

Dr Paper

Quickstart Guide

6

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.



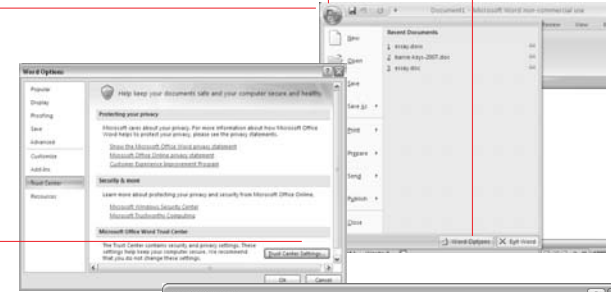
If you downloaded Dr Paper, double click on the installer file (drpaper6-installer.exe) to RUN the installation.

2 Check your security settings in Word.

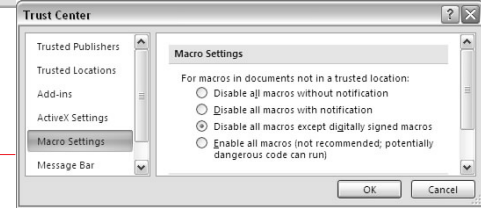
- 1 In Word 2007/2010, click **File** or the **Office Button** , and then click on the **Word Options Button**.

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.

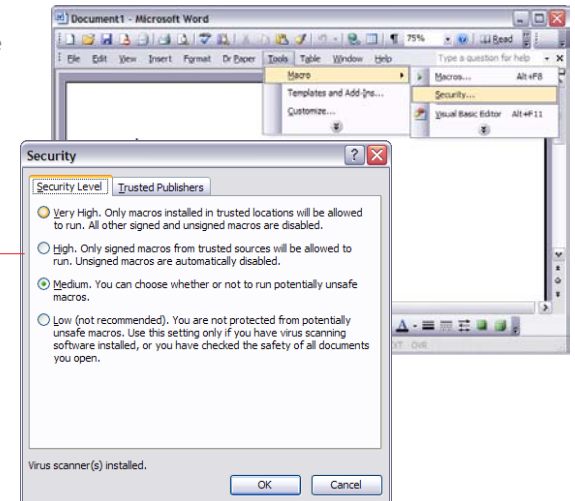


- 3 Make sure the option to **Disable all macros except digitally signed macros** is selected, and click OK.



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**.

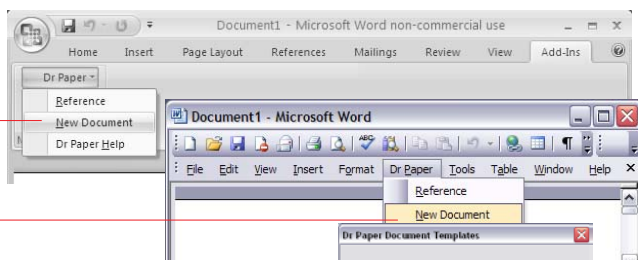


Note: If you prefer, you can set the Security Level to High. Dr Paper will still run; you will need, however, to click the checkbox "Always Trust This Publisher" the first time you create a document.

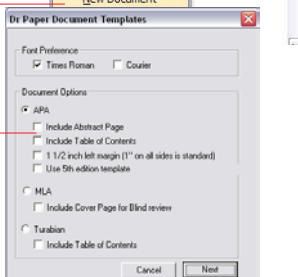
3 Create a formatted Word document for your paper.

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

- 1 In Word 2007/2010, 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:

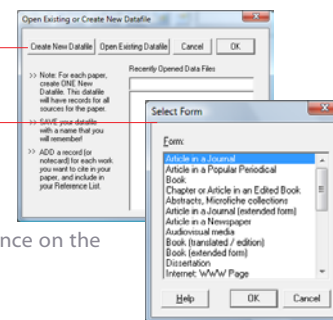
- 1 Open your paper, and **highlight ALL** of the text you've written.
- 2 Click **Edit > Copy**.
- 3 Go back to the document created with Dr Paper, and **Paste** the text into the new APA formatted document.
- 4 Review the document to make sure all headings, body text, and quotations are defined in 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 2007/2010, click **Home > Styles**.

4 Enter your references in CiteWrite.

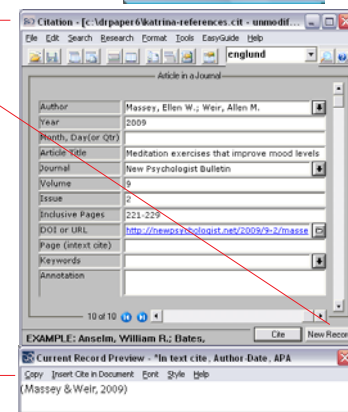
- 1 Keep your paper open in Word, and click **Addins > Dr Paper > References**. CiteWrite will start.



- 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.

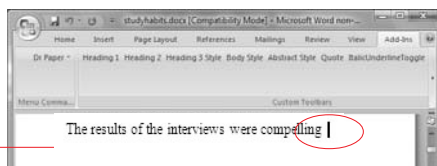
If you have the Current Record Preview box or the Short List open, you will see an icon for this as well.

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

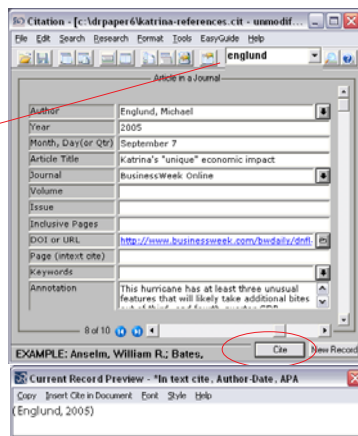
5 Insert Author-Date cites in the body of your paper.

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.



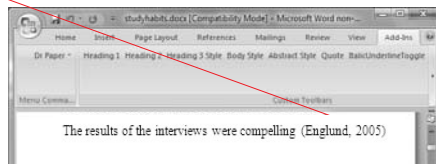
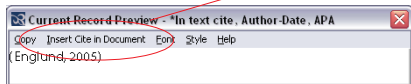
- 2 Click on the icon for CiteWrite, and use the **Page Down** or **Page Up** key on your keyboard to find the record for the work you want to cite in your paper.
You can also use QuickSearch to find records in your datafile. Just type the author's name, or a word in the title, and press Enter.



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.

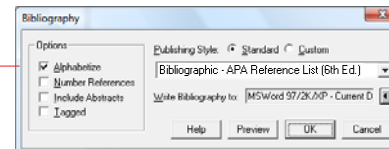
When you have finished writing your paper, you can use CiteWrite to alphabetize all your references and include them in an APA, MLA, or Turabian

- 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>

