Introducción a ProCite

Programa de Gestión de Bibliografía Personal

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(Se permite su difusión con fines didácticos)

TEMA 1

Introducción

1.1 - 1

Este recorrido le guiará por las funciones básicas de ProCite, entre las que se incluyen cómo introducir información en una base de datos, ordenar los registros, hacer búsquedas, imprimir bibliografías y citar referencias en un documento de Microsoft Word o WordPerfect.

En este ejercicio aprenderá a abrir la base de datos de ejemplo. Si ya ha iniciado ProCite, haga clic en la opción **File** (Archivo) del menú localizado en la parte superior de la pantalla y elija **Open** (Abrir), después continúe con el paso 3.

En primer lugar, se debe haber instalado la versión completa del programa ProCite, donde se incluyen las carpetas **Database** (Base de datos) y **Styles** (Estilos), que contienen una base de datos de ejemplo (Sample Database) y varios estilos de presentación de las referencias. Si otra persona ha estado utilizando la base de datos de ejemplo añadiendo, modificando o eliminando registros, es aconsejable instalar ProCite de nuevo para empezar de cero.

Después de finalizar los ejercicios que se incluyen en este recorrido, debería ser capaz de:

- 1. Desplazarse fácilmente por las referencias de una base de datos
- 2. Crear una base de datos importando referencias e introduciéndolas manualmente
- 3. Hacer búsquedas y ordenar una base de datos
- 4. Crear bibliografías ordenadas por autor o por campos específicos
- 5. Preparar un documento y su bibliografía utilizando un procesador de textos

1.1 - 2

1.2 Instalación de ProCite

Antes de comenzar, cierre todos los programas que tenga abiertos y busque el número de serie que ha recibido al comprar ProCite.

Para instalar ProCite:

- 1. Inserte el CD-ROM en su ordenador
- En Windows, el programa de instalación debería comenzar automáticamente. Si no lo hace, haga clic en el fichero Setup del CD-ROM (Windows) o en el fichero Install (Macintosh)
- 3. Siga las instrucciones que aparecen en la pantalla

Antes de instalar los ficheros del programa, aparecerá la siguiente información:

- Un fichero *Readme* (Léame) que puede contener las últimas novedades sobre el proceso de instalación o sobre el funcionamiento del programa.
- La licencia de uso del programa.
- Una pantalla donde incluir el número de serie del programa.

Una vez que haya terminado, el programa de instalación se cierra automáticamente y volverá al escritorio.

Para abrir el programa, haga clic en *Inicio*, *Programas*, *ProCite* y, por último, en el icono *ProCite*.

1.2 - 1

1.3 Ayuda en Pantalla

A la hora de usar ProCite, muchas de sus preguntas pueden ser resueltas consultando la ayuda en pantalla que viene con el programa. Hay varias formas de acceder a la ayuda en pantalla

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	The electroc	hemistry of biomass and derived n	Chum, H. L.//	/Baizer, M. M.	1985	Medicine/ Biomass	
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	Software des	sign issues for natural language pro	Loomis, Tho	imas	1987	Computers/ Programming/ Language	
	Artificial-intell	ligence researchers develop elect	Wheeler, Da	xvid	20 May 1987	Computers/Artificial Intelligence	
	Manufacture	of glass by Sol-Gel process	Aoki, Mikio		9 December 1987	Sol-Gel/ Chemistry	
	What Mrs. Mr	cGillicuddy saw	Christie, Aga	itha	1988	Literature/ Audiovisual Materials/ Mystery	
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	Vibration car	n't loosen easily installed fasteners	McCarty, Lyl	e H.	February 27, 1989	Fasteners/Huck Manufacturing Company	
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1.4 Abrir la Base de Datos Existente

Los ejercicios del presente recorrido guiado usan la base de datos de ejemplo que se instala automáticamente con ProCite. Esta base de datos se usa para mostrar cómo navegar por una base de datos, introducir referencias, buscar y ordenar referencias y crear bibliografías.

En este ejercicio aprenderá a abrir la base de datos de ejemplo.

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ProCite 5

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Γ	Christie, Agatha	What Mrs. McGillicuddy saw	1988
Γ	Sullivan, Paul	A visit to the Rockies	1988
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Fin del Tema 1

El siguiente tema le ayudará a aprender a explorar una base de datos de ProCite

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TEMA 2: Explorar una Base de Datos de ProCite

En esta sección aprenderá a:

- Personalizar la lista de registros para que muestre unos campos específicos
- Ordenar los registros por campos haciendo clic en el título de las columnas correspondientes
- Usar la vista previa para ver una referencia con más detalle
- Usar la orden **"Go To Record"** (Ir a Registro)
- Arrastrar registros de una base de datos a otra

2.2. Personalizar la Lista de Registros para Mostrar Ciertos Campos

Aunque la lista de registros por defecto muestra sólo tres campos de cada registro **Author** (Autor), **Title** (Título) y **Date** (Fecha), se puede personalizar para que muestre hasta un máximo de seis campos.

En este ejercicio aprenderá a personalizar esta lista seleccionando cuatro campos que desee visualizar y cambiando la anchura de las columnas.

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2.3. Cambiar la Anchura de la Columna

Se puede cambiar fácilmente la anchura de las columnas arrastrando con el ratón la línea que separa los títulos de las columnas. Haga el siguiente ejercicio para cambiar la anchura del campo **Palabras Clave** de la lista de registros.

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	T ítulo	Autor	Fecha	Palabras Clave
	Computer shopper		April 1995	Computers/ Peripherals/ Hardware
	Multi-Media Medicine		September 197	Medicine/ Audiocassette
	John James Audubon: A biography	Adams, Alexander B.	1966	Biography/Nature/Art
	Apollyon's bow: Perspective, reading, and	Anderson, Mark Ransom	190	Literature/ Apollyon
	Acute renal failure	Anderson, Robert J.//Schrier, Robert W		Renal Failure/ Harrison's Principles/ Internal Medicin
	Manufacture of glass by Sol-Gel process	Aoki Mikio	<u>ber 198</u> 7	Sol-Gel/ Chemistry
	A study of the polarities, anisotre 1. Para	a ampliar la anchura del campo P a	alabras clave	π-acceptor Behaviour/ Interatomic Bond Distances
	Teenage pregnancy: A new be arrasti	e la línea que separa el titulo de l	as columnas	Teenage Pregnancy/ Teenage Parents/ Social Wor
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	Kenneth Burke's way of knowing hacer	esto el puntero del ratón se convi	erte en una	Pluralism/ Kenneth Burke
	From hands-on science to han TIECNA	norizontal.		Library Associations/ Information/ Computers
	What Mrs. McGillicuddy saw 2. Arra	astre la línea vertical hacia la izgu	ierda para	Literature/ Audiovisual Materials/ Mystery
	The electrochemistry of biomas reduci	r la anchura del campo Fecha , an	npliando de	Medicine/ Biomass
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	Words: A connoisseur's collection of old a	r Dickson, Paul	1982	Language/Words
	Teaching assistance, not teaching assista	r Dunn, Richard J.	Winter 1990	College Instruction/ Higher Education/ Preservice T ϵ
	Superficial organ sonography and miscella	r Fleischer, Arthur C.	1989	Sonography/ Clinical Applications
	The pharmacological basis of therapeutics	Gilman, Alfred G.//Rall, Theodore W.//Nie	1990	Medicine/ Pharmacology
	Epoxidation process	Harred, John F.//Knight, Allan R.//McIntyr	1972 Apr 4	Chemistry/Epoxidation
	Running down the up-escalator: Regional	i Jackson, Richard	May 1989	Papua New Guinea/Geographical Implications for S
	The entertainer	Joplin, Scott	1972	Music/ Piano
	Journal of the American Society for Inform	a Kraft, Donald H.	1949-	Information Management/Information Science
	Adenohypophyseal hormones and related	s Kuret, J. A.//Murad, F.	1990	Medicine/ Pharmacology/ Adenohypophyseal Hormc
\Box	Software design issues for natural language	e Loomis, Thomas	1987	Computers/ Programming/ Language
	Vibration can't loosen easily installed faste	r McCarty, Lyle H.	February 27, 1989	Fasteners/ Huck Manufacturing Company
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2.4. Cambiar el Orden de los Registros al Instante

Aunque el campo **Autor**, o en este caso el campo **Título**, puede ser el primer campo mostrado de cada registro, los registros no están ordenados automáticamente por este campo. Siga los siguientes pasos para ordenar los registros por uno de los campos mostrados simplemente con hacer clic en el título de cada columna.

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	Multi-Media Medicine		September 1979-	Medicine/Audiocassette	
	John James Audubon: A biogra 1. Para	ordenar por el campo Fecha,	966	Biography/Nature/Art	
	Apollyon's bow: Perspective, re haga cli	ic en el título de la columna de	884	Literature/ Apollyon	
	Acute renal failure este car	mpo. Los registros se ordenarán	887	Renal Failure/ Harrison's Principles/ Internal Medicin	
	Manufacture of glass by Sol-Ge por fect	na en orden ascendente. Haga	December 1987	Sol-Gel/ Chemistry	
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	Teenage pregnancy: A new beginning	Jente.	1992	Teenage Pregnancy/ Teenage Parents/ Social Wor	
	Information management for the tactical op	Blum, Robert	1979	Information Management/ TOS	
	Kenneth Burke's way of knowing	Booth, Wayne C.	1974	Pluralism/ Kenneth Burke	
	From hands-on science to hands-on inform	Borgman, Christine L.//Bower, James//Krie	1989	Library Associations/ Information/ Computers	
	What Mrs. McGillicuddy saw	Christie, Agatha	1988	Literature/ Audiovisual Materials/ Mystery	
	The electrochemistry of biomass and derive	Chum, H. L.//Baizer, M. M.	1985	Medicine/ Biomass	
	WSJ/Index file	Decker, William	1983	WSJ data/ Bibliographic Data	
	Words: A connoisseur's collection of old ar	Dickson, Paul	1982	Language/Words	
	Teaching assistance, not teaching assistar	Dunn, Richard J.	Winter 1990	College Instruction/ Higher Education/ Preservice Te	ł
	Superficial organ sonography and miscellar	Fleischer, Arthur C.	1989	Sonography/ Clinical Applications	
	The pharmacological basis of therapeutics	Gilman, Alfred G.//Rall, Theodore W.//Nie	1990	Medicine/ Pharmacology	
	Epoxidation process	Harred, John F.//Knight, Allan R.//McIntyr	1972 Apr 4	Chemistry/ Epoxidation	
	Running down the up-escalator: Regional i	Jackson, Richard	May 1989	Papua New Guinea/ Geographical Implications for S	
	The entertainer	Joplin, Scott	1972	Music/ Piano	
	Journal of the American Society for Informa	i Kraft, Donald H.	1949-	Information Management/Information Science	
	Adenohypophyseal hormones and related s	Kuret, J. A.//Murad, F.	1990	Medicine/ Pharmacology/ Adenohypophyseal Hormo	
	Software design issues for natural language	Loomis, Thomas	1987	Computers/ Programming/ Language	
	Vibration can't loosen easily installed faster	McCarty, Lyle H.	February 27, 1989	Fasteners/ Huck Manufacturing Company	•
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2.5. Vista Previa de una Referencia según un Estilo de Presentación

El panel de vista previa muestra el registro seleccionado con el cursor (destacado en azul) según un estilo de presentación bibliográfica. Esta función puede ser muy útil para ver más información del registro o para comparar cómo quedará el registro para su impresión según diferentes estilos de presentación.

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	Acute renal	failure	Anderson, Robert J.//Schrier, Robert W.	1987	Renal Failure/ Harrison's Principles/ Internal Medicin
	Manufacture	e of glass by Sol-Gel process	Aoki, Mikio	9 December 1987	Sol-Gel/ Chemistry
	A study of th	ne polarities, anisotropic polarisa	Aroney, Manuel J.//Davies, Murray S.//Ha	1994	π-acceptor Behaviour/Interatomic Bond Distances
	Teenage pro	egnancy: A new beginning	Barr, Linda//Monserrat, Catherine//Berg, 1	1992	Teenage Pregnancy/ Teenage Parents/ Social Wor
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	Kenneth Bu	rke's way of knowing	Booth, Wayne C.	1974	Pluralism/ Kenneth Burke
	From hands-	on science to hands-on inform	Borgman, Christine L.//Bower, James//Krie	1989	Library Associations/ Information/ Computers
	What Mrs. M	AcGillicuddy saw	Christie, Agatha	1988	Literature/ Audiovisual Materials/ Mystery
	The electroo	chemistry of biomass and derive	Chum, H. L.//Baizer, M. M.	1985	Medicine/ Biomass
	WSJ/Index	file	Decker, William	1983	WSJ data/ Bibliographic Data
	Words: A co	onnoisseur's collection of old ar	Dickson, Paul	1982	Language/Words
	Teaching as	ssistance, not teaching assistar	Dunn, Richard J.	Winter 1990	College Instruction/ Higher Education/ Preservice T
	Superficial o	organ sonography and miscellar	Fleischer, Arthur C.	1989	Sonography/ Clinical Applications
	The pharma	cological basis of therapeutics	Gilman, Alfred G.//Rall, Theodore W.//Nie	1990	Medicine/ Pharmacology
	Epoxidation	process	Harred, John F.//Knight, Allan R.//McIntyr	1972 Apr 4	Chemistry/Epoxidation
	Running do	wn the up-escalator: Regional i	Jackson, Richard	May 1989	Papua New Guinea/Geographical Implications for S
	The entertai	ner	Joplin, Scott	1972	Music/ Piano
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	Adenohypop	physeal hormones and related s	Kuret, J. A.//Murad, F.	1990	Medicine/ Pharmacology/ Adenohypophyseal Horm
	Software de	sign issues for natural language	Loomis, Thomas	1987	Computers/ Programming/ Language
	Vibration ca	n't loosen easily installed faster	McCarty, Lyle H.	February 27, 1989	Fasteners/Huck Manufacturing Company
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Kraft, Donald H., editor. Journal of the American Society for Information Science. New York: John Wiley & Sons, Inc. Vol. 1-, 1949-. ISSN 0002-8231.

	T ítulo	Autor		Fecha	Palabras Clave	
	The entertainer	Joplin, Scott		1972	Music/ Piano	
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	Adenohypophyseal hormones and related s	Kuret, J. A.//My		1990	Medicine/ Pharmacology/ Adenohypophyseal Horm	
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\Box	Illustrated guide to gardening	=Reader's Digest		1979	Gardening/ Perennials	
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	Conformations of cycloheptadecane: A cor	Saunders, Martin//Houk, K. N.//Wu	, Yun-	1990	Cycloheptadecane/ Conformational Searching	
\Box	Computers in writing instruction: Blueprint for	Schwartz, Helen//Balestri, Diane//G	allagh	1989	Computers/Language	
	Old man	Stamas, Steve		1973	Art/ Etching	
	A visit to the Rockies	Sullivan, Paul		1988	Audiovisual Materials/ Piano	•
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	Individual dil	fferenc	es and subgroups within	Popper, S. E.//McCloskey, K.		1993 Jan		Aerospace Med	licine/ Fatigue/ Blood/ 0	à Suits/Hum
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	Computers in	n writin	g instruction: Blueprint fo	Schwartz, Helen//Balestri, Diane//G	Gallagh	1989		Computers/Lan	nguage	
	Old man			Stamas, Steve		1973		Art/ Etching		
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2.6. Usar la Orden "Go To Record" (Ir a Registro) para Localizar Referencias

Es fácil desplazarse por los registros de la base de datos simplemente usando la barra de desplazamiento, que se encuentra a la derecha de las columnas. Sin embargo, esto no resulta práctico en una base de datos con muchos registros. En este caso, es aconsejable utilizar la orden **Go to Record** (Ir a registro).

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2.7. Copiar Registros de una Base de Datos a Otra

Se pueden copiar registros enteros de una base de datos a otra. Para hacer esto es conveniente que las dos bases de datos estén abiertas. Haga el siguiente ejercicio para copiar un registro de la base de datos de ejemplo a otra llamada *Turtles* (Tortugas).

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6. Maximice la ventana de *Sample Database* (Base de datos de ejemplo) para continuar trabajando con ella.

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Fin del Tema 2

El siguiente tema le ayudará a aprender a introducir registros en una base de datos de ProCite

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TEMA 3

Introducir Registros

En esta sección aprenderá a:

- Importar referencias con campos claramente marcados con etiquetas de bases de datos en línea y en CD-ROM.
- Capturar información de páginas Web usando Netscape o Internet Explorer (sólo en Windows).
- Introducir y modificar referencias manualmente.
- Configurar la comprobación de registros duplicados.

Haga los siguientes ejercicios para aprender a importar, introducir y modificar referencias en ProCite.

3.1 - 1

3.2. Importar Registros de un Archivo de Texto

Antes de importar los registros que se hayan descargado de una base de datos es importante tener presente de que distribuidor se han obtenido ya que, aunque cada distribuidor puede tener la misma información, el formato de presentación suele ser ligeramente diferente. Conocer cuál es el formato es muy importante para poder importar los registros correctamente.

ProCite utiliza "filtros" o *Configuration Files* que especifican la estructura de los registros que se van a importar. Consulte el *Appendix C: Configuration Files* del manual de *Biblio-Link II* para ver el listado de los filtros (*Configuration Files*) que vienen con el programa ProCite y las bases de datos concretas de las que se puede importar registros. El Manual *Biblio-Link II* es un fichero *PDF*, que se encuentra en el CD de ProCite. Si no existe un filtro para la base de datos de la que se quiere importar registros, se puede modificar un filtro que ya existe usando el programa *Biblio-Link II* que se instala al mismo tiempo que ProCite.

Para importar un archivo con registros recuperados de la base de datos Medline de la Biblioteca Nacional de Medicina de los Estados Unidos y guardados en un archivo de texto con los campos delimitados por etiquetas.

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3.3.

Buscar e Importar Registros Directamente de una Base de Datos en Internet

El siguiente ejercicio le mostrará los pasos básicos para conectarse a una base de datos remota, hacer búsquedas en ella y guardar las referencias que le interesen conservar. Para poder hacer esto, se necesita un ordenador con acceso a Internet.

En este ejercicio nos conectaremos a la base de datos de prácticas de **Medline** accesible a través de **Ovid Technologies, Inc.,** empresa que ofrece acceso a bases de datos bibliográficas y de texto completo. Las búsquedas las haremos en la base de datos **Medline Practice Demo** que es un subconjunto de la base de datos de medicina completa **Medline** y sólo contiene registros a partir de 1993. Además, ProCite también ofrece acceso a la versión completa de **Medline** pero a través de otra función que no se ve en este recorrido guiado.

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- A continuación aprenderá a guardar algunos de los registros importados en una nueva base de datos llamada *Cancer – Biblioteca del Congreso*.

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3.4.

Capturar Información de una Página Web

ProCite puede crear registros de las páginas Web que estamos visualizando con *Netscape* o *Internet Explorer*. Simplemente con pulsar un botón en ProCite, éste puede copiar automáticamente el título y la dirección URL creando un registro nuevo de la base de datos. A continuación, se puede cambiar la plantilla que ProCite le ha asignado automáticamente y/o copiar y pegar en el registro más texto de la página web.

Para copiar información de una página web en un registro de ProCite:



Þ	ProCite 5 - [Sample Databas	se] ——	2. Cambie a la base de datos de ejemplo (Sample Database) que debería estar abierta en ProCite.	
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3.5.

Abrir una Página Web o un Archivo desde un Registro

En un registro, se puede incluir un enlace a una página web o a un archivo para posteriormente abrirlos desde ProCite simplemente con pulsar un botón. En el caso de una página web, ProCite arranca el explorador de Internet que su ordenador tenga configurado por defecto y abre la página web. En el caso de un archivo, ProCite lo abre como si hiciera doble clic en el icono del archivo.

Para abrir una página web cuya dirección o URL se encuentra en el campo *Location/URL* (Localización/URL) de ProCite:

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Γ	Noguchi, Toshifumi//Kitawaki, Jo//Tamura, Takaya	Relationship between aromatase activity and steroid (1993
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	Schwartz, Helen//Balestri, Diane//Gallagher, Brian/	Computers in writing instruction: Blueprint for progress	1989
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Γ	Miles, Ethel		October 3 1982	
Γ	Noguchi, Toshifumi//Kitawaki, Je Nota: No e	s necesario abrir el registro para ver una	página web. Se puede abrir	
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Γ	Penn, William		Terramientas.	
Γ	Perlman, Itzak	my case music	1985	
Γ	Popper, S. E.//McCloskey, K.	avidual differences and subgroups within populatio	1993 Jan	
Γ	=Reader's Digest	Illustrated guide to gardening	1979	
Γ	Rieger, Steve//Kenney, Norman	ProCite	1999	
Γ	Saunders, Martin//Houk, K. N.//Wu, Yun-Dong//Sti	Conformations of cycloheptadecane: A comparison o	1990	
Γ	Schwartz, Helen//Balestri, Diane//Gallagher, Brian//	Computers in writing instruction: Blueprint for progress	1989	
Γ	Stamas, Steve	Old man	1973	
Γ	Sullivan, Paul	A visit to the Rockies	1988	
Γ	Toth, Tibor G.	Mediterranean seafloor	December, 1982	
Γ	Wheeler, David	Artificial-intelligence researchers develop electronic 'ti	20 May 1987	~
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3.6.

Introducir un Registro Nuevo

Se pueden añadir o modificar registros en cualquier momento. Cada registro puede contener hasta un máximo 100K de texto. Los siguientes ejercicios le ayudarán a aprender a introducir y modificar los registros.

Para introducir un registro nuevo:

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닏	Aoki, Mikio	9 December 1987			
븓	Aroney, Manuel J.//Davies, Murray S.//Hambley, T	Configure Duplicates es ani 1994			
븓	Barr, Linda//Monserrat, Catherine//Berg, Toni	Leenage pregnancy: A new beginning 1992			
닏	Blum, Robert	Information management for the tactical operations sy 1979			
븓	Booth, Wayne L.	Kenneth Burke's way of knowing 1974			
닏	Borgman, Uhristine L.//Bower, James//Krieger, Dav	From hands-on science to hands-on information retrie 1989			
븜	Unristie, Agatha	What Mrs. McGillicuddy saw 1988			
븜	Lhum, H. L.//Baizer, M. M.	The electrochemistry of biomass and derived material 1985			
븜	Dietker, William	WSJ/Index file 1983			
븜	Dickson, Paul	Words: A connoisseur's collection or old and new, we 1982			
븜	Dunn, Richard J.	Leaching assistance, not teaching assistants winter 1990			
븜	Fleischer, Althol C. //Pall, Theodore) // //Nice, Alan S.	The pharmapological basis of therapolytica 1990			
븜	Gilman, Allieu G.//Hall, Theodole W.//Nies, Alan S	Enouidation process			
븜	Haired, John F.//Knight, Alian H.//Mcintyle, John S Lackson, Richard	Bupping down the up-escelator: Begional inequality in May 1989			
늼	Joplin Scott	The entertainer 1972			
늡	Kraft Donald H	Journal of the American Society for Information Scien 1949-		r	_
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Nota: Escriba siempre los nombres de los autores en el siguiente orden: apellido, coma, nombre de pila. Aunque se pueden introducir nombres de autores en cualquier campo, es recomendable que sólo se haga en los siguientes campos (El tipo de autor que aparece en cada caso depende de la plantilla que se esté utilizando): Author, Analytic (Autor, Analítico) (01), Author, Monographic (Autor, Monográfico) (07), Author, Subsidiary (Autor, Secundario) (16) y Author, Series (Autor de la serie) (30). Estos campos están diseñados específicamente y funcionan de un modo especial en ProCite para buscar, ordenar y formatear los nombres de los autores.

En el caso de varios autores, use una doble barra inclinada (//), punto y coma (;) o un retorno de carro para separar los nombres. Si no conoce todos los nombres, indique que hay más autores usando cuatro barras inclinadas (///) después del último autor.

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Nota: ProCite mantiene listas actualizadas del contenido de los campos **Author** (Autor), **Journal** (Revista), **Title** (Título) y **Keywords** (Palabras clave) con objeto de poder usarlas para introducir datos y realizar búsquedas.



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3.7.

Modificar un Registro

Para modificar un registro:

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	Gilman, Alfred G.//Rall, Theodore W.//Nies, Alan S.	The pharmacological basis of therapeutics	1990			
	Harred, John F.//Knight, Allan R.//McIntyre, John S.	Epoxidation process	1972 Apr 4	ĺ		
Γ	Jackson, Richard	Running down the up-escalator: Regional inequality in	May 1989			
Γ	Joplin, Scott	The entertainer	1972			
Γ	Kraft, Donald H.	Journal of the American Society for Information Scien	1949-			
	Kuret, J. A.//Murad, F.	Adenohypophyseal hormones and related substances	1990			
Γ	Loomis, Thomas	Software design issues for natural language processing	987			
Г	McCarty, Lyle H.	Vibration can't loosen easily installed fasteners (Huck	February 27, 1989			
	Merchant, Ismail	A room with a view	1985			
Г	Miles, Ethel		October 31, 1982			
Г	Noguchi, Toshifumi//Kitawaki, Jo// 1. Desplá	cese por la lista de registros para localizar	r el registro de			
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Г	Popper, S. E.//McCloskey, K.	Individual differences and subgroups within populatio	1993 Jan			
Γ	=Reader's Digest	Illustrated guide to gardening	1979			
Γ	Rieger, Steve//Ker , vorman	ProCite	1999			
Γ	Saunders, Martin//Houk, K. N. //Wu, Yun-Dong//St	l Conformations of cycloheptadecane: A comparison o	1990			
Γ	Schwartz, Helen//Balestri, Diane//Gallagher, Brian/	Computers in writing instruction: Blueprint for progress	1989			
Γ	Stamas, Steve	Old man	1973			
Γ	Sullivan, Paul	A visit to the Rockies	1988			
Γ	Toth, Tibor G.	Mediterranean seafloor	December, 1982	1		
Γ	Wheeler, David	Artificial-intelligence researchers develop electronic 'ti	20 May 1987 🗸 🗸	ĺ		
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Nota: Modificar un registro es lo mismo que añadir un nuevo registro. Se puede copiar, mover, introducir y eliminar texto en cualquier campo

3.8.

Configurar la Detección de Registros Duplicados

Al copiar registros en una base de datos utilizando diferentes fuentes es posible que algunos de ellos estén duplicados. Para evitarlo, ProCite puede detectar y avisarle de que ya existe un registro similar antes de proceder a guardarlo. También se puede usar la pestaña Duplicates (Registros duplicados), que se encuentra en la parte inferior derecha de la pantalla, para ver los registros duplicados y, a continuación, eliminarlos, si se desea.

Para establecer los criterios de detección de registros duplicados:

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Ħ	Borgman Christine L //Bower James//Krieger Davi	From hands-on science to hands-on information retrie				1989		
Ē	Christie, Agatha	What Mrs. M	cGillicudo	lu saw			1988	
Ē	Chum, H. L.//Baizer, M. M.	The electroc	nemistry o	of biomass an	id derived m	aterial	1985	
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Ē	Dunn, Richard J.	Teaching as:	sistance,	not teaching	assistants		Winter 1990	
Π	Fleischer, Arthur C.	Superficial or	gan sono	graphy and r	niscellaneou	is appl	1989	
Π	Gilman, Alfred G.//Rall, Theodore W.//Nies, Alan S.	/ The pharmac	- ological t	asis of thera	peutics		1990	
Π	Harred, John F.//Knight, Allan R.//McIntyre, John S	Epoxidation p	rocess				1972 Apr 4	
	Jackson, Richard	Running dow	n the up-	escalator: Re	egional inequ	uality ii	May 1989	
Γ	Joplin, Scott	The entertain	er				1972	~
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Fin del Tema 3

El siguiente tema le ayudará a aprender a hacer búsquedas y ordenar los registros de las bases de datos

TEMA 4: Buscar y ordenar una base de datos

En este tema aprenderá a:

- Hacer una búsqueda rápida de registros utilizando la pestaña Terms (Términos).
- Crear una estrategia de búsqueda.
- Guardar una estrategia de búsqueda.
- Crear un grupo de registros.
- Elegir el orden de los registros.

4.2. Búsqueda Rápida de Registros

Usando la pestaña **Terms** (Términos), que se encuentra en la parte inferior de la pantalla, se pueden visualizar los registros ordenados alfabéticamente por el contenido de determinados campos como, por ejemplo, *Authors* (Autores), *Journals* (Revistas), *Keywords* (Palabras clave) y otros.

En el siguiente ejercicio seleccionará un campo específico para ver los registros que contienen un determinado término como, por ejemplo, la palabra clave "*Computers*". ProCite 5 - [Sample Database]

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	Título	Autor	Fecha	Palabras Clave	Γ
	Computer shopper		April 1995	Computers/Peripherals/Hardware	
	Multi-Media Medicine		September 1979-	Medicine/ Audiocassette	
	John James Audubon: A biography	Adams, Alexander B.	1966	Biography/ Nature/ Art	
	Apollyon's bow: Perspective, reading, and mea	Anderson, Mark Ransom	1984	Literature/ Apollyon	
	Acute renal failure	Anderson, Robert J.//Schrier, Robert W.	1987	Renal Failure/ Harrison's Principles/ Internal Medicir	r
	Manufacture of glass by Sol-Gel process	Aoki, Mikio	9 December 1987	Sol-Gel/ Chemistry	
	A study of the polarities, anisotropic polarisabilit	Aroney, Manuel J.//Davies, Murray S.//Hambley	1994	π -acceptor Behaviour/ Interatomic Bond Distances	
	Teenage pregnancy: A new beginning	Barr, Linda//Monserrat, Catherine//Berg, Toni	1992	Teenage Pregnancy/ Teenage Parents/ Social Wo	d.
	Information management for the tactical operation	Blum, Robert	1979	Information Management/ TOS	
	Kenneth Burke's way of knowing	Booth, Wayne C.	1974	Pluralism/ Kenneth Burke	
	From hands-on science to hands-on information	Borgman, Christine L.//Bower, James//Krieger, I	1989	Library Associations/ Information/ Computers	
	What Mrs. McGillicuddy saw	Christie, Agatha	1988	Literature/ Audiovisual Materials/ Mystery	
	The electrochemistry of biomass and derived m	Chum, H. L.//Baizer, M. M.	1985	Medicine/ Biomass	
	WSJ/Index file	Decker, William	1983	WSJ data/ Bibliographic Data	
	Words: A connoisseur's collection of old and ne	Dickson, Paul	1982	Language/Words	
	Teaching assistance, not teaching assistants	Dunn, Richard J.	Winter 1990	College Instruction/Higher Education/Preservice Tr	ε
	Superficial organ sonography and miscellaneo	Fleischer, Arthur C.	1989	Sonography/ Clinical Applications	
	The pharmacological basis of therapeutics	Gilman, Alfred G.//Rall, Theodore W.//Nies, Ala	1990	Medicine/ Pharmacology	
	Epoxidation process	Harred, John F.//Knight, Allan R.//McIntyre, Johr	1972 Apr 4	Chemistry/Epoxidation	
	Running down the up-escalator: Regional inequ	Jackson, Richard	May 1989	Papua New Guinea/ Geographical Implications for S	5
	The entertainer	Joplin, Scott	1972	Music/ Piano	
	Journal of the American Society for Information S	Kraft, Donald H.	1949-	Information Management/Information Science	
	Adenohypophyseal hormones and related subs	Kuret, J. A.//Murad, F.	1990	Medicine/ Pharmacology/ Adenohypophyseal Horr	r
	Software design issues for natural language pro	Loomis, Thomas	1987	Computers/ Programming/ Language	
	Vibration can't loosen easily installed fasteners	McCarty, Haga clic on la postaña	Torms 27, 1989	Fasteners/Huck Manufacturing Company	
	A room with a view	Merchan (Términos) que se encuen	tra al	Audiovisual Materials/Literature	
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	Research fund faces cuts	Olson, Lise	June 18, 1990	Budget/ Research	
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	Título	Autor		Fecha	Palabras Clave	Γ
	Computer shopper			April 1995	Computers/Peripherals/Hardware	4
	Multi-Media Medicine			September 1979-	Medicine/Audiocassette	
	John James Audubon: A biography	Adams, Alexander B.		1966	Biography/Nature/Art	
	Apollyon's bow: Perspective, reading, and me	Anderson, Mark Ransom		1984	Literature/ Apollyon	
	Acute renal failure	Anderson, Robert J.//Schri	ier, Robert W.	1987	Renal Failure/ Harrison's Principles/ Internal Medicir	
	Manufacture of glass by Sol-Gel process	Aoki, Mikio		9 December 1987	Sol-Gel/ Chemistry	
	A study of the polarities, anisotropic polarisabil	Aroney, Manuel J.//Davies	s, Murray S.//Hambley	1994	<i>n</i> -acceptor Behaviour/Interatomic Bond Distances	
	Teenage pregnancy: A new beginning	Barr, Linda//Monserrat, Ca	therine//Berg, Toni	1992	Teenage Pregnancy/ Teenage Parents/ Social Wo	I
	Information management for the tactical operat	(Blum, Robert		1979	Information Management/ TOS	
	Kenneth Burke's way of knowing	Booth, Wayne C.		1974	Pluralism/ Kenneth Burke	
	From hands-on science to hands-on informatio	Borgman, Christine L.//Bov	wer, James//Krieger, [1989	Library Associations/ Information/ Computers	
	What Mrs. McGillicuddy saw	Christie, Agatha		1988	Literature/Audiovisual Materials/Mystery	
	The electrochemistry of biomass and derived r	Chum, H. L.//Baizer, M. M.		1985	Medicine/ Biomass	
	WSJ/Index file	Decker, William		1983	WSJ data/ Bibliographic Data	
	Words: A connoisseur's collection of old and n	Dickson, Paul		1982	Language/Words	
	Teaching assistance, not teaching assistants	Dunn, Richard J.		Winter 1990	College Instruction/ Higher Education/ Preservice Te	
	Superficial organ sonography and miscellaned	Fleischer, Arthur C.		1989	Sonography/ Clinical Applications	
	The pharmacological basis of therapeutics	Gilman, Alfred G.//Rall, The	eodore W.//Nies, Ala	1990	Medicine/ Pharmacology	
	Epoxidation process	Harred, John F.//Knight, All	lan R.//McIntyre, Johr	1972 Apr 4	Chemistry/ Epoxidation	
	Running down the up-escalator: Regional ineq	Jackson, Richard		May 1989	Papua New Guinea/ Geographical Implications for S	
	The entertainer	Joplin, Scott		1972	Music/ Piano	
	Journal of the Am 5. Haga clic en la per	staña All		1949-	Information Management/Information Science	
	Adenohypophys Records (Todos los	registros), que		1990	Medicine/ Pharmacology/ Adenohypophyseal Horm	
	Software design se encuentra en la pa	arte inferior		1987	Computers/ Programming/ Language	
	Vibration can't lo izquierda de la panta	lla, para		February 27, 1989	Fasteners/Huck Manufacturing Company	
	A room with a vie volver a la lista comp	leta de		1985	Audiovisual Materials/ Literature	
	registros.			October 31, 1982	Library/Human Resource Management	
	Relationship between any and a	, , , oguen, , connu mi//Kitawa	aki, Jo//Tamura, Tak	1993	Steroid Receptors/ Cancer	
	Research fund faces cut	Olson, Lise		June 18, 1990	Budget/ Research	
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4.3. Crear una Estrategia de Búsqueda

Saber buscar y encontrar registros concretos en una base de datos es muy útil para poder modificarlos, eliminarlos, imprimirlos, etc.

Hay muchas formas de realizar una búsqueda en ProCite. Se puede usar la pestaña Search (Buscar), que se encuentra en la parte inferior de la pantalla, para realizar una búsqueda en todos los campos de todos los registros o limitarla a un solo campo para que la búsqueda sea más rápida. También se pueden usar los índices alfabéticos de determinados campos para limitar la búsqueda por autores, títulos, títulos de las revistas y palabras clave.

ProCite tiene funciones de búsqueda muy potentes que le permiten utilizar los operadores booleanos AND (Y), OR (O), y NOT (NO) además de los operadores de relación:

- = igual
- <> no igual
- > mayor que
- < menor que

ProCite incluye criterios de búsqueda especiales como empieza por (begins with), acaba en (ends with), contiene (contains), vacío (empty), y no vacío (not empty).

Una estrategia de búsqueda (**Search Expression**) es una descripción de los criterios que desea que ProCite aplique para encontrar registros en una base de datos. Una estrategia de búsqueda contiene alguna de las tres funciones siguientes:

- Field Identifier (Identificador de campo) (opcional) —identificador único que limita la búsqueda a un campo específico, a varios campos, a una plantilla o a un grupo.
- Operator (Operador) (opcional) instrucción para crear relaciones entre los términos de búsqueda o de cómo buscar un campo.
- Search Term (Término que se busca) palabra o frase que desea que ProCite encuentre.

4.3.1. Crear una Ecuación de Búsqueda

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4.3.2. Guardar una Estrategia de Búsqueda

Es de gran utilidad poder guardar las estrategias de búsqueda extensas y complicadas o las que se usan con frecuencia. Haga el siguiente ejercicio para guardar una estrategia de búsqueda.

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Los grupos sirven para crear subconjuntos virtuales de una base de datos. Guardar registros en un grupo le permite recuperar de una forma rápida un subconjunto concreto de registros. Un grupo puede contener los resultados de una o de varias búsquedas o un conjunto de registros concreto. En su base de datos puede crear tantos grupos como desee y asignarles un nombre diferente a cada uno.

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Γ	Apollyon's bow: Perspective, reading, and mea	Anderson, Mark Ransom		1984	Literature/ Apollyon				
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	The pharmacological basis of therapeutics	Gilman, Alfred G.//Rall, Theodore	W.//Nies, Ala	1990	Medicine/ Pharmacology				
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Γ	Software design issues for natural language pro	Loomis, Thomas		1987	Computers/ Programming)/ Language			
Vibration can't loosen easily installed fasteners McCarty, Lyle H.				February 27, 1989	Fasteners/Huck Manufac	turing Company			
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Γ		Miles, Ethel		October 31, 1982	Library/ Human Resource	Management			
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4.5.1. Cambiar la Ordenación de los Registros para Imprimir la Bibliografía

El orden de las referencias en su bibliografía impresa puede ser diferente del orden en el que se visualizan en la pantalla. Por defecto, ProCite presenta la bibliografía según la ordenación definida en el estilo de presentación. Siga las siguientes instrucciones para omitir las opciones por defecto e imprimir los registros usando una ordenación diferente.

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Página 1

Fin del Tema 4

El siguiente tema le ayudará a aprender a generar bibliografías

4.5.1 - 6

TEMA 5

Generar la Bibliografía

Introducción:

Se pueden visualizar las referencias bibliográficas en la pantalla y, a continuación, si se desea, guardarlas en un formato de procesador de textos, en un archivo HTML o imprimirlas. La bibliografía se puede imprimir completa según el modo tradicional u ordenada por un determinado campo.

En esta sección aprenderá a:

- •Crear una bibliografía de la lista de registros
- •Crear una bibliografía por campos específicos

5.1 - 1
5.2.

Imprimir una Bibliografía

ProCite siempre muestra la bibliografía formateada según un estilo de presentación que se puede cambiar antes de imprimirla o guardarla en un archivo. El siguiente ejercicio le ayudará a aprender a cambiar el formato e imprimir la bibliografía.

Para imprimir una bibliografía directamente desde ProCite:

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- 7. Aroney MJ, Davies MS, Hambley TW, Pierens RK. A study of the polarities, anisotropic polarisabilities and carbonyl infrared vibrational frequencies of the complexes [M(CO), {P(OCH), CMe}] (M = Co. Marca IND and the control doctory of IM(CO), (P(OCH), CMe)]. Evidence for a control

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5.3.

Imprimir una Bibliografía por Campos Específicos

También se puede imprimir la bibliografía por campos específicos como, por ejemplo, **Keywords** (Palabras clave), **Author** (Autor), **Title** (Título) o **Call Number** (Signatura topográfica), aunque se puede seleccionar cualquier otro campo. Esta opción le permite agrupar los registros bajo diferentes epígrafes como pueden ser el lugar de publicación, la materia, etc. Además se puede crear un índice para adjuntarlo a la bibliografía tradicional.

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Fin del Tema 5

El siguiente tema le ayudará a aprender a introducir automáticamente citas bibliográficas contenidas en ProCite en un fichero de un procesador de texto

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TEMA 6

Preparar un Documento y su Bibliografía

En esta sección aprenderá a:

- Abrir un documento de un procesador de textos para introducir citas bibliográficas
- Seleccionar las referencias que se desean citar
- Preparar la bibliografía y el documento final
- Cerrar el documento y salir de ProCite

6.2. Abrir un Documento de un Procesador de Textos

ProCite 5 es compatible con Microsoft Word 7, 97, y 2000 de Windows, WordPerfect 7, 8 y 2000 de Windows y Word 6.01 y 98 de Macintosh.



6.3. Crear un Documento Word

Los siguientes ejercicios están pensados para Microsoft Word, aunque también se pueden utilizar con WordPerfect. El primer paso en la creación de bibliografías es localizar las citas bibliográficas que se desean incluir en un documento. ProCite ofrece tres modos diferentes para hacerlo. Una vez insertados los marcadores de posición, es fácil generar las citas bibliográficas en el texto y la bibliografía final.



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Fin del Tema 6

El siguiente Anexo le ayudará a modificar y crear las plantillas de trabajo de ProCite

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Anexo 1

Plantillas de Trabajo

En este anexo aprenderá a modificar una plantilla de trabajo de Procite y a crear una nueva plantilla de trabajo

A1.2. Modificación de una plantilla de trabajo de ProCite

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