

# F1000Workspace

## user guide

This user guide contains essential information for you to make the most of F1000Workspace.

Please feel free to email us with any other questions or comments you may have, at [feedback@f1000.com](mailto:feedback@f1000.com).

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# Getting started

## About F1000 & F1000Workspace

F1000 (Faculty of 1000) provides collaborative authoring, reference sharing, literature discovery and annotation powered by a faculty of over 10,000 leading experts in biology and medicine.

F1000Workspace is the latest offering from F1000 and provides a unified workspace for scientists to collect, write & discuss scientific literature. It features a web-based application, a browser extension and a powerful plugin for Microsoft Word. It includes key article recommendations by our faculty of over 10,000 leading experts in biology and medicine and links to our Open Science publishing platform, F1000Research.

## Who is F1000Workspace for?

F1000Workspace was designed specifically for life scientists but can be useful for anyone writing scholarly or academic articles. It's intended to support the entire science writing process, from discovering critical papers recommended by our faculty and intelligent algorithms to easily saving and annotating references with our powerful browser extension.

## Accessing F1000Workspace

Full access to F1000Workspace is limited to users at an F1000 subscribing institution or paid individual subscribers. However all users are provided with an initial 30-day free trial. You can [register here](#) to get started.

### **Institutional subscribers**

You are an institutional subscriber if your University / Department / Lab has a paid F1000 subscription. You can use our tool (available by clicking the link in your trial expired notification when you are signed in) to check, or ask your librarian (who will also be able to help if you are unsure whether you will be covered).

Users at subscribing institutions must login from their institution within the 30-day trial period to verify their account and unlock full access.

### **Individual subscribers**

Individuals who are registered with us can purchase a personal subscription for US\$9.95 per month. If you prefer not to purchase a subscription when your subscription/trial expires, you will still be able to access your F1000Workspace profile to export your references.

## Existing F1000Prime users

If you are a paid institutional/individual user with an F1000Prime login, you can use your credentials to [sign-in to F1000Workspace](#). If you can't remember your login details follow this [link](#) and click the **Forgot Password** link.

## Claiming your free 'short article' with F1000Research

As an F1000Workspace user, you also benefit from free publication of a **short article** (normally \$150), in F1000Research, our Open Science publishing platform. The short article can be up to 1,000 words long and must be submitted within a year of registering or logging into the F1000Workspace platform (see 'Accessing F1000Workspace' above).

## What's included as part of F1000Workspace?

F1000Workspace includes a range of tools that work better together. These include:

### Web based application

This is the main [f1000.com/work](https://f1000.com/work) website. You can use the web app to manage, store and share your references from any computer. See the relevant sections of this help guide to find out more.

### Browser extension

An internet browser extension to collect and annotate references as you discover them online. Install today at [f1000.com/work/collect](https://f1000.com/work/collect)

### Word plugin

A word plugin to find and insert citations and generate bibliographies. Install today at [f1000.com/work/write](https://f1000.com/work/write)

### Desktop app

The F1000Workspace desktop app is a lightweight app that allows you to upload PDFs to your list of references and project folders. It also allows you to set up a **Watch Folder** on your machine to automatically upload any PDFs you save there to your list of references, which you can later access by logging in at [f1000.com/work](https://f1000.com/work) on any web browser.

## Accessing your F1000Workspace account when you move institutions

Many users have access to F1000 through an institutional subscription. If you move to a new institution that doesn't have an F1000 subscription you will have to purchase a personal subscription for US\$9.95 per month. If you prefer not to purchase a subscription then you will still be able to access and work on your old projects, but you won't be able to create new ones.

If you will lose access to the email address you are registered with, you can easily convert your account to a different email address [here](#).

# Checking compatibility

## Web-based application

Fully compatible with all major browsers available for Windows and OS X. The site will work with other operating systems but you may encounter some minor issues.

## Browser extension

You can install the browser extension for Chrome, Firefox, Internet Explorer 11, Opera and Safari 6 onwards. Note that it isn't compatible with browsers for mobile devices.

## Word plugin

We currently support both Windows (2007 onwards) and OS X (2011/2016) versions of Word.

## Desktop app

The desktop PDF importer is compatible with both Windows (XP onwards) and OS X (Mac, 10.7 onwards). Note the Desktop app uses an SHA-256 certificate (which is now recommended and will become the required certificate for storing data in 2017). Users with Windows Vista SP2 or earlier are known to have issues with this certificate. A Microsoft patch for Vista SP2 is available [here](#).

## What about tablets/smartphones?

We also have a F1000Workspace app – a free reference manager app for researchers, students and academics. This app helps you easily save references on the go, add notes to webpages or PDFs, and work seamlessly across any computer, phone or tablet. Visit [Google Play](#) or the [App Store](#) to download the F1000Workspace app.

# Importing references

Click **Import References** then select the appropriate option. You can import **PDFs** or **RIS, BIB** and **EndNote XML** files, add references using a **DOI, PMID** (PubMed ID) or **ISBN** or select the **Manual entry** option. Alternatively you can import from **Google Drive, Dropbox, Mendeley** or **Zotero** by entering your login details.

## Importing references from Mendeley

Click **Import references** then click **Mendeley**. Enter your Mendeley account details into the popup (you'll be notified that F1000 is requesting access) then choose to either import all of your Mendeley references or specific folders of interest. The best way to preserve your folder structure is to select **Import all my references** and **Maintain folder structure**. Note that F1000 only includes two levels (projects and subprojects) and what is a sub-subfolder in Mendeley will be added to F1000 as a subproject. Unsorted items in Mendeley will be imported only if you select **Import all my references**, and they will be added to 'Unsorted References' within F1000Workspace. Note that this process can take time if you are importing a large number of references.

## Importing references from Zotero

Click **Import references** and click **Zotero**. Sign into your Zotero account in the popup (you'll be notified that F1000 is requesting access). Choose to either import all of your Zotero references, or select specific references to import. If you select **Import all my references**, Zotero references not included in specific collections will appear under 'Unsorted References' within F1000Workspace. Note that this process can take time if you are importing a large number of references.

## Changes in folder structure when importing from Mendeley, Zotero, Google Drive or Dropbox

When you import folders from any outside source, the structure of the original folders and subfolders may change. The best way to preserve your folder structure when importing from external sources is to select import **All my references** and **Maintain folder structure**. Note that F1000 only includes two levels (projects and subprojects) and what is a sub-subfolder in Mendeley or Zotero will be added to F1000 as a subproject.

## Importing from EndNote

While it isn't possible to directly import references from EndNote, you can export your references from EndNote in a compatible format, and then import these to F1000Workspace.

### From EndNote:

- Go to **File** and click **Export**
- Type a file name and choose the location to save the file
- In **Save as** type select **XML** as the file type
- If you want to export all the content saved in the library, uncheck the box **Export selected references**. Otherwise, only the selected references will be exported

Then from within F1000Workspace:

- Click **Import references** and choose **RIB, BIB & XML files**
- Select the EndNote library file that you just exported
- Click **Open**
- **Optional:** Select *Include attached PDFs only if you wish to add PDFs to your references*
- Click **Import** and the references will be added to F1000

## Importing from RefWorks

You will need to export your references (all or a subset) as a BibTeX file.

### In RefWorks:

- Select **Export** from the **References** or **Tools** menu
- Select the references to export
- Select BibTeX as **Export format** and click **Export**

Then from within F1000Workspace:

- Click **Import references** and choose **RIB, BIB & XML files**
- Select the RefWorks BibTeX file that you just exported
- Click **Open** and the references will be added to F1000

## Importing from other popular reference management tools

### Papers

You will need to export your references (all or a subset) as a BibTeX file.

- In Papers select the references to export
- Go to **File, Export** and select BibTeX file
- Choose a location to save the file then set **BibTeX Record to standard** and **Source format to Full title**. Click **Export**

Then from within F1000Workspace:

- Click **Import references** and choose **RIB, BIB & XML files**
- Select the *Papers BibTeX* file that you just exported
- Click **Open** and the references will be added to F1000

### ReadCube

You will need to export your references (all or a subset) as a BibTeX file.

- In *ReadCube* select the references to export
- In **Options** select **Export to BibTeX (.bib file)**
- Type a filename and choose the location where the file will be saved. Click **SAVE**

Then from within F1000Workspace:

- Click **Import references** and choose **RIB, BIB & XML files**
- Select the *ReadCube BibTeX* file that you just exported
- Click **Open** and the references will be added to F1000

### Reference Manager (Refman.com)

You will need to export your references (all or a subset) to an XML file.

- In *Reference Manager* select the references to export
- Go to **File** and click **Export**
- Type a filename, choose the location and choose **XML** as the file type. Click **SAVE**

Then from within F1000Workspace:


- Click **Import references** and choose **RIB, BIB & XML files**
- Select the *Reference Manager XML* file that you just exported
- Click **Open** and the references will be added to F1000

## The privacy of your references

The references you import into F1000Workspace will be completely private; only invited users will be able to view and access them.

You can read more about this in our Privacy Policy at [our privacy policy](#).

## Finding and merging duplicate references

Within **All references** click the  icon next to the header and our system will check all your references for duplicates.


By clicking **Merge duplicates**, all tags and annotations from the duplicates will be copied to the master reference. The master reference will be added to all projects where duplicates were present.



## The citation data does not match my PDF

Occasionally when a PDF is added to F1000 we detect a DOI or PMID from a different article, resulting in the wrong citation data being attached to the PDF.

You can solve this by following these steps:

- Go to the F1000 article page and click the  icon
- Add the correct PMID or DOI and click **FIND**
- Check the article details and click **UPDATE METADATA** to create a new reference with the PDF. You can also choose to delete or keep the initial reference


## Working with references

### Table and list view

You can change the way you view your references by clicking the **View** icons.

- **Table view.** In this mode you see a compact list of your references. You can sort based on any of the headings and even change which columns are visible.
- **List view.** This is a more expanded view of your references showing the key information.

### Editing a reference

You can only edit references that you entered manually by clicking the  icon on the reference page. References with a DOI but no PMID can be edited (authors, publication date, volume, issue, pages and abstract fields only). Otherwise, you can request metadata changes and we will review the metadata on any reference for you.

### Search, filter and sort your references

You can search within your reference list using the search bar (top right) and filter by selecting tags (left panel). Clicking any column header in table view will sort by that column, or clicking **Sort by** in list view allows you to view references sorted by Title, First author, Last author, Published date, Added date (to F1000) or Journal name.


### Unsorted references

These are references that you have not yet sorted into individual projects.

### Move to vs. Copy to



Copying a reference allows you to duplicate the reference so the same reference can be stored in multiple projects. Moving a reference removes the reference from the original project and adds it to a selected target project.

## Exporting references

Select a reference, click the  icon and select **Export as**. You can then choose either BibTeX or RIS as the file type which will be saved in your **Downloads** folder.

## Creating tags

You can create a tag in four ways:

- When in list view, add a tag at the bottom of each reference by selecting 
- When in list or table view, select multiple references to add a common tag
- You can also create a tag from inside the reference page by clicking on the  in the tag area
- Finally, you can drag a tag from the list on the left-hand side onto a reference to tag it

## Filtering by tags

Select a tag from the left-hand menu to filter your references by that particular tag. You can filter by multiple tags if required.

## The related articles section

These are suggested articles that may be of interest to you, based on the reference you are currently viewing. We use a dynamic algorithm to find the best papers that fit your research.

## What does cited by mean?

This is the list of articles that have cited the selected reference in their article. Thus, these articles may also be of interest to you. This information comes from **Europe PMC**.

## Attaching a PDF file to a reference

If you have the PDF file: select a reference and click the red **Upload PDF** on the right and select the file in the popup.

If you don't have the PDF file: click **Full-text Article** and you'll be redirected to the corresponding journal website to download the full-text article. Once you've downloaded the PDF, click Upload PDF and select the file in the popup. Of course, you'll need a subscription to access articles in paid journals.

If you log in to your account from inside a subscribing institution the button changes to **Get PDF** – click this and the PDF will automatically be added in one easy step. *Please note this is not currently available for all journals.*

When you already have a PDF linked to this article the text in the button will read **Open PDF**.

## Access full text articles via a proxy server

A proxy server allows you to access articles as if you were inside your institution. You can set up your proxy URL by clicking in your icon in the top right of F1000Workspace webpage, select Proxy settings and insert the proxy URL from your institute. If you do not know the proxy URL, please ask your librarian. Alternatively, [this website](#) contains proxy URLs from various institutes for reference.

## Viewing an article web page

Click on the reference you would like to view and select **Full-text** article, you'll then be redirected to the article webpage.

## Opening PDFs

When in the table view, click the  icon to read the article. When in the list view or when viewing a reference, click **Open PDF** to read the article.

## Notes

Notes are highlights with comments you have made on an article using the F1000 browser extension.

## Private notes

These are notes you have made on the reference page which you do not want to share with your collaborators.

## Checking if a reference is included in a project

Use the **Sort by** function or the search bar (top-right) to find a specific reference, and then from the reference view you can see all projects that include that specific reference.


# Projects

## Working with projects


Projects are a fundamental part of the F1000Workspace web application. They are the main method for managing references, notes and collaborators in one easily accessible location. New projects can be created for a particular paper you are working on, to manage a particular set of references or to create a collaboration space for a lab/group of colleagues.

## Setting up a new project

There are two types of project you can create:


- **Private projects:** *Select this option if you are working on your own. Please note that you can share your private projects at any time by clicking on the  icon on the top right of your screen*
- **Shared projects:** *Select this option if you are collaborating or would like to collaborate with others and wish to share your work, references, notes and citations*

To create a new project:

- Click on the  icon next to either **Private** or **Shared projects**
- Type in the name of the project and press **Enter**

You can also create a new project directly from the browser extension

## Creating a subproject

After creating a private or shared project, click  and select **Create subproject** from the drop down menu. Insert the name and your subproject will appear under the main project.

## Adding references to a project

To add references, copy them from **All references**, **Unsorted references** or any project. You can select multiple references using the tick boxes. You can also drag and drop references between projects. To import files from your computer, use the **Import references** button.

## Project tabs explained:

**References** – Lists all references included in a specific project.


**Activity** – A timeline of all updates to your project, including references which have been added or removed, comments made and members who've accepted or declined invitations.

**Notes** – A timeline of all notes (highlights and comments) that you and the other members of your project (when shared) have made using the F1000Workspace browser extension.




**Recommendations** - Articles that we think you are interested in, based on the content of the project. Click [here](#) for more information.

## Shared projects

### Creating a shared project

Select **+** in **Shared projects** to create a shared project. You can also invite a member to a private project by clicking the  icon in the top right to transform it into a shared one.

### Inviting members

Click the  icon (top right) from any of your shared projects to add a member. Enter their email address and click invite. You'll see an  icon next to members whose invitation is pending and an  icon next to members who've joined the group. On the project page, you'll see the initials of all your project members. If the project has more than 5 members, click **Show all** to view all project members.

### What invited users can do

Your co-authors can read, edit, add or delete references, as well as read your notes and write their own. However, you can write private notes, which your co-workers can't view.

## Shared manuscripts (beta)

### Sharing a manuscript with co-authors

To upload and share a manuscript you have been working on, open the manuscript in **Microsoft Word** (you must have the F1000Workspace word plugin installed) then click on **Share with co-authors** under the **F1000** tool tab and the document will be uploaded to the F1000 web-based application. Your co-authors will receive an email alert letting them know that you have uploaded the document. They can then view it and comment on it online.

### Compatible document types

Currently you can only upload .doc and .docx Word documents. Other document types (images/figures) are not currently supported.

## Viewing shared manuscripts

To view a manuscript you have uploaded, go to [f1000.com/work](https://f1000.com/work), login then select and click on the appropriate project folder from the list on the left hand side. Then from the horizontal tabs across the top of the project, select **Manuscripts**. You will see a list of documents you have uploaded to that particular project folder.

## Adding comments to a manuscript

Select the appropriate manuscript from within the **Manuscripts** tab in your project, then highlight the text you wish you to comment on and enter your comment.

## Who can see my manuscript?

Your manuscript remains secure with us; only the people that you have specifically invited to your project will be able to see view and comment on your manuscript.

## How can I alert my co-authors that I uploaded a manuscript?

Select the appropriate manuscript from the **Manuscripts** tab and click the **Ask for Feedback** button. A pop up will open allowing you to invite a new member to the project or remove an existing one.

## Viewing manuscript comments in Word (Windows only)

To see the comments that you and your co-authors made in the manuscript inside of F1000Workspace, just click the button **View comments**. You have to have the document linked with a project to access the comments.

# Article suggestions

## What are article suggestions?

Our system evaluates each reference in your project, analyzing the title, abstract and authors to understand the whole project and suggest relevant research articles.

## Interacting with suggested articles

Our system constantly learns from your interactions to refine future suggestions. When you select **Add to project** then the article is given a high relevancy percentage, and those you mark as not relevant are given a negative percentage. Those which are relevant but not needed for your project aren't scored so that our system won't exclude articles of that type in the future.

## Improving the quality of suggestions

The best way to improve article suggestions is to interact with them. Every time you mark an article as relevant or not we adjust the algorithm parameters to reflect your choices.

## Suggested articles in a shared project

Suggested articles relate to specific projects, so all members within a shared project will see the same recommendations and can interact with them. Their interaction affects all members of the project. If another member does not agree, however, this member can add in previously dismissed articles or remove articles. All this information is stored in the **Activity** section of the project.

# The F1000 browser extension

## Benefits of the browser extension

The F1000Workspace browser extension is a powerful add-on available for all popular internet browsers. It allows you to save articles as you browse with a single click. You can add notes (highlights and comments) to web pages, and add articles/web pages directly to F1000. Members of a shared project can share their annotations making the process of collecting relevant references much more efficient.

## Installing the browser extension

Go to the main [Workspace site](#), click the link to the extension in the header and follow the instructions to install the browser extension (which will vary depending on the

browser you are using). If you use more than one browser, you'll have to install the extension for each separately.

## One-click reference saving

Browse to a web page (for example PubMed search results):

- Click on the 'F' browser extension icon
- Select the detected references you wish to save
- Choose a project to save them in
- Click **Add item**

## Annotating a webpage

The browser extension allows you to save references, and highlight sections of a reference that are interesting with the option of adding a note. To do this:

- Click on the 'F' browser extension icon
- Check that the Highlighter is switched on
- Select the text that you wish to highlight
- Add a comment (Optional)
- Click **Save**

Every time you add a note (highlighting text and adding comments) to a web page we automatically save the page to your list of references.

## Importing references cited in an article

Simply click **Show cited articles** and we will show you all the articles we have detected on the web page you are viewing. Select the citations you wish to import and click **Add items**. The browser extension can only detect articles that have a unique identifier (DOI or PMID). So you might note a difference in the total number of citations you can import as compared to the total included in the article you are viewing.

## Viewing your annotations

There are a few ways you can view segments of articles you have highlighted and related notes:

- **Within projects:** Click on the **Notes** tab to see all notes made on references within that project. If the reference is part of two different projects, the note will be visible in both projects
- **When viewing a particular reference:** Click the **Notes** section to see all notes made on that reference
- **On the web:** If you browse to an article you have previously highlighted/commented on, you will see your annotation appear. Your annotations are only visible to you or invited members of a shared project. You can disable this feature by turning the **Highlighter** to off mode from within the browser extension window.



## Finding articles you have saved via the browser extension

You should usually be able to quickly find a reference you have saved/annotated via the browser extension by going to the relevant project folder on f1000.com/work (you must be logged in). If not you can use the search function from within **All references**.

## Understanding the different states of the 'F' browser extension icon

- F** An article has been detected on the page which you can save to F1000 as a reference.
- F**<sup>20</sup> Several articles have been detected on the page. By clicking the icon you can choose which references you wish to add to F1000.
- F** No article detected on the page. The extension intelligently detects scientific related web pages, but you can use it to add any page to a project by clicking the 'F' icon and selecting **Add item**.
- F** You are logged out of F1000, or the F1000 browser extension is not supported on this page.

## Supported types of web pages

There are two types of references you can save:

- **Article.** *The F1000 browser extension automatically detects articles in web pages and builds the reference for you*
- **Website.** *When no article is detected, the F1000 browser extension will save it as a website reference*

Please note that some web pages have a structure that does not support the F1000 browser extension. Other pages like Facebook or Gmail are constantly changing the content displayed, meaning your notes would quickly be lost.

## Annotating PDFs

You can only annotate PDFs that have been saved in F1000. Depending on your browser importing PDFs can be relatively easy. Please see the following instructions:

### Chrome, Opera & Safari

- *Open the PDF in a browser window or tab*
- *Click the 'F' browser extension icon*
- *Select an appropriate project to save to*
- *Click **Add PDF***
- *The PDF will be saved in F1000 and then automatically opened in your browser via the F1000 PDF viewer, here you can annotate the PDF as you would a normal web page.*

## Firefox & Internet Explorer 11

- *Download the PDF to your computer*
- *Follow these instructions:*

Click **Import references** then select the appropriate option. You can import **PDFs** or **RIS, BIB** and **EndNote XML files**, add references using a DOI or PMID (PubMed ID) or select the **Manual entry** option. Alternatively you can import from another software tool (e.g. Mendeley) by entering your login details.

# The Word plugin

## Benefits of the Word plugin

The F1000Workspace Word plugin significantly enhances productivity by linking any paper you are writing to your F1000Workspace projects, references and notes. It allows you to easily insert citations, format your paper and search PubMed and F1000 recommendations, all without leaving Word.

## Installing the Word plugin

The F1000Workspace Word plugin is available for Microsoft Word for Windows and Mac OS X. To install it click [here](#) and follow the instructions. The Word plugin will be installed together with the F1000 desktop app.

## Sign-in to access your projects and references

Your F1000 projects and references are stored in the cloud; this means you can easily access all your projects, references and notes from Word by installing the plugin and signing in with your account details.

## Inserting citations

To insert a citation in your document just place the cursor and click **Insert citation**. From the popup, you can choose which citations you want to insert. You can also insert citations from **Search in PubMed**.

## Citation marks

You can add citation marks in Word by placing keywords between { }, e.g. {**Beddington 1994**} or {**zebrafish Fgf**}. To convert the marks in citations, just click in Find citation marks and we will suggest references for each { }. This feature is particularly useful when you are offline and can't access your references in Workspace as it acts as a placeholder. When you are online and click Find citation marks, any text inserted between { } will be used to search all your references for possible matches. If you don't find the reference that you want you can also search PubMed or articles recommended in F1000.

## Using ‘Smart citation suggestions’

To help you find relevant citations we built the ‘find me a citation’ feature that uses our smart search algorithm to automatically suggest relevant citations. To use this feature, place your mouse cursor where you want to insert the citation within your paper then click **Smart citation suggestions**.

## Editing existing citations

Just place your mouse cursor on an existing citation, click **Edit citation** (if on Mac, click **Insert citation** again) and you can quickly add or delete citations.

When editing existing citations you have two options:

- Click **Insert Citation** to quickly add or remove references to the current citation
- Click **Edit Citation** to add prefixes/suffixes, suppress authors or show the citation only in the bibliography. You can also click **View in F1000** to edit the article metadata

## Create bibliography

When you insert a citation using **Insert citation** the bibliography list will be created/updated automatically. You can disable this functionality by deselecting the check box labelled ‘create bibliography in the end of the document’ when you insert the citation. You can always insert a bibliography later by clicking **Create bibliography**.

## Changing the bibliographic style

Select **Style** within the **Bibliography** section, and choose your preferred style to format your citations and bibliography. If you can’t find the style that you want, select **More styles** from the bottom of the list.

## Adding more bibliographic styles

Open the style manager by clicking **More styles** from the **Style** dropdown menu. You can then add a new style to your list by selecting a style from the right menu. You can also remove a style from your list by clicking the (-) icon next to it in the left menu. You also have the option of searching for a specific style. Click Find CSL citation styles in the dropdown. This link will take you to a separate page where you can follow the instructions to search citations by either name or by example.

## Searching references

Click **Search my references** to search your F1000 references. You can filter by tag or project and then review a reference before citing it. This is all available directly from within Microsoft Word.

## Searching PubMed

Click **Search in PubMed** and you can perform a simple keyword search or a more advanced search by selecting a specific field.

## Searching F1000 recommendations

Click **Search F1000 Recommendations** to search specific articles that have been recommended by our faculty of more than 10,000 experts in their fields.

## Exporting to plain text

Some publishers will ask you to send them your manuscript with the references and bibliography in plain text. To do this, just click **Export to plain text** and save the file with a different name to the original Word document.

## Submit to F1000Research

To submit to F1000Research from Word, just click the button 'Submit to F1000Research' (Wellcome users will see a 'Submit to Wellcome' button). You will be redirected to the F1000Research submission form. If you have linked the manuscript with a shared project, then the members' names will be added as co-authors. You are able to edit them in the submission form.

## Create a reference list in Word without inserting citations in the text

The easiest solution is to generate the bibliography from inside F1000Workspace:

- *Select references*
- *Click the 'export' button and select 'generate bibliography'*
- *You can now select from 6 different citation styles (AMA, APA, Chicago, Harvard, MLA, Vancouver)*

## Do I need to refresh my document after inserting or deleting a citation?

You only need to refresh the document when you remove a citation and you want to update the other references immediately. When inserting a citation the document is automatically refreshed.

## I can't click 'View my notes' or 'View in F1000', why is this?

Select a project from the dropdown menu to activate the 'View Notes' and 'View in F1000' features.

## Can I have different bibliographies for each section of my manuscript?


If you need to have separate bibliographies for each section of your manuscript, we advise you to:

- *Write the chapters in different documents and create a bibliography for each one*
- *Export them as plain text and copy and paste each section into a single document*

## I am having problems searching PubMed from within Word (Windows)

This can be because of other plugins installed in Word, such as the EndNote X6 plugin. To be able to use the F1000 tools without problems, you should disable the EndNote X6 plugin by following these steps:

### For Windows 2007

- Click on 
- Click **Word Options**
- Select **Add-Ins**
- From the **Manage** box, select **COM Add-Ins** and click on **Go**
- Uncheck **EndNote** and click **Ok**

### For Windows 2010 and 2013

- Click **File** in the top menu
- Click **Options** in the left navigation
- Select **Add-Ins**
- From the **Manage** box, select **COM Add-Ins** and click on **Go**
- Uncheck **EndNote** and click **Ok**

To switch it back on just follow the same steps, checking **EndNote** instead of unchecking.


## The Word plugin does not appear when I open Word

If the Word plugin is installed and Microsoft Word crashes it may get deactivated when you restart Word, in which case it will not appear in the top bar. You can reactivate it by following these steps:

### MS Word 2010/2013

1. Click **File** in the top menu
2. Click **Options** in the left navigation
3. Select **Add-ins**. Here you will see if the F1000 Word plugin is installed. If it is not in the list at all, please **install** it
4. If it is present, select **COM Add-ins** in the dropdown at the bottom of the window and click **Go**
5. Make sure that **F1000 AddIn** is checked and click **Ok**
6. Click **Ok** again to close the options

## MS Word 2007

1. Click on 
2. Click **Word Options**
3. Select **Add-ins**. Here you will see if the F1000 Word plugin is installed. If it is not in the list at all, please **install** it
4. If it is present, select **COM Add-ins** in the dropdown at the bottom of the window and click **Go**
5. Make sure that **F1000 AddIn** is checked and click **Ok**
6. Click **Ok** again to close the options

## The Word plugin for Mac does not appear when I open Word

If you do not see the F1000 toolbar when you open Word then it may not be enabled. Please perform the following steps to activate it:

- Click **View** in the menu bar
- Select **Toolbars**
- You should now see a list of available Toolbars. Ensure that F1000 Toolbar has a tick next to it (if it doesn't, simply click it to activate)
- Restart Word

The F1000 Toolbar should now appear. If you do not see it then please either **check the toolbar template has installed correctly**, or **contact us**.

## The Word plugin for Mac crashes when closing a document

This can be caused by other plugins installed in Word, such as the EndNote plugin. To be able to use the F1000 tools without problems, you should disable the EndNote X6 plugin by following these easy steps:

- Click on **File**
- Click on **Toolbars**
- Uncheck **EndNote**

## 'Notebook Layout' view when using the Word plugin for Mac

The F1000 toolbar will not be visible in the 'Notebook Layout' view in Word for Mac, please choose another view to be able to use the F1000 Word plugin.

## The F1000 Word plugin does not work properly when both Word 2011 and Word 2016 are installed (Mac)

When both Word 2011 and Word 2016 are installed on the same Mac computer the F1000 Word plugin works erratically. Currently the only way to avoid this is to uninstall one of the versions of Word.

# The Google Docs add-on

## Benefits of the Google Docs add-on

With the F1000 Google Docs add-on you can easily cite any references saved in F1000Workspace. You'll get smart citation suggestions and be able to search PubMed and over 170,000 expert recommended articles in F1000Prime - all without leaving Google Docs.

## How can I get the F1000 add-on in Google Docs?

In Google Docs click **Add-ons**, select **Get Add-ons** and search for F1000. Just follow the instructions to install it.

The F1000 add-on will now be visible in the **Add-ons** tab.

## How can I insert citations?

Open the F1000 add-on and select **Insert citations** from the menu. Within the F1000 panel you can cite references from F1000Workspace, search PubMed and look for recommended articles in F1000Prime.

## How can I insert a bibliography?

From the navigation menu select **Citations and bibliography**, select your chosen style and click **Apply**. All citations will be formatted according to the selected style and a bibliography will be inserted at the end of the document.

If the style that you want is not listed, you can add more by searching our database of over 7000 styles, using the search box. When you find it, just click **Add** and the style will appear in the list.

Please note that new citations inserted in the document will have the default style (author, year) and it will not appear in the bibliography. You just need to go back to the **Citations and bibliography** panel and click **Format**, to apply your chosen style to your document and update the bibliography.

## Why new citations are not formatted in the style that I previously chose?

This is a technical constraint of how Google Docs deals with inserting citations; new citations are always inserted with the default format (author, year). Simply go back to the **Citations and bibliography** panel and click **Format** to apply the chosen style to your document and update the bibliography.

# The desktop app

The F1000Workspace desktop app is a lightweight app that allows you to upload PDFs to your list of references and project folders. It also allows you to set up a **Watch Folder** on your machine to automatically upload any PDFs you save there to your list of references, which you can later access by logging in at [f1000.com/work](https://f1000.com/work) on any web browser.

## Activating the watch folder

In order to activate the Watch Folder, locate the F1000 logo in your task bar and click on it. You will be able to designate a folder on your machine as a 'Watch Folder'.

## Importing PDFs via the watch folder

As long as they are smaller than 25MB, all PDFs added to the watch folder should automatically be imported to your reference list. We do not currently support the file sizes over 25MB.

# Troubleshooting

## Problems importing references in Windows 8 app-mode when in Chrome

When you are running your PC in app mode, the popup usually shown when you click import references will appear behind the active browser window.

### **To exit app mode, perform the following steps:**

- *Click the Chrome menu*
- **Select Relaunch Chrome on the desktop**

You can now import your references, and then either continue to use the site as is or restart app mode, you will be able to access all other features of the site using either mode.

## Problems opening/activating the desktop app or browser extension

It's possible your antivirus is blocking communication between the F1000 desktop app/extension and our server. Please contact your IT department.



## I do not accept third-party cookies and the browser extension does not let me sign in (Firefox)

The browser extension requires that you accept cookies from F1000. To use the browser extension while still preventing other third-party cookies, please follow these steps:

- Click **Options** in the main Firefox menu
- Select the **Privacy** tab in the popup
- In the **History** section of the popup (see below) select **Use custom settings for history** from the dropdown menu
- Ensure the **Accept cookies from sites** option is unchecked, or the **Accept third-party cookies** option is set to **Never** (depending on your preference)
- Click the **Exceptions** button to see the following popup
- Type <http://f1000.com> into the Address text field
- Click **Allow**

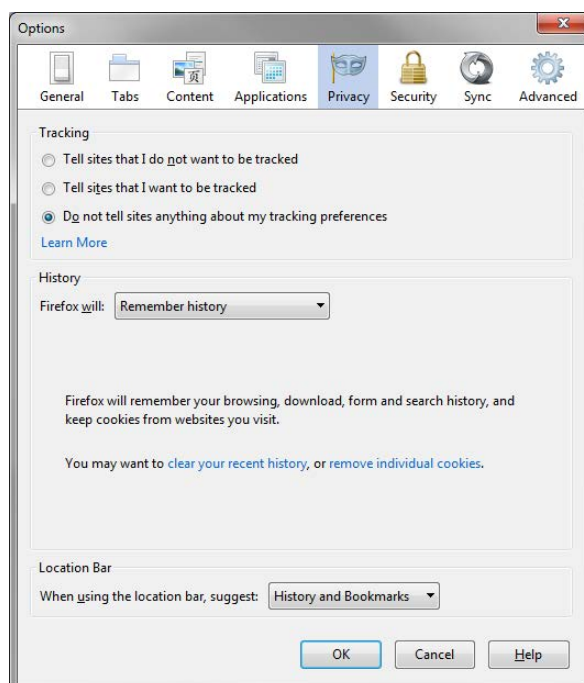
You should now be able to use the F1000 browser extension. If you are still having issues, please contact [info@f1000.com](mailto:info@f1000.com).

## The Firefox browser extension is installed, but it does not appear in the toolbar

First it is best to ensure that no files were corrupted, please follow the instructions at [Mozilla support](#), restart Firefox and return to this page.

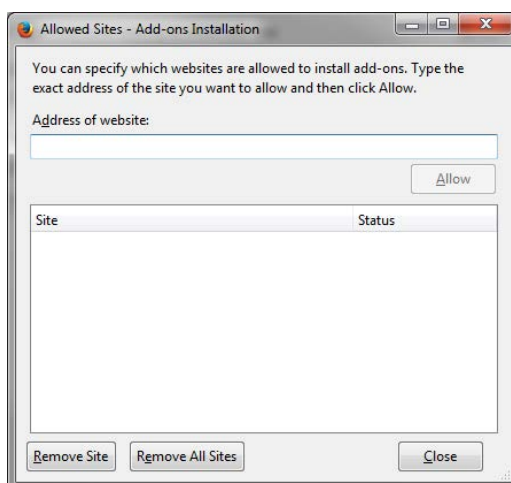
### Then follow these steps in Firefox:

- Click **Menu**
- Click **Customise**
- Drag the **'F'** browser extension icon up to your toolbar at the top of the browser window
- Click **Exit customize**



## The Word Plugin for Mac is enabled but I don't see the toolbar

It's possible the F1000 template did not install correctly. Please perform the following steps.



### While in Word:

- Click **Word** in the Mac menu bar
- Click **Preferences**
- Select **File locations** on the left side of the popup
- Select **Startup** in the main pane of the popup
- Click **Modify**
- Choose a folder (this folder will contain add-ons which should be opened when Word is started) and confirm your choice

### In the Mac Finder:

- Go to **Applications**
- Right click **F1000**
- Click **Show Package Contents**
- Select **Contents > Resources**
- Copy **F1000.dot** into the folder you selected as your **Startup** folder in Word (see above)
- Restart Word
- You should now see the **F1000** toolbar. if you do not then please contact us.

## 'Can't load Visual Basic for Applications' Word error (Word 2011 for Mac)

This issue arises when Visual Basic for Applications is not installed in Microsoft Word. To install Visual Basic for Applications, start the Microsoft Office installation and when you arrive in the **Installation Type** section, click **Microsoft Office 2011** on the right. Make sure that the **Visual basic for Applications** component is installed.

# Contact us

If you have any problems or have any further questions please contact us at [feedback@f1000.com](mailto:feedback@f1000.com). If you are signed in on [f1000.com/work](https://f1000.com/work), you can also use the **Message us** link in the header to send us an instant message.