

Dr Paper

Quickstart Guide

6

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Smart Software for Research and Writing from
The Write Direction



1 Install Dr Paper.

- 1 Insert the Dr. Paper CD in your computer. The installation graphic will display*.
- 2 Click on the selection to Install Dr. Paper.
- 3 Follow the prompts to install Dr. Paper.

* If the installation graphic does not automatically display, use Explorer to open My Computer, and double click on your CD Rom drive.

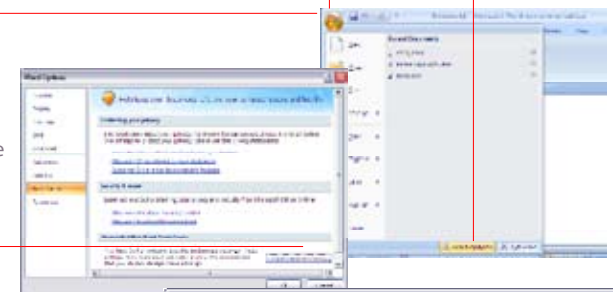


2 Check your security settings in Word.

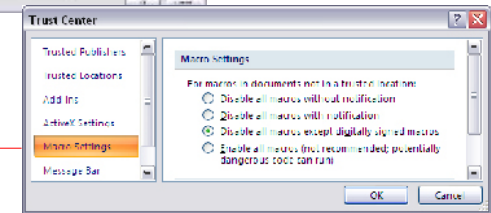
- 1 In Word 2007, click the Office Button , and then click on the Word Options Button.

The Office Button is in the top left hand corner of Word 2007. The Word Options button is at the bottom of the dialog.

- 2 Click on the Trust Center tab (in the left column), and then the Trust Center Settings Button in the lower right hand corner of the screen.

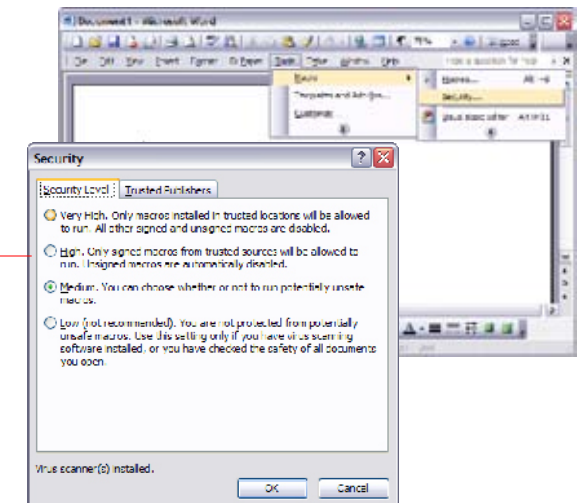


- 3 Make sure the option to Disable all macros except digitally signed macros is selected, and click OK.



If you are using Word 2003

- 1 Click Tools > Macro > Security to display the Word Security dialog.
- 2 Check to make sure the Security Level is set to Medium, and then click OK.



Note: If you prefer, you can set the Security Level to High. Dr Paper will still run; you will need, however, to click the checkbox "Always Trust This Publisher" the first time you create a document.

3 Create a formatted Word document for your paper.

Dr Paper creates a Word document formatted according to the style you choose.

- 1 In Word 2007, Click Addins > Dr Paper > New Document.

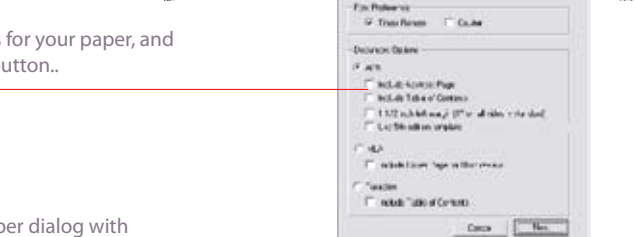
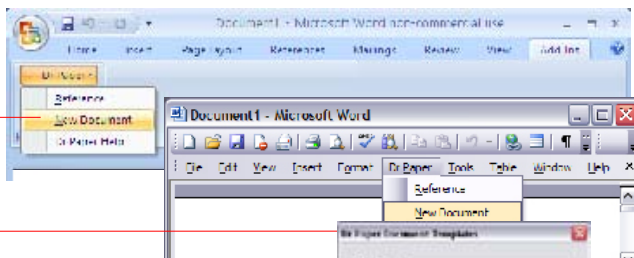
In Word 2003, click Dr Paper > New Document.

- 2 Set the Style options for your paper, and then click the Next button..

- 3 Complete the Dr Paper dialog with your name, your school, title of your paper, etc., and click OK.

Dr Paper will create a formatted Word document, and display a prompt for you to begin typing your paper. (You can use the scroll bar to view your cover page.)

- 4 SAVE YOUR DOCUMENT WITH A NAME YOU WILL REMEMBER!



Formatting a paper you've already written

If you've already written your paper, keep the new document you just created with Dr Paper open, and then:

- 1 Open your paper, and highlight ALL of the text you've written.
- 2 Click Edit > Copy.
- 3 Go back to the document created with Dr Paper, and Paste the text into the new APA formatted document.
- 4 Review the document to make sure all headings, body text, and quotations are defined in the correct Word Style.

Note:

Once you use Dr Paper to set up your document, it can be edited like any Word document. You can use the Dr Paper APA Style Toolbar to edit the Styles for the text of the document, or you can simply use the Word Styles Menu. In 2003, click Format > Styles and Formatting to display the Styles menu. In Word 2007, click Home > Styles.

4 Enter your references in CiteWrite.

- 1 Keep your paper open in Word, and click Addins > Dr Paper > References. CiteWrite will start.

- 2 Click the button to Create a New Datafile, and select the type of source for your first reference. When you click OK, a blank New Record will display.

- 3 Enter information on your first reference on the CiteWrite notecard*. A reference record for an Article in a Journal, for instance, might look like this:

- 4 Click the New Record button to enter information on your next reference (your datafile will have one notecard record for each work you need to cite in your paper).

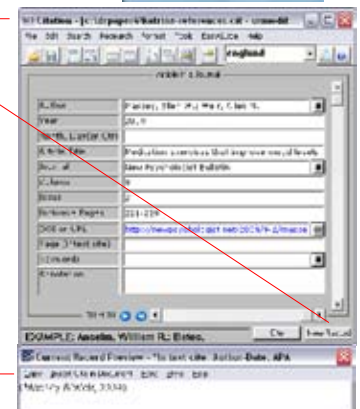
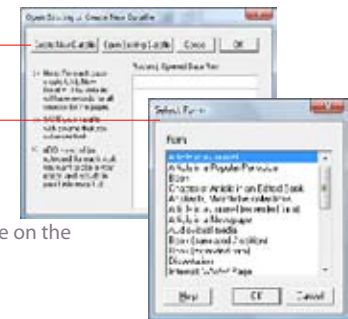
- 5 Click File > Save, and give your datafile for this paper a name. (We recommend you give it a name that is similar to the name for your paper)

CiteWrite formats your references as Author-Date cites in the Preview box as you type.

Continue clicking New Record, and entering information on your references, until all your references are in your CiteWrite datafile.

Note: If you need to pause your work, click File > Close to close and save your datafile. To reopen it, start Word, and click Dr Paper > Addins > References to start CiteWrite and open your datafile.

* If you would like to view samples for different types of sources, click EasyGuide on the CiteWrite Main menu.



Switching between Word and the CiteWrite References formatter.

Keeping Word and CiteWrite open at the same time will make writing your paper easier. To switch from CiteWrite to Word, or from Word to CiteWrite, use the icons on the Task Bar at the bottom of your screen.



Switch to CiteWrite by clicking on the Citation icon.

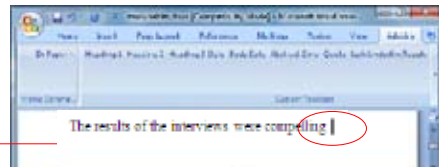
If you have the Current Record Preview box or the Short List open, you will see an icon for this as well.

Switch to your paper by clicking on the Blue Word icon.

5 Insert Author-Date cites in the body of your paper.

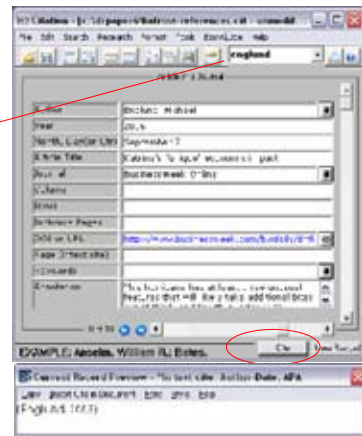
As you are writing your paper, you can use CiteWrite to format your Author-Date cites. Here's how:

- 1 In your Word document, put the cursor where you want the cite to be placed.



- 2 Click on the icon for CiteWrite, and use the Page Down or Page Up key on your keyboard to find the record for the work you want to cite in your paper.

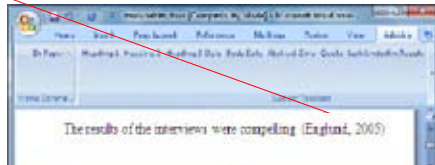
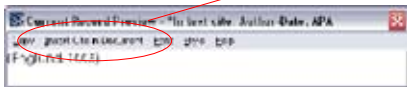
You can also use QuickSearch to find records in your datafile. Just type the author's name, or a word in the title, and press Enter.



CiteWrite will format the work as an Author-Date cite in the Preview box.

If you do not see the Preview box on your screen, click the Cite button.

- 3 Click on the Preview box, and then click Insert Cite in Document to place the Author-Date cite in your paper.



Repeat this for each Author-Date cite in the body of your paper.

If the Author-Date cite does not appear in your paper instantly, click Edit > Paste on your word processor menu.

6 Write your Reference List.

When you have finished writing your paper, you can use CiteWrite to alphabetize all your references and include them in an APA, MLA, or Turabian

- 1 In your Word document, put the cursor on the last page, where it says "Insert References Here."



- 2 Click on the icon for CiteWrite, and then click Format > Write Bibliography (Reference List).

- 3 Check to make sure the Bibliography dialog is set to the style you need for your paper (APA, MLA, or Turabian), and that the option to Alphabetize is checked.



- 4 Click OK to place the formatted Reference List in your paper. It should look something like this:



If the Reference list does not appear in your paper instantly, click Edit > Paste on your word processor menu.

Note.

Use Dr Paper Help for details.

The QuickStart sheet is designed to get you up and running quickly. We recommend that you also browse through the Help file (click Addins > Dr Paper > Dr Paper Help, or click on the desktop icon). If you are new to APA Format, please take a brief look at the sample paper illustrations in the help file.

TECH SUPPORT: support@thewritdirection.net



If you are working on a Mac, go to <http://thewritdirection.net/drpaper/mac/1759241>

What's New in Version 6.

APA 6th edition changes.

- Preferred font.

For the 6th edition, the preferred font is Times New Roman, 12 point. Dr Paper templates now default to Times Roman; you can, of course, check the option for Courier if your instructor prefers this font.

Dr Paper 6 also offers the option of creating documents formatted according to the APA 5th edition rules.

- Cover page layout:

For the 6th edition, the running head is now part of the page header.

- Section headings:

The correct formatting for section headings have been changed significantly:

Heading 1 is Centered, Upper and Lower Case, and Bold

Heading 2 is Flush Left, Upper and Lower Case, and Bold

Heading 3 is indented, lower case, bold, followed by a period. The rest of the paragraph follows.

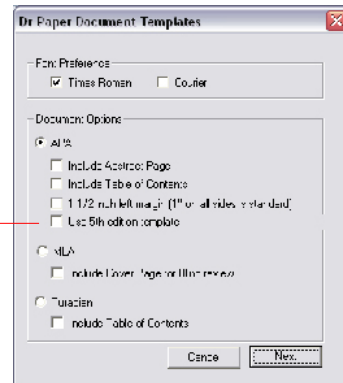
Headings Level 1 and Level 2 are included in documents created with Dr Paper, along with other appropriate Style definitions, on the Word Styles menu.

To display the Styles menu in Word 2007, click Home > Styles. In Word 2003, click Format > Styles and Formatting. Click on any line of your document; the Style used to format that text will be outlined in the Styles menu.

Headings at level 3 must be highlighted and bolded manually, since Word Styles apply only to entire paragraphs.

- Web sources:

The date a web page or resource was accessed during research is no longer required in the reference. If a DOI (Digital Object Identifier) is available, this should be included in the reference rather than the URL. DOIs can be found with other reference information on your source. They always begin with a "10" in the prefix and include a suffix after the forward slash made up of numbers and/or letters. For example: DOI: 10.1000/654321.



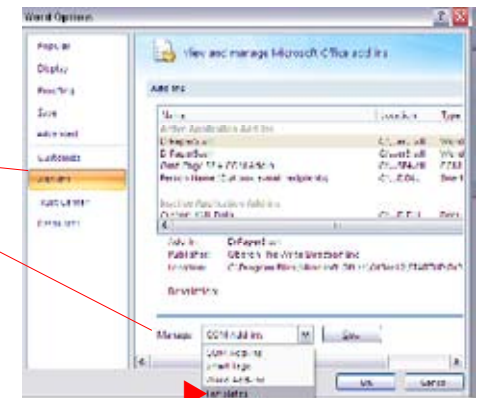
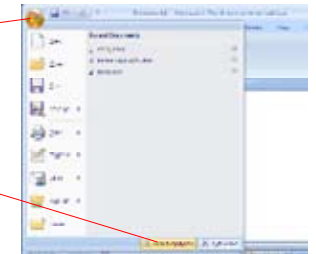
If you are Submitting your paper electronically ...

Clear the Dr Paper macros before submitting your paper electronically

It is generally considered polite to clear macros in your Word document before sending it to another person, or your instructor. (Clearing the macros will NOT affect the formatting in the document; the macro is used ONLY when you first create the document.)

In Word 2007:

Click the Office Button on Word, and then click the Word Options Button.



Click the Addins tab, and set the Manage: droplist (bottom of the panel) to Templates.

When the Templates and Addins dialog displays (see below), delete the Dr Paper template listed under Document Template.

In Word 2003:

Click Tools, Addins and Templates, and delete the Dr Paper Template listed under Document Template. Click OK to save the document.

