

Filtering records

To set up a filter for specific records within the bibliographic database, select **Data > Filter** on the Bibliographic Database Menu bar, or click the **Standard Filter** button on the toolbar near the top of the window. On the Standard Filter dialog (Figure 353), choose the fields, conditions, and values for the filter and click **OK**.

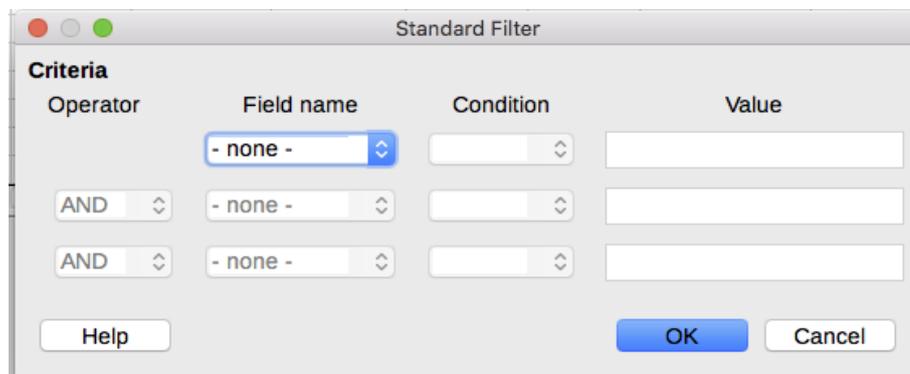


Figure 353: Setting up a filter for the bibliographic database

Adding entries to the database

Use the Bibliography Database dialog (**Tools > Bibliography Database**) to add entries to the database:

- 1) You can add records directly into the database using the fields in the lower section of the dialog shown in Figure 352 on page 337.
- 2) Select **Data > Record** on the Menu bar of the Bibliography Database dialog, or click the **+** icon to the left of the horizontal scroll bar.
- 3) Enter a name for the entry in the **Short Name** box. Complete other fields as required. Use the *Tab* key to move between fields.
It is best to use a unique name in the Short name field. This field is used when inserting entries into documents.
- 4) To complete the entry, move to the last field and press *Tab* again, or click on any other cell in the table.

If your document requires [Author, date] style citations, use the Short name field of the database to record the information in the required format.

Maintaining entries in the database

To maintain entries in the database, use the Bibliography Database dialog (**Tools > Bibliography Database**). Click the appropriate record and modify the fields as appropriate.

Modified entries are saved automatically to the database when the cursor moves off the record.

Advanced: Modifying the bibliographic database

You can modify the bibliography database in several ways, as summarized below.

Note

For more information on how to use LibreOffice's database features, see Chapter 8, *Getting Started with Base*, in the *Getting Started Guide*.