

Reference Manager Working with Synonyms

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The term manager is used to edit terms (authors, keywords and periodical names) in your database. The term manager is used to perform global editing (global editing means that any edits that you make to a term is applied to every reference in which that term appears).

Using the sample database

Adding a synonym to an existing author

1/ Activate term manager [F5]

2/ Click tab for authors

3/ Going to add two synonyms to the author's name "Angel, H". Select "Angel, H" in the terms list by clicking on the author's name.

4/ Click in the first blank field and type the first synonym to be added "Angel, H.P." and press [tab] to move to the next blank field. Type in the second synonym Angel, Harry.

5/ Click save synonyms tool and the new entries will be saved

