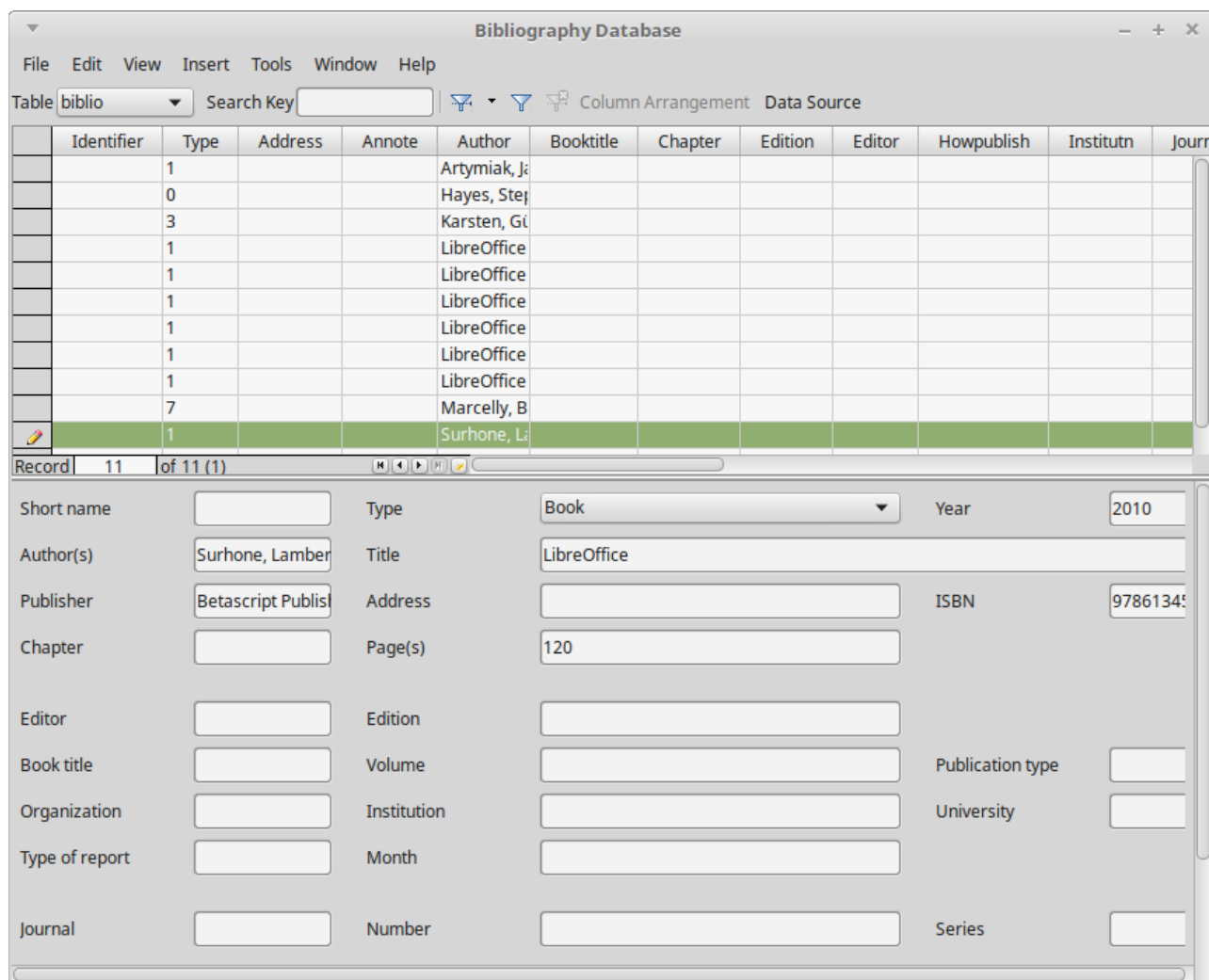To open the database select **Tools > Bibliography Database**. The Bibliography Database window, similar to that in Figure 352, opens. The upper part of the tab shows all of the records, in a table layout similar to that of a spreadsheet. The lower part of the tab shows all the fields of the selected record.

> ⚠️ **Caution**
>
> The sample entries in the sample database for both the Identifier column and the Short Name field are meaningless. Replace them with the proper format for the citation style you are using.

Figure 352: Bibliography Database main window

Changing the data source

To change the data source in use (for example, if you have more than one bibliographic database for different purposes), select **Data > Choose Data Source** on the Menu bar, or click the **Data Source** button on the toolbar near the top of the Database window. The Choose Data Source dialog lists registered data sources. Select one of them and click **OK**.

To add (register) a different data source, see instructions in Chapter 8, Getting Started with Base, in the *Getting Started Guide*.