

USING BIBLIOSCAPE TAGGED FILE TO IMPORT REFERENCES FROM AN ACCESS DATABASE

If you use a database program like Microsoft Access or a spreadsheet like Microsoft Excel for your references, a delimited text file has been the recommended way to get your data into Biblioscape. However, the import of delimited text files does not work very well and can lead to a lot of errors. Creating a Biblioscape tagged file for the import is slightly more complicated, but much safer, and worth the extra effort.

Turn your Access database into an Excel worksheet:

First, export your Access table, choosing Excel (*.xls) as the file format. Open the resulting file in Excel. The first row of the worksheet must contain the field names. You then have to make sure that all of your data fit the requirements of Biblioscape, see Biblioscape documentation. For example, authors and keywords should be separated by ";", data for the field "Year_pub" have to be an integer, date fields (except Date_freeform) have to be in the format of "5/21/2003", and so on.

Turn your Excel worksheet into a Biblioscape tagged file:

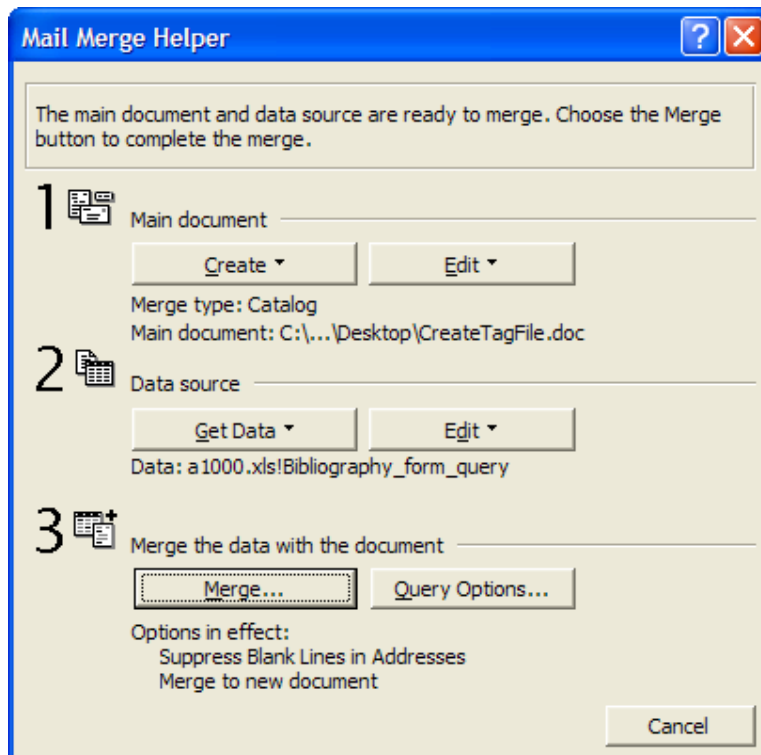
Make a new document in Word with the Biblioscape tags you need for your database, one tag for each of the fields (columns) in your Excel worksheet. See the Biblioscape user manual for a detailed description of biblioscape tag files, and a list of available tags. Your word file should look like this (except you are probably going to need more tag lines):

```
--AU--  
--TI--  
--YP--  
--PE--  
--PP--  
--PB--  
-----
```

If you turn on formatting marks (the ¶ button), your document should look like this. Notice a single empty space at the end of each line, and a single paragraph mark on the last line:

```
--AU-- · ¶  
--TI-- · ¶  
--YP-- · ¶  
--PE-- · ¶  
--PP-- · ¶  
--PB-- · ¶  
----- · ¶  
¶
```

Open the Mail Merge Helper in Word (Menu: Tools – Mail Merge). When you start, only one button will be available, more will appear as you go along:




Turn your Word document into a Mail Merge document by pressing the Create main document button, then pick *Catalog* from the list. When prompted, select Active Window as your main document.

Next press the Get Data button, pick Open Data Source from the list, then find and open your Excel file as your data source. Word will then prompt you to press the Edit Main Document button to insert merge fields into your main document. The Mail Merge toolbar will now be visible:




Use the Insert Merge Field button to, you guessed it, insert merge fields. Place the cursor after a tag in your file (make sure there is a single empty space after the tag) and pick the corresponding field name from the drop down list.

```
--AU-- <<Authors>>
--TI-- <<Title>>
--YP-- <<Year_pub>>
--PE-- <<Page_End>>
--PP-- <<Place_Pub>>
--PB-- <<Publisher>>
-----
```

When you have entered all the merge fields, press the  button to see the first record from your Excel file, e.g.:

```
--AU-- Achaya, K.T.  
--TI-- Indian Food. A historical companion  
--YP-- 1994  
--PE-- 322  
--PP-- Delhi  
--PB-- Oxford University Press  
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```

You may use the arrows to move through your records one at a time. When you are satisfied that you have matched the fields to the right tags, press  to merge all your records into a new document.

Empty tags are not recognized as such during the import (in Biblioscape 5.4). I am told that this will be fixed in the next patch release. For now, empty tag lines will have to be removed from the Word file. This can be done with find-and-replace (choose Replace on the Edit menu). In the Find What box, enter “^P--AU-- ^P” (make sure there is a single empty space before the last ^P). In the Replace With box, enter “^P”. Press Replace All, and all empty Author tags will be removed. Change --AU-- to --TI-- to find and remove empty title tags, and so on.

Finally, save your document as a Text only (*.txt) file.

Import your Biblioscape tagged file into Biblioscape:

Choose Import on the File menu, select the Text file you have just created, choose Biblioscape tag file as your import filter, and start the import. I have just imported over 4000 references from my Access database by this method, all in one file, and it worked very well.

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