

# A WinRefer Tutorial

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We'll assume that you've set-up WinRefer as you want it, to search through the appropriate reference files. The purpose of this document is to suggest some of the ways in which WinRefer may be used to help you prepare papers and the like.

In writing a paper, you will undoubtedly have certain sentences or diagrams which should be accompanied by citations to the person who originally performed the work. WinRefer allows you to search for the appropriate piece of work in your reference database(s) and create a formatted citation to the work.

Consider the following sentence:

This may be neatly summed-up as "algorithms + data structures = programs".

We should, of course, cite the book by Wirth of the same name along with the quotation. To do this, we first acquire the reference to the book by searching the reference database. (This reference may be found in the file **test\_ref.ref**, should you wish to follow the process closely.) We may search for the reference using the keywords "algorithms" and "structures" or by the expression "algorithms and Wirth" typed into the appropriate fields of the WinRefer main window: pressing "Start search..." will acquire the reference from the database (all being well!).

If we assume you're using the default format set, then the reference will be formatted as follows:

Niklaus Wirth, "Algorithms + data structures = programs," Prentice-Hall (1976).

You may move to the appropriate place in your document - the bibliography at the end, a footnote or wherever - and insert this reference. Press "Copy ref" to place the formatted reference onto the clipboard, and then paste it into the document (usually Ctrl-V does this).

You also need to place a citation marker into the text. The default format set doesn't generate such "tags," but other format sets do.

If you're using Word for Windows, try selecting one of the supplied format sets intended for Word (**word.for** and **worlet.for**). Get the reference browsing window back (by pressing "Examine..." in the main window, then copy the reference again and insert it into the document at the correct place. Then press "Copy tag" and paste the resulting tag in next to the citation. This will result in a something like:

This may be neatly summed-up as "algorithms + data structures = programs"[1].

[1] Niklaus Wirth, "Algorithms + data structure= programs," Prentice-Hall (1976).

Try citing a few other pieces of work, building a short paper and a small bibliography. If you then select the entire document (Ctrl-Shift-Keypad 5) and press F9 a couple of times, you'll notice that all the citations and formatted references should become correctly cross-referenced automatically. You can sort the bibliography into whatever order you like (usually alphabetical, but occasionally citation-order): updating fields a few times will re-cross-reference the citations.

You could alternatively use the footnotes mechanism of Word to place references in the footnotes of the pages in which they've been cited. In that case, you don;t need the tag generation, and you can edit the format files to get rid of tags.