

## FAQ

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### Technical Help

#### **Why isn't scanning/inserting a citation in a Word document working?**

Bookends exchanges information with Word via AppleEvents. There is a bug in Word that sometimes causes it to stop responding to the "paste" AppleEvent, and after a scan or Copy Citation Word comes to the front but the document's text is unchanged (although selected), and no bibliography was added. The immediate solution is to perform a Paste Special yourself. In Word, do this:

Edit -> Paste Special -> Formatted Text (RTF).

The longer term solution is to either relaunch Word (which sometimes works) or reboot your Mac (which sometimes works). If those don't help, reinstalling Word seems to fix this issue.

Another possibility is that "Proofreading Scan" was checked in the scan dialog. Proofreading scans help you manage temporary citations, they do not replace temporary citations with final citations, and will not generate a bibliography. The User Guide has more information about Proofreading Scans.

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#### **Why are some PDFs displayed incorrectly?**

There are bugs in macOS PDFKit that can cause cosmetic artifacts in large PDFs that are zoomed. This issue has been resolved in Bookends 13. If you don't want to upgrade to 13 and encounter this problem, you can make the PDF render properly by changing the display to "Actual Size", or use the "Single Page" or "Two Pages" option (as opposed to "Single Page Continuous" or "Two Pages Continuous").

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#### **Why am I having problems displaying and/or downloading pdfs?**

You may have AdobePDFViewer.plugin installed. AdobePDFViewer.plugin interferes with Bookends' WebKit-based display of pdfs. It will also prevent you from importing pdfs by drag and drop of

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the pdf proxy icon in Bookends Browser. Depending on which version of `AdobePDFViewer.plugin` and macOS you are using, you may even experience crashes.

You can tell that `AdobePDFViewer.plugin` is installed if the Bookends pdf display is solid black or contains icons for functions such as printing. You may also see runtime error messages with comments like "Condition: largestPixelSize.width > 0...".

For newer versions of Adobe Reader (11.x or later), the option to use the plugin no longer appears in Adobe Reader preferences. Go to this web page

<http://helpx.adobe.com/acrobat/using/display-pdf-browser-acrobat-xi.html>

and scroll down to the section on Safari, look for the heading

Disable AdobePDFViewer plug-in

and follow the instructions.

To disable the plugin for older versions, launch Adobe Reader (or other Adobe products such as Acrobat) and open preferences. Select "Internet" from the panel on the left, then *uncheck* "Display PDF in browser using: ". Then quit and relaunch Bookends.

There is a known bug in Acrobat X that disables this preference setting so you can't uncheck it (see this link for details): [http://kb2.adobe.com/cps/870/cpsid\\_87060.html](http://kb2.adobe.com/cps/870/cpsid_87060.html)

If you encounter this problem, delete the `AdobePDFViewer.plugin` from `/Library/Internet Plug-ins/` (note that this is the System Library, not your User Library), then restart your Mac.

Some versions of Acrobat/Reader install another plugin called `AdobePDFViewerNPAPI.plugin`. You should also remove it from the folder `/Library/Internet Plug-ins/`.

To summarize, if you can't disable the plugin in Acrobat/Reader preferences, delete the files

`/Library/Internet Plug-ins/AdobePDFViewer.plugin`  
`/Library/Internet Plug-ins/AdobePDFViewerNPAPI.plugin`

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### **Why do I get an error message when I open the Format Manager or try to use a format?**

One source of such errors is the presence of virus protection software. In particular, Intego Virus Protection and Trend Micro have been reported to cause these errors. If you experience these, try disabling Intego Virus Protection or Trend Micro (or whatever virus protection software you are running) and see if the problem has been resolved. Another way to tell if virus protection software (or any other process) is interfering with Bookends is to reboot in Safe mode (Shift key held down). If the problem resolves, it's almost certainly do to some third party application or utility.

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### **I can't find the user Library folder. Where is it?**

In macOS the user Library folder is hidden by default. To access it, hold down the Option key and use the Finder menu Go -> Library. This will take you to

`~/Library`

and you can follow the trail to

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~/Library/Application Support/Bookends/

A quick shortcut to the Bookends folder in Application Support is Help -> Show Bookends Folder in Finder.

There you can access to various Bookends support files should you need them, such as your formats, filters, and Bookends preferences.

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### **Where is my reference library on the hard drive?**

When you create a new library, it is given a name and saved to disk using the standard Save dialog. The default location is in your user Library folder

~/Library/Application Support/Bookends/

Remember that you can access your Library folder by holding down the Option key and selecting the Go menu in the Finder.

Note that you can always see the full path to your reference library by pressing the Command key and clicking on the file proxy icon in the library window title bar.

You can also get to the Bookends folder via the Bookends Help menu: Show Bookends Folder in Finder

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### **Where is the User Guide? Where are the tutorials?**

The User Guide, tutorials (pdf and video), and Release Notes are available from the Bookends Help menu.

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### **When I double click on the .dmg downloaded from Sonny Software, it doesn't open in the Finder. Where is it?**

The dmg may not open as a separate window. Instead, look for it in the Finder window, left pane, under Devices.

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### **Can I scan Word files that have EndNote citations?**

Usually. Follow these steps:

- 1) The key is to make sure that the EndNote record number in the citation matches the Bookends unique ID for that reference. To do this, export your EndNote library as XML (requires EndNote 7 or later). Import this into a fresh Bookends library and the EndNote record numbers will now be Bookends unique ID numbers.
  - 2) Open your document in Microsoft Word and use the EndNote unformat command if the citations were entered with Cite While You Write. All citations should now be visible in their temporary form (for example, surrounded by curly brackets).
  - 3) Scan the document with Bookends (make sure that the citation delimiters, such as curly brackets, as set in Bookends Preferences are the same as those used by EndNote).
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### **How do I import references from other reference management apps?**

You can export and then import references, often with links to PDFs intact, from applications such as EndNote, Papers, Sente, Zotero, and Mendeley. Here are specific [instructions](#).

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**Bookends isn't working properly. What do I do?**

Damage to your Bookends library can have unpredictable results. If you are having problems that cannot be reproduced in a fresh Bookends library, it is likely that this is the cause. In this case, the first thing you should do is to rebuild the library (File -> Library Maintenance -> Rebuild). If the problem persists, try to repair your database (File -> Library Maintenance > Repair). If the problem has still not been resolved, contact us for technical support.

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**How do I merge two libraries?**

There are two ways to do this: (1) Mark all your references, use File -> Export References (Hits) to export them as a "Bookends" file, and then import this file into the destination library, or (2) drag the references from one library window and drop them on another. If you think there may be duplicate references, after the merge choose the menu item Refs -> Remove Duplicates.

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**Why are text styles (i.e. italics, bold) not showing in my formatted references?**

Check Preferences -> Scan & Bib or Biblio -> Bibliography and make sure the output is set to Styled Text. If it is, then check the bibliography font you are using (the default is in Preferences), and the font used in a reference that is not displaying styled text. Not all fonts have an italic face (Lucida Grande, for example), and in that case only plain text will be output.

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**Why aren't PDFs added to the watch folder when Bookends isn't running imported?**

When a file is dropped into the watch folder, the Finder records the time and sends a notification to Bookends. Sometimes the folder's metadata becomes corrupted and the time isn't saved so Bookends is not notified when next launched. To correct this, create a new watch folder and point Bookends to it (File -> Import From Watch Folder -> Configure). Add the PDFs to the new folder and they will be imported, as will subsequently added PDFs, even if Bookends was not running when they were placed in the watch folder.

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**How do I get a format or import filter to show up in the corresponding pop-up menus?**

You must enable the format or import filter by checking it in either the Formats Manager or the Import Filters Manager, respectively.

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**Where can I get a format for a particular source?**

You can create your own formats by selecting one in the Formats Manager that is similar to the one you want and clicking on the Add button (use Biblio -> Create Format Catalog to see examples of all the formats shipped with Bookends). Create an appropriate name for the new format and make whatever changes are necessary. Details on format design are available in the User Guide. Alternatively, you can ask other Bookends users if they have created such a format and will share it on the Bookends User Forum. If you have altered a format we supply and want to obtain the original, you can download it from our ftp site: <ftp://ftp.sonnysoftware.com/pub/Formats/> (sign in as Guest).

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License/Purchase Information

**I bought Bookends on the Mac App Store. I no longer see it there, how do I get it?**

As of version 13, Bookends is no longer for sale on the Mac App Store. You can upgrade to Bookends 13, which is available on our web site. If you don't want to upgrade you can still download Bookends 12.8.4 by clicking the Purchased tab in the Mac App Store app.

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### **I bought a Lab/Small Workgroup license for Bookends 12. How do I upgrade to Bookends 13?**

Group licenses are no longer sold. You can, however, convert your old group licenses to the corresponding number of individual licenses at a discount. To do this, write to Sonny Software (sales@sonnysoftware.com) with your name and group license code and you will receive instructions on how to proceed.

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### **I own Bookends—where can I find my registration (serial) number?**

Your registration number was provided in the e-mail you received when you bought Bookends. If you bought it from Sonny Software, the e-mail was sent from sales@sonnysoftware.com. If you bought the Bookends/Mellel bundle, the e-mail was sent from redlex@redlers.com. If you bought from the Mac App Store you have no registration number. If you can't find the e-mail, contact sales@sonnysoftware.com with the name and address you used when you made the purchase and we'll look it up for you.

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### **Can I install Bookends on both my desktop and laptop computers with one license?**

Probably. Licenses are per user, not per computer. That means if you are the only person using a license you can install it on more than one computer for your own use. Note that you can not run Bookends on more than one computer simultaneously (a single user has no need for this). If more than one person is using Bookends, you need one license for each person.

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