1. Overview

Scribe is a free cross-platform note-taking program designed especially with historians in mind. It is particularly useful for taking extensive archival research notes. Think of it as the next step in the evolution of traditional 3x5 note cards. Scribe allows you to record, organize, index, and search your notes (summaries, actual quotations, or your own thoughts) and sources (books, periodicals, artworks, interviews, letters, manuscripts, and others).

NAVIGATION

Click the Exit button in the upper right-hand corner to close windows and return to the Card or List view. Click the Quit button in the upper right-hand corner of the Card or List view to quit Scribe.

Use Scribe menu bars at the top of each Scribe window to perform Scribe functions - most choices in the usual program menus (the top bar on your screen) are disabled.

Type the Enter key of your numerical keyboard to tab through fields.

MAIN FEATURES

Create very long notes (up to 64,000 characters)
Store published and archival sources (up to 22 types of sources)
Create, print, and export bibliographies
Copy footnote and parenthetical references to clipboard in Chicago or MLA format
Import sources from online catalogs (one at a time only)
Index note and source cards using a large number of keywords
Add extended comments on each card in a separate field
Search notes and sources by author, title, archive, keyword, note, comments, and other fields
Perform word search: find and highlight a specific word in the note
Link sources to notes
Link sources and notes to images
Create cross-reference links between cards
Create an outline and link it to cards
Create a timeline and link it to cards
Create a glossary for your project

BASIC UNITS IN SCRIBE:

Database - One or more files made of records, used to enter, update, find, sort, print, and export data. Scribe is a database made up of several files. You can open these files as windows.
Window - A database file that stores and displays data. Scribe includes 10 windows. The main file in Scribe is the Scribe window which functions like a box full of index cards.
Record - One set of fields in a database file. The basic type of record in Scribe is a card containing data about a single note or source. Scribe includes 23 types of cards for notes and sources. Other types of records include keywords, names, outline, timeline, and glossary entries.
Field - The basic unit of data entry in a record, usually a text window or a pulldown menu. Scribe includes 86 text, number, date, and time user fields, all of them included in the All Fields view. Text fields can contain up to 64,000 characters.

View - An arrangement of fields, buttons, and other parts used to enter and view data. The Scribe window includes 10 views. Each Scribe view includes a menu bar and a footer.

Menu Bar - A bar at the top of the window containing menus and buttons used to perform database actions and navigate between records, views, and windows.

Footer - A space at the bottom of the window which in Scribe displays information about the current record or instructions on how to perform various database functions.

TYPES OF CARDS:

Note Card - quotes and summaries from sources, or your own thoughts
Archive - archival collections
Article in Periodical - journal, magazine, and newspaper articles
Artwork - paintings, photographs, drawings, and other artworks
Artwork in Periodical - cartoons and other artworks published in journals, magazines, and newspapers
Book - books, trade catalogs, and any other entire published works
Book Section - chapters in books and articles in edited collections
Broadcast - radio and television broadcasts
Dissertation - master’s theses and dissertations
Email - email messages and email list postings
Film - films and videos
Individual - people
Interview - interviews
Letter - unpublished letters
Letter to the Editor - letters published in journals, magazines, and newspapers
Manuscript - manuscripts and other unpublished materials
Periodical - journals, magazines, newspapers, and other periodical publications
Preface - an introduction by one author to a book by another author (If introduction to a book is written by the author of the book, or is included in an edited collection, use Book Section)
Presentation - conference papers, lectures, and speeches
Sheet Music - published sheet music
Sound Recording - published and unpublished sound recordings
Web Site - web sites and web pages (For books, periodicals, or other conventional sources published online use the appropriate Type of Card which will include additional fields for web address and date visited website)
Other - all other sources

FIELDS IN THE Scribe WINDOW:

9 Basic Fields - ID, Source ID, Date Created, Date Modified, Mark, Type of Card, Comments, To Do, and Keywords
35 Author Fields - used to store data about up to 7 authors, including Author Role, Last Name, First Name, Prefix, and Suffix
34 Type of Card Fields - sets of fields particular to each type of card, including Title, Year, Call No., and others
8 Custom Fields - 2 number fields, 2 date fields, 1 time field, and 3 text fields

VIEWS IN THE SCRIBE WINDOW

Card view - enter notes and sources
List view - browse and sort notes and sources
Quick Search view - search notes and sources by main search fields
Full Search view - search notes and sources by all fields
Word Search view - search for a word or phrase in a note or all notes
Search Results view - view search results for word search in all notes
Read Note view - read a long note
Read and Write view - read a long note and write extended comments
All Fields view - view all Scribe fields
Print view - enter titles for bibliographies, library lists, and note lists

WINDOWS

Scribe window - enter, view, and search cards, print and export data
Help window - view and search help topics
Preferences window - set preferences
Links window - link cards, notes, and sources to the current card, outline entry, timeline entry, or view cards (notes and sources) linked to the current card, keyword, name, outline entry, or timeline entry
Card window - view, edit, and link or unlink cards (notes and sources) and images
Keywords window - group important keywords, view the number of cards linked to those keywords, and add, remove, or replace keywords across records
Names window - view, add, search, and annotate author names
Outline window - create an outline and link it to cards
Timeline window - create a timeline and link it to cards
Glossary window - store, define, and link (as synonyms) complex, out-of-date, dialectical, or technical terms

MENUS

New menu - create new standalone cards, and new notes, sources, cards, outline and timeline entries linked to the current card
Links menu - link or unlink notes, sources, cards, outline and timeline entries to or from the current card
Find menu - search cards, find linked notes, sources, cards, names, keywords, outline and timeline entries, abbreviations, to do items, and all cards linked to images
Open menu - open Scribe windows, linked images, abbreviations, or to do list, open the URL for the current card in your browser, minimize the current card (open it in the Card window)
Text menu - go to the views that allow you to read a long note or write extended comments, insert keywords from index, clear formatting in note or comments, and check spelling
Copy menu - copy Chicago or MLA style references to clipboard
Print menu - print notes, bibliographies, abbreviations, to do list, keywords, names, outline and timeline entries, and glossary terms
Export menu - export notes, bibliographies, abbreviations, to do list, keywords, names, outline and timeline entries, and glossary terms, check scribe fields, and back up Scribe
Import menu - import records into Scribe and check database
Edit menu - edit records in the Keywords, Names, Outline, Timeline, and Glossary windows

2. New Records

NEW MENU

Linked Note - create a new note linked to the current source or to the source linked to the current note
Linked Source - create a new source linked to the current note
Linked Card - create a new card linked to the current card
Linked Outline Entry - create a new outline entry linked to the current card
Linked Timeline Entry - create a new timeline entry linked to the current card
Duplicate - duplicate the current card
Note Card - create a new note
Any other choice - create a new source

TEXT MENU

Read Note - go to a view where you can read the note by turning pages rather than scrolling the note field
Read Note and Write Comments - go to a view where the comments window is bigger and you can read the note by turning pages rather than scrolling the note field
Insert Keyword - insert keyword from index
Note w/o Style - clear text style formatting and delete extra paragraphs in the note
Note w/o Line Breaks - delete line breaks from a text formatted like an email message
Comments w/o Style - clear text style formatting and delete extra paragraphs in the comments
Spellcheck Record - spellcheck the current record
Spellcheck Found - spellcheck all found records
Spelling Options - set spelling options
Select Dictionaries - select spelling dictionaries
Edit User Dictionary - edit user spelling dictionary

TO ENTER A NEW NOTE CARD:

1. Choose Note Card from the New menu. Scribe will create a new record, set the Type of Card field as Note Card, copy keywords from the previous card if set in Preferences, and open the Card view.
2. Type a quote or a summary from the source, or your own thoughts in the Note field.
3. Type the title for your note in the Note Title field.
4. Type your comments on the note in the Comments field.
5. Type the Enter key of your numerical keyboard to tab through fields.

Use the Note Title field to briefly summarize the quote or your thoughts — it will prove useful for viewing and linking cards.

**TO ENTER A NEW SOURCE:**

1. Choose a type of source from the New menu. Scribe will create a new record, set the Type of Card field as the one you have selected, copy the fields selected in Preferences from the previous card, and open the Card view. Relevant fields for this source will appear below, including custom fields if assigned in Preferences.
2. Click in a field to enter source data.
3. Type the Enter key of your numerical keyboard to tab through fields.

**TO SET FIELDS TO BE COPIED FROM THE PREVIOUS CARD:**

1. Choose Preferences from the Open menu. The Preferences window will open.
2. Choose New Records from the menu on the left.
3. Check fields to copy from the previous record when creating a new one.
4. Click Exit to close the Preferences window.

If you are entering several archival sources, it might be useful to set archival information to be copied from the previous record.

**TO ADD CUSTOM FIELDS TO SOURCE CARDS:**

1. Choose Preferences from the Open menu. The Preferences window will open.
2. Choose Custom Fields from the menu on the left.
3. Type field names for custom fields. These fields will be added to the Card view for all sources.
4. Click Exit to close the Preferences window.

**TO SET SCRIBE COLOR:**

1 Choose Preferences from the Open menu. The Preferences window will open.
2. Choose Scribe color.
3. Click Exit to close the Preferences window.

**3. Links**

Links allow you to set relationships between different types of records: link source to a note, a book to its review, one side of an argument to another, a reference of a newspaper cartoon to its digital image, a set of notes to an outline entry, or an Individual card to a timeline entry about
that person. Links to the Names and Keywords windows form automatically when you add new authors or keywords to your cards.

LINKS MENU

Link to Note - link the current source to a note
Link to Source - link the current note to a source
Link to Card - link the current card to a card
Link to Image - link the current card to an image file
Link to Outline Entry - link the current card to an outline entry
Link to Timeline Entry - link the current card to a timeline entry
Unlink Note - unlink a note from the current source
Unlink Source - unlink a source from the current note
Unlink Card - unlink a card from the current card
Unlink Image - unlink an image file from the current card
Unlink Outline Entry - unlink an outline entry from the current card
Unlink Timeline Entry - unlink a timeline entry from the current card

You can link only one source to a note, but you can link multiple notes to a source, and you can create cross-reference links between multiple cards, both sources and notes. You can view the status of links for a current card at the top of the screen in the Card view.

OPEN MENU

Linked Notes - open the Links window to view linked notes
Linked Source - open the Card window to view a linked source
Cards - open the Links window to view and link to cards
Image - open the Card window to view and link to images
Keywords - open the Keywords window to view and organize keywords
Names - open the Names window to view and organize author names
Outline - open the Outline window
Timeline - open the Timeline window
Glossary - open the Glossary window
Abbreviations - open the Links window to view all abbreviations
To Do List - open the Links window to view all to do entries
URL - open the URL for the current source in your browser
Minimize - open the current card in the Card window
Preferences - open the Preferences window

The Links, Keywords, Names, and Timeline windows will open with only linked records listed, or will show all records if there are no linked records. The Outline window will open with linked records in red, or with a collapsed outline if there are no linked records.

TO LINK A SOURCE TO A NOTE:

1. Find the note you want to link to a source.
2. Choose Link to Source from the Links menu. The Links window will open.
3. In the View Sources field in the upper left corner, type author’s last name or the first word of title for the source you want to link.
4. Click Go. A list of matching sources will appear.
5. Click on the source you need. The selected source will open in the Card window.
6. Click Link. The Link button will disappear and the Unlink button will appear. The source information will appear in the note in the Card view.
7. Click Exit to close the Card window.
8. Click Exit to close the Links window.

TO UNLINK A SOURCE FROM A NOTE:

1. Find the note you want to unlink from a source.
2. Choose Unlink Source from the Links menu.

TO LINK A NOTE TO A SOURCE:

1. Find the source you want to link to a note.
2. Choose Link to Note from the Links menu. The Links window will open.
3. In the View Notes field in the upper left corner, type the first word of note title for the note you want to link.
4. Click Go. A list of matching notes will appear.
5. Click on the note you need. The selected note will open in the Card window.
6. Click Link. The Link button will disappear and the Unlink button will appear.
7. Click Exit to close the Card window.
8. Click Exit to close the Links window.

TO UNLINK A NOTE FROM A SOURCE:

1. Find the source you want to unlink from a note.
2. Choose Unlink Note from the Links menu. The linked notes will open in the Links window.
3. Click on the note you want to unlink. The selected note will open in the Card window.
4. Click Unlink. The Unlink button will disappear and the Link button will appear.
5. Click Exit to close the Card window.
6. Click Exit to close the Links window.

TO LINK A CARD TO ANOTHER CARD:

1. Find the card.
2. Choose Link to Card from the Links menu. The Links window will open.
3. In the View Cards field in the upper left corner, type author’s last name, the first word of title, or the first word of note title for the card you want to link.
4. Click Go. A list of matching cards will appear.
5. Click on the card you want to link. The selected card will open in the Card window.
6. Click Link. The Link button will disappear and the Unlink button will appear.
7. Click Exit to close the Card window.
8. Click Exit to close the Links window.

**TO UNLINK A CARD FROM ANOTHER CARD:**

1. Find the card.
2. Choose Unlink Card from the Links menu. The linked cards will open in the Links window.
3. Click on the card you want to unlink. The selected card will open in the Card window.
4. Click Unlink. The Unlink button will disappear and the Link button will appear.
5. Click Exit to close the Card window.
6. Click Exit to close the Links window.

**TO LINK AN OUTLINE (TIMELINE) ENTRY TO A CARD:**

*From the Scribe window*

1. Find the card.
2. Choose Link to Outline (Timeline) Entry from the Links menu. The Outline (Timeline) window will open.
3. Find and select the outline (timeline) entry you want to link.
4. Click Link. The Link button will disappear and the Unlink button will appear.
5. Click Exit to close the Outline (Timeline) window.

*From the Outline (Timeline) window*

1. Select the outline (timeline) entry.
2. Choose Linked Cards from the Edit menu. The Links window will open.
3. In the View Cards field in the upper left corner, type author’s last name, the first word of title, or the first word of note title for the card you want to link.
4. Click Go. A list of matching cards will appear.
5. Click on the card you want to link. The selected card will open in the Card window.
6. Click Link. The Link button will disappear and the Unlink button will appear.
7. Click Exit to close the Card window.
8. Click Exit to close the Links window.

**TO UNLINK AN OUTLINE (TIMELINE) ENTRY FROM A CARD:**

*From the Scribe window*

1. Find the card.
2. Choose Unlink from Outline (Timeline) Entry from the Links menu. The Outline (Timeline) window will open showing linked entries.
3. Select the outline (timeline) entry you want to unlink.
4. Click Unlink. The Unlink button will disappear and the Link button will appear.
5. Click Exit to close the Outline (Timeline) window.

*From the Outline (Timeline) window*
1. Select the entry in the Outline (Timeline) window.
2. Choose Linked Cards from the Edit menu. The linked cards will open in the Links window.
3. Click on the card you want to unlink. The selected card will open in the Card window.
4. Click Unlink. The Unlink button will disappear and the Link button will appear.
5. Click Exit to close the Card window.
6. Click Exit to close the Links window.

TO VIEW CARDS LINKED TO A KEYWORD, NAME, OUTLINE ENTRY, OR TIMELINE ENTRY

1. Choose the appropriate window from the Open menu. The window will open.
2. Click on the keyword, name, outline, or timeline entry to view the number of cards linked to that entry in the footer.
3. Choose Linked Cards from the Edit menu in the window’s upper left-hand corner. The list of linked cards will open in the Links window.
4. Click on the reference to open a linked card in the Card window.

See Help topic Images on linking and unlinking images. See Help topics Find and New Records on how to quickly find or create new linked Notes, Sources, Cards, Outline entries, and Timeline entries.

4. Find

FIND MENU

Quick Search - search by a few basic fields
Full Search - search by all Scribe fields
Word Search - find a word of phrase in note text
Linked Notes - find notes linked to the current source
Linked Source - find source linked to the current note
Linked Cards - find cards linked to the current card
Linked Keywords - find keywords linked to the current card in the Keywords window
Linked Names - find names linked to the current card in the Names window
Linked Outline Entries - find outline entries linked to the current card in the Outline window
Linked Timeline Entries - find timeline entries linked to the current card in the Timeline window
Images - find all cards linked to images
Abbreviations - find all sources included in the list of abbreviations
To Do Items - find all cards with to do entries.

TO FIND RECORDS:

1. Choose Quick Search from the Find menu, or choose Full Search to search by all possible fields. The Quick Search or Full Search view will open with a blank find request.
2. Type search terms in appropriate fields as follows:
To perform an AND search where Scribe returns records containing both the first AND the second word, type two or more search terms in a single find request.
To perform an OR search where Scribe returns records containing either the first OR the second word, click the New Request button.
To exclude records from the request, check the omit checkbox on the top of your screen.
To find records where a certain field is empty, type “=” in that field.
To find records where a certain field is not empty, type “*” in that field.
To find an exact phrase, enclose your phrase in quotation marks.
To find a range of dates, type both dates separated by three periods—“1/1/1900...1/1/2000”—in Date Range field.
3. Click the Find button on the top of your screen or type Enter.

TO FIND A WORD OR PHRASE IN NOTE TEXT:

1. Choose Word Search from the Find menu or click the Word Search button in the Quick Search or Full Search view. The Word Search view will open.
2. Type one or more words in the Find Word field in the upper left corner of your screen.
3. Click This Note to search the current note or click All Notes to search all notes in the database. Scribe will find all matches for the exact phrase or string of letters. For example, it will find nothing for “new republic” if the words “new” and “republic” appear in the note separately, but it will find a match for “slave” even if only the word “slaves” appears in the text. If Scribe finds more than one record it will take you to the Search Results view listing all found records.
4. Click on the reference in the Search Results view. Scribe will open the Word Search view, highlight the first matching word in red, and display the number of matches in the current note on the top of your screen.
5. Click Next Match to view other matches in the same note.
6. Click Next Note to search the next note.
7. Click List to go back to the list of found records.
8. Click Exit to go back to the Card view.

The word(s) you’re looking for must remain in the Find Word field while you’re viewing your search results. Find Word feature in Help works like this also.

FIND WORD IN AN OUTLINE OR TIMELINE

1. Look up the entries you want to search.
2. Type one or more words in the Find Word field.
3. Click Go. Scribe will find the first match for the exact phrase or string of letters and select that entry.
4. Click Next to view other matches.
5. Click Clear to clear the Find Word field.

FIND NAME IN THE NAME WINDOW

1. Type first or last name in the Find Name field.
2. Click Go. Scribe will find and display matching names.
5. Sort

TO SORT CARDS BY NOTE TITLE, REFERENCE, OR DATE:

1. Find the records you want to sort, or click Find All in the Card or List view.
2. Click the List button in the Card view. The List view will open.
3. Click on a button next to the column title (Note Title, Reference, or Date). Scribe will sort records by that column in ascending order and the button next to the column title will change to the current Scribe color.
4. Click again on the button next to the column title. Scribe will sort records by that column in descending order and the button next to the column title will change to the color different from the current Scribe color.
5. Click again on the button next to the column title. Scribe will unsort the records and the button next to the column title will lose its color.

Reference sort includes page number, and the place of note on the page. The Place on the Page field allows you to sort notes taken from the same page in the order they appear on that page.

TO SORT CARDS:

1. Find the records you want to sort, or click Find All in the Card or List view.
2. Click the List button in the Card view. The List view will open.
3. Click the Sort button. The Sort Records dialog will open.
4. In the Field List, select the field you want to sort by and click Move to put the field name in the Sort Order list.
5. Add any additional sort fields.
6. Select the ascending, descending, or custom sort order for each field.
7. Click Sort. Scribe will sort by the first field in the sort order, then by the second, and so on.

TO SET SORT OPTIONS FOR ABBREVIATIONS:

1. Choose Preferences from the Open menu. The Preferences window will open.
2. Choose Alphabetically or By Category as the sort order for Abbreviations.
3. Click Exit to close the Preferences window.

6. References

COPY MENU

Chicago Bibliography Entry
Chicago Note Reference
Chicago Subsequent Note
MLA Works Cited Entry
MLA Parenthetical Reference

In each case, Scribe copies a formatted reference for the current card to clipboard.

TO COPY AND PASTE REFERENCES:

1. Choose the reference type and style from the Copy menu. Scribe will copy the reference from the current record into the clipboard.
2. Switch to your word processor.
3. Paste the citation into the text using the edit menu of your word processor or the standard keyboard shortcut keys.

TO SET STYLE OPTIONS FOR REFERENCES:

1. Choose Preferences from the Open menu. The Preferences window will open.
2. Choose References from the menu on the left.
3. Choose Chicago or MLA reference style.
4. Choose Italic or Underline type style for titles.
5. Choose to cite web address for web site citations only or for all sources.
6. Click Exit to close the Preferences window.

TO VIEW AND EDIT ABBREVIATIONS:

1. Choose Abbreviations from the Open menu. The list of abbreviations will open in the Links window.
2. In the upper left corner of the screen, choose one of the following view options:
   - All Abbreviations
   - Individuals and Institutions
   - Newspapers, Magazines, and Journals
   - Archives and Manuscript Collections
   - Frequently Cited Books and Documents
3. Click on the Abbreviation you want to edit.
4. Edit the abbreviation.
5. Click on the source you want to edit. The source will open in the Card window.
6. Edit the source.
7. Click Exit to close the Card window.
8. Click Exit to close the Links window.

7. Images

You can link one image to any card. Scribe can link, store and display jpeg, gif, tiff, Pict, QuickTime movie, epsf, and MacPaint file formats.

TO LINK A CARD TO AN IMAGE:
1. Save the image you want to link on your hard drive.
2. Find the card you want to link to an image.
3. Choose Link to Image from the Links menu. The Card window will open.
4. Click Link.
5. Locate the image file in the files list.
6. Select “Store only a reference to a file” to save space in your database.
7. Click Open. The image will appear in the Card window. The Link button will disappear and the Unlink button will appear.
8. Click Exit to close the Card window.

If you choose to import a lot of images, Scribe might grow very large very quickly. If you store only references to image files, Scribe will lose the link if you move the image to a different folder on your hard drive. Thus it might be useful to store all images linked to Scribe in one folder within the Scribe folder.

TO VIEW AN IMAGE:

1. Find the card linked to the image you want to view.
2. Choose Image from the Open menu. The image will open in the Card window.
3. Click the Zoom In and Zoom Out buttons to view the image.
4. Click the Zoom Back button to return the window to its original size.
5. Click Exit to close the Card window.

TO UNLINK AN IMAGE:

1. Find the card linked to the image you want to unlink.
2. Choose Unlink Image from the Links menu.

8. Keywords

Like ordinary index cards, your electronic cards can be indexed. Scribe can store an infinite number of keywords and can be searched by one or more keywords. You can manage your keywords by viewing the Index, or you can organize important keywords into groups in the Keywords window. Once added to the Keyword window, a keyword can be easily added, removed, or replaced by another in several records at once. You can view the number of keywords in a current card added to the Keyword window at the top of the screen in the Card view.

TO ADD A KEYWORD TO A CARD:

1. Click in the Keywords field in the Card view.
2. If the Keywords field already contains other keywords, type hard return after the last keyword. Hard returns between keywords are essential — without them Scribe cannot create an index.
3. Type a new keyword or choose Insert Keyword from the Text menu to add a keyword you have already created from index.
4. Type the Enter key of your numerical keyboard. Scribe will add the new keyword to the window and update the number of linked keywords.

TO ORGANIZE KEYWORDS:

1. Choose Keywords from the Open menu. The Keywords window will open with the list of keywords linked to the current card. In the footer, Scribe will display the number of cards linked to the selected keyword.
2. Organize keywords as follows:
   Use the Edit menu to edit your list of keywords.
   Click on a keyword to select it. Scribe will move that keyword to the top of the list, highlight it in red, and list the number of linked cards in the footer.
   Click on a selected keyword to edit.
3. Click Exit to close the Keywords window.

EDIT MENU

New - add new keyword
Delete - delete the current keyword (in red) from the Keyword window
Linked Cards - view cards linked to a name in the Links window
Find All - find all keywords
Set Groups - add the current keyword to a group, view keywords by groups
Add - add marked keywords to a set of found cards
Remove - remove marked keywords from a set of found cards
Replace - replace marked keywords in a set of found cards
Merge - merge marked keywords in all cards
Store All - to store all keywords from your cards in the Keywords window
Delete All - delete all names from the Names window

GROUPS MENU

New - add a new group
Delete - delete the current group (in red)

TO SET KEYWORD GROUPS:

1. Choose Set Groups from the Keywords menu. The Groups menu will appear in the header. If any groups are present, the list of groups will appear on the right hand side.
2. Set groups as follows:
   Use the Groups menu to edit groups.
   Mark a group to add the selected keyword to that group.
   Click on the group to select it and view keywords assigned to this group.
   Click on the selected group to edit.
3. Click Clear to hide the list of groups.

TO ADD A KEYWORD TO A SET OF FOUND CARDS:
1. Find cards, then choose Keywords from the Open menu. The Keywords window will open.
2. Mark the keyword(s) you want to add.
3. Choose Add from the Edit menu. On the right hand side you will see a list of selected keywords and a set of instructions.
4. Follow instructions.

TO REMOVE A KEYWORD FROM A SET OF FOUND CARDS:

1. Find cards, then choose Keywords from the Open menu. The Keywords window will open.
2. Mark the keyword(s) you want to remove.
3. Choose Remove from the Edit menu. On the right hand side you will see a list of selected keywords and a set of instructions.
4. Follow instructions.

TO REPLACE A KEYWORD IN A SET OF FOUND CARDS:

1. Find cards, then choose Keywords from the Open menu. The Keywords window will open.
2. Mark the keyword(s) you want to replace and the keyword you want to replace them with.
3. Choose Replace from the Edit menu. On the right hand side you will see a list of selected keywords and a set of instructions.
4. Follow instructions.

TO MERGE KEYWORDS IN ALL CARDS:

1. Choose Keywords from the Open menu The Keywords window will open.
2. Mark the keyword(s) you want to merge.
3. Choose Merge from the Edit menu. On the right hand side you will see a list of selected keywords and a set of instructions.
4. Follow instructions. The keywords you selected will be merged in all relevant cards in the entire database.

See also Help topics Links and Find.

9. Names

Scribe will automatically store all authors from your cards in the Names window. You can browse, add, search, and annotate authors. This might be useful if you need to keep track of many historical actors in your research.

TO ORGANIZE NAMES

1. Select Names from the Open menu. The Names window will open with the list of names linked to the current card. In the footer, Scribe will display the number of cards linked to the selected name.
2. View authors as follows:
Use Edit menu to edit your list of names.
Click on the name to edit and view the number of linked cards.
Click to the right of the name to enter a note identifying your author.
If you need to enter extensive information on an author, click on the checkbox and Scribe will create an Individual card for you. If an Individual card for an author already exists, the checkbox next to the name will be marked.
3. Click Exit to close the Names window.

EDIT MENU

New - add a name
Delete - delete a name from the Names window
Linked Cards - view cards linked to a name in the Links window
Find All - find all names
Store All - store all author names from your cards in the Names window
Delete All - delete all names from the Names window

See also Help topics Links and Find.

10. Outline

Outline allows you to organize your ideas as hierarchical topics and link them to your cards to plan your paper or book. You can view the number of outline entries linked to the current card in the at the top the window in the Card view.

TO CREATE AN OUTLINE:

1. Choose Outline from the Open menu. The Outline window will open.
2. Organize your outline as follows:
   Use the Edit menu to edit your outline.
   Use arrows to the left of entries to close and open branches.
   Click on the entry to select it and view the number of cards linked to it.
   Click on the current entry to edit.
3. Click Exit to close the Outline window.

EDIT MENU

Move Into ... - make the current entry (in red) a subentry of another (after choosing this from the menu, click on the entry you want to become the parent)
Over ... - put the current entry before another in the list (after choosing this, click on the entry you want to follow the current entry)
Under ... - put the current entry after another in the list (after choosing this, click on the entry you want to precede the current entry)
New - add an outline entry
Delete - delete the current entry
Linked Cards - link cards to the current entry or to view linked cards
Collapse All - show the highest level of the outline only

When moved over or under another entry, the current entry will move to the same outline level as the other entry.

See also Help topics Links and Find.

11. Timeline

Timeline allows you to organize events relevant to your research topic in chronological order and link them to your cards. You can view the number of timeline entries linked to the current card in at the top of the window in the Card view.

TO CREATE A TIMELINE:

1. Choose Timeline from the Open menu. The Timeline window will open.
2. Organize your Timeline as follows:
   Use the Edit menu to edit your timeline.
   Click on an event to select and edit it and view the number of cards linked to it.
To look up events for December 7, 1941, type “1941” in the first year field in the header, “December” in the first Month field, and “7” in the first Day field, and click Go. You will see all events from that day, as well as all events that span a period of time that includes this day. For example, for December 7, 1941 you might see an entry for Pearl Harbor and an entry for World War II (1939-1945).
To look up events from 1920 to 1930, type “1920” in the first Year field in the header and “1930” in the second Year field, and click Go. You will see all events that happened in this period of time, as well as events that span a period of time that includes all or part of this period. For example, for 1920-1930 you might see an entry for Lindbergh’s flight across the Atlantic in 1927 and for the Great Depression (1929-1941).
To start over, click Clear.
3. Click Exit to close the Timeline window.

EDIT MENU

New - create new event
Delete - delete the current event (in red)
Linked Cards - link cards to the current event or view linked cards
Find All - find all timeline entries
Delete All - delete all timeline entries

See also Help topics Links and Find.
12. Glossary

Glossary allows you to store, define, and link (as synonyms, for example) complex, out-of-date, dialectical, or technical terms. It works like a thesaurus or dictionary in your word processor, except you can enter, define, and link words yourself.

TO LOOK UP, ADD, OR EDIT A WORD:

1. Choose Glossary from the Open menu. The Glossary window will open with a blank screen.
2. Enter the word you want to look up or add in the Find Word field in the upper left corner of the screen and click Go. Scribe will look for the word among existing entries, and will either display an existing record or create a new record containing this word.
3. Enter the word’s definition or other notes in the Note field on the right.
5. Use the Edit menu to edit your Glossary.
6. Click on the current word (the one in red) to edit.
7. Click Exit to close the Glossary window.

EDIT MENU

Delete - delete the current word (in red on the left)
Delete All - delete all words
Find Unlinked Words - find all unlinked words
Note w/o Style - clear text style formatting and delete extra paragraphs in the note.

TO LINK WORDS AS SYNONYMS:

1. Select a word that would describe the common meaning to all words you want to link. For example, to link the words “glossary,” “dictionary,” “lexicon,” and “encyclopedia” as synonyms, you can select “dictionary” to describe a common meaning.
2. Type each word in the Find Word field and click Go. All four words will be added to the Glossary.
3. Click in the Find Word field. The dropdown menu will list all recently entered words.
4. Choose “glossary” from the Find Word menu and click Go. Scribe will look up “glossary.”
5. Type “dictionary” in the Link to Word field and click Link. The word “dictionary” will appear in a list of meanings. The words “glossary” and “dictionary” will appear in the list of synonyms further down on the left hand side. Scribe will take you to the Part of Speech field for the meaning “dictionary.”
6. From the Part of Speech dropdown list select “n.” for “noun.”
7. Choose “lexicon” from the Find Word menu and click Go. Scribe will look up “lexicon.”
8. Click in the Link to Word field. The dropdown menu will appear showing all recently entered words that denote common meanings, in this case “dictionary.”
9. Select “dictionary” from the list and click Link. “Dictionary” will appear in the list of meanings, and “lexicon,” “dictionary,” and “glossary” will appear in the list of synonyms.
10. Repeat the same actions for the word “encyclopedia.” Scribe will remember all the words and meanings you recently added or looked up and list them in Find Word and Link to Word dropdown menus, to make it easier for you to look up and link words.
11. Look up one of the words, for example, “glossary.” On the left hand side you will see the selected word, “glossary”, highlighted in red, a list of synonyms meaning “dictionary” below, in this case all the four words you just linked. On the right hand side you will see a list of meanings, in this case “dictionary,” and a note field where you can type a definition of “glossary” or other notes. In the footer you will see a line, “Glossary: 4 synonyms meaning Dictionary (n.)” The footer will display the number of found synonyms (in this case 4) and the total number of words in the Glossary.

12. To start working on a new set of words, click Clear to go back to the blank startup screen.

13. Click Exit to close the Glossary window.

TO VIEW A LIST OF SYNONYMS LINKED TO A MEANING:

1. Click on the meaning. This meaning will turn red and move to the top of the list and the list of synonyms will change. The current word will be in red and will appear at the top of the list of synonyms.

TO LOOK UP A WORD FROM A LIST OF SYNONYMS:

1. Click on the word. This word will appear at the top in the list of synonyms. Scribe will look up the word, its definition, and synonyms.

TO UNLINK A SET OF SYNONYMS:

1. Click on the meaning common for the set of synonyms you want to unlink. The meaning will become red and move to the top of the list of meanings. The list of synonyms you want to unlink will appear.
2. Click Unlink. The word denoting a common meaning will disappear from the list of meanings and the list of synonyms will disappear or change to a different set.

13. Print

PRINT MENU

Notes - print found notes
Bibliography - print found sources as a bibliography
Library List - print found sources as a library list
Abbreviations - print all abbreviations
To Do List - print all to do entries
Keywords - print all or marked keywords
Names - print all or marked author names
Outline - print your outline
Timeline - print all or marked timeline entries
Glossary - print all or marked glossary terms
Help - print all Help topics
In most cases, Scribe will take you to the Title field:

1. Type the title for your data set, if required, and click Print, or click Exit to cancel. The Print Options dialog will open.
2. Choose “Records being browsed” as the Scribe print option.
3. Click Print. Scribe will print your data.

14. Export

EXPORT MENU

Notes - export found notes as notes.htm
Bibliography - export found sources as bibliography.htm
Library List - export found sources as a librarylist.htm
Abbreviations - export all abbreviations as abbreviations.htm
To Do List - export all to do entries as todo.htm
Keywords - export all keywords as keywords.txt
Names - export all author names as names.txt
Outline - export your outline as outline.txt
Timeline - export your timeline as timeline.txt
Glossary - export your glossary as glossary.txt
Export Records - export records from the Scribe window
Check Fields - view all user fields
Back Up - back up your database

In most cases, Scribe will export your data into a text or HTML file into your Scribe Folder. When you open the exported html file in a recent word processor such as Microsoft Word 98 or later your word processor will display source titles in italic or underline. You can then rename the file and save it as a regular document (not HTML).

TO EXPORT RECORDS:

1. Choose Export Records from the Export menu. The Export dialogue will open.
2. Select the file type from the Save as type (Windows) or the Type (Mac) list.
3. Type a name for the export file and specify where you want it saved.
4. Click Save. The Export Field Order window will open.
5. Move the fields you want to export to the right hand side and drag the arrow next to the field name to change the order of export fields.
6. Click Save.

15. Import

IMPORT MENU
From Online Catalog - import books from online catalogs
From Scribe Beta - import records from Scribe Beta
From ETD - import emails from Email to Database
Keywords - import keywords from a text file keywords.txt
Names - import names from a text file names.txt
Glossary Terms - import glossary terms from a text file glossary.txt
Import Records - import data into the Scribe window
Check Fields - view all user fields
Check Database - check all files in your database for empty records, duplicate records, duplicate record ID numbers, and broken links

TO IMPORT FROM AN ONLINE CATALOG:

1. Search the online catalog through your web browser and display one found record in the MARC format.
2. Save file as plain text in the Scribe folder and name it import.txt.
3. Choose From Online Catalog from the Import menu. Scribe will import the record and take you to the Card view.

You can only use this function to import from catalogs that can display records with MARC tags — see Library of Congress Z39.50 Gateway at http://lcweb.loc.gov/z3950/ for a list of available libraries or check if your university catalog includes the MARC view option.

TO IMPORT FROM SCRIBE BETA:

1. Copy old Sources.USR and Notes.USR files to the new Scribe folder (make sure to find all records in each file).
2. Choose From Scribe Beta from the Import menu. Scribe will import all records and check your database.

TO IMPORT FROM EMAIL-TO-DATABASE

1. Process your Eudora mailbox through ETD.
2. Rename the resulting text file etd.txt and put it in the Scribe folder.
3. Choose From ETD from the Import menu. Scribe will import all emails and check your database.

Email-to-Database is a shareware program. You can download it at http://www.hypersolutions.org/pages/hsetd.html

TO IMPORT KEYWORDS:

1. Create a text file keywords.txt made up of your keywords separated by hard returns and place it in the Scribe Folder.
2. Choose Keywords from the Import menu. Scribe will import and display your keywords.
TO IMPORT NAMES:

1. Create a text file names.txt made up of names separated by hard returns where each name would be made up of last names, first names, suffixes, and prefixes (in that order) separated by tabs. If necessary, include a note in the end of each entry separated from a prefix by a tab. Place it in the Scribe Folder.
2. Choose Names from the Import menu. Scribe will import and display your names.

TO IMPORT GLOSSARY TERMS:

1. Create a text file glossary.txt made up of glossary terms separated by hard returns. If necessary, include a definition in the end of each entry separated from a term by a tab. Place glossary.txt in the Scribe Folder.
2. Choose Glossary from the Import menu. Scribe will import and display your terms.

TO IMPORT RECORDS:

1. Choose Import Records from the Import menu. The Import dialogue will open.
2. Select the file type from the Save as type (Windows) or the Type (Mac) list.
3. Locate the source file in the files list and click Save to open the Import Field Mapping dialog box.
4. Drag import data on the right to match Scribe fields on the left.
5. In the middle column, click or double click so that an arrow appears only next to the fields where you want to import data.
6. Click Import.
7. Select “Perform auto-enter options while importing” check box and click Ok. Scribe will import records and check your database.
8. Choose Check Fields from the Import menu, if necessary, to browse and edit imported records in the All Fields view. Make sure to enter the appropriate Type of Card for each record because it is used to display cards correctly. Choose type of card from Match Field Names pulldown menu to match Scribe fields with Type of Card field names (conditional field names used to enter and display various types of cards).
9. To replace data in a field in all found records at once (for example, to set type of card as “Book” in all found records), type the text in that field, leave the cursor in the same field, and click Replace. Be careful using this function—you will not be able to undo it.
10. Click Exit to go back to the Card view.

The All Fields view contains all fields Scribe uses to store user data in the Scribe window. All other fields are used for internal database functions. Do not import data into fields not listed in the All Fields view. Two fields in the All Fields view should only be used if you import sources and notes from another bibliographic or note-taking database and absolutely need to preserve the original unique record numbers: ID, a unique record number, and Source ID, which links a source to a note.

16. Backup
Scribe will prompt you to back up your files every 10th time you quit the program. In addition to the automated backup, it is a good idea to copy the entire Scribe Folder to another hard drive or burn it on a CD-ROM. DO NOT remove the Backup folder—this will result in errors during the automatic backup. To back up manually, choose Back Up from the Export menu.