name(s), and Year details to your document.

Create reports for the projects you are working on, or any other project.

The Reference Database sorted automatically after every change made.

For International Users

The program should work under the German, France, Italian, and all other Non-English versions of WinWord.

You can set different report styles for your language , and for English. See the "" for more information.

For Hebrew Users

The program supports both English and Hebrew languages.

You can set different report styles for Hebrew , and for English. See the "" for more information.

The Install routine may not work if the user interface is in Hebrew. It is highly recommended to change it to English before installing the macros.

What is ShareWare

ShareWare programs are not free. They are given you for trial period, so you can test them in your home or office, on your own machine. You don't have to buy just on the basis of some demo, or some short demonstration on the computer at store. Yes, that's right, check it in real life before you buy.

If you find the program useful, and keep using it, after the trial period, then you are expected to register.

Registering the program

You are welcome to try the program, for 30 days.

There are no "Nag Screens" to remind you to register, and there are also no extra features in the registered version, nor any limitations in the shareware one.

The registration fee is \$17.00 (50 NIS, in Israel).

As default no disk will be shipped. The registration code will be send via E-Mail, or FAX, if no E-Mail address is available.

However if you do want to get a disk, one will be shipped for additional \$3.00 (All over the world)

Site License for 10 users available for \$100

Global License for more than 50 users available for \$500

How to Register

You can register directly to the author, or using Kagi Shareware registration service (Preferred).

The author can process Checks, and Cash in \$US, and NIS (New Israel Shekel) only. Kagi Shareware can process Credit-Cards, Money Orders, Invoices, Checks, or Cash in variety of exchangeable currencies

To print an order form double-click the Print Order Form button, bellow, or use the Order Form button in the About dialog of the Reference Database.

If the Kagi Shareware option in the Order Form dialog disabled, you should use the Register program bundled in the ZIP file. Extract the files *REGISTER.EXE*, and *REGISTER.HLP* to the same directory, and run the Register program.

When you register via Kagi Shareware company they will process the registration, and will send the author a note about your registration. The author will send you the registration code (Or the Disk, if the \$3 Disk part in the program will be set) when he will be notified by Kagi Shareware that they processed your order.

You are advised to send a copy of your registration form to the author.

Why to register?

A lot of people ask “why to register shareware programs, when I can use them free off charge?” There are few answers to that question:

- When you register you support the ShareWare concept. ShareWare authors don't spend money for advertising and fancy offices, that's why you can get good products for fair price.
- ShareWare authors spend a lot of time trying to give you the best product, bugs free. Only registering the programs will allow them to keep doing this.
- Hi, I almost forgot, don't you think you should pay for something that you find useful, and use with? And have some peace of mind doing so?

Upgrades Policy

Registered users can upgrade all minor versions free of charge, when downloading the file from any BBS or other on-line service, and by using the same registration details.

The price for major version upgrade is \$12. (\$70 for 10 users, \$350 for more than 50 users)

The price for minor version upgrade via post is the same as for major version upgrade+shiping (\$15)

For limited time (September 30) registered users of other programs can get this one free, via E-Mail (Or FAX, if no E-Mail address is available). Contact the author to get your registration code.

License Agreement

- The license is granted on a per user basis. This includes the right to install and use the software on one or more computers so long as the total number of users does not exceed the license quantity.
- Permission is hereby granted for any SysOp or other person in charge of maintaining on-line services to offer a copy of the Reference Database for downloading, as long as no charge other than normal charges for system access are made, and as long as the originally distributed files are kept together and offered in unmodified form.
- The Reference Database is distributed as is, with no warranty regarding its usefulness or fitness for any particular purpose. While care has been taken to produce software which is problem free, the author assumes no responsibility or liability for any failure of this software, or any problems, or damage ensuing thereby.
- Any use of the software is construed as acceptance of this disclaimer of liability
- **The Reference Database may not be distributed with any commercial software product without the prior, express, written permission of the author.**

Running and Installing

- To run the program double-click the Run Reference Database button.
- To install the program to your global template, so it will be available whenever you use WinWord, double-click the Install Reference Database button. The Reference Database will be installed at the end of your Tools Menu, as Reference Database

Before you Install

- If you have an earlier version of the program the install routine will convert your old Reference Database data file to the new version.
You are advised to make a back-up copy to your data file (*REFS.DAT*, in your WinWord directory)
 - The current version will save the data in the file *REFS.DAT* in your WinWord directory.
 - The old Reference Database data will be saved as *REFS.OLD*
- The setting will be saved in the file *TALFUCHS.INI* in your Windows directory. No more *WIN.INI* mess.
- There is currently no automatic uninstall routine. So if you don't want to use the program you'll have to uninstall it yourself. I hope I'll can manage uninstall routine in the future.
 - The Setting are saved in your Windows directory in the file *TALFUCHS.INI*
 - The Reference Database file saved in your WinWord directory, as *REFS.DAT*.
 - To remove the macros use the Tools/Macro command.
 - To remove the changes made to the menu use the Tools/Customize/Menus command.

Manual Install

If the Install routine fails than you can install the Reference Database manually.

1. Use Tools/Macro/Organizer to copy the *Refs* macro from that file into your *GLOBAL* template (Usually *NORMAL.DOT* template.)
2. Rename the macro to *ReferenceDatabase*.

3. Use Tools/Macro/Organizer to copy *TalFuchsLib*, *TalFuchsExport*, and *TalFuchsImport* macros from that file into your *GLOBAL* template (Usually *NORMAL.DOT* template.). If the macros are already on your system then make sure to keep the newer ones on your GLOBAL template.
4. Use Tools/Customize/Menus to add the Reference Database to the end of your Tools menu.

Please note that if you installed the program manually, and you have an earlier version of the program you may have to edit the Reference Database file manually to fit it to the current version.

If you have a back up copy of the data you can use the Import routine to get it into the Reference Database data.

One word about Back-Up

Back-up Back-up Back-up Back-up

It will never be too much to say about back-up.

A routine to back-up the Reference Database data added to the end of the session.

Run, and Install Buttons

User's Guide

Read Me First

This User's Guide is a Hyper Link document.

Whenever you see a **green text** you can double-click on it to jump to the relevant place in the document.

The Main Dialog

Reference Database, Version 1.3

Name(s) and Year:

Article in Book Details:

Name(s):	Fuchs T., Fuchs E.			<input type="button" value="Edit"/>
Year:	1996			<input type="button" value="New"/>
Title:	This is the Title of the article			<input type="button" value="Delete"/>
In Book:	In the Book			<input type="button" value="Exchange"/>
Volume:	Volume	No.: Number	Pages: PP	<input type="button" value="Setup"/>
Publisher:	The publisher of the book	City:	In the City	<input type="button" value="About"/>
KeyWords:	A lot of keywords that can be used to search for this article.			<input type="button" value="Exit"/>

Used In Projects:

Search:

Goto Bookmark:

1 / 2 Project No.1 - How to write a book

List of Name(s) and Year

Shows the list of Name(s) and Year in the Reference Database, as they will be inserted into the document.

When you insert a Reference into the document it will be set as used in the Active Project. See “” for more information on changing the active project.

See “” for more information on creating Bibliographic list for the active project.

Select the desired reference to insert it to the document.

The Status bar shows the selected reference, and the active project.

Details

Show the details of the specific Reference.

Also shows in which projects you used this reference.

Insert

Inserts the Names, and Year, as seen in the drop down list, details to the document.

Search

Use text to search for records.

Goto Bookmark

This option enable you to go to a bookmark in your document, and to insert reference in the bookmark location.

You can use this option to insert references in several different places at once. To do so create bookmarks in your document, where you want to insert the references.

Launch Reference Database, and go to each bookmark to insert the correct reference.

This way you can make your work faster, since there is no need to load the data file for each reference.

Edit

Edit the selected record.

See “” for more information.

You can't edit a reference that has been used in one, or more, projects.

New

Create new reference in the Reference Database.

See “” for more information.

Delete

Delete the selected reference from the Reference Database. You will be asked for confirmation.

You can't delete reference that has been used in one, or more, projects.

Exchange

Report, and Import

- Create a report of the Reference Database.
 - Choose the Project to create report for.
 - Choose the Style of report.
- Import data from other files.
- Restore previously deleted record. See “” for more information.
- Compact data file, and permanently remove all previously deleted records.
See “” for more information.

Setup

- Select the active Project.
 - Rename the projects.
 - Rename the Styles for Report.
 - Modify the Styles for Report.
- See "" for more information.

About

Display the About dialog.

Show the registration information.

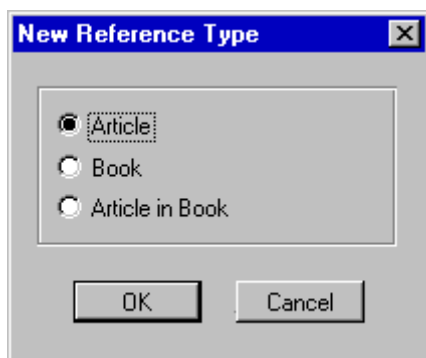
Use Register to insert your registration details, after having the registration code.

Use Print Order Form, to create registration form, for Reference Database, and other programs.

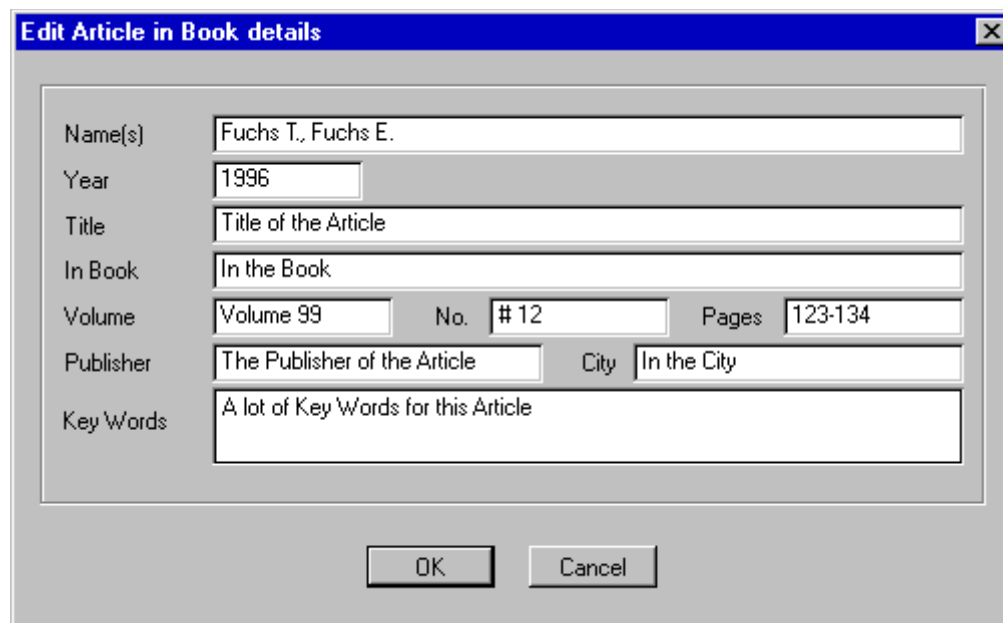
Exit

Exit the program.

Edit / New Dialogs



Select the type of the new reference.



Edit the details for the selected reference.

Use comma+Space between names.

Exchange Dialog

The screenshot shows the 'Exchange' dialog box with the following settings:

- Report** (selected):
 - Project: Project No.1: How to write a book
 - Style: Style 1
 - Add sequential numbers to references
 - Before reference
 - After reference
 - Check the document before inserting references
- Import** (not selected):
 - Replace existing data
 - Append to existing data
- Data Management** (not selected):
 - Back-Up data File
 - Restore deleted record (2 deleted records)

Report

Choose Report, the Project to report, and the Style of report, to create Bibliographic list of that project. The active project will be the default one.

Check the 'Add sequential numbers to references' if you want to, and select if to put the number before or after the references.

When creating report you can select the 'Check the document before inserting references' if you want to make sure you didn't deleted the reference from the document. This option will be selected if you choose to add sequential numbers to the references.

Report won't be available if the Reference Database data is empty.

Use "" to rename the projects, and the Report Styles, and to modify the Report Styles.

Import

Import data from other text files.

Replace existing data in Reference Database data file, or append data to existing data.

Import won't be available if there are 8000 records in the Reference Database data.

Back-Up data File

Back-Up data file to diskette.

Restore Deleted Record

Restore previously deleted record. See "" for more information.

This option won't be available if there are no deleted records in the data file.

File to Import Dialog

The image shows a 'File to Import' dialog box. It has a title bar with the text 'File to Import' and a close button (X). The dialog is divided into three main sections. The first section, 'File to Import', contains a text input field. The second section, 'Records Delimiter', contains four radio buttons: 'Comma' (selected), 'Comma, and Quotes', 'Tab', and 'Other' (with an adjacent text input field). The third section, 'Records to Import', contains two radio buttons: 'Import all records in data file' (selected) and 'Import only record with the following text:' (with two text input fields separated by the word 'Or'). At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

File to Import

Write the file name that you want to import data from.

In case the file does not exist, or has no data in it, you will get an error message.

Records Delimiter

Specify the delimiter between the records in your data file.

If the delimiter you specified will not be found in the first line of the data file you will get an error message.

Records to Import

You can choose if you want to import all records in the data file, or only part of the records, based on specific text. The text will be searched in all fields of the data file, even in those fields you won't import into the Reference Database (Like KeyWords). This enable you to import part of bigger data based on specific keyword.

Import Dialog

Import data

	NONE OF THE ABOVE	NOT AVAILABLE
Tal Fuchs	Name(s)	NOT AVAILABLE
1992	Year	NOT AVAILABLE
This is the Title	Article Title	NOT AVAILABLE
	NONE OF THE ABOVE	NOT AVAILABLE
In the Journal	Journal/Book	NOT AVAILABLE
	NONE OF THE ABOVE	NOT AVAILABLE
Volume	Volume	NOT AVAILABLE
Pages	Pages	NOT AVAILABLE
	NOT AVAILABLE	NOT AVAILABLE

Please, let me know what each field in your data represent, by choosing an item from the drop list.
Field left empty, or selected as 'NONE OF THE ABOVE' will not be imported into Reference Database

Make sure not to have two fields with the same data (Except for NONE OF THE ABOVE)

If your data doesn't look as you expect it to, then try to go Back and choose another delimiter.

< Prev Record Next Record > OK Back Cancel

In the Import dialog you should specify the type of data that appear in each field of your data file. Choose the appropriate field name from the drop down list. Make sure not to assign the same field name to more than one field (Except for leaving empty or choosing 'NONE OF THE ABOVE')

Prev Record / Next Record

By using the 'Prev Record' and 'Next Record' buttons you can move between the first 20 records of the data.

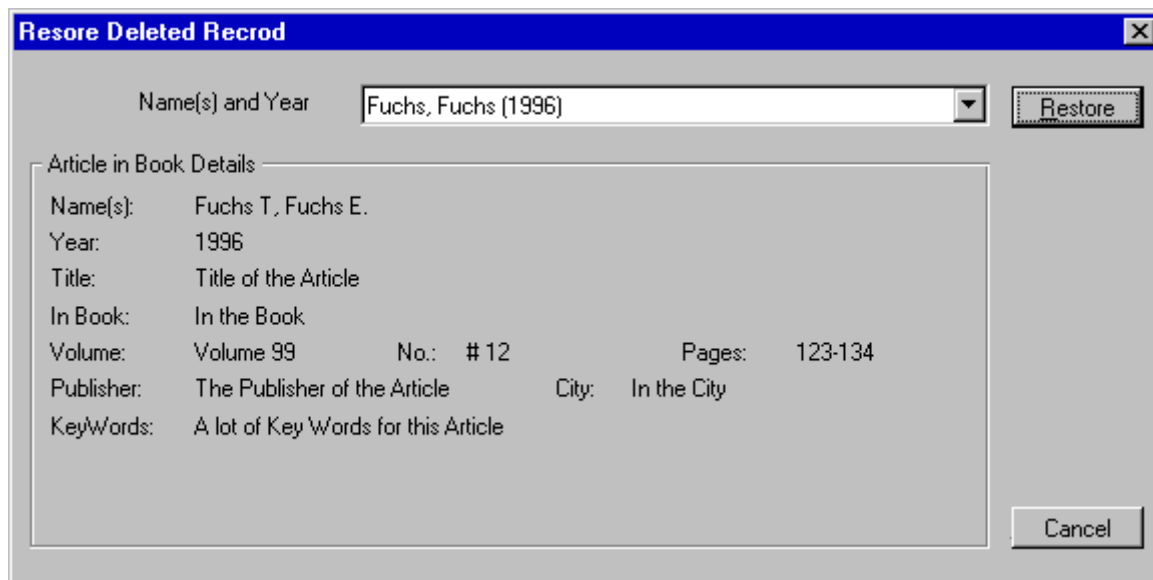
Go Back

If your records do not look the way you expect them too, it's probably because you specified wrong delimiter. Try to go Back and choose another delimiter. You can use the 'Go Back' to select another file to import from.

Import Tips

It is recommended to create the first record, in your application, so it will include the names of the fields. This will make identification of the fields, while importing, much easier.

Restore Deleted Record Dialog



Select the previously deleted record to restore.
 This option won't be available if there are no deleted records in the data file.

Setup Dialog



Projects

Select the Active Project.

Rename Projects.

When you rename a project all the pointers for this project will be deleted from the Reference Database.

You can't Edit, or Delete a record from the data if this record has been used in one, or more, of your projects. Renaming this project will reset all the entries for it, and you will be able to edit, or delete the record.

You can see the active project in the title bar of the Main Dialog.

Report Styles

Rename the styles of report, that you'll see in the .

Use modify to set how this style of report will be look like. See the for more information.

You can even set each Report Style to fit deferent language.

Style Modify Dialog

Variables			
Name(s)	%N	Volume	%V
Year	%Y	Number	%D
Title	%T	Pages	%P
Journal	%J	Publisher	%R
Book	%B	City	%C

Formating	
Bold	@B
Italic	@I
Underline	@U
Clear Format	@@

Example: %N, [%Y], "%T", @U@J@@, @UVol. %V@@, Pages: %P
Result: Name(s), (Year), "Title", Juornal, Vol. Volume, Pages: Pages

Format the style of report so the report you get will look like exactly the way you want.

You can insert text, and reference data. Use the Variables section for help on how to insert the reference field into the report. Use the Formating section for help on how to format the data. Use Shift+Enter to insert a new line.

Version History

Version 1.3

- Since Word Basic (WinWord programing language) can't handle files larger than 64KB in size, the data file splited into several smaller ones. This problem caused error while trying to store about 150 records in the data file. The data files are saved in the WinWord\refsdatsubdirectory.
- The option to go to bookmark, to insert references added. See the ‘ ’ for more information.
- The option to add sequential numbers to references add to the .

Version 1.2

- Status bar added. See the ‘ ’ for more information.
- Fixed some bugs.

Version 1.1

- First published version.

Version 1.0

- First version, for Beta tests only.

Known Problems

- Using '&' in the Reference Database will be seen as ' _ ', but it will be inserted correctly as '&' into the document.

Other Products

Address Book for WinWord 6.0 - 7.0

Store up to 8000 names, Addresses and phone numbers.

Search for specific record by name or by company.

Insert the details directly to your document. Only the desired details, and exactly the way you want.

Import and Export data.

Create reports. Normal report, and Wide report for mail merge.

Create Labels.

The Address Book sorted automatically after every change made. All the changes will be saved at the end of the session.

Included template for creating letter. You can edit the template, and use it as a sample to create your own templates that take advantage of Address Book.

New Print Dialog for WinWord 6.0

New Print Dialog replaces WinWord default print dialog.

If you have more than one printer attached to your system, then this program is must have one. Printer selection made much easier, directly from the dialog. (Up to 16 printers.)

If you, more than once, wanted to print a document, but it was send to the FAX instead, then this program will make sure it won't ever happen again. The default printer will be restored after the print job ends.

Changing various settings like Reverse Print Order, and Draft Output done in the dialog itself, without going to the Print Options.

Free Macros Library for WinWord 6.0 - 7.0

The library contains WinWord macros that can be used freely, with no charge, you can edit them as you like, and make any use of them, in your programs.

Contacting the author, and technical support

Please send inquiries, comments, or fees to the author at the address below.

Technical support available for registered and unregistered users, via E-Mail or via the post office.

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- All the users who keep sending comments and suggestions, to make this program better one.
- **Special thanks to wolfgang Holdinghausen (Germany) for his ideas, and tips, and especially for testing the program under the German version of WinWord.**