This tutorial demonstrates how to add **BIBLIOGRAPHIC INFO** (i.e., title, authors, keywords, abstract, manuscript #, etc.) with the Guided Data Capture (GDC) software.
NOTE:
This tutorial proceeds sequentially, but any field in the **Literature Source Description form** can be modified, at any time.
1. Type or Paste the article title in the **Title** field.

2. CLICK in the **Authors** field.
1. Enter the last name of the first author.

2. CLICK Search
If the name is found in the GDC *author* database:

1. Click this field for choices.
2. Select the correct name or *None of listed*.
If the author’s correct name is shown:

Click Add Author
The new name appears in the author list.

Next:
CLICK Done, if all authors are entered
or
Type another name in the Last Name field.
If the correct author name is NOT shown, SELECT None of Listed.

Then, type the first and middle name (or initials) of the author in the appropriate field.

CLICK Add Author
The new name appears in the author list.

Next: CLICK *Done*, if all authors are entered or Type another name in the *Last Name* field.
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**NOTE:** This is where your *Manuscript #* will be entered.
1. Enter your manuscript number provided by the journal editor. For example: je000490a

2. CLICK Accept after entry of the #
The year is set automatically by the GDC program.
Type or Paste the keywords separated by commas or semicolons

Type or Paste the abstract. (Note: Symbols will not transfer well.)
CLICK *Accept* after entry of all bibliographic information.
A reference code, created automatically by the GDC program, appears on the main screen.
See the **COMPOUNDS** tutorial for details about the next steps.