

Writing a Paper with

ScholarWord

Software

Print this document, it will be easier to read and follow along!

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I. Introduction

We have all heard the expression, “work smarter, not harder.” With ScholarWord you have the opportunity to work smarter so you can get done with a great paper in less time and with less hassle. If that is your goal, you have come to the right software program. It’s not going to be smooth sailing: you still have to spend *some* time learning how to use any software. However, you will make up the very little time you spend learning the program when you start writing papers with ScholarWord – and this we can guarantee! This document is the fastest way for you to gain an understanding of how ScholarWord will transform the old - slow and unproductive - way of writing into a new process that is faster and more effective. Now get on with it, you should be done in 20 minutes!

II. Your New Writing Process

What is a writing style? A writing style is a set of rules for writing and formatting your paper. For example, when someone says “the apa style” it means adhering to the rules set forth by the American Psychological Association in their writing manual. What makes ScholarWord so valuable is that you no longer have to learn all of the nuances of these styles while writing with another book next to your computer. ScholarWord will format your paper’s citations and cover page according to the writing style you choose.

Furthermore, ScholarWord provides you with the writing help to facilitate the writing process (in-text citations and all other aspects of the paper). Here is a general process to set up ScholarWord and use it to format your paper:

To start a new paper, there are two steps to follow:

1. Open ScholarWord by clicking on the program icon whether you have it located (usually the desktop or the dock on macs).



2. Choose the word processor that you would like to use with ScholarWord. ScholarWord will then 'work with' this program.

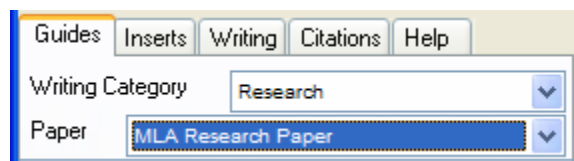


3. The ScholarWord Main Screen will then be presented on the right hand side of the screen for you to access the tools and writing help (more on this to come).

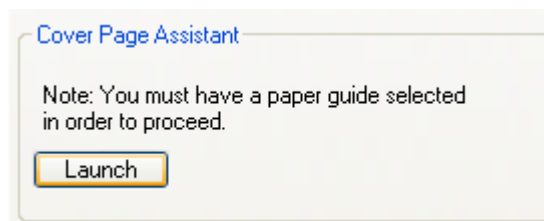
To continue working on a paper, there are three steps to follow:

1. Open your paper as you normally would.
2. If the document is a type ScholarWord supports (e.g. Microsoft Word document), then open ScholarWord choose that word processor. This will open another blank document but you can close that one or use it for another purpose (e.g. side notes, outline, or gathering material from the internet).

To format your cover, first have the type of paper you are working on selected in the Guides section. For example, to format a MLA style cover page, select “research” and then “MLA Style Research Paper”:



Then, go to the “Inserts tab and select the “Launch” button:



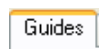
You will then be presented with the cover page form to fill in your information:



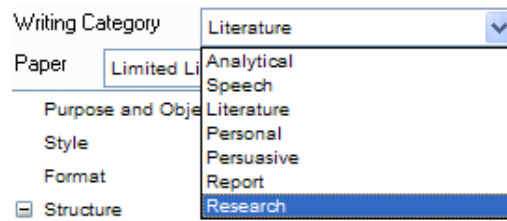
Enter your information as directed and click “Insert.” That’s all there is to it! Remember though, that to insert a cover page you **MUST** have Microsoft Word open: ScholarWord cannot insert a cover page into the citation pad, it is only made for holding citations.

Getting help from a professionally written guide can really help you when you are not sure how to proceed or how to accomplish your overall writing goal (e.g. what in the world is a limited literary analysis?!). To access these guides, follow these two steps:

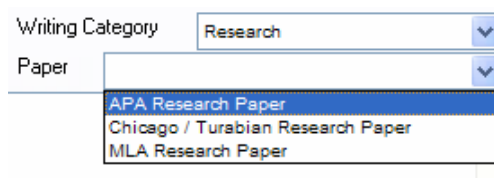
1. click on the tab at the top of the ScholarWord main screen that says Guides:



2. Click on drop down menu that says writing categories and choose a category:

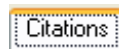


This will populate the menu below it labeled “paper” and choose the kind of paper you need help with:

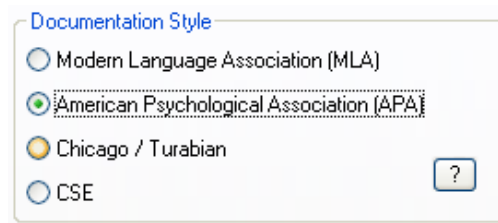


To get help on inserting in-text citations, there are three steps to follow:

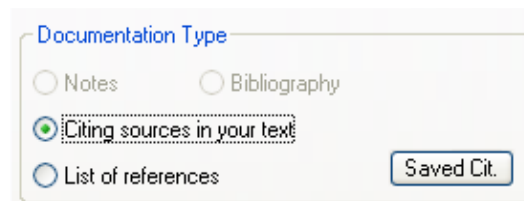
1. First, click on the ‘citations’ tab at the top of the ScholarWord main screen:



2. Second, choose the style of which your in-text formatting must adhere to:



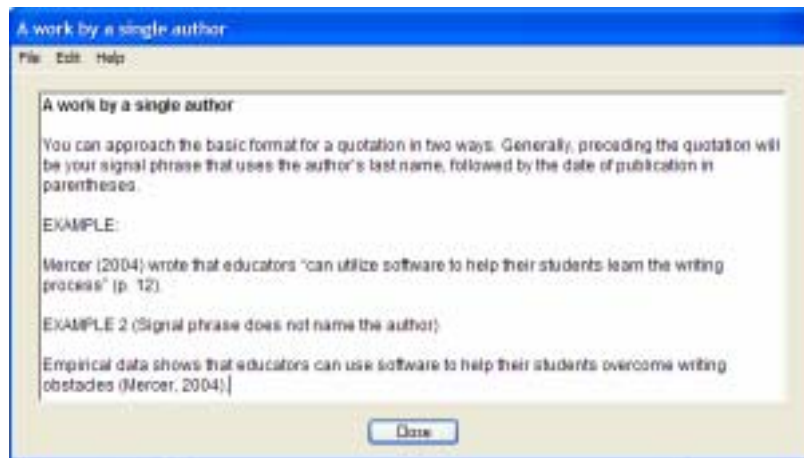
3. Choose ‘citing sources in your text’:



4. The box below will then populate and you can choose (by double clicking) the tutorial you need to insert the in-text citation:

- APA Style Overview
- Summarizing and paraphrasing
- A work with no author
- A work by a single author**
- A work with two authors
- A work with three to five authors
- A work with six or more authors
- Electronic document
- Indirect source
- Organization as the author
- Personal communication

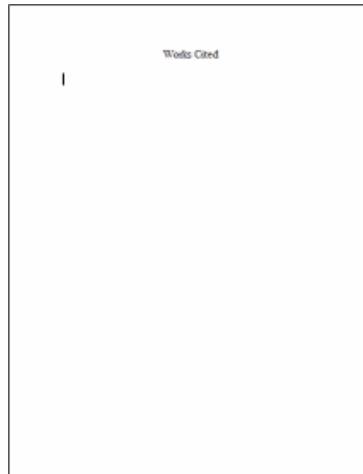
5. Then just follow the instructions of the tutorial to insert your in-text reference:



With ScholarWord, formatting your work cited page is a very simple process.

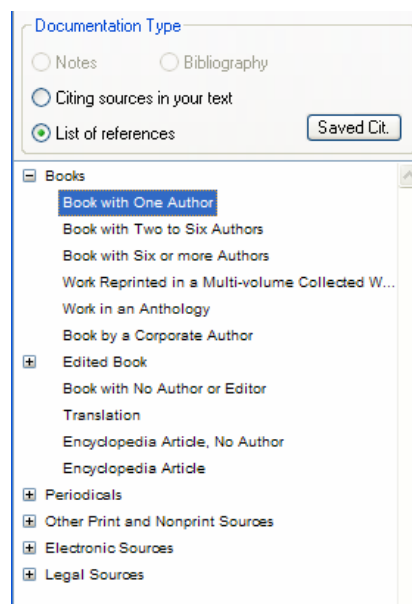
Here are the steps to follow:

1. Depending on which style you are adhering to, begin a work cited or bibliography page as you normally would:

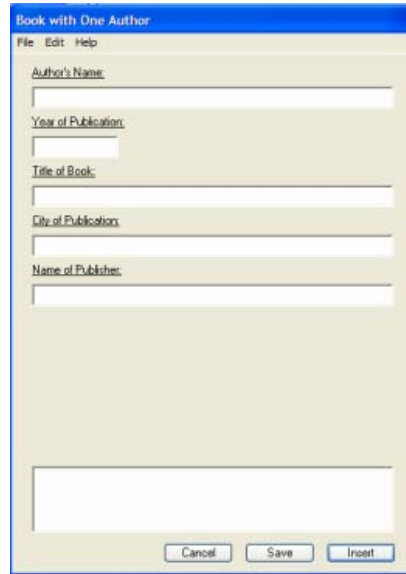


2. Then for each of your citations you can use ScholarWord to format and insert them from within the 'citations' tab. You start by following the first two steps of the in-text citation process but then you should choose 'list of references' (depending on the style).

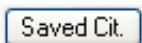
3. For each citation, choose which type of citation you need to insert from the list and then double click on it:



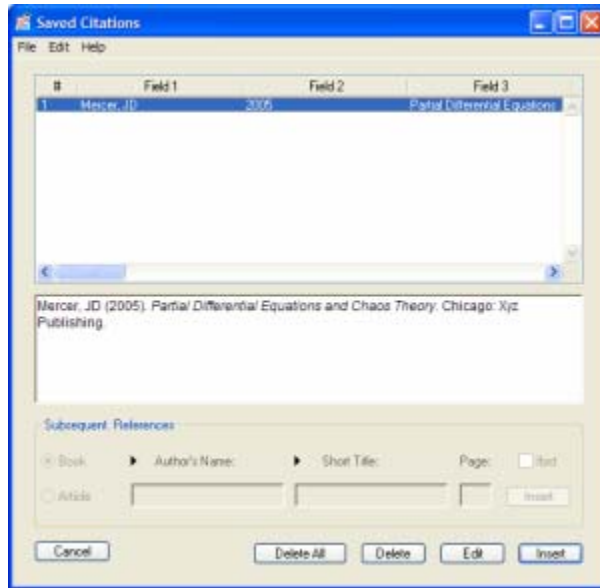
4. When the citation form appears, enter the information pertaining to the citation:

A screenshot of a software window titled "Book with One Author". The window has a menu bar with "File", "Edit", and "Help". Below the menu bar are five text input fields, each with a label: "Author's Name:", "Year of Publication:", "Title of Book:", "City of Publication:", and "Name of Publisher:". At the bottom of the window are three buttons: "Cancel", "Save", and "Insert".

5. At this point (after you have entered your information into the form), you have the option to save the citation before you enter it. This way, you have that reference for future use. Remember to place your cursor where you want to enter each of the citations.

Now, a little more explanation on citation management: accessing and editing saved citations. You access saved citations from the 'Saved Cit.' button in the citator 

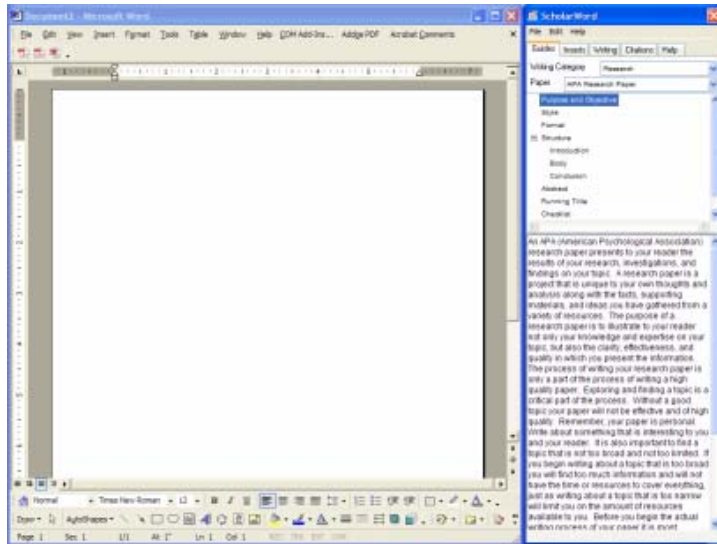
When you click on this button, you will be presented with the saved citations form:



From this form you can edit, delete, and insert old citations.

III. Concluding Remarks on Productivity

When you begin using ScholarWord it is a slight change from your previous writing process because you now have another program to use while writing with your word processor. We suggest setting ScholarWord precisely on the right hand side of your word processor:



If you are using Microsoft Word, you can also readjust your word processor appearance by going to the menu and selecting 'view' then 'zoom' and select the appearance that suites your preferences.

These days most of the research you may be doing will be on the internet. We recommend using the Firefox web browser because it has a great feature that allows you to have many 'tabs'. This way, you can have many websites open without having many browsers open and you can use the same format as described before to keep another application open (e.g. notepad) to gather research from the websites *without* closing or minimizing your browser and opening another application:

