Ibidem Tutorial: Overview

Ibidem is a bibliographic database program. You can develop your own personal bibliographic database and use it to keep bibliographic information readily available, to insert formatted citations in your documents, and to generate bibliographies. You will have many options for sorting and searching through the sources you have used in your research. Ibidem will 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.

Ibidem is fully integrated with the Nota Bene word processor, and with all parts of the Nota Bene Workstation. In contrast, other bibliography managers, such as Zotero, Endnote, Mendeley and others, are grafted to the word processor — Microsoft Word, Libre Office, and Google Docs — by way of plug-ins. Thus, users are required to operate on two different applications, which means you may have catch-up issues. When an update is made in one application, it can cause difficulties in the other. This can mean that the user needs to update their bibliographic manager when their word processor is updated. But Ibidem operates as an integral component of the Nota Bene suite, meaning that every update takes place on the entire suite.

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.

If you are not using a bibliographic database, you are probably accustomed to typing bibliographic information as citations using punctuation stipulated by your style guide. If you cite the same work in another paper at another time, you type the same information again. When you have finished your paper, you go through all of your citations, alphabetize the works cited, and check the formatting to create your bibliography. If you have to submit to a publisher in a different style, you have hours and hours of work to do in reformatting all of your notes and your bibliography. This is precisely the sort of work Ibidem will do for you. Your notes will be properly formatted according to the style you choose, and a bibliography of works cited will be generated automatically. If you want to change styles, just select the style you want, and Ibidem will reformat all of your citations and your bibliography.
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. Link fields can be used to create links from the record in your Ibidem database to a note-taking file (a Nota Bene file used for taking notes), an image file, an on-line link (a web page) or a local link (a file on your computer).

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 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.

For each document, you will select a database to associate with that document and a style (the style can be easily changed later). To cite a work in your paper, simply locate the record for the work in the database, enter the page(s) that you wish to cite, and click the Cite button or press Ctrl+Ins. It's that easy. Ibidem will insert the in-text citation in the style you have selected for the document. Your properly formatted reference list will be generated automatically.

Learning to use Ibidem

This tutorial will take you through a series of exercises showing the basics of 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. You may also want to review the Ibidem videos which are available by clicking Help, Instructional Videos, and the Ibidem sample file which can be opened in Nota Bene by clicking Help, Sample Instructional Files. Detailed instructions for using Ibidem are available in NB Help. To open NB Help, open Nota Bene and click Help, Nota Bene Help or press F1.

Ibidem Tutorial Exercise 1: Open Ibidem

In this tutorial, you will be introduced to the basics of using Ibidem. A database named DemoDB is provided and we will use this database in this tutorial. We will take a quick look at how data is entered in Ibidem. Then we will cite a few records in a document, and see how the reference list is automatically generated. We will also introduce subsets and record links, two features that can be very useful in managing your data and your reading notes. When you have completed the tutorial, you will be ready to begin entering records in your personal Ibidem database, and using your database to enter citations in your documents.

If you wish to try doing these exercises in Ibidem yourself, you should have Nota Bene open, with a blank document on the screen. If you prefer, you can just read through the tutorial, and screen shots will be provided. From the Nota Bene screen, there are three ways to open Ibidem:

• Click the Ibidem button at the top of the screen (a green circle with a book)
• Click Tools, Ibidem
• Press F7

If you have opened Ibidem previously, Ibidem will open to the main Ibidem screen with database that was previously open displayed. If you have not opened Ibidem previously, Ibidem will open to the Ibidem Gateway which displays all of the installed databases. We will be using DemoDB in this tutorial. If DemoDB is not already open, you can open it from the Ibidem Gateway (select DemoDB and click Open Selected) or from the main Ibidem screen (click File, Open Database).
With the DemoDB open, you should see the following screen.

The Database Pane on the left side of the screen displays one line for each record. Try clicking on different records in the database pane. You will see the details of that record in the Record Pane on the right side of the screen. Records are entered without regard to the style that you will be using in your documents. The information shown in the Record Pane can be edited, so if a mistake was made in entering data, it is easy to change it at any time. Any changes you make will be saved automatically when you switch to a new record, close the database, or exit Ibidem. The Preview Pane shows how this record would appear when inserted in a document as a citation and as part of a reference list or bibliography. The Preview in this example is Turabian, but that can be easily changed. The preview does not necessarily match the style that you choose for your document.

Take a few moments to browse through the records and notice the different types of records that are included. For example, record #1 is a book, record #5 is an article in a journal, and record #12 is a chapter or article in an edited book. The fields listed are appropriate for each type of record.

The Ibidem screen can be viewed in either Slide-Out/Dock mode or Popup Dialog mode. Use the view menu to change to the other mode. In this tutorial, we will be using Slide-out/Dock mode. See Nota Bene Help for more information about these modes (click Tools, Nota Bene Help, or press F1 from within Nota Bene).
Ibidem Tutorial Exercise 3: Records in the Database

In this exercise, we will take a closer look at the fields that are used in Ibidem and we’ll add a new record. With Ibidem, a record is entered once, and then you never have to type it again. All future citations and bibliographies will be generated and properly formatted by Ibidem. This exercise will demonstrate how a new record is added manually by typing or copying/pasting, but if you have the add-on Archiva modules, the process of building your personal database is even easier. With Archiva, data can be retrieved from on-line sources in Ibidem format and added directly to your database. With Archiva Platinum, you can also convert formatted bibliographies or ISBN numbers to Ibidem records.

For this exercise, select a book that you would like to add to this database.

1. Click Edit, New Record, or click the New Record button above the record pane, or press Ctrl+Shift+F7. Ibidem will display a blank new record.

2. Click on the Data Entry Template droplist at the top of the record pane and scroll down to select Full Record as shown below. (In this screen shot, we have hidden the preview pane so that you can see more of the record pane.) Notice that all of the possible fields are displayed. Scroll down to see all of the fields.
3 There are 3 different Title fields -- Short Work Title (ST), Long Work / Book Title (BT) and Anthology Title (AT). It is important that the data be entered in the correct Title field (books in the Long Work Title field, journal articles in the Short Work Title field, etc.). Different styles may have different rules for a book title vs. an article title, and Ibidem will apply the correct rules for the style you choose. Ibidem makes it easy for you to use the correct fields by displaying only the fields that you need when you select the Data Entry Template that is appropriate for the work that you are entering.

4 Click on the Data Entry Template droplist again and select Book. Ibidem will change the Data Entry Template from Full Record to Book. You will see that rather than having 3 title fields to choose from, there is only one, now simply called "Title." This is the BT or the Book/Long Work Title field — the one appropriate for a book. Notice that the other fields that are available are also those that you need for entering information on a book.

5 Take a book that you would like to enter, and click on each field to enter data. Enter the author's last name first followed by a comma, a space and then the first name. Enter the title with only the first word and any proper names capitalized. There are specific guidelines for how data should be entered, and these guidelines must be followed precisely. The record is automatically saved when you switch to a different record, close the database or exit from Ibidem. There is no need to do anything to save the data you have entered.

It is obviously important to "follow the rules" when you enter data in Ibidem fields. The data that you enter will be used by the program to generate citations in formats that may vary from one publishing style to another. When the publishing style that you select requires it, the author's name will be shown with first name first, and the title will be capitalized.

Guidelines for entering data are available in FieldTips that can be viewed as you work. FieldTips can be displayed automatically (Auto FieldTips on) or manually (Auto FieldTips off). From the Ibidem screen, click Help, Auto FieldTips to turn Auto FieldTips on or off.

- Automatic Field Tips: When Auto FieldTips is on, information about each field will be displayed when you place your cursor in the field.

- Manual FieldTips: When Auto FieldTips is off, information about each field will be displayed when you place your cursor in the field and press Ctrl+F1.

Make sure that Auto FieldTips is on, then take a look at each of the following:

- Click in the Author field. On the FieldTips screen, read the Rules that are shown in blue. Click NAMES to read more detailed information about entering names. Then click ROLES to read detailed information about entering roles.

- Click in the Title field. On the FieldTips screen, read the Rules that are shown in blue. Click TITLES to read more detailed information about entering titles.
In summary, remember that names are entered with last name first. Multiple authors are separated with semi-colons. Titles are entered with the only first word and proper names capitalized (unless it is a non-English title). Years are entered with 4 digits. If you remember these simple rules, and know how to obtain more detailed instructions, you should have no problems entering data in Ibidem.

Information about the guidelines for entering Names and Titles and Dates and Years is also available in Nota Bene Help (click Help, Nota Bene Help to open Nota Bene Help). You will find these topics in the Entering Data in Database subsection under Ibidem. You will also find detailed information about Field Definitions in the same section. Each field is identified with a two-character abbreviation, e.g., AU for author, YR for year, PR for publisher. On the View menu, you can choose whether to display the two-character field IDs or the full descriptions.

In the next exercises, we will see how easy it is to select a publishing style for your paper and cite a work that you have entered in the database.

**Ibidem Tutorial Exercise 4: Document Style**

Citing works in your papers with Ibidem begins with selecting a style for your references. Once a style is in place, it can be changed at any point. There are two ways to select a style:

- **Academic Style Manuals:** If you initially set up your document with an Academic Style (e.g., Chicago Manual of Style, Turabian, MLA, APA, etc.), the style for your citations and reference list will already be defined. Style manuals specify all of the formatting for your document including, headers, footers, spacing and more in addition to the citation and reference list formatting. For more information, see the Academic Styles section of Nota Bene Help.

- **Ibidem Publishing Styles:** There are hundreds of publishing styles that specify only the citation and reference list formatting. These styles can be selected from the Ibidem Citation Style for Current Document dialog.

In this exercise, we will define the style for the citations in a blank Nota Bene document. If you do not currently have blank document open, open one now (File, New). We are going to use the Citation Style for Current Document dialog to select one of the Ibidem publishing styles.

1. Open the Citation Style for Current Document dialog from Ibidem by clicking Cite, Set Reference Style, or open it from the main Nota Bene screen by clicking Format, References, Set Citation Style. (See screen shot on the next page.)

2. Click on the In-Text Citation Format tab (the second tab) to display the In-Text Citation Format dialog.
3 Click on each of the three radio buttons at the top of the dialog to see how the options change. For this exercise, select the Footnote/Endnote radio button to have your citations displayed as footnotes. (Footnotes can be converted to endnotes from the main Nota Bene screen by clicking Format, Notes, Series I.)

4 Scroll through the list of styles to select the one that you would like to use, and set other options to your preference. In the example below, the American Journal of Political Science style is selected, and the options reflect the default settings.

5 Click on the Reference List Style tab. Use this tab to select the style for your reference list. If the first two boxes are checked, the reference style that matches your citation style will be selected.

6 Click on the Database & Options tab and make sure that DemoDB is selected. Only one database can be associated with each document.

7 Click OK. This will define the database that is associated with your open Nota Bene document (the first tab) and it will set the style for the in-text citations (second tab) and set the style for the reference list (third tab). All of this information will be written into the codes in your Nota Bene document.

For more detailed information on the options in the four tabs in the Citation Style for Current Document dialog, open Nota Bene Help, click the Index tab and look up “Document Style.”

In exercise 6, we will insert a citation in this document, and in exercise 7, we will change the document style and reformat the citations. In preparation for the next exercises, add a sentence or two to your file and save it.
Ibidem Tutorial Exercise 5: Citing Sources

To cite sources in your document, you simply need to position the cursor in the text, go to your Ibidem database, choose the record for the citation, and enter the page number(s). Improvements in version 13 make this even easier than it was in earlier versions.

1. Open the file you created in the previous exercise and place your cursor at the end of the sentence. You can place your cursor before or after the period. In either case, Ibidem will place the citation properly.

2. Go to Ibidem (click the Ibidem button on the Nota Bene screen, or press F7, or click Tools, Ibidem) and open the DemoDB database. In the database pane, click to select any record.

3. Enter the page(s) in the Page#/Locator box at the top right of the Ibidem screen. Multiple pages should be entered with a dash and no spaces, e.g. 6-7.

4. Click the Cite button to the right of the Page#/Locator box. A citation will be inserted into the Nota Bene document, formatted in the style that you selected. In the example below, three citations have been entered. The blue text indicates that the text has been generated by the program. It will not print in blue. The red boxes around the citation markers make it easy for you to see where the citations are. They will not print. The blue pentagon with an X in it is a non-printing marker for a hard page return. This was added by the program so that the reference list would be on a new page. Note that the program automatically used a shortened form in the third footnote. If you are doing this exercise yourself, you can scroll down to page 2, and you will see that a reference list has been generated.
Ibidem Tutorial Exercise 6: Reformatting Citations

In this next exercise, we are going to change the format of the citations and reference list from the footnotes and reference list format required by the American Journal of Political Science to the parenthetical citations used by APA (American Psychological Association). Once you have used Ibidem to enter citations, it is very easy to change to whatever style you want.

1. Open your document, and from the main Nota Bene screen, click Format, References, Set Reference Style.

2. On the In-Text Citation Format tab, click the Short Form radio button. Scroll through the list of formats and choose APA. Click the Reference List Style tab and check to make sure that APA is selected as the style for the reference list. Click OK to record the changes and click Yes to update the citations. You should now see that the footnote citations have been changed to short-form in-text citations as shown below. In the screen shot below, we have removed the hard page return that normally makes the reference list start on a new page so that you can see both the body text with in-text citations and the reference list on the same screen.

3. Return to the Set Reference Style for Current Document dialog (click Format, References, Set Reference Style) and experiment with changing to whatever style you want. Once Ibidem has been used to insert citations, the publishing style can be changed at any time.
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Ibidem Tutorial Exercise 7: Sorting and Searching

In the examples we have used so far, the database has been so small that you could find any record by visually skimming through all the records. However, once you develop your own database, and enter hundreds or thousands of records, it will be easiest to find records by sorting or by searching.

When you open a database, it is sorted by record number. To sort a database alphabetically by author, click the "Author" label at the top of the column in the database pane. Click again to sort in reverse order (Z to A). Similarly, click on "Year" or "Title of Work" to sort the record by those fields.

Sorting works well for a small database, but searching will be more useful as your database grows. There are two search option available in Ibidem, and a third that is used by Archiva.

- Keys/Fast Search (Ctrl+F) can be used only in certain fields ("indexed" fields), and it will find only text that is at the beginning of the field or after a semi-colon (in any field, semi-colons should be used to separate multiple entries, e.g. multiple authors or multiple keywords).

- Text Search can (Ctrl+T) be used to find any text in any field.

- Web Libraries (Ctrl+L) opens Archiva’s module for searching the Library of Congress and hundreds of other on-line libraries. This is available only if you have purchased Archiva.

The search dialog can be opened using menus (click Select and then Fast Search or Text Search) or keyboard shortcuts (press Ctrl+F for fast search or Ctrl+T for text search). Or you can open the Search Pane from the View menu (Alt+Q). Once the Search Pane is open, radio buttons at the top of the dialog are available to select either Keys or Text search. (The Archiva web libraries radio button is also on the same dialog.)

To see how this works, open the DemoDB database and press Ctrl+F. Pressing Ctrl+F will take you to the Search Pane with the Keys radio button selected. Click the Text radio button and you will see that many more fields are available in the text search. Enter "Feldman" in the Author field and click OK. You will see that two works by Stephen M. Feldman are now displayed in the database pane.

Press Ctrl+E to return to the display of the full database in the database pane (or press Select, Entire Database).

The Keys/Fast search is sufficient for most quick searches for an author or a title. The text search gives you more options and control and should be used for more complex searches. More information is available in NB Help (press F1 to open NB Help).
Ibidem Tutorial Exercise 8: Subsets

It is generally recommended that you maintain only one bibliographic database. If you want to create a bibliography that includes some but not all of the works in your database, you can create a subset. A subset is created by doing a search to find the records that you want to include, and then saving that group of records as a subset.

Subsets are often created based on keywords. For example, suppose you want to create a reading list for students in a course that you teach. You could enter the course title in the keyword field of every record that should be included. Then search the keyword field for the course title and create a subset of all of the records that you find. Subsets can be automatically updating, so records that you later add with the course title in the keyword field would be automatically added to the subset.

A subset of the works that have been cited in the open document will be created automatically. Other subsets can be created of any group of records that you find in a search.

The screen shot below shows a subset called History. This subset was created by searching the keyword field in DemoDB for “history” and then clicking Select, Save Subset. The Save Subset dialog is used to give the subset a name, and to choose whether you want it to be automatically updated. You can choose to include all records in the subset, only checked records, or all except checked records. Once the subset has been created, it can be opened by clicking on it in the Subsets Pane. Click View Subset Pane to open the Subset Pane, or if you are using Ibidem in Slide/Out Dock Mode (as shown below), you can click the Subsets tab on the left side of the screen and dock it by pushing the push pin.
Ibidem Tutorial Exercise 9: Links

Each record in your database can include one or more links that can be used to open a note-taking file, an image, a web page, or any file in any program.

The DemoDB database includes two records that have links. To see these links:

- In record number 5, double-click on the green On-Line Article link in the On-Line Link field. This will take you to the full text of the article by Mark Szuchman.
- In record number 8, double-click on the Note-Taking File link in the Note-Taking Link field. This will take you to a note-taking file that has been created for this record.

The Ibidem Note-Taking Files provide a powerful way of managing your reading notes. Not only can you open the note-taking file directly from the Ibidem record, but the note-taking files are designed so that it is easy to add citations (page numbers associated with the notes) to paragraphs of text. When those paragraphs are copied to the paper you are writing, any citations will automatically retain their link to the Ibidem record and will be reformatted according to the style you are using in the paper you are writing. In addition, Orbis can be used to search all of your note-taking files and present retrieved results in a format that make it easy for you to find notes taken long ago and copy them into the paper you are writing. Please see the Orbis tutorial for more information about Orbis.

If you open the note-taking file in record number 8, you will see an explanation of how text (including citations) can be copied from the note-taking file to an open document. Follow the instructions given in that note-taking file, and you will see how it works.

Now let’s see how easy it is to add a new note-taking file.

1  Open Ibidem and open the DemoDB database.
2  Click to select one of the records in the DemoDB database.
3  Click the Create a New Link button (the multi-colored button at the top right of the Ibidem screen) or click Links, New. The Links: Create dialog will open.
4  Click the Note-Taking File radio button. The required information will be automatically filled in. It is recommended that you use the Auto Name Mode settings that are filled in by default. This will save your note-taking file in a subfolder of the database folder with a file name that consists of the name of the database followed by a dash and the record number. The default format for the file is American 8x11.5 paper. You can change this to European A4 or to note card format by clicking to select a different format.
5  Click OK and then OK again. This will accept default settings and generate the note-taking file. For details about options that are available, please see Nota Bene Help.
The note-taking file that is generated will look like this:

![Note-taking file screenshot]

Note that the name of the file is DEMODB-17.nb. It was created from record number 17 of the DEMODB database. All of the text that you see in the newly-created note-taking file was generated by the program, and the cursor is placed under “NOTES” ready for you to start taking your own notes. The Keywords field and the Annotations field are included in the note-taking file only if there is text in those fields in the database record.

As you are taking notes, you may need to make a record of a page number. Try typing a line or two in your new note-taking file. Leave your cursor at the end of the text you have just typed and press Ctrl+Ins (or right-click and select Cite Page Number). The Edit/Insert Citation dialog will open and all you need to do is enter the page information and click Cite. You will see that a short form citation is inserted with the page information that you want to preserve. The citation is shown in blue, indicating that it was generated by the program.

While only the author and page numbers are shown in this short form citation, there is a link to the record in Ibidem, so all the bibliographic information that would be used in any citation or bibliography is available. When you are writing a paper, this text including the citation can be copied to your open document, either by copying and pasting, or by inserting retrieved text directly from Orbis. This provides an extremely efficient way of transferring material from your notes to the paper you are writing. Citations transferred from your notes to any paper that you are writing will be automatically reformatted according to the publishing style you have selected for the paper (as a footnote, endnote or short form citation in any publishing style) and the work will be included in the bibliography (properly formatted, of course).
As you take your notes, remember that when you use Orbis to search your notes, paragraphs are the unit of text that will normally be retrieved. This means that a search for “Guyana and Brazil” would retrieve a paragraph that contained both terms, but it would not retrieve text that consisted of one bullet that mentioned Guyana, followed by another bullet that mentioned Brazil. So notes taken in paragraph format will make it easier for you to use Orbis to find the text you want and to make new associations. Also, it is best to include your citations as part of the paragraph, not on a line before or after the paragraph. That way the citations will be retrieved with the paragraph.

Ibidem Tutorial Exercise 10: Your Database

Now that you have finished the Ibidem tutorial, you are well prepared for creating your own bibliographic database and using it in your work.

There are a few suggestions we would like to make at this point, which might help you as you begin to develop your own database.

- The My Library database is an empty database that is provided for you to use as your personal database. You can open it and begin adding your records.

- In general, it is best to use one bibliographic database rather than multiple databases. The reason for this is that only one database will be associated with any document that you are writing. It is appropriate to have more than one database if the works in each database are so distinct that you would not want to be citing works from both databases in the same paper. For example you might want to have one database for your academic research, and a separate database for your hobby of gardening and bird-watching. This makes sense if you are sure that you will never be citing one of the bird-watching books in your academic paper.

- If you are using non-bibliographic databases (IbidPlus), you can set up as many non-bibliographic databases as you want.

- Make sure that you back up your database. This is extremely important! You can make a backup of your database by clicking File, Backup Database and then saving a backup copy of the .NBB file that is created. Or you can regularly save a backup copy of the folder that contains your database files. We recommend doing both! The .#00, .#01, .#03 etc. files are the most important files because they contain your data. See Ibidem Backup section in Nota Bene Help for more information.

- If you enter keywords in your database, you can search the keywords field to find all of the records on a given topic, to create a subset for that topic and to generate a bibliography of the works in that subset. Keywords can be added or edited at any time.
Archiva provides a convenient way of finding books and articles on the Internet, importing the bibliographic data in Ibidem format, and entering it into your database without having to type or copy/paste it yourself. In addition, Archiva modules are available that will convert bibliographies and ISBN numbers to Ibidem format. Archiva is an add-on product that can make it easier to build your personal Ibidem database. See the Archiva section of NB Help, or see the Nota Bene website (www.notabene.com) for more information.

This concludes the Ibidem Tutorial. You should now be ready to start entering records for your own research, and using Ibidem to generate citations and bibliographies.

If you would like an additional review of some of the features in Ibidem, see the Ibidem sample instructional file, or the video tutorials. Both are available on the Help menu (click Help, Sample Instructional Files, or Help, Instructional Videos). More detailed information is available in Nota Bene Help.