

Reference Manager Using the Copy Field

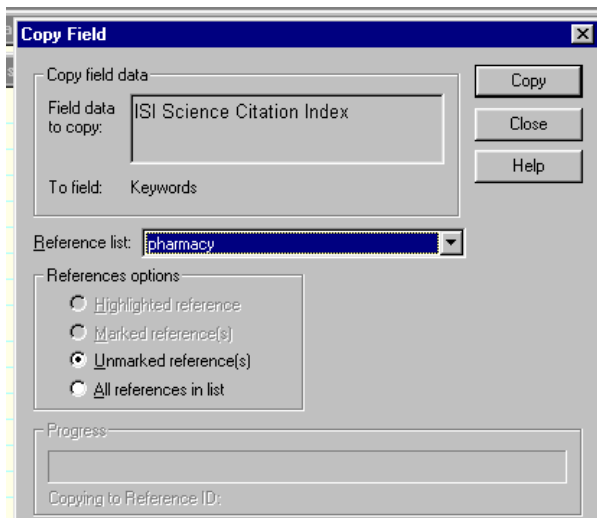
Using the Copy Field

The Copy field menu option allows you to copy data from a field in one reference to the same field in other references. This is useful if you want to change the reprint status or add a keyword for a group of references.

1/ Enter any citation record and in the keyword section type ISI Science Citation Index

2/ Click the Save Tool in the Edit Toolbar

3/ If you have not moved your cursor, the cursor should still be in the keyword “ISI Science Citation Index”. Choose Copy Field from the Edit menu to display the Copy Field dialog box.



4/ Select the reference list that you want to change and select the reference options.

5/ Click Copy

6/ You will be asked to confirm the copy request. Click Yes to all.

7/ The new term that you entered in your initial field will appear in the fields that you designated for the term to copy.