After the appropriate information is entered in the Date, Place, and/or Memo fields (see Chapter 5 – Entering and Editing Data), we are ready to add the Citation. We do that by clicking one of the three buttons near the bottom of the screen, above the (currently empty) list of citations:

Add New Citation – use this button if this is the first time you are citing this Source. It opens the Citation screen so you can enter the Source Number and other fields. You can use the F4 key instead of this button if you prefer.

Repeat Last Citation – use this button if you have previously cited this source and want to use the same Source and Citation Detail. The Citation screen opens with the most recently used Source number and Citation Detail entered. You can use the F3 key instead of this button if you prefer.

Repeat Recent Citations – choose from a list of previously cited sources. The Citations screen then opens with the selected Source number and Citation Detail entered. You can use the Ctrl+F3 keys instead of this button if you prefer.

After opening the Citation screen using the buttons or short-cut keys as described above you can complete the Citation, as shown on the facing page.

TIP

Once the Citation screen is opened with any of these buttons, we can recall any of the 15 most recently used values we have entered in the Source Number and Citation Detail fields, or in the Citation Memo or Reference fields, by using the F3 or Ctrl+F3 keys, as described beginning on page 41.

If we use the Add New Citation button all the fields will initially be empty. If we use either of the other two buttons the Source number and Citation Detail fields will be populated with the previously used values, which can then be edited if we like. In either case, we enter or edit data in the following fields in the Citation screen:

❶ **Source Number** – we can simply type the number in if we recall it. If not, click on the binoculars button next to the number field, which will open the Master Source List, and then select the desired source from that list. Note that when we move the cursor out of the source number field, the source Abbreviation appears to the right of the binoculars button, so we can be sure we have the right source.

❷ **Citation Detail** – here we enter any details we might want to record about this citation. In this case, our source, the e-mail, didn't give a date but said "she died about 5 years ago here in Richmond." But we entered a date – circa 1998 – in the Date field. So we explain that the source didn't actually give us the date, but we estimated it from the statement in the source. In other cases, like a book, we might enter a page number where the information appeared. If we had not entered the date of the e-mail in the source definition because we were using this source definition for several e-mails sent on different days, we might enter the date of the particular e-mail we used for this tag in the Citation Detail.

If our Source had any special instructions for entering fields on the Citation screen, they should appear on the Reminder screen that opens when we select the Source. The Reminder is the same as described on page 49, unless a specific reminder has been created for this source.