**Preparation For Workshop**

Before you proceed to the next step,

**Download the required files:**

1. Please Copy these five files onto your desktop

If you are unable to do so, please speak to us for assistance. These files are necessary for the workshop.

**Setting up your WizFolio account:**

Please use **Mozilla Firefox** for this workshop.

To access WizFolio, go here: **www.wizfolio.com**

1. Click on the **Join Now** button.
2. Complete the online form, using your **institutional email address (eg. xxx@uni.edu)**.
3. Click on **Academic Account** to set up your account.
A verification email will be sent to your email account. Click on the link in the email to activate your WizFolio account.

**Enjoy your time with WizFolio.**

**Worksheet 1: Manual Entry, Download PDF, Upload PDF, Import from Clipboard**

1. **Create Folder “*Demo*”**
	1. Right Click on the folder

* 1. Click

* 1. Name it as **Demo**
1. **Manual Entry**

**Nanostructured polymer/nanophase ceramic composites enhance osteoblast and chondrocyte adhesion**. Kay, Sarina; Thapa, Anil; Haberstroh, Karen M; Webster, Thomas J.

*Tissue engineering 8 (5): 753-61, 2002 Oct*.

To insert the above reference into your WizFolio collection, we shall use **Locate Bibliography**:

* 1. Click (located at the toolbar) and select Manual Entry

* 1. In the *Locate Bibliography* window, type in:

Title: **Nanostructured polymer**

 Author: **Kay**

* 1. Click “Locate Bibliography”
	2. Select “*Nanostructured polymer/nanophase ceramic composites enhance osteoblast and chondrocyte adhesion*”
	3. Click *Save*.
1. **Locate PDF**
	1. Click on **Settings** (top right corner of WizFolio).
	2. Choose your library from the “Library Subscriptions” menu.
	3. Click “Update”.
	4. In the bibliographic panel for “*Nanostructured polymer/nanophase ceramic composites enhance osteoblast and chondrocyte adhesion*”, click on .

* 1. WizFolio will bring you to the webpage to view the free PDF.
1. **Upload PDF**
	1. Go to *Demo* folder

* 1. Click (located at the toolbar) and select Upload Files.

* 1. Browse to your desktop, hold onto the Ctrl-key, select all of the 4 PDF files, and click on *Open*

Notice that full bibliographic data for all PDF files have been automatically retrieved.

1. **Import from Clipboard**
2. Open “01 Intravenous Postoperative Fluid.pdf”
3. Copy first 3 references from the reference list.

1. Click and select Import from Clipboard.

1. Right click and paste the references into the textbox.
2. Click “Import Now”

**Worksheet 2: Import from Databases**

1. **Integrated Search Engine:**
	1. Search for “**cartilage**” in Pubmed (using search bar located at bottom left).
	2. Drag and drop any 3 references into your *Demo* folder.
2. **WizAdd:**

I. Add WizAdd as bookmark

* 1. Click on “WizAdd” link at the top bar.
	2. Drag and drop the **WizAdd** logo to your **Firefox bookmark** toolbar.

II. Search

* 1. From the list of “supported websites” in WizAdd page, click *Wiley InterScience*.
	2. In the search box, select “All Content” enter [**nanofiber**]

III. Import Results

1. Select any three references.
2. Click *WizAdd*.
3. In the WizAdd window, click on .

1. Create a new folder called “**Nanofiber**”
2. Click on *Save*.

IV. Go to WizFolio

1. Click on the icon on the Folder toolbar to refresh your folders

1. Click on the folder *Nanofiber* to see the imported items

|  |
| --- |
| You can use WizAdd to capture YouTubes and Patents from (USPTO, Google Patents and Espacenet).For other unsupported websites, WizAdd will save title, URL and highlighted snippets of the webpage into your account. |

**Worksheet 3: WizCite**

1. WizCite has already been installed on the workshop computers. To install WizCite:
	1. Click on “WizCite” link at the top bar.
	2. In the new window, click on the “WizCite” logo. Run the program.
2. Open “05 Harnessing Web 2.0.doc” from your desktop
3. Click on “WizFolio” icon in Word Toolbar.

(If the icon is not displayed, right click on Word toolbar and tick “WizCite”.)

A small window appears, sign in to your WizFolio account.

1. **Insert Citations**
	1. Position your cursor in the text.
	2. Select any three references from your WizFolio account.
	3. Click “Insert Citation”

1. **Choose a Citation Style**
	1. Click on .

* 1. In the drop down list, select “Medline Author-Year” and click on “Apply Style”.
1. **Customize Citation Style**
	1. Open Citation Style Editor

* 1. Under “In-text Citation Style”
		+ Click on “Author”
		+ In the editing box for Author, tick “bold”.

\*Note the changes in the right hand Preview panel.

 In-Text

 Citation

 Style

 Editing Box for

 “Author”

* 1. Under “Bibliographic Citation Style”,
		+ Drag and drop “Year” to the last position.
		+ In the editing box for Year, edit the following:
			1. Add a space to the prefix.
			2. Change the suffix from “;” to “.”
	2. To save the customized citation style, type in a name for the citation style you made in the “Save Style As:” textbox. Then, click “”.

* 1. Click “”

