

RADIUS

Radius is a “smart web clipper” that captures and stores on-line content, discriminating between different data types and structuring what it captures in multiple formats for exploration in both Ibidem and Orbis, simplifying incorporation of everything into your research. It is engineered to process bibliographic content (RIS records, ISBN #s, titles from publisher’s catalogs, citations on web pages), HTML text, PDF files — all the research content needed for your scholarly work.

Radius even shatters traditional boundaries by extending NB’s reach beyond the academic by also harvesting general purpose web content — articles from on-line magazines, product descriptions, recipes, news reports, editorials, lists of recommended movies, contents geared to goods and services, such Travelzoo deals, eBay pages, . . . anything.

Radius smartly gathers, parses, and saves everything, under your control, showing what it captures in real time in its innovative Popup Radius web watcher, so you can modify, categorize, and expand everything to match your specific needs.

Radius goes far beyond stand-alone “web-clipping” programs such as One Note and Evernote, empowering users with new on-line research capabilities, thereby expanding Nota Bene’s tradition of incorporating everything into a smoothly integrated work flow.

RADIUS QUICK START GUIDE

INVOKE THE RADIUS WEB-CLIPPER

❶ Install the browser extension (see Browser Extension)

❷ *On any web page that interests you:*

❶  extension on the browser toolbar

OR [if no extension installed]

❷ **Ctrl + A**, **Ctrl + C**

AND/OR [as instructed by Radius popup help]

❸  buttons/links *on the web page:*

→ **“CITE”** or  or similar — citation data

→ **PDF** or similar — for PDF file

❸ The data on that page will be captured as a structured database record, depending on the type of text/page:

❶ →  General textual content (most web pages)

⇒ IbidPlus database: **Web Pages**

AND

⇒ Orbis content downloaded (see ❹ below)

+ →   **“CITE”** or  links on page [when available/as desired] for citation data

⇒ Ibidem data: **{Captured Citations}**

❷ →  Journal articles (JStor, Project Muse, etc.)

⇒ Ibidem database: **{Captured Citations}**

❸ →  RIS format bibliographic record

⇒ Ibidem database: **Your Active Database**

❹ →  ISBN #(s)

⇒ Ibidem database: **{ISBN #s}**

❺ →  Book catalogs (currently Edelweiss Plus)

⇒ Ibidem database: **{Catalogs}**

All databases can be opened (even simultaneously) in Ibidem/IbidPlus and searched, edited, and/or cited

❹ In addition, on general-textual-content web pages ( above), the full text is downloaded and saved:

⇒ To a **Pages** folder (under **NBHome/Radius**)

Automatic saving/downloading of captured content:

⇒ Ensures access to the data should it disappear from the web

⇒ Activates instant searchability (of all saved web captures) in Popup Orbis:

⇒ Select **Radius Captured Web Pages** textbase

AFTER-CLIP OPTIONS

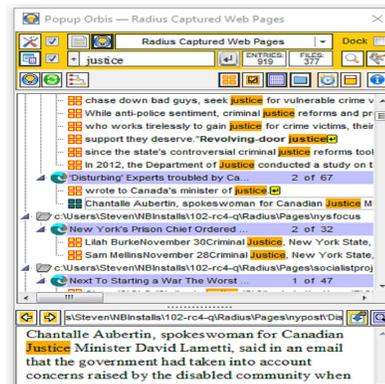
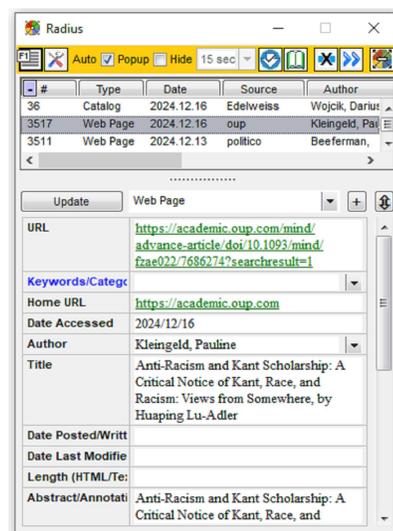
Captured database records (of textual or bibliographic type) are displayed in real time in a small-footprint “Popup Radius” letting you:

- ⇒ *View* the captured record
- ⇒ *Identify* its data type and source
- ⇒ *Edit* (enhance or correct) the captured/parsed data
- ⇒ *Categorize*, by adding keywords to enhance search in Ibidem/Ibid+
- ⇒ *Reopen* the original web source
- ⇒ *Open* the local indexed, searchable copy

F4 in Nota Bene opens Popup Orbis to search the text of all downloaded/captured web pages while you work

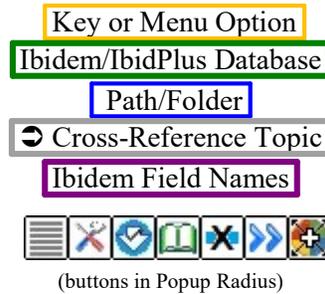
- ⇒ Or open in regular Orbis
- ⇒ Or create custom textbases

FOR VIEWING/EDITING/MORE



RADIUS REFERENCE HELP

KEY



OVERVIEW

①

THE INVISIBLE
WEB-CLIPPING & DATA
CAPTURE/STRUCTURING
ACROSS ALL DATA TYPES

②

THE VISIBLE
REAL-TIME
VIEWING & EDITING
POPUP RADIUS

Radius gives you access to everything — ranging from your professional/scholarly/pedagogical needs to your personal interests — by watching and effortlessly harvesting, according to rules over which you have full control:

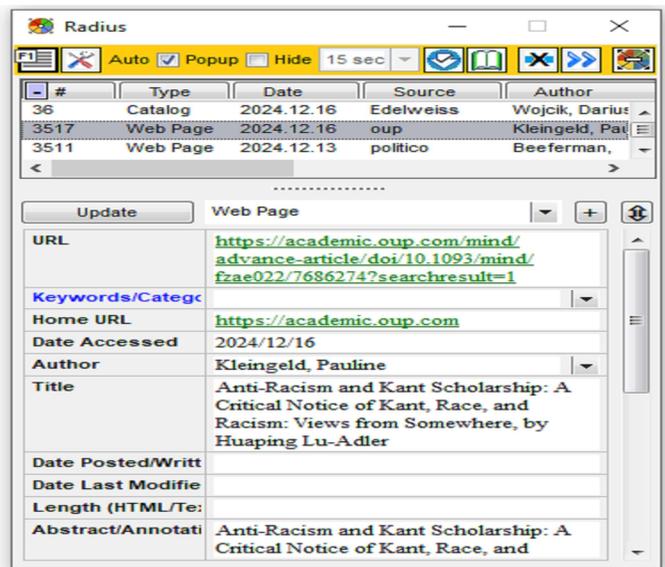
① **WEB** — everything that matters to you as you browse the web, using one of two methods:

- ① Click the browser add-in button  to capture the entire page
 - To install the browser add-in, click the **Web** option from any of the Popup Radius help screens (accessed with F1) or go to www.notabene.com/Radius.html, and follow the directions under **WITH BROWSER EXTENSION**
 - The browser extension is currently available for both Chrome and Edge
 - For all other browsers (e.g., Firefox), use the **Ctrl + A**, **Ctrl + C** method below
 - Depending on your browser settings, and when you last attempted capture from a particular site, you may be asked (usually in a popup at the top left of the browser window) to confirm that you want to capture the text (for example: **Allow** or **Block**)

OR

- ② Select text (**Ctrl + A** to select all) & copy (**Ctrl + C**)

② **CLIPBOARD** — everything you copy to the clipboard in other programs *that save text to the clipboard in HTML format*



When you capture text using one of the Radius methods, Popup Radius will be automatically displayed (by default, as a small-footprint dialog at the bottom right corner of your main monitor), letting you:

- ① View the content, and type, of the web page that was just captured
 - ⇒ Up to 250 of the most recent captures are also displayed
 - ⇒ All these captured records can also be viewed by opening the database to which they were captured in Ibidem or IbidPlus
- ② Edit any of the fields/data that were captured
- ③ Categorize the text by adding your own keywords for later database searches

- 3 FOLDERS** — recognized data types from files that are saved in folders you specify
- ⇒ The most common kinds of data found in files in these folders are:
 - ⇒ RIS format bibliographic data (see below)
 - ⇒ Lists of ISBN numbers uploaded from SmartPhone barcode scanners
 - ⇒ Specify the folders to watch:  → **Set Folder Watch**
 - ⇒ The System Downloads folder is preconfigured as the default
 - ⇒ You can add additional watch folders as needed

You can control if, when, and where (and whether it automatically disappears if not given focus) Popup Radius is displayed, as described in detail below.

DATA CAPTURE TYPES

The data that Radius captures is of two different kinds:

TYPE 1 — General textual content

TYPE 2 — Bibliographic data

Radius captures both types of content in a structured, field-oriented database format, while also offering additional capture capabilities for the first — generic (non-bibliographic) textual — data type/content.

DATA TYPE 1

WEB PAGE/TEXTUAL CONTENT



Web pages of virtually any kind — research/academic or others, such as travel, news, recipes, shopping, etc.

AND
[OPTIONAL]

HTML text put on clipboard by other programs

➔ **RADIUS CAPTURE — CONFIGURE**

When the data being captured is generic, non-bibliographic, text, Radius saves, preserves, and converts the data, making it available to all other Nota Bene applications as both structured and unstructured data:

CAPTURE TYPE ①

Structured/Field-Oriented IbidPlus Data

DATABASE: **Web Pages**

- ⇒ This is a special IbidPlus database
- ⇒ This special database shares the same fields as a standard bibliographic database
- ⇒ These fields include all the new fields added to all bibliographic databases, as outlined below

DATA TYPE 2

BIBLIOGRAPHIC CONTENT



Identifiable bibliographic pages, including the following:

- ➊ Search-aggregator pages such as JStor, Project Muse, EBSCO, etc.
- ➋ RIS records (e.g., from Endnote) on the clipboard, or files saved to watched folders
- ➌ Zotero — select records & click **Ctrl** + **Shift** + **C**
⇒ Zotero must be set up to save RIS-format to the clipboard
- ➍ Lists of ISBN numbers (on the clipboard or in files saved to watched folders)
- ➎ Pages that are predominately text, but which contain ISBN #
⇒ Unless  → **Skip Parallel ISBN Record Capture**
- ➏ Book-catalog pages (specifically from Edelweiss Plus [https://www.edelweiss.plus/HomePage.aspx?])
- ➐ Other standard book pages, such as Amazon, Bookfinder, Worldcat, Google Books, etc.

CAPTURE TYPE ①

Structured/Field-Oriented Archiva/Ibidem Data

DATABASE: User specified

The destination database depends on the kind of bibliographic data that is captured

- ➊ Citation: recognized citation page (JStor, Project Muse, EBSCO, etc.) [type ➊ above] — **{Captured Citations}**
- ➋ RIS records [types ➋ & ➌ above] **Your Active Database**
⇒ From **“CITE”** or  or similar buttons/options on journal/other pages
⇒ Records selected in Zotero

- ③ ISBN numbers [types ④ & ⑤ above] — **{ISBN #s}**
- ④ Catalog: book catalog page (currently Edelweiss Plus) [type ⑥ above] — **{Catalogs}** NEW!

The destination databases can be either:

- ① One of the existing Archiva temporary databases (the default for most capture types, as noted above)
 - ⇒ You can easily move records from these temporary Archiva databases to your working database as needed
 - ⇒ This two-step process lets you capture text broadly (some of which Radius does behind the scenes) without all records automatically being added to your working database
 - ⇒ You can also set capture directly to **Your Active Database**
- ② Your active database
 - ⇒ This is the default for RIS records — their retrieval is usually more controlled (see below), so by default they are added to your active database

To change the capture database for particular types of records:



Each of these databases can be opened/searched/edited in Ibidem.

'TEMPLATE: Web Page [NEW]

⇒ The Web Pages database includes a new template/work type named Web Page

FIELD CHANGES

The same new fields described to the right [→] are included

The standard **Keywords** field has been enhanced:

- ① Renamed **Keywords/Categories**
- ② Moved to the top (after the **URL** field)
- ③ Now shown in blue

This reconfigured field is one of the keys to maximizing the usefulness of Radius non-bibliographic text capture:

- ⇒ You can type a new keyword/category, or select an existing one from the dropdown list of terms entered earlier
- ⇒ Categorizing the type of text/web page captured lets you do selective searches, and create subsets, of captured records in a particular category when that database is opened in Ibidem or IbidPlus

TEMPLATE: Depends on type of bibliographic record

⇒ Works are categorized as Book (with variants), Article in journal, etc., as required (as with Archiva captures)

FIELD CHANGES

New fields have been added to all bibliographic databases:

- ⇒ **Local PDF Link(s)** / ID= **P>**
- ⇒ **Capture Database** / ID= **C@)** — the database to which the captured record has been added
- ⇒ For book catalogs, such as the newly supported Edelweiss Plus portal
 - ⇒ **Author Information** / ID= **@A**
 - ⇒ **Publisher Description** / ID= **@B**
 - ⇒ **Table of Contents** / ID= **@T**
 - ⇒ **Quotes/Reviews** / ID= **@Q**

- ⇒ The standard **Keywords** field remains unchanged — there is no similar need to categorize records as “Travel” or “Recipe”
- ⇒ You can, however, add keywords to these other bibliographic records using this regular keyword field

DATA-CAPTURE QUALITY

- ⇒ Radius can accurately capture the data in some fields — the full URL of the specific page captured, the home URL page/domain owner, the capture date, etc.
- ⇒ Radius also attempts to capture other data — the author and title of the page, the date it was written, etc.
 - ⇒ If the data on a page is well-formed (i.e., it follows generally accepted HTML encoding rules), Radius should capture these accurately
 - ⇒ On the many pages that are not well structured, the data in these fields may need editing — you may need to modify, delete, or add material
 - ⇒ Popup Radius makes it easy to make any of these changes
- ⇒ You can also have the text of the captured page saved in the **Abstract/Annotation field**
 - ⇒  **Save Content (as NB Text) to Annotation Field**
 - ⇒ In addition to saving the text, you can retain the links in the captured text, as NB Hotkeys:
 - ⇒  **Save Links in Captured Text (as NB Hotkey)**
 - ⇒ You can uncheck this option if you find that these links make the text too difficult to read
 - ⇒ Only @ the first 64,000 characters are captured
 - ⇒ The same qualifications about well-formed data mentioned above (re author and title) apply
 - ⇒ Saving the text of the page in the Abstract/Annotation field lets you search for this in Ibidem and/or IbidPlus
 - ⇒ Extended search options (using Orbis) are also available, as described next
 - ⇒ Orbis searches are faster and much more powerful (with extended Boolean options) than text-field searches in Ibidem records

CAPTURE TYPE ②

Free-Form Unstructured Text, Instantly Searchable by Orbis

- In addition to capturing the content in a database record, Radius will download the full text of the captured page, making it:
- Available locally on your computer even if it disappears from the web, with the text being downloaded:
 - ⇒ As HTML text (the actual format of the captured page)
 - ⇒ To a subfolder under the **Radius** subfolder under the **Nota Bene home folder** (see below for details)
 - ⇒ Into subfolders named after the home (top-level) URL of the page captured (details below)
 - ⇒ For example, all articles captures from the Los Angeles Times will go in an **latimes** folder
 - ⇒ For some aggregator sites (e.g., msn), the saved files will go into subfolders named after the original source of those articles/pages
 - Instantly searchable by Orbis
 - ⇒ A special automatic textbase in Popup Orbis gives you instant access to captured texts
 - ⇒ You can also create customized textbases of these files, selectively including only pages captured from different web pages

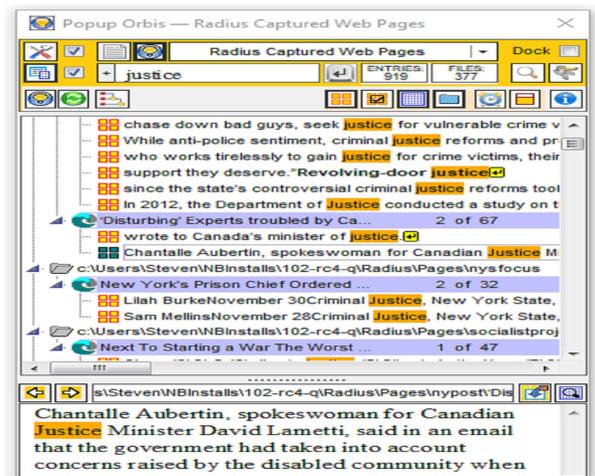
The automatic downloading option is the default:

DATA-CAPTURE QUALITY

- ⇒ Because these records are encoded in the HTML text (either directly or indirectly) as bibliographic, the data captured should be well formed:
- ⇒ The author and title fields (which may need editing in generic captured “textual” pages) should already be correct
- ⇒ Additional bibliographic fields (series title, publisher, publisher location, etc.) are also usually captured
- ⇒ For Edelweiss Plus records, additional fields — a fuller Publisher Description, Table of Contents, Quotes/Reviews, etc. — will be displayed (when available)
- ⇒ Normal bibliographic records do not automatically have abstract or other text to be saved to this field

Not Applicable

- Traditional bibliographic records do NOT have the text of the page downloaded/saved — the record is instead captured as citable data, the text of the page not being primary/desired
- ⇒ But PDF files (searchable with Orbis+) can be linked to the record  **PDF FILE CAPTURE**



- ⇒  → **Enable Local Copy of Web Page** — save data
- When autodownloading is activated, you can also:
- ⇒  → **Searchable in Orbis** — save and make available for instant Orbis searching

The folder destination depends on whether only the first of these options is selected, or the second as well:

- ⇒ **Enable Local Copy** + **Searchable in Orbis** both selected, saves HTML text in:
 - ⇒ **..\Pages**, that is, without the curly braces, in:
 - ⇒ **..\NBHome\Radius\Pages\URL-Specific-Subfolder**
- ⇒ If **Enable Local Copy** only, saves HTML text in:
 - ⇒ **..\{Pages}**, that is, in:
 - ⇒ **..\NBHome\Radius\{Pages}\URL-Specific-Subfolder**

Notes:

- ⇒ You can disable automatic text/content downloading by unchecking both options above
- ⇒ The above settings only affect subsequent captures — they do not change the status of any local versions already captured
- ⇒ If automatic downloading is deactivated, you can only automatically retrieve the text by capturing the page again (click on the saved URL in the previously captured record, after reactivating automatic downloading)
- ⇒ You can move any already downloaded files back-and-forth between the **Pages** and **{Pages}** folders using the  button
 - ⇒ This primarily determines their searchability in Popup Orbis
 - ⇒ Captured records with files downloaded to the searchable Orbis folder will display at check mark in the icon (as above?)
 - ⇒ Files in the non-Orbis folder (**{Pages}**) will not show up as a link in the local-link field, but they can be moved back as above
- ⇒ As noted above, the downloaded file contains the text of the web page/file viewable when it was captured
 - ⇒ This file will contain all the text of the original page, allow full searchability
 - ⇒ However, when you reopen the local copy, it may not display identically to the way it was displayed when first captured
 - ⇒ The page should open in your browser (depending on your system configuration)
 - ⇒ But it will not run any of the active (usually Javascript) code run when viewed on the web (web pages almost always include active code [e.g., Javascript], which displays the page based on code on the server hosting that page, and the downloaded version may or may not have this code or run it when the page is opened from the copy on your system, and so it may not display identically in the browser)
 - ⇒ To view the page in its original, fully active, form, click on the link in the URL field in the captured record to open the original URL
 - ⇒ In some cases, that page may no longer be accessible on the web
 - ⇒ You will, however, still have its contents saved on your local machine

DATA TYPE 1 & DATA TYPE 2 DUAL (TEXT & BIBLIOGRAPHIC) CONTENT



Some pages — journal articles from sources other than those above, and pages from other (non-Edelweiss) book catalogs, such as, for example, Oxford University Press — contain various amounts of general text, along with specific bibliographic data, either in a full form, or partial. On these dual-mode pages (ones that appear to Radius to have bibliographic data in addition to other text), Radius can capture the data as *either or both* types, depending on how you invoke this capture:

 / **Ctrl+A**, **Ctrl+C**



TYPE 1

WEB PAGE/TEXTUAL CONTENT

[+] Downloads text of page allowing full Orbis searchability
[-] IbibPlus data may not be citation quality

RADIUS RECOGNIZES DUAL-MODE PAGES

&

AFTER FULL-PAGE CAPTURE, OUTPUTS BANNER
ALERTING YOU TO EXPANDED CAPTURE OPTIONS

Captured as regular web text Expanded Capture  Remove Esc

Buttons/links such as  CITE or  on the web page



TYPE 2

BIBLIOGRAPHIC CONTENT

[+] Full Archiva/Ibidem citation data
[-] No full text Orbis searchability

FOLLOW RULES OFFERED BY RADIUS

(ONCE LEARNED, CAN CAPTURE DIRECTLY W/O
INITIAL WEB PAGE/TEXT CAPTURE IF DESIRED)



- ⇒ *BANNER FORMAT* — to display the banner, use  → **Capture Notes** and (when checked) select:
 - ⇒ **Full** — multi-line view in which the action steps/instructions (below) are immediately visible
 - ⇒ **Line** — a single line mode noting the likelihood of additional/alternative capture options
 - ⇒ In single-line mode, click the **Expanded Capture** message button to display the Full mode
 - ⇒ The banner can also be suppressed, by unchecking **Capture Notes** option
- ⇒ *BANNER CONTENT* — steps/actions that enable this alternate capture (displayed only in **Full** mode)
 - ⇒ The text of the banner differs, depending on the site from which you are capturing data
 - ➊ *Journal article from major (humanities) publishers* — specific step-by-step instructions
 - ⇒ Radius has site/journal-specific instructions for all the major humanities journals, including from Springer, Taylor and Francis, Elsevier, Wiley, SAGE, de Gruyter, Oxford, Cambridge, and more
 - ➋ *Journal articles from other publishers* — general information about the kinds of links to look for (e.g., buttons/links such as  CITE or )
 - ➌ *Book page* — the ISBN will be displayed (click to retrieve a proper bibliographic record)
 - ⇒ If Zotero is installed on your system, the banner will also describe how you can have Radius access any Zotero captured record(s)

These alternative capture options use (for the most part) active links on the web page being captured to retrieve well-formed records

- ⇒ As noted above, in the absence of specific instructions, check for buttons/links such as  CITE or 
- ⇒ **Format** — if asked for the capture format, always choose RIS (Research Information Systems)
- ⇒ **Destination** — always download to one of Radius's watched folders (normally **..Downloads**)

- ⇒ If (in the last downloading step) your browser asks you to provide/confirm a name, it is usually not necessary to do so
- ⇒ The record is picked up by Radius from the temporary (prenamed) file already downloaded
- ⇒ In most cases, the dialog asking for confirmation should also automatically disappear as you continue work, making it unnecessary to dismiss it

These two capture types are related as follows:

- ⇒ To capture as a “Web Page” — use the standard  / **Ctrl + A**, **Ctrl + C** options
- ⇒ To capture it *also* as a bibliographic record — then, as a second step, use the actions outlined in capture help
- ⇒ To capture it *only* as a bibliographic record — skip traditional capture, instead using the alternative capture options
 - ⇒ No banner-with-instructions will be displayed (this shows up only if you first capture it as a regular text page), but as you work with Radius, you will soon become familiar with these dual-mode sites, and thus be able to can use the capture rules documented (when you first try traditional capture) for that site
 - ⇒ If you mistakenly captured the page as a “Web Page” before remembering to use alternate capture, you can easily delete that unwanted capture using the  button

CONFIGURING DATA CAPTURE

GENERAL CAPTURE SCOPE/RANGE

As noted above, Radius can capture all HTML text put on the clipboard when you select and copy text

- In most cases, this HTML text comes from copying text from web pages
- But some other (non-web browser) programs also save copied text on the clipboard in HTML format

- ⇒ By default, Radius captures every web page which you select (using either the  browser extension, or the **Ctrl + A**, **Ctrl + C** key sequence)
- ⇒ You can, however, designate *web sites* for which you always want to exclude capture (even with the above actions)
 - ⇒  → **Excluded Web Sites/URL** List
 - ⇒ Add the home URL of the site you wish to exclude
 - ⇒ Excluding capture from a web page prevents capture from all pages on that home web site (that is, the part of the URL before any “/” indicating a sub-page on that web site)

You can further tell Radius to capture:

- **Only Web Pages**

- ⇒  → **Exclude Capture from Non-Web Pages**

OR (if not checked):

- **All HTML Text**

- Except (as above)  → **Excluded Web Sites/URL** List
- Except  → **Excluded Programs (by Name)** List
 - ⇒ You can specify *programs* for which you always want to exclude capture (in list at bottom of )
 - ⇒ Enter only the program name (do NOT include the path to that program)

Alternatively, you can capture:

- **Nothing** — i.e., turn Radius capture off

- ⇒  → **Disable Radius Capture**
 - ⇒ Orbis activation status will survive restarting of Nota Bene and/or your computer
 - ⇒ Once deactivated, to reactivate it, you will need to open Radius by clicking on the icon in NB

You can also toggle Radius capture on/off temporarily, using the  button to the right of Popup Orbis (if you have turned this off, the icon will show a + [instead of the -] to allow you activate it again)

- ⇒ Radius remains open, but no longer captures any new records (web sites, citations, etc.)
- ⇒ This is a convenient way to temporarily disable capture when doing some copying (from web pages, other programs, etc.) that you do not want to result in new Radius records

Independently, you can:

- Control capture of data in files saved into watched folders:  → **Set Folder Watch**
 - ⇒ Add folders to watch
 - ⇒ In the list of folders to watch, check those for which you also want to watch subfolders
 - ⇒ Or clear all folders (to cancel folder watch)

You can also specify that copied text be of a minimum size before it will be captured

-  → **Capture Only if Selected Text >** Chars.
- Setting this option enables copying of smaller fragments (for example, a title, an author name, a product code, etc.) without generating a Radius record
- Note that this minimum size does not apply to:
 - ⇒ ISBN #'s that are copied
 - ⇒ Files (and thus RIS records or lists of ISBN numbers) saved into watched folder

ACTIONS ON INDIVIDUAL CAPTURE EVENTS

Once the overall RADIUS CAPTURE — CONFIGURE options are set, you can control specific captures with the  key in Popup Radius

- ⇒ Left  Remove selected captured record from Radius
- ⇒ Right  Exclude future capture from web page or program
 - ⇒ Note that excluding capture from a web page prevents capture from all pages on that home web site (that is, the part of the URL before any “/” indicating a sub-page on that web site)

If you subsequently try to capture data from an excluded source, Radius will show a banner at the top that tells you that that site is excluded, which you can click to start capturing from that site again

- ⇒  **Capture from source excluded; click here to enable + capture again**

Also, remember that on the “ambiguous” text+bibliographic data pages, you can suppress the generic web-page capture by first/directly clicking on the links on the page itself (e.g.,  or 

- ⇒ The precise options for particular journal and book sites should become familiar to you as you work after seeing the banner describing the appropriate actions on specific pages)

CAPTURE RULES FOR SPECIAL CAPTURE TYPES

ISBN CAPTURE OPTIONS

Radius can generate records from ISBN #(s):

1 Copied to the clipboard

2 In files saved to a watched folder

- ⇒ Set under  → **Set Folder Watch**

- ⇒ The simplest way of generating ISBN records is to upload files from a smart phone barcode scanner into one of Radius’s watched folders

- ⇒ Radius will automatically generate records for ISBN #s found in that file

- ⇒ Because there can be dozens, even hundreds, of scanned barcodes, by default Radius saves these newly created records in the temporary {ISBN #s} database

- ⇒ You can instead add them directly to your active database under  → **Set Databases**

- ⇒ You can also move specific records to your active database using the  button in Radius

- ⇒ You can also open the temporary ISBN database in Ibidem and use the various options (including checking for duplicates) to move records to your primary database

When scanning files and or the clipboard for ISBN numbers:

- ⇒ The text does not need to be “clean” — there can be additional text, even lots of it

- ⇒ These numbers can be hidden, inside non-displayed HTML codes

- ⇒ If the data/file is primarily ISBN in nature, only ISBN bibliographic records will be generated — Radius will *not* create a separate “web page” entry

Radius encounters a page where ISBN numbers are secondary to the other contents (for example, a Wikipedia article, which may have dozens — often hidden — ISBN #s:

- ⇒ Radius can automatically extract/create (perhaps even dozens of) additional Radius ISBN records

- ⇒ These are in addition to the primary Web Pages record

- ⇒ To suppress this automatic simultaneous capture:

- ⇒  → **Skip Parallel ISBN Record Capture**

- ⇒ If automatic capture is deactivated, you can still manually capture records on that page:

- ⇒ Click the  book icon

- ⇒ Select/copy only the #s (end of article?)

- ⇒ A checkmark () on  book icon indicates which setting (automatic, or requiring manual capture) is active

PDF FILE CAPTURE

Two different kinds of PDF files come into Radius's purview:

- 1 Web Pages — the page displayed is a PDF document, not a standard HTML web page
 - ⇒ When using the browser extension, these pages are treated as standard web pages
 - ⇒ The PDF file is downloaded to your computer (if the local-copy option is active)
 - ⇒ These pages can only be captured (and automatically downloaded) with the browser add-in, not using **Ctrl + A** and **Ctrl + C**
- 2 Citations with Linked PDF files
 - ⇒ **Primary Supported Sites** (e.g., JStor & Project Muse) — linked PDF might be automatically downloaded and a link created to it
 - ⇒ The link will be added to the new **Local PDF Link(s)** field
 - ⇒ **Other Major Journal Sites** that have linked PDFs — simplified PDF downloading, as follows:
 - 1 Capture the record as above
 - 2 Without moving off of the just-captured record in Radius, click any **PDF** link on the web page
 - ⇒ For this process to be automatic, the download must be saved to one of Radius's watched folders
 - ⇒ Unlike the initial capture of the journal article record (see above), it may be necessary to give/accept the filename for the downloaded file
 - ⇒ If you move off the original record before downloading the link, you will be asked to confirm that you want the link added to the then active record
 - ⇒ **Other Pages**
 - 1 Manually download the PDF to your Downloads folder (usually the default)
 - 2 Hover over the label for the new **Local PDF Link(s)** field
 - 3  on the **to add...** message
 - 4 Browse to the folder where the PDF file was downloaded
 - 5 Select that file
 - 6 When the preview is shown, click **Link**

You can also have Radius save your PDFs into a special PDF folder

- ⇒ If activated, PDFs in Downloads folder will be automatically copied to your designated PDF folder
 - ⇒ Activate with  → **Copy PDFs to PDF Folder**
 - ⇒ Set PDF folder with  → **Set [Folder]**
 - ⇒ Optionally,  → **Delete [in Downloads] After Copy**

POPUP RADIUS

DISPLAY

While working behind the scenes to capture records in all the ways described above, Radius also provides a “popup” dialog that lets you view — in real time — and edit captured records

- **SHOW** — Popup Radius can be shown:
 - Automatically after a capture:  → **Auto Popup**
 - Manually, either by:
 - Double clicking the Radius icon in the SysTray, Taskbar, and/or Dock
 - Clicking the Radius icon at the top left of Nota Bene, or pressing **F8** inside of Nota Bene
- **HIDE** — Popups that are auto shown can be auto hidden
 - Automatically hide after auto shown:  → **Auto Hide**
 - ⇒ Select the time delay **#** from the drop list
 - Clicking anywhere in the popup will override auto hiding (until the next time it gets automatically popped up)
 - If the popup was already displayed when a new record is captured, it will not auto hide

RADIUS HELP

Popup help for Radius options is available when the mouse is hovering over a button or other actionable option

- ⇒ Manually
 - ⇒ Press **F1** to get help about the selected option
 - ⇒ You can optionally display a small icon (**F1**) reminder of the availability of help
 - ⇒ **Show [F1] Reminder**
 - ⇒ This **F1** reminder is hidden whenever popup help is displayed

⇒ Automatically (after the specified delay)

⇒ **Auto Help**

⇒ To change the default for future Radius sessions, change the setting on this configuration dialog

⇒ To change only for the current session (until turned on again), select the option at the top of every popup help screen

DIALOG PANELS

Popup Radius is composed of three parts/panels:

1 BUTTON BAR

⇒ See below for explanation of button functions

2 CURRENT & RECENTLY CAPTURED RECORDS

⇒ Columns

⇒ Separate columns are shown for the **Record #**, **Type**, **Date** (of capture), **Source** (home URL of the captured page), **Author**, and **Title**

⇒ The **Type** column shows the specific capture type — Web Page, Citation, Catalog, etc., as described above

⇒ Records of different **Type** are saved to different databases (described more fully above)

⇒  → **Set Database**

⇒ Left  on column header sorts the records by that column

⇒ Click  again to sort in reverse order

⇒ Left  on small  icon at the top left of the row of column headers lets you hide the **Record #** and **Date** fields, so that more of the title is visible (important when Popup Radius is shown in its smallest size)

⇒ Saved Captures

⇒ Popup Radius lets you see recently captured records, up to the number specified

⇒ The maximum number is 500

⇒ To see the other records that have dropped off the popup list, open the database to which they were saved in Ibidem

⇒ While records may drop off the list, they are not deleted — instead, they are only no longer displayed in Popup Radius

3 ACTIVE RECORD

⇒ See above for information of the content of existing and new fields, and for the new **Web Pages** template type

⇒ Two new buttons have been added beside the Template Type field

⇒  Toggles between current template type (e.g., **Web Page** or **Citation**) and **Full Record**

⇒  Toggles between showing all fields, and showing only fields containing data

ACTION BUTTONS

 on  — Radius Main Menu

⇒ **Configure Radius** — Set Radius to begin clipboard/folder watching when your computer starts

⇒ **Set Databases** — Specify the databases to which various types of Radius captured records are saved

⇒ **Set Folder Watch** — Specify the folder(s) which Radius should watch for new files (ISBN #s, RIS records, etc.)

⇒ **Set Author Cleanup Rules** — a Friends of Nota Bene option that auto corrects for common title-capture issues

⇒ See **CLEANUP RULES** below

⇒ **Set Title Cleanup Rules** — a Friends of Nota Bene option that auto corrects for common title-capture issues

⇒ See **CLEANUP RULES** below

⇒ **Add Link to (Local PDF) File** — Add a link (to the **Local PDF File(s)** field in the active (selected) record

⇒ **Capture File** — See if Radius can capture a specific file on disk (e.g., RIS record or list of ISBN#s)

⇒ **Disable/Reactivate Radius Capture** — Toggle Radius browser/clipboard watching on/off

⇒ **About Radius** — Show the Radius program/copyright screen

⇒ **Exit Radius** — Closes (does not simply hide) Radius (also stops Radius captures)

 **Ctrl + Shift +**  on  — Advanced Radius (Programmer's) Menu

Features are mostly undocumented and unsupported

⇒ The first four **Convert / Debug** options launch a full-featured (but undocuments/unsupported) debugging program that lets you watch Radius's sophisticated parsing tools in action

⇒ The two thread options let you show the background clipboard watcher, which keeps track of all the data that comes in, even if it does not result in generated Radius rules (not being the kind of data Radius was designed to capture/structure) either on demand, or specifying that it always be visible on startup

⇒ The last option repeats the standard **Exit Radius** option — it closes (does not simply hide) Radius (and also stops Radius captures)

-
-  Configuration Menu
 - ⇒ The many options available on this menu are described under the appropriate section elsewhere in this help document
 -  Downloads/Local Links
 - ⇒ Shows status of local link download settings
 - ⇒ With check box — indicates Downloads + Orbis Searchability
 - ⇒ Without check box — Download Only
 - ⇒ Toggles between Orbis Searchability On/Off
 - ⇒ Option works only if  → **Enable Local Copy of Web Page** set
 - ⇒ Automatically moves the downloaded file back and forth to the appropriate folder (**Pages** vs **{Pages}**)
 -  ISBN Capture Options
 - ⇒ Shows status of ISBN supplementary capture, with icon modified:
 - ⇒ Checked — ISBN records are captured even on general web (not ISBN #-only) pages
 - ⇒ Unchecked — ISBN records are not automatically generated from general web pages
 - ⇒ If simultaneous ISBN capture is off, click to manually generate records for ISBN numbers in the just captured general web page
 -  Remove Record/Exclude Capture
 - ⇒  Left Click Remove selected captured record from Radius
 - ⇒  Right Click Exclude future capture from web page or program
 - ⇒ Excluding capture from a web page prevents capture from all pages on that home web site (that is, the part of the URL before any “/” indicating a sub-page on that web site)
 -  Copy Record
 - ⇒ Copy selected record to last active database
 - ⇒ The original version of the record is retained in the Radius database to which it was originally saved
 - ⇒ If the record was originally saved to your active database it will not be recopied
 -  Deactivate/Active Radius Capture
 - ⇒ Toggles Radius capture on/off during current Radius session
 - ⇒ If Radius is active, icon shows [-] — clicking will disable Radius
 - ⇒ If Radius is inactive, the icon shows a [+] — clicking will activate Radius
 - ⇒ To deactivate all Radius capture (until turned on again), use  → **Configure Radius**
-

CLEANUP RULES (FRIENDS FEATURE)

Radius:

- ⇒ Reliably captures well-formed bibliographic data
- ⇒ Tries to capture elements even if data is not well-formed HTML, while also providing user-specified “clean up” rules:
 - ⇒ Automatically — as record is captured
 - Apply Corrections Automatically**
 - ⇒ Manually — select rule to apply to specified field and 
- ⇒ In all types of capture, a special key combo — **Ctrl + Shift + ;** — reverses (simple) names in fields

These rules:

- ⇒ Apply (with separate rules for each) to:
 - ⇒ **Author** and **Title** fields
 - ⇒ Optionally, only to specified URL page
 - ⇒ **Apply Only to: HOME URL**
- ⇒ Are **Case Insensitive** unless noted
- ⇒ Allow modification of field to:
 - ⇒ **Remove From** — beginning of specified text to end of field
 - ⇒ **Remove After** — specified text (retaining it) to end of field
 - ⇒ **Remove Up To** — from beginning of field up to (retaining) specified text
 - ⇒ **Remove Through** — from beginning of field through (including) specified text
 - ⇒ **Remove Beginning** — remove only if at beginning of field
 - ⇒ **Remove** — specified text anywhere in field **Exact Case**
 - ⇒ **Replace** — replace specified text with new text anywhere in field **Exact Case**

- ⇒ Separate “from” text and “to” with | (vertical bar) in text field above
- ⇒ **Reverse Names** — reverse words
- ⇒ Applies only to Author field
- ⇒ If multiple authors separated by subfield divider (semi-colon unless changed), Radius operates on each subfield
- ⇒ First space marks author's first name

Notes:

- ⇒ Order of rules can make a difference (move up/down as necessary)
- ⇒ Original (pre-cleaned) field data can be saved in Web Information (*I) field
- ☑ **Save Original Data**