

GETAREF

for Microsoft Windows

DataAid AB

GETTING STARTED GUIDE

<http://www.getaref.com>

Installing GetARef

GetARef Getting Started Guide

© Copyright 1999-2004 DatAid AB. All rights reserved.

This document is being furnished by DatAid AB for information purposes only to licensed users of the GetARef software and is furnished on an 'AS IS' basis, that is, without any warranties, whatsoever, expressed or implied.

GetARef™ is a trademark of DatAid AB.

Other mentioned brand or product names are trademarks or registered trademarks of the respective holders. Microsoft is a registered trademark and Windows and Windows NT are registered trademarks of the Microsoft Corporation.

Information in this document is subject to change without notice and does not represent a commitment on the part of DatAid AB. The software described in this document is furnished under a license agreement. The software may be used only in accordance with that license agreement. It is against the law to copy or use GetARef except as specifically allowed in the license. No part of this document may be reproduced or retransmitted in any form or by any means, whether electronically or mechanically, including, but not limited to the way of: photocopying, recording, or information recording and retrieval systems, without the express written permission of DatAid AB.

GetARef Getting Started Guide

Written by Benoni B. Edin, MD, PhD.

GetARef is developed and produced by Benoni B. Edin, MD, PhD, DatAid AB, Sweden.

Printed in Sweden by XXXX.

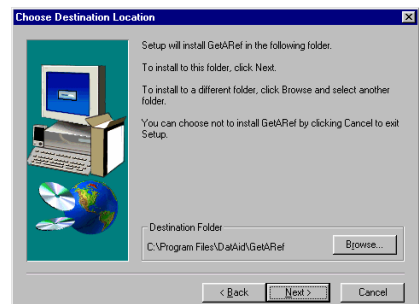
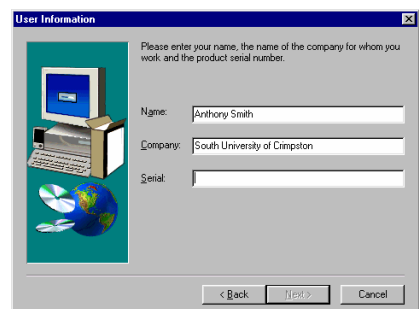
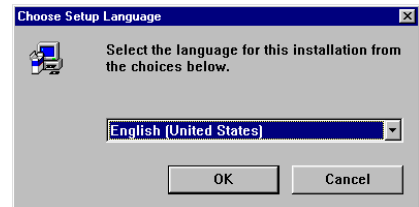
Visit our Web site at <http://www.getaref.com>

1. Installing and Customizing GetARef

Installing GetARef

1. Insert GetARef's Installation CD in the CD drive.
If the Setup program doesn't start automatically once the CD is in place
 - Run Windows Explorer and locate SETUP.EXE in the root folder of GetARef's Installation CD.
 - Start the program SETUP.EXE.
2. Choose **setup language**. For multi-lingual versions of GetARef, the setup language will be the default interface language of GetARef; it will later be possible to choose another available interface language in GetARef.
3. Read the **license agreement**. If you decide to accept, press the Yes button.
4. Enter **user information**. Your distributor should have supplied you with a serial number. It must entered exactly as given. If you experience any problems in getting the Setup program to accept your serial number, please contact your distributor for immediate correction.
5. Choose a **destination location**. The destination folder will contain the program files and the program libraries as well as some data files that are used by GetARef. The default folder is a subfolder of Windows program folder.
Note that the destination location will not by default contain user files, such as reference files. In the next step, you'll be able to choose a user folder for your own data files.
6. Choose a **user folder**. The user folder will initially contain sample files, i.e., reference files, format files, and example documents.
7. **Complete the installation** by clicking the *Next* button. It is recommended that you read the last-minute information in the README.TXT file as suggested close to the end of the installation.

The installation program creates a *GetARef* folder in the *Start|Programs* menu of Windows.



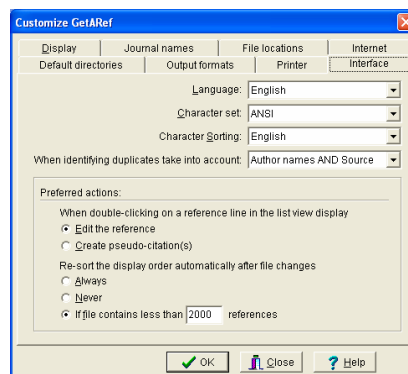
Customizing GetARef

As described in more detail in GetARef's on-line help, it's possible to customize several features of GetARef.

1. Start GetARef and give the command *Tools|Customize GetARef*.

Note that GetARef provides extensive on-line help if you press F1 or any displayed Help button.

2. To change the **interface language**, select the tab labeled *Interface* and adjust the drop-down menu *Language*.
3. To change the **colors and fonts** used in GetARef's reference display windows, select the tab labeled *Display* and use the controls to adjust color and fonts.



What doesn't need to be customized

GetARef dynamically keeps track of the size of its main window as well as all major dialogs and reapplies the settings the next time the program is started or a dialog is activated. Thus, if you need to adjust the position or size of a dialog this only needs to be done once.

Likewise, GetARef keeps track of recently accessed folders containing different functional groups of files, e.g., reference files, format files, etc.

What shouldn't be customized

Unless you are an experienced computer user, do not move GetARef's program libraries or data files (i.e., files stored in the destination folder). If you do need to move them it is suggested that you instead first uninstall and then reinstall GetARef. Files you have created will not be ruined by those operations.

Also, for your own convenience, stick to GetARef's default extensions for reference files (*.REF) and format files (*.FOR) because whenever you want to open or create a file of these types, GetARef will assume that they have the default extension.

2. To Those Who Used Previous GetARef Versions

GetARef is continually developed and updates are made available for free at GetARef's web (<http://www.getaref.com>). An important goal for this development is to make sure that previous users are comfortable with new versions.

Continuity

Reference files

Reference files that were used with previous versions of GetARef can be used without modification with GetARef.

Journal name database

Old journal name databases can be used without modifications. Moreover, there is a easy-to-use tool to update the new journal database with changes made to databases of previous GetARef versions (see below).

News

Format files

A format file represents the complete destination format: format of short citations, references in a reference list and the structure of the reference list. The current format files are richer in information than those of previous versions.

As such, the current format files of GetARef combines the old format files of GetARef 3.2 and the information used by GarDoc.

Moreover, the format files are easily distributed via Internet and accordingly, format files will be available via GetARef web-site (<http://www.getaref.com>).

Reprint requests

A reprint request utility is no longer included with GetARef: it simply became obsolete during recent years and very few users seemed to have taken advantage of it.

To update old files

Files associated with reference files

Reference files created with GetARef 4.0 or later do not need to be updated.

Although the reference files of GetARef 3.2 can be used without modification, the associated files should be regenerated. This includes map files (*.MAP), index files (*.IDX), sort files (*.SRT) and map files (*.MAP).

These files are created automatically by GetARef or when requested by the user. To ensure that the associated files are updated, they may be deleted using Windows' Explorer.

Format files

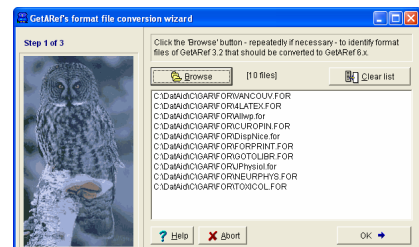
Format files created with GetARef 5.0 or later do not need to be updated.

To update format files used with GetARef 3.2, give the Windows command *Start|Program* and run the program *Import format files* in the GetARef folder.

This utility has a wizard-like interface and guides the users step-by-step. During the process the utility will

- update any old format file (*.FOR) included in the process, and
- create new format files by translate *Journal Destination* that were defined in GarDoc 3.2.

The imported format files will end up in a user-specified folder (by default, a subfolder of the *Formats* folder in the user folder).

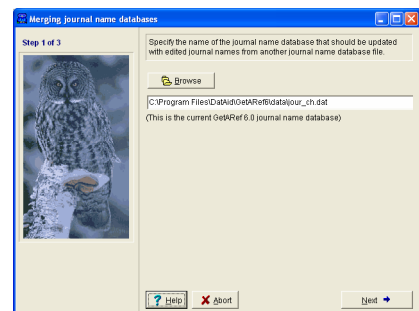


The journal name database

Any added or modified journal name definition in the journal name database used with previous GetARef versions can easily be copied to the current journal name database:

- Give the Windows command *Start|Program* and run the program *Update journal name database* in the GetARef folder
- Follow the instructions in the wizard-like interface.

Note that updating the new journal name database does not modify the old journal name database.



3. Information to New GetARef Users

Main design goals

The main design goal with GetARef was to provide a complete solution to reference management:

- To make it easy to manage personal reprint libraries.
- To make it easy to import and manage references retrieved from external sources.
- To facilitate manuscript production.

It's up to the user to decide if the goals were met or not.

If it's not easy — complain

Although GetARef has been – and is – developed by a scientist with strong opinions about 'proper reference handling procedures', GetARef wouldn't be the product it is without the inputs from numerous users.

Given that GetARef is a utility that mostly will be used intermittently but intensely rather than continually, it's crucial that the interface and the steps required by the user to accomplish any specific task are intuitive and transparent. Moreover, we strive to offer excellent online help information.

In short, it shouldn't be necessary to 're-learn' the program every time it's used. So please, don't hesitate to suggest modifications and improvements.

How to get to know GetARef

These are a few tips that are known to make it easier to become acquainted with GetARef:

- Use the example reference files to learn the basic interface. It provides a guided tour through important aspects of basic reference handling
- Convince yourself that GetARef's online help is a valuable resource: use it extensively in the beginning, press F1 or click on any *Help* button as soon as you have a question.
- Don't try to use GetARef without a proper 'context'. It's much more efficient if you have defined a specific task and then use GetARef to accomplish it rather than to aimlessly 'explore possibilities'.

- Be aware that many tasks can be accomplished in several ways. GetARef was designed to fit users with many different backgrounds. Although all command can be invoked via GetARef's menus, all common tasks have shortcuts. Look for shortcuts for any commands that you use often.

Organizing your reference files

In the *Content* of GetARef's online help you'll find a section specifically related to the organization of reference files. Please, activate GetARef's help system for more information.

Reference files: What you may want to avoid

GetARef doesn't actually constrain how a user should organize reprints or reference libraries. But it may be wise to consider a few things before starting the process:

Don't use too many reference files

Avoid the temptation to create a large number of reference files dedicated to different areas. Too many references belong to more than one area and will either be stored in several files or, for reason that later may not be so obvious, in one particular file.

Avoid organizing the references by means of keywords

It's quite time-consuming to organize and catalogue even a modest collection of references; if the purpose of organizing the references is fast retrieval, with GetARef it's not worth it because GetARef searches even very large reference files fast. Indeed, searching a file containing more than 2,000 references is completed within less than a second. Moreover, by indexing files, GetARef may search 100 MB of data within one or two seconds. There is therefore no point in attaching keywords to individual references to increase search speed.

Avoid duplicating public databases

Many large bibliographic databases are today easily and freely accessed via Internet (e.g., *PubMed*). Because it's so simple to download and import references to GetARef, some users are tempted to create large excerpts of public databases on their own computers. Consider if it's not a better and more economical strategy to create local databases that mainly represent personal reprint collections.

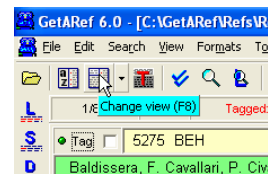
4. Getting Help With GetARef

Online help

GetARef provides help on several different levels. The help file is located in GetARef's program folder (by default this folder is C:\PROGRAM FILES\DATAID\GETAREF5\BIN).

■ Bubble help

Bubble help represents the simplest form of help. It is activated by positioning the mouse cursor above an item or a control in a dialog or GetARef's main window: Within a fraction of a second a short framed text pops up and it indicates the purpose or meaning of the control.



■ Contents

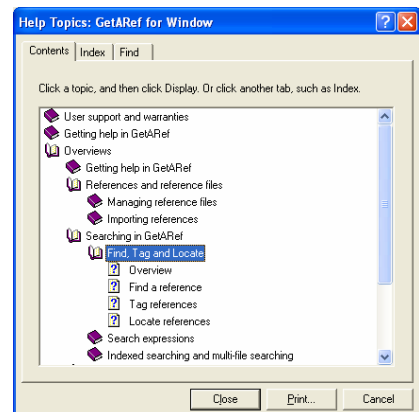
The Contents of GetARef's help system provides entries to various areas of interest, including general reference handling, how to work with manuscripts, etc.

■ Context-sensitive help

GetARef's help system is context-sensitive, i.e., which topic is displayed when activating the help system depends on the context.

Press F1 or a *Help* button of a dialog to activate the context-sensitive help.

For instance, to read the pertinent help section for a specific menu command, reveal the menu, highlight the command and then press the F1 key.



■ Help index

GetARef's online help file is richly indexed and cross-referenced. This index can be accessed in GetARef's help window by clicking the *Index* button.

User support

Support is provided primarily via E-mail. The address to GetARef's national and international distributors can be found at GetARef's Web site (<http://www.getaref.com>).

GetARef's Web site

Depending on the interest shown by GetARef's users, DatAid AB will provide tips and hints via GetARef's Web site.

GetARef's Web site:
<http://www.getaref.com>

Updates via Internet

DatAid supports GetARef's users by supplying free updates via Internet:

■ Main program

Whenever there is a significant change in the main program of GetARef, the updated files are made freely available to all users.

■ Import utilities

GetARef can import references from a wide variety of sources. Because suppliers of reference information often change their downloading formats, the import routines accordingly may need to be updated.

Moreover, *new import routines* are created *for free*. In other words, when a user reports the need to import references from a previously not supported source, DatAid AB promises to produce an appropriate import routine for free but in collaboration with the user.

For reasons like these, import utilities are offered for free via GetARef's Web site.

■ Format files

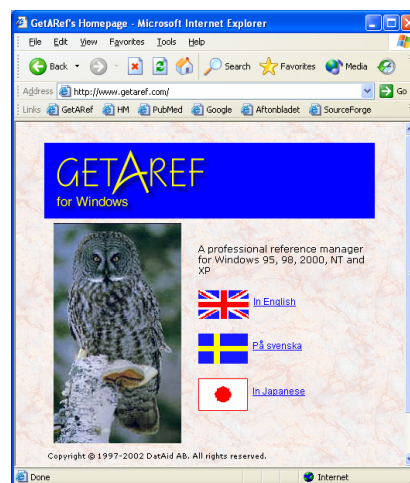
The format files of GetARef can easily be distributed electronically. Accordingly, DatAid offers format files suitable for various journals and destinations freely via GetARef's Web site.

There are, however, at least some 85,000 journals of relevance to the biomedical field alone; hardly any two of them request exactly the same submission format. For this reason, DatAid AB is unable to produce all required journal formats but hopefully users will submit format files and allow DatAid AB to make available via Internet.

■ Journal name database

The journal name database of GetARef is heavily biased towards the biomedical field and may not be perfectly suited to researchers in other fields of study.

DatAid AB will, however, regularly update the journal name database and make it available for free via GetARef's Web site.



5. Searching and Browsing References

The sample reference file

The first time GetARef is started it will open and display a small sample reference file: REFEXAMPLE.REF. It is strongly suggested that every user gets familiar with the interface guided by the comment fields in this file.

Acceleration keys and short-cuts

All user commands in GetARef can, of course, be invoked via GetARef's menu systems. But the large majority of commands can also be given by short-cut keys, e.g., `CTRL+O` to open a reference file.

All short-cut keys are listed in the menu system. Users that prefer the keyboard over the mouse will quickly learn what short-cuts to use.

In addition, there is a number of speed buttons that all feature so-called bubble help: to learn the role of a particular button simply position the mouse cursor over the button and within a fraction of a second a hint will be displayed.

Display views

GetARef displays a reference file in one of three views:

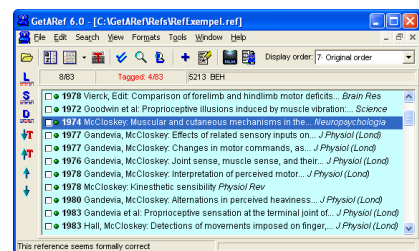
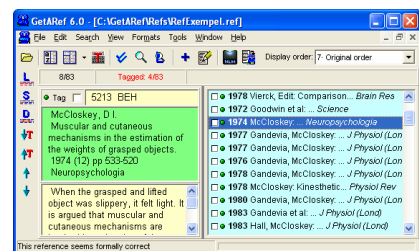
- Single reference display view, i.e., one reference at a time.
- List view, i.e., several references at a time but one reference per line.
- A combined view, i.e., the left part of window displays a single reference (the 'current reference') and the right part of the reference window shows a list view.

To change between display views, use the menu command *View|Change display view* (or the short-cut key `F8`).

It is possible to apply a format to the reference information displayed in the single reference view. Load a format file by using the command *Formats|Load format file* and then apply the loaded file using the command *Formats|Apply format to references*.

Some useful short-cut keys:

Help	F1
Open a reference file	CTRL+O
Close file	CTRL+F4
Add a reference	SHIFT+CTRL+A
Edit current reference	F2
Next reference	PGDN
Next page in list	CTRL+PGDN
Next tagged	CTRL+N
Previous reference	PGUP
Previous page in list	CTRL+PGUP
Previous tagged	CTRL+P
Set display order	SHIFT+CTRL+F8
Find reference	CTRL+F
Tag references	CTRL+T
Toggle tag status	SHIFT+CTRL+T
Locate references	CTRL+L
Clear all tagging	SHIFT+CTRL+C
Invert tagging	SHIFT+CTRL+I



The sample reference file

Finding, tagging or locating references

GetARef offers 3 complementary ways to locate references:

- **Find a reference** *Search|Find reference*

To 'find' a reference is similar to finding text in a word processor except that in GetARef it's a whole reference rather than just a word or so that is the target.

- **Tag references** *Search|Tag references*

Reference can be tagged one-by-one but more typically one by means of search expressions. Every reference that matches the criteria gets tagged. It's easy to browse tagged references and also to manipulate them as a group.

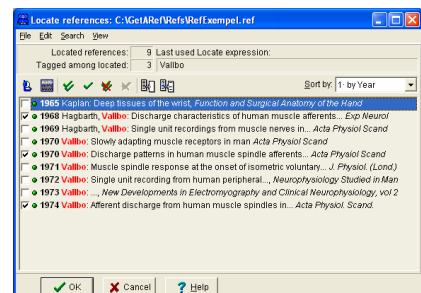
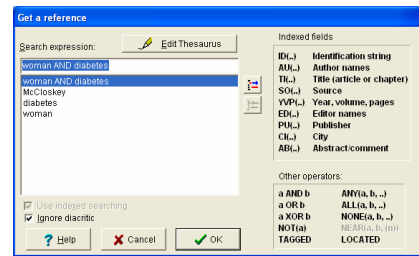
- **Locate references** *Search|Locate references*

'Locate' share features with both 'find' and 'tag': it is possible to identify a limited group of references without necessarily changing their tag status.

The above methods all require search expression. GetARef, however, offers an additional powerful way of searching for references:

- **Find similar references** *Search|Find similar references*

With this command it is possible to locate references similar to a particular reference.



Search expressions

Search expressions in GetARef are made up of words or strings of characters optionally combined with logical operators. It is even possible to search for single characters (just to see the effect, search for the letter 'e' in the sample reference file).

Simple search expressions may consist of single words, e.g., *woman* and when such an expression is used, every references containing that particular string of characters is 'found'.

With the help of logical operators it is possible to combine words to create rather complex expressions, e.g., *ANY(woman, female) AND AU(Smith)*. With this search expression references containing 'any' of the strings *woman* and *female* and an author with the name *Smith* would have been found.

Numerous examples and more detailed explanations are provided in GetARef's online help. By clicking the Help button in the dialog used to enter search expressions, this additional information can quickly be accessed.

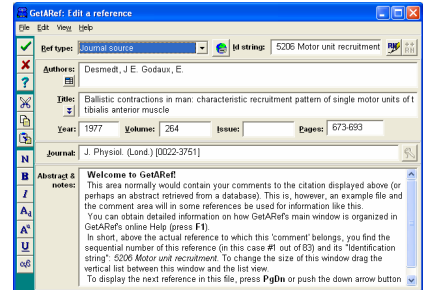
6. Editing and Adding References

Editing references

Using the dialog *Edit a reference*

The simplest and safest way to edit and adding references is to use GetARef's special dialogs (*Edit|Edit current reference*).

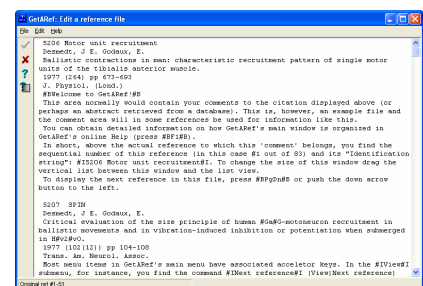
The edit dialog displays the separate fields in label edit boxes. Importantly, when the information is saved to the file the entered information is checked for potential errors (e.g., '19999' as the publication year).



Using GetARef's text editor

For some kinds of editing, it may be easier to edit the references as a text file. GetARef features a text editor in which part of a reference file can be edited (*Edit|Edit in text mode*).

It possible both to edit and to add references in the text editor. The purpose of the editor is, however, primarily to make it possible to repair files with a wrong structure because of, for instance, inappropriate blank lines.



Using other editors

Because GetARef's reference files are pure text files it is possible to open them and manipulate them in any modern word processor.

Note, however, that once the file has been edited in a word processor, it *must* be stored as a text file and not in the native document file format of the word processor.

Adding references

The command *Edit|Add a reference* invokes the same dialog that is used for editing references.

GetARef features a special command that is useful when a series of similar references should be added manually: *Edit|Add with current ref as template*. With this command, the fields of an old reference are copied to the *Add reference* dialog and the reference can then be modified as needed.

To copy references from one file to another

To copy a single reference

1. Display the reference in the single reference display mode or click on it in the list view. This will make the reference of interest the 'current reference'.
2. Give the GetARef command *File|Append current ref to file* and specify a destination file name. If no file with the entered name exists, GetARef will create a new reference file containing a single reference.

GetARef keeps track of destination files to make this procedure as simple as possible. The next time this command is given, GetARef will display a list of recent destination files and it'll be possible to pick a name from the list (or add or delete names).

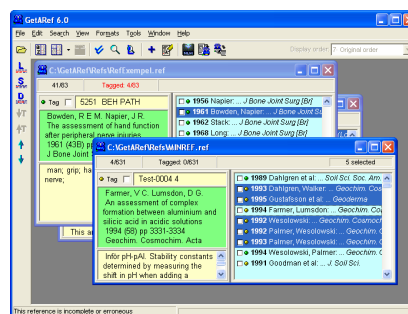
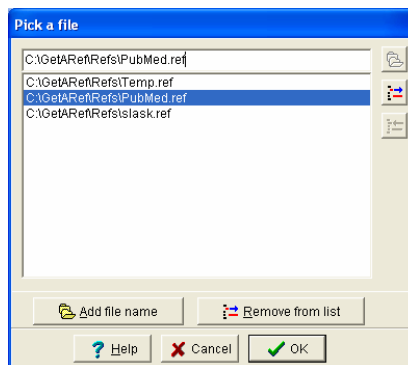
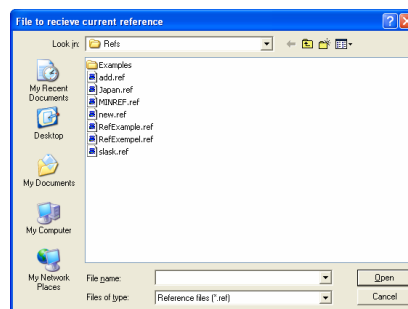
To copy tagged references

1. Tag the references of interest by using a search expression or by manual tagging.
2. Give the GetARef command *File|Write tagged refs to file* and specify a destination file name.

To copy references by drag-and-drop

1. Open both the source reference file and the destination file and use either the list view or the combined (default) view.
2. Position the destination windows so that part of the list view is visible when the source window is active.
3. Select the references of interest in the list view of the source window by clicking on the references while pressing the CTRL or the SHIFT key.
4. Drag the selected references from the source window to the list view of the destination window.

It is possible to combine tagging and drag-and-drop: First tag the references of interest, then give the command *Search|Select tagged refs*, and then drag-and-drop the selected references.



7. Creating and Managing Reference Files

To start a new reference file

1. Give the command *File|New reference file*.
2. Specify a suitable name for the file.
3. Enter the first reference of the file in GetARef's special input dialog.

A reference file must contain at least one reference. If no reference is entered, GetARef will therefore not create any file at all.

Another common way to create new reference files is to store references retrieved reference databases, such as PubMed, in a new reference file.

Small or large reference files

GetARef can handle files containing > 2 billion characters. Nevertheless, it is suggested that you use a reasonable number of files instead of single huge one:

- it is easier to keep backup copies of smaller files
- there is limited need for very large files since GetARef allows rapid switching between files.

'Reasonable' file sizes

Two factors should influence your choice of a file size:

- how often you access the file
- how powerful your computer is.

Files that contain your own reprints and which you plan to access frequently should be limited in size. In contrast, files that are accessed infrequently, such as large database dumps, may very well be as large as needed to fit all related references.

With a Pentium system, a 'small' file would contain 4-5 million characters. Such a file fits 5-8,000 references depending on how extensive abstracts were included. With more powerful systems, the file size may be considerably larger (100 MB or larger) and still be manageable.

An example of organization

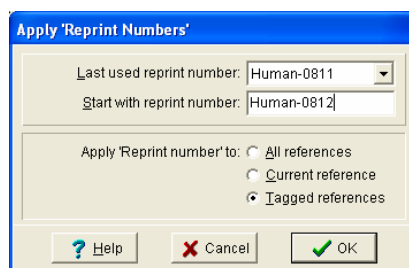
Let's assume that you work in a group, which have common access to a file server on a network and that you're interested in two separate fields (i.e., fields with hardly any overlapping literature):

- You keep two reference files in your own computer, one for each of your fields of interest. These files allow you to keep track of your reprints.
- On the file server you keep large references files containing data retrieved from on-line or CD-based databases.

To keep track of reprints

The file format of GetARef's reference files allows an identification string to be associated with each reference. This string may be used to indicate where to find the physical copy. The most convenient labeling method is probably to simply give consecutive numbers to references within a particular field.

GetARef can effectively automate the handling of reprint numbers (for detailed information, see *Reprint number* in the index of GetARef's online help).



Handling large reference libraries

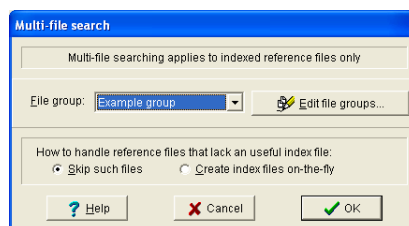
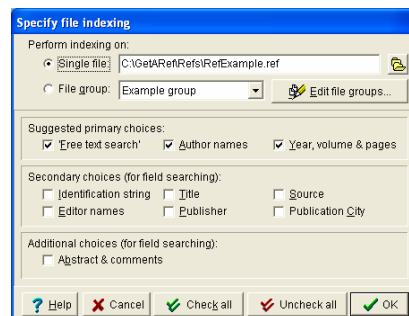
File indexing

Reference files need to be 'indexed' to enhance the search speed for very large reference files but also to enable multi-file searching and use of the Search Thesaurus. During this process, GetARef creates records of every word in the file and in which reference the word can be found.

Multi-file searching

It is simple to search multiple files in a single step:

1. Give the command *Search|Multi-file search*.
2. Select an existing file group or create a new one (the button *Edit file groups*).
3. Create an index file 'on-the-fly' if the files of the group have not been indexed (files that already have valid index files won't get indexed)
4. Enter a suitable search expression and perform the search.



8. Importing References

What is a 'dump file'?

With most commercial databases it is possible to download reference information to a file stored on a local computer. These files are sometimes called *dump files*.

Dump files containing retrieved reference information have a format that depends on the source and on the supplier. And this is true in most cases even when supplier claims to produce, for instance, a 'Medline' file.

Each dump file therefore requires special handling by GetARef.

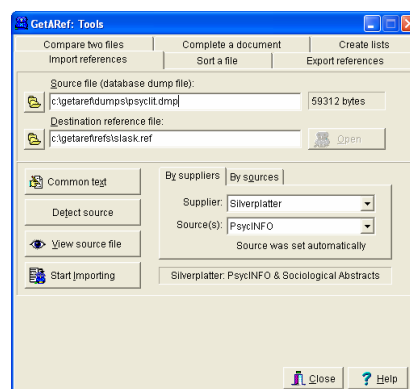
Procedure – an example

1. Give the command *Tools|Import references* (CTRL+ALT+I).
2. Specify the name of the dump file, i.e., the file that contains the downloaded references. During the installation two sample files were copied to the \DUMPS folder of the user folder: PSYCLIT.DMP and PUBMED.TXT.
3. To display both file names, change *Files of type* in the File open dialog to 'Any file (*.*)'.
4. Select one of the sample dump files.

GetARef will automatically recognize the origin of file you selected, and set the controls accordingly (i.e. *By sources* and *By suppliers*).

You may inspect the dump file by clicking the button *View source file*. The Help button in the dialog will display the expected format of the identified source type.

5. Select a name for destination file in a manner similar to the dump file.
6. Click the button *Start Importing*.
7. When the import procedure has finished the result is displayed in the lower part of the dialog.
8. To open the file with imported references, click *Open* button.



Backup files are created automatically

If the destination file already exists, GetARef offers two options:

- to append the imported references to the end of the destination file
- to replace the content of the destination file with the imported references.

If you choose to 'overwrite' the destination file then GetARef automatically creates a backup file before importing starts. This file is given the same name as the original file but with the extension BAK, e.g.

My file.ref → My file.bak

Identifying the source of a dump file

If even of the first reference in the dump file is different from what GetARef expects of a particular source, the dump file will either not be recognized or be confused with another source type.

Note: That a particular dump file is not recognized does not necessarily mean that anything is 'wrong' with the file. But if GetARef more often than not fails to recognize a particular kind of dump file, please consult GetARef's online help ('*How to improve the conversion utilities...*').

If needed, you may have to select a supplier and a database by making choices in the two drop-down lists displayed by the complementary tabs *By suppliers* and *By source*:

- *By sources* has at the top a list of databases and at the bottom a list of suppliers of a selected database (e.g., *Medline (NLM)* in the upper list that is supplied by *Medlar* in the lower list, or *PsycLit* and *Silverplatter*, respectively).
- *By suppliers* has at the top a list of suppliers and at the bottom a list of available databases from a selected supplier.

If you are unsure, for some reason, about the source of a dump file and select an incorrect one among the lists of suppliers and databases, GetARef typically simply fails to import the references or generates an incomplete output.

Importing references to an existing or a temporary file

It is possible to append imported references to an existing reference file. This works well for well-known sources. In general, however, it is a better strategy to import references to a temporary file and later append references that should be retained to a reference file used for collecting references.

What to do when it doesn't work

There are three main reasons why an import may fail:

1. GetARef does not support the source of the dump.
2. The dump has a format not recognized by GetARef.
3. The source was not correctly identified either by the user or by GetARef.

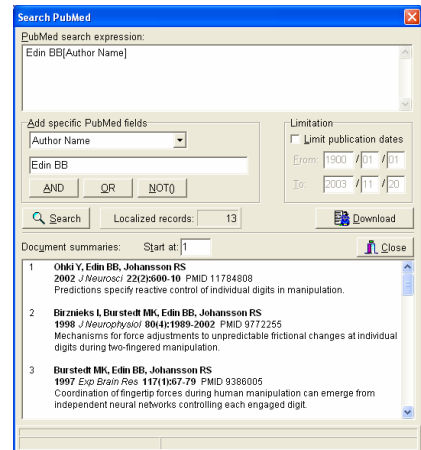
If there is no obvious reason for failure can be identified, check if a recent update of the import routines is available from GetARef's Web-site (www.getaref.com) or consult GetARef's online help ('*How to improve the conversion utilities...*').

Import directly from PubMed

With the command *Tools/Import from PubMed* it is easy to import directly to a reference file in GetARef.

This function probably is sufficient to most users but is not intended to replace downloading from PubMed when long and complex search expressions are required.

To refine the retrieval using this GetARef dialog, note that it is possible to double click on the PMID number of specific references and retrieve just those references.



9. Format Files

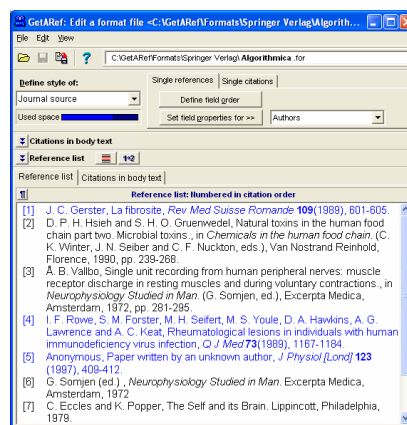
What's in a format file?

GetARef needs to know how references should look like in reference lists and bibliographies. This 'how-to-look' is the format and is stored in a format file.

A format file contains everything that is needed for formatting citations and bibliographies in a manuscript. GetARef doesn't always need to use the information provided by a format file: when printing a list the format of citations in a manuscript's body text is, for instance, irrelevant.

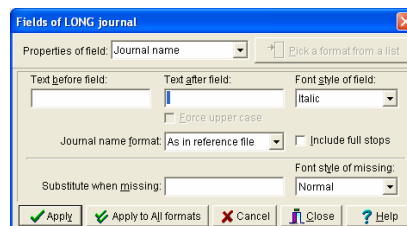
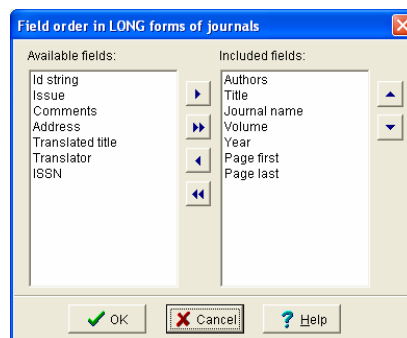
New format files can be created and old ones can be edited by the GetARef command *Format|Edit Format file*.

Note that the format used in published papers may be different from the required in submitted papers.



Creating a new format file

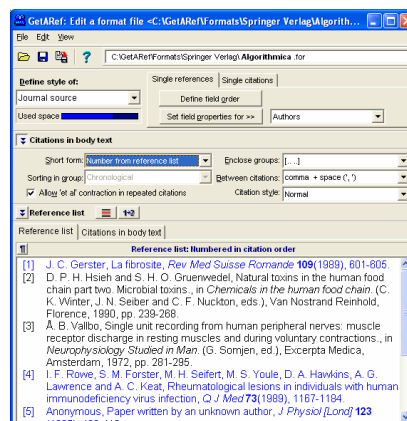
1. Give GetARef's command *Formats|Edit Format file* and note that GetARef offers an abundance of online help information.
2. Reset the format by using the dialog's menu command *Edit|Reset whole format* and then immediately save the cleared format with a new name (e.g., *Journal of Gerontology.FOR*) too avoid accidentally overwriting the original file.
3. Make sure that *Example* tab *Reference list* is visible at the bottom of the dialog.
4. Make sure that the dropdown list *Define style* reads *Journal source* (or the reference type you need to modify).
5. Press the button *Define field order* and specify the order in which the fields should appear.
6. For each field define the field properties by pressing the button *Set field properties for >>*. Note that changes made to field of one of the reference types may be applied to all reference type by pressing the button *Apply to All formats* button.
7. Repeat step 6 for all included fields and 4-6 for all reference types and styles necessary (the short citation styles, for instance, may not be needed if the citations will be referred to by numbers in a manuscript's body text).



What's in a format file?

8. Specify the outlay of the bibliography by first clicking on the text *Reference list* or the button with down arrows to the left of it and then adjust the revealed controls.
9. Specify the format of the citations in the body text by first clicking on the text *Citations in body text* or the button with down arrows to the left of it and then adjust the revealed controls.
10. Check a final time that the format of the examples are correct and then save the format (*File|Save format file* or **CTRL+S**).

Note: It is easy to check that the format file behaves as expected by loading it into GetARef and requesting GetARef to use it when displaying references. It may be easier to determine that result by displaying suitable samples of your own references in the newly created format. Moreover, if the format file needs to be adjusted it will be automatically loaded with the command *Format|Edit Format file*.



Editing a format file

To edit an existing format file, simply give the command *Formats|Edit format file* and open the file that needs to be edited.

Using format files

Format files are used whenever GetARef needs to format a reference:

- For certain types of printing
- When generating reference lists from reference files
- When inserting bibliographies in manuscripts

Internet resources

DatAid plan to make available a variety of format files for different journals and destinations via GetARef's Web site. This service will be free via <http://www.getaref.com>.

10. Producing Reference Lists

Simple reference lists and bibliographies in manuscripts

With GetARef you'll use different mechanisms for generating 'simple' references lists and for inserting bibliographies in manuscripts (cf., *Chapter 11. Working With Manuscripts*).

You can create a reference list that includes all references in a reference file or only those that have been tagged.

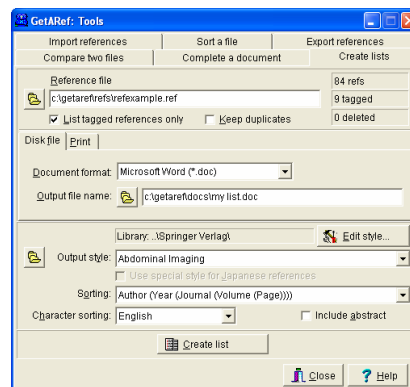
The generated reference list may be

- Stored in a document file, or
- Printed

Whether you store the reference list in a disk file or print the list, you need to specify a reference file. All other settings will by default be the same as when you last generated a list.

Create a reference list — an example:

1. Open the example file REFEXAMPLE.REF and tag a few references manually or by using a search expression (e.g., 'Vallbo').
2. Give the command *Tools|Create reference Lists*. Because GetARef assumes that you want to create a list from references in the current reference file.
3. To change reference file either edit the file name in the text edit box, double-click in the text edit box to access the *Open file* dialog or click the special browse button to the left of the text edit box.
4. Decide to include only tagged references or not (this option is enabled only if the file actually contains tagged references).
5. Select an output style, i.e., a format file.
6. Select a sorting order. The dropdown listbox *Sorting* overrides the sorting order defined in the format file because some format files specify a sorting order that doesn't make sense when generating only a list (e.g., that the references should be sorted in citation order).
7. *Character sorting* refers to national rules of alphabetical sorting.



- To include the abstract in the list, check *Include abstract*. If you do, the abstract or comments will be inserted after each reference in the list.

to create a disk file:

- Select the *Disk file* tab and choose a suitable *Document format* and enter a document file name.

to create a printed file:

- Select the *Print* tab. There is no need for an output file when generating a printed list but it's possible to add a title if the default title is inappropriate.
- When GetARef is ready to generate the list file or to start printing, the *Create list* button will be enabled.
- If a file was generated, this file may be opened by a suitable program by clicking the *Open list* button.

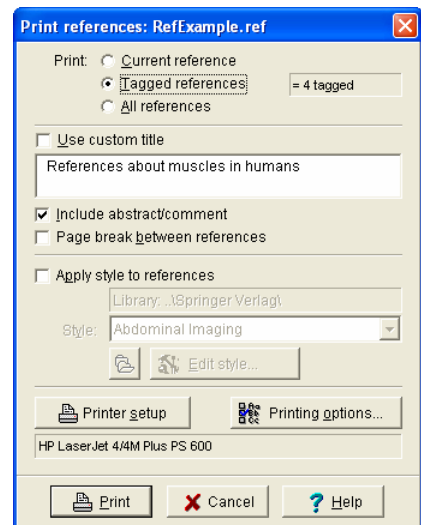
Printing references

GetARef's command *File|Print* is used to print individual references either one on each page or as a continuous stream.

If a style (a format file) is applied to the output, then the end result is similar to the obtained with the command *Tools|Create reference Lists*.

Print references — an example:

- Open the file REFEXAMPLE.REF
- Tag all references containing the expression *human muscle AND NOT(Marsden)*
- Give the command *File|Print* (Ctrl+Alt+P).
- The *Print references* dialog should offer to print the current reference, the tagged references or all references. Select *Tagged references* (there should be 4 tagged references in the file unless you've modified the example file).
- Check *Include abstract/comment*.
- Click the *Print* button.



11. Working With Manuscripts

To work with an example

1. Start both your word processor and GetARef.
2. In your word processor, open one of the example files in the DOCS folder of the user folder (by default, the path is C:\GETAREF\DOCS).
 - If you use Office 97 or later, open the file 'Test document Word.doc'
 - If you use WordPerfect, open the file 'Testdoc WordPerfect.wpd'
 - If you use any other word processor, open the file 'Test document RTF.rtf'
3. Browse through the document and follow the instructions to create an example of a 'submission-ready' manuscript.

Overview

Before GetARef can produce a 'submission-ready' manuscript, the user must insert placeholders for citations in the manuscript, and a placeholder for the bibliography. GetARef will replace these placeholders with proper short citation forms in the running text and a reference list, respectively.

The placeholders for citations are called *pseudo-citations* with GetARef. Numerous examples of pseudo-citations can be found in the example documents. To create one or several pseudo-citations, use the command *Formats|Create pseudo-citation(s)* or press **Alt+D**.

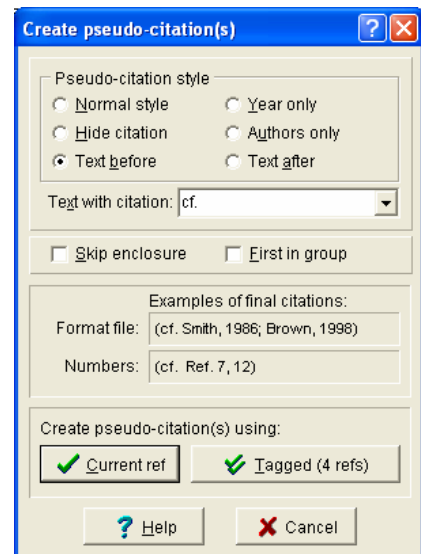
The placeholder for the bibliography is a paragraph containing the text `{{REFERENCES}}`.

The final format of the short citation forms, and groups of citations as well as the bibliography is defined in a format file.

Step-by-step instructions

1. Insert pseudo-citations at each place in the manuscript where you want to make a citation (for information on pseudo-citations, see below).
2. Put the text `{{REFERENCES}}` at the place where you want the reference list to appear

Microsoft Word users may use the GetARef's *Add-in for Word* and insert this text using the GetARef menu in Word. Note that if the keyboard is used to manually enter the curly parentheses, use the appropriate keyboard keys, not commands like Word's *Insert|Symbol*.



To work with an example

3. Store a copy of the manuscript on the disk.
Depending on the word processor used, the document may also have to be closed in the word processor before proceeding because the word processor may deny other applications access to the file.
4. Run GetARef, select the name of your manuscript copy as the document file, make sure that the Document format is appropriate, and select an Output style.
5. Click the *Complete document* button.
6. When GetARef is done, open the generated output file in your word-processor. The output file can be opened by clicking the *Open document file* button in GetARef if only the file type of is registered with Windows (as document files usually are).
7. The output file create by GetARef is given the same name as the document file but with `_OUT` inserted before the extension. The name of the output file would, for instance, become `MY_Ms_OUT.Doc` if the original manuscript had the name `My_Ms.Doc`.
8. Before you print the output file, check that the page breaks are appropriate and adjust, if necessary, the font and point size of the generated reference list.

Caveats

- Edit the original document, not the OUT file

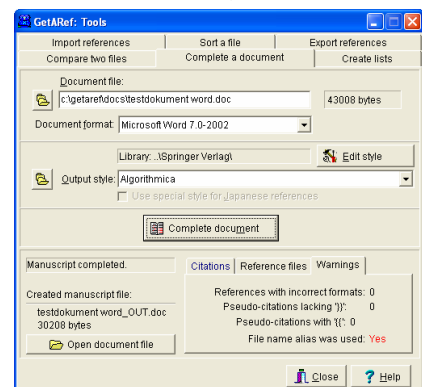
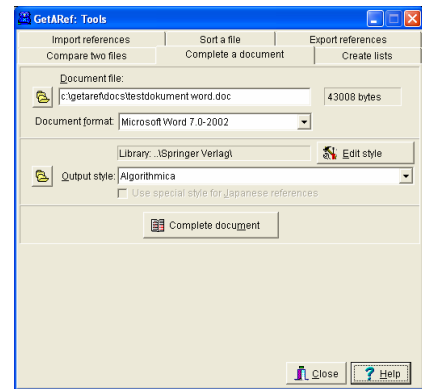
Before it's possible to create a nice printout it may be necessary to adjust page breaks because GetARef, by replacing all pseudo-citations, will have modified the length of specific sections of the manuscript.

But if you notice typing errors in the output file, make the necessary modifications in the original manuscript rather than in the output file. The output file cannot be run a 'second time' through GetARef.

- Pseudo-citations refer to specific locations in reference files

In a pseudo-citation, a particular reference is uniquely identified by a name of a reference file and a number. The number always refers to the sequential order of the reference in the file (i.e., if you were to open the reference file in a word processor, reference #1 is the first you'd find in the file).

There is risk for invalidating pseudo-citations only if you physically change the structure of your reference files, e.g., by the command `Tools|Sort reference file` and `File|Compress file`, but GetARef will always warn you for this.



In the example above GetARef gave a warning because for at least one pseudo-citation GetARef used a file name alias (in GetARef's online help, search for 'alias, file name').

12. GetARef and Word-Processors

Microsoft Word

Versions 6.0, 7.0, 97, 2000 & XP

GetARef's Add-in files for Microsoft Word

An Add-in is a program library that can be used by Word. Such a program has been developed for Word 6.0 – Word XP.

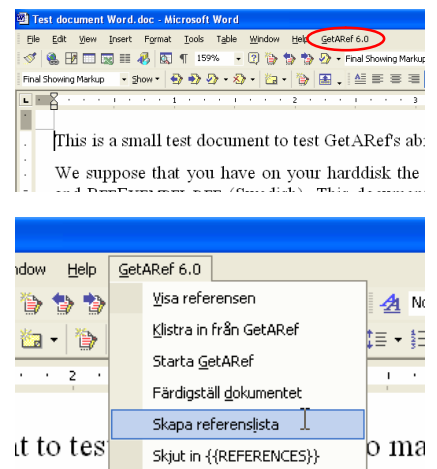
If the Add-in file has been properly installed, Microsoft Word should have a *GetARef 6.0* submenu in its main menu.

The GetARef menu in Microsoft Word

The GetARef 6.0 menu in Microsoft Word contains the following commands:

- View reference at cursor (Ctrl+Shift+V):
If the cursor is located within a pseudo-citation, GetARef displays the reference that corresponds to the pseudo-citation.
- Paste from GetARef (Ctrl+Shift+G):
Makes it simple to paste pseudo-citations and formatted references. This command can be used when any of the following commands in GetARef's Format menu has been invoked: Create long format (ALT+L), Create short format (ALT+S) and Create document format (ALT+D).
- Start GetARef (Alt+Shift+R):
Starts GetARef (is equivalent to starting it from Windows' Program Manager).
- Create submission ready manuscript:
Starts GetARef and activates *Tools|Complete a document*.
- Create a reference list:
Starts GetARef and activates *Tools|Create reference lists*.
- Insert {{REFERENCES}}:
Insert a place-holder for the reference list.

If the Add-in wasn't installed correctly, locate the file **GETAREF 6.0 ADD-IN.WLL** in the **WORD** folder of GetARef's program folder and copy it to Word's **STARTUP** folder.



on your harddisk the two exam

Rich Text Format or the native Word documents?

GetARef can work with Word's own document format (DOC files), but it's quicker when working with RTF documents.

Note! Word must be installed on the computer to enable GetARef to create Word files and complete Word documents.

Password protected NORMAL.DOT

If you want to create a lists or process a document in the Microsoft Word format, the file NORMAL.DOT may not be password protected. If it is, GetARef will be unable to create a proper a link to Word when processing and creating Word documents.

Sample documents for Microsoft Word users

If you run any of Word 7.0 or later, open the example file 'Test document Word.doc' in the Docs folder of the user folder (by default, this folder has the name c:\GETAREF\DOCS).

If you have any other Word version, instead open the file 'Test document RTF.rtf'.

Browse through the document and follow the instructions to create an example of a 'submission-ready' manuscript.

WordPerfect

Version 6.0-10.0

DatAid has prepared a number of macro files that significantly simplifies the interaction between GetARef and WordPerfect.

These macros provide WordPerfect users with the same functionality as the Add-in does for Word users.

Macro files for WordPerfect users

The files that should be used depend on the WordPerfect version. When GetARef was installed, files corresponding to different WP version were stored in separate folders in GetARef's program folder (by default c:\PROGRAM FILES\DATAID\GETAREF):

WordPerfect 10	<GetARef's program folder >\WP10 If Corel WordPerfect was recognized when GetARef was installed, the files can be found in WP's macros folder
WordPerfect 8-9	<GetARef's program folder >\WP80
WordPerfect 6.1-7.0	<GetARef's program folder >\WP61-70
WordPerfect 6.0	<GetARef's program folder >\WP60

To install the macros, start WordPerfect and open the file README.WPD in the folder as listed above. The macro files discussed in this document can all be found in the same folder as the README.WPD file itself. You'll complete the whole installation procedure within a few minutes.

Of the macros discussed in README.WPD one, PASTEGAR.WCM, is particularly important because pasting text created by GetARef into a WP document requires special handling.

Sample documents for WordPerfect users

Open the example file 'Testdoc WordPerfect.wpd' in the Docs folder of the user folder (by default, the path is C:\GETAREF\DOCS).

Browse through the document and follow the instructions to create an example of a 'submission-ready' manuscript.

Special notes to WordPerfect users

- Do not place pseudo-citations in footnotes and endnotes of a WordPerfect document. If you do, the output document generated by GetARef cannot be opened in WordPerfect because of the way footnotes and endnotes are stored in WP documents.
- Corel WordPerfect 8 has an option that enables a user to undo changes even when the document has been saved. It is suggested that this option is turned off because GetARef will 'find' pseudo-citations also in the 'undo' sections of the document and may therefore include improper references in the reference list.

Using other word processors

The same basic logic applies irrespective of which word processor you use.

If you use some other word processor than Microsoft Word and WordPerfect you'll need to save the manuscript in an intermediate file format that can be handled by GetARef.

Produce your manuscript in your word processor's native document format, but then ...

1. when it's time to produce a manuscript with correct short citations and a bibliography, store the manuscript in the Rich Text Format (RTF).
2. let GetARef process the RTF file.
3. open the output file of GetARef (also an RTF file) in your word processor, make any necessary adjustments to page breaks, etc, and print it.

13. Special Utilities

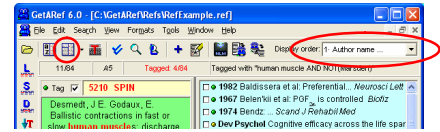
Sorting the display order

GetARef displays by default the references in a reference file in the order they appear in the reference file, i.e., the 'original order'.

To display the references sorted in other orders, first sort the display order using the command *Tools|Sort display Order*.

Then use the dropdown menu *Display order* to choose the display order you want.

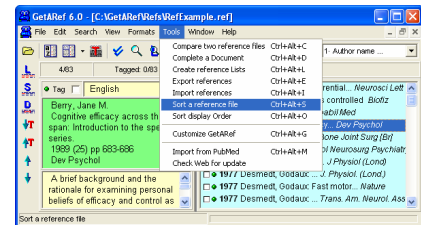
Note that, given certain user criteria as set in *Tools|Customize GetARef*, GetARef automatically updates the display sorting order when a reference file has been modified. For more detailed information, consult GetARef's online help.



Sorting reference files

There is actually no need to sort reference files with GetARef. Whenever references need to be sorted, this is accomplished on-the-fly. And to get the display sorted, it's better to sort the display order, rather than the file itself.

Yet, to sort a reference file, give the command *Tools|Sort a reference file*.

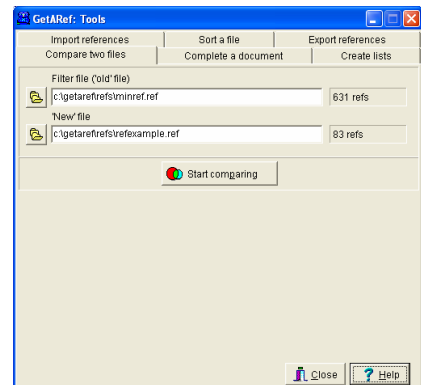


Comparing reference files

GetARef's command *Tools|Compare two reference files* will help you identify the unique references in the new file. This may be useful, for instance, when you just have retrieved references from a database and when you want to add only those references that don't already exist in a reference file.

Once an 'old' file (the filter file) has been compared once, comparing even large files is a very quick procedure. Indeed, to compare a new file containing 1,000 references with one containing 10,000 references is a matter of seconds (unless many references in the new file already exist in the filter file).

For more detailed information and more tips about managing reference files, see the Contents of GetARef's online help.



Exporting references

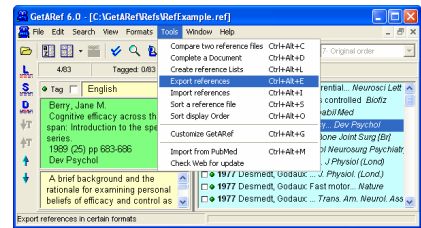
To 'export' references to a colleague that also uses GetARef is simple:

- tag the references that should be exported
- give the command *File|Write tagged refs to file* (CTRL+W) and create a new references for the tagged references

To export references to a colleague that do not yet use GetARef, GetARef offers three different export formats (not counting format possible to define in format files):

- The *Medlar format* (also called *Medline format*)
- The *RIS format* defined by Research Information Systems (now ResearchSoft).
- The *BibTeX format* used by, for instance, LaTeX editors.

To export references, use the command *Tools|Export references*.



Content

1. INSTALLING AND CUSTOMIZING GETAREF	1
Installing GetARef	1
Customizing GetARef	2
2. TO THOSE WHO USED PREVIOUS GETAREF VERSIONS	3
Continuity	3
News	3
To update old files.....	4
3. INFORMATION TO NEW GETAREF USERS	5
Main design goals	5
How to get to know GetARef	5
Organizing your reference files	6
Reference files: What you may want to avoid.....	6
4. GETTING HELP WITH GETAREF	7
Online help	7
User support	7
GetARef's Web site	8
Updates via Internet	8
5. SEARCHING AND BROWSING REFERENCES	9
The sample reference file.....	9
Acceleration keys and short-cuts	9
Display views	9
Finding, tagging or locating references.....	10
Search expressions	10
6. EDITING AND ADDING REFERENCES	11
Editing references	11
Adding references	11
To copy references from one file to another	12
7. CREATING AND MANAGING REFERENCE FILES	13
To start a new reference file	13
Small or large reference files	13
Handling large reference libraries.....	14
8. IMPORTING REFERENCES	15
What is a 'dump file'?.....	15
Procedure.....	15
Identifying the source of a dump file.....	16
Importing references to an existing or a temporary file	16
What to do when it doesn't work.....	16

9. FORMAT FILES	17
What's in a format file?.....	17
Creating a new format file.....	17
Editing a format file.....	18
Using format files.....	18
Internet resources.....	18
10. PRODUCING REFERENCE LISTS	19
Simple reference lists and bibliographies in manuscripts.....	19
Printing references.....	20
11. WORKING WITH MANUSCRIPTS	21
To work with an example.....	21
Overview.....	21
Step-by-step instructions.....	21
Caveats.....	22
12. GETAREF AND WORD-PROCESSORS	23
Microsoft Word.....	23
WordPerfect.....	24
Using other word processors.....	25
13. SPECIAL UTILITIES	27
Sorting the display order.....	27
Sorting reference files.....	27
Comparing reference files.....	27
Exporting references.....	28
CONTENT	1

For detailed information on all aspects of GetARef,
please consult GetARef's on-line help

Visit GetARef's Web site at <http://www.getaref.com>