

# **WORD.FOR - a template for use with Word for Windows and WinRefer**

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## **Introduction**

This template allows WinRefer to be controlled automatically from within Word for Windows. The WinRefer window may be selected and browsed to obtain a reference, and the results may be pasted back into Word. The template isn't perfect, but hopefully should be a considerable help to many people.

If you check the "Insert" menu, you'll find three additional options: to insert a tag, reference or bibliography. These allow you to paste-in a citation tag, a formatted reference and a complete bibliography respectively.

As mentioned in the documentation, WinRefer's remote control feature works hand-in-hand with the bibliography generator. The last reference selected (using the "Select" button on the reference browser dialogue) is always available to other applications. It is this reference – both its tag and formatted form – which Word accesses.

A tag is inserted in the Normal style. A reference or a bibliography is inserted using the References style (which may be changed to suit your tastes).

On the "Tools" menu, you'll find an item called "Search for reference..." which will bring up WinRefer automatically.

## **Alternatives**

By default, all items are inserted at the current point. However, some additional macros are provided for those who keep their bibliographies at the end of a document. These alternative macros expect a bookmark called Bibliography to be defined which contains a document's bibliography. If these are used instead of the default options, references will always be inserted into the end of the Bibliography bookmark; inserting a bibliography will completely replace any existing bibliography.

(Please note that the Bibliography bookmark must always contain some data or other, even if it's only a single space.)

Another macro which may be useful with these alternative macros allows a bibliography to be sorted automatically. The sorting occurs on the first (tag) field, and so will usually sort the bibliography into alphabetic (or alpha-numeric) order. Please note that this only works correctly for some sorts of format set: some difficult format sets may require different handling.

## **Macro Names and Descriptions**

The following macros are defined:

InsertTag	insert a citation tag at the current position
InsertRef	insert a formatted reference at the current position
InsertBibliography	insert a bibliography at the current position
WinRefer	brings up WinRefer ready for a search
AltInsertRef	insert a reference into the Bibliography bookmark
AltInsertBibliography	replace the contents of the Bibliography bookmark
AltSortBibliography	sort the bibliography lexicographically

By default, the first three macros are bound to options on the main "Insert" menu. This may be changed to use the alternative versions, as described in the next section

## Using this Template

To use this template, get rid of all the text. You can then add your own text and styles, or add the macros to an existing template.

The binding of macros to menu options is covered in the Word documentation (and the help file), but in brief is a function of the "Tools/Options..." menu. To use the alternative macros, simply re-bind the existing menu options to the alternative macros, and add a "Sort bibliography" option somewhere (The "Tools" menu sounds like a sensible place).

The alternative macros require that a bookmark called Bibliography exists. This template defines such a bookmark, in the section headed References. The macros will manage this bookmark automatically.

You might also like to bind some of the functions onto buttons on the toolbar – this procedure is also described in the Word documentation. WinRefer then becomes effectively a sub-program for Word, used in a similar manner to Draw and Equation Editor.

## Notes on the Word-specific Format Sets

WinRefer comes supplied with three format descriptions specifically targetted at Word users. These make use of Word's field and macro capabilities to simplify the task of creating bibliographies.

Two of the files – word.for and wordlet.for – are very straight-forward. The third, wordseq.for, is slightly more complicated. It is described in more detail in the remainder of this section.

The format set numbers citations and bibliographies according to the order in which papers are cited in the document – the first is numbered [1], the second [2] and so forth. This is a convention required by some journals.

Basically, the set behaves like any other. Citations may be inserted and moved around, and bibliographies generated. However, it is important to avoid multiple citations of the same paper. The problem is that it is essential to avoid inserting two separate numbers for the same paper. This may be accomplished *via* the following procedure:

- on *first* inserting the reference, insert the tag and formatted reference (into the bibliography) as normal;
- for *subsequent* citations, copy the tag *from the formatted reference* in the bibliography and paste it into the document, rather than using WinRefer to re-generate a new tag.

This will ensure that numbering is correct.

Please note that the AltSortBibliography macros doesn't work correctly with this format set: it's one of those difficult ones! However, this isn't much of a problem: just select the bibliography and choose "Sort" from the "Tools" menu.

## References