

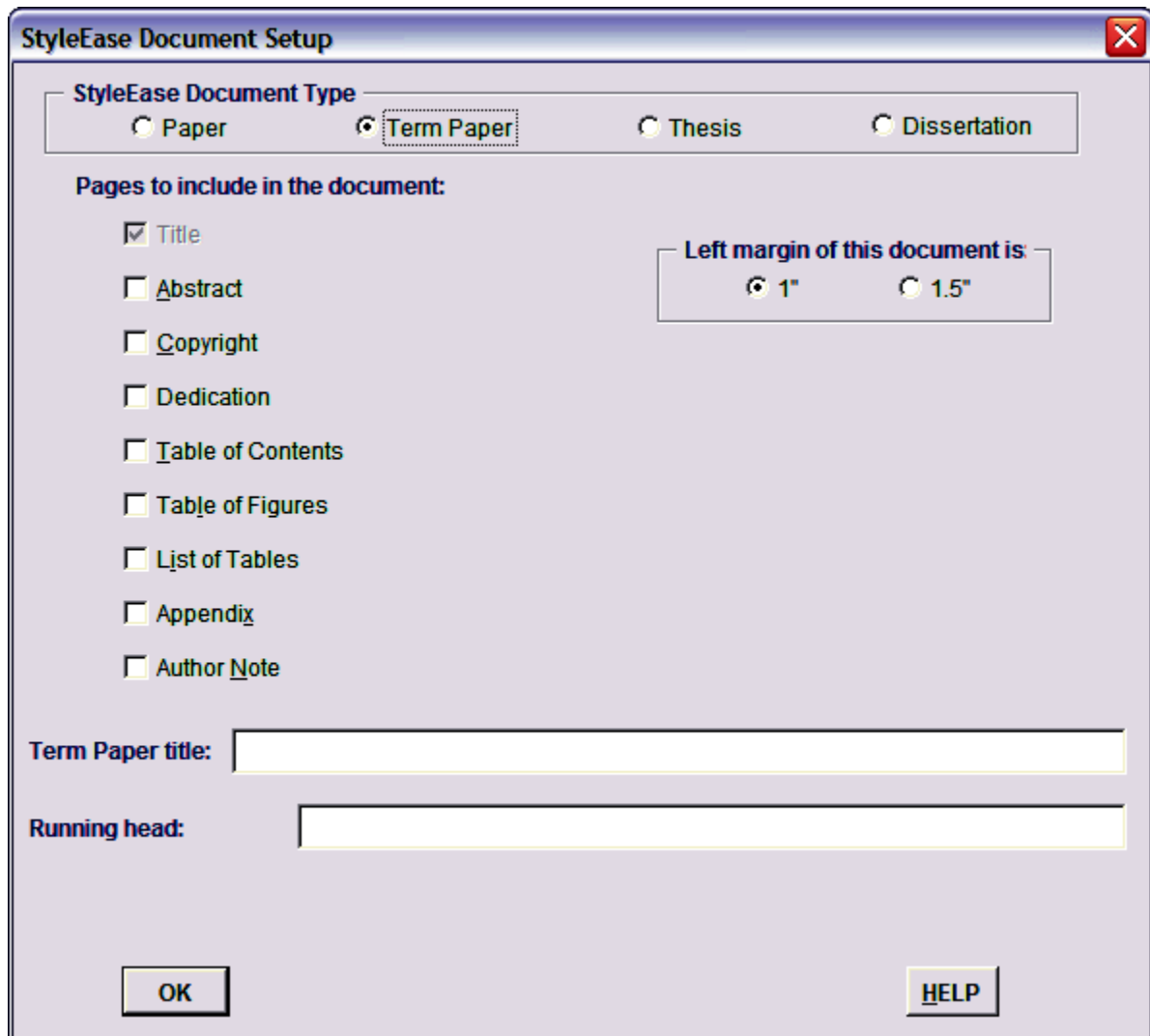
Creating StyleEase Documents

This section describes how to start a new *StyleEase* document. Before creating a new document, make sure that you have your macro security setting in Word set to allow digitally signed software to run, as described in H.Hypertextparatextefault ¶ Font.

To create a new *StyleEase* document:

- Click the Windows *Start* button, then *All Programs*, and then click *StyleEase*.
- Click *APA Style Document*.
- Select options for your document in the *StyleEase Document Setup* screen, as shown in Figure 2-1.

Figure 2-1: The Document Setup screen



The screenshot shows the "StyleEase Document Setup" dialog box. At the top, the title bar reads "StyleEase Document Setup" with a close button (X) on the right. Below the title bar, there is a section titled "StyleEase Document Type" with four radio button options: "Paper", "Term Paper" (which is selected and has a dotted border around it), "Thesis", and "Dissertation".

Below this section is a section titled "Pages to include in the document:" with a list of checkboxes: "Title" (checked), "Abstract", "Copyright", "Dedication", "Table of Contents", "Table of Figures", "List of Tables", "Appendix", and "Author Note".

To the right of this list is a section titled "Left margin of this document is:" with two radio button options: "1" (selected) and "1.5".

At the bottom of the dialog, there are two text input fields: "Term Paper title:" and "Running head:". Below these fields are two buttons: "OK" and "HELP".

You should first choose which type of document you want to create, then select which pages to include, and finally, type in the title and running head you want to appear in your document. Note that this simply defines the initial layout of your document and can be changed at a later time.

Basic Document Types

You can create *StyleEase* document in four variations, which are shown Table 2-1.. Each document type is preconfigured to include specific pages and characteristics, and each can be reconfigured.

Table 2-1: StyleEase basic document types

| <i>StyleEase</i> document type | Purpose | Sections included by default |
|--------------------------------|--|--|
| <i>Paper</i> | To write a journal article or other paper. | <ul style="list-style-type: none"> • Title page (with title page running header) • Body of paper • References |
| <i>Term Paper</i> | To write a term paper. | <ul style="list-style-type: none"> • Title page • Body of paper • References |
| <i>Thesis</i> | To write a master's thesis. | <ul style="list-style-type: none"> • Title page • Table of contents • Body of paper • References |
| <i>Dissertation</i> | To write a dissertation. | <ul style="list-style-type: none"> • Title page • Copyright page • Abstract • Table of contents • Body of paper • References |

Note that you can modify which pages are included by clicking checkboxes. You can also add or delete pages while you're editing your document.

Document Setup Options

Table 2-2 describes the options that allow you to define the type of paper you want to create, title information, and which pages you want initially included in the document..

Table 2-2: StyleEase document options

| Option | Description |
|-------------------------|--|
| <i>Document type</i> | <p>Click one of these buttons to choose which document type you want to create: paper, term paper, thesis, or dissertation. The Hypertextparatextefault ¶ Font topic provides descriptions of each type.</p> <p>Note: You cannot change the type of a document after you create it.</p> |
| <i>Pages to include</i> | <p>Select pages that you want included in your document.</p> <p>StyleEase preconfigures which special pages and lists to include for each document type, and most users do not need to make any changes in the initial configuration.</p> <p>Note: You can add or delete special pages and lists whenever you want.</p> |
| <i>Left margin</i> | <p>Select whether you want to use the default left margin setting for your document (1" for papers and term papers, 1.5" for theses and dissertations that will be bound).</p> |
| <i>Title page title</i> | <p>Allows you to enter the title that you want shown on the title page of your document. You can change this at any time.</p> |
| <i>Running head</i> | <p>Allows you to enter the abbreviated "running head" title that you want shown in the upper right corner of each page. You can change this at any time.</p> |