

Dr Paper Quickstart

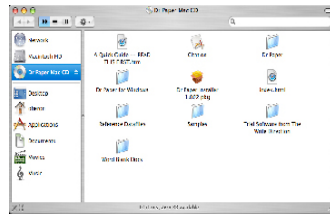
Installation.

After you have downloaded the Dr Paper disk image, dpmac.dmg, double click on this file to open the disk image. If you are working with a CD, insert the CD into your CD Rom drive, and then open the CD to view the contents. Open the folder Dr Paper for the Mac.

If you have Office 2008 or iWorks, you will need to take the following steps to install Dr Paper on your Mac:

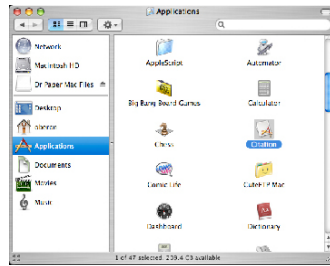
First, copy the folder named Dr Paper to your desktop:

- 1 Ctrl+Click on the Dr Paper folder (on the Dr Paper Mac CD), and then click "Copy Dr Paper."
- 2 Now click Edit, Paste Item on your desktop.



Next, copy Citation (the References formatter) to your Applications folder:

- 1 Ctrl+Click on the Citation icon, and then click "Copy Citation."
- 2 Open your Applications folder, and click Edit, Paste Item on the Finder menu.



Use the Dr Paper templates to create a formatted document for your paper.

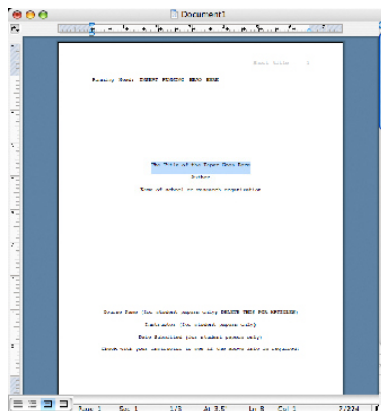
- 1 Click on the Dr Paper folder on your desktop, and then click on one of the templates.

APA Article: This template for an APA Style document includes an abstract page; should be used for articles submitted to journals, and student papers longer than 15 pages.

APA Paper: This template for an APA Style document does not include an abstract page, and should be used for most student papers.

MLA Paper: This template is set up to comply with the requirements for MLA Style papers.

- 2 Highlight the prompt text (e.g., Author), and replace it with the appropriate information.
- Title (capitalize all significant words).
Example: Watery Wind: Katrina's Impact
 - Author (This is you).
Example: Lauren A. Winters
 - Your school.
Example: The Ohio State University
 - Course, Instructor, Date submitted, if these are required by your instructor. (If you prefer, you can just delete these prompts).
 - Running head: [AN ABBREVIATION OF YOUR TITLE: ALL CAPS].
Example: KATRINA'S IMPACT



- Short title for the page header: First two or three words of your title. Double click on the Short Title to edit this text. When you are done, double click on the body of your paper.
Example: Watery Wind
- 3 Save the document with a new name, and then continue writing your paper.

Use the Built in Styles for Section headings, long quotations, and body text.

Dr Paper creates a Word document with Styles that make it easy to conform to the APA rules for the way body text, quotations, and section headings should look. Take a moment now to practice a bit with these Styles. You can delete your practice text before you begin typing your paper:

- 1 Type a few nonsense sentences. This text is BODY TEXT; it is 12 point Courier New, double spaced, as it should be for an APA or MLA Paper (there is also a template with Times New Roman, if you prefer that font. Both are acceptable for APA or MLA papers).
- 2 Press Enter so that the cursor is on a blank line
- 3 Click Format, Styles to display the Style dialog. Click the Style called Heading 1.
- 4 Type the word Method, and press Enter.
- 5 Type another sentence. Notice the Style returns to BODY TEXT.

Use the built in Styles for Section Headings, Quotations longer than 40 words, Body text, and to make sure the Reference List is formatted correctly.

Entering References with Citation

- 1 Use Finder to open the Applications folder, and double click on Citation.
- 2 On the Citation menu, click File, New Datafile, and select a form for your first record. Citation will display a blank record.

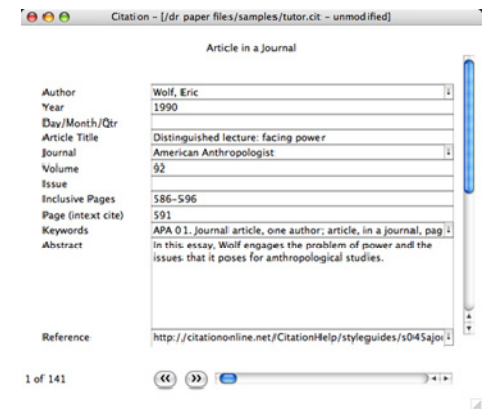
Note the prompts that display when you click in a text area (or field) that give you examples, showing how information should be entered. Names, for instance, should be entered like this:

Smith, Jane R.; Wilson, Peter; Jones, M. R.

Sample:

- 3 Fill in the bibliographic information, and click File, Save.
- 4 Give the datafile for this paper a name, and then click OK.
- 5 Click Edit, Add Record to add another blank form for your next reference.

Continue clicking Edit, Add Record until you have entered bibliographic information for all the works you need to cite in your paper.



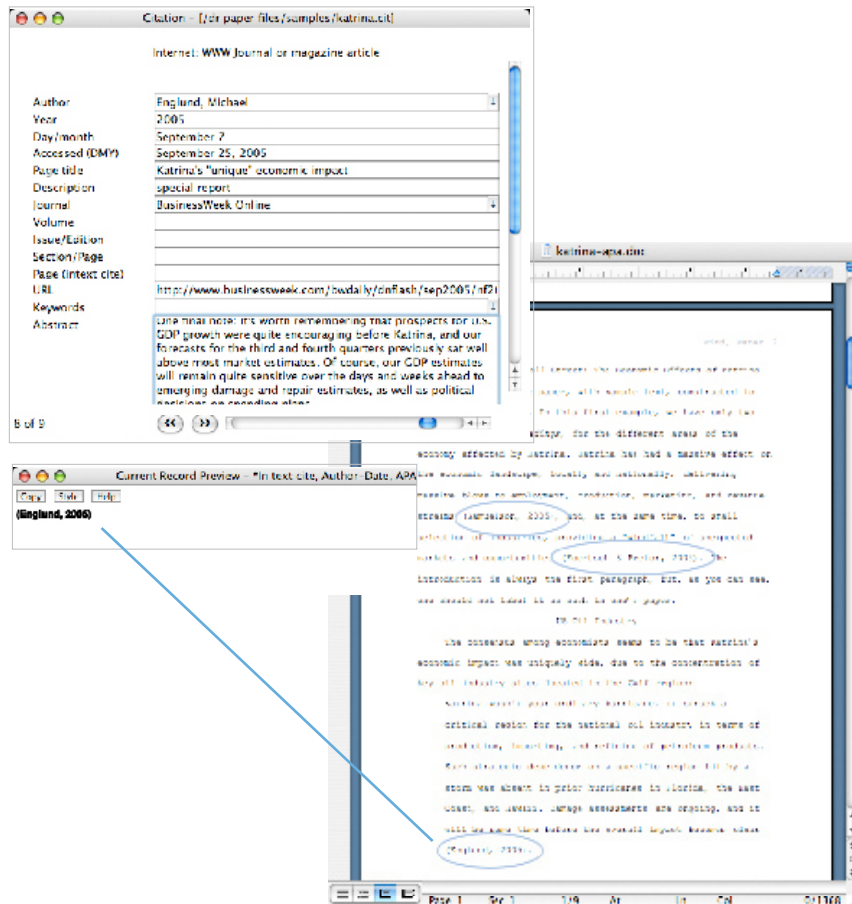
- ▶▶ To get back to a datafile you have previously created, start Citation, and then click File, Open Datafile, and choose your datafile from the list of recently opened files.

Inserting Author-Date Cites in your paper

- 1 Put the cursor where you want the cite to be placed in your paper (in Word), and then click on Citation.
- 2 Find the notecard in Citation for the work you want to cite, and click Format, Intext cite in Preview Box. Make sure the Style is set to In-text cite, Author-Date APA.
- 3 Click the Copy button.
- 4 Click on your document, and then click Edit, Paste in Word to insert the cite.

Note:

You can find records in Citation by using the Page Up and Page Down key on your keyboard, or by clicking View, Short List, and double clicking on any of the entries in the list.

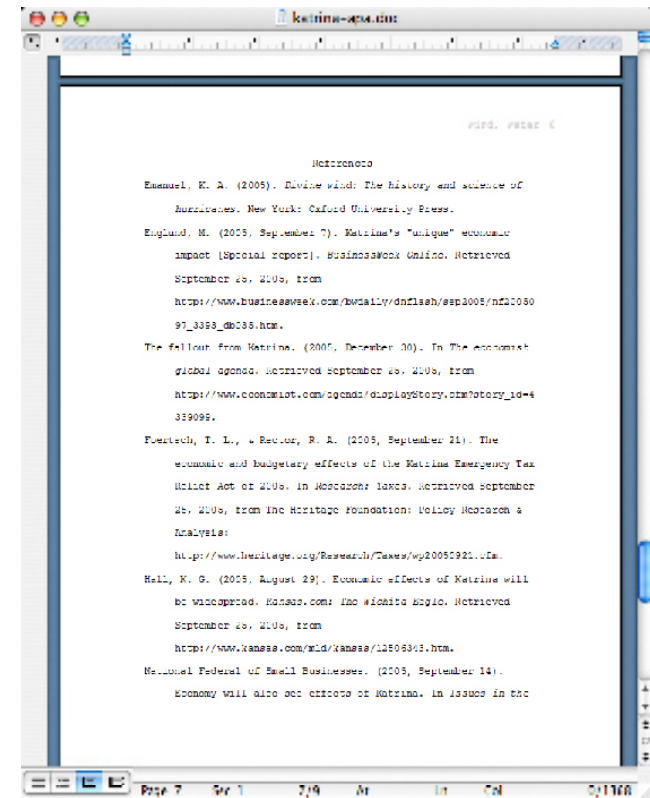


Writing the Reference List

- 1 Put the cursor on the last page of your paper, where it says "Insert References Here."
- 2 In Citation click Format, Bibliography. Make sure the Style is set to the Style you need (APA or MLA), and make sure the button to Alphabetize is checked — and then click OK.
- 3 Click on your paper, and then click Edit, Paste to write the Reference List for your paper.

CiteWrite will format your References in APA (or MLA) style, alphabetize them, and place them in your paper.

Your Reference page should look something like this:



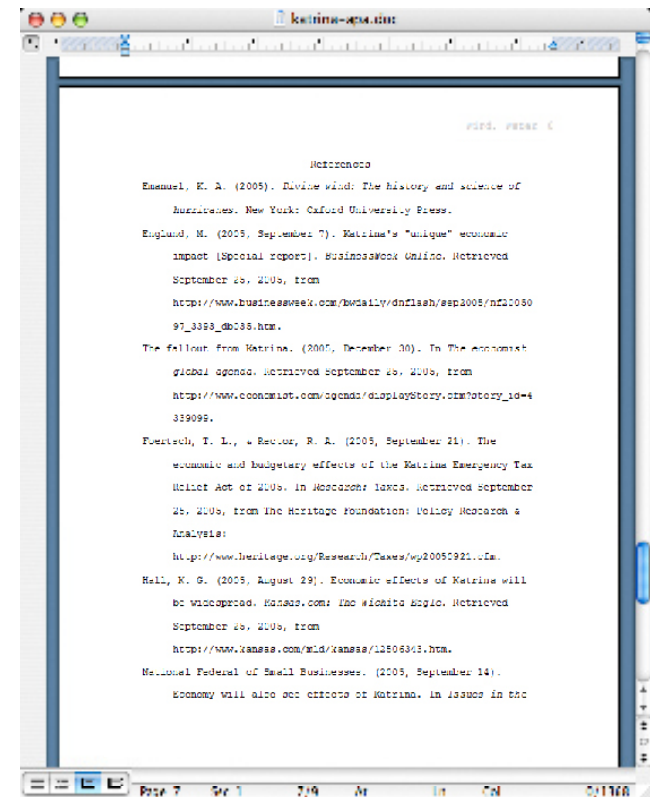
- ▶▶ To exit your datafile, ALWAYS click File, Save, and then File, Close. Once you have saved and closed your datafile, you can click citm, Exit.
- ▶▶ To get back to a datafile you have previously created, start Citation, and then click File, Open Datafile, and choose your datafile from the list of recently opened files.

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