Biblioscape Express Online Help - Table of Contents

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Overview of Biblioscape Express

Biblioscape Express is a simple reference manager for researchers. It is the freeware edition of our flagship product Biblioscape. Biblioscape Express can be used to collect literature references of different types, exploring bibliographic resources on the Internet, as well as to be used as a free viewer for bibliographic records in Biblioscape database.

Biblioscape Express can open both tab delimited plain text file and its own native format. It can import or export records in Biblioscape tag format and EndNote Refer format. All records are loaded into memory to achieve excellent performance for any type of operations. The records can be grouped by drag-and-drop, or sorted by clicking column header. Biblioscape Express is designed to be small and efficient, you can run BiblioExpress from a floppy disk.

What's new version 2.0:

- The 255 character limitation for abstract and notes field is removed. A "Document" field is added, you can
 paste formatted text into Document field.
- Biblioscape Express can now format records in several popular styles, including ACS, APA, and MLA.
- Basic record filtering is added under "Glance" view. User can retrieve records with simple query.
- "Explorer Bar" and "Preview Bar" are added.

Install Biblioscape Express

Biblioscape Express includes only 3 files, the main executable "BiblioExpress.exe", the help file "BiblioExpress.hlp", and a sample data file. The file you downloaded from Internet is a self-extracted zip file and the above 3 files are copied into the directory you selected. No shortcut icon is added to your start menu or desktop. If you want to add a shortcut to your desktop, you can open Windows file manager and drag-drop the BiblioExpress.exe into the desktop.

Remove Biblioscape Express

Since only 3 files are installed with Biblioscape Express, removing it is extremely easy. Just delete those 3 files with Windows file manager, and you are done.

System Requirements

Biblioscape Express runs under Windows 95, 98, and Windows NT 4. Using the integrated web browser requires the installation of Microsoft Internet Explorer 4 or 5. Biblioscape Express takes a little more than one megabytes and will nicely fit into a single floppy disk along with your data. The number of records it can handle is only limited by your PC's memory.

How to Get Technical Support

CG Information provides free technical support to our Biblioscape Express users by e-mail and Internet forum. You will get a fast response sent to you by e-mail. Before you contact us for technical support, If there is an error message during the execution of Biblioscape Express, please write it down as well as the events that lead to the error message. That information will enable us to reproduce the error as well as find a remedy quickly.

E-Mail: support@biblioscape.com Web: <u>http://www.biblioscape.com</u>

Feature Highlights

Interface

- "Explorer Bar" for querying the data set.
- "Preview Bar" for viewing records using popular style like "ACS", "APA", or "MLA".
- Column grouping by drag-and-drop, just like Microsoft Outlook.
- Customize which data fields to be displayed by drag-and-drop, as well as customized column order and width.
- Sort records by clicking column header.

Database

- Native data format supports unlimited text for Notes, Abstract, and Document fields.
- Can open and save records in tab delimited format.
- Easy data sharing between Biblioscape and Biblioscape Express.
- In-memory table achieves super fast performance.

Web

- An integrated web browser to access bibliographic resources on the web.
- Easy access to support information, online manual, etc. on the web.

License Agreement and Copyright

CG Information retains all copyrights to Biblioscape Express. You may use Biblioscape Express yourself for an unlimited time and without paying any fees. You may distribute it to others so long as all files are left unchanged. You may not distribute Biblioscape Express in any way which leads to your making a profit from it.

File

New: To create a new data file. The current data file will be saved first, and you will be prompted for a file name for the new data file.

Open: To open an existing BiblioExpress native data file or Biblioscape delimited file. The current data file will be saved first, and you will be prompted for a file name for the program to open.

Save: To save the current data file.

Save As: To save the current data file as a new BiblioExpress native file or a tab delimited file. The current data file will be saved first, and you will be prompted for a file name for the new data file.

Import | Biblioscape Tag File: Import records from a Biblioscape tag file.

Import | EndNote Refer File: Import records from an EndNote Refer file.

Export | Biblioscape Tag File: Export current data set as a Biblioscape Tag File.

Export | EndNote Refer File: Export current data set as an EndNote Refer File.

Page Setup: To setup the paper, orientation, and margins for the print job.

Print: To print the currently selected records. If you want to print all records in the data file, do a "Edit | Select All" (Ctrl+A) first before print.

Exit: Exit Biblioscape Express. Data file will be saved first before exit.

Edit

Text Undo: To Undo last action involving text, including "Cut", "Copy", and "Paste".

Text Cut: To cut the selected text, and put it into Windows clipboard.

Text Copy: To copy the selected text, and put it into Windows clipboard.

Text Paste: To paste text from Windows clipboard and put it at the current cursor position.

Copy Formatted: Copy the formatted text of selected record(s) into Windows Clipboard based on the currently selected Style.

Select All: Select all records in the data grid.

Find: To open the "Find" window, and find specified text in specified data field or any data field.

Replace: To open the "Replace" window, and replace the specified text with new one in specified data field or any data field.

Toggle Mark: To mark the selected record if it is not marked, or unmarked it if is already marked.

View

Group By Box: To show the column grouping bar, and drag a column header to the bar to group records base on the contents of selected column. Click again to hide the column grouping bar.

Field Chooser: To show a window with all available data fields, and drag data field to the data grid to display, or drag a column on the data grid back to that window to hide.

AutoPreview: To show or hide the "Title" field for preview.

Explorer Bar: To show or hide the explorer pane.

Preview Bar: To show or hide the preview pane.

Current Style: To show or hide the Style panel.

Toolbars | Standard: To show or hide the "mode" toolbar, which include "List", "Record", "Online", and "Welp" modes.

Toolbars | Advanced: To show or hide the toolbars for each "mode".

Toolbars | Text: To show or hide the caption of toolbars buttons.

Status Bar: To show or hide the status bar.

Go

List: To display records in data grid as a list.

Record: To display currently selected records in reference editor.

Online: To activate web browser and browse a directory of bibliographic resources on the web.

Welp: To activate web browser and access help information available on the web.

Record

New Record: To add a new record into the data file.

New Record Of | Reference Type: To add a new record of selected reference type.

New Record Of | Base On Current: To add a new record base on the currently selected record.

Delete: To Delete currently selected records.

Edit: To edit the selected record with reference editor. Double click the selected record can do the same thing.

Navigate | First Record: Go to the first record in the list.

Navigate | Move By: Jump to record by a number.

Navigate | Last Record: Go to the last record in the list.

Help

Content and Index: To open the Windows online help of Biblioscape.

Biblioscape Express on the Web: To go to Biblioscape web site using default web browser.

About Biblioscape Express: To show the "About" window of Biblioscape Express.

Distribute Biblioscape Express as Database Viewer

Biblioscape Express can be used as a viewer for bibliographic records in Biblioscape. For example, a user of Biblioscape may want to give a group of bibliographic records to a colleague. He or she can export those records in Biblioscape tag format, import it into Biblioscape Express, and send this file as well as Biblioscape Express executable to his or her colleague for viewing.

Collect Records with Biblioscape Express

For Biblioscape users, another use of Biblioscape Express is collect bibliographic records. Since Biblioscape Express requires only one executable to run, you can put it into a floppy disk and take it to your library and run it from the floppy drive.

How Can I Sort Records?

Sorting records in Biblioscape Express is easy, just clicking the header of the column you want to sort. An arrow indicator will show the sorting order. If you click it again, the records will be re-sorted in reverse order.

How Can I Customize Columns?

You can easily customize the width of a column by dragging the border of the column header. To change the display order of each column in the data grid, just drag and column header and drop it to the desired position.

What Are the Conventions Used for Author Name, Keywords, and Date Format?

Author Name

Format: "last name", "first name" "middle name". If there are more than one author, separate each author with "; ". For example: Smith, John Walter; Gray, B. J.; Raleigh, Walter Corporate author: Put "," after a corporate author. For example: National Health Institute, Suffix: Put suffix at the end of author name after an ", ". For example: Bush, G., Jr.; Dole, E.

Keywords

Separate each keyword with "; ". For example: Migraine; 5HT; Dopamine

Date Format

Use US format. For example: 2/18/1999