

NOTA BENE HELP

a manual for use with Nota Bene 12

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1 Welcome to Nota Bene

Nota Bene will bring new efficiency to your work by providing tools to organize your bibliographic data, to manage information (notes, papers, random jottings, downloaded text), to format papers for academic publishing and much more. The tools available to you are numerous and some of them are complex. While you can begin using the program at a basic level immediately, your Nota Bene experience will be richer and more rewarding if you take some time to learn about the program before you start using it for your work.

Nota Bene Help: Nota Bene Help provides you with detailed information about the program and how to use it. It is available in both on-screen and printable PDF formats. Conceptual overviews at the beginning of each section are followed by detailed step-by-step instructions. If you are new to Nota Bene, you might want to start by reading the Nota Bene Overview and the overviews at the beginning of each of the sections of NB Help. Detailed step-by-step instructions can be consulted as needed.

- The on-screen version is opened by pressing F1 or by clicking Help, Nota Bene Help. In the panel on the left side of the screen, there are tabs for Contents, Index, Search or Favorites. Use the Contents tab to browse to different topics or use the Index tab to search for a specific topic.
- The printable version of Nota Bene Help is a PDF file of approximately 700 pages. It contains exactly the same information as the on-screen version. From the main Nota Bene screen, click Help, Printable Manual to open this PDF file.

Video Tutorials: Video tutorials that demonstrate the use of Nota Bene for academic research and writing are available on our web site. From the main Nota Bene screen, click Help, Instructional Videos, or you can go directly to www.notabene.com/videos.html

Orbis and Ibidem Tutorials (PDF format): Orbis (text retrieval) and Ibidem (bibliographic database) are two of the most powerful and useful parts of the Nota Bene suite of programs. PDF tutorials provide a series of exercises with screen shots to demonstrate how to use Orbis and Ibidem. These tutorials are available on the Help menu of the Nota Bene screen or on our web site. See www.notabene.com/tutorials.html

Sample Files: Nota Bene files are used to demonstrate many features of the program. From the main Nota Bene screen, click Help, Sample Instructional Files and then select the file you would like to open. Note that these are Nota Bene files, so if you make any changes to the files and save them, your changes will be part of the file. For this reason, we recommend that you close the file without saving. If you have saved your changes and would like to restore the original files, you can do that. See Restore Original Files.

Context-Sensitive Help: Popup Info Tips and Action Tips are available to provide tips and suggestions as you work. These can be disabled or enabled from the Help menu. Field Tips in Ibidem describe how data should be entered in each field. They can be turned off or on from the Ibidem Help menu.

For more information about Nota Bene, see www.notabene.com.

2 Introduction and Overview

Nota Bene provides you with a large array of sophisticated software tools for academic

writing and research.

[Nota Bene Overview](#)

[Getting Started](#)

[Setup](#)

[Auto Updates](#)

[NB Commands](#)

[Important Differences](#)

[Specialized Academic Features](#)

[Nota Bene Keyboard](#)

[Information for International Users](#)

[Information for Bibliographic Software Users](#)

[Information for MS Word Users](#)

[Information for Mac Users](#)

[Information for NB DOS Users](#)

[Information for XyWrite Users](#)

[Using Nota Bene Help](#)

[New in Version 12](#)

[Contacting Nota Bene](#)

2.1 Nota Bene Overview

Welcome to Nota Bene!

Since the first release of Nota Bene for DOS in 1983, Nota Bene has continuously provided scholars and other writers with outstanding tools for writing and research. The current version of Nota Bene for Windows provides a fully integrated suite of software programs that is easier to use than ever before, and that brings elegant organization and efficiency to the process of managing complex (or simple) research and writing projects. The Nota Bene Workstation includes the following programs: (1) a word processor specialized for academic use, (2) Orbis, a multi-file search and retrieval engine, (3) Ibidem, a bibliographic data manager, (4) IbidPlus a customizable database that can be used for non-bibliographic databases. In addition, optional add-on modules are available including Lingua, NB's superb multilingual support for Hebrew, Arabic, Greek, Cyrillic, and other linguistic characters and Archiva, NB's set of Internet research tools and other tools for automating the process of building an Ibidem database. These programs provide the scholar with an integrated system for research, writing, organizing data, citing sources, and reviewing notes as you write.

While Nota Bene is a Windows program, many people are now using it on a Mac or on Linux with WINE or Crossover. For more information, see www.notabene.com/mac.html

Nota Bene Word Processor

The Nota Bene word processor is specialized for academic use. Predefined academic styles allow the user to format an entire document (not just the footnotes) in accord with major academic style manuals (Chicago, Turabian, MLA, APA, etc.). Standard outline formats or document frameworks are provided, and are easily customized. The program allows up to three independent sets of footnotes and/or endnotes, and all will appear on the correct pages with NB keeping track of the numbering as text and notes are added or moved. Using Nota Bene's cross referencing capability, text can be labeled and reference can be made to the chapter, section, page or footnote number where the labeled text can be

found. Nota Bene also provides tools for managing book-length manuscripts, with chapters in individual files. The writer can move easily back and forth between chapter files and a combined manuscript file, and all changes will be properly saved. Finally a sophisticated and flexible Indexing feature gives many options for creating one or more indexes.

Nota Bene uses standard Windows features, drop down menus and dialog boxes and can be operated entirely as a standard mouse driven word processor. However, many NB user prefer the speed of directing the program using the keyboard. Unlike other word processors, Nota Bene provides an action line for typed commands as well as numerous special key combinations that allow the experienced user to direct the program more efficiently. Additional tools like an editable Show Codes View and an expandable Outline View give the user control over his/her work. Nota Bene documents can easily be converted to RTF (Rich Text Format) so that they can be sent to others who will open them in Word or WordPerfect. Similarly, documents written in other formats can be converted to Nota Bene and text can be copied to or from other applications using standard Windows cut, copy and paste functions.

Orbis

Orbis is a free-form retrieval system accessible from within the word processor. With no fields or special format required, Orbis is an excellent tool for managing your research notes, lectures, papers, field notes, lists, etc. Orbis makes everything you've ever written in Nota Bene or imported from an outside source easily accessible. Thousands of documents on your computer (up to 8 million) can be searched simultaneously for any word or combination of words. Use Orbis to find notes you are looking for or to make new connections and associations. Writing about travel in Guyana? Search all of your files for "travel" and "Guyana" and Orbis will show you every paragraph that contains both words. Search results can be examined, expanded to see paragraph(s) before or after, and inserted in an open file, all without even opening the source file. Or you can open the source file. Finding the text you need while you are writing is easy with no need to define keywords, and no need to remember file names.

Ibidem

Ibidem is Nota Bene's bibliographic database manager. It keeps all of your bibliographic data at your fingertips. Record data about books, articles or any published (or unpublished) material in Ibidem's data entry templates and Ibidem will store the information and manage your bibliographic references for you. Use Ibidem to insert your citations and the program will automatically format footnotes, endnotes, parenthetical short forms or reference number in-text citations according to your choice of hundreds of academic styles. Reference lists and bibliographies are automatically generated and formatted according to the style of your choice. References will be automatically shortened using the method you specify - short titles or *ibid.* and *op. cit.* Ibidem's state-of-the-art control of bibliographic data combined with seamless integration with the word processor provides scholars with an unparalleled bibliographic management tool that can save countless hours.

IbidPlus

With IbidPlus, you can use all of the functionality of Ibidem for non-bibliographic databases. Catalogue your music collection, keep track of interviews, maintain class records or use IbidPlus for addresses and telephone numbers. The program comes with predefined database formats with fields appropriate for addresses or fieldnotes. You can add new fields, or you can develop a database from scratch, defining your own fields. Once the database is set up, Ibidem's powerful sort or search capabilities can find a record (or records) almost instantly. You can generate reports that display selected records in a Nota Bene file, much as you would generate a bibliography from an Ibidem bibliographic database. IbidPlus can be used to manage any data that can be entered in specified fields, and it is highly customizable.

Lingua (optional)

Support for western European languages is included in the Nota Bene Workstation. The Lingua module adds support for Hebrew, Arabic, Greek, Cyrillic, the International Phonetic Alphabet, characters used in African languages, and characters/diacritics used in transliteration. Write in Hebrew, Arabic, Greek or Cyrillic and mix languages in the same document or even on the same line. You can select a right-to-left orientation so that Hebrew or Arabic text will begin at the right margin. Or you can integrate Hebrew or Arabic in a document with a primary left-to-right orientation. In either case, Hebrew or Arabic characters will be entered from right to left and words will wrap properly from line to line. Accents, breathing marks and Hebrew vowels and cantillations are entered easily with pop-up dialogs and/or simple key combinations. Diacritics can be stacked in virtually any combination. The compose key, F6, is used to add accents or transform characters with a few simple key strokes. Support is also available for Syriac, Coptic, Ugaritic, and Akkadian.

Archiva (optional)

Archiva is a set of Internet research tools and other tools for automating the process of building an Ibidem database. Archiva is available as optional add-on modules. There are five Archiva modules: (1) Archiva Books: Search on-line libraries and retrieve results in Ibidem format; (2) Archiva Articles: Capture citations from on-line databases in Ibidem format; (3) Bibliography Converter: Convert formatted bibliographies into Ibidem records; (4) ISBN Converter: Convert ISBN numbers into full Ibidem records; (5) Web Text Capture: Capture text from any web page and save to database and/or file. Archiva Premium includes the first two modules (Books and Articles) and Archiva Platinum includes all five.

While your Nota Bene software provides many complex and sophisticated features, learning the program at a basic level is easy. As you become more familiar with some of the advanced features, you will find new functionality that can save countless hours and make the process of writing delightfully efficient.

See also:

[Getting Started](#)

[Ibidem Overview](#)

[Orbis Overview](#)

[Lingua](#)

2.2 Getting Started

The Nota Bene word processor is opened automatically when you double-click on the red and black NB icon on your desktop. Ibidem (bibliographic management) and Orbis (multi-file text search and retrieval) can be opened once Nota Bene is open. The functionality of IbidPlus (database for non-bibliographic use) is available from within Ibidem. Ibidem and Orbis can be opened from the main Nota Bene screen in any of three different ways:

- Click the Ibidem or the Orbis buttons at the top of the Nota Bene screen.
- Press **F7** to open Ibidem (and IbidPlus) or **F4** to open Orbis.
- Click **Tools** and then **Ibidem** or **Orbis**.

When Ibidem and/or Orbis are open, buttons for these programs will be found on your [Windows taskbar](#) and you can move from one program to another by clicking the buttons on the taskbar. If you have purchased the Lingua module, support for Hebrew, Arabic, Greek, and Cyrillic is integrated in all parts of the program. See [Lingua](#).

Like any Windows program, you can use the three buttons at the top right of any screen to (1) minimize the screen, (2) maximize or restore the screen or (3) close the program. Closing Nota Bene (the word processor) will close all three programs, but Ibidem and Orbis can be closed independently.

If you have used other Windows word processors, you will find that you can start using Nota Bene at a basic level right away. However, using the program to the fullest potential requires some time and effort. We strongly recommend that you spend some time reviewing some of the instructional materials that are provided before getting started. A modest amount of time invested in the beginning will save you a lot of time in the long run and make your use of Nota Bene easier and more efficient. You do not need to learn all parts of the program at once, but can focus on the parts of the program that will be most useful to you and expand your understanding of the capabilities of the program as you go.

A rich set of tools will help you to use the program, including over 650 pages of documentation (available on-screen and in PDF format), as well as sample Nota Bene files, instructional videos, InfoTips, ActionTips and more. For more information about these resources, see [NB Learning Tools](#).

If you would like specific recommendations about where to start and how to use some of the resources that are available, see [Exercises and Assignments](#). These recommended exercises start with some basic information and continue with information and exercises that allow you to focus on the parts of the program that you think will be most useful.

For optional tips on how to adjust the program to suit your preferences, see [Setup](#).

As in any program, you should always make sure that you have adequately backed up your work. Nota Bene has two mechanisms for automatic backup. If you lose unsaved work, you will usually be able to retrieve it. You should, however, take steps to retrieve your work as soon as you return to Nota Bene so that the backup copies are not overwritten by backup copies of subsequent work. Automatic backup is not a substitute for maintaining regular backup copies of your files. Nota Bene files, including any Ibidem/IbidPlus databases, should be part of a regular program of backing up all of your files. For more information, see [Backup](#) and [Autosave and Automatic Backup](#).

See also:

[Introduction and Overview](#)

2.2.1 Learning Tools

Nota Bene provides you with many tools for learning how to use the program. The following is a list of the resources that are available to you.

Menus, dialog boxes and toolbars: The pull-down menus, dialog boxes and toolbars provide a wealth of information on how the program works. Dialog boxes often provide explanatory information as well as a means for selecting various options. Menus show the keyboard shortcuts to the right of the menu option for many of the functions. Toolbar buttons can be identified by moving the mouse pointer to the button and pausing. A label identifying the button will appear.

Sample files: The program includes active sample files that demonstrate the use of features such as codes view, headers/footers, footnotes, outlines, bibliographic references and the use of the program in academic work. The sample files are Nota Bene files that contain suggested exercises to show how various features work. These files are in your Nbwin\Document\Samples folder and they can be opened

from the Help menu.

Nota Bene Help: Nota Bene Help is accessible from by clicking **Help**, **Nota Bene Help** or by pressing **F1**. Narrative overviews at the beginning of major sections are designed to describe how the program "thinks" and step-by-step instructions give details about how to use the various features. In addition to the on-screen version of Nota Bene Help, there is a printable version in PDF format that can be printed for use as a manual. To open this version, click Help, Printable Help. For more information, see [Using Nota Bene Help](#).

Orbis and Ibidem Tutorials: Two of the most complex and useful programs in your Nota Bene workstation are Ibidem and Orbis. Tutorials are provided consisting of an overview of the program followed by a series of exercises to demonstrate the use of the program. It is highly recommended that you read the overview and complete the exercises in these tutorials before beginning to use Orbis or Ibidem. The tutorials can be opened from the Help menu on the Nota Bene screen or from the tutorial page on our web site.

Instructional Videos: A series of short videos demonstrating different program capabilities is available by clicking **Help**, **Instructional Videos**. These videos were developed by Professor Mark D. Szuchman to introduce his graduate students in the History Department at Florida International University to the ways that Nota Bene is used in academic writing and research. Dr. Szuchman is now making these videos available to all who are interested. See NB Videos.

ActionTips: Messages briefly detailing various available options are provided when you initiate certain operations such as inserting an academic style, switching to Codes View, or opening Ibidem or Orbis. ActionTips disappear on any keystroke or mouse movement. These messages are helpful when you are learning to use different features, but will not be necessary once you know about the different options that are available. Each message contains a "Don't Show This Again" box that can be checked so that the ActionTip will not be displayed again. The appearance of ActionTips can also be controlled by clicking **Help**, **ActionTips**. This will open an ActionTips dialog that will allow you to review all of the ActionTips and choose which ones will be active.

InfoTips: If you click on certain elements or formatting codes in Page Layout view (for example, a footnote, a cross reference label or a counter) or if you use the arrow keys to move over one of these codes, a pop-up message will show the contents of various text elements (for example, the contents of a footnote), along with notes about available options. Like ActionTips, InfoTips contain a "Don't Show This Again" box so that users who don't need this information can turn it off. The InfoTips dialog (Help, InfoTips) provides a number of options for the display of InfoTips. You can set InfoTips individually to display as a result of mouse action (clicking on a code), keyboard action (using arrow keys to move over a code), both or neither. You can also set a timer to delay the appearance of the InfoTips or to make them disappear automatically after a brief interval. There are over 250 InfoTips and they are shown in the dialog in groups, with an "Other" category covering those that are not listed. Some of the InfoTips are active only if format markers are displayed in Page Layout view. See [Page Layout View](#).

F1 and Ctrl+F1: Pressing **F1** when the main Nota Bene screen is active will open the Contents page of Nota Bene Help (the on-screen version). Pressing **F1** when the Ibidem screen is open will open the Contents page of Ibidem Help and pressing **F1** when the Orbis screen is open will open the Contents page of Orbis Help. **Ctrl+F1** provides context-sensitive pop-up help panels as follows: (1) When Ibidem is active and the cursor is in an Ibidem field, **Ctrl+F1** will provide information about that field. (2) In Show Codes View, pressing **Ctrl+F1** will highlight the command that the cursor is on, or the previous command, and it will display information about the command. (3) When in Page Layout view, **Ctrl+F1** will turn InfoTips (see above) off or on for the remainder of the NB session

Key assignment chart: Nota Bene has numerous keyboard shortcuts. By pressing some combination

of **Ctrl**, **Alt**, **Shift** and any key on the keyboard, you can implement certain functions more quickly. A chart showing the key assignments is available. From within Nota Bene, click **Help**, **Key Charts** to open a printable key chart. Click each of the four buttons at the top of the chart to see all of the key assignments. A keyboard diagram for the active keyboard can be displayed by pressing **Ctrl+Shift+K** for a floating diagram or **Alt+K** for the same diagram in a dialog bar on the right side of the screen. This is particularly helpful when using the non-Roman alphabets that are available if you have the Lingua module. See Keyboard Dialog Bar.

See also:

[Introduction and Overview](#)

[Getting Started](#)

[Exercises and Assignments](#)

2.2.2 Exercises and Assignments

If you are new to Nota Bene, the following are some suggestions for the best way to get started.

Quick Overview: For general information about Nota Bene, its features and benefits, see the following:

- Welcome.nb is the file that opened when you first installed Nota Bene. It can be opened from Nbwin\Document\Samples.
- For a general description of the NB word processor, Orbis, Ibidem and IbidPlus, see Nota Bene Overview.
- For a longer description of Orbis, Nota Bene's multi-file search engine, see Orbis Overview.
- For a longer description of Ibidem, Nota Bene's bibliographic management program, see [Ibidem Overview](#).
- Professor Mark Szuchman has prepared a series of short videos that demonstrate the use of Nota Bene. See NB Videos.

Basic NB skills: The following reading materials and exercises will give you a good foundation for using Nota Bene.

- For an overview of formatting in Nota Bene, see [Formatting Overview](#).
- Even if you never use Nota Bene's action line, a general understanding of how commands are used in Nota Bene and how they can be seen and edited in Show Codes View is helpful. See [NB Commands](#) and [Editing in Show Codes View](#).

Basic Computer Knowledge: You don't have to be technologically sophisticated to use Nota Bene, but you should be able to use tools that are part of your Windows operating system to do a few basic things like create, move, delete or rename a folder; find, copy, move, rename, or delete a file; create backup copies (regularly, frequently, to a backup medium in a different location); move from one application to another, and copy and paste from one application to another. We also recommend that you develop an awareness of where your files are being stored. (They're in a folder on your computer, and you should know which folder or folders. The default folder for NB documents is Nbwin\Document, but you can save your NB files in any folder you choose.) If you don't already know how to do these things, acquiring this knowledge is not difficult and it is strongly recommended. The following are a few recommended resources:

- Find a friend who knows something about computers and who has average (or better) communication skills. Ask him or her to show you how to do the above-mentioned basic tasks.
- Use the Help materials provided with your Window operating system.
- In NB Help, see [File Operations Overview](#) and [Backup](#).

- In the [Basic File Operations](#) section of NB Help (click **Help**, **Contents**, **Basic File Operations**), read [Managing Files from Windows Explorer](#) and every page in that section.

With the above mentioned skills mastered, you should be able to begin using Nota Bene for basic writing, the way you might have used Word or WordPerfect in the past. However, you now have access to a wealth of sophisticated tools that can make your research and writing more efficient. You don't need to learn about all of the ways that Nota Bene can make your work easier at once. In fact, the program is so multi-faceted that you will probably be learning new things about it for months or even years to come. So relax and enjoy. Focus on the parts of the program that seem most useful to you.

Using More and More of the Program: Most NB users do not use all of the functionality that is available. But when and if the following seem useful to you, you can investigate further, starting with the links below:

- Use Ibidem to maintain a bibliographic database, and to generate properly formatted citations and bibliographies. See the Ibidem tutorial and see Ibidem.nb in your Nbwin\Document\Samples folder.
- Use Orbis to search through your notes and papers and find the information you want as you are writing. See [Orbis Overview](#).
- Format your papers using templates for academic style manuals (Chicago, Turabian, MLA, APA). See [Academic Styles](#).
- Create your own templates for letterhead, a fax cover sheet, or a form letter or format that you use repeatedly. See [Templates](#).
- Work with book length manuscripts, moving easily from chapter-files to a single file that contains the full manuscript and back again. See [Manuscript Files](#).
- Generate a Table of Contents or use NB's powerful tools for creating an Index. See [Index and Table of Contents](#).
- Work with an outline or a structured framework of headings and text. See [Frameworks and Outlines](#).
- Work with a numbered list and let NB take care of keeping the numbers in the correct order. See [Numbered Lists](#).
- Use cross references and let Nota Bene keep track of the page number (or footnote number, chapter number, section number etc.). For example, if you say "see discussion on factory farmed pigs on page 36," Nota Bene can automatically change the page number if the text you are referring to is moved to a different page. See [Cross References](#).
- Insert graphic images and files from other programs in a Nota Bene file. See [Objects \(OLE\) and Frames](#).
- Include dynamic links to web pages or to other files in your Nota Bene file. See [Hyperlinks](#).
- Do a little adding, subtracting, multiplying or dividing on the side, without opening your spreadsheet program. See [Mathematical Functions](#).
- Change all your footnotes to endnotes. See [Endnotes](#).
- Use up to three independent series of footnotes and/or endnotes in the same paper. See [Footnotes and Endnotes](#).
- Use tables or columns that wrap from the bottom of the page to the top of the next column. See [Tables and Columns](#).
- Work in Hebrew, Greek, Arabic or Cyrillic (available if you have the Lingua module). See [Lingua](#).

This is only a partial list of the many features that are designed to make your writing and research easier. Browse through the menus and through this Help material for many more ways to make your work more efficient.

See also:

[Getting Started](#)
[NB Learning Tools](#)

2.3 Setup

If you are installing Nota Bene on a new computer and you previously used Nota Bene on a different computer, please see [Transfer to New Computer and Backup](#) for information about how to transfer your files, databases and customized settings to your new computer.

There are many ways that you can change various settings so that the program will be comfortable for you to use.

Font and Font Size: You can select the default font and font size by clicking **Tools, Preferences, Fonts**. The default font and font size that you select will be in effect for all documents unless you make a change in an individual document. You can change the font or font size in an individual document by clicking **Format, Font**.

Font Size for Menus: The font size of top-level and drop-down menus can be increased by clicking **Tools, Preferences, Screen Display**. The default is 8 point. It can be increased to 9, 10, 11, 12, 13, or 14 point. Increasing the menu font size will make it easier to see the menus.

Font and Font Size for Codes View and Action Line: By default, Show Codes View uses Courier New 8 point. The font and font size can be changed by clicking **Tools, Preferences, Screen Display**. The same font and font size will be used on the action line and in the speller dialog.

Zoom Settings: Zoom settings affect the size of the print on screen, but do not affect the way the document will appear when printed. Try experimenting with the zoom slider control at the bottom of your screen (look for the box that says 100%). When you find the setting that you like, click the down arrow on the slider control and choose Set as Default. For more information, see [Zoom](#).

Spelling: The default spell checking uses US English, but a UK speller can be substituted for the US speller. Many other spell checkers are also available (French, German, Dutch, etc.). Click **Proof, Configure Spell** and then click the **Dictionaries** tab to select the dictionary (or dictionaries) you would like to use. For detailed instructions, see [Dictionaries](#) or [Configure Dictionaries](#) or [Multilingual Spell Check](#).

File Open and Save As dialogs: These dialogs can be resized, and for most monitors a larger size will make the dialogs easier to use because you will be able to see more of the folders and files. To change the size, drag the borders. For more information, see [Resizing File Open and Save As dialogs](#).

InfoTips and ActionTips: Popup messages provide pointers about how to use the program. These messages may be unnecessary for experienced users, and they can be adjusted or turned off by clicking **Help, InfoTips** or **Help, ActionTips**. For more information, see [NB Learning Tools](#).

Markers: Nota Bene provides several markers that can be seen on-screen but do not print. These non-printing markers can be displayed or hidden at your option. For more information, click **View, Show/Hide Markers, Configure** or see [Markers](#).

Visual Appearance: The colors and other aspects of the appearance of your main Nota Bene screen can be changed by clicking **View, Visual Appearance** and selecting from the numerous options that are presented. You can also right-click on any toolbar for a list of the toolbars and interface options that can be activated or hidden. See [Visual Appearance](#).

Default Settings: Default settings affect the appearance of new blank documents until you choose to make changes to the document. For example, the default font is Times New Roman, 10 point. If you

prefer to use a different font or a different font size, you can make the change at the beginning of every document, or you can change the default settings. The font setting and many other default settings can be changed by clicking **Tools, Preferences**. For more information, see [Default Settings](#)

Cursor Settings: You can change the color, the width and the state (flashing or static) of the cursor. Changes to the color or the width may make it much easier to locate the cursor on the page. You can also choose to have an arrow at the top of the cursor pointing in the language direction (left-to-right; right-to-left) of any new text that you would type at the cursor position (this applies only if you have Lingua with support for right-to-left languages like Hebrew). To make any of these changes, click **Tools, Preferences**, and double-click on **Cursor**. Select the settings you want and click **OK** and then click **Close** to close the Preferences dialog.

Ibidem: The point size used for the Ibidem on-screen display can be changed. A larger point size is easier to see, but a smaller point size allows you to see more data on the same screen. To change the point size, press **F7** to open Ibidem and then click **View, Options**.

Windows Settings: Default settings in Windows Explorer can be changed. Many Nota Bene users like to use different extensions for different kinds of documents, rather than using the default **.nb** extension. For example, the **.res** extension could be used for research notes. When Nota Bene is installed, the **.nb** extension is automatically associated with Nota Bene. You can associate any other extensions with Nota Bene by opening Windows Explorer (press the Windows key+E) and then clicking **Tools, Folder Options**. Use the **File Types** tab of this dialog to associate extensions of your choice with Nota Bene. You may also want to review the options on the **View** tab of this dialog. We recommend that you change the settings so that extensions as well as file names are displayed for all files (on some systems, some or all file extensions may be hidden unless you make this change).

Default Folder: The default folder is the folder that will be assumed if you issue a command on the action line and do not specify a folder. The current default folder is shown at the bottom of the Nota Bene screen to the left of the action line. The default folder can be changed by clicking **Tools, Preferences** and selecting **Directories (default)**.

Lingua Setup: Lingua, including right-to-left languages, will work properly on most systems with no special set up. But if you find that Hebrew or Arabic letters are not displaying properly or if you are using an older version of Windows, please see [Lingua Setup](#).

See also:

[Views and Display](#)

Nota Bene Screen

Managing Files and Folders

2.4 Auto Updates

If an update to the version of the program that you have purchased is available, you will be notified. The program automatically checks the Nota Bene web site each time you open Nota Bene. If an update is found, you will see a dialog the next time you start Nota Bene that gives you three options:

Details — Click to view a web page that gives you a list of new features and/or fixes. You can also go to this page at any time by clicking Help, Update Options.

Yes — Download now. Updates will be installed immediately after you agree to accept them, without

requiring you to access a web page, log in, and then download and run the full installation program. Only the files that have been modified are updated (saving download time). After the files are updated, Nota Bene will start immediately.

No — Do not update your version of Nota Bene now, but instead continue starting the currently installed release.

We recommend that you select **Yes**. Doing so will have no effect on your files, databases or customizations, and it will give you the latest improvements to the program.

If you hear that an update has been released, and you have not received notification, you can manually check for updates by clicking Help, Update Options and then the Check Updates button.

If you do not want the program to check for updates, you can turn this feature off by clicking Help, Update Options and choosing "Never (Check Manually as Desired)." You can click the View Changes button to view a list of the changes in each update.

If for any reason you want to install a full release (e.g., on a new computer) you can go to the order form, log in, and then select Previous Orders/Downloads. The full release will be available for as long as the version you purchased is the main shipping version.

2.5 NB Commands

For an alphabetical list of Nota Bene commands, see [Commands: alphabetical list](#).

A command is an instruction that you give to the program. There are two kinds of commands in Nota Bene:

- An immediate command is one that is implemented immediately, with no record of the command retained in the file. The commands to save, print, cut, copy, paste, or find are all examples of immediate commands.
- An embedded command is a command that will continue to have an effect in the document long after it is issued. A record of the command is retained or "embedded" in the document when it is issued. All formatting commands are embedded commands (e.g., commands that set the spacing, font size, indentation, tabs, etc.). The commands to insert footnotes or annotations are also embedded commands.

Like other Windows word processors, commands can be issued by using the drop-down menus at the top of the screen (see [Menus](#)). Commands can also be issued by using keyboard shortcuts or toolbar buttons (see [Keyboard Shortcuts](#)). Unlike other Windows word processors, Nota Bene commands can also be typed on an action line. Many Nota Bene commands can be issued in all four ways. For example, you can issue the command to save an already named file in any of the following ways:

- On the menu at the top of the Nota Bene screen, click **File, Save**
- On your keyboard, press **Ctrl+S**
- On the toolbar just below the menu, press the Save button (move your cursor to the button with an image of a diskette on it and the words "Save Document" will appear indicating that this is the Save button)
- Press **F9** to move your cursor to the action line, type the command **SA** and then press **F10** or **Enter**

Action Line

The action line provides an efficient way of directing the program for users who prefer to use the keyboard and have taken the time to learn some of the Nota Bene commands. The commands used on the action line are usually two letters or short English words (e.g., **SA** to save a file or **TODAY** to insert today's date). As shown in the following examples, a two-letter command is often followed by a space and then further instructions.

- The command **TS 1,2,3** would set tabs at 1, 2, and 3 inches (assuming that your default unit of measurement is inches).
- The command **SZ 12PT** would set the point size to 12 points.

Commands in Nota Bene are not case-sensitive and can be typed in either upper or lower case letters.

To use the action line, press **F9** to access the action line (or use the mouse to click at the beginning of the action line). Then type in the command and press **F10** or **Enter** to implement the command. To return to the text area from the action line without executing a command, click anywhere on the text area of the screen.

One limitation to using the action line is that long file names (longer than 8 letters, a period and an extension of up to 3 letters) cannot be used on the action line. To open files with long names or to issue other commands that use a long file name, you must use the menus.

Review Commands

You can scroll through a list of commands that have been entered on the action line by pressing **Ctrl+Shift+Up** or **Ctrl+Shift+Down**. This feature recognizes only commands that have been entered using **F10**. Commands implemented by pressing **Enter** immediately after typing the command on the action line will not be included.

Commands in Show Codes View

Commands in Nota Bene are visible and can be edited in Show Codes View. The commands shown in codes view are the same as those that can be typed on the action line, except that the space (if any) that must be used on the action line is omitted in codes view and units of measurement may be automatically added. Commands in codes view are surrounded by double-angled brackets. For example, the tab set command mentioned above would be shown in codes view like this: «**TS1IN,2IN,3IN**». Commands can be edited in codes view. For example, if you wanted to add an additional tab at 1.5 inches, you could just type it in so that the command in codes view looked like this: «**TS1IN,1.5IN,2IN,3IN**». If there are problems with the formatting of your document, they can usually be corrected by inspecting and editing the codes. For information about a specific code, place your cursor on the code and press **Ctrl+F1**. For more information, see [Show Codes View](#) and [Editing in Show Codes View](#).

Depending on your preferences and experience with word processors, you may prefer to use the menus, the action line, keyboard shortcuts or toolbar buttons to direct the program. Most people use some combination of all four. Nota Bene Help provides instructions using each available method.

Even if you are most comfortable using the menus, you should be familiar with how Nota Bene commands work and how to do very basic editing in Show Codes View. This level of expertise can be obtained fairly quickly by reading all of the following pages:

[Show Codes View](#)

[Editing in Show Codes View](#)

Formatting Overview

A short introduction to the use of Nota Bene commands and Show Codes View is available in one of the sample files. Open this file by clicking **Help, Sample Instructional Files** and selecting Tips on Formatting.

2.5.1 NB Commands: alphabetical list

The following is an alphabetical list of commands used by Nota Bene. Commands in Nota Bene are not case sensitive and can be typed in either lower case or upper case letters. Click the link next to the command below for information on how to use each command. For information on the use of commands in Nota Bene, see [NB Commands](#). For information on how to review previously entered command, see Action Line.

When you see commands in Show Codes View, you can place your cursor on the command and press Ctrl+F1 for more information about the command.

ab (abandon) [closing a file](#)
al (automatic leading) [line spacing](#)
append [append one file to another](#)
attrib (attribute) [read only option](#)
bb (breakable block) [nonbreakable block](#)
bc (break column) [snaking columns](#)
bf (bottom footnote) [footnotes](#)
bg (background) [color](#)
bo (border) [creating a border](#)
bt (bottom) [margins](#)
c0 - c14 (counters #0 - 14) [numbered lists](#)
ca or **call** [open file](#)
cc (change case) [change case](#)
cd or **chdir** (change directory) [changing directories](#)
ce (clear edit) [redlining](#)
cf (capitalize first) [change case](#)
ch (change) [find and replace](#)
ci (change, invisible) [find and replace](#)
clrlib (clear library) [multiple phrase libraries](#)
co1 - co12 (column) [table commands](#)
copy [copying a file](#)
copy/mv [moving a file](#)
ct (cellular table) [cellular tables](#)
cv (change, verify) [find and replace](#)
da (date) [date](#)
dc (define counter) [numbered lists](#)
delete [deleting a file](#)
df (dump footnotes) [footnotes](#)
dir (directory) [displaying a directory](#)
dy (dye) [colors](#)
ec (end column) [table commands](#)
el (extra leading) [line spacing](#)
fa (framed area) [framing an area](#)
fc (force center) [alignment](#)

fg (foreground) [color](#)
fl (flush left) [alignment](#)
fm (footnote format) [footnotes](#)
fn (footnote) [footnotes](#)
fp (final page) [page numbering](#)
fr (flush right) [alignment](#)
fs (footnote separator) [footnotes](#)
fw (footnote wrap) [footnotes](#)
gc (general citation) [gc command](#)
go [go to](#)
gu (gutter) [snaking columns](#) or [cellular tables](#)
hy (hyphenation) [hyphenation](#)
ig (import graphic) [importing a graphic](#)
im (index marker) [index markers in codes view](#)
ip (indent paragraph) [indentation](#)
ju (justify) [alignment](#)
la (language) [la commands](#)
ld (leader) [leader](#)
ldlib (load library) [multiple phrase libraries](#)
lj (line justify) [alignment](#)
ll (line leading) [line spacing](#)
lr (left-right) [orientation](#)
ls (line spacing) [line spacing](#)
md (mode) [mode commands](#)
 md bi (bold italics)
 md bo (bold)
 md bu (bold underline)
 md st (strike through)
 md ud (double underline)
 md it (italics)
 md sd or **md sb** (subscript)
 md su (superscript)
 md ul (underline)
me or **merge** [merge](#)
mkdir (make directory) [creating a directory](#)
nb (nonbreakable block) [nonbreakable block](#)
ne or **new** [create a new file](#)
nf (no footnotes) [footnotes](#)
nj (no justification) [alignment](#)
now [time](#)
ob (object) [framework commands](#)
of (offset) [margins](#)
ol (outline level) [framework commands](#)
os (one-sided) [margins](#)
op (orphans) [widows and orphans](#)
or (orientation) [printing](#)
order [sorting a directory](#)
pe (put edit) [redlining](#)
pg (page) [page break](#)
pn (page number) [page numbering](#)
print [printing](#)
rd or **rmdir** (remove directory) [deleting directories](#)
re or **read** [open read only file](#)

rec (reference chapter) [reference commands](#)
red (redlining) [redlining](#)
ref (reference) [reference commands](#)
rename [renaming a file](#)
rep (reference page) [reference commands](#)
rf (running footer) [headers and footers](#)
rg (registration) [character case](#)
rh (running header) [headers and footers](#)
sa or **save** [saving a file](#)
sad or **savedef** or **savesel** [saving a file](#)
salib (save library) [multiple phrase libraries](#)
se (search) [find and replace](#)
sec (seconds) [time](#)
sf (set footnote) [footnotes](#)
sh (snake height) [snaking columns](#)
sn (snaking columns) [snaking columns](#)
sp (set page) [page numbering](#)
spell [spell check](#)
ss (set style) [setting a style](#)
st (store) [closing a file](#)
sz (size) [font size](#)
tc (tab clear) [tabs](#)
today [date](#)
tm (time) [time](#)
tp (top) [margins](#)
tr (tab reset) [tabs](#)
ts (tab set) [tabs](#)
tw (text width) [header and footer commands](#)
tx (track changes) [track changes](#)
ub (use border) [creating a border](#)
uf (use font) [font settings](#)
ul (underline) [underline options](#)
up (use page border) [creating a border](#)
us (use style) [using a style](#)
ux (use x) [footnote commands](#)
wc (word count) [word count](#)
wd (widows) [widows and orphans](#)
zoom [zoom](#)

See also:

[NB Commands](#)

[Editing in Show Codes View](#)

2.6 Important Differences

Nota Bene has a long history starting in 1983 as a DOS program, and moving to Windows in the 1990's. In the early days of Nota Bene for Windows, the program did a lot of things in ways that were different -- and often better -- than other programs. We had a long list of "Important Differences." As word processing programs has evolved and become more standardized, Nota Bene has adapted to the industry standard, abandoning some of the unique ways of doing things. In many cases, the old ways of

doing things are still available as options under Tools, Preferences. (For one example, see Tools, Preferences, Print Styles/Modes.) Our current list of the way we do things differently than other word processors is shorter than it used to be and the differences are not as important as they used to be (you'll be able to use the program even if you don't read this page).

Formatting: Text can be formatted in Nota Bene using tools that are similar to other Windows programs such as tool bar buttons (e.g., the bold, italic and underline buttons), drop down boxes (e.g., font box, font size box) and menus, and keyboard shortcuts (e.g. Ctrl+I for italics). In addition, Nota Bene provides an action line that can be used to insert formatting (and other) commands. Many Nota Bene users like to use the keyboard rather than the mouse, and the action line as well as a wide assortment of keyboard shortcuts make this possible for many but not all actions.

Show Codes: When a formatting command is issued using the menus, tool bar buttons, keyboard shortcuts or action line, a command is inserted in the document at the point of insertion. The commands can be seen and edited in Show Codes View. See [Show Codes View](#) and [Editing in Show Codes View](#) and [NB Commands](#).

Scroll bars: In most Windows programs, the [scroll bars](#) move the screen but not the cursor. If you scroll from page 2 to page 10, the cursor remains on page 2 until you click on page 10. If you start typing before you click, your new text is entered on page 2 not on page 10 and the screen moves back to page 2. Nota Bene is designed so that when you use the scroll bar to move through a document, the cursor moves with the screen. Your cursor (and any text or commands you enter) will always be on a page that is visible on your screen.

Write defaults: Most Windows word processors automatically write the default settings into a file. There are advantages and disadvantages to this. Suppose your colleague writes a section of a joint paper and the default settings on her system include Times New Roman, 10 point and 0.5 inch tabs. You take the file from her to integrate into your document. Your document is written using Courier 12 point and 1.0 inch tab settings. If default settings are written into your colleague's document, then they will be reflected in the section she has written in your document and will need to be reformatted. Nota Bene does not automatically write defaults into the document. In the above mentioned example, your system's default settings, not your colleague's would determine the appearance of the file you receive from her. Any formatting she did for this file (as opposed to her default settings) would in any case be reflected in the file you receive. Nota Bene gives you the option to write the defaults into the document so that they are part of the file and reflected even if the file is opened on another computer with different default settings. Simply press the "Write Defaults" button at the bottom left of the **Page Layout** dialog. For more information, see [Write Defaults](#).

See also:

[Information for MS Word Users](#)
[Introduction and Overview](#)
[Alternate Keyboards](#)

2.7 Specialized Academic Features

Nota Bene was developed for scholarly writing and research. Some of the features that have been specialized for this purpose are as follows:

Academic Styles: Predefined academic style manual formats control page layout, heading format, note positioning, etc. in accord with major style manuals. A dialog guides you through the process of entering

all of the necessary information (title of the paper, author's name, course information, etc.). See Academic Styles.

Manuscript Files: For those who are working on book-length manuscripts, Nota Bene manuscript files allow you to work on either individual chapters or a larger file comprised of all of the individual chapter files. See Manuscript Files.

Indexing: A powerful indexing program automates the process of generating an index. You can generate a single, simple index, or produce separate indexes for authors, places, subjects, titles, first lines, etc. You have numerous options for marking words for inclusion and for determining the format of the index that is ultimately generated. See Index and Table of Contents.

Outlines: Structured document outlines make working within an outline structure easy and quick. You can choose from several predefined outline formats or use a dialog box to guide you through the process of creating your own outline format. Outline points can be moved up or down with the click of a button. A special Outline View can be used to display all levels of the outline or only those levels you choose. See Frameworks and Outlines.

Frameworks: Nota Bene's outlining capabilities can be used for structured papers with several levels of headings and subheadings. Predefined document frameworks are available or you can create your own. Section headings and related text can be moved, promoted or demoted with the click of a button. For example, if you decide that your third major heading and related text should be a subsection under the first major heading, the change can be made almost instantly with headings and subheadings properly formatted and/or numbered. Outline View allows you to expand or contract the levels of headings shown and include or not include related text. See Frameworks and Outlines.

Footnotes/Endnotes: Up to three independent series of footnotes (or endnotes) can be included in each document. If you use Ibidem to create bibliographic citations and choose to display those citations in footnote format, Nota Bene will properly integrate bibliographic footnotes with footnotes that contain only text. Textual footnotes will remain and be renumbered if you change bibliographic citations from footnote format to in-text short form format. You can control the format of the footnotes, the numbering (or lettering) style, the appearance of the footnote separator (the line between the main body of the document and the footnotes) and more. See Footnotes.

Counters: Numbered lists can be inserted easily. Nota Bene gives the user control over choosing the counters to be used (decimal numbers, upper or lower case roman numerals, upper or lower case letters) and the punctuation and spacing before or after the counter. Nota Bene keeps track of the numbers and automatically renumbers the list if you add a new point or move text. Up to 4 numbered lists can be used concurrently (up to 15 under certain circumstances). Any number of independent numbered lists can be used consecutively by redefining the starting point. See Numbering.

Cross References: Bi-directional, real time cross referencing allows the user to label text and make reference to chapter numbers, section numbers, page numbers or footnote numbers where the labeled text appears. The referenced numbers will be updated automatically as and when changes in the document result in changes in the chapter numbers, section numbers, page numbers or footnote numbers. See [Cross References](#).

Ibidem: Ibidem provides a fully integrated system for managing and storing bibliographic data and for entering citations into documents. Choose from hundreds of predefined academic styles to format in-text citations, footnotes or endnotes, reference lists and bibliographies. You can easily change the citations throughout your paper from one academic style to another, or from short form in-text citations to footnotes or endnotes. See Ibidem.

Orbis: Orbis provides immediate access to all documents written in Nota Bene or imported from an outside source. Search through thousands of pages of papers, letters, lecture notes, field notes, etc. for any word, phrase or combination of words. Orbis will display every paragraph (or sentence, page, document, etc.) containing the target word(s). Search results can be used for reference or imported into an open document. See Orbis.

2.8 NB Keyboard

Nota Bene is designed to provide the user with fast and efficient keyboard control. There are many key combinations that allow the experienced user to direct the program from the keyboard rather than with the mouse. The standard Nota Bene keyboard uses standard Windows key assignments such as **Ctrl+B** for bold or **Ctrl+S** to save a file. It also maintains most of the original Nota Bene DOS key assignments and it provides many new key assignments that are unique to Nota Bene for Windows.

A number of charts are available to show you the key assignments.

- To open a printable chart containing all of the key assignments for the standard Nota Bene keyboard, click **Help, Key Charts**. See Key Charts.
- To open the Keyboard Dialog Bar showing the active keyboard on the right side of the screen, press **Alt+K**. See Keyboard Dialog Bar.
- To open a keyboard chart for the currently active keyboard, press **Ctrl+Shift+K**.

The second two charts (Alt+K and Ctrl+Shift+K) display the currently active keyboard, including any customizations. Lingua users will be able, for example, to see the Hebrew keyboard when Hebrew is active, the Greek keyboard when Greek is active, etc. Characters shown in purple are accents (e.g. in the French keyboard) and characters shown in red are smart characters that change shape depending on their position in a word (e.g. the lowercase sigma in Greek). On the Ctrl+Shift+K diagram, click the Ctrl+Alt radio button to display the characters that will be entered when you press Ctrl+Alt (characters shown on the bottom of each key) or Ctrl+Alt+Shift (characters shown on the top of each key). On the Ctrl+K keyboard, the Ctrl+Alt key assignments are shown below the Normal/Shift key assignments, on the same side dialog bar.

Nota Bene supports alternate keyboards including a XyWrite keyboard and alternate keyboards that use the Roman alphabet including British, German, Dutch, French, Spanish and Italian. The Lingua module adds a number of different keyboards for the Greek, Hebrew, Cyrillic, and Arabic alphabets.

If the alternate keyboards supplied with the program do not meet your needs, you can create your own customized keyboard with any character (with or without diacritics) assigned to any key.

For more information about Lingua's support for different alphabets, see [Alphabets, Languages and Keyboards](#).

See also:

[Introduction and Overview](#)
[XyWrite Keyboard](#)
[Alternate Keyboards](#)
[Customized Keyboards](#)
[Keyboard Shortcuts](#)

2.8.1 Keyboard Dialog Bar (Alt+K)

The Keyboard Dialog Bar provides a diagram of the currently active keyboard on the right side of your screen. To open this dialog bar, press **Alt+K**.

This dialog bar will show the Normal, Shift, Ctrl+Alt and Ctrl+Shift+Alt states for the active keyboard. Lingua users who switch to a different alphabet (e.g., Greek or Hebrew), will see the keyboard chart for the alphabet that is currently active. It automatically updates as keyboards/alphabets are changed. This dialog bar can remain open on the right side of your screen as you work.

In addition to keyboard charts, the Alt+K dialog bar has tabs for Character Inventory (available only if you have purchased Lingua) and Phrase Library Keys. Clicking Alt+K repeatedly will cycle through the available tabs. Press **Esc** to return to the document. You can also use the mouse to move from your document to any of the tabs on the Keyboard Dialog Bar, and back to your document.

A chart of the currently active keyboard can also be displayed by pressing **Ctrl+Shift+K**. This is the chart that was used in earlier versions of Nota Bene (version 10 and prior) and it continues to be available as an option. However, for most purposes, the new Alt+K dialog bar is recommended. If the Keyboard Dialog Bar is already open, then pressing **Ctrl+Shift+K** will take you to the keyboard tab on the Alt+K dialog.

See also:

[Alphabets, Languages and Keyboards](#)

Lingua Character Inventory

Phrase Libraries

2.8.2 Key Charts

To open a printable chart containing all of the key assignments for the standard Nota Bene keyboard (NB.KBD), click **Help, Key Charts**. Click the 4 buttons at the top of the chart to display the key assignments for each of the 4 different groups of keys specified. Click the Notes on Key Assignments button at the bottom of the chart for detailed notes about key assignments.

See also:

[Nota Bene Keyboard](#)

2.8.3 Alternate Keyboards

Nota Bene supports alternate keyboards including British, German, Dutch, French, Spanish, Italian and more. A XyWrite keyboard is also available (for information about this keyboard, see [XyWrite](#)). The Nota Bene keyboard controls most functions including text entered on the screen, but the Windows keyboard controls text entered in the dialog boxes. If you are loading one of the Nota Bene foreign language keyboards, you should also load the corresponding Windows keyboard.

Keyboards that use the Hebrew, Greek, Arabic and Cyrillic alphabets are available if you have the Lingua module.

To build and load a new Nota Bene keyboard.

- 1 Click **Tools, Keyboards, Setup/Select Defaults**. The Select Keyboard Layout dialog will appear on your screen.
- 2 Select the Alphabet you want to use for your default keyboard (the keyboard that will be active whenever you start Nota Bene).
- 3 Select the keyboard layout or language you want based on the description provided. If there is no name listed in the filename column, the keyboard must be built before it can be selected. Click **Build**.
- 4 Once the keyboard has been built, the name of the keyboard will be listed in the filename column. To use this keyboard as your default keyboard, make sure that it is highlighted (click to highlight if necessary), and make sure that the "Select as Default" box at the bottom of the dialog is checked (click to check if necessary). Click **Select**.

The keyboard you built and selected will be active for all functions controlled by Nota Bene. If you have selected a language keyboard, you must also make sure that the same language is active in Windows. See Windows Help for instructions to load the Windows keyboard.

Nota Bene uses the **Ctrl**, **Shift** and/or **Alt** keys in combination with other keys for many different functions. For example, **Ctrl+Z** will undo the most recent changes in the file. **Ctrl+?** will check the spelling of one word. Nota Bene Help is written assuming the English (United States) keyboard. If you are using a keyboard other than the standard default keyboard (NB.KBD), the Help files and keyboard shortcuts can be used with a few exceptions or clarifications. The following principles apply when a different language/country keyboard is selected.

- The use of the number keys at the top of the keyboard and the letter keys follow the letters, not the position of the key on the keyboard. For example, **Ctrl+Z** will undo for all keyboards, although the letter **Z** is not in the same place in all keyboards.
- The use of the punctuation keys follows the position of the key on the keyboard, not the legend. For example, pressing **Ctrl** with the key to the left of the right **Shift** key will check the spelling of one word. This key is the **slash/?** key on U.S. keyboards, but it may have a different legend on other keyboards. The "punctuation keys" are keys 12, 13, 26, 27, 40, 41, 43, 51, 52 and 53 as shown on the keyboard diagram. It is these keys that may cause some confusion for those using alternate keyboards. For a more detailed explanation of these keys, see [Alternate keyboards - diagram](#).
- The use of all other keys is identical for all keyboards, whether you follow the position or the legend.

The default keyboard (NB.KBD) is the same as the United States keyboard (US.KBD).

See also:

[Nota Bene Keyboard](#)

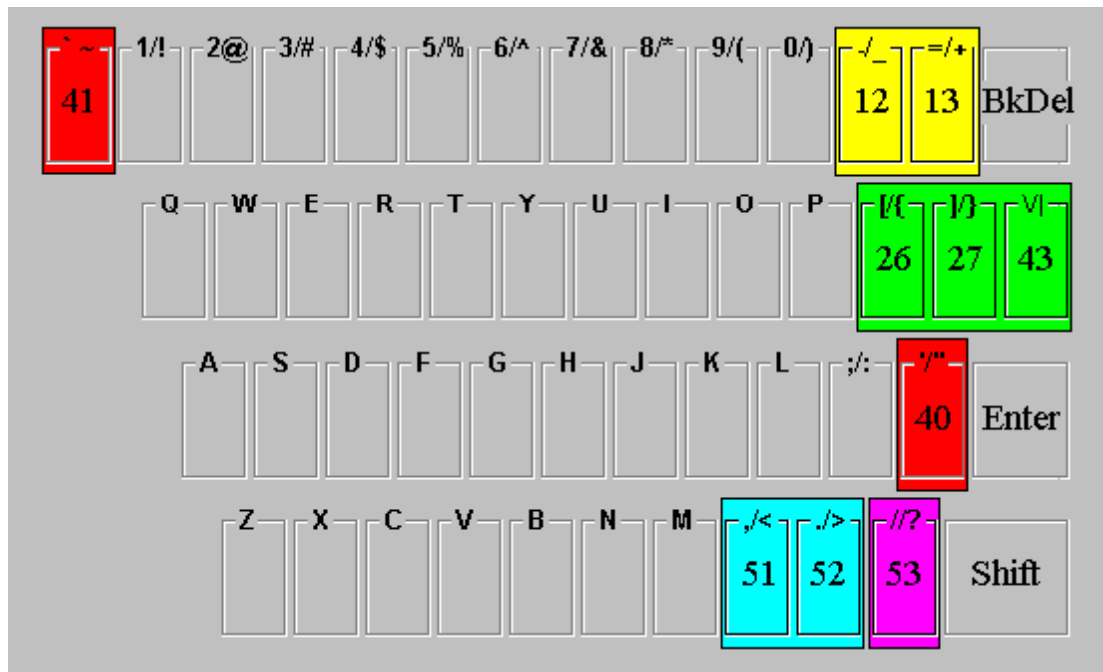
Information for XyWrite Users

Customized Keyboards

[Alphabets, Languages and Keyboards](#)

2.8.3.1 Keyboard Diagram

This keyboard diagram is provided for use with instructions found in [Alternate Keyboards](#), and may be helpful if you are installing a non-US English keyboard. This screen can best be viewed in full screen mode. If you haven't already done so, click the middle of the three buttons at the top right corner of this help screen.

**RED:****Key 41** -- Open Quote Key:

- Ctrl Inserts Open Single Quote
- Ctrl+Shift Inserts Open Double Quote

Key 40 -- Close Quote Key:

- Ctrl Inserts Close Single Quote
- Ctrl+Shift Inserts Close Double Quote
- Alt Inserts Straight Single Quote
- Alt+Shift Inserts Straight Double Quote
- Ctrl+Alt Inserts Single Low 9 Quote
- Ctrl+Alt+Shift Inserts Double Low 9 Quote

YELLOW:**Key 12** -- Minus/Hyphen Key:

- Ctrl Inserts Discretionary Hyphen
- Ctrl+Shift Decrease Font Size by 1 point
- Ctrl+Alt+Shift Find Next Difference in 2 Files

Key 13 -- Plus Key:

- Ctrl+Shift Increase Font Size by 1 point
- Ctrl+Alt+Shift Find Next Match in 2 Files

GREEN:**Key 26** -- Subscript Key:

- Ctrl Subscript New or Selected Text

- Ctrl+Shift Subscript Word

Key 27 -- Superscript Key:

- Ctrl Superscript New or Selected Text
- Ctrl+Shift Superscript Word

Key 43 -- Strikethrough Key:

- Ctrl Strikethrough New or Selected Text
- Ctrl+Shift Strikethrough Word

PURPLE:**Key 53** -- Query Key:

- Ctrl Spell Check Current Word
- Ctrl+Shift Check Thesaurus
- Ctrl+Alt Document Summary
- Ctrl+Alt+Shift Go to Last Misspelling

TURQUOISE:**Key 51** -- Open Format Key:

- Ctrl Insert Opening Formatting Command [«]
- Alt+Shift Go to Beginning of Current Formatting Command

Key 52 -- Close Format Key:

- Ctrl Insert Closing Formatting Command [»]
- Alt+Shift Go to End of Current Formatting Command

See also:

[Alternate keyboards](#)

2.9 Information for International Users

Nota Bene is produced in the United States, but it is used in many countries throughout the world, by people who write in many different languages. The Nota Bene Workstation provides support for Western European languages. The Lingua module adds support for Hebrew, Greek, Arabic and Cyrillic. This version of Nota Bene is not compatible with Chinese, Japanese and Korean, but we hope to offer support for these languages in the near future.

The dialogs and documentation are in English, and cannot be changed, but all of the following can be changed to suit your needs.

Keyboards: If you are using a keyboard other than the standard US English keyboard, you should select a different keyboard in Nota Bene as well as in Windows. See [Alternate Keyboards](#).

Languages and Dictionaries: Nota Bene provides spell checking, hyphenation, and thesauri in many languages. The default language is US English. If you type primarily in a language other than US English, you should select that language and/or dictionary as the default. See [Changing the Default Language](#). If you use more than one language in your writing, see [Multilingual Spell Check](#).

Units of Measurement: By default, Nota Bene uses inches for horizontal measurement and lines for vertical measurement. This can be changed through the Tools, Preferences menu. See Units of Measurement.

Quotation Marks: Various quotation marks that are used in different countries can be entered in a variety of different ways, and the smart quotes that are entered when you use the " key on the standard American keyboard can be customized. See the Quote Key Type dialog on the Tools, Preferences menu or see Quotation Marks.

Other Alphabets: If you write in a language that uses a non-Roman alphabet, the Lingua module provides support for Hebrew, Greek, Arabic and Cyrillic. See Lingua Overview, and see Greek, Cyrillic, Hebrew or Arabic.

2.10 Information for Bibliographic Software Users

The Nota Bene suites offer an integrated system for academic writing that includes bibliographic management fully integrated with word processing. NB Ibidem is Nota Bene's bibliographic manager, and it works seamlessly with the Nota Bene word processor to insert citations and generate bibliographies or reference lists.

If you have been using EndNote, Citation, ProCite, Library Master, RefWorks or any database that can export to RIS Format (e.g., Reference Manager), your bibliographic database can be imported into NB Ibidem. To do this, use EndNote, Citation, ProCite, Library Master, RefWorks or Reference Manager to create an export file, and then append the export file to an existing Ibidem database. If you do not have an Ibidem database, you must create one before appending the records. For detailed instructions, see Append/Import Records in Ibidem Help.

See also:

[Information for MS Word Users](#)

2.11 Information for MS Word Users

A Word to Word Users

Users of Microsoft Word are amply rewarded in Nota Bene. You will have control over your documents such as you've never experienced before. NB is designed to give the demanding user unparalleled access to a document's layout settings. Documents saved in Word or RTF format are easily and accurately converted to Nota Bene, and the reverse is equally true. Documents related to academic work face the added complexities of scholarly layouts and citations, and Nota Bene's built-in style manuals provide researchers with unparalleled consistency and ease of use.

Users of Nota Bene's layout settings for academic work require virtually no user intervention: documents that take advantage of the Style Manual mechanism in NB are assured of the comprehensive layout requirements of the selected academic style manual automatically, including citations and bibliographies. Moreover, in the event that you need to submit your work to a reviewer requiring a different style manual, NB will convert the entire document to the new style with a few mouse clicks, including citations and bibliographies.

In order to take advantage of these facilities, here are a few brief and simple points to understand and

tips for the best conversion of a document originally created in Word and meant to be an academic paper, article, or book chapter:

- **The logic of NB's academic style** lies in that all the layout settings for all style elements are placed at the very start of the file. Then, as you need to type in different regions of the document, the style elements for each region are simply implemented (this, among other things, gives NB documents unusually economic file sizes, on average of 33% smaller than their Word counterparts).
- **For optimum benefits**, after converting the Word document to NB and saving it in NB, strip as many of the different paragraph indentations as possible, with the goal of making all paragraphs unindented. Consider this converted document to be the intermediate "raw material" on its way to becoming a polished academic document.
 - Documents laid out with a style in NB, including academic style manuals, are started as new documents. In order to get optimal results, you will want to copy and paste your text from the converted Word document to the new NB document containing the Style Manual.
 - Also for optimum automation of the reference apparatus, you should cite your references from the bibliographic data you enter in Ibidem. Citing by way of Ibidem ensures that the selected reference style is made automatically and consistently: all you do is click and Ibidem will keep track of everything according to the style's rules, **including repeated instances of the same citations**.
- **Creating a document** with a style manual is as easy as clicking on File, New and selecting the academic style manual you need. Once selected, you will be asked to fill in your information. Once you're finished, a new NB untitled document will be opened for you. It will contain no words — that's your job but behind that empty document are the dozens and dozens of rules governing every element of the text and the bibliographic references that the academic style requires.
 - Each time you need a new element in your work (e.g., headings at different levels, begin/end block indents), click on Insert, Framework Level, and the appropriate element. NB will implement the layout rules for that element automatically. All you do is type your contents.
 - Creating a new document with an academic style also means that your Ibidem references and bibliographies are synchronized automatically with the selected style of your document.

Remember: an NB document that uses a style manual operates as a seamless fabric from top to bottom — all its internal components work together and dynamically relate to each other. You are no longer using your computer as a glorified typewriter, with each paragraph operating on its own and unable to communicate with the rest of the document or with the citation database. NB is not a word-processor: it's a suite of research tools that enable you to research and write in the complex and demanding environment of the academic world.

The brief comparison table below will highlight some differences between Word and Nota Bene. In the meantime, welcome to the academic community of Nota Bene!

Comparing Microsoft Word and Nota Bene

(emphasis on academic research & writing)

Academic style manuals

MSW: Not available

NB: Built into the suite. Click on New, click on needed style manual, fill in dialogs, click OK. To use style manual, click on Insert, Framework Level, then the item/level needed. Headings are inserted along with the space for the body text. N.B.: When finished with a block quote (Block Indent Begin/End) click on Insert, Framework Level, Block Indent (Begin/End) **once** to follow with non-indented paragraph, **twice** for indented.

Academic style citation/bibliography apparatus

MSW: Not available

NB: Built into the suite; selected style manual works seamlessly with *Ibidem.*, the bibliographic db.

Boolean-based notes search-retrieval engine

MSW: Not available

NB: Built into the suite. *Orbis* links search results back to *Ibidem* and forward to author's document.

Layout/formatting convenience

MSW: Changing layout takes effect on the individual paragraph.

NB: Changing layout takes effect at the point of change forward. (Totally unnecessary to change layout in documents using built-in style manuals)

File size/speed

MSW: Normally hefty; adequate speed.

NB: Normally, 33% smaller than comparable Word files; results in faster editing and responsiveness.

See also:

[Converting To/From Another Word Processor](#)

2.12 Information for Mac Users

Nota Bene can be run on a Mac with Wine. Wine is an open source project that creates programs that mimic the functions of Windows so that Windows programs can be used on a Mac. When you purchase Nota Bene, Mac users will have the option to install a bottled version of Nota Bene + Wine. This means that Wine and Nota Bene are both installed on your Mac and you will be able to use Nota Bene on your Mac without needing to purchase other software or set up your own virtual system.

With NB 9 (and earlier versions), Nota Bene could be used on a Mac with Parallels, Bootcamp or VM Fusion, all of which required that you purchase a copy of Windows. With NB 10, Nota Bene could be used on a Mac with Wine or Crossover, with no need for a Windows operating system. (Crossover is a paid version of Wine.) Beginning with NB 11, a bottled version of NB + Wine can be installed directly on a Mac, so you do not need to purchase Crossover or install Wine separately.

Some NB users have asked us if we intend to produce a native Mac version. The cost to develop a native Mac version of Nota Bene would be prohibitively expensive. Also, we have heard Mac users complain that newly developed native Mac versions of other programs are often limited in very significant ways. Given the cost of developing an entirely new version of a program that was originally developed for Windows, it is understandable that a new Mac version would not be as robust or full-featured. The current Nota Bene has been developed over more than 3 decades, first as a DOS program and then as a Windows program. So we believe that the best way to make the full functionality of Nota Bene available to Mac users is to use a "bottled" version of Wine behind the scenes. With NB + Wine, you get the full power of Nota Bene on the Mac.

The following pages on our web site have more information:

<http://www.notabene.com/mac.html>

<http://www.notabene.com/mac-faq.html>

2.13 Information for NB DOS Users

In Nota Bene for Windows, virtually all of the features of NB DOS have been retained and significant enhancements have been added. Unlike most other Windows programs, Nota Bene for Windows provides an action line, and the program can be directed using the same commands as the DOS versions of Nota Bene. Most of the key assignments are the same in Nota Bene for Windows, but some have changed to conform to Windows standard assignments. Numerous new features have been added to Nota Bene for Windows resulting in a program which provides significantly improved functionality.

If you have not used other Windows programs, you may want to review Windows Help. This is accessible from the Windows Start menu. Click **Start**, then **Help**. Then double-click on any topic you want to read.

A chart containing all of the key assignments is available by clicking **Help, Key Charts** or by opening **nbkey.nb** from the nbwin\document\samples directory on your hard drive. NB DOS users will find that most of the key assignments are the same. Some of the most significant changes in the key assignments are as follows:

- Save is changed from **F5** (DOS) to **Ctrl+S** (Windows standard assignment)
- Search (or Find) is changed from **F4** (DOS) to **Ctrl+F** (Windows standard assignment)
- Window menu is changed from **F7** (DOS) to **Alt+W** (Windows standard assignment)
- Mode keys have been changed to Windows standard assignments (**Ctrl+B** = bold, **Ctrl+I** = italics, **Ctrl+U** = underline)
- Phrase library (save/get) uses **Shift+Alt** followed by a letter or number rather than **Alt** followed by a letter or number (see [Phrase library](#)).
- **Ctrl+Gray+/-** is essentially unused. Most laptops do not have **Gray+** or **Gray-** keys and we have endeavored to design a keyboard that is the same for all computers.
- For the same reason, **F11** and **F12** replace or duplicate functions that used **Scroll lock** or **Num lock** in NB DOS.
- Toggle between action line and text is changed from **F8** (DOS) to **Ctrl+Shift+F10**. **F9** still moves the cursor to the action line and the mouse can also be used to move between the action line and text.

NB DOS files can easily be imported into Nota Bene for Windows (see [Opening a Nota Bene for DOS file](#)).

Ibidem databases can be imported from Nota Bene for DOS. See [Converting a Nota Bene for DOS Ibidem database](#)).

Orbis textbases must be recreated using Nota Bene for Windows files. This process is quick and easy, particularly if you are not using predefined keywords.

2.13.1 Opening a NB DOS file

In most cases, you can open a Nota Bene DOS file as you would open any file. Make sure that "Auto Detect" is showing in the Formats box of the Open File dialog. The program should recognize the file as an NB DOS file and convert it automatically to NB Windows format. See [Opening a File](#) for general instructions on opening a file.

When a Nota Bene DOS file is opened, it will be opened as a new unnamed Nota Bene for Windows file.

You must name the new file when you save it. The original NB DOS file is preserved in NB DOS format under the original name. If you have citations in your NB DOS file that were linked to your Ibid./Ibidem database, you will need to convert the NB DOS deltas <X6...> to the corresponding NB Windows GC commands. To do that, open your NB DOS file in the current version of Nota Bene, press **F7** to go to Ibidem, and click **Tools, Convert, Convert Old Document**.

If you are not satisfied with the way the file is opened or if you are opening a Shappirit or Special Language Supplement file, you may need to change the Formats box in the Open File dialog to one of the NB for DOS options that is listed. If you choose **Nota Bene for DOS (custom)** in the Formats drop down box, you can change the default settings. This will enable you to (1) name the NB for Windows file and automatically rename the DOS file or (2) use DOS default settings instead of Windows default settings as described in the dialog.

A batch conversion utility is available to convert all of the NB DOS files in one folder to NB Windows format at once. This is particularly useful if you would like to use Orbis to search your NB DOS files. See [Batch Conversion](#).

See also:

Converting an NB DOS Database
GC Command

2.13.2 Converting an NB DOS Database

Ensure that you know the location of your NB for DOS Ibid/Ibidem database. The location can be found by pressing **Ctrl+Alt+F6** from within Nota Bene for DOS, and noting the [Now c:\directory name] portion of the Ibidem Main Menu that pops up.

- 1 Launch Ibidem for Windows (from within NB for Windows, press **F7**, or click on **Tools, Ibidem**)
- 2 Close any open Ibidem database (Click **File, Close Database**)
- 3 Click **Tools, Convert, Database from DOS**
- 4 Click once on the database to be converted. DOS in the default
 - **Note:** If you did not install NB for DOS in the default c:\nb4 subdirectory, you will first need to tell NB for Windows the location of your NB for DOS program by clicking on the subdirectory in which NB for DOS resides
 - If you do not see your database listed even though NB for DOS is located in c:\nb4, or you have already told NB for Windows the location of your NB for DOS installation, you probably need to properly list your database in NB for DOS first. To find out how this is done, see instructions below.
- 5 Click **Convert**
- 6 Enter a short name for your converted database (can be any name desired)
- 7 Enter a new description of the database if desired
- 8 In the **Location of Files** field, type the full path of the folder in which you intend to place the converted database
 - Alternatively, or if the folder does not yet exist, click on the icon to choose a folder for the converted database (you will be given the opportunity to create a new folder from the presented **Location of Database** dialog).

- Click **OK**.
- 9 Enter a name in the **Filename** field (can be any name desired)
 - 10 Click **Individual or Multiuser/Network** to determine whether the database will be simultaneously shared
 - 11 Click **OK**
 - 12 Click **OK** at "Database conversion done" message
 - 13 It is a good idea to choose to **Rebuild Index from Beginning** from the presented **Maintenance Options** dialog at this point. However, you may first choose any of the other options from the **Maintenance Options** dialog which seem suitable. If a reindex was performed, click **Close** once the database has been reindexes.
 - 14 Click **Close**, and then click **Close** again.

As mentioned above, you may need to properly list your database in NB for DOS before converting the database.

- 1 Start NB for DOS and press **Ctrl+Alt+F6** for the **Ibid/Ibidem Main Menu**.
- 2 Under the option **Pick Database**, there is a listing for "[Now:...]" – this is probably the location of the database you normally use (ie, when you use Ibidem in DOS, you probably do not need to pick a database); if this is the case, then the location listed after "Now" is your default database location. Make a note of the location listed after "Now:", then press Enter to choose the option **Pick Database**.
- 3 If you are now brought to a list of databases, press the **Insert key** to get to the **Database Creation Menu** (if you are automatically brought to the **Database Creation Menu**, proceed to the next step)
- 4 At the **Database Creation Menu**, give a name to your database in the first blank (any name you like that will fit in the blank; it can include spaces), enter the drive and path of the database in the second blank (which you noted in step #2 above), put a 0 in the **Option** blank (to "add name of existing database"), and leave the 4th blank (**Type**) with the value 1 (because it is a bibliographic database); with this menu completed, press **F10** to add it to Ibidem's **Pick Database** menu.

Now that your database is officially listed in the DOS version of Ibidem, you will see it listed also on the Database to Convert menu in the Windows version of Ibidem. Please go back to the instructions at the top of this page and restart the conversion process.

2.14 Information for XyWrite Users

Like XyWrite, Nota Bene is designed to provide fast and efficient keyboard control. An action line and numerous keyboard shortcuts are designed to provide this control, and a menu interface is also available. Nota Bene uses a standard keyboard that is different than the XyWrite keyboard. As a XyWrite user, you can adapt to the Nota Bene keyboard, or, if you prefer, an optional XyWrite keyboard is provided.

Virtually all of the commands in Nota Bene are the same as commands used in XyWrite. In general, you will not need to learn new commands. The function keys used to access the action line and implement the commands are different. If you are using the standard Nota Bene keyboard, **F9** will take you to the action line (comparable to **F5** in XyWrite) and **F10** will implement the command (comparable to **F9** in XyWrite). Otherwise, the use of the action line is the same in Nota Bene as it is in XyWrite.

Since the Nota Bene and XyWrite keyboards are different, the keyboard shortcuts in Nota Bene are different from the keyboard shortcuts in XyWrite. If you are using the standard Nota Bene keyboard, keyboard shortcuts are described throughout the Nota Bene Help system and a chart containing all of the Nota Bene key assignments is available in the **Nbkey.nb** file. To view this chart, open Nota Bene and from within Nota Bene, open **Nbkey.nb** from your Nbwin\Document\Samples directory (if you elected to install Nota Bene in a directory other than Nbwin, substitute that directory).

If you prefer to use the the familiar XyWrite key combinations, a XyWrite keyboard is available. Since Nota Bene Help is written for the Nota Bene keyboard, the keyboard shortcuts described in Help will generally not apply to the XyWrite keyboard.

If you would like to use the XyWrite keyboard, it can be loaded as follows:

- 1 Click **Tools, Keyboards, Select**. The **Select Keyboard Layout** dialog will appear on your screen.
- 2 Click **XyWrite Standard** and then click the **Select** button.
- 3 The message about non-English keyboards will appear on your screen. This is not relevant unless you are also loading a language other than United States English. Click **OK**.
- 4 The XyWrite keyboard will be active.

If you want to use the XyWrite keyboard in another language, select XyWrite as the base keyboard when you install the language keyboard. In this case, you must also install the same language keyboard in Windows. See [Alternate keyboards](#).

See also:

[Introduction and Overview](#)
[Nota Bene Keyboard](#)

2.15 Using Nota Bene Help

Nota Bene Help is designed to help you learn to use the program, both by providing conceptual overviews and by providing step-by-step instructions. It is recommended that new Nota Bene users read every page in the Introduction and Overview section and then read the Overview pages in each of the major sections.

Nota Bene Help is available on screen, or in printable PDF format.

On-Screen Help: On-screen Help is opened by clicking **Help, Nota Bene Help** on the top of any of the Nota Bene screens or by pressing **F1**. You can find the topic you need by using the Contents or the Index in the panel to the left of the main Help screen. In the Contents, click the plus sign to the left of any topic to display subtopics.

Printable Help: A printable manual of over 650 pages is available in PDF format. The links in this version are not active. Click **Help, Printable Manual**.

You can also learn about Nota Bene by using the following resources, all of which are available on the Help menu:

- Orbis and Ibidem Tutorials: Printable PDF tutorials that provide a good introduction to Orbis and

Ibidem.

- **Instructional Video Tutorials:** A series of short videos that demonstrate the program with an emphasis on how various parts of the program work together.
- **Sample Instructional Files:** Documents that demonstrate various parts of the program using a Nota Bene file.

Other tools available to help you learn to use the program include context-sensitive help (**Ctrl+F1**), InfoTips, ActionTips, Tutorials and Instructional Videos. For more information, see [NB Learning Tools](#).

See also:

[Getting Started](#)

[Introduction and Overview](#)

2.16 New in Version 12

Version 12 was released in April 2018. The following features are new in this version.

Cloud Storage: Nota Bene users have been putting their Ibidem databases in the cloud for a long time, but now you can keep all your data in the cloud — your documents, Ibidem databases, note-taking files, and your Orbis textbases. See [Cloud Storage](#).

Major Changes to Headers and Footers: The headers/footer dialog and the header/footer window have been changed to make it easier and more intuitive to add or edit headers and footers. See [Headers and Footers](#). You can now edit headers and footers in place, by clicking on the header or footer area at the top or bottom of each page. See [Editing Headers/Footers](#).

Edit Footnotes/Endnotes in Place: You can now edit footnotes in place without opening the fixed-location command window at the bottom of the screen. Saving is now automatic when you edit a note. New Tools, Preferences options allow you to edit multiple endnotes while remaining on the endnote page (and other options). See [Editing a Footnote](#).

Major Changes to Frames and Graphics: You can now paste images directly (using Ctrl+V) into a Nota Bene file. The image will be auto resized so that images larger than the page width will be able to be pasted into the file. NB now supports over 150 image formats. A new frame type that auto resizes the graphic as the frame is resized. This allows you to easily add captions above and/or below the embedded graphic. You can now use the mouse (in place, without opening another window) to change the position of the frame, resize the frame, resize the white space (inset) between the frame and the surrounding text, resize the graphic and crop the graphic. Image transformation functions are now available that let you rotate images, blur, or sharpen, change tint or hue and more. You can edit frames, and any graphics contained in them, in place, without opening another graphics-editing window. See [Images/Objects and Frames](#).

Edit Frames/Graphics in Place: You can now edit frames and graphics by clicking on the frame or graphic image. See [Editing Frames/Graphics in Place](#).

Expand/Convert/Shorthand: Certain key combinations will automatically change to something else. For example, if you type (c), you will get © or if you type two dashes, you will get an em dash. This feature can be turned off or customized. See [Expand/Convert/Shorthand](#)

New Element Map: When working with manuscript files composed of multiple chapters, or even in a

longer single file, there are often multiple headers and footers, and note-formatting commands, and these are not always consistent. NB 12 provides an new “map” view of the file that can show the location of all headers and footers along with any set-page-number commands, or all note-formatting (including set-note-number) commands, allowing you efficiently manage your manuscript and assure consistency. See Element Map

Change Selection Color: You can choose the color used when you select or highlight text. You can use the same color or a different color to show the highlighted terms when using the Find All option in the Find/Replace (Ctrl+F) menu. In previous versions, the selection color was a stark white text on black background. Many people prefer the more subtle colors that are now available. See Selection Color.

Open PDF Files: PDF files can now be opened in Nota Bene using the File Open dialog. You can either open the file as a PDF file, or you can extract the text from the PDF file into a Nota Bene file. See Open PDF File.

Open DOCX Files: You can now open DOCX files from the File Open dialog, even if you do not have Word installed on your computer. This change means that DOCX files can also be opened if you are using the NB+Wine version on a Mac. See Convert to Nota Bene.

Easy Updates: Version 12 introduces a simplified process for receiving updates. When a free update is available, you will be asked if you want to install it. With your approval, it will be installed automatically in one step. There is no longer any need for you to log in, download and then install. See Auto Updates.

For a list of new features that includes screen shots, see: www.notabene.com/NB12NewFeatures.html

See also:

New in Versions 10, 10Plus, 11, and 11.5

2.16.1 New in Versions 10, 10Plus, 11, 11.5

Version 10 is the first version of Nota Bene to run natively on 64-bit versions of Windows. This release was in development for 5 years and involved major rewriting of the underlying code. It was formally released in September 2014, but a beta edition of version 10 was available to NB users and it was widely used for a long time prior to the formal release.

Version 10Plus consisted of 3 releases that were made available for one price and released in April 2015, October 2015 and December 2015. The third release of NB 10 Plus was released under the name NB 11 to reflect its status as a completed release that adds major new functionality to NB 10.

Nota Bene 11.5 was released in June 2016.

The most significant new features in version 11.5, version 10Plus/11 and version 10 are listed below.

Version 11.5

Save As PDF: You can now save a Nota Bene file in PDF format, without needing to buy a separate program. You can also use the Send To feature to send a Nota Bene file via email in PDF format. Use File, File Options, Save As PDF or use File, Save As to create a PDF version of your open NB file. Use File, Send To to create a PDF version of your open NB file and attach it to an email. For detailed instructions, see Saving a File and Send To.

File Preview: You can now preview Nota Bene files in the Nota Bene File Open and Save As dialogs and in Windows File Explorer (whether Nota Bene is running or not). Note, however, that this option is not yet available on the Mac, since that uses the Wine file dialog, not Windows File Explorer. We do intend to provide file preview on the Mac, but this will be part of a future version, not 11.5.

Zoom in Side-by-Side Page View: You can now zoom in side-by-side page view, to see more pages at a time. See Two Page Preview.

Enhanced Style-Manual Dialogs: The Academic Papers tab of the New Standard Document dialog is now much more visually attractive, which makes the various options easier to identify and select.

Voice Recognition and Pen Scanners: NB 11.5 now directly accepts input from pen scanners and voice recognition software. See Voice Recognition.

Precise Character Count: NB 11.5 adds an option to get a precise character count, both of the body of the paper, and of notes. See Document Statistics.

Simplified Page Composition: NB 11.5 includes a new page-composition engine that will greatly simplify your work across multiple systems. Previously, Nota Bene composed files — that is, determined line and page breaks — based on the font metrics (widths) of the currently active printer driver, which meant that page layout could change as you moved to a computer with a different active printer, changed the printer resolution, or selected a PDF printer driver to create a PDF file. But now, Nota Bene composes the file using printer-independent metrics. This ensures that the document will have the same line and page breaks, regardless of where you are working or what printer is available. This will be particularly appreciated by those creating camera-ready PDF output. See Camera-Ready Copy.

Improved Graphics: Graphics are significantly improved. You can now drag graphics anywhere on a page, including into the margins. If desired, they will even print up to the printable edge of the page. The “gutters” around graphics are now clean.

Faster Orbis Indexing: Depending on the type of files, indexing (and thus updating) in Orbis is now from 50% to 300% faster.

Ibidem: You can now have up to 20 columns in Ibidem table view. Previously, the limit was 10. To add columns to table view, see Customize Table View.

Orbis Phrase Searching: You can now do Orbis searches for phrases, where words are contiguous to each other, and not merely in the same entry. Previously, a search for "New York" would find all entries that contain both the word "new" and the word "york" (e.g. "there is a new teacher at York Elementary School"). Now a search for "New York" will find only entries that contain the phrase. This change means that Boolean AND must be used if you wish to search for two (or more) words as opposed to a phrase. See Phrase Searches.

Orbis+: It is now possible to include DOC, DOCX, RTF, PDF and HTML files in your Orbis textbases. This additional functionality is not included in the Nota Bene Workstation, but can be purchased for an additional charge. See Orbis+

Version 10Plus/Version 11

Using NB on a Mac: We now offer a "bottled" version of NB+Wine that will install directly on a Mac.

See Information for Mac Users and see the Mac FAQ on our web site.

Send To: There is a new Send To option on the File menu that allows you to send an open file via email in NB format, RTF format or as text in the body of an emails.

Find All: A new Find All search option on the Find/Replace dialog bar lets you show all search matches in the file in a side dialog bar. Matches are also highlighted in the file. This feature provides an easy way to check a long document for consistency and to move from one part of the document to another.

Print/Display Annotations: You can now display any or all annotations as footnotes or endnotes and then return them to non-printing annotations whenever desired. See Print/Display Annotations.

New Autosave Option: A new autosave option has been added to prevent losing text due to inadvertently overwriting a large file with a smaller file. Also, autosave files (.##) are now preserved for as long as possible by reusing missing numbers in the chain before pushing the last one off the bottom.

Improvements to Orbis: There is a new option to show processing of files by the indexer (click the + in a green circle icon to show, and the - to hide). This can also be shown after indexing is complete under Files, Nexus Options, View Log File.

Simplified New File Creation: An "Always Show This Dialog" option has been added to the New Standard Document dialog. If this option is unchecked, clicking File, New will create a new blank untitled file without opening the New Standard Document dialog. The New Standard Document dialog can always be opened by clicking File, File Options, New (Advanced Options). As in previous versions, this dialog provides options to create a new file based on an academic style or other template and/or to create a new named file. Users who typically want new documents to use an academic style or other template should keep this box checked (it is checked by default). Users who typically start working with a blank file can now uncheck the "Always Show This Dialog" box and open new blank files without going through the New Standard Document dialog. See Creating a New File.

Color Coding of Files: A new option allows you to color code files -- individual files, all files in specified folders, and/or all files with specified extensions. This makes it easier to identify your open files at a glance.

Popup Files: Nota Bene now offers three Popup Files — little floatable Nota Bene windows that can be used for to-do lists, taking notes when reading PDF files or web pages, or for any other purpose.

New Publishing Style: The Society of Biblical Literature 2nd edition has been added. This style can be selected in the In-Text Citation Style tab of the Document Style Dialog.

Menu Font Size: There is a new option to increase the font size of top-level and drop-down menus. A larger font size makes it easier to see the menus. Click Tools, Preferences, Screen Display to change the font size for the menus. See Setup.

Alt+Home/End cursor movement: A new configurable Alt+Home/End cursor movement option at the bottom left of the Status bar has been added to allow Alt + Home or End to move to the previous or next selected element

Reinsert Extracted Notes: Footnotes that have been extracted can now be edited and reinserted. See Extracting Notes.

Document Dialog Bar: The Document Dialog Bar (Alt+D) has been improved. You can now sort/alphabetize by any of the columns to make it easier to find the desired file. The list of previously opened

files is not expanded to take up all available vertical space.

Side-by-Side Page View: You can display two side-by-side pages on the screen with options for the display and for moving through the document. See Full Page Preview.

Page Centered on Screen: In Page Layout View (the default on-screen display), the page is now centered on the screen.

Find/Replace: You can now more easily copy a highlighted term to the Find box. If a word or short phrase is selected when the Find/Replace dialog (Ctrl+F) is opened, that word/phrase will be copied to the Find box.

Keyboard Dialog Bar: A new Keyboard Dialog Bar (Alt+K) has been added to display (1) the active keyboard, (2) Lingua Character Inventory (available only if you have purchased Lingua) and (3) active phrase library assignments (see next point). This dialog bar is conveniently available for reference as you continue to work on your open document.

Enhanced Phrase Libraries: Phrase Library key assignments are on the final tab of the Keyboard Dialog bar and can be displayed on the right side of the screen while you work. Individual phrase libraries can now be linked to individual files, making them context specific. When switching between files, the proper library will be automatically loaded. If no library is assigned to a particular file, the default library will be used. Phrase Library names are no longer limited to 8 characters.

New Cursor Options: The Esc key can be used at any time to locate the cursor. Pressing Esc will display a red arrow pointing to the cursor. The arrow will disappear when you start typing or click the mouse (right-click or left-click). This provides an easy way to immediately locate the cursor on a complex page of text. The same cursor-location arrow is also shown when switching between document views. An option has been added to hide the mouse cursor (as distinct from the text insert cursor) when typing/editing. Cursor options can be selected to suit your preferences.

File Compare: A new keystroke (Ctrl+Shift+Alt+?) lets you highlight the differences between two files. The original Find Next Difference/Find Next Match options continue to work as before. See Comparing Files.

Enhanced Bookmarks: Bookmarks have been both simplified and enhanced so that this function is easier to use and you have more powerful options. Setting a bookmark and moving to a bookmark are now done using the same Ctrl+Q dialog (previously Ctrl+Shift+Q was used for moving to a bookmark). Text at the bookmark location is shown on the dialog to make it easier for you to identify your bookmarks. All of the options of the Bookmark (Ctrl+Q) dialog are also available on the Go To (Ctrl+G) dialog bar under Bookmark. Bookmarks are now remembered from session to session.

Go To: The Go To dialog (Ctrl+G) has been changed to make selection of the sub-options easier. They are now shown in a fuller list, rather than requiring selection from a drop-down.

Enhanced Action Line: Basic file operations on the Action Line now work on path and filenames that contain spaces (it is no longer necessary to put quotes around the path and filename). If you have a directory displayed on screen, but have a filename in the Action Line, the operation will be performed on that file, not on the file on which the cursor is positioned in the directory. A new Actions tab on the Utility Dialog Bar (Alt+U) displays all of the recent commands used on the command line and allows you to click (or double-click) on one of those commands to execute the command.

Improvements for Mac Users: Many NB users are now using NB on a Mac with WINE and version 10Plus makes that even easier. The first release of 10Plus fixes the ragged font display when running

under WINE on a Mac. There are also a number of other improvements including an improved main NB icon for Launch Pad and for Dock. Further improvements for Mac users are currently being tested and will be available in the second release of NB 10Plus. The following page on our web site has more information, and will be updated as more information is available. www.notabene.com/mac.html

Version 10

There are many improvements -- far too many to mention -- but a few of the most significant changes are listed here:

Rewritten Code: By far the most significant change in NB 10 is an entirely updated code base. In addition to being compatible with 64-bit operating systems the new code base opens up a whole new world of possibilities for Nota Bene. It lets our programmers use up-to-date development tools and controls from other developers. Among other things, this means that we'll be able to implement new functions much more quickly than we could previously.

New Interface: Nota Bene 10 supports a completely updated interface — everything in the program can be “skinned” and “themed,” and there are new icons for toolbars, a side Dialog Bar that can be easily floated, floatable mini dialogs, enhanced right-click popups, and countless other visual and aesthetic enhancements everywhere you turn. And everything can be customized to match your preferences — you can change the overall appearance with a few keystrokes, or even get a completely clean screen without any of these visual indicators at all (just the menu and action line). See Visual Appearance.

Wide-screen display: Nota Bene 10 was designed to take maximum advantage of the new wide-screen monitors. The vast majority of computers — including laptops, where the most common resolution is 1366 x 768 — now come with wide screens. Nota Bene takes full advantage of these new systems by providing a variety of optional dialog bars on the left and/or right, showing various useful options without reducing the amount of text you can see. (If you have a narrow screen, or prefer to work without these dialog bars, it's easy — you can suppress all of them, including all the toolbars, to give a completely clean screen.)

Dialog Bars: New Dialog Bars open on the right side of the screen and provide a convenient way of managing functions like outline structures, cross references, an extended clipboard, and more. See Dialog Bars.

Action Line: The command line is now called the action line. The default location of the action line is the top right corner of your screen. See Action Line.

Undo/redo: You can now undo and redo when editing notes, in Ibidem fields, and many other places. In previous versions, undo/redo worked only in the main Nota Bene file. In addition, you have finer control over the steps involved in each discrete “undo/redo” unit (so if you bold a word in an inserted block, the first undo will only unbold that word, rather than also removing the entire newly inserted block). See Undo/Redo.

File Management: Nota Bene now uses the common Windows file dialog, making more file-management options available and options that are easier and more intuitive. There are also new capabilities to NB's internal file management: There's a separate tab (color-coded if desired) for each open file, active files are shown as checked on the most-recently-opened-files list on the File menu, pop-up tooltips provide document information for any open file on the Windows menu (as you hover over the name), and there's a new Document Dialog bar that combines the features of the File and Window menus, so you can see everything related to files at a glance.

Frameworks and Outlines: Numerous changes have been made that will make working with

frameworks and outlines easier and more intuitive. See Frameworks Overview.

Orbis: Orbis has been redesigned in version 10 with a new Interface. You can now have multiple panes open at the same time rather than switching between the old Query View and Results View. We have also introduced an option to create a basic automatic textbase which makes it very easy for beginners to create a textbase and get started using Orbis. See Orbis.

Nota Bene on a Mac: With version 10, it is now possible to run Nota Bene on a Mac with WINE/Crossover. As with previous version, NB can also be run on a “virtual machine” using programs such as Parallels, VM Fusion, or Boot Camp.

2.17 Contacting Nota Bene

We hope that you enjoy working with Nota Bene and we hope that our products make the process of writing, managing your bibliographies and organizing your files easier and more efficient. It is Nota Bene Associates Inc.'s objective to provide scholars with outstanding software at reasonable prices.

Information about Nota Bene products is available on the Nota Bene web site. For further information or to place an order, please contact us at one of the phone numbers or address listed below.

web: www.notabene.com (secure order form available)

e-mail: sales@notabene.com
technicalsupport@notabene.com
customerservice@notabene.com

phone: 718-382-1500

3 Views and Display

Nota Bene provides different views, including an editable show codes view. You have considerable flexibility in customizing your screen to suit your needs.

[Views and Display Overview](#)

[Page Layout View](#)

[Show Codes View](#)

[Draft View](#)

[Outline View](#)

[Menus](#)

[Action Line](#)

[Status Bar](#)

[Toolbars](#)

[Rulers](#)

[Dialog Bars](#)

[Markers](#)

[Cursor Options](#)

[Color Coding of Files](#)

[Visual Appearance](#)
[Show/Hide Margins](#)
[Full Window \(Toggle\)](#)
[Full Page Preview \(1-Page or 2-Page Zoom\)](#)
[Zoom](#)

3.1 Views and Display Overview

The Nota Bene screen provides you with a large area for writing and numerous controls at the top and bottom of the screen. The main window can be changed to display different views of the same document. There are many ways to customize the display to suit your preferences.

Views: Nota Bene allows you to view your document in several different ways. Changing to a different view provides a different on-screen display of your document, but it does not affect the document itself. The different views allow you to see the document as it will appear when printed (Page Layout view), in minimally formatted text (Draft view), with formatting codes revealed (Show Codes view), or as an outline (Outline view). Views can be changed through the View menu, by clicking one of the 4 view buttons at the bottom left of the main Nota Bene screen, or by using keyboard shortcuts. Click the following links for more information.

- [Page Layout View](#)
- [Draft View](#)
- [Show Codes View](#)
- [Outline View](#) (active only if a framework has been inserted in the document)

Menus: At the top of the screen are the menus (File, Edit, View, etc.). For information on the use of drop-down menus, see [Menus](#).

Toolbars and Buttons: Toolbars consisting of buttons and/or other controls are visible on the Nota Bene screen. See [Toolbars](#).

Dialog Bars: Dialog Bars open on the right side of the screen and provide a convenient way of managing functions like Find/Replace, Outline Structures, Cross References and more. See [Dialog Bars](#).

Typeface Controls: Drop-down lists on the Typeface toolbar allow you to select the font or the point size. If styles have been set, the style drop-down list is active and you can use one of the defined styles by selecting it from the drop down list. For more information, see [Styles](#).

Zoom: The zoom [slider control](#) allows you to enlarge or reduce your on-screen view of a file. If there is unused gray area on the side of the screen, you can use the zoom control to eliminate it. For more information, see [Zoom](#).

Print Preview (1-Page or 2-Page Zoom): In Page Layout view, you can display a full page or 2 full pages on the screen. For more information, see [Print Preview](#).

Ruler: The horizontal ruler can be used to set margins, to set the indentation (first line, subsequent lines and right indentation), and to add, remove or change tab settings. The vertical ruler can be used to set the top and bottom margins. For more information, see [Ruler](#).

Action Line: The action line is used for directing the program by using typed commands rather than

menus. It is located at the top right of the main Nota Bene screen. For more information, see [Action Line](#).

Status Line: The status line provides you with messages about the status of commands that have been issued. For more information, see [Status Line](#).

Markers: Non-printing markers are available in Page Layout View to alert you to the presence of various commands that affect the appearance of the text. These markers can be hidden or displayed at your option. For more information, see [Markers](#).

Default Settings: You can change the display default settings (the settings that will automatically be active when you open Nota Bene) by clicking **Tools, Preferences**, and then selecting Screen Display (to change the cursor, status line options or screen color) or Document Views (to change the default view or to select options for page layout or draft view). You can also change the toolbars, buttons or other items that are displayed on the main Nota Bene screen by clicking **View, Visual Appearance**. For more information, see [Interface Options](#).

See also:

[Frameworks and Outlines](#)
[Changing Default Settings](#)

3.2 Page Layout View

Page Layout view provides the "what you see is what you get" view, where the screen shows how the document will look when printed.

This view can be accessed by clicking **View** and then **Page Layout**, or by clicking the Page Layout View button (the blue A), or by pressing **Shift+F5**. Your document can be enlarged or reduced for on-screen viewing by using the Zoom feature with this view only.

In Page Layout view, you have the option of displaying various non-printing markers that appear on-screen to indicate the presence of certain commands. For example, a blue pentagon with an X in it indicates the presence of a forced page break. A red box around a superscripted number indicates that the presence of a footnote or end note. These markers can be turned on or off by clicking **View, Show/Hide Markers, Configure** or by pressing **Shift+F10**, or by clicking the Configure/Cycle Markers button. You can also display or hide markers for characters like space, hard return and tab. For more information, see [Markers](#).

Page Layout View is the default view, the way files will appear when called to screen.

To change this default, click **Tools, Preferences, Document Views**. The Document Views dialog will appear. This dialog can also be used to eliminate the offset or margin in Page Layout view so that more area is devoted to the text of your document, to display the page on the left side of the screen (as in earlier versions), and to set preferences for showing or hiding various formatting commands.

In versions 5, 6 and 7, Page Layout View was called Graphics View.

See also:

[Views and Display](#)

Zoom

3.3 Show Codes View

Show Codes View (also known as expanded view or expanded mode) will display all of the **embedded commands** in your file. In Page Layout View, the command itself is hidden from view, but in Show Codes View, the command is displayed on a light gray background with green and red double-angled brackets at the beginning and end of the command.

When you issue a formatting command in Nota Bene, the command is inserted in the file, usually at the point of the cursor. For example, the command to add bold to the formatting currently in place is shown as «MD+BO» and the command to end the bold is shown as «MD-BO». The commands to create footnotes and running headers or footers are shown at the point of insertion and include the text of the footnote, header or footer. Documents can be edited in Show Codes View. For users who are familiar with Nota Bene commands, this provides a very useful tool. Even for the beginner, a misplaced «MD+BO» can be deleted and many commands can easily be edited. If you delete a command in Show Codes View, the entire command must be deleted including the opening and closing double angled brackets.

To switch to this mode click **View** and then **Codes**, or click Show Codes button at the bottom of the screen, or press **Shift+F8**.

In Show Codes View, you can move easily from command to command. Press **Ctrl+=** (the Control button and the equal sign at the top of your keyboard) to highlight the next full command. Pressing **Ctrl+=** repeatedly will take you from command to command throughout the document. When a command is highlighted, it can be deleted by pressing the **Delete** key. Press **Escape** to remove the highlighting, leaving the cursor in a position for editing the command or the text near the command. Information about a command can be obtained by placing your cursor on the command and pressing **Ctrl+F1**.

You can type a command directly into a document in Show Codes View. Use **Ctrl+<** and **Ctrl+>** to enter the opening and closing command brackets. These keystrokes can also be used to enter opening and closing brackets in the Find/Replace dialog for searching in Show Codes View.

By default, Show Codes View uses Courier New 8 point. The font and font size can be changed by clicking **Tools, Preferences, Screen Display**. The same font and font size will be used on the action line.

The document can be printed with the codes showing. This feature is recommended only for experienced Nota Bene users who are familiar with working with Nota Bene codes. To create a printable codes version of your document:

- 1 Switch to Show Codes View.
- 2 Click **Tools, Code View Options, Printable Codes On/Off**.
- 3 A warning message will appear. Click **Yes** to proceed, or **No** to cancel.

As noted in the warning message, if you continue to work on the document, you will insert regular commands and thus create a hybrid document. To restore the document to Page Layout View, return to Show Codes View and click **Tools, Code View Options, Printable Codes On/Off** again.

See also:

[Editing in Codes View](#)
[Editing Tab Commands in Codes View](#)
[NB Commands](#)
[Alphabetical List of Commands](#)
[Views and Display](#)
[Formatting Overview](#)

3.4 Draft View

This view shows your document in draft mode and not as the file will appear when printed. The benefits of using this view are that you can see more text, and that you have different options for seeing and managing commands.

To access this mode, click **View** and then **Draft**, or click on the Draft View button (a pencil with an A), or press **Shift+F9**. You can select one standard font to use in draft view, or you can display the actual fonts used in the document. If already in draft view, **Shift+F9** toggles to the alternative font view (standard font vs. actual fonts). When going to draft view from some other view, the last font view is remembered.

The following are features of this view:

- All margins are suppressed.
- Other top and bottom of page elements (headers/footers, footnotes) are suppressed.
- All text is shown single spaced, regardless of the settings in the file.
- Text is always shown non-justified.
- Lines break at screen width (whether that is narrower than the normal page, or wider).
- Font face and size can be suppressed, at your option.
- True fonts (type face and size) can be retained.
- System font (single typeface, and specified size) can be used for all text.
- This system font is configurable (Tools, Preferences, Document Views).
- The zoom feature is not active in this view.

Commands can be shown or hidden in this view. Press **Shift+F4** to display commands if they are hidden, or to hide them if they are displayed. Press **Shift+F3** to cycle between the following command-display options:

- Commands shown as colored boxes with short mnemonics, usually two characters. (This is the default setting.)
- Commands shown as colored boxes with short descriptions, usually a word or two.
- Command markers are not displayed.
- Commands are shown as a green arrow in a gray box; commands are not identified.

Default settings for Draft View can be changed by using the Document Views dialog. Click **Tools, Preferences, Document Views**.

See also:

[Views and Display](#)

3.5 Outline View

Outline View is used with a document framework in place to view the framework or outline in as much or as little detail as you want. The outline can be expanded or contracted to display only one level or all levels. If the framework includes body text, it can be displayed or not displayed, or restricted to the first line only. You can choose a restricted display globally and then display a portion of the framework in greater detail locally. In short, controls are available to let you view as much or as little of your document as you want. You can edit your document in outline view, but you cannot print your document from Outline View (see [Printing an Outline](#)).

Outline view can be used by clicking the Outline View button at the bottom of the main Nota Bene screen, by clicking **View, Outline** or by pressing **Shift+F7**. To return to Page Layout view, click the Page Layout view button (a blue A) or click **View, Page Layout** or press **Shift+F5**.

Global settings: Within Outline view, the framework tool bar is expanded. The buttons on the tool bar can be identified by moving the cursor to the button and pausing until a label identifying the button appears. As in Page Layout view, four yellow arrows are used to move, promote or demote outline components. The next three buttons showing a series of black lines are used to show headings only, the first line of the body text or all of the body text. The button showing a closing book is used to close all local text. The buttons numbered 1 through 9 are used to show only one level or up to 9 levels of the outline. The buttons following the four yellow arrows change the display globally (i.e. the impact on a level 2 framework component at the end of the document is the same as the impact on a level 2 framework component at the beginning of the document). The same controls are available by clicking **View, Outline Settings**.

Local settings: The display can also be changed locally. For example, you may want to show only one level of headings throughout the document, but expand the display of the framework in one part of the document. In the main window of Outline view, there are yellow pages to the left of each heading and there are plus or minus signs in small boxes. To make local changes to the display, use these controls as follows:

Yellow pages: Click on the the yellow pages next to any heading to display or hide the body text under that heading.

Plus and minus signs: A plus sign indicates that the framework can be expanded at this level (i.e., more levels of headings can be shown). A minus sign indicates that the framework can be contracted at this level. Click on the plus or minus signs to expand or contract the display locally.

See also:

[Frameworks and Outlines](#)

[Framework Navigate/View Dialog Bar](#)

[Nota Bene Views](#)

3.6 Menus

Like other Windows programs, Nota Bene provides the user with mouse-driven menus. Many of the menu commands are similar to other Windows programs and as such it is easy to begin using the program with the menus. Menus are accessed by moving the mouse to the desired topic and clicking the left mouse button. A drop down menu will appear. On drop down menus, move the cursor to the

desired topic and then click the left mouse button. If you prefer to use the keyboard, Nota Bene menus can be directed without the mouse by pressing **Alt** + the underlined letter on the displayed menu. When the drop down menu appears, select the topic you want by typing the underlined letter. Short menus are available by clicking the right mouse button.

The font size of top-level and drop-down menus can be changed by clicking Tools, Preferences, Screen Display. The font size can be increased from 8 point to 9, 10, 11, 12, 13 or 14 point.

See also:

Action line

Keyboard Shortcuts

3.7 Action Line

The action line is usually located at the top right corner of the Nota Bene screen, but it can be moved to a different location by placing your cursor on the gray area around and next to the action line and holding the left mouse button down while you use the mouse to move to a different location. In versions 5 - 9 of Nota Bene, the action line was called the command line.

The action line is used by pressing **F9** to move the cursor to the action line, typing a command and then pressing **F10** or **Enter** to execute the command. For example, **F9**, **NE**, **F10** will open a new untitled blank document. Commands in Nota Bene are not case-sensitive and can be typed in either upper or lower case.

For a general description of commands in Nota Bene including more information on the use of the action line, see [NB Commands](#). For an alphabetical list of the Nota Bene commands, see [NB Commands: alphabetical list](#).

Utility Dialog Bar: The Actions tab on the Utility Dialog Bar provides a list of commands that have been recently used on the action line. Press **Alt+U** to open the Utility Dialog Bar. If necessary, press **Alt+U** again to activate the Actions tab (or click on the Actions tab). Click (or double-click) on one of the displayed commands to execute the command.

See also:

[Status Bar](#)

3.8 Status Bar

The status bar is a bar at the bottom of the screen that gives messages as well as the status of various items. The status bar can be displayed or hidden by clicking **View**, **Status Bar**, and then checking or unchecking the Display box. Individual items on the status bar can be displayed or hidden by clicking **View**, **Status Bar**, **Configure**. The items that can be displayed on the status bar are as follows.

Message bar: The message bar will display only when certain features are being used. For example, it is used for microspace adjustments.

Default folder: The folder that is displayed is the default folder for action line commands, so it is only relevant for those who use the action line. The default folder can be changed by clicking **Tools, Preferences** and double-clicking on **Directory/Folder Default (Action Line)**.

Status line: The status line provides various messages to the user. When the cursor is on an **embedded command**, the command will be seen on the status line. When certain commands are issued, a message like "Done" or "Copied to Clipboard" will appear on the status line.

Progress bar: The progress bar is displayed only when required for functions that take some time.

On/off indicators: The on/off status of various spelling options, track changes, automatic sentence case (the initial letter of a sentence is automatically capitalized), cap lock and num lock is shown by graying out those features that are off.

Status indicators: The language is displayed. Based on the position of the cursor, the page number, number of lines (or other units) from the top of the page and inches (or other units) from the left margin are displayed. When the cursor is in a table or column, the column number is shown instead of the number of inches from the left margin.

Your own personal message can be added to the status line so that it will appear on the status line whenever there is no other message on the status line. You can also round off the line numbers to the nearest half unit or change the way commands are displayed on the status line. To make any of these changes, click **Tools, Preferences** and double-click on **Screen Display**.

See also:

[Action Line](#)

Units of Measurement

Spelling

Track Changes

Automatic Sentence Case

3.9 Toolbars

Toolbars consisting of buttons and/or other controls are available on the Nota Bene screen. The display of toolbars/buttons can be customized.

To identify a button, move your cursor to the button and pause until an identifying label appears. Click on a button to issue the command. Toolbars can be moved to a different location by pointing and dragging (move the cursor to the toolbar you want to move, hold down the left mouse button while you move the cursor to a new location).

You can hide or display each of the toolbars by clicking **View, Toolbars**. This will open a menu that contains a list of all of the toolbars with a check mark next to the ones that are active. Click to check (display) or uncheck (hide) any of the toolbars. The same menu can be opened by right-clicking anywhere on any toolbar.

Toolbars can be customized by selecting the Customize option at the bottom of this menu. If there are buttons that you do not use, you can hide them (and easily add them to the toolbar again if you change your mind). To do this, right-click the little arrow

3.10 Rulers

The Ruler is a graphic interface that allows the user to adjust a document's tab settings, indentation, and margins. Horizontal and vertical rulers are available and can be displayed or hidden by clicking **View, Ruler**.

For detailed information on the settings available on the rulers, see Ruler and Vertical Ruler in the Formatting section.

3.11 Dialog Bars

Dialog Bars open on the right side of the screen and provide a convenient way of managing certain functions while your document is open on the screen. To open a new Dialog Bar, use the down arrow at the top of the Dialog Bar or use the keyboard shortcut listed below. The available dialog bars are as follows:

Go To Ctrl+G
Extended Clipboard Alt+Ins
Annotations Alt+A
Table of Contents: Marking Alt+C
Documents Alt+D
Keyboard Diagrams and Character Inventory Alt+K
Framework/Outline: Navigate/View Alt+N
Quick View Alt+Q
Cross References Alt+R
Utility Bar: Spell and Utility Bar: Actions Alt+U
Index: Marking Alt+X

Alt+Z closes the Dialog Bar. If there is an active dialog, Alt+Z first removes that particular dialog, leaving the dialog bar placeholder in place; Alt+Z again remove the dialog bar placeholder.

Alt+J [Jettison/Join] changes the Dialog Bars from docked to floating. Pressing Alt+J again will return to docked.

The docked Dialog Bar works best on screens wider than 1024 pixels. On a 1024-pixel-wide screen, the Dialog Bar and a normal width page (with 1-inch margins) can be displayed side-by-side with the Dialog Bar if the file zoom is set to around 90%, assuming the toolbars (by default on the left edge of the screen, but easily movable) are moved to the top. Users of screens narrower than 1024 (or who want to retain 100% zoom or larger on 1024-pixel-wide systems) will need to use the Dialog Bar in floating mode — full access to the Dialog Bar features are maintained, and an easy method (Alt+Z) is provided to clear it when you want to return to seeing your document without any overlay.

In addition to the above dialog bars that appear on the right side of your screen, the Framework/Outline Options Bar (Alt+O) and the Layout/Element Map (Alt+Y) appear on the left side of your screen and the Find and Replace dialog (Ctrl+F) appears at the top of your screen.

3.12 Layout/Element Map

Nota Bene provides a “map” of the file that shows the location of every Nota Bene formatting command or element — headers and footers, note-formatting commands (and notes), colored text regions, hyperlinks, insert and delete track changes blocks, indentation, font changes, references, tables, and frames, in short, every single Nota Bene embedded command.

To open the element map for an open file, click **View, Layout/Element Map**, or press **Alt+Y**.

This map may be useful in smaller files, but it was designed primarily for use in manuscript files composed of multiple chapters, or in a longer single file. Using the element map, you can:

- See the location of all commands, embedded codes, and elements
- Go to the page with the selected command or element
- Open the command or element to edit it
- Delete the command or element

The center bar that depicts the file in the map also shows:

- Sections
- Chapters
- Endnote pages
- Reference list pages

If you click on any icon in the map, tooltips will be displayed showing all occurrences of the selected elements (note, styles, layout, colors, track-change markers, cross-reference labels, and the like) on the current page.

This map makes it easy to see why and where the structure of the document changes, and to make it more consistent.

See also:

Manuscript Files Overview

3.13 Quick View

The Quick View Bar lets you display different elements of the current page or file on the side panel as you continue working in the main file. Among other things, you can display notes, annotations, cross-references, and bibliographic citations. The Quick View Bar lets you easily see the content of elements that are otherwise hidden from view, such as endnotes (since these only appear at the end of the document, rather than at the bottom of the page) or Orbis keyword markers.

To open the Quick View Dialog Bar, press **Alt+Q**.

Select an element: Use the dropdown list at the top to choose which element you wish to display (notes, annotations, etc.). The selected elements will be displayed. Use the second dropdown list to choose to have the selected elements on the page or in the whole file displayed. With the current page option selected, the dialog bar will be automatically updated. But if the whole file option is selected, it is not auto updated as you edit or move through the file, and manually updating of this display may take

time on files with hundreds or thousands of the specified element. For these reasons, the whole file option may not be practical for a large file. You can also select an element by using the predefined Alt+Number (1 to 9, and 0) shortcuts for certain elements on the dropdown list. See Customize/configure below for more information.

Search: Enter search terms and use the forward or back arrow to find and highlight the next or previous term in the displayed element. Click to check the Auto box and then click the Update button to have NB automatically highlight all occurrences of the string in the displayed elements. Automatically highlighting all occurrences of the search string might cause a delay in updating the side panel, but it may work reasonably well if showing only elements on the current page.

Cursor: The cursor location relative to the displayed elements will be displayed by a small black box before, between, and/or after the selected element so that you can find your file location relative to the displayed elements.

Copy/paste: Click the Clipboard button to copy the contents of the Quick View Bar panel to the clipboard, from which you can paste it into another file for further viewing or printing.

Customize/configure: You can control how the Quick View item is displayed and updated by clicking on the screwdriver/wrench tool button. You can:

- Specify when the content is updated: (a) only manually on Alt+Q; (b) on a mouse click; (c) when the displayed page changes; (d) automatically on a timer (the timer speed can be adjusted).
- Configure the colors used to display the elements.
- Include page and line numbers.
- View and/or change keyboard shortcuts (Alt+ 1 to 9, and 0) that allow you to quickly select the elements you want to display. To set a new shortcut, type the number you wish to use in the small box at the top, click to select the element and then click **Set New**.

Note that while you can edit in the Quick View Bar, these edits will not be saved. You can however, copy edited text and paste it into the file.

See also:
Dialog Bars

3.14 Markers

Nota Bene provides you with many kinds of non-printing markers that can be seen in Page Layout view. Markers can be helpful in showing the presence of various **embedded commands** or in showing characters like a space or tab or in showing the beginning or end of components of a framework or outline. Markers can be turned off if you prefer not to make use of them.

There are four kinds of non-printing markers:

Annotation markers show where non-printing notes or annotations are in the document and are active only if annotations have been inserted in the document. It is not normally a good idea to hide annotations that you have added to a document, but you can do this by clicking **View, Show/Hide Markers, Annotation**. To display the annotation markers again, click **View, Show/Hide Markers, Annotation** a second time. For more information on using annotations, see **Annotations**.

Framework markers are yellow and green brackets that show where framework elements start and stop. For more information, see Framework Markers.

Format markers show the presence of certain formatting commands. A single marker is used for formatting commands and different symbols are used for the following characters: Regular Paragraph, Alternate Paragraph, Tab, Space, Non-Breakable Space, Soft Hyphen and Non-Breakable Hyphen. To show or hide these markers, press the **Display Format Markers** button on the Document Views toolbar of the main Nota Bene screen, or press **Shift+F4** or click **View, Show/Hide Markers, Format**. When the format markers are displayed, certain codes can be edited as well as seen in Page Layout view. These markers can be configured by clicking **Tools, Preferences, Document Views, Set Symbols**.

Special command markers: These markers provide enhanced visibility in Page Layout View and in some cases allow you to easily delete or edit the commands without switching to Show Codes View. These markers can be turned on or off by clicking **View, Show/Hide Markers, Configure**. This opens the View Command Display dialog. This dialog can also be opened by clicking the **Configure Markers** button on the Document Views toolbar of the main Nota Bene screen or by pressing **Shift+F10** or by clicking **Tools, Preferences, Document Views, Set Special**. Click to check (activate) or uncheck (hide) the markers that are shown.

If you place your cursor on a marker that shows the presence of a command, the command will be noted on the status line, and, if InfoTips are active, a pop-up InfoTip will provide more information.

See also:

[Nota Bene Views](#)
[Editing in Show Codes View](#)

3.15 Cursor Options

To locate the cursor at any time, press the Esc key. If a block is selected, pressing Esc clears the selection, and you will need to press Esc again to show the cursor position. A red arrow will show the location of the cursor. This arrow disappears as soon as you type any character. The same cursor-location arrow is also shown when switching between document views and when returning to an open document.

Cursor options can be selected from the Screen Settings dialog on the Tools, Preferences menu. To open this dialog, click **Tools, Preferences**, and double-click on **Cursor**. Select the settings you want and click **OK** and then click **Close** to close the Preferences dialog.

- The color, the width and the state (flashing or static) of the cursor can be changed. Changing these settings can make the cursor more visible on the screen.
- An optional arrow at the top of the cursor can be selected to point in the language direction (left-to-right; right-to-left) of any new text that you would type at the cursor position. This is useful for Lingua users who use a right-to-left language such as Hebrew in the same document as a left-to-right language such as English. Note that this pointer does not indicate the direction of the text region where the cursor is positioned, but the direction of the newly typed text. For example, if you have the Greek keyboard active, but have the cursor in a Hebrew region, the arrow will point to the right, indicating that a keyboard for a left-to-right language is active, and that new text will be entered left-to-right.
- The mouse cursor (as distinct from the text insert cursor) can be hidden when typing/editing. The

mouse cursor will be automatically redisplayed when the mouse is next moved.

- The above mentioned use of the Esc key to find the cursor can be turned on or off.

Any changes that you make are changes to your system defaults, and as such, will be in effect for all Nota Bene documents and will be retained from session to session until you change them again.

Like most Windows programs, pressing **Insert** toggles between overstrike mode and insert mode. When in overstrike mode, the cursor will appear to cover the character, and Nota Bene will replace characters with new ones as you type. Press **Insert** again to return to insert mode in which new characters are inserted at the cursor with previously typed characters remaining in place.

3.16 Color Coding of Files

Color coding can be used to enable quicker identification of open files. You can select a color for:

- All files that are not otherwise specified, including untitled files. This is the default color.
- All files of a particular file type or extension, for example, all NB files. (Most people use the .NB extension for all Nota Bene files. The .BAK extension is used for backup files, and it is possible to assign different extensions to Nota Bene files.)
- All files saved to a particular folder
- Specific files

The coding goes from general to specific with the color assigned to a specific file having top priority. A color assigned to a particular file will be used even if different colors are assigned to the applicable file type/extension and/or folder. A color assigned to a folder will have priority over a color assigned to a file type/extension. Both folder and file type/extension have priority over the default color.

There are two options for designating colors:

- The tab workspace. Note that the text on the tab workspace is black, so it will be more visible if you select lighter colors.
- A bar down the left side of the file (three different widths can be shown, depending on how prominent you want the indicator)

To set color codes, make sure that files are open, including a files with extensions that you want to color code, files in folders that you want to color code and any files that you want to code individually.

- 1 Click **File, File Options, Color Codes** (or right-click on the tab at the top of an open file and click Color Codes)
- 2 The Color Coding of Files dialog will open. Complete the dialog as follows:
 - Complete the section at the top to indicate whether you want to color code open files and to specify the type of tab you would like to use.
 - Click the Default button to select the default color. This is the color that will be used for all files, including untitled files, unless another color is specified. When you click the Default button, a Color dialog opens so that you can select the color.
 - Use the File Types section to choose a color for specified file types. When you click the Set button, a Color dialog opens so that you can select the color. For example, if you want to code all .NB files as yellow, you would enter .NB in the white box, then click the Set button and select the shade of yellow that you want.
 - Use the Folders section to choose a color for all files in a specified folder.

- Use the Specific Files section to choose a color for a specific open file.

3 Click **OK**.

The settings that you select will be in effect until you change them.

See also:

Cursor Options

3.17 Visual Appearance

Nota Bene 10 supports a completely updated interface — everything in the program can be “skinned” and “themed,” and there are new icons for toolbars, a side Dialog Bar that can be easily floated, floatable mini dialogs, enhanced right-click popups, and countless other visual and aesthetic enhancements everywhere you turn. And everything can be customized to match your preferences — you can change the overall appearance with a few keystrokes, or even get a completely clean screen without any of these visual indicators at all (just the menu and action line).

The on-screen display of various toolbars, buttons, rulers and the action line and status line can be changed. Clicking **View, Visual Appearance** provides a list of the various parts of the Nota Bene screen that you may select to be displayed or hidden or customized.

You can also change the display by right-clicking on any toolbar. This will open a menu of the toolbars and other parts of the on-screen display that you can display or hide. Items that are checked will be displayed. Click to add or remove the check mark next to any item.

See also:

[Views and Display](#)

3.18 Show/Hide Margins

In Page Layout view, margins can be hidden on screen so that more of the screen area is devoted to the text. To do this for an individual open file, click **View, Show/Hide Margins** or press **Ctrl+Shift+F5**. This changes the on-screen display and has no effect on the printed document.

To change the default setting so that margins will always be hidden, click **Tools, Preferences** and double-click on **Document Views**. Use the Document Views dialog to show the margins or to hide some or all of them. You can also choose to have margins displayed with gray hatching. The new default setting will be in effect for all documents and for all future Nota Bene sessions until you change it.

3.19 Full Window (toggle)

The part of the screen devoted to displaying the open document can be increased by clicking **View, Full Window (Toggle)** or by pressing **Ctrl+Shift+W**. The toolbars, rulers, the action line and the status line will all be hidden and the screen area for the open document. This affects the open document only. This

is a toggle, meaning that the same keystrokes will reverse the action (returning the display to the default screen),

The display can permanently be altered to allow more space for the open document by removing some of the toolbars, rulers, the action line or the status line. See [Interface Options](#).

Another way of making more area on the screen available for viewing and editing text is to hide the margins. See Show/Hide Margins.

3.20 Full Page/Two Page Preview

In Page Layout view, you can display a full page or two full side-by-side pages on the screen. This can be used to obtain an overview of how the page will appear when printed. Every Nota Bene feature is available in this view, so this view can also be used for editing.

To display one full page, press Shift+F1 or click View, 1-Page Zoom or click the 1-Page Zoom button at the bottom of your screen.

To display two side-by-side pages, press Shift+F2 or click View, 2-Page Zoom or click the 2-Page Zoom button at the bottom of your screen. Press Shift+F2 again to toggle between two modes:

- Standard mode — first page is always on the left, so that two pages are shown side-by-side, regardless of starting page
- Book/Publication mode — first, odd-numbered, page begins on the right, with successive spreads showing even-numbered page on left, and odd-numbered page on right, as in printed book

To return to your document with your standard zoom setting, press Shift+F5.

You can advance backwards and forwards through the file in two ways:

- Two pages at a time (Ctrl+PgUp/PgDn) — every view shows another two pages
- A single page at a time (Alt+PgUp/Dn) — this “slides” through the document one page at a time, with (to take the case of forward movement through the file) the page on the left disappearing, the page on the right moving to take its place, and a new page replacing the one just moved to the left, thus making it easy to view transitions between all pages

The two-page view sizes the page based on the screen size so that 2 pages can be seen side-by-side. Use the zoom control to adjust the size of the display as follows:

- Standard — show two-full pages in their entirety (may not use full screen width in order to make sure that the vertical page size is displayed)
- Maximum — show the two pages side-by-side, as large as possible, even if the entire vertical depth of the pages cannot be shown (without scrolling)
- Minimum — reduce to any size to see more spreads at a time

See also:

[Zoom](#)

3.21 Zoom

The magnification or zoom setting enlarges or reduces the size of the display on your monitor. It does not affect the size of the text when printed.

The zoom default setting is 100% when the program is shipped. This may or may not be the best setting for you. Try experimenting with the zoom setting until you find the setting that is best for you. Once you find the right setting, you can then change the default setting so that documents will automatically be viewed with the setting you choose.

To change the zoom setting for the open file, use one of the following methods:

- The zoom control is part of the Views toolbar. This tool bar is at the bottom of your screen (unless you have moved it or removed it from the screen). Use the slider control to increase or decrease the size of the display.
- Click **View, Zoom** and select the magnification you want (e.g., 200%, 150%, 100%, 50% or up 5% or down 5%). You can also type in the value that you want.
- Press **Alt+<** to reduce the size by 5% or press **Alt+>** to increase the size by 5%.

If you would like to change the default zoom setting so that all files are opened with a different zoom setting, this can be done in either of the following ways:

- With a Nota Bene file open, choose the zoom setting that you wish to use as a default. The setting (e.g., 140%) will be displayed on the Zoom control at the bottom of your screen. Click the down arrow next to the percentage that is displayed, to open the Zoom options menu. Click to select **Set as Default**.
- Click **Tools, Preferences** and then scroll down and double-click on **Zoom**.

You can also reduce the display instantly to the point where one full page or two full pages can be seen on the screen. For more information, see [Full Page Preview](#).

See also:

[Zoom command](#)

3.21.1 ZOOM command

The **zoom** command is used to enlarge or reduce the size of the display on your monitor. It does not affect the size of the text when printed. This command affects the on-screen appearance of the currently open file only. If you close and reopen the file, the changes you made to the zoom factor are not retained. Zoom affects Page Layout View only. If you would like to change the default zoom setting so that all files are opened with a different zoom setting, this can be done through the **Tools, Preferences** menu. Click **Tools, Preferences** and then scroll down to **Zoom**.

You can also reduce the display instantly to the point where one full page or two full pages can be seen on the screen. For more information, see [Nota Bene Views and Display](#).

There is no zoom option available for Ibidem or Orbis screens, but data-entry windows with enlarged display are available.

To change the zoom setting for the open file, for the remainder of the current Nota Bene session:

- 1 Press **F9** to access the action line.
- 2 Type **zoom n** where **n** = the desired size of the display, expressed as a percentage of the standard full-sized display. For example, the following command would set the display at 200% or double the standard setting of 100%.

zoom 200

- 3 Press **F10** to implement the command.

Keyboard shortcut: Press **Alt+<** to reduce the size by 5% or press **Alt+>** to increase the size by 5%.

See also:

[Zoom \(menus\)](#)

4 Basic File Operations

Most of Nota Bene's basic file operations are intuitive and familiar for most users. This section includes a description of how to use Windows Explorer to manage files. Windows Explorer is a Microsoft product, but it often provides the easiest way to manage files.

[File Operations Overview](#)

[Creating a New File](#)

[Templates](#)

[Opening a File](#)

[Read Only](#)

[Saving a File](#)

[Closing a File](#)

[Browse](#)

[Quick Open](#)

[Managing Files from Open File Dialog](#)

[Managing Files from Windows File Explorer](#)

[Managing Files from Action Line](#)

[Document Information](#)

[Document Statistics](#)

[Working with Multiple Files](#)

[Convert to/from Another Format](#)

[Popup Files](#)

[Send To](#)

4.1 File Operations Overview

Nota Bene gives you options for managing and organizing your files, for converting to/from other word processing formats and for working with multiple files or manuscript files.

When a Nota Bene file is saved, it is saved in your Nbwin\document folder or in the folder you most recently used unless you specify a different folder. Most people will want to set up different folders for different kinds of files. For example, you could have a "notes" folder for your research notes, a "letters" folder for correspondence, and a "papers" folder for papers you are writing. These folders can be created as subfolders in your Nbwin\documents folder, or you can put them directly on your hard drive, in your My Documents folder or in any other folder. Windows Explorer, a program that comes with your Windows operating system, is used to manage your folders. You can use Explorer to create new folders and you can move files from one folder to another at any time. You can also move, copy, rename or delete folders or files. You can also move, copy, rename or delete files from the Open File dialog. For more information, see [Managing Files in Windows Explorer](#) and [Managing Files from the Open File Dialog](#).

In any program, it is important to have a system for backing up your files. Nota Bene has two mechanisms for automatically creating backup files, but they are not intended to take the place of a regular procedure for backing up your files to a different computer or backup medium. For more information on backing up your files and on Nota Bene's Autosave and .bak files, see [Backup](#).

You can convert Nota Bene files to and from other word processing formats and share files with others who may or may not be Nota Bene users. For more information, see [Converting to/from other Word Processors](#) and [Sharing a File with a Colleague](#).

Nota Bene was designed for academic rather than office use. One of its strengths is its ability to handle book-length manuscripts. For more information, see [Manuscript Files](#).

See also:

Backup and File Conversion

4.2 Creating a New File

A new file can be created using the menu, a toolbar button, or the action line. You can create a new document based on an Academic Style or other template, or you can create a new blank, untitled document.

Clicking New on the File menu, or using the New File toolbar button or New File tab will take you to the New Standard Document dialog. This dialog can be bypassed if you prefer to open blank, untitled files. See New Standard Document Dialog.

For action line instructions, see NE command.

.

See also:

[Creating a Template](#)

[Opening a File](#)

[Saving a File](#)

4.2.1 New Standard Document Dialog

The New Standard Document dialog can be used to create a new blank file or a new file based on an Academic Style or other template. This dialog can be used to create a new named file, specifying the folder in which the file will be stored as well as the file name. Or you can leave the file unnamed and name it when you first save it.

- 1 Open the New Standard Document dialog in one of the following ways.
 - Click **File, New**
 - Click the New File button on the File toolbar
 - Click the New File tab. The New File tab is the tab that is farthest to the right in the group of tabs that are above the file that is displayed on your screen. It has the New File icon on it, similar to the New button.
 - If the above methods do not open the New Standard Dialog, you will be able to open it by clicking **File, File Options, New (Advanced Options)**. See the note about showing/skipping this dialog at the bottom of this page.
- 2 To base your new document on an academic style, click on the icon for the style you want to use on the Academic Papers tab (scroll down if necessary).
- 3 To base your new document on a template, click on the tab and the template you want to use. See [Using Templates](#).
- 4 To create a named file, type a name into the Filename field. The .NB extension will be added automatically. Review the path specified in the Folder field. If you want to make changes, you can type in the new folder or you can click the button to the right of the Folder box and browse to the folder of your choice. When you are finished, the full path should be in the Folder box.
- 5 Click **OK**.

The academic style manuals can be shown as either images of the style manual covers or as a list of the available options. Use the two multi-colored buttons at the bottom right of the dialog to select your preference.

If you would like to create a new template, click the Template radio button. See [Using Templates](#).

Show or skip this dialog: If you normally start with a blank document rather than one that is based on an academic style or other template, you can skip the new Standard Document Dialog. Just click to clear the "Always Show this Dialog" box at the bottom right of the dialog. When this box is cleared (no check mark showing), any of the first 3 methods mentioned in step 1 above will open a new blank, untitled file without first going to the New Standard Document dialog. You will be able to access the New Standard Document Dialog by clicking **File, File Options, New (Advanced Options)**.

See also:

[Creating a Template](#)

[Opening a File](#)

[Saving a File](#)

4.2.2 New File: NE command

The NE command is used to create a new file:

- 1 Press **F9** to access the action line.
- 2 Type **ne** to create a new untitled file. To create a new titled file, type **ne c:\path\newname.nb** where c: is the drive, path is the folder and newname.nb is the new filename. To create a new file on the default drive and folder, type **ne newname.nb**
- 3 Press **F10** to create a new file.

To create a file based on another file or template:

- 1 Press **F9** to access the action line.
- 2 Type **ne d:\path\newname,e:\path2\file2** where e:\path2\file2 is the path and file name of the template or existing file.
- 3 Press **F10** to create a new file.

Untitled files can be created based upon existing files using the command **ne ,e:\path2\file2**

The default folder can be changed by clicking **Tools, Preferences, Directory/Folder Default (Action Line)**.

See also:

[Creating a new file](#)

Saving a file: SA command

New Standard Document dialog

Templates

4.3 Templates

A template is a master form that serves as the basis for future documents. The program comes with several templates, including the academic style templates and templates for fax cover sheets, memos etc. In addition, you can create your own templates. For example, a template could be created with your name and address and a logo and used for your letterhead. Each time you write a letter, you would create a new file based on your letterhead template.

Templates are stored in the template subdirectory in your main Nota Bene program directory (usually Nbwin\template). Each template has a filename with one of the template extensions: **.sm** for academic style manuals, **.fax** for faxes, **.mem** for memos, **.let** for letters, **.doc** for other documents. Each template is represented by an icon that appears on the **New Standard Document** dialog and is used to open a new file based on a template.

To open a new file based on an existing template, see [Creating a New File](#).

To create a new template to use as the basis of future documents, see [Creating a Template](#).

To use the action line to open a new file based on a template, or to use the action line to create a new

template, see NE Command.

If you would like to use a template extension other than those mentioned above, you can define your own template extensions and add a tab for these templates to the **New Standard Document** dialog. For more information, see [Template Extensions](#).

See also:

[Academic Styles](#)

4.3.1 Creating a Template

Master forms or templates to be used as the basis for future documents can be created. To create a new template:

- 1 Open the New Standard Document dialog in one of the following ways.
 - Click **File, New**
 - Click the New File button on the File toolbar.
 - Click the New File tab. The New File tab is the tab that is farthest to the right in the group of tabs that are above the file that is displayed on your screen. It has the New File icon on it, similar to the New button.
 - If the above methods do not open the New Standard Dialog, you will be able to open it by clicking **File, File Options, New (Advanced Options)**. See New Standard Document Dialog.
- 2 Complete the New Standard Document dialog as follows:
 - Click the **Template** radio button in the **Create New** box at the bottom of the screen.
 - Enter a filename for your template. Do not enter an extension.
 - Click the faxes tab, the memos tab, the letters tab or the other documents tab. The tab you click will determine the page on which an icon of your template is stored for future use. Nota Bene will automatically assign the extension **.fax** for faxes, **.mem** for memos, **.let** for letters and **.doc** for other documents.
- 3 Click **OK**
- 4 A blank document will appear on your screen. Type and format the text you want in the template. You can use any formatting including headers, footers or automatic dates.
- 5 Click **File, Save** to save the template and **File, Close** to close the template (or use keyboard shortcuts, toolbar buttons or action line to save and close). Your template file will be stored in the \nbwin\template directory.

After the template is created, you can start a new file based on the template by clicking **File, New** and choosing the template from the appropriate tab of the New Standard Document dialog. The document explanation that appears in the New Standard Document dialog when a template is selected can be edited by typing in any changes. The changes will be saved automatically.

Templates can be edited directly by opening the template file from your \nbwin\template folder, making changes and saving it to the same folder. You can also create new templates by creating a new file and saving a file to the \nbwin\template directory. To function as a template, the filename must have one of the template extensions: **.fax** for faxes, **.mem** for memos, **.let** for letters, **.doc** for other documents. New template extensions can be added to suit your needs. For more information, see [New template extensions](#).

See also:[Template](#)[Insert date and time](#)[Headers and footers](#)[Creating a new file](#)

4.3.2 Template Extensions

Nota Bene templates use the following extensions:

.sm academic style manuals

.let letters

.fax faxes

.mem memos

.doc other documents

To specify a new extension to be used for a new type of template:

- 1 Click **File, New**. The **New Standard Document** dialog will appear on your screen.
- 2 Click the **Manage Tabs** button just under the the Filename box. The **Template Extensions** dialog will appear on your screen.
- 3 Type a new extension in the Template Extension box. The extension must consist of one, two or three characters. It is not necessary to type the period before the one, two or three characters.
- 4 Click the **New** button.
- 5 Enter a name for the new extension in the Short Name box. This is the name that will appear on the tab associated with this extension. The ampersand (&) can be used to specify a letter in the name on the tab that is underlined and can be used to move to that tab by pressing **Alt** and the specified letter. For example, type **&ABC** to produce the tab **ABC** or **A&BC** to produce the tab **ABC**.
- 6 Enter a description in the Description box.
- 7 Select a BMP image to associate with the new extension.
- 8 Click **OK** on the **Template Extensions** dialog.
- 9 Click **OK** on the **New Standard Document** dialog.

The new tab will appear in the New Standard Document dialog after you exit and reopen Nota Bene.

You can also use the Template Extensions dialog to delete or edit the extensions/tabs or to change the order in which the tabs appear in the New Standard Document dialog.

See also:[Creating a new template](#)[Creating a file with a template](#)

4.4 Opening a File

A file be opened in any of the following ways:

- Nota Bene lists the nine most recently saved files at the bottom of the File menu (visible after you click **File**). To open a file on this list, click on the file name.
- The Document dialog bar (**Alt+D**) provides a longer list of recently saved files, and it can be used to open a file or to display a file that is already open. See Document Dialog Bar.
- The File Open dialog (**File, Open** or **Ctrl+O**) can be used to open a file. See File Open Dialog.
- The Quick Open dialog (**Ctrl+F9**) can be used to open files that have been saved in this dialog or to open files in specified folders by typing in the name only. See [Quick Open](#).
- A group of files can be opened simultaneously. See Log and Resume.
- The CA command can be used on the action line. See [Opening a file: CA command](#).
- Nota Bene files can be opened from Windows File Explorer by double-clicking on the file (the file must have the extension **.nb** or another extension that you have associated with Nota Bene on your computer).
- Nota Bene files can be opened from Windows File Explorer by clicking on the file icon in Windows Explorer and dragging it to the Nota Bene Title Bar (the colored bar at the top of the Nota Bene screen). You must arrange the windows on your screen so that both Windows File Explorer and Nota Bene are visible. Several files can be opened at the same time by selecting more than one file in File Explorer and dragging them all to the Nota Bene Title Bar. Select more than one file by holding down the Shift button while you use the mouse or the up/down arrow keys to expand the selection to contiguous files. Hold down the Ctrl button and use the mouse to add non-contiguous files to your selection.

See also:

[Opening a Nota Bene for DOS File](#)

[Opening a File Written Using a Different Word Processor](#)

[Opening a File for Reading](#)

[Managing Files from Windows File Explorer](#)

[Managing Files from Open File Dialog](#)

4.4.1 File Open Dialog

To use the Open File dialog to open a file, you must know the name of the file and where it is stored on your computer (the drive and the folder/subfolder). If you do not know where a file is, see [Finding a File](#).

- 1 Click **File, Open** (or press **Ctrl+O** or click the Open Document button).
- 2 The **Open File** dialog will appear on your screen. Browse through the folders shown in the large white box on the left side of the dialog to find the folder and/or subfolder that contains the file you want to open.
 - Click the plus sign to the left of any drive or folder in the left window to expand the display to include any subfolders.
 - Click the minus sign to the left of any drive or folder to contract the display to hide any subfolders
 - Click the folder icon to open it. When opened, the folder icon will change so that it looks like an

- open folder and the files in the folder (and any subfolders) will be shown in the window on the right.
 - If necessary, click the up/down arrowheads at the ends of the scroll bars to expand the area that is visible in the window.
- 3 In the window on the right of the Open File dialog, click to highlight the file to be opened, then click **OK** to open the file (or double-click on the file).

Options and controls available in this dialog include the following:

Folders and subfolder: You can browse through the drives, folders and subfolders on the left side of the dialog. The display can be expanded or contracted by clicking the icon immediately to the left of the name of the folder. The currently selected subfolder will be shown at the top of the dialog. You can also use this line at the top of the dialog to select a different folder or subfolder. Click the small triangular arrows to open subfolders under any folder and click to select a new subfolder.

Views: The display of folders and files on the right side of the dialog can be changed by clicking Views. The "Details" option gives you the most information about the files and allows you to sort by date, size, type or name of file. In Details View, the files can be sorted by clicking on any of the headings (Name, Date Modified, Type, Size). Click a second time to sort in the reverse order.

File name: Once you have found and clicked on the file you want to open, the name of the file will be displayed in the File name box at the bottom of the dialog.

File Types: If you would like to limit the file types displayed in the dialog, select the file type you are looking for from the drop list in the bottom right corner of the dialog.

Versions: Multiple backup copies of each file are made automatically. To see and/or open one of these backup copies, click the **Versions** button. For more information, see [Automatic Backup](#).

Read Only: To open a file for reading only, click on the drop down box marked Open and select **Open Read Only**. When you open a file for reading, you may scroll through the file, select and save blocks of text, and copy selected blocks to another file. You cannot add, delete, or move text in the displayed file. This option protects a file from being accidentally edited and also allows you, in a network environment, to view a file that is already open on another terminal.

You can increase the size of the Open File dialog so that it is easier to see the folders and files. See [Resizing the Open File dialog](#). You can also use the Open File dialog to copy, move, rename and delete files and to create or delete folders. See Manage Files from Open File dialog.

See also:

[Opening a File](#)

Document Dialog Bar

[Quick Open](#)

[Converting to/from another word processor](#)

Creating a new file

4.4.2 Open a PDF File

A PDF file can be opened from the Open File dialog.

To open a PDF file, click **File, Open**, browse to the PDF file, click to highlight the file, and click **Open**. The Open PDF dialog will open and you will have the following options:

- Open PDF File. Select the first radio button to open the file as a PDF file.
- Extract Text. Select the second radio button to open the file as a Nota Bene file with text only, no formatting.
 - Use the dropdown list to choose to open an untitled Nota Bene file, or a Nota Bene file with the same name and a .NB extension.
 - Choose to prioritize Content/Text or Layout/Format as described in the dialog.
 - If you are prioritizing Layout/Format, you can check the box at the bottom to set a monospaced font. This is recommended if the document contains tables.

See also:

Save As PDF

4.4.3 Document Dialog Bar (Alt+D)

The Document dialog bar provides a convenient way of opening a recently saved file or of displaying a file that is already open. Press **Alt+D** to open the Document dialog bar. The currently open files will be listed at the top of the dialog bar and a list of recently opened files will be listed at the bottom of the dialog bar. Double-click on any file to open it. Click at the top of any column to sort/alphabetize.

See also:

[Opening a File](#)

Dialog Bars

4.4.4 Resizing File Open and Save As dialogs

The Open File and Save As dialogs can be resized and repositioned. In general, it is recommended that you increase the size of your File Open and Save As dialogs, so that you can see more files and folders at the same time and navigate more easily to different folders on your computer. The ideal size will depend on your computer monitor. The Open File dialog is opened by clicking **File, Open** or by pressing **Ctrl+O**. The Save As dialog is opened by clicking **File, Save As**. Changes made to either of these dialogs will apply to both dialogs and Nota Bene will remember the new size and position so that it will be the same until you change it again.

To resize either of these dialogs:

- 1 Move the mouse pointer to any of the edges of the dialog, until you see that the pointer assumes the shape of a double-headed arrow.
- 2 Hold the left mouse button down while you use the mouse to move the border to a new position. Then release the mouse button.

The same procedure can be used to move the center border of the dialogs.

To reposition either of these dialogs:

- 1 Move the mouse pointer to the colored bar at the top of the dialog.
- 2 Hold the left mouse button down while you use the mouse to move the dialog to a new position. Then release the mouse button.

See also:

[Opening a File](#)

[Saving a File](#)

[Managing Files from Open File Dialog](#)

4.4.5 Opening a File: CA and DIR commands

The CA or CALL command is used to open (or call) a file:

- 1 Press **F9** to access the action line.
- 2 Type **ca d:\path\filename.nb** (or **call d:\path\filename.nb**). If drive and path are omitted Nota Bene will look to your default folder.
- 3 Press **F10** to open the file.

The default folder can be changed by clicking **Tools, Preferences, Directory/Folder Default (Action Line)**.

The DIR command is used to open (or call) a file from a folder (or directory):

- 1 Press **F9** to access the action line.
- 2 Type **dir** to access a directory of the current default folder or type **dir d:\path** to access a directory of a specific folder or subfolder.
- 3 Move the up and down arrow keys to highlight the file you wish to call.
- 4 Press **F9** to access the action line.
- 5 Type **ca** or **call**
- 6 Press **F10** to call the file to screen.

See also:

[Opening a Nota Bene for DOS file](#)

[Opening a file written using a different word processor](#)

[Opening a file for reading only: read command](#)

[Opening a file](#)

4.5 Read Only

If you would like to protect a file from being accidentally edited, you can open it as a read only file. To do this, click **File**, **Open** to access the Open File dialog. Browse to the file that you want to open. Then use the drop down list on the Open button at the bottom of the dialog to select **Open Read Only**.

When you open a file for reading, you can scroll through the file, select and save blocks of text, and copy selected blocks to another file. You cannot add, delete, or move text in the displayed file. This option protects a file from being accidentally edited and also allows you, in a network environment, to view a file that is already open on another terminal.

You can use the **re** or **read** command on the action line to open a file for reading only. See [read command](#).

You can also use the **attrib** (attribute) command to create a file that is for reading only. See [attrib command](#).

See also:
[Opening a File](#)

4.5.1 Open a File for Reading: read command

Nota Bene gives you the option of opening a file for reading only. When you open (or call) a file for reading, you may scroll through the file, select and save blocks of text, and copy selected blocks to another file. You cannot add, delete, or move text in the displayed file. This option protects a file from being accidentally edited and also allows you, in a network environment, to view a file that is already open on another terminal.

To open a file for reading only:

- 1 Press **F9** to access the action line.
- 2 Type **read d:\path\filename** where **d:\path\filename** is the drive, folder and name of the file you wish to open. If the drive and path are omitted, Nota Bene will look to your default drive and current path.
- 3 Press **F10** to open the read-only file.

To open a file for reading only from a directory:

- 1 Press **F9** to access the action line.
- 2 Type **dir** to access a directory of the current directory on the current drive or type **dir d:\path** to access a directory of a specific directory on a specific drive.
- 3 Move the up and down arrow keys to highlight the file you wish to call.
- 4 Press **F9** to access the action line.
- 5 Type **read** or **re**
- 6 Press **F10** to open the read-only file.

See also:[Opening a file: ca command](#)[Read only option: attrib command](#)

4.5.2 Read Only Attribute: attrib command

When a file is created in Nota Bene it is automatically assigned a read/write status or "attribute". You can protect files from accidental editing by changing its status to read only. To check on the attribute of a file type **attrib filename**. A number **1** or **0** will appear on the status line. **0** indicates read-write and **1** indicates read only.

Any file can be opened for reading only by using the **read** command, even those that do not have the read only attribute. See [read command](#).

To change a file's attribute to read only:

- 1 Press **F9** to access the action line
- 2 Type **attrib d:\path\ filename,1** where d:\path are the drive and folder, and filename is the file whose attribute you want to change.
- 3 Press **F10** to change the file's attribute.

To change a file's attribute to read/write:

- 1 Press **F9** to access the action line
- 2 Type **attrib d:\path\ filename,0** where d:\path are the drive and folder, and filename is the file whose attribute you want to change.
- 3 Press **F10** to change the file's attribute.

This version of Nota Bene supports long file names through the menus, but the action line is limited to filenames of 8 letters plus a 3 letter extension.

See also:[read command](#)[Opening a File for Reading: menus](#)

4.6 Saving a File

The first time a document is saved, a name and location (drive and folder) must be specified. Subsequently, the document can be saved to the same name and location and/or to a new name and location.

To save an untitled document:

- 1 Click **File, Save** (or press **Ctrl+S** or click the Save button on the toolbar). The Save As dialog will appear on your screen.
- 2 Select the location (drive, folder, subfolder) in which you want to save the document. You can browse through the drives, folders and subfolders on the left side of the dialog. The display can be expanded or contracted by clicking the icon immediately to the left of the name of the folder. The currently selected subfolder will be shown at the top of the dialog. You can also use this line at the top of the dialog to select a different folder or subfolder. Click the small triangular arrows to open subfolders under any folder and click to select a new subfolder.
- 3 Choose a name for the file and type it in the File Name box at the bottom of the dialog. Do not type an extension. The .NB extension will be added automatically.
- 4 The Save As Type box should read "Nota Bene for Windows (*.nb)". If you want to save to a different format, see [Convert to Other Formats](#).
- 5 Click **OK**. Nota Bene will save the file and leave it on screen so that you can continue editing. The file you are working in is the only one saved.

To save a document that has previously been saved:

After editing an open document, it can be saved to the same location and file name by clicking **File, Save** (or press **Ctrl+S** or click the Save button on the toolbar). The previously saved version of the document will be overwritten with the new version and the document will remain on screen.

Save As PDF

To save a displayed and named document as a PDF file, click **File, File Options, Save As PDF**. The file will be saved with the same name (but with a .PDF extension) in the same folder and the new PDF file will be opened. If you would like to save a file in PDF format using a different name or a different folder, use the Save As dialog as described below.

Save As

To save a displayed and named document to a new drive, path and/or filename, click **File, Save As** and complete the Save As dialog as described above. When you click Save, the file is saved in the location you specified with the name you specified. The file with the new location and/or name remains open for editing. If you would prefer to save to a new location and/or name, but keep the file with the old location/name open for editing, you should click the small triangular arrow on the Save button and click **Save As Copy**.

Save As can also be used to save a document to another format such as PDF or RTF. Use the Save As Type box at the bottom of the Save As dialog to select the format. Choose PDF if you would like to convert your Nota Bene document to PDF format. Choose RTF if you would like to convert your Nota Bene document to RTF so that it can be opened in Word or another word processor. Choose RTF Custom if you are using Greek or Hebrew in your file and would like to see options for the fonts to be used in the RTF file. Otherwise, choose RTF Default. When you save your Nota Bene file in PDF or RTF format, the Nota Bene file is retained and a new file is created with a .pdf or .rtf extension.

Save All

To save all open files, click **File, Save All** or press **Ctrl+Shift+S**.

For information on using the action line to save a document, see [SA Command](#).

NB:

- The columns in the **Save As** dialog box can be sorted by clicking on the headings (Name, Size, Type, or Date Modified).
- The **Save As** dialog can be used to replace any existing files. Once you have located the file you want to replace, highlight it by clicking the left mouse button. The name will appear in the File name box. Click **OK** to replace the stored file with the open file. Nota Bene will display the warning message "This file exists. Are you sure you want to replace it?" Click **Yes** to accept or **No** to select a new file name.
- You can choose if you want to receive warning messages by setting preferences. Click **Tools, Preferences**, then select **Command Prompts** and click **Set** to access the **Command Prompt Defaults** dialog. Make the appropriate choices and click **OK**.
- Your file can be saved in file format other than Nota Bene for Windows. Select the format in the Save as type box.

See also:[Resizing the Save As dialog](#)[Saving a Defined Block](#)[Converting to/from Other Word Processors](#)[Automatic Save](#)

4.6.1 Saving a File: SA command

The SA command can be used to save a file. Use SAD to save a defined block of text.

To save a displayed file to the same drive, path and filename:

- 1 Press **F9** to access the action line.
- 2 Type **sa** or **save**
- 3 Press **F10** to save the file. Nota Bene will save the file and leave it on screen so that you may continue editing. The file you are working in is the only one saved.

To save a copy of an open file to a new drive, path and filename:

- 1 Press **F9** to access the action line.
- 2 Type **sa d:\path\filename.nb** (or **save d:\path\filename.nb**) where **d:\path\filename.nb** is the drive, folder and name of the file you wish to use. If you omit drive and path, Nota Bene will save the file in the current default location.
- 3 Press **F10** to save the file.

To save a block of text to a new file name, [define](#) a block of text in your file and use the **sad** command in place of **sa** as follows:

sad d:\path\filename.nb

The file retained on your screen will be the original file, not the file with the new drive, path and filename. If you would prefer to switch to the new version, substitute **sad/ne** for **sad**.

The commands **savedef** or **savesel** can be used in place of **sad**.

The default folder can be changed by clicking **Tools, Preferences, Directory/Folder Default (Action Line)**.

See also:

Closing a file: AB command

Opening a file: CA command

4.6.2 Saving a Selected Block

To save a selected block of text under a new file name:

- 1 Define a block of text in the open document.
- 2 Click **File, Save As** (or click the Save As button on the toolbar).
- 3 The **Save As** dialog box will appear on your screen. Complete the options as follows:
 - Click to check the **Save Selected Text** box at the bottom of the dialog
 - Type the new filename in the **File Name** box.
 - Browse to the drive and folder in which you will save the file.
- 3 Click **OK**. The file retained on your screen will be the original file, not the file with the new drive, path and filename. If you want to work with the new file you have just created, click **File, Open** and open it as you would open any file.

See also:

Browse

Saving a file: sa command

Opening a File

Saving a File

4.7 Closing a File

To close a file:

- 1 Click the **X** on the tab for the file, or click **File, Close** or press **Ctrl+F4** or click the **Close** button.
- 2 If you have not made any changes to the file, Nota Bene will close the file. If you have made changes to the file, Nota Bene will display the message: "*filename* has not been saved. Do you wish to save your work?" Click **No** to close without saving the file, **Yes** to save your file before closing or **Cancel** to continue working.

You may choose if you want to receive warning messages by setting preferences. Click **Tools, Preferences, Command Prompts, Set** to access the Command Prompt Defaults. Make the appropriate choices and click **OK**.

You can also use the **ab** (abandon) command or the **st** (store) command to close a file. See AB and ST

commands.

See also:

[Saving a File](#)

[Opening a File](#)

4.7.1 Closing a File: AB and ST commands

Use the AB command (abandon) to close a file without saving.

- 1 Press **F9** to access the action line.
- 2 Type **ab**
- 3 Press **F10** to abandon the file.

The file will be cleared from screen and the window the file was in will close. You will only receive a warning message if you have made changes to the file. To clear the file from screen without verification type **ab/nv**. Nota Bene will clear the file from screen whether or not changes have been made.

Use the ST command (store) to save and close.

- 1 Press **F9** to access the action line.
- 2 Type **st**
- 3 Press **F10** to store the file using the name and location that were previously given to the file.

If you want to save the file to a different name or location and close it, add a space and the full path and file name after the **st** command. For example:

st c:\nbwin\document\filename.nb

If you specify the file name, but not the location, the file will be saved in the default folder. Your default folder can be changed through the Tools, Preferences menu.

st filename.nb

If there are spaces in the folder and/or file name, you must use quotes as follows:

st "c:\nbwin\my files\file name.nb"

If you store a file to a new file name or to a different drive, Nota Bene does not save changes to the original file.

See also:

[Saving a file: SA command](#)

[Closing a file](#)

4.8 Browse

The Nota Bene File Open and Save As dialogs include two windows that can be used to find the drive,

folder, subfolder(s) and file that you want to use. Windows Explorer works the same way. To browse through the drives and folders on your computer:

- Click the plus sign to the left of any drive or folder in the left window to expand the display to include any subfolders.
- Click the minus sign to the left of any drive or folder in the left window to contract the display, hiding any subfolders.
- Click any folder to open it. When open, the folder icon will change so that it looks like an open folder and any subfolders and files in the open folder will be shown in the window on the right.
- Click any file in the right window to select it.
- If necessary, click the up/down arrowheads at the ends of the scroll bars to expand the area that is visible in the window.

4.9 Quick Open

The Quick Open dialog can be used to save up to 99 frequently used files and open any one of them quickly, without having to browse to the folder where the file is found.

To add a frequently used file to the Quick Open dialog:

- 1 Open the file.
- 2 Click **File**, **Quick Open** or press **Ctrl+F9**.
- 3 Click the **Add Current** button at the bottom left of the dialog.

The **Up**, **Down**, **Update Order** and **Remove** buttons are used to change the order of files that have been listed in this dialog and to remove files from this dialog.

To open one of the files listed in the Quick Open dialog:

- 1 Click **File**, **Quick Open** or press **Ctrl+F9**.
- 2 Click to highlight the file to be opened, or type the number of the file in the box above the # sign.
- 3 Click the **Open** button.

The Quick Open dialog also offers the following features. Click on the links below for instructions.

Search path: Open file by specifying name only.

Same name: Open file with same name as active file but in another folder.

Wildcard: Cycle through a group of files that have the same extension.

See also:

[Opening a File](#)

[Log and Resume](#)

4.9.1 Search Path

If a **path** or folder is entered as a search path in the Quick Open dialog, then a file can be opened by

typing in the name of the file without specifying the location of the file. If you add the paths for all of the folders that you use for your Nota Bene documents, you will be able to use the Quick Open dialog to open any file by typing in the name of the file. The program will search for the file in all of the folders that you have entered as search paths. Up to 50 folders can be entered.

To enter a search path or folder in the Quick Open dialog:

- 1 Click **File**, **Quick Open** or press **Ctrl+F9** to open the Quick Open dialog.
- 2 Click the **Search Path** button at the bottom left of the dialog.
- 3 Type in the path or click the browse button (the button with ... to the right of the field with the blinking cursor). If you click the browse button, the **Paths for Quick File Open** dialog will open and you can use this dialog to **browse** to the folder that you want to enter.
- 4 Click **OK**. The folder that you specified will be added to the list of search paths.

To open a file in any one of the folders that is entered in the Quick Open dialog as a search path :

- 1 Click **File**, **Quick Open** or press **Ctrl+F9** to open the Quick Open dialog.
- 2 Type the name of the file, including the extension, in the box above the word **File**.
- 3 Click **Open**. The program will look in all of the folders that have been entered as search paths to find and open the file.

See also:

[Quick Open](#)

4.9.2 Same Name

If you have a file open and have saved a copy of the same file in a different folder, you can open the second copy of the file. This may be helpful if you want to compare the two files.

- 1 Click **File**, **Quick Open** or press **Ctrl+F9** to open the Quick Open dialog.
- 2 Above the word **Location**, type the **path** of the folder that contains the second copy of the file with the same name as the open file.
- 3 Click the **Open** button.

See also:

[Quick Open](#)

4.9.3 Wildcard

Many Nota Bene users always use the default .nb extension for their Nota Bene files. However, some Nota Bene users organize their files by assigning different extensions to their Nota Bene files. If you use different extensions, you can use the Quick Open dialog to cycle through all of the files in a given folder that have the same extension.

- 1 Click **File**, **Quick Open** or press **Ctrl+F9** to open the Quick Open dialog.
- 2 Type *.xyz in the box above the word **File**, where .xyz is the extension of the files you want to see.
- 3 Type the [path](#) in the box above the word **Location**. If the path has previously been added as a Search Path, this step can be omitted.
- 4 Click the **Open** button. The first file with the extension that you specified will open. You can inspect and/or edit this file.
- 5 Press **Ctrl+Shift+F9**. The previous file will close automatically (you will be prompted to save any changes), and the next file with the extension that you specified will open. Continue pressing **Ctrl+Shift+F9** to cycle through all of the files in the specified folder.

See also:

[Quick Open](#)

[Quick Open: Search Path](#)

4.10 Managing Files from Open File dialog

Files can be deleted, renamed, copied or moved directly from the Open File dialog or from the Save As dialog. Folders can be deleted and new folders can be created.

Windows Explorer can also be used for these functions, and Windows Explorer also gives you many more options for managing files and folders. See [Managing Files from Windows Explorer](#).

To rename a file:

- 1 If the file is open, close it.
- 2 Open the Open File dialog (press **Ctrl+O** or click **File**, **Open**) and [browse](#) to the file that you want to rename.
- 3 Right-click on the filename and click (left-click) on **Rename**.
- 4 Type the new name in the space provided and then press **Enter**.

To delete a file:

- 1 If the file is open, close it.
- 2 Open the Open File dialog (press **Ctrl+O** or click **File**, **Open**) and [browse](#) to the file that you want to rename.
- 3 Press **Delete** or right-click on the filename and click (left-click) on **Delete**.
- 4 When prompted, click yes to confirm that you want to delete the file.

Copying a file involves copying it from its old location to the clipboard and then pasting it to its new location. Moving a file involves cutting it from its old location to the clipboard and then pasting it to its new location. To copy (copy and paste) a file or to move (cut and paste) a file:

- 1 If the file is open, close it.
- 2 Open the Open File dialog (press **Ctrl+O** or click **File, Open**) and **browse** to the file that you want to copy or move.
- 3 Right-click on the filename and click (left-click) on **Copy** (if you want a copy of the file to remain in the original location) or **Cut** (if you do not want a copy of the file to remain in the original location). If you prefer, you can click to highlight the file and then use the keyboard shortcuts **Ctrl+C** for copy or **Ctrl+X** for cut.
- 4 **Browse** to the folder where you want the file to appear. Right-click on the folder and click (left-click) on **Paste**. If you prefer, you can click to highlight the folder and then press **Ctrl+V** to paste.

The file that was copied or cut to the clipboard in step 3 will be pasted to the folder identified in step 4.

To create a new folder:

- 1 Open the Open File dialog (press **Ctrl+O** or click **File, Open**).
- 2 In the left side of the dialog, **browse** to the folder or drive in which you want to create a new folder and right-click on it.
- 3 In the dialog that opens, move your cursor to **New** and then click (left-click) on **Folder**.
- 4 Type a name for the folder in the space provided and then press **Enter**.

To rename a folder:

- 1 Make sure that no files in the folder that is to be renamed are open.
- 2 Open the Open File dialog (press **Ctrl+O** or click **File, Open**).
- 3 Browse to the folder that you want to rename and right-click on it.
- 4 In the dialog that opens, click (left-click) on **Rename**.
- 5 Type the new name in the space provided and then press **Enter**.

See also:

[Managing Files and Folders from Windows Explorer](#)

[Resizing the Open File and Save As Dialogs](#)

[Open File Dialog](#)

4.11 Managing Files from File Explorer/Windows Explorer

File Explorer comes with your Windows operating system and it can be used to manage your folders and files. Starting with Windows 8, the term "File Explorer" is used; in prior versions of Windows, it was

"Windows Explorer." When you open File Explorer, you will be able to see all of your folders, and the names of files in each folder. You can move, copy or delete folders or files, create new folders, rename folders or files. Searches can be conducted and shortcuts to programs created.

You can also manage files and folders directly from the Open File or Save as dialogs or from the action line. See [Managing Files from Open File/Save As Dialog](#) or Managing Files from the Action Line.

Explorer can be opened in any of the following ways:

- Right-click the Windows **Start** button at the bottom left corner of your screen, then click **File Explorer** or **Explore** or **Open Windows Explorer** (the terminology varies depending on which version of Windows you are using).
- Press **Windows+E** (the Windows button on your keyboard and the E key).
- If Explorer is already open, click the Exploring icon on your Windows taskbar or hold down the **Alt** key while you repeatedly press the **Tab** key to scroll through open programs to Explorer.

A tree of your hard drive is displayed on the left and files contained within on the right. The plus or minus signs to the left of the drives and folders can be clicked to display or hide folders and subfolders that are in that drive or folder.

Default settings in File Explorer can be changed. At the top of the Explorer screen, click **Tools, Folder Options** and review the options on each of the three tabs on the Folder Options dialog. We recommend that you set up your system so that extensions as well as file names are displayed for all files (on newer versions of Windows, some or all file extensions may be hidden unless you make this change). You can associate extensions of your choice with Nota Bene by adding new file types on the File Types tab of the Folder Options dialog.

Instructions for using Explorer for certain specific functions are available by clicking the links below. In addition, you can obtain more information on using Windows Explorer by clicking **Help, Help Topics** on the Explorer menu.

Displaying Folders and Files

Creating a New Folder

Copying or Moving a File

Renaming a Folder or a File

Sorting Files in a Folder

Finding a File

Deleting a File

Deleting a Folder

4.11.1 Displaying Folders and Files

Folders (or directories), subfolders (subdirectories) and filenames can be displayed by using the Windows File Explorer.

- 1 Open Windows Explorer in one of the following ways:

- Right-click the Windows **Start** button at the bottom left corner of your screen, then click **File Explorer** or **Explore** or **Open Windows Explorer** (the terminology varies depending on which version of Windows you are using).
- Press **Windows+E** (the Windows button on your keyboard and the **E** key).

- If Windows Explorer is already open, click the **Exploring** icon on your Windows taskbar or hold down the **Alt** key while you repeatedly press the **Tab** key to scroll through open programs to Explorer.
- 2 Drives and/or folders and subfolders will be shown in the window on the left.
 - Click on the plus sign to the left of any drive or folder to expand the display to include any subfolders.
 - Click on the minus sign to the left of any drive or folder to contract the display to hide any subfolders
 - Click on the folder to open it. When it is opened, the folder icon will change so that it looks like an open folder and any files in the folder will be shown in the window on the right.
 - 3 Subfolders and/or files will be shown in the window on the right.
 - Click the down-arrow to the right of the Views button at the top right of the Windows Explorer screen to select different views for the window on the right.
 - If you select the "Details" view, the files can be sorted according to Name, Size, Type, or Date Modified by clicking the heading at the top of the column. Click again to sort in reverse order.

Folders, subfolders and files can be manipulated (for example deleted or renamed) using Explorer. Click to highlight the Folders, subfolders or files to be manipulated and then right-click for a menu of options.

Folders and subfolders (directories and subdirectories) can also be viewed or sorted in the **File Open** dialog. See File Open Dialog.

Folders and subfolders (directories and subdirectories) can also be viewed or sorted using the action line. See DIR command.

See also:

[Managing Files from Windows Explorer](#)

[Managing Files from Open File Dialog](#)

4.11.2 Finding a File

Windows Explorer can be used to find a file.

- 1 Open Windows Explorer in one of the following ways:
 - Right-click the Windows **Start** button at the bottom left corner of your screen, then click **File Explorer** or **Explore** or **Open Windows Explorer** (the terminology varies depending on which version of Windows you are using).
 - Press **Windows+E** (the Windows button on your keyboard and the **E** key).
 - If Windows Explorer is already open, click the **Exploring** icon on your Windows taskbar or hold down the **Alt** key while you repeatedly press the **Tab** key to scroll through open programs to Explorer.
- 2 Press **Ctrl+F** to open the Search dialog. The Search dialog varies a little depending on the version of Windows you are using. Fill in information including the drive or folder you want to search, the file

name and/or date modified, size, etc. In most versions, you can use the * wildcard when you type in the name of the file you are trying to find, and you can specify which folders and subfolders should be searched. For example, if you search for **ab*.nb**, Windows Explorer will search the folders that you specify for all of the files that start with **ab** and have an **.nb** extension. In Windows XP, you do not need the wildcard. Searching for **ab.nb** would find files that start with **ab** and have an **.nb** extension. If you don't know which folders to search, you can search your whole c drive.

- 3 Once you have found a file, you may want to make note of the [path](#).

If you have a general idea of the location of the file, it may be easier to find it by [browsing](#) using either Windows Explorer or the Nota Bene File Open dialog. If you use the Nota Bene File Open dialog, there is a preview button that allows you to inspect the file before opening it. If you are looking for a document that was written in Nota Bene, look in the Nbwin\document folder on your hard drive. Nota Bene documents are saved in this folder unless you specify a different folder. Microsoft Word and some other programs save files in the My Documents folder, unless you specify a different folder. The My Documents folder is located in different places on your computer, depending on which version of Windows you are using. Beginning with Windows XP, My Documents is presented prominently in Windows Explorer, on the same level as My Computer. Beginning with Nota Bene version 6.1, the My Documents folder has been added more prominently to the File Open and Save As dialogs.

See also:

[Manage Files](#)

[Opening a File](#)

4.11.3 Renaming Files

Files or folders can be renamed by using Windows Explorer.

- 1 Open Windows Explorer in one of the following ways:
 - Right-click the Windows **Start** button at the bottom left corner of your screen, then click **File Explorer** or **Explore** or **Open Windows Explorer** (the terminology varies depending on which version of Windows you are using).
 - Press **Windows+E** (the Windows button on your keyboard and the **E** key).
 - If Windows Explorer is already open, click the **Exploring** icon on your Windows taskbar or hold down the **Alt** key while you repeatedly press the **Tab** key to scroll through open programs to Explorer.
- 2 Use Windows Explorer to find the file to be copied. Click once on the file name to highlight it. For instructions on how use Windows Explorer to find a file, see [Displaying Folders and Files](#).
- 3 Click **File, Rename** on the Explorer menu (or right-click on the file, and select **Rename**).
- 4 Type in the new file name and press enter **Enter**.
- 5 Close Explorer by clicking **File, Close**.

You can also rename a file from the Open File dialog. See [Managing Files from Open File Dialog](#). If you want the current file to remain in place with the same name, you can use the Save As dialog to save the same file to a new name and/or [path](#). See [Saving a File](#). You can also use the action line to rename a file. See [Rename Command](#).

See also:[Managing Files from Windows Explorer](#)

4.11.4 Copying or Moving Files

To copy a file, you can either use Windows Explorer to copy or move a file that is not currently open or you can save an open file to a new location using the **Save As** dialog. To use the **Save As** dialog see [Saving a File](#). If you are copying a file for use on a different computer, and if that file includes citations that have been generated by Ibidem, then you will have to make sure that the Ibidem database that was used to generate the citations is accessible to the new computer. See [Sharing a File](#).

To use Windows Explorer to copy a file:

- 1 Open Windows Explorer in one of the following ways:
 - Right-click the Windows **Start** button at the bottom left corner of your screen, then click **File Explorer** or **Explore** or **Open Windows Explorer** (the terminology varies depending on which version of Windows you are using).
 - Press **Windows+E** (the Windows button on your keyboard and the **E** key).
 - If File Explorer is already open, click the **Exploring** icon on your Windows taskbar or hold down the **Alt** key while you repeatedly press the **Tab** key to scroll through open programs to Explorer.
- 2 Use File Explorer to find the file to be copied. Click once on the file name to highlight it. For instructions on how use Windows Explorer to find a file, see [Displaying Folders and Files](#) or [Finding a File](#).
- 3 Press **Ctrl+C** to copy the file to the clipboard.
- 4 Use File Explorer to find and click on the drive and/or folder to which you want to copy the file.
- 5 When the destination drive or folder is highlighted, press **Ctrl+V** to paste the file to the new location.

To use File Explorer to move a file (i.e., to delete it from its old location and move it to a new location), follow the above instructions, but substitute **Ctrl+X** for **Ctrl+C** in step 3.

To copy two or more files at the same time, use the **Ctrl** or **Shift** button to highlight more than one file in step 2 as follows:

- Click to highlight the first file, then hold down the **Ctrl** button while you click other files to be copied. All files should be highlighted.
- To highlight a contiguous group of files, click to highlight the first file, and then hold the **Shift** button down while you use the up or down arrow on your keyboard to highlight the rest of the files that you want to copy or move.

The same procedure can be used to copy or move a folder instead of a file. In step 2, click on the folder to highlight it.

To move a file (or files or a folder), use **Ctrl+X** in step 3 instead of **Ctrl+C**. This will delete the selected files (or folders) from the original location and copy them to the clipboard so that they can be pasted in the new location in step 5.

File Explorer is a Windows program and it contains its own on-line help. For more information on using File Explorer to copy files and folders, click Help, Help Topics on the Explorer menu. Then click the Index tab and type in "copying files" to search for this topic. When the topic you want to see is highlighted, click Display.

The action line can also be used to copy or move files. See COPY command.

See also:

[Managing Files from Windows Explorer](#)

[Managing Files from Open File Dialog](#)

4.11.5 Deleting a File

Files can be deleted by using Windows Explorer:

- 1 Open Windows Explorer in one of the following ways:
 - Right-click the Windows **Start** button at the bottom left corner of your screen, then click **File Explorer** or **Explore** or **Open Windows Explorer** (the terminology varies depending on which version of Windows you are using).
 - Press **Windows+E** (the Windows button on your keyboard and the **E** key).
 - If Windows Explorer is already open, click the **Windows Explorer** icon on your Windows taskbar or hold down the **Alt** key while you repeatedly press the **Tab** key to scroll through open programs to Explorer.
- 2 Use Windows Explorer to find the file to be deleted. Click once on the file name to highlight it. For instructions on how use Windows Explorer to find a file, see [Displaying Folders and Files](#).
- 3 Press the **Delete** key on your keyboard, or right-click on the file and then left-click on **Delete**.
- 4 The message "Are you sure you want to send *filename* to the recycle bin? Click **Yes** to confirm or **No** to abort. Close Explorer by clicking **File, Close**.

You may choose if you want to receive warning messages by setting preferences. Click **Tools, Preferences, Command Prompts, Set** to access the Command Prompt Defaults. Make the appropriate choices and click **OK**.

The action line can also be used to delete a file. See DEL command.

See also:

[Managing Files from Windows Explorer](#)

[Managing Files from Open File Dialog](#)

4.11.6 Sorting Files in a Folder

Folders (directories) may be sorted in Windows Explorer by name, size, type or date.

- 1 Open Windows Explorer in one of the following ways:

- Right-click the Windows **Start** button at the bottom left corner of your screen, then click **File Explorer** or **Explore** or **Open Windows Explorer** (the terminology varies depending on which version of Windows you are using).
 - Press **Windows+E** (the Windows button on your keyboard and the **E** key).
 - If Windows Explorer is already open, click the **Exploring** icon on your Windows taskbar or hold down the **Alt** key while you repeatedly press the **Tab** key to scroll through open programs to Explorer.
- 2 Use Windows Explorer to find the folder to be sorted. Click once on the folder name to highlight it. For instructions on how use Windows Explorer to find a file, see [Displaying Folders and Files](#).
 - 3 Click **View, Arrange icons** and pull down the option you wish to sort by.

Folders may also be sorted for viewing from Nota Bene's Open File dialog..

- 1 Click **File, Open** (or press **Ctrl+O**) to access the Open File dialog.
- 2 Here you can view a tree of the selected drive and files contained within.
- 3 Click on any of the column headings to sort your directory. Click again to sort in reverse order. Directories may be sorted by name, size, type, or modified dates and times.

The action line can also be used to sort files. See ORDER command.

See also:

[Managing Files from Windows Explorer](#)

Managing Files from Open File Dialog

4.11.7 Creating a New Folder

New folders or subfolders can be created by using Windows Explorer. You can create a new folder on your hard drive or as a subfolder in an existing folder.

You can also create a new folder from the Open File dialog or from the action line. See Managing Files from Open File Dialog or MKDIR command.

To use Windows Explorer to create a new folder:

- 1 Open Windows Explorer in one of the following ways:
 - Right-click the Windows **Start** button at the bottom left corner of your screen, then click **File Explorer** or **Explore** or **Open Windows Explorer** (the terminology varies depending on which version of Windows you are using).
 - Press **Windows+E** (the Windows button on your keyboard and the **E** key).
 - If Windows Explorer is already open, click the **Windows Explorer** icon on your Windows taskbar or hold down the **Alt** key while you repeatedly press the **Tab** key to scroll through open programs to Explorer.
- 2 Use Windows Explorer to find the drive or the folder in which you want to create a new folder or subfolder. For instructions on how use Windows Explorer to find a folder, see [Displaying Folders and Files](#).
- 3 Right-click on the drive or folder where you want to create the new folder. Choose **New**, and then

click on **Folder**.

- 4 A new folder icon will appear. Type in the name you would like to use for this folder, then press **Enter** (or click elsewhere on the screen).

See also:

[Managing Files from Windows Explorer](#)

4.11.8 Deleting a Folder

Folders (or directories) can be deleted by using Windows Explorer.

- 1 Open Windows Explorer in one of the following ways:
 - Right-click the Windows **Start** button at the bottom left corner of your screen, then click **File Explorer** or **Explore** or **Open Windows Explorer** (the terminology varies depending on which version of Windows you are using).
 - Press **Windows+E** (the Windows button on your keyboard and the **E** key).
 - If Windows Explorer is already open, click the **Exploring** icon on your Windows taskbar or hold down the **Alt** key while you repeatedly press the **Tab** key to scroll through open programs to Explorer.
- 2 Use Windows Explorer to find the folder to be deleted. Click once on the folder name to highlight it. For instructions on how use Windows Explorer to find a folder, see [Displaying Folders and Files](#).
- 3 Click **File, Delete**. Explorer will display the message "Are you sure you want to remove the folder 'foldername' and move all its contents to the Recycle Bin?" Click **Yes** to accept or **No** to decline.
- 4 To undo the delete click **Edit, Undo delete**. The folder will be restored.
- 5 To close Explorer, click **File, Close**.

Folders can also be deleted by using the RD command on the action line. See RD and CD commands.

See also:

[Managing Files from Windows Explorer](#)

[Managing Files from Open File Dialog](#)

4.12 Managing Files from Action Line

The action line can be used to find, copy, move, delete or rename a file or to sort files or create, rename or delete a folder.

If you are typing a file name or a folder name that includes spaces, you must enclose the full path in straight quotes.

See also:[Managing Files from Windows Explorer](#)

4.12.1 Setting the Default Folder

The current default folder (or directory) is shown at the bottom of the Nota Bene screen on the status bar. The default folder is the folder that will be assumed if you issue a command on the action line and do not specify a folder. This can be changed as follows.

- 1 Click **Tools, Preferences**
- 2 The Preferences dialog box will appear on your screen. Click to highlight **Directory/Folder Default (Action line)** and click the **Set** button.
- 3 The Default Directory dialog will appear on your screen. Use the tree of folders to find and highlight the folder you want to select as the default. Click **OK**.
- 4 The Preferences dialog box will reappear. Click **Close**.

See also:

Status Bar

[Saving a file: SA command](#)

Opening a file: CA command

4.12.2 Displaying Files in a Folder: DIR command

The DIR (directory) command is used to display the names of files in a given folder (or directory)

- 1 Press **F9** to access the action line
- 2 Type **dir d:\path** to obtain the directory you wish to view. If you leave out the path you will obtain a directory of the current directory.
- 3 Press **F10** to display the directory.

There are several switches available. You can substitute any of the following for **dir** in step 2.

- **dir/na** to display filenames and subdirectory names only
- **dir/fi** to display filenames and file information only
- **dir/pa** to display subdirectory names only
- **dir/su** to display file summary information
- **dir/na/fi** to display a list of filenames only
- **dir/na/pa** to display a list of subdirectories in the current directory and append a list of available drives

It is also possible to obtain a partial list of files by using global names. Wild card characters may be used to search, for example, for all files with the same extension (*.doc). You can use most of the same wild card characters when searching for text.

NB:

- Whenever the **dir** command is executed you get a list current to that moment.
- Long filenames will be shortened to 8 letters or less with a 3 letter extension.
- Directories may be saved or printed.
- Directories may be sorted by extension, date, path or reverse order
- Click **Tools, Preferences**, highlight directories and click **Set** to change how directories are displayed.

See also:

[Displaying Folders and Filenames](#)

[Sorting Files in a Folder](#)

[Managing Files from Windows Explorer](#)

[Managing Files from Open File Dialog](#)

4.12.3 Renaming a File: RENAME command

To change the name of a stored file:

- 1 Press **F9** to access the action line
- 2 Type **rename d:\path\oldname.nb,d:\path\newname.nb** where d: is the drive and path is the directory location of the file and oldname is the old file name and newname is the new file name.
- 3 Press **F10** to rename the file.

Nota Bene will change the name of the stored file to the new name specified. If no drive or directory are specified, Nota Bene assumes that the file you are renaming is on the current drive and directory. Nota Bene does not recognize wild card characters with the rename command in the same way DOS does. However you can include an asterisk (*) in the target file specification if you want to retain part of the original file name. An example of this is **rename file.nb,*.*new** The new file name would be **file.new**

See also:

[Renaming a File](#)

[Managing Files from Windows Explorer](#)

[Managing Files from Open File Dialog](#)

4.12.4 Copying and Moving Files: COPY command

If you are copying a file for use on a different computer, and if that file includes citations that have been generated by Ibidem, then you will have to make sure that the Ibidem database that was used to generate the citations is accessible to the new computer. See [Sharing a file](#).

To copy a file to a new drive and/or directory:

- 1 Press **F9** to access the action line
- 2 Type **copy d:\oldpath\filename.nb,d:\newpath\newfile.nb** where d: is the drive, path is the directory location, filename is the file being copied, newfile is the new file being created.
- 3 Press **F10** to copy the file.

Nota Bene will create an identical file with a new file name. If you specify a new drive and directory, but leave out the new file name Nota Bene will copy the file under the original name. If a target file name already exists Nota Bene will display the message "File exists, Overwrite it?" Press **Yes** to accept or **No** to choose a new file name. To overwrite an existing file without an error message, substitute the **copy/nv** for **copy** in step 2.

If you are copying an open file, it must be saved or stored before it can be copied.

To copy a file from a directory:

- 1 Press **F9** to access the action line
- 2 Type **c:** (where **c** is the destination drive)
- 3 Press **F10** to switch the destination drive
- 4 Type **cd \path** (where **path** is the **path** for the destination directory)
- 5 Press **F10** to switch the destination directory
- 6 Type **dir y:\path** (where y is the drive and path is the path of the files you wish to copy)
- 7 Press **F10** to obtain a directory of files in the drive and path that you specified.
- 8 Press **F9**
- 9 Type **copy** (do not press **F10** or **Enter**).
- 10 Move the **up** and **down** arrow keys to select the file you wish to copy.
- 11 Press **F10** to copy the file.

To move a file:

- 1 Press **F9** to access the action line
- 2 Type **copy/mv d:\path\filename,d:\path**
- 3 Press **F10** to move the file.

Nota Bene will copy the file to the new location and delete the original file.

This version of Nota Bene supports long file names through the menus, but the action line is limited to filenames of 8 letters plus a 3 letter extension.

See also:

Managing Files from Windows Explorer
Managing Files from Open File Dialog
Copying a File

4.12.5 Deleting a File: DEL command

Use the command **DEL** or **DELETE** to delete a file:

- 1 Press **F9** to access the action line
- 2 Type **del d:\path\filename.nb**
- 3 Press **F10** to delete the file

The full word "delete" can be used instead of "del" in step 2.

Use the **DIR** (directory) command to delete a file from a folder.

- 1 Press **F9** to access the action line
- 2 Type **dir d:\path** to obtain a list of files in the specified location.
- 3 Press **F9** and type **del** without pressing **Enter** or **F10**.
- 4 Move the up and down arrow keys until you find the file you wish to delete.
- 5 With the file highlighted, press **F10** to delete the file.

Once a file has been deleted it cannot be recovered.

See also:

Deleting a File

Deleting a Directory: RD command

4.12.6 Sorting Files: ORDER command

To sort the folder (or directory):

- 1 Press **F9** to access the action line
- 2 Type **order** followed by a space and then one of the modifiers listed below. If more than one modifier is used, separate the modifiers with a comma. For example, to sort by filename in reverse order (z to a) the command would be:

order f,r

- 3 Press **F10** to sort directories.

Available modifiers are:

- **f** to sort by filename
- **e** to sort by extension

- **d** to sort by last saved date and time
- **s** to sort by size
- **p** to sort by path name
- **r** to sort in reverse order (used in addition to other modifiers)
- **h** to add a header on top of directory

Once you type in the sort order, each time you request a directory it will be sorted according to your specifications until you close Nota Bene. To clear the sort command type **F9** or **F10**. Order does not rearrange the files stored on disk. It simply rearranges the way the list of those files is displayed.

See also:

[Displaying Folders and Files](#)

[Sorting Files in a Folder](#)

4.12.7 Creating a New Folder: MKDIR command

The **MKDIR** command (make directory) is used to create a new folder (or directory folder).

- 1 Press **F9** to access the action line.
- 2 Type **mkdir** followed by a space and then the path including the name of the new directory you want to create. For example, to create a new directory named "letters" in your nbwin directory in your c drive, type the following:
mkdir c:\nbwin\letters
- 3 Press **F10** to implement the command.

See also:

[Creating a New Folder](#)

[Managing Files from Windows Explorer](#)

[Managing Files from Open File Dialog](#)

4.12.8 Deleting and Changing Folders: CD, RD commands

The CD (change directory) and RD (remove directory) commands can be used to change folders (directories) or to remove folders (directories).

- 1 Press **F9** to access the action line
- 2 Type one of the following commands:
 - To change directories: type **cd d:path** or **chdir d:path**
 - To remove directories: type **rd d:path** or **rmdir d:path** Before removing a directory, first delete all files and subdirectories from that directory.
- 3 Press **F10** to implement the command.

See also:[Deleting Files: DEL command](#)[Managing Files from Windows Explorer](#)[Managing Files from Open File Dialog](#)

4.13 Document Information

Document Information can be set up and maintained to keep track of basic information about an open document and to record comments and keywords for that document. To maintain and display document information:

1 Click **File**, **Document Info****2** The Document Info dialog box will appear on your screen. Fill in all appropriate information:

- Filename: provided by Nota Bene
- Revision number: When a document is created the revision number is 1. Each time the file is changed and saved the revision number increases by one. Provided by Nota Bene.
- Last saved by: The last person to edit the document. Provided by Nota Bene.
- Creation Date: The date and time the document was created. Provided by Nota Bene.
- Last Saved Date: Provided by Nota Bene
- Author: This field may be edited.
- Project Number: This field may be edited.
- Document Retention: The number of days a file is to be retained. This number is for the user's information only. The file will not be deleted by Nota Bene. This field may be edited.
- Comments: May be used to search for a file or to display a selective directory. This field may be edited.
- Keywords: May be used to search for a file or to display a selective directory. This field may be edited.
- Click the box marked **Insert Information Into File** if you want to insert the document information into the file at the point of the cursor. The document information will be inserted as static text (i.e. not automatically updated).

4 Click **OK** to accept changes.**See also:**[Document Statistics](#)[Document Overview](#)

4.14 Document Statistics

Nota Bene maintains statistics for each document including the size of the document, and the number of characters, words and pages in the document. The information in this dialog can be used to supply your publisher with a word count (typically required by American publishers) or a character count (typically required by European publishers).

To display the document statistics for an open file, click **File, Document Statistics** (or press **Ctrl+Alt+?**). The Document Statistics dialog will open and the following will be displayed:

At cursor / Total: Numbers in the At Cursor column apply to the portion of the text before the cursor. Numbers in the Total column apply to the total for the document.

File size (char): File size is the number of characters including commands (commands as seen in Show Codes view) as well as spaces and punctuation.

Character Count: To obtain an accurate count of the number of characters in the document, click the Character Count button. This character count includes spaces and punctuation, but does not include commands, headers, footers or non-printing annotations. The character count for the body and for the notes will be listed separately.

Words: The number of words are listed separately for the body, the notes (footnotes and/or endnotes) and the reference list. Totals are also given. Words in any headers, footers or non-printing annotations are not included in any of the word counts.

Pages: The number of pages in the document are shown.

To display the document statistics for block of text, select the block and then click **File, Document Statistics**.

See also:

[Document Information](#)

[Word Count: WC command](#)

4.14.1 Word count: WC command

The **WC** (word count) command counts the number of words in the **body** of the document from the cursor to the end of the document. To count the number of words:

- 1 Place the cursor at the top of the document to count all words in the document or at the point at which you want to begin counting.
- 2 Press **F9** to access the action line.
- 3 Type **wc**
- 4 Press **F10** to implement the command.
- 5 A box displaying the number of words from the cursor to the end of the document will appear. Click **OK**.

See also:[Document Statistics](#)

4.15 Working with Multiple Files

With Nota Bene, up to 36 files can be open at the same time. Each file is opened in a different window. Nota Bene provides the standard methods used by most Windows programs to manage multiple files (or multiple windows) that are open at the same time. These controls are described below. In addition, Nota Bene provides, as an option, the traditional NB windows management system which allows fast access to multiple open files. For more information, see [Window Options for Multiple Files](#).

Nota Bene's log and resume feature allows you to open a group of files, all at the same time. You can either open all of the files that were open when you last closed Nota Bene, or you can define one or more groups of files that you can open together as a group. For more information, see [Log and Resume](#).

Several files can be combined into one manuscript file. This allows you to work on the smaller individual files (e.g., chapters of a book) for general editing, while combining all of the files in one file for functions such as numbering (pages, chapters, footnotes), cross references or creating an index. See [Manuscript Files](#).

The following functions work the same way in virtually any Windows program:

To change the display of open files: Click **Window**, and then select the arrangement you want from the first 5 options listed. If more than one file is visible on screen, you can move from one file to another by clicking anywhere in the Window of any of the visible files. The color of the bar at the top of the Window indicates which Window is active.

To move to a file that is open, but not visible on the screen: Tabs for each open file are shown at the top of the screen. To display an open file, click on the tab for that file. You can also move to a different open file by pressing **Ctrl+F6** to cycle between all open windows. Use **Ctrl+Shift+F6** to cycle backwards or **Alt+F10** to toggle between two screens. Nota Bene also provides a convenient Document Dialog Bar that can be used to move to a file that is open or to open a new file. See Document Dialog Bar.

To move from Nota Bene to another open program: Hold down the **Alt** key while you press the **Tab** key once or more until the program you wish to select is indicated on the screen. You can also use the mouse to click on the button on the task bar to the right of the Windows **Start** button for the program you wish to select.

For more information, see Windows Help. Click **Start, Help**, select the **Index** tab and search for "Window."

See also:

Batch Conversion
Compare Files
Quick Open

4.15.1 Log and Resume

If you are working with multiple files, the log and resume feature is a helpful way of opening a set of files, all at the same time. You can define or "log" a set of files to be opened (for example files that are all part of one project), or you can open all of the files that were open when you last exited from Nota Bene. The files that were open the last time you exited Nota Bene are logged automatically when you exit the program. When you open the set of files, or "resume," each file will be exactly as you left it, i.e., the same page will be displayed on your screen and your cursor will be at the same position.

To resume, or open a set of files at the same time:

- 1 Click **File, Log and Resume**
- 2 The File Log and Resume dialog will appear on your screen
- 3 Click to highlight the set of files to be opened
- 4 Click **Resume** (or double-click the set of files to be opened).

To log all of your open files before exiting Nota Bene, all you need to do is save the files and then exit Nota Bene. Close files individually before exiting the program only if you do not want the file to be one of the files that is opened when you start your next Nota Bene session.

To log a set of files that you may want to open as a group:

- 1 Open all of the files that you want to include in the group and close any other files.
- 2 Click **File, Log and Resume**
- 3 The File Log and Resume dialog will appear on your screen
- 4 Click the **Log** button
- 5 You will be prompted to enter a new File Log Name. This is the name you will use for the set of files that you are defining.
- 6 Click **OK**. The new set of files will be added to the list of File Log Names that can be resumed.

Log and resume data is stored in the following folder (if your NB program is installed in a folder other than C:\NBWIN, substitute that drive or folder for C:\NBWIN).

C:\NBWIN\USERS\DEFAULT\NBLOGFILES.INI

See also:

[Working with Multiple Files](#)

[Open File](#)

[Quick Open](#)

4.15.2 Combining Two or More Files

You can use the Windows copy and paste functions to combine two or more files. With the action line, you can use the **append** command to add a displayed file to a stored file or the **merge** command to copy a stored file into an open file. For instructions, see [Append](#) or [Merge](#).

For information on managing book-length manuscripts with separate chapter files, see [Manuscript Files](#).

To use the copy and paste functions to combine two files:

- 1 Open the files that you want to combine
- 2 With your cursor in the file that you want to copy, press **Ctrl+A** to select the whole file (or click **Edit, Select, Entire Document**).
- 3 Press **Ctrl+C** to copy the selected text (or click **Edit, Copy**).
- 4 Press **Ctrl+F6** (repeatedly if necessary) to move to the file that will contain all of the text from both files (or click **Window**, and then choose the file from the list of open files at the bottom of the dialog).
- 5 Move your cursor to the place where you want the text from the other file to appear.
- 6 Press **Ctrl+V** to paste the selected text into the file (or click **Edit, Paste**).
- 7 Press **Ctrl+S** to save the file (or click **File, Save**). This will save the file to the same name. If you want to save the file to a different name, click **File, Save As**.

See also:

[Managing Files](#)

4.15.3 Appending files: APPEND command

The APPEND command can be used to append or add a displayed file to a stored file:

- 1 Press **F9** to access the action line.
- 2 Type **append d:\path\filename** where d: represents the drive, path the directory, and filename the name of the file you are adding to.
- 3 Press **F10** to append the file.

Nota Bene will append the current file to the end of the selected file. If you wish to append to the top of the file use the **apt** command instead of **append**.

To append a defined block of text to a stored file:

- 1 Define the text you would like to append. If you do not define text, your entire file will be appended to the stored file.
- 2 Press **F9** to access the action line.
- 3 Type **append d:\path\filename** where d: represents the drive, path the directory, and filename the name of the file you are adding to.
- 4 Press **F10** to append the defined block to the stored file.

To append a stored file to another stored file:

- 1 Press **F9** to access the action line.
- 2 Type **append d:\path\filename,d:\path\target** where the first directory, path and filename represents the file to be appended and the second drive, path and directory represents the file to which text will be added.
- 3 Press **F10** to append the file.

See also:

Merge: ME command
Combining Files

4.15.4 Merging Files: ME command

The ME command (or MERGE) can be used to merge or copy a stored file into an open file:

- 1 Place the cursor at the point where you want to insert the stored file.
- 2 Press **F9** to access the action line
- 3 Type **me d:\path\filename** (or **merge d:\path\filename**) where d: is the specified drive, path the directory location of the file, and filename is the file to be copied into your file.
- 4 Press **F10** to merge the files.

Nota Bene will copy the entire text of the file you specify into the file you are editing. This command is useful for merging boilerplate text (text that is used repeatedly) into your file.

See also:

Append: APPEND command
Combining Files

4.15.5 Window Options for Multiple Files

Nota Bene provides an option to use a system of numbering the open files so that you can easily and quickly move from one open file to another. Those who have used the DOS versions of Nota Bene will recognize this as the traditional Nota Bene system of managing open files in different numbered windows. During any session, the numbers assigned to an open file will not change even if other files are opened or closed. You can assign numbers or even letters to the files as you open them. This provides the mechanism for ordering your work efficiently. For example, suppose you are writing a book with six chapters (each chapter in a separate file) and you typically work with a to do list open in a separate file. You could choose to organize your work by consistently opening each chapter in a window with number corresponding to chapter number and your to do list in window labeled "D." With this organization and these open files, a simple keystroke combination (**Ctrl+W, 3**) will always take you to chapter 3 and another keystroke combination (**Ctrl+W, D**) will take you to your to do list. Instructions for setting up and using this system are as follows.

To select the optional fixed windows numbers style:

- 1 Click **Tools, Preferences**
- 2 The **Preferences** dialog box will appear on your screen. Highlight **Window Options** and click the **Set** button.
- 3 The **Window Number Options** dialog box will appear on your screen. Click the **Optional Fixed Window Numbers (Original NB Style)** radio button.
- 4 Click **OK**. Close the **Preferences** dialog box by clicking **Close** (or by clicking the **X** in the top right corner).
- 5 The new system will not be in effect for currently open files. If you intend to use this feature in the current editing session, close all your Nota Bene files and, after all files are closed, reopen them.

To move from one open file to another:

- 1 Note that each open file has been assigned a fixed number (fixed for the duration of this editing session). The fixed number is shown in parentheses after the name of the file at the top of the window containing the open file. For a list of all of the open files and their fixed numbers, click **Window**. The list is in the bottom half of the drop down menu and the fixed numbers are in parentheses at the end of the name of the file (the numbers at the beginning of the line reflect the Windows standard numbering system). Note the numbers of each open file.
- 2 Press **Ctrl+W, n** where **n** = the fixed number of the file you want to go to. For example to go the file with the fixed number of 3, press **Ctrl+W** and then the number **3**.

You can also move from one open file to another using the methods described in Working with multiple files.

To select the fixed number (or letter) for a file that you are about to open:

- 1 Press **Ctrl+W**
- 2 Press any single digit number (0 - 9) or any letter (a - z). (The number or letter you select must be one that is not already in use as a fixed number for another open file.)
- 3 Open an existing file or a new file using either menus or action line. After step 2 and before you open a file, the menus and the action line will be active, but you will not be able to type in the main part of the screen.
- 4 The new file you opened in step 3 will be assigned the number or letter you selected in step 2.

See also:

[Working with Multiple Files](#)

Automatic Save

4.16 Instant Search Status

You can add an open file to an Orbis textbase (or to more than one textbase), making it searchable by Orbis's powerful multi-file search engine. From the main Nota Bene screen, click **File, Instant Search Status**.

See also:

[Orbis: Create New Textbase](#)

4.17 Popup Files

Nota Bene offers 3 “popup” files — little floatable Nota Bene windows that can be used for to-do lists, taking notes when reading PDF files or web pages, or for any other purpose.

To configure your popup files:

- 1 Click **File, File Options, Configure Popup Files**. The Configure Popup Windows dialog will open.
- 2 For the first available popup files (next to the red circle with the number 1), use the dropdown list to choose one of the four kinds of popups:
 - User file: User files are specific (named) files that can be saved anywhere on your computer. For example, you might have a file named todo.nb that contains your to-do list. If you select User File, click the Browse button and select the file that you would like to use for this popup.
 - Clean Scratchpad: This is a file that is blank/reset every time it is invoked. When you make this selection, the file is created for you and the name of the file and the location is automatically filled in.
 - Saved Scratchpad: This is a file where all edits are saved between sessions. When you make this selection, the file is created for you and the name of the file and the location is automatically filled in.
 - Linked File: note/scratch files automatically linked to files with particular extensions. (Note that Nota Bene files can have user-defined extensions other than the .NB extension.) You can specify the file type for these auto-generated linked files, as well as the file type of the files to which they are linked. For example, you could have Nota Bene automatically open an .NTS file to go along with all your .DIS dissertation files.
- 3 On the next line, make the following selections:
 - Save: If checked, contents will be automatically saved when you return from the popup to Nota Bene
 - Re-Open: If checked, contents will be automatically reopened when restarting Nota Bene.
 - Send Selection: If checked, selected text in the active NB file in which you are working will be copied to the popup, without leaving the main Nota Bene window. Text will be copied only if it is less than the specified number of characters.
 - On Top: The popup can be always on top, either of Nota Bene, or even on top of Windows in general. (This lets you minimize NB without minimizing the popup, so that it can be available for use when working in other applications.)
- 4 Repeat steps 2 and 3 for the second and third popups (if you wish to use them).
- 5 Click to check or clear each of the three option in the middle section of the dialog.
- 6 Click **OK**.

Once the popups have been configured, they can be opened by clicking Ctrl+Shift+1 (or 2 or 3) or by clicking the red circle with the number 1 (or 2 or 3), or by clicking **File, File Options, Popup File 1** (or 2 or 3).

Popups are very flexible. When typing in the popups, you can change print modes, switch languages,

enter accents, undo/redo, and otherwise type any desired text. If you want to format the text in the popups, a single click lets you transfer the file into Nota Bene, where you can use any Nota Bene formatting commands (you can then reopen the popup in the popup window with a single click). You can color code popups to make them easily identifiable. You can change the zoom size of each popup. And, of course, popups can be resized and positioned anywhere on your screen.

4.18 Convert to/from Another Format

Nota Bene provides filters that allow you to convert Nota Bene files to or from other word processors.

The Save As dialog is used to convert an Nota Bene file to RTF (Rich Text Format). This is a format that can be opened by Word, WordPerfect and many other programs. For more information, see [Convert to Other Formats](#). If you have the Lingua module and the file you are converting contains multilingual text, also see [Exporting Multilingual Text](#). You can convert an open NB file to RTF and attach it to an email by using the Send To option on the File menu.

You can open an RTF file by using the Open File dialog exactly as you would open a Nota Bene file. The file will be automatically converted to a new untitled Nota Bene file. MS Word (or WordPerfect) files can be opened exactly the same way if MS Word (or WordPerfect) is installed on your computer. You can also copy text from a web page or from another application and paste it into a Nota Bene file. For more information, see [Convert to Nota Bene](#).

You can use Nota Bene's batch conversion feature to convert a group of files from another word processor to Nota Bene. For more information, see [Batch Conversion](#).

See also:

[Open File Dialog](#)

Saving a File

Open an NB DOS File

4.18.1 Convert from Nota Bene

Your open Nota Bene file can be converted to PDF (Portable Document Format) or to RTF (Rich Text Format). An RTF document can be opened by Word or by WordPerfect or by many other programs. Use the Save As function to save a copy of your NB document in PDF or RTF format. Or use the Send To function to send a copy of your open NB document in PDF or RTF format. See Saving a File or Send To.

You can also copy and paste text from Nota Bene to another application. Simply define text in Nota Bene and copy it (**File**, **Copy** or **Ctrl+C**). Then go to the other application, place your cursor where you want the text to appear and paste it (in virtually any Windows program, **File**, **Paste** or **Ctrl+V** will paste text that has been copied to the clipboard).

For information on using Orbis+ to search DOC, DOCX, RTF, PDF and HTML files, see Orbis+

See also:

[Convert to Nota Bene](#)

Camera-Ready Copy

4.18.2 Convert to Nota Bene (basic)

Nota Bene uses RTF (Rich Text Format) filters to convert files to Nota Bene. Most word processors can read RTF files and can write RTF files, so this format is used for moving a file from one word processor to another. Nota Bene's RTF import filters work in several ways as described below. For information on Nota Bene's export filter (for converting from Nota Bene to another format) see [Converting to Other Formats](#).

Copy and paste

You can copy and paste text from a web site or from another application to Nota Bene. Simply define text on the web page or in an open file in another application and copy it (in virtually any Windows program, **File**, **Copy** or **Ctrl+C** will copy text). Then go to Nota Bene, place your cursor where you want the text to appear and paste it (**File**, **Paste** or **Ctrl+V**). Technically, when the text is copied from the other application, it is saved in RTF format on the Windows clipboard. When it is pasted into Nota Bene, it is converted from RTF to Nota Bene format.

Open a Microsoft Word file

A DOCX file can be opened from the File Open dialog in Nota Bene, just as you would open a Nota Bene file. Use the File Open dialog (click **File**, **Open** or press **Ctrl+O**) to open the file as you would open a Nota Bene file. Make sure that the Formats box is set to "Auto Detect," browse to the file to be opened, and click **OK**. The file will be opened as an untitled file. Thus, the file is preserved under the original name in the original format. You choose any name when you save the file (you may want to use the same name with the .NB extension). For more detailed instructions on opening a file, see [Opening a File](#).

A DOC file (or a WordPerfect file) can be opened in Nota Bene only if Microsoft Word (or WordPerfect) is installed on your computer.

You must know where the file to be opened can be found.

When you open a Word file, Nota Bene uses Microsoft Word to convert the file from Word to RTF and then uses the Nota Bene RTF filter to convert from RTF to Nota Bene. If Word is not installed on your computer, the conversion will not be successful. In this case, you must obtain an RTF copy of the file from another source. You can ask the person who sent you the file (or anyone who has Word on their computer) to open the Word file, save it in RTF format (In MS Word, click **File**, **Save As** and select RTF as the format) and send you the RTF version.

Opening a Word file on a Mac works differently. If you are using Nota Bene + Wine on a Mac, please see question #10 on this page:

<http://www.notabene.com/mac-faq.html>

Open an RTF file or a file from another word processor

An RTF file can easily be opened in Nota Bene using the File Open dialog. Most word processors can save files in RTF format.

Open a PDF file

You can open a PDF file from the File Open dialog in Nota Bene. The file can either be opened as a PDF file with full formatting, or the text can be extracted from the PDF file and opened in a new Nota Bene file. See [Open PDF File](#).

Convert multiple files at the same time

A group (or batch) of files that are in the same folder can be converted from Word, WordPerfect or RTF using the Batch Conversion feature. For more information about converting multiple files simultaneously, see [Batch Conversion](#).

Any of the above methods will provide you with a Nota Bene file that can be opened and edited in Nota Bene. You will be able to include the file in an Orbis textbase and use Orbis's powerful search capabilities to search documents converted from MS Word along with your documents that were created in Nota Bene. This should be entirely sufficient for most files. However, features that are not supported by Word like the NB Academic Styles and/or the dynamic link of citations to an Ibidem database will not be automatically added. If you would like to use these features in your converted document, you will need to take some additional steps to complete a conversion that gives you access to these powerful tools. Please see [Convert to Nota Bene \(Advanced\)](#).

See also:

[Convert from Nota Bene to Other Formats](#)

[Open File Dialog](#)

[Saving a File](#)

[Open an NB DOS File](#)

4.18.3 Convert to Nota Bene (advanced)

As described on the previous page, a Word file can be easily converted to an NB file by copying and pasting or by using the Open File dialog to browse to the Word file and open it in Nota Bene. This conversion is fine for most purposes. The converted file can be opened, edited and saved and it can be included in an Orbis textbase. But a Word outline is not automatically converted to Nota Bene's sophisticated Outline/Framework structure, and citations are not automatically linked to Ibidem.

If you would like to work on the document using Ibidem, academic styles and/or frameworks/outlines, then you will need to take additional steps to convert your document. If you want to use Nota Bene's framework structure or academic styles, you can add that structure to your document. See the Frameworks and Academic Styles section below. If you plan to use Ibidem to insert citations, generate a formatted bibliography, and have the ability to change from one publishing style to another, then you need to change your plain text citations to citations that are linked to Ibidem. See the Ibidem section below.

Frameworks and Academic Styles

If you want the document to have the consistent structure of an outline or an academic style, you can add such structure through Nota Bene's Academic Styles or Frameworks/Outlines. Academic Styles provide powerful controls that format the entire paper – including citations and bibliography – in accord

with the rules of the major style manuals. With the Academic Styles in place, you use Framework/Outline controls to easily move or promote/demote a framework section (both heading and body text). Normally, the Nota Bene user introduces the desired Academic Style or Framework to the paper at the point of its creation, but it can also be added to a document converted from Word (or to any partially written document). For instructions, see Adding an Academic Style to an Existing Document or Adding a Framework to an Existing Document.

Ibidem

When you convert a Word file that contains citations to Nota Bene, the citations appear as plain text – footnotes, endnotes, or in-text citations – just as they appeared in Word. These citations can be converted to Ibidem-linked citations. This conversion takes some time, but it is likely that it will take less time than it would take to manually reformat citations and/or manually type, format and alphabetize a bibliography. Once you have converted the citations, you will be able to add additional citations, change publishing styles, and automatically generate a properly formatted bibliography. The works that you enter in your Ibidem database will be there for future use in this or other documents. Enter the data once, and then never type it again.

Before proceeding you should have a basic idea of how to use Ibidem and you should have created your own personal Ibidem bibliographic database. To learn to use Ibidem, click **Help, Ibidem Tutorial** to open a printable PDF tutorial or see the Ibidem section of NB Help.

To convert textual citations to Ibidem-linked citations:

- 1 Enter each of the works cited in your document into your Ibidem database. (If you already have a formatted bibliography in your Word document, you can use the Archiva Bibliographic Converter to enter all of the works at once.)
- 2 With your document open, click **Format, Bibliographic References, Bibliographic Style**. Select the database you are using on the first tab and the style you wish to use for citations on the second tab and the style you wish to use for your reference list or bibliography on the third tab.
- 3 Use Ibidem to enter each citation in your document and delete the plain text citation that was created in Word. Citations generated by Ibidem will display in blue.
- 4 Press **Alt+F7** (or click Format, Bibliographic References, Update Dynamic). This will read through the file, convert any subsequent citations to shortened forms (if required by the style you have selected) and generate a bibliography of the works that have been cited in the document.

Once this is completed, you will have Ibidem's powerful controls available. Your citations will be properly formatted in the style of your choice, numbering of citations will be managed by the program, shortening of subsequent cites (or the use of *ibid.* or *op. cit.* if applicable) will be managed by the program. In addition, a formatted bibliography of works cited in the document will be automatically generated – no need for you to alphabetize, format and type the bibliography on your own as you would do in Word. With Ibidem at hand, you can also change publishing styles, add, delete, or move citations, and switch footnote or endnote citations to in-text author-date citations (and vice versa). Nota Bene will take care of all formatting and renumbering of citations as necessary. The time invested in entering works into your Ibidem database will be returned multiple times across your research and writing endeavors. Not only will you have the power of Ibidem available for the paper you are writing, but the works entered in Ibidem will be in your database forever and they will be available to be cited in future documents.

Video Tutorial

Professor Mark Szuchman has prepared a detailed video that demonstrates taking a Word document through the full process of turning it into a Nota Bene document, starting with a simple conversion, and then moving on to the addition of the Academic Style structure, to the use of the Archiva Bibliography Converter to automatically add records to the Ibidem database, and, finally, to the re-insertion of citations in the document so that they are automatically managed by Ibidem. The resulting document will be comprehensively structured – in the example selected in this video tutorial, by the Chicago Manual of Style – including citations formatted by Ibidem and an automatically generated, properly formatted, and alphabetized bibliography. This video tutorial is available from the NB Help menu or by clicking on the link below, then scrolling down to the “Convert Word to Nota Bene (Advanced)” video.

[Click here to go to the Nota Bene Video Tutorials Page](#)

See also:

[Convert to Nota Bene \(basic\)](#)

4.18.4 Batch Conversion

Files can be converted to NB Windows format from the DOS version Nota Bene and/or from other word processing formats. Single files can be converted using the **File Open** or the **Save As** dialogs. See [Convert to Nota Bene](#) or [Convert from Nota Bene to Other Formats](#).

The Batch Conversion feature can be used to convert a group (or batch) of files from NB DOS or from Microsoft Word or WordPerfect or RTF (Rich Text Format). Microsoft Word files (or WordPerfect files) can be converted only if Microsoft Word (or WordPerfect) is installed on your computer. The Batch Conversion can convert all of the files in a selected folder or only the files that you select. If you want to convert files in that are in more than one folder, you need to run the Batch Conversion once for each folder.

When files are converted, they are retained in both the old format and the new format. Dialog boxes guide you through the process of choosing a folder for the new files and then selecting the files to be converted. The converted files will be saved using the same name unless they are to be saved in the same folder as the original files. In this case the extension will be changed and you will be notified of the change.

To convert a group (or batch) of files:

- 1 Click **File, File Options, Batch Conversion**
- 2 Use the **Location of Converted Files** dialog box to select the folder for the newly converted files.
 - To display the folders in a drive, click the plus sign to the left of the drive.
 - To display the subfolders in a folder, click the plus sign to the left of the folder.
 - Click on the folder or subfolder you want to choose as the destination of the converted files.
 - To create a new folder for the files you are about to convert, click on the drive or folder you want the new folder to be in, type in the name of the new folder and click the **New** button.
 - After selecting the destination folder, click **OK**
- 3 Use the **Select Source Files for Conversion** dialog box to select the files to be converted.
 - In the left window of the dialog box, click the plus sign to the left of any drive to display the folders in a drive and click the plus sign to the left of any folder to display the subfolders.
 - The files in any folder or subfolder will be displayed in the top right window of the dialog box. To

- select a file to be converted, double-click on the file.
 - To convert all files in a given folder (i.e., the folder containing the files displayed in the top right window), click the **Convert All** button
 - The display of the top right window can be changed by clicking one of the four buttons directly to the right of the window. In Details View, the files can be sorted by clicking any of the the headings (Name, Size, Type, Modified). Click a second time to sort in reverse order.
 - The files you want to convert should be shown in the window at the bottom right of the dialog box.
 - When all of the files you want to convert are shown in the bottom right box, click **OK**
- 4 Nota Bene will convert the files you specified to Nota Bene for Windows format and save the new files in the destination folder. The files will remain in their old formats in the source folder.

See also:

[Converting to/from another word processor](#)

Opening an NB DOS file

4.19 Send To

Nota Bene files can be sent via email as an attachment in Nota Bene format, as an attachment in PDF or RTF format, or as text in the body of an email. If the recipient is a Nota Bene user (any version), he/she will be able to open a Nota Bene file. If the recipient does not have Nota Bene, an RTF file can be opened and edited in Word, WordPerfect or another program or a PDF file can be opened by Adobe Reader.

The Send To option on the File menu works differently depending on the default method of sending email that has been set up on your computer. If you use a desktop email client like Mozilla Thunderbird or Microsoft Outlook to access your email, you will be able to use the first 4 options on the File, Send To menu. If you go directly to a web site to access your email (e.g. gmail.com, aol.com, yahoo.com, etc.), you will use one of the 3 options in the Save to Clipboard (Webmail) section of the File, Send To Menu. If you are using the bottled NB+Wine on a Mac, please see question #23 on our Mac FAQ.

Desktop Email Client

If you use Mozilla Thunderbird or Microsoft Outlook or another email client to send and receive email, you will be able to attach an open file directly to an email. To do this, open the file you wish to send and click **File, Send To**. Then select one of the following options:

- **Attach/Send NB File:** The open Nota Bene file will be attached to an email.
- **Attach/Send PDF File:** The open Nota Bene file will be converted to PDF and attached to an email.
- **Attach/Send RTF File:** The open Nota Bene file will be converted to RTF and attached to an email.
- **Send Text to Body (Limited):** The highlighted text and/or the file will be pasted into the body of an email. There is a limit of 1,000 characters and formatting will not be preserved. You can increase the length of the text to be sent directly up to 8000 characters (in the configure option),

but if you do so, you should test it (without unsaved files open) to make sure it works with your email.

- **Save Text to Clipboard (Enhanced):** The highlighted text and/or the file will be saved to the clipboard and a new email will be opened. When you go to the new email, you can paste (Ctrl+V) the text from the clipboard into the body of the email. The 1,000 character limit does not apply to this option. Pasting text will preserve almost all formatting if the email program can accept RTF text (most can), and if that is the active selection in the email (Outlook, for example, has HTML, Plain Text, and Rich Text Format options)

After you select one of the above options, go to the email that has been opened to complete the fields for sender, subject, etc. and to send the email.

Webmail

If you access your email directly through a web site, and do not use a desktop email client, security provisions will prevent you from directly attaching a file to an email. Instead, you will need to save the file (or text) to the clipboard and then paste the attachment or text onto the email. Open the file you wish to send, click **File, Send To** and select one of the following options in the Save To Clipboard (Webmail) section:

- **Name of NB File:** The path and name of the open Nota Bene file will be saved to the clipboard and an email will be opened.
- **Name of PDF File:** A PDF version of the open file will be created and saved in the same folder. Its path and name will be saved to the clipboard and an email will be opened.
- **Name of RTF File:** An RTF version of the open file will be created and saved in the same folder. Its path and name will be saved to the clipboard and an email will be opened.
- **Text to Clipboard (Enhanced):** The highlighted text and/or the file will be saved to the clipboard and an email will be opened.

After you select one of the above options, go to the email that has been opened and paste (Ctrl+V) the filename into the attach field or paste (Ctrl+V) the text into the body of the email. Then complete the fields for sender, subject, etc. and send the email.

If you have webmail, but would like to use the simple Send To procedure described in the Desktop Email Client section above, you may wish to install a desktop email client and use it to access your webmail account.

See also:

[Converting Nota Bene Files to Other Formats](#)
[Save As](#)

4.20 Voice Recognition and Pen Scanners

Nota Bene does not provide scanning and voice-recognition software, but it does accept the output produced by other software and allows that data to be inserted into an NB file.

Note that if this external software does not follow Windows standards, NB may not be able to accept its results. In addition, although text should be able to be input from this external software, some voice-spoken commands instructing how that inserted text should be processed may not work.

Full compatibility is not yet available for Wine and/or the Mac (work continues on implementation).

5 Backup and Sharing Files

Nota Bene files and databases must be regularly backed up. This section also includes information about converting to or from other formats, sharing your files with others, and cloud storage.

Backup

Transfer to New Computer

Batch Conversion

Sharing a File with a Colleague

Cloud Storage

5.1 Backup Overview

In Nota Bene as in any other program, it is important to protect your data by backing up your files regularly. We recommend that you save frequently as you are working and that you develop a regular system for periodically backing up your files and storing backed up files on another computer, disc or other backup medium. For use in addition to your regular backup system, Nota Bene provides two mechanisms for automatically backing up your files as you work. For more information, see Autosave and Backup.

Nota Bene's bibliographic database, *Ibidem*, is designed to be used to maintain a bibliographic database. If you are using *Ibidem* to develop a personal bibliographic database (or an important non-bibliographic database), backing up your *Ibidem* database is extremely important. If you do not want to lose your *Ibidem* data, your database(s) must be backed up and kept in a safe place on a separate computer or other backup medium. Please see *Ibidem* Backup for instructions on backing up *Ibidem* databases.

Your Orbis textbases consist of Nota Bene files. Provided that the files are available, the textbase can be reconstructed easily. Properly backing up your files as described in the first paragraph above is all you need to do to preserve your Orbis textbase.

If you have created or customized any of the following files, they should also be backed up. Any of these files will be active on a new computer if saved in the specified folder. You should be careful to copy only the files that you have created or customized to a new computer. Do not overwrite program files that may be in the same folders. For example, files in `Nbwin\Template` that have the extension `.SM` are academic style manuals which users should generally not customize. In new versions of Nota Bene, these files will be updated as necessary. However, if you create your own letterhead, giving it the extension `.LET` and saving it in `Nbwin\Template`, then you should maintain a backup copy of this file and copy it into `Nbwin\Template` on any new computer.

- Spelling Dictionary, including Auto Replace pairs: The default editable dictionary is `GENERAL.SPL` in `Nbwin\Users\Default`. Note that this file is automatically customized when you are using the speller and indicate that a word should always be ignored (i.e., not flagged as a misspelled word).

- Templates: Files that you have created and saved in Nbwin\Template.
- Customized keyboards: Files that you have created with the .KBD extension in Nbwin\Users\Default. (Note that when upgrades are released, changes are made to the standard NB.KBD and to other keyboards that are provided with the program. You may need to recreate your customized keyboard each time a new release is issued so that you have the benefit of keyboard access to new features as well as your customizations.)
- Phrase libraries: DEFAULT.LIB and any other .LIB files in Nbwin\Users\Default.
- Customized Frameworks: NB-USER.FWL in Nbwin\Users\Default.

Most NB users should not attempt to transfer changes that have been made to default settings through Tools, Preferences (e.g., default font size or default zoom setting) from one computer to another. These changes can be made directly on the new computer through the Tools, Preferences menu.

One easy way of backing up is to regularly copy your program folder to a backup location. The default name for the program folder NBWIN (but you may have selected a different name when you installed Nota Bene). All of the above-mentioned files are normally stored in subfolders of your program folder. So by backing up your program folder, you have a backup copy of your database, templates, spelling dictionary, etc. If you get a new computer, you can copy your NBWIN folder to your new computer and then install the program. By copying your program folder before you install, you put your databases and files that are stored in your program in the right place. You will still need to install Nota Bene on the new computer. Before relying on this method, you should verify that your database files are in subfolder of your main program folder, and of course, you need to know the name and location of your main program folder. You can verify the location of your Ibidem database files by opening your database in Ibidem and clicking **View, Information**.

See also:

Transfer to New Computer
Restore Original Files
Changing Default Setting
Templates
Customized Keyboards
Phrase Libraries
Ibidem Backup

5.1.1 Automatic Save and Backup

Nota Bene has three independent methods of automatically saving backup copies of your files. Backup files (.bak), autosave files (.tmp and ._##), and dated autosave files (.sav) may enable you to retrieve work that would otherwise be lost. These functions are not intended to replace a program of regularly backing up your files and storing them on a different computer or backup medium. See [Backup](#).

Backup Files (Filename.bak)

A backup file is created each time you save a previously created file. The backup file will be the previous version of the file that you have just edited. It will be saved in the same folder and it will have the same name, but the extension **.bak** will be added. For example, suppose you create a new file called **abc.nb** at 9 am. Later you open the file, edit it and save it using the same name at 10 am. The new abc.nb (the 10 am version) will overwrite the old 9 am version. However, the 9 am version will be saved in the same folder under the name **abc.nb.bak**.

If you inadvertently saved changes to a file, and then realize that you would like to go back to the previous version of the document, you can do this by opening the .bak file.

Autosave Files (Autosav#.tmp and Filename.nb_##)

The program automatically saves your files every 2 to 5 minutes, creating two different kinds of autosave files, Autosav#.tmp and Filename.nb_## (where # stands for an integer and filename.nb stands for the name of the file). These files are saved every two minutes if there is a pause in your typing, otherwise every 5 minutes. Autosave files are saved in the Autosave folder in your main program folder (e.g., C:\Nbwin\Autosave).

- Autosav#.tmp files are tied to the window that the file is opened in, not to the file itself. The first file you open in a Nota Bene session will be opened in window #1 and the corresponding Autosave file will be Autosav1.tmp. This file will be overwritten every 2 to 5 minutes. If you close the file in window #1 and open a new file in window #1, a new Autosav#1.tmp will be created, overwriting the old one. Thus, if these files are to be retrieved, you must do so immediately, before opening additional files. To determine which of the Autosav#.tmp files you want to open, look at the date and time and the size of the file. You can preview the file before opening it, by clicking the Preview button on the Open File dialog.
- Filename.nb_## files are tied to the file, not to the window the file is opened in. At the same time that the Autosav#.tmp file is created, a parallel autosave version is also made. The name used for this file is the filename you have assigned, the extension (usually .nb) and an added extension of ._00 (an underline, and the number zero + zero). Unlike with traditional Autosav#.tmp files, this file will not be overwritten the next time an autosave file for that same file is created. Instead, the first autosave file will be renamed to Filename.nb._01 and the most recent autosave file will be saved as Filename.nb._00 (using the name of the file in place of "filename.nb"). This process continues with new versions of the file being created and renamed every 2 to 5 minutes until you reach Filename.nb._09. After that, the older files are no longer saved.

Daily Autosave with Date (filename+YYYY+MM+DD.sav)

A third autosave file is intended to protect against inadvertently overwriting a large file with a small file and thus losing large amounts of text. The first time a file is saved on a given day, an additional backup is made. This backup is updated each time the file is saved, unless the file is shorter than the currently active backup, in which case the longer earlier backup is retained. Unlike the backup versions above, where new backups overwrite earlier backups as necessary, a new persistent backup is created each day, thus ensuring that you have access to the longest version of that file as it existed each day. These backups can be kept around indefinitely, or you can have NB delete them after a week has gone by.

Finding and Opening Autosave/Backup Files

If you think you have lost a file, you should look for and open any autosave or backup files before you do any other work. As soon as you open a file that has the extension .bak, tmp, ._## or .sav, you should save it to a different name with an .nb extension before continuing to edit the file. The automatic backup files can be opened in any of the following ways:

- If the file is not open, click File, Open. Browse to the file and click Versions.
- If the file is open, right-click on the on the Workspace tab, and choose Versions
- Browse to the folder that contains the file to look for .bak files
- Browse to the Autosave folder in your main program folder to look for .tmp files, ._## files or .sav files

Default settings for Autosave and Automatic backup can be changed. You can, for example, save up to

99 copies of autosave files for each file instead of just 10 (.00 through .09), or you can change the 2 to 5 minute interval for backup saving. To review the available options and/or to make changes, click **Tools, Preferences** and double-click on **Autosave**. For more information, see Autosave/Backup Default Settings.

See also:

[Saving a File](#)

File Open Dialog

Show Codes View

Backup

5.1.2 Autosave/Backup Default Settings

The default settings for autosave and backup files can be changed. For example, you can direct the program to save the autosav#.tmp files in any folder you choose. The .bak files cannot automatically be saved in a different folder, but this feature can be turned off.

To adjust the autosave or backup default settings:

- 1 Click **Tools, Preferences**
- 2 The **Preferences** dialog box will appear on your screen. Highlight **Autosave** and click the **Set** button.
- 3 The **Autosave and Backup Defaults** dialog box will appear on your screen.
 - Change the frequency of the autosave backups by typing in different minimum and maximum numbers. After the minimum time, Nota Bene will automatically save the file if you are not typing. If you are typing, the program will wait until you pause or until the maximum time is reached.
 - Specify a different folder in which autosave files are to be saved by typing a new drive and directory in the **Autosave Path** window.
 - The creation of backup files to a bak extension when you save can be turned off by clearing the check box.
- 4 Click **OK**. Close the **Preferences** dialog box by clicking **Close** (or by clicking the **X** in the top right corner).

The new defaults will be in effect immediately.

See also:

[Autosave and Automatic Backup](#)

5.1.3 Restore Original Files

Nota Bene provides you with a variety of customization options, enabling you to configure the program to your preferences. Sample files are provided that may be changed as you work with them to learn about important features in the program. You can restore any of the files that you have customized or changed to the original shipping version. To restore files to the original shipping version:

- 1 Click **Tools, Defaults**. The Customized Files dialog will appear.
- 2 Click on the file (or files) to be restored, then click the **Selected Files** button (or, to restore all files, click the **All Files** button).

If you restore the original files and want to go back to your customized version, you can restore your most recent customized version as follows:

- 1 Click **Tools, Defaults**. The Customized Files dialog will appear.
- 2 Click the **Restore Last Customized Version** radio button.
- 3 Click on the file (or files) to be restored, then click the **Selected Files** button.

See also:

[Basic File Operations](#)

[Changing Default Settings](#)

[Undo/Redo](#)

[Backup](#)

5.2 Transfer to New Computer

If you are setting up a new computer, you will want to transfer all your Nota Bene files and databases to the new computer. In addition, you may want to transfer templates, phrase libraries, your user dictionary, and other customized files. See the bulleted list of files that should be backed up on the Backup page.

One easy way of setting up a new computer is to copy your Nbwin folder including all subfolders to the new computer before installing Nota Bene. The Nbwin folder contains all of the customized files mentioned above, and it may also contain your Ibidem database(s) and your Nota Bene files. After copying the Nbwin folder to the new computer, install the program. Installing the program will update all of the program files, but it will not change your customized files. Finally, transfer any files or databases that are not in your Nbwin folder to the new computer.

If you prefer to install Nota Bene first (or if you have already done so), you can transfer all of the above-mentioned files after installation. It is recommended that you transfer the files to the same location on the new computer.

To transfer your Ibidem database to a new computer, you need to transfer the database files (and associated note-taking files, if any), and you need to add the database. For more information and instructions, see Ibidem Backup and Using a Database on Two Computers and Add Database.

Your Orbis textbase does not need to be transferred from one computer to another. If the files you wish to include in your textbase have been transferred to the new computer, your Orbis textbases can easily be re-created on the new computer.

5.3 Sharing a File with a Colleague

If you would like to share a file with a colleague who has Nota Bene, you can copy your file to a portable

storage device (e.g. a flash drive) or to another computer on your network, or you can send the file via email. For instructions, see [Copying a File](#) or [Send To](#). If you are using Nota Bene's Manuscript Files function, you should save your MST file as an NB file before sending. See [Transmitting a Manuscript](#).

If your colleague does not have Nota Bene and plans to use the file with another word processor, you can send the file in RTF format. To save your open file to RTF, click **File, Save As**, and select RTF from the Formats drop down list. If you are emailing the file, you can use the Send To option on the File menu. For detailed instructions, see [Send To](#) or [Converting Nota Bene Files to Other Formats](#).

If your colleague does not plan to edit the file, you can send the file in PDF format. To save your open file to PDF, click **File, Save As**, and select PDF from the Formats drop down list. If you are emailing the file, you can use the Send To option on the File menu. For detailed instructions, see [Send To](#) or [Converting Nota Bene Files to Other Formats](#).

If you would like to share a file with a colleague who has Nota Bene, and the file contains citations that have been generated from your Ibidem database, your colleague will be able to read, edit and print the file, but he/she will not be able to dynamically update citations or to add new citations unless he/she has access to your database. You can provide access to your database over a network or you can transmit your database to your colleague by saving it to a portable storage device or by sending it via e-mail. For instructions, see [Copying a Database](#).

Once the database has been copied to your colleague's computer, the following two steps must be taken:

- The database must be added to the Ibidem database list on your colleague's computer. Instructions are provided by links from [Copying a Database](#) or go directly to [Adding a Database](#).
- The document style must be reset on your colleague's computer. By setting the document style, you insert information into the document that tells the program where to find the database. Since the database may be in a different folder on your colleague's computer, you must reset the document style. For instructions, see [Resetting Document Style](#).

See also:

[Camera-Ready Copy](#)

5.4 Cloud Storage

“The cloud” means different things to different people. In the fullest sense, it refers to a program/application that is hosted on/run from an external server, and which can thus be accessed by multiple users at the same time, even working in a collaborative mode. This is possible because the data itself is similarly stored on the external server (even if there is some temporary caching on the local client machine).

In contrast, there is a more wide-spread and popular usage, according to which “the cloud” refers simply to the ability to have one’s data accessible from multiple machines, even if the data is actually stored locally. This is made possible by what are called file-synchronization programs (such as OneDrive, iCloud, Dropbox, SpiderOak, SugarSync, and the like). These systems work by (a) providing external storage of your data on the servers of the application program, and (b) having software that sends that externally stored data to the specified location on each of the local machines that access that shared data.

It should be clear that the full cloud systems are the only ones that can reliably handle multi-user and

even simultaneous access to the data, since the data actually exists — and is changed — only in a single place. In contrast, when working on file-synchronization systems, one is always working on copies of data, which the synchronization programs try to keep in sync using their own proprietary rules. This works well as long as changes are not being made simultaneously on copies on multiple machines. When this happens, the cloud program may be unable to fully synchronize the changes, and so this must be done manually. To avoid such problems, when using file-synchronization software, you should ideally exit the software on one system before opening it on another. (If you have made changes on different computers, you will need to rely on the file-synchronization program to try to reconcile all changes, and it may not be able to do so without your manual intervention.)

Nota Bene does not currently work as a cloud program in the full technical sense, as described in the first paragraph. But Nota Bene does support the cloud in the second — file-synchronization — sense. Although some may argue that “the cloud” should only refer to the former, not the latter, in popular usage it’s actually the latter sense that seems to predominate. Accordingly, the notes below use “the cloud” and “file-synchronization” interchangeably.

See also:

Creating a Cloud Drive
Cloud/File Synchronization Setup Dialog
Cloud Storage: Ibidem
Cloud Storage: Orbis
Cloud Storage: Links to Other Files
Cloud Storage: Macs

5.4.1 Creating a Cloud Drive

In order to store and access your Nota Bene data in the cloud — your documents, Ibidem databases, note-taking files, and your Orbis textbases — you need to do four things. These are outlined first, and then described in more detail below:

- 1 Set up the file-synchronization software on each computer, following the instructions provided by the developer of that software, to create a sync folder.
- 2 Create subfolders for Nota Bene files under the synchronization folder, making sure that these are identical on all computers.
- 3 Copy your files into these new Nota Bene subfolders on at least one computer.
- 4 Set up Nota Bene sync drive designation

1 SET UP FILE-SYNCHRONIZATION SOFTWARE

When you install file-synchronization software on your various computers, the software creates a “sync folder” — a folder on each computer that contains all the files that are also stored on the program’s servers.

The location of this sync folder can vary widely. If all of your computers are running the same operating system, the sync folder is likely to be in the same location/path on all the computers. But when these run different versions of Windows, or different operating systems entirely, such as Mac iOS, the location/path will almost certainly differ. For example:

Windows — c:\users\johnsmith\cloudfolder
Mac — z:\users\jsmith\cloudfolder

Or, to use a more specific example:

Windows — c:\users\johnsmith\dropbox
Mac — z:\users\jsmith\dropbox

Note that this first step of installing the sync software is done outside of Nota Bene, and is totally independent of it.

2 CREATE NOTA BENE SUBFOLDERS

Once the file-synchronization software is installed, and the shared folder created, you should create additional folders (still working at the operating system level) to help organize your Nota Bene data that you want to be able to be shared across systems. While you could in theory store all your Nota Bene files and Ibidem databases, etc., directly in this base sync folder, it makes much more sense to create another folder, with subfolders, in that base sync folder to hold Nota Bene files of different types. You can set this up in any way you like, but we recommend something like the following:

- A. Create a “NOTA BENE” folder at the top level of this sync folder
- B. Under that NOTA BENE folder, create the following folders and subfolders
 - (1) DOCUMENTS
 - a. Under this folder, create whatever set of subfolders help you best organize your files
 - (2) USER
 - a. This folder will be used to save spelling dictionaries, phrase libraries, etc., as described below
 - (3) IBIDEM
 - a. Folder for database 1
 - b. Folder for database 2 (if you have more than one Ibidem database), etc.
 - (4) ORBIS TEXTBASES
 - a. This is the folder to use for your Orbis management files

It's essential that this Nota Bene folder structure is identical on each system. The most reliable way to do this would be to set this up on one system, and then let the file-synchronization system replicate it on all the others. (This should be done automatically by the software; if not, you will need to do it manually.)

3 COPY ALL YOUR FILES TO THE NEWLY CREATED FOLDER IN THE SYNC FOLDER

Once this new folder structure has been created, you need to copy the following files to the appropriate subfolder:

- A. Your Nota Bene documents
- B. Your Ibidem database files (including any note-taking subfolders)

Note that you should not copy any Orbis management files, since you will need to re-create the textbase(s) once cloud setup is complete.

In addition, you should probably not copy your user spelling dictionaries and phrase libraries and auto-expand list, since this can be done more easily during cloud setup (File, Cloud / File-Synchronization,

Options).

Note that you should only need to do this on one system — the file-synchronization software should automatically bring other computers into sync once one computer has the files in the proper locations.

4 CREATE THE NOTA BENE SYNC DRIVE

Since Nota Bene uses specific file locations — drive + path + filename — to identify, open, save, and process files, it's vital that the files, databases, and the like share the same location across all systems.

And, as noted above, that is something that is not likely to be the case when running file-synchronization software, precisely because the synchronization folder may very well have a different drive and path location depending on what systems it is installed on. This location may be identical across all systems if you are using the same version of the operating system on all the computers from which you want to access the shared data, and if your user name is identical on all these computers, if either one of those conditions is not met, the path to this synchronization folder will be different, such as when using PCs running Windows, and Macs running iOS (or even when running Windows XP on one system and Windows 10 on another).

Nota Bene provides a way to make these different paths identical — it lets you set up a sync drive that is another name, or alias, for the different drive and paths, one that can be used across all of your computers.

Before explaining how this works, it's probably important to note that term “drive” may be new to Mac users, even if Windows users are familiar with it. In Windows, and in Unix, letters of the alphabet are assigned to different data-storage devices, such as hard drives, DVD drives, flash cards, and the like. Traditionally, the following drives are encountered:

- A. Floppy disk drive (even now that almost no systems come with floppy drives)
- B. Second floppy disk drive
- C. Primary hard drive on Windows systems
- D. CD or DVD drive

Additional devices — external drives, flash drives, and the like — are then assigned the next available letter of the alphabet, such as E:, or F:, etc..

Although the Mac iOS normally hides this from users, there is in fact another drive designation that is important when using Nota Bene:

Z: The main hard drive

The remaining letters of the alphabet are generally not used for designations of storage devices, but — this is a well-hidden secret — can be used as shortcuts to specific locations on your system. For example, you might have a folder named:

C:\Users\JSmith\My documents\My dissertation\Notes\Medieval philosophy\Scotus

While you could always open these folders one by one, to get to the bottom-level folder where your notes on Scotus (for example, “Early work.nb”) were saved, you could simplify access to these files by mapping the S drive (for “Scotus”) to that folder. Unfortunately, this is not easily done using standard Windows programs, but once this mapping is created:

- A. You will see a new entry in the list of drives available on the system (in File Explorer/My Computer)
- B. You can access files that use this mapped drive using either the full path, or the shortened alias:

C:\Users\JSmith\My documents\My dissertation\Notes\Medieval
philosophy\Scotus\Early work.nb
or
S:Early work.nb

It's this ability to use drive designations to stand in for full paths that lets Nota Bene 12 work with file-synchronization programs to share data stored in the cloud. Specifically, NB 12 (unlike Windows or Mac iOS itself) provides an interface to let you create such a mapping. To continue with the example above, and using N: as the mapping drive (it's usually free, and goes well with "Nota Bene"), you would have:

Windows	N:	equals	c:\users\johnsmith\dropbox
Mac N:	equal		z:\users\jsmith\dropbox

When applied to subfolders:

Windows		N:Nota Bene\Documents
	equals	
		c:\users\johnsmith\dropbox\Nota Bene\Documents
Mac		N:Nota Bene\Documents
	equals	
		z:\users\jsmith\dropbox\Nota Bene\Documents

As you can see, creating a sync drive creates a common name that can be used to refer to files that would otherwise have different address locations. And this lets Nota Bene always find the right file, even when they are shared across systems, since the location that is stored in files, databases, etc., on the synchronization program's server is not specific to any of the machines that access it, but is instead common to all.

One final note: once you create this cloud drive, it should appear in all the dialogs in which you can select files (to open, save as, as locations for Ibidem databases, and when creating Orbis textbases, etc.), although it will usually be lower down in the drive list, since they appear in alphabetical order.

Since the original drive and path location will also appear, it's important, when working on files, databases, etc. that you want to share, to select the version from the sync drive — that way, if the location of the file, database, etc. is saved along with the data, a location recognized by all computers that access that shared data will be saved, not a location available on some computers, but not others.

To make this clear, a new example might be helpful: Suppose folders were set up under the main synchronization drive, as follows (this example only describes the setup on one computer; the same rules would apply to all other computers set up to use this cloud drive):

C:\USERS\JANE\DROPBOXNOTA BENE\DOCUMENTS

Suppose further that you had a file named "Hermeneutics in Gadamer and Frei.nb"

This file would be accessed in different ways depending on whether you used the full path, or the alias:

Full path — you would open the C: drive, and then open each of those folders in sequence: USERS > JANE > DROPBOX > NOTA BENE > DOCUMENTS, where you would find your file

Cloud alias — you would open the N: drive, and then, immediately, the NOTA BENE folder, followed by the DOCUMENTS folder, to find your document.

Note that you won't find USERS\JANE\DROBOX under N:, since that longer path is precisely what has been replaced by the shorter N: drive designation. But while you should always use the new alias for any files or databases that you want to share, as described above, it's the identical file that is opened whether you use the original (full) path, or the shortcut N: — these different names refer to the same physical location, and it does not matter which you use to open it, as long as you are not concerned about saving data in the cloud.

If your file(s) contain links to other files, see Cloud Storage: Links.

If you are using a Mac, see Cloud Storage: Macs.

See also:

Cloud Storage

Cloud/File Synchronization Setup Dialog

5.4.2 Cloud/File Synchronization Setup Dialog

Before setting up your program for cloud storage, please read Creating a Cloud Drive. If you are using a Mac, please read Cloud Storage: Macs.

Make sure that you have set up your cloud synchronization program, moved any files that you wish to store on the cloud to your synchronization folder (your cloud folder), and selected a letter that is available on all of your computers for your virtual cloud drive. The instructions in this section of NB Help use the letter N as the letter for your cloud drive, but you can select any letter that is available on all of your computers.

To set up your program for cloud storage:

- 1 Click **File, Cloud/File Synchronization**.
- 2 Select your Cloud Program (e.g., Dropbox, OneDrive, etc.)
- 3 Enter the location of cloud folder for this computer.
- 4 Enter the letter that you plan to use for your Virtual Cloud Drive (e.g., N).
- 5 Click **OK**.

To add frequently used customized files (your user dictionary, phrase libraries and auto-expand list) to your file-synchronization folder, click the Options button. See Cloud/File Synchronization Options Dialog.

See also:

Cloud Storage

5.4.3 Cloud/File Synchronization Options Dialog

In addition to your data files, Ildem databases, and Orbis textbases, there are a few customization files that may be changed with some regularity during your use of Nota Bene, and you may also save these in the file-synchronization folder. Customization files include your user dictionary (words and replacement pairs that you add to the dictionary), phrase libraries and auto-expand list.

To add these files to your file-synchronization folder, click the Options button on the Cloud/File-Synchronization Setup dialog.

There are two required setup steps on the first computer you set up, and one on all other computers that access this shared file-sync system.

The first computer should be the one in which you have your fullest/most recent versions of your user dictionaries, phrase libraries, and expand list, since those are the versions of these files that will be used on all of the systems.

On the First Computer:

- 1 Type or select (use the Browse button) the desired subfolder on the synchronization drive.
- 2 Select from the list of user files that can be accessed from this shared folder.
 - Check the box in front of the desired option.
 - When the list of the available files in the standard installation folder are shown, select those that you want moved to the shared cloud folder, and click the [>] button to copy them there.

On All Other Computers:

- 1 Type or select (use the Browse button) the same subfolder on the synchronization drive. You should see that the files are already be in that location, since they will have been copied there by the file-sync system when setting this up on your first computer.

Notes:

- Normally, you would make sure that all of the files in the original Nota Bene location are copied to the shared sync folder, but if there are any reasons to exclude a particular file, you can skip it.
- The files are only copied to the shared folder system, not deleted from the original location, so you can revert back to the original non-shared folder. However, while these files are set up to be used from the shared folder, changes to them (such as words added to the user dictionary) will be saved only to the shared version, not to the versions in the original local install folders.
- You can click the green rotating arrow icon to display the files for the appropriate category even if it is not checked.
- There are other customization files, but these either:
 - Are not changed often enough during normal use, and can thus be copied manually (but they must be copied to the original NB install location on the other computer[s], not to the shared folder), or
 - Refer to data that is may be specific to individual computers (for example, the list of most recently used files may reference files opened from folders on your system that are not synchronized).
- For more information about customized files that should be backed up, see Backup Overview.

See also:

Cloud/File-Synchronization Setup dialog.

5.4.4 Cloud Storage: Ibidem

How you set up Ibidem for access in the cloud depends on the status of the Ibidem database. All of the explanations that follow assume that the cloud folder is already set up on each of the computers in question. See [Creating a Cloud Drive](#).

In all the scenarios described below, remember that when designating the location in the cloud, the N: (cloud) drive does not only replace the traditional C: or D: drive designation, but instead replaces the full drive and path to the parent cloud folder. To make sure that you are designating this correctly, you may want to use the Browse button on the relevant dialogs, rather than typing in the location by hand.

Before setting up a new database or moving an existing one to the cloud, you should create the desired subfolders for the database under the main cloud folder. You could, for example, have a main NOTA BENE folder under the cloud folder, with a separate subfolder for your documents and for your Ibidem database(s) under that folder, or you could create parallel subfolders for your documents and your databases immediately under the main cloud folder.

In most cases you will have only a single Ibidem database. However, if you have multiple databases for any reason, we recommend setting up a different subfolder for each one. For example, you might have:

N:\NOTA BENE\IBIDEM\DATABASES\DISSERTATION

and

N:\NOTA BENE\IBIDEM\DATABASES\CRIMINAL JUSTICE REFORM

instead of only

N:\NOTA BENE\IBIDEM\DATABASES

Creating a New Ibidem Database

On the first computer, create the database in the desired subfolder on the N: (cloud) drive. This will create all the necessary files, including any folders needed for note-taking files, in the shared location.

Note that the option on the File, New Database dialog to create a multi-user/network database should not be used — it was not designed for a file-synchronization system, such as those programs that allow access to your data from multiple computers without supporting true file sharing. See [File Sharing and File Synchronization](#).

On all other computers, click **File, New Database, Add Existing**, and then specify the same N: folder as on the first computer

An Ibidem Database Already in the Synchronization Folder

On one of the computers, click **File, View Note-Taking Links**, and change the location of the note-taking files to the N: (cloud) drive. You only need to do this on one computer, since this will change the database configuration file for all computers.

On all other computers, go to **File, Maintain Database**, and click **Adjust Location** to change the

older (computer-specific) cloud location to the new universal cloud designation.

While this is not strictly necessary (when Ibidem opens a database, it finds the database by checking for its short name, which is already shared across all the computers, not its location), having the same location (as shown under the File, Open Database and File, Maintain Database dialogs, for example) reduces the chances for confusion.

Moving an Existing Database to the Cloud

On one of the computers:

- 1 With the database open, click **File, View Information**, and make a note of the current location of the database.
- 2 Using File Explorer on a PC or Finder on the Mac, copy all the database files and the note-taking subfolder(s) from that location to the desired Ibidem database folder under the synchronized folder (see the notes above), making sure that all of the following files and folders are copied:
 - All of the files that begin with the database name, with various extensions (there should be at least a dozen, and sometimes even over 100, depending on the database). Note that when browsing to that folder using File Explorer or Finder on the Mac, you can select either the original longer path, or the shorter alias — after all, they both refer to the same physical location.
 - All the note-taking subfolders in the folder where the database files reside; these share the name of the database, with a number (1 to 99) after them, as necessary. For example, for a database named ExLibris which has note-taking files, there would be a folder named ExLibris1 and, if you have more than 8192 note-taking files, another one named ExLibris2, and so on.
- 3 Return to the open database in Ibidem, click **File, Maintain Database**, and click **Update Location** to change the location from its original (non-cloud) location to the new cloud location.
- 4 Click **File, View Note-Taking Links**, and change the location of the note-taking files to the N: (cloud) drive.

On all other computers, click **File, New Database, Add Existing**, and then specify the same N: folder as on the first computer

General Notes

Regardless of the how the database originated, see Linked Files for important restrictions on the location of other files that you want to access via Ibidem's link menu.

Finally, when using Ibidem in a file-synchronization system, it is very important that you exit Nota Bene on one computer before opening it on another. See File Sharing and File Synchronization.

See also:

Cloud Storage

5.4.5 Cloud Storage: Orbis

Unlike with Ibidem, where you can use existing databases in the new cloud-enabled version of Nota Bene, Orbis textbases that you want to use in the cloud must be created from scratch. That's because Orbis uses specific drive+path locations to identify the included files. However, once a new cloud-enabled Orbis textbase is created, you should be able to access it from all computers from which you want to access your data.

To create an cloud-enabled Orbis textbase:

- 1 Make sure that all the files that you want to include in the textbase are in folders under the synchronization folder.
- 2 Set up an Orbis textbase management folder under the synchronization folder if you have not already done so (e.g., N:\ORBIS TEXTBASE, or N:\NBWIN\TEXTBASE)
- 3 When creating a textbase, select this as the location for the management files
- 4 When selecting the files to be included in the textbase, you must select them from the N: (alias) folder (even though they will also appear, and be selectable, under the actual physical location [e.g., C:\USERS\JANE\DROPBOX\DOCUMENTS] to which the alias refers).

This last step is critical: In order for Orbis to find the files that you want to search, you need to select them using the alias that is common to all computers from which you want to access that textbase. For example, the following may all refer to the same location:

C:\USERS\JANE\DROPBOX\NB DOCUMENTS (computer #1, running Windows)
Z:\USERS\JANEJONES\DROPBOX\NB DOCUMENTS (computer #2, a Mac)
N:\NB DOCUMENTS

But only if files are added using the N: location will they be accessible from all computers using that alias drive name.

Finally, when using a file-synchronization system for Orbis, it is very important that you exit Nota Bene on one computer before opening it on another. See File Sharing and File Synchronization.

See also:
Cloud Storage

5.4.6 Cloud Storage: Links to Other Files

Nota Bene allows you to include references/links to other files, including:

Nota Bene (word processor)
 Insert, Hyperlink/Hotkey
 Insert, Image/Objects
Ibidem — links to PDFs or other NB files (under the Links menu)

Not surprisingly, if you want your document files and Ibdem records that reference these external files to be able to find them on all computers, the files that are referenced/linked must also be in some folder (or subfolders) under the shared synchronized drive.

The only exception is that images/objects for which you selected the Embed Copy, rather than the Set Link, option (see Insert, Image/Object, Insert Image/Object) — the data for these images/objects is embedded in the file, and the original source location is neither remembered nor needed.

Note that files and/or databases already created that reference links that are either to file locations not in some shared drive+path, or which reference those using a specific drive+path that is applicable only to some, but not all, computers accessing NB files and databases in the cloud, will not be able to be opened on computers that do not share that exact same drive+path. However, should you encounter an error when opening a link, either from within NB, or inside Ibdem, you can always (a) make sure that the file is actually accessible from a shared location, and then (b) edit the link to use the shared alias that is identical on all systems.

See also:

Cloud Storage
Links

5.4.7 Cloud Storage: Macs

On the Mac, the synchronized iCloud files are stored in ~/Library/Mobile Documents. (The tilde symbol is a shortcut for your user/home folder.)

This folder can be accessed in Finder or in Nota Bene.

In Finder:

This Library folder is normally hidden, so unless you change this (see below), it won't show up under Finder > Go. But you can access it in either of the following ways:

- Go to Finder > Go > Go to Folder, and typing in the name (~/Library)
- Press the Option key when the Finder > Go menu is displayed

On newer versions of the Mac OS, you can unhide this folder so that it shows up in all contexts by selecting that option under Finder > View > Show View Options.

In Nota Bene:

Unlike in Finder, the Library folder shows up in your user folder (along with Documents, Movies, Music, etc.), whether in the File Open/Save As dialog, or when browsing to folders from any NB dialog (as when creating Ibdem databases and Orbis textbases)

See also:

Cloud Storage

5.4.8 File Sharing and File Synchronization

There is a big difference between a true file-sharing/file-locking system, and a synchronized folder system (such as these various data-accessible-from-anywhere programs provide).

The former allow simultaneous access to the same files and records, even to the same fields, by locking files as necessary, to make sure that changes made to the same data from different computers do not conflict with each other and — much worse — corrupt other related files, such as indexes for databases.

Synchronized systems do not do this. Instead of relying on standard functions that manage differences between files, each system tries to synchronize files according to its own rules, and — again, to make matters much worse — according to its own timing algorithms. And in many cases, it is simply unable to fully synchronize the data automatically, thus resulting in separate “conflicted copy” versions that require manual processing. Together, these procedures can wreck havoc to sophisticated multi-file systems such as Ildem and Orbis: imagine, for example, how disastrous it would be if a synchronization program such as Dropbox tried — with absolutely no idea of the structure of the indexes — to sync two different indexes (composed of a sophisticated sent of binary pointers).

In the absence of true file-sharing system, the only safe way to access high-level multi-file systems from multiple computers is to make sure that you close down the programs running on the current computer — in this case, not only Ildem and Orbis, but Nota Bene itself — when finished working on that computer, and before moving to the next.

If you follow that simple rule, everything should work well. But it is very important that you do follow it.

See also:

Cloud Storage

6 Manuscript Files

Manuscript Files are used to manage dissertations and other book-length manuscripts. You can use separate files for each chapter and then combine the chapter files into one manuscript with consecutive page numbering and proper placement of notes and bibliography. Move easily between individual chapter files and the full manuscript file.

- [Manuscript Files Overview](#)
- [Creating a Manuscript Control File](#)
- [Editing a Manuscript Control File](#)
- [Opening a Manuscript Text File](#)
- [Manuscript Control File Properties](#)
- [Manuscript Files: Note Numbering](#)
- [Manuscript Files: Endnote Placement](#)
- [Manuscript Files: Extra Pages](#)
- [Transmitting a Manuscript to Others](#)
- [Printing Manuscript Files](#)

6.1 Manuscript Files Overview

A manuscript is a longer document (a book, multi-part grant proposal, or manual) composed of individual files (such as chapters) which are normally created and edited as separate files until combined into a manuscript, usually for printing.

Nota Bene's manuscript file feature lets you take advantage of the benefits of two ways of working:

- You can work on individual chapters during the initial stages of writing and editing, or whenever doing so makes sense.
- You can work on the entire document, especially during the last stages of editing and when printing out the final copy.

Benefits of working on individual chapters separately

When working on a longer project, many people prefer to work on shorter individual sections, such as chapters, at a time. This not only makes writing and editing faster (since all software can handle smaller sections of text more easily), but also enables other options not possible when working on the entire document at once.

For example, if you are working on a book with seven chapters, and want to see how the argument in chapter three is related to the analysis in chapter five, you could (assuming you've decided to create individual chapters) open both chapters in separate windows, find the relevant portion of each chapter, and then (whether you split the screen to show both chapters on the screen at the same time or not) move between the two locations by simply switching windows. If you tried to do the same thing without having created individual chapters, instead combining all the individual chapters into a single file, it would be much more difficult to move back and forth between the two sections you were working on – you would have to search to find the second section, read or edit what is there, and then try to find your way back to the first section that you were editing.

Another context where working on individual chapters may make more sense is when the larger document you are working on requires end notes from all the chapters to be gathered together at the end of the document. But in most cases, you don't need to see all the end notes from the entire document while working on a particular chapter – in fact, seeing all end notes, rather than only those associated with the current chapter, may be confusing.

Benefits of working on full manuscript at once

On the other hand, there are clearly times when it is advantageous to work on the entire project at once, such as when you want to:

- Spell check
- Search for the same text throughout the entire document
- Perform last-minute checks for consistency
- Print the entire longer document at once

And there are still other times when there is no alternative to working on the entire document as a single file. You would need to do so:

- To generate a bibliography for the entire document
- To enable cross referencing (backwards and forwards)
- To enable automatic numbering (pages, notes, counters) across the entire document (you could

always, of course, manually reset the starting numbers of pages, notes, and counters in each chapter, but this requires more work)

- If you want all the end notes from the entire document to be printed together at the end of the document, rather than at the end of each individual chapter

Manuscript Control Files and Manuscript Text Files

Nota Bene makes both ways of working possible by using a "manuscript control file." This file lists the names and order of all the individual chapters in the larger document, along with other properties of each chapter, such as whether you want end notes which may originally appear at the end of each chapter to be instead gathered at the end of the entire larger document. The manuscript control file has the extension .MSC. The Manuscript Files dialog (File, Manuscript Files) is used to create the manuscript control file, and to change its properties.

When you want to work on the full manuscript, the Manuscript Files dialog can be used to open a "manuscript text file" that contains all of the individual files that are specified in the manuscript control file. The manuscript text file has the extension .MST. You can edit your manuscript text file directly, and when you close the file, Nota Bene splits the file up again into its component parts, preserving in each individual file whatever changes you made to that portion of the larger file. You can use the spell checker, print or anything else in the manuscript text file just as you would in any Nota Bene file. As long as the file has the .MST extension, any changes that you make will be written back to the component files when the file is closed.

You can work in the manuscript text file or in the component files (i.e., the chapter files), but not simultaneously. Component files should be closed before opening the manuscript text file, and they should not be opened until the manuscript text file is closed.

The manuscript text file or .MST file is linked to the component files and cannot be used on a computer that does not have the same component files and the same manuscript control file. If you want to use the full manuscript on another computer, you should save the file as an .NB file. Click File, Save As and change the extension to .NB (or choose your own extension, but not .MST). If you want to transmit the manuscript text file to someone who does not have Nota Bene, you can save it as an RTF file (click File, Save As and choose Rich Text Format in the Formats box of the Save As dialog). An RTF file can be opened by Word or WordPerfect. Once you have saved the file as an .NB file or an .RTF file, any changes that you make will no longer be written back to the component files.

See also:

Creating a Manuscript Control File
Manuscript Control File Properties
Opening a Manuscript Text File
Document Overview Dialog
Layout/Element Map

6.2 Creating a Manuscript Control File

A manuscript control file lists all of the files to be included in the manuscript and specifies certain properties of the individual files such as whether or not end notes are to be suppressed (so that they can be inserted at the end of the entire manuscript). The manuscript control file has the extension .MSC.

To create a manuscript control file:

- 1 Click **File, Manuscript Files**. The Manuscript Files dialog will open.
- 2 Click the radio button to Create Manuscript Control File
- 3 In the Filename box, fill in a filename for your manuscript file, with no extension. The .msc extension will be added automatically. In most cases it is best to accept the default setting for the location of the manuscript file, but if you prefer to save your manuscript control file in a different folder, you can fill in a different location, or click the browse button to the right of the Location field to browse to a different folder.
- 4 Click **OK**
- 5 In the Open File dialog, use the diagram of folders on the left to **browse** to the files you wish to include in your manuscript file. Once the folder is selected on the left, the files will be displayed on the right side of the dialog. Double click on the files to include in your manuscript file.
- 6 Files can be deleted from the list by clicking to highlight the file and then clicking the "Remove File from List" button on the right edge of the dialog (a button with a scissors). The order of files to be included can be changed by highlighting one of the files and clicking the arrow buttons on the right edge of the dialog to move the highlighted file up or down in the list.
- 7 Click **OK** after selecting files and making sure that they are in the correct order.

After creating a manuscript control file, you can use the Manuscript Files dialog to review the properties of the component files that are specified in the management control file, or to open the manuscript text file for editing. You can also add or remove files from the management control file at any time.

See also:

[Opening a Manuscript Text File](#)
[Editing a Manuscript Control File](#)
[Manuscript Control File Properties](#)
[Manuscript Files](#)

6.3 Editing a Manuscript Control File

Once a manuscript control file has been created, the files to be included, or the order in which they appear, can be changed or edited as follows:

- 1 Click **File, Manuscript Files**. The Manuscript Files dialog will open.
- 2 Click the radio button to Edit Existing Manuscript File. Type in the location and filename of the manuscript control file or **browse** to select the file.
- 3 Click the radio button to Add and/or Remove Files in Manuscript Control File
- 4 Click **OK**. The Open File dialog will appear on your screen.
- 5 In the Open File dialog, use the diagram of folders on the left to **browse** to the files you wish to include in your manuscript file. Once the folder is selected on the left, the files will be displayed on the right side of the dialog. Double click on the files to include in your manuscript file.
- 6 Files can be deleted from the list by clicking to highlight the file and then clicking the "Remove File from List" button on the right edge of the dialog (a button with a scissors). The order of files to be included can be changed by highlighting one of the files and clicking the arrow buttons on the right edge of the dialog to move the highlighted file up or down in the list.

- 7 Click **OK** after selecting files and making sure that they are in the correct order.

See also:

[Manuscript Files Overview](#)

6.4 Opening a Manuscript Text File

A manuscript text file is the file that contains the full manuscript. It is created by combining individual files according to instructions found in a manuscript control file (an .MSC file). Nota Bene manuscript text files have the .MST extension. Each time a manuscript text file is opened, Nota Bene creates a new file incorporating the latest version of each component file. The manuscript text file can be edited and/or printed as you would edit or print any Nota Bene file. Each time a manuscript text file is closed, NB writes the changes back to the individual component files and deletes the manuscript text file. The .MST file contains markers indicating the names of individual files along with date and time-stamp information.

If for some reason Nota Bene is shut down while this file exists, the next time you start NB you will receive an error message that the file already exists and that you should overwrite the existing file or choose a new name without the MST extension.

To open a manuscript text file:

- 1 Make sure that none of the component files are open.
- 2 Click **File, Manuscript Files**
- 3 Click the radio button for Edit Existing Manuscript File. Type in the location and filename of the manuscript control file or [browse](#) to select the file.
- 4 Click the radio button to Open Manuscript Text File For Editing
- 5 Click **OK**. Your manuscript text file with the .MST extension will be created and called to screen for viewing and editing.

Note that you should not open any of the component files while the MST file is open.

The MST file can be used only on the computer on which it was created. If you need to use the MST file on another computer or transmit it to someone else, you should first save the file as an NB file or as an RTF file. See [Transmitting a Manuscript to Others](#).

The Layout/Element Map provides a convenient way of viewing the structure of the manuscript, moving through the document, editing elements, and making sure that it is consistent. Click **View, Layout/Element Map** or press **Alt+Y** to open this map on the left side of your screen. See Layout/Element Map.

See also:

[Creating a Manuscript Control File](#)

6.5 Manuscript Control File Properties

In addition to a list of files to be included in the manuscript, the management control file (.MSC file) includes the following information about the component files:

- Should the component file always begin on a new page?
- Should end notes that are part of the component file be suppressed so that all end notes can be printed at the end of the manuscript?
- Should any reference list that is part of the component file be suppressed so that one reference list for the entire manuscript can be compiled?

These properties can be changed for each component file:

- 1 Click **File, Manuscript Files**. The Manuscript Files dialog will open.
- 2 Click the radio button to Edit Existing Manuscript File. Type in the location and filename of the manuscript control file or **browse** to select the file.
- 3 Click the radio button to Set Properties for Individual Files in Manuscript Control File.
- 4 Click **OK**. The Open File dialog will appear on your screen.
- 5 The list of component files will be on the bottom half of the dialog under the columns headed Filename, Endnotes, and References.
 - To force a component (chapter) file to begin on a new page, click to check the box to the left of the file name. **NOTE:** If a chapter ends with endnotes, the following file always begins on a new page, regardless of whether the box is checked or not.
 - To suppress the endnotes or reference list for a chapter so that so that they will all be collected and printed at the end of the entire manuscript, click to highlight a component file, and click **Edit**. From the Endnotes and References dropdown lists, select either Suppress or Retain. To collect all notes and bibliographic references at the end of the manuscript, suppress both options for all component files except the final file.
- 6 Click **OK** on the Open File dialog and **OK** on the Manuscript Files dialog.

6.6 Manuscript Files: Note Numbering

Formatting of footnotes and endnotes should be consistent for each component file of a manuscript. You can choose to number notes sequentially through the full manuscript, or restart note numbering with each chapter.

To set the note numbering in each component file:

- 1 Open the component file.
- 2 Click **Format, Notes, Series 1:Footnotes/Endnotes**. The Note Format dialog will open.
- 3 At the bottom of the dialog, select an option from the Numbering Sequence dropdown.
 - **Begin Sequential** will start numbering the notes in the chapter from 1 (or the Start At number you specify in the same dialog).

- **Continue Sequential** will number the notes in the chapter starting with the number after the last number in the preceding chapter. (e.g., if the last note in Chapter 2 is note 40, the first note in Chapter 3 will be 41.)
- **Restart On Each Page** will reset the note number to 1 on every page of the file.

Note numbering can also be set within the MST file.

- 1 Click **Format, Document Overview**. The Document Structure dialog will open.
- 2 Click the **Notes** tab.
- 3 Click to highlight the chapter number and make sure that the Format and Number radio button is selected.
- 4 Click **Edit**. The Note Format dialog will open. You can change the Numbering Sequence option as above.

See also:

[Manuscript Files: Endnote Placement](#)
[Note Format Dialog](#)

6.7 Manuscript Files: Note Placement

You can choose to place endnotes at the end of each chapter or at the end of the manuscript file. You can also have chapter headings dividing each section of endnotes,

Formatting of footnotes and/endnotes should be consistent for each component file of a manuscript. To set the note placement setting in each component file:

- 1 Open the component file.
- 2 Click **Format, Notes, Series 1**. The Note Format dialog will open.
- 3 Select the Endnotes radio button and click **Placement**. The Endnote Location dialog will open.
- 4 Select the End of Document radio button.
- 5 Click **OK**.

Note placement can also be set within the MST file.

- 1 Click **Format, Document Overview**. The Document Structure dialog will open.
- 2 Click the **Notes** tab.
- 3 Click to highlight the chapter number and make sure that the Location radio button is selected.
- 4 Click **Edit**. The Endnote Location dialog will open.
- 5 Select the End of Chapter or Section radio button.
- 6 Click **OK**.

Alternatively, endnote placement can be set by clicking **File, Manuscript Files, Set Properties**

To add chapter headings dividing each section of endnotes:

- 1 Click **Format, Notes, Series 1** (or Series 2 or Series 3)
- 2 Check the **Include Chapter-Divider Text** option, and click **OK**.
- 3 Click **Format, Notes, Author Note/Divider Text**, and add the text you want. You can change the alignment, font, add extra blank lines, etc.

For more information on how the NF (No Footnotes) and DF (Dump Footnotes) commands are used to place endnotes, see [Creating Endnotes: action line](#).

See also:

[Manuscript Control File Properties](#)

[Manuscript Files: Note Numbering](#)

6.8 Manuscript Files: Extra Pages

If you find that there are extra pages at the end of each chapter, use either one of the following methods to delete the extra pages.

Method 1

If you used frameworks/outlines or academic styles, open each chapter file individually, switch to codes view or draft view, and delete everything after the final OB command. The final OB command (<OB> alone, without any arguments inside the command brackets) marks the end of the framework structure. Normally there will be no text after the final OB command. However, if you do have text after the final OB command (i.e., text after the framework structure ends), you should not use this method.

Method 2

From within the manuscript text file, go to the end of each chapter, switch to codes view or draft view and delete any unwanted PG commands.

- You do want a <PG> before the codes that begin the manuscript file (i.e., the <NT/9 {[.....]c: \folder\file}>), but you do not want multiple PG commands.
- There is often a <USDEFAULTS> there between the PG and the manuscript-file codes; you want to retain that.
- A PG command should normally be followed by a paragraph marker (inserted by pressing Enter). If the <PG> is immediately followed by text, then the page will break at the end of the line, not exactly at the point of the PG command.

See also:

[Editing in Show Codes View](#)

[PG Command](#)

[OB Command](#)

6.9 Transmitting a Manuscript to Others

You should not attempt to send a .MST file, even to a Nota Bene user. Your .MST file can easily be

converted to a format that can be attached to an e-mail and transmitted to your professor, colleague, friend or publisher. The best format to choose for transmitting your file will depend on (a) whether the recipient is a Nota Bene user and (b) whether the recipient will need to be able to edit the file.

Sending a manuscript to a Nota Bene user

- 1 With your manuscript text file open and saved, and click **File, Save As**.
- 2 Select the following settings in the Save As dialog:
 - In the Filename box, change the extension from **.mst** to **.nb**
 - If you would like to save the file in a different folder, use the diagram of folder on the left side of the dialog to **browse** to the folder that you want.
 - Make sure that the Format box is set to "Nota Bene for Windows."
 - Make sure that the "Switch to 'Save As' Version" box is checked at the bottom of the dialog.
- 3 Click **OK**
- 4 The new .nb version of the manuscript will be on your screen. Make a note of the location and file name that are displayed in the colored bar at the top of the file.
- 5 Click **File, Close** (or press **Ctrl+F4**) to close the file.
- 6 Use your e-mail program to attach this file to an e-mail.

The recipient will be able to open the file in Nota Bene. He/she will be able to edit the file in all ways except that they will not be able to change the Ibidem-generated citations or reference lists. If you want your recipient to be able to work with your database, you will need to transmit your database files. The recipient will need to add your database, and reselect the document style (to associate the document with the correct database on his/her computer).. See information in Ibidem Help about Adding a Database and Document Style.

Sending an editable manuscript to a non-Nota Bene user

- 1 Follow steps 1 - 3 above to create an .nb version of the manuscript.
- 2 Click **File, Save As** and select the following settings in the Save As dialog:
 - Change the Formats box to "RTF (Rich Text Format)." The extension in the Filename box will automatically change to .rtf.
 - If you would like to save the file in a different folder, use the diagram of folder on the left side of the dialog to **browse** to the folder that you want. Make a note of the location and filename as shown in this dialog.
- 3 Click **OK**. The file will be created in the folder you selected. You will be asked if you want to view the file. If you have Microsoft Word on your computer, and if the .rtf extension is associated with Microsoft Word on your computer, the file will open in Word and you can view it and then close it.
- 4 Use your e-mail program to attach this file to an e-mail.

The recipient will be able to open the file in Word, WordPerfect or Nota Bene. There will no longer be any dynamic link to your database, so any editing of footnotes, end notes or reference lists must be done manually.

Sending camera-ready copy

If the recipient does not need to edit the document, it can be sent as a PDF file (Portable Document Format). This format can be read and printed using the free Adobe Reader. Additional software is required to produce PDF files. PDF writing software is available from Adobe, or the lower priced

pdfFactory is available from www.fineprint.com. pdfFactory installs like a printer, and once installed, a PDF file can be created from an open Nota Bene document by clicking **File**, **Print** and selecting pdfFactory in the Printer box of the Print dialog. If precise line breaks and page breaks are important, please see [Camera-Ready Copy](#) before proceeding.

See also:

[Extracting Notes](#)

[Sharing a File](#)

6.10 Printing Manuscript Files

The easiest way to print a manuscript file is to open the manuscript text file and use the Print dialog (click **File**, **Print** or press **Ctrl+P**) to print it as you would print any file.

Those who prefer to use the action line can use the PRINT command as follows:

- 1 Press **F9** to clear the action line
- 2 Type **Print @book.msc** (where "book" is the name of the manuscript control file)
- 3 Press **F10** to begin printing files.

Your component files will print with consecutive page, note and counter numbering unless you have inserted a fixed numbering command in any of the individual files. In order to view the correct format and approximate the correct value while editing the following can be inserted into the individual files:

- sf ?# (set note numbering command)
- dc #-?# (set counter numbering command)
- sp ?# (set page numbering command)

During printing the actual formats and values will be determined by the file's place in the manuscript. During editing the commands will display the correct style of the number starting with the suggested approximate value. The first file in the manuscript must have the proper set number command without a question mark to set the desired format and starting number.

See also:

[Manuscript File Overview](#)

[Opening a Manuscript Text File](#)

7 Editing

Windows standard menus and keyboard shortcuts will be familiar to anyone who has used a Windows word processor. In addition, Nota Bene offers an editable show codes view,

numerous keyboard shortcuts and many other conveniences that provide writers with fast and efficient keyboard control.

- Define Text
- Copy Text
- Move Text
- Paste and Paste Special
- Delete Text
- Undo/Redo
- Transpose Text
- Clipboard
- Editing in Show Codes View
- Case
- Insert Date and Time
- Insert Filename
- Find and Replace
- Sorting
- Moving Through a Document
- Special Characters
- Compose Key (F6)
- Phrase Library
- Annotations
- Links
- Borders
- Convert to Paragraph
- File Comparison
- Track Changes
- Camera-Ready Copy

7.1 Define Text

The purpose of defining (or highlighting or selecting) text is to mark it as a block which will be subject to further commands. Defining text is the first step in moving, copying or editing text. Text which has been defined appears on the screen either with a colored background, or in reverse colors (white print on black background). See Selection Color.

Nota Bene offers the user two options for the way defined text is treated. The Windows standard text definition option (the "transient" option) is the default. The Nota Bene text definition option (the "persistent" option) allows the user to move the cursor away from the defined block. This allows the user to move text without first using the Windows standard procedure of copying to the clipboard (See [Move text](#), Method 3). For more information about the traditional NB text definition option, see [Persistent selection option](#).

Several ways of defining text are listed below. For additional methods, see [Define text: keyboard shortcuts](#).

To define a word, line, sentence, paragraph or document: Click **Edit, Select**, followed by **Word, Line, Sentence, Paragraph or Entire Document**.

To define a word: Place the cursor on the word you wish to define and double click the left button of the mouse.

To define a block of text: Use either of the following methods:

- Place the cursor at the beginning of the block you want to define, hold down the left mouse button while you drag the mouse to the end of the block, then release the left button.
- Place the cursor at the beginning of the block you want to define, hold down the Shift button while you use any of the directional keys (4 arrow keys or Page Up, Page Down, Home, End) to move to the end of the block.

To define a block of text from cursor to a specified character: Place the cursor at the beginning of the block you want to define, then click **Edit, Select, To Specified Char** (or press **Ctrl+Shift+F11**). Then type a single character. For example if you type a period, the text from the cursor to the next period will be selected.

To extend the selection: Hold down **Shift** and click the end of the block or use any of the directional keys to move to the end of the block.

To release the selection: Press **Esc** or click anywhere on the screen.

See also:

[Cursor Settings](#)

[Editing](#)

[Defining a Column](#)

7.1.1 Define Text: keyboard shortcuts

The arrow keys and **PgUp**, **PgDn**, **Home** and **End** keys are used to extend the definition of text as well as to move throughout the document. To define text using these keys, place the cursor at the beginning of the block you want to define, and extend the definition using any combination of the following keystrokes:

Shift+Left: extend one character to the left

Shift+Right: extend one character to the right

Shift+Up: extend one line up

Shift+Down: extend one line down

Shift+Home: extend to beginning of line

Shift+End: extend to end of line

Shift+PgUp: extend one screen up

Shift+PgDown: extend one screen down

Ctrl+Shift+Left: extend one word to the left

Ctrl+Shift+Right: extend one word to the right

Ctrl+Shift+Home: extend to beginning of file

Ctrl+Shift+End: extend to end of file

Ctrl+Shift+PgUp: extend one page up

Ctrl+Shift+PgDown: extend one page down

Ctrl+Shift+Alt+Left: extend one sentence to the left

Ctrl+Shift+Alt+Right: extend one sentence to the right

Alt+\: extend one phrase to the right

The **F2** key can be used to define a "free form" block of text. Move the cursor to where you want to begin the defined block and press **F2**. Using the arrow keys, move the cursor to where the block ends and press **F2** again to set the define. You can expand or shrink the defined block with this method by using the arrow keys to move the cursor again and pressing **F2** again.

The **F11** key used alone or in combination with other keys can be used to define by line, word, sentence, or paragraph, or to define a block of text from the cursor to a specified character.

- **F11:** to define by line
- **Ctrl+F11:** to define by word
- **Shift+F11:** to define by sentence
- **Alt+F11:** to define by paragraph
- **Ctrl+Shift+F11** to define a block the text from the cursor to the next occurrence of a specified character. Type the specified character immediately after pressing **Ctrl+Shift+F11**.

Press **ESC** to clear all defined blocks.

See also:

[Editing](#)

[Moving through a document: keyboard shortcuts](#)

7.1.2 Persistent Selection Option

Nota Bene offers the user two options for the way selected (or highlighted or defined) text is treated. The Windows standard text definition option (the "transient" option) is the default. The Nota Bene text definition option (the "persistent" option) allows the user to move the cursor away from the defined block. This allows the user to copy or move text in one step without using the Windows standard two-step process of copying to the clipboard and then to the file.

The method of defining text is the same for either text definition option. See [Define text](#).

With either selection option, selected text can be copied or moved using the following keyboard shortcuts:

- **Ctrl+C** copies the selected text to the clipboard.
- **Ctrl+X** deletes the selected text from the file and copies it to the clipboard.
- **Ctrl+V** inserts the text that was most recently copied to the clipboard in an open file at the point of the cursor.

With the Nota Bene text definition option (the "persistent" option), the following additional keyboard shortcuts are active:

- **Ctrl+Y** copies the selected text to the cursor position (the equivalent of using **Ctrl+C** and then **Ctrl+V**).
- **Ctrl+M** moves the selected text to the cursor position (the equivalent of using **Ctrl+X** and then **Ctrl+V**).

Other differences between the two selection options are as follows:

Windows style "transient" selection:

- Selections are cleared when the cursor is moved.
- Selections are replaced (deleted) by any character you type.
- Selections can be deleted using **Ctrl+X**, the **Delete** key or the **Backspace** key.

Nota Bene style "persistent" selection:

- Selections persist even if the cursor is moved. To clear a selection, press **Esc**.
- Characters typed while a selection is active are inserted into the file at the cursor position, without clearing the selection.
- Selections can be deleted using **Ctrl+X**. The **Delete** key (or the **Backspace** key) will delete the character after (or before) the cursor.

To change the Nota Bene text definition option:

- 1 Click **Tools, Preferences**
- 2 The Preferences dialog box will appear on your screen. Scroll down and click **Selection Type and Color** and click the **Set** button.
- 3 The Selection Type and Color dialog box will appear on your screen. Use this dialog to choose either Windows Style "Transient" Selection or NB style "Persistent" Selection.
- 4 Click **OK**. Close the Preferences dialog by clicking **Close** (or by clicking the **X** in the top right corner).

For information about the Selection Color section at the bottom of this dialog, see Selection Color.

7.1.3 Selection Color

Text which has been defined appears on the screen either with a colored background, or in reverse colors (white print on black background). You can change the color used to mark the selection, and well as the color used to show the highlighted terms when using the Find All option in the Ctrl+F Find/Replace menu..

To change the selection color:

- 1 Click **Tools, Preferences**.
- 2 The Preferences dialog box will appear on your screen. Scroll down and click **Selection Type and Color** and click the **Set** button.
- 3 The Selection Type and Color dialog box will appear on your screen. Use the Selection Color section at the bottom of this dialog as follows:
 - Click the Color radio button if you want a colored background with black text. Click the Set Color button to select the background color.

- Click the Reverse radio button if you want white text on a black background.
 - Click the second Set Color button to select the background color for "Find All" searches.
- 4 Click **OK**. Close the Preferences dialog by clicking **Close** (or by clicking the **X** in the top right corner).

For information about the Selection Type section of this dialog, see Persistent Selection Option.

See also:

Find All
Color

7.2 Copy Text

Copying text leaves the original text in place and creates a duplicate of it elsewhere in the document. The following way of copying and pasting is the same as most other Windows programs. It can be used to copy text from one place in a file to another place in the same file, or from one Nota Bene file to another, or from one Windows program to another.

- 1 **Define** the block of text to be copied.
- 2 Click **Edit**, **Copy** (or press **Ctrl+C**). The status bar will read "Copied to Clipboard."
- 3 Move the cursor to the point where you want to insert the defined text.
- 4 Click **Edit**, **Paste** (or press **Ctrl+V**).
- 5 The same text can be copied to a second place by repeating steps 3 and 4.

You can also copy text within Nota Bene using the action line. See Move or Copy Text: commands.

Finally, a third method is available if the Nota Bene text definition option is active. The Nota Bene text definition option allows you to move the cursor away from the defined block without losing the definition. This is required in step 2. If the defined block changes to regular text when you attempt to move the cursor away from the block, then the Windows standard text definition option is active. To change to the Nota Bene text definition option, press **Ctrl+F2**. For more details, see [Define text \(detailed explanation\)](#).

- 1 Define the block of text to be copied.
- 2 Use any of the directional keys (4 arrow keys or Page Up, Page Down, Home and End) to move the cursor to the point where you want to insert the defined text
- 3 Press **Ctrl+Y**

See also:

[Define Text \(detailed explanation\)](#)
[Move Text](#)
[Editing](#)
[Paste and Paste Special](#)
[Clipboard](#)

7.2.1 Move or Copy Text: commands

Text can be moved or copied by saving defined text as a new file. This feature is useful to move or copy large blocks of text and for "boiler plate" text (text that will be used repeatedly).

- 1 **Define** the text you would like to move or copy.
- 2 Press **F9** to access the action line.
- 3 Type **sad filename** (save defined block)
- 4 Press **F10** to save the text to a new filename.
- 5 Delete the defined block if you want to move the text; skip this step if you want to copy the text.
- 6 Move the cursor to the location where the text will be inserted.
- 7 Press **F9** to access the action line.
- 8 Type **me filename** (merge) The file name chosen in step 3 must be used.
- 9 Press **F10** to merge the text into the file at the new location.

The text which has been saved to a new filename will be retained and steps 6 - 9 can be repeated at any time to merge the text into any open document. To append or attach a block of text to a saved file, see [Append](#).

See also:

[Define Text \(detailed explanation\)](#)

[Copy Text](#)

[Editing](#)

7.3 Move Text

Moving text deletes the text from its original location and places the same text at another position in the document. There are several ways to move text.

Method 1

- 1 Define the block of text to be moved (see [define text](#)).
- 2 Click **Edit, Cut** (or Press **Ctrl+X**). The status bar will read "Cut to Clipboard."
- 3 Move the cursor to the point where you want to insert the defined text.
- 4 Click **Edit, Paste** (or press **Ctrl+V**).
- 5 The same text can be inserted in a second place by repeating steps 3 and 4.

Method 2

- 1 Define the block of text to be moved (see [define text](#)).
- 2 Place the cursor on the defined text and hold the left button down while you drag the defined block

to its new location.

- 3 Release the left button when the cursor is at the point where you want to insert the moved text.

Method 3

This method can be used only if the Nota Bene text definition option is active. The Nota Bene text definition option allows you to move the cursor away from the defined block without losing the definition. This is required in step 2. If the defined block changes to regular text when you attempt to move the cursor away from the block, then the Windows standard text definition option is active. To change to the Nota Bene text definition option, press **Ctrl+F2**. For more details, see [Define text \(detailed explanation\)](#).

- 1 Define the block of text to be moved.
- 2 Use any of the directional keys (4 arrow keys or Page Up, Page Down, Home, End) to move the cursor to the point where you want to insert the defined text
- 3 Press **Ctrl+M**

See also:

[Define Text \(detailed explanation\)](#)

[Move or Copy Text: commands](#)

[Copy Text](#)

[Paste and Paste Special](#)

[Editing](#)

7.4 Paste and Paste Special

As in any Windows program, text that has been cut or copied to the clipboard from Nota Bene or from another Windows program can be pasted into Nota Bene by pressing **Ctrl+V** or by clicking **Edit, Paste**. For information on copying to the clipboard and then pasting, see [Copy Text](#). For information on cutting to the clipboard and then pasting, see [Move Text](#).

Paste Special is a function that allows the user to control how formatted text is brought into a Nota Bene document. When pasting into a Nota Bene document in the usual fashion (**Ctrl+V** or **Edit, Paste**), the text will be pasted with formatting. However, you may prefer to paste plain text without the formatting. Using Paste Special will bring up a dialog before the text is entered into the document.

To use Paste Special:

- 1 Copy (**Ctrl+C** or **Edit, Copy**) or Cut (**Ctrl+X** or **Edit, Cut**) the source material onto the Clipboard.
- 2 Switch to the Nota Bene Document you want to insert the text into and place your cursor where you want the text to be inserted.
- 3 Press **Ctrl+Shift+V** or **Edit, Paste Special**. The **Paste Special** dialog will appear on your screen.
- 4 Options for the text to be pasted will be presented. A description will be shown for the option selected. If you want to paste text without formatting, you can accept the default option to paste Unformatted Text and click **OK**.

If you always or usually would like to paste text without any formatting associated with it, you can

change the way text is copied/cut to the clipboard or the way text is pasted from the clipboard so that the formatting is not included. To do this, click **Tools, Preferences** and double-click on **Clipboard**.

Paste Special can be used to delete all of the commands in a document. Select the text (**Ctrl+A** to select the whole document), press **Ctrl+X** to cut it and copy it to the clipboard. Then use Paste Special to insert the text as plain text with no embedded commands. Note that all embedded commands (all commands that you can see in Codes View) will be removed, including footnotes, cross references, etc. Use Regularize Document to remove only specified kinds of commands.

See also:

[Clipboard](#)

7.5 Delete Text

Text can be deleted either backwards, using the **BkSp** key or forwards, using the **Delete** key. To delete a block of text, define the block and then press **Delete**. Use the **Delete** and **BkSp** keys to delete text as follows:

Delete: delete next character

BkSp: delete previous character

Shift+Delete: delete next sentence

Shift+BkSp: delete previous sentence

Ctrl+Delete: delete next word

Ctrl+BkSp: delete previous word

Alt+Delete: delete next paragraph

Alt+BkSp: delete previous paragraph

Text can also be deleted as you type. Pressing **Insert** puts you in Overstrike Mode. In this mode, Nota Bene will replace characters with new ones as you type. Press **Insert** again to return to Insert Mode in which new characters are inserted at the cursor with previously typed characters remaining in place.

NB: If you have selected the NB Persistent Selection option, the Delete key will delete the next character rather than the defined block of text. For more information, see [Persistent selection option](#).

See also:

[Define Text](#)

[Move Text](#)

[Copy Text](#)

[Undo](#)

[Clipboard](#)

[Editing](#)

7.6 Undo/Redo

Nota Bene allows you to undo previous edits to your document. This can be used to restore deleted text or to reverse any editing changes. If you find that you used undo to make a change that you did not intend to make, you can restore or "redo" that change.

- 1 Click **Edit, Undo** (or press **Ctrl+Z**). The screen will show that your most recent change in the document has been reversed.
- 2 Repeat step 1 as many times as you want to undo the previous edit.
- 3 To redo a change you have just undone, click **Edit, Redo** (or press **Shift+Ctrl+Z**).

You can also retrieve up to 50 items (or more) that have been copied or cut to the clipboard or deleted. For more information, see [Clipboard](#).

See also:

[Editing](#)

[Autosave](#)

7.7 Transpose Text

Nota Bene provides an easy way of transposing letters, words, sentences or paragraphs.

Letters: Press **F11** to transpose two letters or other characters. Place your cursor between the two letters you want to transpose. If your cursor is between two standard characters (e.g., letters or numbers), those two characters will be transposed. If your cursor is after two standard characters and before a separator (e.g. a space, period or parentheses), the two characters before the cursor will be transposed. Example: If you type **teh** and meant to type **the**, place your cursor between the **e** and the **h** and press **F11** to transpose the two letters.

Words: Press **Ctrl+F11** to transpose two words. Place your cursor on the second of the two words you want to transpose. If your cursor is between the end of a word and the following space or other separator, then Nota Bene will transpose the two previous words. If your cursor is between a space and the next word, then Nota Bene will transpose the word before the space and the word after the cursor.

Sentences: Press **Shift+F11** to transpose two sentences. Place your cursor between the two sentences you want to transpose or on the second of the two sentences.

Paragraphs: Press **Alt+F11** to transpose two paragraphs. Place your cursor on the second of the two paragraphs you want to transpose. Nota Bene will transpose the paragraph with the cursor on it with the preceding paragraph.

See also:

[Copy text](#)

[Move text](#)

7.8 Editing in Show Codes View

Show Codes View provides an important vehicle for editing, particularly for editing [embedded commands](#). You can switch to Show Codes view by pressing **Shift+F8**, by clicking **View**, **Codes** or by clicking the **Show Codes View** button at the bottom of the Nota Bene screen.

Show Codes View (also known as Expanded Mode) displays non-printing embedded commands as well as the text that will be printed. Embedded commands are shown as text enclosed in double angled brackets that are green (opening command bracket) and red (closing command bracket) on a gray background. For example, the command at the beginning of italicized text would be shown as «**MD+IT**» where the opening command bracket is green on a gray background and the closing bracket is red on a gray background. Text can be added or deleted in Show Codes View, and commands can be added, edited or deleted.

Editing text: Type new text or delete text in Show Codes View just as you would in Page Layout View.

Moving from command to command: The next full command in the document can be highlighted by pressing **Ctrl+=** (the Control button and the equal sign at the top of your keyboard). Pressing **Ctrl+=** repeatedly will take you from command to command throughout the document.

Command help: For information about a command, place your cursor on or before the command and press **Ctrl+F1**. The command that the cursor is on or the next command in the text will be highlighted and a pop-up screen will appear with information about the command.

Deleting commands: To delete a command, use the **Delete** key or the **Backspace** key to remove the full command including the opening and closing command brackets. If the full command is highlighted (as discussed above), the full command can be deleted by pressing the **Delete** key or the **Backspace** key. To delete all of the commands in a document, see [Regularize Document](#).

Adding new commands: New commands can be added in codes view by using the action line or by typing the command in directly. Commands are not case sensitive and can be typed using either upper case or lower case letters.

- To use the action line, place your cursor where you want the command to take effect, then press **F9** to access the command, then type the command, then press **F10** to enter the command. When using the action line, most basic commands are two letters followed by a space and then more detailed information. For example, to enter the mode command for italics on the action line, you would press **F9**, then type **MD +IT** (with a space after the **MD**), then press **F10**.
- To type a command in directly, use **Ctrl+<** or **Ctrl+>** to type the opening or closing command brackets. The space after the command that is required when using the action line is omitted in codes view. For example, to enter the mode command for italics directly in codes view, you would press **Ctrl+<** and then type **MD+IT** (with no space) and then press **Ctrl+>**.

Editing commands: Existing commands can be edited by adding or deleting text within the command brackets. Most commands begin with two letters and continue with specific details. For example, the TS or Tab Set command would look like this: «**TS.5IN,1IN,3IN,5IN**». You could delete this command (Nota Bene would then use tabs based on a tab setting command earlier in the document, or on your default settings) or you could edit it, for example, by adding **2IN** between the **1IN** and the **3IN** (continuing the pattern of separating the tab settings with commas and no spaces). The Windows cut (**Ctrl+X**), copy (**Ctrl+C**) and paste (**Ctrl+V**) functions can be used to move or copy a command to other places in the document. In all cases, the commands must be kept intact (opening bracket, followed by command, followed by closing bracket). If you delete part but not all of a command or if you change the command

so that it is illegal (e.g., by not having the tab settings in numerical order), the command will be visible in Page Layout view and should be deleted or corrected. While the TS command is very easy to edit in Show Codes view, some commands are very complex and interrelated with other commands (e.g., frameworks), and even an experienced user would do better to use the menus to make the desired changes.

Headers, footers, notes and annotations: Headers, footers, notes and annotations include the text that will be part of the header, footer, note or annotation. The following is an example of a footnote command: «**FN1**See page 52.» "FN1" is the command for series 1 footnotes and "See page 52." is the text that would appear at the bottom of the page in Page Layout view and in the printed document. In Show Codes view, the full command appears in the document at the point where the footnote reference number will appear in Page Layout view and in the printed document. The text of the footnote can be edited directly in Show Codes View. If you have included formatting codes in a footnote (or in a header, footer or annotation), you may see one or more commands within the command to insert a footnote. For example, the following footnote command includes a word in italics: «**FN1**See «**MD+IT**»Phaedo«**MD-IT**» 80-82»

Troubleshooting: If you find an unexpected or unwanted change in the formatting of your document, place your cursor at the point of the change, switch to Show Codes View and check to see what formatting commands are at that point in the document. If Show Codes View reveals unintended or repetitive commands, they can be deleted.

Errors in editing or deleting commands: If you delete a portion of a command (leaving an incomplete command) or introduce a command that is not recognized by Nota Bene, the command will be shown as text in Page Layout view. It can then be deleted in Page Layout View by highlighting it and pressing Delete, or it can be deleted or corrected in Show Codes View.

Tips for successful editing

- When format commands are issued in Nota Bene, they are inserted in the document and continue in effect until another format command is issued.
- Deleting a format command will instruct Nota Bene to rely on previous format commands, or on the default format commands.
- The mode commands in Nota Bene (bold, italics, underline, double underline, strike through, subscript, superscript) consist of **MD** and a specific two letter command (e.g., **BO** for bold or **IT** for italics). A plus sign between the **MD** and the final two letters indicates that the command is additive. For example «**MD+BO**» will add bold to any mode commands already in effect, but «**MDBO**» will override or eliminate any other mode commands and begin bold. «**MD-BO**» will end bold, but any other mode commands will continue in effect. «**MDNM**» will end any and all mode commands, returning to "normal" mode.

See also:

[Show Codes View](#)
[Formatting Overview](#)
[Illegal Format Codes](#)

7.9 Extended Clipboard (Alt+Ins)

In virtually any Windows program, text can be **defined** and cut (**Edit**, **Cut** or **Ctrl+X**) or copied (**Edit**, **Copy** or **Ctrl+C**) to the Windows clipboard. It can then be pasted (**Edit**, **Paste** or **Ctrl+V**) into the active

document.

In addition to this basic Windows functionality, Nota Bene provides you with a clipboard that automatically records the most recent items that have been cut or copied to the clipboard or deleted. Any item saved on this clipboard can be inserted in your open Nota Bene file. You can customize the way your clipboard works by choosing how many items are saved (up to 255), the minimum size for an item to be saved (1 to 255 characters) and whether or not items are saved between Nota Bene sessions.

To insert an item from the clipboard:

- 1 Place your cursor where you want the item to be inserted.
- 2 Click **Edit, Extended Clipboard** or press **Alt+Ins**.
- 3 Find the item in the list of saved items. Click on the item to highlight it, or use the arrow keys to scroll through the saved items. The selected item will display in the dialog bar in both regular view and codes view. This display is not editable.
- 4 Click **Insert** or press **Enter** to insert the selected item in the open document.

To adjust the settings in the clipboard to suit your preferences:

- 1 Click **Edit, Extended Clipboard** or press **Alt+Ins**.
- 2 Make the following selections at the bottom of the dialog bar:
 - Type in the number of items to be saved. The default setting is 50, but you can choose to save up to 255 items.
 - Type in the minimum number of characters. The default setting is 5, meaning that items that have less than 5 characters will not be saved. The number of characters includes spaces and commands (as shown in Codes View). In addition each Hebrew, Greek or Cyrillic letter is counted as 3 characters, or more if there are diacritics.
 - Choose whether you want to save items only for the current session (this is the default setting) or save for future sessions. If you save items for future sessions, they will be available immediately and also after you close and restart Nota Bene.

See also:

[Copy Text](#)

[Move Text](#)

[Paste and Paste Special](#)

[Delete Text](#)

[Undo](#)

7.10 Case

Nota Bene does not automatically change the case of letters that you type (e.g., to capitalize the first letter in a sentence) unless you choose to have it do so. However, a number of options for entering and/or changing the casing of the text are available. All of the following options are available by clicking **Edit, Case**.

Automatic Sentence Case: The program can be set to automatically capitalize the first letter of each sentence. For more information, see [Automatic Sentence Case](#).

Change Case: The case of text that has already been typed can be changed to all uppercase, all lowercase, or capitalized, or you can toggle the case, changing uppercase letters to lowercase and vice versa. This is done by issuing an [immediate command](#) that changes the characters themselves. The keyboard shortcut for toggling the case is **Ctrl+Space**, and this is particularly useful if you have left Cap Lock on by mistake. See [Change Case](#) or [Change Case: uc, lc, cc, fc commands](#).

Character Case: A command can be inserted in the document that reads all of the text that follows the command as uppercase letters even if the text is typed in a combination of upper and lowercase. The information about how the text was typed (uppercase or lowercase) is retained and can be seen in Show Codes View. Similarly, a command can be inserted that reads all of the text that follows as all lowercase, or all small caps or uppercase and small caps. See [Character Case](#) or [Character Case: rg command](#).

7.10.1 Automatic Sentence Case

Nota Bene allows you to select an automatic sentence case option that will capitalize the first letter in each sentence. A letter will be capitalized if it immediately follows a period-space, a question mark-space or exclamation mark-space. Also, the first letter in the document and the first letter following a hard return or page break will be capitalized.

The program does not capitalize letters that are immediately after periods with no space, so letters after a period in a web or email address would remain lower case. However, the program can not distinguish between periods at the end of the sentence and periods that are at the end of an abbreviation. If you use this option, you may need to manually change some uppercase letters which will automatically be inserted following an abbreviation.

To set the automatic sentence case option, click **Edit, Case, Toggle Auto Sentence Case**.

Once you have selected automatic sentence case, it will remain active until you reverse the selection by clicking **Edit, Case, Toggle Auto Sentence Case**.

See also:
[Case](#)

7.10.2 Change Case

The instructions below show how to use menus or keyboard shortcuts to issue an [immediate command](#) that will change the case of text that has already been typed. Once the case is changed, there is no record of the command and no impact on text typed after changing the case. It is just as if the character had originally been typed in the case currently displayed.

Nota Bene also provides an option to issue an [embedded command](#) that will display and print text as all uppercase, all lowercase, all small caps or small caps and uppercase with small caps, while retaining the information about how the text was typed. For more information, see [Font Settings](#) or [Character Case](#) or [Character Case commands](#).

Menus

- 1 **Define** the block of text to be changed or place the cursor in front of one letter to be changed.
- 2 Click **Edit, Case**.
- 3 Select one of the following:
 - **Change to Uppercase** to change the block to all uppercase letters.
 - **Change to Lowercase** to change the block to all lowercase letters.
 - **Change to Title Case** to change the first letter of each word to uppercase and other letters to lowercase.
 - **Toggle Case** to change the case of each letter.

Keyboard shortcuts

- 1 Place the cursor in front of the first letter to be changed (or define the block to be changed).
- 2 Press one of the following key combinations. Press the key combination once to change one letter or hold the keys down to move the cursor forward changing the case as it goes.
 - **Ctrl+Space bar** to toggle between uppercase and lowercase letters.
 - **Ctrl+Alt+Space bar** to change to lowercase letters.
 - **Ctrl+Alt+Shift+Space bar** to change to uppercase letters.
 - **Ctrl+Shift+Space bar** to change to title case (the first letter of each word in uppercase, other letters in lowercase).

See also:

[Change Case: uc, lc, cc, fc commands](#)

[Automatic Sentence Case](#)

[Define Text \(detailed explanation\)](#)

[Editing](#)

7.10.3 Change Case: UC, LC, CC, FC commands

To change the case of text that has already been typed:

- 1 **Define** the block of text to be changed or place the cursor in front of the letter to be changed.
- 2 Press **F9** to access the action line
- 3 Type one of the following commands:
 - **UC** (uppercase) to change to uppercase letters
 - **LC** (lowercase) to change to lowercase letters
 - **CC** (change case) to change upper case letters to lower case and lowercase letters to uppercase
 - **CF** (capitalize first) to change to the first letter of each word to uppercase.
- 4 Press **F10** to execute the command.
- 5 Press **F10** again to make the same change to the next letter.

The above instructions issue immediate commands, not **embedded commands**. For fuller explanation, see [Change Case](#).

See also:[Define Text](#) (detailed explanation)[Editing](#)[Character Case: RG command](#)

7.10.4 Character Case

A case command (the RG command) can be used to set the case so that all text after the command will appear in all uppercase letters, all lowercase letters, all small caps or uppercase and small caps. With any of the first three of these settings in place, the usual distinction between typing a lowercase letter and an uppercase letter is ignored. This change affects the appearance of the text on screen and when printed. However, if you switch to Show Codes View, you will see that the capitalization as originally typed is still in place. This command could be used, for example, to print a document in all caps while retaining the ability to easily change back to the original combination of uppercase and lowercase letters. This is an embedded command and like any embedded command, it is effective from the point in the document where it is inserted until it is overridden by another command. Nota Bene also provides commands and convenient keyboard shortcuts that can be used to permanently change the case of letters that have been typed. See [Change Case](#) or [Change Case: uc, lc, cc, fc commands](#).

To change the case of text that has been typed or will be typed:

- 1 Place your cursor at the point where you want the change to begin, or [define](#) a block of text that you want to change.
- 2 Click **Edit, Case** and make one of the following selections (or use the shortcut shown in parentheses without first clicking **Edit, Case**):
 - Render as Uppercase (**Ctrl+1**)
 - Render as Lowercase (**Ctrl+2**)
 - Render as Small Caps (**Ctrl+3**)
 - Render as Caps/Small Caps (**Ctrl+4**) With this selection, letters typed as uppercase will be uppercase, and letters typed as lowercase will be small caps.
 - Render as Typed (**Ctrl+5**)

The same case command can be inserted by using the Set Font dialog (**Format, Font** or **Ctrl+T**). See [Font Settings](#). For more information about the RG command, see [Character Case: rg command](#).

To reverse the effects of a character case command so that all characters are rendered as typed, switch to Show Codes View and find and delete all RG commands.

See also:[Editing in Show Codes View](#)[Case](#)

7.10.5 Character Case: RG command

The **RG** (registration) command is used to set the case so that all text after the command will appear in all uppercase letters, all lowercase letters, all small caps or uppercase and small caps. With any of the

first three of these settings in place, the usual distinction between typing a lowercase letter and an uppercase letter is ignored. This change affects only the appearance of the text. If you switch to Show Codes View, you will see that the capitalization as originally typed is still in place. This command could be used, for example, to print a document in all caps while retaining the ability to easily change back the the original combination of uppercase and lowercase letters. This is an **embedded command** and can be seen and edited in Show Codes View. Nota Bene also provides commands and convenient keyboard shortcuts that can be used to permanently change the case of letters that have been typed. For more information, see [Change case](#) or [Change case commands](#).

To change the character case of a selected text:

- 1 There are two options for selecting the text to have its character case changed:
 - To change the style of a selected text only, define the text by highlighting it.
 - To change the style from the insertion point forward, move the cursor to the point at which you want the new style to begin.
- 2 Press **F9** to access the action line.
- 3 Type one of the following commands to specify the capitalization style to be used:
 - **RG 0** Normal (as typed)
 - **RG 1** Everything uppercase
 - **RG 2** Everything lowercase
 - **RG 3** Everything small caps
 - **RG 4** Uppercase and small caps
- 4 Press **F10** to implement the command.

Alternatively, the following keyboard shortcuts can be used to issue the RG commands:

- **Ctrl+1** to insert **RG 1** (Everything uppercase)
- **Ctrl+2** to insert **RG 2** (Everything lowercase)
- **Ctrl+3** to insert **RG 3** (Everything small caps)
- **Ctrl+4** to insert **RG 4** (Uppercase and small caps)
- **Ctrl+5** to insert **RG 0** (Normal--as typed)

See also:

[Case](#)

[Font settings](#)

[Formatting overview](#)

[Editing in Show Codes View](#)

7.11 Date and Time

Nota Bene can insert the current date and/or time into your text. The date and/or time can be auto-adjusting (automatically updated whenever the document is opened, edited or printed) or a fixed (permanent text, never updated). If you insert a fixed date or time, plain text is inserted in your document. If you insert an auto-adjusting date or time, a DA or TM command is inserted in your document. This command can be seen in Codes View. In Page Layout View, a square around the date or time will indicate that the date or time is being generated by a command in the document. The square is a non-printing marker. You can choose to hide this marker by clicking **View**, **Configure Markers** or by clicking the Configure Markers button. In Page Layout View, you cannot move the cursor into the updating date or time.

The date and time will reflect the date and time of your system's internal clock. The formatting of the date and time will reflect the Nota Bene default settings. You have considerable flexibility in choosing the format of the date to be inserted. The time can be inserted in 12 hour (AM/PM) format or 24 hour format. To set the default format for date and time, see [Date/Time Default Format](#).

To insert the date and/or time (fixed or auto-adjusting), click **Insert, Date/Time** to open the Date and Time dialog. For a more detailed explanation of this dialog, see [Date and Time dialog](#). If you want the date and/or time to be part of a header or footer, the Date and Time dialog must be opened from within a header or footer window. See [Headers and Footers](#).

The action line can also be used to insert date and time (fixed or auto-adjusting). See [Date: TODAY](#) and [DA](#) commands or [Time: NOW](#), [TM](#) and [SEC](#) commands.

7.11.1 Date and Time Dialog

The Date and Time dialog is used to insert the date and/or the time in the text or in a header or footer. This dialog can be accessed by pressing **Insert, Date/Time** or through the Header/Footer window. To insert the date or time in a running header or footer, the Date and Time dialog must be accessed through the Header/Footer window.

To insert the date or the time or both, complete the following information and then click **OK**.

Date: If you want to insert the date, check the box marked "Date."

- Today's date is shown. (This date is taken from your computer's internal calendar) If you would like to insert a different date, click **New Date** and use the calendar to select the date to be inserted.
- Use the radio buttons to select American or European date formats.
- Select one of the formats from the list below.
- If you are not satisfied with the predefined formats, click **New Format** to create your own format. Using the symbols shown in the [Customize Date Formats](#) dialog and any punctuation, type in your new format. For example, if you want the date inserted with the year first, a colon and then the month in caps (1999: APRIL), you would type yyyy: MMMM.

Time: If you want to insert the time, check the box marked "Time."

- The current time is shown. (The time is taken from your computer's internal clock)
- Use the radio buttons to select 12 hour or 24 hour format.
- Check the box if you want to include seconds.

Fixed or Auto Adjusting: Select the **Fixed** radio button if you want to insert the current date and/or time. Select **Auto Adjusting** if you want the date and/or time to be automatically updated whenever the file is called to the screen or printed.

See also:

[Headers and Footers](#)

7.11.2 Date: TODAY and DA commands

The date inserted in an open document can be automatically updating or static. The **today** command is an immediate command that enters the current date as text that will not be updated. The **da** command enters a command in the file that is automatically updated whenever the file is opened, edited or printed. The date will be in the default format unless you specify a different format. See Date/Time Default Format.

To insert today's date as text that will not be updated:

- 1 Place the cursor at the point where you want to insert the date.
- 2 Press **F9** to access the action line
- 3 Type **today** (or **today** followed by a space, then the format as described below).
- 4 Press **F10** to insert the date.

To insert a command in the file that will display the date, and automatically update to the then-current date whenever the file is opened, edited or printed:

- 1 Place the cursor at the point where you want to insert the date.
- 2 Press **F9** to access the action line
- 3 Type **da** (or **da** followed by a space, then the format as described below)
- 4 Press **F10** to insert the date.

The formatting of the date will reflect the Nota Bene default settings, unless you specify a different format.. These default settings can be changed by clicking **Tools, Preferences, Date & Time**. You can also specify the formatting of the date without changing your default settings by adding date formatting specifications to the date command (today or da). The date formatting specifications must be inserted after the date command, with a space between the date command and the formatting specifications. Example: **today dd-Mmm-yy**

The formatting of the date can be specified using any punctuation and M's for month, D's for day and Y's for year as shown below:

Month	Date	Year
MMMM JANUARY	dd 02 (leading zero)	yyyy 1998
Mmmm January	d 2 (no leading zero)	yy 98
MMM JAN	ddd 2 (leading space)	
Mmm Jan		
mm 01		
m 1		

Examples: **dd-Mmm-yy** = 02-Jan-99 **Mmmm d, 'yy** = January 2, '99 Note that since Nota Bene automatically inserts smart quotes, you must type **Ctrl+'** to insert a straight quote as used in the year in the previous example.

See also:

Time: NOW, TM and SEC commands

7.11.3 Time: NOW, TM and SEC commands

The time inserted in an open document can be automatically updating or static. The **now** and the **sec** commands are immediate commands that enters the current time as text that will not be updated. The **sec** command includes seconds, while the **now** command includes only hours and minutes. The **tm** command enters a command in the file that is automatically updated whenever the file is opened, edited or printed. The time will be in the default format (12 hour or 24 hour). See Date/Time Default Format.

To insert the current time as text that will not be updated:

- 1 Place the cursor at the point where you want to insert the time.
- 2 Press **F9** to access the action line
- 3 Type **now** (for a time that shows hours and minutes) or **sec** (for a time that shows hours, minutes and seconds).
- 4 Press **F10** to insert the time.

To insert a command in the file that will display the time, and automatically update to the then-current time whenever the file is opened, edited or printed:

- 1 Place the cursor at the point where you want to insert the time.
- 2 Press **F9** to access the action line
- 3 Type **tm**
- 4 Press **F10** to insert the time.

See also:

Date: TODAY and DA commands

7.11.4 Date/Time Format Default

The default format for dates entered into text is January 2, 2014. This can be reset to virtually any shortened or reordered format (Examples: 1/2/14, 2-Jan-2014, Jan. 2014). To reset the default:

- 1 Click **Tools, Preferences**
- 2 Choose **Date & Time**, then click **Set**.
- 3 Enter the new default format in the white box using any desired punctuation and the symbols for month, day and year as shown in the dialog box.
- 4 Click **OK**, then **Close**.

See also:

Insert date and time

7.12 Insert Filename

Nota Bene can insert the name of the active file into the **body** of the file, or into a header, footer or footnote. You can insert the filename only or the filename with the full **path** or location of the file.

- 1 Place the cursor at the point where you want to insert the filename. If you want to insert the filename into a header, footer or footnote, open the header, footer or footnote window and place your cursor at the point where you want the filename to appear.
- 2 Click **Insert, Other**.
- 3 Select one of the following:
 - **Filename Only** to insert the name of the file.
 - **Filename With Folder** to insert the name of the file and the full location of the file.

See also:

Insert Filename: va command

[Headers and Footers](#)

[Footnotes and Endnotes](#)

[Insert Date and Time](#)

7.12.1 Insert Filename: VA command

The **VA** (Value) command can be used to insert a file name into the **body** of the file, or into a header, footer or footnote. You can insert the filename only or the filename with the full **path** or location of the file.

- 1 Place the cursor at the point where you want to insert the filename.
- 2 Press **F9** to access the action line.
- 3 Type one of the following commands:
 - VA \$FI/F** to insert the name of the file.
 - VA \$FP/F** to insert the name of the file and the full location of the file.
- 4 Press **F10** to implement the command.

See also:

[Insert Filename](#)

7.13 Find and Replace

You can search an open document for a word or phrase and replace it with a different word or phrase or delete it (see basic instructions below). Other options for searching are:

- A Find All button on the Find/Replace bar lets you show all search matches in the file in a side

- dialog bar. See Find All.
- A multi-file search can search every file with a specified extension in a specified folder. See [Cross-File Search](#).
- The action line can be used to find and replace. See SE command.
- Orbis is Nota Bene's powerful search engine. It is designed to search thousands of your files simultaneously. Search results are presented in a screen that can be used to scroll through the results, to expand to see context, to insert retrieved text in your open file (with citation, if any), and/or to open the source file. See Orbis Overview.

To search within a single open document and (if desired) replace or delete a word or phrase:

- 1 Click **Edit, Find/Replace** or press **Ctrl+F**.
- 2 The Find/Replace dialog bar will open at the top of your screen. This dialog bar will remain open until you close it so that you can edit your document in the midst of a search. Complete the required information as follows:

Find: Enter the word or phrase you want to search for in the Find box. Text can be typed, or it can be copied (Ctrl+C) and pasted (Ctrl+V). If a word or phrase is highlighted when you open the Find/Replace dialog, that word or phrase will automatically be copied to the Find box.

Special Characters: Click the Special Characters button to the right of the Find box (or to the right of the Replace box) to display a list of wildcards or special characters that can be used in your search. Click on any Special Character to insert it in the Find box (or the Replace box). Some special characters can also be entered by copying them from the document and pasting them in the Find or Replace box. The Tips and Suggestions section below has more information about how some of the special characters can be used.

Replace: Enter the replacement word or phrase in the white Replace box. If you want to delete the word or phrase in the Find box, leave the Replace box blank. Clicking **Tab** will move from the Find to the Replace box; **Shift+Tab** will return to the Find box.

- 3 Review the options on the second line of the Find/Replace dialog. This section can be displayed or hidden by clicking the green circle with a plus/minus sign on the right side of the dialog or by pressing **Ctrl+M**.

Current File/Cross File: If you want to search only the current file, make sure that the "Current File" is showing in the drop box. If you would like to search all of the files in one folder, see [Cross-File Search](#).

Body: Check Body to indicate that you would like your search to include the main text of the document. This does not include footnotes, end notes, headers, footers, or non-printing elements like labels, index markers or annotations.

Notes: Check Notes to indicate that you would like your search to include footnotes and/or end notes.

Elements: Check Elements to indicate that you would like your search to include headers, footers, or non-printing elements like labels, index markers or annotations. If Elements is checked, a list of elements is activated and you should click to indicate which elements you want included in the search.

Block: Check Block if you have selected a block of text and would like to search only within that block.

Match Case: Check this box if you want your search to be case sensitive. For example, with this box checked, a search for "John" will find only "John", not "john" or "JOHN".

Whole Word: Check this box if you want your search to find only the whole word specified. For example, with this box checked, a search for "run" will find only "run" not "runs" or "running" or "runt."

Exact Modifier: Modifiers are accents and other qualifiers (e.g., codes that force various contextual forms in Hebrew and Arabic). You should normally leave this box unchecked. If it is checked, a search for "Zoe" would not find "Zoë."

Top/Cursor/Bottom: Click the appropriate radio button to indicate whether you want to start the search at the Top (top of the document), Cursor (cursor position) or Bottom (bottom of the document).

- 4 Start the search by clicking **Next** or **Prev** (previous). After starting the search, you can return the cursor to the position at which the search started by clicking **Origin**.
- 5 The cursor will move to and highlight the next (or previous) word or phrase that matches the word or phrase you specified. Click one of the following:
 - & Cont:** Replace the highlighted word or phrase with the word or phrase you specified in the Replace box and highlight the next occurrence of the word or phrase in the Find box.
 - & Stop:** Replace the highlighted word or phrase with the word or phrase you specified in the Replace box without moving the cursor.
 - All:** Replace all occurrences of the target word or phrase with the word or phrase indicated in the Replace box.
 - Next or Prev:** Skip the highlighted word or phrase and move to the next (or previous) occurrence of the target word or phrase.
- 6 When you have finished, you can leave the Find/Replace panel open for future use or close it. To close the dialog, press **Ctrl+F** or click green circle with the x on the right side of the dialog.

Shortcut keys: For those who prefer the keyboard to the mouse, Alt + number keys (not the function keys) serve as shortcuts that can be used instead of clicking the buttons with a mouse. For example, press **Alt+1** instead of clicking the **Next** button. These shortcuts are noted on the tooltips of the relevant controls; you can also choose to display them directly on the dialog by checking the option at the bottom of the Find and Replace dialog bar. The Alt+ number shortcut keys are context-sensitive—they will have different functions depending on which dialog bar is active.

Configure Find/Replace: You can set your own default settings for this dialog by clicking the down arrow next to the binoculars icon on the left side of the dialog and then clicking the configure button at the top left. The options are described in the dialog.

Tips and suggestions for effective searches:

- To delete every occurrence of a word or phrase, but not replace it, leave the Replace box blank.
- If the same wildcard character is used in the Find box and the Replace box, Nota Bene will insert the character found in the search in the replacement text. For example, to find each instance of the word "paragraph" followed by a number and replace it with the word "section" followed by the same number, use the "any number" wild card in both the Search and the Find boxes.
- If you are searching/replacing in Codes View, use **Ctrl+<** and **Ctrl+>** to enter opening and closing command brackets (or you can use the Special Characters button).
- Use "Within String of Characters" to find and delete or replace certain commands. For example, to delete any font commands, go to Codes View and enter the following in the Find box: opening command bracket, then the letters UF, then the "Within String of Characters" and then the closing

command bracket. Leave the Replace box blank to delete any UF (use font) commands.

- You can copy from your document and paste into the Find or Replace boxes.
- The last 50 searches are saved and can be entered in the Find box by clicking the drop down arrow at the right side of the Find box.
- If you have Lingua, you can type Greek, Hebrew, Cyrillic, or Arabic text into the Find or Replace box. Text typed will correspond with the keyboard that is active in Nota Bene. Use **Ctrl+Shift+G** or **H** or **C** or **A** or **R** to switch to Greek, Hebrew, Cyrillic, Arabic or Roman keyboards.

Orbis provides a very powerful way of searching all of your NB files using simple or complex search strings. See Orbis or Search (Orbis).

See also:

[Editing](#)

7.13.1 Find All

The Find All button on the Find/Replace bar can be used to show all search matches in the file simultaneously. The matches will be shown in a dialog bar on the right side of the screen.

- 1 Click **Edit, Find/Replace** or press **Ctrl+F** to open Find/Replace dialog bar at the top of your screen.
- 2 Enter the word or phrase you want to search for in the Find box.
- 3 Click the **Find All** button at the top left of the Find/Replace bar.
- 4 The All Matches in File dialog bar will open on the right side of the screen showing all matches, and the matches will be highlighted in the file.
 - Click once on a match to display the details at the bottom of the dialog bar.
 - Click twice on a match to go to the match in the document.
 - As new text that matches the search request is typed in the document, it becomes highlighted as well.
 - Click the Refresh icon at the top right corner of the dialog to refresh the search if you have made changes to the document.
 - To clear the highlighting in the file, press Esc (depending on state, may need to press Esc twice), or click the light bulb icon at the top of the dialog bar.
 - If the file changes so that the list no longer matches, you will be prompted to update the list when you try to go an item in the file.
- 5 Click the **Configure** icon at the top left of the All Matches in File dialog bar to select various display options, including options for highlighting and for which elements (notes, headers, etc.) are searched. Any changes that you make will be in effect for all Find All searches until you change it.

See also:

[Find and Replace](#)

7.13.2 Cross-File Search

The Cross-File Search can be used to search multiple files at the same time. Orbis provides another very powerful way of searching through thousands of files simultaneously. See Orbis.

To use Cross-File Search, all of the files must be in one folder. By default, all *.nb files in the folder are searched, but if you assign different extensions to your Nota Bene files, you can specify a different extension or search all files (*.*) in the folder. Replacement text can be specified or you can search without replacing. When matches are found, one file is opened at a time, and you will be prompted to save any changes before the file is closed and the next file is opened.

- 1 Open the Cross-File Search dialog by clicking **File, File Options, Search Files**, or by opening the Find/Replace dialog (**Edit, Find/Replace** or **Ctrl+F.**) and selecting Cross File in place of Current File.

- 2 Complete the required information on the top line of the dialog as follows:

Find: Enter the word or phrase you want to search for in the Find box. Text can be typed, or it can be copied (Ctrl+C) and pasted (Ctrl+V).

Special Characters: Click the Special Characters button to the right of the Find box (or to the right of the Replace box) to display a list of wildcards or special characters that can be used in your search. Click on any Special Character to insert it in the Find box (or the Replace box). Some special characters can also be entered by copying them from the document and pasting them in the Find or Replace box. The Tips and Suggestions section below has more information about how some of the special characters can be used.

Replace: Enter the replacement word or phrase in the white Replace box. If you want to delete the word or phrase in the Find box, leave the Replace box blank. Clicking **Tab** will move from the Find to the Replace box; **Shift+Tab** will return to the Find box.

- 3 Review the options on the second line of the dialog. This section can be displayed or hidden by clicking the green circle with a plus/minus sign on the right side of the dialog or by pressing **Ctrl+M**.

Folder: Enter the folder to be searched. The browse button (...) can be used to browse to the desired folder.

File Type: The file type will normally be .NB. However if you use extensions other than .NB for your Nota Bene files and if you have only Nota Bene files in the specified folder, you can type in *.* in place of *.NB.

Stop on Match: When this is selected, the program will highlight the next instance of the text in the Find box, replace it if there is text in the Replace box and stop.

Build File List: When this is selected, the program will show a list of all of the files that contain the text that is in the Find box.

Match Case: Check this box if you want your search to be case sensitive. For example, with this box checked, a search for "John" will find only "John", not "john" or "JOHN".

Whole Word: Check this box if you want your search to find only the whole word specified. For example, with this box checked, a search for "run" will find only "run" not "runs" or "running" or "runt."

- 4 Start the search by clicking **Start**.

See also:

[Find and Replace](#)

7.13.3 Find and Replace: SE command

The SE (search) command is used to search for a word or phrase in an open file.

se: for forward search
seb: for backward search
sea: for case-sensitive (absolute) forward search
seba: for case-sensitive (absolute) backward search

The search command is entered as follows:

- 1 Place the cursor at the beginning of the file or at the point in the document where you want to begin the search.
- 2 Press **F9** to access the action line
- 3 Type one of the four search commands above followed by a space and then a backslash (or another delimiter) then the word or phrase you want to search for then another backslash (or other delimiter). For example, to search for the word "target", type **se \target**
- 4 Press **F10** to begin the search. Your cursor will move to the first occurrence.
- 5 To find the next occurrence, press **F10** again.
- 6 To conduct more complex searches, see [Wildcard characters: action line](#)

The change commands used to replace text within an open file are as follows:

cv: pause and verify before making changes (**cva** for absolute case matches)
ci: change invisible without viewing the process (**cia** for absolute case matches)
ch: make every change while viewing the process (**cha** for absolute case matches)

The replace command is entered as follows:

- 1 Place the cursor at the beginning of the file or at the point in the document where you want to begin the search.
- 2 Press **F9** to access the action line
- 3 Type one of the change commands, followed by a space, backslash, the word or phrase to be replaced, another backslash, the replacement word or phrase and then another backslash. For example to change the words "change from" to "change to", type: **cv \change from\change to**
- 4 Press **F10** to execute the command.
- 5 If you used the **cv** (or **cva**) change command, you will be prompted **Change?** Choose Yes, No, Stop here or One more by clicking one of the buttons or by typing the underlined letter. It is possible that the Change? dialog will obscure the word or phrase that is to be changed. If this happens, the Change? dialog can be moved. See [Moving Windows dialog boxes](#). If you choose **ci** or **ch** (or **cia** or **cha**) you will not be prompted until the replace is complete and **Done** appears on the status line.

See also:
[Find and Replace](#)

7.13.4 Wildcard Characters: action line

The following wildcard characters can be combined with the search commands as part of a search string entered on the action line. For example, to find every instance of the word "paragraph" that is followed by a space and then any single digit number (e.g., paragraph 1, paragraph 2, paragraph 3, etc.), you would use **^N** as a wildcard character representing any number. The full search command would be:

se \paragraph ^N

Note that the character **^** is not an abbreviation for the **Control** button. It is typed by pressing **Shift** and the **6** key at the top of your keyboard.

The wildcard characters are:

- Any single letter (A-Z): **^L**
- Any single number (0-9): **^N**
- Any single number or letter: **^A**
- Any single character: **^X**
- Any single separator: **^S**
- Any single sentence separator: **^E** or **^+**.
- Any string of characters up to 80 characters in length: **^W** (This must be used with one other character.)
- Any but next Single character: **^B** or **^-**. This wildcard represents NOT so that the character that follows will not be included in your search.
- More than one string: **^O** (using the letter O, not zero). This represents OR allowing the search of more than one string at a time.
- Repeat next character: **^0** through **9**. This defines the maximum number of times the character can appear in the string.
- Line Feed Character: **^F**
- Carriage return character: **^C**
- Regular paragraph return: **^R**
- Regular or Alternate paragraph return: **^P**
- Tabs: **^T**

See also:

[Search and Replace: SE command](#)

7.14 Sorting

With Nota Bene, you can sort paragraphs or lines alphabetically or numerically in ascending or descending order. You can sort a whole file or a selected block. The data to be sorted must consist of two or more records. Records are typically paragraphs or lines separated by a paragraph break (i.e., a hard return, inserted by pressing the **Enter** key). You must specify the criteria for sorting. The Sort Options dialog, accessed by clicking **Tools, Sort**, is used for sorting.

To sort lines (or paragraphs) alphabetically or numerically according to the first characters in the line (or paragraph), see [Sorting: lines/paragraphs](#).

If you have used the tab key to create a simple table, you can also sort lines by the text or number in

any column. See [Sorting: tab columns](#).

You can use the Sort Options dialog box to guide you through the process of choosing custom sorting rules. See [Sorting: custom sort](#).

You can also sort by using the Sort command on the action line. See [Sorting: sort command](#).

It is recommended that you save your document before sorting (click **File**, **Save** or press **Ctrl+S**).

See also:

[Editing](#)

Sorting (Ibidem)

7.14.1 Sorting: Lines/Paragraphs

To sort by paragraphs or lines:

- 1 Make sure that all of the records to be sorted are separated by a paragraph break (or hard return) and that there is a paragraph break after the last record. If you are sorting a block of material rather than the full document, [select](#) that block.
- 2 Click **Tools, Sort**
- 3 The **Sort Options** dialog will appear. If it is not already active, click the **Lines/Paragraphs** tab.
- 4 Make the following selections:
 - **Order:** Ascending or Descending
 - **Type:** Alphabetical or Numeric
 - **Characters:** Select the number of characters you want the program to take into account in sorting. A higher number of characters will result in more accurate results, but the process of sorting will take a longer time. If the number, you select is too low, the results may not be accurate. For example, if you select 5 as the number of characters to be taken into account, then the program will not be able to distinguish between two lines that have the same first 5 characters.
 - **Duplicates:** Click on the check box if you would like to have duplicates removed
 - **Entire file:** Use the drop down list to select Entire File or Entire File (Copy in New Window) or Selected. The second option will leave the original file unchanged and produce the sorted results in a new untitled file in a new window. The third option will be available only if you selected a block to be sorted in step 1.
- 5 Click **Sort**

See also:

[Sorting: tab columns](#)

[Sorting: custom sort](#)

7.14.2 Sorting: Tab Columns

To sort by tab columns:

- 1 Make sure that tabs have been used to create one or more columns. Records to be sorted must consist of lines separated by a paragraph break (or hard return) and there must be a paragraph break after the last record. If you are sorting a block of material rather than the full document, [select](#) that block.
- 2 Click **Tools, Sort**
- 3 The **Sort Options** dialog will appear. If it is not already active, click the **Tab Columns** tab.
- 4 Make the following selections:
 - **Sort by:** Indicate which column you want to use in sorting. Clear the **Selected Column** check box and use the drop down list to choose 1st column or 2nd column, etc. You can then choose a secondary criteria for sorting (and a third, fourth, etc.). If you prefer, you can select the column to be used in sorting prior to step 2 and then check the **Selected Column** check box. For instructions on how to select a tab column, click [here](#).
 - **Order:** Ascending or Descending
 - **Type:** Alphabetical or Numeric
 - **Characters:** Select the number of characters you want the program to take into account in sorting. A higher number of characters will result in more accurate results, but the process of sorting will take a longer time. If the number, you select is too low, the results may not be accurate. For example, if you select 5 as the number of characters to be taken into account, then the program will not be able to distinguish between two lines that have the same first 5 characters.
 - **Duplicates:** Click on the check box if you would like to have duplicates removed
 - **Entire file:** Use the drop down list to select Entire File or Entire File (Copy in New Window) or Selected. The second option will leave the original file unchanged and produce the sorted results in a new untitled file in a new window. The third option will be available only if you selected a block to be sorted in step 1.
- 5 Click **Sort**

See also:

[Sorting: lines/paragraphs](#)

[Sorting: custom sort](#)

7.14.3 Sorting: Custom Sort

For any sorting, the records to be sorted must be defined and the criteria for sorting must be specified. Typically, the records to be sorted are defined by the presence of a paragraph break or hard return separating one record from the next. The **Custom Sort** tab of the **Sorting Options** dialog allows you to specify different record separators. Sorting usually takes place by examining the beginning of the record. However, you can direct the program to examine a different part of the record or "field." Fields within the record can be separated by tabs or by another character such as a comma, forward slash, semi-colon, etc. Suppose for example that the data to be sorted consists of **name; address; telephone number** (i. e. you have 3 fields that are separated by semicolons) and you want to sort by telephone number. The **Custom Sort** tab of the **Sorting Options** dialog would provide the option directing the program to consider fields separated by semicolons and sort according to the third field.

To sort using custom sort options:

- 1 Determine how you want to define the records to be sorted and which fields you want to use in sorting the records. If you are sorting a block of material rather than the full document, [select](#) that

block.

2 Click **Tools, Sort**

3 The **Sort Options** dialog will appear. If it is not already active, click the **Custom Sort** tab.

4 Make the following selections:

- **Field Separator** Use the drop down list to select the field separator.
- **Record Separator** Use the drop down list to select the record separator.
- **Sort by:** Indicate which field you want to use in sorting. You can choose just one field to sort by or you can choose a second field (and a third, fourth, etc.). The program will use the secondary field(s) selected only if the data in the first field is the same.
- **Order:** Ascending or Descending
- **Type:** Alphabetical or Numeric
- **Characters:** Select the number of characters you want the program to take into account in sorting. A higher number of characters will result in more accurate results, but the process of sorting will take a longer time. If the number, you select is too low, the results may not be accurate. For example, if you select 5 as the number of characters to be taken into account, then the program will not be able to distinguish between two lines that have the same first 5 characters.
- **Duplicates:** Click on the check box if you would like to have duplicates removed
- **Entire file:** Use the drop down list to select Entire File or Entire File (Copy in New Window) or Selected. The second option will leave the original file unchanged and produce the sorted results in a new untitled file in a new window. The third option will be available only if you selected a block to be sorted in step 1.

5 Click **Sort**

See also:

[Sorting: lines/paragraphs](#)

[Sorting: tab columns](#)

7.14.4 Sorting: sort command

The **sort** command is used to sort records consisting of lines or paragraphs. Each record ends with a hard return.

- 1** Make sure that all of the records to be sorted are separated by a paragraph break (or hard return) and that there is a paragraph break after the last record. If you are sorting a block of material rather than the full document, [select](#) that block.
- 2** Press **F9** to access the action line.
- 3** Type **sort**
- 4** Press **F10** to implement the command.

If you have used the tab key to create a simple table, the **sort** command can be used to sort according to one of the columns in the table. To do this, select the column to be used in sorting and then proceed with step **2** above. For instructions on how to select a tab column, click [here](#).

See also:

Sorting

7.15 Moving Through a Document

There are several ways to move within an open file.

Scroll bars: Scroll bars are at the side of the screen. To move throughout the document, click on the arrows at the ends of the scroll bars or drag the button on the scroll bar to a new position. The cursor moves as you scroll throughout the document.

Directional keys: The 4 arrow keys (Left, Right, Up, Down) and the Page Up, Page Down, Home and End keys can be used to move through an open file. Up/down arrows move from body text through footnotes. You can change this so that the up/down arrows move only through the text, skipping the notes. See Footnote/Endnote Preferences.

Keyboard Shortcuts: Simple keystrokes can be used to move your cursor to a different place in the document. For a list of these shortcuts, see [Moving through a document: keyboard shortcuts](#).

Go to: The **Go To** dialog can be used to move to certain defined places in a document, e.g., to a page, heading, footnote, etc. Click **Edit, Go To** (or press **Ctrl+G**). For more information, see [Go To](#).

Action Line: The GO command can be used to move the cursor to a different page in the open document. See GO command.

Bookmark: Bookmarks can be used to move to a place you have previously identified. See [Bookmark](#).

Cross References: If you use cross references in your document, you can double-click on the green cross reference to go to the point in the document where the reference label was inserted. See [Cross References](#).

Moving from command to command: In Show Codes View, the next full command in the document can be highlighted by pressing **Ctrl+=** (the Control button and the equal sign at the top of your keyboard, not the equal sign on the keypad at the right). Holding the **Ctrl** button down while you repeatedly press the **=** button will take you from command to command throughout the document.

Moving from footnote to footnote: Within a document, you can move to the next footnote or endnote marker by pressing **Shift+Alt+Home** to move to the previous footnote or **Shift+Alt+End** to go to the next footnote. The Go To dialog (Ctrl+G) can be used to go to the previous or next note (footnote or endnote) or to go to a specific note number. Finally, there is a configurable control to the left of the Status bar at the bottom left of your screen can be used to move easily to the previous or next footnote. Alternatively, this control can be configured so that it can be used to move to the previous or next annotation, header/footer or your choice of other elements. The Alt+Home/End keyboard shortcut is associated with this configurable control. See Alt+End/Home Cursor Movement.

Moving from opening quote to closing quote: You can move from an opening quote to the corresponding closing quote or from a closing quote to the corresponding opening quote. Similarly you can move from any open/close character (parentheses, bracket, etc.) to the corresponding closing or opening character. See [Pairs](#).

See also:

[Editing](#)
[Show Codes View](#)

7.15.1 Moving Through a Document: keyboard shortcuts

The four arrow keys (**Left**, **Right**, **Up** and **Down**) and **PgUp**, **PgDn**, **Home** and **End** can be used to move through an open document.

Left: move cursor one character to the left

Right: move cursor one character to the right

Up: move cursor one line up

Down: move cursor one line down

Home: move cursor to beginning of line

End: move cursor to end of line

PgUp: move cursor to previous screen

PgDown: move cursor to next screen

Ctrl+Left: move cursor to previous word

Ctrl+Right: move cursor to next word

Ctrl+Up: scroll screen up

Ctrl+Down: scroll screen down

Ctrl+Home: move cursor to top of file

Ctrl+End: move cursor to bottom of file

Ctrl+PgUp: move cursor to previous page

Ctrl+PgDown: move cursor to next page

Alt+Left: move cursor to previous paragraph

Alt+Right: move cursor to next paragraph

Alt+Home: move cursor to previous note*

Alt+End: move cursor to next note*

Alt+[: move cursor to previous phrase

Alt+]: move cursor to next phrase

Ctrl+Alt+Left: move cursor to previous sentence

Ctrl+Alt+Right: move cursor to next sentence

For information on the use of the arrow keys in a right-to-left language like Hebrew or Arabic, see [Lingua Cursor Movement](#).

*Alt+Home/End is configurable. See [Alt+Home/End Cursor Movement](#).

See also:

[Moving through a document](#)
[Defining text: keyboard shortcuts](#)

7.15.2 Go To

The Go To dialog bar can be used to move to certain defined places in a document, e.g., to a page, heading, footnote, etc. To open this dialog bar, click **Edit, Go To** or press **Ctrl+G**. In the main window at the top of the dialog bar there is a list of the different types of places that you can go to. Click to highlight one of the listed items. You will see that the active controls vary depending on the item chosen. Click on the heading of the list to sort the Go To items alphabetically.

The Go To dialog bar remains open until you close it so that you can move back and forth between your document and the dialog. Press **Esc** to return to your document, or use your mouse to move back and forth between the document and the Go To dialog. The **Return Start** button closes the Go To dialog and returns your cursor to where it was when you first opened the **Go To** dialog (even if you have, for example, moved through 30 footnotes). Click **Close** to close the dialog, leaving the cursor in its current position.

You can also use the GO command on the action line to move to a new page. See [Go To: GO command](#).

See also:
[Moving Through a Document](#)

7.15.3 Alt+End/Home Cursor Movement

A configurable control to the left of the Status bar at the bottom left of your screen can be used to move to move easily the previous or next footnote/endnote. This control can be configured to move to other previous or next selected element instead of notes.

To move to the next or previous footnote/endnote (or other element, as configured), click the left (previous) or right (next) arrows on the control, or press Alt+Home (previous) or Alt+End (next).

By default, the above actions will apply to notes (footnotes or endnotes). To configure this control so that the arrows and Alt+End/Home will apply to a different element, click the down arrow and click to select the element (e.g., annotations or headers/footers).

See also:
[Moving Through a Document](#)

7.15.4 Go To: GO command

The **GO** command can be used to move the cursor to a different page in the open document:

- 1 Press **F9** to access the action line.

- 2 Type **go** followed by a space and then the page number. For example, to move the cursor to the top of page 3, and type: **go 3**
- 3 Press **F10** to implement the command.

You can also press **Ctrl+G** to open the Go To dialog and then fill in the page number.

See also:

[Go To](#)

[Moving Through a Document](#)

[Moving Through a Document: keyboard shortcuts](#)

7.15.5 Bookmarks

Bookmarks can be used to set a place in the document to which you can easily return. Up to 9 bookmarks can be set in each document. For example, if you are working at a particular point in a document, but want to check something at the beginning of the document, a bookmark could be set so that you can easily return to the same place. If text is added or moved, the page number may change, but the bookmark will remain at the point in the text specified. Bookmarks can be remembered from session to session.

To set the first bookmark in a document:

- 1 Place your cursor at the point in the text where you want a bookmark
- 2 Click **Edit, Bookmarks** (or press **Ctrl+Q**)
- 3 Use the check box at the bottom of the dialog to indicate whether you do or do not want to save bookmarks with the file. Checking this box will enable you to return to the same bookmarks after closing and subsequently reopening the file.
- 4 Use the second check box at the bottom of the dialog to indicate whether you do or do not want to mark the location of the bookmark with a non-printing dot.
- 5 Click **Set New Text at [arrow]**. You should see the first line highlighted with the number 1, the page on which the bookmark is located, and a short line of text from your document displayed.

To set subsequent bookmarks in a document:

- 1 Place your cursor at the point in the text where you want a bookmark
- 2 Click **Edit, Bookmarks** (or press **Ctrl+Q**)
- 3 Click to highlight the numbered line for the bookmark that you wish to use. Normally this will be the next available blank line. If you highlight a line that is already being used for a bookmark, the previous bookmark will be replaced with the new one.
- 4 Click **Set New Text at [arrow]**. You should see that the page number and text for the bookmark has been added to the line you selected.

To go to a bookmark

- 1 Click **Edit, Bookmarks** (or press **Ctrl+Q**)

- 2 Click to highlight the numbered line for the bookmark that you wish to go to. Normally this will be the next available blank line. If you highlight a line that is already being used for a bookmark, the previous bookmark will be replaced with the new one.
- 3 Click the **Go To** button at the bottom of the dialog.

All of the above functionality is also available on the **Go To** (Ctrl+G) dialog bar, under Bookmarks. The Go To dialog bar remains open on the right side of your screen.

See also:

Go To Dialog Bar

[Moving through a Document](#)

[Annotations](#)

7.15.6 Pairs (quotes, brackets, etc.)

The Pairs feature allows you to move from an opening quote to the corresponding closing quote or from a closing quote to the corresponding opening quote. Similarly you can move from any open/close character (parentheses, bracket, etc.) to the corresponding closing or opening character. This can be useful in checking to see if the closing quote (or other character) is present.

To move from an opening character to a closing character:

- 1 Place your cursor on the opening character.
- 2 Click **Edit, Pairs, Closing Element** (or press **Alt+Shift+>**)

To move from a closing character to an opening character:

- 1 Place your cursor on the closing character.
- 2 Click **Edit, Pairs, Opening Element** (or press **Alt+Shift+<**)

See also:

[Moving Through a Document](#)

[Quotation Marks](#)

7.16 Shortcuts for Efficient Typing

Nota Bene provides multiple ways to simplify typing. Click on the links below for detailed information.

Keyboard Shortcuts: In addition to shortcuts that are used by most Windows applications (e.g. **Ctrl+B** for bold and **Ctrl+S** for save), Nota Bene provides many more keyboard shortcuts that are designed to help you control your writing from the keyboard.

Expand/Convert/Shorthand (under Edit): Certain key combinations will automatically change to

something else. For example, if you type (c), you will get © or if you type two dashes, you will get an em dash. This feature can be turned off or customized.

Phrase Libraries (under Edit): Assign a phrase or a block of text to each of 35 different keys. The phrase or block of text can then be inserted by pressing Shift+Alt+the letter or number that has been assigned to the phrase.

Auto Replace (under Proof): Misspelled words can be automatically corrected.

F5 Key (under Insert): The F5 key is used to insert symbols and certain special characters.

F6 Key (under Insert): The F6 key (the "compose key") is used to enter accents or other diacritical marks and a wide variety of specialized characters.

7.16.1 Keyboard Shortcuts

Nota Bene is designed to provide fast keyboard control. There are many keyboard shortcuts that allow you to issue commands with an easy key combination.

Nota Bene uses Windows standard commands that are used by most Windows applications. Examples are **Ctrl+S** (save), **Ctrl+U** (underline), **Ctrl+B** (bold), **Ctrl+I** (italics), **Ctrl+C** (copy), **Ctrl+V** (paste). In addition, Nota Bene has added many more key combinations. For example, **Ctrl+Spacebar** will move the cursor through the text changing the case -- upper case to lower case and vice versa. **Shift+Alt+F1** will insert a counter (1, 2, 3, etc.).

Instructions for using keyboard shortcuts are found throughout the Help files on the pages that describe how to use the menus to issue various commands. In addition, many keyboard shortcuts can be seen on right side of the drop-down menus. Once you learn the keyboard shortcut, you can use it instead of the menu. To see a chart showing all key assignments, click **Help, Key Charts**. Click each of the four buttons at the top of the chart to see all of the key assignments.

See also:

[NB Commands](#)

[Menus](#)

[Keyboard](#)

7.16.2 Expand/Convert/Shorthand

When you enter certain combinations of characters, the text will automatically changed to something else. For example, two hyphens automatically become an em dash, and (c) will be automatically be changed to ©. This feature can be turned off or customized.

To suppress expansion in individual cases, press Esc before the final character. For example, if you have legal symbols enabled, so that (c) will be automatically changed to ©, you can type (c) as follows:

type: (c
press: Esc
type:)

To review, turn off, or customize this feature, click **Edit, Expand/Convert/Shorthand**. The Expand/Convert/Shorthand dialog will open.

To disable this feature click to clear the Expand/Convert/Shorthand box at the top of the dialog.

First tab: Convert Automatically. The items on this tab will convert automatically if checked. Click to check or clear the boxes for each item. The first four of the following items are checked by default; the last 2 are not checked.

- Dash: Two hyphens convert to an em dash.
- Leader: Three hyphens at the beginning of a line followed by [Enter] convert to a leader of hyphens/dashes. (A leader is a series of dashes, dots, or other characters that continues from the point of insertion to the right margin or to a number or other text is inserted at the end of the leader.) Similarly, any character repeated three times at the beginning of a line followed by [Enter] will convert to a leader. For example, three dots followed by [Enter] will produce a leader (a line) of dots.
- Legal Symbols: (c) or (r) or (tm) automatically convert to © or ® or ™. Note that if the program detects (a) and (b) prior to (c), then (c) will not automatically convert to ©.
- Lowercase i to Uppercase I: A stand-alone lowercase i converts to an uppercase I.
- Circled Numbers: Numbers in parentheses (up through number 10) will convert to circled numbers if you choose to check this item. If you check this and then want to type a number in parentheses and not have it convert, you can suppress the expansion as described above.
- Number Dash: A number followed by a hyphen (dash) converts to a number followed by an em dash if you choose to check this item.

Second tab: Convert on Control or Key. The items on this tab can be converted by typing ^ after designated characters, or by tapping and releasing the Control key. These items are not on by default, so this will work only if you open the dialog and check these items. If you would like to use a character other than ^ to activate the conversion, you can enter that character at the bottom of the second tab (it must be a non-alphanumeric character).

- Arrows: < or > can be converted to arrows. If this item is checked, you can type a < or a > followed by either ^ or a tap of the Ctrl key. Repeat the ^ or the tap of the Ctrl key to cycle through four different styles of arrows.
- Bullets: # can be converted to square bullets and @ can be converted to round bullets. If this item is checked, you can type # or @ followed by either ^ or a tap of the Ctrl key. Repeat the ^ or the tap of the Ctrl key to reduce the size of the bullets.
- Brackets: Similarly, { or } or (or) can be converted as shown on the dialog.

Third tab: Advanced Options. The third tab shows shorthand options for inserting date, filename or a flush left IP (indent paragraph) command. For example, T^ will insert today's date. You can add your own shorthand options by typing them in and then clicking the green + icon. To delete one of the shorthand options, click to highlight it and then click the red x icon.

See also:

Shortcuts for Efficient Typing
Phrase Libraries
Leaders

7.17 Special Characters

Nota Bene provides you with several ways of entering special characters. Click on the links below for more information on entering the following characters, or see the next section below for general information about the methods available for entering special characters and accents.

[Bullets](#)

[Quotation Marks](#)

[Leaders](#)

[Hypens and Dashes](#)

[Non-Breakable Characters](#)

[Em, En and Thin Spaces](#)

[Ligatures \(Æ, æ, Œ, œ\)](#)

[Accents](#)

[ASCII Characters](#)

The tools that are available to enter these and other characters are as follows:

The Compose Key (F6): Add accents to any letter or transform a letter into a ligature (e.g. transform an a into an æ) or transform characters into other symbols (e.g. transform a plus sign into your choice of 74 different math symbols). If you have Lingua, the F6 key is used with Greek, Hebrew or Cyrillic and many additional options are available.

Text Symbols (F5): Certain symbols (e.g., ©, €, a non-breakable space, a thin space or Orbis Entry Markers) can be inserted by pressing **F5** and then an assigned key. Press **F5**, **F1** or click **Insert, Symbols & Punctuation** to display a Text Symbols dialog showing the symbols that can be inserted with the **F5** key.

Accented Letters (Ctrl+Alt): Accented vowels, ligatures and a few other Latin characters can be inserted by pressing **Ctrl+Alt** with assigned key. Click **Insert, Latin Vowels & Others** to display a **Latin Characters** dialog showing the characters that can be inserted using this method.

Character Inventory (Alt+Shift+F5): A wide variety of characters can be inserted by using the Character Inventory on the Insert menu.

See also:

[Microspacing Adjustments](#)

7.17.1 Bullets

Bullets can be inserted in two different ways. Method I below is the simplest to use, and it allows you to select different kind of bullets and to automatically place a tab or one or two spaces after the bullet. Method II uses counters C11, C12, C13 or C14. These counters can be formatted as a variety of different bullets and you have more options for automatically adding spaces or tabs before as well as after the bullet.

Method I: Bullet Lists

There are three lists of bullets. By default, the first list uses a dot bullet, the second list uses a box bullet and the third list uses an arrow. Each bullet is automatically followed by a tab. You can change the configuration of these lists by selecting a different bullets or by selecting different punctuation to follow the bullet (tab, one space, two spaces or nothing). When you change the configuration, the change will remain in effect until you change it again. When you use one of these lists to insert a bullet, the bullet itself is inserted in the document, so you see the bullet in Show Codes View as well as in Page Layout View. Changing the configuration of the bullets used in one of these lists will not affect bullets that have already been inserted.

To insert a bullet using Bullet List 1 (a dot bullet, unless you have changed it), place your cursor where you want the bullet to appear and press **Ctrl+Shift+F1** or click the **Bullet** button on the Format toolbar.

To insert a bullet using Bullet List 2 (a box bullet, unless you have changed it), place your cursor where you want the bullet to appear and press **Ctrl+Shift+F2**.

To insert a bullet using Bullet List 3 (an arrow bullet, unless you have changed it), place your cursor where you want the bullet to appear and press **Ctrl+Shift+F3**.

To change the configuration of any of these lists, click **Insert, Numbered/Bulleted Item**. The Insert Numbered/Bulleted Item dialog will appear on your screen. Click the radio button next to Bullet 1, Bullet 2 or Bullet 3. Use the drop-down lists to select a different bullet or to select different punctuation after the bullet. The changes that you make will have no effect on bullets that have already been entered in your documents, but they will affect all future bullets that you enter in any document.

To properly format the indentation for a bulleted list, see [Formatting Numbered/Bulleted Lists](#).

Method II: Counters

Numbered Items or counters can be formatted as bullets. This method has the advantage of allowing you to format bullets so that they are entered with tabs or spaces added before or after the bullet. You can even set the indentation so that subsequent lines of text are lined up with the first line of text. Once a numbered item is formatted as a bullet, it can be entered easily and quickly with one simple key combination. There are four lists that can be defined for numbering or lettered lists or for or bullets. If you are using numbered or lettered lists in the same document, you must choose which list to use for bullets. If you want to use two different kinds of bullets, two of the lists can be used, one for each kind of bullet. To define one of the numbered lists for bullets and insert the bullets:

- 1 Move your cursor to the point at which you want to insert the first bullet.
- 2 Click **Insert, Numbered/Bulleted Item**. The Insert Numbered/Bulleted Item dialog will appear on your screen.
- 3 Choose the List you want to use for bullets by clicking on the radio button for List 1, List 2, List 3 or List 4. If you plan to use only bullets and no numbered lists in this document, choose **List 1**.
- 4 Click **Set Format**. The Number Start Position dialog will appear on your screen.
- 5 Select the number start position and then click **OK**. If you plan to use less than 4 distinct numbered lists and or bullet styles in this document, you should select **Beginning of Document**. By selecting different starting points, the same list can be used repeatedly in the same document with

numbering or bullets beginning again and styles defined differently each time the the list starts again.

- 6 Next, the Number Format dialog will appear on your screen. Complete the information as described below and then click **OK**
 - Use the Number Style drop down list to select Bullets.
 - Use the drop down lists to select Start With and End With. (Text Before and Text After are not generally used with bullets.)
 - Use the Bullet Character drop down list to select the type of bullet you want to use.
 - Press the Font Before button to make changes to the font of the counter. These changes will remain in effect for the text immediately following the counter unless you also change the following text by pressing the Font After button. For example, if you want the bullet to be larger, but you do not want the following text to be affected, then you should press the Font Before button and select a larger point size and then press the Font After button and select the smaller point size previously in effect.
 - Press the **Indentation** button or the **Tabs** button to make changes to the Indentation or the tabs for the counter and the following text.
- 7 The **Insert Numbered Item dialog** will reappear on your screen. Click **Insert**.
- 8 To insert the next bullet in the same series, press **Shift+Alt+F1** if you are using List 1. If you are using Lists 2, 3 or 4, press **Shift+Alt+F2**, **Shift+Alt+F3**, or **Shift+Alt+F4**. (Subsequent bullets can also be inserted by pressing **Insert, Numbered Item**, then clicking **Insert**)

If you selected Indentation for the bulleted list in step 6, you do not need to do so separately. However, you will need to return to regular indentation after the bulleted list. To format the indentation, see [Formatting Numbered/Bulleted Lists](#).

See also:

[Numbered Lists](#)

7.17.2 Quotation Marks

Nota Bene automatically inserts smart quotes when the " key is pressed (with or without **Shift**). Smart quotes curve in different directions depending on their relationship to the text.

For example: 'xxx' or "xxx"

To change the direction of a smart quote, press the " key a second time.

To insert straight quotes, press **Alt + "** for single quotes or **Alt + Shift + "** for double quotes.

For example: 'xxx' or "xxx"

To insert end quotes, you can either press the " key a second time or press **Ctrl + "** for single quotes or **Ctrl + Shift + "** for double quotes.

For example: class of '03

To insert begin quotes, you can either press the " key a second time or press **Ctrl + `** for single quotes or **Ctrl + Shift + `** for double quotes (using the ` or ~ key).

To insert "low 9" quotation marks (opening quotation marks as used in some European languages), press **Ctrl + Alt + "** for single quotes and **Ctrl + Alt + Shift + "** for double quotes.

For example: ,xxx or ,,xxx

To insert « or » (opening or closing quotation marks in some European languages), press **F5** and then **Shift + <** for opening quotes or **F5** and then **Shift + >** for closing quotes. Note that Nota Bene uses double angled brackets in Show Codes view to signify the beginning and end of [embedded commands](#). These command brackets are shown as green and red double angled brackets on a gray background. For more information on command brackets, see [Editing in Show Codes View](#).

The characters inserted by the open and close single and double quote keys can be configured, thus serving needs of European users. Click **Tools, Preferences**, and double-click **Quote Key Type**. The Quote Key Type dialog can also be used to change the default setting so that straight quotation marks are used by default rather than smart quotes.

NB:

- If you want to change the default setting, so that Nota Bene does not automatically insert smart quotes, see [Quotation mark default settings](#).
- If you are using a keyboard other than the default English (United States), see [Alternate keyboards](#) for additional information.
- If you find that quotation marks are not displaying and printing properly, it may be because the font that you are using does not support smart quotes. Try changing the font (for example from Courier to Courier New).
- If you want to move your cursor from an opening quote to a closing quote. see [Pairs](#).

7.17.2.1 smart quote default

Nota Bene automatically uses smart quotes. However, you can change the default setting so that Nota Bene uses straight quotation marks which do not distinguish between open quotation marks and close quotation marks. To change this default setting:

- 1 Click **Tools, Preferences**
- 2 The **Preferences** dialog box will appear on your screen. Highlight **Quote Key Type** and click the **Set** button.
- 3 The **Quote Type** dialog box will appear on your screen. Click the **Regular Quote/Apostrophe and Double Quote** radio button.
- 4 Click **OK**. Close the **Preferences** dialog box by clicking **Close** (or by clicking the **X** in the top right corner).

See also:

[Quotation Marks](#)

7.17.3 Leader

A leader is a series of dots, dashes or another character that continues from the point of insertion to the right margin, or to text that is inserted at the right margin, after the leader. A leader consisting of spaces can be used to separate text that is flush left from text that is flush right. More than one leader can be used on the same line to separate text with equal amounts of space between each block of text. For more information, see [Leader: advanced tips](#).

A character (e.g. a dot) repeated 3 times at the beginning of a line and followed by [Enter] will automatically be converted to a leader. Other easy ways to insert a leader are to press **Shift+Tab** followed by the character you want to use for the leader, or to use the LD command on the action line (**LD** followed by a space and the character you want to use for the leader). See [Leader: keyboard shortcut](#) or [Leader: ld command](#).

To use the menu to insert a leader:

- 1 Move the cursor to the point where you want to insert a leader.
- 2 Click **Insert, Other, Leader**. The **Insert Leader** dialog will appear.
- 3 Click on one of the radio buttons to indicate which leader you want to insert. If you choose radio button marked **Other**, you can type in any character to use as a leader.
- 4 Click **OK**
- 5 Type in the text that you want to appear flush right at the end of the leader.

See also:

[Hyphens and Dashes](#)
[Expand/Convert/Shorthand](#)

7.17.3.1 Leader: LD command

A leader is a series of dots, dashes or other text that continues from the point of insertion on the same line until a number or other text is inserted flush right.

To insert a leader:

- 1 Move the cursor to the point where you want to insert a leader.
- 2 Press **F9** to access the action line
- 3 Type **LD** followed by a space and then the character you want to use as a leader.
 - To enter a leader consisting of a line of dots, use the command **LD .** (LD followed by a space and then a period).
 - To enter a leader consisting of a line of dashes, use the command **LD -** (LD followed by a space and then a hyphen).
 - A leader consisting of spaces can be used to separate text that is flush left from text that is flush right on the same line. To insert a leader consisting of spaces, use the command LD followed by two spaces.
- 4 Press **F10** to insert the leader.
- 5 After inserting a leader, the cursor will be flush right. Type in the text that you want to appear at the end of the leader.
- 6 If the command is still on the action line, subsequent leaders can be inserted by pressing **F10** (steps 2 and 3 can be omitted).

See also:[Leader: keyboard shortcut](#)[Leader \(menu\)](#)[Leader: advanced tips](#)**7.17.3.2 Leader: advanced tips**

The leader command (**LD**) provides a powerful and flexible way of controlling spacing on a line and/or entering a line of dots, dashes or other characters. There are three ways to enter a leader: keyboard shortcut, menu and action line. For specific instruction on entering a leader, see [Leader](#) or [Leader: ld command](#) or [Leader: keyboard shortcut](#) or Expand/Convert/Shorthand.

Different types of leaders

To enter a leader consisting of a solid line at the level of a dash, you must use an en dash or an em dash as the leader character. These characters cannot be typed on the action line, so you cannot use the action line to enter this leader. Use the menu, keyboard shortcut, or type the command directly into codes view (to type an en dash in codes view, press **F5** and then **Shift+N**). The underline character can also be used to create a solid line and this can be entered using the action line, the keyboard shortcut, or the menu.

A leader consisting of a line of spaces will separate text that is flush left from text that is flush right. Use the space as the leader character.

Additional spacing can be inserted between leader characters if you use the action line (this option is not available if you use the menu or the keyboard shortcut). To do this enter additional character(s) at the end of the command. The leader will consist of only the first character, but space of approximately the width of any additional character(s) will be added between each occurrence of the first character. For example, the command **LD ..** (LD followed by a space and then two periods) will produce a leader consisting of a line of dots, but the dots will be further apart than they would be if the command included only one period. The commands **LD ...** (LD followed by a space and then three periods) or **LD .m** (LD followed by a space, a period and the letter **m**) would produce a line of dots separated by more space.

Multiple leaders on one line

More than one leader can be used on one line to control the spacing between different blocks of text on the line. Nota Bene will divide the remaining amount of space on the line into equal segments, one for each leader. For example, text followed by a leader, text, leader, text, leader, text will result in four blocks of text separated by leaders with an equal amount of space between each of the blocks of text. The leaders can use any leader character, including a space.

See also:[Editing in Show Codes View](#)[Hyphens and Dashes](#)**7.17.3.3 Leader: keyboard shortcut**

A leader is a series of dots, dashes or other text that continues from the point of insertion on the same line until a number or other text is inserted flush right.

A leader can be inserted by pressing **Shift+Tab**. The message "Type character to be used for leader" will appear on the status line. Type the character you want to use. For example, press **Shift+Tab** and then . (period) to insert a line of dots. Note that you must release the **Shift+Tab** before typing the character that you want to use for a leader. Any character can be used as a leader, but space, dot and hyphen are most commonly used. In addition, the following keys have special uses when used after pressing **Shift+Tab**:

- **n** or **N** En dash, used to create a solid line
- **m** or **M** Em dash, used to create a solid line (An em dash is longer than an en dash, but either one used as a leader will create a solid line.)
- **2** large solid dot •
- **4** ☐
- **8** small dot at the level of a dash. The leader will be the same as a leader that uses the period, except that the line of dots will be in the middle of the line, at the level of a dash.

Note that these keys are the same as those used after F5 to insert these characters, except that they are unshifted.

See also:

[Leader \(menu\)](#)

[Leader: Id command](#)

[Leader: advanced tips](#)

[Text Symbols \(F5\)](#)

7.17.4 Hyphens and Dashes

There are several ways to insert hyphens and dashes

Menu: Insert Breaks

- 1 Place the cursor at the point where the hyphen or dash should be inserted.
- 2 Click **Insert, Breaks**.
- 3 The **Breaks** dialog will appear on your screen.
- 4 Click the **Hyphen** box and select one of the following radio buttons:
 - **Regular Hyphen** (a regular hyphen would usually be inserted by pressing the hyphen key)
 - **Soft Hyphen** (a hyphen used to show where to hyphenate a long word; it displays only if the word is actually hyphenated)
 - **Non-Breakable Hyphen** (a hyphen that will not break at the end of a line, but will assure that the hyphenated word is always on one line)
 - **En Dash** (a dash that is longer than a hyphen)
 - **Em Dash** (a dash that is longer than an en dash)
- 5 Click **OK**

F5 and Other Keyboard Shortcuts

The following shortcuts can be used to insert hyphens and dashes:

- To insert a soft hyphen, press **Ctrl** and the hyphen key
- To insert a non-breakable hyphen, press **F5** followed by the hyphen key
- To insert an en dash: press **F5**, followed by **Shift+N**
- To insert an em dash: press **F5**, followed by **Shift+M**

Phrase Library or Auto Expand

If you use an en dash or an em dash frequently, the phrase library or auto expand features can be customized to enter either (or both) of these dashes. For example, phrase library could be set up so that **Shift+Alt+N** would enter an en dash. Auto expand could be set up so that whenever you type **nnn**, the three n's would automatically be converted to an en dash (use this only if you would never want to have three n's in your text). Two tips for using auto expand to insert dashes:

- Auto expand expands or transforms letters or numbers only, not punctuation marks, so you cannot set it up to convert two hyphens to an en dash.
- You cannot type an en dash directly into the Edit Custom Dictionary dialog box. Type the en dash into a regular Nota Bene document and then copy it into the Edit Custom Dictionary dialog box. The character will not display properly in the dialog box, but it will transform properly when used in a Nota Bene document.

For instructions, see [Phrase Library](#) and/or [Auto Expand](#).

The Compose Key (F6)

(This method is available only if you have the Lingua module)

The compose key can be used to transform a regular hyphen into your choice of several hyphens or dashes of varying lengths.

- 1 Place the cursor at the point where the hyphen or dash should be inserted.
- 2 Type a regular hyphen and then press **F6**
- 3 The **F6** pop-up screen will appear showing the dashes that can be entered using this method. Use one of the following methods to transform the hyphen that you typed in step 2 into the dash that you select.
 - Type the number or letter shown in the small yellow square in the square that contains the character you want to enter.
 - Double click the square that contains the character you want to enter.
 - Click the square that contains the character you want to enter and then press **Enter**.

If you remember the number or letter in the small yellow square, and want to enter the same dash again, it can be typed after pressing **F6** before the F6 pop-up screen appears.

Leaders

A leader is a line of dots, hyphens, dashes or blank space that separates text that is flush left from text that is flush right.. If you want to insert a leader, see [Leader](#) or [Leader: keyboard shortcut](#) or [Leader: Id command](#).

See also:

[Non-Breakable Hyphen and Space](#)
[Hyphenation](#)
[Bullets](#)

7.17.5 Non-Breakable Characters

A non-breakable hyphen or space can be inserted to prevent the line from breaking at the hyphen or space. For example, if you want to make sure that Dr. Smith-Miller's name always appears on one line, a nonbreakable hyphen should be inserted. If you want to make sure that January 2 appears on one line, a nonbreakable space should be inserted between January and 2.

To insert a non-breakable hyphen, press **F5** followed by the hyphen key.

To insert a non-breakable space, press **F5** followed by the space bar.

Non-breakable hyphen or space can also be inserted by clicking **Insert, Breaks** or by clicking **Insert, Characters**. Click the hyphen or the space in the white box and then click on the **Insert** button.

See also:

[Hyphens and dashes](#)
[Non-breakable blocks](#)
[Spacing Adjustments](#)

7.17.6 Ligatures

Ligatures (Æ, æ, Œ, œ) can be inserted in any of the following ways:

The Compose Key (F6) method:

- 1 Place the cursor at the point where the ligature should be inserted.
- 2 Type the first letter of the ligature (A, a, O or o).
- 3 Press **F6**
- 4 To transform the letter you just typed into a ligature, press **Alt** and the second letter of the ligature.

The Insert Menu method:

- 1 Place the cursor at the point where the ligature should be inserted.
- 2 Click **Insert, Latin Vowels & Others**
- 3 The **Latin Characters dialog** will appear on your screen.
- 4 Click on the character to be inserted. A square will appear around the character you have selected.
- 5 Click **Insert** or double click on the character to be inserted.

The Ctrl+Alt method:

- 1 Place the cursor at the point where you want to insert the ligature.
- 2 Press one of the following key combinations
 - To insert **æ** , press **Ctrl+Alt+W**
 - To insert **Æ**, press **Ctrl+Alt+Shift+W**
 - To insert **œ**, press **Ctrl+Alt+R**
 - To insert **Œ**, press **Ctrl+Alt+Shift+R**

A keyboard diagram showing the position of keys that can be inserted using the **Ctrl+Alt** method can be displayed by pressing **Shift+Ctrl+K** and then clicking the **Ctrl+Alt** radio button.

See also:

[Compose Key \(F6\)](#)

7.17.7 Accents

Accents can be added to letters in any of the following ways:

The Compose Key (F6) method:

Type a letter, and press **F6**. Find the accented letter on the F6 pop-up screen and double-click or type the letter shown in the small yellow square in the square that contains the character you want to enter. For more information see [Compose Key \(F6\)](#).

The Ctrl+Alt method:

Accented letters can be entered by pressing **Ctrl+Alt**+a letter. A keyboard diagram showing the letters to use with **Ctrl+Alt** can be displayed by pressing **Shift+Ctrl+K** and then clicking the **Ctrl+Alt** radio button. This method is quick and easy once you learn the keyboard position for each accented letter. For more information, see [Accented Letters \(Ctrl+Alt\)](#).

The Insert Menu method:

This is not the quickest method, but it is useful for those who do not use accented letters frequently. Accented letters can be entered from the Insert menu by clicking either **Latin Vowels & Others** or **Character Inventory**. See [Character Inventory](#), or, if you have *Lingua*, see [Lingua Character Inventory](#).

7.17.8 ASCII

ASCII characters (DOS charset) can be entered by holding the Ctrl and Shift buttons down while you enter the number of the ASCII character. You have to keep holding down Ctrl+Shift to input characters higher than ASCII 0-9. Thus, for ASCII 75, you press Ctrl+Shift, keep the keys pressed down, and press 7, then 5, and only then release Ctrl+Sh. If you release between 7 and 5, you'll get ASCII 7 and ASCII 5.

You can convert a file to ASCII by clicking **File**, **Save As** and selecting ASCII in the formats box of the

Save As dialog. Formatting codes will be removed and the file will be saved as a TXT file using the ASCII character set.

ASCII stands for American Standard Code for Information Interchange. The ASCII character table is available in many places on the Internet.

See also:

[Special Characters](#)

7.17.9 Text Symbols (F5)

Symbols and certain special characters can be inserted using the **F5** key.

- 1 Place the cursor at the point where the special character should be inserted.
- 2 Click **Insert, Symbols & Punctuation** or press **F5**, then **F1**.
- 3 The **Text Symbols** dialog will appear on your screen displaying characters that can be inserted.
- 4 Click on the character to be inserted. A square will appear around the character you have selected.
- 5 Click **Insert** or double click on the character to be inserted.

If you remember the position of the character on the keyboard diagram, you can insert the character directly by pressing **F5** and then the appropriate key. If the diagram shows the character you want to insert on the top half of a key, press **Shift** while you press the key. The special characters are placed on the keyboard in positions which should be easy to remember.

Examples:

To insert ø press **F5**, then **c**

To insert © press **F5**, then **Shift+c**

To insert an unbreakable space (a space that will not break at the end of a line), press **F5**, then the space bar.

See also:

[Accents and Special Characters](#)

[Non-breakable characters](#)

7.17.10 Accented Letters (Ctrl+Alt)

All of the accented letters, ligatures and a few other characters in the Roman alphabet have been assigned positions on the keyboard and can be inserted from the **Insert** menu or by pressing **Ctrl+Alt** or **Ctrl+Alt+Shift** with the appropriate letter or number. **Shift** is added for uppercase letters. Accented letters and ligatures can also be inserted using the compose key (**F6**). See [Compose \(F6\)](#).

To use the menu to insert these characters:

- 1 Place the cursor at the point where the accented letter or ligature should be inserted.
- 2 Click **Insert, Latin Vowels & Others**
- 3 The **Latin Characters** dialog will appear on your screen.
- 4 Click on the character to be inserted. A square will appear around the character you have selected.
- 5 Click **Insert** or double click on the character to be inserted.

To use the keyboard to insert these letters:

- 1 Place the cursor at the point where the accented letter or ligature should be inserted.
- 2 Open the **Latin Characters** dialog by clicking **Insert, Latin Vowels & Others** as described above.
- 3 Note the position of the character that you want to insert. Press **Cancel** to close the **Latin Characters** dialog.
- 4 Press **Ctrl+Alt+** the appropriate letter or number if you want to insert a lowercase letter or **Ctrl+Alt+Shift+** the appropriate letter or number if you want to insert an uppercase letter.

In order to make it easier to remember the keyboard position of the accented letters, the accented vowels generally are placed so that they line up vertically with the vowel on the keyboard. The colors on the chart show this relationship. The accents are placed horizontally so that circumflex is on the top row of the keyboard (the numbers), umlaut is on the second row, acute is on the third row and grave is on the bottom row. Other accented letters and ligatures are as shown in the chart.

Examples:

To insert **ä**, press **Ctrl+Alt+Q**

To insert **Ä**, press **Ctrl+Alt+Shift+Q**

See also:

[Accents and Special Characters](#)

7.17.11 Character Inventory (Alt+Shift+F5)

A wide variety of special characters and symbols can be inserted by using the character inventory.

- 1 Move your cursor to the point at which you want to insert a special character.
- 2 Click **Insert, Characters From Inventory** or press **Alt+Shift+F5**. The Character Inventory dialog will appear on your screen.
- 3 Click each of the tabs to see the characters that can be inserted.
- 4 Click on the character to be inserted and then click the **Insert** button (or double-click on the character to be inserted).

If you have Lingua, you will have many more options for inserting characters and diacritics in other alphabets. See Lingua Character Inventory for a more detailed descriptions of the options available.

7.18 Compose Key (F6)

The **F6** key (the "compose key") provides a quick and powerful way of entering a wide variety of specialized characters. Its most basic use is to add accents or other diacritical marks to letters in the Roman, Hebrew, Greek or Cyrillic alphabets. Multiple accents can be added to virtually any letter in virtually any combination.

Basic instruction for using the compose key are as follows:

- 1 Type any letter, number or other character
- 2 Press **F6**
- 3 The **F6** pop-up screen will appear showing all of the accents that can be placed on the letter you just typed. Find the accented letter that you want and enter it using one of the following methods.
 - Type the letter shown in the small yellow square in the square that contains the character you want to enter.
 - Double-click the square that contains the character you want to enter.
 - Click the square that contains the character you want to enter and then press **Enter**.

If you remember the letter in the small yellow square, you do not need to wait for the F6 pop-up screen to appear. For example, you can type an e with an acute accent by typing **e**, **F6**, **a**. The letters corresponding to the accents have been assigned so that they will be easy to remember (a for acute, g for grave, u for umlaut, etc.).

If you have Lingua, additional options will be available, and the F6 key can be used with different alphabets. If Shift, Alt, Ctrl, Ctrl+Shift or Ctrl+Alt are shown at the top of the screen highlighted in green, then additional options can be viewed and entered by pressing the corresponding keys (Shift, Alt, etc.) on your keyboard.

Additional accents can be placed on the same letter by repeating steps **2** and **3**. If both accents appear above the letter, they will be stacked in the order in which they were placed.

In addition to adding accents, the compose key can be used to transform numbers or other characters into less commonly used characters. See the following pages for more details about how the F6 key can be used with different characters and different alphabets.

[Compose Key: Letters \(Roman or Cyrillic alphabet\)](#)

[Compose Key: Numbers](#)

[Compose Key: Other Characters](#)

[Compose Key: Greek](#)

[Compose Key: Hebrew](#)

[Compose Key: Arabic](#)

See also:

[Accents, bullets, special characters](#)

[Lingua character inventory](#)

[Lingua: editing accents](#)

[Font-rendering options](#)

[Lingua smart characters](#)

7.18.1 Compose Key: Letters

The compose key (F6) can be used to add accents to letters. To use the compose key with a letter, type the letter, press **F6**, find the accented letter that you would like to insert and double-click or type the letter in the small yellow box corresponding to the character that you want to enter. For more detailed instructions, see [Compose key](#)

If you have the Lingua module, you will have more options. With Lingua, the compose key is used with letters in the Roman and Cyrillic alphabets as follows:

- add one or more accents or marks above, below or through a letter
- transform a letter into a different form of the same character (e.g., small cap or rotated)
- transform a letter into a related character (e.g. transform a b into a beta or a hooktop b)

In general, when you type a Roman or Cyrillic letter and then press **F6**, the **F6** pop-up screen will have the following characteristics:

- The first screen shows the letter with accents above the letter
- The **Shift** screen shows the letter with the same accents below the letter
- The **Ctrl** screen shows the letter with different accents above and/or through the letter
- The **Ctrl+Shift** screen shows the letter with different accents below and/or through the letter
- The **Alt** screen shows alternate forms of the letter including small caps, superscript, subscript, rotated (180%), Greek and other forms of the letter.
- The **Ctrl+Alt** screen shows the letter with accents above the letter
- The letters in the two gray boxes at the bottom right corner of the first screen and the Shift screen show constant height ring or dot above or below a character (for example, as used to indicate conjectural readings in manuscripts)

7.18.2 Compose Key: Numbers

The F6 key can be used with numbers to enter a circled number or a clock. Type a single digit number followed by F6 and then type one of the numbers shown in the small yellow squares to transform the number into a circled number or a clock as shown in the pop-up dialog.

If you have the Lingua module, you will have more options. With Lingua, the compose key is used with numbers for the following purposes:

- transform a number into a different form of the same character (small cap, superscripted, subscripted or rotated)
- transform a number into a fraction
- transform a letter into a slash or a related character (e.g. transform a 4 into a hooked 4)

To use the compose key with a number, type the number, press **F6**, find the transformed character that you would like to insert and double click or type the letter in the small yellow box corresponding to the character that you want to enter. For more detailed instructions, see [Compose key](#)

The letter in the small yellow square is chosen so that if you use this feature frequently, you will remember the letter or number to type without waiting for the pop-up screen. Examples:

- to type a superscripted 2, type **2**, **F6**, **u** (u for up)
- to type a subscripted 2, type **2**, **F6**, **d** (d for down)
- to type a small cap 2, type **2**, **F6**, **s** (s for small)

- to type a 2 that is rotated by 180%, type **2, F6, r** (r for rotated)
- to type ½, type **1, F6, 2**
- to type ¾, type **3, F6, 4**

7.18.3 Compose Key: Other Characters

The compose key (F6) is used with characters other than letters or numbers to enter a wide variety of different characters. If you have the Lingua module, there will be more options available.

The chart below summarizes the kinds of characters that can be entered with the compose key (F6). Type the character in the left column, followed by **F6**, to display a pop-up screen with options as indicated in the right column. Find the character that you would like to insert and double click or type the letter in the small yellow box corresponding to the character that you want to enter. Nota Bene will transform the first character you typed into the character that you select. For more detailed general instructions on how to use the compose key, see [Compose key](#)

- * Bullets
- @ Circled numbers, clocks
- # Arrows
- _ Lines/box graphics
- + Math symbols
- ~ More math symbols

Example: To type a bullet, type * then press **F6**. The pop-up screen will show several bullets. Transform the * into the solid triangular bullet in the square marked 7 by typing **7** or by double clicking on the bullet that you select. To enter the bullet the next time, you do not need to wait for the pop-up screen if you remember that you want bullet number 7. Just type *, **F6, 7** and Nota Bene will transform the * into the solid triangular bullet that you selected.

In addition to those listed above, the compose key works with the following characters in Lingua Workstation:

- Dashes
- !,:,. Punctuation
- \$ Monetary symbols
- % symbols similar to %
- ^ Tone marks
- & Graphic images
- ` Accents
- | Vertical lines
- / Rising marks
- \ Falling marks
- ? IPA symbols (question marks)
- = IPA symbols (accents)

See also:

[Bullets](#)

7.18.4 Compose Key: Greek

The Lingua module provides support for Greek. If you have purchased Nota Bene, but not Lingua, you can purchase the Lingua module by going to our on-line order form and logging in as a current customer.

The compose key is used with Greek letters to add breathing marks or accents. To use the compose key with a letter, type the letter, press **F6**, find the letter with the diacritical marks that you want and double click on the character or type the letter in the small yellow box corresponding to the character that you want to enter. For more detailed instructions, see [Compose key](#).

When you type a Greek letter and then press **F6**, the **F6** pop-up screen will show all of the available options on the first screen. The characters shown in yellow squares represent characters with diacritical marks that are commonly used in Greek. Characters in gray squares show combinations of characters and diacritical marks that do not normally occur.

In Greek, breathing marks are shown in front of capital letters. To enter these marks, type the capital letter first and then press **F6**. The **F6** pop-up screen will show the breathing marks in front of the letter.

See also:

[Compose key \(Hebrew alphabet\)](#)

[Compose key \(Roman or Cyrillic alphabet\)](#)

[Compose key \(numbers\)](#)

[Compose key \(other characters\)](#)

7.18.5 Compose Key: Hebrew

The Lingua module provides support for Hebrew. If you have purchased Nota Bene, but not Lingua, you can purchase the Lingua module by going to our on-line order form and logging in as a current customer.

The compose key (F6) is used with Hebrew to add vowels or cantillation marks. To use the compose key with Hebrew, type a Hebrew letter, then press **F6**. The F6 pop-up screen will appear. Find the letter with the diacritical marks that you want and double click on the character or type the letter in the small yellow box corresponding to the character that you want to enter. If you are not familiar with the general use of the F6 key, read [Compose key](#). For instructions on how to type in Hebrew, see [Hebrew](#).

Vowels are displayed on the F6 pop-up screen in the regular or unshifted position. Prose cantillations are shown when you press **Shift**. Poetry cantillations are shown when you press **Control**. Alternate forms are shown when you press **Alt**, but are not recommended for general use. For the cantillations, prepositives are shown in red, postpositives are shown in green and conjunctions are shown in gray. The Hebrew section of the Lingua Character Inventory provides an exact mirror of the F6 pop-up screens with more detailed information including the name of the cantillation. See [Character inventory \(Hebrew\)](#).

See also:

[Hebrew](#)

[Compose key \(Greek alphabet\)](#)

[Compose key \(Roman or Cyrillic alphabet\)](#)

[Compose key \(numbers\)](#)

[Compose key \(other characters\)](#)

7.18.6 Compose Key: Arabic

The Lingua module provides support for Arabic. If you have purchased Nota Bene, but not Lingua, you can purchase the Lingua module by going to our on-line order form and logging in as a current customer.

If you have purchased and installed Arabic, the compose key (F6) can be used to add vowels or other modifiers. To use the compose key with Arabic, type a Arabic letter, then press F6. The F6 pop-up screen will appear. Find the letter with the diacritical marks that you want and double click on the character or type the letter in the small yellow box corresponding to the character that you want to enter.

If you are not familiar with the general use of the F6 key, read [Compose Key \(F6\)](#). For instructions on how to type in Arabic, see [Arabic](#).

Vowels are displayed on the F6 pop-up screen in the regular position. (If you have not installed Urdu, the rightmost accent on the top row will display as a large dot.)

The Alt key enables input of a variety of different characters, including:

- The special Forced Forms and Zero-Width Modifiers discussed under Character Forms above
- Some special symbols
- Some superscripted versions of some of the base characters

The Arabic section of the Lingua Character Inventory provides a mirror of the F6 pop-up screens. See [Character Inventory \(Arabic\)](#).

See also:

[Arabic](#)

Compose Key (F6)

7.19 Phrase library

The phrase library feature ("save-get" in XyWrite) allows you to assign a phrase or a block of text to each of 35 different keys. The keys used are the 26 lettered key (a - z) and the 9 numbered keys at the top of your keyboard (1 - 9). The phrase can then be inserted with one simple key combination (**Shift+Alt**+the letter or number that has been assigned to the phrase). The "phrases" that are assigned can be any block of text, and can include hard returns or other formatting codes. Use phrase libraries for the name of your institution, your return address, a standard paragraph in letter, a standard contract clause or for any text that otherwise would have to be typed repetitively.

Phrase library key assignments are shown on the final tab of the Keyboard Dialog Bar. Press Alt+K to open this dialog bar and Alt+K again to cycle through the available tabs. This tab can remain open on the right side of your screen. It will display the phrase library key assignments, and it can be used to add or change key assignments, or for other phrase library functions.

For many NB users, one phrase library is sufficient, but multiple phrase libraries are available. If you create more than one phrase library, you can assign a phrase library to a file so that the selected phrase library is active whenever you are working on that file. For example, you might want a dissertation phrase library that is used just for your dissertation. If no library is assigned to a particular file, the default library will be used.

key assignments are on the third tab of the Keyboard Dialog bar and can be displayed on the right side of the screen while you work. Individual phrase libraries can now be linked to individual files, making them context specific. When switching between files, the proper library will be automatically loaded. Phrase Library names are no longer limited to 8 characters.

The following keyboard shortcuts are used for phrase libraries:

Alt+F1 Assign defined text to a key

Alt+F2 Append or add additional text to a key that has already been assigned.

Alt+F3 Open a dialog with a list of assigned phrases and insert a phrase in your document.

Shift+Alt+x (where x = the letter or number that has been assigned to the phrase) Insert a phrase in your document.

For more detailed instructions, click one of the links below.

[Assign a Phrase to a Key](#)

[Append or Add Additional Text to a Key](#)

[Insert a Defined Phrase in Your Document](#)

[Manage Multiple Phrase Libraries](#)

[Manage Multiple Phrase Libraries: SALIB command](#)

Auto expand provides a second way of creating a shortcut to insert a word, phrase or block of text. See [Auto Expand](#).

See also:

[Editing in Show Codes View](#)

[XPL Programming](#)

7.19.1 Phase Library Tab of Keyboard Dialog Bar

The Phrase Library dialog is the final tab on the keyboard dialog bar.

7.19.2 Phrase Library: Assign

To assign a phrase or a block of text to a key as part of your phrase library:

- 1 Type the text to be assigned or find it in your document and [define](#) it. This step can be omitted if you prefer to type the text directly into the dialog box. See step 4.
- 2 Click **Edit**, **Phrase Library**, **Assign** or press **Alt+F1**. The Phrases: Assign dialog will appear.
- 3 Specify the key to be assigned to the text in either of the following ways:
 - Type the letter or number of the key you want to assign to the text (a-z or 1-9 using the keys at the top of your keyboard, not the numbered keys on the side of your keyboard).

- Scroll through the list in the top part of the dialog and highlight the key you want to assign
- 4 The text to be assigned will be in the box at the bottom of the dialog. You can edit it directly in this box, or if you skipped step 1 above, you can type the text into this box.
 - 5 Just above the text box mentioned in step 4, and on the right is a description box. You can use this to add any notes about the content of the text you are defining. In most cases, the content of the phrase itself will be sufficient description and it is not necessary to have any additional description. However, a description may be helpful, particularly for a long block of text.
 - 6 After completing steps, 3 - 5, you should see the key to be assigned highlighted in the top half of the dialog. In the bottom half of the dialog, the text or "phrase" will be in the box at bottom, and just above this box will be the letter or number of the key on the left and the description (if any) on the right. Click **Assign** to make this assignment, or **Cancel** to cancel.

If the text to be defined is formatted, you need to make sure that all of the formatting codes are included. If you define the text in Show Codes View, you will be able to see which formatting codes are included in the block you are assigning.

See also:

[Phrase Library](#)

[Editing in Show Codes View](#)

7.19.3 Phrase Library: Append

Text can be added or "appended" to text that has already been assigned to a phrase library key.

- 1 Type the text to be appended or find it in your document and [define](#) it. This step can be omitted if you prefer to type the text directly into the dialog box. See step 4.
- 2 Click **Edit, Phrase Library, Append** or press **Alt+F2**. The Phrases: Append dialog will appear.
- 3 Specify the key to be assigned to the text in either of the following ways:
 - Type the letter or number of the key you want to assign to the text (a-z or 1-9 using the keys at the top of your keyboard, not the numbered keys on the side of your keyboard).
 - Scroll through the list in the top part of the dialog and highlight the key you want to assign
- 4 The text to be appended will be in the box at the bottom of the dialog. You can edit it directly in this box, or if you skipped step 1 above, you can type the text into this box. Note that Nota Bene will not automatically add a space. You may need to begin the text that you are appending with a space.
- 5 Click **Append** to add the text, or **Cancel** to cancel.

See also:

[Phrase Library](#)

7.19.4 Phrase Library: Insert

There are two ways to insert a phrase from your phrase library in your document.

Method One

- 1 Move your cursor to the point in your document where you want to insert the phrase.
- 2 Press **Shift+Alt**+the letter or number that has been assigned to the phrase.

Method Two

- 1 Move your cursor to the point in your document where you want to insert the phrase.
- 2 Click **Edit, Phrase Library, Insert** or press **Alt+F3**. The Phrases: Insert dialog will appear with a list of all of the phrases that have been assigned.
- 3 Type or click the letter or number of the phrase you want to insert. The phrase to be inserted will be highlighted in the list at the top of the dialog and displayed in the box at the bottom of the dialog.
- 4 Click **Insert** to insert the phrase or **Close** to close the dialog without inserting the phrase.

See also:

[Phrase Library](#)

7.19.5 Manage Phrase Libraries

You can maintain more than one phrase library by saving new sets of phrases to a new name. Phrase libraries are automatically given the extension **.lib** and saved in your Nbwin\users\default folder. You will then be able to load the library by pressing the **Load** button on any of the **Phrases** dialogs.

To save a set of phrases to a new name:

- 1 Click **Edit, Phrase Library, Insert** or press **Alt+F3**. The Phrases: Insert dialog will appear.
- 2 Click **Save**. The Phrase Library: Save Active Phrases dialog will appear.
- 3 To save the phrases to a new name, click **New**.
- 4 Type in a file name with no extension. The **.lib** extension will be added automatically.
- 5 Use the dropdown list to select **Automatic** or **Manual** update status. **Automatic** will automatically save phrases that you add to the phrase library. **Manual** will save new phrases only when you click the **Save** button.
- 6 Type in a description if this would be helpful to you in identifying the phrase library (optional).
- 7 Click **Save**. The phrases will be saved to the name that you specified, but this library will not automatically be loaded.

To load a new phrase library:

- 1 Click **Edit, Phrase Library, Insert** or press **Alt+F3**. The Phrases: Insert dialog will appear.
- 2 Click **Load**. The Phrase Library: Load New Library dialog will appear.
- 3 Click to highlight the library that you want to load.
- 4 Click **Load**.

A specific phrase library can be assigned to a document so that it will be automatically active whenever the document is open.

You can also use the action line to manage phrase libraries. See SALIB command.

See also:

[Phrase Library](#)

7.19.6 Manage Phrase Libraries: SALIB command

When you first launch Nota Bene, the active phrase library is `\nbwin\users\default.lib`. This is also the library that all active phrases are saved to when you exit Nota Bene. For these reasons, if you want to utilize multiple phrase libraries in Nota Bene for Windows, you should not plan on utilizing **default.lib**, as it will always contain the phrases that were active (no matter what phrase library was loaded) when you closed Nota Bene.

Use the **salib** command to save the active phrases to a custom library. Once you have the phrases assigned to various keys (see [Phrase Library](#)), use the following sequence:

- 1 Press **F9** to access the action line.
- 2 Type **salib c:\path\filename.lib** where **c** is the drive you want to save to, **path** is the directory (and subdirectory, if applicable), and **filename.lib** is the file name of the library (all phrase libraries use the .lib extension).
- 3 Press **F10** to execute the command.

Although these phrases have been saved, they are still active in memory, and will be saved to `c:\nbwin\users\default.lib` unless you clear them from memory before exiting.

Use the **clrlib** command to clear active phrases:

- 1 Press **F9** to access the action line.
- 2 Type **clrlib**
- 3 Press **F10** to execute the command.

Use the **ldlib** command to load a phrase library:

- 1 Press **F9** to access the action line.
- 2 Type **ldlib c:\path\filename.lib** where **c** is the drive, **path** is the directory (and subdirectory), and **filename.lib** is the file name of the library you want to load.
- 3 Press **F10** to execute the command.

You might want to create a subdirectory under the nbwin directory (or whatever directory you are using as your main program directory) just for phrase libraries to make it easier to manage your various phrase libraries.

See also:[Phrase library](#)[Auto expand](#)

7.20 Annotations

Annotations are non-printing notes that are inserted in a document. They can be used to insert reminders to yourself such as "expand this section to include discussion of Latif's research" or "check the dates." If you are sharing your file with a colleague who has Nota Bene, annotations can be used to communicate with your colleague without modifying the document itself. Normally, annotations do not print and are not displayed in the document. If the document is converted to RTF or PDF format, the annotations will not be included in the converted document. However, there is an option to display the annotations as footnotes or endnotes. See [Print/Display Annotations](#).

Several different series of annotations are provided and can be used for different purposes, and you can define or choose your own uses for different series of annotations. See [Annotation Types](#).

When an annotation is inserted in a document, an NT command with the full annotation is inserted at the position of the cursor and is visible in Show Codes view. A non-printing marker is displayed in Page Layout view,

The Annotation Dialog Bar is used to insert, review, edit and delete annotations.

To insert an annotation:

- 1 Place cursor at the point of the document at which the annotation is to be inserted.
- 2 Press **Alt+A** or click **Insert, Annotation** to open the Annotation Dialog Bar.
- 3 Select the type of annotation desired from the drop down list at the top of the dialog.
- 4 Type the text of your annotation in the large white window at the top of the dialog.
- 5 Click **Insert** to insert the annotation in the document.

To view and edit annotations:

The lower part of the Annotations dialog is used to move amongst annotations and to edit existing annotations. This dialog can be opened as described above or by positioning the cursor on the annotation marker to be viewed and/or edited and pressing **F3**. The cursor is properly positioned on the annotation marker when the annotation is reflected on the status line at the bottom of the Nota Bene screen.

You can choose to show all annotations ("All Types") or just those of the same type as the one selected ("Current Type"). Move to a different annotation in the file by clicking Previous or Next, or by selecting an annotation from the drop down list.

Annotations can also be edited in Show Codes view by searching for the NT/ commands and editing the text that is within the command brackets, and immediately following NT/X (where X is a number between zero and 9).

Annotation Options:

Show Annotations in File Using Icons: If this box is checked, the non-printing annotation markers shown will be visible in Page Layout view. If it is unchecked, there will be no sign of the annotations in Page Layout view. In either case, the annotation codes will be visible in Show Codes view, and the annotations will be accessible through Annotations Dialog Bar.

Show Annotations Icon Bar:

Keep Open: If this box is checked, the Annotation dialog will remain open after inserting or editing an annotation. If it is unchecked, The dialog bar will close.

See also:

[Annotation Types](#)

[Editing in Show Codes View](#)

7.20.1 Annotation Types

Annotation types can be divided into two categories: User editable annotations and Program annotations.

User editable annotations allow you to insert non-printing text into an open annotation window. When the annotation window is closed, an annotation marker (containing the non-printing text) is created in your document at the point of the cursor.

Program annotations are created by the Nota Bene program and should only be used for inspection purposes. Please do not attempt to edit program annotations.

Note that except for General annotations, you can use the keyboard accelerator keys **Alt+Ctrl+Shift+F1** (through **F10**) to quickly start a new annotation. To determine which function key to use with the **Alt+Ctrl+Shift** combination, use the **number** value of the **NT/number** string associated with each annotation. For example, to enter an **Instruction NT/2** annotation, use **Alt+Ctrl+Shift+F2**.

User Editable Annotations

The first 6 types of annotations are for general use. The descriptions (General, Comment, Instruction, etc.) indicate suggested uses, but you are free to assign your own meanings to these annotation types..

General NT/0

Comment NT/1

Instruction NT/2

Argument NT/3

Drafting NT/4

Query NT/5

Program Annotations

These annotations are for program use only and should not be edited manually.

Ibidem NT/6 An Ibidem annotation is inserted automatically to mark the point in your document where a reference list begins and where you reset your references to full citations only instead of short form. It also stores information about errors related to generating bibliographies with Ibidem. You can use the Annotations dialog to move amongst these types of annotations.

Orbis Status NT/7 Provides information about Orbis search results which are written to disk.

Special Annotations

The next two user editable annotations should be used in the following prescribed manner.

Orbis Keywords NT/8 The annotations dialog provides a powerful way of entering Orbis keywords. When there is a need to identify a region of a document by certain keywords which may not appear in the text of that document, Orbis Keywords annotations should be used. For example, a paragraph of your document on the Iliad may not contain the word Homer, however, you may want to locate that paragraph during an Orbis search by looking for the keyword Homer. This is achieved by inserting an Orbis Keywords annotation, containing the keyword Homer, at the beginning of the paragraph on the Iliad. Then, using Orbis, you can search for the keyword Homer and have your paragraph show up in the list of search results.

You can also set up your documents for an Orbis textbase so that entries dealing with similar topics can be retrieved as a group by adding "Special Keywords" - keywords preceded by either the @ or # character - to your Orbis Keywords annotation. Hence, to continue with the above example, an Orbis search for annotations with @Homer will indicate different search results than those with just Homer. For more information, see Special Keywords

Style Manual NT/9 A Style Manual annotation is unique in that it serves as both a user editable annotation and program annotation. Style Manual annotations function as program annotations when 1) they mark regions of documents in which preliminary text of an academic style is inserted; 2) they contain information used by program for various internal operations on manuscript files. Style Manual annotations function as user editable annotations when they indicate the type of information to be inserted by the user at specific points of a template file. Style Manual annotation usage can be observed by opening one of the provided Nota Bene Letter templates. Letter templates can be accessed via the File, New menu from within Nota Bene. To move amongst Style Manual annotations in a provided Nota Bene template, use Ctrl+Alt+Enter once the template is on screen. You may modify the contents of Style Manual annotations just as you would modify any user editable annotation. If you would like to use Ctrl+Alt+Enter combination for templates of your own, modify an existing template and use the Save as function, accessed from the File menu, to save your modified template as a different name from the provided Nota Bene one.

See also:
[Annotations](#)

7.20.2 Print/Display Annotations

Annotations can be displayed in the document as footnotes or endnotes. You can choose any series, either intermingling the annotations with notes, or using a separate note series. The annotations can be returned to non-printing annotations whenever desired.

The Annotations: Convert to Notes dialog is used to convert the annotations in a document to footnotes or endnotes. To open this dialog, click Format, Notes, Set Annotations, or click Insert, Annotation, Annotation Options or click the "Output Annotations as Notes" button at the bottom of the Annotations Dialog Bar.

In the Annotations: Convert to Notes Dialog, click to select which annotation type you wish to convert to notes and select which series of notes you would like to use. If you select a series that has not been defined, you will be prompted to define it and the Note Format dialog will open. Use the Note Format dialog to select footnotes or endnotes, and to make selections regarding formatting and numbering.

To return to non-printing annotations, open the Annotations: Convert to Notes dialog (as described above) and uncheck the annotations that you no longer want displayed as notes.

See also:

Annotations

Note Format Dialog

7.21 Links

Nota Bene provides a system of automated links that can be used in many ways.

Hyperlinks can be inserted in Nota Bene files or in Ibidem fields. Once inserted, they will appear as green underlined text. Double-click on the green underlined text to activate the hyperlink. You can add a hyperlink to a URL and when you double-click on the hyperlink, your web browser will open and will be taken to the specified web page. Similarly you can add a hyperlink to an e-mail address. When you double-click on the green hyperlink, your e-mail program will open and a blank e-mail message will be opened with the recipient's e-mail address in the "To" field. You can also add a hyperlink to a different Nota Bene document, to a Paint document (usually for a bitmap or .bmp file), to a spreadsheet or to any other document in any program (provided that the extension is linked to a program on your computer--for example files with the extension .xls are linked to Microsoft Excel). Double-click on the hyperlink to open the Nota Bene file, bitmap, spreadsheet or other file.

In addition, a specialized "Record Link" can be added to each record in an Ibidem bibliographic database. The Record Link is designed to be used to automatically create and/or open a note-taking file in Nota Bene. This type of file begins with bibliographic data taken from the Ibidem record and it is used to take notes on the book, article or other work in the linked Ibidem record. All of the note-taking files thus created can then be indexed as an Orbis textbase, and a special type of Orbis textbase is provided for this purpose. Orbis is used to search through the notes that have been taken and make most effective use of them.

For more information and step-by-step instructions, see the following:

[Links in a Nota Bene File](#)

Ibidem: Links

Orbis: Textbase of Files Linked to Ibidem Database

7.21.1 Links in a Nota Bene file

To insert a hyperlink in your document, you must first add it to the Hyperlinks dialog. Then it can be inserted directly from the dialog and it will appear in green and underlined. Once a hyperlink is inserted in your document, it will appear as green underlined text and can be activated by double-clicking on the green underlined text.

To add a hyperlink to a web page (URL), an e-mail address, a Nota Bene file, a Paint file (BMP) or a file associated with any program on your computer:

- 1 Click **Insert, Hyperlink** or press **Ctrl+K**. The Hyperlinks dialog will open.
- 2 Click to select one of the Hyperlink Types in the list on the left side of the dialog. A brief description of the selected Hyperlink Type will be shown in the box below the list.

Web: Inserts a link to a webpage. Double clicking on the link will open your web browser (if it is not already open), and the webpage that you specify.

Email: Inserts an email address into the document. Double-clicking on the hyperlink opens your email program to send an email to the specified recipient.

Auto: Inserts a link to a non-NB file in Windows. The application used to open the file is determined automatically by Windows based on the file type.

NB File: Inserts a link to another Nota Bene file. Double-clicking on the link will open the NB file in a new window. You can also specify a particular point in the file to go to when the file is opened by typing the text in that portion of the file in the "Text in File" box.

Paint: Inserts a link to a file that will be opened in Microsoft Paint. Double clicking on the link will open Paint and open the specified file (these are most often .BMP images).

Orbis Search: Creates a link to an Orbis search string. Double-clicking on the link in a document will open Orbis and perform a search for a term or string that you specify (in the "Search String" box) in a specific textbase that you must also specify. For example, you can insert a link that will search your entire textbase for the term "Authority." Orbis Search links are "dynamic" links, and are ideal for linking to textbases whose content changes frequently.

Orbis Match: Creates a link to an Orbis match. Double clicking on the link in a document will open Orbis and retrieve a particular record from your textbase. This will not initiate a search for a particular term in Orbis (as an Orbis Search link would). Rather, Orbis will only display the particular record to which you link. Orbis Match links are "static" links, designed for focused retrieval of matches in textbases whose content does not change.

Both Orbis Search and Orbis Match links should normally be inserted from the main Orbis dialog.

Advanced users can also create a customized Link Type. To do so, press the **New** button below the list of Link Types. This will open the New Link Type dialog. Type the name and description of the link type in the appropriate boxes. Then type the Program Launch String if you want a file to open in a particular program when you double click on the link.

- 3 Once you decide which type of link you will be inserting, fill in the information in the top two boxes of the dialog ("Description" and either "URL," "Filename," etc.). If you are adding a hyperlink to a file on

your computer (a Nota Bene file, a Paint file or any other file), the browse button with the three dots will be active and you can click it to browse to the file that you want to select. The text that you type into the Hyperlink Description box will be the green text that you see in the Nota Bene file when the hyperlink is inserted in the file. It can be the same as the URL, e-mail address or file name/path, or it can be different. For example, if you want to use an active hyperlink to direct people to the webpage www.notabene.com, you might want the text in the document to say something like, "Go to www.notabene.com" or you might want to say "Go to the Nota Bene homepage." In either case, www.notabene.com would be in the URL box.

If you are inserting a link to an NB file, and you want to go to a particular place in that file once it is opened, type the text in the file that you want to go to in the "Text in File" box. You can also type formatting commands in this box (using Ctrl + < and > for the opening and closing markers). When the link is opened, the cursor will go to the first occurrence of that text and/or command in the linked file.

If you are inserting an Orbis Search or Orbis Match link, you must also specify the textbase to be searched in the region below the Description and Search String boxes in the Insert/Edit Links dialog.

- 4 Click **Add to List** to add this hyperlink to the list of hyperlinks that can be inserted from this dialog. This list makes it easier to insert the same link more than once. You can simply select the link from the list without retyping the required information in the "Description" and other boxes.
- 5 Click **OK** to insert the hyperlink in the file.

There are two ways to change a hyperlink that was previously added. You can make a change to all hyperlinks of a certain type by editing the hyperlink in the list of available links (method 1), or you can make a change to one particular hyperlink in the file.

To make a change to all hyperlinks of a certain type by editing the hyperlink in the list of available links:

- 1 Click **Insert, Hyperlink** or press **Ctrl+K**. The Hyperlinks dialog will open.
- 2 Click to select one of the Link Types in the list on the left side of the dialog.
- 3 The hyperlinks that are available for each type will be listed in the box on the right. Click to select one of these links. The information for the selected hyperlink will be displayed in the two boxes at the top of the dialog. Make any changes that you want to in those boxes.
- 4 Click **Edit List** to save the changes that you have made.
- 5 Click **OK** to apply those changes to all occurrences of that link in the file.

To make a change to one particular hyperlink in the file:

- 1 Place your cursor on the link and press **F3** or press **Ctrl+K**. The Hyperlinks dialog will open.
- 2 The information for the selected hyperlink will be displayed in the two boxes at the top of the dialog. Make any changes that you want.
- 3 Click **OK**.

To insert a hyperlink into an open file:

- 1 Make sure that the hyperlink has been added to the Hyperlinks dialog.
- 2 Place your cursor at the point in the document where you want the link to be inserted. Click **Insert**,

Hyperlink or press **Ctrl+K**. The Hyperlinks dialog will open.

- 3 Click to select one of the Hyperlink Types in the list on the left side of the dialog.
- 4 The hyperlinks that are available for each type will be listed in the box on the right. Click to select one of these links.
- 5 Click **OK** to insert this hyperlink in the document at the point of the cursor.

NB: If you copy a file to another computer, and the file contains a hyperlink to another file, the hyperlink will not work unless the file structure on the two computers is identical. In other words, when you open the file on the second computer and double-click on the hyperlink, the program will look for the linked file on the drive and in the folder where it was found on the first computer. It will find the proper file only if the drive, the folder (and any subfolders) and the name of the linked file are identical on the second computer.

See also:

[Hyperlinks](#)

7.22 Borders

Borders can be placed around pages, frames, cellular tables or snaking columns. In each case, the border is put in place when you set up the page, frame, table or column. For instructions on creating borders, click one of the links below:

[Borders for Pages](#)

[Borders for Frames](#)

[Borders for Cellular Tables](#)

[Borders for Snaking Columns](#)

The Border Style dialog (Format, Borders) can be used to change borders that are already in place or to set the style for borders that you will use later in the document. This dialog cannot be used to create borders, but only to change or set the style of a border. Border styles can also be changed by editing page layout, frames, cellular tables or columns (see the links above). The advantage of the Border Style dialog is that the styles for all of the borders can be changed from within the same dialog by clicking different tabs.

Borders can also be created using the action line. See Border Commands.

The Border Gutter dialog is used to set the distance between the text and the borders of cellular tables or snaking columns. See Border Gutter Dialog.

7.22.1 Border Commands

The border command allows you to put a border around a framed area created with the **FA** (Framed Area) command or around an entire page or a header, footer or footnote. To place a border around a framed area, the **BO** (Border) command must be placed in the document before the **FA** command.

When you define a border, you can use a keyword as the border name or you can give it a custom name. The type of border name you use affects the way that you apply borders: if the name is a keyword, the border is applied the border to all page elements that correspond to that keyword; if the name is a custom one, you can use either the **UB** (Use Border) or **UP** (Use Page Border) command to apply it.

UB applies the named border to all table cells, reserved areas, and snaked columns. It overrides any borders that were defined with keywords. **UP** tells Nota Bene to insert the border around the page; it does not override borders that were defined with keywords.

The **UP** and **UB** commands can also be used to turn off borders:

UP NO turns off page borders

UB NO turns off all borders

UB ST turns off custom borders and turns on standard borders

To create a border:

- 1 Move the cursor to the beginning of the file (Press **Ctrl+Home**)
- 2 Press **F9** to access the action line
- 3 Type **BO LB=name,WT=l,r,t,b,IS=x,RS=l,r,t,b**
 - **LB=name** sets the border name or label. It can be a name you select or you can use the keyword **FA** (framed area) as the name if you want to draw a border around a framed area. A border name or label can only be used once in a file.
 - **WT=l,r,t,b** is the line weight or thickness (l,r,t,b=left,right,top, and bottom borders). Example: **WT=1pt,1pt,3pt,3pt** would define the thickness of the left and right borders as 1 point and the top and bottom as 3 points.

The following are optional:

- **IN=l,r,t,b** is the amount of inset or space around the outside of the border, measured in deci inches (1/10 of an inch). The default is 0. This is used for page and framed area borders.
 - **IS=x** is the percentage of black or shading you want inside the border. The default is 0 or no shading; 100 is solid black.
 - **RS=l,r,t,b** is the percentage of black or shading of the border itself. The default is 100 or solid black; 0 is invisible.
- 4 Press **F10** to create the border.

NB:

- The **PW** (page width) is the value used for the right boundary of page borders.
- The **ET** (element top) and **EE** (element end) commands are used to insert white space between the top and bottom borders and the text of a cell, column or frame.
- The **UB** command can be inserted into other formatting commands. For example a border can be placed around a running header, footer or a footnote. Border commands can also be inserted into an **FA** command so that it only applies to one framed area and not all framed areas. The rule applies only to formatting commands that open a command window so you can insert other commands.
- If you are creating a border around a cellular table, the name of the border must be **CT**.

See also:

[Borders](#)

[Frames: commands](#)

7.22.2 Border Gutter Dialog

The Border Gutter dialog is used to set the distance between the text and the borders of cellular tables or snaking columns. To access this dialog, click **Format, Cellular Tables** or **Format, Snaking Columns**. Then click either **Create** or **Edit**. Finally, click the **Gutters** button in the bottom right corner of the dialog on your screen.

The slider controls on the left half of the dialog are used to set the distance between the vertical borders and the vertical edges of the text. The blue arrows point to the gutters that are being set.

The slider control on the top right of the dialog sets the outside gutters, i.e., the gutters that are closest to the left and right margins of the page. The red arrows on the left and right edge of the diagram point to the gutters that are being set.

The second slider control on the top right of the dialog sets the inside gutters, i.e., the gutters that are between two columns or two cells in a table. The red arrows in the middle of the diagram point to the space that is being set. Set the slider control for the full distance from the vertical edge of the text through the border to the next vertical edge of text.

See also:

[Cellular Tables](#)

[Snaking Columns](#)

[Borders for Tables](#)

[Borders for Frames](#)

7.23 Open/Save Elements: F3

The F3 key is used to open notes, annotations or other [elements](#) for editing and to save changes that have been made.

To use the F3 key to open an element for editing, place the cursor on the element (or to the right of it) and press F3.

- If the cursor is on a note call number, the footnote window opens for editing with the cursor placed inside the footnote window.
- If the cursor is in a footnote window, the window will be closed, saving text that has been edited. Use Ctrl+F3 to abandon any changes and close the footnote window.
- If the cursor is on an annotation, the annotations dialog opens.
- If the cursor is on an index marker (IM), a summary of the marker is displayed.
- If the cursor is on a table of contents marker (MT), a summary of the marker is displayed.
- If the cursor is on a hyperlink, the Hyperlink editing dialog is opened.
- If the cursor is on a text style set by an academic style manual, the Style Manual dialog is opened.
- If the cursor is on a cross-referencing command, a label, or a counter with a label, the Cross-Reference dialog is opened.
- If the cursor is not on a element, it opens the one immediately to its left.

See also:[Editing a Footnote](#)[Annotations](#)[Indexing Overview](#)[Table of Contents Overview](#)[Links in a Nota Bene File](#)[Academic Styles Overview](#)[Cross References](#)

7.24 Convert to Paragraph

Text that has been copied from the web or from e-mails often has hard returns at the end of each line. To remove these hard returns, converting a block of text into a paragraph:

- 1 [Define](#) the block of text to be converted to a paragraph.
- 2 Click **Edit, Convert, Lines to Paragraph** or press **Ctrl+Shift+Delete**.

7.25 Comparing Files

With Nota Bene, you can compare two files to see where there are differences or similarities. File comparison is done on screen with the two files being compared in separate windows. It is not possible to display or print a document showing the differences or similarities between two files, only to search for them. Nota Bene will guide you in the process of moving the cursor to the first difference, then to the next similarity, then to the next difference, etc. One of the two open files will be active and the cursor will display in that file, but both files will scroll together so that the next similarity or difference is visible in both files.

Method 1: Quick and Easy

With the two files you want to compare on screen and the cursor at the top of both files (or at the point in the files where you wish to start comparing):

- 1 Click **Window, Arrange Pair Horizontally** or **Window, Arrange Pair Vertically**.
- 2 Click **Ctrl+Alt+Shift+** the minus sign (or dash) to move the cursor to the next difference.
- 3 Click **Ctrl+Alt+Shift+** the plus sign (or equal sign) to move the cursor to the next similarity.
- 4 Repeat steps **2** and **3** to move through the document alternately finding the differences and then moving to the next similarity.

Alternatively, you can use **Ctrl+Alt+Shift+?** to highlight the differences.

Method 2

- 1 Click **Proof, File Comparison**
- 2 The **Compare Files** dialog will appear. Use the top half of the dialog to select the two files to be

compared by checking the check boxes next to the files to be compared.

- All open files will be listed in the top window in the dialog with check boxes next to them.
 - If one (or both) of the files you want to compare is not open, click the check box to the left of one of the blank boxes under "Files on Disk:" Then type in the path and file name or press the button to the right of the blank box to locate the file you want to compare.
 - Note two files must be selected and you cannot select more than two files.
- 3 Use the drop down list in the **Compare Files** dialog to select how you want the files arranged. When file comparison starts, the files will appear on your screen as you specify. **Split Top and Bottom** is the default and it is recommended for most purposes.
 - 4 Use the drop down list in the **Compare Files** dialog to select where the comparison should start.
 - 5 Use the slider control in the **Compare Files** dialog to select the number of characters constituting a match. Nota Bene will not recognize matches of less than this number of characters. Differences are recognized even if they are only one character. The default is **40**, and this is recommended for most purposes.
 - 6 By default, the **Show Compare-File Toolbar** option is checked. This will add a toolbar of two buttons to the top of your screen. If you do not want this toolbar to display, clear the check box.
 - 7 Click **OK**
 - 8 Nota Bene will open any files that were not open and the two files that you have selected will now be open and ready to be compared. If you chose **Split Top and Bottom** or **Split Side by Side**, both files will be visible on your screen. If the **Show Compare-File Toolbar** option was checked, the **Find Next Difference** button (an apple, an orange and a magnifying glass) and the **Find Next Match** button (two apples and a magnifying glass) will be visible at the top of your screen. A pop-up screen will provide instruction on proceeding with the file comparison. Click **OK**
 - 9 Find the first difference by pressing the **Find Next Difference** button or by pressing **Ctrl + Alt + Shift +** the minus sign (or dash).
 - 10 Find the next similarity by pressing the **Find Next Match** button or by pressing **Ctrl + Alt + Shift +** the plus sign (or equal sign).
 - 11 Repeat steps **9** and **10** to move through the document alternating between differences and similarities.
 - 12 You can edit either document during the process of comparing files. Use one of the following methods to move the cursor to the other window:
 - Click in the window of the document that is not active.
 - Click **Window** and then select the name of the file you want to move to from the list at the bottom of the drop down menu.
 - Press **Alt + F10**

See also:

[Redlining](#)

7.26 Track Changes

With Nota Bene's track changes feature, you can mark text so that additions are shown as double underlined and deletions are shown as strike through. The person making the changes and the date and time is recorded and visible within a TX command in Codes View. See [Track Changes Commands in Codes View](#).

There are three steps to using the Track Changes feature: (1) setup, (2) turn Track Changes on (or off) and make changes and (3) review and accept or reject changes. These steps correspond to the three options on the Proof menu:

Setup

Click **Proof, Track Changes Setup** to open the Track Changes Setup dialog. Use this dialog to make the following selections:

- Select the format of the date stamp by typing in a combination of the letters M, D and Y with any desired punctuation. For example, if you want the date format to be 02-Feb-06, you would type the following: **dd-Mmm-yy**. Click the Date Format button to see the various ways that dates, months and years can be entered. The time stamp will be in 12 hour (AM/PM) format or 24 hour format, depending on your Nota Bene default settings. This can be changed by clicking **Tools, Preferences, Date & Time**.
- Enter your name or initials as the author of the changes. You must enter something in this box before track changes can be turned on.

Track Changes On/Off

To begin tracking changes, click **Proof, Track Changes On/Off** or press **Ctrl+6** (using the number 6 on the top row of the keyboard). When track changes is on, any text you enter will be double-underlined and any text you delete will be shown with a line through it. To turn Track Changes off, click **Proof, Track Changes On/Off** or press **Ctrl+6** (using the number 6 on the top row of the keyboard). After marking the text, changes can be reviewed and accepted or rejected. When Track Changes is on, the words "TRACK CHANGES" will be visible on the status bar at the bottom of the screen. These words are grayed out when Track Changes is off.

Track Changes remains on only as long as the file is open. It will always be off when a file is reopened. When Track Changes is on, you cannot access Show Codes View. After turning Track Changes off, Show Codes View can be accessed.

Accept/Reject Changes

To review changes and accept or reject them, click **Proof, Accept/Reject Changes**. Use the Accept/Reject Changes dialog to Keep or Undo Edits One at a Time, Keep All Edits or Undo All Edits. If you choose to keep or undo one at a time, the edits will be highlighted one at a time, and you will be able to choose **Yes** (keep the edit and remove track changes command), **No** (leave the track changes command as it is), **Undo** (undo the edit and remove the track changes command) or **Stop Here** (close the dialog without making any further changes) or **One More** (keep the edit and close the dialog without making any other changes). The box at the top of the Track Changes/Redline dialog should be set to "Track Change Options" unless you are working on a document that includes redlining that was inserted using version 5, 6 or 7 of Nota Bene. See [Old-Style \(Before NB 8.0\) Redlining](#) if you are working with such a document.

You can also use the action line to track changes. See RED, PE, CE commands.

See also:

[File comparison](#)

7.26.1 Track Changes: RED, PE, CE commands

With Nota Bene's track changes feature, you can markup text so that additions are shown as double underlined and deletions are shown as strike through. The **RED** command (redlining) is used to turn track changes on and the same command turns it off. When track changes is on, any text you enter will be double-underlined and any text you delete will be shown with a line through it. A **TX** command is inserted in the file. See [Track Changes Commands in Codes View](#). After marking the text, changes can be reviewed and accepted or rejected. The **PE** command (put edit) is used to accept changes and the **CE** command (clear edit) is used to reject (or clear) changes. To review changes one at a time, the **PEV** command (put edit with verification) and the **CEV** command (clear edit with verification) are used.

To turn Track Changes on:

- 1 Press **F9** to access the action line.
- 2 Type **red**
- 3 Press **F10** to implement the command.
- 4 Begin making changes in the document by typing or deleting text. Additions will be shown as double underlined and deletions will be shown as strike through.

To turn Track Changes off:

- 1 Press **F9** to access the action line.
- 2 Type **red**
- 3 Press **F10** to implement the command. Note that if the command **red** is already on the action line, steps 1 and 2 can be omitted. The command **red** toggles redlining on and off.

To accept all changes:

- 1 Press **F9** to access the action line.
- 2 Type **pe**
- 3 Press **F10** to implement the command.

To reject or clear all changes:

- 1 Press **F9** to access the action line.
- 2 Type **ce**
- 3 Press **F10** to implement the command.

To accept some but not all changes:

- 1 Press **F9** to access the action line.
- 2 Type **pev**
- 3 Press **F10** to implement the command.
- 4 The cursor will move from one change to the next and you will be prompted to indicate whether you

want to accept each change or not.

- **Yes** indicates that you do want to accept the change (or put the edit). Double underlining will be removed and the text will remain. Text marked with a strike through will be deleted.
- A **No** answer will keep the redlining in place. It will not clear the edit. This must be done with the **ce** or **cev** command.

To reject or clear some but not all changes:

- 1 Press **F9** to access the action line.
- 2 Type **cev**
- 3 Press **F10** to implement the command.
- 4 The cursor will move from one change to the next and you will be prompted to indicate whether you want to clear the edit or not.
 - **Yes** indicates that you do want to clear the edit. Text marked with strike through will be restored and text that is double underlined will be deleted.
 - A **No** answer will keep the redlining in place. It will not accept the edit. This must be done with the **pe** or **pev** command.

NB:

- Track Changes remains on only as long as the file is open. It will always be off when a file is reopened.
- When Track Changes is on, you cannot access Show Codes View. After turning Track Changes off, Show Codes View can be accessed.

See also:

[Track Changes Commands in Codes View](#)
[File Comparison](#)

7.26.2 Track Changes: TX command

The TX command is used to mark changes made when Track Changes is on. When Track Changes is on and any text is added, a TX+ command is inserted at the beginning of the block text that is added, and a TX command is inserted at the end of the block. When text is deleted, a TX- command is inserted at the beginning of the block of text that is marked for deletion, and a TX command is inserted at the end of the block. The TX+ or TX- or TX commands are followed by the name or initials of the Author of the changes and by a date and time stamp. Thus the following command would be found at the beginning of a block of text marked for possible addition.

«TX+,MB;12/02,9:10 AM»

MB is the author (as specified in the Track Changes Setup dialog) and the change was made on December 2 at 9:10 am (the format of the date can be modified in the Track Changes Setup dialog).

When changes are accepted or rejected, the TX commands are removed.

TX commands are normally inserted and removed by using the Track Changes options on the Proof menu, not by means of the action line.

See also:[Track Changes](#)[Track Changes: RED, PE, CE commands](#)

7.26.3 Old-Style Redlining (Before NB 8.0)

In version 8.0, significant changes were made in the file structure for redlining, and the nomenclature was changed from "redlining" to "track changes." All of the commands (RED, PE, CE, PEV and CEV) work as they did in the previous versions.

If you are working on a document that was marked with redlining in versions 5, 6 or 7, the commands that are inserted in the document and visible in Codes View will be different than the commands inserted with version 8.0 (or subsequent versions). To accept or reject these changes, click **Proof, Accept/Reject Changes**. In the box at the top of the Accept/Reject Changes dialog, select "Old-Style (Before NB 8.0) Redlining." Then proceed with accepting or rejecting changes as described in the Accept/Reject Changes section of [Track Changes](#).

If you want to use the action line to accept or reject changes that were made prior to version 8.0, you will need to add the /OL (for "Old") parameter to the PEF and CEV commands, as PEV/OL and CEV/OL.

If your document contains both old redlining (versions 5, 6 or 7) and new track changes, you will need to run through the process of accepting or rejecting twice.

See also:[Track Changes: RED, PE, CE commands](#)

7.27 Camera-Ready Copy

Nota Bene is perfect for producing camera-ready copy and many books have been published directly from copy generated by Nota Bene.

If you want to transmit camera-ready copy electronically, Nota Bene files can be converted to PDF format. See [Saving a File or Send To](#).

A new page-composition engine in version 11.5 of Nota Bene (released in June 2016) makes producing camera-ready copy easier and more consistent. Previously, Nota Bene composed files — that is, determined line and page breaks — based on the font metrics (widths) of the currently active printer driver, which meant that page layout could change as you moved to a computer with a different active printer, changed the printer resolution, or selected a PDF printer driver to create a PDF file. But now, Nota Bene composes the file using printer-independent metrics. This ensures that the document will have the same line and page breaks, regardless of where you are working or what printer is available. If you are trying to match the exact line breaks and page breaks created with a previous version of Nota Bene, you can select the old printer-dependent method of composing the page by clicking Tools, Preferences, Page Composition. You will then need to make sure that the printer you previously used is active in the Print dialog and make sure that it is set at the same resolution.

When lines are justified, especially if there is no hyphenation, some lines will have more white space than others. Nota Bene's Assisted Hyphenation feature allows you to see which lines have a lot of white space added. These lines will typically have a long word at the end of the previous line or at the beginning of the next line. You can go through the document and manually hyphenate words that cause lines to have an excess amount of white space added. This will improve the overall appearance of the page. See Assisted Hyphenation.

See also:

Widows and Orphans: Notes

8 Formatting

Your document can be formatted by using familiar menus or by using keyboard shortcuts or the action line. Once a formatting command is issued, a code is inserted in the document where it can be seen in Show Codes View. Formatting codes affect the document from the point of insertion until it is overridden by a subsequent command.

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8.1 Formatting Overview

If you have worked with other Windows word processors, you will find that many of the basic formatting commands are the same. For example, in almost any Windows program, there is a **B** button for bold or you can press **Ctrl+B** for bold. These tools are also available in Nota Bene. Likewise, the menu options in Nota Bene are similar to those found in other word processors. However, Nota Bene is designed to give the user much more control over formatting than is available in most word processing programs. More keyboard options (both action line and keyboard shortcuts) allow you to direct the program without using the mouse, and many writers appreciate the speed of this method. In addition, Nota Bene gives you more control over exactly how your document will look. It is ideal for producing camera-ready copy for publication.

This Formatting Overview introduces you to the basic concepts of formatting in Nota Bene. These concepts are important to understand if you are to effectively use Nota Bene. Taking a few minutes to read and understand this information is strongly recommended.

In Nota Bene, text is formatted by issuing various format commands. Format commands include mode commands (bold, italic, etc.) and other commands that control the appearance of the text (e.g., spacing, alignment, margins, indentation, tabs and font). The format commands are embedded commands, meaning that when the command is issued, it is inserted in the document, usually at the point of the cursor. Embedded commands are distinct from immediate commands. Immediate commands (such as **spell** or **save**) instruct the program to do something immediately (such as check the spelling or save the document), but they leave no record in the file that the command was issued.

Format commands can be issued in a variety of different ways. In most cases, the same command can be issued by using either the menus or the action line. Many format commands can also be issued by using keyboard shortcuts or buttons on toolbars. Finally, the ruler provides one of the most powerful means of issuing some of the format commands and it is probably the easiest and quickest way to set tabs, margins and indentation. Some Nota Bene users have a strong preference for directing the program from the keyboard, and they rely heavily on the action line and keyboard shortcuts to direct the program. Other Nota Bene users prefer to use the mouse, and they use the menus and the toolbar buttons to direct the program.

In general, format commands are effective from the point of insertion until another format command is issued which overrides the first. In other words, at any point in the document, the appearance (or format) of the text is controlled by the most recent relevant command. To the extent that there are no format commands in the body of the document, then the format is controlled by the document defaults (format commands that you inserted at the top of the document or that were inserted when you selected a framework or an academic style). If there are no document defaults, the format is controlled by system default settings. System default settings can be changed through the Preferences dialog. Click **Tools, Preferences** and then double-click on the property that you would like to change.

Format commands affect the appearance of the text in Page Layout View and when printed. The format commands or codes can be seen and edited in Show Codes View. Show Codes View provides a powerful way of editing the formatting of your document and troubleshooting if there are any unwanted formatting effects. For more information, see [Editing in Show Codes View](#).

Nota Bene's **Framework** and **Academic Styles** features provide powerful controls that format your text in accord with specifications that are established as part of the Framework or Academic Style. If you are working within an Framework or an Academic Style, formatting a short block of text (e.g. italicizing a few words) can be done as you would format any block of text provided that the block does not extend from one style to another. To change the formatting of the entire document or of one or more framework components, see [Editing a Framework](#) or [Editing an Academic Style](#).

See also:

[Page Layout](#)

Paragraph Setup

Tab Settings

Font and Font Size

Font Style/Mode

Ruler

Headers and Footers

Nota Bene Views

Changing Default Settings
Write Defaults

8.2 Paragraph Settings

The Paragraph Settings dialog presents you with controls for setting the indentation, alignment, and spacing. If you would like to change setting for the whole document, see [Page Layout](#).

To use the Paragraph Settings dialog:

- 1 Click **Format, Paragraph** to access the Paragraph Settings dialog.
- 2 Click on the tabs marked **Indentation**, **Alignment**, and **Spacing** if you want to make changes to these settings. The preview panel at the bottom of the dialog will demonstrate the effects of the changes that you make as you go. You can make changes to more than one tab, and all changes will be implemented when you click **OK**. Click the links below for more detailed instructions (return to this page by clicking **Back**).
 - [Indentation](#) - block indent or first line/hanging indent
 - [Alignment](#) - left, center, right alignment and justification
 - [Spacing](#) - spacing between lines, extra space after paragraph
- 3 Use the **Apply to** drop down list to choose one of the options listed below. (This setting is not active if you are setting up or editing a cellular table or snaking columns.)
 - Insertion Point Forward - settings are applied from the place of cursor to the end of the document
 - Paragraph Forward - settings are applied from the current paragraph to the end of the document
 - Current Paragraph - settings are applied to the current paragraph only
 - Document Default - settings are made the default for the entire document
 - Selected Text - settings are applied to the currently [highlighted](#) block of text (This option is available only if a block of text was highlighted before you opened the Paragraph Settings dialog.)
- 4 Click **OK** to implement the changes you have made or **Cancel** to close the dialog without implementing changes.

Nota Bene's Frameworks and Academic Styles format text in accord with specifications that are established by the Framework settings. If you want to change the formatting of a document that is being written using these features, see [Editing a framework](#) or [Editing an academic style](#).

See also:

[Page Layout](#)

Font Settings

Tab Settings

Hyphenation

Non-Breakable Blocks

Widows and Orphans

Changing Default Settings

Write Defaults

8.2.1 Indentation

Paragraph indentation in Nota Bene is highly controllable. By default, no indentation setting is enabled, unless a Framework or an Academic Style is currently in use. When indentation is desired, one may choose to block indentation (all lines of the paragraph indented) or first line/hanging indentation (first line is not indented, subsequent lines are indented -- for use with numbered lists or bullets). Indentation can be controlled by using any of the following 4 methods:

- The Paragraph Settings dialog (Format, Paragraph) is intuitive and it provides a lot of options. See Indentation: menus.
- The action line is quick and easy if you know how to use the IP command: See Indentation: IP command.
- Keyboard shortcuts are quick and easy if you remember the shortcuts. See Indentation: keyboard shortcuts.
- The ruler provides a visual interface that can be used to set indentation, margins and tabs. See Ruler.

See also:

Page Layout: Margins

8.2.1.1 Indentation: menu

The Indentation tab on the Paragraph Setting dialog provides an intuitive way to change the indentation.

- 1 Click **Format, Paragraph**. The Paragraph Settings dialog will open.
- 2 Click the **Indentation** tab.
- 3 Click the **Block** radio button.
- 4 Use **Left (All Lines)** slider control under **Settings** to set the left indentation of all lines
 - Click **Set to tab** check box then **Left (All Lines)** drop down list to set the indentation to one of the existing tab settings of your document
- 5 Use **Right (All Lines)** slider control under **Settings** to set the right indentation of all lines
 - You may also directly enter a value into the slider window to adjust the **Left and Right (All Lines)** indentation
 - Observe the **Preview** window for an indication of how adjusting the **Left and Right (All Lines)** values affects your text
- 6 Click **Tabs** and change the current tab settings, then click **OK**. For details on editing tab settings, see [Tabs](#).
- 7 Click **Apply to:** field and choose one of the following options
 - Insertion Point Forward - settings are applied from the place of cursor to the end of the document
 - Paragraph Forward - settings are applied from the current paragraph to the end of the document
 - Current Paragraph - settings are applied to the current paragraph only
 - Document Default - settings are made the default for the entire document
 - Selected Text - settings are applied to the currently [highlighted](#) block of text

- 8 Click **OK**

First Line / Hanging Indentation

The first line can be indented to indicate a new paragraph. This can be done by pressing **Tab** at the beginning of each paragraph or by using the menus as described below to set the indentation so that each paragraph will automatically start with an indented first line. With hanging indentation, the first line is not indented, but all subsequent lines are indented, usually to the first tab stop. Hanging indentation is used for bulleted lists or numbered lists where a bullet or number is on the first line, then a tab moves the text to the first tab stop and all of the other lines of the paragraph are indented to the first tab stop. To set a hanging indent for one paragraph, place the cursor on the paragraph to be indented and press **Ctrl+H**. Press **Ctrl+H** again to reverse the hanging indent.

The menus can also be used, and this method provides more options and control:

- 1 Click **Format, Paragraph**
- 2 Click **Indentation**
- 3 Click **First Line / Hanging** radio button.
- 4 Use **Left (1st Line)** slider control under **Settings** to set the indentation of the first line.
 - Click **Set to tab** check box then **Left (1st Line)** drop down list to set the indentation of the first line to one of the existing tab settings of your document.
- 5 Use **Left (All Others)** slider control under **Settings** to set the indentation of all remaining line.
 - Click **Set to tab** check box then **Left (All Others)** drop down list to set the left indentation of all lines, except the first line, to one of the existing tab settings of your document.
- 6 Use **Right (All Lines)** slider control under **Settings** to set the right indentation of all lines
 - You may also directly enter a value into the respective slider window to adjust the **Left (1st Line)**, **Left (All Others)** and **Right (All Lines)** indentation.
 - Observe the **Preview** window for an indication of how adjusting the preceding values affects your text.
- 7 Click **Tabs** and change the current tab settings, then click **OK**. For details on editing tab settings, see [Tabs](#).
- 8 Click **Apply to:** field and choose one of the following options.
 - Insertion Point Forward - settings are applied from the place of cursor to the end of the document
 - Paragraph Forward - settings are applied from the current paragraph to the end of the document
 - Current Paragraph - settings are applied to the current paragraph only
 - Document Default - settings are made the default for the entire document
 - Selected Text - settings are applied to the currently [highlighted](#) block of text
- 9 Click **OK**

See also:

[Block quotation in an academic style](#)

Page Layout: Margins

8.2.1.2 Indentation: IP command

To set paragraph indentation, use the **IP** (indent paragraph) command:

- 1 Place your cursor at the beginning of the text you want to indent.
- 2 Press **F9** to access the action line.
- 3 Type **ip f,s,r**

f is the size of the left indent for the first line of a paragraph.

s (optional) is the size of the left indent for the subsequent lines in a paragraph.

r (optional) is the size of the right indent.

- 4 Press **F10** to implement the command.

If no units of measurement are specified, the default units will be assumed (inches unless you have changed the defaults). Assuming that your default unit of measurement is inches, you could type the following command in step 3 to indent the first and subsequent lines by one inch, and to indent the right margin by half an inch:

ip 1,1,.5

Other units can be specified as part of the command. For example, to indent the first and subsequent lines by 1 centimeter, with no right indentation, type the following command:

ip 1cm,1cm, 0cm

If the value **r** is 0, it can be omitted. For example the following command would have the same effect as the IP command in the example above:

ip 1cm,1cm

Similarly, the last two, or all 3 values can be omitted. Use the following command to return to no left or right indentation at all.

ip

To indent to a tab stop, use **@ts#** in the command where **#** is the number of the tab stop (the first, second, third, etc.). For example, the following command would indent the first line in each paragraph to the first tab stop, and subsequent lines would be indented to the second tab stop.

ip @ts1,@ts2

Note that in each case there is a space after the **ip** and before any modifiers that follow it.

See also:

[Units of measurement](#)

[Indentation: menus](#)

[Ruler](#)

[Line spacing: commands](#)

[Margin: commands](#)

[Tabs: commands](#)

[Font: commands](#)

[Block quotation in an academic style](#)

8.2.1.3 Indentation: keyboard shortcuts

Nota Bene provides keyboard shortcuts to change the indentation:

Block indentation

Either of the following keyboard shortcuts can be used to indent a block of text.

- Press **Ctrl+Tab** to indent a paragraph to the first tab. If your cursor is on a paragraph, the whole paragraph will be block indented. If the cursor is not on a paragraph, the cursor will be indented and you can begin typing a block-indented paragraph. Press **Ctrl+Tab** again to indent the paragraph to the second tab. Press **Ctrl+Shift+Tab** to move a paragraph that is already block-indented one tab to the left or to move the cursor to the left so that you can resume typing text that is not block indented.
- Press **Shift+Enter** to begin a block indent. The indentation will be to the first tab. Press **Shift+Enter** again to end a block indent, or press **Shift+Enter** twice to end a block indent and start a new indented paragraph. Select a paragraph and press **Shift+Enter** to block indent the paragraph (make sure that you have selected the full paragraph including the paragraph marker at the end). Note that this method can only be used in documents that have the first line of paragraphs indented. .

Hanging indentation

To set a hanging indent for one paragraph, place the cursor on the paragraph to be indented and press **Ctrl+H**. Press **Ctrl+H** again to reverse the hanging indent.

More options for a block indent are available by using the menus. See [Indentation](#).

See also:
[Ruler](#)

8.2.2 Alignment

A paragraph can be centered, flush left or flush right and it can be justified or not justified. These settings can be changed by pressing buttons on the main Nota Bene screen, by using keyboard shortcuts, by using the menus, or by using the action line. When you change the settings using any of these methods, a command is inserted in the file and it affects the document from the insertion point forward until another command is inserted which again changes the alignment. If you define a block of text before issuing the command, the change will apply only to the highlighted text. The alignment commands can be viewed and edited in Show Codes View and they can be inserted using the action line. See Alignment Commands.

To use the menus to change the alignment.

- 1 Click **Format, Paragraph**. The Paragraph Settings dialog will open.
- 2 Click the **Alignment** tab.
- 3 Click the radio button for **Left**, **Center** or **Right**. Observe the **Preview** window for an indication of how each of these options affects your text.
- 4 If you want your text fully justified, click the **Justify** check box. Observe the **Preview** window for an indication of how clicking on **Justify** affects your text
- 5 Click the **Apply to** field and choose one of the following options
 - Insertion Point Forward - selected alignment is applied from the place of cursor to the end of the

- document
- Paragraph Forward - selected alignment is applied from the current paragraph to the end of the document
- Current Paragraph - selected alignment is applied to the current paragraph only
- Document Default - selected alignment is made the default alignment for the entire document
- Selected Text - selected alignment is applied to the currently **highlighted** block of text

6 Click **OK**

Toolbar buttons: Toolbar buttons are available on the Formatting toolbar at the top of the Nota Bene screen. Click the **Left Align**, **Center**, **Right Align** or **Justify** buttons to change the alignment. The **Justify** button is a toggle – it will justify text that is not justified, or remove justification if text is already justified. To identify any toolbar button, move your cursor to a button and pause. The name of the button will appear.

Keyboard shortcuts: The keyboard shortcuts shown below can be used to change the alignment.

Ctrl+L Flush left – inserts **FL** (Flush Left) command
Ctrl+R Flush right – inserts **FR** (Flush Right) command
Ctrl+E Center – inserts **FC** (Force Center) command
Ctrl+J Justify/No Justify (toggle) – inserts **JU** (Justify) command, or if text is already justified, inserts **NJ** (No Justify) command.

Justify one line: The **LJ** (Line Justify) command can be used to create three separately aligned regions per line (left, centered, right), so that text can be entered that is flush left, centered, and flush right on the same line. This option is also available through the menus (**Format, Paragraph**, then select the **Alignment** tab), and it is used when you set up headers or footers through the menus. For information on using this command and the other alignment commands, see [Alignment Commands](#).

Leaders can also be used to separate text that is flush left from text that is flush right on the same line. Two or more leaders on the same line will equalize the amount of space between words or small blocks of text on the same line. For more information, see [Leader](#) or [Leader: keyboard shortcut](#) or [Leader: LD command](#).

Justify last line: The last line of a paragraph can be justified by pressing **Alt+Enter** at the end of the line. Justification must be on.

Justification options: You can control the appearance of justified text by adjust whether extra space is added between words or between letters in the words. See [Justification Options](#).

See also:

[Editing in Show Codes View](#)

8.2.2.1 Alignment Commands

The **FL** (flush left), **FR** (flush right) and **FC** (force center) commands are used to set the alignment.

- 1 Place your cursor at the beginning of the text you want to align. If you want to align a block of text, define the block.
- 2 Press **F9** to access the action line.
- 3 Type one of the following commands:

FL to align text with the left margin
FC to center the text
FR to align text with the right margin

- 4 Press **F10** to implement the command.

The **JU** (justify) command is used to justify text.

- 1 Place your cursor at the beginning of the text you want to justify. If you want to justify a block of text, define the block.
- 2 Press **F9** to access the action line.
- 3 Type **JU**
- 4 Press **F10** to implement the command.

The **NJ** (no justification) command is used to discontinue justification of text.

- 1 Place your cursor at the place where you want the justification to end.
- 2 Press **F9** to access the action line.
- 3 Type **NJ**
- 4 Press **F10** to implement the command.

The **LJ** (line justify) command is used to align one line of text. Unlike most other [embedded commands](#) in Nota Bene, the LJ command affects only the line in which it is found, not the text on subsequent lines. The LJ command can be used to align text with the left margin, the right margin, or to center the text on the line. You can use more than one LJ command to have text left-aligned, centered and right-aligned on the same line.

- 1 Place your cursor at the beginning of the text you want to align. The text that you want to align should take up less than a full line, or the effects of the LJ command will not be visible.
- 2 Press **F9** to access the action line.
- 3 Type one of the following commands:
 - LJ 0** to align text on one line with the left margin
 - LJ 1** to center the text on one line
 - LJ 2** to align text on one line with the right margin
- 4 Press **F10** to implement the command.

Leaders can also be used to separate text that is flush left from text that is flush right on the same line. Two or more leaders on the same line will equalize the amount of space between words or small blocks of text on the same line. See [Leader: LD command](#).

See also:

[Line spacing Commands](#)
[Margin commands](#)
Indentation: IP Command
Tabs: TS Command
[Editing in Show Codes View](#)

8.2.3 Spacing

Line spacing may be adjusted from within the Paragraph Settings dialog. Click the **Spacing** tab. Line spacing may be adjusted with the **Fixed** line spacing adjustment or the **Automatic** line spacing adjustment, also known as auto leading (pronounced "letting"). Automatic line spacing adjusts spacing if the size of the font is changed and it is recommended for general use, particularly if you plan to use different font sizes in the document. Spacing between paragraphs is adjusted with the **Extra Spacing After Each Paragraph** slider control.

Spacing for the whole document (or from the position of the cursor to the end of the document) can also be set using the Page Layout dialog. See [Page Layout: Spacing](#).

Fixed Line Spacing

The **Fixed** line spacing control enables you to increase or decrease the space between lines of text. Unlike **Automatic** spacing (see below), **Fixed** line spacing does not take the vertical length of characters of the preceding line into account and does not adjust if the font size is changed. **Fixed** line spacing is calculated from the base line of the preceding sentence (**Automatic** line spacing calculates its line spacing from the bottom of the lowest character of the preceding sentence).

To adjust **Fixed** line spacing:

- 1 Click **Format, Paragraph**. The Paragraph Settings dialog will open.
- 2 Click the **Spacing** tab.
- 3 Click **Fixed** radio button.
- 4 Click drop down list box to select a fixed line spacing value.
 - If the spacing value you desire is not listed, select **Custom** from the drop down list, then use the **Spacing** slider control on right to increase and decrease the **Fixed** line spacing. You may also directly enter a value into the slider window to adjust the **Fixed** line spacing value.
 - Observe the **Preview** window for an indication of how adjusting **Fixed** line spacing affects your text.
- 5 Click **Apply to:** field and choose one of the following options.
 - Insertion Point Forward - selected spacing is applied from the place of cursor to the end of the document
 - Paragraph Forward - selected spacing is applied from the current paragraph to the end of the document
 - Current Paragraph - selected spacing is applied to the current paragraph only
 - Document Default - selected spacing is made the default alignment for the entire document
 - Selected Text - selected spacing is applied to the currently **highlighted** block of text
- 6 Click **OK**

Automatic Line Spacing (Auto Leading)

The Automatic line spacing control enables you to increase or decrease the space between lines of text. Often at larger point sizes, the bottom a preceding line may touch the top of a subsequent line --

especially if the first line contains a lower case j, p, q or y. In such cases Automatic line spacing should be used to add additional spacing between lines. Unlike the Fixed line spacing adjustment, Automatic line spacing takes into account the vertical length of characters that make up a preceding line. It then places the subsequent line lower than the lowest character of the line above. For example, an Automatic line spacing value of one places lines one space below the bottom of the lowest character of preceding lines. This prevents a preceding and subsequent line from touching.

To adjust **Automatic** line spacing:

- 1 Click **Format, Paragraph**
- 2 Click the **Spacing** tab.
- 3 Click **Automatic** radio button.
- 4 Use slider control on right to increase and decrease **Automatic** line spacing value
 - You may also directly enter a value into the slider window to adjust the **Automatic** line spacing value
 - Observe the **Preview** window for an indication of how adjusting the **Automatic** line spacing value affects your text
- 5 Click **Apply to:** field and choose one of the following options
 - Insertion Point Forward - selected alignment is applied from the place of cursor to the end of the document
 - Paragraph Forward - selected alignment is applied from the current paragraph to the end of the document
 - Current Paragraph - selected alignment is applied to the current paragraph only
 - Document Default - selected spacing is made the default alignment for the entire document
 - Selected Text - selected spacing is applied to the currently **highlighted** block of text
- 6 Click **OK**

Extra Spacing After Paragraph

In order to increase the space after a paragraphs, the **Extra Spacing After Each Paragraph** control has been provided.

To adjust the space after a paragraph:

- 1 Click **Format, Paragraph**
- 2 Click the **Spacing** tab.
- 3 Use **Extra Spacing After Each Paragraph** slider to increase and decrease spacing value.
 - You may also directly enter a value into the slider window to adjust the **Extra Spacing After Each Paragraph** line spacing value.
 - Observe the **Preview** window for an indication of how adjusting the **Extra Spacing After Each Paragraph** line spacing value affects your text.
- 4 Click **Apply to:** field and choose one of the following options.
 - Insertion Point Forward - selected alignment is applied from the place of cursor to the end of the document
 - Paragraph Forward - selected alignment is applied from the current paragraph to the end of the document

- Current Paragraph - selected alignment is applied to the current paragraph only
- Document Default - selected spacing is made the default alignment for the entire document
- Selected Text - selected spacing is applied to the currently **highlighted** block of text

5 Click **OK**

See also:

Line Spacing Commands

Microspace Adjustments

Paragraph Setup

Page Layout

8.2.3.1 Line Spacing Commands

Nota Bene provides several different commands for different types of line spacing. Which you decide to use depends partly on whether or not Automatic Leading is on. Automatic Leading (pronounced "leading") adjusts the line spacing so that the line spaces are proportional to the size of the chosen font. The default setting for Automatic leading is on.

To change the setting for Automatic Leading from the action line:

- 1 Place your cursor at the point in the text at which you want the Automatic Leading to be set on or off.
- 2 Press **F9** to access the action line.
- 3 Type one of the following commands:
AL 0 to turn Automatic Leading off.
AL 1 to turn Automatic Leading on.
- 4 Press **F10** to implement the command.

When Automatic Leading is off, the **LS** (line spacing) command can be used to change the line spacing:

- 1 Place your cursor at the point where you want to change the line spacing. If you want to change the spacing of a block of text, define the block.
- 2 Press **F9** to access the action line.
- 3 Type **LS n**, where **n** is the number of spaces between each line. For example, the following command would initiate double spacing.
LS 2
- 4 Press **F10** to implement the command.

When Automatic Leading is on or off, the **LL** (line leading) command can be used to change the line spacing:

- 1 Place your cursor at the point where you want to change the line spacing. If you want to change the spacing of a block of text, define the block.
- 2 Press **F9** to access the action line.
- 3 Type **LL p,l**, where **p** is the number of spaces between each paragraph and **l** is the amount of extra space between lines of text.
- 4 Press **F10** to implement the command.

When Automatic Leading is on or off and you want to change the spacing for just one line, use the **EL** (extra leading) command.

- 1 Place your cursor at the beginning of the line after which you want the extra spacing.
- 2 Press **F9** to access the action line.
- 3 Type **EL n**, where **n** is the number of lines to insert after the current line.
- 4 Press **F10** to implement the command.

See also:

Margin Commands

Indentation: IP Command

Alignment Commands

Tabs: TS Command

Font Settings Commands

Editing in Show Codes View

8.2.3.2 Microspace Adjustments

With Nota Bene, you can fine-tune the appearance of the printed text by adding individual en, em and thin spaces, and by making microspacing adjustments to the spaces between words or between letters. Em, en and thin spaces do not break at the end of the line (unlike regular spaces). These spaces have the following widths:

- Em space is a space that is as wide as the point size (e.g., at 12 point type, an em space is 12 point wide). Traditionally, "M" is the character that is as wide as the point size, hence the name. However, in modern fonts, the width of the "M" is not necessarily the same as the point size.
- En space = 1/2 Em
- Thin space = 1/3 Em
- Hair space = 1/18th Em
- Sliver space = 1/108th Em

Em, en and thin spaces display on screen as green squares of varying widths. To enter an em space, an en space or a thin space:

- 1 Click **Insert, Symbols & Punctuation** or press **F5** and then **F1**. The Text Symbols dialog will open.
- 2 Click on the character to be inserted and then click **Insert**.

Shortcuts: Press **F5** and then **m** to enter an em space; press **F5** and then **n** to enter an en space; press **F5** and then **b** to enter a thin space;

Microspacing adjustments are made by adding or removing hair or sliver spaces. These changes are

displayed on screen as narrow lines or thin rectangles, depending on the number of spaces added or removed. Green is used for positive spacing and red is used for negative spacing. To make microspacing adjustments to text that has already been typed:

- 1 Place your cursor at the point where you want to increase or decrease the spacing.
- 2 Press **Ctrl+Shift+M** or click **Insert, Microspaces**.
- 3 Instructions will appear on the status bar at the bottom of your screen. Press the left arrow on your keyboard to make a negative spacing adjustment (to make the space smaller by one hair space) or press the right arrow on your keyboard to make a positive spacing adjustment (to make the space bigger by one hair space). Use the mouse to move to a different place in the text and then adjust a different space. Use **Ctrl** with the arrow keys to make smaller adjustments (sliver spaces). If you want to remove adjustments, highlight the text that includes the adjustments to be removed and click **Delete**.
- 4 After making adjustments, press **Esc** or click anywhere in the document.

See also:

[Hyphens and Dashes](#)

8.2.3.3 Justification Options

When text is justified, additional space is added so that the text on each line takes up exactly the same amount of space and the end of the line is at exactly the same place on the right margin. You can control whether extra spacing is inserted only between words, or also between letters within the words. By default, most of the space is added between words.

The justification setting can be changed on the Spacing tab on the Page Layout dialog or on the Alignment tab on the Paragraph Settings dialog. To change the justification setting:

- 1 Click **Format, Page Layout** and click the **Spacing** tab or click **Format, Paragraph** and click the **Alignment** tab.
- 2 Click to check the Justify box (or don't click if it is already checked).
- 3 Use the slider control to select a value between 1 and 99. The default setting is 10. A lower setting will put more of the extra space between letters within the words and a higher setting will put more of the extra space between words.

Note that this setting affects all subsequent printing, until changed. It is not document specific.

See also:

[Alignment](#)

[Spacing](#)

8.3 Page Layout

Nota Bene provides controls that enable you to format your document according to a wide range of specifications. Document formatting is modified from the Page Layout dialog. Formatting for a paragraph or block of text can be modified from the Paragraph Settings dialog. See [Paragraph Settings](#).

- 1 To access the Page Layout dialog, click **Format, Page Layout**.
- 2 There are three tabs on the Page Layout dialog: Margins, Spacing and Paper. Click on each of the tabs and make the adjustments to the settings in each of these categories. Page borders are set up by clicking the **Borders** button on the Margins tab. Click below to find out how to adjust the listed parameters from within this dialog.
 - **Margins** left, right, bottom and top, orphans and widows, one-sided format
 - **Borders** border style, background shading, thickness and shading of lines
 - **Spacing** automatic or fixed, leading, spacing between paragraphs, auto-hyphenation, justification
 - **Paper** orientation, size and source
- 3 Click **Apply to:** field and choose one of the following options.
 - Insertion Point Forward: Changes to spacing are applied from the place of cursor to the end of the document. Changes to margins, borders and paper are applied to the page following the cursor and to subsequent pages.
 - Document Default: Changes are applied to the entire document
- 4 If you want to write the default settings into the document, click the **Write Defaults** button. See [Write defaults](#) for an explanation of this function.
- 5 Click **OK** to accept the changes you have made or **Cancel** to return to the settings previously in place.

Nota Bene's Frameworks and Academic Styles format text in accord with specifications that are established by the Framework settings. If you want to change the formatting of a document that is being written using these features, see [Editing a framework](#) or [Editing an academic style](#).

See also:

[Page Break](#)

[Widows and Orphans](#)

[Non-Breakable Blocks](#)

8.3.1 Margins

From within the Page Layout dialog (**Format, Page Layout**), margin settings can be adjusted as follows:

- 1 Click the **Margins** tab.
- 2 The Top Margin command defines the space that Nota Bene automatically inserts between the top of a page and the first line of the running header and body text. The top margins is set to the default of 3 lines for the document header and 6 lines for the body text. To change these settings click on the arrows in the [slider control](#) or type the value into the box. The value entered into header is the space between the top edge of the page and the running header. The value entered for body text is the space between the top edge of the page and the beginning of the text. There are traditionally 6 lines per inch. The setting can be changed to inches by deleting the "li" and replacing it with "in".
- 3 If you want all pages to have the same margins, the mirror image check box should be clear. If you want odd and even pages to have different margins so that they are mirror images of each other, the mirror image check box should be checked. Mirror image is recommended if you will be printing on

both sides of the paper, particularly if the document will be bound.

- 4 The Left and Right (or, if Mirror Image is checked, Inside and Outside) Margins define the offset or side margins of your document. To change these settings click on the arrows in the [slider control](#) or enter the value into the boxes. The values entered set the distance between the edge of the paper and the text.
- 5 Click on **Text Flow** to allow for adjustments to variation in bottom margin, [widows](#) and [orphans](#). To change these settings click on the arrows in the [slider control](#) or enter the values into the boxes. There is also an option to suppress blank lines at the top of the page.
- 6 The Bottom Margin command defines the space that Nota Bene automatically inserts between the bottom of a page and the last line of the running footer and body text. The first setting (Body Text) is the position of the last line of footnotes, or, if there are no notes, the body text. The second setting (Footer) is the position of the running footer. The second value needs to be smaller than the first one. For example, you could have the body text at 6 lines and the footer at 4 lines.
- 7 If you would like to have a border around the page, click to check the **Use Border** box. Click the **Borders** button to adjust the settings. For more information, see [Borders for Pages](#).

For a detailed discussion of factors affecting page length and bottom margin, see Widows/Orphans: Notes.

For information regarding using the action line to set margins, see Margin Commands.

NB:

- Observe the Preview window for an indication of how the the settings you select will affect your text.
- The horizontal ruler on the main Nota Bene screen can also be used to adjust the left and right margins. See [Ruler](#).
- If you make changes to more than one tab on the Page Layout dialog, all changes will be implemented when you click **OK**.

See also:

[Page Layout](#)
[Measurement Units](#)
[Widows and Orphans](#)
[Borders](#)
[Headers and Footers](#)

8.3.1.1 Margin commands

The margins in Nota Bene can be set using the action line. Side margins can be set for one-sided or two-sided printing. For one-sided printing, you set the left margin and the right margin. For two-sided printing, you set the inside margin and the outside margin so that the odd-numbered pages and the even-numbered pages are mirror images of each other. This way you can, for example, allow a larger margin on the inside (the left margin for odd-numbered pages and the right margin for even-numbered pages) so that there will be extra room for binding the printed document. The **OS** (one sided) command is used to establish whether you are using one-sided or two-sided printing and the **OF** (offset) command is used to set the side margins. The **TP** and **BT** commands are used to set the top and bottom margins. Finally, you can adjust for [widows](#) and [orphans](#) using the **WD** and **OP** commands.

For all of the commands on this page, the default unit of measurement is inches unless you have

changed the default units or unless you specify a different unit as part of the command. The examples given assume that you have not changed the defaults and therefore, inches is the default. For more information, see [Units of Measurement](#).

To set the side margins:

- 1 Press **F9** to access the action line.
- 2 Type **OS 1** for one-sided printing (one-sided on) or **OS 0** for two-sided printing (one-sided off). (In the command **OS 0**, the first character is the letter O and the last character is the number 0 or zero.)
- 3 Press **F10** to set the format to one-sided or two-sided.
- 4 Press **F9** to access the action line.
- 5 Type **OF x,y** where x and y are the width of the left and right margins (one-sided printing) or the inside and outside margins (two-sided printing).
- 6 Press **F10** to set the side margins.

Example: The command **OF 1.5,1** will set the left margins at 1.5 inches and the right margins at 1 inch if one-sided is on. If one-sided is off, it will set the inside margins at 1.5 inches and the outside margins at 1 inch.

To set the top margins:

- 1 Move the cursor to the beginning of the file (**Ctrl+Home**)
- 2 Press **F9** to access the action line.
- 3 Type **TP m,n** where m and n are two numbers as follows:
 - **m** = the distance of the running header from the top of the page.
 - **n** = the distance of the body of text from the top of the page. **n** must be greater than **m**. The default unit of measure is lines unless specified (see [Units of measurement](#)).
- 4 Press **F10** to set top margins.

Example: The command **TP .5,1** would produce a header that is half an inch from the top of the page and body text that is 1 inch from the top of the page. The command **TP 2cm,5cm** would produce a header that is two centimeters from the top of the page and body text that is 5 centimeters from the top of the page.

To adjust the bottom margins:

- 1 Press **F9** to access the action line.
- 2 Type **BT f,n,m,x** where f,n,m, and x are four numbers as follows:
 - **f** = the distance from the bottom of the page to the bottom of the running footer.
 - **n** = the nominal distance from the bottom of the page to the bottom of the text area. **n** must be greater than **f**.
 - **m** = the minimum distance from the bottom of the page to the bottom of the text area. **m** must be between **f** and **n** (less than **n** and greater than **f**).
 - **x** = the maximum distance from the bottom of the page to the bottom of the text area **x** must be substantially greater than **n** (a difference of at least one inch).
- 3 Press **F10** to set the bottom margins.

Example: The command **BT .5,1, .75, 2** would produce a footer that is half an inch from the bottom of

the page and body text that is 1 inch from the bottom of the page, allowing for the end of the body text to vary so that it may be .75 inches from the bottom of the page or 2 inches from the bottom of the page.. It is important to allow for some variation in the bottom of the body text, especially if footnotes are being used. For example, if a footnote falls on the last line of text, the note must appear on the same page, or if there isn't room on the page, then the last line of text and the note must go to the next page. In this case, the bottom margin might need to be increased slightly.

See also:

[Page Layout: Margins](#)
[Widows and Orphans](#)
[Ruler](#)

8.3.2 Borders for Pages

Borders around pages are set up from the Page Layout dialog as follows:

- 1 Click **Format, Page Layout** to open the Page Layout dialog.
- 2 Click to check the **Use Borders** check box at the bottom of the dialog.
- 3 Click the **Borders** button. The **Borders for Pages** dialog will appear.
- 4 If you assign a name to your border, the name will be associated with the settings you select and added to the drop list. You will then be able to select the same border for future use within your document. To assign a name, click the **New** button and type in a name of 7 letters or less.
- 5 Use the **Shading** slider control at the top right of the dialog if you would like to add background shading to the page. The shading will appear on the full page inside of the border. Select a setting between 0% (white) and 100% (black).
- 6 Use the radio buttons to select one of the 5 types of borders shown.
- 7 Use the check boxes to indicate whether the **Weight**, **Shading** and **Inset** are or are not identical for each side of the border. The **Weight** is the thickness of the line. The **Shading** indicates how dark the line is (100% is black) and the **Inset** is the margin of space between the outside edge of the paper and the border. Use the [slider controls](#) to set the weight, shading and inset. Note that the minimum inset is 0.25 inches. You cannot print anything that is within 0.25 inches of the edge of the paper.
- 8 If you selected **Custom** border in step 3, then you can use the **Left**, **Right**, **Top** and **Bottom** checkboxes to indicate whether or not you want to include each of these sides in your border.
- 9 Click **OK** to accept the settings you have selected, or **Cancel** to accept previous settings.
- 10 Click **OK** to close the Page Layout dialog, accepting the settings you have selected.

Borders can also be created using the action line. See [Border Commands](#).

See also:

[Borders](#)
[Page Layout](#)

8.3.3 Spacing

Line spacing is adjusted from within the Page Layout dialog. It may be adjusted with the **Fixed** line spacing adjustment or the **Automatic** line spacing adjustment, also known as automatic leading (pronounced "ledding"). Automatic line spacing adjusts spacing if the size of the font is changed. Fixed line spacing calculates a fixed amount of space from the base line of the preceding line and does not adjust if the font size is changed. Automatic line spacing is the default and it is recommended for general use, particularly if you plan to use different font sizes in the document. Spacing between paragraphs is adjusted with the **Extra Spacing After** slider control.

To change the spacing for a single paragraph or block of text, see [Paragraph Setup: Spacing](#).

To open the Page Layout dialog, click **Format, Page Layout**.

Fixed Line Spacing

To set the line spacing controls in the Page Layout dialog using **Fixed** line spacing:

- 1 Click the **Spacing** tab.
- 2 Click the **Fixed** radio button.
- 3 Click drop down list box to select a fixed line spacing value. If the spacing value you desire is not listed, select **Custom** from the drop down list, then use the **Spacing** slider control on right to increase and decrease the **Fixed** line spacing. You may also directly enter a value into the [slider](#) window to adjust the **Fixed** line spacing value. Observe the **Preview** window for an indication of how adjusting **Fixed** line spacing affects your text.

Automatic Line Spacing (Auto Leading)

The Automatic line spacing control enables you to increase or decrease the space between lines of text. Often at larger point sizes, the bottom of the preceding line may touch the top of a subsequent line -- especially if the first line contains a lower case j, p, q or y. In such cases Automatic line spacing should be used to add additional spacing between lines. Unlike the Fixed line spacing adjustment, Automatic line spacing takes into account the vertical length of characters that make up a preceding line. It then places the subsequent line lower than the lowest character of the line above. For example, an Automatic line spacing value of one places lines one space below the bottom of the lowest character of preceding lines. This prevents a preceding and subsequent line from touching.

To adjust **Automatic** line spacing from within the Page Layout dialog:

- 1 Click the **Spacing** tab.
- 2 Click the **Automatic** radio button.
- 3 Use slider control on right to increase and decrease **Automatic** line spacing value. You may also directly enter a value into the slider window to adjust the **Automatic** line spacing value. Observe the **Preview** window for an indication of how adjusting the **Automatic** line spacing value affects your text.

Extra Spacing After Paragraph

In order to increase the space after a paragraphs, the **Extra Spacing After Each Paragraph** control has been provided.

To adjust the space after a paragraph from within the Page Layout dialog:

- 1 Click the **Spacing** tab.
- 2 Use **Extra Spacing After Each Paragraph** slider to increase and decrease spacing value. You may also directly enter a value into the slider window to adjust the **Extra Spacing After Each Paragraph** line spacing value. Observe the **Preview** window for an indication of how the adjustments you make affect your text.

For an explanation of other settings in the Page Layout dialog, see [Page Layout](#), [Margins](#) and [Paper](#).

See also:

[Spacing Adjustments](#) (spacing between letters and words)

Spacing: Action Line

8.3.4 Paper

Nota Bene allows you to designate information about the paper your document will print on. From within the **Page Layout** dialog, paper settings can be adjusted as follows:

- 1 Click the **Paper** tab.
- 2 Use the drop down list to select the size of the paper you will be using. If you select **Custom**, use the slider control to designate the width and height of the paper or enter the values into the boxes. Values can be entered in inches, centimeters or millimeters using the two letter abbreviations (in, cm or mm). (See the chart in **Tools, Preferences, Measurement Units** for a full list of the measurement units that can be used and their two letter abbreviations.)
- 3 If you want to specify the paper source, click the **Paper Source** button and specify which tray of your printer you will be using.
- 4 Specify the orientation by clicking the **Portrait** radio button or the **Landscape** radio button.
- 5 Observe the **Preview** window for an indication of how the adjustments you make affect your text.

For an explanation of other settings in the **Page Layout** dialog, see [Page Layout](#), [Margins](#) and [Spacing](#).

8.3.5 Write Defaults

The formatting of any file is determined by any format commands explicitly issued and, to the extent that none are issued, by your default settings. Most Windows word processors automatically write your system's default format commands into a file. The result is that the default settings in effect when the file was created will apply when the file is opened at a later date or on a different computer. Nota Bene does not automatically write the default settings into a file, but it does make this option available to you. To write the default format commands into an open file:

- 1 Click **Format, Page Layout**.
- 2 Click the **Write Defaults** button at the bottom left of the **Page Layout** dialog.
- 3 Click **OK**.

The default format commands will be inserted at the top of the file and will be visible in Show Codes View.

Note that whether or not the defaults are written into the file, any format commands explicitly issued in the document will always be reflected in the document. The following examples demonstrate the difference between writing the defaults into a document and not writing the defaults into a document.

Example 1: Nota Bene is shipped with Times New Roman, 10 point as the default font. Suppose that after writing several documents, you decide that you would prefer to use 12 point as the default font size. Your defaults can be changed by clicking **Tools, Preferences** and then double clicking on **Fonts** and changing the size from 10 to 12. If you do this, and then open one of the documents you wrote before changing the defaults, you will find that the font in the earlier documents now corresponds to your new defaults -- i.e., 12 point, not 10 point (this assumes that you did not explicitly set the font size in the document). However, if before changing your defaults, you had written the defaults into the document, then no matter what new defaults you choose, the old defaults (10 point in this example) would be reflected.

Example 2: Suppose your colleague writes a section of a joint paper and the default settings on her system are Times New Roman, 12 point and 0.5 inch tabs. You take the file from her to integrate into your document. Your document is written using Courier 10 point and 1.0 inch tab settings. If default settings are written into your colleague's document, then they will be reflected in the section she has written in your document and will need to be reformatted. If the default settings are not written into her document, then when you open her file on your computer, your default settings will determine the appearance of the file. Of course, any formatting commands that your colleague explicitly inserted in the document would always be reflected.

See also:

[Page Layout](#)

[Changing Default Settings](#)

8.3.6 Units of Measurement

Nota Bene provides you with ten different units of measurement. Four units of measurement are available for calibrating the Ruler (inches, centimeters, points and 1/12 inch). Each unit of measurement has a two letter abbreviation that can be used in dialog boxes or on the action line whenever measurements are specified. Abbreviations can be entered in either uppercase or lowercase letters. If any commands are entered on the action line without units, the program will use the default units. To use a unit of measurement on the action line, add the two letter abbreviation immediately after the value, with no space.

By default, Nota Bene uses inches (IN) for horizontal measurement and lines (LI) for vertical measurement and inches for calibrating the Ruler. To change the default settings, click **Tools, Preferences, Measurement Units**.

The units of measurement and their abbreviations are as follows:

IN	Inches
CM	Centimeters
MM	Millimeters
PT	Points
PI	Picas

CI	Ciceros
DD	Didots
DI	0.1 inch
TW	1/12 inch
LI	Lines

LI (lines) is used only for vertical measurement.

See also:

[Ruler](#)

[Changing Default Settings](#)

8.4 Font and Font Size

Font and font size can be changed in any of the following ways: (1) the Set Font dialog, (2) the Format, Font menu options, (3) Font Toolbar on your Nota Bene screen, (4) keyboard shortcuts, and (5) UF and SZ commands entered on the action line. When any of these methods are used, a UF (Use Font or a SZ (Size) command is inserted in the file and the command affects all of the following text until there is another command that changes the font or font size.

At any point in your document, the font and font size will be determined by the most recent commands that are embedded in the document. The UF and SZ commands can be seen and edited or deleted in Codes View. If there are no UF or SZ commands, the font and font size will be determined by your Nota Bene default settings.

You can change the default font settings by clicking **Tools, Preferences**, and then selecting **Fonts**. This takes you to a version of the Set Font dialog that changes default settings (rather than changing settings in the current document). Once changed, the new default settings will apply to any new document. See [Changing Default Settings](#).

See also:

Set Font dialog

Font Toolbar

UF and SZ commands

Font Size: keyboard shortcuts

Font Color

Font Size for Menus, Codes View and Action Line

8.4.1 Set Font Dialog

The Set Font dialog is used to set or change each of the following:

- Font (e.g., Arial, Courier or Times New Roman)
- Style (bold, italic, underline, subscript or superscript)
- Font size (e.g., 10 point or 12 point)
- Render character case ("as typed" is the default, or select uppercase, lowercase, small caps or uppercase and small caps)
- Underline style (underlining can include or exclude tabs, spaces and punctuation)
- Font color

You can change settings for the entire document, for the portion of the document following the cursor or for selected text. If you want to apply the changes to the document starting at the cursor, place your cursor at the starting point before proceeding with the following directions. If you want to apply the changes to a portion of the document, select (highlight) the text to be modified before proceeding.

- 1 Click **Format, Font, Font** (or press **Ctrl+T**) to access the Set Font dialog. (The Set Font dialog may also be accessed from within certain other dialogs.)
- 2 Click on the desired font in the Font window of the Set Font dialog.
- 3 Click on the desired style in the Style window of the Set Font dialog.
 - You can click on more than one style (for example, italics and bold).
 - The **Additive** check box should be clear if you want the style you select to replace styles previously in place in the document and checked if you want the style you select to be in addition to styles already in place. See Additive/Non-Additive.
- 4 Click on the desired font size in the Size window of the Set Font dialog.
- 5 Use the Render Case drop down list to select the desired character case. If you make a selection other than "as typed" it will override the way you type text. For example, if you select **All lowercase**, then text will be displayed in Page Layout View and printed in lowercase letters even if you type a letter in uppercase.
- 6 Use the drop down list to select the desired underline style.
- 7 Click the **Color** button to change the font color.
- 8 Click the **Apply to** field and choose one of the following options
 - Document Default - select font, font style and font size are made the default for the entire document
 - Insertion Point Forward - selected font, font style and font size are applied from the place of cursor to the end of the document
 - Other options, such as Selected Text, may be available..
- 9 Observe the preview window to see how the selections effect your text. To implement the selections you have made, click **OK**.

The Set Font dialog cannot be used to add double underline and strike through. However, you can select these modes directly by clicking **Format, Font** and then the desired mode, or you can use keyboard shortcuts or the action line.

See also:

Fonts: [UF and SZ commands](#)

Font Size: keyboard shortcuts

Font Style: MD commands

Font Style: keyboard shortcuts

Underline Options: UL command

Character Case

[Change Case](#)

[Color](#)

[Lingua Fonts](#)

8.4.2 Font Toolbar

The Font Toolbar is the toolbar at the bottom of the Nota Bene screen that specifies the font (e.g. Times New Roman or Arial) and the font size in points (e.g. 10 or 12).

Place your cursor at the top of the document or at the place that you want to see a change in font or font size. Click the down arrow to the right of the font box to change the font or click the down arrow at the right of the font size to change the font size.

Six buttons are available on the right side of the font tool bar. Move your cursor over those buttons to see their function.

The Font Toolbar can be hidden (or restored to the display) by clicking **View, Toolbars** and then clicking to uncheck **Font** (or clicking to restore the check mark).

See also:

Font and Font Size

8.4.3 Font: UF and SZ commands

The UF (use font) and SZ (size) commands are used to set the font and the font size. When a UF or SZ command is inserted, it will change the font from the point of insertion until another font command it encountered. set the text in a particular font.

To use the UF (use font) command to change the font:

- 1 Move the cursor to the beginning of the text where you want the font change to take place. If you want to select a font for the entire document, place the cursor at the top of the document, before any text. If you want to change the font in a block of text, select (or highlight) the block of text to be changed.
- 2 Press **F9** to access the action line.
- 3 Type **uf font** where **font** is the name of the font you want to use including spaces, if any. You can ignore capitalization. For example, if you want to use the Times New Roman font, type the following:
uf times new roman
- 4 Press **F10** to implement the command.

To use the SZ (size) command to set the size of the font:

- 1 Move the cursor to the start of the text where you want the new font size to begin or define a block of text to be changed.
- 2 Press **F9** to access the action line.
- 3 Type **sz xpt** where **x** is the point size want to use. Note that there is a space after the "sz" then a number which is followed immediately by "pt" with no space. For example, if you want 16 point, type the following:
sz 16pt

- 4 Press **F10** to implement the command.

Under certain circumstances, you may see a second number associated with the SZ command in codes view, e.g., «sz12pt,12pt» The program was originally designed to allow for adjusting the vertical and the horizontal point size independently. However, this functionality is not available and only the first of the two numbers is active.

You can change the default font settings (font, font size, etc.) through the **Tools, Preferences** menu. See [Changing default settings](#).

See also:

Font and Font Size

Font Style/Mode: [MD Commands](#) (bold, italics, etc.)

8.4.4 Font Size: keyboard shortcuts

The size of the font can be increased or decreased by one point by using the keyboard shortcuts shown below. If a block of text is [defined](#), then the block will be changed. If no block is defined, the keyboard command will affect the document from the point of insertion until the end of the document or until a subsequent command changes the same setting.

Increase font size: **Ctrl+Shift++** (using the plus sign at the top of your keyboard).

Decrease font size: **Ctrl+Shift+-** (using the minus sign or hyphen at the top of your keyboard)

You can change the default font settings (font, font size, etc.) through the **Tools, Preferences** menu. See [Changing default settings](#).

See also:

[Font settings](#)

Font size: SZ Command

8.5 Font Style/Mode (bold, italic, etc.)

The font styles or modes that can be used in Nota Bene are: bold, underline, italics, superscript, subscript, double underline, strike through, and normal.

Font modes can be changed in any of the following ways: (1) the Set Font dialog, (2) the Format, Font menu, (3) the mode buttons on the Format Toolbar, (4) keyboard shortcuts, and (5) MD commands issued on the action line.

When any of these methods are used, MD (mode) commands are inserted in the file and they can be seen and edited or deleted in Codes View.

There are two different ways that these changes can take effect. You can select either of the following by clicking **Format, Font, Configure Print Styles**.

Change style only for newly typed text: This method used in most Windows programs, and it is

the Nota Bene default setting. When you change the style/mode, it affects only text that is typed after you make the change.

Change style of all following text: This method was used in earlier versions of Nota Bene, and it is preferred by some Nota Bene users. When you change the style/mode, it affects all of the following text until another command ends the mode. The keyboard shortcuts and mode buttons are toggles. For example, if you place your cursor at the beginning of a sentence and press Ctrl+B, all of the following text will be bold. If you then place your cursor at the end of the sentence and press Ctrl+B, the bold will be discontinued, so that the sentence is bold, but text after the sentence is not bold.

With either of the above selections, selecting a block of text before issuing a mode command will result in the mode command being applied to the block of text.

If you use the action line to enter a mode command, the command will be entered at the point of insertion and it will change the following text even if you selected the first option in the Configure Print Styles dialog.

See also:

Set Font dialog

Font Style/Mode: keyboard shortcuts

Font Style/Mode: MD (mode) commands

Font Style/Mode: additive/non-additive

Font and Font Size

8.5.1 Font Style: keyboard shortcuts

Font style or mode commands (bold, italic, etc.) can be entered using the keyboard shortcuts shown below. If you want to change a block of text that has already been typed, select (or highlight) the block before using the keyboard shortcut.

Bold: Ctrl+B

Italics: Ctrl+I

Underline: Ctrl+U

Double underline: Ctrl+D

Strike through: Ctrl+

Superscript: Ctrl+]

Subscript: Ctrl+[

Font style can also be changed by using the mode buttons on the format toolbar. Unless you have moved it, the format toolbar is on the left side of your Nota Bene screen.

Notes:

- The changes will apply to text that is subsequently typed. If you prefer to have mode changes apply to all following text, click **Format, Font, Configure Print Styles** and select the second option.

- The changes are additive, meaning that settings previously in place remain in place. For example, if you define a phrase in a sentence that is already in bold type and then press **Ctrl+U**, the phrase will be underlined and it will still be bold.
- Font settings insert a command in the document that can be seen and edited or deleted in Show Codes View.
- Add **Shift** to any of the above keyboard shortcuts and the key combination will be applied to one word only. For example, place the cursor on a word and press **Ctrl+Shift+U** to underline the word.
- The above keyboard shortcuts can be used when entering text in Ibidem and in many Nota Bene dialogs.

See also:

Font Style/Mode

Font Style Mode: MD Commands

Underline Options: UL command

Editing in Show Codes View

8.5.2 Font Style: MD commands

Use the MD (mode) command to change the style of text by adding bold, italics, underline, etc. If a block of text has been selected a mode command that is entered on the action line will change the selected block. If a block of text has not been selected, then the command will be in effect from the insertion point forward.

To enter a mode command:

- 1 Select (highlight) the block that you wish to change, or place your cursor at the point where you want the new style to begin.
- 2 Press **F9** to access the action line.
- 3 Type **MD nn** where **nn** is the mode command for the new style you want to use (see chart below). You can also create relative (or "additive") styles by typing **MD +nn** to add a style to the style currently in place or **MD -nn** to subtract a style. For example, the command **MD BO** changes text to bold, overriding the type style that was previously in effect. In contrast, the command **MD +BO** adds bold to the current type style, creating, for example, bold italic if the text at the point of insertion was in italics. The command **MD -BO** subtracts bold from the current type style. The first seven of the styles below can be additive; you can issue the command with the plus sign to make them additive or without the plus sign to override previous mode commands. All styles except **NM** (normal) can be removed by issuing the command with the minus sign.

MD BO bold
MD UL underline
MD IT italics
MD SU superscript
MD SD subscript
MD UD double underline
MD ST strike through
MD BU bold underline
MD BI bold italics
MD NM normal (removes other modes)

- 4 Press **F10** to implement the command.

All of the above commands will be shown in Show Codes View enclosed in double angled brackets with no space after the MD (For example, «MDBO» or «MD+BO»). They can be edited or deleted in Show Codes View.

See also:

Font Style/Mode: keyboard shortcuts

Font Style/Mode: additive/non-additive

Underline options: commands

Editing in Show Codes View

8.5.3 Font Style: additive/non-additive

Font styles (bold, italic, underline, etc.) entered via the Set Font dialog or the action line, can be additive or non-additive. The default in the Set Font dialog is additive and this is what you would want in most cases.

Font styles entered via the toolbar buttons or the keyboard shortcuts are always additive.

An additive command combines the command with any previous mode commands, but a non-additive command overrides previous mode commands. For example, if a paragraph is in italics and you want to underline one word in the paragraph, an additive command would make the word underlined and in italics, but a non-additive command would remove the italics and substitute the underlining.

In Show Codes View, an additive command includes a plus sign and a non-additive command does not. You can change a command in Show Codes View by adding or deleting the plus sign.

For example, the following command is an additive bold command as it would be seen in Show Codes View:

«MD+BO»

And the following is a non-additive bold command:

«MDBO»

See also:

Font Settings

Mode commands: keyboard shortcuts

Font Style: MD commands

Editing in Show Codes View

8.5.4 Underline Options: UL command

The style of underlining can be changed so that when text is underlined, spaces and tabs are or are not underlined. To control the style of underlining being used:

- 1 Move the cursor to the place in the text at which you want the underlining style to change.
- 2 Press **F9** to access the action line.

- 3 Type **UL x** where **x** is a number from 1 to 4 that specifies the underlining style. The different underlining styles and their commands are as follows:
 - UL 0** Underlines everything.
 - UL 1** Underlines everything but tabs.
 - UL 2** Underlines everything but tabs and spaces.
 - UL 3** Only letters and numbers are underlined.
- 4 Press **F10** to implement the command.

The **UL** command does not turn underlining on and off, it merely sets the style of underlining that will be done when it is selected. Use **MD UL** and related commands to activate underlining. See [MD commands](#).

See also:

[Font settings](#)

Mode commands: keyboard shortcuts

8.6 Tabs

Tabs can easily be added, edited, deleted or moved by using the ruler, (see [Ruler](#)), the action line (see TS command) or menus (follow the directions below). Using any of these methods will insert a TS (tab set) command in your document at the point of the cursor. The TS command will remain in effect until another TS command is issued. If there is no TS command at the top of your document, then the tab default setting will be in effect.

Like any [embedded command](#), the TS command can be seen and edited in Show Codes View. See [Editing tab settings](#).

To use the menus to remove existing tabs:

- 1 Click **Format, Tabs**
- 2 Observe the currently set tabs in the center window of the Tabs Settings dialog.
 - Click **Clear Selected** to remove the currently selected tab.
 - Click **Clear All** to remove all existing tabs.

To edit existing tabs:

- 1 Click **Format, Tabs**
- 2 Observe the currently set tabs in the main window of the Tabs Settings dialog.
- 3 Click on the tab setting you would like to edit.
- 4 Enter tab value into Position slider control.
- 5 Click desired Alignment radio button.
 - Left - aligns text flush left against specified tab stop
 - Right - aligns text flush right against specified tab stop
 - Center - uses specified tab stop as center point of text
 - Decimal - aligns a column of numbers by their decimal points

6 Click **Edit Tab**

To add tabs:

- 1 Click **Format, Tabs**
- 2 Observe the currently set tabs in the main window of the Tabs Settings dialog.
- 3 Enter tab value into Position slider control.
- 4 Click desired Alignment radio button.
 - Left - aligns text flush left against specified tab stop
 - Right - aligns text flush right against specified tab stop
 - Center - uses specified tab stop as center point of text
 - Decimal - aligns a column of numbers by their decimal points
- 5 Click **Edit, Tab**

See also:

[Editing Tabs](#)

Tabular Tables

Decimal Tabs

Editing in Show Codes View

Ruler

Changing Default Settings

Write Defaults

8.6.1 Editing Tabs

The **TS** (tab set) command is used in Nota Bene to set tabs. This command can be issued through the action line, the ruler or the menus. In any of these cases, the command will be inserted in the document at the point of the cursor and it will remain in effect until another tab command is issued. If there is no TS command at the top of your document, then the tab default setting will be in effect. Tab default settings can be changed through the **Tools, Preferences** menu.

Your document should have not more than one TS command at the top of the document and not more than one TS command at each point where you want to change the tab settings. Sometimes extraneous TS commands are introduced by issuing too many TS commands. These commands can be viewed, and edited or removed in Show Codes View.

To change tab settings in Show Codes View:

- 1 Go to Show Codes View using one of the following methods:
 - Click **View** and then **Codes** (return to Page Layout View by clicking **View** and then **Page Layout**)
 - Click Show Codes button at the bottom of the screen -- a pencil in double angled brackets (return to Page Layout View by clicking the Page Layout View button at the bottom of the screen -- a blue A)
 - Press **Shift+F8** (return to Page Layout View by pressing **Shift+F5**)

- 2 In Show Codes View, a TS command starts with «**TS**, continues with a listing of each tab, and ends with ». Find the TS command that you want to edit using one of the methods listed below. The following is an example of a typical TS command:

«**TS.5IN,1IN,2IN,3IN,4IN,5IN**»

- In Page Layout View, start at the top of the document and use the down arrow button to move your cursor down through the document. Look at the ruler and stop moving the cursor when you see the tabs change on the ruler. Switch to Show Codes View and look for the TS command.
 - In Show Codes View, search for «**TS** using Nota Bene's Find function (**Ctrl+F**). You can type the opening command bracket in the "Find" box by pressing **Ctrl+<**. For more information, see [Find and Replace](#).
- 3 Delete any unwanted TS commands by using the **Delete** key or the **BackSpace** key to delete the full command including the opening and closing command brackets.
 - 4 Edit any TS command by typing changes directly into the command. You should not change the beginning «**TS** or the ending » unless you are deleting the whole command. After the beginning «**TS** the tabs are listed in order with a 2 letter abbreviation for the measurement being used, separated by commas. You can add or delete tabs, making sure that you preserve the pattern of keeping them in order, separated by commas. You can also change the measurement units by typing in different 2 letter abbreviations (see [Measurement units](#)). If you are using a [right, center or decimal tab](#), an **R**, **C** or **D** will appear after the measurement unit. For example, the command shown below would set a standard left tab at 2 centimeters, a centered tab at 8 centimeters and a decimal tab at 15 centimeters.

«**TS2CM,8CMC,15CMD**»
 - 5 New TS commands can be entered in Show Codes View by using the action line or by typing them in directly, using **Ctrl+<** and **Ctrl+>** to type the opening and closing command brackets.

See also:

[Tabs](#)

Tabs: ts command

Left, right, center, decimal tabs

Editing in Show Codes View

Changing default settings

Write defaults

8.6.2 Tabs: TS command

The **TS** (tab set), **TR** (tab reset) and **TC** (tab clear) commands are used to set, reset and clear tabs. Tabs can easily be added, deleted or moved by using the ruler. See [Ruler](#).

To use the action line to set a location for a tab stop:

- 1 Move the cursor to the beginning of the line in which you want the tab setting to take effect.
- 2 Press **F9** to access the action line.
- 3 Type **ts** followed by a space and then the locations for tab stops, separated by commas with no spaces. A maximum of 21 tab stops are allowed. For example, to set left tabs at 1.5, 3, and 5 inches, enter the following command:

ts 1.5in,3in,5in

If your default setting is inches, the following command can be used.

ts 1.5,3,5

- 4 Press **F10** to implement the command.

In addition to the commonly used left-aligned tab, Nota Bene has right-aligned, centered and decimal tabs. Click [NB tabs](#) for details. These tabs are entered by using the **TS** command as described above, but the letters **R** (for right), **C** (for center) or **D** (for decimal) are added after the tab stop locations. For example, the command below would set a left-aligned tab at 1 inch, a right-aligned tab at 3 inches, a centered tab at 4.5 inches and a decimal tab at 6 inches.

ts 1in,3inr,4.5inc,6ind

To reset the tab stops to their default settings:

- 1 Move the cursor to the point where you want the default tab settings to begin.
- 2 Press **F9** to access the action line.
- 3 Type **tr**
- 4 Press **F10** to implement the command.

To clear all tabs:

- 1 Press **F9** to access the action line.
- 2 Type **tc**
- 3 Press **F10** to implement the command.

NB:

- Unless you specify the units of measurement, tabs are measured in the default units (inches unless you have changed the defaults). Other units can be specified. For example, use the following command to set left tabs at 2, 4 and 6 centimeters. The ruler will continue to be calibrated in inches (unless you change the defaults), but the tabs will be shown at 2, 4 and 6 centimeters from the left margin.
ts 2cm,4cm,6cm
- Changes to tab settings will be in effect from the point of insertion (the point where the cursor was when the change was made) to the next place in the document where the tab settings are changed. When you insert a command to change tab settings (using either the menus, the action line or the ruler), it remains in the document and will override changes to tab settings that are made earlier in the document. Unwanted tab settings can be deleted in Show Codes View.
- All commands can be entered in either lower or upper case.

See also:

[Tabular tables](#)

[Units of measurement](#)

[Editing in Show Codes View](#)

[Changing default settings](#)

[Write defaults](#)

8.6.3 Tabs: left right center decimal

Nota Bene has four different kinds of tabs: left, right, center and decimal.

Left tab: The left tab is the most commonly used. All of the default tab settings are left tabs. The left tab aligns text flush left against the specified tab stop.

Right tab: The right tab aligns text flush right against the specified tab stop.

Center tab: The center tab centers text against the specified tab stop.

Decimal tab: The decimal tab is used for columns of numbers. It aligns numbers by the decimal point (or by the end of the number if there is no decimal point).

For instructions on how to insert tabs, see [Tabs](#) or [Tabs: ts command](#) or [Ruler](#).

See also:

[Tabular tables](#)

8.7 Ruler

The Ruler is a graphic interface that allows the user to adjust a document's tab settings, indentation, and margins. Horizontal and vertical rulers are available and can be displayed or hidden by clicking **View**, **Ruler**.

The horizontal ruler has tab markers inside the ruler that look like the upper left corner of a square. Indentation is controlled by the gray arrowheads on the top and bottom edge of the ruler. Margins are controlled by the vertical lines on the ruler which divide the white and gray area portions. There is a 0.25 inch non-printable area that is marked on the ruler and margins cannot be less than this amount.

When the ruler is used to make a change to the tab setting, indentation or margins, a command is inserted in the document and it can be seen in Codes View. The command will affect the appearance of the document from the point of insertion until overridden by a subsequent command.

Tab settings

Nota Bene provides four different kinds of tabs, left, right, center and decimal. See [Nota Bene tabs](#) for a more detailed explanation of these tabs. Tab settings are adjusted using the tab icon at the left end of the ruler. If you click this icon it will change from a left tab (an angle that looks like the top left corner of a square) to a right tab (top right corner of a square). Click again and it changes to a center tab (a T), to a decimal tab (a T with a dot), and then to a delete tab (red circle with a line through it).

To add or delete tabs using the ruler:

- 1 Move your cursor to the top of your document or to whatever point you want the changes in tab settings to take effect.
- 2 Click on the tab icon until it takes the form of the tab you wish to add. If you want to delete a tab, click on the tab icon until it takes the form of a red circle with a line through it.

- 3 Place the mouse pointer on the tab icon and hold down the left mouse button while you move (or drag) the pointer to the position on the ruler where you want to add (or delete) a tab. When you release the mouse button, the symbol for the tab you are adding should be added (or deleted) from the ruler at the point you selected.

To adjust tab settings using the ruler:

- 1 Move your cursor to the top of your document or to whatever point you want the changes in tab settings to take effect.
- 2 Move the mouse pointer to the marker of the tab you would like to move or remove. When you place the pointer on the marker, the pointer will change into a horizontal line with arrows at the end. If you leave the mouse in that position, after a moment a label will appear reading "Tab Set: x" x is the number of inches from the left offset where that Tab is located.
- 3 Press the left mouse button and hold it while you move (or drag) the marker to the position on the ruler where you would like the tab to be and release the mouse button. To completely remove the tab, move the pointer completely onto the gray portion on the left side of the ruler and release the mouse button.

Indentation

To adjust indentation using the ruler:

- 1 Move your cursor to the top of your document or to whatever point you want the changes in tab settings to take effect.
- 2 Move the mouse pointer to one of the gray indentation arrowheads. [The arrowhead on the top left of the ruler controls the left indentation for the first line of each paragraph. The arrowhead on the bottom left of the ruler controls the left indentation for the subsequent lines. The arrowhead on the bottom right of the ruler controls the right indentation.] When you place the pointer on the marker, it will change into a horizontal line with arrows at the end. If you leave the mouse in that position, after a moment a label will appear reading "Indent First Line: x," "Indent Subsequent x," or "Right Indent x" as appropriate (x is the number of inches that will be indented).
- 3 Press the left mouse button and hold it while you move (or drag) the arrow to the position on the ruler where you would like the indent to be and release the mouse button.

Margins

To adjust the left or right margin using the ruler:

- 1 Move your cursor to the top of your document or to whatever point you want the changes in margin to take effect.
- 2 Move the mouse pointer to one of the margin lines on either the left or right side the ruler to change the corresponding margin. When you place the pointer on the line, it will change into a horizontal line with arrows on the end. If you leave the mouse in that position, after a moment a label will appear reading either "Left Offset: x" or "Right Offset: x" as appropriate (x is the number of inches that will be offset).
- 3 Press the left mouse button and hold it while you move (or drag) the arrow to the position where you would like the left or right margin to be and release the mouse button.

Changes to tab settings will be in effect from the point of insertion (the point where the cursor was when the change was made) to the next place in the document where the tab settings are changed. When you insert a command to change tab settings (using either the menus, the action line or the ruler), it remains in the document and will override changes to tab settings that are made earlier in the document. Unwanted tab settings can be deleted in Show Codes View.

For information about the settings available on the Vertical Ruler, see [Vertical Ruler](#).

See also:

Tabs
Tabular tables
Units of Measurement
Editing using Show Codes View
Nota Bene Screen

8.7.1 Vertical Ruler

The **Vertical Ruler** is a graphic interface that allows the user to adjust a document's top and bottom margins. The vertical ruler can be displayed or hidden by clicking **View**, **Rulers** and then checking or unchecking **Vertical Ruler**.

Top Margin

Towards the top of the vertical ruler, there are three horizontal lines. Move your mouse pointer to each line and pause and a label will appear identifying the line. The top line is 0.25 inches from the top and it shows the non-printable area at the top 0.25 inches of the page. This cannot be adjusted. The second line shows the position of the header offset, the amount of space from the top of the page to the header. The third line (separating the gray area from the white area of the ruler) shows the position of the top margin, the amount of space from the top of the page to the top of the text. The second and third lines can be moved as follows:

- 1 Your cursor can be placed anywhere in the document. Any change in margins will affect the whole document.
- 2 Move the mouse pointer to either the header offset line or the top margin line. When you place the pointer on the line, it will change into a vertical line with arrows on the end.
- 3 Press the left mouse button and hold it while you move (or drag) the arrow to a new position and release the mouse button.

Bottom Margin

The bottom margin is adjusted in exactly the same way as the top margin with one difference. Nota Bene allows for some variation in the bottom margin so that adjustment can be made for [widows](#) and [orphans](#). In addition to the footer offset line and the bottom margin line, there are lines showing the position of the maximum and minimum bottom margins. All four of these lines can be moved using the by pointing and dragging as described in the three steps under Top Margin above.

See also:

[Ruler](#)

Margin commands
Widows and Orphans

8.8 Page break

To insert a hard page break, place your cursor where you want the page to break and press **Ctrl+Enter**. Nota Bene will display a non-printing marker in Page Layout View showing the position of the page break (a blue pentagon with an X in it). Any text entered after the hard page break will display and print on the same page until the text wraps to the next line. It will then begin a new page. If you do not want the text to continue on the same line, but to begin a new page immediately, press **Enter** after inserting the hard page break.

Conditional page breaks (or unconditional page breaks) can be inserted as follows:

- 1 Click **Insert, Breaks**
- 2 The **Breaks** dialog box will appear. Click on the **Pages** tab.
- 3 Click the **Insert Page Break** box and select one of the following:
 - **Unconditional page break:** This has the same effect as pressing **Ctrl+Enter** as described above.
 - **Conditional page break:** The page will break only if it consists of at least the specified number of lines at the point of the page break command. Use the slider control to change the number of lines. You may use a different unit of measurement by typing in the slider control box the amount of space required to break the page with a 2 letter abbreviation (e.g. **6 IN**). See [Units of Measurement](#). If the condition is not met, the command will be ignored.
 - **Forced break to make the next page odd-numbered:** The page will break only if the command appears on an even numbered page. Otherwise, the command will be ignored.
 - **Forced break to make the next page even-numbered:** The page will break only if the command appears on an odd numbered page. Otherwise, the command will be ignored.
- 4 Click the top margin box if you want to suppress any blank lines at the top of the page.
- 5 Click **OK**

Page breaks can be deleted in Page Layout view (the standard default view) or in Show Codes view:

Page Layout view: Position the cursor on the page-break symbol. When the cursor is correctly positioned, the status line will say "Start New Page [PG]". Press **Delete**. If you see a small vertical gray line in the middle of the line with the page-break symbol at the end of the line, the vertical gray line shows where the PG command is entered, and the page-break symbol at the end of the line shows where the page will break (i.e., at the end of the line). In this case, you should place your cursor on the small vertical gray line, not on the page-break symbol.)

Show codes view: Page break commands are shown in Show Codes View as an opening command bracket followed by PG followed by a closing command bracket: «PG» Occasionally there may be modifiers that are part of the PG command: «PG40LI» To remove a page break, go to Show Codes View (press View, Codes). Place your cursor on or before the command and press Ctrl and the +/- key at the top of the keyboard. This will select the entire PG command including opening and closing brackets. Press **Delete** to delete the command.

The action line can be used to insert a page break. See PG command.

Page break markers can be displayed or hidden. For more information, see [Markers](#).

See also:

[Editing in Show Codes View](#)

8.8.1 Page Break: PG command

The **PG** command is used to insert a hard page break as follows:

- 1 Press **F9** to access the action line.
- 2 Type **PG**
- 3 Press **F10** to insert the hard page break.

Nota Bene will display a non-printing marker in Page Layout View showing the position of the page break. Any text entered after the hard page break will display and print on the same page until the text wraps to the next line. It will then begin a new page. If you do not want the text to continue on the same line, but to begin a new page immediately, press **Enter** after inserting the hard page break.

Conditional page breaks will break the page only under certain conditions. If the condition is not met, the page break command is ignored. To insert a conditional page break, substitute one of the following commands for **PG** in step 2 above:

- Type **PG 40** to break the page only if the page consists of at least 40 lines at the point of the page break command. You may substitute any number of lines or you may use a different unit of measurement by specifying its 2 letter abbreviation (e.g. **PG 6IN** to break the page only if the page consists of at least 6 inches). If you have changed the default units of measurement, you must use the new default units, or include a 2 letter abbreviation (see [Units of Measurement](#)).
- Type **PG E** to break the page only if the page is an even numbered page.
- Type **PG O** (the letter O, not zero) to break the page only if the page is an odd numbered page.

Page break commands are reflected in Show Codes View in double-angled brackets on gray backgrounds: e.g. «**PG**» or «**PG40LI**». To remove a page break, go to Show Codes View and delete the command including the opening and closing command brackets.

Page break markers in Page Layout view can be displayed or hidden. For more information, see [Markers](#).

See also:

[Editing in Show Codes View](#)

8.9 Hyphenation

Nota Bene's auto hyphenation feature, when active, will break long words at the end of a line, inserting hyphens as necessary. By default, the auto hyphenation feature is not active. You can activate this feature for the current document, or you can change your default settings so that it will be active for all future documents. When it is active, you can override auto hyphenation for a single word, so that the

word you specify will not be broken at the end of a line.

When you activate auto hyphenation, you will be able to specify how long a word must be before it is hyphenated and the minimum number of letters before and after the hyphen. The default setting for auto hyphenation is 6,3,3, where 6 is the minimum number of characters in a hyphenated word, 3 is the minimum number of characters that can appear before a hyphen, and the last 3 is the minimum number of characters that can appear after the hyphen. Words that exceed these minimums will not be hyphenated at the end of a line.

Nota Bene chooses where to hyphenate words based on a series of rules and a hyphenation exception dictionary. The program first looks in the hyphenation exception dictionary and applies standard rules only if the word is not in the dictionary. The dictionary can be edited. Words that are not included (e.g., proper names) can be added, or you can change the place where a hyphen will be inserted in a given word.

Nota Bene provides a variety of different hyphens and dashes that can be inserted in several different ways.

Click on the links below for more information and instructions:

[Activate auto hyphenation for open document](#)

[Activate auto hyphenation for open document \(action line\)](#)

[Adjust hyphenation default settings](#)

[Override auto hyphenation settings for a single word](#)

[Edit hyphenation dictionary](#)

[Multilingual Hyphenation](#)

See also:

[Hyphens and Dashes](#)

8.9.1 Auto Hyphenation

To enable Auto Hyphenation for an open document:

- 1 Move the cursor to the top of the file or to the point at which you want your changes to take effect.
- 2 Click **Proof, Hyphenation**
- 3 The Hyphenation dialog will appear. Click the **Configure** tab.
- 4 Click the **Allow Auto Hyphenation** box and use the slider control to adjust the number of letters for each of the following:
 - Smallest word to be hyphenated
 - Minimum number of characters before hyphen
 - Minimum number of characters after hyphen
- 5 Click **OK**

Auto hyphenation can also be enabled (or disabled) and adjusted by clicking **Insert, Breaks** and

selecting the **Lines** tab. It can be enabled (or disabled), but not adjusted by clicking **Format, Paragraph, Alignment** and checking or clearing the **Auto Hyphenation** check box.

See also:

Auto Hyphenation: HY command

[Hyphenation](#)

[Hyphens and Dashes](#)

Override Auto Hyphenation for One Word

Multilingual Hyphenation

8.9.2 Auto Hyphenation: HY command

The **HY** command is used to set automatic hyphenation.

- 1 Place your cursor at the beginning of the document or at the point in the text at which you want the Automatic Hyphenation to start or stop.
- 2 Press **F9** to access the action line.
- 3 Type one of the following commands:
hy 0 to turn Automatic Hyphenation off.
hy 1 to turn Automatic Hyphenation on.
- 4 Press **F10** to implement the command.

See also:

[Hyphenation](#)

[Auto Hyphenation](#)

[Hyphenation Default Settings](#)

8.9.3 Default hyphenation settings

When Nota Bene is delivered to you, auto hyphenation is not active. You can change the default setting so that auto hyphenation will be active for all documents, unless the default setting is overridden by a command issued for an individual document (an embedded **HY** command would override the default setting). An open document will not be affected until it is closed and reopened.

To change hyphenation default settings or preferences:

- 1 Click **Tools, Preferences**.
- 2 The **Preferences** dialog will appear on your screen. Scroll down and click to highlight **Hyphenation** and then click the **Set** button.
- 3 The **Hyphenation Defaults** dialog will appear on your screen. Make the following selections, or leave the default settings in place.
 - Click to check or clear the box marked **Hyphenation ON**. With this box checked, auto hyphenation will be active.

- Click to check or clear the box marked Hyphenate **words with hard hyphens**. Clear this box if you do not want words with hard hyphens to break anywhere other than at the hard hyphen.
 - Change the minimum number of characters for a word to be hyphenated. Shorter words will not be hyphenated even if auto hyphenation is active.
 - Change the minimum number of characters before the hyphen.
 - Change the minimum number of characters after the hyphen.
- 4 Click **OK** to implement the changes or **Cancel** to ignore any changes. The **Preferences** dialog will reappear.
 - 5 Click **Close**.

See also:

[Hyphenation](#)

[HY Command](#)

[Restore Original Files](#)

8.9.4 Hyphenation Override

If auto hyphenation is active, you can override it for a single word. If you do not want the word to hyphenate at the end of a line, you can place a soft hyphen just before the word. Press **Ctrl+[-]** (using the **-/_** key at the top of your keyboard). You can also use the menus to do this as follows:

- 1 Place your cursor on the word that you do not want to hyphenate.
- 2 Click **Proof, Hyphenation**
- 3 The **Hyphenation** dialog will appear.
- 4 Click the **Prevent Auto Hyphenation of Current Word** box.
- 5 Click **OK**.

See also:

[Hyphenation Overview](#)

[Auto Hyphenation](#)

8.9.5 Hyphenation Dictionary

When auto hyphenation is active, long words at the end of a line are hyphenated. The place where they are hyphenated is controlled by a series of rules and by an editable hyphenation exception dictionary. If you find that you are not satisfied with the place where a word is breaking or if you would like to add words to the hyphenation dictionary and specify where they should be broken (e.g., proper names), you can do so by following the directions below.

- 1 Click **Proof, Hyphenation**
- 2 The **Hyphenation** dialog will appear. Click the **Configure** tab.
- 3 Click **New**. The **New Exception Dictionary** dialog will appear on your screen.
 - Type in a new name (e.g., main2)

- Click to highlight main.hyp (this will bring all of the words that have already been typed in the exception dictionary into your new dictionary).
 - Click **OK**
- 4 The **Editing** dialog will appear.
- Type in any new words or make changes to existing words in the panel on the left.
 - Use the Alphabetize button to keep the list in alphabetical order
 - In the **Load** box, click to check **After Edits** if you want to use the dictionary as soon as you are finished editing. Click to check the **On Startup** box if you want this to be your main default hyphenation dictionary.
 - Click **OK**.

See also:

Multilingual Hyphenation

8.9.6 Assisted Hyphenation

When justification is turned on, Nota Bene adds microspaces between letters and words, as specified on the Format, Paragraph, Alignment tab (when the Justify checkbox is checked). The amount of white space on a line is of course determined by the content of the text on a line. Sometimes the needed amount is minimal, sometimes it is significant. There is an option that lets you visually identify those lines where white space in excess of a specified amount (for example, half an inch) is required.

You can specify the amount of white space which qualifies a line as being "loosely set" on the same Format, Paragraph dialog (on the Alignment tab, when Justify is checked). All lines that exceed that amount of space have an underlined green line drawn at the line end. The length/width of the line is equivalent to the amount of white space inserted. Longer lines indicate more white space was added on that line, and you may choose to change this by manually adding a hyphen.

This option greatly facilitates the production of camera-ready copy. See Camera Ready Copy.

8.10 Non-Breakable Blocks

You may want to identify a block of text that always stay together on one page. You can specify the beginning and end of the block, or you can specify the beginning of the block and the number of following lines to be kept together.

To set the beginning and end of a non-breakable block:

- 1 Move the cursor to the beginning of the block you want to identify as non-breakable.
- 2 Click **Insert, Breaks**
- 3 The **Breaks** dialog box will appear. Click on the **Blocks** tab.
- 4 Click the **Non-Breakable Blocks** box and select the **Start Non-Breakable Region** radio button.
- 5 Click **OK**
- 6 Move the cursor to the first line after the non-breakable block (i.e., the first line that can break to the next page).

- 7 Click **Insert, Breaks**
- 8 The **Breaks** dialog box will appear. Click on the **Blocks** tab.
- 9 Click the **Non-Breakable Blocks** box and select the **Allow Text to Break From This Point** radio button.
- 10 Click **OK**

To set the beginning of the block and the number of following lines to be kept together.

- 1 Move the cursor to the beginning of the block you want to identify as non-breakable.
- 2 Click **Insert, Breaks**
- 3 The **Breaks** dialog box will appear. Click on the **Blocks** tab.
- 4 Click the **Non-Breakable Blocks** box and select the **Keep Together With Following Number of Lines** radio button.
- 5 Use the slider control to specify the number of lines to include in the non-breakable block
- 6 Click **OK**

You can also use the action line to create non-breakable blocks. See nb and bb commands.

See also:

[Page Break](#)

[Widows and Orphans](#)

[Non-Breakable Characters](#)

8.10.1 Non-breakable block: NB and BB commands

With Nota Bene, you can identify a block of text that you want to keep on one page. The **NB** (Non-breakable Block) command is used to begin a non-breakable block and the **BB** (Breakable Block) command is used to end the non-breakable block. The **NB** command can be used with a space and then a number to specify the number of lines to include in a non-breakable block. In this case, the **BB** command is not necessary.

To set the beginning and end of a non-breakable block:

- 1 Move the cursor to the beginning of the block you want to identify as non-breakable.
- 2 Press **F9** to access the action line.
- 3 Type **nb**
- 4 Press **F10** to insert the **nb** command identifying the beginning of the non-breakable block.
- 5 Move the cursor to the first line after the non-breakable block (i.e., the first line that can break to the next page).
- 6 Type **bb**
- 7 Press **F10** to insert the **bb** command identifying the end of the non-breakable block.

To set the beginning of the block and the number of following lines to be kept together.

- 1 Move the cursor to the beginning of the block you want to identify as non-breakable.
- 2 Press **F9** to access the action line.
- 3 Type **nb n** where n = the number of lines to be kept together. For example, the following command would be used to specify the beginning of a non-breakable block that includes the next 5 lines:
nb 5
- 4 Press **F10** to insert the command.

See also:

[Page Break: PG command](#)

[Widows and Orphans: WD and OR commands](#)

8.11 Widows and Orphans

A widow is the last line or two of a paragraph carried over to the top of the next page. An orphan is the first line or two of a paragraph at the bottom of a page. You can adjust settings for widows and orphans so that a single line (or more) will not be separated from the rest of the paragraph when the page breaks.

To prevent widows and orphans:

- 1 Move the cursor to the top of the document, or to the point where you want to begin preventing widows and orphans.
- 2 Click **Insert, Breaks**
- 3 The **Breaks** dialog box will appear. Click on the **Paragraphs** tab.
- 4 Click the **Prevent Widows and Orphans** box and use the slider controls to set the minimum number of lines that can be separated from the rest of a paragraph at the top (widows) or bottom (orphans) of a page.
- 5 Click **OK**

You can also use the action line to prevent widows and orphans. See WD and OR commands

For detailed notes about widows and orphans, see Widows/Orphans: Notes.

See also:

[Non-Breakable Block](#)

8.11.1 Widows/orphans: WD and OP commands

A widow is the last line or two of a paragraph carried over to the top of the next page. An orphan is the first line or two of a paragraph at the bottom of a page. The **WD** (widow) and **OP** (orphan) commands are used to prevent widows and orphans.

To prevent widows or orphans:

- 1 Move the cursor to the top of the document, or to the point where you want to begin preventing widows and orphans.
- 2 Press **F9** to access the action line.
- 3 Type one of the following commands:
 - **WD** to prevent a single line appearing at the top of a page, separated from a paragraph on the previous page
 - **OP** to prevent a single line appearing at the bottom of a page, separated from a paragraph on the next page.
- 4 Press **F10** to implement the command.

The above instructions can be adjusted as follows:

- To prevent two-line widows, substitute **WD 3** for **WD** in step 3 (3 is the minimum number of lines that can be separated from the rest of the paragraph if two-line widows are to be prevented).
- To prevent two-line orphans, substitute **OP 3** for **OP** in step 3 (3 is the minimum number of lines that can be separated from the rest of the paragraph if two-line orphans are to be prevented).
- The **WD** and **OP** commands count only lines of text. If you are double-spacing a document, they do not count the blank lines.

See also:

[Widows and Orphans \(menus\)](#)

[Non-Breakable Blocks: NB and BB commands](#)

8.11.2 Widows/Orphans: Notes

Widow/orphan control is only one of many factors that are taken into account when pages are broken. Other considerations—the normal, minimum, and maximum bottom margin settings, along with the requirement that at least the first line of a note be on the same page as the note call number—actually take precedence over preventing widows and orphans. In many cases, these various requirements are contradictory, and a completely satisfactory resolution is not possible.

Indeed, the Chicago Manual of Style notes that "a manuscript peppered with footnote references, two or more of which might fall in the last line of text on the printed page, may well be a typesetter's nightmare. Similarly, several long footnotes . . . present a sometimes insoluble problem in any kind of page makeup (15.42). . . . [The solution] requires the cooperation of the author or editor or both (19.40)."

The problems for page makeup are particularly acute for double-spaced papers (as opposed to publication-quality manuscripts), since preventing widows and orphans requires moving two lines (the actual line of text, along with the intervening blank line) at page breaks, thus either shortening or lengthening the page by that number of lines.

While there's very little you can do about the requirement that the body of notes begin on the same page as where they are called (and, as noted above, this is always a higher priority than widow and orphan control), you can increase the chance of widows and orphans being prevented by making sure that the page margins have enough leeway to allow that to happen. Specifically, for there to be any chance for widow and orphan control to be in effect, the difference between the normal bottom margin and the

smallest or largest allowable bottom margin must be at least equal to one line of text. The Nota Bene defaults, which are based on publication-quality manuscripts, allow for a difference of one and a half lines (for both largest and smallest allowable margins). But these default settings will not work in double-spaced text, since, as noted above, two full lines need to be moved to avoid bad breaks.

When setting the minimum and maximum bottom margin, it is not uncommon to allow pages to become longer by fewer lines (say, one line) than one allows them to become shorter (perhaps one would accept a page that is two or three lines shorter). This is in fact what we recommend, especially when double spacing.

The normal bottom margin is set using Format, Page Layout, and then setting the Body Text setting in the frame labeled Bottom. The minimum and maximum settings are adjusted using the Text Flow button on this same dialog. The first setting on the Bottom of Page portion of the Text Flow Adjustments dialog (Allow Page to be Shorter than Normal by: . . .) specifies how many lines you are willing for the page to be shorter than the standard page length. The second setting (Allow Page to be Longer than Normal by: . . .) specifies how many lines longer than the standard length you are willing for the page to become. If using double spacing, at least one of these settings must be two lines or more in order for widows and orphans to work properly.

Finally, to repeat what was said at the outset: If you make the necessary adjustments as described above, widows and orphans may still be encountered if preventing them would lead to an even more problematic bad break, specifically related to unlinking footnotes to the page on which they appear. Furthermore, you need to remember that sometimes preventing a widow or orphan on the current page would lead to even more troublesome breaks at the bottom of the next page, and page break calculations need to take that into account. In short, a total ban on widows and orphans may require the "cooperation of author and editor or both."

See also:

Camera Ready Copy

8.12 Color

The font color can be changed to virtually any color, and the results will be seen on screen and when printed on a color printer. The background color can also be changed, but the background color will display on screen only. It will not print.

The command used for colors is FG r,g,b for the font or foreground color and BG r,g,b for the screen or background color (where r, g, b are numbers between 0 and 255 that specify the amount of red, green, and blue respectively in the custom color). For more information, see [FG and BG commands](#). Note that the DY command can also be used to set the color. However, we recommend using the FG and BG commands instead of the DY command. If you encounter any problems with a document that includes DY commands, try replacing the DY commands with FG and BG commands. For more information, see [DY command](#).

You can also draw colored boxes around words, change the default colors for on-screen display, change the color used for marking (selecting or highlighting) text and change the color and width of your cursor.

Font Color

To change the font color:

- 1 Place your cursor where you want the change in color to take place, or **define** a block of text to be changed.
- 2 Click **Format, Color, Font Color** or press **Ctrl+7** (using the 7 key at the top of your keyboard, not the 7 on the pad at the right and not F7). The Color dialog will open.
- 3 Select the color you want, and then click **OK**.

The selected color can be turned off, returning to the system color (usually black) by pressing **Ctrl+7**. This inserts an FG2,2,2 command which instructs the program to return to the system default font color.

The Color dialog used to change font color can also be opened from the Set Font Dialog.

Background Color

The background color can be changed, but the color will be seen on-screen only, not when printed. This lets you mark text for special purposes (e.g., needs editing, needs reference, etc.). To change the background color:

- 1 Place your cursor where you want the change in color to take place, or **define** a block of text to be changed.
- 2 Click **Format, Color, Background** or press **Ctrl+8** (using the 8 key at the top of your keyboard, not the 8 on the pad at the right and not F8). The Color dialog will open.
- 3 Select the color you want, and then click **OK**.

The selected color can be turned off, returning to the system background color (usually white) by pressing **Ctrl+8**. This inserts a BG1,1,1 command which instructs the program to return to the system default background color.

Selection Color

The background color used when you highlight (or select) text can be changed. Click **Tools, Preferences**, and double-click on **Selection Type and Color**. For more information, see Selection Color.

Cursor Color

The color and thickness of the cursor can be changed. Click **Tools, Preferences**, and double-click on **Cursor**. For more information, see [Cursor Settings](#).

Colored Boxes

Colored boxes can be drawn around text by clicking **Format, Color, Begin Box Around Text**. For more information, see [Colored Boxes](#).

Default Colors for On-Screen Display

Some Nota Bene users prefer to work with a soft color (e.g., light gray) as the background screen color and others prefer the DOS colors (light print on a dark background). Windows system controls can be used to set the default on-screen colors for all applications (Control Panel, Display, Appearance). Nota Bene controls can be used to set the default on-screen colors for Nota Bene only. Click **Tools, Preferences, Screen Display**. On the Screen Display dialog, click the Foreground button to set the font color for on-screen display and the Background button to set the screen color for display. Any changes that you make will apply to all Nota Bene documents that are subsequently opened (not to

currently open documents), and will be remembered from session to session. The changes will not affect the way documents are printed. Before making these changes, the following should be considered:

- Since the default display colors will not affect the printed document, there may be some confusion for users who wish to make use of color in their printed documents. For example, if you choose blue as your default on-screen font color, it will be difficult to see the difference if you use the Color dialog (as described above) to change the font color to blue so that it will print in blue.
- Nota Bene makes use of non-printing colors to convey information that may be important (e.g., blue text is used to indicate that the text was generated by Ibidem, an academic style manual, etc.). These colors were designed with the assumption that the default colors would be black on white, and changing the default screen colors may make some of these distinctions less apparent.

Colors Used for Citations

Text that has been generated by Ibidem (citations and bibliographies) will normally display in blue so that you can identify text that has been generated by the program. When the document is printed, the text generated by Ibidem will print in black. Under certain circumstances the on-screen color of text generated by Ibidem will be green, maroon, or pink. Text generated by Ibidem includes bibliographies as well as citations. See Colors Used for Citations.

See also:

[Editing in Show Codes View](#)

8.12.1 Colored boxes

Colored boxes can be drawn around text. However, these colored boxes only work within a "span." When there is any change in font, font size, style (bold, italics, etc.), or language, the box ends automatically. The boxes also do not wrap across lines.

To add a colored box around a word or phrase:

- 1 Place your cursor where you want the box to begin, or [define](#) a block of text to be boxed (keeping in mind that the box cannot extend across lines or changes in font, etc.).
- 2 Click **Format, Color, Begin Box Around Text** or press press **Ctrl+9** (using the number key at the top of your keyboard, not the number key on the pad at the right and not F9). The Boxes Around Text dialog will open.
- 3 Select the thickness and the color you want, and then click **Start Box**.
- 4 Move your cursor to the point where you want the box to end. Click **Format, Color, End Box Around Text** or press press **Ctrl+0** (using the number key at the top of your keyboard, not the number key on the pad at the right and not the letter O).

See also:

[Color](#)

8.12.2 Color: FG and BG commands

The **FG** (foreground) command is used to change the font to virtually any color by mixing the three primary colors red, green, and blue.

To change the font color:

- 1 Place your cursor where you want the change in color to take place, or **define** a block of text to be changed.
- 2 Press **F9** to access the action line.
- 3 Type **FG r,g,b** (where r, g, b are numbers between 0 and 255 that specify the amount of red, green, and blue respectively in the custom color.)
- 4 Press **F10** to set the foreground color or the text color.

FG 255,255,255 is white, and FG 0,0,0 is black. FG 2,2,2 returns to the default system font color, usually black.

Similarly, the background color can be set by following the above instructions, substituting **BG** for **FG**. The background color will change on screen, but it will not print in any color except white. The command to return to the default system background color is BG 1,1,1.

See also:

[Colors](#)

8.12.3 Color: DY command

The **DY** (dye) command is used to change color of the print to one of 16 predefined colors. However, it is recommended that you use the FG and BG commands instead of the DY command. The menu support for color inserts FG and BG commands, not DY commands. If a document contains both FG/BG and DY commands, there will sometimes be errors. If you find errors in a document that contains DY commands, you should replace them with FG and/or BG commands.

The DY command uses two variables to specify the color of the font and the background:

DY 0,13 will change the font to black
DY 1,13 will change the font to blue
DY 2,13 will change the font to dark yellow
DY 3,13 will change the font to gray
DY 4,13 will change the font to aqua
DY 5,13 will change the font to light green
DY 6,13 will change the font to violet
DY 7,13 will change the font to dark red
DY 8,13 will change the font to light gray
DY 9,13 will change the font to green
DY 10,13 will change the font to yellow
DY 11,13 will change the font to red
DY 12,13 will change the font to purple
DY 13,13 will change the font to white (invisible on a white background)

DY 14,13 will change the font to orange

DY 15,13 will change the font to green-blue

The second number in the DY command (13), indicates that you want a white background (13 is the number for white). If you substitute one of the other numbers for 13, the background color will change on screen, but it will not print in any color except white.

The DY command is also used by Ibidem as part of its record identification system, and you may see DY commands in your document that have been inserted by Ibidem. See [Colors Used for Citations](#).

See also:

[FG and BG Commands](#)

[Colors](#)

8.13 Illegal Format Codes

Sometimes illegal codes are entered, either through the action line, or through changes made in Show Codes view. For example, the following is an illegal code: «TS1IN,3IN,2IN» (when using the Tab Set command, tabs must be in numerical order--1,2,3, not 1,3,2).

If you enter an illegal format code, it will be displayed prominently in a red box in Page Layout view or Draft view. The code can be deleted in Page Layout View or in Draft View by [highlighting](#) it and then clicking the Delete button (you must highlight it first). You can also switch to Show Codes view, to edit or delete the illegal command.

The Go To dialog can be used to find the next illegal command in the document.

See also:

[Views and Display](#)

[Editing in Show Codes View](#)

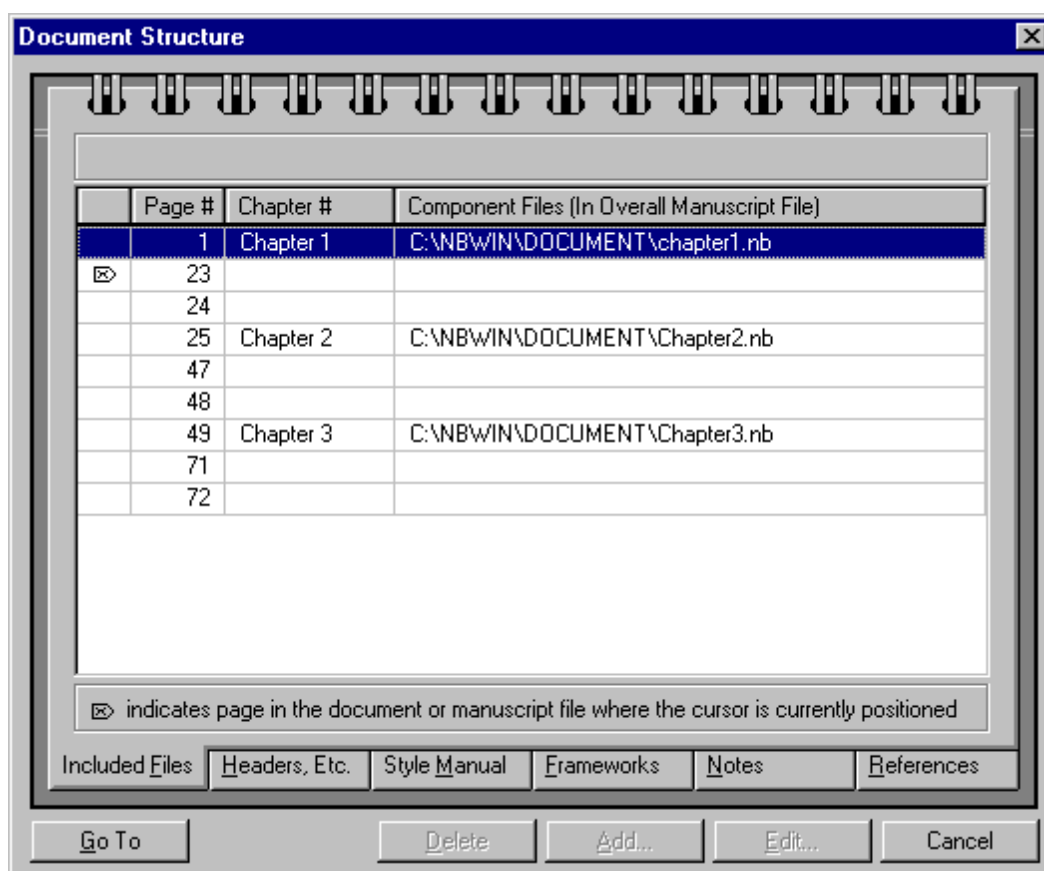
[Go To](#)

8.14 Document Overview

The **Document Overview** dialog allows the user to move through and edit settings commands at different locations throughout the file. This is particular useful in large files or projects such as manuscript files with multiple chapters where you may want to adjust the settings at a particular location in a file, but don't know exactly where you need to go in the file to change them.

To access the **Document Overview** dialog, click **Format, Document Overview**. You will see the following screen:

Included Files

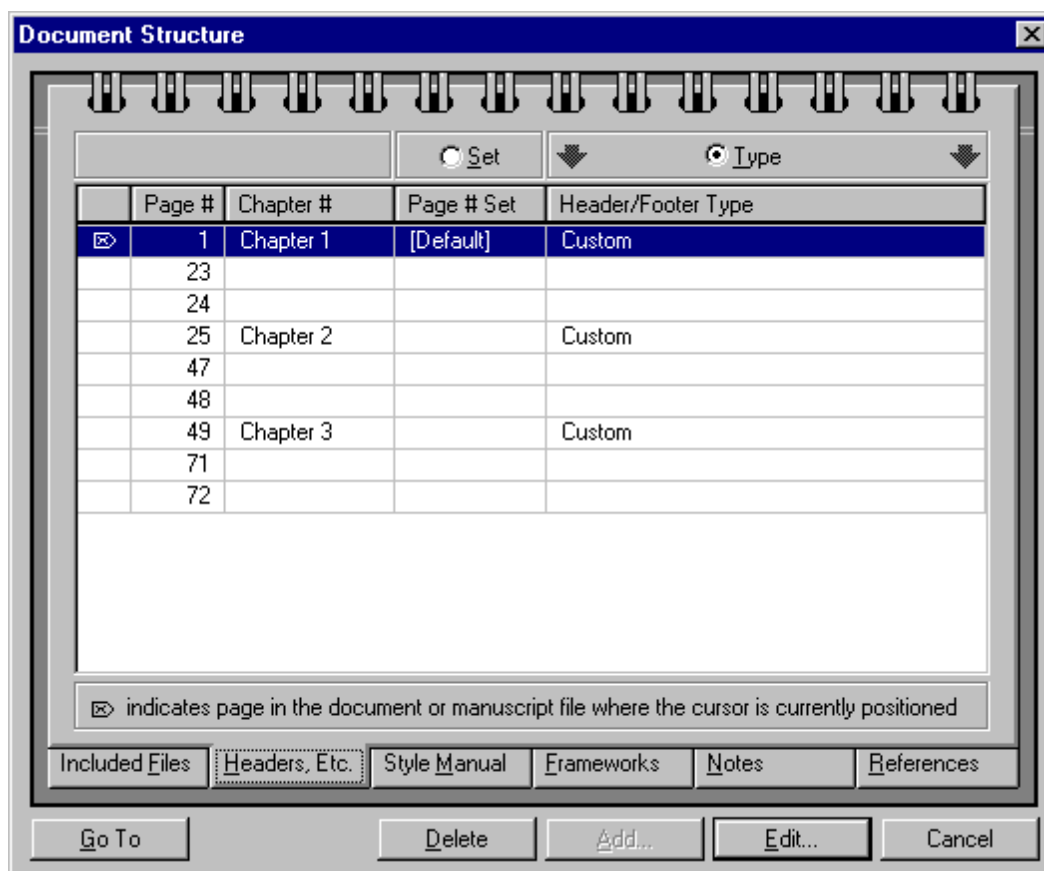


Across the bottom of the dialog box you can see a series of tabs reading **Included Files**, **Headers Etc.**, **Style Manual**, **Frameworks**, **Notes**, and **References**. By clicking one of these, this dialog will allow you to move through the different settings in the file or files (in the case of a manuscript file) that you are working with.

The marker in the far left-hand column indicates where the cursor is currently positioned. In the example above, the cursor is currently located on page **23**. In all tabs, there is the option to go to a location in the file. Click on the page location in the menu and then click on the **Go To** button in the lower left hand corner.

The **Included Files** tab is primarily useful when you are working with a manuscript file. It will allow you to see and go to the locations in the manuscript where each file begins. In this part of the dialog, as in others, there are blank spaces next to some page numbers. These are harmless—they usually indicate the beginning of sections such as bibliographies or endnotes.

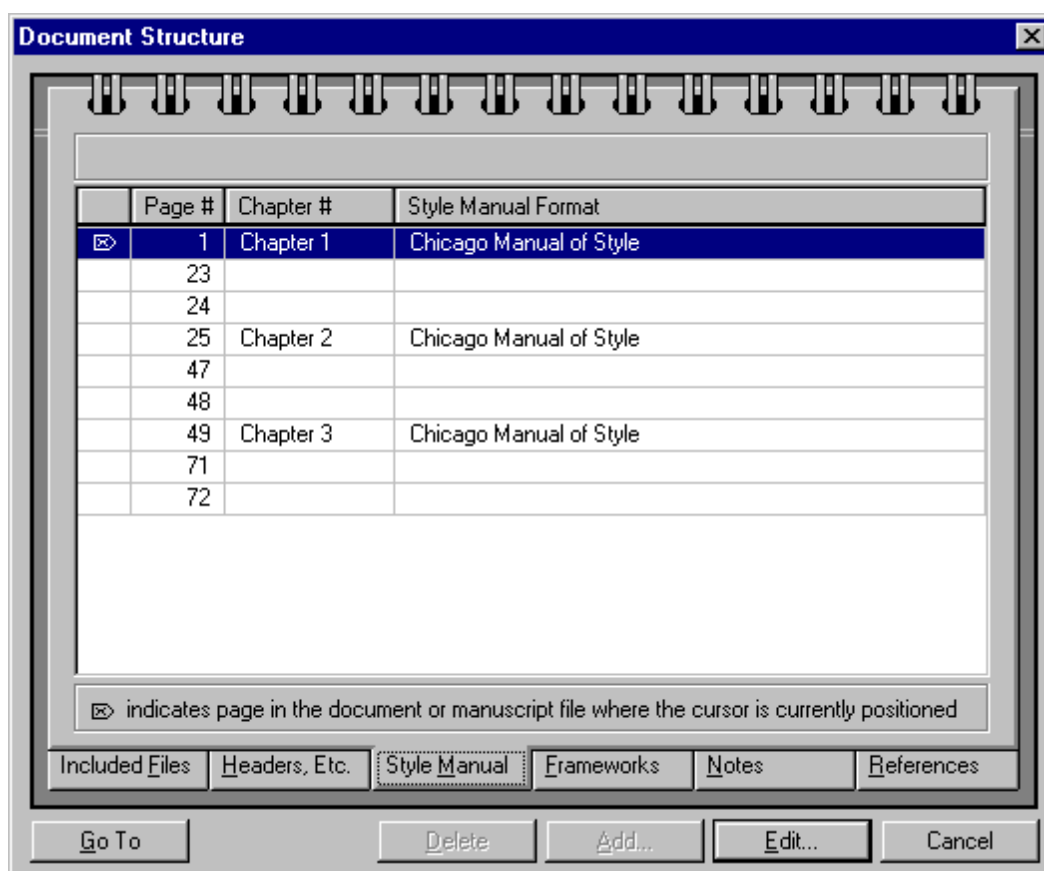
Headers, Etc.



The **Headers, Etc.** tab allows the user to go to a specific location in the document or manuscript file. At the top of the screen, there are two radio buttons labeled **Set** and **Type** over the **Page # Set** and **Type** columns, respectively. Clicking the **Set** radio button will activate the **Add** button at the bottom of the dialog. If you have a certain header setting selected, and click **Add**, you can reset the page number at that location.

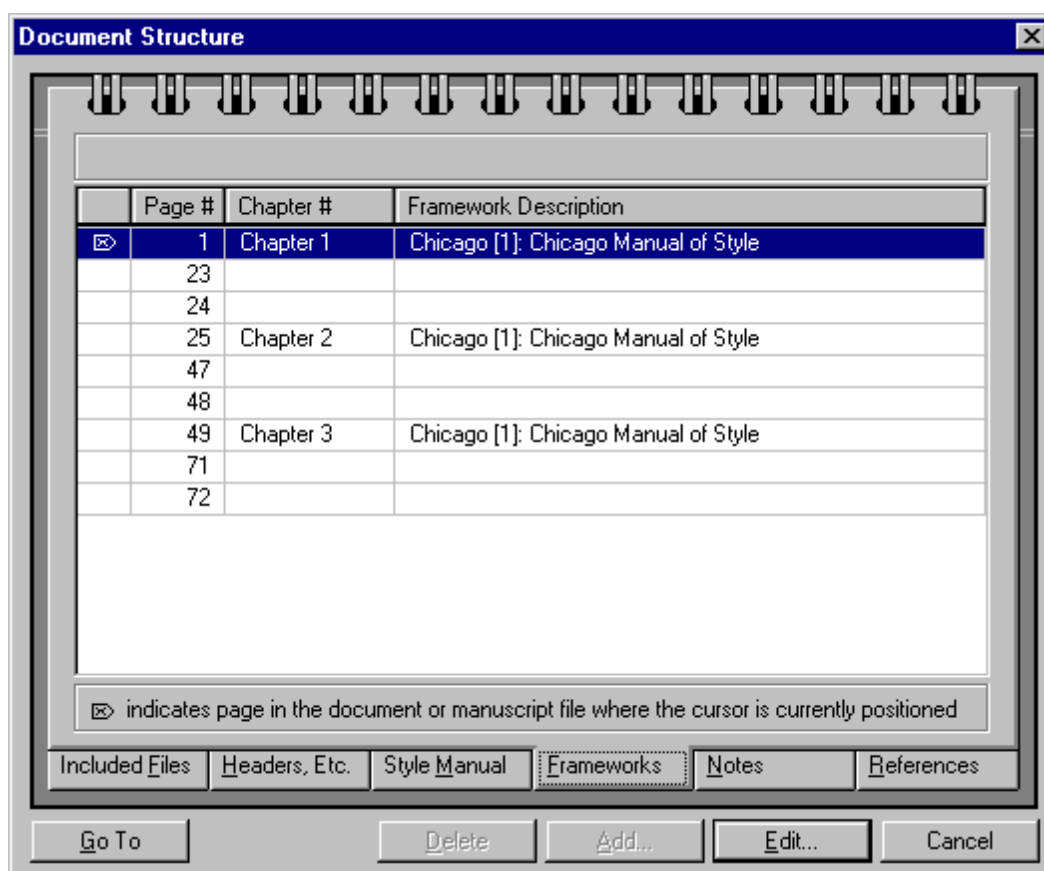
Clicking the **Type** radio button will activate the **Delete** and **Edit** buttons. The **Delete** button will then delete the header and footer settings at the selected location. The **Edit** button will take you into the dialog box for editing header/footer settings at the selected location. For more information, see [Editing Headers and Footers](#).

Style Manual



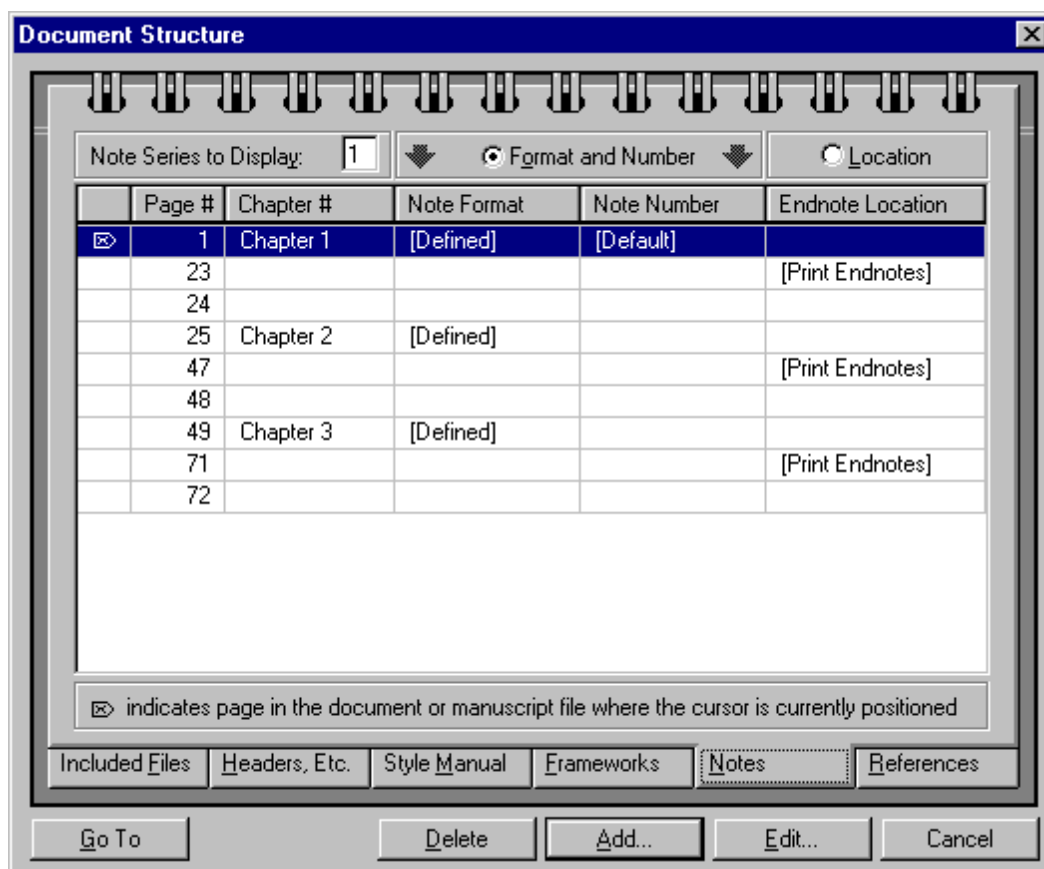
The **Style Manual** tab uses only the **Edit** button. Selecting the location and then clicking **Edit** opens the **Format, Style Manual** dialog and changes the settings at the selected location. For more information, see [Changing an Academic Style](#).

Framework



Within the **Framework** tab, selecting the location and clicking **Edit** will open up the **Framework** dialog so that settings will be changed at that location. For more information, see [Editing a Framework](#) and [Editing an Academic Style](#).

Notes



The **Notes** tab enables moving through the different note settings that might be present in a document or manuscript file. Nota Bene supports up to three series of notes, and the **Note Series to Display** controls which series' properties will be displayed.

When the **Format and Number** radio button is selected, you can delete the note settings, add a new set of settings, or edit the current ones. Click on one of the locations where the note format is defined, and then click **Delete**, **Add** or **Edit**.

The **Location** radio button is only applicable to Endnotes that are placed. By selecting this radio button, the **Delete** button at the bottom is activated, and you can delete the placement marker which displays the endnotes in a certain location.

References

Record Number: 9
Template Name: Book (in a series)
Author: Denton, Robert Knox
Year: 1954
Long Work Title: The Semai: a nonviolent people of Malaya
Place: New York
Publisher: Holt, Rinehart and Winston
Series: Case Studies in Cultural Anthropology
Subsequent Cite Title: The Semai

The **References** tab enables the user to locate and change the settings of references lists in the file. By clicking on the location of the reference list, one can **Add** or **Edit** settings for the reference style and other relevant settings.

See also:

[Manuscript Files](#)

Document Information

Document Statistics

8.15 Document Recompose

An open document can be recomposed by clicking **Format, Document Recompose** or by pressing **Shift+Esc**. This will recompose the way a document looks in Page Layout view, rebuilding page breaks and the way footnotes appear at the bottom of the page. Use this function if you see any problems with the way a document is composed, for example, if footnotes are on the wrong page or if there are screen rewrite problems (parts of document do not clear when paging up/down).

Recomposing a document does not update your citations or build a bibliography. If you have citations in your document that have been generated by Ibidem, they can be updated by clicking the Update Dynamic Citations button at the bottom of the Nota Bene screen or by pressing **Alt+F7**. Updating dynamic citations reads and rewrites all of the citations that are controlled by Ibidem, producing new citations and a new reference list in your document.

See also:

Update Dynamic Citations

8.16 Regularize Document

The Regularize Document on the Format menu can be used to do the following:

- Cleans Nota Bene documents by removing unnecessary, duplicate, and/or superfluous commands, making for less cluttered and easier-to-reformat documents; an additional option enables the removal of unwanted commands at the beginning of notes, thus making it easier for their format to be controlled by the note settings (Format, Notes...)
- Removes all instances of the specified command(s)
- Removes all commands from a file, leaving a text-only version

In order to prevent you from inadvertently losing the original version (for example, if you save the changed file, now with some commands removed, without first checking it), Nota Bene will automatically save the original version of up to nine previous clean/remove attempts (on the same and/or different file) in the NB Autosave folder

The option to Regularize Document is not available for untitled files or for read-only files.

Clean File

Clicking the Clean File button removes duplicate codes (language markers, paragraph indentation, mode/attributes and font, and line spacing and other commands) from the file. Clean File always performs cleanup on the body text. In addition, you can check either or both of the option boxes before clicking the Clean File button. The options are:

- Remove extraneous commands and spaces at the beginning of footnotes. Extraneous commands are common when notes from Word are copied into Nota Bene. By removing these commands, notes can be reformatted and made consistent by editing the note settings at the top of the file, rather than having to change each note.
- Remove language commands surrounding spaces, commas, and periods. Even if they represent an actual language change, they are superfluous, since those characters do not require a switch in language.

Clean File function can take some time. The status line shows count of changes being made. The page-line thermometer shows a meter that displays the percent of the file processed. A summary of the results is given after the process is complete.

Remove

Clicking the Remove button removes specified commands from the file. You can remove all commands, or only specified commands.

All commands: If the All Commands box is checked, the option to select individual commands will not be available. This function removes all commands, including footnotes, annotations, etc., from the file, leaving you with a regular text file that has no embedded formatting commands.

Specified commands: If the All Commands box is unchecked, you will be able to designate which commands to remove. If only specified commands are removed, the dialog will remain open so you can select additional commands to remove. This is especially useful when removing selected styles or other commands. If only selected commands are removed, you can retain the commands at the top of the file (before the first character), and remove only those that follow.

Saving Changes & Backups

Because clean up or removal of commands has the capacity to change the format of a file, you should examine the file before saving it. If you are not certain of the impact of the process, you can always save the changed version to a different name. In order to prevent loss of work if changes are accepted prematurely, NB makes backup copies of the changed files. These backup copies are saved in the Nbwin\Autosave folder. The original version of the last nine clean/remove operations are saved. The files have the name {CLEAN#}.TMP, where # is a number from 1 to 9. The files are kept in FIFO order (first in, first out). After 9 files have been saved, the next file saved deletes {CLEAN9}.TMP, renames {CLEAN8} to {CLEAN9}, etc.

9 Headers and Footers

A header (or running header) is text that is repeated at the top of each page. A footer (or running footer) is text that is repeated at the bottom of each page. The headers and footers will normally include text that is entered by the user and page numbers. They may also include data that is generated by the program such as author's name, date/time, file name or folder/file name.

Whenever you create a header, a footer is also created (and vice versa). It will be blank if you did not specify any content. Any header or footer (blank or otherwise) can be clicked on at any time for easy editing. By default, headers and footers will appear on all pages. You can however, choose to have different headers/footers for even and odd pages and/or a different header/footer on the initial page. You can also add new headers/footers in the midst of your document, and you can suppress headers and footers on a specified page.

Nota Bene provides flexibility in selecting the style and format of page numbering. Pages can be numbered using decimal numbers, upper or lower case Roman numerals or upper or lower case letters. Chapter or final page numbers can be included (e.g., "page III-23" or "page 4 of 58").

When a header or footer is present in the document, RH (running header) and/or RF (running footer) commands will be visible in codes view.

For more detailed information, see the following:

[Header and Footer Dialog](#)

[Header/Footer Window.](#)

[Page Numbers Dialog](#)

[Set Page Numbers Dialog](#)

[Editing Headers and Footers](#)

[Changing Headers/Footers in the Midst of a Document](#)

[Header and Footer Commands](#)

9.1 Header/Footer Dialog

The Headers and Footers dialog is used to create headers and footers in your document.

To create a simple header and/or footer with page numbering on each page and no text:

- 1 Click **Format, Headers and Footers, Insert Headers and/or Footers** to open the Headers and Footers dialog.
- 2 If you are satisfied with the placement of the numbers as indicated in one of the top two options,

then select one of those two options. If you only want page numbering with no text, make sure that the "Open Header/Footer to Edit" box at the bottom of the dialog is unchecked, and click OK.

To create headers and/or footers with numbers and text that are customized to your specifications:

- 1 Click **Format, Headers and Footers, Insert Headers and/or Footers** to open the Headers and Footers dialog.
- 2 Click on one of the five radio buttons in the middle section of the dialog to specify whether all pages should have the same header, or different headers for initial page and/or odd/even pages. Notice the changes that take place in the lower part of the dialog when you click different radio buttons. Use the Other Format radio button if you want to insert only a header or only a footer and click either (or both) of the boxes for Header or for Footer, then use the drop down list to indicate whether you want all pages, even pages or odd pages.
- 3 The bottom of the Headers and Footers dialog has one, two or three yellow panels, representing pages. Use these panels to select the placement of page numbering in the headers and footers. Each panel will have one of the following labels: All Pages, Initial Page, Remaining Pages, Even Pages, Odd Pages. Each panel has rectangular drop down list at the top representing a header and a rectangular drop down list at the bottom representing a footer. Click the down arrows to select the position of the number in the header or footer (left, center or right) or to select "no page #." The "# of #" options will specify the current page and the total number of pages in the document (e.g., "6 of 32")
- 4 If you want to add text or data (e.g., date, author or filename) to any of your headers and/or footers, the box at the bottom that says "Open Header/Footer to Edit" should be checked. If this box is checked, the Header/Footer Window will open when you click OK.
- 5 Continue creating your headers and footers by using the Header/Footer Window.

Once a header or a footer has been created, you will be able to click on it at any time to edit it. When a footer is created, a blank header is also created (and vice versa). If you do not need to change the header/footer options that specify which headers/footer appear on which pages (e.g., all pages have the same header/footer, or odd and even pages have different headers/footers), then the easiest way to edit a header or a footer is to click on the header or the footer. If you do need to change the header/footer options that specify which headers/footer appear on which pages, see Editing Headers/Footers.

If you attempt to open the Headers and Footers dialog on the same page where headers and/or a footers are already defined, you will be given the option to change your selection of the radio buttons that specify whether all pages should have the same header, or different headers for initial page and/or odd/even pages. You will also be given the following options:

Edit: If you do not want to select a different radio button in the second part of the dialog, click Edit to make changes to the existing headers and footers.

Replace: If you want to choose a different radio button in the second part of the dialog, make your selection and then click Replace. This will delete the existing headers and footers and replace them with new ones.

Modify: If you want to choose a different radio button in the second part of the dialog, make your selection and then click Modify. This will enable you to add new headers and footers that may retain some of the text or numbers that were in the previous headers/footers.

Delete: Click Delete to delete the headers and footers that are on the current page.

If you attempt to open the Headers and Footers dialog on a page that is after the page where headers and/or a footers have been defined, the Headers and Footers dialog will open and you will be able to insert new headers and/or footers starting on that page. See [Changing Headers/Footers](#).

See also:

Headers and Footers

9.2 Header/Footer Window

The header/footer window is used for entering text, formatting text, and adding page numbers or other data that will be included in a header or footer. This window is accessed from the [Headers and Footers Dialog](#) on the Format menu or by clicking a header or footer that is already in place.

The main header/footer window has an editing window at the top, and two, four or six images of headers and footers ("thumbnails") below the editing window. Click on the header or footer thumbnail that you want to edit to select it. Then use the edit window at the top to edit. Click at the left, center or right of the edit window to enter text that is flush left, centered, or flush right. Text can be formatted as you would format text on the main screen. When the header/footer edit window is active, any of the menu dialogs, keyboard shortcuts or toolbar buttons can be used to change font, font size, mode (italics, bold, etc.) or to add any formatting to the header or footer. You can also highlight text in the header/footer window and right-click to open a right-click menu that can be used for formatting.

There are five buttons at the top of the header/footer edit window that are used for inserting page number, date/time, author, file name or folder/file name. To use these buttons, place your cursor at the point in the window where you want to insert the information, then click the button as follows:

Page number: Page numbers are typically entered before this window is opened through the header/footer dialog. However, they may also be entered directly from the header/footer window. This button can also be used to make changes to a page number that is already present in a header or footer. For example, you could choose to use letters or roman numerals, or a format that includes text and/or punctuation (for example "page 2 of 6"). Click this button to open the Page Numbers dialog. For details on the use of this dialog, see [Page Numbers dialog](#).

Date and time: Press this button to enter the date and/or time. The Date and Time dialog will appear. For details on the use of this dialog, see [Date and Time dialog](#).

Author: Press the Author button to insert your name. This information is taken from the Author tab of the Academic Style Manual dialog. Make sure that your name is properly filled in in this dialog by clicking Format, Style Manual and then click the Author tab on the right side of the dialog.

Filename: There are two filename buttons: Folder+filename and Filename. Press the Filename button to enter the name of the file. Press the Folder+Filename button to enter the filename with the full path.

Controls at the top right corner of the header/footer edit window and/or at the top right corner of the header window or the footer window:

Save All Edits and Close: Click this button to close the header/footer window and save all changes that have been made (or press F3).

Cancel All Edits and Close: Click this button to close the header/footer window and undo all

changes that were made while the window was open (or press Ctrl+F3).

X: Click this button to delete the header or footer. The red X button will appear only if you open a single header window or a single footer window.

Go to: Click this button to go to the page where the header or footer is defined. This button will be available and enabled only if you open a single header/footer and are not on the page where it is defined.

Controls on the thumbnails (the panels below the main header/footer edit window).

Clear Contents: Click the blue > on the left side of the thumbnail to clear the contents of the header or footer. This keeps/sets a blank header or footer. If a header or footer was defined on a previous page, the new blank header or footer will override the header or footer that was defined on a previous page.

Delete: Click the red X on the right side of the thumbnail to remove the header or footer. If a header or footer was defined on a previous page, it will continue to be active.

Swap: Click the blue double-arrow to swap the header and the footer.

See also:

Headers and Footers

9.3 Page Numbers Dialog

The Page Numbers dialog is used to select the punctuation and/or text to appear with the page number. Nota Bene gives you a variety of predefined choices as well as the ability to customize the punctuation and/or text used. Final page numbers and chapter numbers can be used (e.g., "page 3 of 8" or "page VI-21"). If you want to use chapter numbers, chapter number counters must be inserted in the document (see [Numbering Chapters](#)).

The Page Numbers dialog is accessible from the **Headers and Footers** dialog or from the **Header/Footer window**. In order to place page numbers on every page, they must be entered as part of a header or footer.

Complete the options presented in this dialog are as follows:

- 1 Select left, center or right to indicate the position of the number in the header or footer.
- 2 Check one or more of the three boxes in this dialog to indicate whether you want to include the current page number, the final page number and/or the chapter number. You can check more than one of these boxes and the options in the bottom half of the dialog will change depending on your selection.
- 3 In the bottom half of the dialog, click on the format you would like to use. As indicated in the dialog, the following symbols are used:

Current page number: #

Final page number: ##

Chapter number: @

- 4 If you are not satisfied with the options presented, you can type your own text or punctuation in the white box in the middle of the dialog. Use the symbols specified in the dialog (# for page number, ## for final page number and @ for chapter number). For example, if you want the page number text read "Page 2 (total pages: 26)" (with the program automatically updating the page numbers), you would type "Page # (total pages: ##)" (without the quotes). This feature allows you to specify virtually any format.
- 5 If you would like to change the starting page number, or the format of page numbers, click the Set button. Upper case roman numerals, lower case roman numerals, upper case letters, or lower case letters can be used instead of decimal numbers. When you click the Set button, you will be prompted to save the open header/footer window, after which the Set Page Numbers dialog will open.

See also:

[Headers and Footers](#)

[Headers and Footers Dialog](#)

[Set Page Number Dialog](#)

9.4 Set Page Numbers Dialog

The Set Page Number dialog is used for changing the starting number (e.g., if you want to start with page 25 instead of page 1), or for changing the characters to be used in numbering page (Roman numerals or letters can be used instead of decimal numbers), or for setting up a file that will be part of a manuscript file (e.g. a chapter in a longer work) to continue numbers from the previous chapter.

To set the page numbers:

- 1 Click **Format, Headers and Footers, Set/Reset Page Numbers** to open the Set Page Numbers dialog.
- 2 If you have more than one set of headers/footers defined in your document, use the left side of the dialog to select the set of headers/footers that you would like to change. If you have only one set of headers/footers, you can skip this step.
- 3 On the right side of the dialog, complete the following:
 - Number Format:** Use the drop down list to select the characters to be used in numbering pages throughout the document. Options are decimal numbers, upper or lower case Roman numerals or upper or lower case letters.
 - Start At:** Use the slider control to choose the number of the first page.
 - Type:** Use the drop down list to select Begin Sequential or Continue Sequential. If your document will not be part of a Manuscript file, select Begin Sequential. If it will be part of a Manuscript file, select Continue Sequential and make sure that Start At is set at 1. The Continue Sequential setting will result in numbering beginning with number 1 if the file is printed separately and numbering continuing a sequence from another file if the file is printed as part of a Manuscript File. See [Manuscript Files](#).
- 4 When you have completed your selections, click **OK**.

See also:

Headers and Footers
Headers and Footers Dialog
Page Numbering
SP and PN commands

9.5 Editing Headers/Footers

Headers and footers that are already in place in a document can be edited, or you can change the headers/footers part way through the document.

The easiest way to edit an existing header or footer is to click on it:

- 1 Move the cursor to the header or footer you want to edit. The cursor will change shape indicating that it is over a header or footer. Click once on the header or footer.
- 2 An abbreviated version of the header/footer window that shows just one header or one footer will open. Make changes directly in this window.
- 3 If you would like to make changes to both the header and the footer and/or to other headers/footers that are defined on the same page (e.g., changes to both even pages and odd pages), click the plus sign at the left end of the green bar to show all of the thumbnails that are associated with this group. Make changes using the Header/Footer Window.
- 4 When you are finished, click the Save All Edits and Close button at the top right of the Header/Footer window or press **F3**.

To change the structure of headers/footers that have been defined for the document (for example, to change from "all pages use same header/footer" to "even pages and odd pages used different headers/footers"), you must open the main Header/Footer dialog.

- 1 Place your cursor on page 1 (or on the page where the headers/footers are defined).
- 2 Click **Format, Headers and Footers, Insert Headers and/or Footers**.
- 3 A dialog will open that gives you the option to choose a different structure (all pages use same header/footer, or different headers/footers for initial page and/or for odd/even pages). Make your selection and then click **Replace**. This will delete the existing headers and footers and replace them with new ones.
- 4 Continue making changes using the Header/Footer Window.

For more complex documents such as those that may change headers/footers in a number of places, you can see the structure of headers/footers and open the header or footer that you wish to edit by clicking **Format, Headers and Footers, View Edit or Remove Headers and Footers**. The View Add Edit Remove dialog will open.

On the left side of this dialog, click the icon for the set of headers/footers that you wish to view or edit, then select one of the following options:

Open to Edit: The selected header/footer window will open so that you can make changes.

Modify: Select this option if you would like to make changes to the structure of how headers/footers appear on initial, odd and even pages.

Cancel: This option will insert a blank header or footer that prevents any previous header or footer from continuing.

Delete: This option will delete any definition of a header or footer on the current page, allowing any previous header or footer to continue.

New Header: The option to create a new header will be active if you have clicked on a page that does not have a header/footer defined.

Suppress: The active header or footer will be hidden on the current page, but will continue on subsequent pages.

If you would like to add a new header part way through your document, you can use the New Header option as described above, or you can simply place your cursor at the top of the page where you want the new header/footer to start and simply add a new header or footer. See Changing Headers/Footers.

See also:

Headers and Footers

9.6 Changing Headers/Footers

The Headers and Footers dialog gives you the option of having different headers/footers for the first page and/or different headers/footers for odd/even pages. See Header/Footer dialog and Editing Headers/Footers. However, you may want to change headers or footers part way through the document.

To change headers and footers in the midst of a document:

- 1 Make sure that the previous page ends with a hard page break (a blue pentagon with an X in it indicates the presence of a hard page break). A hard page break can be entered by pressing **Ctrl+Enter**.
- 2 Place your cursor on the page where you want the new headers or footers to begin.
- 3 Click **Format, Headers and Footers, Insert Headers and/or Footers**.
- 4 Insert a new headers and footers as described the Headers and Footers dialog.

If you have more than one set of headers and footers in your document, you can view where each set of headers/footers starts by clicking **Format, Headers and Footers, View Edit or Remove Headers and Footers**.

See also:

Headers and Footers

9.7 Header and Footer Commands

The RH (Running Header) and RF (Running Footer) commands are the basic codes that set up a header

and a footer. These codes can be entered on the action line and they can be viewed and edited in codes view. Inside of the RH or RF commands will be a series of other commands that define the way the header and/or footer will look on screen (in page layout view) and when printed.

To use the action line to create a simple header or footer with text that is left aligned:

- 1 Place the cursor at the top of the first page of the document, before any typing, spaces or carriage returns. If you want the header or footer to start on the second page (or a subsequent page), place the cursor at any point after the beginning of the previous page and before the beginning of the page that will be the first page to have the header or footer.
- 2 Press **F9**
- 3 Type one of the following commands (commands can be entered in either upper case or lower case), followed by a space and then the text that you wish to use in the header.

rha (running header, all pages)

rho (running header, odd pages)

rhe (running header, even pages)

rh (running header, all pages) The program will assume that the header should appear on all pages and treat **rh** the same as **rha**. However, when working in codes view, the 3 letter command (**rha**) must be used.

rfa (running footer, all pages)

rfo (running footer, odd pages)

rfe (running footer, even pages)

rf (running footer, all pages) The program will assume that the footer should appear on all pages and treat **rf** the same as **rfa**. However, when working in codes view, the 3 letter command (**rfa**) must be used.

- 4 Press **F10** to insert the header or footer.

The header or footer will be visible in the main document. In Page Layout View, the cursor will change shape when you move it over a header or footer to indicate the presence of the header or footer. You can click on the header or footer at any time to open the header/footer window to add text or other data to the header or footer.

In Codes View, the command that you inserted will be visible. If you used the header/footer window to insert or edit a header or footer, you will see other commands addition to the initial RH or RF commands. Additional commands will be inside of the header or footer command ("inside" means after the RH or RF command and before the final closing bracket.) For example, in codes view you might see:

```
«RHA«TW6.4IN»«NJ»«IP»«LJ0»Text of Header«LJ1»«LJ2»«PN»»
```

The above example shows codes for a header that will appear on all pages (RHA). In this header, "Text of the Header" would appear aligned with the left margin and the page number would be aligned with the right margin. Notice that the opening command bracket for the RHA command is the first « and the closing command bracket for the RHA command is the » at the very end. The commands that you see inside the RHA command in the above example are:

TW (Text Width) defines the width of the header or footer. In the example above, the text width is 6.5

inches. When you set up a header or footer, the program calculates this value by subtracting the margins from the width of the paper. It is automatically recalculated if you change your margins.

NJ (No Justification) turns off justification.

IP (Indent Paragraph) sets indentation to zero.

LJ (Line Justification) commands (LJ) are used to separate text that is flush left, centered and flush right. Text that is after «LJ0» will be aligned with the left margin. Text that is after «LJ1» will be centered, and text that is after «LJ2» will be right-aligned. The text shown in the above example ("Text of the Header") will be left-justified.

PN (Page Number) inserts a page number. In the above example the «PN» is after «LJ2», so it will be right-aligned.

You may also see other commands inside of a RH or RF command. For example, if you have changed the font or increased the font size, you would see a UF (Use Font) or an SZ (Size) command. If you are familiar with these Nota Bene commands, you can enter them on the action line as part of your RH or RF command, or you can enter them in codes view. However, it is easy to make mistakes in entering these codes manually, so most users will find it easier to use the header/footer window.

See also:

Headers and Footers

Editing in Codes View

Alphabetical List of Commands

10 Tables and Columns

This section describes the use of tables and snaking columns.

[Tables and Columns Overview](#)

[Cellular Tables](#)

[Tabular Tables](#)

[Snaking Columns](#)

[Borders](#)

10.1 Tables and Columns Overview

With Nota Bene, you have a number of options for tables and columns.

Tables: Simple tables with no borders can be created using tabs. For more control and options, use cellular tables (Format, Cellular Tables).

Cellular tables: Cellular tables consist of up to 12 columns and as many rows as you want. The intersection of a column and a row creates a "cell." Text can be entered in the cells and the words wrap from line to line within each individual cell. The table is initially set up with just one row and additional rows are added easily as you work. Rows can also be moved or deleted and columns can be added, moved or deleted. See [Cellular tables](#).

Tabular tables: Tabular tables are created by using tabs, and are appropriate for simpler tables. Tabs can be left-aligned, right-aligned, centered or decimal-aligned and the type of tab chosen will affect the appearance of the table. Tabular tables can be created with the menus, the action line or the ruler. See [Tabular tables](#).

Columns: If you want the columns to wrap from the left column to the right column, use snaking columns (Format, Snaking Columns). If you do not want them to wrap, use cellular tables (Format, Cellular Tables).

Snaking columns: Up to 12 columns can be created in Nota Bene and text will wrap from the bottom of one column to the top of the next column as it would in a newspaper. This is called "snaking," and columns are therefore sometimes referred to as "snaking columns." If you want columns that are not snaking, use a cellular table with only one row. See [Snaking columns](#) or [Snaking columns: SN command](#).

Columns/cellular tables: If you do not want the columns to wrap from the left column to the right column, you can use the cellular tables function to create a cellular table with just one row. The one row can continue from page to page so that text that is entered in the left column will always be on the left side. If you want the text on the left to break in the same place as the text on the right, you can use more than one row. For example, if the text on the right is a translation of the text on the left, you could use a different row for each paragraph. New paragraphs would then start at the same place on the page, possibly leaving blank space in one column. Borders can be visible or hidden, or you can use visible borders when you set up the formatting, and return to the cellular tables dialog to hide them later.

Borders: Borders can be hidden or displayed, and you have a lot of options. The border is put in place when you set up the table or column, but it can be changed at any time. For instructions, click one of the links below:

[Borders for Cellular Tables](#)

[Borders for Snaking Columns](#)

See also:

[Table Commands in Show Codes View](#)

[Working with Cellular Tables](#)

[Working with Snaking Columns](#)

[Borders](#)

10.2 Cellular Tables

The Cellular Tables dialog is used to create a table consisting of up to 12 columns. Options are provided to choose the number of columns, their widths and whether or not you want a border around the cells of the table. A cellular table is initially set up with just one row and additional rows are added as you work by pressing **Ctrl+Ins**.

Detailed instructions for creating a cellular table are as follows.

- 1 Place your cursor where you want the table to begin.

- 2 Click **Format, Cellular Tables, Create**. The Cellular Tables dialog will appear on your screen.
- 3 Use the first **slider control** to select the number of columns.
- 4 Select one of the following options:
 - Equal Width: Nota Bene will automatically calculate the column widths so that all are equal.
 - Left Stub: The width of the left column can be set manually and Nota Bene will set equal widths for the remaining columns.
 - Right Stub: The width of the right column can be set manually and Nota Bene will set equal widths for the remaining columns.
 - Variable Widths: All column widths can be adjusted manually.
- 5 Click to check the **Use Border** check box if you want borders around the cells in your table or to clear it if you do not.
- 6 Use the 4 slider controls in the middle of the dialog to change any of the following settings:
 - Indent First Column: The default setting is for a table that begins at the left margin. Increase this setting if you want the table to be indented.
 - Total Table Width: The default setting is the full width available on the page, after allowing for the margins. Reduce this setting if you want a smaller table,
 - Between Columns: The default setting is 0.2 inch between columns including **gutters**.
 - Outside Gutters: The default setting is .1 inch between the outside vertical edges of the table and the space where text may be entered.
- 7 The bottom third of the Cellular Tables dialog can be used to customize the widths of the columns. Click to clear the check box if you want the widths calculated for the text area only, not including the gutters. The active slider controls can be used to adjust the widths of columns. The grayed out controls provide information about calculated widths but cannot be adjusted.
 - If you selected Variable Width in step 4, controls for all columns will be active.
 - If you selected Equal Width in step 4, none of the controls will be active.
 - If you selected Left Stub in step 4, only the controls for the left column will be active. When you change the width of the left column, other columns widths will be recalculated so that they are equal.
 - If you selected Right Stub in step 4, only the controls for the right column will be active. When you change the width of the right column, other columns widths will be recalculated so that they are equal.
- 8 Click the **Gutters** button if you want to change the size of the gutters. The Border Gutter dialog will appear on your screen. For more information, see [Border Gutter dialog](#).
- 9 Click the **Borders** button if you want to change the borders. The Borders for Cellular Tables dialog will appear on your screen. For more information, see [Borders for Cellular Tables](#).
- 10 Click the **Styles** button if you want to change the styles. This will allow you to select different fonts and other formatting for each column. The Column Styles dialog will appear on your screen. For more information, see [Column Styles Dialog](#).
- 11 Once you have made all of the changes that you want, click **OK**. The table will be inserted in your document at the point of the cursor.
- 12 To add additional rows to the table, press **Ctrl+Ins**. To add an additional row in the middle of a table that already has more than one row, place your cursor anywhere in the row preceding the position of the one that you want to add and press **Ctrl+Ins**.

On certain systems, there may be some irregularity in the display of tables, particularly the bottom border of the cellular table. However, the tables, including the bottom border will print properly.

See also:[Working with Cellular Tables](#)[Snaking Columns](#)[Table Commands in Show Codes View](#)

10.2.1 Working With Tables

Once you have created a cellular table in your document, it can be edited or adjusted as follows:

Add a row: Place your cursor anywhere in the row preceding the position of the one that you want to add. Press **Ctrl+Ins** (or click **Format, Cellular Tables, Insert Row**).

Move to different cells: Press **End** to move the cursor to the end of a line within a cell. Press **End** again to move to the beginning of the next cell in a row. Press **Home** to move to the beginning of a line within a cell. Press **Home** again to move to the previous cell in a row. Use the **Up** and **Down** arrow keys to move up or down to cells in the same column. The **Right** and **Left** arrow keys move the cursor to the next or previous character. At the end of the cell, the **Right** arrow key will move the cursor down to the next cell in the same column and the **Left** arrow key will move the cursor up to the previous cell in the same column.

Change column widths, border or gutters: Place your cursor anywhere in the table. Click **Format, Cellular Tables, Edit**. Use the **Cellular Tables** dialog to adjust the column widths, border or [gutters](#) that were established when you created the table. See [Cellular Tables](#).

Add a column: Place your cursor in one of the columns that will be next to the new column. Click **Format, Cellular Tables, Insert Column**. Use the **Columns: Insert New** dialog to specify the position of the column to be inserted and the widths of the columns in the table.

Delete a column: Place your cursor in the column to be removed. Click **Format, Cellular Tables, Remove Column**. Use the **Columns: Delete** dialog to specify the column to be deleted and the adjustments to the widths of remaining columns.

Move a column: Place your cursor in the column to be moved. Click **Format, Cellular Tables, Move Column**. Use the **Columns: Move** dialog to specify the column to be moved and its new position.

Delete a row: Click **Format, Cellular Tables, Delete Row** or press **Alt+Shift+minus sign**.

Clear all text from a row: Click **Format, Cellular Tables, Clear Row** or press **Alt+Shift+plus sign**.

Select a row: Click **Format, Cellular Tables, Select Row** or press **Alt+Shift+F12**.

Move a row: Select the row to be moved (**Alt+Shift+F12**) and then click **Format, Cellular Tables, Move Row** or press **Alt+Shift+**. You will be prompted to use the arrow keys to move the cursor to a new position and then click **Enter**. Rows can also be moved or copied by selecting a row (**Alt+Shift+F12**) and then using the Windows clipboard functions (**Ctrl+X** to cut to the clipboard, **Ctrl+C** to copy to the clipboard and **Ctrl+V** to paste from the clipboard).

Splitting a table into two tables: Place your cursor in the row that will be immediately before or after the split. Click **Format, Cellular Tables, Split Table**. Use the **Columns: Split Table** dialog to specify the place where the table should be split.

See also:[Cellular Tables](#)[Borders for Cellular Tables](#)[Styles for Cellular Tables](#)

10.2.2 Borders for Tables

Borders around cellular tables are set up from the Cellular Tables dialog as follows:

- 1 Click **Format, Cellular Tables, Create** (or **Format, Cellular Tables, Edit**) to open the **Cellular Tables** dialog.
- 2 Click to check the **Use Border** check box in the middle of the dialog.
- 3 Click the **Borders** button at the bottom of the dialog. The **Borders for Cellular Tables** dialog will appear.
- 4 If you assign a name to your border, the name will be associated with the settings you select and added to the drop list. You will then be able to select the same border for future use within your document. To assign a name, click the **New** button and type in a name of 7 letters or less.
- 5 Use the **Shading** slider control at the top right of the dialog if you would like to add background shading to the table. Select a setting between 0% (white) and 100% (black).
- 6 Use the radio buttons to select one of the 7 types of borders shown.
- 7 Use the check boxes to indicate whether the **Weight** and **Shading** are or are not identical for each side of the border. The **Weight** is the thickness of the line. The **Shading** indicates how dark the line is (100% is black). Use the slider controls to set the weight and shading.
- 8 Use the drop down lists under **Type When Combined With Another Border** to indicate how you would like to have the border appear when borders of two cells are combined.
- 9 If you selected **Custom** border in step 7, then you can use the **Left**, **Right**, **Top** and **Bottom** check boxes to indicate whether or not you want to include each of these sides in your border.
- 10 Click **OK** to accept the settings you have selected, or **Cancel** to accept previous settings.
- 11 Click **OK** to close the **Cellular Tables** dialog, accepting the settings you have selected.

You can return to the Cellularity Table dialog and change the borders at any time.

See also:[Borders](#)

10.2.3 Column Styles dialog

The **Column Styles** dialog is used to set the formatting of each individual column in a cellular table. It is accessed by clicking **Format, Cellular Tables, Create** (or **Edit**), and then clicking the **Styles** button on the **Cellular Tables** dialog.

- 1 Click to highlight the column you wish to format.
- 2 Click the **Font** button to set the font, the font size and style (bold, italic, underline). The **Set Font** dialog will appear on your screen. For instructions on using this dialog, see [Font Settings](#).
- 3 Click the **Indentation**, **Alignment** or **Spacing** buttons to make changes. The **Paragraph Settings** dialog will appear with tabs for Indentation, Alignment and Spacing. You can make changes to all 3 parts of this dialog by clicking on the tabs to move from one page in the dialog to another. For more information, see [Paragraph Setup](#).
- 4 Click the **Tabs** button to make changes to the tabs. For more information, see [Tabs](#).
- 5 Repeat steps 1-4 for each column that you want to format.
- 6 When you have made all of the changes that you want to make, click **Close** to return to the Cellular Tables dialog.

See also:

[Cellular tables](#)

10.2.4 Table Commands in Codes View

Entering the **CT** (cellular table) command automatically enters other commands that define the boundaries of the columns. Other commands are **CO** (column) and **EC** (end column). Using the menu to create a table automatically enters all three of these commands. In addition, the GU command defines the space between the text and the borders of cellular table. These commands, like all formatting commands, can be viewed by going to Show Codes View. Editing can be done in Show Codes View, but most people will find that it is easier and more reliable to edit the format of a table by using the menu (**Format, Cellular Table, Edit**). In summary, the table commands are as follows:

- **CT** starts the table.
- **CO1 ... CO12** designates the beginning of a new column in each row. **CO1** is not used in the first row as the **CT** command defines the first column in the first row.
- **EC** indicates the end of the very last cell.
- **GU x,y** where **x** is the space between columns (text to border to text) and **y** is the space between outside border and the text (i.e., the space between the the left border of the first column and the text or the space between the right border of the last column and the right edge of the space available for text).

See also:

[Editing in Show Codes View](#)

10.3 Tabular Tables

A simple table can be created in Nota Bene by using tabs. The table can have as many columns as you want and each column can be left-aligned, right-aligned or centered. In addition, a column of numbers can be decimal-aligned. In creating a table, you will want to change the tabs for the table and then, after the table, return to the tab settings that were previously in place. A general overview of the process involved is given below. Please read all five steps in the general overview before proceeding.

- 1 First, determine how many columns you want in your table and whether the text in the columns will be left-aligned, right-aligned, centered or decimal-aligned. A decimal tab will align numbers with the decimal point.
- 2 Remove existing tabs and set new tabs corresponding to the columns in your table. Tabs can be set using the menus, the action line or the ruler. See [Tabs - menu](#) or [Tabs - commands](#) or [Tabs - ruler](#).
- 3 Type in the text that you want to appear in your table, using the **Tab** button to move from one column to the next and the **Enter** button to move to the next row.
- 4 After your table is complete, you will probably want to return to your original tab settings. This can be done by resetting the tabs, just as in step 2. Two easy ways to reset the tabs are as follows:
 - If you were using the default tab settings before the table, click **Format, Tabs**. On the Tab Settings dialog, click **Set Multiple Tabs** and then **Set to Default**. Click **OK**.
 - Prior to step 2 above, press **Space Bar** 5 or 6 times to enter a few spaces. [Define](#) the spaces that you just entered. Then proceed with step 2. Because a block is defined, the command given in step 2 will apply only to the defined block. In other words, the command to set the new tabs will be inserted in the document at the beginning of the block and the command to return to the tab setting that were previously in effect will be inserted at the end of the block.
- 5 In general, you will want to make sure that any text that you type in the table is typed after the command to change the tabs to the settings you chose for your table and before the command to return to the original settings. Any text that you type after the table should be typed after the command to return to the original tab settings. This should be easy to do by noticing the tab settings displayed on your ruler and moving the cursor to the desired position. If you have any doubt, switch to Show Codes View to check on the position of your cursor with respect to the **TS** (tab settings) commands. A tab settings command begins with «**TS** and ends with ». Following the **TS** and before the closing double-angled bracket, is a list of the tab settings.

See also:

[Tables and Columns Overview](#)
[Cellular Tables](#)
[Editing in Show Codes View](#)
[Formatting Overview](#)
[Defining a Column](#)

10.3.1 Decimal Tabs

A column of numbers can be formatted in Nota Bene by having the numbers aligned according to a decimal point. This can be done by setting a decimal tab using the Ruler or the menu or the action line.

To set a decimal tab using the **Ruler**:

- 1 Move the mouse pointer to the tab button [it is located on the left side of the ruler and has a tab marker on it].
- 2 Click on the tab button until you get a symbol that looks like a "T" with a dot by it. This is the decimal tab marker.
- 3 Click and drag the decimal tab marker to the place on the ruler where you would like the decimal tab to be.

To set a decimal tab by using the **Format** menu:

- 1 Click **Format, Tabs**.
- 2 In the dialog box, click on the **Decimal** radio button in the **Alignment** section of the dialog box.
- 3 In the **Position** section of the dialog box, adjust the tab position to your preference [either using the arrows or by typing it in].
- 4 If the position of your decimal tab is identical to that of a previous tab, click **Edit Tab**. If the decimal tab is a new tab, click **Add Tab**.
- 5 Click **OK**.

To set a decimal tab using the action line, see Tabs: TS command.

To align a number with the decimal tab, use the **Tab** key to move the cursor to the decimal tab. When you begin typing in a number, the numbers will display to the left of the tab. After you type in the decimal point, they will display to the right.

See also:

[Ruler](#)

[Tab Settings](#)

[Mathematical Functions Overview](#)

[Define Column of Numbers](#)

10.3.2 Define Column

Columns can be created using tabular tables (i.e, using the tab key). The **F2** key can be used to define a tabular column or free-form block. This may be useful if you want to add a column of numbers and then insert the total.

To define a column (or any free-form block of space), use the **F2** key as follows:

- 1 Place your cursor at the beginning of the column or block you want to define.
- 2 Press **F2** twice.
- 3 Hold down the **Shift** button while you press the right arrow key and then the down arrow key to move to the end of the block. The column or free-form block will be highlighted on screen.

When you define a column of numbers, make sure that all of the digits are highlighted. For example, if you want to add a column of numbers that includes the number 1,000 and the final 0 is not included in the highlighted block, then Nota Bene will treat the number as 100 rather than 1000.

See also:

[Define Text](#)

[Mathematical Functions: keyboard](#)

[Tabular Tables](#)

[Decimal Tabs](#)

10.4 Snaking Columns

The Snaking Columns dialog is used to create up to 12 columns. Text will wrap (or "snake") from the bottom of one column to the top of the next.

Detailed instructions for creating snaking columns are as follows.

- 1 Place your cursor where you want the columns to begin.
- 2 Click **Format, Snaking Columns, Create**. The Snaking Columns dialog will appear on your screen.
- 3 Use the first slider control to select the number of columns.
- 4 Determine whether you want all columns to be of the same width, a more narrow column on the left (left stub), a more narrow column on the right (right stub) or variable width. Click the corresponding radio button.
- 5 The Use Border check box should be checked if you want borders around the columns and clear if you do not.
- 6 Use the slider controls in the middle of the dialog to change any of the following settings:
 - Indent First Column: The default setting is for the first column to begin at the left margin. Increase this setting if you want the first column to be indented with respect to the margin.
 - Between Columns: The default setting is 0.2 inch between columns (text to border to text).
 - Outside Gutters: The default setting is .1 inch between the outside vertical edges of the table and the space where text may be entered (border to text)
- 7 The bottom third of the Snaking Columns dialog can be used to customize the widths of the columns. Click to clear the check box if you want the widths calculated for the text area only, not including the gutters. The active slider controls can be used to adjust the widths of columns. The grayed out controls provide information about calculated widths but cannot be adjusted.
 - If you selected Variable Width in step 4, controls for all columns will be active.
 - If you selected Equal Width in step 4, none of the controls will be active.
 - If you selected Left Stub in step 4, only the controls for the left column will be active. When you change the width of the left column, other columns widths will be recalculated so that they are equal.
 - If you selected Right Stub in step 4, only the controls for the right column will be active. When you change the width of the right column, other columns widths will be recalculated so that they are equal.
- 8 Click the **Gutters** button if you want to change the size of the gutters. The Border Gutter dialog will appear on your screen. For more information, see [Border Gutter dialog](#).
- 9 Click the **Borders** button if you want to change the borders. The Borders for Snaking Columns dialog will appear on your screen. For more information, see [Borders for Snaking Columns](#).
- 10 Once you have made all of the changes that you want, click **OK**. The columns will begin at the point of the cursor.

Snaking columns can also be created using the action line. See SN command.

See also:

Working with Snaking Columns

Cellular Tables

10.4.1 Working with Snaking Columns

Once you have set up snaking columns in your document, the following adjustments can be made.

Enter text: Place your cursor in the first column and type in the text you wish to enter. Text will automatically wrap to the second and subsequent columns.

Change settings: The settings that were established when the columns were created can be changed at any time. Place your cursor anywhere in one of the columns. Click **Format, Snaking Columns, Edit**. Use the **Snaking Columns** dialog to adjust the number of columns, column widths, border or **gutters**. See [Snaking columns](#).

Return to text with no columns: Place your cursor after the last word that you want to appear in columns. Click **Format, Snaking Columns, End**.

Break column: To force the text that follows to advance to the top of the next column, press **Alt+Shift+Enter** or click **Format, Snaking Columns, Column Break**. This feature can be used to make shorter columns on the last page rather than having, for example, all of the text in the first column, with no text in the second column.

See also:

[Snaking Columns](#)

[Borders for Snaking Columns](#)

10.4.2 Borders for Columns

Borders for snaking columns are set up from the **Snaking Columns** dialog as follows:

- 1 Click **Format, Snaking Columns, Create** (or **Format, Snaking Columns, Edit**) to open the **Snaking Columns** dialog.
- 2 Click to check the **Use Border** check box in the middle of the dialog.
- 3 Click the **Borders** button at the bottom of the dialog. The **Borders for Snaking Columns** dialog will appear.
- 4 If you assign a name to your border, the name will be associated with the settings you select and added to the drop list. You will then be able to select the same border for future use within your document. To assign a name, click the **New** button and type in a name of 7 letters or less.
- 5 Use the **Shading** slider control at the top right of the dialog if you would like to add background shading to the snaking columns. Select a setting between 0% (white) and 100% (black).
- 6 Use the radio buttons to select one of the 7 types of borders shown.
- 7 Use the check boxes to indicate whether the **Weight** and **Shading** are or are not identical for each side of the border. The **Weight** is the thickness of the line. The **Shading** indicates how dark the line is (100% is black). Use the slider controls to set the weight and shading.
- 8 Use the drop down lists under **Type When Combined With Another Border** to indicate how you

would like to have the border appear when borders of two cells are combined.

- 9 If you selected **Custom** border in step 7, then you can use the **Left**, **Right**, **Top** and **Bottom** check boxes to indicate whether or not you want to include each of these sides in your border.
- 10 Click **OK** to accept the settings you have selected, or **Cancel** to accept previous settings.
- 11 Click **OK** to close the **Snaking Columns** dialog, accepting the settings you have selected.

See also:

[Borders](#)

10.4.3 Snaking Columns: SN command

The **SN** (snaking) command sets up multiple columns. Text will wrap on each page from the bottom of each column to the top of the next. While 2 or 3 columns are sufficient for most purposes, up to 12 columns can be defined. The **GU** (gutters) command is used to set the [gutters](#). Other commands used with snaking columns are **BC** (break column) and **SH** (snake height).

To set up snaking columns:

- 1 Place the cursor at the left margin at the beginning of the text you want to snake. Press **Enter** if necessary so that the text that you want to snake begins at the left margin.
- 2 Press **F9** to access the action line.
- 3 Type **sn x,y,z** where **x,y,z** are the locations (in inches, assuming that you have not changed the default measurement units) where the columns of text are created (up to 12 columns can be specified). Examples:
 - **sn 0,3.25** creates 2 columns of text starting at 0, and 3.25 inches.
 - **sn 0,2.17,4.33** creates 3 columns of text starting at 0, 2.17 and 4.33 inches.

In both of the above examples the columns will be of equal width (assuming paper width of 8.5 inches and margins of 1 inch on each side). The measurements to achieve this result were calculated by dividing the total text area (6.5 inches after allowing for the margins) by 2 columns or 3 columns.

- 4 Press **F10** to execute the command.

To set the gutters:

- 1 Place the cursor at the beginning of the text where you want to set/change the gutters.
- 2 Press **F9** to access the action line.
- 3 Type **GU x,y** where **x** is the space between columns (text to border to text) and **y** is the space between outside border and the text (i.e., the space between the the left border of the first column and the text or the space between the right border of the last column and the right edge of the space available for text).
 - For example, the command **GU .2,.1** would set 0.2 inches between columns (text to border to text) and outside gutters of 0.1 inches (border to text).

- 4 Press **F10** to execute the command.

To turn off snaking:

- 1 Place the cursor at the point at which you want to snaking to stop.
- 2 Press **F9** to access the action line.
- 3 Type **sn 0**
- 4 Press **F10** to execute the command.

A **BC** (break column) command is used to force the text that follows to advance to the top of the next column. If you issue this command on the last column of the page, the new column starts on the next page. To insert a column break:

- 1 Place the cursor at the line above where you want the column to break.
- 2 Press **F9** to access the action line.
- 3 Type **bc**
- 4 Press **F10** to execute the command.

The **SH** (snake height) command sets the depth for the snaked columns when you want the columns to be shorter than the standard text length. Generally, Nota Bene uses the top and bottom margin settings when determining column breaks at the end of the page. Sometimes the columnar material may not fill all the columns on the last page. With the **SN** command, you can create shorter columns that are more evenly balanced.

To set the column height:

- 1 Place the cursor at the stop within the snaked column where you want to change the column height.
- 2 Press **F9** to access the action line.
- 3 Type **sh x** where **x** is the distance (in inches) from the bottom margin of the end of the column(s).
- 4 Press **F10** to execute the command.

If you have changed your default units of measurement, measurements will be in the new default units rather than inches. You can specify different units by including the appropriate two letter abbreviation in the command. For example, **SN 2cm,5cm,10cm** (with a space after SN, then no spaces) creates columns at 2, 5, and 10 centimeters. See [Units of Measurement](#).

See also:

[Overview of Columns and Tables](#)

11 Footnotes and Endnotes

Nota Bene supports up to three independent series of footnotes or endnotes. Footnotes (or endnotes) may contain citations and/or text that is typed into a footnote window. Bibliographic citations should normally be entered through Ibidem.

[Footnote/Endnote Overview](#)[Creating a Footnote](#)[Footnote Window](#)[Editing a Footnote](#)[Endnotes](#)[Note Format](#)[Note Separator](#)[Author Note](#)[Extracting Notes](#)[Suppressing Notes](#)

11.1 Footnote/Endnote Overview

Footnotes or endnotes can easily be created with Nota Bene and you have considerable control over how they appear. You can place footnotes at the bottom of the page, as basic footnotes, or at the end of your document, as endnotes. In either case, as you add or delete footnotes, or move text that includes footnotes, Nota Bene handles the numbering and placement of your footnotes for you. In Page Layout View, your footnotes will be displayed at the bottom of the page, as they will appear when printed. In Codes View, the note appears within an FN (footnote) command at the point in the document where the note is entered.

Nota Bene allows you to have up to three independent sets of footnotes in the same paper. You can make decisions about the style and format of each set independently. For example, you could have one set of footnotes printed at the bottom of the page and an independent set of notes printed at the end of the document. Each set can be numbered or lettered using Arabic numbers, Roman numerals (upper case or lower case) or letters (upper case or lower case).

A footnote is text that appears at the bottom of a page, referenced by a number or symbol in the main body text of the document. You can create footnotes at any time -- either at the initial writing, or later when you return to edit the document. There is no limit to the size of a footnote. Long footnotes will automatically wrap to the next page. An endnote is exactly the same as a footnote except that it appears at the end of the document or at the end of a chapter or section rather than at the bottom of each page. Your footnotes can easily be converted to endnotes and vice versa.

Citations are bibliographic references that may appear as footnotes or endnotes, but may also appear as short form (author-date) cites or reference numbers. Rather than typing citations into a footnote, Ibidem should be used to insert and manage citations. Ibidem works seamlessly with the word processor so that the program keeps track of footnotes consisting of bibliographic citations inserted by Ibidem as well as footnotes consisting of text that you write. All notes are properly numbered and renumbered as they are entered. If you are using Ibidem to enter a citation, the full citation will be entered in the publishing style that you select. When you update your dynamic citations, the program will read the whole file, subsequent citations will be shortened (or *ibid*, or *op. cit.* will be used as determined by the style you select and/or your preferences) and a bibliography of works cited in the document will be generated. Ibidem controls the formatting of citations in accord with the academic style you select (placement of author name, title, capitalization, punctuation, etc.), but the Note Format Dialog and/or the Academic Style you select in the word processor controls the formatting of all footnotes with regard to the placement of the footnotes, the font used, the numbers used for the footnote markers and the indentation, alignment, and spacing of footnotes. For a sample of a Nota Bene document containing

footnotes and citations generated by Ibidem, open Ibidem.nb in your Nbwin\Document\Samples folder. This sample file provides an introduction to the use of Ibidem to manage bibliographic citations, and it shows how the program integrates bibliographic citations with non-bibliographic footnotes.

Within a document, you can move to the next footnote or endnote marker by pressing **Shift+Alt+Home** to move to the previous footnote or **Shift+Alt+End** to go to the next footnote. The **Go To** dialog bar (**Ctrl+G**) can be used to go to a specific footnote number.

See also:

[Ibidem Overview](#)

[Creating a Basic Footnote](#)

[Creating a Footnote: FN command](#)

[Footnote Window](#)

[Note Format Dialog](#)

[Footnote Separator](#)

[Page Layout View](#)

[Note Format Dialog](#)

[Update Dynamic Citations \(Ibidem\)](#)

11.2 Creating a Footnote

Nota Bene gives the user control over virtually every aspect of creating, editing and formatting footnotes and endnotes. To create a basic footnote, follow the instructions below. For a more detailed description of the controls that are available, see [Footnote Window](#). If you are entering a citation with no additional text in footnote, you can enter it using Ibidem with no need to create the footnote. See Ibidem.

To create a footnote (or an endnote):

- 1 Move the cursor to the point where you want the superscripted reference to appear.
- 2 Click **Insert, Note (Series I)** or press **Ctrl+F10**.
- 3 If this is the first note that you have created in the open document, the Note Format dialog will appear and you will need to set the note format for the document before entering the first note. See Note Format Dialog.
- 4 The footnote window will appear at the bottom of your screen. Type the text for your footnote in this window. See Footnote Window. If you wish to add a citation to the footnote, press F7 to open Ibidem. See Inserting Citations.
- 5 Press **F3** to return to the main body of the document, or click anywhere in the document to move to move your cursor to that point.

Once the footnote has been created, it will appear in Page Layout View at the bottom of the page and a footnote marker (usually a superscripted reference number) will appear in the text at the insertion point. Click on the footnote to edit it.

The footnote will appear in Show Codes View as an FN command at the point of insertion. You can also create a footnote by using the FN command on the action line. See [Creating a Footnote: FN command](#).

To insert a second footnote repeat the above directions. Nota Bene will automatically number the footnotes and adjust the numbering if new footnotes are inserted or if text which includes a superscripted

reference is moved or deleted.

To insert an entirely new series of footnotes, follow the above instructions using **Note (Series II)** or **Note (Series III)** instead of **Note (Series I)**.

Click on either the footnote separator or the wrap separator to edit them in place.

See also:

Editing a Footnote

[Footnote Format](#)

Footnote Separator

Endnotes

11.2.1 Creating a Footnote: FN command

There are three basic footnote commands. The **FN** (Footnote) command is used to create the footnote. The **FS** (Footnote Separator) and **FM** (Footnote Format) commands are used to format appearance of the footnotes and the footnote separator. Other related commands include the **NF** (No Footnotes) and the **DF** (Dump Footnotes) commands (used to create endnotes), the **SF** (Set Footnote Number) command, the **FW** (Footnote Wrap Separator) command and the **BF** (Bottom Footnote) command. The **UX** code is used by the program to output the note number and format inside the note window in codes view. This code would normally not be entered or edited by the user.

To create a basic footnote:

- 1 Move the cursor to the point where you want the superscripted reference to appear.
- 2 Press **F9** to access the action line.
- 3 Type **FN** (or **FN1**)
- 4 Press **F10** to implement the command.
- 5 The footnote window will appear at the bottom of your screen. Type the text for your footnote in this window. Then press **F3** to close the footnote window and complete the creation of the footnote.

NB:

- Once the footnote has been created, it will appear in Page Layout View at the bottom of the page and the superscripted reference number will appear in the text at the insertion point. When you move the cursor over the footnote, the cursor will change shape to indicate the presence of a footnote.
- To insert a second footnote repeat the above directions. Nota Bene will automatically number the footnotes and adjust the numbering if new footnotes are inserted or if text which includes a superscripted reference is moved or deleted.
- To insert an entirely new series of footnotes, follow the above instructions using the command **FN2** or **FN3** instead of **FN** or **FN1**.
- Keyboard shortcut: you can replace steps 2 - 4 above with one key combination: press **Ctrl+F10** to open the footnote window.

See also:

[Footnote Window](#)

Footnote Format FM command
Creating Endnotes: NF and DF commands
Footnote Separator: FS command
Footnote Wrap Separator: FW command
Set Footnote Number: SF command
Bottom Footnote: BF command

11.3 Note Window

The note window (or footnote window) is used to insert and format the text for a footnote. Footnotes (or endnotes) are created by typing text in the footnote window.

The footnote window can be opened as follows:

- To insert a new footnote press **Ctrl+F10** or click **Insert, Note (Series I)**.
- To open a footnote window for an existing footnote, click anywhere in the text of the footnote, or place your cursor on the footnote marker and press **F3**.

The text in the footnote window can be formatted in the same way that you would format text in the body of the document. Right-click anywhere in the footnote window to open a menu that contains formatting icons for changing the font, font size, bold, italics, etc.

If the footnote is to contain only a citation, the footnote can be entered directly from Ibidem without opening a footnote window. See Ibidem: Inserting Citations. If the footnote is to contain both text and one or more citations, type the text and then use Ibidem to insert the citation in the footnote. See Combining Text and Citations.

Click the icon at the top of the green bar on the left side of the footnote window to display a note toolbar for cross reference labels and other not options. See Note Toolbar and Cross References.

The note window can be kept open while return to the body of the document to select text or continue editing in the file. Use the button on the note tool bar, or Ctrl+click to return to the body text while leaving the note window open. Once you return to the body text without closing the note, the note window will stay open until you click one of the icons on the note toolbar to close the note window (or press F3 to save changes, or Ctrl+F3 to cancel them).

You can set your default options so that when you press F3 to open a note the note window floats independent of the note, or it opens at the position of the note. See Floating Note Window.

See also:

[Footnotes and Endnotes](#)

11.4 Floating Note Window

The note window can be set so that is always at the position of the note or so that it floats independent of the note.

To check or change this setting, click Tools, Preferences and double-click on Footnotes/Endnotes. In

the middle of the Footnote/Endnote options dialog, click to select the "Float Independent of Note" and choose the maximum size of the note window (half page or full page), or click to select "Fixed Panel at Bottom of Document."

The floating window:

- Can be dragged anywhere on screen — click on the left green bar, or on any of the edges.
- Can be resized automatically (the depth changes as you add or delete text)
- When editing at the bottom of the screen, this depth is adjusted so that the note window should always be visible in its entirety (as necessary, this means that the displayed depth of the note will not increase, although you can scroll through the entire note using the scrollbars in the note window)
- Can have its depth adjusted manually — click the top or bottom border until the single up-arrow resizing mouse icon appears (if using the legacy bottom-of-screen panel, you can click the top border to resize)
- Can be set up so that a blank line is always displayed (Tools, Preferences, Footnotes/Endnotes, or by clicking the menu icon on the Note Toolbar that is either on by default, or which can be displayed by pressing Ctrl+F1 when inside the note)

You can control how many lines of a note are shown automatically:

- The Footnotes/Endnotes Options dialog (Tools, Preferences, Footnotes/Endnotes) lets you specify the minimum number of lines to show when a long note is opened
- If not enough lines of the note are visible, the screen will scroll up to show that number of lines

See also:

Note Window

Note Toolbar

11.5 Note Toolbar

The note tool bar can be opened from the Note Window and clicking the icon at the top of the green bar on the left side of the note window, or by pressing Ctrl+F1 when the cursor is inside the note. The note toolbar will display as a green bar on top of the note window.

Click the button at the left side of the note toolbar to display a map of all note formatting commands in the file to make sure that note formats are consistent throughout the file. See Element Map.

Click the second button to open the Footnotes/Endnotes Options dialog. This dialog can also be opened by clicking Tools, Preferences and selecting Footnotes/Endnotes. The Footnotes/Endnotes Options dialog is used to change the default settings for footnotes and endnotes.

Click the third button if you would like the note tool bar to display whenever you open the note window.

A label for cross references can be entered in the box provided. See Cross References.

The blue arrows can be used to go to the previous or next note. You can also use Alt + Home/End to go to the previous or next note.

Press the next button to keep the note tool bar open while you return to the main document (or use Ctrl+click to return to the main document).

Click one of the last three buttons to save any changes and close the note window, cancel changes and close the note window, or close the note tool bar.

See also:

Note Window

Floating Note Window

11.6 Endnotes

Endnotes are footnotes placed at the end of a chapter or document rather than at the bottom of each page. Endnotes are created in Nota Bene by creating footnotes and using the Note Format dialog to specify the placement of the footnotes as endnotes.

To convert your footnotes to endnotes:

- 1 Move the cursor to the top of your document (it must be before the first footnote).
- 2 Click **Format, Notes, Series I** (or **Series II** or **Series III**)
- 3 The **Note Format** dialog will appear.
- 4 Click the **Endnotes** radio button.
 - Use the drop down list to specify the heading for the endnotes or type in your own text.
 - Click the **Title Format** button to format the heading for the endnotes.
 - Click the **Placement** button if you want to customize the placement of the endnotes.
- 5 Click **OK**

When footnotes have been converted to endnotes, an **NF** (no footnotes) command will be visible in Codes View at the top of the document, and a **DF** (dump footnotes) will be visible in Codes View at the point where the endnotes are to be printed. These commands can also be entered using the action line. They can be moved or deleted in Show Codes View. See [Editing in Codes View](#) and NF and DF commands.

For a more detailed explanation of the options in the Note Format dialog, see [Note Format dialog](#).

See also:

[Creating a Footnote](#)

[Editing a Footnote/Endnote](#)

Manuscript Files: Note Placement

11.6.1 Endnotes: NF and DF commands

Endnotes are footnotes that are placed at the end of a chapter or document rather than at the bottom of each page. To create endnotes, you first create footnotes. To convert footnotes to endnotes, use the **NF** (No Footnotes) command to suppress the display/printing of footnotes at the bottom of each page and the **DF** (Dump Footnotes) to indicate where the notes should be placed (e.g., at the end of the chapter or at the end of the file).

To suppress the display and/or printing of footnotes at the bottom of each page:

- 1 Move the cursor to the top of your document (it must be before the first footnote).
- 2 Press **F9** to access the action line.
- 3 Type **NF** (or **NF1**).
- 4 Press **F10** to insert the No Footnote command in the document.

To place the endnotes:

- 1 Move the cursor to the place where the endnotes are to be displayed.
- 2 Press **F9** to access the action line.
- 3 Type **DF** (or **DF1**).
- 4 Press **F10** to insert the Dump Footnote command in the document.

To issue the above commands with respect to footnotes in series 2 or 3, substitute **NF2** or **NF3** for **NF** and substitute **DF2** or **DF3** for **DF**.

See also:

[Endnotes](#)

[Creating Footnotes: FN command](#)

11.7 Editing a Footnote/Endnote

A footnote or endnote can be opened for editing by clicking on the text of the note. Alternatively, you can place your cursor on the call number in the text and press **F3**. The footnote window will open and you can make whatever changes you want. Edits made to notes are automatically saved as click back into the body of the text. They can also be saved by pressing **F3**. To cancel changes, either right-click into another note or the body of the text, or press **Ctrl+F3**.

If your footnote (or endnote) contains a bibliographic citation that has been generated by *Ibidem*, the text of the citation will be displayed in blue (or under certain circumstances in pink or maroon). If you would like to edit the text of a citation that has been generated by *Ibidem*, you should make the changes in the *Ibidem* record and then update your dynamic citations to see the change in your document. For information on bibliographic citations, and how to edit them, see *Ibidem Overview* and *Inserting Citations (Ibidem)*.

Footnotes can also be edited in Show Codes View. To edit a note in codes view, place your cursor close to the note marker and switch to Show Codes View (click **View**, **Codes** or press **Shift+F8** or press the **Show Codes View** button on the Nota Bene screen). You will see a command that looks something like the following, and you can edit the text of the note.

«FN1This is the text of the footnote.»

Edit the text that is inside of the beginning and ending command brackets, but do not delete or change the beginning or ending command brackets or the FN1 command. After making changes, switch back to Page Layout View (click **View**, **Page Layout** or press **Shift+F5** or press the **Page Layout** button on

the Nota Bene screen).

With your cursor in the body of a document, you can move to the next footnote or endnote marker by pressing **Shift+Alt+Home** to move to the previous footnote or **Shift+Alt+End** to go to the next footnote. The **Go To** dialog bar (**Ctrl+G**) can be used to go to the previous or next footnote or to a specific footnote number.

Click on either the footnote separator or the wrap separator to edit them in place. Changes that you make will be applied to separators wherever they appear in the document.

If you are editing an endnote, the endnote will normally open in place at the end of the document. However, you can set your footnote/endnote preferences to open endnotes at the point in the text where the call number appears. Similarly, you can select whether pressing F3 to close the note returns you to a position in the text immediately after the closed note or returns your cursor to its position immediately prior to clicking on the note. The latter setting allows you to edit multiple endnotes while remaining on the endnote page. To review the options and/or change your preferences, click **Tools, Preferences** and double-click on Footnotes/Endnotes. See Footnote/Endnote Preferences.

See also:

[Open/Save Elements \(F3\)](#)

[Footnote Window](#)

[Creating a Footnote](#)

[Editing in Show Codes View](#)

11.8 Note Format Dialog

The Note Format dialog is used to format all of the notes in a series. It can be opened from within Nota Bene by clicking **Format, Notes** and then selecting the series to be formatted (usually Series I). Or the same dialog can be opened from within an open Footnote Window by clicking on the **Note Format** button. Settings in this dialog will apply to all footnotes, including those generated by Ibidem.

The Note Format dialog contains two major sections: Set Format and Set Number.

Set Format: If you want to adjust the format of the notes, check this box and complete the information as follows:

- Choose whether you want to use **Footnotes** or **Endnotes** by clicking the appropriate radio button. If you choose footnotes, the choices that pertain to endnotes will not be active and vice versa.
- Footnotes are placed at the bottom of each page. For pages that do not contain a full page of text (e.g. the last page of a chapter), you can select whether you want the footnote at the bottom of the page or after the last line of text. Use the drop down list to make your selection.
- Click on the **Separator** button if you want to format the line or other text that separates the footnotes from the body text. See [Footnote Separator](#).
- Click on the **Wrapped** button if you want to format the line or other text that separates a footnote that is continued from the previous page from the body text. See [Footnote Wrap Separator](#).
- If you clicked the **Endnotes** radio button, use the drop down list to select the text that will appear before the list of endnotes.
- Click the **Title Format** button if you want to format the title (the text that will appear before the list of endnotes). A dialog box will appear showing the formatting currently in place. Unchecked boxes indicate that the formatting will be based on formatting currently in place in the document at that

point. All of the boxes should remain unchecked unless you specifically want to assign formatting codes that will remain in effect regardless of the settings that are active for the rest of the document. If you check any of the boxes, click on the related button to change the formatting. Click **OK** to activate any changes you made or **Cancel** to cancel.

- Click the **Placement** button if you want to customize the placement of the endnotes. By default, endnotes are placed at the end of the document, but they can be placed elsewhere (e.g., at the end of chapter or at the cursor position).
- The lower box within the Set Format box sets the format for the notes (footnotes or endnotes). The selections you make will be illustrated in the preview box in the middle of the dialog.
 - Click the Font (#) button to change the font for the note number.
 - Click on the drop down list to select spaces, tabs or punctuation before or after the note number. The number sign symbol (#) represents the note number. A blank yellow box represents a space. A yellow box with arrow pointing to a vertical line on the right represents a tab, and punctuation including periods, parentheses and brackets are as shown.
 - Click the Font (Note) button to change the font for the text in the note.
 - Click the Layout button to change the layout of the note. Three tabs are available for making changes to layout: Indentation, Alignment and/or Spacing.
- Select Right-to-Left as Overall Orientation if you are writing in Hebrew or Arabic and want the notes to begin at the right margin.

Set Number: If you want to adjust the numbering (or lettering) of the superscripted reference numbers, check this box and complete the information as follows:

- Check the **Include Unnumbered Author Note** box if you would like to have an initial unnumbered note.
- Use the Format drop down list to select the style of numbers, letters or symbols you would like to use for the superscripted footnote references.
- Use the slider control to set the starting number or letter.
- Use the Numbering Sequence drop down list to select Begin Sequential, Continue Sequential or Restart on Each Page. Continue Sequential allows you to combine the file with other files and continue the sequence of notes from another file.

If you would like to keep the settings you have selected as defaults, check the **Save As Defaults** box.

The format of individual notes can be changed as you would change any text. Select text in the note and right-click on it to open a right-click menu with icons that can be used to change font, font size, mode and more.

See also:

[Footnote Window](#)

[Footnote Format: FM command](#)

Endnotes: FN and DF commands

Set Footnote Number: SF command

Manuscript Files: Note Placement

[Manuscript Files: Note Numbering](#)

11.8.1 Footnote Format: FM command

The **FM** (Footnote Format) command is used to set the format for all of the footnotes in a given series of footnotes. To set the format of the footnotes in your document:

- 1 Move the cursor to the top of your document (it must be before the first footnote).
- 2 Press **F9** to access the action line.
- 3 Type **fm** (or **fm1**) followed by a space and then any formatting command. For example, the following command would indent the first line and subsequent lines 0.2 inch (assuming that inches is your default unit of measurement):

fm ip=.2,.2,0

- 4 Press **F10** to insert the formatting command in the document.

NB:

- The formatting command will be visible in Show Codes View. In Page Layout View, any footnotes that have been inserted in the document should be formatted in accord with the formatting command.
- If you are formatting footnotes in series 2 or 3, substitute **fm2** or **fm3** for **fm**
- If you want formatting to apply to only one footnote, or a portion of a footnote, then the formatting commands should be inserted directly in the open footnote window when the footnote is created.

See also:

Creating a Footnote: **FN** command

Footnote Separator: **FS** command

Creating Endnotes: **NF** and **DF** commands

Units of Measurement

11.8.2 Bottom Footnote: **BF** command

The **BF** (Bottom Footnote) command allows you to specify whether footnotes (and footnote separators) are placed immediately after the last line of text or at the bottom of the page. The default is to place footnotes at the bottom of the page. Of course, **BF** only has a noticeable effect on pages that are not filled with text. Unlike most other footnote commands, there is only one **BF** command and it applies to all three footnote sets.

BF 0 means footnotes are placed immediately following the last line of text on a page.

BF 1 means footnotes are at the bottom of the page (the default setting).

To position the footnotes so that they are placed immediately following the last line of text on a page:

- 1 Move the cursor to the top of your document (it must be before the first footnote).
- 2 Press **F9** to access the action line.
- 3 Type **bf 0**
- 4 Press **F10** to insert the command in the document.

See also:

Creating a Footnote: **FN** command

11.8.3 Set Footnote Number: SF command

When a footnote is created, Nota Bene inserts a superscripted reference number in the text. The **SF** (Set Footnote Number) command sets the style (numbers, letters, symbols) and the starting value of footnotes. By default, Nota Bene uses decimal numbers (1, 2, 3 ...) beginning with 1. You do not need to set the style if you want to use the default setting.

To change the style or starting value of the superscripted reference number:

- 1 Move the cursor to the top of your document (it must be before the first footnote).
- 2 Press **F9** to access the action line.
- 3 Type **sf** followed by a space and then the starting number of the first footnote using either decimal numbers (1, 2, 3 ...), uppercase or lower case roman numerals (I, II, III ... or i, ii, iii ...) or uppercase or lower case letters (A, B, C ... or a, b, c ...) For example, type **SF1 ix** to use lowercase roman numerals for series I footnotes starting with ix.
- 4 Press **F10** to implement the command.
- 5 The footnote wrap separator window will appear at the bottom of your screen. Type the text for the footnote separator, including carriage returns (Enter) for blank lines. Then press **F3** to close the footnote wrap separator window and complete the creation of the footnote separator.

NB:

- To issue the above command with respect to footnotes in series 2 or 3, substitute **SF2** or **SF3** for **SF** (**SF1** is the same as **SF**).
- To restart the sequence at the beginning of each page, issue the **SF** command with a hyphen before the starting value. For example, type **SF1 -a** to use lowercase letters for series I footnotes with the superscripted reference letter starting again with **a** at the beginning of each page.
- Unnumbered footnotes can be set by entering the **SF** command with no number after the space (type **SF** or **SF1**)

See also:

[Creating a Footnote: FN command](#)

11.9 Note Separator

The footnote separator is the line that separates the footnotes from the body text. Usually a footnote separator is a row of hyphens, underlines, or asterisks preceded and/or followed by one or more blank lines. By default, the footnote separator is a dashed line, flush left followed by two carriage returns or blank lines.

Nota Bene gives you control over the appearance of the footnote separator. You can change the note separator by clicking on it and editing it in place. The changes that you make will apply to all of the separators for the series. You can also edit the footnote separator from the Note Format dialog as follows:

- 1 Click **Format, Notes** and then select the series to be formatted (usually Series I).
- 2 The Note Format dialog will appear on your screen. Check the **Set Format** box, click the **Footnote**

radio button and then click the **Separator** button.

- 3 The footnote separator window will appear at the bottom of your screen. Type the text for the footnote separator, including carriage returns (Enter) for blank lines. Then press **F3** (or click elsewhere in the document to move away from the separator window) to complete the creation of the footnote separator.

Footnote separators can also be created using the action line. See Note Separator: FS command.

The Wrap Separator is the separator that is used for footnotes that are long enough to wrap to the bottom of the next page. It can be edited in much the same way as the Footnote Separator. See [Footnote Wrap Separator](#)

See also:

Footnote Window

11.9.1 Note Separator: FS command

The footnote separator is the line that separates the body text from the footnotes. Usually a footnote separator is a row of hyphens, underlines, or asterisks preceded and/or followed by one or more blank lines. By default, the footnote separator is a dashed line, flush left followed by two carriage returns or blank lines. To change the footnote separator:

- 1 Move the cursor to the top of your document (it must be before the first footnote).
- 2 Press **F9** to access the action line.
- 3 Type **fs** (or **fs1**)
- 4 Press **F10** to open the footnote separator window.
- 5 The footnote separator window will appear at the bottom of your screen. Type the text for the footnote separator, including carriage returns (Enter) for blank lines. Then press **F3** to close the footnote separator window and complete the creation of the footnote separator.

To issue the above commands with respect to footnotes in series 2 or 3, substitute **fs2** or **fs3** for **fs** in step 3.

See also:

[Creating a Footnote: FN command](#)

[Footnote Format: FM command](#)

[Footnote Wrap Separator: FW command](#)

11.9.2 Wrap Separator

The footnote wrap separator is a footnote separator that is used specifically for a footnote that is continued from the previous page. If a footnote won't fit on one page, it will automatically continue (or wrap) on the next page. This next page is where the footnote wrap separator is used. If no footnote wrap separator is specified, Nota Bene will use the regular footnote separator for footnotes that continue on the next page. Nota Bene gives you control over the appearance of the footnote wrap separator. You

may, for example want your footnote wrap separator to be a row of hyphens, underlines, or asterisks, followed by the text: "(continued)" to indicate that the footnote is continued from the previous page.

You can edit the wrap separator by clicking on it and editing it in place. The changes that you make will apply to all of the separators for the series. You can also edit the wrap separator from the Note Format dialog as follows:

- 1 Click **Format, Notes** and then select the series to be formatted (usually Series I).
- 2 The Note Format dialog will appear on your screen. Check the **Set Format** box, click the **Footnote** radio button and then click the **Continued** button.
- 3 The footnote wrap separator window will appear at the bottom of your screen. Type the text for the footnote wrap separator, including carriage returns (Enter) for blank lines. Then press **F3** (or click elsewhere in the document to move away from the separator window) to complete the creation of the footnote wrap separator.

Footnote separators and wrap separators can also be created using the action line. See Note Separator: FS command and Wrap Separator: FW command.

See also:

Footnote Separator

[Footnote Window](#)

11.9.3 Wrap Separator: FW command

Nota Bene tries to put the entire footnote on the page where it belongs. If it won't fit, the footnote will automatically continue (wrap) on the next page. This next page is where the Footnote Wrap Separator is used. If no footnote wrap separator is specified, Nota Bene will use the regular footnote separator for footnotes that continue on the next page. The **FW** (Footnote Wrap Separator) command is very similar to the regular **FS** (Footnote Separator) command, but with one difference: **FW** defines footnote separators only for footnotes that wrap, or continue, from the previous page. You may, for example want your footnote wrap separator to be a row of hyphens, underlines, or asterisks, followed by the text: **(continued)** to indicate that the footnote is continued from the previous page.

- 1 Move the cursor to the top of your document (it must be before the first footnote).
- 2 Press **F9** to access the action line.
- 3 Type **fw** (or **fw1**)
- 4 Press **F10** to open the footnote wrap separator window.
- 5 The footnote wrap separator window will appear at the bottom of your screen. Type the text for the footnote separator, including carriage returns (Enter) for blank lines. Then press **F3** to close the footnote wrap separator window and complete the creation of the footnote separator.

To issue the above command with respect to footnotes in series 2 or 3, substitute **FW2** or **FW3** for **FW**.

See also:

Creating a Footnote: FN command
Footnote Separator: FS command

11.10 Author Note

An unnumbered author's note can be inserted as follows:

- 1 Click **Format, Notes, Series 1**
- 2 Check the box to include an unnumbered authors note
- 3 Click **OK**
- 4 Click **Format, Notes, Author Note/Divider Text**. A footnote window will open
- 5 Type the note into the footnote window.
- 6 Click the Save & Close button (or press **F3**)

See also:

[Footnotes and Endnotes](#)

11.11 Extracting Notes

Some publishers require that authors submit footnotes or endnotes in a separate file. With Nota Bene, you can extract the notes from your file, so that you can submit one file with superscripted numbers showing the position of the foot/end notes, and a second file containing only the notes. When you extract notes, the original file is unchanged, and two new Nota Bene files are created. A new file containing the notes only will be given the .N#1 extension. A new file with superscripted numbers remaining, but notes deleted will be given the .N-1 extension. If you are using more than one series of notes, the extensions .N#2 and .N-2 are used for series 2 notes, and .N#3 and .N-3 for series 3 notes.

To extract notes, creating these two new files:

- 1 Open the document and make sure that any recent changes have been saved.
- 2 Click **Format, Notes, Extract Notes**. The Note Extraction dialog will appear on your screen.
- 3 Select the series of notes to be extracted (usually series 1).
- 4 The path and file name of the open document will be shown in the dialog.
- 5 Select either or both of the files that you want to open when the process is complete.
- 6 Click **OK**.

The two new files will be created and saved in the same folder as the original file. These two new files are Nota Bene files with the same name as the original file, but with different extensions, as described above. If you need to send these files to a publisher in RTF format, they can be saved as RTF files. Note however that when you save to RTF format, you will need to give the files separate names. Your original NB file remains intact after extracting notes, with the notes still in place.

Reinsert Notes: Notes that have been extracted can be reinserted back into the source document. While the notes are extracted into two separate files, a whole series of useful new functions are available. You can edit notes or you can move or delete notes in the extracted-notes file (N#1). Notes, including Ibidem citations, can be added to the source-extracted-notes file (N-1), without affecting reinsertion. To reinsert extracted notes, click **Format, Notes, Reinsert Notes**. A new untitled file will be created with the notes reinserted.

Synchronize Paired Files: After extraction, you can synchronize the pair of files that you just created (the N#1 file and the N-1 file) so that you can go the same place in the other file. To synchronize the files, click **Format, Notes, Synchronize Pair** or right-click in either file, and choose Synchronize Pair.

Send to Extracted Notes: To add a note after you have extracted notes, just add the note to the N-1 file and then click **Format, Notes, Send to Extracted Notes**. The note will be added to the N#1 file.

Remove Note From File: Place your cursor on the note that you wish to remove in the N#1 file and click **Format, Notes, Remove Note From Pair**. The note will be removed from both the N#1 file and from the N-1 file.

See also:

[Convert to Other Formats](#)

11.12 Suppressing Notes

Nota Bene is constantly recomposing files as you work. If you have lots of footnotes or endnotes, you may prefer to suppress the display of these elements so as to reduce the amount of active processing that goes on as you write or edit. To suppress notes, click **Format, Notes, Suppress Notes**.

- You can still insert notes as you regularly would.
- If Info Tips are on (Help, InfoTips), the content of the notes can still be seen when you move the cursor over them.
- You can open a note to edit it by moving the cursor to the note call number and pressing F3.

After suppressing notes, you can redisplay the notes by clicking **Format, Notes, Redisplay Notes**.

11.13 Footnote/Endnote Preferences

The Footnote Options dialog allows you to change default settings that control various option related to editing notes. To open the Footnote Options dialog, click **Tools, Preferences** and double-click on Footnotes/Endnotes.

Select the following options:

Cursor Options: Select whether the up/down arrows move from the body text into the footnotes, or instead move only through the body text.

Location of Opened Notes Using F3: If you are using F3 to open notes, the notes will normally be opened where they appear in the file -- footnotes at the bottom of the page, or endnotes at the end of the document. However, for endnotes, it may be more convenient to open them at the point in the text where

the call number appears. This keeps you on the same page rather than moving to the end of the document to edit an endnote. You can choose to have footnotes or endnotes or both open in line at the location of the call number.

Action on Closing Note: When a note was opened by clicking on the note, then edited, and then saved by F3, the cursor will return to a position in the text immediately after the closed note. This setting can be changed so that the cursor returns to its position immediately prior to clicking on the note. This alternative setting allows you to edit endnotes and remain on the endnote page.

Note Separators Multiple Note Series: Most documents use only one series of notes. But for those documents that use 2 or 3 series of footnotes, and if different note separators are defined for different series, then the default setting will always use the series 1 separator as the first separator at the bottom of the page (even if the only notes on that page are series 2 or 3). You can choose instead to use the separator for the first series that appears on the page.

See also:

Editing a Footnote/Endnote

12 Frameworks and Outlines

Nota Bene's Frameworks/Outlines feature provides the structure for writing an outline or a paper with structured headings, subheadings and body text.

- Frameworks Overview
- Framework/Outline Defaults
- Inserting a Framework
- Adding a Framework to an Existing Document
- Working Within a Framework
- Framework Markers
- Options Dialog Bar
- Navigate Dialog Bar
- Editing a Framework
- Customizing a Framework
- Bulleted Subpoints
- Framework Commands in Codes View

12.1 Framework Overview

The Framework feature in Nota Bene provides powerful controls for writing an outline or for writing a book or article with structured headings and subheadings. A framework can be a simple outline with numbered and lettered headings, or it can be a structure that has formatted headings and subheadings, each with associated body text. You can use predefined frameworks or you can define the formatting for your own framework structure. Once a framework is selected and inserted in an open file, the framework controls are active and you will have many ways of viewing and working with your document. Academic Styles make use of the frameworks structure, so the information in this section is relevant to anyone using an Academic Style.

Insert a framework: The first step in using Nota Bene's framework structure is to choose the structure that you want to use and insert it in your open document. The framework views and controls are only available when the displayed document has a framework inserted. See [Insert a Framework](#).

Dialog Bars: When you insert a framework for the first time, the Framework Defaults dialog will allow you to choose whether you would like to have dialog bars open when you are working on a document that has a framework. The dialog bars make it easier for you to work within the framework. The Options Dialog Bar will be on the left side of your screen (or you can choose a narrower toolbar) and the Navigation Dialog Bar will be on the right side.

Outline View: Outline view displays your whole document on screen in a fully editable outline view with considerable flexibility in choosing the portions of the framework to be displayed. You can display only first level headings, all headings, or any number of levels of subheadings. If your framework includes body text, you can hide the body text, display the first line of text or display all of the text. Within one section of the outline, you can display more levels of headings and/or text than you display for the rest of the document. Outline view is for reference only and cannot be printed directly. You can, however, print an outline by creating a printable Page Layout (Alternate) View. Switch to Outline View by clicking the Outline View icon, by clicking **View, Outline** or by pressing **Shift+F7**. See [Outline View](#).

Framework Markers: Framework and outline elements are easily identifiable in NB documents by the colored brackets that define each element. Heading levels are surrounded by yellow brackets and body text elements are surrounded by green brackets. Framework markers can be activated only if a framework has been inserted in a document. See [Framework Markers](#).

Sample Instructional File: A Nota Bene file that shows an outline and provides a brief tutorial is available on the Help menu. The file describes and demonstrates the use of the framework markers, the options bar, the navigate/view bar, framework controls and more. To open this file, click Help, Sample Instructional Files and select Frameworks/Outlines.

See also:

[Customizing a Framework](#)

[Editing a Framework](#)

[Printing an Outline](#)

12.2 Framework/Outline Defaults

A number of tools are available to help you work efficiently within a framework structure. Dialog bars on the left and right side of the screen can help you work within the framework structure. The Framework/Outline Defaults dialog allows you to choose which tools you would like to use. This dialog will appear when you first add a framework, an outline or an academic style to a document. It will not appear if you previously checked the box to skip this dialog in the future. It can always be opened by clicking Tools, Preferences, Framework/Outline or by clicking the Configure button at the top of the Options Bar, the Framework Toolbar, or the Navigation Bar.

Beginning with version 10 of Nota Bene, the framework/outline dialog bars have been designed to make efficient use of the wider screens that come with new computers. If you have a wide screen, we recommend that you keep the Options Bar open on the left side of your screen and the Navigation Bar open on the right side. If you find you don't have enough space for your document, you can close one or both of these dialogs or you can select the narrower toolbar on the left side.

The Framework/Outline Defaults dialog provides the following options:

Actions (on left):

- Click to check the Toolbar box to display a narrow bar of icons on the left side of your screen.
- Click to check the Options box to display the wider Options Bar on the left side of your screen. This is the default setting and recommended for most users.
- Click to check the Popup Action Tips if you would like to receive popup prompts about how to use Frameworks/Outlines. These prompts are transient, i.e. they will disappear when you click anything or press any key.
- Press Alt+O repeatedly to cycle through the three options for the display on the left side of your screen (Toolbar, Options Bar or nothing). Click the Configure button to configure Alt+O for other options.
- Click to check the Keep Bar Open in All Windows box if you would like to always have the bar selected above (the Toolbar or the Options Bar) open. If you select this option and are working on a file that does not have a framework, outline or academic style, the bar on the left will be visible, but it will not be active until a framework, outline or academic style is inserted.

Outline (on right):

- Click to check the Navigation Bar box to display the navigation bar on the right side of your screen. This is the default setting and recommended for most users. However, if you find that you do not have enough room on your screen for the Options Bar on the left and the Navigation Bar on the right, you may want to open this only when needed.
- The shortcut Alt+N can be used to open the Navigation Bar.
- Click to check the Keep Bar Open in All Windows box if you would like to always have the Navigation bar open. If you select this option and are working on a file that does not have a framework, outline or academic style, the Navigation bar will be visible, but it will not be active until a framework, outline or academic style is inserted.

Accept as Defaults and Skip Dialog in the Future: Click to check this box if you would like to use the same settings in the future. The dialog can be reopened from the Tools, Preferences menu.

Markers: Small yellow and green brackets are used to show the beginning and end of framework elements. Click the Markers button to turn these framework markers off or on.

The settings that you select in this dialog will be used as your default settings for any files that use a framework, outline or academic style.

See also:

Options Bar
Navigation Bar
Framework Markers

12.3 Inserting a Framework

To insert a predefined framework or outline structure in an open document:

- 1 Click **Format, Framework/Outline**

- 2 If your cursor is not at the top of the document, the **Framework Position** dialog box will appear on your screen. Select the starting position for your framework, then click **OK**. For example, if you want your entire document to be formatted using the Framework, select **Beginning of Document**. If you want the framework to begin on the page you are working on, select **Beginning of Current Page**.
- 3 The **Select Framework Library** dialog will appear on your screen. In the top window, highlight the type of outline you want to insert. A sample of the highlighted outline structure will appear in the Preview window. At the bottom of the dialog you can choose whether you want to insert an Outline in your document or a framework that governs academic style manual headings or a framework that you have created yourself.
- 4 Click **Insert** to insert the framework structure with the first framework element (a framework element is a heading or a heading with associated body text).
- 5 After you insert the framework structure, the Framework/Outline Options dialog will open. Use this dialog to select which dialog bars you would like to have open. See Framework/Outline Defaults dialog.
- 6 Yellow and green framework brackets will appear on your screen. Type the heading between the yellow markers and type the body text between the green markers. Framework brackets can be turned on or off. See Framework Markers.
- 7 Use the Options Dialog bar on the left side of your screen (or the narrower toolbar) to work within your framework. If it is not already open, press **Alt+O** repeatedly to cycle through the Options Dialog Bar, the more narrow Toolbar and both closed. See Options Dialog Bar.

To incorporate text that has already been written in a new framework structure, see Adding a Framework to an Existing File.

See also:

Framework/Outline Navigation dialog bar
Outline View

12.4 Adding a Framework to an Existing Document

While it is generally easiest to insert a framework before beginning a paper, it is possible to add a framework or outline to a document that did not previously contain one.

- 1 Go to the first heading, select (highlight) the full heading, and then click **Alt+O** to open the Framework/Outline dialog. Choose the option to **Insert New Heading at Cursor** and click **OK**.
- 2 Go to block indented regions, and press **Shift+Enter** at the beginning. Go to the end of block indented region, and press **Shift+Enter** again to end a block indent, or press **Shift+Enter** twice to end a block indent and start a new indented paragraph.
- 3 Repeat step 1 for each heading. If the heading is to be a subheading, choose the option to **Demote Heading** on the Options/Controls dialog bar.

See also:

Adding an Academic Style to an Existing Document

12.5 Working Within a Framework

After you have inserted a framework, and selected options on the Framework/Outline Defaults dialog, you can enter headings and body text, add new framework elements and move framework elements. The Options Dialog Bar on the left side of your screen provides controls for working within a framework, but most of the functions can be done in more than one way. The Navigation Dialog Bar on the right side of your screen allows you to view the structure of your document.

Framework Markers: Yellow and green framework markers are used to mark the beginning and end of headings and body text within the framework components. The yellow markers bracket headings and the green markers bracket body text. The framework markers can be turned on or off by clicking the check box on the Options Dialog Bar or by clicking **View, Framework Markers** or by pressing **Shift+F3**.

Typing headings and body text: Once the framework element has been entered, you can type the heading between the yellow framework heading brackets. If you are using a framework with body text, use the down arrow key or the right arrow key to move from the heading to the body text portion of the framework component and then type the body text between the green body text brackets.

Auto Enter: When Automatic Enter is on, pressing **Enter** will add a new framework element at the same level. New paragraphs are inserted by pressing **Ctrl+Alt+Enter** rather than **Enter**. When Automatic Enter is off, pressing **Enter** will add a new paragraph and pressing **Ctrl+Alt+Enter** will add a new framework element at the same level. Auto Enter can be turned off or on in any of the following ways

- Click to check or uncheck the Auto Enter box at the top of the Options Dialog Bar.
- Click **Insert, Framework/Outline Element, Auto Enter Off/On**
- Press **Ctrl+Alt+Ins**.

Insert a new framework element: A framework/outline element is made up of a heading and body text (or a single heading, depending on the type of framework you are using). A new framework element is inserted in any of the following ways:

- Press **Enter** (or **Ctrl+Alt+Enter**) as described above.
- Click one of the 4 buttons (or one of the 7 numbers) on the Options Dialog Bar.
- Click **Insert, Framework/Outline Element**, then select the level.
- Right-click and then select **Insert, Framework/Outline Element**, then select the level.
- Press **Ctrl+Alt+F1** through **F7** to insert framework components at levels 1 through 7.

Moving a framework element: Framework elements (heading and body text) can be moved up or down in the document or promoted (outdented or moved to a more prominent level) or demoted (indented or moved to a less prominent level). Place your cursor on the element to be moved and use one of the following methods:

- Click one of the 4 arrow buttons in the Edit/Adjust Current section of the Options Dialog bar.
- Click **Edit, Framework/Outline Element** and then the desired action.
- Right-click and then select **Framework/Outline Element**, then select the desired action..
- Press **Ctrl+Alt+Up** to move a component up, **Ctrl+Alt+Down** to move a component down, **Ctrl+Alt+Home** to promote or **Ctrl+Alt+End** to demote

Splitting an existing framework element: A framework element that includes body text as well as headings can be split into two elements. This is done by adding a new heading at the desired place in the text of the framework element. The framework element will be split into two elements and your cursor will be at the point where you can enter a new heading for the new element. Use one of the following methods.

- Click one of the 2 buttons in the Insert Heading at Cursor section of the Options Dialog bar.

- Click **Insert, Framework/Outline Element, Insert Heading at Cursor** (or Insert Sub-Level at Cursor).
- Right-click and then select **Framework/Outline Element**, then select the desired action..
- Press **Ctrl+Ins**. Note that Ctrl+Ins has context specific functions, evaluated in the following order: (1) inserts page numbers if in Ibidem note-taking file; (2) inserts new rows if in column tables; (3) inserts new heading at the cursor in frameworks/outlines.

Combining two framework elements: If your framework components include body text, you can remove a heading so that the body text of one framework component is combined with the body text of the preceding framework component. Place your cursor in the heading that you want to remove and use one of the following methods.

- Click **Remove Heading** in the Edit/Adjust Current section of the Options Dialog bar.
- Click **Insert, Framework/Outline Element, Remove/Delete Heading**
- Right-click and then select **Framework/Outline Element, Remove/Delete Heading**
- Press **Ctrl+Alt+Backspace**.

Selecting a framework element: When you select a framework element, you can be sure that you the full element (heading and body text and all codes) is included when you copy, paste or delete the element that you have selected. You can also select an entire branch, consisting of the framework element and any sub-headings with related text. Place your cursor anywhere in the framework element and use one of the following methods:

- Click **Select Element** (or Select Branch) in the Options section of the Options Dialog bar.
- Click **Edit, Framework/Outline Element, Select Current Element** (or Select Entire Branch).
- Right-click and then select **Framework/Outline Element**, then select the desired action.
- Press **Ctrl+Alt+F12** (or Ctrl+Shift+Alt+F12 to select the entire branch).
- The mouse can be also used to select text. If the text selected includes framework commands (the beginning or end of a framework component), you may be prompted to extend the selection to include the full framework element (or the full "object").

Deleting a framework component: Framework components (heading and body text) can be deleted by selecting the component as described above and then pressing **Delete**.

Moving a throughout the document: The cursor can be moved through a document with a framework by pressing **Ctrl+Alt+PageUp** to move to the previous framework component or **Ctrl+Alt+Down** to move to the next framework component. Alternatively, you can click **Edit, Framework/Outline** and then select **Go to previous** or **Go to next**.

Bulleted subpoints: Up to three levels of bulleted subpoints can be inserted in the body text of a framework or outline. See [Bulleted Subpoints](#).

Formatting: Predefined styles are used extensively in Nota Bene's Frameworks. The styles set the formatting including font, font size, numbering and indentation for each of the framework components. The name of the style being used at any point in an outline or framework is displayed in the drop down box at the top left of the Nota Bene screen (example: TITLE2). Formatting a short block of text (e.g. italicizing a few words) can be done as you would format any block of text provided that the block does not extend from one style to another. To change the formatting of the entire document or of one or more framework components, see [Editing a Framework](#).

Documents created in older versions of Nota Bene: Version 9 of Nota Bene introduced better support of tab settings inside the body text region of standard frameworks. To activate this option for a document created in an earlier version of Nota Bene, simply reselect the active outline from the Format, Framework/Outline dialog.

See also:

Framework/Outline Navigate Dialog Bar
Dialog Bars
Outline View

12.6 Framework Markers

Framework markers are yellow and green brackets that can be activated when a framework, outline or academic style is active in the open document. The yellow brackets mark the position of the beginning and end of the title or heading portion of a framework element and the green brackets mark the position of the beginning and end of the text portion of the framework element. The markers are visible on screen, but they do not print.

The framework markers can be shown or hidden in any of the following ways:

- On the Options Bar, click to check or uncheck the **Show [Heading] [Body]** box in the Options section.
- Press **Shift+F3**.
- Click **View, Framework Brackets**.
- Press the **Toggle Framework/Outline Brackets Off/On** button on the Document Views toolbar of the main Nota Bene screen.

To set the default setting for Framework brackets on or off, use the Framework/Outline Defaults dialog.

See also:

Markers

12.7 Options Dialog Bar

The Options Dialog Bar gives access to framework controls used when working with a framework, outline or academic style. Once a framework, outline or academic style has been inserted in a document, Nota Bene's framework controls are active. The Framework/Outline Options Bar should be open on the left side of your screen. If it is not open, Press **Alt+O** to open it. Pressing **Alt+O** repeatedly will cycle between opening the Options Bar, the narrower Options tool bar, and both closed. The Options Bar provides an easy way of working with a framework or outline structure. If you find that you do not have enough room on your screen to keep this dialog bar open, you can select the narrower toolbar that has the same controls in a narrower format.

Auto Enter: When Automatic Enter is on, pressing **Enter** will add a new framework element. When Automatic Enter is off, **Ctrl+Alt+Enter** will add a new framework element. Click to check or uncheck the Auto Enter box at the top of the Options Dialog Bar. For more information, see Working Within a Framework.

Insert a new framework element: A framework/outline element is made up of a heading and body text (or a single heading, depending on the type of framework you are using). A new framework element is inserted by clicking one of the four buttons in the Insert Element After Current section. The new element can be inserted at the same level as the previous element, or at a higher or lower level. Click on numbers

1 through 7 next to the fourth button to insert a new element at level 1 through 7.

Insert heading at cursor: Use the two buttons in this section to divide an existing framework element into two elements. Place your cursor in the body text at the point at which you wish to add a new heading, and click one of the two buttons to add a new heading at the same level or at one level lower.

Edit/Adjust Current: Place your cursor on the element that you wish to edit or change. The Remove Heading button is used to combine two elements into one. The text that was under the heading that is deleted is combined with the text in the previous element. Headings or body text that is hidden is not deleted and it can be displayed again by unchecking the box. The Promote and Demote buttons and the Move Up and Move Down buttons apply to the full framework element, and they provide an easy way to move the framework element.

Options: Use the Show [Heading] [Body] box to display or hide the yellow and green framework brackets. See Framework Markers. An Element (heading and body text) or an entire branch (heading and body text and any sub-headings with associated body text) can be selected. Once selected, you can move use the controls in the Edit/Adjust Current section to move an entire branch. Or you can delete or copy the selected material, knowing that you are including the entire element or branch.

See also:

Working Within a Framework
Framework/Outline Navigation dialog bar
Outline View
[Styles](#)

12.8 Navigation Dialog Bar

The Framework Navigate/View Dialog Bar displays the framework or outline on the right side of the screen. With a document that contains a framework/outline structure open on your screen, press **Alt+N** or click Edit, Framework/Outline Element, Framework/Outline Navigate/View to open this dialog bar.

The outline view display can be expanded or collapsed by clicking the small plus signs (to expand) or minus signs (to collapse).

See also:

Framework/Outline Options Dialog Bar
Outline View
Dialog Bars

12.9 Editing a Framework

Once a framework is inserted in a document, formatting is controlled by the framework settings. Settings that effect the entire framework can be changed or settings that effect only one framework component can be changed (a framework component consists of a heading and related body text, if any). To make a formatting change throughout the document (for example, to change the font), you must change the font setting for each level of the framework, for the title as well as the text. Or if you want the change to be effective in only one framework component, you can change the font (or other formatting) for that

framework component only. Text that you have typed within a single framework component can be edited or formatted as you would normally edit text in any document.

To change global framework settings in an open document that contains a framework:

- 1 Click **Format, Framework/Outline**.
- 2 The **Current Document Framework** dialog will appear on your screen. Click **Edit**.
- 3 The **Document Framework/Outline Structure** dialog will appear on your screen. Use this dialog to change settings (see [Customizing a framework](#) for a detailed description of the controls in this dialog). Check the **Save to Library** box if you want the framework you have customized with the changes you have just made to be available for use in future documents.
- 4 Click **OK**.

To change framework settings for one framework component in an open document that contains a framework:

- 1 Move the cursor to the framework component you want to edit.
- 2 Click **Format, Framework Component** or press **Shift+Alt+F11**.
- 3 The **Component Structure** dialog will appear on your screen. Use this dialog to change settings (see [Customizing a framework](#) for a detailed description of the controls in this dialog).
- 4 Click **OK**.

To hide the component text from one framework component in an open document that contains a framework:

- 1 Move the cursor to the framework component you want to edit.
- 2 Click **Edit, Framework/Outline, Component Text** (or press **Ctrl+Alt+F11**).

The component text is hidden but can be reinserted by repeating step 2. Even if you have not typed in any framework text, this process can be used to eliminate spacing that the framework may provide for framework text.

To hide a framework/outline heading or body text:

- 1 Right-click with the mouse in the framework element that you want to hide.
- 2 Select **Framework, Hide Heading** or **Hide Body Text**.

The framework element can be shown by repeating the same process and selecting **Show Heading** or **Show Body Text**.

See also:

[Framework Options Dialog Bar](#)
[Customizing a Framework](#)

12.10 Customizing a Framework

Nota Bene gives you full control over the formatting and numbering of your framework. The **Document Framework/Outline Structure** dialog guides you through all the details necessary to develop a new framework or outline structure. This dialog may be accessed by clicking **Tools, Framework Library** and then clicking **New** at the bottom of the **Manage Framework Library** dialog. If you want to customize an existing framework, the process is the same except that you use the **Manage Framework Library** dialog to select the framework you want to customize and then click **Edit** instead of **New**. This provides you with all of the settings in the framework you are customizing as default settings so that you only need to set the options that you want to change.

To create a new framework using the **Document Framework/Outline Structure** dialog, follow these instructions. If you are customizing an existing framework, you can skip any step that describes a control that you do not want to change. [Instructions that apply specifically to customizing an existing framework are shown in square brackets.]

- 1 Use the slider control in the top left of the dialog to select the number of levels you want in your framework. As you increase the number of levels, one tab will appear at the top of the dialog for each level. Each tab is initially labeled "Article 1." [If you are editing an existing framework, the tabs will have different labels depending on the existing framework settings. You can increase the number of levels of an existing framework, but you cannot decrease the number of levels.]
- 2 If you are going to want each heading indented (e.g. in an outline), check the box labeled **Indent Each** and use the slider control to indicate how much indentation you want. This is a global setting which will apply to all framework components, indenting each level more than the level before. The number of levels and the indentation will be reflected in the diagram in the box at the bottom left of the dialog.
- 3 Click on the first tab (the tab furthest to the left) at the top of the screen. This tab will be used to select the settings for the first level of headings and body text (e.g., for outline points I, II, III ...). Note that the global settings you selected in steps 1 and 2 remain in place. If you are creating a new framework, this tab and the tabs next to it will be labeled "Article 1." [If you are editing an existing framework, you only need to enter settings you want to change. Unless you change them, the settings will remain as they are in the framework you chose to edit.]
- 4 A framework component may consist of a heading or body text or both. Use the check boxes to indicate whether you want first level framework components to include a heading or body text or both.
- 5 If you checked the heading box, the Heading tab will be active and you will use this tab to select settings for the heading of the first level.
- 6 The Heading may consist of a Caption, a Number and a Title or any one or two of these elements. In "Article 1: This is a Sample Title," "Article" is the Caption, "1" is the Number and "This is a Sample Title" is the Title. Click one of the three radio buttons under **Heading Format** to indicate whether you want these Heading Elements to be on one line, separate lines or run-on. Note that the images in the boxes at the left and at the top of dialog demonstrate the effect of your choices.
- 7 Click on the **Font** button if you want to define the font for the entire heading. Use the **Set Heading Font** dialog to set the font for the Heading. If you want to have different fonts for different parts of the Heading, skip this step.
- 8 Use the **Level Indent** slider control to set the indentation for this level. This will override the global setting established with the **Indent Each** slider control in step 3 above.

- 9 There are three icons in the white box at the bottom right of the **Document Framework/Outline Structure** dialog. To identify these icons, move the cursor to the icon and pause. A label identifying the icon will appear. If you want to add extra space before or after the Heading or to add punctuation after the Title, click the appropriate icon and enter the settings you want in the dialog that will appear.
- 10 When you click on the Heading tab, three tabs corresponding to each heading element (Caption, Number, and Title) will appear below the white box in the Document Framework/Outline Structure dialog. Use the check boxes on the tabs at the bottom of the dialog to indicate whether you want your heading to include a Caption, a Number or a Title or any combination of 2 or all 3 of these elements.
- 11 If your heading is to include a caption, click the **Caption** tab and enter the following settings:
 - Caption text:** Use the drop down list to select a caption, or type in your own caption.
 - Sequence:** Use the drop down list to indicate whether you want the caption first or the number first.
 - Caption font:** Click on this button to override previous settings and change the font for the caption.
 - Alignment/Indent:** Click on one of the radio buttons to indicate whether you want the heading centered or left aligned.
- 12 If your heading is to include a number, click the **Number** tab and enter the following settings:
 - Text before:** Use the drop down list to select punctuation or text to be automatically inserted before the number.
 - Number:** Use the drop down list to select decimal numbers, upper or lower case roman numerals, upper or lower case letters or bullets.
 - Text after:** Use the drop down list to select punctuation or text to be automatically inserted after the number.
 - Number font:** Click on this button to override previous settings and change the font for the number or counter.
 - Starting number:** Use the slider control to set the starting number. If you are writing a chapter that will be included in a manuscript file, and you want the numbering sequence to continue from previous chapters, select Continue Sequential from the dropdown list. If not, select Begin Sequential.
 - Alignment/Indent:** Click on one of the radio buttons to indicate whether you want the heading centered or left aligned.
- 13 If your heading is to include a Title, click the **Title** tab and enter the following settings:
 - Keep together:** Use this slider control to indicate the number of lines of text that must be kept with the heading. If there isn't enough room for the heading and the number of lines you specify at the bottom of the page, the heading will start at the top of the next page.
 - Title font:** Click on this button to override previous settings and change the font for the title.
 - Justify:** Check this box if you want the title to be justified.
 - Allow auto hyphenation:** Check this box if you want to allow auto hyphenation for titles that extend to more than one line.
 - Alignment/Indent:** Click on one of the radio buttons to indicate whether you want the heading centered or left aligned.
 - Runover indent:** Use this control to specify the indentation of the second line (if any) of the heading.
- 14 If you have checked the Body Text check box in step 4 indicating that you want to include body text in this framework component, then click on the **Body Text** tab. The **Level Indent** slider control is the same control described in step 8 above. Click the **Text Font** if you want to make changes to the font of the text.

- 15 When you click the Body Text tab, three tabs corresponding to body text formatting (Indentation, Alignment, and Spacing) will appear below the white box in the Document Framework/Outline Structure dialog. Click the **Indentation** tab if you would like to make changes to the indentation of the body text and make the following selections:

Type: Click on **None** if you want no indentation, **Block** if you want all lines to have the same indentation or **First Line/Hanging** if you want the first line indentation to be different from the rest of the paragraph.

Paragraph Indentation: Use the slider controls to set the indentation from the left margin of the first line, the indentation from the left margin of the following lines and the indentation from the right margin of all lines.

- 16 Click the **Alignment** tab if you would like to make changes to the alignment of the body text and make the following selections:

Alignment: Click Left, Center or Right.

Justify: Check this box if you want the body text to be justified.

Allow auto hyphenation: Check this box if you want to allow auto hyphenation in the body text.

- 17 Click the **Spacing** tab if you would like to make changes to the spacing of the body text and make the following selections:

Line spacing: Select automatic or fixed line spacing. Automatic spacing will adjust depending on the font while with fixed spacing, the space from one line to the next remains the same even if the font size changes. Use the **Additional** slider control to add a fixed amount of space after each line.

Extra spacing after paragraph: Use the slider control to set extra spacing after each paragraph.

- 18 You have now completed the process of selecting the settings for the first framework component. Click on the next tab labeled Article I [the label may be different if you are editing an existing framework] and repeat steps 4 through 17 to select the settings for this framework component. Repeat the process for each level.

- 19 Click **OK**. The **Save Framework to Library** dialog will appear on your screen.

- 20 Type in a descriptive name for the framework you have just customized, or if you want to save your changes to the name of one of the existing frameworks, highlight that framework. Use the **Save To Library** drop down list at the bottom of the dialog to select User-Defined Frameworks or one of the other libraries. Click **Add** to add a new framework or **Update** to update an existing framework.

See also:

[Frameworks and Outlines](#)

12.11 Bulleted Subpoints

Within the structure of a framework or an academic style, up to three levels of bulleted subpoints can be inserted in the body text. Before inserting the bulleted, subpoints, you must define the type of bullet to be used.

To define the bullets for a document that has a framework or academic style:

- 1 Click **Format, Framework/Outline**. If prompted, specify where the changes should take effect (e.g., at beginning of document or at cursor position).
- 2 The Current Document Framework dialog will appear. Click **Edit**.

- 3 The Document Framework/Outline dialog will appear. Click **Bulleted Points** in the lower left corner.
- 4 The Bullets Within Frameworks dialog will appear.
- 5 Select the bullets that you want to use for all 3 levels as follows:
 - Click the first radio button and then click the bullet you want to use for the first level of bullet. The bullet should be displayed in the box under the first radio button.
 - Click the second radio button and then click the bullet you want to use for the second level. The bullet should be displayed in the box under the second radio button.
 - Click the third radio button and then click the bullet you want to use for the third level. The bullet should be displayed in the box under the third radio button.
- 6 Click **OK**.

After the bullets are defined, they can be inserted by placing your cursor in the body text area of a framework or academic style and pressing **Ctrl+Shift+F1** or **Ctrl+Shift+F2** or **Ctrl+Shift+F3**. Alternatively, you can click **Insert**, **Outline Level**, **Bulleted Subpoint**, **Level 1** (or **Level 2** or **Level 3**). Level 1 bullets can be inserted by clicking the Bullet button on the formatting toolbar at the top of the Nota Bene screen.

See also:

[Framework Overview](#)
[Academic Styles Overview](#)
[Bullets](#)

12.12 Framework Commands in Codes View

The OL (outline level) and OB (object) commands are inserted in a document when you add an outline, framework or academic style. We recommend that you use the menus rather than editing these commands directly in codes view.

The OL command sets the level and other information that governs the heading and body text.

The OB commands with arguments (OBX/TI,1) set up various sub-elements (level, counter, title, title end, body text, etc.) of the heading+body text units. In Codes View, place your cursor on an OB command and press Ctrl+F1 for details on the OB command and its arguments.

The blank OB (<OB> alone, without any arguments) command ends the settings that were established by previous OL commands and the subunits (described above)

See also:

[Editing in Codes View](#)

13 Styles

Styles are used to define a set of formatting commands that can be used in different places throughout your document. Once defined, it is easy to make a change to the style that will affect all places where the style is used in the document.

[Styles Overview](#)
[Defining a New Style](#)
[Using a Style](#)
[Emphasis On/Off](#)
[Assigning Shortcut Keys](#)

13.1 Styles Overview

A style is a set of formatting commands (such as page size, margins, alignment, font, font size) defined together under one name. Styles let you save a set of formatting commands so you can apply them throughout a document or set of documents. In addition to formatting commands, a style may contain text (e.g. a heading or punctuation before or after a number). A style is first defined using the **SS** (Set Style) command and then can be used repeatedly throughout the document using the **US** (Use Style) command. These commands can be issued from the action line or by using a convenient menu interface.

Styles provide powerful controls that are used extensively by other Nota Bene features such as Academic Styles, Frameworks and Numbering. These features provide predefined and often complex sets of styles that can be used to format documents in accord with major Style Manuals, to use an outline format and/or to use any of Nota Bene's numbering features. In general, Academic Styles, Frameworks and Numbering are easier to use than setting up your own styles and they provide an efficient way of accessing the powerful tools that Styles provide. Many users will find that they rarely, if ever, use Styles apart from the implicit use in these other features. However, for those who would like to set up and use their own styles, they provide significant ways to make the process of writing more efficient. Using styles allows you to insert several formatting commands with one shortcut keystroke. In addition, you can adjust the definition of the style and thus make one change that effects every use of the style throughout the document.

Possible uses of Styles include:

- A style for emphasizing text can be defined (for example changing the font as well as making it bold). If you decide after writing 50 pages that you want the emphasized text to be formatted differently, one change at the top of the document will change all emphasized text throughout the document.
- If you are referring throughout a document to the title of a yet untitled book, a style could be used to insert the title of the book as well as any formatting of the title. One change at the beginning of the document where the style is defined will change the title of the book throughout the document.

See also:

[Academic styles](#)
[Frameworks and outlines](#)
[Numbering](#)
[Defining a new style](#)
[Assigning shortcut keys](#)
[Using a defined style](#)
[Emphasis On/Off](#)

13.2 Defining a New Style

To define a new style:

- 1 Click **Format, Styles, Create Edit Insert**.
- 2 The **Styles** dialog will appear on your screen. Click **New**.
- 3 The **Set Style Type and Location** dialog will appear. Select type of Style you want and the point at which it will be inserted in the document, then press **OK**. See [Set Style Type and Location dialog](#) for a fuller explanation of the options presented in this dialog.
- 4 The **Set Styles: Comprehensive and Partial** dialog will appear. Use this dialog to name the style and to set the commands to be explicitly included in the style. See [Set Styles: Comprehensive and Partial dialog](#) for a fuller explanation of the options presented in this dialog.
- 5 Click **OK**.

When you set a style, an SS command is inserted in the document and you can see this command in Codes view. You can also enter an SS command using the action line. See [Set Style: SS command](#).

See also:

[Using a defined style](#)

[Assigning shortcut keys](#)

13.2.1 Set Style Type and Location dialog

Use the **Set Style Type and Location dialog** to make the following selections:

Comprehensive or Partial: Click the appropriate radio button to indicate whether you want to set Comprehensive Styles or Partial Styles. Partial Styles save just the commands you explicitly specify. When you use a partial style, other formatting in effect when you use the style will remain the same, unless it is explicitly changed in the style. In addition to saving the formatting commands you explicitly specify, Comprehensive Styles save the values of other format settings in place in the document at the point where the style is set.

Comprehensive: Since comprehensive styles save other settings in place when the style is inserted in the document, you must define the default settings to be included in the style (unless you override them by explicitly specifying the settings). Use the drop down list to specify the default settings to be used by the Comprehensive Style.

Partial Style functions: If you are setting a partial style, select one of the following functions:

- **Regular Type:** Click this radio button to set a general partial style.
- **Numbered Item in List:** This style is used to define the formatting of counters including punctuation or other text before or after the counter. Numbered Item styles can also be set by clicking **Format, Numbered Item**. See [Numbered lists](#).
- **Emphasis On/Off:** Emphasis On/Off is a special set of two styles with one style used to turn emphasis on and the second style used to turning the emphasis off. You set the name and settings

for the "On" style and the settings to reverse (or turn off) those settings for the "Off" style. Nota Bene will automatically name of the "Off" style using the name you select for the "On" style preceded by a forward slash (/). See [Set Styles Emphasis On/Off](#).

- **Text Only and Format Only:** These Styles are used extensively in Academic Styles as paired Styles, with the Text Style defining the text of a heading and the Format Style defining the format of the same heading. By separating the text from the format, documents written in one Academic Style can be changed to another Academic Style. It is not expected that these paired styles will be used apart from predefined Academic Styles.

Partial Style -- set style definition at: The style definition must be set before the style can be used. Use the drop down box to select where you want the style to begin.

See also:

[Defining a new style](#)

13.2.2 Set Style: SS command

The **SS** (Set Style or Save Style) command saves the formatting settings under a name you specify. Once you define a style, you use the **US** (Use Style) command at any point after the **SS** command where you want the style to take effect.

The **SS** command establishes the name of the style and the formatting commands associated with that style. In addition to the formatting commands you explicitly specify in the style, the **SS** command will save the values of other format settings in place in the document at the point where the style is set. Thus, when you use the style, the format settings you specified in the **SS** command will be recalled along with the other active format settings in effect at the point where the **SS** style was defined and inserted in the document.

If you do not want the named style to include the format settings in place in the document, you can define a style that saves just the commands you explicitly specify. To do this, type **SS** followed by a space, then the name of the style, then a semi-colon and then the formatting commands you wish to specify. When you use the style, the formatting commands typed after the semi-colon will be recalled and other formatting commands will retain the settings already in effect at the point that the **US** command is inserted.

In addition to giving you the ability to establish standard styles, the **SS** command also lets you save text that you want inserted at the point that you issue the **US** command. Text should be inserted after the semi-colon.

The definition of a style can be viewed and edited in Show Codes View.

To set up a style definition which will recall the format settings in effect at the point that the **SS** command is inserted in the document:

- 1 Move the cursor to the top of the document, or to any point before the place you plan to apply the style.
- 2 Press **F9** to access the action line.
- 3 Type **SS name,ab=n,ab=n,ab=n** where **name** is the name you assign to the style, **ab=n** is a series of one or more formatting commands separated by commas.

- 4 Press **F10** to execute the command.

For example, the command **ss heading,fc,sz=20pt,md=bo** and the command **ss text,fl,sz=10pt,md=nm** define styles named "heading" and "text." Remember that all other format settings in effect when you issue the **SS** command are also saved. The **US** (Use Style) command will select the designated style.

Saving Explicit Formatting Commands

To save only the format settings you specify in the **SS** (Set Style) style command and not the other settings that are in effect at the command location, the formatting commands are entered after the semi-colon in double angled brackets. For example, to create a style named "bold" that changes the type style to bold:

- 1 Move the cursor to the top of the document, or to any point before the place you plan to apply the style.
- 2 Press **F9** to access the action line.
- 3 Type **SS bold;«mdbo»** To type the double angled brackets that signify the beginning and end of a command in Nota Bene, press **Ctrl** with the single angled brackets keys.
- 4 Press **F10** to enter the command.

When you issue the **US** command (**US bold**), only the saved formatting command **MD BO** will be applied.

See also:

Using a style: [US command](#)
 Editing in Show Codes View
[Styles](#)

13.2.3 Set Styles: Comprehensive and Partial dialog

The **Set Styles: Comprehensive and Partial** dialog guides you through the process of naming a style and setting the formatting commands.

- 1 The Style Type drop list at the top of the dialog will reflect the type of Style selected in the previous dialog (Comprehensive or Partial). This can be changed by using the drop list.
- 2 If you are setting a Comprehensive Style, the next large portion of the **Set Styles: Comprehensive and Partial** dialog will be active. Use this portion of the dialog to set the formatting commands as follows:
 - Use the check boxes to indicate which formatting commands you want to set explicitly. Check boxes that are clear will be set implicitly (i.e., according to the the formats in effect where the style is defined).
 - There are five buttons in this portion of the dialog (Indentation, Alignment, Spacing, Tabs and Font), each associated with one or more check boxes. If you have checked any of the check boxes associated with one of the buttons, click on the button to enter the settings.
- 3 If you are setting a Comprehensive Style and want to include text as part of the style, check the Text (Optional) box and enter the text
- 4 If you are setting a Partial Style, the top portion of the dialog will be inactive. Use the Formats (&

Text) portion of the dialog to set the formatting commands. Click on the Options button and then any of the formatting buttons that appear to set the formatting commands.

- 5 Use the preview window to review the effects of the settings you choose.
- 6 Type in the name of your style in the Style Name box at the bottom of the dialog.
- 7 Press **OK** to set the style, or **Cancel** to abandon the changes without saving or setting a style.

See also:

[Defining a new style](#)

13.3 Using a Style

Once you have set or defined a style, it can be applied using either of the following methods:

- Select the style from the style drop down list at the top of the Nota Bene screen.
- Press **Format, Styles, Create Edit Insert** to open the **Styles** dialog. Highlight the style you want to use in the chart at the top of the dialog. Then click **Apply**.
- Enter the US command on the action line. See Use Style: US command.

You can also assign a shortcut key to a style and then apply the style by pressing **Shift+Ins** + the letter or number that has been assigned to the Style. See [Assigning shortcut keys](#).

Styles are ended by inserting a new command that overrides the commands in the style. This may be done by inserting a new style or by inserting one or more formatting commands.

See also:

[Defining a new style](#)

13.3.1 Use Style: US command

The **US** (Use Style) command is used to insert a style that has been defined using the **SS** (Set Style) command. Styles are ended by inserting a new command that overrides the commands in the style. This may be done by inserting a new style or by inserting one or more formatting commands.

The **US** command can be inserted from the action line (see numbered instructions below) or by selecting the named style from the style drop down list at the top of the screen. You can also assign a shortcut key to a style and then apply the style by pressing **Shift+Ins** + the letter or number that has been assigned to the Style. See [Assigning shortcut keys](#).

To use the action line to apply a style that has been set:

- 1 Move the cursor to the point in the document where you want the style to begin.
- 2 Press **F9** to access the action line.
- 3 Type **US** followed by a space, then the name of the style. For example, the command **US courier** would insert or begin a style named "courier."
- 4 Press **F10** to execute the command.

See also:

[Setting a style: SS command](#)
[Styles](#)

13.4 Styles: Emphasis On/Off

Emphasis On/Off is a special set of two styles. The first style (the "On" style) sets formatting commands to create an emphasized style (e.g. using bold and/or a different font or larger font size). The second style reverses the commands of the first style and thus turns the emphasis "off". The **Set Styles: Emphasis On/Off** dialog is used to set or define these special styles.

To define a special **Emphasis On/Off** style:

- 1 Click **Format, Styles, Create Edit Insert**, then click the **New** button.
- 2 Select **Partial Style** and **Emphasis On/Off**, then click **OK**.
- 3 Check each of the four boxes on the left (**Style, Font, Size, Case**) that you want to use in setting the style.
- 4 If you checked **Style** in step 1, click **Bold, Italic** and/or **Underline**. Nota Bene will automatically reverse these settings for the "Off" style.
- 5 If you checked **Font, Size** or **Case** in step 1, use the drop down boxes to select the settings you want. Note that you must select the settings to restore after the emphasized text as well as the settings to use for emphasized text.
- 6 Type in the name for the emphasis style (the "On" style). Nota Bene will automatically assign a name to the style that reverses the emphasis, using the name for the emphasis style preceded by a forward slash.
- 7 Click **OK**

See also:

[Using a defined style](#)

13.5 Styles: Shortcut Keys

Once a style has been defined, you can assign the style to any letter or number (using the number keys at the top of your keyboard, not the numbers at the right side of the keyboard). The style can then be used by pressing **Shift+Ins+** the key assigned to the style.

To assign a shortcut key to a defined style:

- 1 Click **Format, Styles**
- 2 Click the **Shortcut Key** button on the **Styles** dialog.
- 3 The **Styles: Shortcut Keys** dialog will appear. In the main window, select the number or letter you wish to use as a shortcut by clicking on the number or letter (scroll down to see all of the options).

- 4 Use the drop down list at the top of the dialog to select the name of the style you want to assign to the shortcut. When you click on a style in the drop down list at the top of the dialog, the name of the style will be entered on the line next to the number or letter you selected in step 3.
- 5 Click **OK**

Once the shortcut key has been assigned, it will be reflected on the chart on the **Styles** dialog. You can now use the style by pressing **Shift+Ins+** the letter or number you chose in step 3.

See also:

[Defining a new style](#)

[Using a style](#)

14 Academic Styles

Academic Styles are used to format your paper according to widely used academic style manuals (e.g., Turabian, Chicago, MLA, APA). If you are using an academic style, it is easy to convert your document from one style to another.

[Academic Styles Overview](#)

[Inserting an Academic Style](#)

[Working Within an Academic Style](#)

[Changing an Academic Style](#)

[Special Style Manuals](#)

[Customizing a Style Manual](#)

[Sharing a Customized Style Manual](#)

[Editing an Academic Style](#)

[Adding a Style to an Existing Document](#)

14.1 Academic Styles Overview

Nota Bene will allow you to format your documents according to widely used academic style manuals including the APA, Chicago, MLA and Turabian style manuals. A document created using the Academic Style feature can easily be converted to a different style.

In addition to the major academic style manuals that are supported, there is a long list of publishing styles for formatting citations and reference lists. These styles can be selected on the second and third tabs of the Document Style dialog. The Document Style dialog controls the formatting for citations and reference lists/bibliographies only, not for the text of the document. For more information, see in Document Style.

The Academic Styles feature in Nota Bene formats the entire document including headers and footers, margins, spacing, indentation, headings and subheadings as well as citations and reference lists. Academic styles make use of many of Nota Bene's features including Document Style, Frameworks, Styles, Headers and Footers, Footnotes and various formatting commands.

Nota Bene allows you to edit an existing style manual to create your own customized style manual. See Customizing a Style Manual. In addition, a few institutions have requested support for special style

manuals, and Nota Bene has developed styles to their specifications. See Special Style Manuals.

In order to effectively use Academic Styles, you should be thoroughly familiar with Frameworks as many of the Framework controls are used when you write a document in an Academic Style. See the [Frameworks and Outlines](#) section of NB Help, and particularly the subsection Working Within a Framework.

There are two instructional videos that demonstrate the use of Academic Styles. Click Help, Instructional Videos, or go directly to this page: www.notabene.com/videos.html.

See also:

Inserting an Academic Style

14.2 Inserting an Academic Style

If you would like to insert an academic style into an existing document, see [Adding an Academic Style to an Existing Document](#).

There are two ways to insert an academic style into a new blank document.

Method One

- 1 With a blank document open, click **Format, Style Manual**. The Academic Style Manuals dialog will open.
- 2 In the style manual drop list at the bottom of the dialog, select the style manual you wish to use. Note that the dialog changes according to the style manual chosen.
- 3 Click on the tabs on the right (or left) side of the dialog and fill in the information as directed. Some of the information may not be used in the style you are using. For example, a running header title is used in the APA manual, but not in MLA, Chicago or Turabian. Information not used in the style you are using can be omitted, but if you enter all information, Nota Bene will be able to convert your document to another style without requiring you to enter missing information. Information used in the active style is marked with an arrow in a box.
- 4 After entering information on all tabs, click **OK**.

Method Two

- 1 Click **File, New**. The New Standard Document dialog will open.
- 2 Click on the icon for the style you want to select. A description will appear in the box on the right side of the dialog.
- 3 Click **OK**, or double-click on the icon. The Academic Style Manuals dialog will open.
- 4 Click on the tabs on the right (or left) side of the dialog and fill in the information as directed. Some of the information may not be used in the style you are using. For example, a running header title is used in the APA manual, but not in MLA, Chicago or Turabian. Information not used in the style you are using can be omitted, but if you enter all information, Nota Bene will be able to convert your document to another style without requiring you to enter missing information. Information used in the active style is marked with an arrow in a box.
- 5 After entering information on all tabs, click **OK**.

If you would like to use a custom academic style manual that has been developed for your University or Seminary, you must first install the custom style manual. See [Custom Style Manual](#).

See also:

[Working Within an Academic Style](#)

14.3 Working Within an Academic Style

When you insert an Academic Style in a document, all of the Framework controls are activated. To effectively work within an Academic Style, you must be familiar with the Framework controls. These controls are described in [Working within a Framework](#).

In addition to the above mentioned Framework controls, the following controls are active in Academic Styles:

Enter/Alternate Enter: When you press **Enter** in a body text region, a carriage return is inserted and the cursor is indented to start the next paragraph. If do not want to indent, press **Alt+Enter**. Pressing **Enter** while in a heading region will move the cursor to the beginning of the body text for you to begin typing there. To include a new line in the heading, press **Alt+Enter** for a new line with no indentation or **Shift+Alt+Enter** for a new line with standard paragraph indentation.

Block quotation: Press **Shift+Enter** to begin or end a block quotation as follows:

- To begin a block quotation, press **Shift+Enter**.
- To end a block quotation and continue with the same paragraph, press **Shift+Enter**.
- To end a block quotation and start a new paragraph, press **Shift+Enter** twice.

Editing: The blue text elements (title, author name, affiliation, etc.) inserted by the style manual can be edited by placing the cursor on the element to be edited and pressing **F3**. This returns you to the correct tab on the Style Manual dialog, where this information was originally set.

See also:

[Inserting an Academic Style](#)
[Frameworks and Outlines](#)

14.4 Changing an Academic Style

If you began your document using one academic style, you can easily switch to a different academic style.

- 1 Click **Format, Style Manual**
- 2 Select a different Style Manual at the bottom of the dialog.
- 3 If desired, make changes to any of the five tabs of the Style Manual dialog.
- 4 Click **OK**

See also:

Academic Styles Overview

14.5 Special Style Manuals

Nota Bene has developed individualized style manuals at the request of certain institutions including the University of Chicago and the Southern Baptist Seminaries (Southern Baptist Theological Seminary and Southwestern Baptist Theological Seminary). Other institutions interested in this service should contact Nota Bene at technicalsupport@notabene.com. Beginning with version 9, it is possible to customize your own style manual. See Customizing a Style Manual.

To use one of these individualized style manuals that was developed by Nota Bene, it must first be installed. After installing it, the custom style manual will appear as an option in the New Standard Document dialog (File, New) and in the Academic Style Manuals dialog (Format, Style Manual).

There are two ways to install a custom style manual:

Method One

- 1 Click **Format, Style Manual**. The Academic Style Manuals dialog will open.
- 2 In the style manual drop list at the bottom of the dialog, select Other Customized Style Manuals.
- 3 Available styles will be shown in sequence. Click **Yes** to install the style or **No** to skip to the next style.

Method Two

- 1 Click **File, New**. The New Standard Document dialog will open.
- 2 Double-click on the icon for Other Custom Style Manuals (or click the icon and then click **OK**).
- 3 Available styles will be shown in sequence. Click **Yes** to install the style or **No** to skip to the next style.

14.6 Customizing a Style Manual

If the preconfigured style manuals do not meet your needs, you can create customized style manuals. This is done by starting with an existing style manual, and changing framework settings (heading levels and format, margins, spacing, etc.), footnote and/or endnote format, and bibliographic style. Once the changes are made, the style is given a new name. Like any style manual, the new style manual can be inserted in a new blank document, or it can be applied to a document that was written using a different academic style manual. The new style manual can be transferred to another computer or shared with another Nota Bene user. See Sharing a Customized Style Manual.

To create a customized style manual:

- 1 With a blank document open, apply any Academic Style Manual (or one already customized). See Inserting an Academic Style. Do not add any document-specific information, such as title, author

info, etc. It does not matter how you answer the prompt about an initial heading when applying the style (this question will always be asked, for any use of the style).

- 2 Click **Format, Framework/Outline, Edit** and edit the framework structure. See Customizing a Framework.
- 3 Click **Format, Notes, Series 1**. Use the Note Format dialog to edit the notes. You can choose either footnotes or endnotes, and edit any note parameters.
- 4 Click **Format, Bibliographic References, Document Style** and select the bibliographic format on the second and third tabs. See Document Style.
- 5 Once the format is as desired, click **Format, Style Manual**, and click **Save as New**. Type in a short name, and a description, and click **OK**.
- 6 Click **Format, Style Manual**. You should see the style manual that you have created as one of the options. After you return to **Format, Style Manual** once, the new customized style manual will appear in the **File, New** dialog as well as the **Format, Style Manual** dialog.

These styles differ from the predefined styles in a few ways:

- A separate style must be defined for each desired Document Type (Style Manual dialog, General tab, top panel).
- Changing the selection in that panel will only change the name, not the structure.
- Heading levels and note format also cannot be changed from this dialog. Both of these settings are simply picked up from what is defined in the style.
- If you need a style with different heading and note options, create another style.

To update an existing customized style:.

- 1 With a blank document open, apply the customized style as described in step 1 above.
- 2 Make any desired edits as described in steps 2, 3 and 4 above.
- 3 Click **Format, Style Manual**, and click **Update Style**.

To delete a style:

- 1 With a blank document open, apply the customized style as described in step 1 above.
- 2 Click **Format, Style Manual**, and click **Delete Style**.

14.7 Sharing a Customized Style Manual

Customized style manuals can be moved to a second computer or shared with colleagues who use Nota Bene.

To send your customized style manual to second computer:

- 1 Click **File, New**, and select the style manual.
- 2 The list of associated files will be shown in the Document Explanation panel. All these files are stored in the Nbwin\Users\Default folder. These are the files that need to be copied to the second computer (or emailed to a colleague).

- 3 Copy the files identified in step 2 to the Nbwin folder on the second computer (NOT the Nbwin\Users\Default folder).
- 4 On the second computer, click **Format, Style Manual**. You or your colleague should see the style manual that you have created as one of the options; it will also appear the next time you go to the File, New dialog.

When you click **Format, Style Manual**, the files are moved to the Nbwin\Users\Default folder. They will also, be renamed if necessary. for example, if the second computer already has files with the same name (e.g., CUSTOM_X, where X is a letter or a single digit number), the X would be replaced with an unused letter or number.

14.8 Editing an Academic Style

If you wish to make changes to the overall format of a single document that uses an Academic Style, you can do so as described below. A more powerful way of changing an academic style is to create a customized Style Manual and then switch to that style. A customized Style Manual can be used for any document that has been written using Nota Bene's Academic Style feature, and it can also be used for new documents. See Customizing an Academic Style.

Academic styles use a Framework to control the format of the headings and the body text. To make changes to the format of the headings (e.g., font, alignment, numbering etc.) or the body text (e.g. indentation, alignment, spacing, font), the underlying Framework must be edited.

- 1 Click **Format, Framework/Outline**.
- 2 The **Current Document Framework** dialog will appear. Click **Edit**.
- 3 The **Document Framework/Outline Structure** dialog will appear.
- 4 For detailed instructions on how to use the **Document Framework/Outline Structure** dialog to customize a framework, see [Customized Frameworks](#).

Academic styles also make use of Headers and Footers and Footnotes. To edit these components of an Academic Style, move the cursor to the header, footer or footnote. The shape of the cursor will change. Click on the header, footer or footnote to open a window at the bottom of your screen for editing. See Editing Headers and Footers or Editing Footnotes for more information.

See also:

[Frameworks and Outlines](#)
[Headers and Footers](#)
[Footnotes](#)

14.9 Adding an Academic Style to Existing Document

While it is generally easiest to insert an academic style or framework before beginning a paper, it is possible to add an academic style to a document that did not previously contain one.

- 1 Insert a new style manual at the top of the file by placing your cursor at the beginning of the document and clicking **Format, Style Manual**. For more detailed instructions, see Method One under [Inserting an Academic Style](#).

- 2 Go to the first heading, **select or highlight** the full heading, and then click **Alt+Ins** to open the Framework/Outline dialog. Choose the option to **Insert New Heading at Cursor** and click **OK**.
- 3 Go to block indented regions, and press **Shift+Enter** at the beginning. Go to the end of block indented region, and press **Shift+Enter** again to end a block indent, or press **Shift+Enter** twice to end a block indent and start a new indented paragraph.
- 4 Repeat step 2 for each heading. If the heading is to be a subheading, choose the option to **Demote Heading** on the Framework/Outline dialog.

See also:

[Working Within an Academic Style](#)

15 Numbering and Cross References

Nota Bene will manage page numbers, numbered lists, chapter numbers, cross references and more. Numbers will change automatically when you move, insert or delete text.

[Numbering Overview](#)

[Numbered Lists](#)

[Page Numbering](#)

[Chapter Numbering](#)

[Line Numbering](#)

[Paragraph Numbering](#)

[Cross References](#)

15.1 Numbering Overview

Nota Bene's numbering system, described in this section, lets you number your document in virtually any format found in print. You can number chapters, paragraphs, sections, lists, outlines, lines, and pages, and the program will automatically renumber as necessary when you add, delete or move text.

Nota Bene has 15 independent counters: C0 through C14. C0 is reserved for numbering chapters, C1 - C7 are used in document frameworks, and C8, C9 and C10 are used for numbering tables, figures and appendices. C11, C12, C13 and C14 are intended for general use. These general use counters are also called List 1 (counter C11), List 2 (counter C12), List 3 (counter C13) and List 4 (counter C14).

If you insert the C11 or List 1 counter at several places in your document, you will see the number 1 at the first occurrence of the counter, the number 2 at the second occurrence, etc. If the counters marker is active, you will see a small red diamond on top of each number. This is a non-printing marker that is used to distinguish a counter in the document from a number that you typed. In Codes view, you will see «C11» rather than a number. If you add a counter or delete or move text including the counter, the program will take care of properly renumbering. This happens automatically when you move, delete or add counters; you do not need to refresh or otherwise prompt the program to renumber.

Unlike some other word processors, Nota Bene does not attempt to guess when and where you want to add a counter. If you have three lines that begin with counters, Nota Bene will not assume that you want

the next line to begin with a counter. Instead, you insert a counter by clicking a button at the top of the screen or by using a simple key combination (**Shift+Alt+F1** for List 1).

By default the general use counters are formatted as decimal numbers (1, 2, 3 ...). However, you can choose to have the counters formatted as upper or lower case roman numerals (I, II, III or i, ii, iii), letters (A, B, C or a, b, c), or a variety of different bullets. Styles can be defined that add text or punctuation including spaces or tabs before or after the counter.

You also can create references within your text, such as "See page 52" or "Refer to Graph 6, Chapter 3, p. 112." You insert a non-printing label in the text, for example at the beginning of a paragraph. Then you insert a cross reference that specifies the page number or the chapter number or the counter number where the label appears. Nota Bene takes care of knowing whether the label is on page 52 or page 53 and it displays and prints the correct number.

For basic numbering, see [Numbered Lists](#) or [Numbered Lists: counter commands](#).

See also:

[Footnotes](#)

[Bullets](#)

[Mathematical Functions](#)

15.2 Numbered Lists

Nota Bene's numbered lists are created by the user inserting a counter each time a number is to appear. The program will automatically print or display the counter as a number in a series (1, 2, 3...). There are four independent numbered lists to be used for general purposes: list 1 uses counter #11, list 2 uses counter #12, list 3 uses counter #13, and list 4 uses counter #14. By default, these lists are formatted as simple arabic (or decimal) numbers beginning with 1. However, you can choose to use upper or lower case roman numerals, upper or lower case letters or bullets and you can add text or punctuation or spacing before and after the counter. For example, you could format a counter to read "(a)" followed by a tab. The next time this counter was inserted it would be "(b)" followed by a tab. Up to four independent lists can be defined and used concurrently. An unlimited number of lists can be used in one document if you redefine the starting point of each new numbered (or lettered) list. Method I below describes the easiest way to insert a numbered list assuming that you want to use numbers starting with 1, with no special formatting. Method II provides a description of Nota Bene's more sophisticated capabilities in defining the styles and inserting counters. Another easy way to insert counters is to use the action line. For this method, see [Numbered Lists: counter commands](#).

Method I (quick and easy)

To insert a counter in an open document using decimal numbers (1, 2, 3 ...), with no automatic spacing or punctuation:

- 1 Move your cursor to the point at which you want to insert the first counter.
- 2 Press **Shift+Alt+F1** or click the **Numbered Item** button on the format toolbar (usually at the top of the Nota Bene screen).
- 3 To insert subsequent counters in the same series, repeat steps 1 and 2. Each time you insert a new counter, the next number will display on your screen in Page Layout View. In Codes view, you will see «C11» . Nota Bene will keep track of the numbers, so that if you move text (with the counter) or insert a new counter in the middle of the numbered list, all of the counters will

automatically be renumbered.

An entirely separate numbered list can be inserted by pressing **Shift+Alt+F2**, **Shift+Alt+F3** or **Shift+Alt+F4** instead of **Shift+Alt+F1** in step 2. If you use these key combinations, you are using List 2, List 3 or List 4 instead of List 1 and you would see «C12» or «C13» or «C14» in Codes view instead of «C11».

To properly format the indentation for the numbered list, see [Formatting Numbered/Bulleted Lists](#).

Method II

This method allows you to choose numbers or letters or bullets and to automatically add text or punctuation including spaces and tabs each time a counter is inserted. To define a style and insert a counter in an open document:

- 1 Move your cursor to the point at which you want to insert the first counter. The first counter can be **1**, **I**, **i**, **A** or **a** or a bullet.
- 2 Click **Insert, Numbered/Bulleted Item**. The Insert Numbered/Bulleted Item dialog will appear on your screen.
- 3 Click **Set Format**. The Number Start Position dialog will appear on your screen.
- 4 Select the number start position and then click **OK**. (Note that by selecting different starting points, the same list can be used repeatedly in the same document with numbering beginning again and styles defined differently each time the the list starts again.)
- 5 Next, the Number Format dialog will appear on your screen. Complete the information as described below and then click **OK**.
 - Use the drop down lists to select Start With, Text Before, Number Style, Text After and End With. In the Text Before and Text After boxes, you can use the drop-down lists to select punctuation or you can type in text.
 - Use the next control to select the starting number, the starting letter or the bullet style.
 - Press the **Font Before** button to make changes to the font of the counter (including the punctuation inserted using **Text Before** and **Text After** above). These changes will remain in effect for the text immediately following the counter unless you also change the following text by pressing the **Font After** button. For example, if you want the counter (including any punctuation selected using **Text Before** and **Text After**) to be bold, but you do not want the following text to be bold, then you should press the **Font Before** button and select **Bold** and then press the **Font After** button and remove the bold setting by selecting **Regular**.
 - Press the **Indentation** button or the **Tabs** button to make changes to the Indentation or the tabs for the counter and the following text.
- 6 The Insert Numbered/Bulleted Item dialog will reappear on your screen. Click **Insert**.
- 7 To insert the next counter in the same series, press **Shift+Alt+F1** (or click the **Numbered Item** button on the Format toolbar or click **Insert, Numbered/Bulleted Item**, then click **Insert**)
- 8 To begin a new series, follow the above procedure, selecting List 2, List 3 or List 4 instead of List 1 and using **Shift+Alt+F2**, **Shift+Alt+F3**, **Shift+Alt+F4** instead of **Shift+Alt+F1**. You can also begin a new series using the same list if you select a start position in step 4 that is after the end of the previous numbered list.

If you selected Indentation for the numbered or bulleted list in step 5, you do not need to do so separately. However, you will need to return to regular indentation after the bulleted list. To format the indentation, see [Formatting Numbered/Bulleted Lists](#).

If you save your document in RTF format (File, Save As and choose RTF), the counters will be converted

to plain text. Counters can be converted to plain text numbers by selecting the text that contains the counters and cutting (Ctrl+X) and pasting using Paste Special (Ctrl+Shift+V). In the Paste Special Dialog, select Rich Text Format (RTF) - All Formats. WARNING: Using this procedure will result in the loss of any dynamic links to Ibidem, annotations, notes or images and may introduce unwanted formatting changes. It should be used only on text that does not contain these elements.

See also:

[Numbered Lists: counter commands](#)

[Numbering in Legal Format: counter commands](#)

[Page Numbering](#)

[Cross References](#)

[Bullets](#)

15.2.1 Numbered Lists: counter commands

Nota Bene's define counter and counter commands allow you to automatically number blocks of text -- outlines, lists, chapters, sections, and paragraphs. Nota Bene has 15 counter commands, numbered 0 through 14 (**c0** through **c14**). **c0** is used to number chapters and **c1** through **c10** may be used in Document Frameworks and/or Academic Styles. It is recommended that **c11** through **c14** be used for inserting numbered lists. Numbering is a two-step process. First you use the define counter command (**dc**) at the beginning of the numbered list to establish the style and starting value of the numbers that you want to use. Then you use one of the Counter commands (e.g., **c11**) to insert the automatic numbers. Nota Bene will keep track of the numbers and renumber if you insert a new number or move an existing number. If you want your numbered list to begin with the number 1 and you do not want to include any automatically inserted punctuation, you can skip Step 1.

To insert counters that will be displayed in the default format (usually 1, 2, 3...) or in a format previously defined in the document:

- 1 Move your cursor to the first place you wish to insert a counter
- 2 Press **F9** to access the action line.
- 3 Type **c11**
- 4 Press **F10** to place the first counter at the start of your list.
- 5 Move the cursor to the next item in your list and repeat steps 2 through 4. Note that if you have not used the action line for another purpose after inserting the previous counter, **c11** will still show on the action line and you do not need to retype it. Just press **F10**.
- 6 Continue inserting **c11** counters until your list is completely numbered.

To insert counters in a different format, you must use the dc command to define the counter. You can enter the dc command and then enter the counters, or you can change the format of an existing numbered list by placing the dc command at the beginning of the numbered list.

- 1 Move the cursor to the beginning of the list you would like to number. Your cursor must be before the first counter.
- 2 Press **F9** to access the action line.
- 3 Type **dc 11=** followed by the counter (i.e., the number or letter) that will begin your series and, if desired, punctuation before or after the counter. For example, if you wish to start a list with the

letter **a** with parentheses before and after the **a**, the command would be:

dc 11=(a)

4 Press **F10** to define your counter.

Counters that can be used with the dc command are decimal numbers (1,2,3 ...), upper or lower case roman numerals (I,II,III ... or i,ii,iii ...) and upper or lower case letters (A,B,C ... or a,b,c ...). Punctuation marks that can be included with the dc command are ')' parenthesis, '>' angle bracket, ']' square bracket, and '}' curly brace. Other punctuation may be inserted manually after the counter is inserted.

NB:

- Numbered lists should normally be formatted as hanging indents. See [Formatting Numbered/Bulleted Lists](#).
- Additional independent numbered (or lettered) lists can be inserted by following the above instructions, substituting 12 (or 13 or 14) for 11. These lists can be used at the same time as the list defined by the d11 counter.
- The counter command can also be implemented by pressing Shift+Alt+F1 (corresponding to c11) or Shift+Alt+F2, F3 or F4 (corresponding to c12, c13 or c14)
- Additional independent numbered (or lettered) lists can be inserted using the same c11 counter if you define the starting point of the second list at a point after the end of the first list.
- Switch to reveal codes to see where in your document the counters were defined.
- Counters can also be inserted in the form 1.1.1.1 as is sometimes used in numbering sections and subsections in a legal document. See [Numbering in Legal Format counter commands](#).
- Letters increment from A-Z and then AA, BB, CC etc. This can be changed by clicking Tools, Preferences, and then selecting Numbered Lists.
- Numbers range from 1-64000.

See also:

[Numbered Lists](#)

[Numbering in Legal Format: counter commands](#)

15.2.2 Formatting Numbered List

Numbered or bulleted lists are usually formatted with hanging indentation. This means that the first line is not indented, but subsequent lines are indented. For a numbered or bulleted list, the first line would begin at the left margin with the number or bullet followed by a tab and then text. Subsequent lines would be indented to the first tab setting. The indentation settings and tab settings can be seen on the ruler.

The indentation for a numbered or bulleted list can be set in several ways as described below. Whenever you use any of these methods to change the indentation, you should place your cursor in the paragraph where the change in indentation should take place. The change will take place at the beginning of the paragraph. At any time, you can place your cursor in any paragraph and look at the ruler to see the indentation and the tab settings that are in effect for that paragraph. At the end of a numbered/bulleted list you will need to change the indentation back to normal indentation.

The following methods can be used to change the indentation for a numbered or bulleted list and to return to normal indentation:

Toolbar buttons: Click the **Indent** button to indent to the next tab stop. If the cursor is on a paragraph that includes a tab in the first line, then pressing this button will produce a hanging indent as shown in

the screen shot above. Otherwise, pressing this button will fully indent the paragraph and all following paragraphs to the first tab. Click the **Indent** button again to indent to the next tab stop. Click the **Outdent** button to move the paragraph back by one tab.

Keyboard shortcuts: Click **Ctrl+Alt+Tab** to indent to the next tab stop. If the cursor is on a paragraph that includes a tab in the first line, then pressing this button will produce a hanging indent as shown in the screen shot above. Otherwise, pressing this button will fully indent the paragraph and all following paragraphs to the first tab. Click **Ctrl+Alt+Tab** again to indent to the next tab stop. Click **Ctrl+Alt+Shift+Tab** to move the paragraph back by one tab.

Ruler: Three triangular pointers on the ruler indicate the indentation that is in effect at the position of the cursor. The top left pointer shows the indentation of the first line in a paragraph, the bottom left pointer shows the indentation of all subsequent lines and the right pointer shows the indentation from the right margin of all lines. You can drag the pointers to a new position. To do this, move your mouse pointer to one of the pointers on the ruler. When the mouse is correctly positioned on top of the pointer, it will assume the shape of a double headed arrow. Hold the left mouse button down while you use the mouse to move the pointer to a new position. Then release the mouse button. The change will take effect at the beginning of the paragraph where the cursor is. Active tab settings are also shown on the ruler. See [Ruler](#).

Menu: Click **Format, Paragraph** and use the Paragraph Settings dialog to make changes to the indentation. At the end of the numbered or bulleted list click **Format, Paragraph** again and use the Paragraph Settings dialog to return to normal indentation.

Action Line: The **IP** command (Indent Paragraph) is used to change the indentation. Press **F9** to access the action line. Then type the following command: **IP x,y,z** where x = the indentation of the first line from the left margin, y = the indentation of all subsequent lines from the left margin and z = the indentation of all lines from the right margin. For example, you would use the following command to create the indentation shown in the screen shot above: **IP 0,.3,0** All measurements are in inches unless you have changed the system defaults or unless you specify a different unit of measurement. See [Units of Measurement](#).

See also:

[Ruler](#)

[Numbered Lists](#)

[Numbered Lists: counter commands](#)

[Bullets](#)

[Numbering](#)

[Formatting](#)

15.3 Page Numbering

Nota Bene can automatically number pages, keeping track of the numbers when text is added, moved or deleted. Page numbers are normally inserted as part of a header (at the top of the page) or a footer (at the bottom of the page).

To insert a simple footer with a page number (starting with 1) at the bottom of every page:

- 1 Click **Insert, Page Number**.
- 2 The Page Number dialog will open. Make sure that "Create New Header/Footer with Page #" is

selected and click **OK**.

- 3 The Headers and Footers dialog will open. Make sure that "Center Page Numbers at Bottom of Each Page" is selected at the top of the dialog and that the "Open Header/Footer to Edit" box at the bottom of the dialog is not checked. Click **OK**.

In most cases, a document will use headers and footers that contain text or other data in addition to page numbering. For more information about headers and footers, see Headers and Footers.

Nota Bene gives you a variety of options for formatting your page numbers. Page numbers in the header or footer can include the total number pages in the file, and/or the chapter number, and they can include whatever text or punctuation you want (examples: "page 3 of 112" or "Chapter 2: page 3"). You can use decimal numbers, upper case Roman numerals, lower case Roman numerals, upper case letters, or lower case letters. You can also set or reset the starting number (or letter). For more information, see Page Numbers Dialog and Set Page Numbers.

A page number does not have to be part of a header or footer. To insert a page number on the current page only:

- 1 Move your cursor to the point at which you want to insert the page number.
- 2 Click **Insert, Page Number**. The Page Number dialog will open.
- 3 Click to select "Insert Page Number in Text (at cursor)" and click **OK**.

If you find that page numbering in your document is not correct, it is likely that an SP command has been inadvertently inserted. The solution is to switch to Show Codes View, and find and delete the SP command. See [Editing in Show Codes View](#) and SP and PN commands.

See also:

[Chapter Numbering](#)
[Cross References](#)

15.3.1 Page Numbering: SP and PN commands

Nota Bene can automatically number pages. Like any numbering, page numbering is a two step process. First, you define the starting point and the style to be used. Then you insert the page numbers. Inserting the page numbers is typically done as part of a running header or footer so that the page number will be automatically inserted on each page. If you wish to use decimal numbers (1, 2, 3...) starting with 1, you can skip Step 1 below.

The **SP** (Set Page Number) command defines the starting point and the numbering style (i.e., 1,2,3 or i, ii, iii...). The **PN** (Page Number) command inserts the page number into the text. The **FP** (Final Page) command inserts the number of the last page -- useful for a "Page 5 of 7" format. To number the pages automatically, insert the **PN** command in a running header or footer.

Step 1: Define the starting point and numbering style

- 1 Move the cursor to the top of the first page you want to number, before any text or commands.

- 2 Press **F9** to access the action line.
- 3 Type **SP n** where n = the starting page number and style. There are five different styles from which you can choose listed below. For any of these styles, you can specify a different starting page. For example, **SP 25** would number pages beginning with the current page as page 25. You cannot include punctuation in the **SP** command.
 - **SP 1** Decimal numbers
 - **SP I** Uppercase Roman numerals
 - **SP i** Lowercase Roman numerals
 - **SP A** Uppercase letter
 - **SP a** Lowercase letters
- 4 Press **F10** to define the starting point, starting page number and style.

Step 2: Insert page number counters in a running header or footer

- 1 Open the narrow header and footer window that appears at the bottom of your screen by following the directions in [Headers and Footers: RH and RF commands..](#)
- 2 Place the cursor in the header or footer window at the point where you want to insert the page number.
- 3 Press **F9** to access the action line
- 4 Type **PN**
- 5 Press **F10** to insert the page number.
- 6 Type in and format any other text you want in the header or footer including punctuation before or after the page number. When you are finished, press **F3** to close the Header/Footer window (or click on the Save & Close icon at the top right corner of the Header/Footer window). Nota Bene will insert the header (or footer) at the top (or bottom) of each page and the pages will be consecutively numbered.

NB:

- The PN command can be inserted directly in the text rather than in a running header or footer. In this case, it displays the current page number just once, at the point of the cursor.
- The PN command can be used with the final page command (FP) to create page numbering in the format of "page 3 of 7." To do this, open the header or footer window and position the cursor within the window. Type page, insert the PN command, type of, and then insert the FP command. Nota Bene will automatically insert the number of pages in the document as the final page number.
- Similarly, the PN command can be used with the chapter counter (c0) to create chapter and page numbering (e.g. II-4 to indicate the fourth page of the second chapter).

See also:

[Chapter Numbering](#)
[Headers and Footers](#)

15.4 Chapter Numbering

Nota Bene has a special counter reserved for chapter numbering. If you use the counter rather than just typing in the chapter number, Nota Bene will automatically renumber chapters if you change the order of the chapters. It also allows you to use Nota Bene's cross reference feature to refer to chapter numbers.

To insert the chapter numbers:

- 1 Move your cursor to the beginning of the first chapter and type in any text leading up to the chapter number. For example you may want to type the word "Chapter" followed by a space. The chapter number will then be inserted where the cursor is.
- 2 Click **Insert, Numbered/Bulleted Item**. The Insert Numbered/Bulleted Item dialog will appear on your screen.
- 3 Select the **Chapter** radio button. If you want to use Arabic numbers starting with 1, click **Insert**.
- 4 To select a different type of numbers or letters or a different starting number, click **Set Format**. The **Number Start Position** dialog will appear on your screen.
- 5 Select the number start position and then click **OK** (usually you will want to set the format starting at the beginning of the document).
- 6 Next, the **Number Format** dialog will appear on your screen. Complete the information as described below and then click **OK**.
 - Use the drop down lists to select the Number Style. You can use decimal numbers, upper or lower case roman numerals or upper or lower case letters.
 - Use the next control to select the Starting Number.
 - The other controls in this dialog are not active. The chapter number will use the same formatting as the text that precedes it and punctuation (if any) should be typed in before or after the chapter counter is inserted.
- 7 The **Insert Numbered Item** dialog will reappear on your screen. Click **Insert**.
- 8 Repeat steps 1 - 3 to insert subsequent chapter numbers. In step 3, the type of numbers or letters you previously selected and the starting number/letter (not the number/letter to be used next) should be shown in the Preview box at the bottom of the Insert Numbered/Bulleted Item dialog.

If you are writing a book or a dissertation with long chapters, you may want to work with each chapter as a separate document and then combine them using Nota Bene's Manuscript Files. See [Manuscript Files](#).

See also:

Chapter Numbering: c0 command

[Cross References](#)

[Page Numbering](#)

15.4.1 Chapter numbering: c0 counter

The **c0** counter is reserved for chapter numbering. Commands to display the current chapter number look specifically for c0. The Set Record Number Command and the Reference Chapter command depend upon the c0 command.

To number chapters, you follow the same process as you would for inserting any numbered list. (See [Numbered Lists](#)). First you use the Define Counter command (**dc**) at the beginning of the document to establish the style and starting value of the numbers that you want to use. Then you use the **c0** counter command to insert the automatic numbers.

For example, to insert chapter numbers using roman numerals:

- 1 Move the cursor to the top of the document (**Ctrl+Home**).
- 2 Press **F9** to access the action line.
- 3 Type **dc 0=I**
- 4 Press **F10** to define the counter.
- 5 Move the cursor to the beginning of the chapter title.
- 6 Press **F9** to access the action line.
- 7 Type **c0**
- 8 Press **F10** to number the first chapter.
- 9 Repeat Steps 5 - 7 for each chapter title. If **c0** is still on the action line, you don't need to retype it. Just press **F10**.

The first chapter will be numbered I, the second II, and so on. Chapter numbering works even if your chapters are separate files. Be sure to include your **dc 0=I** only in the first chapter. See [Manuscript Files](#). If you want your chapters to number individually when viewed or printed apart from other chapters and to print consecutively when printed as a group you would type **dc 0=?I** in step 3.

The **c0** command also enables you to number pages in a chapter page format. To do so:

- 1 Define the **c0** counter as described above
- 2 Create a running header or footer. (See [Headers and Footers](#))
- 3 Press **F9**, type **c0**, then press **F10**.
- 4 Enter a hyphen
- 5 Press **F9**, type **pn**, then press **F10**.

This will give you a page number that looks like: II-12 if you had defined your chapters as Roman numerals.

See also:

[Page Numbering: SP and PG commands](#)

15.5 Line Numbering

You can automatically number the lines in your document, with numbers appearing in the margin. The Automatic Line Numbering dialog is accessible through the Insert menu and it gives you numerous options to customize the appearance of the numbers.

The LN command is used for line numbering. However, the variables after the LN command are complex and it is therefore recommended that you use the menu rather than the action line for line numbering.

To add automatic line numbering:

- 1 Click **Insert, Automatic Line Numbering** to open the Automatic Line Numbering dialog.

- 2 Click **OK** to accept the default settings and add line numbering to your document, or change the settings as follows:
 - Use the drop down list at the top of the dialog to choose where the line numbering will start
 - In the box labeled "Starting from," choose "Left Edge of Page" if you want the line numbers to appear in the left margin and choose "Right Edge of Page" if you want the line numbers to appear in the right margin. Make separate selections for even and odd pages.
 - Select the distance from the edge of the page. The units used are tenths of an inch (decipoints or di). Make separate selections for even and odd pages.
 - Choose how the numbers will be aligned. The dialog illustrates the difference between "left align to right" and "right align to left." Make separate selections for even and odd pages.
 - Select the number format: arabic numbers, upper or lower case roman numerals, or upper or lower case letters.
 - Select the starting number.
 - Click to check or clear the "Restart on Every Page" box.
 - Select how frequently you want the number to appear (1 for every line, 2 for every other line, 3 for every third line, etc.)
 - Click to check or clear the "Always Print Number on First Line" box. With this box checked, the first line will be numbered in addition to the lines specified in the "Number Every ___Lines" box.
 - Click the **Font** button at the bottom left and use the Font dialog to change the font, font size or mode (bold, italic, etc.) of the line numbers.
- 3 When all of the adjustments have been made, click **OK** to add automatic line numbering to your document.

To change or turn off line numbering that has previously been inserted, follow the above instructions. When line numbering has previously been inserted, options to edit or turn off line numbering will be active in addition to those described above.

15.6 Numbering in Legal Format: counter commands

To number paragraphs or sections with numbers separated by periods as may be found in legal documents:

- 1 Move the cursor to the beginning of the first paragraph you wish to number.
- 2 Press **F9** to access the action line.
- 3 Type **dc 11=1.1.1.1**
- 4 Press **F10** to insert the **DC** marker in your file.
- 5 Move the cursor to the beginning of the first section to be numbered and press **F9** to access the action line.
- 6 Type **c11**
- 7 Press **F10** to insert the first counter.
- 7 Move the cursor to the beginning of the next subsection to be numbered.
- 8 Press **F9** to access the action line.
- 9 Type **c11** to insert a counter at the same level (e.g. 2) or type **c12** to insert a counter at the next sub level (e.g. 1.1)
- 10 Press **F10** to implement the command

- 11 Continue with numbering sections and subsections using **c11** for first level, **c12** for the second level, **c13** for the third level and **c14** for the fourth level.

NB:

- Another way of inserting counters is to press **Shift+Alt+F1** for first level, **Shift+Alt+F2** for the second level, **Shift+Alt+F3** for the third level and **Shift+Alt+F4** for the fourth level.
- If you intend to have only two or three levels in your outline, step 2 can be modified to dc 11=1.1 for two levels or dc 11=1.1.1 for three levels.

15.7 Cross References

With Nota Bene, you can refer to a place in your document, and Nota Bene will enter the correct page number (or footnote number or other counter number). For example, suppose you want to write "See the section *on Travel in Guyana* on page 361"; but you aren't sure that this section will stay on page 361. You can insert a non-printing reference label at the beginning of the section *on Travel in Guyana*, and then create a cross reference that will automatically insert the page number that corresponds to the non-printing reference label. To use cross references, one of Nota Bene's numbering functions must be active in the document (page numbering, footnotes, or counters that are used for numbered lists, outline numbers, or chapter numbers).

The procedure for creating references has two steps:

- Insert a label. The label is a unique name that tags the passage so you can track its page, chapter, footnote and counter number. A label can be inserted in the text or in a counter. Inserting a label in a counter is useful if you want your cross reference to say something like "see point number 6."
- Create a cross reference to refer to the point in the document where the label has been inserted.

Menu instructions follow. If you prefer to use the action line, see ref, rep, rec commands.

Step I: Create a Label

- 1 Move your cursor to the point in the document where the non-printing label will be inserted.
- 2 Click **Insert, Reference Label** or press **Alt+R**. The Cross References Dialog Bar will appear on your screen.
- 3 Type a short descriptive label (e.g., "travel") in the box provided.
- 4 Choose the location for the label: In Body or In Adjacent Counter.
- 5 Click **Insert**.

This will insert an LB command in your document which can be seen in Show Codes view: LB. If markers are on, a blue dot will show the presence of this command in Page Layout view. If you have inserted the label in a counter (C0 to C14) the label will appear within the counter rather than in an LB command. The following are examples of how a text label and a counter label would appear in Show Codes view: «LBtravel» and «C11travel»

A label in a footnote/endnote must be placed at the beginning of the note. You can only have a single label in a note.

Step II: Create a Cross Reference

- 1 Make sure that the appropriate counters are in place in your document (e.g., chapter or page number or any number to which you plan to refer). Place the cursor at the point where you want the appropriate number inserted and type the text of your referral statement. For example, you might want to type the following text, and position your cursor after the space and before the period:

See page .

- 2 Click **Insert, Cross References** or press **Alt+R**. The Cross References Dialog Bar will appear on your screen.
- 3 Click on one of the labels listed in the View/Edit/Select Existing Label section.
- 4 Select a counter in the Insert Reference to Selected Label section.
- 5 Click **Set Reference**

Once the cross reference has been created, it will appear on-screen in green, but it will print in black. You can double-click on the cross reference to go to the point in the document where the label was inserted.

The Cross References dialog includes the Label (for Cross References) dialog that is used in step 1, and it can also be used to insert a label or to edit an existing label. For those who prefer the keyboard to the mouse, **Alt+F6** will move your cursor back and forth between this open dialog and your open document.

See also:

[Numbering](#)

[Editing in Show Codes View](#)

15.7.1 Cross References: ref, rep, rec commands

With Nota Bene, you can refer to selected text in your document and the program will keep track of any counters associated with that text and automatically update your reference to a chapter number, page number, footnote number or any other counter. For example, suppose you want to write "See Chapter 7, Section 4, 'Travel in Guyana,' p. 361"; but you aren't sure that this section will stay on page 361 -- or will even stay in Chapter 7. You can label the part called "Travel in Guyana," then use the **REF** (Reference to a counter), **REC** (reference to a chapter), and **REP** (reference to a page) commands to refer to the label. These commands will automatically update your references to page numbers, chapter numbers, paragraph numbers, footnote numbers, heading numbers, or any other counters C0-- C14.

Each procedure for creating references has two steps:

- 1 Label the Text: The label is a unique name that tags the passage so you can track its page, chapter, footnote and counter number.
- 2 Use the Reference Commands: The **REF**, **REP** and **REC** commands are placed in your referral statement. They indicate where the reference text can be found. A referral statement is any statement that refers to labeled text (e.g., "See page 6").

Referring to the Page Number of Any Text

The simplest reference is to a page; to track it, you put an **LB** (Label) command in the text you are referring to and an **REP** command at the referral statement ("See page ..."):

- 1 Move the cursor to the beginning of the text you want to reference.
- 2 Press **F9**, type **LB travel** and then press **F10** This command will give the text the label "travel." The label is hidden in graphic view, but may be seen and edited in show codes view.
- 3 Move the cursor to the point where you want to insert the page number that refers to the text you have labeled. You may want to type "See page" and then a space before inserting the page number.
- 4 To insert the page number, press **F9**, type **REP travel** and then press **F10**.

Referring to Chapter and Page Numbers of Any Text

To number pages with a chapter-page format (e.g., see page II-4), you need referral statements that track the chapter number as well as page number. You must have a chapter counter (**c0**) inserted at each chapter title. See [Numbering Chapters](#)

- 1 Label the text as above.
- 2 Move to the page where you want to refer to the text.
- 3 Type **See page** (add a space after "page")
- 4 Press **F9**, type **rec travel** and then press **F10**
- 5 Type **[-]** on numeric keypad (hard hyphen)
- 6 Press **F9**, type **rep travel** and then press **F10**

The referral statement will show the chapter and page number.

Referring to a Counter

You can attach a label to a counter, such as an illustration number or section number. **REF** in the referral statement will yield the current counter number, **REP** the page number, and **REC** the chapter number (if chapter counter **C0** is used).

Let's say you want to refer the reader to a title "Section D, Five-Year Plan." You've used counter C2 for the section letter (which may not stay section "D").

Label the Counter: Add a unique name to the existing counter command, in this case C2 (rather than using the LB command).

- 1 Move the cursor to the marker representing the counter command **C2**.
- 2 Label the counter "**plan**." (Note: The first character of a counter label cannot be a number.)
 - a Press: **Del** to delete the existing counter.
 - b Type **F9 c2 plan F10**

Use the Reference Commands: To write a phrase like "See Section D, Five-Year Plan" elsewhere, with the current section letter, you use **REF** to track the labeled counter "C2plan."

- 1 Move to the page where you want to refer to the text.
- 2 Type **See Section** (add space after section)
- 3 Type **F9 ref plan F10**

- 4 Type **, Five-Year Plan** (note the comma)

Referring to a Footnote Number

You can put the **LB** command in a footnote. You then put **REF** in the referral statement to produce the footnote number, **REP** its page number, and **REC** the chapter number (if a chapter counter **C0** is used). To refer to a footnote number, such as "Refer to footnote 4," do the following:

- 1 Place the cursor where you want the footnote number to appear in your text.
- 2 Create the footnote with the **FN** command: Type **F9 fn F10**
- 3 Type **F9 lb authors F10** to insert a unique label in your footnote.
- 4 Now write your footnote and close the screen:
 - Type: The great American authors include Thoreau, Twain, and Hemingway.
 - Click Save on the footnote window.

A footnote number appears in your text. In expanded view, it appears like this:

«F N1«LBauthors»The great American authors...»

Use the Reference Commands: Use the same procedure for the REP, REF, and REC commands. In this case, we will refer to only the footnote number.

- 1 Move to the page where you want to refer to the text.
- 2 Type **Refer to footnote** (add space at end)
- 3 Type **F9 ref authors F10**

For instructions on using the menus to create labels and cross references see [Cross References](#).

Once the cross reference has been created, it will appear on-screen in green, but it will print in black. You can double-click on the cross reference to go to the point in the document where the label was inserted.

16 Math Functions

Nota Bene allows you to add, subtract, multiply or divide in several different ways.

[Math Functions Overview](#)

[Keyboard Math](#)

[Action Line Math](#)

[Windows Calculator](#)

16.1 Math Overview

Nota Bene provides several ways of adding, subtracting, multiplying or dividing. You can even add a

column of numbers that are set up as part of a tabular table. The following methods can be used for basic mathematical functions.

Action Line: The action line provides a quick and easy way to add, subtract, multiply and divide. Just enter an equation with no spaces and an equal sign at the end. For more detailed information, see [Action Line Math](#).

Keyboard shortcuts: The **Alt** key combined with mathematical function keys (+, -, *, /) can be used to add, subtract, multiply or divide numbers that have been typed in your document. The results will be shown on the status line and can be inserted into your document. Keyboard shortcuts can also be used to add a column of numbers. For instructions, see [Keyboard Math](#).

Menus: You can add, subtract, multiply and divide by using the **Math Operations** on the **Tools** menu. However, this is not the most efficient method. For instructions, see the above-mentioned page on Keyboard Math.

Calculator: You can access your computer's calculator from within Nota Bene by clicking **Tools, Calculate**. See [Windows Calculator](#).

Spreadsheet: If you would like to include a spreadsheet or a chart in a Nota Bene file, you can use your spreadsheet program to create a file, and then import material created in another program into a Nota Bene file. You can maintain the link to the other file (in which case changes made in the original file will be reflected in the Nota Bene file) or sever it so that the data created in the program is fully embedded in the Nota Bene file. For more information, see [Object Linking and Embedding \(OLE\)](#).

See also:

[Numbering](#)
[Decimal Tabs](#)
[Tabular Tables](#)

16.2 Keyboard Math

Nota Bene will allow you to add, subtract, multiply or divide within your document. Use the keys at the top of your keyboard for the following functions, without using the **Shift** key. In other words, the key combination **Alt+#** is the same as **Alt+3**, not the same as **Alt+Shift+3**. If you forget these key combinations, you can use **Tools, Math Operations** on the menu. Menu instructions are shown in parentheses below. However, using the menus for mathematical functions is not an efficient process. The keyboard shortcuts (below) or the action line are recommended. For action line instructions, see Action Line Math.

Note that the Find/Replace dialog must be closed to use the keyboard shortcuts described below. The **Alt+@** and **Alt+#** options that otherwise work as described below conflict with the **Alt+2** and **Alt+3** shortcuts used in Find/Replace. If the Find/Replace dialog is open, you can either close it or use the menu options (**Tools, Math Operations...**) to clear and dump the totals.

To perform any mathematical operation(s) on two or more numbers in your text:

- 1 Press **Alt+@** to clear any previous calculation (or click **Tools, Math Operations, Clear Total**).
- 2 Place the cursor on (or just before) the first number of your operation.

- 3 Press **Alt** and the appropriate key for the mathematical operation: addition: **+**, subtraction: **-**, multiplication: *****, division: **/** (or click **Tools, Math Operations**, and then **Add, Subtract, Multiply** or **Divide**). The number will appear on the status line.
- 4 Place the cursor on (or just before) the second number of your operation.
- 5 Press **Alt** and the appropriate key for the mathematical operation: addition: **+**, subtraction: **-**, multiplication: *****, division: **/** (or click **Tools, Math Operations**, and then **Add, Subtract, Multiply** or **Divide**). The result will appear on the status line.
- 6 Repeat steps 4 and 5 for as many numbers as you want to include in your calculation.

To insert the result of a mathematical operation into your document:

- 1 Move the cursor to the place in the document where you want the result to be inserted.
- 2 Press **Alt+#** (or click **Tools, Math Operations, Insert Total**).

If you have a column of numbers as part of a tabular table, you can define the column and add all the numbers. To add a column of numbers:

- 1 Press **Alt+@** to clear any previous calculation (click **Tools, Math Operations, Clear Total**).
- 2 Define the column of numbers you want to add. See [Define column of numbers](#).
- 3 Press **Alt**+the plus sign, using the **=/+** sign at the top of your keyboard (or click **Tools, Math Operations, Add**). The sum will appear on the status line.

See also:

[Calculator](#)

[Decimal Tabs](#)

16.3 Action Line Math

The action line provides a quick and easy way to add, subtract, multiply and divide.

- 1 Press **F9** to access the action line.
- 2 Enter the first number of your operation followed by a mathematical function [addition: **+**, subtraction: **-**, multiplication: *****, division: **/**]. Enter the next number of your operation. You can keep entering numbers and mathematical functions this way and the action line will follow the order of operations. Parentheses can be used to indicate the order of operations as shown in the examples below. After entering numbers and operations, follow your equation with an equals sign (**=**). Do not include any spaces.
- 3 Press **F10** to complete the calculation. The result will appear on the action line after the equals sign.

Examples:

2*(2+3)+5= [Nota Bene will add the answer **15** after you press **F10**]

2*2+3+5= [Nota Bene will add the answer **12** after you press **F10**]

See also:[Mathematical Functions: keyboard/menus](#)

16.4 Calculator

You can access the calculator that comes with Microsoft Windows by clicking **Tools, Calculate**. The calculator will appear on your screen. Numbers and mathematical functions (+, -, *, / and =) can be entered by clicking on the buttons of the calculator or by typing them in. Results are shown in the box at the top of the calculator dialog. More detailed instructions are available by clicking **Help** on the Calculator.

See also:[Math Functions Overview](#)[Math: Action Line](#)[Keyboard Math](#)

17 Images/Objects and Frames

Images or other objects can be inserted in a Nota Bene document by copying and pasting. Images are normally inserted in a frame. A frame is a window within a Nota Bene document that can contain an image, a file from another program, or text that is entered in Nota Bene. Text will wrap around the frame, and the frame can easily be moved or resized.

[Images/Objects and Frames Overview](#)[Inserting an Image/Object](#)[Inserting a Frame](#)[Editing Frames/Graphics in Place](#)[Edit Frame/Graphic Dialog](#)[Borders for Frames](#)[Frames and Graphic Commands](#)

17.1 Images/Objects and Frames Overview

A wide variety of images and other objects can be inserted into an open Nota Bene document. This process uses the operating system's Object Linking and Embedding (OLE) capabilities. The objects inserted can be pictures, graphs, charts, spreadsheets, icons, or many other things. In each case, a file that was created in another program (the "object") is inserted in a Nota Bene document.

Images or other objects can be inserted by copying (Ctrl+C) and pasting (Ctrl+V). The image (or object) will be inserted in a frame, and large images will be automatically resized to fit in the Nota Bene document. When first inserted, the borders of the frame will be visible with white space between the image and the borders ("gutters"). There will also be white space between the frame and any text that wraps around the frame (the "inset"). The size of the gutters and/or the inset can be adjusted. The borders of the frame can be set so that they are touching the edges of the image (gutters = zero), and they

thickness of the borders can be changed, or the borders can be removed entirely so that there is no visible outline around the image. Even if the borders of the frame are eliminated, the frame remains in place and the settings for the frame's gutters and inset will determine how text wraps around the image.

Once an image has been inserted in a document, it can be edited in place or a dialog can be used for more complex editing. See Editing Frames Graphics in Place or Edit Frame/Graphic Dialog.

While copying/pasting a file that has already been created in another program is normally the best way to insert an image or other object, advanced options are available. The inserted object can either be a pre-existing file, or a new object that is made just for a Nota Bene document.

- **Pre-existing object:** If the object is a pre-existing file (e.g. a JPG or a BMP), it can either be embedded into the document or dynamically linked to the document that was originally used to create the object.
- **New object:** A new object is a document created in another program for use only as an object in a Nota Bene document. New objects can only be embedded into the Nota Bene document.

This leads us to the second distinction, between an embedded object and a linked object.

- **Embedded objects** actually become part of the document. If the object is a new one made just for the document, it will not have a separate location on disk. If it is a pre-existing object, after it is inserted in the document, the "copy" in the document is separate from it. The advantage of an embedded object is that if the object's original file is moved or deleted, or the Nota Bene document is moved, the object is actually part of the file, so the embedded object within the Nota Bene document will remain unchanged. The main disadvantage of embedding a document is that once the object is embedded, it cannot be edited or otherwise changed in the original program.
- **Linked objects** are displayed and printed as part of the document, but are actually located somewhere else on the user's system. Thus, the object on the screen will print or display as part of the Nota Bene document, but it is not technically "in" the document. It is linked to a document in a specific location on the user's system. The advantage of a linked object is that you can edit the object using the program that was originally used to create it, and the changes will be reflected in your Nota Bene document. The disadvantage of a linked document is that if you move the file or document, the object's link may be "broken" and not appear or cause other problems in your document. Keep in mind that, if you want to edit a linked object, you will need to have the appropriate software (graphic editor, spreadsheet program, chart generator) on your system.

Finally, an object can be inserted in a frame or it can be inserted directly in a Nota Bene document without a frame.

- **Frame:** A frame is a window within the Nota Bene document that contains text, images or other objects. Text wraps around frames and a frame can easily be moved and resized. A frame may have a border, but it does not need to have a border.
- **No frame** If you want images at a particular place relative to the text (e.g., letterhead, or an image that is always after a particular paragraph or line), and don't want text to wrap around them, it is easier to work with an object without a frame. Unlike frames, which can be positioned in all sorts of different ways, floating relative to the page and/or the text, images inserted without frames are always displayed at the precise point where they are inserted, and they automatically push all following text down past the height of the image.

Note that if you are going to export the file to another format, OLE objects will not be exported with it. Nota Bene's export filters currently do not support OLE.

See also:[Inserting an Object](#)[Inserting a Frame](#)[Borders for Frames](#)

17.2 Inserting an Image/Object

An image or a file from another program (an "object") can be inserted in a Nota Bene document. Nota Bene supports over 150 image formats. BMP, JPEG, PNG, TIFF are the most common ones, but many other formats are also supported.

The easiest way to insert an image (or other object), is by copying and pasting. The image will be inserted with a frame and it will be automatically resized to fit in the . A frame is a window within a Nota Bene document that contains an image or other object. The frame is used to enable you to resize or move the image and to control how text wraps around the frame/image. You will see the black borders of the frame when it is inserted, but these borders can be changed or hidden. See [Borders for Frames](#).

To insert an image:

- 1 Use File Explorer to locate the JPG or other file that you wish to insert into a Nota Bene file.
- 2 Copy the image to the clipboard by clicking on it and pressing Ctrl+C (or by selecting Copy from the menu).
- 3 Place your cursor at the point in the Nota Bene file where you wish to insert the image and press Ctrl+V to paste.

While using copy/paste to insert an image is best for most purposes, using the menu gives you more options and control.

- 1 Click **Insert, Image/Object, Insert Image/Object**. The Images & Objects Select dialog will appear on your screen.
- 2 Select one of the following:
 - **New Image or Object**. Select the program you want to use for creating the new object
 - **Existing File as Image or Object**. Enter the path and filename in the appropriate field or click on the "..." button to browse for the appropriate file. If you select Existing Object, you also will need to choose whether to make it a Linked Object (by clicking the Set Link button) or an embedded Object (by clicking the Embed Copy button). An embedded copy in your document will not change even if you later make changes to the file that was the source of the image/object that you are inserting in your NB file.
- 3 Click to check or uncheck the **Frame Image/Object** box to indicate whether you want a frame or not. Framing is normally recommended in virtually every situation. The presence of a frame allows text to flow around the image, and it makes it easier to move and edit the frame/image.
- 4 Click to check or uncheck the **Display Image/Object as Icon** box. If you choose this option, the full object will not display, just a marker for it. If you leave this object unchecked, the object will appear in Page Layout view proportionally to how it will print out.
- 5 Click **OK**.

When an image with a frame is inserted, you will see the image, white space around the image (gutters), the black outlines of the frame (borders), white space between the frame and any text that wraps around the image (the inset). All of this can be adjusted to meet your specifications. The image can be resized or cropped. , and the gutters and insets (the amount of white space inside and outside of the frame) can be changed. For example, you could change the color of the borders of the frame, or you could hide the borders so that the frame is invisible, and you could adjust the amount of space that surrounds image. See Editing Frames/Graphics in Place and Edit Frame/Graphic Dialog.

Normally, an image or other object should be inserted within a frame. Text will not wrap around an object that does not have a frame.

If you would like to insert an image without a frame and have it centered with the text before and after flush left:

- 1 End the current line with a paragraph marker (press Enter), or, if you are in an indented region, and want the following text to continue without an indent, use Alt+Enter.
- 2 Add another line (press Enter or Alt+Enter).
- 3 Go to the beginning of the line you entered in step 2 and center it (Ctrl+E or Format, Paragraph, Center)
- 4 Insert another line (or go the beginning of the next line of text), and insert a flush left command (Ctrl+L or Format, Paragraph, Left Align).
- 5 Return to the blank line that you centered, and insert the image, following the instructions above with the frame option unchecked.

See also:

[Objects \(OLE\) and Frames Overview](#)

17.3 Inserting a Frame

A frame is a window within a Nota Bene document that can contain text, a graphic image or material from another program. Text will wrap around the frame, and the frame can easily be moved or resized. A frame is automatically included when you copy/paste an image, so you do not need to insert the frame as a separate step. See Inserting an Image/Object.

If you want to insert a frame in your open document without inserting a graphic at the same time, click **Insert, Frame, Insert Frame**. The frame will be inserted. You can add text to the frame by clicking inside the frame and entering text. Format the text in the framed area just as you would format text in the main body of the document, using the menus, toolbars, keyboard shortcuts or action line. To see and edit formatting codes in a framed area, switch to Show Codes View (press **Shift+F8** or click the Show Codes View button).

Once a frame has been inserted, you can move it by clicking on the frame and dragging it to a new position. You can change the size of the frame by clicking on it and dragging the edges. Or open the

Edit Frame/Graphic dialog for many more options. See Editing Frames/Graphics in Place and Edit Frame/Graphic Dialog.

See also:

Frames: FA command

17.4 Editing Frames/Graphics in Place

Frames and any graphics contained in them can be edited in place.

Move: To move the frame and the image that it contains, hold down the left mouse button while you click on and drag the image/frame to a new location. Text, if any, will wrap around the frame in the new location.

To access more options for editing, click on the image or object that you wish to edit. When you click on the image, you will see the image surrounded by boxes with two sets of handles. The inner dark lines with blue box handles at the corners and edges define the frame. The outer light lines white diamond handles define the white space around the frame. Text that wraps around the frame will be separated from the frame by this space. The image, frame and space around the frame can be edited as follows:

Add Captions: Click at the top or bottom of the image where it says "Click Here to Add Caption or Text" and type in text for a caption at the top or bottom of the image.

Resize: The black line with the blue boxes in the corners and edges is the frame. Place cursor on blue boxes at corners or edges, hold down left mouse button and drag to resize the frame and the image within the frame.

Adjust the inset (the amount of white space around frame): Place cursor on white diamonds, hold down left mouse button and drag to change the amount of space around the frame. This will result in more or less space between the frame and any text that wraps around the frame.

Crop: Click on the image a second time, and you see the outline around the edges of the image with gray boxes at the corners and edges. Place cursor on one of the gray boxes, hold down Ctrl as well as the left mouse button and drag to crop the image. The image and not the frame will be cropped. When you are finished, you can resize the frame.

For more complex editing, see Edit Frame/Graphic Dialog.

17.5 Edit Frame/Graphic Dialog

The Edit Frame/Graphic Dialog has six tabs that allow you to adjust the frame and/or the object within the frame. Note that many adjustments can be made very easily by editing frames/graphics in place. To open the Edit Frame/Graphic dialog, click in the image or the frame and then click the Edit icon at the left end of the green bar that is above the frame/graphic.

Each of the six tabs on the right side of the dialog provides different editing options. The first four tabs control frame properties; the last two contain embedded graphics properties. On some of the tabs, there is a blue circle with the letter i. Click on this icon for tips and information.

Position/Size: Use the first tab to change the position, size, or scale of the frame and the graphic it contains. Changes made to this tab affect both the frame and the graphic. If you want to adjust the graphic and the frame separately, use the Transform tab.

Position: Click on the Position bar at the top to set the position of the frame on the page. The Frame Position dialog will open and you can adjust the following settings:

- Choose whether or not the position of the frame should vary depending on whether it falls on an odd or an even page.
- Select the horizontal position and the vertical position for the frame.
- Click **OK** to accept the settings you have selected, or **Cancel** to accept previous settings.

Size or Scale: Use the second half of this tab to set the size of the frame/graphic.

Borders: When a frame is inserted, the borders of the frame are solid black lines. You can change the thickness of the lines, or you can eliminate any visible borders. Check the Identical box to make the borders on all 4 sides identical. Uncheck this box to make separate selections for top, bottom, right and left. If you are increasing the thickness of the lines, any increased thickness will be added to the inside of the edges of the frame. Eliminating the borders does not eliminate the frame. The frame will still be in place and its position will determine how text wraps around the graphic.

Insert/Gutters: Use the third tab to change the inset and the gutters. The inset is the space between the edge of the frame and the surrounding text. The size of the inset will determine how much white space there is separating the edge of the frame from the text that wraps around the frame. The gutter is the space between the image and the edge of the frame. If you set this to zero, any borders will be at the edge of the image.

Background: The background tab can be used to add color to the area inside the frame. If the frame contains a graphic image, the background color will be shown in the gutters. If the frame contains text, the color selected would be shown as the background color or fill color for the frame. To add color, select Color (rather than None) in the drop down list. Then click the Color button and choose a color.

Transform: Use this tab to resize the image separately from the frame, or to rotate, flip or crop an image. You will see the effects of the changes as you make them. Click the Revert Changes button at the bottom if you want to undo all of the changes that you have just made.

Resize: The image size is normally set by the frame size, and the first tab is used to resize the frame and image together. You can however, resize the image separately, e.g. make the image smaller than the frame.

- Click the Resize Frame button to go to the Position/Size tab and resize the frame and image together.
- Click the Size Frame and Image Separately button to size the image separately. This activates controls that allow you to either (a) change dimensions, or (b) change percentage, or (c) click on the image and then on the gray handles to resize the image by dragging as described in the dialog.

Crop: The dialog provides instructions for cropping the image. This can be done without opening the Edit/Frame Dialog.

Flip/Reverse: Click one of the three boxes to flip the image horizontally or vertically or to reverse colors.

Rotate: Click one of the blue arrows to rotate by 90, 180 or 270 degrees or to return to 0 degrees. Type a number into the center box to rotate by some other amount.

Adjust: A variety of tools are available to adjust the color balance and contrast of your graphic image. Use the slider controls on each of the 16 items that can be adjusted. You will see the effects of the changes as you make them. Click the Revert Changes button at the bottom if you want to undo all of the changes that you have just made.

See also:

Editing Frames/Graphics in Place

17.6 Borders for Frames

Borders around frames are established automatically when you create a frame by either inserting a frame or by inserting an image or object. See Inserting a Frame or Inserting an Image/Object. When first inserted, the border will be a black line that is 1 pt in thickness. There will be white space between the image and the border (the gutters) and white space outside of the borders that defines the space between the frame and any text that wraps around the frame.

There are numerous options for editing the borders. Use the second tab of the Edit Frame/Graphic dialog to edit the borders. You will be able to do any of the following:

- Change the thickness of the border.
- Remove the borders so that the edges of the frame are not visible.
- Make changes to the borders on all 4 sides, or different changes can be made to top, bottom, right and left.

Use the third tab of the Edit Frame/Graphic dialog to edit the inset (the white area surrounding the frame/borders) or the gutters (the white area inside of the frame/borders). If you set the gutters to zero, the edges of the frame and thus the borders will be touching the edges of the image with no white space.

See also:

[Borders](#)

17.7 Frames and Graphics Commands

The FA (Framed Area) and IG (Import Graphics) commands are used for frames and graphics. These commands can be entered on the action line and/or edited in codes view. However, most users will find it easier to insert graphics by copying and pasting and to edit them in place as described above.

For more information about the FA and IG commands, see the following:

Frames: FA Command

Importing a Graphic: IG Command

Cropping a Graphic: IG Command

Scaling a Graphic: IG Command

See also:

Inserting an Image/Object
Editing Graphics In Place

17.7.1 Frames: FA Command

The **FA** (Framed Area) command allows you to define and reserve regions of space on a page. These regions can be left blank, have text entered into them, or a graphic file merged into them. Text outside of the framed area will flow around the sides.

To create a framed area:

- 1 Press **F9** to access the action line
- 2 Type **FA SI=WxD,PO=XxY;**

SI=WxD is the size of the area being reserved where **W** is the width in inches and **D** is the depth in lines; **PO=XxY** is the position on the page where **X** is the distance from the left margin in inches and **Y** is the distance from the top of the page in lines. Note that the semicolon is a part of the command. For example, to create a frame that is 2 inches by 6 lines in size and that starts 10 lines down from the top of the page (the 10 lines includes the top margin) at the left margin you would type:

FA SI=2x6,PO=0x10;

- 3 Press **F10** to create the framed area.
- 4 The following options can be incorporated in the command in step 2.
 - Different units of measurement can be specified using two letter abbreviations. See [Units of measurement](#). Note that if you have changed Nota Bene's default measurements and do not specify units, units other than inches and lines will be applied in accord with the defaults you selected.
 - **AUTO** can be used in place of one or both of the measurements after **SI**. This will direct the program to automatically change the size of the frame to fit its contents. For example, the following command would create a frame that is 2 inches wide and long enough to fit the text that is entered in the frame:
FA SI=2INxAUTO,PO=1INx3IN;
 - The **PO** command will recognize keywords in place of measurements. Use keywords to specify a horizontal or vertical area of the page. The following are acceptable keywords for horizontal position:
 - LP** Left of page
 - TM** Text margin
 - CP** Center of page
 - RP** Right of page
 - PC** Position of command -- The frame will be placed at the point in the document where the command is inserted.
 The following are acceptable keywords for vertical position:
 - TP** Top of page
 - CP** Center of page
 - BP** Bottom of page
 - PC** Position of command -- **PC** can be used to define horizontal position or vertical position, but not both.
 - Different positions can also be defined for odd-numbered and even-numbered pages. In this way

the frame would fall differently on even or odd pages. To use this option the commands are **POO** and **POE** instead of **PO**. Both must be included in the FA command. For example, the command **FA SI=2x6,POO=RPxBP,POE=LPxBP;** would create a framed area 2 inches by 6 lines. If the framed area falls on an odd page, it will be positioned at the bottom right corner. If it falls on an even page, it will be positioned at the bottom left corner.

- Text that will be in the frame can be typed in after the semicolon.

See also:

[Importing a graphic](#)

17.7.2 Importing a Graphic: IG command

The **IG** (Import Graphic) command allows you to merge a bitmap (BMP) file into your document. Graphics may also be cropped or scaled to fit in your document. When you switch to graphic view, the data from the imported file is merged in memory with the data from the document. A much wider range of graphic capabilities is available by using Object Linking and Embedding (OLE), but this cannot be implemented from the action line. For more information, see [OLE and Frames Overview](#).

To import a BMP file:

- 1 Move the cursor to where you want the graphic to appear.
- 2 Press **F9** to access the action line
- 3 Type **ig c:\folder\filename.bmp**
- 4 Press **F10** to import the graphic.

A format delta will appear on screen. If you want to view the graphic, switch to graphic mode with **Shift+F5**.

You may add any or all of the following optional commands, separating them with commas. For example:

ig c:\folder\filename.bmp,CR=XxY WxD,SC=XxY,RV=n)

The following are the optional commands:

- **CR=XxY WxD** is the cropped size of the graphic. See [Cropping a Graphic](#).
- **SC=XxY** is the scaling factor by which you reduce or enlarge the graphic. See [Scaling A Graphic](#).
- **DE=d** is the depth of the graphic. A depth of 0 will allow you to print text over the graphic. In this case, the image will not appear in Graphic View.
- **IM=type** is the image type, either **L** for line art (the default) or **G** for gray tone or textured art.
- **RV=n** allows you to reverse the color imaging scheme. **O** is the original color and **1** reverses it.

NB:

- It may be necessary to include the path if the BMP file is located on other drives or other directories.
- If you do not want the graphic to display when you call the file to screen, use the following command:
call/f filename
- The **IG** command can be used to import a printer-ready file by specifying PRF as the file type (TY=).

See also:

Framing an Area

17.7.3 Cropping A Graphic: IG command

When a an image is imported the entire image is incorporated. It is possible to eliminate portions of the graphic by specifying crop size. To crop a graphic at time of importing:

- 1 Move the cursor to the position in your document the graphic will appear.
- 2 Press **F9** to access the action line.
- 3 Type **IG filename.bmp,cr=.55inx.55in 1.5inx1.5in** where **filename.bmp** is the graphic to be imported. The first set of values defines the upper left corner of the area you want to include. Measure from the upper left corner of the entire image to the upper left corner of the part you want to use. The second set of values defines the size of the area to incorporate. Measure the width and height of the area you want to include starting at the coordinates determined for the upper left corner.
- 4 Press **F10** to import the cropped graphic.

If you decide to crop the graphic after including it in your file, you would need to switch to Show Codes View (press **Shift+F8**) and add the **CR** command inside the **IG** command.

See also:

Scaling A Graphic

17.7.4 Scaling a Graphic: IG command

The IG command can be used to enlarge or reduce an image. If, for example, you wanted to enlarge the graphic to 200% of its original size, you could do so as follows:

- 1 Move the cursor to the position in your document the graphic will appear.
- 2 Press **F9** to access the action line.
- 3 Type **ig filename.bmp,sc=200x200** where filename.bmp is the name of the graphic file to be imported.
- 4 Press **F10** to import the graphic.

NB:

- Different percentages may be specified for horizontal and vertical scaling. Doing so will change the shape of the graphic.
- Scaling is applied after cropping.
- If you decide to scale the graphic after including it in your file, you would need to switch to Show Codes View (press **Shift+F8**) and add the **SC** command inside the **IG** command.

See also:

Cropping a graphic

18 Index and Table of Contents

Nota Bene provides a powerful indexing program that can be used to create a wide variety of different kinds of indexes. In addition, a table of contents can be generated in a variety of formats.

- Indexing: Introduction and Overview
 - Glossary of Terms Used in Index Marking and Generating
- Index Marking Overview
 - Getting Started: Basic Marking
 - The Index: Mark Entries Dialog
 - Marking Using the Index Marking Toolbar
 - Marking Using an Auto-Mark File
 - Index Markers in Show Codes View
- Index Generation Overview
 - Index: Generate Dialog
 - General Notes on Index Generation
- Table of Contents: Introduction and Overview
 - Table of Contents Marking
 - Generating a Table of Contents
 - Adjusting the Style of a Table of Contents

18.1 Indexing: Introduction and Overview

Nota Bene's indexing functionality is extremely powerful – much more sophisticated than you will find in any other word processor. With it you can produce indexes with the kinds of features and functionality specified by major style manuals. For example, almost everything described in the lengthy chapter on indexing in *The Chicago Manual of Style* can be produced automatically by NB. You can generate a wide variety of indexes, from a single general index, on the one hand, to multiple, complex, highly customized indexes on the other.

Bear in mind, however, that indexing is an art. While a computer program can save you dozens, and even hundreds, of hours of work, no computer program can substitute for a knowledgeable indexer who knows the material in the manuscript and understands the intended audience.

The process of creating an index for a document involves two steps: **marking** the document (that is, selecting what terms will be listed in the index), and **generating** the index. When you mark a word for inclusion in the index, Nota Bene places an **IM** (Index Marker) command in the document. When you generate the index, the program uses these IM markers to find the terms to include. In Page Layout view, the presence of an IM command is indicated by a non-printing small red square. This marker can be turned off using the Command Display Options dialog (**Shift+F10**). For more information, see [Markers](#) and [Index Markers in Codes View](#).

Note that if the publisher of your manuscript uses a program other than Nota Bene, their page breaks may differ from the ones in your NB version. To ensure that the page numbers in your index are accurate in these cases, you will need to manually insert page breaks in your manuscript wherever the pages will break in the final book. Before inserting the page breaks, set the default page length in your document

so that the page is longer than the publisher's page (click Format, Page Layout, click the Paper tab, and under Paper Size, select Legal). If you are producing camera-ready copy in Nota Bene, then this step is not necessary

If you are interested in producing multiple indexes or in using some of Nota Bene's more complex indexing functionality, it is recommended that you read the Index Marking Overview and the Index Generation Overview before you begin. Further documentation in Help provides information on navigating the main dialogs associated with marking an index (the Index: Mark Entries dialog, Index: Mark Toolbar, the Index: Auto Mark dialog) and generating an index (the Index: Generate dialog and the Index: Configure dialog).

To get a feel for the steps required to produce an index, you can try producing a simple index.

To create a single basic index:

- 1 Place your cursor on each word that you want to include in the index and press **Alt+F8** to mark a single word exactly as it appears in the document.
- 2 After you have completed marking all of the words to appear in the index, save your file (press **Ctrl+S** or click **File, Save**). [Note that you will not be able to generate an index for an untitled document.]
- 3 You can now generate your index by clicking **Tools, Page Indexes, Generate**. The preexisting **General Index** will already be selected in the **Index: Generate** dialog. Press the **Generate** button. A fully formatted index containing all of the marked terms in your document will appear in a new, untitled file.

See also:

[Marking Overview](#)

[Generate Index Overview](#)

18.1.1 Glossary of Terms

The following is a list of general terms used in the index menus. More detailed descriptions and instructions can be found in Using the Index: Mark Toolbar.

Heading: The term or phrase being indexed. Up to 3 levels of headings are provided: the main heading, a subheading, and a sub-subheading. For example, in an index entry that looks like this:

**Philosophers,
Greek,
Athenian
Eleatic**

"Philosophers" is the main heading, "Greek" is the subheading, and "Athenian" and "Eleatic" are the sub-subheading.

Alternate Sort/Sort Under Term: You can specify a different "sort under" string, to enable the sorting of a particular reference under some other term (for example, you may wish to enter years as numbers, as "2001," but sort them as though spelled out, or to sort items chronologically rather than alphabetically).

Heading Category and Subcategory: The kind, or type of item of the heading term. The heading category can be a name, place, subject term, or the first line of a poem or the title of a song, etc. Four

predefined categories are available: Persons, Places, Topics, and a General category. Categories are most useful for generating unique thematic indexes.

Reference Type: The kind of reference for the current page entry, or "locator." Some examples of reference types are Figures, Tables, Definition, or other custom types. Specifying a reference type may be useful if you want the page numbers of instances of particular types of terms to be listed in a particular print style (bold, italic, etc.) for headings in the index.

Type of Index Entry: The way that the words and phrases in the file are listed in the index. The index entry can be the word as it is found in the document, a string of words, or words manually typed by the user.

See also:

[Marking Overview](#)

[Generate Index Overview](#)

18.2 Index Marking Overview

The first step in creating an index is to indicate what will be included in the index -- to "mark" the document. Once the document is marked, the index can be generated.

There are two main methods of marking a file. One method is to mark specific words or assign those words to headings, categories, etc. The other is to create an auto-mark file which is a unique file that lists all words in a document that will be automatically included in the index. The two methods can be combined to mark the document.

The first step in marking the document is usually to open the **Index: Mark Entries** dialog by clicking **Tools, Page Indexes, Mark**. From that dialog, you can select whether you will be marking entries manually using the **Index: Mark Toolbar**, or automatically using an **Auto-Mark File**. The following information gets you started by discussing the most basic way to mark words for inclusion in the index. Then the Index: Mark Entries dialog is discussed in detail, and instructions are given for each method of marking words for inclusion (either by using the Index: Mark Toolbar or Auto-Mark files). A section on editing index markers in Show Codes View is included for advanced users.

See also:

[Getting Started: Basic Marking](#)

[The Index: Mark Entries Dialog](#)

[Marking Using the Index: Mark Toolbar](#)

[Marking Using an Auto-Mark File](#)

[Index Markers in Show Codes View](#)

18.2.1 Basic Marking

If you simply want to mark a single word for indexing, you can do so by having your cursor in the word and pressing **Alt+F8**. That word will then be marked for inclusion in the index. While this is the most straightforward way of marking your text, it has some limitations:

- The term you want to mark must be a single word -- not a phrase.
- The term must appear in the document exactly as you wish it to appear in the index.
- The index entry will only be a single level deep -- there will be no subheadings.

- If you have several indexes or categories of indexes, the item marked must be of the same category or index as the last item marked.

Despite these limitations, there are situations in which this kind of marking can be useful. This kind of marking is useful in the following situations:

- You are marking for a general index in which all items are marked as category "General" (which basically means, "doesn't matter").
- You are marking for a specialized index, and all the items being marked for the moment are from the same category.

To mark a word for inclusion in the index as it will appear in the index:

1 Place the cursor in the word you want to add.

2 Press **Alt+F8**

The word will be now be marked. In Show Codes view, you can see the **IM** (Index Marker) command that has been inserted.

See also:

[Index Marking Overview](#)

[Index: Mark Entries Dialog](#)

[Index: Mark Toolbar](#)

[Index Markers in Codes View](#)

18.2.2 Index Mark Entries Dialog

When you click **Tools, Page Indexes, Marking Options**, you are presented with the Index: Mark Entries dialog. This dialog provides several options for (1) manually marking terms in the document for inclusion in the index, (2) creating files that mark words for the index automatically, (3) limiting the scope of the index by excluding terms in particular regions of the document, and (4) adding/editing categories of terms to be indexed.

Active Index

The first step is to select the Active Index, that is, the index definition, or set of formatting elements that you will be using. Unless you have set up a customized index definition, the active index will be General Index. The next step is to choose the method by which you will be marking terms for inclusion in the index. There are two primary methods for doing this: (1) you can mark terms individually or (2) you can have NB automatically create a file of terms in your document that will be included (you can then edit this "Auto-mark file" so that only the terms you select are included).

Marking Entries Manually

If you want to mark individual terms to include in the index, you have two options:

- You can mark just the term your cursor is on by selecting Mark Current Word (Exactly as Found in File). You can also do this by pressing **Alt+F8** when your cursor is on the word. See [Getting Started: Basic Marking](#).
- You can open a new dialog (Index: Mark) to mark the entire file. To mark the entire file using the Index: Mark dialog, select "Mark File (Including Terms Not Found in File)" [from here you can choose either the standard or enhanced view, but you can also switch between views after the selection is made and the Index: Mark dialog is open. The following information applies to options available in the Enhanced view mode]. Click OK. (You can also access this dialog by pressing

Ctrl+Alt+F8). See [Marking Using the Index: Mark Toolbar](#)

Marking Entries Automatically

If you want NB to automatically create a list of terms from your document to be included in the index, you must create an Auto-Mark file. To do so, select Create Auto-Mark File in the Index: Mark Entries dialog. A default filename and location will be displayed, or you can edit the default file name and location yourself. Click OK. A file containing the list of terms to index and the number of times they appear in the document will be opened in a new window. Once the Auto-Mark file is created, you can use the Index: Mark Entries dialog to Edit the Auto-Mark File or selecting a different Auto-Mark file. See [Marking Using Auto-Mark Files](#)

Excluding Regions

In most cases, only the main body of a manuscript, and not the front- and backmatter, are included in the index. You can choose to further limit the scope of the index by specifying portions of your document to be excluded.

To mark the regions to be excluded from the index, select Exclude Regions/Text from Index in the Index: Mark Entries dialog.

From the dropdown list select the desired option:

- Mark Beginning of Region(s) to Include in Index: Text before this will be excluded
- Mark End of Region(s) to Include in Index: Text after this will be excluded. If you select one of these options from the dropdown, a code will be inserted in the document that tells NB to mark any words following that code. A code inserted at the end of the region will tell NB not to mark words following that code start marking words again.
- View Existing Beginning/Ending Markers: You can search the document for the beginning or ending codes by selecting this option and using the Index Regions toolbar to navigate through the document. You can search backwards or forwards, switch the status of existing mark, or delete the existing mark.
- Exclude Next Word From Index (Even if Using Auto-Mark File): Marks the next word in the document for exclusion. This is useful if the word is included in an auto-mark file, but you don't want that particular reference to be indexed.

Adding Categories

The Index: Mark Entries dialog also allows you to customize categories to specify index entries. To add a new category, select Add Categories Used To Specify Specific Entries, and click OK. In the Index: Entry Categories dialog, first select the Main Index Category (Persons, Places, or Topics) to which you will be adding a new category. Within each main index category, the default categories will be listed. You can edit these default category descriptions and codes (see [Index Markers in Codes View](#) for information on codes) or add new ones. When you are satisfied with the new index category, click OK. The new category will appear in the Heading Subcategory dropdown in the Index: Mark toolbar. (See [Index Marking Overview](#) for a definition of Heading Categories and [Using the Index: Mark Toolbar: Marking a file](#) for more information about using categories.)

See also:

[Index Marking Overview](#)
[Index: Mark Toolbar](#)

18.2.3 Index Mark Toolbar

The Index Marking toolbar can be opened by clicking **Tools, Page Indexes, Mark**, or by pressing **Alt+X**. This toolbar can be used to mark a file or to search for marked terms. For detailed directions,

see the following:

[Using the Index: Mark Toolbar to Mark a File](#)

[Using the Index: Mark Toolbar to Search for Marked Items](#)

The Index: Mark Toolbar has some special features and three different modes, which are discussed below.

Always On Top

The Index Marking toolbar is "always on top" meaning that it remains open and on top of your document until you close it by pressing **Ctrl+Alt+F8** again or clicking the [x] in the upper right hand corner of the dialog.

While the Mark for Index dialog is open, you can click on your document to return to it for editing. Pressing **Ctrl+Alt+F8** will toggle your cursor between the dialog and the document.

To prevent this "always on top" dialog from obscuring portions of the document underneath, it has been designed so that it can, in most cases, fit in the left margin of the paper (assuming 100% zoom and a standard margin of at least 1 inch). Once you are familiar with its functionality, either move the dialog so its left half (which offers descriptive help, but no additional functionality) is off the screen to the left, or go to "Expert" mode (described below). You can also set NB to a non-maximized mode (where it doesn't take up the full screen) and drag the marking dialog to an area outside of the NB window.

Marking Modes

The Index Marking toolbar has three different modes: Standard, Enhanced, and Expert. Whenever the Toolbar is active, you can switch to a different mode by clicking on the Toolbar Display Views dropdown list and selecting the mode you want.

Standard mode: This is similar to the basic marking described elsewhere, except that you can specify phrases rather than just words, and multiple levels (headings, subheadings, and sub-subheadings).

Enhanced mode: All the index marking options are available. An additional "auto marking" feature is available (this adds the word to the auto-mark file). You can search through the file to find other occurrences of text to be indexed, or terms that are already marked (also described below). Descriptive help for the various enhanced options is also available in this mode.

Expert mode: All the same functions as Enhanced mode, but by removing the option to display help, the dialog is narrower and less obtrusive.

See also:

[Using the Index: Mark Toolbar to Mark a File](#)

[Using the Index: Mark Toolbar to Search for Marked Items](#)

18.2.4 Index Mark Toolbar: Marking a File

The Index Mark toolbar can be used to mark a file for indexing. Open the toolbar by clicking **Tools, Page Indexes, Marking Options**, or by pressing **Ctrl+Alt+F8**.

Headings

When the Index: Mark toolbar is open, and you highlight a word in your document using the mouse, that term appears in the Main Heading field. By default, that exact term along with the page number on which it appears will be listed in the index. If you are dealing with a more thematic element or a personal name, for example, you can edit the term in the Index: Mark toolbar and that edited term will appear in the index with the page number associated with it.

You can also insert the term as a subheading or sub-subheading of a different heading. For example, you might have the heading "Nomads" with the subheading "Migration of."

Alternate Sort/Sort Under

You can specify a different "sort under" string, to enable the sorting of a particular reference under some other term (for example, you may wish to enter years as numbers, as "2001," but sort them as though spelled out [to sort numbers as though they were spelled out use **Tools, Page Indexes, Generate, New or Edit**, then **New/Copy** or **Edit** at the "Alphabetization" setting], or to sort items chronologically rather than alphabetically)

To change the "Sort Under" string, select the "Alternate Sort" button from the index-marking dialog.

For multi-level headings, you can specify an alternative sort sequence only for the deepest level. In other words, you can specify where under the current heading the item in question can be sorted, but not (directly) under which other heading it should be sorted.

The "sort under" option also lets you specify under which category a particular multi-level heading should be placed, in the event that there is ambiguity. For example, if you have an entry "Santa Maria," you may need to specify that it should be placed or grouped under "Columbus" category "Person" rather than under "Columbus" category "Place."

Categories

Index headings can also be identified according their category, that is the classification of the heading type in an index . The category can be a name, place, subject term, or the first line of a poem or the title of a song, etc. Four predefined categories are available:

- Persons
- Places
- Topics
- General

Ordinarily, the category/subcategory applies to all occurrences of a term in a file (i.e., the category of a term does not change from page to page), although you could have the same word or phrase with different meanings, and thus different categories (e.g., Columbus [the person] and Columbus [the place]).

There are two reasons why you may want to include categories:

- To generate multiple indexes for the same document, with only selected kinds of terms (e.g., People and Places) in each index. For information about generating indexes for different categories, see [The Index: Generate Dialog](#), especially the Index Type section.
- To have different kinds of items (e.g. book titles, geographical locations) in the same index distinguished by print style (bold, italics, etc.). For information on generating indexes with different print styles for different categories, see [The Index: Generate Dialog](#), especially the Entry Format section.]

General category: The "General" category should be used when the category does not matter. For example, in general indexes, there is no need to specify the kind of item being indexed, since everything will be included.

Subcategories: For Persons, Places, and Things, (i.e., all categories excluding "General") customizable subcategories are available. To add or edit subcategories, use **Tools, Page Indexes, Mark**, and then select the option "Add Categories Used to Specify Index Entries."

Reference Type

Nota Bene allows you to mark one instance of a term on a particular page as unique from other instances of the same term elsewhere in the document. This is useful if you want the page numbers associated with terms that occur in figures, tables, definitions, or other specific reference types to print in a different style than instances of the term in regular text. You can mark a specific reference to be listed as a regular type, listed in a specific print style, or associated with a specific type of item, as defined below.

Regular: The occurrence of the index term on the current page is ordinary, without any need to qualify it.

Specified Print Style: The reference to the index term on the current page is to be distinguished in some way (bold, italic, or bold italic). This is useful if the particular reference is to a table or illustration, as opposed to regular text.

Specified Item Type: The occurrence of the index term on the current page is to a specific type of item—a major/primary term, a definition, a figure, a plate, a table, or another kind of item that you want to distinguish from other references. The difference between this reference type and a specified print style is that items tagged using one of the specified item types can be formatted in different ways when the index is generated, without requiring that you return to the file to change their tagging, as would be the case if you used one of the specified print styles above. For example, you can set up your index so that all references to figures appear in bold automatically.

Whether specific page references are distinguished by specifying a print style or by using the more flexible means of specifying an item type, you can control the sequence in which numbers in different styles are output. For information about selecting the print style of items tagged in this way, see [The Index: Generate Dialog](#), especially the Entry Format section.

You can also set other special modifiers for particular references:

Force Distinct Note: Ordinarily, when a reference appears on the same page both within a note, and in the body of the text, the separate note reference is dropped, unless you select "Force Distinct Note."

Exclude Page Number: Although this option is not ordinarily needed for most indexes, you can exclude the page number reference for a particular occurrence.

Exclude from Index: This option is actually not a way of marking an particular reference for inclusion in an index, but a way of excluding a particular reference that would otherwise be included when auto-marking a file, as described below.

Other general modifiers: The last group of "reference type" modifiers pertain to cross referencing. All four types require that you specify the term which the reader is referred to in lieu of, or in addition to, the current term. To enter the terms that the user should look under, use the "Refer to" command button on the Marking Toolbar. There are four types of cross reference phrases:

- **See/see also** forms, where the term referred to is a specific entry elsewhere in the index. Nota Bene automatically determines whether to use the "See..." form (if there are no subentries) or the "See also" form (if there are).
- **Generic see/see also** forms, where the term referred to is a group of other terms (e.g., "see also various foods").
- **See under/see also under** forms, where the term referred to is a higher level entry under which other unspecified subentries that are relevant can be found.
- **Generic see under/see also under** forms, where the term referred to is a group of higher level entries under which other unspecified relevant subentries can be found.

You can control the text (i.e., use different phrases from "see" or "see also"), print style, location, and format of the cross-reference terms, using: **Tools, Page Indexes, Generate, New** or **Edit**, then click the third "Cross References" tab after selecting New/Copy or Edit at the "Entry Format" setting. See [The Index: Generate Dialog](#), especially the Entry Format section.

Unlike the other items grouped under "Reference Type," cross-references are not specific to the particular page on which the reference is found, but apply generally to that term. You can, however, have both page references for a particular term, and at the same time have a cross reference to another term, but doing so requires that you enter separate index markers for each.

Some may prefer to add cross references manually to the generated index, rather than adding them in the file before the index is generated.

Type of Index Entry

Selecting a specific type of index entry can serve as a shortcut to typing long strings of text in the Heading textbox. There are four types of index entries:

- **Index as Found** marks the word immediately after the cursor exactly as it is found in the file. Headings or subheadings typed manually in the Index: Mark toolbar are ignored. The entry can only be a single-level entry and is limited to only a single word. These forms of index markers have the advantage of automatically picking up the text at the cursor position, so that if the word following the index marker changes, the index will pick up the word that replaces it, without your having to edit the index marker.
- **Index as Typed** marks the term according to what is typed in the heading, subheading, etc. field. In many, perhaps most, cases, you will want to index the terms found in the file by typing a (multilevel) word or phrase into the index marker, rather than relying on what appears in the file. These entries can be multilevel, with headings, subheadings, and sub-subheadings. These entries can also be multi-word, rather than limited to a single word. Unlike "indexed as found" entries, these entries must be edited if the words surrounding them in the text change, and the index entry no longer applies.
- **Index to Line End** marks the entry from the cursor to the end of the current line. The full text will be the heading. Headings or subheadings typed manually in the Index: Mark toolbar are ignored. This is useful when indexing titles or first lines, and you wish to have NB include all text from the current position up to the next line end in the index, without having to type all that text into the index-marking dialog.
- **Index to Next Style** marks the entry from the cursor to the next "use style" command. This is useful if you want to insert all pages of a particular framework element in the index. In other cases you may have multi-word phrases such as place names, special terms, etc. set off using different styles, and wish to have Nota Bene include all text from the current cursor position up to the next "Use Style" format marker.

Marking

Once you are satisfied with the heading, category, and reference type as it appears in the Index: Mark toolbar, you can mark the entry (that is, insert the code that marks the term for inclusion in the index) in one of 2 ways:

- **Mark for Index:** Press the "Mark for Index" button. The term will be marked according to the heading you specified in the Index: Mark toolbar. If the selected text that is copied into the Index Marking toolbar is already marked, the settings for that index marker will be displayed in the toolbar and the "Mark" button will be replaced by 3 buttons.
 - **Mark:** marks as described above, adding a new index marker to the file, while retaining the existing one
 - **Edit:** edits the existing index marker, replacing it
 - **Del:** deletes the existing marker
- **Auto Mark for Index:** If operating in either "Enhanced" or "Expert" mode, and the "Auto Mark for Index" checkbox is checked, as soon as the text is selected it will be marked automatically for inclusion in the index. With this method there is no opportunity to change the text of the heading these before the term is auto marked. Auto marking only allows single-level index entries (i.e., no subheadings, etc.) selected text, whether a word or phrase, is by definition single-level. If the term being selected is already marked (i.e., that occurrence in the file) for inclusion in the index, auto marking will be suppressed

When the Index: Mark toolbar is open, there is a third method of marking terms for inclusion. Even if the "Auto Mark for Index" checkbox is not checked, you can mark a word for inclusion in the index by highlighting it using Ctrl+double click of the mouse.

For information on what the index marker is in Expanded View, see [Index Markers in Codes View](#).

Other Options

Add to Auto-Mark List

You can add a term to the automatically generated automark file by clicking the Add to Auto-Mark List button. You must have already selected an Auto-Mark file for your document before clicking this button. See [Marking an Index Using an Auto-Mark file](#).

More Help: The Show Description Button (Enhanced View Only)

More information is available for each element of the Index: Mark toolbar by pressing the Show Description button at the bottom of the toolbar. The information will appear in a bar to the left of the toolbar. You can hide this information bar by clicking **Hide Description**.

See also:

[Index: Mark Toolbar](#)

[Using the Index: Mark Toolbar to Search for Marked Items](#)

[Getting Started: Basic Marking](#)

18.2.5 Index Mark Toolbar: Search for Marked Items

The Index: Mark toolbar can be used to search for terms that have already been marked. Open the toolbar by clicking **Tools, Page Indexes, Marking Options**, or by pressing **Ctrl+Alt+F8**.

You can either search forwards or backwards for:

- Other instances of the word in the "Heading" textbox (if that textbox is empty, it will search for the word in the "Text as Found in File" textbox).
- Existing index marker commands (i.e., for the IM|IE codes already embedded in the file). Select Entry from the dropdown to the right of "Find Previous/Next:"

Regardless of whether you are searching for other instances of the current term, in order to mark them, or for existing index markers, you can search body text only, notes only, or both body text and notes. Select the elements you wish to search from the dropdown to the right of "Find Previous/Next"

When searching notes forwards, when no (more) instances are found in the note, the note window is closed automatically, and the search continues forward. When searching notes backwards, when no (more) instances are found in the note, you will need to close the note window (with F3 or by clicking on the icon) before continuing your search backwards.

See also:

[Index: Mark Toolbar](#)

[Using the Index:Mark Toolbar to Mark a File](#)

18.2.6 Auto-marking

In addition to marking words within a file, you can create an "auto-mark" file that contains a list of words that you want the program to automatically include in the index. The terms in that file will be included in the index without actually inserting an index-marker command into the file. This file will appear as a list of terms with the number of times each term appears in the document. An auto-mark list is limited to 16,000 unique words (a large manuscript file might have around 12,000 unique words). You can limit the number of unique words in the initial list by a judicious selection of options on the Create Auto-Mark dialog (see details on editing an auto-mark file below). The auto-mark file has the extension **.amf** and can be stored in a folder of your choosing.

The auto-mark list is composed of one required element and 3 possible optional elements:

The required element is the term—a word or phrase—that is to be found in the file. An asterisk (*) can be used as a wildcard character at the end of a word to include all words that are identical up to the asterisk, but different after it.

The auto-mark list can include the following optional elements (inserted as an «IM|IE...» marker after the word or phrase)

- Heading, subheading, and sub-subheading that you want to have added to the index in lieu of the word or phrase entered into the auto-mark list whenever it is encountered in the file. The heading is the term or phrase being indexed. Up to 3 levels of headings are provided: the main heading, a subheading, and a sub-subheading. To illustrate, in the following example, "Philosophers" is the main heading, "Greek" is the subheading, and "Athenian" and "Eleatic" are the sub-subheading.

Philosophers,
Greek,
Athenian
Eleatic

- Category and subcategory. The heading category is the kind or type of item of the heading term. It

can be a name, place, subject term, or the first line of a poem or the title of a song, etc. Four predefined categories are available: Persons, Places, Topics, and a General category. Categories are most useful for generating unique thematic indexes.

- A Sort Under Term. A different "sort under" string can be specified to enable the sorting of a particular reference under some other term. For example, you may wish to enter years as numbers (e.g., 2001), but sort them as though spelled out, or you may wish to sort items chronologically rather than alphabetically.

Creating an Auto-Mark File

To create an auto-mark file:

- 1 Click **Tools, Page Indexes, Marking Options**.
- 2 Click the **Create Auto-Mark File** radio button.
- 3 In the available field, type the name for the auto-mark file you are creating, or click on the "..." button to the right to browse for a location.
- 4 Click **OK**. You will then get the Index Create Auto Mark File Dialog.
- 5 After you've made your selections, click **OK**.
- 6 You will now have the auto-mark editing screen (see below) where you can make any changes you would like. Click **OK** to save the auto-mark file after you've made any changes.

Editing an Auto-Mark File

To edit an existing auto-mark file:

- 1 Click **Tools, Page Indexes, Marking Options**.
- 2 In the **Index: Mark Entries** dialog, click the **Edit Auto-Mark File** radio button.
- 3 In the available field, type the name for the auto-mark file you are creating, or click on the "..." button to the right to browse for the file.
- 4 Click **OK**. You will be taken to the Index: Auto-Mark File dialog.
- 5 In the auto-mark editing screen, you will see the list of terms that NB automatically generated, along with the number of times they occur in the document. In this screen, you can add headings, subheadings ("Subentry" or "Sub-Subentry"), categories and subcategories, and "sort under" ("Index As") strings. You can also trim the list, add or remove words, and other functions. By clicking Categories in the lower right corner of the dialog, you can edit or add categories that you can use to identify particular headings.

Selecting an Auto-Mark File

The **Select Auto-Mark File** option in the **Tools, Page Indexes, Marking Options** dialog works the same way, and selects the current auto-mark file for if you are going through the document and adding words to the auto-mark list that way.

See also:

[Marking Overview](#)

18.2.7 Index Markers in Codes View

When you mark a word in a file, Nota Bene inserts an **IM|IE** command (Index Marker, Index Entry). The command will appear in Codes View as follows:

«IM|IE: ...»

The index marker goes before the word that is to be included in the index (this differs from NB DOS, where it went after the term).

The subfields of this command, all separated by semi-colons, are:

- IT=heading|subheading|sub-subheading Index Term (to be indexed)
- CA=** (2-character mnemonic for category) Category -- of index term
- SC=** (2-character mnemonic for subcategory) Subcategory
- RT=** (2-character mnemonic for reference type) Reference Type -- properties of index term on current page
- GT=** (2-character mnemonic for get-text type) Get Text Type -- how the index term is built (for example, by picking up word after cursor, all text to end of line, etc.)
- SO=text or category+subcategory| same | same Sort Under
- CR=heading|subheading|sub-subheading Cross-reference term (the term the user is referred to from the current term)

See also:

[Index Marking Overview](#)

18.3 Index Generation Overview

After the file is marked, an index can be generated. NB will create a separate file that can be edited just like any Nota Bene file. Note that the index file itself is not "dynamic" in the way that certain parts of the program are (e.g., framework components and *ibidem* citations), so if you make changes to the text after generating the index, those changes won't be reflected in the index unless you generate a new one.

After marking a file, a simple index can be generated as follows:

- 1 Click **Tools, Page Indexes, Generate**.
- 2 Select the index you want to generate from the **Existing Index Definitions** list. Usually, this will just be **General Index**.
- 3 Click **Generate**.

If you are producing just one general index for the whole manuscript, in most cases this should be enough. That is, you can use the **General Index** from the **Existing Index Definitions** list. An index definition is the set of rules that govern the format and layout of the index. General Index is the definition that includes all of NB's default settings. However, before generating you can change virtually any aspect of the resulting index using **New** or **Edit** from the **Index: Generate** dialog.

See also:

[The Index: Generate Dialog](#)

General Notes on Generation

18.3.1 Index Generation: General Notes

The process of creating an index definition is modular. You can create as many sub-definitions of each of the four major categories -- index type, overall format, entry format, and alphabetization rules -- as you desire, and then build distinct index structures and definitions by combining these component parts in various ways. These modular building blocks are not document specific, but are available for use in building index definitions for subsequent documents.

On the other hand, index definitions (the combination of these various building blocks) are document specific. If you want to create a customized index for a particular document, you give it a name, select one sub-definition from each of the four major categories, and then specify the name of the auto-mark file to use, if any.

You can create multiple index definitions for a single manuscript in advance, and simply select the one you want to use at a particular time.

When creating an index definition for a manuscript file, you should do so only for the first file in the manuscript (except in the unlikely event that you want to generate sub indexes for each chapter within a manuscript).

If you create multiple index definitions with the same name in a manuscript file, only the first definition will be used -- and applied to the entire manuscript -- when you generate the index.

See also:

[Index Generation Overview](#)

18.3.2 Index Generate Dialog

Before generating, you can change virtually any aspect of the resulting index. You should read [General Notes on Generation](#) before proceeding.

The Index Generate dialog is used to generate an index, or to access dialogs that will allow you to customize the way the index is formatted and/or to define the categories that are included in the index. To open this dialog, click **Tools, Page Indexes, Generate**.

The Index Generate dialog shows a list of indexes that have been defined. An index definition is the set of rules that govern the format and layout of the index. General Index is the index definition that includes all of NB's default settings. General Index will be listed by default. If you have defined additional indexes, they will also be listed. An index can be deleted from this list by clicking to highlight it and then clicking **Delete**.

To generate an index, make sure that the index that you want to generate is highlighted. Click **Generate**. The index will be generated in an untitled Nota Bene file.

To specify a new index definition with different format options and/or categories, click **New**. To edit the settings for an already existing index definition, click to highlight the index definition and click **Edit**. Clicking either the **New** or **Edit** button will open the Index Configure dialog.

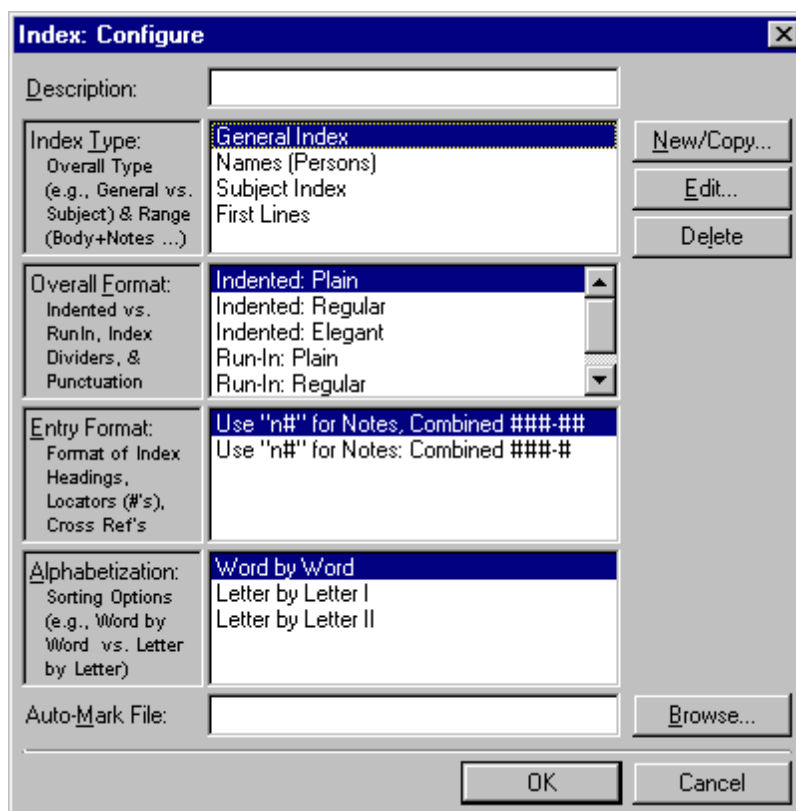
To edit the title of your index (e.g., "Index of Geographical Terms") or add short introduction to your index, click **Title/Intro**. This will open what looks like a new document. This will allow you to enter the document layout settings that govern the index—running headers and footers, the title of the index, and/or any desired introductory or explanatory text you would like.

See also:

[Index Generation Overview](#)

18.3.3 Index Configure dialog

To open the Index Configure dialog, click **Tools, Page Indexes, Generate** and then click either the **New** or **Edit** button on the Index Generate Dialog.



The Index Configure dialog presents you with four groups of general formatting settings for your index:

- **Index Type:** the categories that are to be included in the index [see Introduction for definition of categories],
- **Overall Format:** the layout of the text of the index
- **Entry Format:** the layout of the page numbers listed for each term
- **Alphabetization:** the rules for sorting entries

You can edit each group of settings in turn by clicking in the white areas in each section. Doing so will activate three buttons on the far right: **New/Copy**, **Edit**, and **Delete**, which will either set up new rules for each setting, edit the current rules, or delete the current settings. Clicking either **New/Copy** or **Edit**

will bring up a unique dialog for each section through which you can edit the settings.

Index Type: This setting governs the categories and subcategories of marked items to be included in the index, the portions of the document to be indexed (body, notes, text in frames, text in citations, etc.), and different page numbering schemes. When you click New/Copy or Edit button in this section of the Index: Configure dialog, the **Index Options dialog** will open.

The list of categories to be included in the index applies when you have marked certain words in your document as belonging to certain categories (see Introduction and Marking Using the Index: Mark Toolbar). The General Index (NB's default) includes all categories. However, if you are generating an index of Personal Names appearing in the text, for example, you will only want to include the "Names (Persons)" category. You can also tell NB to handle all marked items that haven't been marked in a category as though they did belong to a particular category and subcategory by checking the "Treat As Specified Type" box under the "General/Uncategorized" box, and choosing from the appropriate dropdown lists.

For the "Sections to Include in Text" and "Numbering Systems" section of the Index Options dialog, check the appropriate boxes.

Overall Format: This setting governs the indentations of each level of heading (each level is indented, only second level headings are indented, or all levels run together), the number of columns in the index, the punctuation between the heading and the first page number (space, comma, colon, etc.), and the divider between groups of entries for each letter of the alphabet (a blank space or a letter).

Entry Format: Here is where you can format the layout of different types of entries (categories, reference types, etc.). The dialog associated with this settings has three tabs: Headings, Locators (#s), and Cross References. The **Headings tab** governs the casing and print-style of the different categories of entries (if these differ). The **Locators (#s) tab** governs the print style of the page numbers for different kinds of reference types (primary references, definitions, tables, etc.), the print style and format of references within footnotes and endnotes, the rules governing the sequence of page numbers that are in different styles (should they be interspersed, or segregated, and if so, in what order?), and the rules governing combining of page ranges (how many digits to display for page numbers over 100, what type of dash to use, whether to use "ff." for pages following the initial page, etc.). The **Cross References tab** governs the text, formatting, and positioning of "see" and "see also" references, along with their variations. [For more information about formatting categories and references, see Marking Using the Index: Mark Toolbar.]

Alphabetization: This setting governs whether terms are alphabetized word-by-word, stopping at spaces (so that "old man" comes before "oldest"), letter-by-letter, ignoring spaces but stopping at commas (so that "Old, William" comes before "old man"), or letter-by-letter, ignoring spaces and commas (so that "old man" comes before "Old, William"); the rules for treating the sequence of alphabets, and within alphabets; and the selection of the language (for multilingual indexes). From the Index Options dialog, click the **Modify** button to change these settings. You can also modify the rules governing how numbers should be sorted (grouped at the beginning of the index, or interspersed within the index as though the numbers were spelled out) and the whether or not to ignore articles, prepositions, and conjunctions at the beginning of subheadings and sub-subheadings (NB provides a default list of terms to ignore that you can edit and save through this dialog), and the rules governing sorting of "Saint," "Mac," and "Mount" (whether they should be alphabetized according to how they appear in the text, or whether they should always be spelled out in full).

Finally, in the **Auto-mark field**, you can enter the name and path of the auto-mark file to be used (if any). You can also use the "..." button to browse to the Auto-Mark file.

Once you are satisfied with the various settings you have made, click **OK** to accept them.

Giving the Index a Title

From the Index: Generate dialog, you can also edit the title of your index (e.g., "Index of Geographical Terms") or add short introduction to your index.

Clicking the **Title/Intro** button will open what looks like a new document. This will allow you to enter the document layout settings that govern the index–running headers and footers, the title of the index, and/or any desired introductory or explanatory text you would like.

18.4 Table of Contents: Introduction and Overview

Nota Bene can generate a table of contents in a variety of formats for your documents and manuscripts.

Generating a table of contents involves two processes: marking what will be included, and generating the table of contents itself. Most tables of contents will include not only listings for chapters and sections of chapters, but also listings for prefaces, indexes, appendixes, etc., and those will need to be marked individually. If your document is written using a framework or an Academic Style, a basic table of contents can be generated with no manual marking as described below. For a more involved table of contents, you should read through the sections on [marking](#) and [generating](#).

Creating a Basic Table of Contents

Chapter headings and section headings in Nota Bene frameworks and academic style manuals are automatically marked for potential inclusion in a table of contents, so they do not need to be manually marked. If you want to create a basic table of contents that includes just these elements:

- 1 With the document or manuscript file on the screen, click **Tools, Table of Contents, Generate**.
- 2 In the **Table of Contents: Generate** dialog box, select the style you want in the Overall Style pane located in the upper left-hand corner, and select whether or not to include subheadings and the number of levels of subheading to include.
- 3 Click **OK**. The Table of Contents will be generated as a new Nota Bene document. When a dialog appears asking about adjusting a style, click No.

See also:

[Table of Contents: Marking](#)

[Table of Contents: Generate](#)

[Table of Contents: Adjust Style](#)

18.4.1 Table of Contents: Marking

For an element in a manuscript or document to be listed in a table of contents, it must be marked for inclusion. Chapter headings and subsection headings from Nota Bene frameworks or academic styles are automatically marked for inclusion, so most of your marking work for the table of contents will already be done. However, for most manuscripts, you will also want things such as prefaces, bibliographies, indices, endnotes, bibliographies, etc. listed as well, and those need to be specifically marked by the user. You can also delete a table of contents marker or edit it and its content after it is placed in the text.

Adding a Marker

- 1 Place your cursor at the point you want the table of contents marker to go (i.e. where the program will get the page reference for the table of contents).
- 2 Click **Tools, Table of Contents, Mark** or press **Alt+C**.
- 3 An arrow will appear in the document itself where the marker is going in. There are different settings that allow you to "customize" the entry:
 - Select what kind of entry it is: Frontmatter, Chapter Level, Heading or Subheading (if it isn't one that is auto-marked by Nota Bene), Backmatter, or Part.
 - Select how much text will be included in the Table of Contents (the box with "To Next Paragraph End" in the example). You can also customize this by selecting "Other Text" and typing it in the box below.
 - Add any optional text you want to go with the entry.
- 4 Click **Add** when you have the settings as you want them.

Editing or Deleting a Table of Contents Marker

Sometimes, you may want to change an aspect of a table of contents marker (e.g. the additional text) or just delete it altogether. While the markers don't show in graphics view, it is done easily enough.

- 1 Place your cursor in the document just before or after where the marker is.
- 2 Click **Tools, Table of Contents, Mark** or press **Alt+C**.
- 3 An arrow will appear in the text. Click **Next** to advance to the marker if it is after the place where the arrow is, or **Previous** if it is before. (Note that only user-inserted markers can be edited in this fashion, not NB's auto-markers in frameworks and academic style manuals.)
- 4 If you are editing, make any changes by clicking the appropriate radio buttons or changing text. If you are deleting, you can skip this step.
- 5 Press **Edit** to make changes, or **Delete** to delete the marker.

See also:

[Table of Contents: Generate](#)

[Table of Contents: Adjust Style](#)

18.4.2 Table of Contents: Generate

If you have a text with the table of contents markers in it as you want them, you can then generate to create the actual table. Before beginning the generation process, you should save the file. If you don't save the file, the table of contents will not reflect the changes since the previous save.

To generate a table of contents:

- 1 Have the document or manuscript you want to generate for on screen.
- 2 Click **Tool, Table of Contents, Generate**.

- 3 Make any changes you want to the appearance of the table of contents. They will be reflected in the "dummy" document on the right so you can get a general idea of what it will look like.
 - **Overall Style** will, as the name implies, give some general style adjustments. Simply click on which you want to use.
 - You can choose whether or not to **Include Subheadings**, and the number of levels to include by using the labeled checkbox and slider. You can also choose to only include subheadings and how they will be aligned.
 - The style of the chapter number (Arabic, spelled out, etc.) their alignment, whether to have a period after can be selected as well, what words to have for them, and which subheadings page numbers will be listed for and other settings are available in the various checkboxes.
 - Clicking **Title/Intro** will take you to a new document window where you can type in the text that will be at the top, e.g. the words "Analytical Table of Contents" or whatever you want.
 - **Overall Alignment** will set the left offset of the entire table.
- 4 Click **OK** to generate the table of contents.

After generating, you will have an option to adjust the style, if you want to make any immediate changes. See [Table of Contents: Adjust Style](#).

See also:

[Table of Contents: Marking](#)

[Table of Contents: Adjust Style](#)

18.4.3 Table of Contents: Adjust Style

Immediately after generating an index, a dialog will come up that allows you to change the style and appearance of the table of contents you have generated. You can also call the dialog back up when you have a table of contents open.

To use the Table of Contents style adjustment dialog:

- 1 Make sure a Nota Bene-generated table of contents is open in the current window.
- 2 Click **Tools, Table of Contents, Adjust Style**.
- 3 Click along the various tabs along the right side of the dialog to select which element to adjust. The changes will be reflected first in the "mini document" in the pane on the right.
 - In some of the "pages," the **Font** button gives you the option to apply the font setting to the words, the counter, the divider, etc.
 - "Extra Spacing" refers to vertical spacing.
- 4 Click **OK** to apply the changes.

See also:

[Table of Contents: Marking](#)

[Table of Contents: Generate](#)

19 Spell Check and Thesaurus

Nota Bene provides spell checking in over 20 languages. You have many options for configuring the spell checker to suit your needs. Multilingual spell checking, multilingual hyphenation and thesauri in several languages are available.

Spell Check Overview

Auto Spell Check

Spell Dialog

Spell Utility Dialog Bar

Spell File/Block

List Unrecognized Words

SPELL command

Spell Check: one word

Spell Check Dictionaries

Dictionary Casing Rules

Edit User Dictionary

Multilingual Spell Check

Configure: Options Tab

Configure: Dictionary Tab

Configure: Elements Tab

Configure: Advanced Tab

Replace Incorrectly Spelled Words

Auto Replace Only

Auto Check & Replace

Customizing Auto Replace

Auto Expand

Thesaurus

19.1 Spell Check and Thesaurus Overview

Nota Bene's spell checker compares the words in your document with the active spell check dictionaries, identifies words which are questionable (i.e. not found in the dictionaries) and suggests corrections. Auto Spell Check (on by default, but can be turned off) marks questionable words as you type with red squiggle underlining (or optionally, with a yellow background). Nota Bene uses a main dictionary which is not editable by the user, and one or more supplementary user dictionaries which are editable. When you add a word to your dictionary, it is permanently added to your primary user dictionary. You can, for example, add proper names or technical terms to your user dictionary so that they will not be flagged as possible misspellings. See Dictionary and Configure: Dictionary Tab.

Main dictionaries are available in over 20 languages including UK English as well as the default US English. For those who write in more than one language, the program can automatically switch to the correct dictionary based on language markers in the file. See Multilingual Spell Check.

Nota Bene can automatically correct commonly misspelled words if one of the Auto Replace options is selected in the Configure Options Tab. See Auto Replace Only and Auto Check and Replace. This feature uses replacement pairs—a common misspelling of a word and the correctly spelled word—that are

saved in the user dictionary. You can use the Spell Dialog (click Proof, Spell File/Block or place your cursor on a word that you would like to check and press **Ctrl+?**) or the Spell Utility Dialog Bar (**Alt+U**) to add a flagged word to your user dictionary or to add a replacement pair. The Spell Popup Dialog, a simplified version of the Spell Dialog can be opened by right-clicking on a word that has been flagged and selecting **Correct Word**. The Auto Replace feature can be customized and extended to give you a powerful means of expanding a shorthand abbreviation to a full word or phrase. See Auto Expand.

While most people use the spell checker in Auto Spell mode, the spell checker can also be used in the following ways:

- **Spell File/Block/Word:** You can run the spell checker by clicking Proof, Spell File/Block or you can check the spelling of a single word. The Spell dialog gives you options to correct misspellings and/or to add correctly spelled words to your dictionary. See Spell File/Block/Word.
- **List Unrecognized Words:** You can create a list of all words that the speller does not recognize. This allows you to see all questionable words in one place, and to add those that are correctly spelled to your user dictionary. See List Unrecognized Words.
- **Action Line:** You can use the SPELL command to check spelling: See Spell command.

Nota Bene's thesaurus provides an easy way of finding synonyms. See Thesaurus.

19.2 Auto Spell Check

Auto Spell Mode shows spelling errors visually, anywhere in the file in real-time, without needing to invoke any specific Spell option. Errors are shown in both body text and in footnotes. Errors are marked with a red squiggle under the word. If a word is repeated, the duplicate word is marked with a green squiggle. Auto Spell Mode can be turned off by clicking **Proof**, **Configure Spell**, or it can be turned on/off by pressing **Ctrl+Shift+Y**. You can also choose to show misspellings on a yellow background instead of a red squiggle. See Configure: Options tab.

When Auto Spell Mode is on, a right-click menu can be used to open the Spell Popup dialog. Right-click on a word that has been flagged as misspelled opens and then select (left-click) **Correct Word**. The Spell Popup dialog can be used to add a word to your user dictionary so that it will not be flagged in the future, or to set up a replacement pair so that an incorrectly spelled word will be replaced by the correctly spelled word. See Spell Popup Dialog.

If you see a whole block of text marked with the red underline squiggle, this is most likely caused by an LA (language) command in the file. LA commands are used to indicate a change in language. For a description of how LA commands are used in multi-lingual spell checking, see Multilingual Spell Check.

See also:
Auto Replace

19.3 Spell Popup Dialog

When Auto Spell Mode is on, a right-click menu can be used to open the Spell Popup dialog. Right-click on a word that has been flagged as misspelled opens and then select (left-click) **Correct Word**. The

Spell Popup dialog will open with the following options:

Accept this word (do not flag)

- ...for Session (removes visual indication of misspelling of all occurrences of this word until Nota Bene is reopened; does not add word to dictionary).
- ...Always (>Dict) (adds word directly to Primary User Dictionary so that it will never be flagged as questionable again)

Set up Replacement Pairs Replacement pair consists of the misspelled word at the top of the dialog and the highlighted word in the bottom half of the dialog.

- Once (replaces misspelled word at the top of the dialog with the highlighted word once; does not add replacement pair to dictionary)
- For Session (replaces misspelled word at the top of the dialog with the highlighted word for session; does not add replacement pair to dictionary)
- Always (>Dict) (adds replacement pair to Primary User Dictionary so that the misspelled word will always be automatically replaced with the correctly spelled word)

Configure Spell: Opens Configure: Options Tab.

User Dictionaries: Opens a dialog that allows you to Edit User Dictionaries.

When Auto Spell Check is on or not on, words or replacement pairs can be added to the primary user dictionary by using the Spell Dialog or the Spell Utility Dialog Bar.

See also:

Auto Replace

19.4 Spell Dialog

The Spell Dialog is used to add words or replacement pairs to the primary user spelling dictionary. A slightly modified version of the Spell dialog can be opened by right-clicking on a flagged word and selecting **Correct Word**. See Spell Popup Dialog.

To use the Spell dialog:

- 1 Click **Proof, Spell File/Block**. The Spell dialog will open. The sentence containing the first questionable word is displayed in the dialog, with the flagged word highlighted.
- 2 The bar at the top of the dialog indicates whether the flagged word is in the body text, in a note, label, annotation, or some place else. The note is not opened; instead, the text from notes is simply shown in the dialog.
- 3 You can choose to ignore or replace the flagged word as follows:
 - To accept the questionable word as it is, click **Ignore Once, for Session** or **Always [>Dict]**. Clicking **Always** will add the questionable word to the primary user dictionary so that in future sessions, the spell checker will not identify the word as questionable. The primary user dictionary is identified on the dialog, and in the Spell Configure dialog's Dictionary Tab.
 - To replace the questionable word, type the replacement word in the entry field or highlight it in the list of suggested alternatives. Then click **Replace Once, for Session** or **Always [>Pairs]**. Clicking **Always** will add the questionable word and its replacement to the dictionary. In future

sessions, the questionable word will be highlighted, with the replacement included as a suggested alternative, or, if the Auto Replace feature is on, the correction will be made automatically.

- 4 You can type directly into the top white box in the dialog, editing the text that is displayed. You will then be able to **Undo Edit** or **Insert Edit**.
- 5 The Spell dialog is modeless; in other words, it remains open so that you can move from the dialog to your document and back. You can click on your document to make changes. When you return to the Spell dialog, you will have the option of resuming the speller at the cursor or at the top of the file.
- 6 The Set Auto Spell check box at the top right indicates whether Auto Spell Mode is on (the box is checked) or off (the box is unchecked). You can check or uncheck this box, or you can use the Spell Configure Options Tab (as discussed above) to adjust this setting.
- 7 The Edit button opens the Edit User Dictionary dialog.
- 8 The Options button opens the Spell Configure dialog's Options Tab.
- 9 The New button allows you to create a new user dictionary. First type a new name into the User Dictionary box. The name should have 8 characters or less with the .SPL extension. Then click **New**. Most people will find no need to create a new user dictionary. Either personal.spl or general.spl can be used as your primary user dictionary. If you create a new dictionary and subsequently want to eliminate it, it can be manually deleted from your Nbwin\Users\Default folder.

To return to the last misspelled word in your open document, press **Ctrl+Shift+Alt+?** or use the Go To dialog (**Ctrl+G**). See [Go To](#).

The Spell Dialog can be used to check the spelling of one word by clicking **Proof**, **Spell One Word** or by pressing **CTRL+?**. See [Word Check](#).

The Spell Utility Dialog Bar can also be used to add words or replacement pairs to the primary user spelling dictionary. See Spell Utility Dialog Bar.

19.5 Spell Utility Dialog Bar (Alt+U)

The Spell tab on the Utility Dialog Bar is used to add words or replacement pairs to your primary user dictionary. Normally if you want to add one flagged word to your dictionary as you are working, it is easiest to use the right click menu (right-click on a flagged word and select **Correct Word**) or Ctrl+? (with the cursor on a questionable word, press **Ctrl+?**). The Spell Utility Dialog Bar is useful for systematically going through a document to review flagged words, or for use with a List of Unrecognized Words. Once opened, the Spell Utility Dialog Bar will remain open on the right side of your screen.

To add a word to your user dictionary:

- 1 Place your cursor on the word you wish to add.
- 2 If it is not already open, press **Alt+U** to open the Spell Utility Dialog Bar. If necessary, press **Alt+U** again to activate the Spell tab (or click on the Spell tab).
- 3 Make sure that the word that you want to add is showing in the white box at the top and that the radio button for "Permanently (to user dictionary)" is selected.
- 4 Click **Alt+0** (using the number zero, not the letter O) to add the word to your user dictionary. It will be added to the Primary User Dictionary.

A replacement pair is 2 words: the first one is a misspelled word and the second is the correctly spelled word that you would always want to replace the first word. For example, "recieve receive" is a replacement pair that is already in the dictionary. To add a replacement pair to your user dictionary:

- 1 Place your cursor on the misspelled word.
- 2 If it is not already open, press **Alt+U** to open the Spell Utility Dialog Bar. If necessary, press **Alt+U** again to activate the Spell tab (or click on the Spell tab).
- 3 Make sure that the misspelled word is showing in the white box at the top and that the radio button for "Permanently (to user dictionary)" is selected.
- 4 Double-click on the correctly spelled word to add the replacement pair to the primary user dictionary. If the correctly spelled word is one of the first nine words listed, you can press **Alt+**the number (1 through 9) corresponding to the correctly spelled word.

Update Delay determines the timing of how long you have to be on a misspelled word before it updates the list. If you are in full I-want-to-correct-all-misspellings-now mode, you might want that to be virtually instantaneous. But if you are generally just writing, and want simplified spelling assist, you might not want it to do that as you simply move the cursor around in the text, but instead wait until you pause.

See also:

Spell Dialog

Configure: Dictionary Tab

Replace Incorrectly Spelled Words

Utility Dialog Bar: Actions tab

19.6 Spell File/Block

Spell File/Block is one of three ways to check spelling. The others are Auto Spell Mode and List Unrecognized Words. This method can be used in conjunction with Auto Spell Mode as a means of moving automatically through the file from flagged word to flagged word.

The Spell Configure dialog (Proof, Configure Spell) contains the following options that affect the function of Spell File/Block:

- The Options Tab allows you to choose how replacement pairs will be handled when you run the speller (automatic replacement or pause for confirmation), and it allows you to choose a language for all spell checking, or accept the default setting of allowing multilingual spell checking.
- The Dictionaries Tab is used to set up multilingual spelling, to select main dictionaries and user dictionaries.
- The Elements Tab is used to select which elements are included when you run the spell checker. Elements that can be included or excluded include footnotes, citations, reference lists, annotations, etc.

To check spelling using Spell File/Block Mode, the document you wish to check should be open and displayed on the screen. If you want to check a block of text, define the block before you begin. Click **Proof, Spell File/Block**. The Spell dialog will open and the sentence containing the first questionable word is displayed in the dialog, with the flagged word highlighted. The Spell dialog can be used to ignore

the flagged word or to permanently add it to the dictionary so that it will not be flagged in the future. See [Spell dialog](#).

- 1 Click **Proof, Spell File/Block**. The Spell dialog will open. The sentence containing the first questionable word is displayed in the dialog, with the flagged word highlighted.
- 2 The bar at the top of the dialog indicates whether the flagged word is in the body text, in a note, label, annotation, or some place else. The note is not opened; instead, the text from notes is simply shown in the dialog.
- 3 You can choose to ignore or replace the flagged word as follows:
 - To accept the questionable word as it is, click **Ignore Once, for Session** or **Always [>Dict]**. Clicking **Always** will add the questionable word to the primary user dictionary so that in future sessions, the spell checker will not identify the word as questionable. The primary user dictionary is identified on the dialog, and in the Spell Configure dialog's Dictionary Tab.
 - To replace the questionable word, type the replacement word in the entry field or highlight it in the list of suggested alternatives. Then click **Replace Once, for Session** or **Always [>Pairs]**. Clicking **Always** will add the questionable word and its replacement to the dictionary. In future sessions, the questionable word will be highlighted, with the replacement included as a suggested alternative, or, if the Auto Replace feature is on, the correction will be made automatically.
- 4 You can type directly into the top white box in the dialog, editing the text that is displayed. You will then be able to **Undo Edit** or **Insert Edit**.
- 5 The Spell dialog is modeless; in other words, it remains open so that you can move from the dialog to your document and back. You can click on your document to make changes. When you return to the Spell dialog, you will have the option of resuming the speller at the cursor or at the top of the file.
- 6 The Set Auto Spell check box at the top right indicates whether Auto Spell Mode is on (the box is checked) or off (the box is unchecked). You can check or uncheck this box, or you can use the Spell Configure Options Tab (as discussed above) to adjust this setting.
- 7 The Edit button opens the Edit User Dictionary dialog.
- 8 The Options button opens the Spell Configure dialog's Options Tab.
- 9 The New button allows you to create a new user dictionary. First type a new name into the User Dictionary box. The name should have 8 characters or less with the .SPL extension. Then click **New**. Most people will find no need to create a new user dictionary. Either personal.spl or general.spl can be used as your primary user dictionary. If you create a new dictionary and subsequently want to eliminate it, it can be manually deleted from your Nbwin\Users\Default folder.

To return to the last misspelled word in your open document, press **Ctrl+Shift+Alt+?** or use the Go To dialog (**Ctrl+G**). See [Go To](#).

The spelling of one word can be checked by clicking **Proof, Spell One Word** or by pressing **CTRL+?**. See [Word Check](#).

19.7 List Unrecognized Words

You can have the program find all of the words in a document that are not recognized by the dictionary, open a new file with a list of all questionable words. Among other uses, this feature enables you to see all misspellings together, and to speed the process of creating a user dictionary. This feature works only

in English.

To write all flagged words in an open document to a file, click **Proof, List Unrecognized Words**. You will be notified that this may take some time. When the list has been generated, you will be asked if you want to view the word list. The list will be generated in a file called {WORDS}.XSP in your Nbw\Users\Default folder. This file will be overwritten the next time you use this feature, so if you want to keep a copy of this list, you should save it to a different name. In most cases, however, you would view the list, add any words to your user dictionary and then have no further need for retaining a copy of the list.

To add a word on the list to the dictionary, right-click on the word and choose **Add to Dictionary**, or use the Spell Utility Dialog Bar. The word will be added to the Primary User Dictionary (usually GENERAL.SPL).

See also:

Configure: Dictionary Tab

19.8 Spell Check: SPELL command

The **SPELL** command is used to check spelling. The document you wish to check should be open and displayed on the screen.

- 1 Place the cursor at the top of the document to check the entire document. If you wish to check beginning at a specific point in the document, place the cursor at the point you wish to begin. If you wish to check a block of text, **define** the block.
- 2 Press **F9** to access the action line.
- 3 Type **spell**
- 4 Press **F10** to start the spell checker.
- 5 The cursor will move to the first questionable word in your file and a dialog box will be displayed.
 - To accept the questionable word as it is, click **Ignore Once, for Session** or **Always**. Clicking **Always** will add the questionable word to the dictionary so that in future sessions, the spell checker will not identify the word as questionable.
 - To replace the questionable word, type the replacement word in the entry field or highlight it in the list of suggested alternatives. Then click **Replace Once, for Session** or **Always**. Clicking **Always** will add the questionable word and its replacement to the dictionary. In future sessions, the questionable word will be highlighted, with the replacement included as a suggested alternative, or, if the Auto Replace feature is on, the correction will be made automatically.
 - To stop the spell checker and return to the document, click **Close**.
- 6 Repeat step 5 until all questionable words have been highlighted. When the spell checking is finished, the number of words checked and the number of questionable words will be displayed on the status line.
- 7 The spell checker checks the **body** of the document, not the **elements**. In addition to checking the body, elements can be checked by typing one or more of the extensions listed below immediately after the word **spell** on the action line. Then follow steps 5 and 6 as shown above.

To check all elements **/e**

To check all footnotes **/fn**

To check specific footnote series `/fn=1` or `/fn=2` or `/fn=3`
To check all notes `/nt`
To check specific note series `/nt=1` or `/nt=2` or `/nt=3` etc.
To check headers `/rh`
To check footers `/rf`

19.9 Spell Check: one word

The spelling of one word can be checked by placing the cursor on the word you wish to check and clicking **Proof, Spell One Word** or by pressing **CTRL+?**. If the word is not spelled correctly, the Spell dialog will appear on your screen. Use the Spell dialog to correct the spelling. If the word is spelled correctly, the word **OK** will appear on the status line. Press **CTRL+?** a second time to check the next word.

A more detailed word check can be performed by right-clicking on a misspelled word. Auto Spell Mode must be on for this function to work. See [Auto Spell Mode](#)

19.10 Spell Check Dictionaries

When Nota Bene checks spelling, the program uses a main dictionary and one or more user dictionaries. When you receive Nota Bene, the main dictionary used by the speller is US.DIC in the Nbwin folder. The Primary User Dictionary GENERAL.SPL is in the Nbwin\Users\Default folder. These are the default dictionaries, but other dictionaries are available, including main dictionaries in over 20 languages.

Main dictionaries and user dictionaries are selected and configured by using the Spell Configure dialog's dictionary tab. See [Configure Dictionary Tab](#).

Main Dictionaries:

The main dictionary that is installed and active when the program is delivered to you is US.DIC, a US English dictionary. UK.DIC, a UK English dictionary, is also installed and can be selected as the main dictionary for English. In addition, dictionaries for many other languages are available. In many cases, there is more than one dictionary available for a given language (e.g., US English and UK English, or French and French Canadian). Main dictionaries are in your Nbwin folder, and they have the extension .DIC. They cannot be edited. For more information on using dictionaries in different languages, see [Multilingual Spell Check](#).

User Dictionaries

User dictionaries are lists of words used by the program to supplement the main dictionary. The spell checker will check both the active main dictionary and any active user dictionaries before flagging a word as questionable. One of the User Dictionaries (usually GENERAL.SPL) is designated as the Primary User Dictionary. When a correctly spelled word is flagged, you can add it to the Primary User Dictionary so that it will not be flagged again. See [Edit User Dictionary](#).

User dictionaries are text files that can be opened as a Nota Bene file. They have the extensions .SPL or .SPX. The SPL dictionaries are in your Nbwin\Document\Users\Default folder and the SPX dictionaries in your Nbwin folder. Any SPL dictionary can be selected as your Primary User Dictionary. SPX cannot

be selected as your Primary User Dictionary. SPX dictionaries should not be changed or edited because future updates to the program may overwrite the current dictionaries with improved versions. The SPX dictionaries include:

- ACADEMIC.SPX: Supplemental words in humanities and social sciences
- AUTHORS.SPX: Approximately 1,250 names of authors in humanities and social sciences
- LATIN.SPX: A list of approximately 7,000 Latin words for use as a user dictionary for texts marked as being in Latin.

You can load multiple user dictionaries simultaneously. Only one user dictionary will be designated as the primary user dictionary. This is the dictionary to which any words or replacement pairs would be added. In previous versions of Nota Bene, there was a 64K limit to the size of a user dictionary. This limit was eliminated in version 9, and a user dictionary of 400K has been tested and used successfully.

Replacement Pairs

In addition to containing a list of words that are properly spelled, user dictionaries may contain replacement pairs. Replacement pairs consist of an incorrectly spelled word, and its correctly spelled replacement. A replacement pair can also be an abbreviation and a longer word or phrase that will automatically replace the abbreviation. If Auto Replace is on, the program will automatically replace the first word with the second word or phrase. See Auto Replace Only or Auto Check and Replace. Replacement pairs can be added to your user dictionary. See Customizing Auto Replace.

Language Codes in User Dictionaries

If you are spell checking in a language other than English, you can add words to the Primary User Dictionary in other languages just as you would in English. When adding words through the menus, an LA code will automatically be inserted. This identifies the word with its language and prevents, for example, *dont* in French from being converted to *don't*.

If editing an existing dictionary, you can add LA commands only where the language changes, so that an entire block would be governed by a single LA command (just as in a file). Alternatively, if you add LA commands to the beginning of each line, then the dictionary can be sorted by language.

All words from existing dictionaries are presumed to be in English. To adjust non-English existing dictionaries, you can open them as regular Nota Bene files, and put LA commands in front of each line (if you want to later sort the dictionary using the dialogs), or else simply retain blocks of different language regions (if sorting a dictionary is not important). There is never any need to sort the dictionary in order for it to work; sorting is useful only if you want to edit a dictionary manually or through the dialogs.

For information on entering LA commands, see Multilingual Spell Check.

See also:

Dictionary Casing Rules

19.11 Dictionary Casing Rules

Casing rules for words in the spell check dictionary are designed to give you maximum control over whether the spell checker will flag as an error a word that has different casing than the word that you

added to the spelling dictionary. If you are adding words to the dictionary (either by indicating that you "always" want to ignore the word during a spell check of the document or by using the Edit Custom Dictionaries dialog), you should understand the effects of adding a word that is or is not capitalized.

The casing rules are as follows:

- If a word appears in the dictionary in all uppercase, the spell checker will accept only forms in the document which are all uppercase; all other forms will be flagged as errors.
- If a word appears in the dictionary in mixed case, the spell checker will accept only either (a) exact case matches or (b) all uppercase forms; all other forms will be flagged as errors.
- If a word appears in the dictionary in lowercase, the spell checker will treat any casing as correct.
- If a word appears in the dictionary more than once, it is the last form of that word in the user dictionary file whose casing establishes the rules.

Examples

1. Suppose that the word "bac" is a technical term used in your research, and you are spell checking the following text and would like to add the word to your dictionary,

Finding the bac is difficult.

The spell checker would stop at bac, and you would indicate that you "always" want to ignore this word. The word would be added to general.spl (the spelling dictionary) in all lowercase letters. Since it is in lowercase, the third rule above would apply and the word would be recognized by the speller even if it is in all caps, capitalized or some other form of mixed case.

2. If you were spell checking the following text, the spell checker would stop a possible misspelling 3 times.

THIS IS ABOUT BAC

Bac Rule 1: Finding the bac is difficult.

The spell checker would first stop on "BAC" and (if you instructed it to do so) enter it into the dictionary (as uppercase); then on "Bac" and (if you instructed it to do so), it would replace "BAC" with "Bac," with the result that it would then accept all future occurrences of both "BAC" and "Bac"; then on "bac" (which, if added, would accept all forms).

Once a more inclusive form is included in the dictionary, you cannot change it to a less inclusive form except by editing the user dictionary through the Edit Custom Dictionary dialog (click **Proof**, **Spell** and then the **Dictionary** button) or by editing your primary user dictionary directly. (The default primary user dictionary is GENERAL.SPL.) If the word is in mixed case (e.g., "abCd") and the spell checker stopped on another form (e.g., "AbcD") and you elected to add it, the new mixed case form would replace the prior mixed case form in the dictionary.

3. If you add "MacKenzie" is in your spelling dictionary, then "Mackenzie" will be flagged as an error. If you subsequently add Mackenzie to your spelling dictionary, then "MacKenzie" will be flagged.

See also:

[Spell Checker Dictionaries](#)

19.12 Edit User Dictionary

You may want to add words to the dictionary. For example, technical terms or proper names that you use may not be in the dictionary, but they can be added to the primary user dictionary (or to any SPL user dictionaries).

Words can be added to the dictionary designated as the Primary User Dictionary in any of the following ways:

- If a correctly spelled word is marked as misspelled, you can right-click on the word and then choose **Add to Dictionary**. See Auto Spell Check.
- If you run the spell checker (Proof, Spell File/Block) and the speller finds a misspelled word, you will be given the option to always ignore the word by clicking **Always [>Dict]**. The word will then be added to the Primary User Dictionary. See Spell File/Block.
- The Spell Utility dialog bar (Alt+U) can be used to move through a document and review words that should be added to the Primary User Dictionary. See Spell Utility Dialog Bar.

The Primary User Dictionary (or any of the SPL dictionaries), can be opened from your Nbwin\Users\Default folder and edited directly. One word (or one replacement pair) should be on each line. The order does not matter. However, if you wish, you can use Nota Bene's sort function to alphabetize the list. See Sorting Lines/Paragraphs.

Finally, you can add or delete words by using the Edit User Dictionary dialog as follows.

- 1 Click **Proof, Edit User Dictionary**.
- 2 The Edit User Dictionary dialog will display with a list of the available user dictionaries. The dictionaries with check marks are active. The one with an asterisk is the primary user dictionary (the one to which words would be added as described above). Unless you have made changes, you will see that "general.spl" is the primary user dictionary (it has an asterisk), it is active (it has a check mark), and it is highlighted. To edit this dictionary, click **Edit Dictionary**. To edit a different dictionary, click to highlight the dictionary you want to edit, and then click **Edit Dictionary**.
- 3 The Edit User Dictionary dialog will display with the name of the user dictionary being edited at the top. Click the Corrected Words/Overrides tab. You will see a list of all of the words in the user dictionary on the left and a list of any overrides on the right (an override is a word that you want to "delete" from the main dictionary. You cannot actually delete words from the main dictionary, but by adding the word as an override in the user dictionary, the speller will ignore the fact that the word is in the main dictionary. The spell checker will then treat the override word as a misspelled word.
 - To add a word, type (or copy/paste) it in to the Corrected Words box and click **Add**.
 - To add an override, type (or copy/paste) it in to Override in Main Dictionary box and click **Add**.
 - To delete a word, find it in the list of words, click to highlight it and then click **Delete**.
- 4 Click **Save** to save changes to the user dictionary, and click **Close** to close the open dialog.

The user dictionaries contain replacement pairs in addition to individual words. Replacement pairs can also be added or deleted. See Customizing Auto Replace.

The Edit User Dictionary dialog can be used to edit any user dictionary. If you want to change which dictionaries are active or which dictionary is the primary user dictionary, see Configure: Dictionary Tab.

19.12.1 Auto Check and Replace

Auto Check & Replace will check the spelling of words as you type and automatically correct certain commonly misspelled words. With this feature on, you will hear a beep when you type a word that is not found in one of the dictionaries loaded in memory or when you type a word that is automatically replaced with a word or phrase specified in one of the dictionaries.

Examples: If you type the word "recieve", you will hear a beep and the word will be changed to "receive." If you type the word "spall," you will hear a beep because the word is not recognized by the dictionary. No automatic correction will be made because the dictionary does not contain a substitute word or phrase for "spall." Suggested corrections for the word "spall" can be obtained by running the spell checker for one word. See [Word Check](#).

Auto Check & Replace can be turned on (or off) in either of the following ways:

- Click **Proof**. If there is no check mark next to Auto Check & Replace, click **Auto Check & Replace**. If there is a check mark next to Auto Check & Replace, then Auto Check & Replace is already on. Press **ESC**. (If there is a check mark next to Auto Replace Only, then click to turn it off.)
- Click **Proof, Configure Spell**. On the Options tab, click to check the "Auto Check and Replace (Pairs) as you Type" box. (To turn this feature off, click to uncheck the box.)

Any changes that you make using the first method will be reflected in the Spell Configure dialog, and any changes you make using the second method will be shown in the Proof menu.

You can add auto-correct pairs (a misspelled word and the correctly spelled replacement). See Customizing Auto Replace. Auto Replace can also be used to replace an abbreviation with a longer word or phrase. See Auto Expand.

You can select the beep or sound that you hear, and you can specify one sound to indicate a misspelled word that is not being corrected, and a different sound to indicate a word that is being replaced. See Configure Speller: Options Tab.

See also:

[Auto Replace Only](#)

19.13 Multilingual Spell Check/Hyphenation

Nota Bene can check the spelling of words in over twenty languages. Multilingual spell check for Roman alphabet languages is available in Nota Bene Workstation even if you have not purchased the Lingua module. Nota Bene does not provide spell checking in non-Roman alphabets (Greek, Hebrew, Arabic, Cyrillic).

You can choose a single language/dictionary to use for spell checking, or the program can automatically switch between dictionaries to check spelling in up to 8 languages in a single document. In order for this automatic switching to take effect, you need to:

- Have language markers (LA commands) in the file, as described below.
- Indicate which dictionaries to use for which language region. See Configure: Dictionary Tab.

Languages

The program uses language markers (LA commands) to mark regions of text as being in a particular language. LA commands must be present if you are going to use multilingual spelling, hyphenation and/or thesaurus. You can mark text you have already written or you can mark text as you write. When text has been properly marked, you will see commands like the following in Codes view: «LAGerman» or «LAEnglish»

In Page Layout view, the language markers will be shown as a non-printing vertical green line (or, at the user's option, as a small black squiggle). For more information, including instructions on how to turn non-printing markers on or off, see Markers (scroll down to the Special Command Markers section on that page).

Users of Lingua should find that any Hebrew, Greek, Cyrillic or Arabic text that has been entered already has the required LA codes. LA codes are entered when you use **Ctrl+Shift+H** or **Ctrl+Shift+G**, etc. to switch to Hebrew, Greek, etc. While Nota Bene does not provide spell checkers for non-Roman alphabets, having text these languages marked with LA codes (e.g. «LAHebrew») is important because it will specify that the text in this region should not be spell checked.

Language markers can be inserted by using the Action Line or by using the Language Bar. To use the Language Bar to insert language markers in text that you are about to type:

- 1 Click **Insert, Language Selection**, or press **Ctrl+Shift+L** to open the Language Bar on the left side of your screen.
- 2 The name of your default language should display in the box at the top of the language bar.
- 3 Make sure that the language you want to type in is listed as one of the Recent Languages at the top (open Roman or other alphabet and select the language).
- 4 Click to select the language you want to use in the Recent Languages section.
- 5 Click the arrow beside the Select button at the bottom and choose "Insert Language Marker at Cursor."

To use the Language Bar to add language markers to text that you have already typed::

- 1 Click **Insert, Language Selection**, or press **Ctrl+Shift+L** to open the Language Bar on the left side of your screen.
- 2 Highlight the block of text in your document that is in a different language.
- 3 The name of your default language should display in the box at the top of the language bar.
- 4 Make sure that the language used in the highlighted block is listed as one of the Recent Languages at the top (open Roman or other alphabet and select the language).
- 5 Click to select the language you want to use in the Recent Languages section.
- 6 Click the arrow beside the Select button at the bottom and choose "Change Language of Selected Block."

Right click menu: If you have previously used the above method to select the languages that you use, the right-click menu provides a convenient way of marking text. The languages that you have most recently used are remembered and the program keeps a list of them. You can select a language by right-clicking on the NB screen and choosing the specific language that you want from a drop-down list on the right-click menu. If a block of text is selected, LA commands will be inserted at the beginning and

the end, inserting the selected LA at the beginning, and then resetting the LA at the end to the language that was in effect at that cursor position.

Language markers can be seen and edited in Codes View or in Draft View.

If you normally type in a language other than the one that is displayed as your default language, see [Changing the Default Language](#).

See also:

Multilingual Hyphenation
LA Commands

19.13.1 Language: LA command

Language (LA) commands are used by the spell checker and thesaurus to identify which dictionary to use for the text that follows the command. An LA command should be inserted wherever the language changes.

Language commands can be entered in the text using the Language Bar (see [Multilingual Spell Check](#)) or using the action line. LA commands can also be entered or edited in Codes view.

To use the action line to enter a language command:

- 1 Place your cursor where the language will change.
- 2 Press **F9** to access the action line.
- 3 Type **LA** followed by a space and then the language that is being used in the following block of text. For example:
LA Spanish
- 4 Press **F10** to enter the command.

The LA command will be in effect for all of the following text, until a different LA command is inserted in the text.

See also:

[Editing in Codes View](#)

19.13.2 Changing the Default Language

If your primary language is a language other than US English, you can change the primary or default language, and you can change the main spell check dictionary. Once you have specified your default language and dictionary, the spell checker will function by default in the language you specify. You will still be able to type in other languages with automatic switching of dictionaries based on language markers in the file. See [Multilingual Spell Check](#).

If you primarily use another language (e.g., German), you should take the following steps to set up your program: If you use UK English, you do not need to change the language. Just change the dictionary

that is associated with English (and change the keyboard, if you are using a British keyboard).

If you normally type in a language other than the one that is displayed as your default language, you can change the default as follows:

- 1 Click **Insert, Language Selection**, or press **Ctrl+Shift+L** to open the Language Bar on the left side of your screen.
- 2 Make sure that the language that you wish to use as your default language is listed as one of the Recent Languages at the top (open Roman or other alphabet and select the language).
- 3 Click to select the language that you would like to use as your default.
- 4 Click the arrow beside the Select button at the bottom and choose "Set Default Language." That language should now be displayed at the top of the Language Bar.
- 5 If you would also like to select a different keyboard (e.g the German national keyboard instead of the NB Standard keyboard), click the arrow beside the NB Standard button and choose a different keyboard.,
- 6 Review the settings on the Dictionary tab of the Spell Configure dialog (click Proof, Configure Spell to open this dialog) and make changes as necessary.

Note that on the Configure Options tab, you can choose your main dictionary. If you will be using the spell checker in only one language (the default language), then you can select that language. However, if you ever want to use multilingual spell checking, with the spell checker automatically switching dictionaries based on language markers (LA commands) in the file, then you should use the "Auto Based on Language" setting. See Configure Options Tab.

See also:

Information for International Users

19.13.3 Multilingual Hyphenation

Nota Bene offers hyphenation in multiple languages. The program will automatically hyphenate in different languages provided that all of the following controls are in place:

- Automatic hyphenation must be turned on. Click **Proof, Hyphenation, Configure Tab**, or see Auto Hyphenation.
- Dictionaries for the languages you wish to use must be installed. See Configure: Dictionary Tab.
- Language markers (LA commands) must be in the file to indicate which languages are active in different blocks of text. See Multilingual Spell Check.

Hyphenation uses the rules appropriate to the particular spelling variant of that language (if these differ). For example, if German traditional is selected for spelling German text, the matching hyphenation rules will be used.

19.14 Configure: Options Tab

Click **Proof, Configure Spell** to open the Spell Configure dialog. The Options Tab is the first tab. It

provides the following options.

Auto Spell Mode: If the Auto Spell Mode box is checked, words that are not recognized will be shown underlined with the traditional red squiggle or as having a yellow background. These visual spelling indicators can be turned on/off by pressing **Ctrl+Shift+Y**. If using the red squiggles, doubled words that are not separated by punctuation (or by a new line, a tab, etc.) are shown with green squiggles marking the second word. If yellow background is selected, the same yellow background will be used to mark doubled words.

Enable Spelling of Ibidem Active Field as Default: If this box is checked, words in the active Ibidem field that are not recognized will be marked with the red squiggle or the yellow background (whichever is indicated). If it is not checked, there is no visual marking of misspelled words in Ibidem. In either case, the marking of misspelled words in the active Ibidem field can be turned on/off by pressing **Ctrl+Shift+Y**. Pressing **Ctrl+Shift+Y** when Ibidem is active affects the display of spelling errors in Ibidem only, not in Nota Bene word processor. Ibidem fields typically contain proper nouns which are not in the spelling dictionary. For this reason, many people prefer to have this box unchecked, and to use **Ctrl+Shift+Y** if/when spell checking in an Ibidem field is desired.

Ignore Words With Numbers: If this box is checked, the speller will skip (i.e., not check) words that contain numbers.

Ignore URL's and File Names: If this box is checked, the speller will skip URL's (strings that begin with "www" or "http") and file names (strings that begin with a drive designation and a colon). Note that a back slash alone [starting with a folder name) is not treated as an indicator of a file name.

Auto Replace (Pairs) When Using Proof, Spell If this box is checked, then when you click Proof, Spell File/Block, the speller will automatically correct spelling for words for which the dictionary contains a replacement pair. This applies to all replacement pairs, including auto expand pairs. See Auto Expand. This box should be unchecked if you want the program to pause on replacement pairs and checked if you want the replacement to be made automatically. This option applies to spell checking using Proof, Spell only; it does not apply to visual spell checking.

Auto Correct Case As You Type: If this box is checked, the case of words in which only the first two letters are capitalized would be changed, thus automatically compensating for the frequent failure to release the Shift key after typing the first letter of a sentence. For example, when this option is selected, "WHen" would be changed to "When."

Auto Replace (Pairs) As You Type: If this box is checked, Auto Replace Only is turned on. See Auto Replace Only.

Auto Check and Replace (Pairs) As You Type: If this box is checked, Auto Check and Replace is turned on. See Auto Check and Replace.

Spell Beeps: If the Spell Beep boxes are checked, you will hear a beep (a) when an error is detected while typing (but only if Auto Check & Replace is on) and (b) when an auto replacement is made. You can choose what sound will be used by selecting from a list of .WAV files. Double-click to hear the sound. Click once to highlight the .WAV file you would like to use. The .WAV files that are listed in the dialog are in the Nbwin\Users\Default folder. If you save additional .WAV files in this folder, they will be also available as options in this dialog.

Main Dictionary: The setting "Auto Based on Language" will switch dictionaries based on the LA codes in the document. See Configure: Dictionary Tab. Choosing any language will suppress or override multilingual spelling so that all spell checking is done in the language specified even if the document

contains other languages with LA codes.

19.15 Configure: DictionaryTab

The Spell Configure dialog's Dictionary tab is used to select which main dictionaries to use for different languages, and which user dictionaries to use. For more information on main and user dictionaries, see Dictionary.

Click **Proof, Configure Spell** to open the Spell Configure dialog. The Dictionary Tab is the second tab. Settings on this tab can be changed as follows:

- 1 In the Alphabets column, click to highlight one alphabet. If you have not purchased Lingua, the Roman Alphabet will be the only option. If you do have Lingua, you will be able to select Hebrew, Greek, Arabic or Cyrillic. Click Help,
- 2 In the Languages column, click to highlight one of the languages that you plan to use.
- 3 In the Main Dictionary column, click to highlight the dictionary you wish to use with the language that you selected in step 2. If the dictionary is not installed (as indicated by the check mark), you will be prompted to install it. Once installed, there should be a check mark next to the dictionary and it should be highlighted. If you have any problems installing the dictionary, see the note on installing main dictionaries below. If you select NONE, then spell checking will not be active in that language.
- 4 Repeat steps 1 - 3 for each language that you plan to use. This will install any dictionaries that you plan to use, and associate them with the language.
- 5 In the User Dictionary column, the default setting is to have General.spl checked, highlighted and with an asterisk next to it. This setting can be changed as follows:
 - All of the dictionaries listed are installed and available. The checked dictionaries are active. Click the box next to a dictionary to make it active. For example, AUTHORS.SPX contains a list of about 1250 names of authors in the humanities. If this box is checked, then the spell checker will recognize these names.
 - The dictionary with the asterisk is the Primary dictionary. The Primary dictionary is "your" dictionary—the one that will be changed when you add words or pairs. Normally this should be General.spl, but you can make one of the other .SPL dictionaries primary by clicking to highlight the dictionary and then clicking **Make Primary**. The SPX dictionaries cannot be the primary dictionary because they may be expanded and improved in future versions of Nota Bene, and the program would then overwrite the old version. Future updates will not overwrite the SPL dictionaries, so the SPL dictionary that you designate as the Primary dictionary will retain any words that you add.
- 6 At the bottom of the dialog, indicate how you want to handle words in languages that do not have dictionaries. They can be skipped or flagged (i.e., marked with a red squiggle or a yellow background).
- 7 Make changes in any of the other tabs in this dialog if desired, and then click **OK**.

Nota Bene can check the spelling of words in over twenty languages, even switching dictionaries automatically based on language designators (LA commands) in the file. In order for this automatic switching to take effect, you need to: (1) have language markers (LA commands) in the file (see Multilingual Spell Check), and (2) indicate which dictionaries to use for each language region (as described in steps 1 - 4 above).

Installing Main Dictionaries: Main dictionaries are files with the extension .DIC in your Nbwin folder. When Nota Bene is installed, only two main dictionaries are installed, US.DIC for US English and UK.DIC for UK English. Over 20 dictionaries are available. When you follow instructions in step 3 above, Nota Bene checks the the existing drive and any CD drive for the appropriate file. If not found, Nota Bene tries to download the file from the web. Normally, the dictionary is installed and selected almost instantly.

19.16 Configure: Elements Tab

Click **Proof, Configure Spell** to open the Spell Configure dialog. The Elements Tab is the third tab. Settings on this tab affect the Proof, Spell File/Block option only, not visual marking of misspelled words (Auto Spell Mode). See Options tab to turn Auto Spell Mode off/on.

Click to check or clear the following boxes:

- When the Body box is checked, the text in the main body of the file will be checked when you click Proof, Spell File/Block.
- When the Elements box is checked, various elements (footnotes, headers, etc.) will be checked when you click Proof, Spell File/Block. When the elements box is checked, the list of elements is active. A check mark indicates that the element will be checked.

19.17 Configure: Advanced Tab

Click **Proof, Configure Spell** to open the Spell Configure dialog. Click the Advanced tab to make either of the following selections:

Spelling System

- The first option, Enable Multilingual Spelling, is the default, and should be used by virtually everyone, even those who only use English.
- The second option will revert to the spelling system and dictionary that was used in version 8 of Nota Bene. You should make this selection only if you used version 8 and have some reason to prefer it. In general, most users will prefer to use the new version 9 system.

Function of the Ctrl+Shift+? key

In Nota Bene version 8 (and previous versions) placing your cursor on a word and pressing Ctrl+Shift+? looked up the word in the thesaurus. This is still the function of this key combination unless you change it. In this version of Nota Bene, you can assign any of the following functions to the Ctrl+Shift+? key:

- Looks up word in thesaurus
- If word is flagged as a misspelled word, adds the word to primary user dictionary; otherwise, looks up in thesaurus
- If word is flagged as a misspelled word, lets you add word+replacement pair; otherwise, looks up in thesaurus
- Serves as shortcut to Proof, Spell File/Block.

See also:
Thesaurus

19.18 Replace Incorrectly Spelled Words

Nota Bene can replace incorrectly spelled words with the correctly spelled word. This feature can be turned on or off by clicking **Proof, Configure Spell** to go to the Configure: Options Tab. To activate this feature, either Auto Replace Only or Auto Check and Replace must be selected. When the Auto Replace feature is active, the program will check replacement pairs that have been entered into the active user dictionaries to determine which misspelled words should be replaced. A replacement pair is an entry in a user dictionaries consisting of an incorrectly spelled word followed by the correctly spelled word. For example, "recieve receive" is a replacement pair that is in the GENERAL.SPL user dictionary. If there is a word that you frequently misspell, you can add a replacement pair to the active user dictionary. For instructions on how to add a replacement pair, see Spell Dialog or Spell Utility Dialog Bar.

See also:
Spell Check Dictionaries

19.19 Auto Replace Only

Auto Replace Only will automatically correct commonly misspelled words as you type. With this feature on, Nota Bene recognizes certain commonly misspelled words and automatically replaces them with a word or phrase specified in one of the active user dictionaries. When such a correction is made, you will be notified with a beep. You will not hear a beep if you misspell a word unless it is a word which is automatically replaced.

Examples: If you type the word "recieve", you will hear the error beep and the word will be changed to "receive". If you type the word "spall", you will not hear a beep because the program is checking only for words to be automatically replaced, not spelling.

Auto Replace Only can be turned on (or off) in either of the following ways:

- Click **Proof**. If there is no check mark next to Auto Replace Only, click Auto Replace Only. If there is a check mark next to Auto Replace Only, then Auto Replace Only is already on. Press ESC. (If there is a check mark next to Auto Replace Only, then click to turn it off.)
- Click **Proof, Configure Spell**. On the Options tab, click to check the "Auto Replace (Pairs) as you Type" box. (To turn this feature off, click to uncheck the box.)

Any changes that you make using the first method will be reflected in the Spell Configure dialog, and any changes you make using the second method will be shown in the Proof menu.

You can add auto-correct pairs (a misspelled word and the correctly spelled replacement). See Customizing Auto Replace. Auto Replace can also be used to replace an abbreviation with the word or phrase associated with it. See Auto Expand.

You can select the beep or sound that you hear when a word is replaced. See Configure Speller: Options Tab.

See also:[Auto Check & Replace](#)

19.20 Customizing Auto Replace

Nota Bene's auto replace feature can be customized so that words that you commonly misspell will be automatically corrected. You must specify a pair of words: the misspelled word that is to be replaced and the corrected word that will be substituted.

To add or delete auto replace/correction pairs:

- 1 Click **Proof, Edit User Dictionary**.
- 2 The Edit User Dictionary dialog will display with a list of the available user dictionaries. The dictionaries with check marks are active. The one with an asterisk is the primary user dictionary. Unless you have made changes, you will see that "general.spl" is the primary user dictionary (it has an asterisk), it is active (it has a check mark), and it is highlighted. To edit this dictionary, click **Edit Dictionary**. To edit a different dictionary, click to highlight the dictionary you want to edit, and then click **Edit Dictionary**.
- 3 The Edit User Dictionary dialog will display with the name of the user dictionary being edited at the top. Click the Auto Replace/Correction Pairs tab.
 - To delete, click to highlight the pair of words you wish to remove and then click **Delete**.
 - To add a replacement pair, type the misspelled word (or the abbreviation) in the first box at the top of the tab, and type the correctly spelled word (or a phrase) in the second box. Then click **Add**.
- 4 Click **Save** to save changes to the dictionary and click **Close** to close the open dialog.
- 5 Click **Proof, Configure** and check the following settings on the first tab. For more information about this tab see Configure: Options Tab.
 - If you wish to have Auto Replace work automatically as you type, either the Auto Replace (Pairs) As You Type box or the Auto Check and Replace (Pairs) As You Type box must be checked.
 - If you wish to have Auto Replace work automatically when you run the speller by clicking Proof, Spell File/Block, the Auto Replace (Pairs) When Using Proof, Spell box must be checked. If it is not checked, the speller will pause when it comes to replacement pairs so that you can proceed with the replacement or not.

This feature can also be used to assign a long name or phrase to a short letter combination and thus expand a shorthand abbreviation to a full word or phrase. See [Auto Expand](#). Note that this feature cannot be used to automatically correct casing.

See also:[Auto Replace Only](#)[Auto Check & Replace](#)[Spell Check Dictionary](#)

19.21 Auto Expand

Auto expand replaces an abbreviation with the word or phrase associated with it. For example, you might want to be able to type "upa" and have it automatically expanded to "University of Pennsylvania." To do this, the replacement pair (the abbreviation and the longer word or phrase associated with it) must be entered in the user dictionary.

The process of assigning a long name or phrase to an abbreviation is exactly the same as adding pairs of misspelled and correctly spelled words. The abbreviation is the first word in the pair, and the expanded word (or phrase) is the second. For instructions on adding replacement pairs to your dictionary, see Customizing Auto Replace.

Auto Expand will work automatically as you type if Auto Replace is on (i.e., if Auto Replace Only or Auto Check & Replace is on). See [Auto Replace Only](#) or [Auto Check & Replace](#). You can turn Auto Check or Auto Check and Replace on by clicking Tools, Configure. See the Configure Options Tab. When Auto Replace is off you can force the substitution by typing the abbreviation followed by **Ctrl**. When you press **Ctrl** after typing the abbreviation, Nota Bene replaces the abbreviation with its expanded form. If you type a space or other word separator and then press **Ctrl**, Nota Bene does not expand it.

If you check spelling using Proof, Spell File/Block, the speller will automatically correct replacement pairs only if this option is selected in the Configure Options Tab. If not, the program will pause for your approval on replacement pairs.

Tips for using Auto expand:

- The abbreviation text must be a series of letters and/or numbers with no spaces and no punctuation. The replacement text may include spaces and punctuation, but not hard returns or formatting codes.
- For the abbreviation text, choose letters (and/or numbers) that you would never want to appear in your finished document as an abbreviation.
- Some characters may not display properly in the dialog box and/or cannot be typed into the dialog box, but they will print properly in a Nota Bene document. For example, an en dash is typed in a Nota Bene document by pressing **F5** and then **Shift+N**. You cannot use this key combination to type an en dash into the dialog box. However, you can copy an en dash (or a block of text containing an en dash) from a Nota Bene document to the replacement text box in the Edit Custom Dictionaries dialog. The en dash will not display properly in the dialog box, but it will function properly in replacing the abbreviation text in a document.
- Auto expand does not work with Greek, Hebrew, Cyrillic, or Arabic text.

Phrase Library provides another way of assigning a word, phrase or block of text to a shortcut key. With phrase libraries, the replacement text may include hard returns and formatting codes. See [Phrase Library](#).

See also:

[Spell Check Dictionary](#)

19.22 Thesaurus

Nota Bene provides thesauri in several languages. If language markers in the file indicate that a language other than English is active, the program will automatically open the thesaurus in the correct language. For more information about adding language markers to the file, see Multilingual Spell Check.

To use the thesaurus:

- 1 Place the cursor on the word for which you want a synonym.
- 2 Click **Proof, Thesaurus** (or press **Shift+Ctrl+?**). The Thesaurus dialog will open.
- 3 At the top of the dialog, you will see the word that is being looked up. You can type in a different word.
- 4 On the left side of the dialog, you will see that synonyms are grouped by "parts of speech" or by "meaning groups." The meaning group is identified as the first word in each part-of-speech group. You can change this using the drop down list immediately under Meaning Group/Article of Speech list box. Click on one of the groups listed on the left to see synonyms on the right.
- 5 To replace the word in your document with a synonym, click on the synonym you wish to select. It should appear in the box marked "Replacement term". Click **Replace**.
- 6 The Lookup feature can be used to generate additional lists of synonyms.
 - Highlight the synonym that you would like to use to generate additional lists.
 - Click Lookup
 - Synonyms for the highlighted word will appear.
 - Each time the Lookup feature is used, the highlighted word will be added to the Lookup History list. This list can be displayed by clicking the arrow to the right of the Lookup History box. Return to any previous list by clicking the word in the Lookup History list.
 - The Previous button can be used to backtrack through the lookup history.

Note that it is possible to change the function of the **Shift+Ctrl+?** key so that it will not open the thesaurus, or so that it will open the thesaurus only under certain circumstances. See Configure: Advanced Tab.

20 Printing

Nota Bene uses standard Windows functions to print your documents.

Printing a Document

Print Dialog

Printing Envelopes

Print Envelopes Dialog

Printing an Outline

Print Command

20.1 Printing a Document

You can print an open document or any portion of it. To print only one page, place your cursor on the page to be printed before opening the print dialog. To print a block of text, select the block to be printed before opening the print dialog. Specific pages to be printed can be specified after opening the print dialog.

To print a displayed file:

- 1 Click **File**, **Print** or press **Ctrl+P** or click the Print button on the toolbar. The Print dialog will appear on your screen.
- 2 Make selections in the Print dialog and check to be sure that the correct printer is named in the box marked "Printer" and that it is on-line. For more detailed information about the options available, see [Print dialog](#).
- 3 Click **OK** to begin printing.

To use the action line to print, see print command.

To combine a group of files (e.g., chapter files) and print as one large file, see Manuscript Files Overview.

20.2 Print Dialog

Open the Print dialog by clicking **File**, **Print** or by pressing **Ctrl+P** or by clicking the **Print** button. The print dialog offers the following options.

File to Print: The drive, path and file name should be specified in this box. Nota Bene will automatically insert the drive, path and file name of the open file. To print a different file, type in the drive, path and file name or click the browse button to locate the file.

Print Version from Disk: If this box is checked, Nota Bene will print the version of the file from the disk, ignoring any unsaved changes that may have been made. Click the box to the left of the words "Print Version from Disk" to check or clear this option.

Pages: Click the radio button next to one of the following options

- **Entire Document:** to print the entire document.
- **Page Range:** After clicking the Page Range radio button, page ranges can be entered using one of two methods:
 - * Click the ... icon and enter up to 5 ranges of pages to be printed. Single pages can be printed by entering the page number in the "From" column and leaving the "To" column blank.
 - * Type in page ranges or individual pages. Use a hyphen between the beginning and end of a range of pages and use a forward slash to separate non-contiguous pages or ranges. For example, to print pages 2 through 10, 16, and 30 through 50, type **2-10/16/30-50**
- **Current Page:** to print the page where the cursor is.
- **Selected Text:** to print a block of defined text. This option is available only if a block of text was selected or defined before the print dialog was opened.

Odd/Even Pages: If you want to print just the odd numbered pages or just the even numbered pages, click the radio button for **Odd Pages** or **Even Pages**. This may be useful for double-sided printing where

the odd pages are printed first and then the even pages are printed on the reverse side of the odd pages.

Copies: If you want to make more than one copy, fill in the number of copies in the **Number of Copies** box. This can be done by typing in the number, by dragging the slider bar under the box or by clicking the arrows at the side of the box to increase or decrease the number of copies.

Collate: If you are making more than one copy, the collate option is active. If the collate box is checked, Nota Bene will print one full copy of the document (or the specified pages) before beginning to print the second copy. If the collate box is cleared (i.e., not checked), Nota Bene will print all copies of the first page, then all copies of the second page, etc. Click the box to the left of the word "Collate" to check or clear this option.

Printer: The printer you plan to use should be shown in the box marked "Printer." To change the selection, click on the arrow to the right of the box and highlight a different printer. When printer drivers don't load properly, the Print dialog will display "[No Printer Installed]"

Reselect/Select: This button allows you to select a printer without actually printing. The button will be labeled "Reselect" if there has been no change in the white box marked "Printer" and it will be labeled "Select" if there has been a change. Nota Bene uses the active printer driver to generate the display. If you are prompted to select a new printer, this can be done without printing by choosing a new printer in the white box marked "Printer" and then clicking the **Select** button. Then click **Close** to close the dialog without printing. Windows XP users may be prompted to select a new printer under certain circumstances. Those who are using earlier version of Windows should have no need for this function. If you want to change do a different printer and then print, you do not need to use this button. Just select the printer that you want to use in the box marked "Printer" and then click **OK**.

Setup: This button takes you to the Properties dialog for the active printer. Use this button to set the orientation (portrait or landscape), print multiple pages on each sheet (2-up, 4-up, etc.) and other options supported by your printer. Options will vary depending on the printer that you are using.

20.3 Printing Envelopes

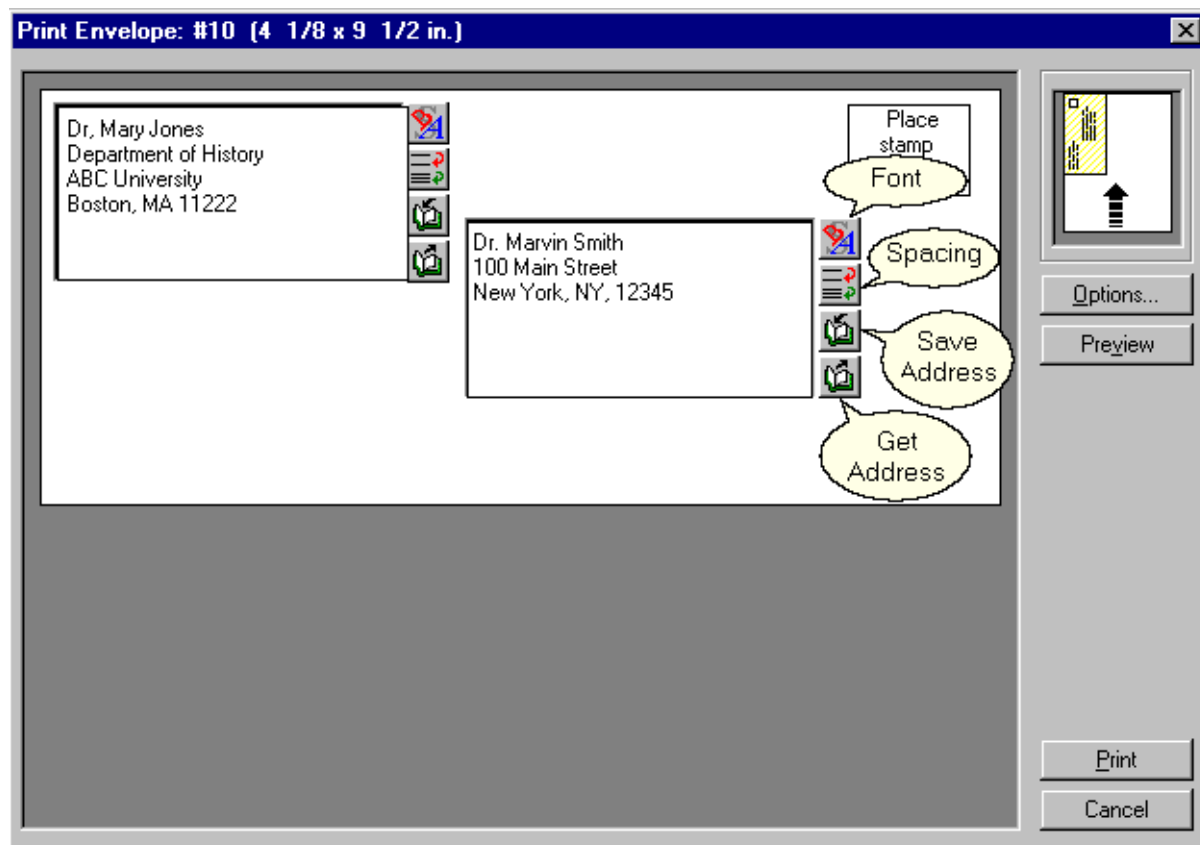
Make sure that your printer is on-line and that your envelope is inserted into the appropriate tray of your printer. Consult your printer manual for information on how envelopes are fed into your printer.

- 1 Click **File**, **Print Envelope**
- 2 The **Print Envelope** dialog will appear on your screen. Use the dialog to enter addresses, to adjust the envelope layout, and to change envelope feed and size properties. See [Print Envelope dialog](#) for detailed instructions.
- 3 Click **Print**.

Printers vary in the way they handle envelopes. We recommend that before printing on an envelope, you experiment with printing on a plain piece of paper so that you can be sure that you are positioning the envelope correctly.

20.4 Print Envelope Dialog

Open the Print Envelope dialog by clicking **File, Print Envelopes**.



Sender's address

The sender's address, or return address, is inserted in the upper, left field.

- Click the Font button to change the font and related properties
- Click the Spacing button to change line spacing properties
- Click the Save Address button to save the entered address for use with envelopes created later
- Click the Get Address button to retrieve a previously saved address

Recipient's address

The recipient's address is inserted in the lower, right field.

- Click the Font button to change the font and related properties
- Click the Spacing button to change line spacing properties
- Click the Save Address button to save the entered address for use with envelopes created later
- Click the Get Address button to retrieve a previously saved address

Options

Click **Options** to select the envelope size, paper source and feed method

Preview

Click **Preview** to see what your printed envelope will look like, and to make final adjustments to the position of the Sender and Recipient fields.

- Use the slider bars on the right of the preview envelope to change the envelope layout before printing
- To accept your changes, click **OK**
- To undo all changes, click **Cancel**
- To restore the default settings, click **Default**.

Print

Click **Print** to print the envelope.

Cancel

Click **Cancel** to close the dialog without printing.

20.5 Printing an Outline

Although Nota Bene will not print in the Outline View, it will allow you to print an outline by creating a printable Page Layout (Alternate) View:

- 1 Click **View, Outline**
- 2 Click **File, Print**
- 3 The screen will display the **Print Outline** dialog. Two options, selectable by radio buttons, are available:
 - Use the current framework but suppress the counters and/or the body text and make a version of the document outline that can be printed. Suppressing the counters will take the "Section I, Section II, etc." labels from your printable outline. Suppressing the body text will leave only the section headings (and the counters if they haven't been suppressed).
 - Edit the existing framework or select a new framework from the library. If this option is selected you will move into framework editing/changing and out of outline printing. See [Editing a Framework](#). Select the edit radio button and click **OK**.
- 4 Once your preferences have been set, click **OK**
- 5 You have now created an alternate page layout view of your outline with your suppression preferences in effect. You can print this view out just as you would any document. To toggle between this view and your original page layout view, press **Shift+F6**.

See also:

[Outline View](#)

20.6 Printing: PRINT command

Use the **PRINT** command on the action line to print a displayed file:

- 1 Press **F9** to access the action line.
- 2 Type **print**
- 3 Press **F10** to execute the command and begin printing.

The **print** command in step 2 can be modified as follows:

To print a file that is not displayed on screen, type **print** followed by a space and then the **path**, **name** and **extension** of the file to be printed. If there are spaces in the name of the file or the folder (or subfolder), you must use quotes as shown in the second example below:

```
print c:\nbwin\document\filename.nb
```

```
print "c:\nbwin\document\file name.nb"
```

To print even and odd pages of a displayed file, type **print** followed by a space and a comma, and then **o** for odd or **e** for even. For example, to print all odd pages of the currently displayed file, type the following:

```
print ,o
```

To print multiple copies of a displayed file, type **print** followed by a space and a forward slash, and then the number of copies to be printed. For example, to print two copies of the currently displayed file, type the following:

```
print /2
```

To print selected pages of an open file, type **print** followed by a space, then a comma, then the pages to be printed. Use a hyphen between the beginning and end of a range of pages and use a forward slash to separate non-contiguous pages or ranges. For example, to print pages **2** through **10**, **16**, and **30** through **50**, use the following command:

```
print ,2-10/16/30-50
```

The orientation of printed text is controlled by using the commands **or 1** to set the orientation to **landscape** or **or 0** to set the orientation to **portrait**.

- 1 Place your cursor at the top of the document or at the top of the page on which you intend the designated print orientation to begin.
- 2 Press **F9** to access the action line.
- 3 Type **or 1** or type **or 0**
- 4 Press **F10** to implement the command.
- 5 Press **F9** to access the action line.
- 6 Type **print**
- 7 Press **F10** to execute the command and begin printing.

20.6.1 Printing a Group of Files: print @

In general, it is best to use the Manuscript File feature to combine and print multiple files. See [Manuscript Files](#). The following method of printing multiple files was developed for NB DOS and is still available in this version of NB Windows.

The process of printing a group of files is a two phase one: First, a parent file must be created. This is a master file containing only the names of the files you desire to print as a group. Second, the parent file is printed using the **print @** command.

Creating the Parent File

Ensure that you know the [path](#), [name](#) and [extension](#) of all files to be included as part of the printed group.

- 1 Open a new file
- 2 Type the names of the files you desire to print as a group
 - If you want the files treated as individual documents, with independent page numbers, etc., press ↵ after each filename
 - If you want the files treated as a single document, with a continuous run of page numbers, etc., separate the names with a space and press ↵ at the end of the set
- 3 Save and close the file

Printing a Group of Files

Ensure that you know the [path](#), [name](#) and [extension](#) of the parent file.

- 1 Press **F9**
- 2 Type **print @c:\nbwin\document\filename.nb**
(replacing **c:\nbwin\document\filename.nb** with the parent file's path, name and extension)
- 3 Press **F10**

See also:

[Manuscript Files Overview](#)

[Print: PRINT command](#)

21 Customization and Programming

Many Nota Bene users like to customize their keyboards and write XPL programs. Mary Bernard's notes provide a useful guide for those who are interested in exploring this functionality.

[Changing Default Settings](#)

[Customized Keyboards](#)

[Mary Bernard's Customization and Programming Notes](#)

[Resources](#)

[Keyboard Customization](#)

[Keyboard Customization Examples](#)

[XPL Programming](#)

21.1 Changing Default Settings

When Nota Bene is delivered to you, there are numerous default settings in place that control the font that will be used in your documents, font size, units of measurement, methods of automatic backup, the size and shape of your cursor, and many other settings. Many of these preset options can be changed to suit your preferences. To change default settings or preferences:

- 1 Click **Tools, Preferences**.
- 2 The Preferences dialog will appear on your screen with a list of settings that can be changed. Double-click the setting you want to inspect or change, or click once and then click the **Set** button.
- 3 The dialog for that setting will appear on your screen. Make whatever changes you want and click **OK** to implement the changes or **Cancel** to ignore any changes.
- 4 The Preferences dialog box will reappear. If you want to inspect or change another setting, repeat steps 2 and 3.
- 5 When you have finished making all changes, click **Close**.

See also:

[Restore original files](#)

21.2 Customized Keyboards

You can customize your keyboard to suit your special needs. Any character can be assigned to any key in regular or shifted position, or in Ctrl+Alt or Ctrl+Alt+Shift position.

- 1 Click **Tools, Keyboards, Customize**.
- 2 You will be prompted to make a copy of the default keyboard and the Select Keyboard Layout dialog will appear on your screen. Make sure that the keyboard that you want to copy is highlighted (if working in English, this will probably be NB Standard or NB.KBD, but it can be any keyboard, in any alphabet) and then click **Copy**.
- 3 A suggested description, filename and language for the new keyboard file are provided. Make any changes you want by typing in a different description or filename or by selecting a different language, then click **Accept**. The new file will automatically be saved in the Nbwin\Users\Default folder and you will be able to load it from the Tools, Keyboards, Select menu option.
- 4 The Customize Keyboard dialog will appear, showing the current key assignments. For any changes that you would like to make, enter the new character in the Character to Assign box. Characters can be entered in the Character to Assign box by typing them in, copying and pasting a character from a Nota Bene document or by clicking the **Inventory** button and selecting a character from Inventory. Once the desired character is in the Character to Assign box, you can click either of the following:
 - Assign New – this replaces whatever was already on that key with the new character
 - Add to Existing – this adds the new character to whatever is already assigned to that key (among other functions, this is used to add accents, vowels, modifiers, etc. to a base character, or to have a single key insert a number of characters, even an entire word or phrase)
- 5 After making all of the changes that you want to make, click **OK**.

All of the keyboard files are in the Nbwin\Users\Default folder and they have the **.kbd** extension. The Nota Bene default keyboard is nb.kbd and it is in the Nbwin\Users\Default folder. Nota Bene users with some programming knowledge may want to customize their keyboards by editing this file directly. However, before doing so, you should copy the file under a new name, save it in the same folder as the unchanged original, and make your changes in the renamed copy. This ensures that, if you make a mistake in a keyboard definition and NB refuses to load the keyboard file, you will be able to load your original, unchanged keyboard file instead.

Any file with the extension .kbd in the users\default folder will be displayed in the **Select Keyboard Layout** dialog and can be loaded through the menus (**Tools, Keyboards, Setup/Select Defaults**). If you ever upgrade or reinstall the program, nb.kbd, and the other .kbd files that come with the program will be overwritten. Assigning a new name to your personal keyboard file will preserve your customizations.

For more information and examples, see Mary Bernard's notes on keyboard customization.

See also:

[Nota Bene Keyboard](#)

Alternate Keyboards

Restore Original Files

21.3 Mary Bernard's Customization and Programming Notes

One of the delights of NB is that it can be endlessly customized. The first three DOS versions of the program had sections on programming and keyboard customizations in the manuals. They were left out of the version 4 manual, but a long-standing NB user, Tony Wozzley, filled the gap by writing a lucid and elegant *Customization and Programming Guide* (the CPG). It covered every aspect of keyboard customization and programming in Nota Bene's native programming language, XPL.

That was in 1994. The next edition of Nota Bene was for Windows, not DOS. NB still retained, and retains, a great deal of its XPL core, but the CPG was not updated until for NBWin until April, 2006. As a result, few Notabenieri now write or even use XPL programs. This is a great pity. Few programs of Nota Bene's maturity and complexity can be extensively programmed by their users. Nota Bene can. This section is written in the hope that more people will start using this wonderful capacity, and download the revised *Customization and Programming Guide*.

Disclaimer

These notes are provided by me, not by Nota Bene Associates, Inc. They have kindly allowed me to include them in the Help file, but Nota Bene Technical support cannot help with user programs or keyboard definitions that aren't working. If you need help, ask on the NB user list. For details on how to join, see [Resources](#).

If you intend to try any of the suggestions below (or on the linked websites), you should have enough experience with computers not to be too fazed by program and/or computer crashes. They will almost certainly happen as you write and test XPL programs—they happen to everyone who tinkers with programming.

Back Up Before Customizing!

Before you do *any* customization whatever, back up. Back up your data files before running programs on them; back up your keyboard file before editing it. This is of paramount importance. It is very easy to

make a slip while customizing a keyboard. NB may then load an ancient default keyboard with important keys in bewildering places. If you have a backup, you can open Windows Explorer and restore your original keyboard file to the c:\nbwin\users\default folder.

It is even more important to back up your data files before running a user program, whether you've written it yourself or downloaded it from another user or the users' website. Programs that work on one system don't always work on another. Programs you write yourself almost always have mistakes at first. Usually they just don't run. But some mistakes can swallow data: the file on which you want the user program to work, or possibly some other file or files. And mistakes often cause NB to lock up. So save and back up before you begin playing with programs.

Learning How to Customize

[Resources](#)

[Keyboard Customization](#)

[Keyboard Customization Examples](#)

[XPL Programming](#)

21.3.1 Resources

The Customization and Programming Guide

The CPG is the principal resource. I have revised and updated it for v. 8 of Nota Bene for Windows. You can download it from the CPG page of the Nota Bene website or from the CPG page of Rick Penticoff's NB Users' website:

<http://www.notabene.com/cpg.html>

NBKEY.NB--the Keyboard Table

This table shows the key assignments of all keys in all the shift states (Unshifted, Shift, Ctrl, etc..) in NB.KBD as delivered. You should print it out if you are doing keyboard customizing. It is in C:\NBWIN\DOCUMENT\SAMPLES. Rick Penticoff's website has a very useful diagram showing how NB numbers the keys, and a list of NB key numbers:

<http://www.penticoff.com/nb/kbds/nbkeynumbers.htm>

<http://www.penticoff.com/nb/kbds/ibm104kb.htm>

Greg Polly's Tutorial

Next is Greg Polly's basic tutorial on how to write a program in Nota Bene for Windows. You should use the codes lists in Chapters 2 and 8, rather than his appendix of command codes, which are taken from the DOS edition of the CPG.

<http://www.penticoff.com/nb/help/howtorun.htm>

XYWWWEB.U2

This is an extraordinary compendium of XPL programs, written and maintained by Robert Holmgren and Carl Distefano. They came to NB by way of XyWrite, Nota Bene's now-defunct parent program. It is safe to say that they know more about XPL programming than anyone but NB's own programmers.

The compendium is called XYWWWEB.U2, and you can download it from <http://users.datarealm.com/xywwwweb/>. It contains hundreds of XPL programs. Some of them are only for XyWrite (noted in the documentation), but Holmgren and Distefano have worked hard at making much of U2 compatible with

NB. You install U2 by unzipping it, copying its files into your main NB program directory, and copying a string to an empty key definition in your keyboard file: a key which will thereafter be your U2 help key. You can then run U2 programs by typing their name on the action line and striking your U2 help key.

The Nota Bene Users' List

This is a helpful and friendly group of NB users, from complete novices to people who have been using the program for many years, have done a good deal of NB customization and programming, and are happy to share their experience.

There is no such thing as a stupid question on the NB list, and you won't be told to Read The Manual—especially for customization questions, since the manuals are many years out of date. For more information, or to subscribe, go to the following page:

<https://h-net.msu.edu/cgi-bin/wa?A0=NOTABENE>

Rick Penticoff's NB Users' website

This is a major source of tips, manuals, user programs and useful links. It is at: <http://www.penticoff.com/nb/index.htm>

The XyWrite Programming Language User's Guide

On the XyWWWWeb site you can find a very detailed programming guide: <http://users.datarealm.com/xywwwweb/XPL.PDF>. It was written for XyWrite for DOS. It also has the disadvantage that you have to know ways in which XyWrite differed from NB: for instance that F5, not F9, goes to the action line, and that phrase keys are called save/gets. But it is a valuable resource for anyone who gets serious about XPL programming, since most of the core XPL code is unchanged.

It is not about programming; rather, it provides an excellent introduction to using the NB word processor, especially in conjunction with Orbis and Ibidem. You can also view his useful short videos on these topics.

Mary Bernard's Customization and Programming Notes

Resources

[Keyboard Customization](#)

[Keyboard Customization Examples](#)

[XPL Programming](#)

21.3.2 Keyboard Customization

The Keyboard is a good place to start customizing. It's easier than XPL programming, and the keyboard table itself contains lots of examples.

First, copy your keyboard file, NB.KBD, unchanged, to a safe place. Better still, copy it under a new name, and make changes to the new kbd. (You could call it TRYOUT.KBD, or NEW.KBD.)

You should print out NBKEY.KEY. In order to do keyboard customization efficiently, you should open your NB.KBD and, using the Unshifted keyboard as reference, write the key numbers beside the names (e.g., 1: Esc; 59: F1)—or use the diagram and list on Rick Penticoff's website—see [Resources](#).

It's easy to forget what key customizations you have made. If you do much keyboard customizing, you may want to make a keyboard diagram with NB's key numbers on each key, print out a diagram for each

shift state of the keyboard, and label the appropriate keys with your customizations. There are diagrams of the American and British standard Windows XP keyboards in Appendix II of the new *Customization and Programming Guide*.

If you do much keyboard customizing, you may want to make a blank keyboard diagram, print out one for each shift state of the keyboard, and label the appropriate keys with your customizations. It's easy to forget some. (I have keyboard diagrams of all the shift states for my Vaio laptop, which I would be happy to pass on to other NB users. They are SmartDraw drawings (.SDR), but I can convert them to .TIFs or JPGs.)

You need to find empty keys in your keyboard tables for your customizations. This is easy for SWS users--the Ctrl+Alt table has lots of spaces. It's harder for Lingua users, but there are some spaces; and you can remove any of the accented character in the Ctrl+Alt and Ctrl+Shift+Alt keyboards that you don't use. If you use them rarely, consider using the keys for customizations, and inputting the characters with the F6 Accents and Modifiers popup.

NB: A quick way of finding empty keys is to search for the string 'NO'. But don't put any definitions on the Ctrl, Shift or Alt keys, in any of the keyboards. You can check their key numbers at the top of the file.

You can also move key definitions around--from virtually any key, to virtually any key. A simple move made by many Nota Bene users is to transfer the definition that toggles between two open windows from Ctrl+Shift F8 to Unshifted F8, which is an unused key--changing:

66=NO

to

66=CC

Another way of gaining keyboard real estate is to put this key definition on a keyboard key:

##=SG

This allows you to enter any of your phrase library phrases by striking that key, then the letter the phrase is stored on. (I have SG on Shift+Space, so that, for instance, striking Shift+Space, then the letter J, enters the text--or runs the program--on phrase J of my currently loaded phrase library.)

You can then put your own customizations on all the @+alphanumeric keys in the Alt+Shift keyboard table: 35 extra keys.

Mary Bernard's Customization and Programming Notes

[Resources](#)

[Keyboard Customization](#)

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21.3.3 Keyboard Customization Examples

Here are a few examples, taken from my own keyboard customizations. `##` stands for a number in the keyboard table.

You can move the cursor to the previous phrase and next phrase, and highlight them, but in NB.KBD you can't delete or backdelete by phrase. Here are key definitions that let you do it:

```
; Backdelete phrase
##=yd,xd,df,pw,bx,s,e,b, , ^,S,^,S,^,O,^,R,^,O,^,T,q2,cl,nw,df,rd

; Delete Phrase
##=yd,xd,df,bx,s,e, , ^,S,^,S,^,O,^,R,^,O,^,T,q2,df,rd
```

The lines beginning with semicolons are comments. It's very useful to comment your changes.

NB zooms window size in 5% increments. To zoom in and out by 1% increments, you could add these two keys, and perhaps a third to return to 100% view (these are from J-P Takala):

```
##=bx,z,o,o,m, , -,1,q2
##=bx,z,o,o,m, , +,1,q2
##=bx,z,o,o,m, , 1,0,0,q2
```

To abandon a file without getting a message box asking if you want to save it:

```
##=bx,a,b,q2
```

To remove all hard page breaks from cursor position to end of file (and end by saying so, on the action line)

```
##=bx,c,i, ,/,*,P,G,*,/,/,q2,bc,P,G, ,c,o,d,e,s, ,r,e,m,o,v,e,d, ,f,r,o,m, ,h,e,r,e, ,t,o, ,e,n,d, ,o,f, ,f,i,l,e
```

To remove the punctuation mark at end of the word preceding the current word (e.g., change `keys, and' to `keys and'—useful if you do a lot of rewriting)

```
##=ql,q,rc,bc,s,e,b, , ,wa,ws,xc,q,rc,q,rc,ch
```

Put a semicolon or comma at end of the word preceding the current word (e.g., changes `keys and' to `keys; and'). Can be used with any punctuation, but `co' must be used instead of an actual comma, since keyboard tables use commas as separators.

```
semicolon: ##=ql,q,rc,bc,s,e,b, , ,wa,ws,xc,q,rc,;,q,rc,ch
comma:     ##=ql,q,rc,bc,s,e,b, , ,wa,ws,xc,q,rc,co,q,rc,ch
```

Copy highlighted material to adjacent window; undefine in this one

```
##=as,cp,yd,as,gt,xd
```

See the CPG chapter on keyboard customization for more detailed coverage of the subject.

Mary Bernard's Customization and Programming Notes

[Resources](#)

[Keyboard Customization](#)

Keyboard Customization Examples

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21.3.4 XPL Programming

The following notes assume that you have NB in a folder named c:\nbwin. If your path is different, changes path/folder names accordingly. They are brief notes only; for full explanations, download the CPG.

Why write programs?

NB does so much, and so elegantly, that many users never feel the need for supplemental programs. But quite simple programs can streamline your work. I write temporary programs every day or two—any time I have several global changes to make to a file, for instance. I find it quicker to write a program that says: 'Change all A to B, change all C to D, change all E to F, change all curly quotes to straight, then put 'Done' on the prompt line' than to use the Find and Replace menu.

These are really just macros. Full programs use branching and conditionals, such as I use, for instance, in my program IMDB.RUN. I keep an IdbidPlus database of my DVDs, using details downloaded from the Internet Movie Database. Changing the data into the format I want for Idbidem takes ages by hand. IMDB.RUN puts the details in a fixed order, reverses first and last names (Cary Grant to Grant, Cary—but only when I say Yes to a prompt), and removes extra tabs and CRs. The slowest part of the operation is now copying and pasting the standardized data into Idbidem—so I'll write a program to automate *that*.

If you are new to programming, Greg Polly's tutorial will provide a quick introduction to the basics. As noted on the [Resources](#) page above, you should use the codes list in Chapter 8 of the CPG, not his appendix. This tutorial is only a very basic introduction. If you want to understand XPL, you should print out the CPG.

There are simple examples of user programs on the website at:
<http://www.penticoff.com/nb/utilities/mbutils.htm>.

Naming programs

You can name programs anything. If you want to run them from the action line, the name should be in 8+3 form (no more than eight characters before the (optional) extension, no more than 3 after). NB users often name their programs with an extension of .RUN, but it's not necessary. When I'm writing temporary programs, I save them with a single-letter filename, e.g., R or T: it's quicker to test a single-letter file than an 8+3 one: 'run t' versus 'run tempfile.run'.

Running programs

You can run programs by putting them on keyboard keys, e.g.:

```
##=bx,r,u,n, ,c,:,\,n,b,w,i,n,\,x,p,l,\,l,h,-,q,u,o,t,e,.,r,u,n,q2
```

—or by loading them on phrase keys, e.g. by typing on the action line

```
ldpm c:\nbwin\xpl\lh-quote.run,j
```

For the rest of your session, striking Alt+Shift J will run the user program LH-QUOTE.RUN (assuming

you have downloaded it). If you always want to run the program from this key, save the phrase library before exiting NB.

—or by typing `run' + the program name on the action line:

```
run c:\nbwin\xpl\lh-quote.run
```

This runs the program once. I run temp programs so often that I have a keyboard key defined as:

```
##=bc,r,u,n, ,
```

This puts `run ' on the action line. I just type `T' or `R' and press F10 (or Enter) to run the program.

You don't need to type the path name if you are working in the same folder as the program, but you should really keep your programs in a folder named c:\nbwin\xpl. In this case, if you are in another folder, you need to type the full path to the xpl folder—unless you put the xpl folder in your path (Control Panel, System Properties, Advanced, Environment Variables, System Variables. Highlight Path in the window, click Edit, and add c:\nbwin\xpl).

If you have downloaded and installed the XYWWWB.U2 file, you can add programs to the bottom of the file and run them with your U2 help key.

Writing programs

Consult Greg Polly's tutorial and the `Writing XPL Programs' chapter of the CPG. You should also look at the sections [Editing in Show Codes View](#) and [NB Commands](#) in NB Help.

You should write programs in Show Codes view, so that you can see what you're doing, and so that you don't get error messages when you input opening command brackets.

Command brackets are also called format brackets, chevrons, double angled brackets or guillemets by long-standing Nota Bene or XyWrite users. You may encounter any of those names in the explanatory matter that accompanies user programs. Likewise, codes enclosed in command brackets may be called deltas.

You can enter functions (such as BC, AS, etc.) by striking your pfunc key (Ctrl + ; or Ctrl + keypad 5) and typing the two letters/numbers of the code.

Programming mode, which enters codes from the keyboard directly into your program, should be used with caution. Many of the newer keyboard functions do not work in programs (principally, keyboard codes that begin with `&+ letter', or are enclosed in square brackets). The code will be input into your program, but running the program won't execute it.)

If you do a lot of programming, it is useful to have a phrase library loaded with the pieces of code that you use over and over. My PROGRAM.LIB contains strings like:

```
«IF«ER»  
«BX»ci ///«Q2»
```

See also: [Phrase Libraries](#).

Writing programs is fun and frustrating in equal measure. Start with simple macros and work your way up via «IF...»s and «ER»s and «PV...»s and «SX...»s to the challenge of «XS...», the fiendish parsing operator. When you can use XS, you'll be an XPL guru.

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[Resources](#)

[Keyboard Customization](#)

[Keyboard Customization Examples](#)

[XPL Programming](#)

22 Orbis

Orbis is Nota Bene's text retrieval system. Use it to manage your notes, papers and any information saved in NB files. Orbis+ expands the Orbis retrieval system to allow searching PDF, RTF, DOC, DOCX and HTML files. Simple or complex searches can discover long-forgotten text and new relationships. Review search results quickly and efficiently, and insert in your open file (with citation, if applicable).

[Orbis Overview](#)

[Tutorial](#)

[Orbis Gateway](#)

[Prepare Files for Indexing](#)

[Textbase Creation](#)

[Search](#)

[Textbase Control \(Nexus\)](#)

[Orbis+ \(optional\)](#)

[NB Bookshelf \(optional\)](#)

[Biblical Texts and Tabula \(optional\)](#)

22.1 Orbis Overview

Orbis is a free-form retrieval system accessible within Nota Bene. It gives you instant access to thousands of pages of existing text – research notes, lectures, random jottings, lab reports, interview transcripts, field notes, lists, paragraphs from previous papers and chapters of books. Orbis makes everything you've ever written in Nota Bene or imported from an outside source accessible. Thousands of documents can be searched simultaneously with the results instantly displayed and available to you for reference or for inserting in an open document.

Orbis is the ideal tool for managing a career's worth of notes, papers and general information. There are no practical limits to the amount of information that can be handled: up to 8,000 files in each of 1,000 folders can be searched simultaneously (a total limit of 8 million files!). Use Orbis to find old notes, to make new connections and to come up with new ideas. Your old notes and papers can become a

valuable and easily searchable source of information for your continuing writing and research.

Traditionally, Orbis has been used for searching NB files. The version of Orbis that is included in the NB Workstation still does that. But you can now purchase additional Orbis+ formats that allow you to use Orbis to search PDF, DOC, DOCX, RTF and HTML files as well as NB files.

A General Introduction to Textual Databases

Orbis databases are textbases, which are quite distinct from traditional structured databases.

Structured databases require that information entered into a database be stored in defined fields, each of which holds a specific type of information. Bibliographic databases (such as Ibdem) store author names, years of publication, publisher names, titles, and so on, with field tags to identify the type of information, so that it can be retrieved, sorted, and printed in certain ways. Textbases, by contrast, deal with the sort of unstructured information that one finds in academic papers, lecture notes, reading notes, correspondence and other textual files.

If you have not purchased the additional Orbis+ formats, you must have files in NB format or in TXT format. New users may want to convert some of their files from other word processing formats to Nota Bene so that they can be searched by Orbis. Other than making sure that the files to be searched are NB or TXT files, you do not need to do anything to prepare your files for use with Orbis. There is no data entry with Orbis, and no special formatting required. If you have purchased Orbis+, you can search PDF, DOC, DOCX, RTF and HTML files as well as NB files, and there is no need to convert these files to NB format.

It is helpful to know where the files that you want to search are located on your computer. By default, Nota Bene files are stored in your Nbwin\Document folder, but you can choose to save your files in any folder on your computer. Many people use the Windows Documents folders and set up different subfolders for different kinds of files (e.g., a research folder, a correspondence folder, etc.), and we recommend that you have a specific plan for where you would like to save your Nota Bene files. Orbis can search any files anywhere on your computer, but you'll need to know where the files are so that you can tell Orbis which folders to search.

Entries

Orbis handles text in units called "entries." An entry is a unit of text that is separated by a defined break, such as a hard return or a hard page break. The most commonly used type of entry is a paragraph -- a unit of text separated by hard returns. Paragraphs are recommended for most purposes, but advanced users may find that a different type of entry, such as sentences, pages (separated by hard page breaks) or whole files, is more suitable for some textbases. You can also add special markers to your files to manually define the beginning and end of each entry. For more information about entries, see [Entries](#).

Keywords

Once you've defined an entry, Orbis retrieves text based on the "keywords" that entry contains. You do not need to worry about inserting keywords in your documents, because Orbis will treat all words as keywords (except for words on a user-modifiable omit list). There is no need for you to decide in advance which words will be searchable. You will be able to search for any word that was used in any file that is in your textbase (except words on the omit list) and Orbis will retrieve all entries that contain the target word (or words).

The needs of most users are fully met with no effort to define keywords, but advanced features are

available to provide experienced users with additional control. For example, special non-printing keywords can be added to your documents, and synonym lists can automatically expand your search to include synonyms

Defining a Textbase

Before using Orbis to search your files, a textbase must be created. A textbase is a defined set of files to be searched. The easiest way to create a textbase is to use the Basic Automatic Textbase setting. The Basic Automatic Textbase includes all of the .NB files in your Windows Documents folders and in your Nota Bene Documents folders (and subfolders). It uses paragraphs as the unit of text to be searched and retrieved (the "entry type"). This textbase should work well for those just starting to use Nota Bene and Orbis. But once you start using Orbis, you are likely to find that you want a textbase that includes some but not all of your Nota Bene files. For example, you might like to search your research files without retrieving text from your personal files. Creating a textbase involves giving it a name (e.g., "Research") and telling the program which folders or files to search. More experienced users can choose to use a different entry type – perhaps sentences or full files rather than paragraphs. In general, the Basic Automatic Textbase helps new users start using Orbis and become acquainted with its power, but experienced users will find that there are lots of options that provide even more control over how you manage the textual data that is stored on your computer. You can have more than one textbase, and the same files/folders can be in more than one textbase. The creation of a textbase establishes management and control files that make it possible to search your files, but it does not do anything to change the files themselves.

Searching a Textbase

Once a textbase is created, it can be searched. When you search a textbase, you simultaneously search all of the files that are defined as being part of the textbase. You can search for one word, a phrase, or you can construct elaborate search strings. Orbis will find every paragraph (or other defined entry type) that matches your search terms and present the results in a convenient table format. Click on one of the results in the table, and you will see the full paragraph in an adjacent window. The full paragraph can be expanded to see the context (paragraph(s) before and/or after the retrieved text in the original document), and retrieved text can be inserted in an open file. All of this is done without even opening the source file. Of course, if you want to open the source file, you can do so. Orbis can search many thousands of files and provide the results almost instantaneously. By the time you have typed in the term you are searching for, you will have the results!

See also:

Orbis Tutorial
Textbase Creation

22.2 Orbis Tutorial

An Orbis tutorial is available in PDF format. It can be opened from the Nota Bene Help menu (from the main Nota Bene screen, click Help, Orbis Tutorial) or from the Support page on the Nota Bene web site (go to www.notabene.com, click the Support button and follow links to the Orbis and Ibidem tutorials). The following link takes you directly to the Orbis and Ibidem tutorials on the Nota Bene web site.

<http://www.notabene.com/tutorials.html>

22.3 Orbis Gateway

The first time you open Orbis, you will see the Orbis Gateway. This screen is your gateway to open a previously created textbase or to create a new one. You can access the gateway from the main Orbis screen by clicking **File, Orbis Gateway** or pressing **Alt+O** or by clicking the Textbases button in the top right corner of the Orbis screen.

The available textbases are listed in the middle of the screen. Click on a textbase to select it.

Statistics Tooltips: If this box is checked, a box will display with information about the selected textbase.

Remove: Click the **Remove** button to remove the textbase from the list of available textbases. This removes the textbase from the list, and deletes the index and management files that were created when you created the textbase. (Your documents that were included in the textbase are of course not removed or affected in any way.)

Open Selected: Click the **Open Selected** button to open the textbase that is selected in the list of available textbases. This will take you to the main Orbis Screen.

Create New: Click the **Create New** button to create a new textbase. This will take you to the Create New Textbase Dialog.

22.4 Prepare Files for Indexing

General Preparation
Special Keywords
Entry Start and Stop Markers

22.4.1 File Preparation

In general, your files need no special preparation. Orbis treats every word as a keyword (except for words on the omit list), so you do not need to define keywords). All you need is Nota Bene files that are stored on your computer. Before you can search the files, you will create a textbase specifying which files will be searched. If you have Nota Bene files that are stored in either the Windows Document folder or the Nota Bene Document folder, then you can use the Basic Automatic Textbase option to create a textbase that can be used to search all of the Nota Bene files that are in these Documents folders or their subfolders.

If you have purchased Orbis+, you will be able to search PDF, DOC, DOCX, RTF and/or HTML files as well as NB files and TXT files.

If you have not purchased Orbis+ and you have non-Nota Bene files that you would like to search, you should convert them to Nota Bene and save them as Nota Bene files before proceeding. See Batch

Conversion.

If you are just starting to use Orbis, you can proceed directly to creating a new textbase. See [Create new textbase](#).

Advanced users may want to prepare their Nota Bene files in one of the following ways:

Add Special Keywords: Orbis usually treats every word as a keyword (except those on a user-modifiable omit list). However, special keywords can be added to your documents to expand your search capabilities.

Add Entry Markers: Most Orbis textbases use paragraphs or sentences as [entries](#). These are examples of [unmarked entries](#) which do not require any additional editing of source text files. If you prefer to use [marked entries](#), entry start and stop markers must be added to the source files.

See also:
[Entry Types](#)

22.4.2 Entry Start and Stop Markers

Most Orbis textbases use [unmarked entries](#) which do not require any additional editing of source text files. If you would prefer to manually define the beginning and ending of each entry, you can use the New Textbase: Custom Format to set up your textbase to use [marked entries](#). In this case, you will need to insert entry start and stop markers in each file that you want to include in the textbase. This feature is for use with Nota Bene files only.

There are two types of entry start and stop markers:

Non-printing Markers

Non-printing markers are used to delineate areas of text or individual keywords to be indexed in text files. Non-printing markers must be inserted in pairs (before and after the area or word to be indexed). These markers will not print but are visible on screen as a light blue globe with a yellow ribbon. The insertion keys for non-printing markers are on the "9" and "0" keys to correspond with the beginning and end parentheses in the shift portion of these keys. To insert non-printing markers:

- 1 Move cursor to beginning insertion point.
- 2 Press **F5** then press **9**
- 3 At the end of the entry, press **F5** then press **0**

Printing Markers

Printing markers perform the same function as their non-printing counterparts but are visible on screen and in printed text. You will see a square followed by the letter B (begin) or E (end). The ending marker includes a leading carriage return so that it will automatically appear on the following line. To insert a printing marker:

- 1 Move cursor to beginning insertion point.
- 2 Press **F5** then press **Shift+9**

- 3 After the entry, press **F5** then press **Shift+0**

22.5 Textbase Creation

New Textbase

- New Textbase on a Mac
- New Textbase: Basic Automatic
- New Textbase: Advanced Automatic
- New Textbase: Predefined Orbis Formats
- New Textbase: Ibidem Note-Taking Files
- New Textbase: Custom Format
- Add/Remove Files Dialog
- Orbis Indexer
- Entries
- Open or Close a Textbase
- Textbase Limitations

22.5.1 New Textbase

To use Orbis to search your files, you must first define a set of files to be searched and create an index of every word in those files. This process is called creating a textbase. You can select either individual files, or folders that contain files with specified extensions. Traditionally, Orbis could only search .NB or .TXT files. Now, if you have purchased, Orbis+, you will be able to also include PDF, DOC, DOCX, RTF and HTML files. If you specify folders and file types (as opposed to individual files), then any file that is later added to that folder will be automatically added to your Orbis textbase. If you select a folder to be included, you can specify that subfolders are also included.

The easiest way to create a textbase is to create a Basic Automatic Textbase. This is a textbase that includes all of the .NB files in your Documents folders, that is, your Windows Documents folder and subfolders, and your Nota Bene document folder (usually C:\Nbwin\Document) and subfolders. The textbase that is created is named "Nota Bene files." Most people save their documents in one or more of these Documents folders, and this textbase works well for beginners.

As you become more familiar with Orbis, you may wish to have different textbases for different purposes. For example, you might want to have a "Research" textbase that you use to search only documents that are related to your research. By default, the paragraph is the "entry" or basic unit of text that is searched and retrieved. But a textbase can be set up to use a different type of entry -- e.g. sentences or whole files. See Entries.

When you create a textbase, the instructions you provide are stored in index and management files that are saved in your Nbwin\Orbis\Textbase folder. (You can specify a different folder, but there is usually no need to do so.) The program generates an index of every word in every document that is in the textbase. For a large textbase, the creation of this index may take several minutes, but once the index is created, your Orbis searches will be almost instantaneous, even for a very large textbase. If your textbase includes PDF, DOC, DOCX, RTF and/or HTML files, the initial creation of the textbase will take even longer (hours in some cases). The process of creating a textbase does nothing to change the Nota Bene

files that you have written and saved. The same files or folders can be included in more than one textbase.

To create a new textbase:

- 1 From the main Nota Bene screen, press **F4** to open Orbis (or click **Tools, Orbis**, or click to Orbis button at the top left of the screen).
- 2 Click **File, New Textbase**. The Create New Textbase dialog will display.
- 3 Fill in the information as follows, and then click **GO**. For detailed instructions for each of the different types of textbases that are available, click the links below.

Textbase Name: Type in an identifying name for the textbase. The name you choose will display in textbase dropdown list that is used for selecting a textbase to search, and in the Open Textbase and Maintain Textbase dialogs. If you select Basic Automatic Textbase, the name "Nota Bene files" will be filled in automatically.

Create Management Files In: Index and management files will be created in the folder shown in this field. It is recommended that you accept the default setting in this field, but if you would like to save the index and management files in a different folder, you can do so by typing in a different path or by clicking the button to the right of the field to browse through a tree of your available folders (and/or to create a new folder).

Basic Automatic Textbase: This option is the quickest and easiest way to create a textbase. It indexes all of the .NB files in your Documents folders (your Nota Bene document folder--usually Nbwin\Document--and your Windows Documents folder and any subfolders of these two Document folders). The textbase that is created is named "Nota Bene files."

Advanced Automatic Textbase: This option allows you to choose which files and/or folders will be included in your textbase. This option is useful if you want to be able to search some, but not all, of your files. For example, you might want to create a "Research" textbase to search your research files and a "Personal" textbase to search your personal documents. If you have purchased Orbis+, use this option or one of the following options if you want to include PDF, DOC, DOCX, RTF and/or HTML files in your textbase.

Predefined Orbis Formats: This option allows you to select different types of entries. See Entry.

Ibidem Note-Taking Files: This option is used to create a textbase of all of the documents that are dynamically linked to an Ibidem database.

Custom Format: This option gives you the most flexibility in setting up your textbase. In addition to choosing the name of the textbase and the files/folders and file types to be searched, you can select the type of [entry](#) to be used, keyword settings, capitalization, and more.

In addition to the above types of textbases, a preconfigured Orbis textbase is included when you purchase NB Bookshelf (a collection of 200 searchable public domain books), but it must be installed. For more information, see [NB Bookshelf](#).

See also:
[Instant Orbis](#)

22.5.2 New Textbase on a Mac

The process of creating a textbase on a Mac is the same as the process described on the other pages in this Textbase Creation section. You can include both files that are stored in your NBWIN folder and files that are stored elsewhere on the Mac.

For files you store under the NBWIN folder (i.e., under NB), they can be found in the traditional C:\NBWIN folder and subfolders (usually in C:\NBWIN\DOCUMENT).

For files stored elsewhere on the Mac, the Document folder that shows up in Finder is really the same as \users\YourName\Documents. In Orbis, that is Z:\users\YourName\Documents. If you open the Z: drive in Orbis, and then the Users folder, and then YourName, you should find all the files you have on your Mac side, including those in Documents, Downloads, Pictures, etc.

22.5.3 New Textbase: Basic Automatic Textbase

The easiest way to create an Orbis textbase is to select the Basic Automatic Textbase in the Create New Textbase dialog. When this option is selected, all of the other options in the dialog are selected automatically. The textbase you create will be called "Nota Bene files" and it will include all of the .NB files in your Nota Bene Document folder (and subfolders) and your Windows Documents folder (and subfolders). The **entry type** will be paragraphs. Any documents that you subsequently save in your Documents folders will be automatically added to your textbase. Even if you have purchased the additional Orbis+ formats, the Basic Automatic Textbase will index only .NB files.

To create this textbase:

- 1 Open Orbis and click **File, New Textbase**. The Create New Textbase dialog will display.
- 2 Click **Basic Automatic Textbase**. "Nota Bene files" will be automatically entered as the name of this textbase. The location of the management files will be as shown. There is no need to change the location of the management files.
- 3 Click **GO** to create the "Nota Bene files" textbase. The Orbis Indexer will be displayed at the bottom of the screen.
- 4 When the indexing process is complete, click **Finish**.

You can now open the new textbase and use it to search your files and retrieve text.

If you would like to have more control over some of the options available in creating a textbase, see [New Textbase: Advanced Automatic](#) or [New Textbase: Predefined Orbis Formats](#) or [New Textbase: Custom Format](#).

See also:

Search an Orbis Textbase

[New Textbase](#)

[Open Textbase](#)

22.5.4 New Textbase: Advanced Automatic Textbase

The Advanced Automatic Textbase allows you to select the folders or files that you want to include in the textbase. This is useful if you want to search some of your files, but not all of them. For example, you could create a Research textbase that searches the folders that contain your research documents, and you could create a Recipes textbase that searches files in a folder that you use for storing recipes. The advanced Automatic Textbase uses paragraphs as the **entry type** for the textbase. If you would like to specify a different entry type, you should use or New Textbase: Predefined Orbis Formats or [New Textbase: Custom Format](#).

Before you create a new textbase, you will want to take a few minutes to make a list of the files and/or folders that you want to include in the textbase. Your list can specify any combination of: (1) individual files, and (2) folders. If you specify folders, you will choose the **file types** that you wish to include (e.g., all of the *.nb files in the folders that you specify). Files of the specified types that are subsequently added to the folders that are selected for your textbase will be automatically added to your textbase.

The version of Orbis that is included in the Nota Bene Workstation will only search Nota Bene files, or TXT files. If you have purchased the additional Orbis+ formats (PDF, DOC, DOCX, RTF, HTML), then these formats can be included in your textbase. If these formats are included, it will take substantially longer to create the textbase, but once the textbase is created, searching will be virtually instantaneous.

To create an Advanced Automatic Textbase:

- 1 Open Orbis and click **File, New Textbase**. The Create New Textbase dialog will open.
- 2 Enter a name for your textbase. The location of the management files will be as shown. There is no need to change the location of the management files, but you can do so if you have a reason for saving these management files in a different location.
- 3 Click **Advanced Automatic Textbase**.
- 4 Click **GO**. The Add/Remove Files dialog will open.
- 5 Use this dialog to add folders and/or files. For instructions, see Add/Remove Files Dialog.
- 6 When you are finished, click **Index**.
- 7 The Orbis Indexer will be displayed at the bottom of the screen. When the indexing process is complete, you will be asked if you want to open the textbase.

You can now open the new textbase and use it to search and retrieve text. See Search an Orbis Textbase.

See also:

[New Textbase](#)

[Open Textbase](#)

22.5.5 New Textbase: Predefined Orbis Formats

The Predefined Orbis Format option allows you to use a different **entry type** for the textbase. An "entry" is the unit of text that Orbis searches and retrieves. The default setting for Orbis textbase is Paragraphs: Regular and Alternate <Enter>, and this setting is recommended for most purposes. For a description of available entry types (or search units), see [Entries](#). The Predefined Orbis Formats option allows you to

select a different entry type and to select the folders that you want to search.

To create this textbase:

- 1 Open Orbis and click **File, New Textbase**. The Create New Textbase dialog will open.
- 2 Enter a name for your textbase. The location of the management files will be as shown. There is no need to change the location of the management files, but you can do so if you have a reason for saving these management files in a different location.
- 3 Click **Predefined Orbis Formats**. A list of available search units will appear.
- 4 Select the search unit (or entry) that you wish to use for this textbase.
- 5 Click **GO**. The Add/Remove Files dialog will open.
- 6 Use this dialog to add folders and/or files. For instructions, see Add/Remove Files Dialog.
- 7 When you are finished, click **Index**.
- 8 The Orbis Indexer will be displayed at the bottom of the screen. When the indexing process is complete, you will be asked if you want to open the textbase.

You can now open the new textbase and use it to search and retrieve text. See Search an Orbis Textbase.

See also:

Entries

Search an Orbis Textbase

[New Textbase](#)

[Open Textbase](#)

22.5.6 New Textbase: Ibidem Note-Taking Files

In Ibidem, note-taking files can be linked to each record in a database. Once at least a few note-taking files have been created and a few notes taken, you can create an Orbis textbase to search these notes-taking files. New note-taking files that are linked to any records in the same database will be added the next time you open the textbase.

To create this textbase:

- 1 Open Orbis and click **File, New Textbase**. The Create New Textbase dialog will open.
- 2 Enter a name for your textbase. The location of the management files will be as shown. There is no need to change the location of the management files, but you can do so if you have a reason for saving these management files in a different location.
- 3 Click **Ibidem Note-Taking Files**. A list of your Ibidem databases will appear.
- 4 Select the Ibidem database that you wish to use for this textbase.
- 5 Click **GO**. The Orbis Indexer will display the progress of the indexing process, and provide details about the textbase. When the indexing process is complete, you will be asked if you want to open the textbase.

See also:[New Textbase](#)[Open Textbase](#)[Links in Ibidem Overview](#)

22.5.7 New Textbase: Custom Format

The Custom Format option gives you the most choices. You can select the folders and/or individual files, choose search units or [entry types](#) for the textbase, select keyword formats, and specify how "words" or keywords are defined.

See also:[Special Keywords](#)[Entries](#)[Add/Remove Files Dialog](#)[Search an Orbis Textbase](#)[New Textbase](#)[Open Textbase](#)

22.5.8 Add/Remove Files Dialog

The Add/Remove Files Dialog is used to select the folders and/or individual files that you would like to include in an Orbis textbase. It is used when you create New Textbase: Advanced Automatic or New Textbase: Predefined Orbis Formats or [New Textbase: Custom Format](#). It can also be used to add files to an existing textbase, or to remove files. From within Orbis, you can access this dialog at any time by clicking **File, Nexus Options, Add/Remove Files** or by pressing **Alt+A**.

At the bottom of the dialog, there is a System View tab that is used to select folders and a Textbase View tab that shows which folders and/or files have been selected for inclusion in the textbase. Click these tabs to switch between System View and Textbase View.

To select files and/or folders to include in your textbase:

- 1 With the System View tab active, browse to the first folder that you wish to include in the Orbis textbase. Click on the folder to select it. The files in that folder will be listed in the panel at the bottom of the dialog.
- 2 For this folder, you can select specific files to be included, or you can select all of the files in the folder that are of specified file types. If you want to include all files, you can include the files in all subfolders as well as the files in the folder that you have selected.
 - To select individual files to include in the textbase, click on the file in the bottom right box and then click the green plus sign (or press Alt+T). Repeat for each file that you would like to include. Individual files that are included in the textbase will be shown in a blue font on a light orange background.
 - To select all of the files in the folder of a specified file type, use the icons at the top right of the dialog. Click the icon itself to select a format, or click the + sign to the right of the icon to select the format and apply it to subfolders as well as the specified folder. If you have not purchased Orbis+, you will only be able to search .NB files and you should click either .NB or

the plus sign to the right of .NB. If you have purchased Orbis+, then you can use the PDF, DOCX, DOC, RTF, HTML icons (or the + signs next to them) to include these formats in your textbase. If you would like to include all formats, use the multicolored All Files icon to include all files.

- Note that if you use the multicolored All Files icon, or if you include PDF, DOCX, DOC, RTF and/or HTML files in your textbase, it will take longer to build the index (but searches will still be virtually instantaneous).

- 3 Repeat steps 1 and 2 for each folder that contains files that you want to include in the textbase.
- 4 At any time you can click the Textbase View tab to see which folders have been selected for this textbase.
- 5 When you are finished, click **Index** to create the textbase. Indexing can take several minutes, or even hours. However, once indexing is complete, searching will be almost instantaneous. The Orbis Indexer will be displayed at the bottom of the screen. While the index is being created, the files can be displayed as they are being indexed by clicking the plus sign in a green circle to show and the minus sign in the green circle to hide. When the indexing process is complete, you will be asked if you want to open the textbase.

To remove files, folders or file types from your textbase:

- 1 With the textbase open, click **File, Nexus Options, Add/Remove Files** or press **Alt+A** to open the Add/Remove Files dialog.
- 2 With the System View tab active, browse to the first folder that contains files that you wish to remove from your textbase. The files in that folder will be listed in the panel at the bottom of the dialog, and the file types will appear in the panel at the top right of the dialog.
 - To remove the whole folder, click the Omit Selected Folder icon (a red circle with an X) at the top of the Textbase Radius panel, or press **Alt+O**.
 - To remove a file type, click on the file type in the File Type panel to select it, then click the Remove This File Type icon (a red circle with an X on top of a 4-color square) at the top of the File Type panel.
 - To remove an individual file, click on the file in the Files panel to select it, then click the Remove Existing File icon (a red circle with an X) at the top of the Files in Folder panel, or press **Alt+X**.
- 3 When you are finished, click **Index** to recreate the textbase.

See also:

New Textbase

22.5.9 Orbis Indexer

When you click Index to create an Orbis textbase, the program creates an index of every word in every file that is included in the textbase. The process of creating an index can take just a minute or two, or it can take several minutes or even hours, depending on the number of files included and the type of files. If you have purchased the additional Orbis+ formats, indexing will take longer if PDF, DOC, DOCX, RTF and/or HTML files are included.

The status of the indexing process will be displayed at the bottom of the Orbis screen. The display of the indexer can be expanded by clicking the green + or contracted by clicking the green -.

At any time, the indexer log can be opened by clicking File, Nexus Options, View Log File. The indexer log gives information about the files that are included, including a list of each file.

If you have Orbis+, the indexer log gives important information about PDF files that have been included in the textbase. For more information, see Searching PDF files.

22.5.10 Entries

Orbis handles text in units called "entries"—the basic units that are searched and retrieved. The default entry type is paragraphs, with <Enter> separating one entry from the next. When you search a textbase that uses paragraphs as the entry type, all of the paragraphs that match your search terms will be returned. For example, a search for "bird and fish" would return every paragraph that contains both the word "bird" and the word "fish" but it would not return text that used "bird" in one paragraph and "fish" in the next paragraph. The default setting of paragraphs is best for most uses, and it is recommended for those just starting to use Orbis.

If you would like to use a different entry type, choose Predefined Orbis Formats or Custom Formats when you set up your Orbis textbase. You will then be able to choose one of the following entry types.

Sentences

Entries are separated by a period, question mark, or exclamation mark followed by a space or a hard return (or by a period, question mark, or exclamation mark followed by a quote (") and then a space or a hard return).

Paragraphs: Regular and Alternate <Enter>

Entries are separated by hard returns and/or [alternate hard returns](#).

Paragraphs: Regular <Enter> Only

Entries are separated by a hard return.

Paragraphs: Double <Enter>

Entries are separated by two hard returns.

Hard-Page Breaks

Entries are separated by hard page breaks. Note that page breaks generated automatically during editing or printing do not define a retrieval unit.

Ibidem Records

Entire file

Entries are entire files.

Interviews: Standard (QUESTION:)

Entries include text between the **QUESTION:** marker and the end of the corresponding **ANSWER:** paragraph.

Interviews: Standard (WORKER:)

Entries include text between the **WORKER:** marker and the end of the corresponding **CLIENT:** paragraph.

Text Between Non-Printing Markers

Includes all text between Non-Printing Markers:
<<NT/8-B>>Text <<NT/8-E>>

See [Adding Entry Start and Stop Markers](#)

Text Between Printing Markers

Includes all text between Printing Markers: B
Text E.

See [Adding Entry Start and Stop Markers](#)

22.5.11 Open or Close a Textbase

A textbase must be created or "indexed" before it can be opened. See [Create New Textbase](#). Once it has been created, it can be opened from the Orbis Gateway. Click File, Orbis Gateway (or press **Alt+O**) to open the Orbis Gateway. You will see a list of textbases that have been created. Click to highlight the textbase that you would like to open and then click **Open Selected**.

To close a textbase, click **File, Close Textbase** (or press **Ctrl+F4**). An open textbase is automatically closed when you open a different textbase.

See also:

New Textbase
Search Textbase

22.5.12 Textbase Limitations

The limits for Orbis/Orbis+ are as follows:

- 8 million files
- 16 million entries (an 'entry' is normally a paragraph)
- no one file can be larger than 4 GB

See also:

[Textbase Creation](#)

22.6 Orbis Search

[Search an Orbis Textbase](#)

Orbis Screen

View Text Before or After Entry

Insert Entry into Document

Save All Matches to File

Open File Containing Match

[Search Strings](#)

[Synonyms](#)

[Omit List](#)

[Search Tips](#)

22.6.1 Search an Orbis Textbase

Once a textbase has been created, you can instantly search all of the files in your textbase and retrieve every [entry](#) that matches your search terms. You can search for a single word directly from an open Nota Bene document (see **Keyboard shortcut** below) or you can open Orbis to search for either a

single word or a longer search string.

To search the textbase from within Orbis:

- 1 Press **F4** to open Orbis (or click **Tools, Orbis** or click the Orbis button at the top left of the main Nota Bene screen)
- 2 Open the textbase you wish to search (if it is not already open) by going to the Orbis Gateway (**Alt+O**) and selecting the textbase. See Open Textbase.
- 3 There are many ways to configure your Orbis screen. The default display is to show the Results Pane at the top and the Entry Pane at the bottom. A Find box will be at the top of the screen.
- 4 Enter a word or a search string in the Find box. Press **Enter** or click the **Go/Start Search** button to the right of the Find box.
- 5 The results will be shown in the Results Pane with one line for each retrieved entry. Click on any entry in the Results Pane to see the full entry in the Entry Pane.

Six panes are available to display in the main Orbis screen and each one provides different ways of making your searches more efficient. For more information, see Orbis Screen.

To search a textbase from a Nota Bene document, place the cursor on any word in a Nota Bene document and press **Ctrl+Shift+F**. This key combination will open Orbis, open the most recently used textbase, and search the textbase for the word you selected. Similarly, you can also use **Ctrl+Shift+F** from within an Ibidem field to look up that word in Orbis.

See also:

Search Strings

[Open textbase](#)

[Notes on Case, Accents, etc.](#)

[Omit Lists](#)

[Special Keywords](#)

[Search Wildcard](#)

[Boolean Operators](#)

[Using Parentheses](#)

[Search tips](#)

[Search Examples](#)

[Synonyms](#)

[Textbase limitations](#)

22.6.2 Orbis Screen

The main Orbis screen is composed of a Find box and six panes, including two primary panes and four dockable and floatable panes. The Results Pane and the Entry Pane are the two primary panes. The dockable and floatable panes are the Search Pane (), the Query Pane (with graphical diagram of search), the History Pane and the Source Pane (showing Ibidem record linked to retrieved note).

The search pane can “slide out” as necessary, or be docked. The last three panes (Query, History, and Source) can slide out, be docked in place, or floated. To slide a pane out, move your cursor to the name of the pane on the left or right of the Orbis screen. To dock a pane, click the pin icon at the top right of

the pane.

Find box

Search terms consisting of a single word or complex search strings can be typed into the Find box. To implement the search, press **Enter** or click the green Go/Start Search button to the right of the Find box.

Results Pane

The Results Pane shows the results of your search. One line is displayed for each **entry** that has been retrieved. Click on an entry in the Search Pane, and the full text of that entry will display in the Entry Pane. The search terms are highlighted. Entries, folders and/or files can be displayed or hidden by clicking the buttons to the right of the Find box. The selected entry can be inserted in your open Nota Bene document at the point of the cursor by clicking the Insert Match button.

Entry Pane

The entry pane shows the full paragraph (or other entry) that has been retrieved. You can click **Alt+PgUp** or **Alt+PgDn** to expand the text that is displayed to see the paragraph that is before or after the text that has been retrieved. See View Text Before or After Entry.

Search Pane

The search pane provides an expandable Find box with Boolean operator buttons that can be inserted in search string, a vocabulary list of keywords and a search stack that shows terms that have recently been entered as search strings.

Query Tree Pane

The query pane provides a graphical diagram of the search. For search strings of more than one word, a tree showing the each word in the search string will be displayed.

History Pane

The history pane shows previously entered search strings.

Source Pane

The source pane shows the Ibidem record (if any) that is linked to the retrieved text.

22.6.3 View Text Before or After Entry

Once an **entry** has been retrieved and is displayed in the entry pane, you can expand the context to view text in your file immediately preceding or following the entry.

- 1 Place the cursor in the entry pane of the Orbis screen.
- 2 Click **View, Text Before Entry** (or press **Alt+PgUp**) to view the previous text or click **View, Text After Entry** (or **Alt+PgDn**) to view the following text.
- 3 To see more of the context, repeat step 2 as many times as you want.

See also:

Orbis Screen

22.6.4 Insert Entry into Document

To write an [entry](#) displayed in the Search Results view to an open Nota Bene document:

- 1 Position the cursor at the place in the Nota Bene document where you would like to paste the entry.
- 2 Return to the Orbis Screen (press **F4**) and place your cursor in the Entry Pane.
- 3 Click the **Insert Match** button or click **Discover, Insert Match** or press **Ctrl+Ins**.

Orbis will write the contents of the entry pane to your document. If the retrieved text includes a bibliographic citation that is linked to *ibidem*, the citation will be included in the material that is pasted and the next time you update the dynamic citations in your document, the citation will be reformatted in accord with the style you have selected for your document.

See also:

Orbis Screen

[Insert all matching entries into document](#)

22.6.5 Save All Matches to File

After retrieving search results in Orbis, you can copy all of the matches to a new file, to the end of an open file or to any point within an open file. If you wish to copy the matches to a place in an open file other than the end of the file, place your cursor at that point before proceeding.

To write all of the matching entries that are shown in the Results pane to a document:

- 1 Click **Discover, Save All Matches**. The Write Matching Entries to File dialog will display.
- 2 Complete the options to your preference and then click **OK** to write the entries into the file.

The following options and settings are available in this dialog:

Output Destination

Entries can be written to several output destinations: a new file, or to the current file open in Nota Bene (at cursor position), or the current file open in Nota Bene (at end of file).

Highlight Keywords

Check this option to highlight keywords in the document with your choice of print attribute.

Include Source Filename

Check this option to include the name of the source file in the file to which the entries are being written.

Include Search String

Check this option to include the search string used to retrieve the entries in the file to which the entries are being written.

Options

Output Only When File Containing Matches Changes

Check this option to include the information checked above (keywords, source file names, search strings) only once for each file.

Output Once Before Every Match (Even if from Same File)

Check this option to include the information checked above (keywords, source file names, search strings) once for each entry.

Output on Separate Line Before Text

Check this option to include a hard return after the information source files names and search strings.

See also:

Insert Entry Into Document

22.6.6 Open File Containing Match

Once you have found a match, you can open the file that contains the match. When you do this, the Orbis textbase will close and the Nota Bene file that contains the match will be opened.

To open the file that contains the match:

- 1 Click to select the entry in the Orbis Results Pane.
- 2 Click **Discover**, **Open File** or press **Ctrl+O**.

22.6.7 Search Strings

A search string can consist of a single word or it can consist of various combinations of words, phrases, **search operators**, **parentheses** and/or **wildcard characters**.

Search strings can be typed directly into the Find box at the top of the Orbis screen. You can type search operators directly or you can use the Search Pane and click the search operator buttons under the search string text box to enter opening or closing parentheses, and, or, xor or not. Orbis will recognize the words **and**, **or**, **xor**, **not** as search operators when they are typed in a search string (note that this is not the case in *Ibidem*).

The following combinations of operators are valid in Orbis:

Operator	Can be followed by:
word	word, and, or, xor, not
AND	word, not
OR	word, not
XOR	word, not
NOT	word

There is no limit to the number of logical connectives that you can use in a search string, as long as the length of the entire string does not exceed 256 characters.

Note that Orbis always evaluates search strings from left to right, except that words or phrases operated

on by NOT take precedence, and that search clauses in parentheses are evaluated first.

See also:

[Search Strings: Case, Accents, etc.](#)

[Examples of Search Strings](#)

[Search Tips](#)

[Omit Lists](#)

[Textbase Limitations](#)

22.6.7.1 Search: Boolean Operators

Boolean search operators can be used in Orbis search strings as follows:

and	Search for entries that contain both A and B.
or	Search for entries that contain either A or B.
xor (exclusive or)	Search for entries that contain either A or B, but which do not contain both A and B.
not	The not operator has several consequences, depending upon its use:
not b	finds all entries that do not contain B
a and not b	finds all entries that contain A except those entries that also contain B
a xor not b	finds all entries that contain A and B, or those that contain neither A nor B

The operators can be entered in a search string in either of the following ways:

- click the Search Operator buttons on the Search Pane.
- type in the word "**and**" "**or**" "**xor**" or "**not**"

The following two search strings will both yield the same results. All entries that contain both "black" and "white" will be retrieved.

black [AND] white
black and white

Orbis can also search for phrases (e.g. "black and white"). See Search Strings: Phrases.

Search operators can be combined to form longer search strings.

See also:

[Search Strings](#)

[Search Examples](#)

[Using Parentheses](#)

[Wildcard Characters](#)

22.6.7.2 Search: Phrases

To search for a phrase, type the phrase in the Find box. Phrases can include words on the omit list (e.g. "shades of gray"). However, if a phrase contains one of the Boolean operators (and, or, xor, not) then you must either enclose the phrase in quotes or enter a forward slash before the word that could be used as a Boolean operator.

Examples:

The following two search strings will both yield the same results. All entries that contain the phrase "shades of gray" will be retrieved.

shades of gray
"shades of gray"

In the following search string, Orbis will treat the word "and" as a Boolean operator, and this will be a search for two words, not for a phrase. All entries that contain both "black" and "white" will be retrieved.

black and white

Orbis can also search for phrases (e.g. "black and white"). Either of the following two searches would retrieve all of the entries that contain the phrase "black and white." Note that it is necessary to use either quotation marks (as shown) or the forward slash before "and" so that the program will understand that "and" is part of the phrase, not a Boolean operator.

"black and white"
black /and white

See also:

[Search Strings](#)

[Search Examples](#)

22.6.7.3 Search: Using Parentheses

Parentheses can be used in your search strings to provide precise control over the search.

For example:

(square and dance) or carnival

produces different results from:

square and (dance or carnival)

Here is an overview of the way Orbis evaluates search expressions with parentheses:

Left to Right

Within a search string, the program evaluates from left to right:

(A or B and C) is evaluated as **(A or B)**, and the result is "anded" to **C**.

Inner First

Inner clauses are evaluated before outer ones:

In **(A and (B or C))**, **(B or C)** is evaluated first, and the result is "anded" with **A**.

Not

Not is always grouped with the subsequent search word or clause and simply reverses the logical sense of the result:

In **(A and not (B or C))**, **(B or C)** is evaluated first, and the sense of the result is reversed, then "anded" with **A**.

Same Operators

The order of evaluation does not change the sense of the expression if all the operators are the same:

(A or B or C) is equivalent to **(B or A or C)**
(A and B and C) is the same as **(C and A and B)**

Different Operators

The order of evaluation is not the same if the operators are different:

(A or B and C) is not the same as **(B and C or A)**

To prevent confusion, parentheses should be used to control the order of evaluation. In the absence of parentheses, the program evaluates from left to right.

You can have as many parentheses within a search string as you wish—that is, you can have parentheses within parentheses within parentheses, as long as the number of opening and closing parentheses is the same.

See also:

[Search Strings](#)

22.6.7.4 Search: Wildcard Character

The * wildcard character lets you expand searches to include all the different variants of a word.

For example:

The search string **psych*** would find all entries in the textbase containing terms that begin with psych:

psychological, psychology, psychoanalytic, psychotic, psychosomatic

The search string **art*** would retrieve all entries in the textbase containing art:

art, artist, artisan, artifact, article

When you are searching a designated keywords textbase, the program treats spaces as characters. Thus the search string **art *** would find multiword phrases such as

art history, art dealer, art and society.

NB: The wildcard symbol must be entered at the end of a string of characters. It cannot be typed in the middle or at the beginning of a string.

See also:

[Search Strings](#)

22.6.7.5 Search: Case, Accents, Special Characters

Case: The default setting for textbases created with Orbis is to ignore case distinctions: **job** is retrieved along with **Job** and **JOB**. The case (lower/upper) of the text you search for is significant only if you set up case distinction to be maintained in the Textbase properties. You can change this setting on the Keyword tab of the Orbis Properties dialog. Click **File, Nexus Options, View/Set Properties** to open the Orbis Properties dialog. Click the Keyword tab to change the setting for case. See Properties: Keyword Type.

Single letter words: Orbis does not index single character words. You cannot search for words of one letter or character, such as **a** or **I**.

Font changes: Print style or font changes in the text of your document do not affect consistent indexing. You do not need to include print style codes in your search strings, even if the term you want to find is a chemical formula and the print style changes within the word itself. To find **H₂O**, search for **H2O**.

Multilingual and special characters: Type multilingual and special characters in the Search String text box just as /ou would type them in a Nota Bene document. If you have Lingua, type **Ctrl+Shift+H** to switch to a Hebrew keyboard, **Ctrl+Shift+A** for Arabic, **Ctrl+Shift+G** for Greek, **Ctrl+Shift+C** for Cyrillic and **Ctrl+Shift+R** to return to the Roman alphabet. These alphabets are only available if you have purchased Lingua.

Accents: By default, accents are ignored in Orbis searches. For example, a search for Zoë would find Zoë or Zoe and a search for Zoe would find Zoe or Zoë. If you would like to have the accents taken into account, this setting can be changed in the Keyword Type tab of the Orbis Properties dialog. See Properties: Keyword Type.

Words with apostrophes: Words with apostrophes are treated as two separate words. To find **L'Enfant**, search for **Enfant**. You can change this default setting for treating words with apostrophes as separate terms by editing the keyword separators in the Character Type tab of the Orbis Properties dialog. See Properties: Character Type.

See also:

[Omit List](#)

[Search Strings](#)

[View/Set Properties](#)

22.6.7.6 Search Examples

The following search examples have been prepared to illustrate the way Orbis searches and retrieves entries in your textbase. Scroll down to view sample entries A through Q that were searched with the

results that are discussed below.

Search String: **Washington**

Search Results: All entries that contain the word Washington, whether Washington State, Washington DC, George Washington, or some other Washington. Entries about Washington that do not include the word itself would not be retrieved. Note that entries F and G cannot be found by the search string **Washington**.

Search String: **Washington***

Search Results: All entries that contain the word Washington, and/or words that begin with Washington: Washington's, Washingtonian, or Washingtonians.

Search String: **Washington and state**

Search Results: All entries that contain the word Washington and the word State. This would include entry M as well as entries J and O. The program understands "and" to be the Boolean operator. By default, capitalization is not taken into account.

Search String: **Washington or state**

Search Results: Every entry that mentions Washington and every entry that mentions state, including every entry that mentions both.

Search String: **Washington xor state**

Search Results: Every entry that mentions Washington and every entry that mentions state, except entries that mention both.

Search String: **Washington or Spokane not DC**

Search Results: All entries that contain either the word Washington or the word Spokane, except for those entries that contain the word DC.

Search String: **State of the Union**

Search Results: All entries that contain the phrase "State of the Union" would be retrieved. Entry M would be returned. Entry P would not be returned.

Search String: **"Washington and Oregon"**

Search Results: All entries that contain the phrase "Washington and Oregon" would be retrieved. Entry E would be returned. Note that it is necessary to use the quotes to signify that you are searching for the phrase. Without the quotes, Orbis would understand the "and" to be the Boolean operator.

Search String: **Washington /and Oregon**

Search Results: All entries that contain the phrase "Washington and Oregon" would be retrieved. Entry E would be returned. Entering a forward slash before the word "and" indicates that the word "and" is part of the phrase, not a Boolean operator. The results of this search would be exactly the same as the previous search.

Search String: **(Washington and Oregon) or (Idaho and Montana)**

Search Results: Every entry that mentions both Washington and Oregon (but not those that mention only Washington or only Oregon), and every entry that mentions both Idaho and Montana (but not those that mention only Idaho or only Montana). Entry E would be returned.

- A **Washington** is farther north than Tokyo, but winter is not much colder in Seattle than it is in Tokyo.
- B Because it is located inland within a basin, Kyoto is colder in winter and hotter in summer than Osaka, which is located on a bay only 50km southwest of Kyoto.
- C Spokane (located inland east of the Cascades) and Sapporo (on the northern island, Hokkaido) have quite similar winters, but Sapporo is cooler in summer.
- D For much of their routes, Sapporo's subway lines actually run above ground in transparent tubes that prevent snow accumulation—and block sound.
- E The Cascade mountain range runs from the southern edge of British Columbia through **Washington** and Oregon into northern California.
- F **Washingtonians** would have to drive over an hour to reach the low mountains of Shenandoah. m
- G Most **Washingtonians** live or work within view of spectacular mountains.m
- H **Washington's** Mt. Vernon overlooks the Potomac.
- I **Washington's** Mt. Vernon is located on a bend in the Skagit river.
- J Many foreigners are not aware that there is a **state** called **Washington** on the West Coast, while the capital of the U.S., **Washington, DC**, is on the East Coast. m
- K The sound of a *shakuhachi* being played in a deep *sugi* forest north of Kyoto is one of the most enrapturing—and eerie—sounds I've ever heard.
- L Puget Sound could be compared to Japan's Seto Naikai (Seto Inland Sea). However, the former has essentially one outlet to the sea (the Strait of Juan de Fuca), while the latter has access to the sea at three points (Kii-suido, Bungo-suido, and Kammon-kaikyo).
- M The President gave his **State** of the Union address in **Washington** last night. m
- N **Washington, DC**, is served by three major airports.
- O **Washington** is the only U.S. **state** named after a President. m
- P The teacher's union is planning a membership campaign in **Washington State**.
- Q Each **state** is represented in the United States Senate by two senators.

See also:[Search Strings](#)[Search operators: and, or , xor, not](#)[Parentheses: \(...\)](#)[Wildcard character: *](#)**22.6.7.7 Search Tips**

Start out with a broad search. The retrieved entries will often provide information as to how you might narrow the search.

To retrieve all entries about a topic, you should link related keywords by **or**, or use the Synonyms search assistance.

There is no way for the search to distinguish between identically spelled words with different meanings (as Washington, the state, and Washington, the city, or Washington, the president). Often you will need to simply display the retrieved entries to locate the passages of text you need.

It is often advantageous to include a related keywords section when you are using any of the all-words-as-keywords entry formats; doing so lets you retrieve an entry even when the actual text of the entry does not include a particular word.

See also:[Search Strings](#)[Synonyms](#)[Search Examples](#)

22.6.8 Synonyms

Synonym files can facilitate more extensive and accurate searches of your textbase. The Synonym list lets you search for keywords linked conceptually, rather than simply searching for individual keywords. For example, you could use the Synonym list to retrieve all entries dealing with the weather - entries that include words like storm, rain, snow, sleet, haze, fog, etc.

In order to take advantage of the synonym feature in Orbis, you will need to enter terms in a synonym file. Synonym files have the extension **.syn**. The default Synonym file is `nborbis.syn` and it is in `Nbwin\Users\Default`, with a backup copy in `Nbwin\Users\Initial`. Most people use only the default synonym file. However, if you wish to define different synonyms for different textbases, a synonym file (with extension `.syn`) is created for each textbase and saved in the location of the other textbase files (usually `Nbwin\Orbis\Textbase`). Additional synonym files can be created as needed. Note that although you may have many different synonym files, only one can be active at a given time.

After synonyms are entered in a synonym file, a synonym search can be performed by entering a plus sign **+** and the synonym headword—the first word in a group of linked words. For example, to search for all the entries dealing with the weather, you would type **+weather** as the search string.

For more information about synonyms, see the following pages:

[Enter Synonyms](#)[Search with Synonyms](#)[Edit Synonym File](#)[Add Synonym File](#)[Select Synonym File](#)

22.6.8.1 Enter Synonyms

To enter synonyms, you must first choose which synonym file to use. Beginners should use the default synonym file, `nborbis.syn`. Once you are familiar with using synonyms, you might want to have different synonym files for each textbase, or even more than one synonym file for each textbase.

Next, you must choose a headword and a list of synonyms that will be found when you search for the headword. If you would like the headword to be one of the words found in your search, you should include it in the list of synonyms. For example, if you would like to search for **+Obama** (i.e., headword is "Obama") and find all instances of either "Barak" or "Obama," then your headword should be "Obama," and your synonyms should be both "Obama" and "Barak" (all entered without the quotes). You may choose to use a headword that is not one of your synonyms. For example, the headword "degrees"

could be used to search for BA, MA, PhD, etc. An asterisk can be used at the end of a synonym to indicate that all words that start with the specified letters should be found. For example, the synonym "universit*" would include "university" and "universities."

To enter synonyms in a synonym file:

- 1 Click **Edit, Synonym List**. Nota Bene will open the Orbis Synonym Files dialog with the most recently selected synonym file active. If you have not previously worked with synonym files, the default synonym file will be nborbis.syn in your Users\Default folder.
- 2 Click on the synonym list you wish to edit and then click the **Edit** button at the bottom of the dialog. The Orbis Synonym Files Edit dialog will open.
- 3 There are two blank boxes in the middle of the dialog. In the smaller box on the left, enter the headword. In the larger box, enter the synonyms, with each word separated by one space.
- 4 Click **Add**. The headword and synonyms will be displayed in the box at the bottom of the dialog.
- 5 Repeat steps 3 and 4 for each headword that you want to add.
- 6 Click **OK** and then **Select**.

If you prefer, you can open and edit the synonym file directly with Nota Bene. Headwords and synonyms can be entered directly into the file (e.g., into nborbis.syn). Enter the headword first, followed by a tab, then synonyms with one space between each word and finally, a hard return after the final synonym. Thus, the format is as follows:

Headword[Tab]Word1[Space] Word2[Space]Word3[Space]Word5[Hard Return]

The next headword starts on the next line. There is no limit to the number of headwords you can include in a synonym file, and no limit to the number of synonyms you can link to the headword. Be careful, as you are editing the file, to use exactly the format specified above. Do not enter any embedded commands (no formatting, labels, annotations, notes, etc.).

22.6.8.2 Search with Synonyms

To search with synonyms, enter + with the headword in the Find box. For example, if you have entered "weather" as a headword, with "weather storm rain sleet snow fog" as synonyms, then a search for "+weather" (without the quotes) will find any of the synonyms.

A list of the headwords and related synonyms can be found on the Search Pane by clicking the Synonyms button.

See also:

[Synonyms](#)

[Enter Synonyms](#)

[Display Keyword List](#)

22.6.8.3 Edit Synonym File

To edit an existing Synonym file:

- 1 Click **Edit, Synonym List**. Nota Bene will open the Orbis Synonym Files dialog with the most recently used synonym file active.
- 2 Click the **Edit** button at the bottom of the dialog. The Orbis Synonym Files Edit dialog will open. Previously added headwords will appear in the box at the bottom of the dialog.
- 3 Click on the headword you would like to edit or remove. The headword and synonyms will be displayed in the editing boxes in the center of the dialog. Click **Remove** to delete a headword and associated synonyms. Or make changes to the headword and/or synonyms and then click **Edit**.
- 4 Repeat step 3 for each headword that you want to change.
- 5 Click **OK** and then **Select**.

22.6.8.4 Add Synonym File

When you create a new textbase, a file is created with the filename you selected when you created the textbase and the extension .syn. If you would like to use this file instead of the default synonym file, you must first add it to the list of files in the Orbis Synonym Files dialog. You can also create an entirely new file and use it as a synonym file.

To add a synonym file that has already been created (e.g., the .syn file that was created when you created your textbase):

- 1 Click **Edit, Synonym List**. Nota Bene will open the Orbis Synonym Files dialog with the most recently used synonym file active.
- 2 Click **Add New File**.
- 3 Browse to the file that you would like to add. Click to select the file, then click **OK**.
- 4 Fill in the description. The description is a title that will be used to select the file in the future. A few words should be sufficient.
- 5 Click **OK** and then **Select**.

To create a new synonym file:

- 1 Click **Edit, Synonym List, Edit**. Nota Bene will open the Orbis Synonym Files dialog.
- 2 Click the **New** button at the bottom of the dialog. The Orbis Synonym Files New dialog will open.
- 3 Fill in the description and the file name. The description is a title that will be used to select the file in the future.
- 4 Use the dialog to add headwords and synonyms (see instructions above).
- 5 Click **OK** and then **Select**.

22.6.8.5 Select Synonym File

If you have added additional synonym files (see [Add Synonym File](#)), and would like to use a different synonym file in your Orbis searches, the file must be selected. To select a synonym file:

- 1 Click **Edit, Synonyms List**. Nota Bene will open the Orbis Synonym Files dialog.
- 2 All of the synonym files that have been added will be displayed in the box at the top of the dialog. Click on the file you would like to use.
- 3 Click **Select**.

22.6.9 Keywords

A keyword is a searchable word that appears in one or more of the files that are included in an Orbis textbase. By default, Orbis treats all words as keywords, except for words on a user-modifiable omit list. A list of all of the keywords in the active textbase can be seen on the Search panel. To view the Search panel, move your cursor to the Search tab on the left edge of the Orbis screen. The Search panel can be docked, or fixed in place, by clicking the push pin icon at the top right corner of the panel.

There are four tools that can be displayed on the Search panel: Expanded Search Box, Search Operators, Vocabulary List and Search Stack. Click the dropdown arrow at the top of the panel to view a menu where each of these tools can be checked (displayed) or unchecked (hidden). To view the keyword list, make sure that Vocabulary List is checked.

When the Vocabulary List is active (displayed), you will see four buttons at the top of the Vocabulary List. Click to display one of the following:

- **Keywords** to display a list of all keywords
- **Synonyms** to display the synonyms that have been defined for the active textbase
- **# Keywords** to display special keywords that begin with #
- **@ Keywords** to display special keywords that begin with @

For more information about the last three options, see Synonyms and Special Keywords.

When Keywords are displayed in the Search panel, you will be able to begin typing a word in the Find box and you will see the word in the Keyword list. The number to the right of the keyword is the number of paragraphs (or other defined entries) in which the keyword appears. You can double-click on the keyword to enter it in the Find box. Searches in Orbis are not case-sensitive, so it does not matter whether the terms are entered in lower case or upper case.

To generate a printable sorted list of keywords, see [Vocabulary List](#).

See also:

[Special Keywords](#)
[Synonyms](#)
[Omit List](#)

22.6.9.1 Special Keywords

Orbis is designed so that it is not necessary to take the time to add keywords to your documents. Every word is a keyword (except words on the Omit List), and you do not have to decide in advance which words will be searchable. However, there are certain circumstances where it may be helpful to add your

own keywords to your notes and other documents.

Example 1: Suppose you want to be able search for paragraphs that contain the word "nature" but you will also want to retrieve some paragraphs that are about nature, but do not contain the word "nature." In this case you can add a non-printing keyword to the paragraphs that you would like to be retrieved in any search for "nature."

Example 2: Suppose you find that your searches for "nature" retrieve a lot of irrelevant paragraphs (you are looking for the information in your about the delicate balance in nature, but you keep finding things like "the nature of the software industry..." or "nature blessed her with a beautiful complexion"). If you know in advance that you are going to want to find information about nature in your textbase, you can go through your documents and add special keywords that could be used to retrieve only those paragraphs that have been specially marked. In this case you would use special keywords consisting of words preceded by # or @. For example, all relevant paragraphs could be marked with the keyword **#nature**, and then a search for "#nature" would retrieve these paragraphs, but not every paragraph that uses the word "nature."

Keywords (e.g., "nature") or special keywords (e.g., "#nature") can be added to your documents in an Orbis Keywords Annotation (annotation type 8 or NT/8).

To add keywords to a document, you insert a label with the desired keyword at the beginning of the entry you wish to associate with the given keyword.

- 1 Open a Nota Bene document and place the cursor at the beginning of the text that you wish to mark with a non-printing keyword.
- 2 Click **Insert, Orbis Keywords**. Nota Bene will display the Annotations dialog.
- 3 Enter the keyword you wish to add in the Active Annotation box: If you precede the keyword with # or @, you will be able to search and find all of the entries with the special keyword only (the # keyword or the @ keyword) as described in Example 2 above. If you do not include # or @, the keyword that you enter will be searchable just as if it were a word in the text, as described in Example 1 above.
- 4 Press **Enter** or click **Insert** to insert the contents of the Active Annotation box as a non-printing annotation. The Annotations dialog will remain open.
- 5 The same keyword can be inserted at a different place in the document by moving to the text you wish to mark, and clicking Insert again. When you have finished inserting keywords, click **Close** to close the Annotation dialog.

Non-printing keywords, or non-printing special keywords (#keywords or @keywords) can also be added using reference labels (the **LB** command or **Insert, Reference Label**). Orbis indexes all words in a document as keywords, including those in non-printing annotations or labels.

After adding keywords to a file, you will need to update or reindex your textbase before conducting a search. You will be prompted to do this the next time you open your textbase.

To search using specially marked keywords, you simply include the keyword in your search string. A keyword entered with either of the special characters is indexed with and without that symbol, so you can search for the keyword with or without the symbol. For example:

- The search string **#nature** would retrieve only those entries that contain **#nature** (i.e., only those entries which have been specifically tagged under that keyword)

- The search string **nature** would retrieve entries that contain either **#nature** or **nature**.

See also:[Display Keywords](#)[Synonyms](#)**22.6.9.2** Vocabulary List

Orbis can generate a list of all of the keywords in your textbase and the number of entries in which each keyword appears. Options are available for limiting the number of keywords included and for sorting the list alphabetically or according to the number of times the keyword appears.

To write a list of all the keywords in your textbase to a Nota Bene document:

- 1 Click **File, Nexus Options, Output Vocabulary**. The Output Textbase Vocabulary dialog will open. Complete the options and settings as follows.

Entire Vocabulary

Click the **Entire Vocabulary** radio button to include all of the keywords in you textbase.

Range From/To

Click the **Range From** radio button to limit the keyword list to a specified range within the alphabet. For example, if you specified From a, and To c, you would get all of the keywords that begin with A or B. Keywords that begin with C would be after the single letter C, so they would be out of the range. You can enter either a single letter or a full word in these spaces.

Special Keywords

Click the **Special Keywords** radio button to limit the vocabulary list to keywords tagged with **#**, or keywords tagged with **@**.

Exclude Keywords Appearing in Fewer than __ Entries

Check the **Exclude Keywords** check box if you wish to include only those keywords or words in your list that appear more than a certain number of times. Use the arrow keys on the Entries option box to indicate how many times the keywords must appear in the textbase to be included in the vocabulary list.

Output Frequency Count for Each Keyword

Check the **Output Frequency Count** option to include the number of times the keyword appears in the textbase in your list. Use the drop list to indicate whether you would like the count to appear after the keyword or before the keyword.

Sort Results by:

Use the **Sort Results by** drop list to indicate the order in which you would like the vocabulary list sorted:

- Keyword in Ascending (A-Z) Order
- Frequency Count, with Most frequent first
- Frequency Count, with Least frequent first

- 2 Click **OK**. Orbis will write a vocabulary list to a new untitled Nota Bene document.

See also:[Display Keyword List](#)

22.6.10 Omit List

Words in the file used as an Omit List will be ignored as your documents are indexed for the textbase. Omit lists let you index every word in your files except commonly recurring words are unlikely to be useful to you as keywords (e.g., with, by, about, whenever)

Using the Standard Omit List is the default setting when textbases are created, and most Orbis users find no reason to make any changes to this. However, you can control your use of omit lists by editing the standard omit list, or by using no omit list at all (every word is a keyword), or by developing your own omit list.

The omit list can be viewed and modified as follows:

- 1 From the Orbis screen, click **Edit, Omit List**. The Orbis Omit Files dialog will open.
- 2 Click 'Standard Omit File' to highlight it (or click on a customized omit list) and then click **Edit**.
- 3 An editable list of words that are not searchable will appear. Each word is on a separate line, followed by a hard return. You can delete words from this list or add additional words. When adding words, press **Enter** after the word so that the pattern of having a word on each line followed by a hard return is retained. If you add words without putting them in alphabetical order, the list can be alphabetized, by clicking the **Sort** button.
- 4 After making changes, click **OK**, and then **OK** again.
- 5 The textbase should be updated or rebuilt before conducting any searches. See Textbase Control Center.

The omit list is in a file called NBORBIS.LST in the Nbwin\Users\Default folder. You can also modify this list by opening this file directly from within Nota Bene and making any desired changes. The pattern of having one word on each line should be maintained. You should not use Orbis while this file is open.

To create a customized file to use as an omit list:

- 1 From the Orbis screen, click **Edit, Omit List**. The Orbis Omit Files dialog will open.
- 2 Click **New**.
- 3 Enter a description and a file name (do not enter an extension). In the big panel at the bottom enter the words you wish to include in the omit list, with a hard return (press Enter) after each word. When finished, click **OK**.

To reindex your open textbase with a different omit list or with no omit list:

- 1 Click **File, Nexus Options, View/Set Properties**.
- 2 Click the **Keyword Type** tab.
 - To reindex your textbase with no omit list, click to uncheck the Omit List box.
 - To reindex your textbase with a different omit list, choose the omit list from the drop down list.

- 3 Click **OK**. You will be asked to confirm that you want to reindex.

See also:

[Search](#)

22.7 Textbase Control (Nexus)

Textbase Control Center (Nexus)

View/Set Properties

Textbase Statistics

[Backup Orbis](#)

22.7.1 View/Set Properties

The Orbis Properties dialog is used to make changes in a textbase to the entry type, the keyword type and/or the character type. With the textbase that you wish to change open, click **File, Nexus Options, View/Set Properties** or from the Textbase Control Center, click **View/Set Properties**.

There are three tabs on the Orbis Properties dialog. Click each tab and make changes before clicking **OK**.

Entry Type tab

Displays the [Entry Type dialog](#) with the Entry Type settings for the textbase.

Keyword Type tab

Displays the [Keyword Type dialog](#) with the Keyword Type settings for the textbase.

Character Type

Displays the [Character Type dialog](#) with the Character Type settings for the textbase.

See also:

Textbase Control Center (Nexus)

22.7.1.1 Textbase Control Center (Nexus)

The Textbase Control Center or Nexus is a screen that allows you to view information about your open textbase and to make changes. To access this screen from the main Orbis Screen, click the traffic light icon, or press **Ctrl+X** or click **File, Control Nexus**. To return to the main Orbis screen, press Esc or click the Return to Active Textbase button at the bottom of the screen.

The following options are available:

Textbase

The name of the textbase is displayed. If you would like to change the name, type in a new name and click the Rename button.

Create Management Files In

The location of the textbase files is displayed

Created/Last Updated/Last Accessed

Information about when the textbase was created, most recently updated, and most recently accessed is displayed. These dates are informational and cannot be manually edited.

Synonym File

The name of the synonym file (if any) associated with the textbase is displayed. To manage the synonym file, click the Manage button. For more information about synonyms, see Synonyms.

Add/Remove Files (Alt+A)

This will open the Add/Remove Files dialog. This is the same dialog that was used in creating the textbase and it can be used to add or remove files or folders at any time.

Textbase Statistics

Statistics for the open textbase are shown to the right of the Add/Remove Files button. For details about this statistical information, see Textbase Statistics.

View/Set Properties

Orbis creates new textbases with default properties for omit lists, entries, keywords, and characters separating words. The entry format and keyword format are displayed. Click the View/Set Properties button to open the Properties dialog with three tabs that can be used to modify the entry type, the keyword type or the character type.

Check Update Status (Alt+C)

Choose this item to see if your textbase needs to be updated.

Update Textbase (Alt+U)

Updating incorporates new files and changes to existing files in the textbase index and assures the accuracy of your searches.

Rebuild Textbase

Rebuilding creates a new textbase index from scratch. If you experience any problems with your Orbis textbase, it is likely that rebuilding the index will resolve the problem.

View Log File

The processing of files by the indexer can be shown after indexing is complete by clicking Files, Nexus Options, View Log File. During indexing, the files that are being indexed can be displayed as they are being indexed by clicking the plus sign in a green circle to show and the minus sign to hide.

Many of these options are also available on the Orbis File menu. With a textbase open in Orbis, click **File, Nexus Options** to display a menu that includes most of the above options. In addition, the File, Nexus Options menu has an option to produce a list of all of the words used in the textbase and the number of times they are used. For more information, see Output Vocabulary.

22.7.1.2 Entry Type

The Orbis Properties dialog is opened when you click **File, Nexus Options, View/Set Properties** from the Orbis screen with a textbase open. The Entry Type tab is the first tab on this dialog.

The following options and settings are available:

Entry Formats

Display the **entry type** for the currently selected textbase. See Entries.

Start Marker

Displays any special start markers for the entry type defined for the currently selected textbase. Use the **Add** and **Edit** buttons to change the start markers for entries in the textbase.

End Marker

Displays any special end markers for the entry type defined for the currently selected textbase. Use the **Add** and **Edit** buttons to change the start markers for entries in the textbase.

See also:

[Orbis Properties dialog](#)

22.7.1.3 Keyword Type

The Orbis Properties dialog is opened when you click **File, Nexus Options, View/Set Properties** from the Orbis screen with a textbase open. The following options and settings are available on the Keyword Type tab of the Orbis Properties dialog:

Keyword Types

Defines the Keyword Types for the current textbase.

Every Word in Entry is a Keyword

The default setting for new textbases is to index each word in an entry as a keyword. To override this default, click to clear the **Every Word in an Entry is a Keyword** radio button.

Omit List

The default setting for new textbases is to ignore words on the omit list as the index and management files are created. To override this default, click to uncheck the **Omit List** check box.

Filename

Orbis includes a pre-defined omit list to use as textbases are indexed. To use another file as your omit list, enter the filename in the Omit List Filename text box.

Manage Omit List

Click the **Manage Omit List** button to edit the Standard Omit List included with Orbis, or another file which you have created, click Manage.

Only Words in Designated Keyword Area are Keywords

The default setting for new textbases is to index each word in the text as a keyword. You can override this setting if you have prepared the documents you are indexing to include special keyword areas in each entry by clicking to select the **Only Words in Designated Keyword Area are Keywords** radio

button.

Keyword Area**Start Marker**

Enter the character you have used to mark the beginning of the keyword area.

End Marker

Enter the character you have used to mark the end of the keyword area, if any.

Case Treatment**All Different Cased Forms are Identical**

The default setting for new textbases is to ignore case distinctions as words are indexed. **JOB**, for instance, will be retrieved along with **job** and **Job**.

Each Different Cased Form is Distinct

Click to select this setting if you want to index words in your textbase so that case distinctions are recognized. When the **Each Different Case Form is Distinct** radio button is selected, words with different cases will be indexed as different keywords. **Job**, for instance, is distinct from **Job**.

Accents**Find Matches if Search String Includes all Accents/Modifiers**

With this setting, a search for Zoë would find only Zoë, not Zoe. A search for Zoe would find only Zoe, not Zoë.

Find Matches if Search String Omits all Accents/Modifiers (use only base characters)

This is the default setting. A search for Zoë would find Zoë or Zoe. A search for Zoe would find Zoe or Zoë.

See also:

[Orbis Properties dialog](#)

[Special Keywords](#)

[Synonyms](#)

22.7.1.4 Character Type

The Orbis Properties dialog is opened when you click **File, Nexus Options, View/Set Properties** from the Orbis screen with a textbase open. The following options and settings are available on the Character Type tab of the Orbis Properties dialog:

Alphabet drop list

Define the alphabet to use for the textbase.

Standard Character

Standard Characters (all characters on white portion of grid) will be indexed as normal characters in words.

Fixed Separator

Characters and symbols on grey portion of grid are fixed word separators.

Custom Separator

Characters and symbols on red portion of grid are recognized as characters separating words, and are not included in the index.

Keyword Symbol

Characters and symbols on green portion of grid are recognized as characters marking keywords.

Trim

Characters and symbols on yellow portion of grid are ignored if they occur at the end of a word, but included in indexing if they occur in the middle of words.

Ignore

Characters and symbols on aqua portion of grid are ignored.

To change any of the settings on the **Character Type** dialog, click the radio button for the type of character you want to change, and then click on the character in the grid. The character will display the new setting with the changed color coding.

See also:

[Orbis Properties dialog](#)

22.7.2 Textbase Statistics

With a textbase open, the textbase statistics can be seen in the Textbase Control Center (press **Ctrl+X** or click **File, Control Nexus**).

Drives: number of drives in which textbase files are stored.

Folders: number of folders in which textbase files are stored.

Files: number of files included in the textbase.

Entries: Total number of entries in all of the files of the textbase. An entry is the unit of text that Orbis retrieves, usually a paragraph.

Keywords: Number of unique words in all of the files of the textbase, not including words on the Omit List.

Total Words: Total number of words in all of the files of the textbase (including words on the Omit List, counting words each time they are used).

Characters: Total number of characters in all of the files of the textbase.

To generate a list of the keywords in your textbase, see [Vocabulary List](#).

See also:

[Omit List](#)

[Textbase Limitations](#)

22.7.3 Backup Orbis

An Orbis textbase consists of the files that you have indexed and the textbase management files that were established when you created your Orbis textbase. The management files consist of several files with a filename that is chosen by the user when the textbase is created and different extension that are assigned by the program. The management files are found in Nbwin\Orbis\Textbase or in the folder selected when the textbase is created.

You should backup the files that you have indexed as you would back up any files in any program. Copy them to another computer or flash drive. You do not need to maintain backup copies of your textbase management files because the textbase can be easily recreated on a different computer if the files that you want to include in the textbase are accessible. Please note that this is not true of Ibidem. Ibidem databases must be backed up. See Ibidem Backup.

See also:

Cloud Storage

Cloud Storage -- Orbis

22.8 Orbis+ (optional)

The version of Orbis that is included in the Nota Bene Workstation can be used to search .NB or .TXT files. Orbis+ is available as an add-on module that expands the searching capabilities of Orbis to allow you to search PDF, DOC, DOCX, RTF and/or HTML files in addition to .NB or .TXT files.

If you have purchased any or all of the Orbis+ formats, you will have a product key that gives you access to this additional functionality. Your product key tells the program which add-on products you have purchased. In order to use Orbis+, Nota Bene version 11.5.7 must be installed (or a later version), and a product key that gives you access to the Orbis+ formats must be active.

- To see which version you have installed, click Help, About Nota Bene. You will see the version number in the bottom left corner of the screen that opens.
- To see if there is a more recent update to your program, click Help, Update Options, Check Updates.
- To see which product key is active, click Help, Activate Add-On Modules.

To download the most recent version of program and/or to get your most recently issued product key, go to www.notabene.com and log in. If a paid upgrade has been released since your last purchase, you will have an opportunity to purchase it. Alternatively, you can click the Recent Orders and Downloads button and download the most up-to-date edition of your recently purchased version. Your product key will be displayed on your personal download page.

More information about how to use Orbis+ is available throughout Orbis Help. See also:

Viewers

Searching PDF Files

Searching PDF Files (technical notes)

In addition, the following web page provides information about Orbis+ with screen shots:

www.notabene.com/OrbisPlus.html

22.8.1 Viewers

There are two ways to view the full file with the matching text, fully formatted:

Ctrl+O — opens the file in the default program for such files for further editing

- The file is opened, with the cursor at the top of the file
- The words at the beginning of the matching entry are copied to the clipboard, and can be pasted into the default program's find function to help you go to the proper location
- This works similarly under Windows and on the Mac

Alt+P — in the default configuration, opens the Popup Viewer (currently, View, Popup Viewer on the Mac)

- PDF files (Windows and Mac): All matching terms in the file are highlighted, and the file is opened to the page containing the match.
- HTML files: All matching terms in the file are highlighted, and the page is opened to the entry containing the matching (indicated by a red arrow).
- DOCX, DOC, and RTF files: If Word is installed on your Windows system, the matching entry will be selected and highlighted. If running Windows without Word installed, or you are running on a Mac, the popup viewer functions similarly to Ctrl+O above.

There are a wide variety of other viewer options under File, Configure Viewers, each with its own characteristics, but in most cases the default options above are the most powerful.

See also:

Orbis+

22.8.2 Searching PDF Files

In general, Orbis+ can search PDF files. The program uses a wide variety of tools to extract text from PDF file so that the text can be searched. This works well for the vast majority of PDF files. However, there are some files for which text cannot be extracted, and they therefore cannot be searched. Fortunately, these difficult-to-convert files seem to be rare. In addition, for files that were created by scanning using OCR, the text conversion may not be 100% accurate. For example, the image "modern" could come out as "modem." In this case, the file could be searched, but a search for "modern" would fail to find this instance of the word.

You can create a textbase that includes PDF files and use it for your searches. It is likely that all of your PDF files will be searchable. However, if your textbase includes files that cannot be converted to text, then your searches will not retrieve text from these files. So for example, a search for "medieval" might find text in several PDF documents, but miss an instance of "medieval" in one document that could not be properly converted.

If you would like to assess the searchability of the documents in your textbase, Orbis offers an indexer log:

- 1 Open the indexer log by clicking the green + when indexing, or by clicking **File, Nexus Options, View Log File**.
- 2 If a file is shown in red, there might (or might not) be problems retrieving text from it. It is unlikely that you will see any files shown in red, but if you do, click on the file, and then use the three view buttons (the magnifying glasses at the top right) to see the file.
 - The first view button opens the PDF file in the default viewer.
 - The second one shows the actual (binary, unreadable) data of the PDF file if it were opened in a text editor (for use by techies only).
 - The third file shows the actual text that has been extracted from the file. If this viewer shows that the text has been extracted, then the file is searchable.
- 3 The Textishness (PDFs) column gives some sense of how much actual searchable text there is in a file, as opposed to non-searchable material like images and other graphics. But if the PDF has many short pages or partially blank pages or pages with lots of traditional images in addition to the text, the estimates might be low, even though all the existing text is searchable. Use the view buttons described above to see what text has been extracted from the file.
- 4 The red X at the top right of the indexer log can be used to delete a file from the textbase.

For detailed technical information, see PDF Files: Technical Notes.

See also:

Orbis+

Orbis Indexer

22.8.3 Searching PDF Files: Technical Notes

For a general overview that will be sufficient for most users, see Searching PDF Files.

For those who are interested in how the program retrieves text from PDF files, the following notes provide technical details.

PDFs are a rendered format consisting of (x,y) coordinates and snippets of text. Converter programs have to use a set of heuristics to try to rebuild what the source text must have been. Nota Bene uses several different programs to do this, sometimes one program will do a better job than others and we try to detect when one will do better.

More specifically:

Even PDFs that look like regular text are not simply text strings, but are instead a “rendered” format with instructions on where to draw characters, without any guarantees about anything being in any order. These files are thus completely unreadable if opened in a text editor (they are instead what is called “binary”), as noted below. The precise way that these files are encoded varies wildly. Some (such as those produced directly from a text file) have offsets for each character, while some have offsets for each word, or each line. Others (such as those created using OCR) are composed both of images (of characters, words, or pages, etc.), and extracted text strings. In addition to what appears to be regular text, these files can of course also contain pictures, illustrations, and other non-textual elements, etc.

Getting the text from these files requires using some external program to convert these files to searchable text. If the files were scanned using OCR, the text conversion may not match the image (for

example, “modern” could come out as “modem”) – there is nothing that can be done about this. But even if the text is composed of characters, this can be extremely complicated, especially if the PDF files are composed of offsets+individual characters, since the program has to combine those into words, something that is very difficult, particularly for justified text. The primary failure in these cases is that words are run together in one long character string.

NB uses the best open-source program we have found to rebuild the text from PDF files. After extraction, we have a check to determine if there seem to be run-in words; if there are, we run it through another filter to see if that does it any better. Which filter is used for this second attempt depends on which PDF-extraction filter is installed on your system (these come either from installing PDF readers such as Acrobat Reader or another program, or from the operating system).

In general, files that can be extracted using the first program are better formatted than files that require a second filter. Specifically, for the first, entries are pages; for the second, they may be pages, or they may be the entire file.

But sometimes two attempts is not enough – text simply cannot be reliably rebuilt from the file, something confirmed by using still other filters that we have tested (for example, we have encountered files that have resisted extraction using four different filters, including those from Adobe, who created PDF). Fortunately, these difficult-to-convert files seem to be rather rare. But it’s important that users have some sense of which files might have obvious conversion problems.

Orbis+ tries to give some sense of how much actual searchable text there is in a file, displaying the results graphically in the “Textishness (PDFs)” in the indexer. For files that have mostly text content, and for which the primary extraction engine works, these estimates should be a reasonably good guide. But if the PDF has many short pages or partially blank pages or pages with lots of traditional images in addition to the text, the estimates might be low, even though all the existing text is searchable (for example, all the text in a file with 26% textishness may actually be searchable).

Files that require the second filter are harder to estimate accurately. These are shown in red, either with a percentage, or “???” if unknown, just to alert the user to the possibility that retrieval from them may be difficult. However, in most cases (but not all), files flagged in red can in fact be searched; indeed, those with a low “textishness” rating may be even 100% text.

Orbis offers other options for you to assess searchability – in addition to showing the textishness in the indexer log (by clicking the green + when indexing, or going to File, Nexus Options, View Log File), you can click the three view buttons (the magnifying glasses to the right) to see the file: (a) The first one opens the PDF file in the default viewer. (b) The second one shows the actual (binary, unreadable) data of the PDF file if it were opened in a text editor. (c) The third file shows the actual text that has been extracted from the file.

22.9 NB Bookshelf (optional)

The NB Bookshelf Library is a collection of over 200 public domain books in both TXT and PDF formats. It is available via download for \$19 (price subject to change), and can be ordered on the secure order form at www.notabene.com. The works that are included are classics from the western literary tradition and have been selected from the American Library Association’s reading checklists for college students and university course syllabi for undergraduate degree programs. Titles include works by Shakespeare, Tolstoy, Dickens, Hawthorne, Aristotle and many more. Click [here](#) for a list of the [texts included](#).

The PDF versions are formatted for easy reading. The TXT versions can be opened in Nota Bene, and they are searchable by Orbis.

Install: If you have purchased via download, two files will be available for you to download, bks-nb.exe (approximately 73 MB) and bks-pdf.exe (over 200 MB). Save these files on your computer (remember the folder where you save them) and double-click on bks-nb.exe to install the TXT versions and double-click on bks-pdf.exe to install the PDF versions.

Open files: Once installed, you can find the TXT versions in the NBBooks\texts1 folder on your hard drive, and you can find the PDF e-books in the NBBooks\ ebooks folder. (If you chose different folders when you installed, browse to those folders instead.) If you want to open a book in Nota Bene, use the Nota Bene File Open dialog to browse to the NBBooks\texts1 folder and open the file that interests you. If you want to open a book in PDF format (formatted for easy reading), use My Computer or Windows Explorer to browse to the NBBooks\ ebooks folder on your hard drive, and double-click on the PDF file that you want to open. (You must have the free Adobe Reader, and the PDF extension must be associated with Adobe Reader on your computer.)

Create an Orbis textbase: To search these files in Orbis, you should create an Orbis textbase, selecting all the files in the TEXTS1 folder (see above), and making sure that you select TXT files (or you could also select all files in this case, since all the files in that folder are TXT files) in the drop-down list in the Files Type pane at the upper right.

Search with Orbis: To use Orbis textbase to search all of the included works, start Nota Bene and press **F4** to open Orbis (or click **Tools, Orbis**). Select the Orbis textbase you created from the dropdown list at top left of the Orbis screen. Type search terms in the Find box.

Backup: Once installed, there will be an NBBooks folder on your hard drive with three subfolders: texts1, ebooks and Orbis. If you keep a backup copy of this folder, it can be transferred to a new computer. You will need to recreate the Orbis textbase as described above.

See also:

[NB Bookshelf List of Texts](#)

22.9.1 NB Bookshelf list

TEXTS AVAILABLE IN TWO FORMATS

1. Orbis Searchable Text Files (with prebuilt Orbis textbase)
2. eBooks in PDF Format

PLEASE NOTE

These public domain texts are great for searching in Orbis (you'll find all sorts of interesting things-- motifs in the tradition, provocative quotes, interesting relationships, food for thought). The PDF versions are great for reading as ebooks. But these are not scholarly editions, and no information is available as to the edition.

Aeschylus (525 BC - 456 BC) Prometheus Bound
Alcott, Louisa May (1832-1888) Little Women
Anderson, Sherwood (1876-1941) Winesburg, Ohio
Aristotle (384 BC - 322 BC) The Poetics

Augustine of Hippo (354-430) The Confessions
Austen, Jane (1775-1817) Emma
Austen, Jane Mansfield Park
Austen, Jane Northanger Abbey
Austen, Jane Persuasion
Austen, Jane Pride and Prejudice
Austen, Jane Sense and Sensibility
Balzac, Honore de (1799-1850) Colonel Chabert
Balzac, Honore de Cousin Betty
Balzac, Honore de The Country Doctor
Balzac, Honore de Father Goriot
Bellamy, Edward Looking Backward
[Anonymous] Beowulf
The Bible, King James Version
Blake, William (1757-1827) Songs of Innocence and Experience
Boccaccio, Giovanni (1313-1375) The Decameron
Bronte, Anne (1820-1849) The Tenant of Wildfell Hall
Bronte, Anne Agnes Grey
Bronte, Charlotte (1816-1855) Jane Eyre
Bronte, Charlotte Vilette
Bronte, Emily (1818-1848) Wuthering Heights
Cather, Willa (1873-1947) My Antonia
Cervantes, Miguel de (1547-1616) Don Quixote
Chaucer, Geoffrey (ca.1343-1400) The Canterbury Tales
Chekhov, Anton (1860-1904) The Seagull
Chekhov, Anton Uncle Vanya
Coleridge, Samuel Taylor (1772-1834) The Rime of the Ancient Mariner
Collins, Wilkie (1824-1889) The Moonstone
Collins, Wilkie The Law and the Lady
Collins, Wilkie The Woman in White
Conrad, Joseph (1857-1924) Lord Jim
Conrad, Joseph Heart of Darkness
Conrad, Joseph Nostromo
Conrad, Joseph The Secret Sharer
Conrad, Joseph Typhoon
Crane, Stephen (1871-1900) The Red Badge of Courage
Dana, Robert Henry (1815-1882) Two Years Before the Mast
Dante, Alighieri (1265-1321) The Divine Comedy
Darwin, Charles (1809-1882) The Origin of Species
Defoe, Daniel (1661?-1731) Robinson Crusoe
Defoe, Daniel Moll Flanders
Dickens, Charles (1812-1870) Bleak House
Dickens, Charles A Christmas Carol
Dickens, Charles David Copperfield
Dickens, Charles Great Expectations
Dickens, Charles Nicholas Nickleby
Dickens, Charles Oliver Twist
Dickens, Charles The Pickwick Papers
Dickens, Charles Pictures from Italy
Dickens, Charles A Tale of Two Cities
Dickinson, Emily (1830-1886) Collected Poems.
Donne, John (1572-1631) Songs and Sonnets
Dostoyevsky, Fyodor (1821-1881) Crime and Punishment

Dostoyevsky, Fyodor The Double
Dostoyevsky, Fyodor The Gambler
Dostoyevsky, Fyodor The Idiot
Dostoyevsky, Fyodor Notes from Underground
Doyle, Arthur Conan (1859-1930) The Adventures of Sherlock Holmes
Doyle, Arthur Conan The Hound of the Baskervilles
Doyle, Arthur Conan Memoirs of Sherlock Holmes
Doyle, Arthur Conan The Return of Sherlock Holmes
Doyle, Arthur Conan His Last Bow
Doyle, Arthur Conan The Case Book of Sherlock Holmes
Dreiser, Theodore (1871-1945) Sister Carrie
Dumas, Alexandre, père, (1802-1870) The Count of Monte Cristo
Dumas, Alexandre The Three Musketeers
Eliot, George (1819-1880) Adam Bede
Eliot, George Daniel Deronda
Eliot, George Middlemarch
Eliot, George The Mill on the Floss
Eliot, George Silas Marner
Eliot, T. S. (1888-1965) The Poems
Emerson, Ralph Waldo (1803-1882) Essays
Fielding, Henry (1707-1754) The History of Tom Jones
Fitzgerald, F. Scott (1896-1940) The Great Gatsby
Flaubert, Gustave (1821-1880) Madame Bovary
Forster, E. M. (1879-1970) Howard's End.
Forster, E. M. A Room With a View.
Forster, E. M. Where Angels Fear to Tread.
Frost, Robert (1874-1963) Collected Poems.
Gibran, Khalil (1883-1931) The Madman
Gibran, Khalil The Prophet
Gilbert, Olive The Narrative of Sojourner Truth
Gissing, George (1857-1903) New Grub Street
Gissing, George The Odd Women
Goethe, Johann Wolfgang von (1749-1832) The Sorrows of Young Werther
Gogol, Nikolai (1809-1852) Dead Souls
Gogol, Nikolai The Inspector General
Gogol, Nikolai The Overcoat
Hardy, Thomas (1840-1928) Far from the Madding Crowd
Hardy, Thomas Jude the Obscure
Hardy, Thomas The Mayor of Casterbridge
Hardy, Thomas The Return of the Native
Hardy, Thomas Tess of the D'Urbervilles
Hawthorne, Nathaniel (1804-1864) The Scarlet Letter
Hawthorne, Nathaniel The House of the Seven Gables
Hawthorne, Nathaniel The Blithedale Romance
Hawthorne, Nathaniel Twice Told Tales
Hesse, Herman (1877-1962) Siddhartha
Homer (ca. 800 B.C.) The Iliad
Homer The Odyssey
Huxley, Aldous (1894-1963) Brave New World
Ibsen, Henrik (1828-1906) A Doll's House
James, Henry (1843-1916) Daisy Miller
James, Henry The Ambassadors
James, Henry The American

James, Henry The Turn of the Screw
James, Henry The Portrait of a Lady
James, Henry Washington Square
Joyce, James (1882-1941) Portrait of the Artist as a Young Man
Joyce, James The Dubliners
Keats, John (1795-1821) Collected Poems
Koran
Lawrence, D. H. (1885-1930) Sons and Lovers
Lawrence, D. H. Women in Love
Lewis, Sinclair (1885-1951) Main Street
Lewis, Sinclair Babbitt
London, Jack (1876-1916) The Call of the Wild
Machiavelli, Niccolò (1469-1527) The Prince
Malory, Thomas (1430-1471) Le Morte d'Arthur
Marlowe, Christopher (1564 - 1593) Dr. Faustus
Marx, Karl (1818-1883) A Communist Manifesto
Melville, Herman (1819-1891) Bartleby, the Scrivener
Melville, Herman Billy Budd
Melville, Herman Moby-Dick
Melville, Herman Typee
Meredith, George (1828-1909) The Egoist
Milton, John (1608-1674) Paradise Lost
Milton, John Paradise Regained
Moliere (1622-1673) The Miser
More, Thomas (1478-1535) Utopia
Nietzsche, Friedrich (1844-1900) Beyond Good and Evil
Orwell, George (1903-1950) Animal Farm
Orwell, George 1984
Paine, Thomas (1737-1809) Common Sense
Plato (c. 427-BC - c. 347 BC) The Republic
Poe, Edgar Allen (1809-1849) The Gold Bug
Poe, Edgar Allen The Mystery of Marie Roget
Poe, Edgar Allen The Murders in the Rue Morgue
Poe, Edgar Allen The Purloined Letter
Sand, George (1804-1876) Mauprat
Scott, Sir Walter (1771-1832) Ivanhoe
Shakespeare, William (1564-1616) Sonnets
Shakespeare, William All's Well That Ends Well
Shakespeare, William Antony and Cleopatra
Shakespeare, William As You Like It
Shakespeare, William Comedy of Errors
Shakespeare, William Hamlet
Shakespeare, William Julius Caesar
Shakespeare, William King Lear
Shakespeare, William Macbeth
Shakespeare, William Merchant of Venice
Shakespeare, William A Midsummer Night's Dream
Shakespeare, William Much Ado About Nothing
Shakespeare, William Othello
Shakespeare, William Romeo and Juliet
Shakespeare, William Twelfth Night
Shaw, George Bernard (1856-1950) Candida
Shaw, George Bernard Pygmalion

Shelley, Mary (1797-1851) Frankenstein
Sinclair, Upton (1878-1968) The Jungle
Sophocles (496 BC - 406 BC) The Oedipus Trilogy
Sterne, Lawrence (1713-1768) Tristram Shandy
Stevenson, Robert Louis (1850-1894) Treasure Island
Stoker, Bram (1847-1912) Dracula
Sunzi The Art of War
Swift, Jonathan (1667-1745) A Modest Proposal
Tennyson, Alfred (1809-1892) Idylls of the King
Thackeray, William Makepeace (1811-1863) Vanity Fair
Thoreau, Henry David (1817-1862) On Civil Disobedience
Thoreau, Henry David Walden Pond
Thucydides (ca. 460 BC) History of the Peloponnesian Wars
Tolstoy, Leo (1828-1910) Anna Karenina
Tolstoy, Leo War and Peace
Trollope, Anthony (1815-1882) The Way We Live Now
Twain, Mark (1835-1910) The Adventures of Tom Sawyer
Twain, Mark The Adventures of Huckleberry Finn
Twain, Mark The Innocents Abroad
Twain, Mark Life on the Mississippi
Twain, Mark On Lying
Twain, Mark The Mysterious Stranger
Twain, Mark The Prince and the Pauper
Twain, Mark Pudd'nhead Wilson
US Constitution
Verne, Jules (1828-1905) Twenty Thousand Leagues Under the Sea
Verne, Jules Around the World in Eighty Days
Voltaire (1694-1778) Candide
Wells, H. G. (1866-1946) War of the Worlds
Wells, H. G. The Time Machine
Wharton, Edith (1862-1937) The Age of Innocence
Wharton, Edith The House of Mirth
Wharton, Edith Ethan Frome
Whitman, Walt (1819-1892) Leaves of Grass
Wilde, Oscar (1854-1900) The Picture of Dorian Grey
Wollstonecraft, Mary (1759-1797) A Vindication of the Rights of Woman
Wordsworth, William (1770-1850) Lyrical Ballads

See also:[NB Bookshelf](#)

22.10 NB Biblical Texts and Tabula (optional)

Nota Bene previously sold biblical texts that can be searched by Orbis. Search results can be imported into an open Nota Bene document. Available texts include the Hebrew Bible (BHS), the Greek New Testament, the Septuagint (Rahlfs), the Vulgate and the King James Version. The Lingua module is required to use the Hebrew and Greek texts. English and Latin texts can be used with without the Lingua module.

We are no longer selling the NB Biblical Texts. Bible Works or Logos can be used to search the biblical texts and text can be copied/pasted from those programs into Nota Bene.

The process of using the biblical texts is summarized as follows:

Download and install: The texts were sold separately and are not part of the Nota Bene Workstation. If you previously purchased one or more Nota Bene Biblical Texts, you will have the option to download them from your private download page. To go to your private download page, go to www.notabene.com and log in. Your product key is used as the serial number for installing the texts

Index each text as a new Orbis textbase: Each text must be indexed before you can use it. The process is easier and more straightforward than creating a standard textbase of your personal files since most of the selections are predefined. For instructions, see [New Textbase: Biblical Texts](#).

Search the textbase: Once indexed, you can search for any word or use Boolean operators (and, or, xor, not) for more complex searches. Unlike other Orbis textbases, you can search the whole textbase (the whole Bible) or limit your search to a book or a portion of a book (you specify the beginning and ending verse). You can also retrieve a verse, chapter or series of verses. For more information, see [Searching Biblical Texts](#).

Results: Viewing and working with search results is the same for biblical texts as for any textbase. Like any textbase, search results can be expanded to see the context (verses before and/or after the verse that has been found). Search results can be viewed for reference and/or imported into an open Nota Bene document.

See also:

[Tabula \(concordances and parallel texts\)](#)

22.10.1 New Textbase: Biblical Texts

If you have purchased and installed the NB Biblical Texts, Biblical Texts will be one of the Textbase Types available to you in the Create New Textbase dialog. Before you can search a biblical text, you will need to index the text, thus creating a new Orbis textbase. If you have purchased more than one biblical text, each version must be indexed, one at a time. Creating a Biblical Text textbase is easy, because once you choose the Textbase Type (Biblical Texts) and the version that you wish to use, the other fields in the Textbase Creation dialog are completed for you automatically.

- 1 Open Orbis (press **F4** or click **Tools, Orbis**).
- 2 Click **Create New** or click **File, New Textbase**. The Create New Textbase dialog will open.
- 3 On the left side of the dialog, click Biblical Texts as the type of textbase to be created. This will change the dialog so that the selections for biblical texts are shown. If Biblical Texts is not one of the options shown, then you must download and install the Biblical Texts.
- 4 In the middle of the dialog, click on the down arrow to reveal all of the biblical texts that have been installed. Select the biblical text that you want to index.
- 5 Review the other settings in the middle of the dialog. Indicate whether you want to create an index with or without accents. If you select **With Accents**, you must type the accents in when you search. The biblical books will be listed with a check mark next to each one. If you wish to omit any book(s) from the textbase, click to clear the book. For example, if you want your textbase of the King James Version to exclude the Apocrypha, you can clear each of the books of the Apocrypha.
- 6 Click **GO** and the indexing process will begin. The **Orbis Indexer** status dialog will display the

progress of the indexing process.

7 When the indexing process is complete, click **Finish**.

8 Repeat steps 2 - 7 for each of the biblical texts.

Once the biblical text has been indexed, it will appear in the Open Textbase dialog and in the drop down list at the top left of the Orbis screen and can be opened immediately and/or in subsequent sessions. You do not need to reindex before each use. See [Open Textbase](#).

See also:

[Search Biblical Texts](#)

22.10.2 Search Biblical texts

Nota Bene biblical textbases use verses as [entries](#). You can search a biblical textbase for any word or search string as you would search any Orbis textbase. Unlike other textbases, you can also search the biblical texts for a specified verse or series of verses. Finally, you can search for a word or search string and limit that search to a specified book or a series of verses within the book.

If you are searching Hebrew, Greek or Latin texts, or other terms, you must use vowels, breathing marks, diacritical marks as they are found in the text.

Before you can search the textbase, it must be indexed. See [New Textbase: Biblical Texts](#).

To search the entire text for a word or any search string:

The process is exactly the same as for any Orbis textbase. See [Search Textbase](#).

To search one book or a portion of the text:

- 1 Open Orbis (from the main Nota Bene screen, press **F4** or click **Tools, Orbis**)
- 2 Open the biblical textbase you want to search by clicking **File**, and selecting the textbase from the 9 most recently opened textbases (or open the Orbis Gateway for a full list of all of the textbases that can be opened). If the textbase does not appear on the Orbis Gateway, then it has not been indexed. Make sure that you have purchased, installed and indexed the biblical text that you want to use. See [Nota Bene Biblical Texts](#).)
- 3 Click **Discover, Search Biblical Texts** or click the Biblical Texts Options button to the left of the Find box. The Orbis Book Search dialog will open.
- 4 Use the controls in the Orbis Book Search dialog to select the portion of the text that you wish to search and to enter the search terms.
- 6 Click **OK**. The search parameters that you have selected will be entered in the Find box on the Orbis screen.
- 7 Press **Enter** or click the **Go/Start Search** button to the right of the Find box. The results will be shown in the Results Pane with one line for each retrieved entry. Click on any entry in the Results Pane to see the full entry in the Entry Pane.

See also:[Biblical Texts Overview](#)[Tabula \(concordances and parallel texts\)](#)

22.10.3 Tabula Overview

Tabula is a program designed to be used with Lingua Workstation and with the Nota Bene Biblical Texts. Tabula is used to build concordances, to create side-by-side parallel biblical texts, to retrieve selected portions of the biblical texts more easily, and to perform a wider variety of searches of the biblical texts.

Like the NB Biblical Texts, Tabula is sold as a separate add-on package. If you have Lingua Workstation, Tabula can be activated with an activation code that can be purchased by contacting Nota Bene. See [Contact Nota Bene](#). Before using Tabula, the biblical texts that you plan to use must be installed and indexed. See [NB Biblical Texts](#).

Concordances

When you purchase a printed concordance, you have a large volume with every word in the bible listed alphabetically and every occurrence of each word listed. Hypothetically you could build a concordance that is just like the huge printed volume. However, with an electronic concordance, it is not necessary to build the complete concordance. Rather, you will find that you can easily and quickly build the portion of the concordance that you need and use the small file that you build more efficiently. For example, if you want to look up the word "light," you would build a concordance for all words that begin with "light" (this includes lighted, lightening, lights, etc.). Tabula will save the results as a Nota Bene file with the extension **.c01** in the folder that you specify (the suggested default folder is \nbwin\tabula).

For large concordances of more than about 150 pages, the results are automatically broken down into more than one file. Extensions are assigned automatically, using **.c01** for the first file and **.c02**, **.c03**, **.c04**, etc. for subsequent files. The Concordance Toolbar can be used to move from one file to another within the same concordance.

You can create concordances that include only specified books in the bible by indexing only those books that you wish to include. For example, if you are studying the Pentateuch, you can use Orbis to create a textbase that includes only Genesis, Exodus, Leviticus, Numbers and Deuteronomy, and then use Tabula to build concordances based on the Pentateuch textbase.

Tabula works only with words exactly as they appear in the text. Concordances must be built for all verb and noun forms separately (e.g., ran and run) unless all of the forms begin with the same letters (e.g., walks, walked and walking will be included in a concordance of words beginning with "walk").

You have many options for customizing the format of your concordances.

Parallel Texts and other enhancements

When Tabula is activated, options to Retrieve Biblical Texts and Retrieve Parallel Texts are added to the Retrieve menu on the main Orbis screen. You can retrieve up to 5 texts in parallel columns and insert them in a new Nota Bene file or in an open document. In addition, Orbis's capabilities are expanded for use with biblical texts by the addition of the Search Biblical Book option and two View/Copy options on the Retrieve menu and by the Chapter and Verse Display option on the View menu.

See also:

[Create Concordance](#)
[Format Concordance](#)
[Retrieve Parallel Texts](#)
[Retrieve Biblical Texts](#)
[View/Copy Parallel Entries](#)
[NB Biblical Texts Overview](#)

22.10.4 Tabula: Create Concordance

Tabula will create a concordance from any of your Nota Bene Biblical Texts. It can do every word in the text, words beginning with a certain character or combination of characters, or words over a certain alphabetical range. For an overview of concordances, see [Tabula Overview](#).

To create a new concordance:

- 1 Click **Tools, Tabula**. The **Concordance Files** dialog will appear on your screen.
- 2 Click **New**. The **Concordance New** dialog will appear on your screen.
- 3 In the Description field, enter a short description to identify the concordance in the Description field. After the concordance is created, this description will be displayed in the **Concordance Files** dialog for use in opening the concordance.
- 4 A path will be shown in the location field and it is recommended that you accept this default. This will save the concordance management files in the Tabula subfolder of your main Nota Bene folder (usually Nbwin\Tabula). If you would prefer to save the concordance management files in a different folder, you can type it in or click the button to the right of the location field to browse.
- 5 Enter a Short File Name of not more than 8 letters with no extension. The extension of **.c01** will be added (for large concordances, additional files may be created with extensions of **.c02**, **.c03**, etc.) and the file will be saved in the folder specified in step 4.
- 6 In the Range/Scope section, use the drop down list to select Textbase Short Name. This is the NB Biblical Text that Orbis will search to create the concordance.
- 7 Now select the Scope of your concordance. You can choose one of the following:
 - All Words in Vocabulary. This option should be selected only under unusual circumstances. It will build a complete concordance for every word in the text. This will take a long time to complete and will produce files that total many thousands of pages.
 - All Words that Begin With. This option is recommended. If you type in the word that you are looking up, other words that begin with the same letters will also be generated. For example, "prophet" will generate a concordance for "prophetess" and "prophets" as well as "prophet."
 - Designated range: Use this option to generate a concordance for an alphabetical range. You can enter words or letters of the alphabet, and Tabula will generate a concordance of every word that is alphabetically after the text that you type in the **From** box and before the text that you type in the **Up to (Including)** box. Note that if you type a single letter in the **Up to (Including)** box, the concordance will include words that would appear in a dictionary before that letter, but not words that begin with that letter.
- 8 In the Configuration/Format box, highlight the format that you want to use, or click **New** to customize the format.

- 9 When you have made all of the above selections, click **OK**.

See also:

[Concordance Formats](#)
[Tabula Overview](#)
[Biblical Texts Overview](#)

22.10.5 Tabula: Concordance Formats

When creating a concordance, you can create your own custom format. You do this while creating a new concordance. See [Create Concordance](#).

- 1 In the Configuration/Format box of the **Concordance: New** dialog, click **New**. The Concordance Format: New dialog will appear on your screen.
- 2 At the bottom of the dialog, enter a description of the format or style that you are creating. You will be able to use this description to select this format for future concordances.
- 3 Under the **General** tab, make changes to the heading format, references and keyword format.
- 4 Click the **Context Rules** tab, and make changes to the way text will appear around keywords.
- 5 Click **OK** to save the new format or **Cancel** to cancel.

From the Concordance: New dialog you can also delete unwanted custom formats by clicking once on them then clicking **Delete**. Be careful not to delete the default formats that came with the program.

See also:

[Tabula Overview](#)
[Create Concordance](#)

22.10.6 Tabula: Retrieve Biblical Texts

With Tabula, a Retrieve Biblical Texts option is added to the Retrieve menu on the main Orbis screen. This option can be used to retrieve any portion of the biblical text (an entire book, a portion of a book, or several consecutive books). Before retrieving biblical texts, you must create a textbase for each biblical text that you plan to use. See [Indexing Biblical Texts](#).

To retrieve a biblical text:

- 1 Open Orbis (press **F4** or click **Tools, Orbis** or click the Orbis button on the main Nota Bene screen)
- 2 Open the biblical textbase that you plan to retrieve (select the textbase from the drop list at the top left of the Orbis screen or see [Open Textbase](#) for further instructions).
- 3 Click **Discover, Search/Retrieve Biblical Texts**.
- 4 In the **Orbis Book: Retrieve** dialog, make the following selections:
 - In the top section, select the beginning and ending book, chapter and verse. If the **Entire Book(s)** check box is checked, the chapter and verse settings will not be active.

- In next section down, you can select whether or not you want the reference for the chapter/verse put in, and if you click Edit, you will get another dialog that will let you decide how you want the output formatted.
 - The bottom section of the dialog lets you select whether to send the results to a new file, to the current cursor position in the open file, or to the end of the open file.
- 5 Once you have the settings as you want them, click **OK**.

See also:[Retrieve Parallel Texts](#)[Tabula Overview](#)[Biblical Texts Overview](#)

22.10.7 Tabula: Retrieve Parallel Texts

Tabula has the ability to retrieve up to 5 different versions of a biblical passage in parallel columns and insert them directly into a file. This is done through Orbis. Before retrieving parallel texts, you must create a textbase for each biblical text that you plan to use. See [Indexing Biblical Texts](#).

To retrieve the texts:

- 1 Open Orbis (press **F4** or click **Tools, Orbis** or click the Orbis button on the main Nota Bene screen)
- 2 Open a biblical textbase (select the textbase from the drop list at the top left of the Orbis screen or see [Open Textbase](#) for further instructions).
- 3 Click **Discover, Search/Retrieve Parallel texts**.
- 4 In the **Parallel Text Display** dialog, make the following selections:
 - In the top section, you can set the range within one book or multiple books, or check Entire Book.
 - In next section down, you can select whether or not you want the reference for the chapter/verse put in, and if you click Edit, you will get another dialog that will let you decide how you want the output formatted.
 - The next section down, you can select which texts to include in the columns and whether or not to have borders around them. If a text has multiple versions of a certain passage, the Options button will become available for you to select which version to use.
 - The bottom section of the dialog lets you select whether to send the results to a new file, to the current cursor position in the open file, or to the end of the open file.
- 5 Once you have the settings as you want them, click **OK**.

See also:[Retrieve Biblical Texts](#)[Tabula Overview](#)[Biblical Texts Overview](#)

22.10.8 Tabula: Search Biblical Books

Tabula expands Orbis's searching capabilities so that you can search over multiple books in a biblical textbase. You can also perform multiple searches at once.

- 1 Click **Discover**, **Search Biblical Texts**, or click on the red book icon to the left of the search field. This will bring up the **Book Search** dialog.
- 2 Select the range you want to search in. You can search the whole textbase you are in by checking Entire Bible. If you want to search just whole books at once, check Entire Book(s). To search a range, use the entries below to set the book and chapter/verse range. The range assumes the canonical order of books.
- 3 Type the word you want to search for in the field labeled **For**. If you want to do a Boolean search, click on one of the operators below the **For** field. You will now have another **For** field you can search with. For each search group, you can search for up to four words linked by Boolean operators. The white box over to the right will display the total number of hits in textbase for the entry in the **For** field your cursor is in.
- 4 You can do up to 7 different range searches at once. You can add a new search group by clicking on the Add Group button in the lower left-hand corner. For each, go through steps **1-3** above.
- 5 When you have all the Groups set up, click **OK** to execute.

See also:

[Boolean Operators](#)

[Tabula Overview](#)

[Biblical Texts Overview](#)

22.10.9 Tabula: View/Copy Parallel Entries

With Tabula, you can take the results of a biblical search, select the verses you want to use, and then display different versions of that verse in up to 5 parallel columns.

- 1 Use Orbis to search a biblical text for any word or search string. See [Search Textbase](#) or [Search Biblical Texts](#).
- 2 In Results View, click on the verse you want in the Search Results panel so that it is displayed in the Entry panel. If desired, the text in the Entry panel can be expanded by placing the cursor in the Entry panel and pressing **Alt+PgDown** or **Alt+PgUp**.
- 3 Click **Retrieve**, **View/Copy Parallel Entries**.
- 4 You will now have a screen that displays the verses you have chosen. It also has options along the bottom:
 - The Configure button will allow you to choose which versions to use, the number of columns, and the format of the chapter and verse number display.
 - There is a zoom slider that will allow you to adjust the display size of the table in the window.
 - The Print Button will send the table to the printer.
 - The Copy button has a drop-down box to the left that allows you to select where you want to copy the table: a new file, the current cursor position, or the end of the current file.

See also:

[Retrieve Parallel Texts](#)
[Tabula Overview](#)
[Biblical Texts Overview](#)

23 Ibidem

Ibidem is Nota Bene's bibliographic management program. Use it to keep bibliographic data in an organized database, to insert properly formatted citations in your document, and to generate a wide variety of bibliographies or reference lists. If you use Ibidem, please don't forget to BACKUP YOUR DATABASE!

[Ibidem Overview](#)
[Ibidem Tutorial](#)
[Getting Started](#)
[Entering Data in Database](#)
[Searching and Sorting](#)
[Citing Sources in Document](#)
[Database Management](#)
[Generating Reports](#)
[Customizing Ibidem](#)
[Links to NB and Orbis](#)
[IbidPlus: Non-Bibliographic Databases](#)
[Ibidem Backup Important!](#)

[Archiva - Web Research](#) (optional)

23.1 Ibidem Overview

Ibidem is a bibliographic database system tightly integrated with the Nota Bene word processor. With Ibidem, you can develop your own personal bibliographic database and use it throughout your career to keep bibliographic information readily available. You will have many options for sorting and searching through the sources you have used in your research. Ibidem will also automate the process of inserting citations in your papers and generating reference lists or bibliographies. In-text citations (footnotes, endnotes, short form or reference numbers) and reference lists or bibliographies are displayed on screen as you are writing your paper and they can be formatted in the publishing style you select, with changes made easily at any time.

A General Introduction to Bibliographic Databases

Bibliographic databases are predefined structured databases. Structured databases require that information entered into a database be stored in "fields," each of which holds a specific type of information. Traditional databases require that the user define the fields for the database.

Bibliographic databases are set up with predefined fields, such as author names, years of publication, publisher, titles, and so on. You enter the information for each book, article or other work in the fields that are provided. Once the information has been entered, Ibidem can find the record you need and insert properly formatted citations in your documents. A properly formatted reference list of the works cited in your paper will be generated automatically. You also have flexible options for generating bibliographies that include all of the records in your database, or any group of records that you select.

Right now, you are probably accustomed to typing bibliographic information as citations, in a "sentence-like" form, using punctuation stipulated by your style guide, as in this example:

Berlin, G. & Sum, A. 1988. Toward a More Perfect Union: Basic Skills, Poor Families, and our Economic Future. New York: Ford Foundation.

If you cite the same work in another paper at another time, you type the same information again. If you have to reformat the citation in a different style, you might have to go back through your notes to find the author's full name. Even if all the information required is in the current citation, you probably need to retype the citation with different punctuation, perhaps in footnotes or in a different sequence. This is precisely the sort of work Ibidem will do for you.

With Ibidem, bibliographic information needs to be entered (and proofread) only once. For each resource work, you will have a different record with the information entered in the appropriate fields. Your database is the collection of all the records that you have entered. This database is used not only to keep track of information, but also to generate citations and bibliographies.

Entering Data

Ibidem makes it easy to enter bibliographic information. Information for each record is entered in fields (author, title, publisher, etc.) Different fields are needed for different kinds of works, and data entry templates provide you with the correct fields. The data entry template for a book includes those fields necessary for citing a book, just as the data entry template for an article in a journal includes fields prompting you to enter the bibliographic information you will need for a proper citation of a journal article.

Fields are also available for information that will not appear in your citations. Use the keywords field to identify works on a particular subject, and then you will be able to generate a reading list on that subject. The abstract field can be used for your brief comments about the work. Use the record link field to link to a Nota Bene document with more extensive reading notes.

Ibidem will use the data you enter and the rules of the publishing style that you select to generate your citations and bibliographies. Needless to say, entering the data accurately is important. There are a few guidelines to follow. Author's names are entered with last name first and multiple authors are separated with a semi-colon. For example, if "Smith, Sophie; Jones, Stanley" is entered in the author field, the program will be able to format citations and bibliographies in accord with the various publishing styles (some styles invert first and last names while others do not, and styles vary in the way multiple authors are listed). However, if "Sophie Smith and Stanley Jones" is entered, the program will not be able to apply the correct formatting and would not be able to properly alphabetize under the name "Smith". You will learn more about the guidelines for entering data in the tutorial that follows, and information about how to enter data in each field is easily available as you work.

Generating Citations and Reference Lists or Bibliographies

Generating formatted citations with Ibidem is easy. Before we take a quick look at how you will use Ibidem to cite works in your papers, we should perhaps review the basic terms Ibidem uses to differentiate between types of citations and citation lists.

In-text Citations: These are citations that appear in the body of a paper. They can be in the form of author-date or short form cites (Smith, 1980), numbered cites (1), footnotes, or endnotes.

Reference List: A reference list is a compilation of citations for the works cited in a particular paper.

Bibliography: A bibliography is any compilation of citations. It might include works consulted for a paper or a grant proposal, or works to be included on a reading list, or works dealing with a particular topic. The principal difference between a reference list and a bibliography, for Ibidem, is that bibliographies do not need to be directly tied to the works cited in a document. Bibliographies are generated directly from the database; reference lists are generated when Ibidem scans a document for cites.

To cite a work in your paper, simply locate the record for the work in the database, and choose **Cite, Insert Citation**. It's that easy. Ibidem will prompt you for the pages you want to reference and then insert the in-text citation in the style you have selected for the document. Your reference list will be generated automatically and updated on screen whenever you press **Update Dynamic Citations** button on the main Nota Bene screen (or press **Alt+F7**).

IbidPlus

IbidPlus is an extension of Ibidem that allows you to use all of the controls of Ibidem for non-bibliographic databases. Databases can be used to keep track of collections, household inventories, student records, or any information that can be entered in fields that you define. Set up your database in Ibidem as a customized database rather than a bibliographic database, or use pre-defined options for addresses or field notes. When a non-bibliographic database is active, menu items like "Generate, Bibliography" will automatically be changed to "Generate, Report." Ibidem's flexible options for searching and sorting and generating various lists and reports will all be available.

Learning to use Ibidem

A little bit of time invested in learning to use Ibidem now should bring new organization and efficiency to your work, and save you hours and hours of time in the long run. We recommend the following:

- A printable PDF tutorial is available by clicking **Help, Ibidem Tutorial (PDF Format)**. This tutorial will take you through a series of exercises showing the basics of creating your own Ibidem database, entering data, and citing works in your papers. Once you've finished the tutorial, you will be ready to use Ibidem for your own projects.
- A series of short videos on Ibidem (and on other aspects of the program) is available by clicking **Help, Instructional Videos**.
- A sample instructional file provides an example of a Nota Bene document that contains citations and a bibliography that have been generated by Ibidem. It presents a series of exercises that demonstrate how to use Ibidem to maintain your bibliographic database and cite works in a document. To access this file, click **Help, Sample Instructional Files** and double-click on **Ibidem (Citations)**.
- This Ibidem section of NB Help goes on to provide detailed instructions on using Ibidem.

23.2 Ibidem Tutorial

An Ibidem tutorial is available in PDF format. It can be opened from the Nota Bene Help menu (from the main Nota Bene screen, click Help, Ibidem Tutorial) or from the Support page on the Nota Bene web site (go to www.notabene.com, click the Support button and follow links to the Ibidem and Orbis tutorials). The following link takes you directly to the Ibidem tutorial on the Nota Bene web site.

[Click here to open the Ibidem tutorial](#)

23.3 Getting Started

[Start Ibidem](#)

[The Ibidem Screen](#)

[View Options](#)

[Preview Panel](#)

[Summary of Keyboard Shortcuts](#)

[Converting an NB DOS Ibid/Ibidem Database](#)

[Converting From Other Database Formats](#)

[Your Ibidem Database](#)

23.3.1 Start Ibidem

To start Ibidem, you must first open Nota Bene (the main word processor). From the main Nota Bene screen, there are three ways to open Ibidem:

- Click the Ibidem button at the top of the screen.
- Click **Tools, Ibidem**
- Press **F7**

The Ibidem screen will display. Once Ibidem is open, any of the Microsoft Windows controls can be used to adjust the screen. For example, the three buttons in the top right corner will minimize, maximize, restore or close.

Move back and forth between the main Nota Bene screen and Ibidem as follows:

- From the main Nota Bene screen, move to Ibidem by pressing **F7** or by clicking the Ibidem button at the top of the screen, or by clicking **Tools, Ibidem**.
- From the Ibidem screen, move back to the main Nota Bene screen and to your open document, by pressing **F9** or by clicking **File, Return to Document**.

See also:

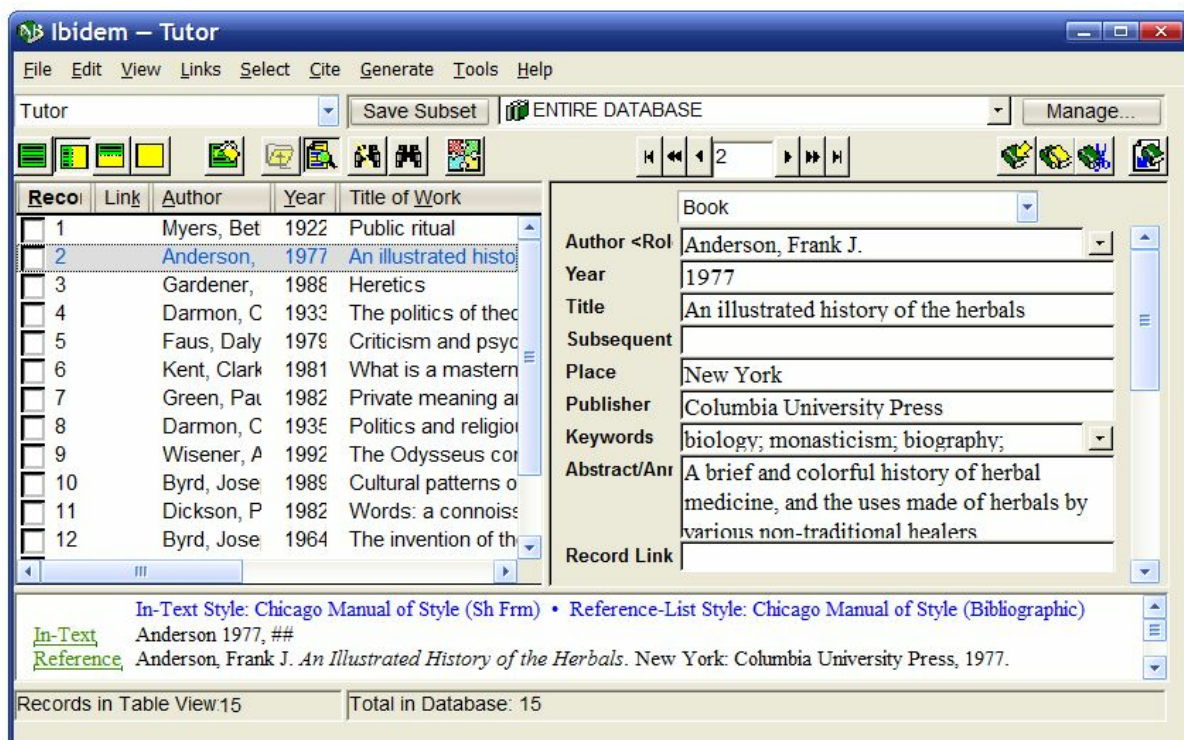
[Ibidem Screen](#)

[Creating a New Database](#)

[Ibidem Tutorial](#)

23.3.2 Ibidem Screen

The Ibidem screen is shown below. In the example below, the Tutor database is open. The "ENTIRE DATABASE" (rather than a subset) is displayed. On the left side of the screen, **Table View** lists all of the records in the database. In this example, record number 2 is highlighted and the details of this record are shown on the right side of the screen in **Record View**.



Database Droplist: The name of the open database is shown in the box at the top left of the screen. In the example above, the name is Tutor. Click on the drop list to open a different database (or click File, Open Database).

Save Subset: The Save Subset button is used to save a subset of records that has been defined by searching or by checking the boxes next to the record numbers of records to be included. See [Subsets](#).

Subset Droplist: The Subset droplist displays all available subsets for the current database. Click on any of the subsets to instantly close the current subset and open the subset you have highlighted.

Manage: Click the Manage button to open the Subset Management dialog.

Table View: Table View is the large window on the left in the example above. Click on any of the records in the Table View to display it in the Record View window. The records in Table View can be sorted by clicking on any of the Column Labels. For more information on sorting, see [Sort records](#). In a large database, searching, rather than sorting, may be the better way of finding a record. For information on searching, see [Select Records](#).

Record View: Record View is the large window on the right in the example above. The data shown in

Record View can be edited directly and any changes you make will be saved automatically when you switch to a different record, a different database or when you close Ibidem.

Table/Record View: There are four green and yellow buttons under the name of the open database. Clicking on one of these buttons will change the view on the screen to show only Table View (green) or only Record View (yellow) or to change to a horizontal split view or a vertical split view. The border between the two windows can be moved by moving the cursor to the border until a double arrow appears. Then hold down the left mouse button and use the mouse to move (or drag) the border to a new position. Similarly, the border between the blue-gray area in Record View and the white input area can be moved. In table view, the border between two columns can be moved so that you can see more (or less) of the contents of a column. You can also adjust the size of the display in Record View. See [View options](#).

Refresh Table: To the right of the 4 view buttons is the Refresh Table button. Click this button to refresh the table after adding new records, or editing existing records. See [Refresh Table](#).

Preview Panel: Click the next button to display or hide the Preview Panel. See Preview Panel below.

Search Buttons: The next two buttons are the Fast Search and Text Search buttons: See [Select Records](#).

Record Link Button: The multi-colored button is the Record Link button. It is generally used for creating and then opening a Nota Bene document that is dynamically linked to one Ibidem record and used for taking notes on that record. See [Links to NB and Orbis](#).

Record Number Indicator and Arrows: The active record number (2 in the example above) is displayed near the top of the screen in a box surrounded by arrow buttons. Use the arrow buttons to move to the previous/next record, to jump back/ahead by 10 records or to move to the first/last record in the database. You can also type in a record number and press **Enter** to go directly to that record.

New Record: Click this button to add a new record to the open database. See [New Record](#).

Duplicate Record: Click this button to add a new record that is a duplicate of the active record. This is a useful way to enter new records where much but not all of the information is the same.

Delete Record: Click this button to delete the active record.

Cite: Click this button to enter a citation in the open Nota Bene document at the point of the cursor. See [Inserting Citations](#).

Preview Panel: The Preview Panel shows a preview of the highlighted record as it would appear in a citation and in a reference list in the style selected for the preview panel. The preview panel can be displayed or hidden. The style can be changed, and the citation can be inserted directly from the preview panel into an open document. For more information, see [Preview Panel](#).

Number of Records: Information about the number of records in table view, in the database and, if applicable, in the subset is displayed at the bottom of the Ibidem screen.

See also:

[Creating a New Database](#)

[Adding New Records](#)

[Defining a Style for Citations](#)

[Citing Records in Your Document](#)

Table View

23.3.3 View Options

The size of the on-screen print in **Record View** can be changed and the alignment of the text in the Ibidem fields can be raised or lowered.

- 1 Click **View, Options**
- 2 The Ibidem View Options dialog will open. The following adjustments can be made:
 - Use the first slider control to select the font size for the screen display of Ibidem records. This will affect the size of the on-screen display of Record View only. **Table View** and the **Preview Panel** are not affected.
 - Use the second slider control to adjust the vertical alignment of the text in the Ibidem fields. A negative number will raise the text in the field and a positive number will lower the text in the field. On most systems, no adjustment is necessary.
- 3 When you have completed your selections, click **OK**. The change will be effective immediately.

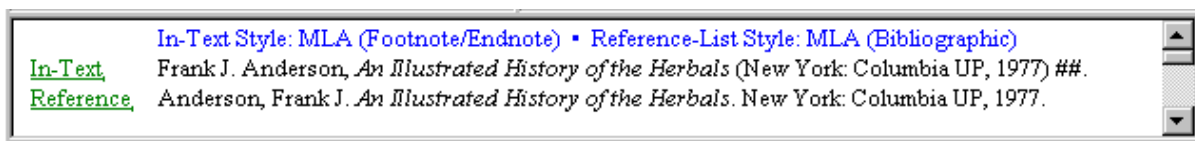
See also:

Ibidem Screen

Data Entry Window

23.3.4 Preview Panel

The Preview Panel is a panel at the bottom of the Ibidem screen that displays the current record in the style selected for the Preview Panel. Both the "In-Text" or citation format and the "Reference" or reference list/bibliography format are shown. This panel can be displayed or hidden by clicking **View, Preview Panel**. It is not active in customized databases ("customized" databases are non-bibliographic databases).



The following options are available.

Style: The style is noted in blue in the preview panel. To change the style, click View, Preview Options, Style. Use the dropdown lists to select an In-Text Style (for citations) and a Reference-List style and then click Accept. By default, the "Auto" style picks up the style of the active Nota Bene document or chooses AAA (American Anthropological Association) if the active Nota Bene document does not have a defined style.

Insert In-Text or Reference: The record formatted as shown in the preview panel can be inserted in the active Nota Bene document at the point of the cursor by double-clicking on the green links (In-Text or Reference). Alternatively, the In-Text format can be inserted by clicking View, Preview Options, Insert In-Text (or by pressing Ctrl+Shift+Alt+Ins) and the Reference format can be inserted by clicking View,

Preview Options, Insert Reference (or by pressing Ctrl+Alt+Ins).

Copy In-Text or Reference: The record formatted as shown in the preview panel can be copied to the Windows clipboard. From the clipboard, it can be pasted into a Nota Bene file or into almost any Windows program by using the standard File, Paste or Ctrl+V. To copy the In-Text format to the Windows clipboard, View, Preview Options, Copy In-Text (or press Ctrl+Shift+Alt+F12). To copy the Reference format to the Windows clipboard, click View, Preview Options, Copy Reference (or press Ctrl+Alt+F12).

Font: To change the font, click View, Preview Options, Font and use the Font: Ibidem Preview dialog to change the font and or font size that is used in the display. The default setting is Times New Roman, 10 point.

Change display: To show or hide different parts of the display or to change the order, click View, Preview Options, and then Show Active Style or Show In-Text or Show Reference or Reverse Order.

Previewing styles: You can preview all of the styles that are available for in-text citations and reference list or bibliography. For instructions, see Previewing Styles.

See also:

[Ibidem Screen](#)

23.3.5 Ibidem Keyboard Shortcuts

F1	From active NB screen or from Ibidem screen, open NB Help
F3	Open (or close) drop down list to the right of the active Ibidem field (authority list for author, keyword, etc.)
F7	From active NB screen, open Ibidem
F9	From Ibidem, return to Nota Bene document
Shift+F1	Display entire database (after searching or after opening a subset)
Shift+Ins	New Template (then use keyboard arrows to scroll through templates)
Ctrl+C	Copy selected text
Ctrl+F	Open Fast search dialog
Ctrl+G	Go to Subset (then use keyboard arrows to scroll through subsets)
Ctrl+L	Open Archiva On-Line Library Search dialog (available only if Archiva Pro is installed)
Ctrl+T	Open Text search dialog
Ctrl+X	Cut selected text
Ctrl+V	Paste text
Ctrl+O	Open Database dialog
Ctrl+Q	Open Links Dialog
Ctrl+S	Save Subset
Ctrl+F1	Display FieldTip for active field (if auto FieldTips is not on)
Ctrl+F3	Open (or close) drop down list to the left of the active Ibidem field (e.g., role for author field)
Ctrl+F4	Close current Database
Ctrl+F7	From NB screen, inspect current Citation (if on one); otherwise, look up current word in the database
Ctrl+Ins	Open Insert/Edit Citation dialog

Ctrl+Shift+F	With cursor on a word in an Ibidem field, look up that word in Orbis.
Ctrl+Shift+O	Archiva: Press once to open web pages. Press twice to view captured records. (Only if Archiva is installed.)
Ctrl+Shift+Q	Open Links Insert/Edit Dialog
Ctrl+Shift+F1	Display Table View only
Ctrl+Shift+F2	Display Table/Record View Vertical Split
Ctrl+Shift+F3	Display Table/Record View Horizontal Split
Ctrl+Shift+F4	Display Record View only
Ctrl+Shift+F5	Table Refresh
Ctrl+Shift+F6	Restore current record (undo changes)
Ctrl+Shift+F7	Add new record to database
Ctrl+Shift+F7	From Nota Bene screen, open Ibidem and Ibidem Quick Lookup dialog
Ctrl+Shift+F8	Duplicate Record
Ctrl+Shift+F9	Delete Record
Alt+F7	Update dynamic citations
Alt+Ins	Open Pop-Up Field Window for active field
Alt+Shift+F7	Inspect current Citation

23.3.6 Converting an NB DOS Ibidem database

Ensure that you know the location of your NB for DOS Ibidem database. The location can be found by pressing **Ctrl+Alt+F6** from within Nota Bene for DOS, and noting the [Now c:\directory name] portion of the Ibidem Main Menu that pops up.

- 1 Launch Ibidem for Windows (from within NB for Windows, press **F7**, or click on **Tools, Ibidem**)
- 2 Close any open Ibidem database (Click **File, Close Database**)
- 3 Click **Tools, Convert, Database from DOS**
- 4 Click once on the database to be converted. DOS is the default
 - **Note:** If you did not install NB for DOS in the default c:\nb4 subdirectory, you will first need to tell NB for Windows the location of your NB for DOS program by clicking on the subdirectory in which NB for DOS resides
 - If you do not see your database listed even though NB for DOS is located in c:\nb4, or you have already told NB for Windows the location of your NB for DOS installation, you probably need to properly list your database in NB for DOS first. To find out how this is done, see instructions below.
- 5 Click **Convert**
- 6 Enter a short name for your converted database (can be any name desired)
- 7 Enter a new description of the database if desired
- 8 In the **Location of Files** field, type the full path of the folder in which you intend to place the converted database
 - Alternatively, or if the folder does not yet exist, click on the icon to choose a folder for the converted database (you will be given the opportunity to create a new folder from the presented **Location of Database** dialog).
 - Click **OK**.

- 9 Enter a name in the **Filename** field (can be any name desired)
- 10 Click **Individual or Multiuser/Network** to determine whether the database will be simultaneously shared
- 11 Click **OK**
- 12 Click **OK** at "Database conversion done" message
- 13 It is a good idea to choose to **Rebuild Index from Beginning** from the presented **Maintenance Options** dialog at this point. However, you may first choose any of the other options from the **Maintenance Options** dialog which seem suitable. If a reindex was performed, click **Close** once the database has been reindexes.
- 14 Click **Close**, and then click **Close** again.

As mentioned above, you may need to properly list your database in NB for DOS before converting the database.

- 1 Start NB for DOS and press **Ctrl+Alt+F6** for the **Ibid/Ibidem Main Menu**.
- 2 Under the option **Pick Database**, there is a listing for "[Now:...]" – this is probably the location of the database you normally use (ie, when you use Ibidem in DOS, you probably do not need to pick a database); if this is the case, then the location listed after "Now" is your default database location. Make a note of the location listed after "Now:", then press Enter to choose the option **Pick Database**.
- 3 If you are now brought to a list of databases, press the **Insert key** to get to the **Database Creation Menu** (if you are automatically brought to the **Database Creation Menu**, proceed to the next step)
- 4 At the **Database Creation Menu**, give a name to your database in the first blank (any name you like that will fit in the blank; it can include spaces), enter the drive and path of the database in the second blank (which you noted in step #2 above), put a 0 in the **Option** blank (to "add name of existing database"), and leave the 4th blank (**Type**) with the value 1 (because it is a bibliographic database); with this menu completed, press **F10** to add it to Ibidem's **Pick Database** menu.

Now that your database is officially listed in the DOS version of Ibidem, you will see it listed also on the Database to Convert menu in the Windows version of Ibidem. Please go back to the instructions at the top of this page and restart the conversion process.

23.3.7 Your Ibidem Database

It is recommended that you set up one new database for all of your bibliographic references. You can have as many non-bibliographic (IbidPlus) databases as you need, but in almost all cases it is best to have only one bibliographic database.

The main reason for having only one bibliographic database is that each paper that you write in Nota Bene will access only one bibliographic database. If you have only one bibliographic database, you do not have to worry about deciding which database to use for a given paper, or which database to use when you are entering a new book or article.

It may make sense to have more than one bibliographic databases if you are maintaining bibliographic data on completely different topics. The topics should be distinct and not overlapping so that it is clear that you would not want to cite a works from the two different databases in the same paper. For example, you could have one database for your professional research and another for your avocational

interests.

Ibidem provides you with the capacity to search through a large database quickly and easily and to create subsets. If you think that you would like to have a smaller or more targeted database in addition to your main database, you can achieve this objective by creating a subset of your main database. Subsets can be opened, sorted and searched, and they can be used to generate bibliographies or other reports.

Databases are limited to approximately 64,000 records. This is more than enough for virtually all individual uses, but if your needs exceed this limit you may need to use more than one database.

If you have a bibliographic database that was created using another bibliographic software, you may be able to import your database into a new Ibidem database. For detailed instructions on creating a new database, and/or on converting from another format, see the following:

- New Database

- Import from Other Formats

- Converting an NB DOS Database

Finally, don't forget to backup you Ibidem database! All of your work needs to be backed up, and your database is no exception. See Ibidem Backup.

23.4 Entering Data in Database

Data Entry Overview

- New Database

- Database Creation Dialog

- Selecting a Location for your Database

- Open Database

- New Record

- Field Definitions

- Name

- Role

- Title

- Year

- Dates

- Entry Templates

- Authority Lists

- Field Tips

- Editing a Record

- Duplicate Record

- Delete Record

- Restore Record

- Pop-Up Field Window

- Refresh Table

23.4.1 Data Entry Overview

New records are entered in an Ibidem database by opening a new blank record, selecting the appropriate Entry Template and typing information into predefined Fields. Data in an existing record can be edited easily by opening the record, clicking to place your cursor on the field to be edited and typing in new data and/or deleting old data.

Entry Templates: A new blank entry template is opened by clicking the New Record button at the top of the Ibidem screen. A drop down list can then be used to choose an entry template with the fields that are appropriate for the work to be entered. For example, there are separate entry templates for Book, Article in a Journal, Film, etc. For more information, see [New Record](#) and Entry Templates.

Fields: Ibidem fields are designed to receive one type of information and each field is identified with a two character abbreviation, e.g., AU for author, YR for year, PR for publisher. Data must be entered in the proper field and in the proper format so that it will be correctly used by Ibidem in your citations and reference lists or bibliographies. In most cases, the data to be entered in a given field will be clear from the data entry template (the name of the author goes in the "author" field, year of publication in the "year" field, etc.). For a more detailed description of the predefined fields and the data that should be entered in them, see [Field Definitions](#). The format used to enter data in fields varies depending on the Field Type. You should be familiar with the basic rules described in the next paragraph.

Field Types: Each field in Ibidem is categorized as one of seven different field types. The format for entering data varies according to the field type and Ibidem applies slightly different rules in sorting the different field types. The Field Types and a brief summary of the guidelines for entering data for each of these fields types are as follows:

- **Name:** Names are entered with last name first, followed by a comma, a space and then the first name. Multiple names are separated by a semi-colon (do not use an ampersand or the word "and" to separate multiple names). Name fields may include a role. Roles are entered by clicking the button at the left side of the field and double clicking on the role to be entered. The role will appear in angled brackets (e.g., <ed>). Sorting ignores text in angled brackets. For more information on entering data in a name field, see [Name](#). For more information on Roles, see [Role](#).
- **Title:** Titles are entered with the first word and any proper names capitalized and other words lowercase. Ibidem will automatically capitalize titles if the publishing style you select requires capitalization. Sorting ignores initial articles. For more information on entering data in a title field including special guidelines for foreign language titles, see [Title](#).
- **Text:** plain text with no special sorting rules.
- **Number:** any integer
- **Year:** 4 digit year. For information on entering years in Ibidem, see [Year](#).
- **American date:** 3 numbers: month, day, four digit year e.g., 1-31-1999. Dates will be sorted in chronological order. For information on entering dates, see [Date](#).
- **European date:** 3 numbers: day, month, four digit year e.g., 31-1-1999. Dates will be sorted in chronological order. For information on entering dates, see [Date](#).

FieldTips: As you are working, FieldTip screens are available to provide information about any Ibidem field. If Auto FieldTips is on, the FieldTip for any field will display automatically as soon as you move

your cursor to the field. If Auto FieldTips is not on, the FieldTip can be displayed by pressing **Ctrl+F1**. Click **Help, Auto FieldTips** to turn Auto FieldTips on or off. For more information, see [FieldTips](#).

Saving Ibidem Records: A new record is automatically saved and added to the database when you move the cursor to a different record, open a new database or otherwise exit the existing database. If you edit a record, changes are likewise saved when you move the cursor to a different record, open a new database or otherwise exit the existing database.

Accents and Other Alphabets: Accented letters and Hebrew, Greek, Arabic or Cyrillic letters are typed just as they would be in the word processor. To type an accented letter, type the letter, then press F6, then the letter that you will see in the small yellow box corresponding to the accented letter that you want. If you have Lingua, you can use the following key combinations to switch to a different alphabet: Ctrl+Shift+H for Hebrew, Ctrl+Shift+G for Greek, Ctrl+Shift+A for Arabic, Ctrl+Shift+C for Cyrillic or Russian, and Ctrl+Shift+R for the Roman alphabet.

Authority Lists: Authority lists can be used to automate the process of entering names, titles or keywords that are entered more than once and to make sure that the data is entered consistently. For more information, see [Authority Lists](#).

Pop-Up Field Window: In entering or editing data, you can open an edit window that makes it easier to see the text that you are entering. With your cursor in any Ibidem field, press Alt+Ins. For more information, see [Pop-Up Field Window](#).

Backup: In using Ibidem to develop your own personal bibliographic database, you are collecting data that you will use throughout your career. It is important that you develop and implement a plan for regularly backing up your data and storing backup copies of your Ibidem database on another computer or other backup medium. See [Backup](#).

Archiva: Archiva is an add-on module that can be used to organize web searches, capture bibliographic data, and add retrieved records to your Ibidem database. Formatted bibliographies and/or ISBN numbers can be converted to Ibidem format. With Archiva, data is automatically placed in the proper Ibidem fields, eliminating the need for you to enter data manually. For more information, see [Archiva](#).

See also:

[Creating a New Database](#)

Editing Records

Customize Entry Templates

Customize Fields

Database Size Limitations

23.4.2 New Database

In most cases, it is best to set up one new database for all of your bibliographic references. See Your Ibidem Database.

To set up your own database, you must first decide on the name for your new database and a location for the files. The filename and folder names should be 8 letters or less. Ibidem will use the filename you choose and create many files by using different extensions for each file. You may want to call your database by your name, initials or field of study or you may want to use a more generic name like "biblio" or "nbdata." Your new database files can be put in any folder, but we recommend that you create a new folder that is used only for your database files. The new folder could be a subfolder

in \Nbw\Ibidem, or it could be directly on your hard drive, or in any other place on your computer. The folder can have the same name as the database files. You can use Windows Explorer to create a new folder before you create your database or you will have an opportunity to create the new folder during the process of creating your new database.

By having one folder dedicated to your personal Ibidem database, the folder can be copied and stored as part of a regular backup procedure. If you are developing an Ibidem database that will be important to your academic work, it is very important that you establish procedures for regularly backing up your Ibidem database and storing a backup version in a safe place.

To create a new bibliographic database.

- 1 Click **File, New Database**. The Database Creation dialog will display.
- 2 Enter the name for the database and set the options in the dialog to your preference. See the [Database Creation Dialog](#) for a detailed description of the options available.
- 3 Click **OK**.

Ibidem will create a new bibliographic database and you can begin entering new records.

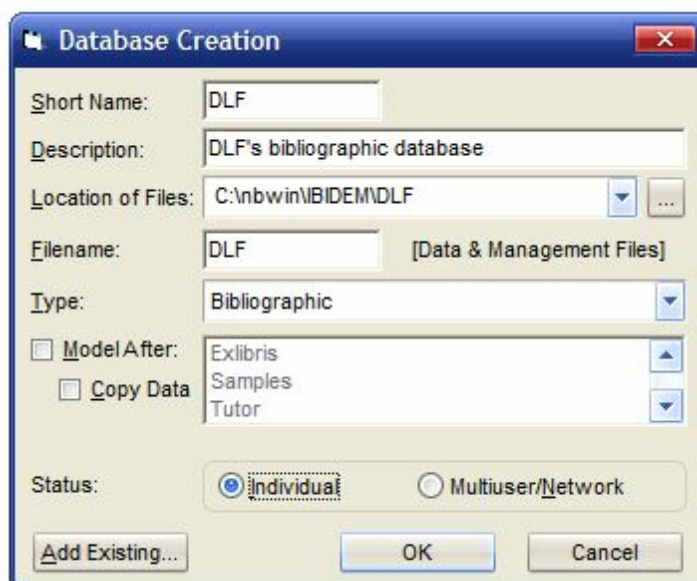
See also:

Selecting a Location for Database
Backup
Database Size Limitations

23.4.3 Database Creation Dialog

The Database Creation dialog is used to create a new database. This dialog can be accessed by clicking **File, New Database**. If you want to add an existing database (e.g., one you have copied from another computer), click the Add Existing button, and see [Add Database](#) for more information. If you want to create an entirely new database, follow the instructions below. See [New Database](#) for general information about creating a new database.

When you create a database, you choose a Filename and the program then creates many files with the same name, but different extensions. All of these files are saved in one folder, and you specify the folder (the location of the files) when you create the database.

**Short Name**

Enter a short name for the database to be displayed in the database list box (examples: DLF records or just DLF). When you enter the Short Name, the program will automatically fill in the Description and the Filename.

Description

The Short Name that you typed in the field above will be automatically entered in this field. If you prefer, a slightly longer description of the database can be entered here. In the example above, the Short Name has been expanded to provide more of a description.

Location of Files

The default location C:\NBWIN\IBIDEM\DATABASE will be entered automatically. It is fine to use this default location, but some people prefer to have their database in a unique folder that is used just for that database. In the example above, the folder C:\NBWIN\IBIDEM\DLF has been created for the database files. If you would like to set up a unique folder, use the browse button to the right of the Location of Files box. It is important to know where your database files are saved so that you can be sure to back them up.

Filename

The Filename must be not more than 8 letters with no spaces and no extension. You can use the Filename that is automatically filled in based on the Short Name that you enter, or you can type in a different short name. IbideM will use the filename you specify and create numerous files, each using the same filename with a different extension. The extensions are assigned by the program.

Type

IbideM with IbiDPlus allows you to create different types of databases. The Address List, Fieldnotes and Customized options are part of IbiDPlus are used to create non-bibliographic databases.

Bibliographic: Select Bibliographic from the Type drop list to create a database with predefined fields and data entry templates designed for bibliographic information.

Address List: Select Address List from the Type drop list to create an address list database.

Fieldnotes: Select Fieldnotes from the Type drop list to create a database of field notes.

Customized: Select Customized from the Type drop list to design a database specific to your own needs.

Model After

Check this option to use the templates you have customized in another database as a model for your new database.

Copy Data

Check this option to copy all of the records from the model database to the new database. Clicking Model After and Copy Data would create an exact duplicate of an existing database. Do this only if you want to use the two databases on the same computer for different purposes. You would be able to open either database and add new records, with the records added to the open database but not to the other database.

Status

Individual: Check this option if you are the only one who will be using your database. Use the Individual setting even if you will be accessing your database from more than one computer.

Multiuser/Network: Check this option if more than one person will be using the database, potentially with different people accessing the database at the same time from different computers.

See also:

[New Database](#)

IbidPlus: New Database

IbidPlus: New Customized Database

23.4.4 Selecting a Location for Database

An Ibidem database is a series of files, all with the same name and different extensions, and all saved in the same folder. When you create the database, you choose the filename (but not the extensions) and you choose the location (i.e., the drive and folder in which the database will be stored). Ibidem then creates the database files and saves them in the folder that you selected.

Your Ibidem database can be in any location (folder) that you choose. We suggest that you store each database in its own unique subfolder under your Nbwin\Ibidem folder. You can give the subfolder the same name as the filename that you selected for your database. In other words, if you have a bibliographic database called "biblio," create a subfolder called "biblio" your Nbwin\Ibidem folder and use this folder to store your biblio database. You will then have many files named biblio.#00, biblio.ini, biblio.tpl (and many others), all saved in your Nbwin\Ibidem\biblio folder. The advantage of having a unique folder for your database is that you can then create a backup copy by copying the folder and all of its contents.

If you copy an Ibidem database to another computer, you must again select the folder on the new computer to which you will copy the database files. It is strongly recommended that you maintain the same folder structure on both computers.

See also:

Database Creation Dialog
Ibidem Backup

23.4.5 Open Database

The easiest way to open a database is to use the database drop down list at the top left of the main Ibidem screen. Click on the arrow at the right end of the drop list and then click on the database you want to open. The currently active database (if any) will be closed and the one you select will be opened.

A second method of opening a database is as follows:

- 1 From within Ibidem, click **File, Open Database** (or press **Ctrl+O**). The [Open Database dialog](#) will display.
- 2 Click to highlight the database you wish to open,
- 3 Double-click the database or click **Open**.

If you do not see the database that you want to open on database drop down list or on the Open Database dialog, then Ibidem does not have a record of the location of the database. To record the location of the database files with Ibidem, see [Add Database](#).

See also:

[Ibidem Screen](#)
[New Database](#)

23.4.5.1 Open Database Dialog

The Open Database dialog displays detailed information on each of the databases available in Ibidem and is used to open a database. This dialog is accessed from within Ibidem by clicking **File, Open** or by pressing **Ctrl+O**.

Column headings

There are six column headings in this dialog: Short Name, Description, Filename, Location, Type and Status. Click on any column heading to sort the column by that category. The width of each column can be adjusted by moving your mouse pointer to the border between two columns. The pointer will change shape, assuming the shape of a cross with arrows pointing to the left and to the right. Hold the left mouse button down while you move (or drag) the border to the right or to the left so that the text in the column is fully visible. In the example above, the text in the Description column is not fully visible. By using the mouse to move the border between Description and Filename to the right, you would be able to fully display the text in the Description column.

Database list

Each row contains information about one database. Click anywhere on the row to highlight a database. In this example, the Tutor database is highlighted.

Open

When a database is highlighted, click **Open** to open the database. The database that you selected will

be opened and if another database was open, it will be closed.

Add Existing

Click this button to add an already existing database to the list of databases that can be opened.

Cancel

Click this button to close the dialog without opening a database.

See also:

[Open Database](#)

Add Database

23.4.6 New Record

To add a new record to an open Ibidem database:

- 1 With an Ibidem database open, use one of the following methods to open a new blank record:
 - Click **Edit, New Record**
 - Press **Shift+Ctrl+F7**
 - Click the **New Record** button (the first of four buttons at the top right of the Ibidem screen).
- 2 Use the Entry Template drop list at the top of on the [Record View](#) portion of the Ibidem screen to select the Entry Template that is appropriate for the type of work you are adding to your database. Note that if you click on different types of works in the Entry Template drop list (e.g, Article in a Journal, or Book or Full Record) , the blank fields below the drop list will change to fields appropriate for the type of work you select. See Entry Templates.
- 3 Enter the information on your bibliographic source work in the blank fields provided. Enter author's names with the last name first. Capitalize only the first word and proper names of titles.
 - For specific information on what data should be entered in each field, see [Field Definitions](#),
 - For specific information on how to enter the following types of data, see [Names](#) or [Titles](#) or [Years](#) or [Dates](#).
- 4 Ibidem will automatically save the information entered.

See also:

[Ibidem Screen](#)

Data Entry Overview

New Database

Entry Templates

23.4.7 Field Definitions

The fields listed below are used in the Ibidem bibliographic databases. The program uses a two character abbreviation to identify each field, such as AU for the author field, YR for the year field, PR or the publisher field, etc. Data must be entered in the proper field so that the program will process the data properly in generating your in-text citations, reference lists and bibliographies. In entering data, you generally will not be presented with all of the following options, because the process of selecting a data

entry template will provide you with only the fields that you need. For example, if you select one of the templates for a book, the BT (Book/Long Work Title) field will be available, but the ST (Short Work) field will not be available. For more information, see [Data Entry Overview](#) or [New Record](#) or [Customize Fields](#).

You can view the fields on the main Ibidem screen in Table View as either full descriptions or as 2-character IDs. Drag the border between the fields and the entry boxes to the left to see the fields as 2-character abbreviations, or drag it to the right to see the full field descriptions. Alternatively, you can use the View menu at the top of the Ibidem screen to change the display to show full descriptions or 2 character IDs.

Information about each field is easily available from the main Ibidem screen. If Auto FieldTips is on, you will see a small FieldTip screen as soon as you move your cursor to any field. If Auto FieldTips is not on, move your cursor to any field and press **Ctrl+F1** to display the FieldTip for that field. Click Help, Auto FieldTips to turn Auto FieldTips on or off. For more information, see [FieldTips](#). You

AU: Author + <Role>

The individual(s) or organization primarily responsible for the work. The field may also contain a description of the author's role in producing the work (i.e., editor, translator) in angle brackets. For more information on entering the name(s) of author(s), see [Names](#). For more information on entering roles, see [Roles](#).

YR: Year + <Orig Pub>

The year in which the work cited was published, written, performed, or enacted. The year in which the work cited was originally published, written, performed or enacted may be added in angle brackets. For more information on entering years, see [Year](#).

ST: Short Work Title

The title of an essay, chapter in a book, journal or magazine article, poem, paper, presentation, or other short work cited. For more information on entering titles, see [Title](#).

BT: Book/Long Work Title

The title of a book, dissertation, film, play or other significant work cited. For more information on entering titles, see [Title](#).

AT: Anthology Title

The title of an anthology , multivolume work, or other collection cited. For more information on entering titles, see [Title](#).

KW: Keywords

Optional user-assigned keywords that can be used for sorting and selecting of records in the database. For example, you may want to use a keyword to tag certain works as containing material on a particular subject.

AN: Annotation

Summary or commentary notes on the resource work pertaining to the user's research project.

PL: Place

The publisher's location, or the place in which the work was written, performed, enacted, broadcast, or, in the case of art works and manuscript collections, the place where it is housed.

PR: Publisher + <Imprint/Role>

The name of the publishing house, press, or distributor of the work cited.

SC: Short Work Contributor(s) + <Role>

The name(s) of individual(s) or an organization having contributed in a secondary capacity to the short work cited, with a description of the contributor's role in producing the work (i.e., translator, interviewer) in angle brackets. For more information on entering the name(s) of contributor(s), see [Names](#). For more information on entering roles, see [Roles](#).

SD: Short Work Descriptor

A descriptive identifier (i.e., editorial, abstract, letter) for the short work.

BC: Book/Long Work Contributor(s) + <Role>

The name(s) of individual(s) or an organization having contributed in a secondary capacity to the long work cited, with a description of the contributor's role in producing the work (i.e., editor, translator, compiler, illustrator, composer) in angle brackets. For more information on entering the name(s) contributor(s), see [Names](#). For more information on entering roles, see [Roles](#).

BD: Book/Long Work Descriptor

A descriptive identifier (i.e., dissertation, edition number, film, monograph, report) for the long work cited.

AC: Anthology Contributor(s) + <Role>

The name(s) of individual(s) or organizations having contributed in a secondary capacity to the collection cited, with a description of the contributor's role in producing the collection (i.e., editor, translator, compiler, chair) in angle brackets. For more information on entering the name(s) of contributor(s), see [Names](#). For more information on entering roles, see [Roles](#).

AD: Anthology Descriptor

A descriptive identifier (i.e., Descriptor, slide program, committee files) for the anthology, multivolume work or collection cited.

JR: Journal Name <Option>

The name of the periodical containing the work cited, or the periodical cited as a whole. Enter the full name of the journal without leading articles, as it appears on the journal. It is not necessary, ordinarily, to include journal subtitles.

I#: Issue Number <Option>

The issue number, part, and/or supplement number of the journal containing the work cited. For journals that begin each issue with page 1, issue numbers should always be entered. For journals that are paginated continuously throughout a volume, issue numbers should not be entered in the record. Enter the issue number in roman numerals.

DT: Day & Month (or Quarter)

The monthly date or quarter of the publication, event, or performance cited as a resource work.

LG: Length of Work

The number of pages in an individual book or report cited, or the number of volumes in a multivolume work cited as a set.

PG: Pages

The first and last pages of a work cited that has been published as part of a larger work. Pages should be entered in the following format: 126-132

SR: Series/Publisher Group <Vol>

The title of the publishing series or reprint group to which the work cited belongs; if the series is

numbered, the field may also include series, volume, and issue numbers.

V#: Volume Number <Option>

The volume number of a multivolume work cited, or the volume number of the journal containing the work cited. Use arabic numerals (even if the journal or book uses roman numerals).

OL: Online Information Service & ID#

The name of the online or document retrieval service from which the work cited has been obtained, and any identification tags and numbers pertaining to the work.

SF: Special Publishing Form

A description of the special publishing form (i.e., photocopy, mimeo, microform) used for the particular version of the work cited.

XT: Subsequent Cite Title

The shortened form of the title to be used when a work is cited for the second (or subsequent) time. A shortened title may be the main title without the subtitle or it may be a title that is otherwise shortened.

IS: ISBN/ISSN Number

LC: Library of Congress

SO: Source (library/dealer/donor)

LL: Library Location

N#: Catalog Name & Number

A#: Accession/Inventory Number

LA: Language of Publication

D#: Author's Birth & Death Dates

SZ: Dimensions/Size

BI: Binding

PM: Publication Month

RI: Rights

IC: Cloth ISBN Number

IP: Paper ISBN Number

\$C: Cloth Price

\$P: Paper Price

#C: Cloth Date

#P: Paper Date

@C: Cloth Catalog Code

@P: Paper Catalog Code

@O: On-Line Library Source

@L: On-Line Stack Location

@N: On-Line Call Number

@@: On-Line Status

@I: On-Line Unconverted Info

@V: On-Line View Converted

@F: On-Line Screen Dump

L#: Record Link

See also:

[Data Entry Overview](#)

23.4.8 Name

Name is one of the seven Field Types available in Ibidem. Data entered in fields that are identified as Name fields should be entered according to the following guidelines.

Entering names in your records

Enter the names with the last name first, a comma, space and then the first name. Suffixes like "Jr." should be placed after the given name, preceded by a comma and a space. Enter prefixes as part of the last name, with capitalization as you would want it to appear in citations or bibliographies. Examples:

Moll, Luis C.
Hirsch, E. D., Jr.
de Tocqueville, Alexis

For information about sorting names with prefixes, see [Set Field Sort Order](#).

Entering author or contributor names in your records

All author and contributor fields are predefined as name fields and should be entered as described above. Other general rules for entering author and contributor names:

- Author/contributor names should always be entered as they appear on the title page of the resource work (inverting the first and last name as described above)
- Spell the names as they are spelled on the title page.
- Don't abbreviate names spelled in full, or expand abbreviated names. Ibidem will truncate first and middle names to initials if that is required by the publishing style you have selected.

Role

Name fields may include the role of authors or contributors in angled brackets. When your cursor is in an author or contributor field, there will be a downward pointing arrow button at the left end of the field. Clicking this arrow will open a list of roles that can be entered in the field. For more information, see [Role](#).

Kraus, Maureen T. <trans>
Maslow, Abraham <ed>

Multiple authors

When there are two authors, invert the first and last names of both authors, and separate the names of individuals with a semi-colon:

Moll, Luis C.; Weis, Cynthia R.

When there are three or more authors, invert the first and last names of all authors, and separate the names of individuals with a semi-colon:

Moll, Luis C.; Weis, Cynthia R.; Berns, Peter; Michaels, J. B.; Anderson, Jane L.

- Do not type ampersands or the word "and" in the field; Ibidem will include the appropriate terms for the style you've selected as it generates citations.
- Include the names of **all** authors listed on the title page; do not enter "et al." or "and others" in the field; Ibidem will include the appropriate term for the style you've selected as it generates citations.

Corporations and organizations

Enter corporate or organizational authors without inverting the name. Do not include initial articles (the, a, an). Capitalize words in the organizational name as you want them to appear. If the name of the organization includes commas, you must include the role after the name of the organization. The role for an organizational author is "org aut" and this can be entered by typing it in angled brackets or by clicking the arrowhead at the left side of the field and selecting "org aut" from the drop down list. For more information, see [Role](#).

University of Pennsylvania
United States, Congress, House of Representatives <org aut>

Unsigned works

If the work is unsigned, leave the author field blank.

See also:

[Field definitions](#)

[Editing fields](#)

[Data Entry Overview](#)

23.4.9 Role

The role of a contributor or author may be added to any name field. Roles are most commonly used in a contributor field, but may also be used in an author field. Roles may be selected from convenient drop down lists and will be shown in angled brackets. For example:

Kraus, Maureen T. <trans>
Maslow, Abraham <ed>; Sorokin, Pitirim A. <foreword by>

The predefined abbreviations provided in the drop down lists should be used and Ibidem will expand these abbreviations if required by the style you select.

In the case of an organizational author, if the role "org aut" is used, the program will recognize commas as part of the organizational name, not as a separation between the last name and the first name of an individual. For example:

United States, Congress, House of Representatives <org aut>

To enter a role in an author or contributor field:

- 1 Enter the name of the author or contributor or place your cursor after the name of an author or contributor that was entered previously.
- 2 Click the arrow button at the left end of the field or press **Ctrl+F3**. This will open a list of roles recognized by Ibidem.
- 3 Double click on the role you want to enter. The role will be added to the field in angled brackets.
4. Click the arrow button at the left end of the field or press **Ctrl+F3** to close the list.

If you know the abbreviation for a role, you can enter it by typing it in directly using angled brackets as shown in the examples above. You must use the exact abbreviations as they are shown in the drop down list to the left of the author or contributor fields. If the role you want to add is not listed, you can add it by typing the role in angled brackets. In this case, the role will not be expanded by Ibidem.

See also:

[Name](#)

[Field definitions](#)

[Data Entry Overview](#)

23.4.10 Title

Title is one of the seven Field Types available in Ibidem. Data entered in fields that are identified as Title fields should be entered according to the following guidelines.

Entering titles in your records

Capitalize the first word of a title and any proper names, but do not capitalize significant words in the title:

Writing as communication: creating strategic learning experiences

When you enter citations in a document, or generate a bibliography, Ibidem will capitalize significant words in titles, or the first term following a colon, as required by the publishing style selected. Auto casing only comes into play when the records are cited in a file; it does not affect the entry in the database. The way records appear in a document depends on which document style has been selected.

Foreign language titles

A title that is not in English should be entered following the capitalization rules of that particular language. In addition, a case-as-typed marker must be inserted in the field to indicate that the program's capitalization rules should be overridden and any citations and bibliographies generated should reflect the capitalization as typed. To enter this marker, click **Edit, Case as Typed** (or press **Ctrl+Shift+F12**,

or right-click the field and select **Case as Typed**). A green case marker will be inserted into the field. To reactivate program capitalization, delete the green case marker, or click **Edit, Allow Auto Casing** (or press **Ctrl+Shift+F11**, or right-click the field and select **Allow Auto Casing**). Note that if the rules of the selected style don't require auto casing, entering the case-as-typed marker in the field will have no effect.

Title translations

If you choose to include a translation of the title in the record, enter it in square brackets:

Das Urteil [The verdict]

Titles within titles

Enclose the title of any short work named in another short work title in double quotes, even if you are used to using single quotes. Ibidem will make the necessary conversions:

Meter and form in "Sudden windows"

Underline the title of any long work title that appears within a short work title:

The meaning of meaning in Night and day

Error in title

If there is an error on the title page, enter the title in its incorrect form, as follows:

The art of autobiography in Jane Air [sic]

See also:

[Field Definitions](#)

[Editing fields](#)

[Insert/Edit Citation dialog](#)

[Data Entry Overview](#)

23.4.11 Year

Year is one of the seven Field Types available in Ibidem. Data entered in fields that are identified as Year fields should be entered using four digits.

Entering publication years in your records

Enter the year in which the work was published, enacted, written issued or produced using four digits:

1986

If the work has a more specific date (a day, a month, a quarter, etc.), as do broadcasts, performances, and similar works, enter those details in the Date field. Only the year should be entered in the Year field.

In Press/Forthcoming

Enter the year in which the article was accepted for publication, and an indication that the work is in press or forthcoming, in pointed brackets:

1999 <in press>
1999 <forthcoming>

Title includes date

If the title of the work includes the date of publication (e.g., Annual Report, 1975), enter the date in curly braces in the YR field. Ibidem will then sort on that date, but not print it a second time:

{1975}

Republished books

If you are entering a work that has been republished, you may wish to include information on the original publication date in angle brackets:

1983 <1921>

There are a number of other possible variations:

1983 <New York: Arno, 1921>
1973 <London: 1847>
1982 <New York: White Press>
1967 <White Press, 1902>

Republished letters

Republished letters are entered with a more precise date (where known):

1983 <6 March 1939>

See also:

[Field definitions](#)

Editing fields

Dates

23.4.12 Dates

Two Field Types are available in Ibidem for dates: American Date and European Date.

American Date format is: 1/31/1999 or 1-31-1999

European Date format is: 31/1/1999 or 31-1-1999

For either American Date or European date, the following principles apply:

- Four digit years must always be used.
- Any commonly used delimiters will be recognized (e.g. 1.31.1999 or 1:31:1999 or 1-31-1999 or 1/31/1999)
- Field must have 3 numbers. If the month or day is not known, it may be entered as 0. For example, to enter January 1999 in an American Date field, you would type 1/0/1999.

See also:

[Data Entry Overview](#)

[Year](#)

[Field Definitions](#)

[Editing Fields](#)

[Auto Date](#)

23.4.13 Accents and Other Languages

Accents and characters in other languages can be entered in Ibidem fields just as you would enter them in the main Nota Bene screen.

Use the Compose Key (F6) to add an accent or special character.

If you have the Lingua module, use the keyboard shortcuts to switch to Hebrew (Ctrl+Shift+H), Greek (Ctrl+Shift+G), Cyrillic (Ctrl+Shift+C), Arabic (Ctrl+Shift+A), and back to the Roman alphabet (Ctrl+Shift+R). See [Alphabets, Languages and Keyboards](#).

If you are entering a title in a non-English language, enter capitalization you will want it in citations and bibliographies. Then right-click in the field and select Case as Typed. See [Titles](#).

23.4.14 Entry Templates

Entry Templates are used to add a new record to an Ibidem database. Each entry template contains the fields that are needed for the specific type of work to be entered. For example, if you choose the template for a book, the title field that is used will be the BT field (Book/Long Work Title) not the ST field (Short Work Title). See [Field Definitions](#).

For more information on adding a record, see [New Record](#).

The Full Record template contains all of the fields in available in the Ibidem database. Click on the links below to see examples of records using the following predefined entry templates.

[Article in a Journal](#)

[Article in a Popular Periodical](#)

[Book](#)

[Chapter or Article in an Edited Book](#)

[Archival Records & Manuscripts](#)

[Article in a Journal \(extended form\)](#)

[Book \(translated / edition\)](#)

[Book \(in a series\)](#)

[Book \(extended form\)](#)

[Dissertation or Thesis](#)

[Film](#)

[Multivolume Work](#)

[Pamphlet or Monograph](#)

Paper Presented at a Conference
Published Conference Proceedings
Technical Report
Unpublished Paper
Personal Communication

See also:

Customize an Entry Template

23.4.14.1 Article in a Popular Periodical

The screenshot shows the Ibidem software window. The menu bar includes File, Edit, View, Select, Cite, Generate, Tools, and Help. The toolbar contains icons for various functions. The main area is titled 'Article in a Journal' and contains the following fields:

Author	Moll, Luis C.
Year	1986
Article Title	Writing as communication: creating strategic learning environments for students
Subsequent cite	Writing as communication
Journal	Theory into Practice
Volume	25
Issue	
Day/Month/Qtr	
Pages	102-108
Keywords	article in a journal, continuous pagination throughout a volume

At the bottom, it shows 'Records in Table View: 20' and 'Total in Database: 20'.

NB: If the journal containing the work cited paginates each issue beginning with page 1, you will need to include the issue number in the record.

23.4.14.2 Article in a Popular Periodical

The screenshot shows the Ibidem software window with the following details:

- Menu Bar:** File, Edit, View, Select, Cite, Generate, Tools, Help
- Toolbar:** Includes buttons for GuideBook, Save Subset, ENTIRE DATABASE, and Manage... along with navigation icons.
- Form Type:** A dropdown menu at the top of the form area is set to 'Article in a Popular Periodical'.
- Form Fields:**
 - Author:** Frank, Michael
 - Year:** 1993
 - Day/Month/Qtr:** June
 - Article Title:** The wild, wild west
 - Subsequent cite:** (empty)
 - Periodical:** Architectural Digest
 - Volume:** (empty)
 - Pages:** 180
 - Keywords:** article, magazine or popular periodical
 - Abstract/Annotation:** (empty)
- Status Bar:** Records in Table View: 20 | Total in Database: 20

23.4.14.3 Book

The screenshot shows the Ibidem software window with the following details:

- Menu Bar:** File, Edit, View, Select, Cite, Generate, Tools, Help
- Toolbar:** Includes buttons for stylquid, Save Subset, ENTIRE DATABASE, and Manage... along with navigation icons.
- Form Type:** A dropdown menu at the top of the form area is set to 'Book'.
- Form Fields:**
 - Author <Role>:** Berlin, Gordon; Sum, Andrew
 - Year:** 1988
 - Title:** Toward a more perfect union: basic skills, poor families, and our economic future
 - Subsequent cite title:** Toward a more perfect union
 - Place:** New York
 - Publisher:** Ford Foundation
 - Keywords:** book, two authors
 - Abstract/Annotation:** (empty)
- Status Bar:** Records in Table View: 20 | Total in Database: 20

23.4.14.4 Chapter in Edited Book

The screenshot shows the Ibidem software window. The title bar is 'Ibidem'. The menu bar includes File, Edit, View, Select, Cite, Generate, Tools, and Help. Below the menu bar is a toolbar with icons for various functions. The main area is a form titled 'Chapter or Article in an Edited Book'. The form contains the following fields:

Author	Baker, F. M.; Lightfoot, O. B.
Year	1993
Article Title	Psychiatric care of ethnic elders
Subsequent cite	Psychiatric care
Anthology Title	Culture, ethnicity, and mental illness
Anthology Contr	Gaw, A. C. <ed>
Place	Washington, DC
Publisher	American Psychiatric Press
Pages	517-552
Keywords	chapter in an edited book
Annotation	

At the bottom of the window, there are two status bars: 'Records in Table View: 20' and 'Total in Database: 20'.

23.4.14.5 Archival Records and Manuscripts

The screenshot shows the Ibidem software window. The title bar is 'Ibidem'. The menu bar includes File, Edit, View, Select, Cite, Generate, Tools, and Help. Below the menu bar is a toolbar with icons for various functions. The main area is a form titled 'Archival Records & Manuscripts'. The form contains the following fields:

Author	
Day/Month/Qtr	March 18
Year	1970
Doc Name (Short)	Memo, Conference with Gloster Current, Director of Organization, National Association for the Advancement of Colored People
Doc Desc	
MS Number (Des)	20
MS Collection (D)	
Folio/box No (Iss)	box 6
Archive (Series)	George Meany Memorial Archives
Location (Place)	
Facility (Publishe	
Record Group (P	Legislature Reference Files
Online Informati	
Special Form	
Subsequent cite	
Length/Commer	
Keywords	
Abstract/Annota	

At the bottom of the form, there are two status bars: 'Records in Table View: 20' and 'Total in Database: 20'.

23.4.14.6 Article in a Journal, Extended Form

Ibidem [Window Title Bar]

File Edit View Select Cite Generate Tools Help

GuideBook [Dropdown] Save Subset [Button] ENTIRE DATABASE [Dropdown] Manage... [Button]

[Icons: List, Grid, Print, Find, etc.] [Page Number: 7] [Navigation: Previous, Next, etc.]

Article in a Journal (extended form) [Dropdown]

Author	von der Luhe, Imela [Dropdown]
Year	1982
Article Title	I without guarantees -- Ingeborg Bachmann's Frankfurt lectures on Poetics
Subsequent cite	I without guarantees
Short Work Desc	
Short Work Cont	Kraus, Maureen T. <trans> [Dropdown]
Journal	New German Critique
Volume	8
Issue	27
Day/Month/Qtr	
Pages	31-56
Length/Commer	
Special Form	
Online	
Keywords	article in a journal, each issue begins with page 1, translated [Dropdown]
Abstract/Annota	

Records in Table View: 20 Total in Database: 20

23.4.14.7 Book (translated / edition)

The screenshot shows the Ibidem software window. The title bar is 'Ibidem'. The menu bar includes File, Edit, View, Select, Cite, Generate, Tools, and Help. Below the menu bar is a toolbar with icons for various functions. The main area is a form for a book entry. The form has a dropdown menu at the top set to 'Book (translated / edition)'. The form fields are as follows:

Author <Role>	Esquivel, Laura
Year	1992
Title	Like water for chocolate: a novel in monthly installments, with Recipes, romances, and home remedies
Subsequent cite	Like water for chocolate
Edition	
Translator	Christensen, Carol; Christensen, Thomas <trans>
Place	New York
Publisher	Doubleday
Length	
Special Form	
Online	
Keywords	book, translated
Annotation	

At the bottom of the window, there are two status bars: 'Records in Table View: 20' and 'Total in Database: 20'.

23.4.14.8 Book in a series

The screenshot shows the 'Ibidem - nbiblio' application window. The menu bar includes File, Edit, View, Links, Select, Cite, Generate, Tools, and Help. Below the menu is a toolbar with icons for various functions. The main area is a form for entering book information. The form has a left column with labels and a right column with input fields. The labels are: Author <Role>, Year, Book Title, Subsequent Cite Title, Series Title, Volume, Issue, Place, Publisher, Length, Special Form, Online, Keywords, and Annotation. The input fields contain the following text: Wright, N. T., 2003, The resurrection of the son of God, The resurrection of the son of God, Christian Origins and the Question of God <vol.3>, (empty), (empty), Minneapolis, Fortress Press, (empty), (empty), (empty), (empty), and (empty). At the bottom of the window, there is a status bar with two fields: 'Records in Table View: 1' and 'Total in Database: 1'.

Author <Role>	Wright, N. T.
Year	2003
Book Title	The resurrection of the son of God
Subsequent Cite Title	The resurrection of the son of God
Series Title	Christian Origins and the Question of God <vol.3>
Volume	
Issue	
Place	Minneapolis
Publisher	Fortress Press
Length	
Special Form	
Online	
Keywords	
Annotation	

Records in Table View: 1 Total in Database: 1

23.4.14.9 Book, Extended Form

Ibidem

File Edit View Select Cite Generate Tools Help

GuideBook Save Subset ENTIRE DATABASE Manage...

Book (extended form)

Author <Role> Douglass, Frederick

Year 1992 <1845>

Short Work Title

Subsequent cite

Short Work Desc

Short Work Cont

Book Title Narrative of the life of Frederick Douglas, an American slave, written by himself

Anthology Title Classic American autobiographies

Anthology Desc

Anthology Contr Andrews, William L. <ed>

Series Title

Place New York

Publisher Mentor

Volume

Pages 229-327

Length

Special Form

Online

Keywords book, in an anthology, republished

Annotation

Records in Table View: 20 Total in Database: 20

23.4.14.1(Dissertation

The screenshot shows the Ibidem software window. The title bar is 'Ibidem'. The menu bar includes File, Edit, View, Select, Cite, Generate, Tools, and Help. Below the menu bar is a toolbar with icons for various functions. The main area contains a form for entering data. At the top of the form is a dropdown menu labeled 'Dissertation or Thesis'. Below this are several text input fields with labels on the left: Author (Boyle, Anthony T.), Year (1983), Diss Title (The epistemological evolution of Renaissance utopian literature, 1516-1657), Subsequent cite (Epistemological evolution of Renaissance utopian literature), Desc (dissertation), Location, University (New York University), Journal, Volume, Issue, Pages, Length, Special Form, Online, Keywords (dissertation), and Abstract/Annotation. At the bottom of the window, there are two status bars: 'Records in Table View: 20' and 'Total in Database: 20'.

Ibidem

File Edit View Select Cite Generate Tools Help

GuideBook Save Subset ENTIRE DATABASE Manage...

Dissertation or Thesis

Author Boyle, Anthony T.

Year 1983

Diss Title The epistemological evolution of Renaissance utopian literature, 1516-1657

Subsequent cite Epistemological evolution of Renaissance utopian literature

Desc dissertation

Location

University New York University

Journal

Volume

Issue

Pages

Length

Special Form

Online

Keywords dissertation

Abstract/Annotation

Records in Table View: 20 Total in Database: 20

23.4.14.1 Film

The screenshot shows the 'Ibidem' database application window. The title bar is blue with the text 'Ibidem'. Below it is a menu bar with 'File', 'Edit', 'View', 'Select', 'Cite', 'Generate', 'Tools', and 'Help'. A toolbar contains buttons for 'GuideBook', 'Save Subset', 'ENTIRE DATABASE', and 'Manage...'. Below the toolbar is a row of icons and a page number '12'. The main area is a form for adding a new record, with a dropdown menu set to 'Film'. The form fields are:

Director/Producer	
Year	1998
Title	COSI
Subsequent cite	
Desc	
Cast	
Series	
Place	
Studio (Publisher)	Miramax
Length	
Special Form	
Online	
Keywords	
Abstract/Annotation	

At the bottom, there are two status boxes: 'Records in Table View: 20' and 'Total in Database: 20'.

23.4.14.1 Multivolume Work

Ibidem [Window Title Bar]

File Edit View Select Cite Generate Tools Help

GuideBook [Dropdown] Save Subset [Button] ENTIRE DATABASE [Dropdown] Manage... [Button]

[Icons] [Page Number: 13] [Navigation Icons]

Multivolume Work [Dropdown]

Author <Role>	MacDruer, Lillian; Smith, Roger S. <eds> [Dropdown]
Year	1972
Multivolume Title	Tyranny
Subsequent cite	
Volume	2
Anthology Desc	
Anthology Contr	[Dropdown]
Volume title	
Volume Desc	
Volume Contrib	[Dropdown]
Place	New York
Publisher	Ansler Press
Pages	
Length	
Online	
Keywords	multivolume work, untitled volume cited [Dropdown]
Annotation	

Records in Table View: 20 Total in Database: 20

23.4.14.1 Pamphlet or Monograph

The screenshot shows the Ibidem software window. The title bar is 'Ibidem'. The menu bar includes File, Edit, View, Select, Cite, Generate, Tools, and Help. Below the menu bar is a toolbar with icons for various functions. A dropdown menu is set to 'GuideBook', and there are buttons for 'Save Subset', 'ENTIRE DATABASE', and 'Manage...'. Below the toolbar is a navigation bar with a dropdown menu set to 'Pamphlet or Monograph'. The main area contains a form with the following fields:

Author	Consumer Advocate Institute
Year	1987
Title	New wave electronics
Subsequent cite	
Desc	
Contrib	
Series	
Place	San Francisco
Publisher	Consumer Advocate Institute
Length	
Online	
Keywords	pamphlet
Annotation	

At the bottom of the window, there are two status bars: 'Records in Table View: 20' and 'Total in Database: 20'.

23.4.14.1 Paper presented at a conference

The screenshot shows the Ibidem software window. The title bar is 'Ibidem'. The menu bar includes File, Edit, View, Select, Cite, Generate, Tools, and Help. Below the menu bar is a toolbar with icons for various functions. A dropdown menu is open, showing 'Paper Presented at a Conference'. The form fields are as follows:

Author	Shimahara, Nobuo K.
Year	1983
Paper Title	Mobility and education of Buraku: the case of a Japanese minority
Subsequent cite	
Desc	paper presented at the annual meeting of the American Anthropological Association
Short Work Cont	
Conference	
Place	Chicago
Day/Month/Qtr	November 18
Special Form	
Online	
Keywords	
Annotation	

At the bottom of the window, there are two status bars: 'Records in Table View: 20' and 'Total in Database: 20'.

23.4.14.1!Published Conference Proceedings

The screenshot shows the Ibidem software window. The title bar is 'Ibidem'. The menu bar includes File, Edit, View, Select, Cite, Generate, Tools, and Help. The toolbar contains icons for various functions, including a 'Save Subset' button and a dropdown menu set to 'ENTIRE DATABASE'. Below the toolbar is a navigation bar with a dropdown menu set to 'Published Conference Proceedings'. The main area is a form with the following fields:

Author	Shipstone, D.
Year	1985
Paper Title	On children's use of conceptual models in reasoning about current electricity
Subsequent cite	
Desc	
Collection Title	Aspects of understanding electricity
Desc	proceedings of an international workshop, Ludwigsburg 1984
Contrib	Duit, R.; Jung, W.; Rhoneck, C. <ed.>
Place	Kiel
Publisher	1PN
Volume	
Pages	773-779
Length	
Online	
Keywords	
Annotation	

At the bottom of the window, there are two status bars: 'Records in Table View: 20' and 'Total in Database: 20'.

23.4.14.1 Technical Report

The screenshot shows the Ibidem software window. The title bar is 'Ibidem'. The menu bar includes File, Edit, View, Select, Cite, Generate, Tools, and Help. Below the menu bar is a toolbar with icons for GuideBook, Save Subset, ENTIRE DATABASE, and Manage... The main area is titled 'Technical Report' and contains a form with the following fields:

Author	Kamehameha Schools
Year	1977
Title	Results of the minimum objective system, 1975-1976
Subsequent cite	
Desc	Technical Report no. 77
Contrib	
Series	
Place	Honolulu, HA
Publisher	Kamehameha Schools, Kamehameha Elementary Education Program
Length	
Special Form	
Online	
Keywords	technical report
Annotation	

At the bottom of the window, there are two status boxes: 'Records in Table View: 20' and 'Total in Database: 20'.

23.4.14.1 Unpublished Paper

The screenshot shows the Ibidem software window. The title bar is 'Ibidem'. The menu bar includes File, Edit, View, Select, Cite, Generate, Tools, and Help. The toolbar has buttons for GuideBook, Save Subset, ENTIRE DATABASE, and Manage... A status bar at the bottom shows 'Records in Table View: 20' and 'Total in Database: 20'.

The main form is titled 'Unpublished Paper' and contains the following fields:

Author	Nomiya, Daishiro
Year	1988
Title	Urbanization and income inequality: a cross-national study
Subsequent cite	Urbanization and income inequality
Desc	unpublished manuscript
Contrib	
Place	Department of Sociology, University of North Carolina, Chapel Hill
Day/Month/Qtr	
Special Form	
Online	
Keywords	unpublished paper
Annotation	

23.4.14.1 Personal Communication

The screenshot shows the Ibidem software window. The menu bar includes File, Edit, View, Select, Cite, Generate, Tools, and Help. Below the menu bar is a toolbar with icons for various functions. The main area displays a form for a 'Personal Communication' record. The form fields are as follows:

Field	Value
Author	Lambert, Joseph E.
Desc	letter to the author
Details	
Year	1997
Day/Month/Qtr	7 July
Place	Paris
Comments	
Special Form	
Online	
Subsequent cite	
Keywords	personal communication; letter, unpublished
Annotation	

At the bottom of the window, it shows 'Records in Table View: 20' and 'Total in Database: 20'.

23.4.15 Authority Lists

Ibidem provides you with alphabetized Authority lists, which include all the entries in your database for Name fields, Journals, Keywords, and Publishers. You can use these lists to help you enter data in your records consistently.

To display the Authority list for a field, place your cursor in the field and click on the list button to the right of the field or press **F3**.

To enter a term from an authority list into the field, find the entry you need in the list, and double-click or press **Enter**. The up and down arrow keys can be used to scroll through the list.

To exit the drop list, click again on the drop button or press **F3**.

See also:

[Generate Authority List](#)

23.4.16 FieldTips

It is very important to enter data in the correct format and in the correct field. Ibidem FieldTips provide an easy way to make sure that you are entering the correct information.

Each FieldTip displays information about the field in which the cursor is placed. When relevant, additional information about how to enter data can be obtained by clicking on one of the Field Types buttons (Names, Roles, Years, Titles) in the active FieldTip screen.

If Auto FieldTips is on, FieldTips will be displayed automatically as soon as you move your cursor to any field. If Auto FieldTips is not on, the FieldTip for any field can be displayed by moving your cursor to the field and pressing **Ctrl+F1**.

Click **Help, Auto FieldTips** to turn Auto FieldTips on or off.

See also:

[Field Definitions](#)

23.4.17 Editing a Record

Once a record has been entered in an Ibidem database, it can be edited easily.

- 1 Click to highlight the record to be edited in [Table View](#). The record will then display in [Record View](#). (For more information on Table View and Record View, see [Ibidem Screen](#).)
- 2 Type any changes or corrections directly into the fields that are visible in Record View.
- 3 The changes will be saved automatically when you switch to a different record or close the database.

If you have made a change to a record that has been cited in an open document, you may need to update the citations in your document. Click the Update Dynamic Citations button at the bottom of the main Nota Bene screen or see [Updating Citations](#) for more information.

See also:

[Data Entry Overview](#)

Editing a Citation

Restore Record

23.4.17.1 Duplicate Record

You can create a duplicate copy of a record in your Ibidem database. This may be useful if you want to have two or more records that are similar, but not identical. First create a duplicate record, and then make changes to one or both of the records.

To create a duplicate record:

- 1 Display the record you want duplicated.
- 2 Use any of the following methods to create a duplicate record:
 - Click the Duplicate Record button
 - Click **Edit, Duplicate Record**.
 - Press **Ctrl+Shift+F8**

Ibidem will copy the current record and display the copy.

To check for and remove duplicate records, see Duplicate Detection.

23.4.18 Delete Record

You can delete a single record from an Ibidem database, or multiple records at the same time. Once a record has been deleted, it cannot be restored. If you delete one or more records, you do not regain use of the record numbers that were assigned to the deleted records. Instead, the program uses the next sequential number for the next record added. Having "gaps" in record numbers in a database is not a problem; in fact, it is to be expected.

To delete one record:

- 1 Click on the record you want to delete in Table View so that it is displayed in Record View.
- 2 Use one of the following methods to open the Delete Record dialog:
 - Click **Edit, Delete Record**
 - Press **Shift+Ctrl+F9**
 - Click the **Delete Record** button at the top right of the Ibidem screen
- 3 The Delete Record dialog will open with the option to delete the selected record selected.
- 4 Click **OK**,

To delete multiple records at the same time.

- 1 Click to place a check mark next to each record that you want to delete, or place a check mark next to each record that you want to retain. If you want to delete all of the records in the database, skip to step 2.
- 2 Use one of the following methods to open the Delete Record dialog:
 - Click **Edit, Delete Record**
 - Press **Shift+Ctrl+F9**
 - Click the **Delete Record** button at the top right of the Ibidem screen
- 3 The Delete Record dialog will open. Select one of the following:
 - **Marked (Checked) Records:** Select this option to delete all of the records that you marked in step 1.
 - **Unmarked (Unchecked) Records:** Select this option to delete all of the records except those that you marked in step 1.
 - **All Records in Database:** Select this option to delete all of the records in the database.
- 4 Click **OK**.

23.4.19 Restore Record

You can undo changes that you have just made to an Ibidem record provided that the record has not been saved since making the changes. A record is automatically saved whenever you move from one record to another or exit the database or open another database. A record is not saved when you move the cursor from one field to another within the same record. Once the record has been saved, it cannot be restored. The record will be restored to the version that was in place when you last opened the record.

To undo changes you have made to the current record, click **Edit, Restore Record** (or press **Shift+Ctrl+F6**).

23.4.20 Pop-Up Field Window

A pop-up field window (also called "data entry window" or "edit window") can be opened for entering and editing data in any Ibidem field. This window provides a larger space in which to enter data and allows you to control the size of the text that you see on screen as you are entering or editing text in an Ibidem field.

To enter or edit text using the pop-up field window:

- 1 Place your cursor in any Ibidem field
- 2 Click **View, Pop-Up Field Window** (or press **Alt+Ins** or right-click on the field and select **Pop-Up Field Window**). A pop-up field window will open for the field you selected in step 1. The cursor will be in the window.
- 3 Enter or edit text in the pop-up field window as you want it to appear in the Ibidem field.
- 4 The following controls are available (buttons can be identified by moving the mouse pointer to the button and pausing until a label identifying the button appears):
 - Use the zoom slider control to make the print as large as you want (up to 300%). Changes that you make using the zoom slider control affect only the display in the pop-up field window. The zoom factor you selected will be retained for all future uses of the pop-up field window until you change it.
 - Click the **Draft View** button or the **Show Codes View** button to display the text in those views
 - Click the **Cancel & Close** button to abandon any changes you have made to the text in this field.
- 5 After entering and/or editing the text, click the **Save & Close** button at the top left of the pop-up field window to close the window and enter the text in the Ibidem field (or press **F3**, or press **Alt+Ins**).
- 6 Repeat steps 1 - 5 to enter or edit data in other Ibidem fields.

See also:

[Data Entry Overview](#)
[View Options](#)

23.4.21 Refresh Table

If you add a new record or edit an existing record, [Table View](#) is automatically refreshed when you move to a new record. You can refresh the table view before moving to another record in any one of the following ways:

- Click the **Refresh Table** button at the top of the Ibidem screen
- Press **Ctrl+Shift+F5**
- Click **View, Refresh Table**

If you find that you are having problems with the way records are displayed in Table View even after refreshing, try rebuilding your database index. For instructions on this, see [Rebuild Index](#).

See also:[Data Entry Overview](#)[Updating Citations](#)

23.5 Searching and Sorting

[Sorting Records](#)[Searching/Selecting Records](#)[Fast Search](#)[Text Search](#)[Boolean Searches](#)[Subsets](#)[Keywords](#)[Searching from Within a Document](#)

23.5.1 Sorting records

On the Ibidem screen, Table View provides you with a list of all of the records in the database. Summary information is provided in table format. Any of the columns in the table can be sorted provided that the column is identified as a [Key Field](#).

- Click any of the Column Labels in Table View to sort the Table View by that field.
- Click the same Column Label again to sort in reverse order.

After sorting, you can move through the list of records by typing the first letter of the record you are looking for. If you have sorted by author, then the letter you type will take you to the first record with an author's name beginning with that letter. If you have sorted by title, then the letter you type will take you to the first title beginning with that letter.

For example, if you are looking for a work by B.F. Skinner, you could sort your database by authors by clicking the Author Column Label. With your cursor anywhere in Table View, type an s to bring you to the first record with an author whose name begins with an "S." Then scroll down to Skinner.

For a large database, searching rather than sorting is usually the best way of finding a record. See [Select Records](#).

See also:[Ibidem Screen](#)[Index Keys](#)[Customize Sort Rules](#)[Data Entry Overview](#)

23.5.2 Searching/Selecting Records

Ibidem lets you search for and select records in two ways:

Fast Search: Select records by searching only indexed fields. Fast search will find only text that is at

the beginning of the field, or after a semi-colon (semi-colons should be used to separate multiple entries within a field, e.g. multiple authors or multiple keywords).

Text Search: Select records by searching for any text in any field. Text search will find text that is at any place in the field. More complex search strings can be entered using Boolean operators.

When you do either of these searches, Ibidem will display all records matching the search criteria in [Table View](#). This selection of records can be saved by clicking the **Save Subset** button. You can return to the full database by clicking the **Show All Records** button on the tool bar, or by pressing **Shift+F1**, by using the subset drop list to select ENTIRE DATABASE, or by clicking **View, Entire Database**.

To do a fast search:

- 1 Press the **Fast Search** button on the Ibidem screen or press **Ctrl+F** or click **Select, Fast Search**. The [Select Records \(Indexed Fields\) dialog](#) will display.
- 2 Enter the search term(s) in the appropriate field text box.
- 3 Set the options for linking fields with **And / Or** to your preference.
- 4 Click **OK**.

To do a text search:

- 1 Press the **Text Search** button on the Ibidem screen or press **Ctrl+T** or click **Select, Text Search**. The [Search Database \(All Text\) dialog](#) will display.
- 2 Enter the search term(s) in the appropriate text boxes for fields to search.
- 3 Set the options for linking fields with **And / Or** to your preference.
- 4 Click **OK**.

In either the Fast Search dialog or the Text Search dialog, the fields can be displayed using their long names or their short 2-character names. To change the display, place your cursor on the vertical border between the field names and the blank spaces that follow each field name. Your cursor will take the form of a double-headed arrow when you have it properly positioned. Hold your mouse button down and drag to the left to display the short names or to the right to display the long names.

Tips for effective text searches:

- When the cursor is in any field, a drop list arrow will appear to the left of the field. Click on this arrow to display search operators that can be used in your search. Double click on the operator you want to insert in the field.
- Multiple operators and parentheses can be used in your search.
- The asterisk (*) can be used as a wild card at the end of a word, but not the beginning. For example, a search for Anders* in the author field would find authors Anders, Anderson, Andersen, etc. The asterisk can be used in fast searches as well as text searches.

See also:

[Subsets](#)

[Sort Records](#)

[Fast Search dialog](#)

Text Search dialog

23.5.2.1 Fast Search Dialog

The fast search dialog provides a way of searching the key fields (or indexed fields) quickly. This dialog can be accessed by opening Ibidem and clicking Select, Fast Search (or press Ctrl+F or click the Fast Search button at the top of the Ibidem screen). Key fields that will appear in this dialog can be customized. See [Index Keys](#).

The fast search will find records only if the search terms that are entered match text that is at the beginning of the field or just after a semi-colon (a semi-colon is used to separate multiple entries in a field). For example, suppose that there are three records in the database with the word "Lewis" in the Author field:

Lewis, Mary
Smith, Robert; Lewis, Thomas
Jones, Lewis

The fast search would find the first and second of these records, but it would not find the third (in the third example, the first name of Lewis is not at the beginning of the field and is not after a semi-colon). A text search would find all three.

The following options and settings are available in this dialog:

Database

The name of the database to be searched is in the box at the top left of the dialog. Use the dropdown list to select a different database.

Database or Subset to be searched

The database and any defined subsets are shown in the big box on the left side of the dialog. Click to highlight the database or the subset to be searched.

Search Terms

On the right side of the dialog, there are spaces for you to enter search terms in the appropriate boxes. Boxes for each of the [Index Keys](#) that are defined for the database are available. You can only search the Index Keys and you can only find text that is at the beginning of the field or after a semi-colon. An asterisk can be used as a wildcard. For example, a search for "lewi*" in the author field would find last names of Lewis and also any other authors whose last name begins with Lewi. Case distinctions are ignored, so you can enter "Lewis" or "lewis" and get the same results.

Previous button

Displays the previous selection criteria. Click repeatedly to scroll through up to ten previous searches.

Next button

If you have used the Previous button to look at at least two previous selection criteria, the Next button will become active and can be used to return to the next selection criteria.

Join Fields With

You can enter search terms in more than one field, and Ibidem will search for records that meet both criteria or either criteria depending on which of the following options is selected:

And: Selected records must match all criteria. This is the default setting.

Or: Selected records must match the text in one of the field text boxes.

See also:

[Text Search](#)

23.5.2.2 Text Search Dialog

The Search Database (All Text) dialog is used to search through the database for any text. This dialog can be accessed by opening Ibidem and clicking **Select, Text Search** (or press **Ctrl+T** or click the **Text Search** button at the top of the Ibidem screen).

The following options and settings are available on the Search Database (All Text) dialog:

Database

The name of the database to be searched is in the box at the top left of the dialog. Use the dropdown list to select a different database.

Database or Subset to be searched

The database and any defined subsets are shown in the big box on the left side of the dialog. Click to highlight the database or the subset to be searched. In the above example, the Tutor database will be searched

Search Terms

On the right side of the dialog, there are spaces for you to enter search terms in the appropriate boxes. If you would like to search all of the fields in the database, enter your search terms in the All Fields box. The next boxes shown are the [Search Groups](#) that are defined for the database. Below the horizontal line is a list of all of the fields that are defined in the database. The All Text search will find any text that is in the field specified that you specify. In the example above, "Lewis" is entered in the Author search group. The Author search group includes three contributor fields as well as the Author field. This search would retrieve any records that include the word "Lewis" in the author field or one of the contributor fields.

Boolean Searches:

When your cursor is in one of the fields on the right side of the dialog, a downward pointing arrow will appear at the left side of the field. Multiple search terms in the same field can be linked together with Boolean operators (and, or, etc.) by using this droplist. Enter the first term, then click the downward pointing arrow and double-click to enter one of the terms in the dropdown list, then enter your second term. You can also use parentheses in your search string. The asterisk (*) can be used as a wildcard at the end of a word, but not at the beginning or in the middle. See [Boolean Searches](#).

Previous Button

Displays the previous selection criteria. Click repeatedly to scroll through up to ten previous searches.

Next Button

If you have used the Previous button to look at at least two previous selection criteria, the Next button will become active and can be used to return to selection criteria that you have previously scrolled through.

Join Fields With

You can enter search terms in more than one field, and Ibidem will search for records that meet both criteria or either criteria depending on which of the following options is selected:

And: Selected records must match all criteria. This is the default setting.

Or: Selected records must match the text in one of the field text boxes.

Ignore Case Distinctions

Check this option to search without matching the case of the search term(s) entered in the field text boxes; clear this check box if you want case distinctions to be taken into account (for example, if you want to find Cook but not cook).

See also:

[Fast Search](#)

23.5.2.3 Boolean searches

Boolean search operators can be used in the Text Search dialog, but not in the Fast Search dialog. To insert a Boolean operator, open the Text Search dialog, and place your cursor in the field you want to search. Click the drop down list on the left side of the field (or press **Ctrl+F3**). Select the operator you want to insert by double-clicking or by using the arrow keys to scroll through the options and then pressing **Enter**. You can also enter operators by pressing **Ctrl+F5**, followed by **a** for and, **o** for or, **x** for xor, **n** for not. You cannot enter the Boolean operators (and, or, xor, not) by typing them directly in your search string (you can do this in Orbis, but not in Ibidem). Parentheses and wildcards are entered directly by typing them.

The following operators are available:

AND Search for records that contain both A and B in the specified field.

OR Search for records that contain either A or B in the specified field.

XOR (exclusive or) Search for records that contain either A or B, but which do not contain both A and B.

NOT The not operator has several consequences, depending upon its use.

- **[NOT] b** finds all records that do not contain B in the specified field.
- **a [AND] [NOT] b** finds all records that contain A except those records that also contain B
- **a [OR] [NOT] b** finds all records that contain A and records that do not contain B
- **a [NOT] b** is not a valid search. If the **NOT** operator is not at the beginning of a search string, it must be preceded by another operator.

TO Search for records within specified alphabetical or numerical range.

- **1900 [TO] 1950** in the year field finds all records published between 1900 and 1950 (including 1900 and 1950).
- **a [TO] czz** in the author field finds all records with author's last names starting with a, b, or c.

BLANK Search for records where the specified field is blank. To search for a records where a specified field is not blank, enter the NOT operator and then the BLANK operator.

Parentheses: Use parentheses in your search string by typing in the parentheses.

- **a [AND] (b [OR] c)** finds all records that contain A, provided that they also contain either B or C.

Wildcard: The asterisk (*) can be used as a wildcard at the end of a word, but not at the beginning or in

the middle. The asterisk can also be used alone to search for records where the specified field is not blank (same as using the NOT operator and the BLANK operator).

- **Johns*** in the author field will find any author name that begins with "Johns" (Johns, Johnson, Johnsen, etc.)
- ***** in the keyword field will find all records where any keywords have been entered.

You can enter search terms in more than one field. By default, Ibidem will find records that match all criteria. However, if you want to find records that meet either criteria (not necessarily both) you can choose to join fields with OR instead of AND by selecting the OR radio button at the bottom of the dialog.

Subsets can be a useful tool in complex searches that involve more than one field. First conduct one search and create a subset of the results. Then search the subset.

See also:

[Text Search Dialog](#)

[Subsets](#)

23.5.3 Keywords

The standard bibliographic database in Ibidem includes a Keywords field. Use this field to enter any word that signifies a group to which this record belongs. You will then be able to search for all of the records in the group that interests you by searching in the keyword field. If you are likely to want to return to this group of records, you can create a subset that can easily be opened and used to generate a bibliography or list of the works in the subset.

Keywords should be separated by semicolons. To the right of the keyword field is a button with a downward pointing arrow. Click on this button to see all of the keywords that have been entered in the database. Use this keyword list to enter keywords by double-clicking on the keyword to be entered. Click the button with the downward pointing arrow again to close the keyword list. As new keywords are entered in any record, they will automatically be added to this list.

It is important to enter keywords accurately and consistently, so that your searches and/or subsets will include all of the records that should be included. You search will not find a keyword that has been inaccurately entered. For example, if you are using the keyword "history" and plan to search for all of the records that have this keyword, then you must make sure that you have entered exactly the same keyword in all of the records. Keywords entered with typos, or in a slightly different form (e.g., historical), would not be found if you search for "history." By using the keyword list to enter keywords, you can make sure that you are entering the keywords consistently. The same keyword list is available in the search dialogs.

If you are writing a dissertation (or a book, a thesis, an article, a grant proposal, etc.), and you intend to have a bibliography that includes some works that are not cited in the paper, then you will need to use a keyword (e.g., "dissertation") to identify every record that you want to include in your dissertation's bibliography. You would then search for the keyword and create an automatically updating subset of all of the records in your database that have that keyword. This subset would be used to generate your bibliography.

See also:

Subsets
Archiva: Keywords

23.5.4 Subsets

A subset is a defined group of records in an Ibidem database. Once a subset is created, it can be viewed, sorted and searched as if it were a separate database. Subsets can be automatically updating, so that any record that is added after the subset is created will automatically be added to the subset if it meets the search criteria that were used when the subset was created. You can have many levels of subsets (subsets of subsets of subsets, etc.) but only the first level can be automatically updating. Subsets are used to create bibliographies and subject bibliographies. Similarly, subsets in non-bibliographic databases are used to generate various reports.

Keywords are particularly useful in generating subsets. For example, if you are studying the history and politics of Guyana, you could enter "Guyana" in the keyword field of every record that relates to this field of study. Then you can generate an automatically updating subset that includes all of the records with this keyword. Any record with "Guyana" in the keyword field would automatically be added to the subset. This subset would then be used to generate your bibliography. See Keywords.

Creating a subset does nothing to change the underlying records. If you delete a subset, you do not delete the underlying records. The same record may be included in numerous subsets.

To create a subset:

- 1 Use one of the following methods to choose the records to be included in the subset (or use a combination of the first and second or first and third of these methods):
 - Use the **Select** feature (fast search or text search) to search the database for the records you want to include. For example, search for all of the records with a particular word in the keyword field.
 - Click to check the box next to the record number for each record that you want to include.
 - Click to check the box next to the record number for each record that you do NOT want to include.
- 2 Click the **Save Subset** button on the main Ibidem Screen. The **Subset: Save/Append dialog** will display.
- 3 Enter a name for the subset.
- 4 Set the options for updating the subset to your preference.
- 5 Click **Save** to create the subset.

The name of new subset will now display in the Subset drop list between the Save Subset button and the Manage button at the top of the main Ibidem screen. Records in the subset (but not the other records in the database) will be listed in Table View. Information about the total number of records the database and the total number of records in the subset will display at the bottom of the Ibidem screen.

To view a subset you previously created:

- 1 Click on the **Subset** drop list between the **Save Subset** button and the **Manage** button on the main Ibidem screen.
- 2 Highlight the subset you want to view.

The name of subset you selected will now display in the Subset drop list and the records in the subset

will be listed in Table View.

To return to the full database after viewing a subset, click the **Show All Records** button or press **Shift+F1** or click the Subset drop list and select "ENTIRE DATABASE" or click **View, Entire Database**.

To delete or rename a subset, see Subset Management.

Tips for using subsets:

- Complex Boolean searches involving several variables can often be simplified by doing one search, creating a subset and then searching the subset for another variable.
- Once you have created a subset, there is no way to go back and see the search criteria that you used to create it. If this information is important to you, give the subset a name that will help you remember how it was created. For example, the subset referred to above might be called "Keyword Guyana," meaning that you had generated the subset by searching for Guyana in the keyword field.
- A subset of a subset can be created, but it cannot be automatically updating. To create a subset of a subset, follow the instructions above, but instead of searching the whole database, search just the subset (click on one of the subsets listed in the left side of the Select dialog).

See also:

[Ibidem Screen](#)

[Generate Bibliography](#)

[Keywords](#)

23.5.4.1 Subset Save/Append Dialog

With the records that you want to include in a subset selected on the Ibidem screen, click the **Save Subset** button to open the Subset: Save/Append dialog. For more information, see [Subsets](#).

The following options and settings are available on the Subset: Save/Append dialog:

Records in Database

Count of the total number of records in the database.

All Records in Subset

Click this radio button to include all of the records showing on the Ibidem screen in the subset. The number of records to be included is shown (4 in the example above).

Marked Records

Click this radio button to include only the records that you have marked on the Ibidem screen by placing a check mark next to the record number. This option will only be active if at least one record has been marked.

Unmarked Records

Click this radio button to include all the records showing on the Ibidem screen except those that you have marked by placing a check mark next to the record.

Subset name text box

Enter the subset name in this box. In the example above, the name "keyword history" is entered.

Save

Saves the subset with the name you have assigned for it.

Append

Adds the current subset to another subset.

Manage

Opens the Subset Management dialog.

Update options

Update Automatically: Records matching criteria for the subset are automatically added to the subset.

Update on Confirmation: You will be prompted to add a record matching the criteria to the subset.

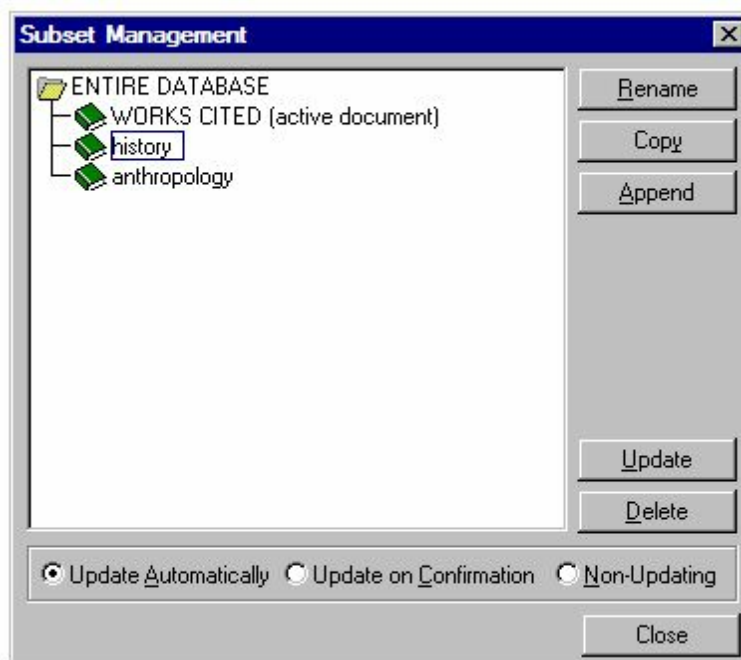
Non-updating: New records matching the criteria will not be added to the subset.

See also:

[Subsets](#)

23.5.4.2 Subset Management Dialog

The Subset Management dialog is used to delete or update a subset or to rename, copy or append. With your database open, click the **Management** button on the main Ibidem screen to open the Subset Management dialog. This dialog can also be opened by clicking **Manage** on the Subset Save/Append dialog.



The above screen shot shows the Subset Management dialog with the "history" subset selected. Click to select the subset you want to manage. The options in this dialog affect which records are included in a given subset and the name of the subset. They have no effect at all on the underlying records in the database. The following options are available:

Rename

Opens the name of the subset for editing so that you can change the name by adding and/or deleting text.

Copy

Makes a copy of the existing subset under the name "Copy of X" where X is the original name of the subset.

Append

Introduces an **Append to** button. Select a second subset by clicking on the subset and then click **Append to**. The second subset will then be changed to include all of the records in the first subset (the subset that was selected when you clicked **Append**). Note that this will change the second subset to a non-updating subset.

Update

Updates a subset so that new records that match the criteria established for the subset are included. This option is not active for non-updating subsets.

Delete

Deletes the selected subset. This option deletes the subset only. It does not delete the underlying records from the database.

See also:

[Subsets](#)

23.5.5 Searching from within a document

There are three ways to search the contents of particular fields in Ibidem. Two methods are used from within Ibidem to search particular fields in the database (See [Fast Search Dialog](#) and Search Database (All Text) Dialog). The third method allows you to automatically search, as you are editing a document, any or all fields in your database for a word that occurs in the document that you are currently writing/editing.

To specify the field in which to search for a word:

- 1 Place your cursor on the word you want to look up in your NB document.
- 2 Press **Ctrl+Shift+F7** or right click on the word and select **Lookup Options (Ibidem)**.
- 3 Ibidem will open and the Ibidem Quick Lookup dialog will appear. You can choose to look up the word in a particular indexed field (i.e., the fields that are searched using Ibidem's Fast Search), a search group (more than one field at a time), any other non-indexed field, all fields at once, or you can search for a particular record number.
- 4 Press **OK** to search the database for that term.

Once you have specified the field you want to search in Ibidem, you do not need to do so again for future

searches (unless you decide to search in a different field).

To look up a word in your Ibidem database:

- 1 Place your cursor on the word you want to look up in your NB document.
- 2 Press **Ctrl+F7** or right click and select **Lookup Word (Ibidem)**.
- 3 Ibidem will open and will search for that word in the field you specified earlier (using **Ctrl+Shift+F7**). If the word is not found, the Ibidem Quick Lookup dialog will appear and you can specify a different field to look up the term in.

To look up Ibidem records linked to Note-Taking files retrieved by an Orbis search

This feature also allows you to quickly find Ibidem entries for linked note-taking files that you recently retrieved in Orbis. For example, you might use Orbis to search for files that contain the term "Freud," and retrieve a paragraph from your note-taking file linked to the Ibidem entry for Paul Ricoeur (in the Samples database). You might then insert that paragraph into your text directly from Orbis, and immediately continue editing your document. Later, you can insert the citation for the Ricoeur work by pressing **Ctrl+Shift+F7**, and choosing the last item on the list: Reference for Last Orbis Note-Taking Entry. You will be taken directly to the record for the note-taking file you accessed most recently from Orbis and can immediately insert the citation into your document.

See also:

[Searching and Sorting](#)

23.6 Citing Sources in Document

Publishing Styles

[Document Style](#)

Inserting Citations

[Updating Dynamic Citations](#)

[Colors Used for Citations](#)

Reference List/Bibliography

Editing Citations

Combining Text with Citations

Multiple References in One Citation

[Customizing Citations \(Alt Cite\)](#)

Database Identification

23.6.1 Publishing Styles

Publishing styles are guidelines for the presentation of bibliographic information in a citation. These rules tell you in what sequence the different pieces of information should be arranged, the punctuation to separate different types of information, as well as any print attributes inserted to highlight specific pieces

of information (such as italics for Journal names and book titles, or bold for Author names).

Publishing styles require the same basic information to be written out in sometimes very different ways. The following citations, for instance, are for the same book. The information is simply formatted for different publishing styles:

SMITH LB. Genetics revisited, Harcourt, 1994.
Smith, Leonard B. (1994). Genetics Revisited. New York: Harcourt.
L. Smith, Genetics Revisited (New York, Harcourt, 1994).

Ibidem has two different categories of publishing styles available for you to use to format your bibliographic references: general, and journal specific. General publishing styles are widely used, by graduate schools, academic presses and journal editors. These styles, such as MLA (Modern Language Assoc), Chicago Manual of Style, Turabian, or AMA (Am Medical Assoc), are defined in manuals or handbooks. Often, a set of instructions to authors for a journal will indicate that articles submitted for publication should include references formatted according to the guidelines defined in a style manual. Ibidem does not list all of those journals requiring references in general publishing styles, since many of these general styles are used by, like, thousands of academic journals.

Ibidem also offers you a number of publishing styles that are specific to journals, such as American Economic Review, or Brain. This is because many journals have their own editorial style requirements for citations in papers. Styles listed by journal names are actually styles defined by a journal editor, rather than an academic organization or press.

The Preview Panel gives you a look at the way citations will be formatted, using a particular publishing style. See [Preview Panel](#) and [Previewing Styles](#). To define the publishing style for your citations, see [Document Style](#) or [In-Text Citation Format](#). To define the publishing style for your reference list, see [Document Style](#) or [Reference List Format](#).

See also:

[Insert Citations](#)

23.6.2 Document Style

For each document, the style for the citations and the reference list must be defined before you can insert citations. If you have defined an Academic Style Manual for your document (File, New or Format, Style Manual), the style for citations and reference list will already be defined. If you have not defined an Academic Style Manual (or if you wish to change the formatting of citations and reference list to a different publishing style), you can use Ibidem's Document Style dialog to select from a long list of publishing styles. The Document Style dialog is also used to specify which Ibidem database will be used for the document.

If you attempt to insert citations before defining the document style, you will be prompted to either set the style or accept default settings. You can easily change the document style at any time. You should not normally need to change the bibliographic database that is linked to the document, assuming that you maintain only one bibliographic database in Ibidem (as recommended). If you do change the Ibidem database that is used for the document, you will need to reinsert all citations from the new database.

To define or change the document style for a document:

- 1 Open the Document Style dialog in either of the following ways:
 - From the main Nota Bene screen, click **Format, Bibliographic References, Bibliographic Style**.
 - From the Ibidem screen, click **Cite, Document Style**.
- 2 Click the **General** tab to select the database to be used for the document. Highlight the database to be used (the database that was open when you started this process will be highlighted by default, so, in most cases, no changes will need to be made to the General tab). For more information, see [General Tab](#). Do not click **OK** until you have completed steps 3, 4 and 5 below.
- 3 Click the **In-Text Citation Format** tab to select the publishing style for in-text citations. Click the radio button for Footnote/Endnote or Short Form or Reference Number and then highlight the publishing style you want to use on the list below (e.g. MLA, Chicago, Journal of the American Academy of Religion). Make other selections if desired. For more information, see [In-Text Citation Style](#).
- 4 Click the **Reference List Format** tab to select the publishing style to be used for the reference list. If you want to match your reference list or bibliography to the style you selected for the in-text citations, click the second check box. Otherwise, click on the style you want to use. For more information, see [Reference List Style](#).
- 5 Click the **Advanced Options** tab to if you want to change or review the way that Ibidem locates records or if you are using the Alt Cite feature. For more information, see [Advanced Options](#).
- 6 After making selections in each of the these tabs, click **OK**.

Changing the document style after inserting citations is easy and the process is the same as that described above. However, if you change the document style after inserting citations, you will need to update the citations. This can be done by pressing the Update Dynamic Citations button at the bottom of the main Nota Bene screen. For more information, see [Update Dynamic Citations](#).

See also:

[Inserting Citations](#)

Citation Format Options

Footnotes/Endnotes

Short Form (Author-Date) Cites

Numbered References

Preview Panel

23.6.2.1 General Tab

To set the [Document Style](#), each of the first three tabs of the Citation Style for Current Document dialog should be reviewed and the default settings accepted or changes made if desired. Review each tab before clicking OK. The Citation Style for Current Document dialog can be opened from the main Nota Bene screen by clicking **Format, Bibliographic References, Bibliographic Style**, or from the Ibidem screen by clicking **Cite, Document Style**. The image below shows the General tab of this dialog. The General Tab is used to specify the database that is to be used for the open document. The following options are available on this tab:

Databases

The Citation Style for Current Document, General dialog lists Ibidem databases you have created. Check

to make sure that the database that you plan to use for this document is highlighted. If not, click the database containing the records for the sources cited in the document.

Suppress Capitalization of All Titles

Capitalization of titles is normally controlled by Ibidem so that titles are capitalized in accord with the publishing style selected. Check this option if you want to override Ibidem's control of capitalization and have the titles printed as they are in the database. You can use the Insert/Edit Citation dialog to suppress capitalization for an individual citation.

Substitute Underlining for Italics

The default setting in Ibidem for the print attribute used to set a title apart from the rest of a bibliographic citation is italics. Check this option to use underlining rather than italics to distinguish titles.

Convert Straight Quotes to Smart Quotes

Select this option if you want smart quotes (curved quotes) instead of straight quotes.

Use En Dashes in Page and year Ranges (Instead of Hyphen)

Select this option if you want to use en dashes (an en dash is longer than a hyphen)

Save as Default

Check this option to save the current settings as the default settings future documents.

See also:

[Citation Style for Current Document, In-Text Citation Style](#)

[Citation Style for Current Document, Reference List Style](#)

[Citation Style for Current Document, Advanced Options](#)

23.6.2.2 In-Text Citation Style

To set the [Document Style](#), each of the first three tabs of the Citation Style for Current Document dialog should be reviewed and the default settings accepted or changes made if desired. Review each tab before clicking OK. The Citation Style for Current Document dialog can be opened from the main Nota Bene screen by clicking **Format**, **Bibliographic References**, **Bibliographic Style**, or from the Ibidem screen by clicking **Cite**, **Document Style**.

If changes are made to this dialog, they will not be reflected in your document until you update the dynamic citations in the document. See [Updating Dynamic Citations](#).

The In-Text Citation Style tab allows you to define the publishing style for the citations in your document. The following options are available:

Format

Select the radio button for the type of in-text citation style you would like to write in your document: [Footnote/Endnote](#) or [Short Form](#) or [Reference Number](#). Note that this dialog is not used to differentiate between footnotes and endnotes (footnotes are converted to endnotes by using the Note Format dialog in the main Nota Bene word processor).

When you choose a type of in-text citation, the options for that particular type of in-text citation display.

Footnote/Endnote Options

When the option for [Footnote/Endnote](#) is checked, the following settings are available on the In-Text

Citation dialog.

Style List Box

The style list box provides you with a list of the available styles for formatting footnotes/endnotes. Scroll down and click to choose the style, or begin typing the name of the style you want and the cursor will move to it.

Separate Multiple Cites

You can define the characters that separate multiple cites in a single footnote/endnote as a semi-colon, comma, space, new line, period, semi-colon+space, comma+space, or period+space.

Delimiters Around Citation

You can define the **characters that delimit** your in-text cite from the surrounding text as parentheses, square bracket, angle brackets, curly braces, or none. For footnotes and endnotes, this should ordinarily be set to None.

Use Shortened Form for Subsequent Cites

Check this option to use a shortened title in subsequent cites of the same work.

Do Ibid.

Check this option to use Ibid. in your footnotes/endnotes. Note that Ibid. and Op. cit. will work only if you are entering citations directly from Ibidem, not if you first create a footnote window. The footnote window is designed to be used if you are writing your own text with or without a citation.

Do Op. cit.

Check this option to use op. cit. in your footnotes/endnotes.

Include Annotation

Check this option to include the contents of the annotation field in your in-text citations.

Note Series for Citation Footnotes

Check the appropriate radio button for the note series you have used in your document for your in-text citations.

Short Form Citation Options

When the option for Short Form is checked, the following settings are available on the In-Text Citation dialog:

Name/Pattern Drop List

Use the drop list next to the Short Form radio button to select "by Name" or "by Pattern." Depending on your selection, the style list box will list either names of publishing styles or examples showing the pattern.

Style List Box

The style list box provides you with a list of the available styles. Scroll down and click to choose the style. If "by Name" is active, you can begin typing the name of the style you want and the cursor will move to it.

Separate Multiple Cites

You can define the characters that separate multiple cites in a single short form cite as a semi-colon, comma, space, new line, period, semi-colon+space, comma+space, or period+space.

Delimiters Around Citation

You can define the **characters that delimit** your in-text cite from the surrounding text as parentheses, square bracket, angle brackets, curly braces, or none.

Use Shortened Form for Subsequent Cites

Check this option to use a shortened title in subsequent cites of the same work. The shortened title that will be used is the one you have entered in the "Subsequent Cite Title" field in your Ibidem database.

et al. / and others

Choose the phrase to use to indicate there are authors in addition to those listed in the citation who contributed to the work. Each publishing style has a default for this phrase; use the radio buttons to override the default set in the style definition.

Number of Authors Before "et al."

Publishing styles have settings for the number of authors to be named in the record, and for the number of authors after which the phrase "et al." or "and others" will be used. To change the publishing style setting for the First Citation, and Subsequent Citations, use the arrow buttons to increase or decrease the number of authors that can occur in a record without using et al.

Number of Author Names to Print

Use the arrow keys to indicate how many author names to print when "et al." or "and others" is used in the citation.

Reference Number Options

When the option for Reference Number is checked, the following settings are available on the In-Text Citation dialog

Style List Box

The style list box provides you with choices for the style to use for the numbers in the text of your document. Click to choose the Style.

Separate Multiple Cites

You can define the characters that separate multiple numbered references as a semi-colon, comma, space, new line, period, semi-colon+space, comma+space, or period+space.

Delimiters Around Citation

You can define the **characters that delimit** the numbered reference from the surrounding text as parentheses, square bracket, angle brackets, curly braces, or none.

Save as Default

Check this option to save the current settings as the default settings future documents.

Write List to File

Click this button to copy the list that is visible in the style list box to a new untitled Nota Bene file. The file can then be saved or printed.

See also:

[Citation Style for Current Document, General Tab](#)

[Citation Style for Current Document, Reference List Style](#)

[Citation Style for Current Document, Advanced Options](#)

[Footnote/Endnote](#)

Short Form (Author-Date)

23.6.2.2.1 Footnotes/Endnotes

When you set the document style in Ibidem, you will have the opportunity to choose Footnote/Endnote rather than Short Form or Reference Number. With this style selected, any citations that you insert will be inserted as footnotes (or endnotes).

Footnotes are a method of documenting sources for a paper with the following characteristics:

- Superscripted numbers at the points in the text where a source needs to be referenced.
- Numbers in the text are sequential, in the order of their appearance in the paper (1, 2, 3, etc.).
- Numbered citations for sources are listed at the bottom of each page, in the order of their appearance in the document.

For instance:

Theoretical views about the import of fact surface, quite frequently, in fiction. Marilyn Robinson, in her most recent novel, *Housekeeping*, for instance, invites us to reconsider the weight we have afforded "facts" in our century.¹ Saul Bellow, too, has his character Henderson comment on the problematics of tangible value in the novel *Henderson the Rain King*, telling his companion that "reality may be terrible," but it is, from his point of view, "better than what we've got."²

It seems, in fact, to be the case that at least in the views of those writers we have examined in this essay, facts are generally suspect.

¹Marilyn Robinson, *Housekeeping* (New York: Bantam Books, 1972): 217.

²Saul Bellow, *Henderson the Rain King* (New York: Penguin Books, 1965): 105.

Endnotes are written in the same manner as footnotes; endnotes, however, are always placed in a numbered list at the end of the document.

The selections you make from within Ibidem will not differentiate between footnotes and endnotes. This is done from within the word processor. By default, footnotes/endnotes will be entered as footnotes. Endnotes are created by using the Note Format dialog in the main Nota Bene word processor to specify the placement of any footnotes in the document as endnotes. Making this selection from within the word processor will effect footnotes/endnotes that are bibliographic citations generated by Ibidem as well as textual footnotes/endnotes. For general information on the use of footnotes/endnotes in Nota Bene, see Footnote/Endnote Overview. For instruction on how to create endnotes in Nota Bene, see Endnotes.

For more information on how to set the style, see [Document Style](#) or [In-Text Citation Format](#). For more information on how to insert citations, see [Inserting Citations](#).

See also:

[Short Form \(Author-Date\) Cites](#)

[Numbered References](#)

23.6.2.2.2 Short Form Cites

When you set the document style in Ibidem, you will have the opportunity to select Short Form.

Short Form Citations are references in the text of a paper or manuscript, usually including the Author's last name, and the year of publication (i.e., Smith 1980). A short form citation in the text of a paper sometimes includes specific page references (Smith & Jones 1992: 23). The short form citations are a kind of "shorthand" for full bibliographic citations of works that are listed in the Reference List at the end of the document.

Here is an example of a passage from a paper with Short Form Citations in the document, and a reference list:

Nothing seemed so certain as the results of the early studies (Smith 1989, p. 445). It was precisely this level of apparent certainty, however, which led to a number of subsequent challenges to the techniques used to process the data (Jones 1990, p. 879). There were a number of fairly obvious flaws in the data: consistencies and regularities that seemed most irregular, upon close scrutiny (Jones 1990, p. 884; Smith 1989, p. 457).

Jones, Michael R. 1990. Cooking the data? Science News 8: 878-891.

Smith, James. P. 1989. Studying certainty. Science and Culture 9: 442-463.

Sometimes, short form cites include only the author's name and the page reference.

When the Short Form radio button is selected, you will be able to select whether you want to choose the style by name or by pattern. Choose 'by Name' to display a list of publishing styles that are available. Choose 'by Pattern' to display a list of patterns.

For more information on how to set the style, see [Document Style](#) or [In-Text Citation Format](#). For more information on how to insert citations, see [Inserting Citations](#).

See also:

[Footnote/Endnote](#)

Numbered References

23.6.2.2.3 Numbered References

When you set the document style in Ibidem, you will have the opportunity to select Reference Number.

- To write alphanumeric references, the Order/Sequence should be set to Alphabetic Order on the Reference-List Format tab.
- To write numbered references, the Order/Sequence should be set to Order of Citation in Document on the Reference-List Format tab.

Reference Number In-Text Citations are often required by publications to document sources. There are two basic types of reference systems that use numbers in the text (citations repeated in the text are assigned the same number) that correspond to a numbered reference list: Alphanumeric references, and Numbered references.

Alphanumeric References

For the alphanumeric system, the reference list is ordered alphabetically. The numbers in the text are assigned after the reference list has been alphabetized, and numbered:

Nothing seemed so certain as the results of the early studies (2). It was precisely this level of apparent certainty, however, which led to a number of subsequent challenges to the techniques used to process the data (1). There were a number of fairly obvious flaws in the data's aspect: consistencies and regularities that seemed most irregular, upon close scrutiny (1,2).

1. Jones, M.R. Cooking the data? Science News 8 (1990) 878-891.
2. Smith, J.P. Studying certainty. Science and Culture 9 (1989) 442-463.

To write alphanumeric references, the Reference Number radio button should be selected, and the Reference List Format Order Sequence should be set to Alphabetic Order.

Numbered References

For numbered references, the reference list is ordered in the order of their appearance in the paper:

Nothing seemed so certain as the results of the early studies (1). It was precisely this level of apparent certainty, however, which led to a number of subsequent challenges to the techniques used to process the data (2). There were a number of fairly obvious flaws in the data's aspect: consistencies and regularities that seemed most irregular, upon close scrutiny (1,2).

1. Smith, J.P. Studying certainty. Science and Culture 9 (1989) 442.
2. Jones, M.R. Cooking the data? Science News 8 (1990) 878.

To write numbered references, the Reference Number radio button should be selected, and the Reference List Format Order Sequence should be set to Order of Citation in document,

For more information on how to set the style, see [Document Style](#) or [In-Text Citation Format](#) or [Reference-List Format](#). For more information on how to insert citations, see [Inserting citations](#).

See also:

[Footnote/Endnote](#)

[Short Form \(Author-Date\) Cites](#)

23.6.2.3 Reference List Style

To set the [Document Style](#), each of the first three tabs of the Citation Style for Current Document dialog should be reviewed and the default settings accepted or changes made if desired. Review each tab before clicking OK. The Citation Style for Current Document dialog can be opened from the main Nota Bene screen by clicking **Format**, **Bibliographic References**, **Bibliographic Style**, or from the Ibidem screen by clicking **Cite**, **Document Style**.

The following options are available on the Reference-List Style tab:

Selected In-Text Style

Ibidem displays the style you have selected for you in-text citations. This can be changed by clicking the In-Text Citation Format tab.

Include Reference List

Check this option to write a reference list for the works cited in your document. Click to clear the check box if you do not want Ibidem to generate a reference list.

Automatically Match Reference List/Bibliography to In-Text Style

Check this option to have Ibidem match the bibliographic style to the in-text citation style you have defined for your document.

Style List Box

The Style List Box provides you with the pre-defined styles available for your reference list. Click on a style to select it.

Include Annotation

Check this option to include the contents of the annotation field in your reference list.

Order/Sequence

Choose Alphabetical to sort the entries your reference list alphabetically. Choose As Cited in File to sort the entries in the order in which they are cited in your document. Check the box to ignore lowercase works in Author Name (for example, to sort the name "de Linde" under L rather than d).

Save as Default

Check this option to save the current settings as the default settings future documents.

Write List to File

Click this button to copy the list that is visible in the style list box to a new untitled Nota Bene file. The file can then be saved or printed.

See also:

[Citation Style for Current Document, General Tab](#)

[Citation Style for Current Document, In-Text Citation Style](#)

[Citation Style for Current Document, Advanced Options](#)

23.6.2.3.1 Resetting Document Style

Ibidem embeds into the user's document the location of the Ibidem database being used by that document. If you share your file with a colleague, the citations and bibliography will not compile properly unless (1) your colleague has exactly the same Ibidem database on his/her computer and (2) the database has been added to your colleague's Ibidem database list and (3) the path that is embedded in the file accurately reflects the path to the database on the computer that is being used.

There are two ways to make sure that the path to the database is exactly the same. Method I is recommended.

Method I: Document Style Dialog

- 1 Open the file that has just been received on the recipient's computer.
- 2 Press **F7** to open Ibidem.
- 3 On the Ibidem screen, click **Cite, Document Style**. The **Citation Style for Current Document** dialog will appear on your screen.
- 4 Click the **General** tab.
- 5 Click to highlight the name of the database that is being used for the open document. Click **OK**.

Ibidem will change the path specified in the codes of the open document so that it corresponds with the path on the computer that is being used.

If the name of the database that was used when the document was written does not appear on the **General** tab, then make sure that the database has been copied and that it has been added to the Ibidem database list. See [Copying a database](#) and [Adding a database](#).

Method II: Edit Document Codes

After receiving your file and your database, your colleague can edit the codes so that the file will reflect the path on his/her computer. To do this, your colleague must know the name of the database used and the path to that database on his/her computer.

- 1 Open the file that has just been received on the recipient's computer.
- 2 Press **Shift+F8** to go to Show Codes View.
- 3 Press **Ctrl+Home** to go to the very beginning of the file.
- 4 Press **Ctrl+F** to open the Find and Replace dialog.
- 5 Type **GC** into the box marked "Find"
- 6 Click the **Find Next** button. Your cursor will go to something like the following: GC | OP DB=C:\NBWIN\IBIDEM\DATABASE\DATABASE; The path and file name that appears after GC | OP DB= is the path and filename of the Ibidem database that was used in writing the file.
- 7 Edit this path and filename to correspond to the drive, folder(s) and filename of the Ibidem database on the recipient's computer.
- 8 Save the file (press **Ctrl+S**, click **File, Save** or click the Save Document button at the top of the screen). The change you just made to the file will be saved permanently.
- 9 Press **Shift+F5** to return to Page Layout View (optional).

The file that was transferred will now be able to compile citations and bibliographies on the computer of the recipient.

See also:

[Sharing a File](#)

Editing in Show Codes View

Find and Replace

23.6.2.4 Advanced Options

The fourth tab of the Citation Style for Current Document dialog contains advanced options. The Citation Style for Current Document dialog can be opened from the main Nota Bene screen by clicking **Format**, **Bibliographic References**, **Bibliographic Style**, or from the Ibidem screen by clicking **Cite**, **Document Style**.

Record Identification: Ibidem traditionally used record numbers only to identify which record in a database was being cited. This method is the second option. Beginning with version 9, the program can find a record by matching Author, Year and Title info even if the record number used when entering the citation differs with the correct record number in the database. For a detailed explanation, see [Colors Used for Citations](#).

Alternate Citation Formats: The second section of this tab will be active only if an alternate citation

format has been defined for at least one record in the database. The three options listed refer to the “Cite Contents of Specific Field Instead ...” option on the Insert/Edit Citation dialog. For more information, see Alternate Citations.

23.6.2.5 Previewing Styles

The format of the in-text citations and the reference list can be previewed by using the Preview Panel. The Preview Panel is at the bottom of your Ibidem screen. To hide or display it, click **View**, **Preview Panel**. For general information about the Preview Panel, see Preview Panel.

There are two ways to scroll through the available styles, displaying a given work in each style:

Method One: Tools, Preview Format

- 1 Open your bibliographic database and click to select work that you would like to preview in different styles.
- 2 Click **Tools, Preview Format**. This will open a dialog that allows you to review the styles.
- 3 The format for footnotes or endnotes will be displayed at the top of the dialog and the format for the bibliography or reference list will be displayed at the bottom. Use the up or down arrow on your keyboard to scroll through the options.

Method Two: View styles in the Preview Panel

- 1 Open your bibliographic database and click to select work that you would like to preview in different styles. Make sure that the Preview Panel is displayed at the bottom of the Ibidem screen.
- 2 Right-click anywhere in the Preview Panel and choose **Style**. This will open a dialog that allows you to review the styles.
- 3 If you know the style you want, you can select it using the drop down list for either in-text citation style or reference list style.
- 4 If you want to preview all of the in-text citations styles, click twice in the In-Text Format box so that the current style is highlighted (the first click opens the drop down list, the second closes the list but leaves the current style highlighted). Then press the up or down arrow on your keyboard to scroll through all of the styles. You can do the same in the Reference List Format box to see the reference list styles.

Note that changing the style in the Preview Panel and/or in the Preview Format dialog does not change the style in any documents that may be open. To change the style in an open document, use the Document Style dialog. See Document Style.

See also:

Publishing Styles

23.6.3 Inserting Citations

Rather than typing citations into a footnote window or into the text of a document, citations are entered by opening Ibidem, finding the record you want to cite and then directing the program to insert the citation. Ibidem will prompt you to enter the pages to be cited and then Ibidem will automatically insert

the citation. The citation will display on screen in blue, indicating that it was generated by and is controlled by Ibidem. It will not print in blue.

For each document, one Ibidem database is used and a publishing style is defined for the in-text citations and for the reference list. Before inserting citations, the Document Style (including the Ibidem data base to be used as well as the publishing style) must be set for the document. If you attempt to insert a citation without first setting the document style, you will be prompted to either set the style or accept default settings. The publishing style can easily be changed at any time. For more information, see [Document Style](#) or [In-Text Citation Format](#).

To insert a citation:

- 1 Position the cursor in your document at the place where you would like to place the in-text citation.
- 2 Press **F7** to open Ibidem (or click **Tools, Ibidem** or click the Ibidem button).
- 3 If the database that you are using for this document is not already displayed, click the drop down list at the top left of the Ibidem screen to select the correct database.
- 4 Locate the record for the work to be cited in your Ibidem database. Click on the record in [Table View](#) and it will be displayed in [Record View](#). The record can be located in any of the following ways:
 - Scroll through the database in table view until you see the record you are seeking.
 - Use the [Sort](#) feature to find the record.
 - Use one of the [Search](#) options to find the record.
- 5 With the record you want to cite highlighted, click **Cite, Insert Citation** (or press **Ctrl+Ins** or double-click on the record in Table View). The [Insert/Edit Citation dialog](#) will display.
- 6 Enter the pages to be cited and set other options on the dialog to your preference, and then click **Cite**.

Ibidem will insert the citation in the style that you have selected for the document. The citation will be shown in blue, indicating that it was inserted by the program, and that there is a dynamic link between the citation and Ibidem. If you are citing a record that has been previously cited, the citation will initially include the full reference to the record, not a shortened form. This is because the program does not check the entire document for previous citations of the same work until you update the citations. You must also update the citations to see the work added to the reference list. To update the citations, press the Update Dynamic Citations button at the bottom of the main Nota Bene screen, or click Cite, Update Dynamic on the Ibidem menu, or press **Alt+F7**. For more information, see [Updating Dynamic Citations](#).

More than one work can be referenced in the same citation. For instructions on how to do this, see [Multiple References in One Citation](#).

You can create a foot/endnote that includes both text that you have written and a citation generated by Ibidem. For instructions on how to do this, see [Combining Text and Citations](#).

See also:

[Ibidem Screen](#)

[Colors Used for Citations](#)

[Citation Format Options](#)

[Footnotes/Endnotes](#)

[Short Form \(Author-Date\) Cites](#)

[Numbered References](#)

23.6.3.1 Insert/Edit Citation Dialog

The Insert/Edit Citation dialog is used to insert a citation and/or to add a work to be included in the reference list. To open this dialog, open Ibidem, find the work to be cited, and click **Cite**, **Insert Citation**. A slightly different version of the same dialog is used to inspect and edit an existing citation.

The following options are available on the Insert/Edit Citation dialog:

Citation Options

Include Only in Reference List or Exclude from Reference List

If both of these boxes are unchecked, the work will be cited in the paper and included in the reference list or bibliography at the end of the paper. Check the first option to if you have consulted the work, and wish to include it in the bibliography for the paper, but do not wish to cite the work directly. Check the second option if you want to cite the work, but do not want to include it in the reference list.

Pages Cited

Enter a single page number or a range of pages. A range of pages should be entered with a hyphen and no spaces.

Text Identifier

For some citations, you might want to use a text identifier instead of, or in addition to, page numbers. For example, you might want to cite Section 2.3.4 instead of a page number. Enter the text identifier exactly as you want it to appear in the citation.

Citation Type

There are several different types of in-text citation types from which to choose:

- Allow Automatic Shortening (if Work Previously Cited): Select this setting for the Citation type if you want Ibidem to automatically shorten titles for works previously cited in the paper.
- Force Shortened Reference (Even if Not Previously Cited): Select this setting for the Citation type if you want to use shortened titles in all your in-text citations.
- Force Full Reference (Even if Previously Cited): Select this setting for the Citation type if you want to include the full titles of works in all citations, even if they have been previously cited in the paper.

Short Title

Use this option to define the short title to use in citations.

- Database Short Title: Check this option to use the contents of the Subsequent Cite Title field in your database as the shortened title for subsequent cites of the work.
- Modified for this Citation: Check this option to enter a short title to use in subsequent cites of the work.

Exclude/Supress

Author's name or year of publication can be excluded from the in-text citation, and capitalization can be suppressed.

- Author's Name: Check this option if you have mentioned the author's name in the sentence prior to the citation, and wish to exclude the author's name from the in-text citation.
- Year: Check this option if you have mentioned the year of publication in the sentence prior to the citations, and you wish to exclude the year of publication from the in-text citation.

- **Suppress Title Capitalization:** Check this option to override Ibidem's Style definition for capitalization of titles according to the guidelines for the publishing style selected. If you are citing a work in a language other than English, you may wish to suppress the title capitalization and enter the correct capitalization in the database record. For more information, see [Titles](#).

Cite Contents of Specific Field Instead

Check this box to insert an alternate citation. See [Custom Format for Citations](#).

Work Cited

Ibidem lists the record number, Author, Year, and Title for the record(s) that is to be cited. The following options may be selected..

Override Dynamic Updating (Enable & Retain Edits; Disable Auto Rewrite)

Check this option if you need to edit the citation, and prevent Ibidem from reformatting the citation when you update dynamic citations.

Place Short Form(s) Outside Punctuation (Normally Placed Inside)

Check this option to override Ibidem's setting for placing short form in-text cites before periods, commas, and question marks.

Suppress Brackets Around In-Text Citation

Check this option to omit the brackets or parentheses that are normally placed around a short form in-text citation.

As Regular Text (Do NOT Automatically Generate a Note)

Check this option to enter the citation as regular text in the body of the document.

Lookup Work

Press this button to view all fields in the record, with an option to edit the record.

See also:

[Inserting a Citation](#)

[Editing a Citation](#)

[Update Dynamic Citations](#)

23.6.3.2 Citation Format Options Dialog

Click **Cite**, **Citation Options** to open the Citation Format Options dialog. This dialog lets you customize the placement of your reference list, the use of shortened cites, and the inclusion of closing citation markers. Click the radio button to use any of the Citation options that are listed.

See also:

[Document Style](#)

[Inserting a Citation](#)

23.6.4 Updating Dynamic Citations

Citations inserted into your documents are immediately displayed in the document style you have defined. However, the work you cite is not added to the reference list until you update the citations.

Similarly, if you cite the same work more than once, shortened forms of the citation will not be reflected until you update the citations. If you change the document style, your citations will not be rewritten in the new style until you update the citations.

The citations in your document can be updated in any of the following ways:

- Click the **Update Dynamic** button on the main Nota Bene screen.
- Press **Alt+F7**
- Right-click on any citation and choose **Update Dynamic**
- Click **Cite, Update Dynamic** on the Ibidem menu
- Click **Format, Bibliographic References, Update Dynamic** on the Nota Bene menu

This feature reads and rewrites all of the citations that are controlled by Ibidem, producing new citations and a new reference list in your document. In general, citations and the reference list will be shown on-screen in blue (they do not print in blue). If the record number for the citation does not match the record number in the database, the citation will be shown in maroon or pink. If no record is found, the citation will be shown in red. See Colors Used for Citations.

If you want to edit a citation manually and set it so that it is no longer dynamically linked to Ibidem and no longer subject to dynamic updating, see Dynamic Off/On. Citations for which you have turned the Dynamic Off/On feature off will not be updated when you update dynamic citations, and they will be shown on-screen in green rather than blue. Manual editing is not normally recommended and should be done only if you cannot make the changes you want using one of the methods described in Editing Citations.

If you have turned the Dynamic Off/On feature off for one or more citations, you can turn it back on for selected citations, or you can click **Cite, Update All** to rewrite all the cites in your document and permanently remove any manual editing that you have done.

See also:

[Document Style](#)

[Update All Citations](#)

23.6.4.1 GC Command

When you use the Document Style dialog to select a database, a citation style and a reference list style for a document, a GC|OP command (General Citation, Options) is inserted at the top of the document. This command includes information about the database associated with the document, the in-text citation style, the reference list style and more.

When you insert a citation, a GC|CI command (General Citation, Citation) is inserted. This command provides information about the citation (record number in database, author, title, date, etc.)

When you update the citations in a document, a GC|PR command (General Citation, Put Reference List) is inserted at the point where the reference list will appear in the document.

See also:

[Document Style](#)

[Inserting Citations](#)

[Update Citations](#)

23.6.4.2 Dynamic Off/On

Since bibliographic citations are controlled by Ibidem, the text of the citation generally should not be edited directly. See Editing Citations for information about how to edit citations that have been generated by Ibidem. Turning the dynamic link to Ibidem off should be a last resort, used only if you are not able to edit your citations in other ways.

However, if you need to make a change in your citation manually, the Dynamic Off/On feature allows you to turn off the link to Ibidem so that you can manually edit the citation. With the Dynamic On/Off setting off, the citation will be shown in green and will no longer be changed by the program when updating dynamic citations in a file.

To edit the text of a citation directly:

- 1 Place your cursor on the footnote marker or on the in-text citation and click the right mouse button. A menu will appear on your screen.
- 2 Click **Dynamic Off/On** on the menu that appears on your screen. This turns the **Dynamic Off/On** setting off for this citation.
- 3 The citation will then display in green and the text may be edited as you would edit any other text (press **F3** to open the footnote window if the citation is displayed as a footnote).

If you subsequently decide that you want to have the program control the citation, the process may be reversed. Place your cursor on the green footnote marker or in-text citation, click the right button of your mouse and click **Dynamic Off/On** to turn this setting back on. **WARNING:** If you edit a citation and then turn the Dynamic Off/On setting back on, then the next time you update the dynamic citations (by pressing **Alt+F7**), any editing you have done to the citation will be deleted. The Update All feature will also permanently remove the editing that you have done and return all citations in the document to the control of Ibidem. For more information, see [Update All](#).

See also:

[Inserting Citations](#)

[Editing Citations](#)

23.6.4.3 Update Citations, All

In most circumstances, you should use the Update Dynamic feature rather than the Update All feature. Updating all citations will rewrite all the citations for the current document and permanently remove any text that you have manually changed in your citations. For information on how to edit citations manually, see [Dynamic Off/On](#).

The citations in your document (including those that have been manually edited) can be rewritten in any of the following ways:

- Right-click on any citation and choose **Update All**.
- Click **Cite**, **Update All** on the Ibidem menu.
- Click **Format**, **Bibliographic References**, **Update All** on the Nota Bene menu.

For information on updating just the dynamic citations (i.e., those that have not been manually edited), see [Updating Citations](#).

23.6.5 Colors Used for Citations

Citations and bibliographies are generally displayed on screen in blue, but they do not print in blue. The on-screen color indicates that the text was generated by the program rather than typed in by the writer.

Traditionally, Ibidem citations were controlled by a record number that was inserted in a General Citation (GC) command when the record was cited in an open document. The record number corresponded to the record number in the associated Ibidem database. Under the old system, when updating citations in a file, Ibidem would simply output the data for the record number that it found in the GC command. This meant that the record number was essential to producing the correct output. If you used a database on two computers, or shared your database with other Nota Bene users, you needed to be careful to make sure that the databases were in synch with exactly the same record numbers. For example, if you added two new records on one computer, you would need to make sure that those two records got added to your second computer in the same order so that they would have the same record numbers. This would normally be done by copying database files from the first computer to the second computer before adding any records on the second computer.

Now, when Ibidem updates dynamic citations, it checks the record number, and it also checks the Author, Year, and Title information stored in the GC (Generate Citation) command. If the Author, Year and Title in the GC command does not match the data in the database for the record number found in the GC command, then Ibidem uses sophisticated pattern matching rules to locate the proper record.

This new method of record identification means that you can have multiple copies of the same database on different machines, without worrying about keeping them synchronized. You can also more easily share bibliographies with colleague who uses Nota Bene. For example, you can work on the same document on two different computers even if a book you are citing is record number 101 in your database on one computer, and number 123 in the database on your other computer. If you enter a citation for record number 101 on one computer, and later update the citations on your second computer, Ibidem will find the correct record and write the citation and bibliography based on the proper record.

When you update your dynamic citations, Ibidem will report on the status of all records, and the rewritten citations in the file will be identified by a color code as follows:

- Regular dynamic records are shown in blue. All data—year, author, title, and record number—in the GC command in the file matches the information in database.
- Non-dynamic records are shown in green. These are records for which the dynamic link to Ibidem has been turned off. See Dynamic Off/On.
- Exact match records are shown in maroon. The author, title, and year in the GC command match a record in database, but the record has a different record number.
- Close match records are shown in pink. The citation data in the GC command closely matches a record in the database with a different record number.
- Records that are not found in the database are shown in red, with a box. This indicates that you need to add the record to the database.

For more information on updating the citations in a document, see [Updating Dynamic Citations](#).

While the new method of record identification is the default, you can select the original style in which items in the database were identified by the record numbers only. Click Format, Bibliographic

References, Document Style and click on the Advanced Options tab. See Document Style Advanced Options.

See also:

GC Command

Database Identification

23.6.6 Reference List/Bibliography

If your document contains citations that have been generated by NB Ibidem, a reference list will be automatically generated (or updated) at the end of your document each time you update the dynamic citations. To update the citations, click the **Update Dynamic Citations** button at the bottom of your screen, or press **Alt+F7** or click **Insert, Bibliographic Reference, Update Dynamic**.

The process of generating the reference list or bibliography that includes all of the works cited in your paper is as follows:

Setting the document style: Prior to inserting any citations, you must define the document style for the document. To define, review or change the document style for the active document, open Ibidem and click **Cite, Document Style**. Use the first tab of this dialog to select the database to be used in this document, the second tab to set the style for the citations and the third tab to set the style for the reference list. If you do not want to have a reference list automatically generated, you can clear the Include Reference List check box at the top of the third tab. For more information, see [Document Style](#).

Inserting citations: When you insert citations in the document, Ibidem will automatically keep track of those citations so that a reference list can be generated. To insert a citation, place your cursor in your document at the point where you would like to insert the citation. Open Ibidem, open the database that is associated with your document, find and highlight the work you want to cite, click **Cite, Insert Citation** and use the Insert/Edit Citation dialog to insert the citation. For more detailed information on how to insert citations, see [Inserting Citations](#).

Adding works to bibliography: You can also use the Insert/Edit Citation dialog to add a work that will be included in the reference list or bibliography, but not as a citation in the document. To do this, place your cursor anywhere in the body of your document. Open Ibidem, open the database that is associated with your document, and find and highlight the work you want to include in your bibliography. Click **Cite, Insert Citation** to open the Insert/Edit Citation dialog. Click to check the "Include only in Reference List" box at the top of the dialog and then click **Cite**. No citation will be inserted, but the work will be added to the reference list that is automatically generated at the end of the document the next time you update the dynamic citations.

Updating dynamic citations: To generate or update a reference list containing all of the citations that have been inserted in the document in the document style that you selected, you must update the dynamic citations. Click the **Update Dynamic Citations** button at the bottom of the main Nota Bene screen or press **Alt+F7** or click **Insert, Bibliographic Reference, Update Dynamic**. For more information, see [Updating Citations](#).

A bibliography containing some or all of the records in your bibliographic database can be generated by clicking Generate, Bibliography. For more information, see [Generate Bibliography](#).

See also:

[Document Style](#)

[Insert/Edit Citations dialog](#)

[Customize Sort Rules](#)

23.6.7 Editing Citations

If there is an error in a citation that is due to an error the data in an Ibidem record (for example, if the title or author's name is misspelled), the Ibidem record can be edited. Simply find the record in Ibidem and delete, add or change the text in any of the fields. Your changes in Ibidem will be saved when you move to a different record or close the database or close Ibidem. To rewrite your citations and bibliography using changed data in Ibidem, click the Update Dynamic Citations button or press **Alt+F7**. See [Update Dynamic Citations](#).

Changes can also be made to citations that have already been inserted in a document by changing the settings in the Insert/Edit Citation dialog as follows:

- 1 Position the cursor in the citation marker for the cite you want to edit.
- 2 Press **Ctrl+F7** or right-click on the citation marker and choose **Inspect/Edit** or go to Ibidem and click **Cite, Inspect Current**. The Insert/Edit Citation dialog will open.
- 3 Edit the settings in the Insert/Edit Citation dialog to your preference. See [Insert/Edit Citation Dialog](#).
- 4 Click **OK**.
- 5 Click the Update Dynamic Citations button or press **Alt+F7** to rewrite the citations and bibliography using the changes that you have made.

Additional tools available to you in editing citations are as follows:

Citation Format Options dialog: This dialog lets you customize the placement of your reference list, the use of shortened cites, and the inclusion of closing citation markers. For more information, see [Citation Format Options](#).

Adding text to a citation: You may wish to introduce a citation with your own text. For example, you could create a footnote that includes a textual introduction to a citation such as: "For a different perspective, see ..." This can be done by inserting a citation inside a footnote window. See [Combining Text and Citations](#).

Direct editing of text: Since bibliographic citations are controlled by Ibidem, the program will prevent you from editing the text of a citation directly. It is unlikely that you will need to edit a citation directly. However, if you need to do so, turning the Dynamic Off/On feature off for a single citation will allow you to edit the text of the citation manually, but the citation will no longer be dynamically updated by the program. For more information, see [Dynamic Off/On](#).

Customizing a citation: The Alt Cite feature of Ibidem allows you to create a customized citation style for both in-text and reference list citations. See [Customizing Citations](#).

See also:

[Editing a Record](#)

[Customizing Citations](#)

23.6.8 Combining Text and Citations

Text and citations can be combined in one footnote or endnote. For example, you may want to create a footnote that says:

For a different point of view, see Robert Knox Denton, *The Semai: A Nonviolent People of Malaya*, Case Studies in Cultural Anthropology (New York: Holt, Rinehart and Winston, 1954).

This is done by opening a footnote window, typing in the text and inserting a citation in the footnote window. Text can be typed before or after the citation. The text that you have written will appear on screen in black and the citation generated by Ibidem will appear in blue and it can be dynamically updated.

- 1 Move the cursor to the point where you want the superscripted reference number to appear.
- 2 Click **Insert, Note (Series I)** or press **Ctrl+F10** to open a footnote window.
- 3 Type the text for your footnote in this window. In the above mentioned example, you would type **For a different point of view, see**
- 4 Position the cursor in the footnote window at the place where you would like to begin the citation.
- 5 Open Ibidem (Press **F7** or click **Tools, Ibidem** or click the Ibidem button -- a green book)
- 6 If the database that you are using for this document is not already displayed, click the drop down list at the top left of the Ibidem screen to select the correct database.
- 7 Locate the record for the work to be cited. Click on the record in **Table View** and it will be displayed in **Record View**. The record can be located in any of the following ways:
 - Scroll through the database in table view until you see the record you are seeking.
 - Use the **Sort** feature to find the record.
 - Use one of the **Search** options to find the record
- 8 With the record you want to cite highlighted, click **Cite, Insert Citation** (or press **Ctrl+Ins**). The **Insert/Edit Citation dialog** will display.
- 9 Enter the pages to be cited (if any) and set other options on the dialog to your preference, and then click **Cite**.
- 10 Click the **Save & Close** button at the top left corner of the footnote window (or press **F3**).

Ibidem will insert the citation in the footnote using the style that you have selected for the document. The citation (shown on screen in blue) will be updated if you update the dynamic citations in the document, but the text that you have written (in black) will not be changed.

See also:

[Inserting Citations](#)

[Updating Dynamic Citations.](#)

23.6.9 Multiple References in One Citation

More than one work can be referenced in a single citation. This is done by inserting a citation with one work referenced and then expanding the citation to include more than one work.

- 1 Insert the reference to the first work as you would insert any citation. For instructions on how to insert a citation, see [Inserting Citations](#).
- 2 Position the cursor in your document on the citation that you would like to expand.
 - If you are using Footnotes or Endnotes, the cursor should be placed just before the footnote marker (the superscripted number in the text of the document). If the cursor is in the correct position, the status line will contain a message starting with the word "Footnote."
 - If you are using Short Form Citations, the cursor can be placed anywhere on the blue short form reference.
 - If you are using Reference Numbers, the cursor can be placed anywhere on the blue reference numbers.
- 3 Press **F7** or press **Alt+Tab** to move to Ibidem.
- 4 Locate the record for the second work to be included in the same citation. Click on the record in Table View and it will be displayed in Record View.
- 5 Click **Cite**, **Insert Citation** (or press **Ctrl+Ins**). The **Insert/Edit Citation** dialog will display.
- 6 The previous work(s) cited in the same citation marker will be listed as well as the new one. Enter the pages in the new work to be cited and review the other options on the dialog.
 - Enter the page and select any other options for the new work that is being added in the top half of the dialog.
 - Changes can be made to the work previously cited by clicking on that word in the Works Cited in Current Citation Marker section of this dialog. Selections pertaining to that work will then be displayed in the top half of the dialog and can be edited.
 - You can delete a previously cited work or change the order of the works included in the citation. Click on the work to be adjusted and use one of the three buttons on the right side of the Works Cited in Current Citation Marker section to delete the work or move it up or down in the list.
- 7 When you are satisfied with the selections in the **Insert/Edit Citation** dialog, click **Cite**.

Ibidem will use the separator that you select in the In-Text Citation tab of the Citation Style of Current Document Dialog. This selection will override the publishing style selected, so it is important to assure that your selection accords with the publishing style you select. For more information, see [Document Style](#) or [In-Text Citation dialog](#).

See also:

[Insert/Edit Citation Dialog](#)
[Combining Text with Citations](#)

23.6.10 Custom Format for Citations

Ibidem offers two ways to format and insert citations other than those automatically generated by Ibidem according to the particular citation style of your document. You can either (1) cite only one particular field of a bibliographic record (e.g., date, author, or title) or (2) create an alternate citation for a particular record that differs from the format Ibidem would otherwise generate automatically. The Alt Cite feature of Ibidem allows you to create a customized citation style for both in-text and reference list citations. There

are a number of situations in which this feature can be extremely useful:

- Citing works using commonly accepted abbreviations for a particular style. For example, the SBL style allows abbreviated titles for standard works. If you want to cite Pritchard's Ancient Near Eastern Texts using the SBL style, you can create an alternate citation format that uses the abbreviated title (ANET) for in-text citations and the full title for the reference list.
- Author names with alternate shortened forms. For example, if you want to cite Muhammad al-Bukhari as Bukhari (instead of al-Bukhari), you can create an alternate citation that uses this shortened author name.
- Citing non-standard works such as archival sources, which may have fields or data unique to that particular work or archive.
- Using different citation styles for different types of works in the same document. For example, if you want to use different citation styles for primary and secondary sources, you can set the citation style of your document to the style you want for secondary sources, then use an alternate citation style when you cite primary sources.
- Using publication guidelines which Ibidem is not equipped to format automatically.
- Inserting any other data into a document that are not automatically generated by Ibidem.

This alternate citation style is entered as a unique field in an Ibidem record and can be used as the default citation for a given reference. For each record in your Ibidem database, you can add up to 26 unique alt cite fields identified by the names of different styles. Alternate citations are identified by field names according to the name of the in-text and reference list style currently active in the preview panel.

To Cite the Contents of a Particular Field:

- 1 From Ibidem, start by inserting the citation as though it were a regular Ibidem citation (press **Ctrl+Insert**, go to **Cite, Insert Citation**, click the **Insert Citation icon**, or double click on the record in Table View). The Insert/Edit Citation dialog will appear.
- 2 Click to check the box next to "Cite Contents of Specific Field Instead (Do Not Build Auto-Generated Citation)."
- 3 From the dropdown list, select the field that you want to cite. Only those fields in which data has been entered in the corresponding Ibidem record will be displayed in the dropdown list.
- 4 If you would like text to appear either before or after the field you are citing, enter that text in the BEFORE or AFTER boxes in the Insert/Edit Citation dialog.
- 5 If you would like to cite only this field the next time you cite a work, click to check the box next to "As Default." If the field you have selected is not present or is empty in the record for the next work that you cite, you can choose to cite a different field or to generate the full citation.
- 6 Click **Cite**.

To Create an Alternate Citation:

- 1 Go to **Cite, Make Alt Cite**.
- 2 Ibidem will ask you if you want to use the style currently selected in the preview panel as the template for your alternate citation. If you choose **Yes**, the citation will be formatted according to the style in the preview panel, and you can then edit it according to your needs. Choose **No** if you want to create the citation from scratch.
- 3 The Alternate Citation Format dialog will appear.
 - In the first section of the dialog, type the citation as you want it to appear in the text the first

time you use it. Type "##" (without quotation marks) to indicate where the page number should be placed. If you want the page number to be preceded by "p." or "pp." (e.g., p. 39 or pp. 39-49), type "<<p/pp>>" (without quotation marks) in the appropriate location.

- In the second section of the dialog, type the shortened form of the citation as you want it to appear in the text for subsequent occurrences.
- In the third section of the dialog, type the full citation as you would like it to appear in the reference list (bibliography).

4 Click **OK**. The alternate citation will appear as a unique field in the Ibidem record.

The alt cite field is given the name of the active preview style for in-text and reference list formats. In addition to the ## and <<p/pp>> codes within the citation, the alt cite field contains one more special code, the vertical pipe ("|") that separates the three citation types (first in-text; subsequent in-text; reference list). The part before the first | corresponds to the first in-text citation format. The part between the first and the second | corresponds to subsequent in-text citations. The final part after the second | corresponds to the reference list format.

To edit an Alternate Citation (Editing the Alt Cite Field):

It is possible to edit the alt cite field directly as you would any other field, but because this field uses special codes (see above), it is best to edit the field using the Alternate Citation Format dialog.

- 1 Place the cursor inside the alt cite field that you want to edit. Click the pencil icon next to the alt cite field name. The Alternate Citation Format dialog will appear.
- 2 Edit the in-text and reference list formats as you did when you created the alternate citation.

To insert an Alternate Citation in a Document:

- 1 From Ibidem, start by inserting the citation as though it were a regular Ibidem citation (press **Ctrl+Insert**, go to **Cite, Insert Citation**, click the **Insert Citation icon**, or double click on the record in Table View). The Insert/Edit Citation dialog will appear.
- 2 Click to check the box next to "Cite Contents of Specific Field Instead (Do Not Build Auto-Generated Citation)."
- 3 From the dropdown list, select the Alt Cite format that you would like to insert.
- 4 If you would like to use the alternate citation next time you cite a work, click to check the box next to "As Default." If the next work you cite does not have an alt cite field, you can generate the full citation automatically or choose to cite a different field. Checking the "As Default" box effectively means that citations without an alt cite field will be formatted according to the document style of your file, but works for which you have created an alt cite field will be formatted according to your customizations.
- 5 Click **Cite**.

See also:

[Editing Citations](#)

Document Style, Advanced Options Tab

23.7 Database Management

Database Management Overview

- Add Database
- Close Database
- Database Information
- Using a Database on a Second Computer
- Multiple Users
- Copying Records
- Remove Database
- Append/Import Records
- Export Records
- Duplicate Detection
- Database Maintenance
- Database Maintenance Options
 - Edit General Information
 - Edit Properties
 - Note-Taking Files Location
 - Rebuild Index
 - Unlock Database
- Database Size Limitations

Backup / Restore Database

23.7.1 Database Management Overview

Ibidem databases consist of several files, all stored in the same folder. The filename and the location (the folder in which the files are saved) are specified by the user when the database is created. The program creates many files all with the same name, but with different [extensions](#). The file with the extension `.#00` is the datafile for the database. Large databases may have more than one datafile, in which case additional datafiles will have the extensions `.#01`, `.#02`, etc. In general, we recommend that you create a separate folder for each Ibidem database (use Windows Explorer to create the folder). The folder can have the same name as the filename that you choose for your database. With your Ibidem database in one folder, you can easily identify the database and copy it or move it.

Ibidem databases are ideal for storing information gathered from many different sources over long periods of time. If you are using Ibidem to build and manage your personal bibliographic database or to keep track of any important data, it is essential that you develop and implement a plan for regularly backing up your Ibidem database. You should always keep a backup copy of your Ibidem databases on at least one separate computer or other backup medium. For more information, see [Ibidem backup](#).

When a database is created, Ibidem creates a record of where the files are stored so that the database can be opened (see [New Database](#) and [Open Database](#)). A list of databases that can be opened by Ibidem is found in the drop down list at the top right of the Ibidem screen. If the Ibidem database files are on your computer, but Ibidem does not know where they are (for example, if you copied a colleague's database to your computer or if you renamed or moved a folder containing your database files), you must add the database (i.e., tell Ibidem where to find the files). See [Add Database](#).

Ibidem provides you with many options for creating and managing subsets and for copying the records from one database to another. See Subsets.

The [Maintenance Options dialog](#) provides links to the primary tools that are available for maintaining your database. This dialog gives you six options for maintaining your database including the following:

- Options to compact files: It is recommended that you compact files from time to time to improve search speed and to eliminate data that is no longer being used by the program.
- Options to rebuild the index and unlock the database: Use these options if you receive a message indicating that these steps are necessary.
- Options for editing or customizing the database: Links are available to general information dialog and to an extensive [Properties dialog](#), with five tabs that allow you to edit or add fields to the database, to edit or create data entry templates, to select the index keys that appear on the Fast Search dialog, to edit or define search groups, and to edit, add or delete fields to be included in [Table View](#).

See also:

[Ibidem Backup](#)

Edit General Information

Edit Properties

Fields

[Entry Templates](#)

[Index Keys](#)

[Search Groups](#)

[Table View](#)

Rebuild Index

Unlock Database

Database Size Limitations

23.7.2 Add Database

The Add Database function allows the user to put a database into the database list so that it can be opened by Ibidem. This function is used if the database files are on your computer (or accessible by your computer), but are not on Ibidem's list of files that can be opened.

If you created a database with Ibidem, it will automatically be listed as one of the databases that can be opened and you will not ordinarily need to add it. Examples of circumstances under which you may need to add a database are:

- you have transferred your database from your office computer to your laptop and want to use it on the laptop
- you are accessing a colleague's Ibidem database over a network
- you have uninstalled and reinstalled Nota Bene for some reason

Before adding the database, you will need to have all the appropriate files in the same folder and you will need to know their location. Ibidem database files consist of many files, all with the same user-defined filename, but different extensions.

To add a database to the database list:

- 1 From within Ibidem, click **File, Open Database** (or press **Ctrl+O**). The [Open Database dialog](#) will

display.

- 2 Click the **Add Existing** button at the bottom of the dialog.
- 3 In the Add Database dialog, fill in the Short Name and Description. The Short Name is the name that the program will use to identify the database. The Description can be the same, or you can add a longer description.
- 4 Click the button to the right of the Location of Files field to **browse** to the folder in which the database files are stored (or type the full path directly into the Location of Files field).
- 5 If you have entered the correct folder in the Location of Files field, the filename of all databases in that folder will appear in the filename field. Select the filename of the database you want to add to the database list.
- 6 Click **OK**. The Database should now be added.

If you transfer documents from one computer to a second computer, you may need to reselect the database in the Document Style dialog so that the document is properly associated with the database on the new computer. From the main Nota Bene screen, click **Format, Bibliographic References, Document Style** and then click the **General** tab and select the correct Ibidem database.

See also:

[Open Database](#)

New Database

Copy Database

23.7.3 Close Database

When you close an Ibidem database, it is automatically saved. Databases can be closed in any of the following ways:

- Click **File, Close**
- Press **Ctrl+F4**
- Open a different database. Ibidem databases are automatically saved and closed when you open a new database.

See also:

[Open Database](#)

23.7.4 Database Information

The Database Information dialog gives you important information about the open database. Open this dialog by clicking **File, View Information**.

Your database consists of 20 or more files, all in the same folder and all with the same filename, but different extensions. The location of the files and the filename are particularly important because this tells you where to find your database files. If you make a backup copy of your database files (all of the files with the same name in the given location), you will be able to restore your database or move it to a new computer. See Ibidem backup.

The information provided in the Database Information dialog is as follows:

Database name: This is the Short Name that was given to the database when it was created.

Number of Records: The number of records currently showing in Table View is given. If you have just done a search or if you have a subset open, this may be less than the total number of records in the database.

Location of Files: The folder containing all of the database files is given.

Filename: This is the name that was specified as the Filename when the database was created. A list of all of the database files follows in the white box.

23.7.5 Database Identification

When files are opened, Ibidem automatically checks to see if the database for that file (if any) is available in the location specified; if not, it finds the new location (if any), and automatically uses that instead. This makes moving files between systems where the folder structure differs transparent.

Similarly, Ibidem searches for the correct record in a database if the record number in a citation does not match the record number in the database. For more information about this mechanism for record identification, see [Colors Used in Citations](#).

23.7.6 Using Database on a Second Computer

Your Ibidem database can be copied to another computer or to Dropbox or another cloud storage service. If you are migrating to a new computer and will not continue to use the database on the first computer, you can merely transfer the database to the second computer. If you plan to use the database on both computers, you can either (a) copy the database to a location that can be accessed by both computers (e.g. Dropbox or a location accessible via a network), or (b) copy your database to the second computer and manually update the databases if/when records are added. If you are using cloud storage to access your files and databases from more than one location, please see [Cloud Storage and Cloud Storage -- Ibidem](#).

To use your database on a second computer, you must first install Nota Bene. Your single-user license allows you to install on more than one computer for your own use, but it does not allow you to install on your assistant's computer. Please contact Nota Bene if you need to purchase a second license. Reduced prices for use by an assistant may be available.

If your objective is to allow more than one user to access the same database through a network, please see [Multiple Users](#).

To transfer your database to a second computer:

- 1 Open the database on the first computer and click **File, View Information**. Make a note of the Database Name, Location of Files and Filename.
- 2 If your bibliographic database includes record links to note-taking files, you should also know the names and location of these files. Click **File, View Note-Taking Links** and make a note of this information. (If you accepted the default location for these note-taking files, then your note-taking

files are saved in a subfolder of the folder that contains the database. The name of the subfolder is the filename that all of the database files share, followed by a number.)

- 3 Close the database on the first computer.
- 4 Copy the following files from the first computer to the second. It is recommended (but not absolutely essential) that you use exactly the same location on the second computer. If you need specific instructions for copying files from one computer to another, see [Copying a File](#).
 - Database files: An Ibidem database consists of about 20 or more files, all with the same name but different extensions, and all in the same folder. The files with extensions .#00, .#01, .#02 etc. are the most important files in that they contain the data. Copy the folder that contains these files to the new computer.
 - Linked note-taking files, if any: In most cases, these files will be in a subfolder of the folder that contains the database files. So if you have copied the folder that contains the database files, the note-taking files would also be copied.
- 5 On the second computer, you will need to tell Ibidem where to find that database that has just been copied. This is called "adding" a database. For instructions, see [Add Database](#). The short name that you use when adding the database, should be the same as the database name that is being used on your first computer. Once the database has been added, you will be able to use it on the second computer.

If you are working on the same document on two different computers, you will have no problems using your database to insert citations. If the database name (the short name) is the same, then Ibidem can find and use the new location of the database automatically for citing. If the path is different on the second computer, the location of note-taking files will need to be updated on the second computer by clicking **File, View Note-Taking Links** and changing the location.

If you have transferred your database to a second computer, you have two different copies of the same database. Any changes made to one will not automatically be made to the other. If you add records to the copy on computer A, you must copy the database files from computer A to computer B before you make any changes to the database on computer B. If you are regularly copying updated versions of a database from computer A to computer B, you do not need to copy all of the files each time (though it may well be just as easy to do so). Copying only those database files that have changed since the last time you took a copy of the database from computer A would be sufficient. Save the new files on computer B, overwriting the old versions of the same files, and the database on computer B will be updated.

The need to regularly transfer database files from one computer to another can be eliminated by copying your database to one location that can be accessed by either computer. A home network or a cloud storage service can be used for this purpose. If you are accessing the same database from two different computers, you can add a new record from either computer. If you encounter any problems with accessing records, you may need to Rebuild Index Files, and if prompted to do so, Unlock Database.

See also:

[Multiple Users](#)
[Backup](#)

23.7.7 Multiple Users

More than one person can use the same database, provided that all users have Nota Bene installed on

their computers and that they have access to the computer that has the database.

When the database is created, the Multiuser/Network option must be selected. See the [Database Creation dialog](#). This option can be changed for a database that has already been created through the [General Information dialog](#). With the Multiuser/Network option selected, other Nota Bene users with network access to the database can use the database and make any changes, just as if it were on their computer. To access a database over a network, you must tell Ibidem where to find the database. This is done by "adding" the database to your list of available databases. For instructions, see [Add Database](#).

Ibidem has built-in protections against two users trying to make changes to the same record at the same time. You will be prompted to abandon changes or overwrite changes if another user is attempting to make changes to the same record. Under certain circumstances, a database may be locked if two people are trying to edit the same record over a network at the same time. See [Unlock Database](#).

If you do not have network access, but wish to use a colleague's database, you can copy the database to your computer. After adding the database to your list of available databases, you will have full use of it. You can make changes to the database, but your changes will be made to your copy of the database only, not to your colleague's copy of the original database. For more information, see [Using a Database on a Second Computer](#).

See also:

Cloud Storage

Cloud Storage -- Ibidem

23.7.8 Copying Records

If you want to copy records from one Ibidem database to another, see [Import Records From Another Ibidem Database](#).

If you want to create a copy of a record in your Ibidem database for use in the same database, see [Duplicate Record](#).

If you want to copy the information in your Ibidem database to a printable Nota Bene file, see [Generate Record Format](#) or [Generate Table Format](#).

If you want to copy the information for one record to a printable Nota Bene file, see [Text of Record](#).

23.7.9 Remove Database

An Ibidem database consists of several files, all stored in the same folder. All of the files have the same name, but different [extensions](#). Information about an open database including the name of the database, the location (or folder in which the database files are stored and a list of the database files is available by clicking File, Information.

When a new database is created, two things happen: (1) the database files are created and (2) Ibidem retains the information about where the database is so that the database can be opened or maintained. The database is then listed in the Open Database dialog and the Database Maintenance dialog, and the drop down list of databases at the top left of the main Ibidem screen.

If you want to delete or remove a database, you can merely remove the link in Ibidem so that the database is no longer listed as an active database. This will not delete the files themselves, just the link to them in Ibidem. This action can be reversed later by adding the database (see [Add Database](#)).

To remove the link to the database:

- 1 Close any databases you have open.
- 2 Click **File, Maintain Database**. The [Database Maintenance dialog](#) will display.
- 3 Click to highlight the name of the database you would like to delete.
- 4 Make a note of the location and the filename of the database (you will need this if you want to permanently delete the database files).
- 5 Click on **Remove** to delete the database.

If you want to permanently remove the database from your computer, you must know the location and the filename of the database files (see step 4 above). Windows Explorer can be used to delete the database files as follows:

- 1 Open Windows Explorer in one of the following ways:
 - From the main Nota Bene screen, click **File, Manage Files**.
 - Right-click the Windows **Start** button at the bottom left corner of your screen, then click **Explore**.
 - Press **Windows+E** (the Windows button on your keyboard and the **E** key).
- 2 Use Windows Explorer to [browse](#) to the folder (location) where the database files are stored. You should see several files with the same filename and different extensions.
- 3 Select (or "highlight") the files to be deleted. You can select them one by one, or you can select them all at the same time by holding down the **Shift** button while you use the up/down arrow keys or the mouse to expand your selection to contiguous files (use the Control button for non-contiguous files).
- 4 Right-click on the highlighted file(s) and choose **Delete**.

The deleted files will be placed in your Windows Recycle Bin and they can be restored. Once you empty your Recycle Bin, the files will be permanently deleted and cannot be restored.

23.7.10 Import Records

The Import Records feature on the Ibidem File menu allows you to import records from other Ibidem databases, or from databases that were created in other programs. You can import some or all of the

records in the source database to a new or an existing Ibidem database. An entire database can be converted from another format by appending all of the records in that database to a newly created Ibidem database.

To import records, you must first create a datafile that contains the records that you want to add to your database and you must know the name of the datafile and where it has been stored on your computer. You must also identify the Ibidem database that will receive the records. If the records are to be imported to a new Ibidem database, you must create the database before records can be imported

For specific instructions, click one of the links below:

- **Ibidem Records:** Records from other Ibidem databases, or from subsets generated from other Ibidem databases
- **EndNote Records:** Records from an EndNote database
- **ProCite Records:** Records from a ProCite database
- **Citation Records:** Records from a Citation database
- **BookWhere Records:** Records that have been imported over the Internet using BookWhere
- **Library Master Records:** Records from a Library Master database
- **RefWorks Records/RIS Format:** Records from a RefWorks database and/or records in RIS Format
- **Zotero:** Records from Zotero
- **Custom Format Records:** Files with records separated by one delimiter (e.g. new line), and fields separated by another delimiter (e.g., forward slash)

Archiva, Nota Bene's web research tool, uses a different process to retrieve and import records to your database. See [Archiva](#) and [Archiva: Append Records](#).

If you have problems converting records from one of the above programs to Ibidem, please write to technicalsupport@notabene.com and ask for assistance.

See also:

[New Database](#)

23.7.10.1 Ibidem records

The Import Records feature on the Ibidem File menu is used to copy records from one Ibidem database to another. The databases involved must have exactly the same fields. The steps involved are (1) locate or generate a datafile that contains the records to be appended, and (2) import the datafile to the appropriate database.

Although you can generate a datafile for all of the records in a database, there is no need to do this because such a file already exists. All of the files in an Ibidem database start with the same name (8 letters or less) and end with an extension that is assigned by the program. The extension for the datafiles that are automatically generated by Ibidem is .#00 (with 2 zeros, not the letter O). Large databases may have additional datafiles with extensions .#01, .#02, etc. Ibidem automatically creates the additional datafiles when the size of a datafile gets close to 1,000 KB (thus, datafiles never become so large that they cannot fit on a floppy disk).

To find the datafile for your database:

- 1 Click **File, Maintain Database**. If prompted to close database, click **Yes**.
- 2 The Database Maintenance dialog will display. Look for the location and the filename.
 - The location of your database is shown in the Location column. You may need to drag the border between "Location" and "Type" to the right so that you can see the full location. To drag the border, move your mouse pointer to the border. When your cursor takes the form of a double-headed arrow with a vertical line on the border, you can hold the left mouse button down and move the mouse to the right.
 - The filename (without the extension) is shown in the Filename column.
- 3 The datafile for your database is this filename with the extension **.#00** and it is found in the folder (location) indicated in step 2. For example, the Tutor database is one of the databases that comes with the program. The datafile for the Tutor database is **tutor.#00** and it can be found in the **\Nbwin\Ibidem\Samples** folder on your hard drive.
- 4 Use the Nota Bene File Open dialog to **browse** to the location identified in step 2, and see if there is more than one datafile. You should see a file with the extension **.#00** and if there are additional datafiles, they will have extensions **.#01**, **.#02**, etc.

If you want to import records from a subset of the records in a database, you must first create a subset. To do this, select the records you want to copy to another database either by searching, or by manually checking the boxes next to the records to be included. Click the Save Subset button, then enter a name for your subset, and click Save. For more detailed instructions, see [Subsets](#). Once the subset has been defined, you can create a datafile for that subset as follows:

- 1 Click **Generate, Datafile Format**. The Datafile Format dialog will display.
- 2 The name of the database should be showing in the box at the top of the dialog. If not, use the drop down list to select the correct database.
- 3 The large window in the dialog shows the database and all of the subsets that have been defined. Click to select the subset for which you want to create a datafile.
- 4 Click **OK** to write the output file in datafile format.
- 5 Click **View Results** to display the file.
- 6 Save the datafile, making sure that you remember the name and the location of the file that you save. We recommend saving the file in the **\Nbwin\Temp** folder since the datafile is "temporary" in that it will not be used again after the records are successfully appended.
- 7 Close the datafile after you have saved it.

To add the records to a database:

- 1 In Ibidem, click on **File, Import Records, Ibidem Records**.
- 2 In the field labeled **Destination Database**, select the database to which you want to add the records.
- 3 In the field labeled **Datafile Containing Records**, type the path (location) and filename of the datafile, or click on the folder icon to the right to **browse** to select the file.
- 4 Click **OK**
- 5 Open the database to confirm that the records have been successfully imported.

See also:[Import Records](#)**23.7.10.2 EndNote**

If you have been using EndNote bibliographic software, records can be imported into an Ibidem database from your EndNote database.

To do this, you must first have an Ibidem database into which you will import the records. If you want to import the EndNote records into a new database, you must create the new Ibidem database first. See [New Database](#). Then you use EndNote to create an export file that contains the records that you want to import into your Ibidem database. Finally, you use Ibidem's Import Records dialog to import the records from the export file to the Ibidem database.

The first step is to use EndNote to create an export file. You may want to refer to "Exporting References" in EndNote Help to supplement the instructions below.

- 1 Open your EndNote database.
- 2 At the top of the EndNote screen, set the export style to EndNote Export.
- 3 Select the bibliographic records that you wish to export.
- 4 Click **File, Export** and make the following selections, and then click **Save**:
 - Select the location (folder) for the file that will contain the records you want to export
 - Enter the File Name for the export file that you are creating.
 - Select Text File (txt) as the Save As Type.

Remember the name and location that you selected in step 4, since you will need to use it later.

To add the records from the export file to the Ibidem database:

- 1 In Ibidem, click **File, Import Records, EndNote Records**.
- 2 In the field labeled **Destination Database**, select the database to which you want to add the records.
- 3 In the field labeled **Datafile Containing Records**, type the path (location) and filename of the datafile, or click on the folder button to the right to browse to select the export file that you created in EndNote.
- 4 Click **OK** to import the records.

See the *For Endnote Users* video on this page: www.notabene.com/videos.html

See also:[Import Records](#)**23.7.10.3 ProCite**

If you have been using ProCite bibliographic software, records can be imported into an Ibidem database

from your Procite database.

To do this, you must first have an Ibidem database into which you will import the records. If you want to import the ProCite records into a new database, you must create the new Ibidem database first. See [New Database](#). Then you use ProCite to create an export file that contains the records that you want to import into your Ibidem database. Finally, you use Ibidem's Import Records dialog to import the records from the export file to the Ibidem database.

To use ProCite to create an export file:

- 1 Open your ProCite database.
- 2 Select and then mark the records you want to export to Nota Bene.
- 3 On the ProCite main menu, click **Tools, Export Marked Records**.
- 4 Click the **Delimited Format** tab and make the following selections:
 - For "Export Format," choose "Custom"
 - For "Fields Separated With" choose "Tabs"
 - For "Records Terminated With" choose "Carriage Returns"
 - Leave "Optional Field Delimiters" unchecked
 - For "Included Fields," check all 3 options ("Workform Indicators," "Record ID's," & "All 45 Fields")
- 5 Click the **Exported Data** tab and make the following selections and then click **OK**
 - For "Fields," select "Export data for all fields"
 - For "Workform Data," check "Export workform definitions"
- 6 Choose any filename (remember the location and name of this file, since you will need to use it later).
- 7 Click **OK**

To add the records from the export file to the Ibidem database:

- 1 In Ibidem, click **File, Import Records, ProCite Records**.
- 2 In the field labeled **Destination Database**, select the database to which you want to add the records.
- 3 In the field labeled **Datafile Containing Records**, type the path (location) and filename of the datafile, or click on the folder button to the right to [browse](#) to select the file.
- 4 Click **OK** to import the records.

See also:

[Import Records](#)

23.7.10.4 Citation

If you have been using Citation bibliographic software, records can be imported into an Ibidem database from your Citation database.

To do this, you must first have an Ibidem database into which you will import the records. If you want to import the Citation records into a new database, you must create the new Ibidem database first. See [New Database](#). Then you use Citation to create an export file that contains the records that you want to import into your Ibidem database. Finally, you use Ibidem's Import Records dialog to import the records from the export file to the Ibidem database.

To use Citation to create an export file:

- 1 Open the Citation database you want to import into Nota Bene
- 2 Click **Generate, Bibliography from Datafile**.
- 3 Make the following selections in the Bibliography dialog
 - Under "Publishing Style," select **Custom**
 - In the text box on the next line, type in **C:\NBWIN\CIT2NBW.PUB** or use the Browse button to browse to the **CIT2NBW.PUB** file in the main Nota Bene program folder (usually Nbwin) of the drive on which you installed Nota Bene (usually C:). (If you installed Nota Bene in a folder other than Nbwin or on a drive other than C, you should substitute the correct drive and folder.)
 - Click the arrow to the right of "Write Bibliography to:" and select **Clipboard**.
- 4 Open a new Nota Bene file and paste the contents of the clipboard into the Nota Bene file (press Ctrl+V or click Edit, Paste).
- 5 Save the file, choosing any filename and any location. This is the datafile you will use to import records to your Ibidem database. Remember the location and name of this file.

To add the records from the datafile to the Ibidem database:

- 1 In Ibidem, click **File, Import Records, Ibidem Records** (not Citation records).
- 2 In the field labeled **Destination Database**, select the database to which you want to add the records.
- 3 In the field labeled **Datafile Containing Records**, type the path (location) and filename of the datafile, or click on the folder button to the right to [browse](#) to select the file.
- 4 Click **OK** to import the records.

See also:

[Import Records](#)

23.7.10.5 BookWhere

The Append Records dialog is used to import BookWhere records into your Ibidem database. You will need to have an Ibidem database to receive the records and a file containing the BookWhere records that you want to import. If you do not yet have an Ibidem database, create a new database before proceeding. Consult your BookWhere documentation for help on downloading records and exporting the records to a file in the Ibidem format. When you export the downloaded records, you will create an export file that can then be used to import the records into your Ibidem database. The default location and name of the export file depend on the version of BookWhere you are using as follows (substitute the letter of your hard drive if it is not C:).

BookWhere version 4.0.0 or 4.0.1

C:\program files\sea change corporation\bookwhere\export files\export.txt

BookWhere version 4.2 (copies produced before June 12, 2003)

C:\program files\sea change corporation\bookwhere\export files\export.txt

BookWhere version 4.2 (copies produced after June 12, 2003)

C:\program files\webclarity software inc\bookwhere\export files\export.txt

BookWhere Academic 4.5

C:\program files\webclarity software inc\bookwhere\Session files\export.txt

If you choose to use a different path or filename, you can specify the export folder from within BookWhere and BookWhere will remember the folder and automatically use the same folder the next time.

- 1 Open Ibidem by clicking on the green book button at the top left of the Nota Bene screen, or by clicking on **Tools, Ibidem**, or by pressing **F7**.
- 2 From within Ibidem, click **File, Append Records, BookWhere Records**.
- 3 Click Yes to close a currently open Ibidem database and open the Append Records dialog.
- 4 Check to make sure that the information in this dialog is correct and make changes if necessary.
 - The Destination Database field should show the database to which you want to add the BookWhere records. Click the button at the right side of this field to select a different database.
 - The Datafile Containing Records field should show the full path (location) and name of the export file that you created with BookWhere. Changes can be typed in or you can use the browse button at the end of this field to browse to a different folder and file.
- 5 Click **OK**.
- 6 Click **Close** to complete the process once the import routine reports 100%. Ibidem will add the BookWhere records to the selected database and open that database for you to inspect.

Archiva provides an alternative to BookWhere which is fully integrated into Ibidem, making it much easier to import records from internet sources directly to your personal bibliographic database. For more information, see Archiva.

See also:

[Import Records](#)

23.7.10.6 RefWorks/RIS Format

If you have been using RefWorks bibliographic software, or if you have been using other software that can export records to RIS Format (e.g., Reference Manager or Zotero), then your records can be imported into an Ibidem database.

To do this, you must first have an Ibidem database into which you will import the records. If you want to import the records into a new database, you must create the new Ibidem database first. See [New Database](#). Then use RefWorks to create an export file that contains the records that you want to import into your Ibidem database. If you are using Zotero, create an export file in RIS format. Finally, use Ibidem's Import Records dialog to import the records from the export file to the Ibidem database.

The first step is to use RefWorks to create an export file.

- 1 In RefWorks, select the records you want to export to Nota Bene.
- 2 Click **Tools, Export Reference**.
- 3 Click **Bibliographic Software** (EndNote, Reference Manager, ProCite) to create an RIS Format export file.
- 4 Click the **Export to Text File** button at the bottom of your screen.
- 5 Your exported references should download automatically; if they don't, click the **Download it** link.
- 6 The references will now be displayed in your browser.
- 7 Use your browser to save this file (in Explorer, click **File, Save As**, and provide a filename). Make a note of the filename and the folder in which the file is saved.

To add the records from the export file to the Ibidem database:

- 1 In Ibidem, click **File, Import Records, RIS Format Records** to import from an RIS Format export file.
- 2 In the field labeled **Destination Database**, select the database to which you want to add the records.
- 3 In the field labeled **Datafile Containing Records**, type the path (location) and filename of the datafile, or click on the folder button to the right to [browse](#) to select the file.
- 4 Click **OK** to import the records.

See also:

[Append/Import Records](#)

23.7.10.7 Zotero

If you have been using Zotero, records can be imported into an Ibidem database by saving your Zotero database in RIS format. See RIS Format.

See also:

[Import Records](#)

23.7.10.8 Import Custom Format Records

Some database programs allow you to export data in a comma- or tab-delimited format. The database program produces a file which can then be used to import records into an Ibidem database. Before beginning, you must manipulate either the fields in the originating database or the fields in the destination Ibidem database so that the fields in both databases are in the same order. Then use the originating program to create an export file. Make sure that you know the name of the export file, where it is stored on your computer and what delimiters were used by the program that produced the file.

To add the records from the export file to the Ibidem database:

- 1 In Ibidem, click on **File, Import Records, Custom Format Records**.
- 2 In the field labeled **Destination Database**, select the database to which you want to append the records.
- 3 In the field labeled **Datafile Containing Records**, type the path (location) and filename of the datafile, or click on the folder button to the right to [browse](#) to select the file.
- 4 Use the dropdown lists to select the delimiter that is used between fields (e.g., tab or forward slash) and the delimiter that is used between records (e.g., new line).
- 5 Click **OK** to import the records.

See also:

[Append/Import Records](#)

23.7.10.8.1 Library Master

If you have been using Library Master bibliographic software, records can be imported into an Ibidem database from your Library Master database.

To do this, you must first have an Ibidem database into which you will import the records. If you want to import the Library Master records into a new database, you must create the new Ibidem database first. See [New Database](#). Then you use Library Master to create an export file that contains the records that you want to import into your Ibidem database. Finally, you use Ibidem's Import Records dialog to import the records from the export file to the Ibidem database.

To use Library Master to create an export file:

- 1 Open the Library Master database containing the records you want to import into Nota Bene.
- 2 Click File, Export.
- 3 Make sure that the File Type in the Export-dialog is "Library Master Tagged Text."
- 4 If you want to change the default Export File Name, click Select to choose a new Export File Name
 - Choose any filename (remember the location and name of this file, since you will need to use it later)
 - Click Save.
- 5 Choose whether you want to export the whole database, the displayed records or a subset of the database. If you want to export a subset, check "Subset of the database," click Select, choose which subset to export and click Save.
- 6 Click OK

To add the records from the export file to the Ibidem database:

- 1 In Ibidem, click File, Import Records, Library Master Records.

- 2 In the field labeled Destination Database, select the database to which you want to add the records.
- 3 In the field labeled Datafile Containing Records, type the path (location) and filename of the datafile, or click on the folder button to the right to browse to select the file.
- 4 Click OK to import the records.

See also:

[Import Records](#)

23.7.11 Export Records

The Export Records feature on the Ibidem File menu allows you to append records from one Ibidem database to another. You can import some or all of the records in the source database to a new or an existing Ibidem database. An entire database can be converted from another format by appending all of the records in that database to a newly created Ibidem database.

- 1 Check desired records in the database. If you want to copy some but not all records from one database to another, check the records to be copied in the first database (or you can check the records that you do not want to copy).
- 2 Click **File, Export Records**. The Export Records dialog will open.
- 3 Select which records to copy: all records, marked records, or unmarked records.
- 4 Select the destination database, the database to which the new records will be added.
- 5 If you would like to check for duplicates before adding records to your database, click **Check Append**. This will open the Ibidem: Importing Records – Processing Duplicates dialog and begin the process of checking for duplicates. See [Duplicate Detection](#). If you do not need to check for duplicates, click **Fast Append**. This will add the marked records to your database without checking for duplicates.

23.7.12 Duplicate Detection

Ibidem provides a sophisticated duplicate-detection system. You can check for duplicates by clicking **Tools, Duplicates** from the main Ibidem screen. If you are appending records from one database to another, you can check for duplicates by clicking **Check Append** rather than **Fast Append** on the Export Records dialog.

The Ibidem: Duplicate Detection dialog will display on your screen. Use the drop down list to choose the criteria used to identify duplicates. The default setting is Likely--First Author and Partial Title Match. The options are as follows:

- **Rigorous** — All Authors and Full Title Match
All authors match (in the same order) and title matches exactly. Articles are not ignored.
- **Likely** — First Author and Partial Title Match
First author and first 5 words of title match. Articles are ignored.
- **Approximate** — First Author and Any Other Field Match

First author matches and at least one of the following fields: ST BT AT JR SR SC BC BD AC AD IS
LC N# A# IC IP @N @D

- Lax — Partial Title Matches
First 5 words of title match. Articles are ignored.
- Lax — First Author Matches
First author matches

Once you have made your selection, click the yellow bar or click **Start** to begin processing the duplicates. Each duplicate (or possible duplicate) will be shown with both the record that was retrieved by Archiva and the record in your database displayed. After all duplicates are shown, individual records that have no duplicates will be shown one by one. At any point, you can skip the individual review of records and click **Incl. Dup's** to add all remaining marked records without checking for duplicates or **Except Dup's** to add all remaining marked records, automatically excluding those that are determined to be duplicates.

The fields in this dialog are editable so if there is information in the retrieved record that you want in your permanent database, you can copy it. Place your cursor in a field and click the **Copy Field** button to copy it to the other record that is displayed. Any information that you add to the record on the right side will be added to your permanent database automatically (no need to save it).

Buttons on the dialog will vary depending on whether you are checking an existing database for duplicates, or checking for duplicates as part of appending new records. If you are checking an existing database for duplicates, you will have the following options:

- Previous: Go to previous record
- Delete Current: Delete the record that is displayed on the left side of the dialog from the database.
- Next: Go to next record
- Delete Duplicate: Delete the record that is displayed on the right side of the dialog from the database (this is the duplicate record that was found).

If you are checking for duplicates as part of appending new records, you will have the following options:

- Add as New: Add the retrieved record as a new record in your database
- Replace Existing: Add the retrieved record to your database, replacing the existing record in your database
- Skip (Get Next): Move on to the next duplicate without adding the displayed record.
- Delete Existing: Delete the existing record from your database.

In some cases, the long names assigned to the fields may differ from the names used by Ibidem. For example you may see "Title" for the retrieved record and "Book Title" for the database record. The fields are the same (and will be used in the same way by Ibidem) if the short 2-character field names are the same. It may help to compare the 2-character field names rather than the longer more descriptive names. To display the 2-character field names, place your cursor on the vertical border between the field names and the blank spaces that follow each field name. Your cursor will take the form of a double-headed arrow when you have it properly positioned. Hold your mouse button down and drag to the left to display the short names.

23.7.13 Database Maintenance

The Database Maintenance dialog is used to select a database to be maintained (or customized) or to remove a database or to change the order in which databases are listed. It can also be used to view a

summary of the databases and to obtain information such as the database's filename and location. To open this dialog, click **File, Maintain Database**. If prompted, click Yes to indicate that you understand that the currently open database will be closed (this dialog cannot be used while a database is open).

Column headings

There are six column headings in this dialog: Short Name, Description, Filename, Location, Type and Status. Click on any column heading to sort the column by that category. The width of each column can be adjusted by moving your mouse pointer to the border between two columns. The pointer will change shape, assuming the shape of a cross with arrows pointing to the left and to the right. Hold the left button down while you move (or drag) the border to the right or to the left so that the text in the column is fully visible.

Database List

Each row contains information about one database. The green book icon at the beginning of the line in the Short Name column indicates a bibliographic database and the pencil and paper icon indicates a non-bibliographic (IbidPlus) database. Click anywhere on the row to select a database.

Up

Use the Up button to move the selected database up in the listing.

Remove

Click the Remove button to delete the selected database from the list of databases that can be opened or maintained. Removing a database does not actually delete the database files. (This is to prevent inadvertent deletion of such important data.) If you want to permanently delete the database files, make a note of the location of the database and the filename, and use Windows Explorer or My Computer to browse to the Location (the specified folder) and delete all of the files with the specified filename (many files with the same filename and different extensions).

Down

Use the Down button to move a database down in the listing.

Maintain

Click the Maintain button to make changes to the highlighted database. The [Maintenance Options dialog](#) will display.

Close

Close the dialog and return to the main Ibidem screen.

See also:

[Database Management Overview](#)

23.7.14 Maintenance Options

The Maintenance Options dialog is used to select one of the options shown below for maintaining, editing or customizing an Ibidem database. To access this dialog, click **File, Maintain Database**. (If a database is open, click **Yes** when prompted to indicate that Ibidem can close the database.) Then click to highlight the database you want to maintain and click the **Maintain** button.

Title

Following the words "Maintenance Options" on the title bar is the name of the database to be

maintained.

Edit General Information

Displays the [General Information dialog](#) for editing the database name, description, filename and/or status.

Edit Properties

Displays the [Properties dialog](#) which includes five tabs for editing or adding [Fields](#), customizing [Entry Templates](#), selecting the [Index Keys](#) that appear on the Fast Search dialog, defining [Search Groups](#), and selecting the fields to include in [Table View](#).

Change Note-Taking File Location

Opens the [Note-Taking Files: Set Default Folder dialog](#). This dialog can be used to specify a new default folder for linked Note-Taking Files. Note that if Note-Taking Files have already been created, you must copy them to the new location.

Rebuild Index from Beginning

Select this option if you receive a message that you should rebuild the index, or if you are experiencing any problems with the display of records in Table View or any problems with sorting or searching. For more information, see [Rebuild Index](#).

Unlock Database

Unlocks the current database. Select this option if you have received a message that the database is locked. For more information, see [Unlock Database](#).

Reopen Database

Reopens the database after other maintenance has been completed. The name of the database to be reopened is shown in parentheses.

Options

This button will be active only if temporary backup files have been created during the process of compacting files.

23.7.14.1 Edit General Information

The General Information dialog is used to change the Short Name, Description, Filename and/or Status. This dialog is almost the same as the Database Creation dialog, except that the information for an existing dialog is presented and can be edited. To access this dialog, click **File, Maintain Database**. Then click to highlight the database you want to maintain and click the **Maintain** button. Select the **Edit General Information** radio button and click **OK**.

The following can be edited:

Short Name

Type in a new Short Name or edit the existing Short Name.

Description

Type in a new Description or edit the existing Description.

Filename

Type in a new Filename or edit the existing Filename. Filenames for Ibidem databases must be 8 characters or less. Do not specify an extension. Ibidem will rename all of the files that make up the

Ibidem database with the name that you select and the extensions that are assigned by the program.

Status

Click on the Individual or Multiuser/Network radio button.

See also:

[Maintenance Options Dialog](#)

23.7.14.2 Edit Properties

The Properties dialog is one dialog with five different tabs that allows you to edit or customize a wide variety of Ibidem features. Following the word "Properties" on the title bar of the dialog is the name of the database to be edited. To access this dialog:

- 1 From within Ibidem, click **File, Maintain Database**.
- 2 If a database is open, you will be informed that it will be closed. Click **Yes** to indicate that you would like to continue. Ibidem will save and close the open database and the [Database Maintenance dialog](#) will display.
- 3 Click to highlight the database you would like to edit, and then click the **Maintain** button. [The Maintenance Options dialog](#) will display.
- 4 Click the option to **Edit Properties**, and then click **OK**. The **Properties** dialog will display.

Click on any tab to edit the settings on that page of the dialog. After making changes on all tabs that you want to edit, click **OK**.

The five tabs of the Properties dialog are listed below. Click on one of the links for more detailed information.

Fields [Edit or add fields to an Ibidem database](#)

Entry Templates [Edit or create data entry templates](#)

Index Keys [Select the index keys that appear on the Fast Search dialog,](#)

Search Groups [Edit or define search groups](#)

Table View [Edit, add or delete fields to be included in Table View.](#)

See also:

[Fast Search dialog](#)

23.7.14.3 Note-Taking files location

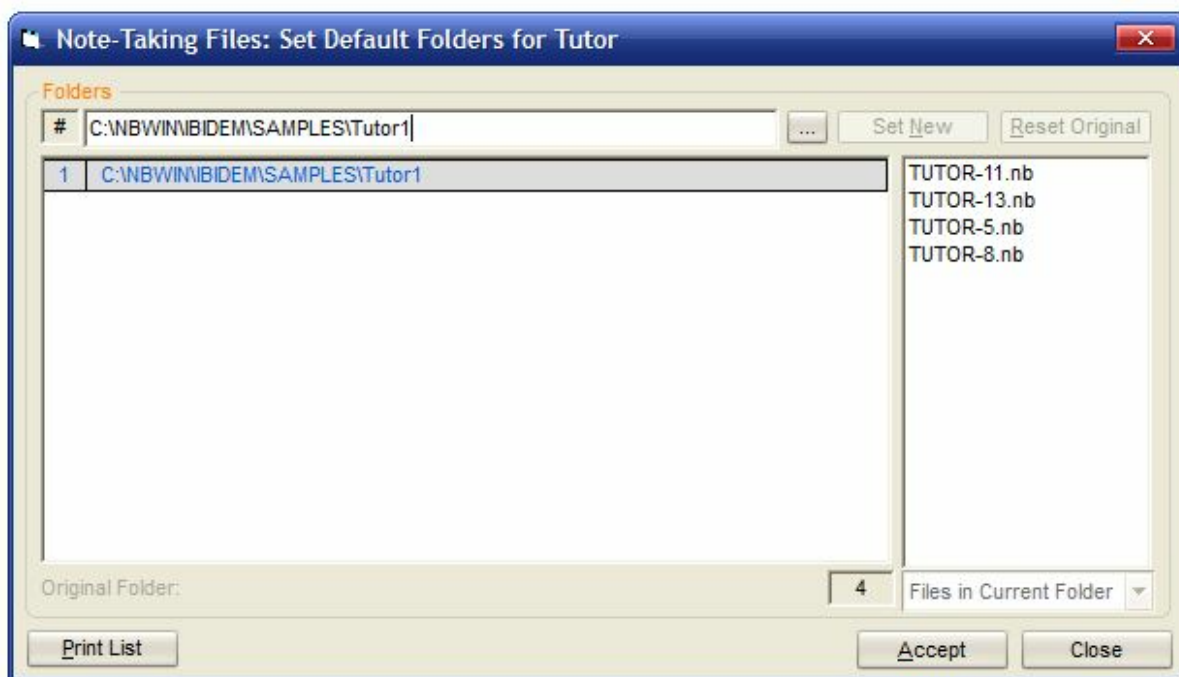
By default, all Note-Taking files that are linked to Ibidem records are stored in a subfolder of the folder that contains the database. The name of the subfolder is the filename used for the database followed by the number 1.

For example, the Tutor database uses the filename "tutor" and all of the database files (many files with different extensions: tutor.*) are found in NBWIN\IBIDEM\SAMPLES. When record links are established to note-taking files, the note-taking files are stored in a subfolder called Tutor1. The individual files are given the same name followed by a dash and the record number of the record to which it is linked. Thus

NBWIN\IBIDEM\SAMPLES\TUTOR1\TUTOR-2.NB would be a note-taking file linked to the second record of the tutor database. All of the note-taking files would be found in NBWIN\IBIDEM\SAMPLES\TUTOR1.

It is recommended that you retain this system for the location and name of the note-taking files. Using the default location will make it easier to automatically include note-taking files in a database backup file (.NBB). However, if you would like to change the location you can do so.

Open the following dialog through the [Maintenance Options Dialog](#) or by clicking **File, View Note-Taking Links**.



The above example reflects the default settings for note-taking files linked to the Tutor database. In this example, there are 4 note-taking files, linked to record numbers 11, 13, 5 and 8. They are saved in C:\NBWIN\IBIDEM\SAMPLES\TUTOR1

To change the folder used for linked note-taking files associated with this database, type in a new path to an existing folder or click the browse button (3 dots). When a new folder is entered, click **Set New** and then click **Accept**. Note that when you set a new default location, files are not automatically copied to the new location. Use My Computer or Windows Explorer to copy the files, if necessary.

To write a list of the folder and the linked files, click **Print List**. The folder and file names will be written to a Nota Bene file that you can save and/or print.

See also:

[Note-Taking File](#)

Ibidem backup

23.7.14.4 Rebuild Index Files

If you are experiencing any problems with sorting, searching or the way records are displayed in Table View, it is likely that they can be corrected by reindexing. To reindex, or rebuild the index files for a database:

- 1 Click **File, Maintain Database**. Ibidem will close any database you have open.
- 2 Click to highlight the database for which you want to rewrite index files.
- 3 Click the **Maintain** button. The **Maintenance** dialog will display.
- 4 Click the radio button to **Rebuild Index from Beginning**, and then click **OK**.
- 5 When Ibidem is finished rebuilding the index files, click **Close** on the **Ibidem Indexer** dialog.

Under certain circumstances, you may be prompted to unlock your database. See Unlock Database.

See also:

[Maintenance Options](#)

23.7.14.5 Unlock Database

Ibidem includes a safety feature that will lock your database if necessary. Examples of situations that may cause the database to be locked are:

- While compacting the data files (this can be a lengthy process), you attempt to make a change to an Ibidem record.
- Two people are trying to edit the same record over a network at the same time.

Whenever the database locks up, you will receive a message that the database is locked and you will not be able to access records until you unlock the database. Before unlocking the database, make sure that no one is attempting to use the database.

To unlock the database:

- 1 From within Ibidem, click **File, Maintain Database**.
- 2 Click to highlight the database you want to unlock.
- 3 Click the **Maintain** button.
- 4 Click the **Unlock Database** radio button.
- 5 Click **OK**.

After unlocking your database, you may want to reindex to make sure that your database is properly indexed. See Rebuild Index Files.

See also:

[Multiple Users](#)

23.7.15 Database Size Limitations

An Ibidem database is limited to approximately 64,000 record numbers, which should be more than enough for almost all individual uses. If you insert a record and later delete it, you do not regain use of that record number.

If you have more than approximately 16,000 records in your database, a green arrowhead will appear on the top of your screen to the right of the box with the number that indicates the active record number. Click this arrowhead to display the second (or third or fourth) group of up to approximately 16,000 records in Table View. After moving to the second group of records, a similar green arrowhead pointing in the opposite direction will allow you to return to the previous group of 16,000 records.

Information entered in each Ibidem record is limited to 64k, including data in all fields. There is therefore no technical problem with storing many pages of text in one or more Ibidem fields. However, we recommend the use of Orbis, rather than Ibidem for managing extensive reading notes.

See also:

[Fast Search/Text Search](#)

[New Database](#)

23.8 Generating Reports

Bibliography

Subject Bibliography

Note-Taking File

Text of Record

[IbidPlus Reports \(non-bibliographic databases\)](#)

23.8.1 Generate Bibliography

A bibliography containing the works cited in a document is generated automatically in any document that contains dynamic citations. You can also add works to this bibliography even if no citations from the work are included in the document. To generate and/or update this dynamic bibliography, click **Cite, Update Dynamic** on the Ibidem screen (or press **Alt+F7** or click the **Update Dynamic Citations** button at the bottom of the main Nota Bene screen). For more information and detailed instructions, see [Reference List/Bibliography](#).

A bibliography can also be generated directly from your database. If you intend to include some, but not all, of the records in a database, you must first define and save a subset of the records to be included. See [Subsets](#).

To generate a bibliography directly from your database:

- 1 From the Ibidem screen, click **Generate, Bibliography**. The [Generate Regular Bibliography dialog](#) will display.
- 2 Click the **Database and Subset** to use for the bibliography.

- 3 Click the Style for the bibliography from the **Style Listing**.
- 4 Set the **Order** for the bibliography to your preference.
- 5 Set the **Options** for **Include Annotation**, **Include Keywords**, and **Number References** to your preference.
- 6 Click **OK**.

Ibidem will write a bibliography in the style you have selected to a new Nota Bene file. You can name and save the file, or you can copy the bibliography that you have generated to any other file (e.g., to the end of the document that you are working on). (To copy the bibliography, press Ctrl+A to select the whole bibliography, press Ctrl+C to copy it to the clipboard. Then place your cursor at the point in your document where you want the bibliography to appear and press Ctrl+V to paste the text from the clipboard to your document.)

If the bibliography includes hyperlinks, including links to Note-Taking files, after the bibliography or report is generated, you will be given the option of replacing the name of the link (i.e., the Description) with the text of that link. Note that for note-taking files, only the actual notes (not the formatted reference, keyword area, or annotation) will be included. Click **Yes** to include the text of the link. See [Bibliographies with Hyperlinks](#).

See also:

[Generate Subject Bibliography](#)

23.8.2 Generate Bibliography Dialog

Open the Generate Bibliography dialog by clicking **Generate, Bibliography**. If you are working with a non-bibliographic database, click **Generate, Report** to open the Generate Report dialog which is a modified version of the Generate Bibliography dialog.

The following options are available on the Generate Bibliography dialog:

Database and Subset

Use the drop list to choose the database containing the records you want to include in your bibliography. Ibidem displays all subsets you have saved for that database in the Subset window. If you wish to generate a bibliography for a particular subset in the database, click on the subset name.

Style

All available standard styles are alphabetized in the Style list box. Highlight the style you would like to use for your bibliography.

Order

The Order definition box lets you define the order in which citations are listed in your bibliography.

Alphabetical as Defined by Selected Style

Ibidem's standard publishing styles include definitions for sorting a bibliography by Author-Date-Title, or Author-Title.

Alphabetical Using Custom Rules

Check this option to override the predefined sort order definition with custom sort rules.

Sort Rules

Press the Sort Rules button to customize the sort order for your bibliography with the [Sort Rules dialog](#).

By Record Number

Check this option to sort the citations in your bibliography by the Ibidem record numbers.

Options**Standard Format**

Check this option to use one of the standard predefined formats for bibliographic citations.

- **Number Citations:** Check this option to number the citations in your bibliography. When this option is checked, you can press the Numbers button to display the [Number Format dialog](#). The Number Format dialog lets you customize the font, style and tab settings for the numbers.
- **Include Additional Fields:** Check this option to include additional fields (such as annotations, keywords, record links, ISBN numbers, etc.), in the citations in your bibliography. When this option is checked, you can press the Fields button to display the [Additional Fields dialog](#).

Customized Forms

Check this option to use a customized form for formatting the information in your records. When this option is checked, you can press the Forms button to display the [Custom Form dialog](#). The Custom Form dialog lets you define a format for formatting output from your database.

See also:

[Bibliography](#)

IbidPlus Report

23.8.2.1 Bibliography Sort Rules

The Bibliography/Reference List Sort Rules dialog lets you customize the sort rules for standard bibliographic styles and order definitions. This dialog is accessed by opening Ibidem and clicking **Generate, Bibliography** (or **Generate, Report**). Then click the **Sort Rules** button.

The following options are available on the Bibliography/Reference List Sort Rules dialog:

Saved Rules

Choose the predefined publishing style or order definition you want to customize with new sort rules.

Save

Press the Save button to save the new sort rules with a predefined publishing style or order definition.

Rename

Press the Rename button to save the new sort rules as a new order definition you can use with any predefined publishing style.

Delete

Press the Delete button to delete a custom sort rule definition.

Field

Choose any field to sort by from the drop list. For bibliographic sorts (that ignore alphabetize by title when the author field is blank, ignore definite articles in title fields, that use the day/month for works published in the same year, etc.) choose [Special Author](#) or [Special Year](#) or [Special Title](#).

Overall Sort Style

You can define the sort as one which ignores spaces, or sorts on all characters (including spaces).

See also:

[Generate Bibliography Dialog](#)
[Sort Rules](#)

23.8.2.2 Sort Options: Author

When you set the sort field to Special Author, pressing the Options button will display the Sort Options: Author dialog.

The following settings are available on the Sort Options: Author dialog:

Author Roles

Authored works (etc.) before edited works (etc.)

Use this setting if you would like authored works by the same individual(s) to be listed in the bibliography before translated, edited, or compiled works.

Smith, Alison. Heretical Ethics. New York: Bleeker Press, 1997.
Smith, Alison. Revolution and Reverence. Boston: New Press, 1998.
Smith, Alison, ed. Avignon Tales. San Francisco: Mountain Books, 1993.

Ignore author role (all types of works interspersed)

Use this setting if you would like to alphabetize works by the same individual(s) without regard to the role.

Smith, Alison, ed. Avignon Tales. San Francisco: Mountain Books, 1993.
Smith, Alison. Heretical Ethics. New York: Bleeker Press, 1997.
Smith, Alison. Revolution and Reverence. Boston: New Press, 1998.

Primary Author

Singly authored works first

Use this setting if you would like singly authored works to be grouped together and listed in the bibliography before jointly authored works.

Jones, Alan. Right Angles. New York: Bleeker Press, 1996.
Jones, Alan. Sense and Senility. New York: Bleeker Press, 1997.
Jones, Alan, and Marion Winters. Altruism. New York: Bleeker Press, 1995.

Singly and jointly authored works interspersed.

Use this setting if you would like singly and jointly authored works alphabetized by title or year.

Jones, Alan, and Marion Winters. Altruism. New York: Bleeker Press, 1995.
Jones, Alan. Right Angles. New York: Bleeker Press, 1996.
Jones, Alan. Sense and Senility. New York: Bleeker Press, 1997.

Rules for 'Mac'

Use this setting to define the manner in which names beginning with 'Mac' and 'Mc' and 'M' are alphabetized in your bibliography.

Anonymous works

Use this setting to define the manner in which unsigned works are alphabetized in your bibliography. You can alphabetize these works by title, or under 'Anonymous.'

23.8.2.3 Sort Options: Year

When you set the sort field to Special Year, pressing the Options button will display the Sort Options: Year dialog.

The following settings are available on the Sort Options: Year dialog:

Date Order**Oldest works first**

Use this setting to list the oldest works first in your bibliography.

Newest (most recent) works first

Use this setting to list the most recently published works first in your bibliography.

Day/Month**Ignore Day/Month Information (if years are identical)**

Use this setting to sort works published in the same year by title (ignoring any information entered in the Day/Month field).

Use Day/Month Information (if years are identical)

Use this setting to sort works published in the same year by month and day.

Republished**Use edition date**

Use this setting to sort republished books by the date of the edition.

Use original publication date

Use this setting to sort republished books by the original publication date.

23.8.2.4 Sort Options: Title

When you set the sort field to Special Title, pressing the Options button will display the Sort Options Title dialog.

The following settings are available on the Sort Options: Title dialog:

Work Order**Ignore work order (long & short works interspersed)**

Use this setting to sort all works by title only, without respect to the significance of the work.

Long works (books, etc.) first

Use this setting to group significant works (books, films, anthologies, multivolume works) and list them first in your bibliography.

Short works (articles, essays, etc.) first

Use this setting to group short works and list them first in your bibliography.

Articles at Beginning**Ignore standard definite & indefinite articles**

Use this setting to ignore "the" "a" & "and" in alphabetizing titles.

Also ignore "in," "on," "by," "to," & "at"

Use this setting to ignore additional leading terms in the alphabetization of titles.

23.8.2.5 Number Format

When you check the option to number the citations in your bibliography, the Numbers button displays the Number Format dialog.

The following options are available on the Number Format dialog:

Start With

Set this option to Tab if you want a tab to precede the number, or to nothing if you want the number to be flush against the margin.

Text Before

Use the text box to enter any text (such as a parenthesis, square bracket, etc.) to precede the number. Leave the box blank if you do not need to print text before the number.

Number Style

Use the drop list to set the number style to arabic numerals, roman numerals, abc, bullets, etc.

Text After

Use the text box to enter punctuation or text to follow the number.

End With

Use the End With box to insert a tab or space(s) after the number.

Starting Number

Defines the starting number (or letter) for the numbered bibliography.

Indentation

Defines the indentation for the numbered bibliography.

Font

Defines the font for the numbers.

Tabs

Defines the tab indentation for the numbered bibliography.

23.8.2.6 Additional Fields

The Additional Fields dialog is opened from the Generate Bibliography dialog when you check the option to Include Additional Fields and click the Fields button.

Ibidem will print all fields that are checked in the dialog, in the order that they appear in the dialog. Use the Order arrows to define the sequence for the formatted citation and additional fields.

See also:

[Generate Bibliography](#)

Generate Subject Bibliography

23.8.2.7 Custom Forms

When the Customized Form option is checked, the Forms button will display the Custom Forms dialog.

The following options and features are available on the Custom Forms dialog:

Custom Format List

The List displays all available Custom Forms.

Associated File

Displays the file name for the Custom Form highlighted in the Custom Format List.

Preview

Displays the Custom Form output.

New

Create a new custom format. Displays the New Custom Format dialog.

Copy

Copy an existing custom format. Displays the Copy Existing Format dialog.

Edit

Edit a custom format. Displays the Edit Custom Format dialog.

23.8.3 Generate Subject Bibliography

Ibidem can generate subject bibliographies, with all contents of a field in your database listed as subjects, and all entries in the database containing the subject listed.

To generate a subject bibliography to an open document:

- 1 Choose **Generate, Subject Bibliography**. The [Generate Subject Bibliography dialog](#) will display.
- 2 Click on the **Subject Field** drop list to select the field containing the terms for the subject bibliography.
- 3 Click on the **Order** and **Type** drop lists to define the sort order for the subjects.
- 4 Click on the **Characters** arrow buttons to define the maximum number of characters for a subject.
- 5 Click to choose the **Database and Subset** to use for the bibliography.
- 6 Click to choose the Style for the bibliography from the **Style** listing.
- 7 Set the **Order** for the bibliography to your preference.
- 8 Set the **Options** for Include Annotation, Include Keywords, Include Hyperlinks, and Number References to your preference.
- 9 Click **OK**.

Ibidem will write a subject bibliography in the style you have selected.

If the bibliography includes hyperlinks, including links to Note-Taking files, after the bibliography or report is generated, you will be given the option of replacing the name of the link (i.e., the Description) with the text of that link. Note that for note-taking files, only the actual notes (not the formatted reference, keyword area, or annotation) will be included. Click **Yes** to include the text of the link.

See also:

[Generate Bibliography](#)

23.8.3.1 Generate Subject Bibliography

The Generate Subject Bibliography dialog can be opened from the main Ibidem screen (with a bibliographic database open) by clicking **Generate, Subject Bibliography**.

The following options and settings are available on the Generate Subject Bibliography dialog:

Subject Field

The subject field contains the terms to be alphabetized in the authority list. You can use any field in the database as the Subject Field for your authority list.

Order

Defines the order in which to sort the authority list. You can sort the terms in the authority list in descending (z-a) or ascending order (a-z).

Type

Defines the field as contain alphabetic or numeric characters.

Characters

This option lets you limit the number of characters to use in sorting the list.

Database and Subset

Use the drop list to choose the database containing the records you want to include in your bibliography. Ibidem displays all subsets you have saved for that database in the Subset window. If you wish to generate a bibliography for a particular subset in the database, click on the subset name.

Style

All available standard styles are alphabetized in the Style list box. Highlight the style you would like to use for your bibliography.

Order

The Order definition box lets you define the order in which citations are listed in your bibliography.

Alphabetical as Defined by Selected Style

Ibidem's standard publishing styles include definitions for sorting a bibliography by Author-Date-Title, or Author-Title. Check this option to use the predefined sort order settings for your bibliography.

Alphabetical Using Custom Rules

Check this option to override the predefined sort order definition with custom sort rules. When this option is selected, the Sort Rules button is active. Press the Sort Rules button to customize the sort order for your bibliography with the [Sort Rules](#) dialog

By Record Number

Check this option to sort the citations in your bibliography by the Ibidem record numbers.

Options**Standard Format**

Check this option to use one of the standard predefined formats for bibliographic citations.

- **Number Citations:** Check this option to number the citations in your bibliography. When this option is checked, you can press the Numbers button to display the [Number Format dialog](#). The Number Format dialog lets you customize the font, style and tab settings for the numbers.
- **Include Additional Fields:** Check this option to include additional fields (such as annotations, keywords, ISBN numbers, etc.), in the citations in your bibliography. When this option is checked, you can press the Fields button to display the [Additional Fields](#) dialog.

Customized Forms

Check this option to use a customized form for formatting the information in your records. When this option is checked, you can press the Forms button to display the Custom Form dialog. The Custom Form dialog lets you define a format for formatting output from your database.

NB: If you are using IbidPlus to work with a non-bibliographic database, this dialog will appear as a Generate Report Dialog, and options related specifically to bibliographic databases (such as styles) will be inactive.

23.8.3.2 Generate, Authority List

Ibidem can write two different types of Authority Lists. An Authority List is an alphabetized listing of the contents of a selected field.

A Standard Authority List with counts of the number of records matching the criteria you have set, or with Record Numbers for entries matching the criteria you have set.

To generate a Standard Authority List:

- 1 Click **Generate, Authority List, Standard**. The [Authority List/Subject Headings dialog](#) will display.
- 2 Click on the **Subject Field** drop list to select the field containing the terms for the authority list.
- 3 Click on the **Order** and **Type** drop lists to define the sort order for the terms in the authority list.
- 4 Click on the **Characters** arrow buttons to define the maximum number of characters for the terms in the authority list.
- 5 Click to choose the **Database and Subset** to use for the authority list.
- 6 Set the option to **Display Count of Number of Records Under Subject** to your preference. If this option is checked, you can then set the dot leaders before the record numbers to your preference.
- 7 Click **OK** to write the Authority List.

To generate a Record Number Authority List:

- 1 Click **Generate, Authority List, Record Numbers**. The [Authority List/Subject Headings with Record Numbers dialog](#) will display.
- 2 Click on the **Subject Field** drop list to select the field containing the terms for the authority list.
- 3 Click on the **Order** and **Type** drop lists to define the sort order for the terms in the authority list.
- 4 Click on the **Characters** arrow buttons to define the maximum number of characters for the terms in the authority list.
- 5 Click to choose the **Database and Subset** to use for the authority list.
- 6 Set the option for **Record Numbers** to your preference.
- 7 Set the options to **Include Count** and **Repeat Subject before each Record Number** to your preference.
- 8 Click **OK** to write the Authority List.

23.8.3.3 Generate, Authority List, Standard (dialog)

To open the Authority List/Subject Headings dialog, click **Generate, Authority List, Standard**. See [Generate Authority List](#) for more information.

The following options and settings are available on the Authority List/Subject Headings dialog:

Subject Field

The subject field contains the terms to be alphabetized in the authority list. You can use any field in the database as the Subject Field for your authority list.

Order

Defines the order in which to sort the authority list. You can sort the terms in the authority list in descending (z-a) or ascending order (a-z).

Type

Defines the field as containing alphabetic or numeric characters.

Characters

This option lets you limit the number of characters to use in sorting the list.

Database and Subset

The database and subset containing the records to be included in the authority list.

Display Count of Number of Records Under Subject

Check this option to include the number of records containing a term in the authority list.

23.8.3.4 Generate, Authority List, Record Nos (dialog)

To open the Authority List/Subject Headings with Record Numbers dialog, click **Generate, Authority List, Record Numbers**. See [Generate Authority List](#) for more information.

The following options and settings are available on the Authority List/Subject Headings with Record Numbers dialog:

Subject Field

The subject field contains the terms to be alphabetized in the authority list. You can use any field in the database as the Subject Field for your authority list.

Order

Defines the order in which to sort the authority list. You can sort the terms in the authority list in descending (z-a) or ascending order (a-z).

Type

Defines the field as contain alphabetic or numeric characters.

Characters

This option lets you limit the number of characters to use in sorting the list.

Database and Subset

The database and subset containing the records to be included in the authority list.

Record Numbers

Set the options to your preference for the output.

Include Count

Check this option to include the number of records containing a term in the authority list.

23.8.3.5 Generate, Table Format

The Table Format selection on the Generate menu writes a Nota Bene document showing the records in your Ibidem database with the contents in table format. If you want to create a document with some, but not all records in a database, you must first create a subset.

To write a file in Table Format:

- 1 Click **Generate, Table Format**. The [Generate Table Format dialog](#) will display.
- 2 Click the **Database and Subset** to include in the Table Format output file.

- 3 Set the options for the **Fields to Include** in the Table Format output file.
- 4 Set the options for the **Format**.
- 5 Click **OK** to write the output file in Table Format.

The Nota Bene file that is generated can be saved and/or printed.

If the bibliography includes hyperlinks, including links to Note-Taking files, after the bibliography or report is generated, you will be given the option of replacing the name of the link (i.e., the Description) with the text of that link. Note that for note-taking files, only the actual notes (not the formatted reference, keyword area, or annotation) will be included. Click **Yes** to include the text of the link.

See also:

[Subsets](#)

[Generate Record Format](#)

[Generate Datafile Format](#)

[Bibliographies with Hyperlinks](#)

23.8.3.6 Generate, Table Format Dialog

To open the Generate Table Format dialog, click **Generate, Table Format**. The following options and settings are available:

Database and Subset

Define the database and subset containing the records to include in the Table Format output file.

Fields to Include

Check the fields (or field groups) to include in the table.

Format

Landscape Orientation

Check this option to format the table across the length of the page.

Regular Tabs

Check this option to separate fields with tabs only.

Columns

Check this option to format fields in columns.

Print Borders Around Cells

Check this option to include borders in the table columns.

See also:

[Generate Table Format](#)

23.8.3.7 Generate, Record Format

The Record Format selection on the Generate menu writes a Nota Bene document with field labels and field content as shown in the example below. Each record will be on a separate page. If you want to create a document with some, but not all records in a database, you must first create a subset. If you want only one record, you can create a subset of only one record.

Record Number: 9
Template Name: Book (in a series)
Author: Denton, Robert Knox
Year: 1954
Long Work Title: The Semai: a nonviolent people of Malaya
Place: New York
Publisher: Holt, Rinehart and Winston
Series: Case Studies in Cultural Anthropology
Subsequent Cite Title: The Semai

To write a file in Record Format:

- 1 Click **Generate, Record Format**. The [Generate Record Format dialog](#) will display.
- 2 Click the **Database and Subset** to include in the Record Format output file.
- 3 Set the options for the **Fields to Include** in the Record Format output file.
- 4 Set the options for the **Format of Field Names**.
- 5 Set the option for the separation of each record.
- 6 Click **OK** to write the output file in Record Format.

The Nota Bene file that is generated can be saved and/or printed.

If the bibliography includes hyperlinks, including links to Note-Taking files, after the bibliography or report is generated, you will be given the option of replacing the name of the link (i.e., the Description) with the text of that link. Note that for note-taking files, only the actual notes (not the formatted reference, keyword area, or annotation) will be included. Click **Yes** to include the text of the link.

See also:

[Subsets](#)

[Generate Datafile Format](#)

[Generate Table Format](#)

[Bibliographies with Hyperlinks](#)

23.8.3.8 Generate, Record Format Dialog

To open the Generate Record Format dialog, click **Generate, Record Format**. The following options and settings are available:

Database and Subset

Defines the database and subset containing the records to be included in the Record Format output.

Fields to Include**Template**

Choose a template from the drop list to include only those records created with a particular template in the output. The following options are available for each field:

Include Only Fields Containing Data

Check this option if you do not want to include blank fields in the output.

Include Record Number Field

Check this option to include a field heading and record number for each record in the database.

Include Template Name Field

Check this option to include a field heading and template name for each record in the database.

Format of Fields Names**Full Field Description**

Check this option to use the full field name for each field label in the output file.

Abbreviated Field ID

Check this option to use the two letter field tags for each field label in the output file.

Right Align

Check this option to align the field headings along the center tab.

Separate Each Record

Check the option to separate each record in the file with either a blank line, a conditional break, or a page break.

23.8.3.9 Generate, Datafile Format

An Ibidem datafile is a Nota Bene file that contains the data that is in an Ibidem database in a format that can be used by Ibidem. A datafile can contain information about all of the records in a database, or information about any defined subset. For information about using a datafile to copy records from one database to another, see [Append/Import Records](#) or [Import Records From Ibidem Database](#).

To generate a datafile:

- 1 Click **Generate, Datafile Format**. The Datafile Format dialog will display.
- 2 The name of the database should be showing in the box at the top of the dialog. If not, use the drop down list to select the correct database.
- 3 The large window in the dialog shows the database and all of the subsets that have been defined. Click to select the subset for which you want to create a datafile.
- 4 Click **OK** to write the output file in datafile format.
- 5 Click **View Results** to display the file.
- 6 On the **Nota Bene** menu, click **File, Save**, and save the file to the location and name of your

choice.

If the bibliography includes hyperlinks, including links to Note-Taking files, after the bibliography or report is generated, you will be given the option of replacing the name of the link (i.e., the Description) with the text of that link. Note that for note-taking files, only the actual notes (not the formatted reference, keyword area, or annotation) will be included. Click **Yes** to include the text of the link.

See also:

[Subsets](#)

[Generate Record Format](#)

[Generate Table Format](#)

[Bibliographies with Hyperlinks](#)

23.8.4 Note-Taking File

Ibidem can generate a Nota Bene document that can be used for taking notes on a given bibliographic record. The note-taking file ("Orbis Note Form" in version 6 of Nota Bene) is a Nota Bene file that has a bibliographic citation at the top and then the contents of the keywords and abstract/annotations fields from your Ibidem record. You can then add as many pages of your own notes as you want. Note-taking files can be dynamically linked to an Ibidem record by using the Ibidem Record Link, and they can be searched using a special Orbis textbase for "Files Linked to Ibidem."

To generate a note-taking file that is dynamically linked to the record in your Ibidem database:

- 1 Open the bibliographic database and go to the record that you want to use in generating the Note-Taking Record.
- 2 Open the Links: Insert/Edit dialog in any of the following ways:
 - Click **Generate, Note-Taking File**.
 - Click **Links, New**. In the Ibidem Links dialog, select **Link for Record as a Whole** and then click **OK**.
 - Right-click on any field, then click **New Link**. In the Ibidem Links dialog, select **Link for Record as a Whole** and then click **OK**.
 - Click the **Record Link** button (a multi-colored button on the Ibidem toolbar). Click **Yes** to indicate that you want to create a new link for the record.
 - Press **Ctrl+Shift+Q**.
- 3 In the Link Type box, make sure that **Note: 8x11** or one of the other Note options is selected.
- 4 Click **OK**.

A note-taking file will be generated using the following name and location:

Filename: The filename used for the corresponding database, followed by a dash then the record number of the corresponding record

Location: A subfolder of the folder that contains the database files will be created with the same name as the filename used for the corresponding database, followed by the number 1.

You can take your reading notes in this file, and return to it at any time by clicking the **Record Link** button or by double-clicking the green link in the Record Link field.

Each paragraph that should be attributed if used (a quotation, a summary, etc.) should be tagged with a page number. See [Note Taking File: Adding Citations](#).

For more information about other options available in the Links: Insert/Edit dialog, see [Record Links for Taking Notes](#).

For more information on the location of note-taking files including instructions on how to change the location, see [Note-Taking Files Location](#).

You should retain backup copies of your Note-Taking files. This can be done by making copies of the Note-Taking files directly, or by using File, Backup Database. See [Ibidem Backup](#).

23.8.4.1 Adding Citations to Note-Taking File

As you are taking your notes in a Note-Taking File, it is important to keep track of page numbers associated with any quotation or summary, so that the material can be properly attributed in any papers you write. Note-Taking Files are set up so that you can enter a short-form citation showing only the author's name and page number(s). If you later copy the material, including the citation, into a paper you are writing, the citation will be automatically converted to the format you are using for the paper when you update the dynamic citations in the document.

To tag a paragraph with a page number:

- 1 Place your cursor where you want to insert a record of the page number (e.g., at the end of a quotation).
- 2 Press **Ctrl+Ins**, or right-click and select **Cite Page Number**. The Insert/Edit Citation dialog will open.
- 3 Enter the page number(s) and click **Cite**.

A short form citation will be inserted with the author's name and the page number(s).

When you are writing a paper, the text with the short form citation can be copied to your paper, either by copying and pasting or by inserting text retrieved in an Orbis search directly from the Orbis screen. When you update the citations in your paper, the citation will be converted to the format defined for your paper and the work will be included in the reference list.

See also:

[Note-Taking File](#)

[Update Citations](#)

23.8.4.2 Backing Up Note-Taking Files

When you create a linked note-taking file in Ibidem, by default, those files are stored in a subfolder of your Ibidem database folder. The subfolder is given the name of the database files followed by a number. For example, if your database files use the name biblio.* and are in the folder \Nbwin\Ibidem\Db, then all of your linked files will be in a folder called \Nbwin\Ibidem\Db\Biblio1. When you backup your database using **File, Backup Database**, you will be prompted to indicate whether you want linked files to be backup up at the same time (either Note-Taking files or other Link types). The links and linked files will be backed up to the same archive file as the rest of the database files.

However, if you do not use the defaults and choose to store your linked files in a different location or locations, those files will not be automatically backed up when you backup your database using either of the two methods (File, Copy/Backup Database or Windows Explorer). If you wish to backup your linked files at the same time that you backup your database, you will need to take the extra step of finding the folder with the linked files and backing that up manually. For example, if your database is in the folder \Nbwin\Ibidem\Biblio, but your linked files are in the folder \Nbwin\Document\Notes, after backing up the database using one of the two methods, you will need to use Windows Explorer to find and backup the Nbwin\Document\Notes folder.

Similarly, if you want to move your database and associated linked files to a different computer, you can copy your database using one of the two methods, but you will need to copy your linked files folder separately, using Windows Explorer. Then, when you add them to another computer, you need to make sure that the linked files are in the SAME LOCATION on the second computer as they are on the first computer. For example, if your linked files are in the folder C:\Nbwin\Document\Notes on the original computer, the links in your Ibidem database will continue to refer to that location on the second computer. Therefore, you must copy that folder to C:\Nbwin\Document\Notes on the second computer in order to maintain consistency between links in your Ibidem records and the note-taking files that they link to.

See also:

[Ibidem Backup](#)

Note-taking files linked to Ibidem

23.8.5 Text of Record

The information for one record, including all fields, can be written to a Nota Bene file for viewing or printing.

- 1 Click to highlight one record.
- 2 Click **Generate, Text of Record**
- 3 When asked if you want to include the full name of each field, click **Yes** to include the full name or **No** to include the two letter abbreviations for each field.

See also:

[Copying records](#)

23.9 Customizing Ibidem

Customize Fields

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- Customize Sort Rules
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- [Customize Index Keys](#)
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- Custom Format for Bibliographies
- Custom Format for Subject Bibliographies

23.9.1 Customize Fields

An Ibidem bibliographic database has predefined fields that are used for storing specific kinds of bibliographic data. When Ibidem generates citations and reference lists, the program uses information that you have entered in these fields in very specific ways. In a bibliographic database, you generally cannot and should not make changes to the predefined fields, because this would affect the way that the program processes the data in these fields. However, you can add fields to a bibliographic database, or change the order in which they appear. Custom databases (i.e., non-bibliographic or IbidPlus databases) and fields that you add to a bibliographic database are not used for generating citations or reference lists, so you have more flexibility in editing these fields.

The Fields tab of the Properties dialog is used to add a field or to edit, copy, delete or reposition an existing field. You can also add an auto date field that will automatically insert the date when a record is edited. The Properties dialog can be opened by clicking File, Maintain Database. If prompted, click to indicate that it is OK to close the open database. Click to highlight the database you want to work with, and then click the Maintain button to open the Maintenance Options dialog. Click the Edit Properties radio button, and then click OK. The Properties dialog will display with the Fields tab active.

For specific instructions on using this dialog to customize fields in the following ways, please follow these links:

- [Add a New Field](#)
- [Add an Auto Date Field](#)
- [Edit or Change a Field](#)
- [Copy a Field](#)
- [Delete a Field](#)
- [Reposition a Field](#)

If you receive a message that the database is locked, use Maintenance Options dialog to unlock the database. See Unlock Database.

See also:

- [Data Entry Overview](#)
- Field Definitions

IbidPlus: New Customized Database
Customize Entry Templates
Customize Index Keys
Customize Search Groups
Customize Table View

23.9.1.1 Add a Field

New fields can be added to any Ibidem database.

To add a new field:

- 1 Click **File**, **Maintain Database**, and then click the **Maintain** button.
- 2 Click **Edit Properties**, and then click **OK**. The **Properties** dialog will open with the **Fields** tab active.
- 3 Click the **Edit Field** button, and change the settings to your preference.
 - **ID:** Each field has a two character identification. Any two letters or numbers can be used, provided that field IDs are not repeated within the database.
 - **Field Description:** Enter a brief description of the field.
 - **Status:** Predefined bibliographic fields are **fixed** and cannot be changed. All other fields are **custom**. This setting cannot be changed.
 - **Field Type:** There are seven Field Types in Ibidem and data is processed by the program differently depending on the Field Type selected. Select one of the following:
 - * Name: Data is entered in Name fields with last name first followed by a comma, a space and then the first name; sorting ignores text in angled brackets. See [Names](#)
 - * Title: Data is entered in Title fields with the first word and any proper names capitalized and other words lowercase; sorting ignores initial articles. See [Titles](#)
 - * Text: plain text
 - * Number: any integer
 - * Year: Years are entered using 4 digits. See [Years](#)
 - * American date: 3 numbers are entered: month, day, 4 digit year. See [Dates](#)
 - * European date: 3 numbers are entered: day, month, 4 digit year. See [Dates](#)
 - **Key Field:** Key fields can be searched using the **Fast Search** feature in Ibidem, rather than the slower **Text Search**. To edit the key fields, press the **Index Keys** tab on the Properties dialog. See [Index Keys](#)
 - **Display Lines:** This setting cannot be adjusted.
 - **Align:** Choose left, right or center.
- 5 Click OK to save the changes.

Please note that once you have added a field, you will need to [customize the data entry templates](#) for the database in order for the new field to be available in the database for data entry.

See also:

[Customize Fields](#)

23.9.1.2 Auto Date

An auto date feature can be added to any date field. With this feature active, the date will automatically be inserted in the date field whenever a record is modified.

If you do not already have a date field that you want to use for this, add a new field to your database first, selecting American Date or European Date as the field type. For instructions, see [Add a Field](#). If you have just added a date field and the Properties dialog is still open with the Field tab active, you can skip to number 3 in the instructions below.

To enable the Auto Date feature in a date field:

- 1 Click **File, Maintain Database**, and then click the **Maintain** button.
- 2 Click **Edit Properties**, and then click **OK**. The **Properties** dialog will open with the **Fields** tab active.
- 3 Click the **Auto Date** button. The **Auto Dating of Records** dialog will open.
- 4 Complete the information in this dialog as follows:
 - The Enable Auto Dating of Records check box should be checked if you want to enable this feature. Uncheck this box if you want to disable this feature.
 - All of the date fields in the database will be shown in the table in the middle of the dialog. In the example above, there are two date fields: DA (Date modified) and DP (Date of purchase). Click to highlight the date field that you want to use for auto dating.
 - Select one of the two radio buttons to indicate whether you want to save only the date of the last edit, or save the dates of all edits.
 - The format of the automatic date can be altered by choosing to add leading zeros to days or months less than 10, and by using the drop-down list to choose the punctuation mark that will separate day-month-year.

When all of the above selections have been made, click **OK**

See also:

[Customize Fields](#)
[Dates](#)

23.9.1.3 Edit a Field

To edit a field that has already been defined:

- 1 Click **File, Maintain Database**, choose the database you want to work with, and then click the **Maintain** button.
- 2 Click **Edit Properties**, and then click **OK**. The **Properties** dialog will open with the **Fields** tab active.
- 3 Click on the name of any field in the list to highlight it. When a field name is highlighted the **Edit Field**, **Up**, **Down**, **Copy Field**, and **Delete Field** buttons become active.
- 4 Click the **Edit Field** button, and change the settings to your preference.
 - **ID:** Each field has a two character identification. Any two letters or numbers can be used, provided that field IDs are not repeated within the database.
 - **Field Description:** Enter a brief description of the field.
 - **Status:** Predefined bibliographic fields are **fixed** and cannot be changed. All other fields are **custom**.
 - **Field Type:** There are seven Field Types in Ibidem and data is processed by the program

differently depending on the Field Type selected. Select one of the following:

- * Name: Data is entered in Name fields with last name first followed by a comma, a space and then the first name; sorting ignores text in angled brackets. See [Names](#)
 - * Title: Data is entered in Title fields with the first word and any proper names capitalized and other words lowercase; sorting ignores initial articles. See [Titles](#)
 - * Text: plain text
 - * Number: any integer
 - * Year: Years are entered using 4 digits. See [Years](#)
 - * American date: 3 numbers are entered: month, day, 4 digit year. See [Dates](#)
 - * European date: 3 numbers are entered: day, month, 4 digit year. See [Dates](#)
 - **Key Field:** Key fields can be searched using the **Fast Search** feature in Ibidem, rather than the slower **Text Search**. To edit the key fields, press the **Index Keys** tab on the Properties dialog. See [Index Keys](#)
 - **Display Lines:** This setting cannot be adjusted.
 - **Align:** Choose left, right or center.
- 5 Click **OK** to save the changes.

See also:

[Customize Fields](#)

23.9.1.4 Copy a Field

To copy a field:

- 1 Click **File**, **Maintain Database**, and then click the **Maintain** button.
- 2 Click **Edit Properties**, and then click **OK**. The **Properties** dialog will open with the **Fields** tab active.
- 3 Click on the name of any field in the list to highlight it. When a field name is highlighted the **Edit Field**, **Up**, **Down**, **Copy Field**, and **Delete Field** buttons become active.
- 4 Click the **Copy Field** button. Ibidem creates a new field, copying the field definitions from the original field.
- 5 Enter a new two character **ID** and **Description** for the new field.
- 6 Make certain the **Field Type** and **Alignment** are set to your preference.
- 7 Click **OK** to save the changes.

See also:

[Customize Fields](#)

23.9.1.5 Delete a Field

To delete a field:

- 1 Click **File, Maintain Database**, and then click the **Maintain** button.
- 2 Click **Edit Properties**, and then click **OK**. The **Properties** dialog will open with the **Fields** tab active.
- 3 Click on the name of any field in the list to highlight it. When a field name is highlighted the **Edit Field, Up, Down, Copy Field**, and **Delete Field** buttons become active.
- 4 Click the **Delete Field** button. Ibidem deletes the highlighted field.
- 5 Click **OK** to save the changes.

Note that if you delete a field in error, you should click Cancel.

See also:

[Customize Fields](#)

23.9.1.6 Reposition a Field

The fields for a given record are displayed on the Ibidem screen in Record View. You can change the order in which they are displayed.

To reposition a field:

- 1 Click **File, Maintain Database**, and then click the **Maintain** button.
- 2 Click **Edit Properties**, and then click **OK**. The **Properties** dialog will open with the **Fields** tab active.
- 3 Click on the name of any field in the list to highlight it. When a field name is highlighted the **Edit Field, Up, Down, Copy Field**, and **Delete Field** buttons become active.
- 4 Click the **Up** or **Down** button to reposition the field.
- 5 Click **OK** to save the changes.

See also:

[Customize Fields](#)

23.9.2 Customize Sort Rules

Sort rules are used to determine how a bibliography or other report will be sorted. Ibidem's standard styles provide you with predefined sets of sort rules that are consistent with the instructions to authors for that style. However, you can customize the sort rules, and use the customized rules with any publishing style.

A customized sort rule definition can be created by clicking the **Sort Rules** button on the Generate Bibliography dialog (or the Generate Report dialog). This will allow you to have your bibliography or report sorted by different fields (e.g., title instead of author) and to select options for the way authors, titles, and/or years are sorted. See [Define Sort Rules](#).

The sort order for an individual field in an individual record can be changed by choosing Set Field Sort Order on the Edit menu or on the right-click menu. This would be used if, for example, you had an author

"van Antwerpen, Julia" but wanted the author's name sorted under A instead of V. See [Set Field Sort Order](#).

See also:

Bibliography Sort Rules dialog

23.9.2.1 Define Sort Rules

The Bibliography/Reference List Sort Rules dialog will allow you to define parameters for sorting a bibliography or report, including the field to sort by, the treatment of spaces, and options for sorting authors, titles and/or years.

To create a customized sort rule definition:

- 1 Click **Generate, Bibliography**. The [Generate Bibliography dialog](#) will display.
- 2 Click on the radio button to **Alphabetize Using Custom Rules**, and then click the **Sort Rules** button. The Bibliography/Reference List Sort Rules dialog will display.
- 3 Enter a name for the new set of rules in the **Saved Rules** text box.
- 4 Set the **Field, Order, Type, Characters**, and **Options** for your customized sort rules to your preferences. See [Bibliography/Reference List Sort Rules dialog](#).
- 5 Click **Save** to save the customized sort rules.

To edit an existing set of sort rules:

- 1 Click **Generate, Bibliography**. The [Generate Bibliography dialog](#) will display.
- 2 Click on the radio button to **Alphabetize Using Custom Rules**, and then click the **Sort Rules** button. The Bibliography/Reference List Sort Rules dialog will display.
- 3 Click on the Sort Rules you want to edit in **Saved Rules** text box.
- 4 Set the **Field, Order, Type, Characters**, and **Options** for your customized sort rules to your preferences.
- 5 Click **Save** to save the customized sort rules.

23.9.2.2 Set field sort order

If you want to have a particular entry (a field in a single record) sorted differently, you can specify a different sort order. For example, you might want to have the name "Julia van Antwerpen" appear in a bibliography as "van Antwerpen, Julia" but sorted under the A's as if it were spelled "Antwerpen." Or you might want sorting to ignore an initial article in a non-English title.

To set the sort order for a field in a single record:

- 1 Place your cursor in the field in the record that you want to change.
- 2 Click **Edit**, **Set Field Sort Order**, or right-click on the field and select **Set Field Sort Order**. The Alternate Sort Sequence dialog will open.
- 3 In the box at the top of the dialog, type in the field information as it should be sorted. In the above example, you would type in "Antwerpen" or "Antwerpen, Julia van" (use the longer version if there will be more than one Antwerpen in the bibliography).
- 4 Click **OK**.

The new sort order will be visible in the Ibidem field in angled brackets. To remove this special sort order, delete the text in the angled brackets.

Bibliographies that are generated will reflect the changed sort order, but sorting in table view will not be affected.

See also:

[Define Sort Rules](#)

Bibliography/Reference List Sort Rules Dialog

23.9.3 Customize Entry Templates

Ibidem provides you with a number of entry templates for different types of bibliographic resource materials. You can create a new entry template that is specifically tailored to your particular research project, or edit any of the existing templates to add fields you need for your work. In many non-bibliographic databases, you will want to customize entry templates or create new ones.

To edit a data entry template:

- 1 Click **File**, **Maintain Database**,
- 2 Click the database for which you would like to edit a data entry template, and then click the **Maintain** button.
- 3 Click the option to **Edit Properties**, and then click **OK**. The **Properties** dialog will display.
- 4 Click the tab for **Entry Templates**. The **Entry Templates** tab will display.
- 5 Click to highlight the name of the Entry Template you would like to edit.
- 6 In the **Fields in Template** area, click to select or clear fields on the template.
- 7 To change the label for a field on the template, click **Edit** when any of the fields is highlighted
- 8 Click the **Up** or **Down** buttons to change the order in which the fields appear on the data entry template.
- 9 Click **OK** to save the data entry template definition.

To create a new data entry template:

- 1 Click **File, Maintain Database**,
- 2 Click the database for which you would like to create a special data entry template, and then click the **Maintain** button.
- 3 Click the option to **Edit Properties**, and then click **OK**. The **Properties** dialog will display.
- 4 Click the tab for **Entry Templates**. The **Entry Templates** tab will display.
- 5 Click the **Add** button, and enter a name for the new data entry template.
- 6 In the **Fields in Template** area, click the check box for a field to include it on the new template.
- 7 To change the label for the field on the new data entry template, click **Edit** when any of the fields is highlighted
- 8 Click the **Up** or **Down** buttons to change the order in which the fields appear on the data entry template.
- 9 Click **OK** to save the data entry template definition.

To view the customized data entry template

- 1 Open the database with the customized template.
- 2 Click **Edit, New Record**.
- 3 Click on the name of the customized data entry template in the drop list.

Ibidem will display a blank record, with the customized data entry template.

See also:

[Data Entry Overview](#)

[Fields](#)

[Index Keys](#)

[Search Groups](#)

[Table View](#)

23.9.4 Customize Index Keys

Index Keys (or key fields) will appear on the Fast Search dialog, and enable faster searching. Ibidem maintains the data specified in the Index Key tab of the Properties dialog in separate index files. Because a limited amount of information is included in these files, they can be searched more quickly. Each Index Key may include either a single field or one primary field plus additional linked fields.

To customize the index keys for an Ibidem database:

- 1 Click **File, Maintain Database**. Your database will be closed, and the [Database Maintenance dialog](#) will display.
- 2 Click the **Maintain** button. The [Maintenance Options dialog](#) will display.
- 3 Click the radio button to **Edit Properties**, and then click **OK**.
- 4 Click on the **Index Keys** tab. The following settings and options are available:

Key Name

The name of the indexed field or linked fields as it will appear on the Fast Search dialog.

Primary Key Field

For linked fields, this is the first field in the group; for index keys with only one field, the primary key field is the field to be indexed.

Links

Defines the Key as linked to other fields (Yes) or as a single field to be indexed (No). If additional fields are linked to the index key, Ibidem will search the linked fields as well as the primary key field. In the example shown in the screen shot above, a search for Author would find authors in the Anthology Contributor, Long Work Contributors and Short Work Contributors fields as well as the Author field.

Default Order

Sets the order for the indexing as either Ascending (A-Z) or Descending (Z-A).

Lookup

Creates an authority list (list of all data entered into that field) for this index key. The authority list can be accessed by clicking on the arrow to the right of the field in the Record View in the main Ibidem screen.

Char

Defines the number of characters in the field to be included in the index. Index keys for fields of type number, year or date use a compressed format and cannot be edited. The number displayed for year or date is sufficient record four-digit years. For text fields the settings refer to the number of characters. You should include enough characters so that the full amount of information that you want to store for that field can be stored. Too many characters will increase the size of the index and result in marginally slower searches. Too few characters may result in searches that do not find all data.

Blk Size

An internal setting for controlling storage of records with similar index keys. This setting should not normally be changed by the user, unless instructed to do so by a Nota Bene technical support person.

Key Type

Displays the Field Type for the primary key selected for the index key. For more information on Field Types, see [Customizing Fields](#).

Linked Key ID

The ID for the index key in the ibidem.ini file.

Link Type

Set the Link Type to 1st field to search only the first field, and to all fields to search all fields in the index key group.

ID

Check boxes indicate fields included as linked fields.

Field Description

Long name for the fields.

Edit Key

Enables editing functions for a highlighted index key.

Add Key

Displays a blank index key to be added.

Delete Key

Removes a key from the index.

See also:

Selecting Records (Fast Search)

Fields

Entry Templates

Search Groups

Table View

23.9.5 Customize Search Groups

Fields with similar content, such as name fields (Author, Contributors), and title fields, are linked in search groups, so that you can search in all the fields in a given search group at the same time. In the example below, title fields are linked so that when you search for a title, Ibidem searches each title field, not just the Long Work (or book) title.

The Search Groups tab of the Properties dialog is used to customize search groups. To open this dialog:

- 1 Click **File, Maintain Database**. Your database will be closed, and the **Database Maintenance dialog** will display.
- 2 Click the **Maintain** button. The **Maintenance Options dialog** will display.
- 3 Click the radio button to **Edit Properties**, and then click **OK**.
- 4 Click on the **Search Groups** tab. The following settings and options are available:

Search Groups

Lists the search groups defined for the current database.

ID

Identification tag for the Search Group in the Ibidem.ini file.

Search Group Name

Full name of the search group.

Up

Moves the highlighted search group up in the list.

Down

Moves the highlighted search group down in the list.

Edit

Enables editor for highlighted search group.

Add

Lets you add a search group to the list.

Copy

Copies the highlighted search group to a new search group.

Delete

Deletes the highlighted search group.

Fields in Search Group

Displays the fields in the database; fields included in the highlighted search group are checked.

Up

Moves the highlighted field up in the field list.

Down

Moves the highlighted field down in the field list.

See also:

[Fields](#)

[Entry Templates](#)

[Index Keys](#)

[Table View](#)

23.9.6 Customize Table View

Table View, one of two main views displayed on the [Ibidem Screen](#), provides you with a list of each record in the active database. Summary information about the records is shown in a table format and can be sorted by clicking the column label. By default, a bibliographic database has four columns in Table View: Record number, Author, Year and Title. The record number column must always be the first column in Table View. The Author, Year and Title columns are all Index Keys (Index Keys are used so that the records can be sorted).

The Table View tab of the Properties dialog can be used to select or change the summary information that will appear in Table View. To open this dialog:

- 1 Click **File, Maintain Database**. Your database will be closed, and the [Database Maintenance dialog](#) will display.
- 2 Click the **Maintain** button. The [Maintenance Options dialog](#) will display.
- 3 Click the radio button to **Edit Properties**, and then click **OK**.
- 4 Click on the **Table View** tab. The following settings and options are available:

Database Fields, Keys, Search Groups

Lists the available fields, keys and search groups in the current database.

Insert

Lets you insert a field, key, or search group in the table view for the current database.

First Item: Insert the highlighted item as the first item in the table view.

Before Current: Insert the highlighted item in the list of fields, keys, and search groups before the item highlighted in the table view.

After Current: Insert the highlighted item in the list of fields, keys, and search groups after the item highlighted in the table view.

Last Item: Insert the highlighted item in the list of fields, keys, and search groups as the last item in the table view.

Items in List View

Lists the fields, keys, and search groups in the table view for the current database.

See also:

[Fields](#)

[Entry Templates](#)

23.9.7 Custom Format for Bibliographies

Ibidem lets you define Custom Formats for your bibliographies that will print any of the fields in your databases. The process for creating a custom format for a non-bibliographic database is the same, except that the custom format is created for a "report" rather than for a "bibliography."

To create a Custom Format:

- 1 Click **Edit, Custom Format, Bibliography**. The Bibliography Custom Forms dialog will display.
- 2 Click the **New** button on the Bibliography Custom Forms dialog. The Custom Format: New dialog will display.
- 3 Enter a **Description** for the Custom Format in the text box.
- 4 Enter a filename for the Custom Format in the text box.
- 5 Set the **Number Citations** option to your preference.
- 6 Check the fields in the **Fields** list box to include in your Custom Format. Make certain that **Formatted Citation** is checked if you want to simply add fields to a predefined Standard format (such as AAA, APA, MLA).
- 7 Set the option to **Include Fields for Record Only if Field Contains Data** to your preference. If you leave this option unchecked, Ibidem will write blank spaces when the field is blank.
- 8 Click **OK** to save the Custom Format.

Use the Edit button on the Bibliography Custom Forms dialog to edit a previously created custom format. Use the Copy button on the Bibliography Custom Forms dialog to create a new custom format based on a previously created custom format.

After you have created a custom format, you can generate a bibliography with the custom format you have defined.

- 1 Click Generate, Bibliography. The [Generate Bibliography dialog](#) will display.
- 2 Click the option to use **Customized Forms** for the bibliography.

- 3 Click the **Customized Form** description from the drop list.
- 4 Click **OK**.

See also:

Custom Format for Citations (Alt Cite)

23.9.8 Custom Format for Subject Bibliographies

Ibidem lets you define Custom Formats for your subject bibliographies that will print any of the fields in your databases. The process for creating a custom format for a non-bibliographic database is the same, except that the custom format is created for a "subject report" rather than for a "subject bibliography."

To create a Custom Format:

- 1 Click **Edit, Custom Format, Subject Bibliography**. The Subject Bibliography Custom Forms dialog will display.
- 2 Click the **New** button on the Subject Bibliography Custom Forms dialog. The Custom Format: New dialog will display.
- 3 Enter a **Description** for the Custom Format in the text box.
- 4 Enter a filename for the Custom Format in the text box.
- 5 Set the **Number Citations** option to your preference.
- 6 Check the fields in the **Fields** list box to include in your Custom Format. Make certain that **Formatted Citation** is checked if you want to simply add fields to a predefined Standard format (such as AAA, APA, MLA).
- 7 Set the option to **Include Fields for Record Only if Field Contains Data** to your preference. If you leave this option unchecked, Ibidem will write blank spaces when the field is blank.
- 8 Click **OK** to save the Custom Format.

Use the Edit button on the Subject Bibliography Custom Forms dialog to edit a previously created custom format. Use the Copy button on the Subject Bibliography Custom Forms dialog to create a new custom format based on a previously created custom format.

After you have created a custom format, you can generate a subject bibliography with the custom format you have defined.

- 1 Click **Generate, Subject Bibliography**. The **Generate Subject Bibliography dialog** will display.
- 2 Click the option to use **Customized Forms** for the bibliography.
- 3 Click the **Customized Form** description from the drop list.
- 4 Click **OK**

23.10 Links in Ibidem

[Overview of Links in Ibidem](#)
[Record Links for Taking Notes](#)
[Other Uses of Links in Ibidem](#)
[Bibliographies with Hyperlinks](#)

23.10.1 Overview of Links in Ibidem

A system of automated research links integrates Ibidem with the Nota Bene word processor and Orbis. A record in an Ibidem database contains bibliographic data (author, title, publisher, etc.) about one book, article or other work. Each Ibidem record can include a link that is used to automatically create, edit and/or open a Nota Bene file that is used for taking notes on the book, article or other work. All of the note-taking files that are thus linked to records in an Ibidem database can then be indexed as an Orbis textbase. This gives the user access to Orbis' search and retrieval capability to make effective use of the notes that have been taken.

Links in Ibidem can also be used for other purposes. For example, links can be used to connect to a website, to an e-mail address, to a Nota Bene file, to a bitmap image or to any file in any program. These types of links can be quite useful for customized databases with IbidPlus.

Records that have hyperlinks can be viewed in the Ibidem Table View by clicking either **Links, Icon in Table** (to show a green icon indicating that the record has a link) or **Links, Link Text in Table** (to show the text of the link [i.e., "Note-Taking File"] in the table). You can also turn off the display of links in table view by clicking **Links, Hidden in Table**.

For more information about using record links for taking notes and other uses of links in Ibidem, click the links below:

[Record Links for Taking Notes](#)
[Other Uses of Links in Ibidem](#)
[Bibliographies with Hyperlinks](#)

For information about using a special type of textbase in Orbis to search all of the note-taking files that are dynamically linked to an Ibidem textbase, see New Textbase: Files Linked to Ibidem.

23.10.2 Record Links for Taking Notes

Each record in your database has special Record Link field which can be accessed by clicking the **Record Link** button at the top of the Ibidem screen, or by pressing **Ctrl+Shift+Q**. This field can be used for other purposes, but it is normally used as a link to a Note-Taking File. A Note-Taking File is a Nota Bene file that is used for taking notes on a given bibliographic record. All of the Note-Taking Files for your bibliographic database can be automatically indexed as an Orbis textbase and Orbis can be used to search through all of these notes and find the material you want when you need it.

To use the record link for taking notes:

- 1 Open the bibliographic database and go to the record that you want to use in generating the Note-Taking File.
- 2 Open the **Links: Insert/Edit dialog** in any of the following ways:
 - Click **Links, New**.
 - Click the **Record Link button** (a multi-colored button on the Ibidem toolbar to the right of the search buttons). Click Yes to confirm that you want to create a new link for the record.
 - Press **Ctrl+Shift+Q**
 - Right-click on any field, then click **New Link**. In the Ibidem Links dialog, select **Link for Record as a Whole** and then click **OK**.
 - Click **Generate, Note-Taking File**
- 3 On the left side of the Links: Insert/Edit dialog, you can choose the type of link to insert. You can insert a link to a webpage, email address, Nota Bene file, or any other type of file for another program. In most cases, however, you will be linking your bibliographic record to a Note-Taking file. This file can be formatted on an American 8.5x11 in paper, a 5x8 or 4x6 notecard, or European A4 paper. Select the size of the paper that you will be working with.
- 4 On the right side of the Links: Insert/Edit dialog, you will be given information about working in a Note-Taking file. Above that information are boxes to be filled in for the description of the file, the name of the file, and the citation style to use for the heading in the file.
 - The **Description** field is the text that will appear in green in the Record Link field of the Ibidem record. The default for this is simply "Note-Taking File."
 - The **Filename** can be anything you choose. The default for this is simply the name of the database followed by a hyphen, then the number of the record and the Nota Bene extension (.nb). By default, all Note-Taking files are stored in a subfolder of your Ibidem database that is called by the name of the database followed by the number 1. So the filename for a Note-Taking file linked to the second record in the Tutor database (Frank Anderson's *An Illustrated History of the Herbals*) would be NBWIN\IBIDEM\SAMPLES\TUTOR1\TUTOR-2.NB. Again, this system follows Nota Bene's shipping defaults. However, both the default filename, extension, and storage location for Note-Taking files can be changed by pressing the **File Defaults** button below the Link Type list on the left side of the Links: Insert/Edit dialog, and inserting the new information in the appropriate locations. (This dialog allows you to change the default filename to the record author's last name, full title or, if the title has a colon in it, the text that preceded the colon.)
 - Finally, you can choose the citation **Style** for the heading of the Note-Taking file. When the Note-Taking file is created, the citation automatically appears at the top of the file, followed by the keywords for that record, followed by any annotations in that record, followed by the word Notes. The rest of the file is left blank for the insertion of your own notes.
 - If you check the **Auto-update** box next to the Style box, the information in the heading of the Note-Taking file will change if the information in the Ibidem record changes. The heading will be displayed in blue (to show that it is dynamic, like an Ibidem citation). Each time you open the Note-Taking file, the text in the heading will be updated. Taking as an example the above Note-Taking file for Byrd's "Cultural Patterns of Identity Definition," if you add the the keyword "ritual" to the Ibidem record, that new keyword will appear in the heading the next time you open the file. You can also turn on the Auto Update feature for linked Note-Taking files by clicking **Links, Auto Update**. [Note that this option is global—it applies to all files, not just the current note-taking file. Note also that data will not be updated in a linked file if that file is not reopened, even if the data in the database to which it is linked is changed. Finally, if you have added text to any linked field in the heading of the Note-Taking file that is not in the Ibidem record for that source, it will be DELETED if you have the Auto Update option on.]
- 5 Click **OK** to generate the note-taking file.

You can take your reading notes in this file, and return to it at any time by clicking the **Record Link** button or by double-clicking the green link in the Record Link field. When you are taking notes, short form citations can be inserted in the note-taking file to keep a record of page number(s). Place your cursor where you want to insert a record of the page number, and press **Ctrl+Ins**, or right-click and select **Cite Page Number**. The Insert/Edit Citation dialog will open. For more information, see [Note-Taking File: Adding Page Numbers](#).

Once note-taking files have been generated, there is a special type of Orbis textbase that will index all of the files that are associated with your bibliographic database.

See also:

[Other Uses of Links in Ibidem](#)

[Note-Taking File Location](#)

[Ibidem Backup](#)

23.10.3 Other Uses of Links in Ibidem

Hyperlinks can be inserted in an Ibidem field, just as they are inserted in a Nota Bene document. You can have links to a web page (URL), an e-mail address, a Nota Bene file, a Paint file (BMP) or a file associated with any program on your computer: Once a link is inserted in an Ibidem field, it will appear as green underlined text and can be activated by double-clicking on the green underlined text. To insert a link, you must first add it to the **Links: Insert/Edit dialog**. Then it can be inserted into the Ibidem field from the dialog.

The Record Link field in Ibidem is normally used to link to a Note-Taking file. See [Record Links for Taking Notes](#). If you are not using this link to dynamically connect to your note-taking files, you can use it for any of the more general purposes below. Links can also be added to any Ibidem field.

To add a link to the Links: Insert/Edit dialog.

- 1 Place your cursor in the field where you want the link to appear.
- 2 Click **Links, New**. A dialog will appear asking you to specify if you want to create a Record Link for a Note-Taking file, or if you want to create a link of a different type for a particular field. Select the second option and choose the field you want to link to appear in. The Links: Insert/Edit dialog will open.
- 3 Click to select one of the Link Types in the list on the left side of the dialog. A brief description of the selected Link Type will be shown in the box below the list.

Web: Inserts a link to a webpage. Double clicking on the link will open your web browser (if it is not already open), and the webpage that you specify.

Email: Inserts an email address into the document. Double clicking on the hyperlink opens your email program to send an email to the specified recipient.

Auto: Inserts a link to a non-NB file in Windows. The application used to open the file is determined automatically by Windows based on the file type.

NB File: Inserts a link to another Nota Bene file. Double clicking on the link will open the NB file in a new window. You can also specify a particular point in the file to go to when the file is opened by typing the text in that portion of the file.

Paint: Inserts a link to a file that will be opened in Microsoft Paint. Double clicking on the link will open Paint and open the specified file (these are most often .BMP images).

Orbis Search: Creates a link to an Orbis search string. Double clicking on the link in a document will open Orbis and perform a search for a term or string that you specify, in a specific textbase that you must also specify. For example, you can insert a link that will search your entire textbase for the term "Authority." Orbis Search links are "dynamic" links, and are ideal for linking to textbases whose content changes frequently.

Orbis Match: Creates a link to an Orbis match. Double clicking on the link in a document will open Orbis and retrieve a particular record from your textbase. This will not initiate a search for a particular term in Orbis (as an Orbis Search link would). Rather, Orbis will only display the particular record to which you link. Orbis Match links are "static" links, designed for focused retrieval of matches in textbases whose content does not change.

Both Orbis Search and Orbis Match links should normally be inserted from the main Orbis dialog. See Hyperlinks in Orbis.

You can also create a customized Link Type. To do so, press the **New** button below the list of Link Types. This will open the New Link Type dialog. Type the name and description of the link type in the appropriate boxes. Then type the Program Launch String if you want a file to open in a particular program when you double click on the link.

- 4 Once you decide which type of link you will be inserting, fill in the information in the top two boxes at the top of the dialog. If you are adding a hyperlink to a file on your computer (a Nota Bene file, a Paint file or any other file), the browse button with the three dots will be active and you can click it to browse to the file that you want to select. The text that you type into the Hyperlink Description box will be the green text that you see in the Nota Bene file when the hyperlink is inserted in the file. It can be the same as the URL, e-mail address or file name/path, or it can be different. For example, if you want to use an active hyperlink to direct people to www.notabene.com, you might want the text in the document to say something like, "Go to www.notabene.com" or you might want to say "Go to the Nota Bene website." In either case, www.notabene.com would be in the URL box.

If you are inserting a link to an NB file, and you want to go to a particular place in that file once is opened, type the text in the file that you want to go to in the "Text in File" box. You can type formatting commands in this box (using Ctrl + < and > for the opening and closing markers). When the link is opened, NB will go to the first occurrence of that text and/or command in the linked file.

If you are inserting an Orbis Search or Orbis Match link, you must also specify the textbase to be searched in the region below the Description and Search String boxes in the Insert/Edit Links dialog.

- 5 Click **Add to List** to add this hyperlink to the list of hyperlinks that can be inserted from this dialog. This list makes it easier to insert the same link more than once. You can simply select the link from the list without retyping the required information in the "Description" and other boxes.
- 6 Click **OK** to insert the hyperlink in the file.

To insert a link from the Links: Insert/Edit dialog to an Ibidem field.

- 1 Place your cursor in the field where you want the link to appear.
- 2 Click **Links**, **New** or press **Ctrl+Shift+Q** or press the **Record Links** button on the Ibidem toolbar. The Links: Insert/Edit dialog will open.
- 3 Click to select one of the Link Types in the list on the left side of the dialog. A brief description of the selected Link Type will be shown in the box below the list.

- 4 The links that are available for each type will be listed in the box on the right. Click to select one of these links.
- 5 Click **Insert** to insert this hyperlink in the Ibidem field at the point of the cursor.

To change a link that was previously added to the Links: Insert/Edit dialog:

- 1 If the record already has more than one link (i.e., links in more than one field), click **Links, Open** or press **Ctrl+Shift+Q**, or press the **Record Link button** on the toolbar. If the record only has one link, click **Links, Edit**. The **Links: Insert/Edit dialog** will open with all of the links for that record listed on the right side of the dialog.
- 2 Click to select one of these links. The information for the selected link will be displayed in the two boxes at the top of the dialog. Make any changes that you want.
- 3 Click **Edit List** to save the changes that you have made.
- 4 Click **OK** to apply the change to the link.

See also:

[Record Links for Taking Notes](#)

Generating Bibliographies with Hyperlinks

23.10.4 Bibliographies with Hyperlinks

When you generate a bibliography from Ibidem, you can choose to include the text of Note-Taking files or any other type of links that are associated with records in the database. To do this:

- 1 Click **Generate**, and choose either **Bibliography**, **Subject Bibliography**, **Table Format**, **Record Format**, or **Datafile Format**. Follow the procedures outlined in the relevant section of [Generating Reports](#).
 - If you are generating a **Bibliography**, or **Subject Bibliography**, check the box next to "Include Additional Fields and/or Linked Fields" under Options. Then click the **Fields/Files** button. The **Additional Fields dialog** will appear. Check "L#: Record Link" and click OK. Click **OK** in the Generate Bibliography dialog.
 - If you are generating a report in **Table Format**, **Record Format**, or **Datafile Format**, make sure you include the Record Link field, or any field that includes a link of another type.
- 2 After the bibliography or report is generated, and you click **View Results**, you will be given the option of replacing the name of the link (i.e., the Description) with the text of that link. Note that for note-taking files, only the actual notes (not the formatted reference, keyword area, or annotation) will be included. Click **Yes** to include the text of the link.

See also:

[Generate Bibliography](#)

23.11 Ibidem Backup

In Ibidem, as in any other program, it is important to protect your data by backing up your files regularly.

We recommend that you develop a regular system for frequently backing up your Ibidem database files and storing them in one or more safe locations. Your database should be backed up every time you add data that you would not want to lose.

The following files should be backed up:

- Database files: An Ibidem database consists of about 20 or more files, all with the same name but different extensions, and all in the same folder. The files with extensions .#00, .#01, .#02 etc. are the most important files in that they contain the data. A list of all of the database files and their location is available by opening the database in Ibidem and clicking **File, View Information**.
- Linked note-taking files: If your bibliographic database includes record links to note-taking files (and if you accepted the default location for these note-taking files), then your note-taking files are saved in a subfolder of the folder that contains the database. The name of the subfolder is the filename that all of the database files share, followed by a number (usually 1). Your note-taking files may be in a different location if you chose a different location for them. In either case, a list of the folders and the note-taking files that they contain is available by opening the database in Ibidem and clicking **File, View Note-Taking Links**. Click **Print List** to write a copy of the folder and file names to a Nota Bene file that you can save and/or print.

These files can be backed up by copying all of the files to a backup location, or they can be backed up by creating a single .NBB file and copying that file to a backup location. The advantage of using the .NBB file is that all of the files are included in one file that is easy to copy to your backup location.

Those using a backup system that regularly and automatically copies files to a backup location should make sure that your Ibidem database is included in your regular backup. You can specify that all of the Ibidem database and note-taking files are included in your regular backup. If you prefer to use the .NBB file for your database backup, you can have your backup service back up this file, but the backup service will not create the .NBB file. You would need to regularly create the .NBB file every time you add or edit records in your database (it just takes a few seconds).

If you would like to use your database on a second computer, you must have Nota Bene installed on the second computer, you must copy the database files to the second computer, and you must "add" the database (click **File, New Database**, then click the **Add Existing** button). It is recommended that you use exactly the same folders on your second computer.

For more detailed instructions, see the following links:

Backup/Restore by creating an .NBB file

[Using File, Backup Database to backup database files](#)

[Using File, Restore Database to restore a database](#)

Backup/Restore by copying database files

[Copy database files to backup location](#)

[Restore a database from backed up database files](#)

Using one database on two computers

[Using a database on two or more computers](#)

Adding a database for use on a new computer

If you regularly move back and forth between two or more computers, you may find it much easier to keep your databases synchronized (along with your files) by using data synchronization software designed specifically for this purpose. We don't recommend any particular program. But you can easily find various alternatives by doing a web search for "data synchronization programs." The following page has a list of programs that can be used for this purpose:

http://en.wikipedia.org/wiki/Comparison_of_file_synchronization_software

See also:

[Multiple Users](#)

[Rebuild Index](#)

[Database Management](#)

23.11.1 Backup Database (.NBB file)

The Ibidem menu (File, Backup Database) can be used to create an .NBB file. The .NBB file is a single compressed file that contains all of the files that make up your Ibidem database. This .NBB file must then be saved to one or more backup locations.

To use File, Backup Database to create a backup copy of an Ibidem database:

- 1 Open the Ibidem database that you want to backup.
- 2 Click **File, Backup Database**. The Ibidem Backup Database dialog will open.
- 3 Choose a location and filename for the backup copy of your database. A default name and location will be filled in automatically, but these can be changed by typing in new information or by clicking the Browse button to the right of the "Backup to Archive File" box. Make sure that you remember where your backup copy is being saved.
- 4 The data (information contained in the records of your database) will always be backed up. In addition, the following will be backed up if there is a check mark in the corresponding box.
 - Management Files (Index and Subset) If you do not backup management files, they will be rebuild when you restore the database. However, any information about subsets that you have created would be lost if you do not back up the management files.
 - Linked Note-Taking Files.
 - Other Linked Files
- 5 Click **OK**

A single .NBB file is created containing the elements you selected for backup. The file will have the .NBB extension. You should copy this file to another computer or safe backup location so that a copy of your database is preserved even if your hard drive is destroyed or your computer is lost or stolen. If you use a backup service to regularly backup your files, make sure that it is backing up your .NBB files. The backup service will not create the .NBB file, so you need to create an updated .NBB file each time you make any changes to your Ibidem database.

Note that linked note-taking files can be included in the .NBB file only if you use the default name and location for your note-taking files. See Notes on Backing Up Note-Taking Files.

If you have more than one Ibidem (or IbidPlus) database, repeat the process for each database.

To use the .NBB file to move the database to a new computer or to overwrite your existing database with your backup copy, see Restore Database.

An alternative way of backing up your database is to [copy database files to a backup location](#).

See also:

[Ibidem Backup Overview](#)

23.11.2 Restore Database from .NBB file

File, Restore Database can be used with the .NBB files that are create when you back up a database using File, Backup Database. You can use this function to move a database to a new computer, or to overwrite a database with a newer copy of the same database (i.e., to update your database with a copy of the database to which you have added new records). If you backed up your database by copying files or folders to a backup location, see Restore Database from Copied Files/Folders.

To move a database to a new computer that does not have another copy of the same database:

- 1 Click **File, Restore Database**.
- 2 Click **New**. The Restore as New Database Dialog will open.
- 3 Type in the requested information. If you will continue to use the database on more than one computer, it is best to use the same short name, description, location and filename on both computers.
 - The Short Name is the name that the program will use to identify the database.
 - The Description can be the same as the Short Name, or you can add a longer description.
 - Location of Files is the Folder that will be used for the the Data and Management Files. You can type in a location or browse to a folder on your computer. If you click the browse button to the right of the Location of Files field, you will have an option to create a subfolder to be used just for this database. For example, you could save your data and management files in C:\nbwin\ibidem\database or you could create a subfolder and save in C:\nbwin\ibidem\database\mydata, where mydata is the name of your database.
 - It is best to use the Filename that was used when the database was originally created, but you can use a new filename. The Filename must be not more than 8 letters with no spaces and no [extension](#). You can use the Filename that is automatically filled in based on the Short Name that you enter, or you can type in a different short name. Ibidem will use the filename you specify and create numerous files, each using the same filename with a different extension. The extensions are assigned by the program.
 - If you plan to make the same database from more than one computer (e.g. over a network), click the Multiuser/Network radio button.
- 4 Click **OK**. The Ibidem Restore Database dialog will open. In the Restore from Archive box, type in or browse to the .NBB file that contains the database that you wish to add.
- 5 Click **OK**.

If you are restoring an existing copy of a database with a newer copy of the same database, the name of both databases must be the same and you should be sure that you want to overwrite your existing database with the backup copy. **Warning:** When you restore a database, you overwrite your existing database with a backup or second copy of the same database. You are essentially substituting the backup or second copy of your database for the primary copy on your computer. Information in your primary database will be lost if it is not also in the copy that you are restoring. To restore or update a database that is already on your computer with a newer version of the database:

- 1 Click **File, Restore Database**.
- 2 Click to highlight the database that you want to overwrite and then click **Restore**. The Ibidem: Restore Database dialog will open.
- 3 Type in the location and name of the archive file with the copy of the database that you want to restore, or click the Browse button to the right of the "Restore from Archive" box, and browse to the . NBB file that contains the up-to-date copy of your database.
- 4 Click the check boxes to indicate which of the following you want to restore:
 - Data (the text of all records)
 - Management Files (Index and Subset Files)
 - Linked Files
- 5 Click **OK**.

See also:

[Restoring a Database \(copy database files\)](#)
[Backup Overview](#)

23.11.3 Backup Database (copy files)

Your database can be backed up by using Windows File Explorer (or Finder for Mac users) to copy database files to a backup location. You can either (a) make a backup copy of your entire program folder (NBWIN) or (b) make a back up copy of your database files (or the folder that contains your database files).

The advantage of maintaining a backup copy of your entire program folder is that copying your program folder to a new computer is an easy way to move to a new computer. Copying your program folder (NBWIN) to a new computer puts any databases, personal files and customized files in the right place on your new computer. Customized files stored in your program file may include phrase libraries, templates, your spelling dictionary (words that you have added to the speller), and/or other customized files. After copying your program folder to a new computer, you will need to install the program on the new computer in the same folder. The disadvantage of backing up your entire program folder is that it contains program files that you do not need to backup, so it takes up a lot of unnecessary space. If space in your backup location is a concern, you should just backup your database files. You may also want to see Backup Overview for information about other files that you might also want to backup.

To make a backup copy of your program folder, including all subfolders and files:

- 1 Identify your program folder and verify that your database files are in a subfolder of your program folder. If you accepted the default settings when you installed Nota Bene and when you created your Ibidem database, then your program folder will be called NBWIN and your Ibidem database(s) will be

in a subfolder of NBWIN. Open your Ibidem database and click **File, View Information** to see the location of your database files and to verify that they are in a subfolder of your program folder.

- 2 If you have note-taking files linked to your database, verify that these files are in a subfolder of your program folder. The location of these files can be viewed by opening the database in Ibidem and clicking **File, View Note-Taking Links**. By default, all Note-Taking files are stored in a subfolder of the folder that contains your Ibidem database. The name of this subfolder is the name of the database followed by the number 1.
- 3 Use Windows File Explorer (or Finder for Mac users) to copy your program folder (e.g. NBWIN) to a backup location.

To make a backup copy of your database files:

- 1 Identify the files to be backed up and their locations. Keep a note of the locations of these files on your computer so you can copy them back to the same location when you restore the database. Files to be backed up are as follows:
 - Database files: An Ibidem database consists of about 20 or more files, all with the same name but different extensions, and all in the same folder. A list of all of the database files and their location is available by opening the database in Ibidem and clicking **File, View Information**.
 - Linked note-taking files: If your bibliographic database includes record links to note-taking files (and if you accepted the default location for these note-taking files), then your note-taking files are saved in a subfolder of the folder that contains the database. The name of the subfolder is the filename that all of the database files share, followed by the number 1. Your note-taking files may be in a different location if you chose a different location for them. In either case, a list of the folders and the note-taking files that they contain is available by opening the database in Ibidem and clicking **File, View Note-Taking Links**. Click **Print List** to write a copy of the folder and file names to a Nota Bene file that you can save and/or print.
- 2 Make sure that the database that you are backing up and any linked note-taking files are not open.
- 3 Use Windows File Explorer (or Finder for Mac users) to copy your database files (or the folder that contains the database files) to a backup location.

If you need further instruction on how to copy files or folders, see [Copying a File](#).

If you are using a backup service, make sure that your service is backing up all of the files, and/or the whole folder, including all of its subfolders and all of its files. For more information, see [Restore Database](#).

An alternative way of backing up your database is to use the menu to [create an .NBB backup file](#).

Tips:

- If you are maintaining the same database on two computers, you do not need to copy all the files every time. Sort the files by date and copy only those that have changed since you last transferred files.
- Ibidem database files can be compressed into a .zip file and sent to a different computer via e-mail.

See also:

[Ibidem Backup Overview](#)
[Backup Overview](#)

[New Database](#)

23.11.4 Restore Database from Copied Files

If you backed up your database by copying files or folders to a backup location, you can use your backup copy to move your database to a new computer or to overwrite an older or corrupted copy of your database.

Moving a Database to a New Computer

If you have a new computer, there is no concern about accidentally overwriting files on that computer. The easiest way to move to a new computer is to copy a backup copy of your Nota Bene program folder to the new computer and then install Nota Bene. Your program folder will be called NBWIN unless you selected a different name when you installed Nota Bene. Your program folder normally contains your databases, personal files and customized files as well as program files. For information about verifying that your database files are located in your program folder, and about making a backup copy of your program folder, see Backup Database.

When you copy your program folder to a new computer, you copy any personal files, databases and customized files that are contained in the program folder (or its subfolders). You also copy program files. After copying your program folder to your new computer, you must install Nota Bene on the new computer. To make sure you are installing the most up-to-date version of Nota Bene, go to www.notabene.com and log in or [click here to log in](#). When you install Nota Bene, the program files are updated, but your personal files and databases are not affected.

If you have already installed and started using Nota Bene on your new computer but have not moved your Ibidem database to the new computer, you can copy the database files to your new computer separately. For information on how to identify the database files and the linked note-taking files that should be copied to your new computer, see Backup Database. You can copy these files from a backup copy of the database files, or you can locate them in a subfolder of a backed up copy of your program folder. Locate the most recent copy of your database files and copy them to your new computer. Generally you should copy them to the same location on your new computer, but you can copy to a different folder if you prefer. Next you need to "add" the database. This will tell Ibidem where to find the database files and it will add it to the list of available databases. See [Add Database](#).

Restoring an Existing Database from Backup

Often people need to use their database at home, on the road (a laptop) and at work among other places. You can do this by maintaining your database in one place (e.g. Dropbox) and accessing it from different computers. Or you can maintain separate copies of your database on more than one computer and update it on each computer whenever changes are made. The logic of updating your database is the same as updating a document you are working on. If you make changes to your document on one computer, you need to copy it to your second computer before making changes on the second computer. Similarly, if you make changes to your Ibidem database on one computer, you need to copy your database files to the second computer before making further changes on the second computer.

Restoring a database from a backup (or from a more recent version on a different computer) will overwrite the contents of your existing Ibidem database. Please be certain that you want to overwrite the existing database before proceeding.

To update an older version of your database with a newer version, you simply copy the database files from the up-to-date version of your database, replacing the database files on the computer that has the

older version. Close Ibidem before copying files. If you are also restoring linked note-taking files (and if those files have been changed), copy the new versions of those files to replace the older versions. To identify the files that need to be copied, see Backup Database.

The first time you open the database after copying the files, you will be prompted to reindex the database. If you are told that the database is locked, you will need to unlock it. See Unlock Database.

See also:

[Backup Database \(copy files\)](#)

[Add Database](#)

[Open Database](#)

24 Ibid Plus

Ibid Plus is a general database program that uses the Ibidem engine. Open Ibid Plus by opening Ibidem and use it to maintain any kind of data in a database.

[Ibid Plus Overview](#)

[Create a New Database](#)

[Create a New Customized Database](#)

[Add New Records](#)

[Generate Report](#)

24.1 Ibid Plus Overview

IbidPlus expands the functionality of Ibidem so that it can be used for non-bibliographic databases. All of the features in Ibidem that are relevant to non-bibliographic databases are used in IbidPlus. Information entered into an IbidPlus database is stored in Ibidem fields, each of which holds a specific type of information. IbidPlus databases can be sorted with the click of a mouse and you can choose and vary the sort rules. Records can easily be found by searching for any word or phrase within a given field, or more generally in all fields. Boolean search operators can be used for more complex searches. Reports can be generated and printed in exactly the same way as a bibliography would be generated and printed in Ibidem.

Two predefined formats provide fields that are appropriate for addresses and for field notes. The fields can be customized as can the standard data entry templates. You can also customize fields shown in table view, index keys (fields available for fast search), sort rules and search groups just as you would for an Ibidem bibliographic database. Customizing reports in IbidPlus is just like customizing bibliographies in Ibidem. If you are working with a non-bibliographic database in Ibidem, IbidPlus will automatically use the word "report" in the menus where "bibliography" is used for bibliographic databases. IbidPlus also automatically adjusts the dialogs and standard report formats so that they are appropriate for Address Lists or Fieldnotes. If you are working with a non-bibliographic database, and you click **Edit, Custom Formats**, Ibidem will give you the choice of Report or Subject Report. In a bibliographic database, clicking **Edit, Custom Formats** will give you the choice of Bibliography or Subject Bibliography. Otherwise, the process for creating custom reports (or bibliographies) is the same.

If you are not familiar with Ibidem, it is recommended that you review the Ibidem tutorial including the overview and exercises 1 through 4. Exercises 5 through 7 relate to inserting and formatting citations in your document and are not relevant to non-bibliographic databases.

All of the IbidPlus options are accessed from within Ibidem. Ibidem can be opened in any of the following ways:

- Click **Tools, Ibidem** on the main Nota Bene menu.
- Press **F7**
- Click on the **Ibidem** button on the Nota Bene screen (a green book)

See also:

[Ibidem Overview and Tutorial](#)

[IbidPlus: New Database](#)

24.2 Ibid Plus: New Database

IbidPlus provides you with two predefined formats, one for addresses/telephone numbers and one for fieldnotes. To create a new database using one of the predefined formats:

- 1 Click **File, New Database**. The **Database Creation** dialog will appear.
- 2 Enter the name for the database and set the options in the dialog to your preference. Under **Type**, use the drop down list to select **Address List** or **Fieldnotes** or **Customized**. See [Database Creation](#) dialog for a detailed description of the options in this dialog.
- 3 Click **OK**

Ibidem will create a new database and new records can be added.

See also:

[IbidPlus: Adding New Records](#)

[IbidPlus: New Customized Database](#)

24.3 Ibid Plus: New Customized Database

To create a new customized database.

- 1 Click **File, New Database**. The **Database Creation** dialog will appear.
- 2 Enter the name for the database and set the options in the dialog to your preference. Under **Type**, use the drop down list to select **Customized**. See [Database Creation dialog](#) for a detailed description of the options in this dialog.
- 3 Click **OK**. The **Properties** dialog for the database you have just named will appear. You will use each tab of this dialog to specify the settings for your custom database. Move from one tab to the next, but do not click **OK** until you have entered all of the settings.
- 4 The **Fields** tab will be open. Click **Add Field**.

- 5 Enter a two character **ID** and a **Field Description** in the spaces provided. Use the drop down lists to select **Field Type** and **Alignment**.
- 6 Add additional fields by repeating steps 4 and 5.
- 7 Click the **Entry Templates** tab on the **Properties** dialog.
 - For a simple database, you may want to have only one entry template with all fields listed. If this is the case, click [ALL TEMPLATES]. The fields will display. Check all of the fields.
 - If you prefer to define more than one entry template, click **Add**, enter the name of the template and check the fields to be included in this template. Repeat the process for each template you want to define.
- 8 Click the **Index Keys** tab on the **Properties** dialog. Index keys will appear on the **Fast Search** dialog. To define the Index Keys for your customized database, click **Add Key** and complete the information to your specifications. For more information, see [Index Keys](#).
- 9 Click the **Search Groups** tab on the **Properties** dialog. For more information, see [Search Groups dialog](#).
- 10 Click the **Table View** tab on the **Properties** dialog. Create a list of items to be displayed in Table View by highlighting a key, group or field and then clicking **Insert**. You may edit the caption. Items can be deleted or the order of the Table View display changed by highlighting one of the items in the **Items in Table View** box and pressing **Delete**, **Up** or **Down**.
- 11 After entering the settings on each of the tabs, click **OK**. Click **Close** on the **Maintenance Options** dialog.

Ibidem will create a new database and new records can be added.

See also:

[IbidPlus: Adding New Records](#)
[Customizing Ibidem](#)

24.4 Ibid Plus: Adding Records

To add new records to a database:

- 1 Open the database in which you want to add a new record.
- 2 Choose **Edit, New Record**. Ibidem will display a blank record with fields appropriate to the database that you opened.
- 3 Enter the information in the blank fields provided.
- 4 Ibidem will automatically save the information entered.

See also:

[Opening a Database](#)

24.5 Ibid Plus: Generate Report

With IbidPlus, you can generate a report using your non-bibliographic database just as you would generate a bibliography using a bibliographic database. You can create a report for all the entries in your database or for a subset of your database. The report can be alphabetized, listed in order of record number or sorted by any field you select.

When you generate a report the results are written to an untitled Nota Bene file. This file can then be named and saved or printed.

To generate a report:

- 1 Open Ibidem and open the non-bibliographic database you want to use to generate the report.
- 2 Choose **Generate, Report**. The **Generate Report dialog** will display.
- 3 Click the **Database** and the **Subset** (if any) to use for the report.
- 4 Set the **Order** for the report to your preference.
- 5 Set the **Options** to your preference.
- 6 Click **OK**.
- 7 To view the results, click the **View Results** button on the **Ibidem Formatter** dialog. The report will be displayed in an unnamed Nota Bene file. The file can be named and saved, edited or printed as you would save, edit or print any Nota Bene file.

25 Lingua

Lingua is an additional module that provides support for Hebrew, Arabic, Greek, Cyrillic and more. The features described in this section are available only if you have purchased the Lingua module.

[Lingua Overview](#)

[Lingua Setup](#)

[Alphabets, Languages and Keyboards](#)

[Keyboard Diagram](#)

[Arabic](#)

[Hebrew](#)

[Greek](#)

[Cyrillic](#)

[IPA](#)

[Transliteration](#)

[Fonts](#)

[Accents and Special Characters](#)

[Compose Key \(F6\)](#)

[Lingua Character Inventory](#)

[Smart Characters](#)

[Conjectural Characters](#)

[Character Text Properties](#)

- Language Marker
- Font-Rendering Options
- Editing Accents
- User-Assigned Characters
- Lingua Cursor Movement
- Lingua Orientation: commands
- Import Multilingual Text
- Export Multilingual Text
- Language Sample File

Extended Alphabets

25.1 Lingua Overview

Nota Bene's Lingua module expands the capabilities of Nota Bene to include support for Greek, Hebrew, Arabic Cyrillic, the International Phonetic Alphabet, characters used in transliteration, characters used in African languages and other specialized characters. Full multilingual word processing including right-to-left word wrap in Hebrew and Arabic is supported. It is easy to change from one language to another and languages can be mixed in the same document, even on the same line. The program allows you to type letters and then add diacritical marks, accents, Hebrew vowels or Greek breathing marks. A simple pop-up diagram facilitates the entry of accents, but once you know the key combinations, the accents can be entered directly.

We recommend that you read through each page of this Lingua section of Nota Bene Help. In particular, it is important to understand how Nota Bene uses alphabets, languages and keyboards in a system that provides much more functionality than merely switching to a different font. See [Alphabets](#), [Languages and Keyboards](#). Also, there are some important issues involved in mixing a right-to-left language such as Hebrew or Arabic with a left-to-right language such as English. Spaces must be entered in the primary language and you should understand the difference between selecting Hebrew or Arabic and selecting right-to-left orientation. If you use Hebrew in your writing, please read [Lingua: Hebrew](#) carefully.

Lingua provides you with many ways of entering letters in non-Roman alphabets and other special characters. You can switch to a Hebrew, Greek, Arabic or Cyrillic keyboard by pressing **Ctrl+Shift+H** or **Ctrl+Shift+G** or **Ctrl+Shift+A** or **Ctrl+Shift+C** and then use the keyboard to type in one of those alphabets. **Ctrl+Shift+K** will give you a diagram of the active keyboard and **Ctrl+Shift+R** will take you back to the Roman alphabet. The **F6** key (the "compose" key) can be used to add virtually any accent or diacritical mark. **F6** can also be used to enter alternate forms of a letter or other character (for example, changing a **b** to a beta, a hooktop b or a small cap b or changing a dollar sign to any other monetary symbol). See [Compose Key \(F6\)](#). Finally, a complete inventory of all of the characters that can be entered is available by pressing **Alt+Shift+F5** (or click **Insert, Characters from Inventory**). These characters can be inserted directly from the inventory dialog, or they can be assigned to a key. Once assigned, the character can be entered by pressing **Alt+F5** and then the assigned key. Similarly, characters (even sets of characters) can be composed by adding any diacritical marks and/or by changing the orientation of the character (e.g., rotated, small cap or superscript) and then assigned to a key. See [Lingua Character Inventory](#).

On most systems, Lingua can be used with no special setup. However, if you find that Hebrew letters are not being displayed properly (e.g., if they are not always in the right order), please see [Lingua Setup](#).

See also:[Alphabets, Languages and Keyboards](#)

Keyboard diagram

Lingua: fonts

Lingua: smart characters

Font-rendering options

Character text properties

25.2 Lingua Setup

Hebrew will work properly on most systems. However, if you find that the letters are not displaying properly, see [Hebrew Setup](#).

Your cursor can be configured so that there is an arrow at the top that indicates the direction of the active language. See Cursor Settings.

See also:[Optional Setup](#)

25.2.1 Hebrew Setup

Hebrew will work properly on most systems with no setup. However, if you find that the letters are not displaying properly (for example, if the Hebrew letters are not in the proper order), a simple change in the settings will correct the problem.

- 1 Click **Tools, Lingua, Other Options**.
- 2 Click the **Windows Options** tab.
- 3 Click the **Set** button in the middle of the dialog.
- 4 You will see two panels containing Hebrew text. Click the large button between the two panels to cycle through six options for your Hebrew setup. Note that some options may be very close, but not exact. When the top panel matches the bottom panel exactly, click **Accept**.

See also:[Lingua Setup](#)

Hebrew

25.3 Alphabets, Languages and Keyboards

With Lingua, you can write in any language using the Roman, Greek, Hebrew, Arabic or Cyrillic alphabets. You can write a whole document using one alphabet or you can switch back and forth between different alphabets. Different alphabets can be used in Ibidem and Orbis as well as in the Nota Bene word processor. You can search in any of the supported alphabets by entering text in the Nota Bene search dialogs or in the Ibidem search dialogs or in the Orbis Query View screen.

To use Lingua effectively, it is helpful to understand the relationship between alphabets and languages. Of these two, languages are usually of the most immediate interest—it is particular languages that most Nota Bene users are interested in, not normally the larger alphabet to which that language happens to belong. Yet alphabets play a key organizing function in Nota Bene. Understanding how alphabets and languages (and the keyboard layouts associated with the latter) relate to each other will help you use Nota Bene more effectively.

While the basic Nota Bene Workstation is limited to the Roman alphabet, the Lingua module adds support for Greek, Cyrillic, Hebrew and Arabic along with optional modules for Akkadian, Syriac, Coptic, and Ugaritic.

When there is a one-to-one correspondence between alphabet and language (as there is, at least for most practical purposes, for Greek, Hebrew [although there is Yiddish], Akkadian, Coptic, Ugaritic, and Syriac [although there are different forms of the latter, of course]), there is nothing remarkable about the relationship. You can think of yourself as choosing either the alphabet, or the one language that uses it. The language code that goes into the file, as explained elsewhere, could be thought of as naming either the alphabet or the language.

However, matters are a little different when there are numerous languages that use a particular alphabet, as is the case with the Roman, Cyrillic, and Arabic alphabets. In the absence of a simple one-to-one link between alphabet and language, different rules apply.

In order to properly handle these more complicated cases, and to maintain a consistent structure throughout, Nota Bene provides an overarching structure that ties together alphabets and languages. In the simplest terms:

- The primary conceptual category in Nota Bene is the alphabet.
- Each distinct alphabet in Nota Bene is linked to a default language.
- Each language has its specific keyboard layout (although you can choose the particular one you want).

To set up the default language and keyboard combination for each alphabet, use **Tools, Keyboards, Setup/Select Defaults**. A list of the available keyboards, and the language that utilizes it, for the selected alphabet will be displayed. Select the one you want to have as the default—that is, the keyboard layout and language that will be activated when you choose that alphabet—and click **Select**.

- Most of the files that control keyboard layout do not come already pre-built. If the desired keyboard layout/language option you want has only a series of dashes in the Filename (*.KBD) column, you will first need to have Nota Bene construct the file. To do so, select that layout/language and click **Build**.
- Select **Rebuild** to rebuild a keyboard that already exists. This may be necessary in order to update an existing keyboard when new versions of Lingua are released. The rebuilding process will retain the familiar assignments of the character keys, but incorporate any changed function or other control keys.

Once configured, you can start using Lingua's alphabets/languages as follows:

- 1 You choose the alphabet you want to be working in (for example, Roman, Greek, Cyrillic, Hebrew, or Arabic), as described below
- 2 Nota Bene will automatically select the default language for that alphabet (for example, for the Roman alphabet, this could be English, Swedish, or Polish; for Arabic, it could be Arabic proper,

Farsi, or Urdu)

- 3 Nota Bene will also automatically activate the default keyboard for typing in that language
- 4 When you type in the first character in that new language (but not until you do so), Nota Bene will insert the appropriate Language («LA...») code for the selected language.
 - In Codes View, these are displayed as «LAEnglish», «LAPolish», «LAUrdu», or «LAYiddish», for example
 - For right-to-left languages, this code is of special importance—it is used to tell Nota Bene to flip the order of the characters in that language
 - These codes contain the information necessary to allow automatic spelling, hyphenation, and other functions, should these be added in the future.

How you actually select a different language depends on the whether that language shares the same alphabet or not.

- 1 To switch to the language that is the default language of another alphabet, use either:
 - The shortcut keys:
 - Ctrl+Shift+R** to select the Roman alphabet
 - Ctrl+Shift+G** to select the Greek alphabet
 - Ctrl+Shift+H** to select the Hebrew alphabet
 - Ctrl+Shift+C** to select the Cyrillic alphabet
 - Ctrl+Shift+A** to select the Arabic alphabet
 - Ctrl+Shift+X** to select one of the "extended" alphabets or
 - Ctrl+Shift+P** for the most recently selected extended alphabet
 - The drop-down alphabets list on the Typeface Format toolbar
 - The **Tools, Lingua** menu, followed by the desired alphabet
- 2 To switch to a language within the same alphabet, use **Ctrl+Shift+L** (or **Tools, Lingua, Language Selection**). You can then choose to:
 - Activate a new keyboard for that language, and activate language («LA...») codes appropriate for that language. Nota Bene will insert these only when you type the next character in that language. Although this option properly inserts the appropriate language codes, it may not be the most efficient method of typing text in a different language, especially for a touch typist, since they would need to remember that—while almost all keys are likely similarly assigned in the new layout—certain keys now insert different characters. An alternative, likely easier, is to retain the current keyboard, and only change languages, as described below.
 - Activate a new keyboard for that language, but do not change the language («LA...») codes that will be inserted (i.e., retain the active language code). You could use this option if you wanted to minimize the presence of different language («LA...») codes in your file, while continuing to enter characters using the previously active keyboard layout. However, doing so will preclude automatic language-specific spelling and hyphenation (if these capabilities become available later).
 - Retain the same keyboard, but activate the language («LA...») codes appropriate for that language. Nota Bene will insert these only when you type the next character in that language. This option ensures that the proper language codes are inserted as you type text in a different language (thus encoding files in a way that allows for enhanced capabilities which may be available later, as noted above), while diminishing the confusion that may likely come from switching between keyboards that are largely similar, but that differ in a few crucial ways. Note that it is possible to retain the same keyboard, and still enter characters for other languages not natively supported on that keyboard, because Nota Bene's powerful F6 compose key lets you type virtually any character from any language that uses the same alphabet, including adding accents and other modifiers in virtually limitless combination, all without changing the layout of

- the active keyboard.
 - Insert language («LA...») codes immediately (without waiting for the next character to be typed). This option lets you insert language («LA...») codes that you may have deleted (either inadvertently, or intentionally), without changing the keyboard layout or activating that language code (for future typing). You can either (a) insert the specified language code directly at the cursor, or (b) change the active language code, whatever it may be, to the selected one.
- 3 To switch to a language that is not the default language of another alphabet, first switch to the other alphabet (step 1 above), and then switch from the default language in that alphabet (which is loaded automatically, as noted above) to the desired language (step 2 above).

Switching back and forth between the Roman, Greek and Cyrillic alphabets is fairly straightforward as these alphabets all use a left-to-right orientation. If you are going to use Hebrew (or Arabic or Syriac), you should understand a few simple principles that govern Nota Bene's management of a right-to-left language, particularly with regard to mixing a right-to-left language with a left-to-right language. Read [Lingua: Hebrew](#) before proceeding.

The Hebrew, Greek and Cyrillic keyboards are mnemonic, with letters assigned to keys on the English keyboard that will be easy to remember (e.g., the Greek alpha is assigned to the A key, beta to the B key, etc.). If you are accustomed to using a different keyboard, there are several alternate keyboards for these alphabets including national keyboards and keyboards that were used in the DOS versions of Nota Bene.

Unlike foreign language keyboards in the Roman alphabet (French, Italian, etc.), the Hebrew, Greek and Cyrillic keyboards are designed so that text entered in the menu dialogs is entered in the Roman alphabet, even if a Hebrew, Greek or Cyrillic keyboard is active. For example, if Hebrew is active, the name of the file typed in the Save As dialog will appear in the Roman alphabet, not in Hebrew.

A diagram showing the active keyboard can be displayed at any time by clicking **Tools, Lingua, Keyboard Diagram** or by pressing **Ctrl+Shift+K**. For more information including instructions on how to keep the keyboard diagram open while you type, see [Keyboard Diagram](#).

Unlike most other Nota Bene commands, the position of the cursor is not important when you switch from one alphabet to another. When you use one of the above methods to switch to a new alphabet, you will see that the new alphabet is reflected in the drop down list, but, if you switch to Show Codes View, you will see that no command has been inserted in the document. You can move the cursor to any position you want, even in the middle of text previously typed in a different alphabet. As soon as you start typing in the alphabet you just selected, an LA (language) command will be inserted before the first character you type and a second LA command will be inserted after the last character you type. For example, suppose that you are typing in the Roman alphabet with the standard Nota Bene keyboard (English) loaded and you switch to the Greek alphabet and type a few words in Greek, Show Codes View will display «LAGreek» followed by the words that you typed and then «LAEnglish». These commands will be inserted in the document whenever and wherever you type in a different alphabet.

Many Lingua users find it helpful to be able to see in Page Layout view when a change has been made from one language to another. This is particularly helpful if you are mixing a right-to-left language like Hebrew with a left-to-right language like English. At your option, a non-printing marker can be displayed in Page Layout view (wherever one of the language-change markers [«LA...»] appears in Codes View). For more information, see [Language Marker](#).

See also:

[Lingua Character Inventory](#)

Lingua: Hebrew
Compose (F6)
Lingua: Fonts
Show Codes View
Page Layout View
Editing in Show Codes View
Alternate Keyboards (Roman alphabet)
Extended Alphabets

25.4 Keyboard Diagram

A diagram showing the active keyboard can be displayed by clicking **Tools, Lingua, Keyboard Diagram** or by pressing **Ctrl+Shift+K**. Smart characters are shown in red (see [Smart characters](#)). If a keyboard is loaded that has an accent assigned to a key (e.g. the Danish keyboard), the accents will be shown in purple. A version of the same diagram can be opened as a dialog bar that stays open as you work on the right side of your screen. To open this dialog, click **Alt+K**. For more information, see Keyboard Dialog Bar.

The keyboard diagram can be printed by clicking the printer button on the right side of the dialog.

Your Windows screens can be arranged so that you can see the keyboard diagram while you are typing. If your Nota Bene screen is maximized (i.e., it takes up the full screen), the keyboard diagram will automatically disappear when you start typing in Nota Bene. If you reduce the size of the Nota Bene screen, you can open the keyboard diagram and arrange the Nota Bene screen and the keyboard diagram so that both are visible. The following instructions use standard Windows controls:

- 1 Reduce the size of your Nota Bene screen: There are three small square buttons that appear at the top right corner of every Windows screen on the top colored bar that identifies the program. If your Nota Bene screen is maximized, the middle button will have two overlapping squares in it. Click this button. If this button has an image of one square rather than two overlapping squares, then the screen is not maximized and you can skip to step 2. Your Nota Bene screen should now take up part but not all of your total screen area.
- 2 Open the keyboard diagram: Press **Ctrl+Shift+K**.
- 3 Move the keyboard diagram to the bottom of your screen. Move the pointer to the colored bar marked "Keyboard diagram" at the top of the keyboard diagram. Hold down the mouse button while you move the keyboard diagram to the bottom of your screen. The entire keyboard diagram should be visible with the bottom edge of the diagram at the bottom of your screen.
- 4 Adjust the Nota Bene screen so that it takes up the top half of your screen.
 - Move the pointer to the top colored bar on the Nota Bene screen. Click on the colored bar and hold down the mouse button while you move the Nota Bene screen to the top left corner of your screen. The entire Nota Bene screen should still be visible with the NB on the left side of the top colored bar visible at the top left corner of your screen.
 - Move the pointer to the right border of the Nota Bene screen until it assumes the shape of a double arrow. Hold down the mouse button while you move the right border of the Nota Bene screen to the right edge of your screen so that the Nota Bene screen takes up the full available width of the screen.
 - Move the pointer to the bottom border of the Nota Bene screen until it assumes the shape of a double arrow. Hold down the mouse button while you move the bottom border of the Nota Bene screen to the top edge of the keyboard diagram.

- 5 Make any final adjustments so that both the Nota Bene screen and the keyboard diagram are visible and conveniently positioned. You should now be able to type in Nota Bene with the keyboard diagram visible. If you select a new language, the change will automatically be reflected in the keyboard diagram.

See also:

[Alphabets and keyboards](#)

[Smart characters](#)

25.5 Language Dialog Bar (Ctrl+Shift+L)

A Language Dialog Bar can be opened on the left side of your screen by clicking **Tools, Lingua, Language Selection** or by pressing **Ctrl+Shift+L**. When the Language Dialog Bar is displayed, you can do any of the following:

- Select a language from the Recent Languages list by clicking it or by typing its number.
- Select a language from the Installed Languages list by double clicking it. This also adds it to the Recent Languages list.
- Display optional Languages by double clicking that header.

If you are writing in a file, **Ctrl+Shift+L** will give focus back to the Language Dialog Bar. When it has focus, Numbers 1 to 9 will select the Recent Language with that number. Ctrl+Shift+L will close the dialog if it is open.

At the bottom of the Language Dialog Bar, you can choose how/when you want the language selection to be retained.

Instead of using the Language Dialog Bar, you can use the following keyboard shortcuts to switch from one alphabet to another:

Ctrl+Shift+R to select the Roman alphabet

Ctrl+Shift+G to select the Greek alphabet

Ctrl+Shift+H to select the Hebrew alphabet

Ctrl+Shift+C to select the Cyrillic alphabet

Ctrl+Shift+A to select the Arabic alphabet

Ctrl+Shift+P for the most recently selected extended alphabet

See also:

[Alphabets, Languages and Keyboards](#)

25.6 Arabic

If you have purchased the Lingua module, support for Arabic is available in all parts of the Nota Bene Workstation. Support for Urdu and Persian/Farsi is also included. You can write a whole document in Arabic, use Ibidem to generate citations and bibliographies in Arabic, and use Orbis to search through multiple documents for a Arabic word or words. You can also mix Arabic and English (or other languages, including other right-to-left languages, such as Hebrew and Syriac [optional]) in the same document, and even on the same line.

See also:

[Arabic: Selecting Arabic](#)
[Arabic: Keyboard Layouts](#)
[Arabic: Directionality and Orientation](#)
[Arabic: Fonts](#)
[Arabic: Character Forms](#)
[Arabic: Import/Export](#)
[Compose Key \(Arabic\)](#)
[Character Inventory \(Arabic\)](#)
[Language Sample File](#)

25.6.1 Selecting Arabic

To change to the Arabic alphabet, press **Ctrl+Shift+A** or click **Tools, Lingua, Arabic Alphabet** or use the Language Bar. To return to the Roman alphabet, press **Ctrl+Shift+R**. In *Ibidem* and *Orbis*, use **Ctrl+Shift+A** and **Ctrl+Shift+R** to switch to Arabic and back to the Roman alphabet.

As with all the other alphabets, when you select Arabic, you are selecting both:

- The desired language within that alphabet (Arabic proper, Farsi, or Urdu)
- The keyboard layout used to type that language

If you need to type in other languages, while remaining within Arabic, use **Ctrl+Shift+L** (or click **Tools, Lingua, Language Selection**) and select a different option. Note that you can:

- Change only the internal language code («LA.....»), retaining the active keyboard (your document may then have various combinations of «LAArabic», «LAFarsi», and «LAUrdu» codes)
- Change only the active keyboard, while retaining the existing language code (only the default Language code will appear in your document)
- Change both the internal language code and the keyboard

Note that, in general, changing language codes does not currently make a substantial difference in *Nota Bene*. However, by utilizing them, you add more information to the document that might prove useful in the future: Among other things, having language codes makes adding context-sensitive spelling, thesaurus, hyphenation, sorting, and other functions possible (but note that we cannot make any commitments of any kind whatsoever as to the availability of these expanded capabilities). Especially since changing language codes while changing keyboards is no more difficult than simply changing keyboards, we strongly recommend utilizing these language codes.

Although you can choose not to distinguish languages within Arabic, you cannot choose to suppress the Arabic code entirely: One of the three language codes («LAArabic», «LAFarsi», or «LAUrdu» codes), depending on the last selection, will automatically be inserted when you select Arabic. The language code is used by the program to properly flip the directionality of Arabic.

See also:

[Arabic: Keyboard Layouts](#)
[Arabic](#)

25.6.2 Arabic Keyboard Layouts

There are six keyboard layouts available for Arabic:

- An Arabic regular keyboard
- An Arabic mnemonic keyboard
- A Farsi regular keyboard
- A Farsi mnemonic keyboard
- An Urdu regular keyboard
- An Urdu mnemonic keyboard

Only the first one of these is included "pre-built" (that is, as a regular keyboard file). All the others must be "built" (by selecting Build from the Tools, Keyboard, Setup/Select Defaults, and after the Arabic alphabet has been selected).

All six Arabic keyboards include enhanced number keys, allowing the keyboard to insert one of three distinct sets of numbers:

- "European" Arabic numbers (1, 2, 3, etc.)
- Arabic numbers used in Arabic proper
- The Farsi and Urdu alternative glyphs for these Arabic numbers

These options are displayed in the bottom third of the Select Keyboard Layout dialog (Tools, Keyboards, Setup/Select Defaults), and can be changed at any time.

Although in most cases, keyboards for Arabic proper would use option 2, while Farsi and Urdu keyboards would use option 3, in some contexts the "European" Arabic numbers are increasingly being used. By enabling these three user-selected options for each keyboard, the number of possible shipping layouts thus triples, to 18, without actually increasing the number of distinct keyboard files.

These configurable numbers merely determine which characters (regular "European" Arabic numbers, the codings for Arabic proper, or those for the Farsi/Urdu variations) get inserted into the file when those keys are used. They do not insert a "smart" character into the file—once a character has been inserted into a document, it remains that character, and cannot be changed just because the configuration of the active keyboard is changed.

As anybody familiar with typing in one of the languages that uses the Arabic alphabet will already know, there are many different "regular" and so-called mnemonic layouts available. (A quick search of the web will make this very clear.) Although there are competing layouts, many of which may be better than the ones adopted here, the Nota Bene "regular" layouts largely follow the Windows standards, while the mnemonic versions draw from other sources (the Urdu mnemonic, for example, is based on that proposed by the Center for Research in Urdu Language Processing [CRULP]), modified as necessary.

On all six pre-configured keyboards:

- The Ctrl+Alt and Ctrl+Alt+Shift states are identical, and include (a) the European Arabic numbers, along with the characters from the top row of the U.S. keyboard and (b) special "forced form" characters, as described below
- The number keys on the top row of the unshifted keyboard are configurable, as described above.
- Ctrl+spacebar is defined to enter a narrow ("thin") space

If for any reason the supplied keyboard layouts do not meet your needs, you can always create a

customized keyboard, as described under Help, Customization and Other Programming, Customized Keyboards. When doing so for Arabic, there are two special kinds of key assignments:

- Those that let you change the configuration of the numbers on the fly (i.e., without building duplicate keyboards), as described above
- Those that modify the forms (stand alone, initial, medial, final) of the characters, as described under Character Forms below

As with any other alphabet, you can display the active keyboard layout by clicking **Ctrl+Shift+K**. You can resize this dialog using the arrow keys on the bottom right, and drag it off to the side so you can refer to it as you type, without it covering your text. As in other cases, the display of the keyboard diagram will shift to the Ctrl+Alt/Ctrl+Alt+Shift state if you simply hold down the specified shift keys, without typing any character (it will return to the regular state when you press any other key).

See also:

[Arabic: Directionality and Orientation](#)

Arabic

25.6.3 Arabic Directionality and Orientation

Whenever the Arabic keyboard is active, letters will automatically be entered from right to left. However, the overall document orientation does not change automatically. It is important to understand that the orientation is not the same as letters being added from right to left. When writing in Arabic, the orientation can be either left-to-right or right-to-left, but letters will always be added from right to left and words will always wrap properly from line to line.

- Left-to-right orientation is the default orientation. If you are adding a few Arabic words to a block of text that is written in English (or in any other left-to-right language), you should not change the orientation. In this case, the paragraphs and lines will still begin at the left margin, but when you type in Arabic, the letters will be added from right to left. You will see that Arabic letters that you have typed will be pushed off to the right to make room for the next letter that you type.
- Right-to-left orientation should be used if you are writing a document in Arabic, or even if you are writing a block of Arabic text. New paragraphs and new lines will start at the right margin as you would expect in a Arabic document.

To change the orientation, press **Ctrl+Shift+<** for right-to-left orientation or **Ctrl+Shift+>** for left-to-right orientation. You can also change the orientation by clicking **Tools, Lingua**, and then selecting the orientation. If you prefer to use the action line, see [Orientation: LR command](#).

If you are adding a Arabic word or phrase to a block of English text, it is important to enter spaces before and after the Arabic in English. If the spaces that separate English from Arabic are inserted in Arabic rather than in English, then the management of spaces at the end of a line may not be correct. When entering Arabic text in midst of English text that has already been typed, you should enter two spaces and then position the cursor so that one space is before the cursor and one is after the cursor. The same principal applies to adding text in any right-to-left language to a block of text written in any left-to-right language. Similarly, if you are entering English text (or text in any left-to-right language) to a Arabic document with a right-to-left orientation, then the spaces between the Arabic and the English text must be entered in Arabic.

See also:[Arabic: Fonts](#)

Arabic

25.6.4 Arabic Fonts

To use Arabic, you must use (have as active in your Nota Bene file) a Windows Unicode font which supports Arabic. In all versions of Windows XP, these include Times New Roman, Arial, Tahoma, and Courier New. Note, however:

- The Arabic glyphs in Arial (a sans-serif typeface) are identical to the Arabic glyphs in Times New Roman (a serif typeface) – they have "thick and thin" strokes, rather than the more even strokes you find in a modern typeface such as Arial. This means that some people may find a mismatch between Roman Arial and Arabic Arial. If you want a more modern Arabic, you can either (a) use Tahoma as your overall font instead (the Arabic glyphs match the Roman ones – they have strokes of more uniform width), or else (b) switch into and out of Tahoma when you type in Arabic (this, of course, will be substantially more complicated). Alternatively, (c) you can find an Arabic Unicode font from some other source, and use that instead.
- Unlike the other fonts, the Courier New typeface is a monospaced font, and as such does not look nearly as attractive for Arabic as the other fonts. (Arabic has characters of much greater width differential than does the Latin alphabet, and naturally wide characters need to be compressed significantly, while the very narrow characters are surrounded by large amounts of white space.) Further, the Courier font does not contain all the characters of the other three standard XP fonts. For example, the hamza, madah, and other accents are missing. When text containing those accents is displayed in Courier New, any missing characters will be displayed as large open boxes, making the text essentially unreadable.

In addition, most versions of XP should have Andalus, Simplified Arabic, Simplified Arabic Fixed, and Traditional Arabic. However, these fonts have only very basic Latin alphabet support, so they will not likely prove useful if you are working in languages other than English (they do not even include support for most Western European languages). As noted above, the only way to use them in mixed Arabic and non-Arabic text is to issue typeface/font commands (Ctrl+T) whenever switching alphabets and languages.

In addition to the above fonts, you should also be able to use other Arabic Unicode fonts, either those recommended by colleagues or those found by searching the web. Note that:

- The fonts must be encoded as Unicode fonts: Fonts such as the non-Unicode versions of Linguist Software's Arabic fonts will not work (although any Unicode versions should).
- In order to be used for non-Arabic (for example, the Latin, Greek, Cyrillic, and/or Hebrew alphabets), they need to support those blocks within Unicode that include the characters needed for those alphabets
- In order for these Unicode fonts to support Arabic, they need to support the Arabic pages within Unicode, including the primary Arabic block, as well as the necessary characters (those needed for Arabic, Farsi, and Urdu) from the Arabic Presentation Forms-A and Arabic Presentation Forms-B blocks.
- While there is nearly identical character coverage for the main Windows standard fonts (Times New Roman, Arial, Tahoma [Courier New, as noted above, has somewhat different coverage]), virtually every other font will include a somewhat different set of characters. While two fonts may both claim to support both Arabic Presentation Forms A and B, the actual characters included – and this can usually only be known by viewing the character encoding in the Windows XP Character Map (Start, All Programs, Accessories, System Tools, Character Map)

- will likely differ. What some people often forget is that this applies to the Latin section of these Unicode fonts as well: While most large fonts claim to support the Latin alphabet, many omit certain "modified" characters (those that contain diacritics, accents, or other variations).
- In any case, remember that only the characters shown in the Arabic panels of the Nota Bene Character Inventory (**Shift+Alt+F5**) are supported in this release of Arabic Lingua, even if the font you are using includes additional Arabic characters.
 - We may be adding additional characters after Unicode version 5.0 fonts (which will contain additional characters) become available. (For example, one of the recommended Urdu standards incorporates additional characters only available in release 5.0. Supporting these now within Nota Bene would be an exercise in futility, since they are not yet available in any of the Windows standard fonts.)

When searching the web for other available fonts, a good place to start is Alan Wood's fine page about Unicode fonts (<http://www.alanwood.net/unicode/fonts.html#general>):

- Most of the fonts listed when you click on Large Fonts that list support for Arabic, Arabic Presentation Forms-A, and Arabic Presentation Forms-B should provide relatively full support for both the Latin alphabet and Arabic (but note, again, that not all such fonts are created equal—Courier New, for example, does not support full Arabic, and this is undoubtedly true of other "large" fonts listed there)
- Most of the fonts listed when you click on Arabic may provide fuller Arabic, but they provide very little Latin alphabet support: Many support only the English alphabet, while others don't even provide that. If you want to use these Arabic fonts, you will need to switch fonts to the desired font after selecting Arabic, and then switch back again to the Roman font when finished, all of which may prove somewhat onerous. (The PakType Naqsh font [<https://sourceforge.net/projects/paktype>] is an exception to this, but the typeface -- even for the Latin alphabet -- is a stylized script.)

If the character you select is not supported by the current font:

- It may display as a box (or, perhaps, although rarely, as another non-expected symbol)
- It may display an aesthetically less pleasing version of that character (for example, rather than using a precomposed version with an accent properly placed, it may try to build that character out of other less-suited components)
- It may display the desired character, but from a different (although hopefully similar) font

If for any reason a character does not display correctly, the first step is to try that character in one of the fonts in which it is known to be available, namely Times New Roman, Arial, or Tahoma. If it works there, but not in your selected font, the issue is almost certainly one with the font, and not with Nota Bene.

See also:

[Arabic: Character Forms](#)

Arabic

25.6.5 Arabic Character Forms

Arabic includes four different presentation forms for each character, depending on whether the character is presented stand alone, or occupies the initial, final, or some other medial position in a word. In all cases Nota Bene handles the generation of the proper form automatically.

However, Nota Bene lets you override the auto-generated form manually if necessary. There are six

special functions, in two general categories, each with their own advantages and disadvantages, that modify the character:

Group 1: Forced Forms

- A** -- Render the character in its stand-alone form, regardless of context
- I** -- Render the character as an initial form, regardless of context
- F** -- Render the character as a final form, regardless of context
- M** -- Render the character as a medial form, regardless of context

Group 2: Zero-Width Modifiers

- N** -- Insert a zero-width non-joiner character, suppressing any natural joining
- J** -- Insert a zero-width joining character, forcing joining even if it would otherwise not occur

The advantage of using the group 1 forced forms is that they give you the specified form directly, without you having to do any thinking at all. The disadvantage is that (since these functions are native to Nota Bene, and have no Unicode equivalent), they (and the particular form of the character they produce in Nota Bene) may not convert correctly when converted to RTF Unicode.

The advantage of using the group 2 zero-width modifiers is that they should be able to be converted properly when writing out a file in RTF Unicode format. However, they may sometimes require either additional steps and even, sometimes, a little more thought. For example, if you want to make a medial character (as auto-rendered by Nota Bene) into a stand-alone version, you will need to insert a zero-width non-joiner both before and after the character, in a two-step process.

All six special characters are available in a number of different places:

- The compose key: Press **F6**, then hold the Alt key, and press the shortcut letter (see above)
- On the Ctrl+Alt keyboard (press the shortcut letter above) in the 6 Nota Bene Arabic keyboards
- In the Character Inventory (Shift+Alt+F5, select Arabic, and then Miscellaneous Arabic)

Note that the presence of these special modifiers as "characters" in the inventory (they are not, of course, actual characters themselves, but only modify existing characters) lets you assign them to customized keyboards that you may choose to create.

In addition to automatic contextualization, Nota Bene also supports automatic generation of the required lam+alef ligature:

- Indeed, some of the default Arabic keyboard layouts shipped with Nota Bene may not even provide a means of entering the ligatured form directly (instead auto composing it as you type).
- Remember that you can always suppress an autogenerated ligature form by using one of the modifiers described immediately above
- No other ligatures (other than those composed of base + vowel/accent/modifier) are currently supported in this release of Arabic Lingua. While such ligatures are an important part of high-quality Arabic typesetting, the required forms are simply missing from the standard Windows Unicode fonts. Until they are widely available, including them would only be an exercise in frustration.

Finally, note that Nota Bene uses the tatweel character (in various widths) as necessary, especially to connect letters within a word when justifying. Although some keyboards may lack direct access to this

character, you can always insert it manually when needed using F6, then Alt+T.

See also:

[Arabic Import/Export](#)

Arabic

25.6.6 Arabic Import Export

There are two methods for converting Nota Bene documents that contain multilingual text to a format that can be opened by publishers or colleagues who do not have Nota Bene: (1) conversion to PDF (Adobe Portable Document Format) or (2) conversion to RTF (Rich Text Format). While we provide RTF filters for conversion to/from RTF Unicode-encoded Arabic, the issues related to conversion are complex, and the results may or may not be satisfactory. A detailed discussion of these issues follows. Conversion to PDF is more reliable and is generally recommended for documents containing Arabic. Conversion to PDF requires additional software. We recommend pdfFactory, an excellent but reasonably priced program that converts files from any Windows program to PDF.

This release of Arabic Lingua should support both import and export of RTF Unicode-encoded Arabic, but we make no guarantee as to whether it will actually work for the sources from, or to which, you want to import or export. While we have spent considerable programming time getting this to work, we cannot make any promises in this regard because, among other things: (a) We've not been able to test the full range of Arabic Unicode sources which Nota Bene users may encounter, and (b) Even those that we have encountered do themselves not properly render properly Unicode-encoded text.

Quite frankly, our design decision for this release was as follows: Rather than not trying to enable Arabic import/export at all in this first release (given the complexity of the issues, a path we certainly considered taking), we instead decided to (a) code in the basic functionality, and include the requisite tables, so that (b) users could try importing/exporting text as their needs required. If there proved to be problems with a specific site or destination, (c) users could e-mail us the relevant information (i.e., tell us which web site they tried to access, or send us an RTF file that didn't import or export correctly), and we would then (d) take a look at the issues.

This approach is possible only if users understand that (a) RTF conversion for Arabic is not fully supported yet, and (b) while we intend to address issues that arise, we cannot guarantee that we will be able to correct all problems.

Part of the reason for qualifying our support, at least for the moment, has to do with the complexity of Unicode Arabic encoding. There are two main types of Arabic encoding:

- Canonical Encoding--the primary Arabic block (u06xx) includes distinct encoding for each Arabic character, without regards to its rendering (i.e., its contextual forms) in a file. In Unicode charts, this character is usually represented in its stand-alone form, although what Unicode intends to be encoding here is not the form of the character, but the character value itself
- Presentation Forms--additional blocks of Arabic (primarily in blocks ufbxx and ufexx) that contain the presentation forms (initial, medial, and final, along with a duplicate of the stand-alone form) were added in order to (a) maintain compatibility with other encoding schemes, and (b) to potentially enable proper rendering of Arabic in software that did not have the capability of automatic rendering/contextualization

By adding presentation forms, Unicode made life easier for people who wanted to do Arabic (since the various forms required to show Arabic finally had a fixed, and not merely a private, code position, font

developers and others could develop fonts that were standard across applications), even if, in doing so, it moved away from Unicode's initial commitment to be encoding only character values, and not "glyphs" or typographical forms of characters.

Import

Nota Bene should be able to import RTF formatted Arabic (note that most web sites also save text to the clipboard in RTF format, even if they are also saved in HTML) that is encoded in canonical or presentation form, or some mixture of both. When doing so, it always converts the characters into Nota Bene's smart forms, which Nota Bene then renders properly.

Note that if there is a fixed form from any source which is not its proper form, Nota Bene's auto-rendering rules will automatically convert it to the proper form. Conversely, if there is some character which the source file intended to be in its improper form, the version imported into Nota Bene will not retain that intended (improper) form, but will be automatically corrected. In some cases, this may be undesirable. (As noted above, we welcome reports of problems, even if we cannot make any promises as to if, or how promptly, they will be addressed.)

Export

Because some destinations should be able to handle Unicode canonical encoding, while others may only be able to deal with presentation forms (and most others not either), Nota Bene gives you the choice between these two formats. When you choose Save As, and then RTF (Rich Text Format) -- Custom, you will be given the choice between:

- Unicode Canonical Encoding--all characters will be written out to the primary Arabic block, always as their "isolated" form (it is up to the receiving software to convert these characters to their appropriate rendered forms)
- Alternative Presentation Forms--all characters will be written out to their already rendered forms

Only fully Arabic enabled applications have any chance of dealing with files encoded using the canonical encoding (but even they may not work properly--for example, even well-known programs [other than Nota Bene!] often have trouble placing punctuation correctly). While other applications may be able to display the rendered forms, whether or not they can display them in the correct sequence, and treat surrounding punctuation correctly, depends solely on that application's Arabic capabilities. That said, if you encounter problems exporting text to an application that you *know* to be fully Arabic enabled, please send us the relevant files along with a full explanation of the issues you are encountering. (But note again that while we welcome reports of such problems, we cannot make any promises as to if, or how promptly, they will be addressed.)

In summary, it is our hope that the import/export capabilities we have already provided will work for Unicode encoded RTF text. If it doesn't, we'd like to hear from you. But it's important to understand that we cannot make any promises about how if, and how quickly, we'll be able to pursue whatever issues you might encounter.

See also:

[Arabic](#)

25.6.7 Arabic Character Inventory

Arabic vowels and other modifiers can be added to Arabic text by using the Lingua Character Inventory or by using the F6 compose key. The screens for the vowels shown in the character inventory and in the

F6 pop-up screen are mirrors of each other.

For detailed instructions on using the character inventory, see [Lingua Character Inventory](#).

For detailed instructions on using the compose key, see [Compose \(F6\)](#) or [Compose Key \(Arabic\)](#).

25.7 Hebrew

If you have purchased the Lingua module, support for Hebrew is available in all parts of the Nota Bene Workstation. You can write a whole document in Hebrew, use *Ibidem* to generate citations and bibliographies in Hebrew, and use *Orbis* to search through multiple documents for a Hebrew word or words. You can also mix Hebrew and English (or other languages) in the same document, and even on the same line.

The Hebrew alphabet can be selected in any of the following ways:

- Press **Ctrl+Shift+H** (press **Ctrl+Shift+R** to return to the Roman alphabet).
- Click **Tools, Lingua, Hebrew Alphabet**.
- Click **Tools, Lingua, Language Selection** or press **Ctrl+Shift+H** to open a Language Bar on the left side of your screen. The Language Bar can be used to move from one alphabet to another. See [Language Bar](#).

The Hebrew keyboard is mnemonic, with letters placed where those accustomed the English keyboard might expect them. However, if you prefer to use the Israeli National keyboard, the Yiddish keyboard or the NB DOS Hebrew keyboard, they are available as optional keyboards. For more information on changing alphabets and on installing optional keyboards, see [Alphabets, Languages and Keyboards](#).

Whenever the Hebrew keyboard is active, letters will automatically be entered from right to left. However, the orientation does not change automatically. It is important to understand that the orientation is not the same as letters being added from right to left. When writing in Hebrew, the orientation can be either left-to-right or right-to-left, but letters will always be added from right to left and words will always wrap properly from line to line.

- Left-to-right orientation is the default orientation. If you are adding a few Hebrew words to a block of text that is written in English (or in any other left-to-right language), you should not change the orientation. In this case, the paragraphs and lines will still begin at the left margin, but when you type in Hebrew, the letters will be added from right to left. You will see that Hebrew letters that you have typed will be pushed off to the right to make room for the next letter that you type.
- Right-to-left orientation should be used if you are writing a document in Hebrew, or even if you are writing a block of Hebrew text. New paragraphs and new lines will start at the right margin as you would expect in a Hebrew document.

If the Hebrew keyboard is active, numbers as well as letters will be entered right to left. This may mean that you need to enter the numbers in reverse. For example, to enter the year 1956 while the Hebrew keyboard is active, you would type 6591.

To change the orientation, press **Ctrl+Shift+<** for right-to-left orientation or **Ctrl+Shift+>** for left-to-right orientation. You can also change the orientation by clicking **Tools, Lingua**, and then selecting the orientation. If you prefer to use the action line, see [Orientation: LR command](#) for instructions.

If you are adding a Hebrew word or phrase to a block of English text, it is important to enter spaces before and after the Hebrew in English. If the spaces that separate English from Hebrew are inserted in

Hebrew rather than in English, then the management of spaces at the end of a line may not be correct. When entering Hebrew text in midst of English text that has already been typed, you should enter two spaces and then position the cursor so that one space is before the cursor and one is after the cursor. The same principal applies to adding text in any right-to-left language to a block of text written in any left-to-right language. Similarly, if you are entering English text (or text in any left-to-right language) to a Hebrew document with a right-to-left orientation, then the spaces between the Hebrew and the English text must be entered in Hebrew.

Hebrew vowels or cantillations are added by using the **F6** compose key. For instructions and more information, see [Compose key \(Hebrew\)](#) or [Character inventory \(Hebrew\)](#).

On most systems, Hebrew characters will display properly. If you encounter any problems with this, see [Hebrew Setup](#).

At your option, the cursor can be configured as a flag pointing in the direction of the currently active orientation (left-to-right or right-to-left). See [Cursor Settings](#).

Other general guidelines for using a right-to-left language such as Hebrew:

- The left and right arrows are designed to move to the left or to right regardless of the language. See [cursor movement](#).
- The delete key will always delete the next character. In Hebrew, the "next" character will be the character to the left of the cursor.
- The backspace key will always delete the previous character. In Hebrew, the "previous" character will be the character to the right of the cursor.
- The paragraph indentation settings and tabs (**IP** and **TS** commands) work from right to left when you select right-to-left orientation.
- There is no change to the way you set margins when you select right-to-left orientation. If you use the action line, the value for the left margin (or the inside margin) should still be entered before the value of the right margin (or outside margin).
- Outline View will always be displayed left-to-right.
- If you want your footnotes to have a right-to-left orientation, click **Format, Notes, Series I** and then click the **Right-to-Left** radio button on the **Note Format** dialog.

For an example of how Nota Bene can be used to analyze the structure of a Hebrew sentence, open **LANGUAGE.NB** from your **Nbwin\Document\Samples** folder. See [Language Sample File](#)

See also:

[Lingua character inventory](#).

[Compose \(F6\)](#)

[Lingua smart characters](#)

25.8 Greek

If you have purchased the Lingua module, support for Greek is available in all parts of the Nota Bene Workstation, including Orbis, Ibidem and IbidPlus.

To change to the Greek alphabet, press **Ctrl+Shift+G** or click **Tools, Lingua, Greek Alphabet** or use the Language Bar. To return to the Roman alphabet, press **Ctrl+Shift+R**. The standard keyboard assigns the Greek letters to keys that are easy for someone who uses the standard English keyboard to remember. The alpha is assigned to the A key, beta to B, etc. Other Greek keyboards are also available

and pressing **Ctrl+Shift+K** will display a printable chart of the currently active keyboard layout. For more detailed information, see [Alphabets and Keyboards](#).

The sigma, assigned to the S key, will automatically display and print in the correct form depending on the position of the character in the word.. For more information, see [Smart Characters in Greek and Hebrew](#).

To add accents or breathing marks, type a letter in Greek and then press **F6**. A small popup screen will appear. Type the letter in the small yellow box corresponding to the character that you want to enter. For more detailed information, see [Compose Key \(F6\)](#) or [Compose Key \(Greek\)](#).

When you switch to Greek, the Greek alphabet will also be active in Ibidem and Orbis. If you are in an Ibidem field or in the Orbis Find box, you can switch to Greek by pressing **Ctrl+Shift+G**.

See also:

[Hebrew](#)

[Cyrillic](#)

[Language Sample File](#)

25.9 Cyrillic

The Cyrillic alphabet is used for Russian and other Slavic languages as well as some non-slavic languages. If you have purchased the Lingua module, support for Cyrillic is available in all parts of the Nota Bene Workstation, including Orbis, Ibidem and IbidPlus.

To change to the Cyrillic alphabet, press **Ctrl+Shift+C** or click **Tools, Lingua, Cyrillic Alphabet** or use the Language Bar. To return to the Roman alphabet, press **Ctrl+Shift+R**. The standard keyboard assigns the Cyrillic characters to keys that are easy for someone who uses the standard English keyboard to remember. Other Cyrillic keyboards are also available. Pressing **Ctrl+Shift+K** will display a printable chart of the currently active keyboard layout. For more detailed information, see [Alphabets and Keyboards](#).

To add diacritical marks, type a letter in Cyrillic and then press **F6**. A small popup screen will appear. Type the letter in the small yellow box corresponding to the character that you want to enter. For more detailed information, see [Compose Key \(F6\)](#) or [Compose Key \(Roman and Cyrillic\)](#).

When you switch to Cyrillic, the Cyrillic alphabet will also be active in Ibidem and Orbis. If you are in an Ibidem field or in the Orbis Find box, you can switch to Cyrillic by pressing **Ctrl+Shift+C**.

See also:

[Hebrew](#)

[Greek](#)

25.10 IPA

Characters in the International Phonetic Alphabet can be entered in any of the following ways:

Method I: Transform a Roman-alphabet letter

- 1 Type any letter.
- 2 Press **F6**. A pop-up screen will appear.
- 3 Hold down the **Alt** key. All of the alternate forms of the letter will appear on the pop-up screen.
- 4 Transform the letter typed in step one to one of the alternate forms by continuing to hold down the **Alt** key while you either double-click on the character you choose or type the letter in the yellow box that is associated with the character you choose.

Method II: Insert from Lingua Character Inventory

- 1 Place your cursor at the point in the document where you want to insert the character.
- 2 Click **Insert, Characters from Inventory** or press **Alt+Shift+F5** to open the Character Inventory dialog
- 3 In the Character Groups window at the top left, click to highlight Phonetic Letters & Symbols.
- 4 Click one of the radio buttons in the Subgroups box, and look for the character you want to insert in the main window on the right side of the dialog.
- 5 Insert the character by double-clicking on it or by typing the letter in the yellow box that is associated with the character you choose.

Method III: Develop your own keyboard of user-assigned characters

You can assign characters to keys and then insert them by pressing **Alt+F5** and then selecting the character to be inserted. Composed characters (multiple characters or characters with diacritics added) can also be assigned to a key on your **Alt+F5** keyboard, thus enabling you to insert the character easily. For more information, see [User-Assigned Characters](#).

See also:

[Lingua Character Inventory](#)

25.11 Transliteration

Characters used in transliteration are entered using the **F6** key. Type any letter and press **F6** to see the diacritics that can be added to the letter. Hold the Shift button down to see diacritics that can be added below the letter. Hold the Alt button down to see alternate forms of the letter. Hold down Ctrl or Ctrl+Shift or Ctrl+Alt to see even more options. To add a diacritic, type the letter shown in the small yellow square in the square that contains the character you want to enter or double-click the square that contains the character you want to enter. To add a second diacritic, press **F6** again. Accents can be stacked/combined in any order. For more information, see [Compose Key \(F6\)](#).

Certain commonly used accented characters can be entered by pressing **Ctrl+Alt** and then a letter on the keyboard or by pressing **Ctrl+Shift+Alt** and then a letter on the keyboard. For a diagram showing the letters assigned to the Ctrl+Alt/Ctrl+Shift+Alt keyboard, press **Insert, Latin Vowels & Others**. For more information, see [Accented Letters \(Ctrl+Alt\)](#).

If there are composed characters (character plus diacritics) that you use frequently, you can assign

them to one of the keys on your keyboard. The character can then be inserted by pressing **Alt+F5** and then the assigned key. For more information, see [User-Assigned Characters](#).

25.12 Fonts

Lingua accesses most of its characters for the Roman, Hebrew, Greek, Cyrillic, and (optional) Arabic alphabets from standard Windows TrueType fonts. This means that you should be able to display and print languages that use these alphabets in the standard Windows typefaces. These include (in most installations): Times New Roman (a serif font), Arial and Tahoma (both sans serif fonts), and Courier New (a monospaced font). The exception is that Windows 95 does not support Hebrew (or Arabic). If using Hebrew on 95, Nota Bene automatically switches to its own Hebrew fonts, NB Ramah (classical serif style) or NB Moriah (a more modern style).

In addition, you should be able to use other Windows fonts, as long as they contain the necessary characters. Unfortunately, although there are numerous other fonts that do support non-Roman alphabets, most Windows fonts distributed with the operating system do not. If you are using a font that does not support the alphabet you are using, Windows will automatically choose the closest font that does include that alphabet (for example, if you are using a serif font that does not include Greek, and you start typing in Greek, Windows will automatically switch to another serif font to display and output those Greek characters, returning to your active Windows font when leaving Greek).

While most characters used in Lingua are accessed from the standard Windows fonts, some of Lingua's special characters (for example, Greek breathing marks and accents, Hebrew cantillations, phonetic alphabet characters, and numerous other special symbols) are not usually available in the standard Windows fonts. For these, Nota Bene uses its own fonts. In most cases these are available in both serif and sans-serif (and some even in monospaced) forms, although some characters (for example, some IPA characters, and some special symbols) are only provided in serif forms.

Additional alphabets that are part of Nota Bene's Extended Alphabets packages use special fonts supplied by Nota Bene (not Windows fonts).

The **Set Font** dialog in Nota Bene (accessible by clicking **Format, Font** or by pressing **Ctrl+T**) includes Lingua options:

- When you select a font, a command is inserted in the document and all text after the command will be displayed in the font you selected. By default, all text in all alphabets be in the new font. If you prefer to make the change just for the alphabet you are working in, click the **By Alphabet** radio button.
- In Greek and Hebrew, certain diacritical marks can be printed in different forms, and these setting can be changed to suit your preferences. Press the **Options** button to open the **Font-Rendering Options** dialog. For more information, see [Font-rendering options](#).

See also:

[Alphabets, Languages and Keyboards](#)
[Extended Alphabets](#)
[Export Multi-Lingual Text](#)

25.13 Accents and Special Characters

Lingua provides you with several ways of entering accents and special characters. Click on the links below for more information.

The Compose Key (F6): Add accents to any letter (including Hebrew, Greek or Cyrillic letters) or transform a letter or other character into a less commonly used form (examples: transform a b into a small cap b, a beta or a hooktop b; transform a \$ into any monetary symbol; transform a * into the bullet of your choice).

Lingua Character Inventory (Alt+Shift+F5): A full inventory of 1,700 distinct characters and over 140 distinct accents can be used to insert a character in a document or to assign a character to a user-specified key so that it can subsequently be entered with a simple key combination. Characters and/or accents can be combined to compose complex characters (or even sets of characters). For example, you can produce over 400 Hebrew consonant and vowel combinations from about 30 of these characters. Characters or sets of characters can then be assigned to a user defined keyboard and subsequently entered by pressing **Alt+F5** and then the designated key.

User-defined Key Combinations (Alt+F5): The Lingua Character Inventory can be used to assign a character (including composed characters or sets of characters) to one of 376 positions on the keyboard (376 positions include 47 keys times 8 different combinations of unshifted, **Shift**, **Ctrl** and **Alt**). Once assigned, the character (or the combination of characters) can be entered by pressing **Alt+F5** and then the key or key combination that you selected. The user-defined keyboard can be viewed by clicking **Insert, User-Assigned Characters**.

Text Symbols (F5): Certain symbols (e.g., ©, €, a non-breakable space, a thin space or Orbis Entry Markers) can be inserted by pressing **F5** and then an assigned key. Press **F5, F1** or click **Insert, Symbols & Punctuation** to display a Text Symbols dialog showing the symbols that can be inserted with the **F5** key.

Latin Vowels (Ctrl+Alt): Accented vowels, ligatures and a few other Latin characters can be inserted by pressing **Ctrl+Alt** with assigned key. Click **Insert, Latin Vowels & Others** to display a **Latin Characters** dialog showing the characters that can be inserted using this method.

ASCII Characters: ASCII characters can be entered by holding the Ctrl and Shift buttons down while you enter the number of the ASCII character.

The following links provide specific instructions that use one or more of the above methods:

[Ligatures](#)

[Hyphens and Dashes](#)

See also:

[Microspacing Adjustments](#)

[Non-Breakable Characters](#)

[Quotation Marks](#)

[Leader](#)

[Bullets](#)

25.14 Lingua Character Inventory

Nota Bene's Lingua module includes an extensive set of characters including the extended Roman alphabet, Greek, Hebrew, Cyrillic, Arabic, the International Phonetic Alphabet and more. There are thousands of characters and hundreds of distinct diacritical marks. The **Character Inventory** dialog allows you to review the inventory of characters, select a character and/or compose a character or set of characters by combining different characters and/or accents. Once selected or composed, the character (or a set of characters) can be inserted into your document or it can be assigned to one of 376 positions on the keyboard (376 positions include 47 keys times 8 different combinations of unshifted, Shift, Ctrl and Alt). Once assigned, the character (or the combination of characters) can be entered by pressing **Alt+F5** and then the key or key combination that you selected.

The **Character Inventory** dialog can be opened by clicking **Insert, Characters from Inventory** or by pressing **Alt+Shift+F5**. The same dialog is also available as the second tab on the Keyboard Dialog Bar and can be opened by pressing **Alt+K** and, if necessary, pressing **Alt+K** again. The first **Alt+K** opens the Keyboard Dialog Bar, and pressing **Alt+K** repeatedly cycles through the tabs on the Keyboard Dialog Bar. The two dialogs (**Alt+Shift+F5** and **Alt+K**) are the same, except that the **Alt+K** dialog remains open on the right side of your screen as you work. This may be helpful if you are entering several characters from inventory. If you press **Alt+Shift+F5** while the Keyboard Dialog Bar is open, the Character Inventory tab of the Keyboard Dialog Bar will open rather than the usual **Alt+Shift+F5** dialog. For more information, see Keyboard Dialog Bar.

To select a character:

- 1 In the **Character Groups** window at the top left, click to highlight one of the groups (in the example above, Phonetic Letters & Symbols is highlighted).
- 2 Click one of the radio buttons in the **Subgroups** box. Each subgroup will display a different set of characters in the main window on the right side of the dialog.
- 3 The drop down box at the bottom of the Subgroups box can be used to select Regular, Superscript, Subscript, Small Caps, Rotated, 1st Element in Fraction or 2nd Element in Fraction. The characters displayed in the main window on the right side of the dialog will change in accord with your selection.
- 4 Click on the character you want to select (or type the letter in the small yellow box that is associated with the character you want to select). A light gray box will appear around the character you have selected and it will be reproduced in the box at the bottom right of the dialog.

To insert a character in an open document:

- 1 Place your cursor at the point in the document where you want to insert the character.
- 2 Select the character as described above.
- 3 Press the **Insert** button or double click on the character or press **Alt+I**.

Characters from the Character Inventory can be assigned to a key for future use, and complex characters can be composed and assigned to a key for future use. See User-Assigned Characters.

The Character Inventory for Hebrew vowels and cantillations mirrors the F6 pop-up screen for Hebrew and provides additional information including the names of the cantillations. See [Character Inventory \(Hebrew\)](#).

25.14.1 Lingua character inventory Hebrew

Hebrew vowels and cantillations can be added to Hebrew text by using the Lingua Character Inventory or by using the F6 compose key. The screens shown in the character inventory and in the F6 pop-up screen are mirrors of each other. The character inventory provides details such as the name of the cantillation. Due to the small size of the cantillations, the name may be helpful in identifying the correct cantillation. For prose and poetry cantillations (subgroups 3 and 4 under the Hebrew Alphabet), prepositives are shown in red, postpositives are shown in green and conjunctions are shown in gray. The same colors are used in the F6 pop-up screen.

For detailed instructions on using the character inventory, see [Lingua Character Inventory](#).

For detailed instructions on using the compose key, see [Compose \(F6\)](#) or [Compose Key \(Hebrew\)](#).

See also:

[Hebrew](#)

[Keyboard Dialog Bar](#)

25.15 Smart Characters

In Greek and Hebrew, certain letters take on different forms depending on their position in the word. The Greek sigma has a different form if it is the last letter of a word. Five Hebrew letters have a different form depending on their position in a word. Nota Bene will automatically change these letters so that they are displayed and printed in the correct form. These letters are as follows:

Greek

- The letter assigned to the **S** key

Hebrew

- The letter assigned to the **P** key
- The letter assigned to the **K** key
- The letter assigned to the **X** key
- The letter assigned to the **N** key
- The letter assigned to the **M** key

These letters can be typed in fixed forms so that they will not automatically be changed depending on their position in a word. **Ctrl+Alt+** the assigned key will enter the fixed regular form and **Ctrl+Alt+Shift+** the assigned key will enter the fixed final form.

Smart letters are shown in the keyboard diagram in red.

See also:

[Keyboard Diagram](#)

[Smart Quotation Marks](#)

25.16 Conjectural Characters

Conjectural characters can be added to or removed from a block of text or a single character as follows:

- 1 Highlight the block that you want to change or type a letter.
- 2 Click **Tools, Lingua, Conjectural Characters** (or press **Ctrl+Shift+J**).
- 3 The Conjectural Characters dialog will appear on your screen. Select the conjectural character to be added.
- 4 Click **OK**

Over dots, under dots, over rings or under rings used in uncertain or conjectural readings can also be inserted with the compose key (F6) by typing a character, pressing **F6** and then one of the following:

- For an over dot, press the period key
- For an under dot, press the **Shift** with the period key
- For an over ring, press the forward slash key
- For an under ring, press the **Shift** with the forward slash key

See also:

[Compose Key \(F6\)](#)

25.17 Character Text Properties

With Lingua, you can change a single letter so that it is displayed and printed as a small cap, a superscript or subscript, a top or bottom fraction (numerator or denominator) or a rotated character (upside down). Three levels of superscript and subscript are available. This allows superscripting of superscripted text (as in UBS Greek NT apparatus).

- 1 Place the cursor immediately after the letter you want to edit.
- 2 Click **Tools, Lingua, Character Text Properties** (or press **Ctrl+Shift+T**). The **Character Properties** dialog will appear on your screen.
- 3 Click the radio button corresponding to the way you want the character to display and print.
- 4 Click **OK**

An immediate command will be issued changing the display and printing of the character as if the character had been entered like any other character, by typing it in. No [embedded commands](#) are inserted in the document. To undo the character properties you have selected, and return to normal, you can repeat the process, selecting the "normal" radio button, or you can merely delete the character with the special character properties and retype it.

See also:

[Lingua Character Inventory](#)

[Compose \(F6\)](#)

25.18 Language Marker

At the user's option, a non-printing language marker is available to show where a language changes. Two different language markers are available, a small black squiggle, or a green vertical line. The language markers are shown on screen only and will not appear in a printed document.

For more information, including instructions on how to turn non-printing markers on or off, see [Markers](#).

See also:

[Alphabets](#), [Languages and Keyboards](#)

25.19 Font-Rendering Options

Lingua provides options for rendering certain diacritics in Greek and Hebrew. If you change the options, the change will be effective for the whole document and any Greek or Hebrew text already entered will automatically be changed. The pop-up dialog box that appears when you press **F6** will automatically show the form that you have selected.

The **Font-Rendering Options** dialog provides options as follows:

Greek: The perispomeni accent can be rendered in a rounded circumflex form or a tilde form.

Hebrew: Vowels and cantillation marks can be displayed or hidden. When displayed, the following options are available:

- Cantillation marks can be shown in the style of ancient manuscripts or in the style of standard printed editions
- Vowels on the final koph can be raised
- Furtive patah can be used on final he, ayin and het
- Doubled zarqua, segol, telisha ketanah/gedolah can be centered
- Doubled pashta can be centered (on non-final occurrence)

The **Font-Rendering Options** dialog can be opened in either of the following ways:

- Click **Format, Font** (or press **Ctrl+T**). The **Set Font** dialog will display. Click the **Options** button.
- Click **Tools, Lingua, Font-Rendering Options**

Click the Hebrew or the Greek tab to make selections as described above.

See also:

[Accents](#), [Bullets](#), [Special Characters](#)

Compose (F6)

25.20 Editing Accents

When one or more accents or marks have been added to a letter, you can delete one or more accents,

add an accent or change the order in which accents are stacked. Note that if you have added one or more accents above (or below) a letter, they will be stacked in the order they were added unless you use the Word Components dialog to change the order.

- 1 Place the cursor immediately after the letter you want to edit.
- 2 Click **Tools, Lingua, Edit Accents** (or press **Ctrl+Shift+E**). The **Word Components** dialog will appear on your screen.
- 3 Click on the accent or mark that you want to edit or press the left or right arrows on your keyboard (not the arrows on the dialog) to move the arrow on the screen so that the gray arrow is pointing down to the accent or mark that you want to edit. The yellow arrow should be pointing to the line immediately after the accent that you want to edit.
 - To delete the accent, press the **Delete** button on your keyboard or click the square with the image of the scissors directly above the accent you are editing
 - To add an accent, press the **Insert** button on your keyboard. The **Insert accent/character** dialog will appear on your screen. Use this dialog to insert a new accent (see instruction number 3 in [Lingua: accents](#) for more information on how to use this dialog).
 - To change the order in which accents are stacked, (1) click the left or right arrows on the dialog above the accent you are editing to move the accent or letter that you are editing or (2) press **Ctrl+** the left or right arrows on your keyboard to move the accent or letter that you are editing.
- 4 The original and the modified forms of the letter and accent that you were editing are displayed at the top of the dialog. If the modified form is correct, click **Save**. If it is not correct, repeat step 3 until you have made the adjustments you want and then click **Save**. To return to the original form of the letter and accents, click **Cancel**.

Certain diacritical marks can be rendered in different ways and Lingua gives you certain options to select the appearance. You can change the form through the **Font-Rendering Options** dialog. For more information, see [Font-rendering options](#).

See also:

[Lingua Character Inventory](#).
[Compose \(F6\)](#)

25.21 User-Assigned Characters

The Lingua character inventory can be used to select or compose a character (or a set of characters) and assign it to a key selected by the user. The character can then be entered by pressing **Alt+F5**, and then pressing the key that was previously selected for the character.

To assign a character to a key for future use:

- 1 Click **Insert, Characters from Inventory** or press **Alt+Shift+F5** to open the [Lingua Character Inventory](#).
- 2 Use the Character Inventory dialog to select the character to be assigned.
- 3 Click the **Assign Alt** button. The Assign Special Character dialog will display.
- 4 The character can be assigned to any position on the keyboard. For each key, the lower position is unshifted and the upper position is for use with the **Shift** key. Positions that also use the **Control** and **Alt** keys are available by clicking the tabs on the top of the dialog. Click on the position of your

choice and then click the **Assign New** button.

Once a key has been assigned, the user-assigned keyboard can be viewed and the character (or set of characters) can be inserted in an open document as follows:

- 1 Place your cursor at the point in the document where you want to insert the character.
- 2 Click **Insert, User-Assigned Characters** or press **Alt+F5**.
- 3 Click the character you want to insert and click the **Insert** button or type the letter on the keyboard that corresponds to the character that you want to insert (use **Shift**, **Ctrl** or **Alt**, if applicable).

To compose a character or a set of characters and assign it to a key:

- 1 Select the first character and assign it to a key as described above.
- 2 Select the next character or accent to be added to the first character.
- 3 Click the **Assign Alt** button. The Assign Special Character dialog will display.
- 4 Click the same position as the position you chose for the first character in step 1.
- 5 Click the **Add to Existing** button. Nota Bene will add the character or accent that you selected in step 2 to the character you selected in step 1, assigning the composed character(s) to the same key.
- 6 Repeat steps 2 - 5, adding as many characters and/or accents as you want.
- 7 To review the composed character or set of characters assigned to a key, click **Insert, User Defined Characters** or press **Alt+F5**.

See also:

[Lingua Character Inventory](#)

Accents, Bullets, Special Characters

25.22 Lingua cursor movement

You can configure how the left and right arrow keys (in their unshifted state, where they move by character) operate when working with languages with a right-to-left orientation:

Left/Right: They always move left and right, regardless of the orientation of the language. For example, in a line of text that contains both English and Hebrew, the right arrow will move the cursor to the right one character at a time, even though this means moving backward across the reading direction of Hebrew. (This is the default.)

Previous/Next: The arrow keys move the cursor to the next and previous characters, taking into account the language. With this setting, repeatedly pressing the right arrow on a line with English first and then Arabic would move the cursor to the right through the English text, then jump to the beginning of the Arabic at the far right, then move to the left; when it reaches the end of the Arabic text (on the left), it would then move to the first English character on the right, and then continue right through the English

You can select the desired method as follows:

- 1 Click **Tools, Lingua, Options**. The Lingua Cursor Movement Options dialog will display.
- 2 Click the desired radio button at the top.
- 3 Click **OK**

The change will be effective immediately and it will be retained in future Nota Bene sessions until you change it. Note also that the direction chosen for the arrow keys is also in effect when you use Shift and the arrow keys to extend an existing selection by character.

In contrast to the arrow keys, the Delete and Backspace keys always operate on the next and previous character. The Delete key deletes the next character (i.e., the character to the right in a left-to-right language; the character to the left in a right-to-left language). The Backspace key deletes the previous character (i.e., the character to the left in a left-to-right language; the character to the right in a right-to-left language).

Note that the default for cursor movement is to always move left/right, while the default for deletion is previous/next. That's because the icons on the arrow keys (the arrows) are visual indicators which suggest left and right, not previous and next, while the captions of the delete keys suggest backwards ("Backspace or BkDel") and forwards.

Similar options are available for the extended cursor movement keys (Ctrl + arrows for words; Alt + arrows for paragraphs, Ctrl+Alt + arrows for sentences, and Alt + Num-/Num+ [or Alt + open/close square bracket keys on keyboards without these keys,] for phrases):

Left/right: These combinations can always move left and right, regardless of the orientation of the language. In a line of text that contains both English and Hebrew, Ctrl and the right arrow, for example, will move the cursor to the right one unit (word, phrase, sentence, or paragraph) at a time, even if (in a Hebrew or Arabic section) this moves backwards (in reading direction). This is the default.

Previous/Next: These combinations can move the cursor to the next and previous unit (word, phrase, sentence, or paragraph), taking into account the language. With this setting, repeatedly pressing Ctrl and the right arrow on a line with English first and then Arabic would move the cursor to the right through the English text, then jump to the beginning of the Arabic at the far right, then move to the left; when it reaches the end of the Arabic text (on the left), it would then move to the first English word to the right, and then continue right through the English

You can select the desired method as follows:

- 1 Click **Tools, Lingua, Options**. The Lingua Cursor Movement Options dialog will display.
- 2 Check the Move Previous/Next (Not Left/Right) for Word, Sentence, and Paragraph option at the bottom if you want to configure these to operate on previous and next (uncheck to revert to the default Left/Right orientation)
- 3 Click **OK**.
- 4 Unlike with the unshifted arrow keys, if you change this setting, you will need to rebuild all the right-to-left keyboards. To do this, continue with steps 5 - 7.
- 5 Click **Tools, Keyboards, Setup/Select Defaults**.
- 6 Select the Alphabet (Arabic, Hebrew, or Syriac).
- 7 Click on each of the keyboards listed there that you use, and click **Rebuild**.

Left/right is the current default setting for Nota Bene 10 (released in September 2014) and subsequent versions. Prior to the final release of Nota Bene 10, previous/next was the default. If you installed an older version of Nota Bene (e.g., version 9 or a beta edition of version 10), the old default settings will be retained when you install Nota Bene 10. This means that if you are installing over an existing version (NB 9, or earlier beta releases of NB 10), you will need to follow steps 4 - 7 above if you would like to use the left/right setting. (This is true even though, on those installations, if you go to the Tools, Lingua, Other Options dialog, the Move Previous/Next checkbox at the bottom will NOT be checked, even though it is in fact the current setting.)

As with the unshifted arrow keys, this selection is also in effect when you use Shift and the arrow keys to extend an existing selection (Ctrl+Shift for words; Alt+Shift for paragraphs; Ctrl+Alt+Shift for sentences; Alt+Shift + Num-/Num+ for phrases [Alt+Shift + open/close square brackets if those keys are not available] for phrases)

As with characters, extended deletion (with the Delete and Backspace keys) by word (Ctrl), sentence (Shift), and paragraph (Alt) always operate on the next and previous unit: The Delete key deletes the next word, sentence, or paragraph (i.e., the unit to the right in a left-to-right language; the unit to the left in a right-to-left language). The Backspace key deletes the previous word, sentence, or paragraph (i.e., the unit to the left in a left-to-right language; the unit to the right in a right-to-left language)

Note: While there is generally a parallel structure between moving and deleting units (for example, Ctrl + arrows to move by words; Shift added to Ctrl + arrows to extend selection by words; and Ctrl + Backspace and Delete to delete by words), this structure is not possible for sentence deletion, since Ctrl+Alt + Delete (which is the parallel to Ctrl + Delete) is used by Windows to start the Task Manager. Accordingly, sentence deletion (in both directions) is assigned to the Shift state of Backspace/BkDel and Delete.

See also:

Cursor Options

Moving through a document: arrow keys

[Hebrew](#)

[Arabic](#)

25.23 Lingua orientation: LR command

With Lingua, you can choose left-to-right orientation (the default) or right-to-left orientation. For an explanation of the difference, see [Hebrew](#). The **LR** (left right) command is used to set the orientation. A value of **0** sets the right-to-left orientation and a value of **1** sets the left-to-right orientation.

To change the orientation:

- 1 Place your cursor at the top of the document or at the point where you want the orientation to change.
- 2 Press **F9** to access the action line.
- 3 Type in one of the following commands.
 - **LR 0** to select a right-to-left orientation (use the number zero, not the letter O).
 - **LR 1** to select a left-to-right orientation.

- 4 Press **F10** to implement the command.

Nota Bene commands are not case sensitive, so you can enter the LR command in either upper or lower case.

The orientation can also be changed by pressing **Ctrl+Shift+<** for right-to-left orientation or **Ctrl+Shift+>** for left-to-right orientation.

See also:

[Hebrew](#)

[Arabic](#)

25.24 Import Multilingual Text

Nota Bene provides an RTF (Rich Text Format) filter which can import text written in other programs to Nota Bene. The RTF filter is designed to translate the multilingual characters accessible within font changes in other programs to Nota Bene's more sophisticated, accurate, and powerful language system.

Text can be imported using one or both of the following methods:

- Clipboard: Use the Windows copy (**Ctrl+C**) function to copy text in the source program to the clipboard and then use the Windows paste (**Ctrl+V**) function to paste the text into a Nota Bene document. For more detailed instructions, see [Copy text](#).
- RTF files: Save a file in the source program as an RTF file and then open it in Nota Bene. When opening the file in Nota Bene, the **Formats** box in the **File Open** dialog should be set to either **Auto Detect** or **RTF (Rich Text Format)**. For more detailed instructions, see [Convert to Nota Bene](#).

Depending on the source program, one or both of these methods may be available. Text can be imported from any of the following programs.

- Gramcord (RTF files or clipboard)
- Bible Works (RTF files or clipboard)
- Bible Windows (clipboard only)
- Logos Research (RTF files or clipboard)
- Bar Ilan Responsa Project (RTF files or clipboard)
- MS Word (RTF files or clipboard)

See also:

[Export Multilingual Text from Nota Bene](#)

25.25 Export Multilingual Text

Nota Bene documents that contain multilingual text can be transmitted to publishers or colleagues who do not have Nota Bene by converting the document to PDF (Adobe Portable Document Format) or to RTF (Rich Text Format). If your goal is to have the recipient be able to read but not edit your text, you can create a PDF file. The PDF file can be opened and printed by the recipient using the free Adobe Acrobat Reader. However, if the receiving party needs to be able to edit your text, then you should

create an RTF file. The RTF file can be opened, edited and printed using Microsoft Word, WordPerfect or other programs, but the recipient may need to have fonts installed to properly read the multilingual text. Conversion to RTF can be done by Nota Bene, but additional software is required to convert to PDF.

Conversion to PDF (Adobe Portable Document Format)

PDF files are used for transmitting camera ready copy to a publisher, or for transmitting a file to anyone who does not need to edit it. The advantages of creating PDF output are: (a) higher quality output than you can otherwise achieve when converting the files to another format, since NB's superior character-rendering scheme is utilized, rather than the much more limited font-only solutions of other software; (b) anybody – whether running Windows, Mac, or Unix, etc. – can read the files; and (c) the recipient does not need to have multilingual fonts installed on his/her system. You can create a PDF file by using various versions of Adobe software, or by using other PDF software such as pdfFactory (available from www.fineprint.com).

If you are creating camera ready copy in Nota Bene, you should have the PDF printer driver selected as you are writing (click **File**, **Print** and select the printer). Unlike most Windows programs, Nota Bene uses the printer driver to generate the on-screen display. Since every printer has different metrics, writing a document with one printer driver selected and then choosing another printer for the final printing may result in small changes in line breaks and page breaks.

If you plan to use pdfFactory or pdfFactoryPro to generate the final PDF file, click **File**, **Print** and select pdfFactory as the printer. Then, click the **Setup** button on the Print dialog. The pdfFactory Properties dialog will open. Click the **Metrics** tab at the top of the dialog. Uncheck the "Emulate Printer" box and select the highest possible resolution (e.g., 1440 dpi). These settings will assure that your on-screen display matches the final PDF version, and the high resolution will give you the best results for camera ready copy.

Conversion to RTF (Rich Text Format)

Nota Bene's RTF (Rich Text Format) filter can be used to save Nota Bene documents containing multilingual text in a format that can be opened by Word, WordPerfect or other programs. This is done by clicking **File**, **Save As**, and then selecting **RTF (Rich Text Format) – Custom** in the Formats box of the Save As dialog (see more detailed instructions below).

Proper conversion of multilingual text depends on the fonts that the recipient is using. Many fonts are available and virtually all of them have different encoding. To convert Nota Bene's multilingual text, the font that will be used by the recipient must be taken into account and the recipient must have the appropriate fonts installed.

Note also that the software for which you are preparing RTF output may handle Hebrew differently. Some software will be able to automatically flip the Hebrew characters, while others will not. You may need to create different versions of the RTF export file, one with the Reverse Hebrew checkbox on the Conversion Options: RTF Export dialog checked, and another with it unchecked. Unfortunately, there's no way to be sure which option is required unless you know exactly what software your recipient is using, and how it is configured.

Nota Bene supports export of multilingual text to the following fonts:

- **Unicode fonts:** As with other fonts, the receiving party would need to have a Unicode font available. This is particularly the case for Greek, where the accents and breathing marks needed for classical and koine Greek will not be converted properly without such a font. As for Hebrew, although the vowels are available in virtually all Unicode fonts (and the cantillation marks in some), many

programs (including many versions of Word) cannot properly position them, with the result that only consonantal text will be properly displayed.

- **Linguist's Software fonts:** These fonts are high-quality fonts, and will produce very good output. If you are sending the file to a publisher, they may very well already have these fonts, since they are standard fonts used by many people in classics, Judaic studies, and biblical studies.
- **Society of Biblical Literature/Scholar's Press fonts:** These fonts are available at no cost and can be downloaded from the SBL (Society of Biblical Literature) web site. However, the quality of these fonts is not as good as the Linguist's Software fonts.

To save a Nota Bene file as an RTF file:

- 1 Make sure the document displayed on your screen has been saved in Nota Bene format (press **Ctrl+S** or click the **Save** button or click **File, Save**)
- 2 Click **File, Save As**
- 3 The **Save As** dialog will appear on your screen.
 - In the Formats box, select **RTF (Rich Text Format) -- Custom**
 - Type new filename in the box marked Filename (to Save As). If you do not type an extension, the **.rtf** extension will be added automatically.
 - To change the drive or path, use the Drives drop list and/or the large white boxes in the middle of the dialog to **browse** to the new drive and/or folder.
 - Click **OK**.
- 4 The **Conversion Options** dialog will appear on your screen.
 - Select one of the Character Encoding options (Unicode, Linguist's Software fonts, or Society of Biblical Literature/Scholar's Press fonts).
 - Under Hebrew Options, you will normally want the reverse Hebrew box unchecked. As noted above, results may vary depending on the software that the recipient is using to read the RTF file, and in some cases this box will need to be checked to produce the desired results.
 - If you leave the **Save As Defaults** box at the bottom of the dialog checked, then the next time you save a file as an RTF file, you can select **RTF (Rich Text Format) -- Defaults** in the Formats box of the Save As dialog and the same settings will be applied without opening the Conversion Options dialog.
- 5 Click **OK**

The file will be saved as an RTF file. You will be asked if you want to open the RTF file. If you click **Yes**, then the file will be opened using whatever program on your computer is associated with the **.RTF** extension. If you have Microsoft Word installed on your computer, the **.RTF** extension is usually associated with Microsoft Word. You will be able to see the multilingual text only if you have the proper software (e.g. Microsoft Word) and the proper fonts (the font you selected in making the conversion) installed on your computer.

If you are converting several files at the same time, you can click to check the "Remember Format" box. This will retain the format you selected so that you do not have to change it each time. Remember to change the format back to Nota Bene for Windows and to uncheck the "Remember Format" box when you are finished.

See also:

[Import Multilingual Text to Nota Bene](#)
[Convert from Nota Bene](#)

25.26 Language Sample File

For an example of how Nota Bene can be used to analyze the structure of a Hebrew sentence, open LANGUAGE.NB. It is a Nota Bene file and can be found in your Nbwin\Document\Samples folder. While this sample file was originally written for those studying the Hebrew Bible, the techniques demonstrated may be applicable to scholars working with other texts and/or in other languages. This file is only available if you have purchased Lingua.

Nota Bene Associates Inc. thanks Dr. James E. Robson for making this document available to the Nota Bene community.

25.27 Extended Alphabets (optional)

Additional alphabets are available at additional cost. Currently, Akkadian, Syriac, Coptic and Ugaritic are available. The process of using the extended alphabets is summarized as follows:

Purchase and install: To use these alphabets, you must have Nota Bene and the Lingua module and you must purchase the additional alphabets that you wish to use. Information on availability and price can be obtained from the Nota Bene web site. To place an order for one or more of these alphabets, go to the on-line order form (www.notabene.com, then click the Cart button). If you already have Nota Bene, click the LOGIN button to log in and purchase add-ons for use with your current copy of Nota Bene. You will receive a product key that gives you access to all of the modules that you have purchased. To activate additional modules that you have purchased, click Help, Activate Add-On Modules and enter your product key.

Selecting an alphabet: Once installed, the extended alphabets will appear on the drop down list at the top left corner of the main Nota Bene screen. You can switch alphabets by using the following keyboard shortcuts:

- Press **Ctrl+Shift+L** to open the Language Dialog Bar enabling you to select from the Extended Alphabets that you have purchased and installed.
- Press **Ctrl+Shift+P** to select the alphabet that was most recently selected. This shortcut is designed to provide an easy way for you to select your "Primary" or "Previous" alphabet.
- Press **Ctrl+Shift+R** to return to the Roman alphabet.

These keyboard shortcuts work like the other alphabet-switching keys (**Ctrl+Shift+H** for Hebrew or **Ctrl+Shift+G** for Greek or **Ctrl+Shift+C** for Cyrillic). They select the keyboard and they set up the active LA (language) command. They work in Ibidem and Orbis as well as in Nota Bene. For general information on Lingua keyboards and LA (language) codes, see [Alphabets and Keyboards](#).

Working with an extended alphabet: The Extended Alphabets work like Hebrew, Greek and Cyrillic, except as noted below.

- There are no **F6** options in Coptic.
- There are no **F6** options in Ugaritic.
- For more information on Akkadian, see [Akkadian](#)
- For more information on Syriac, see [Syriac](#)

See also:

[Lingua Overview](#)

25.27.1 Syriac

For information on selecting the Syriac alphabet, see [Extended Alphabets](#).

The **F6** compose key enables insertion of Syriac vowels.

Contextualization (selection of proper form) is automatic. To override contextualization, insert the character, then press **F6** and then:

- **S** for Smart form (changes automatically based on context)
- **A** for Stand alone form
- **I** for Initial form
- **M** for Medial form
- **F** for Final form

Note that the glyphs shown above may not look like the proper form, but in fact when combined together with the preceding or following form, they do display correctly.

25.27.2 Akkadian

For information on selecting the Akkadian alphabet, see [Extended Alphabets](#).

There are 6 full fonts of Akkadian characters; NB switches between them seamlessly (there are no change-of-font codes in the file). The Akkadian supplement contains all the basic Akkadian signs (the standard Neo-Assyrian signs) listed in Rykle Borger's *Assyrisch-babylonische Zeichenliste* (AOAT 33, 1978, editions 2-4 with Supplement 33A) and René Labat's *Manuel d'épigraphie akkadienne* (5th edition, 1976). These fonts have been revised and expanded to be equivalent to Dr. Borger's new (1988) sign list.

Two special Akkadian keys are available on Akkadian keyboards:

- **Ctrl+Shift+/** opens the Akkadian Character Input dialog of all words/values or numbers to which Akkadian glyphs have been linked. The numbers are from Rykle Borger's list. You can sort the list by word/value or by number. You can search the list by word/value or by number.
- **/** (Unshifted) takes the word/value or number before the cursor, looks it up in Akkadian Character Input, and converts it (where possible) to Akkadian character. If you want to insert the **/** character from Akkadian keyboards, use **F5**, then **Shift+**

Note that you will initially probably need to use **Ctrl+Shift+/** to enter the glyphs until you learn their transliteration value or number; however, once you do so, you can simply type them in the file, and then have them converted to the Akkadian glyph by pressing the **/** key. Both functions should work in regular documents, in Ibidem record view, and for searching in Nota Bene, Ibidem and Orbis, among other contexts.

Two Akkadian keyboard layouts are provided, both with the two special Akkadian keys assigned (as noted above).

- AKKADN-E.KBD – Akkadian (English): Akkadian keyboard with all keys set to type English.
- AKKADN-T.KBD – Akkadian (Transliteration): Akkadian keyboard designed to type in transliteration

(e.g., x/X enters s*/S*)

The key assignments can be seen using **Ctrl+Shift+K** to display the keyboard diagram. Keyboards are selected by clicking **Tools, Keyboards, Select**, and then choosing Akkadian alphabet.

The **F6** compose key offers the following options in Akkadian:

- There are two different width erasure characters (narrow and wide). These can be positioned at three different horizontal positions:
 - Aligned left on underlying glyph
 - Centered on underlying glyph
 - Aligned right on underlying glyph
- There are two different height erasure characters (half height and full height). The half height can be positioned:
 - At top third
 - At middle third
 - At bottom third
- Crosses and various special brackets can be entered with **Shift**. Press **F6** and then hold down the **Shift** button to see the options.

In using the **F6** key for erasure characters, please note the following:

- All erasures are entered after the character that they erase.
- You can combine multiple erasures to erase the desired parts.
- You must select which erasures you want to use for a particular instance of a glyph.
- Very wide characters (with erasure) cannot be properly displayed in the **F6** dialog. The key to use for the desired erasure is the same regardless of the width of the glyph being erased, although the F6 dialog cannot properly show which portion will be erased when the character is too wide to fit.

26 Archiva

Archiva is a group of five add-on modules for Internet research, all fully integrated with Ibidem. Use Archiva to build your Ibidem database by adding records found on the web or by converting ISBN numbers or formatted bibliographies to full Ibidem records.

[Archiva Overview](#)
[Purchase and Activation](#)
[On-Line Library Search](#)
[Capture Bibliographic Records](#)
[Add Records to Your Database](#)
[Archiva Premium Additional Features](#)
[Automatic Updates](#)
[Disable/Enable Archiva](#)
[Options \(Default Settings\)](#)
[Submit Report](#)
[Bibliography Converter](#)
[ISBN Converter](#)
[Web Page Text Capture](#)

Archiva Technical Notes

26.1 Archiva Overview

Archiva is an add-on web-research program that is fully integrated with Ibibem. It is not part of the Nota Bene Workstation but is available at extra cost.

Archiva Premium includes the following:

- Archiva Books: Search Library of Congress and/or hundreds of on-line libraries and retrieve results in Ibibem format.
- Archiva Articles: Capture citations from on-line databases in Ibibem format. Some databases require a subscription.

Archiva Platinum adds the following modules:

- Bibliography Converter: Convert formatted bibliographies (e.g. a bibliography at the end of a paper written in any word processor) into Ibibem records.
- ISBN Converter: Convert ISBN numbers into full Ibibem records. ISBN numbers can be scanned, typed or copied/pasted.
- Web Text Capture: Capture text from any web page and save to database and/or file.

Archiva Books (Library Search) provides an easy way to add books to your database. Use the familiar Ibibem interface to select on-line library databases and enter search terms. View search results in Ibibem format, and select records to be added to your Ibibem database.

- **On-Line Library Search** captures bibliographic data from Library of Congress and from over 500 other university and other research libraries throughout the world.
 - Search takes place from within the familiar Nota Bene/Ibibem interface--no need to work with library web site interfaces.
 - On-Line Library Search allows simultaneous search of more than one library. (This feature is new in Archiva Books, Archiva Premium and Archiva Platinum.)
 - Frequently used libraries can be maintained on a list that is easy to access. (This feature is new in Archiva Books, Archiva Premium and Archiva Platinum.)
- **On-Line Library search results** are displayed in Ibibem format in a temporary Ibibem database.
- **Add records** from your temporary On-Line Library Search database to your permanent Ibibem database. Mark the records you want (or take them all), and add them to the database(s) of your choosing.
- **Check for duplicates** before adding retrieved records to your permanent database. (This feature is new in Archiva Books, Archiva Articles, Archiva Premium and Archiva Platinum.)
- **Add a new library** to the list of supported libraries. (This feature is new in Archiva Books, Archiva Premium and Archiva Platinum.)
- **Add your user name and password** for your library. Most libraries do not require any authentication, but Archiva can store and process this information if required by your library. (This feature is new in Archiva Books, Archiva Premium and Archiva Platinum.)
- **Keywords** from on-line sources are automatically saved in a special field for on-line keywords, so that they are separate from the keywords that you enter.
- **Default settings** can be customized to suit your preferences by using the Options dialog.
- **Automatic updates** provide automatic access to certain changes or improvements.

Archiva Articles (Web Databases) provides an easy way to add journal articles to your database. Go to web sites that provide access to journal articles (some sites may require a subscription). When you

find a record you want, just copy it (Ctrl+C to copy). Archiva has a "clipboard watcher" that monitors text copied to the clipboard and saves bibliographic data in a temporary Ibidem database. You can view the captured records database and select records to be added to your permanent Ibidem database.

- **Capture bibliographic data** for journal articles from supported gateways and sites (e.g., JSTOR, ATLA, Project Muse, EBSCOHost, OCLC, Cambridge Scientific Abstract, ProQuest, OCLC, Eureka, and others). Some sites may require a subscription. Subscriptions are not included with Archiva but are typically available through your university.
- **Recognized formats** include direct-access sites, service provider sites and bibliographic export formats.
- **Clipboard Watcher** is active as you search supported gateways and sites. It automatically captures bibliographic data that you copy to the Windows clipboard (Ctrl+C). The data is converted to Ibidem format and saved in the Archiva Captured Records database (a temporary Ibidem database).
- **Archiva icon** on your system tray blinks to indicate that a record has been captured, and it provides easy access to the captured records database.
- **Captured Records Database** will store all of the records that have been captured. It is a temporary Ibidem database that can be used to inspect records, edit them, or add records to your permanent database.
- The following features work as described under Archiva Books above:
 - **Add records**
 - **Check for duplicates**
 - **Keywords**
 - **Default settings**
 - **Automatic updates**

Archiva Premium includes Archiva Books and Archiva Articles (as described above), and it adds the following features.

- **Smart Clipboard Watcher** gives you more information than the site you are visiting contains! Sites like Google Books, Amazon, and WorldCat do not have enough information for scholarly citations. When you capture data from these sites, the smart clipboard watcher automatically corrects and supplements the retrieved record by obtaining additional data from the Library of Congress.
- **Direct links** from Ibidem record to Library of Congress, Google Books, Amazon, and WorldCat pages.
- **Retrieve ISBN numbers** directly from your Ibidem record.
- **Open web pages** and manage web favorites directly from Nota Bene or from Ibidem (Tools, Archiva, Open/Add Web Pages or Ctrl+Shift+O). This feature is designed primarily for searching web research sites, but you can use it to go to your University site, Google, your favorite newspaper, or any web site that you'd like to open from within Nota Bene.

Archiva Platinum includes Archiva Premium and it adds the following three modules.

Bibliography Converter Convert existing bibliographies to Ibidem format and add records to your permanent database. Bibliographies must be formatted in a supported academic style, and they must be in electronic format so that they can be transferred to a Nota Bene file. Records will be displayed in a temporary Ibidem database and you can review, edit, check for duplicates, and add records to your Ibidem database.

ISBN Converter Convert ISBN numbers to full Ibidem records. This is ideal for use with a hand-held ISBN barcode scanner, but you can also copy and paste ISBN numbers from any source. Records will be displayed in a temporary Ibidem database and you can review, edit, check for duplicates, and add records to your Ibidem database.

Web Page Text Capture Capture non-bibliographic text from web pages (e.g., newspaper articles), and save in a permanent searchable database. Formats for New York Times, Wall Street Journal and Washington Post are included, but you can write your own rules for whatever site you want (and/or share

rules with other NB users).

Prior to February 2009, Archiva was available in two versions: Archiva Standard and Archiva Pro. For more information, see [Archiva: Earlier Versions](#).

See also:

[Archiva Activation](#)

Disable/Enable Archiva

Archiva Options

Archiva Technical Notes

26.2 Purchase and Activation

To purchase Archiva, or to upgrade to a more advanced version, click **Tools, Archiva, Activate** (or **Activate Other Options**), and then click the **Check Web** button. (If you have the latest version of Archiva the Activate option may be grayed out.). You will be taken to a web page with more information and a secure instant order form. When you place your order, your credit card will be charged and you will receive a new product key that gives access to Archiva. The new product key can be entered by clicking Help, Activate Add-On Modules. Or if you use the new product key when you install, Archiva will be activated automatically.

To see which version of Archiva is installed on your computer, click **Tools, Archiva, About Archiva**.

See also:

[Archiva Overview](#)

Disable/Enable Archiva

26.3 Search On-Line Libraries

With Archiva Books (included in Archiva Premium and Archiva Platinum), you can search for books at the Library of Congress and over 500 other major university and research libraries from around the world.

When you use the Search On-Line Libraries function, you are searching libraries that use the Z39.50 protocol. Z39.50 is an international protocol for searching and retrieving information from on-line computer databases, specifically related to libraries and their bibliographic holdings. The standard was first developed in the 1970's, initially under the auspices of the Library of Congress.

If you are using Archiva Pro (an earlier version of Archiva), see [Archiva Pro: On-Line Libraries](#).

To do a library search:

- 1 Open the Archiva On-Line Library Search dialog in either of the following ways:
 - From the Nota Bene screen or the Ibidem screen, click **Tools, Archiva, Search On-Line Libraries**
 - From the Ibidem screen, click **Select, On-Line Libraries**, or press **Ctrl+L**.
- 2 Click the **Libraries** tab to choose which library or libraries you will search.

- From the list of libraries in the panel on the right side of the dialog, click to highlight a library that you would like to add and then click **Add**. The library will appear in the panel on the left side. Repeat this for each library you would like to be able to search.
 - If you would like to add a new library that uses the Z39.50 protocol, click **New** and fill in the requested information. See [Add New Library](#).
 - In the panel on the left side, you can remove a library or change the order in which they are listed. Click to highlight the library you would like to change and then click **Remove** or **Move Up** or **Move Down**.
 - In the panel on the left side, click to check the libraries you want to search. Note that you can keep a list of frequently used libraries on the left side of the panel and check only the ones you want to use for the current search.
- 3** Click the **Search** tab to enter search terms. In general, different libraries have different parameters for entering search terms: Although Z39.50 is a standard, its implementation depends on the specifics of the server that is queried during a search. As Wikipedia (<http://en.wikipedia.org/wiki/Z39.50>; accessed March 19, 2008) says: "If [for example] the client specifies an author search (Use attribute 1003), it is up to the server to determine how to map that search to the indexes it has at hand. This allows Z39.50 queries to be formulated without having to know anything about the target database; but it also means that results for the same query can vary widely among different servers. One server may have an author index; another may use its index of personal names, whether they are authors or not; another may have no suitable index and fall back on its keyword index; and another may have no suitable index and return an error. See [Strategies for Refining Searches](#)
- In the Search Fields box at the bottom of the dialog, choose which fields you would like to have displayed. When you select a different setting, you will see the fields change in the panel on the right side of the dialog. For many of the libraries, the search fields that you should use are specified in parentheses next to the name of the library.
 - Enter search terms. When you place your cursor in a field, a field tip will appear giving instructions. These field tips can be turned off by unchecking the Auto Field Tips box at the bottom of the dialog. When Auto Field Tips is off, the Field Tips will not display automatically, but they can be displayed by placing your cursor in a field and pressing **Ctrl+F1**.
 - Choose where you want to have the search results displayed. For details about this option, see [Show Results](#).
- 4** Click the **Last Results** tab.
- Click to check or clear the "Show Results As Soon As One Is Retrieved" box. If this box is checked, search results will be displayed automatically as soon as the first record is found. If it is not checked, the dialog will display how many records have been retrieved, and you can display the records after they are retrieved by clicking **Show Search Results** at the top of the screen.
 - Use this tab at any time to see the results of your last search.
- 5** Click **Search** to begin the search.

To see the results of your search, click **Show Search Results** at the top of the screen. For more information, see [On-Line Library Search Results](#).

Most libraries do not require you to log in with a user name and password. But if your library does require authentication, see [Library Log In](#).

See also:

[Archiva Overview](#)

[Library of Congress](#)

26.3.1 Add New Library

New libraries can be added to the list of supported libraries, provided that the library uses the Z39.50 protocol. If you would like to add a library, contact the library. Confirm that they use the Z39.50 protocol, and request the following information:

- Database name
- Internet address
- Port number

- 1 Click **Tools, Archiva, Search On-Line Libraries**. The Archiva On-Line Library Search dialog will open.
- 2 Click the **Libraries** tab and then the **New** button.
- 3 Fill in the information you obtained from the library and click **Apply**.

You should now be able to select the library you just added from the list of libraries.

If you send the above information to technicalsupport@notabene.com, we can add your library to the list of supported libraries so that it will be available in future updates and/or new versions of Nota Bene.

If your library requires authentication, you will need to fill in the section on Optional Login/Authentication Parameters. See [Library Log In](#).

See also:

[Search On-Line Libraries](#)

26.3.2 Library Log In

The vast majority of libraries allow public access with no log in requirements. However, if your library does require log in, you can enter your log in information.

Library searches in Archiva use the Z39.50 protocol, and the Z39.50 protocol supports three kinds of authentication: Anonymous, Open and IDPass. Anonymous does not require any authentication. Open requires User ID and Password. ID Pass requires User ID and Password and may also require a Group ID.

To add log in parameters:

- 1 Click **Tools, Archiva, Search On-Line Libraries**. The Archiva On-Line Library Search dialog will open.
- 2 If your library is already listed in the big white box on the left side of the dialog, click to select it. If it is not listed, you will need to either add it from the Libraries tab (see step 2 in [Search On-Line Libraries](#)) or add it as a new library (see [Add New Library](#)).
- 3 Click the Properties tab (if it is not already the active tab).
- 4 At the bottom of the dialog, on the right side, you will see Optional Login/Authentication Parameters. Use the dropdown list to select the mode of authentication. If you do not know whether to select

Open or ID Pass, you can ask your librarian, or you can make a guess, see if it works and if not, try the other one.

- 5 Fill in the information your User ID, Password and (if applicable) Group ID and click **Apply**.

26.3.3 On-Line Library Search Results

Archiva search results are presented in a temporary Ibdem database. On-Line Library Search Results are available to you if you have purchased Archiva Books, Archiva Premium or Archiva Platinum and if you have used Archiva to do a library search. See [Search On-Line Libraries](#).

There are two ways of viewing on-line library search results, Ibdem view and Archiva view. The Archiva view is the best view to use in most cases because it is easily accessible when you do your search, it can viewed in real-time as records are retrieved, and it can be used to add records to your permanent Ibdem database(s).

Ibdem View

Open the Ibdem view of your temporary library search database directly from Ibdem. The database will be available on the drop-down list at the top left of the Ibdem screen and/or on the Open Database dialog with database name of {Library Search}. The curly brackets indicate that this is a temporary database. The Ibdem view gives you full access to all of the Ibdem sorting, searching, subset, report, etc. features. Unlike the Archiva view, records are not added in real-time. If you have added new records you may need to click the Refresh Table button at the top of the Ibdem screen or close the database and reopen it.

Archiva View

The Archiva view is designed to quickly show you what has been captured so that you can confirm and/or edit the results and append records to your permanent database (with or without checking for duplicates). The Archiva view of the most recent on-line library search can be accessed in any of the following ways:

- Click **Tools, Archiva, View Library Records**.
- Press **Alt+Shift+F7** and use the drop-down list in the bottom left corner to select "Library Search."
- Immediately after doing an on-line library search, click **Show Search Results** at the top of the screen.
- Click the **Last Results** tab of the On-Line Library Search dialog and then click **Show Search Results** at the top of the screen.

Within the Archiva view, there are different screens for different kinds of captured or retrieved records. The On-Line Library Search Results view is for viewing the results of on-line library searches. When this view is active you will see "Archiva: On-Line Library Search Results" with the number of records displayed in the colored bar at the top of the dialog, and you will see "Library Search" in the dropdown box at the bottom left of the dialog. You can use this drop down list to select a different view. See [Archiva: Search Results](#).

Records are presented in Ibdem format and can be viewed or edited as you would view or edit any Ibdem record.

- The Search On-Line Libraries button (the binoculars) starts another library search.
- If you have Archiva Premium, you can open the Open Web Pages dialog from this view by pressing **Ctrl+Shift+O**.

- The Update Results button updates the display of already captured records.
- A new thermometer is displayed, showing the ongoing background search process (number of entries retrieve, and then shown).

Records can be marked to be added to your permanent Ibidem database. Click **Fast Append** to append selected records to the specified database. See [Archiva: Append Records](#). Click **Check Append** to check for duplicates before appending. See [Archiva: Duplicate Detection](#).

See also:

[Archiva Overview](#)

Strategies for Refining library Searches

26.3.4 On-Line Library Search Results: Show Results

The Show Results box at the bottom right of the Archiva On-Line Library Search dialog is used to select where you want the library search results to be displayed. The available options are:

- In Archiva (Overwrite Existing) — Results of the last library search are deleted, and only results for the new search shown. This is recommended for regular searches, when you are just trying to find a book.
- In Archiva (Retain Any Existing) — Results from previous library searches are retained, with the new results added to the end. This is recommended if you are trying to accumulate works for your database.
- In Web Browser

The results of your Z39.50 search will be displayed in differently depending on your selection in the Show Results box. The first two options (in Archiva) show:

- The results in Archiva, using the same dialog shown when capturing citations from the web
- All the results at once (as they are retrieved)
- The results already converted into Ibidem format

Note that the results are shown in the same basic dialog as used for the Archiva: Captured Records, but it is now captioned as Archiva: On-Line Library Search Results. For other differences, see the discussion below.

When searching a library, Archiva will put up a message box showing status. As soon as some records are retrieved, it will clear that message box and the search form, and display the Archiva: On-Line Library Search Results dialog, with the first group of retrieved records shown.

A thermometer will appear at the top, showing the continuing retrieval/conversion process of additional records. You can start looking at already retrieved and converted records while that process continues in the background. When all records have been retrieved and converted, they will automatically be shown in the Archiva list. Alternatively, you can click the refresh button to show the additional records which have retrieved and converted, but which have not yet been displayed.

The third option (in Web Browser) shows:

- The results in your web browser (as though you had started the search from the local library, outside Archiva)
- Only the specified number of results per page (usually 20 or 25)—you have to click to see the next page

- The results unconverted (in native Z39.50 format)

To capture records shown in this third mode, you would need to highlight the desired records and then copy them. The results would then go into the Archiva: Captured Records dialog (not the Archiva: On-Line Library Search Results version).

See also:

[Search On-Line Libraries](#)

Strategies for Refining library Searches

26.3.5 Strategies for Searching On-Line Libraries

For basic instructions for searching on-line libraries, see [Search On-Line Libraries](#). Some strategies for refining searches are:

- 1 Avail yourself of the field help to find out which fields are most likely to contain the information you want. Particularly useful here may be the list of corresponding MARC fields (another bibliographic data standard, also developed initially by the Library of Congress) for a given Z39.50 field. Even if you are not familiar with MARC, you can get some idea of the scope of a particular field, as well as its relationship to other similar fields, by making note of the number of MARC fields associated with each, as well as their overlap or divergence.
- 2 Select a different set of search fields by changing the Search Fields box at the bottom of the On-Line Library Search dialog:
 - All Fields: Show all Z39.50 fields (but of course not all libraries support all fields)
 - Basic Fields: Show a limited number of commonly used fields. Although the Basic Fields template shows some of the more common fields used by the majority of the libraries that can be searched in Archiva, in fact only a smaller subset of fields are contained in (almost) all of the libraries. These fields—identified as such in the Auto Field Help (they are shown in green)—are:
 - Title (field 04)
 - ISBN (field 07)
 - ISSN (field 08)
 - Subject (field 21)
 - Author (field A3):
 - All other options show the fields defined by the overall search engine or affiliation of the library being searched. If there is a field template for the library you are searching, you are likely to get the best results by using that template, as opposed to either more expansive, or more restrictive, ones.
- 3 You may simply want to experiment a bit to find the best way of searching your favorite library. For example, if you find that entering an author's last name first does not yield results, try entering first name and then last name, or only the last name.
- 4 Alternatively, you could search the web (enter the name of your library, and "Z39.50," in your browser search field) to find the URL of your library's Z39.50 page. Some of these offer detailed instructions on how to search their underlying database, while others are largely silent on these issues.
- 5 You might want to go the Library of Congress Z39.50 page (as of March 19, 2008, <http://www.loc.gov/z3950/gateway.html>), and select the library from there to see what parameters are suggested for the desired library. While this list generally tells you what fields are safe to search for that library, it does not tell you that only those fields can be searched. Note also that while it is possible to

actually start a Z39.50 search from these pages, and for Archiva to retrieve information from them, Archiva can retrieve more information, and capture it more accurately, if you start the Z39.50 search from within Ibidem.

Once you've become familiar with how the library you want to search is best accessed, you can refine the searches you make using some of the following options:

- Use the drop-down list to the left of each field to select parameters for fields. There is some variation in how different libraries process data, and these parameters may work differently for different libraries.
 - Match Start of Field: Inserts caret (^) at the beginning of the text that has been entered. Use this to search for all words that are at the beginning of the field you are searching.
 - Left Truncate: Inserts asterisk at the beginning of text that has been entered. Use this to search for all words that might begin with various other letters, but which contain the letters entered. (Note: Most libraries do not support this option.)
 - Right Truncate: Inserts asterisk at the end of text that has been entered. Use this to search for all words that begin with letters entered, but end with other letters.
 - Match Phrase: Inserts straight quotes at the beginning and end of phrase that has been entered. Use this to search for a phrase rather than a list of words.
- If searching the library from the Library of Congress page, or directly from the library home (Z39.50) page itself, often only a single, or sometimes up to three, fields are displayed. Archiva tries to expand those capabilities by offering you more field options, and always up to three fields (instead of only one).
- You can specify whether multiple fields are combined using either And or Or (click the appropriate button at the bottom left).

See also:

[Search On-Line Libraries](#)

26.4 Capturing Bibliographic Records

Archiva Article Capture is included in Archiva Premium or/or Archiva Platinum. This feature allows you to go to supported sites and capture bibliographic data (e.g. an article's title, author, journal, etc) by merely copying it to the clipboard (Ctrl+C). When browsing a supported site, or viewing records in supported formats, you specify the records you want to save. The steps involved in capturing data are simple:

- 1 Make sure Archiva is active (there will be a little NB+Book icon in the System Tray at the bottom right corner of your screen).
- 2 Go to the web site that contains the data.
 - You can initiate the search from your browser or other program.
 - If you have Archiva Premium or Archiva Platinum, you can initiate a search from Nota Bene or Ibidem by clicking **Tools, Archiva, Open Web Pages**, or by pressing **Ctrl+Shift+O**. See [Open Web Pages](#).
- 3 Perform a search on the web site. Make sure you are in a display view which Archiva recognizes. A single site and/or service provider may offer multiple results views, each with different amounts of information. Be sure to select the view that offers the most comprehensive bibliographic data (or at least enough data to allow the work to be properly cited). For notes about specific supported formats, click **Tools, Archiva, Configure Article Capture**, and click on one of the formats in the

list at the top of the dialog.

- 4 Select (highlight) the Title, Author and other fields to be captured (text can be selected by using the mouse or by holding the Shift button and using the keyboard arrow keys).
 - If you are on a page that contains only one record, press **Ctrl+A** to select the whole page.
 - If the search results page provides checkboxes to mark individual records, and your browser supports this, you can select all of the records and check the records you want. The records that are both checked and selected (highlighted) will be added. Your browser must save the check-box status when copying text to the clipboard, and not all browsers do this. As of January 2007, Internet Explorer (version 6.x or higher) does, while FireFox doesn't (newer versions might).
- 5 Press **Ctrl+C** to copy the selected records to the clipboard and to add them to Archiva's database of captured records.

When you press **Ctrl+C**, Archiva's [clipboard watcher](#) automatically converts the record(s) to Ibidem format, and adds it (or them) to the [Captured Records database](#) (a temporary Ibidem database). The on-line source, along with the date the record was captured, is also recorded. If the View Captured Records dialog is open, you will even see the records getting adding to the temporary database in real time, as you copy them in your browser window.

We recommend that you do not attempt to select the full text of an article as part of the record to capture. See [Capturing the Full Text of an Article](#)

For information on selecting records when using the Browse function (instead of the Search function) at JSTOR and other gateways, see [Journal Browse Function](#).

See also:

[Archiva Overview](#)

[Viewing Captured Records](#)

[Adding Captured Records to Ibidem Database](#)

[Library of Congress](#)

[WorldCat, Google Books, Amazon](#)

[Book Search \(Z39.50\)](#)

26.4.1 Recognized Formats

Archiva can convert bibliographic formats on web pages into Ibidem records if Archiva recognizes that format.

Archiva recognizes a variety of different record formats:

- Direct-access sites, provided by a single vendor, that allow searching of databases provided only by the data provider. These sites normally have a fixed URL for all users.
Examples: Psycinfo, ALTA Religion Database, ERIC, EconLit, MEDLINE
- Service provider sites, which offer a common front end to data provided by multiple vendors (for example, CSA, EBSCO, etc.). These sites often have different URLs, depending on the particular licensing agreement that you have entered which gives you access to that site.
Examples: CSA, EBSCO, OCLC/FirstSearch, WilsonWeb, InfoTrac (Thompson/Gale), JSTOR,

ProQuest,, Project Muse

- So-called bibliographic export formats, provided as export options--these represent an alternative format in which the records displayed on-line can be viewed, either supplementing the standard view offered by the site, or sometimes even replacing it.

Examples: Endnote format, RefWorks format, RIS format

A particular site may show search results in a wide variety of different formats. Archiva may not support all the different sub formats offered by a supported overall format.

To see a list of which specific formats are selected and notes about each format, open the Capture Options/Formats dialog by clicking **Tools, Archiva, Configure Article Capture**. The main supported formats will be displayed at the top of the dialog. Click on a format to display notes about the format. If the site supports multiple formats, the second box on the dialog will provide information about which sub formats are supported. This box will also display other relevant notes about the highlighted format. If the format includes multiple databases, the List Databases button will be active. Clicking on this button will take you to a web site with information about the databases supported.

New formats may become available, and if so, you will be able to access the new formats by clicking the Update Formats button on the aforementioned Capture Options/Formats dialog. See [Automatic Updates](#).

A pop-up message will be displayed if the program recognizes that there is bibliographic information on a page, but either doesn't recognize the format of that information, or cannot extract the data from it. You can disable these message by clicking on the check box at the bottom of the message. You can also disable (or re-enable) the messages by going the [Archiva Options dialog](#).

See also:

[Capturing Bibliographic Records](#)

[Submit Report](#)

[Disable/Enable Archiva](#)

[View Captured Records](#)

26.4.2 Clipboard Watcher

Archiva's clipboard watcher monitors text copied to the Windows clipboard. Text is copied to the Windows clipboard when you, in any Windows program, click **File, Copy** or press **Ctrl+C**. If the copied text contains bibliographic records in a format which Archiva recognizes, the clipboard watcher will notice that bibliographic data has been copied, and it will convert the data to Ibidem format, and add the record(s) to a temporary database of "captured" records. The clipboard watcher is available if you have installed Archiva Articles, Archiva Premium or Archiva Platinum. Click Tools, Archiva, About Archiva to see which version is installed.

The clipboard watcher will be active when you start Nota Bene and it will continue to be active after you exit Nota Bene until you log off your computer. This is the default setting, but you can change this setting so that the clipboard watcher is active only when Nota Bene is running, or whenever your computer is on. See [Archiva Options dialog](#).

Whenever the clipboard watcher is active, the Archiva icon (a book on the NB icon) will appear in the system tray. See [Archiva Icon](#).

You can manually activate or deactivate the clipboard watcher at any time. See [Disable/Enable Archiva](#).

In Archiva Premium, the clipboard watcher not only captures the data that you copy, it also supplements incomplete data by searching the Library of Congress. See [Smart Clipboard Watcher](#).

See also:

[Recognized Formats](#)

[Capturing Bibliographic Records](#)

26.4.3 Archiva Icon

The Archiva icon will be available if you have installed Archiva Articles, Archiva Premium or Archiva Platinum. The Archiva icon appears as a black and red NB with a green book on Windows system tray at the bottom of your screen. The icon provides the following information and functionality:

- The icon will flash once to indicate that the clipboard watcher has captured bibliographic data.
- Move cursor over icon to see how many new records have been captured. This indicates new records, not total records in the Captured Records database.
- Double-click on the icon to open Archiva Captured Records database.
- Right-click to open a menu from which you can choose the following options:
 - View Captured Records: This will open the Archiva Captured Records database. It will also start Nota Bene, if it is not currently running.
 - Load Archiva on Startup: Choose this option to set Archiva so it loads automatically when you start your computer (or turn off that capability, if it is already activated). This setting can also be changed through the Options dialog. See [Options](#).
 - Exit Archiva: This closes Archiva, but not Nota Bene.

See also:

[Clipboard Watcher](#)

[Captured Records](#)

26.4.4 View Captured Records

Archiva search results are presented in a temporary Ibidem database. The Captured Records database is available to you if you have purchased Archiva Articles, Archiva Premium or Archiva Platinum and if you have used Archiva to capture records. See [Capturing Bibliographic Records](#).

There are two primary ways of viewing the captured records database, Ibidem view and Archiva view. The Archiva view is the best view to use in most cases because it is easily accessible from the Archiva icon, and it can be used to add records to your permanent Ibidem database(s).

Ibidem View

Open the Ibidem view of your temporary captured records database directly from Ibidem. The database will be available on the drop-down list at the top left of the Ibidem screen and/or on the Open Database dialog with database name {Captured Web Records}. The curly brackets indicate that this is a temporary database. The Ibidem view gives you full access to all of the Ibidem sorting, searching, subset and report features. If you have added new records, you may need to click the Refresh Table button at the top of

the Ibidem screen or close the database and reopen it.

Archiva View

The Archiva view is designed to quickly show you what has been captured so that you can confirm and/or edit the results and append records to your permanent database (with or without checking for duplicates). The Archiva view of the captured records database can be accessed in any of the following ways:

- From the System Tray: Right-click on the Archiva icon, then select (left-click) **View Captured Records**.
- In Nota Bene or Ibidem: Click **Tools, Archiva, View Captured Records**.
- In Nota Bene or Ibidem: Press **Ctrl+Shift+O** twice.

Within the Archiva view, there are different screens for different kinds of captured or retrieved records. The captured records database is for viewing records that have been captured by the clipboard watcher when you copy bibliographic data from supported web sites. When this screen is active, you will see "Archiva: Captured Records (From Clipboard)" with the number of records displayed in the colored bar at the top of the dialog, and you will see "Captured Web Records" in the drop-down box at the bottom left of the dialog. You can use this drop-down list to select a different screen. See [Archiva: Search Results](#).

The Archiva: Captured Records (From Clipboard) screen is similar to the regular Ibidem screen:

- It is "modeless"—it can remain open while you do work in Nota Bene or Ibidem (you do not need to close it to continue your work).
- You can resize this screen.
- You can select the same four views (Table, Record, and the two split views).
- You can click the Refresh Table button to refresh the list.
- You can edit any of the records. While Archiva should have placed the proper data in the appropriate field, you can make any corrections or additions at this time. You may also want to change the type of work that the record is identified as (from Full Record to Book, Journal Article, etc.). Depending on the format, Archiva will sometimes already have selected the proper template.

The Archiva: Captured Records (From Clipboard) screen also offers the following additional features.

- Mark/Unmark All Records: Click the check box button to mark all the records in the list (marks all records, whether none are marked, or some already are), or to unmark all records (after confirmation).
- Open Web Pages: Click the binocular button, or press **Ctrl+Shift+O** to open other web pages (to perform additional searches).
- Open Configure Capture dialog: Click the Configure Capture button next to the Open Web Pages button. See [Configure Capture](#).
- Submit a Report: Click the Submit Report button to open a Nota Bene web page where you can submit a report. See [Submit Report](#).
- Delete Records: Click the scissors-on-book icon to bring up a popup dialog to select the records to delete:
 - The currently selected record.
 - All marked records (if any).
 - All unmarked records (this option is available only if some records are marked).
 - All records in the temporary database.

Records can be marked to be added to your permanent Ibidem database. Use Fast Append to append selected records to the specified database. See [Archiva: Append Records](#). Use Check Append to check for duplicates before appending. See [Archiva: Duplicate Detection](#).

Archiva Premium provides two views for captured records, one as described above, and a second view for the results of library searches. See [Search Results](#) and/or [On-Line Library Search Results](#).

See also:

[Capturing Bibliographic Records](#)

26.4.5 Capturing Full Text of Article

If the full-text of the article appears with a record, you can capture it and it will appear in the AN (annotation) field. However, for longer articles, it may be more efficient to save the article in a separate Nota Bene file which can be linked to the Ibidem record. If the article is very long, there is a 64k limit (approximately 64,000 characters) to the amount of information that can be stored in one Ibidem record.

To save the article in a separate Nota Bene file, you merely select (highlight) the text on the web site, copy it (Ctrl+C), and paste it (Ctrl+V) into an open Nota Bene file.

If you would like to have a link in your database to the Nota Bene file that contains the full text of the article, you can use either a Record Link or a link from a specific field.

- Record Links are normally used for taking notes, so you should use a Record Link only if you do not plan to use Record Links for note-taking files. If you use the Record Link option, create the Record Link first and then copy/paste the text of the article into the linked Nota Bene file that is created.
- If you use a link from a specific field, you must first determine which field to use for the link. You may want to create a new field for this purpose. First create the new field (or choose an existing field), then copy/paste the text of the article to a blank Nota Bene file and save the file (remember where you save it). Finally go to the field you have chosen and create a link to the Nota Bene file you have created.

The other option is to create a link (in the field of your choosing) to the web page that contains the full text or to a PDF copy of the text that you save on your computer. Depending on the on-line database format, Archiva may automatically save the URL of these persistent links to the "On-Line Stack Location" field (the @L field). If not, you can create a link to any URL or to any saved PDF file that you want (or to any saved file in any program). First choose which field you will use for the link (or create a new field), and then create the link.

For more information and specific instructions, see [Record Links for Taking Notes](#), [Other Uses of Links in Ibidem](#) and [Add a Field](#).

See also:

[Selecting Records to Capture](#)

26.4.6 JSTOR

JSTOR has a Browse function in addition to its search function.

- The Search function finds articles from all sorts of different journals, with each match showing the publication information along with title, author, etc. (because these differ for each result)
- The Browse function shows all the articles in a particular journal. Because the publication information

is the same for all of these, it is not included along with each article, but only appears at the top of the page

In the Articles version of Archiva, you essentially have to select the entire page, or at least from the header at the top (which contains the publication info for all articles) up to the article you want to capture. If you don't, you get a message that tells you that Archiva can only capture the publication details (journal, volume, issue, date, etc.) if you also select the journal information at the top of the page. This means that you effectively need to capture all articles in the journal if you want to capture one. Although Archiva captures them all, you can of course remove (or not select) the ones you don't want in the Archiva Captured Records dialog.

The Premium version of Archiva enables capture of only selected records (you do not need to select them all).

In Archiva Premium, you can capture selected journals, as part of a two step process.

- 1 Highlight the publication information at the top of the page, and copy it. After doing this (if no articles were also included), you get a message telling you that the journal information has been saved, but no record(s) captured, since none were selected.
- 2 Highlight and copy individual articles.

If you attempt to do step two before doing step one, you get a message telling you that no journal information has been saved.

Other similar gateways may be added. The general principle is the same--Archiva Articles requires selecting of everything together, while Archiva Premium lets you pick and choose.

See also:

[Archiva Overview](#)

26.5 Adding Records to Your Database

Records that have been retrieved by Archiva are displayed in a temporary Ibidem database, either the Library Search database or the Captured Web Records database. See [Search Results](#). From the temporary Ibidem database, they can be imported into your permanent database.

- 1 Decide which records you want to add to your permanent database. You can mark records by clicking the check box to the left of the record.
 - Marked records (mark those you want to copy)
 - Unmarked records (mark those you want to exclude)
 - All records (no need to mark any records)
- 2 Use the drop down list at the bottom of the screen to select which records will be appended: Marked, Unmarked or All Records.
- 3 Use the next drop down list to select the database to which the records will be added.
- 4 If you would like to check for duplicates before adding records to your database, click **Check Append**. This will open the Ibidem: Importing Records -- Processing Duplicates dialog and begin the process of checking for duplicates. See [Archiva Duplicate Detection](#). If you do not need to check for

duplicates, click **Fast Append**. This will add the marked records to your database without checking for duplicates.

- 5 After the records are appended to your database, you will be prompted to delete the records from the temporary database. Normally, you would delete the appended records, unless you also want to copy them to another database. If you decide not to delete the records after appending them, and then later decide you want to delete them, use the Delete Record button.

Note that the temporary databases are regular Ibidem databases. You can open these databases directly from the Ibidem File, Open Database dialog, where they appear as {Library Search} or {Captured Web Records}.

See also:

[Archiva Overview](#)

[Ibidem: Append Records](#)

26.5.1 Search Results

Archiva search results are presented in Ibidem format in a temporary database. There are two different databases for the two different kinds of captured or retrieved records. To open the Archiva Search Results dialog, click **Tools, Archiva, View Library Records** or **Tools, Archiva, View Captured Records**. You can switch from Library Search Results to Captured Records (and vice versa) by using the drop-down list in the bottom left corner of the Search Results dialog. You can also access search results by pressing **Alt+Shift+F7**. However, if you use this keyboard shortcut, you may need to use the drop-down list to select the database you wish to view.

On-Line Library Search Results: This view is for viewing the results of on-line library searches. It is available if you have Archiva Books, Archiva Premium or Archiva Platinum. When this view is active, you will see "Library Search" in the drop down box at the bottom left of the dialog. See [On-Line Library Search Results](#).

Captured Records (From Clipboard): This view is for viewing records that have been captured by the clipboard watcher when you copy bibliographic data from supported web sites. It is available if you have Archiva Articles, Archiva Premium or Archiva Platinum. When this view is active, you will see "Captured Web Records" in the drop down box at the bottom left of the dialog. See [Captured Records Database](#).

Either of these databases can be used to add records to your permanent database. See [Archiva: Append Records](#).

If you have purchased one or more of the Archiva Platinum modules, additional databases may be available on the drop-down list in the bottom left corner of the Search Results dialog. For more information, see [Bibliography Converter](#) or [ISBN Converter](#) or [Web Page Text Capture](#).

To see which version of Archiva has been installed on your computer, click **Tools, Archiva, About Archiva**. To purchase Archiva, or to upgrade, click **Tools, Archiva, Activate**, and then click the **Check Web** button.

See also:

[Archiva Overview](#)

Ibidem: Searching/Selecting Records

26.5.2 Duplicate Detection

Archiva provides a sophisticated duplicate-detection system. If you suspect that some of the records that you have retrieved may be duplicates of records already in your database, you can check for duplicates before appending the records. To do this, click **Check Append** rather than **Fast Append** on the Archiva Search Results dialog.

The Ibidem: Duplicate Detection dialog will display on your screen. Use the drop down list to choose the criteria used to identify duplicates. The default setting is Likely--First Author and Partial Title Match. The options are as follows:

- **Rigorous** — All Authors and Full Title Match
All authors match (in the same order) and title matches exactly. Articles are not ignored.
- **Likely** — First Author and Partial Title Match
First author and first 5 words of title match. Articles are ignored.
- **Approximate** — First Author and Any Other Field Match
First author matches and at least one of the following fields: ST BT AT JR SR SC BC BD AC AD IS LC N# A# IC IP @N @D
- **Lax** — Partial Title Matches
First 5 words of title match. Articles are ignored.
- **Lax** — First Author Matches
First author matches

Once you have made your selection, click the yellow bar or click **Start** to begin processing the duplicates. Each duplicate (or possible duplicate) will be shown with both the record that was retrieved by Archiva and the record in your database displayed. After all duplicates are shown, individual records that have no duplicates will be shown one by one. At any point, you can skip the individual review of records and click **Incl. Dup's** to add all remaining marked records without checking for duplicates or **Except Dup's** to add all remaining marked records, automatically excluding those that are determined to be duplicates.

The fields in this dialog are editable so if there is information in the retrieved record that you want in your permanent database, you can copy it. Place your cursor in a field and click the **Copy Field** button to copy it to the other record that is displayed. Any information that you add to the record on the right side will be added to your permanent database automatically (no need to save it).

Buttons on the dialog can be used as follows:

- **Add as New:** Add the retrieved record as a new record in your database
- **Replace Existing:** Add the retrieved record to your database, replacing the existing record in your database
- **Skip (Get Next):** Move on to the next duplicate without adding the displayed record.
- **Delete Existing:** Delete the existing record from your database.

In some cases, the long names assigned to the fields may differ from the names used by Ibidem. For example you may see "Title" for the retrieved record and "Book Title" for the database record. The fields are the same (and will be used in the same way by Ibidem) if the short 2-character field names are the same. It may help to compare the 2-character field names rather than the longer more descriptive names. To display the 2-character field names, place your cursor on the vertical border between the field

names and the blank spaces that follow each field name. Your cursor will take the form of a double-headed arrow when you have it properly positioned. Hold your mouse button down and drag to the left to display the short names.

See also:

[Archiva Overview](#)

[Archiva Search Results](#)

[Archiva Append Records](#)

26.5.3 Archiva Keywords

Some web sites and library databases provide keywords with bibliographic data that is captured. Keywords will be saved in a separate field for on-line keywords (the @K field). This allows you to keep your own keywords in the KW field, with keywords from other sources in a separate field.

If you would like to have on-line keywords entered in the regular keywords field (KW), you can use the Options dialog to change this setting. See under Append Options under [Archiva Options](#).

If you are searching for a keyword that may be in either the KW field or the @K field, enter the search terms in both fields, and select the **Or** radio button at the bottom of the dialog to search for the term in either field (Or) rather than both fields (And).

See also:

[Archiva Overview](#)

[Ibidem Keywords](#)

[Search](#)

26.6 Archiva Premium: Additional Features

In addition to searching on-line libraries (Archiva Books) and capturing bibliographic records (Archiva Articles), Archiva Premium and/or Archiva Platinum provide a number of additional conveniences.

[Smart Clipboard Watcher](#) gives you more information than the site you are visiting contains! Sites like Google Books, Amazon, and WorldCat do not have enough information for scholarly citations. When you capture data from these sites, the smart clipboard watcher automatically corrects and supplements the retrieved record by obtaining additional data from the Library of Congress.

[Open web pages](#) and manage web favorites directly from Nota Bene or from Ibidem (Tools, Archiva, Open/Add Web Pages or Ctrl+Shift+O). This feature is designed primarily for searching web research sites, but you can use it to go to your University site, Google, your favorite newspaper, or any web site that you'd like to open from within Nota Bene.

[Retrieve ISBN numbers](#) directly from your Ibidem record.

[Direct links](#) from Ibidem record to Library of Congress, Google Books, Amazon, and WorldCat pages.

26.6.1 Smart clipboard watcher

Archiva (Premium or Platinum version) supports "smart" capture of data—data capture that is automatically supplemented with information from the Library of Congress.

Many sites do not provide all the information required for proper scholarly citations. Amazon, Google Books, and WorldCat all provide bibliographic information but typically do not provide all required information. In some cases, information may be wrong or misleading. For example, an editor or translator might be listed as author. Even for the Library of Congress, not all views show all the data. The short list shown after a regular Library of Congress search does not include all of the data needed for scholarly citations.

Archiva handles these cases by automatically supplementing and/or correcting the data from the fuller data available in the Library of Congress. For example, if you do a search for a book at Amazon, and copy the page that contains bibliographic data for a book, Archiva will automatically retrieve data on that book from the Library of Congress, convert to Ibidem format, and save the record in your temporary Archiva database. Archiva uses ISBN numbers to capture additional data from the Library of Congress. See [ISBN Numbers](#).

Archiva indicates where it got the data in the "On-Line Library" field. This field normally contains the source (library plus view—for example, Short Results, Full, etc.) of a retrieved record. Those records that have been supplemented/corrected by Library of Congress data will indicate that by the addition of "+ Library of Congress Z39.50." The date will also be added. For example, the following information in the On-Line Library field would indicate that the information had been retrieved on April 2, 2007 from the basic view of Amazon, and supplemented by a Z39.50 search of the Library of Congress.

Amazon Basic + Library of Congress Z39.50; 4/2/2007").

The records generated by Archiva should, of course, be examined carefully. Not all records found on other sites are found in the Library of Congress. If that is the case, the data captured may not contain all the information needed for correct citing. In most cases, this will be obvious from looking at the captured record.

This affects capture of multiple records (such as from a short-form list), where the capture results may vary record by record, depending on whether a particular record is in the Library of Congress holdings—some of the records may have full and proper citation data, while others may be less adequate. In all cases, the data should be examined, and it can be edited if necessary.

See also:

[Clipboard Watcher](#)

26.6.2 Open web pages

With Archiva (Premium or Platinum version), you can save, organize and launch web searches. Archiva offers an alternative to the Favorites feature of your browser, adding the following capabilities:

- Open your favorite search sites from within Nota Bene and/or from within Ibidem.
- Access your preferred web sites using the keyboard, and with far fewer keystrokes or hand (mouse) movements. Use **Ctrl+Shift+O**, followed by the number of the item in your favorites list, followed by **Enter**. To access the most recently accessed site again, simply press **Ctrl+Shift+O** and then **Enter**.

- Add up to 1000 different favorite sites.
- Sort the favorites list by Name, Date Last Accessed, or Category (the equivalent of Folders in Internet Explorer).
- Specify which of the above sequences you want the list displayed in the next time you open it. The most recently accessed site will be highlighted. By arranging by Date Last Accessed, you can combine the functionality of the Favorites list and the drop-down list of most recently accessed sites.
- Edit the URL for the favorites (and not only the name that is displayed).
- Add a comment, description, or other note for each favorite.

While Archiva was designed to manage web searches for bibliographic data, Archiva can also be used to access any web site directly from Nota Bene. You could add any site to your "favorites" list. Try adding Google, your University web site, a site with a weather forecast for your area, your favorite newspaper, or any site at all. You will then be able to open your favorite sites directly from Nota Bene by pressing Ctrl+Shift+O.

The Archiva Open/Add Web Pages dialog contains a list of web pages that can be accessed from the main Nota Bene Screen or from the Ibidem screen. When the list is shown for the first time, the web sites from which Archiva can capture bibliographic records (see Capture Records below) will be displayed. You can delete any of these that you do not expect to use. Note that entries for some of these may be lacking a URL, since the precise URL that you use depends on the arrangements that the provider has with your university. You will need to add the URL that you normally use to access your subscription-based site.

You can add a web site to the Archiva Open/Add Web Pages dialog from Nota Bene or from your browser. When you add a site, or edit a site, make the changes first, and then click the **Add** or **Edit** button.

To add a web site to the Archiva Open/Add Web Pages dialog from Nota Bene:

- 1 Open the Open/Add Web Pages dialog (click **Tools, Archiva, Open/Add Web Pages** or press **Ctrl+Shift+O**).
- 2 Type the name in the text box above the Favorites column. If necessary, delete other text in that box.
- 3 Select the category from the category list, or type a new one.
- 4 Type in the URL (near the bottom of the dialog, below the list of existing favorites). If necessary, delete other text in that box.
- 5 Type in an optional description, comment, or note in the Notes box. If necessary, delete other text in that box. If you are accessing a site that requires a password, the password can be typed in the Notes box, and you can then copy and paste from this box to the proper field on the web site.
- 6 Click **Add**.

To add a web site to the Archiva Open/Add Web Pages dialog from your browser:

- 1 Select the URL in the Address box, and press **Ctrl+C** to copy it to the clipboard.
- 2 Switch to Nota Bene, and open the Open/Add Web Pages dialog (click **Tools, Archiva, Open/Add Web Pages** or press **Ctrl+Shift+O**).
- 3 Press **Ctrl+V** to paste the URL into the URL text box (near the bottom of the dialog).

- 4 Enter the other desired information (name, category, and/or notes).
- 5 Click **Add**.

Unlike with your browser, you have to type in the name of the favorites, rather than having it entered automatically. Although this is a little more work, it is easier in Nota Bene to type in something more descriptive than the title inserted by the browser (this is usually the title of the page, which is often not adequately descriptive). Since the items entered here are descriptions of the sites you expect to visit regularly, taking the time to type in the best descriptive name possible will, in many cases, make searching the web easier than using your browser's management tools, especially when you take into account the other benefits of the Archiva Open/Add Web Pages dialog, as noted above.

If you want to add multiple sites at a time, you can leave the Open/Add Web Pages dialog open, and toggle between it and your browser.

To edit an existing entry:

- 1 Open the Open/Add Web Pages dialog (click **Tools, Archiva, Open/Add Web Pages** or press **Ctrl+Shift+O**).
- 2 Make whatever changes you want in the Favorites or Category columns or in the URL or Notes fields.
- 3 Click **Edit**.

To change the order of your favorites list:

- 1 Open the Open/Add Web Pages dialog (click **Tools, Archiva, Open/Add Web Pages** or press **Ctrl+Shift+O**).
- 2 To sort the list, click on one of the column headers. Click again to reverse the order.
- 3 To move one of the Favorites up or down in the list, click to highlight the item to be moved, and then click the **Up** or **Down** buttons.
- 4 If you want to make the changed order permanent, click the **Update Order** button.

To open a web page from Nota Bene (or from Ibidem):

- 1 Open the Open/Add Web Pages dialog (click **Tools, Archiva, Open/Add Web Pages** or press **Ctrl+Shift+O**).
- 2 Double-click the name of the favorite to be opened, or click once and then click **OK**.

See also:

[Archiva Overview](#)

Capture Bibliographic Records

26.6.3 ISBN numbers

The International Standard Book Number (ISBN) is a 10-digit number that uniquely identifies books and book-like products. ISBN numbers are not generally assigned to journal articles or chapters in a book,

and certainly not to unpublished works. The functions in Archiva Pro that use ISBN numbers are for books and other records that have ISBNs, not for journal articles and records that do not have ISBNs.

ISBN numbers are used in Archiva Premium to enable you to go directly from an Ibidem record to the corresponding record at Library of Congress, WorldCat, Google Books, or Amazon. You can also find an ISBN for a record in your Ibidem database by clicking **Link, Update ISBN's**.

General notes about ISBN numbers

ISBN numbers differ from hardback to paperback versions, and there is no rule-generated link between the two. Ibidem has three ISBN fields for ISBN numbers.

IS ISBN/ISSN—the main field

IC Cloth ISBN—for cloth/hardback

IP Paper ISBN—for paperback

IS is the main field. It is where Update ISBN's puts in the ISBN number (it doesn't know if it is cloth or paper). If you manually find ISBN's, and know that it is paper or cloth, you can put one or both in the IC or IP fields. In most cases, you should also put the IC ISBN into the IS field as well

Update ISBN's

You can find an ISBN for a record in your Ibidem database by going to that record and clicking **Link, Update ISBN's**. The Update ISBN function will also be run (after prompting) if there is no ISBN in the IS field of an Ibidem record, and you attempt to use the Links menu to go from that record to the Library of Congress, WorldCat, Google Books or Amazon record.

Update ISBN's works as follows. Archiva does a search in the Library of Congress for author last name + title; if it finds an ISBN, it inserts it into the IS field. Note that the Library of Congress usually has only ISBN numbers of cloth works, so it will return that number. It tells you the results (i.e, shows the number, if there is one), and asks if you want to accept the ISBN number. In some cases, more than one ISBN will be found. In this case, you can examine the results either accept the suggested ISBN or copy and paste a different ISBN into the IS field. If you choose to accept the ISBN, Archiva will add it to the IS field. If the ISBN is not found, Archiva will ask whether you want to go to Amazon to manually search for it. If you do this and find the ISBN, then you highlight and copy it, and then return to Ibidem to paste it into the correct field.

Look up based on ISBN numbers

Archiva looks up records in Library of Congress, WorldCat, Google Books or Amazon record. based on ISBN numbers (from the Ibidem **Links** menu). When looking up a record, if the IS field has data, Archiva uses that ISBN number. Otherwise, it first tries the IC (cloth ISBN) field (if it has data). If that doesn't work (and you look up the same record, without looking up any other record in between), it next tries the IP (paper ISBN) field. Archiva does not get feedback from the browser, so it doesn't know if the proper page is shown. This mean that Archiva doesn't know (e.g.) that a first lookup (IC) doesn't find something, but the second (IP) does. It also means that if the first lookup (for the cloth volume) fails, but the second one (for the paper volume) works, another lookup (without looking up another record in between) will again go to one that fails (the cloth). The solution is to add the correct ISBN (whatever it is) to the IS field (duplicating the data from the appropriate IC/IP field).

See also:

[Look Up Record](#)
ISBN Converter

26.6.4 Links

With Archiva (Premium or Platinum version), you will be able to go directly from a record in your Ibidem database to the corresponding record in Library of Congress, WorldCat, Google Books or Amazon.

In general, this function works for books, not for journal articles (the latter are typically not found at these sites).

If Archiva Premium is installed (or Archiva Platinum), you will have additional menu options on the Ibidem screen. Click **Links**, and then the site where you wish to look up the record. You will have the following options:

- Library of Congress Record
- WorldCat Record
- Google Books Record
- Amazon Record

You will be taken to the corresponding web site.

This function works by using the ISBN number in the IS field of your Ibidem database. If there is no ISBN number listed, you will be prompted to have Archiva look up the ISBN number. For more information about how this works, see [ISBN Numbers](#).

See also:

[Library of Congress](#)
[WorldCat, Google Books, Amazon](#)
[Open Web Pages](#)

26.6.5 Library of Congress

Basic and Guided Searches for books from the Library of Congress are supported and will be captured by Archiva (Premium or Platinum version). Go to the Library of Congress web page (<http://catalog.loc.gov/>) from the Open Web Pages dialog (**Tools, Archiva, Open Web Pages** or **Ctrl+Shift+O**) or from your browser.

Archiva Premium supports the following:

- Data capture from the short list shown after a regular Library of Congress search. The information provided in the short list is not sufficient for scholarly citations. However, Archiva Pro's smart clipboard watcher automatically supplements this data from other Library of Congress pages. For more information, see [Smart Capture](#).
- Library of Congress Z39.50 data capture. From the Ibidem screen, click **Select, On-Line Libraries**, or press **Ctrl+L**. For more information, see [Search On-Line Libraries \(Z39.50\)](#)
- Look up Library of Congress record directly from Ibidem. See [Archiva Links](#).

See also:

[WorldCat, Google Books, Amazon](#)

26.6.6 WorldCat, Google Books, Amazon

Archiva (Premium or Platinum version) allows you to work with WorldCat, Google Books or Amazon in two ways:

Smart capture of data: Archiva allows you to search WorldCat, Google Books and Amazon and capture bibliographic data with missing data automatically supplemented by Archiva's smart clipboard watcher. For more information, see [Smart Clipboard Watcher](#).

Direct access to records: Archiva can take you directly from an Ibidem record to the corresponding record in Library of Congress, WorldCat, Google Books or Amazon. Go to an Ibidem record, and click **Links**, and then **WorldCat Record**, **Google Books Record** or **Amazon Record**. For more information, see [Links](#).

See also:

[Library of Congress](#)

26.7 Automatic Updates

Archiva Books contains about 500 pre-configured library databases. Archiva Journals contains sophisticated rules that read the HTML text on the site, and convert the information to Ibidem format. The rules that govern this process are stored in the LIBRULES.TBL file.

As might be expected, the various web sites and/or formats recognized by Archiva sometimes change. If the changes are minor, Archiva might still be able to capture the information. However, if the changes are more significant, data presented on that site may no longer be able to be converted unless the Archiva rules are changed.

Archiva deals with this state of flux by offering automatic access to a constantly updated rules file. Archiva is programmed to regularly check the Nota Bene web site, and download and install an updated version of the rule file (and also, if necessary, the main program file).

You can control whether this updating takes place manually or automatically by opening the Configure Capture dialog, and then clicking Options. See [Archiva Options](#).

Whether checking our web site manually, or using one of the automatic options, you may (depending on how your system is configured) be notified by your firewall (if you have one) or some other web security software that RUNDLL32.EXE is trying to access the internet. You must allow this program to do so if you want it to check for updated rules and/or program files. If your computer is not on-line when Archiva gets loaded, the process will be skipped. Even with auto updating active, Archiva always uses the LIBRULES.TBL that is in your NBWIN (or other) program folder. Auto updating merely updates that disk version of the file; it does not itself run from the internet.

New rule and/or program files are provided as new sites/formats are added, as the format of existing sites change, and if any improvements to the conversion of records from existing sites are available.

Although we intend to provide new rule and/or program files as needed, we are not committing ourselves to provide all future improvements without cost. Rather, we are describing a mechanism that we have implemented to enable Archiva to perform the functions for which it was designed. While some free

updates may be provided in this manner, we also expect to offer future paid upgrades. Such updates, unlike the free ones, will not be installed automatically—there is no chance that you will have fee-based updates installed on your system without your consent.

See also:

[Recognized Formats](#)

26.8 Disable/Enable Archiva

Archiva is activated when you open Nota Bene, and it continues to be active even after you close Nota Bene. You can change this default setting so that Archiva is active only while Nota Bene is running, or at all times (i.e., whenever the computer is on). See [Archiva Options](#).

When Archiva is on, you may wish to disable the clipboard watcher temporarily. For example, there may be times when you are copying bibliographic data from a web site, but you do not want Archiva to capture it. Similarly, if you have Web Text Capture (one of the Archiva Platinum modules), you may want to copy text from a supported site, but not capture it in your database. It is easy to disable Archiva and then enable it again.

Archiva can be temporarily disabled in any of the following ways:

- Click **Tools, Archiva, Disable Archiva**.
- Click **Tools, Archiva, Configure Article Capture** and click the **Disable Archiva** button.
- Right-click on the Archiva icon and select **Exit Archiva**.

When you disable Archiva (or exit Archiva), the clipboard watcher is disabled, and material copied to the Windows clipboard will no longer be captured by Archiva. However, the functionality of Archiva is still available to you through the menu. Archiva, including clipboard capture, will be automatically enabled if you select any option on the Tools, Archiva menu (even if the option is not related to capturing data). When Archiva is disabled, the menu option on the Tools, Archiva menu and the button on the Configure Capture dialog is changed from **Disable Archiva** to **Enable Archiva**. Clicking **Enable Archiva** is another way to reactivate Archiva.

See also:

[Clipboard Watcher](#)

26.9 Archiva Options (default settings)

The Archiva Options dialog allows you to change the default settings for Archiva. To open this dialog, click **Tools, Archiva, Archiva Options**. You can also open this dialog by clicking the **Options** button at the bottom of the Configure Capture dialog. Settings that are not available in your version of Archiva will be grayed out. All settings are available in Archiva Premium and Archiva Platinum. Click **Tools, Archiva, About Archiva** to see which version is activated on your computer. Settings can be changed as follows.

Activate Archiva Clipboard Watcher

You have three options for when the clipboard watcher is active:

- Only while Nota Bene is running.
- After Nota Bene starts, but continuing after you exit Nota Bene (until you log off your computer). This is the default setting.
- Whenever your computer is running (that is, as soon as you start up your computer). Select this option if you want Archiva to capture records even when Nota Bene is not running.

Update Archiva Rules and/or Program

Archiva is programmed to regularly check the Nota Bene web site, and download and install an updated version of the rule file (and also, if necessary, the main program file). You can choose how updating takes place:

- Manually: Archiva will check for a updated rule and program files only when you tell it to. To manually check for updated files, open the Configure Capture dialog, and click Update Formats button.
- Check Automatically - Prompt before Overwriting: Archiva will check for updated files whenever it is activated. If new rules and/or program files are found, Archiva will prompt you before overwriting the existing ones.
- Check Automatically - Update Automatically: Archiva will check for updated files whenever it is activated, and will update the existing files on your system if necessary without informing you that updating is taking place.

Capture Messages & Options

Messages will be displayed if a format is not recognized. If you prefer not to see these messages, you can disable them individually or globally. To disable individually, use the check box at the bottom of each message to indicate that you do not want to see that message again. To disable or re-enable messages globally, select one of the following options.

- Show all error messages. Select this option if you want to re-enable any of the messages that you previously suppressed. Then you will need to individually suppress any messages that you do not wish to see. This setting returns you to the shipping default setting.
- Show only error messages not suppressed individually. Messages that you have previously suppressed individually will continue to be suppressed.
- Suppress all capture error messages.

Append Options

- Prompt Before Appending. When appending records from the Captured Records database to a permanent Ibidem database, Archiva asks you to confirm that you want to append the selected records. If you would like to skip this confirmation step, you can uncheck the Prompt Before Appending checkbox.
- On-Line Keywords. Some web sites provide keywords with bibliographic data that is captured. If this box is checked, keywords will be saved in a separate field for on-line keywords (the @K field). If it is not checked, the keywords will be added to the regular keywords field (KW). If you are entering your own keywords in the KW field, you may want to keep on-line information in a separate field.

Connect Options

The vast majority of Archiva users can ignore this setting. However, some systems erroneously report that NB should use a proxy server when it shouldn't. Checking the Ignore Proxy Server box will correct this problem. You should first check to make sure that your firewall allows NOTABENE.EXE to access the Internet.

See also:

[Archiva Overview](#)
[Clipboard Watcher](#)
[Automatic Updates](#)
[Recognized Formats](#)

26.10 Submit Report

No conversion of data from one format to another is ever entirely perfect. Archiva is a very sophisticated program that uses complex rules to determine which pieces of information on a web page are components of data that indicate bibliographic information. You will find that, for its supported formats, it does a very good job (as long as the web site's format remains constant [see below]).

It is important to be clear about this: Even if Archiva handled conversion perfectly, it is only as good as the data on the sites you are searching. Even in single-vendor, direct-access, sites, individual records may be encoded differently--that is, inconsistently and/or incorrectly. This should not be surprising. The data that comprises the databases has likely been entered by dozens--or even hundreds--of different people, over long periods of time, according to changing standards. The problems are magnified, and the issues are even more complicated, when dealing with service providers, who offer a common front end for searches across very disparate databases. Consistency is simply not possible.

Under these circumstances, it is difficult to say that Archiva "does not work" if a particular record does not convert properly. That is to say, if the conversion doesn't work well for a particular work, but does for almost all others, the problem is likely not something that Archiva can resolve. It is likely due to that particular record being coded inconsistently in the source database or when presented for display in your browser. However, if you find that bibliographic records in general (i.e., multiple records) in supported formats are not converted correctly, you should let us know.

Before submitting a report, please verify that more than just a particular record converts improperly. Note that for subscription sites, we may not have direct access to the site ourselves. Repeat the search for one such improperly converted record. Then, click **Tools, Archiva, Configure Capture**. Click the **Submit Report** button. This will take you to a web site that can be used to submit your report.

See also:

[Automatic Updates](#)

26.11 Archiva: Earlier Versions

The following is a summary of features of Archiva (standard version) and Archiva Pro. These versions of Archiva are no longer being sold. Archiva Journals is an even earlier version with a feature set similar to but more limited than the standard version. Those who purchased these versions can continue using them, or they can upgrade to Archiva Premium or Archiva Platinum. To upgrade, open Nota Bene and click **Tools, Archiva, Activate**. For more information about the new versions of Archiva, see [Archiva Overview](#). To see which version of Archiva is installed on your computer, click **Tools, Archiva, About Archiva**.

Features that are available in the standard version of Archiva are shown in regular type. Archiva Pro provides these features and also the features that are shown in bold. Click on the links for more information. (Note that some of these links may include information that has been updated for the newer versions).

- [Clipboard Watcher](#) will automatically capture bibliographic data. Simply copy data from a supported site. Archiva will recognize the bibliographic data, automatically convert to Ibidem format and save in

- the Archiva Captured Records database (a temporary Ibidem database).
- **Archiva icon** on system tray will flash once when bibliographic data is captured. Move cursor over icon to see how many new records have been captured. Double-click to open Archiva Captured Records database or right-click for more options.
 - **Captured Records Database** will store all of the records that have been captured. It is a temporary Ibidem database and can be used to inspect records, edit them, or add keywords or other information.
 - **Copy Records to Ibidem database** from your temporary captured records database. Mark the records you want (or take them all), and add them to the database(s) of your choosing.
 - **Open web pages** directly from Nota Bene or from Ibidem (Tools, Archiva or Ctrl+Shift+O).
 - **Journal data capture** for individual articles (for supported gateways and sites)
 - **Library of Congress** book data capture, brief and full records
 - **Library of Congress book data capture, short list**
 - **Book capture using Z39.50 protocol** from Library of Congress and from over 500 other university and other research libraries.
 - **On-Line Library Search Results** shows results of Z39.50 searches as a second view in temporary database.
 - **Smart Clipboard Watcher** captures bibliographic data and automatically supplements and corrects it using data from Library of Congress.
 - **WorldCat, Google Books, and Amazon** searches supported by smart clipboard watcher.
 - **Look up** Ibidem record in Library of Congress (data), WorldCat (access), Google Books (info), Amazon (purchase)
 - **Find ISBNs** and insert in IS field of your Ibidem database.
 - Basic support for journal **browse functions** (JSTOR)
 - **Advanced support for journal browse functions** (JSTOR)

26.11.1 Archiva, Pro-Z3950

Archiva Pro is an older version of Archiva which supports Z39.50 searches for books at the Library of Congress and other libraries from around the world. The newer Archiva Premium provides a redesigned dialog with more flexibility and new features including the ability to search more than one library at the same time and the ability to add new libraries. For more information, or to upgrade to Archiva Premium, click **Tools, Archiva, Archiva Premium**. To see which version is active on your computer, click **Tools, Archiva, About Archiva**. If you are using Archiva Library Searches or Archiva Premium, please see [Archiva: Search On-Line Libraries](#).

Z39.50 itself is an international protocol—began in the 1970's, initially under the auspices of the Library of Congress—for searching and retrieving information from on-line computer databases, specifically related to libraries and their bibliographic holdings.

To do a Z39.50 search in Archiva Pro:

- 1 Open the Archiva On-Line Library Search dialog in either of the following ways:
 - From the Nota Bene screen or the Ibidem screen, click **Tools, Archiva, Search On-Line Libraries**
 - From the Ibidem screen, click **Select, On-Line Libraries**, or press **Ctrl+L**.

Regardless how you access it, when the Archiva On-Line Library Search dialog is opened, automatic Field Tips will show: (a) the name of the library being searched, (b) the database type

(there are a number of basic groups of z3950 libraries), (c) general field data (standard z3950 fields), (d) database-type-specific field info (if any), (e) library-specific field info (if any), and (f) general searching instructions. These Field Tips can be turned off by unchecking the box at the bottom of the dialog. When automatic Field Tips are turned off, they can be accessed manually by placing your cursor in a field and pressing **Ctrl+F1**.

2 The Archiva On-Line Library Search dialog lets you:

- **Select the library to search** (the last library searched will be highlighted). Different libraries use (even in z3950) different front ends (even in z3950), or overall search engine or affiliation. These will be listed in parentheses after the name of the library. Some entries have sublibraries. In such cases, you can either select the main heading, to search all the libraries listed beneath it, or select the subheading, to search only that library. In other cases, a particular library's holdings might be able to be searched both directly and through some more comprehensive gateway. For example, some libraries that can be searched directly can also be searched—along with about 30 other British, Scottish, and Welsh libraries—via COPAC, which includes the holdings of the Consortium of University Research Libraries' interface [CURL].
- **Type in what you want to search for.** In general, different libraries have different parameters for entering search terms: Although Z39.50 is a standard, its implementation depends on the specifics of the server which is queried during a search. As Wikipedia (<http://en.wikipedia.org/wiki/Z39.50>; accessed March 19, 2008) says: "If [for example] the client specifies an author search (Use attribute 1003), it is up to the server to determine how to map that search to the indexes it has at hand. This allows Z39.50 queries to be formulated without having to know anything about the target database; but it also means that results for the same query can vary widely among different servers. One server may have an author index; another may use its index of personal names, whether they are authors or not; another may have no suitable index and fall back on its keyword index; and another may have no suitable index and return an error. See [Strategies for Refining Searches](#)
- **Specify how you want to display the results.** The Show Results box at the bottom right of the Archiva On-Line Library Search dialog is used to select where you want the library search results to be displayed. The available options are:
 - * In Archiva (Overwrite Existing) — Results of the last library search are deleted, and only results for the new search shown. This is recommended for regular searches, when you are just trying to find a book.
 - * In Archiva (Retain Any Existing) — Results from previous library searches are retained, with the new results added to the end. This is recommended if you are trying to accumulate works for your database.
 - * In Web Browser

The results of your Z39.50 search will be displayed in differently depending on your selection in the Show Results box. The first two options (in Archiva) show:

- The results in Archiva, using the same dialog shown when capturing citations from the web
- All the results at once (as they are retrieved)
- The results already converted into Ibidem format

Note that the results are shown in the same basic dialog as used for the Archiva: Captured Records, but it is now captioned as Archiva: On-Line Library Search Results. For other differences, see the discussion below.

When searching a library, Archiva will put up a message box showing status. As soon as some records are retrieved, it will clear that message box and the search form, and display the Archiva: On-Line Library Search Results dialog, with the first group of retrieved records shown.

A thermometer will appear at the top, showing the continuing retrieval/conversion process of additional records. You can start looking at already retrieved and converted records while that process continues in the background. When all records have been retrieved and converted, they will automatically be shown in the Archiva list. Alternatively, you can click the refresh button to show the additional records which have retrieved and converted, but which have not yet been displayed.

The third option (in Web Browser) shows:

- The results in your web browser (as though you had started the search from the local library, outside Archiva)
- Only the specified number of results per page (usually 20 or 25)—you have to click to see the next page
- The results unconverted (in native Z39.50 format)

To capture records shown in this third mode, you would need to highlight the desired records and then copy them. The results would then go into the Archiva: Captured Records dialog (not the Archiva: On-Line Library Search Results version).

26.11.2 Archiva, copy records to Ibidem database

With Archiva Standard or Pro versions, you can copy the records from the Archiva: Captured Records temporary database to your Ibidem database (or to more than one Ibidem databases) by following the instructions below. If you are using one of the newer versions of Archiva (Archiva Books, Archiva Articles, Archiva Premium or Archiva Platinum), see [Archiva: Append Records](#).

To see which version is installed on your computer, click **Tools, Archiva, About Archiva**.

- 1 Open the Archiva: Captured Records temporary database (click **Tools, Archiva, View Captured Records** or press **Ctrl+Shift+O** twice).
- 2 Decide which records you want to copy. You can mark records by clicking the check box to the left of the record. Then use the drop-down box at the bottom left of the screen to choose to copy:
 - All records (no need to mark any records)
 - Marked records (mark those you want to copy)
 - Unmarked records (mark those you want to exclude)
- 3 Select the database you want to append them to.
- 4 Click the **Append** button.
- 5 Click **OK** to confirm appending of the records.
- 6 Click **OK** to delete the appended records from the temporary database, or **Cancel** to retain them.
 - Normally, you would delete the appended records, unless you also want to copy them to another database.
 - If you decide not to delete the records after appending them, and then later decide you want to delete them, use the Delete Record button.
 - Note that if you retain records, subsequent captured records will be added to the existing records; if you then later decide to add all the temporary records (that is, the ones retained from an earlier series of web captures, and the newly captured ones) to the same database to which you earlier added the first set of captured records, those records will be duplicated in that database.

Note that although it is temporary, the Captured Web Records database is a regular Ibidem database. If, for any reason, you want to perform some operations on this database that are not available through

the View Captured Records dialog, you can always open this database from the Ibidem File, Open Database dialog, where it appears as: "{Cap tured Web Records}"

26.12 Bibliography Converter

The Bibliography Converter is an add-on module that allows you to convert formatted bibliographies to Ibidem format and add records to your Ibidem database. It is not part of the Nota Bene Workstation but is available at extra cost as an individual module, or as part of Archiva Platinum.

To use the bibliography converter, you must have an electronic copy of a bibliography that is formatted in a supported academic style. The styles that are supported include: Chicago Bibliography, Chicago Reference List, Turabian Bibliography, Turabian Reference List, MLA Bibliography. If you have a bibliography that is formatted in a different style, it may convert properly if the style is close to one of these styles.

To convert a formatted bibliography:

- 1 Convert the bibliography to Nota Bene format. This can be done by copying and pasting into a Nota Bene file, or by opening an RTF file in Nota Bene. If you have Word on your computer, you can open a Word file directly in Nota Bene.
- 2 Select (highlight) the bibliography or a portion of the bibliography.
 - About 32,000 characters can be processed at a time (roughly 8-10 pages). Longer bibliographies must be converted in parts.
 - You may find it convenient to convert a long bibliography in parts even if it is shorter than this limit.
- 3 Click **Tools, Archiva, Convert Bibliographies**. The Format of Selected Bibliography dialog will open.
- 4 Click on the format that most closely matches the bibliography that you are converting.
- 5 You can globally add text to specified fields by typing the desired text in the "Option: Enter Text to Add" frame at the bottom half of the dialog and selecting the desired options. The text will be added to the specified field for each record. If you specify that text should be appended to any existing data in the field (rather than replacing any existing data), then the text you specify will be added with a semicolon and a space separating it from existing data. If you prefer to use different punctuation as a separator, you can type it in at the beginning of the text.

Example: If you are converting your professor's reading list on Milton, you might want to add "Professor Smith's selection of secondary works on Milton" to the AN (annotation) field, and/or add "Milton" to the KW (keyword) field.
- 6 Click **OK**.
- 7 Click **Yes** when asked if you want to view results. You can also view captured records by clicking Tools, Archiva, View Converted Records.
- 8 Results are presented in a temporary Ibidem database. You can edit the records and/or add them to your permanent Ibidem database. The Archiva function for adding records to a permanent database is used and you can check for duplicates before adding records. See Archiva: Append Records and Archiva: Duplicate Detection.

Tips for converting bibliographies:

- The bibliography must be regular text—not part of a table, footnote, frame, etc.
- Accurate conversion depends on the bibliography being in canonical form (i.e., years in correct place, surrounded by proper punctuation, etc.), since the conversion takes its cues from formatting (especially mode changes and punctuation), not from content.
- The completeness and/or usefulness of the conversion depends on the style.
 - Reference list styles often have only author's initials (NB cannot get their full names)
 - Some styles capitalize every word in the titles (NB wants only significant words capitalized)
- Because of issues like those above, when you have a choice as to which format you want to convert (for example, this is coming from an on-line database that can write the output in different formats), you should choose one that:
 - Has full names of authors and editors or other contributors
 - Does not capitalize all words in the title (so that NB can capitalize the required words in the output, as required by a new style)
- After conversion, you may need to edit various fields (for the kinds of issues noted above, for example)
- The full text of the citation being parsed will be saved to the @I (On-Line Unconverted Info) field; this enables you to compare the original with what was produced by the conversion, and make any necessary corrections and/or additions.
- If the bibliography to be converted is in a style other than those currently supported, you can choose another style that is close to the style of the bibliography, and the results may very well be useful, even if not perfect. In any case, there is no harm in trying, since you can always remove the results from the temporary Archiva database.

See also:[Archiva Overview](#)[ISBN Converter](#)[Web Text Capture](#)

26.13 ISBN Converter

The ISBN Converter is an add-on module that allows you to convert ISBN numbers to Ibidem format and add records to your Ibidem database. It is ideal for use with a hand-held ISBN Barcode Scanner, but can also be used to convert ISBN numbers that have been copied/pasted from any source. It is not part of the Nota Bene Workstation but is available at extra cost as an individual module, or as part of Archiva Platinum.

If you are going to use the ISBN Converter with a hand-held ISBN barcode scanner, you must have the barcode scanner installed and working on your computer. The software provided by Nota Bene does nothing to help you install or activate your hardware; it merely converts scanned ISBN barcodes to Ibidem format so that the records can be added to your permanent database. Follow the installation instructions provided by the manufacturer of the scanner. Your scanner must be running either directly (via USB HID) or indirectly (via keyboard wedge software) as a "keyboard." See "Notes on Scanners" at the bottom of this page.

To activate your ISBN Converter software, click Tools, Archiva, Activate and enter your activation code. If you do not have an activation code, you can purchase one using our instant web order form. Click Tools, Archiva, Activate and then click the Check Web button.

To convert ISBN numbers:

- 1 Click **Tools, Archiva, Convert ISBN Numbers**. The Lookup ISBN Numbers/Scan Barcodes dialog will open.
- 2 Make sure that the cursor (a flashing vertical line) is in the big box at the top of the dialog. Connect a barcode scanner to enter ISBN numbers. Alternatively, you can enter ISBN numbers without a scanner by copying/pasting them or by typing them in, using either ISBN 10 or ISBN 13 (spaces and/or hyphens are optional).

Warning: If the textbox in the middle does not have focus (as indicated by the presence of the cursor), and you are connecting a scanner with scans in its memory, they will be dumped to whatever windows has focus (and if that window does not accept typed keyboard input, they will be lost)
- 3 You can globally add text to specified fields by typing the desired text in the "Option: Enter Text to Add" frame at the bottom half of the dialog and selecting the desired options. The text will be added to the specified field for each record. If you specify that text should be appended to any existing data in the field (rather than replacing any existing data), then the text you specify will be added with a semicolon and a space separating it from existing data. If you prefer to use different punctuation as a separator, you can type it in at the beginning of the text.

Example: If you are scanning books at a library or at a conference, you might want to add the name of the library or conference to the AN (annotation) field or to the KW (keyword) field.
- 4 Click **OK**.
- 5 Click **Yes** when asked if you want to view results. You can also view captured records by clicking **Tools, Archiva, View Scanned Records**.
- 6 Results are presented in a temporary Ibdem database. You can edit the records and/or add them to your permanent Ibdem database. The Archiva function for adding records to a permanent database is used and you can check for duplicates before adding records. See [Archiva: Append Records](#) and [Archiva: Duplicate Detection](#).

Once you click OK on the dialog, the program looks up the ISBN numbers in the Library of Congress. If it does not find that ISBN number there, it checks other web sites to try to find the data there. Finally, where possible, it tries to complete/correct the partial information from these other sites by looking up data again in the Library of Congress. Often when an entry is not found in the Library of Congress, it is because the ISBN number is for a paperback edition. By finding that paperback edition on the other site, it is often possible to find the hardback ISBN, and then look this up in the Library of Congress. Completed data is presented to you in Ibdem format.

There are many uses for scanning ISBN numbers:

- Enter books from your personal library into Ibdem (scan a shelf/bookcase at a time, and then designate the location in the "Option: Enter Text to Add" frame).
- Create a list of books you want to check out or buy from your local library.
- Create a list of books you want to buy later and/or read while browsing in your local bookstore.
- Create a list of new books in your field that you need to buy or read when attending the book booths at your annual academic convention.

Notes on Scanners

- Your scanner should either (a) have a USB HID (Human Interface Device) or "keyboard" mode or (b) have "keyboard wedge" software. In the former case, once the scanner is installed, no other software is required; in the latter case, software is definitely required. That is, only scanners that work, either directly (via USB HID) or indirectly (via keyboard wedge software) as "keyboards" will work with the

Nota Bene ISBN Converter.

- Scanners can be either (a) always tethered (i.e., they can only scan when they are connected to your computer), or (b) tethered, with a batch mode (to offload the scans, you have to connect the scanner), or (c) fully cordless (such as Bluetooth). The first can only scan and insert items one at a time; the latter two let you accumulate multiple scans, and then later download them to your system.

The following notes describe the general issues with the basic Microvision ROV scanner (with which we have tested Archiva). Like most scanners, this is a serial device, although it does come in a Blue Tooth version.

(1) If your computer has a serial port, after installing the scanner, you will need to install the "keyboard wedge" software (you need to get this from the Microvision web site), and configure it so that it is always running (i.e., when you start your computer)

(2) If your computer has no serial port, you will need to purchase the USB adaptor for the scanner; the cable for devices now being shipped by Microvision comes with a cable that supports two different modes:

(2A) Keyboard (or USB HID mode)—when you plug in the device, Windows should be able to automatically install the device; no other software is required

(2B) VCOM (or "virtual comm port") mode—you will need to install both (a) the software for that serial-to-USB device (you may need to find this on the web), and (b) the "keyboard wedge" software (you need to get this from the Microvision web site), and configure it so that it is always running (i.e., when you start your computer)

Note that 2A is the recommended method; if you are using Vista, it is the required method (there is no Vista-compatible serial-to-USB software for this particular cable).

Note, finally, that if you have an earlier version of the Flic or ROV scanners from Microvision, or scanners from other sources, that lack this USB HID mode, you will need to run them according to the directions in 2A above

See also:

[Archiva Overview](#)

[Bibliography Converter](#)

[Web Text Capture](#)

26.14 Web Page Text Capture

Web Page Text Capture is an add-on module that allows you to capture data from a web page and convert it into formats that are useful in NB. This module is one of the components of Archiva Platinum.

This module allows you to:

- Capture text from the New York Times, the Wall Street Journal and the Washington Post
- Capture text from URL's that you specify
- Capture text any time you copy text on any web site
- Write your own rules for capturing text from web sites

When text is captured, it can be saved in one or more of the following ways:

- Data is written to an IbidPlus database. (An IbidPlus database is an Ibidem database that does not use the normal fields for a bibliographic database.) This provides the organization of a database and enables field-oriented searching.
- Data is saved to the clipboard and can be pasted into any file using Nota Bene's Paste Special (Ctrl+Shift+V) function.
- Data is appended to a file. Each time the text is captured, it is added to the same file. This option is recommended if you want to use Orbis to search the material you are capturing.

You can select different settings for each supported web site. For example, you could have text copied from the New York Times write to a database, and text from the Wall Street Journal append to a file, and text from Washington Post pages ignored entirely—i.e., not captured at all. The default setting is to write all captured articles from the supported pages to the Archiva: Web News database. For information about how text is captured, see [Technical Notes](#).

As soon as you activate Web Page Text Capture (or Archiva Platinum), you should install the preconfigured databases. To install a database:

- 1 Click **Tools, Archiva, Configure Web Text Capture**. The Configure Web Text Capture dialog will open.
- 2 Click **Accept**. You will be prompted to install any preconfigured databases that have not yet been installed. The database files will be saved in your NBWIN\IBIDEM\DATABASE folder unless you specify a different location. The database name will be added to the list of available databases in Ibidem.

To review and/or change the settings for capturing text from the New York Times, the Wall Street Journal or the Washington Post:

- 1 Click **Tools, Archiva, Configure Web Text Capture**. The Configure Web Text Capture dialog will open.
- 2 A list of the supported web pages is at the top of the dialog on the left. On the right are notes about the web page that is highlighted. Click to highlight a web page and set the parameters for how that page will be captured. See detailed instructions for the last two options which involve capturing text from other web pages: [User-Designated Web Pages](#) and [All Other General Web Pages](#).
- 3 You can choose to have text saved to a database or appended to a file, or both. In the middle of the dialog, click the check box to activate (or deactivate) options as follows:
 - Saved to Database. Use the dropdown list to select the database. The default setting is to save all of the newspaper articles to the same database, the Archiva Web News database. However, additional databases are available, and you might want to (for example) save New York Times articles to one database, and Wall Street Journal articles to another.
 - Saved to Paste Special. This is not an option. You will see that the check box is checked and cannot be unchecked. Text that is captured will be saved to this special clipboard file and can be pasted into a Nota Bene file using Paste Special (File, Paste Special or Ctrl+Shift+V). Only the most recently captured text will be available to be pasted,
 - Appended to File: If this option is selected, text that is captured from any of the supported web pages will be appended to a file called WEBNEWS.NB in your NBWIN\DOCUMENT folder. You can change the location or the file to be used by browsing to an existing file or by typing in the name of a new file. If you type the name of a file that does not exist, Archiva will create it when text is captured for the first time. For more information and suggestions about using this option, see [Append to File Notes](#).

- 4 Repeat steps 2 and 3 for each page you would like to change.
- 5 Click **Close**. The changes that you made will be retained.

To capture data from one of the preconfigured sites:

- 1 Go to one of the supported web pages.
- 2 To capture the entire page, select it (**Ctrl+A**) and then copy it (**Ctrl+C**). To capture a fragment of text on a page, select it, and the copy it (**Ctrl+C**). The clipboard watcher will recognize that data has been copied and capture it in accord with the rules established when you used the Configure Web Text Capture dialog to specify how you wanted data to be captured.
- 3 Captured data can be viewed as follows:
 - Data pasted into a Nota Bene file: Open a Nota Bene file. Position the cursor where you want to see the captured data. Click **File, Paste Special** or press **Ctrl+Shift+V**. Choose "Archiva Data" and then click **Paste**. When you choose "Archiva Data" the URL, article title and name of the newspaper are pasted into your Nota Bene file as well as the text that you copied.
 - Data saved to a database: If you have chosen to have data saved to a database, the database can be opened from the main Ibidem screen, from the Archiva icon, or by clicking **Tools, Archiva, View Captured Records**. Use the drop-down list to select the correct database. Note that this is a permanent database. You can edit records or delete any records that you do not want to keep.
 - Data appended to a file: If you have chosen to have data appended to a file, open the file to view the data. The name and location of the file are shown in the Configure Web Page Capture dialog as described in step 3 above.

If you find that you want to use more databases than those available in the Configure Web Text Capture dialog, you can create new databases for use with Web Page Text Capture. Create a new database as you would create any new Ibidem database, except that the Short Name of the database must begin with "Archiva:" and the Type must be "Archiva News Pages." All of the databases of the Archiva News Pages type with a short name that begins with "Archiva:" will be accessible in the dropdown list of databases in the middle of the Configure Web Text Capture dialog. For detailed instructions on how to create a new database for use with Web Page Text Capture, see [Web Capture New Database](#).

The Archiva databases that are used for Web Text Capture are IbidPlus/Ibidem databases. (An IbidPlus database is a non-bibliographic Ibidem database.) These databases should be backed up just as you would back up any Ibidem database. See [Ibidem Backup](#).

To write your own rules for capturing data from other web pages, click **Tools, Archiva, Customization Wiki**. You will be taken to a web page that provides instructions for writing rules. On the same page, you will be able to share rules and communicate with other Nota Bene users who are writing their own rules.

See also:

[Archiva Overview](#)
[Bibliography Converter](#)
[ISBN Converter](#)
[Clipboard Watcher](#)

26.14.1 Web Page Text Capture, new database

If you have purchased Web Page Text Capture or Archiva Platinum, Archiva News Pages will be one of the database types that you can choose when you create a new Ibidem database. If you create a database of this type, and if the short name for the database begins with "Archiva:" (including the colon), you will be able to use the database with Web Page Text Capture.

To create a new database for use with Web Page Text Capture:

- 1 Open Ibidem and click **File, New Database**. The Database Creation dialog will open.
- 2 In the Short Name field, enter the name which will be used to identify the database. **The name must begin with "Archiva:"**
- 3 The Description field will fill in automatically. You can expand it or change it if you would like a longer or a different description of the database.
- 4 The Location of Files field will show a default location. If you would like to save database files in a different folder, click the browse button (the 3 dots) to select a different location.
- 5 The filename will fill in automatically based on the first 8 letters of the Short Name. The filename is limited to 8 letters. You can keep the name that fills in automatically or change it.
- 6 **The Type must be "Archiva News Pages."**
- 7 Choose the Status, and click **OK**.

The requirements shown in bold in steps **2** and **6** are necessary to create a database that can be used with Web Page Text Capture. All databases that meet these criteria will be accessible in the dropdown list of databases in the middle of the Configure Web Page Capture dialog.

See also:

[Web Page Text Capture](#)

26.14.2 All other general web pages

All Other General Web Pages is an option on the Configure Web Page Capture dialog and it is available only if you have Web Page Text Capture or Archiva Platinum.

This Option allows you to capture all data that you copy from any web site at any time and save it in a database or appended to a Nota Bene file. This option relates to text copied on a general web page, i.e., a web page that is not one of the supported sites, and not one of the user-designated sites. For information on the supported sites, see [Web Page Text Capture](#). For information on user-designated sites, see [User-Designated Web Pages](#).

By default, All Other General Web Pages is set so that text copied on a general web page (i.e., a web page that is not one of the supported sites, and not one of the user-designated sites) is not saved to a database and not appended to a file appended to a file. To change the settings so that text that you copy on general web pages will be captured:

- 1 Click **Tools, Archiva, Configure Web Page Capture**. The Configure Web Page Capture dialog will open.

- 2 In the large box at the top left corner of the dialog, click **All Other General Web Pages**.
- 3 You can choose to have text saved to a database or appended to a file, or both. In the middle of the dialog, click the check box to activate (or deactivate) options as follows:
 - Saved to Database. If this option is checked, text copied from general web sites will be saved to a database. Use the drop-down list to select the Archiva: Other Sites database (or a different database).
 - Saved to Paste Special. This is not an option. You will see that the check box is checked and cannot be unchecked. Text that is captured will be saved to this special clipboard file and can be pasted into a Nota Bene file using Paste Special (File, Paste Special or Ctrl+Shift+V). Only the most recently captured text will be available to be pasted,
 - Appended to File: If this option is selected, text copied from general web sites will be appended to a file called WEBGEN.NB in your NBWIN\DOCUMENT folder. You can change the location or the file to be used by browsing to an existing file or by typing in the name of a new file. If you type the name of a file that does not exist, Archiva will create it when text is captured for the first time. For more information and suggestions about using this option, see [Append to File Notes](#).
- 4 Click **OK** and then **Close**. When you click **Close**, any changes you have made will be saved.

Note that the data saved when you use All Other General Web Pages is not as thorough as the data saved from our supported sites (the New York Times, the Wall Street Journal and the Washington Post). Only the URL, the date accessed, and (on IE) the title will be saved, in addition to the selected text, which will go to the annotation field. On these sites, rather than selecting the entire page, you should only select the fragment of text that you want to save (excluding unnecessary sidebars, graphics, etc.).

26.14.3 User-designated web pages

User-Designated Web Pages are web pages that the user specifies as pages that should be captured. You can designate certain web pages and the clipboard watcher will capture any text that you copy from any of these pages. This option is on the Configure Web Page Capture dialog and it is available only if you have Web Page Text Capture or Archiva Platinum.

Before designating web pages, you should install the preconfigured databases and/or create any new databases you wish to use. For instructions on installing preconfigured databases, see [Web Page Text Capture](#). For instructions on creating a new databases, see [Web Page Text Capture: New Database](#).

To specify web pages to be captured:

- 1 Click **Tools, Archiva, Configure Web Page Capture**. The Configure Web Page Capture dialog will open.
- 2 In the large box at the top left corner of the dialog, click **User Designated Web Pages**.
- 3 You can choose to have text saved to a database or appended to a file, or both. In the middle of the dialog, click the check box to activate (or deactivate) options as follows:
 - Saved to Database. The default setting is to save all text captured from user-designated web pages to the Archiva: User Sites database.
 - Saved to Paste Special. This is not an option. You will see that the check box is checked and cannot be unchecked. Text that is captured will be saved to this special clipboard file and can be pasted into a Nota Bene file using Paste Special (File, Paste Special or Ctrl+Shift+V). Only the most recently captured text will be available to be pasted,

- Appended to File: If this option is selected, text that is captured from one of the designated web pages will be appended to a file called WEBURL.NB in your NBWIN\DOCUMENT folder. You can change the location or the file to be used by browsing to an existing file or by typing in the name of a new file. If you type the name of a file that does not exist, Archiva will create it when text is captured for the first time. For more information and suggestions about using this option, see [Append to File Notes](#).
- 4 Click **Set URL's**. The URL's to Capture dialog will open.
 - 5 In the first box at the top, type in any URL that you would like to capture (or go to the site and copy and paste the URL). URL's can be entered beginning with http:// or www. If you enter the home page, other pages on that site will also be captured.
 - 6 With a URL showing in the first box at the top, click **Add to List**. You will see the URL added in the large box in the middle of the dialog. This box contains the list of URL's that will be captured.
 - 7 Repeat steps 5 and 6 to add additional URL's to the list.
 - 8 Click on a URL in the large box in the middle of the dialog. When it is highlighted it will also be displayed in the first box at the top. You can then use the **Edit** or **Delete** buttons to make changes.
 - 9 If you check the box at the bottom that says "Automatically add URL of any copied web page to most recently copied list" then any web site from which you copy any text will automatically be added to the first box at the top of the dialog. You will be able to select the URL by using the dropdown list, and you can then add it to the list by clicking **Add to List**.
 - 10 Click **OK** and then **Close**. When you click Close, any changes you have made will be saved.

Once you have specified which web pages should be captured and how they should be captured (as described above), you can go to a designated web site and copy text. The clipboard watcher will notice that text has been copied from a designated site and save it in accord with the settings you have selected. For information on how to view text that has been captured, see [Web Page Text Capture](#) (step 3 at the bottom of the page).

Note that the data saved when you use User-Designated Web Pages is not as thorough as the data saved from our supported sites (the New York Times, the Wall Street Journal and the Washington Post). Only the URL, the date accessed, and (on IE) the title will be saved, in addition to the selected text, which will go to the annotation field. On these sites, rather than selecting the entire page, you should only select the fragment of text that you want to save (excluding unnecessary sidebars, graphics, etc.).

See also:

[Web Page Text Capture](#)

[Clipboard Watcher](#)

[Technical Notes](#)

26.14.4 Append to File Notes

The Append to File option in the Configure Web Page Capture dialog saves captured text to a Nota Bene file. Orbis can then be used to search and retrieve text. This option is available only if you have Web Page Text Capture or Archiva Platinum.

Each time a web page is captured, the text is appended to the end of the specified file with a page break separating the text from previously captured text. If you are setting up an Orbis textbase, you can use

either page or paragraph as your entry (paragraph is recommended).

Since all captured text will be appended to the same file, this file could become very large. You may want to rename the file periodically, so that you would have (for example) WEBNEWS1.NB (with the old text) and WEBNEWS.NB (with the new). If this data is included in an Orbis textbase, you should rebuild the indexes for that textbase after doing this reorganization.

Those wishing to customize the rules, should also know that there are numerous options related to the Append to File option (for example, you can append to files named after today's date). For more information about customizing the rules, click the Forum button on the Configure Web Page Capture dialog.

See also:

[Web Page Text Capture](#)

[Archiva Technical Notes](#)

26.15 Archiva: Technical Notes

Both Archiva Web Page Text Capture and Archiva Articles watch data from web sites that is copied to the clipboard. Since two different modules are watching the same data, it is possible for conflicts to arise. These can be avoided by understanding the capture sequence:

- Archiva reads the rule-based sites (e.g., the NY Times) in the WEBRULES.TBL file first, and captures the data from those sites, and then exits out.
- Next, Archiva checks whether you have entered any URL's in the user-designated URL list (Tools, Archiva, Configure Web Page Capture). If the text being copied is from one of those pages, Archiva captures it, and exits out.
- Archiva then reads the rules from LIBRULES.TBL, and parses and captures bibliographic data from any site for which there are specific rules, and, once again, exits out.
- If the data is not from a recognized site, Archiva next scans the text (using more general rules in LIBRULES.TBL) to see if there are any fragments of HTML encoding or text that suggest that the text on the clipboard might contain bibliographic data. If it finds any of these, it puts out an error message indicating that while there is possible bibliographic data, it does not have rules to parse this data; it then exits out. (The error message that is displayed also suggests that you might want to submit a report asking that we or the Archiva user community develop such rules.)
- If it doesn't find anything that suggests that the site contains bibliographic data, Archiva continues processing by returning to the "fall back" section of WEBRULES.TBL, and—if you have configured Archiva to capture text from all sites on the web from which you copy text, rather than simply from the rule-based and URL-based sites—captures that text.

This processing sequence means that:

- You cannot capture bibliographic data from sites for which there are rules (e.g., Washington Post, Wall Street Journal, etc.) in WEBRULES.TBL, since that capture happens first, and subsequent parsing for bibliographic data is never invoked.
- You also cannot capture bibliographic from a site if you add its URL to the user-designated URL list, since those rules are processed, and the data captured, and the program exits out, all before the bibliographic rules are read. You should therefore not add sites like JSTOR, Project Muse, etc., to your URL list, unless you always want to preempt bibliographic capture from them.
- If a web page with regular text (i.e., one that you are hoping to capture with Archiva Web Page Text)

is not captured either through the rule-based or the URL-based sections in WEBRULES.TBL, LIBRULES.TBL will be loaded, and the page will be scanned for bibliographic data, as noted above. If it is one of the standard bibliographic pages for which Archiva has rules, it will be captured and parsed, as would be expected. The problem comes when the text being copied isn't from one of the supported bibliographic sites or database gateways. In such cases, Archiva continues its checking, this time against a lengthy list of HTML code and text strings, trying to identify the possible existence of bibliographic data on that site. These rules are very general—Archiva tries to cast its net as broadly as possible—and they could cause Archiva either to (a) capture bibliographic data from that site (possibly resulting in multiple, perhaps fragmented, bibliographic references in the temporary Archiva database), or, most likely, to (b) return an error message, as noted above. If option (a) or (b) is not the desired outcome, and you instead want the text on that page to (c) be captured by Archiva Web Page Text, as regular text, the solution is simple—add the URL for that site to the user-designated URL list. Since the URL list in WEBRULES.TBL is processed before the LIBRULES.TBL rules, the text will be captured as text, without first being checked for bibliographic data.

See also:

[Web Page Text Capture](#)

[Archiva Overview](#)

27 Technical Support FAQ

Nota Bene has been widely tested and is extremely stable on Windows Vista, Windows 7, Windows 8, Windows 8.1 and Windows 10. You should not experience significant problems with the program, and if you do have any problems, they will generally be easy to correct. For information on using Nota Bene on a Mac, please see www.notabene.com/mac.html and www.notabene.com/mac-faq.html.

In general, problems with Nota Bene can be divided into two categories: file problems and program problems. File problems are specific to one file. Program problems are problems that affect your use of Nota Bene and are not specific to one file. If you encounter a problem, try to determine whether it is specific to one file, or if the same problem occurs with any file. General comments about Program Problems and File problems follow below. A much more comprehensive list of specific problems and their solutions can be found by opening TS-FAQ.NB in your Nbwin\Document\Samples folder. You can use the search dialog (**Edit, Find/Replace** or **Ctrl+F**) to search for the problem that you are experiencing, or you can skim through the problems that are listed in different categories.

Program Problems

If you are having a problem with the program itself, it is likely that it can be fixed by some combination of the following steps. Program problems are usually manifested by some error when starting Nota Bene, although other behavior while running NB—if it happens on more than a single file—can also indicate a general program problem.

Restart NB. Save all your work, exit Nota Bene, and then start Nota Bene again.

Reboot. Save all your work, exit all your open programs and turn your computer off and then on again.

Reinstall. You do not need to uninstall first. Reinstalling is safe and will not affect your papers or your databases, or change your customized settings. Close all open programs and insert your CD in the CD drive (or double click the file you downloaded from the web). Reinstalling will overwrite all of the Nota

Bene program files, so if the problem is due to an error in one of these files, it will be corrected.

Replace NB.DFL and NB.INI. If one of these files has been corrupted, the problem will not be corrected by reinstalling. These files contain any customizations that you have made through the Tools, Preferences menu. The program is designed to preserve this information when you reinstall, and that is why these files are not overwritten. If reinstalling does not resolve your problem, the next step is to replace these two files. If you have customized any program settings, these changes will be lost and you will need to make the changes again. The Nbwin\Users\Default folder contains the copies of these files that are used by the program. Backup copies of the files can be found in Nbwin\Users\Initial. If you have made a lot of customized changes, you may wish to implement this step in two stages, first by replacing the NB.DFL file (this has fewer customized changes) and then restarting, and then, if that doesn't resolve the problem, doing the same with NB.INI. To replace NB.INI and NB.DFL, close Nota Bene and use Windows Explorer or My Computer to copy NB.INI and NB.DFL from Nbwin\Users\Initial to Nbwin\Users\Default, overwriting the copies that are in the Default subfolder. Note that some Windows systems hide the .INI extension, so you might see this file listed as NB, with the Type listed as "configuration settings." For detailed instructions on how to copy NB.INI and NB.DFL, see [Copying NB.INI and NB.DFL](#).

Reinstall in new folder. If the above steps do not solve the problem, use Windows Explorer or My Computer to rename your Nbwin folder (e.g. call it Nbwin-old). Then install the program. The installation program will create a new Nbwin folder, and install the program in it. If this step solves the problem, then you can safely copy all of the folders and files from your old Nbwin folder (Nbwin-old) to the same place in the new Nbwin folder with one important exception: Do not copy any of the files in the Nbwin\Users folder or its subfolders (Default and Initial).

File Problems

If you are having problems with a specific file, try to define the problem. Does the problem occur at a specific point in the document? If so, there may be an unwanted format code at that point. Move your cursor to that point and go to codes view to see if you can identify and delete the offending code. Or does the problem relate to a specific feature or part of the file, like Ibidem-generated citations or page numbering? If so, it is likely that you can find a solution by opening TS-FAQ.NB and searching for terms like "Ibidem" or "page number."

Moving to a new computer: Please see Transfer to New Computer

If you need technical assistance, see www.notabene.com/support_policy.html.

27.1 NB.INI and NB.DFL

For information about NB.INI and NB.DFL, see Technical Support FAQ. To copy NB.INI and NB.DFL from Nbwin\Users\Initial to Nbwin\Users\Default:

- 1 Close Nota Bene (click **File, Exit**).
- 2 Open Windows Explorer (right-click on the Windows **Start** button and select **Explore**).
- 3 On the left side of your screen, you will see a diagram of all of your drives and folders. Find your hard drive (usually Local Disk C:). If there is a small box to the left of the hard drive with a plus sign in it, click the box to display the folders on the hard drive. The folders are in alphabetical order. Scroll down to the Nbwin folder. Click the small box with the plus sign to the left of the Nbwin folder. This will display the subfolders in the Nbwin folder. Scroll down to the Users folder. Click the small

box with the plus sign to the left of the Users folder. You will see that there are 2 subfolders in the Users folder: Default and Initial. Click on the Initial folder. The Initial folder should now be highlighted.

- 4 At the top of the screen, click **View, Details**. You should now see all of the files that are in the Initial folder in alphabetical order on the right side of your screen.
- 5 Find NB.DFL and click on it once. It should now be highlighted.
- 6 Find NB.INI. On some systems, the .INI extension is hidden, so this file may appear as NB (with no extension). Hold down the Control button and click on this file. Now NB.DFL and NB.INI (or NB) should both be highlighted.
- 7 Press **Ctrl+C** to copy these files to the Windows clipboard.
- 8 Click on the Default folder (in Nbwin\Users--see step 3 if you need help finding it). Default should now be highlighted.
- 9 Press **Ctrl+V** to copy these files from the Windows clipboard to Nbwin\Users\Default.
- 10 You will be asked if you want to replace the existing files. Respond by clicking **Yes**.

You have now copied NB.INI and NB.DFL from Nbwin\Users\Initial to Nbwin\Users\Default and you should be able to open Nota Bene.

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